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CITY OF SAN BRUNO ADOPTED FY2021-22 OPERATING AND CAPITAL BUDGET

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City Manager's Message
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Jovan D. Grogan
City Manager

CITY OF SAN BRUNO
OFFICE OF THE CITY MANAGER

June 22, 2021

Honorable Mayor and Members of the City Council:

It is my privilege to transmit the Adopted Fiscal Year (FY) 2021-22 Operating and Capital Improvements Program (CIP) Budgets for your review, consideration and action to approve.

This transmittal letter provides a comprehensive overview of the Adopted Budget and presents a fiscal summary of the projected results (referred to as “estimated actuals”) for the current fiscal year (FY2020-21) as well as a multi-year forecast for the primary accounts (referred to as “funds”) for the City’s operating budget. Funds and forecasts for the Capital Improvement Program can be found in the Adopted Budget Book. The Proposed Budget was presented for City Council budget deliberations on the following dates and times:

Date	Meeting Start Time	Subject	Purpose
June 1	5:00 pm	Budget Retreat	Review and Discussion
June 8	7:00 pm	1 st Budget Hearing	Review and Discussion
June 9	5:00 pm	2 nd Budget Hearing	Review and Discussion
June 22	7:00 pm	Budget Adoption	Deliberation and <u>Action</u>

The remainder of this letter is organized into the following sections:

- Executive Summary (pg. 1)
- FY2021-22 Budget Overview (pg. 3)
- FY2021-22 General Fund Operating Budget (pg. 5)
- Long-Range Financial Forecast (pg. 12)
 - General Fund
 - Enterprise Funds
- Internal Service & Equipment Reserve Funds (pg. 22)
- Capital Improvement Program (pg. 23)
- Service Level Enhancements (pg. 25)
- Conclusion & Acknowledgements (pg. 25)

EXECUTIVE SUMMARY

The City started Fiscal Year 2020-21 with a bare-bone adopted budget. In an effort to balance the budget, the City adopted multiple budget balancing strategies including:

- Defund \$1.6 million capital improvement project;

- Eliminated 8 positions and delayed the recruitment of 16 vacant positions;
- Reduced Operating expenses and personnel cost;
- Eliminated annual equipment reserve allocation;
- Transferred from Measure G district Sales Tax Funds and other funds;
- Utilized General Fund Reserves and available fund balance.

Midway through the year, more cuts had to be made when hotel/motel occupancy taxes and motor vehicle licenses experienced significant shortfalls. When the current fiscal year ends, the General Fund expects to nearly breakeven and end with a fund balance of \$2.57 million. This is a remarkable accomplishment by the City Council and staff when faced with such a dire financial difficulty.

The Adopted Citywide Budget for FY2021-22 anticipates some improvements in revenues, including \$10.2 million from the American Rescue Plan Act (ARPA), however not sufficient to restore all the City services that were cut in the current fiscal year. The adopted budget is developed with a zero-growth philosophy and maintains the City's status quo as the current fiscal year, with a flat salary scale and some inflation adjustments to supplies and services. No provision has been made for the pending labor negotiations. All six bargaining units' contracts are to expire as of December 31, 2021.

Service cuts during the pandemic were damaging to staff and residents in San Bruno. It is evident that the City cannot sustain so many critical service cuts for prolonged period of time and continue to operate efficiently. With prudence, departments requested service restoration with staffing, supplies and services. The adopted budget includes all service level enhancements approved by the City Council with funding from General Fund reserves, Measure G and ARPA. For illustration purpose, the service level enhancements are also listed in a separate section in the Adopted Budget document.

There are no easy decisions before the City Council in its budget deliberations this year. The City has many immediate needs and the backlogs are long. COVID-19 worsened the City's financial status. The road to full economic recovery in San Bruno will be long and windy. The City may experience additional revenue shortfalls in the next few years. Our larger plans to enhance the City organization as well as the services and programs that we provide to the community will take much longer time to implement than we had originally thought.

City staff continue to track and support efforts for financial support from the Federal and State governments to local government. That said, should a version of the bill become law and include direct support to the City of San Bruno, that action will necessitate a change to the City's budget and may reduce the number and/or extent of the budget reduction strategies. Notwithstanding this potential support, the City retains the responsibility to adopt a balanced budget.

Lastly, the City has embarked on a fiscal sustainability effort as part of the FY2019-20 budgeting process and to inform future planning. The need for the effort is now more apparent than ever. As we proceed through the development of the FY2021-22 budget and embark on the year ahead, staff will continue to make progress on current financial initiatives as well as adjust the scope of the project to meet the new challenge that is before us.

FY2021-22 BUDGET OVERVIEW

The adopted budgets reflect the City Council's ongoing conservative fiscal policies and the priorities identified through the City Council's goal setting and budget/revenue policy discussions. The Adopted Operating Budget for all General Fund Departments and for the City's Enterprise Funds outlines important initiatives included in the coming year's work program and a financial plan to accomplish key City objectives. The budget provides a comprehensive overview of the City's organization, operations, anticipated revenues and projected expenditures to support operations and projects. It is intended to serve as a strategic tool to communicate, implement and monitor the City Council's direction and priorities for delivery of programs and services.

The Capital Improvements Program Budget outlines an aggressive work program of 104 projects and funding strategies that are intended to assure necessary repair and improvement to the City's facilities and infrastructure that support the delivery of all City programs and services. This year, a specific focus was applied to budgeting for projects that will be started and/or completed in the coming fiscal year. This allows for a more accurate projection of expenditures and is also an illustration of the fact that staff plans to allocate time to make progress on current/open projects that were funded in prior years. This year, staff also reviewed the various funding sources available to fund the capital improvements and leveraged state, county and grant funding sources to their fullest extent to ensure the City retains adequate available funds in the City's General Fund Capital Reserve Fund in case those resources may be needed for other purposes.

As in previous years, the budget proposes some changes and enhancements to improve operational efficiency and to effectively address operational challenges and certain areas of community priority. A complete list of approved program and service enhancements and other changes for FY2021-22 is presented in the Adopted Budget.

Each departmental section of the Operating Budget outlines specific work program objectives and goals that support the City's overarching priorities established by the City Council to move the community forward in several important directions. These priorities were most recently discussed by the City Council during the City Council's April 24, 2021 Strategic Planning and Goal Setting Session and include:

- Implementation of the Transit Corridor Vision to Revitalize Downtown and Commercial Corridor;
- Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure;
- Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality;
- Continue to Strengthen Community Connections and Engagement;
- Protect and Improve Community Aesthetics and Safety;
- Continue Proactive Planning for the Future of San Bruno; and
- Organizational Health and Employee Success.

With these initiatives continuing in place, the coming year's work program expressed through the Operating and Capital Improvements Program Budgets, builds upon the progress achieved in prior years and is focused on an organizational commitment for delivery of services consistent

with community needs and expectations and a shared vision for the community's future and vitality.

Over the past year, the City made major steps forward in all areas of the City's operation that directly address the City Council's established long-term objectives. These accomplishments set the foundation for continuing City progress. Some of these accomplishments have game changing potential for the community. Just a few of the many accomplishments the City has achieved in the past year are listed below.

- **Planning for a New Recreation and Aquatic Center:** Over the past year and a half, key department staff have been collaborating as an internal advisory committee to work with the architecture firm (Group 4) and Construction Management Firm (Griffin Structures) in progressing the new Recreation and Aquatics Center (RAC) Project through design and development of construction drawings and California Environmental Quality Act (CEQA) review. The new facilities will replace Veterans Memorial Recreation Center and the adjacent community swimming pool that have served generations of San Bruno residents for over six decades. The San Bruno Community Foundation has pledged \$50 million in restitution funding to turn the community's vision into reality over the next three years. The City has selected a contractor to construct the building and the project is expected to complete in 2023.
- **Implementation of the Transit Corridors Plan:** The coming year will see modern transit-oriented residential and commercial project begin construction directly across the street from Caltrain at 111 San Bruno Ave. to anchor the northern gateway to downtown. The City is also working with the developer to bring the Mills Plaza project between El Camino Real and Linden Ave back to the City Council for consideration. This project will begin transformation of the community's commercial corridor and downtown consistent with the City's adopted Transit Corridor Plan.
- **Water and Sewer Infrastructure Maintenance:** As part of the City's ongoing aggressive water and sewer infrastructure replacement and improvement program, the City completed full replacement of the underground water and sewer mainlines throughout the City. These projects were delivered on time and within budget and were completed with minimal disruption to business activity in the downtown and other areas throughout the City and will assure reliable service to an area previously impacted by service failures due to aged, damaged, and deteriorating underground pipelines.
- **Bayhill Specific Plan:** The Bayhill Office Park houses Walmart.com and YouTube, two of the City's largest employers. The Bayhill Specific Plan includes office space expansion, creation of a private multi-modal transportation hub and a housing overlay in areas permitted.
- **Fiber-to-the-Home in Large Multi-unit Developments:** Installation of a new state-of-the-art Fiber-to-the-Home (FTTH) network at the Shelter Creek, Peninsula Place and Crystal Springs Terrance apartment multi-family complexes has shown positive results with a 68% subscriber penetration. FTTH offers a strong, reliable network and data speeds of up to 1 gigabyte available to over 2,400 residences in San Bruno. During the coming year the City Council will need to determine whether to continue this initiative or to pursue an alternative strategy for the future of San Bruno CityNet Services.

- **YouTube Development:** The development plan for YouTube was submitted in April 2019 and it is being reviewed and processed. The plan will build 440,000 square feet of new office space on an existing surface parking lots adjacent to existing buildings at 900 and 1000 Cherry Avenue.
- **Sale of the Crossing Property:** Last year, the City was approached by Cardinale Auto Group with a proposal to develop and construct a new Hyundai/Genesis dealership on the Crossing Property. Following a series of negotiations, the City and Cardinale have agreed on a Purchase and Sale Agreement in April 2021, which will return over \$5 million to the City, netting a profit of approximately \$3.6 million. Once the dealership is built and fully operational, it is estimated to generate \$1 million annually in sales tax, plus property tax on new assessed value.
- **User Fee Increase:** The City Council was presented the completed User Fee Study in April 2021. With the Council approval, the City hopes to implement the updated user fees as of September 1 and recover a portion of cost of providing services to residents and customers.

FY2021-22 GENERAL FUND OPERATING BUDGET

The General Fund is the primary source of funding to support most of the services citizens commonly associate with local government. These include public safety, recreation, general administration and maintenance of parks and infrastructure. The General Fund is primarily comprised of tax-generated revenues including property taxes, transient occupancy (hotel/motel) tax, business license tax, and sales tax. These revenues collectively comprise over 50% of total General Fund revenues.

The FY 2021-22 Adopted General Fund Budget projects approximately \$49.8 Million in operating revenues and \$50.9 million in operating expenditures, resulting a deficit of \$1.1 million. To balance the General Fund budget, staff recommend the following strategies to address the deficit:

Eliminate annual equipment reserve allocation: In line with the action taken by the City Council in FY2019-20, the adopted budget includes the elimination of the annual allocation from General Fund departments into the General Fund Equipment Reserve Fund.

Utilize Available Fund Balance in the General Fund (\$1,084,261): The adopted budget includes the use of available fund balance in the General Fund in order to balance the budget. The proposal will leave the projected ending FY2021-22 fund balance at almost \$1.5 million. The projected fund balance is adequate and allows the City Council to consider funding some recommended and strategic Supplemental Service Enhancements to expand and improve service delivery in key areas of community need.

The following table summarizes adopted General Fund revenues and expenditures compared to the prior year, after adopting the above-mentioned budget balancing strategies.

General Fund Summary	FY2020-21 Adopted Budget	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Adopted Budget
Beginning Fund Balance	\$2,574,788	\$2,574,788	\$2,574,788	\$2,573,422
Revenue	48,761,458	49,705,881	48,813,093	49,767,229
Expenditure	49,352,968	50,221,450	48,814,459	50,851,490
Surplus (Deficit)	(591,509)	(515,569)	(1,366)	(1,084,261)
Ending Fund Balance	\$1,983,279	\$2,059,219	\$2,573,422	\$1,489,161

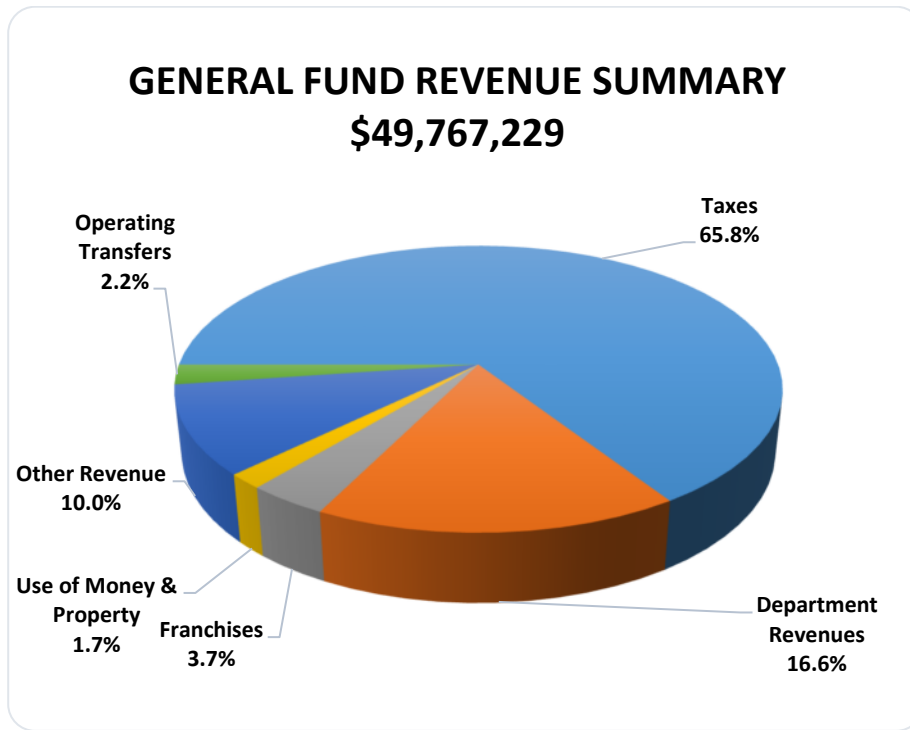
The table below compares the General Fund Reserve balances against their policy targets:

Reserve Type	Reserve Policy Target	FY2020-21 Estimated Ending Balance	FY2021-22 Budget Ending Balance
General Fund	\$1,500,000	\$2,573,422	\$1,489,161
General Fund Reserve	25% of annual, budget expenditures	12,288,675	12,288,675
General Fund Capital Reserve	Goal of \$5,000,000	9,929,404	9,082,413
Emergency Disaster Fund	Target of \$3,000,000	1,946,538	2,714,538
Total		\$26,738,039	\$25,574,787

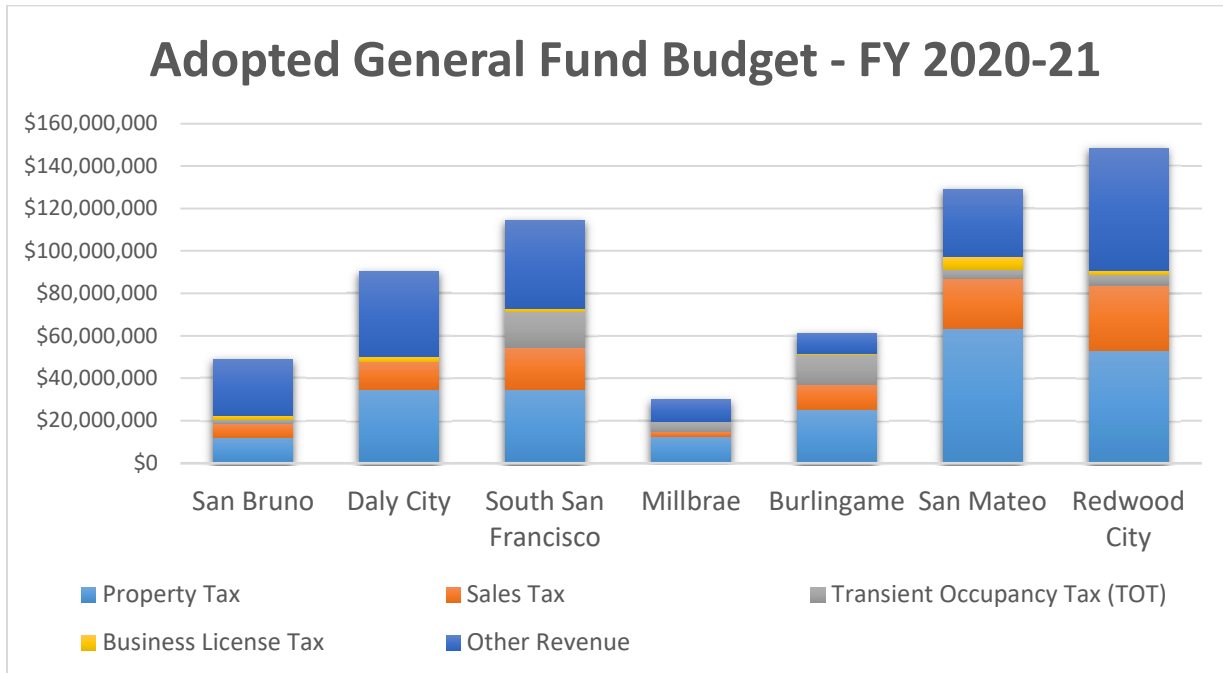
General Fund Revenues

In estimating revenues, staff analyzes actual amounts received in each category historically and makes projections in accordance with the anticipated economic trends. Staff adheres to a conservative budgeting practice when estimating all revenues. This practice offers some protection for the City from risk that an unexpected revenue shortfall will threaten the City's ability to cover budgeted expenditures. In some years, this practice contributed to the City experiencing a surplus, of revenues over expenditures that the City Council has directed staff to utilize to address budget balancing strategies.

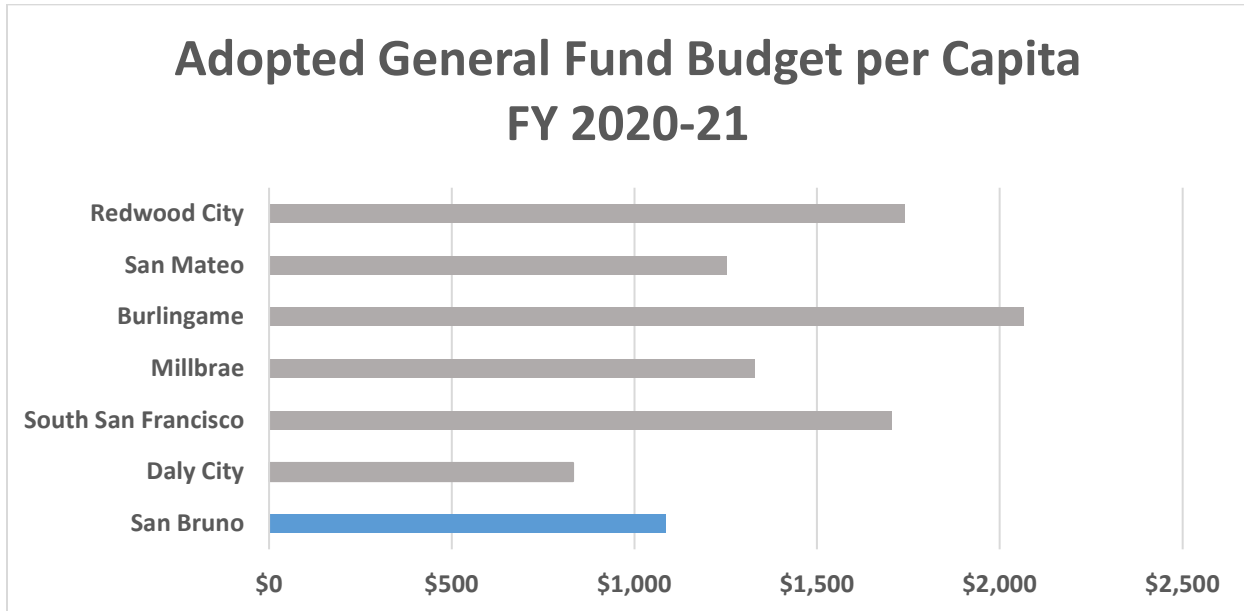
Total General Fund revenues of \$49.8 Million projected for FY2021-22 are flat compared to the FY2020-21 Amended Budget amounts. The majority of the overall revenue decline is in the multiple tax sources and departmental revenues categories. A detailed summary of each of the primary revenue categories follows below.



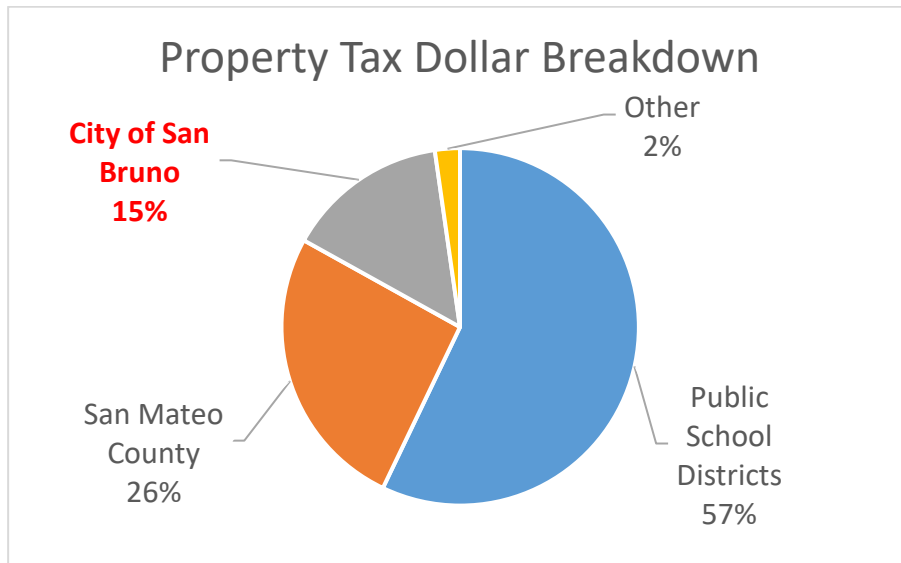
The City of San Bruno has historically had a lower per capita tax base than the majority of its neighboring cities. In comparing the City's FY2020-21 adopted budget to that of other cities in San Mateo County, San Bruno's General Fund revenues were at the low end.



When comparing General Fund revenues for the City’s FY2020-21 adopted budget with population for a “per capita” comparison, San Bruno ranks at the low end as well. San Bruno’s revenue sources are more limited and not as diverse as many other cities in San Mateo County which adds challenges to maintaining current services with rising costs and enhancing services.

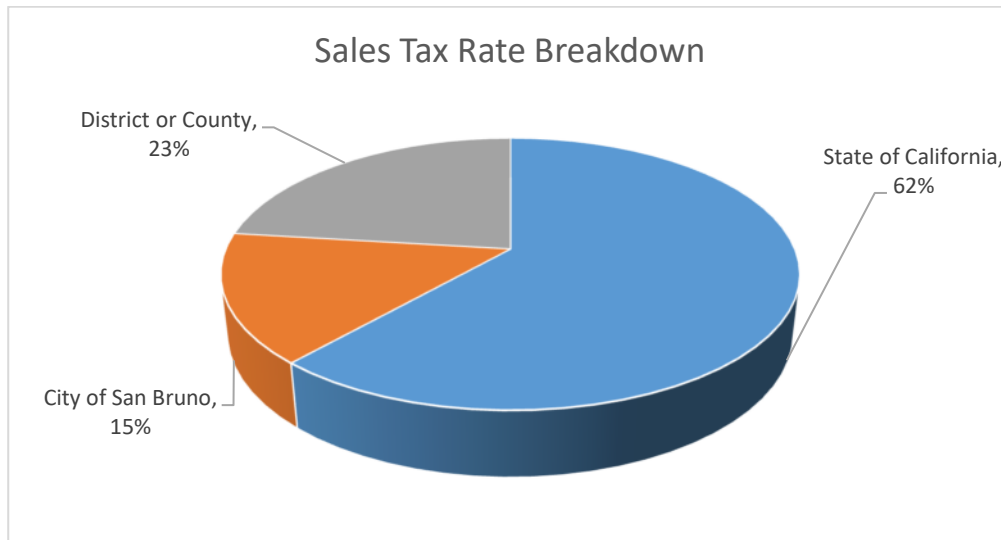


Property Tax – Compared to other cities throughout California, San Bruno receives a relatively low amount of the total property tax collected in the City. San Bruno only receives about 12 1/2 cents from every property tax dollar paid in San Bruno. An additional 2 cents of property tax revenue have come to the City in recent years from the Educational Revenue Augmentation Fund, or ERAF, but this is not a consistent or reliable revenue source to fund on-going operations in the long term. The remainder of property taxes paid by property owners in the City goes to San Mateo County, school districts, and special districts. The housing industry and home sales boomed when more and more people work from home because of Coronavirus and stay-at-home directives. Property Tax revenue is expected to show a slight increase of about 3% over the prior fiscal year budget primarily due to higher property reassessment anticipated to occur.



Property Tax revenue the City receives following dissolution of the San Bruno Redevelopment Agency in 2012 is also included in Property Tax revenue. While these funds come to the City as unrestricted Property Tax, this amount does not replace the amount the Redevelopment Agency previously generated for economic development and housing projects.

Sales Tax - Sales Tax of 9.75% is assessed on every taxable sale in San Bruno. Of the 9.75%, the City receives 1.5% or about 15% of the total tax. For FY2021-22 total Sales Tax revenue is anticipated to increase by 13% from the prior year's receipts. One of the contributing factors to the increase is that the City will collect a full year worth of sales tax according to a Revenue Participation Agreement with Walmart.com for the first time. Additionally, more businesses will gradually return to normal operation and lead to sales recovery. One negative factor to the sales tax is the pending sale of Tanforan Mall. At this time, staff is not able to accurately assess the potential impact of the pending sale. Therefore, the sales tax projection for FY 2021-22 will be updated when more information becomes available.



Transient Occupancy Tax - TOT in the amount of 14% is collected on the cost of each room rental at each of the 12 lodging establishments in the City. COVID-19 will continue to have an impact on hotel operators in San Bruno and across the state. Occupancy declined more than 75% during the pandemic. Significant business travel reductions will have long-lasting implications for TOT revenue for years to come. Staff are projecting a recovery of 82% in TOT revenue in FY2021-22 to \$1.7 million for the year. However, compared with pre-COVID era, TOT will be significantly lower for some time.

Regulatory Card Room Tax – Gambling clubs in San Bruno are required to pay a quarterly tax per table, as required by ordinance. Artichoke Joe’s requested to increase gaming tables from 38 to 43, effective June 1, 2021. Card room tax anticipates to increase by 14% in FY 2021-22.

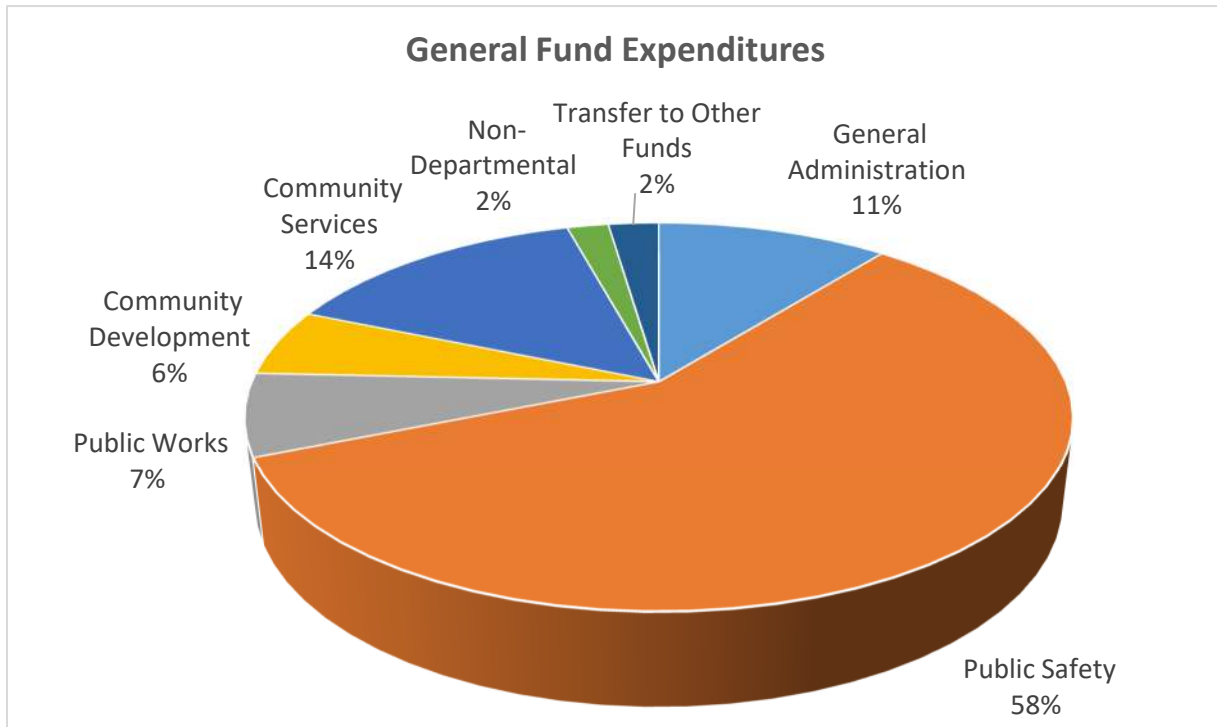
Business License Tax – Business license tax is an annual tax based on prior year gross receipts. The pandemic devastated many sectors of San Bruno’s business community and in most cases gross receipts are flat. The City has outsourced business license tax administration to HdL Companies and the contract expects to go live in July 2021.

Use of Money & Property – Use of money and property will be about the same as the current fiscal year.

Departmental Revenue – Total Departmental Revenues are projected to increase by 37% compared to the FY2020-21 budget. Almost 77% of departmental revenues for FY 2021-22 will be from the Police Department and the Building Division of the Community and Economic Development Department (CED). Police Department collects traffic and parking violation fines. The Building Division in CED expects more permit applications after delays caused by the pandemic, resulting in higher permit fee revenues. The City Council approved user fee increases effective September 1, 2021 and the increases are included in the FY 2021-22 departmental revenues forecast.

General Fund Expenditures

In developing the budgets, staff across all departments have carefully adhered to the City Council's budget policy to control and contain costs at the lowest levels possible to allow for continued service delivery. Using a zero-growth based budgeting practice, departments were directed to evaluate many expenditure line items to determine if it is necessary and to evaluate any available lower cost alternatives. The following graph illustrates General Fund expenditures by functions.

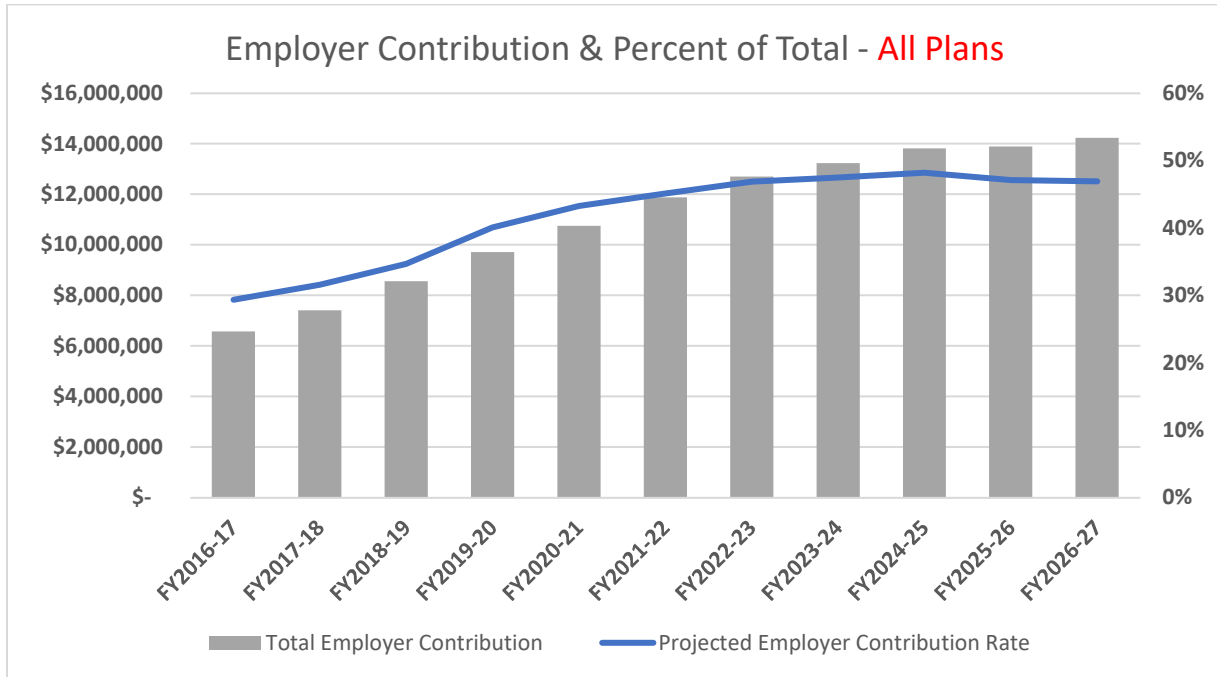


Significant highlights, changes, and comparison of FY2020-21 budgeted expenditures to the FY2021-22 adopted expenditures are described below:

Regular and Part-Time Salaries - Salaries for all full time and part time staff is the single largest category of expenditures in the operating budget at approximately 45% of total General Fund expenditures. The total budget for regular, part-time and overtime salaries across all General Fund departments is \$23 Million.

PERS Retirement - Employee retirement benefits total \$9.5 Million, or 18.6% of the General Fund expenditures. This amount represents an increase of approximately \$600,000 compared to the FY2020-21 budget. The City continues to experience significant impacts from increasing costs for retirement benefits through the CalPERS system. Beginning in FY2018-19, CalPERS reduced the Discount Rate which is its expected earnings on all investments. The only revenues available to the CalPERS system to fund employee pension costs comes from three sources: investment earnings, employee contributions and employer contributions. As a result, the reduction of available revenue in the investment earnings category must be made up from increases to employer contributions.

As you can see in the graph below, the City's contribution to the CalPERS increases each year through FY2026-27.



As a strategy to control increasing pension cost, State legislation implemented pension reform and changes to retirement benefits through CalPERS, which took effect in 2014 and reduced the defined benefits available to employees who are new to the system. New employees hired in 2014 or later will receive reduced pension benefits; however, the City will not see a tangible effect on the City's retirement benefits costs for several more years until the City's workforce transitions substantially from Classic or tenured CalPERS members to new members. Based on projections from CalPERS, cities and other public agencies throughout the state can expect to continue experiencing retirement cost increases.

Employee Insurance Premiums - Employee insurance benefits (medical, life and long-term disability) are provided through the Teamster's Health and Welfare Trust and amount to \$4.8 Million in FY2021-22. The Trust notifies the City of the projected premium increase at the end of each calendar year.

LONG RANGE FINANCIAL FORECAST

Multi-year budgeting and long-range financial forecasting is a key government best practice. Developing a methodology with conservative revenue and realistic expenditure assumptions to review, as it relates to budget decisions and trade-offs, allows for more fiscally responsible

decisions. It also provides additional data and direction for revenue enhancement planning and expenditure controls.

A summary of the long-range financial forecast for the City’s major funds, including major assumptions, can be found below.

General Fund

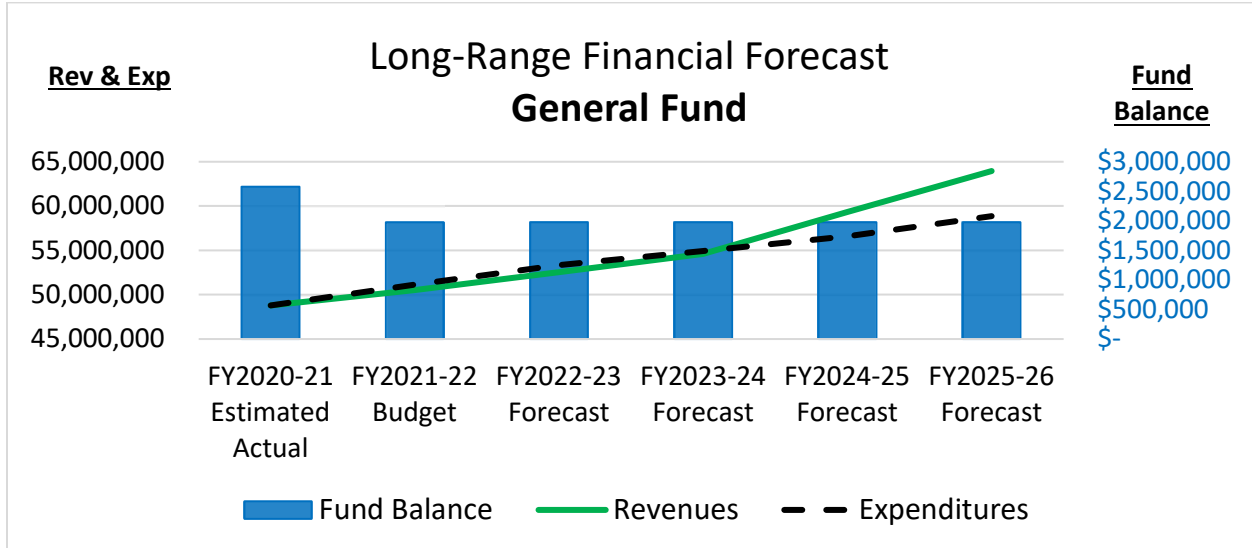
	FY2020-21 Estimated Actual	FY2021-22 Adopted Budget	FY2022-23 Forecast	FY2023-24 Forecast	FY2024-25 Forecast	FY2025-26 Forecast
Revenues	\$48,813,093	\$49,767,229	\$51,814,89	\$53,883,003	\$58,586,820	\$63,202,652
Expenditures	\$48,814,459	\$50,851,490	\$53,040,282	\$54,631,490	\$56,270,435	\$58,576,548
Fund Balance	\$2,573,422	\$1,489,161	\$1,489,161	\$1,489,161	\$1,489,161	\$1,489,161

The General Fund is not expected to recognize significant revenue growth in the upcoming 3 fiscal years through FY2023-24. The economic impacts related to COVID-19 will last for several years and full recovery of economic activity needs time. The City is projecting conservatively for its critical tax revenue sources and monitor the activity closely throughout the operating year to make adjustments when necessary. Property tax annual increases have been strong in recent years, and the financial forecast assumes low growth in the beginning of the forecast. Tax revenues are anticipated to achieve moderate growth after the effects of COVID-19 normalize.

At the time the FY2021-22 budget is being adopted, a number of large development projects are in various stages of review with the City’s Community and Economic Development Department. The City will recognize both one-time and ongoing revenues from development including Planning and Building permits, as well as water and sewer capacity charges, development impact fees, ongoing water and wastewater utility billing and an annual stormwater assessment, and eventually increased property, sales and business license taxes. Development projects often experience delays and timing issues, so forecasting revenue to occur in a specific fiscal year is challenging. The long-range financial forecast considers revenue assumptions for most revenue sources based on existing timelines but discounted heavily to account for potential delays in development.

In the coming 3 fiscal years, the General Fund will continue to experience significant pressure from pension and health insurance costs as well as annual inflationary increases for materials, supplies, equipment and various contracts. The forecast does not assume any additional position increases from what is being adopted in the FY2021-22 budget. The forecast assumes future expenditure reductions will be required in order to achieve the target ending fund balance of \$1.49M during the forecast period. This model will be a tool that staff will use to work with the

City Council to evaluate continued revenue enhancement strategies and on-going expenditure reductions to ensure a balance budget is achieved each year.



Need for New Revenues

As discussed above, the Adopted Operating Budget includes viable strategies to balance revenues and expenditures and to assure continuation of all necessary program and service delivery in the coming year. Continuing cost increases to support necessary services creates a situation where there is insufficient revenue available to support existing service levels in the next three years. In addition, substantial revenues will be required to fund service level improvements desired by residents including traffic and code enforcement, street maintenance and rehabilitation, infrastructure replacement including streetlight poles and Stormwater infrastructure as well as improvement/replacement of critical community facilities such as the library, fire stations and park facilities.

The City Council continued focused discussion on strategies to address this situation will continue further focused evaluation over the coming year. During the last couple of year, many revenue enhancements have been implemented, including Development Impact Fee (DIF) Program, Water and Wastewater Utility Billing Improvements, Measure G – District Sales Tax Measure, Business License Tax and Transient Occupancy Tax audits.

During FY 2020-21, the City initiated following strategies that are currently underway in order to increase revenue generation:

- **Cost Allocation Plan (CAP) and User Fee Study (UF)** – The City’s master fee schedule has not been comprehensively reviewed in many years. In order to ensure that the City’s fees for services provided are accurate, allowable and cost recoverable, staff are updating its cost allocation plan to ensure full cost recovery of City costs not directly associated to a service being provided, re-baselining fees in the master fee

schedule based on fully loaded staff costs and re-aligning fees to City services. The completed User Fee Study was adopted by the City Council in June. The new user fees will become effective September 1, 2021.

- **Business License Administration** – The City decided to outsource business license administration to a third-party vendor and rely on the vendor’s technology to streamline the City’s business license application and renewal process. The contract is expected to go live in July 2021, reduce the City’s staffing cost and increase business license related revenues.
- **Transient Occupancy Tax Rate Increase** – The City Council placed Transient Occupancy Tax rate increase on the ballot and increased the rate from 12% to 14% as of March 1, 2021.
- **Short Term Rental Ordinance** – Early in 2020, the City Council received a preliminary report from staff and a draft ordinance for regulating and collecting Transient Occupancy and Business License Tax from short-term rentals in San Bruno. Although there would be additional revenues from formalizing a regulatory program, additional staff and other costs would increase to administer the program. Initial revenue and expense projects show very little additional revenue to the City if this program were to proceed. Staff has issued letters to short-term rental operators/platforms in an effort to collect taxes related to short-term rentals.

These successful efforts will result in additional revenue to the City over time; however, the additional revenue will not be adequate to fund all priority projects and strategic initiatives approved by the City Council and articulated in the Operating and Capital Budgets

Enterprise Funds

The City’s four Enterprise operations provide business-type services that are rate and fee supported. To cover the cost of administrative and other services provided through the General Fund operating departments including the City Manager, Finance and Human Resources, each Enterprise Fund Budget shows an administrative allocation to the General Fund.

The same zero-growth budgeting approach to build expenditure proposals contained in the General Fund applies to Enterprise Fund Budgets. This approach, which requires careful review of each adopted expenditure, relieves some pressure for further customer rate increases that might otherwise be required to cover cost increases associated with staff time and acquisition of necessary supplies, contract services, and other operating expenses.

The City completed a comprehensive review of operating and capital needs in the Water and Wastewater Enterprises and established a new multi-year utility rate schedule in April 2017. The rate analysis included careful evaluation of all operational costs and the planned schedule and costs for delivery of capital improvement projects necessary to replace and rehabilitate the City’s aging water and wastewater system infrastructure. The multi-year Water and Wastewater rate program adopted by the City Council in May 2017 provides for an annual 5% rate increase through FY2021-22. To lessen the financial burden on residents in the era of COVID-19, the City Council decided not to increase water and wastewater rate in FY 2021-22.

The following table shows a comparison of the FY2020-21 revenues and operating expenditures (less capital outlay, equipment and debt service payments) for the City's Enterprise Funds to the amounts adopted for FY2021-22.

Fund	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Adopted Budget
Water			
Revenue	\$17,378,083	\$17,380,923	\$17,077,121
Expenditure	\$10,650,809	\$10,179,828	\$10,203,708
Wastewater			
Revenue	\$17,929,376	\$17,816,800	\$17,989,376
Expenditure	\$9,729,227	\$9,101,147	\$9,809,554
Stormwater			
Revenue	\$693,000	\$657,009	\$659,500
Expenditure	\$1,195,302	\$1,084,502	\$1,465,874
CityNet Services			
Revenue	\$9,399,433	\$9,399,434	\$9,810,775
Expenditure	\$9,699,370	\$9,364,066	\$9,478,829

Water Enterprise

The Water Enterprise supplies potable water to residents and business customers from the City's own groundwater pumping operations and from water purchased through the San Francisco Public Utilities Commission (SFPUC). The City's water system includes five production wells and eight storage tanks in six locations throughout the City. The City's average annual water production capacity is 1,900,000 gallons per day.

Under the terms of the Groundwater Storage and Recovery Agreement among the San Francisco Public Utilities Commission (SFPUC), San Bruno, Daly City and California Water Company the City curtails pumping from its wells to allow replenishment of groundwater levels during periods of time that surface water available through the SFPUC is sufficient to supply the City's entire water delivery requirement. The City does not pay an additional cost for this in lieu water but continues to incur well operating and maintenance costs to regularly exercise the wells and to assure that the wells remain fully operational and can be put into regular service when needed.

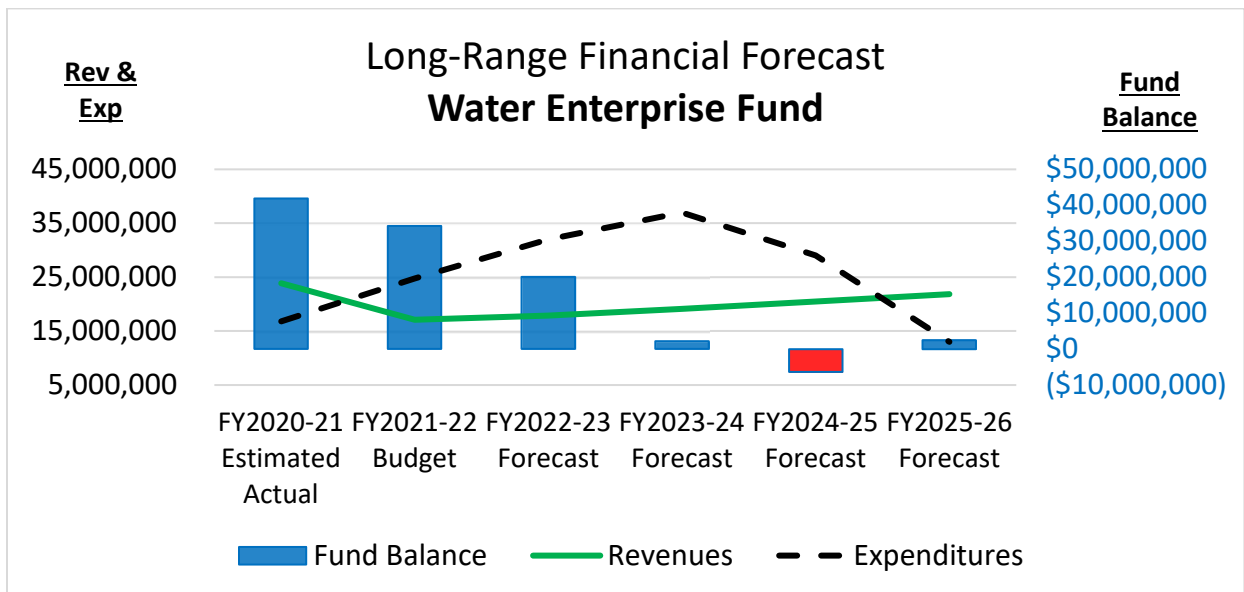
For FY2021-22, Water Enterprise costs are anticipated to increase compared to the prior year budget with total operating expenditures of \$10.6 Million. Once operating expenditures are covered, the remaining revenue amount of \$6.5 Million is invested in the Water Fund Capital Improvement Program to fund the City's system infrastructure replacement and rehabilitation

program. That program includes a comprehensive plan and schedule for replacement and rehabilitation of the City’s 50-100-year-old Water system pumps, storage tanks, pipelines and other facilities in order to support their ongoing service reliability.

In 2017 the City’s Public Financing Authority issued Water Revenue Bonds to finance acquisition of water system improvements to assure sufficient funds are available to complete critical capital projects on schedule. The bonds are payable solely from the revenues of the water system.

Priority water system capital projects planned for significant work and delivery during the coming year include the Main Improvement and Replacement Program that will replace Water main lines throughout a large area of the residential neighborhoods in “the Avenues” east of El Camino Real and the Water Tank Improvement and Replacement Program that will begin construction of the new Cunningham Water Tank. The several infrastructure capital projects planned for significant work during the next 5-years are discussed in detail in the FY2021-26 Capital Improvement Program.

The long-range financial forecast for the Water fund is strong in the near term but faces challenges starting in FY 2023-24. Rates are held flat in FY2021-22 and increase in future years to yield additional, annual revenues to support ongoing operations and priority capital improvements. The capital projects are large and complex and require multi-million-dollar investments in a short period of time. The fund is forecasted to experience to decline annually and a fund deficit will occur in FY 2024-25. Capital improvement projects will be evaluated annually and some may be delayed during the forecast period to sustain the fund’s self-supporting status.



Wastewater Enterprise

The Wastewater Enterprise operates and maintains the wastewater collection system throughout the City and provides for the City's 33% shared cost of operating the South San Francisco/San Bruno Wastewater Treatment Plant located in South San Francisco.

The City's operating and capital work programs in the Wastewater Enterprise have continued to be guided in large measure by the requirements of the Regional Water Quality Control Board compliance order and the settlement requirements of the lawsuit brought by San Francisco Baykeepers in 2010. These actions resulted from the City's violations of the stringent requirements of the Federal Clean Water Act prohibiting any release of untreated wastewater making its way to the Bay or another waterway. Those violations occurred in 2008 and prior. The corrective actions are directed at achieving significant and sustainable reduction in Sanitary Sewer Overflows (SSO's).

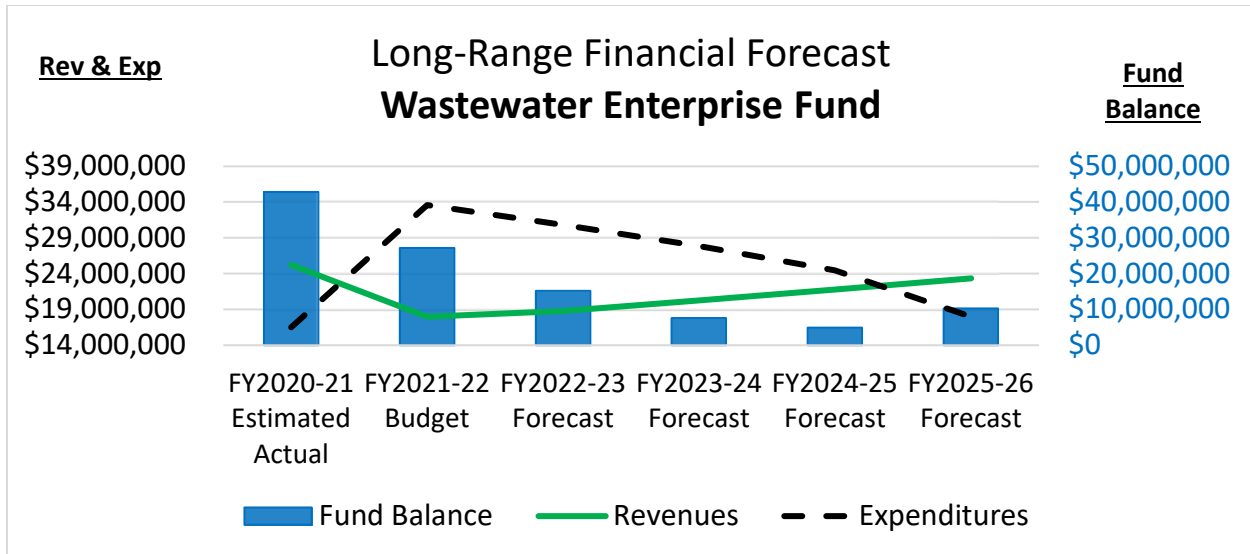
The City has re-tooled its regular wastewater system maintenance and operational procedures to improve system performance, reduce system overflows and the meet the specific requirements and targets of the City's compliance agreements. These revised operational practices include regular video inspection of mainlines to identify locations of potential failure, a spot repair program that provides timely repair to short line segments that are not scheduled for a more comprehensive pipeline replacement and a robust line cleaning program addressing known areas of root intrusion and other potential blockages.

The effort of City staff in implementing improved maintenance and operation practices along with the City's substantial investment in equipment including a dedicated video inspection vehicle and high pressure vector vehicles have been successful. So much so that the City has exceeded the specific requirements of the compliance orders in each of the last three years, reducing the number of SSO's from a high of fifty-four in calendar year 2008 to only two in 2017. In an email dated April 2021, San Francisco Baykeepers informed the City of September termination of the compliance orders.

The City's established five-year wastewater rate program took effect July 1, 2017 and provides for annual 5% rate increases through June 30, 2022. The City Council has decided not to increase wastewater rate in in FY2021-22 to lessen the burden on residents after COVID. Total system revenues for FY2021-22 are projected to be \$18.0 Million and operating costs are budgeted at \$10.2 Million.

The rate program as well as the 2017 issuance of Wastewater Revenue Bonds in conjunction with the Water Enterprise debt issuance assures adequate funding will be available for all Wastewater operations and to fund continuation of the City's aggressive capital improvement program to replace and rehabilitate the collection system facilities and main lines throughout the City. The Wastewater Enterprise also funds the City's share of costs associated with a comprehensive program to upgrade the shared South San Francisco Wastewater Treatment Plant facilities. During the coming year, Wastewater system capital project priorities will focus on Main Improvement and Replacement projects along 1st Avenue, Crystal Springs Road, Crestwood Drive and in the Avenues east of El Camino Real as well as Pump Station Improvement and Replacement projects at the Spyglass, Crestwood, Crestmoor and Lomita Pump Stations. The FY2021-26 Capital Improvement Program discusses planned infrastructure capital projects in detail.

The long-range financial forecast for the Wastewater fund is strong but also has its challenges. Like the water enterprise fund, the annual rate increases in future years will yield additional, annual revenues to support ongoing operations and priority capital improvements. The capital projects are large and complex and required multi-million-dollar investments in a short period of time. The fund is forecasted to experience a decline in fund balance through FY2024-25 but is expected to rebound the year after.



Stormwater Enterprise

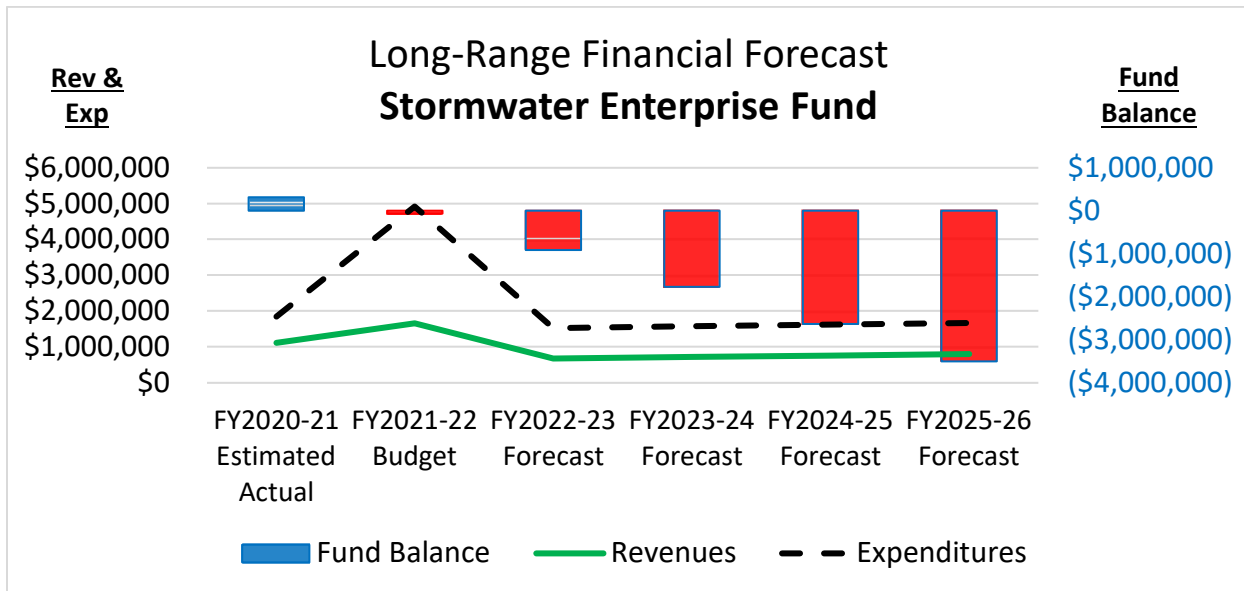
The Stormwater Division of the Department of Public Works is responsible for maintaining the Stormwater conveyance system, as well as adhering to the requirements outlined in the National Pollutant Discharge Elimination System (NPDES) permit. Stormwater fees are collected through the County property tax, and a minimum of \$46.16 per assessor parcel number (APN) is assessed for most properties in San Bruno.

In recent years, many cities have asked voters to approve of a dedicated funding source as the annual property tax assessment has proven to be inadequate to fund ongoing operations and necessary equipment and capital investments to meet federal requirements. The FY2018-19 adopted budget approved of 2 additional maintenance workers to provide trash capture device cleaning and maintenance to ensure we meet federal standards. Over the past year and a half, Finance and Public Works staff have worked closely to delay and/or minimize operating expenses.

The financial forecast projects a negative fund balance in FY2021-22 with the negative fund balance increasing each year thereafter. The planned stormwater system capital improvement projects are to be funded by the General Fund due to the lack of dedicated stormwater fees.

The City has not been able to collect sufficient revenue to replace/repair the aging stormwater system. The City held a mail ballot property-owner election to increase Storm Drainage and

Flood Protection Fee on June 15. The initiative was rejected by voters overwhelmingly and the City is exploring alternative options to address much needed stormwater system improvements.



CityNet Services Enterprise

The City provides a broad range of broadband video, data and voice services to residential and business customers over a cable network consisting of over one hundred miles of fiber optic and coaxial cable throughout the entire San Bruno community. The CityNet Services Enterprise also operates San Bruno Cable Channel 1 which covers all local City meetings, events, local programming, and informational public service programming and announcements. San Bruno Cable Channel 1 remains one of the most readily available and used informational resources for the San Bruno community and has proven to be a vital mode of communication particularly during the COVID-19 pandemic to inform citizens of services available to them.

The City took a bold step forward in the early 1970's when it initiated building a state-of-the-art coaxial cable television system to serve the San Bruno community. Over the years as technology has evolved and additional types of programming and services could be delivered to homes over the system, San Bruno CityNet Services has continued a regular program of upgrades and adoption of new technologies to assure that services remain robust and competitive in what has become an increasingly competitive market environment. No other cable television provider has operated inside San Bruno in direct competition with San Bruno CityNet Services. San Bruno CityNet Services remains one of only a small handful of incumbent municipal technology providers in the nation.

