



CITY OF SAN BRUNO

ADOPTED FISCAL YEAR 2015-16
OPERATING BUDGET



Photo: City Park

Prepared by the Finance Department



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Introduction
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Connie Jackson
City Manager

CITY OF SAN BRUNO
CITY MANAGER

June 1, 2015

Honorable Mayor and Members of the City Council:

I am pleased to submit this Proposed 2015-16 Operating Budget to the City Council for your review and consideration. The Budget outlines the City's financial plan and work program for the upcoming fiscal year. And, as a comprehensive statement of the City's organization, operations, and resources, the Proposed Budget is intended to communicate and implement City Council policy related to City operations.

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.

That said, the strong performance of the City's key economically sensitive revenues in recent years makes it possible to present a budget that is not only balanced, but that for the third consecutive year shows projected revenues in excess of necessary expenditures to sustain City operations at the current levels. Consistent with City Council direction, surplus funds in each of the past two years were prudently used to establish and to increase reserve funds. Those reserves are now available in sufficient amounts to reasonably protect the City from future economic uncertainty, revenue loss and necessary unfunded initiatives. Given these financial results and this accomplishment to establish and fund reserves, the 2015-16 Proposed Budget surplus of \$483,915 allows the City Council to consider limited, service enhancements with reasonable on-going funding capacity.

This Budget reports on the City's progress in meeting specific City Council policy objectives and initiatives, outlines available revenues and resource requirements necessary to support all City programs and services, describes in detail the services, operations and programs provided through each of the City's operating departments and offers a look forward to the coming year with an overview of the issues, challenges and opportunities that the City's proposed work program is intended to address.

Review of 2014-15

December, 2014 marked the 100th anniversary of San Bruno's incorporation as a city. This occasion presented a wonderful opportunity for the City organization and the community as a whole to reflect with pride not only on the community's history, but on the progress and accomplishments that have defined what San Bruno has become over the past century. More importantly, the past year has presented the opportunity to focus on where we are going as a community.

With its beginning as a small, rural settlement where early inhabitants started new lives following the devastating San Francisco earthquake and fire in the early 1900's, San Bruno of the 21st century retains its small town, family-oriented identity and appeal while continuing to take its place in the region as a high-tech business center, a transit and transportation hub and as a regional shopping destination. Today, San Bruno remains focused on the future, building on the solid foundation of the past and continuing a strong record of accomplishment and progress.

Over the past year the City completed many important initiatives and accomplishments. A few of these are summarized below and many others are outlined 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. Taken as a whole the 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 to address the many and varied needs and interests of the residents of San Bruno.

- San Bruno celebrated its 100th anniversary of incorporation over the 2014 entire year with a variety of events, projects and programs designed to showcase the community and its dynamic history. At Community Day in Park in September, over a thousand participants enjoyed live music and performances, carnival rides, games and a variety of other activities for all ages. The capstone Centennial Gala was celebrated in early December with an elegant formal dinner and dancing. To provide a lasting record of the Centennial celebration and community history, staff collected and recorded dozens of oral histories and prepared displays of historic and current photographs. On December 23, 2014, the actual 100th anniversary of the City's incorporation, the City dedicated a time capsule located in Centennial Plaza in the downtown to be retrieved 50 years from now.
- Staff completed technology system improvements and upgrade to promote efficiency in all areas of the City's operation and to enhance customer service for members of the public who are increasingly relying on electronic communication and information. Improvements include implementation of online access to a neighborhood crime information map and online crime reporting, upgrade of the City-wide e-mail system to the most current software, development and implementation of a web-based geographic information system (GIS) application to allow staff access to extensive data on parcels in the City and incorporation of changes and updates to the City's sewer, water and stormwater data into GIS. Full upgrade and rebuild of the City website is in progress with completion of design development and initiation of content migration continuing.
- The City worked closely with the newly established San Bruno Community Foundation to begin specific planning for the management and use of the \$70 million community restitution fund to provide long term, enduring benefit to the entire San Bruno community in the wake of the devastating PG&E gas pipeline explosion and fire in 2010. A broad-

based community input, discussion and “listening” process initiated in the last 2 months is generating a wealth of information directly from residents, business people and others about specific community needs and interests.

- The City continued focused efforts to hold both PG&E and the California Public Utilities Commission (CPUC, the utility regulator) accountable for the gas utility system deficiencies that led to the September, 2010 pipeline explosion and to assure that the long term legacy of the tragedy here is not just community recovery and restoration, but also actual system-wide and regulatory reform and improvement. As a direct result of the City’s work, public awareness and advocacy for reform is at an all-time high while criminal investigations of both PG&E and the CPUC continue. The April, 2015 CPUC decision to impose a record \$1.6 billion fine and penalty sets the stage for future reform.
- San Bruno voters approved Measure N on the November, 2014 ballot to establish new development standards within in the Transit Corridors Plan (TCP) area including the downtown and the San Bruno Ave. and El Camino corridors. The new standards promote and facilitate implementation of the TCP vision for revitalization of these important areas of the City with additional businesses, open space amenities and multifamily residences close to transit. With Measure N and the TCP in place, the improving economic climate is promoting an all time high level of interest in development opportunities in San Bruno.
- The City continued and expanded its emergency preparedness training and programs providing CPR training for over 40 City employees and certifying graduation of 35 residents from the Community Emergency Response Team (CERT) 8-week training program. City staff participated in two County-wide regional training exercises and continued to participate in training to develop specific competency in assigned Standardized Emergency Management System (SEMS) functions.
- The City completed key improvements to the Water and Wastewater system as progress continues toward full rehabilitation and replacement of critical City infrastructure. Major projects that were completed or are experiencing significant progress include construction of the new College Water Pump Station, replacement of the Spyglass/Merion water main, construction of the San Mateo Ave/Kains Sewer Bypass, and initial construction of Water Tank #3 at Glenview.
- In conjunction with the San Francisco Public Utilities Commission (SFPUC), the City of Daly City and CalWater, the City completed a more than a decade-long process to develop and implement a regional Groundwater Storage and Recovery program to assure coordinated management of the groundwater basin and planning for delivery of water supply during drought years.

From a financial perspective, General Fund revenues are projected to exceed expenditures at year end with an Operating Budget surplus of \$1,330,340. This result was achieved through careful management of all City resources and growth in revenues in nearly all categories. Detailed information about the year’s financial results is included in following sections of this letter and in the presentation for each operating department in this documents.

Proposed 2015-16 Budget

Overall total proposed expenditures in the General Fund are \$1,145,808, or 3% more than the prior year’s amended budget primarily due to cost increases necessary to maintain existing levels of service. As described below, the majority of the increase comes from increases in

personnel salary and benefits costs. For the coming year, the Proposed Budget projects a surplus of \$483,915. Given the trend toward a healthy rebound in all major revenue categories, this amount is reasonably expected to remain available as an on-going resource into coming years. As such, I am recommending some limited additions to staff and other resources to support new service demands as detailed later in this letter.

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 2015-16 is \$40,553,105, an increase of \$2,328,398 or 6% over the 2014-15 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. Most encouraging, these increased taxes continue to offset the loss of funds resulting from the elimination of Redevelopment.

The following table summarizes 2015-16 financial information compared to the prior year.

General Fund	2014-15 Adopted Budget	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Proposed Budget	Change from 2014-15 Amended Budget
Revenue	\$ 37,539,689	\$ 38,224,707	\$ 39,513,940	\$ 40,553,105	\$ 2,328,398
Expenditure	\$ 37,213,504	\$ 39,923,382	\$ 38,183,600	\$ 40,069,190	\$ 1,145,808
Difference	\$ 326,185	\$ (698,675)	\$ 1,330,340	\$ 483,915	

General Fund Revenues

A majority of the \$40,553,105 in projected 2015-16 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 68% of the total revenue categories. Sales tax at \$8,113,031, or 20% of total revenues and property tax at \$7,966,000, also 20%, represents the largest categories of revenues supporting the City’s General Fund operations.

In 2015-16, **sales tax** revenue is anticipated to increase over the current year by 6%, to a new high level of \$8,113,031. This expected increase is based on analysis of sales tax revenues in individual business categories with adjustments for known anomalies such as missed payments or misallocations.

Economic indicators are showing an increase in housing values in San Bruno and across the region, as a result **property tax** revenue is beginning to show a gradual increase following several years of stagnation and decline. Property tax revenue for fiscal year 2015-16 is projected at \$7,966,000, an increase of 4% from the 2014-15 year-end estimate. Included in this projection is the additional property tax that the City receives as a result of the dissolution of the San Bruno Redevelopment Agency. These “Redevelopment Boomerang” funds are expected to total \$1,200,000 in 2015-16. 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 Agency. An expenditure of \$125,000 was approved by the City Council in 2014-15 to fund economic development initiatives in the City. This amount was not spent and

has been re-budgeted in the 2015-16 Operating and the remaining balance of \$113,000 has been included in 2015-16 Operating Budget to continue to fund ongoing and future economic development efforts.

Transient Occupancy Tax (TOT) revenues continue to show a strong recovery with 2015-16 revenues projected at \$3,069,000. 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. During the past year, Walmart.com and YouTube both completed major renovation of space in the Bayhill Office Park and expanded their presence in San Bruno by a combined total of over 1,000 new employees. The thousands of employees in these businesses and others use local businesses for meals and shopping thereby creating additional economic value in the community. Additional new TOT revenues will also be realized once the new hotel at the Crossing/San Bruno is built and becomes fully operational in the next few 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 \$2,973,000, the City has seen a significant 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.

At the same time that the City is experiencing increases in a number of major revenues, some 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.

Overall revenues generated by the City's operating departments are anticipated to increase in 2015-16 by 3% from the 2014-15 Amended Budget. Most significant in this budget category is the projected increase in Planning and Building revenues as a result of ongoing and planned development and building permit activity in the upcoming year. The conservative 2015-16 Budget Projection of \$1,289,750 for **Planning and Building revenues** represents an increase of \$236,000 when compared the 2014-15 Amended Budget.

With the passage of Measure N on the November, 2014 ballot, a "hot" regional economic and development climate and steadily increasing developer interest in the opportunities presented in the Transit Corridor Specific Plan area, the City can reasonably predict that development revenues will remain an increasing part of the City's overall General Fund. As discussed later in this letter, in order to meet the expected service demand and to situate the community for the future by taking advantage of current development opportunities, I am recommending some additions to staff positions in the Community Development Department funded with this development service fee revenue.

General Fund Expenditures

As previously discussed, consistent with prior year practice and the City Council budget policy, the Proposed Budget reflects efforts across all departments and operating programs to control and contain costs. This approach has been particularly emphasized in each of the past seven years through the recessionary economic climate and has resulted in effective cost containment

every year. Total proposed expenditures for 2015-16 are \$1,145,808, or 3% higher than the 2014-15 Amended Budget.

The primary driver of the increase in expenditures is increase in personnel salary and benefits costs. The City successfully negotiated new agreements with each of the City's six bargaining units over the past two years. After over 5 years during which the City did not provide any across the staff board salary adjustments, these agreements include modest multi-year salary increases, along with a health plan restructure that allows for long-term cost containment. Changes in employee compensation add \$614,654 in General Fund costs and health benefit costs increased by \$379,941.

The City is also experiencing the very significant impact of increasing costs for retirement benefits passed down to the City through the California Public Employees' Retirement System (CalPERS). The new ongoing increase in CalPERS costs for 2015-16 IS \$696,232. Retirement Premium costs have escalated considerably over the last several years and increases are anticipated to continue for several more years as CalPERS continues implementation of changes that require member agencies to more quickly pay off unfunded liabilities, eliminate risk the investment portfolio, and assure that CalPERS is using the most accurate actuarial assumptions.

In April, 2013, the CalPERS Board approved significant changes to actuarial policies which result in increased employer rates beginning in fiscal year 2015-16. The new policies, which are designed to enhance the long-term stability of the fund, changed amortization and rate smoothing policies that are causing employer rates to climb over a six-year period. In February, 2014, the CalPERS Board further adopted new actuarial assumptions based on an experience study. These changes include update to assumptions related to future retiree mortality based on findings that the life expectancy of employees continues to grow longer. This and other assumption changes result in increases in employer pension costs.

Limited increases in departmental operating expenditures are included in the Proposed Budget to address a variety of increases in the cost of operations, equipment and supplies. Increases in certain cost categories, particularly in the public safety departments (Police and Fire), reflect the need to maintain investment in staff training and safety equipment. In the Fire Department changes in the contract relationships with the City's shared service partners have resulted in some increase to the City's proportionate cost share for staff services received from other agencies.

Proposed Service 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 identifies proposed supplemental expenditures for City Council review and decision-making. As previously discussed the 2015-16 Proposed Budget reflects revenues in excess of expenditures totaling \$483,915.

As a governmental agency whose "product" and mission is to provide services to the community, the organization's employees are its primary resource. The number of employees, their training and capability and how they are organized directly impacts the organization's ability to sustain high quality services in an efficient and effective manner. During the several recent years in which revenue decline significantly impacted the City's operations and budget,

the City made a number of changes in departmental staff to consolidate functions and was forced to reduce its total General Fund supported workforce by nearly 10%. This reduction in staff came at a time that community service demands continued to increase. Today, the City's ability to both meet the community's service demands, to address new municipal issues and challenges and to take advantage of opportunities available to move the community forward remains compromised by continuing constraints on the availability of staff resources.

In particular as the regional and State-wide economic climate continues to improve, San Bruno is positioned to take off and begin to fully realize the vision that the City's Transit Corridors Specific Plan (TCP) sets out for revitalization of the downtown and the community's commercial corridors. With the TCP in place and the success of Measure N on the November, 2014 ballot providing new development standards to promote implementation of the Plan, San Bruno is widely recognized within the development inquiries and interest. Now is the time for the City to capture this interest and turn the TCP into reality for the long term improvement of the community.

For this reason, my recommendations for service enhancement investment of available Operating Budget resources is focused on personnel changes and additions. And, I am recommending that additions to the Community Development Department staff should be considered as the priority for the current time period. While all of the proposed additions have merit and are legitimately needed to further City programs and services, the immediate impact and opportunity to move forward in the development area should receive priority attention.

A completed list of the proposed Service Level Enhancements developed by all departments is attached to this letter. As shown on that attachment, the full cost of proposed on-going staff position and other Enhancement cannot be covered by available on-going General Fund revenues. I am therefore recommending that the City Council consider the proposed staff additions and changes in the following priority order.

- Associate Planner – The Community Development Department is continuing to receive record high levels of inquiry and interest in development particularly in the Transit Corridor and downtown. The position would provide information and support to citizens and to developers at the counter and over the phone and provide review/processing for complex development applications.
- Community Development Executive Assistant – Staffing in the Community Development Department does not currently include a position dedicated to overseeing and completing general administrative tasks including preparation of Planning Commission and other meeting packets. A primary responsibility for the position is to support all divisions within the Department with accounts payable, research assignments and timely response to questions and informational request from the public.
- Management Analyst 0.5 FTE – The Police Department currently shares one full time Management Analyst position with the Human Resources Department to support a very high volume of personnel recruitment activities and other associated duties. Expanding this position to full time would provide necessary support for the Department's administrative, crime analysis, grant management, event planning, and other duties.
- Librarian 1 – Staff is proposing eliminating the Assistant Community Services Director position and replacement of the position with upgrade of one existing Library Manager to Community Services Superintendent and the addition of a Librarian position. Existing

staffing levels are insufficient for the current Manager to assume the higher level duties without additional staff resources to support the adult literary collection and to ensure a full-time position presence in the Library during open hours.

- Reclassification of existing Management Analyst II and Accounting and Customer Service Representative – Reclassification is needed to more accurately reflect the scope and level of responsibilities needed within the City Manager’s Office and the Finance Department.
- Parks & Facilities Services Manager – This position will supervise line staff and projects, provide administrative oversight and coordination, provide timely delivery of parks & facilities capital improvement projects, and proactively address parks and facility needs
- Police Officer – This position is proposed to reduce Police Department response times and increase proactive police patrol time in the community to identify potential criminal activity, support traffic enforcement and to assist in proactive identification of areas in the city that detract from the community quality of life including nuisance issues, graffiti and other conditions requiring a City response.
- Engineering Technician – Position to assist in managing input and maintenance of the Public Services Department electronic database including input of as-built drawings and management of infrastructure asset data in the City’s geographic information system (GIS). (Costs proposed to be shared by the Water and Wastewater Funds)

Enterprise, Internal Service and Special Revenue Funds

The City’s four Enterprise operations provide business-type services that are entirely rate or fee supported and 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 operating departments, each Enterprise Fund budget shows an administrative expenditure allocation to the General Fund which covers these service costs.

Similarly, the Internal Service operations provide direct services to other City departments and are funded through an expenditure 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. 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 2015-16.

Fund	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Proposed Budget	Change from 2014-15 Amended
Water				
Revenue	\$ 13,732,268	\$ 12,466,413	\$ 13,732,268	\$ 0
Expenditure	\$ 8,819,600	\$ 8,667,817	\$ 9,377,248	\$ 557,648
Difference	\$ 4,912,668	\$ 3,798,596	\$ 4,355,020	
Wastewater				
Revenue	\$ 14,916,194	\$ 14,359,990	\$ 15,820,430	\$ 904,236
Expenditure	\$ 8,267,611	\$ 8,230,066	\$ 8,989,000	\$ 721,389
Difference	\$ 6,648,584	\$ 6,129,924	\$ 6,831,430	
Stormwater				
Revenue	\$ 680,896	\$ 685,585	\$ 653,500	\$ (27,396)
Expenditure	\$ 725,229	\$ 706,684	\$ 716,000	\$ (9,229)
Difference	\$ (44,333)	\$ (21,099)	\$ (62,500)	
Cable				
Revenue	\$ 10,447,278	\$ 9,294,594	\$ 10,584,058	\$ 136,780
Expenditure	\$ 9,677,440	\$ 9,591,064	\$ 10,516,928	\$ 839,488
Difference	\$ 769,838	\$ (296,470)	\$ 67,130	

Water Enterprise

The Water Enterprise provides water to residents and businesses customers from the City's own groundwater pumping operations and from water purchased through 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 completed a comprehensive ten-year analysis of costs associated with the water system's operating and capital improvement needs in 2012. This analysis outlines the revenue requirements to assure that the City has the ability to meet the system's operating and capital requirements over the long-term. As discussed below, this analysis is basis for the five-year user rate program that was adopted by the City Council effective September, 2012. 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 projects, improvement schedule and costs for rehabilitation and replacement of the system infrastructure is addressed in detail in the five year Capital Improvement Program and Budget.

The five-year water rate include rate increase of 9.8% annually. However, due to the ongoing water conservation efforts caused by current severe drought conditions overall water consumption has decreased. For this reason, water system revenues are anticipated to remain relatively flat in 2015-16. The 2015-16 budget includes funding for a update of the Water and Wastewater rate analysis to support City Council consideration, during the coming year, of the rate program to take effect in 2017.

On the expenditure side, the total Water Enterprise budget is anticipated to increase by \$557,648 for total operating costs of \$9,377,248. This increase is primarily the result of the SFPUC increase of \$322,000 in wholesale water rates effective July 1, 2016. The operating surplus of \$4,355,020 is the set-aside amount for investing in the City's Capital Improvement Program to fund the replacement and rehabilitation of the system's 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 came as a result of violations of the stringent requirements of the federal Clean Water Act prohibiting 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. The City continues the aggressive work program directed at addressing system deficiencies and improvement of maintenance and operations practices initiated beginning in 2009. Since that time the City has made significant investment in equipment and other operating initiatives and as a result, the City has successfully decreased the number of sanitary sewer overflows (SSOs) from a high of 54 in 2008 to 10 in 2014 in the first five months of the current calendar year.

Concurrent with the comprehensive ten-year analysis of costs and revenue requirements described for the water system, the wastewater system operations, maintenance and capital costs were also evaluated to support proactive operations 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, similar to the Water Enterprise rate, 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 \$904,236 in 2015-16 over the prior year budgeted amount. The budget includes funds to update of the rate analysis for a rate program to take effect in 2017.

Anticipated expenditures for 2015-16 in the Wastewater Fund are \$721,389 higher than the current year budget. The majority of the increase is due to the increased funding allocated towards aggressively addressing sewer lateral spot repairs. In recent months the City Council has conducted extensive discussion and deliberation on a change to City policy making property owners fully responsible for repair and replacement of deficient sewer laterals from the property premises to the City main line. The new policy takes effect late this month (June, 2015). While the new policy is expected to contain and control costs associated with the spot repair program the City will continue to provide emergency response to sewer lateral issues and continues to address a high volume of repair need at sewer manholes and on main lines. Despite the City's diligent effort and great results 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 in fiscal year 2014-15 by 93. This amount shows a significantly slowing rate of basic subscriber loss compared to the decline of up to 153 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 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, 14 new business customers have taken advantage of San Bruno Cable high speed internet and dedicated internet access services adding \$3,100 to the Enterprise monthly revenue. San Bruno Cable now serves 192 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. At the same time, the Enterprise is experiencing an increase in the overall deficit financial position that has existed for a number of years. This situation will require additional focused evaluation over the next several months and analysis of options to reverse this trend and address the long term future of the Enterprise.

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 annual Equity Transfer from the Enterprise to the General Fund. A transfer of \$800,000 is included in

the 2015-16 Budget. In light of the financial status of the Enterprise, this amount has been reduced over recent years from the previous flat 10% of gross revenue that was previously transferred. As part of the overall analysis of the Enterprise, I am recommending that the City Council evaluate options to further reduce or eliminate this transfer.

In addition the Enterprise contributes the statutory 5% franchise fee that any cable operator is required to pay to the local municipality. As a City department, the Cable Enterprise also contributes \$351,350 via internal service allocation to cover proportionate costs of the City's General Administration activities (Management, payroll, accounting, facility maintenance, etc.) that support the Enterprise.

As budgeted, the 2014-15 revenue projections anticipated a 5% rate increase to go into effect in Fall 2014. This rate increase was not implemented resulting in projected revenues that are \$1,152,684 below the budgeted amount. Projected expenditures for the year were contained at \$86,376 below budget. For 2015-16, budgeted expenditures are anticipated to increase by \$839,488 above the 2014-15 amount. This increase results from higher costs from the National Cable Television Cooperative (NCTC) and the transfer of recurring costs for the purchase of cable boxes and equipment from the Capital Improvement Program Budget to the Operating Budget. The budgeted revenues for 2015-16 anticipate a net 8.25% 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 2015-16 Budget, a significant increase of \$126,290 for the Building and Facilities Division is attributable to a salary and benefit adjustments in accordance with approved employee bargaining unit agreements.

Special Revenue Funds

In the months following the 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 as costs are incurred, they are reviewed for approval by an independent Trustee and reimbursed to the City. The total amount available for rebuilding and recovery through the Trust Fund is \$50,000,000. As of May, 2015, City expenses paid and/or pending payment through the Trust total \$29,554,176. This amount includes a total of \$5,148,382 for reimbursement of full time City employee salary and benefits costs that represents the time spent by City employees in all City departments on activities directly related to disaster response and recovery over the past 4½ years since the explosion. This amount will represent a one-time unallocated revenue to the City once it is reimbursed to the City in the coming weeks.

Conclusion and Acknowledgements

After years of having to make difficult choices and eliminating jobs and critical services in order to prepare a balanced budget, the coming year continues the recent trend toward full economic recovery and substantial improvement in the City's overall fiscal condition. While the City

remains confronted with significant challenges as well as increasing citizen needs for services, there are a number of very of important opportunities on the horizon.

Most particularly, now is the time for the City to seize the opportunity to capture and act on the increasing level of interest within the development community to invest in bringing new businesses and residential projects to San Bruno. We are poised to realize the vision set out in the Transit Corridor Plan for downtown revitalization. And, with the City's ability to anticipate and respond timely to development interest, continuing growth in the community's technology and other business sectors and redevelopment of historically underutilized properties throughout the community is within our reach. Our ability to take advantage of the opportunities on the horizon will establish the foundation for the community's future prosperity.

Nearly five years ago this community experienced some of its darkest days in the aftermath of the devastating explosion and fire in the Crestmoor neighborhood. Today, and in the months to come, the community now has the real ability to turn that experience into positive, long term community benefit and improvement. There is real excitement in the community generated by the San Bruno Community Foundation work to facilitate discussion and input about community benefits and improvements the \$70 million restitution funds can create. The coming year will present the opportunity to begin to turn dreams for the community's future into reality.

This Budget outlines a work program and financial strategy to move us toward these and the many other goals and objectives discussed. Given that the Budget is more than a compilation of numbers and details, but is also a critical statement of the community and City Council priorities and an operational plan for services to address those priorities, our staff in all departments have devoted themselves to producing a Budget that is thoughtful, clear, complete, and accurate. The commitment, capable leadership and effective management of each Department Director continues to be essential in assuring this work is completed. Behind each of the Directors is a team of dedicated staff who deliver high quality services to the residents of San Bruno day in and day out. I gratefully acknowledge the participation and contribution of our staff in all departments who contributed to the development of this Budget.

The Finance team led by Finance Director Angela Kraetsch, and including Accounting Manager Darlene Wong, Financial Services Manager Helen Yu-Scott, and Financial Services Supervisor Karen Huang coordinated with each department and sifted through volumes of financial and other information to produce the Budget with collaboration by Management Analyst Jennifer Dianos and Assistant City Manager Tami Yuki. Each of them worked long hours in support of our Departments to produce information and a Budget document that is not only accurate, but is also easy to understand and use. Together they also developed recommendations to improve the appearance and content of the Budget document to make it even more inviting.

Lastly, I also want to recognize and express my appreciation for the leadership and insightful guidance that the City Council provides to establish policy and outline objectives for the City's work program and resource allocation. I look forward to what the future holds for San Bruno as we embark into the community's second century.



Connie Jackson
City Manager

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Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Administration				
City Manager				
Reclassify Management Analyst II position to Assistant to City Manager to perform a variety of complex assignments within the City Manager's Office, including analysis, policy document and report preparation, supervise administrative operations, and assigned projects.	27,515			27,515
City Manager Total	27,515	0	0	27,515
Finance				
Reclassify an Accounting / Customer Service Representative from Level II to Level III to reflect the additional responsibility and complexity of work, and to provide backup for critical Finance positions such as payroll.	10,000			10,000
Development Impact Fee study to support development of a citywide impact fee program to assure that new development pays its own way. The study would identify the proportionate share of infrastructure and other improvements required to support the project.		100,000		100,000
Finance Total	10,000	100,000	0	110,000
Technology				
Part-time staff to assist with front line desktop support while IT staff manages, maintains, and completes current and upcoming capital improvement projects and technology upgrades, including City website rebuild, technology support for the Digital Permit and Management System improvement project, Engineering Division's scanning and digitizing project, Stormwater CMMS implementation, and radio-read meter replacement program.		21,530		21,530
Storage space (15 TB), including three-year warranty, to accommodate newly introduced city department technology initiatives, including the Wastewater CCTV sewer video inspection program.		24,700		24,700
Technology Total	0	46,230	0	46,230
General Fund Impact		37,909		37,909

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Administration (Cont.)				
Public Safety				
Police				
Add a 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 and identify roadway hazards, abandoned vehicles, graffiti, and other conditions requiring City response.	151,050			151,050
Add 0.5 FTE Management Analyst position to prepare annual budget, manage accounts payable, perform crime analysis, track grant funding, and manage departmental recruitment processes and support the Chief's office with telephone inquiries, file management, and event planning.	64,205			64,205
Police Total	215,255	0	0	215,255
Fire				
Replace Fire Truck T51. Downpayment of \$700,000 funded by the Equipment Reserve Fund, and the remaining \$635,000 balance financed through a capital lease.		700,000		700,000
Hire a part-time Fire Inspector to assist current staff in the technical workload associated with new construction projects and the increase in construction inspections, plan check's and general planning meetings related to development in the Transit Corridor Plan Area.		20,000		20,000
Fire Total	0	720,000	0	720,000
General Fund Impact				20,000
Public Services				
Water Supply				
0.50 Engineering Technician to assist with asset management and inventory (GIS/CMMS/Field Data Collection), maintain as-built drawings, critical data analysis, project coordination, and update City website with project information. This position is shared with Wastewater Fund.	59,322			59,322
Develop South Westside Basin Groundwater Sustainability Plan to comply with the 2014 Sustainable Groundwater Management Act in coordination with Daly City, and CalWater.		40,000		40,000

Proposed 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 (Cont.)				
Update 5-Year Urban Water Management Plan (UWMP). This plan is required to be updated every five years and must be completed by the end of FY 2015-16.		60,000		60,000
Purchase two Residual Control System (RCS) units for Tanks No. 4 San Bruno Avenue and 9/10 College in order to improve water conservation. These units automatically maintain chlorine and other water purification chemical levels.		140,000		140,000
Two tank mixers for both holding tanks at Well 17 Corporation Yard as part of ongoing water conservation efforts. Tank mixers maintain chlorine consistency throughout the 90,000 gallon water holding tank.		74,000		74,000
Water Total	59,322	314,000	0	373,322
Wastewater				
0.50 Engineering Technician to assist with asset management and inventory (GIS/CMMS/Field Data Collection), maintain as-built drawings, critical data analysis, project coordination, and update City website with project information. This position is shared with Water Fund.	59,322			59,322
Wastewater Total	59,322	0	0	59,322
Community Development				
Planning				
Add an Associate Planner position to respond to an ongoing increase in development activity and to support processing of new development applications for projects such as conversion of an existing office development to 220+ housing units, redevelopment of another existing office complex with a new two story building, and the 152-room hotel project within the Navy Site Specific Plan area. The position will also support the Bicycle and Pedestrian Advisory Committee and provide Planning and Zoning information to citizens at the counter and over the phone.	134,000			134,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Development (Cont.)				
Planning (Cont.)				
Add an Executive Assistant position to assist with general administrative tasks within the Community Development Department to support Planning, Building, and Code Enforcement operations. These tasks include research assignments to respond to questions and informational requests from the public and other departments, assisting with budget preparation, file management, scheduling meetings/event planning, preparing correspondence, and preparation of Planning Commission and BPAC packets.	105,700			105,700
Contract services to complete the comprehensive Zoning Code, the Subdivision Ordinance, and complete an Initial Study/Negative Declaration for both updates. Services include all graphic design and website intergration.		85,000		85,000
Add Assistant Planner contract services to support overall Planning efforts, checking Building Permit application plans for compliance with Planning and Zoning requirements, providing significant counter and telephone informational support, processing Home Occupation Permits and Business Compliance Permits, processing minor Use Permits, and providing graphics support services.		132,000		132,000
Planning Total	239,700	217,000	0	456,700
Community Services				
Recreation				
Funding to provide an annual Community Day in the Park, including materials, supplies, contract services, and staff overtime. The annual Community Day in the Park continues the successful Centennial event held on September 27, 2014 with activities for all age groups and an opportunity for community organizations to collaborate in delivering a special community gathering.	40,000			40,000
Recreation Total	40,000	0	0	40,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Services (Cont.)				
Parks				
0.50 Parks & Facilities Services Manager to supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks & facilities capital improvement projects, and proactively address parks and facilities needs. Position shared 50% each between Parks Maintenance and Building & Facilities Fund.	78,016			78,016
Install gate behind City Park to limit vehicle access to the roadway and parking area.		5,000		5,000
Install engineered wood playground fiber to large playground areas located at parks throughout the City. This material maintains fall protection material in the playbox area and ensures equal distribution and coverage.		24,160		24,160
Increase funding for Wildland Fire Hazard Mitigation program to identify and mitigate the hazards associated with vegetation and wildland fires in City open space areas.	50,000			50,000
Purchase top dresser trailer attachment for field maintenance equipment and an annual supply of soil to maintain a safe playing environment and fill field divots and holes. This service is currently provided periodically by renting equipment.	9,100	12,500		21,600
Parks Total	137,116	41,660	0	178,776
Senior Services				
Add part-time facility attendant to perform basic facility set up and break down of tables, chairs, and moving the multi-use room wall partition when needed for classes. This position will also perform light custodial duties as needed.	21,000			21,000
Purchase light weight tables, light weight card tables, and sturdy chairs. Many of the tables are beginning to deteriorate and need to be replaced. The chairs are currently in good condition but new chairs that have a higher maximum weight limit are needed.		6,000	6,000	0
The 25 year old stage curtain is damaged beyond repair or cleaning. The curtain can no longer be opened and closed with the cord and it is necessary to use a long stick to close the curtains.		5,000	5,000	0
Senior Services Total	21,000	11,000	11,000	21,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Services (Cont.)				
Library				
Eliminate vacant Assistant Community Services Director position (decrease of \$184,557), reclassify one Library Services Manager to a Community Services Superintendent (increase of \$12,088), and add a Librarian I position (increase of \$103,035). The Community Services Superintendent will manage the day-to-day activities and functions of the Library. These responsibilities include: strategic planning, personnel management, budget development and oversight, and serving as a member of the Peninsula Library System (PLS) Executive Council. The Librarian will oversee development of an adult literary collection and provide front counter coverage. The position will maintain the existing total level of staffing at the Library with the elimination of the Assistant Community Services Director and assure sufficient staff presence during all hours of Library operation.	(69,434)			(69,434)
Expand Library's E-book and e-audiobooks collection.	4,700			4,700
Replace Automated Payment Machine (APM) that accepts debit and credit card payments. The current machine is 15 years old, regularly goes offline, and only takes cash payments.		11,220		11,220
Library Total	(64,734)	11,220	0	(53,514)
Building and Facilities				
0.50 Parks & Facilities Services Manager to supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks & facilities capital improvement projects, and proactively address parks and facilities needs. Position shared 50% each between Parks Maintenance and Building & Facilities Fund.	78,016			78,016
Backup generator for the San Bruno Veterans Memorial Recreation Center. The backup generator will power the gymnasium, meeting areas, and administrative offices to support full function of the facility during a power outage and as an emergency shelter in the event of a disaster.		70,000		70,000
Building and Facilities Total	78,016	70,000	0	148,016
General Fund Impact	72,556	65,100	0	137,655

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Total Supplemental Requests	822,512	1,531,110	11,000	2,342,622
Total General Fund Costs	698,407	503,889	11,000	1,191,295
Total 2015-16 General Fund Budget Impact	521,267			
<i>Ongoing Costs net of Revenue</i>	<i>698,407</i>			

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DATE: July 2015
TO: Honorable Mayor, Members of the City Council, and Citizens of San Bruno
FROM: Angela Kraetsch, Finance Director
SUBJECT: Service Level Enhancements

The Adopted FY 2015-16 Operating and Capital Improvement Program Budgets were approved by the City Council on June 23, 2015. At that time the City Council deferred consideration of the FY 2015-16 Proposed Service Level Enhancements. As a result the Service Level Enhancements were not reflected in the final adopted Budget.

On July 28, 2015, the City Council amended the Budget by approving specific service level enhancements. Due to the significant dollar amount that these adjustments have on the City's Budget, staff has included a section titled Supplemental Enhancements (located after the Summaries Section) in order to show the full impact to the adopted Budget. The new section includes the updated summary pages for the General Fund and the Water Enterprise Fund as well as a copy of the staff report and adopted Resolution.

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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 2014-15 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 2015-16 as compared to the prior year.

The 2015-16 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 2015-16 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 2014-15 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 approximately 43,000 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 recent passage of the Downtown and Transit Corridors Economic Enhancement Initiative (Measure N), San Bruno is poised to begin implementing the Transit Corridors Plan (TCP) which will result in economic enhancements in the downtown area. 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	Michael Salazar	November 2015
Member	Irene O'Connell	November 2015
Member	Rico Medina	November 2017
Member	Ken Ibarra	November 2017
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 2015-16 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, 2016 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.

City Council Appointed Citizen Advisory COMMISSIONS, BOARDS AND COMMITTEES

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

Randy Brase, Chair

Dave Nigel, Vice Chair

Matthew Jones

Henry Mar

Cecile Riborozo

Gus Sinks

Jeffrey Tong

City Staff Liaisons

Paula Bradley, Community Development
William Li, Public Services

City Council Liaison:
Ken Ibarra

CITIZENS CRIME PREVENTION COMMITTEE

Robert Riechel, Chair

Peter Carey, Vice Chair

Ann Dellinger

Roberto Donlucas

Marie Kayal

Brandon Lau

Mary Shanahan Mahon

City Staff Liaison:

Howard Hoyer, Police

City Council Liaison:

Mayor Ruane

City Council Appointed Citizen Advisory COMMISSIONS, BOARDS AND COMMITTEES (CONT.)

COMMUNITY PREPAREDNESS COMMITTEE

Vacant, Chair

Mond Mugiya, Vice Chair

Dena Gunning

Ron LaPedis

George Peponis

City Staff Liaisons:

Dave Cresta: Fire

Ed Barberini: Police

Troy Fry: Police

City Council Liaison:

Jim Ruane, Mayor

CULTURE & ARTS COMMISSION

Tami Parker, Chair

Pamela Madden, Vice Chair

Pamela Gamble

Jeanne George

Bardi Rosman Koodrin

Carolyn Livengood

Melody Tobin

City Staff Liaison:

Kerry Burns, Community Services

City Council Liaison:

Irene O'Connell

City Council Appointed Citizen Advisory COMMISSIONS, BOARDS AND COMMITTEES (CONT.)

PARKS AND RECREATION COMMISSION

Mike Palmer, Chair

Laura Davis, Vice Chair

Kris Gonzales

Lorry Greenberg

Alexander Melendrez

Dave Nigel

Greg Pierce

Mary Lucy Zammattia

Brittany Chin, Youth Representative

City Staff Liaison:
Kerry Burns, Community Services

City Council Liaison:
Rico E. Medina

PERSONNEL BOARD

Ed Fuentes, Chair

Vacant, Vice Chair

Ed Comerford

Joe Roberts

City Staff Liaison:
Tammy Yuki, Human Resources

City Council Liaison:
Irene O'Connell

City Council Appointed Citizen Advisory COMMISSIONS, BOARDS AND COMMITTEES (CONT.)

PLANNING COMMISSION

Rick Biasotti, Chair

Perry Petersen, Vice Chair

Kevin Chase

Mary Lou Johnson

Sujendra Mishra

Joseph Sammut

Vacancy

City Staff Liaisons:

David Woltering, Community Development
Matt Neuebaumer, Community Development
Paula Bradley, Community Development

City Council Liaison:

Michael Salazar

SENIOR CITIZENS ADVISORY COMMITTEE

Bill Goff, Chair

Barbara Luzaich, Vice Chair

Dorothy Carmichael

Ellen Donnelly

Elisa Gerald

Flori Green

Ken Kreisel

Karen Hornung, Treasurer

City Staff Liaison:

Kerry Burns, Community Services

City Council Liaison:

Rico E. Medina

TRAFFIC SAFETY AND PARKING COMMITTEE

Jessica Barnes-Lopez, Chair

Mark Howard, Vice Chair

Tom Hamilton

Tim Ross

Eric Wood

City Staff Liaisons:

Joseph Cervantes, Public Services
Timothy Mahon, Police

City Council Liaison:

Ken Ibarra

Summaries
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Summary of Funds 2015-16

Fund Title	Projected Fund Balance as of July 1, 2015	Operating Revenue	Operating Expense	Non-Operating Revenue/ (Expense)	Projected Fund Balance as of June 30, 2016
General Fund:	\$ 2,727,311	\$ 40,553,105	\$ (40,069,190)	-	\$ 3,211,226
Reserves:					
General Fund Reserve	9,303,376	-	-	45,355	9,348,731
Emergency Reserve	3,046,575	7,800	-	-	3,054,375
Capital Improvement Reserve	6,599,469	-	-	(1,291,375)	5,308,094
General Fund One-Time Revenues	-	900,000	-	-	900,000
Internal Services Funds:					
Central Garage	585,082	624,370	(657,852)	-	551,600
Buildings & Facilities Maint.	724,167	1,154,698	(1,169,698)	-	709,167
Equipment Reserve	6,882,829	440,587	(395,000)	-	6,928,416
Technology Support	177,736	668,517	(668,517)	-	177,736
Self-Insurance	(517,786)	1,978,353	(1,988,353)	-	(527,786)
Special Revenue Funds:					
Solid Waste	241,330	82,626	(76,920)	-	247,036
Crestmoor (Glenview) Recovery	20,315,073	-	(3,005,870)	(10,545,871)	6,763,332
Gas Tax	705,218	943,946	(751,500)	(600,000)	297,664
Measure A	1,060,702	957,520	-	(1,469,350)	548,872
Street Special Revenue	310,691	1,000	-	-	311,691
Citizens Option for Public Safety	-	100,000	(100,000)	-	-
Police Asset Forfeiture	58,119	200	-	-	58,319
Library Special Revenue	202,084	800	(39,000)	-	163,884
Agency on Aging	-	183,405	(183,405)	-	-
Park-in-Lieu	8,768	1,500	-	-	10,268
BMR Housing in-Lieu	3,513,870	15,000	(43,500)	-	3,485,370
City Art Fund	196,877	30,400	(2,729)	-	224,548
Document Imaging Fund	76,120	20,000	-	-	96,120
Technology Fee Fund	179,069	50,700	-	(9,100)	220,669
General Plan Maintenance Fund	37,512	5,070	(25,000)	-	17,582
Library Donations	306,059	8,750	(13,000)	-	301,809
Enterprise Funds*:					
Water	14,583,517	13,732,268	(9,377,248)	(16,824,777)	2,113,760
Wastewater**	12,843,269	15,820,430	(8,989,000)	(18,546,297)	1,128,402
Stormwater	1,496,900	653,500	(716,000)	(575,000)	859,400
Cable Television**	(7,357,532)	10,584,058	(10,516,928)	(1,951,878)	(9,242,280)
Debt Service Fund	-	1,214,212	(1,214,212)	-	-
GRAND TOTAL	\$ 78,306,405	\$ 90,732,815	\$ (80,002,922)	\$ (51,768,293)	\$ 37,268,005

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

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General Fund

Four Year Summary

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 1,396,971	\$ 2,727,311
Operating Revenues					
Taxes	\$ 23,557,442	\$ 25,753,863	\$ 25,917,078	26,725,571	27,773,412
Departmental Revenues	5,738,265	5,614,317	5,627,668	5,748,639	5,785,537
Franchises	1,803,918	1,784,477	1,800,444	1,898,283	1,891,133
Use of Money & Property	1,569,306	1,500,330	1,451,399	1,542,404	1,455,801
Allocations & Other Revenue	2,963,570	3,288,657	3,173,420	3,344,345	3,647,222
Total Operating Revenues	<u>35,632,501</u>	<u>37,941,644</u>	<u>37,970,009</u>	<u>39,259,242</u>	<u>40,553,105</u>
Prior Year Carryover	110,055	238,060	254,698	254,698	-
Total Sources	<u>35,742,556</u>	<u>38,179,704</u>	<u>38,224,707</u>	<u>39,513,940</u>	<u>40,553,105</u>
Operating Expenses					
General Administration	3,321,232	3,702,720	4,159,037	3,663,358	4,337,713
Public Safety	21,645,324	22,797,393	24,399,265	24,386,334	25,012,964
Public Services	2,657,426	2,686,723	2,715,632	2,929,624	3,195,840
Community Development	1,874,885	2,285,396	2,831,723	2,722,977	2,625,575
Community Services	6,499,002	6,692,920	7,482,321	7,121,278	7,722,777
Non-Departmental	434,080	397,423	362,700	387,325	416,186
Internal Allocations	(3,335,352)	(3,880,939)	(4,245,245)	(4,245,245)	(4,456,077)
Debt Service	530,657	1,218,024	1,217,949	1,217,949	1,214,212
Total Operating Expenses	<u>33,627,254</u>	<u>35,899,659</u>	<u>38,923,382</u>	<u>38,183,600</u>	<u>40,069,190</u>
Surplus (Deficit)	<u>\$ 2,115,302</u>	<u>\$ 2,280,044</u>	<u>\$ (698,675)</u>	<u>\$ 1,330,340</u>	<u>\$ 483,915</u>
Balance				<u>\$ 1,330,340</u>	<u>\$ 483,915</u>
Ending Fund Balance, June 30				\$ 2,727,311	\$ 3,211,226

General Fund

Four Year Revenue Summary

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget	Change in Budget
Taxes						
Property Taxes	\$ 6,752,943	\$ 7,343,195	\$ 7,363,565	\$ 7,764,286	\$ 7,966,000	8%
Sales Taxes	7,345,211	7,678,695	7,762,911	7,620,796	8,113,031	5%
Hotel/Motel Taxes	2,412,368	2,790,395	2,800,000	3,008,919	3,069,097	10%
Vehicle License Fees	3,158,217	3,503,097	3,400,000	3,764,990	3,915,000	15%
Regulatory Cardroom Fee	1,616,868	1,652,904	1,685,962	1,694,580	1,737,284	3%
Business Taxes	2,271,835	2,785,577	2,904,640	2,872,000	2,973,000	2%
Subtotal	23,557,442	25,753,863	25,917,078	26,725,571	27,773,412	7%
Franchises						
PG&E/AT&T	486,902	485,462	410,000	558,965	530,000	29%
San Bruno Garbage	871,035	865,810	961,191	908,000	931,880	-3%
Cable Television In-Lieu	445,981	433,205	429,253	431,318	429,253	0%
Subtotal	1,803,918	1,784,477	1,800,444	1,898,283	1,891,133	5%
Use of Money & Property						
Interest Earnings	148,426	117,409	152,892	165,000	165,000	8%
Rentals	413,895	404,280	400,000	403,746	405,801	1%
Cable Equity Earnings	891,962	866,411	858,507	858,507	800,000	-7%
Other	115,023	112,230	40,000	115,151	85,000	113%
Subtotal	1,569,306	1,500,330	1,451,399	1,542,404	1,455,801	0%
Allocations & Other Revenues						
Transfers from Other Funds	2,747,659	3,068,253	2,953,169	3,115,569	3,413,762	16%
Other	215,911	220,404	220,251	228,776	233,460	6%
Subtotal	2,963,570	3,288,657	3,173,420	3,344,345	3,647,222	15%
Departmental Revenues						
Police	1,553,577	1,484,839	1,387,552	1,329,950	1,323,991	-5%
Fire	448,619	416,115	435,566	430,116	335,796	-23%
Public Works Engineering	203,746	104,982	91,500	90,869	91,500	0%
Public Works Streets	976,312	873,296	808,700	873,700	866,200	7%
Planning	81,242	76,242	70,000	110,000	110,000	57%
Building	816,602	839,222	983,750	1,058,239	1,179,750	20%
Recreation Services	1,358,154	1,513,328	1,550,000	1,562,600	1,613,300	4%
Parks Maintenance	24,464	21,094	34,400	35,400	6,000	-83%
Senior Services	171,991	183,075	177,200	173,765	175,000	-1%
Library Services	103,558	102,125	89,000	84,000	84,000	-6%
Subtotal	5,738,265	5,614,318	5,627,668	5,748,639	5,785,537	3%
Prior Year Carryover	110,055	238,060	254,698	254,698	-	
Total	\$ 35,742,556	\$ 38,179,705	\$ 38,224,707	\$ 39,513,940	\$ 40,553,105	6%

General Fund

Four Year Expenditure Summary

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget	Change in Budget
General Government						
City Council	\$ 131,230	\$ 162,329	\$ 178,522	\$ 172,674	\$ 178,024	0%
City Clerk	214,475	282,304	271,822	269,798	291,927	7%
City Treasurer	77,417	79,106	76,156	75,817	78,435	3%
City Attorney	410,817	400,735	424,504	404,144	451,822	6%
City Manager	428,085	589,459	858,199	755,436	912,799	6%
Human Resources	484,796	527,538	520,219	245,075	498,554	-4%
Finance						
Administration	737,601	836,907	944,928	896,316	1,014,587	7%
Revenue Services	836,811	824,343	884,687	844,098	911,565	3%
Total General Government	3,321,232	3,702,720	4,159,037	3,663,358	4,337,713	4%
Police	13,299,467	13,893,581	14,981,350	14,736,436	15,340,312	2%
Fire	8,345,857	8,903,812	9,417,915	9,649,898	9,672,652	3%
Public Services						
Admin. & Engineering	1,279,563	1,343,323	1,335,269	1,539,351	1,516,959	14%
Streets Maintenance	1,377,863	1,343,400	1,380,363	1,390,273	1,678,881	22%
Total Public Services	2,657,426	2,686,723	2,715,632	2,929,624	3,195,840	18%
Community Development						
Planning	724,523	987,086	1,207,732	1,134,450	992,865	-18%
Building Inspection	1,150,362	1,298,310	1,623,991	1,588,527	1,632,710	1%
Total Community Development	1,874,885	2,285,396	2,831,723	2,722,977	2,625,575	-7%
Community Services						
Recreation Services	1,594,554	1,597,008	1,870,268	1,749,242	1,986,998	6%
Parks Maintenance	2,225,925	2,290,190	2,623,581	2,541,774	2,502,739	-5%
Senior Services	865,110	875,395	969,098	909,683	1,086,866	12%
Library	1,813,413	1,930,327	2,019,374	1,920,579	2,146,174	6%
Total Community Services	6,499,002	6,692,920	7,482,321	7,121,278	7,722,777	3%
Non-Departmental	434,080	397,423	362,700	387,325	416,186	15%
Allocation Offsets	(3,335,352)	(3,880,939)	(4,245,245)	(4,245,245)	(4,456,077)	5%
Debt Service	530,657	1,218,024	1,217,949	1,217,949	1,214,212	0%
Subtotal	(2,370,615)	(2,265,492)	(2,664,596)	(2,639,971)	(2,825,679)	6%
Total	\$ 33,627,254	\$ 35,899,659	\$ 38,923,382	\$ 38,183,600	\$ 40,069,190	3%

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 8,696,093	\$ 9,303,376
Revenues	\$ 5,970	\$ 552,809	\$ -	3,494	-
Expenditures					
Employee Home Loan Advance	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Non-Operating Revenue (Expense)					
Transfer in from General Fund	5,091,084	-	-	-	-
Transfer in from One-Time Revenue	-	181,859	-	603,789	-
Transfer in from Capital Projects	-	-	-	-	45,355
Transfer to Operations	-	-	-	-	-
Transfer to Capital Projects	(123,500)	-	-	-	-
Subtotal	4,967,584	181,859	-	603,789	45,355
Change in Fund Balance	\$ 4,973,554	\$ 734,668	\$ -	607,283	45,355
Ending Fund Balance, June 30				\$ 9,303,376	\$ 9,348,731

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 3,038,825	\$ 3,046,575
Revenues	\$ 9,100	\$ 7,316	\$ -	7,750	7,800
Non-Operating Revenue (Expense) None	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	\$ 9,100	\$ 7,316	\$ -	7,750	7,800
Ending Fund Balance, June 30				\$ 3,046,575	\$ 3,054,375

Capital Improvement 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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 7,650,675	\$ 6,599,469
Revenues	\$ -	\$ -	\$ -	-	-
Non-Operating Revenue (Expense)					
Transfer in from General Fund	170,740	2,123,940	-	734,422	-
Transfer in from One-Time Revenue Fund	4,891,020	464,975	-	283,997	-
Transfer out to Capital Projects	-	-	(2,069,625)	(2,069,625)	(1,291,375)
Change in Fund Balance	\$ 5,061,760	\$ 2,588,915	\$ (2,069,625)	(1,051,206)	(1,291,375)
Ending Fund Balance, June 30				\$ 6,599,469	\$ 5,308,094

General Fund One Time Revenues

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

Four Year Summary

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 3,587	\$ -
Revenues					
One-Time Building Permit Revenues	\$ -	\$ -	\$ 165,000	-	300,000
Crestmoor Recovery Trust					
Reimbursement for staff salaries	-	-	-	-	-
RPTTF	558,146	-	-	-	-
Excess ERAF	741,703	806,011	350,000	879,424	600,000
Sale of 105 Cabrillo	-	573,302	-	-	-
Other one time recoveries	186,503	200,297	-	62,181	-
Total Revenues	1,486,352	1,579,610	515,000	941,605	900,000
Expenditures					
Crossing Hotel parcel	1,489,558	30,642	-	48,299	-
Misc. repairs for sale of 105 Cabrillo	-	38,573	-	-	-
Misc. services for 324 Florida Ave	-	-	-	9,106	-
State mandated cost reimbursement contract service	-	-	-	-	-
Total Expenditures	1,489,558	69,215	-	57,405	-
Non-Operating Revenue (Expense):					
Transfers Out:					
Capital projects	(634,415)	(859,975)	-	-	-
Capital/One-Time Initiative Reserve	-	(464,975)	-	(283,997)	-
General Fund Reserve	(4,891,020)	(181,859)	-	(603,790)	-
Subtotal	(5,525,435)	(1,506,809)	-	(887,787)	-
Change in Fund Balance	\$ (5,528,641)	\$ 3,586	\$ 515,000	(3,587)	900,000
Ending Fund Balance, June 30				\$ -	\$ 900,000

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 544,793	\$ 585,082
Transfers In	\$ 625,631	\$ 614,772	\$ 624,417	624,417	624,370
Expenditures					
Operating Expenses	591,513	538,787	624,417	584,128	657,852
Equipment Reserve Purchase	-	-	-	-	-
Total Expenditures	591,513	538,787	624,417	584,128	657,852
Change in Fund Balance	\$ 34,118	\$ 75,985	\$ -	40,289	(33,482)
Ending Fund Balance, June 30				\$ 585,082	\$ 551,600

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 751,962	\$ 724,167
Transfers In	\$ 882,319	\$ 866,971	\$ 1,023,061	1,023,061	1,154,698
Expenditures					
Operating Expenses	905,915	978,497	1,043,408	1,050,856	1,169,698
Transfer Out:					
Capital Improvement Program	-	20,000	-	-	-
Total Expenditures	905,915	998,497	1,043,408	1,050,856	1,169,698
Change in Fund Balance	\$ (23,596)	\$ (131,526)	\$ (20,347)	(27,795)	(15,000)
Unrestricted Fund Balance, June 30				\$ 724,167	\$ 709,167

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 6,743,277	\$ 6,882,829
Transfers In	\$ 454,683	\$ 437,387	\$ 430,587	430,587	440,587
Expenditures					
Equipment Reserve Purchases	197,394	292,335	755,530	261,035	395,000
Transfer Out:					
Capital Improvement Program	-	-	30,000	30,000	-
Total Expenditures	197,394	292,335	785,530	291,035	395,000
Change in Fund Balance	\$ 257,289	\$ 145,052	\$ (354,943)	139,552	45,587
Unrestricted Fund Balance*, June 30				\$ 6,882,829	\$ 6,928,416

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

* Repayment of advances are balance sheet activities and are not recorded as operating or non-operating expenses.

