

City of San Bruno



**City Council Adopted
2012-13 Operating Budget**

Budget Cover Pictures: (left to right)

Development Banner

San Bruno Gateway
Caltrain Station
Downtown
Cedar Mill Development

Recovery Banner

Vacant Lot resulted from Glenview Fire
1st Town Hall Meeting @ St. Robert's Catholic Church (still from video camera)
Completed Residential Re-building
Completed Residential Re-building

Community Banner

San Bruno Swimming Pool
Crestmoor Neighborhood Gathering
Music in the Park
City Memorial Playground

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OPERATING BUDGET

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CITY MANAGER'S MESSAGE
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Introduction
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HISTORY OF SAN BRUNO

HISTORY

The City of San Bruno takes its name from neighboring San Bruno Mountain, which was named after the explorer Captain Bruno Heceta in 1775 – also known as Saint Bruno the Confessor after his patron saint. The City is located at the crossroads of the two main paths around San Bruno Mountain. These paths were established very early in the area's settlement: Bayshore Road and Mission Road/Railroad. By the 1880's, San Bruno had developed from wilderness to ranches and was the supplier of livestock and dairy to San Francisco residents.

The turn of the 20th century included many changes for San Bruno. The population surged following the Great 1906 San Francisco Fire and Earthquake, which led to the construction of three public schools in six years. On August 7, 1912, El Camino Real in San Bruno became the first paved highway in the State – a milestone that was celebrated this year with a parade of vintage cars and old time outfits. Before Tanforan was developed as a shopping center, it was an airstrip that saw the first airplane flight in the Bay Area by Frenchman Louis Paulhan and then a racetrack.

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

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

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

PRESENT DAY

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

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

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

FUTURE

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

CITY GEOGRAPHY

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

CITY AUTHORITY

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

ELECTED OFFICIALS

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

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

ADMINISTRATION & MANAGEMENT

The City Council appoints the City Manager who appoints other City officials and is charged with overseeing the City's daily operations. Many advisory boards, commissions, and committees assist the City Council in carrying out various aspects and functions of city government.

CITY SERVICES

The City provides a wide range of services to its residents including public safety protection through Police and Fire; the construction and maintenance of streets and infrastructure including water, wastewater, and stormwater services; community development through planning, building inspection, code enforcement, and the Redevelopment Agency; parks maintenance and full recreation services; library services; cable television and broadband internet services; and financial management and administration of the overall organization. Other entities within the city-incorporated area provide service to the City's population even though the City may not exercise oversight responsibility or fiscal control over such entities; these entities include school districts and other special districts.

DOCUMENT ORGANIZATION

The City Council's Adopted 2012-13 General Fund, Special Revenue Funds, and Enterprise Funds Budget is a comprehensive one-year financial plan for the City's departments. The primary sections of the document include:

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

Financial and Personnel Summaries – A financial and personnel overview of the City's major funds indicating the projected June 30, 2013 financial position of each fund.

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

Fund Schedule – A financial overview of City's funds indicating the projected June 30, 2013 financial position.

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED BOARDS

PERSONNEL BOARD

Ed Fuentes, Chair

Anna Marie Jones, Vice Chair

Ed Comerford

Joe Roberts

City Staff Liaison:
Tami Yuki, Human Resources

City Council Liaison:
Rico E. Medina

SENIOR CITIZENS ADVISORY BOARD

Bill Goff, Chair

Barbara Luzaich, Vice Chair

Karen Hornung, Treasurer

Dorothy Carmichael

Elisa Gerald

Ellen Donnelly

Loretta Groulx

Ken Kreisel, AARP Representative

City Staff Liaison:
Randy Schwartz, Community Services

City Council Liaison:
Michael Salazar

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED COMMISSIONS

CULTURE AND ARTS COMMISSION

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

PLANNING COMMISSION

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

PARKS AND RECREATION COMMISSION

Stephan Marshall, Chair
Mike Palmer, Vice Chair
Dave Nigel
Greg Pierce
Laura Davis
Lorry Greenberg
Mary Lucy Zamattia
Tom Lara
Claudia Calonje, Youth Representative
City Staff Liaison:
Randy Schwartz, Community Services
City Council Liaison:
Michael Salazar

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED COMMITTEES

BEAUTIFICATION COMMITTEE

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

COMMUNITY PREPAREDNESS COMMITTEE

Dena Gunning, Chair
George Peponis, Vice Chair
Mike Ward
Ron LaPedis
Steven Johnson
Clifford Biggs, Radio Club
Dan Lyttle, School District
Steve Mahaley, San Mateo County OES
Barbara Neuhauser, Red Cross
City Staff Liaison:
Jim Allen, Fire
Noreen Hanlon, Police
Gino Quinn, Public Services
City Council Liaison:
Irene O'Connell

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Walter Bird, Chair
Randy Brase, Vice Chair
Cecile Riborozo
Dave Nigel
Henry Mar
Jeffrey Tong
Raquel Duran
City Staff Liaison:
Laura Russell, Community Development
City Council Liaison:
Jim Ruane, Mayor

CITIZENS CRIME PREVENTION COMMITTEE

Robert Riechel, Chair
Felix Aberouette, Vice Chair
Brandon Lau
Frank Deering
John Dracopoulos
Peter Carey
Sonia Zaghari
Mary Nunnery, Neighborhood Watch
City Staff Liaison:
Dermot Downes, Police
Toney Perkins, Police
City Council Liaison:
Irene O'Connell

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED COMMITTEES (CONT)

PROJECT PRIDE COMMITTEE

Michael Salazar, Co-Chair, Councilmember

Rico E. Medina, Co-Chair, Councilmember

City Staff Liaison:

Randy Schwartz, Community Services

TRAFFIC SAFETY AND PARKING COMMITTEE

Eric Wood, Chair

Jessica Barnes-Lopez, Vice Chair

Mark Howard

Tim Fuller

Tom Hamilton

City Staff Liaison:

Tina Tseng, Public Services

Timothy Mahon, Police

City Council Liaison:

Jim Ruane, Mayor

FINANCIAL SUMMARIES
(INSERT DIVIDER)

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FUNDS SUMMARY 2012-13

Fund Title	Projected Fund Balance as of July 1, 2012	Operating Revenue	Operating Expense	Non-Operating Revenue/ (Expense)	Projected Fund Balance as of June 30, 2013
General Fund:					
Operations	\$ 3,718,348	\$ 32,504,372	\$ 32,488,786	\$ -	3,733,934
General Fund Reserve	3,032,499	-	-		3,032,499
One-Time Revenue	4,882,977	574,879	-		5,457,856
Special Revenues:					
Solid Waste	159,968	68,814	69,833		158,949
Emergency Disaster Fund	-	5,368,159	5,368,159		-
Redevelop. Obligation Retirement Fund	-	250,000	250,000	-	-
Gas Tax	1,164,351	1,189,432	750,000		1,603,783
Measure A	396,101	701,763	-		1,097,864
Street Special Revenue	304,940	772	-		305,712
Safety Augmentation - Prop 172	-	86,115	86,000		115
Citizens Option for Public Safety	14,709	100,029	100,000		14,738
Police Asset Forfeiture	69,037	5,165	16,500		57,702
Library Special Revenue	365,714	1,065	39,000		327,779
Agency on Aging	24,648	139,846	139,758		24,736
Park-in-Lieu	612,747	201	-		612,949
BMR Housing in-Lieu	2,631,086	764,550	43,500		3,352,136
City Art Fund	122,399	30,288	19,229		133,458
Document Imaging Fund	37,625	20,089	37,000		20,714
Technology Fee Fund	199,157	50,469	-		249,626
General Plan Maintenance Fund	33,789	80	-		33,868
Library Donations	322,568	9,760	5,000		327,328
Enterprise Funds*:					
Water	11,754,778	11,152,000	7,632,574		15,274,204
Wastewater	7,036,111	12,044,000	7,852,097	(65,000)	11,163,014
Stormwater	1,221,361	599,500	531,238		1,289,623
Cable Television	(3,102,082)	10,036,180	9,469,046		(2,534,948)
Internal Services:					
Central Garage	405,082	600,293	600,465		404,910
Buildings & Facilities Maint.	893,998	881,655	859,194		916,459
Equipment Reserve	6,087,470	430,587	276,500		6,241,557
Technology Support	440,442	486,252	492,519	-	434,175
Self-Insurance	509,438	1,611,477	1,611,477		509,438
GRAND TOTAL	\$ 44,780,938	\$ 88,640,780	\$ 82,066,389	\$ (65,000)	\$ 51,290,329

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

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PERSONNEL SUMMARIES
(INSERT DIVIDER)

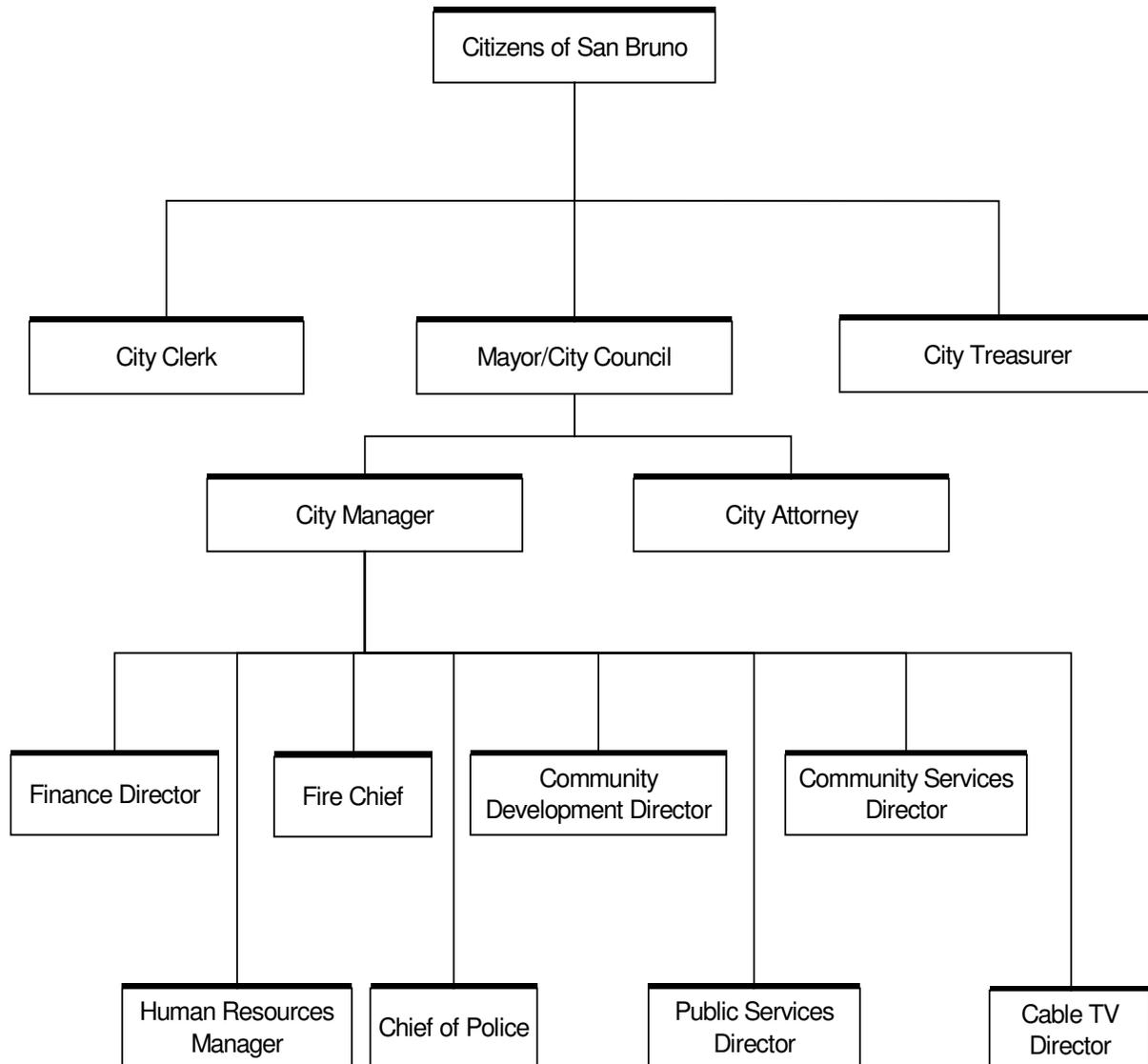
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**CITY PERSONNEL
2012-13 BUDGET**

Department	2008-09 Budget	2009-10 Budget	2010-11 Budget	2011-12 Budget	2012-13 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	3.00
Human Resources	2.75	2.75	1.75	1.75	2.25
Finance					
Administration	5.00	5.00	5.00	5.00	4.50
Revenue Services	6.00	6.00	6.00	6.00	6.00
Police	66.00	61.00	58.50	59.00	60.00
Fire	33.50	33.50	32.50	32.50	32.75
Public Services					
Admin. & Engineering	7.75	6.75	6.75	6.75	6.75
Streets Maintenance	5.60	5.05	5.05	5.05	5.05
Community Development					
Planning	2.50	2.00	2.00	4.50	3.50
Building	5.00	4.00	4.00	7.00	6.50
Redevelopment Agency (Eliminated February 1, 2012)	5.50	5.50	5.50	-	-
Community Services					
Recreation	4.35	3.85	4.05	4.05	4.00
Parks Maintenance	17.00	15.50	13.35	13.10	13.80
Senior Services*	3.75	3.75	2.85	2.85	3.35
Library Services	10.00	9.00	8.75	8.75	7.65
Subtotal	185.70	174.65	167.05	167.30	168.10
Special Revenues					
Solid Waste	0.30	0.35	0.35	0.35	0.35
Successor Agency to RDA	-	-	-	-	1.00
Crestmoor (Glenview) Recovery	-	-	-	1.25	1.25
Subtotal	0.30	0.35	0.35	1.60	2.60
Internal Services					
Central Garage	3.95	3.95	3.35	3.35	2.85
Buildings and Facilities	7.00	7.00	6.10	5.85	5.70
Technology Support	3.00	3.00	3.00	3.00	3.00
Self-Insurance	1.00	1.00	1.00	1.00	1.00
Subtotal	14.95	14.95	13.45	13.20	12.55
Enterprise Funds					
Water Enterprise	16.90	17.30	17.30	17.30	17.30
Stormwater Enterprise	2.95	3.05	3.65	3.65	3.65
Wastewater Enterprise	14.60	14.55	14.55	15.55	15.55
Cable Enterprise	19.50	20.00	20.00	20.00	20.00
Subtotal	53.95	54.90	55.50	56.50	56.50
Total Positions (all funds)	254.90	244.85	236.35	238.60	239.75

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

CITY OF SAN BRUNO



**DEPARTMENTAL PERSONNEL
2012-13 BUDGET**

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

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

Management Services	General Fund
Classification	City Manager
City Manager	1.00
Assistant City Manager	1.00
Management Analyst I	1.00
Total	3.00

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

Finance	General Fund		
Classification	Administration	Revenue Services	Total
Finance Director	1.00	0.00	1.00
Financial Services Manager	0.50	0.50	1.00
Financial Services Supervisor	0.00	1.00	1.00
Accounting Manager	1.00	0.00	1.00
Management Analyst II	0.00	0.50	0.50
Accounting & Customer Services Representative III	1.00	1.00	2.00
Accounting & Customer Services Representative I/II	1.00	3.00	4.00
Total	4.50	6.00	10.50

Technology Support	Internal Services
Classification	Technology Support
Info. Tech. Analyst I/II	1.00
Computer Support Tech.	2.00
Total	3.00

Police Department	General Fund	Special Revenue	
Classification	Police	Crestmoor (Glenview) Recovery	Total
Chief of Police	1.00	0.00	1.00
Police Commander	1.00	0.00	1.00
Police Lieutenant	2.00	0.00	2.00
Police Sergeant	8.00	0.00	8.00
Police Officer	33.00	1.00	34.00
Records/Dispatch Supervisor	1.00	0.00	1.00
Public Safety Dispatcher I/II	6.00	0.00	6.00
Police Clerk II	5.00	0.00	5.00
Community Services Officer	3.00	0.00	3.00
Total	60.00	1.00	61.00

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

Community Development Department	General Fund		Special Revenues	Total
	Planning	Building & Code Enforcement	Successor Agency to RDA	
Classification				
Community Development Director	0.50	0.50	0.00	1.00
Building Official	0.00	1.00	0.00	1.00
Housing and Redevelopment Manager	0.00	0.00	1.00	1.00
Building Inspector	0.00	2.00	0.00	2.00
Associate Planner	2.00	0.00	0.00	2.00
Senior Code Enforcement Officer	0.00	1.00	0.00	1.00
Code Enforcement Officer	0.00	1.00	0.00	1.00
Com Dev Tech II	1.00	1.00	0.00	2.00
Total	3.50	6.50	1.00	11.00

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

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

Public Services Department	General Fund		Water		Stormwater	Wastewater	Internal Services	Special Revenue	Total
	Admin & 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	0.50	0.00	3.50
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	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
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	2.85	0.35	51.50

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DEPARTMENT BUDGET
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GENERAL ADMINISTRATION
(INSERT DIVIDER)

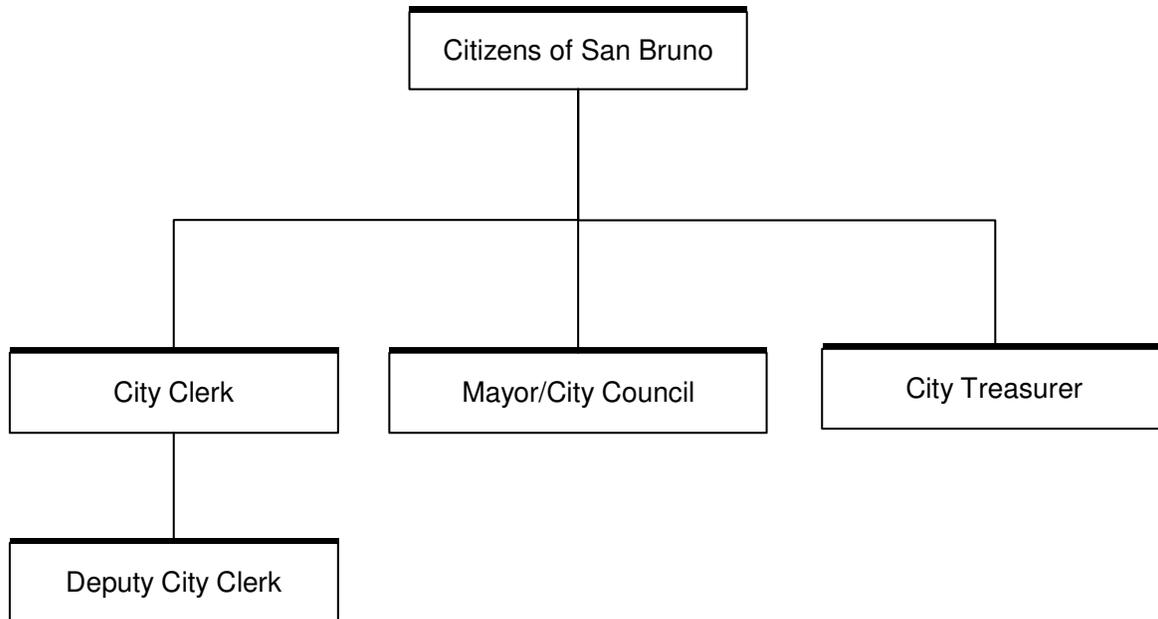
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ELECTED OFFICES
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ELECTED OFFICES

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 policies 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 members act as a collective body to set policies and provide directions for City programs and services to meet the needs and interests of San Bruno residents.

The City Council appoints the City Manager to support the City Council in its policy development functions and oversee management and administration of all City operations to ensure implementation of City Council policies and programs. The City Council also appoints the City Attorney who serves as the legal advisor to the City Council and staff.

As the City's policy-making body, the City Council has the ultimate responsibility to the people of San Bruno 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 \$158,501, 44% of which is attributed to City Council member compensation and 56% 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 citywide 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.

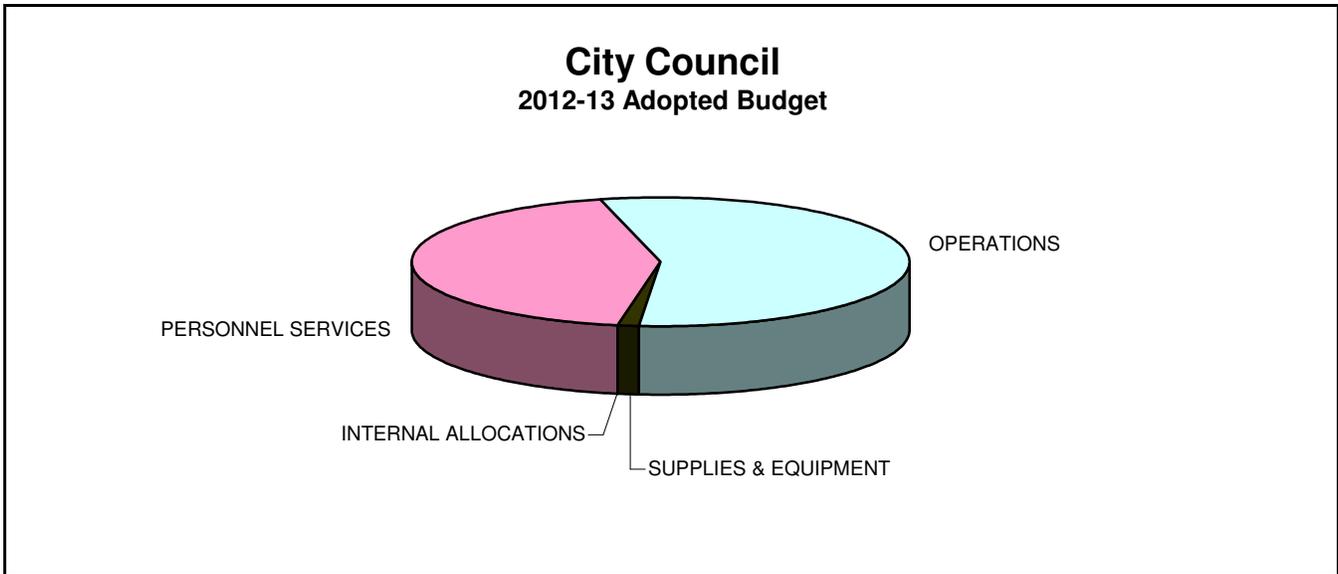
EXPENDITURES

The Department's expenditure appropriation is split approximately 44% for personnel costs and 56% 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.



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$68,562	44%
SUPPLIES & EQUIPMENT	1,900	1%
OPERATIONS	87,839	55%
INTERNAL ALLOCATIONS	200	0%
GRAND TOTAL	\$158,501	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$29,160	Salary for Mayor and City Council.
5200 EMPLOYEE BENEFITS	39,402	City's cost of CalPERS pension, Medicare, FICA where applicable, and health insurance where applicable.
SUBTOTAL FOR PERSONNEL SERVICES	\$68,562	

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); Centennial celebration, (\$10,000).
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.	\$200	Internal service allocation for copier charges.
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$200	
GRAND TOTAL	\$158,501	

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, encouraging participation in local government and maintaining accurate records of City Council actions and policies.

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 Successor Agency 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 resolutions, ordinances and local elections.
- **STATUTORY DUTIES REQUIRED BY STATE LAW**
The City Clerk ensures the City's adherence to the Political Reform Act requirements, certifies documents using the Official City seal, administers oaths and ensures 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 through face-to-face contact, telephone, mail, and internet service are key goals and objectives 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.

PROGRAM RESOURCES

The Department's programs require an expenditure budget of \$218,075, 85% of which is attributed to personnel and 15% is attributed to operations. In addition, the City Clerk's effort to ensure open accountability includes reproducing City documents and processing and maintaining special permits as detailed in the Master Fee Schedule.

REVENUES

As a general administration department providing support to enterprise fund activities, the Department's expenditures are partially offset by the General Administration Allocation.

EXPENDITURES

As with prior years, the Department's expenditure appropriation is split approximately 85% for personnel costs and 15% 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).

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

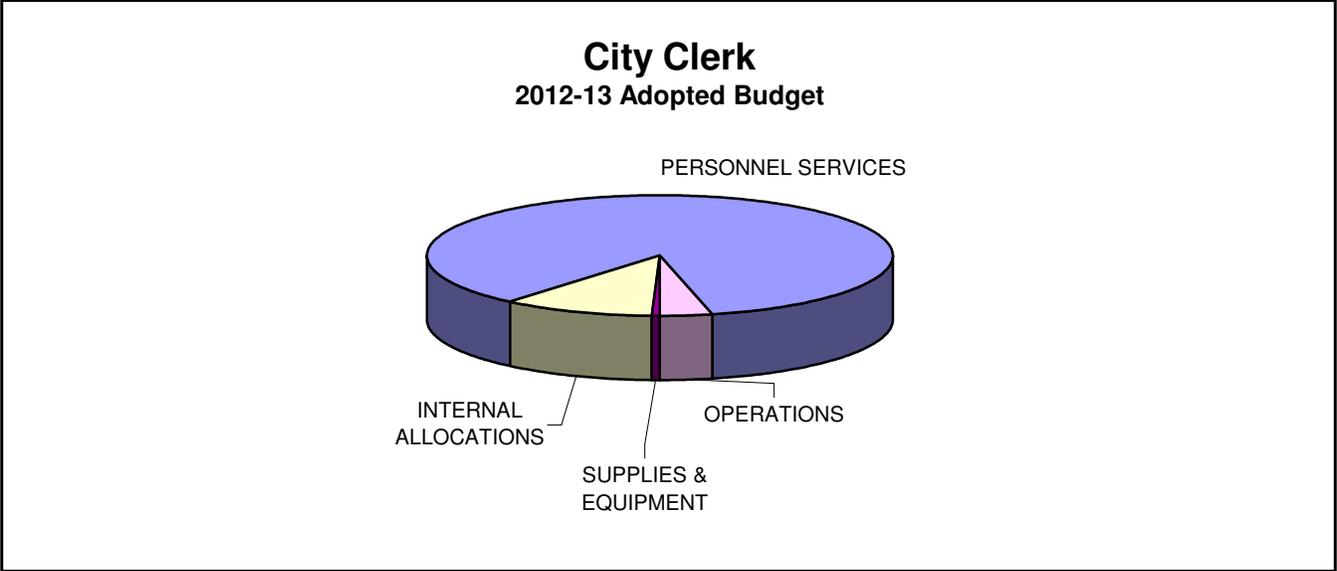
The largest share of the Department's budget is personnel expense totaling \$185,907 or 85% of the total expenditures. The office remains committed to provide regular office hours and timely responses to all requests for service.

2011-12 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 2011-12 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 2011 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.

2012-13 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 Elections.
- ❑ Conduct the 2012 Fireworks Stand Permit and Sales Process.
- ❑ Continue to reorganize and archive files to make them more accessible.
- ❑ Complete 2012-13 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.



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$185,907	85%
SUPPLIES & EQUIPMENT	1,200	1%
OPERATIONS	7,868	4%
INTERNAL ALLOCATIONS	23,100	10%
GRAND TOTAL	\$218,075	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$78,974	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	62,050	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	\$185,907	

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	\$250	Postage costs for City Clerk correspondence.
6450 COMMUNICATIONS	726	Costs associated with three telephones and one 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	\$7,868	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$23,100	Internal service allocations for self insurance cost, (\$5,065); building & facilities maintenance, (\$8,080); information technology support, (\$5,655); copier charges, (\$4,300).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$23,100	
GRAND TOTAL	\$218,075	

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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 assess 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 and transmits reports 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.

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

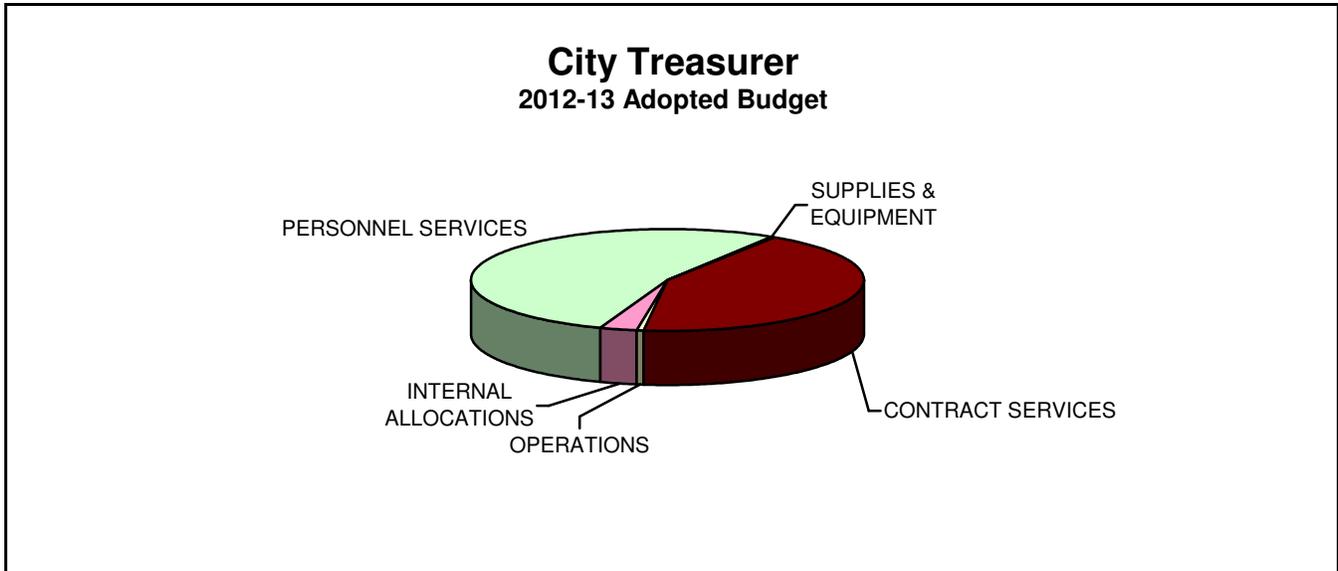
The City Treasurer is an elected official and maintains a part-time schedule to perform all the functions for the Department. The next election for City Treasurer is scheduled for the municipal election in November 2013.

2011-12 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.

2012-13 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.



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$47,389	54%
SUPPLIES & EQUIPMENT	75	0%
CONTRACT SERVICES	38,100	43%
OPERATIONS	324	0%
INTERNAL ALLOCATIONS	2,823	3%
GRAND TOTAL	\$88,711	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5102 REGULAR PART-TIME	\$39,060	Salary for City Treasurer - includes city-wide furlough.
5200 EMPLOYEE BENEFITS	8,329	City's cost of CalPERS retirement, Medicare, health insurance where applicable.
SUBTOTAL FOR PERSONNEL SERVICES	\$47,389	

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

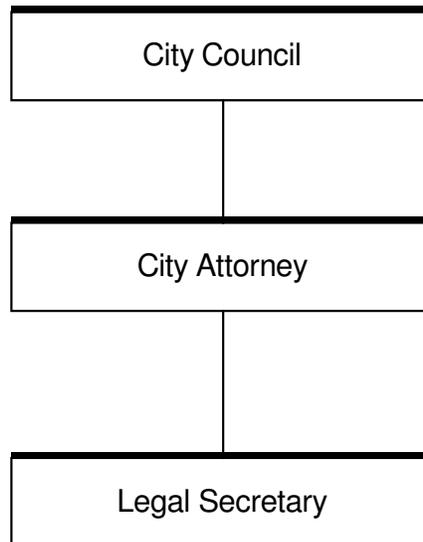
CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6419	OTHER SERVICES	\$38,100	Safekeeping charges for investments, (\$3,500); Bank fees and charges, (\$30,000); Armored car services, (\$4,600).
SUBTOTAL FOR CONTRACT SERVICES		\$38,100	
OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$25	Postage costs 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.	\$2,823	Internal service allocations for information technology support.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$2,823	
GRAND TOTAL		\$88,711	

CITY ATTORNEY
(INSERT DIVIDER)

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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, Successor Agency to the former San Bruno Redevelopment Agency, Planning Commission and other Boards and Commissions on legal matters.

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

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

PROGRAM RESOURCES

The Department's activities require resources of an expenditure of \$391,573 and the dedication of 1.25 full time employees. The City Attorney and Legal Secretary also provide service to the City's self insurance fund for workers' compensation and general liability. This represents a reduction of over \$34,000 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 in prior years, the Department's expenditure appropriation is split approximately 58% for personnel costs and 42% for operations and professional services. Expenditures for salaries and benefits continue to be static as compared to previous years. Costs for outside legal counsel represent the budget category generally subject to annual expenditure fluctuations. Generally, these costs 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 2011-12, actual expenditures for all outside counsel are anticipated to be within budget.

PERSONNEL
Personnel Summary

City Attorney's Office	General Fund	Self Insurance Fund		
Classification	City Attorney's Office	Workers' Compensation	General 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 distribute a portion of the City Attorney (0.25) and the Legal Secretary (0,25) to the Self Insurance Liability Insurance division budget and a portion of the Legal Secretary (0.25) to the Workers' Compensation division budget.

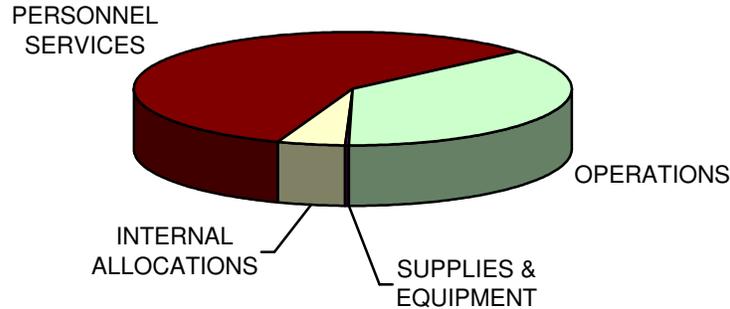
2011-12 ACCOMPLISHMENTS (JUNE 2011 – MAY 2012)

- ✓ With respect to Glenview Fire:
 - Finalized Tolling Agreements with all parties related to potential litigation;
 - Finalized modifications to Trust Agreement with PG&E;
 - Finalized Indemnity Agreement with PG&E;
 - Responded to Public Records Act requests;
 - Developed protocol for recovery of City costs from all potential funding sources;
 - Assisted in strategy development for negotiation of global settlement with PG&E and finalized settlement agreement.
- ✓ Concluded Baykeeper and Regional Water Quality Control Board cases and implemented ongoing strategies to comply with agreements.
- ✓ Finalized agreements for several development projects.
- ✓ Drafted medical marijuana ordinance.
- ✓ 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.

2012-13 GOALS & OBJECTIVES

- ❑ Work with staff to develop and revise ordinances relating to signs, massage establishments, and Public Services contract bid procedures.
- ❑ Continue management of legal issues arising out of Glenview Fire incident.
- ❑ Continue ongoing support to all City departments and operations to minimize risk and avoid liability.

City Attorney - Legal Services 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$227,870	58%
SUPPLIES & EQUIPMENT	900	0%
OPERATIONS	143,433	37%
INTERNAL ALLOCATIONS	19,370	5%
GRAND TOTAL	\$391,573	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$168,724	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	59,146	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	\$227,870	

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	500	Postage costs for City Attorney correspondence.
6402	LEGAL SERVICES	120,000	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 two office telephones and one 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	13,000	California Codes, (\$3,836); Westlaw subscription, (\$5,250); Continuing Education of the Bar (CEB) reference materials, (\$2,100); The Recorder, (\$369); Verdict search, (\$425); International Municipal Law Association (IMLA), (\$695); California Municipal Law Handbook, (\$325).
6703	TRAVEL/VEHICLE USE	300	Reimbursement for business related travel expenses.
6704	MEETINGS/ CONFERENCES	4,000	League of California Cities seminars, (\$2,000); City Attorney annual seminars, (\$2,000).
SUBTOTAL FOR OPERATIONS		\$143,433	

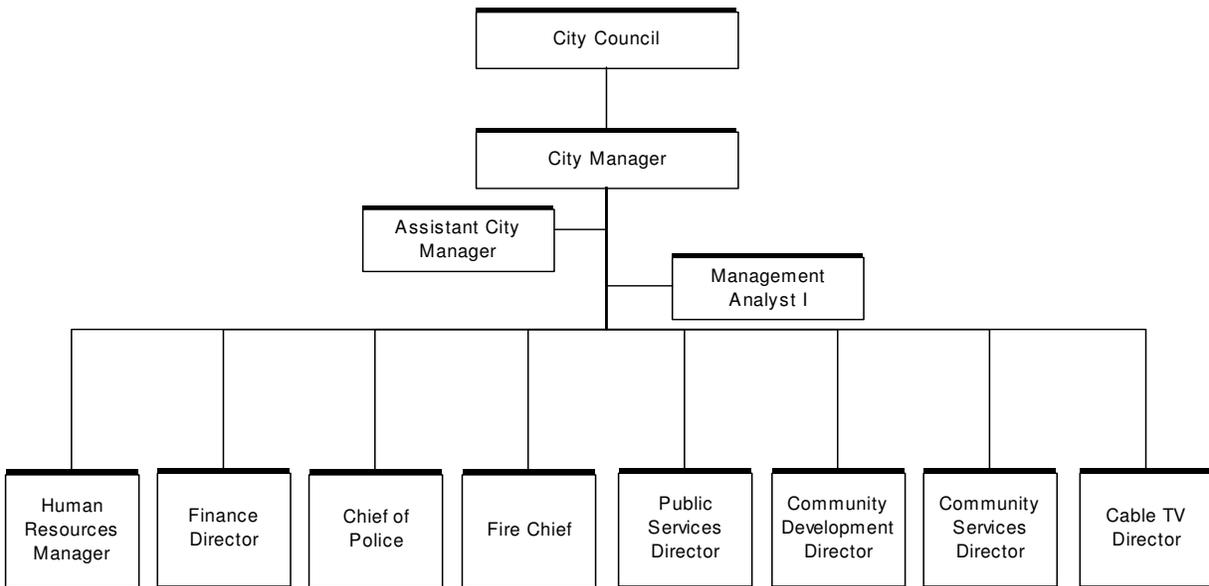
INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$19,370	Internal service allocations for self insurance cost, (\$7,585); building and facilities maintenance, (\$8,080); information technology support, (\$3,635); copier charges, (\$70).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$19,370	
GRAND TOTAL		\$391,573	

CITY MANAGER
(INSERT DIVIDER)

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CITY MANAGER'S OFFICE

CITY MANAGER



CITY MANAGER'S OFFICE

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

PROGRAMS

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

- **CITY COUNCIL POLICY DEVELOPMENT AND STRATEGIC PLANNING**
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 ensures 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 ensures positive and proactive representation of City interests at regional and statewide organizations.

PRIORITY FOCUS

The City Manager's Office's work program will continue to be heavily impacted by the recovery, investigations, and policy initiatives resulting from the Glenview Explosion and Fire. Restoration and rebuilding of the Crestmoor 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 ensure the continuing long-term ability of the organization to know and respond to community service needs effectively and efficiently.

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

PROGRAM RESOURCES

The City Manager's Office consists of three full time employees: the City Manager, Assistant City Manager, and Management Analyst.

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 2012-13, the Department will recover approximately 37% of operating expenses from other funds including: the Water, Wastewater, and Cable Television Enterprise Funds. No direct fees for service are charged through the City Manager's Office.

EXPENDITURES

The Department's expenditure appropriation is split approximately 91% for personnel costs and 9% for operations and professional services.

PERSONNEL
Personnel Summary

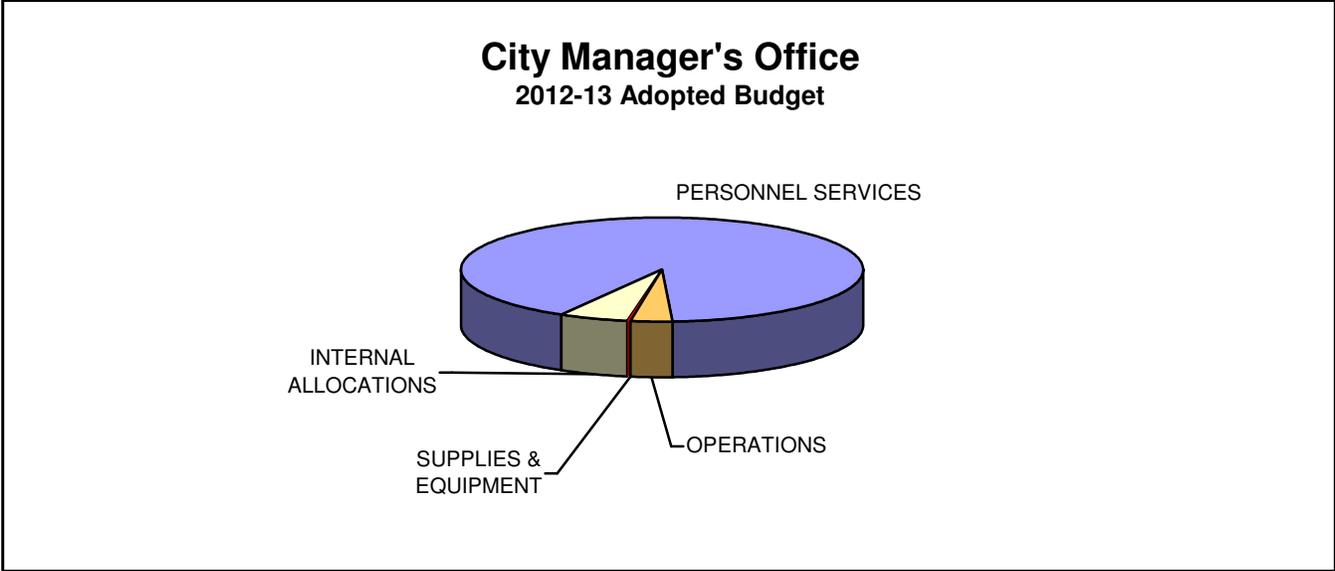
Management Services	
Classification	General Fund
City Manager	1.00
Assistant City Manager	1.00
Management Analyst I	1.00
Total	3.00

2011-12 ACCOMPLISHMENTS

- ✓ Continued proactive efforts to represent the City in various investigative and regulatory proceedings relative to the tragic September 2010 gas line explosion and fire and City's ongoing interest that this experience assist in avoiding the potential for a similar situation to happen anywhere else ever again.
- ✓ Continued regular communications with the most affected disaster victims through the City's Hotline, periodic meetings and events, and the Long Term Recovery Committee.
- ✓ Planned, coordinated and implemented a community-wide First Anniversary Commemorative event.
- ✓ Continued a streamlined and expedited planning and building permit review process for families impacted by the fire.
- ✓ Completed return of over a dozen families' return to the neighborhood and occupancy of 3 entirely new homes.
- ✓ Completed shared services agreement for Police Chief services with the City of Millbrae.
- ✓ Completed Downtown and Transit Corridors Plan Environmental Impact Report to initiate implementation of the Plan to specify 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.
- ✓ Completed renovation of six additional median islands with the addition of new landscaping including flowering shrubs and new trees along El Camino Real.
- ✓ 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, including the February 2012 mid year budget amendments to recognize the effect of the loss of redevelopment.
- ✓ Continued close coordination with the Caltrain Joint Powers Board and oversight of the San Bruno Caltrain Grade Separation Project to assure that project construction minimizes disruption to San Bruno residents and that the project is completed.
- ✓ Initiated shared Fire Administration in coordination with Cities of Millbrae and Burlingame, and Town of Hillsborough including shared Fire Chief services.

2012-13 GOALS & OBJECTIVES

- ❑ Continue training all City Departments to assure their preparation to perform all specific disaster response and recovery functions.
- ❑ Continue ongoing effort to develop specific operational policies, procedures and standards to improve the structure of City organization to assure efficient and effective delivery of all City services and operations.
- ❑ Complete establishment of not-for-profit public benefit entity to oversee and determine best use of the \$70 million in settlement funds received from PG&E.
- ❑ Continue proactive monitoring and management of the City's resources to ensure continuing fiscal and organizational vitality of the City's operations.
- ❑ Continue proactive involvement in California Public Utility Commission (CPUC) regulatory proceedings and pipeline safety initiatives to ensure that the interests and the experience of the residents of San Bruno are properly and fully represented.
- ❑ Develop and implement a plan and funding options to address long term repair, rehabilitation and replacement of City facilities.
- ❑ Complete full implementation of Fire Administration Consolidation with the City of Millbrae and the Central County Fire Department (City of Burlingame and Town of Hillsborough).
- ❑ Identify and provide necessary support and services to the residents of the Crestmoor neighborhood and the community to continue restoration and healing following the September 2010 gas pipeline explosion and fire.
- ❑ Develop and implement a comprehensive organization leadership succession plan to address anticipated management personnel transition over the next several years.



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$581,691	91%
SUPPLIES & EQUIPMENT	1,250	0%
OPERATIONS	20,428	3%
INTERNAL ALLOCATIONS	36,352	6%
GRAND TOTAL	\$639,721	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$432,569	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, (\$259,958); <i>Service level enhancement for General Administration reorganization, (\$172,611).</i>
5200 EMPLOYEE BENEFITS	149,122	City's cost of CalPERS pension, Medicare, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$92,626); <i>Service level enhancement for General Administration reorganization, (\$56,496).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$581,691	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$1,000	Supplies for daily operations.
6204 SUPPLIES & EQUIPMENT	250	Replacement of calculators, printers, and other office equipment.
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$1,250	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
5152	TRANSPORT ALLOWANCES	\$7,200	Monthly auto allowance (\$300/month) in accordance with contract for the two managers. <i>Auto allowance includes changes associated with the General Administration reorganization.</i>
6112	POSTAGE	200	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	1,500	Two managers and one mid-management in accordance to employment agreement and MOU, as applicable. <i>Professional development includes changes associated with the General Administration reorganization.</i>
6450	COMMUNICATIONS	1,178	Costs associated with two office telephones, one fax machine, and one 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		\$20,428	

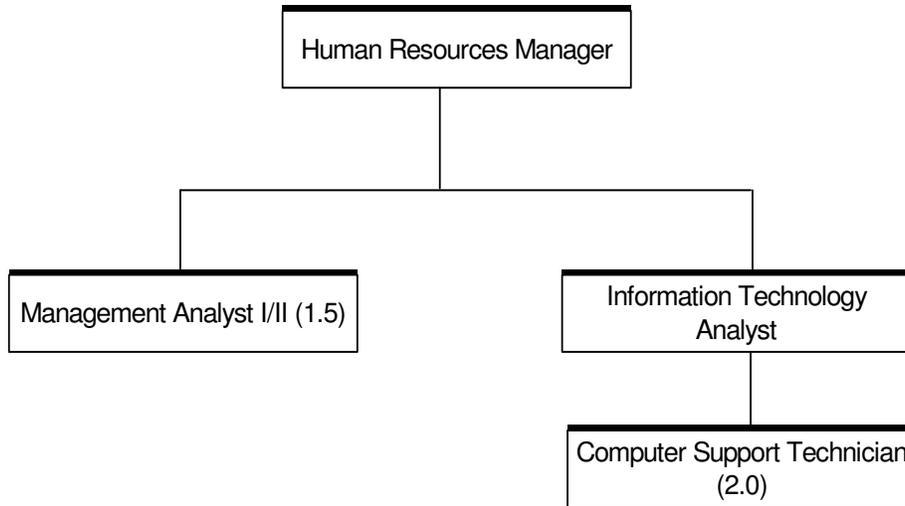
INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$36,352	Internal service allocations for self insurance cost, (\$10,754); building and facilities maintenance, (\$14,813); information technology support, (\$10,710); copier charges, (\$75).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$36,352	
GRAND TOTAL		\$639,721	

HUMAN RESOURCES
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HUMAN RESOURCES DEPARTMENT

HUMAN RESOURCES



HUMAN RESOURCES DEPARTMENT

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

PROGRAMS

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

- **RECRUITMENT, SELECTION AND RETENTION**

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 employee assistance program to ensure quality of care, cost effectiveness, and responsiveness of the delivery of services.

