



and



100 Years of Progress

2014-15 City Council Adopted

Operating Budget for General Fund,
Enterprise Funds, Internal Service
Funds and Special Revenue Funds

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City Council Adopted 2014-15 General Funds, Enterprise Funds, Internal Service Funds and Special Revenue Funds Operating Budget

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Introduction
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Connie Jackson
City Manager

CITY OF SAN BRUNO
CITY MANAGER

May 30, 2014

Honorable Mayor and Members of the City Council:

I am pleased to submit to the City Council this Recommended 2014-15 General Fund, Enterprise Funds, Internal Service, and Special Revenue Funds Operating Budget for your review and consideration as the financial plan and work program for the upcoming fiscal year. As a comprehensive statement of the City's organization, operations, and resources, the Recommended Budget is intended to communicate and implement City Council policy related to City operations. The budget is the plan and the resource allocation that guides and assures implementation of City Council policy and priorities.

San Bruno will celebrate the 100th anniversary of its incorporation as a city on December 23, 2014. The City's Centennial Year is a wonderful occasion to recognize San Bruno's long history, but equally important, it is a time to celebrate the community it has become and the continuing progress it is experiencing. The city's future is bright and the enterprising, hardy residents in the "City with a Heart" stand poised to take on the challenges and reap the civic rewards coming in the next year and beyond. As we celebrate with pride the 100 years of progress behind us, now is the time to step forward and seize the abundant opportunities ahead.

The 2007-09 period was the longest recession in the U.S. since World War II and the most severe economic downturn since the Great Depression. Since 2008-09, the City Council has regularly reduced expenditures and or used limited one-time revenues to balance the City budget. Scaling back municipal operations to the level supported by projected revenues has been a necessity. Organizationally, the City has experienced program and service level reductions, elimination of staff positions, consolidation of operating departments, shared service initiatives with other cities, and concessions by the City's employee bargaining units to close budgetary gaps. Actual General Fund operating revenues amounted to \$34,101,000 in 2007-08, over the next two-years revenues fell by \$2,724,000, nearly 8%, and only rebounded to exceed the 2007-08 level beginning in 2012-13. Nearly all budget reductions remained in place through last year's budget as a cautious reaction to the economic environment.

For the first time in many years, we can now finally be confident that the City has pulled through the multi-year Great Recession. Continuing a trend of the last four years, the Recommended Budget projects General Fund revenues exceeding expenditures. For the coming year the good news of economic recovery allows the City Council the opportunity to consider some limited new initiatives to help position the City for the future. The Budget continues the prior years' proactive efforts to contain expenditures and it uses conservative revenue projections consistent with the City Council's budget preparation guidance. Neither reserves nor one-time revenues have been used to balance the Budget. Overall, the City's budget development approach across all

operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues. The work program is targeted to meet the specific needs and interests of the San Bruno community.

2013-14 In-Review

During the current fiscal year, the City continued its solid record of service delivery, accomplishments, and project delivery consistent with the City Council's guidance and policy objectives. Many significant initiatives and accomplishments by the City are listed in the departmental narrative sections of the budget. This information is intended to assist the City Council and others in the community to understand and to measure the City's progress in key areas of service.

Taken together these lists of nearly 200 accomplishments by City departments over the past year demonstrates the unwavering commitment of the City's workforce and its elected leadership to anticipate, respond to, and address the many and varied needs and interests of the residents of San Bruno. A sample of these achievements are but examples of the important work program achievements with broad City-wide impact and benefit.

- City Council completed initial establish of the San Bruno Community Foundation and appointed the inaugural 7 member Board of Directors to manage the \$70 million restitution funds the City received through settlement agreement with PG&E. The Board of Directors held its first regular monthly meeting in March 2014. The Board has adopted essential policies, operational procedures, and filed for tax-exempt status with the Internal Revenue Service.
- Completed labor negotiations with all employee bargaining for new labor agreements including the first salary increases for City staff in over 5 years.
- Completed significant Capital Improvement Program projects including the Dry Weather Flow Monitor at 7th Avenue, Chestnut Sewer Rehabilitation, Kains to Angus Sewer Bypass, Street Rehabilitation, and the Fire Suppression System (Projects and their funding are contained in the City's annual Capital Improvement Program Budget.)
- Initiated processing of an application to develop a new, modern mixed use residential and retail project in downtown San Bruno at the site of the former San Bruno Cinema.
- Coordinated planning and initial development of tenant improvements in buildings at the Bayhill Business Park to support the expansion of YouTube operations in the City.
- Completed significant progress to the full reconstruction of the entire neighborhood public infrastructure in the Crestmoor neighborhood including storm drain, water, and sewer replacements.
- Completed initial planning and initiated design development for additional projects to complete full restoration of the Crestmoor neighborhood including replacement of Fire Station 52 and neighborhood center facility, slope stabilization, fire safety and recreational amenity improvements in the Crestmoor Canyon and fire safety improvements in the urban forest areas adjacent to Sneath Lane.
- Established an Administrative Battalion Chief position in the Fire Department to provide support to the City's emergency preparedness programs and to operations of the Fire Department as part of the continuing partnership for consolidation with the City of Millbrae and the Central County Fire Department.

- Completed needs assessment and planning for complete upgrade of the City's website to support efficient and effective community and public access to important information about City programs, issues and initiatives.
- Completed initial phase of comprehensive Geographic Information System (GIS) upgrade and upgrade of the Computerized Maintenance Management system (CMMS) software to support efficient delivery of City services through the availability of good quality data in a useful format.
- Supported the Oversight Board to the San Bruno Successor Agency in its charge to unwind the Redevelopment Agency including dealing with budget, property management, and transfers of assets.
- Completed preliminary design development, detailed economic analysis and initial environmental review for development of a new select service hotel at the Crossing/San Bruno site through a development team selected through a competitive request for proposals process.
- Initiated planning for a ballot measure to eliminate City planning and zoning code restrictions related to implementation of the Downtown and Transit Corridors Plan for revitalization of the downtown and surrounding area of the community.
- Upgraded the Police Department emergency 9-1-1 system implementing a virtual dispatch consolidation link with the Burlingame Police Department.
- Kicked-off the year-long calendar of Centennial Celebration events.
- Celebrated the long awaited grand opening of the new San Bruno CalTrain station and completion of the grade separation project to improve rail safety in the community.

From a financial perspective the year is also projected to end with a very positive status with estimated actual 2013-14 revenues at \$36,663,900. Estimated expenditures are projected at \$35,899,600, leaving an operating surplus of \$764,200. This result was achieved through careful management of all City resources and growth in revenues as discussed above.

Overview of the Proposed 2014-15 Budget

Overall total proposed expenditures in the Proposed Budget's General Fund are \$1,675,800 more than the prior year's amended budget primarily due to cost increases necessary to maintain existing levels of service. For the coming year, the Proposed Budget projects a surplus of \$788,800. This amount is similar to the projected year ending revenue surplus amount of \$764,200 for the current fiscal year. Looking at the 2013-14 Budget at the time it was presented and adopted last June provides a very positive comparison in that the projected year end balance at the beginning of the year was only \$8,500.

This is a very positive situation for the City. At the same time, there remain many competing demands for these limited resources. In order to allow the City Council to consider some changes to improve the City's organization and operation, the Proposed Budget proposes limited supplemental expenditures presented as "Service Level Enhancements". These proposals are outlined on page B-27 and are detailed in the individual departmental presentations. The overall net effect of these changes is a new cost of \$433,300 to the General Fund. Of this amount \$39,700 are proposed one-time costs and \$393,600 are on-going costs. Including these proposed enhancements, the General Fund Budget remains balanced with a projected surplus of \$395,200 at June 30, 2015.

In developing the revenue and expenditure amounts for the Proposed Budget, staff carefully analyzed historic trends, the current year experience, and economic data from a variety of sources. Total projected General Fund revenue for 2014-15 is \$37,440,700, an increase of

\$2,493,500 or 7% over the 2013-14 Amended Budget. This increase in revenues is primarily attributable to increases in several of the City’s tax revenues, including property tax, sales tax, transient occupancy tax, and business tax. At this time, it is a positive sign that these increased taxes continue to offset the loss of funds resulting from the elimination of Redevelopment.

Proposed 2014-15 expenditures are \$1,675,700 higher than the 2013-14 Amended Budget amounts, an increase of 5%. The increase in expenditures results from the increased cost of providing services; most significant are the increasing salary costs in accordance with the City’s Memorandums of Understanding with its bargaining units and higher employer health benefit and employee retirement contributions. The following table summarizes this financial information as compared to the prior year.

General Fund	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Proposed Budget	Change from 2013-14 Amended Budget
Revenue	\$ 34,947,200	\$ 34,947,200	\$ 36,663,900	\$ 37,440,700	\$ 2,493,500
Expenditure	\$ 34,938,700	\$ 34,976,200	\$ 35,899,700	\$ 36,651,900	\$ 1,675,700
Difference	\$ 8,500	\$ (29,000)	\$ 764,200	\$ 788,800	

General Fund Revenues

A majority of the \$37,440,700 in projected 2014-15 General Fund revenue comes from taxes in six different categories. Sales tax, property tax, transient occupancy tax (TOT or hotel/motel tax), motor vehicle license fees, card room regulatory fees, and business taxes make up nearly 69% of the total revenue categories. Sales tax at \$7,670,900, or 21% of total revenues and property tax at \$7,363,600, or 20%, represent the largest categories of revenues supporting the City’s General Fund operations.

Sales tax has experienced dramatic fluctuations during the past seven years as the economic recession caused significant declines in the city’s taxable sales activity. During 2007-08, sales tax reached a historic high at \$6,637,000. In the following year, sales tax revenue dropped below \$6,000,000 for the first time since 2004. The City saw sales tax bottom-out during 2009-10 at \$5,366,200. Since then, gradual economic recovery has brought steady gains in sales tax revenue. Two years ago, sales tax revenue finally surpassed the 2007-08 level. In 2014-15, the City anticipates that sales tax revenue will increase over the current year budget by 4%, to a new high level of \$7,670,900.

Over a period of many years, property tax revenue could be expected to increase on an annual basis as property values increased and new development was assessed. Since early in the recession, property tax revenue remained flat or declined in several years as a result of the recession and continuing depressed property values. While economic indicators show increased housing values in San Bruno and across the region, the increase to base property tax remains low. As a result of the dissolution of the San Bruno Redevelopment Agency and all other agencies in the state, the City now receives some additional property tax. These “Redevelopment Boomerang” funds are expected to total \$1,100,000 in 2014-15. While these funds come to the City as unrestricted property tax, they do not replace the amounts previously available through Redevelopment to fund economic development and other projects and

activities formerly funded by Redevelopment. A supplemental expenditure of \$125,000 was approved by the City Council in 2013-14 to fund economic development initiatives in the City and this amount will be carried-over for expenditure in 2014-15.

TOT revenues continue to show a strong recovery with 2014-15 revenues projected at \$2,500,000. Since 2010-11, TOT revenues have increased by \$736,300, nearly 42%. This increase is due in part to the 2% tax rate increase approved by voters in 2009, and to the increase in business travel to San Bruno by major corporate offices locating in the City in the last several years. Among others, Walmart.com, YouTube, and the online jewelry retailer Stella and Dot are now prominently in San Bruno. The thousands of employees in these businesses and others use local businesses for meals and shopping creating additional economic value in the community.

Perhaps the most significant revenue indicator of the growth in business activity is the City's business license tax. While not one of the largest General Fund revenue categories at \$3,204,600, since 2011-12, the City has seen a 73% increase in business tax revenue as a result of an increased number of sizeable businesses locating in San Bruno. The City also benefits from the collection of an airport parking tax that contributes to the business tax revenue for the City.

While the City has experienced increases in a number of revenue sources, many other revenue sources remain at low levels. Interest rates continue at historic lows resulting in the City's interest earnings still well below historical average earnings. The loss of interest income from the City's outstanding advances between the City and Redevelopment Agency also has a significant budgetary impact. In addition, the City has experienced a decline in vehicle license fees (VLF) resulting from changes in State law to address the State's own budget deficit problems.

Overall revenues generated by the City's operating departments are anticipated to increase in 2014-15 by 1% from the 2013-14 Amended Budget. Most significant in this budget category is the projection in Planning and Building revenues as a result of only "typical" development and building permit activity in the upcoming year. The combined 2014-15 budget revenue projection of \$853,800 for Planning and Building represents only the ongoing building permit activity and does not include any one-time building permit revenues.

The Proposed Budget anticipates Recreation departmental revenue to increase by 5% over the current year budget amount as a result of program expansion. Increased expenditures for program delivery is offset by the higher fee revenue.

General Fund Expenditures

In developing the Proposed Budget, staff continued efforts to control and contain operating costs within all departments. This approach has been particularly emphasized in each of the past six years and has resulted in effective cost containment every year. For 2014-15, total proposed expenditures of \$36,651,900 are \$1,675,700, or 5% higher than the 2013-14 Amended Budget. Since 2007-08, expenditures have increased by a total of 10%--exactly matching the change in the Consumer Price Index over the same period.

The increase in proposed expenditures results primarily from increases in base operating costs. An increase in personnel costs stems from new labor agreements with all of the City's bargaining units. These agreements include modest salary increases, the first increase in over

seven years for some of the bargaining units, along with a health plan restructure that allows for long-term cost containment. Changes in employee compensation add \$595,500 in General Fund costs. City medical benefit contributions and mandated retirement benefit costs amount to an additional \$559,000. Other changes in the Proposed Budget include higher costs associated with the reclassification of a position in the Fire Department to Fire Administration Battalion Chief and municipal election costs of \$35,000.

Since 2004-05, General Fund positions were reduced by department consolidations, shared services with other cities, and the implementation of operational efficiencies as opportunities arise. While the City-wide furlough was eliminated effective July 1, 2012, many prior year budget reductions remain in place.

General Fund Service Level Enhancements

In preparing the Proposed Budget, staff carefully evaluated base budget requests and proposed increases necessary to maintain current service levels. In some limited areas, where staff believes it is vital to address specific service and policy objectives for the community, this budget proposes supplemental expenditures that are identified for separate City Council review and decision-making. The base Proposed Budget reflects revenues in excess of expenditures totaling \$788,800 in 2014-15.

Annual City revenues remained depressed after 2007-08 and again only matched the 2007-08 level five years later beginning in 2012-13. Revenues exceeded expenditures by \$2,412,800 in 2011-12 and by \$2,005,000 in 2012-13. By City Council direction, surplus funds in these years were prudently added to the City's Reserve Funds and significantly moved operating reserves to sound levels. Given these financial results and this accomplishment to establish and fund reserves, the 2014-15 Proposed Budget surplus of \$788,800 (\$1,384,300 prior to expenditure adjustments for the employee compensation increase discussed previously) allows the City Council to consider limited, necessary service enhancements with reasonable on-going funding capacity.

As a governmental agency providing services, the number of employees and how they are organized, directly impacts the organization's ability to sustain high quality services in an efficient and effective manner. For the coming year I am recommending in addition to the base Proposed Budget, personnel enhancements in a some key areas to improve and expand service delivery to the community. These full-time personnel impacting the City General Fund include:

- **Police Officer.** This position will reduce Police Department response times and proactive police patrols in the community. Officers not on a call for service are able to conduct patrols in the community primarily for criminal activity and traffic enforcement. Patrol also helps identify areas in the city that detract from the quality of life, such as roadway hazards, abandoned vehicles, graffiti, and other conditions requiring a City response.
- **Code Enforcement Officer.** Addition of a Code Enforcement Officer will provide additional capacity for focused community outreach and enforcement efforts to assist in resolving code enforcement concerns.
- **Recreation Services Coordinator.** This position will allow the Community Services Department to meet the community's expressed requests for more sports and enrichment programs for elementary school-aged youth.

- Maintenance Worker, Parks. The new level of effort to maintain new median segments along both El Camino Real and San Bruno Avenue and Grade Separation landscaping, including East First Avenue and Posy Park, require enhancement of Parks personnel.

The total number of General Fund supported positions dropped following 2007-08, reflecting the overall decline in available City revenues. Full-time personnel was rolled back a total of 13 positions, over 7% of total General Fund workforce. This personnel reduction has been maintained now over a long period. The proposed service enhancements would bring Police Officer positions to a total of 34 (compared to 36 in 2007-08), excluding officers funded through Crestmoor (Glenview) Recovery funds and Artichoke Joe's funds. Parks field personnel including Maintenance Workers would increase to a total of 10 (compared to 15 in 2007-08). The additional Code Enforcement Officer and Recreation Services Coordinator positions increase department capacity, but do not restore positions eliminated since 2007-08.

Enterprise, Internal Service and Special Revenue Funds

The City's four Enterprise operations provide business-type services that are entirely rate or fee supported. These services do not receive any funding from the City's General Fund. To recognize the cost of the administrative and other services provided through the General Fund funded departments of the City, each Enterprise Fund budget shows an administrative allocation to the General Fund which covers these service costs. The 2014-15 budget addresses some of the important budget-related issues relevant to these funds which are vital to the City's delivery of municipal services.

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

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

Over the past several years the same cost containment and reduction strategies implemented in the General Fund were applied to the Enterprise Fund operations. As identified in this message, many of these budget development, operational cost containment, and budget management strategies remain fully in place and are continuing to have a beneficial impact to maintain the cost of service delivery at the lowest possible amounts. This approach is intended to relieve pressure for further rate increases that would otherwise result from covering additional expenses.

The following table provides a historical summary of revenues and expenditures for several of the City's Enterprise Funds along with the amounts proposed for 2014-15.

Fund	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Proposed Budget	Change from 2013-14 Amended
Water				
Revenue	\$ 12,236,600	\$ 12,598,600	\$ 13,732,300	\$ 1,495,700
Expenditure	\$ 7,768,700	\$ 7,834,300	\$ 8,687,100	\$ 918,400
Difference	\$ 4,467,900	\$ 4,764,300	\$ 5,045,200	
Wastewater				
Revenue	\$ 13,258,700	\$ 13,580,000	\$ 14,916,200	\$ 1,657,500
Expenditure	\$ 8,192,400	\$ 7,856,400	\$ 7,910,000	\$ (282,400)
Difference	\$ 5,066,300	\$ 5,723,600	\$ 7,006,200	
Stormwater				
Revenue	\$ 632,100	\$ 645,200	\$ 633,300	\$ 1,200
Expenditure	\$ 613,300	\$ 639,800	\$ 656,800	\$ 43,500
Difference	\$ 18,800	\$ 5,400	\$ (23,500)	
Cable				
Revenue	\$ 10,598,500	\$ 9,770,900	\$ 10,395,300	\$ (203,200)
Expenditure	\$ 9,904,500	\$ 9,267,800	\$ 9,571,200	\$ (333,300)
Difference	\$ 694,000	\$ 503,100	\$ 824,100	

Water Enterprise

The City's Water Enterprise provides water service to residents and businesses located in the City. The City's water supply comes from water purchased from the San Francisco Public Utilities Commission (SFPUC) and water produced by the City through groundwater pumping. The City's water system includes five production wells and eight storage tanks in six locations throughout the City. The City's average annual production capacity is 2,100,000 gallons per day.

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

The City Council approved a five-year water rate increase program that took effect September 1, 2012, with planned rate increases of 9.8% annually. In accordance with the rate analysis, water system revenues are anticipated to increase by approximately \$1,495,700 in 2014-15 over the prior year budgeted amount.

On the expenditure side, the total Water Enterprise budget is anticipated to increase by \$918,400 for total operating costs of \$8,687,100. The increase is primarily the result of the

SFPUC increase in wholesale water rates by 18% effective July 1, 2014. The operating surplus of \$5,045,100 is the set-aside amount for investing in the City's Capital Improvement Program to fund much needed replacement and rehabilitation of 50-100 year old water main lines, wells, and pump stations to ensure the reliability of the City's water delivery system into the long-term future.

Wastewater Enterprise

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

The primary issue affecting operations in the Wastewater Enterprise continues to be the City's compliance with new operating and capital improvement requirements resulting from a Regional Water Quality Control Board (RWQCB) compliance order and the settlement of a lawsuit brought by the San Francisco Baykeepers organization in 2010. These actions were brought against the City primarily as a result of violations of the stringent requirements of the Clean Water Act which prohibits any release of untreated wastewater that could make its way to the Bay or another waterway that occurred during the major storm events in early 2008. Due to the aggressive work effort by the City to address system deficiencies and a significant investment in equipment and other operating costs, the City has successfully decreased the number of sanitary sewer overflows (SSOs) from a high of 54 in 2008 to 14 in 2013.

Concurrent with the comprehensive ten-year analysis of costs described for the water system, the financial needs of the wastewater system were also evaluated to determine the revenue requirements necessary to operate and maintain the system in a proactive manner and to meet the requirements outlined by the compliance and settlement agreements. This analysis provided the basis for a five-year wastewater rate increase program approved by the City Council that took effect September 1, 2012. The program includes rate increases of 10.3% annually for each of the five years through August 30, 2017. In accordance with the adopted rate adjustment program, wastewater system revenues are anticipated to increase by approximately \$1,657,500 in 2014-15 over the prior year budgeted amount.

Anticipated expenditures for 2014-15 in the Wastewater Fund are \$282,400 lower than the current year budget. Expenditure reductions result from lower debt service costs following refinancing 12-year old debt and lower costs projected at the South San Francisco Treatment Plant. In an effort to continue the work program previously described, the budget provides for the additional video inspection contract services. Despite the City's diligent effort to reduce the incidence of system overflows, the City's liability premium costs remain high as a result of prior year SSO events that caused damage to private property. This impact is reflected as a cost increase in the Wastewater Fund Self-Insurance allocation.

Cable Enterprise

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

Originally established in the 1970's, San Bruno Cable Television remains one of fewer than a dozen municipally owned and operated incumbent cable television providers in the nation.

Although no other cable television provider has ever operated inside San Bruno and in direct competition with San Bruno Cable, the Enterprise is subject to the same competitive pressures and the environment of rapidly changing technology that is dramatically shaping and affecting the way companies like San Bruno Cable do business.

For each of the last several years, San Bruno Cable, like virtually all other similar companies, whether operated by private businesses or municipal enterprise, has experienced a decline in the number of basic cable customers it serves. Recent subscriber information indicates that total customers of San Bruno Cable have decreased by only 62 during the first eight months of 2013-14. This amount shows a significantly slowing rate of basic subscriber loss compared to the decline of up to 480 customers per year over a recent five-year period. By adding VoIP (voice over internet protocol) and continuing to increase the capacity and speed of the Enterprise's internet service, San Bruno Cable retains a credible presence in the community with subscriber penetration comparable to other cable businesses.

At the same time, San Bruno Cable is experiencing important growth in other key areas of its technology business that is signaling a new direction of opportunity for the Enterprise. With a continuing core focus on high quality, responsive customer service, highly competitive pricing and an aggressive marketing campaign, the Enterprise is continuing to gain new commercial customers. In the past 11 months of the fiscal year, 29 new business customers have taken advantage of San Bruno Cable high speed internet and dedicated internet access services adding \$5,000 to the Enterprise monthly revenue. San Bruno Cable now serves 173 commercial internet and telephone customers and is continuing to receive inquiries and requests for service.

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

As the City continues to monitor and evaluate the long-term viability of the Cable operations as a City Enterprise it will continue to be important to consider the beneficial impacts of the Enterprise contributes over \$1.3 million into the General Fund annually. Only a small portion of this amount represents the statutory 5% franchise fee that any cable operator is required to pay to the local municipality. In addition, the Enterprise pays 10% of its gross revenue as an equity transfer to the General Fund. The Cable Enterprise also contributes \$292,200 via internal service allocation to support the General Administration activities of the City to support the Enterprise.

As the Enterprise continues to operate with a very small net margin of annual revenues over expenditures and a deficit in the overall fund balance, the City Council may want to evaluate whether it is prudent to gradually reduce the amount of the equity transfer to free resources to cover the cost of capital improvements to the system that are necessary to continue to maintain a competitive presence in the industry.

The 2013-14 revenue projections as budgeted anticipated a 5% rate increase to go into effect in Fall 2013. This rate increase was not implemented resulting in projected revenues \$827,600 below the budgeted amount. Expenditures for the year were contained at \$636,800 below budget. For 2014-15, budgeted expenditures are anticipated to decrease by \$333,300 under the 2013-14 amount. This decrease results from lower costs from Internet service providers, affiliated television programming fees, and the end to debt service payments on a five-year equipment purchase. 2014-15 revenues anticipate a 5% rate increase that will be presented for City Council consideration in the first quarter of the fiscal year.

Internal Service Funds

The City maintains five internal service funds that support the operations of City departments. These five units include the Central Garage, Buildings and Facilities, Technology, Self-Insurance, and Equipment Reserve. The operations of the internal service units are funded entirely through allocations paid by user departments. In the proposed 2014-15 Budget, a significant increase of \$135,000 for the Building and Facilities Division is attributable to a Department reallocation of full-time equivalent positions to reflect actual work efforts and salary and benefit adjustments in accordance with ratified and adopted labor agreements.

Special Revenue Funds

In the months following the tragic and devastating September 9, 2010 PG&E gas transmission pipeline and fire in the Crestmoor neighborhood, the City worked with PG&E to establish a Trust Fund to cover the City's costs associated with, and arising from, the incident and its impacts. The Trust Fund was originally established on March 24, 2011 with a \$12,000,000 deposit and had an initial cap of \$70,000,000. It is intended to avoid any potential cost exposure to the City, through its General Fund or Enterprise Funds, related to the extensive and costly activities toward recovery and rebuilding of the community and its infrastructure. During subsequent negotiations between the City and PG&E for global settlement, the total maximum amount of the Trust Fund was capped at \$50,000,000.

Throughout the past three and half years, City staff has maintained accounting of the costs of the many and various activities that the City has been forced to take on in order to support the community rebuilding and recovery effort. Costs are typically assembled and submitted to the Trustee for reimbursement on a periodic basis as they are incurred. As of the current time, reimbursements received and pending through the Trust total approximately \$17,122,700.

Although at the outset, it was difficult to predict the type and scope of costs to which the City might be exposed, as time and the recovery/rebuilding process has progressed, it is now possible to accurately predict and develop a budget for these costs over the coming year. The Crestmoor Recovery Trust fund section of the Budget beginning on page D-73 provides a detailed summary of the proposed costs in the same format that the Proposed Budget uses for each operating department's presentation.

Conclusion and Acknowledgements

After years of having to make difficult choices and eliminating jobs and critical services in order to prepare a balanced budget, it is rewarding to finally see the coming fiscal year with optimism that perhaps the worst of the global economic crisis is now behind us and that the fiscal condition of the City is improving. Time will tell whether the current positive revenue trends will continue. What we know for sure is that the City remains confronted with significant challenges

as well as important opportunities. Careful planning for the future remains critical to the continuing vitality of the community and of the City's organization and operations into the long term future. This Proposed Budget outlines a work program and financial strategy intended to continue moving us in that direction.

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

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

The Finance team including Financial Services Manager Pak Lin, Accounting Manager Darlene Wong, Management Analyst Jennifer Dianos, and Financial Services Supervisor Karen Huang coordinated with each department and sifted through volumes of financial and narrative details to produce the Budget. Each of them worked long hours to support each of our Departments to produce information that assures the document is not only accurate, but that importantly, it is easy to understand and use. They further collaborated to develop recommendations to improve the appearance and content of the Budget document to make it even more inviting to use and understand. Jim O'Leary, our former Finance Director who has now thankfully returned out of retirement to serve again in an interim capacity, contributed his abundant expertise to leading this budget team and to providing advice and recommendations to assure the financial details match policy and work program expectations. Under his leadership this highly talented team worked with such a positive spirit that it appeared producing the Budget could even be fun.

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

As we continue to celebrate during this Centennial Year what San Bruno has become and where it is going, this Budget provides another key step forward into the future. With a plan to achieve important work program priorities and new initiatives, stable resources resulting from an improved economic environment and a solid record of accomplishment behind us, we look forward with optimism and enthusiasm to launching San Bruno's next 100 years.


Connie Jackson
City Manager

Budget Purpose and Organization

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

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

The budget for each of the operating departments in the City organization is presented separately with a narrative description of the department's organization and detailed line item expenditure information. The narrative section of each departmental presentation is intended to tell the story of the department's services and priorities. An organization chart for the department, an overview of the department operational plan and service responsibilities along with a brief description of program and service priorities for the coming year are provided. The Accomplishments section of each departmental narrative portion of the Budget includes a statement of the status for each of the Goals and Objectives listed for the department in the 2013-14 Budget. This information is provided to better report on the progress of important work program initiatives and routine activities identified as priorities for the previous year and to assist the City Council and others to understand the City's departmental work program.

Following the narrative description is a one-page Budget Summary for each department which provides historical budget amounts, graphical charts, and a summary of the department budget financial changes for 2014-15 as compared to the prior year.

The 2014-15 Budget document is organized with departmental budgets grouped together to allow the reader to readily be able to understand the City's operational structure. For example, the City's Water, Wastewater, and Stormwater Enterprises operate as divisions of the Public Services Department. Each of these Enterprise Fund budgets is shown under the Public Services Department tab together with the Engineering and Administration Division of the Public Services Department. Similarly, the Self-Insurance Funds are grouped together with the General Administration operating departments whose staff are responsible for the operations of these internal service fund activities.

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

The 2014-15 budget continues to show the Crestmoor Recovery Budget with the proposed operating expenditures associated with the continuing City work effort to assure community recovery, neighborhood rebuilding, investigations, participation in regulatory, legislative and safety advocacy proceedings and the development of necessary policy initiatives. All of these

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

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

HISTORY OF SAN BRUNO

HISTORY

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

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

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

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

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

PRESENT DAY

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

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

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

FUTURE

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

CITY GEOGRAPHY

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

CITY AUTHORITY

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

ELECTED OFFICIALS

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

Mayor	Jim Ruane	November 2015
Vice Mayor	Irene O'Connell	November 2015
Member	Ken Ibarra	November 2017
Member	Rico Medina	November 2017
Member	Michael Salazar	November 2015
City Clerk	Carol Bonner	November 2017
City Treasurer	John Marty	November 2017

ADMINISTRATION & MANAGEMENT

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

CITY SERVICES

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

DOCUMENT ORGANIZATION

The City Council's Adopted 2014-15 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, 2015 financial position of each fund.

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

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED BOARDS

PERSONNEL BOARD

Ed Fuentes, Chair

Anna Marie Jones, Vice Chair

Ed Comerford

Joe Roberts

City Staff Liaison:
Tami Yuki, Human Resources

City Council Liaison:
Jim Ruane, Mayor

SENIOR CITIZENS ADVISORY BOARD

Bill Goff, Chair

Barbara Luzaich, Vice Chair

Karen Hornung, Treasurer

Dorothy Carmichael

Ellen Donnelly

Elisa Gerald

Flori Green

Ken Kreisel, AARP Representative

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

City Council Liaison:
Irene O'Connell

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED COMMISSIONS

CULTURE AND ARTS COMMISSION

Tami Parker, Chair

Pamela Madden, Vice Chair

Bardi Rosman Koodrin

Carolyn Livengood

Jeanne George

Melodie Tobin

Pamela Gamble

City Staff Liaison:

John Alita, Community Services

City Council Liaison:

Jim Ruane, Mayor

PLANNING COMMISSION

Rick Biasotti, Chair

Perry Petersen, Vice Chair

Joseph Sammut

Kevin Chase

Mary Lou Johnson

Sujendra Mishra

Vacancy

City Staff Liaison:

David Woltering, Community Development

Matt Neuebaumer, Community Development

Laura Russell, Community Development

City Council Liaison:

Rico E. Medina

PARKS AND RECREATION COMMISSION

Mike Palmer, Chair

Laura Davisl, Vice Chair

Dave Nigel

Greg Pierce

Lori Greenberg

Mary Lucy Zamattia

Stephen Marshall

Vacancy

Claudia Calonje, Youth Representative

City Staff Liaison:

Kerry Burns, Community Services

City Council Liaison:

Irene O'Connell

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED COMMITTEES

BEAUTIFICATION COMMITTEE

Irene O'Connell, Co-Chair, Councilmember

Felicia Neirbyl, Co-Chair

Brijit Lopez

Carol Moraity

Carolyn Livengood

Joan Burwell

Jane Calvert

Melodie Tobin

Sally Calvert

Sandy Hedley

Tammy Del Bene

Valentine Morgan

COMMUNITY PREPAREDNESS COMMITTEE

George Peponis, Chair

Dena Gunning, Vice Chair

Mike Ward

Mond Mugiya

Ron LaPedis

Clifford Biggs, Radio Club

Dan Lyttle, School District

Steve Mahaley, San Mateo County OES

Barbara Neuhauser, Red Cross

City Staff Liaison:

Dave Downing, Fire

Jim Allen, Fire

Neil Telford, Police

Timothy Mahon, Police

City Council Liaison:

Ken Ibarra

Boards, Commissions, and Committees

CITY COUNCIL APPOINTED COMMITTEES (CONT.)

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Randy Brase, Chair

Dave Nigel, Vice Chair

Cecile Riborozo

Henry Mar

Jeffrey Tong

Matthew Jones

Walter Bird

City Staff Liaison:
Laura Russell, Community Development

City Council Liaison:
Michael Salazar

CITIZENS CRIME PREVENTION COMMITTEE

Robert Riechel, Chair

Peter Carey, Vice Chair

Brandon Lau

Frank Deering

Marie Kayal

Mary Shanahan Mahon

Roberto Donlucas

Mary Nunnery, Neighborhood Watch

City Staff Liaison:
Daryl McCoy, Police

City Council Liaison:
Ken Ibarra

PROJECT PRIDE COMMITTEE

Michael Salazar, Co-Chair, Councilmember

Rico E. Medina, Co-Chair, Councilmember

City Staff Liaison:
Danielle Brewer, Community Services

TRAFFIC SAFETY AND PARKING COMMITTEE

Jessica Barnes-Lopez, Chair

Mark Howard – Vice Chair

Tom Hamilton

Tim Ross

Eric Wood

City Staff Liaison:
Joseph Cervantes, Public Services
Timothy Mahon, Police

City Council Liaison:
Michael Salaza

Summaries
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Summary of Funds 2014-15

Fund Title	Projected Fund Balance as of July 1, 2014	Operating Revenue	Operating Expense	Non-Operating Revenue/ (Expense) ^	Projected Fund Balance as of June 30, 2015
General Fund:	\$ 1,573,522	\$ 37,539,689	\$ (37,213,504)	\$ -	\$ 1,899,707
Reserves:					
General Fund Reserve	8,159,571	-	-	^	8,159,571
Emergency Reserve	3,039,031	-	-	^	3,039,031
Capital Improvement/One-Time Reserve	5,061,760	-	-	^	5,061,760
One-Time Reserve	-	515,000	-	^	515,000
Internal Services Funds:					
Central Garage	507,450	624,417	(624,417)		507,450
Buildings & Facilities Maint.	831,942	1,023,061	(1,023,061)		831,942
Equipment Reserve	7,028,812	430,587	-	^	7,459,399
Technology Support	198,920	648,941	(648,941)		198,920
Self-Insurance	2,398,867	1,826,881	(1,826,881)		2,398,867
Special Revenue Funds:					
Solid Waste	228,123	70,387	(60,806)		237,704
Crestmoor (Glenview) Recovery	39,104,368	-	(3,316,496)		35,787,872
Gas Tax	649,094	1,116,405	(750,000)	^	1,015,499
Measure A	1,286,590	867,160	-	^	2,153,750
Street Special Revenue	309,007	759	-		309,766
Safety Augmentation - Prop 172	54,941	92,210	(86,000)		61,151
Citizens Option for Public Safety	20,985	100,122	(100,000)		21,107
Police Asset Forfeiture	52,974	5,129	-	^	58,103
Library Special Revenue	239,865	635	(39,000)	^	201,500
Agency on Aging	5,318	184,452	(184,405)		5,365
Park-in-Lieu	617,448	1,500	-	^	618,948
BMR Housing in-Lieu	3,524,159	8,700	(43,500)		3,489,359
City Art Fund	158,212	30,392	(2,473)		186,130
Document Imaging Fund	58,185	20,168	-		78,353
Technology Fee Fund	277,407	50,698	-		328,105
General Plan Maintenance Fund	34,913	5,070	(25,000)		14,983
Library Donations	315,877	8,747	-		324,624
Enterprise Funds*:					
Water	17,062,132	13,732,268	(8,769,600)	^	22,024,800
Stormwater	632,390	680,896	(704,509)	^	608,777
Wastewater**	11,518,447	14,916,194	(7,984,586)	^	18,450,055
Cable Television**	(4,106,075)	10,447,278	(9,668,955)	^	(3,327,752)
Debt Service Fund	-	1,217,949	(1,217,949)		-
GRAND TOTAL	\$ 100,844,235	\$ 86,165,694	\$ (74,290,083)	\$ -	\$ 112,719,846

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

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

^ Expense will be updated after adoption of the 2014-19 Capital Improvement Program

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General Fund

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Operating Revenues					
Taxes	\$ 21,369,345	\$ 23,557,442	\$ 23,356,536	\$ 24,814,011	\$ 25,825,078
Departmental Revenues	6,079,071	5,737,996	5,129,913	5,354,870	5,269,348
Franchises	1,775,284	1,803,918	1,722,147	1,758,229	1,800,444
Use of Money & Property	1,726,699	1,569,306	1,484,385	1,556,633	1,471,399
Allocations & Other Revenue	3,559,169	2,963,570	3,254,192	3,180,192	3,173,420
Total Operating Revenues	34,509,568	35,632,232	34,947,173	36,663,935	37,539,689
Operating Expenses					
General Administration	3,042,177	3,321,232	3,890,456	3,702,720	4,027,137
Public Safety	21,240,985	21,645,324	21,787,439	22,797,393	23,303,250
Public Services	2,592,973	2,657,426	2,592,293	2,686,723	2,715,632
Community Development	1,753,986	1,874,885	2,234,702	2,285,396	2,506,660
Community Services	6,380,675	6,499,002	6,782,497	6,692,920	7,335,421
Non-Departmental	225,547	434,081	351,700	397,423	352,700
Internal Allocations	(3,518,112)	(3,335,352)	(3,880,939)	(3,880,939)	(4,245,245)
Debt Service	378,501	530,657	1,218,024	1,218,024	1,217,949
Total Operating Expenses	32,096,732	33,627,254	34,976,172	35,899,660	37,213,504
Operating Surplus (Deficit)	\$ 2,412,836	\$ 2,004,978	\$ (28,999)	\$ 764,276	\$ 326,185
Balance				\$ 724,626	\$ 326,185
Unrestricted Fund Balance, July 1				848,896	1,573,522
Unrestricted Fund Balance, June 30				1,573,522	1,899,707
Reserve Policy					
General Fund Reserve (25% of Budgeted Exp)				86,227	

General Fund

Four Year Revenue Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget	Change in Budget
Taxes						
Property Taxes	\$ 5,641,634	\$ 6,752,943	\$ 6,579,213	\$ 7,209,771	\$ 7,363,565	12%
Sales Taxes	6,861,036	7,345,211	7,343,812	6,975,906	7,670,911	4%
Hotel/Motel Taxes	2,183,947	2,412,368	2,350,000	2,450,000	2,500,000	6%
Vehicle License Fees	3,255,434	3,158,217	3,100,000	3,503,097	3,400,000	10%
Regulatory Cardroom Fee	1,572,708	1,616,868	1,655,511	1,652,904	1,685,962	2%
Business Taxes	1,854,586	2,271,835	2,328,000	3,022,333	3,204,640	38%
Subtotal	21,369,345	23,557,442	23,356,536	24,814,011	25,825,078	11%
Franchises						
PG&E/AT&T	464,501	486,902	410,000	410,000	410,000	0%
San Bruno Garbage	842,410	871,035	850,000	914,544	961,191	13%
Cable Television In-Lieu	468,373	445,981	462,147	433,685	429,253	-7%
Subtotal	1,775,284	1,803,918	1,722,147	1,758,229	1,800,444	5%
Use of Money & Property						
Interest Earnings	285,113	148,426	120,000	169,053	172,892	44%
Rentals	436,682	413,895	400,000	412,203	400,000	0%
Cable Equity Earnings	936,746	891,962	924,385	918,577	858,507	-7%
Other	68,158	115,023	40,000	56,800	40,000	0%
Subtotal	1,726,699	1,569,306	1,484,385	1,556,633	1,471,399	-1%
Allocations & Other Revenues						
Transfers from Other Funds	3,349,130	2,747,659	3,040,874	2,966,874	2,953,169	-3%
Other	210,039	215,911	213,318	213,318	220,251	3%
Subtotal	3,559,169	2,963,570	3,254,192	3,180,192	3,173,420	-2%
Departmental Revenues						
Police	1,601,472	1,553,577	1,416,433	1,490,414	1,421,287	0%
Fire	384,086	448,619	413,470	407,708	335,801	-19%
Public Works Engineering	205,610	203,746	91,500	113,109	91,500	0%
Public Works Streets	826,328	976,312	808,700	815,302	808,700	0%
Planning	49,518	81,242	50,000	59,000	70,000	40%
Building	1,586,432	816,602	720,500	746,052	783,750	9%
Recreation Services	1,068,914	1,358,154	1,310,000	1,431,630	1,475,000	5%
Parks Maintenance	17,554	24,464	17,110	20,455	17,110	0%
Senior Services	164,402	171,721	208,200	177,200	177,200	-15%
Library Services	174,756	103,558	94,000	94,000	89,000	-5%
Subtotal	6,079,071	5,737,996	5,129,913	5,354,870	5,269,348	1%
Total	\$ 34,509,568	\$ 35,632,232	\$ 34,947,173	\$ 36,663,935	\$ 37,539,689	7%

General Fund

Four Year Expenditure Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget	Change in Budget
General Government						
City Council	\$ 123,753	\$ 131,230	\$ 175,644	\$ 162,329	\$ 178,522	2%
City Clerk	212,732	214,475	278,866	282,304	271,822	-3%
City Treasurer	88,333	77,417	78,431	79,106	76,156	-3%
City Attorney	312,561	410,817	419,200	400,735	421,604	0%
City Manager	355,355	428,085	807,419	589,459	733,199	-9%
Human Resources	387,432	484,796	489,096	527,538	520,219	6%
Finance						
Administration	811,489	737,601	857,763	836,907	940,928	9.4%
Revenue Services	750,522	836,811	784,037	824,343	884,687	12.7%
Total General Government	3,042,177	3,321,232	3,890,456	3,702,720	4,027,137	6.9%
Police	13,069,276	13,299,467	13,759,746	13,893,581	14,469,835	4.0%
Fire	8,171,709	8,345,857	8,027,693	8,903,812	8,833,415	10.0%
Public Services						
Admin. & Engineering	1,393,870	1,279,563	1,300,761	1,343,323	1,335,269	2.3%
Streets Maintenance	1,199,103	1,377,863	1,291,532	1,343,400	1,380,363	4.6%
Total Public Services	2,592,973	2,657,426	2,592,293	2,686,723	2,715,632	5.3%
Community Development						
Planning	635,738	724,523	929,259	987,086	982,669	5.5%
Building Inspection	1,118,248	1,150,362	1,305,443	1,298,310	1,523,991	6.9%
Total Community Development	1,753,986	1,874,885	2,234,702	2,285,396	2,506,660	-1.5%
Community Services						
Recreation Services	1,540,545	1,594,554	1,637,048	1,597,008	1,780,368	2.4%
Parks Maintenance	2,178,623	2,225,925	2,361,428	2,290,190	2,578,581	3.9%
Senior Services	844,520	865,110	890,885	875,395	969,098	10.1%
Library	1,816,987	1,813,413	1,893,136	1,930,328	2,007,374	5.4%
Total Community Services	6,380,675	6,499,002	6,782,497	6,692,920	7,335,421	4.4%
Non-Departmental	225,547	434,081	351,700	397,423	352,700	0.3%
Allocation Offsets	(3,518,112)	(3,335,352)	(3,880,939)	(3,880,939)	(4,245,245)	9.2%
Debt Service	378,501	530,657	1,218,024	1,218,024	1,217,949	0.0%
Subtotal	(2,914,064)	(2,370,615)	(2,311,215)	(2,265,492)	(2,674,596)	-21.9%
Total	\$ 32,096,732	\$ 33,627,254	\$ 34,976,172	\$ 35,899,660	\$ 37,213,504	4.5%

General Fund Reserves

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Estimated Actual	2014-15 Budget
Revenues	\$ 276,178	\$ 5,970	\$ -	\$ -	\$ -
Expenditures					
Employee Home Loan Advance	-	-	-	65,400	-
Total Expenditures	-	-	-	65,400	-
Non-Operating Revenue (Expense)					
Transfer from General Fund	-	5,091,084	-	186,905	-
Transfer from One-Time Revenue Fund	-	-	-	38,066	-
Transfer to Projects	(40,321)	(123,500)	-	-	-
Subtotal	(40,321)	4,967,584	-	224,971	-
Change in Fund Balance	\$ 235,857	\$ 4,973,554	\$ -	\$ 159,571	\$ -

Emergency Reserves

The Emergency Disaster Reserve Fund was established on January 22, 2013 in accordance with City Council adoption of a reserve policy. Funds to establish this reserve were funds received by the City from PG&E in the days immediately following the September 9, 2010 gas pipeline explosion to cover costs associated with the City's response to the event. The City received reimbursement for these expenses through alternate sources. The funds in this account can only be utilized through resolution of the City Council declaring an emergency. Upon such declaration, it would be the intent of the City to utilize this reserve for all costs associated with the City's response to the emergency situation prior to any other reserve funds.

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Estimated Actual	2014-15 Budget
Revenues	\$ 11,297	\$ 9,100	\$ -	\$ 7,522	\$ -
Non-Operating Revenue (Expense)					
None	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	\$ 11,297	\$ 9,100	\$ -	\$ 7,522	\$ -
Unrestricted Fund Balance, July 1				3,031,509	3,039,031
Unrestricted Fund Balance, June 30				3,039,031	3,039,031

Capital Improvement/One-Time Reserve

The Capital Improvement/One-Time Initiative Reserve Fund was established on January 22, 2013 in accordance with City Council adoption of a reserve policy. The funds in this account can be used for projects and initiatives throughout the City that have no other identifiable funding source.

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Estimated Actual	2014-15 Budget
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Operating Revenue (Expense)					
Transfer in from General Fund	-	170,740	-	-	-
Transfer in from One-Time Revenue Fu	-	4,891,020	-	-	-
Transfer to Projects	-	-	-	-	^
Change in Fund Balance	\$ -	\$ 5,061,760	\$ -	\$ -	\$ -
Unrestricted Fund Balance, July 1				5,061,760	5,061,760
Unrestricted Fund Balance, June 30				5,061,760	5,061,760

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2014-19 Capital Improvement Program

General Fund One Time Revenues

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Estimated Actual	2014-15 Budget
Revenues					
One-Time Building Permit Revenues	\$ -	\$ -	\$ 217,500	\$ -	\$ 165,000
Crestmoor Recovery Trust					
Reimbursement for staff salaries	-		500,000	-	-
RPTTF	639,613	558,146	-	-	-
Excess ERAF	619,194	741,703	350,000	806,011	350,000
Other one time recoveries	6,052	186,503	-	185,484	-
Total Revenues	1,264,859	1,486,352	1,067,500	991,495	515,000
Expenditures					
Crossing Hotel parcel purchase		1,489,558	-	54,881	-
Misc. repairs for sale of 105 Cabrillo			-	38,573	-
Total Expenditures	-	1,489,558	-	93,454	-
Non-Operating Revenue (Expense):					
Transfers Out:					
Capital projects		(634,415)	(859,975)	(859,975)	^
General Fund Reserve	-	(4,891,020)	-	(38,066)	-
Subtotal	-	(5,525,435)	(859,975)	(898,041)	-
Change in Fund Balance	\$ 1,264,859	\$ (5,528,641)	\$ 207,525	\$ -	\$ 515,000
Unrestricted Fund Balance, July 1				-	-
Unrestricted Fund Balance, June 30				-	515,000

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2014-19 Capital Improvement Program

Central Garage

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Transfers In	\$ 668,841	\$ 625,631	\$ 614,773	\$ 614,773	\$ 624,417
Expenditures					
Operating Expenses	520,571	591,516	614,865	576,131	624,417
Equipment Reserve Purchase	12,391	-	-	-	-
Total Expenditures	532,962	591,516	614,865	576,131	624,417
Change in Fund Balance	\$ 135,879	\$ 34,115	\$ (92)	\$ 38,642	\$ -
Unrestricted Fund Balance, July 1				468,808	507,450
Unrestricted Fund Balance, June 30				507,450	507,450

Buildings & Facilities

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Transfers In	\$ 916,192	\$ 882,319	\$ 866,971	\$ 866,971	\$ 1,023,061
Expenditures					
Operating Expenses	835,792	905,915	867,962	918,520	1,023,061
Total Expenditures	835,792	905,915	867,962	918,520	1,023,061
Change in Fund Balance	\$ 80,400	\$ (23,596)	\$ (991)	\$ (51,549)	\$ -
Unrestricted Fund Balance, July 1				883,491	831,942
Unrestricted Fund Balance, June 30				831,942	831,942

General Fund Equipment Reserve

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Transfers In	\$ 479,793	\$ 454,683	\$ 430,587	\$ 430,587	\$ 430,587
Expenditures					
Equipment Reserve Purchases	440,496	-	308,554	^	^
Transfer Out:					
Parks & Facilities Capital	-	-	-	-	-
Total Expenditures	440,496	-	308,554	-	-
Change in Fund Balance	\$ 39,297	\$ 454,683	\$ 122,033	\$ 430,587	\$ 430,587
Unrestricted Fund Balance*, July 1				6,598,225	7,028,812
Unrestricted Fund Balance*, June 30				7,028,812	7,459,399

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

^ Expense will be updated after adoption of the 2014-19 Capital Improvement Program

Technology Support

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Transfers In	\$ 480,027	\$ 513,098	\$ 520,773	\$ 520,773	\$ 648,941
Expenditures					
Operating Expenses	474,563	658,299	572,022	592,157	648,941
Transfer Out:					
Capital Improvement Program	-	-	40,000	40,000	-
Total Expenditures	474,563	658,299	612,022	632,157	648,941
Change in Fund Balance	\$ 5,464	\$ (145,201)	\$ (91,249)	\$ (111,384)	\$ -
Unrestricted Fund Balance, July 1				310,304	198,920
Unrestricted Fund Balance, June 30				198,920	198,920

^ Expense will be updated after adoption of the 2014-19 Capital Improvement Program

Self Insurance

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Transfers In	\$ 1,582,445	\$ 1,762,480	\$ 1,805,615	\$ 1,805,615	\$ 1,826,881
Expenditures					
Workers Compensation Expenses	708,683	580,998	641,305	655,307	661,905
General Liability Expenses	867,496	954,679	1,123,110	1,188,057	1,123,776
Unemployment Expenses	28,986	11,804	41,200	41,200	41,200
Total Expenditures	1,605,165	1,547,481	1,805,615	1,884,564	1,826,881
Operating Surplus (Deficit)	(22,720)	214,999	-	(78,949)	-
Non-Operating Revenues (Expenses)					
Unfunded Liabilities	614,205	838,879	-	^	^
Change in Fund Balance	\$ (636,925)	\$ (623,880)	\$ -	\$ (78,949)	\$ -
Unrestricted Fund Balance, July 1				2,477,816	2,398,867
Unrestricted Fund Balance, June 30				2,398,867	2,398,867

^ Unfunded liabilities represent the City's future estimated worker's compensation and general liability's claim obligations within the City's self insurance retention limit. The values of claims costs are estimated by the City's actuary and determined by management. The City portion of that obligation is recorded as unfunded liabilities.

Solid Waste Fund

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
1% AB 939 Fee	\$ 66,382	\$ 66,717	\$ 69,746	\$ 66,485	\$ 69,872
State of California	11,516	11,643	11,000	11,000	-
Interest Earnings	1,721	1,488	1,364	2,298	515
Total Revenues	79,619	79,848	82,110	79,783	70,387
Expenditures					
Solid Waste Operations	55,389	66,046	65,593	51,170	60,806
Change in Fund Balance	\$ 24,230	\$ 13,802	\$ 16,517	\$ 28,613	\$ 9,581
Unrestricted Fund Balance, July 1				199,510	228,123
Unrestricted Fund Balance, June 30				228,123	237,704

Crestmoor (Glenview) Recovery

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Expenditures					
Recovery Activities	\$ 2,431,748	\$ 2,726,044	\$ 3,633,907	\$ 2,769,560	\$ 3,316,496
Infrastructure Reconstruction	1,636,797	6,282,170	11,739,570	^	^
Total Expenditures	4,068,546	9,008,214	15,373,477	2,769,560	3,316,496
Change in Fund Balance	\$ (4,068,546)	\$ (9,008,214)	\$ (15,373,477)	\$ (2,769,560)	\$ (3,316,496)
Unrestricted Fund Balance, July 1				41,873,928	39,104,368
Unrestricted Fund Balance, June 30				39,104,368	35,787,872

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2014-19 Capital Improvement Program

Gas Tax

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Gas Tax	\$ 1,260,931	\$ 1,054,699	\$ 1,289,903	\$ 1,249,979	\$ 1,113,700
Investment Income	8,207	5,926	6,045	8,920	2,705
Total Revenues	1,269,138	1,060,625	1,295,948	1,258,899	1,116,405
Expenditures					
General Fund for Street Operations	(750,000)	(583,925)	(750,000)	(750,000)	(750,000)
Non-Operating Revenue (Expense)					
Transfers Out:					
Streets Capital	(81,683)	(823,934)	(690,000)	(690,000)	^
Total Expenditures	(831,683)	(1,407,859)	(1,440,000)	(1,440,000)	(750,000)
Change in Fund Balance	\$ 437,455	\$ (347,235)	\$ (144,052)	\$ (181,101)	\$ 366,405
Unrestricted Fund Balance, July 1				830,195	649,094
Unrestricted Fund Balance, June 30				649,094	1,015,499

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2014-19 Capital Improvement Program

Measure A

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
1/2 cent sales tax allocation	\$ 780,563	\$ 835,982	\$ 830,000	\$ 864,708	\$ 863,200
Investment Income	8,396	8,843	8,861	14,560	3,960
Total Revenues	788,959	844,825	838,861	879,268	867,160
Non-Operating Revenue (Expense)					
Transfers Out:					
Streets Capital	(4,000)	(782,500)	(765,000)	(765,000)	^
Total Expenditures	(4,000)	(782,500)	(765,000)	(765,000)	-
Change in Fund Balance	\$ 784,959	\$ 62,325	\$ 73,861	\$ 114,268	\$ 867,160
Unrestricted Fund Balance, July 1				1,172,322	1,286,590
Unrestricted Fund Balance, June 30				1,286,590	2,153,750

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2014-19 Capital Improvement Program

Street Fund Street Revenue

This fund is restricted for street improvements and mitigation.