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 191,383	\$ 177,736
Transfers In	\$ 513,098	\$ 520,773	\$ 648,941	648,941	668,517
Expenditures					
Operating Expenses	658,299	599,690	648,941	662,588	668,517
Transfer Out:					
Capital Improvement Program	-	40,000	-	-	-
Total Expenditures	658,299	639,690	648,941	662,588	668,517
Change in Fund Balance	\$ (145,201)	\$ (118,917)	\$ -	(13,647)	-
Unrestricted Fund Balance, June 30				\$ 177,736	\$ 177,736

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ (894,067)	\$ (517,786)
Transfers In	\$ 1,762,480	\$ 1,805,616	\$ 2,476,881	2,476,881	1,978,353
Expenditures					
Workers Compensation Expenses	580,998	600,365	1,233,905	1,163,026	672,756
General Liability Expenses	954,679	1,194,990	1,223,776	1,221,374	1,274,397
Unemployment Expenses	11,804	25,745	41,200	39,200	41,200
Total Expenditures	<u>1,547,481</u>	<u>1,821,100</u>	<u>2,498,881</u>	<u>2,423,600</u>	<u>1,988,353</u>
Operating Surplus (Deficit)	214,999	(15,484)	(22,000)	53,281	(10,000)
Non-Operating Revenues (Expenses)					
Unfunded Liabilities [^]	838,879	300,400	88,000	(323,000)	-
Change in Fund Balance	<u>\$ (623,880)</u>	<u>\$ (315,884)</u>	<u>\$ (110,000)</u>	<u>376,281</u>	<u>(10,000)</u>
Unrestricted Fund Balance, June 30				\$ (517,786)	\$ (527,786)

[^] 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 value 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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 227,581	\$ 241,330
Revenues					
1% AB 939 Fee	\$ 66,717	\$ 67,994	\$ 69,872	68,000	71,026
State of California	11,643	11,477	-	-	11,000
Interest Earnings	1,488	2,732	515	600	600
Total Revenues	79,848	82,203	70,387	68,600	82,626
Expenditures					
Solid Waste Operations	66,046	54,132	60,806	54,851	76,920
Change in Fund Balance	\$ 13,802	\$ 28,071	\$ 9,581	13,749	5,706
Ending Fund Balance, June 30				\$ 241,330	\$ 247,036

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 25,494,166	\$ 20,315,073
Expenditures					
Recovery Activities	\$ 2,726,044	\$ 2,963,895	\$ 3,316,496	1,934,454	3,005,870
Infrastructure Reconstruction	3,379,886	7,309,937	9,450,000	3,244,638	10,545,871
Total Expenditures	6,105,930	10,273,832	12,766,496	5,179,092	13,551,741
Change in Fund Balance	\$ (6,105,930)	\$ (10,273,832)	\$ (12,766,496)	(5,179,092)	(13,551,741)
Ending Fund Balance, June 30				\$ 20,315,073	\$ 6,763,332

Gas Tax

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

Four Year Summary

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 769,153	\$ 705,218
Revenues					
Gas Tax	\$ 1,054,699	\$ 1,370,767	\$ 1,113,700	1,259,447	940,946
Investment Income	5,926	9,618	2,705	3,034	3,000
Total Revenues	<u>1,060,625</u>	<u>1,380,385</u>	<u>1,116,405</u>	<u>1,262,481</u>	<u>943,946</u>
Expenditures					
General Fund for Street Operations	(583,925)	(751,427)	(750,000)	(750,000)	(750,000)
Annual Gas Tax Reporting fee	-	-	-	(1,416)	(1,500)
Non-Operating Revenue (Expense)					
Transfers Out:					
Streets Capital	(823,934)	(690,000)	(575,000)	(575,000)	(600,000)
Total Expenditures	<u>(1,407,859)</u>	<u>(1,441,427)</u>	<u>(1,325,000)</u>	<u>(1,326,416)</u>	<u>(1,351,500)</u>
Change in Fund Balance	<u>\$ (347,235)</u>	<u>\$ (61,042)</u>	<u>\$ (208,595)</u>	<u>(63,935)</u>	<u>(407,554)</u>
Ending Fund Balance, June 30				\$ 705,218	\$ 297,664

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 1,835,947	\$ 1,060,702
Revenues					
1/2 cent sales tax allocation	\$ 835,982	\$ 869,111	\$ 863,200	915,885	952,520
Investment Income	8,843	17,557	3,960	4,826	5,000
Total Revenues	844,825	886,668	867,160	920,711	957,520
Non-Operating Revenue (Expense)					
Transfers Out:					
Streets Capital	(95,315)	(910,229)	(1,006,500)	(1,695,956)	(1,469,350)
Total Expenditures	(95,315)	(910,229)	(1,006,500)	(1,695,956)	(1,469,350)
Change in Fund Balance	\$ 749,510	\$ (23,561)	\$ (139,340)	(775,245)	(511,830)
Ending Fund Balance, June 30				\$ 1,060,702	\$ 548,872

Street Fund Street Revenue

This fund is restricted for street improvements and mitigation.

Four Year Summary

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 309,602	\$ 310,691
Revenues					
Other Revenue	\$ -	\$ -	\$ -	-	-
Investment Income	1,357	1,335	759	1,089	1,000
Total Revenues	1,357	1,335	759	1,089	1,000
Non-Operating Revenue (Expense)					
None	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Change in Fund Balance	\$ 1,357	\$ 1,335	\$ 759	1,089	1,000
Ending Fund Balance, June 30				\$ 310,691	\$ 311,691

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 11,946	\$ -
Revenues					
SLESF Fund	\$ 91,293	\$ 90,966	\$ 100,000	100,000	100,000
Reimbursement					
Investment Income	72	113	122	122	
Total Revenues	<u>91,365</u>	<u>91,079</u>	<u>100,122</u>	<u>100,122</u>	<u>100,000</u>
Expenditures					
Enforcement Cost (General Fund)	<u>91,357</u>	<u>100,000</u>	<u>100,000</u>	<u>112,068</u>	<u>100,000</u>
Total Expenditures	<u>91,357</u>	<u>100,000</u>	<u>100,000</u>	<u>112,068</u>	<u>100,000</u>
Change in Fund Balance	\$ 8	\$ (8,921)	\$ 122	(11,946)	-
Ending Fund Balance, June 30				\$ -	\$ -

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 53,076	\$ 58,119
Revenues					
Asset Forfeiture Allocation	\$ 15,072	\$ -	\$ 5,000	36,142	-
Investment Income	315	416	129	194	200
Total Revenues	15,386	416	5,129	36,336	200
Expenditures					
Program Cost	4,900	-	-	-	-
Safety Equipment	14,953	11,029	-	31,293	-
Total Expenditures	19,853	11,029	-	31,293	-
Change in Fund Balance	\$ (4,466)	\$ (10,613)	\$ 5,129	5,043	200
Ending Fund Balance, June 30				\$ 58,119	\$ 58,319

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 240,317	\$ 202,084
Revenues					
Inter-Library Loan Program					
Interest Earnings	\$ 3,078	\$ 6,679	\$ 635	767	800
Total Revenues	<u>3,078</u>	<u>6,679</u>	<u>635</u>	<u>767</u>	<u>800</u>
Expenditures					
Transfer Out:					
General Fund Operations	(39,000)	(39,000)	(39,000)	(39,000)	(39,000)
Library Facility Maintenance Program	(60,000)	-	-	-	-
Total Expenditures	<u>(99,000)</u>	<u>(39,000)</u>	<u>(39,000)</u>	<u>(39,000)</u>	<u>(39,000)</u>
Change in Fund Balance	<u>\$ (95,922)</u>	<u>\$ (32,321)</u>	<u>\$ (38,365)</u>	<u>(38,233)</u>	<u>(38,200)</u>
Ending Fund Balance, June 30				\$ 202,084	\$ 163,884

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ (12,987)	\$ -
Revenues					
Area Agency on Aging Grant					
Transportation	\$ 20,404	\$ 19,405	\$ 19,405	19,405	19,405
Congregate Nutrition Program	99,877	98,803	100,000	100,000	100,000
Senior Center Donation	66,576	71,526	65,000	77,963	64,000
Investment Income	97	106	47	24	-
Total Revenues	<u>186,953</u>	<u>189,840</u>	<u>184,452</u>	<u>197,392</u>	<u>183,405</u>
Expenditures					
Congregate Nutrition Program	170,518	175,140	160,000	160,000	160,000
Transportation Program	25,275	24,471	24,405	24,405	23,405
Total Expenditures	<u>195,793</u>	<u>199,611</u>	<u>184,405</u>	<u>184,405</u>	<u>183,405</u>
Change in Fund Balance	<u>\$ (8,840)</u>	<u>\$ (9,771)</u>	<u>\$ 47</u>	<u>12,987</u>	<u>-</u>
Ending Fund Balance, June 30				\$ -	\$ -

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 608,378	\$ 8,768
Revenues					
Development Fee				2,000	-
Interest Earnings	\$ 5,342	\$ 11,205	\$ 1,500	1,405	1,500
Total Revenues	5,342	11,205	1,500	3,405	1,500
Non-Operating Revenue (Expense)					
Capital Outlay	-	(9,800)	(604,000)	(603,015)	-
Transfers Out:					
Lions Field Synthetic Turf Project	-	-	-	-	-
Total Expenses	-	(9,800)	(604,000)	(603,015)	-
Change In Fund Balance	\$ 5,342	\$ 1,405	\$ (602,500)	(599,610)	1,500
Ending Fund Balance, June 30				\$ 8,768	\$ 10,268

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 3,541,905	\$ 3,513,870
Revenues					
Development Fee	\$ 117,600	\$ 518,000		-	-
Interest Earnings	20,365	37,562	\$ 8,700	15,465	15,000
Total Revenues	137,965	555,562	8,700	15,465	15,000
Expenditures					
HIP Housing Program	30,000	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	-	14,300	-	-	-
Total Expenditures	40,000	44,300	43,500	43,500	43,500
Change in Fund Balance	\$ 97,965	\$ 511,262	\$ (34,800)	(28,035)	(28,500)
Ending Fund Balance, June 30				\$ 3,513,870	\$ 3,485,370

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 157,889	\$ 196,877
Revenues					
City Art Program	\$ 30,304	\$ 29,102	\$ 30,000	41,242	30,000
Investment Income	857	-	392	392	400
Total Revenues	<u>31,161</u>	<u>29,102</u>	<u>30,392</u>	<u>41,634</u>	<u>30,400</u>
Expenditures					
Movies in the Park	912	1,946	1,844	1,446	1,500
Music in the Park	-	-	-	-	-
Shakespeare in the Park	629	629	629	629	629
Centennial Art Project	-	2,390	-	-	-
Other Cultural & Art Activities	1,182	2,666	-	571	600
Total Expenditures	<u>2,723</u>	<u>7,631</u>	<u>2,473</u>	<u>2,646</u>	<u>2,729</u>
Change in Fund Balance	<u>\$ 28,438</u>	<u>\$ 21,471</u>	<u>\$ 27,919</u>	<u>38,988</u>	<u>27,671</u>
Ending Fund Balance, June 30				\$ 196,877	\$ 224,548

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 55,236	\$ 76,120
Revenues					
Document Imaging	\$ 18,280	\$ 17,308	\$ 20,000	20,884	20,000
Investment Income	257	-	168	-	-
Total Revenues	18,537	17,308	20,168	20,884	20,000
Expenditures					
Sire Document Imaging Conversion	18,292	3,171	-	-	-
Total Expenditures	18,292	3,171	-	-	-
Change in Fund Balance	\$ 245	\$ 14,137	\$ 20,168	20,884	20,000
Ending Fund Balance, June 30				\$ 76,120	\$ 96,120

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 275,302	\$ 179,069
Revenues					
Technology Fee	\$ 48,513	\$ 50,381	\$ 50,000	59,069	50,000
Investment Income	1,589	-	698	698	700
Total Revenues	<u>50,102</u>	<u>50,381</u>	<u>50,698</u>	<u>59,767</u>	<u>50,700</u>
Expenditures					
Technology Equipment Repair	-	3,474	-	-	-
GIS Project	-	15,740	11,000	11,000	9,100
Website Enhancement	-	10,000	-	-	-
Office Suite Upgrade Project	4,250	-	145,000	145,000	-
Total Expenditures	<u>4,250</u>	<u>29,214</u>	<u>156,000</u>	<u>156,000</u>	<u>9,100</u>
Change in Fund Balance	<u>\$ 45,852</u>	<u>\$ 21,167</u>	<u>\$ (105,302)</u>	<u>(96,233)</u>	<u>41,600</u>
Ending Fund Balance, June 30				\$ 179,069	\$ 220,669

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 34,652	\$ 37,512
Revenues					
General Plan Maintenance	\$ 5,242	\$ 5,130	\$ 5,000	5,000	5,000
Investment Income	310	-	70	70	70
Total Revenues	<u>5,552</u>	<u>5,130</u>	<u>5,070</u>	<u>5,070</u>	<u>5,070</u>
Expenditures					
Housing Element	-	20,000	25,000	2,210	25,000
Total Expenditures	<u>-</u>	<u>20,000</u>	<u>25,000</u>	<u>2,210</u>	<u>25,000</u>
Change in Fund Balance	<u>\$ 5,552</u>	<u>\$ (14,870)</u>	<u>\$ (19,930)</u>	<u>2,860</u>	<u>(19,930)</u>
Ending Fund Balance, June 30				\$ 37,512	\$ 17,582

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 311,219	\$ 306,059
Revenues					
Library Donations & Grants	\$ 352	\$ 9,500	\$ 2,000	1,922	2,000
Friends of the Library	12,029	6,756	6,000	5,058	6,000
Investment Income	1,941	-	747	747	750
Total Revenues	14,322	16,256	8,747	7,727	8,750
Expenditures					
Community Promotion	12,124	10,068	-	6,000	6,000
Library Book Donations	12,614	1,672	-	689	2,000
Library Facilities Maintenance Program	-	3,535	-	6,198	5,000
Total Expenditures	24,738	15,275	-	12,887	13,000
Change in Fund Balance	\$ (10,415)	\$ 981	\$ 8,747	(5,160)	(4,250)
Ending Fund Balance, June 30				\$ 306,059	\$ 301,809

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 15,995,623	\$ 14,583,517
Revenues					
Operating Revenues	\$ 11,691,534	\$ 12,205,712	\$ 13,666,976	12,297,470	13,586,976
Capacity Charges	33,879	56,560	30,000	20,000	30,000
Grant and Other Revenues	-	4,244,660	-	102,000	80,000
Interest Income	79,869	136,622	35,292	46,943	35,292
Total Revenues	11,805,282	16,643,554	13,732,268	12,466,413	13,732,268
Operating Expenses					
Supply Operating Expenses	5,533,902	5,290,426	5,866,500	5,607,968	6,201,441
Distribution Operating Expenses	2,632,301	2,675,375	2,953,100	3,059,849	3,175,807
Total Operating Expenses	8,166,203	7,965,801	8,819,600	8,667,817	9,377,248
Operating Surplus (Deficit)	3,639,079	8,677,753	4,912,668	3,798,596	4,355,020
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(2,269,734)	(5,011,113)	(20,834,965)	(5,146,432)	(16,784,777)
SFPUC funding for CIP projects					
Equipment Purchases	-	(48,294)	(64,270)	(64,270)	(40,000)
Non-Operating Surplus (Deficit)	(2,269,734)	(5,059,407)	(20,899,235)	(5,210,702)	(16,824,777)
Change in Fund Balance	\$ 1,369,345	\$ 3,618,346	\$ (15,986,567)	(1,412,106)	(12,469,757)
Ending Fund Balance*, June 30				\$ 14,583,517	\$ 2,113,760

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

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 10,053,941	\$ 12,843,269
Revenues					
Operating Revenues	\$ 12,168,194	\$ 13,162,164	\$ 14,816,148	14,282,170	15,710,384
Capacity Charges	62,914	87,541	80,000	30,000	80,000
Other Revenues	2,101	3,428,634	-	13,000	10,000
Interest Income	46,083	79,677	20,046	34,820	20,046
Total Revenues	12,279,292	16,758,016	14,916,194	14,359,990	15,820,430
Operating Expenses					
Wastewater Operations	6,739,833	7,000,152	7,751,468	7,713,923	8,502,122
Interest Expense	660,151	506,921	516,142	516,143	486,878
Total Operating Expenses	7,399,984	7,507,073	8,267,610	8,230,066	8,989,000
Operating Surplus (Deficit)	4,879,308	9,250,943	6,648,584	6,129,924	6,831,430
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(2,120,342)	(4,275,628)	(11,790,669)	(2,026,752)	(17,423,764)
Debt Service Principal Payment	(1,201,028)	(1,922,190)	(1,098,844)	(1,098,844)	(1,089,533)
Equipment Purchases	(277,346)	(301,608)	(215,000)	(215,000)	(33,000)
Non-Operating Surplus (Deficit)	(3,598,716)	(6,499,426)	(13,104,513)	(3,340,596)	(18,546,297)
Change in Fund Balance	\$ 1,280,592	\$ 2,751,517	\$ (6,455,929)	2,789,328	(11,714,867)
Ending Fund Balance*, June 30				\$ 12,843,269	\$ 1,128,402

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

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

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ 1,012,742	\$ 1,496,900
Revenues					
Operating Revenues	\$ 574,742	\$ 559,729	\$ 600,000	600,000	600,000
Reimbursements	37,144	1,390,452	79,103	84,585	52,500
Interest Income	12,068	26,564	1,793	1,000	1,000
Total Revenues	<u>623,954</u>	<u>1,976,745</u>	<u>680,896</u>	<u>685,585</u>	<u>653,500</u>
Expenses					
Stormwater Operations	540,016	623,222	725,229	706,684	716,000
Operating Surplus (Deficit)	83,938	1,353,523	(44,333)	(21,099)	(62,500)
Non-Operating Revenues (Expenses)					
Capital Improvement Program	(561,438)	(967,807)	(550,000)	(20,000)	(825,000)
Capital Improvement /One-Time	-	-	550,000	550,000	250,000
Measure M for Street Sweeper Repl	-	120,000	-	-	-
Equipment Purchases	(210,390)	(215,230)	(24,743)	(24,743)	-
Non-Operating Surplus (Deficit)	(771,828)	(1,063,037)	(24,743)	505,257	(575,000)
Change in Fund Balance	\$ (687,890)	\$ 290,486	\$ (69,076)	484,158	(637,500)
Ending Fund Balance*, June 30				\$ 1,496,900	\$ 859,400

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

Cable Enterprise

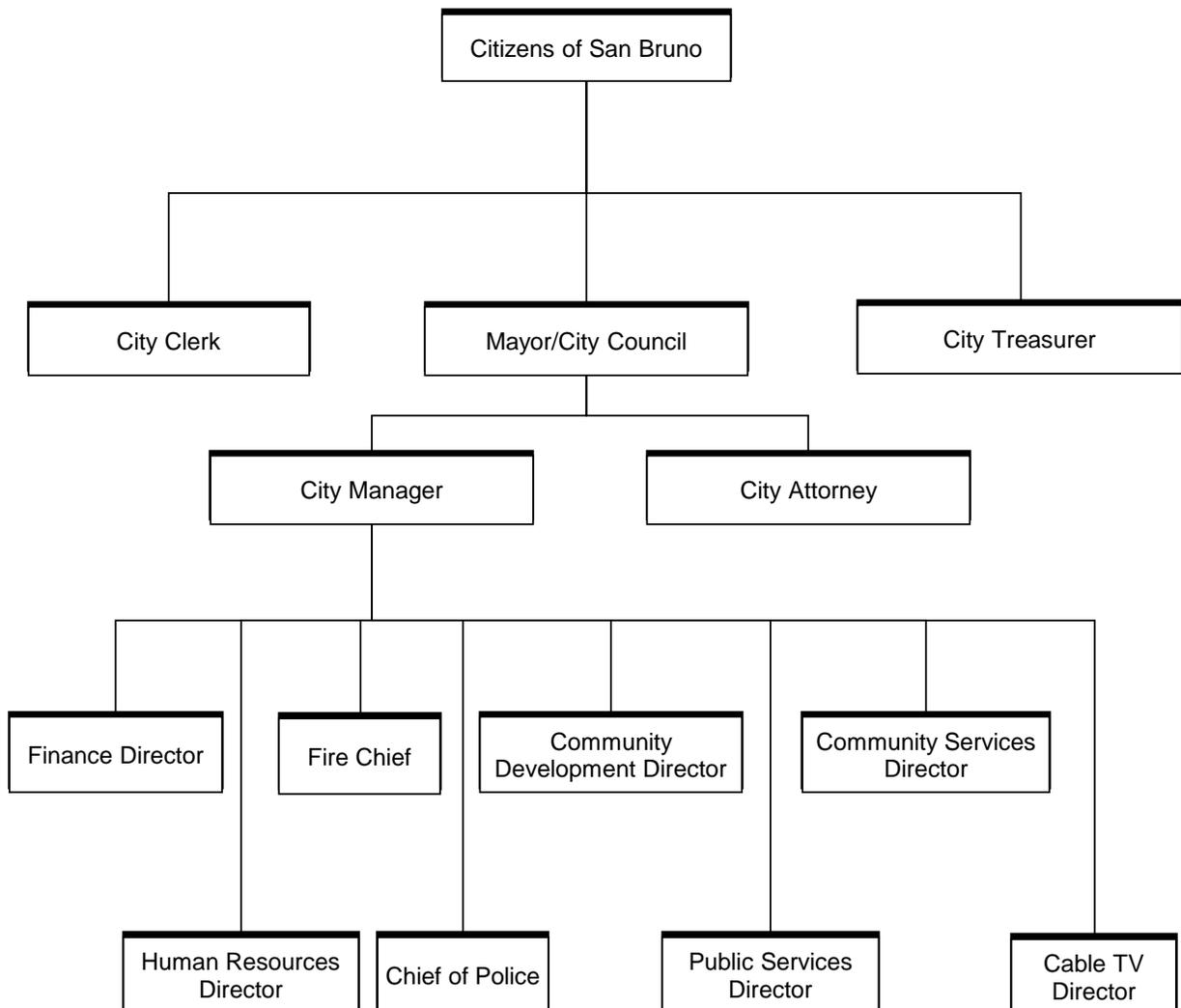
The Cable Enterprise is responsible for the operations of San Bruno Municipal Cable TV, the City's telecommunications enterprise; San Bruno Cable Channel 1, and the City's governmental access channel.

Four Year Summary

	2012-13 Actual	2013-14 Actual	2014-15 Amended Budget	2014-15 Estimated Actual	2015-16 Adopted Budget
Beginning Fund Balance, July 1				\$ (5,407,662)	\$ (7,357,532)
Revenues					
Basic Service (incl Local Orig.)	\$ 3,748,644	\$ 3,432,563	\$ 3,833,949	3,244,434	3,685,110
Internet Service Fees	2,572,739	2,670,837	3,204,828	2,775,520	3,366,355
Pay-Per-View Services	794,399	760,407	792,684	731,270	737,763
Digital Service	1,109,257	1,103,806	1,132,034	1,115,710	1,210,300
International Programming	119,278	117,948	120,576	113,130	114,090
Fees & Taxes	371,217	356,156	312,979	344,960	378,040
Voice Service	426,264	419,790	418,901	413,600	415,000
Fiber Leasing	30,252	17,352	114,000	90,000	109,000
TV Guide Magazine	3,198	2,937	2,700	2,682	2,500
Commercial Phone & Data	175,987	184,589	254,828	242,790	260,000
Other Receipts	300,368	263,091	259,799	220,498	305,900
Total Revenues	9,651,603	9,329,476	10,447,278	9,294,594	10,584,058
Expenditures					
Operating Expenses	7,907,060	8,203,189	8,178,269	8,127,940	8,957,281
Local Origination Expenses	144,526	164,339	211,240	175,193	212,287
Pass Thru Fees	521,845	521,800	429,253	429,253	547,360
Equity Earnings Transfer	891,962	866,411	858,507	858,507	800,000
Interest Expense	38,355	15,128	171	171	-
Total Expenditures	9,503,748	9,770,867	9,677,440	9,591,064	10,516,928
Operating Surplus (Deficit)	147,855	(441,391)	769,838	(296,470)	67,130
Non-Operating Revenues (Expenses)					
Equipment Purchases	(28,435)	(290,235)	(271,612)	(138,612)	-
Debt Service Principal Payment	(407,040)	(430,267)	(36,945)	(36,945)	(181,000)
Capital Improvement Program	(283,031)	(66,805)	(3,293,119)	(1,477,843)	(1,770,878)
Non-Operating Surplus (Deficit)	(718,506)	(787,307)	(3,601,676)	(1,653,400)	(1,951,878)
Change in Fund Balance	\$ (570,651)	\$ (1,228,698)	\$ (2,831,838)	(1,949,870)	(1,884,748)
Ending Fund Balance*, June 30				\$ (7,357,532)	\$ (9,242,280)

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

CITY OF SAN BRUNO



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City Personnel Summaries 2015-16 Budget

Department	2011-12 Budget	2012-13 Budget	2013-14 Budget	2014-15 Budget	2015-16 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	3.00	3.00	3.00	3.00
Human Resources	1.75	2.25	2.25	2.25	2.25
Finance					
Administration	5.00	4.50	5.00	5.00	5.00
Revenue Services	6.00	6.00	5.00	5.00	5.00
Police	59.00	60.00	61.50	62.50	62.50
Fire	32.50	32.75	32.75	33.30	33.40
Public Services					
Admin. & Engineering	6.75	6.75	6.70	6.70	6.70
Streets Maintenance	5.05	5.05	5.10	5.70	5.80
Community Development					
Planning	4.50	4.50	4.50	4.50	4.25
Building	7.00	6.50	6.50	7.50	7.75
Redevelopment Agency ¹ (Eliminated February 1, 2012)	-	-	-	-	-
Community Services					
Recreation	4.05	4.00	4.00	4.75	4.90
Parks Maintenance	13.10	13.80	13.80	14.30	13.05
Senior Services ²	2.85	3.35	3.35	3.45	3.75
Library Services	8.75	7.65	7.65	7.55	7.75
Subtotal	167.30	169.10	170.10	174.50	174.10
Special Revenues					
Solid Waste	0.35	0.35	0.35	0.35	0.45
Emergency Disaster	1.25	1.25	4.25	3.70	3.70
Subtotal	1.60	1.60	4.60	4.05	4.15
Internal Services					
Central Garage	3.35	2.85	2.35	2.35	2.35
Buildings and Facilities	5.85	5.70	5.70	6.45	7.05
Information Technology	3.00	3.00	3.00	3.00	3.00
Self-Insurance	1.00	1.00	1.00	1.00	1.00
Subtotal	13.20	12.55	12.05	12.80	13.40
Enterprise Funds					
Water Enterprise	17.30	17.30	16.95	17.45	17.45
Stormwater Enterprise	3.65	3.65	3.75	4.15	3.95
Wastewater Enterprise	15.55	15.55	15.80	16.30	16.30
Cable Enterprise	20.00	20.00	20.00	20.00	20.00
Subtotal	56.50	56.50	56.50	57.90	57.70
Total Positions (all funds)	238.60	239.75	243.25	249.25	249.35

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 2015-16 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 I/II	5.00	0.00	5.00
Community Services Officer II	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	0.60	0.00	0.60
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	33.40	0.45	33.85

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	0.75	1.25	2.00
Total	4.25	7.75	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	0.65	0.00	0.35	0.00	0.00	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	1.00	0.00	0.00	1.00	2.00
Maintenance Technician	0.00	1.50	0.00	0.00	1.50	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	8.00
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	0.20	0.10	0.10	0.20	1.00
Executive Assistant	0.60	0.10	0.10	0.10	0.10	1.00
Total	4.90	13.05	3.75	7.75	7.05	36.50

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	4.00	0.00	4.00
CATV Technician I/II	5.00	0.00	5.00
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	0.60	0.30	0.70	0.40	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	0.50	0.00	0.00	1.50	0.00	0.00	4.00
Assistant Engineer	0.00	0.00	0.50	0.00	0.00	0.50	0.00	0.00	1.00
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	0.00	0.50	0.25	0.40	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	5.80	5.20	12.25	3.95	16.30	2.35	0.45	53.00

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Supplemental Enhancements
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General Fund Summary

	2015-16 Adopted Budget Approved on 6/23/2015	2015-16 Supplemental Enhancement Approved on 7/28/2015	2015-16 Amended Budget
Beginning Fund Balance, July 1	\$ 2,727,311		\$ 2,727,311
Operating Revenues			
Taxes	27,773,412		27,773,412
Departmental Revenues	5,785,537	\$ 11,000	5,796,537
Franchises	1,891,133	-	1,891,133
Use of Money & Property	1,455,801	-	1,455,801
Allocations & Other Revenue	3,647,222	-	3,647,222
Total Operating Revenues	40,553,105	11,000	40,564,105
Prior Year Carryover	-		
Total Sources	40,553,105	11,000	40,564,105
Operating Expenses			
General Administration	4,337,713	106,045	4,443,758
Public Safety	25,012,964	280,985	25,293,949
Public Services	3,195,840	18,695	3,214,535
Community Development	2,625,575	465,450	3,091,025
Community Services	7,722,777	139,825	7,862,602
Non-Departmental	416,186	-	416,186
Internal Allocations	(4,456,077)	-	(4,456,077)
Debt Service	1,214,212	-	1,214,212
Total Operating Expenses	40,069,190	1,011,000	41,080,190
Surplus (Deficit)	483,915	(1,000,000)	(516,085)
Balance	483,915	(1,000,000)	(516,085)
Ending Fund Balance, June 30	\$ 3,211,226		\$ 2,211,226

General Fund

Revenue Summary

	2015-16 Adopted Budget Approved on 6/23/2015	2015-16 Supplemental Enhancement Approved on 7/28/2015	2015-16 Amended Budget
Taxes			
Property Taxes	\$ 7,966,000	\$ -	\$ 7,966,000
Sales Taxes	8,113,031	-	8,113,031
Hotel/Motel Taxes	3,069,097	-	3,069,097
Vehicle License Fees	3,915,000	-	3,915,000
Regulatory Cardroom Fee	1,737,284	-	1,737,284
Business Taxes	2,973,000	-	2,973,000
Subtotal	27,773,412	-	27,773,412
Franchises			
PG&E/AT&T	530,000	-	530,000
San Bruno Garbage	931,880	-	931,880
Cable Television In-Lieu	429,253	-	429,253
Subtotal	1,891,133	-	1,891,133
Use of Money & Property			
Interest Earnings	165,000	-	165,000
Rentals	405,801	-	405,801
Cable Equity Earnings	800,000	-	800,000
Other	85,000	-	85,000
Subtotal	1,455,801	-	1,455,801
Allocations & Other Revenues			
Transfers from Other Funds	3,413,762	-	3,413,762
Other	233,460	-	233,460
Subtotal	3,647,222	-	3,647,222
Departmental Revenues			
Police	1,323,991	-	1,323,991
Fire	335,796	-	335,796
Public Works Engineering	91,500	-	91,500
Public Works Streets	866,200	-	866,200
Planning	110,000	-	110,000
Building	1,179,750	-	1,179,750
Recreation Services	1,613,300	-	1,613,300
Parks Maintenance	6,000	-	6,000
Senior Services	175,000	11,000	186,000
Library Services	84,000	-	84,000
Subtotal	5,785,537	11,000	5,796,537
Prior Year Carryover			
	-	-	-
Total	\$ 40,553,105	\$ 11,000	\$ 40,564,105

General Fund Expenditure Summary

	2015-16 Adopted Budget Approved on 6/23/2015	2015-16 Supplemental Enhancement Approved on 7/28/2015	2015-16 Amended Budget
General Government			
City Council	\$ 178,024		\$ 178,024
City Clerk	291,927	\$ 855	292,782
City Treasurer	78,435	380	78,815
City Attorney	451,822	725	452,547
City Manager	912,799	29,925	942,724
Human Resources	498,554	(40,700)	457,854
Finance			
Administration	1,014,587	113,345	1,127,932
Revenue Services	911,565	1,515	913,080
Total General Government	4,337,713	106,045	4,443,758
Police	15,340,312	238,665	15,578,977
Fire	9,672,652	42,320	9,714,972
Public Services			
Admin. & Engineering	1,516,959	5,875	1,522,834
Streets Maintenance	1,678,881	12,820	1,691,701
Total Public Services	3,195,840	18,695	3,214,535
Community Development			
Planning	992,865	461,430	1,454,295
Building Inspection	1,632,710	4,020	1,636,730
Total Community Development	2,625,575	465,450	3,091,025
Community Services			
Recreation Services	1,986,998	45,355	2,032,353
Parks Maintenance	2,502,739	106,395	2,609,134
Senior Services	1,086,866	35,065	1,121,931
Library	2,146,174	(46,990)	2,099,184
Total Community Services	7,722,777	139,825	7,862,602
Non-Departmental	416,186	-	416,186
Allocation Offsets	(4,456,077)	-	(4,456,077)
Debt Service	1,214,212	-	1,214,212
Subtotal	(2,825,679)	-	(2,825,679)
Total	\$ 40,069,190	\$ 1,011,000	\$ 41,080,190

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Water Enterprise

The Water Enterprise is responsible for the efficient and effective operation and maintenance of the Water Supply and Distribution systems. This includes providing a high quality and safe supply of potable drinking water to customers that meets or exceeds all established drinking water standards and by responding promptly to any water quality concerns. Revenues collected are specially designated for Water operations and infrastructure upgrades and cannot be used for other purposes.

Four Year Summary

	2015-16 Adopted Budget Approved on 6/23/2015	2015-16 Supplemental Enhancement Approved on 7/28/2015	2015-16 Amended Budget
Beginning Fund Balance, July 1	\$ 14,583,517	\$ -	\$ 14,583,517
Revenues			
Operating Revenues	13,586,976	-	13,586,976
Capacity Charges	30,000	-	30,000
Grant and Other Revenues	80,000	-	80,000
Interest Income	35,292	-	35,292
Total Revenues	<u>13,732,268</u>	-	<u>13,732,268</u>
Operating Expenses			
Supply Operating Expenses	6,201,441	100,000	6,301,441
Distribution Operating Expenses	3,175,807	-	3,175,807
Total Operating Expenses	<u>9,377,248</u>	<u>100,000</u>	<u>9,477,248</u>
Operating Surplus (Deficit)	4,355,020	(100,000)	4,255,020
Non-Operating Revenues (Expenses)			
Capital Improvement Program	(16,784,777)	-	(16,784,777)
SFPUC funding for CIP projects	-	-	-
Equipment Purchases	(40,000)	(214,000)	(254,000)
Non-Operating Surplus (Deficit)	(16,824,777)	(214,000)	(17,038,777)
Change in Fund Balance	(12,469,757) \$	(314,000)	(12,783,757)
Ending Fund Balance*, June 30	\$ 2,113,760	\$	1,799,760

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

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: July 28, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Angela Kraetsch, Finance Director
SUBJECT: Adopt Resolution Approving Service Level Enhancements for the FY 2015-16 Operating Budget

BACKGROUND

The Adopted FY 2015-16 Operating and Capital Improvement Program Budgets were approved by the City Council at the June 23, 2015 meeting. At that time the City Council deferred consideration of the FY 2015-16 Proposed Service Level Enhancements and requested that this item be brought back to the City Council at a Study Session in order to discuss in more detail.

A Study Session was held on July 14, 2015 where the enhancements were discussed and staff was directed to bring the proposed Service Level Enhancements back to the City Council for consideration of approval. Also at this Study Session, the City Council indicated that they intended to approve all of the one-time service level enhancements but would be discussing the on-going enhancements in more detail.

DISCUSSION

For the third consecutive year General Fund revenues are projected to exceed expenditures. The FY 2015-16 General Fund Budget projects a surplus of \$484,000. This surplus allows the City Council to consider limited, service level enhancements with the reasonable expectation for on-going funding capacity.

The FY 2015-16 Operating Budget identified several proposed on-going and one-time supplemental enhancement requests for City Council's review and decision making. A complete list of the Proposed Service Level Enhancements by Fund is attached to this report.

Total ongoing costs equal approximately \$823,000, with the General Fund portion making up \$699,000 of this amount. Total one-time costs totals \$1,220,000, with the General Fund costs equaling \$504,000. Based on the direction received from the City Council at the July 14th study session, the proposed funding of \$700,000 for the Fire Truck has been removed from the FY 2015-16 Operating Budget and replaced with \$389,000 which will be used for a down payment for the replacement of a Fire Engine.

10.d.

Staff is requesting the authorization to order both the Fire Truck and Engine this fiscal year. Quotes provided by vendors for these vehicles have indicated that by ordering both the Fire Truck and Engine at the same time it is estimated that the City would save up to \$80,000. Funding for the Fire Truck is not required this fiscal year and will be included in the FY 2016-17 Operating Budget.

The attached Resolution as drafted includes all proposed enhancements and will be adjusted to reflect the City Council's decision.

FISCAL IMPACT

Proposed Service Level Enhancements for all funds equals \$2,032,000. New ongoing costs totals \$823,000, one-time costs equals \$1,220,000, and new revenue is \$11,000.

ALTERNATIVES

1. Amend the 2015-16 Operating Budget Proposed Service Level Enhancements.
2. Do not approve the 2015-16 Operating Budget Proposed Service Level Enhancements.

RECOMMENDATION

Adopt Resolution Approving Recommended Service Level Enhancements for the FY 2015-16 Operating Budget.

ATTACHMENTS

1. 2015-16 Operating Budget Proposed Service Level Enhancements.
2. Proposed Service Level Enhancements Summary.
3. Resolution Approving an Amendment to the 2015-16 Operating Budget to include Service Level Enhancements.

DATE PREPARED

July 16, 2015

2015-16 Operating Budget Proposed Service Level Enhancements

Dept	Description	Ongoing Costs	One Time Costs	Y/N
General Fund				
CD	Associate Planner	\$ 134,000	\$ -	
CD	Executive Assistant	106,000	-	
CD	Assistant Planner Contract Services	-	132,000	
CM	Reclassify Management Analyst II to Assistant to City Manager	28,000	-	
CS	Add Librarian 1/Eliminate Assistant Community Service Director/Reclassify Library Service Manager to Community Services Superintendent	(69,000)	-	
CS	Part-time Facility Attendant – Senior Services	21,000	-	
FD	Fire Inspector	-	20,000	
FIN	Reclassify an Accounting and Customer Service Representative from level II to level III	10,000	-	
PD	Management Analyst 0.5	64,000	-	
PD	Police Officer	151,000	-	
CD	Contract Services for Zoning Code Update		85,000	
CS	Parks and Facilities Manager	78,000	-	
CS	Community Day in the Park	40,000	-	
CS	Annual supply of soil for fields	9,000	-	
CS	E-books and E-audiobooks	5,000	-	
CS	Install Gate behind City Park	-	5,000	
CS	Install engineered wood playground fiber	-	24,000	
CS	Top Dresser Trailer Attachment	-	13,000	
CS	Automated Payment Machine	-	11,000	
CS	Tables and chairs for Senior Center	-	6,000	
CS	Stage Curtain	-	5,000	
CS	Wildland Fire Hazard Mitigation	50,000	-	
FIN	Development Impact Fee Study	-	100,000	
-	General Fund portion of Internal Service Allocations	72,000	103,000	
General Fund Total		\$ 699,000	\$ 504,000	
Internal Service Funds				
IT	Part-time Staff	\$ -	\$ 21,000	
IT	Storage Space	-	25,000	
	Total Technology Fund	-	46,000	
CS	Parks and Facilities Manager	78,000	-	
CS	Generator for Recreation Center	-	70,000	
	Total Building and Facilities Fund	78,000	70,000	
FD	Fire Engine	-	389,000	
	Total Equipment Replacement Fund	-	389,000	
Total Internal Service Fund		\$ 78,000	\$ 505,000	
Water Enterprise Fund				
Water	.50 Engineering Technician	\$ 59,000	\$ -	
Water	Groundwater Sustainability Plan	-	40,000	
Water	5-year Urban Water Mgmt Plan	-	60,000	
Water	Residual Control Units (2)	-	140,000	
Water	Tank mixers (2)	-	74,000	
Water Enterprise Fund Total		\$ 59,000	\$ 314,000	
Wastewater Enterprise Fund				
Waste	.50 Engineering Technician	\$ 59,000	\$ -	
Wastewater Enterprise Fund Total		\$ 59,000	\$ -	

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Administration				
City Manager				
Reclassify Management Analyst II position to Assistant to City Manager to perform a variety of complex assignments within the City Manager's Office, including analysis, policy document and report preparation, supervise administrative operations, and assigned projects.	27,515			27,515
City Manager Total	27,515	0	0	27,515
Finance				
Reclassify an Accounting / Customer Service Representative from Level II to Level III to reflect the additional responsibility and complexity of work, and to provide backup for critical Finance positions such as payroll.	10,000			10,000
Development Impact Fee study to support development of a citywide impact fee program to assure that new development pays its own way. The study would identify the proportionate share of infrastructure and other improvements required to support the project.		100,000		100,000
Finance Total	10,000	100,000	0	110,000
Technology				
Part-time staff to assist with front line desktop support while IT staff manages, maintains, and completes current and upcoming capital improvement projects and technology upgrades, including City website rebuild, technology support for the Digital Permit and Management System improvement project, Engineering Division's scanning and digitizing project, Stormwater CMMS implementation, and radio-read meter replacement program.		21,530		21,530
Storage space (15 TB), including three-year warranty, to accommodate newly introduced city department technology initiatives, including the Wastewater CCTV sewer video inspection program.		24,700		24,700
Technology Total	0	46,230	0	46,230
General Fund Impact				37,909

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Administration (Cont.)				
Public Safety				
Police				
Add a 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 and identify roadway hazards, abandoned vehicles, graffiti, and other conditions requiring City response.	151,050			151,050
Add 0.5 FTE Management Analyst position to prepare annual budget, manage accounts payable, perform crime analysis, track grant funding, and manage departmental recruitment processes and support the Chief's office with telephone inquiries, file management, and event planning.	64,205			64,205
Police Total	215,255	0	0	215,255
Fire				
Replace Fire Truck T51. Downpayment of \$700,000 funded by the Equipment Reserve Fund, and the remaining \$635,000 balance financed through a capital lease.		700,000		700,000
Hire a part-time Fire Inspector to assist current staff in the technical workload associated with new construction projects and the increase in construction inspections, plan check's and general planning meetings related to development in the Transit Corridor Plan Area.		20,000		20,000
Fire Total	0	720,000	0	720,000
General Fund Impact				20,000
Public Services				
Water Supply				
0.50 Engineering Technician to assist with asset management and inventory (GIS/CMMS/Field Data Collection), maintain as-built drawings, critical data analysis, project coordination, and update City website with project information. This position is shared with Wastewater Fund.	59,322			59,322
Develop South Westside Basin Groundwater Sustainability Plan to comply with the 2014 Sustainable Groundwater Management Act in coordination with Daly City, and CalWater.		40,000		40,000

Proposed 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 (Cont.)				
Update 5-Year Urban Water Management Plan (UWMP). This plan is required to be updated every five years and must be completed by the end of FY 2015-16.		60,000		60,000
Purchase two Residual Control System (RCS) units for Tanks No. 4 San Bruno Avenue and 9/10 College in order to improve water conservation. These units automatically maintain chlorine and other water purification chemical levels.		140,000		140,000
Two tank mixers for both holding tanks at Well 17 Corporation Yard as part of ongoing water conservation efforts. Tank mixers maintain chlorine consistency throughout the 90,000 gallon water holding tank.		74,000		74,000
Water Total	59,322	314,000	0	373,322
Wastewater				
0.50 Engineering Technician to assist with asset management and inventory (GIS/CMMS/Field Data Collection), maintain as-built drawings, critical data analysis, project coordination, and update City website with project information. This position is shared with Water Fund.	59,322			59,322
Wastewater Total	59,322	0	0	59,322
Community Development				
Planning				
Add an Associate Planner position to respond to an ongoing increase in development activity and to support processing of new development applications for projects such as conversion of an existing office development to 220+ housing units, redevelopment of another existing office complex with a new two story building, and the 152-room hotel project within the Navy Site Specific Plan area. The position will also support the Bicycle and Pedestrian Advisory Committee and provide Planning and Zoning information to citizens at the counter and over the phone.	134,000			134,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Development (Cont.)				
Planning (Cont.)				
Add an Executive Assistant position to assist with general administrative tasks within the Community Development Department to support Planning, Building, and Code Enforcement operations. These tasks include research assignments to respond to questions and informational requests from the public and other departments, assisting with budget preparation, file management, scheduling meetings/event planning, preparing correspondence, and preparation of Planning Commission and BPAC packets.	105,700			105,700
Contract services to complete the comprehensive Zoning Code, the Subdivision Ordinance, and complete an Initial Study/Negative Declaration for both updates. Services include all graphic design and website intergration.		85,000		85,000
Add Assistant Planner contract services to support overall Planning efforts, checking Building Permit application plans for compliance with Planning and Zoning requirements, providing significant counter and telephone informational support, processing Home Occupation Permits and Business Compliance Permits, processing minor Use Permits, and providing graphics support services.		132,000		132,000
Planning Total	239,700	217,000	0	456,700
Community Services				
Recreation				
Funding to provide an annual Community Day in the Park, including materials, supplies, contract services, and staff overtime. The annual Community Day in the Park continues the successful Centennial event held on September 27, 2014 with activities for all age groups and an opportunity for community organizations to collaborate in delivering a special community gathering.	40,000			40,000
Recreation Total	40,000	0	0	40,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Services (Cont.)				
Parks				
0.50 Parks & Facilities Services Manager to supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks & facilities capital improvement projects, and proactively address parks and facilities needs. Position shared 50% each between Parks Maintenance and Building & Facilities Fund.	78,016			78,016
Install gate behind City Park to limit vehicle access to the roadway and parking area.		5,000		5,000
Install engineered wood playground fiber to large playground areas located at parks throughout the City. This material maintains fall protection material in the playbox area and ensures equal distribution and coverage.		24,160		24,160
Increase funding for Wildland Fire Hazard Mitigation program to identify and mitigate the hazards associated with vegetation and wildland fires in City open space areas.	50,000			50,000
Purchase top dresser trailer attachment for field maintenance equipment and an annual supply of soil to maintain a safe playing environment and fill field divots and holes. This service is currently provided periodically by renting equipment.	9,100	12,500		21,600
Parks Total	137,116	41,660	0	178,776
Senior Services				
Add part-time facility attendant to perform basic facility set up and break down of tables, chairs, and moving the multi-use room wall partition when needed for classes. This position will also perform light custodial duties as needed.	21,000			21,000
Purchase light weight tables, light weight card tables, and sturdy chairs. Many of the tables are beginning to deteriorate and need to be replaced. The chairs are currently in good condition but new chairs that have a higher maximum weight limit are needed.		6,000	6,000	0
The 25 year old stage curtain is damaged beyond repair or cleaning. The curtain can no longer be opened and closed with the cord and it is necessary to use a long stick to close the curtains.		5,000	5,000	0
Senior Services Total	21,000	11,000	11,000	21,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Services (Cont.)				
Library				
Eliminate vacant Assistant Community Services Director position (decrease of \$184,557), reclassify one Library Services Manager to a Community Services Superintendent (increase of \$12,088), and add a Librarian I position (increase of \$103,035). The Community Services Superintendent will manage the day-to-day activities and functions of the Library. These responsibilities include: strategic planning, personnel management, budget development and oversight, and serving as a member of the Peninsula Library System (PLS) Executive Council. The Librarian will oversee development of an adult literary collection and provide front counter coverage. The position will maintain the existing total level of staffing at the Library with the elimination of the Assistant Community Services Director and assure sufficient staff presence during all hours of Library operation.	(69,434)			(69,434)
Expand Library's E-book and e-audiobooks collection.	4,700			4,700
Replace Automated Payment Machine (APM) that accepts debit and credit card payments. The current machine is 15 years old, regularly goes offline, and only takes cash payments.		11,220		11,220
Library Total	(64,734)	11,220	0	(53,514)
Building and Facilities				
0.50 Parks & Facilities Services Manager to supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks & facilities capital improvement projects, and proactively address parks and facilities needs. Position shared 50% each between Parks Maintenance and Building & Facilities Fund.	78,016			78,016
Backup generator for the San Bruno Veterans Memorial Recreation Center. The backup generator will power the gymnasium, meeting areas, and administrative offices to support full function of the facility during a power outage and as an emergency shelter in the event of a disaster.		70,000		70,000
Building and Facilities Total	78,016	70,000	0	148,016
General Fund Impact				137,655

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Total Supplemental Requests	822,512	1,531,110	11,000	2,342,622
Total General Fund Costs	698,407	503,889	11,000	1,191,295
Total 2015-16 General Fund Budget Impact	521,267			
<i>Ongoing Costs net of Revenue</i>	<i>698,407</i>			

RESOLUTION NO. 2015 - 74

RESOLUTION APPROVING AN AMENDMENT TO THE FY 2015-16 OPERATING BUDGET TO INCLUDE SERVICE LEVEL ENHANCEMENTS

WHEREAS, the City Council approved Resolution no. 2015-58 adopting the 2015-16 Operating Budget on June 23, 2015; and

WHEREAS, the City Council may amend the budget as necessary to account for changing conditions; and

WHEREAS, the City Council approved the expenditure of \$40,000 for the Community Day in the Park as a onetime cost; and

WHEREAS, amendments for one-time expenditures impacting the various funds should be approved consistent with the operating requirements and previous City Council actions:

Dept	Description	One-Time Costs
General Fund		
CD	Assistant Planner Contract Services	132,000
FD	Fire Inspector	20,000
CD	Contract Services for Zoning Code Update	85,000
CS	Install Gate behind City Park	5,000
CS	Install engineered wood playground fiber	24,000
CS	Top Dresser Trailer Attachment	13,000
CS	Automated Payment Machine	11,000
CS	Community Day in the Park	40,000
CS	Tables and chairs for Senior Center	6,000
CS	Stage Curtain	5,000
FIN	Development Impact Fee Study	100,000
-	General Fund portion of Internal Service Allocations	103,000
	General Fund Total	\$ 544,000
Internal Service Funds		
IT	Part-time Staff	\$ 21,000
IT	Storage Space	25,000
	Total Technology Fund	46,000
CS	Generator for Recreation Center	70,000
	Total Building and Facilities Fund	70,000
FD	Fire Engine	389,000
	Total Equipment Replacement Fund	389,000
	Total Internal Service Fund	\$ 505,000

Dept	Description	One-Time Costs
Water Enterprise Fund		
Water	Groundwater Sustainability Plan	40,000
Water	5-year Urban Water Mgmt Plan	60,000
Water	Residual Control Units (2)	140,000
Water	Tank mixers (2)	74,000
Water Enterprise Fund Total		\$ 314,000

WHEREAS, the City Council approved reclassifying the Human Resources Director to the position of Human Resources Manager for a budget savings of \$42,000; and

WHEREAS, amendments for ongoing expenditures impacting the General Fund should be approved consistent with the operating requirements and previous City Council actions:

Dept	Description	Ongoing Costs
General Fund		
CD	Associate Planner	\$ 134,000
CD	Executive Assistant	106,000
CM	Reclassify Management Analyst II to Assistant to City Manager	28,000
CS	Add Librarian 1/Eliminate Assistant Community Service Director/Reclassify Library Service Manager to Community Services Superintendent	(69,000)
CS	Part-time Facility Attendant – Senior Services	21,000
HR	Reclassify HR Director to HR Manager	(42,000)
FIN	Reclassify an Accounting and Customer Service Representative from level II to level III	10,000
PD	Management Analyst 0.5	64,000
PD	Police Officer	151,000
CS	Annual supply of soil for fields	9,000
CS	E-books and E-audiobooks	5,000
CS	Wildland Fire Hazard Mitigation	50,000
General Fund Total		\$ 467,000

NOW THEREFORE, the City Council of the City of San Bruno hereby resolves to amend the FY 2015-16 Operating Budget and that specific expenditures enumerated are hereby amended.

---oOo---

I hereby certify that foregoing **Resolution No. 2015 - 74** was introduced and adopted by the San Bruno City Council at a regular meeting on July 28, 2015, by the following vote:

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

NOES: Councilmembers: None

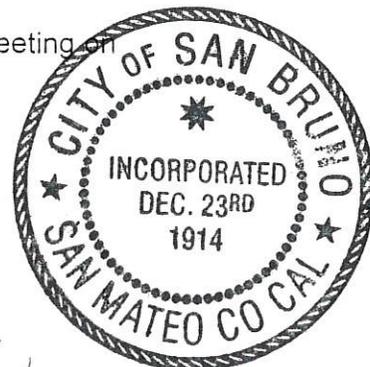
ABSENT: Councilmembers: None

I hereby certify this to be a full, true and correct copy of the document it purports to be, the original of which is on file in my office.

Dated: 8-14-15

Vicky S. Haska Deputy City Clerk
City Clerk of the City of San Bruno

Carol Bonner
 Carol Bonner, City Clerk



Elected Offices
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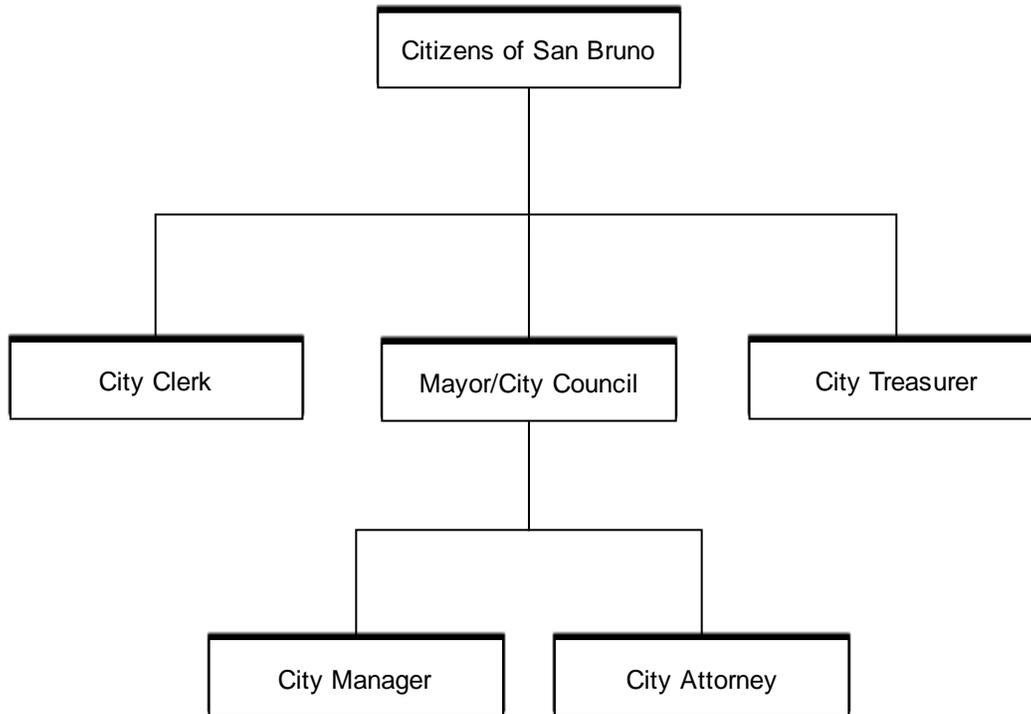
Elected Offices

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

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

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

- **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.

2015-16 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.
- Continue to promote public outreach and education on Water Conservation efforts.

- ❑ Represent the City of San Bruno on several County and Regional Agency Board and Committees, such as Association of Bay Area Governments (ABAG), City/County Association of Governments (CCAG) and Bay Area Water Supply and Conservation (BAWSCA).

- ❑ Continue advocacy efforts for improvements to pipeline maintenance and operation, legislative and regulatory reform and public awareness related to pipeline safety.

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 City Clerk's Office 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.

2014-15 Accomplishments

- ✓ **Develop a new agenda packet process to simplify the existing process.**
Status: In conjunction with Information Technology (IT) staff, the City Clerk's Office participated in review of several automated agenda production systems. Staff is continuing the review process in order to identify a system that will best meet the City needs.
- ✓ **Transition City Council from paper agendas to paperless agendas.**
Status: Staff is currently evaluating solutions from various vendors and exploring alternatives.
- ✓ **Complete the 2014-15 Annual Statements of Economic Interests for all designated officials and positions by the filing deadline.**
Status: As the filing officer for all candidate and campaign committees, filings as required by State law (Form 460s and Form 700s) were filed in a timely fashion.
- ✓ **Conduct the 2014 Fireworks Stand Permit and Sales process.**
Status: 17 permits were issued and all firework vendors filed the necessary forms in a timely manner and paid the City by the deadline.
- ✓ **Continue ongoing efforts to log and scan Ordinances and Resolutions to the City website.**
Status: Continue to log all ordinances and resolutions. Scanning will be initiated as part of the 2015-16 work plan.