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 2012-13, the Department will recover approximately 37% of operating expenses from other funds including: the Water, Wastewater and Cable Television Enterprise Funds. As a general administrative function, the Department does not recover fees for services provided.

EXPENDITURES

The department’s expenditure appropriations are split approximately 63% for personnel costs and 37% for operations, supplies, contract services and internal services. Many citywide services are centrally budgeted through Human Resources, including medical examinations, psychological evaluations, and background investigations for current and prospective employees. Additionally, citywide 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 Manager	0.75	0.25	1.00
Management Analyst I/II	1.50	0.00	1.50
Total	2.25	0.25	2.50

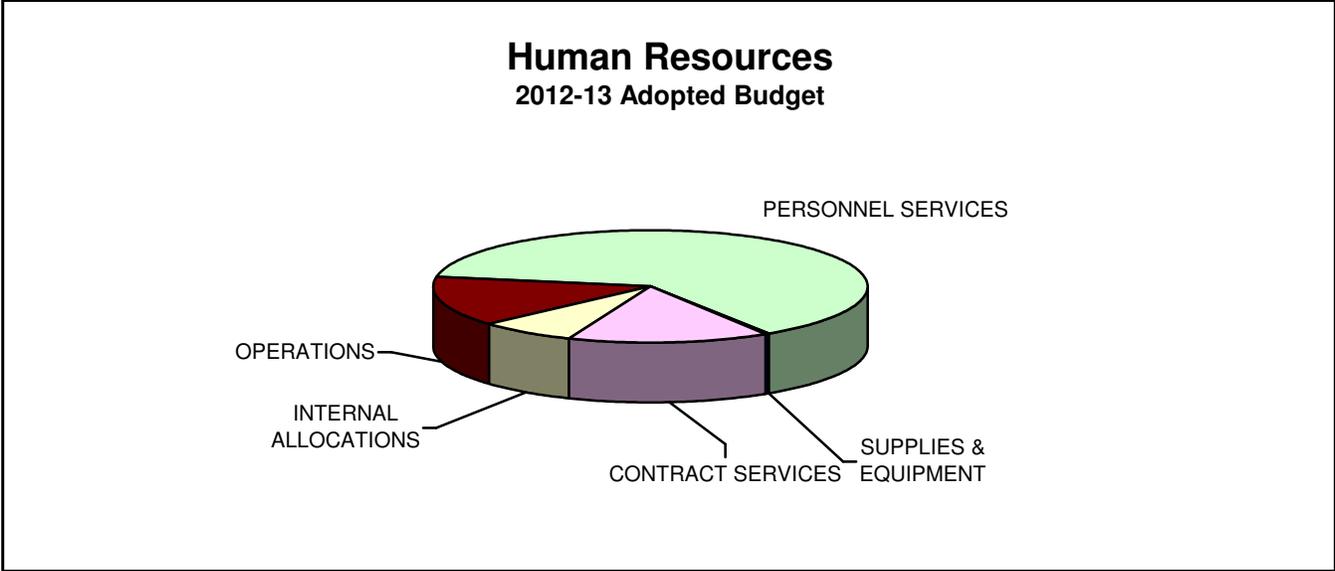
2011-12 ACCOMPLISHMENTS

- ✓ Initiated on-going negotiations with all City bargaining units to establish new agreements replacing those that expire June 30, 2012.
- ✓ Continued management of 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 disasters.
- ✓ Led planning, coordination and implementation of activities to commemorate the first anniversary of the Glenview Fire in September 2011.
- ✓ Identified and initiated implementation of a new Employee Assistance Program offering comprehensive services at a reduced cost for the City.
- ✓ Coordinated and shared costs for a performance management and discipline workshop with the City of Millbrae for supervisors and managers.
- ✓ Completed a broad range of recruitments for 11 part-time and regular, full-time critical City positions including processing nearly 1,200 applications.
- ✓ Welcomed and completed orientations for eight new employees in different City positions, and assisted in the promotional process for seven City employees.
- ✓ Continued to provide oversight of the workers’ compensation program.
- ✓ Worked with the Personnel Board and revised various job descriptions in the Public Services Department.

- ✓ Revised the Personnel Board By-laws to include changes in the meeting schedule and number of Board members.
- ✓ 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 citywide administration of required compliance programs (DOT, DMV, OSHA).
- ✓ Continued to oversee the employee recognition program.

2012-13 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 six bargaining units whose Memorandum of Understandings are expiring.
- Monitor and evaluate the recent change to Employee Assistance Program 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 working with brokers to reduce cost for employee benefits.
- Provide assistance with labor, salary, and benefits issues related to the merger of the San Bruno Fire Department with the Central County and Millbrae Fire Departments.



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$246,056	63%
SUPPLIES & EQUIPMENT	1,000	1%
CONTRACT SERVICES	58,500	15%
OPERATIONS	56,114	14%
INTERNAL ALLOCATIONS	28,245	7%
GRAND TOTAL	\$389,915	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$169,763	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, (\$232,813); <i>Service level enhancement for General Administration reorganization, (\$ - 63,050).</i>
5200 EMPLOYEE BENEFITS	76,293	City's cost of CalPERS pension, Medicare, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$90,985); <i>Service level enhancement for General Administration reorganization, (\$ - 14,692).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$246,056	

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
6112	POSTAGE	\$500	Postage costs associated with Human Resource Department correspondence.
6141	PRINTING, COPYING & BINDING	1,000	Recruitment flyers and Job Applications.
6404	EMP. ASSISTANCE	10,000	Concern Employee Assistance Program.
6405	STAFF TRAINING	13,000	General employee training.
6406	PROFESSIONAL DEVELOPMENT	1,500	Reimbursement for the three mid-manager in accordance with MOU's. <i>Professional Development includes changes associated with the General Administration reorganization.</i>
6407	EXAM SERVICES	4,000	Written exams for recruitments, and proctor services (Personnel Board Members).
6408	MEDICAL EXAMS	11,000	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 five office telephones, three data lines, one fax machine, and one cell phone.
6501	PUBLIC NOTICES	5,000	Position recruitment advertising in newspapers, trade journals, and public sector association employment publications and membership mailing lists.
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).

Operations (Cont.)

6702	PUBLICATIONS & SUBSCRIPTIONS	300	California 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		\$56,114	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$28,245	Internal services allocation for self insurance cost, (\$10,674); building and facilities maintenance, (\$10,773); information technology support, (\$6,458); copier charges, (\$340).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$28,245	
GRAND TOTAL		\$389,915	

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FINANCE
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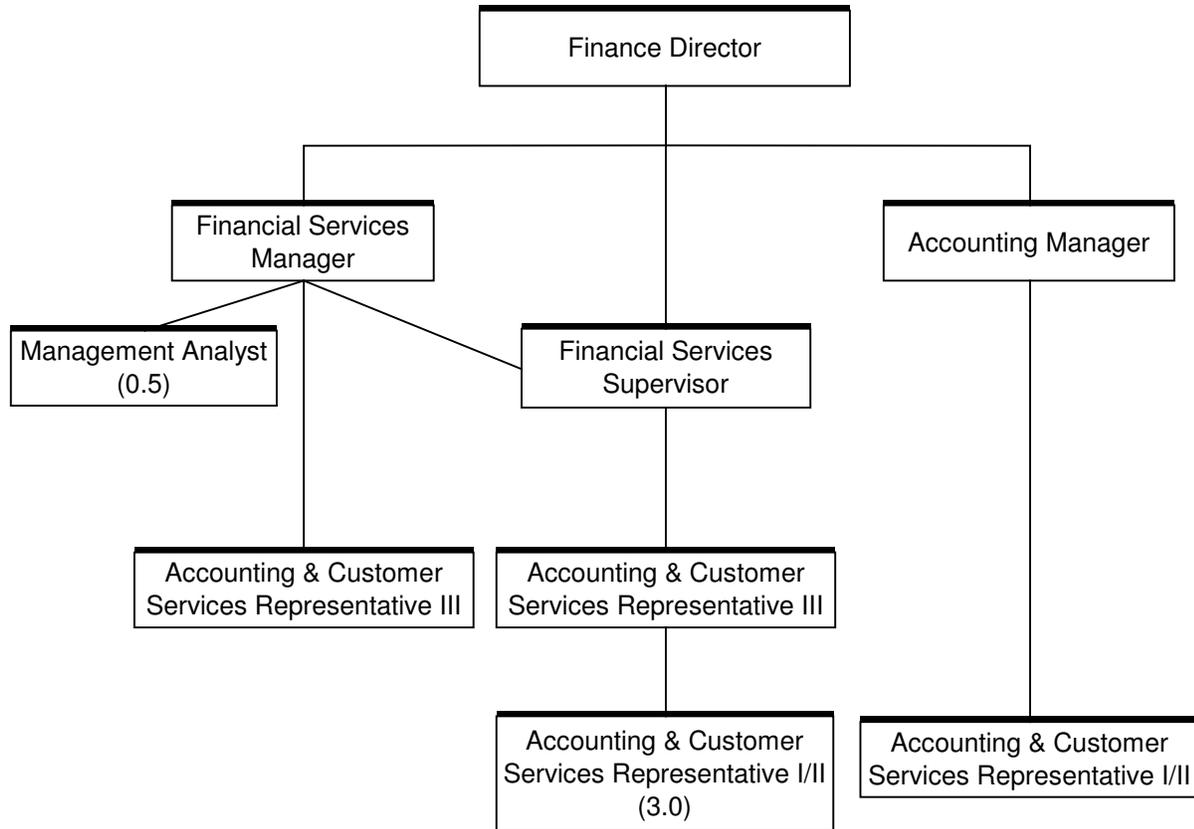
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FINANCE DEPARTMENT

ADMINISTRATION

REVENUE SERVICES

FINANCE



FINANCE DEPARTMENT ADMINISTRATION AND REVENUE SERVICES

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

PROGRAMS

The Finance Department is responsible for the overall financial administration of the City, including the Successor Agency to the San Bruno Redevelopment Agency. The Department provides for operation of the general accounting system including the oversight of independent audits, payroll processing for all City employees, equipment purchasing for all City departments, administering 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 6.5 full time employees.

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

The Finance Department provides weekly payment for services and supplies rendered by vendors and bi-weekly 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 2011-12, department resources were shifted to address the demands associated with the elimination of Redevelopment. The February 1, 2012 dissolution of Redevelopment Agencies resulted in an increased workload for the Finance Department as it was tasked with the preparation of various iterations of payment schedules for the obligations of the former Redevelopment Agency, administrative budgets for the Successor Agency, and the scheduling and preparation for meetings of the Oversight Board to the San Bruno Redevelopment Agency. In addition, staff continued to focus efforts on the recovery of costs associated with the Crestmoor (Glenview) recovery including the tracking of costs and the compilation of documentation and support for each reimbursement submittal. The financial recovery process is expected to continue into and beyond the 2012-13 year, and 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 2012-13 will include the continued enhancement of the City's budget document for submittal for a California Society of Municipal Finance Officers budget award.

PROGRAM RESOURCES

The Department's budget in 2012-13 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 2012-13, the Department will recover approximately 37% of its operating expenses from non-general fund sources including: Water, Wastewater and Cable Television Enterprise Funds. 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 to 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 accounting firm 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
Financial Services Manager	0.50	0.50	1.00
Accounting Manager	1.00	0.00	1.00
Financial Services Supervisor	0.00	1.00	1.00
Management Analyst	0.00	0.50	0.50
Accounting & Customer Service Representatives III	1.00	1.00	2.00
Accounting & Customer Service Representatives I/II	1.00	3.00	4.00
Total	4.50	6.00	10.50

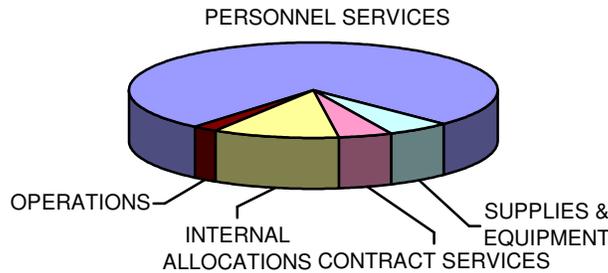
2011-12 ACCOMPLISHMENTS

- ✓ Prepared a Comprehensive Annual Financial Report (CAFR) for fiscal year 2010-11 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, 2011 deadline.
- ✓ Managed the dissolution process for the Redevelopment Agency and worked with a variety of outside agencies including the State Controller's Office, Department of Finance, the San Mateo County Auditor/Controller to ensure that the City complied with the many requirements of AB 26.
- ✓ Managed the preparation of agenda items for meetings of the Oversight Board to the San Bruno Redevelopment Agency.
- ✓ Prepared a 2012-13 Operating/Capital Budget for presentation to City Council.
- ✓ Continued to maintain records and develop reporting to assure the financial recovery of costs associated with the Crestmoor (Glenview) recovery and reconstruction efforts.
- ✓ Implemented a shared services agreement with the City of Colma to provide payroll services on an as-needed basis.
- ✓ Initiated new program with the Franchise Tax Board for business license discovery.
- ✓ Provided financial analysis for negotiations with bargaining units whose agreements have expired.
- ✓ Provided analysis and support in the development of a ten-year projection of costs and proposed rates for operations and capital projects in the water and wastewater enterprises.

2012-13 GOALS & OBJECTIVES

- ❑ Complete financial statement audit for year ended June 30, 2012 prior to December 31, 2012.
- ❑ Prepare a Comprehensive Annual Financial Report (CAFR) for fiscal year 2011-12 and submit it for an award to the Government Finance Officers' Association.
- ❑ Prepare a 2013-14 Operating/Capital Budget and 2013-17 Five-Year Capital Improvement Plan for presentation to City Council that includes elements needed to submit for an award with the California Society of Municipal Finance Officers.
- ❑ Continue to ensure the reimbursement of City costs associated with the Crestmoor (Glenview) Recovery and Reconstruction.
- ❑ Lead and complete an update to the City's Cost Allocation Plan (CAP), which was last updated in 2005-06. The CAP is the basis for allocating the City General Administration Costs to its various departments/programs.
- ❑ Collaborate with the Community Development Department to oversee the wind down of the activities of the former Redevelopment Agency and create a plan to encourage economic development in the City in light of the loss of Redevelopment.
- ❑ Continue training and development of staff members to meet the Department's need for highly skilled analysis and technical governmental accounting.
- ❑ Continue to improve customer service for the City's utility customers by implementing 24 hour/day pay-by-phone options in addition to online bill payment.

Finance - Administration 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$567,070	77%
SUPPLIES & EQUIPMENT	40,300	5%
CONTRACT SERVICES	36,250	5%
OPERATIONS	16,663	2%
INTERNAL ALLOCATIONS	81,653	11%
GRAND TOTAL	\$741,936	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$400,002	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, (\$458,505); <i>Service level enhancement for General Administration reorganization, (\$-58,503).</i>
5105 OVERTIME	800	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	166,268	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$188,612); <i>Service level enhancement for General Administration reorganization, (\$-22,344).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$567,070	

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	35,300	Annual Eden financial software support fees.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$40,300	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$36,000	Annual Audit Services, (\$34,000); CAFR Stat Info, (\$750); GFOA CAFR Application, (\$500); VEBA Admin Fee, (\$750).
6419	OTHER SERVICES	250	Graphics and print layout for budget documents and public notices.
SUBTOTAL FOR CONTRACT SERVICES		\$36,250	

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	250	Printing budget documents and public notices.
6405	STAFF TRAINING	1,000	Training in accounting, collections, spreadsheet, financial analysis for department employees.
6406	PROFESSIONAL DEVELOPMENT	1,000	Reimbursement for the one department head and one mid-manager in accordance with MOUs. <i>Professional development includes General Administration reorganization.</i>
6450	COMMUNICATIONS	2,113	Costs associated with five office telephones, five 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.

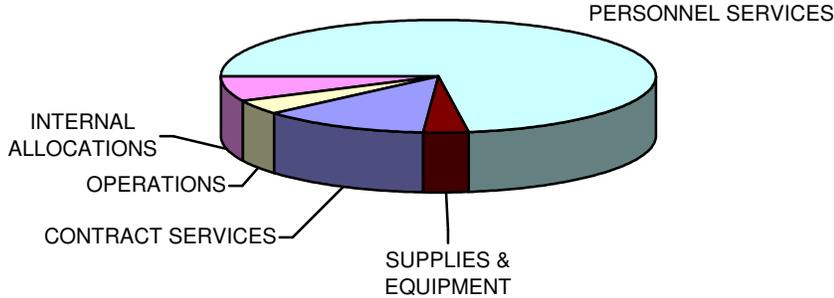
Operations (Cont.)

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

**SUBTOTAL FOR
OPERATIONS** \$16,663

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$78,693	Internal service allocations for self insurance cost, (\$18,749); building & facilities maintenance, (\$31,511); information technology support, (\$20,333); copier charges, (\$8,100).
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	<u>\$81,653</u>	
GRAND TOTAL	<u>\$741,936</u>	

Finance - Revenue Services 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$617,288	73%
SUPPLIES & EQUIPMENT	27,380	3%
CONTRACT SERVICES	105,320	12%
OPERATIONS	35,564	5%
INTERNAL ALLOCATIONS	61,198	7%
GRAND TOTAL	\$846,750	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$421,702	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, (\$374,443); <i>Service level enhancement for General Administration reorganization, (\$47,259).</i>
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	195,086	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$176,165); <i>Service level enhancement for General Administration reorganization, (\$18,921).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$617,288	

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 22,880 Progressive Solutions annual license fees for utility billing, business license, and cashier software systems, (\$21,000); Sensus annual license fee for meter reading software, (\$1,500); Hedman Endorser check signing equipment, (\$380).

SUBTOTAL FOR SUPPLIES & EQUIPMENT \$27,380

CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6419 OTHER SERVICES	\$105,320	InfoSend online bill pay website monthly fees, (\$12,000); InfoSend utility bill printing and mailing, (\$12,000); Credit Card Fees for utility payments, (\$80,000); Credit check, (\$1,320).
SUBTOTAL FOR CONTRACT SERVICES	<u>\$105,320</u>	

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	1,000	Reimbursement for two mid-managers in accordance with MOU. <i>Professional development includes changes associated with the General Administration reorganization.</i>
6450 COMMUNICATIONS	1,399	Charges for seven office phones, one fax line, and six 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	<u>\$35,564</u>	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$33,889	Internal service allocations for self insurance cost, (\$23,080); information technology support, (\$8,409); copier charges, (\$2,400).
7902 GENERAL ADMIN. ALLOC.	27,309	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
SUBTOTAL FOR INTERNAL ALLOCATIONS	<u>\$61,198</u>	
GRAND TOTAL	<u>\$846,750</u>	

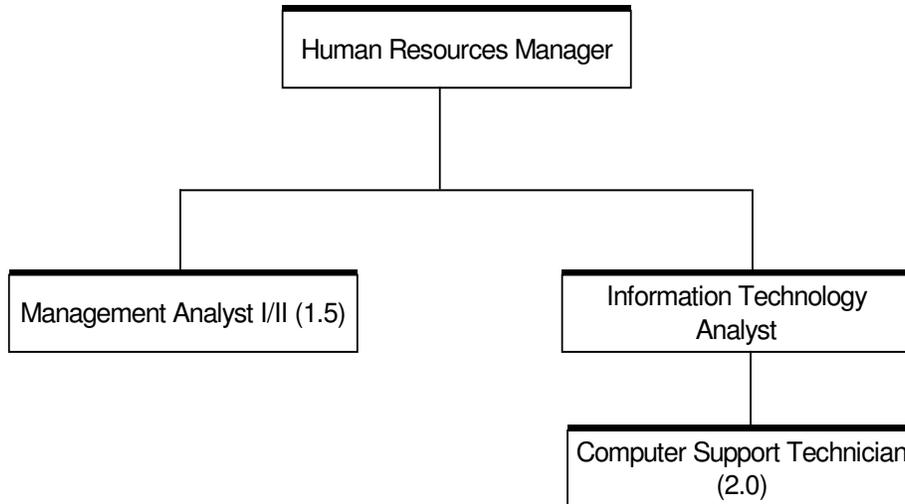
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TECHNOLOGY
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TECHNOLOGY SUPPORT

TECHNOLOGY SUPPORT



TECHNOLOGY SUPPORT

The Technology Support Division (TSD) 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 Services Corp Yard, Recreation Services, Parks Corp Yard, and Senior Center. All users have access to standardized software applications, shared files and folders, email, and the Internet. The 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 2012-13 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 ensure the continued smooth operation of City networking functions.

The Division continues to promote efficient, self-reliant operations for management of the City’s technology resources, eliminating the need to outsource regular maintenance work. The Division, however, 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

Technology Support	Internal Service
Classification	Technology Support
Information Technology Analyst I/II	1.00
Computer Support Technician	2.00
Total	3.00

The City’s Technology Support Division is staffed with one Information Technology Analyst and two Computer Support Technicians. The level of staffing is necessary in order to maximize the department’s potential and reduce the total cost of ownership of the City’s information technology investments.

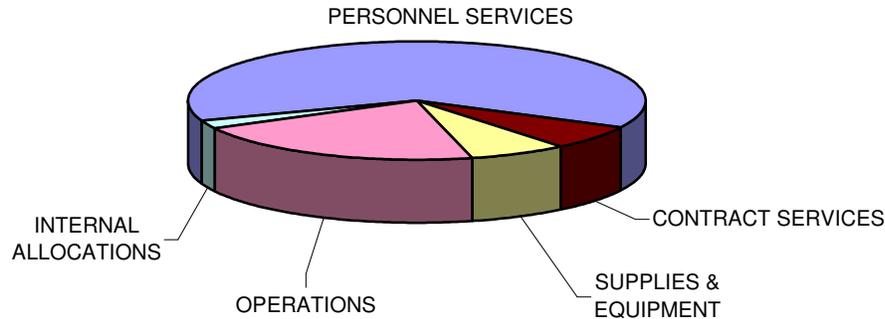
2011-12 ACCOMPLISHMENTS

- ✓ Performed major upgrade to EDEN Financial Suite from version 4.4 to 5.7.
- ✓ Performed major upgrade to Fire Safety (San Bruno & Millbrae Fire Departments) application FireRMS. Upgrade included new database, FireRMS, and CADLink servers.
- ✓ Performed major upgrade to the Virtual Machine infrastructure, VMware, to latest version 5.0.
- ✓ Performed major upgrade to Public Service's computerized maintenance management system (CMMS) application Maintstar from v10.0 to v11.0.2.
- ✓ Performed upgrade to Public Service's vehicle and fleet management software, SquareRigger.

2012-13 GOALS & OBJECTIVES

- Implement Disaster Recovery plan to ensure continued critical system operations in the event of catastrophic event that would render the City Hall data center inoperable and/or inaccessible. This project will duplicate City Hall data center servers, and replicate the City's data, at disaster recovery center using Virtual Machine and Storage system technologies. This project will also replace the City's current end-of-life storage system.
- Assist with software coordination related to Fire consolidation with Central County, San Bruno and Millbrae Fire Department.
- Upgrade Microsoft Office Suite applications from Office 2000 to most current Office Suite version and provide staff training on the upgraded applications (Word, Excel, PowerPoint).
- Complete installation of a Fire Suppression system in City Hall Data Center.
- Complete major update of Citrix infrastructure allowing enhanced remote network access for tablets and other mobile devices.
- Upgrade Community Development application CRW/TrakIT to latest, web-enabled version, TrakIT.NET.
- Upgrade Computerized Maintenance Management System (CMMS), MaintStar, to the latest web-enabled version.
- Continue to provide customer support to City staff on all network applications & equipment, wireless devices, telephones, and other technology related services.
- Continue to coordinate City staff computer training needs.

Technology Support Division 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
INTERNAL ALLOC. TRANSFER	\$482,519	94%
TECHNOLOGY FUND	10,000	2%
CRESTMoor (GLENVIEW) RECOVERY	10,000	2%
TECHNOLOGY FEE	10,000	2%
GRAND TOTAL	\$512,519	100%
PERSONNEL SERVICES	\$323,102	63%
SUPPLIES & EQUIPMENT	35,785	7%
CONTRACT SERVICES	34,000	7%
OPERATIONS	107,985	21%
INTERNAL ALLOCATIONS	11,647	2%
GRAND TOTAL	\$512,519	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$222,997	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	100,105	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	\$323,102	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$17,500	Toner and other printer consumables for 32 department printers.
6204	SUPPLIES & EQUIPMENT	1,000	Network peripherals, desktop computers and laptop components.
6650	TOOLS & EQUIPMENT	17,285	Desktop computers for various departments - 12 units, (\$7,200); Desktop computer for Central Garage with additional communication ports, (\$700); Replacement monitors for Human Resources and City Clerk, (\$450); Laptop replacement for Technology Support staff, (\$1,450); Backup tape cartridges, (\$900); Adobe Acrobat upgrade, (\$3,200); Application Server operating system upgrade, (\$570); Database server upgrade plus 5 server licenses, (\$1,340); Uninterruptible power supplies, (\$550); LCD projector replacement, (\$925).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$35,785	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$34,000	Assistance with E-Commerce, Intranet, and web site maintenance, (\$2,000); Firewall and phone switch support, (\$2,000). <i>Service level enhancement for website updates, (\$30,000) - \$10,000 funded by Technology Fee and \$10,000 funded by Crestmoor (Glenview) Recovery.</i>
SUBTOTAL FOR CONTRACT SERVICES		\$34,000	

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); Citrix system support and annual maintenance by MTM Technology, (\$6,600); Storage system maintenance/ support by EMC, (\$10,000); Dell server hardware 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	VMWare Administration Training for 2 staffs, (\$4,900); Citrix Administrator Training for 1 staff, (\$2,450).
6406	PROFESSIONAL DEVELOPMENT	500	Professional development in accordance with MOU.

Operations (Cont.)

6450	COMMUNICATIONS	2,620	Internal allocation of eight dedicated fax and data lines, office telephone charges and two mobile phones.
6541	LICENSING FEES	41,900	Support/licensing for: ArcView/GIS software licensing, (\$5,450); Citrix metaframe presentation server, (\$5,000); Backup Executive licensing, (\$2,600); Miscellaneous software for remote access, web calendar, (\$1,500); CRW/TrakIT software, (\$8,000); SIRE Document Imaging software, (\$3,200); Metroscan software, (\$6,300); SunPro/ FireRMS software, (\$3,400); Citrix Account Manager upgrade, (\$6,450).
6601	RENTAL & LEASES	23,651	Lease payments for postage and mail 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 Municipal Information System Association of California (MISAC) conference for 1 staff.
SUBTOTAL FOR OPERATIONS		\$107,985	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$11,647	Internal service allocation for self insurance cost, (\$9,080); Building and facilities allocation, (\$2,567).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$11,647	
GRAND TOTAL	\$512,519	

CRESTMOOR (GLENVIEW) RECOVERY
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CRESTMoor (GLENVIEW) RECOVERY

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CRESTMoor (GLENVIEW) RECOVERY

PROGRAMS

The Crestmoor (Glenview) Recovery Program was developed after the devastating September 9, 2010 explosion and fire in the Crestmoor Neighborhood where 38 homes were destroyed and 8 lives were lost. Every City department has assisted in the rebuilding and recovery efforts of the neighborhood and the community. The services provided include:

- **REGULAR AND CONTRACT STAFF**
Temporary, contract, and regular City staff work which includes the additional workload associated with ongoing response and recovery, including workers' compensation related expenses.
- **CRESTMoor COMMUNITY SUPPORT AND OUTREACH**
Costs related to the ongoing support to residents affected by the pipeline explosion and fire. The activities in this category include the Counseling Assistance Program along with Community Town Hall Meetings, workshops, and community remembrances and events.
- **PROFESSIONAL SERVICES TO ASSIST AND REPRESENT THE CITY'S INTERESTS**
Professional services representing the City's interests in activities that include Federal and State proceedings and negotiations. This includes attendance by various City staff and elected officials at hearings, conferences, and other events.
- **CRESTMoor NEIGHBORHOOD RECONSTRUCTION AND MAINTENANCE**
Project management, construction contracts, and professional technical services for the Crestmoor Neighborhood Reconstruction Project, as well as additional Public Services required maintenance activity due to ongoing construction activity.
- **WAIVER OF FEES**
Waived planning and building permit fees for repairing and rebuilding resulting from the Glenview Fire.
- **TRUST FEES**
Fees related to managing the Trust Fund established between the City and PG&E for reimbursement of the City's costs related to the response, recovery, and reconstruction of the Crestmoor Neighborhood.

PRIORITY FOCUS

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

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

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

PROGRAM RESOURCES

To ensure that all expenditures related to the response, recovery, and reconstruction of the Crestmoor neighborhood were segregated to their own fund, the Crestmoor (Glenview Fire) Emergency Disaster Fund was created and all expenses were charged to this fund. The Finance Department initially submitted expenditures for reimbursement through the disaster recovery process established in coordination between the City, PG&E, and the California Emergency Management Agency (CalEMA). All expenses related to the activities outlined above are now submitted to the trust fund established between the City and PG&E for reimbursement.

REVENUES

All activities in support of the recovery and reconstruction of the Crestmoor (Glenview) neighborhood will be reimbursed through the trust fund established between the City and PG&E.

EXPENDITURES

The budgeted expenditures include the allocation of regular City staff time, part-time staff costs, and contract staff to assist with the additional workload. Non-personnel expenditures include operating costs associated with the management of the Crestmoor Reconstruction Project (actual construction costs are budgeted for in the Capital Improvement Program Budget), professional services for the Rebuild It Green Program and City representation at Federal and State proceedings, as well as continued community outreach and support.

PERSONNEL

Classification	Glenview Fund
City Manager	0.40
City Attorney	0.15
Assistant City Manager	0.10
Finance Director	0.10
Community Development Director	0.20
Building Inspectors	0.30
Associate Planners	0.40
Community Development Techs	0.30
Public Services Director	0.20
Engineering Technician	1.00
Community Services Director	0.10
Fire Captain	0.10
Police Officer	1.00
Deputy City Clerk	0.25
Management Analyst I	0.20
Cable Business Manager	0.05
Cable Programming & Tech Mgr	0.15
Total	5.00

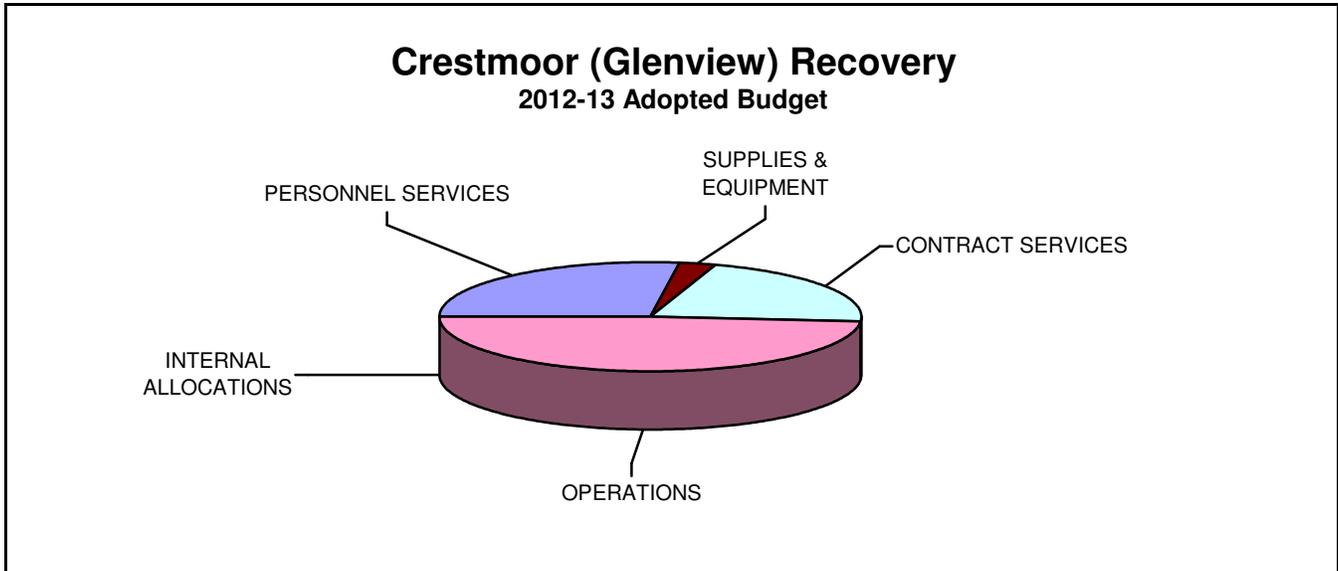
2011-12 ACCOMPLISHMENTS

- ✓ 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.
- ✓ Continued to provide information to residents about the rebuilding and infrastructure repair through informational meetings.
- ✓ Planned and implemented community gatherings and events to commemorate the first anniversary of the incident to celebrate residents building and returning to new neighborhood homes.
- ✓ Continued to process planning and building designs and assist those residents who are rebuilding their homes.
- ✓ Participated in the investigative and rule-making proceedings with the California Public Utilities Commission (CPUC).
- ✓ Planned, designed and initiated repair and rebuild of the City infrastructure including streets, water and wastewater infrastructure, street lights, and cable damaged by the explosion and fire.

- ✓ Developed and submitted expenditure reimbursement documentation to assure full cost recovery through the trust fund established between the City and PG&E.
- ✓ Continued to offer counseling services to those residents impacted by the incident.
- ✓ Continued to staff a full-time sworn member of the Police Department to the investigation of the fire and explosion.
- ✓ Managed the design and construction of the recovery efforts for the Crestmoor Canyon hillside and the repair of the retaining walls in the neighborhood.

2012-13 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.
- Construct infrastructure, repairs and replacement to restore the neighborhood.
- Develop and implement a plan for use and development of the vacant property lots acquired by the City as part of its settlement agreement with PG&E.
- Establish a tax-exempt, not-for-profit public purpose entity to oversee the settlement funds.
- Design and complete Crestmoor Canyon reforestation, the neighborhood park and tree planting in neighborhood.
- Continue to plan and implement community events and to support full restoration of the Crestmoor neighborhood.
- Represent the City's interests in the continuing CPUC proceedings.
- Continue oversight and coordination with PG&E related to ongoing and regular utility projects in the Crestmoor neighborhood and elsewhere to assure minimum disruption to residents.



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$1,466,659	27%
SUPPLIES & EQUIPMENT	138,200	3%
CONTRACT SERVICES	1,153,000	21%
OPERATIONS	2,608,800	49%
INTERNAL ALLOCATIONS	1,500	0%
GRAND TOTAL	\$5,368,159	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$496,573	Base salary and incentives for all city personnel, working a minimum of 80 hours per pay period who are providing support to the ongoing restoration, rebuilding and other activities associated with the explosion and fire incident. Subject to benefits per applicable MOUs. Salaries include city wide furlough.
5102 PART TIME SALARIES	54,961	Base salary and incentives for one city employee working less than 80 hours per pay period who is providing support to the ongoing restoration, rebuilding and other activities associated with the explosion and fire incident (\$14,961); Part-time pay for two summer interns to assist in archiving Glenview Fire/Crestmoor Rebuild information, staffing community meetings and commemorative events, and Cable television assistance recoding meetings, events, and neighborhood reconstruction progress (\$40,000).
5200 EMPLOYEE BENEFITS	215,124	City's cost of CalPERS pension, Medicare, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance for city personnel providing support and associated activities on the explosion and fire incident.

Personnel Services (Cont.)

6403 PERSONNEL SERVICES 700,000 Contract Project Management Services for Crestmoor Infrastructure Rebuild (\$500,000); Contract Inspection Services (\$200,000).

SUBTOTAL FOR PERSONNEL SERVICES \$1,466,659

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$3,000	Day-to-day supplies needed for daily operations related to Crestmoor Neighborhood Rebuild.
6101 GAS & OIL	5,000	Fuel and Oil for vehicles traveling to Crestmoor neighborhood.
6102 OPERATING SUPPLIES	75,000	Site preparation, annual rental fee, and maintenance for Crestmoor Neighborhood Rebuild Construction Trailer.
6650 TOOLS & EQUIPMENT	55,200	Three message boards for entrances to Crestmoor neighborhood (\$52,500); smart level (\$200); barricades/signs (\$2,500).
SUBTOTAL FOR SUPPLIES & EQUIPMENT	<u>\$138,200</u>	

CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6401 PROFESSIONAL SERVICES	\$1,153,000	Contract Planning Services to assist with plan review of Crestmoor home rebuild (\$168,000); Costs associated with representing the City at CPUC proceedings and non-profit formation (\$600,000); Consultation Services for Rebuild it Green Program (\$100,000); Specialized engineering support services for oversight of PG&E gas line work in Crestmoor Neighborhood (\$75,000); Develop informational materials to document and tell the City's story (\$200,000); Cost to maintain and perform upgrades to Crestmoor Rebuild website (\$10,000).
SUBTOTAL FOR CONTRACT SERVICES	<u>\$1,153,000</u>	

OPERATIONS	ADOPTED BUDGET	DESCRIPTION
6112 POSTAGE	\$1,000	First class postage for approximately 2,100 mail pieces.
6409 SPECIAL PROJECTS/ EVENTS	35,000	Commemorative events and community meetings (\$20,000); NTSB Recognition monument (\$15,000).
6450 COMMUNICATIONS	300	Charges for Crestmoor Rebuild hotline.
6601 RENTALS & LEASES	24,000	Annual rental charge for construction sweeper.
6704 MEETINGS/ CONFERENCES	25,000	Travel costs associated with attendance at CPUC proceedings and other events associated with the Glenview Fire.

Operations (Cont.)

6910	CONTINGENCIES/ OTHER	2,523,500	Trustee Bond (\$48,000); Counseling Assistance Program (\$20,000); Homeowner grants for Rebuild it Green program (\$705,500); Potential acquisition from PG&E of seven additional lots in the Crestmoor neighborhood (\$1,750,000).
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SUBTOTAL FOR OPERATIONS		\$2,608,800
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INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$1,500	Copier charges.
SUBTOTAL FOR INTERNAL	\$1,500	
GRAND TOTAL	\$5,368,159	

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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 principal 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 principal 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.	\$81,800	Benefits to limited number of retired employees per MOUs.
SUBTOTAL FOR OPERATIONS		\$81,800	
INTERGOVERNMENTAL			
7069	INTERGOVERNMENTAL - OTHER	\$4,150	Special assessment charges on City owned properties - Mosquito abatement (\$1,450); LAFCO - Local Agency Formation Commission (\$2,700).
SUBTOTAL FOR OPERATIONS		\$4,150	
INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7902	INTERDEPARTMENTAL CHARGES	(\$3,335,350)	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
9096	DEBT ALLOCATION	38,498	Seagrave Fire Truck Principal portion (\$31,409); Seagrave Fire Truck Interest portion (\$7,089).
SUBTOTAL FOR INTERNAL ALLOCATIONS		(\$3,296,852)	
GRAND TOTAL		(\$2,960,902)	

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 principal 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 Principal Payment on Debt	\$31,409	Seagrave Fire Truck Lease/Purchase.
9002 Interest Payment on Debt	7,089	Seagrave Fire Truck Lease/Purchase.
SUBTOTAL FOR PERSONNEL SERVICES	\$38,498	
GRAND TOTAL	\$38,498	

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SELF INSURANCE
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SELF INSURANCE FUNDS

WORKERS' COMPENSATION

GENERAL LIABILITY

UNEMPLOYMENT INSURANCE

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SELF INSURANCE WORKERS' COMPENSATION

PROGRAMS

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

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

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,611,477 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 Manager 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.

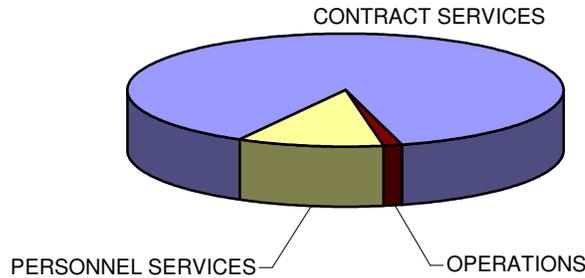
PERSONNEL

Personnel Summary

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

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 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$77,518	11%
CONTRACT SERVICES	620,000	88%
OPERATIONS	9,325	2%
GRAND TOTAL	\$706,843	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$56,685	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	20,833	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	\$77,518	

CONTRACT SERVICES	ADOPTED BUDGET	DESCRIPTION
6521 INSURANCE PREMIUMS	\$160,000	Excess workers compensation premium.
6525 CLAIMS	390,000	Worker's compensation claims paid.
6529 OTHER INSURANCE COSTS	70,000	Third-party claim adjustment services.
SUBTOTAL FOR CONTRACT SERVICES	\$620,000	

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		\$706,843	

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 \$1,611,477 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

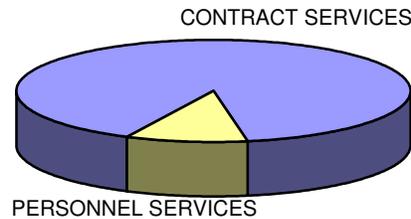
As with prior years, the Department's expenditure appropriation is split approximately 10% for personnel costs and 90% for professional services.

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 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$84,234	10%
CONTRACT SERVICES	762,400	90%
GRAND TOTAL	\$846,634	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$62,162	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	22,072	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	\$84,234	

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	\$846,634	

**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 \$1,611,477 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	<u><u>\$3,000</u></u>	
INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
5254 CLAIMS	\$55,000	Reimbursement to State of California for former employees claiming unemployment benefits.
SUBTOTAL FOR PERSONNEL SERVICES	<u><u>\$55,000</u></u>	
GRAND TOTAL	<u><u><u>\$58,000</u></u></u>	

SUCCESSOR AGENCY (RDA)
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SUCCESSOR AGENCY TO THE SAN BRUNO REDEVELOPMENT AGENCY

PROGRAMS

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

On January 13, 2012, the City Council elected to be the Successor Agency to the San Bruno Redevelopment Agency, which became operative on February 1, 2012. The primary activities of the Successor Agency are as follows:

- **WIND DOWN OF ACTIVITIES OF THE REDEVELOPMENT AGENCY**
The Successor Agency is charged with winding down the activities of the former Redevelopment Agency, which includes overseeing the completion of existing projects and outstanding contracts, the disposition of assets and properties owned by the Redevelopment Agency, and ensuring the payment obligations of the Redevelopment Agency are met.
- **RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) AND ADMINISTRATIVE BUDGET**
The Successor Agency is responsible for the preparation of the Recognized Obligation Payment Schedule and Administrative Budget every six months as long as the former Redevelopment Agency has outstanding payment obligations.
- **OVERSIGHT BOARD OF THE SAN BRUNO REDEVELOPMENT AGENCY**
The Oversight Board to the San Bruno Redevelopment Agency reviews and approves the actions of the Successor Agency, including the Recognized Obligation Payment Schedule and Successor Agency Administrative budget every six months.

PRIORITY FOCUS

Pursuant to AB 26, the Successor Agency will focus on seeing that all remaining activities of the former San Bruno Redevelopment Agency are moving towards completion. In 2012-13, this work effort will include continued work on completing the Transit Corridors Plan and Environmental Impact Report, the completion of all remaining Commercial Façade Improvement Projects, project management of the Caltrain Grade Separation Project, and oversight of the affordable housing agreements at the Crossing.

PROGRAM RESOURCES

The Successor Agency is entitled to receive a minimum of \$250,000 per year to cover its costs associated with the activities it performs; the General Fund will pay all costs in excess of this amount.

REVENUES

The Successor Agency is funded with a \$250,000 administrative allowance pursuant to AB 26 and as approved by the Oversight Board to the San Bruno Redevelopment Agency.

EXPENDITURES

The Successor Agency’s expenditure appropriation is split approximately 78% for personnel costs and 22% for operations and professional services. The administrative allowance of \$250,000 is anticipated to cover the costs associated with the operations and professional service costs of the Successor Agency, as well as 1.15 of the total 1.60 City staff positions allocated to the Successor Agency during the 2012-13 fiscal year.