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	1,970	772	805	740	759
Total Revenues	1,970	772	805	740	759
Non-Operating Revenue (Expense)					
None	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	\$ 1,970	\$ 772	\$ 805	\$ 740	\$ 759
Unrestricted Fund Balance, July 1				308,267	309,007
Unrestricted Fund Balance, June 30				309,007	309,766

Police Grant Safety Augmentation (Prop 172)

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Prop 172 Revenue	\$ 97,082	\$ 105,647	\$ 92,000	\$ 109,233	\$ 92,000
Investment Income	194	279	300	505	210
Total Revenues	97,277	105,926	92,300	109,738	92,210
Expenditures					
General Fund for Police Operations	86,000	86,000	86,000	86,000	86,000
Total Expenditures	86,000	86,000	86,000	86,000	86,000
Change in Fund Balance	\$ 11,277	\$ 19,926	\$ 6,300	\$ 23,738	\$ 6,210
Unrestricted Fund Balance, July 1				31,203	54,941
Unrestricted Fund Balance, June 30				54,941	61,151

Police Grant Citizens Option for Public Safety (COPS)

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
SLESF Fund	\$ 109,397	\$ 91,293	\$ 100,000	\$ 100,000	\$ 100,000
Investment Income	106	72	56	119	122
Total Revenues	109,503	91,365	100,056	100,119	100,122
Expenditures					
Enforcement Cost (General Fund)	100,000	91,357	100,000	100,000	100,000
Total Expenditures	100,000	91,357	100,000	100,000	100,000
Change in Fund Balance	\$ 9,503	\$ 8	\$ 56	\$ 119	\$ 122
Unrestricted Fund Balance, July 1				20,866	20,985
Unrestricted Fund Balance, June 30				20,985	21,107

Police Grant Police Asset Forfeiture

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Asset Forfeiture Allocation	\$ 5,051	\$ 15,072	\$ 5,000	\$ -	\$ 5,000
Investment Income	466	315	254	314	129
Total Revenues	5,517	15,386	5,254	314	5,129
Expenditures					
Program Cost	-	4,900	-	-	-
Safety Equipment	8,013	14,953	10,000	11,029	-
Total Expenditures	8,013	19,853	10,000	11,029	-
Change in Fund Balance	\$ (2,496)	\$ (4,466)	\$ (4,746)	\$ (10,715)	\$ 5,129
Unrestricted Fund Balance, July 1				63,689	52,974
Unrestricted Fund Balance, June 30				52,974	58,103

Library Grant Library Special Revenue

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Inter-Library Loan Program	\$ 20,334	\$ -	\$ -	\$ -	\$ -
Interest Earnings	3,692	3,078	3,474	6,227	635
Total Revenues	24,026	3,078	3,474	6,227	635
Expenditures					
Transfer Out:					
General Fund Operations	(100,000)	(39,000)	(39,000)	(39,000)	(39,000)
Library Facility Maintenance Program	(4,675)	(60,000)	-	-	^
Total Expenditures	(104,675)	(99,000)	(39,000)	(39,000)	(39,000)
Change in Fund Balance	\$ (80,649)	\$ (95,922)	\$ (35,526)	\$ (32,773)	\$ (38,365)
Unrestricted Fund Balance, July 1				272,638	239,865
Unrestricted Fund Balance, June 30				239,865	201,500

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2014-19 Capital Improvement Program

State Grant Agency on Aging

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Area Agency on Aging Grant					
Transportation	\$ 14,996	\$ 20,404	\$ 17,465	\$ 19,405	\$ 19,405
Congregate Nutrition Program	91,005	99,877	120,000	99,877	100,000
Senior Center Donation	68,203	66,576	66,200	71,538	65,000
Investment Income	132	97	146	106	47
Total Revenues	174,336	186,953	203,811	190,926	184,452
Expenditures					
Congregate Nutrition Program	171,295	170,518	180,096	158,777	160,000
Transportation Program	21,966	25,275	23,665	23,665	24,405
Total Expenditures	193,260	195,793	203,761	182,442	184,405
Change in Fund Balance	\$ (18,925)	\$ (8,840)	\$ 50	\$ 8,484	\$ 47
Unrestricted Fund Balance, July 1				(3,166)	5,318
Unrestricted Fund Balance, June 30				5,318	5,365

In-Lieu Fund Park-in-Lieu

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Development Fee	\$ 202,204	\$ -	\$ -	\$ -	\$ -
Interest Earnings	8,286	5,342	5,483	10,476	1,500
Total Revenues	210,490	5,342	5,483	10,476	1,500
Non-Operating Revenue (Expense)					
Transfers Out:					
Lions Field Synthetic Turf Project	(1,500,000)	-	-	^	^
Total Expenses	(1,500,000)	-	-	-	-
Change In Fund Balance	\$ (1,289,510)	\$ 5,342	\$ 5,483	\$ 10,476	\$ 1,500
Unrestricted Fund Balance, July 1	1,891,140	601,630	606,971	606,971	617,448
Unrestricted Fund Balance, June 30	601,630	606,971	612,454	617,448	618,948

^ Capital Improvement Program Expense Budget will be updated after adoption of the 2014-19 Capital Improvement Program

In-Lieu Fund BMR Housing in-Lieu

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Development Fee	\$ 294,000	\$ 117,600	\$ 117,600	\$ 518,000	\$ -
Interest Earnings	22,952	20,365	24,724	33,317	8,700
Total Revenues	316,952	137,965	142,324	551,317	8,700
Expenditures					
HIP Housing Program	-	30,000	30,000	30,000	30,000
Shelter Network Homesharing Program	-	-	7,500	7,500	7,500
North Peninsula Neighborhood Center	-	6,000	6,000	6,000	6,000
Economic & Planning Systems	-	4,000	-	-	-
Supplemental:					
Affordable Housing Nexus Study	-	-	15,000	14,300	-
Total Expenditures	-	40,000	58,500	57,800	43,500
Change in Fund Balance	\$ 316,952	\$ 97,965	\$ 83,824	\$ 493,517	\$ (34,800)
Unrestricted Fund Balance, July 1				3,030,642	3,524,159
Unrestricted Fund Balance, June 30				3,524,159	3,489,359

Permit Revenue City Art Fund

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
City Art Program	\$ 63,360	\$ 30,304	\$ 30,000	\$ 28,000	\$ 30,000
Investment Income	837	857	872	1,467	392
Total Revenues	64,197	31,161	30,872	29,467	30,392
Expenditures					
Movies in the Park	2,149	912	1,844	1,946	1,844
Music in the Park	-	-	-	-	-
Shakespeare in the Park	629	629	629	629	629
Centennial Art Project	-	-	75,000	2,390	-
Other Cultural & Art Activities	52,613	1,183	-	2,708	-
Total Expenditures	55,392	2,723	77,473	7,673	2,473
Change in Fund Balance	\$ 8,806	\$ 28,437	\$ (46,601)	\$ 21,794	\$ 27,919
Unrestricted Fund Balance, July 1				136,417	158,212
Unrestricted Fund Balance, June 30				158,212	186,130

Permit Revenue Document Imaging Fund

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Document Imaging	\$ 38,529	\$ 18,235	\$ 20,000	\$ 16,500	\$ 20,000
Investment Income	318	257	374	629	168
Total Revenues	38,847	18,492	20,374	17,129	20,168
Expenditures					
Sire Document Imaging Conversion	10,017	18,292	-	-	-
Total Expenditures	10,017	18,292	-	-	-
Change in Fund Balance	\$ 28,830	\$ 200	\$ 20,374	\$ 17,129	\$ 20,168
Unrestricted Fund Balance, July 1				41,055	58,185
Unrestricted Fund Balance, June 30				58,185	78,353

Permit Revenue Technology Fee Fund

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Technology Fee	\$ 106,655	\$ 48,386	\$ 50,000	\$ 50,000	\$ 50,000
Investment Income	1,616	1,589	1,553	2,613	698
Total Revenues	108,271	49,975	51,553	52,613	50,698
Expenditures					
Technology Equipment Repair	-	-	-	3,474	-
GIS Project	-	-	15,740	15,740	-
Website Enhancement	-	-	10,000	10,000	-
Office Suite Upgrade Project	-	4,250	-	-	-
Total Expenditures	-	4,250	25,740	29,214	-
Change in Fund Balance	\$ 108,271	\$ 45,725	\$ 25,813	\$ 23,399	\$ 50,698
Unrestricted Fund Balance, July 1				254,008	277,407
Unrestricted Fund Balance, June 30				277,407	328,105

Permit Revenue General Plan Maintenance Fund

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
General Plan Maintenance	\$ 12,692	\$ 5,242	\$ -	\$ 5,130	\$ 5,000
Investment Income	341	310	155	261	70
Total Revenues	13,033	5,552	155	5,391	5,070
Expenditures					
Housing Element	-	-	25,000	20,000	25,000
Total Expenditures	-	-	25,000	20,000	25,000
Change in Fund Balance	\$ 13,033	\$ 5,552	\$ (24,845)	\$ (14,609)	\$ (19,930)
Unrestricted Fund Balance, July 1				49,522	34,913
Unrestricted Fund Balance, June 30				34,913	14,983

Library Donations

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Library Donations & Grants	\$ 1,225	\$ 352	\$ 2,000	\$ 9,500	\$ 2,000
Friends of the Library	3,156	12,029	6,000	2,000	6,000
Investment Income	2,484	1,941	1,662	2,797	747
Total Revenues	6,865	14,322	9,662	14,297	8,747
Expenditures					
Community Promotion	3,537	12,124	-	3,243	-
Library Book Donations	2,703	12,614	-	411	-
Library Facilities Maintenance Program	-	-	5,000	5,000	-
Total Expenditures	6,240	24,738	5,000	8,654	-
Change in Fund Balance	\$ 625	\$ (10,415)	\$ 4,662	\$ 5,643	\$ 8,747
Unrestricted Fund Balance, July 1				310,235	315,877
Unrestricted Fund Balance, June 30				315,877	324,624

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. Revenues collected are specially designated for Water operations and infrastructure upgrades and cannot be used for other purposes.

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Operating Revenues	\$ 10,388,288	\$ 11,691,523	\$ 12,138,236	\$ 12,469,795	\$ 13,666,976
Capacity Charges	162,662	33,879	30,000	15,000	30,000
Grant and Other Revenues	59,690				
Interest Income	86,652	79,869	68,405	113,831	35,292
Total Revenues	10,697,292	11,805,271	12,236,641	12,598,626	13,732,268
Operating Expenses					
Supply Operating Expenses	5,444,883	5,533,902	5,059,923	5,228,651	5,866,500
Distribution Operating Expenses	2,573,907	2,632,301	2,708,770	2,605,610	2,903,100
Total Operating Expenses	8,018,790	8,166,203	7,768,693	7,834,261	8,769,600
Operating Surplus (Deficit)	2,678,502	3,639,068	4,467,948	4,764,365	4,962,668
Non-Operating Revenues (Expenses)					
Capital Improvement Program ^	(626,808)	(2,269,734)	(14,256,993)	^	^
Equipment Purchases	(173,901)	-	(85,000)	(79,510)	^
Non-Operating Surplus (Deficit)	(800,709)	(2,269,734)	(14,341,993)	(79,510)	-
Change in Fund Balance	\$ 1,877,793	\$ 1,369,334	\$ (9,874,045)	\$ 4,684,855	\$ 4,962,668
Fund Balance*, July 1				12,377,277	17,062,132
Fund Balance*, June 30				17,062,132	22,024,800

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

^ Expense will be updated after adoption of the 2014-19 Capital Improvement Program

Wastewater Enterprise

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Operating Revenues	\$ 11,019,771	\$ 12,170,295	\$ 13,139,854	\$ 13,438,591	\$ 14,816,148
Capacity Charges	283,114	62,914	80,000	80,000	80,000
Interest Income	46,486	46,083	38,834	67,432	20,046
Total Revenues	11,349,371	12,279,292	13,258,688	13,586,023	14,916,194
Operating Expenses					
Wastewater Operations	6,610,974	6,739,833	7,548,826	7,177,802	7,468,443
Interest Expense	694,575	660,151	643,595	678,571	516,143
Total Operating Expenses	7,305,549	7,399,984	8,192,421	7,856,373	7,984,586
Operating Surplus (Deficit)	4,043,822	4,879,308	5,066,267	5,729,650	6,931,608
Non-Operating Revenues (Expenses)					
Capital Improvement Program ^	(1,467,319)	(2,120,342)	(18,495,722)	^	^
Debt Service Principal Payment	(1,166,428)	(1,201,028)	(1,236,281)	(1,236,281)	(1,098,844)
Equipment Purchases	(433,070)	(277,347)	(85,000)	(277,347)	^
Non-Operating Surplus (Deficit)	(3,066,817)	(3,598,716)	(19,817,004)	(1,513,628)	(1,098,844)
Change in Fund Balance	\$ 977,005	\$ 1,280,592	\$ (14,750,737)	\$ 4,216,022	\$ 6,931,608
Fund Balance*, July 1				7,302,425	11,518,447
Fund Balance*, June 30				11,518,447	18,450,055

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

^ Expense will be updated after adoption of the 2014-19 Capital Improvement Program

Stormwater Enterprise

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

Four Year Summary

	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Operating Revenues	\$ 556,965	\$ 574,742	\$ 600,000	\$ 600,000	\$ 600,000
Reimbursements	55,360	37,144	17,551	18,536	79,103
Interest Income	16,107	12,068	14,538	26,647	1,793
Total Revenues	628,432	623,954	632,089	645,183	680,896
Expenses					
Stormwater Operations	451,279	540,019	613,304	639,817	704,509
Operating Surplus (Deficit)	177,153	83,935	18,785	5,366	(23,613)
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(68,292)	(561,438)	(365,687)	^	^
Measure M for Street Sweeper Repl	-	-	-	120,000	
Equipment Purchases	-	(210,390)	(210,390)	(215,232)	^
Non-Operating Surplus (Deficit)	(68,292)	(771,828)	(576,077)	(95,232)	-
Change in Fund Balance	\$ 108,861	\$ (687,893)	\$ (557,292)	\$ (89,866)	\$ (23,613)
Fund Balance*, July 1				722,256	632,390
Fund Balance*, June 30				632,390	608,777

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

^ Expense will be updated after adoption of the 2014-19 Capital Improvement Program

Cable Enterprise

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

Four Year Summary

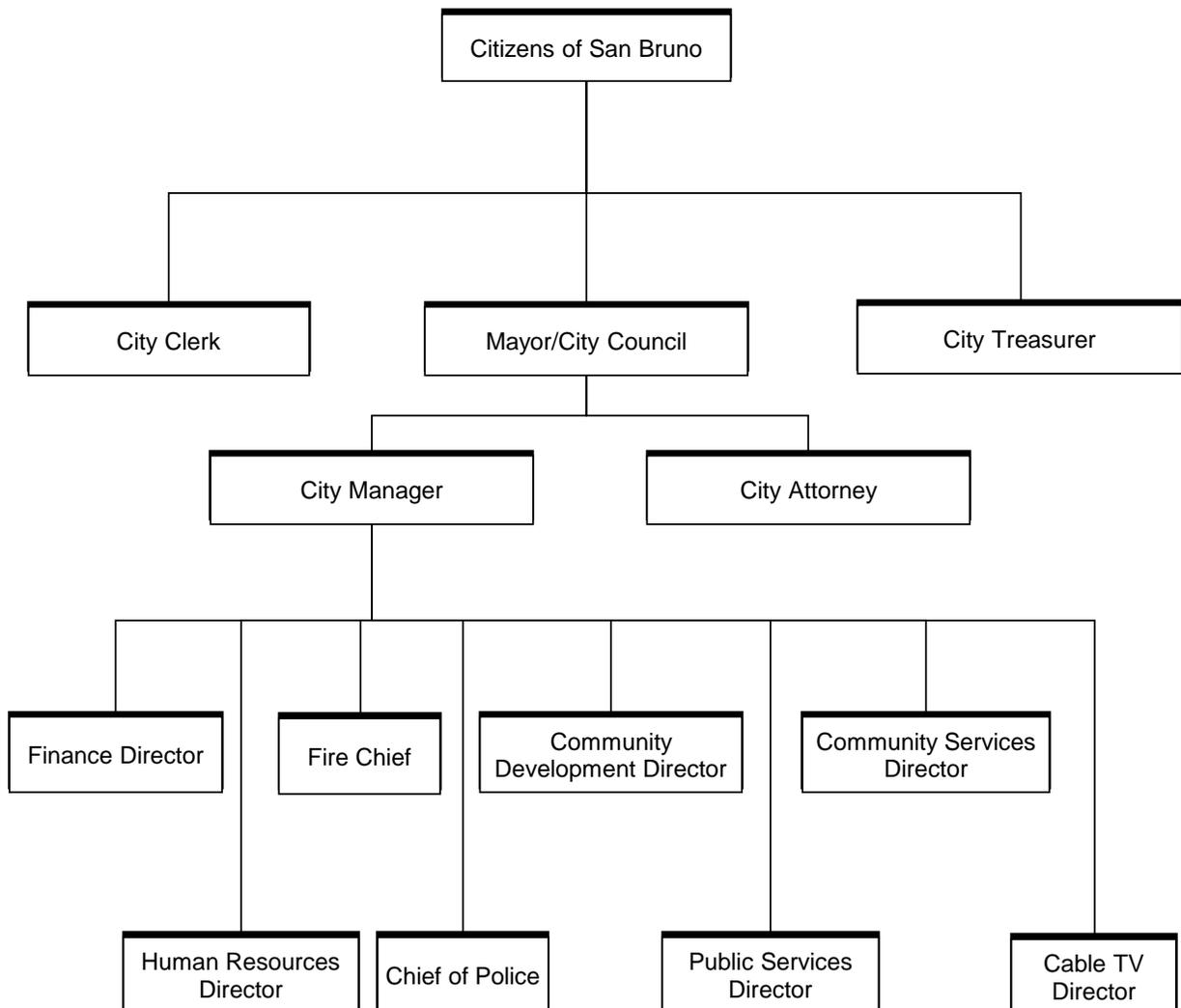
	2011-12 Actual	2012-13 Actual	2013-14 Amended Budget	2013-14 Estimated Actual	2014-15 Adopted Budget
Revenues					
Basic Service (incl Local Orig.)	\$ 4,192,081	\$ 3,748,642	\$ 4,010,614	\$ 3,768,724	\$ 3,833,949
Internet Service Fees	2,526,765	2,572,739	2,803,829	2,801,750	3,204,828
Pay-Per-View Services	874,409	794,399	869,900	769,666	792,684
Digital Service	1,137,414	1,109,257	1,261,748	1,112,061	1,132,034
International Programming	121,718	119,278	120,413	118,576	120,576
Fees & Taxes	392,227	371,217	359,900	309,177	312,979
Voice Service	430,100	426,264	487,500	419,711	418,901
Fiber Leasing	28,752	30,252	30,052	18,000	114,000
TV Guide Magazine	3,487	3,198	3,108	2,880	2,700
Commercial Phone & Data	114,868	175,987	416,410	197,282	254,828
Other Receipts	381,194	300,368	235,000	253,079	259,799
Total Revenues	10,203,015	9,651,601	10,598,474	9,770,906	10,447,278
Expenditures					
Operating Expenses	7,811,807	7,907,060	8,235,625	7,788,546	8,169,784
Local Origination Expenses	152,799	144,526	195,238	163,019	211,240
Pass Thru Fees	554,181	521,845	534,247	433,686	429,253
Equity Earnings Transfer	936,746	891,962	924,295	867,371	858,507
Interest Expense	75,206	38,355	15,128	15,128	171
Total Expenditures	9,530,739	9,503,748	9,904,533	9,267,750	9,668,955
Operating Surplus (Deficit)	672,276	147,853	693,941	503,156	778,323
Non-Operating Revenues (Expenses)					
Equipment Purchases	(132,102)	(28,435)	(66,000)	^	^
Debt Service Principal Payment	(742,590)	(407,040)	(430,267)	(430,267)	(36,945)
Capital Improvement Program	(300,727)	(283,031)	(1,846,533)	^	^
Non-Operating Surplus (Deficit)	(1,175,420)	(718,506)	(2,342,800)	(430,267)	(36,945)
Change in Fund Balance	\$ (503,144)	\$ (570,653)	\$ (1,648,859)	\$ 72,889	\$ 778,323
Fund Balance*, July 1				(4,178,964)	(4,106,075)
Fund Balance*, June 30				(4,106,075)	(3,327,752)

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

^ Expense will be updated after adoption of the 2014-19 Capital Improvement Program

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CITY OF SAN BRUNO



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City Personnel Summaries 2014-15 Budget

Department	2010-11 Budget	2011-12 Budget	2012-13 Budget	2013-14 Budget	2014-15 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	3.00	3.00	3.00
Human Resources	1.75	1.75	2.25	2.25	2.25
Finance					
Administration	5.00	5.00	4.50	5.00	5.00
Revenue Services	6.00	6.00	6.00	5.00	5.00
Police	58.50	59.00	60.00	61.50	62.50
Fire	32.50	32.50	32.75	32.75	33.30
Public Services					
Admin. & Engineering	6.75	6.75	6.75	6.70	6.70
Streets Maintenance	5.05	5.05	5.05	5.10	5.70
Community Development					
Planning	2.00	4.50	4.50 ¹	4.50 ¹	4.50 ¹
Building	4.00	7.00	6.50	6.50	7.50
Redevelopment Agency (Eliminated February 1, 2012)	5.50	-	-	-	-
Community Services					
Recreation	4.05	4.05	4.00	4.00	4.75
Parks Maintenance	13.35	13.10	13.80	13.80	14.30
Senior Services ²	2.85	2.85	3.35	3.35	3.45
Library Services	8.75	8.75	7.65	7.65	7.55
Subtotal	167.05	167.30	169.10	170.10	174.50
Special Revenues					
Solid Waste	0.35	0.35	0.35	0.35	0.35
Emergency Disaster	-	1.25	1.25	4.25	3.70
Subtotal	0.35	1.60	1.60	4.60	4.05
Internal Services					
Central Garage	3.35	3.35	2.85	2.35	2.35
Buildings and Facilities	6.10	5.85	5.70	5.70	6.45
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	13.45	13.20	12.55	12.05	12.80
Enterprise Funds					
Water Enterprise	17.30	17.30	17.30	16.95	17.45
Stormwater Enterprise	3.65	3.65	3.65	3.75	4.15
Wastewater Enterprise	14.55	15.55	15.55	15.80	16.30
Cable Enterprise	20.00	20.00	20.00	20.00	20.00
Subtotal	55.50	56.50	56.50	56.50	57.90
Total Positions (all funds)	236.35	238.60	239.75	243.25	249.25

¹ The Successor Agency to RDA personnel has been reallocated to the Planning Division.

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

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Departmental Personnel 2014-15 Budget

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

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

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

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

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

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

Police Department	General Fund	Special Revenue	
Classification	Police	Crestmoor (Glenview) Recovery	Total
Chief of Police	1.00	0.00	1.00
Police Commander	1.00	0.00	1.00
Police Lieutenant	2.00	0.00	2.00
Police Sergeant	8.00	0.00	8.00
Police Officer	35.00	1.00	36.00
Records/Dispatch Supervisor	1.00	0.00	1.00
Public Safety Dispatcher I/II	6.00	0.00	6.00
Police Clerk II	5.00	0.00	5.00
Community Services Officer	3.00	1.00	4.00
Management Analyst I/II	0.50	0.00	0.50
Total	62.50	2.00	64.50

Fire Department	General Fund	Special Revenue	
Classification	Fire	Crestmoor (Glenview) Recovery	Total
Fire Chief	0.25	0.00	0.25
Deputy Fire Chief	0.50	0.00	0.50
Battalion Chief	2.55	0.45	3.00
Fire Captain	9.00	0.00	9.00
Firefighter	20.00	0.00	20.00
Secretary	1.00	0.00	1.00
Total	33.30	0.45	33.75

Community Development Department	General Fund		Total
	Planning	Building Inspection & Code Enforcement	
Classification			
Community Development Director	0.50	0.50	1.00
Building Official	0.00	1.00	1.00
Long-Range Planning Manager	1.00	0.00	1.00
Building Inspector	0.00	2.00	2.00
Senior Planner	1.00	0.00	1.00
Associate Planner	1.00	0.00	1.00
Senior Code Enforcement Officer	0.00	1.00	1.00
Code Enforcement Officer	0.00	2.00	2.00
Community Development Technician I/II	1.00	1.00	2.00
Total	4.50	7.50	12.00

Community Services Department	General Fund				Internal Services	Total
	Recreation Services	Park Maint.	Senior Services	Library	Buildings & Facilities	
Classification						
Community Services Director	0.25	0.25	0.10	0.15	0.25	1.00
Assistant Library & Senior Services Director	0.00	0.00	0.10	0.90	0.00	1.00
Parks, Recreation and Facilities Superintendent	0.40	0.30	0.00	0.00	0.30	1.00
Library Services Manager	0.00	0.00	0.00	2.00	0.00	2.00
Recreation Services Supervisor	1.00	0.00	1.00	0.00	0.00	2.00
Recreation Services Coordinator	2.00	0.00	1.00	0.00	0.00	3.00
Nutrition Program Manager	0.00	0.00	1.00	0.00	0.00	1.00
Field Supervisor	0.00	1.25	0.00	0.00	0.75	2.00
Maintenance Technician	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	0.00	8.00	0.00	0.00	0.00	7.00
Custodian	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	0.00	0.00	0.00	0.50	0.00	0.50
Accounting & Customer Services Representative I/II	0.40	0.40	0.15	0.00	0.05	1.00
Executive Assistant	0.70	0.10	0.10	0.00	0.10	1.00
Total	4.75	14.30	3.45	7.55	6.45	35.50

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

Public Services Department	General Fund		Water		Stormwater	Wastewater	Internal Services	Special Revenue	Total
	Admin. & Engineering	Streets	Supply	Distribution	Operations	Operations	Central Garage	Solid Waste	
Public Services Director	0.15	0.05	0.20	0.15	0.05	0.35	0.05	0.00	1.00
Deputy Director of Engineering	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Deputy Director of Utilities	0.00	0.20	0.15	0.20	0.05	0.35	0.05	0.00	1.00
Maintenance Services Manager	0.00	0.50	0.30	0.70	0.50	1.00	0.00	0.00	3.00
Principal Civil Engineer	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	2.00	0.00	1.00	0.00	0.00	2.00	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	0.40	0.05	0.15	0.25	0.10	0.50	0.25	0.30	2.00
Engineering Technician	1.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
Pump Mechanic I/II	0.00	0.00	0.25	0.75	0.00	2.00	0.00	0.00	3.00
Lead Maintenance Worker	0.00	0.00	1.00	1.00	1.00	1.00	0.00	0.00	4.00
Maintenance Worker I/II	0.00	4.60	1.20	6.80	2.40	8.00	0.00	0.00	23.00
Lead Mechanic	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Mechanic I/II	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Executive Assistance	1.15	0.05	0.20	0.15	0.05	0.35	0.00	0.05	2.00
Secretary	0.00	0.25	0.25	0.25	0.00	0.25	0.00	0.00	1.00
Total	6.70	5.70	5.20	12.25	4.15	16.30	2.35	0.35	53.00

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Adopted Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Administration				
Technology				
Hire temporary staff to assist with front line desktop support while IT staff manage and complete critical capital improvement projects.		20,000		20,000
Install backup internet connection and hardware to ensure redundancy in the City's internet access to prevent disruption of external email communication and the City's website.	18,000			18,000
Technology Total	18,000	20,000	0	38,000
General Fund Impact				30,780

Public Safety				
Police				
Add Police Officer position to enhance proactive police patrols in the community. Officers not on a call for service are able to conduct patrols in the community primarily for criminal activity and traffic enforcement. Patrol also helps identify areas in the city that detract from the quality of life, such as roadway hazards, abandoned vehicles, graffiti, and other conditions requiring City response.	149,956			149,956
Police Total	149,956	0	0	149,956

Public Services				
Streets				
Eliminate a part-time Streets maintenance position and add 0.60 Maintenance Worker to address the Regional Water Board's required 70% trash reduction goal in public right-of-way by 2017. Position shared 60% Streets and 40% Stormwater Fund and net increase will be funded by Gas Tax.	28,174		28,174	0
Streets Total	28,174	0	28,174	0

Adopted Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Public Services (Cont.)				
Water Supply				
Increase toilet rebates and washing machine rebates to address community interest and promote water conservation.	7,500			7,500
Add 0.50 Associate Engineer to manage Water and Wastewater Capital Improvement projects. This position is shared with Wastewater Fund.	72,000			72,000
Water Supply Total	79,500	0	0	79,500
Stormwater				
Initiate expanded five-year program to inspect and assess storm water culvert system utilizing Measure M funds.	15,500		15,500	0
Add 0.40 Maintenance Worker to address the Regional Water Board's requirement of 70% trash reduction in public right-of-way by 2017. Position shared 60% Streets and 40% Stormwater Fund, utilizing Measure M funds.	32,060		32,060	0
Stormwater Total	47,560	0	47,560	0
Wastewater				
Add 0.50 Associate Engineer to manage Water and Wastewater Capital Improvement projects. This position is shared with Water Fund.	72,000			72,000
Wastewater Total	72,000	0	0	72,000
Community Development				
Building				
Add Code Enforcement Officer to provide additional capacity for focused community outreach and enforcement efforts to assist in resolving code enforcement concerns.	125,700			125,700
Building Total	125,700	0	0	125,700

Adopted Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Services				
Recreation				
Expand existing programs in youth and adult sports, after school program, seasonal camps and aquatics program				0
Eliminate one Recreation Services Supervisor position	(121,145)			(121,145)
Add two Recreation Services Coordinator positions	201,866			201,866
Increase part-time staff to support the expanded program	10,360			10,360
Increase supplies cost for providing the expanded programs	7,800		99,000	(91,200)
Recreation Total	98,881	0	99,000	(119)
Parks				
Add Parks Maintenance Worker position to maintain new median segments along both El Camino Real and San Bruno Avenue and Grade Separation landscaping, including East First Avenue and Posy Park.	99,333			99,333
Perform ballfield grading project at City Park Diamond No. 2, City Park Diamond No. 3, and Belle Air Field.		20,000		20,000
Purchase storage shed for Lions Field to store field maintenance equipment.		3,450		3,450
Parks Total	99,333	23,450	0	122,783
Senior Services				
Eliminate a Senior Services Supervisor position and hire a Recreation Services Coordinator position.	(19,590)			(19,590)
Senior Services Total	(19,590)	0	0	(19,590)
Library				
Reclassify a Children's Services Manager position to a Library Services Manager position to reflect additional duties.	5,550			5,550
Library Total	5,550	0	0	5,550

Adopted Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Services (Cont.)				
Building and Facilities				
Implement routine carpet and floor cleaning to preserve and extend useful life. Schedule biennial office area floor cleaning and annual high traffic area cleaning.	13,000			13,000
Implement biennial pressure washing for exterior walls and sidewalks at the Senior Center, Recreation Center, and Police Plaza, extending useful life of the building exterior and improving aesthetics.	2,300			2,300
Implement annual window cleaning, including calcium removal.	4,300			4,300
Building and Facilities Total	19,600	0	0	19,600
General Fund Impact				18,228
Cable				
Cable Operations				
Purchase licensing for customer mobile viewing of television programming on personal electronic devices.	70,695			70,695
Lease additional fiber to serve additional commercial customers.	20,000		52,000	(32,000)
Cable Total	90,695	0	52,000	38,695
Total Supplemental Requests	1,545,045	103,100	354,468	1,293,677
Total General Fund Costs	520,812	39,650	127,174	433,288
Ongoing Costs net of Revenue	393,638			



Elected Offices
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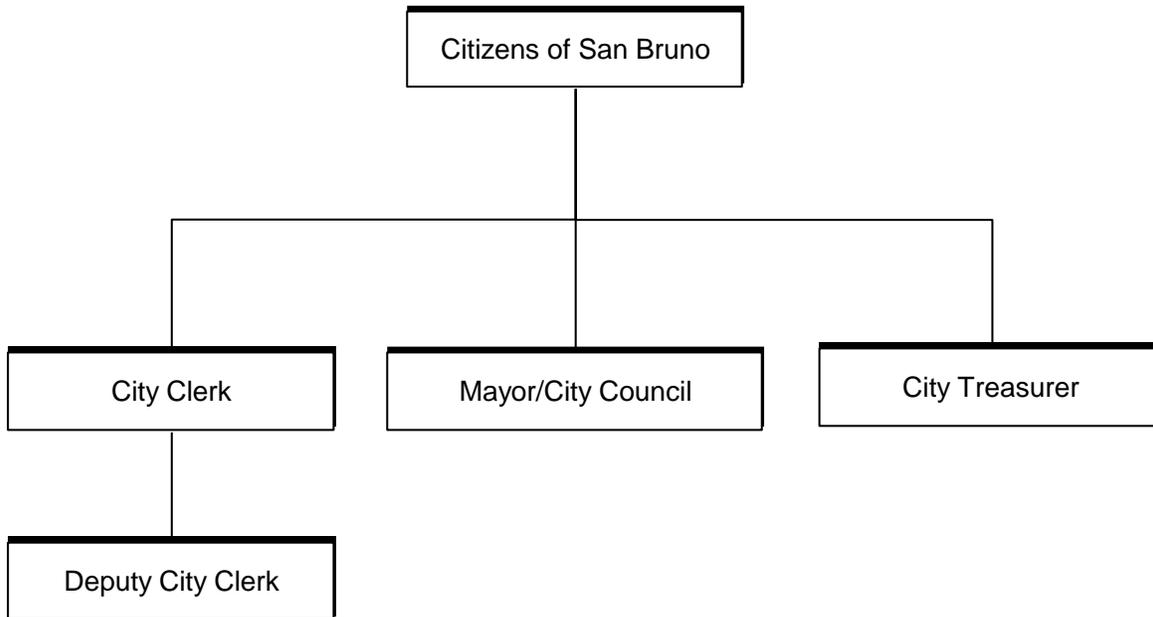
Elected Offices

City Council

City Clerk

City Treasurer

Elected Offices



Elected Offices

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

Programs

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

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

City Council

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

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

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

- **City Council Activities**

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

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

2014-15 Goals and Objectives

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

City Clerk

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

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

2013-14 Goals and Accomplishments	Status
✓ Develop process for paperless documents to be distributed to City Council through electronic devices. <i>Status:</i>	Ongoing
✓ Complete the 2013-14 Annual Statements of Economic Interests for all designated officials and positions by the filing deadline. <i>Status:</i> Completed.	Complete
✓ Continue ongoing efforts to reorganize and archive files to make them more accessible. <i>Status:</i> Continued ongoing efforts to organize and archive files. Assisted City departments with research and historical information as needed.	Ongoing
✓ Conduct the 2013 Fireworks Stand Permit and Sales process. <i>Status:</i> Completed	Complete
✓ Continue ongoing efforts to create an index of Resolutions and Ordinance that will link to the resolution or ordinance and also to the minutes once they are adopted. <i>Status:</i> Continued to log and archive resolutions and ordinances.	Ongoing
✓ Conduct the November 2013 General Municipal Election. <i>Status:</i> Completed.	Complete
✓ Direct city officials to satisfy the guidelines issued by the Fair Political Practices Commission by completing public service ethics education. <i>Status:</i> Completed	Complete

- ✓ **Assist with the bi-annual re-appointment and oath administration of citizens to Committees, Boards, and Commissions.** **Complete**
Status: Completed

2014-15 Goals and Objectives

- Develop a new agenda packet process to simplify the existing process.
- Transition City Council from paper agendas to paperless agendas.
- Complete the 2014-15 Annual Statements of Economic Interests for all designated officials and positions by the filing deadline.
- Conduct the 2014 fireworks stand permit and sales process.
- Continue ongoing efforts to log and scan Ordinances and Resolutions to the City website.

City Treasurer

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

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

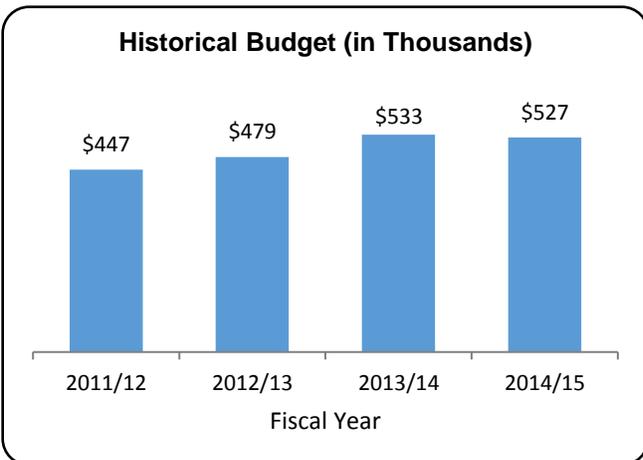
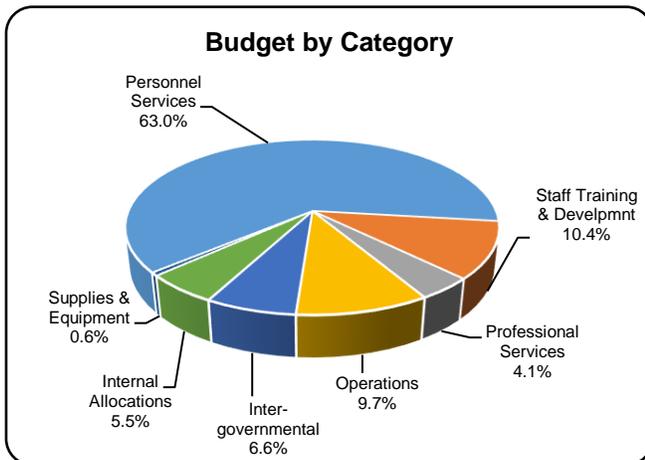
2013-14 Goals and Accomplishments	Status
✓ Continue training for designation of certified California Municipal Treasurer. <i>Status:</i> Continued education for certification.	Ongoing
✓ Update the City’s Investment Policy in accordance with State regulations. <i>Status:</i> Completed.	Complete
✓ Achieve positive return on invested funds while adhering to the City’s Investment Policy. <i>Status:</i> Completed.	Complete
✓ Continue to meet state guidelines for investment reporting. <i>Status:</i> Completed.	Complete
✓ Further diversify investment funds to strengthen the portfolio against possible market downturn, in accordance with Investment Policy. <i>Status:</i> Completed.	Complete

2014-15 Goals and Objectives
<input type="checkbox"/> Continue to monitor the City’s Investment Policy to ensure compliance with State regulations.
<input type="checkbox"/> Continue to further diversify investment funds to strengthen the portfolio against possible market downturn, in accordance with the City’s Investment Policy.
<input type="checkbox"/> Continue to achieve positive return on invested funds while adhering to the City’s Investment Policy.
<input type="checkbox"/> Continue to meet state guidelines for investment reporting.
<input type="checkbox"/> Continue training for designation of certified California Municipal Treasurer.

Elected Offices Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$297,112	\$315,121	\$318,069	\$331,570
Staff Training & Development	\$50,832	\$50,967	\$54,467	\$54,967
Professional Services	\$25,423	\$38,100	\$26,161	\$21,740
Supplies & Equipment	\$3,154	\$3,175	\$3,175	\$3,175
Operations	\$45,141	\$45,064	\$51,260	\$51,298
Intergovernmental	\$0	\$0	\$54,000	\$35,000
Internal Allocations	\$25,649	\$26,123	\$25,809	\$28,750
Total:	\$447,311	\$478,550	\$532,941	\$526,500

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$346,331	\$378,282	\$416,843	\$410,723
General Administration Recovery from Other Funds:				
Water Fund	\$46,258	\$45,962	\$53,218	\$53,071
Wastewater Fund	\$27,280	\$27,085	\$31,361	\$31,274
Stormwater Fund	\$2,480	\$2,462	\$2,851	\$2,843
Cable Fund	\$24,746	\$24,531	\$28,404	\$28,326
Solid Waste	\$216	\$228	\$264	\$263
Total:	\$447,311	\$478,550	\$532,941	\$526,500



Summary of 2014-15 Budget Changes

The 2014-15 budgets for Elected Offices - City Council, City Clerk and City Treasurer - are \$6,400 lower than 2013-14. The changes include:

- Election cost of \$35,000 to participate in the State-wide election and amend Ordinance 1284 related to commercial and residential building height limit.
- City Treasurer's banking fees reduced by \$4,000 with the termination of lockbox services by the City's banking provider.
- The City Council budget includes the last budget and allocation of \$10,000 for the Centennial Celebration.

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City Council

Personnel Services	2014-15 Budget	Description
5102 PART-TIME SALARIES	\$29,160	Salary for Mayor and City Council.
5200 EMPLOYEE BENEFITS	\$49,844	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$79,004	

Staff Training & Development	2014-15 Budget	Description
6701 DUES & MEMBERSHIPS	\$45,400	Association of Bay Area Governments (\$8,300); League of California Cities (\$14,500); HEART of San Mateo County (\$17,000); Peninsula Division (\$100); SMC Airport Roundtable (\$1,500); Sister Cities International (\$500); and US Conference of Mayor (\$3,500).
6704 MEETINGS/CONFERENCES	\$5,000	County, regional and state meetings and conferences attended by the City Council.
Total Staff Training & Development	\$50,400	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$1,900	Supplies and materials related to operation of the City Council.
Total Supplies & Equipment	\$1,900	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$50	Postage cost for City Council correspondence.
6141 PRINTING, COPYING & BINDING	\$21,000	City FOCUS newsletter, three issues per year.
6409 SPECIAL PROJECTS	\$18,500	Departmental and employee recognition (\$3,000); Narita Sister City activities (\$3,000); Centennial celebration (\$10,000); and Volunteer recognition (\$2,500).
6450 COMMUNICATIONS	\$2,528	Costs associated with a telephone line (\$728); and Data plan for five tablets (\$1,800).
6502 COMMUNITY PROMOTION	\$5,000	Financial support for community based organization activities as approved by the City Council.
Total Operations	\$47,078	
Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$140	Internal service allocation for copier charges.
Total Internal Allocations	\$140	
Grand Total	\$178,522	

City Clerk

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$85,680	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$47,378	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	\$69,283	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$202,341	

Staff Training & Development	2014-15 Budget	Description
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	\$1,500	League of California Cities Clerk Conference.
Total Staff Training & Development	\$4,392	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$1,200	Supplies and materials related to City Clerk operations.
Total Supplies & Equipment	\$1,200	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$250	Postage costs for City Clerk correspondence.
6450 COMMUNICATIONS	\$807	Costs associated with 3 office telephones and fax line.
6501 PUBLIC NOTICES	\$3,000	Legal advertising for public notice.
Total Operations	\$4,057	

Intergovernmental	2014-15 Budget	Description
7043 ELECTIONS	\$35,000	Municipal election.
Total Intergovernmental	\$35,000	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$24,832	Internal service allocations for: self insurance cost (\$5,177); building and facilities maintenance (\$9,412); information technology support (\$7,243); and copier charges (\$3,000).
Total Internal Allocations	\$24,832	
Grand Total	\$271,822	

City Treasurer

Personnel Services	2014-15 Budget	Description
5102 PART-TIME SALARIES	\$40,788	Salary for City Treasurer.
5200 EMPLOYEE BENEFITS	\$9,437	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$50,225	

Staff Training & Development	2014-15 Budget	Description
6701 DUES & MEMBERSHIPS	\$175	California Municipal Treasurer's Association.
Total Staff Training & Development	\$175	

Professional Services	2014-15 Budget	Description
6419 OTHER SERVICES	\$21,740	Safekeeping charges for investments (\$3,500); Bank fees and charges (12,000); and Armored car services (\$6,240).
Total Professional Services	\$21,740	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$75	Supplies and materials related to City Treasurer operation.
Total Supplies & Equipment	\$75	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$25	Postage costs for City Treasurer correspondence.
6450 COMMUNICATIONS	\$138	Cost associated with an office telephone.
Total Operations	\$163	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$3,778	Internal service allocation for information technology support.
Total Internal Allocations	\$3,778	
Grand Total	\$76,156	



General Administration
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General Administration

City Manager's Office

City Attorney's Office

Human Resources Department

Information Technology

Finance Department

Crestmoor (Glenview) Recovery

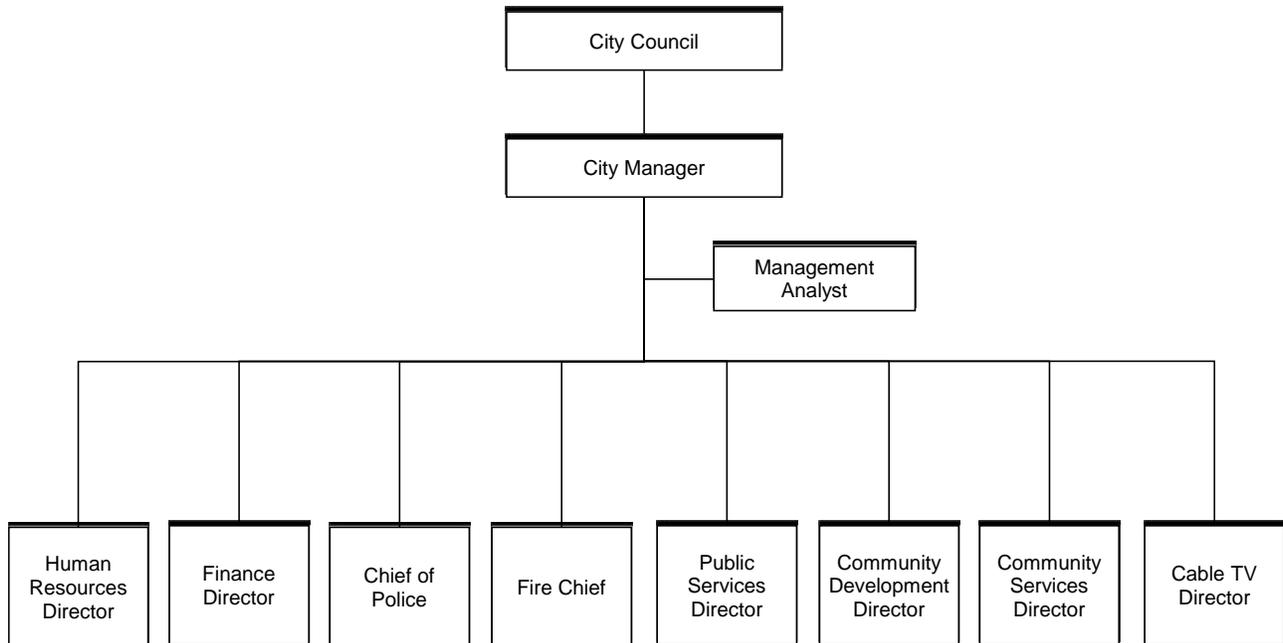
Non-Departmental

Self Insurance

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City Manager's Office

City Manager



City Manager's Office

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

Programs

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

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

Priority Focus

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

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

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

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

2013-14 Goals and Accomplishments	Status
<p>✓ Continue and improve the City’s ongoing effort to assure preparation of all City departments and operations to perform all specific disaster response and recovery functions. <i>Status:</i> Conducted Emergency Operations Center (EOC) training in conjunction with the San Mateo County Silver Dragon exercise. Worked with the Fire Department to assign an Administrative Battalion Chief to evaluate and further develop the City’s emergency preparedness plan and coordinated staff training for WebEOC, a recording and documentation software system for major emergencies.</p>	Ongoing
<p>✓ Continue ongoing effort to develop specific operational policies, procedures and standards to improve the structure of City organization to assure efficient and effective delivery of all City services and operations. <i>Status:</i> Continued to work with each Department to identify operational efficiencies for the delivery of City services. Customer service has remained a priority focus and will continue to be evaluated to ensure delivery of high quality of service. Continued review and redesign of the City website to improve and expand the availability of information and services made available online.</p>	Ongoing
<p>✓ Complete establishment of not-for-profit public benefit entity to oversee and determine best use of the \$70 million in settlement funds received from PG&E. <i>Status:</i> Conducted City Council Study Sessions and completed the appointment process to establish the Board for the Not-For-Profit San Bruno Community Foundation. Worked with the City Attorney’s Office to conduct Board member orientations and will continue to work with the Board of Directors to develop policies and procedures.</p>	Ongoing

- ✓ **Continue proactive monitoring and management of the City's resources to ensure continuing fiscal and organizational vitality of the City's operations.** **Ongoing**
Status: Worked with the Finance Department to coordinate quarterly financial updates to City Council, and maintained reserve funds to assure long term financial planning for critical needs.
- ✓ **Continue proactive involvement in California Public Utility Commission (CPUC) regulatory proceedings and pipeline safety initiatives to ensure that the interests and the experience of the residents of San Bruno are properly and fully represented.** **Ongoing**
Status: Continued to represent the City's interests through the CPUC regulatory proceedings and continued active advocacy for pipeline safety. Represented the City of San Bruno at the National Pipeline Safety Trust's annual conference and continued to share safety initiatives with other municipal agencies to help prepare for disaster recovery.
- ✓ **Develop and implement a plan and funding options to address long term repair, rehabilitation and replacement of City facilities.** **Complete**
Status: Assured continued monitoring and adherence to the City Council approved reserve policy and fund balances.
- ✓ **Continue efforts for full implementation of Fire consolidation with the City of Millbrae and the Central County Fire Departments (City of Burlingame and Town of Hillsborough).** **Ongoing**
Status: Continued oversight of the City of San Bruno, City of Millbrae and Central County Fire Departments administration consolidation. Continued shared fire services administration and continued shared functions including agreements for shared mechanic services, shared Deputy Chief, shared Fire Marshal and shared Fire Chief services. Initiated a Battalion Chief position to further develop and represent the City of San Bruno's emergency response and preparedness efforts.
- ✓ **Complete the Phase III Crestmoor neighborhood infrastructure rebuilding project and planning for the final phases of the neighborhood restoration of the park and canyon areas.** **Ongoing**
Status: Held community meetings and maintained website information to keep the Crestmoor neighborhood residents informed and updated during the recovery and infrastructure rebuild process. Completed Phase II Utility Replacement consisting of utilities within the fire-damaged portion of the neighborhood. Phase III Utility Replacement, in the remaining areas of the neighborhood, commenced in August 2013 and is nearing completion. Presented recommendations for additional reconstruction projects to be completed in the Crestmoor neighborhood which were approved by the City Council.
- ✓ **Complete negotiations and initiate development of the Crossings Hotel project.** **Ongoing**
Status: Since the City Council selection of a hotel developer for the crossing site, the project's economics have been analyzed and site plan elevations have been developed. Negotiations are underway for a Disposition and Development Agreement. It is anticipated that this agreement will be brought forward for Council's consideration and action in early Fall, 2014.
- ✓ **Initiate development of City and PG&E owned lots in the Crestmoor neighborhood.** **Ongoing**

- Status:* Developed a Request for Proposal/Qualifications (RFP/RFQ) and evaluated submittals for recommendation and consideration by the City Council. A homebuilder/developer, Castle Companies, was selected to construct homes on ten vacant lots (three City owned and seven PG&E owned) in the neighborhood. Home design and approvals are underway with construction anticipated to begin in 2015.
- ✓ **Develop and initiate strategies for further support to the vitality and growth of the City's business centers including the Bayhill office park, downtown and the Transit Corridor area.** **Ongoing**
Status: Completed initial planning for a proposed ballot measure to revise current development restrictions as part of the overall strategy to implement the Transit Corridors Plan.
- ✓ **Continue to monitor and evaluate opportunities for further coordination and consolidation of City services to ensure long-term viability of essential services.** **Ongoing**
Status: Completed upgrade of the Police Department's 911 system and establishment of a virtual dispatch connection with the Burlingame Police Department to allow coordinated after hours dispatch.
- ✓ **Continue to provide proactive results-oriented leadership and oversight to all City operations and initiatives to represent and assure delivery of the City Council's policy and community service objectives.** **Ongoing**
Status: Participated in the County of San Mateo's Training Consortium to provide employees a wide range of professional development opportunities resulting in over 20 employees' participation in different training courses. Initiated semi-annual program of orientation sessions with all newly hired staff to introduce and encourage City-wide community service objectives and initiatives.
- ✓ **Complete sale of wastewater revenue Refunding Bonds to refinance outstanding 2002 installment debt payment obligations.** **Complete**
Status: Completed the issuance of the Refunding Bonds resulting in an expected net value savings of \$1.2 million.

2014-15 Goals and Objectives

- Complete comprehensive Citywide emergency preparedness needs assessment, develop and implement training and preparedness plans in each area of the City's service and continue the City's participation in regional preparedness exercises and other programs.
- 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.
- Continue to assist the San Bruno Community Foundation Board of Directors to initiate independent operations to determine the 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 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.

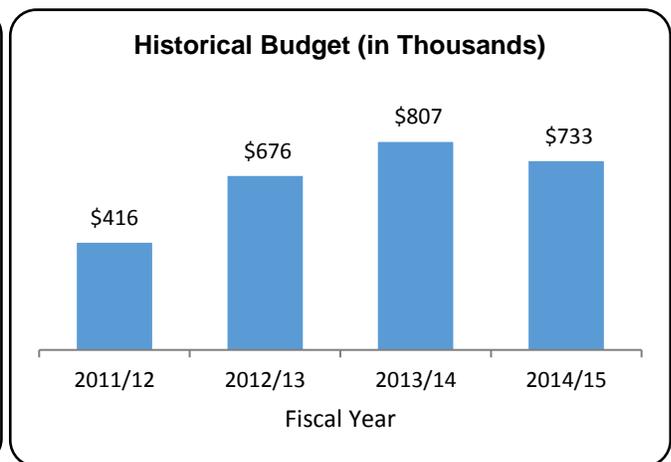
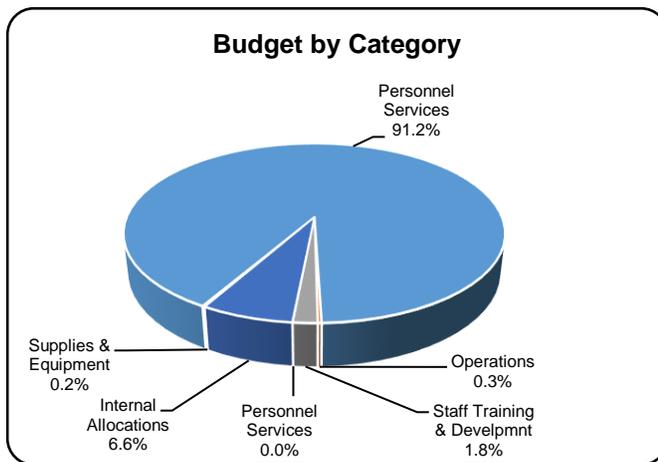
- Assure delivery of proactive code enforcement services to produce improvements in the overall character and quality of the City's neighborhood and business areas.
- Complete the Phase III Crestmoor neighborhood infrastructure rebuilding project, initiate restoration including restoration of the park and canyon areas, and complete initial design and development of additional neighborhood rebuilding projects approved by the City Council.
- Initiate development of the Crossings Hotel project.
- Initiate development of homes on City and PG&E owned lots in the Crestmoor neighborhood.
- Complete review of a proposed ballot measure to increase building height and eliminate other restrictions to implementation of the Downtown and Transit Corridor Plan.
- Continue to provide proactive results-oriented leadership and oversight to all City operations and initiatives to represent and assure delivery of the City Council's policy with an emphasis on community service objectives.

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City Manager Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$365,496	\$624,351	\$623,292	\$668,489
Staff Training & Development	\$10,850	\$12,350	\$12,850	\$12,850
Professional Services	\$0	\$0	\$125,000	\$0
Supplies & Equipment	\$1,500	\$1,250	\$1,250	\$1,250
Operations	\$1,278	\$1,378	\$1,950	\$1,955
Internal Allocations	\$36,539	\$36,352	\$43,077	\$48,655
Total:	\$415,663	\$675,681	\$807,419	\$733,199

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$337,305	\$585,722	\$657,147	\$571,969
General Administration Recovery from Other Funds:				
Water Fund	\$35,895	\$41,236	\$68,883	\$73,906
Wastewater Fund	\$21,169	\$24,300	\$40,592	\$43,552
Stormwater Fund	\$1,924	\$2,209	\$3,690	\$3,959
Cable Fund	\$19,203	\$22,009	\$36,765	\$39,446
Solid Waste	\$167	\$205	\$342	\$367
Total:	\$415,663	\$675,681	\$807,419	\$733,199



Summary of 2014-15 Budget Changes

The 2014-15 City Manager's budget includes a reduction of \$125,000 in Professional Services, which was designated for the Economic Development Plan in 2013-14. This one-time allocation of funds remains available for plan completion.

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City Manager's Office

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$473,066	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$7,200	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$188,223	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$668,489	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$5,000	Executive management leadership development and team building for Department Head team.
6406 PROFESSIONAL DEVELOPMENT	\$2,500	Two managers and one mid-management in accordance to employment agreement and MOU, as applicable.
6701 DUES & MEMBERSHIPS	\$2,350	California City Management Foundation (\$400); International City/County Management Association (\$1,700); and San Mateo County City Manager's Association (\$250).
6702 PUBS & SUBSCRIPTIONS	\$500	San Mateo Times (\$200); and miscellaneous publications and reference materials (\$300).
6704 MEETINGS/CONFERENCES	\$2,500	League of California Cities (\$1,000); San Mateo County City Managers Organization and Progress Seminar (\$1,000); and Local meetings (\$500).
Total Staff Training & Development	\$12,850	

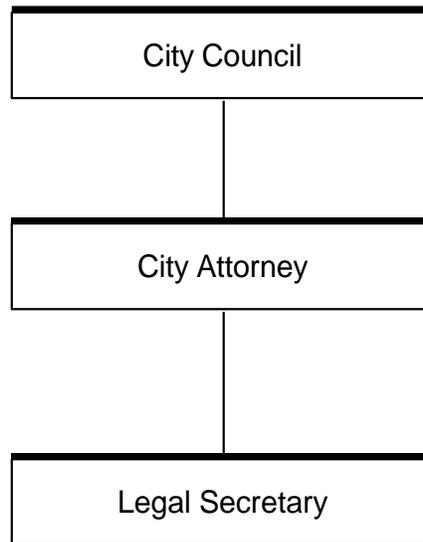
Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$1,000	Supplies for daily operations.
6204 SUPPLIES	\$250	Replacement of calculators, printers, and other office equipment.
Total Supplies & Equipment	\$1,250	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$200	Postage costs associated with City Manager correspondence.
6450 COMMUNICATIONS	\$1,755	Costs associated with two office telephones, one fax machine, and one cell phone.
Total Operations	\$1,955	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$48,655	Internal service allocations for: self insurance (\$17,258); building and facilities maintenance (\$17,187); information technology support (\$14,173); and copier charges (\$37).
Total Internal Allocations	\$48,655	
Grand Total	\$733,199	

City Attorney's Office

City Attorney



City Attorney's Office Legal Services

Programs

Legal Services, consisting of a City Attorney and a Legal Secretary, is responsible for the administration of all City-related legal matters. The primary services provided are:

- **Legal Consultation and Support**

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

Provide legal advice to City Council, City Manager and Departments on City matters.

Manage City-related litigations and claims including appearing on behalf of the City in legal proceedings and directing the defense or prosecution of complex litigation matters assigned to outside counsel. The City Attorney's Office is responsible for the administration of all City-related legal matters.

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

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

2013-14 Goals and Accomplishments	Status
✓ Work with staff to develop and revise ordinances relating to massage establishments, purchasing policies and Public Services contract bid procedures. <i>Status:</i> Completed massage ordinance, implementation ongoing; revised bid ordinance included in the 2014-15 work plan.	Complete; Ongoing
✓ Conduct a comprehensive review of the City's insurance and claims management needs including evaluation of alternatives for the City's liability insurance. <i>Status:</i> Actively participated in Association of Bay Area Governments (ABAG) Executive and Claim Committees to assess cost and benefits of the City's current pool arrangement.	Ongoing
✓ Complete property transfers involving the Grade Separation project. <i>Status:</i> Pending completion of Grade Separation project.	Pending

- | | | |
|---|--|-----------------|
| ✓ | <p>Develop and implement the City’s email retention policy.
 <i>Status:</i> Developed the City’s email retention policy. Implementation is anticipated during fiscal year 2014-15.</p> | Ongoing |
| ✓ | <p>Continue management of legal issues arising out of the Glenview Fire incident.
 <i>Status:</i> Developed and began implementing the Not-For-Profit (NFP) entity to manage the \$70 million restitution fund; managed initiation of litigation against CPUC for violation of public records act; concluded purchase of property for neighborhood park; drafted legal documents for development of remaining vacant lots</p> | Ongoing |
| ✓ | <p>Continue ongoing support to all City departments and operations to minimize risk and avoid liability.
 <i>Status:</i> Continued general oversight of the City’s general liability claims and risk management functions including responsibility for leadership of the City’s Risk Management Committee and increased coordination with all City departments.</p> | Ongoing |
| ✓ | <p>Implement a comprehensive program to resolve difficult and longstanding code enforcement matters.
 <i>Status:</i> Developed list of long standing difficult code enforcement cases and provided proactive coordination with Code Enforcement. The City has successfully resolved over twenty cases of blighted and unsafe properties. Ongoing programs include efforts to incentivize redevelopment of underutilized properties.</p> | Ongoing |
| ✓ | <p>Advise staff in personnel-related matters.
 <i>Status:</i> Provided continuing legal support to personnel and other departmental matters.</p> | Ongoing |
| ✓ | <p>Work with staff to implement the Transit Corridors Plan, the Crossing Hotel development, and associated policy and zoning issues.
 <i>Status:</i> Assisted the City Council in review and approval of the Transit Corridors Plan and drafted agreements for the development of the Crossing Hotel. Continued to support the Community Development Department’s development of the comprehensive zoning ordinance update and ballot measure for the Plan.</p> | Pending |
| ✓ | <p>Establish a legally sustainable system for determining the proper classification and amount of business license tax owed from businesses that sell goods or services using internet-based platforms.
 <i>Status:</i> In coordination with the Finance Department, developed a formula to assure an equitable business license tax collection.</p> | Complete |

2014-15 Goals and Objectives

- Continue review of the City’s insurance and claims management needs including evaluation of alternatives for the City’s liability insurance.
- Work with parties involved in the Grade Separation project for second phase of property transfers.
- Implement the City’s email retention policy.
- Introduce revisions to the City’s purchasing policies and ordinance.
- Continue management of legal issues arising out of the Glenview Fire incident, including litigation against CPUC and development of San Bruno Community Foundation.