2015-16 Goals and Objectives

- ❑ Manage the November, 2015 General Election. As the City's Election Official, create a 2015 Candidate's Guide, coordinate consolidation services with the San Mateo County Elections Division to manage an all-mail election, provide election services to prospective candidates, ensure elections procedures and filings adhere to the elections code, and all candidate services are provided.

- Continue to develop a new agenda packet process to simplify the process such as develop a template for all agendas produced by the City.
- Continue to work towards transitioning City Council paper agendas to paperless agendas.
- Under the Clerk's direction, the Deputy Clerk will continue to participate in the process to identify the key needs of a new City website.
- Work with internal and external customers of the City to ensure the public and internal staff are provided with the highest level of customer service to build strong inter-relations.
- Maintain accessibility of all public records and ensure that all public records act requests are fulfilled within the statutory guidelines.

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 provides an investment report to the City Council.

- **Management of Funds**
Provide cash management for timely payment of approved City expenditures.
- **Investment of Funds and Reporting**
Invest all City funds not required for regular operations in accordance with the City Council approved Investment Policy. Monitor interest earnings on invested funds and supply monthly reporting to the City Council.
- **Custody and Deposit of Funds**
Secure investment placement of City funds to assure safety and liquidity.
- **Reconciliation**
Review reconciliation of fund balances to the bank and investment statements monthly.

2014-15 Accomplishments

- ✓ **Update the City's Investment Policy to ensure compliance with State regulations.**
Status: Updated and revised the City's Investment Policy to ensure continued compliance with State regulations.
- ✓ **Continue to further diversify investment funds to strengthen the portfolio against possible market downturn, in accordance with the City's Investment Policy.**
Status: Continued diversifying investments among a variety of securities and financial institutions offering independent returns in accordance with the City's Investment Policy.
- ✓ **Continue to achieve positive return on invested funds while adhering to the City's Investment Policy.**
Status: Continued to generate the maximum amount of investment income within the parameters of prudent risk management, liquidity management, and the requirements of safety and credit quality as dictated by the City's Investment Policy.
- ✓ **Continue to meet state guidelines for investment reporting.**
Status: Revised the monthly investment report to a more user friendly format and continued to provide monthly investment reports to the City Council and although no longer required by the State, provided the City Council with an annual review of the City's Investment Policy.
- ✓ **Continue training for designation of certified California Municipal Treasurer.**
Status: Continued education for certification.

2015-16 Goals and Objectives

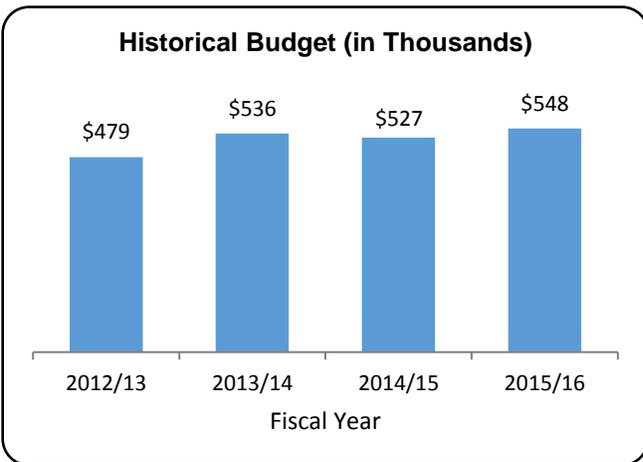
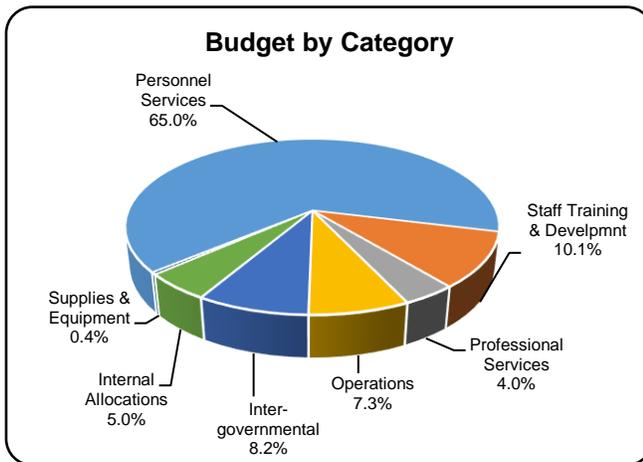
- Continue to monitor the City's Investment Policy to ensure compliance with State regulations.
- Continue to further diversify investment funds to strengthen the portfolio against possible market downturn, in accordance with the City's Investment Policy.
- Continue to achieve positive return on invested funds while adhering to the City's Investment Policy.
- Continue training for designation of certified California Municipal Treasurer.

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Elected Offices Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$315,121	\$321,296	\$331,570	\$356,180
Staff Training & Development	\$50,967	\$54,467	\$54,967	\$55,575
Professional Services	\$38,100	\$26,161	\$21,740	\$21,740
Supplies & Equipment	\$3,175	\$3,175	\$3,175	\$2,275
Operations	\$45,064	\$51,260	\$51,298	\$40,273
Intergovernmental	\$0	\$54,000	\$35,000	\$45,000
Internal Allocations	\$26,123	\$25,809	\$28,750	\$27,343
Total:	\$478,550	\$536,168	\$526,500	\$548,386

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$378,282	\$420,070	\$410,723	\$427,797
General Administration Recovery from Other Funds:				
Water Fund	\$45,962	\$53,218	\$53,071	\$55,277
Wastewater Fund	\$27,085	\$31,361	\$31,274	\$32,574
Stormwater Fund	\$2,462	\$2,851	\$2,843	\$2,961
Cable Fund	\$24,531	\$28,404	\$28,326	\$29,503
Solid Waste	\$228	\$264	\$263	\$274
Total:	\$478,550	\$536,168	\$526,500	\$548,386



Summary of 2015-16 Budget Changes

The 2015-16 budgets for Elected Offices - City Council, City Clerk and City Treasurer - increased by \$22,000, as compared to the 2014-15 budget. The changes include:

- Personnel costs increased by \$24,600 to reflect the approved salary and benefit adjustments.
- Election cost for the 2015 State-wide election increased by \$10,000.
- Special Project budget decreased by \$10,000 with the removal of the one-time cost for Centennial celebration in the prior year.
- Other changes include a \$1,000 reduction in City Clerk's public notice budget and a decrease of \$1,000 in the internal service allocation.

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City Council

Personnel Services	2015-16 Budget	Description
5102 PART-TIME SALARIES	\$29,160	Salary for Mayor and City Council.
5200 EMPLOYEE BENEFITS	\$59,646	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	\$88,806	

Staff Training & Development	2015-16 Budget	Description
6701 DUES & MEMBERSHIPS	\$46,000	Association of Bay Area Governments (ABAG) Membership (\$8,900); League of California Cities (\$14,500); HEART of San Mateo County (\$17,000); Peninsula Division (League of Cities) (\$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	\$51,000	

Supplies & Equipment	2015-16 Budget	Description
6001 OFFICE SUPPLIES	\$1,000	Supplies and materials related to operation of the City Council.
Total Supplies & Equipment	\$1,000	

Operations	2015-16 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	\$8,500	Departmental and employee recognition (\$3,000); Narita Sister City activities (\$3,000); 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	\$37,078	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$140	Internal service allocation for copier charges.
Total Internal Allocations	\$140	
Grand Total	\$178,024	

City Clerk

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$88,418	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$48,798	Base salary and incentives for all department personnel working less than 80 hours per payperiod. Subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$77,537	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	\$214,753	

Staff Training & Development	2015-16 Budget	Description
6701 DUES & MEMBERSHIPS	\$400	Membership in the California City Clerk's Association.
6702 PUBS & SUBSCRIPTIONS	\$2,500	California Elections Code updates and ordinance publication and updates.
6704 MEETINGS/CONFERENCES	\$1,500	League of California Cities Clerk Conference.
Total Staff Training & Development	\$4,400	

Supplies & Equipment	2015-16 Budget	Description
6001 OFFICE SUPPLIES	\$1,200	Supplies and materials related to City Clerk operations.
Total Supplies & Equipment	\$1,200	

Operations	2015-16 Budget	Description
6112 POSTAGE	\$250	Postage costs for City Clerk correspondence.
6450 COMMUNICATIONS	\$807	Costs associated with 3 office telephones and faxline.
6501 PUBLIC NOTICES	\$2,000	Legal advertising for public notice.
Total Operations	\$3,057	

Intergovernmental	2015-16 Budget	Description
7043 ELECTIONS	\$45,000	Municipal election.
Total Intergovernmental	\$45,000	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$23,517	Internal service allocations for: self insurance cost (\$2,769); building and facilities maintenance (\$10,623); information technology support (\$7,125); and copier charges (\$3,000).
Total Internal Allocations	\$23,517	
Grand Total	\$291,927	

City Treasurer

Personnel Services	2015-16 Budget	Description
5102 PART-TIME SALARIES	\$42,087	Salary for City Treasurer.
5200 EMPLOYEE BENEFITS	\$10,534	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	\$52,621	

Staff Training & Development	2015-16 Budget	Description
6701 DUES & MEMBERSHIPS	\$175	California Municipal Treasurer's Association.
Total Staff Training & Development	\$175	

Professional Services	2015-16 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	2015-16 Budget	Description
6001 OFFICE SUPPLIES	\$75	Supplies and materials related to City Treasurer operation.
Total Supplies & Equipment	\$75	

Operations	2015-16 Budget	Description
6450 COMMUNICATIONS	\$138	Cost associated with an office telephone.
Total Operations	\$138	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$3,686	Internal service allocation for information technology support.
Total Internal Allocations	<u>\$3,686</u>	
Grand Total	<u><u>\$78,435</u></u>	

General Administration
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General Administration

City Manager's Office

City Attorney's Office

Human Resources Department

Information Technology

Finance Department

Crestmoor (Glenview) Recovery

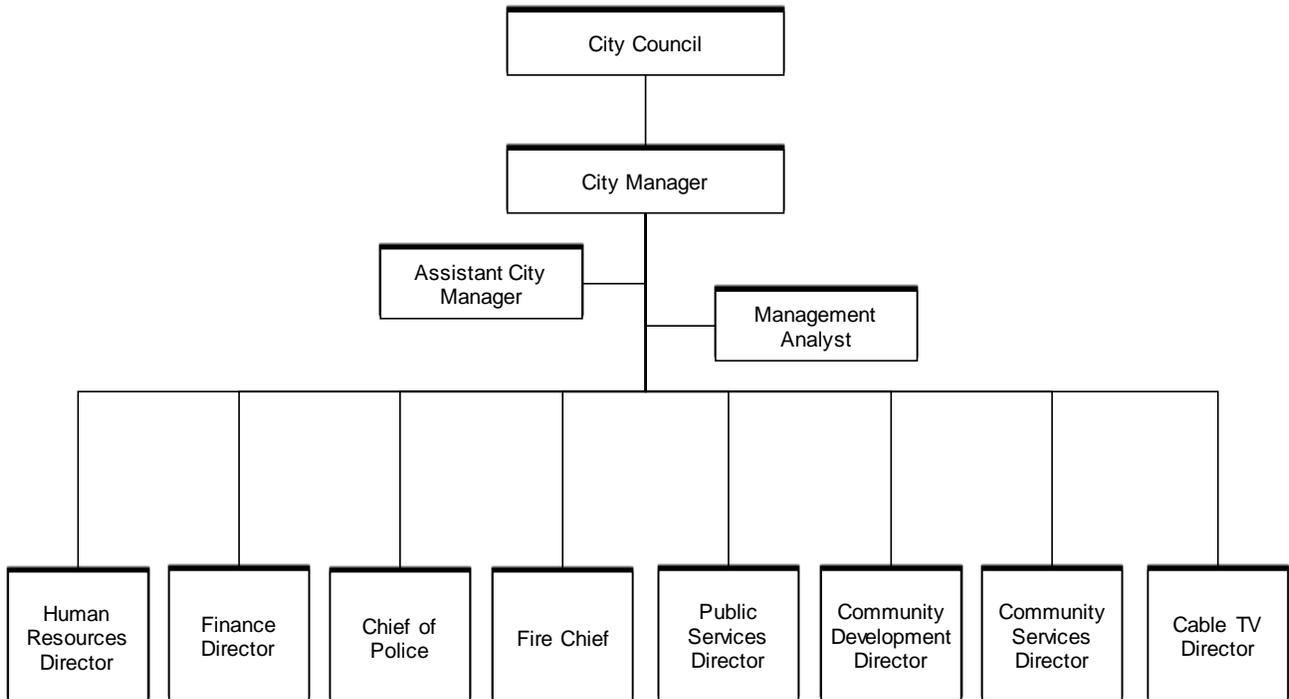
Non-Departmental

Self Insurance

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City Manager's Office

City Manager



City Manager's Office

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

Programs

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

The primary services provided include:

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

Priority Focus

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. 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.

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, as developed in the Capital Improvement Program (CIP).

The City Manager's Office will continue to be impacted by the recovery, investigation, and policy initiatives resulting from the 2010 explosion and fire in the Crestmoor neighborhood. Restoration and rebuilding of the Crestmoor neighborhood, including the 10 vacant lots previously owned by the City and PG&E, will continue over the next year. The next phase of the Neighborhood Reconstruction Project will include surface improvements, and the anticipated design and replacement of the neighborhood park. Also critical is the City's continued advocacy efforts to improving and ensuring safety in utility operations in San Bruno and throughout the State of California.

2014-15 Accomplishments

- ✓ **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.**
Status: Worked with the assigned Fire Department Administrative Battalion Chief to review, evaluate, and further develop the City's emergency preparedness plan. Conducted Emergency Operations Center (EOC) training in conjunction with a countywide exercise to identify the necessary EOC staff and assign their role in the EOC. Coordinated additional staff training for WebEOC, a recording and documentation software system for major emergencies, and recertified all full-time staff as disaster response workers.
- ✓ **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.**
Status: Worked with staff to continue the redesign process of the City's website to improve and expand the availability of information and services made available online. Customer service remains a priority focus and will continue to be evaluated to ensure delivery of high quality of service.
- ✓ **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.**
Status: After the appointment of the Board of Directors for the Not-For-Profit, San Bruno Community Foundation (SBCF), the City Manager's Office and the City Attorney's Office worked closely with the Board to conduct regular monthly public meetings, develop policies, procedures and assisted with the recruitment process for the hiring of an Executive Director. The Executive Director has continued to further develop the SBCF policies and procedures, and has initiated a Community Listening Campaign to seek input on the Community's interests in how the restitution funds are spent.

- ✓ **Continue proactive monitoring and management of the City's resources to ensure continuing fiscal and organizational vitality of the City's operations.**
Status: Coordinated with the Finance Department to provide quarterly financial updates to the City Council, and maintained reserve funds, in accordance with the adopted reserve policy, to assure long term financial planning.
- ✓ **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.**
Status: Continued to represent the City's interests through the CPUC regulatory proceedings that resulted in a record setting fine issued to PG&E in the amount of \$1.6 billion. Continued active advocacy for pipeline safety by representing the City of San Bruno at the National Pipeline Safety Trust's annual conference and the Mayors' Council on Pipeline Safety (MCPS) first annual conference, along with other municipal agencies, industry professionals and regulatory leaders, to share safety initiatives to help prepare for disaster prevention and recovery.
- ✓ **Assure delivery of proactive code enforcement services to produce improvements in the overall character and quality of the City's neighborhood and business areas.**
Status: Worked with the Community Development Department to develop a guide for improving customer service outcomes between Code Enforcement staff and the public, the implementation of focused and measurable code enforcement efforts involving public education and engagement.
- ✓ **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.**
Status: The Phase III Utility Replacement Project is nearing final completion and work is continuing to replace the upper sanitary sewer laterals throughout Crestmoor neighborhood. Completion of this work is anticipated during Fall 2015. Final design of the surface improvements is expected to begin construction during Fall 2015. Community outreach and public meetings to help guide the Glenview/Earl Park design are scheduled to begin during the next several months. It is anticipated that a conceptual park design vision will be presented by the end of 2015.
- ✓ **Initiate development of the Crossings Hotel project.**
Status: Entered into a second Exclusive Negotiating Rights Agreement (ENRA) with OTO, the selected hotel developer. Completed the project Environmental Impact Report (EIR), financial review and design development. Staff anticipates Planning Commission and City Council consideration of the EIR and the Specific Plan Amendment (SPA) in early Fall 2015.
- ✓ **Initiate development of City and PG&E owned lots in the Crestmoor neighborhood.**
Status: Coordinated with the Community Development Department and the selected developer to replace the individual homes on 10 existing lots within the Crestmoor neighborhood. The 10 homes are anticipated to be constructed and ready for occupancy by early 2016.
- ✓ **Complete review of a proposed ballot measure to increase building height and eliminate other restrictions to implementation of the Downtown and Transit Corridor Plan.**
Status: Coordinated a public outreach information and education program resulting in a successful ballot measure (Measure N) in the November 2014 election. Measure N relaxes important development standards in the Transit Corridor Plan (TCP) area, including an increase to the allowable building heights, above ground, multi-story parking garages, and increased residential densities. Worked with staff to review the administrative draft Zoning Code Update document, and initialized work to bring together a staff-level working group to initiate planning for a development impact fee program and to develop a comprehensive strategy to realize the full range of TCP implementation measures.

- ✓ **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.**

Status: Continued delivery of high-quality community service including proactive response to the large winter storm in December 2014. Staff also 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.

- ✓ **Deliver Centennial celebration community programming and events in partnership with City Centennial volunteer committees and service organizations.**

Status: On December 23, 1914 San Bruno officially incorporated as a city. To celebrate one hundred years of progress, the City held two signature events and several smaller events. The Centennial Community Day in the Park was attended by approximately 2,000 adults and children. The City's Centennial Gala capped the yearlong celebration on December 6, 2014. Ten smaller celebrations such as the Centennial Scavenger Hunt and Historical Architecture Walk, along with enduring projects including development of an interactive timeline, collection of individual Oral History, production of a Centennial Cable TV documentary, and a Centennial Tree Planting program were successfully delivered.

- ✓ **Completed Development of Significant Water Policy.**

Status: In conjunction with the San Francisco Public Utilities Commission and the local ground water pumpers, completed final regional Groundwater Recovery and Storage Agreement (GSR) following over 12 years of analysis and review. The agreement assures coordinated groundwater management and supply. Coordinated with the Public Services Department to activate the City's Water Shortage Contingency Plan to comply with the State Water Resources Control Board (SWRCB) emergency water conservation regulations to urban water suppliers throughout the state. Stage II of the plan activated Citywide outdoor water restrictions.

2015-16 Goals and Objectives

- Continue comprehensive Citywide emergency preparedness 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.
- 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.
- Work with the San Bruno Community Foundation to continue its process to determine the best use of the \$70 million in settlement funds received from PG&E.
- Provide proactive monitoring and management of the City's resources to ensure continuing fiscal and organizational vitality of the City's operations.
- Continue involvement in regulatory proceedings and pipeline safety initiatives to ensure that the community's interests for a safe, reliable utility system is provided under the watchful eye of a diligent regulator to assure that disaster as happened in San Bruno is not repeated anywhere.
- Assure delivery of proactive code enforcement, public safety, and development services to produce improvements in the overall character and quality of the City's neighborhood and business areas.

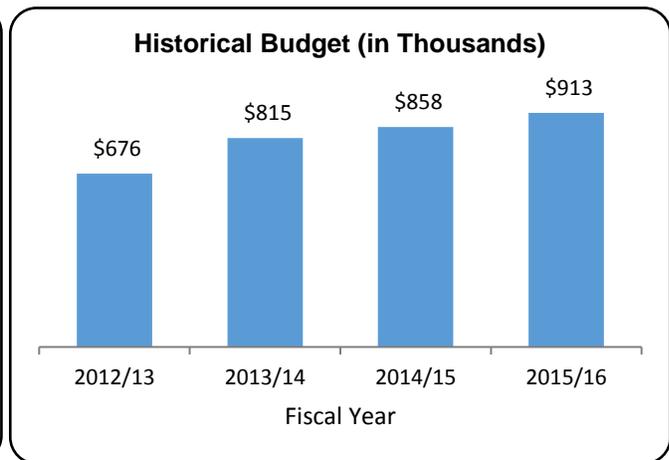
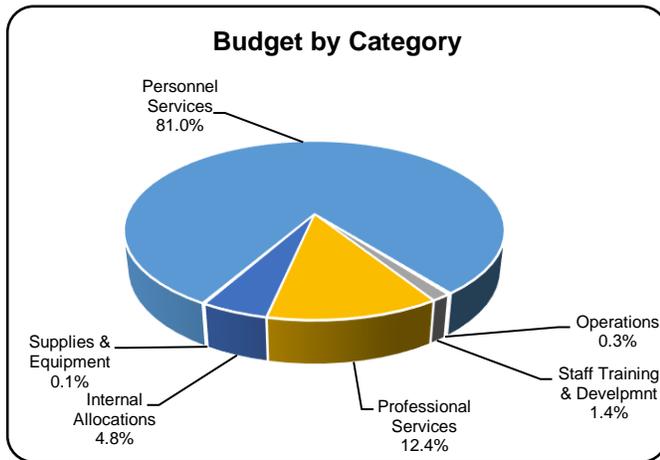
- Conduct community outreach and public meetings to help guide the Glenview/Earl Park design, and complete initial design and development of additional neighborhood rebuilding projects approved by the City Council.
- Complete development planning and begin construction of the Crossings Hotel project through the City's selected developer.
- Complete construction of the 10 existing vacant lots within the Crestmoor neighborhood, previously owned by the City and PG&E.
- Promote public outreach and education on citywide water conservation efforts and state-mandated requirements.
- Prepare a Development Impact Fee Study and a Cost of Services Fee Study to guide appropriate private party participation in covering the cost of providing City infrastructure, services, and programs.
- 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.
- Continue advocacy efforts for improvements to pipeline maintenance and operation, legislative and regulatory reform and public awareness related to pipeline safety.

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City Manager Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$624,351	\$631,306	\$668,489	\$739,393
Staff Training & Development	\$12,350	\$12,850	\$12,850	\$12,850
Professional Services	\$0	\$125,000	\$125,000	\$113,000
Supplies & Equipment	\$1,250	\$1,250	\$1,250	\$1,250
Operations	\$1,378	\$1,950	\$1,955	\$2,188
Internal Allocations	\$36,352	\$43,077	\$48,655	\$44,118
Total:	\$675,681	\$815,433	\$858,199	\$912,799

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$585,722	\$665,161	\$696,969	\$712,075
General Administration Recovery from Other Funds:				
Water Fund	\$41,236	\$68,883	\$73,906	\$92,010
Wastewater Fund	\$24,300	\$40,592	\$43,552	\$54,220
Stormwater Fund	\$2,209	\$3,690	\$3,959	\$4,929
Cable Fund	\$22,009	\$36,765	\$39,446	\$49,109
Solid Waste	\$205	\$342	\$367	\$456
Total:	\$675,681	\$815,433	\$858,199	\$912,799



Summary of 2015-16 Budget Changes

The 2015-16 budget for the City Manager's Office is \$54,600 higher than 2014-15. The changes include:

- Personnel Services costs increased by \$70,900 in accordance with the 2014 ratified and adopted labor agreement, and increased in costs for pension and medical costs.
- Professional Services budget decreased by \$12,000. The 2014-15 budget included \$125,000 for the Economic Development Plan, of which approximately \$12,000 was utilized for Measure N.

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City Manager's Office

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$513,914	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$7,200	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$218,279	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	\$739,393	

Staff Training & Development	2015-16 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	

Professional Services		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$113,000	Appropriation to fund future and ongoing Economic Development.
Total Professional Services		\$113,000	

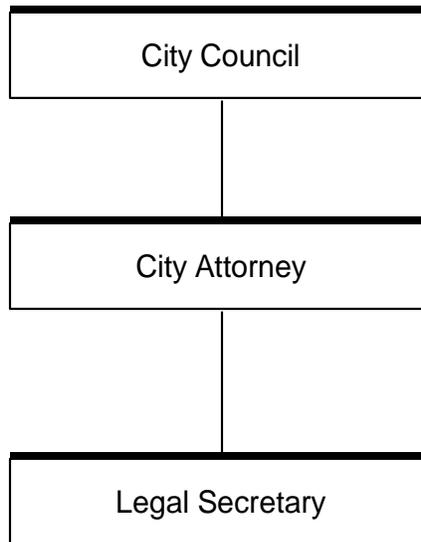
Supplies & Equipment		2015-16 Budget	Description
6001	OFFICE SUPPLIES	\$1,000	Supplies for daily operations.
6204	SUPPLIES	\$250	Replacement of calculators, printers, and other office equipment.
Total Supplies & Equipment		\$1,250	

Operations		2015-16 Budget	Description
6112	POSTAGE	\$200	Postage costs associated with City Manager correspondence.
6450	COMMUNICATIONS	\$1,988	Costs associated with three office telephones, one fax machine, and two cell phone.
Total Operations		\$2,188	

Internal Allocations		2015-16 Budget	Description
7901	INTERNAL SERVICE ALLOCATION	\$44,118	Internal service allocations for: self insurance cost (\$10,679); building and facilities maintenance (\$19,399); information technology support (\$14,003); and copier charges (\$37).
Total Internal Allocations		\$44,118	
Grand Total		\$912,799	

City Attorney's Office

City Attorney



City Attorney's Office Legal Services

The City Attorney's Office provides clear, concise, practical, and high-quality legal advice and representation in a timely, effective, and cost-efficient manner; identifies potential legal risks to the City, and in consultation with the City Council and staff, develops, implements, and monitors measures to address those risks; and ensures that City ordinances and other legal documents reflect the priorities of the City Council and implement best practices.

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.

2014-15 Accomplishments

- ✓ **Conduct a comprehensive review of the City's insurance and claims management needs including evaluation of alternatives for the City's liability insurance.**
Status: Completed. 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.
- ✓ **Complete property transfers involving the Grade Separation project.**
Status: Pending resolution of remaining issues in Grade Separation project.
- ✓ **Develop and implement the City's email retention policy.**
Status: Developed the City's email retention policy, new mobile device policy, and revised internet policy. Implementation is anticipated during fiscal year 2015-16.
- ✓ **Develop and revise ordinances relating to massage establishments, purchasing policies and Public Services contract bid procedures.**
Status: Revised massage ordinance was adopted by the Council in June 2015. A revised bid ordinance has been included in the 2015-16 work plan.
- ✓ **Manage legal issues arising out of the Glenview Fire incident.**
Status: Worked with San Bruno Community Foundation to manage the \$70 million restitution fund; drafted legal documents for development of remaining vacant lots; and participated in the CPUC process for revision of laws and rules to ensure greater transparency.

- ✓ **Continue ongoing support to all City departments and operations to minimize risk and avoid liability.**
Status: Continued general oversight of the City's general liability claims and risk management functions including responsibility for leadership of the City's Risk Management Committee and increased coordination with all City departments.
- ✓ **Implement a comprehensive program to resolve difficult and longstanding code enforcement matters.**
Status: Developed a 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.
- ✓ **Advise staff in personnel-related matters.**
Status: Provided continuing legal support for personnel related issues and other departmental matters.
- ✓ **Work with staff to implement the Transit Corridors Plan (TCP), the Crossing Hotel development, and associated policy and zoning issues.**
Status: Prepared legal documents necessary for placement of Measure N on the ballot 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 TCP.

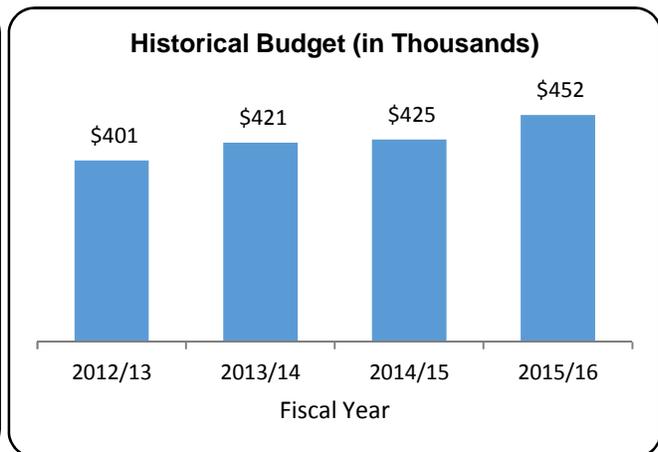
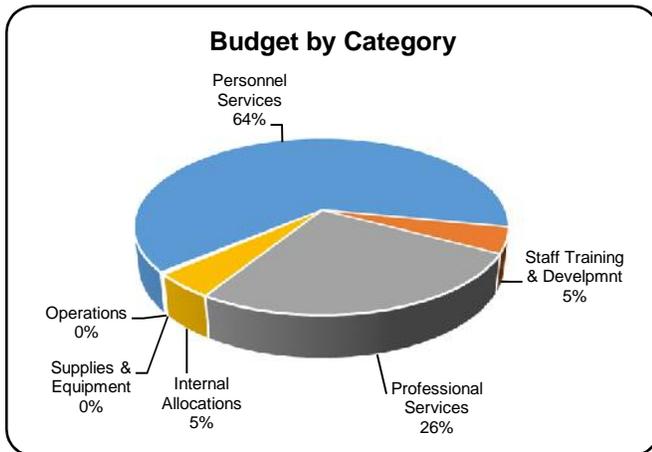
2015-16 Goals and Objectives

- Work with parties involved in the Grade Separation project for second phase of property transfer and resolution of remaining issues.
- Implement new and revised policies relating to electronic devices and media.
- Introduce revisions to the City's purchasing and bid policies and ordinances.
- Continue management of legal issues arising out of the Glenview Fire incident, including working to increase transparency at CPUC and assisting the 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 (TCP) and associated policy and zoning issues, and to complete agreements for the Crossing Hotel development, and other commercial and residential development.

City Attorney Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$240,754	\$259,171	\$260,307	\$289,980
Staff Training & Development	\$19,325	\$19,325	\$19,325	\$21,325
Professional Services	\$120,000	\$120,000	\$120,000	\$118,000
Supplies & Equipment	\$900	\$900	\$900	\$900
Operations	\$1,008	\$1,091	\$952	\$952
Internal Allocations	\$19,370	\$20,526	\$23,020	\$20,665
Total:	\$401,357	\$421,013	\$424,504	\$451,822

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$317,092	\$329,024	\$331,156	\$352,466
General Administration Recovery from Other Funds:				
Water Fund	\$38,626	\$42,167	\$42,790	\$45,544
Wastewater Fund	\$22,762	\$24,848	\$25,216	\$26,838
Stormwater Fund	\$2,069	\$2,259	\$2,292	\$2,440
Cable Fund	\$20,616	\$22,506	\$22,838	\$24,308
Solid Waste	\$192	\$209	\$212	\$226
Total:	\$401,357	\$421,013	\$424,504	\$451,822



Summary of 2015-16 Budget Changes

The 2015-16 City Attorney's Office budget is \$27,300 higher than 2014-15. The changes include:

- Personnel Services costs increased by \$29,700 in accordance with the 2014 ratified and adopted labor agreement and the City Council approved employment contract with the City Attorney, and increased in costs for pension and medical costs.
- Internal Allocations decreased by \$2,400 due to the change in methodology to allocate Self-Insurance fund charges.

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City Attorney's Office

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$201,932	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$84,448	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	\$289,980	

Staff Training & Development	2015-16 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	\$15,000	California Codes (\$4,650); Westlaw subscription (\$5,410); Continuing Education of the Bar (CEB) reference materials (\$2,975); The Recorder (\$395); Verdict Search (\$450); International Municipal Law Association (IMLA) (\$745); and CA Municipal Law Handbook (\$375).
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	\$21,325	

Professional Services		2015-16 Budget	Description
6402	LEGAL EXPENSES	\$118,000	Retain outside counsel and legal fees.
Total Professional Services		\$118,000	

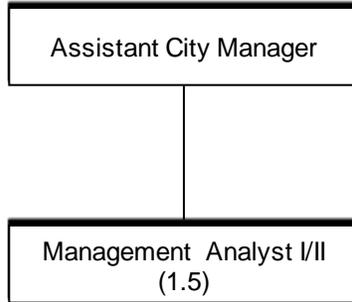
Supplies & Equipment		2015-16 Budget	Description
6001	OFFICE SUPPLIES	\$900	Supplies and materials related to the City Attorney's operation.
Total Supplies & Equipment		\$900	

Operations		2015-16 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		2015-16 Budget	Description
7901	INTERNAL SERVICE ALLOCATION	\$20,665	Internal service allocations for: self insurance cost (\$5,142); building and facilities maintenance (\$10,623); information technology support (\$4,750); and copier charges (\$150).
Total Internal Allocations		\$20,665	
Grand Total		\$451,822	

Human Resources Department

Human Resources



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. The Department will review current policies and practices to implement new laws and updates to regulations such as the Affordable Care Act and the California Family Rights Act.

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.

2014-15 Accomplishments

- ✓ **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.**

Status: Continued management of the counseling program for the Crestmoor neighborhood residents and coordinated the four-year remembrance event.

- ✓ **Work with the Police Bargaining Unit to complete negotiations for a new labor agreement.**

Status: Completed negotiations with the Police Bargaining Unit for a successor agreement through December 31, 2017. Updated all of the City's five Memorandums of Understanding (MOU's) to incorporate newly negotiated provisions.

- ✓ **Offer the first Employee Open Enrollment Period for employees after the agreed restructure of the health and welfare benefits program offered through Teamsters Health and Welfare Trust**
Status: Worked with the Teamsters Health and Welfare Trust to offer employees a choice of different level of prescription plans at different costs.
- ✓ **Continue to monitor employment law and other requirements which impact the City and employees.**
Status: Provided City departments consultation and assistance with policy interpretation and impacts created by the Affordable Care Act (ACA), California Family Rights Act, and the Public Employees' Pension Reform Act (PEPRA).
- ✓ **Provide required training and develop new training opportunities for employees to ensure compliance and meet the City's operational needs.**
Status: Continue to offer Occupational Safety and Health Administration (OSHA) required and recommended safety training. Offered "Brown Bag" workshops on healthy habits.
- ✓ **Provide advice and assistance to the City Manager and all departments on improvements to the City's recruitment and selection process, identification of employee training needs, and resolution of employee concerns in a timely and appropriate manner.**
Status: Provided training to Departments on the hiring process for more efficient and effective selection measures. Assisted departments with disciplinary issues, employee performance matters, workers' compensation, and staff and organizational development.
- ✓ **Work with all Departments to identify, develop and implement leadership training, and succession planning to fill and retain leadership talent.**
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. Through spring of 2015, enrolled 46 employees in 25 different training courses.
- ✓ **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.**
Status: Began tracking all employee benefit elections and beneficiaries in an online database for streamlined management and access.
- ✓ **Update and implement changes to the human resources processes and procedures to increase efficiency, effectiveness, and delivery.**
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.**
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.**
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.
- ✓ **Completed a broad range of recruitments for 26 part-time and regular, full-time critical City positions including processing nearly 2,500 applications. Welcomed and completed orientations for sixteen new employees in different City positions, and assisted in the promotional process for nine City employees.**
Status: Completed
- ✓ **Continue to provide oversight of the workers' compensation program.**
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 City Departments.**
Status: Extended eligibility list for Police Sergeant. Reviewed and approved new job description for a Recreation Services Coordinator position.

2015-16 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.
- 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 California Family Rights Act, 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.
- Offer the first Open Enrollment Period and 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.

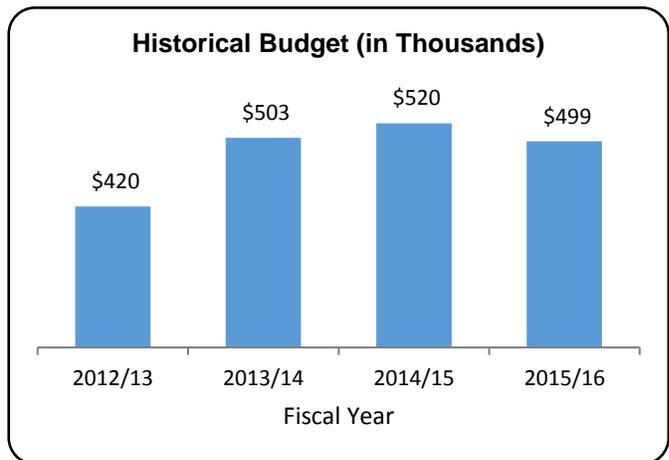
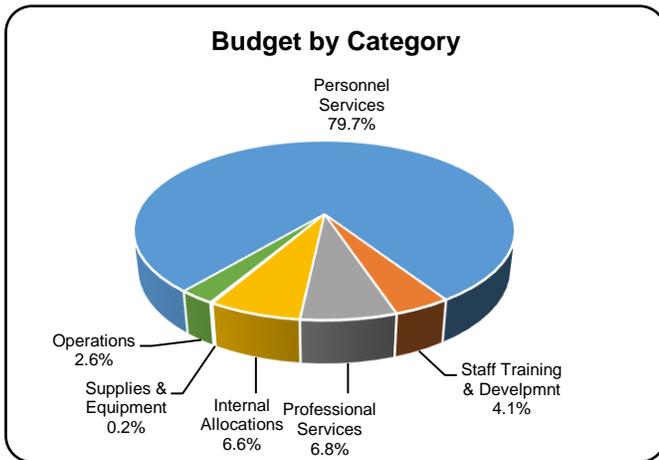
- Continue to improve efficiency and assist departments with recruitment and selection process for part-time and full-time City positions.
- Continue to provide oversight of the workers' compensation program.
- Work with the Personnel Board to create and revise various job descriptions and to extend eligibility lists.

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Human Resources Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$264,981	\$357,670	\$371,597	\$372,793
Staff Training & Development	\$19,850	\$19,140	\$19,140	\$19,140
Employee Support Services	\$25,000	\$23,950	\$30,650	\$30,650
Professional Services	\$69,078	\$60,836	\$53,230	\$32,000
Supplies & Equipment	\$1,000	\$800	\$800	\$800
Operations	\$11,764	\$11,930	\$11,909	\$12,065
Internal Allocations	\$28,245	\$28,314	\$32,893	\$31,106
Total:	\$419,918	\$502,640	\$520,219	\$498,554

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$314,628	\$394,959	\$405,823	\$388,923
General Administration Recovery from Other Funds:				
Water Fund	\$48,264	\$49,360	\$52,438	\$50,254
Wastewater Fund	\$28,441	\$29,087	\$30,901	\$29,614
Stormwater Fund	\$2,586	\$2,644	\$2,809	\$2,692
Cable Fund	\$25,760	\$26,345	\$27,988	\$26,822
Solid Waste	\$239	\$245	\$260	\$249
Total:	\$419,918	\$502,640	\$520,219	\$498,554



Summary of 2015-16 Budget Changes

The 2015-16 Human Resources budget is \$22,000 lower than 2014-15. The changes include:

- Professional Services budget decreases by \$27,000 with the removal of labor negotiation services.
- Increase in cost of \$5,770 for public safety position pre-employment exams and background checks.

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Human Resources

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$253,632	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$115,561	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	\$372,793	

Staff Training & Development	2015-16 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 memberships (\$390); California Public Employers Labor Relations Association - 1 membership (\$350); and Municipal Management Association of Northern California - 2 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 Liebert Cassidy Whitmore (LCW) Annual Conference.
Total Staff Training & Development	\$19,140	

Employee Support Service		2015-16 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		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$17,000	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 CalOpps Fee for online application processing (\$2,500).
6413	SPECIALIZED SERVICES	\$15,000	Pre-employment background checks, investigations, polygraphs tests, and psychological exams for public safety positions.
Total Professional Services		\$32,000	

Supplies & Equipment		2015-16 Budget	Description
6001	OFFICE SUPPLIES	\$800	Supplies for daily operations, excluding recruitment expenses.
Total Supplies & Equipment		\$800	

Operations		2015-16 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.

Operations (Cont.)

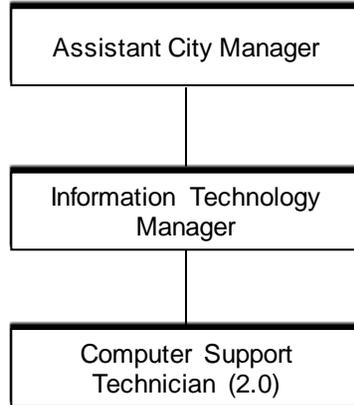
6409	SPECIAL PROJECTS	\$4,000	City-wide employee recognition awards.
6450	COMMUNICATIONS	\$1,335	Costs associated with five office telephones, three data lines, one fax machine, and one cellphone.
6501	PUBLIC NOTICES	\$6,230	Position recruitment advertising in newspapers, trade journals and public sector association employment publications and membership mailing lists.
Total Operations		\$12,065	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$31,106	Internal service allocations for: self insurance cost (\$7,119); building and facilities maintenance (\$14,087); information technology support (\$9,500); and copier charges (\$400).
Total Internal Allocations	\$31,106	
Grand Total	\$498,554	

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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 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 ten 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 by focusing on controlling access, detecting and eliminating external and internal cyber threats, and implementing controls to prevent misuse of City information and resources. The Division continually works towards elimination of spam and other threats that may compromise network and users' security.
- **Centralized Service Desk**
The IT Division provides direct support to City employees for a variety of hardware and software products.
- **Business Applications and Management**
The IT Division manages the planning, development, implementation and maintenance of all software systems and evaluates new technologies for operational efficiency.
- **City Department Solutions Management**
The IT Division assists City Departments in meeting their objectives by understanding their business needs, recommending and implementing technology solutions to provide operational effectiveness and efficiency.
- **Staff Education & Training**
The IT Division trains City employees on network features and software to increase users' proficiency with technology and coordinates employee access to other training opportunities for more advanced coursework.

- **Centralized Phone Management**
The Division supports the citywide Voice over Internet Protocol (VOIP) phone system by managing phone extensions, voicemail boxes, and voicemail calling trees, troubleshooting, and maintaining equipment deployed throughout the City. The Division also manages all wireless mobile devices and cellular contracts.
- **Web Site Development & Administration**
The IT Division manages the City's official municipal website to ensure it is an effective online resource to our citizens regarding programs, events, and services offered by the City of San Bruno. The IT Division assists departments to ensure their information on the web is consistent, relevant, and timely.
- **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

The Information Technology Division will continue to manage the core IT infrastructure necessary to support the daily operations of IT systems and applications. One of the critical IT priorities over the next year will be the launch, support, and maintenance of the City's new website for both the internal and external customers. The Division continues to manage the Geographic Information Systems (GIS) infrastructure implementing additional GIS data for City Departments, further developing the GIS web portal, and integrating data into other programs. The City's security, storage, replacement, and support of technology needs will be continuously evaluated and supported by the IT Division.

2014-15 Accomplishments

- ✓ **Upgrade email system from Exchange/Outlook 2003 to the most current version.**
Status: Completed the migration of all user mailboxes to Exchange Online and upgraded the Outlook mail client to 2013.
- ✓ **Rebuild web site www.sanbruno.ca.gov from the ground up to meet objectives for online public information and services portal to provide better customer service, accessibility requirements, ease of use and navigation, and addition of compatibility (features to support mobile devices).**
Status: Website redesign contract was awarded. A web committee was formed to oversee rebuild of the new site. The committee created a website survey to gather community input and analyzed results. The committee created design concepts and new web design has been approved. Project is now in the design integration and content migration stage. Anticipated launch of the new web site is August 2015.
- ✓ **Implement the next phase of the Geographic Information System (GIS) project.**
Status: Developed and released a web-based user-friendly GIS viewer application to allow all staff access to GIS information with extensive access to parcel information with links to the assessor's map page, and direct linking to the Official Assessor-Recorder and the County for recorded maps. Incorporated Hazard Features and developed the web for public access to include the 2012 FEMA Flood, Quaternary Faults, Seismic Activity and Liquefaction Potential, and Wildland Fire Severity Zones. Developed Web Map Services for Public Services to integrate with MaintStar CMMS and developed General Plan Land Use map overlay; incorporating changes and field related updates of the water, storm and sewer system facilities into the GIS.

- ✓ **Replace outdated and end-of-life equipment:**
Status: Replaced 50 Windows XP personal computers running Windows XP Professional operating systems due to the discontinuation of security updates by Microsoft. Replaced the 12-year old battery backup system in City Hall for better reliability in emergency situations and power outages.
- ✓ **Replace the Financial and Utility Billing/Cashiering server to assure continued support and maintenance by Financial and Utility billing software application vendors.**
Status: Rescheduled for FY 2015-16 while the Finance Department is continuing to evaluate the replacement of the EDEN Financial Suite software.
- ✓ **Implement spam and virus fighting email solution to combat growing spam issue and improve security of the network.**
Status: Implemented spam and virus software to improve security of the City's network.
- ✓ **Implement eDiscovery and email retention and archiving software to automate search and collection of electronically stored information, and enforce email retention policies requirements.**
Status: Completed.
- ✓ **Upgrade CRW/TrakIT permitting and land use system to latest software version.**
Status: Completed.
- ✓ **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 of City digital information, and infrastructure.**
Status: Updated the Email and Information Technology Policy to include mobile devices.
- ✓ **Provide the Police Department with the technical support required to maintain software and hardware; and provide consultation and project management to facilitate technical projects.**
Status: Provided ongoing technical support to the Police Department. Support includes managing Crestmoor/Glenview data and file server, assisting with PC deployment, monitoring and troubleshooting anti-virus infections and remediation, troubleshooting and repairing internal servers and PCs, assisting staff with retrieving sensitive information from various devices, managing cell phones, phone gateway, and providing 24/7 support for all network related issues.
- ✓ **Continue to work with Central County, San Bruno, and Millbrae Fire Departments on technology issues related to anticipated consolidation.**
Status: Fire agency consolidation is on hold.
- ✓ **Continue to review, monitor, and enhance the wireless capabilities and mobility for all city users.**
Status: Continue to improve the city facilities' wireless capabilities and mobility.
- ✓ **Continue to provide customer support to City staff on all network applications & equipment, wireless devices, telephones, and other technology related services.**
Status: Continue to provide excellent technology support and customer service.
- ✓ **Continue to coordinate City staff technology training needs.**
Status: Coordinated training for City staff in GIS and Microsoft Outlook 2013.

2015-16 Goals and Objectives

- ❑ Implement the next phase of the Geographic Information System (GIS) project including adding GIS layers for the Cable Television Department to capture and analyze customer and business data in order to add to marketing strategies, and include assets such as field equipment, customer equipment, and fiber network layout.

Further develop the GIS public web portal, and in parallel with website feedback evaluate new features and increase information desired and delivered to the public to improve service delivery, and extend the use of GIS data to field personnel such as City Inspectors, maintenance crews, City Planners and Engineers.

Further integration of GIS data into the Computerize Maintenance Management System (CMMS), such as preventative maintenance templates, reports, and ongoing improvements to the web interface for the Storm Drain System.

Develop GIS-based tool(s) for staff to access scanned images of CIP plans, records, and other documents to categorize and develop searchable metadata for approximately 30,000 engineering drawings.

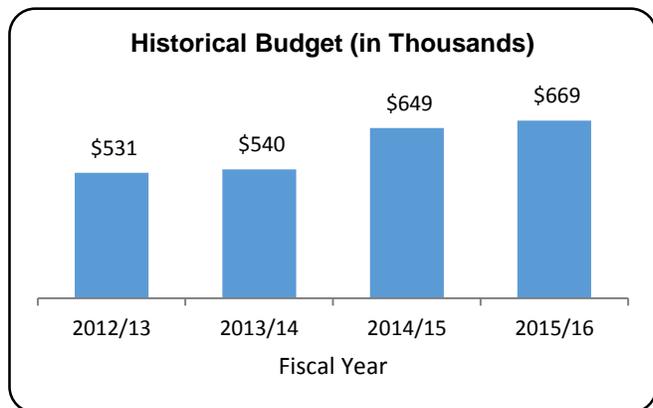
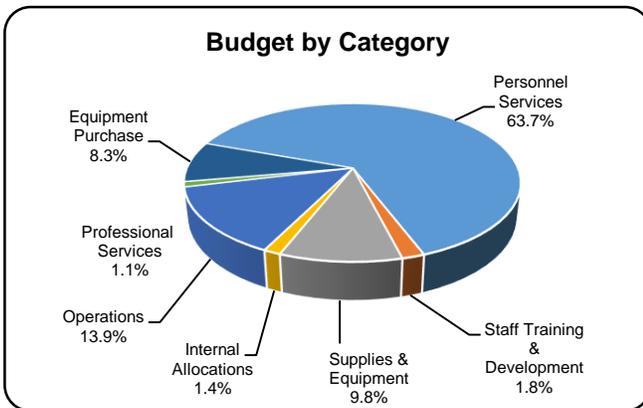
Continue to evaluate emerging technologies and applications which will enhance access to GIS information for our residents and staff

- ❑ Launch the new City website and complete remaining phases of the rebuild, including website design integration, content migration, deploy content management system, citizen response module integration, existing and new application integration (online permitting, utility signups and bill pay, integrate government transparency module, public portal for Geographic Information System, and staff training.
- ❑ Upgrade virtual infrastructure to the most current version of 6.0. Includes replacing primary virtual machine host servers in City Hall, and upgrading servers at the disaster recovery site located in Police Plaza.
- ❑ Implement additional Emergency Operations Center (EOC) equipment upgrades, including enhancing the wireless access, adding wireless printing capabilities, replacing conference table with modular furniture with data and power modules to improve workflow, and adding laptops for EOC sections, spare cell phones, and small office equipment.
- ❑ Continue to review, monitor, and enhance the wireless capabilities and mobility for all city users. Enhance coverage and strength of the Emergency Operations Center wireless network. Evaluate wireless carrier rate plans, features, and performance, and rollout wireless devices to field inspectors and technicians.
- ❑ Continue to coordinate and provide technology training for City staff, including training for content editors to update and maintain information and features on the new City website, training for Microsoft Office 2013 applications to improve productivity, and hosting classes for the GeoCortex GIS web application.
- ❑ Continue to monitor and periodically conduct satisfaction surveys to obtain visitor feedback on the City's new website. Evaluate and refine new features, services, and content that automate and improve customer service delivery. Utilize the new website analytic tools to gather live data on traffic and usage and adjust priorities based on this information.

Information Technology Budget Summary

Budgeted Expenditures	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
	Budget	Budget	Budget	Budget
Personnel Services	\$341,457	\$355,204	\$401,777	\$425,854
Staff Training & Development	\$10,784	\$15,345	\$16,145	\$12,205
Professional Services	\$34,000	\$0	\$5,000	\$7,000
Supplies & Equipment	\$47,230	\$41,210	\$42,138	\$65,820
Operations	\$68,471	\$68,874	\$99,543	\$92,716
Equipment Purchase	\$17,285	\$46,405	\$70,800	\$55,595
Internal Allocations	\$11,647	\$12,924	\$13,538	\$9,327
Total:	\$530,874	\$539,962	\$648,941	\$668,517

Funding Summary	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
	Budget	Budget	Budget	Budget
Technology Fund	\$0	\$19,189	\$22,548	\$265
Recovery from Other Funds:				
General Fund	\$419,015	\$422,925	\$517,108	\$549,187
Water Fund	\$15,529	\$16,567	\$20,627	\$35,172
Wastewater Fund	\$16,300	\$17,334	\$21,954	\$21,767
Stormwater Fund	\$754	\$803	\$1,023	\$983
Cable Fund	\$48,062	\$51,171	\$50,902	\$49,797
Central Garage Fund	\$5,956	\$6,359	\$7,849	\$7,660
Building & Facilities	\$5,258	\$5,614	\$6,930	\$3,686
Crestmoor (Glenview) Recovery	\$10,000	\$0	\$0	\$0
Permit Revenue - Technology Fee	\$10,000	\$0	\$0	\$0
Total:	\$530,874	\$539,962	\$648,941	\$668,517



Summary of 2015-16 Budget Changes

- The 2015-16 Technology budget increased by \$19,600 and includes the following changes:
- Personnel Services increased by \$24,100 in accordance with the 2014 ratified and adopted labor agreement.
 - Professional Services increased by \$2,000 for disaster recover site upgrades and testing.
 - Maintenance costs increased by \$23,700 for firewall maintenance, city website annual maintenance and hosting services, and storage system maintenance .
 - Operations decreased by \$7,000 with the removal of the one-time emergency preparedness internet connection and is offset by an increase in licensing fees for Microsoft Exchange online email solution and CRW/TrakIT.
 - Other changes include a decrease of \$15,200 in equipment purchases mainly due to removal of the one-time cost to replace 27 desktop computers with Window XP, a decrease of \$4,200 in the internal service allocation, and a \$3,900 reduction in staff training.