PERSONNEL

Personnel Summary – Successor Agency to the San Bruno Redevelopment Agency

Classification	Successor Agency Administrative Allowance	General Fund	Total
City Manager		0.05	0.05
City Attorney		0.05	0.05
City Clerk		0.10	0.10
Deputy City Clerk		0.05	0.05
Finance Director	0.15		0.15
Accounting Manager		0.05	0.05
Community Development Director		0.10	0.10
Redevelopment and Housing Manager	1.00		1.00
Management Analyst I		0.05	0.05
	1.15	0.45	1.60

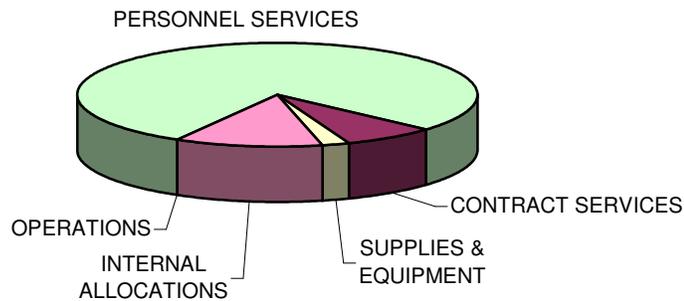
2011-12 ACCOMPLISHMENTS

- ✓ Prepared a First and Second Recognized Obligation Payment Schedule and presented them for Oversight Board approval by their respective due dates as established by AB 26.
- ✓ Completed the Agreed Upon Procedures Audit with the outside audit firm retained by San Mateo County Auditor/Controller.
- ✓ Selected the Mayor and City Manager to participate on the Oversight Board to the San Bruno Redevelopment Agency.
- ✓ Held five meetings of the San Bruno Oversight Board.
- ✓ Prepared audited financial statements as of January 31, 2012 to confirm fund balances of all Redevelopment Agency funds.
- ✓ Provided report to Oversight Board of properties owned by the San Bruno Redevelopment Agency to allow them to make an informed decision regarding the disposition of those properties.
- ✓ Worked with commercial property owners to see that remaining Façade Improvement Programs come to completion.

2012-13 GOALS & OBJECTIVES

- ❑ Prepare Recognized Obligation Schedules and Successor Agency Administrative Budgets for the period of January 1, 2013 through December 31, 2013.
- ❑ Continue to arrange for meetings of the Oversight Board as necessary.
- ❑ Oversee the completion of the Transit Corridors Plan and Environmental Impact Report.
- ❑ Continue to monitor and ensure compliance with affordable housing agreements at the Crossing.

Successor Agency to the San Bruno Redevelopment Agency 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
REDEVELOPMENT PROPERTY TAX TRUST FUND	\$250,000	77%
UNRESTRICTED GENERAL FUND	74,487	23%
TOTAL FUNDING	\$324,487	100%
PERSONNEL SERVICES	\$253,902	78%
SUPPLIES & EQUIPMENT	7,250	2%
CONTRACT SERVICES	25,000	8%
OPERATIONS	250	0%
INTERNAL ALLOCATIONS	38,085	12%
GRAND TOTAL	\$324,487	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$182,690	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	71,212	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	\$253,902	

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$7,250	Supplies and materials necessary for the Successor Agency and Oversight Board
SUBTOTAL FOR SUPPLIES & EQUIPMENT	\$7,250	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6402	LEGAL SERVICES	\$25,000	Legal Services for the Successor Agency and Oversight Board legal counsel
SUBTOTAL FOR CONTRACT SERVICES		\$25,000	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6141	PRINTING, COPYING & BINDING	\$250	Printing budget documents and public notices.
SUBTOTAL FOR OPERATIONS		\$250	

INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$38,085	Overhead (15% of allocated Salaries and Benefits) for Payroll, Accounts Payable, and IT support to Successor Agency operations
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$38,085	
GRAND TOTAL		\$324,487	

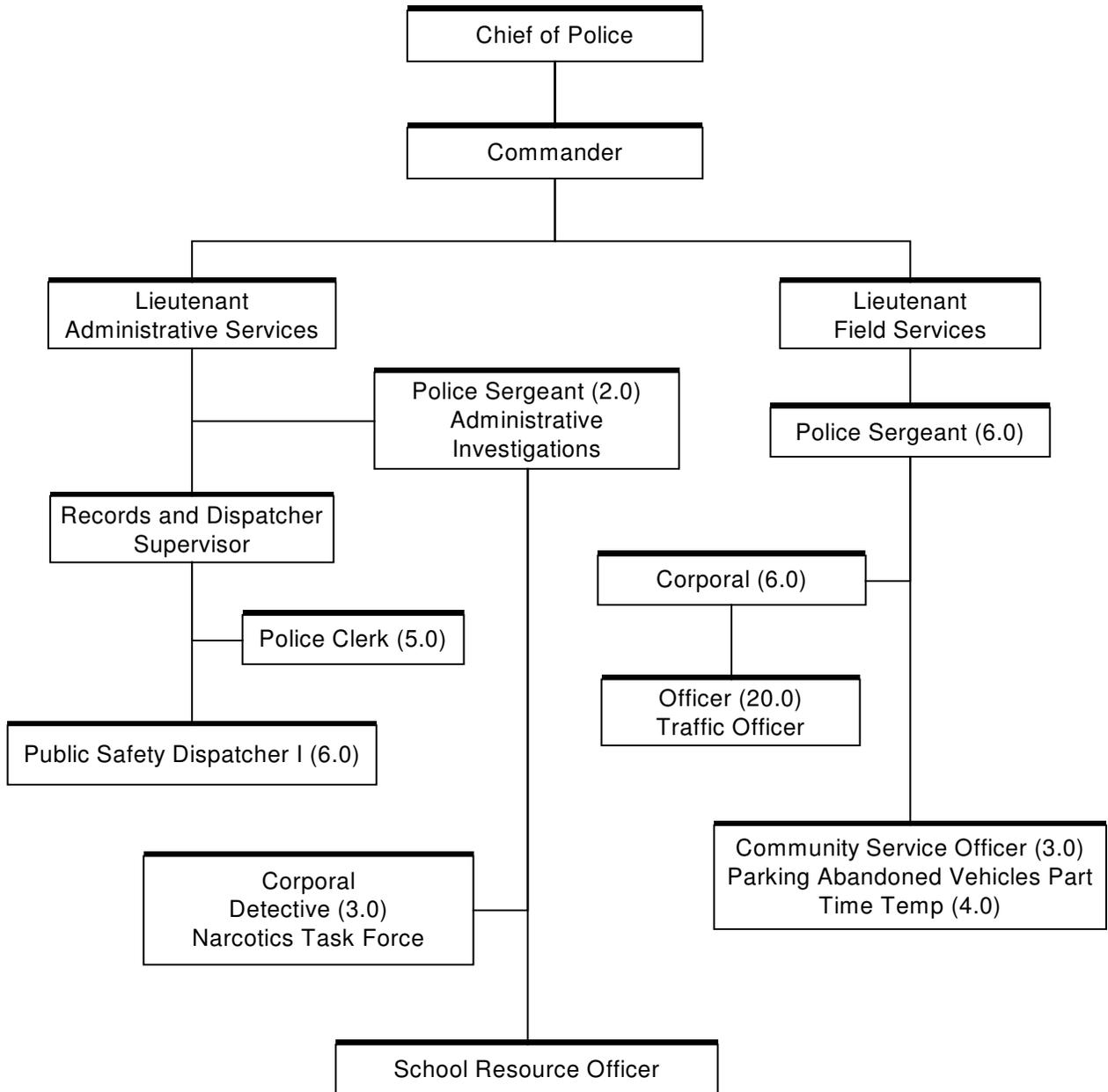
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POLICE
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POLICE DEPARTMENT

POLICE



POLICE DEPARTMENT

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

PROGRAMS

The San Bruno Police Department is a full service law enforcement agency that provides police services 24 hours a day, 7 days a week. In addition to protecting life and property, the Department is committed to the prevention of criminal activity through highly visible patrols, systematic gathering and documentation of intelligence information, and the enforcement of laws and regulations throughout the City. The Department also delivers a variety of non-emergency police services. The Department's services include the following programs:

- **PATROL 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 relays 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 challenging to maintain the same level of service the community previously enjoyed. The Department has attempted to keep front-line service delivery intact when evaluating reductions in service that will have the least impact to the community.

The Police Department will continue to seek and evaluate shared service opportunities that would improve the ability to provide police services to the community, and reduce costs associated with the service.

The Police Department will continue to seek community feedback on service delivery. In 2011, the Department sent out 216 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. The Department will also continue to monitor the impact of the state's "Realignment" or the transfer of certain convicted felons from state prison to county incarceration and what impact this will have on crime patterns in the community.

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. Although 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. 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.

Where possible, all expenditures were held to last year's amounts, which incorporated a significant reduction in operating expenditures. Over the past decade, 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

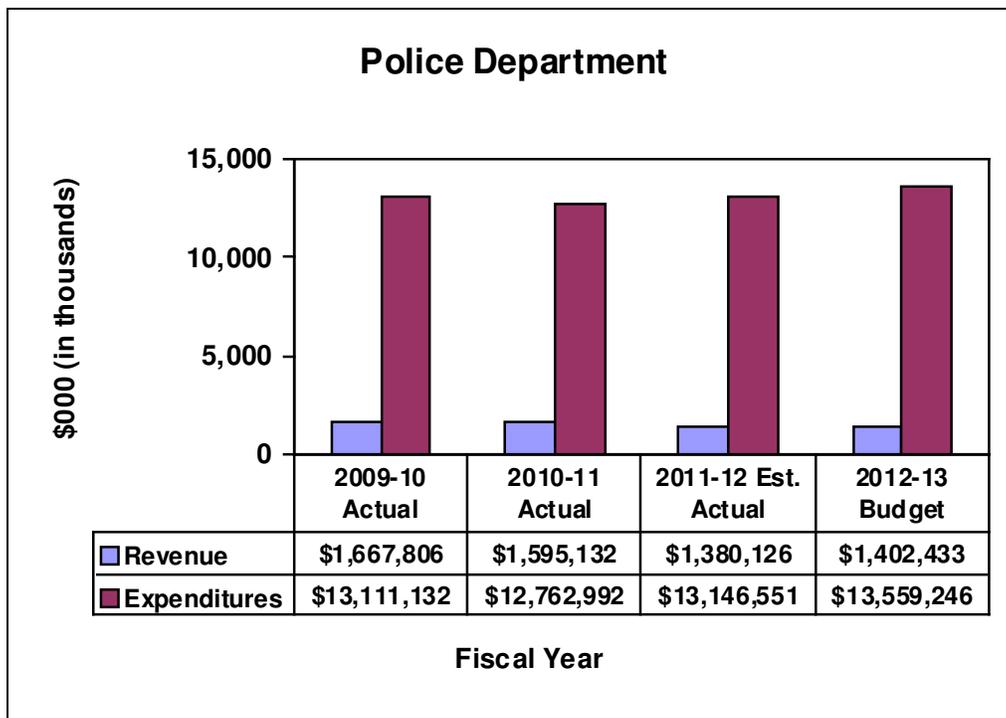
parties, and other chronic neighborhood generated complaints that are generally non-criminal in nature. During 2011, these duties were assigned to a variety of officers, as they were available. While the demand for these services continues, assigning these types of calls on a sporadic, as available manner results in a lack of a single contact point, a lack of continuity, and delays in providing this valuable service. The Department intends to seek any available grant-funding source to try and restore this needed position.

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 2011-12, the Department was able to deploy patrols for Driving Under the Influence (DUI) enforcement, including DUI Checkpoints. This added enforcement was funded 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, 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 2012-13, the Department will replace 3 marked patrol vehicles, 2 unmarked vehicles, and a pick-up truck utilized by Community Service Officers. The Department did not purchase vehicles in 2011-12 due to additional purchases having been made in the FY 2010-11 budget.

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.

PERSONNEL
Personnel Summary

Police Department	
Classification	General Fund
Chief of Police	1.00
Police Commander	1.00
Police Lieutenant	2.00
Police Sergeant	8.00
Police Officer	33.00
Records/Dispatch Supervisor	1.00
Public Safety Dispatcher I/II	6.00
Police Clerk II	5.00
Community Services Officer	3.00
	60.00

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 currently has an officer 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.

In May of 2012, the Department added a full time investigator position to handle local licensing of card room employees at Artichoke Joes Casino. The position also works with Artichoke Joes staff to ensure patron safety and the investigation of any criminal matters that occur on or near the card room establishment. The City receives reimbursement for the position from Artichoke Joes Casino, and the arrangement is similar to the existing police services agreement the City has with the Shops at Tanforan.

2011-12 ACCOMPLISHMENTS

- ✓ Handled over 28,900 calls for service and police initiated activity in calendar year 2011.
- ✓ Collaborated with other City departments to assist with the Crestmoor neighborhood recovery effort.
- ✓ Worked with state and federal agencies to investigate potential criminal liability associated with the gas pipeline rupture.
- ✓ Attended state and federal gas pipeline regulator hosted events to advocate for increased safety regulations related to the natural gas industry.
- ✓ 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 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.
- ✓ Successfully collaborated with Artichoke Joe's Casino to secure casino funding for a full-time investigator, primarily assigned to investigations involving the card room and ancillary crime.
- ✓ Expanded the Police Explorer Scouting Post to interest youth and young adults in a law enforcement career.

- ✓ Collaborated with the City of Millbrae to determine the feasibility of providing a shared Police Services program.
- ✓ Continued to develop organizational leadership at the Department sending mid-management level personnel to the Supervisory Leadership Institute, sponsored by the State of California, Commission on Peace Officer Standards and Training.
- ✓ Implemented an alternative organizational structure to improve operations and efforts at succession planning.
- ✓ Collaborated with the Shops at Tanforan to host a Police Recognition Day at the mall during National Police Week held in May.

2012-13 GOALS & OBJECTIVES

- Continue to collaborate with other City departments to assist with the Crestmoor neighborhood recovery effort.
- Continue to devote a full time staff member to the investigation of the pipeline explosion.
- 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 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.

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 resources 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.

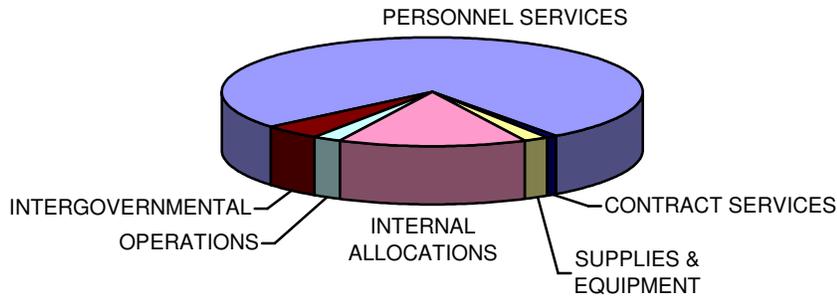
Strive to be approachable and sensitive to changing demographics. We will encourage each other to extend this relationship to the community, enabling us to better communicate with those we serve.

- ❑ **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.

**Police Department
2012-13 Adopted Budget**



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$10,311,628	76%
SUPPLIES & EQUIPMENT	259,800	2%
CONTRACT SERVICES	125,900	1%
OPERATIONS	273,515	2%
INTERGOVERNMENTAL	615,582	5%
INTERNAL ALLOCATIONS	1,972,821	14%
GRAND TOTAL	\$13,559,246	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$5,892,872	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	109,800	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	3,627,956	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	\$10,311,628	

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	110,000	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	99,800	Ammunition for range qualification and firearms proficiency, (\$9,800); Purchase of three (3) marked vehicles, (\$90,000).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$259,800	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$73,200	Processing and collection of fines related to all parking citations issued by officers, (\$30,000); Technical support for Computer Aided Dispatch/Records Management system, In-Car video system, Mobile Computing Applications, CCTV system, Voice Print Recorder, Identification Card system, Live Scan Fingerprinting system, 9-1-1 Interfaces, Radio system and all related components, (\$43,200).
6419	OTHER SERVICES	52,700	North Peninsula Family Alternatives - Juvenile Diversion, (\$40,217); Peninsula Conflict Resolution Center, (\$4,550); CORA, (\$4,500); Towing charges, (\$1,233); Police canine veterinary services, (\$1,000); Contribution to maintain the Keller Center for sexual assault victims, (\$1,200).
SUBTOTAL FOR CONTRACT SERVICES		\$125,900	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$3,500	Postage costs for department correspondence.
6304	OFFICE EQUIPMENT MAINTENANCE	80,000	Software maintenance for Computer Aided Dispatch/Records Management system, mobile computing, 9-1-1 interface and related components (\$52,500); Hardware maintenance for HP Unix server, (\$3,800); Software maintenance for document imaging and scanning system, (\$3,000); Software maintenance for Critical Reach, (\$395); San Bruno share of regional records exchange program (SNARE), (\$495); Maintenance of Live Scan fingerprinting system, (\$5,000); Maintenance of Card Reader Security Access system, (\$1,000); Software/Hardware maintenance for Identification card system, (\$1,890); Software maintenance for voice print digital recording system for preservation of all radio 9-1-1 and business telephones, (\$2,254); Hardware/Software maintenance for In-car video system, (\$3,277); Miscellaneous repairs to 41 PCs, 16 laptop computers, printers, typewriters, fax machines and other related equipment, (\$6,389).
6402	LEGAL SERVICES	3,000	Investigative services such as public information database, confidential informants and travel expenses related to out of town investigations.
6405	STAFF TRAINING	42,000	Staff training for range, use fee, and ammunition, (\$13,400); Supervisory Leadership Institute for one Sergeant (\$4,000); POST approved training courses, (\$6,000); In service training and materials, (\$3,200); Police academy costs, (\$2,500); In service training for two canines and their handlers, (\$6,000); Lexipol daily training, (\$2,700); SWAT training, (\$2,500); Training in gang investigations, (\$1,700).
6406	PROFESSIONAL DEVELOPMENT	14,415	Department head and 12 mid-management employees, (\$6,500); Tuition reimbursement in accordance with applicable MOUs for 3 employees, (\$7,915).
6408	MEDICAL EXAMS	7,000	Forensic examinations for sexual assault victims.
6450	COMMUNICATIONS	33,000	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 and vehicles codes, (\$135).

Operations (Cont.)

6704	MEETINGS/ CONFERENCES	4,000	San Mateo County meetings and membership dues for County Commanders, Training Managers Association, Communication Managers Association, Chief and Sheriff Associations, County Investigators, and 100 Club, (\$1,500); California Peace Officer Associations membership and seminars, (\$1,500); Cal Chiefs and International Association of Chiefs of Police, (\$500); Seminars including Juvenile Officer Association and Property Officer Association, (\$500).
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SUBTOTAL FOR OPERATIONS	\$273,515
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INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
6309 RADIO MAINTENANCE	\$69,000	Maintenance for call 9-1-1 consoles, transmitters, receivers, repeaters and other base station equipment for the two-way radio communication, (\$23,808); Access/Maintenance fees for utilization of the San Mateo County Rapid Telecommunication system which provides the gateway to State and National systems, (\$38,994); Batteries and miscellaneous repairs to portable and mobile radios and related equipment, (\$6,198).
7041 COUNTY SVCE.CHARGES	546,582	Services provided by the County including animal control services, (\$272,501); Crime lab fees, (\$84,000); Regional Computer Forensic Laboratory (RCFL), (\$3,400); Parking allocations, (\$125,000); Department of Justice fingerprinting fees, (\$5,000); July 4th enforcement, (\$10,000); First Chance, (\$34,781); Booking fees, (\$11,900).
SUBTOTAL FOR INTERGOVERNMENTAL	\$615,582	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$780,492	Internal service allocation for self insurance cost, (\$372,335); Building and facilities services and maintenance, (\$133,820); Information technology support, (\$78,970); Central garage services, (\$195,367).
7902 GENERAL ADMIN. ALLOC.	1,084,180	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
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	\$1,972,821	
GRAND TOTAL	\$13,559,246	

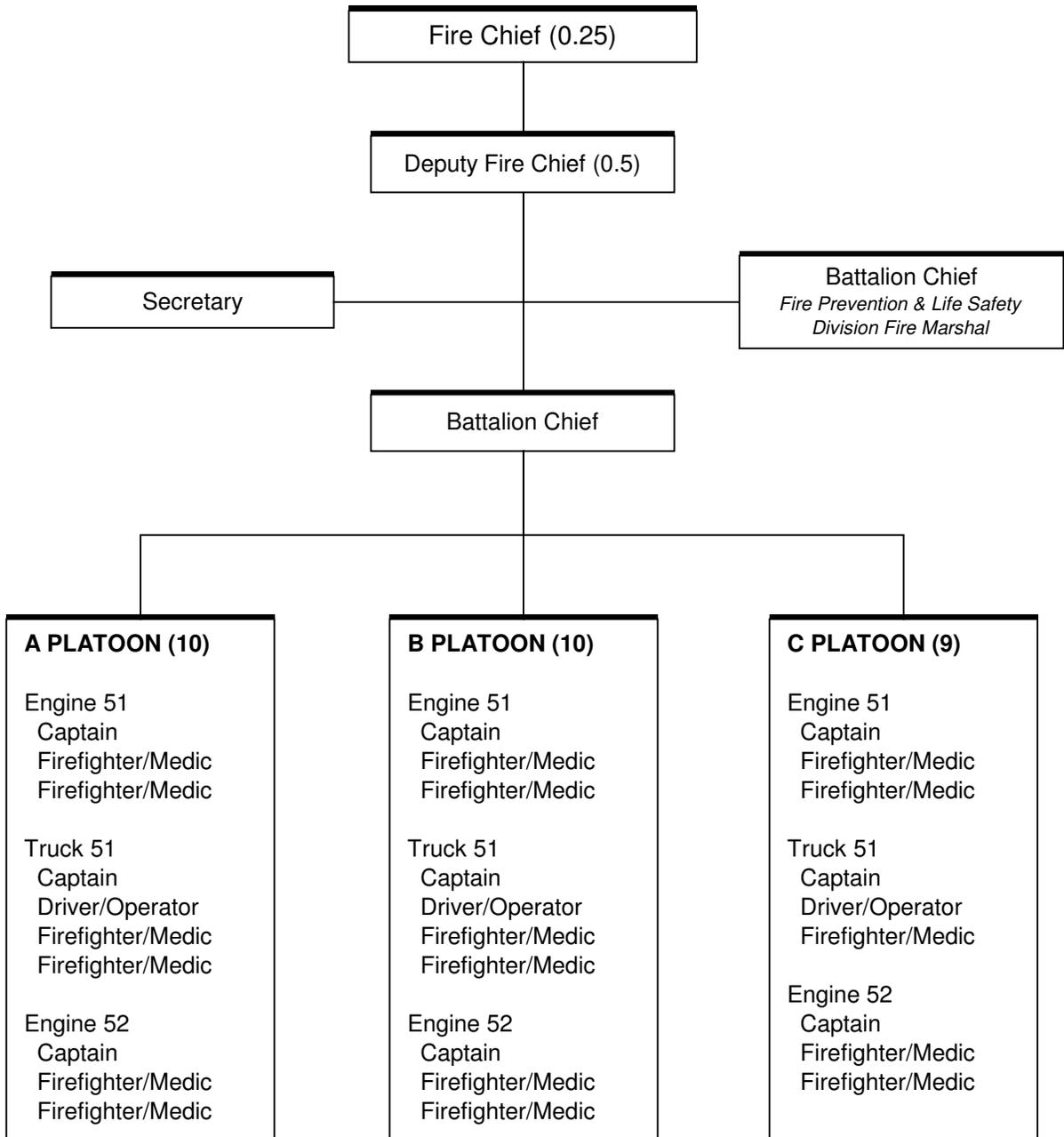
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FIRE DEPARTMENT

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**
Participates in the City's disaster preparedness program and provides a Fire Department liaison to assist the Community Preparedness Committee.

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. 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 was the third busiest engine company on the county-wide response list for 2011 after 3 consecutive years as the second busiest. E-51 responded to 2,183 calls for service. E-52 responded to 1,310 calls for service. Truck 51 responded to 1,010 calls for service. The total call volume in 2011 was 3,573 calls for service, a decrease of 3% from 2010. There were a total of 86 fires with 28 of those fires involving structures. Of the total calls, approximately 61% were medical related.

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

The Fire Department is currently working with the Central County Fire Department and Millbrae Fire Department to consolidate services. In 2011, the City Councils approved the department to proceed to Phase 1 of the consolidation effort. This first phase includes the Administrative merger of the departments and to establish a temporary station that would replace one Millbrae and one Central County fire station.

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. The Department continues to be sought out to provide informational and training support to other agencies and organizations throughout the nation on this incident and the emergency response.

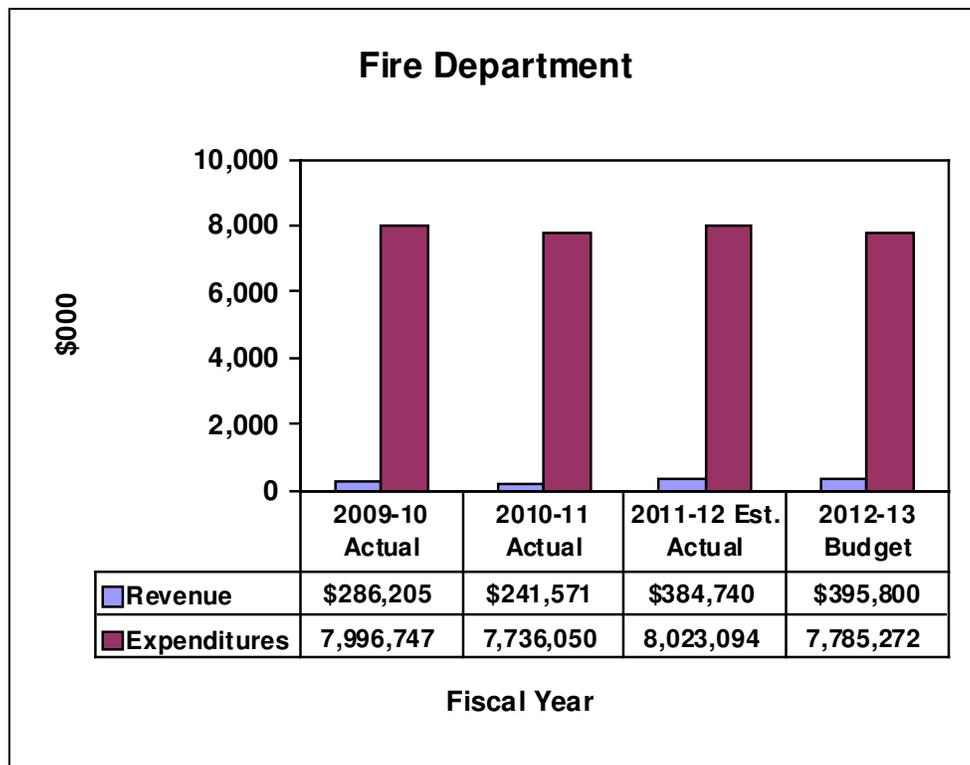
The Fire Department strives to attain excellence in service delivery through a well trained, professional staff using advanced technology such as thermal imaging cameras. The department's paramedic program is a leader in San Mateo County for the level of expertise and care provided by emergency responders.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

The department provides training for City employees in Cardio Pulmonary Resuscitation (CPR) and basic first aid as well as mandated disaster preparedness training. During the 2012-13 fiscal year, training will also involve Automatic External Defibrillator (AED) orientation and fire extinguisher and emergency evacuation procedures for all employees. The Fire Department provides support for the Community Preparedness Committee and is involved with activities such as community outreach, presentations at community events. The department has initiated the Community Emergency Response Team (CERT) Program and will continue to provide training to the community.

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

PROGRAM RESOURCES

The Department’s programs require expenditures of \$7,785,272 and a staff of 32.75 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 \$33,800 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 the City's outside consultant.

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, Advanced Life Support (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.

Staff training includes only mandatory training. All elective training is 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 is also 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. The department currently has two vacant firefighter positions.

PERSONNEL
Personnel Summary

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

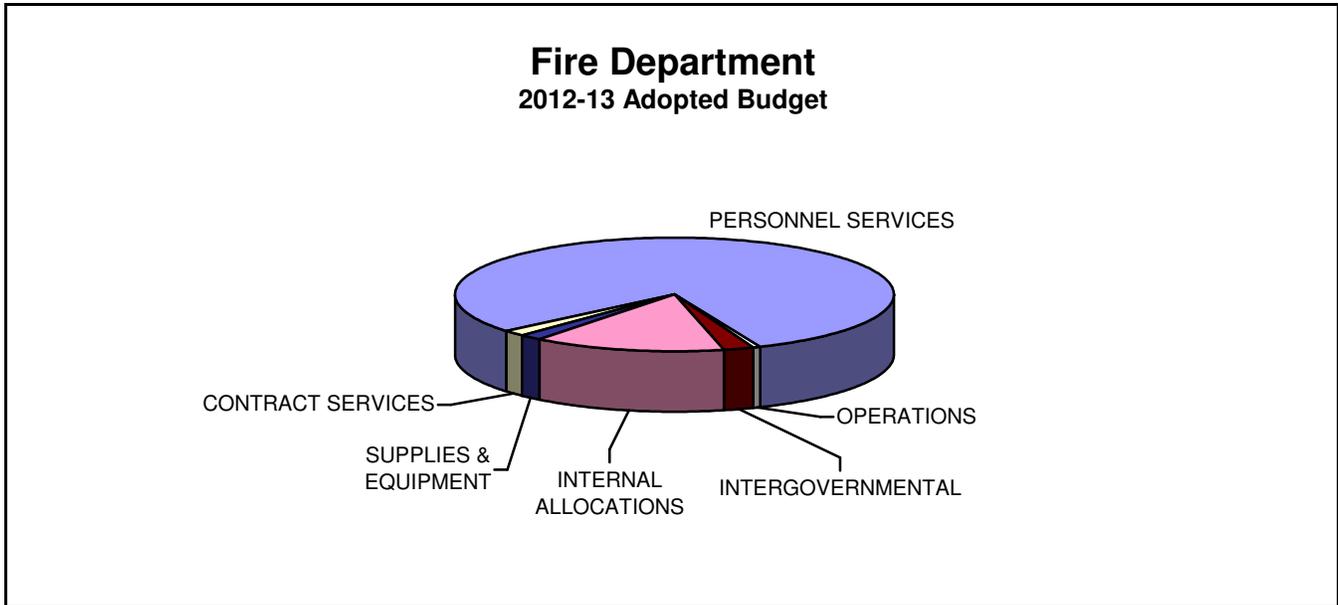
The largest share of the Department's total operating budget at 80% is personnel. The Administration program comprises the Fire Chief, Deputy Fire Chief and Secretary. The Fire Prevention program comprises one Battalion Chief assigned as the Fire Marshal. The Battalion Chief serves as platoon commander and as the Operations Chief. The remaining 29 personnel are divided equally among 3 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 twenty 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.

2011-12 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.
- ✓ Established eligibility lists for the positions of Battalion Chief and Fire Captain.
- ✓ Started Phase 1 (Administrative Merge) of 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, 2011 holiday.
- ✓ Submitted two Federal Emergency Management Agency grants for washer/extractor to clean and decontaminate firefighter turnout gear and one regional grant (administered by San Bruno) for Thermal Imaging Cameras which provided a Thermal Imaging Camera for the command vehicles for five San Mateo County Fire Agencies; these included the City's of San Bruno, Millbrae, Burlingame, San Mateo, South San Francisco, and the Town of Hillsborough.
- ✓ In coordination with the Police Department, confiscated in excess of 110 pounds of illegal fireworks as a result of the City's Zero Tolerance Program.
- ✓ Respond to a total of 3,573 calls for service in 2011 including 86 fires.

2012-13 GOALS & OBJECTIVES

- ❑ Evaluate Administrative merger with Cities of San Bruno, Millbrae, Burlingame and the Town of Hillsborough and continue work toward full consolidation.
- ❑ 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.
- ❑ Develop complete set of standardized operational policies and procedures for the Department.
- ❑ Continued active community outreach and education program regarding fireworks safety in the months preceding July 4, 2012.
- ❑ Evaluate option to use biodiesel fuel for fire apparatus.
- ❑ Continue to actively Participate in the City Emergency Operations Center (EOC) exercises and training.
- ❑ Provide Community Emergency Response Team (CERT) training to the community.



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$6,200,320	80%
SUPPLIES & EQUIPMENT	133,863	2%
CONTRACT SERVICES	135,443	2%
OPERATIONS	41,755	1%
INTERGOVERNMENTAL	183,427	2%
INTERNAL ALLOCATIONS	1,090,464	14%
GRAND TOTAL	\$7,785,272	101%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$3,569,327	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	2,225,940	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	\$6,200,320	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$2,700	Supplies needed for daily operations.
6101	GAS & OIL	30,000	Allocation of fuel used by division's vehicles, gas and diesel. Vehicles include: fire trucks and Chief & Chief Officer's vehicles.
6102	OPERATING SUPPLIES	32,650	Janitorial supplies needed for daily operations at fire stations including cleaning materials, paper goods, mops and brooms, (\$3,000); Miscellaneous personal protective equipment, (\$3,400); Mandated cleaning of personal protection equipment, (\$3,000); Eight pairs of Turnout Gear and personal protective equipment, (\$19,200); Nine pairs of Wildland Gear, (\$4,050).
6201	BUILDING & GROUNDS SUPPLIES	4,000	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).
6204	SUPPLIES & EQUIPMENT	35,800	Parts to maintain department apparatus, (\$5,500); Tires and batteries, (\$8,000); Shop costs for major apparatus repairs, (\$14,000); Miscellaneous parts and supplies for shop, (\$4,000); Copier lease payments, (\$4,300).
6650	TOOLS & EQUIPMENT	28,713	Self contained breathing apparatus (SCBA) testing, (\$9,000); Gas monitor maintenance, (\$4,913); Hose replacement, (\$5,000); Hose replacement high-rise packs, (\$5,300); Nozzles, (\$2,000); Electric blower, (\$1,500); Advanced Life Support (ALS) equipment, (\$1,000).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$133,863	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6419	OTHER SERVICES	\$135,443	Department fitness program, (\$3,600); Ground ladder and aerial ladder testing to maintain mandated certifications, (\$2,500); Breathing air support unit for multi-alarm fires and hazmat incidents, (\$1,500); Shared joint training services and administration program agreement between Millbrae, San Bruno, San Mateo and Central County Fire Agencies, (\$121,143); Respiratory protection program fit testing for SCBA masks, (\$3,600); San Mateo County Public Safety Communication Pager-Pass Through, (\$3,100).
SUBTOTAL FOR CONTRACT SERVICES		\$135,443	

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	Maintenance for copiers located at Station 51 and Station 52.
6405	STAFF TRAINING	3,500	Mandatory training classes, (\$1,000); State Emergency Medical Association, (\$2,500).
6406	PROFESSIONAL DEVELOPMENT	1,000	Two public safety mid-managers, in accordance with MOU.
6450	COMMUNICATIONS	13,115	Phone lines for Station 51 and 52, Emergency Operations Center and 5 department cell phones, (\$10,415); Station alerting systems, (\$2,700).
6531	UTILITIES	20,000	Electric and gas utility charges for Station 51 and Station 52.
6701	DUES & MEMBERSHIPS	1,250	Fire service professional organizations such as: San Mateo County Fire Chief's Assn., (\$500); Northern Ca. Fire Mechanic's Assn., (\$100); San Mateo County Training Officer's Assn., (\$250); National Fire Protection Assn., (\$100); San Mateo County Fire Prevention Officer's Assn., (\$50); Ca. Assn. of Arson Investigators, (\$150); International Assn. of Arson Investigators, (\$50); Northern Ca. Fire Prevention Officers, (\$50).
6702	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		\$41,755	

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	47,626	San Bruno share of San Mateo County Sheriff's Office of Emergency Services (OES): Countywide Emergency Services, (\$29,151); State mandated planning services, (\$2,500); Hazardous materials, (\$15,975).
7069	INTERGOVERNMENTAL - OTHER	127,601	San Bruno share of Fire Chief Services with City of Millbrae.
SUBTOTAL FOR INTERGOVERNMENTAL		\$183,427	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$305,167	Internal service allocation for self insurance cost, (\$242,565); Building and facilities maintenance, (\$7,143); Information technology support, (\$54,551); Central garage support, (\$908).
7902 GENERAL ADMIN. ALLOC.	626,886	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	\$1,090,464	
GRAND TOTAL	\$7,785,272	

PUBLIC SERVICES
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PUBLIC SERVICES DEPARTMENT

ADMINISTRATION & ENGINEERING DIVISION

STREETS MAINTENANCE DIVISION

CENTRAL GARAGE DIVISION

SOLID WASTE DIVISION

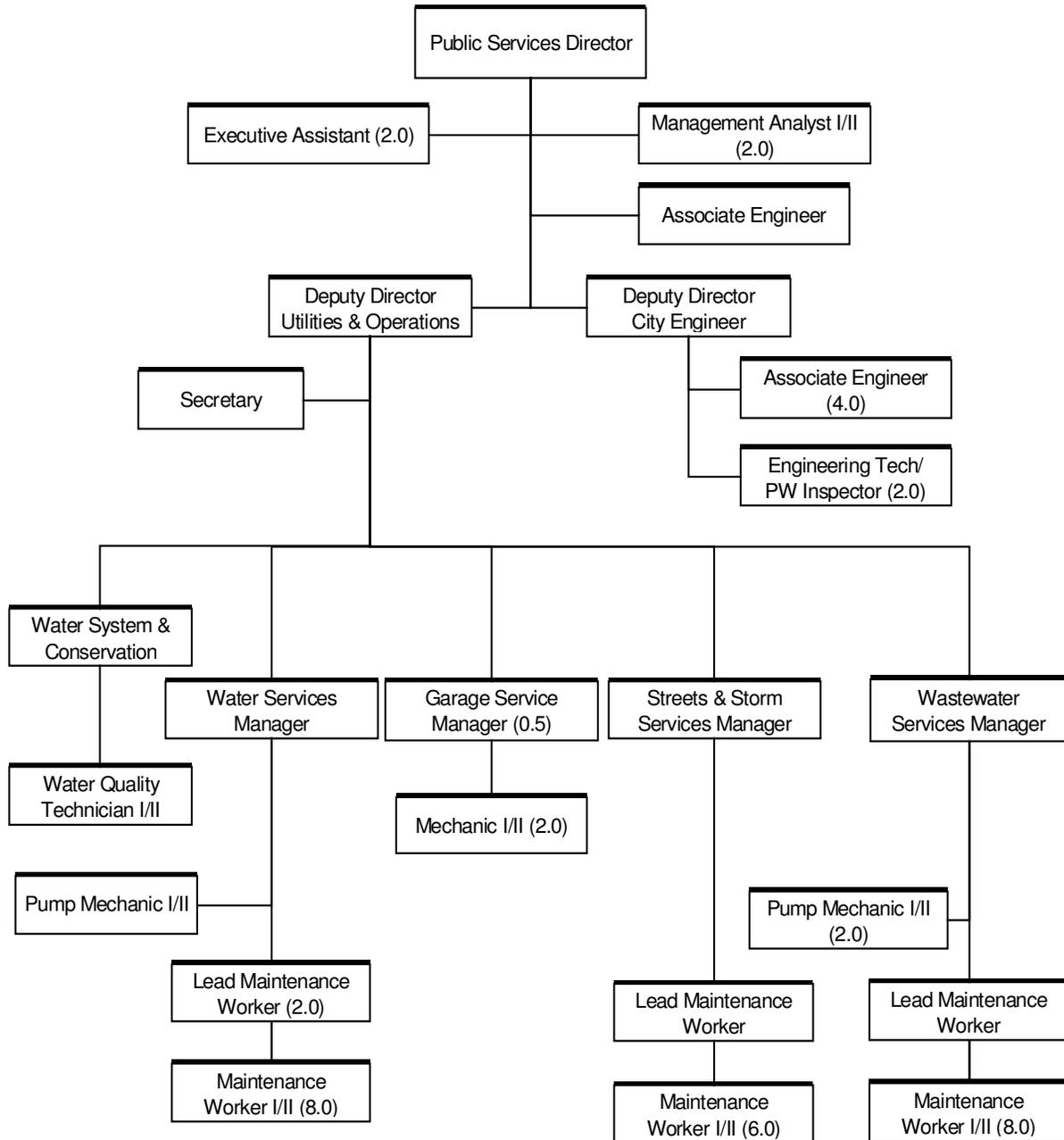
WATER SUPPLY DIVISION

WATER DISTRIBUTION DIVISION

STORMWATER DIVISION

WASTEWATER 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.
- **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.

2011-12 ACCOMPLISHMENTS

- ✓ Coordinated the implementation of settlement agreements with the Regional Water Quality Control Board and San Francisco Baykeeper between Engineering and Wastewater Divisions.
- ✓ Continued coordination of response and transmittal of maintenance and capital improvement information related to the Glenview Fire.

2012-13 GOALS & OBJECTIVES

- Continue to 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, and high quality residential and business environment and 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 such as assessment and technical review of 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.
- **TRAFFIC SUPPORT**
Provide technical and administrative support to Transportation Safety and Parking Committee (TSPC) and conduct monthly meetings to enable the TSPC to engage and respond to urgent community needs.
- **REGULATORY COMPLIANCE**
Maintain, manage and ensure availability of records regarding systems, facilities and properties 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.

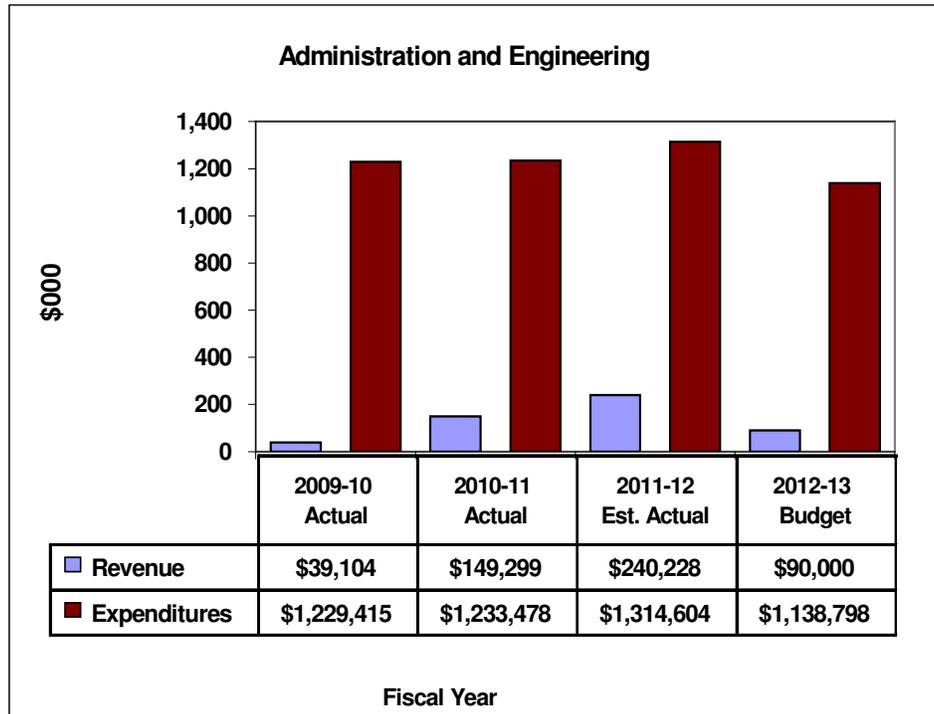
PRIORITY FOCUS

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 utilizes a majority of Engineering’s personnel resources.

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

PROGRAM RESOURCES

Delivery of the Administration and Engineering Division’s core services during fiscal year 2012-13 will require an expenditure budget of \$1,138,798 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

Departmental revenue for this division is generated from encroachment and transportation permit fees. These fees are collected to ensure minimal impact to public infrastructures and local residents. This Division also secures 70% of its total expenditures through allocation to capital projects and administrative support allocations to the Department’s Enterprise Funds. A third of the division’s resources are dedicated to managing City infrastructure replacements and rehabilitations and ensuring that these projects are completed in accordance to the latest State and Federal codes. The division dedicates 40% of its resources to the Department’s Enterprise Funds – Water, Wastewater, and Stormwater – with the appropriate costs distributed through the General Administration Allocation.

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	Dist.	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	0.50	0.00	3.50
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	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
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	2.85	0.35	51.50

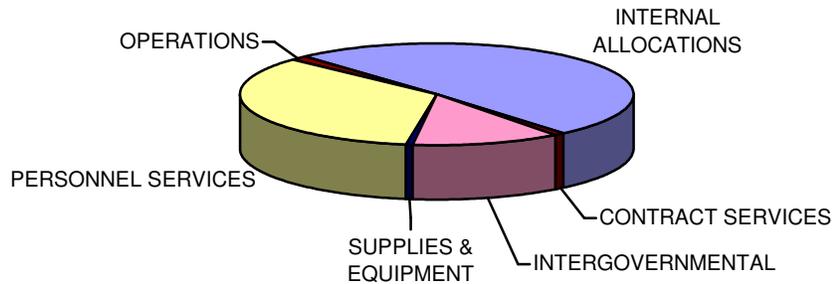
2011-12 ACCOMPLISHMENTS

- ✓ Completed training for engineering staff on construction inspection and project management.
- ✓ Developed new standard forms for the administration of capital improvement projects in the construction phase.
- ✓ Coordinated the design and construction of utility repairs projects as part of the Crestmoor Neighborhood Reconstruction Project.
- ✓ Delivered the following capital improvement projects: Water Pump Station No 6 (Corporation Yard) Reroofing and Tank Recoating Project, Cycle 1 Federal-Aid Street Paving Project, and another round of sidewalk repairs and accessible curb ramp installations.

2012-13 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.
- ❑ Continue to refine process for delivery of capital improvements projects.
- ❑ Deliver the projects as scheduled for construction in the 2012-13 Capital Improvement Program on time and within budget.

Public Services - Administration & Engineering 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
GENERAL FUND	\$405,940	36%
DEPARTMENT REVENUE	90,000	8%
ALLOCATION TO ENTERPRISE FUNDS	642,858	56%
TOTAL FUNDING	\$1,138,798	100%
	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$392,683	34%
SUPPLIES & EQUIPMENT	5,600	0%
CONTRACT SERVICES	10,250	1%
OPERATIONS	15,426	1%
INTERGOVERNMENTAL	139,351	12%
INTERNAL ALLOCATIONS	575,488	51%
GRAND TOTAL	\$1,138,798	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$625,747	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 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: regular staff time.

Personnel Services (Cont.)

5200 EMPLOYEE BENEFITS 253,780 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 \$392,683

SUPPLIES & EQUIPMENT	ADOPTED BUDGET	DESCRIPTION
6001 OFFICE SUPPLIES	\$1,400	Supplies for daily operations.
6101 GAS & OIL	2,600	Fuel for four vehicles: one vehicle for Public Service Director, two for Engineering Inspectors, and one for general engineering use.
6102 OPERATING SUPPLIES	500	Safety equipment including hardhats, safety shoes and safety vests.
6204 SUPPLIES & EQUIPMENT	1,100	Digital camera, (\$200); Workstation PC capable of running AutoCAD 2010, (\$700); Wide-display monitor for drafting and design review, (\$200).
SUBTOTAL FOR SUPPLIES & EQUIPMENT	<u>\$5,600</u>	

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	<u>\$10,250</u>	

OPERATIONS	ADOPTED BUDGET	DESCRIPTION
6112 POSTAGE	\$1,800	Mailed noticing for Traffic Safety and Parking Committee meetings, (\$500); Postage associated with all other general Engineering correspondence (\$1,300).
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 five mid-managers, in accordance with MOU.
6450 COMMUNICATIONS	4,951	Internal allocation of dedicated fax and data lines, office telephone charges and eight mobile phones.