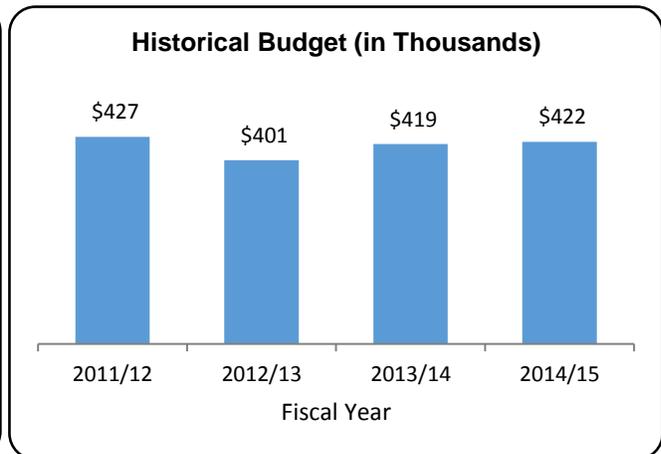
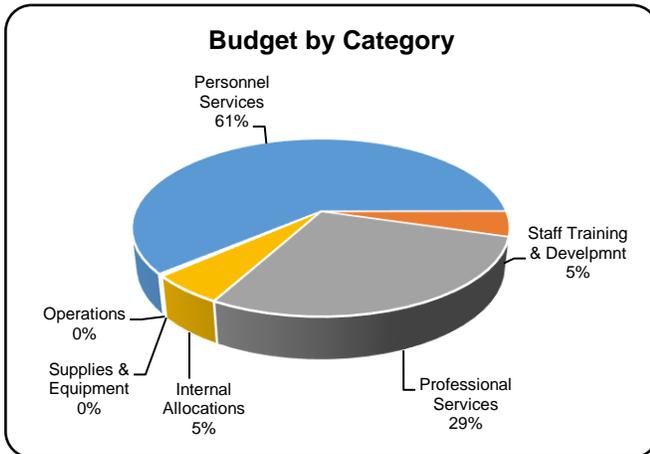
- Continue ongoing support to all City departments and operations to minimize risk and avoid liability.
- Continue implementation of a comprehensive program to resolve difficult and longstanding code enforcement matters.
- Work with staff to implement the Transit Corridors Plan and associated policy and zoning issues, to develop a ballot measure for full implementation of the Plan, and to complete agreements for the Crossing Hotel development.

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City Attorney Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$236,631	\$240,754	\$257,358	\$257,407
Staff Training & Development	\$13,825	\$19,325	\$19,325	\$19,325
Professional Services	\$155,000	\$120,000	\$120,000	\$120,000
Supplies & Equipment	\$900	\$900	\$900	\$900
Operations	\$1,108	\$1,008	\$1,091	\$952
Internal Allocations	\$19,590	\$19,370	\$20,526	\$23,020
Total:	\$427,054	\$401,357	\$419,200	\$421,604

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$346,519	\$317,092	\$327,211	\$328,893
General Administration Recovery from Other Funds:				
Water Fund	\$36,892	\$38,626	\$42,167	\$42,498
Wastewater Fund	\$21,757	\$22,762	\$24,848	\$25,043
Stormwater Fund	\$1,978	\$2,069	\$2,259	\$2,277
Cable Fund	\$19,736	\$20,616	\$22,506	\$22,682
Solid Waste	\$172	\$192	\$209	\$211
Total:	\$427,054	\$401,357	\$419,200	\$421,604



Summary of 2014-15 Budget Changes

The 2014-15 City Attorney's budget is generally unchanged from the 2013-14 budget.

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City Attorney's Office

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$181,765	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$72,042	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$257,407	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$250	Required continuing professional education.
6701 DUES & MEMBERSHIPS	\$1,775	State Bar of California (\$600); San Mateo County Bar Association (\$375);and Bay Area City Attorneys and Municipal Lawyers meetings (\$800).
6702 PUBS & SUBSCRIPTIONS	\$13,000	California Codes (\$3,836); Westlaw subscription (\$5,250); Continuing Education of the Bar (CEB) reference materials (\$2,100); The Recorder (\$369); Verdict Search (\$425); International Municipal Law Association (IMLA) (\$695); and CA Municipal Law Handbook (\$325).
6703 TRAVEL/VEHICLE USE	\$300	Reimbursement for business related travel expense.
6704 MEETINGS/CONFERENCES	\$4,000	League of California Cities seminars (\$2,000); and City Attorney annual seminars (\$2,000).
Total Staff Training & Development	\$19,325	

Professional Services	2014-15 Budget	Description
6402 LEGAL EXPENSES	\$120,000	Retain outside counsel and legal fees.
Total Professional Services	\$120,000	

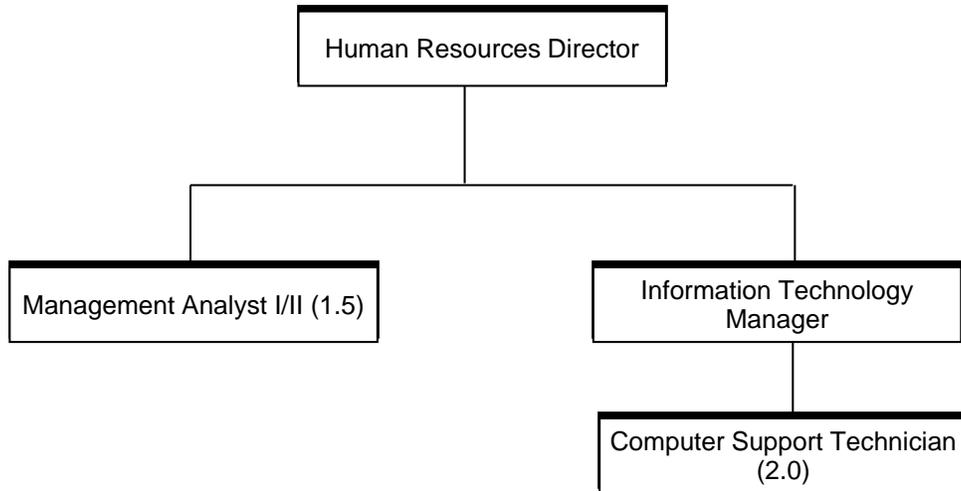
Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$900	Supplies and materials related to the City Attorney's operation.
Total Supplies & Equipment	\$900	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$400	Postage cost for City Attorney correspondence.
6450 COMMUNICATIONS	\$552	Costs associated with two office telephones and one fax machine.
Total Operations	\$952	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$23,020	Internal service allocations for: self insurance (8,629); building and facilities maintenance (\$9,412); information technology support (\$4,829); and copier charges (\$150).
Total Internal Allocations	\$23,020	
Grand Total	\$421,604	

Human Resources Department

Information Technology



Human Resources Department

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

Programs

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

- **Recruitment, Selection and Retention**

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

- **Employee Development and Training**

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

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

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

- **Benefits Administration**

Provide employees with accurate and timely information to assist their personal management of City benefits. Manage various employee benefit programs to ensure cost effectiveness and service efficiency.

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

Priority Focus

Human Resources will continue to develop, improve, and update new and existing human resources work processes and policies with a specific focus on using updated technology to streamline departmental operations and to assist in compliance with federal, state, and local rules and regulations.

The Human Resources Department will implement the impacts on wage and healthcare benefits from the new labor agreements that were negotiated. Consistent with the City Council's interest and direction, this effort will include focused work with employees and the Teamsters Union Health and Welfare Trust to implement alternatives to the current benefits cost structure. The Department will be negotiating with the Police Bargaining Unit whose current agreement will expire on December 31, 2014.

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

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

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

2013-14 Goals and Accomplishments	Status
✓ Continue to provide support with the Glenview recovery efforts by managing the Glenview Fire Hotline, overseeing the City Liaison Program, which provides support and resources to Glenview residents and those impacted by the fire. <i>Status:</i> Continued management of the counseling program for the Crestmoor neighborhood residents, and coordinated the 3 rd year remembrance event.	Ongoing
✓ Work with the City's bargaining units to complete the negotiated salary and health benefits reopener by December 2013 <i>Status:</i> Completed negotiations with the City's bargaining units. Achieved initial agreements to implement a new structure for health benefit coverage through the	Completed

- Teamsters Health and Welfare Trust Fund.
- ✓ **Continue to monitor and evaluate the recent change to the Employee Assistance Program to ensure quality of care, cost effectiveness, and responsiveness of the delivery of services and to increase awareness of the program.** **Complete**
Status: Completed. Worked with the EAP provider on critical personnel matters and concerns.
 - ✓ **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.** **Ongoing**
Status: Provided City departments consultation and assistance with policy interpretation and impacts created by the Affordable Care Act (ACA) and the Public Employees' Pension Reform Act (PEPRA). Assisted departments with disciplinary issues, employee performance matters, workers' compensation, and staff and organizational development.
 - ✓ **Provide required training and develop new training opportunities for employees to ensure compliance and meet the City's operational needs.** **Ongoing**
Status: Partnered with the City's Safety Committee to address risk and safety issues. Offered Occupational Safety and Health Administration (OSHA) required and recommended safety training. Joined the San Mateo County training consortium to offer a broad range of technical, safety, customer service and professional development training for employees.
 - ✓ **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.** **Ongoing**
Status: Continued to oversee the employee recognition program and provided quarterly updates on new hires, promotions, resignations, retirements, and service awards. Partnered with Department Director's and Managers to create leadership development plans for individual employees to include in the performance evaluation process.
 - ✓ **Work with all Departments to identify, develop and implement leadership training and succession planning to fill and retain leadership talent.** **Ongoing**
Status: Participated in the County of San Mateo's Training Consortium and the Liebert, Cassidy, Whitmore employee training consortium to provide employees with a wide range of professional development opportunities. Enrolled employees in 20 different training courses in Spring 2014. Continued to promote training opportunities to all employees in annual benefit presentations to departments.
 - ✓ **Continue to increase the use of the Human Resources Information System (HRIS) to perform routine tracking and reporting functions that improve Human Resources operations and efficiency.** **Ongoing**
Status: Began tracking all employee benefit elections and beneficiaries in online database for streamlined management and access.

- ✓ **Update and implement changes to the human resources processes and procedures to increase efficiency, effectiveness, and delivery.** **Ongoing**
Status: Continued to review and update human resources procedures and programs for efficiency and increased impact such as hosting a second annual employee benefits review for employees, enhanced employee recognition program, and a bi-annual new employee orientation with the City Manager and Department Directors to welcome new employees to the City.
- ✓ **Evaluate employee benefit programs with the goal of increasing employee satisfaction with program offerings while working with brokers to reduce cost for employee benefits.** **Ongoing**
Status: Changed providers of City-sponsored life insurance and long-term disability insurance program resulting a savings of approximately \$14,800 annually (10%) with no change in coverage or service levels. Changed providers for credit check reports which resulted in an overall cost savings.
- ✓ **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.** **Ongoing**
Status: Completed a joint recruitment for a Fire Battalion Chief and part-time Fire Inspector. Worked with the San Bruno Personnel Board to extend the Fire Captain and Battalion Chief eligibility lists. Continued joint training efforts with Central County Fire.
- ✓ **Complete a broad range of recruitments for 27 part-time and regular, full-time critical City positions including processing nearly 2,400 applications. Welcomed and completed orientations for sixteen new employees in different City positions, and assisted in the promotional process for nine City employees.** **Complete**
Status: Completed
- ✓ **Continue to provide oversight of the workers' compensation program.** **Ongoing**
Status: Continued to oversee program and work in conjunction with the City Safety Committee to reduce employee injuries.
- ✓ **Work with the Personnel Board and revised various job descriptions in the Finance, Information Technology and Community Services Departments.** **Ongoing**
Status: Extended eligibility lists for Public Works Maintenance Worker I/II, Fire Captain and Fire Battalion Chief. Reviewed and approved new job descriptions for a Lead Accounting and Customer Service Representative, Emergency Services Coordinator and Information Technology Manager. Reviewed the 2013 Equal Employment Opportunity report on hiring and staff demographics.

2014-15 Goals and Objectives

- Continue to provide support with the Glenview recovery efforts by providing support and resources to Glenview residents and those impacted by the fire.
- Work with the Police bargaining unit to negotiate an agreement at the expiration of the current Memorandum of Understanding.

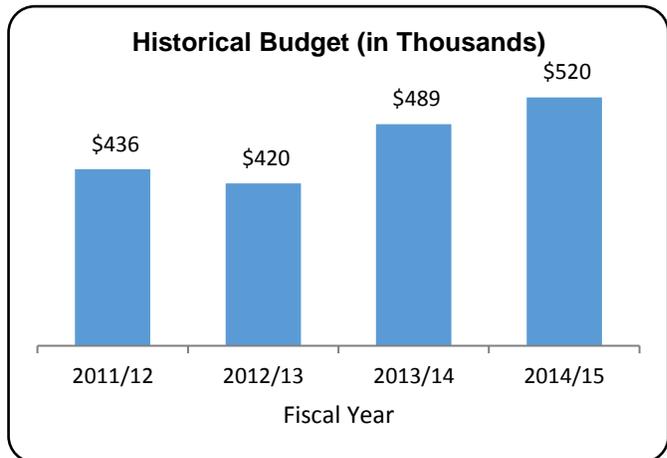
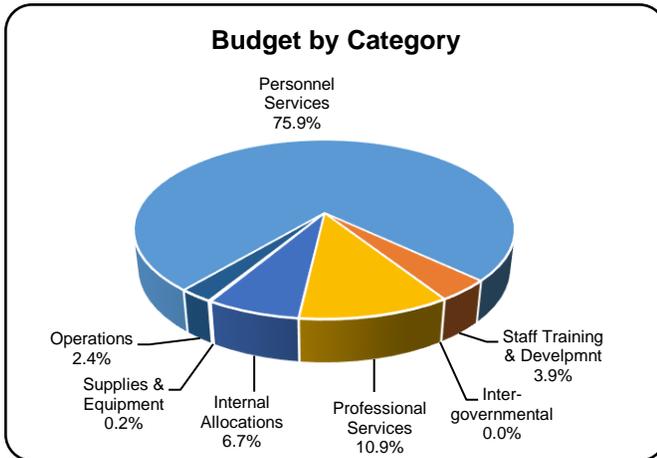
- Continue to monitor and evaluate employee benefits programs and providers to ensure quality of care, cost effectiveness, and responsiveness in the delivery of services and to increase employee awareness of individual programs.
- Continue to monitor and assist with the implementation of the Affordable Care Act, the Public Employees' Pension Reform Act, new employment law, and other requirements pertaining to recruitment, selection, and employee management/supervision and provide advice and assistance to all City departments.
- Provide required safety and risk management training and develop new opportunities for employees to ensure compliance with regulatory agencies and meet the City's operational needs.
- Provide advice and assistance to the City Manager and all departments on improvements to the City's employee performance evaluation process, identification of employee training needs, and resolution of employee concerns in a timely and appropriate manner.
- Work with all Departments to identify leadership development and succession planning opportunities by continuing to promote training resources.
- Continue to increase the use of the Human Resources Information System (HRIS) to perform routine tracking and reporting functions that improve Human Resources operations and efficiency.
- Work with the Teamsters Health and Welfare fund to implement a new structure for health benefit coverage including an opt-out provision for employees and multiple plan options for prescription coverage.
- 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.
- Continue to improve efficiency and assist departments with recruitment and selection process for part-time and full-time City positions.
- Continue to provide oversight of the workers' compensation program.
- Work with the Personnel Board to create and revise various job descriptions and to extend eligibility lists.

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Human Resources Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$285,222	\$264,981	\$345,232	\$371,597
Staff Training & Development	\$18,850	\$19,850	\$19,140	\$19,140
Employee Support Services	\$31,000	\$25,000	\$23,950	\$30,650
Professional Services	\$58,500	\$69,078	\$59,730	\$53,230
Supplies & Equipment	\$1,000	\$1,000	\$800	\$800
Operations	\$14,014	\$11,764	\$11,930	\$11,909
Internal Allocations	\$27,671	\$28,245	\$28,314	\$32,893
Total:	\$436,257	\$419,918	\$489,096	\$520,219

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$356,318	\$314,628	\$381,415	\$405,823
General Administration Recovery from Other Funds:				
Water Fund	\$36,619	\$48,264	\$49,360	\$52,438
Wastewater Fund	\$21,596	\$28,441	\$29,087	\$30,901
Stormwater Fund	\$1,963	\$2,586	\$2,644	\$2,809
Cable Fund	\$19,590	\$25,760	\$26,345	\$27,988
Solid Waste	\$171	\$239	\$245	\$260
Total:	\$436,257	\$419,918	\$489,096	\$520,219



Summary of 2014-15 Budget Changes

The 2014-15 Human Resources budget includes a \$26,400 salary and benefit adjustment in accordance with the 2014 ratified and adopted labor agreements.

Other changes include an increase of \$6,500 to Exam Services for recruitment and proctor services and a reduction of \$6,500 in Professional Services with the removal of Survey Builder used for obtaining labor market salary and benefit information.

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Human Resources

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$254,754	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$113,243	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$371,597	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$13,000	Employee training for technical, customer service, leadership and professional development.
6406 PROFESSIONAL DEVELOPMENT	\$2,000	Reimbursement for department head and two mid-manager, in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$890	Human Resources International Public Management Association - three memberships (\$390); California Public Employers Labor Relations Association - one membership (\$350); and Municipal Management Association of Northern California - two memberships (\$150).
6702 PUBS & SUBSCRIPTIONS	\$150	California Public Employee Relations (CPER) and International Public Management Association (IPMA) Publications.
6703 TRAVEL/VEHICLE USE	\$300	Reimbursement for business related travel expenses.
6704 MEETINGS/CONFERENCES	\$2,800	California Public Employee Labor Relations Association (CALPELRA) conference and Municipal Management Association of Northern California (MMANC) Annual Conference.
Total Staff Training & Development	\$19,140	

Employee Support Service	2014-15 Budget	Description
6404 EMP. ASSISTANCE	\$8,150	Employee Assistance Program.
6407 EXAM SERVICES	\$11,500	Written exams for recruitments and proctor services (Personnel Board Members).
6408 MEDICAL EXAMS	\$11,000	Pre-employment medical exams; DMV commercial driver's license physicals.
Total Employee Support Service	\$30,650	

Professional Services	2014-15 Budget	Description
6401 PROFESSIONAL SERVICES	\$44,000	Labor negotiations services and consulting (\$27,000); Liebert, Cassidy, Whitmore 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); and CalOpps Fee for online application processing (\$2,500).
6413 SPECIALIZED SERVICES	\$9,230	Pre-employment background checks, investigations, polygraphs tests, and psychological exams for public safety positions.
Total Professional Services	\$53,230	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$800	Supplies for daily operations, excluding recruitment expenses.
Total Supplies & Equipment	\$800	

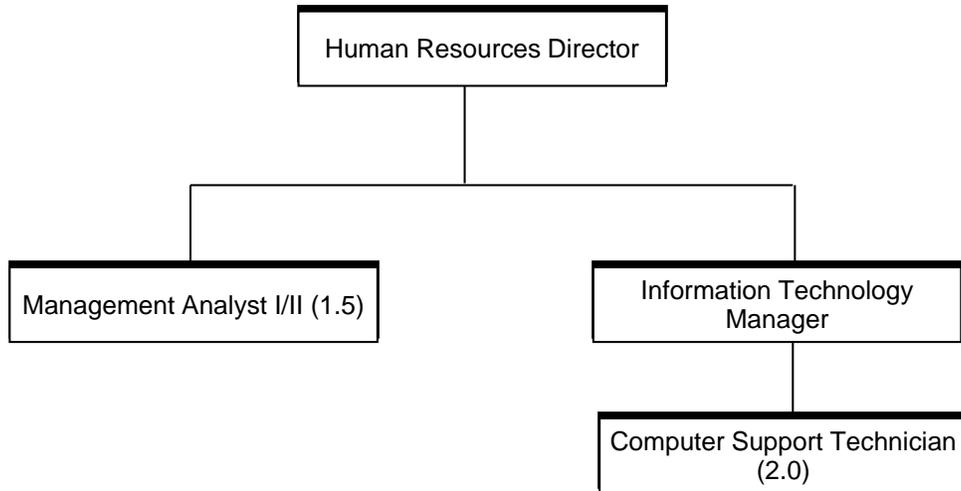
Operations	2014-15 Budget	Description
6112 POSTAGE	\$200	Postage costs associated with Human Resources Department correspondence.
6141 PRINTING, COPYING & BINDING	\$300	Recruitment flyers, job applications and ID card stock.
6409 SPECIAL PROJECTS	\$4,000	City-wide employee recognition events and awards.
6450 COMMUNICATIONS	\$1,179	Costs associated with five office telephones, three data lines, one fax machine, and one cell phone.
6501 PUBLIC NOTICES	\$6,230	Position recruitment advertising in newspapers, trade journals and public sector association employment publications and membership mailing lists.
Total Operations	\$11,909	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$32,893	Internal service allocations for: self insurance (\$10,355); building and facilities maintenance (\$12,481); information technology support (\$9,657); and copier charges (\$400).
Total Internal Allocations	\$32,893	
Grand Total	\$520,219	

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Information Technology

Information Technology



Information Technology

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

Programs

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

- **Manage and Maintain the City's Core IT Infrastructure**
The IT Division manages the daily operations of all IT systems (network, data center, storage systems, servers, databases, web services) and applies technology 'best practices' to deliver applications and to support business processes throughout the City organization.
- **Network and Data Security**
The IT Division ensures the integrity and security of the City's digital assets and data. The Division focuses on controlling access, detecting and eliminating external and in-house cyber threats, and implement controls to prevent misuse of City information and resources. The Division continually works towards elimination of spam and other threats that may compromise network and users' security.
- **Centralized Service Desk**
The IT Division provides direct support to City employees for a variety of hardware and software products.
- **Business Applications and Management**
The IT Division manages the planning, development, implementation and maintenance of all software systems and will continue to explore new technologies for operational efficiency.
- **City Department Solutions Management**
The IT Division assists City Departments meet their objectives by understanding their business needs. The Division will recommend and implement technology solutions that enable the departments to meet business objectives while providing operational effectiveness and efficiency.
- **Staff Education & Training**
The IT Division trains City employees on network features and software to increase users' proficiency with technology as well as offer employees the ability to take training classes for more advanced coursework.

- **Centralized Phone Management**
The Division supports the citywide VOIP phone system allowing for modification of phone extensions and voicemail boxes, managing voicemail calling trees, troubleshooting, and maintaining equipment deployed throughout the City. The Division also manages all wireless mobile devices and cellular contracts.
- **Web Site Development & Administration**
The IT Division manages the City’s official municipal website to ensure it is an effective online resource to our citizens regarding programs, events and services offered by the City of San Bruno. The IT Division assists departments to ensure their information on the web is consistent, relevant, and timely.
- **Administration and Hosting of Incident Reporting Software**
The IT Division hosts and manages the San Bruno and Millbrae Incident Reporting software FireRMS and provides remote access to all Fire staff 24/7.

Priority Focus

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

2013-14 Goals and Accomplishments	Status
✓ Assist the Police Department with the technical support required to maintain software, hardware, and special projects. <i>Status:</i> Provided ongoing technical support to the Police Department.	Ongoing
✓ Assist with the technology consolidation with Central County, San Bruno, and Millbrae Fire Departments. <i>Status:</i> Continue to support City of Millbrae and City of San Bruno Fire Departments’ application FireRMS and the emergency response application CADLink. Continue to provide assistance with the planning of anticipated technology consolidation of the three agencies.	Ongoing
✓ Replace the City’s aging Firewall to detect and defend against the growing complexity of today’s cyber threats such as malware, viruses, spam, and hacking attacks. <i>Status:</i> Completed.	Complete
✓ Enhance the wireless device and mobility capabilities of the City network to grant a larger range of devices secure access to City network to perform work-related tasks. <i>Status:</i> Implementation and monitor of Mobile Device Management application in order to effectively and efficiently administer City-issued mobile devices and tablets. Migrated cell phones to new data network to enhance reliability and performance. Implemented use of smartphones to the Public Services Department, and the Parks and Facilities Divisions. Implemented use of smartphones for the Cable Department for improved operational efficiency in responding to Cable Television customer service requests and system maintenance.	Ongoing

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|---|---|-----------------|
| ✓ | Implement Emergency Operations Center (EOC) equipment upgrades.
<i>Status: Completed.</i> | Complete |
| ✓ | Assist with updating the City Website to meet mandates regarding accessibility requirements, ease of use, and access for mobile devices.
<i>Status: Obtain feedback and suggestions from City Department web representatives to develop a request for proposal.</i> | Ongoing |
| ✓ | Evaluate Geographic Information System (GIS) strategic plan to increase utilization of the City's geographic data to include adding or enhancing the use of GIS mapping information into current City applications and reporting processes.
<i>Status: Completed Phase One of rebuild of Geographic Information System to include new application, database, and web servers.</i> | Ongoing |
| ✓ | Continue to provide customer support to City staff on all network applications & equipment, wireless devices, telephones, and coordinate City staff computer training needs, and other technology related services.
<i>Status: Continue to provide excellent technological support and customer service.</i> | Ongoing |
| ✓ | Major upgrade to the Computerized Maintenance Management System (CMMS) application to the latest web-enabled version and rollout Water Division module for Public Services.
<i>Status: Completed.</i> | Complete |
| ✓ | Research City Clerk's Agenda and Document Management solution.
<i>Status: Initial research and demonstrations of agenda and document management software from various vendors to determine requirements and implementation costs.</i> | Ongoing |
| ✓ | Replace the City's main file server to accommodate increased data retention among departments.
<i>Status: Completed.</i> | Complete |
| ✓ | Upgrade the City's main anti-virus server to be compatible with newer operating systems such as server 2012 and Windows 7/8.
<i>Status: Completed.</i> | Complete |
| ✓ | Upgrade of virtual infrastructure to version 5.5. Upgrade VMware network to the most current version. Upgrade to all servers at City Hall site and Disaster Recovery site.
<i>Status: Completed.</i> | Complete |
| ✓ | Equipment replacement of 45 older non-energy efficient computer monitors.
<i>Status: Completed.</i> | Complete |
| ✓ | Software rollout and training of Microsoft Project Pro 365 for the Engineering Division.
<i>Status: Completed.</i> | Complete |

2014-15 Goals and Objectives

- ❑ Upgrade of email system from Exchange/Outlook 2003 to the most current version. This version includes enhancements for improved customer service and operational efficiency for mobile users, including touchscreen/input for tablet and smartphone users, features robust spam and virus protection and blocking. Both on-premise and a Cloud Services solution will be evaluated as options for this upgrade.
- ❑ City Website Rebuild. Rebuild web site www.sanbruno.ca.gov from the ground up to meet mandates regarding enhanced online public information and services portal to provide better customer service, accessibility requirements, ease of use and navigation, and add compatibility (mobile-friendly features) for mobile devices.
- ❑ Implement the next phase of the Geographic Information System project. Enhancements include:
 - Adding GIS layers for the Cable Television Department to capture and analyze customer and business data to add to marketing strategies. Create GIS layers to include assets such as field equipment, customer equipment, and fiber network layout. Residents will benefit with quicker resolutions to outages and reception issues. Maps could include power and signal levels, tap values signal to noise information, thereby facilitating technicians resolving issues and proactively identifying them.
 - Rollout of a simple to use dashboard on the public information portal for enhanced customer service, and provide staff training on GIS software to allow editing of GIS data by field personnel. Form a GIS advisor committee to meet on-going requests and demands for GIS information and services. Further integration with computerized maintenance management system for improved operational efficiency.
- ❑ Replacement of outdated and end-of-life equipment:
 - Microsoft XP Professional PC's operating systems are at end-of-life and no further security updates or patches are available. Replacing the approximately 49 Windows XP personal computers over an 18-month timeframe will eliminate network threats due to the discontinuation of security updates by Microsoft.
 - Replace 12-year old battery backup system in Data Center for better reliability in emergency situations and power outages.
- ❑ Rebuild of Financial and Utility Billing/Cashiering server. The end-of-life operation system must be replaced in order to receive continued support and maintenance from the Financial and Utility billing software application vendors.
- ❑ Implement spam and virus fighting email solution to combat growing spam issue and improve security of the network.
- ❑ Implement eDiscovery and email retention and archiving software to automate search and collection of electronically stored information, and enforce email retention policies requirements.
- ❑ Review, update, and/or create new policies and procedures related to the use of the City's technology tools to protect and ensure the security and wellness of the City, our digital information, and infrastructure.
- ❑ Provide the Police Department with the technical support required to maintain software and

hardware; and facilitate technical projects and work in conjunction with the department in consultation, coordination, and management of projects.

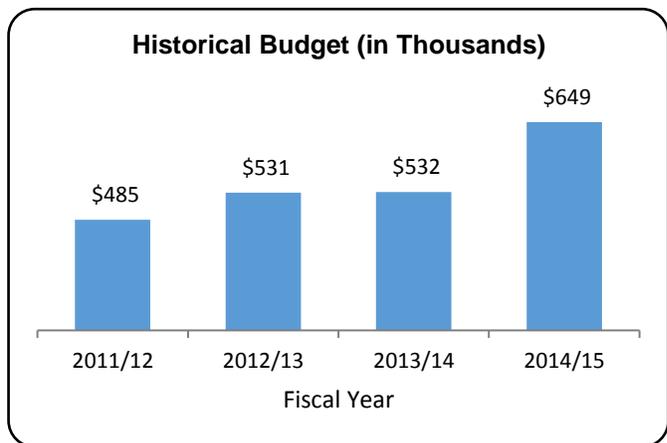
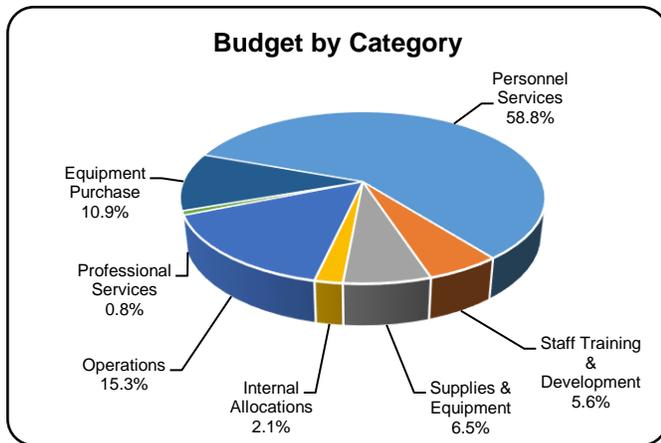
- ❑ Continue to work with Central County, San Bruno, and Millbrae Fire Departments on technology issues related to anticipated consolidation.
- ❑ Continue to review, monitor, and enhance the wireless capabilities and mobility for all city users.
- ❑ Continue to provide customer support to City staff on all network applications & equipment, wireless devices, telephones, and other technology related services.
- ❑ Continue to coordinate City staff technology training needs.

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Information Technology Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$323,718	\$341,457	\$347,264	\$381,777
Staff Training & Development	\$10,784	\$10,784	\$15,345	\$36,145
Professional Services	\$5,400	\$34,000	\$0	\$5,000
Supplies & Equipment	\$49,230	\$47,230	\$41,210	\$42,138
Operations	\$63,721	\$68,471	\$68,874	\$99,543
Equipment Purchase	\$20,800	\$17,285	\$46,405	\$70,800
Internal Allocations	\$11,523	\$11,647	\$12,924	\$13,538
Total:	\$485,176	\$530,874	\$532,022	\$648,941

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Technology Fund	\$0	\$0	\$11,249	\$60,611
Recovery from Other Funds:				
General Fund	\$397,527	\$419,015	\$422,925	\$485,861
Water Fund	\$15,139	\$15,529	\$16,567	\$19,333
Wastewater Fund	\$13,941	\$16,300	\$17,334	\$20,616
Stormwater Fund	\$737	\$754	\$803	\$959
Cable Fund	\$46,906	\$48,062	\$51,171	\$47,709
Central Garage Fund	\$5,803	\$5,956	\$6,359	\$7,357
Building & Facilities	\$5,123	\$5,258	\$5,614	\$6,495
Crestmoor (Glenview) Recovery	\$0	\$10,000	\$0	\$0
Permit Revenue - Technology Fee	\$0	\$10,000	\$0	\$0
Total: \$	485,176	\$ 530,874	\$ 532,022	\$ 648,941



Summary of 2014-15 Budget Changes

- The 2014-15 Technology budget increased by \$116,900 and includes the following changes:
- Personnel Services increase by \$34,500 in accordance with the 2014 ratified and adopted labor agreements.
 - Professional Services increase by \$5,000 to replace County CadLink server and to perform semi-annual Fire regulation update for San Bruno and Millbrae Fire Department.
 - Operations increase of \$13,000 include the increase to licensing fees and the additional software for mobile device management, email/spam prevention, and Geographic Information System.
 - Equipment Purchase increase of \$17,550 is for the replacement of an additional 27 desktop computers with Window XP.
 - Incorporation of the approved service level enhancements, which include the additional temporary staff to assist with front line desktop support while IT staff manage and complete critical capital improvement projects, and the installation of backup Internet connection and hardware to ensure redundancy in the City's Internet access to prevent disruption of external email communication and the City's website.

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Information Technology

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$259,533	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$122,244	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$381,777	

Staff Training & Development	2014-15 Budget	Description
6403 PERSONNEL SERVICES	\$23,300	LearnIT corporate card passes/training vouchers (\$3,300); and service level enhancement for temporary staff support (\$20,000) - one time cost.
6405 STAFF TRAINING	\$9,380	VMware Training (\$2,345); and Microsoft Server Training (\$7,035).
6406 PROFESSIONAL DEVELOPMENT	\$500	Professional development in accordance with MOU
6701 DUES & MEMBERSHIPS	\$160	Municipal Information Systems Association of California (MISAC).
6703 TRAVEL/VEHICLE USE	\$375	Reimbursement for business use of personal vehicles
6704 MEETINGS/CONFERENCES	\$2,430	CRW/TrakIT Training and Conference (\$1,950); and Annual Government Technology Conference (\$480).
Total Staff Training & Development	\$36,145	

Professional Services	2014-15 Budget	Description
6401 PROFESSIONAL SERVICES	\$5,000	Professional services to upgrade County CadLink server and update FireRMS semi-annually with changes in Fire regulations - shared with City of Millbrae.
Total Professional Services	\$5,000	

Supplies & Equipment		2014-15 Budget	Description
6001	OFFICE SUPPLIES	\$17,500	Toner and other printer consumables for department printers and multifunction copiers.
6204	SUPPLIES	\$1,000	Hard disks, keyboards, mouse, data cables, small networking components.
6304	MAINTENANCE	\$23,638	Firewall hardware (\$2,950); VMware vCenter and disaster recovery software (\$11,250); Dell Servers (\$848); BearData umbrella technology support (\$6,600); and Plotter / Scanner for Community Development Department (\$1,990).
Total Supplies & Equipment		\$42,138	

Operations		2014-15 Budget	Description
6112	POSTAGE	\$300	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mails.
6450	COMMUNICATIONS	\$21,077	Internal allocation of six dedicated fax and data lines, office telephone charges, three mobile phones, wireless modem cards (\$3,077); and service level enhancement for Redundant Emergency Preparedness Internet Connection (\$18,000) .
6541	LICENSING FEES	\$54,515	Citrix XenApp Presentation Server (\$5,400); Anti-virus subscription (\$3,550); CRW/TrakIT (\$11,000); SunPro/FireRMS (\$3,400); SIRE Document Imaging system (\$3,200); ArcView/Geographic Information System (\$9,900); Symantec data backup system (\$2,600); Appsense Environment & Performance Manager – a Citrix Tool (\$2,100); FTP software (\$1,760); mobile device management software (\$2,125); email/spam fighting software (\$1,700); Nitro PDF reader/writer (\$1,450); GeoCortex GIS (\$3,700); and Miscellaneous software for web calendar, remote access, RapidSSL (Security certificates) (\$2,630).
6601	RENTAL & LEASES	\$23,651	Lease payments for postage and mail insert machine (\$8,050); and City Hall copiers (\$15,601).
Total Operations		\$99,543	

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$70,800	Backup tape cartridges (\$540); Replacement color printer in Administrative Services (\$3,600); Replace two end-of-life printers at CATV offices (4,200); Uninterruptible power supplies (\$825); Replacement laptops for Public Services, Community Services, Human Resources Directors (\$3,600); UPS system replacement for Data Center City Hall battery backup (\$14,300); Upgrade operating systems of five network servers (\$7,840); Laptop replacement for IT staff (\$1,750); Cisco IP Phone Spares (\$880); Replace VMware Workstation Server (\$975); Windows XP Pro Upgrades to Windows 7 (\$440); Desktop computers replacement for Police Department - 10 units (\$6,500); Desktop computers for various departments - 12 units (\$7,800); and Replacement of additional 27 PCs from various departments based on Microsoft discontinuing support for Window XP (\$17,550).
Total Equipment Purchase	\$70,800	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$13,538	Internal service allocations for: self insurance (\$10,335); building and facilities maintenance (\$3,171); and copier charges (\$12).
Total Internal Allocations	\$13,538	
Grand Total	\$648,941	

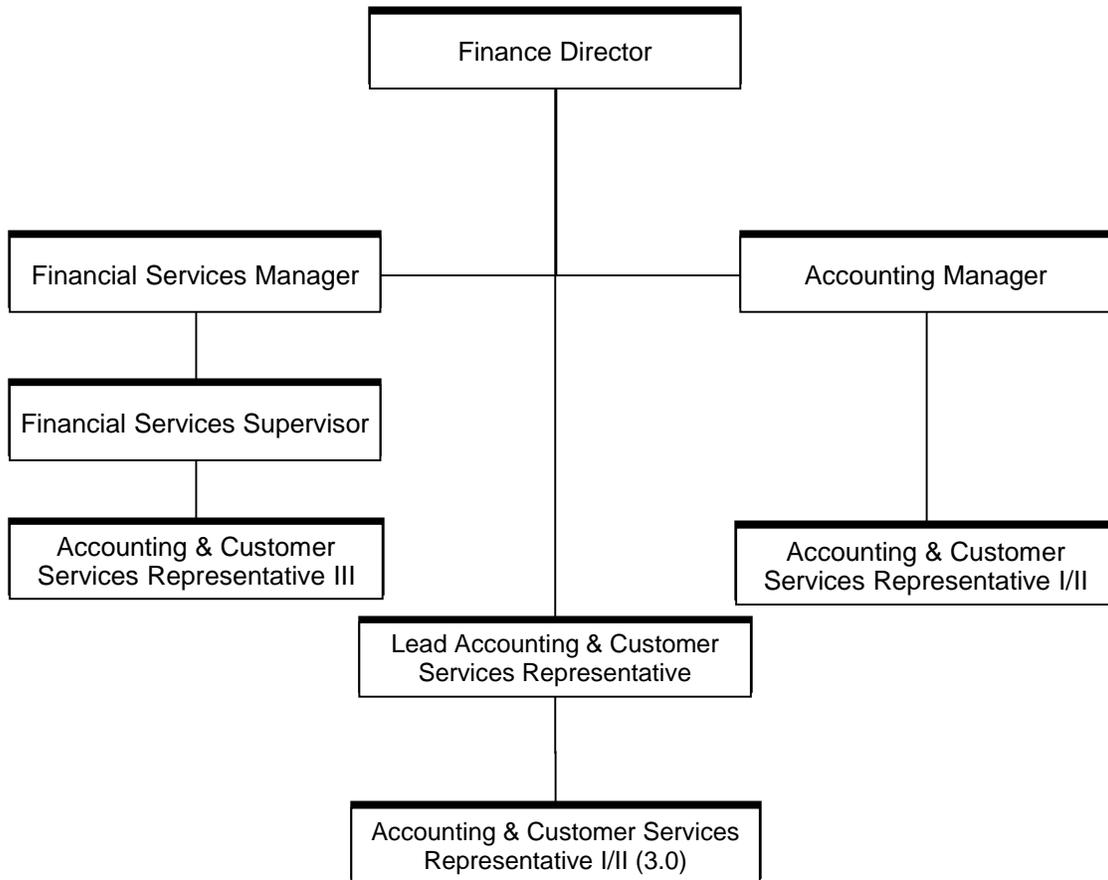
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Finance Department

Administration

Revenue Services

Finance



Finance Department Administration and Revenue Services

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

Programs

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

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

Priority Focus

During fiscal year 2013-14, staff continued efforts in the dissolution process of the San Bruno Redevelopment Agency by providing the Successor Agency financial information to the San Bruno Redevelopment Agency Oversight Board as required in AB26. This process will continue into 2014-15 as the Recognized Obligation Payment Schedule continues to wind down. In addition, staff continued to focus efforts on the recovery of costs associated with the Crestmoor (Glenview) recovery including the tracking of costs and the compilation of documentation and support for each reimbursement

submittal. The financial recovery process is expected to continue into and beyond the 2014-15 year, and staff will continue to direct its efforts in this important area.

The Department will continue to focus on providing customer service improvements and identifying areas to increase efficiency and delivery, including enhancing banking services.

The Department will also continue to encourage staff members to pursue outside training to develop and maintain their government accounting and best practices knowledge to ensure the day-to-day operations and accuracy of the City's financial statements. The work effort for 2014-15 will include the continued enhancement of the City's budget document for submittal for a California Society of Municipal Finance Officers budget award.

2013-14 Goals and Accomplishments		Status
✓	Complete the financial statement audit for the year ended June 30, 2013 prior to December 31, 2013. <i>Status: Completed</i>	Complete
✓	Prepare a Comprehensive Annual Financial Report (CAFR) for fiscal year 2012-13 and submit it for an award to the Government Finance Officers' Association. <i>Status: Completed</i>	Complete
✓	Extend contract with Vavrinek, Trine, Day & Co for financial audit services through June 30, 2015. <i>Status: Completed</i>	Complete
✓	Prepare a 2014-15 Operating/Capital Budget and 2014-18 Five-Year Capital Improvement Plan for presentation to City Council that includes elements needed to submit to California Society of Municipal Finance Officers for evaluation and suggested improvement. <i>Status: Completed.</i>	Complete
✓	Continue to ensure the reimbursement of City costs associated with the Crestmoor (Glenview) Recovery and Reconstruction. <i>Status: Prepared request for reimbursement of costs incurred and presented to the Trustee for reimbursement, and posted updated summaries to the City website for public information.</i>	Ongoing
✓	Continue efforts to develop an update to the City's Cost Allocation Plan (CAP), which was last updated in 2005-06. The CAP is the basis for allocating the City General Administration Costs to its various departments/programs. <i>Status: Completed the General Administration Allocation study. Continue working with departments to review City's service fees and evaluate cost allocation methodology.</i>	Pending
✓	Collaborate with the Community Development Department to oversee the wind down of the activities of the former Redevelopment Agency (RDA) and create a plan to encourage economic development in the City in light of the loss of Redevelopment.	Ongoing

Status: During the 2013-14 fiscal year, the Department completed, prepared and submitted the semi-annual Recognized Obligation Payment Schedule to the Oversight Board for approval. The Oversight Board and the Department of Finance approved the City's Long Range Property Management Plan on October 15, 2013 and February 21, 2014, respectively. The next step of the wind down process is to obtain approval for the transfer of the assets as well as the 2014-15 semi-annual Recognized Obligation Payment Schedule.

- ✓ **Continue training and development of staff members to meet the Department's need for highly skilled analysis and technical governmental accounting.** **Ongoing**

Status: Staff members participated in local training opportunities when available, including attending payroll training in San Francisco and various free webinars on accounting and payroll updates.
- ✓ **Issue a Request for Proposals for City Banking Services to ensure that the City is receiving the most current technological banking solutions at the most competitive rate.** **Ongoing**

Status: Staff began soliciting sample RFPs and RFQs and will evaluate the best course of action
- ✓ **Continue to improve customer service for the City's utility customers by implementing 24 hour/day pay-by-phone options in addition to online bill payment.** **Pending**

Status: Staff reviewed the contract agreement for desired vendor for the pay-by-phone (IVR) service and it is anticipated that the City will be able to expand its current payment options to automated pay-by-phone and mobile phone payment options during summer, 2014.
- ✓ **Evaluate the issuance of wastewater revenue bonds for the refunding of the 2002 Wastewater Certificates of Participation (2002 COPs)** **Complete**

Status: Completed

2014-15 Goals and Objectives

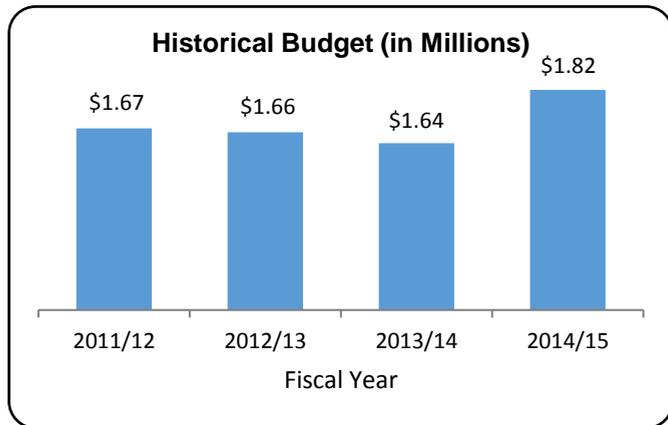
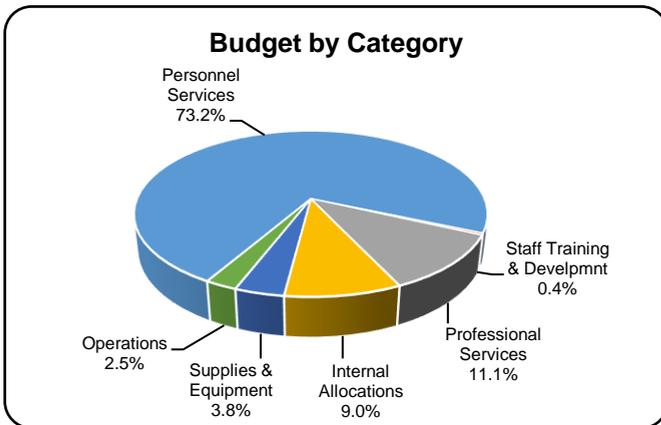
- Complete the financial statement audit for the year ended June 30, 2014 prior to December 31, 2014.
- Prepare a Comprehensive Annual Financial Report (CAFR) for fiscal year 2013-14 and submit it for an award to the Government Finance Officers' Association.
- Prepare a 2015-16 Operating/Capital Budget and 2015-19 Five-Year Capital Improvement Plan for presentation to City Council and 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.
- Complete the Cost Allocation Plan evaluation for the fee base elements of the study.

- Collaborate with the Community Development Department to oversee the wind down of the activities of the former Redevelopment Agency and create a plan to encourage economic development in the City in light of the loss of Redevelopment.
- Continue training and development of staff members to meet the Department's need for highly skilled analysis and technical governmental accounting.
- Issue a Request for Proposals/ Request for Quotes for City Banking Services to ensure that the City is receiving the most current technological banking solutions at the most competitive rate.
- In light of the recent notification from Tyler Technology on the removal of Eden Accounting System from their product line, begin evaluation of a viable accounting system.

Finance Administration & Revenue Services Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$1,273,540	\$1,248,254	\$1,236,605	\$1,336,077
Staff Training & Development	\$6,075	\$6,575	\$6,575	\$6,600
Professional Services	\$141,050	\$156,570	\$141,570	\$203,363
Supplies & Equipment	\$62,810	\$67,680	\$67,680	\$69,912
Operations	\$42,952	\$42,552	\$43,393	\$45,587
Internal Allocations	\$145,808	\$142,851	\$145,977	\$164,076
Total:	\$1,672,235	\$1,664,482	\$1,641,800	\$1,825,615

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$922,150	\$857,890	\$811,128	\$907,982
General Administration Recovery from Other Funds				
Water Fund	\$360,425	\$389,011	\$400,542	\$442,962
Wastewater Fund	\$298,609	\$327,891	\$337,241	\$375,023
Stormwater Fund	\$4,055	\$4,475	\$4,640	\$5,081
Cable Fund	\$86,643	\$84,801	\$87,819	\$94,097
Solid Waste Fund	\$353	\$414	\$430	\$470
Total:	\$1,672,235	\$1,664,482	\$1,641,800	\$1,825,615



Summary of 2014-15 Budget Changes

The 2014-15 budget for the Finance Administration and Revenue Services Divisions is \$183,800 higher than 2013-14. The three largest factors are:

- Personnel Services increase by \$99,500 and \$3,200 in Internal Allocation in accordance with the 2014 ratified and adopted labor agreements.
- Annual Audit Services increase by \$13,000. Previously, a portion of the contract cost was allocated to Redevelopment Agency. With the dissolution of RDA, the entire contract cost is now budgeted in Professional Services.
- With more utility customers taking advantage of online bill pay options, credit card fees that are based on usage, will increase by \$49,000.

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Finance Department Administration

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$508,080	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5105 OVERTIME	\$600	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$230,015	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$742,295	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$1,000	Training in accounting, collections, spreadsheet, and financial analysis for department employees.
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Department head and one mid-manager, in accordance with MOUs.
6701 DUES & MEMBERSHIPS	\$415	California Society of Municipal Finance Officers membership (\$110); and Governmental Finance Officer Association (\$305).
6702 PUBLS & SUBSCRIPTIONS	\$200	Subscription for San Francisco Business Time for Business Tax leads.
6704 MEETINGS/CONFERENCES	\$1,000	League of California Cities Finance Conference for one employee.
Total Staff Training & Development	\$4,115	

Professional Services	2014-15 Budget	Description
6401 PROFESSIONAL SERVICES	\$49,010	Annual Audit Services (\$47,000); Comprehensive Annual Financial Report (CAFR) Stat Information (\$750); Government Finance Officers Association (GFOA) CAFR Application (\$510); and Voluntary Employees Beneficiary Association (VEBA) Administration Fees (\$750).
Total Professional Services	\$49,010	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$5,000	Supplies for daily operations.
6304 MAINTENANCE	\$37,532	Eden Annual Support Fees (\$36,737); and ACOM Check Printer Maintenance (\$795).
Total Supplies & Equipment	\$42,532	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$6,400	Postage costs associated with Finance Department correspondence.
6141 PRINTING, COPYING & BINDING	\$250	Printing budget documents and public notices.
6450 COMMUNICATIONS	\$1,537	Costs associated with five office telephones, five data lines, and a fax machine.
6501 PUBLIC NOTICES	\$710	Public notice for Annual City Financial Report as required by the State Controller's Office and Master Fee Schedule updates.
Total Operations	\$8,897	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$91,119	Internal service allocations for: self insurance (\$18,984); building and facilities maintenance (\$36,523); information technology support (\$27,912); and copier charges (\$7,700).
9079 TRANSFERS TO RESERVES	\$2,960	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$94,079	
Grand Total	\$940,928	

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Finance Department Revenue Services

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$374,177	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$27,900	Base salary and incentives for all department personnel working less than 80 hours per pay period.
5105 OVERTIME	\$500	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$191,205	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$593,782	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$500	Training in accounting, collections, spreadsheets, and financial analysis for department employees.
6406 PROFESSIONAL DEVELOPMENT	\$1,000	Reimbursement for two mid-managers, in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$185	Membership with California Society of Municipal Finance Officers (\$110); and California Municipal Revenue and Tax Association (\$75).
6704 MEETINGS/CONFERENCES	\$800	California Society of Municipal Financial Officers conference for two employees.
Total Staff Training & Development	\$2,485	

Professional Services	2014-15 Budget	Description
6419 OTHER SERVICES	\$154,353	InfoSend online bill pay website monthly fees (\$12,000); InfoSend utility bill printing and mailing (\$12,000); credit card fees for utility payments (\$129,033); and credit check (\$1,320).
Total Professional Services	\$154,353	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$4,500	Supplies for daily operations (\$1,500); and customized paper and envelopes used for mailing delinquent utility bills to customers (\$3,000).
6304 MAINTENANCE	\$22,880	Progressive Solutions annual license fees for utility billing, business license, and cashier software systems (\$21,000); Sensus annual license fee for meter reading software (\$1,500); and Hedman Endorser check signing equipment (\$380).
Total Supplies & Equipment	\$27,380	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$35,280	First class postage for approximately 72,000 mail pieces.
6450 COMMUNICATIONS	\$1,410	Charges for seven office phones, one fax line, and six data lines.
Total Operations	\$36,690	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$35,173	Internal service allocations for: self insurance (\$22,436); information technology support (\$11,237); and copier charges (\$1,500).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$34,824	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
Total Internal Allocations	\$69,997	
Grand Total	\$884,687	

Crestmoor (Glenview) Recovery

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Crestmoor (Glenview) Recovery

Programs

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

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

Priority Focus

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

- Supporting the rebuilding of neighborhood homes and the area infrastructure.
- Responding to the many real and urgent needs of our residents who continue to struggle and put their lives back together.
- Responding to the nation-wide public and media interest in our community's experience.

- Sharing information with our municipal colleagues and pipeline operators who need and want to learn from us to become better prepared for response to potential similar incidents in their own communities.
- Supporting the ongoing investigations and penalty proceedings through the California Public Utilities Commission.
- Advocating, where appropriate, for legislative and other initiatives to improve pipeline safety.

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

2013-14 Goals and Accomplishments	Status
<p>✓ Continue to support the Glenview recovery efforts by providing support and resources to the Crestmoor Glenview residents and those impacted by the disaster. <i>Status:</i> Neighborhood support efforts continue through proactive outreach and coordination.</p>	Ongoing
<p>✓ Continue reconstruction with focus on Phase III (Utility Replacement) and Phase IV (Surface Improvements) to construct infrastructure, repairs and replacement to restore the neighborhood. <i>Status:</i> Construction and replacement of neighborhood infrastructure entails a robust workload, which has been split into several phases for completion. The following work was performed during fiscal year 2013-14: Phase II Utility Replacement consisting of utilities within the fire-damaged portion of the neighborhood were completed; Phase III Utility Replacement (in the remaining areas of the neighborhood) commenced in August and is nearing completion. Design and bid package preparation started for the Sanitary Sewer Lateral Replacement Program.</p>	Ongoing
<p>✓ Implement a plan for use and development of the vacant property lots acquired by the City as part of its settlement agreement with PG&E. <i>Status:</i> The City selected a homebuilder/developer to construct homes on ten vacant lots (three City owned and seven PG&E owned) in the neighborhood. Home design and approvals are underway with construction and occupancy expected in the next 9 months.</p>	Ongoing
<p>✓ Continue process of establishing a tax-exempt, not-for-profit public purpose entity to oversee the settlement funds. <i>Status:</i> The San Bruno Community Foundation commenced operations by holding three comprehensive orientation sessions, followed by regular monthly meetings starting in March 2014. Its seven-member Board of Directors, appointed by the City Council, has adopted many essential policies and operational procedures, culminating in filing its 501(c)(3) application for tax-exempt status with the IRS.</p>	Ongoing

- ✓ **Design and complete Crestmoor Canyon replanting, the neighborhood park and tree planting in the neighborhood as part of the Phase IV neighborhood reconstruction effort.** **Ongoing**

Status: Selected consultant to begin “visioning” process to determine the scope of park reconstruction. Both the park reconstruction and reforestation of the Crestmoor Canyon will be completed as one of the final phase of the Crestmoor neighborhood restoration over the next 18 to 24 months.
- ✓ **Continue to plan and implement community events and to support full restoration of the Crestmoor neighborhood.** **Ongoing**

Status: Held several community meetings and construction open houses to provide residents with construction updates and to gather community feedback. Planned and implemented the third annual remembrance event to support and celebrate the continual progress and recovery made by the community.
- ✓ **Represent the City’s interests in the continuing California Public Utilities Commission (CPUC) proceedings.** **Ongoing**

Status: The City, along with a team consisting of special outside legal counsel, public relations/media and financial experts, continued to represent the City’s interests throughout the CPUC regulatory proceedings and to conduct regular public outreach and pipeline safety advocacy initiatives. In coordination with partners in Pennsylvania, the City continues to support the establishment of the Mayors Council on Pipeline Safety and advocacy at the national level.
- ✓ **Continue active advocacy for pipeline safety and regulatory reform through the National Pipeline Safety Trust, the State Legislature and other organizations.** **Ongoing**

Status: Attended the National Pipeline Safety Trust annual conference to advocate for pipeline safety and to support understanding by industry professionals about the need for improvement in gas operations and infrastructure maintenance.
- ✓ **Continue oversight and coordination with PG&E related to ongoing and regular utility projects in the Crestmoor neighborhood and elsewhere to assure minimum disruption to residents.** **Ongoing**

Status: Held regular bi-weekly meetings with City and PG&E staff to coordinate the citywide work plan and ensure ongoing communication.
- ✓ **Continue to submit expenditure reimbursement documentation to assure full cost recovery through the trust fund established between the City and PG&E.** **Ongoing**

Status: Prepared request for reimbursement of costs incurred and presented to the Trustee for reimbursement. Posted updated summaries to the City website for public information.
- ✓ **Continue efforts to inform residents and the community of current Crestmoor related activity by posting announcements on the City website and local channel, maintaining the rebuildcrestmoor.org website, and neighborhood mailings.** **Ongoing**

Status: Provided regular updates to residents in the neighborhood via the Neighborhood Reconstruction Project website. Distributed mailers and other informational flyers on several topics (e.g., Line 132 filling, upper lateral replacement program, construction road closures/detours, etc.).