Over the last decade, as new technologies have emerged and evolved at a rapid pace, the CityNet Services Enterprise has become increasingly subject to competitive pressure from outside operators using wireless and other technologies to deliver video, voice and internet services. The environment of rapidly changing technology is dramatically shaping and affecting the way San Bruno CityNet Services and others do business. Where basic cable services were previously the "bread and butter" of the cable industry business, San Bruno CityNet Services,

like all of the biggest companies in the business including Comcast and others, has seen substantial decline in basic cable subscriber counts and revenues. At the same time, the Enterprise is experiencing moderate revenue growth in its residential and commercial internet service revenues.

Over the past several years, as the CityNet Services Enterprise has experienced increasing competition and has completed new projects to add services and new technologies, subscriber revenues, the only source of Enterprise revenues, have not kept pace and have fallen far short of the capital investment required to stay current and to retain customers. As a result, the CityNet Services Fund has gradually developed a financial deficit that is estimated to reach approximately \$14.5 Million by the end of FY2020-21.

As an initial effort to address the deficit, the City Council approved a proactive, multi-year staged reduction of Enterprise costs by gradually eliminating the “equity transfer” amounts the Enterprise paid annually for over 40 years since its inception to support the General Fund Operating Budget. At 10% of the Enterprise’s gross subscriber revenues, the equity transfer reached nearly \$1,000,000 annually. In addition, the Enterprise historically paid a 5% franchise fee not only on video services as allowed by federal law, but on all revenues including the growing internet business revenues. Beginning in FY2015-16, these transfer amounts have gradually been reduced and eventually eliminated in the FY2019-20.

Previous investment in the CityNet Services Enterprise infrastructure has generally kept the system current with state-of-the-art technology that is comparable to any offered by other providers. And consultation with industry experts has demonstrated that the basic cable system infrastructure is adequate to incorporate new technologies and that the business plan pursued by San Bruno CityNet Services is both strategically correct and well delivered.

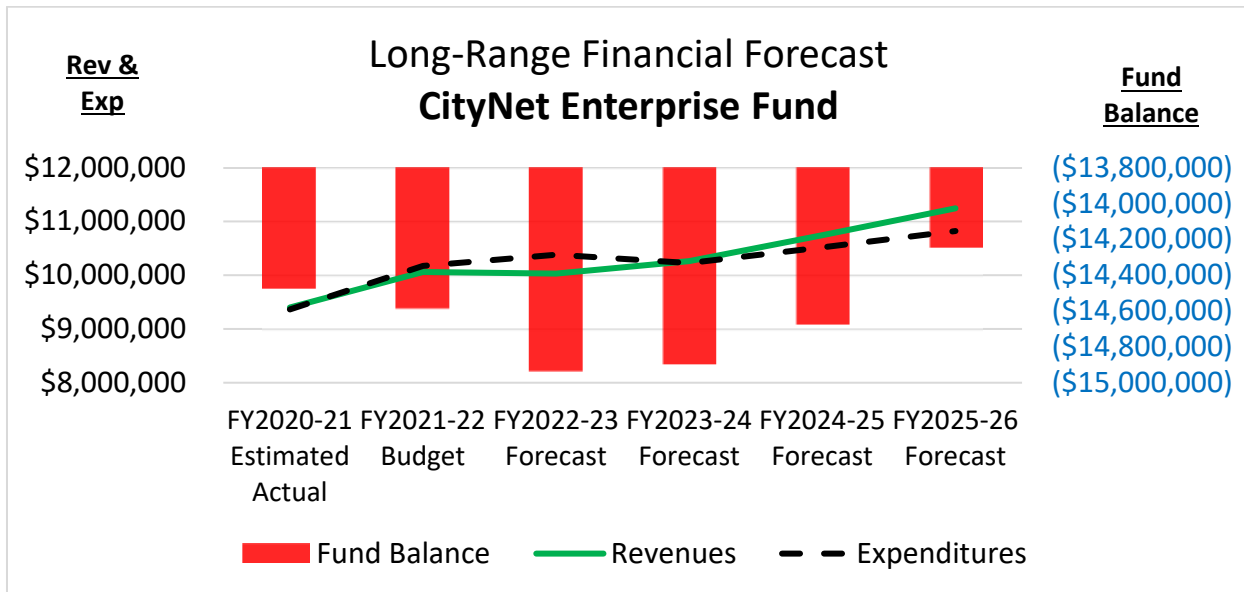
However, the future vitality of San Bruno CityNet Services now requires an additional, and even more costly investment to build a fiber to the home (FTTH) system throughout the entire community. FTTH would afford the City a very stable and nearly maintenance-free infrastructure for delivery of an even wider spectrum of technology services – importantly including internet speeds up to 1 gigabit.

From here and beyond the multi-family complexes already implemented, a City-wide deployment of FTTH is projected to cost approximately \$12,400,000. This amount would need to be provided upfront and would increase the Enterprise deficit for a period of years until subscriber counts and associated revenues increase sufficiently to generate adequate funds to cover the cost. City staff are currently exploring ways to fund the FTTH project and the future direction of the Enterprise and its Business Plan hinge on this important project.

The CityNet Services Enterprise is positioned to stabilize operations, implement technological improvements to serve existing customers and attract new customers and become fiscally solvent in the coming years. As long as the Enterprise remains in a financial deficit position, the impact falls on the City’s General Fund to backfill the Cable Fund shortfall. The City will need to quickly determine whether continued investment by the General Fund is desirable given the variety of other pressing General Fund needs or whether it is necessary for the City to outsource CityNet Services operations and system improvements or sell the system outright in order to protect the investment already made by the City. The City Council plans to continue and reach conclusion on these discussions in the coming months.

The cost of doing business with television channel providers and equipment vendors in the pay-tv industry have made it imperative that CityNet raise the rates to pay operational costs. A rate increase took effect on April 1, 2020. With the spread of Coronavirus, some customers have fallen behind on their payments. CityNet took great strides in FY2020-21 to control expenses and focus on higher margin business. Despite of loss of revenues due to delinquency, its operating revenues are expected to yield a slight surplus over operating expenditures in this year. However, there is no excess funding for debt services and General Fund will need to cover the payment.

In the long-range financial forecast, the negative fund balance is expected to grow to \$14.9 million in FY 2022-23 and decrease gradually in the years after.



INTERNAL SERVICE AND EQUIPMENT RESERVE FUNDS

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains four Internal Service Funds including the Central Garage and the Building and Facilities Division operated through the Public Works Department, Technology and Self-Insurance. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. For FY2021-22, the Internal Service Allocation transfer amounts to \$6.5 Million. This amount covers the cost of expenditures required to support operations of the Central Garage, Building & Facilities Division and the Information Technology Division. All internal service funds are anticipated to have a minimum fund balance at the end of FY2021-22 equal to 15% of annual, operating expenses – the target set in the City’s reserve policy.

In prior years, General Fund departments would contribute annually into the City’s Equipment Reserve Fund in order to fund equipment and vehicle purchases. In FY2020-21 the City Council eliminated the annual equipment reserve allocation as a budget balancing strategy. The

FY2021-22 adopted budget continues to delay the reinvestment of funds into the Equipment Reserve Fund until additional financial resources have been identified.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is designed to identify, plan and develop projects using a long-term vision for the community’s facilities and infrastructure needs. The CIP Budget outlines work programs, project descriptions, and funding needed projects to be undertaken in the next 5-years. The CIP Budget covers a one-year period and includes adopted funding allocations to each project for work that is expected to occur during the budget year. Changes to existing projects, as well as the addition of new projects, may occur during the 5-year planning period as new needs requiring attention and allocation of resources are identified. The work program is updated every year as part of the CIP Budget development and review process.

Overall, the FY2021-22 Capital Improvement Program identifies more than 100 funded and underfunded projects/programs organized in 9 categories. \$238.2 Million in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. \$142.4 Million of this amount is the expected cost of scheduled improvements to the City’s water and wastewater systems.

The following summarizes the total capital plan for all approved capital projects over the next 5 fiscal years in each of the established project categories.

Project Categories	Total Capital Plan
Water	\$76,434,425
Wastewater	65,974,341
Stormwater	3,449,964
CityNet Services	250,000
Parks	8,956,615
Police	73,231
Facilities	54,642,030
Streets	25,281,449
Technology	3,160,000
Total	\$238,222,054

Many projects appearing in the CIP are scheduled for completion over a multi-year period. In each year, some projects are completed, closed out and removed from the program. A total of 13 projects in the adopted Capital Improvement Program were completed during FY2020-21. These projects have all contributed to extending the useful life of critical infrastructure and

facilities and several of them provide visible improvement to safety and aesthetics in the community. The following projects have been completed and removed from the CIP:

- Water Main Improvement and Replacement in Avenues No. 1-1 and 1-2
- Sewer Main Improvement and Replacement in Avenues No. 1-1 and 1-2
- Crestmoor Canyon Slope Stability Project
- Crestmoor Neighborhood Reconstruction
- Senior Center Deck Replacement
- 2020-21 Street Rehabilitation Project
- San Bruno Avenue Intersections
- El Camino Real and Angus Intersections
- Data Security, Business Continuity, Disaster Recovery Improvement
- Tyler Content Management Upgrade
- Digital Permit and Management System

New projects for FY2021-22 in the Adopted Capital Improvement Program include:

- Channel 1 Upgrade
- Beckner Shelter
- Citywide Wildfire Mitigation
- Posey Park
- Citywide Baseball Field Lighting and Fencing Upgrades
- City Facilities Securities Improvements
- Fire Station 51 Facility Improvement
- Fire Station 52 Facility Improvement
- Library Facility Improvement
- Senior Center Facilities Improvement
- Senior Center Parking Lot Improvement
- Transit Corridor Pedestrian connection Project Phase 4
- Downtown Trash Receptacles and Newspaper Rack Enclosures
- Bicycle and Pedestrian Improvements near Mills Park Development
- Pavement Management Program – 2021-22 Slurry Seal
- Pavement Management Program – 2022-23 Street Rehabilitation Project
- Pedestrian Safety and Traffic-Calming Program – Oak and Crystal Springs Road
- E-Trackit and Trackit Upgrade
- EOC Equipment Upgrade
- Business Continuity – Disaster Recovery Plan
- ERP Upgrade

While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. The FY2021-22 CIP Budget includes \$501 Million in capital projects that do not have a designated funding source. These projects are shown in the Unfunded Priorities section of the CIP. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library, City Hall, Fire Station 51 and 52 and the City's maintenance yard facilities that were originally constructed in the 1950's. While the buildings remain reasonably serviceable, they are increasingly outdated and will eventually

need to be replaced. These projects remain shown in the CIP so that they are included in the City's long-term strategic planning and remain priorities for future funding initiatives.

Although these projects do not have available funding to move them to completion, they do represent projects with an identified need to protect the integrity of critical City facilities and infrastructure. Rehabilitation and replacement of these City facilities is one of the several issues driving a need for the establishment of a thoughtful strategic plan to grow General Fund revenues over the next several years. The City has generally relied on the General Fund Capital Reserve to fund necessary, but relatively minor facility repair and improvement projects as needed including such work as roof replacement, kitchen, and restroom improvement and minor remodeling to meet expanded or changing operational needs. Unlike other City reserve funds that are saved for use in the event of unexpected revenue loss, emergency or other "rainy day" situation, the General Fund Capital Reserve is intended to be used as needed to fund General Fund facility and infrastructure (streets, sidewalks, streetlights, etc.) projects that do not have another identified funding source. Additionally, development impact fees will be a critical funding sources to implement capital projects in the future.

The General Fund Capital Reserve is designated by City Council policy to maintain a minimum \$5 Million balance with expenditures replenished by eligible one-time revenues and excess General Fund operating revenues available at the close of the prior fiscal year. The City received \$4.5 million in community benefit payment from YouTube in FY 2020-21. This fund is earmarked for capital improvement projects and deposited in the General Fund Capital Reserve. The Reserve balance is projected to be \$9 million in FY 2021-22.

SERVICE LEVEL ENHANCEMENTS

The City endured significant service cuts during the FY 2020-21. The entire City team is dedicated in providing the best services to San Bruno residents and communities. However, it is undeniable that staff resources are overwhelmed, and the overall morale is at risk. With this budget, staff proposes limited service enhancements over the current operation model, reinstating 12 previously frozen positions, and adding 6 new positions. Staff proposes to fund the enhancements with a variety of funding sources including developer reimbursements, General Fund and ARPA.


The detailed list of service enhancements is included in the adopted budget document. In summary, the total supplemental requests amount to \$3.1 million, including \$0.5 million net impact to the General Fund.

CONCLUSION AND ACKNOWLEDGEMENTS

The City's adopted General Fund budget is balanced for FY2021-22 after applying \$1,084,261 from the General Fund balance. Approved service level enhancements are predominantly funded by the American Rescue Plan Act. The budget does not make any provisions for pending labor negotiations, which may need additional appropriations from the City Council

I want to personally thank each employee that works to move San Bruno forward each and every day. The budget team led by Finance Director Qianyu Sun includes Accounting Manager

Darlene Wong, Financial Services Manager Esther Garibay-Fernandes, Accountant Charlyn He, Payroll Specialist Benjie Lin, Assistant to the City Manager Jennifer Dianos, and Public Works Management Analyst Jacinta Liang worked long hours and provided wise analysis to make sure this Adopted Budget contains clear, accurate and understandable information to make it easy for the City Council and members of the public to use. I truly appreciate their contributions and their support.

A handwritten signature in blue ink, appearing to read 'Jovan D. Grogan', with a stylized flourish extending to the right.

Jovan D. Grogan
City Manager

Service Level Enhancements
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Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
General Fund					
City Manager					
<p>City Manager's Office Professional Service - In the recent past, for at least the last 7 years, the City Manager's Office budget has not included a financial appropriation for general professional services. While this budgetary limitation is undoubtedly related to the fiscal challenges that have faced the City, it creates an inability to efficiently address needs for consultant and other external services that arise throughout the fiscal year. Examples include the need to hire a consultant to advance an urgent policy or regulatory need, hire an appraiser for City property, partner with other municipality on the cost to issue an RFP for shared services, or obtain expert assistance to advise on a complex operational or policy issue. An examination of prior budgets reveals that the professional services line item in the City Manager's Office has been budgeted at zero dollars or used to fund specific initiatives in a given year. Examples of the specific initiatives include:</p> <ul style="list-style-type: none"> •\$115K in FY15-16 for Economic Development efforts •\$125K in FY16-17 for a Facilities Vision Plan •\$60K in FY20-21 for the Stormwater Ballot Measure <p>The proposed \$150K in the upcoming FY21-22 is intended to fund the following:</p> <ul style="list-style-type: none"> •\$60K for grant writing assistance (Council Strategic Initiative) •\$40K for Cannabis regulation research and implementation (Council Strategic Initiative) •\$50K for general consultant and external services 		150,000		-	150,000
City Manager Total		\$150,000	\$ -	\$ -	\$150,000
Human Resources					
<p>Data Analysis Software HRIS - Human Resources and Finance staff have been working to identify processes and programs for improvement through technological upgrades to streamline operations and enhance internal and external customer services, particularly with upgrading an antiquated payroll system and replacing the City's paper-based employee management with a cloud-based Human Resources Information System (HRIS). A number of vendors provide these desired services with a user-friendly interface, but also offers additional modules that would benefit the City with its onboarding process, benefits management, performance and goal setting process, learning management, forms and file management and robust applicant tracking system at a bundled discount price. These services not only benefit City staff by automating these internal processes, but also provides better customer service with respect to recruitment as it simplifies the application process for potential applicants and streamlines the hiring process. The approximate cost was supplied by one of the vendors that provides these services. The department plans to survey a number of vendors and select the one with features that meet the needs of the City balanced with ongoing cost-effectiveness.</p>	Proactive Planning	40,000	60,000	-	100,000
Human Resources Total		\$40,000	\$ 60,000	\$ -	\$100,000
Finance					
<p>Bloomberg Terminal - The city manages a portfolio of \$127 million. Bloomberg provides open pricing and security information which are critical to trading. Without it, staff relies solely on the honesty of brokers, which leaves the City at undue disadvantage. The proposal is to treat the Bloomberg license fee as a negative interest and spread the cost to all funds with equities in the portfolio.</p>	Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality	27,660	-	27,660	-
<p>Data Analysis Software - Power BI and Tableau are two widely used data analysis tools by finance professionals. These tools enhance data analysis capability over Excel. The unit license cost is \$120/year for Power BI and \$840/year for Tableau. The request includes 3 individual licenses for each software for staff who are able to use the tools.</p>	Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality	3,000	-	-	3,000
Finance Total		\$30,660	\$ -	\$ 27,660	\$3,000
Police					
<p>Add 2 FTE sworn Police Officers - Google operates its worldwide headquarters for its YouTube business within the City of San Bruno. Google recognizes that their YouTube business and facility increase the burden on the city to provide for the safety, security and order for the entire City of San Bruno. This burden draws down the current available law enforcement resources available. Google wishes to reduce the burden on law enforcement resources by entering into a cost recovery agreement with the City to provide for two full time police officer positions. These positions will augment current law enforcement resources to provide for the safetyband security of their campus and the surrounding areas. Once it is approved, Police's baseline overtime budget for this purpose in the past will be reduced by the same amount.</p>	Protect & Improve Community Aesthetics and Safety	310,278	-	310,278	-
<p>Avigilon VMS – Security Camera Software Support Move of the PD's CCTV system from the internal network to the Avigilon server. Moving this off of the local police network will speed up network traffic in the station and allow both networks to work better.</p>	Protect & Improve Community Aesthetics and Safety	10,550	-	-	10,550

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
<p>Intrado maintenance renewal for 911 phone system Maintenance and support services for PD's 911 Intrado call handling equipment and software.</p> <p>Software Protection and Remote Technical Support On-Site Maintenance (for 1 to 10 positions) Hardware Protection Stand Alone System</p> <p>Historically, the State of California paid for maintenance directly. The State is now requesting that all law enforcement agencies pay the annual bill and submit a reimbursement request to the State. The full amount is reimbursable and will be reflected in PD's revenue.</p>	Protect & Improve Community Aesthetics and Safety	12,600	-	12,600	-
<p>iRIMS Software - Beginning in FY2021-22 the Police Department will be required by State Law to collect and report what is known as stop data to CA DOJ. The collection and reporting of this data, pursuant to RIPA, is a laborious process for patrol, supervisors and records staff alike. As an example, a simple traffic stop that previously required less than a minute of work to close out when completed, is now expected to require nearly 45 minutes of staff time. This mandatory new workload will have an obvious impact on staff and on available staff time for critical public safety priorities. iRIMS provides and expanded interface to our existing RIMS CAD/RMS System that enables patrol officers to more easily collect and report stop data in real time, using an encrypted program on their department-issued cellular phones. This is expected to cut the data collection time in half, reduce data entry errors significantly, and reduce the approval time required of Sergeants and Records Staff. Moving forward with stop data collection and reporting without iRIMS will be less secure, more time consuming and will generate notably more errors in our data. We have chosen to collect stop data using our existing CAD/RMS System whereas many other cities have purchased stand alone software to do so, at significant additional expense, well beyond the allocation requested for iRIMS. Full amount can potentially be reimbursed by the State Our annual RIMS bill will increase by \$3300 beginning FY2023 if the iRIMS enhancement is approved, this will be a reoccurring expense.</p>	Protect & Improve Community Aesthetics and Safety	27,100	-	-	27,100
Police Total		\$360,528	\$ -	\$ 322,878	\$37,650
PW Admin & Engineering					
<p>Add 1 FTE Principal Civil Engineer - The Principal Civil Engineer position will focus on land development. Areas of responsibility will include overseeing private development, encroachment permits, and Public Works Engineering plan review of building permits. This Principal Civil Engineer will supervise junior staff such as Assistant and/or Associate Civil Engineer for land development and technician/inspector in the plan review and inspection of private owner work in the public right-of-way and easements. Under the supervision of the City Engineer, the Principal Civil Engineer will personally manage more complex private development projects and coordinate the activities of consultants in a variety of supporting disciplines. The City currently has over 20 private development projects, several that are particularly large and/or complex, such as YouTube, Crestmoor High School, Engvall School, and Mills Park redevelopment. The City currently has only one Associate Engineer in land development, which is insufficient to meet its substantial needs. The City Engineer, existing Principal Civil Engineer, and Associate Engineers for the Capital Improvements Program (CIP) are all currently also managing private development projects, diverting much needed attention on the CIP and other general engineering activities. A Principal Civil Engineer is being recommended so that land development activities can be consolidated as a division within the Engineering group. Public Works Admin/Engineering brought in approximately \$158,000 in revenue from receipts from reimbursement agreements in FY 2019-20. The reimbursement rate of an Associate Engineer is currently approximately \$70-\$75 / hour and a Principal Engineer is approximately \$80 / hour. With the master fee schedule update, the revenue from reimbursements of private development would be expected to double. There is not a shortage of projects to manage. Currently a majority of the plan review of plans is conducted by external consultants because there is no bandwidth to perform the review internally; however, staff still need to manage consultants. Consultants rely on City-specific feedback on policies and processes. Should development activity slow, which has not been evident and is not expected to occur in the near term, staff could shift to performing more of the plan review.</p>	Proactive Planning	180,250	-	158,620	21,630
Traffic Engineering Services	Proactive Planning	80,000	-	-	80,000
Long-term document storage facility annual rent	Proactive Planning	2,000	-	-	2,000
Temporary engineering workers for special projects and staff support	Proactive Planning	28,400	-	-	28,400
Public Works Admin & Eng Total		\$290,650	\$ -	\$ 158,620	\$132,030

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Planning					
<p>Affordable Housing Fund Program Implementation Plan - This budget enhancement was authorized by City Council on November 12, 2019 as part of the Q1 financial update for the FY2019-2020 budget. Due to staffing challenge, the Request for Proposal (RFP) to select the adequate consultant to implement City's Affordable Housing Fund program is yet to be finalized. This fund will assist City staff in implementing City's Affordable Housing Fund program.</p> <p>As of March 2021, the City has approximately \$3.8 Million in the affordable housing in-lieu fund. The fee was established in 2008 and applies to both residential and nonresidential development projects. Due to the significant investment cost associated with constructing a new affordable project in the area and the affordable housing fees not be sufficient to fund such project, the City has yet to utilize these funds. As this fund was previously authorized to retain a consulting firm to conduct research and develop a plan and implementation alternatives in 2019, staff requests the \$70,000 fund to be made available for the FY2021-22 to continue identifying such consulting firm. Once implemented, the Affordable Housing Program implementation plan will help to ensure the funds are programmed effectively. It is important to note that several large development projects are in the pipeline which will soon make a significant contribution to the existing fund.</p>	Proactive Planning	-	70,000	70,000	-
<p>Planning and Housing Intern - The request is for a returning and limited-time Planning and Housing Internship position that will start in summer 2021 and last approximately 600 hours. The intern will work on an average of 30- 40 hours a week under the direct supervision of the City Planning and Housing Manager or the Department Director with a special focus on City-lead affordable housing programs and preparation for the next Housing Element. The City Planning Division administers the City's Affordable Housing Program but has no dedicated staff to work on this, and it has not been prioritized over other more urgent work. The intern will also assist in other assignments in the Planning division.</p>	Proactive Planning	25,596	-	-	25,596
<p>On-call clerical support Part-time or Service (50% Planning and 50% Building) - The Department currently does not have dedicated clerical support and each individual staff member is responsible for its own administrative function. For instance, a planner's time is spent on making copies, addressing envelopes, responding to status of a building permit review, and mailing public notices. With the forecasted increase in development activities in the next few years, additional dedicated clerical support for the Department will allow planners and building staff to focus on their specialized tasks at hand. This service can be satisfied either through an on-call service or a part-time clerical position. Estimated cost for either an on-call clerical service or a part-time staff is \$25,000 per year.</p>	Proactive Planning	13,331	-	-	13,331
Planning Total		\$38,927	\$70,000	\$70,000	\$38,927
Building					
<p>On-call clerical support Part-time or Service (50% Planning and 50% Building) - The Department currently does not have dedicated clerical support and each individual staff member is responsible for its own administrative function. For instance, a planner's time is spent on making copies, addressing envelopes, responding to status of a building permit review, and mailing public notices. With the forecasted increase in development activities in the next few years, additional dedicated clerical support for the Department will allow planners and building staff to focus on their specialized tasks at hand. This service can be satisfied either through an on-call service or a part-time clerical position. Estimated cost for either an on-call clerical service or a part-time staff is \$25,000 per year.</p>	Proactive Planning	13,331	-	-	13,331
Building Total		\$13,331	\$0	\$0	\$13,331
Recreation					
<p>Holiday decorations for the downtown area including a tree for Centennial Park to hold the annual tree lighting ceremony</p>	Strengthen Community Connections, Engagement, and Communication	-	25,000	-	25,000
Recreation Total		\$0	\$ 25,000	\$ -	\$25,000

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Parks Maintenance					
Additional overtime - Funding is needed to support small projects that arise requiring work beyond the scope of the day to day work of the Parks Maintenance Division. Examples of these include but are not limited to: •College Drive Median renovation •Park area rehabilitation projects •Support of Streetscape related projects	Proactive Planning	30,000	-	-	30,000
Reclassify Maintenance Worker II to Parks Maintenance Technician II - The Parks Division's Tree Program Team is currently comprised of a Parks Maintenance Technician II and a Maintenance Worker II who are responsible for performing a variety of technical functions to support the program. This includes operating specialized equipment such as: an aerial lift truck, brush chippers, stump grinders, chainsaws, and related hydraulic pruning equipment. The Tree Team is also charged with identifying tree pests, disease, and structural weakness; and removing diseased, dead, or excess limbs, branches, or trees. Prior to the City contracting with a tree maintenance contractor for annual City-wide pruning, this Team was also responsible for the annual tree pruning program that lasts several months and would include other Maintenance Workers I/II's who would rotate into the tree function. During this time, Maintenance Workers I/II's would be exposed to the technical work specific to the tree program. Since the contracting out of the annual tree pruning, the Maintenance Workers I/II no longer rotate to this assignment to have exposure to the technical requirements of this function. There now is a dedicated Maintenance Worker II assigned solely to the Tree Team, performing specialized and technical functions. The work performed by this Maintenance Worker II is actually that of a Parks Maintenance Technician II. This enhancement allows reclassification of the Parks Maintenance Worker II to a Parks Maintenance Technician II to accurately reflect the technical work performed in this function. This is necessary to recognize the actual work required of this position as well as to ensure that, should a vacancy of this position occur, a qualified individual can be recruited based on the appropriate classification description.	Proactive Planning	133,785	-	120,194	13,591
Parks Maintenance Total		\$163,785	\$ -	\$ 120,194	\$43,591

Internal Service Funds

Central Garage					
Strip & re-coat the garage bay floors, paint, etc.	Proactive Planning	-	10,000	10,000	-
Tool boxes, equipment storage, and work station	Proactive Planning	-	15,000	15,000	-
Central Garage Total		\$0	\$ 25,000	\$ 25,000	\$0

Building and Facilities					
Library roof spot maintenance	Proactive Planning	-	30,000	30,000	-
Interior paint maintenance	Proactive Planning	25,000	-	25,000	-
Pressure washing exterior walls and sidewalks at City Facilities	Proactive Planning	25,000	-	25,000	-
HVAC one-time maintenance and assessment at all facilities	Proactive Planning	-	16,000	16,000	-
Roof contract maintenance	Proactive Planning	10,000	-	10,000	-
Re-paint generator at Arbor Court	Proactive Planning	-	6,000	6,000	-
Door and entryway maintenance and lock/key service	Proactive Planning	3,000	-	3,000	-
HVAC emergency repair	Proactive Planning	40,000	-	40,000	-
Uniform cleaning and maintenance	Proactive Planning	1,500	-	1,500	-
Hazardous waste material disposal/recycling , San Mateo County fees	Proactive Planning	3,000	-	3,000	-
Building and Facilities Total		\$107,500	\$ 52,000	\$ 159,500	\$0

Information Technology					
New City phone system/Phone relocation services - New City Disaster Recovery phone system/phone relocation services. Current system is outdated, reached end of life, at capacity and no longer supported. Users currently experience frequent issues negatively affecting work output and high frustration with the lack of capabilities that current phone systems now provide. The City needs a phone system with robust features and capabilities for increased work productivity. This project will provide the City with a Disaster Recovery capability for telephone services, complementing the new telephone system which is budgeted as a CIP expense. Future costs will be requested as a budget enhancement as part of the FY2023 budget process.	Proactive Planning	25,000	80,000	105,000	-
New City website platform - Our website is an essential City service that provides critical information to residents, now more than ever. Our current platform, Civica, will sunset in 2022, so we need to be in the process of migrating to a new platform before then. Otherwise, our current vendor informs us that our website will be shut down on January 1, 2022.	Strengthen Community Connections, Engagement, and Communication	-	56,065	56,065	-
NetScaler - renewal and purchase of additional license. The NetScaler is an essential component in the Citrix architecture, it serves as the gateway portal for users to gain access to network resources from the outside. In IT we try to find and eliminate single points of failure by enabling Fault Tolerance. IT accomplishes this by having two or more replicates of the essential equipment - equipment that could fail for many reasons and cause an outage. The City's current Citrix infrastructure has only one NetScaler, therefore we have put in the budget for the purchase of a second in the next fiscal year for replication purposes.	Proactive Planning	8,500	-	8,500	-
Replace 2 network switches - one at Police Department Data Center and one at Parks & Recreation: Current equipment not covered under a maintenance contract and are critical to the Police Department phone and data network and the Parks and Recreation network infrastructure.	Proactive Planning	-	12,000	12,000	-

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Help desk ticketing system - Since implementation of the IT help desk ticketing system in July 2020, help desk requests from City staff are now centrally managed, tracked and organized, with each issue managed individually based on priority. City staff submits their IT support issue via an online portal that requests the information needed to best solve their issue quickly. The help desk ticketing system has increased IT staff efficiency, as well as internal customer satisfaction.	Proactive Planning	1,242	-	1,242	0
Server replacement, ESXI hosts - Aging equipment/hardware, that is no longer compatible with newer versions of the software made available by the vendor. Additionally, the upgrade is required to keep our current support contract active/valid.	Proactive Planning	-	21,000	21,000	-
Dell iDRAC8 license - iDRAC8 enables IT staff to remotely monitor, manage and update the City's Dell servers, as well as troubleshoot/remediate issues quickly. If there is an issue with the server, the iDRAC8 alerts IT staff immediately with what the specific issue is.	Proactive Planning	-	1,078	1,078	(0)
Video conferencing services - Due to pandemic, in-person meetings have been suspended. Video conferencing services allowed the City to continue to host City meetings, while keeping the staff and public safe. We anticipate that virtual meetings will continue at least through next fiscal year as the pandemic is not yet under control in the United States nor the rest of the world.	Proactive Planning	5,179	-	5,179	(0)
PD computer and peripheral replacement, PD printer toner - The Police Department needs to upgrade aged computer equipment (\$19,450 for 20 computers), as well as buy and replace keyboards, speakers and headsets (\$1,525). Toner for the Police Department is supposed to be covered by IT but has not been. The Police Department hopes to have Finance approve the lease of two additional RICOH copiers to replace ten printers to eliminate the need for toner. If their request is not approved, IT requests \$3,400 to cover for the Police toner needs.	Proactive Planning	3,400	20,975	24,375	-
Patch management - Tool to remotely distribute and apply updates to software and operating system. Applying a patch as quickly as possible lessens the risk of the City becoming affected by security vulnerabilities. Critical during and after pandemic to ensure computer systems are up to date.	Proactive Planning	10,000	-	10,000	-
SMS communication system - The City always makes communication a priority, but it is especially important during times of emergency. SMS/MMS messaging systems can help provide alerts during such critical moments, as well as improve information exchanges with the public on a day-to-day basis. The City currently lacks a SMS communication system to send mass notifications and time-critical alerts.	Strengthen Community Connections, Engagement, and Communication	10,000	4,500	14,500	-
Information Technology Total		\$63,321	\$ 195,618	\$ 258,939	-

American Rescue Plan Act Fund

City Manager					
Convert the frozen Public Information Officer to Executive Assistant to the City Manager - The City Manager and City Manager Office staff juggle internal and external customer service functions with high volume of project management. This proposal to reclassify the current Public Information Officer to an Executive Assistant to the City Manager would consist of providing support to the City Manager's Office to provide timely service to internal and external customers via telephone and email as well as manage a variety of projects including contract support, accounts payable, City Manager communications as well as provide information and resolve complaints requiring the use of sound judgment and political acumen. The City Manager's Office receives a high volume of customer inquiries, appointment scheduling and documents to be reviewed and properly managed. Prior to temporary support, the Assistant to the City Manager was performing the Executive Assistant functions in addition to the Assistant to the City Manager functions. However, the split duties distracted from key projects requiring analytical time and attention, specifically to focus on emergency operations during the COVID-19 pandemic and increased community outreach. The Assistant to the City Manager serves as a senior analyst role, taking on complex projects and responsibilities assigned by the City Manager. An allocation of an Executive Assistant to the City Manager will allow the Assistant to the City Manager to focus time on project management responsibilities.	Proactive Planning	118,475	-	-	118,475
Add 1.0 FTE Economic Development Manager budgeted at 67% for year 1 - The Department currently does not have a dedicated position to proactively engage in economic development in the City. If funded, the Economic Development Manager would serve a variety of functions to support San Bruno small businesses and encourage new investment in the community. The Economic Development Manager can be a great partner to the Chamber of Commerce in facilitating with other business operators in San Bruno. Principal roles would include small business assistance, downtown initiatives, ombudsman for larger permitting projects, business retention and recruitment. This type of function usually reside in the City Manager's Office. The position alignment can be reviewed on an annual basis for best utilization. A specific work plan for this position can be developed in conjunction with City Manager's office to identify major project initiatives and priority. Annual position cost is \$178,042.	Proactive Planning	117,008	-	-	117,008
City Manager Total		235,483	-	-	235,483

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Police					
Restore 2 FTE Police Officer (FY20-21 8 FTE Frozen Positions for normal services - 4 Police Officers, 1 Public Safety Dispatcher, 1 Police Clerk, and 2 CSO II.) The last time that the City was in financial dire straits, the budget was balanced on the backs of the PD to the tune of "freezing" police officer positions, only 2 of which have been reinstated in the 12 years since. The staffing level at the PD has not been increased since 1975. This means that our present authorized staffing levels are actually 11 officers fewer (over 22%) than they were over 45 years ago.	Protect & Improve Community Aesthetics and Safety	307,648	-	-	307,648
Police Total		307,648	0	0	307,648
Fire					
Restore 2 FTE Fire Fighter - In 2020, San Bruno Fire Department met the minimum staffing requirements to deliver services 86% of the time using regularly scheduled personnel. The remaining 14% of the time, staffing was filled by overtime personnel to backfill for sick leave, vacation leave, disability leave and military leave. The overtime cost for this backfill was at a monetary cost of over \$825,000 (Over 7% of the department's total budget). The addition of two firefighters could potentially reduce 66% or more of the overtime costs associated with the vacancies. This important cost saving aids the department in improving other critical projects such as infrastructure improvements, training improvements and equipment improvements. Currently all leave requires hiring back overtime to fill the vacancy. With an additional firefighter on duty, the department would have a buffer when there is an unexpected leave. The unit would be able to continue service delivery without interruption. Assembly time of the recommended number of personnel is another realizable improvement to service delivery. NFPA 1710's recommendation for a single family residential structure fire is 17 personnel on the initial alarm assignment to effectively and safely mitigate the hazard. San Bruno Fire relies on automatic aid from surrounding agencies to meet the recommendation. With the addition of two firefighters, SBFDF has the opportunity to staff an apparatus with 4 personnel when no leave is scheduled on two of the three shifts. Without the extra SBFDF personnel, the incident would require a third automatic aid apparatus to arrive to bring the personnel numbers up to the recommended 17. When the county sends a strike team of engines to major wildland incidents in the State, the standard is to send 4 personnel on every engine. With the additional personnel, San Bruno would be able to immediately send one engine with four personnel without the delay of rendezvousing with another apparatus to exchange personnel. Additionally, only one apparatus would need backfilling as opposed to two apparatuses when a strike team engine is deployed. This would help in quicker re-establishment of services. San Bruno Fire prides itself on delivering many community programs. With the addition of two firefighters, the department would have more capacity to support these important and valuable community programs.	Protect & Improve Community Aesthetics and Safety	303,674	-	-	303,674
Add 1 FTE Fire Inspector budgeted at 67% for year 1 - The increased wildfire threat and the increase in residential and commercial development in San Bruno have highlighted the importance of the City's Fire prevention division and our fire inspection program. Over the past few years, the San Bruno Fire Departments' fire prevention division workload has dramatically increased in scope, complexity, and importance. This new position, if approved, will allocate 50% of its time to overgrown vegetation, wildland-urban interface issues and aid in citywide vegetation management programs. The other 50% of the time will be allocated to the performance of fire and life safety inspections. With the additional inspections being performed by this new position, an increased amount of revenue is expected to be received for every additional inspection being made. Approximately \$100,000 in additional revenue can be archived by the additional inspection capacity. This additional revenue will help offset the costs associated with this new position. The 2020 fire season has made it clear that we need to do a better job managing our urban wooded spaces. This new position will spend half the year working on overgrown vegetation and wildland-urban interface issues, aid in citywide vegetation management programs, and aid property owners to make sure they can help create a defensible space against wildfires. Since this is historically a busy job during the summer months, the Fire Inspector can carry out other business inspections during the winter months. With the over 2,000 licensed businesses in San Bruno, the current fire prevention staff can only inspect about a quarter of the licensed businesses. This additional position will help bridge the gap between our current inspection program and help make our community safer. The Fire Inspector position helps carry out the City's fire inspection program. It works with the Community Development Department to ensure that City structures follow current state and local fire and code enforcement laws and ordinances. In addition to working with other departments, the Fire Inspector interacts with the public and meets with engineers, architects, contractors, the business community, property owners, and residents on fire prevention codes and ordinances. If a dispute or problem arises as it relates to fire ordinances, the Fire Inspector works with the Fire Marshal and community members to navigate towards resolution and helps with public education and community outreach efforts to educate the public on fire safety topics. Although the primary duty is fire prevention and inspection, the Fire Inspector also investigates fires, collects evidence, and serves as an expert witness in court cases involving fire violations, arson, or accidents. Full annual position cost is \$137,463.	Protect & Improve Community Aesthetics and Safety	94,057	-	-	94,057
Fire Total		397,731	-	-	397,731

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Building					
Contract On-Demand Senior Building Inspector - The City is experiencing an increase in development activity which will require more capacity to support field building inspectors in addition to provide direct support pertinent to matters with illegal construction. Since July 2019 after Code Enforcement division was relocated the Police Department, building inspectors I/II have been taking on additional tasks to resolve issues that involve illegal and substandard constructions. These tasks were previously conducted by the City's three code enforcement officers as part of the code enforcement functions. Additional on-demand senior building inspector service provided by qualified consultants firms for up to 24 hours (3 working days) a week would provide the needed staffing for the increased inspection and code enforcement related activities for the entire department	Proactive Planning	-	132,480	-	132,480
Building Total		\$0	\$132,480	\$0	\$132,480
Planning					
Add 1 FTE Long Range / Advanced Planning Senior Planner - The department currently does not have a dedicated position for the numerous long-range / advanced planning responsibilities of a City. With the significant increase in development activities in the City, long-range / advanced planning activities have not been a focused effort. Rather, it was addressed by a variety of resources, such as through contract planners, the Planning and Housing Manager, or the Department Director. With the number of substantial long-range plans that impact investment in the community (e.g., Housing Element Update, General Plan Update, Zoning Code Amendment, Airport Land Use Commission Plan Amendment), a dedicated and experienced long-range / advanced Senior Planner would be a valuable addition to the City to ensure consistency and attention to how these plans can support continued investment. Full annual position is \$166,318	Proactive Planning	109,341	-	-	109,341
Senior Planner @ 25% (Current Planning)	Proactive Planning	41,113	-	-	41,113
Planning Total		150,454	\$ -	\$ -	150,454
Parks Maintenance					
Part-time parks maintenance assistant - Funding is needed to restore part-time staffing to pre-covid levels. Park usage is returning to pre-covid levels with the Return to Play allowing sports field use and the allowance of small gatherings that will restore picnic levels. With the reduction of full time staff, part time workers are essential to the maintenance of our parks especially on the weekends. This request is for 2 part time workers not to exceed 18 hours per week each.	Proactive Planning	30,142	-	-	30,142
Part-time administrative assistant - Funding is requested to provide clerical support, primarily to the Parks Division, including filing, bill paying and support of the tree program. This position would be 4 days per week at 4.5 hours per day, totaling 18 per week. The loan of the full time Accounts & Customer Service Representative to the CMO office has contributed to this need.	Proactive Planning	30,142	-	-	30,142
Restore 2 FTE frozen Parks Maintenance Worker I	Proactive Planning	194,632	-	-	194,632
Parks Total		254,916	0	0	254,916
PW Admin & Engineering					
Restore frozen Associate/Assistant Civil Engineer (Traffic Engineer) . When the City was in financial dire straits last fiscal year, the budget was balanced in part by "freezing" a vacant Public Works Associate Engineer position that oversees traffic engineering and Traffic Safety and Parking Committee (TSPC) related projects. Public Works currently has fewer engineers on staff than in any time in the last 10 years. The Department is currently relying on more costly outside traffic engineering contractors to complete similar work in the interim. This position is critical to address pedestrian, bicycle, and traffic safety issues throughout the City.	Proactive Planning	155,835	-	-	155,835
PW Admin & Engineering Total		\$155,835	\$ -	\$ -	\$155,835
Streets					
Restore 1FTE frozen Streets Maintenance Worker I (Street Operations) . When the City was in financial dire straits last fiscal year, the budget was balanced in part by "freezing" a vacant Public Works Maintenance Worker position. The Streets Division now only has 3.5 maintenance workers (one position is shared with Stormwater), fewer staff than in any time in the last 10 years. Restoring this position is critical to maintaining the previous minimum level of street and pavement repairs. Restoring this position however will not address the Measure G goals to improve the City's road conditions.	Proactive Planning	97,316	-	-	97,316
Add 1.0 FTE - Maintenance Worker I - This position is to meet Measure G's goals to improve the City's road conditions. As part of Measure G funding, the Streets Division is requesting purchase of a dedicated pothole patching and road repair truck. This additional Maintenance Worker position will operate the pothole Patch truck full-time as part of a dedicated two-person crew. Road repairs are currently not a full-time task due to limited staffing.	Proactive Planning	97,316	-	-	97,316
Streets Total		194,632	\$ -	\$ -	\$194,632

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Library Services					
<p>Increase part-time staffing to 50%, plus additional funds to account for increasing minimum wage. Part-time employees are critical to Library operations. These employees include Library Pages, Senior Clerks, Library Assistants, a Homework Center Site Manager and a Librarian. Part-time employees are essential to providing a full-service library with robust open hours to serve the community: normally accommodating 18,000 visitors per month. Examples of the many duties performed by part-time employees include managing the Library's homework center, fulfilling patron requests, providing direct public service at circulation and reference desks, checking in and reshelving returned books, processing books returned from other libraries and assisting with public programming.</p> <p>The base amount for part-time salaries for FY2021-22 is \$48,069: \$32,250 plus \$15,819 to backfill for a full-time staff member who will be on leave for the initial 3.6 months of the fiscal year. While this enhancement request does not restore Library hours to pre-COVID levels, which was 55 hours per week, it does provide the Library the ability to offer a homework center during the school year and open 38 hours per week.</p> <p>Prior to the pandemic, the Library's open schedule was 55 hours per week Monday to Saturday. The Library part-time salaries budget for FY2019-20 was \$187,600 and was reduced by 82% to \$32,250 due to the economic downturn caused by the COVID-19 pandemic.</p> <p>Without any funding enhancement the Library will use minimal part-time staff and be open 24 hours per week Monday to Saturday for 4 hours per day. If approved, the part-time salaries enhancement will provide for 38 open hours per week Monday to Saturday, ranging from 6 to 7 hours per day.</p> <p>Additional considerations include the following: •Each additional open hour per week will cost \$5,171. (Example – 10 additional hours per week = \$51,710 per year) •The Homework Center typically operates Monday–Wednesday 3-6 and Thursday 1:30-6 to accommodate early dismissal on Thursdays. This program requires funding in addition to the funding needed for additional public hours. The staffing cost to operate the homework center over the course of a school year is \$11,966 and is included as part of this enhancement request.</p>	Proactive Planning	92,714	-	-	92,714
Library Services Total		92,714	\$ -	\$ -	\$92,714
Information Technology					
<p>Add 1 FTE Information Technology Associate budgeted at 67% for Year 1 - Over the last several years the Police Department has continuously leveraged technology to overcome staffing and budgetary challenges and to enhance the quality and level of services that it provides to the community. As a result, we are more dependent upon technology than ever before. The Police Department has 73 full-time employees and dozens of part-time and per-diem employees, all of whom rely on functioning technological systems every day. Additionally, the Police Department uses numerous systems that are unique to law enforcement, requiring background clearance and specific knowledge to maintain. In emergency services, uptime is critical as outages and failures in technology compromise the safety of our community. The City employs two IT Associates to handle all technology-related concerns of all City departments, which results in substantial delays in service when systems fail at the PD. The Police Department needs at least one, full-time IT professional dedicated to the PD. The Police Department currently pays \$48,000 to Caine Consulting to supplement IT's efforts. As such, we request that the fees to Caine Consulting be instead directed to pay for a full-time IT Associate dedicated to the Police Department.</p>	Proactive Planning	91,229	-	-	91,229
Information Technology Total		91,229	\$ -	\$ -	\$91,229
American Rescue Plan Act Fund Total		\$ 1,880,642	\$ 132,480	\$ -	\$ 2,013,122
Total Supplemental Requests		\$3,139,344	\$ 560,098	\$ 1,142,791	\$2,556,651
Total General Fund Costs		\$1,087,881	\$ 155,000	\$ 699,352	\$ 543,529
Total American Rescue Plan Act Fund Costs		\$1,880,642	\$ 132,480	\$ -	\$ 2,013,122
Total Internal Service Funds Costs		\$170,821	\$ 272,618	\$ 443,439	\$ -

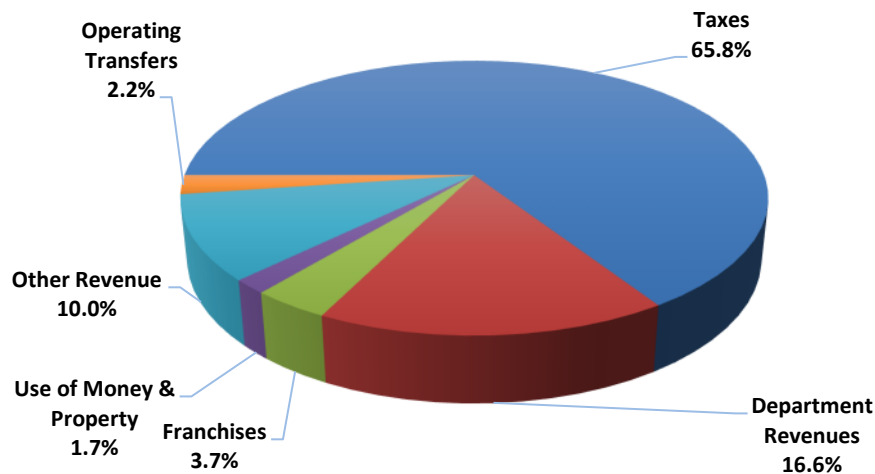
City and Community Information
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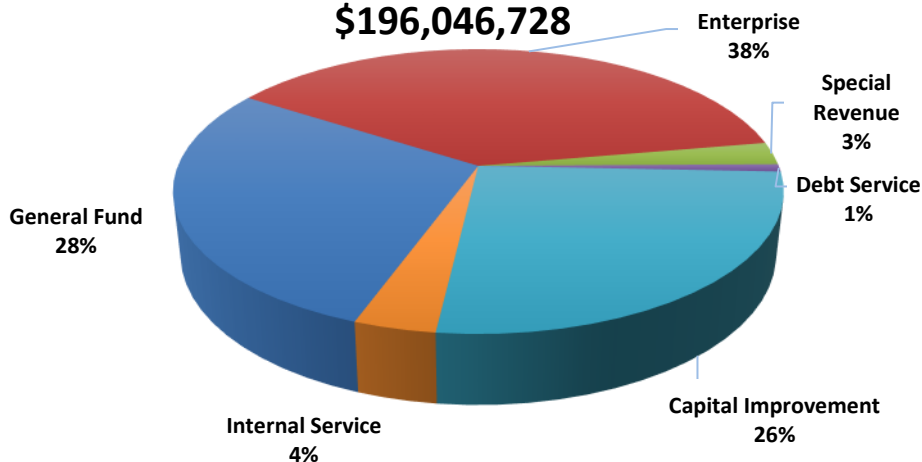
CITY OF SAN BRUNO
OPERATING AND CAPITAL BUDGET OVERVIEW
for the Fiscal Year ending FY2021-22

The City's Budget is a flexible spending plan that is the legal authority for departments to commit financial resources to provide municipal services. The Operating and Capital Budget for Fiscal Year FY2021-22 equals \$196 million. The City expenditure budget includes \$50.9 million in the General Fund and \$145.1 million in Other Funds (i.e. Capital Improvement Program, Water, Wastewater, Cable, Grant Funds, Internal Service Funds, etc.). The City's General Fund Budget is approximately 28% of the total Operating Budget in FY2021-22. The City's General Fund Budget provides the majority of services commonly associated with government (i.e. public safety, recreation, community development, general government, and public works).

GENERAL FUND REVENUE SUMMARY
\$49,767,229



Total Expenditures for All Funds
\$196,046,728



I. Users Guide to the Budget

Every year, the Finance Department coordinates the preparation of the Operating Budget and the Capital Improvement Program (CIP). The Operating Budget and Capital Improvement Program are combined into one, comprehensive budget document.

Operating Budget

The Operating Budget is summarized at a department level. Department budgets report related operations and programs aimed at accomplishing a broad goal or accomplishing a major service. Every effort has been made to present the budget in an easy-to-read format.

The Operating Budget is divided into thirteen sections: (1) City Manager's Message; (2) Service Enhancements; (3) City and Community Information; (4) Financial Summaries; (5) Personnel Summaries; (6) General Fund; (7) Enterprise Funds; (8) Internal Service Funds; (9) Special Revenue Funds; (10) Capital Improvement Program; (11) Equipment Purchases; (12) Debt Service; and (13) Appendices. The Financial Summaries Budget Section reports projected fund balances, appropriations, estimated revenues, and transfers for all City operations. The fund summary, the revenues, and the expenditures for each fund are reported within the applicable section.

As an introduction to the Budget, it is recommended that the reader review the budget overview on the succeeding pages and summary information included in Section 4 – Financial Summaries Budget. Department overviews are presented within the General Fund Section. The department overview presents the departmental organization chart, mission statement, funding totals, performance measures and workloads, goals, objectives, and accomplishments. Detailed information by line item is presented following each department summary.

Capital Improvement Program

The Capital Improvement Program is presented as a separate section in this document. The section matches funding sources with capital expenditures while developing a five-year schedule of projects.

The Capital Improvement Program section contains summary information in the following categories: Financial Summaries; Water Capital; Wastewater Capital; Stormwater Capital; CityNet Services Capital; Parks Capital; Police Capital; Facilities Capital; Streets Capital; Technology Capital; and Unfunded Priorities.

Each project has been assigned an identification number that will remain with the project throughout its life. The project identification number allows the tracking and monitoring of projects over multi-year periods. The sequential numbers do not represent the priority of each project.

Prior to City Council's consideration of the budget document, the Capital Improvement Program was provided to the Planning Commission for review to ensure consistency with the City's General Plan. A project description is provided for each current project to summarize the activity to date, the proposed five-year activity, and the funding being provided.

FY2022-26 Capital Improvement Program

Project Category	FY2021-22			Total					Unfunded Priorities
	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	
Water	\$ 16,826,221	\$ (2,941,796)	\$ 13,884,425	\$ 20,550,000	\$ 25,100,000	\$ 16,700,000	\$ 200,000	\$ 76,434,425	\$ -
Wastewater	15,539,232	4,975,109	20,514,341	17,100,000	14,360,000	10,500,000	3,500,000	65,974,341	-
Stormwater	1,680,681	1,769,283	3,449,964	-	-	-	-	3,449,964	-
City/Net Services	-	250,000	250,000	-	-	-	-	250,000	-
Parks	712,093	4,944,522	5,656,615	775,000	775,000	1,600,000	150,000	8,956,615	-
Police Department	73,231	-	73,231	-	-	-	-	73,231	-
Facilities	19,262,570	9,733,279	28,995,849	21,954,413	4,532,250	200,514	193,004	55,876,030	-
Street Improvements	6,473,449	6,198,000	12,671,449	8,310,000	2,950,000	750,000	600,000	25,281,449	-
Technology	340,150	619,850	960,000	1,150,000	950,000	50,000	50,000	3,160,000	-
Unfunded Priorities									501,164,999
Total	\$ 60,907,626	\$ 25,548,247	\$ 86,455,873	\$ 69,839,413	\$ 48,667,250	\$ 29,800,514	\$ 4,693,004	\$ 239,456,054	\$ 501,164,999

II. Budget Development Process

On February 24, 2021, the Finance Department distributed the FY2021-22 Budget Manual to City Departments. Examples of these guidelines, which were presented to aid in the development of departmental budgets, are as follows:

- Maintain budgets at current levels;
- Increases that are necessary to maintain current operational levels must be justified and prioritized.
- Reserve funds are funded in the budget in accordance with City Council direction.
- All department budgets and any budget proposals for service level enhancements must be in line with the following City Council priorities:
 - Implementation of the Transit Corridor Vision to Revitalize Downtown and Commercial Corridor;
 - Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure;
 - Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality;
 - Continue to Strengthen Community Connections and Engagement;
 - Protect and Improve Community Aesthetics and Safety;
 - Continue Proactive Planning for the Future of San Bruno;
- All department budgets and any proposals for service level enhancements must be in line with the City Manager’s Performance Goals; and
- Continue to look for opportunities for reprioritization of existing resources to better meet service delivery, efficiencies, and cost savings.

Budget Calendar

Date	Item
February 24, 2021	Budget “Kick-off” – Instructional Manual distributed to Departments
March 12, 2021	City Council Study Session – Strategic Initiatives
March 13, 2021	City Council Study Session – Strategic Initiatives
March 29- April 9, 2021	Departmental Meetings with the Finance Department
April 19 – May 3, 2021	Departmental Meetings with the City Manager
April 24, 2021	City Council Study Session – Strategic Initiatives
May 28, 2021	City Manager’s Proposed Budget to City Council
June 1, 2021	City Council Study Session – City Manager’s Proposed Budget
June 8, 2021	Regular City Council Meeting – Budget Hearing 1

June 9, 2021	City Council Study Session – City Manager’s Proposed Budget
June 22, 2021	Regular City Council Meeting – Budget Hearing 2

Budget Change Procedures

The City’s Operating Budget is a flexible-spending plan, which commits resources to the accomplishment of City Council goals and objectives. City Council approval is required for changes impacting fund balances (i.e. increases to appropriations). Approval is also required for all budget transfers between departments/divisions that alter the fund balance. Supplemental budget appropriations can be made at any time during the year and are reflected in the Quarterly Budget Reports to City Council.

III. Constitutional Spending Limits

Article XIII (B) of the California Constitution provides that the City’s annual appropriations be subject to certain State limitations. This appropriations limit is often referred to as the Gann Limitation. The City’s limitation is calculated each year and is established by a resolution of the City Council.

Article XIII (B) limitation for FY2021-22 is \$48,407,373. The Gann spending limitation is calculated by taking the prior year’s limitation \$46,129,927 and adjusting it by the growth factor in the California Per Capita Personal Income and the change in the population within the City of San Bruno. The estimated tax-based revenues for FY2021-22 have been calculated to be \$34,694,437 which is \$13,712,936 less than the appropriation limit. Therefore, the City of San Bruno is in compliance with Article XIII of the California Constitution for FY2021-22.

IV. Key Budget Assumptions

Several budget assumptions were included in the Budget for FY2021-22. These assumptions will be carefully monitored throughout the fiscal year while evaluating budgetary performance. Some of the key budget assumptions include:

- A. Property Tax revenues will increase by approximately 4% from FY2020-21 amended budget.
- B. Sales Tax revenues are estimated to increase by 13% from the FY2020-21 amended budget.
- C. Transient Occupancy Tax is estimated to increase by 82% from the FY2020-21 amended budget.
- D. Vehicle License fees are expected to decrease by 9% from the FY2020-21 amended budget.
- E. Regulatory Cardroom fee is estimated to increase by 14% from the FY2020-21 amended budget.
- F. Overall Department revenues are estimated to increase by 37% from the FY2020-21 amended budget.

V. General Fund

	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 2,172,101	\$ 2,798,305	\$ 2,574,788	\$ 2,574,788	\$ 2,574,788	\$ 2,573,422
Revenues						
Taxes	31,721,463	30,544,893	29,450,830	30,111,147	29,269,753	32,747,846
Departmental Revenues	7,315,965	5,437,724	6,337,002	6,029,129	7,143,804	8,249,125
Franchises	1,839,359	1,861,255	1,871,561	1,871,561	1,806,948	1,839,000
Use of Money & Property	2,111,291	2,087,174	827,837	827,837	(330,635)	830,524
Other Revenue	3,826,664	4,402,075	4,627,205	5,188,432	5,192,333	4,989,233
Transfer In from Other Funds	947,523	4,331,351	5,647,023	5,677,775	5,730,890	1,111,500
Total Revenues	47,762,265	48,664,472	48,761,458	49,705,881	48,813,093	49,767,229
Expenditures						
General Administration	4,862,088	5,359,016	5,533,707	5,708,143	5,700,887	6,090,414
Public Safety	29,077,234	30,220,009	31,150,864	31,681,407	30,539,685	30,946,434
Public Works	3,647,792	4,251,710	4,234,953	4,348,695	4,155,105	3,829,698
Community & Econ. Development	3,517,997	3,589,926	3,239,239	3,715,022	3,517,596	3,071,226
Community Services	8,639,485	8,790,412	9,087,555	7,831,399	7,682,552	7,745,725
Non-Departmental	944,092	945,330	524,577	1,244,711	1,526,560	943,211
Internal Allocations	(4,954,713)	(5,629,907)	(5,779,131)	(5,779,131)	(5,779,131)	(3,048,370)
Transfer to Other Funds	1,402,087	1,361,494	1,361,204	1,471,204	1,471,204	1,273,152
Total Expenditures	47,136,062	48,887,989	49,352,968	50,221,450	48,814,459	50,851,490
Surplus (Deficit)	626,203	(223,517)	(591,509)	(515,569)	(1,366)	(1,084,261)
Unidentified Future Reductions						
Ending Fund Balance, June 30	\$ 2,798,305	\$ 2,574,788	\$ 1,983,279	\$ 2,059,219	\$ 2,573,422	\$ 1,489,161

General Fund Tax Changes

General Fund estimated revenues are \$49.8 million for FY2021-22. This represents an increase of \$61,348 when compared to the FY2020-21 Amended Budget.