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Information Technology

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$281,393	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5105 OVERTIME	\$2,900	After-hours network maintenance and upgrades.
5200 EMPLOYEE BENEFITS	\$141,561	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	\$3,300	LearnIT corporate card passes/training vouchers.
Total Personnel Services	\$429,154	

Staff Training & Development	2015-16 Budget	Description
6405 STAFF TRAINING	\$5,440	Computer Based Training (CBT) (\$3,200); and Microsoft Server Training (\$2,240).
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 2015 (\$1,950); and Annual California Technology Forum (\$480).
Total Staff Training & Development	\$8,905	

Professional Services	2015-16 Budget	Description
6401 PROFESSIONAL SERVICES	\$7,000	Disaster recovery Site upgrades and testing, VMware server upgrades (\$3,500); and professional services to upgrade County CadLink server and update FireRMS semi-annually with changes in Fire regulations - shared with City of Millbrae (\$3,500).
Total Professional Services	\$7,000	

Supplies & Equipment		2015-16 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	\$47,320	Firewall hardware (two firewalls) (\$6,150); VMware vCenter and disaster recovery software (\$11,250); DataLink umbrella technology support (\$6,600); City Website annual maintenance (\$11,760); City website hosting services (\$4,800); and storage system (two storage arrays) (\$6,760);
Total Supplies & Equipment		\$65,820	

Operations		2015-16 Budget	Description
6112	POSTAGE	\$300	Postage costs for IT correspondence.
6450	COMMUNICATIONS	\$3,600	Internal allocation of data lines, office telephone charges, three mobile phones, and wireless modem cards.
6541	LICENSING FEES	\$65,165	Citrix XenApp Presentation Server (\$5,400); Microsoft Exchange Online email solution subscription (\$12,950); CRW/TrakIT (\$13,250); SunPro/ FireRMS (\$2,960); OnBase Document Imaging system (\$6,600); ArcView / Geographic Information System (\$9,425); Symantec data backup system (\$2,600); Appsense Environment & Performance Manager - a Citrix Tool (\$2,100); FTP software (\$1,760); Nitro PDF reader/writer (\$1,450); GeoCortex GIS (\$3,700); and miscellaneous software for remote access, Rapid SSL (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		\$92,716	

Equipment Purchase	2015-16 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$55,595	Backup tape cartridges for City and Crestmoor data (\$1,320); Replace printers for Management staff (\$2,600); Replace three end-of-life VMware Host Servers (\$22,200); Uninterruptible power supplies (\$550); Emergency Operations Center Upgrades (Laptops (4), spare cell phones (10), modular tables (6), wireless printer, Wi-Fi access point, and miscellaneous office equipment (\$9,665); Library replacement - Reference desk and two staff PCs (\$2,475); Replace laptops for City Manager and Finance Director (\$3,600); Audio recorder for public meetings (\$785); Upgrade operating systems of three network servers (\$2,250); Replace Permit printer (CDD) (\$2,200); Laptop replacement for IT staff (\$1,750); Cisco IP Phone Spares (\$880); Desktop computers replacement for Police Department - 3 units (includes one Dispatch unit) (\$2,500); Desktop computers for various departments - 4 units (\$2,800);
Total Equipment Purchase	\$55,595	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$9,327	Internal service allocations for: self insurance cost (\$5,735); building and facilities maintenance (\$3,580); and copier charges (\$12).
Total Internal Allocations	\$9,327	
Grand Total	\$668,517	

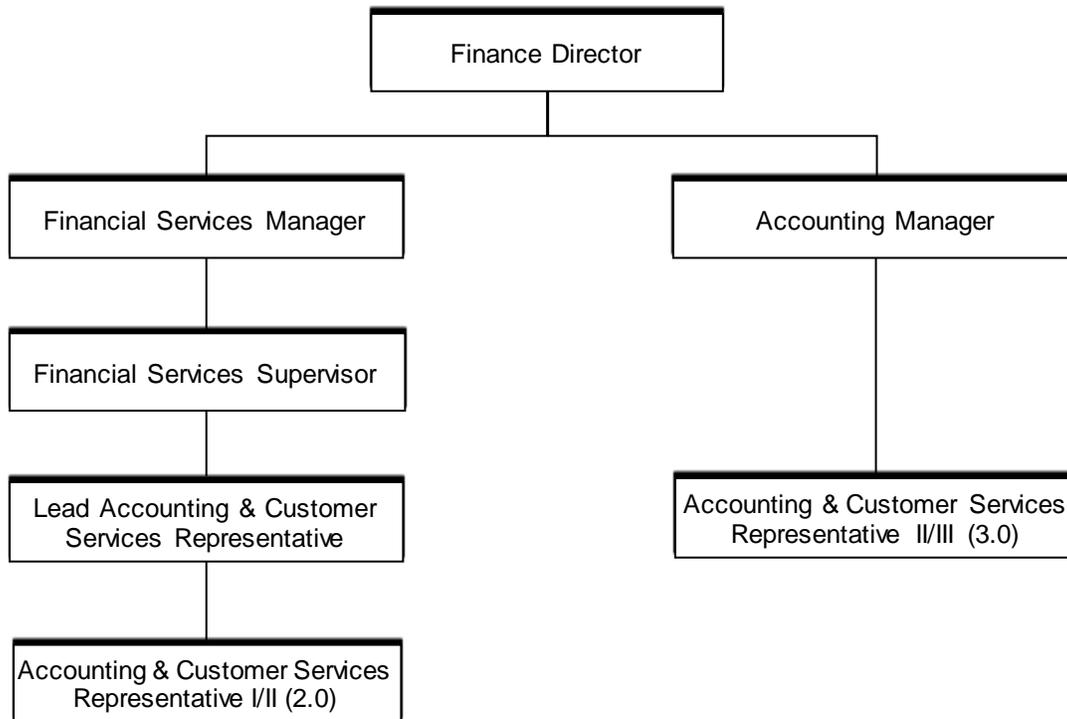
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Finance Department

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 all City financial transactions.

Programs

The Finance Department is responsible for the overall Financial and Accounting operations of the City, including the Successor Agency to the San Bruno Redevelopment Agency. The department ensures that the fiscal activities of the City are performed, recorded, and presented in compliance with professional and ethical standards.

The primary services provided include:

- **Financial Reporting and Accounting**
Provide departments with regular financial reports accounting for cash, revenues, and expenditures on a monthly basis, and provide quarterly budget status reports to the City Council. 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 bondholders.
- **Budgeting, Purchasing & General Administration**
Maintain financial oversight of the organization by preparing and monitoring the City Council approved budgets, issuing purchase order contracts, 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.
- **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

The Finance Department will continue to focus on opportunities to improve customer service and identify areas to increase efficiency. This includes providing training opportunities for staff, utilizing the City's website to inform and engage the public, implementing more efficient utility payment processes, pursuing enhanced banking services, and assisting the Public Services Department with the implementation of an advanced water meter system.

Finance will pursue ways to assist other City departments with the implementation of the Economic Enhancement Initiatives and other economic development opportunities as they arise. The department

will oversee preparation of a Development Impact Fee Study with the primary objective of ensuring that impact fees are calculated to provide for facilities, equipment, infrastructure, and services needed to support growth based on forecasts of new development.

Staff continues to participate 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 2015-16 as the Recognized Obligation Payment Schedule (ROPS) continues to wind down. In addition, staff continues 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 work effort for 2015-16 will also include the enhancement of the City's Operating and Capital Improvement Program (CIP) budget in order to provide a streamlined and user friendly document. These enhancements will allow the City to submit the budget(s) to the California Society of Municipal Finance Officers (CSMFO) in order to receive the Excellence in Operating and Capital Budgeting Award.

2014-15 Accomplishments

- ✓ **Complete the financial statement audit for the year ended June 30, 2014 prior to December 31, 2014.**
Status: Completed the audit on December 29, 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 (GFOA).**
Status: Completed the CAFR and submitted to the GFOA on December 30, 2014.
- ✓ **Prepare the 2015-16 Operating/Capital Budget and 2015-20 Five-Year Capital Improvement Plan (CIP) for presentation to City Council that includes elements needed to submit to California Society of Municipal Finance Officers (CSMFO) for evaluation and suggested improvement.**
Status: Completed the 2015-16 Operating and CIP budget documents, however, additional elements are needed in order to submit for the CSMFO budget award. The addition of the CSMFO requirements will involve updating the current budget format. Staff will begin implementing these changes in the fiscal year 2016-17 budget document.
- ✓ **Continue to ensure the reimbursement of City costs associated with the Crestmoor (Glenview) Recovery and Reconstruction.**
Status: Assisted with the preparation of the request for reimbursement of costs incurred and presented to the Trustee for reimbursement. Posted updated summaries to the City website for public information.
- ✓ **Complete the Cost Allocation Plan evaluation for the fee base elements of the study.**
Status: Completed the General Administration Allocation study. Staff will continue working with departments to review City's service fees and evaluate cost allocation methodology.
- ✓ **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.**
Status: During the 2014-15 fiscal year, the Department prepared and submitted the semi-annual Recognized Obligation Payment Schedule (ROPS) to the Oversight Board for approval.

- ✓ **Continue training and development of staff members to meet the Department's need for highly skilled analysis and technical governmental accounting.**
Status: Staff members participated in local training opportunities and webinars when available. This year, staff attended the California Society of Municipal Finance Officers (CSMFO) conference, customer service training, participated in an Emergency Operating Center (EOC) preparedness exercise, and viewed CalPERS and State Budget webinars.
- ✓ **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.**
Status: This project was delayed due to staffing changes in fiscal year 2014-15. Staff has received sample RFPs and RFQs and will continue to 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 option in addition to online bill payment.**
Status: The City entered into a contract with Paymentus to provide the online bill payment service. This process is currently in the testing phase. Full implementation is scheduled for fiscal year 2015-16.
- ✓ **Begin evaluation of a new Enterprise Resource Planning (ERP) system to replace the current Eden Financial System.**
Status: This project was delayed due to staffing changes in fiscal year 2014-15. Staff will begin researching ERP systems in fiscal year 2015-16 to determine if the current system will be replaced or ungraded.

2015-16 Goals and Objectives

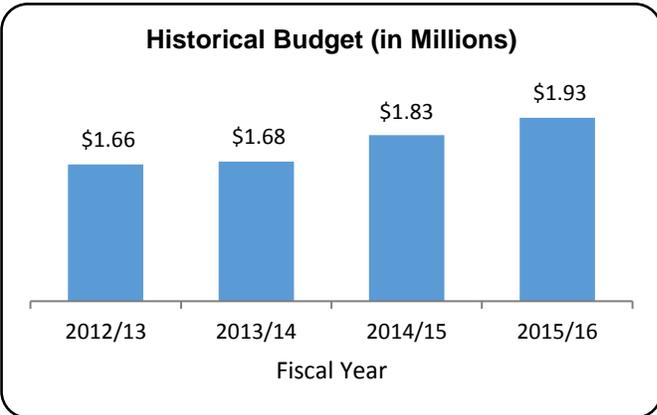
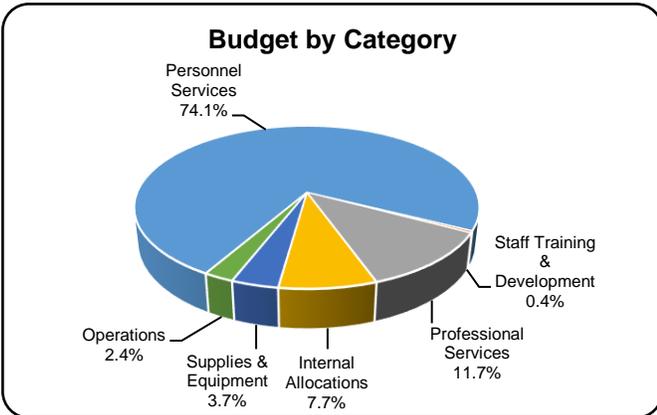
- Prepare an updated 2016-17 Operating/Capital Budget and 2016-21 Five-Year Capital Improvement Plan for presentation to City Council and submit for an award with the California Society of Municipal Finance Officers.
- Continue to ensure the reimbursement of City costs associated with the Crestmoor (Glenview) Recovery and Reconstruction.
- Continue to Collaborate with the Community Development Department to create a plan to encourage economic development in the City in light of the loss of Redevelopment.
- 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.
- Begin evaluation of a new Enterprise Resource Planning (ERP) system to replace the current Eden Financial System.
- Prepare a Development Impact Fee Study and a Cost of Services Fee Study.
- Assist Public Services Department with the preparation of a Water and Wastewater Rate Study.
- Issue a Request for Proposals for financial audit services and select a new audit firm for the 2015-16 annual audit.
- Coordinate with the Public Services Department to implement the advanced water meter system.

- ❑ Continue to work with the Public Services Department on water conservative efforts such as conservation related utility billing inserts, reminders on the utility invoices, and the utility billing webpage.

Finance Administration & Revenue Services Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$1,248,254	\$1,263,901	\$1,336,077	\$1,427,133
Staff Training & Development	\$6,575	\$6,575	\$6,600	\$7,435
Professional Services	\$156,570	\$152,655	\$207,363	\$225,380
Supplies & Equipment	\$67,680	\$67,680	\$69,912	\$71,912
Operations	\$42,552	\$43,393	\$45,587	\$46,085
Internal Allocations	\$142,851	\$145,977	\$164,076	\$148,207
Total:	\$1,664,482	\$1,680,181	\$1,829,615	\$1,926,152

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$857,890	\$849,509	\$911,982	\$1,008,519
General Administration Recovery from Other Funds				
Water Fund	\$389,011	\$400,542	\$442,962	\$442,962
Wastewater Fund	\$327,891	\$337,241	\$375,023	\$375,023
Stormwater Fund	\$4,475	\$4,640	\$5,081	\$5,081
Cable Fund	\$84,801	\$87,819	\$94,097	\$94,097
Solid Waste Fund	\$414	\$430	\$470	\$470
Total:	\$1,664,482	\$1,680,181	\$1,829,615	\$1,926,152



Summary of 2015-16 Budget Changes

The 2015-16 budgets for the Finance Administration and Revenue Services Divisions are \$96,500 higher than 2014-15. The three largest factors are:

- Personnel Services increase by \$91,000 in accordance with 2014 ratified and adopted labor agreements, and an increase in costs for pension and health insurance benefit.
- Biennial valuation report for Other Postemployment Benefits (OPEB) (\$13,500) and CalPERS valuation reports for GASB 68 (\$5,050), both are required for the City's 2015-16 Comprehensive Annual Financial Report (CAFR); and \$2,500 for the State mandated cost reimbursement claim filing services, which will be offset by revenue increases.
- Decrease in internal service allocation by \$15,800 mainly due to change in self-insurance allocation methodology, resulting in lower self insurance allocation.

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Finance Department Administration

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$534,762	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and 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	\$258,885	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	\$797,847	

Staff Training & Development	2015-16 Budget	Description
6405 STAFF TRAINING	\$1,000	Training in accounting, collections, spreadsheet, financial analysis for department employees.
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Department head and one mid-manager, in accordance with 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 1 employee.
Total Staff Training & Development	\$4,115	

Professional Services		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$70,060	Annual audit services (\$47,000); Biennial valuation report for GASB 43/45 (\$13,500); Comprehensive Annual Financial Report (CAFR) Statistical Information (\$750); Government Finance Officers Association (GFOA) CAFR Application (\$510); Voluntary Employees Beneficiary Association (VEBA) Administration Fees (\$750); State Mandate Cost Reimbursement Claims (SB90) filing (\$2,500); and CalPERS GASB 68 valuation report fees (\$5,050).
Total Professional Services		\$70,060	

Supplies & Equipment		2015-16 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		2015-16 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	\$2,035	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		\$9,395	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$87,678	Internal service allocations for: self insurance cost (\$11,074); building and facilities maintenance (\$41,220); information technology support (\$27,684); 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	\$90,638	
Grand Total	\$1,014,587	

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Finance Department Revenue Services

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$386,339	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and 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 payperiod.
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	\$214,547	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	\$629,286	

Staff Training & Development	2015-16 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	\$320	Membership with California Society of Municipal Finance Officers (\$220); and California Municipal Revenue and Tax Association (\$100).
6704 MEETINGS/CONFERENCES	\$1,500	California Society of Municipal Financial Officers conference for two employees (\$1,000); and California Municipal Revenue and Tax Association annual conference (\$500).
Total Staff Training & Development	\$3,320	

Professional Services	2015-16 Budget	Description
6419 OTHER SERVICES	\$155,320	InfoSend online bill pay website monthly fees (\$15,000); InfoSend utility bill printing and mailing (\$14,000); Credit card fees for utility payments (\$125,000); and credit check (\$1,320).
Total Professional Services	\$155,320	

Supplies & Equipment	2015-16 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	\$24,880	Progressive Solutions annual license fees for utility billing, business license, and cashier software systems (\$23,000); Sensus annual license fee for meter reading software (\$1,500); and Hedman Endorser check signing equipment (\$380).
Total Supplies & Equipment	\$29,380	

Operations	2015-16 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	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$21,016	Internal service allocations for: self insurance cost (\$8,503); information technology support (\$11,013); and copier charges (\$1,500).
7902 INTERDEPARTMENTAL CHARGES	\$36,553	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 2015-16.
Total Internal Allocations	\$57,569	
Grand Total	\$911,565	

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.

2014-15 Accomplishments

- ✓ **Continue to support the Glenview recovery efforts by providing support and resources to the Crestmoor Glenview residents and those impacted by the disaster.**
Status: Neighborhood support efforts continue through proactive outreach and coordination.
- ✓ **Continue reconstruction with focus on Sanitary Sewer Lateral Replacement Program, Phase IV (Surface Improvements) and the Glenview/Earl Park projects to construct infrastructure, repairs and replacement to restore the neighborhood.**
Status: 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 2014-15: Substantial completion was reached on the Phase III Utility Replacement Project and currently just “punch list” items remain to be completed. A construction contract for the Upper Sanitary Sewer Lateral Replacement project was awarded to JMB Construction for approximately 200 homes in the Crestmoor neighborhood. This work is currently ongoing with completion expected in Fall 2015. Final design of the Phase IV (Surface Improvements) completed to 95% level. Phase IV expected to be advertised in late summer for a Fall 2015 construction start. Community outreach and public meetings to help guide the Glenview/Earl Park design is scheduled for summer 2015. It is anticipated that a conceptual park design vision will be presented by the end of 2015.
- ✓ **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.**
Status: The City selected a developer, the City Council approved a development agreement, escrow has closed on all of the lots, and the developer is in the process of commencing construction, with completion dates in late 2015 and early 2016.
- ✓ **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.**
Status: The Foundation selected an Executive Director and has implemented a community listening campaign to obtain input regarding the city’s needs and suggested uses of the restitution funds. Thereafter, the Foundation will develop grant-making and investment policies, which will be subject to city council approval.
- ✓ **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.**

Status: Preliminary geotechnical investigations to determine presence of trace faults has been completed for Fire Station No. 52. An RFP for preliminary architectural services expected to be prepared and issued late summer 2015. Preliminary geotechnical and topographical review of Crestmoor Canyon has been completed. Detailed topographical mapping expected to be undertaken in June 2015. Work plan prepared for comprehensive analysis of Crestmoor Canyon opportunities and constraints focusing on soils, topography, vegetation management, biological resources, possible recreation opportunities, and fire safety measures. Signal priority control system plan currently being evaluated for extent of signals for inclusion in system.

✓ **Continue to plan and implement community events and to support full restoration of the Crestmoor neighborhood.**

Status: Planned and implemented the fourth annual remembrance event to support and celebrate the continual progress and recovery made by the community. In coordination with the remembrance, City staff also celebrated the completion of rebuild construction by three neighborhood families and the return to their homes.

✓ **Represent the City's interests in the continuing California Public Utilities Commission (CPUC) proceedings.**

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.**

Status: Attended the National Pipeline Safety Trust annual conference to continue the City's advocacy efforts for pipeline safety. In addition, after co-founding the Mayors' Council on Pipeline Safety (MCPS) in 2013, along with Allentown, Pennsylvania, MCPS held its first annual conference funded through a federal grant awarded to the City of San Bruno by the Pipeline and Hazardous Material Safety Administration (PHMSA). The conference was held in Philadelphia, Pennsylvania and involved over 60 participants, including industry professionals who share a role in understanding 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.**

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.**

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.**

Status: Continued support to the Neighborhood Reconstruction Project website. Distributed mailers with construction updates through a direct mailing to the neighborhood, as well as through a citywide mailing of the FOCUS newsletter. Maintained direct communications with residents to initiate and implement the Crestmoor Neighborhood Upper Sanitary Sewer Laterals Program.

2015-16 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 Foundation will move forward in establishing grant-making and investment policies in the next year.
- Complete analysis and refine constraints involved in developing a comprehensive fire safety strategy for Crestmoor Canyon. Including review of topography, geotechnical, biological, and cultural resources.
- Perform additional topographic surveying and mapping to refine a base map for geotechnical and planning required for Crestmoor Canyon slope stability. Prepare a preliminary report outlining and refining the areas of concern and develop a proposed remedial plan.
- 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.

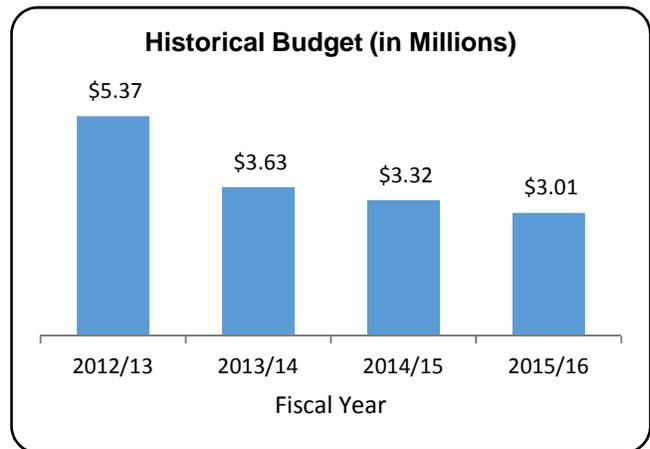
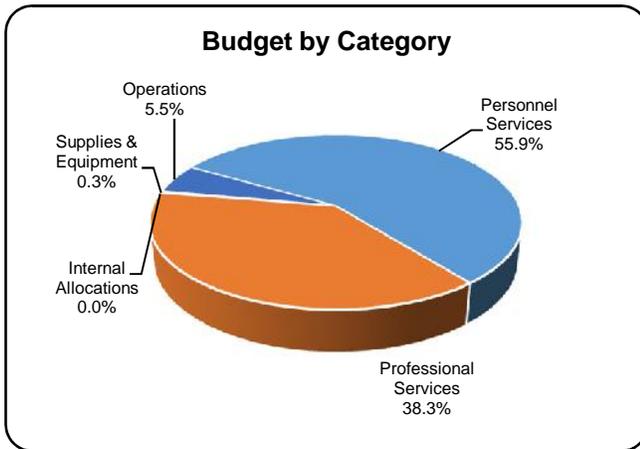
Classification	Glenview Fund
City Manager	0.25
City Attorney	0.10
Police Chief	0.05
Police Lieutenant	0.05
Police Officer	1.00
Fire Battalion Chief	0.45
Community Service Officer	1.00
Human Resources Director	0.05
Finance Director	0.05
Financial Services Manager	0.025
Accounting Manager	0.025
Community Development Director	0.10
Chief Building Official	0.15
Building Inspectors	0.10
Senior Planner	0.10
Associate Planner	0.10
Community Development Techs	0.10
Public Services Director	0.10
Engineering Technician	0.15
Executive Assistant	0.05
Principal/Associate Engineer	0.05
Community Services Director	0.15
Deputy City Clerk	0.05
Management Analyst I	1.20
Cable Programming & Tech Manager	0.05
Total	5.50

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Department/Division Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$1,468,650	\$2,053,107	\$1,800,696	\$1,680,870
Professional Services	\$1,153,000	\$1,285,000	\$1,270,000	\$1,150,000
Supplies & Equipment	\$83,000	\$15,000	\$15,000	\$9,500
Equipment Purchase	\$55,200	\$0	\$0	\$0
Operations	\$2,608,800	\$279,300	\$229,300	\$164,000
Internal Allocations	\$1,500	\$1,500	\$1,500	\$1,500
Total:	\$5,370,150	\$3,633,907	\$3,316,496	\$3,005,870

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Crestmoor Recovery Fund	\$5,370,150	\$3,633,907	\$3,316,496	\$3,005,870
Total:	\$5,370,150	\$3,633,907	\$3,316,496	\$3,005,870



Summary of 2015-16 Budget Changes

With the establishment of the San Bruno Community Foundation, the Crestmoor Neighborhood private property rebuild is at 65% completion and the public utility infrastructure is at 50% completion, City staff dedication has reduced from 6.25 full-time equivalent to 5.50 resulting in a reduction in Personnel Services by \$119,800 and Supplies by \$5,500. In addition, Professional Services decrease by \$120,000 due to completion of the consultation services for the "Rebuild it Green" program and engineering support services for oversight of PG&E gas line work. Operations also reduced by \$65,300 as a result of reduced meeting/conference costs, and less homeowner grants are necessary for the "Rebuild it Green" program. Total budget for fiscal year 2015-16 decreased by \$310,600 from fiscal year 2014-15.

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	2015-16 Budget	Description
5101 REGULAR SALARIES	\$553,057	Base salary and incentives for all city personnel, working a minimum of 80 hours per payperiod, 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	\$54,366	Base salary and incentives for part-time employee(s) working less than 80 hours per payperiod 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	\$298,447	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 to the ongoing restoration, rebuilding, and other activities associated with the explosion and fire incident.
6403 PERSONNEL SERVICES	\$750,000	Contract project management and inspection services for Crestmoor Infrastructure Rebuild.
Total Personnel Services	\$1,680,870	

Professional Services	2015-16 Budget	Description
6401 PROFESSIONAL SERVICES	\$1,150,000	Costs associated with representing the City at CPUC proceedings and non-profit formation (\$800,000); Public Relations and Media Support (\$150,000); and Develop informational materials to document and tell the City's story (\$200,000).
Total Professional Services	\$1,150,000	

Supplies & Equipment	2015-16 Budget	Description
6001 OFFICE SUPPLIES	\$1,500	Day-to-day supplies needed for daily operations related to Crestmoor Neighborhood Rebuild.
6102 OPERATING SUPPLIES	\$8,000	Annual rental fee, maintenance and utilities for Crestmoor Neighborhood Rebuild Construction Trailer (\$6,000); and Informational flyers and other materials (\$2,000).
Total Supplies & Equipment	\$9,500	

Operations	2015-16 Budget	Description
6112 POSTAGE	\$1,000	First class postage for approximately 2,100 mailpieces.
6409 SPECIAL PROJECTS	\$15,000	Commemorative events and community meetings (\$10,000); and Weed abatement and gopher control (\$5,000).
6910 CONTINGENCIES/OTHER	\$143,000	Trustee Bond (\$48,000); Counseling Assistance Program (\$10,000); and Homeowner grants for Rebuild it Green program (\$85,000).
Total Operations	\$159,000	

Intergovernmental	2015-16 Budget	Description
6704 MEETINGS/CONFERENCES	\$5,000	Travel costs associated with attendance at CPUC proceedings and other events associated with the pipeline explosion.
Total Intergovernmental	\$5,000	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$1,500	Copier charges.
Total Internal Allocations	\$1,500	
Grand Total	\$3,005,870	

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 include the General Fund allocation for self-insurance costs and the retiree medical reimbursement program.

- **Retiree Medical and Separation Pay**

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

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General Non Departmental

Personnel Services	2015-16 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	2015-16 Budget	Description
6419 OTHER SERVICES	\$3,400	Fiscal agent fee for the City's debt service insurance.
Total Professional Services	\$3,400	

Operations	2015-16 Budget	Description
6910 CONTINGENCIES/OTHER	\$30,000	Credit card fees for business tax and various city departments.
Total Operations	\$30,000	

Intergovernmental	2015-16 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$6,618	Special assessment charges on City owned properties - Mosquito abatement (\$2,000); and LAFCO - Local Agency Formation Commission (\$4,618).
Total Intergovernmental	\$6,618	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$33,168	Internal service allocations for information technology support to Emergency Operations Center (EOC).
7902 INTERDEPARTMENTAL CHARGES	(\$4,456,077)	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 2015-16.
Total Internal Allocations	(\$4,422,909)	
Grand Total	(\$4,039,891)	

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 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 \$1,988,353 based on a formula using General Funds operating departments, Internal Service Fund departments, and Enterprise Funds budgets' percent of payroll and prior claim history associated with the departments' operations over a five-year period.

The Human Resources Department in coordination with the City Attorney's Office manages Workers' Compensation program. 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 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 contribute to the Self Insurance Fund through transfers totaling \$1,988,353 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.

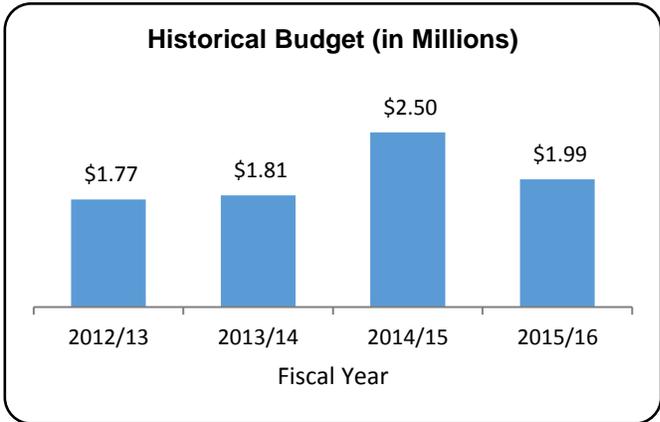
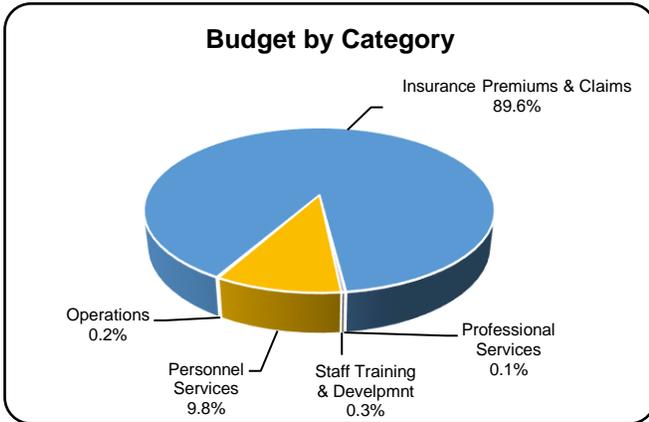
To reduce unemployment insurance costs, the City has elected the reimbursement method for financing unemployment insurance costs for former employees.

The City's General Fund and Enterprise Funds departments contribute to the Self Insurance Fund through transfers totaling \$1,988,353 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 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$169,853	\$179,537	\$182,847	\$195,006
Staff Training & Development	\$5,825	\$9,725	\$5,825	\$5,825
Insurance Premiums and Claims	\$1,588,400	\$1,619,349	\$2,305,509	\$1,782,822
Professional Services	\$3,000	\$1,200	\$1,200	\$1,200
Operations	\$3,500	\$3,500	\$3,500	\$3,500
Total:	\$1,770,578	\$1,813,311	\$2,498,881	\$1,988,353

Budgeted Expenditures by Ins. Type	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Liabilities	\$1,001,132	\$1,125,110	\$1,223,776	\$1,274,397
Workers' Compensation	\$711,446	\$647,001	\$1,233,905	\$672,756
Unemployment Insurance	\$58,000	\$41,200	\$41,200	\$41,200
Total:	\$1,770,578	\$1,813,311	\$2,498,881	\$1,988,353



Summary of 2015-16 Budget Changes

The 2015-16 self insurance budget is \$510,000 lower than 2014-15. The changes include:

- Decrease in Workers' Compensation claims due to the removal of the one-time appropriation of \$572,000 for Workers' Compensation settlement.
- Increase in Workers' Compensation insurance premium and other costs by \$10,000.
- General Liability insurance premium increased by \$40,000.
- Personnel Services increased by \$12,200 in accordance with the 2014 ratified and adopted labor agreements, and increases in costs for pension and medical insurance.

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Self Insurance Workers' Compensation

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$60,844	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$28,452	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	\$89,296	

Staff Training & Development	2015-16 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	2015-16 Budget	Description
6521 INSURANCE PREMIUMS	\$99,135	Excess workers compensation premium.
6525 CLAIMS	\$390,000	Worker's compensation claims paid.
6529 OTHER INSURANCE COSTS	\$85,000	Third-party claim adjustment services.
Total Insurance Premium & Claims	\$574,135	

Operations	2015-16 Budget	Description
6408 MEDICAL EXAMS	\$3,500	Medical examinations.
Total Operations	\$3,500	
Grand Total	\$672,756	

Self Insurance General Liability

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$74,009	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$31,701	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	\$105,710	

Insurance Premium & Claims	2015-16 Budget	Description
6521 INSURANCE PREMIUMS	\$881,287	ABAG Plan Liability Coverage with Self-Insured Retention of \$100,000 Premium (\$831,895); bond premium (\$797); and City property insurance premium (\$48,595).
6525 CLAIMS	\$287,400	Liability claims paid.
Total Insurance Premium & Claims	\$1,168,687	
Grand Total	\$1,274,397	

Self Insurance Unemployment Insurance

Professional Services	2015-16 Budget	Description
6401 PROFESSIONAL SERVICES	\$1,200	E-Group Unemployment Insurance Services administrative fees.
Total Professional Services	\$1,200	
Insurance Premium & Claims	2015-16 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

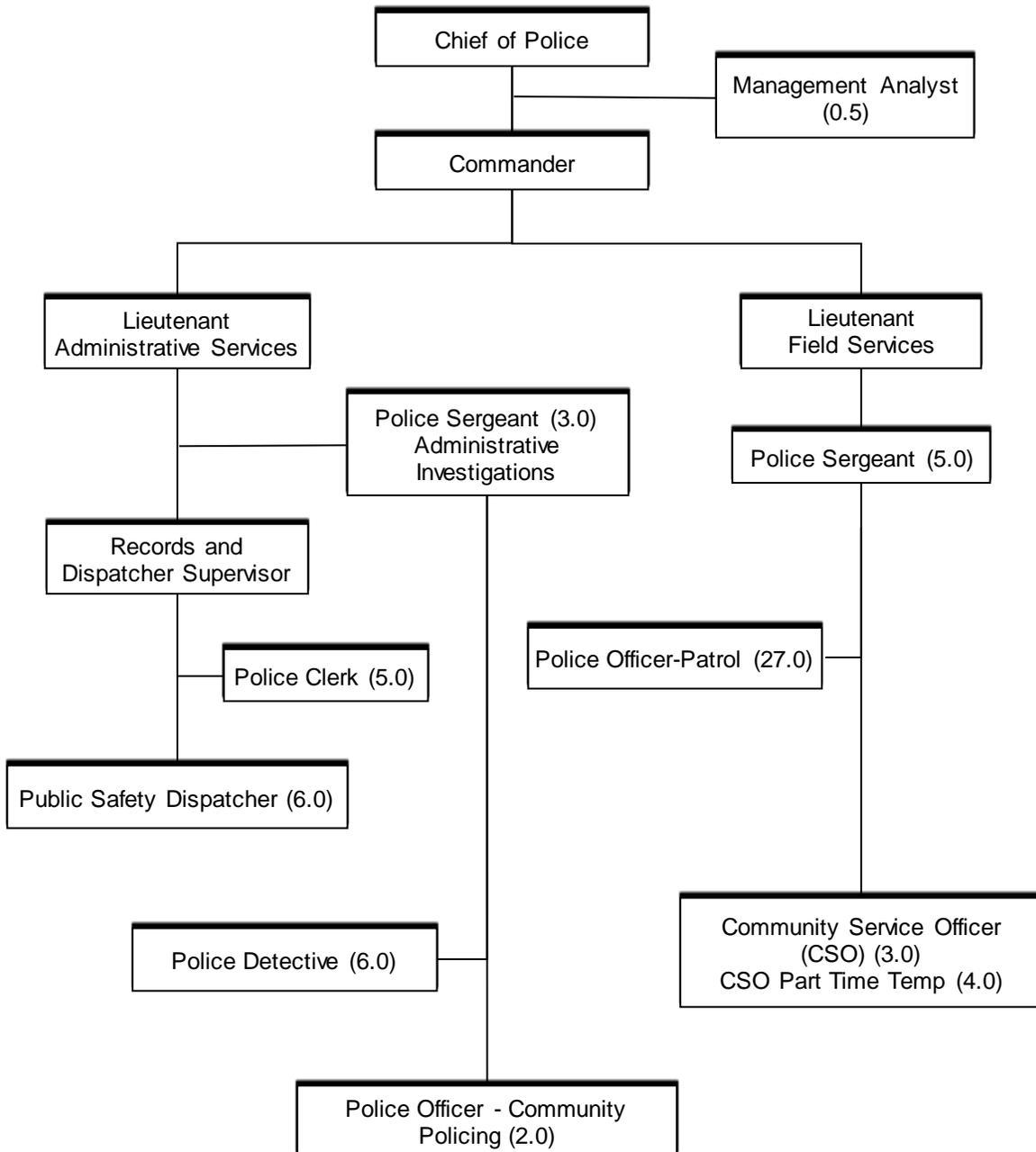
Police Department

Fire Department

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Police Department

Police



Police Department

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

Programs

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

- **Patrol**
Respond to emergency and non-emergency requests for police assistance and 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**
Provide enforcement of traffic laws, including parking regulations. Officers also investigate traffic collisions and provide recommendations to the City's Engineering Division to enhance traffic and pedestrian safety.
- **Investigations and Support Services**
Conduct major case management and follow-up investigations that lead to the identification and apprehension of those responsible for criminal acts. The Support Services Section provides a liaison to the schools, resolves chronic quality of life issues in the community, facilitates crime prevention programs such as Neighborhood Watch and the Citizen's Crime Prevention Committee, and assures employees meet mandated training requirements.
- **Administration**
Provide for planning, resource development and management, budget preparation, acquisition of equipment, licensing and permit issuance, and emergency preparedness.
- **Records and Dispatch Services**
Obtain information from callers and relay necessary facts to patrol units in the field. This Division provides information and assistance to customers both over the telephone and in person, processes police records, and prepares cases for review by the District Attorney's Office.

- **Contract Services**

Contracts with various public and private agencies allows the Police Department to provide a variety of services that include counseling and diversion programs for at-risk youth, crossing guard services at busy intersections, housing of prisoners, and animal control services.

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. The Department's staffing levels remain a priority focus moving forward. New development continues to bring increases in population and in service demands. The City's future development plans, including the Transit Corridor Plan, will require additional law enforcement resources. A greater demand for service is anticipated in the areas of traffic enforcement, downtown related issues, and an overall increase in general calls for service.

The Department currently finds it challenging to maintain minimum patrol staffing levels and often relies on mandatory overtime. An effort to alleviate existing staffing concerns will better prepare the Department to accommodate growing future demands. The Department proposes to add a police officer position to the patrol division in the 2015-16 Budget as a Service Level Enhancement in order to better serve the community.

The Police Department adjusts the deployment of patrol personnel in response to crime patterns and community demands. The Department's current staff level 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 includes a request for increased patrols and police visibility in neighborhoods. While one police officer may have a limited impact in patrol, increasing staffing level 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 responses to the survey are very positive and reflect the Department's efforts to serve and work with members of the community. The Department seeks to garner the public's help in preventing and solving crime, and has expanded the Neighborhood Watch program with the assistance of the Citizens' Crime Prevention Committee.

The Department recently replaced its records management system with a product that is consistent with other county law enforcement agencies and facilitates the sharing of information across jurisdictional lines. This 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 is leveraging the value of this resource by updating computer equipment in patrol vehicles. This effort will standardize equipment and enhance performance allowing patrol personnel to better serve the community with access to valuable information at a much more efficient rate. Currently the Department webpage allows the public to view information regarding reported criminal activity, request passing checks of a residence while out of town, and report traffic concerns. The Department continues to make improvements to the online reporting capabilities that will soon allow residents to file police reports online.

Technology also assists in the analysis of crime trends and patterns. The Department continues to utilize new software to efficiently identify crime patterns and problem areas that allow the Department to direct its resources. The Department seeks to expand this use of technology to its parking enforcement

efforts. Handheld automated parking citation units will not only maximize staff time in issuing citations, but will also prove cost effective in reducing processing and citation purchasing costs.

Ensuring safety on City 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 the Department's ability to provide traffic safety, especially when the Department has one police officer position solely allocated to traffic enforcement. However, this countywide effort only provides support every few months. In the short term, the Department is looking to dedicate existing resources to its Traffic Unit. Grant funding currently lowers the costs for one traffic officer position and the Department 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, to reduce the ability of minors to gain access to alcohol, and to 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.

2014-15 Accomplishments

- ✓ **Utilize customer service surveys to gauge customer satisfaction with police services provided to the community.**
Status: The Department randomly distributed 278 surveys to residents that had been in contact with staff. Of the 15% percent of surveys returned, 72% rated police services as "excellent", 24% as "very good", and 4% as "fair." No "poor" ratings were received.
- ✓ **Seek out opportunities for grant funding to enhance community safety.**
Status: The Department successfully applied for and received an Office of Traffic Safety Grant for traffic safety issues specific to San Bruno. This grant allowed for the implementation of programs including, drunk driving, seat belt, and distracted driver (cell phone) enforcement.
- ✓ **Provide enhanced traffic safety through participation in San Mateo County Saturation Traffic Enforcement Program (STEP) which provides traffic enforcement at a multi-jurisdictional level.**
Status: The Department participated in a collaborative effort throughout the county with several specific dates of selected traffic enforcement held in the City of San Bruno.
- ✓ **Develop a multi-jurisdictional team to provide an enhanced response to traffic collisions involving major injury.**
Status: The Major Accident Investigation Team (MAIT) was created and is comprised of traffic investigators from the San Bruno, Burlingame, and Hillsborough Police Departments. The program is operational and can be utilized at major crime scenes as well as major injury collisions.
- ✓ **Collaborate with state and local law enforcement agencies to reduce criminal street gang activity in San Mateo County.**
Status: San Bruno Officers completed rotational shifts with the County Gang Task Force.
- ✓ **Work with the Citizens Crime Prevention Committee to expand the Neighborhood Watch program in San Bruno.**
Status: Utilizing our long dormant support services position and working closely with the Crime Prevention Committee, five additional neighborhood watch groups were formed during the past year, bringing the total number to twenty-two.

- ✓ **Provide online access for the community to obtain information on police activity in San Bruno.**
Status: Citizens can access this information via the City Web Site under Police, "Neighborhood Crime Map." This site can be accessed at <http://snb.crimegraphics.com/2013/default.aspx>.
- ✓ **Expand the menu of online reporting opportunities available to the community.**
Status: Coplogic has been retained as the vendor for on-line reporting. This product is in the testing and implementation phase. Upon full implementation, individuals will be able to report certain types of crime online.
- ✓ **Utilize the Support Service Officer in resolving chronic complaints of nuisance issues and problem areas in the community.**
Status: This position continues to work with community partners to address quality of life related issues.

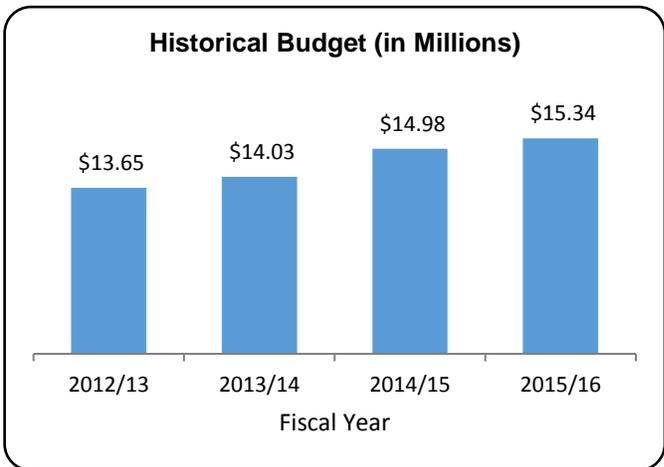
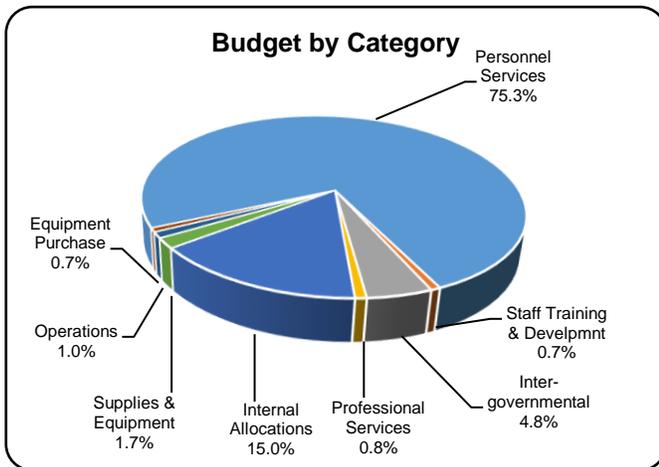
2015-16 Goals and Objectives

- Amend customer service surveys to focus more on soliciting potential solutions to identified problems within the community as well as gauging customer satisfaction with police services.
- Upgrade computer equipment in all patrol vehicles to leverage the new records management system and enhance the level of service in the field.
- Continue to provide enhanced traffic safety through participation in San Mateo County Saturation Traffic Enforcement Program (STEP) while seeking additional internal resources.
- Implement handheld parking citation units to use technology to more effectively respond to parking concerns while reducing processing and citation costs.
- Collaborate with state and local law enforcement agencies to reduce criminal street gang activity in San Mateo County.
- Seek additional partnerships to address quality of life issues in our neighborhoods and the downtown area to facilitate the City's economic development efforts.
- Review and update all Department General Orders and Policies and Procedures to ensure that the level of service remains at a high level and is consistent with best practices.
- Expand the Police Department Explorer Program to build relationships between law enforcement and our City's youth, to encourage young people to become involved in their community, and provide mentoring services to participants.

Police Department Budget Summary

Budgeted Expenditures	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
	Budget	Budget	Budget	Budget
Personnel Services	\$10,398,708	\$10,420,482	\$10,844,877	\$11,551,467
Staff Training & Development	\$65,015	\$74,515	\$81,600	\$110,857
Professional Services	\$129,000	\$131,300	\$131,000	\$125,400
Supplies & Equipment	\$240,000	\$236,039	\$261,265	\$266,230
Operations	\$125,500	\$126,720	\$141,036	\$156,721
Equipment Purchase	\$106,719	\$214,907	\$258,750	\$93,700
Intergovernmental	\$615,582	\$661,132	\$727,191	\$732,915
Internal Allocations	\$1,972,821	\$2,165,664	\$2,535,631	\$2,303,022
Total:	\$13,653,345	\$14,030,759	\$14,981,350	\$15,340,312

Funding Summary	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
	Budget	Budget	Budget	Budget
General Fund	\$12,250,912	\$12,604,326	\$13,593,798	\$14,016,321
Department Revenues	\$1,402,433	\$1,416,433	\$1,387,552	\$1,323,991
Special Revenue Fund:				
Police Asset Forfeiture	\$0	\$10,000	\$0	\$0
Total:	\$13,653,345	\$14,030,759	\$14,981,350	\$15,340,312



Summary of 2015-16 Budget Changes

The 2015-16 Police Budget is \$359,000 higher than 2014-15. Major changes include an increase of \$706,600 in Personnel Services in accordance with the 2014 and 2015 ratified and adopted labor agreements. Other increases include: staff training budget up by \$29,000; operating supplies increased by \$3,000 due to an increase in uniform expense for additional Explorers and Reserve Officers; communication budget increased mainly due to dedicated data lines with the City of Burlingame to allow backup support during high 911 calls (\$9,500), and normal increases in phone and radio rates and usage (\$5,500); and increase in County Animal Control Services (\$12,600).

Other changes include a \$40,000 decrease in Tools and Equipment budget due to two Police marked vehicles scheduled for replacement in 2015-16, as compared to three in 2014-15; self-insurance allocation decreased by \$327,000 with the removal of a one-time settlement appropriation for Workers' Compensation and change in self insurance allocation methodology resulting in less insurance allocation to the Police Department in 2015-16.

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Police Department

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$6,738,473	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
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	\$4,018,994	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	\$45,000	Crossing guard personnel services.
Total Personnel Services		
	<u>\$11,551,467</u>	

Staff Training & Development	2015-16 Budget	Description
6405 STAFF TRAINING	\$71,277	Staff training for range, use fees, targets and ammunition (\$13,000); mandatory training to maintain staff's competency with issued rifles (\$8,080); POST required continued professional training courses (\$20,746); POST team building workshop (\$9,000); Canine training for two dogs and their handlers (\$8,000); Lexipol daily training (\$2,700); SWAT training (\$2,092); Internal Affairs Update School (\$453); Firearms Instructor Update Course (\$316); Use of Force Liability for Supervisors (\$330); Police Supervisor Training (\$840); Traffic Enforcement and Investigation (\$1,505); Training in investigation (\$1,515); Crisis Intervention Training (\$1,200); and Property / Evidence Training (\$1,500).
6406 PROFESSIONAL DEVELOPMENT	\$29,000	Department head and 12 mid-management employees (\$7,000); and tuition reimbursement in accordance with applicable MOUs for five employees (\$22,000).

Staff Training & Development (Cont.)

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	\$5,980	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 (\$3,275); Seminars including Juvenile Officer Association and Property Officer Association (\$330); Police Explorer dues (\$350); Reserve Officer Association Due, which includes legal defenses, for eight Reserve Officers (\$925); North County Investigators meetings (\$600); and Reserve Officer Appreciation Dinner (\$500).
Total Staff Training & Development		\$110,857	

Professional Services	2015-16 Budget	Description
6401 PROFESSIONAL SERVICES	\$65,400	Parking citation processing and fines collection services (\$22,400); 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	\$57,000	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 (\$3,000); and Contribution to maintain the Keller Center for sexual assault victims (\$1,200).
Total Professional Services		\$125,400

Supplies & Equipment		2015-16 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	\$17,000	Safety equipment and uniforms for sworn peace officers, reserve officers and specified nonsworn personnel as specified by MOUs.
6204	SUPPLIES	\$2,500	Office chair replacement (\$2,000); and patrol car supplies (\$500).
6304	MAINTENANCE	\$101,730	Maintenance of prior record management system (Hitech) server including property, evidence and system information software (\$13,346); RIMS System, Computer Aided Dispatch /Records Management system, mobile computing, 9-1-1 interface and related components (\$42,300); Evidence data storage - Unix server (\$3,958); Document imaging and scanning system (\$3,000); Live Scan fingerprinting system (\$5,000); 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 (\$3,000); LeadsOnline pawn shop and property database (\$2,500); annual GPS service for special investigation tracker device (\$1,500); San Bruno share of regional records exchange program (SNARE) (\$1,000); and Miscellaneous repairs to 41 PC's, 16 laptop computers, printers, typewriters, fax machines and other related equipment (\$5,720).
Total Supplies & Equipment		\$266,230	

Operations		2015-16 Budget	Description
6112	POSTAGE	\$4,000	Postage costs for department correspondence.
6408	MEDICAL EXAMS	\$7,000	Forensic examinations for sexual assault victims.

Operations (cont.)

6450 COMMUNICATIONS	\$50,457	Telephone and fax lines coverage for 26 cellphones, 41 telephones and radio line communication including 9-1-1 lines (\$40,958); dedicated data line with the City of Burlingame to allow interagency backup support during high 9-1-1 calls (\$7,100); and San Bruno's shared of T1 data line one-time installation fee (\$899) and regular billings (\$1,500), reimbursable to the City of Burlingame, to support radio interoperability between the two agencies.
6531 UTILITIES	\$95,264	Gas, electrical and water costs for police facility.
Total Operations		
\$156,721		

Equipment Purchase	2015-16 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$93,700	Purchase and replacement of two marked vehicles (\$80,000); UPS batteries replacement - 24 units (\$4,500); monitor and computer for investigative services briefing room (\$3,600); and less lethal ammunition (\$5,600).
Total Equipment Purchase		
\$93,700		

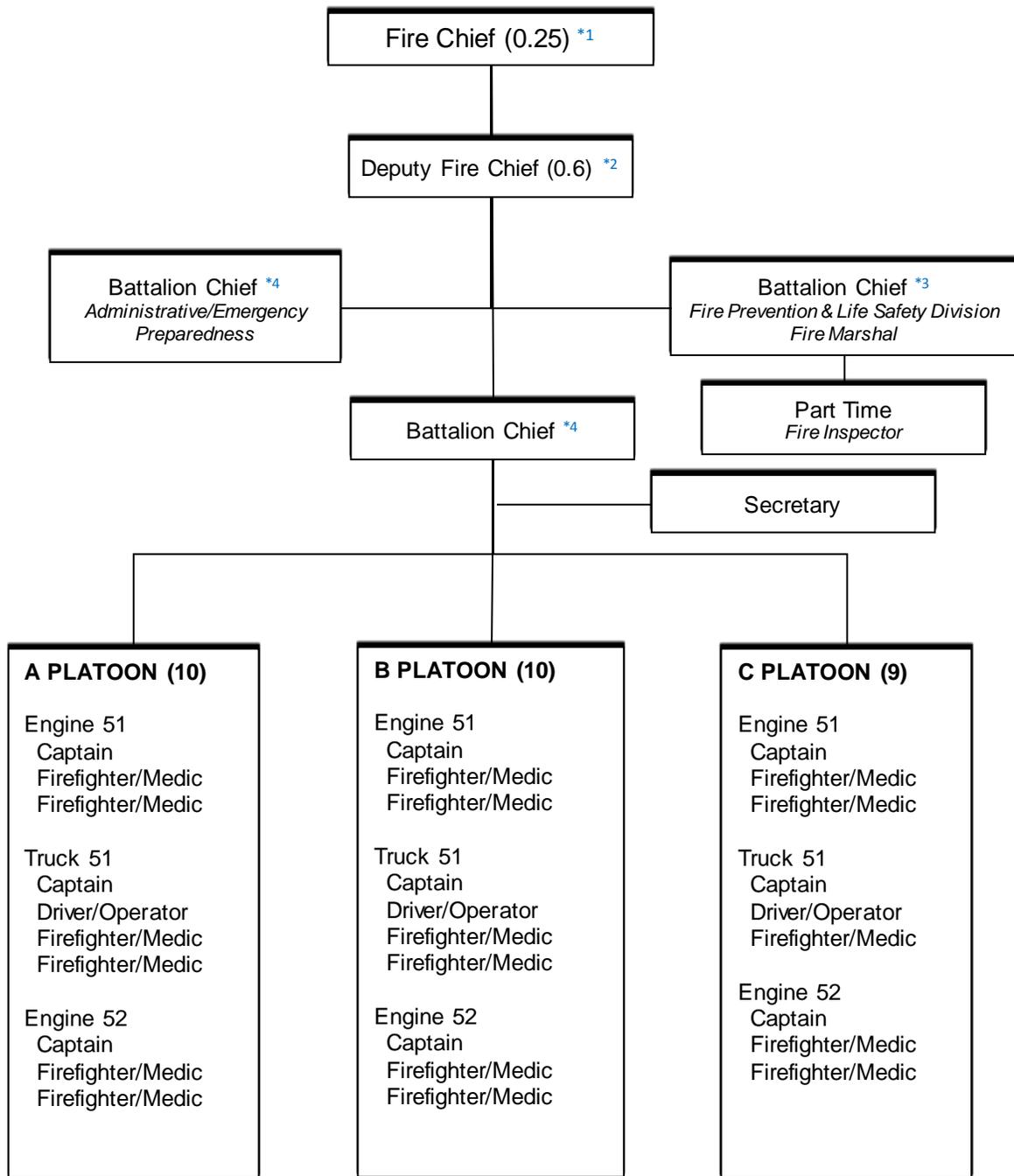
Intergovernmental	2015-16 Budget	Description
6309 RADIO MAINTENANCE	\$72,000	Access/Maintenance fees for use of law enforcement database terminals, such as DOJ and DMV (\$41,000); 9-1-1 consoles, transmitters, receivers, repeaters and other base station equipment for the two-way radio communication (\$26,628); 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	\$660,915	Services provided by the County including Animal Control Services (\$382,019); 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 (\$27,896).
Total Intergovernmental		
\$732,915		

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$746,448	Internal service allocations for: self insurance cost (\$269,929); building and facility maintenance (\$175,283); information technology support (\$110,803); and central garage services (\$190,433).
7902 INTERDEPARTMENTAL CHARGES	\$1,448,425	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 2015-16.
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	\$2,303,022	
Grand Total	\$15,340,312	

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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.

Fire Department

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

Programs

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

- **Administration**
Supports the day-to-day management of department personnel, apparatus and fire stations. Also provides planning and budget allocation for resources, equipment, training, and community preparedness.
- **Operations**
Provides apparatus and equipment for emergency responses to medical, fire, hazardous material, and rescue incidents. Oversees maintenance of stations, apparatus, and personal protective equipment. The Department provides these services out of two fire stations.
- **Training / Emergency Medical Services (EMS)**
Maintains record keeping and documentation of EMS and fire-based training. Also provides standardization in delivery of services and 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**
Coordinates the City's disaster preparedness program and provides 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 a 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 the second year in a row. E-51 responded to 2,085 calls for service. E-52 responded to 1,230 calls for service. Truck 51 responded to 925 calls for service. The total call volume in 2014 was 3,619 calls for service. There were a total of 69 fires with 38 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 seven 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 in the County including the Cities of Burlingame, Belmont, Foster City, Hillsborough, Millbrae, and San Mateo. 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 (now CCFD), and a Deputy Fire Chief and Fire Marshal with Millbrae (now CCFD). 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 with the two agencies continue to meet to discuss future options in the movement to full consolidation and have adopted their first set of over forty standardized policies.

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 upgraded emergency equipment on all apparatus. Station 51 has completed a full kitchen remodel and 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. Engine 51 has recently added a Lucas device which is state of the art automated CPR equipment which has proven to increase compression efficiency and patient outcome on cardiac arrest patients. All fire department apparatus, including Truck 51, are paramedic staffed.