2014-15 Goals and Objectives

- Continue to support the Glenview recovery efforts by providing support and resources to the Crestmoor Glenview residents and those impacted by the disaster.
- Continue reconstruction with focus on the Sanitary Sewer Lateral Replacement Program, the Phase IV (Surface Improvements), and the Glenview/Earl Park projects to construct infrastructure, repairs and replacement to restore the neighborhood.
- Complete the development, construction and occupancy of the ten vacant property lots owned by City and PG&E in the neighborhood.
- Continue to assist the San Bruno Community Foundation to develop policies and procedures to oversee the \$70 million settlement funds received from PG&E to benefit the community of San Bruno. The Board will conduct a search for an executive director to move the organization forward in establishing grant-making and investment policies in the next year.
- Perform preliminary design and refinement of the additional projects in the Crestmoor area including the replacement of Fire Station No. 52, the repair and reconstruction of erosion and slide damage within Crestmoor Canyon, vegetation management and fire safety measures and a trail system within the canyon. Complete the design and construction of a signal priority control system for emergency vehicles on Sneath Lane and San Bruno Avenue.
- Continue to plan and implement community events and to support full restoration of the Crestmoor neighborhood.
- Continue to represent the City's interests in the continuing California Public Utilities Commission (CPUC) proceedings.
- Continue active advocacy for pipeline safety and regulatory reform through the National Pipeline Safety Trust, the State Legislature and other organizations.
- Continue oversight and coordination with PG&E related to ongoing and regular utility projects in the Crestmoor neighborhood and elsewhere to assure minimum disruption to residents.
- Continue to submit expenditure reimbursement documentation to assure full cost recovery through the trust fund established between the City and PG&E.
- Continue efforts to inform residents and the community of current Crestmoor related activity by posting announcements on the City website and local channel, maintaining the rebuildcrestmoor.org website, and neighborhood mailings.

Personnel Allocation

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

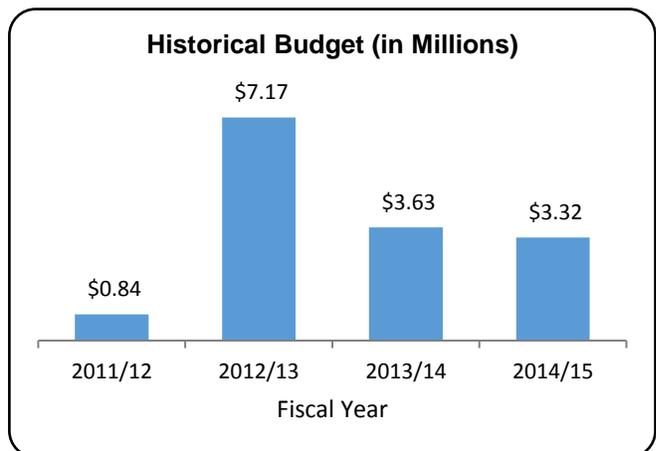
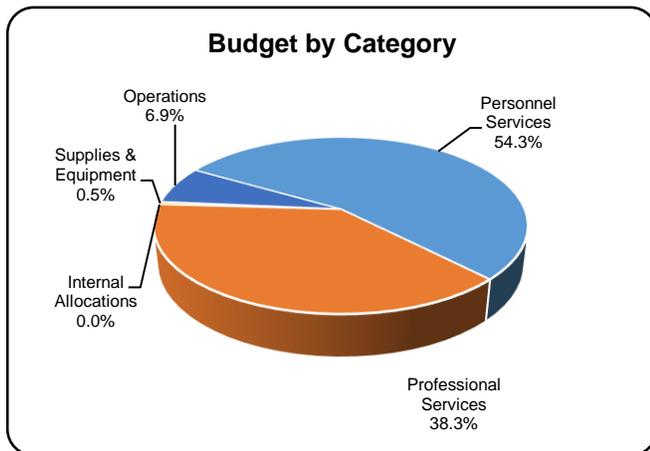
Classification	Glenview Fund
City Manager	0.50
City Attorney	0.05
Police Chief	0.05
Police Lieutenant	0.10
Police Officer	1.00
Fire Battalion Chief	0.45
Community Service Officer	1.00
Human Resources Director	0.05
Finance Director	0.10
Financial Services Manager	0.05
Accounting Manager	0.05
Community Development Director	0.20
Building Inspectors	0.20
Senior Planner	0.05
Associate Planners	0.15
Community Development Techs	0.15
Public Services Director	0.15
Engineering Technician	0.15
Executive Assistant	0.05
Principal/Associate Engineer	0.05
Community Services Director	0.10
Deputy City Clerk	0.25
Management Analyst I	1.20
Cable Business Manager	0.05
Cable Programming & Tech Manager	0.10
Total	6.25

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Crestmoor Recovery Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$141,995	\$1,468,650	\$2,053,107	\$1,800,696
Professional Services	\$627,141	\$1,153,000	\$1,285,000	\$1,270,000
Supplies & Equipment	\$22,755	\$83,000	\$15,000	\$15,000
Equipment Purchase	\$1,597	\$55,200	\$0	\$0
Operations	\$51,329	\$2,608,800	\$279,300	\$229,300
Internal Allocations	\$0	\$1,500	\$1,500	\$1,500
Total:	\$844,818	\$7,174,766	\$3,633,907	\$3,316,496

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2013-14 Budget
Crestmoor Recovery Fund	\$844,818	\$7,174,766	\$3,633,907	\$3,316,496
Total:	\$844,818	\$7,174,766	\$3,633,907	\$3,316,496



Summary of 2014-15 Budget Changes

With the establishment of the San Bruno Community Foundation, the Crestmoor Neighborhood private property rebuild at 85% completion, and the public utility infrastructure at 50% completion, City staff time has reduced from 7.75 full-time equivalent to 6.25 resulting in a reduction in Personnel Services by \$252,000.

Consultation services for development of home rebuilding was completed in 2013-14. The City will focus consultation services to the community park planning and design, resulting in a decrease in Professional Services by \$15,000.

In addition, Contingencies/Other was reduced by \$50,000 as a result of less homeowner grants for the "Rebuild it Green" program.

The City will continue to dedicate necessary resources to complete the public utility infrastructure rebuild, repave roadways in the area, and support all other efforts for restoration of the Crestmoor neighborhood.

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Crestmoor (Glenview) Recovery

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$612,257	Base salary and incentives for all city personnel, working a minimum of 80 hours per pay period who are providing support to the ongoing restoration, rebuilding and other activities associated with the explosion and fire incident, and subject to benefits per applicable MOUs. Amounts are reimbursed to the appropriate City funds when received from the trust fund.
5102 PART-TIME SALARIES	\$106,760	Base salary and incentives for part-time employee(s) working less than 80 hours per pay period who provide support to the ongoing restoration, rebuilding, and other activities associated with the explosion and fire incident.
5105 OVERTIME	\$25,000	Overtime pay in accordance with the applicable MOU for city personnel who are providing support to the ongoing restoration, rebuilding, and other activities associated with the explosion and fire incident. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$306,679	City's cost of CalPERS pension, Medicare, FICA where applicable, 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.
6403 PERSONNEL SERVICES	\$750,000	Contract project management and inspection services for Crestmoor Infrastructure Rebuild.
Total Personnel Services	\$1,800,696	

Professional Services	2014-15 Budget	Description
6401 PROFESSIONAL SERVICES	\$1,270,000	Costs associated with representing the City at CPUC proceedings and non-profit formation (\$800,000); Public Relations and Media Support (\$150,000); Consultation Services for Rebuild it Green Program (\$65,000); Specialized engineering support services for oversight of PG&E gas line work in the Crestmoor Neighborhood (\$25,000); Develop informational materials to document and tell the City's story (\$200,000); and Consultation services for community park design and planning (\$30,000).
Total Professional Services	\$1,270,000	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$8,000	Day-to-day supplies needed for daily operations related to Crestmoor Neighborhood Rebuild.
6101 GAS AND OIL	\$2,000	Fuel and Oil for vehicles traveling to Crestmoor neighborhood.
6102 OPERATING SUPPLIES	\$5,000	Annual rental fee and maintenance for Crestmoor Neighborhood Rebuild Construction Trailer.
Total Supplies & Equipment	\$15,000	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$1,000	First class postage for approximately 2,100 mail pieces.
6409 SPECIAL PROJECTS	\$35,000	Commemorative events and community meetings (\$20,000); and NTSB Recognition monument (\$15,000).
6450 COMMUNICATIONS	\$300	Charges for Crestmoor Rebuild hotline.
6704 MEETINGS/CONFERENCES	\$25,000	Travel costs associated with attendance at CPUC proceedings and other events associated with the pipeline explosion.

Operations (Cont.)

6910 CONTINGENCIES/OTHER	\$168,000	Trustee Bond (\$48,000); Counseling Assistance Program (\$20,000); Homeowner grants for Rebuild it Green program (\$100,000)
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Total Operations	\$204,300	
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Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$1,500	Copier Charges.
Total Internal Allocations	\$1,500	
Grand Total	\$3,316,496	

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Non Departmental

General Non-Departmental

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General Non Departmental

Programs

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

- **Retiree Medical and Separation Pay**

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

Personnel Services	2014-15 Budget	Description
5200 EMPLOYEE BENEFITS	\$250,000	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.
5214 RETIREE HEALTH INS.	\$93,000	Benefits to limited number of retired employees per MOUs
Total Personnel Services	\$343,000	

Professional Services	2014-15 Budget	Description
6419 OTHER SERVICES	\$5,000	Fiscal agent fee for the City's debt service insurance.
Total Professional Services	\$5,000	

Intergovernmental	2014-15 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$4,700	Special assessment charges on City owned properties - Mosquito abatement (\$2,000); and LAFCO - Local Agency Formation Commission (\$2,700).
Total Intergovernmental	\$4,700	

Internal Allocations	2014-15 Budget	Description
7902 GENERAL ADMINISTRATION ALLOCATIONS	(\$4,245,245)	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
Total Internal Allocations	(\$4,245,245)	
Grand Total	(\$3,892,545)	

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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 \$1,826,881 based on a formula using General Funds operating departments, Internal Service Fund departments and Enterprise Funds budgets' percent of payroll and prior claim history associated with the departments' operations over a five-year period.

The Human Resources Director in conjunction with City Attorney's Office manages Workers' Compensation. The primary services provided include:

- **Workers' Compensation**

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

General Liability

Programs

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

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

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,826,881 based on a ratio of the fund's operating budgets to the combined budgets of all funds and prior claim loss history associated with departments' operations.

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

- **Liability Insurance**

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

Unemployment Insurance

Programs

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

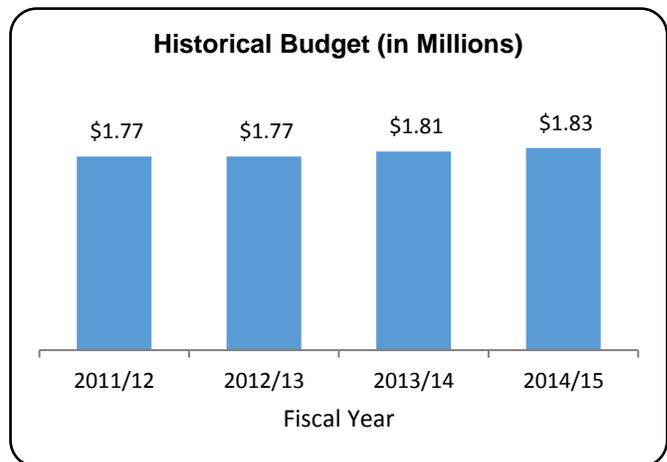
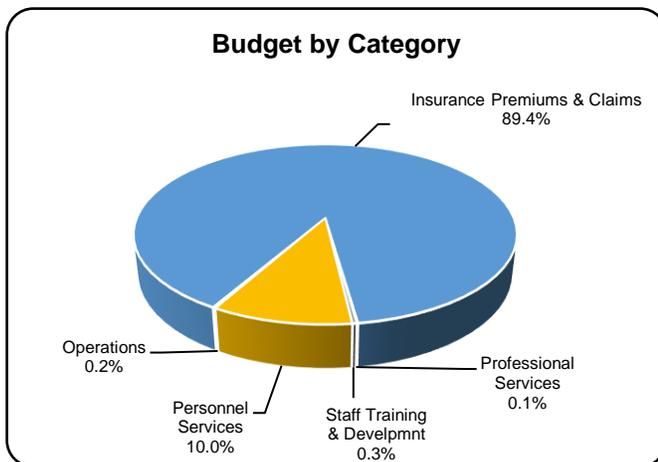
To reduce unemployment insurance costs, the City has elected the reimbursement method for financing unemployment insurance costs for former employees.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,826,881 based on a ratio of the fund's operating budgets to the combined budgets of all funds and prior claim loss history associated with departments' operations.

Self Insurance Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$163,884	\$169,853	\$175,741	\$182,847
Staff Training & Development	\$5,825	\$5,825	\$5,825	\$5,825
Insurance Premiums and Claims	\$1,595,000	\$1,588,400	\$1,619,349	\$1,633,509
Professional Services	\$3,000	\$3,000	\$1,200	\$1,200
Operations	\$3,500	\$3,500	\$3,500	\$3,500
Total:	\$1,771,209	\$1,770,578	\$1,805,615	\$1,826,881

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Self Insurance Fund Balance	\$195,192	\$159,098	\$0	\$0
Recovery from Other Funds				
General Fund	\$987,168	\$1,021,104	\$1,068,635	\$1,082,090
Redevelopment Agency	\$11,781	\$0	\$0	\$0
Water Fund	\$244,500	\$248,568	\$284,085	\$287,368
Stormwater Fund	\$24,372	\$23,772	\$27,270	\$27,613
Wastewater Fund	\$188,316	\$196,452	\$301,206	\$303,824
Cable Fund	\$79,440	\$80,880	\$83,514	\$84,566
Central Garage	\$9,576	\$10,068	\$8,522	\$8,629
Buildings & Facilities	\$21,996	\$21,552	\$22,157	\$22,436
Technology Support	\$8,868	\$9,084	\$10,226	\$10,355
Total:	\$1,771,209	\$1,770,578	\$1,805,615	\$1,826,881



Summary of 2014-15 Budget Changes

The 2014-15 budget is generally unchanged from the 2013-14 budget. Liability cost is based on nature of claims filed, the value of the claims, and the number of claims per year. There were no extraordinary claims filed against the City in 2013-14 resulting in a minimal increase to Insurance Premiums and Claims.

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Self Insurance Workers' Compensation

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$62,266	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$26,314	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$88,580	
Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$5,000	Mandatory training for Occupational Safety Health Administration (OSHA) compliance.
6701 DUES & MEMBERSHIPS	\$225	Public Agency Risk Management Association (PARMA)
6704 MEETINGS/CONFERENCES	\$600	Public Agency Risk Management Association (PARMA) conference.
Total Staff Training & Development	\$5,825	
Insurance Premium & Claims	2014-15 Budget	Description
6521 INSURANCE PREMIUMS	\$95,000	Excess workers compensation premium.
6525 CLAIMS	\$390,000	Worker's compensation claims paid
6529 OTHER INSURANCE COSTS	\$79,000	Third-party claim adjustment services
Total Insurance Premium & Claims	\$564,000	
Operations	2014-15 Budget	Description
6408 MEDICAL EXAMS	\$3,500	Medical examinations
Total Operations	\$3,500	
Grand Total	\$661,905	

Self Insurance General Liability

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$67,092	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$27,175	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$94,267	
Insurance Premium & Claims	2014-15 Budget	Description
6521 INSURANCE PREMIUMS	\$742,109	ABAG Plan Liability Coverage with Self-Insured Retention of \$100,000 Premium (\$707,130); Bond premium (\$805); and City property insurance premium (\$34,174).
6525 CLAIMS	\$287,400	Liability claims paid.
Total Insurance Premium & Claims	\$1,029,509	
Grand Total	\$1,123,776	

Self Insurance Unemployment Insurance

Professional Services	2014-15 Budget	Description
6401 PROFESSIONAL SERVICES	\$1,200	E-Group Unemployment Insurance Services administrative fees.
Total Professional Services	\$1,200	
Insurance Premium & Claims	2014-15 Budget	Description
6525 CLAIMS	\$40,000	Reimbursement to State of California for former employees claiming unemployment benefits.
Total Insurance Premium & Claims	\$40,000	
Grand Total	\$41,200	

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Public Safety
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Public Safety

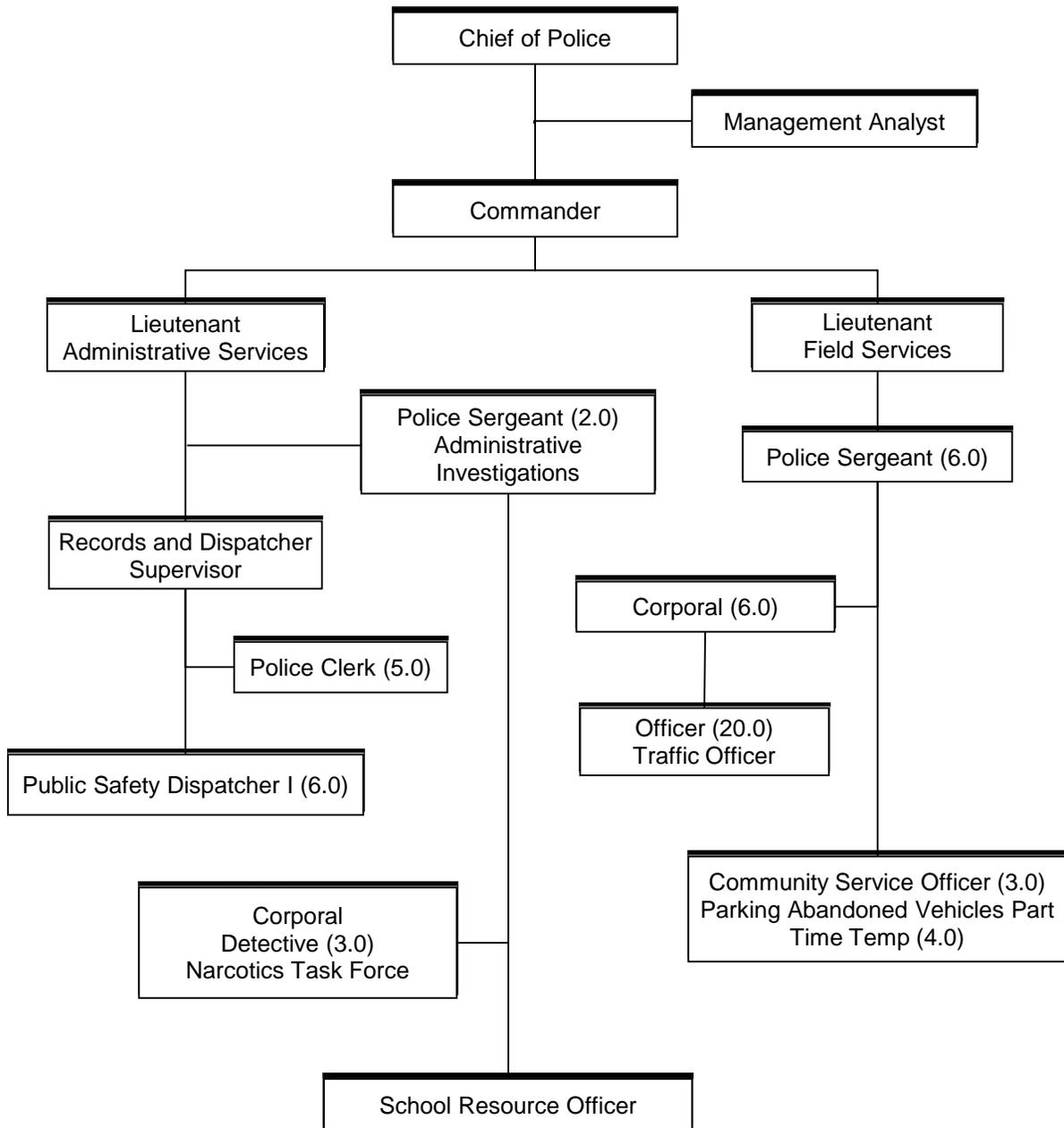
Police Department

Fire Department

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Police Department

Police



Police Department

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

Programs

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

- **Patrol**
Responds to emergency and non-emergency requests for police assistance and provides enforcement of state and local laws. The Patrol Division is responsible for the prevention of criminal activity and the investigation of criminal acts that lead to successful prosecutions.
- **Traffic and Parking**
Provides enforcement of traffic laws, including parking regulations. Officers also investigate traffic collisions and provide recommendations to the City's Engineering Division to enhance traffic and pedestrian safety.
- **Investigations and Support Services**
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 provides a liaison to the schools, assigned to resolve chronic quality of life issues in the community, facilitate crime prevention programs such as Neighborhood Watch and the Citizen's Crime Prevention Committee, and assure employees meet mandated training requirements.
- **Administration**
Provides for planning, resource development and management, budget preparation, acquisition of equipment, licensing and permit issuance, and emergency preparedness.
- **Records and Dispatch Services**
Obtains information from callers and relay necessary facts to patrol units in the field. This Division serves to provide information and assistance to customers both over the telephone and in person, processes police records, and prepares cases for review by the District Attorney's Office.
- **Contract Services**
Contracts with various public and private agencies allow the Police Department to provide a variety of services that include counseling and diversion programs for at-risk youth, crossing guard services at busy intersections, housing of prisoners, and animal control services.

Priority Focus

The Police Department provides a wide array of law enforcement services to the citizens of San Bruno considering the Department's limited resources. Last year the Department restored a police officer position assigned to address quality of life issues, such as graffiti, alcohol-related offenses, and other chronic neighborhood generated complaints. This position is the primary liaison with the City's Code Enforcement Division to collaborate on violations that cross over to each department.

The Department has found it challenging to maintain the same level of service the community previously benefitted from due to reductions in staffing that occurred in previous years. The Department seeks to add a police officer position to the patrol division in order to better serve the community. The Police Department adjusts patrol in response to crime patterns and community demands. Having fewer officers on the street often limits the amount of available time officers have for proactive patrols in neighborhoods or in areas that experience a spike in criminal activity. A frequent comment expressed in citizen surveys returned to the Police Department continues to be a request for increased patrols and police visibility in neighborhoods. While one police officer may have a limited impact in patrol, restoring staffing levels at an incremental rate allows the increase in personnel costs to be introduced over time.

The Police Department utilizes a survey instrument to gauge customer satisfaction with the service provided by the Police Department. The majority of the surveys returned to the Department continue to show the public has a highly favorable opinion of the service provided by Police Department personnel.

The Department recently replaced equipment related to the 9-1-1 communications center and records management system. The Department shared this purchase with the City of Burlingame and the equipment just became operational in both cities. The joint purchase provides both cities with interoperability in emergency situations in addition to recognizing a cost savings. The technology allows for efficiencies in police operations, improves crime analysis and provides the public access to information on police activity in their neighborhood. The Department has also made improvements to the online reporting capabilities. Taking advantage of the latest in technology enhances the Department's service to the community.

Technology also assists in the analysis of crime trends and patterns. The Department will utilize new software to efficiently identify crime patterns and problem areas that allow the Department to direct its resources. The Department seeks to garner the public's help in preventing and solving crime, by expanding the Neighborhood Watch program with the assistance of the Citizens' Crime Prevention Committee.

Ensuring safety on our streets and sidewalks is of paramount importance and complaints related to traffic are frequently reported to the Department. The Department participates in a collaborative traffic enforcement program involving San Mateo County law enforcement agencies. The program provides cities with enhanced enforcement for areas prone to frequent traffic violations and accidents. The participation in the program improves our ability to provide traffic safety, especially when the Department only has one police officer position solely devoted to traffic. The Department uses grant funding for this Traffic Officer position and has applied for additional grant funds to enhance traffic safety.

The Department has also sought grant funding to ensure that establishments licensed for alcohol sales remain in compliance with state and local laws. The grant proposal would continue a multi-jurisdictional approach to reduce the ability of minors to gain access to alcohol, and allow state and local jurisdictions to identify those establishments that operate in violation of the law. The Department also participates in countywide efforts to reduce criminal street gang activity and combat human trafficking.

These initiatives are directed toward providing efficient and effective service to the community at the Police Department’s current and lean staffing level.

2013-14 Goals and Accomplishments	Status
✓ Provide traffic calming and parking assistance associated with the Crestmoor neighborhood recovery efforts. <i>Status:</i> A Community Service Officer was assigned to the neighborhood to focus on traffic related issues.	Ongoing
✓ Continue to participate in the collaborative investigation of the pipeline explosion involving federal and local agencies. <i>Status:</i> The work efforts of a detective who continues to collaborate with local, state, and federal partners in the investigation of the pipeline explosion.	Ongoing
✓ Provide staff support to the Traffic Safety and Parking Committee (TSPC) and assistance to the Engineering Division to address neighborhood traffic and circulation complaints. <i>Status:</i> Officers with expertise in traffic investigation continue to collaborate with City Engineering staff and the TSPC committee to assist with traffic related concerns in the City.	Ongoing
✓ Complete an upgrade of our 9-1-1 system that will implement a virtual dispatch consolidation link with the Burlingame Police Department to allow coordinated peak period and after hours dispatch. <i>Status:</i> Completed.	Complete
✓ Continue assignment of an officer to Gang Task Force deployments in an effort to reduce criminal street gang activity in San Mateo County. <i>Status:</i> Officers participated in rotational shifts at the San Mateo County Gang Task Force.	Ongoing
✓ Provide proactive response and intervention to address downtown business area concerns. <i>Status:</i> Following merchant concerns, a business creating a nuisance was investigated and subsequently closed its operations.	Ongoing
✓ Actively seek grant funding to enhance police services to the public. <i>Status:</i> The Department participated in a County wide effort to enhance traffic enforcement and safety in San Bruno and San Mateo County.	Ongoing
✓ Continue ongoing efforts to survey citizens regarding level of satisfaction with police services. <i>Status:</i> The Department continued to receive favorable feedback from the community on the delivery of police services.	Ongoing

- | | | |
|---|--|-----------------|
| ✓ | Assign one officer to coordinate a multi-disciplinary approach to resolving on-going quality of life issues to meet needs of merchants, patrons and citizens in neighborhoods and the downtown corridor
<i>Status:</i> The Department implemented a Support Service Officer who is assigned to facilitate community policing efforts and resolve chronic complaints. | Ongoing |
| ✓ | Upgrade Computer Automated Dispatch and other records system to allow for efficient recording and posting of police records.
<i>Status:</i> The Department implemented a new 9-1-1 system and new software that provides redundancy in emergencies, provides citizen access to activity in their neighborhood, and enhances efficiencies in police operations and crime solving abilities. | Ongoing |
| ✓ | Continue to collaborate with state and local law enforcement and with casino personnel related to gaming, safety and security areas impacting the casino.
<i>Status:</i> The additional staff assigned to gaming collaborated with security personnel in solving offenses that occurred within the card room and enhanced patron safety. | Ongoing |
| ✓ | Appoint new Commander and develop new command staff team.
<i>Status:</i> Completed. | Complete |

2014-15 Goals and Objectives

- Utilize customer service surveys to gauge customer satisfaction with police services provided to the community.
- Seek out opportunities for grant funding to enhance community safety.
- Provide enhanced traffic safety through participation in San Mateo County Saturation Enforcement Program (STEP) which provides traffic enforcement at a multi-jurisdictional level.
- Develop a multi-jurisdictional team to provide an enhanced response to traffic collisions involving major injury.
- Collaborate with state and local law enforcement agencies to reduce criminal street gang activity in San Mateo County.
- Work with the Citizens Crime Prevention Committee to expand the Neighborhood Watch program in San Bruno.
- Provide online access for the community to obtain information on police activity in San Bruno.
- Expand the menu of online reporting opportunities available to the community.
- Utilize the Support Service Officer in resolving chronic complaints of nuisance issues and problem areas in the community.

Value Statement

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

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

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

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

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

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

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

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

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

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

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

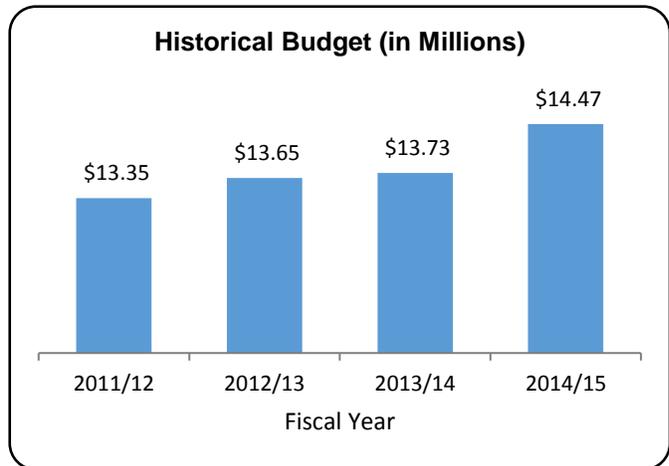
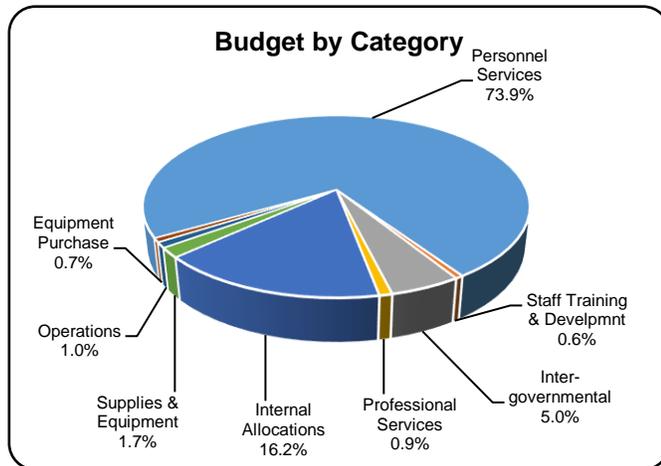
Produce the highest quality work product through teamwork that fosters confidence and respect for each other and the community we serve.

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Police Department Budget Summary

Budgeted Expenditures	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
Personnel Services	\$10,248,948	\$10,398,708	\$10,231,476	\$10,675,377
Staff Training & Development	\$63,100	\$65,015	\$74,515	\$81,600
Professional Services	\$91,636	\$129,000	\$131,200	\$131,000
Supplies & Equipment	\$230,000	\$240,000	\$236,039	\$252,000
Operations	\$130,777	\$125,500	\$126,720	\$141,036
Equipment Purchase	\$12,500	\$106,719	\$105,500	\$126,000
Intergovernmental	\$541,614	\$615,582	\$661,132	\$727,191
Internal Allocations	\$2,032,009	\$1,972,821	\$2,165,664	\$2,335,631
Total:	\$13,350,583	\$13,653,345	\$13,732,246	\$14,469,835

Funding Summary	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
General Fund	\$12,126,425	\$12,250,912	\$12,305,813	\$13,048,548
Department Revenues	\$1,224,158	\$1,402,433	\$1,416,433	\$1,421,287
Special Revenue Fund:				
Police Asset Forfeiture	\$0	\$0	\$10,000	\$0
Total:	\$13,350,583	\$13,653,345	\$13,732,246	\$14,469,835



Summary of 2014-15 Budget Changes

The 2014-15 Police Budget includes an increase of \$290,000 in Personnel Services and \$50,000 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements. This reflects six months of the Police bargaining unit's salary and benefits as their existing agreement will expire on December 31, 2014.

The Police Department made two primary technological changes in 2013-14; the 9-1-1 dispatch system upgrade and the Records Management System upgrade. An enhanced on-line reporting system will add \$5,000 in additional maintenance costs for 2014-15. In addition, \$15,000 is necessary for the maintenance of the previous RMS server containing prior reporting and evidence data.

Other changes include a \$60,000 increase to County's Animal Control Services; additional \$1,000 in Printing, Copying, and Binding for crime prevention literature and signage, and \$1,000 to Meetings & Conferences for Police Explorer dues and Reserve Officer programs.

Incorporation of the service level enhancement, which include adding one police officer to enhance police patrols in the community.

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Police Department

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$6,391,996	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs. Service level enhancement for an addition of Police Officer (\$96,758).
5102 PART-TIME SALARIES	\$109,000	Base salary for temporary employees working fewer than 980 hours per fiscal year.
5105 OVERTIME	\$640,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$3,491,881	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. Service level enhancement for an addition of Police Officer (\$53,198).
6403 PERSONNEL SERVICES	\$42,500	Crossing guard personnel services.
Total Personnel Services	\$10,675,377	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$51,000	Staff training for range, use fees, targets and ammunition (\$12,800); Supervisory Leadership Institute (SLI) for one Sergeant (\$4,000); POST-approved training courses (\$13,100); POST-reimbursed Team Building workshop (\$9,000); In-service training and materials (\$1,400); Canine training for two dogs and their handlers (\$6,000); Lexipol daily training (\$2,700); SWAT training (\$1,500);and Training in gang investigations (\$500).

Staff Training & Development (Cont.)

6406	PROFESSIONAL DEVELOPMENT	\$21,000	Department head and 12 mid-management employees (\$7,000); and Tuition reimbursement in accordance with applicable MOUs for five employees (\$14,000).
6702	PUBS & SUBSCRIPTIONS	\$4,600	Law Enforcement Publications (\$565); Legal Sourcebook Site Licenses (\$1,050); Lexipol General Order Updates - reimbursable by ABAG (\$2,850); and Printed copies of penal and vehicles codes (\$135).
6704	MEETINGS/CONFERENCES	\$5,000	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; California Peace Officer Associations membership and seminars; Cal Chiefs and International Association of Chiefs of Police (\$3,225); Seminars including Juvenile Officer Association and Property Officer Association (\$330); Police Explorer dues (\$300); Reserve Officer Association Due, which includes legal defenses, for eight Reserve Officers (\$645); and Reserve Officer Appreciation Dinner (\$500).
Total Staff Training & Development		\$81,600	

Professional Services	2014-15 Budget	Description
6401 PROFESSIONAL SERVICES	\$73,000	Parking citation processing and fines collection services (\$30,000); and 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 (\$43,000).
6402 LEGAL EXPENSES	\$3,000	Investigative services such as public information database, confidential informants and travel expenses related to out of town investigations.
6419 OTHER SERVICES	\$55,000	North Peninsula Family Alternatives – Juvenile Diversion (\$40,217); Peninsula Conflict Resolution Center (\$4,550); Community Overcoming Relationship Abuse (CORA) (\$6,752); Towing charges (\$1,281); Police canine veterinary expenses (\$1,000); and Contribution to maintain the Keller Center for sexual assault victims (\$1,200).
Total Professional Services		\$131,000

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$35,000	Supplies, materials and services related to the operation of the Police Department. This includes the preparation of reports, evidence supplies to process crime scenes, secure destruction of documents, and the preparation of detailed investigations that are forwarded to the District Attorney's office and other interested parties.
6101 GAS AND OIL	\$110,000	Fuel for Police Department fleet of 32 vehicles.
6102 OPERATING SUPPLIES	\$14,000	Safety equipment and uniforms for sworn peace officers, reserve officers and specified non sworn personnel as specified by MOUs.
6204 SUPPLIES	\$1,000	Office chair replacement (\$500); and patrol car supplies (\$500).
6304 MAINTENANCE	\$92,000	Maintenance of prior record management system (Hitech) server including property, evidence and system information software (\$11,385); RIMS System, Computer Aided Dispatch/Records Management system, mobile computing, 9-1-1 interface and related components (\$42,300); Evidence data storage - Unix server (\$3,952); Document imaging and scanning system (\$3,000); Critical Reach (\$400); Card Reader Security Access system (\$2,000); Identification Card system (\$6,061); Voice print digital recording system for preservation of all radio, 9-1-1 and business telephones (\$2,400); In-Car video system (\$2,000); backup power source for police data center (\$2,545); online citizen reporting system - Coplogic(\$5,000); Celebrite telephone forensic analysis equipment (\$2,999); LeadsOnline pawn shop and property database (\$2,238); Miscellaneous repairs to 41 PC's, 16 laptop computers, printers, typewriters, fax machines and other related equipment (\$5,720).
Total Supplies & Equipment	\$252,000	

6112 POSTAGE	\$4,000	Postage costs for department correspondence.
6141 PRINTING, COPYING & BINDING	\$1,000	Crime prevention literature for Crime Prevention Committee and Police Week (\$500) and Signage for Neighborhood Watch Committee (\$500).

Operations (Cont.)

6408	MEDICAL EXAMS	\$7,000	Forensic examinations for sexual assault victims.
6450	COMMUNICATIONS	\$35,795	Telephone and fax lines coverage for 26 cell phones, 41 telephones and radio line communication including 9-1-1 lines (\$28,095); Dedicated data line with the City of Burlingame to allow interagency backup support during high 9-1-1 calls (\$7,100); and Annual GPS service for special investigations tracker device (\$600).
6531	UTILITIES	\$93,241	Gas, electrical and water costs for police facility.

Total Operations \$141,036

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$126,000	Purchase and replacement of floor mat replacement for defensive tactics (\$4,500); three marked vehicles (\$112,300); special investigations tracker device (\$600); monitor and computer for investigative services briefing room (\$3,000); and less lethal ammunition (\$5,600).
Total Equipment Purchase	<u>\$126,000</u>	

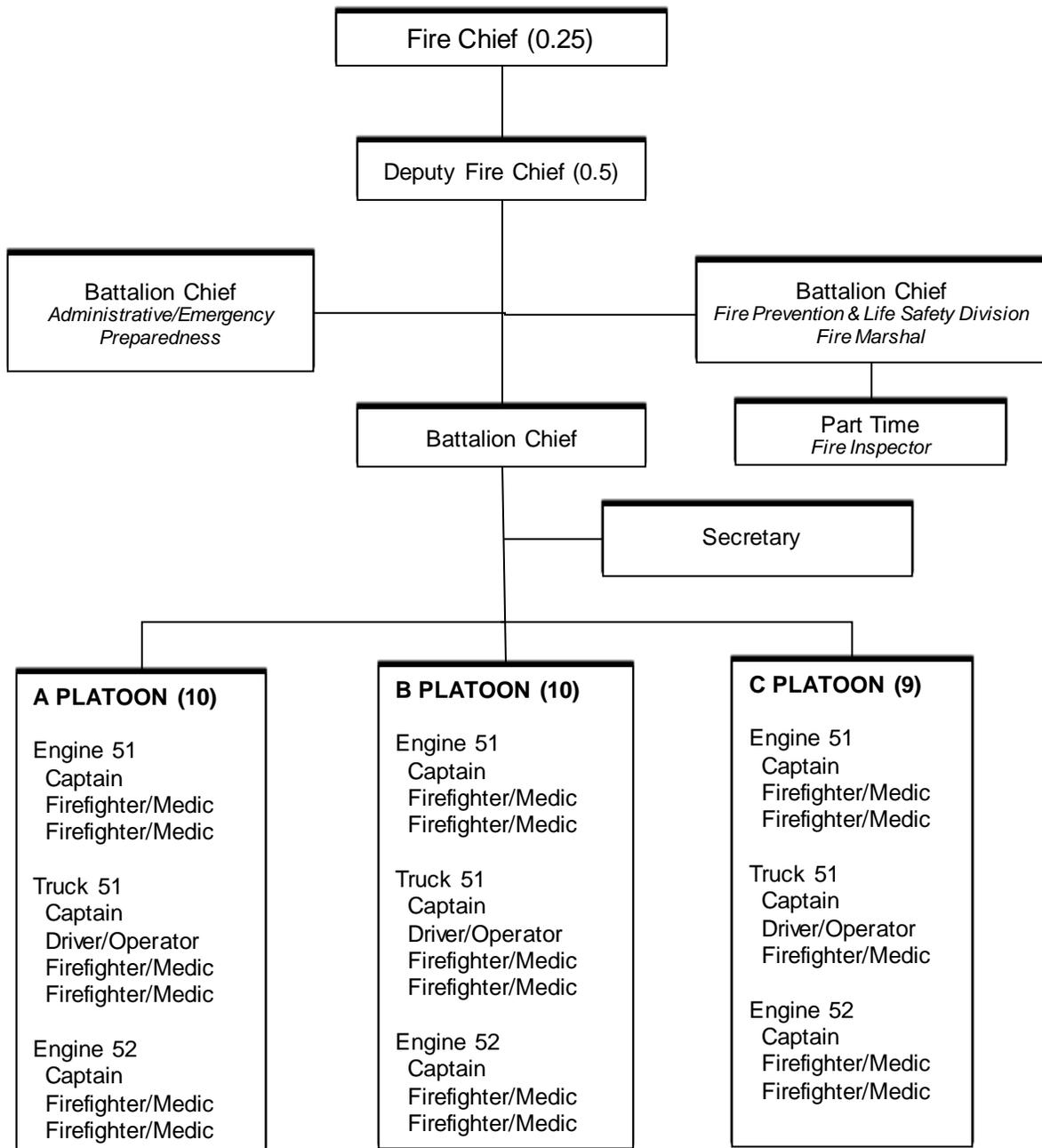
Intergovernmental	2014-15 Budget	Description
6309 RADIO MAINTENANCE	\$72,000	Access/Maintenance fees for use of law enforcement database terminals, such as DOJ and DMV (\$41,000); 9-1-1 consoles, transmitters, receivers, repeaters and other base station equipment for the two-way radio communication (\$26,628); Portable two way radio battery replacement (\$2,000); and miscellaneous repairs to portable and mobile radios and related equipment (\$2,372).
7041 COUNTY SVCE.CHARGES	\$655,191	Services provided by the County including Animal Control Services (\$369,410); Crime lab fees (\$24,000); Crime lab usage fees (\$60,000); Parking fines allocations (\$150,000); Department of Justice fingerprinting fees (\$5,000); Outside agency supplement for July 4th enforcement (\$12,000); and First Chance sober station (\$34,781).
Total Intergovernmental	<u>\$727,191</u>	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$847,587	Internal service allocations for: self insurance cost (\$396,939); building and facility maintenance (\$155,304); information technology support (\$104,555); and central garage services (\$190,789).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$1,379,895	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
9079 TRANSFERS TO RESERVES	\$108,149	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$2,335,631	
Grand Total	\$14,469,835	

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Fire Department

Fire



*1 Shared Fire Chief position with Central County Fire Department and City of Millbrae as part of administrative fire merge.
 *2 Shared Deputy Fire Chief position with City of Millbrae as part of administrative fire merge.
 *3 Shared Fire Marshal position with City of Millbrae as part of administrative fire merge.
 *4 Shared Battalion Chiefs position with City of Millbrae. San Bruno shares one Battalion Chief and Millbrae shares two.
 *5 Mechanic currently assigned to Central County Fire Department as part of the shared services agreement.

Fire Department

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

Programs

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

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

Priority Focus

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

The Fire Prevention Division under the direction of a Battalion Chief/Fire Marshal and part time fire inspector supervises annual inspections of all multi-unit dwellings, including apartments, motels, hotels and condominiums. Through this program, life safety for 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 Fire department is part of the San Mateo County Advanced Life Support (ALS) Joint Powers Authority (JPA) for emergency responses. This plan provides for response of the closest resource to an incident regardless of jurisdiction or City boundaries. The Fire Department operates two front line Engine companies and one Truck company as

first line apparatus out of two fire stations. Engine Company 51 (E-51) was the third busiest engine company on the countywide response list for 2013 after 3 consecutive years as the second busiest. E-51 responded to 2,038 calls for service. E-52 responded to 1,289 calls for service. Truck 51 responded to 899 calls for service. The total call volume in 2013 was 3,456 calls for service. There were a total of 136 fires with 77 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 six 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 shares the services of a training officer with six other agencies and also has an agreement for shared mechanic services, along with five other fire agencies in the County including the Cities of Burlingame, Foster City, Hillsborough, Millbrae, and San Mateo, which is operated by the Central County Fire Department Station 54. 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 low frequency/high hazard types of emergencies.

The Fire Department is currently working with the Central County Fire Department (CCFD) and Millbrae Fire Department to consolidate administrative services. As part of this administrative merge, San Bruno entered into agreements to share a Fire Chief with CCFD and Millbrae, and a Deputy Fire Chief and Fire Marshal with Millbrae. The City has also adopted a formal shared staffing agreement to share personnel to help cover mandatory shifts created by vacancies, workers' compensation and other leave. Fire subcommittees in all three agencies continue to meet to discuss future options in the movement to full consolidation.

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

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

The Fire Department strives to attain excellence in service delivery through a well trained, professional staff using advanced technology and state of the art equipment. The Department continues to assess its needs in all areas of operations regarding equipment, facilities and apparatus. The budget has increased in these areas to address aged equipment on apparatus and facility deficiencies. The Department has replaced needed hose and emergency equipment on all apparatus. There are plans to continue to address facility needs throughout both fire stations. 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. The Department completed this training which included Automatic External Defibrillator (AED) orientation and fire extinguisher and emergency evacuation procedures for all employees. Participated in County wide training by

conducting a simulated incident in the Emergency Operations Center, including training elements of the San Mateo County Alert System and city wide notifications. Coordinated staff training for WebEOC, a recording and documentation software system for major emergencies.

The Fire Department has addressed an important need with the hiring of an Administrative Battalion Chief in charge of Emergency Preparedness. The Administrative Chief will be responsible for the evaluation and development of the City's emergency preparedness program. The Department will provide support and training to City staff and will be a liaison to the Community Preparedness Committee which is involved in emergency preparedness activities such as community outreach and presentations at community events.

2013-14 Goals and Accomplishments	Status
<p>✓ Continue to implement administrative merger with Cities of San Bruno, Millbrae, Burlingame and the Town of Hillsborough and continue work toward full consolidation. <i>Status:</i> Continued Phase 1 (Administrative) of fire merger with the Cities of Millbrae, Burlingame, and the Town of Hillsborough. Re-adopted agreements to share a Fire Chief, Deputy Chief and Fire Marshal. Hired a part time fire inspector. Fire subcommittees of all partnering agencies meeting to evaluate and discuss options moving forward.</p>	Ongoing
<p>✓ Continue training program through task force training and coordination with neighboring jurisdictions. Complete 240 hours of training per firefighter annually. <i>Status:</i> Continued improvement of Fire and EMS training program through task force scheduling, coordination with neighboring jurisdictions, and the use of "Target Solutions" a web-based training system. Completed 240 hours of training per firefighter.</p>	Ongoing
<p>✓ Continue support by engine and truck companies for fire prevention inspections and code enforcement. <i>Status:</i> Inspected apartments and schools City wide as mandated by the State of California Fire Marshal's Office.</p>	Ongoing
<p>✓ Develop complete set of standardized operational policies and procedures for the Department. <i>Status:</i> Initiated process development to adopt a set of standardized operational policies and procedures for the all three partnering agencies in consolidation.</p>	Ongoing
<p>✓ Provide active community outreach and education program regarding fireworks safety in the months preceding July 4, 2013. <i>Status:</i> Continued active community outreach and education program regarding fireworks safety in the months preceding the July 4, 2013 holiday. In coordination with the Police Department, confiscated in excess of 160 pounds of illegal fireworks as a result of the City's Zero Tolerance Program.</p>	Complete
<p>✓ Support the City's Emergency Operations Center (EOC) exercises and training. <i>Status:</i> Performed radio communication drills and also participated in County-wide exercise including EOC exercise involving the distribution of medical supplies. Appointed new Administrative Battalion Chief in charge of Emergency Preparedness.</p>	Ongoing
<p>✓ Provide Community Emergency Response Team (CERT) training to the community in two 8-week courses.</p>	Ongoing

- Status:* Provided Community Emergency Response Training Certification (CERT) to 40 residents as part of bi-annual community preparedness training program.
- ✓ **Re-evaluate departmental equipment and vehicle replacement needs.** **Ongoing**
Status: The Department has replaced aging hose and emergency equipment on all apparatus. The Department continues to evaluate equipment apparatus replacement needs.
 - ✓ **Complete evaluation of biodiesel fuel for use in fire apparatus.** **Complete**
Status: Initiated process to research option of biodiesel fuel for fire apparatus. Research does not support a move to use biodiesel fuel in fire apparatus. Changeover was too costly and data showed an increase in maintenance costs and repairs for apparatus using biodiesel fuels.
 - ✓ **Implement iPad technology to improve efficiency in operations, training, emergency medical services (EMS) and fire prevention.** **Complete**
Status: Completed.
 - ✓ **Combine San Bruno, Central County Fire (CCFD) and Millbrae's IT systems in records management (RMS) and staffing (Telestaff).** **Pending**
Status: Conducted analysis for cost and effectiveness of a shared system in records management. Analysis is under review Technology staff for feasibility.
 - ✓ **Develop and manage Emergency Preparedness Program.** **Ongoing**
Status: Hired an Administrative Battalion Chief to evaluate and further develop the City's emergency preparedness program.
 - ✓ **Provide semi-annual CPR (cardiopulmonary resuscitation) / AED (automated external defibrillator) training to City employees and quarterly community based classes with partnering agencies.** **Ongoing**
Status: The Department completed CPR training for over 35 City employees. The Department completed Community Emergency Response Team (CERT) training to more than 65 residents during the year that graduated and received certification from the 8-week course.
 - ✓ **Update policies and procedures as required by Fire and Building Code.** **Complete**
Status: Adopted 2013 National Fire Code.
 - ✓ **Work with the Human Resources Department to assist with Firefighter, Battalion Chief and Fire Captain recruitments.** **Complete**
Status: Completed recruitments for firefighter position and promotional testing for Fire Captain and Battalion Chief positions and established eligibility lists for the positions.
 - ✓ **Continue to provide emergency response for fire suppression, medical incidents, accidents and rescues.** **Complete**
Status: Responded to a total of 3,684 calls for service in 2013 including 70 fires.
 - ✓ **Support staff in continued involvement in local, county, state and national organizations.** **Complete**
Status: Completed. Provided support through out-of-county strike teams during the wildland season.

2014-15 Goals and Objectives

- ❑ Continue to evaluate the administrative merger with Cities of San Bruno, Millbrae, Burlingame and the Town of Hillsborough and continue to work toward full consolidation of fire services.

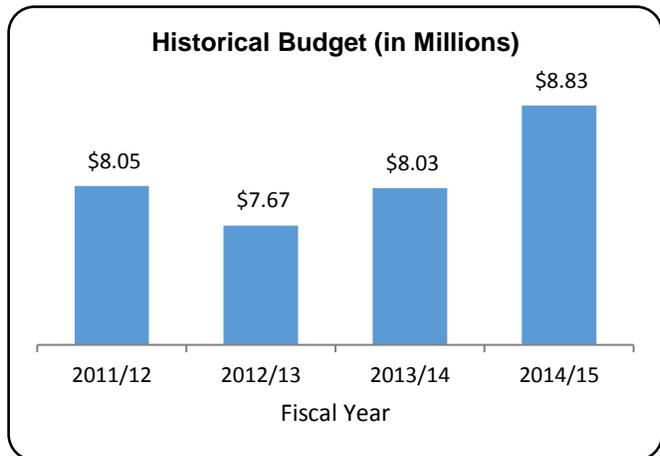
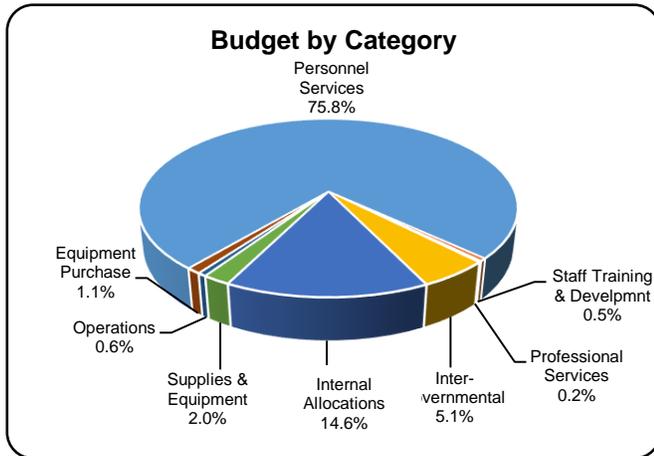
- Continue training program through task force training and coordination with neighboring jurisdictions. Complete 240 hours of training per firefighter annually.
- Continue support by engine and truck companies for fire prevention inspections and code enforcement.
- Develop and adopt a complete set of standardized operational policies and procedures for the department which reflect consolidation efforts.
- Provide active community outreach and education program regarding fireworks safety in the months preceding July 4, 2014.
- Under the direction of the newly appointed Administrative Battalion Chief, coordinate, support and implement the City's Emergency Preparedness programs. This includes Emergency Operations Center (EOC) exercises and training, development and training of city staff and involvement in countywide drills and exercises.
- Provide Community Emergency Response Team (CERT) training to the community in two 8-week courses (April / Sept. 2014)
- Continued evaluation of departmental equipment and vehicle replacement needs. This includes fire hose replacement, Zetron station alerting system and all fire apparatus.
- Continue implementation of iPad technology to improve efficiency in operations, training, emergency medical services (EMS) and fire prevention. Implement IPAD technology program for all probationary employees.
- Combine San Bruno, Central County Fire Department (CCFD) and Millbrae's IT systems in records management (RMS) and staffing (Telestaff).
- Provide semi-annual CPR (cardiopulmonary resuscitation) / AED (automated external defibrillator) training to City employees and quarterly community based classes with partnering local agencies.
- Support staff in continued involvement in local, county, state and national organizations.
- Evaluate current Fire Code and adopted local amendments.
- Provide bike helmet safety program with partnering agencies.

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Fire Department Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$6,430,281	\$6,080,122	\$6,126,542	\$6,695,192
Staff Training & Development	\$9,200	\$7,350	\$7,350	\$45,150
Professional Services	\$166,525	\$135,443	\$142,943	\$20,300
Supplies & Equipment	\$88,748	\$105,940	\$131,540	\$176,763
Operations	\$33,615	\$33,615	\$39,429	\$55,840
Equipment Purchase	\$12,413	\$28,713	\$78,863	\$93,500
Intergovernmental	\$184,311	\$183,427	\$295,660	\$454,766
Internal Allocations	\$1,125,313	\$1,090,464	\$1,205,366	\$1,291,904
Total:	\$8,050,407	\$7,665,074	\$8,027,693	\$8,833,415

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$7,700,407	\$7,269,274	\$7,614,223	\$8,497,614
Department Revenues	\$350,000	\$395,800	\$413,470	\$335,801
Total:	\$8,050,407	\$7,665,074	\$8,027,693	\$8,833,415



Summary of 2014-15 Budget Changes

The 2014-15 Fire Department's expenditure budget increased by \$805,700 is attributed to the following:

- An increase to regular salaries by \$472,300 and \$5,800 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements and the reclassification of the Emergency Services Coordinator to an Administrative Battalion Chief.
- An increase to the overtime budget by \$96,700 to backfill for vacancies for the first half of the year.
- Additional \$21,000 to Staff Training and \$24,000 to Operating Supplies in order to equip new Fire Recruits with the necessary training and equipment.
- An increase to Tools & Equipment includes a one-time purchase of automated CPR equipment, the City matching requirement for FEMA authorized grant funding for the final installment of hose replacement and ongoing equipment replacement for fire engine/truck equipment and reserve engine.
- Additional \$25,000 budget for shared Battalion/Division Chief overtime, in accordance with the Shared Services agreement with the City of Millbrae.

The 2014-15 Fire budget also includes budgeting the gas monitor maintenance and self contained breathing apparatus (SCBA) testing in Maintenance (6304) rather than Tools & Equipment (6650) and transferring Shared Joint Training Services Agreement from Other Services (6419) to Intergovernmental (7069).

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Fire Department

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$3,948,141	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$35,000	Base salary for part-time fire inspector working fewer than 980 hours per fiscal year.
5105 OVERTIME	\$615,000	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	\$2,097,051	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$6,695,192	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$42,000	Mandatory training classes (\$1,000); State Emergency Medical Association (\$2,500); management training for succession planning (\$17,500); and Fire Academy and driver operator classes for three new Fire Recruits (\$21,000).
6701 DUES & MEMBERSHIPS	\$1,550	Fire service professional organizations such as: San Mateo County Fire Chief's Association (\$800); Northern Ca. Fire Mechanic's Association (\$100); San Mateo County Training Officer's Association (\$250); National Fire Protection Association (\$100); San Mateo County Fire Prevention Officer's Association (\$50); Ca. Assn. of Arson Investigators (\$150); International Assn. of Arson Investigators (\$50); and Northern Ca. Fire Prevention Officers (\$50).
6702 PUBS & SUBSCRIPTIONS	\$1,600	Trade journals such as Fire Engineering, Firehouse, Northern Ca. Fire Mechanic's Association (NFPA) News & OnScene (\$200); International Fire Code journals (\$1,000); and San Mateo County Paramedic Protocol Updates (\$400).
Total Staff Training & Development	\$45,150	

Professional Services	2014-15 Budget	Description
6419 OTHER SERVICES	\$20,300	Department fitness testing program (\$9,600); 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); respiratory protection program fit testing for SCBA masks (\$3,600); and San Mateo County Public Safety Communication Pager-Pass Through (\$3,100).
Total Professional Services	\$20,300	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$2,700	Supplies needed for daily operations.
6101 GAS AND OIL	\$41,000	Allocation of fuel used by division's vehicles, gas and diesel. Vehicles include: fire trucks and Chief & Chief Officer's vehicle.
6102 OPERATING SUPPLIES	\$60,950	Janitorial supplies needed for daily operations at fire stations including cleaning materials, paper goods, mops and brooms (\$3,000); miscellaneous personal protective equipment (\$3,400); mandated cleaning of personal protection equipment (\$3,000); Fire prevention education supplies and community preparedness materials (\$1,500); supplies for semi-annual Community Emergency Response Team (CERT) Program (\$3,000); CPR/AED Training (\$2,550); Bike Helmet Program joint with Central County Fire and City of Millbrae Fire Departments - City's share (\$1,500); turnout Gear - 6 pairs (\$15,000); wildland Gear - 10 pairs (\$4,000); and safety gears, uniform and equipment for three new Fire Recruits (\$24,000).
6201 BUILDING AND GROUNDS SUPPLIES	\$13,500	Supplies for oxygen used on medical calls (\$1,000); Disposal of medical/biological waste (\$2,000); Certification of fire extinguishers in stations (\$1,000); Fire stations living quarters' equipment and furnishing replacement, includes chair replacements and building maintenance supplies (\$9,500).