Economic Changes:	FY2021-22
Taxes:	
Property Taxes	\$437,787
Sales & Use Tax	\$1,244,538
Transient Occupancy Tax	\$783,041
Vehicle License Fees	(\$329,899)
Regulatory Cardroom Fees	\$272,567
Business Taxes	\$228,666
Franchise Fees	(\$32,561)
Use of Money & Property	\$2,687
Transfers In & Other Revenues	(\$4,765,474)
Department Revenues	\$2,219,996
Total Increases to Revenue	61,348

Expenditure Containment

Expenditure containment and efficient service delivery has been and continues to be a high priority. The budget was built using a zero-growth concept. In total, FY2021-22 General Fund budget expenditures increased by \$630,040 (1%) from the amended budget for the previous fiscal year. The primary causes for the increase are CalPERS, medical insurance and inflationary adjustments on active contracts.

History of San Bruno



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. 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 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 45,000 residents in San Bruno.

PRESENT DAY

Early in 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.

Reconstruction of the Crestmoor neighborhood as a result of the Glenview Fire from a PG&E pipeline explosion rebuild was completed in 2020 including the completion of the new Earl/Glenview Park.

With the passage of the Downtown and Transit Corridors Economic Enhancement Initiative (Measure N), San Bruno has already begun implementing the Transit Corridors Plan (TCP) which will result in economic enhancements in the downtown area. A major development was recently completed including an 83 residential unit, mixed-use development at the south end of San Mateo Avenue called the Aperture.

FUTURE

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. Development is expected to continue in the Transit Corridors Plan area in the coming years. The City also began a streetscape planning effort in FY2018-19 to create a cohesive and more enjoyable street design with modernized and attractive design features, signage, landscaping and street furnishings on San Mateo Avenue.

A major update to the Bayhill Specific Plan is underway which will integrate the office Park with its surroundings, near downtown, the Transit Corridor and public transit and major freeways. The plan will promote multimodal connectivity and is the current home of YouTube and Walmart.com, the City's largest employers. A major planned expansion is currently being reviewed by City staff for the YouTube office space.

In 2013, the San Bruno Community Foundation was created by the San Bruno City Council to manage a restitution settlement from Pacific Gas and Electric Company (PG&E) following the 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. Following a comprehensive board community input process to elicit recommendation from the public and community representatives on how to prioritize the settlement funds, the City Council authorized the design and construction of a combined aquatic and recreation center complex. This new facility will allow for expanded services, space and opportunities for the San Bruno community. Construction is anticipated to start Fall 2021.

CITY GEOGRAPHY

The City 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 and four City Council members. 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:

Role	Name	Term Expiration
Mayor	Rico Medina	November 2022
Vice Mayor	Marty Medina	November 2022
Member	Tom Hamilton	November 2024
Member	Linda Mason	November 2022
Member	Michael Salazar	November 2024

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.



DIRECTORY OF OFFICIALS

ELECTED OFFICIALS

Mayor.....Rico E. Medina
Vice Mayor.....Marty Medina
Council Member.....Tom Hamilton
Council Member.....Linda Mason
Council Member.....Michael Salazar

ADMINISTRATIVE PERSONNEL

City Manager.....Jovan D. Grogan
City Clerk.....Melissa Thurman
Assistant City Manager.....Jennifer Brizel
City Attorney.....Marc Zafferano
Finance Director.....Qianyu Sun
Community & Economic Development Director.....Pamela Wu
Community Services Director.....Ann Mottola
Fire Chief.....Ari Delay
Police Chief.....Ryan Johansen
Public Works Director.....Vacant
CityNet Services Director.....Sandeep Krishnamurthy

COMMISSIONS, BOARDS, AND COMMITTEES

Planning Commission

Rick Biasotti, Chair
Marco Durazo
Auros Harman, Vice Chair
Mary Lou Johnson
Kelly Lethin
Gerard Madden
Valentine Morgan
City Council Liaison: Tom Hamilton

Parks and Recreation Commission

Kris Gonzales, Vice-Chair
Lorry Greenberg
Jessica Martinucci
David Nigel
Mike Palmer, Chair
Lucy Zamattia
Michael Zastrow
Vacancy
Vacancy, Youth Rep.
City Council Liaison: Marty Medina

Culture & Arts Commission

Pamela Gamble
Jeanne George
Pamela Madden, Vice Chair
Janet Monaghan
Vacant
Melissa Rohlfs, Chair
Melodie Tobin
City Council Liaison: Rico Medina

San Bruno Community Foundation

Emily Roberts, President
Jim Ruane, Vice President
Tim Ross, Treasurer
John P. McGlothlin, Secretary
Raul Gomez
Nancy A. Kraus
Malissa Netane-Jones

Citizen's Rev Enhancement Committee

Anthony Clifford, Vice Chair
Jim Evangelist
Ariella Fioranelli
Vaughn Gregory, Chair
Frank Hedley
John Marty
John SeEVERS

Senior Citizens Advisory Committee

Bunny Epperson
Dorothy Carmichael, Chair
Bill Goff, Vice Chair
Pricilla Martinez
Vacant
Herb Chu, AARP Rep
Karen Hornung, Nutrition Site
City Council Liaison: Rico Medina

Bicycle & Pedestrian Advisory Committee

Matt Gaines
David Nigel, Chair
Cecile Riborozo
Paul Rose
Gus Sinks, Vice Chair
Vacancy
Vacancy
City Council Liaison: Michael Salazar

Citizens Crime Prevention Committee

Rhonda Boone
Linda Boscono
Peter Carey
Chad Keele
Robert Riechel
Deanna Robinson, Vice Chair
Richard Wong, Chair
City Council Liaison: Linda Mason

Community Preparedness Committee

Ron LaPedis, Vice Chair
Janet Lutus, Chair
Zidane Mili
George Peponis
Malcolm Robinson
City Council Liaison: Linda Mason

Traffic Safety and Parking Committee

John Lampros, Vice Chair
Stephen Seymour, Chair
Scott Thomas
Rhonda Collins
Vacancy
City Council Liaison: Marty Medina

Mission Statement

The City of San Bruno exists to provide exemplary services for our community that enhance and protect the quality of life.

Core Values

Integrity

Protecting, guarding and shepherding public resources and interests

Teamwork

Exemplary service to the community

Competent, well-trained employees

Friendliness

Commitment to the community

Vision Statement

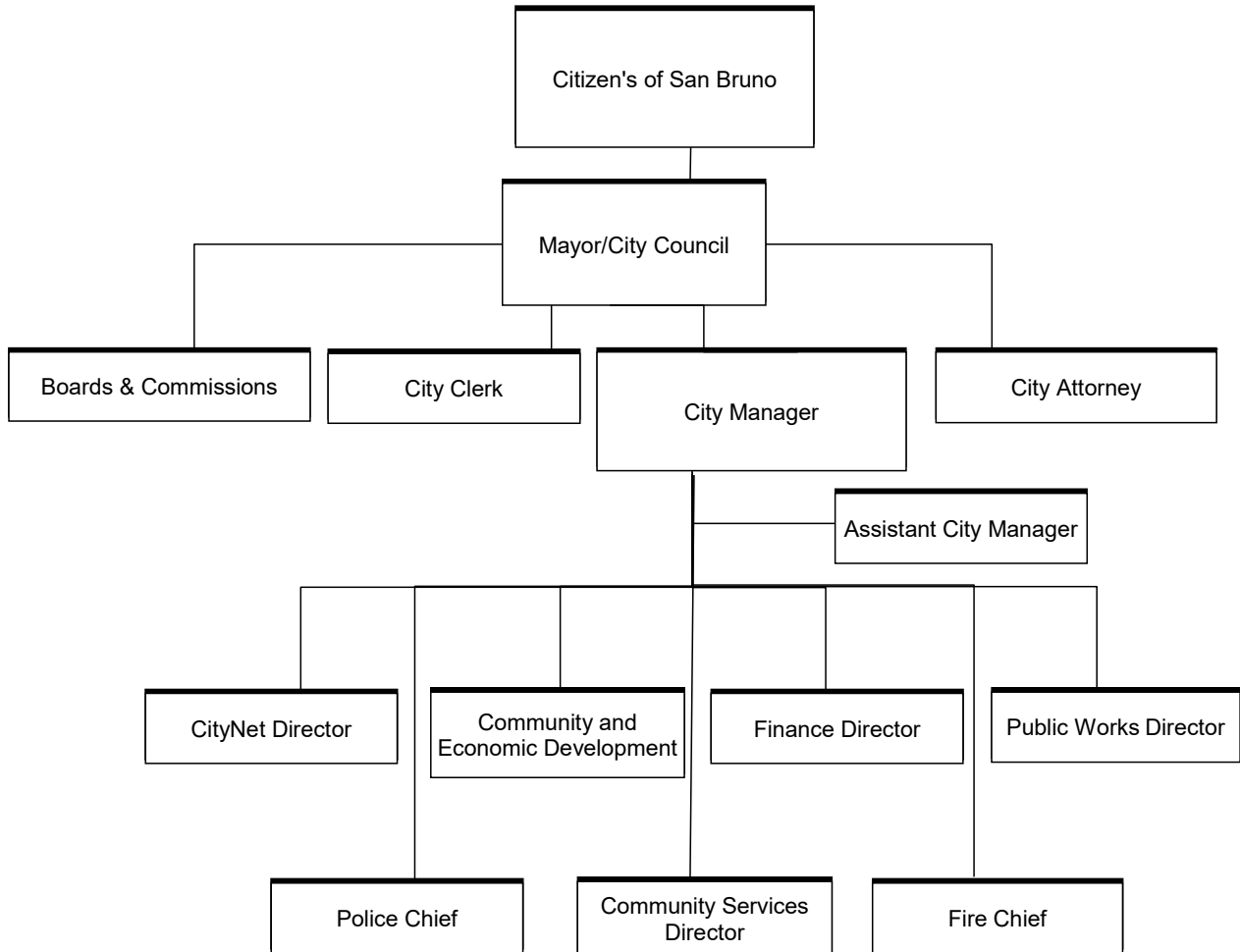
San Bruno will be the Peninsula City of choice in which to live, learn, work, shop and play.

Priority Focus Areas

The City Council reviews priority areas of focus as part of the development of the annual operating and capital improvement program budgets. The priority areas of focus can and do change over time, based on interest, need and resources. Below are the approved City Council's Priority Focus Areas for FY2021-22 (not listing in any order of preference or priority).

- Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor
- Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure
- Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality
- Continue to Strengthen Community Connections and Engagement
- Protect and Improve Community Aesthetics and Safety
- Continue Proactive Planning for the Future of San Bruno
- Organizational Health and Employee Success

CITY OF SAN BRUNO



FISCAL POLICIES

RESERVE POLICIES

- **General Fund Contingency Fund** – The General Fund Contingency Fund shall be established with a goal of maintaining a target fund balance of \$1.5 million. This fund can be utilized through resolution of the City Council for any appropriation deemed appropriate.
- **General Fund Reserve** – The General Reserve Fund shall be established with a goal of maintaining a target fund balance of 25% of the budgeted General Fund expenditures. The General Fund Reserve Fund balance shall not fall below 15% of General Fund operating expenditures except in a declaration of emergency.
- **Emergency Disaster Reserve** – An Emergency Disaster Reserve shall be established with a goal of maintaining a target fund balance of \$3 million. This fund is intended to be utilized in the event of a declaration of emergency that requires the expenditure of funds outside of the adopted budget.
- **Capital Improvement Reserve** – A Capital Improvement Reserve Fund shall be established with a goal of obtaining an initial fund balance of \$5 million. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$8 million.
- **Central Garage Reserve** – The Central Garage Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Building and Facilities Reserve** – The Buildings and Facilities Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.
- **Technology Reserve** – The Technology Reserve shall be funded at a target amount of 25% of budgeted department expenditures, not to drop below 15% except in a declaration of emergency.

REVENUE POLICIES

The receipt of one-time and unbudgeted revenues will not be used for ongoing operating expenditures but will instead be added to the reserve funds. In addition, any surplus remaining in the General Fund Operating Budget at year-end shall automatically be transferred to the reserve funds.

The City will establish fees at rates that obtain fair and reasonable recovery of costs incurred in providing services, thereby minimizing or eliminating the use of limited general tax revenues. The City will maximize cost recovery through annual review and evaluation of fees to determine that they are set at appropriate levels to cover the costs of doing business and take market comparisons into consideration. The City Council has directed that cost recovery should be an important component of the City's financial stability strategy; therefore, the Master Fee Schedule is updated annually for the City Council's consideration.

CAPITAL ASSET POLICY

The City's assets are capitalized at historical cost or estimated historical cost. Policy has set the capitalization threshold for reporting capital assets at \$10,000 if actual is unavailable, except for donated Capital Assets which are recorded at their estimated fair value at the date of donation. Gifts or contributions of capital assets are recorded at fair market value on the date donated. Public domain (infrastructure) capital assets include roads, bridges, curbs and gutters, streets, sidewalks, drainage systems, and lighting systems and are capitalized at \$100,000.

ACCOUNTING POLICIES

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement.

All Governmental Funds and Agency Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. In this context, available means when receivable and due, when payment is expected within the current period, or within sixty (60) days of year end, and thus available to pay debts of the current period.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

All Proprietary Funds are accounted for using the full accrual basis of accounting. Revenues are recognized when they are earned and become measurable, and expenses are recognized when they are incurred if measurable.

The City's financial records will be audited annually by a reputable independent certified public accounting firm. Annual financial reports shall be prepared each year within six (6) months of the close of the previous fiscal year and submitted to the City Council in accordance with section 2.28.030 of the Municipal Code.

The City developed a five-year Capital Improvement Program (CIP) plan detailing specific budgeted capital projects. Each of the projects are consistent with the overall goals and principles of the City Council.

BUDGETARY POLICY

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Public meetings are conducted to obtain public comments. The City Council annually adopts the budget for the ensuing fiscal year prior to July 1st.
2. Legally adopted budgets and formal budgetary integration is employed as a management control device during the year for all Governmental, Proprietary and Fiduciary Fund Types.
3. Budgets for the General, Major Special Revenue, and Capital Project Funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America (GAAP).

4. Under Article XIII B of the California Constitution (the GANN Spending Limitation Initiative), the City is restricted as to the amount of annual appropriations from the proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller, returned to the taxpayers through revised tax rates or revised fees schedules, or an excess in one year may be offset against a deficit in the following year.
5. Appropriations, except for those encumbered under purchase orders, lapse at the end of the fiscal year. Encumbered amounts are then carried over for the coming year.
6. Budgeted appropriations for the various governmental funds become effective each July 1. The City Council may amend the budget during the fiscal year. The legal level of budgetary control has been established at the fund level.

INVESTMENT POLICY

The investment policy of the City of San Bruno is based upon state law, city ordinances and the prudent money management rule. The primary goals of this policy are:

1. To ensure compliance with all State and Local laws governing the investment of monies in the custody of the Finance Director.
2. To protect the principal monies entrusted to the Finance Director by diversifying among a variety of securities and financial institutions offering independent returns.
3. 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.
4. To meet the daily cash flow demands of the City.

The Finance Director shall prepare a monthly investment report. The report shall be placed on the consent calendar of the second regular City Council meeting of each month, unless no such meeting is held in which case the matter shall be deferred to the following meeting. The report shall identify the type of investment, institution, settlement and maturity dates, purchase price and coupon rate. Current book value, current market value and yield to maturity rate shall be given for all securities with a maturity date exceeding twelve months.

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Financial Summaries
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Citywide Summary of Funds

Summary of Funds

Fiscal Year 2021-22

Fund Title	Projected Fund Balance as of July 1, 2021	Operating Revenue	Capital Revenue	Transfers In	Total Resources
General Fund - Operating	\$ 2,573,422	\$ 48,655,729	\$ -	\$ 1,111,500	\$ 49,767,229
Measure G District Sales Tax	1,253,305	3,509,000	-	-	3,509,000
American Rescue Plan Act	4,830,172	5,120,172	-	-	5,120,172
Reserves:					
General Fund Reserve	12,288,675	-	-	-	-
General Fund One-Time Annual Revenue	350,044	5,410,000	-	-	5,410,000
General Fund Capital Improvement / One-Time Initiative Reserve	9,865,404	1,298	-	452,177	453,475
Emergency Disaster Reserve	1,946,538	768,000	-	-	768,000
General Fund Equipment Reserve	3,543,999	-	303,545	240,000	543,545
Enterprise Funds*:					
Water	41,876,646	17,077,121	-	-	17,077,121
Stormwater	312,335	659,500	2,878,307	1,000,000	4,537,807
Wastewater	42,738,961	17,989,376	-	-	17,989,376
CityNet	(14,476,795)	9,810,775	-	250,000	10,060,775
Internal Services Funds:					
Central Garage	56,573	857,154	-	25,000	882,154
Buildings & Facilities Maintenance	316,212	1,805,663	-	159,500	1,965,163
Information Technology	395,540	907,071	-	258,939	1,166,010
Self-Insurance	1,074,067	2,928,085	-	-	2,928,085
Special Revenue Funds:					
Gas Tax	829,962	1,862,602	-	726,000	2,588,602
Measure A Transportation Tax	1,566,021	1,000,813	-	-	1,000,813
Street Special Revenue	184,379	2,800	-	-	2,800
Measure W Transportation Tax	471,048	444,800	-	-	444,800
Police Asset Forfeiture	522,399	208,000	-	-	208,000
Citizens Option for Public Safety	159,789	141,600	-	-	141,600
Federal/State Grants	12,227	-	-	-	-
Solid Waste/Recycling Fund	304,508	100,694	-	-	100,694
Development Impact Fee	115,368	61,500	-	-	61,500
Park & Below Market Rate In-Lieu	7,087,049	50,000	-	-	50,000
Area Agency on Aging	40,090	195,387	-	-	195,387
Restricted Donations	2,114,740	256,000	-	-	256,000
City as Successor Housing Agency	700,649	-	-	-	-
Capital Project Funds:					
Parks & Facilities Capital	1,433,129	-	32,233,221	895,000	33,128,221
Streets Capital	4,920,131	-	4,080,063	5,206,463	9,286,526
Technology Capital	421,982	-	-	720,000	720,000
Debt Service Fund	-	-	-	1,625,179	1,625,179
GRAND TOTAL	\$ 129,828,570	\$ 119,823,141	\$ 39,495,136	\$ 12,669,758	\$ 171,988,035

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

Summary of Funds (Continued)

Fiscal Year 2021-22

Fund Title	Operating Expenditures	Capital Improvement Program (Including Carryover)	Transfers Out	Total Appropriations	Projected Fund Balance as of June 30, 2022
General Fund - Operating	\$ 49,578,338	\$ -	\$ 1,273,152	\$ 50,851,490	\$ 1,489,161
Measure G District Sales Tax	-	-	1,790,000	1,790,000	2,972,305
American Rescue Plan Act	2,792,814	-	1,750,000	4,542,814	5,407,530
Reserves:					
General Fund Reserve	-	-	-	-	12,288,675
General Fund One-Time Revenues	11,900	-	-	11,900	5,748,144
General Fund Capital Improvement / One-Time Initiative Reserve	-	-	1,300,466	1,300,466	9,018,413
Emergency Disaster Reserve	-	-	-	-	2,714,538
General Fund Equipment Reserve	-	684,000	30,000	714,000	3,373,544
Enterprise Funds*:					
Water	10,839,278	13,884,425	-	24,723,703	34,230,063
Stormwater	1,465,874	3,449,964	-	4,915,838	(65,696)
Wastewater	12,722,953	20,514,341	-	33,237,294	27,491,043
CityNet	9,480,127	250,000	442,027	10,172,154	(14,588,174)
Internal Services Funds:					
Central Garage	797,650	-	-	797,650	141,077
Buildings & Facilities Maintenance	1,976,381	-	-	1,976,381	304,994
Information Technology	1,372,091	-	-	1,372,091	189,459
Self-Insurance	2,928,085	-	-	2,928,085	1,074,067
Special Revenue Funds:					
Gas Tax	2,800	-	2,372,000	2,374,800	1,043,765
Measure A Transportation Tax	-	-	970,000	970,000	1,596,834
Street Special Revenue	-	-	75,000	75,000	112,179
Measure W Transportation Tax	-	-	200,000	200,000	715,848
Police Asset Forfeiture	227,882	-	-	227,882	502,517
Citizens Option for Public Safety	-	-	200,000	200,000	101,389
Federal/State Grants	-	-	-	-	12,227
Solid Waste	102,207	-	-	102,207	302,995
Development Impact Fee	-	-	-	-	176,868
Park & Below Market Rate In-Lieu	112,350	-	-	112,350	7,024,699
Agency on Aging	133,587	-	61,500	195,087	40,390
Restricted Donations	67,600	-	370,000	437,600	1,933,140
City as Successor Housing Agency	-	-	-	-	700,649
Capital Project Funds:					
Parks & Facilities Capital	-	34,725,695	-	34,725,695	(164,345)
Streets Capital	-	12,671,448	1,735,463	14,406,911	(200,254)
Technology Capital	-	960,000	100,150	1,060,150	81,832
Debt Service Fund	1,625,179	-	-	1,625,179	-
GRAND TOTAL	\$ 96,237,097	\$ 87,139,873	\$ 12,669,758	\$ 196,046,728	\$ 105,769,877

General Fund

Four Year Summary

Long Range Financial Plan

	2018-19 Actual	2019-20 Actual	2020-21 Adopted Budget	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
Beginning Fund Balance, July 1	\$ 2,172,101	\$ 2,798,305	\$ 2,574,788	\$ 2,574,788	\$ 2,574,788	\$ 2,573,422	\$ 1,489,161	\$ 1,489,161	\$ 1,489,161	\$ 1,489,161
Revenues										
Taxes	31,721,463	30,544,893	29,450,830	30,111,147	29,269,753	32,747,846	34,303,337	35,857,129	39,709,558	43,774,353
Departmental Revenues	7,315,965	5,437,724	6,337,002	6,029,129	7,143,804	8,249,125	8,551,594	8,870,668	9,521,101	9,865,304
Franchises	1,839,359	1,861,255	1,871,561	1,871,561	1,806,948	1,839,000	1,871,670	1,905,320	1,939,980	1,975,679
Use of Money & Property	2,111,291	2,087,174	827,837	827,837	(330,635)	830,524	837,879	845,308	852,811	860,389
Other Revenue	3,826,664	4,402,075	4,627,205	5,188,432	5,192,333	4,989,233	5,138,910	5,293,078	5,451,870	5,615,426
Transfer In from Other Funds	947,523	4,331,351	5,647,023	5,677,775	5,730,890	1,111,500	1,111,500	1,111,500	1,111,500	1,111,500
Total Revenues	47,762,265	48,664,472	48,761,458	49,705,881	48,813,093	49,767,229	51,814,891	53,883,003	58,586,820	63,202,652
Expenditures										
General Administration	4,862,088	5,359,016	5,533,707	5,708,143	5,700,887	6,090,414	6,334,031	6,524,051	6,719,773	7,137,666
Public Safety	29,077,234	30,220,009	31,150,864	31,681,407	30,539,685	30,946,434	32,339,024	33,309,194	34,308,470	35,399,524
Public Works	3,647,792	4,251,710	4,234,953	4,348,695	4,155,105	3,829,698	3,982,886	4,102,372	4,225,444	4,414,007
Community & Econ. Development	3,517,997	3,589,926	3,239,239	3,715,022	3,517,596	3,071,226	3,194,075	3,289,897	3,388,594	3,552,052
Community Services	8,639,485	8,790,412	9,087,555	7,831,399	7,682,552	7,745,725	8,055,554	8,297,221	8,546,137	8,926,121
Non-Departmental	944,092	945,330	524,577	1,244,711	1,526,560	943,211	980,939	1,010,368	1,040,679	1,102,799
Internal Allocations	(4,954,713)	(5,629,907)	(5,779,131)	(5,779,131)	(5,779,131)	(3,048,370)	(3,170,305)	(3,265,414)	(3,363,376)	(3,433,378)
Transfer to Other Funds	1,402,087	1,361,494	1,361,204	1,471,204	1,471,204	1,273,152	1,324,078	1,363,801	1,404,715	1,477,756
Total Expenditures	47,136,062	48,887,989	49,352,968	50,221,450	48,814,459	50,851,490	53,040,282	54,631,490	56,270,435	58,576,548
Surplus (Deficit)	626,203	(223,517)	(591,509)	(515,569)	(1,366)	(1,084,261)	(1,225,391)	(748,488)	2,316,384	4,626,104
Unidentified Future Reductions							1,225,391	748,488	(2,316,384)	(4,626,104)
Ending Fund Balance, June 30	\$ 2,798,305	\$ 2,574,788	\$ 1,983,279	\$ 2,059,219	\$ 2,573,422	\$ 1,489,161	\$ 1,489,161	\$ 1,489,161	\$ 1,489,161	\$ 1,489,161

General Fund

Four Year Revenue Summary

Long Range Financial Plan

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	Change in Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
Taxes										
Property Taxes	\$ 11,437,510	\$ 11,746,610	\$ 11,951,481	\$ 12,010,565	\$ 12,389,268	4%	\$12,570,589	\$13,351,122	\$15,350,095	\$17,522,559
Sales Taxes	7,664,694	7,294,691	9,468,926	9,118,002	10,713,464	13%	11,249,137	11,586,611	12,477,210	13,394,526
Hotel/Motel Taxes	3,628,979	2,617,524	950,000	957,000	1,733,041	82%	2,252,953	2,423,935	2,600,047	2,781,443
Vehicle License Fees	4,909,295	5,013,326	3,804,406	3,182,913	3,474,507	-9%	3,543,997	3,614,877	3,687,175	3,760,918
Regulatory Cardroom Fee	1,904,512	1,974,980	2,006,000	2,035,009	2,278,567	14%	2,335,531	2,393,919	2,453,767	2,515,112
Business Taxes	2,176,473	1,897,762	1,930,334	1,966,265	2,159,000	12%	2,351,130	2,486,664	3,141,264	3,799,795
Subtotal	31,721,463	30,544,893	30,111,147	29,269,753	32,747,846	9%	34,303,337	35,857,129	39,709,558	43,774,353
Franchises										
PG&E/AT&T	520,163	542,695	530,000	522,735	530,000	0%	530,000	530,000	530,000	530,000
Recology San Bruno	1,066,280	1,083,332	1,101,561	1,068,801	1,089,000	-1%	1,121,670	1,155,320	1,189,980	1,225,679
Cable Television In-Lieu	252,916	235,228	240,000	215,412	220,000	-8%	220,000	220,000	220,000	220,000
Subtotal	1,839,359	1,861,255	1,871,561	1,806,948	1,839,000	-2%	1,871,670	1,905,320	1,939,980	1,975,679
Use of Money & Property										
Interest Earnings	1,101,204	1,470,219	200,000	(1,000,000)	194,994	-3%	196,944	198,913	200,903	202,912
Rentals	516,744	523,802	535,337	536,555	540,530	1%	545,935	551,395	556,909	562,478
Cable Equity Earnings	375,000	-	-	-	-	0%	-	-	-	-
Other	118,343	93,153	92,500	132,809	95,000	3%	95,000	95,000	95,000	95,000
Subtotal	2,111,291	2,087,174	827,837	(330,635)	830,524	0%	837,879	845,308	852,811	860,389
Transfers in & Other Revenues										
Transfers from Other Funds	947,523	4,331,351	5,677,775	5,730,890	1,111,500	-80%	1,111,500	1,111,500	1,111,500	1,111,500
Other	3,826,664	4,402,075	5,188,432	5,192,333	4,989,233	-4%	5,138,910	5,293,078	5,451,870	5,615,426
Subtotal	4,774,187	8,733,426	10,866,207	10,923,223	6,100,733	-44%	6,250,410	6,404,578	6,563,370	6,726,926
Departmental Revenues										
Police	2,103,898	1,860,085	2,288,255	2,354,623	2,307,327	1%	2,353,474	2,400,543	2,448,554	2,497,525
Fire	583,376	381,203	388,138	885,229	768,677	98%	791,737	815,489	839,954	865,153
Public Works Engineering	282,265	412,082	624,000	518,733	188,000	-70%	193,640	199,449	205,433	211,596
Public Works Streets	112,666	110,310	130,800	107,100	102,300	-22%	105,369	108,530	111,786	115,140
Planning	220,899	197,372	163,800	47,200	285,000	74%	293,550	302,357	311,427	320,770
Building	2,076,296	1,398,473	2,320,467	3,013,635	4,007,647	73%	4,208,029	4,418,431	4,639,352	4,871,320
Recreation Services	1,722,856	874,482	61,037	159,012	390,521	540%	402,237	418,326	752,987	768,047
Parks Maintenance	38,096	37,744	40,914	40,828	3,500	-91%	3,605	3,713	3,825	3,939
Senior Services	148,758	145,870	1,678	1,679	190,000	11223%	193,800	197,676	201,630	205,662
Library Services	26,855	20,101	10,040	15,765	6,153	-39%	6,153	6,153	6,153	6,153
Subtotal	7,315,965	5,437,724	6,029,129	7,143,804	8,249,125	37%	8,551,594	8,870,668	9,521,101	9,865,304
Total	\$ 47,762,265	\$ 48,664,472	\$ 49,705,881	\$ 48,813,093	\$ 49,767,229	0%	\$51,814,891	\$53,883,003	\$58,586,820	\$63,202,652

General Fund

Four Year Expenditure Summary

Long Range Financial Plan

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	Change in Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
General Government										
City Council	\$ 154,880	\$ 152,150	\$ 170,444	\$ 129,043	\$ 174,354	2%	\$181,328	\$186,768	\$192,371	\$198,142
City Clerk	342,155	568,038	605,285	619,686	514,480	-15%	535,059	551,111	567,644	615,574
City Treasurer	-	-	-	-	-	0%	-	-	-	30,900
City Attorney	591,020	585,560	562,443	597,991	653,753	16%	679,903	700,300	721,309	773,848
City Manager	1,032,334	968,115	1,144,683	1,179,366	1,248,502	9%	1,298,442	1,337,395	1,377,517	1,449,743
Human Resources	460,088	627,004	687,915	652,334	893,956	30%	929,714	957,606	986,334	1,046,824
Finance										
Administration	1,221,509	1,299,329	1,442,608	1,358,397	1,401,633	-3%	1,457,698	1,501,429	1,546,472	1,623,766
Revenue Services	1,060,103	1,158,820	1,094,765	1,164,070	1,203,736	10%	1,251,885	1,289,442	1,328,125	1,398,869
Subtotal	4,862,088	5,359,016	5,708,143	5,700,887	6,090,414	7%	6,334,031	6,524,051	6,719,773	7,137,666
Police	18,067,717	18,738,767	19,594,878	18,151,301	19,425,930	-1%	20,300,097	20,909,100	21,536,373	22,213,364
Fire	11,009,516	11,481,242	12,086,529	12,388,384	11,520,504	-5%	12,038,927	12,400,094	12,772,097	13,186,160
Public Works										
Admin. & Engineering	1,941,258	2,222,893	2,146,956	2,187,046	1,547,922	-28%	1,609,839	1,658,134	1,707,878	1,790,014
Streets Maintenance	1,706,534	2,028,817	2,201,739	1,968,059	2,281,776	4%	2,373,047	2,444,238	2,517,566	2,623,993
Subtotal	3,647,792	4,251,710	4,348,695	4,155,105	3,829,698	-12%	3,982,886	4,102,372	4,225,444	4,414,007
Community & Economic Development										
Planning	1,326,007	1,405,876	1,841,854	1,527,929	1,528,097	-17%	1,589,221	1,636,898	1,686,004	1,767,485
Building Inspection	2,191,990	2,184,050	1,873,168	1,989,667	1,543,129	-18%	1,604,854	1,653,000	1,702,590	1,784,567
Subtotal	3,517,997	3,589,926	3,715,022	3,517,596	3,071,226	-17%	3,194,075	3,289,897	3,388,594	3,552,052
Community Services										
Recreation Services	2,306,953	2,204,071	1,531,066	1,498,796	1,641,487	7%	1,707,146	1,758,361	1,811,112	1,896,345
Parks Maintenance	2,859,375	2,972,888	2,856,585	2,832,768	2,718,520	-5%	2,827,261	2,912,079	2,999,441	3,120,324
Senior Services	1,138,513	1,202,046	1,171,724	1,124,739	1,239,307	6%	1,288,879	1,327,546	1,367,372	1,439,293
Library	2,334,644	2,411,406	2,272,024	2,226,249	2,146,411	-6%	2,232,267	2,299,235	2,368,213	2,470,159
Subtotal	8,639,485	8,790,412	7,831,399	7,682,552	7,745,725	-1%	8,055,554	8,297,221	8,546,137	8,926,121
Non-Departmental										
Cost Allocation	944,092	945,330	1,244,711	1,526,560	943,211	-24%	980,939	1,010,368	1,040,679	1,102,799
	(4,954,713)	(5,629,907)	(5,779,131)	(5,779,131)	(3,048,370)	-47%	(3,170,305)	(3,265,414)	(3,363,376)	(3,433,378)
Subtotal	(4,010,621)	(4,684,577)	(4,534,420)	(4,252,571)	(2,105,159)	-54%	(2,189,365)	(2,255,046)	(2,322,698)	(2,330,579)
Expenditures Subtotal	45,733,974	47,526,495	48,750,246	47,343,255	49,578,338	2%	51,716,204	53,267,690	54,865,720	57,098,792
Transfer Out to Debt Service										
	1,402,087	1,361,494	1,471,204	1,471,204	1,273,152	-13%	1,324,078	1,363,801	1,404,715	1,477,756
Subtotal	1,402,087	1,361,494	1,471,204	1,471,204	1,273,152	-13%	1,324,078	1,363,801	1,404,715	1,477,756
Total	\$ 47,136,062	\$ 48,887,989	\$ 50,221,450	\$ 48,814,459	\$ 50,851,490	1%	\$ 53,040,282	\$ 54,631,490	\$ 56,270,435	\$ 58,576,548

Water Enterprise

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

Long Range Financial Plan

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
Beginning Fund Balance, July 1	\$ 18,861,279	\$ 28,963,872	\$ 34,734,957	\$ 34,734,957	\$ 41,876,646	\$ 34,230,063	\$ 20,056,714	\$ 2,192,813	\$ (6,374,345)
Revenues									
Operating Revenues	16,185,195	16,866,269	17,048,083	17,065,923	16,707,121	17,456,914	18,745,318	20,085,259	21,478,797
Capacity Charges	804,958	31,999	30,000	100,000	70,000	70,000	70,000	70,000	70,000
Grant and Other Revenues	43,488	38,467	50,000	35,000	50,000	50,000	50,000	50,000	50,000
Interest Income	683,888	678,147	250,000	180,000	250,000	250,000	250,000	250,000	250,000
Total Revenues	17,717,529	17,614,881	17,378,083	17,380,923	17,077,121	17,826,914	19,115,318	20,455,259	21,848,797
Total Operating Expenses	8,363,529	9,295,947	10,650,809	10,179,828	10,203,708	10,713,893	11,142,449	11,588,147	12,051,673
Operating Surplus (Deficit)	9,354,000	8,318,935	6,727,274	7,201,095	6,873,413	7,113,021	7,972,869	8,867,112	9,797,124
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(1,767,891)	(4,844,385)	(23,852,268)	(5,836,864)	(13,884,425)	(20,550,000)	(25,100,000)	(16,700,000)	(200,000)
Debt Service Payment and Fees	(557,560)	(641,430)	(457,025)	(639,390)	(635,570)	(636,370)	(636,770)	(634,270)	(631,270)
Equipment Purchase	-	(73,753)	(101,388)	(101,388)	-	(100,000)	(100,000)	(100,000)	(100,000)
Capital Reimbursements	3,998	-	-	-	-	-	-	-	-
Debt Proceeds	3,095,046	3,011,719	8,603,281	6,493,235	-	-	-	-	-
Transfer In	-	-	25,000	25,000	-	-	-	-	-
Transfer Out	(25,000)	-	-	-	-	-	-	-	-
Non-Operating Surplus (Deficit)	748,593	(2,547,850)	(15,782,399)	(59,406)	(14,519,995)	(21,286,370)	(25,836,770)	(17,434,270)	(931,270)
Change in Fund Balance	10,102,593	5,771,085	(9,055,125)	7,141,689	(7,646,582)	(14,173,349)	(17,863,901)	(8,567,159)	8,865,854
Ending Fund Balance, June 30	\$ 28,963,872	\$ 34,734,957	\$ 25,679,832	\$ 41,876,646	\$ 34,230,063	\$ 20,056,714	\$ 2,192,813	\$ (6,374,345)	\$ 2,491,508
Reserve Targets									
25% Operating and Debt Service					2,709,820	2,837,566	2,944,805	3,055,604	3,170,736
Equipment Reserve					150,000	150,000	150,000	150,000	150,000
Emergency Capital Reserve					2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Total Reserve Target					\$ 4,859,820	\$ 4,987,566	\$ 5,094,805	\$ 5,205,604	\$ 5,320,736
Fund Balance Above Reserve Target					\$ 29,370,244	\$ 15,069,148	\$ (2,901,992)	\$ (11,579,950)	\$ (2,829,227)

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

Long Range Financial Plan

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
Beginning Fund Balance, July 1	\$ 1,819,627	\$ 1,650,807	\$ 1,045,524	\$ 1,045,524	\$ 312,335	\$ (65,696)	\$ (915,941)	\$ (1,771,305)	\$ (2,632,550)
Revenues									
Operating Revenues	561,318	561,761	570,000	561,000	570,000	584,643	625,139	666,242	707,961
Reimbursements	87,005	88,795	110,000	88,441	81,500	81,500	81,500	81,500	81,500
Interest Income	30,369	19,084	13,000	7,568	8,000	8,120	8,242	8,365	8,491
Total Revenues	678,692	669,640	693,000	657,009	659,500	674,263	714,880	756,107	797,952
Expenses									
Stormwater Operations	1,334,804	965,781	1,195,302	1,084,502	1,465,874	1,524,509	1,570,244	1,617,352	1,665,872
Operating Surplus (Deficit)	(656,111)	(296,142)	(502,302)	(427,493)	(806,374)	(850,246)	(855,364)	(861,245)	(867,920)
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(282,708)	(1,283,716)	(1,839,213)	(457,945)	(3,449,964)	-	-	-	-
Equipment Purchase	-	(295,128)	-	-	-	-	-	-	-
Capital Reimbursements	-	-	1,112,654	891	2,878,307	-	-	-	-
Transfer In	770,000	1,319,703	450,000	450,000	1,000,000	-	-	-	-
Transfer Out	-	(50,000)	(298,642)	(298,642)	-	-	-	-	-
Non-Operating Surplus (Deficit)	487,292	(309,141)	(575,201)	(305,696)	428,343	-	-	-	-
Change in Fund Balance	(168,820)	(605,283)	(1,077,503)	(733,189)	(378,031)	(850,246)	(855,364)	(861,245)	(867,920)
Ending Fund Balance, June 30	\$ 1,650,807	\$ 1,045,524	\$ (31,979)	\$ 312,335	\$ (65,696)	\$ (915,941)	\$ (1,771,305)	\$ (2,632,550)	\$ (3,500,470)
Reserve Targets									
25% Operating and Debt Service					366,469	381,127	392,561	404,338	416,468
Equipment Reserve					100,000	100,000	100,000	100,000	100,000
Emergency Capital Reserve					500,000	500,000	500,000	500,000	500,000
Total Reserve Target					\$ 966,469	\$ 981,127	\$ 992,561	\$ 1,004,338	\$ 1,016,468
Fund Balance Above Reserve Target					\$ (1,032,164)	\$ (1,897,069)	\$ (2,763,866)	\$ (3,636,888)	\$ (4,516,938)

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

Four Year Summary

Long Range Financial Plan

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
Beginning Fund Balance, July 1	\$ 15,863,645	\$ 26,659,984	\$ 34,045,966	\$ 34,045,966	\$ 42,738,961	27,491,043	15,869,568	8,645,947	6,363,790
Revenues									
Operating Revenues	17,684,479	18,087,342	17,459,376	17,500,000	17,459,376	\$ 18,257,481	\$ 19,709,834	\$ 21,220,281	\$ 22,791,146
Capacity Charges	19,251	53,187	50,000	140,000	110,000	110,000	110,000	110,000	110,000
Other Revenues	13,155	7,526	10,000	6,800	10,000	10,000	10,000	10,000	10,000
Interest Income	910,804	716,424	410,000	170,000	410,000	410,000	430,500	430,500	430,500
Total Revenues	18,627,689	18,864,479	17,929,376	17,816,800	17,989,376	18,787,481	20,260,334	21,770,781	23,341,646
Total Operating Expenses	7,914,533	8,746,327	9,729,227	9,101,147	9,809,554	10,300,032	10,712,033	11,140,514	11,586,135
Operating Surplus (Deficit)	10,713,156	10,118,151	8,200,149	8,715,653	8,179,822	8,487,449	9,548,301	10,630,267	11,755,511
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(7,632,482)	(8,733,109)	(22,519,437)	(4,519,372)	(20,514,341)	(17,100,000)	(14,360,000)	(10,500,000)	(3,500,000)
Debt Service Payment and Fees	(2,721,022)	(2,900,547)	(1,309,276)	(2,918,009)	(2,913,399)	(2,908,924)	(2,311,923)	(2,312,423)	(2,398,996)
Equipment Purchase	-	(45,766)	-	-	-	(100,000)	(100,000)	(100,000)	(100,000)
Capital Reimbursements	15,763	82,900	-	-	-	-	-	-	-
Debt Proceeds	10,445,924	8,864,352	8,796,260	7,389,724	-	-	-	-	-
Transfer In	-	-	25,000	25,000	-	-	-	-	-
Transfer Out	(25,000)	-	-	-	-	-	-	-	-
Non-Operating Surplus (Deficit)	83,183	(2,732,170)	(15,007,453)	(22,657)	(23,427,740)	(20,108,924)	(16,771,923)	(12,912,423)	(5,998,996)
Change in Fund Balance	10,796,339	7,385,982	(6,807,304)	8,692,996	(15,247,918)	(11,621,475)	(7,223,622)	(2,282,157)	5,756,515
Ending Fund Balance, June 30	\$ 26,659,984	\$ 34,045,966	\$ 27,238,661	\$ 42,738,961	\$ 27,491,043	\$ 15,869,568	\$ 8,645,947	\$ 6,363,790	\$ 12,120,305
Reserve Targets									
25% Operating and Debt Service					3,180,738	3,302,239	3,255,989	3,363,234	3,496,283
Equipment Reserve					150,000	150,000	150,000	150,000	150,000
Emergency Capital Reserve					2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Total Reserve Target					\$ 5,330,738	\$ 5,452,239	\$ 5,405,989	\$ 5,513,234	\$ 5,646,283
Fund Balance Above Reserve Target					\$ 22,160,305	\$ 10,417,330	\$ 3,239,958	\$ 850,556	\$ 6,474,022

CityNet Enterprise

CityNet Services is the City Enterprise responsible for the operations of San Bruno CityNet Services - the City's telecommunications business enterprise, and Channel 1 – the City's locally originated Public, Educational and Government (PEG) TV Channel. The Enterprise also provides oversight and management of the City's IT Department.

Four Year Summary

Long Range Financial Plan

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
Beginning Fund Balance, July 1	\$ (13,106,743)	\$ (14,153,026)	\$ (14,509,980)	\$ (14,509,980)	\$ (14,476,795)	\$ (14,588,174)	\$ (14,937,424)	\$ (14,900,467)	\$ (14,675,141)
Revenues									
Basic Service (incl Local Orig.)	2,812,628	2,711,255	2,834,581	2,834,581	3,166,500	3,229,830	3,294,427	3,360,315	3,427,521
Internet Service Fees (incl Wi-Fi)	4,025,220	3,968,913	4,056,266	4,056,266	4,203,000	4,432,431	4,669,265	5,153,185	5,651,622
Pay-Per-View Services	540,057	488,333	420,956	420,957	402,500	374,325	348,122	323,754	301,091
Digital Service	1,008,429	995,703	951,908	951,908	910,000	873,600	838,656	805,110	772,905
International Programming	87,901	80,292	74,079	74,079	80,000	76,800	73,728	70,779	67,948
Fees & Taxes	302,402	281,659	241,317	241,317	249,745	237,258	225,395	214,125	203,419
Voice Service	357,050	312,628	288,767	288,767	280,000	280,000	280,000	280,000	280,000
Fiber Leasing	295,152	134,023	162,000	162,000	162,000	162,000	162,000	162,000	162,000
TV Guide Magazine	1,867	1,722	1,396	1,396	980	980	980	980	980
Commercial Phone & Data	109,097	64,395	46,943	46,943	34,800	40,020	46,023	52,926	60,865
Other Receipts	199,695	264,652	321,220	321,220	321,250	321,250	321,250	321,250	321,250
Total Revenues	9,739,497	9,303,574	9,399,433	9,399,434	9,810,775	10,028,494	10,259,846	10,744,424	11,249,602
Expenses									
Operating Expenses	9,925,463	9,292,898	9,350,113	9,014,809	9,129,572	9,586,051	9,873,632	10,169,841	10,474,936
Pass Thru Fees	341,621	306,956	349,257	349,257	349,257	349,257	349,257	349,257	349,257
Equity Earnings Transfer	375,000	-	-	-	-	-	-	-	-
Total Expenses	10,642,084	9,599,853	9,699,370	9,364,066	9,478,829	9,935,308	10,222,889	10,519,098	10,824,193
Operating Surplus (Deficit)	(902,587)	(296,279)	(299,937)	35,368	331,946	93,186	36,957	225,326	425,409
Non-Operating Revenues (Expenses)									
Capital Improvement Program	(139,758)	(57,612)	-	-	(250,000)	-	-	-	-
Debt Service Payment and Fees	(3,938)	(3,063)	(2,183)	(2,183)	(1,298)	(409)	-	-	-
Equipment Purchase	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	250,000	-	-	-	-
Transfer Out	-	-	(352,027)	-	(442,027)	(442,027)	-	-	-
Non-Operating Surplus (Deficit)	(143,696)	(60,675)	(354,210)	(2,183)	(443,325)	(442,436)	-	-	-
Change in Fund Balance	(1,046,283)	(356,954)	(654,146)	33,185	(111,379)	(349,250)	36,957	225,326	425,409
Ending Fund Balance, June 30	\$ (14,153,026)	\$ (14,509,980)	\$ (15,164,126)	\$ (14,476,795)	\$ (14,588,174)	\$ (14,937,424)	\$ (14,900,467)	\$ (14,675,141)	\$ (14,249,732)
Reserve Targets									
25% Operating and Debt Service					2,258,876	2,373,218	2,555,722	2,629,775	2,706,048
Equipment Reserve					100,000	100,000	100,000	100,000	100,000
Emergency Capital Reserve					200,000	200,000	200,000	200,000	200,000
Total Reserve Target					\$ 2,558,876	\$ 2,673,218	\$ 2,855,722	\$ 2,929,775	\$ 3,006,048
Fund Balance Above Reserve Target					\$ (17,147,050)	\$ (17,610,641)	\$ (17,756,189)	\$ (17,604,915)	\$ (17,255,781)

General Fund Reserves and Other Funds Summary

4-Year Reserve Trend Compared to Reserve Policy Target

Reserve Item	Fund No.	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	Change in Budget	Reserve Policy Target 2021-22 Budget	Reserve Target vs. 2021-22 Budget
General Fund Balance									
Contingency (\$1.5M Fund Balance Target)	001	\$ 2,798,305	\$ 2,574,788	\$ 2,059,219	\$ 2,573,422	\$ 1,489,161	-28%	\$1,500,000	\$ (10,839)
Reserve (25% of annual expense)	002	12,555,916	12,582,349	12,225,322	12,288,675	12,288,675	1%	12,712,873	(424,198)
Capital Improvements (\$5M Fund Balance Target)	004	5,659,442	5,102,456	9,081,903	9,865,404	9,018,413	-1%	5,000,000	4,018,413
Emergency Disaster (\$3M Fund Balance Target)	136	3,202,690	1,924,216	1,954,216	1,946,538	2,714,538	39%	3,000,000	(285,462)
Equipment	703	4,663,832	3,674,805	3,622,615	3,543,999	3,373,544	-7%	-	3,373,544
Subtotal General Fund		\$ 28,880,185	\$ 25,858,614	\$ 28,943,275	\$ 30,218,038	\$ 28,884,331	0%	\$ 22,212,873	\$ 6,671,458
Internal Service Fund Balance									
Central Garage (25% of annual expense)	701	7,461	216,690	72,249	56,573	141,077	95%	199,413	(58,336)
Building & Facilities (25% of annual expense)	702	15,389	183,894	296,276	316,212	304,994	3%	494,095	(189,101)
Technology (25% of annual expense)	707	223,262	164,439	167,634	395,540	189,459	13%	343,023	(153,564)
Subtotal Internal Service Funds		\$ 246,112	\$ 565,023	\$ 536,159	\$ 768,325	\$ 635,530	19%	\$ 1,036,531	\$ (401,001)
Total		\$ 29,126,297	\$ 26,423,637	\$ 29,479,434	\$ 30,986,363	\$ 29,519,861	0%	\$ 23,249,403	\$ 6,270,458
Other Funds									
General Fund One-Time Annual Revenue Fund	003	273,701	1,012,473	1,012,473	350,044	5,748,144	468%	-	-
Measure G Fund	005	-	493,305	849,322	1,253,305	2,972,305	250%	-	-
American Rescue Plan Act Fund	006	-	-	(290,000)	4,830,172	5,407,530	-1865%	-	-
Stormwater Fund	621	1,650,807	1,045,524	(31,979)	312,335	(65,696)	105%	-	-
City Net Services	641	(14,153,026)	(14,509,980)	(15,164,126)	(14,476,795)	(14,588,174)	-4%	-	-
Adjusted General Fund Reserves		\$ 16,651,667	\$ 13,899,936	\$ 15,318,965	\$ 22,487,099	\$ 28,358,440	85%	\$ 22,212,873	\$ 6,671,458

Measure G District Sales Tax

Measure G is funded through a voter-approved one-half cent transactions and use tax. This local sales tax is collected along with other state and local sales and use taxes and is administered by the California Department of Tax and Fee Administration. Proceeds will fund city services/facilities such as neighborhood police patrols, fire prevention services, urban wildfire protection, crime suppression/investigation; pothole/street repair; increasing parking supply; upgrading parks/other city services/facilities; and expanding services supporting local businesses.

Four Year Summary

Long Range Financial Plan

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	2021-22 Forecast	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast
Beginning Fund Balance, July 1	\$ -	\$ -	\$ 493,305	\$ 493,305	\$ 1,253,305	\$ 2,972,305	\$ 6,656,755	\$ 10,525,427	\$ 14,587,533
Revenues									
1/2 cent sales tax allocation	-	493,305	2,911,017	3,315,000	3,509,000	3,684,450	3,868,673	4,062,106	4,265,211
Expenditures	-	-	-	-	-	-	-	-	-
Non-Operating Revenue (Expenditure)									
Transfer Out to General Fund Operating	-	-	(2,150,000)	(2,150,000)	-	-	-	-	-
Transfer Out to General Fund Equipment Reserve	-	-	-	-	(240,000)	-	-	-	-
Transfer Out to Fire Capital	-	-	(205,000)	(205,000)	(150,000)	-	-	-	-
Transfer Out to Streets Capital	-	-	(200,000)	(200,000)	(1,400,000)	-	-	-	-
Subtotal	-	-	(2,555,000)	(2,555,000)	(1,790,000)	-	-	-	-
Change in Fund Balance	-	493,305	356,017	760,000	1,719,000	3,684,450	3,868,673	4,062,106	4,265,211
Ending Fund Balance, June 30	\$ -	\$ 493,305	\$ 849,322	\$ 1,253,305	\$ 2,972,305	\$ 6,656,755	\$ 10,525,427	\$ 14,587,533	\$ 18,852,745

American Rescue Plan Act

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021. The \$1.9 trillion aid package provides financial aid to families, governments, businesses, schools, non-profits, and others impacted by the Covid-19 public health crisis. The plan provides Fiscal Recovery Funds to states, localities, and tribal governments of up to \$350 billion in direct aid. Funds can be used to respond to the Covid-19 emergency and address its economic effects, provide premium pay to essential workers, provide government services affected by a revenue reduction resulting from Covid-19, and make investments in water, sewer, or broadband infrastructure. All Fiscal Recovery Funding will remain available until December 31, 2024.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ -	\$ -	\$ -	\$ -	\$ 4,830,172
Revenues					
ARPA fiscal recovery funds	-	-	-	5,120,172	5,120,172
Expenditures	-	-	-	-	2,792,814
Non-Operating Revenue (Expenditure)					
Transfer Out to Emergency Disaster Reserve	-	-	(290,000)	(290,000)	-
Transfer Out to CityNet Fund	-	-	-	-	(250,000)
Transfer Out to Parks & Facilities Fund	-	-	-	-	-
Transfer Out to Stormwater Fund	-	-	-	-	(1,000,000)
Transfer Out to Technology Capital Fund	-	-	-	-	(500,000)
Subtotal	-	-	(290,000)	(290,000)	(1,750,000)
Change in Fund Balance	-	-	(290,000)	4,830,172	577,358
Ending Fund Balance, June 30	\$ -	\$ -	\$ (290,000)	\$ 4,830,172	\$ 5,407,530

Long Range Financial Plan

	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
Beginning Fund Balance, July 1	\$ 5,407,530	\$ 5,407,530	\$ 5,407,530	\$ 5,407,530
Revenues				
ARPA fiscal recovery funds	-	-	-	-
Expenditures	-	-	-	-
Non-Operating Revenue (Expenditure)				
Transfer Out to Emergency Disaster Reserve	-	-	-	-
Transfer Out to CityNet Fund	-	-	-	-
Transfer Out to Parks & Facilities Fund	-	-	-	-
Transfer Out to Stormwater Fund	-	-	-	-
Transfer Out to Technology Capital Fund	(1,100,000)	(900,000)	-	-
Subtotal	(1,100,000)	(900,000)	-	-
Change in Fund Balance	-	-	-	-
Ending Fund Balance, June 30	\$ 5,407,530	\$ 5,407,530	\$ 5,407,530	\$ 5,407,530

General Fund Capital Improvement/One-Time Initiative 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. The Capital Improvement/One-Time Initiative Reserve can only be utilized through resolution of the City Council. While this fund has an initial goal of \$5 million, funds shall continue to be added to this fund until it has reached a fund balance of \$8 million.

Four Year Summary

Long Range Financial Plan

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast
Beginning Fund Balance, July 1	\$ 3,369,591	\$ 7,282,442	\$ 4,999,506	\$ 4,609,727	\$ 4,609,727	\$ 9,540,761	\$ 8,862,742	\$ 5,868,475	\$ 3,542,823	\$ 3,392,823
Advance to Cable (Non-Spendable)	991,728	826,268	659,936	492,729	492,729	324,643	155,671	-	-	-
Revenues										
Interest from Advance to Cable	4,809	3,938	3,063	2,183	2,183	1,298	409	-	-	-
Community Benefit Payments	-	-	-	4,500,000	4,700,000	-	-	-	-	-
CPUC Penalty Assessed on PGE	6,000,000	-	-	-	-	-	-	-	-	-
Total Revenues	6,004,809	3,938	3,063	4,502,183	4,702,183	1,298	409	-	-	-
Non-Operating Revenue (Expenditure)										
Transfer in from One-Time Revenue	148,897	494,746	-	-	1,000,000	-	-	-	-	-
Transfer in from Stormwater Capital	1,013,000	-	50,000	317,851	298,642	-	-	-	-	-
Transfer in from Parks, Facilities, Police Capital	163,319	514,434	2,202,621	1,255,054	1,210,054	-	-	-	-	-
Transfer in from Streets Capital	215,575	337,891	1,734,545	100,712	100,000	-	-	-	-	-
Transfer in from CityNet Fund	-	-	-	352,027	-	352,027	352,027	-	-	-
Transfer in from Technology Capital	-	-	30,095	-	-	100,150	-	-	-	-
Transfer out to the General Fund	-	-	(2,755,083)	(1,297,904)	(1,297,904)	-	-	-	-	-
Transfer out to Equipment Reserve	(4,569)	-	-	-	-	-	-	-	-	-
Transfer out to Central Garage Operations	-	-	-	-	-	(25,000)	-	-	-	-
Transfer out to Buildings & Facilities Operations	-	-	-	(40,000)	(40,000)	(159,500)	-	-	-	-
Transfer out to Information Technology Operations	-	-	-	-	-	(258,939)	-	-	-	-
Transfer out to Debt Service Fund - Router Replacement	-	(352,027)	(352,027)	(352,027)	(352,027)	(352,027)	(352,027)	-	-	-
Transfer out to Crestmoor (Glenview) Recovery Fund	-	-	(100,000)	-	-	-	-	-	-	-
Transfer out to Stormwater Capital	(412,500)	(770,000)	(300,000)	(450,000)	(450,000)	-	-	-	-	-
Transfer out to Parks & Facilities Capital	(1,060,078)	(1,638,250)	(758,200)	(121,450)	(121,000)	(455,000)	(3,150,348)	(2,325,652)	(150,000)	(150,000)
Transfer out to Streets Capital	(2,321,062)	(1,040,000)	(207,000)	-	-	-	-	-	-	-
Transfer out to Technology Capital	-	-	(105,000)	(287,000)	(287,000)	(50,000)	-	-	-	-
Subtotal	(2,257,418)	(2,453,206)	(560,049)	(522,737)	60,765	(848,289)	(3,150,348)	(2,325,652)	(150,000)	(150,000)
Change in Fund Balance	3,747,391	(2,449,268)	(556,986)	3,979,446	4,762,948	(846,991)	(3,149,939)	(2,325,652)	(150,000)	(150,000)
Assigned Ending Fund Balance, June 30 *	-	-	-	4,500,000	4,700,000	4,700,000	2,579,652	-	-	-
Unassigned Ending Fund Balance, June 30	8,108,710	5,659,442	5,102,456	4,581,903	5,165,404	4,318,413	3,288,823	3,542,823	3,392,823	3,242,823
Total Ending Fund Balance	\$ 8,108,710	\$ 5,659,442	\$ 5,102,456	\$ 9,081,903	\$ 9,865,404	\$ 9,018,413	\$ 5,868,475	\$ 3,542,823	\$ 3,392,823	\$ 3,242,823

* Assigned fund balance is defined as the balances constrained by the City's intent to use the funds for a specific purpose.