The Department provides training to City employees in Cardio Pulmonary Resuscitation (CPR), basic first aid, and mandated disaster preparedness. During the 2014-15 fiscal year, the Department completed Automatic External Defibrillator (AED) orientation, fire extinguisher, and emergency

evacuation procedures for all employees; coordinated staff training for WebEOC; recorded and documented a software system for major emergencies; and participated in a county-wide emergency exercise by conducting a simulated incident in the Emergency Operations Center, including training elements of the San Mateo County Alert System and city-wide notifications. The Department completed a Community Emergency Response Team (CERT) training section for 25 volunteers, who participated in the 6 week training course and received certification, as part of a joint training venture with YouTube. The CERT volunteers from Shelter Creek also participated in the county-wide Silver Dragon IX exercise, in which CERT members went door to door in different areas of the city to distribute disaster information in a simulated emergency scenario.

The Battalion Chief in charge of Emergency Preparedness provides training for City staff who have responsibility to work in the Emergency Operations Center (EOC). This includes developing a Disaster Service Worker training program for newly hired employees. The Battalion Chief represents the city with the Emergency Managers Association and serves as the liaison with the Community Preparedness Committee. The Battalion Chief will organize and lead the Training and Exercise program for the Emergency Operations Center (EOC) which will include updating the Emergency Operations Plan as well as the Hazard Mitigation Plan.

The department will continue to monitor the effects of three years of drought through information distributed by Cal-Fire. An aggressive Public Education program related to the drought and its correlation to heightened fire danger in areas of heavy vegetation within the city is under way and will continue throughout the fire season. The department will do its share of water conservation by reducing training exercises involving water and will look at all areas of operations in holding to water conservation criteria.

2014-15 Accomplishments

- ✓ **Continue to implement administrative merger with Cities of San Bruno, Millbrae, Burlingame and the Town of Hillsborough and continue work toward full consolidation.**
Status: Continued Phase 1 (Administrative) of fire merger with the Cities of Millbrae, Burlingame, and the Town of Hillsborough. On December 29, 2014 Millbrae Fire became a part of CCFD. Agreements were readopted to share a Fire Chief, Deputy Fire Chief, and Fire Marshal. Fire subcommittees of partnering agencies continue to meet, evaluate, and discuss fire consolidation options moving forward.
- ✓ **Continue training program through task force training and coordination with neighboring jurisdictions. Complete 240 hours of training per firefighter annually.**
Status: Continued improvement of Fire and EMS training program through task force scheduling and coordination with neighboring jurisdictions through "Target Solutions" a web-based training system. The city of Belmont is a new addition to the represented cities within the training division. Completed 240 hours of training per firefighter annually.
- ✓ **Continue support by engine and truck companies for fire prevention inspections and code enforcement.**
Status: Inspected apartments and schools City wide as mandated by the State of California Fire Marshal's Office. Companies inspect 365 apartment buildings on an annual basis.
- ✓ **Develop complete set of standardized operational policies and procedures for the Department.**
Status: Developed and adopted more than 40 standardized operational policies and procedures for the two partnering agencies in consolidation. Will continue this process to cover all areas of operation with a goal of one set of standardized policies and procedures for all agencies by December of 2015.

- ✓ **Provide active community outreach and education program regarding fireworks safety in the months preceding July 4, 2014.**
Status: Continued active community outreach and education program regarding fireworks safety in the months preceding the July 4, 2014 holiday. In coordination with the Police Department, confiscated 22 pounds of illegal fireworks as a result of the City's aggressive Zero Tolerance Program.
- ✓ **Develop and manage Emergency Preparedness Program.**
Status: The Emergency Preparedness Battalion Chief represented the City at the County Emergency Managers Association and served as the liaison on the Community Preparedness Committee. Conducted orientation, EOC position training, and continued work on updating the City's Emergency Operations Plan.
- ✓ **Support the City's Emergency Operations Center (EOC) exercises and training.**
Status: Updated the Emergency Operations Center with ICS forms, manuals, resource guides and position checklists in November 2014. Performed EOC training for the Management, Operations, Planning, Logistics and Finance sections. Participated in a workshop for multiagency coordination and participated in a county-wide exercise simulating a large area utility failure. Future plans included participating in two city/county- wide drills throughout the year.
- ✓ **Provide Community Emergency Response Team (CERT) training to the community in two 8-week courses.**
Status: Provided Community Emergency Response Training Certification (CERT) to 35 residents in the Shelter Creek complex as part of bi-annual community preparedness training program. Another training class was recently completed in May 2015 as 25 volunteers were certified as part of a joint training venture with YouTube.
- ✓ **Re-evaluate departmental equipment and vehicle replacement needs. This includes fire hose replacement, Zetron station alerting system, and all fire apparatus.**
Status: The Department has replaced aging hose and emergency equipment on all apparatus and plans to purchase a new utility truck and a Hurst extrication tool (Jaws of Life) which was approved in the 2014/15 Capital Improvement Program budget. Staff is updating the equipment and apparatus replacement reserve account to better reflect current costs and replacement timelines. The Department has completed an extensive evaluation of its apparatus. Currently a fire truck and a command vehicle are scheduled for replacement. The ZETRON alerting system for each station has been delayed by the county installer due to scheduling conflicts and increased workload. The County has rescheduled the installation to the latter part of 2015.
- ✓ **Implement iPad technology to improve efficiency in operations, training, emergency medical services (EMS), and fire prevention.**
Status: Evaluation of iPad technology continues on all engines and areas of operation throughout every division of the fire department.
- ✓ **Combine San Bruno, Central County Fire (CCFD) and Millbrae's IT systems in records management (RMS) and staffing (Telestaff).**
Status: Conducted analysis for cost and effectiveness of a shared system in records management. IT staff is currently reviewing the cost analysis to determine the feasibility of a shared system.
- ✓ **Provide semi-annual CPR (cardiopulmonary resuscitation) / AED (automated external defibrillator) training to City employees and quarterly community based classes with partnering agencies.**
Status: The Department completed CPR training for over 40 City employees. The Department completed Community Emergency Response Team (CERT) training to more than 35 residents during the year that graduated and received certification from the 8-week course.

- ✓ **Work with the Human Resources Department to assist with Firefighter, Battalion Chief and Fire Captain recruitments.**
Status: The recruitment of new firefighters began in May 2015 and the selection process will be completed in August 2015. The Department will complete the promotional testing for Fire Captain and Battalion Chief positions through a joint testing process with CCFD with the Battalion Chief test in May 2015 and a Captains test in June 2015.
- ✓ **Continue to provide emergency response for fire suppression, medical incidents, accidents and rescues.**
Status: Responded to a total of 3,619 calls for service in 2014 including 69 fires.
- ✓ **Support staff in continued involvement in local, county, state, and national organizations.**
Status: Provided support through out-of-county strike teams during the Wildland season. There were two out of county deployments in 2014.
- ✓ **Provide bike helmet safety program with partnering agencies.**
Status: The Department has met with partnering agencies to discuss and implement an education and safety program in conjunction with the Bike and Traffic Safety Committee. Helmets were purchased at the end of the 2014/15 fiscal year and will be distributed throughout the year at various community events.

2015-16 Goals and Objectives

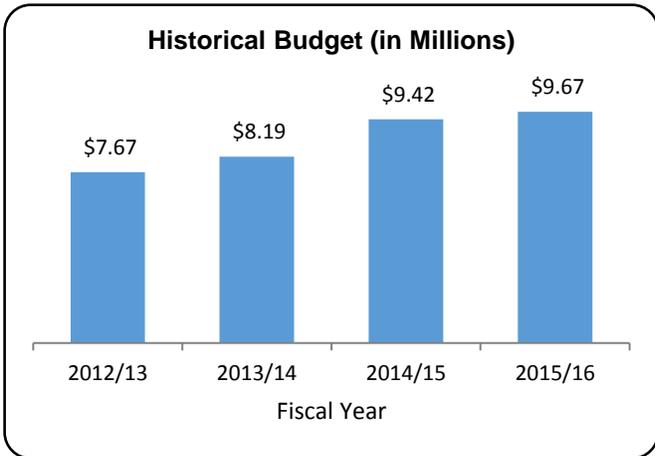
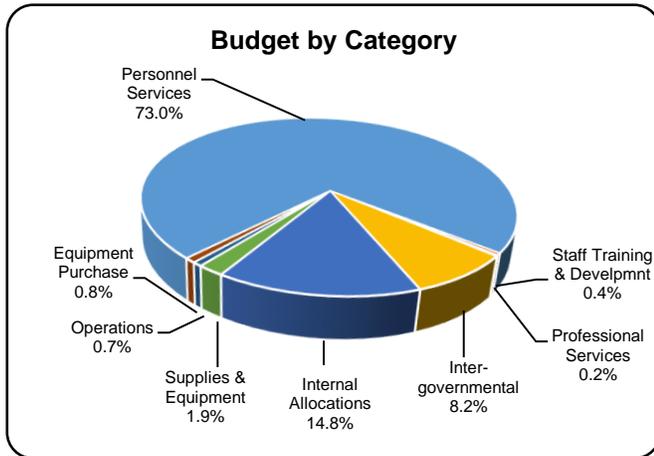
- Continue to evaluate the administrative merger with the Cities of San Bruno, Millbrae, Burlingame, and the Town of Hillsborough and continue to work toward a full consolidation of fire services.
- Continue training program through task force training and coordination with neighboring jurisdictions. Complete 240 hours of training per firefighter annually.
- Continue support by engine and truck companies for fire prevention inspections and code enforcement. Complete 100% of mandated inspections.
- Adopt the second set of standardized operational policies and procedures for the department which reflect consolidation efforts with CCFD. Adoption and implementation of all operational policies is anticipated to be complete by December of 2015.
- Provide active community outreach and education program regarding fireworks safety in the months preceding July 4, 2015. Continue to monitor the effects of the drought as it relates to fire danger throughout the community.
- Under the direction of the Administrative Battalion Chief, coordinate, support and implement the City's Emergency Preparedness programs. This includes evaluating all resources and equipment upgrades within the Emergency Operations Center (EOC), exercises and training, development and training of city staff, and involvement in two countywide drills and exercises.
- Provide Community Emergency Response Team (CERT) training to the community in two 8-week courses (Sept. 2015 / April 2016).
- Continue evaluation of departmental equipment and vehicle replacement needs. This includes a thorough evaluation of reserve accounts that reflect equipment replacement timelines for all emergency response equipment.

- Continue implementation and evaluation of current iPad technology. Improve efficiency in operations, training, emergency medical services (EMS) and fire prevention.
- Combine San Bruno, Central County Fire Department (CCFD), and Millbrae's IT systems in records management (RMS) and staffing (Telestaff), if feasible.
- Provide semi-annual CPR (cardiopulmonary resuscitation) / AED (automated external defibrillator) training to City employees and adopt a new program that offers quarterly community based classes in coordination with partnering agencies.
- Support staff in continued involvement in local, county, state, and national organizations.
- Evaluate current Fire Code and adopt amendments recommended by the State Fire Marshalls Office.
- Implement bike helmet safety program with partnering agencies by December 2015.
- Implement and adopt an Automatic External Defibrillator (AED) program to include all city facilities by December 2015.
- Continue a Public Education program related to the drought and it's correlation to heightened fire danger in areas of heavy vegetation within the city throughout the fire season. The department will do its share of water conservation by cutting down training exercises involving water and will look at all areas of operations in holding to water conservation criteria.
- Continue to promote water conservation by reducing training exercises involving water and look at all areas of operations in holding to water conservation criteria.

Fire Department Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$6,080,122	\$6,258,893	\$6,695,192	\$7,065,087
Staff Training & Development	\$7,350	\$7,350	\$45,150	\$38,550
Professional Services	\$135,443	\$142,943	\$20,300	\$20,300
Supplies & Equipment	\$105,940	\$131,540	\$176,763	\$182,763
Operations	\$33,615	\$39,429	\$55,840	\$66,500
Equipment Purchase	\$28,713	\$103,863	\$93,500	\$78,650
Intergovernmental	\$183,427	\$295,660	\$779,266	\$790,636
Internal Allocations	\$1,090,464	\$1,205,366	\$1,551,904	\$1,430,166
Total:	\$7,665,074	\$8,185,044	\$9,417,915	\$9,672,652

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2014-15 Budget
General Fund	\$7,269,274	\$7,771,574	\$8,982,349	\$9,336,856
Department Revenues	\$395,800	\$413,470	\$435,566	\$335,796
Total:	\$7,665,074	\$8,185,044	\$9,417,915	\$9,672,652



Summary of 2015-16 Budget Changes

The 2015-16 Fire Department budget increased by \$254,700 mainly attributed to the following:

- Personnel Services increase by \$309,900 as a result of the 2014 ratified and adopted labor agreements, and increase in costs for pension and medical insurance.
- Overtime budget increased by \$60,000 to backfill for personnel vacancies.
- Other increases include increase in maintenance and repair costs for self-contained breathing apparatus (SCBA) (\$9,000), increase in utilities (\$5,350), communications (\$5,300), shared services costs (\$11,000), annual hose program (\$10,000), and increase in interdepartmental charges (\$40,000).
- Net decrease of \$14,850 in Tools & Equipment due to removal of one-time purchase of reserve fire engine tools (\$28,000), removal of the one-time City's matching for hose replacement FEMA grant (\$12,500), and increases for portable radios replacement (\$15,000), EMS equipment (\$6,000), desktop computer (\$650), and fitness equipment (\$4,000).
- Decrease in Staff Training and Operating Supplies for a total of \$15,000 due to budgeted training and equipment for two Fire Recruits, instead of three compared to 2014-15.
- Net decrease of \$171,000 in self-insurance allocation due to removal of a one-time settlement appropriation for Workers' Compensation and increase self-insurance allocation due to change in allocation methodology.

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Fire Department

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$4,042,110	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5105 OVERTIME	\$675,000	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	\$2,347,977	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	\$7,065,087	

Staff Training & Development	2015-16 Budget	Description
6405 STAFF TRAINING	\$21,000	Mandatory training classes (\$1,000); State Emergency Medical Association (\$2,500); and management training for succession planning (\$17,500).
6406 PROFESSIONAL DEVELOPMENT	\$14,000	Fire Academy and driver operator classes for two new Fire Recruits.
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	\$2,000	Trade journals such as Fire Engineering, Firehouse, Northern Ca. Fire Mechanic's Association (NFPA) News & OnScene (\$200); International Fire Code journals (\$1,000); San Mateo County Paramedic Protocol Updates (\$400); and San Mateo Times (\$200) and miscellaneous publications and reference materials (\$200).
Total Staff Training & Development	\$38,550	

Professional Services	2015-16 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	2015-16 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	\$57,950	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); safety gears, uniform and equipment for two new Fire Recruits (\$16,000); and supplies for hose repairs and accessories (\$5,000).
6201 BUILDING AND GROUNDS SUPPLI	\$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).
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	\$27,113	Maintenance of two gas monitors (\$6,913); Defibrillator (\$2,200); and Self Contain Breathing Apparatus (SCBA) testing and repairs (\$18,000).
Total Supplies & Equipment	\$182,763	

Operations	2015-16 Budget	Description
6112 POSTAGE	\$500	Postage costs for department correspondence.
6450 COMMUNICATIONS	\$26,134	Phone lines for Station 51 and 52, Emergency Operations Center, 5 department cell phones, and station alerting systems.
6531 UTILITIES	\$34,476	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	\$66,500	

Equipment Purchase	2015-16 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$78,650	Automated CPR equipment for Engine 52 (\$18,000); portable radios replacement - 9 units (\$15,000); Engine/Truck equipment replacement (\$35,000); EMS equipment (airway bags, ALS airway equip)(\$6,000); desktop computer for Fire Station No 51 - 1 unit (\$650); fitness equipment - treadmill, rack and weights (\$4,000).
Total Equipment Purchase	\$78,650	

Intergovernmental	2015-16 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	\$52,857	Hazardous materials (\$16,558); State mandated planning services (\$2,500); and San Bruno share of San Mateo County Sheriff's Office of Emergency Services (OES): Countywide Emergency Services (\$33,799).
7069 INTERGOVERNMENTAL-OTHER	\$729,579	San Bruno share of Fire Chief services with Central County Fire Department (\$108,112); shared Deputy Fire Chief with City of Millbrae (\$167,400); shared Battalion Chiefs with City of Millbrae (\$290,400); shared joint training services and administration program agreement between Millbrae, San Bruno, San Mateo and Central County Fire Agencies (\$143,667); and shared firefighter overtime services with Central County Fire Department and City of Millbrae (\$20,000).
Total Intergovernmental	\$790,636	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$424,455	Internal service allocations for: self insurance cost (\$355,357); building and facilities maintenance (\$9,238); and Information technology support (\$59,860).
7902 INTERDEPARTMENTAL CHARGES	\$837,300	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 2015-16.
9079 TRANSFERS TO RESERVES	\$168,411	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives (\$158,411); and transfer for future hose replacement (\$10,000).
Total Internal Allocations	\$1,430,166	
Grand Total	\$9,672,652	

Public Services
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Public Services Department

Administration & Engineering

Streets Maintenance

Central Garage

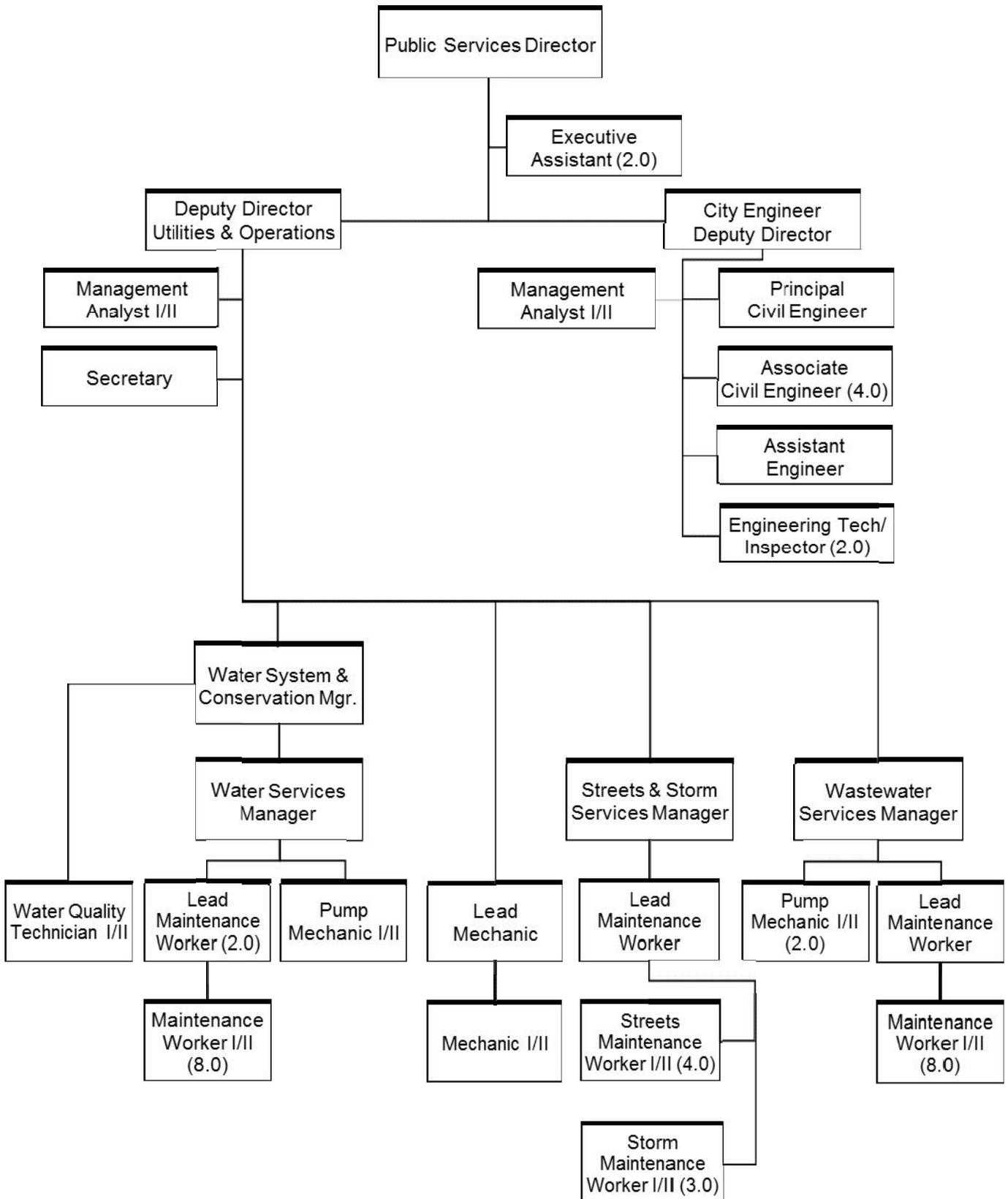
Solid Waste

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.

The Public Services Engineering Division is responsible for enhancing the quality of life in San Bruno with well-engineered City infrastructure projects, various development review, and providing support for other City Departments.

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, I-380 Congestion Study, Scott Street Grade Separation, Skyline Boulevard (SR 35) Widening, 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 focus on the delivery of the adopted Capital Improvement Program projects with an emphasis on improving the sewer and water infrastructure to protect the health and safety of the City's residents and reliability of the infrastructure as outlined in the 10-Year Water and Wastewater Master Plan priority projects. An additional priority focus includes completion of an updated Water and Wastewater Rate Study.

Public Services will continue public outreach efforts in order to promote and educate the City's residents on water conservation.

The Engineering Division will develop projects and seek resources to address the unsightly and deteriorating street pavement conditions to provide residents with the highest quality transportation network possible.

A high priority includes assisting customers on right-of-way related issues, reviewing encroachment permits that can impact residents and providing conditions of approval for development plans.

The Engineering Division will focus on converting paper documents into electronic form including engineering design drawings and utility underground basemaps.

2014-15 Accomplishments

- ✓ **Deliver projects as scheduled in the 2014-19 Capital Improvement Program projects' 2014-15 Work Plans on time and within budget.**
Status: Completed the construction phase of Spyglass water main replacement, San Francisco Public Utilities Commission (SFPUC) Regulators, and Kains sewer bypass CIP projects. Completed the design phase of the Olympic Pump Station and Water Tank No. 3 Glenview.
- ✓ **Continue revising internal filing system to allow for easier document retrieval.**
Status: Purchased a large plotter/scanner to scan and electronically store engineering design drawings and underground utility basemaps.
- ✓ **Conduct additional training to increase expertise in construction inspection and project management.**
Status: Individual civil engineers completed the Pavement management assessment training and attended the American Public Works Association (APWA) Conference.
- ✓ **Continue to refine process for delivery of capital improvement projects.**
Status: Engineers are focusing their workload to complete the project design and construction schedule outlined in the 10-year Water and Wastewater work plans.
- ✓ **Continue to refine and improve the performance measurement system and create a process such that performance information can be easily shared.**
Status: The Engineering division is evaluating cross-communication methods to maintain project completion schedules during personnel absences.
- ✓ **Continue to investigate opportunities to share services with neighboring cities and other local governments.**
Status: Project engineers coordinated with the City of South San Francisco on Water Quality Control Plant improvements, and the San Mateo County Transpiration Authority (TA) for the Scott Street Grade Separation project and I-380 Congestion study.
- ✓ **Continue to coordinate response to public infrastructure information requests related to the Glenview Fire.**
Status: Project engineers completed curb bulb-out design review, sewer lateral design review, and installation of Supervisory Control and Data Acquisition (SCADA) to communicate water and wastewater system operations.
- ✓ **Fully implement project management through Microsoft Project and establish new internal project management policies and procedures.**
Status: The Engineering Division purchased Microsoft Project software to create and manage capital project schedules.

2015-16 Goals and Objectives

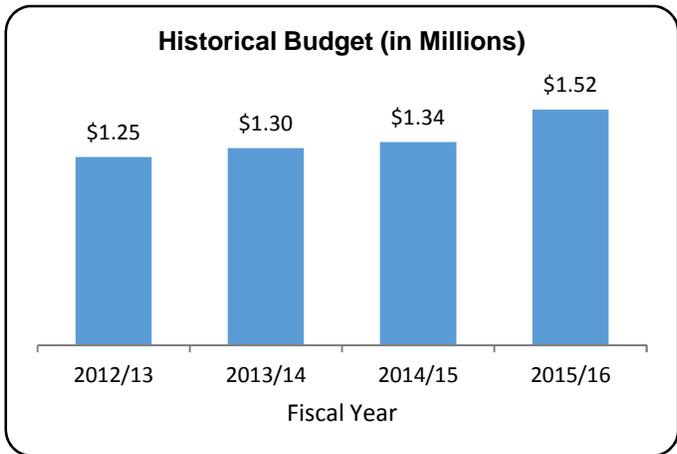
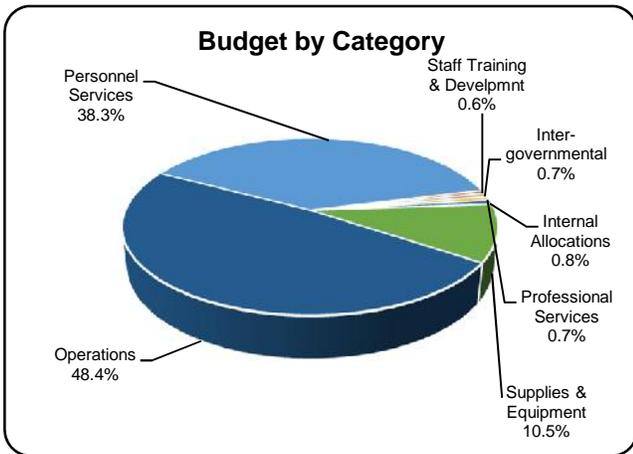
- Deliver projects as scheduled in the 2015-20 Capital Improvement Program Budget and the 2015-16 project work plan on time and within budget.
- Complete the Water and Wastewater Rate Study.
- Develop and distribute water conservation efforts, including educational material and programs to customers.

- ❑ Begin electronic storage of Department's paper versions of engineering design drawings and underground infrastructure base maps.
- ❑ Coordinate public infrastructure repair and installation related to the Glenview Fire. Project coordination will include sewer lateral replacement; curb, gutter, and sidewalk installation; street paving; installing new street lights; and stormwater and utility installation.
- ❑ Coordinate regional efforts on the emerging issue of Flood Hazard Abatement as portions of San Bruno are located in a Federal Emergency Management Agency flood zone.
- ❑ Coordinate regional efforts on the emerging issue of sea level rise and the potential impact to residents, commerce, and infrastructure.

Administration & Engineering Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$445,668	\$470,301	\$440,997	\$581,429
Staff Training & Development	\$8,675	\$9,300	\$9,025	\$9,025
Professional Services	\$55,614	\$10,250	\$10,250	\$10,250
Supplies & Equipment	\$6,100	\$5,200	\$7,300	\$10,000
Operations	\$6,751	\$10,762	\$10,509	\$12,556
Intergovernmental	\$139,351	\$139,351	\$139,610	\$158,616
Internal Allocations	\$589,113	\$655,597	\$717,578	\$735,083
Total:	\$1,251,272	\$1,300,761	\$1,335,269	\$1,516,959

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$449,956	\$531,547	\$522,793	\$556,414
Department Revenues	\$158,464	\$91,500	\$91,500	\$91,500
General Administration Recovery from Other Funds				
Water Fund	\$374,016	\$394,306	\$418,166	\$504,046
Wastewater Fund	\$257,148	\$271,086	\$288,390	\$347,618
Stormwater Fund	\$11,688	\$12,322	\$14,420	\$17,381
Total:	\$1,251,272	\$1,300,761	\$1,335,269	\$1,516,959



Summary of 2015-16 Budget Changes

The 2015-16 Administration and Engineering budget includes an increase of \$182,000 because of the following changes:

- Increase of \$140,000 in Personnel Services and \$23,000 in Internal Allocation in accordance with the 2014 ratified and adopted labor agreements.
- Increase of \$19,000 for C/CAG annual assessment charges based on the City's share of San Mateo County's population.

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Public Service Department Administration & Engineering

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$720,233	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and 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	(\$475,293)	Engineering staff time to manage capital projects recovering direct salary and benefit charges.
5200 EMPLOYEE BENEFITS	\$335,989	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	\$581,429	

Staff Training & Development	2015-16 Budget	Description
6405 STAFF TRAINING	\$2,875	Professional development training for engineers, inspectors, and staff related to construction, project, and grant management (\$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).
6702 PUBS & SUBSCRIPTIONS	\$250	Caltrans specifications (\$50); and Specialized engineering manuals (\$200).
6703 TRAVEL/VEHICLE USE	\$100	Reimbursement for business use of personal vehicles.

Staff Training & Development (Cont.)

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).
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Total Staff Training & Development		\$9,025	
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Professional Services	2015-16 Budget	Description
6401 PROFESSIONAL SERVICES	\$10,250	Survey services and installation of survey benchmarks and monuments as needed (\$3,250); and Engineering services related to core drilling, geotechnical survey and analysis as needed (\$7,000).
Total Professional Services	\$10,250	

Supplies & Equipment	2015-16 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	\$5,000	Purchase of one AutoCAD software license for engineering project design.
6304 MAINTENANCE	\$500	Maintenance and toner for large copier and plans plotter.
Total Supplies & Equipment	\$10,000	

Operations	2015-16 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).

Operations (Cont.)

6450 COMMUNICATIONS \$10,756 Usage charges for Department's dedicated fax and data lines, office telephone and various mobile devices.

Total Operations \$12,556

Intergovernmental	2015-16 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$158,616	C/CAG assessments calculated annually based on City's share of San Mateo County's population and trip generation.
Total Intergovernmental	<u>\$158,616</u>	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$110,515	Internal service allocations for: Self insurance cost (\$15,424); Buildings and facilities maintenance (\$35,218); Information technology support (\$50,407); Central garage support (\$9,366); and Copier charges (\$100).
7902 INTERDEPARTMENTAL CHARGES	\$616,266	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
9079 TRANSFERS TO RESERVES	\$8,302	Allocation of reserve funding to provide for replacement of capital assets at the end of their useful lives.
Total Internal Allocations	<u>\$735,083</u>	
Grand Total	<u>\$1,516,959</u>	

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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 large debris items (including shopping carts and appliances). Participate in annual community involved programs such as Operation Clean Sweep and the Posy Parade.

- **Responding to Urgent Community Needs**

Collaborate with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping, and signage. Maintain existing pavement markings and signage. Provide timely graffiti, trash, and vandalism abatement in public right-of-ways, and collaborate with Community Development to eliminate trash and debris on private property.

- **Routine Repair and Maintenance**

Perform routine pavement maintenance including pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration. Refresh painted red zones, loading zones and accessible parking areas. Refresh painted and thermoplastic traffic legends, stop bars, and crosswalks. Maintain regulatory, warning, and guide signs. Maintain electronic speed monitoring devices, and illuminated crosswalks.

- **Regulatory Compliance**

Respond to and repair roadway defects such as potholes, sinkholes, and separations that hinder safe vehicle travel. Proactively and reactively remove tripping hazards from sidewalks by replacing damaged areas of sidewalk or utilizing grinding methods. Replace damaged and/or weathered metal beam guardrail. Supervise contractors who provide emergency response and preventative maintenance for City owned streetlights and traffic signals. Provide above ground identification of City utilities prior to excavations. With the assistance of the Fire Department and San Mateo County Hazmat, remove abandoned hazardous materials from the City right-of-way. Maintain and facilitate disposal of Public 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.

2014-15 Accomplishments

- ✓ **Complete annual road resurfacing program.**
Status: During fiscal year 2014-15, over 14,697 square feet (SF) of asphalt was used for road repairs; 24 lineal feet (LF) of curb & gutter was replaced; 60 LF of sidewalk was replaced; and 1,509 pot holes were filled. The current overall City Pavement Condition Rating is 64 on a scale of 0-100, from a rating of Poor to Excellent.
- ✓ **Develop and implement an on-going Street Light pole replacement program and replace 10 poles in 2014-15.**
Status: During fiscal year 2014-15, staff replaced 3 street light poles that were the result of car accidents and replaced 14 street light poles due to corrosion or damage. Staff will update the street light pole inventory and condition assessment as part of the LED Street Light replacement project.
- ✓ **Implement new Light-Emitting Diode (LED) Street Light replacement program.**
Status: Staff completed a public demonstration project of the new LED lighting system. Council approved the installation contract in February 2015. Installation is expected to be completed during fiscal year 2015-16.
- ✓ **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).**
Status: Staff continues to evaluate efficient and cost effective approaches to complete road maintenance spot repairs, including different uses of existing equipment and resources as well as the possibility of new equipment if it is cost effective.
- ✓ **Expand GIS collection and input of transportation assets to include regulatory signs and critical pavement markings.**
Status: Staff completed a work plan to begin collecting traffic infrastructure inventory data to begin in fiscal year 2015-16 for input into the GIS system.
- ✓ **Develop and maintain a street sign replacement program.**
Status: City crews repaired, replaced, and installed 138 street signs.
- ✓ **Renegotiate El Camino Real road repair and maintenance service agreement with Caltrans.**
Status: Discussions with Caltrans are ongoing for coordination of maintenance activities along El Camino Real.
- ✓ **Monitor and implement a vigorous safety training program.**
Status: Completed HAZMAT, Fall Protection, and related safety and professional development training.
- ✓ **Complete a Citywide sidewalk condition assessment study.**
Status: Completed the Citywide sidewalk condition assessment study.

2015-16 Goals and Objectives

- ❑ Continue the on-going street light pole replacement program and replace approximately 30 poles in fiscal year 2015-16.
- ❑ Coordinate and implement Light Emitting Diode (LED) street light conversion and replacement program.

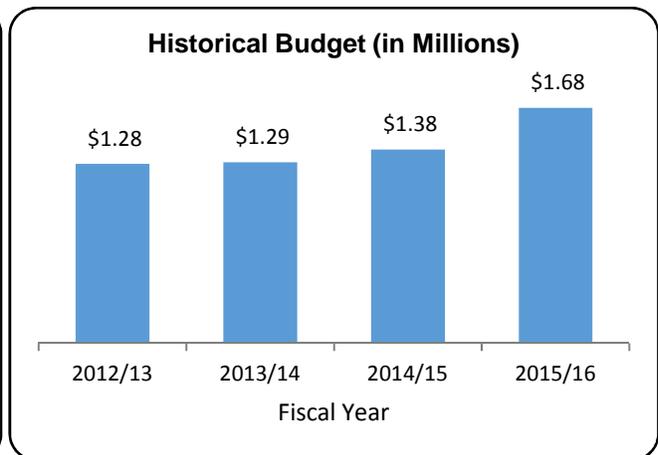
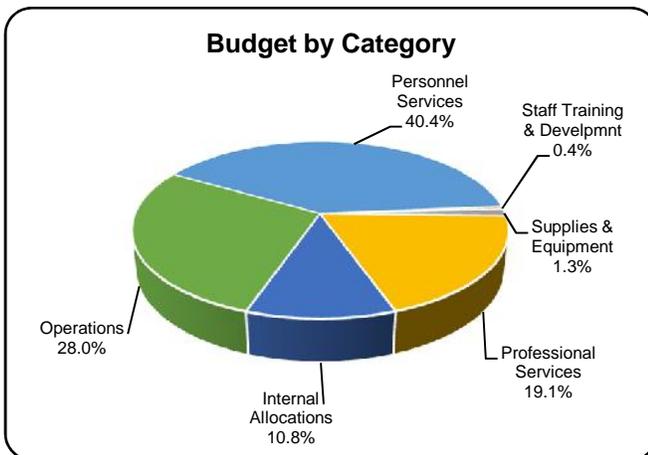
- ❑ Complete initial Geographic Information Systems (GIS) collection and input of traffic infrastructure assets including traffic signs, critical pavement markings, and street light inventory.
- ❑ Implement traffic signal replacement and repair program of 18 signalized intersections.
- ❑ Develop and maintain a street sign replacement program.
- ❑ Monitor and maintain a safety, workplace operations, and cross-training program.

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Street Maintenance Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$526,691	\$521,656	\$579,359	\$677,344
Staff Training & Development	\$3,971	\$7,325	\$7,325	\$7,325
Professional Services	\$26,300	\$26,300	\$28,300	\$22,000
Supplies & Equipment	\$325,509	\$321,664	\$321,164	\$320,964
Operations	\$153,203	\$152,692	\$168,012	\$181,150
Internal Allocations	\$243,494	\$261,895	\$276,203	\$470,098
Intergovernmental	\$0	\$0	\$0	\$0
Total:	\$1,279,168	\$1,291,532	\$1,380,363	\$1,678,881

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$474,117	\$482,832	\$571,663	\$812,681
Grant Revenues				
Gas Tax	\$750,000	\$750,000	\$750,000	\$750,000
C/CAG Vehicle Registration Fee	\$36,351	\$40,000	\$40,000	\$97,500
Caltrans Highway Grant	\$18,700	\$18,700	\$18,700	\$18,700
Total:	\$1,279,168	\$1,291,532	\$1,380,363	\$1,678,881



Summary of 2015-16 Budget Changes

The 2015-16 Street Maintenance budget includes an increase of \$298,000 because of the following changes:

- Increase of \$98,000 in Personnel Services in accordance with the 2014 ratified and adopted labor agreement.
- Internal Allocations increased by \$188,000 due to the change in methodology to allocate Self-Insurance fund charges.
- Increase of \$12,000 for allocation of garbage services, PG&E utilities provided to the Corporation Yard and all streetlights.

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Public Service Department Streets Maintenance

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$408,637	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$20,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5105 OVERTIME	\$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	\$238,707	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	\$677,344	

Staff Training & Development	2015-16 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		2015-16 Budget	Description
6411	CONTRACTUAL SERVICES	\$12,000	Repair of damaged sidewalks to prevent or respond to a trip and fall.
6419	OTHER SERVICES	\$10,000	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		\$22,000	

Supplies & Equipment		2015-16 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 SUPPLI	\$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 SIG	\$196,000	Preventative maintenance/repair contract, parts/material (\$39,000); Streetlight maintenance/repair, parts/material (\$85,500); Maintenance of paint/markers, install signs/paint/markers for TSPC/Engineer work orders (\$46,000); and Maintenance of signs/ poles/ hardware, and associated tools and equipment (\$25,500).
Total Supplies & Equipment		\$320,964	

Operations		2015-16 Budget	Description
6450	COMMUNICATIONS	\$2,783	Internal allocation of dedicated fax and data lines, office phone lines and eight mobile phones.

Operations (Cont.)

6531 UTILITIES	\$177,867	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	\$181,150	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$304,176	Internal service allocations for: Self insurance cost (\$257,075); Information technology support (\$10,888); and Central garage support (\$36,213).
7902 INTERDEPARTMENTAL CHARGES	\$133,648	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	\$470,098	
Grand Total	\$1,678,881	

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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, 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.

2014-15 Accomplishments

- ✓ **Continue to meet the demands of user departments in a professional and cost effective manner.**
Status: Purchased vehicles as approved in the 2014-15 Capital Improvement Program Equipment Replacement Budget, including four patrol utility vehicles and one detective vehicle for the Police Department, three pickup trucks and tow service vans for Community Services, two service vans and one pickup truck for CableTV, one building inspector utility vehicle for Community Development, one pickup truck for the Streets Division, one pickup truck for the Water Division, one general pool vehicle, and one video inspection van for the Wastewater Division.
- ✓ **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.**
Status: Continued daily repair and maintenance management through the fleet computerized management system, including creating work orders, and tracking fleet maintenance costs (repairs, oil changes, and tire replacement).
- ✓ **Continue to review opportunities to use alternative fuel vehicles or other opportunities to reduce air pollution.**
Status: To lessen the environmental impact of the fleet, all diesel vehicles purchased in 2014-15 meet California Air Resources Board (CARB) standards.
- ✓ **Continue to review opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing the environmental impact.**
Status: There was no change in the overall fleet size during 2014-15, however an Inspector vehicle was designated a general pool vehicle rather than dedicated solely to one department. Staff will continue to seek opportunities to minimize single vehicle use and expand the general pool fleet.
- ✓ **Monitor and maintain a vigorous training program.**
Status: Completed HAZMAT, Fall Protection, and other safety related trainings.

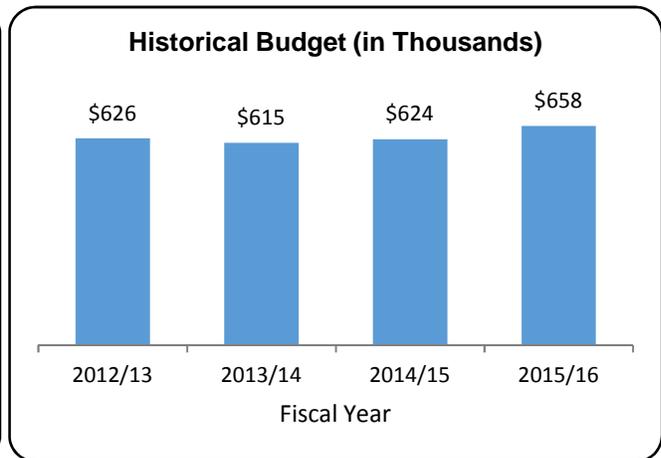
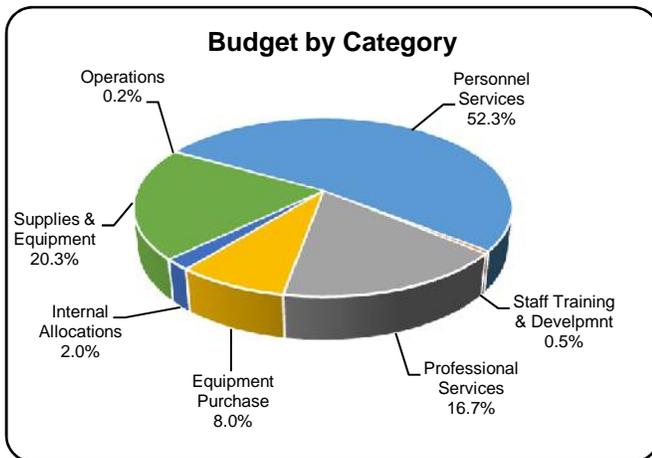
2015-16 Goals and Objectives

- Develop a replacement schedule based on an annual evaluation of the condition, age, and maintenance history for each City vehicle and large equipment item.
- Review opportunities to reduce the size of the fleet as a way of reducing ongoing operation costs and decreasing the environmental impact.
- Complete annual evaluation of fleet to assure compliance with current California Air Resources Board (CARB) emission requirements, including opportunities to use alternative fuel vehicles when equipment is scheduled for replacement.
- 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.
- Monitor and maintain a safety, workplace operations, and cross-training program.

Central Garage Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$317,366	\$307,149	\$329,915	\$344,156
Staff Training & Development	\$6,650	\$7,925	\$3,925	\$3,025
Professional Services	\$119,955	\$118,380	\$108,380	\$110,000
Supplies & Equipment	\$161,950	\$161,950	\$161,950	\$133,950
Operations	\$1,834	\$1,380	\$1,269	\$1,222
Equipment Purchase	\$2,540	\$3,200	\$2,500	\$52,500
Internal Allocations	\$16,021	\$14,881	\$16,478	\$12,999
Total:	\$626,316	\$614,865	\$624,417	\$657,852

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Central Garage Fund	\$1,260	\$92	\$492	\$33,482
Recovery from Other Funds				
General Fund	\$404,856	\$389,306	\$395,061	\$385,861
Water Fund	\$73,572	\$75,568	\$76,466	\$74,924
Stormwater Fund	\$54,888	\$55,902	\$57,053	\$31,219
Wastewater Fund	\$53,244	\$54,679	\$55,339	\$62,437
Cable Fund	\$31,092	\$31,948	\$32,314	\$62,437
Buildings & Facilities	\$7,404	\$7,370	\$7,692	\$7,492
Total:	\$626,316	\$614,865	\$624,417	\$657,852



Summary of 2015-16 Budget Changes

- The 2015-16 Central Garage budget includes an increase of \$34,000 because of the following changes:
- Increase of \$14,000 in Personnel Services in accordance with 2014 ratified and adopted labor agreements.
 - Increase in Tools & Equipment by \$50,000 for purchasing add-on equipment for six Police marked vehicles.
 - Approximate reduction of \$30,000 for building and office supplies, and publication & subscriptions.

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Public Service Department Central Garage

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$201,555	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$30,000	Base salary for temporary employee working fewer than 980 hours per fiscal year. Employee in this category are exempt from all benefits.
5105 OVERTIME	\$5,000	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	\$107,601	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	\$344,156	

Staff Training & Development	2015-16 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	\$750	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	\$3,025	

Professional Services	2015-16 Budget	Description
6411 CONTRACTUAL SERVICES	\$90,000	Contract repair of City vehicles and equipment including transmissions, inspections for boom trucks, and body repair (\$73,000); Smog test (\$2,000); and Fuel system maintenance including controller dispenser and fuel tanks (\$15,000).
6419 OTHER SERVICES	\$20,000	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 (\$14,300); and Annual support for Fleet Computer Maintenance Management System (\$5,700).
Total Professional Services	\$110,000	

Supplies & Equipment	2015-16 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).
6204 SUPPLIES	\$125,000	Replacement parts including brakes, hoses, alternators and starters (\$55,000); Filters, fluids, minor preventative maintenance parts (\$12,500); Repair parts for large equipment (\$12,500); Emergency lighting and siren equipment (\$10,000); and tires (\$35,000).
Total Supplies & Equipment	\$133,950	

Operations	2015-16 Budget	Description
6450 COMMUNICATIONS	\$454	Internal allocation of dedicated fax and datalines, three office telephone charges and two mobile phones.

Operations (Cont.)

6531 UTILITIES \$768 Allocation of PG&E services to the Corporation Yard.

Total Operations \$1,222

Equipment Purchase	2015-16 Budget	Description
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6650 TOOLS & EQPT. -\$25K	\$52,500	Large tools and equipment for vehicle service and maintenance.
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Total Equipment Purchase \$52,500

Internal Allocations	2015-16 Budget	Description
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7901 INTERNAL SERVICE ALLOCATION	\$12,999	Internal service allocations for: Self insurance cost (\$5,339); and Information technology support (\$7,660).
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Total Internal Allocations \$12,999

Grand Total \$657,852

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

Priority Focus

The Solid Waste Division 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. A priority focus includes developing programs to increase commercial organics recycling efforts. 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.

2014-15 Accomplishments

- ✓ **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.**
Status: Staff held multiple meetings and site visits with Recology and CalRecycle in fiscal year 2014-15 to refine outreach efforts related to mandatory commercial recycling and composting requirements.
- ✓ **Continue to seek grant opportunities to replace waste receptacles along San Mateo Avenue and El Camino Real.**
Status: Staff coordinated with San Mateo County for grant funding to place cigarette butt receptacles along San Mateo Avenue. If grant funding is secured, receptacles will be installed during fiscal year 2015-16.
- ✓ **Implement programs as recommended in the adopted Climate Action Plan.**
Status: Staff worked with Recology to improve waste diversion through Mandatory Commercial Recycling. Staff continued to seek grant opportunities for energy saving initiatives such as vehicle charging stations and energy efficient savings for City facilities.
- ✓ **Submit the 2013 Annual Waste Diversion Report to CalRecycle.**
Status: Staff submitted the City's 2013 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.
- ✓ **Continue to support the Operation Clean Sweep program and examine increasing the frequency of Operation Clean Sweep events and other litter control volunteering opportunities.**
Status: The City sponsored the 2015 Operation Clean Sweep event where approximately 100 volunteers participated. Staff will continue to seek opportunities for other cleanup events.
- ✓ **Enhance the monitoring and enforcement of the Styrofoam and Single Use Bag ordinance.**
Status: Staff worked with San Mateo County RecycleWorks to improve City involvement in enforcement and expected outreach efforts.

2015-16 Goals and Objectives

- ❑ Continue to work with Recology San Bruno to provide education and outreach to the business and residential community regarding organics collection and State mandated recycling requirements.
- ❑ Continue to seek grant opportunities to replace waste receptacles along San Mateo Avenue and El Camino Real.
- ❑ Develop strategies with Recology and CalRecycle to comply with California Assembly Bill (AB) 1826 commercial organics recycling requirements.
- ❑ Implement programs as recommended in the adopted Climate Action Plan.
- ❑ Submit the 2014 Annual Waste Diversion Report to CalRecycle.

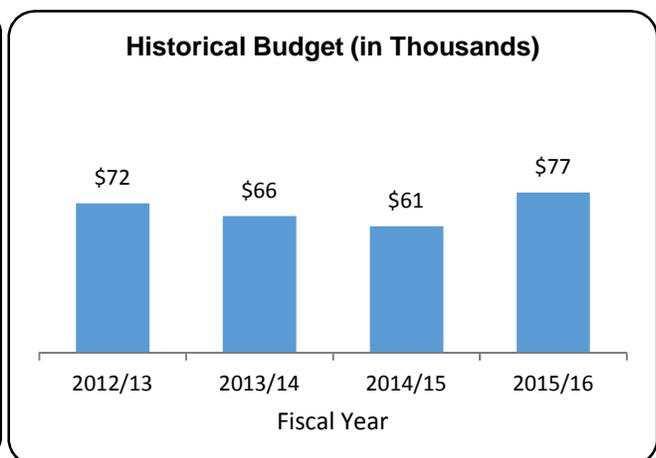
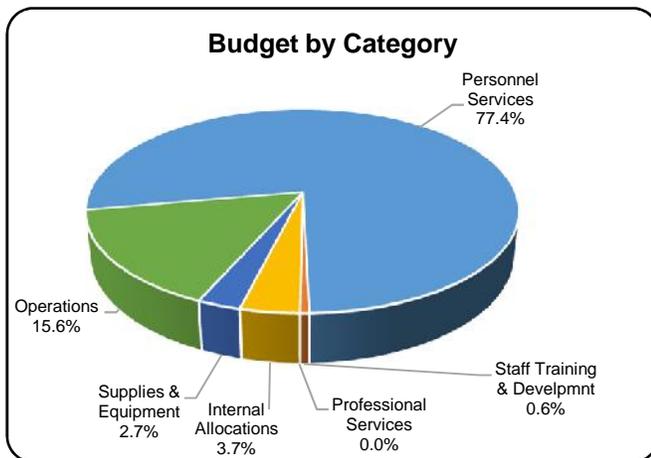
- ❑ Continue to support the Operation Clean Sweep program and examine increasing the frequency of Operation Clean Sweep events and other litter control volunteering opportunities.
- ❑ Enhance the monitoring and enforcement of the Styrofoam and Single Use Bag ordinance.

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Solid Waste Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$44,062	\$37,556	\$42,535	\$59,514
Staff Training & Development	\$500	\$450	\$450	\$450
Professional Services	\$11,000	\$11,000	\$1,000	\$0
Supplies & Equipment	\$2,100	\$2,100	\$2,100	\$2,100
Operations	\$12,000	\$12,000	\$12,000	\$12,000
Internal Allocations	\$2,054	\$2,487	\$2,721	\$2,856
Intergovernmental	\$0	\$0	\$0	\$0
Total:	\$71,716	\$65,593	\$60,806	\$76,920

Revenue Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Solid Waste Fund	\$2,902	\$0	\$0	\$0
Operating Revenue	\$68,379	\$69,746	\$69,872	\$71,026
CalRecycle Grant	\$0	\$11,000	\$0	\$11,000
Other Revenues	\$435	\$1,364	\$515	\$600
Total:	\$71,716	\$82,110	\$70,387	\$82,626



Summary of 2015-16 Budget Changes

The 2015-16 Solid Waste budget includes an increase of \$16,000 because of the following changes:

- Increase of \$17,000 in Personnel Services and Internal Allocations in accordance with the 2014 ratified and adopted labor agreement.
- Reduction of \$1,000 for Sustainable Silicon Valley membership.

In addition, the City will receive the CalRecycle grant again in 2015-16, which will provide a much needed resource to continue annual Clean Sweep and community outreach programs.

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Public Service Department Solid Waste Division

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$38,606	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs.
5200 EMPLOYEE BENEFITS	\$20,908	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	\$59,514	

Staff Training & Development	2015-16 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	

Supplies & Equipment	2015-16 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	2015-16 Budget	Description
6112 POSTAGE	\$2,700	Utility insert to promote various recycling programs (\$1,350); and Utility insert for Operation Clean Sweep (\$1,350).

Operations (Cont.)

6502	COMMUNITY PROMOTION	\$9,300	Promotional materials and thank you gifts for annual Operation Clean Sweep (\$2,300); Promotional material for community outreach recycling and organics program (\$3,000); and Purchase and distribution of reusable bags to discourage plastic bag user State Recycling Program requirement (\$4,000).
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Total Operations	<u><u>\$12,000</u></u>
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Internal Allocations	2015-16 Budget	Description
7902 INTERDEPARTMENTAL CHARGES	\$2,856	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.

Total Internal Allocations	<u><u>\$2,856</u></u>
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Grand Total	<u><u>\$76,920</u></u>
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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 eight storage tanks and five wells to ensure a daily average well production of 2.1 million gallon per day (MGD).
- **Best Management Practices to Optimize Services**
Participate in water conservation programs with emphasis on public awareness, rebate programs for washing machines and high-efficiency toilets, audits for large landscape owners, 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 Capital Improvement Program.
- **Regulatory Compliance**
Assure disinfection at five wells, treatment for iron and manganese at two wells, and maintenance and monitoring of storage facilities. Complete Federal and State mandated water quality testing and related regulatory required analysis and reports each year including current regulations and requirements that establish primary drinking water standards for disinfection and chemical constituents, along with secondary standards such as taste, color, odor, and temperature.

Priority Focus

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

The adequacy of the City's water supply is vital for the commercial redevelopment of parcels in the community. The recently adopted Urban Water Management Plan, 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.

A priority focus is the continued development of water conservation programs and policies to comply with the State of California consumption requirements.

2014-15 Accomplishments

- ✓ **Replace Commodore Drive Well No. 15 in order to maintain production level.**
Status: During fiscal year 2014-15, drilling was completed for a test groundwater well. Completed engineering design with advertisement for construction contract to be issued by Summer 2015 with construction anticipated to begin in 2016.
- ✓ **Implement high priority water capital projects including replacement of Glenview Drive Tank No. 3, SCADA Radio Redundancy Installation, and Advanced Smart Water Meter Installation.**
Status: During fiscal year 2014-15 construction continued on Glenview Drive Tank No. 3 with project completion expected in 2016; engineering design continued for Cunningham Way Tank No. 1; Council approved construction award to install a backup SCADA system January 2015 with completion estimated during fiscal year 2015-16; and Council approved installation of an Advanced Water Meter system April 2015 with estimated project completion in fiscal year 2015-16. Project detail descriptions are available in the CIP-Water section.
- ✓ **Completion of College Drive Pump Station No. 4 rebuild.**
Status: Completion of the construction phase with project close-out activities to be completed during fiscal year 2015-16.
- ✓ **Continue with design for eventual rebuild and replacement of Cunningham Drive Tank No. 1.**
Status: Staff continued engineering design work on this project which will continue into fiscal year 2015-16.
- ✓ **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.**
Status: Staff completed construction of College Pump Station No. 4 and developed a priority design schedule for remaining pump station facilities, which includes Tank 7 Sweeney, Tank 4 San Bruno, Tank 9 and 10 College Drive West and East, and Tank 6 and 6A Lake Drive North and South.