Supplies & Equipment (Cont.)

6204 SUPPLIES	\$40,500	Parts to maintain department apparatus (\$5,500); Tires and batteries (\$8,000); Shop costs for major apparatus repairs (\$23,000); and miscellaneous parts and supplies for shop (\$4,000).
6304 MAINTENANCE	\$18,113	Maintenance of two gas monitors (\$6,913); Defibrillator (\$2,200); and Self Contain Breathing Apparatus (SCBA) Testing (\$9,000).

Total Supplies & Equipment \$176,763

Operations	2014-15 Budget	Description
6112 POSTAGE	\$500	Postage costs for department correspondence.
6450 COMMUNICATIONS	\$20,828	Phone lines for Station 51 and 52, Emergency Operations Center, five department cell phones, and station alerting systems.
6531 UTILITIES	\$29,122	Electric and gas utility charges for Station 51 and 52.
6601 RENTAL & LEASES	\$5,390	Lease payment and maintenance cost for copiers located at Station 51 and Station 52.
Total Operations	<u><u>\$55,840</u></u>	

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$93,500	Automated CPR equipment (\$18,000); Hose replacement (\$12,500); Engine/Truck equipment replacement (\$35,000); and Reserve fire engine tools (\$28,000).
Total Equipment Purchase	<u><u>\$93,500</u></u>	

Intergovernmental	2014-15 Budget	Description
6309 RADIO MAINTENANCE	\$8,200	Station and apparatus radio maintenance (\$7,000); and Replacement of radio batteries (\$1,200).
7041 COUNTY SVCE.CHARGES	\$52,423	Hazardous materials (\$16,558); Dashboard program (\$3,800); State mandated planning services (\$2,500); and San Bruno share of San Mateo County Sheriff's Office of Emergency Services (OES): Countywide Emergency Services (\$29,565).
7069 INTERGOVERNMENTAL-OTHER	\$394,143	San Bruno share of Fire Chief Services with Central County Fire Department (\$80,000); Shared Deputy Fire Chief with City of Millbrae (\$132,500); Shared joint training services and administration program agreement between Millbrae, San Bruno, San Mateo and Central County Fire Agencies (\$136,643); Shared firefighter overtime services with Central County Fire Department and City of Millbrae (\$20,000); and Shared battalion chief overtime services with City of Millbrae (\$25,000).
Total Intergovernmental	\$454,766	
Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$335,809	Internal service allocations for: self insurance cost (\$255,421); building and facilities maintenance (\$8,184); Information technology support (\$71,317); and central garage support (\$887).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$797,684	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
9079 TRANSFERS TO RESERVES	\$158,411	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$1,291,904	
Grand Total	\$8,833,415	

Public Services
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Public Services Department

Administration & Engineering

Streets Maintenance

Central Garage

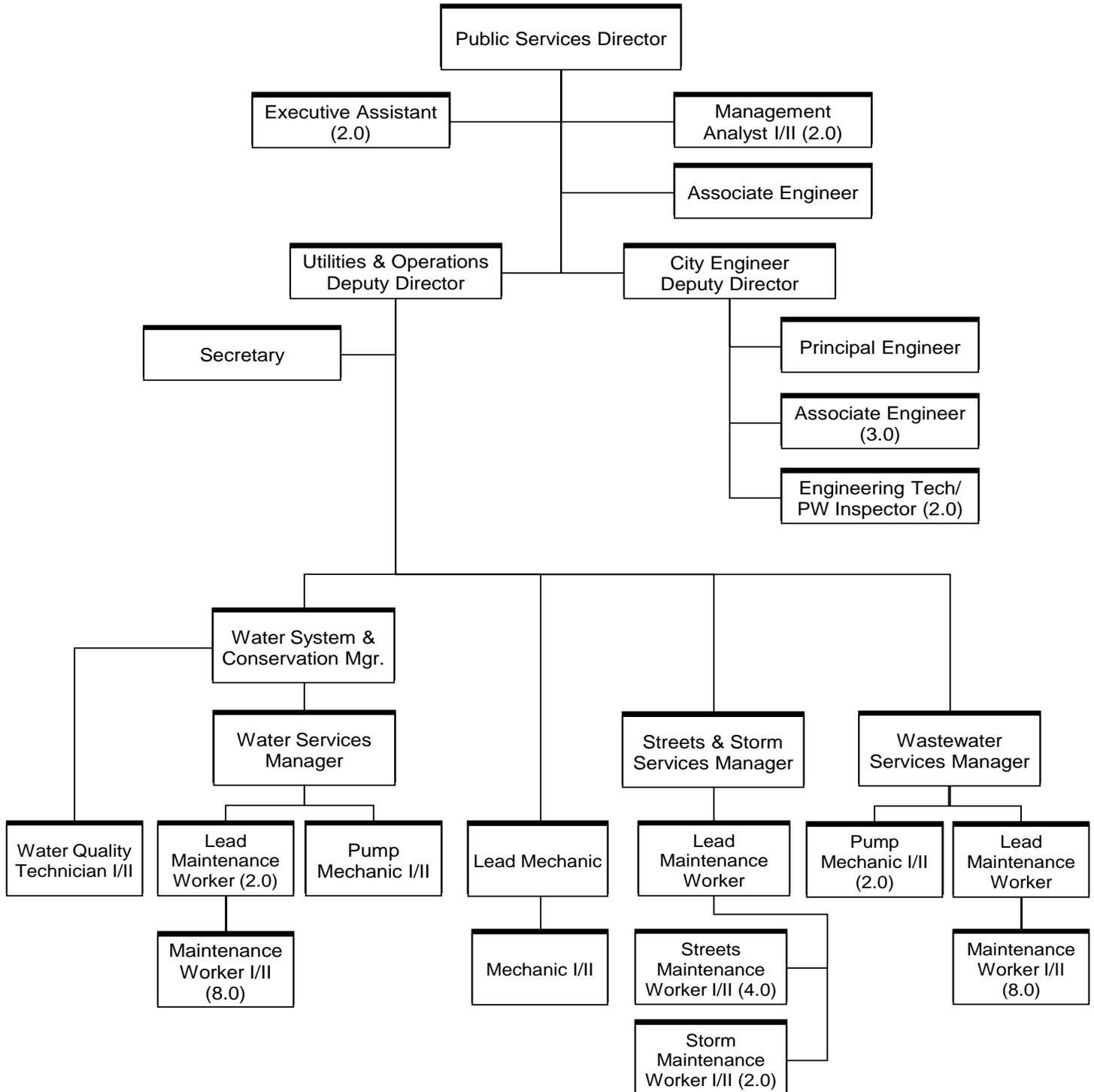
Solid Waste

Water Supply & Distribution

Stormwater

Wastewater

Public Services



Public Services Department Administration & Engineering Division

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

Programs

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

Public Services Administration coordinates the various work activities of each division and provides high-level strategic management for the Department. This includes preparation of operating and capital budgets, identifying potential outside funding sources for various activities, coordinating with other government agencies to provide critical services, tracking Division performance, and reviewing and resolving personnel matters.

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

The primary services provided include:

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

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

Priority Focus

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

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

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

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

2013-14 Goals and Accomplishments		Status
✓	<p>Deliver the projects as scheduled for construction in the 2013-18 Capital Improvement Program on time and within budget. <i>Status:</i> Delivered the following Capital Improvement Program projects: Fire Suppression System, Dry Weather Flow Monitor at 7th Avenue, Chestnut Sewer Rehabilitation, Kains to Angus Sewer Bypass, and Street Rehabilitation.</p>	Ongoing
✓	<p>Continue revising internal filing system to allow for easier document retrieval. <i>Status:</i> Continued streamline scanning of construction plans and completed construction drawings to move towards a paperless filing system.</p>	Ongoing
✓	<p>Conduct additional training to increase expertise in construction inspection and project management. <i>Status:</i> All Administration & Engineering staff were trained in project management, one inspector participated in pavement preservation training, and two engineers attended a project budgeting seminar.</p>	Ongoing
✓	<p>Continue to refine process for delivery of capital improvements projects. <i>Status:</i> Engineering is working to establish a 10 year work plan for the efficient delivery of the Main Replacement Program.</p>	Ongoing
✓	<p>Continue to refine and improve the performance measurement system and create a process so that performance information can be easily shared. <i>Status:</i> Refined program based budgets for Public Services' divisions to improve and ensure continued performance measurement of all divisions.</p>	Ongoing
✓	<p>Continue to investigate opportunities to share services with neighboring cities and other local governments. <i>Status:</i> Continued opportunities to share services with neighboring cities and other local governments such as analyzing the feasibility to share a Service Agreement with South San Francisco for sewer video inspection.</p>	Ongoing
✓	<p>Continue to coordinate response to public infrastructure information requests related to the Glenview Fire. <i>Status:</i> Continued support during Phase III of the reconstruction project.</p>	Ongoing
✓	<p>Continue collaboration with the Peninsula Corridor Joint Powers Board in coordinating the Caltrain Grade Separation Project to minimize the impact of construction to the City and community. <i>Status:</i> Continued coordination with the Board to address the needs and interests of the City and community, including the finalization the City archway and sewer construction on First Avenue.</p>	Ongoing
✓	<p>Monitor and implement a vigorous training program. <i>Status:</i> A comprehensive training program was implemented in coordination with Public Services' Operating divisions and will continue in the 2014-15 Fiscal Year.</p>	Ongoing

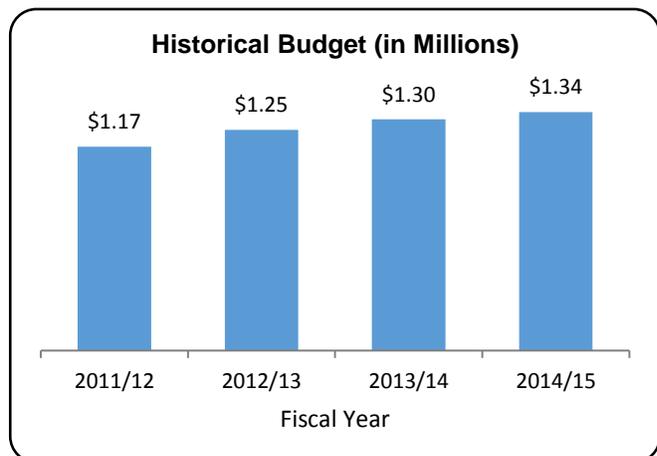
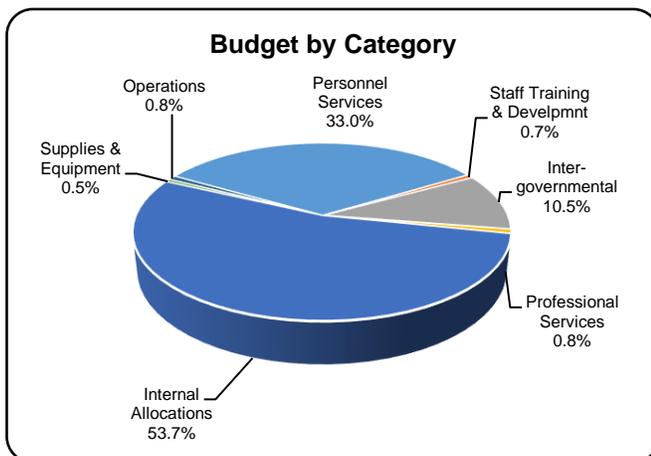
2014-15 Goals and Objectives

- Deliver projects as scheduled in the 2014-19 Capital Improvement Program projects' 2014-15 Work Plans on time and within budget.
- Continue revising internal filing system to allow for easier document retrieval.
- Conduct additional training to increase expertise in construction inspection and project management.
- Continue to refine process for delivery of capital improvement projects.
- Continue to refine and improve the performance measurement system and create a process such that performance information can be easily shared.
- Continue to investigate opportunities to share services with neighboring cities and other local governments.
- Continue to coordinate response to public infrastructure information requests related to the Glenview Fire.
- Fully implement project management through Microsoft Project and establish new internal project management policies and procedures.

Administration & Engineering Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$399,867	\$445,668	\$470,301	\$440,997
Staff Training & Development	\$8,200	\$8,675	\$9,300	\$9,025
Professional Services	\$10,250	\$55,614	\$10,250	\$10,250
Supplies & Equipment	\$6,341	\$6,100	\$5,200	\$7,300
Operations	\$7,451	\$6,751	\$10,762	\$10,509
Intergovernmental	\$139,350	\$139,351	\$139,351	\$139,610
Internal Allocations	\$599,321	\$589,113	\$655,597	\$717,578
Total:	\$1,170,780	\$1,251,272	\$1,300,761	\$1,335,269

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$488,715	\$381,719	\$531,547	\$522,793
Department Revenues	\$48,500	\$158,464	\$91,500	\$91,500
General Administration Recovery from Other Funds				
Water Fund	\$368,617	\$374,016	\$394,306	\$418,166
Wastewater Fund	\$253,428	\$257,148	\$271,086	\$288,390
Stormwater Fund	\$11,520	\$11,688	\$12,322	\$14,420
Total:	\$1,170,780	\$1,183,035	\$1,300,761	\$1,335,269



Summary of 2014-15 Budget Changes

The 2014-15 Administration and Engineering budget includes an increase of \$28,000 in Personnel Services and \$62,000 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements. There is also an offset of \$88,400 to the Allocation to Projects (5199) to account for staff time on various capital improvement projects.

The Division budgeted \$2,300 in Supplies & Equipment (6204) to purchase a mobile GPS device capable of communicating with the City's CMMS and GIS systems.

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Public Service Department Administration & Engineering

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$704,955	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5105 OVERTIME	\$500	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5199 ALLOCATION TO PROJECTS	(\$575,708)	Engineering staff time to manage capital projects recovering direct salary and benefit charges.
5200 EMPLOYEE BENEFITS	\$311,250	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$440,997	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$2,875	Two construction management training sessions scheduled at City Hall on newest construction standards, Federal Grant management and grant application techniques and strategies (\$2,500); and Mandatory safety training (\$375).
6406 PROFESSIONAL DEVELOPMENT	\$3,500	Department head and five mid-managers, in accordance with MOUs.
6701 DUES & MEMBERSHIPS	\$1,150	Engineering license renewal - three staff (\$375); American Society of Civil Engineers - two staff (\$500); and Institute of Transportation Engineers - one staff (\$275).

Staff Training & Development (Cont.)

6702	PUBS & SUBSCRIPTIONS	\$250	Caltrans specifications (\$50); and Specialized engineering manuals (\$200).
6703	TRAVEL/VEHICLE USE	\$100	Reimbursement for business use of personal vehicles
6704	MEETINGS/CONFERENCES	\$1,150	League of Cities Public Works Annual Conference (\$600); Monthly City/County Engineer's meetings (\$400); and Traffic Safety and Parking Committee supplies (\$150).
Total Staff Training & Development		\$9,025	

Professional Services	2014-15 Budget	Description	
6401	PROFESSIONAL SERVICES	\$10,250	Survey services and installation of survey benchmarks and monuments as needed (\$3,250); and Geotechnical survey and analysis (\$7,000).
Total Professional Services		\$10,250	

Supplies & Equipment	2014-15 Budget	Description	
6001	OFFICE SUPPLIES	\$1,400	Supplies for daily operations.
6101	GAS AND OIL	\$2,600	Fuel for four vehicles: one vehicle for Public Service Director, two for Engineering Inspectors, and one for general engineering use.
6102	OPERATING SUPPLIES	\$500	Safety equipment including hardhats, safety shoes and safety vests.
6204	SUPPLIES	\$2,300	Purchase of one mobile GPS device for field inspection work and data collection.
6304	MAINTENANCE	\$500	Maintenance and toner for large copier and plans plotter
Total Supplies & Equipment		\$7,300	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$1,800	Mailed noticing for Traffic Safety and Parking Committee meetings (\$500); and Postage associated with all other general Engineering correspondence (\$1,300).
6450 COMMUNICATIONS	\$8,709	Usage charges for Department's dedicated fax and data lines, office telephone and various mobile devices.
Total Operations	\$10,509	

Intergovernmental	2014-15 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$139,610	C/CAG assessments calculated annually based on City's share of San Mateo County's population and trip generation.
Total Intergovernmental	\$139,610	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$122,168	Internal service allocations for: self insurance cost (\$31,064) buildings and facilities maintenance (\$31,203); information technology support (\$49,533); central garage support (\$10,268); and copier charges (\$100).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$587,108	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
9079 TRANSFERS TO RESERVES	\$8,302	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$717,578	
Grand Total	\$1,335,269	

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Public Services Department Streets Maintenance Division

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

Programs

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

- **Discretionary Customer Service Activities**
Maintain aesthetics of City right-of-ways with an emphasis on downtown San Mateo Avenue. Periodically clean Susan Drive at the Evergreen Apartments and the Crestmoor Drive overpass. Collect abandoned shopping carts. Participate in annual community involved programs such as Operation Clean Sweep and the Posy Parade.
- **Responding to Urgent Community Needs**
Collaborate with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping and signage. Maintain existing pavement markings and signage. Provide timely graffiti, trash and vandalism abatement in public right-of-ways.
- **Routine Repair and Maintenance**
Perform routine pavement maintenance including pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration. Refresh painted red zones, loading zones and accessible parking areas. Refresh painted and thermoplastic traffic legends, stop bars and crosswalks. Maintain regulatory 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 and San Mateo County Hazmat, remove abandoned hazardous materials from the City right-of-way. Maintain and facilitate disposal of Public Services Corporation Yard generated hazardous waste.

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.

2013-14 Goals and Accomplishments		Status
✓	<p>Complete annual road resurfacing program. <i>Status:</i> Three streets were reconstructed, 7 streets were milled and overlaid, 24 streets were slurry and crack sealed, and 1,000 potholes were filled.</p>	Ongoing
✓	<p>Continue to evaluate the effectiveness and practicality of utilizing a tow behind asphalt paver for asphalt repairs. <i>Status:</i> Completed evaluation and determined an Asphalt Hot Box Truck (used to haul hot mix for repairing pavement with recycled asphalt to reduce both material and labor costs) would be the most effective method for asphalt repairs.</p>	Complete
✓	<p>Determine new streetlight technology to implement i.e., LED or Induction. <i>Status:</i> Initiated process for LED streetlight fixture pilot program. Staff will continue to evaluate the appropriate streetlight technology, which will continue in 2014-15.</p>	Ongoing
✓	<p>Implement enhanced Street Sweeping with parking enforcement on Shelter Creek Lane. <i>Status:</i> Completed.</p>	Complete
✓	<p>Monitor and implement a vigorous safety training program. <i>Status:</i> Completed annual and on-going safety and professional development training.</p>	Ongoing

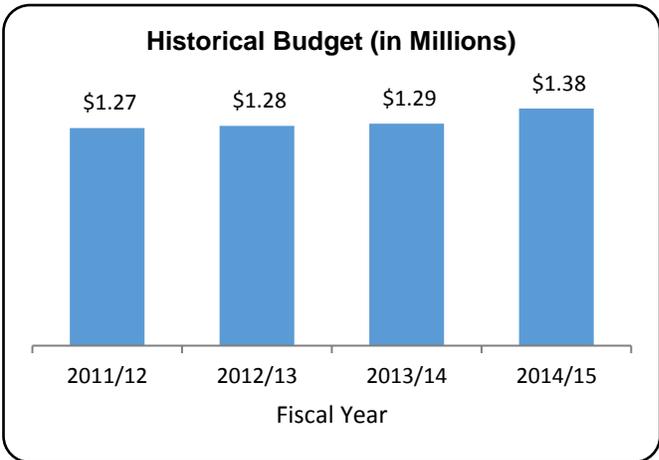
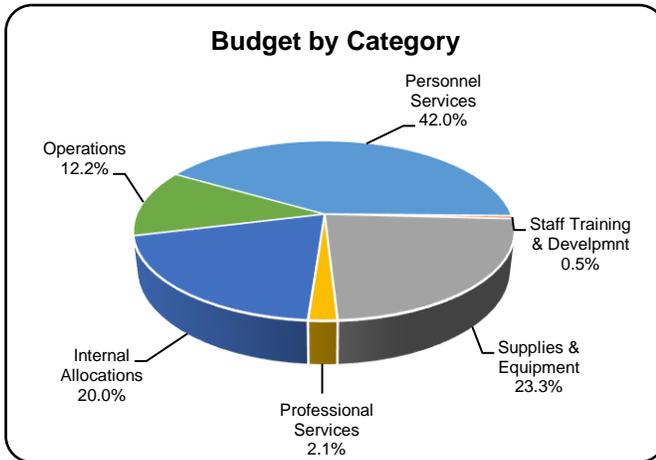
2014-15 Goals and Objectives

- Develop and implement an on-going Street Light pole replacement program and replace 10 poles in 2014-15.
- Implement new LED Street Light replacement program.
- Test and evaluate different Asphalt Hot Box Truck models (used to haul hot mix for repairing pavement with recycled asphalt to reduce both material and labor costs).
- Expand GIS collection and input of transportation assets to include regulatory signs and critical pavement markings.
- Develop and maintain a street sign replacement program.
- Renegotiate El Camino Real road repair and maintenance service agreement with Caltrans.
- Monitor and maintain a vigorous training program.

Street Maintenance Budget Summary

Budgeted Expenditures	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
Personnel Services	\$498,904	\$526,691	\$521,656	\$579,359
Staff Training & Development	\$4,271	\$3,971	\$7,325	\$7,325
Professional Services	\$39,223	\$26,300	\$26,300	\$28,300
Supplies & Equipment	\$320,864	\$325,509	\$321,664	\$321,164
Operations	\$153,203	\$153,203	\$152,692	\$168,012
Internal Allocations	\$249,478	\$243,494	\$261,895	\$276,203
Intergovernmental	\$700	\$0	\$0	\$0
Total:	\$1,266,643	\$1,279,168	\$1,291,532	\$1,380,363

Funding Summary	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
General Fund	\$461,592	\$474,117	\$482,832	\$571,663
Grant Revenues				
Gas Tax	\$750,000	\$750,000	\$750,000	\$750,000
C/CAG Vehicle Registration Fee	\$36,351	\$36,351	\$40,000	\$40,000
Caltrans Highway Grant	\$18,700	\$18,700	\$18,700	\$18,700
Total:	\$1,266,643	\$1,279,168	\$1,291,532	\$1,380,363



Summary of 2014-15 Budget Changes

The 2014-15 Street Maintenance budget includes \$29,500 increase in Personnel Services and \$14,300 increase in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements. The other change includes a \$15,320 increase in Operations as a result of increased utility costs.

Elimination of a part-time Streets maintenance position and the additional 0.60 Maintenance Worker to address the Regional Water Board's required 70% trash reduction goal in public right-of-way by 2017, as part of the approved service enhancements.

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Public Service Department Streets Maintenance

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$366,998	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs. Service level enhancement for an addition of 0.6 FTE Maintenance Worker (\$29,340) and elimination of a part-time (-\$18,500).
5105 OVERTIME	\$10,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$202,361	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. Service level enhancement for an addition of 0.6 FTE Maintenance Worker (\$17,334).
Total Personnel Services	\$579,359	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$5,875	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations.
6406 PROFESSIONAL DEVELOPMENT	\$250	One mid-management employee (50% in Streets and 50% in Stormwater), in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$250	American Public Works Association, American Society of Civil Engineers, (ASCE) and Underground Service Alert (USA).
6702 PUBS & SUBSCRIPTIONS	\$250	Subscriptions to professional journals and publications.
6704 MEETINGS/CONFERENCES	\$700	"Green Book Practices" Conference and training for one staff - various locations and mediums (\$175); and League of Cities Conference for one staff (\$525).
Total Staff Training & Development	\$7,325	

Professional Services	2014-15 Budget	Description
6411 CONTRACTUAL SERVICES	\$12,000	Repair of damaged sidewalks to prevent or respond to a trip and fall.
6419 OTHER SERVICES	\$16,300	Hazardous waste material and disposal, recycling hazardous waste materials, San Mateo County fees and uniform cleaning, alarm services and fork lift fuel.
Total Professional Services	\$28,300	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$500	Supplies for daily operations.
6101 GAS AND OIL	\$32,500	Fuel and lubrication for vehicles and equipment.
6102 OPERATING SUPPLIES	\$5,000	Uniforms and personal protective equipment.
6201 BUILDING AND GROUNDS SUPPLIES	\$5,000	Small tools and hardware, propane and yard supplies.
6202 STREET REPAIRS AND SUPPLIES	\$81,964	Concrete/cement, baserock, tools (\$6,000); Guard rail replacement materials, tools (\$8,000); Asphalt and emulsion material, baserock, tools, saw blades (\$42,964); and Pothole patch material, crack seal material, tools (\$25,000).
6203 STREET LIGHT AND TRAFFIC SIGNAL	\$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); and Maintenance of signs/ poles/ hardware, and associated tools and equipment (\$25,500).
6304 MAINTENANCE	\$200	Repair/maintenance of copier and other office equipment.
Total Supplies & Equipment	\$321,164	

Operations	2014-15 Budget	Description
6450 COMMUNICATIONS	\$2,543	Internal allocation of dedicated fax and data lines, office phone lines and eight mobile phones.
6531 UTILITIES	\$164,969	Allocation of garbage services, PG&E utilities provided to the Corporation Yard and all streetlights.
6601 RENTAL & LEASES	\$500	Charges for special equipment rental.
Total Operations	\$168,012	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$116,604	Internal service allocations for: self insurance cost (\$60,404); information technology support (\$10,786); and central garage support (\$45,414).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$127,325	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$32,274	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$276,203	
Grand Total	\$1,380,363	

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Public Services Department Central Garage Division

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

Programs

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

- **Scheduled Preventive Maintenance**
Provide service and safety inspection every 3,000 miles for 14 police patrol vehicles, service and safety inspections for 112 other vehicles every 5,000 miles or annually, additional safety inspections every 45 to 90 days for safety-sensitive equipment, and routine repair of various large equipment items.
- **Non-Scheduled Repair**
Provide timely and cost effective repairs that are performed in-house or by contract; contract repairs typically include transmission repair, front-end alignment, and body work/painting, as well as warranty or other cost-saving work.
- **Small Equipment Maintenance/Repair**
Provide regularly scheduled and custom repair to a wide variety of tools and equipment.
- **Acquisition and Disposal**
Supply timely and efficient procurement, set up, and disposal of two to three police patrol vehicles and approximately ten other vehicles annually, including review of opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.
- **Support Services**
Provide general use vehicles for City employees who do not regularly use a City vehicle in the performance of their duties. Central Garage maintains the City's fuel storage and delivery system.

Priority Focus

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

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

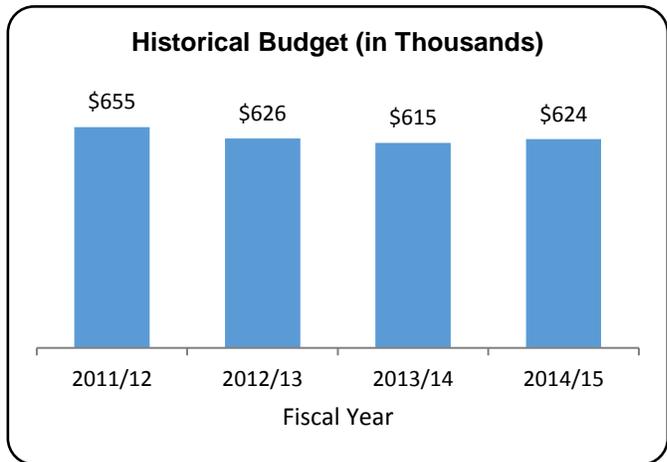
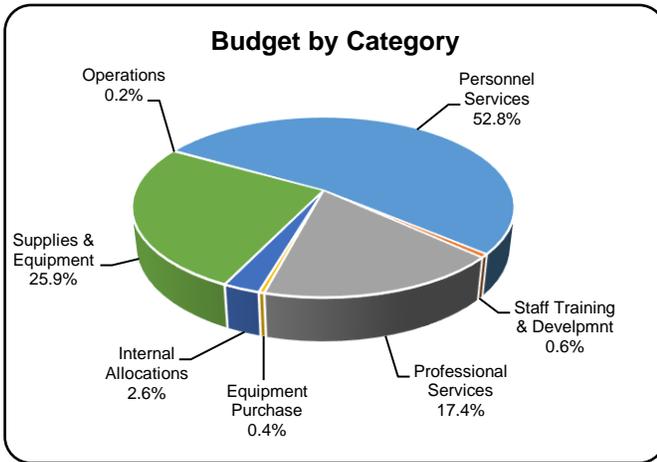
2013-14 Goals and Accomplishments		Status
✓	<p>Continue to meet the demands of user departments in a professional and cost effective manner.</p> <p><i>Status:</i> Completed vehicle replacement as approved in the 2013-14 Capital Improvement Program Equipment Replacement Budget.</p>	Ongoing
✓	<p>Continue to develop an accurate and meaningful database of fleet costs and other management information.</p> <p><i>Status:</i> Managed and inputted data into the database of annual fleet maintenance costs, including repairs, oil changes, and tire replacement.</p>	Ongoing
✓	<p>Continue to review opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.</p> <p><i>Status:</i> To lessen the environmental impact of its fleet, all diesel vehicles purchased meet California Air Resources Board (CARB) standards.</p>	Ongoing
✓	<p>Continue to review opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing the environmental impact.</p> <p><i>Status:</i> There was no change in fleet size during 2013-14, however new vehicles acquired as part of the 2013-14 Capital Improvement Equipment Replacement Program have better fuel economy and these new vehicles will reduce overall repair costs maintaining aging vehicles.</p>	Ongoing
✓	<p>Monitor and implement a vigorous training program.</p> <p><i>Status:</i> Completed annual and on-going safety training, which included forklift and backhoe operations, confined space, traffic zone safety, asbestos awareness, and HAZMAT regulatory compliance, classification and labeling of chemicals.</p>	Ongoing
✓	<p>Complete certification course on servicing vector equipment.</p> <p><i>Status:</i> Completed.</p>	Complete

2014-15 Goals and Objectives	
<input type="checkbox"/>	Continue to meet the demands of user departments in a professional and cost effective manner.
<input type="checkbox"/>	Continue to develop and implement an accurate and meaningful database of fleet costs and other management information. Develop a preventative maintenance schedule and update the City's fleet inventory.
<input type="checkbox"/>	Continue to review opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.
<input type="checkbox"/>	Continue to review opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing the environmental impact.
<input type="checkbox"/>	Monitor and maintain a vigorous training program.

Central Garage Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$354,863	\$317,366	\$307,149	\$329,915
Staff Training & Development	\$4,500	\$6,650	\$7,925	\$3,925
Professional Services	\$108,380	\$119,955	\$118,380	\$108,380
Supplies & Equipment	\$161,950	\$161,950	\$161,950	\$161,950
Operations	\$2,084	\$1,834	\$1,380	\$1,269
Equipment Purchase	\$7,500	\$2,540	\$3,200	\$2,500
Internal Allocations	\$15,375	\$16,021	\$14,881	\$16,478
Total:	\$654,652	\$626,316	\$614,865	\$624,417

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Central Garage Fund	\$0	\$1,260	\$92	\$492
Recovery from Other Funds				
General Fund	\$422,400	\$404,856	\$389,306	\$395,061
Water Fund	\$81,756	\$73,572	\$75,568	\$76,466
Stormwater Fund	\$60,996	\$54,888	\$55,902	\$57,053
Wastewater Fund	\$59,172	\$53,244	\$54,679	\$55,339
Cable Fund	\$34,548	\$31,092	\$31,948	\$32,314
Buildings & Facilities	\$8,220	\$7,404	\$7,370	\$7,692
Total:	\$667,092	\$626,316	\$614,865	\$624,417



Summary of 2014-15 Budget Changes

- The 2014-15 Central Garage budget increase as a result of the following changes:
- Increase of \$13,100 in Personnel Services and \$1,600 to Internal Allocations in accordance with the 2014 ratified and adopted labor agreements.
 - Increase of \$2,500 for ongoing miscellaneous garage shop tool replacement.

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Public Service Department Central Garage

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$195,813	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$35,885	Base salary for temporary employee working fewer than 980 hours per fiscal year. Employee in this category are exempt from all benefits.
5105 OVERTIME	\$1,500	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$96,717	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$329,915	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$1,275	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations.
6406 PROFESSIONAL DEVELOPMENT	\$500	One mid-management employee, in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$200	Maintenance Superintendents Association and Public Fleet Supervisors Association.
6702 PUBS & SUBSCRIPTIONS	\$1,650	Shop Key online repair manual subscription.
6704 MEETINGS/CONFERENCES	\$300	Local Fleet and State meetings including Bay Area Air Quality Management District and California Air Resources.
Total Staff Training & Development	\$3,925	

Professional Services	2014-15 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); and 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); and Annual support for Fleet Computer Maintenance Management System (\$1,680).
Total Professional Services	\$108,380	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$500	Supplies for daily operations.
6101 GAS AND OIL	\$6,450	Allocation of fuel used by division and pool vehicles.
6102 OPERATING SUPPLIES	\$2,000	Safety supplies including work boots, goggles, first aid supplies (\$1,000); and Replacement of apparel including jumpsuits, pants and shirts (\$1,000).
6201 BUILDING AND GROUNDS SUPPLIES	\$3,000	Vehicle diagnostic scanner cartridge (\$1,000); and assorted small tools and shop supplies (\$3,000).
6204 SUPPLIES	\$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); and Tires (\$45,000).
Total Supplies & Equipment	\$161,950	

Operations	2014-15 Budget	Description
6450 COMMUNICATIONS	\$269	Internal allocation of dedicated fax and data lines, three office telephone charges and two mobile phones.
6531 UTILITIES	\$1,000	Allocation of PG&E services to the Corporation Yard.
Total Operations	\$1,269	

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$2,500	Large tools and equipment for vehicle service and maintenance.
Total Equipment Purchase	\$2,500	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$16,478	Internal service allocations for: self insurance cost (\$8,629); and information technology support (\$7,849).
Total Internal Allocations	\$16,478	
Grand Total	\$624,417	

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Public Services Department Solid Waste Division

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

Programs

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

- **Discretionary Customer Service Activities**
Assist with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program and others. Identify funding opportunities to increase citywide beautification efforts.
- **Best Practices to Optimize Service**
Publish and distribute promotional materials to encourage waste diversion by residents. Develop and implement programs or policies to further encourage recycling and other alternatives to reduce waste stream. Coordinate outreach activity with Recology San Bruno.
- **Regulatory Compliance**
Submit Annual Waste Diversion Report to the California Integrated Waste Management Board that documents the City's compliance with AB 939 and SB 1016, mandating that the City work to meet waste reduction goals.

Priority Focus

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

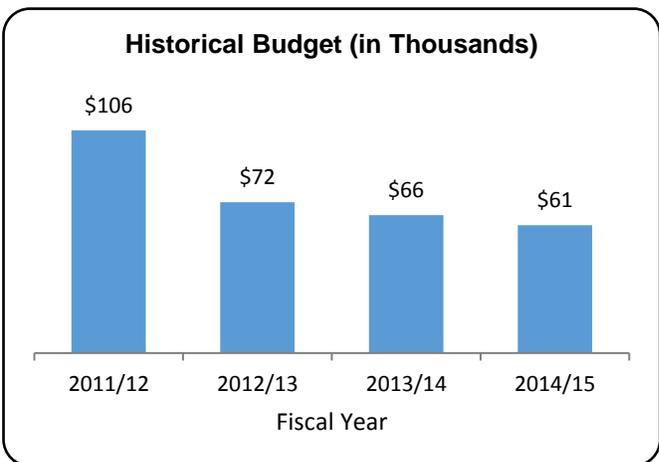
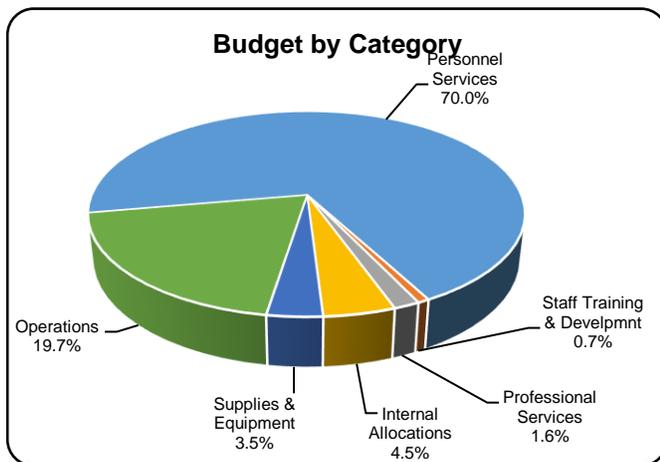
2013-14 Goals and Accomplishments		Status
✓	<p>Continue to work with Recology San Bruno to provide education and outreach to the business community regarding the State of California's mandatory recycling requirement.</p> <p><i>Status:</i> Educated businesses on the organics program, grass recycling and on-site commercial pickup requirements outlined in Assembly Bill 341.</p>	Ongoing
✓	<p>Implement programs as recommended in the adopted Climate Action Plan.</p> <p><i>Status:</i> Continued coordination with Community Development to finalize and adopt a Climate Action Plan to reduce greenhouse gas emissions from City operations and the greater San Bruno community.</p>	Ongoing
✓	<p>Continue to seek grant opportunities to replace waste receptacles along San Mateo Avenue and El Camino Real.</p> <p><i>Status:</i> Continued to seek grant opportunities or other funding resources; currently unable to identify grant funding that meets the needs of the City along San Mateo Avenue and El Camino Real.</p>	Ongoing
✓	<p>Submit the 2012 Annual Waste Diversion Report to CalRecycle.</p> <p><i>Status:</i> Submitted the City's 2012 Annual Waste Diversion Report to the California Integrated Waste Management Board. Continue to work with Recology to submit annual reports in compliance with State requirements.</p>	Complete
✓	<p>Continue to support the Operation Clean Sweep program and expand opportunities for volunteer participation in litter control.</p> <p><i>Status:</i> Supported the planning for Operation Clean Sweep 2014 and conducted diversion and litter control outreach at the San Bruno Farmers' Market and Skyline College's Earth Day Conference.</p>	Ongoing

2014-15 Goals and Objectives	
<input type="checkbox"/>	Continue to work with Recology San Bruno to provide education and outreach to the business and residential community regarding organics collection and State mandated recycling requirements.
<input type="checkbox"/>	Continue to seek grant opportunities to replace waste receptacles along San Mateo Avenue and El Camino Real.
<input type="checkbox"/>	Implement programs as recommended in the adopted Climate Action Plan.
<input type="checkbox"/>	Submit the 2013 Annual Waste Diversion Report to CalRecycle.
<input type="checkbox"/>	Continue to support the Operation Clean Sweep program and examine increasing the frequency of Operation Clean Sweep events and other litter control volunteering opportunities.
<input type="checkbox"/>	Enhance the monitoring and enforcement of the Styrofoam and Single Use Bag ordinance.

Solid Waste Budget Summary

Budgeted Expenditures	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
Personnel Services	\$43,745	\$44,062	\$37,556	\$42,535
Staff Training & Development	\$500	\$500	\$450	\$450
Professional Services	\$41,600	\$11,000	\$11,000	\$1,000
Supplies & Equipment	\$2,100	\$2,100	\$2,100	\$2,100
Operations	\$15,751	\$12,000	\$12,000	\$12,000
Internal Allocations	\$2,166	\$2,054	\$2,487	\$2,721
Intergovernmental	\$700	\$0	\$0	\$0
Total:	\$105,862	\$71,716	\$65,593	\$60,806

Revenue Summary	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
Operating Revenue	\$66,815	\$68,379	\$69,746	\$69,872
CalRecycle Grant	\$11,000	\$0	\$11,000	\$0
Other Revenues	\$1,636	\$435	\$1,364	\$515
Total:	\$79,451	\$68,814	\$82,110	\$70,387



Summary of 2014-15 Budget Changes

The 2014-15 Solid Waste budget includes an increase of \$5,000 in Personnel Services and \$200 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements.

In addition, the City will no longer receive the CalRecycle grant. As a result, outreach and promotional programs and state-mandated filings performed by consultants in Professional Services (6401), will be shifted to in-house staff.

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Public Service Department Solid Waste Division

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$28,242	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$14,293	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$42,535	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$150	Various training related to methods to increase waste diversion.
6701 DUES & MEMBERSHIPS	\$100	Municipal Managers Association of Northern California.
6704 MEETINGS/CONFERENCES	\$200	Waste reduction, recycling and sustainability workshops.
Total Staff Training & Development	\$450	

Professional Services	2014-15 Budget	Description
6419 OTHER SERVICES	\$1,000	Sustainable Silicon Valley membership to provide resources and training related to sustainability programs.
Total Professional Services	\$1,000	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$100	Supplies for daily operations.
6102 OPERATING SUPPLIES	\$2,000	Supplies for litter clean up and landscape beautification related to Operation Clean Sweep.
Total Supplies & Equipment	\$2,100	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$2,700	Utility insert to promote various recycling programs (\$1,350); and Utility insert for Operation Clean Sweep (\$1,350).
6502 COMMUNITY PROMOTION	\$9,300	Promotional materials and thank you gifts for Operation Clean Sweep (\$2,300); Purchase of recycling containers for distribution to businesses and schools (\$3,000); and Purchase and distribution of reusable bags to discourage plastic bag use (\$4,000).
Total Operations	\$12,000	

Internal Allocations	2014-15 Budget	Description
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$2,721	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
Total Internal Allocations	\$2,721	
Grand Total	\$60,806	

Public Services Department Water Division

The City of San Bruno Water 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 San Bruno water distribution system consists of 100 miles of pipelines, 9,000 valves, 985 fire hydrants, 8 pumping stations, 8 storage tanks and 13 pressure zones. Through this complex network of interrelated systems, the Water Division maintains and operates the water supply and distribution systems so that water delivered to its customers meets all Federal and State water quality standards, pressure and quantity mandates, and meets secondary standards such as taste and color through active distribution system infrastructure assessment and flushing programs. The division performs the following services:

- **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 facilities.
- **Responding to Urgent Community Need**
Ensure the highest customer service by quickly responding to water main/service leaks and daily routine turn on/off requests at the meter. Resolve water quality questions and concerns in a timely manner.
- **Routine Repair and Maintenance**
Provide daily inspections of water levels and maintain exterior and interior of eight storage tanks on a continuing basis. Conduct quarterly testing and reporting of water quality that is provided in the yearly consumer confidence report. Provide long-term planning and engage the Engineering division to ensure a viable CIP program.
- **Regulatory Compliance**
Assure disinfection at 5 wells, treatment for iron and manganese at 2 wells, and maintenance and monitoring of storage facilities. Complete Federal and State mandated water quality testing and related regulatory required analysis and reports each year including current regulations and requirements that establish primary drinking water standards for disinfection and chemical constituents, along with secondary standards such as taste, color, odor, and temperature.

Priority Focus

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

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

2013-14 Goals and Accomplishments	Status
✓ Manage the drilling of test wells to determine the appropriate location for replacing Commodore Drive Well No. 15. <i>Status:</i> Managed drilling of test wells and anticipated construction and replacement to begin in 2014-15.	Pending
✓ Implementation of the high priority water capital projects including retrofit of Tank No. 3 and rehabilitation of College Pump Station No. 4. <i>Status:</i> Continued to work with Engineering to complete the listed projects.	Ongoing
✓ Continue to implement water conservation programs. <i>Status:</i> Continued water conservation programs such as EarthCapades, High Efficiency Toilet and washing machine rebates, Lawn Be Gone, and water audits for large landscapes.	Ongoing
✓ Monitor progress of San Francisco Public Utilities Commission (SFPUC) Capital Improvement Program and Environmental Impact Reports through Bay Area Water Supply & Conservation Agency (BAWSCA), as these SFPUC efforts have a direct impact on water rates charged by that agency. <i>Status:</i> On-going collaboration and monitoring of water rates through BAWSCA.	Ongoing
✓ Develop written Standard Operating Procedures (SOP) for critical maintenance activities, with a target of five SOPs for both Supply and Distribution. <i>Status:</i> Developed two written standard operating procedures for critical maintenance activities.	Ongoing
✓ Maintain an aggressive continuing education program to ensure that all Water personnel hold the appropriate level of certification required by the State of California. <i>Status:</i> Monitored and maintained a continuing education program with division staff to comply with certification levels and requirements as required by the State of California.	Ongoing
✓ Improve the security at Water system facilities. <i>Status:</i> Developing plan to improve the security gates at the Corporation Yard where Water Tank 17 is located.	Ongoing
✓ Monitor and implement a vigorous safety training program for both Supply and Distribution. <i>Status:</i> Completed annual and on-going safety training, which included forklift and	Ongoing

- backhoe operations, confined space, traffic zone safety, asbestos awareness, and HAZMAT regulatory compliance, classification and labeling of chemicals.
- ✓ **Enhance the pump station and periodic preventive maintenance plan to ensure the essential pumping capacity throughout the distribution system.** **Ongoing**
Status: Completed exterior painting of Pump Station No. 1, replaced tank vaults of Well No. 7, 9, and 10. Completed annual preventative maintenance of pump stations to ensure essential pumping capacity.
 - ✓ **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.** **Ongoing**
Status: Completed motor and pump rebuild of Well 16. Completed energy efficiency testing of Well 20. Completed annual maintenance program. Successfully repaired over 50 main leaks throughout the distribution system with minimal interruptions of service to customers.
 - ✓ **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, as well as from seawater intrusion.** **Complete**
Status: Completed annual maintenance program.
 - ✓ **Install Cedarwood Court pressure regulator vault for Zone 2 redundancy** **Complete**
Status: Completed.
 - ✓ **Begin implementation of the Computerized Management Maintenance System (CMMS) Work Order system to increase efficiency.** **Complete**
Status: Completed implementation in Water Division with management of Work Order system.

2014-15 Goals and Objectives

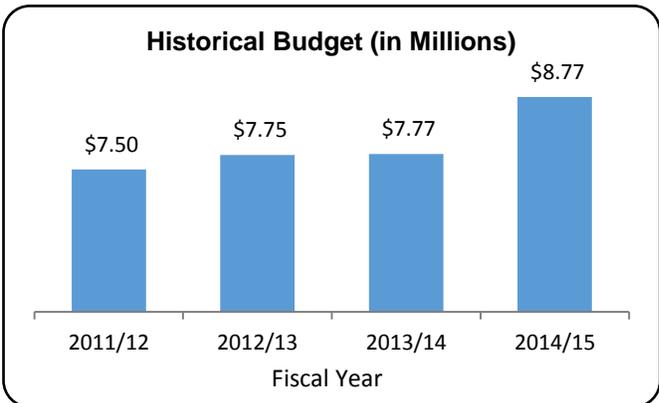
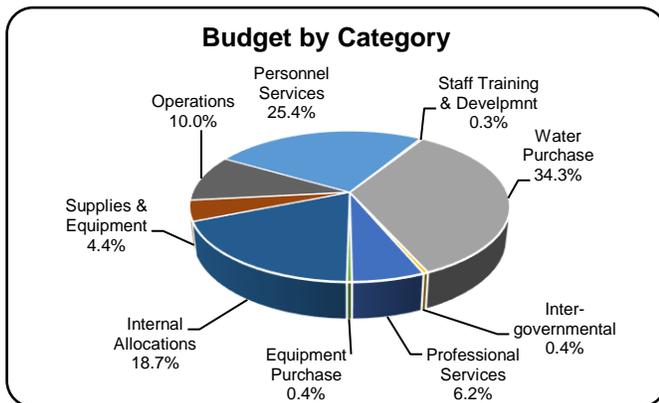
- Replace Commodore Drive Well No. 15 in order to maintain production level.
- Implement high priority water capital projects including replacement of Glenview Drive Tank No. 3, SCADA Radio Redundancy Installation, and Advanced Smart Water Meter Installation.
- Completion of College Drive Pump Station No. 4 rebuild.
- Continue with design for eventual rebuild and replacement of Cunningham Drive Tank No. 1.
- Enhance pump stations and periodic preventive maintenance plan to ensure the essential pumping capacity throughout the distribution system with an on-call repair and maintenance contract for wells and pump stations.
- Implement water valve assembly replacement and maintenance program.
- Implement water facility preventative maintenance program (wells and pump stations).

- Implement a cathodic protection (pipe corrosion prevention) program.
- Maintain annual hydrant water flushing program.
- Improve security at Water system facilities.
- Actively engage the Computerized Maintenance Management System (CMMS) on a daily basis for preventative maintenance, GIS and asset management, Work Orders, and tracking labor and maintenance costs. Evaluate capability of incorporating SCADA information into CMMS.
- Keep main leaks in the City's aging infrastructure to a minimum through monthly preventive maintenance to the distribution systems pressure regulators, which regulate adequate pressures between pressure zones.
- Continue to implement water conservation programs.
- Ensure all water quality parameters are met including the Initial Distribution System Evaluation (IDSE), the Unregulated Contaminant Monitoring Regulation (UCMR) health-based standards set under the Safe Drinking Water Act, as well as from seawater intrusion.
- Monitor progress of the San Francisco Public Utilities Commission (SFPUC) Capital Improvement Program and Environmental Impact Reports through Bay Area Water Supply & Conservation Agency (BAWSCA), as these SFPUC efforts have a direct impact on water rates charged by that agency.
- Develop written standard operating procedures for critical maintenance activities for both Supply and Distribution Divisions in the Water Enterprise Fund.
- Maintain an aggressive continuing education program to ensure that all Water personnel hold the appropriate level of certification required by the State of California.
- Monitor and maintain a vigorous training program.

Water Enterprise Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$1,959,523	\$2,046,662	\$2,004,203	\$2,197,782
Staff Training & Development	\$20,950	\$19,800	\$26,450	\$26,450
Professional Services	\$606,951	\$578,938	\$533,467	\$533,467
Supplies & Equipment	\$327,519	\$341,300	\$341,300	\$383,300
Operations	\$722,736	\$667,136	\$685,835	\$867,934
Water Purchase	\$2,348,700	\$2,589,160	\$2,523,000	\$2,969,451
Equipment Purchase	\$16,600	\$16,800	\$16,800	\$37,145
Intergovernmental	\$30,000	\$30,800	\$36,000	\$36,173
Internal Allocations	\$1,464,126	\$1,462,369	\$1,601,638	\$1,717,898
Total:	\$7,497,105	\$7,752,965	\$7,768,693	\$8,769,600

Revenue Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Water Service Revenues	\$10,517,241	\$10,982,000	\$12,058,236	\$13,586,976
Connection & Capacity Fees	\$181,000	\$115,000	\$110,000	\$110,000
Other Revenues	\$91,818	\$55,000	\$68,405	\$35,292
Total:	\$10,790,059	\$11,152,000	\$12,236,641	\$13,732,268



Summary of 2014-15 Budget Changes

The revenue increase in the Water Division reflects the rate adjustment proposed by the 5-Year Water Rate Study in 2012. Revenues collected are designated for water operations and capital improvement requirements.

The increase in the Water expenditure budget for 2014-15 is approximately \$1 million and includes the following changes:

- Personnel Services increase by \$121,600 and Internal Allocations increase by \$116,000 in accordance to the 2014 ratified and adopted labor agreements.
- Water Purchase increase by \$450,000 includes \$114,000 increase in SFPUC's water rates and \$336,000 for Bay Area Water Supply & Conservation Agency (BAWSCA) bond surcharge.
- Parts & Materials (6109) increase by \$42,000 to implement a rigorous flushing program.
- Other increases include \$171,000 to utilities for normal operations, \$2,800 in postage to promote water conservation, and \$20,000 to replace broken or outdated tools & equipment and to purchase a water quality testing equipment.
- Additional Associate Engineer sharing 50% with Wastewater Division to address water capital improvement requirements and a community promotions through rebates to promote water conservation, as part of the approved service level enhancements.

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Public Services Department Water Supply

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$464,421	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs. Service level enhancement for an addition of 0.5 FTE Associate Engineer (\$48,462).
5105 OVERTIME	\$48,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$220,349	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. Service level enhancement for an addition of 0.5 FTE Associate Engineer (\$23,538).
6403 PERSONNEL SERVICES	\$4,000	Temporary staff for seasonal hydrant flushing, valve turning, customer service response, data entry, billing support, and documentation.
Total Personnel Services	\$736,770	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$6,325	Mandatory safety trainings including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations.
6406 PROFESSIONAL DEVELOPMENT	\$1,750	Reimbursement for three mid-managers and half of one mid-manager (50% in Water and 50% in Wastewater) for professional development in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$2,500	Dues and memberships for: Groundwater Resources Association of California - one membership (\$300); American Water Works Association (AWWA) – one membership (\$600); Peninsula Water Works Association (PWWA) – for entire division (\$200); American Public Works Association (APWA) - three memberships (\$600); and California Water Certifications - one membership (\$800).

Staff Training & Development (Cont.)

6702 PUBLS & SUBSCRIPTIONS	\$150	American Water Works Association technical manuals.
6704 MEETINGS/CONFERENCES	\$1,500	Water Systems and Conservation Manager and Water Services Manager to attend American Water Works Association (AWWA) Conference.
Total Staff Training & Development	\$12,225	

Professional Services	2014-15 Budget	Description
6401 PROFESSIONAL SERVICES	\$40,000	Cathodic protection monitoring, groundwater monitoring and analysis of wells, as deemed necessary by water quality fluctuation, pumping rate, and regulatory requirement.
6402 LEGAL EXPENSES	\$25,000	Outside legal counsel assistance with conjunctive use program evaluation and water policy.
6411 CONTRACTUAL SERVICES	\$155,000	Contract repair of pumps, motor controls, and filtration facilities to maintain daily operations.
6419 OTHER SERVICES	\$180,500	Weekly bacteriological testing and special yearly well testing (Voc, Soc, Mtbe, Chrome 6) (\$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 Confident Report printing (\$5,500); and Supervisory Control and Data Acquisition (SCADA) license and support (\$20,000).
Total Professional Services	\$400,500	

Supplies & Equipment	2014-15 Budget	Description
6102 OPERATING SUPPLIES	\$102,000	Water quality testing wells (\$3,000); Uniforms and safety (\$9,000); and Chemicals at four wells (\$90,000).
6109 PARTS AND MATERIALS	\$75,000	Chemical feed pumps, chlorine analyzer, and chemical (\$20,000); Water tank sampling supplies (\$5,000); and Pipes, fittings and replacement parts (\$50,000).
6201 BUILDING AND GROUNDS SUPPLIES	\$5,800	Building, yard, shop and field supplies.
Total Supplies & Equipment	\$182,800	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$3,000	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6301 BUILDING AND GROUNDS MAINTENANCE	\$13,000	Maintenance contract for standby generators.
6309 RADIO MAINTENANCE	\$200	Maintenance of two-way radios.
6450 COMMUNICATIONS	\$1,816	Internal allocation of a shared fax line, office telephone charges and six mobile phones and radios.
6502 COMMUNITY PROMOTION	\$85,000	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); Service level enhancement for additional toilet and washing machine rebates (\$7,500).
6531 UTILITIES	\$571,473	Energy costs for four wells and eight pump stations.
6601 RENTAL & LEASES	\$182,232	Rental and leases for wells and water pump stations.
Total Operations	\$856,721	

Water Purchase	2014-15 Budget	Description
7061 WATER PURCHASES-SF	\$2,969,451	Water purchases from San Francisco Public Utilities Commission (SFPUC) (\$2,826,451); and Water purchases from North Coast County Water District (NCCWD) (\$143,000).
Total Water Purchase	\$2,969,451	

Intergovernmental	2014-15 Budget	Description
7041 COUNTY SVCE.CHARGES	\$173	San Mateo County Mosquito Abatement Fee
7069 INTERGOVERNMENTAL-OTHER	\$35,200	Bay Area Water Supply and Conservation Agency (BAWSCA) agency membership.
Total Intergovernmental	\$35,373	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$27,191	Internal service allocation for self insurance cost.
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$645,469	Public works administration allocation (\$209,083) and general administration allocation (\$436,386).
Total Internal Allocations	\$672,660	
Grand Total	\$5,866,500	

Public Services Department Water Distribution

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$898,541	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5105 OVERTIME	\$90,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$459,471	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	\$13,000	Temporary staff for seasonal hydrant flushing, valve turning, customer service response, data entry, billing support, and documentation.
Total Personnel Services	\$1,461,012	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$7,825	Mandatory safety trainings (including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations).
6701 DUES & MEMBERSHIPS	\$4,400	Dues and memberships: American Water Works Association (AWWA) - division wide (\$4,200); and Underground Service Alert (\$200).
6702 PUBS & SUBSCRIPTIONS	\$500	Subscription to Journal of the Water Works Association, California-Nevada Source newsletter, and vendor resource guides as necessary.
6704 MEETINGS/CONFERENCES	\$1,500	Water Systems and Conservation Manager and Water Services Manager to attend the American Water Works Association (AWWA) Conference.
Total Staff Training & Development	\$14,225	

Professional Services		2014-15 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); and Contractor for main repairs (\$92,000).
6419	OTHER SERVICES	\$30,967	Security and alarm monitoring (\$2,000); Testing of pipe repairs (\$7,000). Cleaning and laundry services (\$3,000); and Computerized Maintenance Management System (CMMS) annual support and license (\$18,967).
Total Professional Services		\$132,967	

Supplies & Equipment		2014-15 Budget	Description
6001	OFFICE SUPPLIES	\$2,500	Office supplies for Water Distribution Division.
6101	GAS AND OIL	\$43,000	Fuel and oil for vehicles assigned to Water Distribution.
6102	OPERATING SUPPLIES	\$22,000	Uniform and safety equipment (\$11,000); and Field supplies (\$11,000)
6109	PARTS AND MATERIALS	\$125,000	Parts and materials for water main leaks in the distribution system, hydrant and valve replacement.
6201	BUILDING AND GROUNDS SUPPLIES	\$7,500	Building, yard and shop supplies.
6304	MAINTENANCE	\$500	Office equipment maintenance.
Total Supplies & Equipment		\$200,500	

Operations	2014-15 Budget	Description
6309 RADIO MAINTENANCE	\$100	Radio maintenance
6450 COMMUNICATIONS	\$9,813	Internal allocation of a shared fax line, office telephone charges and eight mobile phones, pagers and radios (\$9,453); and Annual data plans, first/last month service, and activation fee for GPS unit for one Water truck (\$360).
6601 RENTAL & LEASES	\$1,300	Rentals of emergency equipment
Total Operations	\$11,213	

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$37,145	Water quality testing equipment (\$14,500); Hydraulic pipe cutter (\$5,445); Damaged valve head replacement kit with accessories (\$8,200); and Portable Trimble unit for GIS asset data collection (\$9,000).
Total Equipment Purchase	\$37,145	

Intergovernmental	2014-15 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$800	Fees assessed by Local Agency Formation Commission (LAFCO).
Total Intergovernmental	\$800	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$375,950	Internal service allocations for: self insurance cost (\$260,177); building and facilities maintenance (\$18,620); information technology support (\$20,627); and central garage support (\$76,526).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$669,288	Public service administration allocation (\$209,083); general administration allocation (\$112,089); and revenue services allocation (\$348,116).
Total Internal Allocations	\$1,045,238	
Grand Total	\$2,903,100	

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Public Services Department Stormwater Division

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

Programs

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

- **Discretionary Customer Service Activities**
Provide sandbags for resident and business owner use during the wet season. Respond and assist residents with drainage and runoff issues.
- **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. Quarterly cleaning of 50 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. Implementation of the Long-Term Trash Reduction Plan to comply with the Municipal Regional Permit (MRP) in reducing the trash load to the storm drainage system to reach No Visual Impact by 2022. Respond to illicit discharges to the Storm Drain System.