Operations (Cont.)

6701	DUES & MEMBERSHIPS	1,425	Engineering license renewal - 3 staff, (\$375); American Society of Civil Engineers, (\$500) - 2 staff; Institute of Transportation Engineers - 1 staff, (\$275); Women in Transportation - 1 staff, (\$275).
6702	PUBLICATIONS & SUBSCRIPTIONS	250	Caltrans specifications, (\$50); Specialized engineering manuals, (\$200).
6703	TRAVEL/VEHICLE USE	100	Reimbursement for business use of personal vehicles.
6704	MEETINGS/ CONFERENCES	900	League of Cities Public Works Annual Conference, (\$525); Monthly City/County Engineer's meeting, (\$250); Traffic Safety and Parking Committee supplies, (\$125).

SUBTOTAL FOR OPERATIONS	<u>\$15,426</u>
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	INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
7069	INTERGOVERNMENTAL - OTHER	\$139,351	C/CAG assessments calculated annually based on City's share of San Mateo County's population and trip generation.
	SUBTOTAL FOR INTERGOVERNMENTAL	<u>\$139,351</u>	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$106,041	Internal service allocation for self insurance cost, (\$28,896); building and facilities maintenance, (\$26,934); information technology support, (\$39,086); copier charges, (\$610); central garage support, (\$10,515).
7902	GENERAL ADMIN. ALLOC.	461,145	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	<u>\$575,488</u>	
	GRAND TOTAL	<u><u>\$1,138,798</u></u>	

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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:

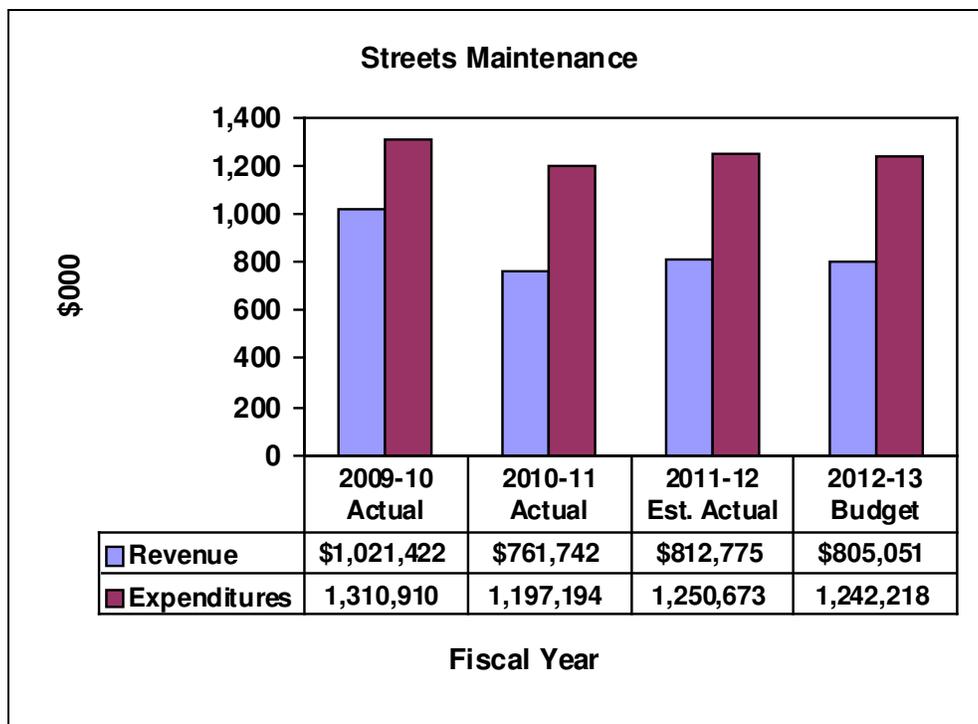
- **DISCRETIONARY CUSTOMER SERVICE ACTIVITIES**
Maintain aesthetics of City right-of-ways with an emphasis on downtown San Mateo Avenue. Periodically clean Shelter Creek Lane and the Crestmoor Drive overpass. Collect abandoned shopping carts. Participate in annual community involved programs such as Operation Clean Sweep and the Posy Parade.
- **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. Refresh painted and thermoplastic traffic legends, stop bars and crosswalks. Maintain regulatory signs.
- **REGULATORY COMPLIANCE**
Respond to and repair roadway defects such as potholes, sinkholes and separations that hinder safe vehicle travel. Proactively and reactively remove tripping hazards from sidewalks by replacing damaged areas of sidewalk or utilizing grinding methods. Replace damaged and/or weathered metal beam guardrail. Supervise contractors who provide emergency response and preventative maintenance for City owned streetlights and traffic signals. Provide above ground identification of City utilities prior to excavations. With the assistance of the Fire Department, remove abandoned hazardous materials from the City right-of-way.

PRIORITY FOCUS

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

PROGRAM RESOURCES

Delivery of the Division’s core services during fiscal year 2012-13 will require an expenditure budget of \$1,242,218 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 comes from 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 to support Street maintenance activities and capital improvement projects. An annual report is required by the State to ensure proper use of funds. 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, continues to demand a high percentage of crew effort.

PERSONNEL
Personnel Summary

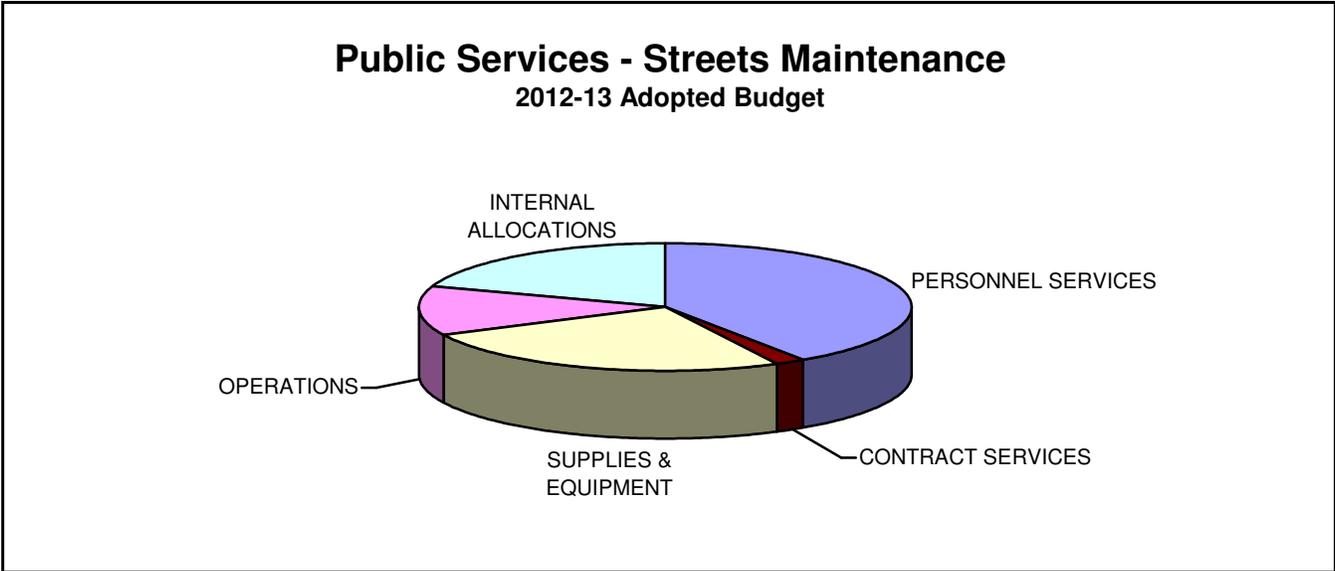
Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Dist.	Ops.	Ops.	Central Garage	Solid Waste	
Public Services Director	0.15	0.05	0.20	0.15	0.05	0.35	0.05	0.00	1.00
Deputy Director of Engineering	1.00	0.00	0.00	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	0.50	0.00	3.50
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	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
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	2.85	0.35	51.50

2011-12 ACCOMPLISHMENTS

- ✓ Reduced the use of hazardous materials by switching to water based curb paint.
- ✓ Performed 15 sidewalk repairs identified by the Engineering Division that were previously on the contract repair list.
- ✓ Initiated LED/Induction streetlight fixture pilot program.
- ✓ Replaced over 400 linear feet of metal beam guardrail.

2012-13 GOALS & OBJECTIVES

- Increase pavement repair output and efficiency.
- Evaluate the effectiveness and practicality of utilizing a tow behind asphalt paver for asphalt repairs.
- Increase output of paint and thermoplastic replacement.
- Determine new streetlight technology to implement i.e., LED or Induction.



	2012-13 ADOPTED	PERCENT OF TOTAL
PROGRAM REVENUE	\$55,051	5%
GAS TAX	750,000	60%
UNRESTRICTED GENERAL FUND	437,167	35%
TOTAL FUNDING	\$1,242,218	100%
PERSONNEL SERVICES	\$502,086	40%
SUPPLIES & EQUIPMENT	312,964	25%
CONTRACT SERVICES	26,300	2%
OPERATIONS	157,374	13%
INTERNAL ALLOCATIONS	243,494	20%
GRAND TOTAL	\$1,242,218	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$316,200	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	18,500	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5105 OVERTIME	10,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	157,386	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	\$502,086	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$500	Supplies for daily operations.
6101	GAS & OIL	24,500	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, (\$6,000); Guard rail replacement materials, tools, (\$8,000); Asphalt and emulsion material, baserock, tools, saw blades, (\$42,964); Pothole patch material, crack seal material, tools, (\$25,000).
6203	STREET LIGHT & 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		\$312,964	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6411	CONTRACTUAL SERVICES	\$12,000	Repair of damaged sidewalks to prevent or respond to a trip and fall.
6419	OTHER SERVICES	14,300	Hazardous waste material and disposal, recycling hazardous waste materials, San Mateo County fees and uniform cleaning, alarm services and fork lift fuel.
SUBTOTAL FOR CONTRACT SERVICES		\$26,300	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6304	MAINTENANCE	\$200	Repair/Maintenance of copier and other office equipment.
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.

Operations (Cont.)

6601	RENTAL & LEASES	500	Charges for special equipment rental.
6701	DUES & MEMBERSHIPS	250	American Public Works Association, American Society of Civil Engineers, (ASCE) and Underground Service Alert (USA).
6702	PUBLICATIONS & SUBSCRIPTIONS	250	Subscriptions to professional journals and publications.
6704	MEETINGS/ CONFERENCES	700	"Green Book Practices" Conference and training for 1 staff - various locations and mediums, (\$175); Leagues of Cities Conference for 1 staff, (\$525).

SUBTOTAL FOR OPERATIONS	\$157,374
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INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$111,169	Internal service allocation for self Insurance cost, (\$56,536); information technology support, (\$8,130); central garage support, (\$46,503).
7902 GENERAL ADMIN. ALLOC.	100,051	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	\$243,494	
GRAND TOTAL	\$1,242,218	

CENTRAL GARAGE
(INSERT DIVIDER)

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

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

PROGRAM RESOURCES

Delivery of the Division’s core services during fiscal year 2012-13 will require an expenditure budget of \$600,465 and personnel resources of 2.85 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 50% for personnel costs and 50% 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 27% of the total budget request.

PERSONNEL
Personnel Summary

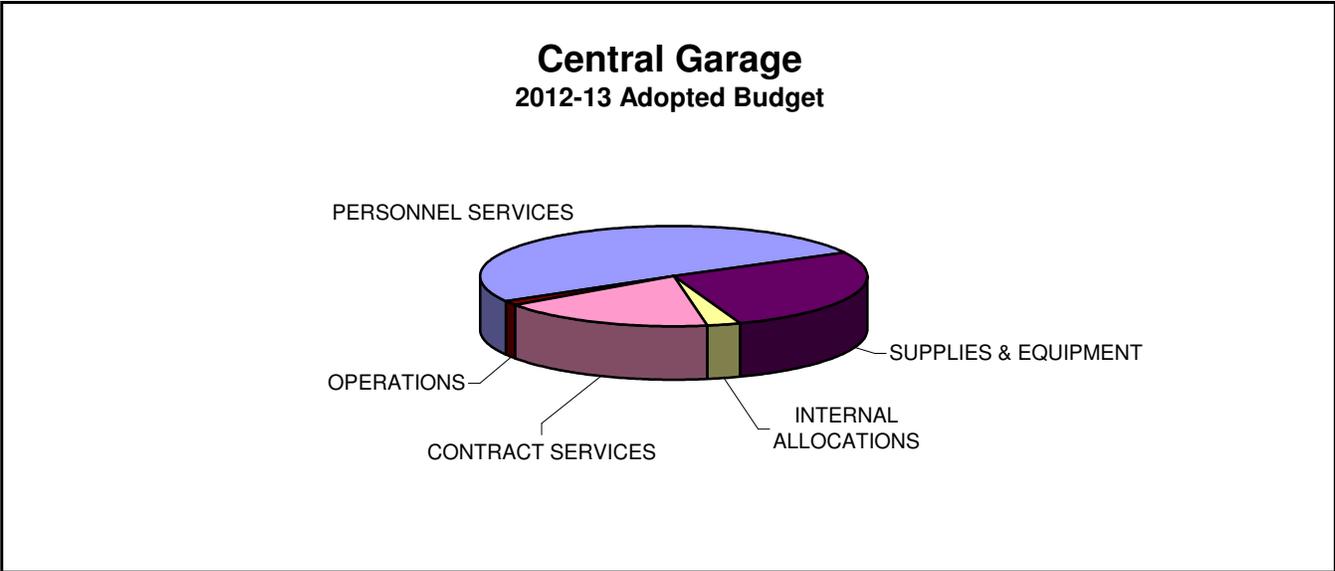
Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Dist.	Ops.	Ops.	Central Garage	Solid Waste	
Public Services Director	0.15	0.05	0.20	0.15	0.05	0.35	0.05	0.00	1.00
Deputy Director of Engineering	1.00	0.00	0.00	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	0.50	0.00	3.50
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	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
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	2.85	0.35	51.50

2011-12 ACCOMPLISHMENTS

- ✓ Passed the annual California Highway Patrol fleet inspection that certifies the fleet owners' 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 sixth consecutive year.
- ✓ Procured and integrated into the fleet two service trucks for the Water Division, one service truck and two Vactors for Wastewater, two service vans for Cable, and one passenger bus for the Senior Center. In keeping with the City's commitment to lessen the environmental impact of its fleet, all diesel vehicles purchased meet C.A.R.B. 2010 standards.
- ✓ Received air brake certification for both mechanics.
- ✓ Upgraded heating system in shop area.
- ✓ Upgraded lubrication system to better facilitate fleet maintenance.

2012-13 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.
- 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 the environmental impact.



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$303,090	50%
SUPPLIES & EQUIPMENT	164,490	27%
CONTRACT SERVICES	108,380	18%
OPERATIONS	8,484	2%
INTERNAL ALLOCATIONS	16,021	3%
GRAND TOTAL	\$600,465	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$206,399	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	95,191	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	\$303,090	

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	2,540	Replace of shop computer and printer, (\$600); purchase of two 3-ton Snap-On floor jacks, (\$1,240); and purchase of four industrial LED hand lights with 25-foot cord and reel, (\$700).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$164,490	

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	\$4,000	Travel and accomodations for two staff for a one week certification training on servicing Vactor vehicles at Streator, IL.
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	1,000	Allocation of PG&E services to the Corporation Yard.

Operations (Cont.)

6701	DUES & MEMBERSHIPS	200	Maintenance Superintendents Association and Public Fleet Supervisors Association.
6702	PUBLICATIONS & SUBSCRIPTIONS	1,650	Shop Key online repair manual subscription.
6704	MEETINGS/ CONFERENCES	300	Local Fleet and State meetings including Bay Area Air Quality Management District and California Air Resources.
SUBTOTAL FOR OPERATIONS		\$8,484	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$16,021	Internal service allocation for self insurance cost, (\$10,065); information technology support, (\$5,956).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$16,021	
GRAND TOTAL		\$600,465	

SOLID WASTE
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SOLID WASTE

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

PROGRAMS

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

- **DISCRETIONARY CUSTOMER SERVICE ACTIVITIES**
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.
- **REGULATORY COMPLIANCE**
Submit Annual Waste Diversion Report to the California Integrated Waste Management Board that documents the City's compliance with AB 939 and SB 1016, mandating that the City work to meet waste reduction goals.

PRIORITY FOCUS

The Solid Waste Fund is responsible for managing resources that allow the City to encourage diversion of solid waste from California landfills and to annually report progress and successes in this endeavor to state regulators. Achieving success in this program will not only allow the City to meet State-mandated waste diversion goals, but 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 2012-13 will require an expenditure budget of \$69,833 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 60% for personnel costs and 40% 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

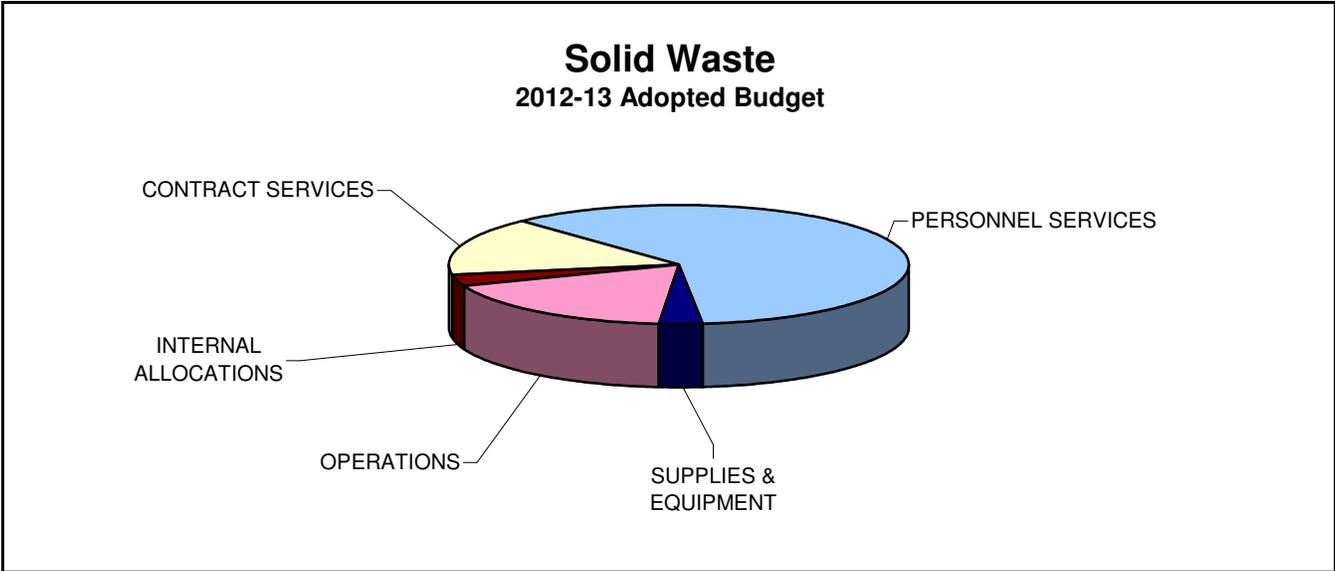
Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Dist.	Ops.	Ops.	Central Garage	Solid Waste	
Public Services Director	0.15	0.05	0.20	0.15	0.05	0.35	0.05	0.00	1.00
Deputy Director of Engineering	1.00	0.00	0.00	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	0.50	0.00	3.50
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	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
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	2.85	0.35	51.50

2011-12 ACCOMPLISHMENTS

- ✓ Submitted the City's 2010 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.
- ✓ Instituted an energy retrofit and solar installation rebate program that reduced resource consumption in over 25 homes.
- ✓ Completed a draft Climate Action Plan to reduce greenhouse gas emissions from City operations and the greater San Bruno community.

2012-13 GOALS & OBJECTIVES

- Work with San Mateo County to evaluate an ordinance banning single-use carryout plastic bags.
- Work with Recology San Bruno to provide education and outreach to the business community regarding organics collection and State mandated recycling requirements.
- Complete approval and Implement programs as recommended in the adopted Climate Action Plan.
- Seek grant opportunities to replace waste receptacles along San Mateo Avenue and El Camino Real.
- Submit the 2011 Annual Waste Diversion Report to CalRecycle.



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$42,179	60%
SUPPLIES & EQUIPMENT	2,100	3%
CONTRACT SERVICES	11,000	16%
OPERATIONS	12,500	18%
INTERNAL ALLOCATIONS	2,054	3%
GRAND TOTAL	\$69,833	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$29,667	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	12,512	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	\$42,179	

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	\$10,000	Contractor assistance to help with increasing recycling among commercial customers, (\$5,000); and among multifamily dwelling, (\$5,000).
6419	OTHER SERVICES	1,000	Sustainable Silicon Valley membership to provide resources and training related to sustainability programs.
SUBTOTAL FOR CONTRACT SERVICES		\$11,000	

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	

INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7902	GENERAL ADMIN. ALLOC.	\$2,054	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$2,054	
GRAND TOTAL		\$69,833	

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WATER FUND
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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 5 production wells, 13 pressure zones, 8 storage tanks located at 6 sites, and 5 connections to major transmission pipelines, 4 owned and operated by the San Francisco Public Utility Commission and one by the North Coast County Water District. The division performs the following services:

- **PREVENTIVE SYSTEM MAINTENANCE, REHABILITATION AND REPLACEMENT**
Maintain, rehabilitate and assure necessary replacement of all 8 storage tanks and 5 wells to ensure a daily average well production of 2.1 million gallon per day (MGD).
- **BEST MANAGEMENT PRACTICES TO OPTIMIZE SERVICES**
Participate in water conservation programs with emphasis on public awareness, rebate programs for washing machines and high-efficiency toilets, audits for large landscape owners, host landscaping classes for San Bruno residents, and fund school assembly programs that teach water conservation. Maintain a graffiti abatement program at all water supply facilities.
- **ROUTINE REPAIR AND MAINTENANCE**
Provide daily inspections of water levels and maintain exterior and interior of eight storage tanks on a continuing basis. Conduct quarterly testing and reporting of water quality that is provided in the yearly consumer confidence report. Provide long-term planning and engage the Engineering division to ensure a viable CIP program.
- **REGULATORY COMPLIANCE**
Assure disinfection at 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

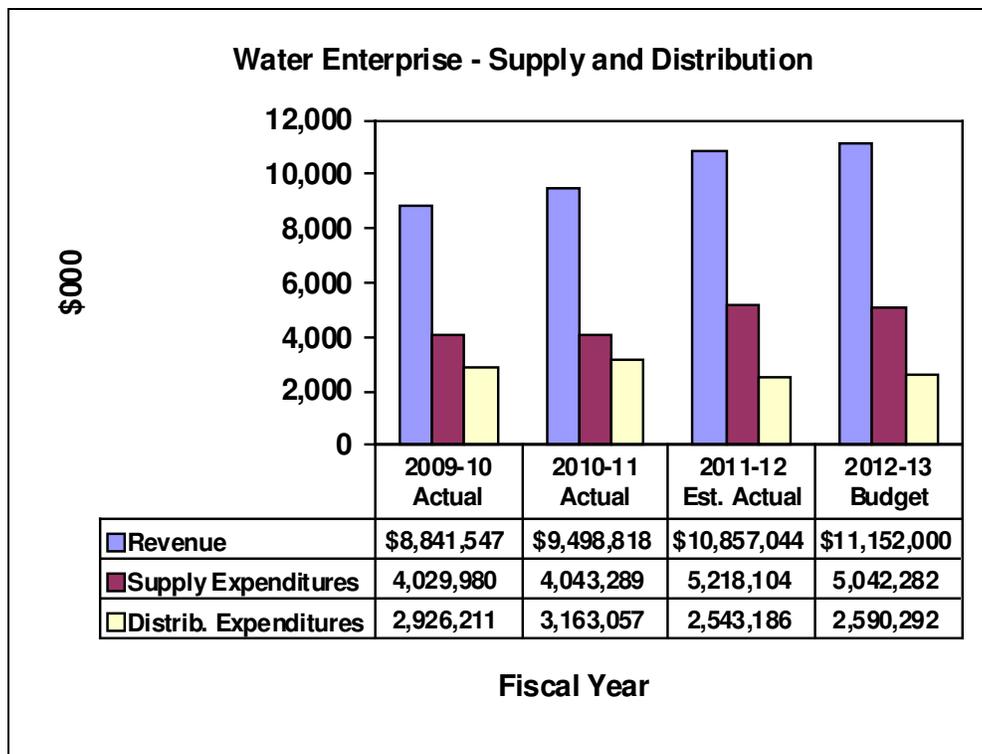
The Water Supply Division places an emphasis on customer service by providing a high quality and safe supply of potable drinking water to customers that meets or exceeds all established drinking water standards and by responding promptly to any water quality concerns.

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. In 2012-13, 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 the 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 2012-13 will require an expenditure budget of \$5,042,282 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 Actual	2011-12 Est. Actual	2012-13 Budget
Operating Revenues	\$8,075,203	\$8,705,618	\$9,410,933	\$10,639,044	\$11,067,000
Capacity Charges	99,034	63,784	16,439	135,000	30,000
Interest Income	(146,793)	72,145	71,446	83,000	55,000
Total Revenues	\$8,027,444	\$8,841,547	\$9,498,818	\$10,857,044	\$11,152,000

EXPENDITURES

The cost of water purchases from the San Francisco Public Utility Commission (SFPUC) increased since 2010-11 largely due to costs associated with the SFPUC's comprehensive system wide seismic retrofit and upgrade program. The wholesale cost per unit (100 cubic feet) is projected to increase by 54% in the next four years.

Expenditures	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Est. Actual	2012-13 Budget
Water Supply	\$4,517,022	\$4,029,980	\$4,043,289	\$5,218,104	\$5,042,282
Water Distribution	4,694,883	2,926,211	3,163,057	2,543,186	2,590,292
Equipment Reserve Purchase	42,955	15,884	15,884	116,978	0
Total Expenditures	\$9,254,860	\$6,972,075	\$7,222,230	\$7,878,268	\$7,632,574

PERSONNEL
Personnel Summary

Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Dist.	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	0.50	0.00	3.50
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	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
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	2.85	0.35	51.50

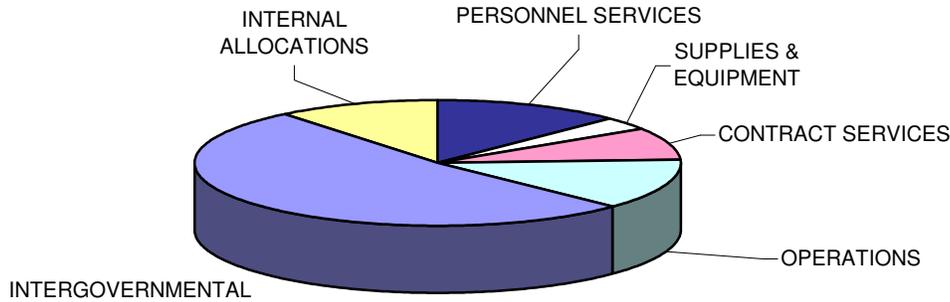
2011-12 ACCOMPLISHMENTS

- ✓ Refurbished a pump from Well No. 20.
- ✓ Completed the annual Cross-Connection survey in conjunction with San Mateo County Health Services.
- ✓ Embarked on a Long Term Testing Program (LTTP) at Well No.16 (Forest Lane) with SFPUC to evaluate potential impacts when a well is idle for extended periods of time.
- ✓ Completed the Urban Water Management Plan.
- ✓ Completed the Hazardous Material Business Plan in conjunction with San Mateo County Environmental Health.
- ✓ Continued water conservation programs such as Earthcapades, HET toilet and washing machine rebates, Lawn Be Gone, and water audits for large landscapes.
- ✓ Completed the annual Sanitary Survey in conjunction with the California Department of Public 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.

2012-13 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, rehabilitation of College Pump Station No. 4, and the Water System Master Plan.
- Continue to implement water conservation programs.
- Monitor progress of SFPUC Capital Improvement Program and Environmental Impact Reports through BAWSCA, as these SFPUC efforts have a direct impact on water rates charged by that agency.
- 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.

Public Services - Water Supply 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$635,146	13%
SUPPLIES & EQUIPMENT	167,800	3%
CONTRACT SERVICES	410,500	8%
OPERATIONS	663,751	13%
INTERGOVERNMENTAL	2,619,160	52%
INTERNAL ALLOCATIONS	545,925	11%
GRAND TOTAL	\$5,042,282	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$404,171	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.
5105 OVERTIME	48,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement. Overtime is for after-hour callouts primarily to respond to water main leaks.
5200 EMPLOYEE BENEFITS	178,975	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	4,000	Temporary office assistant for annual data collection and report filing. (Previously budgeted as Part-Time Salaries).
SUBTOTAL FOR PERSONNEL SERVICES	\$635,146	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6102	OPERATING SUPPLIES	\$102,000	Water quality testing wells, (\$3,000); Uniforms and safety, (\$9,000); Chemicals at four wells, (\$90,000).
6109	PARTS AND MATERIALS	60,000	Chemical feed pumps, chlorine analyzer, and chemical, (\$20,000); Water tank sampling supplies, (\$5,000); Pipes, fittings and replacement parts, (\$35,000).
6201	BUILDING AND GROUNDS SUPPLIES	5,800	Building, yard, shop and field supplies.
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	155,000	Contract repair of pumps, motor controls, and filtration facilities to maintain daily operations.
6419	OTHER SERVICES	180,500	Weekly bacteriological testing and special yearly well testing, (\$72,000); EPA and Department of Public health annual cost, (\$42,000); Department of Public Health mandated sampling and special water quality testing, (\$41,000); Consumer Confidence Report printing, (\$5,500); SCADA license and maintenance, (\$20,000).
SUBTOTAL FOR CONTRACT SERVICES		\$410,500	

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 GROUNDS MAINTENANCE	13,000	Maintenance contract for standby generators.
6309	RADIO MAINTENANCE	200	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 six mobile phones and radios.
6502	COMMUNITY PROMOTION	77,500	Water conservation landscape program by BAWSCA, (\$5,000); Water wise program administered by BAWSCA, (\$11,000); Rebate program for high-efficiency clothes washers for both residential and commercial users, (\$25,000); Rebate program for ultra low-flow toilets for both residential and commercial users, (\$25,000); Cash for Grass landscape classes, (\$11,500).
6531	UTILITIES	380,000	Energy costs for four 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: Groundwater Resources Association of California - 1 membership, (\$300); American Water Works Association (AWWA) - 1 membership, (\$600); Peninsula Water Works Association (PWWA) - for entire division, (\$200); American Public Works Association (APWA) - 3 memberships, (\$600); California Water Certifications - 1 membership, (\$800).
6702	PUBLICATIONS & SUBSCRIPTIONS	150	Other publications as necessary.
6704	MEETINGS/ CONFERENCES	1,500	Water Systems and Conservation Manager and Water Services Manager to attend 2013 American Water Works Association (AWWA) Conference in Denver, Colorado.
SUBTOTAL FOR OPERATIONS		\$663,751	

INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
7061 WATER PURCHASES-SF	\$2,589,160	Water purchases from SFPUC, (\$2,456,500); Water purchases from North Coast County Water District (NCCWD), (\$132,660).
7069 INTERGOVERNMENTAL - OTHER	30,000	Bay Area Water Supply and Conservation Agency (BAWSCA) agency membership.
SUBTOTAL FOR INTERGOVERNMENTAL		\$2,619,160

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$16,160	Self-Insurance Allocation.
7902 GENERAL ADMIN. ALLOC.	529,765	PW Administration Allocation, (\$187,013); General Administration Allocation, (\$342,752).
SUBTOTAL FOR INTERNAL ALLOCATIONS	<u>\$545,925</u>	
GRAND TOTAL	<u><u>\$5,042,282</u></u>	

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

- **BEST MANAGEMENT PRACTICES TO OPTIMIZE SERVICES**
Continue a comprehensive meter-testing program to ensure maximum production, accuracy, and reliability throughout the distribution system. Maintain a graffiti abatement program at all water distribution facilities. Provide routine preventative maintenance on 985 fire hydrants, painting appropriate color caps and tops to match fire flows. Update fire flow database, continuing the fire flow-testing program.
- **RESPONDING TO URGENT COMMUNITY NEED**
Ensure the highest customer service by quickly responding to water main/service leaks and daily routine turn on/off requests at the meter. Resolve water quality questions and concerns in a timely manner.
- **ROUTINE REPAIR AND MAINTENANCE**
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.
- **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 use of parcels in the community and for fire protection. Essential to providing an adequate and reliable water distribution system are preventative and timely repair and maintenance of the water mains and pumping stations, as well as adequate replacement of the City's aging water system's physical assets. Assisting in this is a reliable and usable Supervisory Control and Data Acquisition (SCADA) system that allows the most efficient use of City resources, both personnel and energy related. Staff responds to the approximately 90 – 130 water breaks per year in order to continue reliable service to the City's customers as well assure the city has adequate pressure and flows for fire protection.

In 2012-13, 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.

PROGRAM RESOURCES

Delivery of the Division's core services during fiscal year 2012-13 will require an expenditure budget of \$2,590,292 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 2011-12 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 2012-13 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	Dist.	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	0.50	0.00	3.50
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	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
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	2.85	0.35	51.50

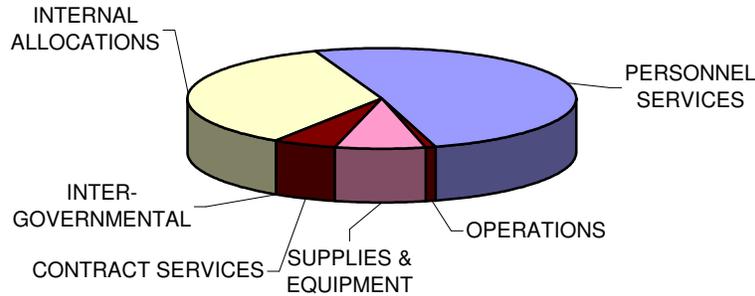
2011-12 ACCOMPLISHMENTS

- ✓ Recoated the water holding tanks and completing reroofing of Pump Station No. 6 (Corporation Yard).
- ✓ Purchased two portable generators utilized during emergencies or repairs.
- ✓ Successfully repaired over 100 main leaks throughout the distribution system with minimal interruptions of service to customers.
- ✓ Purchased three trash pumps to aid during water main repairs.
- ✓ Purchased pneumatic tapping machine used to tap water mains for new or upsized water meter services.
- ✓ Completed the update of water assets into the City's geographic information system (GIS).
- ✓ Installed additional solar panels and battery storage at tanks 9-10, increasing storage tank mixing capabilities enhancing water quality.

2012-13 GOALS & OBJECTIVES

- ❑ Replace the assembly of pump and motor and the control center of motor 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 regulate adequate pressures between pressure zones.
- ❑ Construct a regulator at Arbor Court.
- ❑ 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 Divisions in the Water Enterprise Fund.

Public Services - Water Distribution 2012-13 Adopted Budget



	2012-13 Adopted	PERCENT OF TOTAL
PERSONNEL SERVICES	\$1,323,338	51%
SUPPLIES & EQUIPMENT	189,800	7%
CONTRACT SERVICES	136,225	5%
OPERATIONS	23,685	1%
INTERGOVERNMENTAL	800	0%
INTERNAL ALLOCATIONS	916,444	36%
GRAND TOTAL	\$2,590,292	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$829,788	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	90,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	390,550	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	13,000	Temporary Water Quality Technician to assist with the annual flushing program. (Previously budgeted as Part-Time Salaries).
SUBTOTAL FOR PERSONNEL SERVICES	\$1,323,338	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$2,500	Office supplies for Water Distribution Division.
6101	GAS & OIL	43,000	Fuel and oil for vehicles assigned to Water Distribution.
6102	OPERATING SUPPLIES	22,000	Uniform and safety equipment, (\$11,000); Field supplies, (\$11,000).
6109	PARTS AND MATERIALS	98,000	Parts and materials for water main leaks in the distribution system, hydrant and valve replacement.
6201	BUILDING AND GROUND SUPPLIES	7,500	Building, yard and shop supplies.
6650	TOOLS & EQUIPMENT	16,800	Iron pipe saw with 16-in ductile, (\$3,500); 60-lb pavement breaker replacement, (\$1,700); shop tool chest and tools, (\$2,400); hydraulic personnel life, (\$2,700); pipe line locator, (\$6,500).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$189,800	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$2,000	Consultant services related to water quality.
6411	CONTRACTUAL SERVICES	100,000	Fire hydrant painting program, (\$3,000); Quarterly inspections, (\$5,000); Contractor for main repairs, (\$92,000).
6419	OTHER SERVICES	34,225	Security and alarm monitoring, (\$2,000); Testing of pipe repairs, (\$7,000); Cleaning and laundry services, (\$3,000); CMMS technical support, (\$7,225), CMMS system conversion, (\$15,000).
SUBTOTAL FOR CONTRACT SERVICES		\$136,225	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6304	OFFICE EQUIPMENT MAINTENANCE	\$500	Office equipment maintenance.
6309	RADIO MAINTENANCE	100	Radio maintenance.
6405	STAFF TRAINING	4,500	Shift operators continuing education units in compliance with California Department of Public Health.
6450	COMMUNICATIONS	10,885	Internal allocation of a shared fax line, office telephone charges and eight mobile phones, pagers and radios.
6601	RENTAL & LEASES	1,300	Rentals of emergency equipment.

Operations (Cont.)

6701	DUES & MEMBERSHIPS	4,400	Dues and memberships: American Water Works Association (AWWA) - division wide, (\$4,200); Underground Service Alert, (\$200).
6702	PUBLICATIONS & SUBSCRIPTIONS	500	Subscription to Journal of the Water Works Association, California-Nevada Source newsletter, and vendor resource guides as necessary.
6704	MEETINGS/ CONFERENCES	1,500	Water Systems and Conservation Manager and Water Services Manager to attend 2013 American Water Works Association (AWWA) Conference in Denver, Colorado.
SUBTOTAL FOR OPERATIONS		\$23,685	

INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
7069 INTERGOVERNMENTAL - OTHER	\$800	Fees assessed by Local Agency Formation Commission (LAFCO).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$800	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$336,007	Internal service allocation for self-insurance cost, (\$232,401); building and facilities, (\$14,507); information technology support, (\$15,529); central garage support, (\$73,570).
7902 GENERAL ADMIN. ALLOC.	580,437	PW Administration Allocation, (\$187,013); General Admin Allocation, (\$87,941); Revenue Services Allocation, (\$305,483).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$916,444	
GRAND TOTAL	\$2,590,292	

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STORMWATER
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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:

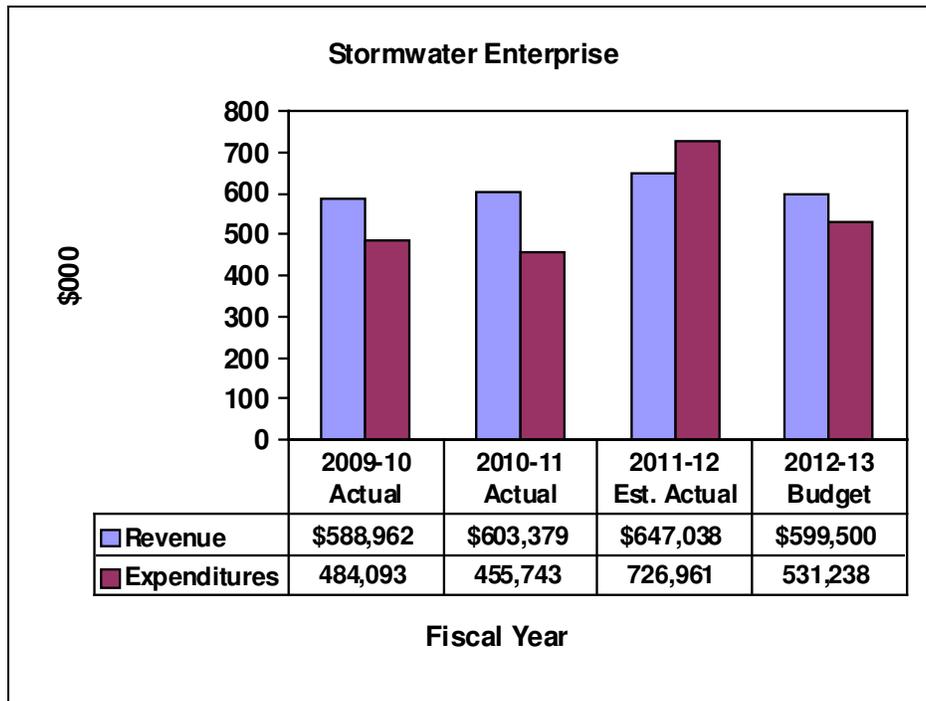
- **DISCRETIONARY CUSTOMER SERVICE ACTIVITIES**
Provide sandbags for resident and business owner use during the wet season.
- **BEST MANAGEMENT PRACTICES TO OPTIMIZE SERVICE**
Inspect each storm drain throughout the entire City and, in accordance with NPDES permit requirements, clean each storm drain located in known trouble areas. Monthly cleaning of 45 storm drains containing full trash capture devices. Assist the Engineering Division in the inventory of storm drain assets.
- **ROUTINE REPAIR AND MAINTENANCE**
Maintain and repair City owned valley gutters by removing sediment, debris, and vegetation to optimize storm flow. Maintain and repair storm drain mains, catch basins, and grates.
- **REGULATORY COMPLIANCE**
Perform semimonthly cleaning of all residential, commercial and industrial roadways. Clean storm grates and trash racks during periods of rainfall to prevent flooding. Inspect and/or install erosion control materials on hillsides at known slide locations during and after periods of rainfall.

PRIORITY FOCUS

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

PROGRAM RESOURCES

Delivery of the Division’s core services during fiscal year 2012-13 will require an expenditure budget of \$531,238 and personnel resources 3.65 full time employees. 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 Actual	2011-12 Est. Actual	2012-13 Budget
Interest Earnings	(\$48,602)	\$14,166	\$10,200	\$10,038	\$10,000
Stormwater Assessment	521,936	556,260	557,228	600,000	570,000
Street Sweeping Reimb.	37,699	18,536	35,951	37,000	19,500
Total Revenues	\$511,033	\$588,962	\$603,379	\$647,038	\$599,500

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 Actual	2011-12 Est. Actual	2012-13 Budget
Operations	\$509,526	\$484,093	\$455,743	\$515,961	\$531,238
Equipment Purchase	0	0	0	211,000	0
Total Expenditures	\$509,526	\$484,093	\$455,743	\$726,961	\$531,238

PERSONNEL Personnel Summary

Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Dist.	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	0.50	0.00	3.50
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	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
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	2.85	0.35	51.50

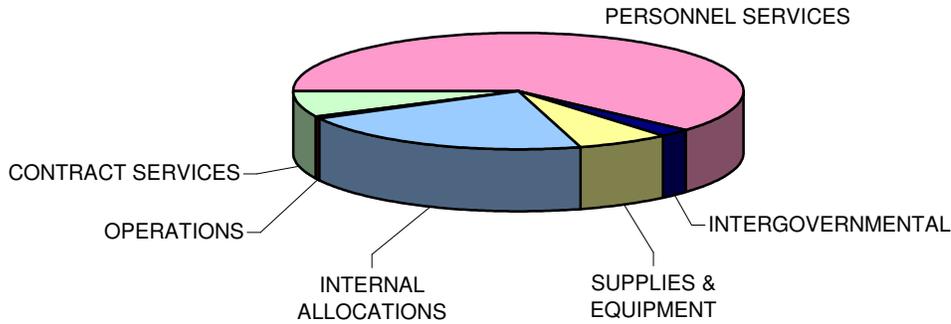
2011-12 ACCOMPLISHMENTS

- ✓ Entered approximately 50% of Stormwater assets into the City's geographic information system (GIS).
- ✓ Submitted Short Term Trash Load Reduction Plan to the San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP).
- ✓ Installed 45 storm drain inlet full trash capture devices within a 42 square acre area in the Avenues.
- ✓ Began street sweeping the Merimont Subdivision after the City's acceptance of public improvements.
- ✓ Established an illegal dumping hotline.

2012-13 GOALS & OBJECTIVES

- Increase collection of Stormwater asset data geographic information system (GIS) input by 25%.
- Install horizontal steel bars on all storm drain inlet grates, which pose a hazard to bicyclists.
- Reduce Trash Load through enhancement of wet weather street sweeping, monthly cleaning of catch basins containing full trash capture devices, and increased litter control through utilization of the new illegal dumping hotline.