General Fund Reserve

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

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$12,078,696	\$12,555,916	\$12,582,349	\$12,582,349	\$12,288,675
Revenues	15,124	22,611	-	293,352	-
Expenditures	-	-	-	-	-
Non-Operating Revenue (Expenditure)					
Transfer in from General Fund	-	-	-	-	-
Transfer in from One-Time Revenue	462,096	-	225,000	-	-
Transfer in from Capital Projects	-	3,822	8,822	3,822	-
Transfer to General Fund	-	-	(590,849)	(590,849)	-
Subtotal	462,096	3,822	(357,027)	(587,027)	-
Change in Fund Balance	477,220	26,433	(357,027)	(293,675)	-
Ending Fund Balance, June 30	\$12,555,916	\$12,582,349	\$12,225,322	\$12,288,675	\$12,288,675

General Fund One Time Annual Revenues

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

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 699,849	\$ 273,701	\$ 1,012,473	\$ 1,012,473	\$ 350,044
Revenues					
Excess ERAF	445,977	513,719	225,000	570,321	350,000
Proceeds from sale of the Crossings property	-	-	-	-	5,060,000
Other one time recoveries	96,331	837,011	-	4,058	-
Total Revenues	<u>542,308</u>	<u>1,350,730</u>	<u>225,000</u>	<u>574,379</u>	<u>5,410,000</u>
Expenditures					
Crossing Hotel parcel	11,614	11,713	-	11,809	11,900
Total Expenditures	<u>11,614</u>	<u>11,713</u>	<u>-</u>	<u>11,809</u>	<u>11,900</u>
Non-Operating Revenue (Expenditure)					
Transfer out to General Fund	-	(600,244)	(225,000)	(225,000)	-
Transfer out to General Fund Reserve	(462,096)	-	-	-	-
Transfer out to General Fund Capital Improvement Reserve	(494,746)	-	-	(1,000,000)	-
Transfer out to Parks & Facilities Capital Fund	-	-	-	-	-
Subtotal	<u>(956,842)</u>	<u>(600,244)</u>	<u>(225,000)</u>	<u>(1,225,000)</u>	<u>-</u>
Change in Fund Balance	<u>(426,149)</u>	<u>738,773</u>	<u>-</u>	<u>(662,430)</u>	<u>5,398,100</u>
Ending Fund Balance, June 30	<u><u>\$ 273,701</u></u>	<u><u>\$ 1,012,473</u></u>	<u><u>\$ 1,012,473</u></u>	<u><u>\$ 350,044</u></u>	<u><u>\$ 5,748,144</u></u>

General Fund Equipment Reserve

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

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 5,098,605	\$ 4,663,832	\$ 3,674,805	\$ 3,674,805	\$ 3,543,999
Revenues	12,815	35,355	303,545	129,856	303,545
Expenditures					
Equipment and Vehicle Purchases	580,188	672,382	415,735	320,662	684,000
Total Expenditures	580,188	672,382	415,735	320,662	684,000
Non-Operating Revenue (Expenditure)					
Transfer In from General Fund	340,600	-	-	-	-
Transfer In from Measure G Fund	-	-	-	-	240,000
Transfer In from Parks & Facilities	-	-	132,000	132,000	-
Transfer Out to Streets Capital Fund	-	-	-	-	(30,000)
Transfer Out to Parks & Facilities Fund	(208,000)	(312,000)	-	-	-
Transfer Out to General Fund	-	(40,000)	(72,000)	(72,000)	-
Subtotal	132,600	(352,000)	60,000	60,000	210,000
Change in Fund Balance	(434,773)	(989,027)	(52,190)	(130,806)	(170,455)
Ending Fund Balance, June 30	\$ 4,663,832	\$ 3,674,805	\$ 3,622,615	\$ 3,543,999	\$ 3,373,544

Emergency Disaster Reserve

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

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 3,126,534	\$ 3,202,690	\$ 1,924,216	\$ 1,924,216	\$ 1,946,538
Revenues					
Interest Income	76,157	66,436	30,000	22,322	23,000
Recoveries	-	-	-	-	745,000
Total Revenues	76,157	66,436	30,000	22,322	768,000
Expenditures					
Operating Expenditures	-	200,207	290,000	290,000	-
Non-Operating Revenue (Expenditure)					
Transfer in from American Rescue Plan Act Fund	-	-	290,000	290,000	-
Transfer Out to Parks & Facilities Fund	-	(125,000)	-	-	-
Transfer Out to Stormwater Fund	-	(1,019,703)	-	-	-
Subtotal	-	(1,144,703)	290,000	290,000	-
Change in Fund Balance	76,157	(1,278,474)	30,000	22,322	768,000
Ending Fund Balance, June 30	\$ 3,202,690	\$ 1,924,216	\$ 1,954,216	\$ 1,946,538	\$ 2,714,538

Central Garage

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, developing specifications and purchasing of replacement vehicles, and disposing of City vehicles for salvage value at the end of their serviceable life.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 120,381	\$ 7,461	\$ 216,690	\$ 216,690	\$ 56,573
Charge for Services	587,000	810,000	575,000	575,000	857,154
Expenses					
Operating Expenses	699,921	600,771	719,441	735,117	797,650
Non-Operating Revenues (Expenses)					
Transfer In	-	-	-	-	25,000
Change in Fund Balance	(112,921)	209,229	(144,441)	(160,117)	84,504
Estimated Fund Balance, June 30	\$ 7,461	\$ 216,690	\$ 72,249	\$ 56,573	\$ 141,077

Buildings & Facilities

The Building and Facilities Division provides safe, efficient, comfortable, attractive, and functional buildings and facilities for all users of City facilities. This includes custodial services, routine preventative maintenance, and repairs for municipal buildings and facilities, as well as restrooms and structures at City parks.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 12,194	\$ 15,389	\$ 183,894	\$ 183,894	\$ 316,212
Charge for Services	1,334,786	1,514,275	1,724,000	1,724,000	1,805,663
Expenses					
Operating Expenses	1,331,590	1,345,770	1,701,618	1,681,682	1,976,381
Non-Operating Revenues (Expenses)					
Transfer In	-	-	90,000	90,000	159,500
Change in Fund Balance	3,196	168,505	112,382	132,318	(11,218)
Ending Fund Balance, June 30	\$ 15,389	\$ 183,894	\$ 296,276	\$ 316,212	\$ 304,994

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.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 259,713	\$ 223,262	\$ 164,439	\$ 164,439	\$ 395,540
Charge for Services	710,340	839,506	1,058,000	1,058,000	907,071
Expenses					
Operating Expenses	746,791	898,329	1,054,805	826,899	1,372,091
Non-Operating Revenues (Expenses)					
Transfer In	-	-	-	-	258,939
Change in Fund Balance	(36,451)	(58,823)	3,195	231,101	(206,081)
Ending Fund Balance, June 30	\$ 223,262	\$ 164,439	\$ 167,634	\$ 395,540	\$ 189,459

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

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 1,783,207	\$ 1,410,883	\$ 795,872	\$ 795,872	\$ 1,074,067
Charge for Services	2,246,554	2,333,776	2,846,554	2,846,554	2,928,085
Expenses					
Workers Compensation Expenses	1,099,379	1,301,643	1,075,331	1,071,713	1,198,194
General Liability Expenses	1,512,296	1,565,942	1,561,884	1,446,646	1,668,691
Unemployment Expenses	7,203	81,201	26,200	50,000	61,200
Total Expenses	2,618,878	2,948,787	2,663,415	2,568,359	2,928,085
Change in Fund Balance	(372,324)	(615,011)	183,139	278,195	-
Ending Fund Balance, June 30	\$ 1,410,883	\$ 795,872	\$ 979,011	\$ 1,074,067	\$ 1,074,067

Gas Tax

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

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 163,061	\$ 904,773	\$ 822,591	\$ 822,591	\$ 829,962
Revenues					
Highway Users Tax	914,022	1,009,507	869,376	945,278	1,036,609
SB1 Road Maintenance and Rehab	897,086	834,724	641,072	747,967	820,794
Investment Income	11,048	14,123	4,000	5,126	5,200
Total Revenues	1,822,156	1,858,354	1,514,448	1,698,371	1,862,602
Expenditures					
Annual Gas Tax Reporting fee	2,119	2,535	2,200	2,500	2,800
Non-Operating Revenue (Expense)					
Transfer in from Streets Capital	-	-	45,000	45,000	726,000
Transfer Out to Streets Operations	(750,000)	(750,000)	(850,000)	(850,000)	(850,000)
Transfer Out to Streets Capital	(328,326)	(1,188,000)	(1,083,500)	(883,500)	(1,522,000)
Non-Operating Surplus (Deficit)	(1,078,326)	(1,938,000)	(1,888,500)	(1,688,500)	(1,646,000)
Change in Fund Balance	741,712	(82,181)	(376,253)	7,371	213,802
Ending Fund Balance, June 30	\$ 904,773	\$ 822,591	\$ 446,339	\$ 829,962	\$ 1,043,765

Measure A Transportation Tax

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

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 1,938,365	\$ 1,451,878	\$ 2,486,151	\$ 2,486,151	\$ 1,566,021
Revenues					
1/2 cent sales tax allocation	1,099,755	1,055,061	816,327	973,505	994,813
Investment Income	22,223	26,530	15,000	4,087	6,000
Total Revenues	1,121,978	1,081,591	831,327	977,592	1,000,813
Non-Operating Revenue (Expenditure)					
Transfer in from Streets Operating	-	-	-	-	-
Transfer In from Streets Capital	-	282,796	178,459	178,459	609,463
Transfer Out to Streets Capital	(1,608,465)	(330,114)	(3,087,181)	(2,076,181)	(1,579,463)
Subtotal	(1,608,465)	(47,318)	(2,908,722)	(1,897,722)	(970,000)
Change in Fund Balance	(486,487)	1,034,273	(2,077,395)	(920,130)	30,813
Ending Fund Balance, June 30	\$ 1,451,878	\$ 2,486,151	\$ 408,756	\$ 1,566,021	\$ 1,596,834

Street Special Revenue Fund

This fund is restricted for street improvement and mitigation.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 320,383	\$ 326,010	\$ 331,579	\$ 331,579	\$ 184,379
Revenues					
Investment Income	5,627	5,569	-	2,800	2,800
Total Revenues	<u>5,627</u>	<u>5,569</u>	<u>-</u>	<u>2,800</u>	<u>2,800</u>
Non-Operating Revenues (Expenditures)					
Transfer Out to Streets Capital	-	-	(150,000)	(150,000)	(75,000)
Total Expenditures	<u>-</u>	<u>-</u>	<u>(150,000)</u>	<u>(150,000)</u>	<u>(75,000)</u>
Change in Fund Balance	<u>5,627</u>	<u>5,569</u>	<u>(150,000)</u>	<u>(147,200)</u>	<u>(72,200)</u>
Ending Fund Balance, June 30	<u>\$ 326,010</u>	<u>\$ 331,579</u>	<u>\$ 181,579</u>	<u>\$ 184,379</u>	<u>\$ 112,179</u>

Measure W Transportation Tax

Measure W is funded through a voter-approved half-cent sales tax authorized for a period of 30 years beginning July 2019 and ending June 30, 2038. 50% of the funds are administered by the San Mateo County Transportation Authority while the remaining 50% are administered by the SamTrans Board of Directors. Proceeds will fund local street repair, grade separations for Caltrain tracks that intersect local streets, expanded bicycle and pedestrian facilities, and improved transit connections.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ -	\$ -	\$ 443,271	\$ 443,271	\$ 471,048
Revenues					
1/2 cent sales tax allocation	-	438,863	241,962	425,229	441,800
Investment Income	-	4,408	500	2,548	3,000
Total Revenues	-	443,271	242,462	427,777	444,800
Non-Operating Revenue (Expenditure)					
Transfer In from Streets Capital	-	-	-	-	400,000
Transfer Out to Streets Capital	-	-	(400,000)	(400,000)	(600,000)
Subtotal	-	-	(400,000)	(400,000)	(200,000)
Change in Fund Balance	-	443,271	(157,538)	27,777	244,800
Ending Fund Balance, June 30	\$ -	\$ 443,271	\$ 285,733	\$ 471,048	\$ 715,848

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. Funds received from the Department of Justice Equitable Sharing Program is used for specific law enforcement purposes such as training, education, equipment, drug and gang education, and other awareness programs.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 595,157	\$ 880,202	\$ 1,034,048	\$ 1,034,048	\$ 522,399
Revenues					
Asset Forfeiture Allocation	9,332	1,845	3,000	7,343	3,000
DOJ Equitable Sharing - Airport	338,446	351,790	90,000	37,303	200,000
DOJ Equitable Sharing - DEA Metro One	80,364	12,282	20,000	56,914	-
Investment Income	14,751	16,740	4,000	3,579	5,000
Total Revenues	442,893	382,657	117,000	105,139	208,000
Expenditures					
Operating Expenditures	157,848	150,811	482,882	344,788	227,882
Non-Operating Revenue (Expenditure)					
Transfer to General Fund Police Operations	-	-	(200,000)	(200,000)	-
Transfer out to Police Capital	-	(78,000)	(72,000)	(72,000)	-
Subtotal	-	(78,000)	(272,000)	(272,000)	-
Change in Fund Balance	285,045	153,846	(637,882)	(511,649)	(19,882)
Ending Fund Balance, June 30	\$ 880,202	\$ 1,034,048	\$ 396,166	\$ 522,399	\$ 502,517

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

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 112,908	\$ 165,037	\$ 206,663	\$ 206,663	\$ 159,789
Revenues					
SLESF Fund	148,747	140,932	130,000	150,932	140,000
Investment Income	3,382	694	1,600	2,194	1,600
Total Revenues	152,129	141,626	131,600	153,126	141,600
Non-Operating Revenue (Expenditure)					
Transfer Out to General Fund Police Operations	(100,000)	(100,000)	(200,000)	(200,000)	(200,000)
Change in Fund Balance	52,129	41,626	(68,400)	(46,874)	(58,400)
Ending Fund Balance, June 30	\$ 165,037	\$ 206,663	\$ 138,263	\$ 159,789	\$ 101,389

Federal/State Grants

The City receives grant funding from various Federal and State Agencies. This fund is established to account for Police, Fire, and other departments grant funded activities.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ (719)	\$ 11,870	\$ 12,227	\$ 12,227	\$ 12,227
Revenues					
Grant Revenue	58,735	98,180	385,261	362,266	-
Investment Income	159	36	-	-	-
Total Revenues	58,894	98,216	385,261	362,266	-
Expenditures					
Grant Expenditures	46,305	97,858	385,261	362,266	-
Change in Fund Balance	12,589	358	-	0	-
Ending Fund Balance, June 30	\$ 11,870	\$ 12,227	\$ 12,227	\$ 12,227	\$ 12,227

Solid Waste/Recycling Fund

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. This division is funded through a 1% fee assessed on garbage bills for the City's franchised solid waste hauler.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 331,677	\$ 392,907	\$ 418,172	\$ 418,172	\$ 304,508
Revenues					
1% AB 939 Fee	83,270	86,147	84,379	81,921	85,694
State of California	23,198	11,390	11,300	11,474	11,500
Interest Earnings	6,559	6,831	2,500	3,500	3,500
Reimbursements	19,065	9,474	-	-	-
Total Revenues	132,092	113,842	98,179	96,895	100,694
Expenditures					
Solid Waste Operations	70,863	88,576	85,604	80,559	102,207
Non-Operating Revenue (Expenditure)					
Transfer Out to Streets Capital	-	-	(130,000)	(130,000)	-
Change in Fund Balance	61,230	25,265	(117,425)	(113,664)	(1,513)
Ending Fund Balance, June 30	\$ 392,907	\$ 418,172	\$ 300,747	\$ 304,508	\$ 302,995

Development Impact Fees

On May 1, 2019, the comprehensive development impact fee program was implemented and the fees took effect. Development impact fees are assessed on development projects to pay their "fair share" of capital improvements. The Funds will be used for various capital improvements and enhancements.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ -	\$ 33,021	\$ 111,206	\$ 111,206	\$ 115,368
Revenues					
Community Facilities Impact Fee	21,717	50,673	50,000	2,475	40,000
Public Safety Impact Fee	1,716	4,004	4,000	184	3,000
General Government Impact Fee	2,283	5,327	5,000	260	4,000
Transportation Impact Fee	3,915	9,135	9,000	542	8,000
Utilities Impact Fee	3,126	7,294	7,000	356	6,000
Investment Income	264	1,752	500	346	500
Total Revenues	33,021	78,185	75,500	4,162	61,500
Non-Operating Revenue (Expenditure)					
Transfer Out to Capital Projects	-	-	-	-	-
Subtotal	-	-	-	-	-
Change in Fund Balance	33,021	78,185	75,500	4,162	61,500
Ending Fund Balance, June 30	\$ 33,021	\$ 111,206	\$ 186,706	\$ 115,368	\$ 176,868

In-Lieu Fund Park-in-Lieu and BMR Housing in-Lieu

Fees required by City ordinance to address the residents future park or housing needs.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 3,533,482	\$ 3,881,339	\$ 7,130,189	\$ 7,130,189	\$ 7,087,049
Revenues					
Development Fees					
BMR Housing in-lieu	320,000	-	-	-	-
Park in-lieu	-	3,173,625	-	-	-
Interest Earnings	67,157	115,075	40,000	54,210	50,000
Total Revenues	387,157	3,288,700	40,000	54,210	50,000
Expenditures					
Operating Expenses	39,300	39,850	72,350	72,350	112,350
Non-Operating Revenue (Expenditure)					
Transfer out to Capital	-	-	(25,000)	(25,000)	-
Change In Fund Balance	347,857	3,248,850	(57,350)	(43,140)	(62,350)
Ending Fund Balance, June 30	\$ 3,881,339	\$ 7,130,189	\$ 7,072,839	\$ 7,087,049	\$ 7,024,699

Area 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

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 33,374	\$ 34,071	\$ 34,749	\$ 34,749	\$ 40,090
Revenues					
Area Agency on Aging Grant					
Transportation Program	29,055	31,175	29,055	4,958	19,405
Congregate Nutrition Program	116,239	112,744	138,215	157,215	114,182
Senior Center Donations	80,136	71,580	36,500	53,115	61,500
Investment Income	697	678	200	383	300
Total Revenues	226,127	216,177	203,970	215,671	195,387
Expenditures					
Transportation Program	29,055	27,580	29,055	-	19,405
Congregate Nutrition Program	160,352	140,895	138,082	157,215	114,182
Total Expenditures	189,407	168,475	167,137	157,215	133,587
Non-Operating Revenues (Expenditures)					
Transfer Out	(36,023)	(47,024)	(36,500)	(53,115)	(61,500)
Change in Fund Balance	697	678	333	5,341	300
Ending Fund Balance, June 30	\$ 34,071	\$ 34,749	\$ 35,082	\$ 40,090	\$ 40,390

Restricted Revenues

Fees, as required by Ordinance or State, and donations are designated for specific purposes such as city art, document imaging, technology improvement, general plan updates, enhanced library services, and San Bruno Community Foundation projects.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 1,639,861	\$ 2,698,908	\$ 2,788,475	\$ 2,788,475	\$ 2,114,740
Revenues					
City art program	71,740	39,898	36,000	46,048	46,000
Document imaging	41,079	24,156	25,000	30,345	31,000
General plan maintenance	10,556	9,804	9,000	26,277	27,000
Investment income	44,907	47,019	27,000	14,094	14,000
Library donations & grants	20,151	16,385	18,000	14,799	15,000
Other donations	65,808	60,646	40,000	23,547	30,000
San Bruno Community Foundation	47,500	-	-	-	-
Senior Center Bequest	754,000	-	-	17,870	-
Tree Planting Restricted Revenue	14,215	24,485	7,000	14,940	13,000
Technology fee	112,989	69,138	-	81,265	80,000
Total Revenues	1,182,946	291,532	162,000	269,185	256,000
Expenditures					
City art program	5,907	17,787	78,600	44,663	20,100
Document imaging	9,110	5,789	12,000	12,000	12,000
General plan maintenance	585	74,199	27,216	27,216	12,000
Library donations & grants	22,717	15,012	8,100	14,581	8,100
Other activities	14,851	6,316	105,079	106,204	-
Community Day activities	63,084	-	-	-	-
Tree Planting program	7,570	7,862	8,000	6,145	8,000
Technology fee program	74	-	-	-	7,400
Total Expenditures	123,899	126,964	238,996	210,809	67,600
Non-Operating Revenue (Expenditures)					
Transfers in from Capital	-	-	10,889	10,889	-
Transfer out to Operations	-	-	(12,146)	-	-
Transfer out to Capital	-	(75,000)	(743,000)	(743,000)	(370,000)
Subtotal	-	(75,000)	(744,257)	(732,111)	(370,000)
Change in Fund Balance	1,059,047	89,568	(821,253)	(673,735)	(181,600)
Ending Fund Balance, June 30	\$ 2,698,908	\$ 2,788,475	\$ 1,967,223	\$ 2,114,740	\$ 1,933,140

City as Successor Housing Agency

This fund accounts for housing assets and functions previously performed by the former Redevelopment Agency.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 685,407	\$ 685,407	\$ 700,649	\$ 700,649	\$ 700,649
Revenues	-	15,242	-	-	-
Non-Operating Revenue (Expense) Transfer In	-	-	-	-	-
Change in Fund Balance	-	15,242	-	-	-
Ending Fund Balance, June 30	\$ 685,407	\$ 700,649	\$ 700,649	\$ 700,649	\$ 700,649

Parks & Facilities Capital

The Parks and Facilities Capital Fund corresponds with the Parks and Facilities Capital Improvement Program, which provides for the improvement and development of City facilities, infrastructure, and major equipment used to deliver services to the community.

Four Year Summary

	2018-19	2019-20	2020-21	2020-21	2021-22
	Actual	Actual	Amended Budget	Estimated Actual	Budget
Beginning Fund Balance, July 1	\$ 2,818,360	\$ 4,013,994	\$ 2,686,438	\$ 2,686,438	\$ 1,433,129
Revenues					
Grants	790,566	3,276,957	19,717,713	1,389,538	26,655,178
Reimbursements	-	-	1,000,000	570,883	5,578,043
Total Revenues	790,566	3,276,957	20,717,713	1,960,421	32,233,221
Transfer In					
Asset Forfeiture Fund	-	78,000	72,000	72,000	-
American Rescue Plan Act	-	-	-	-	-
CityNet Fund	-	-	-	-	90,000
General Fund Capital Reserve	1,638,250	758,200	121,000	121,000	455,000
General Fund Equipment Reserve	208,000	312,000	-	-	-
General Fund Emergency Disaster Reserve	-	125,000	-	-	-
Measure G Fund	-	-	205,000	205,000	150,000
Park In-Lieu Funds	-	-	25,000	25,000	-
Restricted Revenues Fund	-	75,000	743,000	743,000	200,000
Wastewater Fund	25,000	-	-	-	-
Water Fund	25,000	-	-	-	-
Total Transfer In	1,896,250	1,348,200	1,166,000	1,166,000	895,000
Expenditures					
Capital Improvement Program	976,747	3,746,271	25,278,520	3,047,676	34,725,695
Total Expenditures	976,747	3,746,271	25,278,520	3,047,676	34,725,695
Transfer Out					
General Fund Capital Reserve	(514,434)	(2,202,621)	(1,368,612)	(1,210,054)	-
General Fund Reserve	-	(3,822)	-	-	-
General Fund Equipment Reserve	-	-	(72,000)	(72,000)	-
Restricted Revenues Fund	-	-	-	-	-
Water Fund	-	-	(25,000)	(25,000)	-
Wastewater Fund	-	-	(25,000)	(25,000)	-
Total Transfer Out	(514,434)	(2,206,443)	(1,490,612)	(1,332,054)	-
Change in Fund Balance	1,195,634	(1,327,556)	(4,885,419)	(1,253,308)	(1,597,474)
Ending Fund Balance, June 30	\$ 4,013,994	\$ 2,686,438	\$ (2,198,982)	\$ 1,433,129	\$ (164,345)

Streets Capital

The Streets Capital Fund corresponds with the Streets Capital Improvement Program, which provides for the rehabilitation of City streets, sidewalks, streetlights, traffic signals, and street medians to ensure public safety.

Four Year Summary

	2018-19	2019-20	2020-21	2020-21	2021-22
	Actual	Actual	Amended Budget	Estimated Actual	Budget
Beginning Fund Balance, July 1	\$ 4,764,920	\$ 2,245,772	\$ 1,695,129	\$ 1,695,129	\$ 4,920,131
Revenues					
Grants	739,014	1,131,953	3,766,996	13,687	3,446,067
Reimbursements	394,217	117,358	1,033,996	-	633,996
Total Revenues	1,133,231	1,249,311	4,800,992	13,687	4,080,063
Transfer In					
Gas Tax	328,326	1,188,000	1,083,500	883,500	1,522,000
General Fund Capital Improvement R	1,040,000	207,000	450	-	-
General Fund Equipment Reserve	-	-	-	-	30,000
Measure A	1,585,965	330,114	1,207,751	3,087,181	1,579,463
Measure G	-	-	200,000	200,000	1,400,000
Measure W	-	-	400,000	400,000	600,000
Solid Waste/Recycling Fund	-	-	130,000	130,000	-
Streets Special Revenue	-	-	150,000	150,000	75,000
Total Transfer In	2,954,291	1,725,114	3,171,701	4,850,681	5,206,463
Expenditures					
Capital Improvement Program	6,268,779	1,530,227	8,142,564	1,315,907	12,671,448
Total Expenditures	6,268,779	1,530,227	8,142,564	1,315,907	12,671,448
Transfer Out					
Gas Tax	-	-	(45,000)	(45,000)	(726,000)
General Fund Capital Reserve	(337,891)	(1,734,545)	(100,000)	(100,000)	-
Measure W	-	-	-	-	(400,000)
Measure A	-	(260,296)	(178,459)	(178,459)	(609,463)
Total Transfer Out	(337,891)	(1,994,841)	(323,459)	(323,459)	(1,735,463)
Change in Fund Balance	(2,519,148)	(550,643)	(493,330)	3,225,002	(5,120,385)
Ending Fund Balance, June 30	\$ 2,245,772	\$ 1,695,129	\$ 1,201,799	\$ 4,920,131	\$ (200,254)

Technology Capital

The Technology Capital Fund corresponds with the Technology Capital Improvement Program, which provides for major system upgrades and improvements to City technological infrastructure and enhances efficiency and reliability of services to the public and other agencies.

Four Year Summary

	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Estimated Actual	2021-22 Budget
Beginning Fund Balance, July 1	\$ 141,515	\$ 118,209	\$ 185,091	\$ 185,091	\$ 421,982
Transfer In					
American Rescue Plan Act	-	-	-	-	500,000
General Fund Capital Reserve	-	105,000	287,000	287,000	50,000
Restricted Revenue - Permit Revenue Technology Fee	-	-	-	-	170,000
Total Transfer In	-	105,000	287,000	287,000	720,000
Expenditures					
Capital Improvement Program	23,306	8,023	379,370	39,220	960,000
Total Expenditures	23,306	8,023	379,370	39,220	960,000
Transfer Out	-	(30,095)	(10,889)	(10,889)	(100,150)
Change in Fund Balance	(23,306)	66,882	(103,259)	236,891	(340,150)
Ending Fund Balance, June 30	\$ 118,209	\$ 185,091	\$ 81,832	\$ 421,982	\$ 81,832

Personnel Summaries
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City Personnel Summaries FY2021-22 Budget

Department	FY2016-17 Budget	FY2017-18 Budget	FY2018-19 Budget	FY2019-20 Budget	FY2020-21 Budget	FY2021-22 Budget
General Fund						
City Council	5.00	5.00	5.00	5.00	5.00	5.00
City Clerk	1.75	2.00	2.00	2.00	2.00	2.00
City Treasurer	1.00	0.50 ¹	- ¹	- ¹	- ¹	-
Legal Services	1.25	1.25	1.25	1.25	1.25	1.25
City Manager	3.00	4.00	4.00	4.00	4.00	3.00
Human Resources	2.25	2.25	2.25	2.25	2.25	2.25
Finance						
Administration	5.50	5.50	5.00	5.00	5.00	5.00
Revenue Services	4.50	4.50	5.00	5.00	5.00	5.00
Police	64.00	67.50	69.00	69.00	72.00	64.00
Fire	35.00	35.00	36.00	36.00	36.00	32.00
Public Works						
Admin. & Engineering	6.70	6.70	6.70	6.70	5.65	7.35
Streets Maintenance	5.80	5.80	5.70	5.70	5.65	4.70
Community & Economic Development						
Planning	5.75	5.25	6.25	5.25	5.25	5.50
Building	8.25	8.75	8.75	10.75	7.75	6.50
Community Services						
Recreation	4.90	4.90	4.90	4.90	4.95	3.95
Parks Maintenance	13.05	15.05	15.05	15.05	14.85	10.85
Senior Services	3.65	3.65	3.65	3.65	3.90	2.90
Library Services	7.85	7.85	7.85	7.85	7.80	7.30
Subtotal	179.20	185.45	188.35	189.35	188.30	168.55
Other General Funds						
Measure G	-	-	-	-	-	-
American Rescue Plan Act	-	-	-	-	-	19.00
Subtotal	-	-	-	-	-	19.00
Special Revenues						
Solid Waste	0.45	0.45	0.45	0.45	0.45	0.45
Crestmoor/Glenview Recovery	2.00	0.50	-	-	-	-
Subtotal	2.45	0.95	0.45	0.45	0.45	0.45
Internal Services						
Central Garage	2.35	2.35	2.35	2.35	2.60	2.60
Buildings and Facilities	7.05	8.05	8.05	8.05	8.85	8.90
Information Technology	3.00	3.00	3.00	3.00	3.00	3.00
Self-Insurance	1.00	1.00	1.00	1.00	1.00	1.00
Subtotal	13.40	14.40	14.40	14.40	15.45	15.50
Enterprise Funds						
Water Enterprise	17.95	17.95	17.95	17.95	17.95	18.20
Stormwater Enterprise	3.95	3.95	6.05	6.05	6.05	6.05
Wastewater Enterprise	16.80	16.80	16.80	16.80	16.80	15.75
CityNet Services Enterprise	20.00	20.00	20.00	20.00	20.00	19.00
Subtotal	58.70	58.70	60.80	60.80	60.80	59.00
Total Positions (all funds)	253.75	259.50	264.00	265.00	265.00	262.50

¹The elected City Treasurer's term expires November 2017. Effective December 2017, the Finance Director position will assume the City Treasurer duties.

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Departmental Personnel FY2021-22 Budget

Elected Offices	General Fund	Total
Classification		
City Council (part-time)	5.00	5.00
Total	5.00	5.00

City Clerk (appointed)	General Fund	Total
Classification		
City Clerk	1.00	1.00
Deputy City Clerk	1.00	1.00
Total	2.00	2.00

City Manager	General Fund	ARPA Fund	Total
Classification			
City Manager	1.00	-	1.00
Assistant City Manager	1.00	-	1.00
Assistant to City Manager	1.00	-	1.00
Economic Development Manager	-	1.00	1.00
Executive Assistant	-	1.00	1.00
Total	3.00	2.00	5.00

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

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

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

Technology Support	Internal Services Fund	ARPA Fund	Total
Classification	Technology Support	Technology Support	
Information Technology Manager	1.00	-	1.00
Information Systems Administrator	1.00	-	1.00
Information Technology Associate	1.00	1.00	2.00
Total	3.00	1.00	4.00

Police	General Fund	ARPA Fund	Total
Classification			
Chief of Police	1.00	-	1.00
Police Captain	2.00	-	2.00
Police Lieutenant	2.00	-	2.00
Police Sergeant	7.00	-	7.00
Police Officer	33.00	3.00	36.00
Records/Dispatch Supervisor	1.00	-	1.00
Public Safety Dispatcher I/II	6.00	-	6.00
Police Clerk I/II	4.00	-	4.00
Community Services Officer II	5.00	-	5.00
Management Analyst I/II	1.00	-	1.00
Senior Code Enforcement Officer	1.00	-	1.00
Code Enforcement Officer	1.00	-	1.00
Total	64.00	3.00	67.00

Fire	General Fund	ARPA Fund	Total
Classification			
Fire Chief	1.00	-	1.00
Battalion Chief	4.00	-	4.00
Fire Captain	9.00	-	9.00
Firefighter	16.00	4.00	20.00
Fire Inspector	1.00	1.00	2.00
Executive Assistant	1.00	-	1.00
Total	32.00	5.00	37.00

Community & Economic Development	General Fund		ARPA Fund	Total
Classification	Planning	Building Inspection	Planning	
Community Development Director	0.50	0.50	-	1.00
Chief Building Official	-	1.00	-	1.00
Planning and Housing Manager	1.00	-	-	1.00
Building Inspector I /II	-	2.00	-	2.00
Senior Planner	1.00	-	2.00	3.00
Associate Planner	1.00	-	-	1.00
Assistant Planner	1.00	-	-	1.00
Community Development Technician I/II	-	2.00	-	2.00
Management Analyst	0.50	0.50	-	1.00
Executive Assistant	0.50	0.50	-	1.00
Total	5.50	6.50	2.00	14.00

Community Services	General Fund				ARPA Fund	Total
Classification	Recreation Services	Park Maintenance	Senior Services	Library	Park Maintenance	
Community Services Director	0.40	0.35	0.15	0.10	-	1.00
Community Services Superintendent	0.65	-	0.35	1.00	-	2.00
Library Services Manager	-	-	-	1.00	-	1.00
Parks Services Manager	-	1.00	-	-	-	1.00
Recreation Services Supervisor	-	-	1.00	-	-	1.00
Recreation Services Coordinator	2.00	-	-	-	-	2.00
Food Service Coordinator	-	-	1.00	-	-	1.00
Field Supervisor	-	1.00	-	-	-	1.00
Maintenance Technician	-	1.00	-	-	-	1.00
Lead Maintenance Worker I/II	-	2.00	-	-	-	2.00
Maintenance Worker I/II	-	5.00	-	-	3.00	8.00
Librarian	-	-	-	3.00	-	3.00
Library Services Coordinator	-	-	-	2.00	-	2.00
Library Assistant	-	-	-	-	-	-
Accounting & Customer Services Representative I/II	0.40	0.25	0.25	0.10	-	1.00
Executive Assistant	0.50	0.25	0.15	0.10	-	1.00
Total	3.95	10.85	2.90	7.30	3.00	28.00

CityNet Services	Enterprise Fund
Classification	Total
CityNet Director	1.00
System Engineer	1.00
Business Manager	1.00
Programmer & Technology Manager	1.00
Field Supervisor	1.00
CityNet Headend Lead	1.00
CityNet Technician III	4.00
CityNet Technician I/II	3.00
Warehouse Clerk	1.00
Lead Accounting & Customer Services Representative & Tech Supp	1.00
Accounting & Customer Services Representatives III	1.00
Accounting & Customer Services Representatives I/II	3.00
Total	19.00

Public Works Classification	General Fund		ARPA Funds		Enterprise Funds			Internal Services Fund		Special Revenue Fund	Total
	Admin. & Engineering	Streets	Admin. & Engineering	Streets	Water	Stormwater	Wastewater	Central Garage	Building & Facilities	Solid Waste	
Public Works Director	0.10	0.05	-	-	0.35	0.05	0.35	0.05	0.05	-	1.00
Deputy Director of Engineering	1.00	-	-	-	-	-	-	-	-	-	1.00
Deputy Director of Utilities	-	0.15	-	-	0.35	0.05	0.35	0.05	0.05	-	1.00
Maintenance Services Manager	-	0.60	-	-	1.00	0.40	1.00	-	-	-	3.00
Principal Civil Engineer	1.75	-	-	-	0.15	-	0.10	-	-	-	2.00
Associate Civil Engineer	1.25	-	1.00	-	1.00	-	0.75	-	-	-	4.00
Assistant Engineer	-	-	-	-	0.50	-	0.50	-	-	-	1.00
Water System Conservation Manager	-	-	-	-	1.00	-	-	-	-	-	1.00
Water Quality Technician	-	-	-	-	1.00	-	-	-	-	-	1.00
Management Analyst I/II	0.40	0.05	-	-	0.40	-	0.50	0.25	-	0.40	2.00
Engineering Technician	2.00	-	-	-	0.50	-	0.50	-	-	-	3.00
Pump Mechanic I/II	-	-	-	-	1.00	-	2.00	-	-	-	3.00
Lead Maintenance Worker	-	0.50	-	-	2.00	0.50	1.00	-	-	-	4.00
Maintenance Worker I/II	-	3.00	-	2.00	8.00	5.00	8.00	-	-	-	26.00
Lead Mechanic	-	-	-	-	-	-	-	-	-	-	-
Mechanic I/II	-	-	-	-	-	-	-	2.00	-	-	2.00
Executive Assistant	0.85	0.10	-	-	0.45	0.05	0.45	-	0.05	0.05	2.00
Secretary	-	0.25	-	-	0.50	-	0.25	-	-	-	1.00
Field Supervisor	-	-	-	-	-	-	-	-	1.00	-	1.00
Maintenance Technician	-	-	-	-	-	-	-	-	2.00	-	2.00
Custodial Services Leader	-	-	-	-	-	-	-	-	1.00	-	1.00
Custodian	-	-	-	-	-	-	-	-	4.00	-	4.00
Facilities & Garage Services Manager	-	-	-	-	-	-	-	0.25	0.75	-	1.00
Total	7.35	4.70	1.00	2.00	18.20	6.05	15.75	2.60	8.90	0.45	67.00

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General Operation
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General Administration
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General Administration

City Clerk's Office

City Manager's Office

City Attorney's Office

Human Resources Department

Finance Department

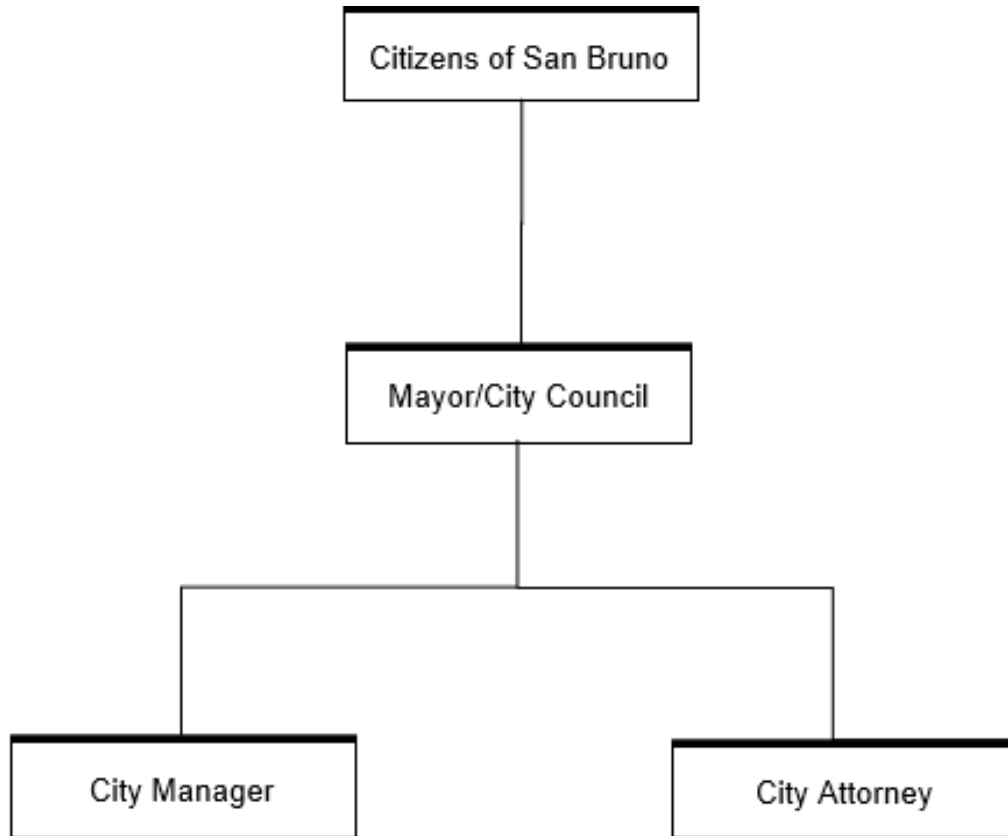
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City Council
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City Council

City Council



City Council

The City Council is comprised of five elected officials representing the citizens of San Bruno, whose primary role is to develop policies in order to ensure delivery of high-quality public services to the community.

Overview

The citizens of San Bruno elect members of the City Council. The Mayor is directly elected for a two-year term. Other Councilmembers are elected for four-year staggered terms. Elections have historically been held in November of odd numbered years, however recent state legislation, the California Voter Participation Rights Act (SB 415), was adopted to maximize participation in municipal elections, recognizing that the highest voter turnout occurs in even-numbered years. To conform to SB 415, the City Council migrated to even-numbered year elections beginning in 2020.

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

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

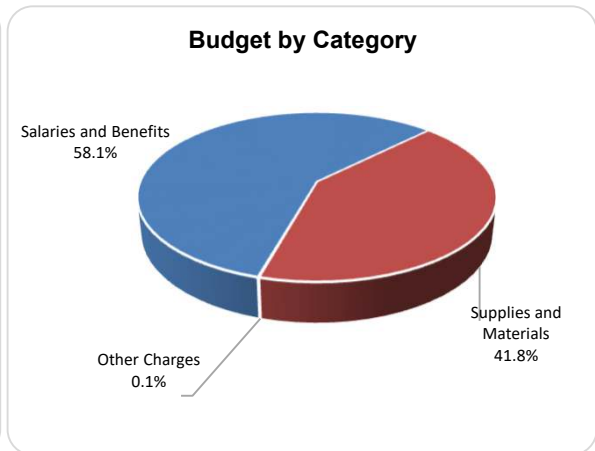
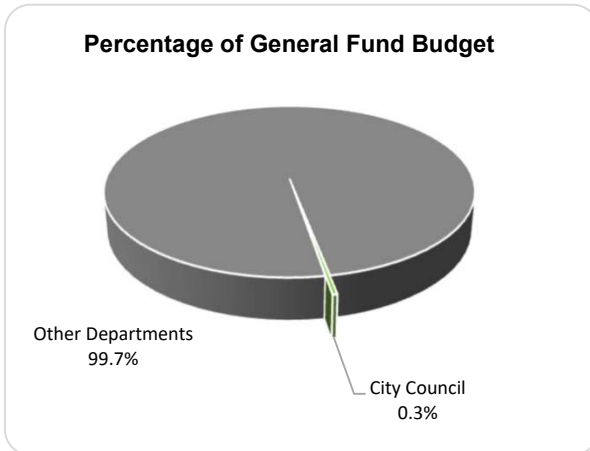
The City Council represents the residents of San Bruno by setting the City's policies and developing new laws and regulations for the betterment of the City. The City Council appoints the City Manager to oversee all City employees and direct work programs set by the City Council. The City Council also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

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City Council Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 65,445	\$ 50,121	\$ 65,709	\$ 78,768
General Administration Recovery from Other Funds:				
Water Fund	41,151	46,758	47,998	34,084
Stormwater Fund	2,204	2,504	2,570	6,746
Wastewater Fund	24,255	27,560	28,291	30,538
Cable Fund	21,988	24,984	25,647	23,331
Solid Waste	196	223	229	886
Total:	\$ 155,239	\$ 152,150	\$ 170,444	\$ 174,354

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 80,109	\$ 86,210	\$ 97,426	\$ 101,336
Supplies and Materials	75,130	65,940	72,878	72,878
Other Charges	-	-	140	140
Total:	\$ 155,239	\$ 152,150	\$ 170,444	\$ 174,354



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Number of City Council Meetings Held	54	64	65	60
Number of Ordinances Approved	10	15	16	15
Number of Resolutions Approved	119	92	87	90

Goals and Accomplishments

FY2021-22 Goals and Objectives

- ◆ Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor
 - Downtown Parking Management Plan
 - Installation of Parking Meters Downtown
 - Wayfinding Signage
 - Downtown Parking Strategies for Short Term Parking (temporary loading zones)
 - Short-term Downtown Improvements
 - Trash Receptacles and Newspaper Racks
 - Downtown Streetscape Plan
 - Downtown Greening/Landscape Plan
 - Posy Park Improvements
 - Centennial Park Improvements
- ◆ Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure
 - Community Fiber Upgrade
 - Traffic Calming Measures, including Speed Bumps and Repaving
- ◆ Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality
 - City Shared Services, including Grant Writing
 - Comprehensive Fiscal Sustainability Project
 - Revenue Enhancements
 - Execute a Cost Allocation Plan (CAP) and User Fee Study (UF)
 - Limited Review of Water Sewer Rates (Tiered Rates)
- ◆ Continue to Strengthen Community Connections, Engagement and Communication
 - Channel 1 Updates
- ◆ Protect and Improve Community Aesthetics and Safety
 - Wildland Risk Assessment & Mitigation
 - Crestmoor Wildfire Mitigation Project
 - Public Education Programs Covering Fire Safety and Emergency Preparedness
 - Citywide Wildfire Mitigation Project
- ◆ Continue Proactive Planning for the Future of San Bruno
 - Adopt an Affordable Housing Fund Implementation Plan
 - Affordable Housing, including Development Partnership
 - Bayhill Specific Plan and YouTube Phase I Planning Entitlement Approvals
 - Implement Online Permitting Through e-TRAKit
 - Economic Development Program
- ◆ Strong Governance, Organizational Health and Employee Success
 - Communication Plan
 - Strong Council Governance
 - Council Policies Procedures Manual Development
 - Personnel Board Transition
 - District Elections
 - HEART Committee Review
 - TSPC Committee Review
 - Culture & Arts Committee Review

City of San Bruno
City Council Expenditure
 Fiscal Year FY2021-22
 Department 001-1110

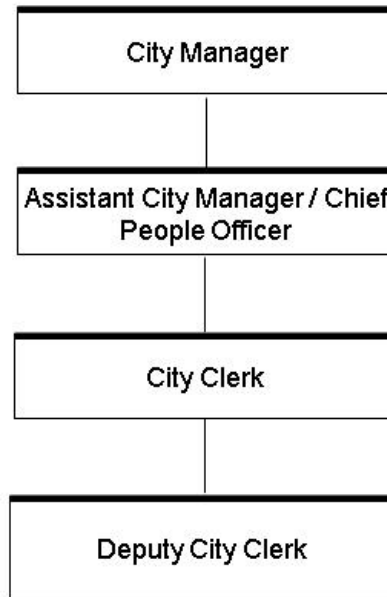
Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
5102	PART-TIME SALARIES	\$29,160	\$34,177	\$5,017	
	Salaries	\$29,160	\$34,177	\$5,017	
5201	PERS RETIREMENT	\$7,353	\$6,224	(\$1,129)	
5203	MEDICARE/FICA	\$1,508	\$1,530	\$22	
5220	INSURANCES	\$59,405	\$59,405	\$0	
	Fringe Benefits	\$68,266	\$67,159	(\$1,107)	Health insurance and pension
	Total Salaries & Benefits	\$97,426	\$101,336	\$3,910	
6001	OFFICE SUPPLIES	1,000	1,000	0	
6112	POSTAGE	50	50	0	
6141	PRINTING, COPYING & BINDING	0	0	0	
6405	TRAINING/MEETINGS/CONFERENCES	15,200	15,200	0	
6409	SPECIAL PROJECTS	8,500	8,500	0	
6450	COMMUNICATIONS	2,528	2,528	0	
6502	COMMUNITY PROMOTION	3,000	3,000	0	
6701	DUES & MEMBERSHIPS	42,600	42,600	0	
	Total Supplies & Materials	\$72,878	\$72,878	\$0	
7901	INTERNAL SERVICE ALLOCATIONS	140	140	0	
	Total Other Charges	\$140	\$140	\$0	
(B)	Total Expenditures	\$170,444	\$174,354	\$3,910	

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City Clerk's Office

City Clerk



City Clerk's Office

The City Clerk's primary responsibility is to accurately record the actions and proceedings of City Council meetings, administer the City's Record Management Program, maintain the San Bruno Municipal Code and administer regulations relating to the Fair Political Practices Commission, and provide research and information services to the public and City personnel.

Overview

The City Clerk serves as Clerk to the City Council to perform statutory duties prescribed by State Law. The City Clerk's Office is responsible for maintaining the historical records of all official City meeting minutes, ordinances, and resolutions. As the official elections officer, the City Clerk is responsible for conducting municipal elections to assist compliance with all requirements of law. 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.

The City Clerk's Office provides the following services:

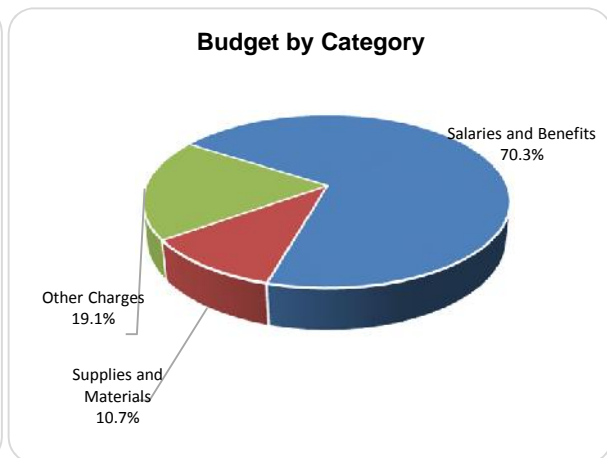
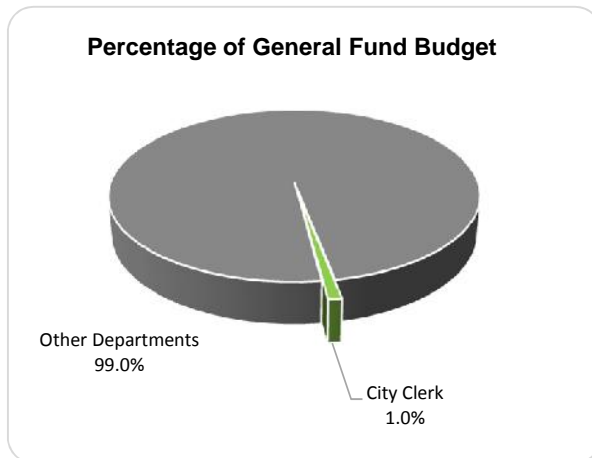
- Oversight of the City Council legislative processes, including compliance with the Ralph M. Brown Act
- Serve as the Official Elections Officer for local elections
- Provide administrative support to the City Council, and serve as the liaison between the City Council and the public
- Generate agendas and meeting minutes for regular and special meetings of the City Council
- Coordination of recruitments and appointments for the City's Committees, Boards and Commissions
- Maintenance of historical records of resolutions, ordinances, minutes and codification of the City's Municipal Code
- Continuing oversight of the City's records management policy
- Act as the City's compliance filing officer for the Political Reform Act
- Certification of official City documents using the Official City Seal
- Receive claims against the city and certify foreign pension certificates

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City Clerk Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 218,969	\$ 428,065	\$ 461,603	\$ 305,528
General Administration Recovery from Other Funds:				
Water Fund	56,454	64,147	65,847	77,843
Stormwater Fund	3,023	3,435	3,526	15,649
Wastewater Fund	33,275	37,809	38,811	67,287
Cable Fund	30,165	34,276	35,184	45,820
Solid Waste	269	306	314	2,354
Total:	\$ 342,155	\$ 568,038	\$ 605,285	\$ 514,480

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 290,793	\$ 314,055	\$ 340,241	\$ 361,504
Supplies and Materials	23,921	38,589	37,057	54,807
Other Charges	27,440	215,394	227,987	98,169
Total:	\$ 342,155	\$ 568,038	\$ 605,285	\$ 514,480



Performance and Workload Measures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Number of Meeting Minutes Transcribed	54	76	80	75
Number of Bid Openings Conducted	4	9	8	8
Number of Notarial Acts	24	24	25	30
Statement of Economic Interests (Form 700) Filed	77	73	76	60

Goals and Accomplishments

FY2020-21 Accomplishments

- ◆ Successfully transitioned City Council from in-person to virtual meetings, without having to cancel any meetings in the process.
- ◆ Successfully transitioned City Commissions, Boards and Committees from in-person to virtual meetings, with minimal delays to the meeting process.
- ◆ Successfully trained all staff liaisons to City Commissions, Boards and Committees on Zoom management, including best practices and created several training documents to ease the transition from Clerk-led meetings to Liaison-led meetings.
- ◆ Successfully transitioned the San Bruno Community Foundation from in-person to virtual meetings and trained the Director on Zoom meeting management.
- ◆ Successfully completed recruitments for vacancies on several Commissions, Boards and Committees, and managed applicant interviews and appointments with the City Council
- ◆ Hosted a 4-day Voting Center at the San Bruno Senior Center and City Hall for the November 2020 Presidential Election.
- ◆ Provided training to City Council Members regarding Ethics for Local Officials (AB 1234); Prevention of Harassment, Discrimination, Abusive Conduct and Retaliation (AB 1825; AB 2053 and SB 396); and compliance the Brown Act (in collaboration with the City Attorney's Office).

FY2021-22 Goals and Objectives

- ◆ Implement a new Agenda Management System; develop processes and timelines for Council Agenda item submissions and train departments on new system.
- ◆ Implement Citywide electronic contract signature and routing process utilizing DocuSign for contracts and agreements.
- ◆ Revise the City's Records retention schedule and collaborate with departments to digitize records and ensure compliance with records destruction schedules.
- ◆ Support Citywide elections process.
- ◆ Implementation of City Council Policies and Procedures.
- ◆ Conduct interview sessions for all recruitments for the City's Commissions, Boards and Committees.
- ◆ Continue to review and identify key areas of operations within the City Clerk department to improve procedures to remain efficient and organized.

City of San Bruno
Department of City Clerk Expenditure
 Fiscal Year FY2021-22
 Department 001-1120

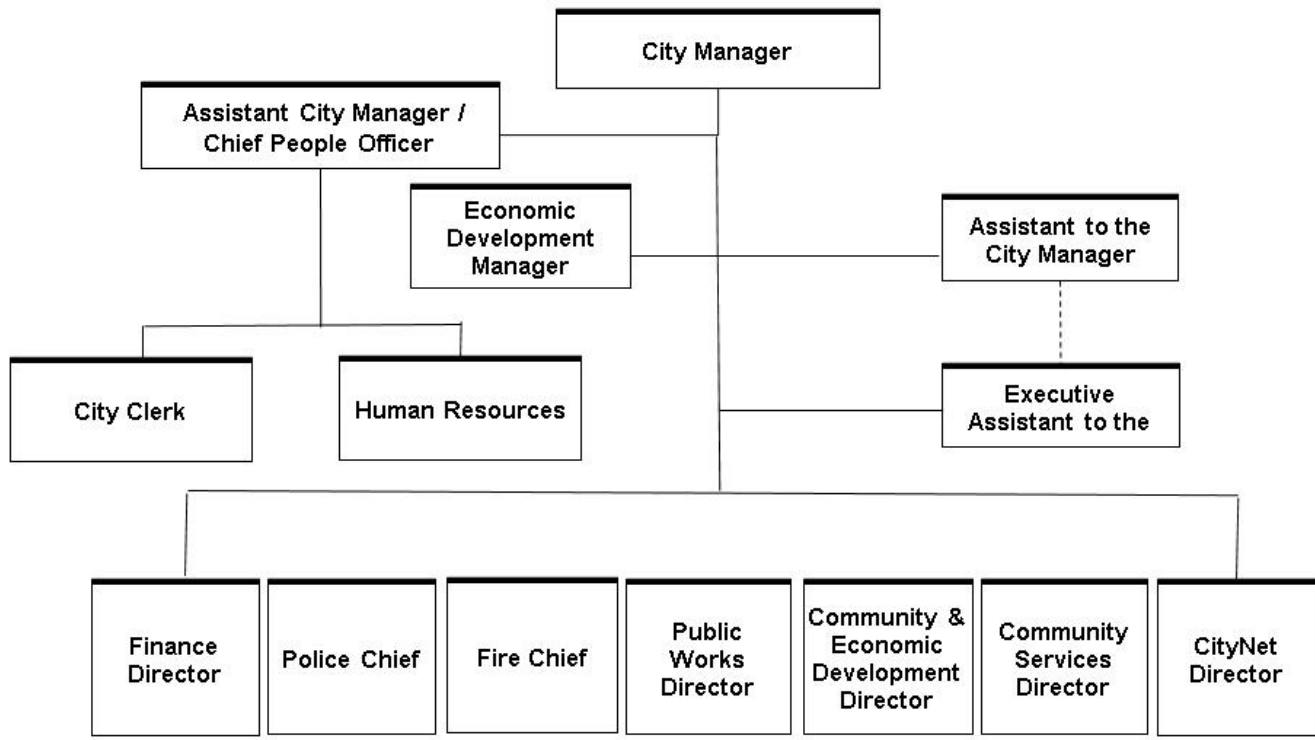
Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	Salaries	\$215,034	\$219,663	\$4,629	
	Fringe Benefits	\$125,207	\$141,841	\$16,634	
	Total Salaries & Benefits	\$340,241	\$361,504	\$21,263	
6001	OFFICE SUPPLIES	\$5,000	\$2,500	(\$2,500)	
6112	POSTAGE	250	100	(150)	
6401	PROFESSIONAL SERVICES	12,000	20,000	8,000	Increase in record service
6405	TRAINING/MEETINGS/CONFERENCES	7,000	5,000	(2,000)	
6450	COMMUNICATIONS	1,307	1,307	0	
6501	PUBLIC NOTICES	10,000	15,000	5,000	Additional notices projected
6541	LICENSING FEES	0	10,000	10,000	Annual licensing fee for document management software
6701	DUES & MEMBERSHIPS	1,000	400	(600)	
6702	PUBS & SUBSCRIPTIONS	500	500	0	
	Total Supplies & Materials	\$37,057	\$54,807	\$17,750	
7043	ELECTIONS	190,000	60,000	(130,000)	
7901	INTERNAL SERVICE ALLOCATIONS	37,987	38,169	182	
	Total Other Charges	\$227,987	\$98,169	(\$129,818)	
(B)	Total Expenditures	\$605,285	\$514,480	(\$90,805)	

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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.

Overview

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:

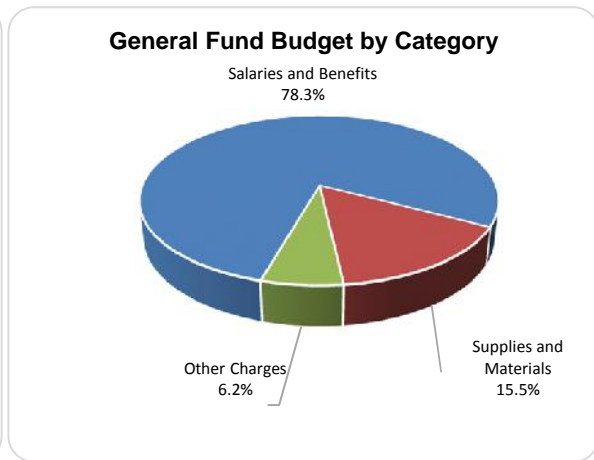
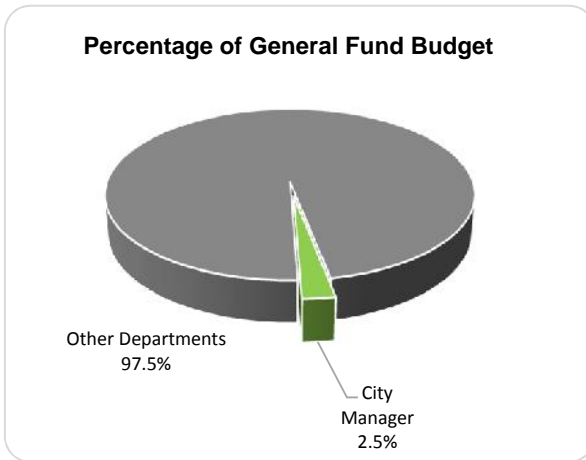
- **City Council Policy Development and Strategic Planning**
Work with the City Council and staff to facilitate identification and work program planning to ensure equitable delivery of City services, to preserve and enhance community quality of life, and to address emerging community interests, goals and priorities.
- **Management and Oversight of Organization**
Oversee and ensure delivery of all City services and operations, including critical public safety services, 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 strategic, long-term goal setting and budget policies. 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.
- **Economic Development Program**

Plan, organize, coordinate and implement Economic Development program management activities and elements consistent with the City's goals in building a strong local and resilient economy.