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.

2013-14 Goals and Accomplishments		Status
✓	<p>Management and maintenance of Stormwater asset data in geographic information system (GIS).</p> <p><i>Status:</i> Completed 100% collection and installation of Stormwater assets into the City's Geographic Information System (GIS).</p>	Complete
✓	<p>Install horizontal steel bars on all storm drain inlet grates, which pose a hazard to bicyclists.</p> <p><i>Status:</i> Installed horizontal steel bars on several storm drain inlet grates, as part of an annual replacement program. Modified three stormwater inlets.</p>	Ongoing
✓	<p>Reduce Trash Load through enhancement of wet weather street sweeping, quarterly cleaning of catch basins containing full trash capture devices, and increased litter control through utilization of the new illegal dumping hotline.</p> <p><i>Status:</i> Reduced Trash Load through: Enhancement of wet weather street sweeping; Quarterly cleaning of catch basins containing full trash capture devices; Increased litter control through utilization of the new illegal dumping hotline and website; Implemented a reorganized Street Sweeping program with more frequent cleaning of commercial parking lots and industrial areas of the City; Adjusted Street Sweeping program schedule in residential areas to enhance service; Swept 5,540 curb miles as part of the Street Sweeping program; Inspected 1,223 storm drains as part of annual maintenance program; Continued monitoring single-use plastic bag ordinance; Installed 5 full and partial trash capture devices; Enhanced Street Sweeping along Shelter Creek Lane with No Parking Street Sweeping Signs and Enforcement.</p>	Ongoing
✓	<p>Assess the possibility of increasing the Operation Clean Sweep program frequency.</p> <p><i>Status:</i> Discussed increasing frequency of clean up event efforts with the Beautification Task Force for consideration during the fiscal year 2014-15.</p>	Ongoing
✓	<p>Enhance the monitoring and enforcement of the Styrofoam ordinance.</p> <p><i>Status:</i> Contacted the County of San Mateo to initiate additional City involvement to improve the Styrofoam ordinance enforcement. Additional options for City involvement could include education and public outreach and is being developed with County representatives.</p>	Ongoing
✓	<p>Monitor and implement a vigorous safety training program.</p> <p><i>Status:</i> Completed annual and on-going safety and professional development training.</p>	Ongoing
✓	<p>Purchase replacement Street Sweeper of an older model in order to comply with California State emission regulations.</p> <p><i>Status:</i> Completed as part of the approved 2013-14 Capital Improvement Program Equipment Replacement Budget.</p>	Complete

2014-15 Goals and Objectives	
☐	Reduce Trash Load through enhancement of wet weather street sweeping, quarterly cleaning of catch basins containing full trash capture devices, develop more public trash pick-up events, continued street sweeping, and target the medium trash management areas.
☐	Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board

stormwater initiatives.

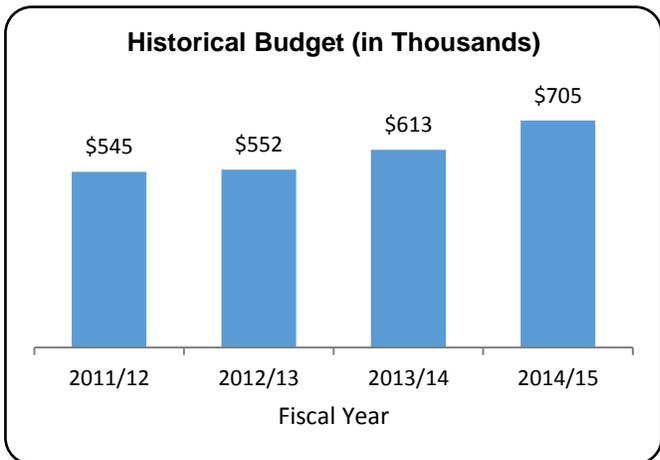
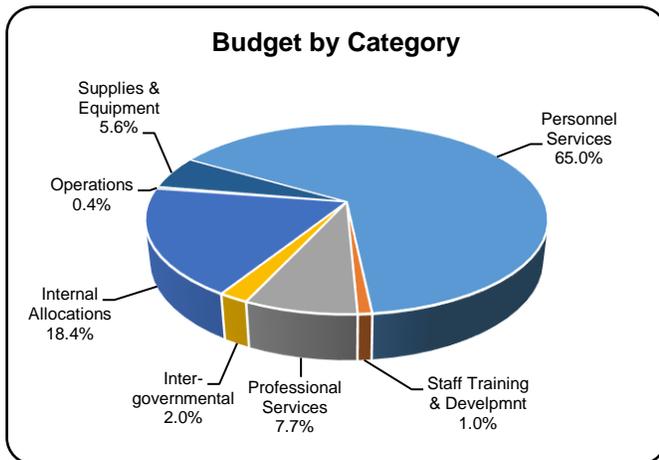
- Complete annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP) in coordination with Community Services and Community Development Departments.
- Assess the possibility of installing additional Full and Partial Trash Capture devices to help achieve the City's Long-Term Trash Reduction Plan goals.
- Quality control and maintenance of Stormwater asset data in the geographic information system (GIS).
- Expand Stormwater inventory to include private valley gutter systems for proper monitoring.
- Implement Culvert Inspection and Condition Assessment program.
- Continue effort to install horizontal steel bars on all storm drain inlet grates, which pose a hazard.
- Monitor and maintain a vigorous training program.

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Stormwater Enterprise Budget Summary

Budgeted Expenditures	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
Personnel Services	\$338,129	\$344,987	\$388,113	\$457,844
Staff Training & Development	\$2,160	\$2,160	\$6,785	\$6,785
Professional Services	\$40,776	\$41,175	\$38,400	\$53,900
Supplies & Equipment	\$27,598	\$35,630	\$40,130	\$39,630
Operations	\$5,140	\$1,640	\$2,518	\$2,613
Intergovernmental	\$9,200	\$12,400	\$14,200	\$14,200
Internal Allocations	\$121,968	\$114,172	\$123,158	\$129,537
Total:	\$544,972	\$552,164	\$613,304	\$704,509

Funding Summary	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
Stormwater Operating Revenues	\$570,000	\$570,000	\$600,000	\$600,000
Grant Reimbursement				
C/CAG Vehicle Registration Fee	\$37,000	\$19,500	\$17,551	\$79,103
Other Revenues	\$13,650	\$10,000	\$14,538	\$1,793
Total:	\$620,650	\$599,500	\$632,089	\$680,896



Summary of 2014-15 Budget Changes

The 2014-15 Stormwater budget includes \$43,500 increase to Personnel Services in accordance with the 2014 ratified and adopted labor agreements.

The approved service level enhancements include the additional 0.40 FTE Maintenance Worker to address the Regional Water Board's required 70% trash reduction goal in public right-of-way by 2017, and an increase in stormwater culvert inspection and assessment by \$15,500. Measure M funding will be utilized to support these enhancements.

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Public Services Department Stormwater Enterprise

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$292,502	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs. Service enhancement level for an addition of 0.4 FTE Maintenance Worker (\$19,408).
5105 OVERTIME	\$9,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$153,342	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. Service enhancement level for an addition of 0.4 FTE Maintenance Worker (\$12,652).
6403 PERSONNEL SERVICES	\$3,000	Temporary workers for sandbag construction.
Total Personnel Services	\$457,844	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$5,875	Mandatory safety trainings (including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations).
6406 PROFESSIONAL DEVELOPMENT	\$250	Professional development for 1/2 of a mid-manager (50% Stormwater, 50% Streets) in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$60	California Water Environment Association (CWEA).
6702 PUBLS & SUBSCRIPTIONS	\$100	Publications of American Public Works Association Reporter, safety related brochure and display materials.
6704 MEETINGS/CONFERENCES	\$500	Bimonthly workshop meetings associated with National Pollutant Discharge Elimination System (NPDES) compliance and San Mateo County Water Pollution Prevention Program (SMCWPPP).
Total Staff Training & Development	\$6,785	

Professional Services		2014-15 Budget	Description
6401	PROFESSIONAL SERVICES	\$27,000	Geotechnical surveys to respond to rain events when necessary (\$7,000); Video inspection and condition assessment of stormwater culverts and storm mains (\$4,500); and service level enhancement for culvert system (\$15,500) .
6411	CONTRACTUAL SERVICES	\$22,400	Quarterly pressure washing of downtown San Mateo Avenue (\$17,400); and contract repair of storm drain grates and mains (\$5,000).
6419	OTHER SERVICES	\$4,500	Uniform cleaning (\$2,000) and Disposal of excavation material (\$2,500).
Total Professional Services		\$53,900	

Supplies & Equipment		2014-15 Budget	Description
6101	GAS AND OIL	\$21,000	Fuel and oil for vehicles and equipment assigned to Stormwater Division.
6102	OPERATING SUPPLIES	\$12,400	Uniforms and safety equipment, field supplies, and storm and flood supplies.
6201	BUILDING AND GROUNDS SUPPLIES	\$1,530	Building yard and shop supplies such as lockers, wet gear, camera, hand tools, pallets for sandbags, barricade tape, etc.
6202	STREET REPAIRS AND SUPPLIES	\$4,700	Replacement of asphalt, concrete, base rock, and sand following repairs (\$3,700); and Sand for sandbag construction (\$1,000).
Total Supplies & Equipment		\$39,630	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$500	Annual valley gutter maintenance notice.
6450 COMMUNICATIONS	\$1,113	Internal allocation of dedicated fax and data lines, office telephone charges and mobile phones (\$391); and Annual data plans for GPS units for two Street Sweeper trucks (\$722).
6601 RENTAL & LEASES	\$1,000	Rentals and leases of equipment for County storm stations.
Total Operations	\$2,613	

Intergovernmental	2014-15 Budget	Description
7041 COUNTY SVCE.CHARGES	\$200	County assessment service charge.
7069 INTERGOVERNMENTAL-OTHER	\$14,000	California State Water Resources Control Board permit fees.
Total Intergovernmental	\$14,200	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$85,734	Internal service allocations for: self insurance cost (\$27,613); information technology support (\$1,023); and central garage support (\$57,098).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$43,803	Public works administration allocation (\$14,420); and general administration allocation (\$29,383).
Total Internal Allocations	\$129,537	
Grand Total	\$704,509	

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Public Services Department Wastewater Division

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

Programs

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

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

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

Priority Focus

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

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

2013-14 Goals and Accomplishments	Status
<p>✓ Enhance proactive preventative maintenance to include more responsive hydraulic jetting and other means to clean and clear lines; perform inspections and needed pipe and manhole upgrades and repairs; and continue video inspection of the sanitary sewer system. <i>Status:</i> Completed and implemented proactive/preventative chemical root treatment maintenance program of City-owned lower sewer laterals and sewer mains.</p>	Complete
<p>✓ Actively engage the Computerized Maintenance Management System (CMMS) on a daily basis. <i>Status:</i> Completed CMMS system upgrade. Continued management of preventative maintenance and cleaning programs. Implemented manhole inspection program in CMMS. Implemented use of in-field laptops. Ninety percent of the sewer operations and maintenance program is currently managed in CMMS.</p>	Ongoing
<p>✓ Deploy informational CMMS laptop computers in trucks for crew knowledge and enhanced service. <i>Status:</i> Completed CMMS system upgrade. Purchased and implemented use of in-field laptops.</p>	Complete
<p>✓ Develop additional residential outreach regarding the Fats, Oils and Grease (FOG) program. <i>Status:</i> Completed 132 annual FOG inspections of food producing establishments by personnel from the South San Francisco/San Bruno Treatment Plant.</p>	Complete
<p>✓ Continue to implement the Sewer System Overflow Reduction Plan that was created to reduce sanitary sewer overflows through enhanced maintenance practices. <i>Status:</i> Continued implementation of the Sewer System Overflow Reduction Plan.</p>	Ongoing

- ✓ **Further develop written standard operating procedures for critical maintenance activities.** **Complete**
Status: Created standard operating procedures for CMMS in-field laptops, Chemical Root Treatment database, and video line segment search engine.
- ✓ **Develop next levels of GIS/CMMS interaction and data sharing for in-field laptops.** **Ongoing**
Status: Developing improved manhole maintenance and inspection module for CMMS. Also continuing use of CMMS preventative maintenance program to aggressively repair sewer mains, laterals, and manholes that have caused sanitary sewer overflows or are problem spots. Repaired 10 sewer mains, 40 lower laterals, and 7 manhole problem spots that have caused multiple Sanitary Sewer Overflows; Established aggressive spot repair program to quickly address damaged sewer mains and laterals; Purchased and deployed the sewer lateral maintenance and response truck, for lower lateral maintenance; Purchased new lower lateral CCTV camera for sewer line inspection.
- ✓ **Monitor and implement a vigorous safety training program.** **Ongoing**
Status: Completed annual and on-going safety training, which included forklift and backhoe operations, confined space, traffic zone safety, asbestos awareness, and HAZMAT regulatory compliance, classification and labeling of chemicals.

2014-15 Goals and Objectives

- Enhance proactive preventative maintenance to include more responsive hydraulic jetting and other means to clean and clear lines; perform inspections and needed pipe and manhole upgrades and repairs; and continue video inspection of the sanitary sewer system.
- Actively engage the Computerized Maintenance Management System (CMMS) on a daily basis for preventative maintenance, Sewer System Overflow tracking, GIS and asset management, Work Orders, and tracking labor and maintenance costs; fully utilize CMMS management and reporting tools; further improve use of CMMS in the field.
- Continue aggressive repair of sewer mains, laterals, and manholes that have caused sanitary sewer overflows or are problem spots.
- Develop and implement an internal CCTV sewer video inspection and condition assessment program, including equipment purchase and staff training.
- Organization review of Wastewater Division operations and programs.
- Develop additional residential outreach regarding the FOG program.
- Continue to implement the Sewer System Overflow Reduction Plan that was created to reduce sanitary sewer overflows through enhanced maintenance practices. Plan items include: Improve operations and maintenance effectiveness; reduce frequency of repeat SSO's; prevent SSO's; respond effectively to SSO events; and repair/rehab problematic sewer mains and laterals.
- Further develop written standard operating procedures for critical maintenance activities.
- Monitor and maintain a vigorous training program.

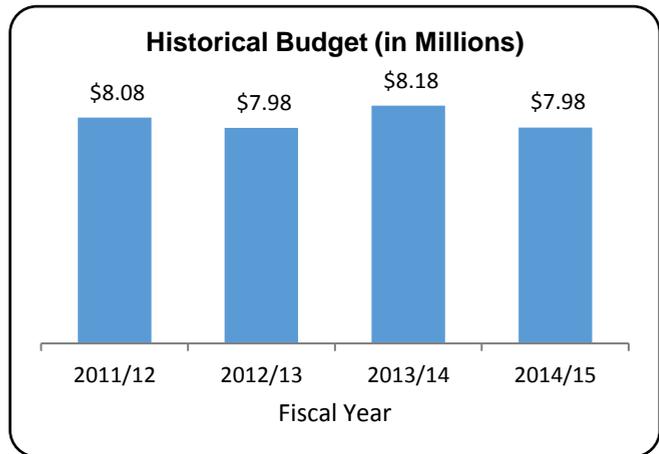
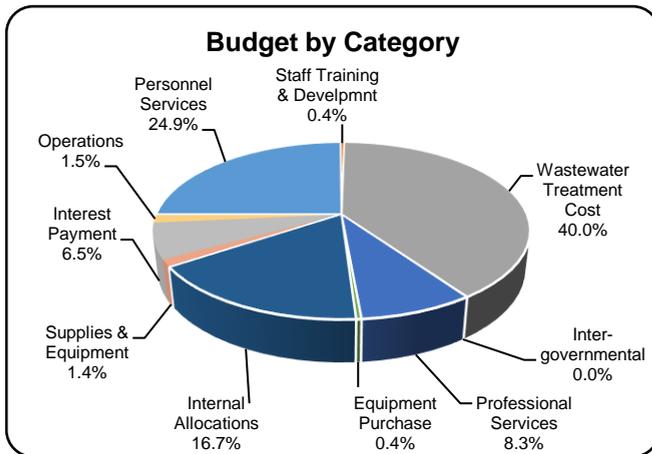
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Wastewater Enterprise Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$1,661,696	\$1,767,172	\$1,822,446	\$1,988,423
Staff Training & Development	\$26,650	\$26,150	\$29,800	\$29,800
Professional Services	\$889,575	\$706,172	\$711,500	\$664,008
Supplies & Equipment	\$103,178	\$108,000	\$110,300	\$110,300
Operations	\$124,241	\$125,361	\$124,503	\$121,052
Equipment Purchase	\$24,000	\$27,100	\$29,500	\$30,000
Wastewater Treatment Cost	\$3,305,394	\$3,470,000	\$3,470,000	\$3,192,835
Intergovernmental	\$177,063	\$1,513	\$1,513	\$1,513
Internal Allocations	\$1,051,650	\$1,070,174	\$1,241,756	\$1,330,512
Debt Services Interest Payment	\$712,259	\$678,571	\$643,595	\$516,143
Total Operating Expenditures	\$8,075,705	\$7,980,213	\$8,184,913	\$7,984,586

Revenues Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Wastewater Service Revenues	\$11,118,479	\$11,912,832	\$13,139,854	\$14,816,148
Connection & Capacity Fees	\$75,000	\$87,000	\$80,000	\$80,000
Other Revenues	\$52,285	\$44,168	\$38,834	\$20,046
Total Revenues	\$11,245,764	\$12,044,000	\$13,258,688	\$14,916,194

Debt Service Principal Payment	\$ 1,121,572	\$ 1,155,536	\$ 1,190,136	\$ 1,098,844
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Summary of 2014-15 Budget Changes

The revenue increase in the Wastewater Division reflects the rate adjustment proposed by the 5-Year Sewer Rate Study in 2012. Revenues collected are designated for sewer operations and capital improvement requirements.

The 2014-15 Wastewater budget includes:

- Increase of \$94,000 in Personnel Services and \$88,800 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements.
- Refinancing of the 2002 Certificate of Participation at a lower interest rate resulting in a decrease in interest expense.
- Reduction in wastewater treatment cost as a result from a lower sewer contribution from the City into the treatment plant at South San Francisco. In addition, treatment plant maintenance cost reduces as scheduled improvements are completed.
- Additional Associate Engineer sharing 50% with the Water Division to address sewer capital improvement requirements, as part of the approved service level enhancements.

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Public Services Department Wastewater Enterprise

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$1,219,271	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs. Service level enhancement for an addition of 0.5 FTE Associate Engineer (\$48,462).
5105 OVERTIME	\$143,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$626,152	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays. Service level enhancement for an addition of 0.5 FTE Associate Engineer (\$23,538).
Total Personnel Services		
	\$1,988,423	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$19,650	Mandatory safety trainings (including Confined Space, Traffic Zone Safety, HAZMAT, and Equipment Operations).
6406 PROFESSIONAL DEVELOPMENT	\$1,750	Reimbursement for three mid-managers and 1/2 of one mid-manager (50% in Wastewater and 50% in Water Supply) in accordance with MOU.
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); and Underground Service Alert (\$200).
6702 PUBS & SUBSCRIPTIONS	\$500	Training books and publications used by staff to prepare for certifications (\$200); and American Public Works Association technical manuals (\$300).
6704 MEETINGS/CONFERENCES	\$3,500	Bay Area Clean Water Agency (BACWA) (\$500); and American Public Works Association (APWA) (\$3,000).
Total Staff Training & Development		
	\$29,800	

Professional Services		2014-15 Budget	Description
6401	PROFESSIONAL SERVICES	\$125,000	Annual sewer closed-circuit inspection (CCTV), vactor, and emergency on-call services (\$70,000); Fats, oils and grease outreach program (\$15,000); Update best management practices - SOP development, collection and input of Wastewater asset inventory (\$20,000); and State-mandated background sampling and Sanitary Sewer Overflow (SSO) sampling (\$20,000).
6402	LEGAL EXPENSES	\$25,000	Outside legal counsel assistance.
6411	CONTRACTUAL SERVICES	\$450,000	Contract sewer spot repair, including replacement of sewer mains, manholes, laterals, emergency response, and other related services (\$400,000); and Contract repair and replacement of sewer mains, manholes, laterals, pumps, electrical components/trouble-shooting and other necessary services that the City is unable to provide (\$50,000).
6419	OTHER SERVICES	\$64,008	After hours on call phone service (\$3,500); Root treatment for sewer mains (\$36,000); Uniform cleaning/replacement (\$6,500); and Computerized Maintenance Management System (CMMS) annual maintenance cost (\$18,008).
Total Professional Services		\$664,008	

Supplies & Equipment		2014-15 Budget	Description
6001	OFFICE SUPPLIES	\$2,000	Office supplies for Wastewater Division.
6101	GAS AND OIL	\$27,300	Fuel and oil for vehicles assigned to Wastewater Division.
6102	OPERATING SUPPLIES	\$35,000	Safety supplies for field personnel (\$4,000); uniforms (\$9,000); and field tools used for system maintenance (\$22,000).
6201	BUILDING AND GROUNDS SUPPLIES	\$17,500	Pump station and corporation yard maintenance supplies (\$8,750); and replacement supplies for pumps, generators, hoses, and trucks (\$8,750).

Supplies & Equipment (Cont.)

6202	STREET REPAIRS AND SUPPLIES	\$25,000	Debris removal and backfill material for sewer repairs.
6204	SUPPLIES	\$3,500	Office equipment and supplies for the Corporation Yard, Wastewater facilities, and staff.

Total Supplies & Equipment	\$110,300
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Operations	2014-15 Budget	Description
6112 POSTAGE	\$300	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6450 COMMUNICATIONS	\$11,673	Internal allocation of a shared fax line, office telephone charges, mobile phones, pagers, and radios (\$6,233); Smart manhole cover notification (\$4,000); and Annual data plans for four Wastewater vehicle GPS units (\$1,440).
6531 UTILITIES	\$30,311	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); and Lease of City-owned property (\$67,768).
Total Operations	\$121,052	

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$30,000	Back-up sewer lateral camera (\$10,000); Traffic arrow boards (\$5,000); Sewer line locator (\$5,000); and Sewer cleaning nozzles and tools (\$10,000).
Total Equipment Purchase	\$30,000	

Wastewater Treatment Cost	2014-15 Budget	Description
7062 WASTE TREATMENT-SSF	\$3,192,835	Operation and maintenance costs or treatment of San Bruno's wastewater at the jointly owned South San Francisco/San Bruno Water Quality Control Plant.
Total Wastewater Treatment Cost	\$3,192,835	

Intergovernmental	2014-15 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$1,513	Fees to the County of San Mateo and the California State Water Resources Control Board.
Total Intergovernmental	\$1,513	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$399,781	Internal service allocations for: self insurance cost (\$303,824); building and facilities maintenance (\$18,620); information technology support (\$21,954); and central garage support (\$55,383).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$930,731	Public works administration allocation (\$288,390); general administration allocation (\$323,209); and revenue services allocation (\$319,132).
Total Internal Allocations	\$1,330,512	
Grand Total	\$7,468,443	

Community Development
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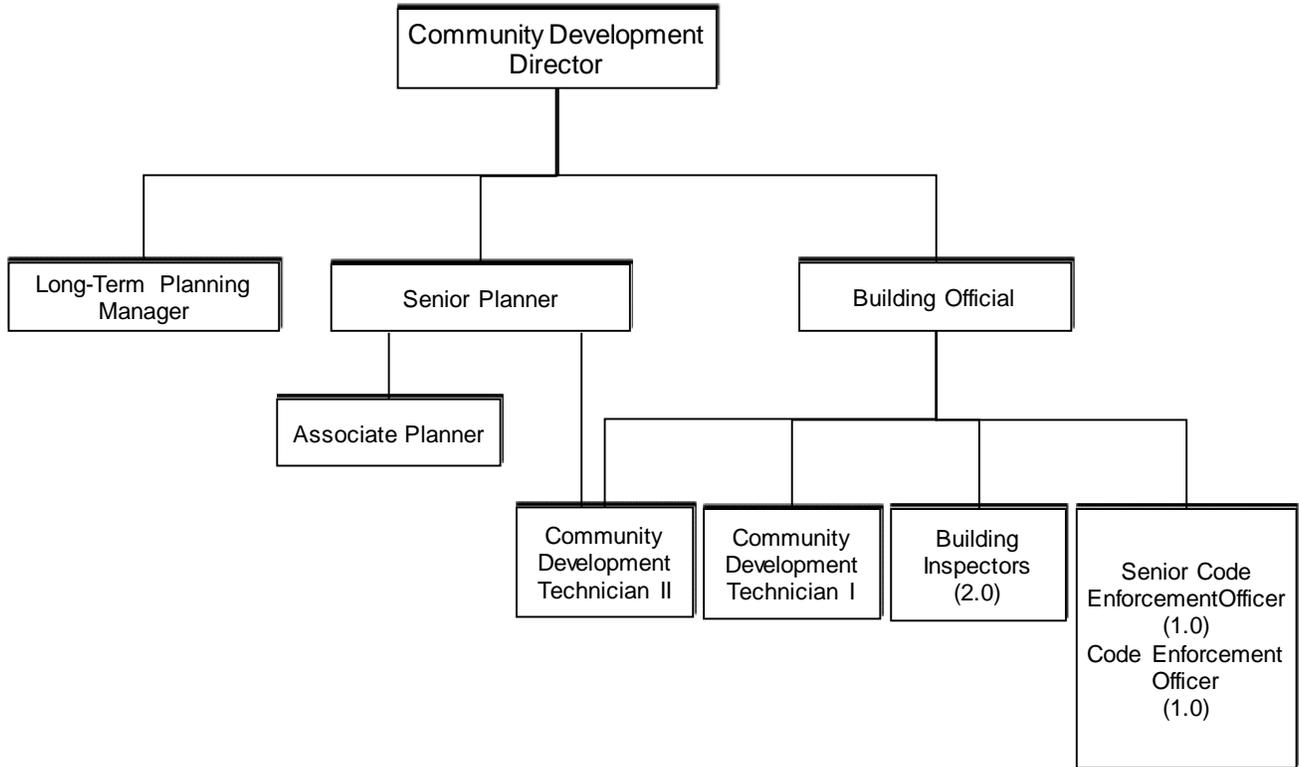
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Community Development Department

Planning Division

Building Inspection & Code Enforcement Division

Community Development



Community Development Department Planning Division

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

PROGRAMS

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

- **Development Review (Current Planning)**

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

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

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

- **Zoning Code Maintenance**

The Zoning Code is periodically updated as a result of City Council action, revisions to the General Plan, amendments to federal and state laws, and the need to remove impediments to the development process or changes to planning practice. The comprehensive zoning code update process will be completed in fiscal year 2014-15. 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 programs, applying for grants, and participating in regional planning efforts. An example of a regional planning effort is the Grand Boulevard Initiative (GBI). The purpose of this multi-agency initiative is to transform the El Camino Real from Daly City to San Jose from an automobile-oriented commercial thoroughfare to a mixed-use commercial/residential boulevard that accommodates all users (i.e., pedestrians, bicyclists, motorists, transit users, etc.) of all abilities in a safe and aesthetically pleasing manner.

- **Economic Development**

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

- **Code Enforcement Support**

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

- **Building Division Support**

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

- **Successor Agency**

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

- **Affordable Housing**

With the elimination of the Redevelopment Agency, the Planning Division has assumed the Housing Successor function, including planning for affordable housing developments and implementing the City's Below Market Rate (BMR) housing ordinance. The Division

will evaluate housing development opportunities as they become available, coordinate with affordable housing developers and regional agencies, and monitor compliance with affordable housing covenants, as well as administer housing in-lieu funds and assist in securing other housing funds for housing developments.

Priority Focus

The Planning Division provides primary direct support to the Crestmoor neighborhood rebuilding efforts. This effort involves neighborhood outreach, working with homeowners regarding Green Building options to incorporate into their new homes, and facilitating review of construction plan check processes. Five homes in the Crestmoor neighborhood were completed and occupied during 2013-14, for a total of 21 homes completed to date. A total of 38 homes were destroyed in the Crestmoor neighborhood as a result of the PG&E explosion and fire on September 9, 2010.

The Planning Division also focused on a number of current planning applications related to major developments during 2013-14. The Cedar Mills residential development, which was originally approved in 2008, and later revised and approved again in 2011, for 14 single-family homes on the former Peninsula Christian Church site were completed during this period. The 308-unit Pacific Bay Vistas apartment project (formerly Treetops) also was completed during this period. The remaining 12 of 24 residential units at the Skycrest development on San Bruno Avenue West was completed. Additionally, staff is working with a number of other proposed projects including the following: the 68,000+/- square foot San Francisco Police Credit Union on the former TGIF site in the Bayhill Office Park; the Glenview Terrace 31-unit detached single-family residential project on San Bruno Avenue West; the redevelopment of the Cinema site at 406 San Mateo Avenue and the three small adjoining developed parcels with a three-story 5,500 square foot ground floor retail/ 80+/- residential unit, mixed-use commercial/residential project; a possible select service hotel of at least 140 rooms and a conference room of at least 3,000 square feet on a 1.5-acre vacant City-owned property at The Crossing development on El Camino Real at Highway 380; and, a proposed office expansion by YouTube to complete tenant improvements to two recently leased buildings in the Bayhill Business Park, adding approximately 1100 new employees combined in those buildings, and create a campus environment to include those two buildings on Cherry Avenue as well as a third building the firm already occupies nearby on that street.

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

The Planning Division is involved in several regional efforts. The Grand Boulevard Initiative is evaluating improvements cities can make to El Camino Real to create a pedestrian-friendly road through the 18 communities in San Mateo County and Santa Clara County along El Camino Real. The Grand Boulevard Guiding Principles were adopted within the General Plan Update and are incorporated into the TCP. City staff is working closely with Association of Bay Area Governments

(ABAG) and the Metropolitan Transportation Commission (MTC) in the implementation of SB375 and release of the Initial Vision Scenario. The City is participating with C/CAG and San Mateo County and related cities in a regional Housing Element Update process with a group referred to as “21 Elements” to plan to meet the City’s housing needs for the period between 2014-2022. The City will continue to work closely with these regional agencies to stay up to date with regional planning efforts, while ensuring that San Bruno’s vision is also reflected within regional plans.

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

To promote affordable housing development, the Division assists with the implementation of the Housing Element, preparation of the Transit Corridors Plan, and administration of the Below Market Rate (BMR) housing ordinance and BMR in-lieu fee fund, which has collected approximately \$3,531,250 to date. The fees can be used to leverage other federal, state and/or local funding sources to help a developer build affordable units.

2013-14 Goals and Accomplishments	Status
<p>✓ Implement the Transit Corridors Plan by providing staff support for the citywide vote regarding Ordinance No. 1284 and completing the Zoning Code Update project.</p> <p><i>Status:</i> A comprehensive informational survey was completed to assess how to move forward with the citywide vote on Ordinance No. 1284. Subsequently, in May of 2014, a City Council Study Session was held to update the City Council and community on the implementation requirements for the Transit Corridors Plan (TCP), including the process required for moving forward with a citywide vote to amend Ordinance No. 1284 to remove City development restrictions related to building height, residential density and parking garages within the TCP area was described. An administrative draft Zoning Code Update was completed.</p>	Ongoing
<p>✓ Process the entitlements needed to realize the envisioned select service hotel at The Crossing development site.</p> <p><i>Status:</i> A consultant was hired and initiated work to complete the environmental document for the related Amendment to the Navy Site Specific Plan to accommodate the proposed select service hotel. Thus far, the consultant has completed an administrative draft environmental Initial Study. It is anticipated that this environmental document will be used in support of the environmental document for the hotel project. Staff has had several meetings with the hotel developer to review, discuss, and refine preliminary plans for the proposed hotel.</p>	Ongoing
<p>✓ Facilitate economic development by working proactively and creatively with development opportunities to redevelop key properties that are in a state of significant disrepair or abandoned, such as the Cinema Site at 406 San Mateo Avenue.</p> <p><i>Status:</i> Significant progress has been made in this area: 1) Staff has been working with a development group on an active application to remove the long-vacant Cinema building complex and the three adjoining small vacant buildings and redevelop the site with a three-story mixed-use project, with commercial on the ground floor and residential units above; 2) The vacant TGIF building within the Bayhill Business park</p>	Pending

- at 1250 Grundy Lane has been removed and an application for a new office building on the property is being processed; and, 3) Staff has met with the property owners of other long-vacant buildings at 111 San Bruno Avenue (Bank Building) and 271 El Camino Real (Lee's Buffet) with the intent to have the existing buildings on those properties re-used and refurbished or to have the buildings removed and the properties redeveloped.
- ✓ **Provide the needed support to select a developer to build homes on the remaining City-owned and PG&E-owned lots in the Crestmoor neighborhood.** **Ongoing**
Status: Following a competitive process, with consideration given to proposed conceptual designs and financial capability, a developer was selected to build new homes on the remaining City-owned and PG&E-owned lots. The City is in the process of negotiating a development agreement with the developer.
 - ✓ **Complete the processing of entitlements for major current development projects such as the San Francisco Police Credit Union development, the Glenview Terrace residential development, and The Crossing Hotel project.** **Pending**
Status: These current planning projects are at various stages of processing. The application for the Police Credit Union project at 1250 Grundy Lane has been deemed complete and an administrative draft mitigated negative declaration environmental document has been prepared for the project. The applicant has asked staff to hold on further processing of the project, while they assess the needed size of the project. The Glenview Terrace project is a residential project that has expanded from approximately 14 units to 31, as the developers have acquired an adjoining property. An initial neighborhood meeting was held. Based on comments at that meeting, the developer is assessing whether to modify the proposed project. Pre-application meetings with The Crossing Hotel project proponents have occurred to review and refine preliminary plans for the hotel and a related environmental review for the Specific Plan that regulates the property is underway.
 - ✓ **Proactively seek cost-efficient opportunities to use technology, e.g., the TRAKit permit system, GIS, etc., to provide improved customer service.** **Ongoing**
Status: Research and contacts with various vendors have occurred in specific areas to improve customer service and to achieve greater operational efficiencies. Electronic permit issuance for specified non-discretionary approvals, including re-roofs, water heater replacements, etc.; digital plan checks; and field data entry and permit/notice issuance by field inspectors are the primary areas being considered.
 - ✓ **Provide needed training to staff in the systems used by the City to become more technological proficient and efficient to improve customer service.** **Pending**
Status: Both vendor training and extensive cross-training within the Department have occurred to improve customer service by having multiple individuals with the capability to receive applications and issue permits and to improve overall data entry to assure accurate and complete recording of project history and activity.
 - ✓ **Work with the Chamber of Commerce to expand, recruit, and retain businesses within the San Bruno community.** **Ongoing**
Status: The Community Development Director has been re-activated as City liaison to work with the San Bruno Chamber-of-Commerce Board and provides regular updates to the Chamber Board about new business and development activities and offers a conduit for collaboration between the City and the Chamber.

- ✓ **Complete the Climate Action Plan process as outlined in the San Bruno General Plan and required by State law.** **Ongoing**
Status: An administrative draft Climate Action Plan has been prepared.
- ✓ **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.** **Ongoing**
Status: Pre-application meetings are routinely offered and used for staff to gain a more clear understanding of a prospective applicant's needs and objectives and to familiarize the applicant with City requirements and typical timelines for processing applications.
- ✓ **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.** **Ongoing**
Status: Modifications were made to improve the understanding and use of the Community Development Department links on the City's website. For example, a flow chart was added to give interested citizens an understanding of the purpose and process for updating the City's General Plan Housing Element.
- ✓ **Continue to utilize the Residential Design Guidelines to streamline the residential project review process and allow compatible design within existing residential neighborhoods.** **Ongoing**
Status: The Residential Guidelines are available on the City's website and staff recommends to prospective applicants that they refer to and comply with these Guidelines for pertinent projects. Additionally, staff routinely review pertinent project submittals for compliance with these Guidelines.
- ✓ **Develop strategies to promote affordable housing development to meet the City's fair share of regional need.** **Ongoing**
Status: Staff uses the City's adopted BMR (Below Market Rate) ordinance requirements to either assist the community to obtain affordable housing units or in-lieu fees for market-rate housing. As an example, In-lieu fees in the amount of \$522,000 were collected for the second phase, 12 units, of the Skycrest housing development project for affordable housing within the community. This project was completed this year. These funds are used to support affordable housing programs and projects in San Bruno.
- ✓ **In conjunction with the regional housing and transportation planning efforts related to SB375, begin to prepare the Housing Element for City Council consideration and adoption.** **Ongoing**
Status: Staff is working with the Regional Housing Element Update Group named *21 Elements* to update the City's Housing Element. Initial draft sections have been prepared and workshops before both the City's Planning Commission and the City Council have been held.
- ✓ **Continue to provide administrative assistance to the Successor Agency and Oversight Board.** **Ongoing**
Status: Assistance was provided to the Oversight Board as it worked to adopt a Long-range Property Management Plan and worked with the State Department of Finance to secure property title to a downtown open space parcel (former Wells Fargo site) at Jenevein Avenue and San Mateo Avenue.

2014-15 Goals and Objectives

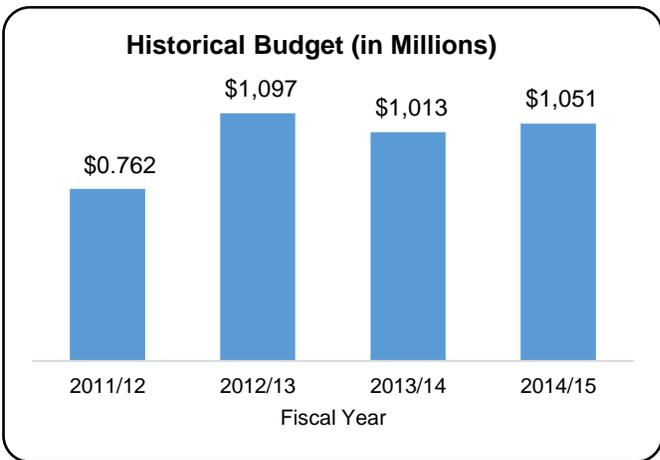
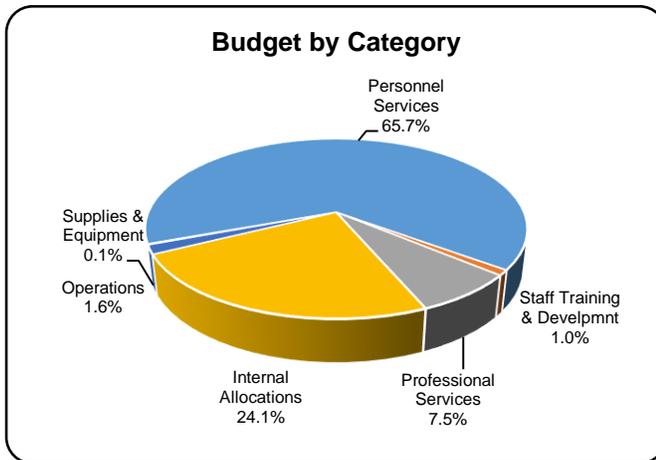
- Implement the Transit Corridors Plan by providing staff support for the citywide vote regarding Ordinance No. 1284, complete the Zoning Code Update project, and establish an inter-departmental working group to work collaboratively to address the implementation measures described in the adopted TCP to finance and construct anticipated public infrastructure requirements in the Plan area.
- Facilitate economic development by working proactively and creatively with development opportunities to redevelop key properties that are in a state of significant disrepair or abandoned, including the Cinema Site at 406 San Mateo Avenue, the former bank building at 111 San Bruno Avenue, and the vacant Lee's Buffet building at 271 El Camino Real.
- Add staff and re-orient the approach to the code enforcement function to enable a more proactive, problem-solving manner of providing this service to the citizens of San Bruno.
- Coordinate and provide input on the development review process related to the remaining privately held lots as well as the City-owned and PG&E-owned lots in the Crestmoor neighborhood.
- Complete the processing of entitlements for major current development projects such as the San Francisco Police Credit Union development, the Glenview Terrace residential development, The Crossing Hotel, The Plaza (former Cinema site) mixed-use development, and YouTube's expansion plans.
- Proactively seek cost-efficient opportunities to use technology, e.g., the TRAKit permit system, GIS, etc., to provide improved customer service. Opportunities include non-discretionary permit issuance; digital plan check services; and field inspection transcription, document issuance, and sign-off.
- Provide needed training to staff in the systems used by the City to become more technological proficient and efficient to improve customer service.
- Work with the Chamber of Commerce to expand, recruit, and retain businesses within the San Bruno community.
- Complete the Climate Action Plan process as outlined in the San Bruno General Plan.
- Update the Department's handouts and brochures to provide customers with current, accurate, and useful information to facilitate their ability to more quickly and efficiently complete their projects and use City services.
- Participate in the City's comprehensive website update project to create a site that is appropriately informative, easy to use and navigate, and is interactive. An objective will be to not just be informative but offer interactive capability as well, so that business transactions can be completed on line between the Department and its customers for efficiency and convenience purposes.
- Continue to utilize the Residential Design Guidelines to streamline the residential project review process and allow compatible design within existing residential neighborhoods.

- Develop strategies to promote affordable housing development to meet the City's fair share of regional need.
- In conjunction with the regional housing and transportation planning efforts related to SB375, complete the Housing Element for City Council consideration and adoption.
- Continue to provide administrative assistance to the Successor Agency and Oversight Board.
- Initiate work on the City's Bicycle and Pedestrian Master Plan Update.

Planning Division Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$381,249	\$473,118	\$636,838	\$690,222
Staff Training & Development	\$6,100	\$7,350	\$12,700	\$10,100
Professional Services	\$107,305	\$397,388	\$118,500	\$78,700
Supplies & Equipment	\$1,500	\$1,500	\$1,500	\$1,500
Operations	\$59,113	\$14,613	\$13,693	\$17,318
Internal Allocations	\$206,507	\$203,016	\$229,528	\$253,329
Total:	\$761,774	\$1,096,985	\$1,012,759	\$1,051,169

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$696,724	\$953,985	\$879,259	\$912,669
Department Revenues	\$55,050	\$37,500	\$50,000	\$70,000
Special Revenue Funds:				
Below Market Housing Fund	\$0	\$43,500	\$58,500	\$43,500
Document Imaging Fund	\$10,000	\$37,000	\$0	\$0
General Plan Maintenance Fund	\$0	\$25,000	\$25,000	\$25,000
Total:	\$761,774	\$1,096,985	\$1,012,759	\$1,051,169



Summary of 2014-15 Budget Changes

The 2014-15 Planning budget includes an increase of \$38,400 as a result of the following changes:

- Increase of \$53,400 in Personnel Services and \$23,800 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements.
- Reduction in Professional Services of \$40,000 represents costs previously budgeted for the Zoning Code Update, the Environmental Impact Report for the Hotel at the Crossing and the Ordinance 1284 update. The prior year budgeted allocations will remain available for plan completion.

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Community Development Department Planning Division

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$470,372	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$3,500	Base salary for intern working 15 hours a week for 15 weeks. The Internship program is extended to local universities.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$212,750	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$690,222	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$1,800	Travel and attendance costs for three staff members to attend CEQA, Subdivision Map Act, Planning Law, and other to maintain professional certifications and current knowledge.
6406 PROFESSIONAL DEVELOPMENT	\$2,500	One department head and three mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$2,500	American Planning Association (APA) and American Institute of Certified Planner (AICP) dues for four members.
6702 PUBS & SUBSCRIPTIONS	\$300	Annual updated California Environmental Quality Act (CEQA) and Subdivision Map Act guidebooks.
6704 MEETINGS/CONFERENCES	\$3,000	Accredited Planning Conferences (\$2,000); and League of CA Cities Planning Commissioner Conference for one Planning Commissioner (\$1,000).
Total Staff Training & Development	\$10,100	

Professional Services	2014-15 Budget	Description
6401 PROFESSIONAL SERVICES	\$78,500	Design Review Services (\$5,000); CEQA Consultation (\$5,000); Housing Element Prep Services paid for from General Plan Maintenance Fee (\$25,000); HIP Housing Program (\$30,000), Shelter Network Family Homeless Center (\$7,500), and North Peninsula Neighborhood Services (\$6,000) funded by Below Market Rate (BMR) Housing Fund.
6419 OTHER SERVICES	\$200	Planbruno.org website hosting services.
Total Professional Services	\$78,700	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$1,500	Supplies for daily operations.
Total Supplies & Equipment	\$1,500	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$4,000	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, Zoning Code, and Housing Document.
6450 COMMUNICATIONS	\$1,718	Internal allocation charges for phones and phone service; monthly charges for modems and fax lines.
6501 PUBLIC NOTICES	\$4,000	Newspaper legal notices for Planning Commission hearings.
6601 RENTAL & LEASES	\$3,600	Copier lease.
Total Operations	\$17,318	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$72,136	Internal service allocations for: self insurance cost (\$18,984); building and facilities maintenance (\$18,415); information technology support (\$33,645); and copier charges (\$1,092).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$181,193	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
Total Internal Allocations	\$253,329	
Grand Total	\$1,051,169	

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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 works with property owners, tenants, and affected parties to assure compliance with nuisance, building and housing, news rack, and vehicle code requirements to achieve a safe and attractive environment for the citizens of San Bruno. Effective code enforcement to eliminate nuisance and other code violations is a high priority for the community and continues 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.

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 diminished over the past years, Code Enforcement staff will continue to monitor foreclosed and vacant properties to see that they are maintained adequately. Continued cross-training between code enforcement and building inspection 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. Code Enforcement staff will actively educate and proactively work with community members to seek voluntary compliance with the City’s codes and requirements.

The Building Division continues to facilitate the rebuilding and restoration of the Crestmoor neighborhood as a high priority. There are currently less than 12 homes remaining to be rebuilt. Staff is committed to providing expedited services, such as fast track 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.

The Building Division will implement appropriate technology enhancements, where feasible, to improve the efficiency and quality of service to its customers.

2013-14 Goals and Accomplishment	Status
<p>✓ Continue to improve upon implementation of the California Green Building Standards Code. Additional revisions to the law are expected in August and the department will aim to make implementation as easy as possible for residents and contractors.</p> <p><i>Status:</i> Improved implementation of the new 2013 CalGreen Building Standards Code to include alterations and additions to residential and non-residential construction. The departments focus is to make implementation as easy as possible for residents and contractors. Created easily understandable handouts and checklists so homeowners and designers may better understand new provisions relating to alterations and additions and conformance guidelines associated with new water conserving fixtures upgrade requirements.</p>	<p>Ongoing</p>
<p>✓ Complete inspection on many of the Crestmoor rebuilds and repair projects. Approve permits and complete inspections on other Crestmoor rebuilding applications.</p> <p><i>Status:</i> Issued 39 permits and completed hundreds of inspections related to the rebuilding of homes in the Crestmoor area. This work includes inspections of small scale repairs, major renovations and complete rebuilds. Additional work related to the implementation of the Crestmoor Rebuild it Green program, which aims to increase energy efficiency and renewable energy production in the Crestmoor</p>	<p>Ongoing</p>

- neighborhood. To date, more than a dozen homeowners have participated in the program including installation of PV solar electric systems.
- ✓ **Educate business and property owners on current accessibility and ADA requirements so they can make the improvements necessary to avoid litigation.** **Ongoing**
Status: Continued to provide educational material, pre-application meetings and field inspections in an effort to educate business and property owners on current ADA requirements so they can make the improvements necessary to avoid litigation.
 - ✓ **Continue to improve the division website by adding more customer information, such as checklists for inspection and updating brochures and handouts.** **Ongoing**
Status: Reduced costs in the expired permit program by utilizing email list and postcards, rather than letters. Increased customer awareness of building permit time limits by reminding the contractors and property owners of these limits during the building inspection process.
 - ✓ **Utilize free and low cost training through PG&E and CalBIG, for continuing education credit requirements for inspectors.** **Complete**
Status: Utilized free and low cost training 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.** **Complete**
Status: Continued to provide customer service goals of next day inspections, 10 business day plan checks and 5 business day plan checks for revisions.
 - ✓ **Continue to work with the Bayhill Office property owners to implement site wide accessibility (ADA) measures as individual tenant improvements are received.** **Ongoing**
Status: Worked 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 the Cedar Mills single-family home development.** **Complete**
Status: Completed and issued final approval and Certificate of Occupancy for the Pacific Bay Vistas apartments and Cedar Mills single-family home developments.
 - ✓ **Continue to utilize the document-imaging fee to complete scanning of historical, full size plans for public viewing.** **Ongoing**
Status: Historic full size plans continue to be sorted and scanned for the public to easily access documents.
 - ✓ **Continue the on-going implementation of the Code Enforcement Strategy Guide, including implementing property manager outreach program and new homebuyers' tool kit.** **Ongoing**
Status: Implementation continues of the Code Enforcement Strategy Guide. The use of substandard building notices has increased, which has resulted in correction of violations at the time of sale.
 - ✓ **Assist the Human Resources Department with the Chief Building Official and Counter Technician(s) recruitment.** **Complete**
Status: Recruited and placed new Chief Building Official to oversee Building Safety and Code Enforcement division activities. Also recruited and placed two

- new Community Development Technician positions at customer service and permitting counter.
- ✓ **Collaborate with the Fire Marshal to develop City specific requirements for the adoption of the new California 2013 Codes and provide training for staff on the changes.** **Complete**

Status: Staff collaborated with the Fire Marshal to present both Fire and Building Code changes, with the result being the adoption of the 2013 California Building Code with local amendments.
 - ✓ **Provide training to Department staff including Certified Accessibility Specialist (CASP) certification as required by state law** **Complete**

Status: The recently recruited Chief Building Official attended and completed CASp training.
 - ✓ **Promote 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** **Complete**

Status: Staff attended and completed related training sessions offered by accredited professional building trades associations.
 - ✓ **Provide plan review, permitting and inspection approvals for ongoing renovations associated with the YouTube expansion and campus concept in the Bayhill Office area.** **Ongoing**

Status: Plan review, permitting and inspection is underway on various stages of the YouTube expansion involving two recently leased buildings with a combined size of approximately 202,500 square feet. Approximately 1,100 new employees are anticipated to occupy this combined space.
 - ✓ **Continue to provide plan review, permitting and inspection approvals for energy efficiency and sustainability projects such as residential and non-residential Solar PV roof top installations and Electric Vehicle Charging Stations.** **Ongoing**

Status: Plan review, permitting and inspection is underway for electric vehicle charging stations at the YouTube facility in the Bayhill Office area.
 - ✓ **Complete inspections for several retail tenant spaces at the Tanforan Mall.** **Ongoing**

Status: Work is underway with JCPenney to inspect and issue required permits for various tenant improvements at the Shops at Tanforan.
 - ✓ **Increase utilization of electronic plan checking for initial submittals, revisions, requests for information, etc.** **Ongoing**

Status: Staff is researching various technology enhancements to broaden the City's capability to provide electronic plan checking.
 - ✓ **Cross-train building inspectors on National Pollutant Discharge Elimination System (NPDES) engineering requirements so they can spot and protect against potential illicit discharges into local water ways from construction or property uses.** **Ongoing**

Status: This training is underway.

- ✓ **Utilize the foreclosed and vacant property programs to maintain properties and reduce blight. Establish relationships with bank representatives, which has assisted in the registration and upkeep process.** **Ongoing**

Status: This program is being used at 406 San Mateo Avenue, the former Cinema Complex site, to assure basic maintenance of the property until it can be redeveloped.

2014-15 Goals and Objectives

- Review, select, and implement various technology enhancements, including field hand-held automated devices to streamline processes associated with building inspections and code enforcement activities, to provide improved customer service and convenience.
- Develop and implement a proactive, interdepartmental code enforcement program to improve safety, aesthetics, and the quality of life within the community.
- Continue to improve upon implementation of progressive energy efficiency standards. Additional revisions to the law are expected in July 2014 and the department will aim to make implementation as easy as possible for residents and contractors.
- Complete inspection on remaining Crestmoor rebuilds and repair projects. Approve permits and complete inspections of 10 new Crestmoor rebuilding applications.
- Educate business and property owners on updated disability accessible requirements so they can make the improvements necessary to remove barriers to the disabled community and avoid opportunistic litigation.
- Complete plan review, permitting, and inspections for the YouTube expansion, involving approximately 202,500 square feet of space within the Bayhill Business area.
- 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.
- Continue to implement Code Enforcement Strategy Guide, including implementing property manager outreach program and new homebuyers' tool kit.
- Review and evaluate current contract consultant efficiencies. Revise agreements and invite competitive bids to improve service delivery to stakeholders.
- 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. Add over the counter

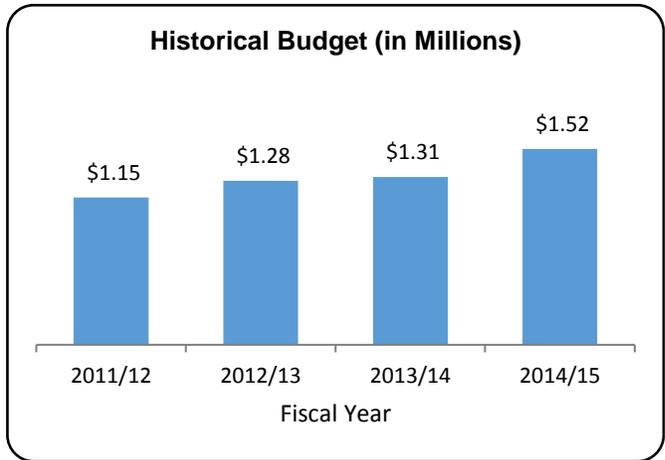
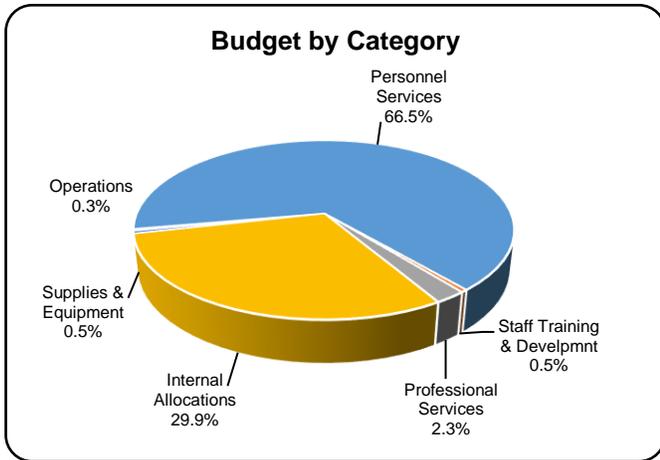
preliminary project reviews and small non-discretionary permit plan checks.

- ❑ Evaluate and design work flow improvements for: Counter services, inspection services and code enforcement case management processes.

Building Inspection & Code Enforcement Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$670,986	\$852,886	\$839,949	\$1,010,260
Staff Training & Development	\$18,470	\$13,970	\$9,470	\$7,094
Professional Services	\$40,000	\$25,000	\$25,000	\$35,000
Supplies & Equipment	\$6,950	\$6,700	\$6,700	\$7,200
Operations	\$28,294	\$2,800	\$3,037	\$4,901
Intergovernmental	\$4,550	\$4,550	\$4,550	\$4,550
Internal Allocations	\$376,446	\$370,674	\$416,237	\$454,986
Total:	\$1,146,196	\$1,277,080	\$1,305,443	\$1,523,991

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	-\$395,909	\$143,080	\$582,343	\$740,241
Department Revenues	\$1,542,105	\$1,134,000	\$720,500	\$783,750
CASp fee	\$0	\$0	\$2,600	\$0
Total:	\$1,146,196	\$1,277,080	\$1,305,443	\$1,523,991



Summary of 2014-15 Budget Changes

The 2014-15 budget for Building Inspection & Code Enforcement Division includes:

- Increase of \$88,700 due to a \$44,600 increase in Personnel Services and \$38,700 increase in Internal Allocations in accordance with the 2014 adopted and ratified labor agreements.
- Increase for the graffiti and nuisance abatement program (6401) of \$10,000.
- Increase to Printing, Copying & Binding (6141) to update all existing building code informational flyers with the new building codes of \$1,500.
- Additional Code Enforcement Officer position to provide additional capacity for focused community outreach and enforcement efforts in resolving code enforcement concerns, as part of the approved service level enhancement.