- ✓ **Implement water valve assembly replacement and maintenance program.**
Status: The Water Division is developing a comprehensive system program. Currently staff are performing valve turning and exercising on a per project basis. Water valves must be routinely and physically turned in order to ensure proper functionality when needed during a shut-off emergency event; otherwise valves may corrode and break-off.
- ✓ **Implement a cathodic protection (pipe corrosion prevention) program.**
Status: The Water Division is developing a comprehensive system program. In the meantime staff are performing cathodic protection testing on a per project basis. An electromechanical metal cathode is placed in all water pipes to draw rust to the cathode rather than to the inner pipe lining. Cathodes need routine replacement to reduce pipe corrosion and replacement, thereby increasing life expectancy and reducing costs.
- ✓ **Implement water facility preventative maintenance program (wells and pump stations).**
Status: Staff are developing a long-term facility preventative maintenance and repair schedule and program to be completed in fiscal year 2015-16.
- ✓ **Maintain annual hydrant water flushing program.**
Status: Crews completed annual flushing of all 949 City hydrants.
- ✓ **Improve security at Water system facilities.**
Status: During fiscal year 2014-15 a security gate was installed at Well 17 Corporation Yard. Staff began a Water facility security assessment as a part of the Water and Wastewater Facility Security Enhancements CIP Project.
- ✓ **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.**
Status: Staff completed implementation of the centralized Water management system. All work orders and preventative maintenance programs are now managed through this system.
- ✓ **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.**
Status: During fiscal year 2014-15 crews completed 100 main break repairs.
- ✓ **Continue to implement water conservation programs.**
Status: For 2014, total City water consumption was down 11 percent compared to 2013. The City's Water Shortage Contingency Plan was amended limiting landscape irrigation to two-days per week between the hours of 7:00pm to 7:00am. The City is providing water conservation education outreach to the public. In addition, staff continued water conservation programs such as EarthCapades, High Efficiency Toilet and washing machine rebates, Lawn Be Gone, and water audits for large landscapes.
- ✓ **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.**
Status: Staff completed annual water testing and reporting program and all requirements were met.

- ✓ **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.**
Status: Staff continued on-going collaboration and monitoring of water rates through BAWSCA. During fiscal year 2015-16, staff will update the Water Rate Study to evaluate water operating and capital requirements compared with estimated SFPUC rate projections and water consumption.
- ✓ **Develop written standard operating procedures for critical maintenance activities for both Supply and Distribution Divisions in the Water Enterprise Fund.**
Status: Staff developed updated procedures for work order creation and management.
- ✓ **Maintain an aggressive continuing education program to ensure that all Water personnel hold the appropriate level of certification required by the State of California.**
Status: During fiscal year 2014-15, staff attended Water Distribution Certification Test Training to assist crews in maintaining certification levels and requirements as required by the State of California.
- ✓ **Monitor and maintain a vigorous training program.**
Status: Training completed during fiscal year 2014-15 included HAZMAT, Fall Protection, and Water Distribution Certification Test Training.

2015-16 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; Advanced Smart Water Meter Installation; Water Main Pipe Replacement along Jenevein Avenue, San Mateo Avenue, and Crystal Springs Avenue; and SCADA Radio Redundancy Installation.
- Continue with design for eventual rebuild and replacement of Cunningham Drive Tank No. 1.
- Complete Water Rate Study.
- Continue to 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.
- Continue to implement water conservation programs, including low-flow toilet and washing machine rebate programs, drought-tolerant landscaping grant program, and two-day per week landscape watering restrictions.
- Update 5-Year Urban Water Management Plan (UWMP).
- Develop a California Sustainable Groundwater Management Act (2014) compliance plan.

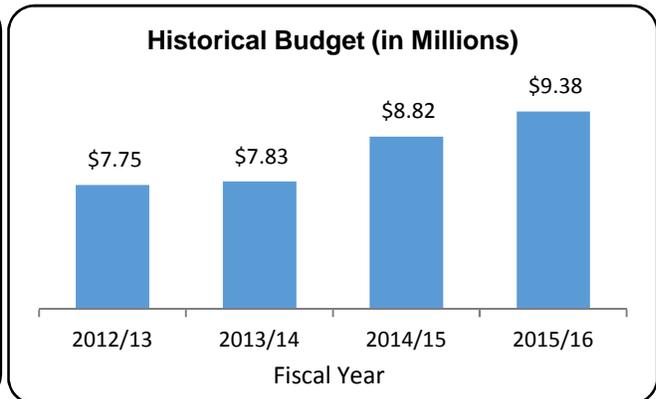
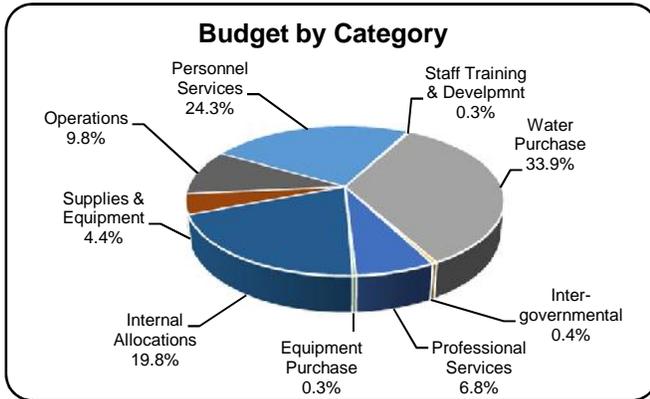
- ❑ Keep main leaks in the City's aging infrastructure to a minimum through monthly preventive maintenance to the distribution systems pressure regulators, which regulate adequate pressures between pressure zones.
- ❑ Ensure all water quality parameters are met including the Initial Distribution System Evaluation (IDSE), the Unregulated Contaminant Monitoring Regulation (UCMR) health-based standards set under the Safe Drinking Water Act, as well as from seawater intrusion.
- ❑ Develop and implement a long-term preventative maintenance program and schedule for City water facilities (tanks, wells, and pump stations).
- ❑ Maintain annual hydrant water flushing program.
- ❑ Improve security at Water system facilities.
- ❑ Continue organized management of preventative maintenance schedules, GIS and asset management (pipes, valves, hydrants, and facilities), work orders, and tracking labor and maintenance costs.
- ❑ Maintain continuing water distribution and treatment education program to ensure that all personnel hold the appropriate level of certification required by the State of California.
- ❑ Monitor and maintain a safety, workplace operations, and cross-training program.

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Water Enterprise Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$2,046,662	\$2,063,975	\$2,197,782	\$2,259,892
Staff Training & Development	\$19,800	\$26,450	\$26,450	\$26,450
Professional Services	\$578,938	\$534,592	\$533,467	\$632,500
Supplies & Equipment	\$341,300	\$341,300	\$383,300	\$406,300
Operations	\$667,136	\$685,835	\$867,934	\$912,334
Water Purchase	\$2,589,160	\$2,523,000	\$2,969,451	\$3,144,892
Equipment Purchase	\$16,800	\$16,800	\$37,145	\$25,300
Intergovernmental	\$30,800	\$36,000	\$36,173	\$36,733
Internal Allocations	\$1,462,369	\$1,601,638	\$1,767,898	\$1,932,847
Total:	\$7,752,965	\$7,829,590	\$8,819,600	\$9,377,248

Revenue Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Water Service Revenues	\$10,982,000	\$12,058,236	\$13,586,976	\$13,586,976
Connection & Capacity Fees	\$115,000	\$110,000	\$110,000	\$110,000
Other Revenues	\$55,000	\$68,405	\$35,292	\$35,292
Total:	\$11,152,000	\$12,236,641	\$13,732,268	\$13,732,268



Summary of 2015-16 Budget Changes

Revenues collected in Water Enterprise fund are designed for water operations and capital improvement needs. Due to drought and State-wide conservation efforts, we anticipate that revenue will stay relatively flat in 2015-16.

- The increase of \$558,000 in the Water expenditure budget for 2015-16 includes the following changes:
- Personnel Services increase by \$62,100 in accordance with the 2014 ratified and adopted agreement.
 - Internal Allocations increase by \$164,900 due to changing the methodology for allocating Self-Insurance fund charges.
 - Water Purchase increased by \$175,400 includes a \$322,000 increase in SFPUC's water rates and a \$146,600 decrease for Bay Area Water Supply & Conservation Agency (BAWSCA) bond surcharge.
 - Supplies and Equipment increased by \$23,000 to meet the increasing needs of the Water Main repairs.
 - Other increases include \$40,000 for a Water Rate Study, \$30,000 for water main repairs, \$15,000 for software updates, \$7,600 for communication, and \$40,000 to promote water conservation.

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Public Services Department Water Supply

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$458,342	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs.
5105 OVERTIME	\$48,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$239,919	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	\$4,000	Temporary staff for seasonal hydrant flushing, valve turning, customer service response, data entry, billing support, and documentation.
Total Personnel Services	\$750,261	

Staff Training & Development	2015-16 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 1/2 of one mid-manager (50% in Water and 50% in Wastewater) for professional development in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$2,500	Dues and memberships for: Groundwater Resources Association of California - one membership (\$300); American Water Works Association (AWWA) - one membership (\$600); Peninsula Water Works Association (PWVA) - for entire division (\$200); American Public Works Association (APWA) - three memberships (\$600); and California Water Certifications - one membership (\$800).
6702 PUBS & SUBSCRIPTIONS	\$150	American Water Works Association technical manuals.

Staff Training & Development (Cont.)

6704	MEETINGS/CONFERENCES	\$1,500	Water Systems and Conservation Manager and Water Services Manager to attend American Water Works Association (AWWA) Conference.
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Total Staff Training & Development		\$12,225	
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Professional Services	2015-16 Budget	Description
6401 PROFESSIONAL SERVICES	\$60,000	Cathodic protection monitoring, groundwater monitoring and analysis of wells, as deemed necessary by water quality fluctuation, pumping rate, and regulatory requirement (\$20,000); and Water Rate Study (1/2 of \$80,000) (50%Water/50% Wastewater).
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	\$195,500	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); Supervisory Control and Data Acquisition (SCADA) hardware/software upgrades (\$15,000); and Annual SCADA license and support (\$20,000).
Total Professional Services	\$435,500	

Supplies & Equipment	Budget	Description
6102 OPERATING SUPPLIES	\$110,000	Water quality testing wells (\$5,000); Uniforms and safety (\$11,000); and Chemicals at four wells (\$94,000).
6109 PARTS AND MATERIALS	\$90,000	Chemical feed pumps, chlorine analyzer, and chemical (\$23,000); Water tank sampling supplies (\$7,000); and Pipes, fittings and replacement parts (\$60,000).
6201 BUILDING AND GROUNDS SUPPLI	\$5,800	Building, yard, shop and field supplies.
Total Supplies & Equipment	\$205,800	

Operations	2015-16 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 MAINT	\$13,000	Maintenance contract for standby generators.
6450 COMMUNICATIONS	\$4,407	Internal allocation of a shared fax line, office telephone charges and six mobile phones and radios.
6502 COMMUNITY PROMOTION	\$125,000	High-efficiency clothes washer rebate (\$46,250); High efficiency toilet rebate program (\$46,250); "Lawn Be Gone" water-efficient landscape conversion rebate program (\$16,500); "Earthcapades" school education program (\$11,000); and Large Landscape Audit (\$5,000).
6531 UTILITIES	\$567,804	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	\$895,443	

Water Purchase	Budget	
7061 WATER PURCHASES-SF	\$3,144,892	Water purchases from San Francisco Public Utilities Commission (SFPUC) (\$3,001,892); and Water purchases from North Coast County Water District (NCCWD) (\$143,000).
Total Water Purchase	\$3,144,892	

Intergovernmental	Budget	
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	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$11,865	Internal service allocation for self insurance cost.
7902 INTERDEPARTMENTAL CHARGES	\$710,082	Public works administration allocation (\$252,023); and General administration allocation (\$458,059).
Total Internal Allocations	<u>\$721,947</u>	
Grand Total	<u><u>\$6,201,441</u></u>	

Public Services Department Water Distribution

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$896,534	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and 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	\$510,097	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	\$1,509,631	

Staff Training & Development	2015-16 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		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$2,000	Consultant services related to water quality.
6411	CONTRACTUAL SERVICES	\$130,000	Fire hydrant painting program (\$3,000); Quarterly inspections (\$5,000); and Contractor for main repairs (\$122,000).
6419	OTHER SERVICES	\$65,000	Security and alarm monitoring (\$3,000); Testing of pipe repairs (\$13,000); Pipe break repair parts and material (\$26,000); Cleaning and laundry services (\$4,000); and Computerized Maintenance Management System (CMMS) annual support and license (\$19,000).
Total Professional Services		\$197,000	

Supplies & Equipment		2015-16 Budget	Description
6001	OFFICE SUPPLIES	\$2,500	Office supplies.
6101	GAS AND OIL	\$43,000	Fuel and oil for vehicles.
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 SUPPLI	\$7,500	Building, yard and shop supplies.
6304	MAINTENANCE	\$500	Office equipment maintenance.
Total Supplies & Equipment		\$200,500	

Operations		2015-16 Budget	Description
6450	COMMUNICATIONS	\$15,491	Internal allocation of a shared fax line, office telephone charges and eight mobile phones, pagers and radios (\$15,131); and Annual data plans, first/last month service, and activation fee for GPS unit for one Water truck(\$360).
6601	RENTAL & LEASES	\$1,300	Rental of emergency equipment
Total Operations		\$16,791	

Equipment Purchase	2015-16 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$25,300	Powered air purifying respirators (\$8,500); Pipe locator (\$6,000); Portable 2,000/4,000 watt generators (\$3,100); Replace various hand tools (\$3,000); 30-pound pneumatic rock drill with bits (\$2,500); and Portable task lighting (\$2,200).
Total Equipment Purchase	\$25,300	

Intergovernmental	2015-16 Budget	Description
6309 RADIO MAINTENANCE	\$100	Maintenance of two-way radios.
7069 INTERGOVERNMENTAL-OTHER	\$1,360	Fees assessed by Local Agency Formation Commission (LAFCO) (\$1,360).
Total Intergovernmental	\$1,460	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$480,932	Internal service allocations for: Self insurance cost (\$349,820); Building and facilities maintenance (\$21,016); Information technology support (\$35,172); and Central garage support (\$74,924).
7902 INTERDEPARTMENTAL CHARGES	\$729,968	Public service administration allocation (\$252,023); General administration allocation (\$117,656); and Revenue services allocation (\$360,289).
Total Internal Allocations	\$1,210,900	
Grand Total	\$3,175,807	

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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 quarterly basis, thereby reducing the amount of pollutants washed into local waterways and also reduce the possibility of street flooding during significant rain events. Stormwater Division programs are developed to complete requirements set by the National Pollution Discharge Elimination System permit, including the new Municipal Regional Permit (MRP 2.0) requirements to reduce the trash load entering into the storm drainage system and achieving a "No Visual Impact" standard by 2022. Significant activities to achieve this goal include continued street sweeping, increasing trash removal, and installing small and large trash capture devices at Stormwater inlets in high impact areas.

2014-15 Accomplishments

- ✓ **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.**
Status: Significant fiscal year 2014-15 accomplishments included acquisition of a new primary street sweeper (2 total); the addition of one new full-time employee (FTE) dedicated to litter removal as approved in the 2014-15 Operating Budget (1 FTE, .5 PT total); utilizing the secondary street sweeper to enhance street sweeping during wet weather; performed quarterly cleaning of catch basins that have full trash capture devices; swept 5,540 curb miles during the year; inspected 1,223 storm drains; responded to customer requests for litter pickup through City's hotline/website; and continued enhanced street sweeping efforts along Shelter Creek Lane to minimize contaminated debris entering the watershed.
- ✓ **Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives.**
Status: Staff attended various Municipal Regional Permit (MRP) Stormwater and Trash mitigation committee coordination meetings. The main topic of discussion during fiscal year 2014-15 was development of the Regional Water Quality Control Board's new 5-Year MRP scheduled for release in Fall 2015.
- ✓ **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.**
Status: The Annual Stormwater Report was submitted in September 2014.
- ✓ **Assess the possibility of installing additional full and partial trash capture devices to help achieve the City's long-term trash reduction plan goals.**
Status: After reviewing priority locations, staff will be installing small trash capture devices to storm drain inlets along San Mateo Avenue and the downtown vicinity during fiscal year 2015-16.
- ✓ **Quality control and maintenance of Stormwater asset data in the geographic information system (GIS).**
Status: Staff completed Stormwater GIS asset data collection, including pipes and drainage inlets.
- ✓ **Expand Stormwater inventory to include private valley gutter systems for proper monitoring.**
Status: Valley gutter inspection and inventory will begin once the Stormwater computerized data collection system is installed during fiscal year 2015-16.
- ✓ **Implement Culvert Inspection and Condition Assessment program.**
Status: Staff completed inspections of two culverts during fiscal year 2014-15.
- ✓ **Continue effort to install horizontal steel bars on all storm drain inlet grates, which pose a hazard.**
Status: Staff will develop an updated maintenance and repair schedule, including maintenance of storm drain inlet grates, after the computerized Stormwater management system is installed in fiscal year 2015-16.
- ✓ **Monitor and maintain a vigorous training program.**
Status: Completed training during fiscal year 2014-15, which included HAZMAT, Fall Protection and related safety training classes.

2015-16 Goals and Objectives

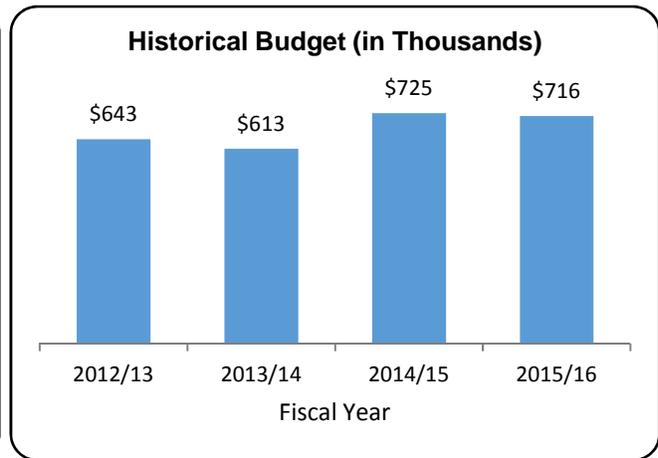
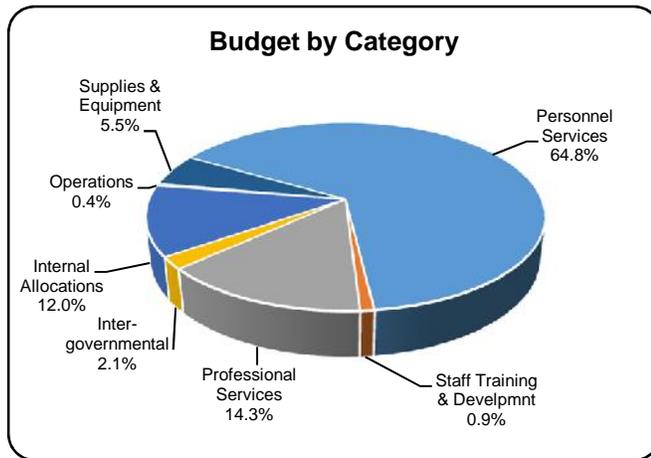
- ❑ Reduce Trash Load through enhancement of wet weather street sweeping, quarterly cleaning of catch basins containing full trash capture devices, develop more public trash pick-up events, continue street sweeping, and target the medium trash management areas.
- ❑ Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives. Develop modifications to the long-term trash reduction plan to comply with new Municipal Regional Permit 2.0 requirements scheduled for release in late 2015.
- ❑ 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.
- ❑ Install Small/Partial Trash Capture devices in high impact Stormwater collection areas during fiscal year 2015-16 and assess the financial feasibility of installing additional Full and Partial Trash Capture devices to help achieve the City's long-term trash reduction plan goals.
- ❑ Implement Stormwater maintenance management system that will centralize all the preventative maintenance schedules, GIS and asset management (including stormlines, valley gutters, manholes, and inlets), work orders, and tracking labor and maintenance costs.
- ❑ Continue to implement Culvert Inspection and Condition Assessment program.
- ❑ Continue to monitor and maintain a safety, workplace operations, and cross-training program.

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Stormwater Enterprise Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$349,344	\$388,113	\$457,844	\$463,644
Staff Training & Development	\$2,160	\$6,785	\$6,785	\$6,785
Professional Services	\$123,096	\$38,400	\$74,620	\$102,170
Supplies & Equipment	\$35,630	\$40,130	\$39,630	\$39,630
Operations	\$1,640	\$2,518	\$2,613	\$2,613
Intergovernmental	\$12,400	\$14,200	\$14,200	\$14,800
Internal Allocations	\$118,610	\$123,158	\$129,537	\$86,358
Total:	\$642,880	\$613,304	\$725,229	\$716,000

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Stormwater Fund	\$43,380		\$44,333	\$62,500
Stormwater Operating Revenues	\$570,000	\$600,000	\$600,000	\$600,000
Grant Reimbursement				
C/CAG Vehicle Registration Fee	\$19,500	\$17,551	\$79,103	\$52,500
Other Revenues	\$10,000	\$14,538	\$1,793	\$1,000
Total:	\$642,880	\$632,089	\$725,229	\$716,000



Summary of 2015-16 Budget Changes

- The 2015-16 Stormwater budget includes a \$9,200 reduction due to the following changes:
- Personnel Services increased by \$5,800 in accordance to the 2014 ratified and adopted labor agreement.
 - Contractual Services increased by \$38,000 for installation of small trash capture devices.
 - Reduction of Internal Allocation of \$43,000 is due to the changing of methodology to allocate the Self-Insurance fund charges.
 - Removed one-time budget adjustment of \$20,000 for FEMA San Francisco Bay Coastal Study
 - Increase of \$10,000 for annual support, licenses, and fees.

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Public Services Department Stormwater Enterprise

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$261,874	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$20,000	Base salary for temporary employees working fewer than 980 hours per fiscal year. Employees in this category are exempt from all benefits.
5105 OVERTIME	\$20,000	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	\$158,770	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
6403 PERSONNEL SERVICES	\$3,000	Temporary workers for sandbag construction.
Total Personnel Services	\$463,644	

Staff Training & Development	2015-16 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		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$28,020	Geotechnical surveys to respond to rain events when necessary (\$7,000); Video inspection and condition assessment of stormwater culverts and storm mains (\$20,000); and Engineering Data Services for uploading NPDES charges to San Mateo County tax roll (\$1,020).
6411	CONTRACTUAL SERVICES	\$60,400	Quarterly downtown San Mateo Avenue clean up (\$17,400); Contract installation of small trash capture devices (\$38,000); and Contract repair of storm drain grates and mains (\$5,000).
6419	OTHER SERVICES	\$13,750	Uniform cleaning (\$2,000); Disposal of excavation material (\$2,500); and CMMS annual support and license (\$9,250).
Total Professional Services		\$102,170	

Supplies & Equipment		2015-16 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 SUPPLI	\$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		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	2015-16 Budget	Description
7041 COUNTY SVCE.CHARGES	\$200	County assessment service charge.
7069 INTERGOVERNMENTAL-OTHER	\$14,600	California State Water Resources Control Board permit fees.
Total Intergovernmental	\$14,800	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$38,135	Internal service allocations for: Self insurance cost (\$5,933); Information technology support (\$983); and Central garage support (\$31,219).
7902 INTERDEPARTMENTAL CHARGES	\$48,223	Public works administration allocation (\$17,381); and General administration allocation (\$30,842).
Total Internal Allocations	\$86,358	
Grand Total	\$716,000	

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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, six lift stations, and two San Mateo County-owned Flood Control District pump stations. In addition, the Division and its employees are directly responsible for adhering to all wastewater discharge requirements, recently revised by the U.S. Environmental Protection Agency and the State Water Resources Control Board.

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

The primary program services include:

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

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 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 ongoing 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.

Priority focus includes implementation of the Consent Decree requirement to inspect all residential private sewer laterals prior to a property sale or title transfer. This requirement applies to all residential homes built 50 years or more prior to the date of sale or transference.

2014-15 Accomplishments

- ✓ **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.**
Status: Staff completed the fiscal year 2014-15 chemical root treatment maintenance schedule of sewer mains.
- ✓ **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.**
Status: All work orders, preventative maintenance, and pipe cleaning program schedules, and infrastructure asset information is managed through the Division's centralized records management system.
- ✓ **Continue aggressive repair of sewer mains, laterals, and manholes that have caused sanitary sewer overflows or are problem spots.**
Status: During fiscal year 2014-15, crews repaired 19 manholes; repaired over 50 lateral spot repair locations; and responded to 10 Sanitary Sewer Overflow events.
- ✓ **Develop and implement an internal CCTV sewer video inspection and condition assessment program, including equipment purchase and staff training.**
Status: Purchased a CCTV video inspection vehicle, equipment, and related software. Full implementation is scheduled to occur during fiscal year 2015-16.

- ✓ **Organization review of Wastewater Division operations and programs.**
Status: Completed a detailed organizational review of Wastewater operations and resources. During fiscal year 2015-16, staff will review findings and develop a work plan for implementation. Development of a video inspection program and vehicle and equipment specifications resulted from this organizational review process.
- ✓ **Continue to implement the Sewer System Overflow (SSO) 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 SSOs; prevent SSOs; respond effectively to SSO events; and repair/rehab problematic sewer mains and laterals.**
Status: Reduced the number of SSOs from the previous year (10 SSOs in 2014; 13 SSOs in 2013). One significant SSO occurred in Engvall/Crestmoor Canyon during the December 2014 storm event; crews installed a temporary ground gravity bypass pipe system to minimize another overflow while a permanent bypass system will be completed in fiscal year 2015-16.
- ✓ **Further develop written standard operating procedures for critical maintenance activities.**
Status: Managers developed written procedures and trained staff on inputting wastewater asset maintenance records, including work order creation and management into the system.
- ✓ **Monitor and maintain a vigorous training program.**
Status: Training completed during fiscal year 2014-15 included HAZMAT regulatory compliance, fall protection, and sewer pipe video inspection training.
- ✓ **Continue to manage the Sharp Park Private Sewer Lateral Replacement Grant Program in compliance with Cease and Desist Order (CDO) with the California Regional Water Quality Control Board.**
Status: Worked with the California Water Resources Control Board to extend the program from October 2015 to October 2017. Staff also began a City-sponsored video inspection assessment of the private sewer laterals in the Sharp Park neighborhood. The inspection project is estimated for completion during fiscal year 2015-16.

2015-16 Goals and Objectives

- Continue proactive preventative maintenance such as 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.
- Continue organized management of preventative maintenance schedules, Sewer System Overflow records tracking, GIS and asset management, work orders, and tracking labor and maintenance costs.
- Continue ongoing repair and inspection of sewer mains, and manholes to maintain a properly operating sanitary sewer system.
- Develop and implement an internal CCTV sewer video inspection and condition assessment program, including equipment purchase and staff training.
- Implement and manage ordinance to regulate the inspection, repair, and replacement of private sewer laterals at the time of sale of residential property.

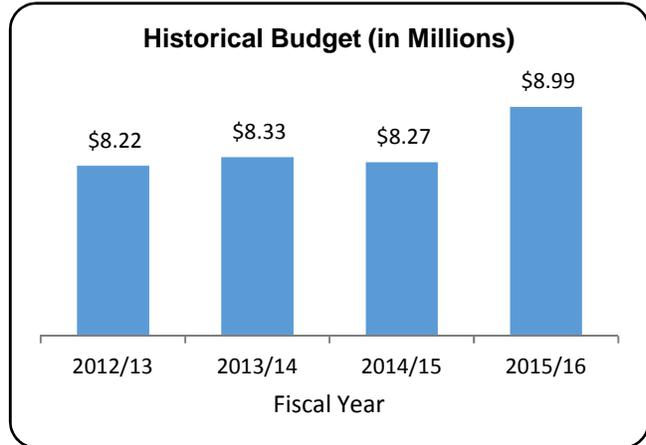
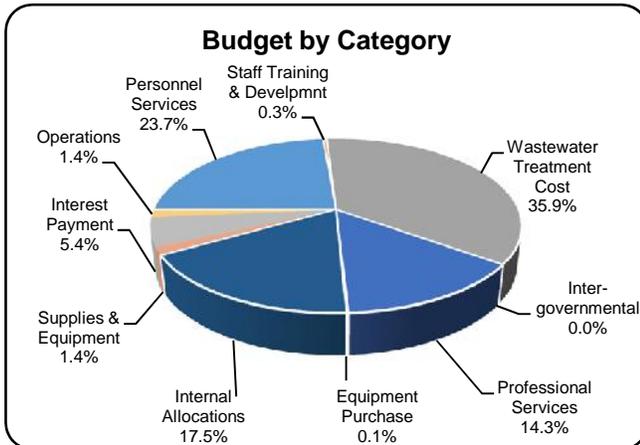
- ❑ Evaluate and manage customer service requests of private sewer laterals. Main activities during fiscal year 2015-16 include education and informational outreach to residents regarding private sewer lateral homeowner responsibilities, warranty program options, City responsibilities, and point of sale inspection requirements.
- ❑ Continue to manage the Sharp Park Private Sewer Lateral Replacement Grant Program in compliance with Cease and Desist Order (CDO) with the California Regional Water Quality Control Board. Main activities during fiscal year 2015-16 include City-sponsored video inspection of at least 110 homes in the Sharp Park neighborhood.
- ❑ Complete the Annual Sanitary Sewer Overflow Report in compliance with the Consent Decree (CD) with San Francisco Baykeeper.
- ❑ 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.
- ❑ Complete update to Sanitary Sewer Management Plan.
- ❑ Monitor and maintain a safety, workplace operations, and cross-training program.
- ❑ Complete a Wastewater Study.

Wastewater Enterprise Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$1,813,578	\$1,865,571	\$2,063,423	\$2,127,183
Staff Training & Development	\$26,150	\$29,800	\$29,800	\$29,800
Professional Services	\$890,784	\$816,449	\$710,033	\$1,279,908
Supplies & Equipment	\$108,000	\$110,300	\$110,300	\$128,800
Operations	\$125,361	\$124,503	\$121,052	\$122,613
Equipment Purchase	\$27,100	\$29,500	\$30,000	\$10,000
Wastewater Treatment Cost	\$3,470,000	\$3,470,000	\$3,192,835	\$3,225,419
Intergovernmental	\$1,513	\$1,513	\$1,513	\$1,360
Internal Allocations	\$1,081,488	\$1,241,756	\$1,492,512	\$1,577,039
Debt Services Interest Payment	\$678,571	\$643,595	\$516,143	\$486,878
Total Operating Expenditures	\$8,222,545	\$8,332,987	\$8,267,611	\$8,989,000

Revenues Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Wastewater Service Revenues	\$11,912,832	\$13,139,854	\$14,816,148	\$15,710,384
Connection & Capacity Fees	\$87,000	\$80,000	\$80,000	\$80,000
Other Revenues	\$44,168	\$38,834	\$20,046	\$30,046
Total Revenues	\$12,044,000	\$13,258,688	\$14,916,194	\$15,820,430

Debt Service Principal Payment	\$ 1,155,536	\$ 1,190,136	\$ 1,098,844	\$ 1,116,719
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Summary of 2015-16 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 2015-16 Wastewater budget includes an increase of \$721,000 due to the following changes:
- Increase of \$64,000 in Personnel Services in accordance with the 2014 ratified and adopted labor agreement.
 - Increase of \$85,000 in Internal Allocations due to the changing of methodology to allocate the Self-Insurance fund charges.
 - Approximately \$500,000 increase in supplies and contractual services related to sewer lateral spot repair, including replacement of sewer mains, manholes, laterals, emergency response, etc.,
 - Increase of \$40,000 in Professional Services for Wastewater Rate Study.
 - Increase in wastewater treatment cost of \$32,000 due to a higher sewer contribution from the City into treatment plant at South San Francisco.

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Public Services Department Wastewater Enterprise

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$1,279,580	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs.
5105 OVERTIME	\$143,000	Overtime pay in accordance with the applicable MOUs. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$704,603	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	\$2,127,183	

Staff Training & Development	2015-16 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		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$275,000	Annual sewer closed-circuit inspection (CCTV), Vactor, and emergency on-call services (\$180,000); Fats, oils and grease outreach program (\$15,000); Update best management practices - SOP development, collection and input of Wastewater asset inventory (\$20,000); State-mandated background sampling and Sanitary Sewer Overflow (SSO) sampling (\$20,000); and Wastewater Rate Study (1/2 of \$80,000) (50% Water/50% Wastewater).
6402	LEGAL EXPENSES	\$25,000	Outside legal counsel assistance.
6411	CONTRACTUAL SERVICES	\$900,000	Sanitary sewer contract spot repair, including replacement of sewer mains, manholes, laterals, emergency response, and other related services (\$850,000); 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	\$79,908	After hours on call phone service (\$3,500); Root treatment for sewer mains (\$36,000); Uniform cleaning/replacement (\$6,500); Computerized Maintenance Management System (CMMS) annual maintenance cost (\$18,008); Annual support and license for video inspection software (\$2,900); and Software subscription, satellite connectivity, phone/on-line tech support, PowerPack, system hardware warranty for SmartCover Units, and Smartman hole cover notification (\$13,000).
Total Professional Services		\$1,279,908	

Supplies & Equipment		2015-16 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	\$45,000	Safety supplies for field personnel (\$4,000); Uniforms (\$9,000); Field tools used for system maintenance (\$22,000); and Sewer cleaning nozzles and tools (\$10,000).
6201	BUILDING AND GROUNDS SUPPLI	\$21,000	Pump station and corporation yard maintenance supplies (\$10,500); and Replacement supplies for pumps, generators, hoses, and trucks (\$10,500).
6202	STREET REPAIRS AND SUPPLIES	\$30,000	Debris removal and backfill material for sewer repairs (\$30,000).
6204	SUPPLIES	\$3,500	Office equipment and supplies for the Corporation Yard, Wastewater facilities, and staff.
Total Supplies & Equipment		\$128,800	

Operations		2015-16 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 (\$10,233); and Annual data plans for four Wastewater vehicle GPS units (\$1,440).
6531	UTILITIES	\$31,872	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		\$122,613	

Equipment Purchase		2015-16 Budget	Description
6650	TOOLS & EQPT. -\$25K	\$10,000	Sewer lateral camera.
Total Equipment Purchase		\$10,000	

Wastewater Treatment Cost	2015-16 Budget	Description
7062 WASTE TREATMENT-SSF	\$3,225,419	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	\$3,225,419	

Intergovernmental	2015-16 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$1,360	Fees to the County of San Mateo and the California State Water Resources Control Board (\$1,360).
Total Intergovernmental	\$1,360	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$559,254	Internal service allocations for: Self insurance cost (\$454,034); Building and facilities maintenance (\$21,016); Information technology support (\$21,767); and Central garage support (\$62,437).
7902 INTERDEPARTMENTAL CHARGES	\$1,017,785	Public works administration allocation (\$347,618); General administration allocation (\$339,261); and Revenue services allocation (\$330,906).
Total Internal Allocations	\$1,577,039	

Debt Service	Budget	Description
9002 INTEREST	\$486,878	Annual Debt Service interest payment for 2013 Wastewater Revenue Refunding Bonds.
Total Debt Service	\$486,878	
Grand Total	\$8,989,000	

Community Development
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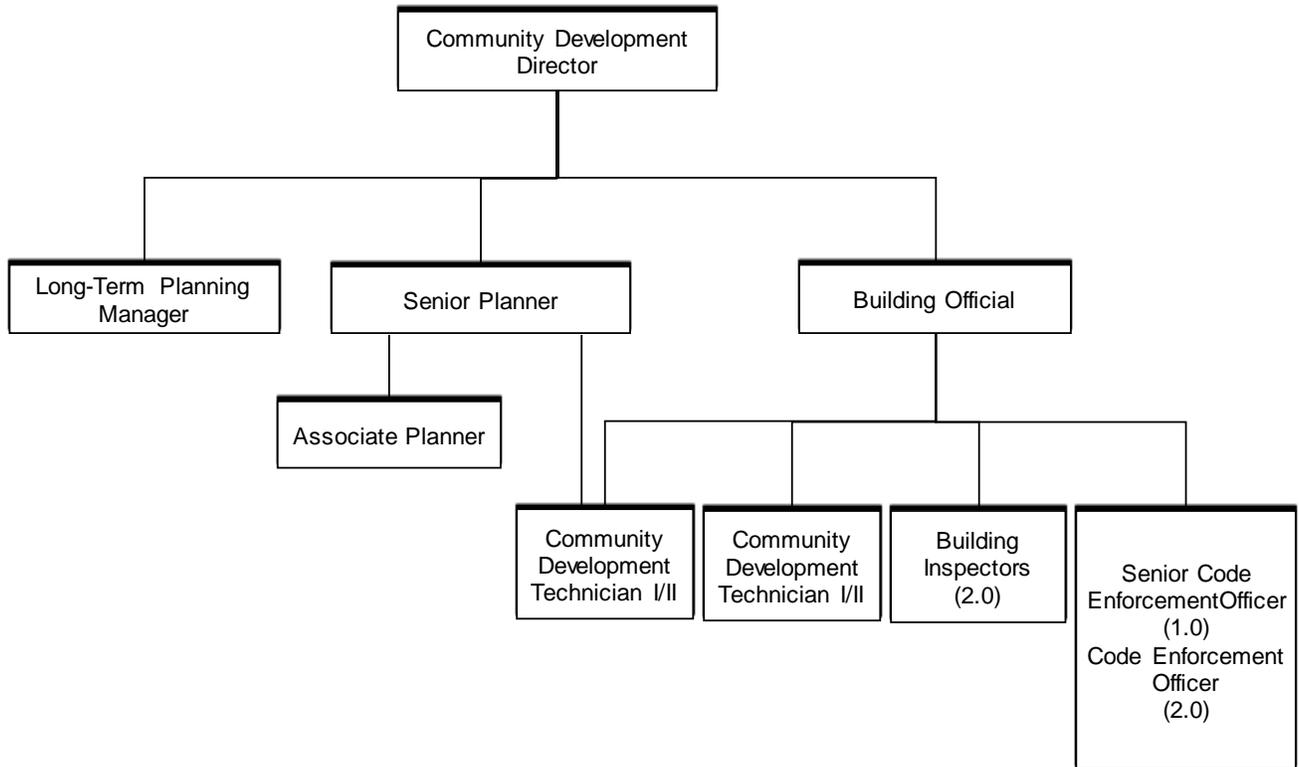
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Community Development Department

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, and business license applications for new businesses. In addition, staff works with the Planning Commission on 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 2015-16. 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 new programs to implement adopted policies, applying for grants, and participating in regional planning efforts.
- **Economic Development**

Planning staff is often the first point of contact for new businesses looking to locate within the City of San Bruno. In addition, planning staff is also the ongoing point of contact for existing business owners and commercial property owners who are looking to expand their business or improve their properties. Therefore, it is often up to the planning staff to ensure that potential and existing business owners understand the business opportunities that are available in San Bruno to locate and expand their business within the City Limits. Furthermore, with the loss of the tools that Redevelopment provided, planning staff works 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 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. Eleven new replacement homes in the Crestmoor neighborhood are presently under review and expected to be completed by early 2016; a total of 21 homes have already been completed. Thirty-eight homes were destroyed in the Crestmoor neighborhood as a result of the PG&E explosion and fire on September 9, 2010.

In February 2013, the Transit Corridors Plan (TCP) Environmental Impact Report (EIR) was certified and the TCP 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 supported 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 155-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). This ballot initiative was approved by San Bruno voters in November of 2014.

The Planning Division continues to be 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 City's 2009 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) on the implementation of SB375. The City is participating with C/CAG, 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 of 2014 through 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.

2014-15 Accomplishments

- ✓ **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.**
Status: Implementation of the Transit Corridors Plan (TCP) during this period involved providing considerable staff time toward the successful passage of Measure N that relaxed important development standards in the TCP area to provide real incentives for new development and redevelopment within this area; review of the administrative draft Zoning Code Update document; and, initial work to bring together a staff-level working group to develop a comprehensive strategy to realize the full range of TCP implementation measures.
- ✓ **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.**
Status: Staff has facilitated economic development by working proactively and creatively with development/redevelopment opportunities of key properties in a state of significant disrepair including the following: the entitlement process for the vacant Cinema complex site at 406 San Mateo Avenue and the three adjacent sites for redevelopment as a mixed use development, including 83 residential units and nearly 7,000 square feet of ground floor space; the demolition and preparation for redevelopment of the long-vacant Lee's Buffet building at 271 El Camino Real; and general clean-up of the vacant bank building at 111 San Bruno Avenue.
- ✓ **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.**
Status: Work related to re-orienting the approach to the code enforcement function has involved hiring an experienced interim Code Enforcement staff person to assist with closing a backlog of cases and working collaboratively with the City Attorney to develop and present a redefined approach to Code Enforcement. This redefined approach included preparing a procedural checklist for use by the Code Enforcement staff to ensure a consistent and desired approach to their work; moving forward with preparation of a training program for the Code Enforcement staff; and development of a focused educational program for compliance with the City's Sign ordinance.
- ✓ **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.**
Status: Staff has been working to assist the properties owners to rebuild their homes in the Crestmoor neighborhood. Staff has also been working with Castle Companies, Inc., the builder selected by the City Council to replace the individual homes on 10 existing lots within this neighborhood. The replacement of these homes is on-track with the schedule agreed to in the approved Development Agreement. These 10 replacement homes are anticipated to be constructed and ready for occupancy at the end of 2015 and early 2016. Collectively, this work has involved ensuring that the proposed replacement homes satisfy the City's applicable development standards and architectural design guidelines and the relevant City review processes, including public review, are satisfied.

- ✓ **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.**
Status: While the applicant had placed the 67,500 square-foot San Francisco Police Credit Union development on hold, it was re-activated for processing in April 2015. This project is expected to go to the Planning Commission and the City Council in late 2015 for consideration of the approvals that are required. A re-submittal of the Glenview Terrace proposal was received in April 2015 to address neighborhood comments. The Crossing Hotel proposal has been reviewed by Department Directors and the City Council Development Subcommittee after considerable work with staff in plan development. A formal application was received in March 2015 and is under review by staff. Entitlements for The Plaza (former Cinema Site) were approved in October of 2014. YouTube has completed a 98,580 square foot tenant improvement to an existing building at 900 Cherry Avenue and an additional 170,211 square feet combined of tenant improvements is being processed at 901 and 1000 Chery Avenue. Additionally, staff is working with prospective applicants on pre-application preliminary reviews for a new 14,382 square foot building to replace the existing building at 841 San Bruno Avenue West and the redevelopment of existing office buildings at Sneath Lane and National Avenue with approximately 220-240 residential units.
- ✓ **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.**
Status: Community Development Department staff is working with IT staff members to purchase, train relevant staff members, and deploy the various technology enhancements that were authorized by the City Council. It is anticipated that iPads (5) as handheld mobile devices will be purchased for the Building Inspectors and the Code Enforcement Officers as well as Surface Pros (3) for Planning staff by the end of this fiscal year, with training and deployment to follow thereafter. Staff is also working with IT staff to procure the authorized TRAKit and GIS systems to support the deployment of the devices and to initiate online permitting for minor building permits, e.g., water heater replacements and re-roofs.
- ✓ **Provide needed training to staff in the systems used by the City to become more technological proficient and efficient to improve customer service.**
Status: The training for technology enhancements is anticipated to begin in June and extend into the next fiscal year.
- ✓ **Work with the Chamber of Commerce to expand, recruit, and retain businesses within the San Bruno community.**
Status: The Community Development Director attends regular San Bruno Chamber of Commerce Board meetings, providing updates on development activities within the City as well as facilitating a flow of information and support where necessary and appropriate between the City and the Chamber of Commerce.
- ✓ **Complete the Climate Action Plan process as outlined in the San Bruno General Plan.**
Status: Staff has reviewed the draft Climate Action Plan (CAP) that was submitted in 2012 by DNV GL and requested a proposal from this consultant to finish the project. Staff anticipates that it will require approximately nine months to complete the CAP.
- ✓ **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.**
Status: The Department reviewed and updated 28 of its informational brochures and modified its wall-mounted handout bins to make these handouts more accessible to the public as well as placed the updated handouts on the City's Community Development Department website page.

- ✓ **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.**
Status: The Department has participated in the Website Committee for the city's website update. Additionally, the Department has proposed and received City Council approval to offer minor permitting electronically. It is anticipated that this service will be available to the public next fiscal year.
- ✓ **Continue to utilize the Residential Design Guidelines to streamline the residential project review process and allow compatible design within existing residential neighborhoods.**
Status: The use of the Residential Design Guidelines is ongoing. They are an integral part of the Department's review process. Applicants are referred to the Design Guidelines to prepare their submittals for relevant permits and approvals and the staff and decision-makers use the Design Guidelines to determine if pertinent permits and approvals should be granted.
- ✓ **Develop strategies to promote affordable housing development to meet the City's fair share of regional need.**
Status: The need for this work effort is ongoing and staff included it in the 5th cycle Housing Element Update that was approved by the City Council and is anticipated to be approved by the State of California Department of Housing and Community Development before the end of this fiscal year. Staff implements the City's BMR (Below Market Rate) ordinance, as applicable, related to for-sale housing projects. There were no relevant for-sale housing projects processed thus far this fiscal year.
- ✓ **In conjunction with the regional housing and transportation planning efforts related to SB375, complete the Housing Element for City Council consideration and adoption.**
Status: Staff has continued its involvement with the regional housing element update working group, 21 Elements, local stakeholders, the Planning Commission, the City Council, and the State Department of Housing and Community Development (HCD). The current, 5th cycle, Housing Element Update was approved by the City Council at its April 14, 2015 meeting.
- ✓ **Continue to provide administrative assistance to the Successor Agency and Oversight Board.**
Status: The Community Development Department has provided ongoing support to the Successor Agency and Oversight Board. This work has included support to enable the City of San Bruno to retain ownership and use of Centennial Plaza at 470 San Mateo Avenue.
- ✓ **Initiate work on the City's Bicycle and Pedestrian Master Plan Update.**
Status: Community Development Department staff in association with staff from the Public Services Department has prepared a draft Request for Proposals (RFP) for the selection of a consultant to prepare the City's Bicycle and Pedestrian Master Plan Update. The RFP was distributed in fiscal year 2014-15 and the Master Plan Update will be completed in fiscal year 2015-16.

2015-16 Goals and Objectives

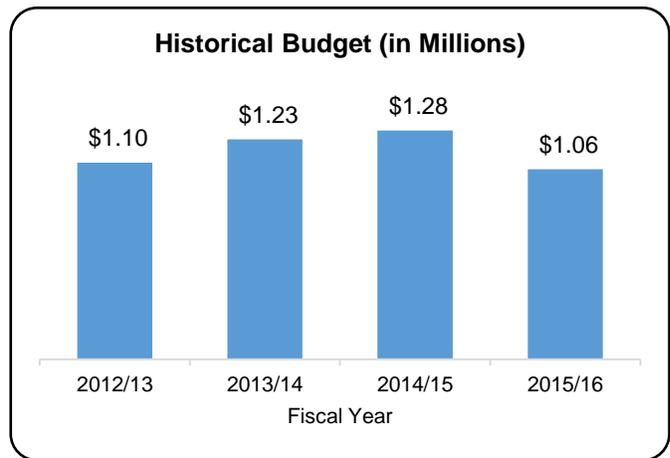
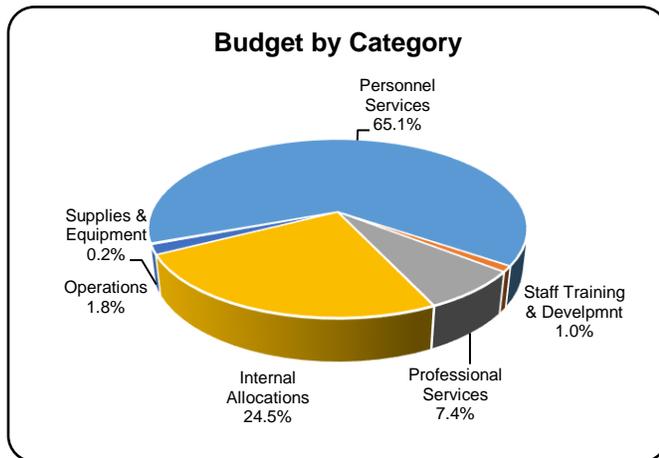
- Implement the Transit Corridors Plan (TCP) by accomplishing the following: establish an inter-departmental working group to update and address the implementation measures described in the TCP including, but not limited to, those related to financing and constructing required public infrastructure improvements in the Plan area, a downtown streetscape plan and a comprehensive parking management plan; complete the Zoning Code Update project; and proactively reach out to property owners and developers to inform them of the information contained within the TCP and the related development and redevelopment opportunities within the Plan area.
- Facilitate economic development by working proactively and creatively to redevelop key properties that are vacant, in a state of significant disrepair, or abandoned, including the former bank building at 111 San Bruno Avenue and the now vacant former Lee's Buffet restaurant site at 271 El Camino Real.
- Complete recruitment of a Code Enforcement staff person and continue to redefine the approach to the code enforcement function to facilitate a more proactive, problem-solving manner of providing this service to the citizens of San Bruno.
- Provide needed staff support on the development review and permitting processes related to constructing replacement homes on the remaining privately held lots, as well as the City-owned and PG&E-owned lots, and the future park site in the Crestmoor neighborhood.
- Complete the processing of entitlements for major current development projects such as the San Francisco Police Credit Union development on Grundy Lane, the Glenview Terrace residential development on Glenview Drive, The Crossing Hotel on Admiral Court, the Dialysis Center on San Bruno Avenue West and YouTube's expansion plans on Cherry Avenue.
- Seek to acquire and deploy 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.
- Work with the Chamber of Commerce to expand, recruit, and retain businesses within the San Bruno community.
- Complete the Climate Action Plan (CAP) process as outlined in the San Bruno General Plan.
- Continue to participate in the City's comprehensive website update project to create a site that is informative, easy to use and navigate, and is interactive.
- Continue to utilize the Residential Design Guidelines to streamline the residential project review process and allow compatible design within existing residential neighborhoods.
- Develop strategies for City Council consideration (e.g., Development Impact fees and Commercial Linkage fees) to ensure that new development pays to offset its impacts and to promote affordable housing development to meet the City's fair share of regional need.

- ❑ Complete the City's Bicycle and Pedestrian Master Plan project.
- ❑ Identify and pursue grant funding opportunities to implement programs/projects related to forwarding the policy direction of the City, including, but not limited to, the Grand Boulevard Initiative (GBI) Complete Streets Program.

Planning Division Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$473,118	\$650,751	\$740,222	\$690,471
Staff Training & Development	\$7,350	\$12,700	\$10,100	\$11,100
Professional Services	\$397,388	\$319,152	\$253,763	\$78,500
Supplies & Equipment	\$1,500	\$1,500	\$1,500	\$2,000
Operations	\$14,613	\$13,693	\$17,318	\$18,818
Internal Allocations	\$203,016	\$229,528	\$253,329	\$260,476
Total:	\$1,096,985	\$1,227,324	\$1,276,232	\$1,061,365

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$953,985	\$1,093,824	\$1,137,732	\$882,865
Department Revenues	\$37,500	\$50,000	\$70,000	\$110,000
Special Revenue Funds:				
Below Market Housing Fund	\$43,500	\$58,500	\$43,500	\$43,500
Document Imaging Fund	\$37,000	\$0	\$0	\$0
General Plan Maintenance Fund	\$25,000	\$25,000	\$25,000	\$25,000
Total:	\$1,096,985	\$1,227,324	\$1,276,232	\$1,061,365



Summary of 2015-16 Budget Changes

The 2015-16 Planning budget includes a decrease of \$214,800 as a result of the following changes:

- Decrease of \$50,000 in Personnel Services and \$50,000 in Professional Services with removal of the one-time appropriation in 2014-15 budget to cover increase in development projects.
- Other changes include increases in printing & copying (\$1,000), public notice (\$1,000), meeting/conference (\$1,000), and interdepartmental charges (\$9,000); decrease in the internal service allocation (\$1,850).
- The 2014-15 Professional Services budget included \$125,000 of purchase order carryovers. Such carryovers are not included in the 2015-16 proposed operating budget.

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Community Development Department Planning Division

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$460,004	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and 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	\$223,367	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$690,471	

Staff Training & Development	2015-16 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.
6702 PUBS & SUBSCRIPTIONS	\$300	Annual updated California Environmental Quality Act (CEQA) and Subdivision Map Act guidebooks.
6704 MEETINGS/CONFERENCES	\$4,000	Accredited Planning Conferences (\$3,000); and League of CA Cities Planning Commissioner Conference for 1 Planning Commissioner (\$1,000).
Total Staff Training & Development	\$11,100	

Professional Services		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$78,500	Design Review Services (\$5,000); CEQA Consultation (\$5,000); Housing Element implementation (\$25,000) funded by General Plan Maintenance Fee; 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.
Total Professional Services		\$78,500	

Supplies & Equipment		2015-16 Budget	Description
6001	OFFICE SUPPLIES	\$2,000	Supplies for daily operations.
Total Supplies & Equipment		\$2,000	

Operations		2015-16 Budget	Description
6112	POSTAGE	\$3,500	Allocation of postage required by department operations for outside correspondence including regular, certified, return receipt and express/overnight mail.
6141	PRINTING, COPYING & BINDING	\$5,000	Printing and Copying for Transit Corridor Plan, Zoning Code, Housing Element, and Bicycle and Pedestrian Master Plan Document.
6450	COMMUNICATIONS	\$1,718	Internal allocation charges for phones and phone service; monthly charges for modems and fax lines.
6501	PUBLIC NOTICES	\$5,000	Newspaper legal notices for Planning Commission hearings.
6601	RENTAL & LEASES	\$3,600	Copier lease
Total Operations		\$18,818	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$70,284	Internal service allocations for: self insurance cost (\$9,492); building and facilities maintenance (\$20,785); information technology support (\$38,915); and copier charges (\$1,092).
7902 INTERDEPARTMENTAL CHARGES	\$190,192	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 2015-16.
Total Internal Allocations	\$260,476	
Grand Total	\$1,061,365	

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BUILDING INSPECTION & CODE ENFORCEMENT
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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, and checks plans. In addition, staff 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 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, approve Planning entitlements including, but not limited to, 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 Code Enforcement Division assures that buildings and structures are safely and aesthetically maintained in order to preserve the character of neighborhoods and districts and maintain public health and safety. This is accomplished through the enforcement of the Municipal Codes dealing with public nuisances such as Building Code, Health and Safety Code, Housing Code, 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 developed areas, will continue to be a primary focus within the division.

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 of Complaint, 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. 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.

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

2014-15 Accomplishments

- ✓ **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.**

Status: Digital Permit and Management System improvements were presented and approved by the City Council in the 2014-15 Capital Improvement Budget. These improvements include adding a new online service for electronic permit issuance for simple building permit applications and enabling field inspectors, both Code Enforcement Officers and Building Inspectors, to use handheld automated devices. Implementation is anticipated in fiscal year 2015-16.

- ✓ **Develop and implement a proactive, interdepartmental code enforcement program to improve safety, aesthetics, and the quality of life within the community.**

Status: The program has been developed and initial deployment will include preparing a guide for improving customer service and interpersonal interaction between Code Enforcement staff and the public, recruitment of a full-time Code Enforcement officer, and implementing focused and measurable code enforcement efforts involving public education and engagement. One such effort will be to better enforce the City's sign ordinance.

- ✓ **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.**

Status: Staff, including Building Official, building inspectors, and counter technicians, participated in supplemental training of new energy efficiency standards to educate and inform business and property owners on the updated energy efficiency requirements.