City Manager Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 800,719	\$ 704,937	\$ 848,763	\$ 644,611
General Administration Recovery from Other Funds:				
Water Fund	106,145	120,610	123,807	215,337
Stormwater Fund	5,684	6,459	6,630	42,623
Wastewater Fund	62,564	71,089	72,974	192,930
Cable Fund	56,716	64,445	66,153	147,403
Solid Waste	506	575	591	5,598
ARPA Fund Support	-	-	-	235,483
Total:	\$ 1,032,334	\$ 968,115	\$ 1,118,918	\$ 1,483,985

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 961,116	\$ 787,306	\$ 929,862	\$ 1,212,722
Supplies and Materials	22,787	125,353	111,438	193,600
Other Charges	48,430	55,456	77,618	77,663
Total:	\$ 1,032,334	\$ 968,115	\$ 1,118,918	\$ 1,483,985



Performance and Workload Measures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Number of City Council Agendas Prepared	54	64	65	60
Number of Staff Reports Reviewed	175	215	233	240
Number of Press Releases Issued	2	3	1	3

Goals and Accomplishments

FY2020-21 Accomplishments

- ◆ Shifted priorities due to the emergency declaration due to COVID-19 to ensure the safety and security of staff and City resources. Implemented policies and procedures to align with county, state and federal guidelines.
- ◆ Implemented a community COVID-19 testing site and provided weekly COVID-19 tests for over 1,000 community residents.
- ◆ Conducted recruitments to fill vital/key positions throughout the City with new full-time employees, including four new Department Directors.
- ◆ Initiated City Manager monthly eNewsletter to increase the frequency of community updates and engagement, while reducing the cost of traditional mailed updates.
- ◆ Leveraged available communication tools, including local channel 1 and social media to provide community wide updates and engagement on City activities and program.
- ◆ Collaborated with the City Attorney's Office and multiple departments to complete a comprehensive Zoning Code update.
- ◆ Negotiated on a Revenue Participation Agreement with Walmart.com to Facilitate Economic Development and Additional Sales Taxes for the City of San Bruno.
- ◆ Successfully submitted Measure X (also referred to as the "San Bruno Recovery and Reinvestment Measure") to the voters to amend the City of San Bruno's Transient Occupancy Tax ordinance from 12% to 14%. The measure passed by 71%.
- ◆ Successfully submitted Measure S (Marijuana Business Tax) to the voters. The future tax would apply to any business activity involving the distribution, delivery, dispensing, exchanging, bartering, or sale of either medical or non-medical cannabis or cannabis products including cultivation, planting, harvesting, transporting, delivering, manufacturing, compounding, converting, processing, preparing, labeling, storing, packaging, testing, dispensing, wholesaling, and/or retail sales of cannabis, products containing cannabis, and any ancillary products. The measure passed by 62%.
- ◆ Placement of a Monument Plaque in remembrance of the 10 years that have passed since the 2010 PG&E Explosion and Fire.
- ◆ Continued design and business planning for the Recreation and Aquatics Center project, funded by the San Bruno Community Foundation.
- ◆ Continued succession planning by offering local and regional job-related training to city staff, such as customer service, technology and supervisory/leadership academies.
- ◆ Continued collaboration with the San Bruno Park School District and San Mateo Union High School District to assure strong and efficient support for youth of the community.
- ◆ Held City Council goal setting meeting and study sessions to develop strategic initiatives for development of the 2021-22 Annual Operating and Capital Improvement Program Budget.

FY2021-22 Goals and Objectives

- ◆ Continue to support the City Council by providing clear policy level information for their review and consideration to ensure City services to the San Bruno community.
- ◆ Develop annual operating and capital improvement work program to support the City Council approved priority focus areas, and re-evaluate on an annual basis, with the City Council, to identify and develop long-term strategy for fiscal sustainability and future of San Bruno:
 - Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor;
 - Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure;
 - Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality;
 - Continue to Strengthen Community Connections and Engagement;
 - Protect and Improve Community Aesthetics and Safety;
 - Continue Proactive Planning for the Future of San Bruno; and,
 - Strong Governance, Organizational Health and Employee Success
- ◆ Implement the 2021-22 operating budget and deliver projects identified in the capital program as presented in the 2021-26 Capital Improvement Program, with an ongoing review of cost reduction strategies when applicable.

- ◆ Continue to pursue catalyst economic development projects (residential, commercial and industrial) and support organization effort related to business attraction and retention.
- ◆ Modify strategies to address fiscal impacts to the City as a result of COVID-19 including the ongoing evaluation and assessment of regular City operations and programming to protect the San Bruno community and San Bruno workforce as well as the application of the 2020 Stimulus, “The American Rescue Plan” and FEMA reimbursement options.
- ◆ Provide Emergency Operation Center training for designated City staff.
- ◆ Support the City Council as it examines District Elections and Strong Governance initiatives.
- ◆ Collaborate with the Chamber of Commerce in the development of a Small Business Development Program.
- ◆ Launch construction of the new Recreation and Aquatics Center project.
- ◆ Continue to leverage available communication tools, including eNewsletters, local channel 1 and social media, to provide community-wide updates and engagement on City activities and programming.
- ◆ Continue to lead staff in the delivery of high-quality services to the San Bruno community, and continue to collaborate with key agencies to enhance the communications with the entire community.

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City of San Bruno
 Department of City Manager's Office Expenditure
 Fiscal Year FY2021-22
 Department 1210

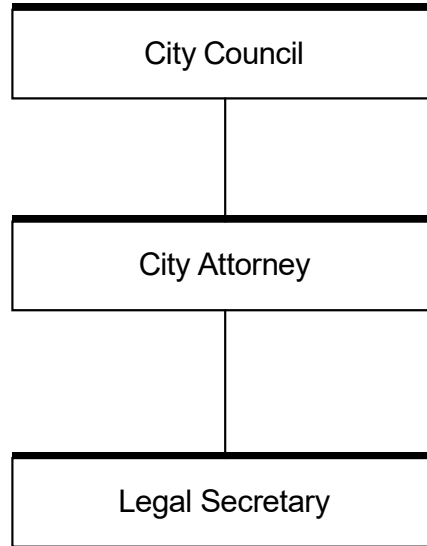
Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	Salaries	\$ 606,415	\$ 617,724	\$ 164,480	\$ 782,204	\$ 175,789	Unfreeze one Exe. Assisant to CM and add one Econ Development Manager thus ARPA Fund
	Fringe Benefits	\$ 323,447	\$ 359,515	\$ 70,503	\$ 430,018	\$ 106,571	Health insurance and pension
	Total Salaries & Benefits	\$ 929,862	\$ 977,239	\$ 234,983	\$ 1,212,222	\$ 282,360	
6001	OFFICE SUPPLIES	\$1,000	1,000		1,000	-	
6102	OPERATING SUPPLIES	\$250	250		250	-	
6112	POSTAGE	\$200	200		200	-	
6141	PRINTING, COPYING & BINDING	\$24,000	24,000		24,000	-	
6401	PROFESSIONAL SERVICES	\$69,650	150,000		150,000	80,350	consultant service enhancement
6405	TRAINING/MEETINGS/CONFERENCES	\$8,500	8,500		8,500	-	
6406	PROFESSIONAL DEVELOPMENT	\$3,000	3,500	500	4,000	1,000	
6450	COMMUNICATIONS	\$1,988	3,300		3,300	1,312	
6701	DUES & MEMBERSHIPS	\$2,350	2,350		2,350	-	
6702	PUBS & SUBSCRIPTIONS	\$500	500		500	-	
	Total Supplies & Materials	\$ 111,438	\$ 193,600	\$ 500	\$ 194,100	\$ 82,662	
7901	INTERNAL SERVICE ALLOCATIONS	\$77,618	77,663		77,663	45	
	Total Other Charges	\$ 77,618	\$ 77,663	\$ -	\$ 77,663	\$ 45	
	Total Expenditures	\$ 1,118,918	\$ 1,248,502	\$ 235,483	\$ 1,483,985	\$ 365,067	

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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.

Overview

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:

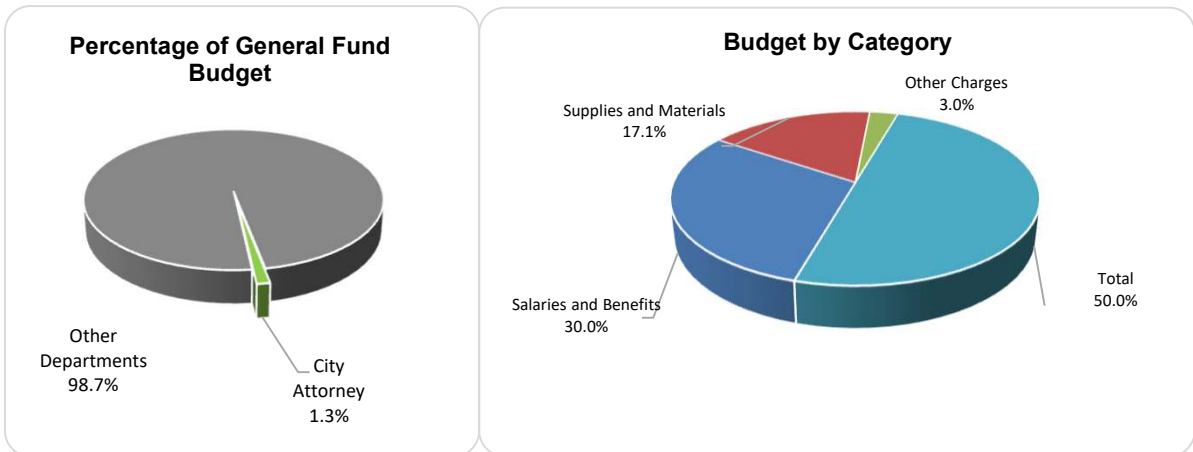
- **Legal Consultation and Support**
 - Represent and advise the City Council, Successor Agency to the former San Bruno Redevelopment Agency, Planning Commission, and other Boards and Commissions on legal matters.
 - Provide legal advice to City Council, City Manager, and Departments on City matters.
 - Respond to requests for public records and subpoenas.
 - 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.

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City Attorney Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 232,370	\$ 255,320	\$ 266,566	\$ 438,398
General Administration Recovery from Other Funds:				
Water Fund	116,262	132,780	135,595	77,277
Wastewater Fund	68,527	78,262	79,922	69,237
Stormwater Fund	6,226	7,111	7,262	15,296
CityNet Fund	62,122	70,948	72,452	52,898
Solid Waste	554	633	647	647
Total:	\$ 486,061	\$ 545,054	\$ 562,443	\$ 653,753

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 323,596	\$ 345,033	\$ 350,713	\$ 391,922
Supplies and Materials	\$ 243,154	\$ 173,177	\$ 173,177	\$ 223,177
Other Charges	\$ 24,270	\$ 27,369	\$ 38,553	\$ 38,654
Total:	\$ 591,020	\$ 545,579	\$ 562,443	\$ 653,753



Performance and Workload Measures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Number of Claims Received	37	43	24	30
Number of Public Records Act Requests and Subpoenas	137	138	123	138
Number of Contracts Reviewed	151	145	109	145

Goals and Accomplishments

FY2020-21 Accomplishments

- Updated Title 6 of Municipal Code
- Concluded sales tax sharing agreement
- Worked on successful ballot measures
- Supported all City departments and operations to minimize risk and liability by proactive measures and efficiently managing claims and litigation.
- Continued resolving longstanding and complex code enforcement matters and assisted with transfer to police department.
- Streamlined procedures for procurement of services for efficiency and compliance with applicable laws and ordinances.
- Worked with staff to ensure that City interests are addressed in ongoing development projects throughout the City.
- Provided city-wide training for all boards, committees, and commissions

FY2021-22 Goals and Objectives

- Work on revisions to Titles 7-11 of the Municipal Code for conformance with state law, best practices, and to address current and anticipated circumstances and City Council priorities.
- Continue to address legal issues associated with the pandemic
- Finalize process for collecting TOT from short term rentals
- Continue to support all departments and operations to minimize risk and liability
- Continue to advance City interests in ongoing development projects
- Provide additional training for all boards, committees, and commissions

City of San Bruno
Department of City Attorney Expenditure
 Fiscal Year FY2021-22
 Department 001-1140

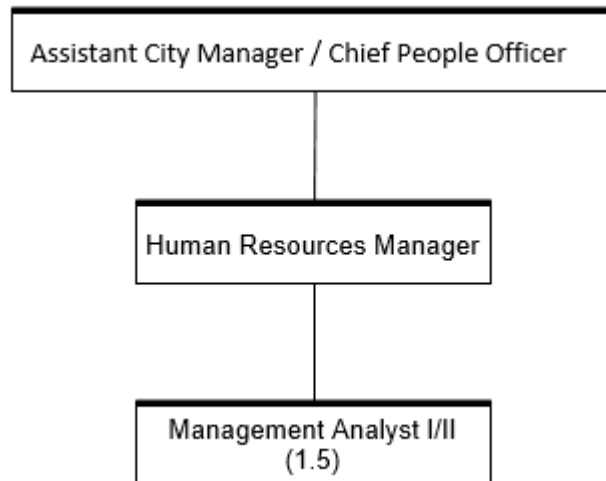
Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	Salaries	\$ 231,808	\$ 230,487	\$ (1,321)	Budget balancing strategies to reduce salary expense and hold positions vacant.
	Fringe Benefits	\$ 113,225	\$ 161,435	\$ 48,210	Health insurance and pension increases
	Total Salaries & Benefits	\$ 345,033	\$ 391,922	\$ 46,889	
6001	OFFICE SUPPLIES	\$900	\$900	-	
6112	POSTAGE	\$400	\$400	-	
6402	LEGAL EXPENSES	\$150,000	\$200,000	50,000	Cell sites and other litigations
6405	TRAINING/MEETINGS/CONFERENCES	\$2,950	\$2,950	-	
6450	COMMUNICATIONS	\$552	\$552	-	
6701	DUES & MEMBERSHIPS	\$1,775	\$1,775	-	
6702	PUBS & SUBSCRIPTIONS	\$16,500	\$16,500	-	
6703	TRAVEL/VEHICLE USE	\$100	\$100	-	
	Total Supplies & Materials	\$ 173,177	\$ 223,177	\$ 50,000	
7901	INTERNAL SERVICE ALLOCATIONS	\$27,369	\$38,654	11,285	Increased Department's Allocations Internal Services
	Total Other Charges	\$ 27,369	\$ 38,654	\$ 11,285	
(B)	Total Expenditures	\$ 545,579	\$ 653,753	\$ 108,174	

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Human Resources Department

Human Resources



Human Resources Department

The Human Resources Department assists the organization in managing its greatest asset, its employees, who in turn provide the highest level of service to our community. The department takes pride in delivering services that support a productive, innovative, and inclusive workforce. The City of San Bruno is an Equal Opportunity Employer, and we believe that a diverse, equitable and inclusive workplace will maximize our talents and harness the strength of our unique set of experiences, perspectives, skills and ideas to discover and leverage our talents which will ultimately benefit the residents we serve.

The mission of the Human Resources Department is to best serve its City and employees by providing leadership and vision in recruitment and selection, benefits administration, classification and compensation, workers' compensation, performance management, and training programs. The Department is also responsible for employee relations, including implementing collective bargaining agreements with six employee organizations and managing negotiations and the grievance process.

- **Recruitment and Retention of Quality Employees**

The Human Resources Department utilizes a broad recruitment strategy to conduct equitable and inclusive recruitments to select highly qualified and motivated employees who will in turn provide quality services to the citizens of San Bruno. Employing a strategy that incorporates critical competencies for job success and identifies business needs results in increased transparency, less bias, more accurate data, better job fit, lower turnover, cost savings, and higher morale and productivity. The department's professional recruitment lifecycle spans across developing customized recruitments for each position, partnering with departments, using creative outreach efforts aligned with industry best practices, employing legally defensible behavior-based interview techniques, conducting thorough background checks, coordinating pre-employment physicals examinations, and enhancing the onboarding experience for new employees to ensure long-term success.

- **Classification and Compensation**

Human Resources strives to align the classification and compensation structure with industry best practices and examines biases in the development of qualifications for job descriptions. The department assures relevant and equitable employee compensation, along with appropriate job categories and conducts classification and compensation studies. Human Resources partners with City Departments to produce relevant and current job classifications that reflect the needs that will serve the community.

- **Employee Training and Development**

The City recognizes the value of retaining engaged and committed employees and strives to coordinate generous benefit packages, career development, and promotional opportunities. Human Resources provides mentoring, coaching, and succession planning opportunities to maintain a strong and capable workforce. The City participates in a comprehensive training program with the San Mateo County Regional Training and Development consortium which offers 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. These

efforts ensure that employees are well-trained and have the appropriate skill sets and abilities to perform their duties and to advance within the organization.

- **Employee Appreciation**

Appreciation is the heart of employee morale. Human Resources supports the City's effort to value employees in a variety of ways including employee appreciation lunches, service awards, council recognition, "last day" lunches, and other recognition events hosted by individual departments.

- **Benefits Administration**

Human Resources offers one-on-one personalized management of City benefits by providing information on a walk-in basis and online through the Employee Portal. To provide the best value to our employees, Human Resources continually analyzes various employee benefit programs to ensure cost effectiveness and service efficiency.

- **Compliance with State and Federal Employment Law**

Human Resources stays abreast of federal and state laws and regulations designed to protect employees and members of the public, and advises City departments on compliance matters, administers the Department of Transportation (DOT) random drug testing program and Department of Motor Vehicles pull notice program, coordinates OSHA required training, conducts mandatory anti-harassment training for all employees, and completes annual postings and reports. Human Resources also counsels employees and managers on a variety of current laws surrounding leaves, disability, equal employment, wages, hours, working conditions, and employee rights.

- **Risk Management and Return-to-Work / Workers' Compensation Program**

Promoting workplace safety results in a safe and happy community. 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. The Department also manages the workers' compensation program, in conjunction with a third-party administrator, to ensure timely delivery of medical treatment and benefits to injured workers while minimizing the City's exposure, with the goal of aiding employees to expeditiously return to work.

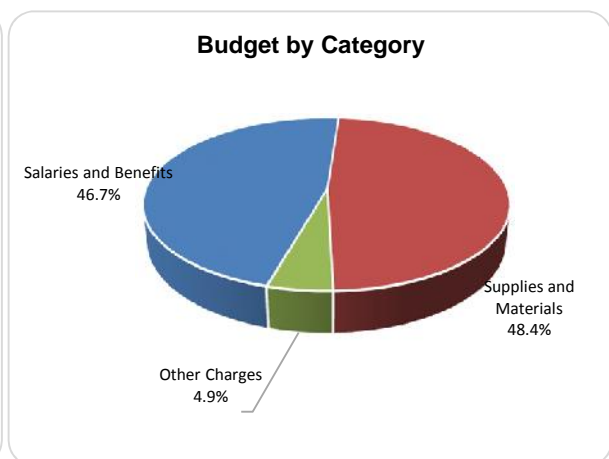
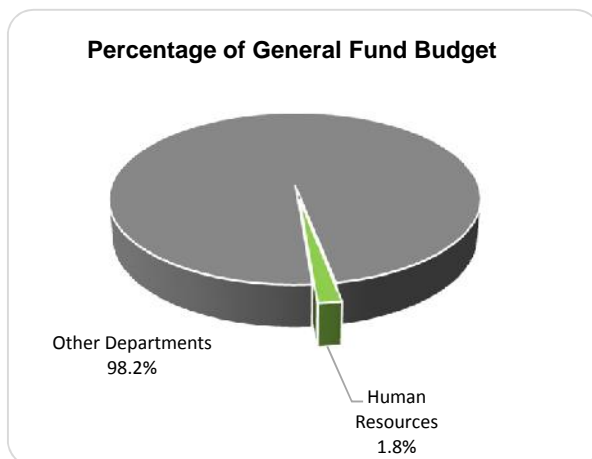
- **Employee Labor Relations**

Human Resources strives to build and maintain positive relationships with its employees and labor organizations. The Department represents the City in negotiations and implements negotiated agreements. Human Resources mediates issues with employees, their representatives and management to seek mutually beneficial resolution for issues, and continually works towards fostering a positive work environment.

Human Resources Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 223,517	\$ 358,268	\$ 412,057	\$ 705,321
General Administration Recovery from Other Funds:				
Water Fund	108,386	123,157	126,421	62,894
Stormwater Fund	5,805	6,596	6,770	13,310
Wastewater Fund	63,885	72,590	74,514	57,688
Cable Fund	57,914	65,806	67,550	53,543
Solid Waste	517	587	603	1,200
Total:	\$ 460,024	\$ 627,004	\$ 687,915	\$ 893,956

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 319,485	\$ 360,298	\$ 406,100	\$ 417,753
Supplies and Materials	104,246	220,837	240,165	432,665
Other Charges	36,293	45,870	41,650	43,538
Total:	\$ 460,024	\$ 627,004	\$ 687,915	\$ 893,956



Performance and Workload Measures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Applications Processed	1,679	838	800	1,000
Recruitments Completed	50	28	20	40
New Full-Time Employees Onboarded	34	20	12	20
Seasonal Hires	63	22	25	30
Employee Service Recognitions	34	32	31	30
Personnal Action Forms Processed	1,100	1,100	1,200	1,200
Workers' Compensation Claims Filed	24	16	13	10
Days Lost Due to On-the-Job Injuries	582	483	50	50
Employee Service Recognitions	34	32	31	30

Goals and Accomplishments

FY2020-21 Accomplishments

- ◆ Successfully conducted 20 recruitments including key public safety and leadership positions.
- ◆ Onboarded 12 new full-time employees throughout the City.
- ◆ Identified Employment and Staffing Administrative Regulations and developed nine draft regulations.
- ◆ Successfully negotiated labor agreement extensions for bargaining units with expiring MOUs.
- ◆ Maintained City's Safety Training Program with online delivery of training, standardized training matrices, and required safety training for each Department.
- ◆ With the onset of COVID, Human Resources developed policies related to leave entitlements under the Families First Coronavirus Response Act (FFCRA), telework and onsite work programs as well as developed a comprehensive COVID-19 Preparedness and Response Plan and training for all employees.
- ◆ Human Resources, in collaboration with the EOC Team and Public Works, established and maintained Administrative and Engineering Safety Controls for COVID-19 for each work group throughout the City aligned with the *Blueprint for a Safer Economy Tiers*.
- ◆ Administered Department of Transportation (DOT) quarterly testing to ensure compliance for commercial drivers within the City. Transitioned to reporting through Federal Motor Carrier Safety Administration (FMCSA) for commercial drivers for compliance with the requirements of 49 CFR Parts 383 and 384.
- ◆ Administered mandatory anti-harassment and discrimination training to all employees in conjunction with state and federal law (AB 1825; AB 2053 and SB 396).
- ◆ Offered 43 courses promoting career growth and succession planning through San Mateo County Regional Training Program, LCW Legal Consortium Training, Concern Employee Assistance Program, and Human Resources staff. 59 employees enrolled in training during FY 2019/2020.
- ◆ Transitioned anniversary date performance evaluation process to annual performance evaluation to align with citywide goal setting.
- ◆ Created an electronic, fillable Personnel Action Form to replace the paper-based version to process over 1,200 personnel transactions per year.
- ◆ Performed comprehensive review and revision of Administrative Regulations & Personnel Policies and Procedures.
- ◆ Created Job Description Templates to assist with the development of a classification structure that reflects the City's overall classification strategy and includes clear definitions of terms as well as ensure that newly created descriptions are consistent among job types for the purpose of: 1) eliminating artificial barriers and biases within job description language; 2) developing a consistent format for class specifications aligned with job families; 3) providing a framework for the allocation of positions to the appropriate class based on the duties and responsibilities assigned at the time the position was studied.
- ◆ Researched and analyzed the City's Workers' Compensation administrator options to enhance case management, delivery of services, and reduce claim costs.
- ◆ Manage the Safety Committee (comprised of Department representatives) with the goal of promoting and maintaining the interest of employees in health and safety issues.

FY2021-22 Goals and Objectives

- ◆ Lead negotiations for 6 bargaining units, creating uniformity and aligning MOUs with current state and federal laws.
- ◆ Implement Equity and Inclusion Plan to enhance outreach to applicants and incorporate selection and onboarding best practices.
- ◆ Complete a comprehensive citywide benchmark classification and compensation study.
- ◆ Develop a Safety Management program and create/revise and implement department specific safety policies and procedures.
- ◆ Meet with departments to identify competency skill gaps and training opportunities for staff with a focus on professional development.
- ◆ Establish an Adaptable Work Schedule policy and procedure to allow for worksite flexibility and promote employee retention.

- ◆ In partnership with operating departments, develop programs to enhance employee engagement and retention.
- ◆ Revise the City's pre-employment process for medical examinations.
- ◆ Create Essential Job Functions for each job family.
- ◆ Enhance job classifications utilizing new templates to eliminate any artificial potential barriers to employment.
- ◆ Promote local and regional training opportunities to City Staff and align training to competency development for succession planning.
- ◆ Train managers in Targeted Selection behavioral interviewing process and competency-based recruitment methods, and ensure legal defensibility in hiring practices.
- ◆ Implement Administrative Regulations aligned with City values.
- ◆ Update performance evaluation process and forms and provide training to managers.
- ◆ Convert HR paper-based processes to digital processes and forms.

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City of San Bruno
Department of Human Resources Expenditure
 Fiscal Year FY2021-22
 Department 001-1220

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	Salaries	\$253,474	\$253,474	\$0	
	Fringe Benefits	\$152,626	\$164,279	\$11,653	
	Total Salaries & Benefits	\$406,100	\$417,753	\$11,653	
6001	OFFICE SUPPLIES	950	950	0	
6112	POSTAGE	200	200	0	
6141	PRINTING, COPYING & BINDING	300	300	0	
6401	PROFESSIONAL SERVICES	138,200	288,200	150,000	Consulting services for labor negotiations and New HRIS Implementation
6404	EMP. ASSISTANCE	8,150	8,150	0	
6405	TRAINING/MEETINGS/CONFERENCES	20,800	20,800	0	
6406	PROFESSIONAL DEVELOPMENT	7,000	1,000	(6,000)	
6407	EXAM SERVICES	11,500	60,000	48,500	New executive recruitment fee
6408	MEDICAL EXAMS	20,000	20,000	0	
6409	SPECIAL PROJECTS	6,000	6,000	0	
6413	SPECIALIZED SERVICES	19,000	19,000	0	
6450	COMMUNICATIONS	1,335	1,335	0	
6501	PUBLIC NOTICES	6,230	6,230	0	
6701	DUES & MEMBERSHIPS	500	500	0	
6703	TRAVEL/VEHICLE USE	0	0	0	
	Total Supplies & Materials	\$240,165	\$432,665	\$192,500	
7901	INTERNAL SERVICE ALLOCATIONS	41,650	43,538	1,888	
	Total Other Charges	\$41,650	\$43,538	\$1,888	
(B)	Total Expenditures	\$687,915	\$893,956	\$206,041	

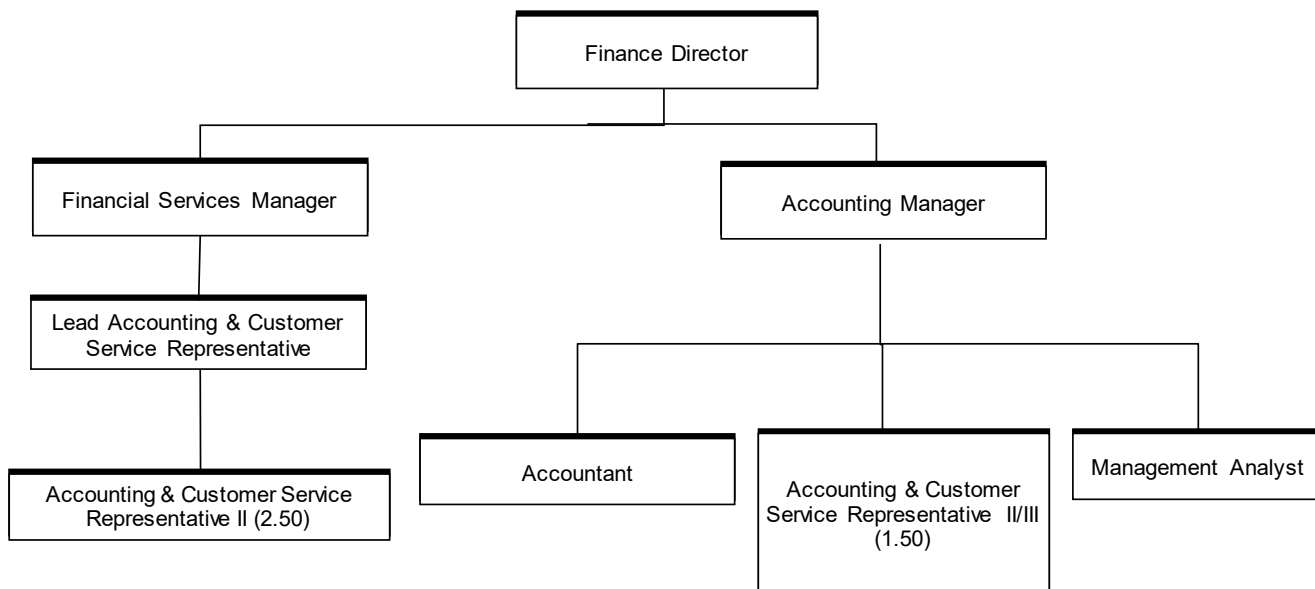
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Finance Department

Administration

Revenue Services

Finance



Finance Department Administration and Revenue Services

The Finance Department maintains and enhances the fiscal integrity and financial stability of the City through oversight, management, reporting and protection of all City's financial resources..

Overview

The Finance Department is responsible for budget development and financial operations of the City. The department ensures that financial activities of the City are accurately recorded and presented in compliance with professional and ethical standards.

The primary services provided include:

- **Financial Reporting and Accounting**

Accurately account for the City's financial condition , and provide budget status reports to the City Council. Complete the City's Comprehensive Annual Financial Report (CAFR), coordinate audits, prepare special reports for State and Federal Agencies, Grant Administrators, and bondholders as required.

- **Budget**

Lead the annual budget development process and support the City Council in their priority setting, budget review, analysis and adoption of the budget and fiscal priorities. Report on the financial status of the City to City Council.

Revenue Management Generate and manage citywide utility billing and collection including water, wastewater, and garbage. Maintain the business license database and collect busines license fees and taxes.. Maintain the City's master fee schedule. Issue Invoices and collect other receivables including transient occupancy taxes, reimbursements from developers, and rental agreements, etc.

- **Cashiering and Customer Service**

Process payments received from customers and post to Cashier Central. Provide customer services in person and on the phone for finance related matters.

- **Accounts Payable**

Provide weekly payment for services and supplies rendered by vendors. .

- **Payroll**

Timely and accurately process biweekly payroll for all City employee. Issue quarterly and annual payroll tax filings. Update the payroll system timely to stay compliant with regulatory developments.

- **Treasury Management**

Provide cost-effective financing to the City and ensure statutory and regulatory compliance in continuous disclosures and reporting. Invest City funds in accordance with

the Investment Policy and the CA Government Code,. Manage the City's banking and custodial relationships, and ensure efficient banking transaction execution. .

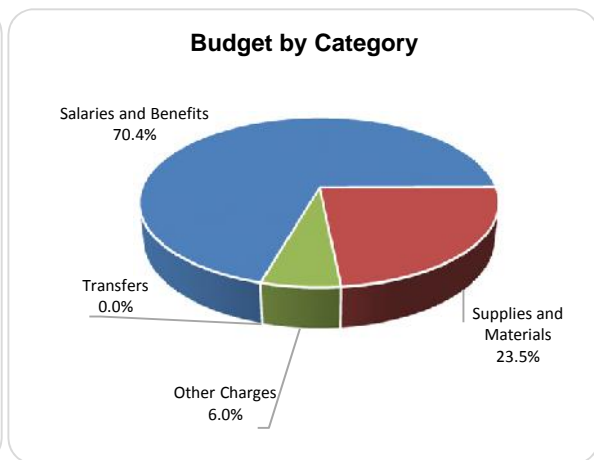
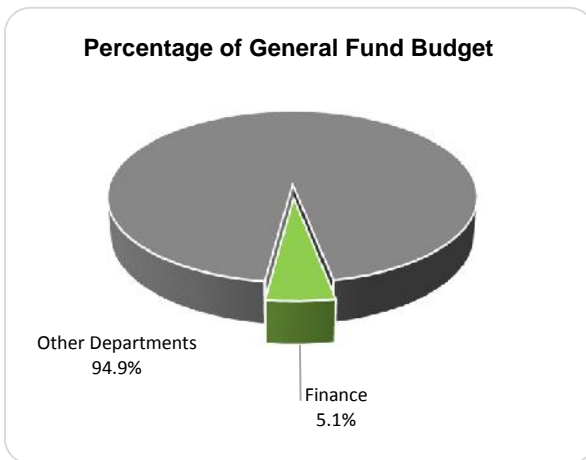
- **Purchasing and Administration**

Administer competitive bids, execute agreements with vendors, issue purchase orders, pay vendor invoices in a timely manner, and implement internal controls through maintaining and updating administrative policies and procedures. Assess business processes for internal control and efficiency improvements.

Finance Administration & Revenue Services Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 1,044,310	\$ 1,125,921	\$ 1,163,181	\$ 1,097,686
General Administration Recovery from Other Funds:				
Water Fund	638,016	684,057	699,535	554,666
Stormwater Fund	10,258	11,656	11,965	51,759
Wastewater Fund	485,765	519,180	532,248	567,875
Cable Fund	102,349	116,297	119,379	330,031
Solid Waste	914	1,038	1,065	3,352
Total:	\$ 2,281,612	\$ 2,458,149	\$ 2,527,373	\$ 2,605,369

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	1,533,278	\$ 1,684,584	\$ 1,765,024	\$ 1,835,366
Supplies and Materials	587,252	\$ 593,500	\$ 553,665	\$ 612,948
Other Charges	158,793	\$ 180,066	\$ 208,684	\$ 157,055
Transfers	2,288	\$ -	\$ -	\$ -
Total:	\$ 2,281,612	\$ 2,458,149	\$ 2,527,373	\$ 2,605,369



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Number of high-risk internal audit issues identified	n/a	0	0	0
Maintain a credit rating of "very high" or "highest"	Yes	Yes	Yes	Yes
The City's budget is adopted by June 30th	Yes	Yes	Yes	Yes
General Fund and other reserves are met as defined in the City's Reserve Policy	Yes	No	No	Yes
Finalize the audit and publish the Comprehensive Annual Financial Report (CAFR) within 180 days after the end of the fiscal year	Yes	No	Yes	Yes

The City's annual financial statements receive an unmodified opinion from the External Auditors with no significant deficiencies or material weaknesses	Yes	Yes	Yes	Yes
The City's Comprehensive Annual Financial Report (CAFR) receives the Government Finance Officers Association Award of Excellence in Financial Reporting	Yes	Yes	Yes	Yes
The City's Adopted Budget receives the Government Finance Officers Association (GFOA) Award for Distinguished Budget Presentation	n/a	Yes	Yes	Yes
The City's Adopted Budget receives the California Society of Municipal Finance Officer's (CSMFO) Operating Budget Excellent Award.	n/a	Yes	Yes	n/a
Number of W-2's issued by January 31	443	369	400	440
Number of invoices processed	11,747	10,735	8,860	10,000
Number of business licenses issued	2,464	2,830	2,473	2,575
Number of utility bills generated	75,464	75,425	71,404	73,414

* Audit was completed on 1/15/21, CAFR was accepted by Council on 2/23/21.

Goals and Accomplishments

FY2020-21 Accomplishments

Departmental Efficiency/Effectiveness Improvements

- ◆ Implement Tyler content management update.
- ◆ Collaborated with IT and CED to provide online payment services for building permits.
- ◆ Successfully transitioned payroll disbursements to direct deposits after the outbreak of COVID-19.

Financial Stewardship

- ◆ Filed for Continuing Disclosures for debt to be compliant of regulatory requirements.
- ◆ Continued to provide financial support and leadership for strategic City initiatives, including the Recreation and Aquatic Center, City Net Services Department's Fiber-to-the-Home project and the Bayhill Specific Plan and YouTube Development Agreement.

Accounting and Financial Operations Management

- ◆ Completed preparation of the City's Comprehensive Annual Financial Report (CAFR) as of June 30, 2020.
- ◆ Won awards from GFOA and CSMFO for CAFR and budget preparation.
- ◆ Completed annual gas tax audit and the Annual Street Report.
- ◆ Completed the Continuing Disclosure Reports for Fiscal Year 2019-20
- ◆ Collaborated with HR to implement Families First Coronavirus Response Act and updated the payroll system to track leave time.

Budget Management

- ◆ Report on the delivery and performance of capital projects of the City and support department directors and project managers in completing them on time and within budget
- ◆ Establish long-range financial forecasting as a regular component of the City's budgeting and resource allocation practices. Begin by developing a 10-year forecast for major General Fund revenues and expenditures

Strategic Initiative

- ◆ Completed the User Fee Study to update many fees in the Master Fee Schedule to ensure optimal cost recovery of City services
- ◆ Collaborated with Public Works and CMO to establish a revised storm drainage and flood protection fee.

FY2021-22 Goals and Objectives

Departmental Efficiency/Effectiveness Improvements

- ◆ Develop a new, comprehensive cash handling policy that streamlines and increases internal controls across the City and ensure all applicable staff receive adequate training
- ◆ Develop a new, comprehensive business license solution collaboratively with CED and Fire departments. that standardizes procedures for new applications, annual renewals, and compliance management.
- ◆ Review banking services and modify services levels to expand electronic payment remittance and lower net cost on banking services.

Financial Stewardship

- ◆ Provide advisory and analytical support on the City's capital improvement financing, including stormwater, REC Center, Fiber-to-the-Home projects, etc.
- ◆ Update the City's Investment Policy to be in full alignment with CA Government Code 53600. Ensure the safety and liquidity of the City's portfolio while maximizing the return potential.

Financial Operations

- ◆ Lead and coordinate the annual budget development process to support the City Council's priorities and strategic initiatives.
- ◆ Manage and monitor the budget to ensure that resources are received and spent in accordance with City policies
- ◆ Ensure the adopted budget is balanced
- ◆ Ensure the minimum reserve policy requirements are met or exceeded

Strategic Initiative

- ◆ Comprehensive Fiscal Sustainability Project – Continue to explore possible revenue enhancements to ensure priority City programs have adequate funding
- ◆ Continue to enhance operating procedures to improve internal control.

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City of San Bruno
Department of Finance - Administration Expenditure
 Fiscal Year FY2021-22
 Department 001-1250

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	Salaries	\$ 644,934	\$ 647,995	\$ 3,061	
	Fringe Benefits	\$ 361,917	\$ 408,231	\$ 46,314	Health insurance and pension
	Total Salaries & Benefits	\$ 1,006,851	\$ 1,056,226	\$ 49,375	
6001	OFFICE SUPPLIES	\$6,000	\$6,000	-	
6112	POSTAGE	\$6,400	\$6,400	-	
6141	PRINTING, COPYING & BINDING	\$250	\$250	-	
6304	MAINTENANCE	\$42,784	\$53,364	10,580	Tyler TCM
6401	PROFESSIONAL SERVICES	\$210,299	\$110,888	(99,411)	Remove 1-time services from FY21, carry over to FY22
6405	TRAINING/MEETINGS/CONFERENCES	\$7,750	\$10,750	3,000	CMTA Conference
6406	PROFESSIONAL DEVELOPMENT	\$2,500	\$3,000	500	
6419	OTHER SERVICES	\$18,500	\$18,500	-	
6450	COMMUNICATIONS	\$2,035	\$2,035	-	
6501	PUBLIC NOTICES	\$710	\$3,500	2,790	Public Notices for CAFR, Master Fee
6650	TOOL & EQUIPMENT	\$0	\$3,000	3,000	Data Analysis Software
6701	DUES & MEMBERSHIPS	\$1,650	\$1,730	80	
6702	PUBS & SUBSCRIPTIONS	\$200	\$200	-	
	Total Supplies & Materials	\$ 299,078	\$ 219,617	\$ (79,461)	
7901	INTERNAL SERVICE ALLOCATIONS	\$126,679	\$125,790	(889)	
	Total Other Charges	\$ 126,679	\$ 125,790	\$ (889)	
9079	TRANSFERS TO RESERVES	-	-	-	
	Total Transfers	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 1,432,608	\$ 1,401,633	\$ (30,975)	

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City of San Bruno
Department of Finance - Revenue Services Expenditure
 Fiscal Year FY2021-22
 Department 001-1251

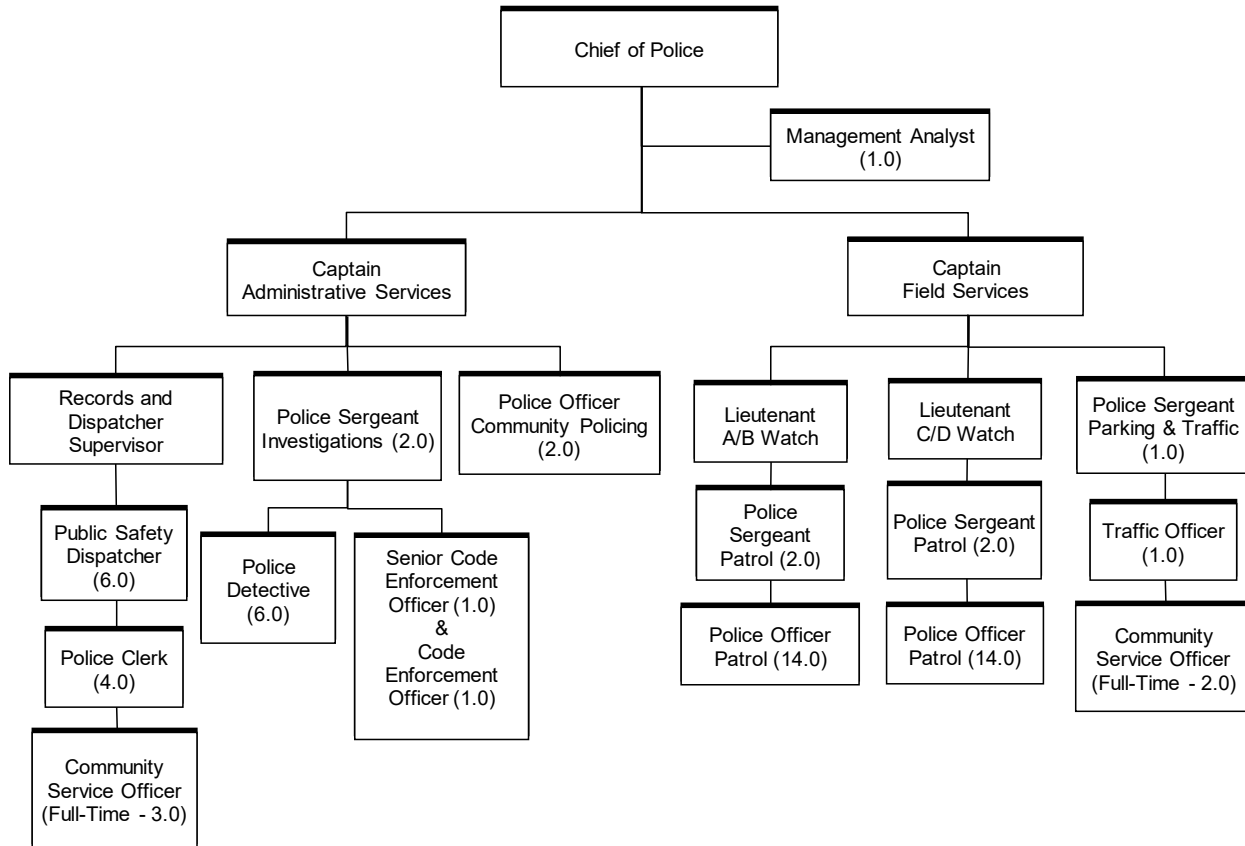
Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	Salaries	\$ 469,431	\$ 469,431	\$ -	
	Fringe Benefits	\$ 288,742	\$ 309,709	\$ 20,967	Health insurance and pension
	Total Salaries & Benefits	\$ 758,173	\$ 779,140	\$ 20,967	
6001	OFFICE SUPPLIES	\$4,500	\$4,500	-	
6112	POSTAGE	\$30,000	\$30,000	-	
6304	MAINTENANCE	\$69,437	\$72,686	3,249	
6405	TRAINING/MEETINGS/CONFERENCES	\$4,000	\$4,000	-	
6406	PROFESSIONAL DEVELOPMENT	\$1,000	\$1,000	-	
6419	OTHER SERVICES	\$143,920	\$279,320	135,400	Credit Card Fee Increase
6450	COMMUNICATIONS	\$1,410	\$1,410	-	
6701	DUES & MEMBERSHIPS	\$320	\$415	95	CMTA Membership
	Total Supplies & Materials	\$ 254,587	\$ 393,331	\$ 138,744	
7901	INTERNAL SERVICE ALLOCATIONS	\$34,687	\$31,265	(3,422)	
7902	INTERDEPARTMENTAL CHARGES	\$47,318	\$0	(47,318)	
	Total Other Charges	\$ 82,005	\$ 31,265	\$ (50,740)	
(B)	Total Expenditures	\$ 1,094,765	\$ 1,203,736	\$ 108,971	

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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.

Overview

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 provide enforcement of state and local laws. The Patrol Division is responsible for the prevention of criminal activity and the investigation of criminal acts that lead to successful prosecutions. Patrol duties are carried out in marked patrol vehicles, motorcycles, on foot, and on bicycles.
- **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. 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.
- **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.

- **Code Enforcement**

The San Bruno Code Enforcement Unit was originally created to have primary enforcement responsibility for all Municipal Code violations. Through the years, the Unit had undergone several scope-of-responsibility changes resulting in excessive time spent on several ancillary duties not necessarily focused on quality of life or nuisance issues as was originally intended. In July of 2020 the Unit was transferred to the supervision of the Police Department. The Code Enforcement Unit, currently comprised of two Code Enforcement Officers, continues to operate as part of a larger city services workgroup.

The philosophy of the San Bruno Code Enforcement Unit to first seek voluntary compliance in response to these priorities, and resort to enforcement action when compliance is not obtained. Code Enforcement Officers obtain voluntary compliance through communication, education, outreach, and community interaction.

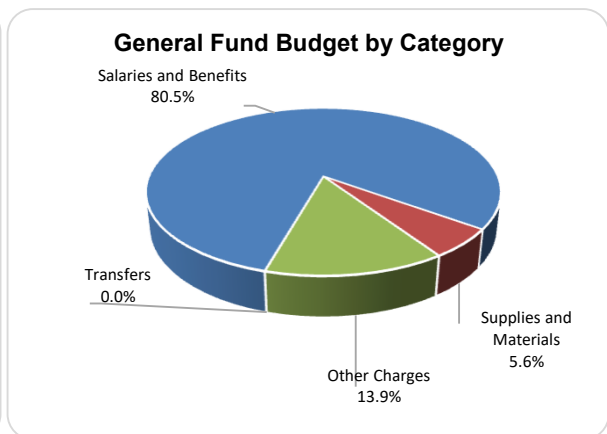
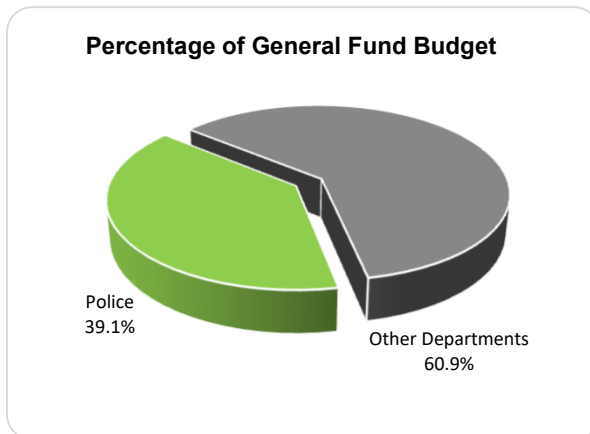
- **Contract Services**

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.

Police Department Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 15,863,819	\$ 16,778,681	\$ 17,106,623	\$ 17,383,384
Department Revenues	2,103,898	1,860,085	2,288,255	2,307,327
Supplemental Law Enforcement Services	100,000	100,000	200,000	200,000
DEA Airport Equitable Sharing	-	-	200,000	-
ARPA Fund Support	-	-	-	464,781
Total:	\$ 18,067,717	\$ 18,738,767	\$ 19,594,878	\$ 19,890,711

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 13,837,189	\$ 14,358,846	\$ 14,742,163	\$ 16,100,854
Supplies and Materials	1,057,641	980,930	1,078,192	1,088,823
Other Charges	3,089,283	3,398,990	3,774,523	2,701,034
Transfers	83,604	-	-	-
Total:	\$ 18,067,717	\$ 18,738,767	\$ 19,594,878	\$ 19,890,711



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Number of new Crisis Intervention Trained Officers	4	5	0 (COVID)	10
Number of DUI Enforcement Programs	8	15	19	20
Number of Massage Business Compliance Checks	10	16	6 (COVID)	10
Number of Burglary Suppression Programs	2	0	0	20
Number of Pedestrian Safety / Enforcement Programs	4	0	6	4
Number of Vehicle Burglary Suppression Programs (combined with general burglary suppression above)	8	2	0	N/A
Number of Criminal Street Gang Enforcement Programs	12	18	14	20
Number of Programs Combatting the Sale of Alcoholic Beverages to Minors (removed measure)	4	0	0 (COVID)	N/A
Number of Programs Combatting the Sale and Use of Tobacco and Vape Products By Minors (new measure)	N/A	N/A	N/A	4

Number of Saturated Parking Enforcement Programs	N/A	0	10	10
Number of PSAs and other posted videos/messages in Spanish	N/A	N/A	45	50

Goals and Accomplishments

FY2020-21 Accomplishments

- ◆ Authored and delivered the Police Department Annual Report.
- ◆ Secured a Cost Recovery Agreement with Google/YouTube for 2 additional full-time sworn police officer positions.
- ◆ Deployed a network of license plate reader cameras in high traffic areas to increase the solvability of crimes.
- ◆ Initiated the "Start With Why" project to reevaluate our fundamental purpose as a policing organization.
- ◆ Re-distilled the department mission to: "Ensuring Peace...Providing Safety...Building Community".
- ◆ Promoted a Captain, 2 Lieutenants, 3 Sergeants and 2 Corporals.
- ◆ Planned for, trained on and deployed Stop Data Collection per RIPA law.
- ◆ Authored and deployed a policy allowing the use of select personal firearms on duty to reduce equipment and maintenance costs while improving target accuracy.
- ◆ Froze and held essential positions and weathered major budget cuts to contribute to a balanced budget.
- ◆ Reviewed and revised data collection and analysis methods for crimes, use of force, arrests, complaints, etc.
- ◆ Expanded our Major Accident Investigation Team to include investigators and equipment from the Daly City Police Department.
- ◆ Improved public/private emergency interoperability and communications by establishing shared radio frequencies.
- ◆ Delivered the keynote speech at the Police Academy graduation.
- ◆ Revised the promotional assessment center process for Police Sergeants to be more practical, applicable and approved by the SBPOA.
- ◆ Secured a position at the County Gang Intelligence Unit to enhance our ability to prevent, investigate and prosecute gang-related crime.
- ◆ Reviewed and revised the policies and procedures related to the handling of administrative personnel investigations and personnel files.
- ◆ Worked with HR to identify and define core competencies of key job designations within the department.
- ◆ Moved Code Enforcement into the organizational structure of the police department. This included filling a CEO vacancy, appointing a CE supervisor, redefining the roles of CEOs and Building Inspectors, drafting a new Code Enforcement Manual, etc.
- ◆ Successfully housed more than a dozen homeless people and expanded services to the homeless population by enhancing our partnership with LifeMoves and revising our encampment abatement procedures.
- ◆ Support Services personnel continued to facilitate the development of neighborhood Watch Groups to address concerns and to encourage coordination and cooperation between residents and the Police Department
- ◆ The Traffic Section secured grant funding to support overtime-based education and enforcement details for: drunk driving, pedestrian safety, bicyclist safety, motorcycle safety, speeding, seatbelts, and distracted driving.
- ◆ Expanded our de-escalation training to include regular, recurring best practices and scenario-based training during patrol briefings.
- ◆ Deployed a web-based project management system for Command Staff and the Public Information Team.
- ◆ Secured a \$78,000 Office of Traffic Safety (OTS) Grant to help improve traffic safety throughout the City.
- ◆ Finalized COA certifications to deploy an Unmanned Aircraft System (Drone) program along with San Bruno Fire.
- ◆ Secured and deployed 40mm less lethal weapons as a critical alternative to lethal force options
- ◆ Delivered active shooter response training for numerous private security firms and police departments.
- ◆ Secured a Public Safety Incident Command Vehicle funded by Google and the SBCF.
- ◆ Promoted the registering of personal surveillance cameras with the Police Department
- ◆ Conducted saturated parking enforcement details.
- ◆ Expanded teleworking capabilities for select department personnel.
- ◆ Continued work on deploying the Employee Wellness and Resiliency Program.

- ◆ Completed training of all department personnel in use of the 40mm less lethal weapon.
- ◆ Increased public awareness regarding the Police Department's regular police activities via social media.
- ◆ Increased SMC ALERT registration through a comprehensive promotional campaign.
- ◆ Initiated the first phase of the Safe and Equitable Policing Review.
- ◆ Conceptualized and deployed the "Chief's VLOG".
- ◆ Conducted massage establishment business compliance checks and residential burglary suppression operations.
- ◆ Continued to expand upon social media platforms to better serve the community in an open and transparent manner.
- ◆ Continued to facilitate the development of Neighborhood Watch Groups.
- ◆ Applied for a new Saturated Traffic Enforcement Program (STEP) grant from California Office of Traffic Safety (OTS) to assist with traffic related issues in the City.
- ◆ Completed an essential upgrade of our public safety communications infrastructure.
- ◆ Completed an ergonomics upgrade to the front office and Records areas.
- ◆ Removed all department property from the Catalpa overflow building.
- ◆ Restructured the department command staff to better align with divisions and needs.
- ◆ Developed and deployed a mandatory patrol level Spanish language training program.
- ◆ Appointed and trained two Spanish-speaking PIOs.
- ◆ Provided more PSAs, videos and posts in Spanish.
- ◆ Added Spanish translations to all SMC Alert posts.
- ◆ Revised and digitized the department's caller satisfaction survey.

FY2021-21 Goals and Objectives

- ◆ Secure the funding to reinstate all frozen/held staff positions.
- ◆ Complete the Safe and Equitable Policing Review.
- ◆ Expand our public survey capabilities.
- ◆ Deploy the enhanced employee wellness and resiliency program.
- ◆ Expand and enhance the department's fitness facility.
- ◆ Identify a better training resource for CIT so that we can increase the number of staff attending.
- ◆ Expand our network of license plate reader cameras.
- ◆ Improve our follow-up communications to better inform involved parties of the progress and outcomes of their cases.
- ◆ Evaluate pre-arrest diversion programs.
- ◆ Conduct a thorough network systems security and compliance assessment.
- ◆ Expand the Ride Along Program.
- ◆ Expand our Police Reserve Program.
- ◆ Revise our performance evaluation forms and procedures to better focus on staff development and succession planning.
- ◆ Enhance our recruiting efforts to develop a more diverse workforce.
- ◆ Evaluate the possibility of outsourcing parking enforcement duties.
- ◆ Determine the appropriate solution for new radio encryption requirements.
- ◆ Expand our Explorer Post to youth outside of our City.
- ◆ Increase public use of Citizen RIMS.
- ◆ Secure UAS/Drone equipment.
- ◆ Deploy UAS/Drone program with SBFD.
- ◆ Send a Sergeant to the Supervisory Leadership Institute (SLI).
- ◆ Send both Lieutenants to POST Management School.
- ◆ Send a Captain to Command College.
- ◆ Author and deliver the Police Department Annual Report
- ◆ Secure a dedicated IT professional for the police department.

- ♦ Evaluate alternatives to the SF YMCA for juvenile diversion.
- ♦ Evaluate Axon as an alternative to RIMS.
- ♦ Secure a new Traffic Safety Grant from OTS.
- ♦ Increase our use of cloud-based storage and software solutions.
- ♦ Deploy a rotating monthly Chief meeting with Neighborhood Watch Block Captains.
- ♦ Enhance our partnership with the Citizen Crime Prevention Committee.
- ♦ Restart Coffee with a Cop, virtually if need be.
- ♦ Revise all recruiting materials to be more compelling and effective.
- ♦ Conduct a complete assessment of provided emergency equipment with the SBPA.
- ♦ Work to further integrate de-escalation into department culture.
- ♦ Increase the frequency of physical presence of supervisors on calls for service.
- ♦ Completely integrate stop data collection and reporting into operations.