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Community Development Department Building Inspection and Code Enforcement Division

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$688,443	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs. Service level enhancement for an addition of Code Enforcement Officer (\$85,667).
5105 OVERTIME	\$1,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$320,817	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. Service level enhancement for an addition of Code Enforcement Officer (\$40,033).
Total Personnel Services	\$1,010,260	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$2,400	International Code Council (ICC) and California Building Officials (CALBO) training.
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Professional development for the Building Official and two Building Inspectors in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,094	International Code Council (ICC) (\$125); American Assn. of Code Enforcement Officers (AACE) (\$150); California Assn. of Building Officials (CALBO) (\$215); International Assn. of Electrical Inspectors (IAEI) (\$204); International Assn. Plumbing & Mechanical Officials (IAPMO) (\$200); California Assn. Building Inspection Group (CALBIG) (\$150); and Peninsula Building Inspection Group (PBIG) (\$50).

Staff Training & Development (Cont.)

6702	PUBS & SUBSCRIPTIONS	\$500	Field Inspection Manual.
6704	MEETINGS/CONFERENCES	\$1,600	Code Enforcement Officers (CACEO) annual conference.
Total Staff Training & Development		\$7,094	

Professional Services	2014-15 Budget	Description	
6401	PROFESSIONAL SERVICES	\$35,000	Graffiti and nuisance abatement services.
Total Professional Services		\$35,000	

Supplies & Equipment	2014-15 Budget	Description	
6001	OFFICE SUPPLIES	\$2,000	Supplies for daily operations.
6101	GAS AND OIL	\$4,200	Fuel and oil for five vehicles.
6102	OPERATING SUPPLIES	\$1,000	Shirts with department and City logo, gloves, coveralls, pants, safety boots, respirators and dust masks, and miscellaneous equipment.
Total Supplies & Equipment		\$7,200	

Operations	2014-15 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	\$2,000	Printing costs for pamphlets, brochures, booklets, flyers and other printed media for public information, including the cost to update all printed media with new building codes.
6450	COMMUNICATIONS	\$1,651	Internal allocation charges for phones and phone service; Monthly charges for modems, fax lines and Wifi network cards.
Total Operations		\$4,901	

Intergovernmental	2014-15 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$4,550	Peninsula Conflict Resolution Center - facilitation of neighborhood and other disputes.
Total Intergovernmental	\$4,550	
Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$91,678	Internal service allocations for: self insurance cost (\$29,339); building and facility maintenance (\$18,415); information technology support (\$31,047); central garage support (\$12,796); and copier charges (\$81).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$356,944	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
9079 TRANSFERS TO RESERVES	\$6,364	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$454,986	
Grand Total	\$1,523,991	

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Community Services
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Community Services Department

Recreation Services

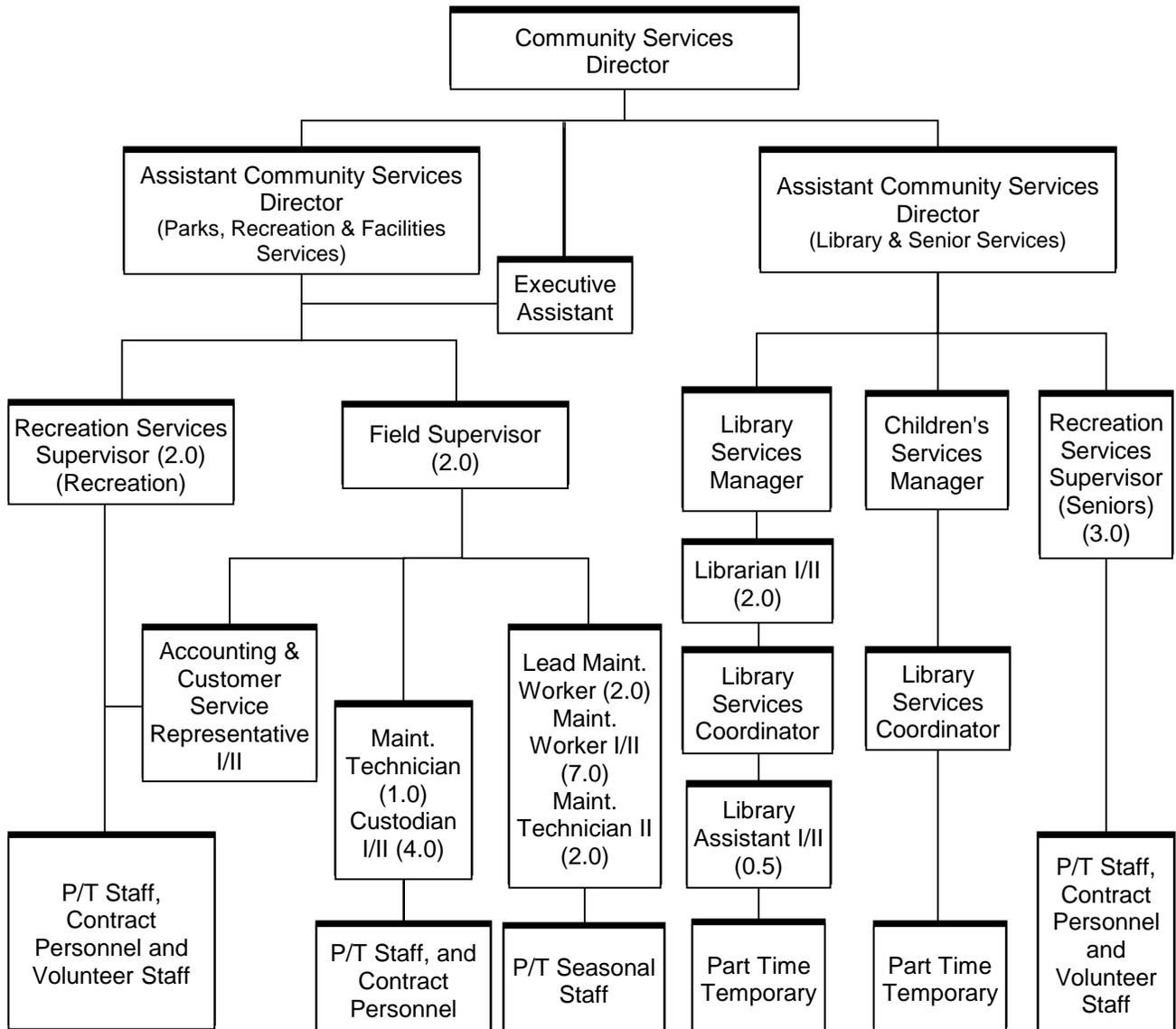
Parks Maintenance

Senior Services

Library Services

Building and Facilities

Community Services



Community Services Department Recreation Services Division

Providing quality programs, places and services.

Programs

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

- **Aquatics**

The San Bruno City Park Swimming Pool hosts a wide variety of aquatics activities each year from early June through the end of September including swim lessons, recreation and lap swim, swim camps and water aerobics. This past year, City Council approved funding for the pool plumbing system to be replaced through a Capital Improvement Project. The replacement has been completed and is no longer leaking.

- **Classes**

Enrichment classes, on a variety of topics, are offered to the public at the Recreation Center, local schools, in neighborhood recreation centers and private businesses throughout the Peninsula. Activity Guides are mailed to San Bruno residents three times annually in April, August and December.

- **Facility and Picnic Site Rentals**

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

- **Special Events**

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

Calendar Year 2014

Youth Triathlon	July 26
Concerts in the Park	All Fridays in August and September
Clean Sweep Flea Markets	July 27 and September 7
Movies in the Park	All Fridays in September
Community Day at the Park	September 27
Family Overnight	October 11
Goblin Grotto	October 30
Tanforan Halloween Parade	October 31
Holiday Boutique	November 29
Holiday Tree Lighting	December 4
Centennial Gala	December 6
Visits from Santa	December 14, 15, and 17

Calendar Year 2015

Father Daughter Dinner
Easter Egg Hunt

February 7
March 28

▪ **Sports**

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

▪ **Youth Programs**

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

Priority Focus

The Division accommodates the busy schedules of its customers, residents and non-residents by providing a broad range of programs and services during the day and the evening hours. Each trimester, the division strives to create new, exciting, and interesting programs for the community. The Department offers a Youth Enrichment Scholarship Program for 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 between June through September. In Fiscal Year 2013-14, the community requested for the swimming pool to remain open past the original closing date. The pool remained open through September of 2013 for Water Aerobics and Lap Swim. In Fiscal Year 2014-15, the pool will remain open through September for Water Aerobics, Lap Swim and Swimming Lessons. This will serve the interest in the community to keep the pool operational during September when the weather is traditionally warm in San Bruno.

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

The Recreation Services Division continues to offer a broad range of quality programs and services for the community's participation and enjoyment. Special events will continue to be a priority to gather the community together, especially during this Centennial year.

Staff will continue to research the development of a new Recreation Registration Software solution for the Department. Currently, the program used by the department is very comprehensive; however, it is also very costly. Staff will begin testing the newly released software (released in April, 2014) and determine if it meets the needs of the community and Department.

2013-14 Goals and Accomplishments	Status
<p>✓ Continue to work with Community Youth Sports Groups to construct a restroom/concession building at Lions Field. <i>Status:</i> Worked with user groups to identify contractual services and funding opportunities for the construction of the building.</p>	Ongoing
<p>✓ Develop an After School Adventure program at El Crystal Elementary School to partner with the new STEM Magnet School status. <i>Status:</i> Began program at the beginning of the school year. Program is at capacity with the daily participation of 42 students.</p>	Complete
<p>✓ Support the delivery of community programming in support of the City's Centennial Celebration. <i>Status:</i> Centennial kick-off event delivered in conjunction with the Annual Tree Lighting Celebration. Staff continues to work with the City Council Sub-Committee, City Commissions, local service organizations, Chamber of Commerce and community on planning and implementing events and programs throughout the Centennial Year.</p>	Ongoing
<p>✓ Expand the Youth Activities Committee to include large community services projects such as beach clean ups and participation in Operation Clean Sweep. <i>Status:</i> Youth Activities Committee participated in the YAC Attack, a leadership conference to network and share ideas. The group participated in the 2014 Operation Clean Sweep.</p>	Complete
<p>✓ Expand contract classes by utilizing off site locations such as Portola Performing Arts Center and Belle Air Firehouse. <i>Status:</i> Many specialty camps were offered at Portola Performing Arts Center during summer 2013. Additional classes are planned for spring and summer in both facilities.</p>	Complete
<p>✓ As technology becomes available, implement a new Registration and Facilities Software. <i>Status:</i> Awaiting Beta testing of the facilities reservation component of the software system in neighboring jurisdictions in order to assess strengths and weaknesses of the system and potential implementation.</p>	Pending
<p>✓ Evaluate fees and program delivery as a result of the new fee structure adopted by the San Bruno Park School District. <i>Status:</i> District fees scheduled for implementation in September 2014. Evaluation of impact on City programs pending.</p>	Ongoing

2014-15 Goals and Objectives

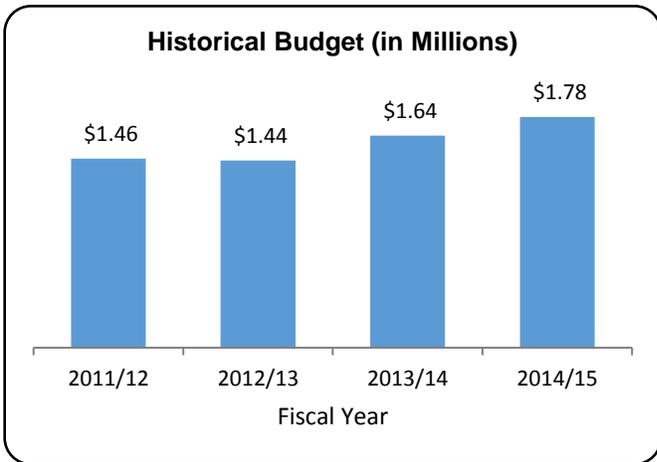
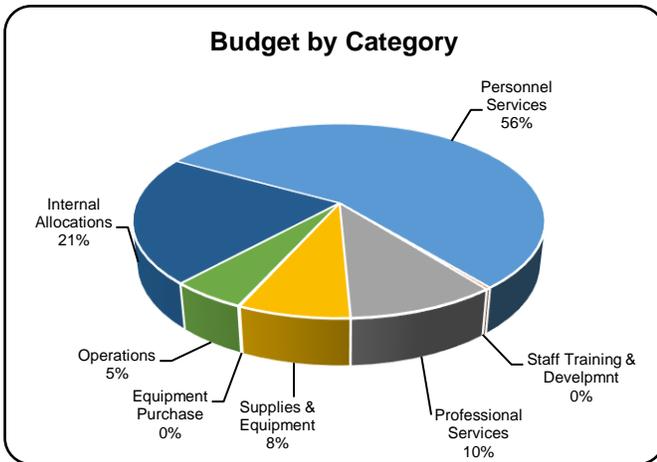
- ❑ Deliver Centennial celebration community programming and events in partnership with City Centennial volunteer committees and service organizations.
- ❑ Research, identify and implement a new, more cost effective registration and facilities reservation software system.
- ❑ In conjunction with the Finance Department, complete comprehensive cost allocation plan for all programs and services offered by the Recreation Division.
- ❑ Expand the City Park Swimming Pool season through September by offering additional classes in water aerobics, lap swim, recreation swim and swimming lessons.
- ❑ Offer the community additional opportunities to participate in existing programs and reduce patron “wait lists” by expanding enrollment opportunities in existing programs in youth and adult sports, the After School Adventures Programs and seasonal camps by creating additional staff capacity through the reclassification of a vacant recreation services supervisor into two recreation services coordinators.
- ❑ As a result of the San Bruno Park School District’s modified policy to charge the City for use of School District facilities for non-school related activities and these new costs to the City for its delivery of the After School Adventures and Middle School Sports Programs, seek City Council direction and action on adjustment(s) to user fees.

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Recreation Services Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$795,602	\$781,439	\$882,722	\$996,731
Staff Training & Development	\$9,120	\$13,520	\$13,520	\$5,620
Professional Services	\$126,500	\$126,500	\$171,900	\$176,900
Supplies & Equipment	\$121,158	\$124,930	\$124,930	\$131,550
Operations	\$93,548	\$92,998	\$93,555	\$88,802
Equipment Purchase	\$0	\$0	\$14,963	\$1,500
Internal Allocations	\$313,994	\$305,238	\$335,458	\$379,265
Total:	\$1,459,922	\$1,444,625	\$1,637,048	\$1,780,368

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$451,922	\$389,625	\$327,048	\$305,368
Department Revenues	\$1,008,000	\$1,055,000	\$1,310,000	\$1,475,000
Total:	\$1,459,922	\$1,444,625	\$1,637,048	\$1,780,368



Summary of 2014-15 Budget Changes

The 2014-15 Recreation Services budget includes an increase of \$143,300 as a result of some of the following changes:

- Increase of \$22,900 in Personnel Services includes: \$37,900 increase to Regular Salaries in accordance with the 2014 ratified and adopted labor agreements, \$11,453 increase to Part-Time Salaries to extend the aquatics program into September, and \$26,400 reduction to Regular Salaries as a result of changes to the budgeted salary distribution for the various positions.
- Addition of \$1,500 to Tools & Equipment (6650) to purchase of six stage risers for use at special events.
- Eliminate one Recreation Services Supervisor, add two Recreation Services Coordinators, increase part-time staff, and increase supplies costs, as part of the approved service level enhancements to expand existing programs in youth and adult sports, after school, summer camps and the aquatics programs. The changes will generate additional revenues of \$99,000.

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Community Services Department Recreation Services

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$364,519	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs. Service level enhancement for an addition of two Recreation Services Coordinators (\$131,674) and elimination of Recreation Services Supervisor (-\$79,613).
5102 PART-TIME SALARIES	\$412,298	Base salary for temporary employees working fewer than 980 hours per fiscal year, (\$261,033); Allen & Belle Air after-school program temporary employees supported by school district grant, (\$131,000); extended aquatics season lifeguards and water safety instructors, (\$10,640). Service level enhancement to increase part-time (\$9,625).
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$216,314	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. Service level enhancement for an addition of two Recreation Services Coordinators (\$70,192), part-time (\$736) and elimination of Recreation Services Supervisor (-\$41,532).
Total Personnel Services	\$996,731	

Staff Training & Development	2014-15 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$2,500	Professional development reimbursement for department head & three mid-managers in accordance with MOUs.
6701 DUES & MEMBERSHIPS	\$1,120	California Parks and Recreation Society (\$730) and National Parks and Recreation Association (\$390).
6702 PUBS & SUBSCRIPTIONS	\$500	Publications for staff training and resources (\$300) and American Camping Society Publication (\$200).
6704 MEETINGS/CONFERENCES	\$1,500	California Parks and Recreation Society (CPRS) annual conference for staff and commissioners.
Total Staff Training & Development	\$5,620	

Professional Services	2014-15 Budget	Description
6411 CONTRACTUAL SERVICES	\$127,500	Instructor payments for youth and enrichment classes (\$97,500); and Recreation registration fees (\$30,000).
6419 OTHER SERVICES	\$49,400	Contract services for special events (\$9,000); DJ services for teens and special needs dances (\$7,000); transportation for seasonal camps (\$7,500); weight room quarterly maintenance and concession stand (\$900); youth and adult sports umpires and referees (\$20,000); and extension Concert Series in September (\$5,000).
Total Professional Services	\$176,900	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$7,000	Supplies for daily operations.
6101 GAS AND OIL	\$1,000	Fuel to operate one department van.
6102 OPERATING SUPPLIES	\$96,250	Supplies for all programs and services offered including: After School Adventures Program (\$7,000); seasonal camps (\$15,750); youth and adult sports (\$19,750); special needs programs (\$1,000); aquatics operating and maintenance (\$33,000); special events (\$6,500); first aid (\$3,000); teen program (\$750); pool water treatment chemicals for extended aquatic season (\$1,200); sound technician for Annual Tree Lighting Ceremony (\$500); and Service level enhancement for supplies for providing expanded programs (\$7,800).
6204 SUPPLIES	\$24,000	Supplies for Allen & Belle Air after-school program (ASES) which is supported by a school district grant.
6304 MAINTENANCE	\$3,300	Regular annual and emergency maintenance of copy machine.
Total Supplies & Equipment	\$131,550	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$3,000	Postage for daily mailing as well as for direct mailing of program flyers and announcements.
6141 PRINTING, COPYING & BINDING	\$23,000	Printing and mailing of three recreation activity brochures.
6301 BUILDING AND GROUNDS MAINTENANCE	\$4,300	Alarm systems at Recreation Center, swimming pool and Belle Air.
6409 SPECIAL PROJECTS	\$950	Supplies for staff and Youth Activities Committee (YAC) meetings & events.
6450 COMMUNICATIONS	\$5,109	Cost associated with two cell phones for after-school program sites, three cell phones for Recreation staff, nine office phones, eight data lines and one fax machine.
6531 UTILITIES	\$52,443	Electric and gas utilities for three recreation facilities.
Total Operations	\$88,802	

6650 TOOLS & EQPT. -\$25K	\$1,500	Purchase of six stage risers for use at special events such as Easter Egg Hunt and Annual Tree Lighting.
Total Equipment Purchase	\$1,500	

7901 INTERNAL SERVICE ALLOCATIONS	\$229,603	Internal service allocations for: self-insurance cost (\$31,065); building and facilities maintenance (\$156,630); information technology support (\$38,095); and central garage support (\$3,813).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$136,031	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
9079 TRANSFERS TO RESERVES	\$13,631	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$379,265	
Grand Total	\$1,780,368	

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Community Services Department Parks Maintenance Division

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

Programs

The Parks Maintenance Division of the Community Services Department is responsible for the maintenance of all the City's parks and recreational areas, including 18 parks covering 71 acres, 12 baseball and softball fields, 8 soccer fields, 2 football fields and a dog park. The Division maintains approximately 10 acres of street medians, approximately 4,700 street trees and 128 acres of open space. The Parks Division is responsible for the landscaping at all City facilities and the downtown planters and trees. The Division provides essential logistical support for City-wide special events held at City parks. 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 with the objective of ensuring safe and functional parks and recreational facilities for all users.

- **Tree Maintenance**

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

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

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

- **Sports Field Maintenance**

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

Priority Focus

The Division works with sports user groups to coordinate and perform maintenance and schedule use of sports fields. In the area of landscape maintenance, emphasis is placed on facility and median landscaping to ensure the overall aesthetics appeal of San Bruno for both residents and visitors. With

the expiration of the maintenance warranty periods associated with the new construction of medians along El Camino Real, additional maintenance hours will be required beginning with the 2014-15 fiscal year. Ongoing maintenance attention to these areas is essential while the new plant materials become established.

Unlike the El Camino Real medians, the landscaping associated with the new CalTrain station, Posy Park and 1st Avenue do not have a maintenance warranty period and immediately upon completion of the project become the responsibility of the City. This is also true for the new Posy Park fountain.

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.

2013-14 Goals and Accomplishments	Status
<p>✓ Work with the Colt Baseball Organization in accordance with the existing Memorandum of Understanding to make minor renovations to Lara Field. <i>Status:</i> Staff will continue to work with Colt Baseball volunteers to renovate the field to a functional level.</p>	Complete
<p>✓ Implement the Adopt-A-Park program throughout the community. <i>Status:</i> The Parks and Recreation Commission has reviewed a program concept. A comprehensive Adopt-A-Park Program will be presented to the Commission for their input and then presented to the City Council for its consideration and action.</p>	Pending
<p>✓ Develop a plan for tree removal in open space areas. <i>Status:</i> The City has completed priority list and strategic removal plan for the trees identified in the City’s 2010 Tree Inventory. Trees identified in priority order are being addressed through the City’s contracted tree pruning and removal service.</p>	Complete
<p>✓ Develop a plan for tree removal with the Plymouth Way neighbors. <i>Status:</i> Through the Crestmoor Neighborhood Reconstruction Project and consistent with City Council direction, develop a strategy, in partnership with the Crestmoor Neighborhood residents and community to remove the eucalyptus trees on the North and South sides of Sneath Lane between upper and lower Claremont Drives and reforest the area with more suitable right-of-way trees.</p>	Pending
<p>✓ Improve or replace the creek grates in City Park. <i>Status:</i> Completed</p>	Complete
<p>✓ Replace two-foot bridges in lower City Park near the large playground. <i>Status:</i> Completed</p>	Complete
<p>✓ Landscape the triangle at entrance to San Mateo Avenue (The Avenue) to match the newly renovated El Camino Real medians. <i>Status:</i> New plant material has been installed to complement the El Camino Real Medians.</p>	Complete
<p>✓ Explore alternatives to assure the expected high level of maintenance at the recently renovated medians along El Camino Real and San Bruno Avenue given limited staff resources. <i>Status:</i> Through the support of additional part-time staff, the recently renovated medians were maintained. An additional full-time Parks Maintenance Worker I is</p>	Pending

recommended in the Fiscal Year 2014-15 Proposed Operating Budget to address this work and the addition of Posy Park.

- | | | |
|---|--|-----------------|
| ✓ | Installation of new fences, landscaping, trees at 7th Avenue Park
<i>Status: Completed</i> | Complete |
| ✓ | Replacement of two backflow systems in City Park
<i>Status: Completed</i> | Complete |
| ✓ | Landscape renovation and addition of a water fountain at the entrance to the Senior Center.
<i>Status: Completed</i> | Complete |

2014-15 Goals and Objectives

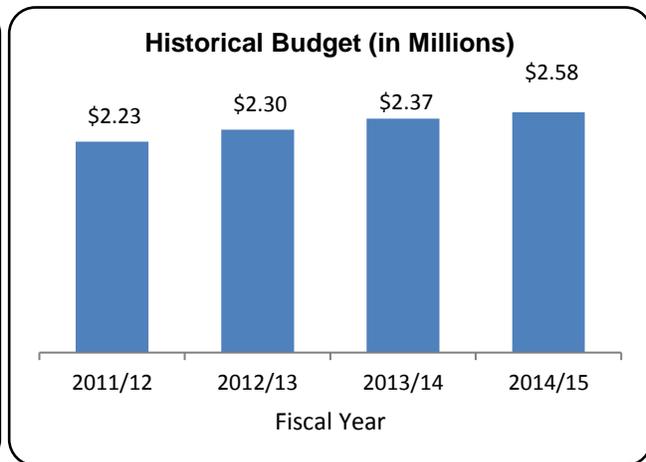
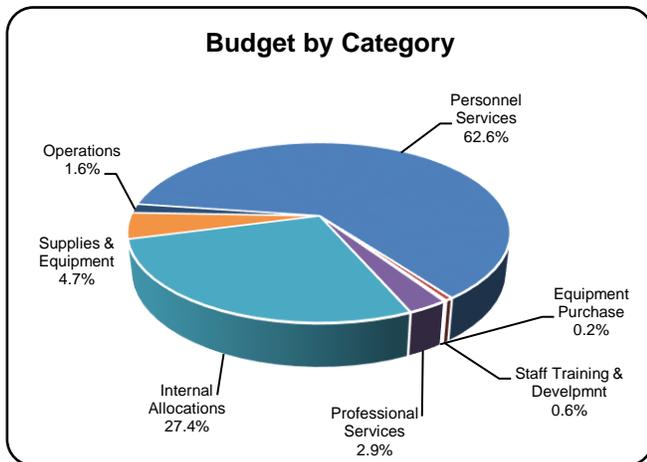
- Implement an Adopt a Park Program which invites community volunteers to assist in the care and maintenance of City parks, playgrounds and open space areas.
- Resurface and install new landscaping in the medians on San Bruno Avenue between I-380 and Elm Avenue.
- Install new irrigation and new landscaping in the on College Drive between Skyline Boulevard and Marisol Drive.
- Demolish, fill and grade the 1st base sunken dugout at Lara Field.
- Research and implement a new work order system for use by park users and the community to submit work requests and to prioritize and track work performed and its completion.
- Remove the trees in order of priority identified in the completed Tree Inventory.
- Increase community participation in the tree planting program as part of the Centennial celebration as well as maintaining the Tree City USA status.

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Parks Maintenance Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$1,378,716	\$1,469,637	\$1,487,342	\$1,613,368
Staff Training & Development	\$5,800	\$5,800	\$5,800	\$14,300
Professional Services	\$27,500	\$27,500	\$41,500	\$75,300
Supplies & Equipment	\$121,135	\$119,935	\$120,935	\$120,935
Operations	\$35,747	\$35,747	\$35,450	\$42,535
Equipment Purchase	\$1,400	\$1,400	\$7,000	\$4,850
Internal Allocations	\$662,602	\$643,435	\$669,001	\$707,293
Total:	\$2,232,900	\$2,303,454	\$2,367,028	\$2,578,581

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$2,217,184	\$2,288,344	\$2,344,318	\$2,561,471
Department Revenues	\$15,716	\$15,110	\$17,110	\$17,110
Equipment Reserve Fund	\$0	\$0	\$5,600	\$0
Total:	\$2,232,900	\$2,303,454	\$2,367,028	\$2,578,581



Summary of 2014-15 Budget Changes

The 2014-15 Parks Maintenance budget includes an increase of \$211,600 as a result of the following changes:

- An increase of \$88,700 in personnel services and an increase of \$38,300 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements.
- Personnel Services also includes a reduction of \$62,000 resulting from changes to the budgeted salary distribution for various positions.
- Additional 1.0 FTE Parks Maintenance Worker to maintain new median segments along both El Camino Real and San Bruno Avenue and Grade Separation landscaping, including East First Avenue and Posy Park, ballfield grading to ensure safety, and purchase of a storage shed for Lions Field to store field maintenance equipment, as part of the approved service level enhancements.
- Increase of \$20,000 in professional service to perform ballfield grading project at City Park Diamond No. 2 and 3 and Belle Air Field, as part of the approved service level enhancements.

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Community Services Department Parks Maintenance

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$1,022,205	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs. Service level enhancement for an addition of Park Maintenance Worker (\$64,256).
5102 PART-TIME SALARIES	\$51,284	Base salary for seasonal and clerical staff working less than 80 hours per pay period. Subject to benefits per applicable MOUs.
5105 OVERTIME	\$10,000	Overtime pay in accordance with the applicable MOU for call outs, seasonal standby, and civic events. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	\$529,879	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. Service level enhancement for an addition of Park Maintenance Worker (\$35,077).
Total Personnel Services	\$1,613,368	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$3,200	Backflow Prevention Certification, (\$200); mandatory continuing education in pesticide and arborist regulation and applicator, (\$2,600); and National Playground Safety Institute, (\$400).
6406 PROFESSIONAL DEVELOPMENT	\$9,500	Professional development reimbursement for two mid-managers in accordance with MOU (\$1,000); and tuition reimbursement for one employee (\$8,500).
6701 DUES & MEMBERSHIPS	\$1,000	Pesticide Applicator Professional Association for five employees (\$500); and International Society of Arboriculture for three employees (\$500).

Staff Training & Development (Cont.)

6702	PUBS & SUBSCRIPTIONS	\$100	Updates on current laws related to pesticide regulation.
6704	MEETINGS/CONFERENCES	\$500	Meetings that provide updates for staff related to landscaping, pesticides regulations, supervisory training, parks maintenance operations, and staff general meetings.

Total Staff Training & Development	\$14,300
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Professional Services	2014-15 Budget	Description
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6411	CONTRACTUAL SERVICES	\$75,300	Outside contractors needed for open space tree maintenance and where tree climbing is needed (\$25,000); Annual maintenance fee for tree inventory database (\$2,500); Maintenance for Posy Park water feature (\$27,800); and service level enhancement for ballfield grading project at City Park Diamond No. 2, City Park Diamond No. 3, and Belle Air Field (\$20,000) - one time costs.
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Total Professional Services	\$75,300
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Supplies & Equipment	2014-15 Budget	Description
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6001	OFFICE SUPPLIES	\$800	Supplies for daily operations.
6101	GAS AND OIL	\$39,000	Allocation of fuel used by division's vehicles, gas and diesel.
6102	OPERATING SUPPLIES	\$23,635	Cleaning supplies to maintain five park restrooms, 18 park garbage receptacles, and bags for dog park (\$5,000); Laundry service, uniforms, and safety boot replacement (\$11,835); and Pesticides, rodenticides and pest control for parks, medians, and landscaped area (\$6,800).
6201	BUILDING AND GROUNDS SUPPLIES	\$57,500	Plumbing, irrigation, and construction supplies for parks and landscaped area amenities and facilities repairs (\$19,000); and flowers, plants and other landscape materials for sports field, sod, seed, fertilizer and other supplies for park maintenance (\$38,500).

Total Supplies & Equipment	\$120,935
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Operations	2014-15 Budget	Description
6301 BUILDING AND GROUNDS MAINTENANCE	\$5,100	Repair and replacement parts for all small power equipment not covered under Central Garage allocation including mowers, trimmers and chain saws.
6450 COMMUNICATIONS	\$4,085	Allocation for local and long distance charges for seven office telephones, one fax and data line and 12 mobile phones/pagers.
6531 UTILITIES	\$31,130	Electric and gas service for parks facilities, including sports field lighting.
6601 RENTAL & LEASES	\$2,220	Porta-potti rental at Pacific Heights Park and special equipment used occasionally.
Total Operations	\$42,535	

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$4,850	Replacement of tools such as string trimmers, chain saws, edgers, and hand pruners (\$1,400); and service level enhancement for Lions Field storage shed (\$3,450) - one time cost.
Total Equipment Purchase	\$4,850	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$275,874	Internal service allocations for: self-insurance cost (\$124,259); buildings and facilities maintenance (\$10,128); information technology support (\$19,315); and central garage support (\$122,172).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$341,709	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
9079 TRANSFERS TO RESERVES	\$89,710	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$707,293	
Grand Total	\$2,578,581	

Community Services Department Senior Services Division

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

Programs

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

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

- **Congregate Nutrition Program**

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

- **Transportation Program**

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

- **Classes and Activities**

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

- **Special Events and Rentals**

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

- **Administration**

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

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

Priority Focus

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

2013-14 Goals and Accomplishments		Status
✓	<p>Present to the City Council for its consideration a memorandum of understanding with the Nutrition Site Council to support the donation model.</p> <p><i>Status:</i> City Staff and the non-profit Nutrition Site Council Staff have worked together to develop an annual amount of \$100,000 and a donation model. Staff is now working with the City Attorney to draft a document for City Council review and approval</p>	Pending
✓	<p>Improve Division advertising and marketing materials as well as outreach to insure services are well known to residents.</p> <p><i>Status:</i> Staff redesigned and improved the monthly newsletter into a graphical, 4-page folded publication, with one-time funds from the Area Agency on Aging staff also printed a full-color brochure advertising the Senior Center to new members with information about Senior Center programs and services</p>	Complete
✓	<p>Increase attendance for the Congregate Nutrition program by 5% on lower attendance days.</p> <p><i>Status:</i> A range of outreach strategies have been developed including a plan for delivery of additional entertainment and programs during lower attendance days. These will be implemented in fiscal year 2014-15 and attendance will be tracked to measure outcomes.</p>	Ongoing
✓	<p>Increase Senior bus ridership by 5% to accommodate reductions in service by SamTrans.</p> <p><i>Status:</i> The Senior Center bus needed body as well as mechanical repairs more often than anticipated which resulted in lower overall ridership within the fiscal year. We will continue to advertise the bus service and develop additional outreach efforts to expand ridership.</p>	Ongoing
✓	<p>Develop an interactive process with the Senior Citizens Advisory Board for evaluating Division programs and identifying new program opportunities.</p> <p><i>Status:</i> Members of the Senior Citizens Advisory Board were engaged by staff on an ongoing basis to determine criteria for classes. Staff has evaluated processes used by other Divisions and neighboring Senior Centers and will use them as a basis to develop a policy.</p>	Pending
✓	<p>Increase direct staff participation with clients by streamlining back-office processes.</p>	Complete

Status: Worked with the San Mateo County Area Agency on Aging to increase the number of software licenses for staff to do simultaneous input program data. Improved the party check-in and bus appointment scheduling processes to reduce errors and increase productivity.

2014-15 Goals and Objectives

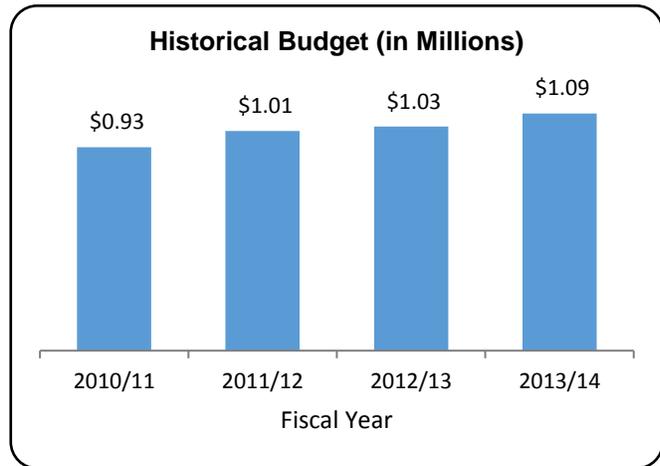
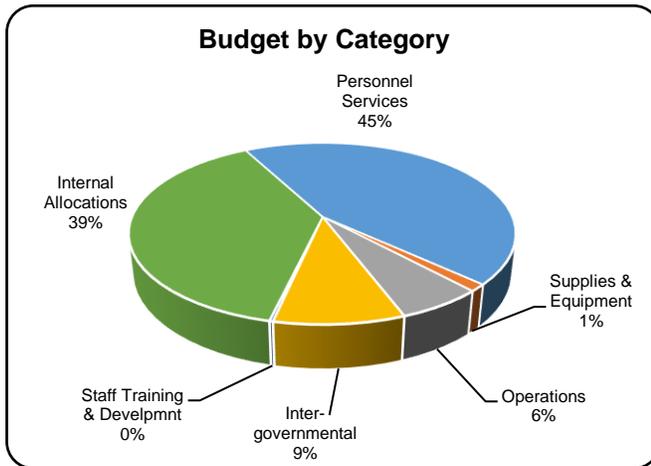
- Develop a written policy, in conjunction with the Senior Advisory Board, for selecting, evaluating, and continuing Senior Center classes in order to provide opportunities that are of most interest to the community.
- Engage Senior Center members to collect and digitally scan historical photographs and memorabilia from San Bruno's past for use in celebrating the City's Centennial.
- Utilize audio-visual and computer technology to advertise events and programs in the lobby of the Senior Center.
- Evaluate the parking needs of Senior Center patrons to ensure sufficient Disabled Parking exists and add additional Disabled Parking as demand warrants.

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Senior Services Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$424,530	\$462,881	\$475,982	\$485,444
Staff Training & Development	\$1,110	\$1,100	\$2,675	\$2,675
Supplies & Equipment	\$8,921	\$9,700	\$10,200	\$13,765
Operations	\$57,008	\$57,008	\$57,572	\$67,003
Intergovernmental	\$76,000	\$123,258	\$120,000	\$100,000
Internal Allocations	\$366,032	\$354,601	\$361,921	\$419,616
Total:	\$933,601	\$1,008,548	\$1,028,350	\$1,088,503

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
General Fund	\$651,120	\$731,072	\$706,685	\$793,098
Department Revenues	\$29,000	\$27,000	\$32,000	\$35,000
Nutrition Site Council	\$75,000	\$77,146	\$86,000	\$76,000
Area Agency on Aging Grant	\$110,278	\$112,130	\$137,465	\$119,405
Donations	\$68,203	\$61,200	\$66,200	\$65,000
Total:	\$933,601	\$1,008,548	\$1,028,350	\$1,088,503



Summary of 2014-15 Budget Changes

The 2014-15 Senior Services budget includes a net increase of \$60,000. Personnel Services increased by \$29,100 and Internal Allocations by \$50,000 in accordance with the 2014 ratified and adopted labor agreements. Personnel Services also includes the reallocation of the Community Services Director position and the Accounting and Customer Services Representative position budgeted salary distribution.

Other changes include a reduction in Nutrition Program (7041) by \$20,000 because of the anticipated reduction of the Area Agency on Aging Grant (AAA) and Nutrition Site Council contribution to the lunch program. There are also increases to utilities, postage, communications, copier usage charges, and maintenance costs to repair the Senior Center alarm system for a net impact of \$13,000.

Incorporation of the approved service level enhancements, which include replacement of the Senior Services Supervisor position with a Recreation Services Coordinator position.

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Community Services Department Senior Services

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$269,775	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, (\$130,549) as subject to benefits per applicable MOUs. Portion of Nutrition salary paid for by Nutrition Site Council and donations (\$139,226).
5102 PART-TIME SALARIES	\$71,475	Base salary for all department personnel working less than 80 hours per pay period (\$41,435); Portion of Transportation salary paid for by AAA grant (\$19,405); and Nutrition Site Council and donations (\$10,635).
5200 EMPLOYEE BENEFITS	\$144,194	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$485,444	

Staff Training & Development	2014-15 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Professional development reimbursement for three mid-manager in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$675	American Society on Aging (\$525); and California Parks and Recreation Society (\$150).
6704 MEETINGS/CONFERENCES	\$500	California Parks and Recreation Society (CPRS) conference & workshops related to Aging services nutrition programs, software training & state mandated certificate training.
Total Staff Training & Development	\$2,675	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$2,500	Flyers, monthly calendar, registration materials, computer materials, paper, printer ink, miscellaneous office supplies, note cards.
6101 GAS AND OIL	\$6,500	Fuel and oil for senior center bus.
6102 OPERATING SUPPLIES	\$2,265	Society of European Stage Authors and Composers (SESAC) music license (\$685); Piano tuning (\$175); Helium tank for events (\$220); and Supplies for bocce ball, horseshoe, ceramics, stained glass and other special programs and events (\$1,185).
6304 MAINTENANCE	\$2,500	Office duplicator and copier usage and maintenance contracts.
Total Supplies & Equipment	\$13,765	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$900	Postage for monthly calendar of events, advertising, correspondence.
6301 BUILDING AND GROUNDS MAINTENANCE	\$3,000	Alarm system.
6450 COMMUNICATIONS	\$2,760	Computer internet service, senior center portable phone, fax machine, cell phones for bus driver and recreation supervisor.
6531 UTILITIES	\$60,343	Utility expenses for San Bruno Senior Center.
Total Operations	\$67,003	

Intergovernmental	2014-15 Budget	Description
7041 COUNTY SVCE.CHARGES	\$100,000	Costs for food and catering for congregate lunch program. Funded by Area Agency on Aging via Federal Older Americans Act.
Total Intergovernmental	\$100,000	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$357,445	Internal service allocations for: self-insurance cost (\$18,984); building and facilities maintenance (\$300,882); information technology support (\$28,346); and central garage support (\$9,233).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$60,398	Allocation of services provided to this fund based on the cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$1,773	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$419,616	
Grand Total	\$1,088,503	

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Community Services Department Library Services

“Providing quality, programs, places and services.”

Our mission statement is anchored by the following:

*A responsibility to offer free Library service
The City’s commitment to a municipal Library
Foster community use of technology
Cooperative efforts with other City departments, other libraries, and other agencies
Commitment to intellectual freedom for all
Educational support for the economic future of our citizens*

Programs

The San Bruno Public Library offers San Bruno residents the opportunity to improve their lives. Whether developing skills to succeed in school, looking for a job, exploring possible careers, having a baby, or planning retirement, residents of all ages turn to the San Bruno Library for instruction, support, and access to computers and other resources to help them achieve their goals. Through membership in the Peninsula Library System, the library offers San Bruno residents borrowing privileges throughout San Mateo County. Primary program areas are:

- **Public Service**
Provide 47 weekly public open hours. Through reference services to adults and children, librarians directly help residents. Staff administers customer accounts and maintains a welcoming environment for the 19,000 monthly visitors. Residents find a comfortable, welcoming space and a wealth of resources to help them learn, grow and play together.
- **Internet and Public Computer Access**
Provide free public computer and Internet access including wireless service, maintain 34 public and 15 staff computers, purchase new equipment, upgrade existing equipment, maintain Integrated Library System hardware and software, interface with the Peninsula Library System Automated Network on consortium-wide technical projects.
- **Programming**
Provide programs and services which support lifelong learning and school success. Help students maintain grade-level skills in the summer via the annual Summer Reading Club; host educational and entertaining programs for adults, teens and children; operate an after-school homework center; provide weekly children’s story-times; film and televise story-times for San Bruno Cable; and collaborate with other departments and community organizations to bring programs to the community.
- **Content Management**
Select print and electronic books, music, movies, magazines and databases. Provide online services including research databases, eBooks and online homework help. Provide patron education for use of electronic books. Prepare materials for use, re-shelve returned items, fill hold requests, and remove old and damaged inventory. Curate and provide access to resources about the history of San Bruno.

▪ **Administration**

Personnel management, marketing, strategic planning, and administration of the operating and capital improvement project budgets to assure an adequate facility to meet community needs. Staff also serves as liaison to Friends of the Library and represents the City on the Peninsula Library System’s Administrative Council and Committees. Staff support of the San Bruno Culture and Arts Commission is provided through the Library Division.

Priority Focus

The Library Services Division’s chief focus for the 2014-15 fiscal year is to enhance the user experience within the Library and through expanding public access to computers. Minor modifications to the building interior layout combined with expansion of Internet access will address the community’s request for online access and self-directed service. In addition, Library staff will continue their commitment to the educational success of San Bruno children and youth through the continuation of programs geared to enrich development and instill basic learning skills through family-centered, literacy-based activities.

2013-14 Goals and Accomplishments	Status
✓ Expand school-wide library card campaign from two to four schools. <i>Status:</i> Campaign was featured in the back-to-school packets of four schools resulting in over 300 new library cards issued to San Bruno children.	Complete
✓ Promote basic literacy skills by expanding Baby Story time from two-month sessions to three-month sessions <i>Status:</i> Baby Storytime is now a weekly program for 10 months of the year.	Complete
✓ Expand browsing area and increase number of public computers by moving service desk under the mezzanine and shrinking the desk area footprint. <i>Status:</i> Work continues on the project with completion anticipated.	Ongoing
✓ Improve user experience by installing automated book return for walk-up instant check-in and receipt printing. <i>Status:</i> Working with the Peninsula Library System, staff selected an automated materials return machine that, when installed, will allow users to return items to a walk-up book drop that checks items in and print receipts.	Ongoing
✓ Enrich online presence by implementing new catalog interface and mobile application in conjunction with the Peninsula Library System <i>Status:</i> The Bibliocommons catalog interface allows users to create lists, use social tags and review books. The Boopsie mobile application gives library patrons access to library services directly from their mobile device and makes ebooks easier to use.	Complete
✓ Increase Internet access by expanding laptop loan program to include standard size laptop computers. <i>Status:</i> Two full size laptops are now available for checkout within the Library facility.	Complete
✓ Complete plans to hire a contractor to make accessibility modifications for basement restrooms.	Complete

Status: Existing facilities meet the requirements of the Americans with Disabilities Act. Cost estimates significantly exceeded budget estimates. The benefit associated with the project do not warrant the significant expenditure of City resources and the project will be removed from the Capital Improvement Program Budget.

- ✓ **Assist the Culture and Arts Commission’s delivery of the Centennial Art Project.** **Ongoing**
Status: 72 Submissions were received, 6 finalists were selected and two artists were asked to produce models for consideration by the Culture and Arts Commission. An artist and concept were recommended by the Culture and Arts Commission and approved by the City Council. Work is underway on the Centennial Mural which will be delivered to the community and dedicated by December 2014.
- ✓ **Offer free, individual, legal consultations for 65 people through the Lawyers in the Library Program developed in cooperation with the San Mateo County Bar Association. This service was delivered by lawyers offering Pro Bono service in 11 monthly programs.** **Complete**
Status: Completed.
- ✓ **Partner with the San Mateo County Prenatal to Three initiative to offer child development and parent support groups in English and Spanish. The group in English is ongoing and allows the library to offer early literacy support for San Bruno Families every weekday morning that the library is open.** **Complete**
Status: Completed.
- ✓ **Wireless Printing--Library patrons can now print from their laptops using the library’s wireless internet access and print management software.** **Complete**
Status: Completed.

2014-15 Goals and Objectives

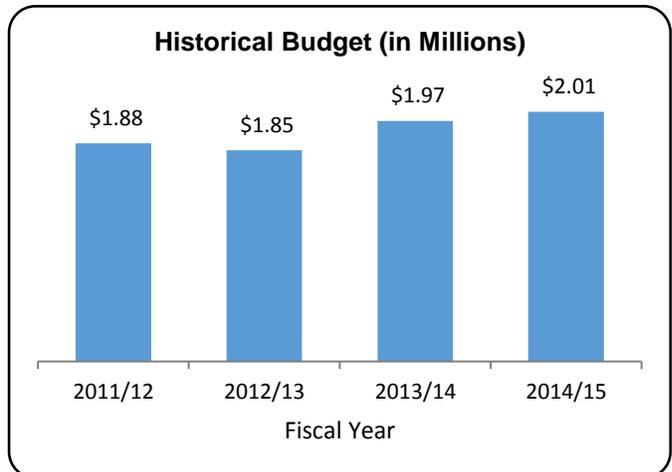
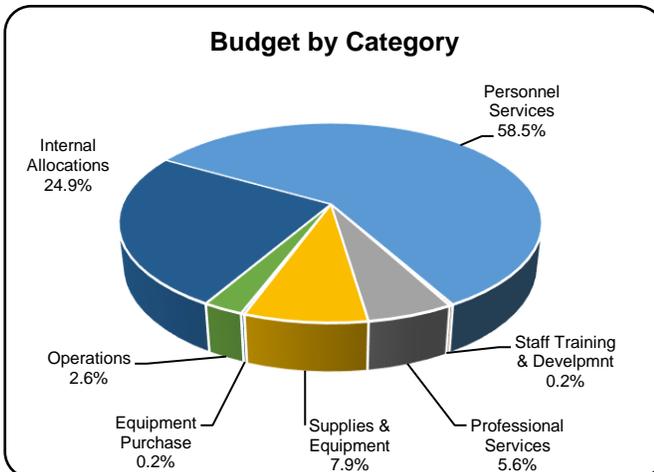
- ❑ Expand browsing area and increase number of public computers by moving service desk under the mezzanine and shrinking the desk area footprint.
- ❑ Improve user experience by installing automated book return for walk-up instant check-in and receipt printing.
- ❑ Continue to oversee and manage the delivery of the Centennial Mural for dedication to the community by the Culture and Arts Commission.
- ❑ Celebrate civic pride by planning events throughout San Bruno’s Centennial year in concert with other departments, the staff Centennial Committee and the Culture and Arts Commission.
- ❑ Enhance community identity by administering State Library Centennial History grant to record personal stories of San Bruno residents and create an online record of San Bruno History.
- ❑ Provide significant increase in public internet access bandwidth by increasing speed from 50mps to 1Gbps through a statewide partnership with Corporation for Education Network Initiatives in California (CENIC) and the Peninsula Library System.

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Library Services Budget Summary

Budgeted Expenditures	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
Personnel Services	\$1,134,179	\$1,122,396	\$1,121,361	\$1,174,456
Staff Training & Development	\$10,800	\$10,700	\$6,900	\$4,900
Professional Services	\$107,153	\$107,153	\$188,655	\$111,831
Supplies & Equipment	\$152,000	\$151,800	\$158,600	\$158,600
Equipment Purchase	\$6,800	\$6,800	\$4,550	\$4,550
Operations	\$42,845	\$42,645	\$43,175	\$52,232
Internal Allocations	\$426,904	\$411,124	\$447,368	\$500,805
Total:	\$1,880,681	\$1,852,618	\$1,970,609	\$2,007,374

Funding Summary	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
General Fund	\$1,694,781	\$1,722,389	\$1,799,136	\$1,915,901
Department Revenues	\$80,000	\$72,000	\$55,000	\$50,000
State Library Revenues	\$105,900	\$39,000	\$39,000	\$39,000
Public Art Fund	\$0	\$19,229	\$77,473	\$2,473
Total:	\$1,880,681	\$1,852,618	\$1,970,609	\$2,007,374



Summary of 2014-15 Budget Changes

The 2014-15 Library budget includes the following changes:

- Increase in Personnel Services of \$47,500 and Internal Allocations of \$53,400 are in accordance with the 2014 ratified and adopted labor agreements and reallocation of budgeted salary distribution for various positions.
- Reduction of \$75,000 in Professional Services for the elimination of a one-time cost for the Centennial Art Project.
- Incorporation of the approved service level enhancements, which include reclassification of the Children's Services Manager position to a Library Services Manager position to reflect additional duties.

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Community Services Department Library Services

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$675,580	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs. Service level enhancement for position reclassification (\$4,382).
5102 PART-TIME SALARIES	\$155,985	Salaries for part-time Library Assistant and part-time temporary & per-diem employees, which includes six Library Pages and two Library Assistants, averaging 15 hours per week. Per-diem part time personnel staff the Homework Help Center at 13.5 hours per week
5200 EMPLOYEE BENEFITS	\$342,891	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. Service level enhancement for position reclassification (\$1,168).
Total Personnel Services	\$1,174,456	

Staff Training & Development	2014-15 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Professional development reimbursement for three mid-managers, in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,200	Membership in California Library Association (\$600); American Library Association (\$500); and 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); and California Library Association Annual Conference (\$1,740).
Total Staff Training & Development	\$4,900	

Professional Services	2014-15 Budget	Description
6419 OTHER SERVICES	\$111,831	Hardware & system maintenance (\$16,209); Online homework help service (\$8,000); Safari computer & technical e-books (\$426); Gale database subscription for national journals, newspapers & academic press and Tumblebooks children's ebook library (\$8,818); EBSCO database service for book covers licensing (\$711); Peninsula Library System (PLS) management, interlibrary item delivery costs & JPA fees (\$73,486); Discover & Go museum pass program (\$400); and Maintenance of Bibliocommons catalog user interface and mobile library application for smartphones (\$3,781).
Total Professional Services	\$111,831	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$18,000	General office supplies, including paper for public and staff, printer supplies, miscellaneous computer parts and cables; Specialty vendors for CD and DVD cases, security tags, self-check receipt paper, due date cards, and other library operating supplies.
6108 BOOKS & MATERIALS	\$140,000	Print books, e-books, cds, dvds, electronic databases and audiovisual materials; magazines, periodicals and newspaper subscriptions for library use and circulation.
6304 MAINTENANCE	\$600	Monthly copier usage charges.
Total Supplies & Equipment	\$158,600	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$450	Postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6301 BUILDING AND GROUNDS MAINTENANCE	\$1,500	Security alarm system for building.
6409 SPECIAL PROJECTS	\$7,000	Supplies for Homework Center (\$300); volunteer recognition for Homework Center and Summer Reading Club volunteers (\$100); four children's programs during the school year (\$1,500); summer reading club prizes (\$2,000); four educational/lecture programs for adults (\$1,000); and six summer reading club programs (\$2,100).
6450 COMMUNICATIONS	\$3,057	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	\$33,125	Electric and gas utility charges for Library facility.
6601 RENTAL & LEASES	\$7,100	Monthly lease payments for public and staff photocopier machines.
Total Operations	\$52,232	

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$4,550	Purchase seven replacement keyboards, and accessories for public PCs (\$290); purchase four replacement battery backups (\$480); in accordance with replacement schedule, purchase three public PCs that are five years old (\$2,280); and purchase two laptops for homework center to meet demand from increased student use (\$1,500).
Total Equipment Purchase	\$4,550	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$249,657	Internal service allocations for: self insurance cost (\$32,792); building and facilities maintenance (\$165,225); and information technology support (\$51,640).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$242,135	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06. An updated cost allocation plan will be completed in 2014-15.
9079 TRANSFERS TO RESERVES	\$9,013	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	\$500,805	
Grand Total	\$2,007,374	

Community Services Department Buildings and Facilities

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

Programs

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

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

Priority Focus

For fiscal year 2014-15, the focus of the Division will be to continue to work closely with all City departments to evaluate and address facility and operational issues to assure continued delivery of City services.

2013-14 Goals and Accomplishments		Status
✓	Replace outside wooden benches and some floorboards at San Bruno Senior Center deck <i>Status: Completed</i>	Complete
✓	Replace retaining wall at Senior Center Bocce Ball Court. <i>Status: Completed</i>	Complete
✓	Repair and paint on exterior walls of Police Plaza. <i>Status: Bids are being accepted and work is scheduled for completion prior to the end of the 2013-14 fiscal year.</i>	Ongoing
✓	Install additional recycling containers at all City facilities. <i>Status: Completed.</i>	Complete
✓	Initiate an Organics Pilot Program in all City facilities in conjunction with San Bruno Recology. <i>Status: Completed.</i>	Complete

- | | | |
|---|---|-----------------|
| ✓ | Refinish gymnasium floor at Recreation Center.
<i>Status: Completed</i> | Complete |
| ✓ | Evaluate storage needs and possible future use of Skyline Activities Center.
<i>Status: An evaluation of the Activity Center has been completed. The Center suffers from significant deterioration caused by rust and mold. Currently the Center is used for storage. Replacement of the center will be considered in conjunction with the reconstruction of Fire Station 52.</i> | Complete |
| ✓ | Support capital project to repaint City Hall, Fire Station 51 and the Library.
<i>Status: Completed</i> | Complete |
| ✓ | Install fence enclosure for City Hall generator
<i>Status: Completed</i> | Complete |

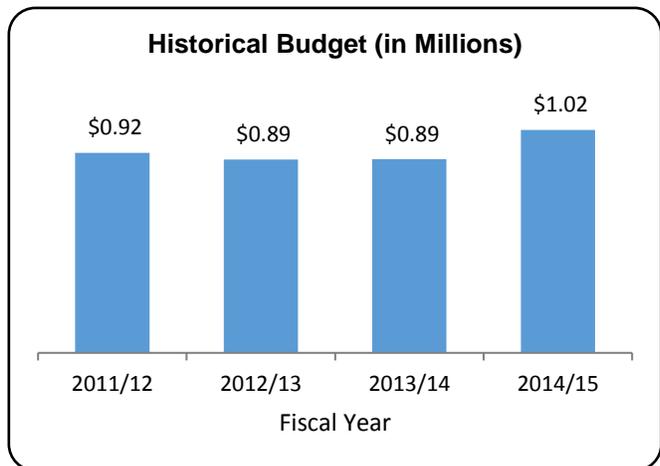
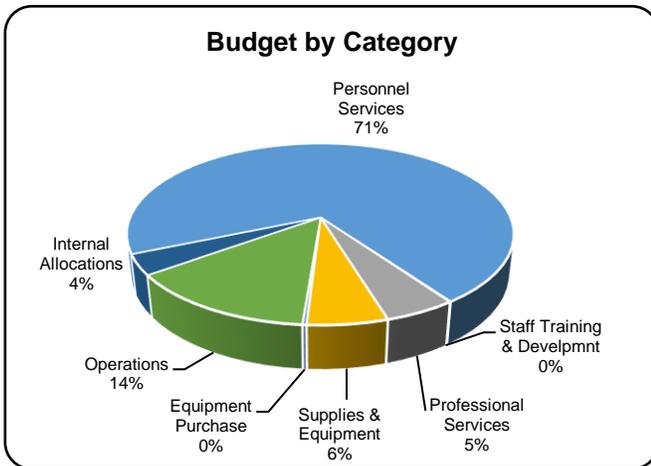
2014-15 Goals and Objectives

- Develop and implement a comprehensive custodial services and facilities management plan to identify the life-cycle of facilities and their internal components such as roofs, Heating/Ventilation/Air Conditioning units, flooring, windows and interior finishes such as flooring and painting to develop a preventative maintenance plan and staffing, supply and budget requirements.
- In partnership with the San Bruno Lions Club, rehabilitate the Portola Performing Arts Center by replacing the roof, windows, interior and exterior painting, upgrading lighting fixtures, installing a new kitchen counter, sink and faucet, and landscaping improvements.
- Evaluate and select a software program to support an automated a work order system to receive and monitor custodial and facilities maintenance repair and improvement requests. The work order system would be used by facility users and the community to submit work requests and by the Buildings and Facilities Division staff to prioritize and track work and its completion. Funding for the software will be requested as part of the next fiscal year's budget.
- In response to the drought, implement water conservation measures at all City facilities.