- ✓ **Complete inspection on remaining Crestmoor rebuilds and repair projects. Approve permits and complete inspections of 10 new Crestmoor rebuilding applications.**
Status: Processed expedited plan review and building permit issuance for the rebuild of 10 Crestmoor homes to enable permits to be issued in May 2015 and to support a schedule for completing the homes by November / December 2015.
- ✓ **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.**
Status: Staff, including Building Official, building inspectors, and counter technicians, attended supplemental disability access training to educate and inform business and property owners on the updated disability accessibility requirements. Cost of training will be recovered through the 70¢ fee per business license issuance in accordance with SB 1186.
- ✓ **Complete plan review, permitting, and inspections for the YouTube expansion, involving approximately 202,500 square feet of space within the Bayhill Business area.**
Status: Provided plan review, inspection and Temporary Certificate of Occupancy (TCO) for 98,580 Sq. Ft. tenant improvement including a new café facility at 900 Cherry. Currently, performing inspections for tenant improvements at 901 Cherry and reviewing demolition plans with structural upgrades to 1000 Cherry Avenue. Totaling an additional 170,211 Square feet.
- ✓ **Continue to improve the division website by adding more customer information, such as checklists for inspection requirements and developing a FAQ section.**
Status: Updated website information regarding new 2013 code adoption. In addition, staff is working on a residential builder's guide to add to the website.
- ✓ **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.**
Status: Continued efforts with outreach to customers with pending expired permits by sending 30-day notices of pending expirations.
- ✓ **Utilizing the document-imaging fee, complete scanning of historical, full size plans for public viewing.**
Status: Scanning and digital archiving onto Department website for public access to customers and public is at 30% completion.
- ✓ **Continue to implement Code Enforcement Strategy Guide, including implementing property manager outreach program and new homebuyers' tool kit.**
Status: Process and administrative tools, including use of Notices of Complaint, Notices of Violation, and Citations are currently being utilized. More proactive neighborhood engagement and deployment of the new homebuyer's tool kit will occur with the addition of a new Code Enforcement officer.
- ✓ **Review and evaluate current contract consultant efficiencies. Revise agreements and invite competitive bids to improve service delivery to stakeholders.**
Status: Current contracts with building plan check, graffiti abatement, and graphic design consultants have been updated.
- ✓ **Utilize free and low cost training through PG&E and CalBIG, for continuing education credit requirements for inspectors.**
Status: Ongoing attendance by staff.

- ✓ **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 plan checks for preliminary project reviews and small non-discretionary permit plan checks.**
Status: Secured plan check engineer to create and implement a process program for over the counter reviews of non-discretionary minor projects.
- ✓ **Evaluate and design work flow improvements for: counter services, inspection services and code enforcement case management processes.**
Status: Currently implementing a dedicated hot line for inspection requests and installing an automated customer service directory to allow customers to navigate to the correct staff person associated with subject matter. Created and deployed a dedicated phone line for internal use only to expedite communication between field and office staff.

2015-16 Goals and Objectives

- Implement specific code enforcement procedures to improve the City's Code Enforcement Program. Improvements are to include increased emphasis on interdepartmental collaboration and proactive problem solving approaches to improve safety, aesthetics, and the quality of life within the community. Continued focus on comprehensive customer service training for Code Enforcement staff and identification and use of clearly articulated measures of success.
- Review, select, and implement various technology enhancements, including field hand-held automated devices to streamline processes associated with building inspections and code enforcement activities resulting in improved customer service. Deploy iTrakit (an online permits system) and eTrakit (an interactive communication application with permit management system via field devices). Evaluate, select, and implement an interactive voice response (IVR) system for computerized inspection requests. Identify an electronic plan submittal and review program to provide for consideration by the City Manager / City Council next fiscal year.
- Evaluate and design work flow improvements for: counter services, inspection services and code enforcement case management processes. Implement and install a dedicated inspection hot line, a phone tree directory on the department's customer information line, and enhance staff responsiveness to phone inquiries.
- Provide and complete plan review and inspection services for the completion of the Plaza project.
- Complete inspection of remaining Crestmoor rebuild and repair projects. Approve permits and complete inspections of 10 new Crestmoor rebuilding applications. Process permits and perform inspections for the Glenview Sewer Lateral Replacement Program.
- Complete plan review, permitting, and inspections for the remaining 104,000 square feet of the YouTube expansion.
- Participate in preparing a Development Impact Fee study for all development services.
- Continue to educate business and property owners on updated disability accessibility requirements so they can make the improvements necessary to remove barriers to the disabled and avoid opportunistic litigation.

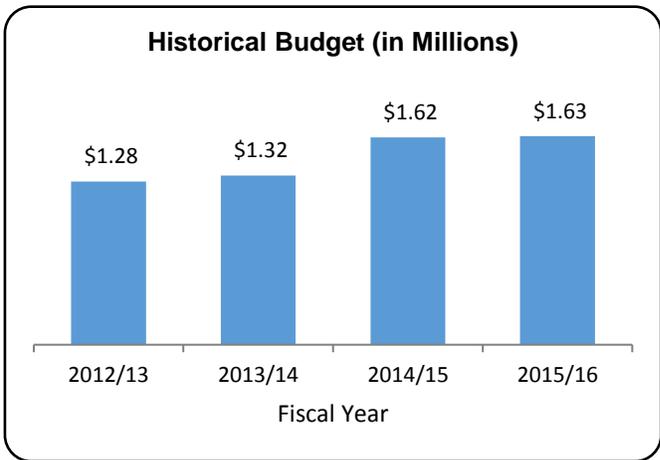
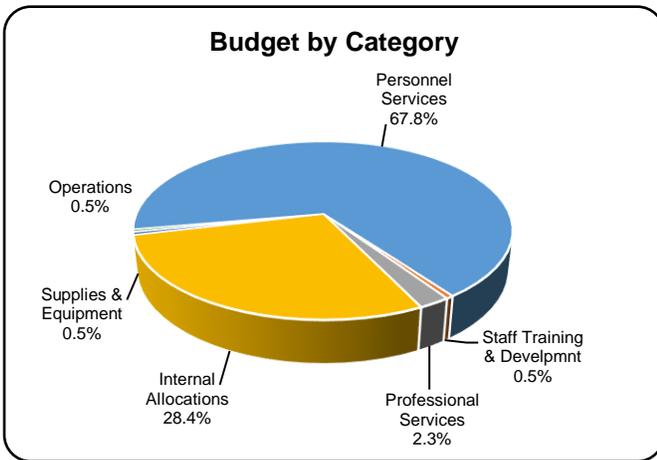
- Continue to improve the City's website by adding more customer information, such as checklists for inspection requirements and developing a FAQ section.
- Utilize the document-imaging fee to complete scanning of historical, full size plans for public viewing.
- Continue to review and evaluate current contract consultant efficiencies. Revise agreements and invite competitive bids to improve service delivery to customers.
- Utilize free and low cost training through PG&E and CalBIG for continuing education credit requirements for inspectors.

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Building Inspection & Code Enforcement Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$852,886	\$858,827	\$1,010,260	\$1,103,552
Staff Training & Development	\$13,970	\$9,470	\$7,094	\$8,794
Professional Services	\$25,000	\$25,000	\$135,000	\$37,500
Supplies & Equipment	\$6,700	\$6,700	\$7,200	\$8,700
Operations	\$2,800	\$3,037	\$4,901	\$7,601
Intergovernmental	\$4,550	\$4,550	\$4,550	\$4,550
Internal Allocations	\$370,674	\$416,237	\$454,986	\$462,013
Total:	\$1,276,580	\$1,323,821	\$1,623,991	\$1,632,710

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$142,580	\$600,721	\$640,241	\$452,660
Department Revenues	\$1,134,000	\$720,500	\$983,750	\$1,179,750
CASp fee	\$0	\$2,600	\$0	\$300
Total:	\$1,276,580	\$1,323,821	\$1,623,991	\$1,632,710



Summary of 2015-16 Budget Changes

- The 2015-16 Planning budget include a net increase of \$8,700 as a result of the following changes:
- Personnel Services increased by \$93,300 in accordance with the 2014 ratified and adopted labor agreement, and increase in costs for pension and medical insurance.
 - Decrease of \$100,000 in Professional Services with removal of the one-time appropriation in 2014-15 budget to fund outside consultant and staffing needs due to increase in development projects.
 - Other changes include increases in office supplies (\$1,500), printing & copying (\$2,000), staff training (\$400), communication (\$700), dues and subscriptions (\$600), meeting/conference (\$700), and interdepartmental charges (\$17,700).
 - In addition, internal service allocation decreased by \$10,700.

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Community Development Department Building Inspection and Code Enforcement Division

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$732,764	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5105 OVERTIME	\$1,000	Overtime pay in accordance with the applicable MOU. Overtime pay is only subject to Medicare and FICA employer contributions, when applicable, not City cost of CalPERS retirement.
5200 EMPLOYEE BENEFITS	\$369,788	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$1,103,552	

Staff Training & Development	2015-16 Budget	Description
6405 STAFF TRAINING	\$2,800	International Code Council (ICC), California Building Officials (CALBO), and California Code Enforcement Officers (CACEO) training.
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Professional development for the Building Official and two Building Inspectors in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,594	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); and Renewal of ICC/ICBO/IAPMO certifications (\$500).

Staff Training & Development (Cont.)

6702	PUBS & SUBSCRIPTIONS	\$600	Code interpretive manuals, mechanical, electrical, plumbing, building 1 & 2.
6704	MEETINGS/CONFERENCES	\$2,300	Code Enforcement Officers (CACEO) annual conference (\$2,000); and CASp Academy (\$300), funded by CASp fund.
Total Staff Training & Development		\$8,794	

Professional Services		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$37,500	Graffiti and nuisance abatement services (\$35,000); and Graphic design services (\$2,500)
Total Professional Services		\$37,500	

Supplies & Equipment		2015-16 Budget	Description
6001	OFFICE SUPPLIES	\$3,500	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		\$8,700	

Operations		2015-16 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	\$4,000	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 (\$2,000); and building application forms (\$2,000).
6450	COMMUNICATIONS	\$2,351	Internal allocation charges for phones and phone service; Monthly charges for modems, fax lines and Wi-Fi network cards.
Total Operations		\$7,601	

Intergovernmental	2015-16 Budget	Description
7069 INTERGOVERNMENTAL-OTHER	\$4,550	Peninsula Conflict Resolution Center - facilitation of neighborhood and other disputes.
Total Intergovernmental	\$4,550	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$80,977	Internal service allocations for: self insurance cost (\$15,227); building and facility maintenance (\$20,785); information technology support (\$32,397); central garage support (\$12,487); and copier charges (\$81).
7902 INTERDEPARTMENTAL CHARGES	\$374,672	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 2015-16.
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	\$462,013	
Grand Total	\$1,632,710	

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Community Services
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Community Services Department

Recreation Services

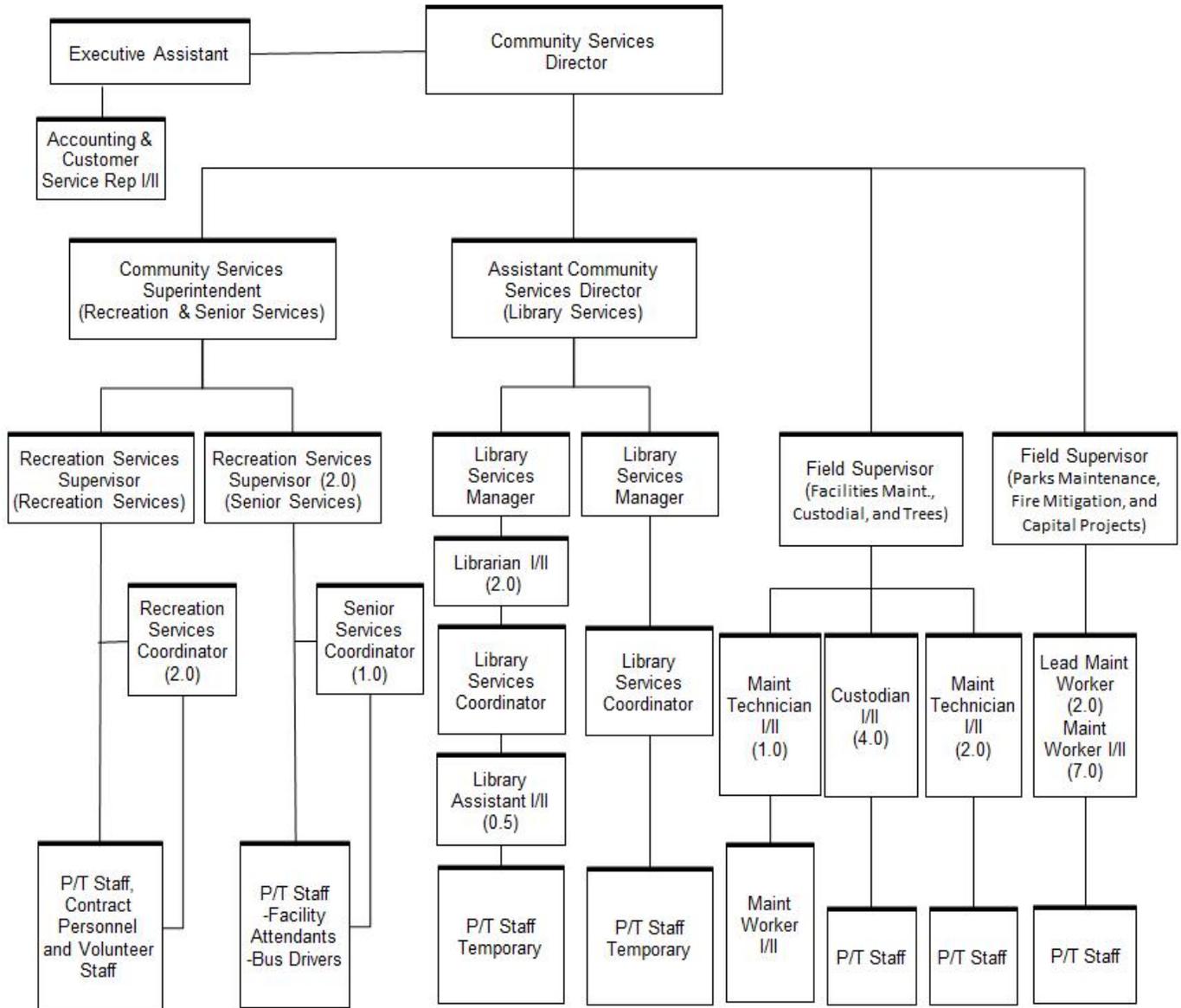
Parks Maintenance

Senior Services

Library Services

Building and Facilities

Community Services



Community Services Department Recreation Services Division

The Community Services Department is committed to providing quality programs, services, and spaces to benefit the health and well-being of the community. The Recreation Services Division provide quality programs, places, and services.

Programs

The Recreation Services Division of the Community Services Department 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.

- **Classes**

Enrichment classes are offered on a variety of topics 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. Dates will be provided and advertised in the Community Services Activity Guide for the following events:

Calendar Year 2015

Youth Triathlon
Concerts in the Park
Clean Sweep Flea Markets
Movies in the Park
Family Overnight
Goblin Grotto
Tanforan Halloween Parade
Holiday Boutique
Holiday Tree Lighting
Visits from Santa

Calendar Year 2016

Father Daughter Dinner
Easter Egg Hunt

- **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 an opportunity 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 badminton, tennis, golf, 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 sixth year of assisting with special events, recreation programs and special projects. The Division also offers social events for developmentally disabled individuals.

Priority Focus

The Recreation Services Division will continue to focus on the delivery of a diverse and interesting range of programs and activities for the enjoyment of all ages and interests in the community. The work program will continue to emphasize the development of best-practices for the programmatic and administrative development, delivery, management, and evaluation of the City's recreational activities. In the upcoming years, the Recreation Services Division will also work to expand the youth sports program, contract classes, and special events.

2014-15 Accomplishments

- ✓ **Deliver Centennial celebration community programming and events in partnership with City Centennial volunteer committees and service organizations.**
Status: The Centennial year was marked by two signature events. On September 27, San Bruno city Park hosted the Centennial Community Day in the Park with field and carnival games delivered by local schools, churches, and service organizations. Rides, entertainment, and food were enjoyed by more than 2,000 adults and children. On December 6, 2014, Skyline College was transformed into a celebratory setting for the City's Centennial Gala with featured dinner and dancing enjoyed by 200 guests. Ten smaller celebrations such as the Centennial Scavenger Hunt, Historical Architecture Walk, an interactive timeline and individual Oral History gathered, a Centennial Cable TV documentary, and a Centennial Tree Planting program were planned and implemented to celebrate San Bruno's 100th anniversary.
- ✓ **Research, identify, and implement a new, more cost effective registration and facilities reservation software system.**
Status: Researched and tested reservation software. Continue to research suitable solutions. If a suitable solution is not found, the current system will continue to be used.
- ✓ **In conjunction with the Finance Department, complete comprehensive cost allocation plan for all programs and services offered by the Recreation Division.**
Status: Currently working with Finance to develop a comprehensive plan.

- ✓ **Expand the City Park Swimming Pool season through September by offering additional classes in water aerobics, lap swim, recreation swim and swimming lessons.**
Status: All aquatic programming was expanded to include the month of September.

- ✓ **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.**
Status: More spaces were opened for youth at the After School Adventure sites to include 1st and 2nd grades at two school sites. Youth sports expanded to include all who sign up eliminating a wait list. Hired two Recreational Services Coordinators which will assist with expanding participation.

- ✓ **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.**
Status: Recommendations for increases to the City’s Master Fee Schedule has been put on hold and will be re-evaluated in the next fiscal year.

2015-16 Goals and Objectives

- Create and deliver a Mother-Son special event similar to the popular Father-Daughter Dinner Dance.

- Expand the middle school sports program to include badminton, tennis, track, and golf in accordance with the North Peninsula Intermediate League’s spring sports program.

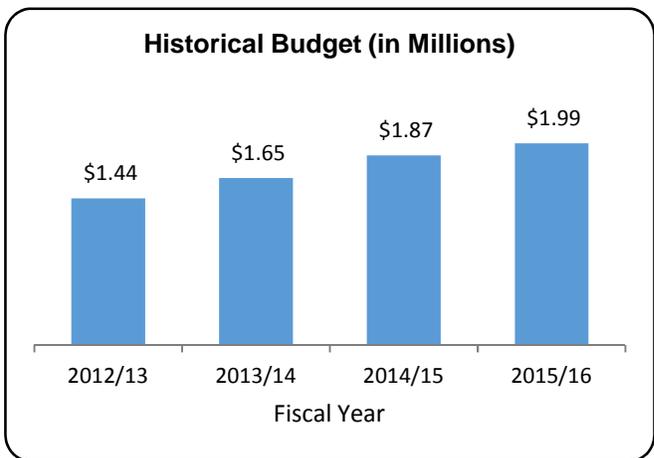
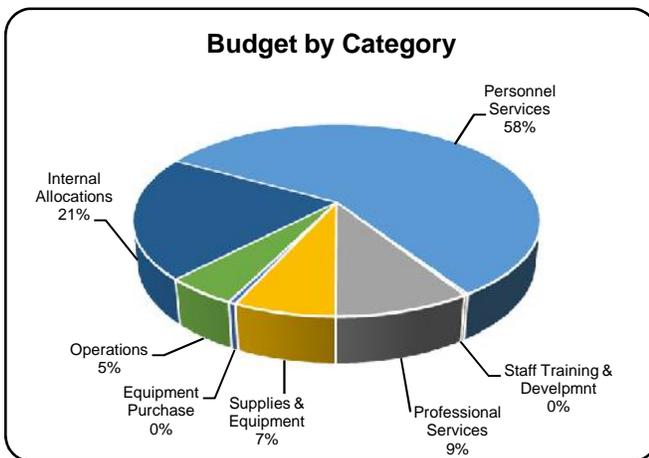
- Expand the adult sports program to include soccer, flag football, and basketball leagues.

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Recreation Services Budget Summary

Budgeted Expenditures	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
	Budget	Budget	Budget	Budget
Personnel Services	\$781,439	\$893,122	\$1,046,731	\$1,122,624
Staff Training & Development	\$13,520	\$13,520	\$5,620	\$5,120
Professional Services	\$126,500	\$171,900	\$176,900	\$176,900
Supplies & Equipment	\$124,930	\$124,930	\$131,550	\$132,850
Operations	\$92,998	\$93,555	\$88,802	\$93,840
Equipment Purchase	\$0	\$14,963	\$1,500	\$9,655
Intergovernmental	\$0	\$0	\$39,900	\$39,900
Internal Allocations	\$305,238	\$335,458	\$379,265	\$406,109
Total:	\$1,444,625	\$1,647,448	\$1,870,268	\$1,986,998

Funding Summary	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16
	Budget	Budget	Budget	Budget
General Fund	\$389,625	\$337,448	\$320,268	\$373,698
Department Revenues	\$1,055,000	\$1,310,000	\$1,550,000	\$1,613,300
Total:	\$1,444,625	\$1,647,448	\$1,870,268	\$1,986,998



Summary of 2015-16 Budget Changes

- The 2015-16 Recreation Budget includes an increase of \$117,000 because of the following changes:
- Increase of \$76,000 in Personnel Services and an increase of \$27,000 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements, benefit increases, and as a result of changes to the budgeted salary distribution for various positions.
 - Addition of \$6,000 in Supplies & Equipment and Operations because of increases in copier maintenance, communications, and utilities costs.
 - Addition of \$8,000 in Equipment Purchase to replace staff chairs and purchase tables and chairs for classroom and meeting space.

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Community Services Department Recreation Services

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$401,098	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$462,298	Base salary for temporary employees working fewer than 980 hours per fiscal year (\$261,033); Staff for Allen & Belle Air after-school program supported by school district grant (\$131,000); Lifeguards and water safety instructors for extended aquatics season (\$10,640); Staff for expanded youth and adult sports, after school programs, seasonal camps and aquatics program (\$9,625); Staff for After School Adventures program with addition of 1st and 2nd grades at Portola and John Muir (\$50,000).
5152 TRANSPORTATION ALLOWANCE	\$3,600	Monthly auto allowance (\$300 per month) in accordance with MOU.
5200 EMPLOYEE BENEFITS	\$255,628	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$1,122,624	

Staff Training & Development	2015-16 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$2,000	Professional development reimbursement for department head and two mid-managers in accordance with MOUs.
6701 DUES & MEMBERSHIPS	\$1,120	California Parks and Recreation Society (\$730); National Parks and Recreation Association (\$390).
6702 PUBS & SUBSCRIPTIONS	\$500	Publications for training purposes from California Parks and Recreation Society and American Camping Association.
6704 MEETINGS/CONFERENCES	\$1,500	California Parks and Recreation Society annual conference.
Total Staff Training & Development	\$5,120	

Professional Services	2015-16 Budget	Description
6411 CONTRACTUAL SERVICES	\$127,500	Recreation registration fees (\$35,000); Instructor payments for youth and enrichment classes (\$92,500).
6419 OTHER SERVICES	\$49,400	Adult sports official fees (\$20,000); Summer camp bus fees (\$9,000); Teen dance DJ (\$1,200); Middle school sports official fees (\$7,000); Youth sports official fees (\$2,100); Special events contract fee (\$10,100).
Total Professional Services	\$176,900	

Supplies & Equipment	2015-16 Budget	Description
6001 OFFICE SUPPLIES	\$7,000	Office 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 (\$11,000); Adult sports program (\$10,000); Day camp programs (\$20,250); Middle school sports program (\$8,000); Elementary school sports (\$7,000); Special events (\$9,000); Aquatics programs (\$30,000); Special needs program (\$1,000).
6204 SUPPLIES	\$24,000	Supplies for Allen & Belle Air after-school program (ASES), which are supported by a school district grant.
6304 MAINTENANCE	\$4,600	Maintenance for copy machine.
Total Supplies & Equipment	\$132,850	

Operations	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	Mailing of Activity Guides (\$6,610); Printing of three Activity Guides (\$16,390).
6301 BUILDING AND GROUNDS MAINT	\$4,300	Alarm for Recreation Center, swimming pool, and Belle Air.

Operations (Cont.)

6409	SPECIAL PROJECTS	\$950	Supplies for Youth Activities Committee.
6450	COMMUNICATIONS	\$5,997	Costs 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	\$56,593	Electric and gas utilities for three recreational facilities.
Total Operations		\$93,840	

	Equipment Purchase	2015-16 Budget	
6650	TOOLS & EQPT. -\$25K	\$9,655	Chairs to loan out to departments (\$4,500); Tables for new classrooms in Tiny Tots and Ceramics Room (\$2,100); Office chairs for staff (\$3,055).
Total Equipment Purchase		\$9,655	

	Intergovernmental	2015-16 Budget	
7069	INTERGOVERNMENTAL-OTHER	\$39,900	Payment to San Bruno Park School District for use of facilities for the After School Adventures program.
Total Intergovernmental		\$39,900	

	Internal Allocations	2015-16 Budget	
7901	INTERNAL SERVICE ALLOCATION	\$249,692	Internal service allocations for: Self-insurance cost (\$26,103); Building and facility maintenance (\$176,784); Information technology (\$40,561); Central garage support (\$6,244).
7902	INTERDEPARTMENTAL CHARGES	\$142,786	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
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		\$406,109	
Grand Total		\$1,986,998	

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Community Services Department Parks Maintenance Division

The Community Services Department is committed to providing quality programs, services, and spaces to benefit the health and well-being of the community. The Parks Maintenance Division ensures the parks, medians, and City's open spaces are maintained in a safe and aesthetically-pleasing manner for the community's use and enjoyment.

Programs

The Parks Maintenance Division of the Community Services Department is responsible for the maintenance of all City 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 care and cultivation of the landscaping at all City facilities, downtown planters, and trees. The primary services of the Division 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 property owned by the City and 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 include 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 reduced 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

As the State continues to experience one of its worst droughts, the Parks Maintenance Division will continue to focus on ways to maintain and preserve the City's considerable investment in park spaces and street medians, while simultaneously showing leadership in water conservation. Adjustments will be made to the irrigation delivery systems at all City facilities, parks, and street medians to reduce water

usage, and will make adjustments as necessary throughout the year. Additionally, in areas scheduled for replanting, drought resistant plant materials will be used and mulch will continue to routinely be installed in planter areas to reduce water evaporation.

The priority focus of the Parks Maintenance Division is to ensure safe and clean parks for the enjoyment of the community and timely maintenance of associated infrastructure (e.g. irrigation systems, play equipment, and turf). This will be supported by the full implementation of the recently approved Adopt-a-Park Program, and the successful delivery of an array of Capital Improvement Program Projects including construction of new restroom facilities in City Park and replacement of the irrigation system at Crestmoor Field in fiscal year 2015-16.

The Parks Maintenance Division will also focus on the full implementation of a comprehensive Fire Mitigation Program by ensuring the annual and bi-annual maintenance (spring and fall) of easements and City-owned open space. Additionally, open space areas such as the Crestmoor Canyon and the area behind the San Bruno Senior Center will be maintained on a three-year cycle, much like the City's street tree maintenance program.

Finally, consistent with the City's commitment to maintaining its "Tree City USA" status, a continued focus will be placed on maintaining the City's urban forest through the annual street tree maintenance program, continued implementation of the 5-year Capital Improvement Program Tree Management Project, and the management of the eucalyptus tree grove on Sneath Lane.

2014-15 Accomplishments

- ✓ **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.**
Status: Adopt a Park Program was adopted and will be implemented in conjunction with the Parks and Recreation Commission, staff, and field user groups.
- ✓ **Resurface and install new landscaping in the medians on San Bruno Avenue between 1-380 and Elm Avenue.**
Status: New rock and wood chips were spread over the existing median surface and the existing plant material was trimmed and pruned. Minimal new drought resistant landscaping was installed.
- ✓ **Install new irrigation and new landscaping on College Drive between Skyline Boulevard and Marisol Drive.**
Status: Project is scheduled to commence prior to the end of fiscal year 2014-15 Fiscal Year and will be completed in fiscal year 2015-16.
- ✓ **Increase community participation in the tree planting program as part of the Centennial celebration as well as maintain the Tree City USA status.**
Status: In conjunction with the Beautification Task Force, 100 Centennial trees were planted during calendar year 2014.
- ✓ **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.**
Status: The City's new website will be equipped with a content management system that allows the communication and the ability to receive maintenance inquires and requests from the public regarding tree, park, and athletic field issues and concerns. Staff continues to research and conduct a needs assessments for additional software that can be added for internal use within the Parks Division that allows for the delivery and ability to update and close completed work orders in real time.

- ✓ **Remove the trees in order of priority identified in the completed Tree Inventory.**
Status: Tree removal is an ongoing project.
- ✓ **Demolish, fill, and grade the 1st base sunken dugout at Lara Field.**
Status: Demolition and improvements to the sunken dugout were completed and the memorial plaque has been relocated.

2015-16 Goals and Objectives

- Reduce City-wide water usage in the irrigation of City facilities, parks, and medians, in accordance with the City's water shortage contingency plan, while preserving the City's investment in landscaping.
- Implement a comprehensive Fire Mitigation Program with bi-annual, annual and cyclical maintenance (three-year schedule) of easements and City-owned open space areas.
- Establish a systematic approach and procedure to revitalize turf health and safety by top-dressing all baseball diamond outfields and soccer field turf areas.
- Re-landscape the Senior Center planting areas adjacent to the main driving entrance at the intersection of Crystal Springs Road and Cunningham Way.
- Remove the center planter box in the courtyard of the Veterans Memorial Recreation Center to open-up the area and to create more usable and open space during City events. Improvements would include the relocation of the flagpole to an adjacent planter area and resurfacing the surrounding concrete to create a uniform appearances.
- Revitalize Forest Lane Park by trimming and clearing brush, overgrown vegetation, and declining and unwanted trees adjacent to the fence line bordering Interstate-380. Picnic benches, barbeques, and other amenities will be replaced. New flowering trees will be planted along the Interstate-380 fence line to establish a uniform look throughout the park. These changes will help reduce the homeless encampments at the park and to ensure a safe and visually pleasing park.

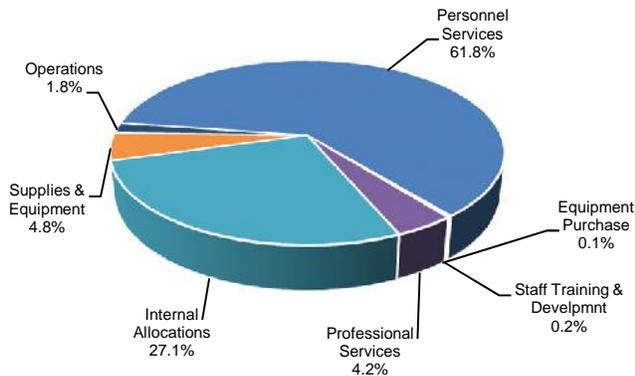
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Parks Maintenance Budget Summary

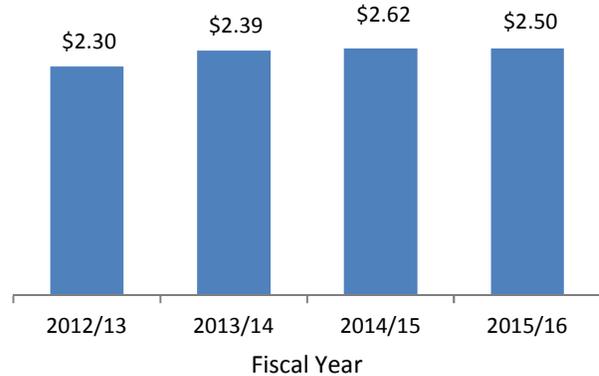
Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$1,469,637	\$1,520,780	\$1,613,368	\$1,547,860
Staff Training & Development	\$5,800	\$5,800	\$14,300	\$5,800
Professional Services	\$27,500	\$41,500	\$120,300	\$105,300
Supplies & Equipment	\$119,935	\$120,935	\$120,935	\$120,935
Operations	\$35,747	\$35,450	\$42,535	\$43,825
Equipment Purchase	\$1,400	\$1,400	\$4,850	\$1,400
Internal Allocations	\$643,435	\$669,001	\$707,293	\$677,619
Total:	\$2,303,454	\$2,394,866	\$2,623,581	\$2,502,739

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$2,288,344	\$2,372,156	\$2,589,181	\$2,496,739
Department Revenues	\$15,110	\$17,110	\$34,400	\$6,000
Equipment Reserve Fund	\$0	\$5,600	\$0	\$0
Total:	\$2,303,454	\$2,394,866	\$2,623,581	\$2,502,739

Budget by Category



Historical Budget (in Millions)



Summary of 2015-16 Budget Changes

The 2015-16 Parks Maintenance Budget includes a decrease of \$121,000 because of the following changes:

- Reduction of \$66,000 in Personnel Services primarily as a result of changes to the budgeted salary distribution for various positions.
- Reduction of \$8,000 in Staff Training & Development for tuition reimbursement as employee completed educational program in the prior year.
- Reduction of \$18,000 in Professional Services and Equipment Purchase because of the removal of one-time costs for ballfield grading at City Park Diamond No. 2 and 3 and Belle Air Field and the purchase of a storage shed for Lions Field in 2014-15.
- Decrease of \$29,000 in Internal Service Allocations as a result of a decrease in self-insurance liability.

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Community Services Department Parks Maintenance

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$947,003	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$51,284	Base salary for temporary employees working fewer than 980 hours per fiscal year.
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	\$539,573	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$1,547,860	

Staff Training & Development	2015-16 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	\$1,000	Professional development reimbursement for two mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,000	Pesticide Applicator Professional Association for five employees (\$500); and International Society of Arboriculture for three employees (\$500).
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, pesticide regulations, supervisory training, parks maintenance operations, and staff general meetings.
Total Staff Training & Development	\$5,800	

Professional Services		2015-16 Budget	Description
6411	CONTRACTUAL SERVICES	\$60,300	Outside contractors needed for open space tree maintenance and when tree climbing is needed (\$25,000); Annual maintenance fee for tree inventory database (\$2,500) Maintenance for Posy Park water feature (\$27,800); Resurface tennis court practice wall & paint wall & fence (\$5,000).
6419	OTHER SERVICES	\$45,000	Wildland fire hazard mitigation annual maintenance program.
Total Professional Services		\$105,300	

Supplies & Equipment		2015-16 Budget	Description
6001	OFFICE SUPPLIES	\$800	Supplies for daily operations.
6101	GAS AND OIL	\$39,000	Fuel used by division's vehicles.
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 SUPPLI	\$57,500	Plumbing, irrigation, and construction supplies for parks and landscaped area amenities and facilities repairs (\$19,000); flowers, plants, and other landscape materials for sports field, sod, seed, fertilizer, and other supplies for park maintenance (\$38,500).
Total Supplies & Equipment		\$120,935	

Operations		2015-16 Budget	Description
6301	BUILDING AND GROUNDS MAINT	\$5,100	Repair and replacement parts for all small power equipment not covered under Central Garage allocation including mowers, trimmers, and chainsaws.

Operations (Cont.)

6450	COMMUNICATIONS	\$4,287	Allocation for local and long distance charges for seven office telephones, one fax and data line, and 12 mobile phones/pagers.
6531	UTILITIES	\$32,218	Electric and gas service for parks facilities, including sports field lighting.
6601	RENTAL & LEASES	\$2,220	Porta potty rental at Pacific Heights Park and special equipment used occasionally.
Total Operations		\$43,825	

	2015-16 Budget		Description
6650	TOOLS & EQPT. -\$25K	\$1,400	Replacement of tools such as string trimmers, chain saws, edgers, and hand pruners.
Total Equipment Purchase		\$1,400	

	2015-16 Budget		Description
7901	INTERNAL SERVICE ALLOCATION	\$229,230	Internal service allocations for: Self-insurance cost (\$78,111); Building and facility maintenance (\$11,432); Information technology (\$17,935); and Central garage support (\$121,752).
7902	INTERDEPARTMENTAL CHARGES	\$358,679	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
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		\$677,619	
Grand Total		\$2,502,739	

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Community Services Department Senior Services Division

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

Programs

The Senior Services Division of the Community Services Department works with the San Bruno Senior Citizen's Advisory Board to plan and implement activities and services that enrich the lives of adults, 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. Many 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 by the Division include:

- **Congregate Nutrition Program**

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

- **Transportation Program**

The Division 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, classes, and events.

- **Classes and Activities**

To promote a healthy lifestyle for active adults, the 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 Division offers special events monthly such as lunchtime parties, trips, holiday events, and dances. 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, Senior 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.

Priority Focus

Throughout the year, the Senior Services Division will continue to focus on providing a continuum of services to help the community's elders remain independent, vibrant, and safe. In collaboration with the Senior Advisory Board, new special events and contract classes will be introduced, explored, delivered, and evaluated.

2014-15 Accomplishments

- ✓ **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.**
Status: Currently analyzing the current classes and programs to determine the participant's interest and the participation level to continue offering relevant class topics to increase participation.
- ✓ **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.**
Status: Photos were collected from the Senior Center patrons and digitally scanned into the Centennial website for the community to view.
- ✓ **Utilize audio-visual and computer technology to advertise events and programs in the lobby of the Senior Center.**
Status: A television was donated by one of the senior patrons. IT provided a laptop from their surplus to loop a Senior Center Power Point presentation highlighting current activities and events.
- ✓ **Evaluate the parking needs of Senior Center patrons to ensure sufficient Disabled Parking exists and add additional Disabled Parking as demand warrants.**
Status: Staff met with Community Development and determined 3 parking spaces are required by law and those standards have been met. The Senior Center currently has 10 disabled spaces. If it is determined more spaces are needed, staff can temporarily mark them "reserved" for specific events and parties.

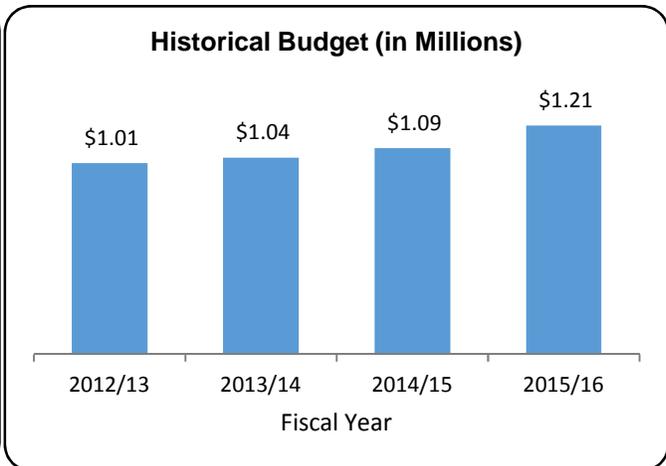
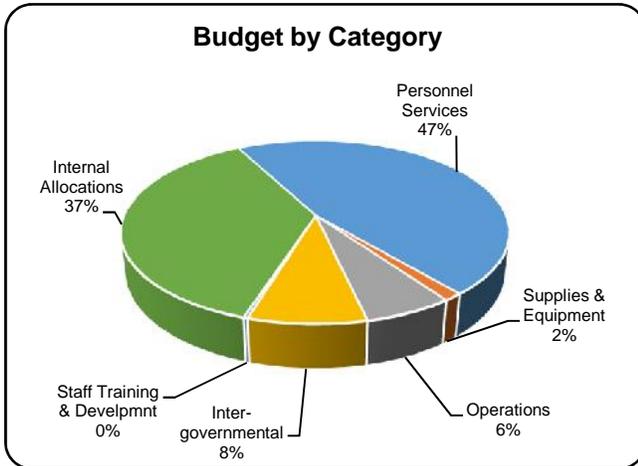
2015-16 Goals and Objectives

- Purchase and install a new electronic sign board in front of the Senior Center to advertise Senior Center and City programs.
- Develop and implement a comprehensive volunteer program to recruit, train, and support volunteers in the delivery of a variety of services and programs at the Senior Center.
- Install a new gate in the kitchen to secure Senior Nutrition Program kitchen equipment and supplies during private rentals.
- Standardize private facility rental policies and procedures for all facilities rented through the Community Services Department.

Senior Services Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$462,881	\$484,964	\$485,444	\$561,700
Staff Training & Development	\$1,100	\$2,675	\$2,675	\$3,360
Supplies & Equipment	\$9,700	\$10,200	\$13,765	\$16,385
Operations	\$57,008	\$57,572	\$67,003	\$75,917
Intergovernmental	\$123,258	\$120,000	\$100,000	\$100,000
Internal Allocations	\$354,601	\$361,921	\$419,616	\$448,909
Total:	\$1,008,548	\$1,037,332	\$1,088,503	\$1,206,271

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$732,218	\$725,667	\$793,098	\$911,866
Department Revenues	\$3,000	\$8,000	\$11,000	\$11,000
Nutrition Site Council	\$100,000	\$100,000	\$100,000	\$100,000
Area Agency on Aging Grant	\$112,130	\$137,465	\$119,405	\$119,405
Donations	\$61,200	\$66,200	\$65,000	\$64,000
Total:	\$1,008,548	\$1,037,332	\$1,088,503	\$1,206,271



Summary of 2015-16 Budget Changes

The 2015-16 Senior Center Budget includes an increase of \$117,000 because of the following changes:

- Increase of \$76,000 in Personnel Services and an increase of \$29,000 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements, benefit increases, and as a result of changes to the budgeted salary distribution for various positions.
- Addition of \$12,000 in Supplies and Equipment and Operations for copier maintenance, communications, and utilities costs.

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Community Services Department Senior Services

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$312,671	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period (\$189,453), and subject to benefits per applicable MOUs. Portion of Nutrition salary paid for by Nutrition Site Council and donations (\$123,218).
5102 PART-TIME SALARIES	\$71,435	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 (\$10,595).
5200 EMPLOYEE BENEFITS	\$177,594	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	\$561,700	

Staff Training & Development	2015-16 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$1,000	Professional development reimbursement for two mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$675	American Society on Aging (\$525); California Parks and Recreation Society (\$150).
6704 MEETINGS/CONFERENCES	\$1,685	California Parks and Recreation Society (CPRS) state conference (\$1,300); Mandated food safety course (\$150); National Council Therapeutic Recreation certification (\$80); California Board of Recreation and Park certification (\$75); Bay Area Therapeutic Association (\$80).
Total Staff Training & Development	\$3,360	

Supplies & Equipment		2015-16 Budget	Description
6001	OFFICE SUPPLIES	\$2,500	Office supplies for daily operations.
6101	GAS AND OIL	\$6,500	Fuel for the Senior Bus.
6102	OPERATING SUPPLIES	\$2,265	Society of European Stage Authors and Composers (SESAC) music license (\$685); Piano tuning (\$175); Helium tank (\$220); Supplies for bocce ball, ceramics, and other special events (\$1,185).
6304	MAINTENANCE	\$5,120	Copy machine maintenance.
Total Supplies & Equipment		\$16,385	

Operations		2015-16 Budget	Description
6112	POSTAGE	\$900	Postage for monthly mailing of calendar, advertisement, and correspondence.
6301	BUILDING AND GROUNDS MAINT	\$3,000	Alarm system for Senior Center.
6450	COMMUNICATIONS	\$3,060	Internet service, cell phones for supervisor and bus driver, senior center portable phone, fax machine, and senior bus GPS system.
6531	UTILITIES	\$68,957	Electric, gas, and garbage service for senior center.
Total Operations		\$75,917	

Intergovernmental		2015-16 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	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$383,739	Internal service allocations for: Self-insurance cost (\$8,898); Building and facility maintenance (\$339,597); Information technology (\$25,878); and Central garage support (\$9,366).
7902 INTERDEPARTMENTAL CHARGES	\$63,397	Allocation of services provided to this fund based on 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	\$448,909	
Grand Total	\$1,206,271	

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Community Services Department Library Services Division

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, and
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 Public 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 San Bruno Public Library offers 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 San Bruno Public Library enriches lives by fostering lifelong learning and by ensuring every member of the community has access to the vast array of ideas and information offered through the Library. The San Bruno Public Library's priority focus for the fiscal year will be to continue to provide programs to promote reading, literacy, and learning for all ages and to support school readiness and success.

The San Bruno Public Library will focus on three primary areas during the fiscal year: development of English language skills, literacy and school readiness, and alternative learning tools for teachers. Specifically, the Library will offer expanded English as a Second Language (ESL) programming by offering new conversation classes for all languages; expand its outreach to promote the Summer Reading Program for youth through 6th grade, the Teen Reading Program for youth in 7th through 12th grades; the Read-to-Me Program for pre-school children; and continue to expand its eBook collection (written and audio) and outreach to teachers.

2014-15 Accomplishments

- ✓ **Expand browsing area and increase number of public computers by moving service desk under mezzanine and shrinking the desk area footprint.**
Status: Improvements were made to create more space to add four additional public computers.
- ✓ **Improve user experience by installing automated book return for walk-up instant check-in and receipt printing.**
Status: Project is on hold due to an increase in estimated costs.
- ✓ **Continue to oversee and manage the delivery of the Centennial Mural for dedication to the community by the Culture and Arts Commission.**
Status: Installation is dependent upon securing an encroachment permit from the Joint Powers Board.
- ✓ **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.**
Status: The Centennial year was marked by two signature events. On September 27, San Bruno City Park hosted the Centennial Community Day in the Park with field and carnival games delivered by local schools, churches, and service organizations. Rides, entertainment, and food was enjoyed by more than 2,000 adults and children. On December 6, 2014, Skyline College was transformed into a celebratory setting for the City's Centennial Gala with featured dinner and dancing enjoyed by 200 guests. Ten smaller celebrations such

as the Centennial Scavenger Hunt, Historical Architecture Walk, an interactive timeline and individual Oral History gathered, a Centennial Cable TV documentary, and a Centennial Tree Planting program were planned and implemented to celebrate San Bruno's 100th anniversary.

✓ **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.**

Status: Thirty-six oral histories were recorded over four separate Oral History days. Over two hours of oral history and multimedia interactive timelines were created and are available at <http://goldenideastoo.com/sanbruno100/>

✓ **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.**

Status: CENIC network install was completed. This partnership allows the San Bruno Library to join with universities and colleges statewide to provide very high bandwidth networking that is needed to support economic and educational growth in our community.

2015-16 Goals and Objectives

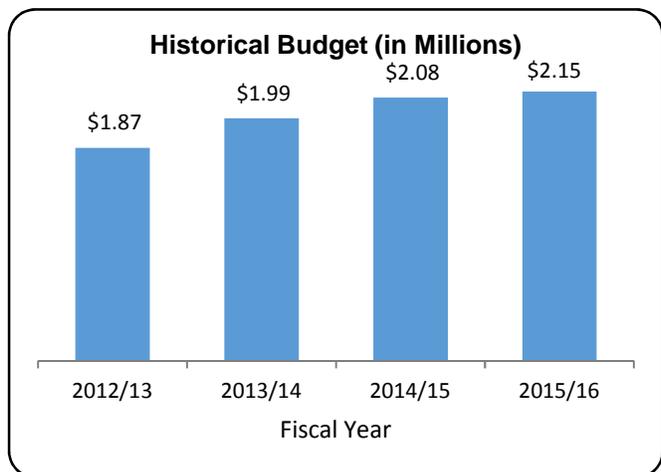
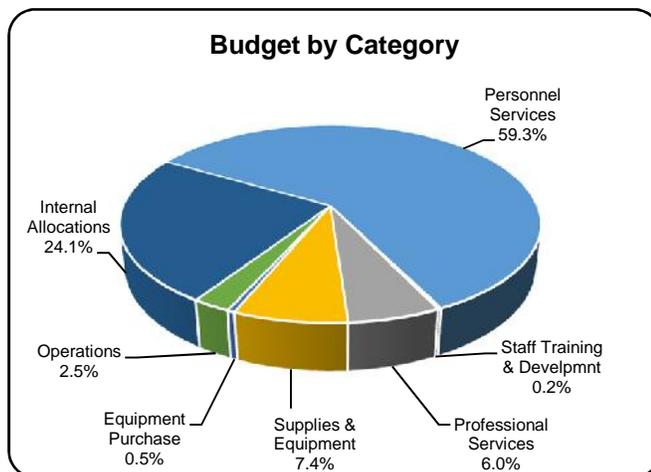
- ❑ Preserve historically significant materials by conducting a complete inventory of historic materials. Take necessary steps to ensure their long-term preservation. Publicize San Bruno Library's local history offerings.
- ❑ Offer expanded language development opportunities through the introduction of a new English as a Second Language (ESL) Conversation Club. The Club would be led by volunteers and staff to assist patrons who wish to improve their English language skills. The format would be casual English conversation with the express intent of improving knowledge of the English language by speaking it with other ESL students.
- ❑ In partnership with the Peninsula Library System, double the number of eBooks and eAudiobooks purchased and made available to patrons monthly in response to the growing interest.
- ❑ Increase participation in the San Bruno Library Summer Reading Program by 150 children to reach 1,500 signups (11% increase) by extending the time period of the program and increasing outreach to the Recreation Services Division's Summer Camp participants.
- ❑ Enhance education support for students by marketing the library programs to San Bruno Park School District schools, to increase the number of teacher database cards, and increase teacher awareness of library services.

- ❑ Review and update the Library Services Division policies and procedures by evaluating and updating circulation software as well as implementing Peninsula Library System-wide best practices.
- ❑ Increase the library's hands-on programming to promote interaction among community members and to build useful skills for patrons of all ages.

Library Services Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$1,122,396	\$1,143,777	\$1,174,456	\$1,274,887
Staff Training & Development	\$10,700	\$6,900	\$4,900	\$4,850
Professional Services	\$126,382	\$188,655	\$182,704	\$128,998
Supplies & Equipment	\$151,800	\$158,600	\$158,600	\$158,600
Equipment Purchase	\$6,800	\$4,550	\$4,550	\$10,293
Operations	\$42,645	\$43,175	\$52,232	\$53,278
Internal Allocations	\$411,124	\$447,368	\$500,805	\$518,068
Total:	\$1,871,847	\$1,993,025	\$2,078,247	\$2,148,974

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
General Fund	\$1,741,618	\$1,821,552	\$1,930,374	\$2,062,174
Department Revenues	\$72,000	\$55,000	\$50,000	\$45,000
State Library Revenues	\$39,000	\$39,000	\$39,000	\$39,000
Public Art Fund	\$19,229	\$77,473	\$58,873	\$2,800
Total:	\$1,871,847	\$1,993,025	\$2,078,247	\$2,148,974



Summary of 2015-16 Budget Changes

- The 2015-16 Library Budget includes an increase of \$70,000 because of the following changes:
- Increase of \$100,000 in Personnel Services and an increase of \$17,000 in Internal Allocations in accordance with the 2014 ratified and adopted labor agreements, benefit increases, and as a result of changes to the budgeted salary distribution for various positions.
 - Addition of \$7,000 in Equipment Purchase and Operations because of an increase in utilities costs, the purchase of replacement staff chairs and routers, switches, and a domain controller to improve network speed and take advantage of the new CENIC internet connection.
 - Reduction of \$54,000 in Professional Services because of the removal of one-time costs budgeted for the centennial mural project funded by the Public Art Fund. The Library Budget includes expenditures supported by the Public Art Fund, since this division serves as the department liaison to the Culture and Arts Committee. The budget for the Public Art Fund includes Shakespeare in the Park and various movie licenses accounting for \$2,800 in the Professional Services category.

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Community Services Department Library Services

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$702,368	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, and subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$166,494	Salaries for part-time temporary & per-diem employees, which includes 5 Library Pages, a Library Services Coordinator, a Library Assistant, 3 Senior Clerks, and a Homework Center Site Manager, all averaging 15-19 hrs per week.
5200 EMPLOYEE BENEFITS	\$406,025	City's cost of CalPERS pension, Medicare, FICA where applicable, deferred compensation match, health & welfare insurance, life insurance, long-term disability insurance, management leave buyout, pay in-lieu of holidays.
Total Personnel Services	\$1,274,887	

Staff Training & Development	2015-16 Budget	Description
6406 PROFESSIONAL DEVELOPMENT	\$1,500	Professional development reimbursement for 3 mid-managers in accordance with MOU.
6701 DUES & MEMBERSHIPS	\$1,200	Membership in California Library Association (\$600); American Library Association (\$500); Innovative Users Group (\$100).
6703 TRAVEL/VEHICLE USE	\$50	Reimbursement for business-related travel expenses when City pool cars are not available.
6704 MEETINGS/CONFERENCES	\$2,100	Peninsula Library System meetings and workshops (\$360); California Library Association annual conference (\$1,740).
Total Staff Training & Development	\$4,850	

Professional Services	2015-16 Budget	Description
6419 OTHER SERVICES	\$128,998	Peninsula Library System (PLS) management, interlibrary item delivery costs & JPA fees (\$76,100); Hardware & system maintenance (\$16,254); Online homework help service (\$8,000); Safari computer & technical e-books (\$422); Gale database subscription for national journals, newspapers & academic press, and Tumblebooks children's ebook library (\$9,161); EBSCO database service for book covers licensing (\$739); Discover & Go museum pass program (\$400); Maintenance of Bibliocommons catalog user interface and mobile library application for smartphones (\$4,537); Credit card fees (\$500); Online cataloging & metadata records utility (\$4,300); Wheelchair lifts and dumbwaiter inspections/service/licensing (\$1,350); Titlesource online materials ordering and reviews (\$750); Online newsletter software and delivery (\$600); Project Read literacy tutoring service (\$3,000); Online photo and timeline service (\$85). Supported by Public Art Fund: Swank Corporation Movies in the Park license (\$1,600); Motion Picture Licensing umbrella license (\$600); Shakespeare in the Park (\$600).
Total Professional Services	\$128,998	

Supplies & Equipment	2015-16 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, library cards, barcodes and other library operating supplies.
6108 BOOKS & MATERIALS	\$140,000	Print books, e-books, cds, dvds, and other 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	2015-16 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 MAINT	\$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); 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	\$34,771	Electric and gas utility charges for Library facility.
6601 RENTAL & LEASES	\$6,500	Monthly lease payments for public and staff photocopier machines.
Total Operations	\$53,278	

Equipment Purchase	2015-16 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$10,293	Additional laptop for public checkout to meet increasing demand (\$499); Replacement laptops for Library Homework Center (\$3,731); Microsoft Office 2013 suite to upgrade public computers (\$320); Replace staff chairs (\$1,000); Faster routers & switches for CENIC connection (\$4,343); Domain controller (\$400).
Total Equipment Purchase	\$10,293	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$254,895	Internal service allocations for: Self-insurance cost (\$17,797); Building and facility maintenance (\$186,484); Information technology (\$50,614).
7902 INTERDEPARTMENTAL CHARGES	\$254,160	Allocation of services provided to this fund based on cost allocation plan conducted in 2005-06.
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	\$518,068	
Grand Total	\$2,148,974	

Community Services Department Buildings and Facilities

The Community Services Department is committed to providing quality programs, services, and spaces to benefit the health and well-being of the community. The Buildings and Facilities provides facilities maintenance, custodial services, and support to all City building and facilities and 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

As the State continues to experience one of its worst droughts, the Division will continue to focus on ways to enhance water efficiency in City facilities. Thus far, sinks and shower heads have been retrofitted with low-flow faucets. Existing toilet fixtures cannot be retrofitted and alternatives are being evaluated, including their replacement, for making them more water efficient.

The priority focus for the fiscal year will be the successful delivery of a wide array of near-term routine maintenance and long-range Capital Improvement Program projects. On a day-to-day basis, and through the combined efforts of facilities maintenance and custodial staff, ensure safe, efficient, comfortable, attractive, and functional buildings and facilities. To preserve the long-term aesthetic and structural integrity of buildings and facilities, successfully deliver the Capital Improvement Program projects including improvements to the Senior Center, Cable Television Building, Fire Stations No. 51 and 52, Police Department, and City Hall. To support these initiatives, a comprehensive work plan will be developed to identify a month-by-month schedule for the performance of routine maintenance and care of City buildings and facilities.