Public Services - Stormwater 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$327,236	62%
SUPPLIES & EQUIPMENT	35,630	7%
CONTRACT SERVICES	38,000	7%
OPERATIONS	3,800	1%
INTERGOVERNMENTAL	12,400	2%
INTERNAL ALLOCATIONS	114,172	21%
GRAND TOTAL	\$531,238	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$209,547	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	9,000	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 storm related cleanups.
5200 EMPLOYEE BENEFITS	108,689	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	\$327,236	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6101	GAS & OIL	\$17,000	Fuel and oil for vehicles and equipments 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 such as lockers, wet gear, camera, hand tools, pallets for sandbags, barricade tape, etc.
6202	STREET REPAIRS AND SUPPLIES	4,700	Replacement of asphalt, concrete, base rock, and sand following repairs, (\$3,700); Sand for sandbag construction, (\$1,000).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$35,630	

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); Temporary workers for sandbag construction, (\$3,000); Video inspection of storm mains (\$4,500).
6419	OTHER SERVICES	4,500	Uniform cleaning (\$2,000); Disposal of excavation material, (\$2,500).
SUBTOTAL FOR CONTRACT SERVICES		\$38,000	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$500	Annual valley gutter maintenance notice. (Previously budgeted in Public Services Administration and Engineering Division).
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	1,000	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		\$3,800	

	INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
7041	COUNTY SVCE.CHARGES	\$200	County assessment service charge.
7069	INTERGOVERNMENTAL - OTHER	12,200	California State Water Resources Control Board permit fees.
SUBTOTAL FOR INTERGOVERNMENTAL		\$12,400	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$79,418	Internal service allocation for self-insurance cost, (\$23,772); information technology support, (\$754); central garage support, (\$54,892).
7902	GENERAL ADMIN. ALLOC.	34,754	Public Works Administration Allocation, (\$11,689); General Administration Allocation, (\$23,065).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$114,172	
GRAND TOTAL		\$531,238	

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WASTEWATER FUND
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WASTEWATER ENTERPRISE

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

PROGRAMS

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

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

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

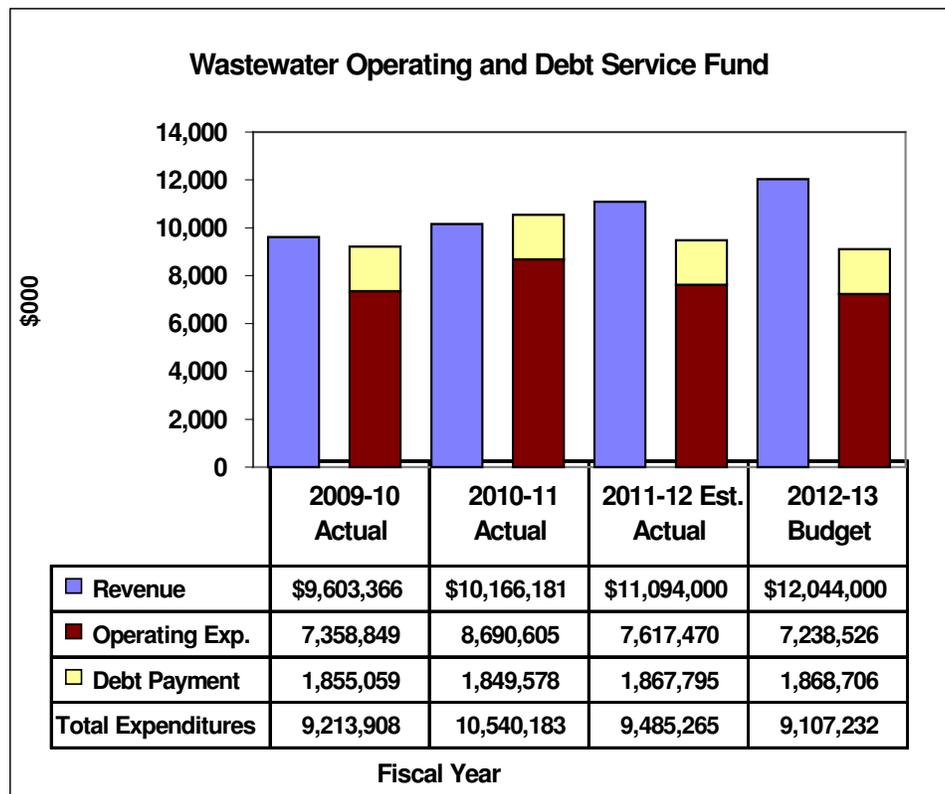
PRIORITY FOCUS

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 the Vactor machine to perform high-pressure hydraulic cleaning of sewer mains, and remove debris and grease from sewer mains and pump station wet wells. The Division is also 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 video inspections of sewer mains, annually and as needed. 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 2012-13 will require an expenditure budget of \$9,107,232 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, 2012 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.

Revenues	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Est. Actual	2012-13 Budget
Wastewater Operations	\$8,847,632	\$9,532,759	\$10,107,160	\$10,806,252	\$11,912,832
Capacity Charges	214,157	33,340	21,639	250,000	87,000
Interest & Investment Earnings	(95,950)	37,267	37,382	37,748	44,168
Total Revenues	\$8,965,839	\$9,603,366	\$10,166,181	\$11,094,000	\$12,044,000

EXPENDITURES

The Department's expenditure appropriation is split approximately 24% for personnel costs and 76% 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.

Expenditures	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Est. Actual	2012-13 Budget
Operations	\$7,145,255	\$7,358,849	\$8,690,605	\$6,967,309	\$7,173,526
Equipment Reserve Purchase	43,273	0	0	650,161	65,000
Debt Service	2,272,217	1,855,059	1,849,578	1,867,795	1,868,706
Total Expenditures	\$9,460,745	\$9,213,908	\$10,540,183	\$9,485,265	\$9,107,232

PERSONNEL
Personnel Summary

Public Services Department	General Fund		Water		Storm water	Waste water	Internal Services	Special Revenue	Total
	Admin & Engr	Streets	Supply	Dist.	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	0.50	0.00	3.50
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	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.00	1.20	6.80	2.00	8.00	0.00	0.00	22.00
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	2.85	0.35	51.50

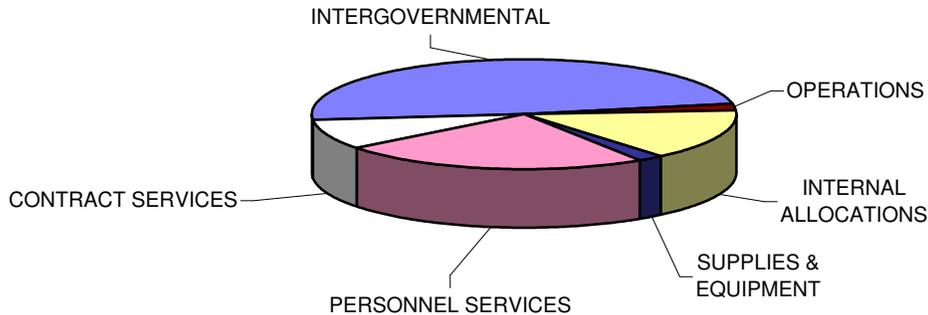
2011-12 ACCOMPLISHMENTS

- ✓ Continued implementation of Computerized Maintenance Management System (CMMS) within City database and workstations.
- ✓ A SCADA (Supervisory Control and Data Acquisition) system was installed in five sewer lift which has enhanced station maintenance.
- ✓ Implemented new proactive preventative maintenance cleaning schedule of sewer mains aimed at reducing sanitary sewer overflows within the collection system.
- ✓ Purchased and replaced the Division's two hydro-jetting sewer main cleaning vehicles.
- ✓ Installed six-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.
- ✓ Repaired sewer main problem spots that have caused multiple Sanitary Sewer Overflows.
- ✓ Established aggressive spot repair program to quickly address damaged sewer mains and laterals.

2012-13 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.
- ❑ Continue aggressive repair of sewer mains, laterals, and manholes that have caused sanitary sewer overflows or are problem spots.
- ❑ Complete video inspection of remaining 50% of the sewer collection system.
- ❑ Conduct additional residential outreach regarding the FOG program.
- ❑ Continue to implement the Sewer System Overflow Reduction Plan that was created to reduce sanitary sewer overflows through enhanced maintenance practices.
- ❑ Develop written standard operating procedures for critical maintenance activities.

Public Services - Wastewater Operations 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$1,689,278	24%
SUPPLIES & EQUIPMENT	135,100	2%
CONTRACT SERVICES	655,950	9%
OPERATIONS	151,511	2%
INTERGOVERNMENTAL	3,471,513	48%
INTERNAL ALLOCATIONS	1,070,174	15%
GRAND TOTAL	\$7,173,526	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$1,049,602	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	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	496,676	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	\$1,689,278	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$2,000	Office supplies for Wastewater Division.
6101	GAS & OIL	25,000	Fuel and oil for vehicles assigned to Wastewater Division.
6102	OPERATING SUPPLIES	35,000	Safety supplies for field personnel, (\$4,000); Uniforms, (\$9,000); Field tools used for system maintenance, (\$22,000).
6201	BUILDING AND GROUND SUPPLIES	17,500	Pump station and corporation yard maintenance supplies, (\$8,750); Replacement supplies for pumps, generators, hoses, and trucks, (\$8,750).
6202	STREET REPAIRS AND SUPPLIES	25,000	Debris removal and backfill material for sewer repairs.
6204	OFFICE EQUIPMENT	3,500	Replace desk for Wastewater Service Manager and the meeting room used by Wastewater personnel.
6650	TOOLS & EQUIPMENT	27,100	Four smart cover manhole lids for early SSO notification, (\$17,600); Replace sewer lateral camera, (\$9,500).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$135,100	

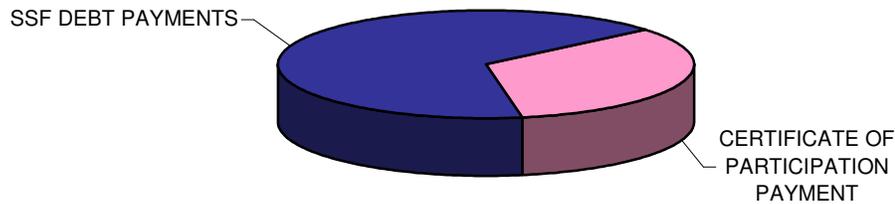
CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$110,000	Development of best management practices, (\$20,000); Fats, oils and grease outreach program, (\$15,000); State-mandated background sampling and Sanitary Sewer Overflow (SSO) sampling, (\$20,000); Organization review of Wastewater Division, (\$55,000).
6402	LEGAL SERVICES	25,000	Outside legal counsel assistance.
6411	CONTRACTUAL SERVICES	450,000	Contract repair of sewer mains, manholes, lateral, pumps, electrical components/trouble shooting and other necessary services that the City is unable to provide.
6419	OTHER SERVICES	70,950	After hours phone service, (\$3,500); Root treatment for sewer mains, (\$36,000); Uniform cleaning/replacement, (\$6,500); Upgrade CMMS to web-based plus annual maintenance cost, (\$24,950).
SUBTOTAL FOR CONTRACT SERVICES		\$655,950	

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	Mandatory training on 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	16,293	Internal allocation of a shared fax line, office telephone charges and 12 mobile phones, pagers, radios, (\$12,293); Smart manhole cover notification, (\$4,000).
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	California Water Environment Association (CWEA) dues, (\$900); Bay Area Clean Water Agency (BACWA) dues, (\$2,000); State Water Resources Control Board, (\$1,300); Underground Service Alert, (\$200).
6702 PUBLICATIONS & SUBSCRIPTIONS	500	Training books and publications used by staff to prepare for certifications, (\$200); American Public Works Association technical manuals, (\$300).
6704 MEETINGS/ CONFERENCES	3,500	Bay Area Clean Water Agency (BACWA), (\$500); American Public Works Association (APWA), (\$3,000).
SUBTOTAL FOR OPERATIONS	\$151,511	

INTERGOVERNMENTAL		ADOPTED BUDGET	DESCRIPTION
7062	WASTE TREATMENT-SSF	\$3,470,000	Operation and maintenance costs or treatment of San Bruno's wastewater at the jointly owned South San Francisco/San Bruno Water Quality Control Plant.
7069	INTERGOVERNMENTAL - OTHER	1,513	Fees to the County of San Mateo and the California State Water Resources Control Board.
SUBTOTAL FOR INTERGOVERNMENTAL		\$3,471,513	

INTERNAL ALLOCATIONS		ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$280,504	Self-Insurance Allocation, (\$196,454); Building Facilities Allocation, (\$14,507); Technology Allocation, (\$16,300); Central Garage Allocation, (\$53,243).
7902	GENERAL ADMIN. ALLOC.	789,670	Public Works Administration Allocation, (\$257,143); General Admin Allocation, (\$253,857); Revenue Services Allocation, (\$278,670).
SUBTOTAL FOR INTERNAL ALLOCATIONS		\$1,070,174	
GRAND TOTAL		\$7,173,526	

Public Services - Wastewater Debt Services
2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
SSF DEBT PAYMENTS	\$1,245,491	67%
CERTIFICATE OF PARTICIPATION PAYMENT	623,215	33%
GRAND TOTAL	\$1,868,706	100%

SSF DEBT PAYMENTS		ADOPTED BUDGET	DESCRIPTION
2722	DUE TO SSF - JOINT PLANT	\$955,135	Payments to City of South San Francisco (SSF) for joint debt on treatment plant: SSF loan #1 (\$186,134); SSF loan #2 (\$444,529); SSF loan #3 (\$324,472).
2705	INT PAYABLE TO SSF	156,358	Debt service interest paid to SSF.
6350-9002	SSF INT EXPENSE	133,998	Debt service interest paid to SSF.
	SUBTOTAL FOR SSF DEBT PAYMENTS	\$1,245,491	

CERTIFICATE OF PARTICIPATION PAYMENT		ADOPTED BUDGET	DESCRIPTION
2725	CERTIFICATES OF PARTICIPATION PAYABLE	\$235,000	2002 Wastewater Certificates of Participation debt service principal.
6350-9002	CERTIFICATES OF PARTICIPATION INT EXPENSE	388,215	Debt service interest.
	SUBTOTAL FOR CERTIFICATE OF PARTICIPATION PAYMENT	\$623,215	
	GRAND TOTAL	\$1,868,706	

COMMUNITY DEVELOPMENT
(INSERT DIVIDER)

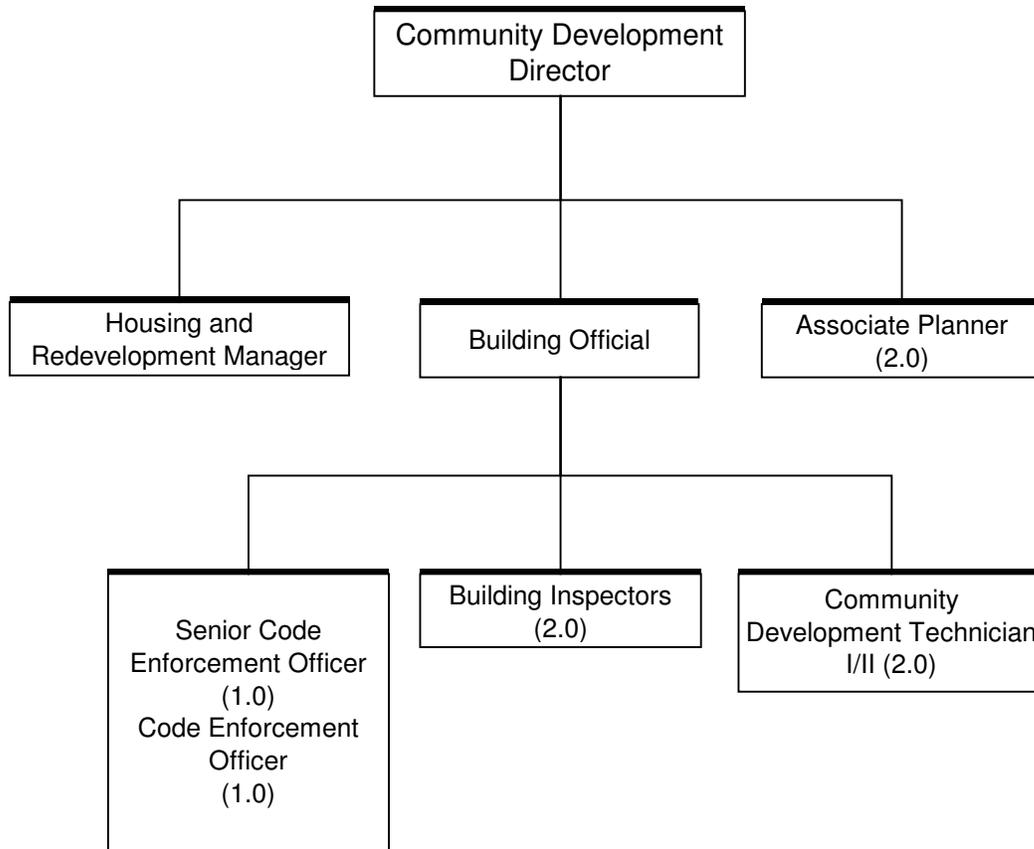
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**COMMUNITY DEVELOPMENT
DEPARTMENT**

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 proactive 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), planning to address regional housing needs, and the analysis and processing/project management of all development applications. In addition, with the adoption of the General Plan and 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. Furthermore, due to the loss of Redevelopment, the Planning Division will assume many of the duties of the former Redevelopment Agency, including housing and economic development functions. 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 that improvement of the subject property will have a positive impact on the City, as well as consistency with the city's General Plan, Zoning Code and other 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. These include updating of the Housing Element and development of the Transit Corridors Specific Plan. 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, and the need to remove impediments to the development process or changes to planning practice. The comprehensive zoning code update process will be completed in fiscal year 2012-13. 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, with the loss of the tools that Redevelopment provided, planning staff will need to work closely with business owners to assist them in finding all available resources. 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.
- **SUCCESSOR AGENCY**
The Redevelopment Agency ceased operations on February 1, 2012, pursuant to ABX1 26, and the Successor Agency is tasked with winding down the affairs of the former Agency. Community Development staff served as staff to the Successor Agency. The Planning Division provides administrative support to the Successor Agency and performs work to assist the Oversight Board in carrying out its duties and responsibilities.
- **AFFORDABLE HOUSING**
With the elimination of the Redevelopment Agency, the Planning Division has assumed the Housing Successor function, including planning for affordable housing developments and implementing the City's new Below Market Rate (BMR) housing ordinance. The Division will evaluate housing development opportunities as they become available, coordinate with affordable housing developers and regional agencies, and monitor compliance with affordable housing covenants, as well as administer housing in-lieu funds and assist in securing other housing funds for housing developments.

PRIORITY FOCUS

In 2011-12, the Planning Division's primary focus continued to be the Glenview Fire rebuilding efforts. This includes neighborhood outreach, working with homeowners on design, application review and facilitation of the related Architectural Review Committee meetings. In all, planning staff has reviewed 21 designs for new Crestmoor homes and has worked with 3 additional homeowners on preliminary designs.

The Planning Division continues to focus on current planning applications related to major developments. The Cedar Mills development was approved in 2008, and updated in 2011, for 14 single-family homes on the former Peninsula Christian Church site. Construction began in late 2011. Construction has also started on the long awaited upgrade of the Pacific Bay Vistas project (formerly Treetops). Planning staff continues to work closely with the developer to ensure the required development conditions are met and the surrounding neighborhood interests are addressed. In addition, staff continues to meet with prospective developers regarding potential development on several key sites, including the Crossing Hotel Site and former TGIF site.

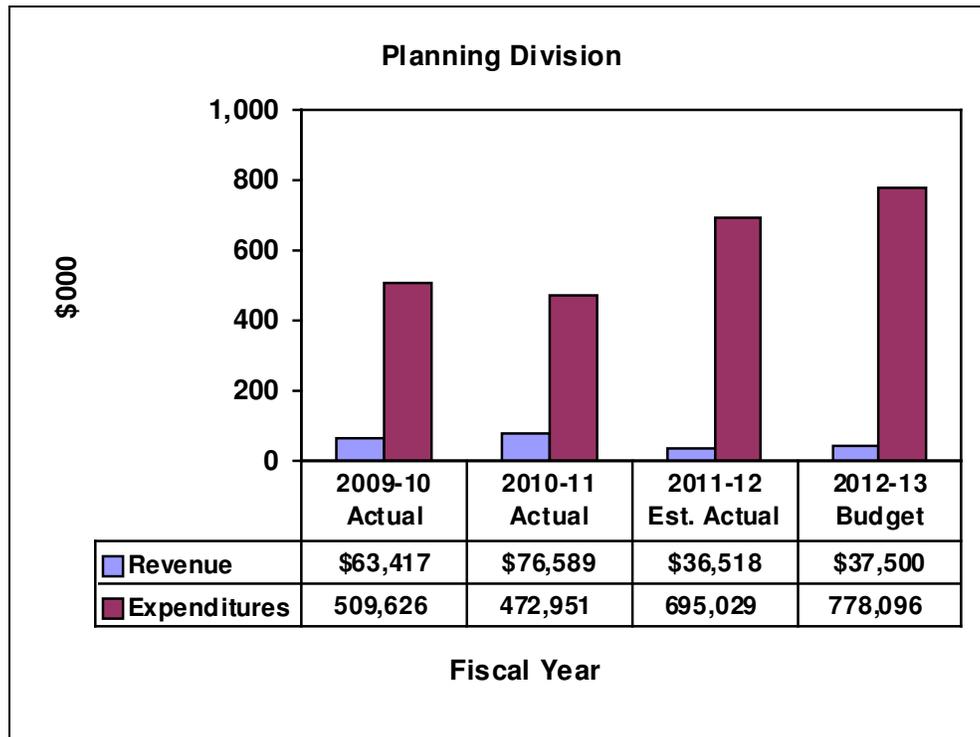
The Draft Environmental Impact Report for the Transit Corridors Plan (TCP) was released in March 2012, and the 45-day public review period ended on May 14, 2012. The Planning Commission and City Council will consider the approvals necessary to adopt the Plan following the environmental review period. 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 is participating with C/CAG and San Mateo county and cities in the Regional Housing Needs Allocation (RHNA) sub-regional process to plan to meet the City's share of the regional housing need between 2014-2022. The City will continue to work closely with these regional agencies to stay up to date with regional planning efforts, while ensuring that San Bruno's vision is also reflected within regional plans.

The San Bruno Redevelopment Agency was dissolved on February 1, 2012 pursuant to ABX1 26, and the City Council subsequently elected to take on the role of Successor Agency to wind down the affairs of the former Redevelopment Agency. The Oversight Board reviews and approves enforceable obligations of the former Redevelopment Agency included in the Recognized Obligation Payment Schedule (ROPS) and directs the Successor Agency to dispose of assets and properties that were funded by tax increment or to transfer assets that were constructed and used for a governmental purpose to the appropriate public jurisdiction. A new ROPS must be approved every six months.

To promote affordable housing development, the Division assists with the implementation of the Housing Element, preparation of the Transit Corridors Plan, and administration of the Below Market Rate (BMR) housing ordinance and BMR in-lieu fee fund, which has collected approximately \$2.6 million to date. The fees can be used to leverage other federal, state and/or local funding sources to help a developer build affordable units.

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. The fees and applicant deposits allow the Planning Division to recover a portion of its expenses.

EXPENDITURES

PERSONNEL
Personnel Summary

Community Development Department	General Fund		Successor Agency to San Bruno RDA	Total
	Planning	Building & Code Enforcement		
Classification				
Community Development Director	0.50	0.50	0.00	1.00
Building Official	0.00	1.00	0.00	1.00
Housing and Redevelopment Manager	0.00	0.00	1.00	1.00
Building Inspector	0.00	2.00	0.00	2.00
Associate Planner	2.00	0.00	0.00	2.00
Senior Code Enforcement Officer	0.00	1.00	0.00	1.00
Code Enforcement Officer	0.00	1.00	0.00	1.00
Community Development Tech I/II	1.00	1.00	0.00	2.00
Total	3.50	6.50	1.00	11.00

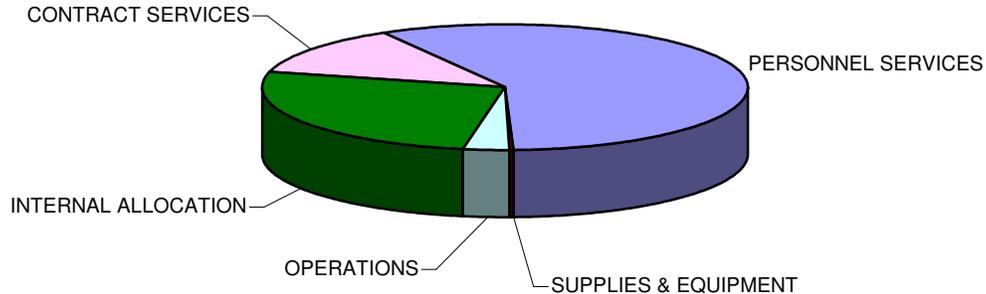
2011-12 ACCOMPLISHMENTS

- ✓ Continued implementation of the Residential Design Guidelines (RDG) in the Crestmoor Rebuild Area and other single-family residential areas.
- ✓ Assisted with the wind down of the San Bruno Redevelopment Agency.
- ✓ Released the Draft Environmental Impact Report for the Transit Corridor Plan.
- ✓ Completed a major portion of the work associated with the comprehensive zoning code update.
- ✓ Continued strong partnership with San Bruno Chamber of Commerce, including devising a strategy for a small business development center in Downtown San Bruno.
- ✓ 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 participated 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 Regional Housing Needs Allocation (RHNA) process.
- ✓ Recruited additional committee members and revised the By-laws of the Bicycle and Pedestrian Advisory Committee.
- ✓ Processed 21 planning applications for new home construction in the Crestmoor Rebuild Area and worked with 3 additional homeowners on design.
- ✓ Began discussion with developers for improvement of the final vacant 1.5-acre development site at The Crossing.
- ✓ Developed the Rebuild It Green incentive program to help residents who lost their homes to the Glenview fire to pay for green building and energy efficiency upgrades in the Crestmoor neighborhood.

2012-13 GOALS & OBJECTIVES

- ❑ Work with the community to develop a vision for City owned lots in the Crestmoor neighborhood.
- ❑ Coordinate and provide input on the development review process related to the remaining privately held lots in the Crestmoor neighborhood.
- ❑ Continue to improve upon the front counter and website experience allowing for greater transparency and availability of information.
- ❑ Lead and complete the Climate Action Plan process as outlined in the San Bruno General Plan and required by State Law.
- ❑ Strengthen the relationship with project applicants by engaging them early on in the planning process and ensuring they understand the City's expectations upfront. In addition, introduce applicants to building process and building staff during the planning phase, so they understand the entirety of the development review process.
- ❑ Utilizing the City's website, create an easy to understand diagram which allows residents to understand the connection between long range planning documents and city actions.
- ❑ Adopt and begin implementation of the Zoning Code Update and Transit Corridor Plan.
- ❑ Create Economic Development Action Plan, which includes a strategy for business recruitment, expansion and retention in light of the recent loss of Redevelopment.
- ❑ Work with the Chamber of Commerce on development of a downtown business incubator and small business center.
- ❑ Utilize the Residential Design Guidelines to streamline the residential project review process and allow compatible design within existing residential neighborhoods.
- ❑ Fully wind down the former Redevelopment Agency activities and continue to provide administrative assistance to the Successor Agency and Oversight Board.
- ❑ Develop strategies to promote affordable housing development to meet the City's fair share of regional need, with an emphasis on facilitating a project to redevelop the vacant downtown cinema site.
- ❑ Promote major development sites in San Bruno, including the Crossing Hotel site, downtown "cinema" site and former TGIF site.
- ❑ In conjunction with the regional housing and transportation planning efforts related to SB375, begin to prepare the Housing Element for City Council consideration and adoption.

Community Development - Planning 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PROGRAM REVENUE	\$37,500	5%
GENERAL PLAN MAINT FEE	25,000	3%
BELOW MARKET HOUSING FUND	43,500	6%
GENERAL FUND REVENUE	672,096	86%
TOTAL FUNDING	\$778,096	100%
PERSONNEL SERVICES	\$449,446	58%
SUPPLIES & EQUIPMENT	1,500	0%
CONTRACT SERVICES	99,071	13%
OPERATIONS	25,063	3%
INTERNAL ALLOCATION	203,016	26%
GRAND TOTAL	\$778,096	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$315,743	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, (\$370,364); <i>Service level enhancement for the reallocation of the Housing and Redevelopment Manager to the Successor Agency to the San Bruno RDA, (\$-54,621).</i>
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	130,203	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$150,811); <i>Service level enhancement for the reallocation of the Housing and Redevelopment Manager to the Successor Agency to the San Bruno RDA, (\$-20,608).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$449,446	

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	\$99,071	Zoning Code Update (previously allocated to redevelopment) (\$30,571); Paid for from General Plan Maint Fee: Housing Element Prep Services (\$25,000); <i>Service level enhancement to use Below Market Rate Housing Fund to fund HIP Housing Program, (\$30,000); Shelter Network Family Homeless Center, (\$7,500); North Peninsula Neighborhood Services Center, (\$6,000).</i>
SUBTOTAL FOR CONTRACT SERVICES		\$99,071	

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	4,000	Copies of Transit Corridor Plan and Zoning Code.
6405	STAFF TRAINING	500	Travel and attendance cost for two 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	2,000	One department head & three 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	7,500	Newspaper legal notices for Planning Commission hearings.
6701	DUES & MEMBERSHIPS	1,900	APA dues for 4 members, (\$1,100); AICP & APA dues for 3 members, (\$800).
6702	PUBLICATIONS & SUBSCRIPTIONS	200	Annual updated California Environmental Quality Act (CEQA) and Subdivision Map Act guidebooks.
6704	MEETINGS/ CONFERENCES	2,250	APA State Conference for 2 staff, (\$1,500); League of CA Cities Planning Commissioner Conference for 1 Planning Commissioner (\$750).
SUBTOTAL FOR OPERATIONS		\$25,063	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$60,652	Internal service allocation for self insurance cost, (\$17,102); building and facilities maintenance, (\$15,891); information technology support, (\$26,459); copier charges, (\$1,200).
7902 GENERAL ADMIN. ALLOC.	142,364	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$203,016	
GRAND TOTAL	\$778,096	

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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.

PRIORITY FOCUS

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

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

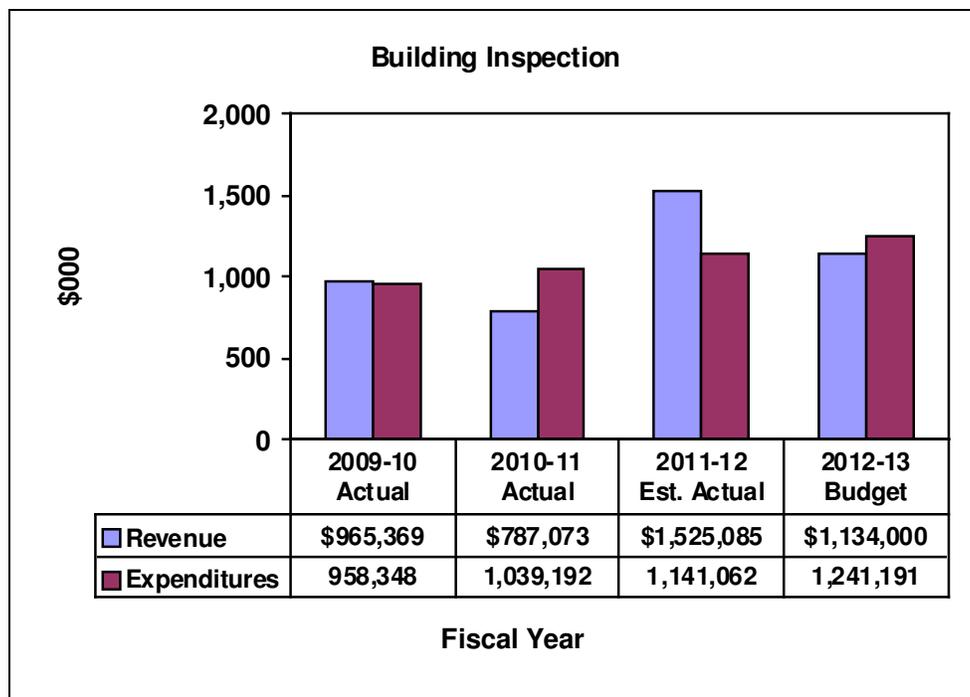
Front counter staff supports Building Inspection by performing minor plan checks, routing plans, issuing permits, scheduling inspections, sending letters for expired permits and time limit ordinance violations, and invoicing customers. The construction time limit ordinance has proven to be very effective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

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

Although the number of foreclosures has decreased slightly over the past year, Code Enforcement staff will continue to monitor foreclosed and vacant properties to see that they are maintained adequately. 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 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 Crestmoor neighborhood a high priority. Staff is committed to providing expedited services, such as plan checks, in half of the regular time frame. Staff will work with owners, designers and contractors to ensure that projects are completed in an expeditious manner. Furthermore, staff will continue to promote and implement the Crestmoor Rebuild it Green program, which aims to increase energy efficiency and renewable energy production in the Crestmoor neighborhood.

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. A slight increase in the number of small and large-scale projects is expected as the economy improves. Major projects anticipated for 2012-13 are:

- Continued rebuilding in the Crestmoor neighborhood, including the completion of a number of new, single-family homes.
- Expected renovation of tenant spaces within the Bayhill Office area, including the Stella and Dot headquarters.
- Completion of a majority of the Pacific Bay Vistas apartment complex.
- Issuance of 8 additional permits for new homes in the Cedar Mills development.
- Issuance of 12 permits for new homes in the Skycrest Development.

EXPENDITURES

PERSONNEL
Personnel Summary

Community Development Department	General Fund		Successor Agency to San Bruno RDA	Total
	Planning	Building & Code Enforcement		
Classification				
Community Development Director	0.50	0.50	0.00	1.00
Building Official	0.00	1.00	0.00	1.00
Housing and Redevelopment Manager	0.00	0.00	1.00	1.00
Building Inspector	0.00	2.00	0.00	2.00
Associate Planner	2.00	0.00	0.00	2.00
Senior Code Enforcement Officer	0.00	1.00	0.00	1.00
Code Enforcement Officer	0.00	1.00	0.00	1.00
Community Development Tech I/II	1.00	1.00	0.00	2.00
Total	3.50	6.50	1.00	11.00

2011-12 ACCOMPLISHMENTS

- ✓ Issued 39 permits and completed hundreds of inspections related to the rebuilding of homes in the Crestmoor area. This includes inspections of small scale repairs, major renovations and complete rebuilds.
- ✓ Implemented the new CalGreen building code, which took effect during the initial Crestmoor rebuilding stages. Worked to create easily understandable handouts and checklists so homeowners and designers could better understand this new and complex set of laws.

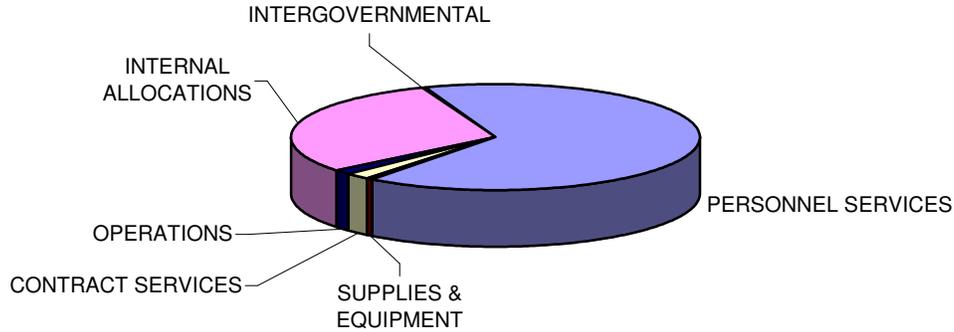
- ✓ Assisted in implementation of the Crestmoor Rebuild it Green program, which aims to increase energy efficiency and renewable energy production in the Crestmoor neighborhood. To date, more than a dozen homeowners have participated in the program.
- ✓ Completed inspections in the multimillion-dollar renovations of the Youtube and Walmart.com buildings. Reviewed and inspected several other large renovations in the Bayhill Office area.
- ✓ Improved code enforcement closure rate through implementation of the Code Enforcement Strategy Guide. Also, increased use of substandard building notices, which has resulted in increased awareness at the time of sale.
- ✓ 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, and preparation for the Certified Accessibility Specialist test.
- ✓ Increased utilization of electronic plan checking for initial submittals, revisions, requests for information, etc. This process has been utilized by several large residential and commercial projects and resulted in quicker plan check turn around times and less use of paper.
- ✓ Utilized the foreclosed and vacant property programs to maintain properties and reduce blight. Established relationships with bank representatives, which has assisted in the registration and upkeep process.
- ✓ Completed inspections for several retail tenants spaces at the Crossing retail building.

2012-13 GOALS & OBJECTIVES

- Continue to improve upon implementation of the CalGreen Codes. Additional revisions to the law are expected in August and the department will aim to make implementation as easy as possible for residents and contractors.
- Complete inspection on many of the Crestmoor rebuilds and repair projects. Approve permits and complete inspections on other Crestmoor rebuilding applications.
- Educate business and property owners on current ADA requirements so they can make the improvements necessary to avoid litigation.
- Cross train building inspectors on NPDES engineering requirements so they can spot potential issues in the field.
- Continue to improve the division website by adding more customer information, such as checklists for inspection requirements and developing a FAQ section.
- Reduce costs in the expired permit program by utilizing email list and postcards, rather than letters. Increase customer awareness of building permit time limits by reminding the contractors and property owners during the building inspection process.

- ❑ Utilizing the document-imaging fee, complete scanning of historical, full size plans for public viewing.
- ❑ Fully implement Code Enforcement Strategy Guide, including implementing property manager outreach program and new homebuyers' tool kit.
- ❑ 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.
- ❑ Work with the Bayhill Office property owners to implement site wide ADA measures as individual tenant improvements are received.
- ❑ Complete a majority of the inspections of the Pacific Bay Vistas apartments and Cedar Mills single-family home development.

Community Development - Building Inspection 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$816,997	66%
SUPPLIES & EQUIPMENT	7,200	1%
CONTRACT SERVICES	25,000	2%
OPERATIONS	16,770	1%
INTERGOVERNMENTAL	4,550	0%
INTERNAL ALLOCATIONS	370,674	30%
GRAND TOTAL	\$1,241,191	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$578,183	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, (\$632,804); <i>Service level enhancement for the reallocation of the Housing and Redevelopment Manager to the Successor Agency to the San Bruno RDA, (\$-54,621).</i>
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	237,814	City's cost of CalPERS pension, Medicare, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$258,422); <i>Service level enhancement for the reallocation of the Housing and Redevelopment Manager to the Successor Agency to the San Bruno RDA, (\$-20,608).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$816,997	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$2,000	Supplies for daily operations.
6101	GAS & OIL	4,200	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.
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		\$7,200	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$25,000	Graffiti & nuisance abatement services.
SUBTOTAL FOR CONTRACT SERVICES		\$25,000	

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	500	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	9,000	Professional development for the Building Official (\$500) and 2 Building Inspectors (\$1,000); Tuition reimbursements for 2 employees (\$7,500).
6450	COMMUNICATIONS	1,050	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	500	California Codes book updates.
6704	MEETINGS/ CONFERENCES	1,000	CACEO annual conference.
SUBTOTAL FOR OPERATIONS		\$16,770	

	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.	\$83,915	Internal service allocation for self insurance cost, (\$30,671); building and facilities maintenance, (\$15,891); information technology support, (\$24,120); copier charges, (\$130); central garage support, (\$13,103).
7902	GENERAL ADMIN. ALLOC.	280,395	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		\$370,674	
GRAND TOTAL		\$1,241,191	

COMMUNITY SERVICES
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COMMUNITY SERVICES DEPARTMENT

RECREATION SERVICES DIVISION

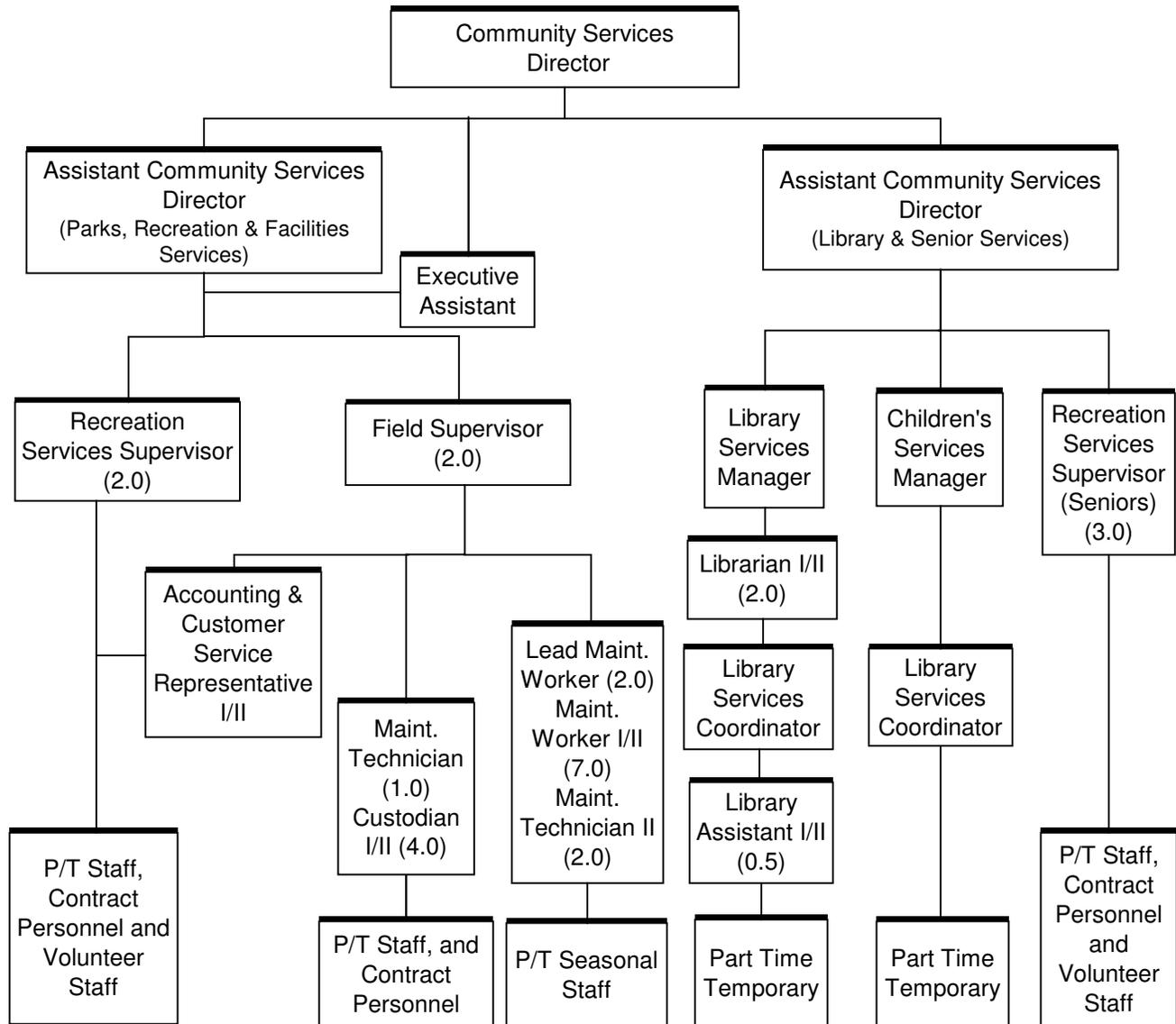
PARKS MAINTENANCE DIVISION

SENIOR SERVICES DIVISION

LIBRARY SERVICES DIVISION

BUILDING AND FACILITIES DIVISION

COMMUNITY SERVICES



RECREATION
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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 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**

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

- **SPECIAL EVENTS**

The Recreation 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 through 5 can compete in basketball, kickball and flag football. Practices are held at each elementary school site to make attending practice convenient for families. Adults have opportunities to participate in a softball, flag football and basketball league. The City operates the after school sports program at Parkside for students in grades 6-8. Students participate in flag football, volleyball, cross-country, basketball, 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 age of 17 to attend these fee-based programs. The Youth Activities Committee begins its fourth year of assisting with special events, recreation programs and special projects. The Division also offers social events for developmentally disabled individuals.

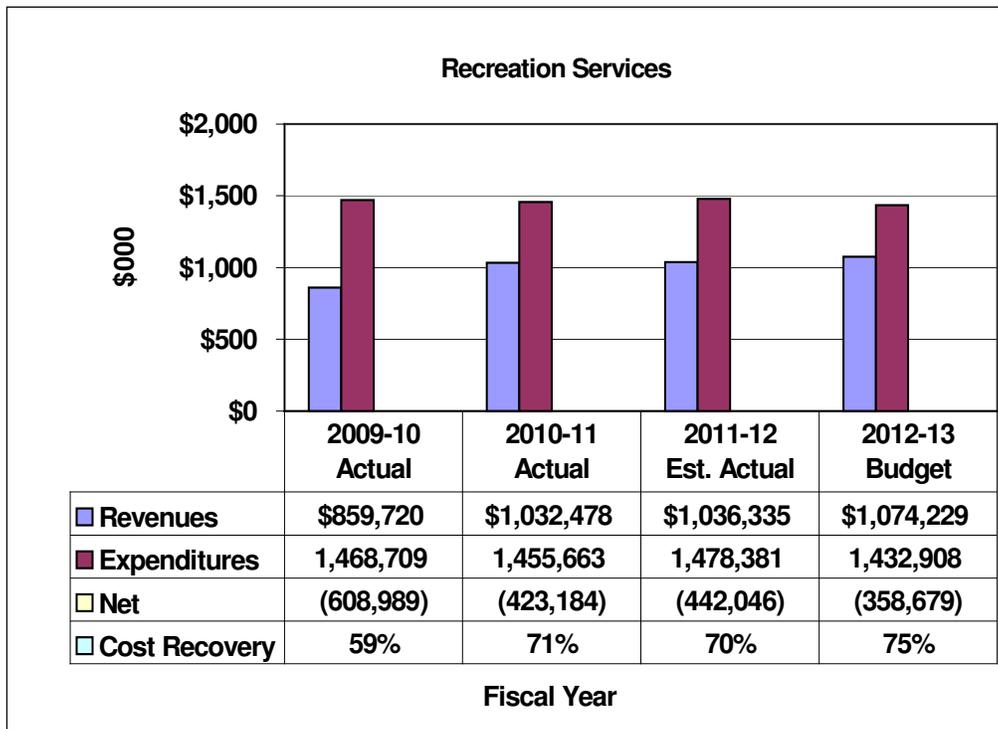
PRIORITY FOCUS

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 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. Although within the past year the pool was resurfaced, a major leak was repaired and the large pool's pump was replaced, there are still many structural problems. At the end of the summer season, we will fix additional leaks caused by corroded underground pipes. These pipes, which surround the pool, will continue to leak until they are replaced with PVC pipes. Major valves, which are corroded and difficult to open, will be replaced. A new ADA law will require that the small pool be retrofitted for zero depth entry. 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. We currently run after school programs at the following school sites: Belle Air, Rollingwood, Portola and Allen.

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. In fiscal year 2010-11 cost recovery was 71%. In 2011-12, the Division anticipates recovering 70% of its costs and 75% in 2012-13 compared to less than 60% 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 52% 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.

PERSONNEL
Personnel Summary

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

The Recreation Division has 4.00 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 working 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.