City of San Bruno
 Department of Police Revenue & Expenditure
 Fiscal Year FY2021-22
 Department 2010

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
4422	P.O.S.T. REIMBURSE	\$ 7,500	\$ 7,500		\$ 7,500	\$ -	
4453	S.M.NARC TASK FORCE	70,000	70,000		70,000	-	
4503	CODE ENFORCEMENT FINES	16,000	22,800		22,800	6,800	
4522	FINGERPRINTING	2,000	2,000		2,000	-	
4523	POLICE AUCT.PROCEEDS	2,000	2,000		2,000	-	
4524	CARDROOM APPLIC.	5,000	5,000		5,000	-	
4525	POLICE REPORTS	10,000	10,000		10,000	-	
4527	TOWED VEHICLE REPO	1,000	1,000		1,000	-	
4528	VEHICLE RELEASE	20,000	20,000		20,000	-	
4529	OTHER POLICE SVCE.	5,600	5,600		5,600	-	
4530	FALSE ALARM FEES	18,000	10,000		10,000	(8,000)	
4681	POLICE FINES REVENUE	115,000	115,000		115,000	-	
4682	PARKING FINES	900,000	900,000		900,000	-	
4684	BLDG.CODE VIOL. FINES	200	200		200	-	
4906	MAINT.REIMB.-BART	47,395	47,395		47,395	-	
4907	STATE/COUNTY REIMB -POLICE	-	12,600		12,600	12,600	FY21-22 Ongoing Enhancement: Reimbursement for Intrado maintenance renewal for 911 phone system in E001- 2010-6304
4993	REIMBURSEMENTS	1,068,560	1,076,232		1,076,232	7,672	
4999	NON-OPERATING TRANSFERS	400,000	200,000		200,000	(200,000)	Remove FY20-21 budget balancing strategy of transferring \$200,000 DEA Airport support from Equitable Sharing
(A)	Total Revenues	\$ 2,688,255	\$ 2,507,327	\$ -	\$ 2,507,327	\$ (180,928)	

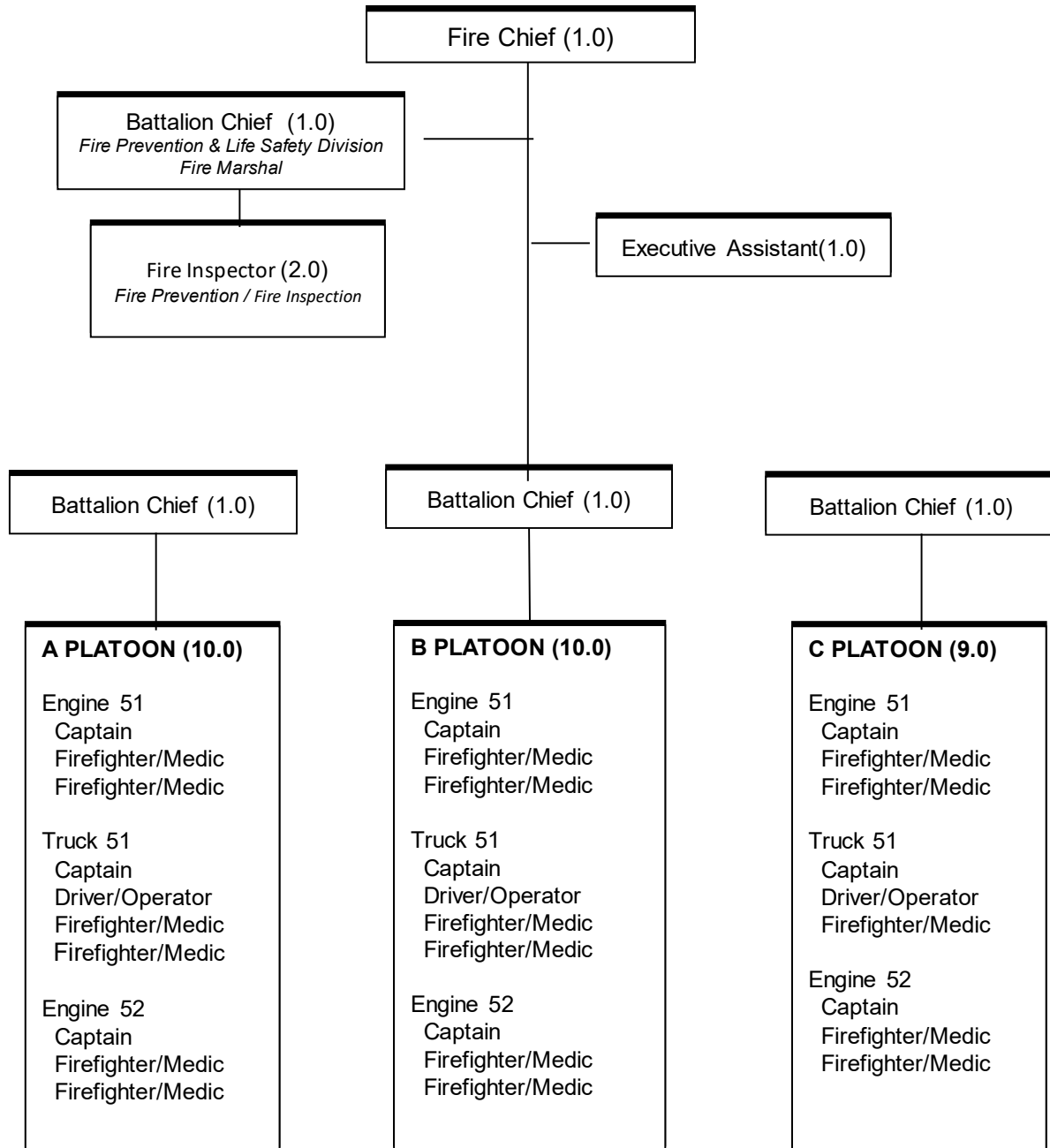
Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	Salaries	\$ 8,817,129	\$ 8,981,727	\$ 331,193	\$ 9,312,920	\$ 495,791	ARPA: 3 Police Officers (Move 1 filled Police Office from General Fund to ARPA, Enhancement: Restore 2 frozen Police Officers)
	Fringe Benefits	\$ 5,925,034	\$ 6,654,346	\$ 133,588	\$ 6,787,934	\$ 862,900	Health insurance and pension
	Total Salaries and Benefits	\$ 14,742,163	\$ 15,636,073	\$ 464,781	\$ 16,100,854	\$ 1,358,691	
6001	OFFICE SUPPLIES	35,558	35,558		35,558	-	
6101	GAS AND OIL	116,500	116,500		116,500	-	
6102	OPERATING SUPPLIES	21,839	21,839		21,839	-	
6112	POSTAGE	6,119	6,119		6,119	-	
6304	MAINTENANCE	152,309	153,963		153,963	1,654	
6309	RADIO MAINTENANCE	61,372	93,364		93,364	31,992	Increase monthly maintenance and management contract for public safety communications center and base station radio equipment with new dispatch FY21-22 Ongoing Enhancement: Add IT
6401	PROFESSIONAL SERVICES	243,948	195,948		195,948	(48,000)	Associate in ARPA replacing Caine Consulting to supplement IT's efforts
6405	TRAINING/MEETINGS/CONFERENCES	94,091	94,091		94,091	-	
6406	PROFESSIONAL DEVELOPMENT	31,589	30,589		30,589	(1,000)	
6408	MEDICAL EXAMS	7,000	7,000		7,000	-	
6419	OTHER SERVICES	74,627	84,397		84,397	9,770	Add Amped FIVE (\$2,475), FirstTwo (\$4,800), and Input Ace (\$2,495)
6450	COMMUNICATIONS	70,480	70,480		70,480	-	
6531	UTILITIES	125,000	125,000		125,000	-	
6650	TOOLS & EQPT. -\$25K	34,985	51,200		51,200	16,215	Increase cost for a national ammunition shortage, and add \$8,500 Eaton UPS
6702	PUBS & SUBSCRIPTIONS	2,775	2,775		2,775	-	
	Total Supplies & Materials	\$ 1,078,192	\$ 1,088,823	\$ -	\$ 1,088,823	\$ 10,631	
7041	COUNTY SVCE.CHARGES	925,172	505,766		505,766	(419,406)	Move cost of animal control services and care shelter to Non-departmental
7901	INTERNAL SERVICE ALLOCATIONS	970,804	1,071,271		1,071,271	100,467	Share of internal service departments
7902	INTERDEPARTMENTAL CHARGES	1,878,547	1,123,997		1,123,997	(754,550)	Cost allocation plan
	Total Other Charges	\$ 3,774,523	\$ 2,701,034	\$ -	\$ 2,701,034	\$ (1,073,489)	
9079	TRANSFERS TO EQUIP. RESERVE	-	-		-	-	
	Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 19,594,878	\$ 19,425,930	\$ 464,781	\$ 19,890,711	\$ 295,833	

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Fire Department

Fire



Fire Department

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

Overview

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 divisions. These divisions include the following:

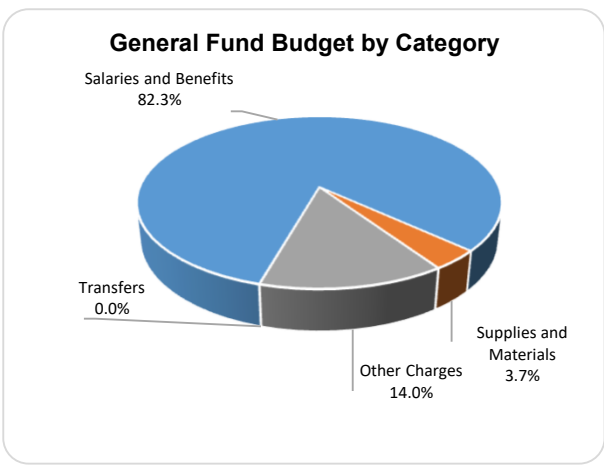
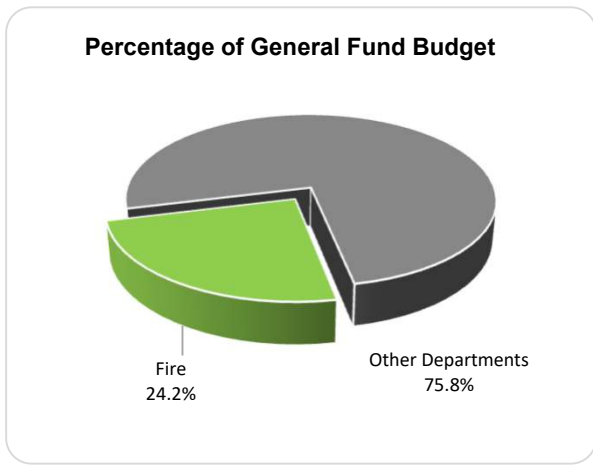
- **Administration**
Supports the day-to-day management of department personnel, apparatus and fire facilities. Also provides support, planning, and budget allocation for personnel, equipment, training, fire prevention, and community preparedness.
- **Operations**
Provides personnel, apparatus, and equipment for emergency responses to fire, medical, hazardous material, and rescue incidents. Oversees maintenance of fire stations, apparatus, equipment, and personal protective equipment. The Department provides these services out of two fire stations, Station 51 at 555 El Camino Real and Station 52 at 1999 Earl Avenue.
- **Training / Emergency Medical Services (EMS)**
In partnership with Central County Training Division to provide EMS and fire-based training to fire personnel and to maintain record keeping and documentation. The division provides standardization in delivery of services and assures compliance with mandated annual training requirements.
- **Fire Prevention / Life Safety**
Provides enforcement of appropriate codes and ordinances, inspections, and fire cause and origin investigation. Provides public information and education programs including home and school fire safety, earthquake preparedness, CPR/AED training, car seat installation, career education, and bike helmet safety.
- **Community Preparedness**
Coordinates the City's disaster preparedness program including upgrading resources in the EOC, participating in annual countywide emergency exercises, training staff in Web EOC and SMC Alert, and providing a Fire Department liaison to assist the Community Preparedness Committee. Provides certified personnel to coordinate Community Emergency Response Training (C.E.R.T.) twice annually to organizations and neighborhoods throughout the community.

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Fire Department Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 10,426,140	\$ 11,100,039	\$ 11,698,391	\$ 11,515,028
Department Revenues	583,376	381,203	388,138	768,677
ARPA Fund Support	-	-	-	763,201
Total:	\$ 11,009,516	\$ 11,481,242	\$ 12,086,529	\$ 12,283,705

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 8,861,808	\$ 9,305,761	\$ 9,708,772	\$ 10,246,172
Supplies and Materials	400,681	410,919	420,341	429,109
Other Charges	1,616,840	1,764,562	1,957,416	1,608,424
Transfers	130,187	-	-	-
Total:	\$ 11,009,516	\$ 11,481,242	\$ 12,086,529	\$ 12,283,705



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Emergency calls for service	4,512	4,283	3,638	4,500
Medical responses	2,749	2,532	2,322	2,800
Structure and other fire related responses	128	151	130	130
Participants completing CERT training	40	35	0	40
Employees and residents trained in CPR/AED	146	118	75	100

Goals and Accomplishments

FY2020-21 Accomplishments

Personnel:

- ◆ Conducted promotional tests with the collaboration of human resources for Fire Captain and Battalion Chief
- ◆ Promotions of 1 Battalion Chief and 1 Fire Captain
- ◆ Developed a new job classification of fire inspector in collaboration with human resources Conducted a fire inspector hiring process in collaboration with human resources and hired 1 fire inspector
- ◆ Partnered with San Bruno Firefighters Association to get quotes for NFPA 1582 screenings completed
- ◆ Provided educational and training opportunities to all Fire Department employees to address succession planning and career development needs
- ◆ Examined and implemented safety initiatives and wellness program improvements to minimize and prevent work related injuries
- ◆ Implemented county-wide exposure reduction policies and procedures related to personnel protective equipment (PPE) to reduce Firefighter exposure to carcinogens

Fleet:

- ◆ Reinstated shift mechanic program
- ◆ Conducted 90 vehicle inspections to maintain legal compliance
- ◆ Conducted A, B, C vehicle services to maintain compliance
- ◆ Established apparatus committee / developed a specification to replace 2 Type I Engines
- ◆ Secured Type VI Engine agreement from CAL OES

Wildfire Mitigation:

- ◆ Developed agreement with the California Conservation Corps for wildfire mitigation work
- ◆ Supported approximately 48 days of CCC work for defensible space with 20-25 members per day
- ◆ Collaborated with community services to clear approximately 1.2 miles of fire roads
- ◆ Developed a scope of work for wildfire mitigation plan for Crestmoor Canyon
- ◆ Secured consultant to develop Wildfire Mitigation Plan for Crestmoor Canyon
- ◆ Developed ESRI Story Map on Fire Department website to inform citizens of Crestmoor Canyon Progress

Technology / Innovation Updates:

- ◆ Completed Imagetrend records management upgrade
- ◆ Completed Imagetrend fire Inspection implementation
- ◆ Completed migration to Crewsense electronic staffing solution
- ◆ Alertwildfire camera installed at Sweeney Ridge Water Tank Site
- ◆ Developed Santa Tracker application to support community services department
- ◆ Developed new pre-incident plan program for target hazards

Grants:

Funded:

- ◆ Awarded \$140,000 For Portable Radios (AFG) Assistance to Firefighter Grant
- ◆ Awarded \$15,000 to Replace Ipads (FPS) Fire Prevention & Safety
- ◆ Awarded \$14,000 COVID-19 PPE (AFG) Assistance to Firefighter Grant (regional)
- ◆ Awarded \$15,000 for Line Paramedic Kits San Bruno Community Foundation

In Process:

- ◆ Applied for \$60,000 grant To replace SCBA compressor
- ◆ Applied for \$1,000,000 grant to restore 2 firefighter positions - COVID-19 (SAFER) Staffing for Adequate Fire Emergency Response

Community Preparedness:

- ◆ Staffed the City of San Bruno Emergency Operations Center beginning March 5th 2020
- ◆ Supported community COVID-19 Testing site at Sneath
- ◆ Supported community COVID-19 Testing site at Hunnington Avenue
- ◆ Supported employee COVID-19 Testing site
- ◆ Supported San Mateo County COVID-19 Mass Vaccination Site at San Mateo Event Center
- ◆ Supported San Mateo County COVID-19 Mass Vaccination Site at SFO

- ◆ Conducted 1 Online CERT class
- ◆ Continued Automated External Defibrillators (AED) safety program management for all city facilities and police patrol vehicles to enhance safety within the community
- ◆ Conducted community outreach public education Bike Helmets program
- ◆ Enhanced use of social media to inform, educate and communicate with city staff and members of the community utilizing media sites (SMC Alert, Next Door, Facebook, and City and CERT Websites)

Emergency Response:

- ◆ Responded out-of-county as part of San Mateo County Strike Teams to the Glass, Silverado, Creek, CZU Lightning, Castle, Creek and other wildfires
- ◆ Provided reusable PPE to all fire department staff for COVID-19 responses

Fire Prevention:

- ◆ Completed state mandated inspections on 100% of required occupancies assure fire code compliance and building safety
- ◆ Completed community outreach and education prior to July 4th holiday to minimize fireworks related incidents and injuries
- ◆ Evaluated technological improvements related to operational and administrative procedures
- ◆ Provided a proactive and cooperative approach to code enforcement to assure building and fire code compliance in commercial and residential occupancies

FY2021-22 Goals and Objectives

- ◆ Continue to provide educational and training opportunities to all Fire Department employees to address succession planning and career development needs
- ◆ Continue to examine and implement safety initiatives and wellness program to minimize and prevent work related injuries
- ◆ Implement and evaluate department and county-wide policies and procedures to address firefighter wellness
- ◆ Hold an open house during fire prevention month to showcase the department's programs and provided safety and emergency preparedness information
- ◆ Review current Fire Code and adopt local amendments to increase fire safety and prevention activities within the community
- ◆ Continue to enhance the use of social media to inform, educate and communicate with members of the public about fire safety and emergency preparedness
- ◆ Continue a proactive and cooperative approach to code enforcement to assure building and fire code compliance in all commercial and residential occupancies
- ◆ Complete all mandated fire inspections to assure fire code compliance and building safety within the community
- ◆ Provide semi-annual CPR/AED training to city employees and offer quarterly training classes to the community
- ◆ Continue public safety and community outreach education programs including Bike Helmet, career education, car seat, smoke detector, fire safety and emergency preparedness
- ◆ Continue to develop a comprehensive Wildland Risk Assessment to provide sound direction for wildfire mitigation for San Bruno
- ◆ Provide mandated and specialized training to firefighters in conjunction with the Central San Mateo County Training Division
- ◆ Collaborate with the Police Department to train on new Mobile Command Vehicle
- ◆ Collaborate the Police Department to conduct site assessments and develop response plans for critical facilities
- ◆ Collaborate the Police Department to conduct site assessments and develop response plans for critical facilities
- ◆ Continue a thorough analysis of all apparatus, vehicle, equipment and facility replacement needs
- ◆ Collaborate with the San Bruno Police Department to institute UAS program

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City of San Bruno
 Department of Fire Revenue & Expenditure
 Fiscal Year FY2021-22
 Department 2110

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
4581	FIRE INSPECTION FEES	\$ 82,000	\$ 381,500		\$ 381,500	\$ 299,500	Realign activity with anticipating development projects
4582	FIRE PERMIT FEES	50,000	25,000		25,000	(25,000)	
4583	FIRE PLAN CHECK	50,000	250,000		250,000	200,000	Realign activity with anticipating development projects
4584	FIRE CODE FEES	95,000	-		-	(95,000)	Fire inspection and permit fees associated with business license collection will be realigned to account 4581 and 4582
4585	FIRE REIMBURSEMENTS	47,208	47,208		47,208	-	
4995	OTHER REVENUE	63,930	64,969		64,969	1,039	CPI increase of reimbursement for services provided to San Francisco Jail
(A)	Total Revenues	\$ 388,138	\$ 768,677	\$ -	\$ 768,677	\$ 380,539	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	Salaries	\$ 5,778,152	\$ 5,555,730	\$ 551,454	\$ 6,107,184	\$ 329,032	Move 2 filled FireFighters from General Fund to ARPA. Enhancement: Restore 2 frozen FireFighters and add 1 Fire Inspector.
	Fringe Benefits	\$ 3,930,620	\$ 3,927,241	\$ 211,747	\$ 4,138,988	\$ 208,368	Health insurance and pension
	Total Salaries & Benefits	\$ 9,708,772	\$ 9,482,971	\$ 763,201	\$ 10,246,172	\$ 537,400	
6001	OFFICE SUPPLIES	2,200	3,000		3,000	800	Price increase for supplies
6101	GAS AND OIL	35,000	38,000		38,000	3,000	Increase fuel and transportation cost
6102	OPERATING SUPPLIES	95,000	100,000		100,000	5,000	Price increase for PPE and other PPE maintenance
6112	POSTAGE	500	500		500	-	
6304	MAINTENANCE	45,000	45,000		45,000	-	
6309	RADIO MAINTENANCE	5,000	5,000		5,000	-	
6401	PROFESSIONAL SERVICES	17,400	17,400		17,400	-	
6405	TRAINING/MEETINGS/CONFERENCES	35,000	50,000		50,000	15,000	Increase fire academy training for new fire fighters as 4 new firefighters are expected to come on board
6406	PROFESSIONAL DEVELOPMENT	5,500	4,500		4,500	(1,000)	
6419	OTHER SERVICES	51,600	51,600		51,600	-	
6450	COMMUNICATIONS	18,131	18,000		18,000	(131)	
6531	UTILITIES	47,559	47,559		47,559	-	
6601	RENTAL & LEASES	5,390	3,000		3,000	(2,390)	
6650	TOOLS & EQPT. -\$25K	54,011	41,000		41,000	(13,011)	
6701	DUES & MEMBERSHIPS	1,550	1,550		1,550	-	
6702	PUBS & SUBSCRIPTIONS	1,500	3,000		3,000	1,500	Add digitized NFPA subscription \$1,500
	Total Supplies & Materials	\$ 420,341	\$ 429,109	\$ -	\$ 429,109	\$ 8,768	
7041	COUNTY SVCE.CHARGES	66,817	75,000		75,000	8,183	CPI increase of County-wide Emergency Services
7069	INTERGOVERNMENTAL-OTHER	163,312	170,500		170,500	7,188	Increase in salary & training division in shared joint training services and administration program
7901	INTERNAL SERVICE ALLOCATIONS	641,087	666,894		666,894	25,807	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	1,086,200	696,030		696,030	(390,170)	Cost allocation plan
	Total Other Charges	\$ 1,957,416	\$ 1,608,424	\$ -	\$ 1,608,424	\$ (348,992)	
9079	TRANSFERS TO EQUIP. RESERVE	-	-		-	-	
	Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 12,086,529	\$ 11,520,504	\$ 763,201	\$ 12,283,705	\$ 197,176	

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Public Works
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Public Works Department

Administration & Engineering

Streets Maintenance

Water (see Enterprise Funds)

Wastewater (see Enterprise Funds)

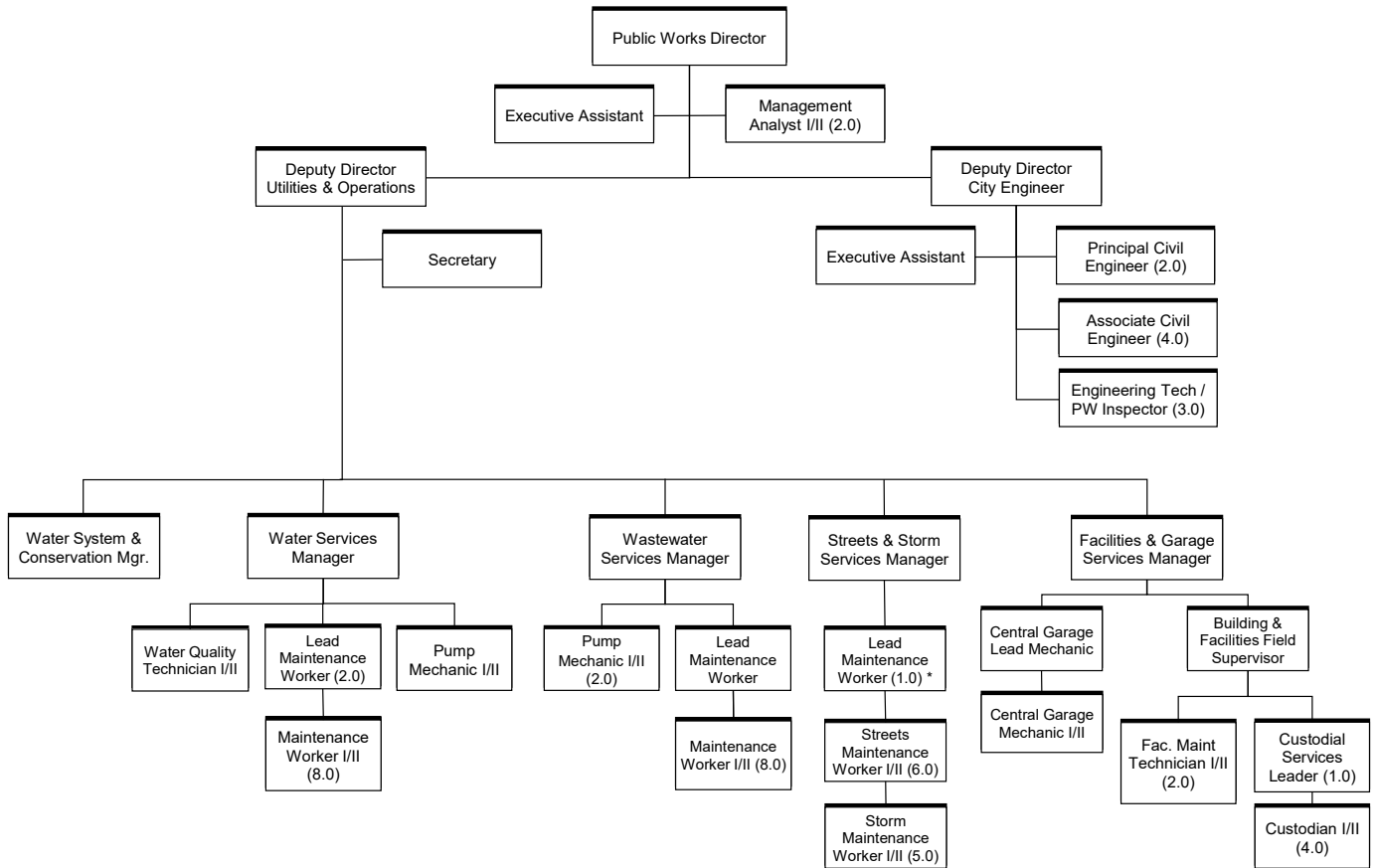
Stormwater (see Enterprise Funds)

Building & Facilities (see Internal Service Funds)

Central Garage (see Internal Service Funds)

Solid Waste (see Special Revenue Funds)

Public Works



Public Works Department

The City of San Bruno Public Works Department provides professional, strategic, and cost-effective maintenance and capital improvements to critical City infrastructure, including the delivery of potable water; traffic and transportation; streetlights; wastewater and stormwater collection systems; recycling and environmental sustainability; and City facilities and the City fleet.

Overview

The Department is made up of eight divisions that are responsible for managing administration & engineering activities, the City's streets maintenance, water, stormwater, wastewater, building & facilities, central garage, and solid waste operations.

- **Administration & Engineering**

Provides leadership and oversight for all departments programs and serves as the professional engineering resource for the City. The Division coordinates the work activities of each division in the Public Works Department and provides high-level strategic management. 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. Work performed includes managing and coordinating the City's Capital Improvement Program to ensure that current projects are delivered on time through contract execution and monitoring, providing technical and administrative support to the Transportation Safety and Parking Committee (TSPC) to engage and respond to urgent community needs, and performing review and approval of encroachment permit, building permit as relates to public right-of-way, and development applications to ensure compliance with City Standards and Specifications as well as the regulatory requirements and Subdivision Map Act.

- **Building & Facilities**

Provide routine custodial services, preventative maintenance, and capital improvements at 17 City facilities to ensure a clean, well maintained and accessible environment for use by the community and City employees. Ensure proper maintenance of all City facilities by City staff and contract services. Coordinate work with user departments throughout the City and collaborate to prioritize projects and allocate limited budgeted resources. Conduct facilities asset management analysis to balance repair and rehabilitation of facilities.

- **Central Garage**

Provides maintenance and safety inspection of police patrol vehicles, general use vehicles, safety-sensitive equipment and routine repair of various large equipment items (see Internal Services Funds for more detail).

- **Streets Maintenance**

Provides for 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. The division provides services including routine pavement maintenance, pothole repairs and full depth spot repairs to prevent large-scale pavement deterioration, timely removal of trash in public right-of-ways, replacement of thermoplastic traffic legends and maintenance of curb painting and the City's streetlight

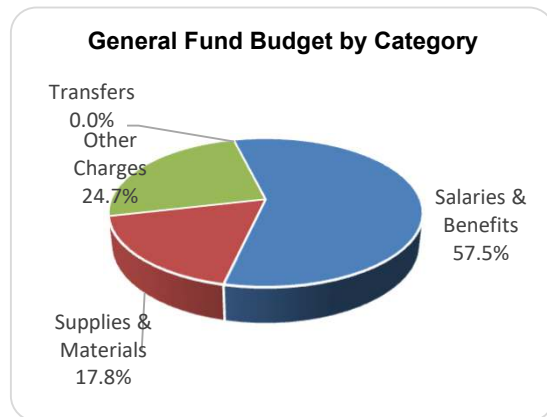
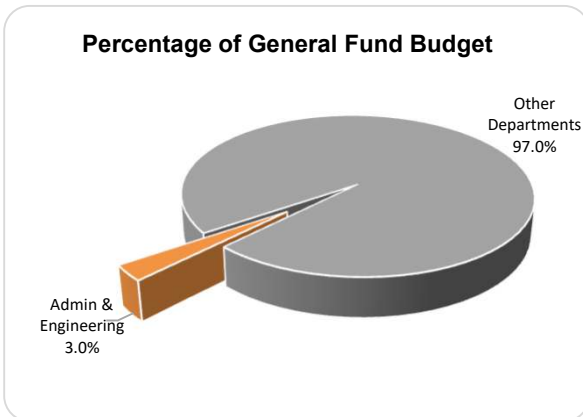
infrastructure. The Streetlight Replacement Project replaced older outdated fixtures with LED which provide better illumination, lower energy costs and longer life with less maintenance. Other responsibilities of the division include collaborating with the Engineering Division and the Traffic Safety and Parking Committee to install new pavement markings, striping and signage.

- **Stormwater**
Provides assistance to residents with drainage and runoff issues, maintaining and repairing City owned storm drain infrastructure that includes mains, catch basins, grates, trash capture devices, and valley gutters and responding to illicit discharge into the storm drain system (see Enterprise Funds for more detail).
- **Wastewater**
Provides inspection, maintenance and operation of the City's wastewater infrastructure and provides around-the-clock customer service response to emergency calls related to sewer main and lateral sewer blockages and overflows (see Enterprise Funds for more detail).
- **Water**
Ensures the highest quality potable water service by quickly responding to water main/service leaks and resolving water quality questions and concerns in a timely manner (see Enterprise Funds for more detail).
- **Solid Waste**
Maintains compliance with AB 939 and SB106, mandating that the City work to meet waste reduction goals and assisting with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others (see Special Revenue Funds for more detail).

Administration & Engineering Budget Summary

Funding Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY2021-22 Budget
General Fund Support	\$ 653,695	\$ 640,757	\$ 64,520	-
Department Revenues	282,265	412,082	624,000	188,000
Recovery from Other Funds:				
Stormwater Fund	20,106	23,401	29,169	126,446
Wastewater Fund	402,119	468,021	583,374	630,246
Water Fund	583,073	678,631	845,893	639,763
ARPA Fund Support	-	-	-	155,835
Total:	\$ 1,941,258	\$ 2,222,893	\$ 2,146,956	\$ 1,740,290

Budgeted Expenditures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY2021-22 Budget
Salaries & Benefits	\$ 841,442	\$ 946,182	\$ 757,024	\$ 1,045,290
Supplies & Materials	133,202	\$ 157,760	226,667	275,800
Other Charges	960,166	\$ 1,118,951	1,163,265	382,667
Capital Outlays	32	\$ -	0	0
Transfers	6,416	\$ -	0	0
Total:	\$ 1,941,258	\$ 2,222,893	\$ 2,146,956	\$ 1,703,757



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY2021-22 Target
Number of CIP construction projects completed	11	14	12	8
Number of encroachment permits processed	372	388	350	300

Goals and Accomplishments

FY2020-21 Accomplishments

- ◆ Complete Design/Study for the following:
 - ◆ Huntington Avenue/San Antonio Avenue Street Rehabilitation Project
 - ◆ Lara Field and Senior Center Parking Lot Rehabilitation Project
 - ◆ San Bruno Avenue/Cherry Avenue Intersection Modification Project

FY2020-21 Accomplishments (Continued)

- ◆ Scott Street Grade Separation Project Study Report
- ◆ Senior Center Trash Enclosure Project
- ◆ Spyglass Drive Storm Drain Improvements Project

- ◆ **Completed Construction for the following:**
 - ◆ 2019-20 Slurry Seal project
 - ◆ Avenues 1-1 and 1-2 Sewer and Water Replacement Project
 - ◆ Avenues 1-3 Sewer and Water Replacement Project
 - ◆ HVAC Replacement at Police Department
 - ◆ San Antonio Street Rehabilitation Project

FY2021-22 Goals and Objectives

- ◆ **Complete Design/Study for the following:**
 - ◆ 2020-21 Sidewalk Replacement Project
 - ◆ 2021 Street Rehabilitation Project
 - ◆ Acappella Well Replacement Project
 - ◆ Avenues 2-1 Sewer and Water Replacement Project
 - ◆ Avenues 2-2 Sewer Replacement Project
 - ◆ Avenues 3-1 Sewer and Water Replacement Project
 - ◆ Crestwood Drive Sewer Main Replacement Project
 - ◆ Crestwood Pump Station and Force Main Replacement Project
 - ◆ Cunningham Tank Replacement Project
 - ◆ Local Road Safety Plan
 - ◆ Huntington Avenue/San Antonio Avenue Pedestrian/Bicycle Corridor Improvements Project
 - ◆ Oakmont Drive Pressure Reducing Valve
 - ◆ Sneath Lane and Lake Drive Pump Stations
 - ◆ Standby Emergency Generators for Whitman and Princeton Pump Stations
 - ◆ Sweeny Ridge Tank Replacement Project
 - ◆ Oak Avenue and Crystal Springs Road Traffic Signal Project

- ◆ **Complete Construction for the following:**
 - ◆ 2020-21 Sidewalk Replacement Project
 - ◆ Advanced (Commercial) Water Meter Installation Project
 - ◆ Florida Avenue Park Project
 - ◆ Huntington Avenue/San Antonio Avenue Pedestrian/Bicycle Corridor Improvements Project
 - ◆ Lara Field and Senior Center Parking Lot Rehabilitation Project
 - ◆ San Bruno Avenue/Cherry Avenue Intersection Modification Project
 - ◆ Senior Center Trash Enclosure Project
 - ◆ Standby Emergency Generators for Whitman and Princeton Pump Stations

City of San Bruno
 Department of Public Works - PW Admin Revenue & Expenditure
 Fiscal Year FY2021-22
 Department 001-3010

Revenues

Account	Revenue Account Title	FY 2021-22 Adopted Budget				\$ Change in Budget - FY21 vs FY22	Notable Changes
		FY2020-21 Amended Budget	General Fund (001)	ARPA (006)	Total		
4271	GRADING PERMIT	-	500		500	500	
4273	TRANSPORTATION PERMIT	\$ 1,000	\$ 500		\$ 500	\$ (500)	
4279	STREET ENCROACH.PERM	\$ 482,000	\$ 180,000		\$ 180,000	\$ (302,000)	Removed one-time revenue
4531	Engineer Plan Check	\$ 40,000	\$ -		\$ -	\$ (40,000)	Projected less plan checks for operations
4533	SALE - PLANS/SPECS	\$ -	\$ -		\$ -	\$ -	
4995	OTHER REVENUE	\$ 100,000	\$ 7,000	\$ 155,835	\$ 162,835	\$ 62,835	GF: Revenue from Developer Reimbursement Deposit account moved to different Fund (93K). ARPA Funding for FY21-22 Ongoing Enhancement \$156K
Total Revenues		\$ 623,000	\$ 188,000	\$ 155,835	\$ 343,835	\$ (279,165)	
Internal Allocations							
	Stormwater Fund	\$ 29,169	\$ 126,446		\$ 126,446	\$ 97,277	cost allocation plan updated
	Wastewater Fund	\$ 583,374	\$ 630,246		\$ 630,246	\$ 46,872	cost allocation plan updated
	Water Fund	\$ 845,893	\$ 639,763		\$ 639,763	\$ (206,130)	cost allocation plan updated
Internal Allocations		\$ 1,458,436	\$ 1,396,455	\$ -	\$ 1,396,455	\$ (61,981)	
(A)	Total Revenues	\$ 2,081,436	\$ 1,584,455	\$ 155,835	\$ 1,740,290	\$ (341,146)	

Expenditures

Account	Expenditure Account Title	FY 2021-22 Adopted Budget				\$ Change in Budget - FY21 vs FY22	Notable Changes
		FY2020-21 Amended Budget	General Fund (001)	ARPA (006)	Total		
	SALARIES	\$ 680,114	\$ 893,281	\$ 110,100	\$ 1,003,381	\$ 323,267	See Notes below **
	ALLOCATION TO PROJECTS	(350,000)	(508,620)	-	(508,620)	(158,620)	Staff time billable to specific projects
	FRINGE BENEFITS	426,910	505,294	45,235	550,529	123,619	Medical and CalPers Benefits
Total Salaries & Benefits		\$ 757,024	\$ 889,955	\$ 155,335	\$ 1,045,290	\$ 288,266	
6001	OFFICE SUPPLIES	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	
6101	GAS AND OIL	\$ 3,000	\$ 3,500	\$ -	\$ 3,500	500	
6102	OPERATING SUPPLIES	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	-	
6112	POSTAGE	\$ 5,300	\$ 6,000	\$ -	\$ 6,000	700	
6304	MAINTENANCE	\$ 1,100	\$ 1,100	\$ -	\$ 1,100	-	
6401	PROFESSIONAL SERVICES	\$ 109,117	\$ 170,000	\$ -	\$ 170,000	60,883	Previous FY21 Budget adjustment (\$19K). New Ongoing Enhancement for traffic engineering services \$80K
6403	PERSONNEL SERVICES	\$ 21,600	\$ 50,000	\$ -	\$ 50,000	28,400	New Ongoing Enhancement for temporary engineering workers for special projects and staff support
6405	TRAINING/MEETINGS/CONFERENCES	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	-	
6406	PROFESSIONAL DEVELOPMENT	\$ 6,500	\$ 14,000	\$ 500	\$ 14,500	8,000	Development per MOU; Added Educational tuition reimbursement
6419	OTHER SERVICES	\$ 50,000	\$ -	\$ -	\$ -	(50,000)	Removed One-time Enhancement
6450	COMMUNICATIONS	\$ 10,000	\$ 12,000	\$ -	\$ 12,000	2,000	Increased landlines, mobile and VOIP
6601	RENTAL & LEASES	\$ 7,000	\$ 5,000	\$ -	\$ 5,000	(2,000)	Reduced Copier rental fees; Added FY21-22 Ongoing enhancements: Long-Term Document Facility annual rental
6701	DUES & MEMBERSHIPS	\$ 2,000	\$ 2,700	\$ -	\$ 2,700	700	increased dues & memberships
6702	PUBS & SUBSCRIPTIONS	\$ 50	\$ -	\$ -	\$ -	(50)	
Total Supplies & Materials		\$ 226,667	\$ 275,300	\$ 500	\$ 275,800	\$ 49,133	
7069	INTERGOVERNMENTAL-OTHER	\$ 195,000	\$ 195,000	\$ -	\$ 195,000	\$ -	C/CAG assessment fee
7901	INTERNAL SERVICE ALLOCATIONS	\$ 169,243	\$ 187,667	\$ -	\$ 187,667	18,424	Increased Internal service department allocation
7902	INTERDEPARTMENTAL CHARGES	\$ 799,022	\$ -	\$ -	\$ -	(799,022)	Removed per updated Cost Allocation Plan
Total Other Charges		\$ 1,163,265	\$ 382,667	\$ -	\$ 382,667	\$ (780,598)	
8020	CONSTRUCTION IN PROGRESS	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Capital Outlays		\$ -	\$ -	\$ -	\$ -	\$ -	
9079	TRANSFERS TO RESERVES	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Transfers		\$ -	\$ -	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 2,146,956	\$ 1,547,922	\$ 155,835	\$ 1,703,757	\$ (443,199)	

Notes **
 GF Salaries New Ongoing Enhancement for 1 FTE for Principal Civil Engineer
 ARPA Salaries Ongoing Enhancement to Restore frozen 1 FTE position for Associate/Assistant Civil Engineer

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Public Works Department Streets Maintenance Division

The City of San Bruno Public Works – 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.

Overview

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:

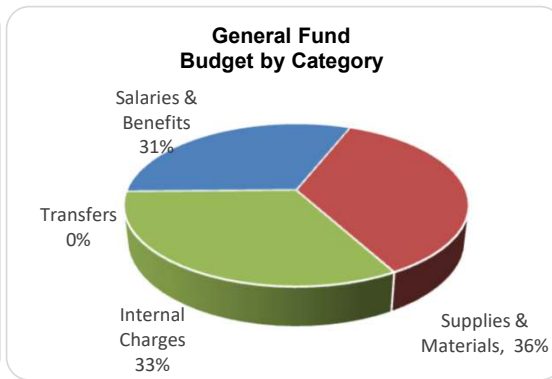
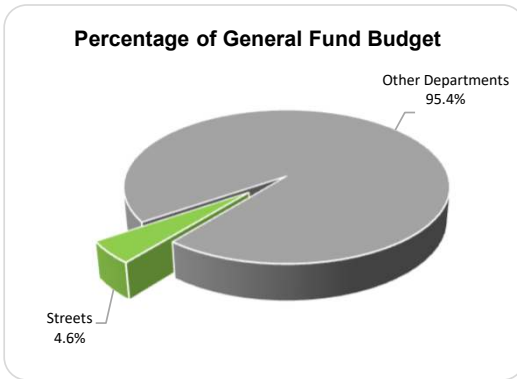
- **Discretionary Customer Service Activities**
Maintain aesthetics of City right-of-ways with an emphasis on downtown San Mateo Avenue. Periodically clean Susan Drive at the Evergreen Apartments and the Crestmoor Drive overpass. Collect abandoned large debris items (including shopping carts and appliances) on City property and roadways. 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 Works Corporation Yard generated hazardous waste.

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Streets Maintenance Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund Support	\$ 794,314	\$ 1,146,006	\$ 991,614	\$ 1,329,476
Grant Revenues:				
C/CAG Vehicle Registration Fee	87,005	88,831	110,000	81,500
Caltrans Highway Grant	17,228	17,474	18,700	18,700
Gas Tax	772,500	750,000	1,079,325	850,000
Other Revenue	8,433	4,006	2,100	2,100
ARPA Fund Support	-	-	-	194,632
Total:	\$ 1,679,479	\$ 2,006,317	\$ 2,201,739	\$ 2,476,408

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 764,268	\$ 768,729	\$ 700,200	\$ 909,515
Supplies & Materials	\$ 429,786	\$ 685,579	884,690	819,365
Internal Charges	\$ 485,426	\$ 552,008	616,849	747,528
Transfers	\$ -	\$ -	0	0
Total:	\$ 1,679,479	\$ 2,006,317	\$ 2,201,739	\$ 2,476,408



Performance and Workload Measures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21
	Actual	Actual	Estimated	Target
Average Citywide Pavement Condition Rating (0-100)	60	60	64	62
Number of pothole repairs completed	2,205	2,000	2,500	2,500
Amount of asphalt used for non-Capital road repair (square feet)	1,831	2,000	2,000	2,000
Amount of red curb painting (lineal feet)	4,708	4,000	4,000	2,000
Amount of thermoplastic street markings installed (square feet)	1,241	2,000	2,000	2,000
Number of street light poles replaced	44	50	10	30

Goals and Accomplishments

FY2020-21 Accomplishments

- Managed the sign replacement program to replace, upgrade, and bring traffic signs into compliance with federal and state retro-reflectivity and condition standards, including 236 Regulatory signs, 61 Warning signs, and 59 other signs (School signs) and 83 sign pole replacements
- Replaced 14 streetlight poles due to auto accidents, knock downs and older damaged poles.
- Coordinated with contractor to maintain the 17 intersection (traffic control devices), rapid flashing devices along with the radar signs
- Coordinated and assisted with Management of the replacement of 22 street light pole and foundations on San Bruno Avenue and along San Mateo Avenue

FY2020-21 Accomplishments (Continued)

- ♦ Completed assessment of an Asphalt Hot Mix trailer verses truck to improve pothole and asphalt repairs
- ♦ Replaced 94 signs, straightened 140 bent poles, straighten 59 signs, replaced 20 damaged poles, removed graffiti from 40 signs
- ♦ Coordinated with contractor to repair 34 street light outages
- ♦ Completed removal of graffiti on sidewalks, street light poles, traffic controller boxes and miscellaneous items within City right-of-way
- ♦ Completed 10 traffic work orders consisting of thermoplastic installation, signage repair and installation, and red curb painting
- ♦ Assisted in the closer of San Mateo Avenue for on street dining, 4th of July celebration cleanup, two voting events, provide equipment and support of the protest in City Park, and assisted with Recology Fall Cleanup event
- ♦ Coordinated and assisted with Management of Traffic Signal Pole replacement at San Mateo and Huntington Avenues

FY2021-22 Goals and Objectives

- ♦ Manage the sign replacement program to replace and upgrade all other regulatory signs, warning signs and street name signs. This project is estimated to be completed over the next 3 years, and follows the recommendations of a sign audit in order to bring the City's regulatory traffic signs into compliance with federal and state retro-reflectivity and condition standards.
- ♦ Replace approximately 30 streetlight poles identified in poor condition to maintain uninterrupted service
- ♦ Assess 10-Year Plan for design and replacement of aging regulated output (RO) high voltage street light
- ♦ Purchase of an Asphalt Hot Mix truck to improve pothole and asphalt repairs

City of San Bruno
 Department of Public Works - Streets Revenue & Expenditure
 Fiscal Year FY2021-22
 Department 001-4110

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
4545	STREET MAINT. COSTS REIMBURSEMENTS	\$ 18,700	\$ 18,700		\$ 18,700	\$ -	
4993	REIMBURSEMENTS	110,000	81,500		81,500	(28,500)	Decreased Measure M / CCAG
4995	OTHER REVENUE	2,100	2,100		2,100	-	
4999	NON-OPERATING TRANSFERS	1,079,325	850,000	194,632	1,044,632	(34,693)	Gas Tax/No Measure G this year. ARPA funding to FY2021-22 New Ongoing Enhancements (see detail under expenditures)
(A)	Total Revenues	\$ 1,210,125	\$ 952,300	\$ 194,632	\$ 1,146,932	\$ (63,193)	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	SALARIES	\$ 416,965	\$ 429,520	\$ 122,640	\$ 552,160	\$ 135,195	Increased salary costs \$12.6K. ARPA: 2 FTE Frozen Maintenance Worker I positions restored
	FRINGE BENEFITS	283,235	285,363	71,992	357,355	74,120	Increased Medical and CalPERS Benefits
	Total Salaries & Benefits	\$ 700,200	\$ 714,883	\$ 194,632	\$ 909,515	\$ 209,315	
6001	OFFICE SUPPLIES	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
6101	GAS AND OIL	25,000	27,000	-	27,000	2,000	Increased cost of fuel
6102	OPERATING SUPPLIES	78,000	78,000	-	78,000	-	
6203	STREET LIGHT AND TRAFFIC SIGNALS	434,825	365,500	-	365,500	(69,325)	Removed Budget Adjustment from PFY
6401	PROFESSIONAL SERVICES	-	-	-	-	-	
6403	PERSONNEL SERVICES	100,000	100,000	-	100,000	-	
6405	TRAINING/MEETINGS/CONFERENCES	7,000	6,000	-	6,000	(1,000)	
6406	PROFESSIONAL DEVELOPMENT	250	250	-	250	-	
6409	SPECIAL PROJECTS	-	-	-	-	-	
6411	CONTRACTUAL SERVICES	52,000	55,000	-	55,000	3,000	Increased costs of guardrail and fence repair
6419	OTHER SERVICES	10,000	10,000	-	10,000	-	
6450	COMMUNICATIONS	3,000	3,000	-	3,000	-	
6531	UTILITIES	168,815	168,815	-	168,815	-	
6601	RENTAL & LEASES	2,000	2,000	-	2,000	-	
6701	DUES & MEMBERSHIPS	3,300	3,300	-	3,300	-	
6702	PUBS & SUBSCRIPTIONS	-	-	-	-	-	
	Total Supplies & Materials	\$ 884,690	\$ 819,365	\$ -	\$ 819,365	\$ (65,325)	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 443,491	\$ 448,577	\$ -	\$ 448,577	\$ 5,086	Increased Department Internal service allocations
7902	INTERDEPARTMENTAL CHARGES	173,358	298,951	-	298,951	125,593	Updated Cost Allocation Plan
	Total Other Charges	\$ 616,849	\$ 747,528	\$ -	\$ 747,528	\$ 130,679	
9079	TRANSFERS TO RESERVES	\$ -	\$ -	\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 2,201,739	\$ 2,281,776	\$ 194,632	\$ 2,476,408	\$ 274,669	

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Community and Economic Development
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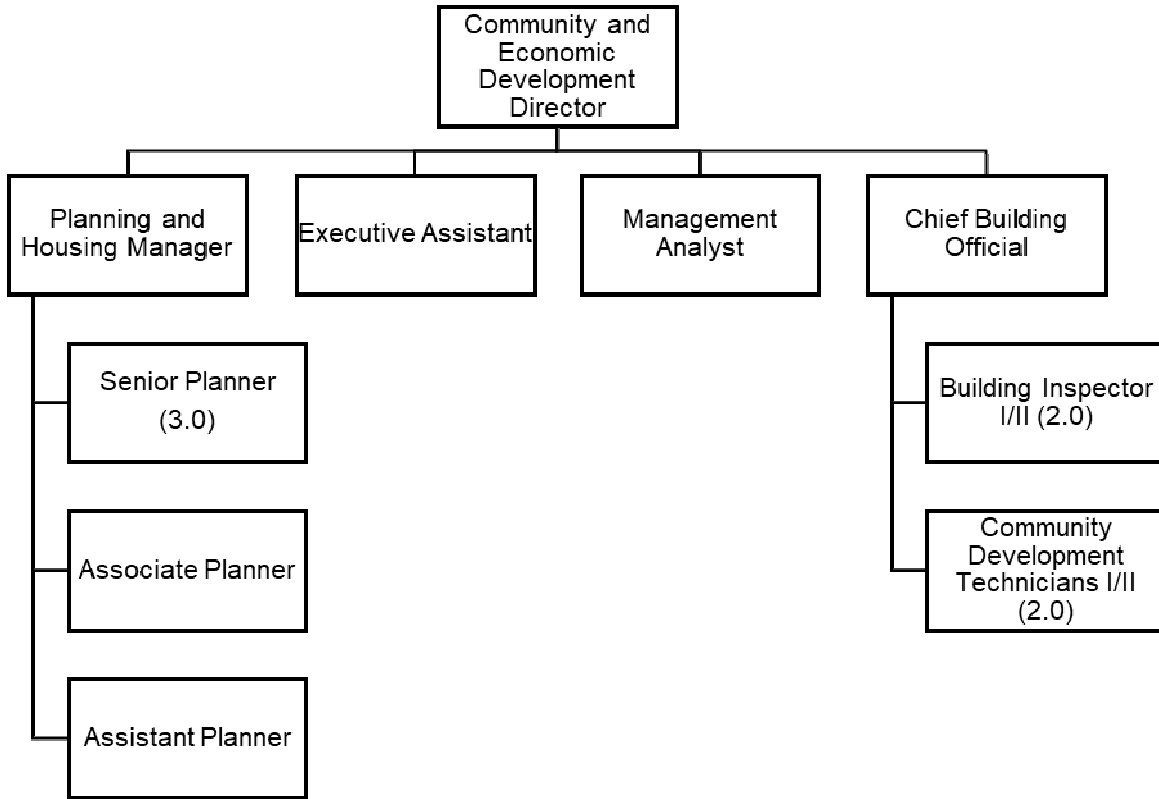
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Community and Economic Development Department

Planning Division

Building Division

Community and Economic Development



Community and Economic Development

The City of San Bruno Community and Economic 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 land use policy development.

Overview

The Department is comprised of two divisions that are responsible for economic development, long-range and current planning activities, environmental review, and building plan checks and inspections.

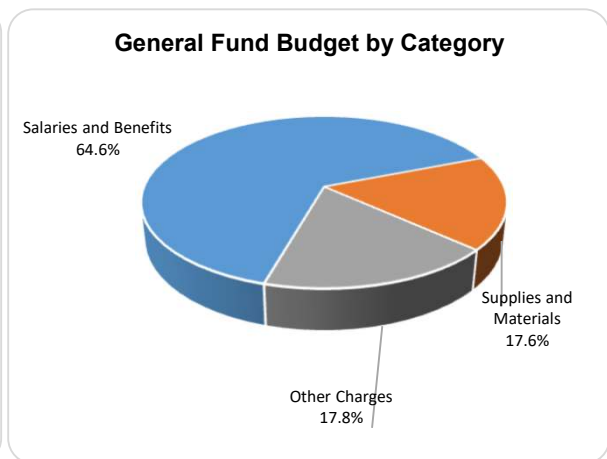
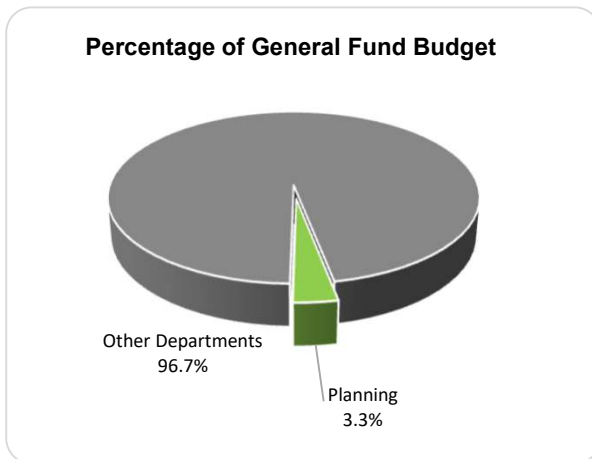
- **Planning Division** – Provides long-range planning services to the community, including assisting to prepare and maintain key policy and regulatory code documents (e.g., General Plan; Transit Corridors Specific Plan; and Zoning Code) as well as other planning services to address local and regional land use and housing needs. Reviews and processes private development applications for compliance with applicable adopted policies and codes, includes CEQA environmental review, building permit plan check reviews, and inspection. The Planning Division manages housing programs including the City’s affordable housing program and in-lieu fee. With the adoption of the General Plan update and the Transit Corridors Plan, the Division has become increasingly involved in the implementation of economic development programs with the City Manager’s Office. The Division’s work routinely involves active public engagement by means of workshops and other community interactions.
- **Building Division** - Reviews building permit applications; issues building and related permits; and inspects buildings and properties to ensure compliance with applicable building, mechanical, energy, disabled accessibility, plumbing, electrical and housing codes adopted by the City and State to ensure a safe and habitable building environment.