2014-15 Accomplishments

- ✓ **Develop and implement a comprehensive custodial service and facilities management plan to identify the life-cycle of facilities and their internal components such as roofs, Heating/Ventilation/Air Condition units, flooring, windows, and interior finishes such as flooring and painting to develop a preventative maintenance plan and staffing supply, and budget requirements.**
Status: Work continues on a comprehensive maintenance and custodial plan to schedule and perform routine facility maintenance and custodial services
- ✓ **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.**
Status: Worked with the San Bruno Lions Club to install a new roof, windows, and fixtures at the Portola Performing Arts Center. The Center was rededicated in December 2014.
- ✓ **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.**
Status: The City's new website will come equipped with a content management system that allows the communication and the ability to receive maintenance inquiries and requests from the public regarding tree, park, and athletic field issues and concerns. Staff continues to research and conduct a needs assessments for additional software for internal use within the Parks Division that allows for the delivery and ability to update and close completed work orders in real time. This internal software will be intended for employee use, city wide by each department requesting services or maintenance.
- ✓ **In response to drought, implement water conservation measures at all City facilities.**
Status: Facilities have been updated with 0.5 Gallons Per Minute sink aerators, 1/5 Gallons Per Minute new shower heads, or water flow restrictors. Continue to test replacement single toilet flushers with dual toilet flushers at Police Department and City Hall. Water usage at all City Parks and on City medians was reduced in adherence to the City's water conservation efforts. As the drought continues into fiscal year 2015-16, these initiatives remain in place and staff will continue to explore additional water conservation measures.

2015-16 Goals and Objectives

- Continue to evaluate water conservation measures for City facilities and implement solutions, including retrofitting or replacing existing toilet fixtures throughout City facilities in accordance with the City's Water Shortage Contingency Plan.
- Develop a month-by-month maintenance and custodial work plan for the delivery of routine maintenance at all City buildings and facilities.
- Install life-saving automated external defibrillators at City Hall, Veterans Memorial Recreation Center – 1st floor, Swimming Pool, Parks and Public Services Corporation Yards, and Library.

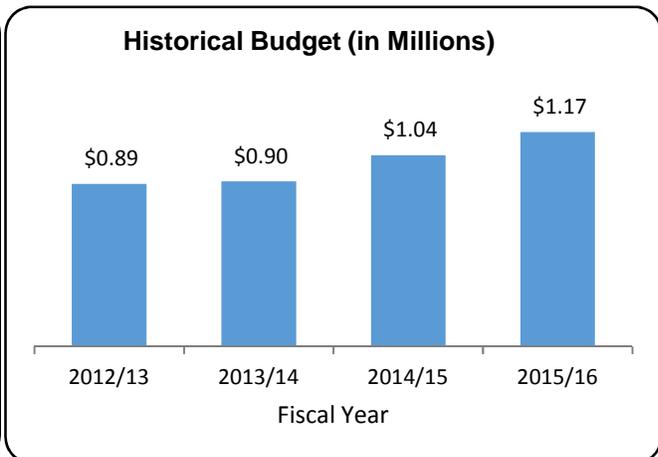
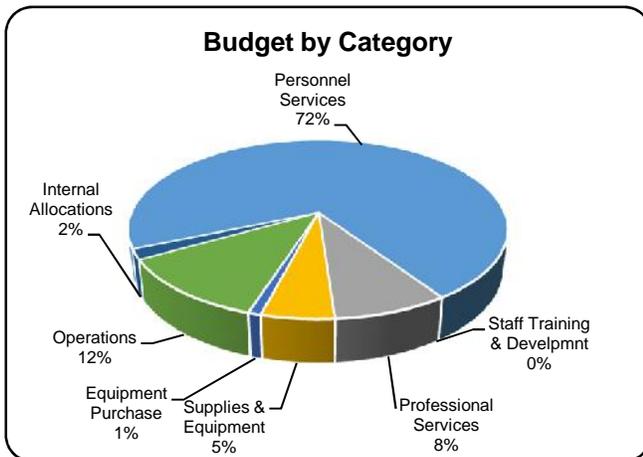
- Deliver the City Council approved building and facilities Capital Improvement Program projects.
- Evaluate all existing building and facilities contract services to ensure the highest quality at the most economical cost.

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Building & Facilities Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$611,824	\$601,383	\$732,012	\$841,445
Staff Training & Development	\$575	\$575	\$626	\$0
Professional Services	\$52,100	\$52,100	\$72,447	\$97,200
Supplies & Equipment	\$56,600	\$57,850	\$57,850	\$61,050
Operations	\$129,000	\$131,396	\$140,609	\$137,544
Equipment Purchase	\$2,800	\$2,800	\$2,800	\$10,800
Internal Allocations	\$34,212	\$35,141	\$37,064	\$21,659
Other	\$0	\$20,000	\$0	\$0
Total:	\$887,111	\$901,245	\$1,043,408	\$1,169,698

Funding Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Building & Facilities Fund	\$5,459	\$34,274	\$40,388	\$15,000
Recovery from Other Funds				
General Fund	\$821,388	\$804,548	\$930,803	\$1,071,558
Water Fund	\$14,508	\$15,779	\$18,255	\$21,016
Wastewater Fund	\$14,508	\$15,779	\$18,255	\$21,016
Cable Fund	\$28,680	\$28,177	\$32,598	\$37,528
Technology Fund	\$2,568	\$2,688	\$3,109	\$3,580
Total:	\$887,111	\$901,245	\$1,043,408	\$1,169,698



Summary of 2015-16 Budget Changes

The 2015-16 Building and Facilities Budget includes an increase of \$126,000 because of the following changes:

- Increase of \$109,000 in Personnel Services in accordance with the 2014 ratified and adopted labor agreements, benefit increases, and as a result of changes to the budgeted salary distribution for the various positions.
- Addition of \$25,000 in Professional Services to repair roofs at the Library and Recreation center, hardwire and modify switch for the Senior Center generator, install air hand dryers at Commodore Park restrooms, make repairs to the Parks Corporation Yard parking bay, and replace the worn out 13 year old carpet at the Police Station.
- Addition of \$3,200 in Supplies & Equipment for materials to reface the marquee sign on El Camino Real.

Summary continues on the back page.

- Addition of \$8,000 in Equipment Purchase to replace the Police Department intercom, and a gate to protect the Senior Center kitchen equipment during public rental periods. The gate will be funded by the Senior Advisory Board.
- Decrease of \$19,000 in Operations and Internal Service Allocations as a result of a decrease in utility costs and self-insurance liability.

Community Services Department Building & Facilities

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$517,374	Base salary and incentives for all department personnel, working a minimum of 80 hours per payperiod, as subject to benefits per applicable MOUs.
5102 PART-TIME SALARIES	\$22,836	Base salary for temporary employees working fewer 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	\$295,235	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	\$841,445	

Professional Services	2015-16 Budget	Description
6411 CONTRACTUAL SERVICES	\$97,200	Emergency repairs to facilities, equipment, and fixtures (\$52,100); Library roof repairs (\$2,800); Recreation center roof repairs (\$4,500); Install air hand dryers at Commodore Park restrooms (\$4,500); Parks Corporation Yard parking bay improvements (\$10,000); Hardwire & modify switch connection for SeniorCenter generator (\$8,300); Replace worn carpets at Police Station (\$15,000).
Total Professional Services	\$97,200	

Supplies & Equipment	2015-16 Budget	Description
6001 OFFICE SUPPLIES	\$400	Supplies needed for operations and for the HVAC computer system.
6101 GAS AND OIL	\$1,950	Gas and oil for utility van and custodial trucks.

Supplies & Equipment (Cont.)

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; Custodial safety shoes and uniforms.
6201 BUILDING AND GROUNDS SUPPLI	\$23,200	Maintenance and repair supplies for city facilities (\$20,000); Materials to reface marquee sign (\$3,200).

Total Supplies & Equipment \$61,050

Operations	2015-16 Budget	Description
6301 BUILDING AND GROUNDS MAINT	\$86,600	Orkin Pest Control service contract (\$8,300); Northern service contract for HVAC system (\$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); Maintenance for electrical work and other needs beyond basic service contracts (\$7,100); Cummins Pacific LLC contract for generator maintenance (\$20,000); Carpet and floor cleaning (\$13,000); Annual window cleaning including calcium removal (\$4,400); Biennial pressure washing for exterior walls and sidewalks at Senior Center, Recreation Center, and Police Plaza (\$2,300).
6450 COMMUNICATIONS	\$1,323	5 cell phones for custodial personnel.
6531 UTILITIES	\$49,621	Gas, electric, and garbage charges for City Hall and Library.
Total Operations	<u><u>\$137,544</u></u>	

Equipment Purchase	2015-16 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$10,800	Table saw (\$900); Tools and equipment for utility van to maintain facilities on a daily basis at City Hall, Cable, Fire and Police Stations, Library, Corporation Yards, Senior Center, and three Recreation Centers (\$1,900); Police department intercom replacement (\$2,000); Senior Center kitchen gate (\$6,000).
Total Equipment Purchase	<u><u>\$10,800</u></u>	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$21,659	Internal service allocation for: Self-insurance cost (\$10,481); Information technology (\$3,686); and Central garage support (\$7,492).
Total Internal Allocations	\$21,659	
Grand Total	\$1,169,698	

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Cable Department

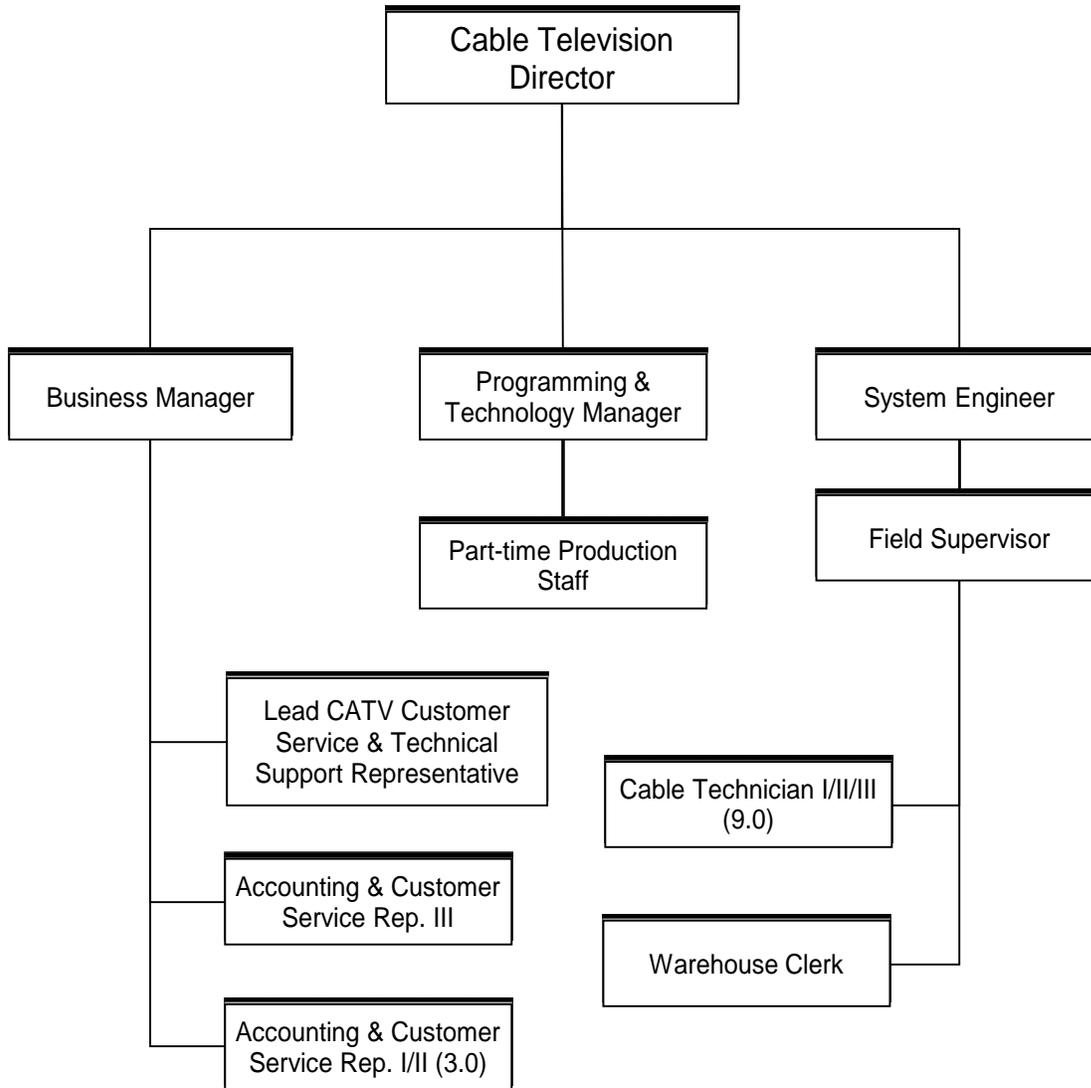
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Cable Television

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 7,700 customer homes and businesses in San Bruno. The local Cable Channel covers many local City meetings, events and festivities and produces and airs local programming. San Bruno 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 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.
- **Over The Top TV Services**
Select Video Services available for viewing on mobile devices. This enhancement to the traditional method of viewing on Television sets adds convenience to the user and assists in retaining video subscriptions.
- **Local Origination Programming**
The staff televises live City meetings, select school board meetings, and local events. The camera and editing equipment is also used to promote the Cable TV Department’s local taped programming services. The local programs are related to issues that are of interest to the community of San Bruno.

The chart below represents the current subscriber numbers for services as of March, 2015:

Service	Jul-14	Mar-15
Basic	6,112	6,002
Expanded Basic	5,533	5,589
Digistar Basic	2,345	2,395
High Definition	3,059	3,053
Internet	6,098	6,159
Digital Phone	1,003	1,006
Commercial Only Accounts	178	192
Households Served	7,850	7,755

This fiscal year, through March 2015, there were 1,027 new service connections and 1,137 service disconnections. Over 2,100 calls for service were also completed this fiscal year with varying requests from customer education, service quality issues, remote control issues, education or equipment upgrades. The trend of residential customers leaving San Bruno cable is decreasing. 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. Service numbers also indicate higher retention of San Bruno Cable customers. This year only 110 customers have withdrawn from San Bruno Cable services as compared to just over 300 two years ago.

The Cable Department hired a part-time salesperson to aggressively market the businesses in San Bruno. That effort has brought in an additional \$3,100 a month in revenue, and garnered 14 new business customers with over 150 inquiries for service. Three current Dedicate Internet Access customers have upgraded their service level resulting in \$1,200 additional revenues. 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 features a \$100 credit towards their account and several customers have taken advantage of this program.

San Bruno Cable’s operations continue to see significant inroads into commercial business. Currently, San Bruno Cable serves 192 local businesses with Internet services. These now include 24 dedicated Fiber to Metro Ethernet services in the Bayhill Business Park, two point to point applications and four multi-line phone customers. Many other home businesses use residential internet service, which is robust enough for their business needs.

Priority Focus

During fiscal year 2015-16, 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 businesses. 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.

2014-15 Accomplishments

- ✓ **Continue direct sales and other marketing campaigns to win back customers.**
Status: Continued direct sales and marketing campaigns including Fixed Pricing, Dish Buy Back, Refer A Friend, International Channel Promotional Discount, and Advertised Cross Channel 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.
- ✓ **Aggressively market commercial services to the business community.**
Status: Hired a part-time salesperson to market commercial services to the business community and distributed direct mail pieces to businesses in Bayhill Park. This effort added \$3,100 month in Commercial Revenue.
- ✓ **Explore channel additions and enhancements to Video on Demand content.**
Status: Currently, there continues to be limited space for channel additions. FXX and NBC Sports migrated to Expanded Basic. KOFY-TV, MeTV and Fox Sports 2 were added to the lineup. The National Geographic Wild Channel is coming to Expanded Basic in the Summer.
- ✓ **Extend field electronics and distribution cabling to new development as opportunities arise.**
Status: Added Fiber to the Business Devices at Walmart and Google.
- ✓ **Offer more “Mobile Device Video” services to view content on smart phones, tablets, and other portable electronic devices.**
Status: Met with NCTC vendor for rollout procedures and cost analysis of TV Everywhere product is in process.

- ✓ **Expand Local Programming on Cable Channel 1**
Status: Coverage of local events, Storytime, Senior Moments, What's Happening Around Town, Government meetings and 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 interest, technical capability and business plans in offering Home Surveillance/Security Services delivered through San Bruno Cable.**
Status: Attended Webinar, and met with vendor to discuss business plans. Acquired demo equipment, including cameras, motion detectors, and window/door sensors to be used for testing and training of employees. Project to be further explored when more bandwidth is available to subscribers.
- ✓ **Upgrade Messaging System for sharper images, incorporation of video messaging, memory and hardware upgrade.**
Status: Video Messaging System software/hardware has been purchased. It will be installed, tested and online in fiscal year 2015-16.
- ✓ **Rebuild Cable Plant Infrastructure for system upgrade.**
Status: Met with Subcommittee and City Manager to receive direction and advice on how to proceed.

2015-16 Goals and Objectives

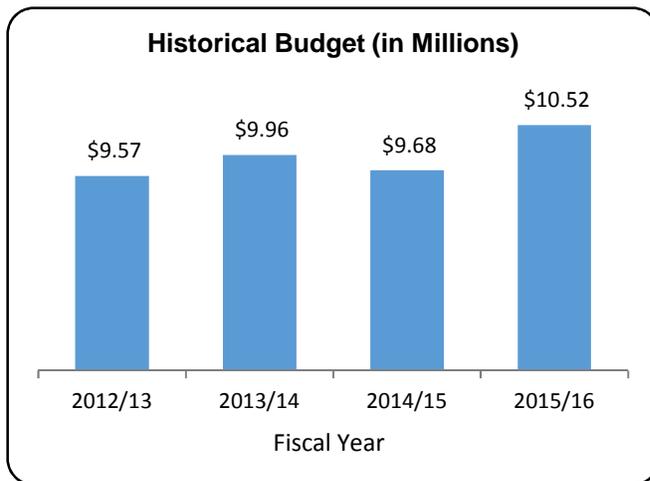
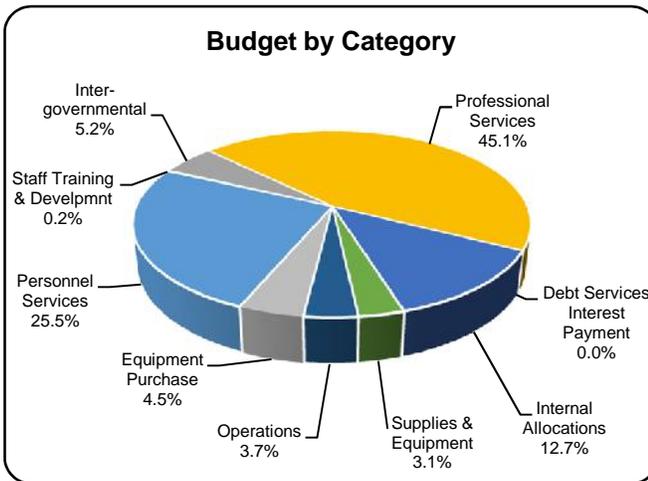
- Replace aging electronic taps with passive taps to increase reliability & reduce electrical costs.
- Replace nodes & upgrade plant to 1 Ghz to add channels & improve Internet performance.
- Build Fiber network to large residential complexes to protect SBCATV subscriptions.
- Aggressively market commercial 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.
- 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.

Cable Television Budget Summary

Budgeted Expenditures	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Personnel Services	\$2,280,725	\$2,399,424	\$2,511,515	\$2,684,502
Staff Training & Development	\$20,727	\$22,827	\$21,634	\$20,634
Professional Services	\$4,612,539	\$4,764,167	\$4,521,203	\$4,743,573
Supplies & Equipment	\$225,510	\$266,610	\$266,305	\$327,770
Operations	\$314,259	\$311,787	\$348,677	\$384,916
Equipment Purchase	\$88,960	\$214,300	\$180,335	\$468,675
Intergovernmental	\$574,600	\$536,817	\$431,823	\$550,150
Internal Allocations	\$1,419,066	\$1,428,311	\$1,395,777	\$1,336,708
Debt Services Interest Payment	\$38,355	\$15,128	\$171	\$0
Total Operating Expenditures	\$9,574,741	\$9,959,371	\$9,677,440	\$10,516,928

Revenue Summary	FY 2012-13 Budget	FY 2013-14 Budget	FY 2014-15 Budget	FY 2015-16 Budget
Basic Service (incl Local Orig.)	\$3,957,228	\$4,010,614	\$3,833,949	\$3,685,110
Internet Service Fees	\$2,613,318	\$2,803,829	\$3,204,828	\$3,366,355
Pay-Per-View Services	\$902,069	\$869,900	\$792,684	\$737,763
Digital Service	\$1,110,498	\$1,261,748	\$1,132,034	\$1,210,300
International Programming	\$120,413	\$120,413	\$120,576	\$114,090
Fees & Taxes	\$393,622	\$359,900	\$312,979	\$378,040
Voice Service	\$455,692	\$487,500	\$418,901	\$415,000
Fiber Leasing	\$42,000	\$30,052	\$114,000	\$109,000
TV Guide Magazine	\$3,000	\$3,108	\$2,700	\$2,500
Commercial Phone & Data	\$214,000	\$416,410	\$254,828	\$260,000
Other Receipts	\$224,340	\$235,000	\$259,799	\$305,900
Total Revenues	\$10,036,180	\$10,598,474	\$10,447,278	\$10,584,058

Debt Services Principal Payment	\$407,040	\$430,267	\$36,945	\$181,000
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Summary of 2015-16 Budget Changes

The 2015-16 Cable revenue budget includes an anticipated rate increase to Basic Cable services and Internet services. This increase will address revenue needs to make necessary improvements to the Cable existing infrastructure.

The 2015-16 combined budget for Cable Operations and Local Origination includes an increase of \$840,000 because of the following changes:

- Increase of \$173,000 in Personnel Services with the 2014 ratified and adopted labor agreements.

Summary continues on the back page.

Summary of 2015-16 Budget Changes (Cont.)

- Decrease of \$60,000 in Internal Allocation is due to the changing of methodology to allocate the Self-Insurance fund charges.
- An increase of \$367,000 to Contractual Services because of newly negotiated contract agreements with National Cable Television Cooperative (NCTC).
- An increase of \$288,000 to Tools & Equipment due to moving recurring costs for Cable Service Equipment Replacement from the Capital Improvement Program Budget to Operating Budget.
- Addition of \$72,000 in Operations to cover maintenance costs and credit card processing fees.

Cable Television Cable Operations

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$1,556,997	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and 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	\$852,355	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	\$2,489,352	

Staff Training & Development	2015-16 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, and Multichannel News.
6703 TRAVEL/VEHICLE USE	\$100	Personal vehicle use reimbursements.
6704 MEETINGS/CONFERENCES	\$5,000	National Cable Television Cooperative (NCTC) (One Employee) (\$1,250); National Cable Television Association Cable Show (One Employee) (\$1,250); Society of Cable Television Engineers (SCTE) (One Employee) (\$1,250); and Great Lakes Data Billing System Conference (One Employee) (\$1,250).
Total Staff Training & Development	\$19,834	

Professional Services		2015-16 Budget	Description
6401	PROFESSIONAL SERVICES	\$65,000	Professional Service for negotiations of Retransmission Consent (\$8,000); Sales services (\$50,000); 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	\$3,881,148	Standard Pay Per View (\$62,500); Video on Demand (VOD) Pay Per View (\$63,345); National Cable Television Cooperative (NCTC) programming license fees (\$3,140,560); Direct affiliation programming license fees (\$519,598); TV Guide Magazine (\$2,400); Fees for TV Everywhere License (\$32,650); Off-air programming via fiber (\$14,400); and TV Everywhere Programming License Fees (\$45,695).
6412	INTERNET SERVICE FEES	\$673,110	Internet service provider: TBA (\$24,250); Internet Service Provider Level 3 (\$71,400); Internet, Phone and Cable technical support services - Zcorum (\$272,500); Momentum Telecom fully hosted VOIP service (\$232,535); Internet Service provider Astound (\$63,450); 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	\$112,315	Credit card and ACH fees (\$90,250); Bill Production and Printing (\$13,675); Security alarm service (\$3,495); Pay Per View processing fees TSQ (\$4,300); Document shredding service (\$450); and HBO guides for hotels/motels (\$145).
Total Professional Services		\$4,743,573	

Supplies & Equipment		2015-16 Budget	Description
6001	OFFICE SUPPLIES	\$9,000	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	\$48,000	Uniforms for cable employees (\$5,000); and Field supplies for installation of services (\$43,000).
6204	SUPPLIES	\$6,000	Electronic maintenance and repairs of plant, converters, office equipment and headend equipment.
6304	MAINTENANCE	\$242,770	Emergency alert system support (\$3,500); Replacement of ETI Software/hardware Unit for addressable taps (\$13,500); Arris Service Contracts for support of equipment for Video on Demand, Video Encoders, Video Compressors, and the Digital Access Controller (\$79,820); Wincable annual billing software license (\$19,625); Wincable billing system support (\$18,900); 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); Smartnet Support for replacement of Cisco Network Switches (\$36,610); and Smartnet monitoring services (\$33,675).
Total Supplies & Equipment		\$324,770	

Operations		Budget	
6112	POSTAGE	\$42,000	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 7 dedicated fax and data lines, 16 mobile phones, 2 mi fi units, and 3 air cards.

Operations (Cont.)

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).
6531	UTILITIES	\$181,356	Water and garbage fees (\$6,200); and Electric service for Cable headend, office, warehouse, and 25 field power supply units (\$175,156).
6541	LICENSING FEES	\$2,500	ASCAP/BMI music license fee.
6601	RENTAL & LEASES	\$87,075	Utility pole rental fees (\$16,575); Fiber lease (\$54,000); and Co-location site rental (\$16,500).
Total Operations		\$384,248	

Equipment Purchase	2015-16 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$458,775	Replacement of back up batteries for field power supplies (\$5,000); 4 Node Replacements (\$16,000); Satellite Digital Receivers (\$20,000); Power Supply replacement (\$7,500); Tools for Technicians (\$9,000); Headend System Analyzer Test Unit (\$18,900); Cable Tech Meter Replacements (\$3,600); Docsis 3 Internet Modem Replacement (\$71,000); EMTA's for Residential Phone Service (\$6,125); Remote Control Replacements (\$11,000); Fiber Optic System Transmitter and Receiver systems (\$13,000); Headend Infrastructure Upgrades (\$10,000); HD Set Top Box Inventory (\$52,250); HD/DVR Set Top Box Inventory(\$80,400); VOD Server Upgrade with 5000 hours of content storage for HD programming (\$95,000); and Commercial data and voice service switches and digital telephone handsets (\$40,000).
Total Equipment Purchase	\$458,775	

Intergovernmental	2015-16 Budget	Description
7041 COUNTY SVCE.CHARGES	\$70	Mosquito abatement charges.
7063 CITY TAXES & FEES	\$547,360	In-Lieu Franchise Fee (\$489,430); Copyright Fees (\$13,257); and VOIP Taxes & Fees (\$44,673)
7069 INTERGOVERNMENTAL-OTHER	\$2,720	SAMCAT Annual Dues (\$1,000); and LAFCO Share (\$1,720).
Total Intergovernmental	\$550,150	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$182,589	Internal service allocations for: Self insurance cost (\$32,827); Building and facilities maintenance (\$37,528); Information technology support (\$49,797); and Central garage support (\$62,437).
7902 INTERDEPARTMENTAL CHARGES	\$351,350	General administration allocation (\$307,276); and Revenue Services Allocation for processing of daily transactions and deposits (\$44,074).
8926 CATV EQUITY EARN.TRANSF.	\$800,000	Equity earnings transfer.
Total Internal Allocations	\$1,333,939	
Grand Total	\$10,304,641	

Cable Television Local Origination

Personnel Services	2015-16 Budget	Description
5101 REGULAR SALARIES	\$125,526	Base salary and incentives for all department personnel, working a minimum of 80 hours per pay period, and 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	\$61,624	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		
	\$195,150	

Staff Training & Development	2015-16 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	2015-16 Budget	Description
6102 OPERATING SUPPLIES	\$750	Videotapes, CDs, DVDs and cases (\$500); and Gaffer tape, batteries, video/audio adapters (\$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	2015-16 Budget	Description
6450 COMMUNICATIONS	\$568	Internal allocation of mobile phone and Office Phone.
6502 COMMUNITY PROMOTION	\$100	Miscellaneous program development costs.
Total Operations	\$668	

Equipment Purchase	2015-16 Budget	Description
6650 TOOLS & EQPT. -\$25K	\$9,900	Microphones for City Council/Planning Meetings(3) (\$750); High Capacity Camera Batteries (\$300); Replacement of Video Camera (\$5,500); Adobe Creative Cloud Software License fee (\$600); and Audio system upgrades (\$2,750).
Total Equipment Purchase	\$9,900	

Internal Allocations	2015-16 Budget	Description
7901 INTERNAL SERVICE ALLOCATION	\$2,769	Internal service allocation for self insurance cost.
Total Internal Allocations	\$2,769	
Grand Total	\$212,287	

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Equipment Purchase
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2015-16 Equipment Purchase Funding Summary

		<u>New Additions¹</u>	<u>Replacement</u>	<u>Total</u>
Total Request by Fund:				
	General Fund	13,000	0	
	General Fund Equipment Reserve	0	784,000	
	Facility Maintenance Fund	70,000	0	
	Water Fund	214,000	40,000	
	Wastewater Fund	0	33,000	
	Total	<u>297,000</u>	<u>857,000</u>	<u>1,154,000</u>
 Expenditures by Department:				
Police	Community Service Officer pickup truck		35,000	
	File cabinets and storage units		20,000	
Fire	Fire Engine		389,000 ²	
	Fire Command Vehicle		107,000	
	SCBA bottles		45,000	
Water	Residual Control System (2)	140,000		
	Tank mixers (2)	74,000		
	Pressure reducing valves		40,000	
Wastewater	Service Truck		33,000	
Blgd. & Facilities	Generator	70,000		
Parks	Heavy-duty Pickup Trucks (2)		70,000	
	Aerial Bucket Truck		110,000	
	Top dresser	13,000		
	Flail mower		8,000	
	Total	<u>297,000</u>	<u>857,000</u>	<u>1,154,000</u>

Note 1: All new additions are listed as a supplemental budget item, subject to City Council approval.

Note 2: \$389,000 is down payment for the Fire Engine, funded by General Fund Equipment Reserve.
The remaining purchase cost will be financed through capital lease.

2015-16 New Addition Acquisition Description

Water

Residual Control System – 2 units (611-6170-8014) \$140,000

Residual Control System (RCS) units will be added to two water tanks, one at Tank No. 4 San Bruno Avenue and the other at Tank No. 9/10 College, and is part of the City's water conservation efforts. These units automatically maintain chlorine and other water purification chemical levels. If tank water chemistry is not maintained at consistent levels the entire tank may need to be emptied and refilled. These automated units will minimize complete tank flushing and conserve water. Installation of Residual Control System units are incorporated into rehabilitation or new construction, however these two tanks are not scheduled for rehabilitation during the next five years. The estimated cost is \$70,000 for each RCS unit, including installation and testing.

Tank mixers – 2 units (611-6170-8014) \$74,000

Two tank mixers will be added to Well 17 at the Corporation Yard to maintain proper chlorine balance and is part of the City's water conservation efforts. Tank mixers maintain chlorine consistency throughout the 90,000 gallon water holding tank. Currently the holding tank has no mixers and the tank must be periodically flushed out and refilled. These mixers will minimize complete tank flushing and conserve water. The estimated cost is \$37,000 for each mixer, including installation and testing.

Parks

Top Dresser (001-5110-6650) \$13,000

The top dresser is a trailer attachment to top dress turf areas and athletic fields. This will revitalize the health of the turf and ensure safety for users. Adding a new thin layer of fresh soil to the turf will provide a much more even playing surface and add the necessary nutrients to the turfs root system. Aside from its aesthetic purposes, top-dressing helps maintain a safe playing environment and will be used to address and fill field divots and holes caused by gophers. In recent years, the Parks Division rents a top dresser to take care of these issues. The rental cost for use of the machine is approximately \$1,600 per week. When renting a unit, staff is confined to the timeframe allowed to complete as much work as possible. Only two fields can be completed during this time. In addition to top dressing via the rental unit, the Parks Division surveys the fields regularly and fills divots and holes manually with soil as necessary to assure a safe playing environment. With the purchase of a top dresser, staff can schedule the work more precisely to fit seasonal and daily maintenance schedules as well as provide assurance that a thorough job is performed on all necessary turf areas. This service is a necessity to providing a safe and sustainable playing field with the high level of field use by athletics and park users.

Building and Facilities

Generator (702-1560-8014) \$70,000

Currently, the San Bruno Veterans Memorial Recreation Center does not have a secondary electrical service in the event of a power failure. This facility is identified as an emergency shelter. The backup generator will power the gymnasium, meeting areas, and administrative offices and will allow the facility to fully function in the event of an emergency or disaster.

Total Equipment Purchase – New Addition \$297,000

2015-16 Vehicle Replacement List

The following list of proposed vehicle replacements is in priority order based on the current condition.

Department	Current Vehicle		Proposed Replacement Vehicle		Replacement Cost	Funding Source	
Parks	1997	Chevrolet	C30 truck	Ford	F-350 pickup truck	\$35,000	Equipment Reserve
Parks	1999	Chevrolet	3500 pickup	Ford	F-350 pickup truck	\$35,000	Equipment Reserve
Parks	1999	GM	Aerial bucket truck	TBD	Bucket truck	\$110,000	Equipment Reserve
Wastewater	1998	Chevrolet	S10	Ford	F-150 pickup truck	\$33,000	Water Enterprise
Fire	2001	Emergency One	Fire Truck T51	TBD	TBD	\$389,000	Equipment Reserve
Fire	2000	Ford	Expedition	Ford	Expedition	\$107,000	Equipment Reserve
Police-unmarked	1998	Ford	Ranger	Ford	TBD	\$35,000	Equipment Reserve
Total Vehicle Request						\$744,000	

Police Black and White Patrol Car Replacement							
Police	2011	Ford	Crown Victoria	Ford	Explorer	\$40,000	General Fund, Police Operating
Police	2011	Ford	Crown Victoria	Ford	Explorer	\$40,000	General Fund, Police Operating
Total Police Patrol Vehicle Cost						\$80,000	
Already Budgeted in General Fund Operating						\$80,000	
Additional Budget Request						\$0	

Funding Summary	
Total General Fund Equipment Reserve	\$711,000
Total Wastewater Fund	33,000
Total Funding Source	\$744,000

2015-16 Vehicle Replacement Acquisition Descriptions

Community Services

Parks Maintenance – Heavy-duty Pickup Trucks 2 (703-1560-8013) \$70,000

The Park Maintenance Division currently has two heavy-duty pickup trucks, a 1997 Chevrolet C30 with over 71,000 miles and a 1999 Chevrolet 3500 pickup with over 51,000 miles, both of which have reached the end of their useful lives. These vehicles are used for daily maintenance for parks, sport fields, trees, including City’s street trees, trees on City property and in open space trees, street median landscape, and to haul equipment. The Park Division intends to replace these vehicles with two Ford F-350 heavy-duty pickup trucks. While the final selection has not been determined the two vehicles are estimated to be \$35,000 each, including sales tax, preparation and delivery, for a total of \$70,000.

Parks Maintenance – Aerial Bucket Truck (703-1560-8013) \$110,000

The Park Maintenance Division currently has a 1999 General Motors aerial bucket truck which has reached the end of its useful life. This vehicle is used for daily maintenance for tree and brush trimming on City property and in open space areas, light replacement, and maintenance to City parks, facilities, and sport fields. The Parks Division intends to replace this vehicle with a similar aerial bucket truck. While the final selection has not been determined the vehicle is estimated to be \$110,000, including sales tax, preparation and delivery.

Wastewater

Service Truck (631-6370-8013) \$33,000

The Wastewater Division currently has a 1998 Chevrolet S10 pickup used to repair small leaks, haul materials, debris and equipment to and from job sites, and respond to customer service requests. The vehicle has 52,000 miles and has reached the end of its useful life. The Wastewater Division intends to replace this vehicle with a Ford F-150 light pickup truck. While the final selection has not been determined, the vehicle is estimated to be \$33,000, including sales tax, preparation and delivery.

Fire

Fire Truck (703-1560-8013) \$389,000

The Fire Department currently has a 2001 Fire Truck, which has reached the end of its useful life and requires excess maintenance time and expense. The Department intends to replace this fire truck with a new truck for an estimated purchase cost of \$1.35 million, which includes the costs to equip the fire truck with proper lighting response package, radios, and other equipment needed for emergency use. The down payment for the purchase is expected to be \$389,000, funded by the equipment reserve fund, and the remaining balance will be financed through a five-year capital lease funded by the General Fund.

Fire Command Vehicle (703-1560-8013) \$107,000

The Fire Department intends to replace a 2000 Ford Expedition which operates as a mobile command center. It will be replaced with a similar vehicle and outfitted with a command box, radios, and other equipment needed to operate as a command center.

Police

Community Service Officer Pickup Truck (703-1560-8013) \$35,000

The Police Department intends to replace a 1998 Ford Ranger pickup truck. This vehicle is used by the Community Service Officers (CSO) to transport the Department's radar equipped traffic trailer as well as evidence too large to fit in a standard Police vehicle. It is also used by the CSO assigned to the processing of abandoned vehicles. It has over 84,000 miles and reached the end of its useful life. The Department intends to replace this vehicle with a Ford F-150 or similar light pickup truck. The costs include proper lighting response package and radio equipment. While the final selection has not been determined, the vehicle is estimated to be \$35,000, including sales tax, preparation and delivery.

Total Vehicle Replacement \$744,000

2015-16 Equipment Replacement Acquisition Descriptions

General Fund Equipment

Police

File/Storage Cabinets (703-1560-8011) \$20,000

The existing built-in file cabinets and storage units were installed as part of the Police Station's construction in 2002. They are heavily used for Police operations. The file cabinets and storage units are worn and frequently inoperable, requiring constant repairs. The Police Department is intended to replace the built-in file cabinets and storage units with new ones.

Fire

SCBA Bottles (703-1560-8014) \$45,000

The Fire Department intends to purchase thirty-minute Self-Contained Breathing Apparatus (SCBA) bottles to replace the existing one-hour SCBA bottles. The current guideline for firefighters to go into a fire site is no longer than 15 minutes at a time. The thirty-minute SCBA bottles have better profile to fit the current practice, and they are lighter in weight which improve fire fighters' mobility and cause less fatigue for firefighting. With the replacement purchase, the existing one-hour SCBA bottles will be used as backup bottles.

Parks

Flail Mower (703-1560-8014) \$8,000

The current flail mower is over 20 years old and has served well beyond its years of life expectancy. The flail mower is an attachment that mounts to the rear of a tractor and is used to cut and mow down high grass and weeds in large accessible open space areas. The existing unit is currently inoperable as it is not functioning properly and is in constant need of repair in order to return it to a serviceable state. Without the use of the flail mower, staff is handling these areas manually with smaller equipment, such as weed-eaters, and walk-behind brush mowers. These methods of weed-abatement require far more man hours and physical stress on staff. With the advances in technology, a new unit is desired to continuously maintain these open space areas and right-of-ways as intended while utilizing the minimum amount of man hours possible to complete such tasks. The flail mower is designed to address large pieces of land in a fraction of the time as a single individual with a weed-eater. The flail mower is also used by the Parks Division to address right-of-ways and open space in conjunction with the Fire Mitigation Program.

Water Fund Equipment

Water

Pressure Reducing Valves (611-6170-8014) \$40,000

Pressure reducing valves are located at the junction where delivery system high pressure water enters pipes flowing to the end user at a lower pressure. The Water Division maintains an inventory of these valves for repairs and maintenance. Purchase of one 6-inch and one 8-inch pressure reducing valve will replenish current inventory levels. The estimated replacement cost is \$20,000 for each valve.

Total Equipment Replacement \$113,000

Debt Service
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Debt Service Requirements

This section summarizes the debt services obligations of the City as of July 1, 2015 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 Principal as of July 1, 2015:	\$8,571,181
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 Principal as of July 1, 2015:	\$6,895,000
Interest Rate:	5% to 7%
Funding Source:	Redevelopment Property Tax Trust Fund

2013 Certificates of Participation	
Purpose:	Construction of improvements to the City's Wastewater System
Maturity Date:	2033
Original Amount:	\$6,955,000
Outstanding Principal as of July 1, 2015:	\$6,665,000
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 Principal as of July 1, 2015:	\$0 – The lease was paid off in 2014-15.
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 Principal as of July 1, 2015:	\$143,273
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 Principal as of July 1, 2015:	\$11,260,000
Interest Rate:	4.05%
Funding Source:	General Fund

Annual Debt Service Budget

Annual Debt Service Obligations	2014-15	2015-16
General Fund		
2011 Fire Apparatus Lease Purchase Financing		
Principal	33,289	34,271
Interest	5,209	4,227
	38,498	38,498
2013 Pension Obligation Bonds		
Principal	785,000	795,000
Interest	394,451	380,714
	1,179,451	1,175,714
Total General Fund	1,217,949	1,214,212
Successor Agency to the San Bruno Redevelopment Agency		
2000 Certificates of Participation		
Principal	275,000	285,000
Interest	373,618	359,868
	648,618	644,868
Wastewater Fund		
2013 Certificates of Participation		
Principal	290,000	260,000
Interest	289,538	281,288
	579,538	541,288
State Revolving Fund		
Principal	808,844	829,533
Interest	226,605	205,590
	1,035,449	1,035,123
Total Wastewater Fund	1,614,987	1,576,411
Cable Television Fund		
2009 Cable Commercial Services Capital Lease Financing		
Principal	36,945	0
Interest	171	0
	37,116	0
Total Annual Debt Service Obligations	\$3,518,670	\$3,435,491

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 23, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Hold Public Hearing and

1. Adopt Resolution Approving the 2015-16 Operating Budget
2. Adopt Resolution Approving 2015-20 Five Year Capital Improvement Program and Appropriating Funding for the 2015-16 Capital Improvement Program Budget
3. Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) of \$37,016,046 for 2015-16

BACKGROUND

The Proposed FY 2015-16 Operating and Capital Improvement Program Budgets have been presented to for City Council review and consideration. The Budget continues the prior years' proactive efforts to contain expenditures and use conservative revenue projections consistent with the City Council's budget preparation guidance.

The City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for 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 8 and 10, 2015. Responses to questions and comments raised by the City Council during these discussions are attached to this report.

DISCUSSION

The Proposed Budgets incorporates the estimated revenues and planned expenditures for all Funds. For the coming year, the continued 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.

Total projected General Fund revenue for 2015-16 and \$40,553,000, an increase of \$2,328,000 or 6% over the 2014-15 Amended Budget. A majority of the projected 2015-16 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 68% of the total

revenue categories. Sales tax at \$8,113,000, or 20% of total revenues and property tax at \$7,966,000, also at 20%, represent the largest categories of revenues supporting the City's General Fund operations.

Proposed 2015-16 expenditures are \$1,146,000 higher than the 2014-15 Amended Budget. The increase in expenditures results from the increased cost of providing services; including the increased salary, health benefit, and employee retirement contribution costs in accordance with the City's Memorandums of Understanding with its bargaining units. For 2015-16, total proposed expenditures of \$40,069,000 are 3% higher than the 2014-15 Amended Budget which is only slightly higher than the United States Department of Labor's April Consumer Price Index of 2.4%.

For the coming year, the Budget projects a surplus of \$484,000. To allow the City Council to consider some changes to improve the City's organization and operation, the General Fund Budget proposes limited supplemental expenditures presented as service level enhancements.

Dept	Proposed Service Level Enhancements	Ongoing Costs	One Time Costs
CD	Associate Planner	\$134,000	
CD	Executive Assistant	106,000	
PD	Management Analyst 0.5	64,000	
CS	Add Librarian 1/Eliminate Assistant Community Service Director/Reclassify Library Service Manager to Community Services Superintendent	(69,000)	
CM	Reclassify Management Analyst II to Assistant to City Manager	28,000	
FIN	Reclassify an Accounting and Customer Service Representative from level II to level III	10,000	
PD	Police Officer	151,000	
CS	Parks and Facilities Manager	150,000	
CS	Community Day in the Park	40,000	
CS	Wildland Fire Hazard Mitigation	50,000	
CS	Annual supply of soil for fields	9,000	
CS	Part-time Facility Attendant – Senior Services	21,000	
CS	E-books and E-audiobooks	5,000	
FIN	Development Impact Fee Study		\$100,000
IT	Part-time Staff		18,000
IT	Storage Space		20,000
FD	Fire Truck		700,000
FD	Fire Inspector		20,000
CD	Contract Services for Zoning Code Update		85,000
CD	Assistant Planner Contract Services		132,000
CS	Install Gate behind City Park		5,000
CS	Install engineered wood playground fiber		24,000
CS	Top Dresser Trailer Attachment		13,000

CS	Automated Payment Machine		11,000
CS	Generator for Recreation Center		65,000
CS	Tables and chairs for Senior Center		6,000
CS	Stage Curtain		5,000
		Total	\$699,000
			\$1,204,000

General Fund one-time initiative costs will be funded from excess reserves and the Fire Truck down payment of \$700,000 will be funded from the Equipment Reserve Fund.

WATER ENTERPRISE

Due to a decrease in overall water consumption related to ongoing water conservation efforts the recommended 2015-16 budget estimates that total water revenues will remain relatively flat at \$13,732,000. The proposed budget for all operational costs amounts to \$9,377,000, which includes estimated water purchases totaling \$3,145,000. The resulting operating surplus of \$4,355,000 is necessary to fund critical capital improvements. Below is a schedule of the proposed service level enhancements for the Water Fund.

Proposed Service Level Enhancements	Ongoing Costs	One Time Costs
.50 Engineering Technician	\$59,000	
Groundwater Sustainability Plan		\$40,000
5-year Urban Water Mgmt Plan		60,000
Residual Control Units (2)		140,000
Tank mixers (2)		74,000
Total	\$59,000	\$314,000

WASTEWATER ENTERPRISE

Revenues for 2015-16 are projected to be \$15,820,000, an increase of \$904,000 over the 2014-15 budget. The proposed total expenditure base budget for the Wastewater Enterprise is \$8,989,000. 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 \$1,604,000 in 2015-16. Below is a schedule of the proposed service level enhancements for the Wastewater Fund.

Proposed Service Level Enhancements	Ongoing Costs	One Time Costs
.50 Engineering Technician	\$59,000	\$0
Total	\$59,000	0

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 2015-16 for the Stormwater Fund amount to \$653,500, primarily from charges collected on the property tax bill. The proposed expenditure budget in the Stormwater Enterprise is \$716,000.

CABLE TELEVISION ENTERPRISE

The Cable TV budget for 2015-16 projects revenues at \$10,584,000, an increase of \$137,000 over the 2014-15 budget. This revenue estimate anticipates a net 8.25% rate increase in services. 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 \$3,366,000, 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 \$675,000.

The proposed expenditure budget is \$10,517,000, including \$212,000 for local origination programming.

CAPITAL IMPROVEMENT PROGRAM (CIP)

The Capital Improvement Program (CIP) Budget is a planning document covering a five-year period that includes project descriptions and funding requirements for projects planned for completion during the five-year time period. Each year, the City Council is requested to review and approve projects and related appropriations through the CIP. The CIP includes capital projects that are designed to protect, preserve, and enhance the City's infrastructure, extend the useful life of public facilities, and improve or enhance the delivery of City services. The program addresses the various long-term capital needs such as improving water and wastewater facilities, traffic and transportation circulation, and parks and facility improvements.

A Study Session was held on June 10, 2015 to review the proposed 2015-20 CIP. At that time, staff presented the recommended five-year CIP Budget document to the City Council.

The recommended CIP appropriations for 2015-16 are as follows:

Water	\$ 1,084,869
Wastewater	7,653,022
Stormwater	250,000
Parks and Facilities	6,072,682
Streets	3,109,350
Technology	90,500
Operating Programs	165,000
	<u>\$18,425,423</u>

In addition to the recommended new appropriations, the 2015-16 CIP Budget includes estimated carry-over appropriations for projects that were not completed at year-end or that are on schedule to commence. Total estimated carry-over appropriations amounts to \$40,942,124.

The five-year CIP Budget identifies fifty-six projects with a total projected cost of \$351,581,445. The City has embarked on an aggressive twenty year program to replace all of the aged and deteriorated infrastructure. The majority of the project costs (57%) are within the Water and Wastewater Funds.

Several new projects are proposed for inclusion in the 2015-20 CIP Budget, these include property site preparation, water and wastewater main line improvements and replacements, facility security enhancements, and traffic signal rehabilitation.

In addition, the fiscal year 2015-16 CIP Budget includes the Operating Programs section which includes work efforts that span multiple fiscal years and have a total cost in excess of \$15,000. Many of the items included in this section of the budget provide the foundation for the rehabilitation and replacement of City infrastructure and the ability to encourage economic growth.

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 2014-15 Appropriation Limit is adjusted by the cost-of-living factor (3.82%) and the population factor (2.69%) provided by the Department of Finance; establishing the 2015-16 Appropriation Limit at \$37,016,046. 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 \$26,497,883.

FISCAL IMPACT

The City Council reviewed the proposed revenues, expenditures, and transfers for the Operating Budget at public budget study sessions on June 8 and June 10, 2015. In adopting the 2015-16 Operating Budget, the proposed budget appropriates total revenues and transfers in of \$90,732,815 and total expenditures and transfers out of \$85,658,839 before recommended supplemental enhancements. Total expenditures will increase to \$87,586,735 with the inclusion of recommended ongoing costs of \$396,786 and one-time costs of \$1,531,110.

The recommended 2015-20 Five-Year Capital Improvement Program Budget totals \$351,581,445 (carryover appropriations plus five-year request). The 2015-16 Capital Budget consists of carryover appropriations in the amount of \$40,942,124 and new appropriation requests in the amount of \$18,425,423 for a total funding cost of \$59,367,547.

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

1. Hold Public Hearing and Adopt Resolution Approving the Proposed 2015-16 Operating Budget.
2. Hold Public Hearing and Adopt Resolution Approving the 2015-20 Five Year Capital Improvement Program and Appropriating Funding for the 2015-16 Capital Improvement Program Budget
3. Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) of \$37,016,046 for 2015-16.

ATTACHMENTS

1. Resolution Approving the Proposed 2015-16 Operating Budget
2. Resolution Approving the 2015-20 Five Year Capital Improvement Program and Appropriating Funding for the 2015-16 Capital Improvement Program Budget
3. Resolution Approving the City's Appropriation Limit (Gann Limit) of \$37,016,046 for 2015-16.
4. City Council Budget Study Session Questions Response (attachment to follow)
5. Alternative Resolution to Continue Appropriations.

DATE PREPARED

June 12, 2015

RESOLUTION APPROVING THE 2015-16 OPERATING BUDGET

WHEREAS, the City Manager transmitted the 2015-16 Proposed Operating Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City Council also serves as the Board of Directors of the Successor Agency to the Dissolved San Bruno Redevelopment Agency; and

WHEREAS, the City prepares and adopts the Operating 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, no significant budget reductions were necessary to balance the 2015-16 proposed budget; and

WHEREAS, the City Council considered development of the 2015-16 budget and budget strategies and gave the City Manager the underlying direction for preparation of the City Manager's 2015-16 Proposed Operating 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 2015-16 is projected to increase 6% over the 2014-15 Amended Budget; and

WHEREAS, total proposed 2015-16 General Fund expenditures are projected to be 3% higher than the 2014-15 Amended Budget; and

WHEREAS, the City Council held duly noticed public study sessions on June 8, 2015 and June 10, 2015; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the City Manager's Recommended Budget for 2015-16, finds and determines that the Proposed Budget should be adopted and prepared in final form.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of San Bruno adopts the total Citywide Operating Budget appropriation of \$85,658,839 for 2015-16; and

BE IT FURTHER RESOLVED, that specific revenue and expenditure line items and transfers enumerated in the Proposed Operating Budget are hereby appropriated.

---oOo---

I hereby certify that foregoing **Resolution No. 2015 - 58** was introduced and adopted by the San Bruno City Council at a regular meeting on June 23, 2015, by the following vote:

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

NOES: Councilmembers: None

ABSENT: Councilmembers: None

I hereby certify this to be a full, true and correct copy of the document it purports to be, the original of which is on file in my office.

Dated: July 7, 2015

Wicky S. Hardin Deputy City Clerk
City Clerk of the City of San Bruno

M-9



Carol Bonner
Carol Bonner, City Clerk

RESOLUTION NO. 2015 - 60

RESOLUTION APPROVING THE CITY'S APPROPRIATIONS LIMIT OF \$37,016,046 FOR FISCAL YEAR 2015-16 (GANN INITIATIVE)

WHEREAS, Article XIII of the California Constitution and Section 7900 et seq. of the California Government Code require cities to adopt limits on appropriations for each fiscal year; and

WHEREAS, the Appropriation Limit has been calculated for the Fiscal Year 2015-16 and is set forth in that certain document Appropriations Limit Calculation for Fiscal Year 2015-16, Attachment A, attached hereto and made a part hereof; and

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

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

1. The adjustment factors selected for calculating this Appropriations Limit are based on California Per Capita Income change of 3.82% and the City of San Bruno population change of 2.69%;
2. The Appropriation Limit for 2015-16 Fiscal Year is established at \$37,016,046; 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. 2015 - 60** was introduced and adopted by the San Bruno City Council at a regular meeting on June 23, 2015, by the following vote:

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

NOES: Councilmembers: None

ABSENT: Councilmembers: None



I hereby certify this to be a full, true and correct copy of the document it puports to be, the original of which is on file in my office.

Carol Bonner

Carol Bonner, City Clerk

Dated: July 7, 2015
Vicki S. Haska

City Clerk of the City of San Bruno

**City of San Bruno
2015-16 Gann Appropriation Limit
6/09/2015**

Attachment A

2014-15 Appropriation Limit		\$ 34,720,090
Calculation of 2015-16 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for 2015-16		
California Per Capita Personal Income (CPCPI)	3.82%	
Population Adjustment Factors for 2015-16		
City of San Bruno Population Change	2.69%	
Adjustment Factor for 2015-16		
(1 + 0.0382) x (1 + 0.0269)		<u>1.06612758</u>
2015-16 Appropriation Limit		<u>37,016,046</u>
2015-16 Estimated Tax Proceeds Subject to Appropriations Limit		
Property Taxes		
Current Secured & Unsecured	5,976,000	
Pass-Thru from RDA	310,000	
Redevelopment Property Tax Trust Fund (RPTTF) Property Tax	1,200,000	
In-Lieu of Sales Tax	1,375,672	
In-Lieu of Vehicle License Fees	3,900,000	
Supplemental Taxes	250,000	
Property Transfer Tax	190,000	
Homeowner's Property Tax Exemption	40,000	
Subtotal - Property Taxes	<u>13,241,672</u>	
General Sales Tax	6,632,359	
Hotel/Motel Tax	3,680,097	
Business Taxes	4,099,283	
Vehicle License Fee & Off-Highway License	<u>15,000</u>	
Total Estimated Taxes Subject to Appropriations Limit		27,668,411
2015-16 Proposed Expenditures Exempt from Limit		
Social Security & Medicare payments	346,204	
San Mateo County Charges	713,772	
FLSA - Fire	<u>110,552</u>	
Total Proposed Expenditures Exempt from Limit		<u>(1,170,528)</u>
2015-16 Appropriations Subject to Limit		<u>26,497,883</u>
Over (Under) Appropriations Limit		<u>\$ (10,518,163)</u>
Percent Over (Under)	-28%	

City of San Bruno
 2015-16 Gann Appropriation Limit
 6/09/2015

Attachment B

Fiscal Year Ending June 30,	Adjustment Factor	Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
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)
2016	6.61%	37,016,046	26,497,883	(10,518,163)

(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**