2011-12 ACCOMPLISHMENTS

- ✓ Distributed approximately \$12,600 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.
- ✓ Worked with Public Services to construct a synthetic turf field at Lions Field.
- ✓ Developed and maintain a Community Services Monthly e-Newsletter distributed to over 2,500 community members.
- ✓ Coordinated a joint bid process with Millbrae, Burlingame, Highlands District, San Carlos, Half Moon Bay, South San Francisco to decrease activity guide printing costs.
- ✓ Developed and implemented Afterschool Education and Safety Program at Allen Elementary School with State Grant money with approximately 85 daily participants.
- ✓ Increased participation in key programs:

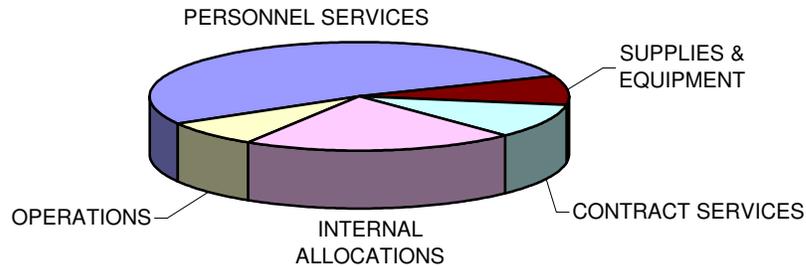
Programs	2009-10	2010-11	2011-12
Parkside sports	0	186	207
Elementary sports	201	279	330
Spring and Winter camps	42	44	105
Total Participants	243	509	642

- ✓ Continued successful development and delivery of recreation and community service programs generating revenues at a 75% cost recovery level.

2012-13 GOALS & OBJECTIVES

- Expand existing youth and adult sports programming at Lions Field to include winter months.
- Work with Community Youth Sports Groups to construct a restroom/concession building at Lions Field.
- Develop an afterschool program at Parkside Middle School.
- Offer additional ASES programs on elementary school campuses.

Community Services - Recreation Services 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PROGRAM REVENUE	\$1,055,000	74%
UNRESTRICTED GENERAL FUND	358,679	25%
PUBLIC ART FUND REVENUE	19,229	1%
TOTAL FUNDING	\$1,432,908	100%
PERSONNEL SERVICES	\$747,393	52%
SUPPLIES & EQUIPMENT	124,930	9%
CONTRACT SERVICES	145,729	10%
OPERATIONS	109,618	7%
INTERNAL ALLOCATIONS	305,238	22%
GRAND TOTAL	\$1,432,908	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$321,006	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, (\$324,018); <i>Service level enhancement for Community Services reorganization, (\$ -3,012).</i>
5102 REGULAR PART-TIME	265,033	Base salary for temporary employees working fewer than 980 hours per fiscal year (\$201,033) - <i>includes Community Services reorganization</i> . New after-school program temporary employees (\$64,000). Employees in this category are exempt from all benefits.
5200 EMPLOYEE BENEFITS	161,354	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$164,200); <i>Service level enhancement for Community Services reorganization, (\$ -2,846).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$747,393	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$7,000	Supplies for daily operations.
6101	GAS & OIL	1,000	Fuel to operate one department van.
6102	OPERATING SUPPLIES	86,750	Supplies for all programs and services offered including: after school program, (\$7,000); seasonal camps, (\$15,750); youth and adult sports, (\$19,750); teens, (\$750); special needs, (\$1,000); First Aid supplies, (\$3,000); aquatics operating supplies, (\$17,000); aquatics maintenance supplies, (\$16,000); special events, (\$6,500).
6204	SUPPLIES & EQUIPMENT	24,000	Supplies for new afterschool program (ASES) which is supported by a school district grant.
6304	OFFICE EQUIPMENT MAINTENANCE	6,180	Quarterly maintenance of copy machine.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$124,930	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6411	CONTRACTUAL SERVICES	\$82,100	Youth and enrichment classes, (\$52,100); ActiveNet maintenance fee (\$30,000).
6419	OTHER SERVICES	63,629	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 quarterly maintenance and concession stand, (\$900); Youth and adult sports umpires and referees, (\$21,500). Paid for from Public Art Fund: Swank Corporation Movies in the Park licenses, (\$1,300); Motion Picture Licensing Corporation Umbrella license, (\$600); Ride Art LLC, (\$16,700), Shakespeare in the Park, (\$629).
SUBTOTAL FOR CONTRACT SERVICES		\$145,729	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
5152	TRANSPORT. ALLOWANCES	\$3,600	Monthly auto allowance (\$300/month) in accordance with MOU.
6112	POSTAGE	4,500	Postage for daily mailing as well as for direct mailing of program flyers and announcements.
6141	PRINTING, COPYING & BINDING	23,000	Printing and mailing of three recreation activity brochures.
6301	BUILDING & GROUNDS MAINTENANCE	4,300	Alarm systems at Recreation Center, swimming pool and Bel Aire.

Operations (Cont.)

6406	PROFESSIONAL DEVELOPMENT	9,900	Professional development reimbursement for department head & 3 mid-managers in accordance with MOU, (\$2,000); tuition reimbursement for 1 employee's masters program (\$7,900).
6409	SPECIAL PROJECTS/ EVENTS	950	Supplies for staff and Youth Activities Committee (YAC) meetings.
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.
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		\$109,618	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$184,691	Internal service allocation for self insurance cost, (\$17,126); building and facilities maintenance, (\$134,962); information technology support, (\$28,698); central garage support, (\$3,905).
7902 GENERAL ADMIN. ALLOC.	106,916	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	\$305,238	
GRAND TOTAL	\$1,432,908	

PARKS MAINTENANCE
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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 as to improve the aesthetics of the City. Staff tasks in these areas include weeding, irrigating, planting and trimming.

- **SPORTS FIELD MAINTENANCE**

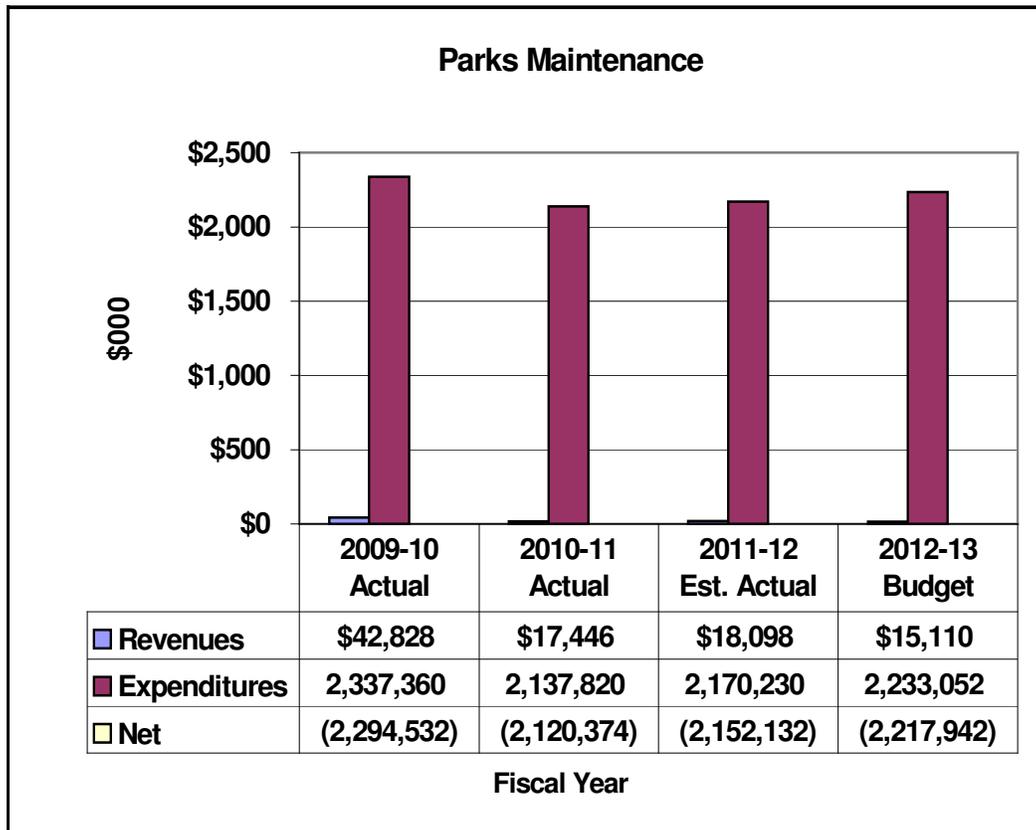
The general public, non-profit sports organizations and the Recreation Division programs heavily utilize the City's 22 sports fields. Maintenance to these areas includes mowing, irrigation, chalk lining, removing debris, grooming infields, filling potholes and repairs to adjacent fixtures such as benches, 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 proactive 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. Prior to 2010-11, sports user group fees and field lighting costs associated with night games at Lara Field, Diamonds 2 and 3 and Lions Field were reflected in the Parks Division budget. That revenue is now reflected in the Recreation Division budget.

EXPENDITURES

Approximately 63% 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, 37%, 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	
Classification						
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library & Senior Services Director	0.00	0.00	0.10	0.90	0.00	1.00
Assistant Parks & Recreation Services Director	0.45	0.45	0.00	0.00	0.10	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	0.00	3.00
Information & Referral Program Coordinator	0.00	0.00	1.00	0.00	0.00	1.00
Nutrition Program Manager	0.00	0.00	1.00	0.00	0.00	1.00
Field Supervisor	0.00	1.50	0.00	0.00	0.50	2.00
Maintenance Technician I/II	0.00	2.00	0.00	0.00	1.00	3.00
Lead Maintenance Worker	0.00	2.00	0.00	0.00	0.00	2.00
Maintenance Worker I/II	0.00	7.00	0.00	0.00	0.00	7.00
Custodian I/II	0.00	0.00	0.00	0.00	4.00	4.00
Librarian	0.00	0.00	0.00	2.00	0.00	2.00
Library Services Coordinator	0.00	0.00	0.00	2.00	0.00	2.00
Library Assistant II	0.00	0.00	0.00	0.50	0.00	0.50
Accounting & Customer Services Representative I/II	0.50	0.50	0.00	0.00	0.00	1.00
Executive Assistant	0.80	0.10	0.10	0.00	0.00	1.00
	4.00	13.80	3.35	7.65	5.70	34.50

For 2012-13, the Division will have 13.80 authorized full time equivalent 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.

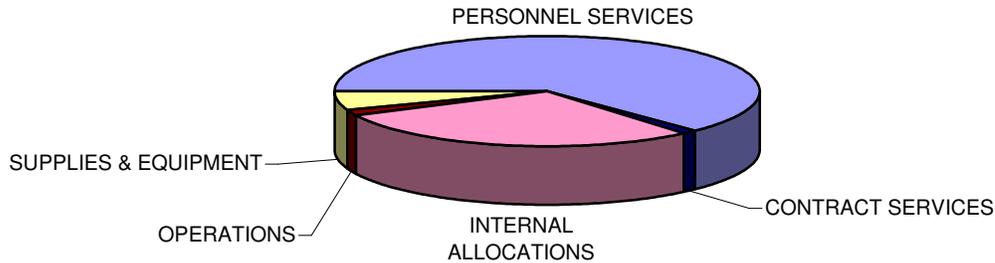
2011-12 ACCOMPLISHMENTS

- ✓ Completed City's Tree Management Plan.
- ✓ Continued to meet standards required to qualify for Tree City USA status and hold an annual Arbor Day tree-planting event.
- ✓ Coordinated with San Bruno Cable TV to install new scoreboard at Greenberg Field.
- ✓ Assisted the Public Services Department with the Lions Field Synthetic Grass capital improvement project.
- ✓ Completed tree inventory for streets, parks and selected open space trees.
- ✓ Completed replanting and landscaping in front of the Veterans Memorial Recreation Center, parking lot and Sister City Plaza.

2012-13 GOALS & OBJECTIVES

- ❑ Utilize the new tree inventory program to streamline documentation of tree work.
- ❑ Present proposed City's Tree Management Plan for approval by the City Council.
- ❑ Assist the Public Services Department with the renovation of medians on El Camino Real (Phase # 2), lower San Bruno Avenue, and Sneath Lane.
- ❑ Replace the wooden creek bridge by San Bruno Park Pool.
- ❑ Install truck and equipment wash station in Parks Corporation Yard to comply with the City's annual Municipal Regional Stormwater Permit (MRP) application.
- ❑ Add wood chips and level all picnic tables in San Bruno City Park.
- ❑ Replenish the mulch on upper San Bruno Avenue medians and Huntington Avenue median.
- ❑ Replace Mexican Feather Grass plant material on El Camino Real with Lily Turf.

Community Services - Parks Maintenance 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$1,399,235	63%
SUPPLIES & EQUIPMENT	121,335	5%
CONTRACT SERVICES	27,500	1%
OPERATIONS	41,547	2%
INTERNAL ALLOCATIONS	643,435	29%
GRAND TOTAL	\$2,233,052	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$910,086	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, (\$881,889); <i>Service level enhancement for Community Services reorganization, (\$28,197).</i>
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	427,865	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$414,376); <i>Service level enhancement for Community Services reorganization, (\$13,489).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$1,399,235	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$800	Supplies for daily operations.
6101	GAS & OIL	38,000	Allocation of fuel used by division's vehicles, gas and diesel.
6102	OPERATING SUPPLIES	23,635	Cleaning supplies to maintain 5 park restrooms, 18 park garbage receptacles, and bags for dog park, (\$5,000); laundry service, uniforms and safety boot replacement, (\$11,835); pesticides, rodenticides and pest control for parks, medians, and landscaped area, (\$6,800).
6201	BUILDING & GROUNDS SUPPLIES	57,500	Plumbing, irrigation, and construction supplies for parks and landscaped area amenities and facilities repairs, (\$19,000); Flowers, plants and other landscape materials for sports field, sod, seed, fertilizer and other supplies for park maintenance (\$38,500).
6650	TOOLS & EQUIPMENT	1,400	Replacement of older inefficient equipment. Equipment purchase of string trimmers, blowers, chain saws, edgers, mowers and hand pruners.
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$121,335	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6411	CONTRACTUAL SERVICES	\$27,500	Outside contractors needed for open space tree maintenance and where tree climbing is needed (\$25,000); annual maintenance fee for tree inventory database (\$2,500).
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 charges for 7 office telephones, 1 fax and data lines, and 12 mobile phones/pagers.
6531	UTILITIES	25,000	Electric and gas service for parks facilities, including sports field lighting.

Operations (Cont.)

6601	RENTAL & LEASES	1,500	Porta-potti rental at Pacific Heights Park and special equipment used occasionally.
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.	\$285,391	Internal service allocation for self insurance cost, (\$137,208); building & facilities maintenance, (\$8,716); information technology support, (\$14,363); central garage support, (\$125,104).
7902	GENERAL ADMIN. ALLOC.	268,334	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		\$643,435	
GRAND TOTAL		\$2,233,052	

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SENIOR SERVICES
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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 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.

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 that include bocce ball, softball, billiards, Ping Pong, horseshoes, and a "Sports Week".

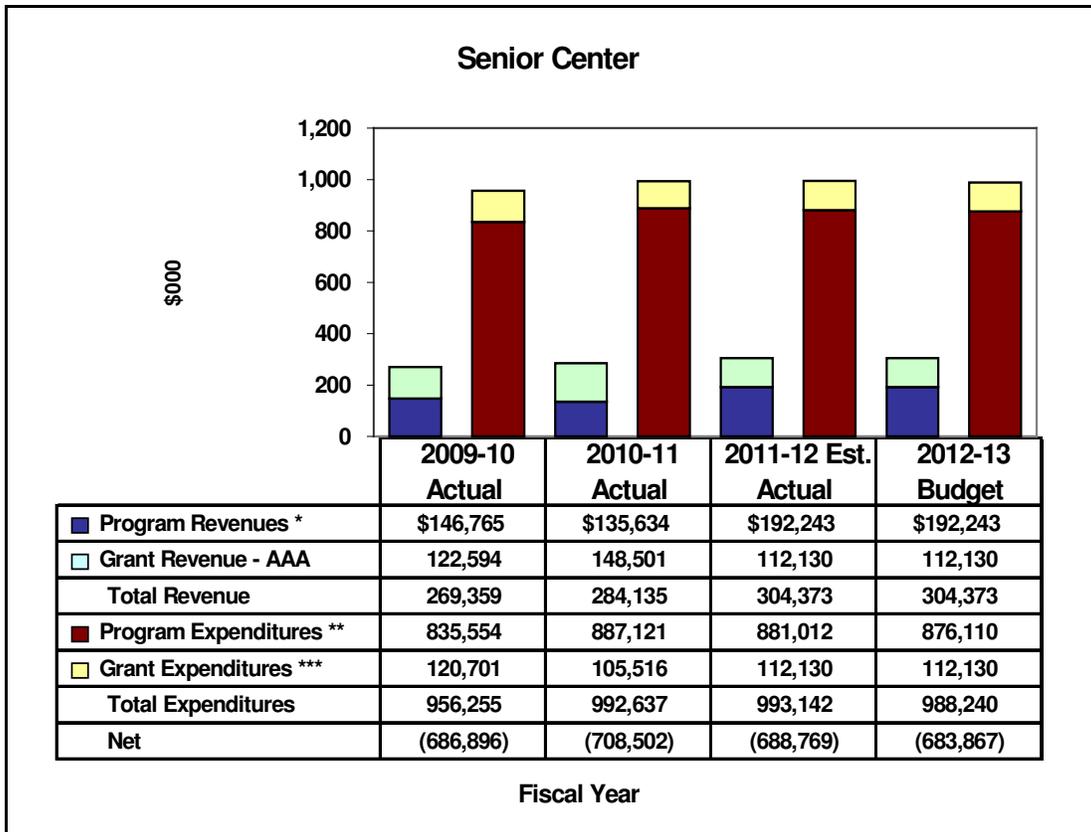
PRIORITY FOCUS

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 fundraising programs.

PROGRAM RESOURCES

The General Fund budget covers the costs associated with 3.35 authorized full-time equivalent positions consisting of one Recreation Services Supervisor, Information and Referral Program Coordinator, Nutrition Program Manager and partial funding for the Community Services Director and Executive Assistant. Part-time employees at the Senior Center include two Bus Drivers and five Building Attendants. There are also approximately 200 Senior Center volunteers who assist with the delivery of programs and services through the Senior Center.



* Includes General Fund Revenues, Nutrition and Transportation Donations, Senior Advisory Board Trust and Nutrition Site Council funding

** General Fund Senior Center operating costs, Nutrition and Bus Driver salaries

*** Food costs and grant portion of Bus Driver Salary

REVENUES

Unrestricted General Fund revenues support sixty-nine percent (69%) of the Senior Services Division's budget and the remaining thirty-one percent (31%) comes from facility rentals, programs, volunteer efforts, the non-profit Nutrition Site Council and the Area Agency on Aging grant.

EXPENDITURES

Approximately 45% of the Division's operating budget is appropriated to salaries and benefits for full time and part time employees. One percent (1%) of the Division's budget is allocated for supplies and equipment for the programs and services offered. The remaining 54% of the Division's budget is for operations, including food costs and internal service allocations.

PERSONNEL
Personnel Summary

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

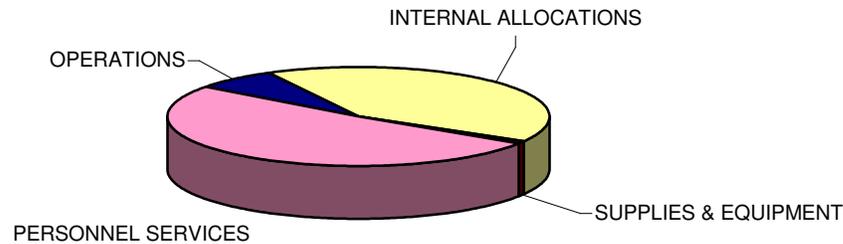
2011-12 ACCOMPLISHMENTS

- ✓ Established a formal relationship between the City and the Nutrition Site Council of San Bruno to assure stability and continuity of program funding.
- ✓ Celebrated the Senior Center's 25th Anniversary.
- ✓ Purchased a new bus for the Senior Center.
- ✓ Added new Saturday Zumba classes.

2012-13 GOALS & OBJECTIVES

- Work closely with the Nutrition Site Council of San Bruno to lessen the impacts of the Division reorganization on Senior Division programs and services.
- Introduce and add new classes and programs to the Senior Center schedule.
- Use Non-Profit Nutrition Site funds to purchase a new color copier for Senior Center administrative work.
- Develop a fixed bus route for the newly acquired Senior Center bus.

Community Services - Senior Services 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PROGRAM REVENUE	\$27,000	3%
NUTRITION SITE COUNCIL	104,043	11%
DONATIONS	61,200	6%
AREA AGENCY ON AGING GRANT	112,130	11%
UNRESTRICTED GENERAL FUND	683,867	69%
TOTAL FUNDING	\$988,240	100%
PERSONNEL SERVICES	\$442,573	45%
SUPPLIES & EQUIPMENT	7,900	1%
OPERATIONS	59,908	6%
INTERGOVERNMENTAL	123,258	12%
INTERNAL ALLOCATIONS	354,601	36%
GRAND TOTAL	\$988,240	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$262,598	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, (\$103,690); <i>Service level enhancement for Community Services reorganization, (\$158,908) - Nutrition Site Council and donations portion, (\$120,672).</i>
5102 REGULAR PART-TIME	60,040	Base salary and incentives for all department personnel working less than 80 hours per pay period, (\$60,040) - <i>includes Community Services reorganization.</i> Portion of Transportation salary paid for by AAA grant, (\$16,500); Nutrition Site Council and donations portion, (\$13,540); General Fund portion, (\$30,000).
5200 EMPLOYEE BENEFITS	119,935	City's cost of CalPERS retirement, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$78,180); <i>Service level enhancement for Community Services reorganization, (\$41,755).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$442,573	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$2,200	Flyers, monthly calendar, registration materials, computer materials, paper, printer ink, miscellaneous office supplies, note cards.
6101	GAS & OIL	4,000	Fuel and oil for senior bus.
6102	OPERATING SUPPLIES	1,700	SESAC music license, (\$320); piano tuning, (\$175); Helium tank for events, (\$220); supplies for bocce ball, horseshoe, ceramics and other special programs and events, (\$985).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$7,900	

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 usage and maintenance contracts.
6406	PROFESSIONAL DEVELOPMENT	500	Professional development reimbursement for 1 mid-manager 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	600	American Society on Aging; (\$460), California Parks and Recreation Society, (\$140).
SUBTOTAL FOR OPERATIONS		\$59,908	

INTERGOVERNMENTAL		ADOPTED BUDGET	DESCRIPTION
7041	COUNTY SVCE.CHARGES	\$123,258	Funded by AAA Grant and Nutrition Site Council: Congregate Nutrition Program food services from Lydia's Italian Deli, (\$39,443) and Nutrition Site Council, (\$83,815).
SUBTOTAL FOR INTERGOVERNMENTAL		\$123,258	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$305,358	Internal service allocations for self insurance cost, (\$15,992); building & facilities maintenance, (\$259,302); information technology support, (\$20,609); central garage support, (\$9,455).
7902 GENERAL ADMIN. ALLOC.	47,470	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	\$354,601	
GRAND TOTAL	\$988,240	

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LIBRARY SERVICES
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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:

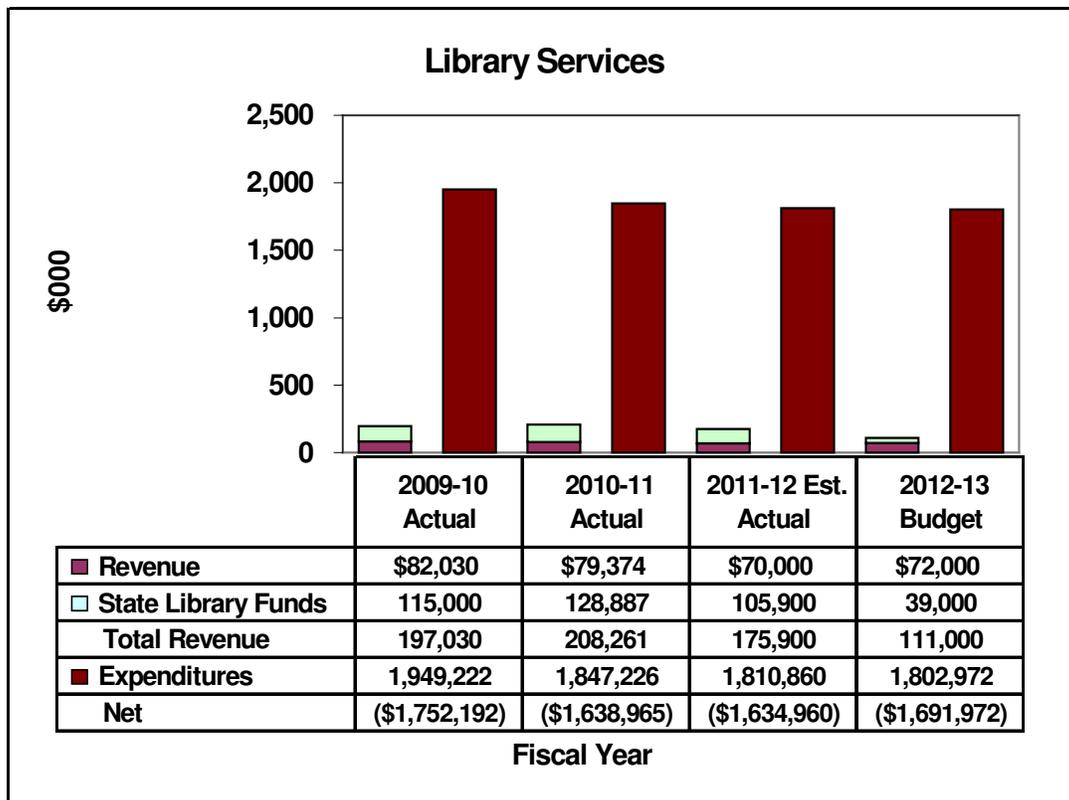
- **PUBLIC SERVICE**
Provide adult and children’s reference services, materials circulation, issuance of new library cards, member account maintenance, proctoring and inter-library loan.
- **COLLECTION MAINTENANCE**
Select print and electronic content, re-shelve returned items, fill hold requests, remove old and damaged inventory.
- **PROGRAMMING**
Plan and direct annual Summer Reading Club; host educational and entertaining programs for adults, teens and children; provide three weekly children’s story-times, film televised story-times for San Bruno Cable and operate an after-school homework center.
- **TECHNICAL SUPPORT**
Provide free public computer and Internet access including wireless service, maintain 34 public and 15 staff computers, purchase new equipment, upgrade existing equipment, maintain Integrated Library System hardware and software, interface with the Peninsula Library System Automated Network on consortium-wide technical projects and provide online services including research databases, ebooks and online homework help.
- **TECHNICAL PROCESSING**
Process materials for library circulation including ordering receiving, cataloging, adding library identification and mending.
- **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 and Committees.

PRIORITY FOCUS

The Library Division’s chief focus for the 2012-13 fiscal year will be to continue to improve the facility both physically and aesthetically. Goals include remodeling restrooms in the Community Room to be fully ADA accessible, installing a materials handling system to automate the return process for library materials and remodeling the public service area to increase the footprint for display and merchandising. Facility improvements will be funded from multiple sources such as the Parks and Facilities Fund, Community Development Block Grant, State Library Fund and donations through the Capital Improvement Program budget. Programming will focus on holding at least four (4) adult programs, transitioning the Homework Center for pilot project to regular service, and maintaining remaining programs at their current level.

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 7.65 authorized full-time employees, supplemented by part-time temporary employees who fill the positions of per-diem personnel such as Library Pages, Senior Clerks and Homework Center Site Manager. Costs are partially defrayed through revenue streams listed below.



REVENUES

Library Division revenues come from a combination of library fees and State support. Library fees are collected for things such as overdue materials, reserve fees, test proctoring, printing, and inter-library loans. The California State Library funds assure the availability to every state resident an adequate level of public library service and the inter-library sharing of materials. Funds have averaged \$69,000 per year over the last five years and are directed into a reserve fund designated for Library use by the City Council. In mid 2011-12, these programs were eliminated from the State budget and have also been eliminated indefinitely beginning in 2012-13.

In each of the last two years, the City received \$60,000 from the State, but used \$100,000 of Library reserve funds to cover operating costs and to maintain Friday afternoon service hours. Funds have also been approved in prior years for facility maintenance capital projects.

EXPENDITURES

Approximately 59% of the Division's total operating budget is appropriated for salaries and benefits for full time and part time employees. The Library's two major expenditures in addition to salaries are the materials budget (\$133,000) and contract services (\$107,153). The materials budget is used to purchase collection content including books, CDs, DVDs, magazine subscriptions and electronic services. Contract services are used for Peninsula Library System membership fees, shared network and delivery costs, 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	
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library & Senior Services Director	0.00	0.00	0.10	0.90	0.00	1.00
Assistant Parks & Recreation Services Director	0.45	0.45	0.00	0.00	0.10	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	0.00	3.00
Information & Referral Program Coordinator	0.00	0.00	1.00	0.00	0.00	1.00
Nutrition Program Manager	0.00	0.00	1.00	0.00	0.00	1.00
Field Supervisor	0.00	1.50	0.00	0.00	0.50	2.00
Maintenance Technician I/II	0.00	2.00	0.00	0.00	1.00	3.00
Lead Maintenance Worker	0.00	2.00	0.00	0.00	0.00	2.00
Maintenance Worker I/II	0.00	7.00	0.00	0.00	0.00	7.00
Custodian I/II	0.00	0.00	0.00	0.00	4.00	4.00
Librarian	0.00	0.00	0.00	2.00	0.00	2.00
Library Services Coordinator	0.00	0.00	0.00	2.00	0.00	2.00
Library Assistant II	0.00	0.00	0.00	0.50	0.00	0.50
Accounting & Customer Services Representative I/II	0.50	0.50	0.00	0.00	0.00	1.00
Executive Assistant	0.80	0.10	0.10	0.00	0.00	1.00
	4.00	13.80	3.35	7.65	5.70	34.50

The largest part of the Division's budget is personnel. The 2012-13 fiscal year allocation of 7.65 authorized full time positions reflects the elimination of the vacant Circulation Services Manager, a salary savings of approximately \$128,000. The reduced allocation also reflects the reclassification of two Library Assistants to Library Services Coordinators who have absorbed the duties of the eliminated position. In addition to regular employees, the Library has a part-time temporary personnel budget used for per-diem Senior Clerks and Library Pages (\$113,805), a half-time permanent Library Assistant II (\$28,590) and per-diem staff (\$8,000) to supervise the Homework Center that began operation in February 2012. The Homework Center has been very successful, averaging 23 students per day.

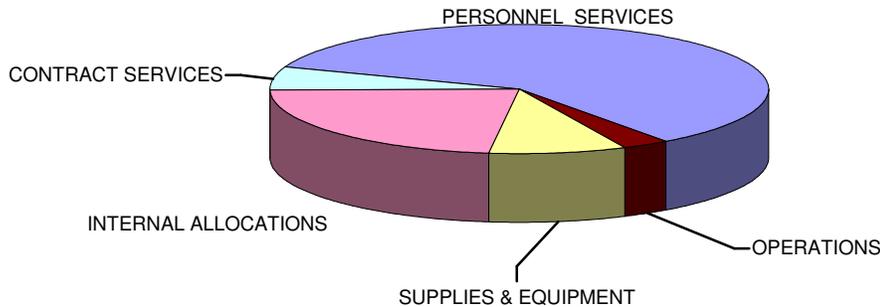
2011-12 ACCOMPLISHMENTS

- ✓ Completed the implementation of RFID technology to improve the checkout process through self-service checkout model. Self-checkout now accounts for over 80% of total checkouts.
- ✓ Applied for and received a \$30,000 grant from the State Library to pilot an after-school homework center. The grant was used for staffing, and to purchase laptop computers and a charging station. The center began operations in February 2012, has almost 100 registered students and averages 23 students per day.
- ✓ Implemented self-service holds pickup. Library patrons may now check out their own reserved items without staff mediation, eliminating wait times and allowing more efficient staffing of the service desk.
- ✓ Utilized Federal Block Grant funds to purchase and install a wheelchair lift from the basement to the meeting room and initiated public rental use of the Library Community Room.
- ✓ Created and hosted an e-book open house to teach members how to utilize the library's electronic books with their reader devices.
- ✓ Participated in a countywide Library card campaign and distributed Library card applications to all public San Bruno elementary schools grades 4 and 6 as well as to Capuchino High school for 9th grade.
- ✓ San Bruno children read over 3,500 hours for the summer reading program.

2012-13 GOALS & OBJECTIVES

- ❑ Renovate basement Community Room restrooms to create ADA accessible bathroom facilities.
- ❑ Partner with the San Bruno PTA Council to offer a summer school academy that will prepare students for the upcoming school year.
- ❑ Present at least four adult programs that bring a minimum attendance of 20 people.
- ❑ Add library materials handling system to automate returns process.
- ❑ Institute and publicize a comprehensive sponsorship program for library programs and acquire at least \$5,000 in donations.
- ❑ Bring in at least \$2,000 from facility rentals of the Library Community Room.

Community Services - Library 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PROGRAM REVENUE	72,000	4%
UNRESTRICTED GENERAL FUND	1,691,972	94%
STATE LIBRARY REVENUE	39,000	2%
TOTAL FUNDING	1,802,972	100%
PERSONNEL SERVICES	\$1,072,750	59%
SUPPLIES & EQUIPMENT	157,800	9%
CONTRACT SERVICES	107,153	6%
OPERATIONS	54,145	3%
INTERNAL ALLOCATIONS	411,124	23%
GRAND TOTAL	\$1,802,972	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$627,699	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, (\$715,120); <i>Service level enhancement for Community Services reorganization, (\$ -87,421).</i>
5102 REGULAR PART-TIME	150,395	Salaries for part-time Library Assistant and part-time temporary & per-diem employees, which includes 6 Library Pages and 2 Library Assistants , averaging 15 hrs per week. Per-diem part time personnel staff the Homework Help Center at 13.5 hrs per week, (\$106,395); <i>Service level enhancement for Community Services reorganization, (\$44,000).</i>
5200 EMPLOYEE BENEFITS	294,656	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, (\$329,367); <i>Service level enhancement for Community Services reorganization, (\$-34,711).</i>
SUBTOTAL FOR PERSONNEL SERVICES	\$1,072,750	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$18,000	General office supplies, including paper for public and staff, printer supplies, miscellaneous computer parts and cables; Specialty vendors for CD and DVD cases, security tags, self-check receipt paper, due date cards, and other library operating supplies.
6108	BOOKS & MATERIALS	133,000	Print books, e-books, cds, dvds, electronic databases and audiovisual materials; magazines, periodicals and newspaper subscriptions for library use and circulation.
6650	TOOLS & EQUIPMENT	6,800	Replace 3 service desk and 2 employee computers over 5 years of age, (\$4,000); Replace service desk printer, (\$500); Replace 2 public internet terminals that reached 5 years of age, (\$1,600); Software upgrade to Microsoft Office 2010 for public computers, (\$700).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$157,800	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6419	OTHER SERVICES	\$107,153	Collection agency materials recovery services, wheelchair lift services, library materials vendor electronic ordering software, Community Services e-newsletter software, (\$6,736); Registering and loading electronic library records into catalog system, (\$4,000); Live online homework help service annual costs, (\$7,327); Shared downloadable content services such as e-book collections and magazine databases, (\$10,494); Peninsula Library System and Pacific Library Partnership consortia participation fees for delivery, automated catalog, and network infrastructure, (\$78,596) .
SUBTOTAL FOR CONTRACT SERVICES		\$107,153	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$400	Postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6301	BUILDING & GROUNDS MAINTENANCE	1,000	Security alarm system for building.
6304	OFFICE EQUIPMENT MAINTENANCE	800	Monthly copier usage charges.
6406	PROFESSIONAL DEVELOPMENT	7,300	Professional development reimbursement for 3 mid-managers, in accordance with MOU, (\$1,500); Tuition reimbursement, (\$5,800).

Operations (Cont.)

6409	SPECIAL PROJECTS/ EVENTS	7,000	Supplies and costs for 6 children's library programs, 6 summer reading club performers, 3 weekly story times, 4 adult programs and 4 young adult programs per year.
6450	COMMUNICATIONS	3,045	Internal allocation charges for phones and phone service; cell phone charges; monthly charges for modems and fax lines; library-specific requests for programming of the automated response unit.
6531	UTILITIES	25,000	Electric and gas utility charges for Library facility.
6601	RENTAL & LEASES	6,200	Monthly lease payments for public and staff photocopier machines.
6701	DUES & MEMBERSHIPS	1,200	Membership in California Library Association, (\$600); American Library Association (\$500); Innovative Users Group, (\$100).
6703	TRAVEL/VEHICLE USE	100	Reimbursement for business-related travel expenses when City pool cars are not available.
6704	MEETINGS/ CONFERENCES	2,100	Peninsula Library System meetings and workshops, (\$360); California Library Association Annual Conference, (\$1,740).
SUBTOTAL FOR OPERATIONS		\$54,145	

	INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901	OTHER INTERNAL SERVICE ALLOC.	\$211,810	Internal service allocations for self insurance cost, (\$26,775); buildings and facilities maintenance, (\$145,475); information technology support, (\$39,560).
7902	GENERAL ADMIN. ALLOC.	190,301	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		\$411,124	
GRAND TOTAL		\$1,802,972	

BUILDING & FACILITIES
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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 2012-13, 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.

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 68% 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	
Children's Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Community Services Director	0.25	0.25	0.15	0.25	0.10	1.00
Assistant Library & Senior Services Director	0.00	0.00	0.10	0.90	0.00	1.00
Assistant Parks & Recreation Services Director	0.45	0.45	0.00	0.00	0.10	1.00
Library Services Manager	0.00	0.00	0.00	1.00	0.00	1.00
Recreation Services Supervisor	2.00	0.00	1.00	0.00	0.00	3.00
Information & Referral Program Coordinator	0.00	0.00	1.00	0.00	0.00	1.00
Nutrition Program Manager	0.00	0.00	1.00	0.00	0.00	1.00
Field Supervisor	0.00	1.50	0.00	0.00	0.50	2.00
Maintenance Technician I/II	0.00	2.00	0.00	0.00	1.00	3.00
Lead Maintenance Worker	0.00	2.00	0.00	0.00	0.00	2.00
Maintenance Worker I/II	0.00	7.00	0.00	0.00	0.00	7.00
Custodian I/II	0.00	0.00	0.00	0.00	4.00	4.00
Librarian	0.00	0.00	0.00	2.00	0.00	2.00
Library Services Coordinator	0.00	0.00	0.00	2.00	0.00	2.00
Library Assistant II	0.00	0.00	0.00	0.50	0.00	0.50
Accounting & Customer Services Representative I/II	0.50	0.50	0.00	0.00	0.00	1.00
Executive Assistant	0.80	0.10	0.10	0.00	0.00	1.00
	4.00	13.80	3.35	7.65	5.70	34.50

The Building and Facilities Division consists of 5.70 authorized 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.

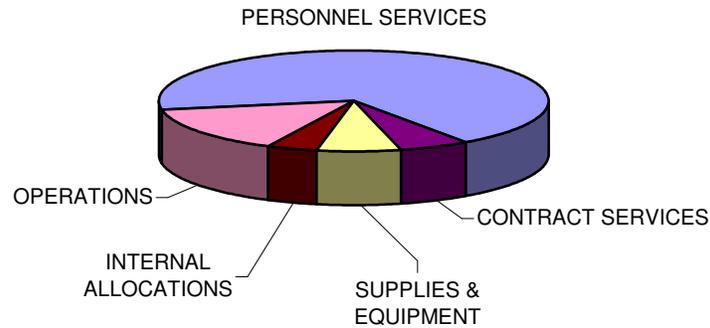
2011-12 ACCOMPLISHMENTS

- ✓ Installed wheelchair lifts to mezzanine and basement, installed self check out counters, remodeled the first floor public restroom recommended by City Building Official to bring Library into Americans with Disabilities Act compliance and replaced missing handicap route signs next to sidewalk.
- ✓ Created and implemented a maintenance schedule for carpets and resilient floors in City buildings.
- ✓ Analyzed Heating, Ventilating, and Air Conditioning maintenance contracts for cost savings and went out to bid for services related to City facilities which resulted in a savings of \$16,000.
- ✓ Repaired window and major roof leaks at Police Plaza station.
- ✓ Replaced deteriorated awnings on the Senior Center patio.

2012-13 GOALS & OBJECTIVES

- Implement new HVAC maintenance services contract.
- Replace boiler at the Recreation Center.
- Replace compressor at the Library.

Building and Facilities 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$583,907	68%
SUPPLIES & EQUIPMENT	59,400	7%
CONTRACT SERVICES	52,100	6%
OPERATIONS	129,575	15%
INTERNAL ALLOCATIONS	34,212	4%
GRAND TOTAL	\$859,194	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$371,950	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 work less than 980 hours per fiscal year. Employees working in this category are exempt from all benefits.
5105 OVERTIME	6,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	183,121	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	\$583,907	

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	700	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	20,000	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		\$59,400	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6411	CONTRACTUAL SERVICES	\$52,100	Emergency repairs to facility equipment and fixtures.
SUBTOTAL FOR CONTRACT SERVICES		\$52,100	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6301	BUILDING & GROUNDS MAINTENANCE	\$67,000	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	575	License for staff on back flow certification for ten back flow devices, (\$200); Biennial backflow certification classes (\$150); Mandatory green building code training (\$225).
6450	COMMUNICATIONS	2,000	Cost of 5 mobile phones for custodial personnel.
6531	UTILITIES	60,000	Gas, electric, and garbage charges for City Hall and Library.
SUBTOTAL FOR OPERATIONS		\$129,575	

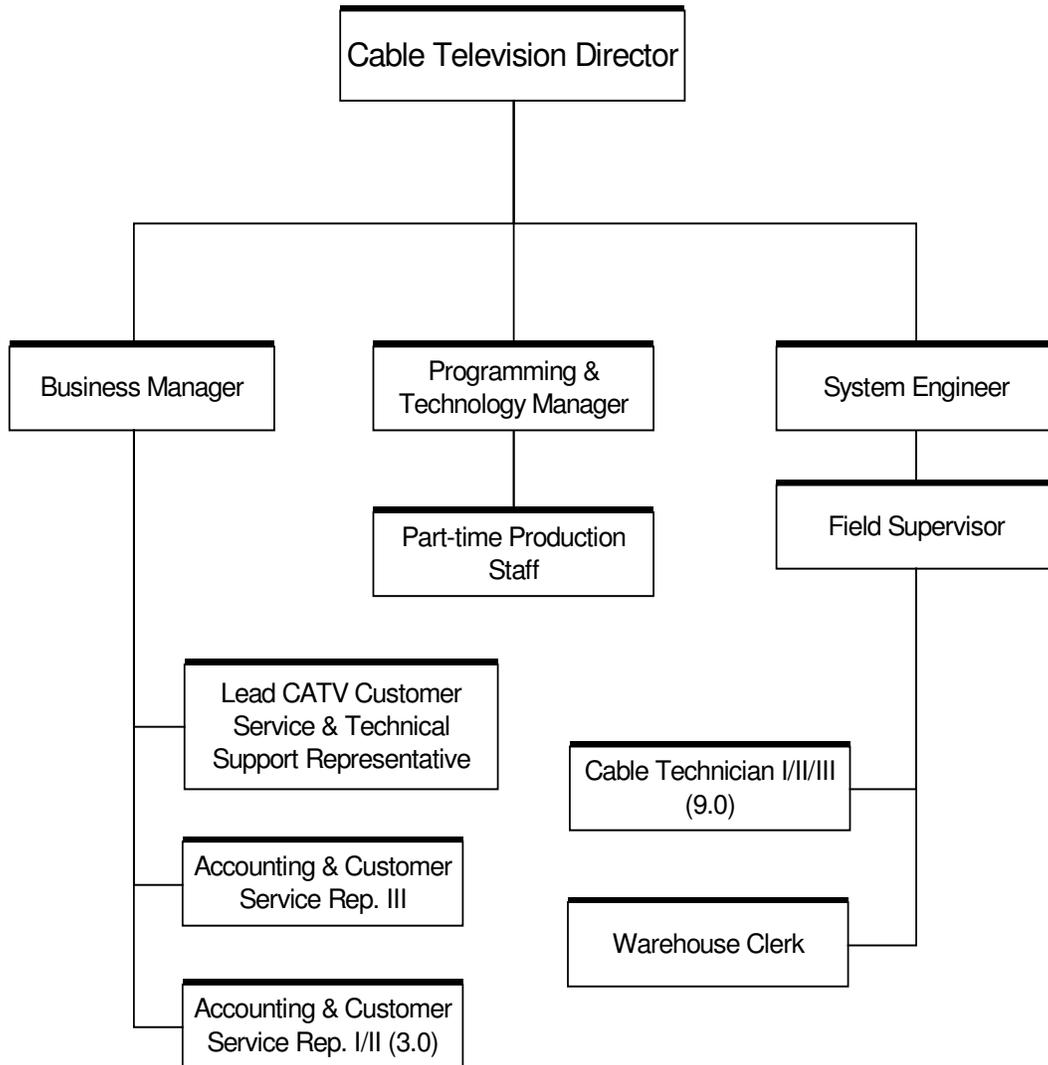
INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$34,212	Internal service allocation for self insurance cost, (\$21,553); information technology support, (\$5,258); central garage support, (\$7,401).
SUBTOTAL FOR INTERNAL ALLOCATIONS	\$34,212	
GRAND TOTAL	\$859,194	

CABLE FUND
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CABLE ENTERPRISE FUND

CABLE ENTERPRISE FUND



CABLE TELEVISION - OPERATIONS & LOCAL ORIGINATION DIVISIONS

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

PROGRAMS

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

The Department's work program consists of the following:

- **CUSTOMER CARE AND SUPPORT**
Provide excellent customer care and support through the employment of tenured and experienced management, customer service personnel and field technicians. Deliver the highest quality 24/7 technical support service, informational website, online support, and online bill presentation and payment 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**
 - **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, Senior Center and other City facilities. Service to expand to other areas within the City based on feasibility and demand.

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

The chart below represents the current subscriber numbers for services as of On March 31, 2012,

Service	July, 2011	March, 2012
Basic	7,347	6,920
Expanded Basic	6,614	6,228
Digistar Basic	3,082	2,786
High Definition	2,214	2,073
Internet	5,486	5,643
Digital Phone	997	1,016
Commercial Services	66	107

Through March 31, 2012 there were 1,001 new service connections and 1,485 service disconnections. The deeply discounted competitive offers floating in the market are still driving this high rate of customer churn. Competitors continue to conduct very aggressive door-to-door sales campaigns to gain a larger market share. The City launched its own promotional campaign between July 2011 through April 2012, garnering over 800 new subscriptions for Cable, Internet and Phone services. The City's promotional offer was expanded in December 2011 to address the number of customers coming back following their contract period which also featured a \$100 "Dish Buy Back" program.