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Planning Division Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 1,105,109	\$ 1,208,504	\$ 1,675,554	\$ 1,243,097
Department Revenues	220,898	197,372	166,300	285,000
Special Revenue Fund Revenues:				
BMR Housing in-Lieu	39,300	39,850	42,350	42,350
Document Imaging	9,110	5,789	12,000	12,000
Technology Fee				7,400
General Plan Maintenance	585	74,199	27,216	12,000
ARPA Fund Support				150,454
Total:	\$ 1,375,002	\$ 1,525,714	\$ 1,923,420	\$ 1,752,301

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 795,341	\$ 987,387	\$ 1,068,002	\$ 1,136,817
Supplies and Materials	243,454	92,396	432,550	269,920
Other Charges	287,212	326,093	341,302	271,814
General Fund Sub-Total:	\$ 1,326,007	\$ 1,405,876	\$ 1,841,854	\$ 1,678,551
Special Revenue Fund Expenditures	\$ 48,995	\$ 119,838	\$ 81,566	\$ 73,750
Total:	\$ 1,375,002	\$ 1,525,714	\$ 1,923,420	\$ 1,752,301



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Number of residential permits processed	18	26	13	19
Number of second units processed	21	19	61	34
Number of commercial permits processed	31	23	17	24
Number of sign permits processed	56	20	7	28
Number of home occupation permits processed	76	29	28	44
Number of public engagement activities	70	20	20	37
Number of economic development activities	52	40	30	40

Goals and Accomplishments

FY2020-21 Accomplishments

- ◆ Adopted the Parking Ordinance update, Parking Design Standards Resolution and Parking Fee Resolution.
- ◆ Released the Draft EIR that was prepared for the Bayhill Specific Plan and YouTube Phase 1 Development project. The Bayhill Specific Plan will provide a cohesive, long-term, community driven vision for this key commercial district that is home to the largest office park in San Bruno, including the YouTube and Walmart.com headquarters
- ◆ Commenced construction of the Skyline Ridge single-family residential development project
- ◆ Approved the 5-story mixed-use Mills Park Center development with 427 multi-family rental units and ground floor commercial uses.
- ◆ Continued to make progress in completing the planning application entitlement for the following projects that will provide new housing, jobs and commercial opportunities for the community:
 - YouTube Phase I project in the Bayhill Business Park consisting of two office buildings consisting of 440,000 square feet
 - Approved the planning application entitlement process for City's Recreational and Aquatic Center, the new Strafford School for preschool and kindergarten students at the former El Crystal School site
- ◆ Completed conformance review and Development Agreement amendment for 1450 Bayhill Drive (formerly known as 901 Cherry Phase 2) development
- ◆ Completed the planning plan check reviews of building permits for major projects such as Skyline Ridge multi-family residential development, Planet Fitness at Tanforan in addition to many single-family residential additions and accessory dwelling units
- ◆ Engaged collaboratively with major property and business owners and the Chamber of Commerce to develop opportunities to serve the business community and maintain a positive business climate in the City
- ◆ Continued to work with the current and potential future owners of the Shops at Tanforan to develop a Master Plan for Redevelopment and upgrades of the regional shopping center consistent with the City's vision for this commercial property
- ◆ Completed the Short-Term Residential Rental Ordinance and is working on implementing a new Short-Term Residential Rental Zoning permit
- ◆ Collaborated with Finance Department to streamline the existing Reimbursement Agreement procedures with other city departments
- ◆ Adopted the second phase of Zoning Code Update to provide clear development standards consistent with the long-range plans including the General Plan and Transit Corridors Plan, and to ensure consistency with State Housing Law updates
- ◆ Engaged in declaring the Crossing 1.5-acre vacant site as Surplus Land pursuant to AB1486
- ◆ Engaged in preparing the vacant site for the proposed Hyundai dealership project
- ◆ Engaged in assisting Amazon in redeveloping the former Skypark site into a new fulfillment warehouse distribution center
- ◆ Continued to implement a more robust economic development program and continue to work with major property and business owners and the Chamber of Commerce to develop opportunities to serve the business community and maintain a positive business climate in the City
- ◆ Completed and submitted the City's 2020 General Plan Housing Element Annual Progress Report
- ◆ Secured SB2 (\$160,000) and REAP grants (\$150,000), in a total amount of \$310,000 which was utilized to complete the necessary zoning code update the preparation of the next Housing Element update
- ◆ Continued to staff monthly Planning Commission, Architectural Review Committee meetings and by-monthly Bicycle and Pedestrian Advisory Committee meetings, in addition to host bi-weekly Development Review Team meetings and participated in the regular Recreation and Aquatics Center Special Advisory Committee
- ◆ Participated in the County-wide C/CAG Transportation Demand Management (TDM) policy update discussion

FY2021-22 Goals and Objectives

- ♦ Complete planning application entitlement process for key major projects that provide for additional housing, jobs and retail growth and improve the overall quality of the community including YouTube Phase I, Hyndrai auto dealership, Crestmoor and Engvall school redevelopments, 170 San Bruno, Victory Honda exterior facade upgrade projects, and other housing and ADU development applications that are currently under review
- ♦ Complete planning plan check reviews of building permits for key major projects including YouTube Phase I, 1450 Bayhill Drive (formerly known as 901 Cherry Project Phase II), 1000 San Mateo Avenue Amazon warehouse distribution center, 500 Sylvan and 111 San Bruno Avenue
- ♦ Develop and implement a more robust economic development program and continue to work with major property and business owners and the Chamber of Commerce to develop opportunities to serve the business community and maintain a positive business climate in the City
- ♦ Continue implementation of the General Plan and Transit Corridors Plan to facilitate development projects to support revitalization of the downtown and commercial corridors and provide positive fiscal benefits to the City
- ♦ Continue to work with the owners of The Shops at Tanforan to develop a Master Plan for redevelopment and upgrades of the regional mall and to assure the long-term success of this important community asset
- ♦ Increase San Bruno's affordable housing supply by developing an affordable housing program to utilize the City's affordable housing impact fee fund, and amending the Municipal Code to restore on-site affordable housing requirements for rental housing projects
- ♦ Complete and implement the results from the formal user fee study of planning applications and building permit review activities to update the master fee schedule
- ♦ Continue to work closely with 21 Elements and other regional agencies such as ABAG, MTC and HCD in anticipating the next RHNA allocation through the preparation of the next Housing Element update
- ♦ Initiate the City's Climate Action Plan and other sustainability efforts
- ♦ Initiate the General Plan amendment to comply with the County's Airport Land Use Master Plan
- ♦ Complete the RFP to retain a professional in administering the City's Affordable Housing Program
- ♦ Continued to engage with affordable housing developers in exploring opportunities to develop suitable affordable projects utilizing City's surface parking lot in downtown
- ♦ Initiate the next phase of Zoning Code update to streamline Single-Family residential development entitlement process
- ♦ Prepared logistics and possible discussion topics for annual Planning Commission retreat

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City of San Bruno
 Department of Community & Economic Development - Planning Revenue & Expenditure
 Fiscal Year FY2021-22
 Department 3310

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
4439	STATE GRANTS	\$ 80,000	\$ 80,000		\$ 80,000	\$ -	LEAP Grant Housing Element is going to be reimbursed in FY21-22 instead of FY20-21
4511	FIXED PLANNING APPLICATION FEE	30,500	160,000		160,000	129,500	Increase based on new user fees
4512	ARCHITECTURAL REVIEW	200	-		-	(200)	
4519	PLANNING COST REIMBURSE	55,600	45,000		45,000	(10,600)	Staff Time Cost Recovery will be directly charged to the new developer project contributions fund
(A)	Total Revenues	\$ 166,300	\$ 285,000	\$ -	\$ 285,000	\$ 118,700	

Expenditures

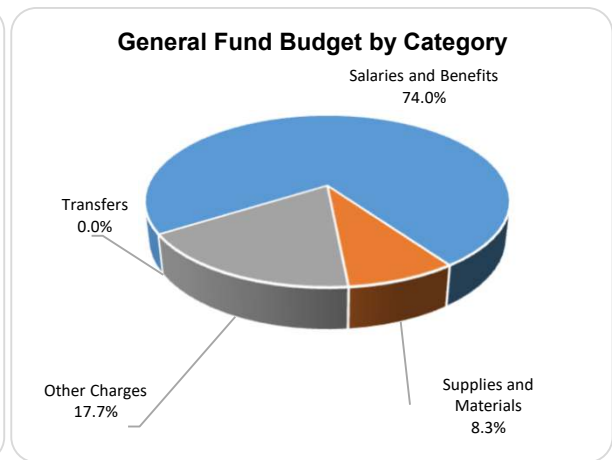
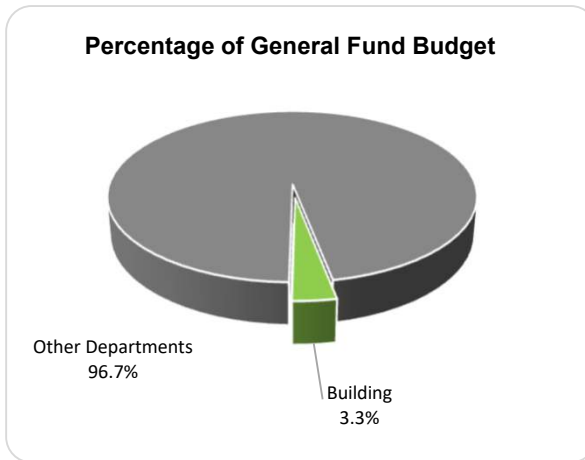
Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	Salaries	\$ 683,570	\$ 540,772	\$ 72,289	\$ 613,061	\$ (142,798)	Staff Time Cost Recovery will be directly charged to the new developer project contributions fund. ARPA: 1 FTE Long Range/Advance Planning Senior Planner and 0.25 FTE Senior Planner.
	Fringe Benefits	\$ 384,432	\$ 446,591	\$ 77,165	\$ 523,756	\$ 62,159	
	Total Salaries & Benefits	\$ 1,068,002	\$ 987,363	\$ 149,454	\$ 1,136,817	\$ (80,639)	
6001	OFFICE SUPPLIES	2,000	2,650		2,650	650	
6112	POSTAGE	6,000	6,000		6,000	-	
6141	PRINTING, COPYING & BINDING	2,000	2,000		2,000	-	
6401	PROFESSIONAL SERVICES	368,000	227,000		227,000	(141,000)	Include FY20-21 ongoing enhancement: (\$88,000) Housing Element Update (FY20-21 and FY21-22 two years). Include FY20-21 Remaining Council Appropriation for MRG (\$39,000) (total \$78,000 50% Building 50% Planning) and General Plan Crossing Project \$90,000 in FY21-22 Budget.
6402	LEGAL EXPENSES	20,000	-		-	(20,000)	
6405	TRAINING/MEETINGS/CONFERENCES	8,000	8,000		8,000	-	
6406	PROFESSIONAL DEVELOPMENT	4,500	4,500	1,000	5,500	-	
6450	COMMUNICATIONS	3,000	3,000		3,000	-	
6501	PUBLIC NOTICES	12,000	8,000		8,000	(4,000)	
6601	RENTAL & LEASES	3,600	3,600		3,600	-	
6701	DUES & MEMBERSHIPS	3,150	3,870		3,870	720	
6702	PUBS & SUBSCRIPTIONS	300	300		300	-	
	Total Supplies & Materials	\$ 432,550	\$ 268,920	\$ 1,000	\$ 269,920	\$ (163,630)	
7901	INTERNAL SERVICE ALLOCATIONS	94,629	104,048		104,048	\$9,419	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	246,673	167,766		167,766	(\$78,907)	Cost allocation plan
	Total Other Charges	\$ 341,302	\$ 271,814	\$ -	\$ 271,814	\$ (69,488)	
(B)	Total Expenditures	\$ 1,841,854	\$ 1,528,097	\$ 150,454	\$ 1,678,551	\$ (313,757)	

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Building Division Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund	\$ 115,693	\$ 785,576	\$ -	\$ -
Department Revenues	2,076,297	1,398,473	2,317,967	4,007,647
ARPA Fund Support				132,480
Total:	\$ 2,191,990	\$ 2,184,050	\$ 2,317,967	\$ 4,140,127

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries and Benefits	\$ 1,219,376	\$ 1,365,542	\$ 1,098,926	\$ 1,142,667
Supplies and Materials	458,260	218,943	150,968	260,475
Other Charges	509,437	599,564	623,274	272,467
Transfers	4,917	-	-	-
Total:	\$ 2,191,990	\$ 2,184,050	\$ 1,873,168	\$ 1,675,609



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Number of residential building permits issued	1,454	1,069	1,135	1,219
Number of commercial building permits issued	124	152	115	130
Number of building inspections performed	9,640	8,028	8,620	8,763

Goals and Accomplishments

FY2020-21 Accomplishments

- ♦ Deployed electronic plan review and inspection technology for both interdepartmental plan reviews and inspections.
- ♦ Completed the formal fee study of the building permits and inspection services to update the master user fee schedule.
- ♦ Presented and adopted the 2019 California Building Standards Codes.
- ♦ Provided inspection services for the construction of the Skyline College residential development project, YouTube Phase I and II projects, Amazon Tenant Improvement, tenant improvements of major commercial projects, and the mixed-use project at 111 San Bruno Avenue.
- ♦ Continued training of staff for state mandated certifications, including Certified Accessibility Specialists (CAsp)
- ♦ Collaborated with internal departments to implement an "on site" inspection service approach to effectively manage several large construction projects concurrently.
- ♦ Completed planning application reviews and building permit submittal reviews for major development projects including: 500 Sylvan Avenue, YouTube Phase I and Phase II, San Bruno Recreation and Aquatic Center, and 271 El Camino Real.
- ♦ Continued to implement and provide property owner awareness for the newly adopted floodplain management ordinance in accordance with FEMA standards to protect affected properties identified within the newly established special flood hazard zone in San Bruno.
- ♦ Completed study session for Reach Code standards.

FY2021-22 Goals and Objectives

- ♦ Fully implement permitting software to accept plan review and issue all building permits electronically.
- ♦ Assist in the adoption of potential Reach Code standards.
- ♦ Complete planning application reviews and building permit submittal reviews for major development projects including: Hyundai Dealership, YouTube Phase I and II, Amazon Fullfillment Center, 111 San Bruno Avenue, Glenview Terrace, and Mills Plaza Apartments.
- ♦ Provide inspection services for the construction of the Skyline College Apartment Buildings, 111 San Bruno Avenue, Amazon Fullfillment Center, YouTube Phase II and the San Bruno Recreation and Aquatic Center.
- ♦ Implement the new Master Fee Schedule once adopted by City Council.
- ♦ Upgrade division technology equipment for plan review and inspections.
- ♦ Assist with the RFP process for Development Reviews.
- ♦ Assist in the adoption of FEMA Floodplain Management Ordinance.
- ♦ Assist in the adoption of the County Mutual Aid participation.

City of San Bruno
 Department of Community & Economic Development - Building Revenue & Expenditure
 Fiscal Year FY2021-22
 Department 3320

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
4261	BLDG.PERMITS-VALUE	\$ 1,213,727	\$ 2,069,154		\$ 2,069,154	\$ 855,427	Increased permit activity based on development pipeline
4262	PLUMBING PERMITS	140,736	205,372		205,372	64,637	
4263	MECHANICAL PERMITS	108,948	154,245		154,245	45,297	
4264	ELECTRICAL PERMITS	125,160	233,441		233,441	108,281	
4266	PLAN CHECK FEES	658,071	1,235,987		1,235,987	577,916	Increased plan check activity based on development pipeline
4267	SMIP 5% WITHHOLDING FEE	350	73,754		73,754	73,404	
4268	PLAN CHECK OTC	13,000	-		-	(13,000)	
4270	GREEN BUILDING FEE	250	13,274		13,274	13,024	
4272	DEMOLITION PERMIT	5,000	5,000		5,000	-	
4509	FEE FOR EXIST.2ND RES.UNITS	31,100	-		-	(31,100)	
4510	CONST/DEMOL.ADMIN FEE	6,500	5,000		5,000	(1,500)	
4518	BLDG.ADMIN.FEE	125	-		-	(125)	
4995	OTHER REVENUE	15,000	12,420		12,420	(2,580)	
(A)	Total Revenues	\$ 2,317,967	\$ 4,007,647	\$ -	\$ 4,007,647	\$ 1,689,680	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	Salaries	\$ 653,602	\$ 706,339		\$ 706,339	\$ 52,737	FY21-22 Ongoing Enhancement: On-call clerical support Part-time or Service (50% Planning and 50% Building)
	Fringe Benefits	\$ 445,324	\$ 436,328		\$ 436,328	\$ (8,996)	
	Total Salaries & Benefits	\$ 1,098,926	\$ 1,142,667	\$ -	\$ 1,142,667	\$ 43,741	
6001	OFFICE SUPPLIES	1,442	2,650		2,650	1,208	
6101	GAS AND OIL	1,500	2,500		2,500	1,000	
6102	OPERATING SUPPLIES	1,081	1,200		1,200	119	
6112	POSTAGE	1,081	1,500		1,500	419	
6141	PRINTING, COPYING & BINDING	4,705	5,000		5,000	295	
6401	PROFESSIONAL SERVICES	107,320	86,320	132,480	218,800	111,480	General Fund: Include FY20-21 Remaining Council Appropriation for MRG (\$39,000) (total \$78,000 50% Building 50% Planning) in FY21-22 Budget. ARPA: one-time enhancement Contract On-Demand Senior Building Inspector.
6405	TRAINING/MEETINGS/CONFERENCES	8,723	8,723		8,723	-	
6406	PROFESSIONAL DEVELOPMENT	14,390	7,695		7,695	(6,695)	
6419	OTHER SERVICES	2,400	2,400		2,400	-	
6450	COMMUNICATIONS	5,767	5,767		5,767	-	
6501	PUBLIC NOTICES	0	1,000		1,000	1,000	Building Code Update and REACH Code Adoption
6650	TOOLS & EQPT. -\$25K	0	0		-	-	
6701	DUES & MEMBERSHIPS	1,759	2,440		2,440	681	
6702	PUBS & SUBSCRIPTIONS	800	800		800	-	
	Total Supplies & Materials	\$ 150,968	\$ 127,995	\$ 132,480	\$ 260,475	\$ 109,507	
7901	INTERNAL SERVICE ALLOCATIONS	137,435	110,358		110,358	(27,077)	Internal service department support
7902	INTERDEPARTMENTAL CHARGES	485,839	162,109		162,109	(323,730)	Cost Allocation Plan
	Total Other Charges	\$ 623,274	\$ 272,467	\$ -	\$ 272,467	\$ (350,807)	
9079	TRANSFERS TO EQUIP. RESERVE	-	-		-	-	
	Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 1,873,168	\$ 1,543,129	\$ 132,480	\$ 1,675,609	\$ (197,559)	

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Community Services
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Community Services Department

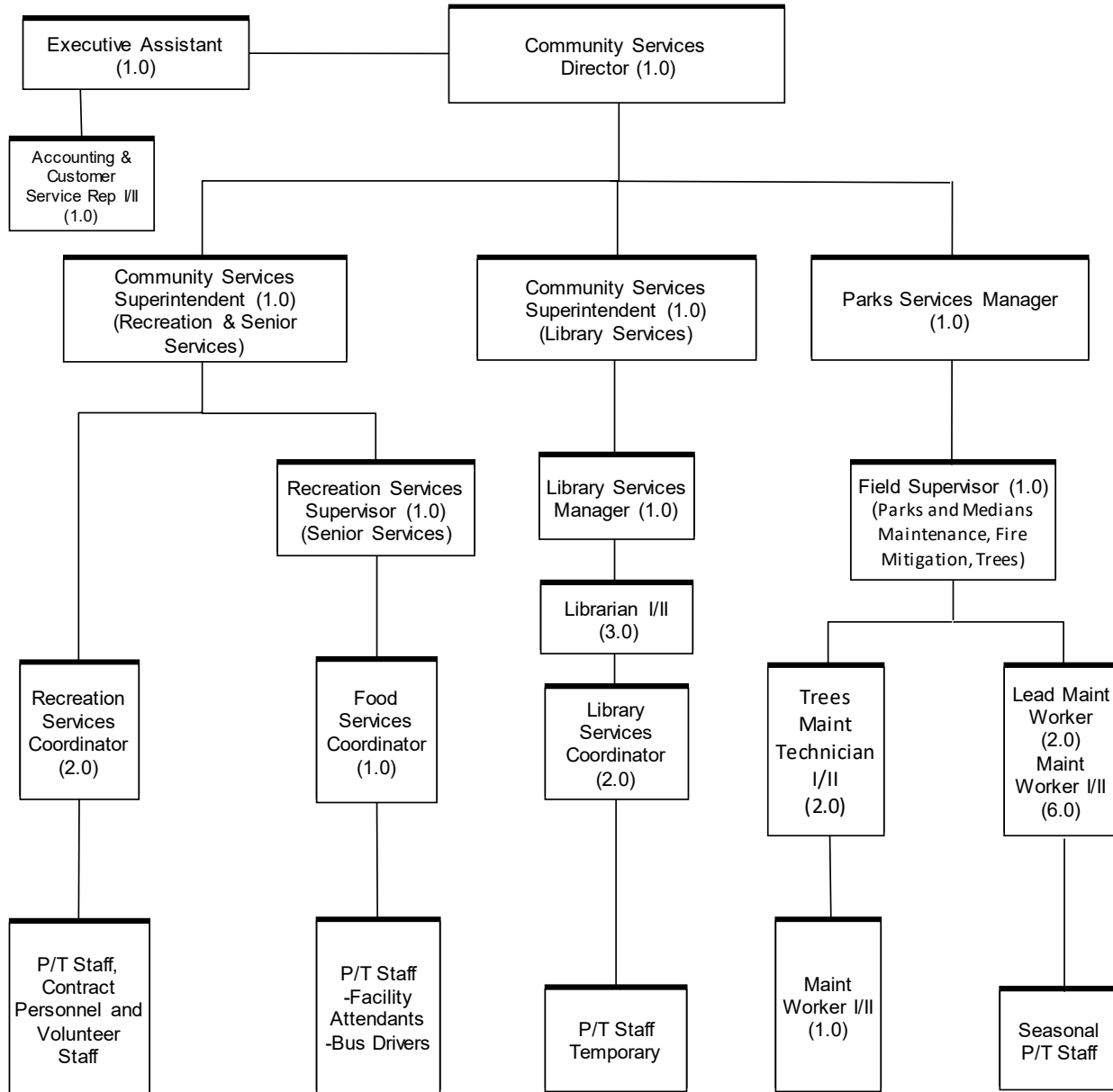
Administration & Recreation Services

Parks Maintenance

Senior Services

Library Services

Community Services



Community Services Department

Committed to providing quality programs, services, and spaces to benefit the health and well-being of the community.

Overview

The programs, services, and special events delivered by the Department are offered through four divisions which provide recreational activities and community special events, senior services, library services, and maintenance of City parks, medians, and trees.

- **Administration & Recreation Services** – Ensures the efficient, effective, and financially sound delivery of the programs, services, community events, and activities offered by the Community Services Department to enrich and benefit the health and well-being of the lives of people of all ages who live, work, and play in San Bruno. The Division coordinates the City's International Friendship Exchange Program between the Cities of San Bruno and Narita, Japan, and the San Bruno Park School District. In addition, it conducts the planning, community engagement, and delivery of new parks and is the project lead for the planning, design, and construction of the new Recreation and Aquatic Center and other recreational facilities. The Division also supports the initiatives and programs of the Parks and Recreation Commission and Culture and Arts Commission.

Recreation programs and activities include enrichment classes on a variety of topics and aquatic activities such as swim lessons, recreation and lap swim, swim camps, and water aerobics. The Division also offers seasonal camps, and specialty camps. In addition to scheduling the use of the City's sports fields by local non-profit sports organizations, the Division conducts numerous sports leagues for youth and adults. Special events are delivered throughout the year and includes the annual Egg Hunt, Community Day in the Park, Concerts in the Park, Flea Markets, Halloween Happening, and Holiday Tree Lighting. During the COVID-19 pandemic, the division reimaged many of the special events and programs offered throughout the year. The Jinx Joyride replaced the Goblin Grotto and the Jingle Around the Block replaced the Holiday Tree Lighting. Both events will continue throughout the duration of the construction of the new Recreation and Aquatics Center. Other programming planned to continue includes a monthly themed Recreation in a Box. With construction beginning summer 2021, programming will look different for this fiscal year. The aquatics program will take a hiatus and many of the programs that were held at the Veteran's Memorial Recreation Center will take place in new locations such as San Bruno Park School sites and at the San Bruno Senior Center. The Division is committed to providing consistent and robust programming to serve the residents of San Bruno.

- **Parks and Trees Maintenance** – Provides maintenance at all City parks, recreational areas, City facilities, and school sites covering 97 acres, with design and construction of an additional park underway at Florida Avenue. Responsible for care and cultivation of landscaping 9 baseball and softball fields, 6 soccer fields, 2 football fields, and the Dog Park at Commodore Park. The Division maintains approximately 7.3 miles of street medians, approximately 7,250 trees, and 128 acres of open space and works in collaboration with the Fire Department for fire mitigation.
- **Senior Services** – Deliver a broad array of programs at the San Bruno Senior Center, including congregate lunch and a weekday door to door transportation service for San Bruno residents.

The program is designed to provide opportunities for adults 50 years of age and older, to engage in active and healthy programming. The Division works in collaboration with the San Bruno Senior Citizen's Advisory Board to plan and implement special events, activities, and services. Many of the classes and programs are supported by revenue from non-General Fund sources, including government grants, revenue generated by program activities offered at the Senior Center, and a nutrition and transportation grant provided by the non-profit Nutrition Site Council.

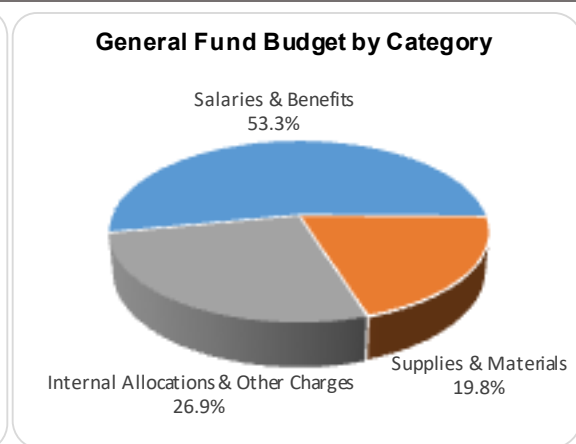
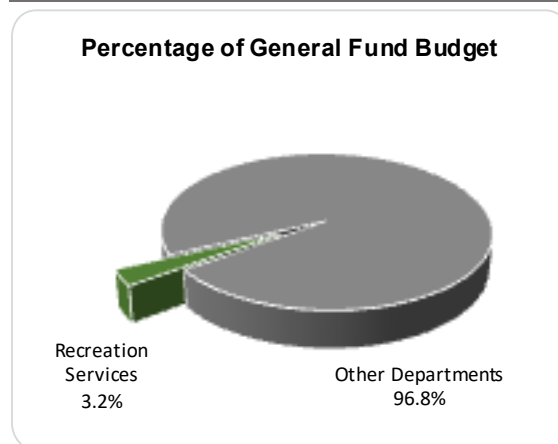
- **San Bruno Public Library** - Provides San Bruno residents and visitors with community lifelong-learning and literacy materials and resources such as instruction, support, and access to internet computers, in-house Wi-Fi, and Wi-Fi hotspots to help them achieve personal growth goals. The Division also offers an array of educational and personal enrichment services including storytimes, a homework center, summer reading program, 3D printing and ESL classes as well as special programs and events throughout the year. Provides access to online services such as eBooks, eMagazines, research databases, streaming video, Tutor.com, and museum passes. Through membership in the Peninsula Library System, the San Bruno Public Library offers residents borrowing privileges at libraries throughout San Mateo County. In support of the Culture and Arts Commission, the Division delivers Movies in the Park, Shakespeare in the Park, Art in the Library, and Community Day in the Park Art Project.

The Library completely revamped its service delivery model during the COVID-19 pandemic in order to continue to serve the community. Livestreaming storytimes were offered beginning in April 2020 and have resulted in 89 storytimes attended by 1,385 households through March 2021. Curbside service was offered beginning in May 2020 which resulted in 73,248 items being circulated through March 2021. Multiple programs were offered virtually through grant funding such as NASA @ the Library, San Bruno Park School District preschool virtual storytimes, Seminars by the San Francisco Fine Arts Museums, and a virtual art show featuring works of local children.

Administration & Recreation Services Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund Support	\$ 584,097	\$ 1,329,589	\$ 1,470,029	\$ 1,250,967
Department Revenues	1,722,856	874,482	61,037	390,521
Total:	\$ 2,306,953	\$ 2,204,071	\$ 1,531,066	\$ 1,641,487

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 1,423,855	\$ 1,338,494	\$ 733,754	\$ 874,255
Supplies & Materials	437,027	328,813	276,487	325,834
Internal Allocations & Other Charges	446,071	536,765	520,825	441,398
Total:	\$ 2,306,953	\$ 2,204,071	\$ 1,531,066	\$ 1,641,487



Performance and Workload Measu	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Number of participants in afterschool sports programs -	208	188	0	388
Number of participants in afterschool sports programs -	248	207	0	382
Number of special events offered	28	33	21	21
Number of participants in summer camp	2,061	3,025	272	1,392

Goals and Accomplishments

FY2020-21 Accomplishments

- ♦ Worked with Culture and Arts Commission, Parks Division, and Ride Art Studio artists to relocate the Memorial Recognition Sculpture prior to the beginning of construction of the new Recreation and Aquatic Center (RAC)
- ♦ Packed and cleaned Veteran's Memorial Recreation Center and City Park Swimming Pool and relocated to Firemen's Hall on San Mateo Avenue in anticipation of the groundbreaking of the RAC
- ♦ Offered Agents of Discover mobile gaming application through California Parks and Recreation Society with over 900 residents participating and winning 1st place out of 22 California cities and counties that participated
- ♦ Transitioned to a virtual Activity Guide during the COVID-19 pandemic with a current view count of 2000

FY2020-21 Accomplishments (Continued)

- ♦ Created a virtual camp that hosted 272 families and brought in \$5,400 of revenue
- ♦ Created a Community Services Instagram to add to the Recreation Division's social media and marketing outreach
- ♦ Offered "pick-up" programming during the COVID-19 pandemic to offer enrichment programming such as "Activities In A Box" to the residents.
- ♦ Offered 21 new virtual and socially distanced special events to the community during the COVID-19 pandemic including Jingle Around the Block, Jinx Joyride, and Run Walk and Roll
- ♦ Applied for and received a \$25,000 grant from San Mateo County to offer community wide special events to help communicate and distribute COVID-19 education to the community
- ♦ Worked with the City Manager's Office and Finance Department to complete Master Fee Schedule Study and recommend new fee structure to City Council
- ♦ Worked with Public Works and CityNet Services on the relocation of the Administrative Offices from the Veteran's Memorial Recreation Center building to the temporary facilities at Fireman's Hall
- ♦ Developed a Return to Play and Return to Services Procedure Guideline with COVID-19 limitations for community sports groups and outdoor rentals
- ♦ Worked with San Bruno Lions Club to renovate the San Bruno Park Concession Stand
- ♦ Worked with the San Bruno Park School District to finalize a new Joint Use Agreement

2021-22 Goals and Objectives

- ♦ Develop a strategy and implementation plan for the programs and services that will be offered when the new Recreation and Aquatics Center is opened
- ♦ Develop a comprehensive aquatics program plan in anticipation of opening the Recreation and Aquatics Center
- ♦ Retool the City-operated day camp programs for summer 2022
- ♦ Develop a communications plan to educate the community about building the new Recreation and Aquatics Center and provide "teasers" about new programs that will be offered there
- ♦ Collaborate with Library Division to develop enhanced services and programming to the community
- ♦ Develop a marketing and communication plan for programming during temporary relocation of services during construction
- ♦ Create sports user agreements with San Bruno youth sports groups that are unique to each group to outline the individual use of each group and contribution to their field work

City of San Bruno
Community Services Department - Recreation Division Revenues & Expenditures
Fiscal Year 2021-22
Department 001-5100

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4560	RECREATION FEES AND CHARGES	\$ 24,000	\$ 20,232	\$ (3,768)	
4561	AQUATIC PROGRAMS	12,000	100,680	88,680	Assumes a full year of private and group swim lessons revenue after Covid-19 pandemic
4562	FACILITY RENTALS	-	91,529	91,529	Assumes a full year of outdoor facility rentals revenue after Covid-19 pandemic
4563	SPORTS	-	86,750	86,750	Assumes a full year of youth & adult sports program revenue after Covid-19 pandemic
4564	CONTRACT/FEE CLASSES	25,000	56,330	31,330	Assumes a full year of contract/fee program revenue after Covid-19 pandemic
4995	OTHER REVENUE	37	35,000	34,963	Community Day in the Park sponsors and ride wrist band sales
Total Revenues		\$ 61,037	\$ 390,521	\$ 329,484	

Expenditures

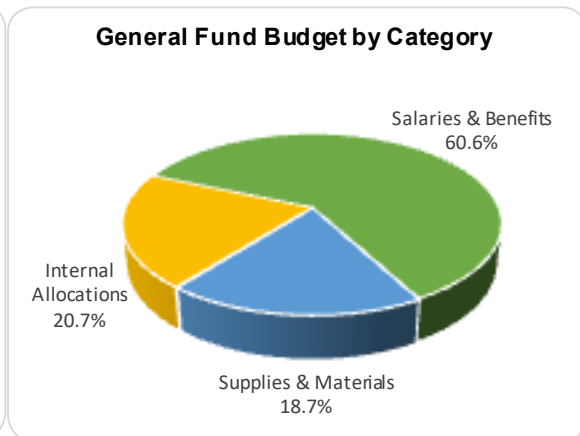
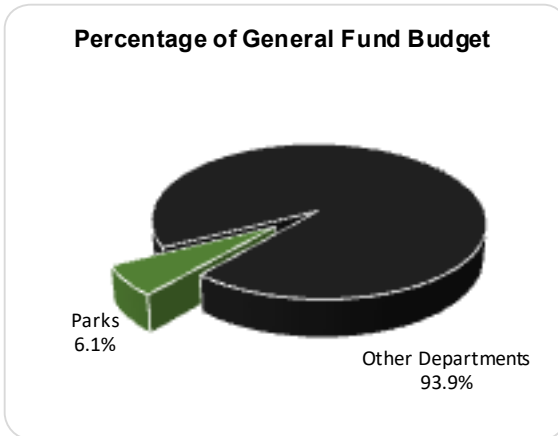
Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	SALARIES	\$ 449,140	\$ 579,488	\$ 130,348	FY21 included budget reduction for vacancy savings from Community Services Director position and reduction of part-time support for canceled programs as a result of Covid-19 pandemic
	FRINGE BENEFITS	284,614	294,767	10,153	Health insurance and pension
Total Salaries & Benefits		\$ 733,754	\$ 874,255	\$ 140,501	
6001	OFFICE SUPPLIES	4,655	4,000	(655)	
6101	GAS AND OIL	1,067	1,000	(67)	
6102	OPERATING SUPPLIES	20,000	44,060	24,060	Assumes a full year of supplies for sports, camps, and special event programs after Covid-19 pandemic
6112	POSTAGE	1,000	2,000	1,000	
6141	PRINTING, COPYING & BINDING	10,179	22,600	12,421	Printing & mailing of 3 activity guides and Recreation and Aquatic Center marketing material
6204	SUPPLIES	17,228	-	(17,228)	Removed supplies for ASES program which is no longer being offered by the City
6301	BUILDING AND GROUNDS MAINTENANCE	5,000	3,160	(1,840)	
6304	MAINTENANCE	10,000	4,700	(5,300)	
6403	PERSONNEL SERVICES	31,702	-	(31,702)	Consultant services to support department while Community Services Director position was vacant
6405	TRAINING/MEETINGS/CONFERENCES	1,600	4,895	3,295	
6406	PROFESSIONAL DEVELOPMENT	2,500	2,500	-	
6409	SPECIAL PROJECTS	33,000	33,000	-	
6411	CONTRACTUAL SERVICES	57,430	86,494	29,064	Assumes a full year of instructor payments for contract classes after Covid-19 pandemic
6419	OTHER SERVICES	31,050	40,800	9,750	Assumes a full year of fees related to sports, summer camp, special events contracts, and movie license after Covid-19 pandemic
6450	COMMUNICATIONS	6,964	5,700	(1,264)	
6531	UTILITIES	41,292	42,000	708	
6650	TOOLS & EQPT. -\$25K	-	25,000	25,000	FY22 one-time enhancement: Holiday decorations for the downtown area
6701	DUES & MEMBERSHIPS	1,820	3,925	2,105	
Total Supplies & Materials		\$ 276,487	\$ 325,834	\$ 49,347	
7901	INTERNAL SERVICE ALLOCATIONS	335,573	317,738	(17,835)	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	185,252	123,660	(61,592)	General administrative department support
Total Allocations & Other Charges		\$ 520,825	\$ 441,398	\$ (79,427)	
Total Expenditures		\$ 1,531,066	\$ 1,641,487	\$ 110,421	

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Parks Maintenance Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund Support	\$ 2,821,278	\$ 2,935,144	\$ 2,815,671	\$ 2,715,020
Department Revenues	38,096	37,744	40,914	3,500
ARPA Fund Support	-	-	-	400,005
Total:	\$ 2,859,374	\$ 2,972,888	\$ 2,856,585	\$ 3,118,525

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 1,707,467	\$ 1,735,026	\$ 1,507,250	\$ 1,998,600
Supplies & Materials	446,919	487,517	603,173	558,010
Internal Allocations	704,989	750,345	746,162	561,915
Total:	\$ 2,859,374	\$ 2,972,888	\$ 2,856,585	\$ 3,118,525



Performance and Workload Measu	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Acres of maintained landscaped areas (parks, city buildings, and school sites)	97	97	87	87
Acres of open space	128	128	128	128
Linear miles of medians maintained	7.35	7.35	7.35	7.35
Number of picnic rentals supported	836	836	450	225
Number of new trees planted	100	100	83	100

Goals and Accomplishments

FY2020-21 Accomplishments

- ◆ Provided standby personnel during weather events to respond to tree and park related issues
- ◆ Worked diligently and safely throughout the pandemic to provide safe and clean outdoor space for the public to enjoy
- ◆ Completed the Tom Lara Grandstand Rehabilitation Project which included sealing of the structure and installation of new bleachers, doors, and windows
- ◆ Completed the ADA transition plan for City parks coordinating upgrades for year two
- ◆ Supported the ongoing efforts for final design of the Florida Avenue Park Project
- ◆ Completed installation of new irrigation system, turf, and rock river at Florida Avenue Park
- ◆ Provided support staff for Community Services special events

FY2020-21 Accomplishments (Continued)

- ◆ Responded to over 140 requests on San Bruno Responds/Accela for issues related to trees, parks, and medians
- ◆ Worked with West Coast Arborists (WCA) on year 4 of a 4 year cycle of annual pruning and
- ◆ Provided liaison support to ongoing community cleanup events
- ◆ Facilitated and supported the relocation of the Parks Department to the Recreation Center and pool parking lot during the renovation of City Park parking lot

FY2021-22 Goals and Objectives

- ◆ Provide standby personnel during weather events to respond to tree or park related issues
- ◆ Continue to support the ongoing Recreation and Aquatic Center Project through the demolition/construction phase
- ◆ Develop a plan to capture past data and record future measurement for service delivery by the Parks Maintenance team
- ◆ Develop Park Amenity Replacement Plan for items not in the Equipment Reserve such as benches, water fountains, fences, gates, and other park amenities that need a replacement
- ◆ Support the rehabilitation project associated with Posy Park water feature
- ◆ Support the rehabilitation project associated with Centennial Plaza
- ◆ Proactively identify future projects and funding plans for ongoing maintenance of existing parks and facilities landscaping and infrastructure
- ◆ Implement the ADA transition plans for City parks coordinating upgrades for year three
- ◆ Develop training plan for required certifications of Parks staff
- ◆ Provide support staff for Community Services Department events
- ◆ Continue to update the aging infrastructure of our irrigation systems in our parks and medians including valves and controllers
- ◆ Work with West Coast Arborists on yearly grid pruning
- ◆ Continue to facilitate the use of San Bruno Responds/Accela for issues related to trees, parks, and medians
- ◆ Continue to provide liaison support for ongoing volunteer cleanup events

City of San Bruno
Community Services Department - Parks Division Revenues & Expenditures
Fiscal Year 2021-22
Department 5110

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
4284	TREE MAINT.PERMIT	\$ 5,086	\$ 3,500	\$ -	\$ 3,500	\$ (1,586)	
4595	FIELD MAINT.CHGE- PARKS	35,828	-	-	-	(35,828)	Renegotiate a new joint use agreement with San Bruno Park School District
Total Revenues		\$ 40,914	\$ 3,500	\$ -	\$ 3,500	\$ (37,414)	

Expenditures

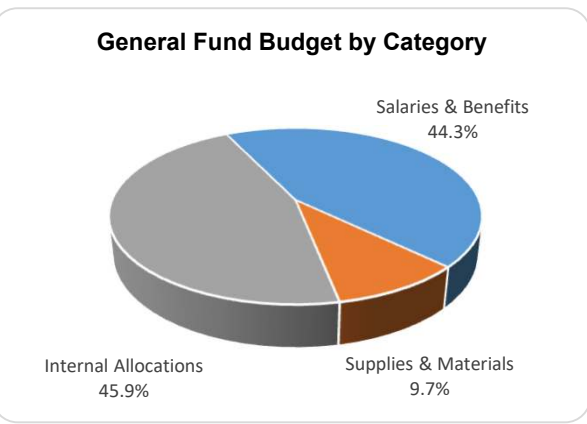
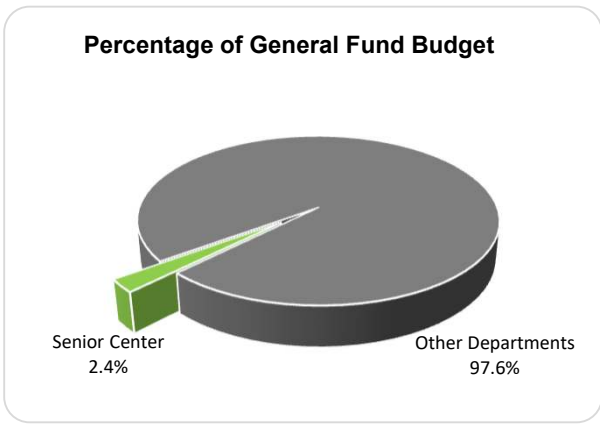
Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	SALARIES	\$ 874,535	\$ 978,626	\$ 237,665	\$ 1,216,291	341,756	ARPA Fund Enhancement: Restore two maintenance workers & relocate one maintenance worker from General Fund to ARPA Fund; General Fund Enhancement: additional overtime for small projects & reclassify one maintenance worker to a maintenance technician; See Enhancement Section for details
	FRINGE BENEFITS	632,715	669,969	112,340	782,309	149,594	Health insurance and pension
Total Salaries & Benefits		\$ 1,507,250	\$ 1,648,595	\$ 350,005	\$ 1,998,600	\$ 491,350	
6001	OFFICE SUPPLIES	800	800	-	800	-	
6101	GAS AND OIL	43,000	44,300	-	44,300	1,300	
6102	OPERATING SUPPLIES	112,500	70,000	50,000	120,000	7,500	Relocate a portion of parks maintenance operating supplies to ARPA Fund
6301	BUILDING AND GROUNDS MAINTENANCE	6,220	6,820	-	6,820	600	
6403	PERSONNEL SERVICES	27,739	-	-	-	(27,739)	Consultant services to support department while Community Services Director position was vacant
6405	TRAINING/MEETINGS/CONFERENCES	1,000	5,500	-	5,500	4,500	
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	-	1,000	-	
6411	CONTRACTUAL SERVICES	349,986	317,042	-	317,042	(32,944)	Remove FY21 one-time budget amendment for Crestmoor Canyon wildfire mitigation project phase 1
6450	COMMUNICATIONS	6,000	6,000	-	6,000	-	
6531	UTILITIES	39,000	40,120	-	40,120	1,120	
6601	RENTAL & LEASES	7,328	4,328	-	4,328	(3,000)	
6650	TOOLS & EQPT. -\$25K	7,500	11,000	-	11,000	3,500	
6701	DUES & MEMBERSHIPS	1,100	1,100	-	1,100	-	
Total Supplies & Materials		\$ 603,173	\$ 508,010	\$ 50,000	\$ 558,010	\$ (45,163)	
7901	INTERNAL SERVICE ALLOCATIONS	281,223	296,303	-	296,303	15,080	Internal service funds department support
7902	INTERDEPARTMENTAL CHARGES	464,939	265,612	-	265,612	(199,327)	General administrative departments support
Total Allocations		\$ 746,162	\$ 561,915	\$ -	\$ 561,915	\$ (184,247)	
Total Expenditures		\$ 2,856,585	\$ 2,718,520	\$ 400,005	\$ 3,118,525	\$ 261,940	

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Senior Services Budget Summary

Funding Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2021-22 Budget
General Fund Support	\$ 909,619	\$ 984,596	\$ 1,030,224	\$ 987,807
Department Revenues	33,758	30,870	47,500	75,000
Donations ¹	80,136	71,580	36,500	61,500
Senior Advisory Board	-	-	-	-
Nutrition Site Council	115,000	115,000	57,500	115,000
General Fund Sub-Total:	\$ 1,138,513	\$ 1,202,046	\$ 1,171,724	\$ 1,239,307
Area Agency on Aging Grant ¹	145,294	143,919	167,270	133,587
Total:	\$ 1,283,807	\$ 1,345,965	\$ 1,338,994	\$ 1,372,894

Budgeted Expenditures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2021-22 Budget
Salaries & Benefits	\$ 534,014	\$ 504,269	\$ 486,518	\$ 549,342
Supplies & Materials	101,833	121,820	113,256	120,750
Internal Allocations	502,666	575,957	571,950	569,215
General Fund Sub-Total:	\$ 1,138,513	\$ 1,202,046	\$ 1,171,724	\$ 1,239,307
Area Agency on Aging Expenditures ¹	189,407	168,475	167,137	133,587
Total:	\$ 1,327,920	\$ 1,370,521	\$ 1,338,861	\$ 1,372,894



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Annual visitors	70,605	46,776	0	29,000
Annual number of meals served	25,751	29,193	30,396	27,186
Number of referrals and information offered	168	209	300	300
Number of senior special events offered	19	16	23	20
Number of senior trips offered	24	17	0	3

Goals and Accomplishments

- FY2020-21 Accomplishments**
- ◆ Increased by 5% the number of seniors receiving a fresh, healthy, and hand made lunch
 - ◆ Developed and implemented COVID-19 protocols for senior lunch delivery and "grab and go" options for approximately 190 seniors
- Note 1: Area Agency on Aging information can be found in the Special Revenue Funds section

FY2020-21 Accomplishments (Continued)

- ◆ Distributed 30 bags with a SBSC logo mask, sanitizer pen, and snacks for the volunteers helping with the lunch program as a thank you in recognition of their service
- ◆ Offered a "Food Smarts Cooking Workshop" which focused on preparing simple dishes and reducing food waste
- ◆ Completed bocce court maintenance and repairs, including new side boards
- ◆ Offered virtual recreation programs for seniors during COVID-19 such as trivia, musical entertainment, Spanish class, and bingo
- ◆ Offered AARP tax preparation to 176 seniors in a contactless and safe format
- ◆ Mailed newsletters to 400 San Bruno senior households every two months containing lifestyle articles, COVID-19 information, brain activities and puzzles, and recipes
- ◆ Worked with the Finance Department to identify non-general fund money to fund the parking lot repaving and trash enclosure construction project
- ◆ Hosted a drive through Halloween event in the Senior Center parking lot with music, dancing, costumes, and treats for 30 seniors

FY2021-22 Goals and Objectives

- ◆ Reintroduce day trips to Senior programming
- ◆ Collaborate with Public Works and Community Development to complete the replacement of the trash enclosure and repave and restripe the parking lots
- ◆ Develop a 35th anniversary celebration of the Senior Center throughout the year with 35 mini celebrations
- ◆ Collaborate with the Nutrition Site Council to research the purchase of a smaller vehicle for the transportation program that does not require a Class B license
- ◆ Collaborate with Public Works to implement the ADA Transition Plan to incorporate the upgrades for year three
- ◆ Introduce a Seated Yoga class to accommodate seniors with mobility issues
- ◆ Develop protocols for in person programming and congregate lunch program when it is safe to reopen the Senior Center.
- ◆ Foster interdepartmental programming such as book distribution and a book club
- ◆ Reintroduce the composting program in the kitchen

City of San Bruno
Community Services Department - Senior Services Division Revenues & Expenditures
Fiscal Year 2021-22
Department 001-5270

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4562	FACILITY RENTALS	\$ 12,000	\$ 24,000	\$ 12,000	Assumes a full year of rental payment from the Nutrition Site Council after Covid-19 pandemic
4564	CONTRACT/FEE CLASSES	21,500	44,000	22,500	Assumes a full year of contract classes after Covid-19 pandemic
4570	SENIOR CENTER FEES & CHARGES	26,000	31,000	5,000	Assumes a full year of private & non-profit rentals after Covid-19 pandemic
4993	REIMBURSEMENTS	45,500	91,000	45,500	Assumes a full year of support from the Nutrition Site Council for senior programs after Covid-19 pandemic
4999	NON-OPERATING TRANSFERS	36,500	61,500	25,000	Donations for nutrition & transportation program
Total Revenues		\$ 141,500	\$ 251,500	\$ 110,000	

Expenditures

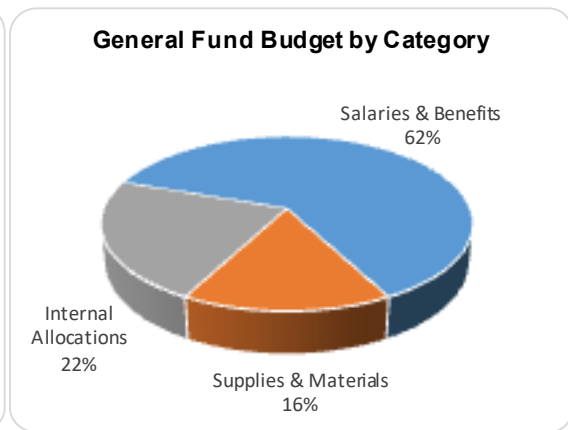
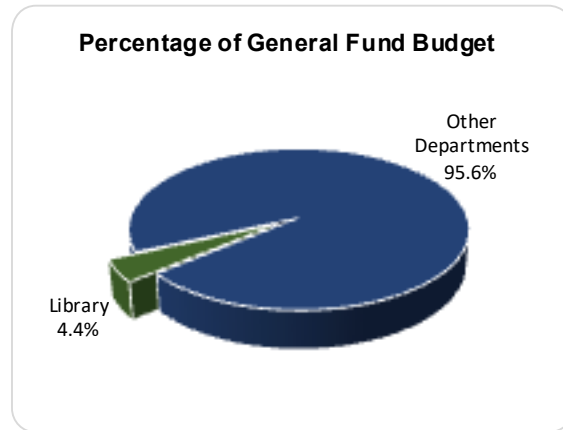
Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	SALARIES	\$ 312,380	\$ 366,830	\$ 54,450	FY21 included budget reduction for vacancy savings from Community Services Director position and reduction of part-time support for canceled programs as a result of Covid-19
	FRINGE BENEFITS	174,138	182,512	8,374	Health insurance and pension
Total Salaries & Benefits		\$ 486,518	\$ 549,342	\$ 62,824	
6001	OFFICE SUPPLIES	600	2,000	1,400	
6101	GAS AND OIL	2,893	3,000	107	
6102	OPERATING SUPPLIES	2,950	2,350	(600)	
6112	POSTAGE	900	900	-	
6301	BUILDING AND GROUNDS MAINTENANCE	2,700	2,800	100	
6304	MAINTENANCE	10,100	8,300	(1,800)	
6403	PERSONNEL SERVICES	11,888	-	(11,888)	Consultant services to support department while Community Services Director position was vacant
6405	TRAINING/MEETINGS/CONFERENCES	500	1,800	1,300	
6406	PROFESSIONAL DEVELOPMENT	500	500	-	
6411	CONTRACTUAL SERVICES	5,985	21,800	15,815	Assumes a full year of instructor payments for contract classes after Covid-19 pandemic
6419	OTHER SERVICES	-	2,000	2,000	Bocce ball court maintenance and volunteer recognition
6450	COMMUNICATIONS	1,500	1,500	-	
6531	UTILITIES	72,000	73,000	1,000	
6701	DUES & MEMBERSHIPS	740	800	60	
Total Supplies & Materials		\$ 113,256	\$ 120,750	\$ 7,494	
7901	INTERNAL SERVICE ALLOCATIONS	489,700	496,229	6,529	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	82,250	72,986	(9,264)	General administrative department support
Total Allocations		\$ 571,950	\$ 569,215	\$ (2,735)	
Total Expenditures		\$ 1,171,724	\$ 1,239,307	\$ 67,583	

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Library Services Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
General Fund Support	\$ 2,268,789	\$ 2,352,305	\$ 2,249,287	\$ 2,140,258
Department Revenues	26,855	20,101	10,040	6,153
State Library Revenues & Donations	39,000	39,000	12,697	-
ARPA Fund Support	-	-	-	92,714
Total:	\$ 2,334,644	\$ 2,411,406	\$ 2,272,024	\$ 2,239,125

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 1,384,265	\$ 1,426,586	\$ 1,261,709	\$ 1,422,131
Supplies & Materials	371,196	329,622	324,871	334,257
Internal Allocations	579,183	655,198	685,444	482,737
Total:	\$ 2,334,644	\$ 2,411,406	\$ 2,272,024	\$ 2,239,125



Performance and Workload Measu	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Number of Homework Center	2,575	2,373	0	1,000
Number of books checked out	260,227	218,631	109,000	150,000
Number of participants in the Summer Reading Program	3,038	3,038	1,154	1,500
Annual number of special programs	432	336	202	225
Number of storytime attendees	6,338	5,057	1,600	1,600
Number of reference questions answered	21,007	15,167	6,800	13,000
Number of internet sessions provided (wired & wireless)	88,451	92,596	34,000	68,000

Goals and Accomplishments

FY2020-21 Accomplishments

- ♦ Obtained \$34,700 in grant funds and successfully installed CAT6 computer network wiring to increase speed of public wired and Wi-Fi system by up to 150%
- ♦ Implemented "Customized Library Service," to increase vendor processing of new library materials, thereby reducing the need for in-house processing
- ♦ Worked with Culture and Arts Commission and Parks Division to relocate the Memorial Recognition Sculpture within City Park

FY2020-21 Accomplishments (Continued)

- ♦ Increased the vibrancy of major City thoroughfares by delivering the Culture and Arts Commission initiative to place art on three additional traffic signal controller boxes throughout
- ♦ Circulated 62,807 items via curbside service as of March 1
- ♦ Circulated 23,393 eBooks as of March 1, a 54% increase over previous year
- ♦ Conducted Winter Reading & the Arts programs funded by \$3,400 from the City Art Fund
- ♦ Winter Reading & the Arts program included three virtual seminars from the San Francisco Museum of Fine Arts attended by 157 households, two hands-on virtual art programs attended by 71 households, and three performing arts performances attended by 120 households
- ♦ Distributed collage art kits and received 20 completed art work in return which were featured in a virtual art show at <https://www.youtube.com/watch?v=fphNcSjxDdA> as part of Winter Reading
- ♦ Distributed over 600 children's books for students to keep at San Bruno Park School District (SBPSD) school lunch pickup sites
- ♦ Conducted 28 weekly virtual storytimes for SBPSD preschool students, totalling 1,566 attendees
- ♦ Presented 71 livestream storytimes as of March 1 with attendance of 1,181 households
- ♦ Obtained grant funding of \$4,600 to conduct outreach activities to SBPSD lunch sites resulting in the distribution of books and activities to 370 students
- ♦ In celebration of Black History Month, sponsored Stories of My People with Kirk Waller; a presentation of African and African-American folktales virtually attended by 49 households
- ♦ Obtained NASA @ My Library grant funding of \$20,000 to conduct astronomy programming
- ♦ Awarded \$10,000 San Bruno Community Foundation grant for 3-year subscription to online early literacy program, Tumblebooks, for the Library and schools as well as purchases of eBooks for the Library collection.
- ♦ Awarded \$1,000 in funding from San Bruno Rotary for purchase of ABCMouse, an at-home learning curriculum for preschool and elementary students
- ♦ Obtained \$5,000 from California State Library to meet increased eBook demand during the pandemic
- ♦ Completed "Scan-to-Email" project during Library closure which allowed patrons to use Library Wi-fi and photocopier to send scanned documents to email
- ♦ Conducted library card campaign with Capuchino High School, resulting in issuing 250 new library cards to students
- ♦ Revived Paws-for-Tales (children read to dogs) program in virtual format
- ♦ Provided 602 hours of staff support to assist with Senior Center lunch delivery program
- ♦ Collaborated with Senior Center and Leah's Pantry to produce three healthy eating virtual workshops
- ♦ Obtained \$500 grant to conduct Dia de los Ninos activity
- ♦ Initiated over 1,000 calls to Hardest-to-Count San Bruno census tracts to promote the importance of completing the 2020 census
- ♦ In collaboration with San Bruno Chamber of Commerce and San Bruno Entrepreneur Center, made contact with 48 San Bruno businesses to promote the Small Business Recovery & Assistance Program
- ♦ In collaboration with fellow libraries in San Mateo County, created anti-racism and social justice eBook collection and made all titles "always available" with no wait times, which circulated over 3,000 times over a three month period
- ♦ Restarted "Coffee and the Cosmos" astronomy series in a virtual format

2021-22 Goals and Objectives (Continued)

- ◆ Eliminate daily overdue fines
- ◆ Obtain at least \$20,000 in grant funding to bolster revenue due to elimination of overdue fines
- ◆ Continue to evaluate services and be prepared to make adjustments based on changing County health orders
- ◆ Implement a StoryWalk, which combines literacy and exercise, in a San Bruno park
- ◆ Present nine public programs using funds from NASA @ My Library grant
- ◆ Conduct at least three in-person outdoor storytimes provided State and San Mateo County Health Orders allow such activity at time of planned events
- ◆ Conduct at least four joint community programs with the Recreation and Senior Services
- ◆ Support the Culture and Arts Commission by delivering the annual Movies in the Park, Shakespeare in the Park, and Art in the Library programs provided health orders allow such activities at time of planned events.

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City of San Bruno
Community Services Department - Library Division Revenues & Expenditures
Fiscal Year 2021-22
Department 5510

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
4550	LIBRARY FEES AND CHARGES	\$ 40	\$ 6,153	\$ -	\$ 6,153	\$ 6,113	
4993	REIMBURSEMENTS	10,000	-	-	-	(10,000)	FY21 San Bruno Community Foundation E-books Community Grant
4999	NON-OPERATING TRANSFERS	12,697	-	-	-	(12,697)	FY21 was the final year for State Funds inter-library loan transfer to support operations
Total Revenues		\$ 22,737	\$ 6,153	\$ -	\$ 6,153	\$ (16,584)	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY19 vs FY20	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	SALARIES	\$ 788,187	\$ 798,097	\$ 86,125	\$ 884,222	\$ 96,035	ARPA, Enhancement: Restore a portion of part-time staffing; See Enhancement Section for details; FY22 additional per-diem staff in-lieu of full-time staff member leave of absence
	FRINGE BENEFITS	473,522	531,320	6,589	537,909	\$ 64,387	Health insurance and pension
Total Salaries & Benefits		\$ 1,261,709	\$ 1,329,417	\$ 92,714	\$ 1,422,131	\$ 160,422	
6001	OFFICE SUPPLIES	3,000	3,000	-	3,000	-	
6108	BOOKS & MATERIALS	108,000	108,000	-	108,000	-	
6112	POSTAGE	300	450	-	450	150	
6301	BUILDING AND GROUNDS MAINTENANCE	1,000	1,000	-	1,000	-	
6304	MAINTENANCE	400	600	-	600	200	
6403	PERSONNEL SERVICES	7,925	-	-	-	(7,925)	Consultant services to support department while Community Services Director position was vacant
6405	TRAINING/MEETINGS/CONFERENCES	700	2,100	-	2,100	1,400	
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	-	1,000	-	
6409	SPECIAL PROJECTS	4,100	10,000	-	10,000	5,900	Public programming increase
6419	OTHER SERVICES	152,418	141,718	-	141,718	(10,700)	Removed FY21 one-time enhancement to install computer cabling
6450	COMMUNICATIONS	5,250	5,250	-	5,250	-	
6531	UTILITIES	36,500	58,000	-	58,000	21,500	FY22 increase to account for continuously operating HVAC to keep air circulating in response to Covid-19
6601	RENTAL & LEASES	-	-	-	-	-	
6650	TOOLS & EQPT. - \$25K	2,878	1,664	-	1,664	(1,214)	
6701	DUES & MEMBERSHIPS	1,350	1,425	-	1,425	75	
6703	TRAVEL/VEHICLE USE	50	50	-	50	-	
Total Supplies & Materials		\$ 324,871	\$ 334,257	\$ -	\$ 334,257	\$ 9,386	
7901	INTERNAL SERVICE ALLOCATIONS	355,711	345,479	-	345,479	(10,232)	Internal service fund department support
7902	INTERDEPARTMENTAL CHARGES	329,733	137,258	-	137,258	(192,475)	General administrative department support
Total Allocations		\$ 685,444	\$ 482,737	\$ -	\$ 482,737	\$ (202,707)	
Total Expenditures		\$ 2,272,024	\$ 2,146,411	\$ 92,714	\$ 2,239,125	\$ (32,899)	

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General Fund & ARPA Fund Non-Departmental

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City of San Bruno

Non-Departmental Expenditures

Fiscal Year 2021-22

Department 9010

Description - This department is responsible for expenditures benefiting the general operations of the City and not assigned to an individual department. Special non-departmental charges include the retiree medical reimbursement program and funding debt service payments.

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	SALARIES	\$ (177,000)	\$ (300,000)	-	\$ (300,000)	\$ (123,000)	Attrition assumption
	FRINGE BENEFITS	548,907	493,000	-	493,000	(55,907)	Employee separation pay & retiree health insurance
	Total Salaries & Benefits	\$ 371,907	\$ 193,000	\$ -	\$ 193,000	\$ (178,907)	
6204	SUPPLIES	30,000	-	-	-	(30,000)	FY21 included Use of CARES appropriations
6401	PROFESSIONAL SERVICES	24,347	-	-	-	(24,347)	FY21 included Use of CARES appropriations
6419	OTHER SERVICES	11,500	6,600	-	6,600	(4,900)	
6502	COMMUNITY PROMOTION	-	-	112,000	112,000	112,000	ARPA Fund Enhancement: small business grants
6531	UTILITIES	200,000	200,000	-	200,000	-	
6650	TOOLS & EQUIPMENT	46,000	-	-	-	(46,000)	FY21 included Use of CARES appropriations
6910	CONTINGENCIES/OTHER	82,000	72,000	-	72,000	(10,000)	Credit card fees
8015	DATA PROCESSING EQUIPMENT	432,880	-	-	-	(432,880)	FY21 included Use of CARES appropriations
	Total Supplies & Materials	\$ 826,727	\$ 278,600	\$ 112,000	\$ 390,600	\$ (436,127)	
7041	COUNTY SERVICE CHARGES	1,850	429,400	-	429,400	427,550	San Mateo County animal control services and contribution for animal care shelter facility relocated from Police Operating budget to Non-Departmental budget
7069	INTERGOVERNMENTAL - OTHER	5,000	5,200	-	5,200	200	
7901	INTERNAL SERVICE ALLOCATIONS	39,227	37,011	-	37,011	(2,216)	Technology Support internal service fund allocation for Emergency Operations Center
7902	INTERDEPARTMENTAL CHARGES	(5,779,131)	(3,048,370)	-	(3,048,370)	2,730,761	Allocation of services provided to the General Fund
8999	NON-OPERATING TRANSFER	1,471,204	1,273,152	1,750,000	3,023,152	1,551,948	Transfer to General Debt Service Fund for pension obligation bond and fire apparatus principal and interest payments and administration fees; ARPA Fund transfer to capital projects and Stormwater Fund for operations.
	Total Allocations	\$ (4,261,850)	\$ (1,303,607)	\$ 1,750,000	\$ 446,393	\$ 4,708,243	
	Total Expenditures	\$ (3,063,216)	\$ (832,007)	\$ 1,862,000	\$ 1,029,993	\$ 4,093,209	

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Enterprise Funds
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Enterprise Funds

Water

Wastewater

Stormwater

CityNet Services

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Public Works Department Water Division

The City of San Bruno Water Division is committed to protecting public health by delivering high quality potable water.