Building & Facilities Budget Summary

Budgeted Expenditures	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Personnel Services	\$618,784	\$611,824	\$609,690	\$732,012
Staff Training & Development	\$550	\$575	\$575	\$626
Professional Services	\$60,100	\$52,100	\$52,100	\$52,100
Supplies & Equipment	\$63,797	\$56,600	\$57,850	\$57,850
Operations	\$137,192	\$129,000	\$131,396	\$140,609
Equipment Purchase	\$2,800	\$2,800	\$2,800	\$2,800
Internal Allocations	\$35,345	\$34,212	\$35,141	\$37,064
Total:	\$918,568	\$887,111	\$889,552	\$1,023,061

Funding Summary	FY 2011-12 Budget	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget
Building & Facilities Fund	\$5,560	\$5,459	\$22,581	\$20,041
Recovery from Other Funds				
General Fund	\$850,596	\$821,388	\$804,548	\$930,803
Water Fund	\$15,024	\$14,508	\$15,779	\$18,255
Wastewater Fund	\$15,024	\$14,508	\$15,779	\$18,255
Cable Fund	\$29,700	\$28,680	\$28,177	\$32,598
Technology Fund	\$2,664	\$2,568	\$2,688	\$3,109
Total:	\$918,568	\$887,111	\$889,552	\$1,023,061



Summary of 2014-15 Budget Changes

The 2014-15 Building and Facilities Budget includes a \$12,500 salary and benefit adjustment in accordance with the 2014 ratified and adopted labor agreements. Personnel Services also includes changes to the budgeted salary distribution for the various positions resulting in an increase of \$109,800.

Incorporation of the approved service level enhancements for building and grounds maintenance, which include implementation of carpet and floor cleaning, pressure washing for exterior walls and sidewalks and window cleaning including calcium removal on scheduled locations.

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Community Services Department Building & Facilities

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$461,194	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$22,836	Salaries for seasonal part-time, temporary staff utilized in the Building and Facilities Division. Employees in this position work less than 980 hours per fiscal year.
5105 OVERTIME	\$6,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, where applicable.
5200 EMPLOYEE BENEFITS	\$241,982	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$732,012	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$626	License for staff on back flow certification for ten back flow devices (\$446) and biennial backflow certification classes (\$180).
Total Staff Training & Development	\$626	

Professional Services	2014-15 Budget	Description
6411 CONTRACTUAL SERVICES	\$52,100	Emergency repairs to facility equipment and fixtures.
Total Professional Services	\$52,100	

Supplies & Equipment		2014-15 Budget	Description
6001	OFFICE SUPPLIES	\$400	Office supplies needed for facilities office operations and for HVAC computer control systems.
6101	GAS AND OIL	\$1,950	Cover cost for fuel and supplies for three division vehicles.
6102	OPERATING SUPPLIES	\$35,500	Janitorial supplies for city facilities including: City Hall, Cable TV, Fire and Police stations, Library, Corporation Yard, Senior Center, and three Recreation Centers; Custodian safety shoes and uniforms.
6201	BUILDING AND GROUNDS SUPPLIES	\$20,000	Maintenance and repair supplies for city facilities including: City Hall, Cable TV, Fire and Police stations, Library, Corporation Yard, Senior Center, and three Recreation Centers.
Total Supplies & Equipment		\$57,850	

Operations		2014-15 Budget	Description
6301	BUILDING AND GROUNDS MAINTENANCE	\$86,600	Orkin Pest Control service contract (\$8,300); Northern Services contract for HVAC systems (\$7,300); Siemens Industry contract for fire extinguishers and building automation (\$14,600); Allied Security Systems contract for alarm monitoring at City Hall and Police storage at Catalpa (\$4,900); Thyssenkrupp Elevator Corp contract for elevator maintenance at Police Plaza and Library (\$4,700); Cummins Pacific LLC contract for generator maintenance (\$20,000); Misc. maintenance for electrical work and other needs beyond basic services contracts (\$7,100); and service level enhancements for carpet and floor cleaning (\$13,000); biennial pressure washing for exterior walls and sidewalks at the Senior Center, Recreation Center, and Police Plaza (\$2,300); and annual window cleaning including calcium removal (\$4,300).
6450	COMMUNICATIONS	\$1,323	Cost of five mobile phones for custodial personnel.
6531	UTILITIES	\$52,686	Gas, electric, and garbage charges for City Hall and Library.
Total Operations		\$140,609	

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$2,800	Replacement tools, such as vacuums, polishers and hand tools, used to maintain facilities on a daily basis at City Hall, Cable, Fire and Police stations, Library, Corporation Yards, Senior Center, and three Recreation Centers.
Total Equipment Purchase	\$2,800	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$37,064	Internal service allocations for: self insurance cost (\$22,436); information technology support (\$6,930); and central garage support (\$7,698).
Total Internal Allocations	\$37,064	
Grand Total	\$1,023,061	

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Cable Fund
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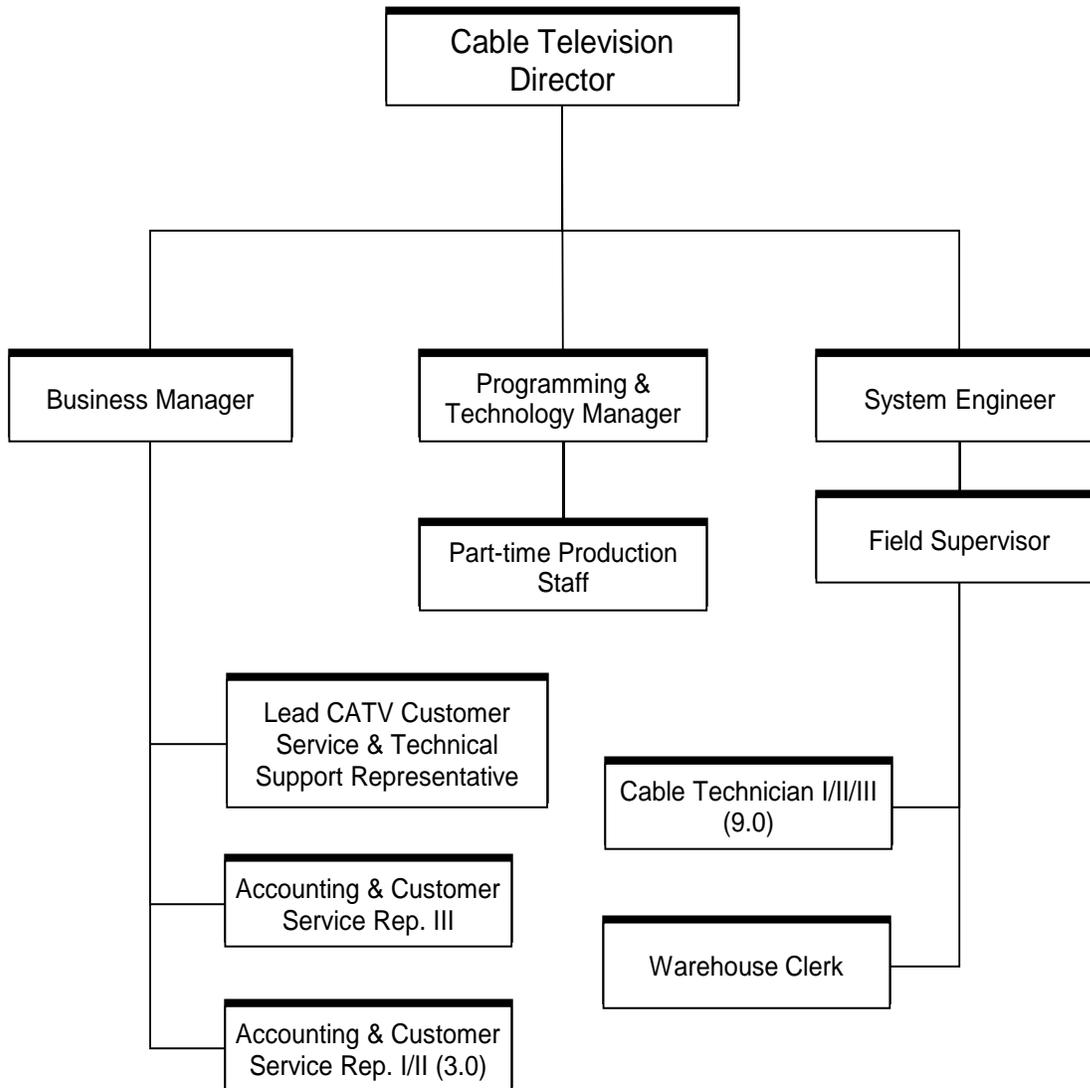
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Cable Television

Cable Operations

Local Origination

Cable Television



Cable Television Department Operations & Local Origination Divisions

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

Programs

The Cable Television Department is responsible for the operations of San Bruno Municipal Cable TV, the City's telecommunications enterprise and San Bruno Cable Channel 1, the City's governmental access channel. San Bruno Municipal Cable TV delivers a full suite of broadband video, data and voice services to residential and business customers over a state-of-the-art all-digital cable network consisting of over 100 miles of fiber and coaxial cable plant. The Cable Department provides TV, Internet and Telephone to more than 7800 customer homes and businesses in San Bruno. The local Cable Channel covers many local City meetings, events and festivities, produces and airs local programming. San Bruno Cable also provides and maintains the City's fiber optic communications network, and provides TV, Internet and telephone services to the City, Schools, Businesses and the Residents of San Bruno..

The Department's work program consists of the following:

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

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

The chart below represents the current subscriber numbers for services as of April, 2014:

Service	Jul-13	Apr-14
Basic	6,398	6,197
Expanded Basic	5,778	5,589
Digistar Basic	2,482	2,395
High Definition	3,040	3,108
Internet	5,615	6,059
Digital Phone	1,006	1,011
Commercial Only Accounts	144	178
Households Served	7,916	7,854

This fiscal year, through April 2014, there were 1,507 new service connections and 1,569 service disconnections. Over 1,841 calls for service were also completed with varying requests from customer education, service issues, remote control replacement and wiring or equipment upgrades. The trend of residential customers leaving San Bruno cable is beginning to subside. Competitors continue to conduct very aggressive door-to-door sales campaigns, however the City’s lower cable rates and continued outreach are encouraging the return of customers to San Bruno Cable. This fiscal year, service numbers also indicate higher retention of San Bruno Cable customers. This year only 60 customers have withdrawn from San Bruno Cable services as compared to just over 300 last year.

This year, with the City Council’s approval, the Cable Department hired a part-time salesperson to aggressively market the businesses in San Bruno. That effort has brought in over \$5,200 a month in revenue so far, and garnered 29 new business customers with over 200 inquiries for service. Every Dedicate Internet Access customer has upgraded their service level and there are three requests pending for 250 Mb service which will add over \$6,000 additional monthly dollars. While the main focus for the salesperson is the business sector, staff was able to utilize the salesperson to outreach to large residential complexes in San Bruno in order to place ample supplies of brochures and provide customer education. Other marketing efforts include a “Refer-A-Friend” campaign advertised in Focus magazine. The City’s promotional “Dish Buy Back” offer continues for those coming back from the DISH service

provider, which also features a \$100 credit towards their account and several customers have taken advantage of that program.

San Bruno Cable's operations have seen significant inroads into commercial business. Currently, San Bruno Cable serves 173 local businesses with Internet commercial services. These now include 21 dedicated Fiber to Metro Ethernet services in the Bayhill Business Park, two point to point applications, four multi-line phone customers and 173 commercial Internet customers. Many other home businesses use residential internet service, which is robust enough for their business needs.

Priority Focus

During fiscal year 2014-15, the Cable Department will pursue the following key initiatives to ensure the continued viability of the enterprise. The field system infrastructure is due for a rebuild to improve reliability, increase bandwidth and Internet speeds, and add potential new programming to meet the future technology needs of residents and commercial business. A Fiber to the Home network or a field equipment replacement alternative is still being evaluated and considered. The Department will continue to develop and execute sales and marketing campaigns to improve the visibility and image of San Bruno Cable as the municipally owned, premier choice, telecommunications service provider whose focus is to exceed customer expectations and provide the broadest choice of telecommunications products and services. The highest focus is to pursue improvements to the system and to customer service delivery to the residents of San Bruno.

2013-14 Goals and Accomplishments	Status
<p>✓ Continue direct sales and other marketing campaigns to win back customers. <i>Status:</i> Continued direct sales and marketing campaigns including Fixed Pricing, Dish Buy Back, Refer A Friend, International Channels, Retention Videos; hosted a booth at the San Bruno Flea Market, and Sponsored the following local community groups: AYSO, Capuchino High School, St. Robert's School, San Bruno Park School District (SBPSD), San Bruno Girls Softball League, and the San Bruno Chamber of Commerce.</p>	Ongoing
<p>✓ Aggressively market commercial services to the business community. <i>Status:</i> Hired a salesperson to market commercial services to the business community and distributed direct mail pieces to businesses in Bayhill Park. Additional business revenues now exceed \$6,000/month.</p>	Ongoing
<p>✓ Explore Fiber-to-the-Home (FTTH) installation. <i>Status:</i> Researched and obtained pricing for Fiber-to-the-Home (FTTH) installation. Explored a Fiber Network Project for the Crestmoor Neighborhood area, large multiple dwelling complexes and a full system rebuild with fiber.</p>	Pending
<p>✓ Explore channel additions and enhancements to Video on Demand content. <i>Status:</i> Currently, there is limited space for channel additions. Fox Sports 1, Investigation Discovery and OWN added to Expanded basic at no extra charge. Enhanced Video on Demand (VOD) programming by adding 250 hours of new programming content.</p>	Ongoing
<p>✓ Extend cable plant to new development as opportunities arise. <i>Status:</i> Extended plant to businesses at 135 El Camino Real, 1101 El Camino Real, 458 San Mateo Ave. (Fiber) and Church of the Highlands (Fiber).</p>	Ongoing

- ✓ **Offer “Mobile Device Video” services to view content on smart phones, tablets, and other portable electronic devices.** **Ongoing**
Status: Offered coverage of the 2014 Winter Olympics and ESPN 3 services to view content on smart phones, tablets, and other portable electronic devices.

- ✓ **Expand Local Programming on Cable Channel 1** **Ongoing**
Status: Coverage of local events, Storytime, Senior Moments, What’s Happening Around Town, Government meetings, School Board meetings continue. New programs this year included a Disposable Wipe and Farmer’s Market public service announcement, Soccerfest Event, City Council Study Sessions regarding the San Bruno Community Foundation and Public Works Week.

- ✓ **Explore Internet Protocol Television (IPTV) Solutions for delivery of programming.** **Complete**
Status: Staff attended two conferences and have spoken to various vendors and colleagues about IPTV. At this time an IPTV project would be cost prohibitive, unless either a partnership was attained or it could be considered as part of a Fiber to the Home project.

2014-15 Goals and Objectives

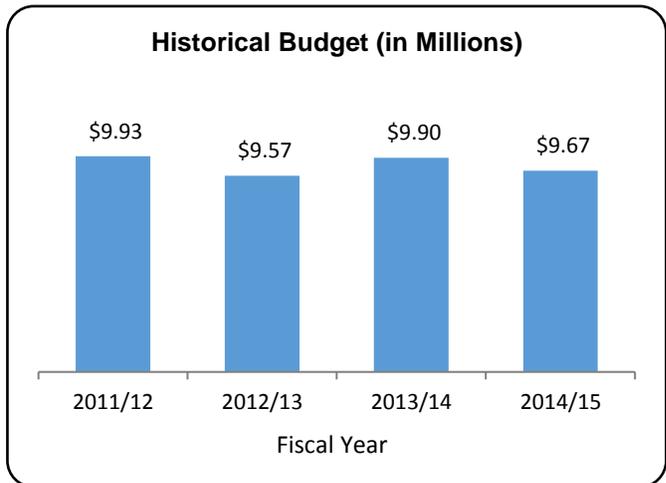
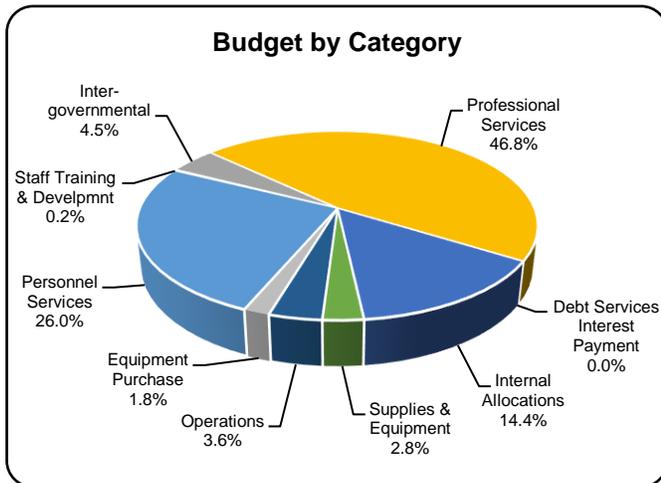
- Continue direct sales and other marketing campaigns to win back customers.
- Aggressively market commercial services to the business community.
- Explore channel additions and enhancements to Video on Demand content.
- Extend field electronics and distribution cabling to new development as opportunities arise.
- Offer more mobile device video” services to view content on smart phones, tablets, and other portable electronic devices.
- Continue expansion of local programming on San Bruno Cable Channel 1.
- Explore interest, technical capability and business plans in offering Home Surveillance/Security Services delivered through San Bruno Cable.
- Upgrade Messaging System for sharper images, incorporation of video messaging, memory and hardware upgrade.
- Rebuild Cable Plant Infrastructure for system upgrade.

Cable Television Budget Summary

Budgeted Expenditures	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
Personnel Services	\$2,235,313	\$2,280,725	\$2,344,586	\$2,511,515
Staff Training & Development	\$22,112	\$20,727	\$22,827	\$21,634
Professional Services	\$4,703,058	\$4,612,539	\$4,764,167	\$4,521,203
Supplies & Equipment	\$224,988	\$225,510	\$266,610	\$266,305
Operations	\$431,259	\$314,259	\$311,787	\$348,677
Equipment Purchase	\$154,801	\$88,960	\$214,300	\$171,850
Intergovernmental	\$605,165	\$574,600	\$536,817	\$431,823
Internal Allocations	\$1,479,514	\$1,419,066	\$1,428,311	\$1,395,777
Debt Services Interest Payment	\$75,206	\$38,355	\$15,12	\$171
Total Operating Expenditures	\$9,931,416	\$9,574,741	\$9,904,533	\$9,668,955

Revenue Summary	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15
	Budget	Budget	Budget	Budget
Basic Service (incl Local Orig.)	\$4,418,981	\$3,957,228	\$4,010,614	\$3,833,949
Internet Service Fees	\$2,711,098	\$2,613,318	\$2,803,829	\$3,204,828
Pay-Per-View Services	\$1,029,142	\$902,069	\$869,900	\$792,684
Digital Service	\$1,368,525	\$1,110,498	\$1,261,748	\$1,132,034
International Programming	\$130,715	\$120,413	\$120,413	\$120,576
Fees & Taxes	\$433,617	\$393,622	\$359,900	\$312,979
Voice Service	\$441,308	\$455,692	\$487,500	\$418,901
Fiber Leasing	\$0	\$42,000	\$30,052	\$114,000
TV Guide Magazine	\$3,888	\$3,000	\$3,108	\$2,700
Commercial Phone & Data	\$234,349	\$214,000	\$416,410	\$254,828
Other Receipts	\$296,647	\$224,340	\$235,000	\$259,799
Total Revenues	\$11,068,270	\$10,036,180	\$10,598,474	\$10,447,278

Debt Services Principal Payment	\$742,590	\$407,040	\$430,267	\$36,945
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Summary of 2014-15 Budget Changes

The 2014-15 Cable revenue budget includes the anticipated increase to Basic Cable services and Internet services by 5%. The 5% rate increase will address revenue needs to make necessary improvements to the Cable existing infrastructure. This was also included in the 2013-14 revenue budget but was not implemented.

The 2014-15 combined budget for Cable Operations and Local Origination includes an increase of \$84,300 in Personnel Services and \$33,200 in Internal Allocation in accordance with the 2014 ratified and adopted labor agreements.

Summary continues on the back page.

Summary of 2014-15 Budget Changes (Cont.)

The 2014-15 budget also includes changes that reduce the budget by \$413,000:

- Professional Services reduction of \$314,000 due to negotiated contracts agreements with Internet service providers and Direct affiliation television programming providers.
- A reduction in City Taxes & Fees (7063) and Cable Equity Transfer (8926) of \$170,800 reflecting projected revenues in cable programming.
- Debt payment for Commercial Data and Voice project will be paid off in early 2014-15, reducing interest expense.

Incorporation of the approved service level enhancements, which include purchase of licensing for customer mobile and lease on additional fiber to serve additional commercial customers.

Cable Television Cable Operations

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$1,489,908	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5105 OVERTIME	\$80,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$756,492	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$2,326,400	

Staff Training & Development	2014-15 Budget	Description
6405 STAFF TRAINING	\$4,000	National Cable Television Institute (NCTI) (\$2,000); and Society of Cable Television Engineers (SCTE) (\$2,000).
6406 PROFESSIONAL DEVELOPMENT	\$5,000	Professional development for one department head and three mid-managers in accordance with MOUs (\$2,500); and Tuition reimbursement (\$2,500).
6701 DUES & MEMBERSHIPS	\$5,534	Society of Cable Television Engineers (\$884); San Bruno Chamber of Commerce annual membership (\$175); California Cable Telecommunications Associations (\$4,400); and SCAN-NATOA annual membership (\$75).
6702 PUBS & SUBSCRIPTIONS	\$200	Subscriptions to Cable Fax, Cable World, Multichannel News.
6703 TRAVEL/VEHICLE USE	\$100	Personal vehicle use reimbursements.
6704 MEETINGS/CONFERENCES	\$6,000	National Cable Television Cooperative (NCTC) (One Employee) (\$1,500); National Cable Television Association Cable Show (One Employee) (\$1,500); Society of Cable Television Engineers (SCTE) (One Employee) (\$1,500); and Great Lakes Data Billing System Conference (One Employee) (\$1,500).
Total Staff Training & Development	\$20,834	

Professional Services	2014-15 Budget	Description
6401 PROFESSIONAL SERVICES	\$85,000	Professional Service for negotiations of Retransmission Consent (\$8,000); Sales services (\$70,000); and Web design services (\$7,000).
6402 LEGAL EXPENSES	\$12,000	Legal reviews of Retransmission Agreement, contract renewals and new service contracts.
6411 CONTRACTUAL SERVICES	\$3,682,253	Standard Pay Per View (\$67,500); Video on Demand (VOD) Pay Per View (\$63,345); National Cable Television Cooperative (NCTC) programming license fees (\$2,773,500); Direct affiliation programming license fees (\$656,760); TV Guide Magazine (\$3,400); Fees for TV Everywhere License (\$32,650); Off-air programming via fiber (\$14,400); and Service level enhancement for TV Everywhere Deployment Fees (\$70,695).
6412 INTERNET SERVICE FEES	\$636,635	Internet service provider: XO Communications Ethernet IP circuit (\$44,250); Level 3 Ethernet IP circuit (\$45,800); Internet, Phone and Cable technical support services - Zcorum (\$261,500); Momentum Telecom fully hosted VOIP service (\$232,535); Abovenet circuit from Astound (\$43,575); American Registry for Internet Numbers (ARIN IP) address lease fee (\$3,375); and Communication Assistance for Law Enforcement Act (CALEA) compliance (\$5,600).
6419 OTHER SERVICES	\$105,315	Credit card and ACH fees (\$83,250); Bill Production and Printing (\$13,675); Security alarm service (\$3,495); Pay Per View processing fees (\$4,300); Document shredding service (\$450); and HBO guides for hotels/motels (\$145).
Total Professional Services	\$4,521,203	

Supplies & Equipment	2014-15 Budget	Description
6001 OFFICE SUPPLIES	\$9,500	Purchase of office supplies for the delivery of services to customers.
6101 GAS AND OIL	\$19,000	Allocation of fuel used by Cable division's vehicles.
6102 OPERATING SUPPLIES	\$50,000	Uniforms for cable employees (\$5,000); and Field supplies for installation of services (\$45,000).
6204 SUPPLIES	\$6,000	Electronic maintenance and repairs of plant, converters, office equipment and headend equipment.
6304 MAINTENANCE	\$178,805	Emergency alert system support (\$3,500); Big Band Compressor support (\$6,240); Arris equipment support for Video on Demand (\$14,000); Enhanced Communications Incorporated (ETI) support (\$4,500); Wincable annual billing software license (\$19,025); Wincable billing system support (\$18,400); Digital Access Controller encryption equipment support (\$42,000); RGB equipment support (\$17,345). Arista copier maintenance (\$595); License fees for Cable Leakage Tests (\$1,200); Peer App Internet caching system support (\$18,000); and Network equipment related to Commercial Services replacement and support (\$34,000).
Total Supplies & Equipment	\$263,305	

Operations	2014-15 Budget	Description
6112 POSTAGE	\$45,000	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt, and express/overnight mail.
6409 SPECIAL PROJECTS	\$22,550	Contingency for miscellaneous repair and maintenance work of plant, satellite dishes or headend emergencies (\$22,300); and staff recognition (\$250).
6450 COMMUNICATIONS	\$15,767	Internal allocation of seven dedicated fax and data lines, office telephone charges and 16 mobile phones, two mi fi units and three air cards.
6502 COMMUNITY PROMOTION	\$33,000	In-House Marketing promotions with bill inserts, bill messaging, social media, print and video advertisements and direct mail printing (\$8,000); Contribution to local community organizations (\$5,000); and outside marketing/sales program designed to attract new commercial and residential businesses (\$20,000).

Operations (Cont.)

6531 UTILITIES	\$171,917	Water and garbage fees (\$5,700); and Electric service for Cable headend, office, warehouse, and 25 field power supply units (\$166,217).
6541 LICENSING FEES	\$2,500	ASCAP/BMI music license fee.
6601 RENTAL & LEASES	\$57,275	Utility pole rental fees (\$16,175); Fiber lease (\$4,600); Co-location site rental (\$16,500); and Service level enhancement for rental of additional fibers for commercial customers (\$20,000).

Total Operations \$348,009

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$164,000	Replacement of back up batteries for field power supplies (\$9,000); Satellite Digital Receivers (\$20,000); Power Supply replacement (\$15,000); Tools for Technicians (\$9,000); Headend Expansion Upgrades (\$6,000); Cable Tech Meter Replacements (\$5,500); Docsis 3 Internet Modems (\$21,000); EMTA's for Residential Phone Service (\$5,500); Remote Control Replacements (\$6,500); Fiber Optic System Transmitter and Receiver systems (\$24,000); C.A.L.M. Audio Equipment for compliance with FCC guidelines for control of audio levels (\$10,000); Headend Analyzer for monitoring signals (\$12,500); and Tower Inspection and Safety upgrades (\$20,000).
Total Equipment Purchase	<u><u>\$164,000</u></u>	

Intergovernmental	2014-15 Budget	Description
7041 COUNTY SVCE.CHARGES	\$70	Mosquito abatement charges.
7063 CITY TAXES & FEES	\$429,253	In-Lieu Franchise Fee (\$371,323); Copyright Fees (\$13,257); and VOIP Taxes & Fees (\$44,673)
7069 INTERGOVERNMENTAL-OTHER	\$2,500	SAMCAT Annual Dues (\$1,000); and LAFCO Share (\$1,500).
Total Intergovernmental	<u><u>\$431,823</u></u>	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$187,250	Internal service allocations for: self insurance cost (\$70,759); information technology support (\$50,902); building and facilities maintenance (\$33,249); and central garage support (\$32,340).
7902 GENERAL ADMINISTRATION ALLOCATIONS	\$336,213	General administration allocation (\$292,738); and Revenue Services Allocation for processing of daily transactions and deposits (\$43,475).
8926 CATV EQUITY EARN.TRANSF.	\$858,507	Equity earnings transfer.
Total Internal Allocations	\$1,381,970	
Grand Total	\$9,457,544	

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Cable Television Local Origination

Personnel Services	2014-15 Budget	Description
5101 REGULAR SALARIES	\$121,874	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$8,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5200 EMPLOYEE BENEFITS	\$55,241	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$185,115	

Staff Training & Development	2014-15 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$500	One mid-manager in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$300	Alliance for Community Media.
Total Staff Training & Development	\$800	

Supplies & Equipment	2014-15 Budget	Description
6102 OPERATING SUPPLIES	\$750	Videotapes, CDs, DVDs and cases (\$500); and Gaffer tape, batteries, video/audio adaptors (\$250).
6204 SUPPLIES	\$2,250	Maintenance of audio and visual equipment (\$1,250); Uniforms for production staff (\$250); and Replacement parts for audio visual equipment (\$750).
Total Supplies & Equipment	\$3,000	

Operations	2014-15 Budget	Description
6450 COMMUNICATIONS	\$568	Internal allocation of mobile phone, fax and data lines, and telephone local and long distance charges.
6502 COMMUNITY PROMOTION	\$100	Miscellaneous program development costs.
Total Operations	\$668	

Equipment Purchase	2014-15 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$7,850	Microphones for City Council/Planning Meetings (5) (\$1,250); High Rez Computer Monitor (\$200); High Capacity Camera Batteries (\$300); Upgrade to Message Channel (\$5,500); and Adobe Creative Cloud Software License fee (\$600).
Total Equipment Purchase	\$7,850	

Internal Allocations	2014-15 Budget	Description
7901 INTERNAL SERVICE ALLOCATIONS	\$13,807	Internal service allocation for self insurance cost.
Total Internal Allocations	\$13,807	
Grand Total	\$211,240	

Debt Service
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Debt Service Requirements

This section summarizes the debt services obligations of the City as of July 1, 2014 and the amounts due during the fiscal year for payment of principal and interest.

Summary of Debt Obligations

State Revolving Fund with City of South San Francisco	
Purpose:	Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco
Maturity Date:	1993 / 1999 / 2007
Original Amount:	\$19,170,177
Outstanding Principle as of July 1, 2014:	\$9,380,027
Interest Rate:	Varies
Funding Source:	Wastewater Fund

2000 Certificates of Participation	
Purpose:	Construction of the San Bruno Police Facility at 1177 Huntington Avenue
Maturity Date:	2031
Original Amount:	\$9,600,000
Outstanding Principle as of July 1, 2013:	\$7,430,000
Interest Rate:	5% to 7%
Funding Source:	Redevelopment Property Tax Trust Fund

2002 Certificates of Participation	
Purpose:	Construction of improvements to the City's Wastewater System
Maturity Date:	2032
Original Amount:	\$9,500,000
Outstanding Principle as of July 1, 2014:	\$0 – This debt was refinanced in early 2013-14.
Interest Rate:	4.1% to 4.8%
Funding Source:	Wastewater Fund

2013 Certificates of Participation

Purpose:	Construction of improvements to the City's Wastewater System
Maturity Date:	2033
Original Amount:	\$6,955,000
Outstanding Principle as of July 1, 2014:	\$6,955,000
Interest Rate:	3% to 4.25%
Funding Source:	Wastewater Fund

2009 Cable Commercial Services Capital Lease Financing

Purpose:	Acquisition of equipment to initiate Commercial Services program for San Bruno Cable Television
Maturity Date:	2015
Original Amount:	\$1,609,267
Outstanding Principle as of July 1, 2014:	\$36,945
Interest Rate:	4.76%
Funding Source:	Cable Fund

2011 Fire Apparatus Lease Purchase Financing

Purpose:	Acquisition of Seagrave Fire Apparatus
Maturity Date:	2018
Original Amount:	\$546,306
Outstanding Principle as of July 1, 2014:	\$176,562
Interest Rate:	2.95%
Funding Source:	General Fund

2013 Pension Obligation Bonds

Purpose:	Refund outstanding side fund obligation of the City's Safety Plan to the California Public Employees' Retirement System
Maturity Date:	2027
Original Amount:	\$13,175,000
Outstanding Principle as of July 1, 2014:	\$12,045,000
Interest Rate:	4.05%
Funding Source:	General Fund

Annual Debt Service Budget

Annual Debt Service Obligations	2013-14	2014-15
General Fund		
2011 Fire Apparatus Lease Purchase Financing		
Principal	32,336	33,289
Interest	6,162	5,209
	38,498	38,498
2013 Pension Obligation Bonds		
Principal	775,000	785,000
Interest	404,526	394,451
	1,179,526	1,179,451
Total General Fund	1,218,024	1,217,949
Successor Agency to the San Bruno Redevelopment Agency		
2000 Certificates of Participation		
Principal	260,000	275,000
Interest	386,358	373,618
	646,358	648,618
Wastewater Fund		
2002 Certificates of Participation - Refinanced		
2013 Certificates of Participation		
Principal	0	290,000
Interest	111,024	289,538
	111,024	579,538
State Revolving Fund		
Principal	980,389	808,844
Interest	248,533	226,605
	1,228,922	1,035,449
Total Wastewater Fund	1,339,946	1,614,986
Cable Television Fund		
2009 Cable Commercial Services Capital Lease Financing		
Principal	430,267	36,945
Interest	15,128	171
	445,396	37,116
Total Annual Debt Service Obligations	\$3,649,724	\$3,518,669

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 24, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Hold Public Hearing and Adopt Resolution Approving the 2014-15 City Manager's Recommended Operating Budget for General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds

Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) of \$34,720,090 for 2014-15

BACKGROUND

The City Manager's Recommended 2014-15 Operating Budget for General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds has been presented for the City Council's review and consideration for the fiscal year beginning July 1, 2014. For the first time in many years, the City can confidently predict that it has pulled through the multi-year Great Recession. Continuing the trend of the past four years, the Budget projects General Fund revenues exceeding expenditures. The Budget continues the prior years' proactive efforts to contain expenditures and uses conservative revenue projections consistent with the City Council's budget preparation guidance. Neither reserves nor one-time revenues have been used to balance the Budget.

The City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues and that supports a work program targeted to meet the specific needs and interests of the San Bruno community. The Budget was reviewed with the City Council at study sessions held on June 9 and 11, 2014. Responses to questions and comments raised by the City Council during these discussions that did not receive an immediate response at the study sessions are attached to this report.

DISCUSSION

The City Manager's Recommended 2014-15 Budget incorporates the estimated revenues and planned expenditures for all General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds. For the coming year, the good news of

the economic recovery allows the City Council the opportunity to consider some limited new initiatives to help position the City for the future.

GENERAL FUND

Overall total proposed expenditures in the Budget's General Fund are \$1,675,700 more than the prior year's amended budget primarily due to cost increases necessary to maintain existing levels of service. For the coming year, the Budget projects a surplus of \$788,800. This amount is similar to the projected year ending revenue surplus amount of \$764,200 for the current fiscal year. Looking at the 2013-14 Budget at the time it was presented and adopted last June provides a very positive comparison in that the projected year-end balance at the beginning of the year was only \$8,500.

This is a very positive situation for the City. At the same time, there remain many competing demands for these limited resources. To allow the City Council to consider some changes to improve the City's organization and operation, the Budget proposes limited supplemental expenditures presented as Service Level Enhancements. The overall net effect of these changes is a new cost of \$433,300 to the General Fund. Of this total, \$39,700 is proposed one-time costs and \$393,600 is for on-going costs. The General Fund Budget remains balanced with a projected surplus of \$395,200 at June 30, 2015 including these proposed enhancements.

Total projected General Fund revenue for 2014-15 is \$37,440,700, an increase of \$2,493,500 or 7% over the 2013-14 Amended Budget. This increase in revenues is primarily attributable to increases in several of the City's tax revenues, including property tax, sales tax, transient occupancy tax, and business tax. At this time, it is a positive sign that these increased taxes continue to partially offset the loss of funds resulting from the elimination of the Redevelopment Agency.

A majority of the \$37,440,700 in projected 2014-15 General Fund revenue comes from taxes in six different categories. Sales tax, property tax, transient occupancy tax (TOT or hotel/motel tax), motor vehicle license fees, card room regulatory fees, and business taxes make up nearly 69% of the total revenue categories. Sales tax at \$7,670,900, or 21% of total revenues and property tax at \$7,363,600, or 20%, represent the largest categories of revenues supporting the City's General Fund operations.

Sales tax has experienced dramatic fluctuations during the past seven years as the economic recession caused significant declines in the city's taxable sales activity. During 2007-08, sales tax reached a historic high at \$6,637,000. The City saw sales tax bottom-out during 2009-10 at \$5,366,200. Since then, gradual economic recovery has brought steady gains in sales tax revenue. In 2014-15, the City anticipates that sales tax revenue will increase over the current year budget by 4%, to a new high level of \$7,670,900.

While economic indicators show increased housing values in San Bruno and across the region, the increase to base property tax remains low. As a result of the dissolution of

the San Bruno Redevelopment Agency and all other agencies in the state, the City now receives some additional property tax. These Redevelopment Boomerang funds are expected to total \$1,100,000 in 2014-15. While these funds come to the City as unrestricted property tax, they do not replace the amounts previously available through Redevelopment to fund economic development and other projects and activities formerly funded by Redevelopment. A supplemental expenditure of \$125,000 was approved by the City Council in 2013-14 to fund economic development initiatives in the City and this amount will be carried-over for expenditure in 2014-15.

TOT revenues continue to show a strong recovery with 2014-15 revenues projected at \$2,500,000. Since 2010-11, TOT revenues have increased by \$736,300, nearly 42%. This increase is due in part to the 2% tax rate increase approved by voters in 2009, and to the increase in business travel to San Bruno by major corporate offices locating in the City in the last several years.

Perhaps the most significant revenue indicator of the growth in business activity is the City's business license tax. While not one of the largest General Fund revenue categories at \$3,204,600, since 2011-12, the City has seen a 73% increase in business tax revenue as a result of an increased number of sizeable businesses locating in San Bruno.

While the City has experienced increases in a number of revenue sources, many other revenue sources remain at low levels. Interest rates continue at historic lows and the loss of interest income from the City's outstanding advances between the City and Redevelopment Agency has a significant budgetary impact. In addition, the City has experienced a decline in vehicle license fees (VLF) resulting from changes in state law.

The Budget anticipates Recreation departmental revenue to increase by 5% over the current year budget amount as a result of program expansion. Increased expenditures for program delivery is offset by the higher fee revenue.

Proposed 2014-15 expenditures are \$1,675,700 higher than the 2013-14 Amended Budget amounts. The increase in expenditures results from the increased cost of providing services; including the increasing salary, health benefit, and employee retirement contribution costs in accordance with the City's Memorandums of Understanding with its bargaining units.

Staff continued efforts to control and contain operating costs within all departments. This approach has been particularly emphasized in each of the past six years and has resulted in effective cost containment every year. For 2014-15, total proposed expenditures of \$36,651,900 are \$1,675,700, or 5% higher than the 2013-14 Amended Budget. Since 2007-08, expenditures have increased by a total of 10% - exactly matching the change in the Consumer Price Index over the same period.

The Budget also includes several supplemental proposals for consideration for inclusion into the adopted budget, which have a total General Fund impact of \$433,300 after

accounting for new revenues, \$39,700 of which are one-time costs and \$393,600 are continuing costs. A summary of the supplemental requests are as follows:

- Addition of one Police Officer to enhance proactive police patrol in the community.
- Reclassification of the part-time Street maintenance position to a full-time Maintenance Worker to address Regional Water Board's required 70% trash reduction goal in public right-of-way by 2017.
- Addition of one Code Enforcement Officer to provide additional capacity for focused community outreach and enforcement efforts to assist in resolving code enforcement concerns.
- Additional program cost to expand existing programs in youth and adult sports, afterschool programs, seasonal camps and aquatics program. This includes the following changes:
 - Elimination of one Recreation Services Supervisor position.
 - Addition of two Recreation Services Coordinator positions.
 - Increase in part-time staff to support the expanded programs.
 - Increase in program supply costs.
- Addition of one Park Maintenance Worker to maintain new median segments along both El Camion Real and San Bruno Ave and Grade Separation landscaping, including East First Avenue and Posy Park.
- Ball field grading services at City Park Diamond 2 and 3 and Belle Air Field.
- Purchase of storage shed for Lions Field.
- Reclassification of Senior Services Supervisor position to Senior Services Coordinator.
- Reclassification of Children's Services Manager to Library Services Manager.

After incorporating the recommended supplemental budget requests, the proposed General Fund budget surplus is \$326,000.

CRESTMoor (GLENVIEW) RECOVERY

The Crestmoor (Glenview) Recovery Program was developed after the September 9, 2010 explosion and fire in the Crestmoor neighborhood. The 2014-15 Budget represents the second year in which a budget has been presented for the anticipated ongoing expenditures associated with the recovery and rebuilding efforts. The proposed Crestmoor budget includes an allocation of salaries and benefits for those positions focused on the recovery efforts, supplies, professional services, and other costs associated with the continuing work program. The total budget for the 2014-15 fiscal year is \$3,317,000 (not including the above referenced supplemental requests). This does not include construction costs associated with the Crestmoor Reconstruction Project, which are budgeted for in the Capital Improvement Program. All of the budgeted expenditures will be reimbursed through the Trust Fund established between the City and PG&E.

WATER ENTERPRISE

The recommended 2014-15 budget estimates that total water revenues increase to \$13,732,000, a \$1,496,000 increase over the 2013-14 budget in accordance with the 2012-13 five-year water rate adjustment program. The proposed budget for all operational costs amounts to \$8,770,000, which includes estimated water purchases totaling \$2,826,000. The resulting operating surplus of \$4,963,000 is necessary to fund critical capital improvements.

WASTEWATER ENTERPRISE

Revenues for 2014-15 are projected to be \$14,916,000, an increase of \$1,658,000 over the 2013-14 budget and in accordance with the 2012-13 five-year rate adjustment program. The proposed total expenditure base budget for the Wastewater Enterprise is \$7,985,000. 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 2013 Wastewater Revenue Refunding Bonds, which totals \$1,615,000 in 2014-15.

STORMWATER ENTERPRISE

The Stormwater Fund allows for services to manage surface water runoff throughout the community. These includes drainage channel and ditch maintenance, wet-weather slope protection on public lands, and drainage inlet cleaning on City streets. Total projected revenues in 2014-15 for the Stormwater Fund amount to \$681,000, primarily from charges collected on the property tax bill. The proposed expenditure budget in the Stormwater Enterprise is \$705,000.

CABLE TELEVISION ENTERPRISE

The Cable TV budget for 2014-15 projects revenues at \$10,447,000, a reduction of \$151,000 over the 2013-14 budget. This revenue estimate anticipates a 5% rate increase in internet and basic cable service rates to go into effect in late 2014. The majority of revenues are generated from basic, premium, and digital monthly television billing. Internet services represent an increasingly significant share of the revenue total at \$401,000, as the Enterprise has made significant upgrades in its equipment allowing for high-speed access up to 100Mbps. Voice and commercial services revenue is anticipated to amount to \$230,000.

The proposed expenditure budget is \$9,666,000, including \$211,000 for local origination programming. This amount does not include debt service for Cable Television for one capital lease that totals \$37,000.

GANN LIMIT

Voter approved Proposition 4 and 111, known as the Gann Initiatives, places a limit on the amount of tax-generated revenue (proceeds of taxes) that a local agency can receive and appropriate each year. The limit is based on actual appropriations during 1978-79 and is adjusted each year by cost-of-living and population growth adjustments. Only revenues defined proceeds of taxes, which for San Bruno are property tax, sales tax, transient occupancy tax, and business tax are restricted by the limit.

As shown in Attachment A to the resolution, the carry forward 2013-14 Appropriation Limit is adjusted by the cost-of-living factor (-0.23%) and the population factor (1.17%, provided by the Department of Finance); establishing the 2014-15 Appropriation Limit at \$34,720,090. 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 \$24,383,652, which is significantly less than the 2014-15 calculated Appropriation Limit.

FISCAL IMPACT

The City Council reviewed the proposed revenues, expenditures, and transfers for the General Fund, Special Revenue Funds, and Enterprise Funds at public budget study sessions on June 9 and June 11, 2013. In adopting the 2014-15 operating budget, the proposed resolutions appropriate total revenues and transfers in of \$86,539,300 and total expenditures and transfers out of \$75,741,300 for 2014-15. Specific revenue, expenditure, and transfer line items enumerated in the City Manager's Recommended Budget for 2014-15 are appropriated accordingly.

ALTERNATIVES

1. Amend the appropriation amounts contained in the proposed budget at the time of approval or at any time during the fiscal year.
2. Do not approve the proposed budget in order to continue operations into the new fiscal year beginning July 1st. The City Council must appropriate revenues and expenditures. If the City Council does not elect to approve the budget as presented or with any desired amendments, the City Council should adopt an appropriations resolution (attached) to assure continued municipal operations.

RECOMMENDATION

Hold public hearing and adopt resolution approving the City Manager's Recommended 2014-15 Operation Budget for General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds

Adopt resolution approving the City's Appropriations Limit (Gann Limit) of \$34,720,090 for 2014-15.

ATTACHMENTS

1. Resolution Approving the City Manager's Recommended 2014-15 Operating Budget for General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds.
2. Resolution Approving the City's Appropriation Limit (Gann Limit) of \$34,720,090 for 2014-15.
3. City Council Budget Study Session Questions Response.
4. Alternative Resolution to Continue Appropriations.

DATE PREPARED

June 13, 2014

RESOLUTION NO. 2014 - 75

RESOLUTION APPROVING THE 2014-15 CITY MANAGER'S RECOMMENDED OPERATING BUDGET FOR GENERAL FUND, ENTERPRISE FUNDS, INTERNAL SERVICE FUNDS, AND SPECIAL REVENUE FUNDS

WHEREAS, the City Manager transmitted the 2014-15 Recommended General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City prepares and adopts the General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget with the intent of providing a planned policy program for City services and a financial system to carry out the planned program of services; and

WHEREAS, for the first time in many years, no significant budget reductions were necessary to balance the 2014-15 proposed budget; and

WHEREAS, the City Council considered development of the 2014-15 budget and budget strategies and gave the City Manager the underlying direction for preparation of the City Manager's 2014-15 Recommended Budget; and

WHEREAS, the City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues; and

WHEREAS, total projected General Fund revenue for 2014-15 is projected to increase 7% over the 2013-14 Amended Budget; and

WHEREAS, total proposed 2014-15 General Fund expenditures are projected to be 5% higher than the 2013-14 Amended Budget

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

Proposed Service Level Enhancements	Total Cost	New Revenue or Allocation
General Fund		
Request to add on Police Officer to enhance proactive police patrol.	149,956	
Reclassify part-time Streets maintenance position to 0.60 full-time Maintenance Worker and utilize Gas Tax Revenues to offset the increase in cost - 40% in Stormwater Fund.	28,174	28,174
Request to add one Code Enforcement Officer to provide additional capacity to focus on community outreach and enforcement efforts	125,700	
Request to eliminate one Recreation Services Supervisor and add two Recreation Services Coordinator to expand existing Recreation programs.	80,721	

	Total Cost	New Revenue or Allocation
Proposed Service Level Enhancements		
Request to increase part-time staff support and programs supply costs in order to expand existing Recreation programs. Expanded programs is anticipated to generate \$99,000 of additional program revenues.	18,160	99,000
Request to add one Parks Maintenance Worker position to maintain new median segments and landscaping near the new Caltrain station.	99,333	
Request to perform ballfield grading at City Park Diamond 2 & 3 and Belle Air Field.	20,000	
Purchase storage shed for Lions Field to store field maintenance equipment.	3,450	
Reclassify Senior Services Supervisor to coordinator position.	(19,590)	
Reclassify Children's Services Manager to Library Services manager position.	5,500	
Internal Service Funds		
Technology		
Request to hire temporary front-line technology support staff.	20,000	
Purchase and install backup connection, including hardware to ensure uninterrupted City internet access and email communication.	18,000	
Technology Total	38,000	
General Fund Impact	30,780	
Building and Facilities		
Request to implement routine carpet and floor cleaning to preserve and extend useful life.	13,000	
Request to implement biennial pressure washing for exterior walls and sidewalks at the Senior Center, Recreation Center and Police Plaza.	2,300	
Request to implement annual window cleaning including calcium removal	4,300	
Building and Facilities Total	19,600	
General Fund Impact	18,228	
Enterprise Funds		
Water Supply		
Request to increase toilet and washing machine rebates to promote water conservation	7,500	
Request to add 0.50 Associate Engineer to manage Water and Wastewater Capital Improvement projects - 50% in Wastewater	72,000	
Stormwater		
Request to increase storm water culvert inspection and assessment and utilize Measure M funds.	15,500	15,500
Request to add 0.40 Maintenance Worker to address the Regional Water Board's trash reduction requirement and utilize Measure M funds - 40% in Streets	32,060	32,060
Wastewater		

	Total Cost	New Revenue or Allocation
Proposed Service Level Enhancements		
Request to add 0.50 Associate Engineer to manage Water and Wastewater Capital Improvement projects - 50% in Water	72,000	
Cable		
Purchase licenses for customer mobile viewing of television programming on personal electronic devices	70,695	
Request to lease additional fiber to serve additional commercial customers.	20,000	52,000

WHEREAS, the City Council held duly noticed public study sessions on June 9, 2014 and June 11, 2014; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the City Manager's Recommended Budget for 2014-15, finds and determines that the City Manager's Recommended Budget should be adopted and prepared in final form.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of San Bruno adopts the budget appropriation for the General Fund totaling revenues and transfers of \$37,539,689 and expenditures and transfers, including supplemental budget requests of \$37,213,504 for 2014-15; and

BE IT FURTHER RESOLVED, that the budget appropriations for the Water, Stormwater, Wastewater, and Cable Television Enterprise Funds are adopted totaling revenues of \$39,776,636 and expenditures and transfers, including supplemental budget requests, of \$27,125,150 for 2014-15 including all Funds revenues, expenditures, and transfers, including;

Enterprise Funds	Revenues	Expenditures
Water Fund	\$13,732,268	\$8,769,600
Stormwater Fund	\$680,896	\$704,509
Wastewater Fund	\$14,916,194	\$7,984,586
Cable Television	\$10,447,278	\$9,666,455

and

BE IT FURTHER RESOLVED, that the budget appropriations for the Central Garage, Building & Facilities Maintenance, Technology Support, and Self-Insurance Internal Service Funds are adopted totaling transfers of \$4,553,887 and expenditures and transfers of \$4,123,300 for 2014-15 including all Funds revenues, expenditures, transfers and supplemental budget requests, including;

Internal Service Funds	Revenues	Expenditures
Central Garage	\$624,417	\$624,417
Building & Facilities Maint.	\$1,023,061	\$1,023,061
General Equipment Reserve	\$430,587	\$0
Technology Support	\$648,941	\$648,941
Self Insurance	\$1,826,881	\$1,826,881

and

BE IT FURTHER RESOLVED, that the budget appropriation for other Special Revenue Funds are adopted totaling revenues of \$5,879,029 and expenditures and transfers of \$4,539,180 for 2014-15, including all Funds revenues, expenditures, transfers and supplemental budget requests, including;

Special Revenue Funds	Revenues	Expenditures
Solid Waste	\$70,387	\$60,806
Crestmoor Recovery	\$0	\$3,316,496
Gas Tax	\$1,116,405	\$750,000
Measure A	\$867,160	\$0
Street Special Revenue	\$759	\$0
Safety Augmentation	\$92,210	\$86,000
Citizens Option for Public Safety	\$100,122	\$100,000
Police Asset Forfeiture	\$5,129	\$0
Library Special Revenue	\$635	\$39,000
Agency on Aging	\$184,452	\$184,405
Park in-Lieu Fees	\$1,500	\$0
Below Market Rate Housing in-Lieu Fees	\$8,700	\$0
City Art Fund	\$30,392	\$2,473
Document Imaging Fund	\$20,168	\$0
Technology Fee	\$50,698	\$0
General Plan Maintenance	\$5,070	\$0
Library Donations	\$8,747	\$0

and

BE IT FURTHER RESOLVED, that the budget appropriations for Debt Service are adopted totaling principal payments of \$2,229,079 and interest payments of \$1,289,591 for 2014-15, including;

Funds	Principal	Interest
General Fund	\$818,289	\$399,660
Successor Agency to the RDA	\$275,000	\$373,618
Wastewater Fund	\$1,098,844	\$516,142
Cable Television Fund	\$36,945	\$171

BE IT FURTHER RESOLVED, that specific revenue and expenditure line items and transfers enumerated in the City Manager's Recommended General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget are hereby appropriated.

---oOo---

I hereby certify that foregoing **Resolution No. 2014 - 75** was introduced and adopted by the San Bruno City Council at a regular meeting on June 24, 2014, by the following vote following vote:

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

NOES: Councilmembers: None

ABSENT: Councilmembers: None


 Carol Bonner, City Clerk

RESOLUTION NO. 2014 - 76

**RESOLUTION APPROVING THE CITY'S APPROPRIATIONS LIMIT
(GANN LIMIT) OF \$34,720,090 FOR 2014-15**

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 2014-15 and is set forth in that certain document Appropriations Limit Calculation for 2014-15, Attachment A, attached hereto and made a part hereof; and

WHEREAS, for comparison Appropriations Limit Comparison, Attachment B, 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 -0.23% and the San Mateo County population change of 1.17%;
2. The Appropriation Limit for 2014-15 fiscal year is established at \$34,720,090; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

---oOo---

I hereby certify that foregoing **Resolution No. 2014 - 76** was introduced and adopted by the San Bruno City Council at a regular meeting on June 24, 2014, 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
2014-15 Gann Appropriation Limit
6/11/2014**

Attachment A

2013-14 Appropriation Limit		\$ 34,397,677
Calculation of 2014-15 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for 2014-15		
California Per Capita Personal Income (CPCPI)	-0.23%	
Population Adjustment Factors for 2014-15		
San Mateo County Population Change	1.17%	
Adjustment Factor for 2014-15		
(1 - 0.0023) x (1 + 0.0117)		<u>1.00937309</u>
2014-15 Appropriation Limit		<u>34,720,090</u>
2014-15 Estimated Tax Proceeds Subject to Appropriations Limit		
Property Taxes		
Current Secured & Unsecured	5,578,565	
Redevelopment Property Tax Trust Fund (RPTTF) Property Tax	1,100,000	
In-Lieu of Sales Tax	1,917,728	
In-Lieu of Vehicle License Fees	3,400,000	
Supplemental Taxes	200,000	
Property Transfer Tax	145,000	
Homeowner's Property Tax Exemption	40,000	
Subtotal - Property Taxes	<u>12,381,293</u>	
General Sales Tax	5,753,183	
Hotel/Motel Tax	3,140,000	
Business Taxes	<u>4,250,602</u>	
Total Estimated Taxes Subject to Appropriations Limit		25,525,078
2014-15 Proposed Expenditures Exempt from Limit		
Social Security & Medicare payments	325,830	
San Mateo County Charges	707,614	
FLSA - Fire	<u>107,982</u>	
Total Proposed Expenditures Exempt from Limit		<u>(1,141,426)</u>
2014-15 Appropriations Subject to Limit		<u>24,383,652</u>
Over (Under) Appropriations Limit		<u>\$ (10,336,437)</u>
Percent Over (Under)	-30%	

City of San Bruno
7-year Gann Appropriations Limit Comparison
6/11/2014

Attachment B

Fiscal Year Ending June 30,	Adjustment Factor	Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
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% (a)	29,345,760	17,370,728	(11,975,032)
2012	4.29%	30,605,771	18,644,113	(11,961,658)
2013	5.73%	32,359,865	19,858,084	(12,501,781)
2014	6.30%	34,397,677	22,060,645	(12,337,032)
2015	0.94%	34,720,090	24,383,652	(10,336,438)

(a) - 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 \$0.09 sales tax paid on every \$1.00 spent when shopping in San Bruno, approximately \$0.01 is returned to the City.
- Secured Property – As the property tax is guaranteed by placing a lien on the real property, secured property is that real property in which the value of the lien on the real property and personal property located thereon is sufficient to assure payment of the tax.
- Securities – Investment instruments such as bonds, stocks and other instruments of indebtedness or equity.
- Service Charges – Charges imposed to support services to individuals or to cover the cost of providing such services. The fees charged are limited to the cost of providing the service or regulation required (plus overhead).
- Service Level Enhancements – New program expenditures or capital equipment, which a City department adds to their basic budget to enhance the quality and/or quantity of service they provide the public.
- Supplies and Contractual Services – The category of line items that describe non-salary and non capital outlay expenditures.

- Special Revenue Fund – Used to account for specific revenues that are legally or otherwise set aside for restricted use e.g. gas tax receipts are set aside in such a fund to be used solely for street improvements.
- Supplemental Appropriation – An additional appropriation made by the governing body after the budget year has started.
- Tax – Compulsory charge levied by a government for the purposes of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.
- Teeter Plan – Enacted in 1949, an alternative method for allocating delinquent property tax revenues, authorized by Revenue and Taxation Code section 4701, in which the County Auditor allocates property tax revenues based on the total amount of property taxes billed, but not yet collected. The county government then collects and keeps the delinquency, penalty and interest payments. The City of San Bruno is on the teeter plan.
- Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.
- Undesignated Unreserved Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans (designations).
- Unrestricted Net 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**