San Bruno Cable's operations have seen significant inroads into commercial business. Currently, San Bruno Cable serves over 100 local businesses with commercial services. These include 15 dedicated Fiber to Metro Ethernet services, 2 point to point applications and over 90 commercial Internet customers. Customers include Provident Funding, Stella and Dot, Google and Prudential Realty.

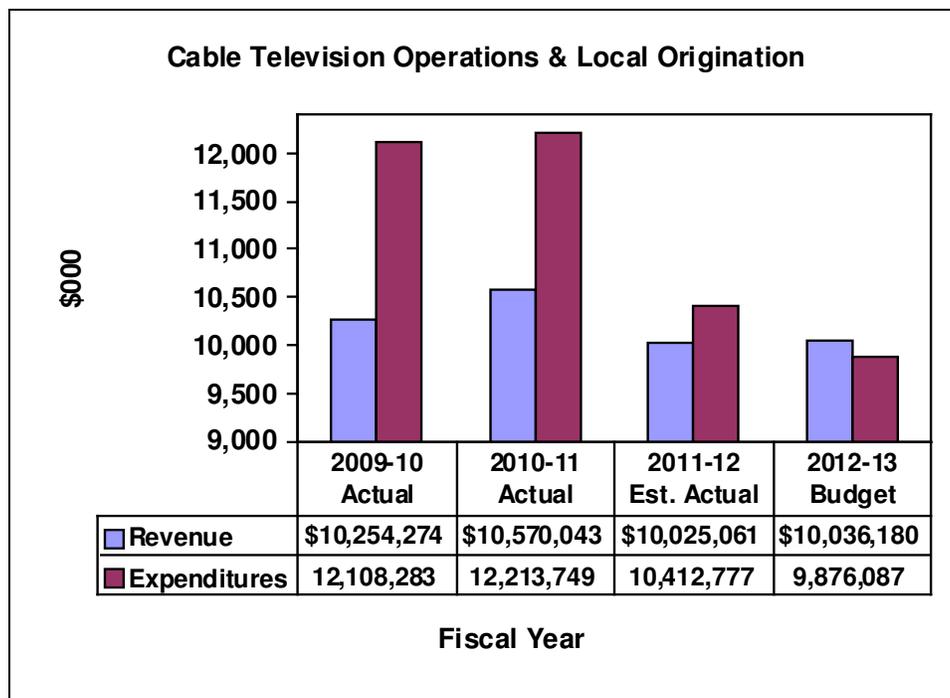
PRIORITY FOCUS

During FY 2012-13, the Cable Department will pursue the following key initiatives:

- 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.
- Deliver the highest level of 24/7 customer care and support via telephone, online and over the counter.
- Continue to monitor and improve video and data networks to minimize system failures and to ensure optimal network performance.
- In conjunction with the City Manager’s Office, the Department will complete organizational and operational review to evaluate the continuing vitality of the enterprise in an increasingly competitive industry and determine the organization’s requirements for the vacant Cable Television Director position.

PROGRAM RESOURCES

In fiscal year 2012-13, San Bruno Cable is expected to generate \$10,036,180 in revenue and incur expenditures in the amount of \$9,876,087.



REVENUES

San Bruno Cable revenues are derived from fees charged to residential and commercial customers. Revenue projections for FY 2012-13 anticipates an approximate 5% rate increase to be presented and considered by the City Council at a meeting in September 2012.

The Department will continue its residential direct sales campaign to win back customers, which is expected to generate approximately 1400 new revenue-generating units (RGU) and \$250,000 in incremental revenue. The direct sales campaign will consist of direct mail pieces with dish buy back offer and fixed pricing offer until July 2014.

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 \$159,600 for 2012-13. 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.

A complete summary of the Cable Department Revenue is shown in the chart below. FY 2012-13 revenues are expected to continue trends from the previous years, with Basic Services showing some decrease while Internet Service, Voice Service and Commercial Voice and Data Services continuing to show growth.

Revenues	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Est. Actual	2012-13 Budget
Basic Service (incl Local Orig.)	\$4,747,333	\$4,519,660	\$4,642,927	\$4,195,413	\$3,957,228
Internet Service Fees	2,028,417	2,311,874	2,344,223	2,526,220	2,613,318
Premium Channels	648,024	777,548	807,194	715,269	705,269
Digital Service	1,083,001	1,158,139	1,239,156	1,045,975	1,110,498
Pay-Per-View	93,392	102,144	71,940	50,765	76,800
Video On Demand (VOD)	101,183	118,476	100,170	91,817	120,000
International Programming	114,549	139,254	138,574	121,424	120,413
Pass-Through Fees	364,829	364,342	370,647	347,107	346,296
Voice Service	234,545	322,785	417,641	429,437	455,692
Fiber Leasing	17,352	28,752	17,352	30,000	42,000
TV Guide Magazine	5,432	4,851	4,098	3,524	3,000
Voice Taxes and Fees	26,212	37,181	43,913	45,523	47,326
Commercial Data Service	-	387	52,110	95,527	159,000
Commercial Phone Service	-	6,888	16,929	17,318	55,000
Other Receipts	369,441	361,994	303,170	309,742	224,340
Total Revenues	\$9,833,713	\$10,254,274	\$10,570,043	\$10,025,061	\$10,036,180

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.

Cable Programming cost of \$3,882,064 represents approximately 37.2% of the Department's total expenditures. These costs are rising by over 3% from the 2011-12 levels. 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 \$547,370 represents approximately 5.2% 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, YouTube, Hulu 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 staff is continually looking for industry solutions to maintain headroom of bandwidth to ensure adequate capacity.

The Community Promotions (or sales and marketing) cost at \$39,000 represents 0.4% 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 a depressed state of the economy. Continued direct mail marketing campaigns are planned for FY 2012-13.

The Network System Maintenance cost of \$140,010 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 final payment of \$412,982 was made in FY 2011-12 on the note to finance the digital set-top box purchase. The principal and interest of the one outstanding note of \$445,396 is due next year. This 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 2012-13. The capital required for such purchases is \$531,628 or approximately 5% of the Department's total expenditures.

The cost of operating San Bruno Cable Channel 1 is \$182,325 or approximately 1.7% 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 2012-13, 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 \$572,100 and the \$960,000 equity earnings transfer, represent approximately 14.7% of the Department's total expenditures.

Expenditures	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Est. Actual	2012-13 Budget
CATV Operations	\$10,264,055	\$11,315,348	\$11,304,060	\$9,427,544	\$9,248,366
Local Origination	205,996	170,107	168,707	151,399	182,325
Debt Service - Principal	345,592	496,848	630,010	742,590	407,040
Debt Service - Interest	86,400	125,980	110,972	91,244	38,356
Total Expenditures	\$10,902,043	\$12,108,283	\$12,213,749	\$10,412,777	\$9,876,087

PERSONNEL
Personnel Summary

The Cable Department is comprised of 20 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 Classification	Cable Enterprise		Total
	Operations	Local Origination	
CATV Director	0.85	0.15	1.00
CATV System Engineer	1.00	0.00	1.00
CATV Business Manager	1.00	0.00	1.00
Programmer & Technology Manager	0.00	1.00	1.00
CATV Field Supervisor	1.00	0.00	1.00
CATV Technician III	3.00	0.00	3.00
CATV Technician I/II	6.00	0.00	6.00
Warehouse Clerk	1.00	0.00	1.00
Accounting & Customer Services Lead	1.00	0.00	1.00
Accounting & Customer Services Representatives III	1.00	0.00	1.00
Accounting & Customer Services Representatives I/II	3.00	0.00	3.00
Total	18.85	1.15	20.00

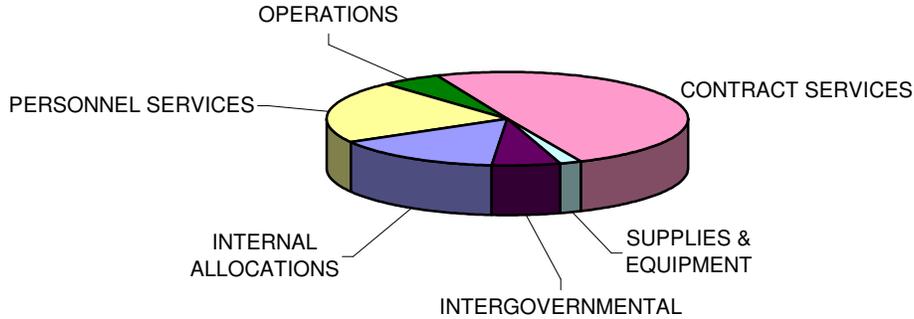
2011-12 ACCOMPLISHMENTS

- ✓ Installed fiber to Skyline College for TV and Internet Services.
- ✓ Installed Caching Server for Internet Services.
- ✓ Added new cable programming channels and Video on Demand content.
- ✓ Upgraded Field Power Supplies.
- ✓ Extended cable plant to new residential homes at Pacific Vistas and Cedar Grove.
- ✓ Implemented Direct Mail Promotion Campaign for Fixed Pricing.
- ✓ Reconfigured Internet Network and added Cable Modem Termination System (CMTS) components to improve bandwidth headroom.
- ✓ Enhanced local programming on San Bruno Cable Channel 1 through additional episodes of Storytime and What's Happening Around Town (WHAT).
- ✓ Completed Retransmission Agreements for 5 broadcast channels completed including three major networks.

2012-13 GOALS & OBJECTIVES

- ❑ Continue direct sales and other marketing campaigns to win back customers.
- ❑ Aggressively market commercial services to the business community.
- ❑ Explore Fiber-to-the-Home (FTTH) installation.
- ❑ Explore channel additions and enhancements to Video on Demand content.
- ❑ Extend cable plant to new development as opportunities arise.
- ❑ Offer "over the top" services to view content on smart phones, tablets, and other portable electronic devices.
- ❑ Continue expansion of local programming on San Bruno Cable Channel 1.

Cable Enterprise - Operations 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$2,013,182	22%
SUPPLIES & EQUIPMENT	170,000	2%
CONTRACT SERVICES	4,612,539	50%
OPERATIONS	472,764	5%
INTERGOVERNMENTAL	574,600	6%
INTERNAL ALLOCATIONS	1,405,281	15%
GRAND TOTAL	\$9,248,366	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$1,313,165	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, (\$1,383,165); <i>Service level enhancement for the implementation of the comprehensive marketing program, (\$ -70,000).</i>
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	627,517	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	\$2,013,182	

SUPPLIES & EQUIPMENT		ADOPTED BUDGET	DESCRIPTION
6001	OFFICE SUPPLIES	\$9,500	Purchase of office supplies for the delivery of services to customers.
6101	GAS & OIL	18,000	Allocation of fuel used by Cable division's vehicles.
6102	OPERATING SUPPLIES	50,000	Uniforms for cable employees, (\$5,000); Field supplies for installation of services, (\$45,000).
6204	SUPPLIES & EQUIPMENT	5,000	Electronic maintenance and repairs of plant, converters, office equipment and headend equipment.
6650	TOOLS & EQUIPMENT - \$25K	87,500	HD Monitoring at headend, (\$800); DAC 6000 Server replacmenet for addressable box unit, (\$6,000); Replace field power supply batteries, (\$9,000); Motorola 6300 digital satellite receiver, (\$9,500); replace 3 HD computers, (\$2,000); replacement tools for field work, (\$9,200); 4.5 meter satellite dish, (\$5,000); tower inspection and repairs, (\$9,000); Field meter upgrades, (\$7,000); 300 Docsis III modems for internet services, (\$12,000); 200 EMTA's voice services 2-line and 4-line, (\$9,000); 3 Nodes for headend cable box, (\$9,000).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$170,000	

CONTRACT SERVICES		ADOPTED BUDGET	DESCRIPTION
6401	PROFESSIONAL SERVICES	\$70,000	<i>Service level enhancement to develop and implement a comprehensive marketing program.</i>
6402	LEGAL SERVICES	15,000	Legal reviews of contract renewals and new service contracts.
6411	CONTRACTUAL SERVICES	3,882,064	Standard Pay Per View, (\$32,500); Video on Demand (VOD) Pay Per View, (\$65,400); National Cable Television Cooperative (NCTC) programming license fees, (\$2,455,000); Direct affiliation programming license fees, (\$1,313,364); TV Guide Magazine, (\$3,400); Fees for TV Everywhere License, (\$12,400).
6412	INTERNET SERVICE FEES	547,370	Internet service provider: XO Communications Ethernet IP circuit, (\$46,170); Level 3 Ethernet IP circuit, (\$62,400); Internet, Phone and Cable technical support services, (\$252,750); Momentum Telecom fully hosted VOIP service, (\$180,200); ARIN IP address lease fee, (\$2,250); CALEA compliance, (\$3,600).
6419	OTHER SERVICES	98,105	Credit card and ACH fees, (\$77,180); Bill presentation, (\$12,755); Security alarm service, (\$3,605); PPV processing fees, (\$4,000); Document shredding service, (\$430); HBO guides for hotels/motels, (\$135).
SUBTOTAL FOR CONTRACT SERVICES		\$4,612,539	

OPERATIONS		ADOPTED BUDGET	DESCRIPTION
6112	POSTAGE	\$50,000	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6304	OFFICE EQUIPMENT MAINTENANCE	140,010	Emergency alert system support, (\$3,500); Hunter equipment support, (\$3,700); Big Band support, (\$6,240); Arris equipment support, (\$14,000); Enhanced Communications Incorporated (ETI) support, (\$4,500); Wincable annual billing software license, (\$18,455); Wincable billing system support, (\$17,400); Motorola encryption equipment support, (\$5,000); Motorola Digital Access Controller (DAC) support, (\$42,000); RGB equipment support, (\$17,200); IneoQuest monitoring, (\$6,320); Arista Copier Maintenance, (\$495); Cable leakage meter license fee, (\$1,200).
6405	STAFF TRAINING	4,000	National Cable Television Institute (NCTI) Courses - 3 staff, (\$3,100); Society of Cable Television Engineers (SLTE) Courses, (\$900).
6406	PROFESSIONAL DEVELOPMENT	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	14,800	Internal allocation of 7 dedicated fax and data lines, office telephone charges and 14 mobile phones, pagers and radios.
6502	COMMUNITY PROMOTION	39,000	In-House Marketing promotions with bill inserts, bill messaging, social media, print and video advertisements, and direct mail printing, (\$4,000); Contribution to local community organization, (\$5,000); Outside marketing/sales program designed to attract new commercial and residential businesses, (\$30,000).
6531	UTILITIES	151,400	Water and garbage fees, (\$4,700); Electric service for Cable headend, office, warehouse, and 25 field power supply units, (\$146,700).
6601	RENTAL & LEASES	35,877	Utility pole rental fees, (\$15,075); Fiber lease, (\$4,242); Co-location site rental, (\$16,560).
6701	DUES & MEMBERSHIPS	6,727	Society of Cable Television Engineers, (\$884); San Bruno Chamber of Commerce annual membership, (\$150); ASCAP/BMI music license fees, (\$1,250); California Cable Telecommunications Associations, (\$4,368); SCAN-NATOA annual membership, (\$75).
6702	PUBLICATIONS & SUBSCRIPTIONS	200	Subscriptions to Cable Fax, Cable World, Multichannel News.

Operations (Cont.)

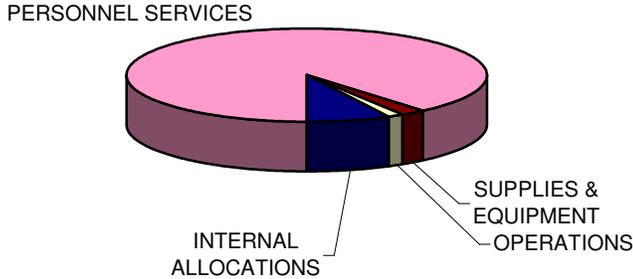
6704 MEETINGS/
CONFERENCES 4,000 National Cable Television Cooperative (NCTC), (\$2,000);
National Cable Television Association Cable Show, (\$2,000).

**SUBTOTAL FOR
OPERATIONS** \$472,764

INTERGOVERNMENTAL	ADOPTED BUDGET	DESCRIPTION
7063 CITY TAXES & FEES	\$572,100	In-Lieu Franchise Fee, (\$500,000); Copyright Fees, (\$16,500); VOIP Taxes & Fees, (\$55,600).
7069 INTERGOVERNMENTAL - OTHER	2,500	SAMCAT annual dues, (\$1,000); LAFCO share, (\$1,500).
SUBTOTAL FOR INTERGOVERNMENTAL	<u>\$574,600</u>	

INTERNAL ALLOCATIONS	ADOPTED BUDGET	DESCRIPTION
7901 OTHER INTERNAL SERVICE ALLOC.	\$174,930	Self-Insurance Allocation, (\$67,095); Building Facilities Allocation, (\$28,683); Technology Allocation, (\$48,062); Central Garage Allocation, (\$31,090).
7902 GENERAL ADMIN. ALLOC.	270,351	General Administration Allocation, (\$230,131); Revenue Services Allocation for processing of daily transactions and deposits, (\$40,220).
8926 CATV EQUITY EARN.TRANSF.	960,000	Equity earnings transfer.
SUBTOTAL INTERNAL ALLOCATION	<u>\$1,405,281</u>	
GRAND TOTAL	<u>\$9,248,366</u>	

Cable Enterprise - Local Origination 2012-13 Adopted Budget



	2012-13 ADOPTED	PERCENT OF TOTAL
PERSONNEL SERVICES	\$161,848	89%
SUPPLIES & EQUIPMENT	4,460	2%
OPERATIONS	2,232	1%
INTERNAL ALLOCATIONS	13,785	8%
GRAND TOTAL	\$182,325	100%

PERSONNEL SERVICES	ADOPTED BUDGET	DESCRIPTION
5101 REGULAR SALARIES	\$109,288	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	44,560	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	\$161,848	

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	1,460	Canon Tripod Adaptor, (\$160); Wide Angle Lens Adaptor, (\$800); Mackie Powered Speaker, (\$500).
SUBTOTAL FOR SUPPLIES & EQUIPMENT		\$4,460	

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.
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.	\$13,785	Self-Insurance Allocation.
SUBTOTAL FOR		\$13,785	
GRAND TOTAL		\$182,325	

**CABLE TELEVISION
DEBT SERVICE**

PROGRAMS

The debt service fund is for the accumulation and disbursement of funds for debt relating to cable infrastructure enhancements. The 2012-13 Budget contains payments for lease financing for the 2010-11 Commercial Data and Voice project to upgrade and install core network infrastructure to commercial buildings.

EXPENDITURES

COMMERCIAL SERVICES LEASE PAYMENTS		ADOPTED BUDGET	DESCRIPTION
2745	LEASE/PURCHASE OBLIGATION PAYABLE	\$407,040	Commercial Services project debt service principal payment.
6450-9002	INT EXPENSE	38,356	Debt service interest for Commercial Services.
SUBTOTAL FOR COMMERCIAL SERVICES LEASE PAYMENTS		<u>\$445,396</u>	
GRAND TOTAL		<u><u>\$445,396</u></u>	

FUND SCHEDULES
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GENERAL FUND
(INSERT DIVIDER)

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**GENERAL FUND
FIVE YEAR SUMMARY**

	2009-10 Actual	2010-11 Actual	2011-12 Amend. Budget	2011-12 Estimated Actual	2012-13 Budget
Operating Revenues					
Taxes	\$ 18,621,461	\$ 20,350,998	\$ 20,708,700	\$ 21,062,568	\$ 21,040,000
Departmental Revenues	5,299,665	5,005,225	5,326,480	5,774,420	5,211,240
Franchises	1,644,391	1,753,459	1,758,584	1,734,662	1,745,180
Use of Money & Property	1,862,016	1,822,120	1,829,000	1,651,270	1,591,000
Allocations & Other Revenue	3,949,960	3,519,078	3,366,783	3,696,013	2,916,952
Total Operating Revenues	31,377,493	32,450,880	32,989,547	33,918,933	32,504,372
Operating Expenses					
General Administration	3,222,107	3,168,609	3,478,541	3,231,303	3,475,182
Public Safety	21,095,902	20,499,041	21,400,990	21,169,645	21,344,518
Public Services	2,540,325	2,430,672	2,411,771	2,565,277	2,381,016
Community Development	1,467,974	1,512,143	1,897,969	1,836,091	1,950,787
Community Services	6,484,645	6,327,831	6,419,717	6,312,856	6,298,185
Non-Departmental	231,889	401,719	300,000	223,589	335,950
Internal Allocations	(3,659,316)	(3,303,324)	(3,518,107)	(3,518,107)	(3,335,350)
Debt Service	378,501	378,501	378,501	378,501	38,498
Total Operating Expenses	31,762,027	31,415,191	32,769,383	32,199,154	32,488,786
Operating Surplus (Deficit)	\$ (384,534)	\$ 1,035,689	\$ 220,164	\$ 1,719,779	\$ 15,586
Use of General Fund Balance	384,534				
Change in Fund Balance	\$ 0	\$ 1,035,689	\$ 220,164	\$ 1,719,779	\$ 15,586
Undesignated Fund Balance, Beginning				1,998,569	3,718,348
Undesignated Fund Balance, Ending				3,718,348	3,733,934

**GENERAL FUND
FIVE YEAR REVENUE SUMMARY**

	2009-10 Actual	2010-11 Actual	2011-12 Amended Budget	2011-12 Est. Actual	2012-13 Adopted Budget	Change in Budget
Taxes						
Property Taxes	\$ 5,561,286	\$ 5,535,244	\$ 5,566,400	\$ 5,789,133	\$ 5,701,300	2%
Sales Taxes	5,366,248	6,498,220	6,600,000	6,600,000	6,700,000	2%
Hotel/Motel Taxes	1,344,364	1,763,680	1,977,200	1,977,200	2,000,000	1%
Vehicle License Fees	3,350,849	3,374,101	3,340,700	3,255,435	3,210,000	-4%
Regulatory Cardroom Fee	1,496,516	1,531,232	1,496,000	1,572,708	1,572,700	5%
Business Taxes	1,502,198	1,648,521	1,728,400	1,868,092	1,856,000	7%
Subtotal	18,621,461	20,350,998	20,708,700	21,062,568	21,040,000	2%
Franchises						
PG&E/AT&T	359,503	418,642	405,000	421,162	410,000	1%
San Bruno Garbage	813,185	844,561	830,000	833,500	855,180	3%
Cable Television In-Lieu	471,703	490,256	523,584	480,000	480,000	-8%
Subtotal	1,644,391	1,753,459	1,758,584	1,734,662	1,745,180	-1%
Use of Money & Property						
Interest Earnings	424,098	340,986	318,000	153,832	120,000	-62%
Rentals	397,427	413,233	471,000	473,130	471,000	0%
Cable Equity Earnings	943,405	980,511	1,000,000	960,000	960,000	-4%
Other	97,086	87,390	40,000	64,308	40,000	0%
Subtotal	1,862,016	1,822,120	1,829,000	1,651,270	1,591,000	-13%
Allocations & Other Revenues						
Transfers from Other Funds	3,732,827	3,307,325	3,164,883	3,489,913	2,707,032	-14%
Other	217,133	211,753	201,900	206,100	209,920	4%
Subtotal	3,949,960	3,519,078	3,366,783	3,696,013	2,916,952	-13%
Departmental Revenues						
Police	1,677,806	1,595,132	1,124,158	1,380,126	1,402,433	25%
Fire	286,205	241,571	350,000	384,740	395,800	13%
Public Works Engineering	39,104	149,299	48,500	240,228	90,000	86%
Public Works Streets	1,021,422	761,742	805,051	812,775	805,051	0%
Planning	63,417	76,589	55,050	36,518	37,500	-32%
Building	965,369	787,073	1,542,105	1,525,085	1,134,000	-26%
Recreation Services	859,720	1,032,478	1,008,000	1,036,335	1,055,000	5%
Parks Maintenance	42,828	17,446	15,716	18,098	15,110	-4%
Senior Services	146,764	135,634	192,000	164,615	165,346	-14%
Library Services	197,030	208,261	185,900	175,900	111,000	-40%
Subtotal	5,299,665	5,005,225	5,326,480	5,774,420	5,211,240	-2%
Total	\$ 31,377,493	\$ 32,450,880	\$ 32,989,547	\$ 33,918,933	\$ 32,504,372	-1%

**GENERAL FUND
FIVE YEAR EXPENDITURE SUMMARY**

	2009-10 Actual	2010-11 Actual	2011-12 Amended Budget	2011-12 Est. Actual	2012-13 Adopted Budget	Change in Budget
General Government						
City Council	\$ 144,730	\$ 151,247	\$ 154,054	\$ 153,007	\$ 158,501	3%
City Clerk	279,950	211,646	296,811	216,904	218,075	-27%
City Treasurer	60,184	74,189	87,819	88,116	88,711	1%
City Attorney	401,142	323,642	426,402	346,847	391,573	-8%
City Manager	406,161	401,796	414,619	377,271	639,721	54%
Human Resources	413,270	404,858	432,343	387,093	389,915	-10%
Finance						
Administration	762,092	862,035	896,058	832,205	741,936	-17%
Revenue Services	754,578	739,196	770,435	829,860	846,750	10%
Total General Government	3,222,107	3,168,609	3,478,541	3,231,303	3,475,182	0%
Police	13,111,132	12,762,992	13,350,583	13,146,551	13,559,246	2%
Fire	7,984,770	7,736,050	8,050,407	8,023,094	7,785,272	-3%
Public Services						
Admin. & Engineering	1,229,415	1,233,478	1,167,256	1,314,604	1,138,798	-2%
Streets Maintenance	1,310,910	1,197,194	1,244,515	1,250,673	1,242,218	0%
Total Public Services	2,540,325	2,430,672	2,411,771	2,565,277	2,381,016	-1%
Community Development						
Planning	509,626	472,951	751,774	695,029	709,596	-6%
Building Inspection	958,348	1,039,192	1,146,196	1,141,062	1,241,191	8%
Total Community Development	1,467,974	1,512,143	1,897,969	1,836,091	1,950,787	3%
Community Services						
Recreation Services	1,430,021	1,455,663	1,459,922	1,478,381	1,413,679	-3%
Parks Maintenance	2,329,872	2,137,820	2,232,900	2,170,230	2,233,052	0%
Senior Services	828,606	887,122	846,214	853,384	848,482	0%
Library	1,896,146	1,847,226	1,880,681	1,810,860	1,802,972	-4%
Total Community Services	6,484,645	6,327,831	6,419,717	6,312,856	6,298,185	-2%
Non-Departmental	231,889	401,719	300,000	223,589	335,950	12%
Allocation Offsets	(3,659,316)	(3,303,324)	(3,518,107)	(3,518,107)	(3,335,350)	-5%
Debt Service	378,501	378,501	378,501	378,501	38,498	-90%
Subtotal	(3,048,926)	(2,523,104)	(2,839,606)	(2,916,017)	(2,960,902)	4%
Total	\$ 31,762,027	\$ 31,415,191	\$ 32,769,383	\$ 32,199,154	\$ 32,488,786	-1%

GENERAL FUND RESERVES

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

FIVE YEAR SUMMARY

	2009-10	2010-11	2011-12	2011-12	2012-13
	Actual	Actual	Budget	Estimated	Budget
	Actual	Actual	Budget	Actual	Budget
Revenues	\$ -	\$ 153,028	\$ -	\$ 282,230	\$ -
Non-Operating Revenue (Expense)					
Transfer to General Fund - Deficit	-	-	-	-	-
Transfer to Projects	(27,000)	(40,000)	-	(40,321)	-
Change in Fund Balance	\$ (27,000)	\$ 113,028	\$ -	\$ 241,909	\$ -
Unrestricted Fund Balance July 1				2,790,590	3,032,499
Unrestricted Fund Balance June 30				3,032,499	3,032,499

GENERAL FUND ONE TIME REVENUES

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Crestmoor Recovery Trust					
Reimbursement for staff salaries	\$ -	\$ -	\$ -	\$ -	\$ 574,879
Excess ERAF	624,155	1,108,454	650,000	619,194	-
Total Revenues	624,155	1,108,454	650,000	619,194	574,879
Expenditures					
Equipment Purchase:					190,000
Total Expenditures:	-	-	-	-	190,000
Non-Operating Revenue (Expense)					
Transfers Out:					
Parks & Facilities Capital	(1,897,117)	117,000	(183,000)		
Total Expenditures	(1,897,117)	117,000	(183,000)	-	-
Change in Fund Balance	\$ (1,272,962)	\$ 1,225,454	\$ 467,000	\$ 619,194	\$ 384,879
Unrestricted Fund Balance July 1				4,263,783	4,882,977
Unrestricted Fund Balance June 30				4,882,977	5,267,856

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INTERNAL SERVICE FUNDS
(INSERT DIVIDER)

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CENTRAL GARAGE

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

FIVE YEAR SUMMARY

	2009-10	2010-11	2011-12	2011-12	2012-13
	Actual	Actual	Budget	Estimated	Budget
	Actual	Actual	Budget	Actual	Budget
Transfers In	\$ 676,356	\$ 623,232	\$ 667,092	\$ 667,092	\$ 600,293
Central Garage Operating Expenses	678,168	594,565	652,903	546,822	600,465
Equipment Reserve Purchase	-	-	14,000	14,000	-
Change in Fund Balance	\$ (1,812)	\$ 28,667	\$ 189	\$ 106,270	\$ (172)
Unrestricted Fund Balance, July 1				298,811	405,082
Unrestricted Fund Balance, June 30				405,082	404,910

BUILDINGS & FACILITIES

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Transfers In	\$ 1,093,392	\$ 1,006,080	\$ 924,061	\$ 913,004	\$ 881,655
Building & Facilities Operating Expenses	1,051,067	843,679	918,568	845,691	859,194
Change in Fund Balance	\$ 42,325	\$ 162,401	\$ 5,493	\$ 67,313	\$ 22,461
Unrestricted Fund Balance, July 1				826,684	893,998
Unrestricted Fund Balance, June 30				893,998	916,459

GENERAL FUND EQUIPMENT RESERVE

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Transfers In	\$ 439,680	\$ 726,406	\$ 479,796	\$ 430,587	\$ 430,587
Expenses					
Equipment Reserve Purchases	177,237	264,957	549,000	554,757	276,500
Payment of RDA advance to General Fund			400,000		
Transfer Out:					
Parks & Facilities Capital	250,000	90,000	90,000	90,000	
Total Expenses	427,237	354,957	1,039,000	644,757	276,500
Ending Balance, June 30	\$ 12,443	\$ 371,449	\$ (559,204)	\$ (214,170)	\$ 154,087
Unrestricted Fund Balance, June 30				6,301,641	6,087,470
Unrestricted Fund Balance, July 1				6,087,470	6,241,557

TECHNOLOGY SUPPORT

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Transfers In	\$ 548,046	\$ 488,419	\$ 473,482	\$ 471,916	\$ 486,252
Expenses					
Technology Operating Expenses	573,676	448,124	485,176	481,510	492,519
Transfer Out:					
Phone System Replacement	-	91,576	-	-	-
Total Expenses	573,676	539,700	485,176	481,510	492,519
Ending Balance, June 30	\$ (25,630)	\$ (51,281)	\$ (11,694)	\$ (9,594)	\$ (6,267)
Unrestricted Fund Balance, July 1				450,037	440,442
Unrestricted Fund Balance, June 30				440,442	434,175

SELF INSURANCE

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Transfers In	\$ 1,578,156	\$ 1,578,036	\$ 1,584,954	\$ 1,584,432	\$ 1,611,477
Expenditures					
Workers Compensation Expenses	710,194	415,204	865,424	864,721	706,843
Liability Expenses	497,072	919,187	847,264	859,894	846,634
Unemployment Expenses	44,042	40,269	58,000	33,000	58,000
Total Expenses	1,251,307	1,374,660	1,770,688	1,757,615	1,611,477
Change in Fund Balance	\$ 326,849	\$ 203,376	\$ (185,734)	\$ (173,183)	\$ -
Unrestricted Fund Balance, July 1				682,621	509,438
Unrestricted Fund Balance, June 30				509,438	509,438

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SPECIAL REVENUES FUNDS
(INSERT DIVIDER)

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LIST OF SPECIAL REVENUE FUNDS

Funds	Categories	Page No.
Area on Aging Agency	Senior Center Grant	4-33
Below Market Rate Housing in-Lieu	In-Lieu	4-35
Citizens Option for Public Safety	Police Grant	4-30
City Art Fund	Permit Revenues	4-36
Crestmoor (Glenview) Recovery	Emergency Fund	4-24
Document Imaging	Permit Revenues	4-37
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Library Donations	Library Donations	4-40
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Safety Augmentation (Prop 172)	Police Grant	4-29
Solid Waste	Solid Waste	4-23
State Library Grant	Library Grant	4-32
Street Revenue	Street Fund	4-28
Successor Agency (RDA)	Successor Agency (RDA)	4-25
Technology Fund	Permit Revenues	4-38

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SOLID WASTE

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
1% AB 939 Fee	\$ 62,722	\$ 64,799	\$ 66,815	\$ 66,815	\$ 68,379
State of California	5,392	11,859	11,000	-	-
Interest Earnings	1,415	1,232	1,454	1,000	435
Total Revenues	69,529	77,890	79,269	67,815	68,814
Expenditures					
Solid Waste Operations	71,659	58,710	106,562	69,326	69,833
Change in Fund Balance	\$ (2,130)	\$ 19,180	\$ (27,293)	\$ (1,511)	\$ (1,019)
Unrestricted Fund Balance July 1				161,479	159,968
Unrestricted Fund Balance June 30				159,968	158,949

**EMERGENCY FUND
CRESTMOR (GLENVIEW) RECOVERY**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Recoveries Reimbursement	\$ -	\$ 2,336,161	\$ 1,670,274	\$ 3,419,652	\$ 5,368,159
Total Revenues	-	2,336,161	1,670,274	3,419,652	5,368,159
Expenditures					
Recovery Activities		3,369,625	2,500,000	2,386,187	5,368,159
Change in Fund Balance	\$ -	\$(1,033,465)	\$ (829,726)	\$ 1,033,465	\$ -
Unrestricted Fund Balance July 1				(1,033,465)	-
Unrestricted Fund Balance June 30				-	-

**REDEVELOPMENT OBLIGATION RETIREMENT FUND
(SUCCESSOR AGENCY TO SB RDA)**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Administrative Allowance	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
Total Revenues	-	-	250,000	250,000	250,000
Operating Expenditures					
Administrative Cost	-	-	250,000	250,000	250,000
Total Operating Expenditures	-	-	250,000	250,000	250,000
Operating Income (Deficit)	-	-	-	-	-
Change in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Fund Balance July 1				-	-
Unrestricted Fund Balance June 30				-	-

**STREET FUND
GAS TAX**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Gas Tax	\$ 745,528	\$ 1,071,709	\$ 1,213,972	\$ 1,251,376	\$ 1,187,044
Investment Income	5,144	4,315	3,187	3,000	2,388
Total Revenues	<u>750,672</u>	<u>1,076,024</u>	<u>1,217,159</u>	<u>1,254,376</u>	<u>1,189,432</u>
Expenses					
General Fund for Street Operations	(592,380)	(614,305)	(750,000)	(750,000)	(750,000)
Non-Operating Revenue (Expense)					
Transfers Out:					
Streets Capital	(469,127)	(127,675)	(80,000)	(80,000)	^
Total Expenditures	<u>(1,061,507)</u>	<u>(741,980)</u>	<u>(830,000)</u>	<u>(830,000)</u>	<u>(750,000)</u>
Change in Fund Balance	<u>\$ (310,835)</u>	<u>\$ 334,044</u>	<u>\$ 387,159</u>	<u>\$ 424,376</u>	<u>\$ 439,432</u>
Unrestricted Fund Balance July 1				739,975	1,164,351
Unrestricted Fund Balance June 30				1,164,351	1,603,783

STREET FUND MEASURE A

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
1/2 cent sales tax allocation	\$ 654,512	\$ 717,285	\$ 700,000	\$ 703,476	\$ 700,000
Investment Income	7,585	3,985	-	4,597	1,763
Total Revenues	<u>662,097</u>	<u>721,270</u>	<u>700,000</u>	<u>708,073</u>	<u>701,763</u>
Non-Operating Revenue (Expense)					
Transfers Out:					
Streets Capital	(1,058,875)	(637,010)	(637,010)	(637,010)	^
Total Expenditures	<u>(1,058,875)</u>	<u>(637,010)</u>	<u>(637,010)</u>	<u>(637,010)</u>	-
Change in Fund Balance	<u>\$ (396,778)</u>	<u>\$ 84,260</u>	<u>\$ 62,990</u>	<u>\$ 71,063</u>	<u>\$ 701,763</u>
Unrestricted Fund Balance July 1				325,038	396,101
Unrestricted Fund Balance June 30				396,101	1,097,864

**STREET FUND
STREET REVENUE**

This fund is restricted for street improvements and mitigation.

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Other Revenue	\$ 300,000	\$ -	\$ -	\$ -	\$ -
Investment Income	2,466	2,474			772
Total Revenues	302,466	2,474	-	-	772
Non-Operating Revenue (Expense)					
Transfers Out:					
BART Garage Signal Rehabilitation					-
None	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	\$ 302,466	\$ 2,474	\$ -	\$ -	\$ 772
Unrestricted Fund Balance July 1				304,940	304,940
Unrestricted Fund Balance June 30				304,940	305,712

**POLICE GRANT
SAFETY AUGMENTATION (PROP 172)**

A voter approved ½ cent sales tax to fund local public safety.

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Prop 172 Revenue	\$ 83,670	\$ 88,526	\$ 86,000	\$ 86,000	\$ 86,000
Investment Income	293	103	-	200	115
Total Revenues	83,962	88,629	86,000	86,200	86,115
Expenses					
General Fund for Police Operations	83,670	87,877	86,000	86,200	86,000
Total Expenditures	83,670	87,877	86,000	86,200	86,000
Change in Fund Balance	\$ 293	\$ 752	\$ -	\$ -	\$ 115
Unrestricted Fund Balance July 1				-	-
Unrestricted Fund Balance June 30				-	115

**POLICE GRANT
CITIZENS OPTION FOR PUBLIC SAFETY (COPS)**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
SLESF Fund	\$ 101,031	\$ 101,305	\$ 100,000	\$ 109,397	\$ 100,000
Investment Income	393	13		35	29
Total Revenues	101,424	101,318	100,000	109,432	100,029
Expenses					
Enforcement Cost (General Fund)	138,106	89,963	100,000	106,079	100,000
Total Expenditures	138,106	89,963	100,000	106,079	100,000
Change in Fund Balance	\$ (36,682)	\$ 11,356	\$ -	\$ 3,353	\$ 29
Unrestricted Fund Balance July 1				11,356	14,709
Unrestricted Fund Balance June 30				14,709	14,738

**POLICE GRANT
POLICE ASSET FORFEITURE**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Asset Forfeiture Allocation	\$ 4,540	\$ 4,311	\$ -	\$ 6,000	\$ 5,000
Investment Income	664	597	-	400	165
Total Revenues	5,204	4,907	-	6,400	5,165
Expenses					
Program Cost	864	3,646	-	8,014	
Safety Equipment					16,500
Total Non-Operating Transactions	864	3,646	-	8,014	16,500
Change in Fund Balance	\$ 4,340	\$ 1,261	\$ -	\$ (1,614)	\$ (11,335)
Unrestricted Fund Balance July 1				70,651	69,037
Unrestricted Fund Balance June 30				69,037	57,702

**LIBRARY GRANT
LIBRARY SPECIAL REVENUE**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Inter-Library Loan Program	\$ 69,802	\$ 31,887	\$ 20,000	\$ 20,334	\$ -
Interest Earnings	6,764	4,333	6,008	846	1,065
Total Revenues	76,565	36,220	26,008	21,179	1,065
Expenditures					
Transfer Out:					
General Fund Operations	(145,000)	(234,887)	(66,667)	(104,675)	(39,000)
Library Facility Maintenance Program			-		^
Total Expenses	(145,000)	(234,887)	(66,667)	(104,675)	(39,000)
Change in Fund Balance	\$ (68,435)	\$ (198,667)	\$ (40,659)	\$ (83,496)	\$ (37,935)
Unrestricted Fund Balance, July 1				449,209	365,714
Unrestricted Fund Balance, June 30				365,714	327,779

**STATE GRANT
AGENCY ON AGING**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Area Agency on Aging Grant					
Transportation	\$ 15,026	\$ 18,004	\$ 14,000	\$ 16,500	\$ 16,500
ARRA Nutrition	14,716	-	-	-	-
Congregate Nutrition Program	92,852	130,497	96,278	95,630	95,630
Nutrition Site Council Contribution	-	-	-	27,628	27,628
Investment Income	233	204	351	100	88
Total Revenues	122,827	148,705	110,629	139,858	139,846
Expenditures					
Congregate Nutrition Program	106,631	117,094	96,278	123,258	123,258
Transportation Program	14,070	16,500	14,000	16,500	16,500
Total Expenditures	120,701	133,594	110,278	139,758	139,758
Change in Fund Balance	\$ 2,126	\$ 15,111	\$ 351	\$ 100	\$ 88
Unrestricted Fund Balance July 1				24,548	24,648
Unrestricted Fund Balance June 30				24,648	24,736

**IN-LIEU FUND
PARK-IN-LIEU**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Development Fee	\$ 679,100	\$ 306,622	\$ 202,200	\$ 202,204	\$ -
Interest Earnings	13,979	14,473	20,339	17,382	201
Total Revenues	<u>693,079</u>	<u>321,095</u>	<u>222,539</u>	<u>219,586</u>	<u>201</u>
Non-Operating Revenue (Expense)					
Transfers Out:					
Parks & Facilities Capital	(21,843)		(1,500,000)	(1,500,000)	-
Total Expenses	<u>(21,843)</u>	<u>-</u>	<u>(1,500,000)</u>	<u>(1,500,000)</u>	<u>-</u>
Change In Fund Balance	<u>\$ 671,236</u>	<u>\$ 321,095</u>	<u>\$(1,277,461)</u>	<u>\$(1,280,414)</u>	<u>\$ 201</u>
Unrestricted Fund Balance July 1				1,893,161	612,747
Unrestricted Fund Balance June 30				612,747	612,949

**IN-LIEU FUND
BMR HOUSING IN-LIEU**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Development Fee	\$ 8,393	\$ -	\$ 411,600	\$ 352,800	\$ 753,200
Interest Earnings	17,466	21,225	20,339	10,734	11,350
Total Revenues	25,859	21,225	431,939	17,382	764,550
Expenses					
Supplemental Budget Proposal	-	-	-	-	(43,500)
Total Expenses	-	-	-	-	(43,500)
Change in Fund Balance	\$ 25,859	\$ 21,225	\$ 431,939	\$ 17,382	\$ 721,050
Unrestricted Fund Balance July 1				2,613,704	2,631,086
Unrestricted Fund Balance June 30				2,631,086	3,352,136

**PERMIT REVENUE
CITY ART FUND**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
City Art Program	\$ 22,158	\$ 25,873	\$ -	\$ 58,366	\$ 30,000
Investment Income	659	729		551	288
Total Revenues	<u>22,817</u>	<u>26,602</u>	<u>-</u>	<u>58,917</u>	<u>30,288</u>
Expenditures					
City cultural and art programs	10,268	2,533	35,588	35,651	19,229
Total Expenditures	<u>10,268</u>	<u>2,533</u>	<u>35,588</u>	<u>35,651</u>	<u>19,229</u>
Change in Fund Balance	<u>\$ 12,549</u>	<u>\$ 24,069</u>	<u>\$ (35,588)</u>	<u>\$ 23,265</u>	<u>\$ 11,059</u>
Unrestricted Fund Balance July 1				99,133	122,399
Unrestricted Fund Balance June 30				122,399	133,458

**PERMIT REVENUE
DOCUMENT IMAGING FUND**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Document Imaging	\$ 12,434	\$ 15,547	\$ -	\$ 35,481	\$ 20,000
Investment Income	113	58		170	89
Total Revenues	12,547	15,605	-	35,651	20,089
Expenditures					
Sire Document Imaging Conversion				10,017	37,000
Total Expenditures	-	-	-	10,017	37,000
Non-Operating Revenue (Expense)					
Technology Capital Improvement	(26,122)				
Total Non-Operating Revenue (Expense)	(26,122)	-	-	-	-
Change in Fund Balance	\$ (13,575)	\$ 15,605	\$ -	\$ 25,635	\$ (16,911)
Unrestricted Fund Balance July 1				11,991	37,625
Unrestricted Fund Balance June 30				37,625	20,714

**PERMIT REVENUE
TECHNOLOGY FEE FUND**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Technology Fee	\$ 34,599	\$ 43,044	\$ -	\$ 98,205	\$ 50,000
Investment Income	696	816		900	469
Total Revenues	35,295	43,860	-	99,105	50,469
Expenditures					
Sire Document Imaging Fee		29,156			23,000
Website Enhancement					10,000
Total Expenditures	-	29,156	-	-	33,000
Change in Fund Balance	\$ 35,295	\$ 14,704	\$ -	\$ 99,105	\$ 17,469
Unrestricted Fund Balance July 1				100,052	199,157
Unrestricted Fund Balance June 30				199,157	216,626

**PERMIT REVENUE
GENERAL PLAN MAINTENANCE FUND**

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
General Plan Maintenance	\$ 57	\$ -	\$ -	\$ 2,693	\$ -
Investment Income	293	245		153	80
Total Revenues	350	245	-	2,846	80
Expenditures					
Housing Element					25,000
Total Expenditures	-	-	-	-	25,000
Change in Fund Balance	\$ 350	\$ 245	\$ -	\$ 2,846	\$ (24,920)
Unrestricted Fund Balance July 1				30,943	33,789
Unrestricted Fund Balance June 30				33,789	8,868

LIBRARY DONATIONS

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Library Donations	\$ 930	\$ 1,420	\$ -	\$ 1,225	\$ 6,000
Friends of the Library	12,561	14,165		2,406	3,000
Investment Income	3,057	2,542		1,458	760
Total Revenues	16,548	18,127	-	5,089	9,760
Expenditures					
BART Garage Signal Rehabilitation					-
Community Promotion	3,671	14,721		1,101	2,000
Library Book Donations	8,816	4,898		1,504	3,000
Total Expenditures	12,487	19,619	-	2,605	5,000
Change in Fund Balance	\$ 4,062	\$ (1,491)	\$ -	\$ 2,484	\$ 4,760
Unrestricted Fund Balance July 1				320,083	322,568
Unrestricted Fund Balance June 30				322,568	327,328

ENTERPRISE FUNDS
(INSERT DIVIDER)

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WATER ENTERPRISE

The Water Enterprise is responsible for the efficient and effective operation and maintenance of the Water Supply and Distribution systems. This includes providing a high quality and safe supply of potable drinking water to customers that meets or exceeds all established drinking water standards and by responding promptly to any water quality concerns.

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Operating Revenues	\$ 8,706,078	\$ 9,410,933	\$ 10,598,241	\$ 10,639,044	\$ 11,067,000
Capacity Charges	63,784	16,439	100,000	135,000	30,000
Interest Income	72,145	71,446	82,788	83,000	55,000
Total Revenues	8,842,007	9,498,818	10,781,029	10,857,044	11,152,000
Operating Expenses					
Supply Operating Expenses	4,029,980	4,043,289	4,945,238	5,218,104	5,042,282
Distribution Operating Expenses	2,926,211	3,163,057	2,530,611	2,543,186	2,590,292
Total Operating Expenses	6,956,191	7,206,346	7,475,849	7,761,290	7,632,574
Operating Surplus (Deficit)	1,885,816	2,292,472	3,305,180	3,095,754	3,519,426
Non-Operating Income (Expense)					
Capital Improvement Program Expenses	(717,695)	(1,918,014)	(3,824,338)	(354,135)	^
Equipment Reserve Purchases	(15,884)	(15,884)	(176,173)	(116,978)	-
Non Operating Surplus (Deficit)	(733,579)	(1,933,898)	(4,000,511)	(471,113)	-
Change in Fund Balance	\$ 1,152,236	\$ 358,574	\$ (695,331)	\$ 2,624,641	\$ 3,519,426
Fund Balance*, July 1				9,130,137	11,754,778
Fund Balance*, June 30				11,754,778	15,274,204

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

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2012-13 Capital Improvement Program

WASTEWATER ENTERPRISE

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Operating Revenues	\$ 9,532,759	\$ 10,107,160	\$ 11,118,478	\$ 10,806,252	\$ 11,912,832
Capacity Charges	33,340	21,639	75,000	250,000	87,000
Interest Income	37,267	37,382	44,168	37,748	44,168
Total Revenues	9,603,366	10,166,181	11,237,646	11,094,000	12,044,000
Operating Expenses					
Wastewater Operations	7,358,849	8,690,605	7,331,368	6,967,309	7,173,526
Interest Expense	761,831	728,006	712,259	712,259	678,571
Total Operating Expenses	8,120,680	9,418,611	8,043,627	7,679,568	7,852,097
Operating Surplus (Deficit)	1,482,686	747,570	3,194,019	3,414,432	4,191,903
Non Operating Revenues (Expenses)					
Capital Improvement Program Expenses	(1,105,417)	(106,950)	(1,151,047)	(772,983)	^
Debt Service Principal Payment	(1,093,228)	(1,121,572)	(1,155,536)	(1,155,536)	(1,190,135)
Equipment Reserve Purchase	-	-	(365,000)	(650,161)	(65,000)
Non Operating Surplus (Deficit)	(2,198,645)	(1,228,521)	(2,671,583)	(2,578,680)	(1,255,135)
Change in Fund Balance	\$ 377,269	\$ 640,621	\$ 1,677,972	\$ 1,991,288	\$ 4,126,903
Fund Balance*, July 1				5,044,823	7,036,111
Fund Balance*, June 30				7,036,111	11,163,014

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

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2012-13 Capital Improvement Program

STORMWATER ENTERPRISE

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Operating Revenues	\$ 556,260	\$ 557,228	\$ 570,000	\$ 600,000	\$ 570,000
Reimbursements	18,536	35,951	37,000	37,000	19,500
Interest Income	14,166	10,200	11,745	10,038	10,000
Total Revenues	588,962	603,379	618,745	647,038	599,500
Expenses					
Stormwater Operations	484,093	455,743	541,903	515,961	531,238
Operating Surplus (Deficit)	104,869	147,636	76,842	131,077	68,262
Non-Operating Income (Expense)					
Capital Improvement Program Expenses	(832,687)	(35,507)	(302,760)	-	^
Equipment Reserve Purchase	-	-	(217,500)	(211,000)	-
Non Operating Surplus (Deficit)	(832,687)	(35,507)	(520,260)	(211,000)	-
Change in Fund Balance	\$ (727,818)	\$ 112,129	\$ (443,418)	\$ (79,923)	\$ 68,262
Fund Balance*, July 1				1,301,284	1,221,361
Fund Balance*, June 30				1,221,361	1,289,623

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

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2012-13 Capital Improvement Program

CABLE ENTERPRISE

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

FIVE YEAR SUMMARY

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2011-12 Estimated Actual	2012-13 Budget
Revenues					
Basic Service (incl Local Orig.)	\$ 4,519,660	\$ 4,642,927	\$ 4,418,981	\$ 4,195,413	\$ 3,957,228
Internet Service Fees	2,311,874	2,344,223	2,711,098	2,526,220	2,613,318
Premium Channels	777,548	807,194	857,848	715,269	705,269
Digital Service	1,158,139	1,239,156	1,368,525	1,045,975	1,110,498
Pay-Per-View	102,144	71,940	67,401	50,765	76,800
Video On Demand (VOD)	118,476	100,170	103,893	91,817	120,000
International Programming	139,254	138,574	130,715	121,424	120,413
Pass-Through Fees	364,342	370,647	378,881	347,107	346,296
Voice Service	322,785	417,641	441,308	429,437	455,692
Fiber Leasing	28,752	17,352	-	30,000	42,000
TV Guide Magazine	4,851	4,098	3,888	3,524	3,000
Voice Taxes and Fees	37,181	43,913	54,736	45,523	47,326
Commercial Data Service	387	52,110	152,002	95,527	159,000
Commercial Phone Service	6,888	16,929	82,347	17,318	55,000
Other Receipts	361,994	303,170	286,207	309,742	224,340
Total Revenues	10,254,274	10,570,043	11,057,830	10,025,061	10,036,180
Expenses					
Operating Expenses	9,856,004	9,766,948	8,153,163	7,872,307	7,716,266
Local Origination Expenses	170,107	168,707	178,205	151,399	182,325
Pass Thru Fees	515,938	556,600	591,237	591,237	572,100
Equity Earnings Transfer	943,405	980,511	1,000,000	975,000	960,000
Interest Expense	130,448	109,154	75,206	75,206	38,355
Total Expenses	11,615,903	11,581,921	9,997,811	9,665,149	9,469,046
Operating Surplus (Deficit)	(1,361,629)	(1,011,878)	1,060,019	359,912	567,134
Non Operating Revenues (Expenses)					
Equipment Reimbursement/ (Purchase)	93,482	91,576			
Debt Service Principal Payment	(496,848)	(630,010)	(742,590)	(742,590)	(407,040)
Unreconciled Item	-				
Prior Period Adjustment					
Capital Improvement Program Expenses	(147,805)	-	(500,573)	(356,820)	^
Non Operating Surplus (Deficit)	(551,171)	(538,434)	(1,243,163)	(1,099,410)	(407,040)
Change in Fund Balance	\$ (1,415,951)	\$ (920,302)	\$ 559,446	\$ 3,092	\$ 567,134
Fund Balance*, July 1				(3,105,174)	(3,102,082)
Fund Balance*, June 30				(3,102,082)	(2,534,948)

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

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2012-13 Capital Improvement Program

APPENDIX
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ADOPTED SERVICE LEVEL ENHANCEMENT Summary

SUPPLEMENTAL BUDGET REQUEST	TOTAL ADDITIONAL (REDUCED) COST	NEW REVENUE OR ALLOCATION	NET IMPACT ON FUND
General Fund			
General Administration			
Addition of an Assistant City Manager position	233,207	-	233,207
Reclassification of the Human Resources Director to Human Resources Manager position	(81,341)	-	(81,341)
Reclassification of the Assistant Finance Director to Financial Services Manager position	(19,335)	-	(19,335)
Reclassification of Accounting Supervisor to Accounting Manager position	4,668	-	4,668
Total	137,199	-	137,199
Community Development			
Move Housing & Redevelopment Manager to Successor Agency	(150,459)	-	(150,459)
Document Imaging of Planning and Building Plans and Permits to make them accessible on the City website (Funded by the Document Imaging Fee at \$37,000 and Technology Fee at \$23,000)	60,000	60,000	
HIP Housing Programs (Funded by Below Market Rate Housing Fund)	30,000	30,000	-
Shelter Network family homeless center (Funded by Below Market Rate Housing Fund)	7,500	7,500	-
North Peninsula Neighborhood Services Center home repair program (Funded by Below Market Rate Housing Fund)	6,000	6,000	-
Total	(46,959)	103,500	(150,459)
Community Services			
Elimination of the Circulation Services Manager position	(128,842)	-	(128,842)
Reclass of two Library Assistants to Library Coordinators positions	20,206	-	20,206
Addition of 2400 part-time hours	38,754	-	38,754
Addition of a Site Manager for the Homework Center	8,882	-	8,882
Reduce State Library Fund Transfer into General Fund	-	(61,000)	61,000
Elimination of a part-time Senior Services Manager position	(66,828)	-	(66,828)
6-3			

ADOPTED SERVICE LEVEL ENHANCEMENT Summary

SUPPLEMENTAL BUDGET REQUEST	TOTAL ADDITIONAL (REDUCED) COST	NEW REVENUE OR ALLOCATION	NET IMPACT ON FUND
Change from part-time (80%) to full-time (100%) status for Nutrition Program Manager and Information Referral Program Manager	67,608	-	67,608
Elimination of the part-time Parks & Facilities Manager position	(65,351)	-	(65,351)
Reclass Recreation Manager to Assistant Parks & Recreation Director position	16,486	-	16,486
Elimination of two part-time clerical positions	(40,632)	-	(40,632)
Creation of an Accounting & Customer Service Representative (ACSR) position	87,581	-	87,581
Total	(62,136)	(61,000)	(1,136)
General Fund Total	28,104	42,500	(14,396)
Technology Fund			
Update City website (Paid for by Technology Fund, Community Development Technology Fee, and Crestmoor Recovery Fund)	30,000	20,000	10,000
Technology Fund Total	30,000	20,000	10,000
Cable Fund			
Salary savings from vacant Cable Television Director	(70,000)	-	-
Develop and implement a comprehensive marketing program to attract new customers and upgrade current customers	70,000	-	-
Cable Fund Total	-	-	-



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 26, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager *CJ*

SUBJECT: Hold Public Hearing and Adopt Resolutions

Approving the City Manager's Recommended 2012-13 General Fund,
Special Revenue Funds, and Enterprise Funds Budget

Approving the City's Appropriations Limit of \$32,359,865 for Fiscal year
2012-13 (Gann Limit)

BACKGROUND

The City Manager's Recommended 2012-13 Operating Budget has been presented for the City Council's review and consideration for the fiscal year beginning July 1, 2012. The proposed budget is balanced with projected revenues covering necessary expenditures to continue all programs and services at the current levels. The expenditures and service level reductions made in prior years remain in effect for the proposed budget. However, based on current revenue projections the proposed budget does not include new reductions to services.

The budget continues to reflect the City Council's direction that all proposed expenditures are evaluated and contained at the lowest possible levels. Each department evaluated their budgets and in those cases where operational needs necessitated an increase, departments identified other areas of their budget where expenses could decrease.

DISCUSSION

The City Manager's Recommended 2012-13 Budget incorporates the estimated revenues and planned expenditures for all General Fund, Special Revenue Funds, and Enterprise Funds, including Internal Service Funds. The revenue total for all funds is projected at \$88,701,775. Total proposed expenditures, excluding transfers to the capital improvement program, amount to \$82,110,882.

The City Council reviewed the proposed revenues, expenditures, and transfers for the General Fund, Special Revenue Funds, and Enterprise Funds at public budget study sessions on June 6 and June 13, 2012. A summary of the comments and questions discussed at the Study Session meetings is attached to this report.

GENERAL FUND

The biggest factor impacting the development of the 2012-13 General Fund Budget was the elimination of Redevelopment in February 2012. While initial estimates indicated that the projected operating shortfall between revenues and expenditures would amount to \$800,000, an improvement in several City revenues coupled with significant expenditure reductions enable the 2012-13 proposed budget to be balanced without the need for one-time funds.

Projected revenues shown in the General Fund budget from all operating sources totals \$32,565,372. Overall, tax revenues available to pay for basic services are expected to be \$331,300 more in 2012-13 than the 2011-12 amended budget. This increase is attributable to an increase in property tax revenues resulting from the loss of Redevelopment, as well as some improvement in the City's sales tax, transient occupancy tax, and business tax. Of the \$32,565,372 in General Fund revenue, approximately 65% is generated from five sources: sales tax, property tax, transient occupancy tax (TOT or hotel/motel tax), vehicle license fees, and various business taxes.

The 2012-13 Recommended Budget projects that departmental revenues will be reduced by \$54,240 in 2012-13 compared to the 2011-12 amended budget. This is primarily due to the receipt of one-time building permit revenue in 2011-12 from the Pacific Bay Vistas project and the recovery in waived fees for Glenview area residents.

Other notable revenue changes are as follows:

- Restoration of COPS funding in the amount of \$100,000, which funds one traffic safety officer position. This is offset by the loss of \$130,000 in Motor Vehicle License Fees as a result of a State Senate Bill that re-directed these funds in July 2011.
- Reimbursement for the full cost of providing one police officer to a local card room for crime prevention efforts.
- Reimbursement for the cost of one firefighter position as part of the shared services agreement for a mechanic with Central County Fire Department.
- Reduction of an additional \$457,000 in allocations for General Administrative support provided to the former Redevelopment Agency and Low/Moderate Income Housing Program (in addition to the reduction of \$322,000 already factored in to the 2011-12 amended budget) along with the loss of \$173,000 in annual interest paid on outstanding advances from the former Redevelopment Agency.

Recommended 2012-13 General Fund expenditures total \$32,474,182 as departments were directed to produce "hold-the-line" budgets with an effort to reduce/contain costs in all areas, including the continuation of prior year service level reductions and the current employee furlough as successor contracts are still being negotiated. Total expenditures decreased \$295,201 from the 2011-12 Amended Budget, due to a number of expenditure reductions, which include the following:

- City Clerk: Elimination of \$80,000 for election costs (no election costs were incurred during 2011-12 and these savings were re-directed to provide one-time relief of employee medical premium costs)
- City Attorney: Reduction of \$30,000 in outside legal expenses
- Fire: Reduction of \$37,000 for ALS reimbursement
- Planning: Elimination of the 50% Senior Planner position previously funded by Redevelopment for a budget reduction of \$65,000
- Building: Elimination of \$40,000 appropriation for over-the-counter plan check services
- Non-Departmental: Reduction of \$378,000 in debt service for City Hall remodel (2011-12 was final year)
- Workers Compensation: Reduction of \$137,000 for the workers compensation claims budget based on a five-year average claim history

The recommended budget includes several supplemental proposals for consideration for inclusion into the adopted budget, which are shown in the attached summary.

The total impact on the General Fund when factoring in all proposed supplemental budget requests is a reduction of \$14,396. The incorporation of all of the above supplemental items into the General Fund budget decreases total expenditures to \$32,459,786.

An operating surplus as presented in the City Manager's Recommended Budget is \$91,190. After incorporating the supplemental budget requests and the equipment request for the purchase of three marked police vehicles, a small budget surplus remains at \$15,586.

SUCCESSOR AGENCY TO THE FORMER SAN BRUNO REDEVELOPMENT AGENCY

The Successor Agency to the former San Bruno Redevelopment Agency was created as result of the elimination of redevelopment in California. The Successor Agency is responsible for winding down the affairs of the former Redevelopment Agency. The Successor Agency is funded with a \$250,000 administrative allowance pursuant to AB 26, the legislation dissolving redevelopment agencies. The budgeted expenses include the Redevelopment and Housing Manager position, which is tasked with overseeing the various activities associated with the wind-down of the agency and legal services provided to the Successor Agency and Oversight Board (also created by AB26).

CRESTMOR (GLENVIEW) RECOVERY

The Crestmoor Recovery Program was developed after the devastating September 9, 2010 explosion and fire in the Crestmoor neighborhood. The 2012-13 Recommended budget represents the first year in which a budget has been presented for the ongoing expenditures associated with the recovery and rebuilding efforts. The proposed budget includes an allocation of salaries and benefits for those positions focused on the recovery efforts, supplies, professional services, and other costs associated with the continuing work program. The total budget for the 2012-13 fiscal year is \$5,368,159 and does not include construction costs associated with the Crestmoor Reconstruction Project, which are budgeted in the Capital Improvement Program. All of the budgeted expenditures will be reimbursed through the trust fund established between the City and PG&E.

WATER ENTERPRISE

The recommended 2012-13 budget estimates that total water revenues increase to \$11,152,000, a \$370,900 increase over the 2011-12 budget. This projected revenue anticipates that the proposed rate increase currently in process is implemented during the 2012-13 fiscal year. The proposed budget for all operational costs amounts to \$7,632,574, which includes estimated water purchases totaling \$2,589,160. The additional revenues of \$3,519,426 are necessary to fund critical capital improvements, which will be discussed in detail during review of the Capital Improvement Program budget.

WASTEWATER ENTERPRISE

Similar to the situation addressed in the Water Enterprise, the recommended budget anticipates the implementation of a rate increase during the 2012-13 fiscal year. Revenues for 2012-13 are projected to be \$12,044,000, an increase of \$806,354 over the 2011-12 budget. The proposed total expenditure base budget for the Wastewater Enterprise is \$7,852,097. Slightly less than half of these costs are allocated for San Bruno's share of operating and maintaining the jointly owned Water Quality Control Facility with the City of South San Francisco. The remaining costs include expenditures planned for the preventative maintenance of other components of the sewer collection system. Additionally, the Wastewater Fund budgets for annual debt service payments to the City of South San Francisco and for the 2002 Wastewater Certificates of Participation, which totals \$1,868,706 in 2012-13.

STORMWATER ENTERPRISE

The Stormwater Enterprise performs services to manage surface water runoff throughout the community. This includes drainage channel and ditch maintenance, wet-weather slope protection on public lands, and drainage inlet cleaning on City streets.

Total projected revenues in 2012-13 for the Stormwater Fund amount to \$599,500 including revenues received from the State for reimbursement of street sweeping costs on El Camino Real. The proposed expenditure budget in the Stormwater Enterprise is \$531,238.

CABLE TELEVISION ENTERPRISE

The Cable TV budget for the 2012-13 fiscal year projects revenues at \$10,036,180, a 10% decrease from 2011-12 budgeted revenues. This conservative revenue estimate does not include a rate increase, which will be considered in early Fall 2012. The majority of the revenue comes from basic, premium, and digital monthly television billing. Internet services represent an increasingly significant share of the revenue total at \$2,613,318 as the Enterprise has made significant upgrades in its equipment allowing for high-speed access for its customers. Voice and commercial services revenue is anticipated to amount to \$711,692.

The proposed expenditure budget is \$9,469,046, including \$182,325 for local origination programming. The Cable Television budget also includes annual debt service for one capital lease that totals \$445,396.

EQUIPMENT PURCHASES

The recommended budget includes the replacement of vehicles and equipment that have reached the end of their useful life and are no longer cost effective to maintain. The recommended vehicle purchases include three marked police vehicles, three unmarked police vehicles, one truck utilized by a Community Service Officer, a new Fire Command vehicle, and a sewer lateral service truck. All of these vehicles have reserve funds available for their replacement, with the exception of the three marked police vehicles, which are purchased through the General Fund operating budget due to the frequency in which these vehicles are replaced.

Equipment purchases include the replacement of three laptop computers, radio equipment infrastructure, and firearms for the Police Department, which are funded through the equipment reserve and the Police Asset Forfeiture fund. The budget also recommends replacement of the Recreation Center boiler and the compressor and generator at the Library, which are all over 50 years old and pose maintenance and safety concerns. These three items have not been reserved for in the City's equipment reserve and therefore are funded with the One-time Revenue Reserve Fund.

GANN LIMIT

State law approved by the voters and known as the Gann Initiatives, places a limit on the amount of tax-generated revenue ("proceeds of taxes") that a local agency can receive and appropriate each year. The limit is based on actual appropriations during 1978-79 and is adjusted each year by cost of living and population growth factors. Not all revenues are restricted by the limit, only those referred to as "proceeds of taxes,"

which for San Bruno are property tax, sales tax, transient occupancy tax, and business tax.

As shown in Attachment A to the resolution, the carry forward 2011-12 Appropriation Limit is adjusted by the Cost of Living factor of 3.77% and the population factor of 1.89% (provided by the Department of Finance); establishing the 2012-13 Appropriation Limit as \$32,359,865. Reducing the revenues generated from tax proceeds by exempted expenditures, such as Social Security and Medicare payments, San Mateo County Charges, and Fair Labor Standards Act Fire expenditures, total revenues subjected to Appropriation Limit is \$19,858,084, which is significantly less than the 2012-13 calculated Appropriation Limit of \$32,359,865.

FISCAL IMPACT

The 2012-13 operating budget proposes appropriation of total revenues and transfers in of \$88,701,775 and total expenditures and transfers out of \$82,110,882 for 2012-13. Specific revenue, expenditure, and transfer line items enumerated in the City Manager's Recommended Budget for 2012-13 are appropriated accordingly.

The City Council must appropriate revenues, expenditures, and transfers in order for the City to maintain operations each year.

ALTERNATIVES

1. Amend the proposed appropriation amounts in any category. The City Council also retains the authority to amend budget appropriations at any time during the fiscal year.
2. Defer approval of the proposed budget and direct staff to prepare a resolution continuing appropriations pending the adoption of the budget.

RECOMMENDATION

Hold Public Hearing and Adopt Resolutions

Approving the City Manager's Recommended 2012-13 General Fund, Special Revenue Funds, and Enterprise Funds Budget

Approving the City's Appropriations Limit of \$32,359,865 for Fiscal year 2012-13 (Gann Limit)

ATTACHMENTS

1. Summary of comments and questions reviewed at the Budget Study Sessions
2. Summary of Supplemental Operation Budget Proposals
3. Resolution Approving the City Manager's Recommended 2012-13 Operating Budget.
4. Resolution Approving the City's Appropriation Limit of \$32,359,865 for Fiscal Year 2012-13 (Gann Initiative).
5. Attachment A – Appropriation Limit Calculation
6. Attachment B – Appropriation Limit Comparison

DATE PREPARED

June 20, 2012

ATTACHMENT 2**SUMMARY OF
SUPPLEMENTAL OPERATION BUDGET PROPOSALS**

- Reorganize the General Administrative Departments to improve administrative coordination and organization management (General Fund increase of \$137,199)
 - Addition of an Assistant City Manager position
 - Reclassification of the Human Resources Director position to Human Resources Manager
 - Reclassification of the Assistant Finance Director position to Financial Services Manager
 - Reclassification of the Accounting Supervisor to Accounting Manager
- Move the Redevelopment and Housing Manager position from the General Fund to the Successor Agency (General Fund reduction of \$150,459)
- Complete document imaging of building plans and permits to make them accessible on the City website (\$60,000 - No General Fund impact – Funded with Document Imaging Fees and Technology Fees)
- Fund community initiatives previously funded by the Low and Moderate Income Housing Fund which include HIP Housing Programs, Shelter Network family homeless center, and North Peninsula Services Center with Below Market Rate Housing Funds (\$43,500 – No General Fund impact – Funded with BMR Housing Fees)
- Reorganize the Community Services Department to address the impact of retirements in several key positions (General Fund decrease of \$1,136)
 - Elimination of the Circulation Services Manager
 - Reclassification of two Library Assistants to Library Coordinators
 - Addition of 2,400 part-time hours in the Library budget
 - Addition of a part-time Site manager for the Homework Center
 - Elimination of a part-time Senior Services Manager
 - Change from part-time (80%) to full-time (100%) status for Nutrition Program Manager and Information Referral Program Manager
 - Reclassification of two positions to Assistant Parks & Recreation Director
 - Elimination of two-part time clerical positions
 - Addition of an Accounting and Customer Service Representative position

RESOLUTION APPROVING THE CITY MANAGER'S RECOMMENDED 2012-13 GENERAL FUND, SPECIAL REVENUE FUNDS, AND ENTERPRISE FUNDS BUDGET

WHEREAS, the City Manager transmitted the 2012-13 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 elimination of Redevelopment on February 1, 2012 resulted in an initial projected operating shortfall between revenues and expenditures of \$800,000 for the 2012-13 fiscal year; and

WHEREAS, the City Council first considered development of the 2012-13 budget and budget strategies on February 14, 2012 and gave the City Manager the underlying direction for preparation of the City Manager's 2012-13 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 ensure the minimum proposed cost for delivery of all services; and

WHEREAS, some improvement in several City revenues coupled with significant expenditure reductions enable the 2012-13 proposed budget to be balanced without the need for one-time funds; and

WHEREAS, the elimination of Redevelopment as of February 1, 2012 resulted in the removal of the Redevelopment Agency and Redevelopment Low/Moderate Income Housing sections from the 2012-13 Operating Budget; and

WHEREAS, the City Manager's Recommended 2012-13 Operating budget incorporates the addition of the Successor Agency to the former San Bruno Redevelopment Agency and Crestmoor (Glenview) Recovery budgets; and

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

General Fund

General Administration Reorganization	\$137,199
Reallocation of Housing & Redevelopment	
Manager to Successor Agency	(\$150,459)
Community Services Reorganization	\$ (1,136)

Special Revenue Funds

Website update	\$ 30,000
Document Imaging Program	\$ 60,000
HIP Housing, Shelter Network, and North Peninsula Family Alternatives	\$ 43,500
Reallocation of Housing & Redevelopment	
Manager to Successor Agency	\$150,459

Enterprise Funds

Salary Savings from vacant Cable	(\$70,000)
Television Director	
Implementation of marketing program	\$70,000

WHEREAS, the City Manager's Recommended Budget includes summary of the proposed work program and resources to deliver that work program for the General Fund Operating Departments as well as the City's several Enterprise Funds, including the Water, Wastewater, Stormwater, Cable Funds; and

WHEREAS, Enterprise Fund revenue and expenditure appropriations are required in the amounts identified for each herein below; and

WHEREAS, the City Council held duly noticed public study sessions on June 6, 2012 and June 13, 2012 for the purpose of reviewing the proposed budget in detail; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the City Manager's Recommended Budget for 2012-13, finds and determines that the City Manager's Recommended Budget including all funds as identified below herein 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 \$32,565,372 and expenditures and transfers, including supplemental budget requests and the purchase of three marked vehicles, of \$32,549,786 for 2012-13; and

BE IT FURTHER RESOLVED, that budget appropriations for one-time revenues of \$574,879 and expenditures and transfers totaling \$190,000 for equipment replacements be approved, including:

Recreation Boiler	\$ 90,000
Library Compressor	\$ 10,000
Library Generator	\$ 90,000

BE IT FURTHER RESOLVED, that the budget appropriations for the Water, Stormwater, Wastewater, and Cable Television Enterprise Funds be approved totaling revenues of \$33,831,680 and expenditures and transfers, including supplemental budget requests, of \$25,549,955 for 2012-13 including all Funds revenues, expenditures, and transfers, including;

Enterprise Funds	Revenues	Expenditures
Water Fund	\$11,152,000	\$7,632,574
Stormwater Fund	\$599,500	\$531,238
Wastewater Fund	\$12,044,000	\$7,917,097
Cable Television	\$10,036,180	\$9,469,046

BE IT FURTHER RESOLVED, that budget appropriations for the Central Garage, Building & Facilities Maintenance, Technology Support, and Self-Insurance Internal Service Funds be approved totaling transfers of \$4,010,264 and expenditures and transfers of \$3,830,155 for 2012-13 including all Funds revenues, expenditures, transfers and supplemental budget requests, including;

Internal Service Funds	Revenues	Expenditures
Central Garage	\$600,293	\$600,465
Building & Facilities Maint.	\$881,655	\$859,194
General Equipment Reserve	\$430,587	\$276,500
Technology Support	\$486,252	\$482,519
Self Insurance	\$1,611,477	\$1,611,477

BE IT FURTHER RESOLVED, that budget appropriation for other Special Revenue Funds be approved totaling revenues of \$8,786,593 and expenditures and transfers of \$7,042,472 for 2012-13, including all Funds revenues, expenditures, transfers and supplemental budget requests, including;

Special Revenue Funds	Revenues	Expenditures
Solid Waste	\$68,814	\$69,326
Crestmoor Recovery	\$5,368,159	\$5,368,159
Redevelopment Obligation Retirement Fund	\$250,000	\$250,000
Gas Tax	\$1,189,432	\$750,000
Measure A	\$701,763	\$0
Street Special Revenue	\$772	\$0
Safety Augmentation	\$86,115	\$86,000
Citizens Option for Public Safety	\$100,029	\$100,000
Police Asset Forfeiture	\$5,165	\$16,500
Library Special Revenue	\$1,065	\$100,000
Agency on Aging	\$139,846	\$139,758
Park in-Lieu Fees	\$201	\$0
Below Market Rate Housing in-Lieu Fees	\$764,550	\$43,500
City Art Fund	\$30,288	\$19,229
Document Imaging Fund	\$20,089	\$37,000
Technology Fee	\$50,469	\$33,000
General Plan Maintenance	\$80	\$25,000
Library Donations	\$9,760	\$5,000

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.

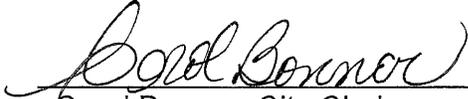
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I hereby certify that foregoing **Resolution No. 2012 - 40** was introduced and adopted by the San Bruno City Council at a regular meeting on June 26, 2012, by the following vote following vote:

AYES: Councilmembers: Ibarra, Medina, O'Connell, Salazar, Mayor Ruane

NOES: Councilmembers: None

ABSENT: Councilmembers: None


 Carol Bonner, City Clerk

RESOLUTION APPROVING THE CITY'S APPROPRIATIONS LIMIT OF \$32,359,865 FOR FISCAL YEAR 2012-13 (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 2012-13 and is set forth in that certain document Appropriations Limit Calculation for Fiscal Year 2012-13, Attachment A, attached hereto and made a part hereof, and

WHEREAS, the staff report and the documentation used in determining the Appropriations Limit and the appropriations subject to limit have been made available to the public as required by law, and

NOW, THEREFORE, BE IT RESOLVED by the San Bruno City Council that:

1. The adjustment factors selected for calculating this Appropriations Limit are based on California Per Capita Income change of 3.77% and the City of San Bruno population change of 1.89%;
2. The Appropriation Limit for 2012-13 fiscal year is established at \$32,359,865; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

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I hereby certify that foregoing **Resolution No. 2012 - 41**
was introduced and adopted by the San Bruno City Council at a regular meeting on
June 26, 2012, 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
2012-13 Gann Appropriation Limit
June 26, 2012**

2011-12 Appropriation Limit \$ 30,605,771

Calculation of 2012-13 Adjustment Factor

Annual Change Factors

Cost of Living Adjustment Factors for 2012-13

California Per Capita Personal Income (CPCPI) 3.77%

Population Adjustment Factors for 2012-13

San Bruno Population Change 1.89%

Adjustment Factor for 2012-13

$(1 + 0.0377) \times (1 + 0.0189)$ 1.05731253

2012-13 Appropriation Limit as Adjusted 32,359,865

2012-13 Estimated Tax Proceeds Subject to Appropriations Limit

Property Taxes

Current Secured & Unsecured 5,180,000

In-Lieu of Sales Tax 1,700,000

In-Lieu of Vehicle License Fees 3,210,000

Supplemental Taxes 130,000

Property Transfer Tax 120,000

Homeowner's Property Tax Exemption 41,300

Subtotal - Property Taxes 10,381,300

General Sales Tax 5,000,000

Hotel/Motel Tax 2,590,000

Business Taxes 2,838,700

Vehicle License Fee & Off-Highway License -

Total Estimated Taxes Subject to Appropriations Limit 20,810,000

2012-13 Proposed Expenditures Exempt from Limit

Social Security & Medicare payments 278,623

San Mateo County Charges 594,208

FLSA - Fire 79,085

Total Proposed Expenditures Exempt from Limit (951,916)

2012-13 Appropriations Subject to Limit

19,858,084

Over (Under) Appropriations Limit

\$ (12,501,781)

Percent Over (Under)

-39%

**City of San Bruno
7-year Gann Appropriations Limit Comparison
June 26, 2012**

Fiscal Year Ending June 30,	Adjustment Factor		Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
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)
2013	5.73%		32,359,865	19,761,147	(12,598,718)

(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.

GLOSSARY OF TERMS

Accounting System – The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

Accrual Basis of Accounting – A method of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received and spent.

Accomplishment – Programs and activities successfully completed in the prior fiscal year.

Adopted Budget – The annual City budget as approved by City Council on or before June 30 for the fiscal year beginning July 1. This adopted budget establishes the legal authority for the expenditure of funds.

Amended Budget – The Adopted Budget plus/minus any mid-year City Council actions.

Appropriation – A legal authorization granted by the City Council to make expenditures and to incur obligations for specific purposes. For purposes of the Capital Improvement Program budget, appropriations are automatically renewed, for the life of the project, unless altered or revoked. For the operating budget, the unexpended and unencumbered appropriations lapse at the end of the fiscal year.

Appropriations Limit – Proposition 4 approved by the voters in 1980 limits the amount of money that cities may spend each year. This limit is set each year based on the amount that was appropriated in 1978-79 and adjusted each year for population growth and a cost-of-living factor.

Assessed Valuation – (Related to Gann Limit Appropriation). A valuation set upon real estate or other property by the County Assessor which approximates fair-market value of real or personal property. In California, the assessed valuation is subject to ad valorem tax levy is governed by Proposition 13 and AB8 (1978).

Balanced Budget – A balanced budget is defined as a budget where the anticipated operating revenues and other financing resources including carryover of outstanding encumbrances from prior year are equal to or exceed operating expenditures.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them. San Bruno's operating budget encompasses a fiscal year from July 1 through June 30.

Budget Amendment – The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial Policies set by Council.

Budgetary Basis – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: cash, accrual or modified accrual.

Building Permit Fee – Fee required for new construction or for any alteration or addition to a residence or commercial building. The fee is based on valuation. Electrical or plumbing/mechanical work also requires a similar permit with an itemized fee schedule.

Business License Tax – A type of excise tax imposed on businesses for the privilege of conducting business in the community. The tax is most commonly based on gross receipts or levied at a flat rate.

Capital Assets – Assets of significant value and having a useful life of greater than two years (the term Fixed Assets is also used).

- Capital Budget – A plan of proposed capital expenditures and the appropriations to finance them. The capital budget is usually enacted as part of the complete annual budget that includes both an operating component and a capital component. The capital budget should be based on a Capital Improvement Program (CIP) and is typically the first year of a multi-year CIP.
- Capital Improvement Project – Projects which purchase or construct capital assets. Typically capital improvements projects include new street improvements, park equipment replacements, major construction of public facilities, water, wastewater and stormwater infrastructure replacements, major maintenance/repair projects such as street resurfacing or modifications to public facilities, and the acquisition of real property such as land.
- Capital Improvement Program – A comprehensive five-year plan of implementing proposed capital projects which identifies priorities as to need, cost, and method of financing during the next five years. The first year of the CIP is typically adopted as the annual capital budget.
- Capital Projects Fund – Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).
- Capital Outlay – Expenditure for the acquisition of equipment and furniture with a useful life of two or more years and an acquisition cost of \$10,000 or more per unit. Capital Outlay is budgeted in the operating budget.
- Carryover Appropriations – Unexpended project cost previously appropriated and designated for future design/construction activities. Carryover appropriations include encumbered funds dedicated to approved service or construction contracts as well as unencumbered funds for future planned work efforts.
- Certificates of Participation (COP) – Debt instrument, commonly called COP that provides long-term financing through a lease or through an installment agreement.
- Community Development Block Grant – Federal grant allocated according to pre-determined formulas and for use within a pre-approved broad functional area such as the CDBG.
- Contingency – An amount set aside for emergency or unanticipated expenditures and revenue shortfalls.
- Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements and professional consulting services.
- Debt Service – Payment of interest and repayment of principal to holders of the City's debt instruments.
- Debt Service Fund – A government fund type used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.
- Department – A major organizational unit of the City, which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In San Bruno, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.
- Development Impact Fees – Fees placed on the development of land or conditions required for the approval of a development project such as the donation ("dedication" or "exaction") of certain lands (or money) to specific public uses. The fees are typically justified as an offset to the future impact that development will have on existing infrastructure.
- Division – An organizational unit within a City department.

Encumbrances – An anticipated expenditure committed for the payment of goods and services not yet received or paid for. They are commitments against an approved budget for unperformed (executed) contracts for goods and services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund – Used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the City Council is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user fees and charges or where the City Council has decided that periodic determination of net income is appropriate.

Equipment Charges – Charges or "rental fees" charged to user departments to defray the cost of maintaining the equipment used and to replace the equipment when it exceeds its useful life.

Equity – The net assets of a fund (i.e. the assets less the liabilities on a fund balance sheet).

Expenditure – The payment of cash for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended. (See Encumbrances.)

Expense – Charges incurred for operations, maintenance, interest or other charges.

Fee – A charge to the consumer for the cost of providing a particular service. California government fees may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged, plus overhead.

Fines, Forfeitures and Penalties – Revenues received and/or bail monies forfeited upon conviction of a misdemeanor or municipal infraction.

Fiscal Year – The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture or other equipment. The city has defined such assets as those with an expected life in excess of two years and an acquisition cost in excess of \$10,000.

Forfeiture – See fines, forfeitures and penalties.

Franchise Act of 1937 – Like the Broughton Act, restricts franchise collections to 2% of gross annual receipts, but includes a minimum fee of 1/2% of gross annual receipts for electric franchises or 1 % of gross annual receipts for gas or water franchises operating within the city limits.

Franchise Fee – A regulatory fee charged to a franchisee for "rental" or "toll" for the use of city streets and rights-of-way utility companies for the privilege of doing business in the City of San Bruno, i.e. garbage franchise fee, gas and electric franchise fee, and Cable TV franchise fee.

Full Service City – A city that is financially responsible for the major categories of municipal services including police, fire, planning and parks services. San Bruno is a full service City.

Full Time Equivalent (FTE) – The numeric equivalent of a staff position based on the amount of time that a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating 1.0 FTE. Correspondingly, a part-time employee who worked 1,040 hours would equate to 0.5 FTE.

Fund – Municipal governments organize and operate their accounting systems on a fund basis. A fund is an independent financial and accounting entity with a self-balancing set of accounts used to record all financial transactions relating to revenues, expenditures, assets and liabilities related to the specific purpose for which the fund was created.

Fund Balance – The amount of financial resources immediately available for use. Generally, this represents the difference between unrestricted current assets over current liabilities. Fund Balance is future classified as designated, undesignated, reserved, and unreserved.

Fund Classifications – One of the three categories (governmental, proprietary, and fiduciary) used to classify fund types.

Fund Type – One of eleven classifications into which all individual funds can be categorized. Governmental fund types include the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds. Proprietary fund types include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Gann Limit (Proposition 4 – 1979) – This initiative, now Article XIII B of the state Constitution, was drafted to be a companion measure to Proposition 13, Article XIII A of the Constitution. Article XIII B limits growth in government spending to changes in population and inflation.

Gas Tax – Share of revenue derived from the State taxes on gasoline.

General Fund – The primary operating fund of the City. It is used to account for financial resources that are not legally or contractually required to be accounted for in another fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

General Obligation (G.O.) Bonds -Bonds issued through a governmental entity which have the legal authority to levy a tax on real and personal property located within the governmental boundaries at any rate necessary to collect enough money each year to pay for principal and interest due.

General Revenue – Those revenues that are not associated with a specific expenditure, such as property taxes (other than voter approved indebtedness), sales tax, and business license tax.

General Tax – A tax imposed for general governmental purposes, the proceeds of which are deposited into the general fund. A majority vote of the electorate is required to impose, extend or increase any general tax. See also "special tax."

Government Accounting Standards Board (GASB) – A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental organizations.

Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

Grants – Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.

Hotel/Motel Tax – also known as Transient Occupancy Tax – Tax levied by cities on persons staying 30 days or less in room(s) in a hotel, inn, motel, or other lodging facility. The tax is currently 12% of receipts.

Infrastructure – The physical assets of a government (i.e. streets, water and sewer systems, public buildings and parks).

Investment Earnings – Income resulting from the prudent investment of idle cash. The types of investments are controlled by the City's Investment Policy in accordance with the California Government Code.

Investment Portfolio – The collection of securities held by an individual or institution.

- Internal Service Funds – Proprietary fund type that may be used to account for any activity that provides goods or services to other funds, departments, or agencies of the City on a cost reimbursement basis.
- Joint Powers Authority – The Joint Exercise of Powers Act authorizes local public agencies to exercise common powers and to form joint powers authorities ("JPAs") for purpose of jointly receiving or providing specific services.
- Legal Level of Budgetary Control – The lowest level at which a government's management may not reallocate resources without special approval from the legislative body.
- Levy – (verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.
- Line Item – The description of an object of expenditure, i.e. salaries, supplies, contract services, etc.
- Liquidity – The ability to convert assets or securities into cash promptly with minimum risk of principal.
- Local Agency Investment Fund (LAIF) – A special fund in the state treasury. Local governments may deposit in this fund through the state treasurer for investment purposes.
- Maintenance of Effort (MOE) – A requirement, often as a condition of an intergovernmental subvention or supplemental tax, to maintain a level of spending at a certain level. Maintenance of Effort requirements are intended to prevent or limit the use of the additional revenues to supplant existing revenues such that the new revenues result in an increase in the level of program spending and services.
- Materiality – The magnitude of an omission or misstatement of accounting information that, in the light of surrounding circumstance, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement. The objective of accountability in governmental financial reporting requires materiality to be judged in both a quantitative and qualitative manner (involves such issues as legal and contractual compliance).
- Modified Accrual Basis – A basis of accounting in which revenues are recognized when measurable and available and expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and accumulated unpaid vacation, sick pay and other employee benefit amounts, which are recognized as expenditures to the extent they have matured.
- Net Assets – The equity associated with (the difference between) general government wide assets and liabilities. Proprietary Fund equity is also classified as Net Assets. Net Assets are future classified as restricted and unrestricted.
- Non-Departmental – This department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department.
- Operating Budget – The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens.
- Ordinance – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.
- PERS – acronym for State of California's Public Employee's Retirement System (PERS) for the City's employees.
- Prior-Year Encumbrances – Obligations from previous fiscal years in the form of purchase orders or contracts. They cease to be an encumbrance when the obligations are paid or otherwise terminated.

- Property Tax – An ad valorem tax imposed on real property (land and permanently attached improvements) and tangible personal property (movable property).
- Proprietary Funds – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.
- Reimbursement for State Mandated Costs – Article XIII B, Section 6 of the California Constitution which requires the state to reimburse local agencies for the cost of state-imposed programs. Process is commonly called "SB 90" after its original 1972 legislation.
- Recreation Fees – Charges for services provided to participants of Community and Recreation Services' classes, activities, and recreational sports.
- Regulatory Fee – A charge imposed on a regulated action to pay for the cost of public programs or facilities necessary to regulate a business or other activity or mitigate the impacts of the fee payer on the community. A regulatory fee does not include a charge on a property or a property owner solely due to property ownership.
- Rents and Concessions – Charges for rentals of City facilities.
- Reserves – An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose such as to protect the City from emergencies or unanticipated expenditures.
- Resolution – A special or temporary order of a legislative body requiring less formality than an ordinance.
- Restricted Net Assets – net assets with constraints placed on the use either by 1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or 2) law through constitutional provisions or enabling legislation.
- Revenue – Sources of income that the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources carried forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.
- Sales Tax – Of the \$0.0825 sales tax paid on every \$1.00 spent when shopping in San Bruno, approximately \$0.01 is returned to the City.
- Secured Property – As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and personal property located thereon is sufficient to assure payment of the tax.
- Securities – Investment instruments such as bonds, stocks and other instruments of indebtedness or equity.
- Service Charges – Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).
- Service Level Enhancements – New program expenditures or capital equipment, which a City department adds to their basic budget to enhance the quality and/or quantity of service they provide the public.
- Supplies and Contractual Services – The category of line items that describe non-salary and non capital outlay expenditures.

- Special Revenue Fund – Used to account for specific revenues that are legally or otherwise set aside for restricted use e.g. gas tax receipts are set aside in such a fund to be used solely for street improvements.
- Supplemental Appropriation – An additional appropriation made by the governing body after the budget year has started.
- Tax – Compulsory charge levied by a government for the purposes of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.
- Teeter Plan – Enacted in 1949, an alternative method for allocating delinquent property tax revenues, authorized by Revenue and Taxation Code section 4701, in which the County Auditor allocates property tax revenues based on the total amount of property taxes billed, but not yet collected. The county government then collects and keeps the delinquency, penalty and interest payments. The City of San Bruno is on the teeter plan.
- Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.
- Undesignated Unreserved Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans (designations).
- Unrestricted Net Assets – That portion of net assets that is neither restricted nor invested in capital assets (net of related debt).
- Unsecured Property – As the property tax is guaranteed by placing a lien on the real property, unsecured property is that real property in which the value of the lien is not sufficient to assure payment of the property tax.
- Use Tax – A tax imposed on the use or storage of tangible personal property when sales tax is not paid.
- User Fee – Fees charged for the use of a public service or program such as for recreation programs or public document retrieval. User fees for property-related services are referred to as property-related fees.
- Utility Connection Fee – Utility connection fees or capacity fees are imposed on the basis of a voluntary decision to connect to a utility system or to acquire the right to use additional capacity.
- Vehicle License Fee (VLF) – VLF is fee for privilege of operating vehicle on public streets. VLF is levied annually at 2% of the market value of motor vehicles and is imposed by the state "in lieu" of local property taxes. VLF is also called Motor Vehicle in-Lieu Tax. See VLF in Lieu Property Tax Swap.
- Yield – The annual rate of return on an investment, expressed as a percentage of the investment.

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END OF OPERATING BUDGET