Programs

The Water Division of the Public Works 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 groundwater 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 (SFPUC) 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:

- **Potable Water Production and Delivery**

Maintain, rehabilitate, and assure necessary replacement of eight storage tanks and five groundwater wells to ensure a daily average well production of 2.1 million gallons per day (MGD). The city participates in a cooperative ground water storage and recovery with the SFPUC, Daly City, and CalWater to assure the long-term vitality and protection of the Westside Basin Aquifer that underlies San Bruno.

- **Water Conservation Programs**

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 to help meet State Water Resources Control Board water reduction goals.

- **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. The Advanced Water Meter system allows residents and City staff the ability to monitor water uses to help understand usage patterns and billing via the internet.

- **Routine and Preventative System Repair and Maintenance**

Provide daily inspections of water levels and maintain exterior and interior of eight storage tanks on a continuing basis. Conduct monthly and quarterly testing and reporting of water quality that is provided in the yearly consumer confidence report. Provide long-term water system maintenance and operations planning to support necessary system Capital improvements through the Program.

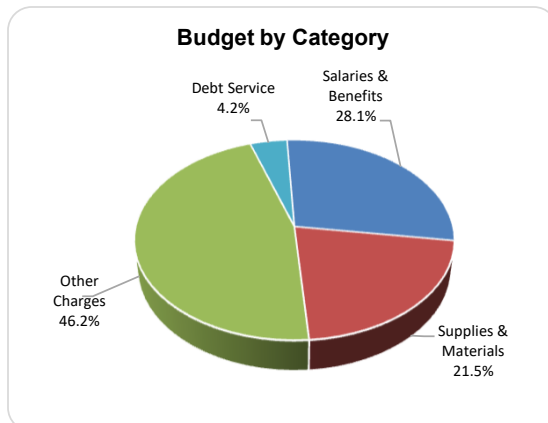
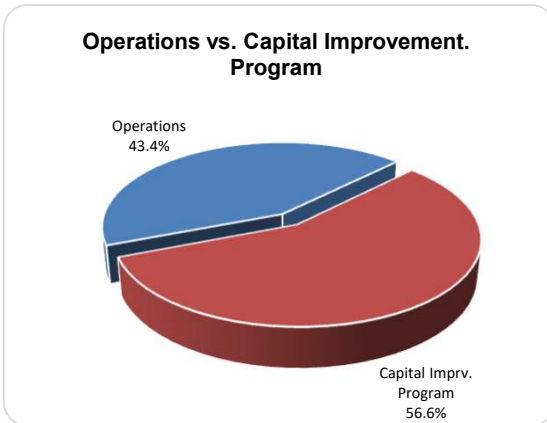
- **Regulatory Compliance**

Assure disinfection at five groundwater wells, treatment for iron and manganese at two wells, and maintenance and monitoring of storage tanks and pump station 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. Provide yearly updates to the Emergency Response Plan, update the five-year Urban Water Management Plan (UWMP), and update the ten-year Water System Plan (WSP).

Water Enterprise Budget Summary

Revenue Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amendment Budget	Budget
Water Service Revenues	\$ 16,185,195	\$ 16,866,269	\$ 17,048,083	\$ 16,707,121
Connection & Capacity Fees	849,481	68,622	80,000	120,000
Other Revenues	682,853	679,991	275,000	250,000
Total:	\$ 17,717,529	\$ 17,614,881	\$ 17,403,083	\$ 17,077,121

Budgeted Expenses	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amendment Budget	Budget
Salaries & Benefits	\$ 2,663,364	\$ 2,839,987	\$ 2,831,281	\$ 2,992,054
Supplies & Materials	\$ 1,935,675	\$ 1,929,323	\$ 2,575,904	2,287,860
Other Charges	\$ 4,886,835	\$ 4,827,137	\$ 5,243,624	4,923,794
Transfers	\$ -	\$ -	\$ -	-
Debt Service Interest Payment	474,400	468,100	\$ 461,650	452,850
Total:	\$ 9,960,274	\$ 10,064,548	\$ 11,112,459	\$ 10,656,558



Performance and Workload Measures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Number of main break repairs/broken valve replacements performed	81	119	105	100
Water savings achieved through efficiency programs (percent of total sales)	17%	16%	15%	15%

Goals and Accomplishments

FY2020-21 Accomplishments

- Total water customer consumption was down 15% in 2020 compared to 2013. During the 2014 drought, the State requirement was an 8% reduction.
- Completed a Citywide water main leak assessment survey
- Repaired 105 water main breaks
- Completed the update to the Water Master Plan

FY2020-21 Accomplishments (Continued)

- Managed reduction in groundwater well production with water supply consistent with the Groundwater Storage and Recovery Agreement with the San Francisco Public Utility Commission, Daly City, and CalWater to allow for storage recovery of the South Westside
- Completed the annual Water Report to the State Water Resources Control Board (Water Board)
- Completed the annual Water Loss Audit to the State Water Resources Control Board (Water Board)
- Completed annual San Bruno Consumer Confidence Report newsletter of water usage and conservation programs
- Prepared a twice yearly report to the State Water Board to provide effects of any seawater intrusion into the underground drinking water basin
- Completed potable water discharge section of annual Stormwater Report for San Francisco Bay Regional Water Quality Control Board as required by the Municipal Regional Stormwater Permit (MRP)
- Completed 3 Bay Area Water Supply & Conservation Agency (BAWSCA) landscape & Lawn-Be-Gone community conservation classes
- Completed annual Cross-Connection Survey in conjunction with San Mateo County Environmental Health Services
- Removed sediment and cleaned interior of four water tanks

FY2021-22 Goals and Objectives

- Complete Urban Water Management Plan
- Water Rate Study
- Complete Water Infrastructure Risk and Resilience Assessment
- Update state-mandated Drinking Water Emergency Response Plan
- Complete installation of advanced water meters at commercial properties to ensure reliable billing and identify broken or leaking pipes
- Remove sediment and clean interior of remaining four water tanks
- Continue management to reduce groundwater well production with water supply supplemented from the San Francisco Public Utility Commission to allow for storage recovery of the Westside Basin
- Complete annual Water Loss Audit to the State Water Quality Control Board reporting on the City's amount and sources of City water loss
- 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
- Review and implement recommended improved security features at water system facilities which may include installing electronic locks, security cameras, and gates
- Develop a California Sustainable Groundwater Management Act (2014) compliance plan
- Develop and implement a long-term preventative maintenance program and schedule for City water facilities (tanks, wells, and pump stations)

City of San Bruno

Department of Public Works - Water Revenue & Expenditure

Fiscal Year FY2021-22

Department 611-6110

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4391	INVESTMENT INCOME	\$ 250,000	\$ 250,000	\$ -	
4810	WATER OPERATIONS	17,048,083	16,707,121	(340,962)	No annual increase for FY22
4811	CONNECTION FEES	50,000	50,000	-	
4812	WATER CAPACITY CHARGES	30,000	70,000	40,000	
4993	REIMBURSEMENTS	-	-	-	
4995	OTHER REVENUE	-	-	-	
4999	NON-OPERATING TRANSFERS	25,000	-	(25,000)	
(A)	Total Revenues	\$ 17,403,083	\$ 17,077,121	\$ (325,962)	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	SALARIES	\$ 1,792,439	\$ 1,850,635	\$ 58,196	
	FRINGE BENEFITS	1,038,842	1,141,419	102,577	Increased fringe benefit costs
	Total Salaries & Benefits	\$ 2,831,281	\$ 2,992,054	\$ 160,773	
6001	OFFICE SUPPLIES	\$ 2,500	\$ 3,000	\$ 500	
6101	GAS AND OIL	\$ 40,000	\$ 40,000	-	
6102	OPERATING SUPPLIES	\$ 145,000	\$ 194,000	49,000	
6109	PARTS AND MATERIALS	\$ 240,000	\$ 247,000	7,000	
6112	POSTAGE	\$ 3,000	\$ 3,000	-	
6301	BUILDING & GROUNDS MAINTENANCE	\$ 13,000	\$ 18,000	5,000	
6401	PROFESSIONAL SERVICES	\$ 587,808	\$ 164,000	(423,808)	Includes Water Study and GIS Support
6402	LEGAL EXPENSES	\$ 2,000	\$ 2,000	-	
6403	PERSONNEL SERVICES	\$ 50,800	\$ 40,000	(10,800)	Reduced temp work for seasonal hydrant flushing
6405	TRAINING/MEETINGS/CONFERENCES	\$ 15,000	\$ 24,000	9,000	
6406	PROFESSIONAL DEVELOPMENT	\$ 5,000	\$ 2,500	(2,500)	
6411	CONTRACTUAL SERVICES	\$ 396,236	\$ 460,000	63,764	Increased Concrete repair, water Mains, wells, etc., increased tank cleaning, Maintenance of specialized generator. West Valley Contract Expires Jun2021 - Need to Renew project \$200K in service calls
6419	OTHER SERVICES	\$ 210,000	\$ 212,000	2,000	
6450	COMMUNICATIONS	\$ 12,860	\$ 12,860	-	
6502	COMMUNITY PROMOTION	\$ 35,000	\$ 35,000	-	
6531	UTILITIES	\$ 420,000	\$ 420,000	-	
6601	RENTAL & LEASES	\$ 343,000	\$ 343,000	-	
6650	TOOLS & EQPT. -\$25K	\$ 42,700	\$ 55,500	12,800	
6701	DUES & MEMBERSHIPS	\$ 12,000	\$ 12,000	-	
	Total Supplies & Materials	\$ 2,575,904	\$ 2,287,860	\$ (288,044)	
7041	COUNTY SVCE.CHARGES	\$ 200	\$ 200	\$ -	
7061	WATER PURCHASES-SF	\$ 2,400,000	\$ 2,400,000	-	
7069	INTERGOVERNMENTAL-OTHER	\$ 53,640	\$ 65,000	11,360	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 721,519	\$ 778,823	57,304	Increased Department Internal Allocations
7902	INTERDEPARTMENTAL CHARGES	\$ 2,068,265	\$ 1,679,771	(388,494)	Decreased Interdepartmental Allocations
	Total Other Charges	\$ 5,243,624	\$ 4,923,794	\$ (319,830)	
8999	NON-OPERATING TRANSFER	\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	
	Debt Services Interest payment	\$ 461,650	\$ 452,850	\$ (8,800)	
	Total Debt Service	\$ 461,650	\$ 452,850	\$ (8,800)	
(B)	Total Expenditures	\$ 11,112,459	\$ 10,656,558	\$ (455,901)	
(A) - (B)	Surplus / (Deficit)	\$ 6,290,624	\$ 6,420,563	\$ 129,939	

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Public Works Department Wastewater Division

The 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.

Overview

The Wastewater Division of the Public Works 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:

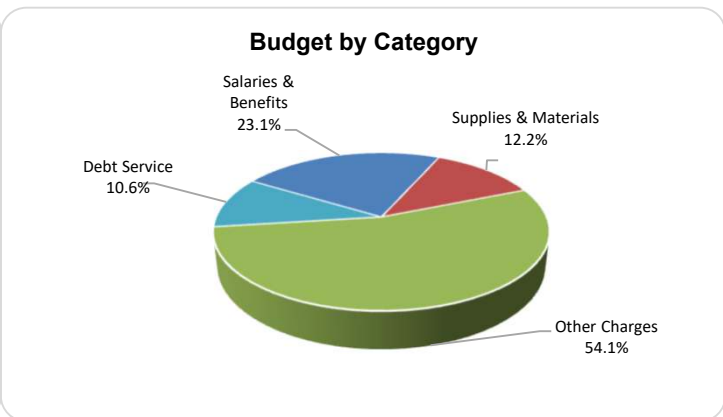
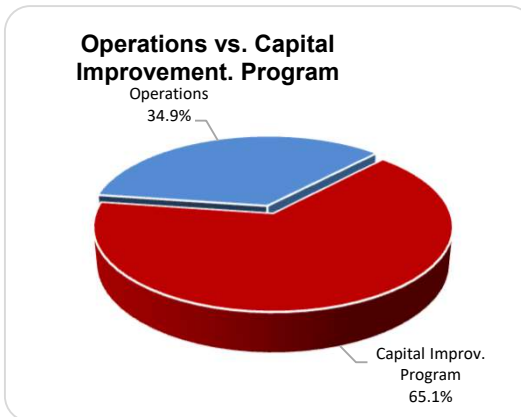
- **Sewer Collection System Maintenance and Operation**
Manage non-emergency rehabilitation and replacement of sanitary sewer system components including manholes and main replacement or rehabilitation. Best practices include a computerized work order system, data display of remote sanitary sewer pumping 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.

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Wastewater Enterprise Budget Summary

Revenue Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Wastewater Service Revenues	\$17,684,479	\$18,087,342	\$17,459,376	\$17,459,376
Connection & Capacity Fees	19,251	53,187	50,000	110,000
Other Revenues	923,959	723,950	445,000	420,000
Total:	\$18,627,689	\$18,864,479	\$17,954,376	\$17,989,376

Budgeted Expenses	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$2,172,271	\$2,534,419	\$2,539,566	\$2,531,972
Supplies & Materials	\$1,088,931	\$1,179,032	\$1,502,068	\$1,337,068
Other Charges	\$4,856,086	\$5,303,651	\$5,687,593	\$5,940,514
Transfers	\$25,000	\$0	\$0	\$0
Debt Services Interest Payment	1,296,191	1,222,275	1,195,450	1,165,850
Total:	\$9,438,479	\$10,239,376	\$10,924,677	\$10,975,404



Performance and Workload Measures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Number of Sanitary Sewer Overflows (SSOs) / Consent Decree Maximum*	3 of 4 allowed	5 of 3 allowed	1 of 3 allowed	1 of N/A*
Number of lateral spot repairs	10	5	0	5
Number of mainline spot repairs	62	57	31	50

*SSOs/Consent Decree (CD) Maximum reported on calendar year basis. CD expected to expire 9/2021.

Goals and Accomplishments

FY2020-21 Accomplishments

- Prepared the annual Sanitary Sewer Overflow report required by the Consent Decree and Cease and Desist Order with Bay keeper and the California Regional Water Control Board
- Managed the point-of-sale private sewer lateral inspection and replacement program
- Completed at least 31 Grade 3 to 5 (of 0-5 scale) sewer main spot repairs to minimize the number of sewer overflows and maintain an effective operating system

FY2020-21 Accomplishments (Continued)

- ♦ Complete video inspection of 576 sewer main and manhole locations as part of the new re-occurring video sewer pipe inspection program for continual reliability of the system
- ♦ Updated GIS sewer maps to match newly completed sewer pipeline projects

FY2021-22 Goals and Objectives

- ♦ Prepare the annual Sanitary Sewer Overflow report required by the Consent Decree and Cease and Desist Order with Bay keeper and the California Regional Water Control Board
- ♦ Close-out requirements and obligations of the Consent Decree and Cease and Desist Order with Bay keeper and the California Regional Water Control Board
- ♦ Manage the point-of-sale private sewer lateral inspection and replacement program
- ♦ Complete at least 20 Grade 3 and 5 sewer main spot repairs to minimize the number of sewer overflows and to maintain a correct operating system
- ♦ Complete video inspection of 360 sewer main and manhole locations as part of the new re-occurring video sewer pipe inspection program for continual reliability of the system
- ♦ Review and implement recommended improved security features at system facilities which may include installing electronic locks, security cameras, and gates
- ♦ Update GIS sewer maps to match newly completed sewer pipeline projects

City of San Bruno

Department of Public Works - Wastewater Revenue & Expenditure

Fiscal Year FY2021-22

Department 631-6310

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4391	INVESTMENT INCOME	\$ 410,000	\$ 410,000	\$ -	
4830	SEWER OPERATIONS	17,459,376	17,459,376	0	No Annual Increase FY2022
4832	SEWER CAPACITY CHARGES	50,000	110,000	60,000	
4833	INSPECTION	10,000	10,000	-	
4993	REIMBURSEMENTS	-	-	-	
4994	RECOVERIES	25,000	-	(25,000)	
(A)	Total Revenues	\$ 17,954,376	\$ 17,989,376	\$ 35,000	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	SALARIES	\$ 1,577,722	\$ 1,537,717	\$ (40,005)	
	FRINGE BENEFITS	961,844	994,255	32,411	Increase fringe benefit costs
	Total Salaries & Benefits	\$ 2,539,566	\$ 2,531,972	\$ (7,594)	
6001	OFFICE SUPPLIES	\$ 4,500	\$ 4,500	\$ -	
6101	GAS AND OIL	\$ 30,000	32,000	2,000	Increased cost of fuel
6102	OPERATING SUPPLIES	\$ 100,000	100,000	-	
6112	POSTAGE	\$ 300	300	-	
6401	PROFESSIONAL SERVICES	\$ 123,700	195,000	71,300	Includes water and GIS study
6402	LEGAL EXPENSES	\$ 2,000	2,000	-	
6403	PERSONNEL SERVICES	\$ 35,800	25,000	(10,800)	Reduced Personnel Services
6405	TRAINING/MEETINGS/CONFERENCES	\$ 15,000	15,000	-	
6406	PROFESSIONAL DEVELOPMENT	\$ 2,000	2,000	-	
6409	SPECIAL PROJECTS	\$ -	-	-	
6411	CONTRACTUAL SERVICES	\$ 900,000	685,000	(215,000)	Reducing spot repair
6419	OTHER SERVICES	\$ 90,000	92,000	2,000	
6450	COMMUNICATIONS	\$ 17,000	18,000	1,000	
6601	RENTAL & LEASES	\$ 103,768	103,768	-	
6650	TOOLS & EQPT. -\$25K	\$ 25,000	-	(25,000)	Removed CCTV tracker costs
6701	DUES & MEMBERSHIPS	\$ 8,000	15,500	7,500	
6702	PUBS & SUBSCRIPTIONS	\$ -	-	-	
	Total Supplies & Materials	\$ 1,502,068	\$ 1,337,068	\$ (165,000)	
7062	WASTE TREATMENT-SSF	\$ 3,413,957	3,413,957	-	Increased SSF Plant costs
7069	INTERGOVERNMENTAL-OTHER	\$ 20,000	20,000	-	County and California State Water Resources Control Board
7901	INTERNAL SERVICE ALLOCATIONS	\$ 829,845	874,712	44,867	Increased Department Internal Serv allocations
7902	INTERDEPARTMENTAL CHARGES	\$ 1,423,791	1,631,845	208,054	Increased Interdepartmental charges
	Total Other Charges	\$ 5,687,593	\$ 5,940,514	\$ 252,921	
8999	NON-OPERATING TRANSFER	\$ -	-	-	
	Total Transfers	\$ -	\$ -	\$ -	
	Debt Services Interest Payment	\$ 1,195,450	1,165,850	(29,600)	South SF treatment plant annual debt svc
	Total Debt Service	\$ 1,195,450	\$ 1,165,850	\$ (29,600)	
(B)	Total Expenditures	\$ 10,924,677	\$ 10,975,404	\$ 50,727	
(A) - (B)	Surplus ((Deficit)	\$ 7,029,699	\$ 7,013,972	\$ (15,727)	

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Public Works Department Stormwater Division

The Stormwater Division is committed to providing rapid, professional, and cost-effective street sweeping and stormwater collection system maintenance services.

Overview

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:

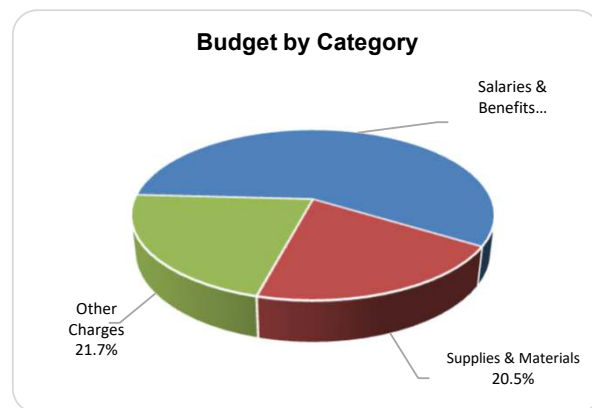
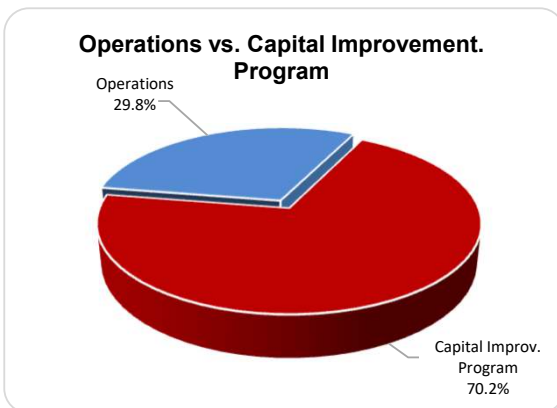
- **Discretionary Customer Service Activities**
Provide sandbags for resident and business owner use during the wet season. Respond and assist residents with drainage and runoff issues.
- **Routine Repair and Maintenance**
Maintain and repair City owned valley gutters by removing sediment, debris, and vegetation to optimize storm flow. Maintain and repair storm drain mains, catch basins, and grates.
- **Regulatory Compliance and Best Management Practices**
Perform semimonthly cleaning of all residential, commercial and industrial roadways. Clean storm grates and trash racks quarterly and provide regular street sweeping service in all residential and commercial areas of the City 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.

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Stormwater Enterprise Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Stormwater Fund	\$ -	\$ -	\$ -	\$ -
Investment Income	30,369	19,084	13,000	8,000
NPDES-Storm Fee	561,318	561,761	570,000	570,000
Street Sweeping Reimbursement	87,005	88,795	110,000	81,500
Other Revenue	250,000	0	0	0
ARPA Fund Support	0	0	0	1,000,000
Total:	\$ 928,692	\$ 669,640	\$ 693,000	\$ 1,659,500

Budgeted Expenses	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 690,023	\$ 664,614	\$ 802,739	\$ 848,511
Supplies & Materials	\$ 592,763	\$ 254,590	295,500	299,800
Other Charges	\$ 91,628	\$ 94,552	97,063	317,563
Total:	\$ 1,374,413	\$ 1,013,755	\$ 1,195,302	\$ 1,465,874



Performance and Workload Measures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Number of curb miles swept (Street Sweeping)	5,540	5,540	5,540	5,540
Number of catch basins cleaned and inspected annually	2,120	2,680	2,680	2,680
Illegal dumping pickup incident responses	1,400	1,400	2,000	2,000

Goals and Accomplishments

FY2020-21 Accomplishments

- ♦ Coordinated and monitored on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives
- ♦ Completed installation of an additional 3 trash capture units and repaired/replaced 3 others

FY2020-21 Accomplishments (continued)

- ♦ Completed annual trash capture device inspections and cleaning program in order to meet requirements of the MRP
- ♦ Completed 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
- ♦ Completed 3,973 feet of culvert inspections as part of the annual condition assessment program
- ♦ Completed annual six scheduled sidewalk pressure washing of downtown sidewalks to remove gum, soils, and debris, and to support a safe and clean public environment
- ♦ Provided ongoing monitoring, and coordination for San Bruno Underpass flooding that could affect flooding and interrupt traffic
- ♦ Participated in San Mateo Countywide Pollution Prevention Programs, Trash Committee, Municipal Maintenance Work Shops and Assessment training
- ♦ San Mateo County (Water Pollution Prevention Program) completed trash assessment for 71 locations to comply with State trash reduction requirements
- ♦ Maintained year-round self-serve sand bagging station at City Hall parking lot to provide residents with measures to reduce flood-related property damage
- ♦ Removed and cleaned storm drain tops, deployed additional street sweeper, and inspected 15 hillside areas subject to potential earth movement during and after all rain events
- ♦ Completed video inspection of 2 broken storm drain inlet structures to assess conditions and develop a repair schedule
- ♦ Removed concrete and debris from the Engvall/Crestmoor Canyon overflow
- ♦ Responded to, and picked up, trash and debris in 2020 at 872 locations and 151 location as of the beginning of March 2021, 2 large homeless encampment abatements, and 2 CalTrans lot cleanups

FY 2021-22 Goals and Objectives

- ♦ Manage and complete spot repairs of priority stormwater collection system locations
- ♦ Coordinate and monitor on-going San Francisco Bay Regional Water Quality Control Board Stormwater initiatives
- ♦ Complete annual trash capture device inspections and cleaning program in order to meet requirements of the MRP
- ♦ Develop the next phase of trash capture device installations recommended in the City's 2017 Feasibility Study to meet 2019's 80%, and 2022's 100% trash reduction requirements of the MRP
- ♦ 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
- ♦ Continue culvert and storm water main inspection and condition assessment

City of San Bruno
 Department of Public Works - Stormwater Revenue & Expenditure
 Fiscal Year FY2021-22
 Department 621-6210

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
4391	INVESTMENT INCOME	\$ 13,000	\$ 8,000	\$ -	\$ 8,000	\$ (5,000)	Interest rates projected lower
4542	NPDES-STORM FEE	570,000	570,000	-	570,000	-	
4544	STREET SWEEPING REIMBURSEMENT	110,000	81,500	-	81,500	(28,500)	Decreased Measure M / CCAG
4995	OTHER REVENUE	-	-	1,000,000	1,000,000	1,000,000	One-Time ARPA Funding for Stormwater
(A)	Total Revenues	\$ 693,000	\$ 659,500	\$ 1,000,000	\$ 1,659,500	\$ 966,500	

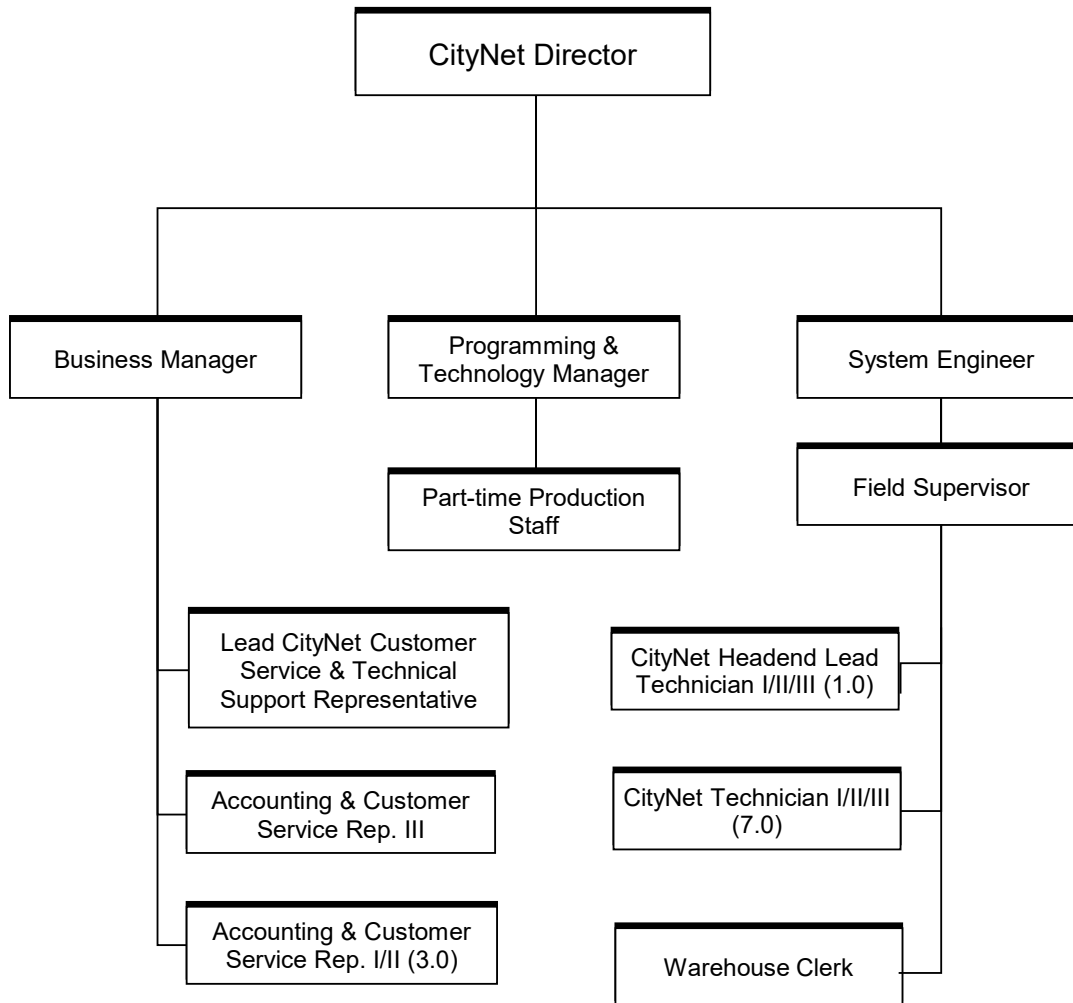
Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			General Fund (001)	ARPA (006)	Total		
	SALARIES	\$ 479,917	\$ 495,417	\$ -	\$ 495,417	\$ 15,500	
	FRINGE BENEFITS	322,822	353,094	-	353,094	30,272	Increased fringe benefit costs
	Total Salaries & Benefits	\$ 802,739	\$ 848,511	\$ -	\$ 848,511	\$ 45,772	
6101	GAS AND OIL	\$ 22,000	\$ 22,000	\$ -	\$ 22,000	\$ -	
6102	OPERATING SUPPLIES	\$ 30,100	30,100	-	30,100	-	
6112	POSTAGE	\$ 650	650	-	650	-	
6401	PROFESSIONAL SERVICES	\$ 3,600	3,600	-	3,600	-	
6403	PERSONNEL SERVICES	\$ 10,000	10,000	-	10,000	-	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 5,500	5,500	-	5,500	-	
6406	PROFESSIONAL DEVELOPMENT	\$ 250	250	-	250	-	
6411	CONTRACTUAL SERVICES	\$ 206,200	210,000	-	210,000	3,800	Increased costs
6419	OTHER SERVICES	\$ 14,500	15,000	-	15,000	500	
6450	COMMUNICATIONS	\$ 850	850	-	850	-	
6601	RENTAL & LEASES	\$ 1,000	1,000	-	1,000	-	
6701	DUES & MEMBERSHIPS	\$ 850	850	-	850	-	
	Total Supplies & Materials	\$ 295,500	\$ 299,800	\$ -	\$ 299,800	\$ 4,300	
7041	COUNTY SVCE.CHARGES	\$ 200	200	-	200	-	
7069	INTERGOVERNMENTAL-OTHER	\$ -	-	-	-	-	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 27,729	41,990	-	41,990	14,261	Increased Internal Service Allocations
7902	INTERDEPARTMENTAL CHARGES	\$ 69,134	275,373	-	275,373	206,239	Increased Interdepartmental Allocation
	Total Other Charges	\$ 97,063	\$ 317,563	\$ -	\$ 317,563	\$ 220,500	
(B)	Total Expenditures	\$ 1,195,302	\$ 1,465,874	\$ -	\$ 1,465,874	\$ 270,572	

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CityNet Services

CityNet Services



CityNet Services

CityNet Services delivers a full suite of competitive products including broadband Internet, Television, Video on Demand, DVR's, Local Origination, , and telephone services to residents and businesses in San Bruno. Services are delivered to 83% of the city over a Hybrid Fiber/Coax cable plant, with the remaining 17% served by a state-of-the-art Fiber to the Home plant. CityNet Services provides excellent customer care and service; and works to enhance the overall value of the municipal enterprise.

Overview

The CityNet Services Department is responsible for the operations of San Bruno CityNet Services, the City's telecommunications enterprise and San Bruno Cable Channel 1, the City's governmental access channel. San Bruno CityNet Services delivers a full suite of video, data, and voice services to residential and business customers on a cable plant consisting of over 100 miles of a of fiber and coaxial cable. The CityNet Services Department provides a mix of services to more than 7,400 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 CityNet Services also provides and maintains the City's fiber optic communications network. The Enterprise'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.

- **Optimized Delivery System**

Maintain the cable system in compliance with Federal Communication Commission (FCC) regulations and implement cable technology to ensure the most efficient utilization of the infrastructure. Optimize the cable infrastructure for delivery of broadband video, data and voice services. As part of this Program, San Bruno CityNet Services has replaced infrastructure in select areas with fiber directly to the home or business.

- **Services**

Offer a comprehensive suite of video products including Standard Definition television, High-Definition television, International programming, Video on Demand, Pay-Per-View, sports subscription packages, and digital music services. Offers a variety of value-oriented services to enhance customer choice and value, such as the following:

- **High Speed Internet Service**

Internet service with speeds of up to 1000 Mbps down and 1000Mbps up (Fiber to the Home areas).

- **Wi-Fi Internet Service**

Wi-Fi Internet service to residences, 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

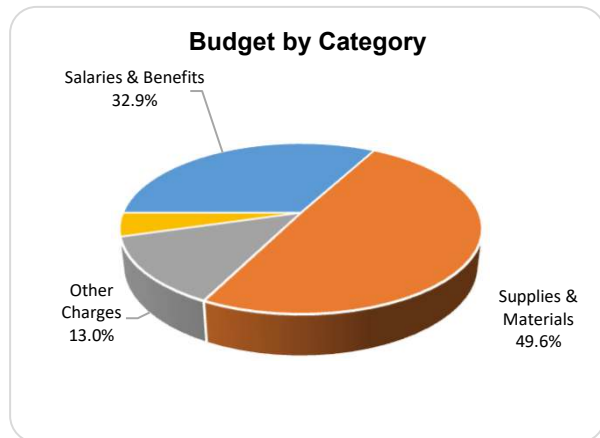
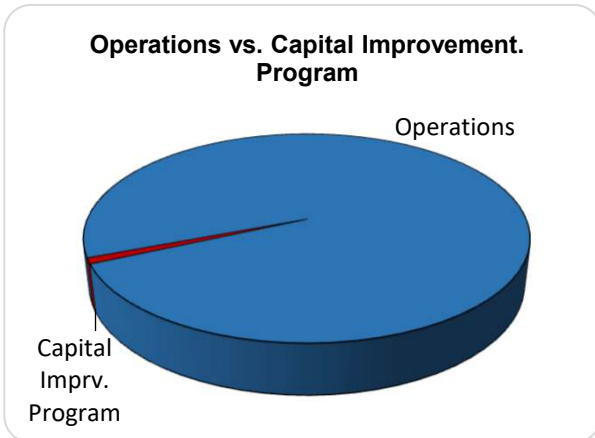
calling plan, and a standard set of calling features such as voicemail, caller ID, call waiting and call forwarding among others; and international calling to hundreds of other countries at very low per minute calling rates.

- **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 symmetrical speeds up to 1000 Mbps 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**
Televisive live City meetings, select school board meetings, and local events. The camera and editing equipment are also used to promote the CityNet Services Department's programming, and services to meet contractual demands for promotion of select channels. Public service announcements and department information videos are produced to advertise community events or as a means of City outreach. The local programs produced are related to issues that are of interest to the community of San Bruno.

CityNet Department Budget Summary

Revenue Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Basic Service	\$2,812,628	\$2,711,255	\$2,834,581	\$3,166,500
Internet Service Fees	\$4,025,220	\$3,968,913	\$4,056,266	\$4,203,000
Pay-Per-View Services	\$540,057	\$488,333	\$420,956	\$402,500
Digital Service	\$1,008,429	\$995,703	\$951,908	\$910,000
International Programming	\$87,901	\$80,292	\$74,079	\$80,000
Fees & Taxes	\$302,402	\$281,659	\$241,317	\$249,745
Voice Service	\$357,050	\$312,628	\$288,767	\$280,000
Fiber Leasing	\$295,152	\$134,023	\$162,000	\$162,000
TV Guide Magazine	\$1,867	\$1,722	\$1,396	\$980
Commercial Phone & Data	\$109,097	\$64,395	\$46,943	\$34,800
Other Receipts	\$199,695	\$264,652	\$321,220	\$321,250
Total:	\$9,739,497	\$9,303,574	\$9,399,433	\$9,810,775

Budgeted Expenses	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$3,183,326	\$3,307,814	\$3,108,325	\$3,265,718
Supplies & Materials	\$6,502,416	\$5,652,234	\$5,597,068	\$4,918,696
Other Charges	\$881,938	\$936,189	\$1,003,977	\$1,294,385
CATV Equity Earn. Transf.	\$375,321	\$0	\$0	\$0
Non-Operating Transfer	\$0	1,654	\$0	\$442,057
Debt Service (FFTH Shelter Creek)	\$0	\$0	\$0	\$0
Debt Service (Cisco Router Lease)	\$0	\$0	\$0	\$0
Total:	\$10,943,001	\$9,897,891	\$9,709,370	\$9,920,856



Performance and Workload Measure:	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Service Households	7,642	7,309	7,000	7,150
Service Calls	2,400	2,400	2,400	2,400
New Customer Installations	1,500	1,112	1,112	1,800
Total Homes Served	8,300	7,805	7,346	7,068
Total Video Programs Recorded/Live	85	85	85	85

Goals and Accomplishments

FY2020-21 Accomplishments

- * In line with the strategic objective of realigning the enterprise to focus first on internet service, the system converted over 90% of homes served to internet subscriptions and over 33% of its subscriptions are to the new rate card launched in February 2019.
- * The CityNet system had over 98% recorded uptime despite over 100% increases in TV minutes watched as well as internet traffic on the system's network.
- * The system has successfully supported over 6,000 San Bruno homes subscribed to internet service while working from home during the COVID pandemic
- * CityNet has launched a new product line featuring managed Wi-Fi service and
- * CityNet technicians and customer service continued providing service to customers during regional lockdowns - in home calls began in August 2020 and in office customer service was resumed in September 2020
- * Rolled out fiber to the home in select neighborhoods with existing underground

FY2021-22 Goals and Objectives

- * Launch new IPTV service with applications on iOS and Android devices
- * Commence and complete migration of TV customers to the new IPTV platform
- * Continue rollout of fiber to the home in areas with existing underground conduit
- * If approved, commence system wide upgrade to fiber to the home
- * Fiscal management of the enterprise to generate positive cash flow and a return to the City's General Fund

City of San Bruno

FY2020-21 Budget

Fiscal Year FY2021-22

Department 641-6410

Revenues

Account	Revenue Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
48xx	BASIC SERVICE	\$ 2,871,320	\$ 3,166,500	\$ 295,180	Inclusion of new broadcast fee
48xx	INTERNET SERVICE FEES	\$ 4,614,500	\$ 4,203,000	\$ (411,500)	Downward adjustment of subscriber projections and rates for 1 Gigabit vs 100 Mbps connections
48xx	PAY-PER-VIEW SERVICES	\$ 407,000	\$ 402,500	\$ (4,500)	
4862	DIGITAL SERVICE	\$ 800,000	\$ 910,000	\$ 110,000	Increase in equipment rental fees due to slower erosion of old rate card subscribers
4856	INTERNATIONAL PROGRAMMING	\$ 75,000	\$ 80,000	\$ 5,000	
48xx	FEES & TAXES	\$ 233,000	\$ 249,745	\$ 16,745	
4864	VOICE SERVICE	\$ 368,000	\$ 280,000	\$ (88,000)	Lower projection of subscriber penetration
4866	FIBER LEASING	\$ 180,000	\$ 162,000	\$ (18,000)	
4867	TV GUIDE MAGAZINE	\$ 2,000	\$ 980	\$ (1,020)	
48xx	COMMERCIAL PHONE & DATA	\$ 185,000	\$ 34,800	\$ (150,200)	Adjustment for lower subscription projection compared to prior year
48xx	OTHER RECEIPTS	\$ 171,300	\$ 321,250	\$ 149,950	Installation charges, Commissions & Ad Sales, Wi-Fi Revenue and other uncovered revenue sources
(A)	Total Revenues	\$ 9,907,120	\$ 9,810,775	\$ (96,345)	

Expenditures

Account	Expenditure Account Title	FY2019-20 Amended Budget	FY2020-21 Budget	\$ Change in Budget - FY20 vs FY21	Notable Changes
	SALARIES	\$ 1,939,347	\$ 2,001,172	\$ 61,825	
	Fringe Benefits	1,138,838	1,264,546	\$ 125,708	
	Total Salaries & Benefits	\$ 3,078,185	\$ 3,265,718	\$ 187,533	
6001	OFFICE SUPPLIES	\$ 9,000	\$ 10,000	\$ 1,000	
6101	GAS AND OIL	\$ 11,400	\$ 16,500	\$ 5,100	
6102	OPERATING SUPPLIES	\$ 37,000	\$ 36,200	\$ (800)	
6112	POSTAGE	\$ 30,000	\$ 34,000	\$ 4,000	
6304	MAINTENANCE	\$ 578,345	\$ 523,338	\$ (55,007)	Cisco Smartnet costs reduced through sharing with IT
6401	PROFESSIONAL SERVICES	\$ 63,000	\$ 48,000	\$ (15,000)	Reduced contingency for misc. repairs and maintenance
6402	LEGAL EXPENSES	\$ 2,000	\$ 2,000	\$ -	
6405	TRAINING/MEETINGS/CONFERENCES	\$ 8,600	\$ 4,500	\$ (4,100)	
6406	PROFESSIONAL DEVELOPMENT	\$ 2,500	\$ 3,500	\$ 1,000	
6409	SPECIAL PROJECTS	\$ 22,550	\$ 26,000	\$ 3,450	
6411	CONTRACTUAL SERVICES	\$ 3,450,000	\$ 3,032,749	\$ (417,251)	Rebate from Comcast Sports Bay Area & NBC Sports Bay. Dropped Univision and KRON 4 Network Drop of average 250 homes and reduction of programming expenses.
6412	INTERNET SERVICE FEES	\$ 458,645	\$ 542,575	\$ 83,930	Recognition of DDoS expenses contracted in FY2019-20
6419	OTHER SERVICES	\$ 97,515	\$ 97,515	\$ -	
6450	COMMUNICATIONS	\$ 16,568	\$ 16,000	\$ (568)	
6502	COMMUNITY PROMOTION	\$ 15,000	\$ 20,000	\$ 5,000	
6531	UTILITIES	\$ 205,000	\$ 220,000	\$ 15,000	Increase in Water and commercial electric rates
6541	LICENSING FEES	\$ 5,000	\$ 13,700	\$ 8,700	
6601	RENTAL & LEASES	\$ 68,000	\$ 36,800	\$ (31,200)	Overbudgeted in previous years
6650	TOOLS & EQPT. -\$25K	\$ 312,295	\$ 228,414	\$ (83,881)	Reduction in DCT, modem and replacement receiver orders in preparation to move to IPTV and Fiber
6701	DUES & MEMBERSHIPS	\$ 6,705	\$ 6,705	\$ -	
6702	PUBS & SUBSCRIPTIONS	\$ 200	\$ 200	\$ -	
	Total Supplies & Materials	\$ 5,399,323	\$ 4,918,696	\$ (480,627)	
7041	COUNTY SVCE.CHARGES	\$ 70	\$ 70	\$ -	
7063	CITY TAXES & FEES	\$ 349,257	\$ 349,257	\$ -	
7069	INTERGOVERNMENTAL-OTHER	\$ 1,680	\$ 1,921	\$ 241	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 238,791	\$ 277,853	\$ 39,062	Increased departmental Internal Allocations
7902	INTERDEPARTMENTAL CHARGES	\$ 388,450	\$ 665,284	\$ 276,834	Increased departmental Internal Allocations
	Total Other Charges	\$ 978,248	\$ 1,294,385	\$ 316,137	
8926	CATV EQUITY EARN. TRANSF.	\$ -	\$ -	\$ -	
8992	CUSTOMER OVERPAYMENT REF.	\$ -	\$ -	\$ -	
	Total Transfers	\$ -	\$ -	\$ -	
8999	NON-OPERATING TRANSFER	\$ 352,027	\$ 442,057	\$ 90,030	Cisco Router Lease Payment and CIP Facility Improv
	Total Transfers	\$ 352,027	\$ 442,057	\$ 90,030	
(B)	Total Expenditures	\$ 9,807,783	\$ 9,920,856	\$ 23,043	
(A) - (B)	Surplus / (Deficit)	\$ 99,337	\$ (110,081)	\$ (119,388)	

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Internal Service Funds
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Internal Service Funds

Central Garage

Building & Facilities

Technology

Self Insurance

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Public Works 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.

Overview

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:

- **Preventive Maintenance and Repair**

Provide service and safety inspection every 3,000 miles for 15 police patrol vehicles, service and safety inspections for 131 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. 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.

- **Vehicle 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**

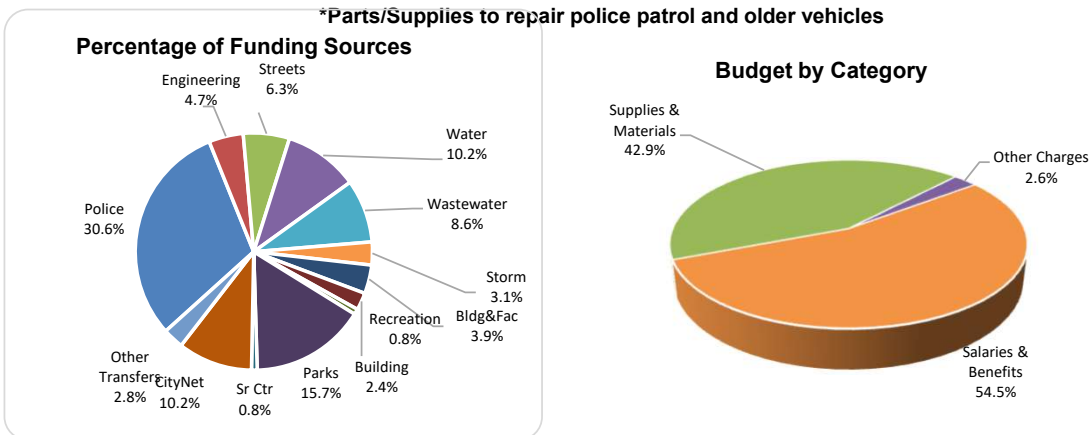
Provide general use vehicles for City employees who do not regularly use a City vehicle in the performance of their duties. Central Garage maintains the City's fuel storage and delivery system. Provide regularly scheduled and custom repair to a wide variety of tools and equipment.

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Central Garage Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Central Garage Fund	\$ -	\$ -	-	\$ -
Operating Charges	587,000	810,000	575,000	857,154
Other Operating transfers	-	-	-	25,000
Total:	\$ 587,000	\$ 810,000	\$ 575,000	\$ 882,154

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 304,595	\$ 268,347	\$ 410,577	\$ 434,332
Supplies & Materials	\$ 380,853	316,506	\$ 285,775	342,450
Other Charges	\$ 14,472	15,918	\$ 23,089	20,868
Total:	\$ 699,920	\$ 600,771	\$ 719,441	\$ 797,650



Performance and Workload Measures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Estimated	Target
Number of vehicles maintained	146	146	146	146
Number of vehicles identified for replacement	10	7	5	8

Goals and Accomplishments

FY2020-21 Accomplishments

- ♦ Implemented new workflow and garage management software which includes fleet management tools. In addition, created and implemented a fleet service/support portal
- ♦ Auctioned surplus vehicles and equipment, and reintroduced new funds source for equipment reserves
- ♦ Performed cleanout of garage facilities to improve workflow
- ♦ Updated garage operating processes and procedures to improve communication between departments
- ♦ Streamlined parts ordering to reduce operating costs while improving repair completion times
- ♦ Improved interdepartmental communication on repair timelines and improved transparency into repairs.

FY2021-22 Goals and Objectives

- ♦ Improve tooling and update shop infrastructure to meet modern needs.
- ♦ Improve parts storage and reduce surplus
- ♦ Continue to provide maintenance and repair to 146 in service vehicles
- ♦ Research case studies on electrification of fleet
- ♦ Review vehicle life cycle timelines
- ♦ Research updated repair procedures, techniques, and processes

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City of San Bruno

Department of Public Works - Central Garage Revenue & Expenditure

Fiscal Year FY2021-22

Department 701-1510

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4911	OPERATING CHARGES	\$ 575,000	\$ 857,154	\$ 282,154	
4995	OTHER REVENUE	-	-	-	
4999	OTHER OPERATING TRANSFERS	-	\$ 25,000	25,000	Transfer from General Fund 004 for FY21-22 One-Time Enhancements: Strip & Re-coat the garbage bay floors, paint, etc.
(A)	Total Revenues	\$ 575,000	\$ 882,154	\$ 307,154	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	SALARIES	\$ 258,710	\$ 262,283	\$ 3,573	
	FRINGE BENEFITS	151,867	172,049	20,182	Medical & CalPERS Benefits
	Total Salaries & Benefits	\$ 410,577	\$ 434,332	\$ 23,755	
6001	OFFICE SUPPLIES	\$ 500	\$ 500	\$ -	
6101	GAS AND OIL	\$ 5,000	5,000	-	
6102	OPERATING SUPPLIES	\$ 125,500	135,500	10,000	Increased costs of operating supplies & tires
6201	BUILDING & GROUNDS SUPPLIES	\$ -	10,000	10,000	One-Time Enhancement for Strip & re-coat the garage bay floors, paint, etc.
6301	BUILDING & GROUNDS MAINTENANCE	\$ -	-	-	
6403	PERSONNEL SERVICES	\$ 10,000	15,000	5,000	Increased personnel services. Position unfilled
6405	TRAINING/MEETINGS/CONFERENCES	\$ 1,575	1,500	(75)	
6406	PROFESSIONAL DEVELOPMENT	\$ 250	250	-	
6411	CONTRACTUAL SERVICES	\$ 115,000	130,000	15,000	Increased costs of Contract repair of diesel and specialty City vehicles and equipment
6419	OTHER SERVICES	\$ 25,000	28,000	3,000	Haz-Mat and laundry costs, and fleet computer software
6450	COMMUNICATIONS	\$ 300	600	300	
6531	UTILITIES	\$ 900	1,100	200	
6650	TOOLS & EQPT. -\$25K	\$ -	15,000	15,000	One-Time Enhancement for Tool boxes, equipment storage, and work station
6701	DUES & MEMBERSHIPS	\$ -	-	-	
6702	PUBS & SUBSCRIPTIONS	\$ 1,750	-	(1,750)	
	Total Supplies & Materials	\$ 285,775	\$ 342,450	\$ 56,675	
7901	INTERNAL SERVICE ALLOCATIONS	\$ 23,089	\$ 20,868	\$ (2,221)	Increased Internal Service Allocations
	Total Other Charges	\$ 23,089	\$ 20,868	\$ (2,221)	
(B)	Total Expenditures	\$ 719,441	\$ 797,650	\$ 78,209	
(A) - (B)	Surplus ((Deficit)	\$ (144,441)	\$ 84,504	\$ 228,945	

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Public Works Department Buildings and Facilities Division

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

Overview

The Building and Facilities Division provides safe, efficient, comfortable, attractive, and functional buildings and facilities for all users of City facilities. The division is responsible for custodial services, routine preventative maintenance, and repairs at City Hall, Cable Television Office, Police Department, two Fire Stations, Senior Center, Veterans Memorial Recreation Center, San Bruno Pool, Portola Performing Arts Center, Belle Air Community Center, Skyline Activity Center, Catalpa Community Center, Carlton Corners, Firemen's Hall, Public Services Corporation Yard, Parks Corporation Yard, Library, as well as restrooms and structures at City parks. The functional program areas of the division are provided through three service areas:

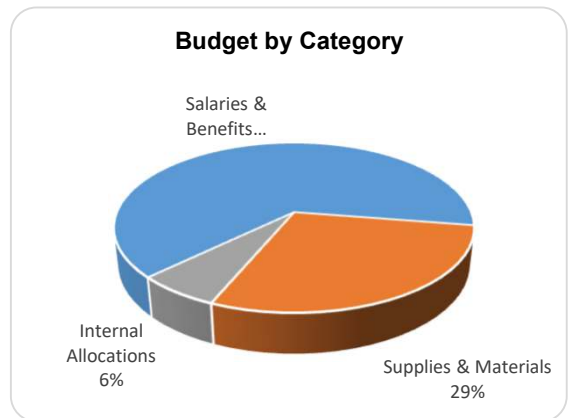
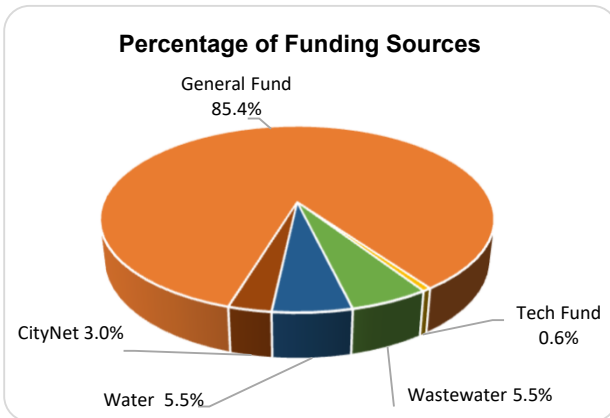
- **Custodial Services and Preventative Maintenance**
Provide routine custodial services and preventative maintenance at 17 City facilities to ensure a clean, well maintained environment for use by the community and City employees.
- **Facility Management and Routine Preventative Maintenance**
Ensure proper maintenance of all City facilities by City staff and contract services. Routine maintenance includes regular inspections and scheduled maintenance for emergency generators, heating and cooling systems, fire extinguishers, elevators, alarm systems, electrical systems, mechanized doors, and building amenities such as doors, flooring, windows, and lighting. The division coordinates work with user departments throughout the City and works in collaboration to prioritize projects and allocate budgeted resources.
- **Repair Services**
Provide repairs to City facilities which occur more routinely as facilities age. These repairs are often unanticipated and occur without warning. Examples include replacement of condensers in cooling systems, equipment part failures in generators, elevators and other electrical systems, and patching aging roofs.

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Building & Facilities Budget Summary

Funding Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2021-22 Budget
Building & Facilities Fund Balance	\$ -	\$ -	\$ -	\$ -
Operating Charges	1,514,000	1,514,000	1,724,000	1,805,663
Non Operating Transfers	-	275	90,000	159,500
Total:	\$ 1,514,000	\$ 1,514,275	\$ 1,814,000	\$ 1,965,163

Budgeted Expenditures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2021-22 Budget
Salaries & Benefits	\$ 917,449	\$ 945,196	\$ 1,202,361	\$ 1,278,899
Supplies & Materials	388,622	\$ 369,590	\$ 471,700	\$ 570,457
Internal Allocations	21,541	\$ 27,005	\$ 27,557	\$ 127,025
Total:	\$ 1,327,612	\$ 1,341,791	\$ 1,701,618	\$ 1,976,381



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Number of work orders completed	1,426	1,497	1,560	1,560
Square feet of public facilities maintained by custodial staff	119,906	119,906	119,906	119,906
Number of public facilities maintained by two-person utility crew	17	17	17	17

Goals and Accomplishments

FY2020-21 Accomplishments

- ◆ Implemented new Work Order Facility Management System and work request portal
- ◆ Managed the installation of City Hall video security camera system project
- ◆ Converted two offices at Fire Station 51, one office at City Hall, and facilitated move of Community Services Department offices to Fireman's Hall

FY2020-21 Accomplishments (Continued)

- ♦ Completed in house move of Facilities to Public Works
- ♦ Installed various safety items related to Covid 19 response such as plexiglass barriers, air purifiers, and Temperature Scanners
- ♦ Completed painting of City Hall gas tank and UV protective coating
- ♦ Managed the installation of Emergency Automatic Transfer Switch replacement at the San Bruno Police Station
- ♦ Installed new linoleum floors at Fire Station 52

FY2021-22 Goals and Objectives

- ♦ Continue to perform the maintenance and repair of all City's buildings
- ♦ Continue to implement ADA Transition Plan recommendations
- ♦ Install two new roof top HVAC units and new roof at Fireman's Hall
- ♦ Design and implementation of new HVAC system for the Library
- ♦ Design and implementation of new Fire Flow Security system for City Hall
- ♦ Design and implementation of new security building door access system for City Hall
- ♦ Implement new maintenance schedules for HVAC equipment

City of San Bruno
Public Works Department - Building & Facilities Division Revenues & Expenditures
Fiscal Year 2021-22
Department 702-1520

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4911	OPERATING CHARGES	\$ 1,724,000	\$ 1,805,663	\$ 81,663	Internal service fund department support
4999	NON-OPERATING TRANSFERS	\$ 90,000	\$ 159,500	69,500	Transfer in from General Fund 004 for FY21-22 Ongoing and One-Time Enhancements
(A)	Total Revenues	\$ 1,814,000	\$ 1,965,163	\$ 151,163	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	SALARIES	724,098	748,148	\$ 24,050	
	FRINGE BENEFITS	478,263	530,751	\$ 52,488	Increased Health insurance and pension
	Total Salaries & Benefits	\$ 1,202,361	\$ 1,278,899	\$ 76,538	
6001	OFFICE SUPPLIES	400	400	-	
6101	GAS AND OIL	1,500	2,000	500	Increased cost of fuel
6102	OPERATING SUPPLIES	84,760	102,500	17,740	Increased operating and ADA supplies
6301	BUILDING AND GROUNDS MAINTENANCE	120,000	306,000	186,000	Shifted expenditures from 6411 to 6301 (71K). \$115K in Enhancements ** (see notes below)
6401	PROFESSIONAL SERVICES	10,000	0	(10,000)	Removed Professional Services
6403	PERSONNEL SERVICES	0	1,500	1,500	
6406	PROFESSIONAL DEVELOPMENT	750	750	-	
6411	CONTRACTUAL SERVICES	192,880	90,000	(102,880)	Shifted expenditures to 6301 (71K) and reduced expenditures by (\$31,880); Added \$50K in Emergency repairs to facilities and New Ongoing Enhancement for HVAC Emergency Repair added \$40K
6419	OTHER SERVICES	0	6,000	6,000	Other Services contingency for \$1.5K; and New Ongoing Enhancements for Uniform cleaning and maintenance \$1.5K and Hazardous waste material disposal/recycling (SMC Fees) \$3K
6450	COMMUNICATIONS	2,865	2,872	7	
6531	UTILITIES	51,435	51,435	-	
6650	TOOLS & EQPT. -\$25K	7,000	7,000	-	
6703	TRAVEL/VEHICLE USE	110	0	(110)	
	Total Supplies & Materials	\$ 471,700	\$ 570,457	\$ 98,757	
7901	INTERNAL SERVICE ALLOCATIONS	27,557	127,025	99,468	Internal service fund department support
	Total Allocations	\$ 27,557	\$ 127,025	\$ 99,468	
(B)	Total Expenditures	\$ 1,701,618	\$ 1,976,381	\$ 274,763	
(A) - (B)	Surplus / (Deficit)	\$ 112,382	\$ (11,218)	\$ (123,600)	

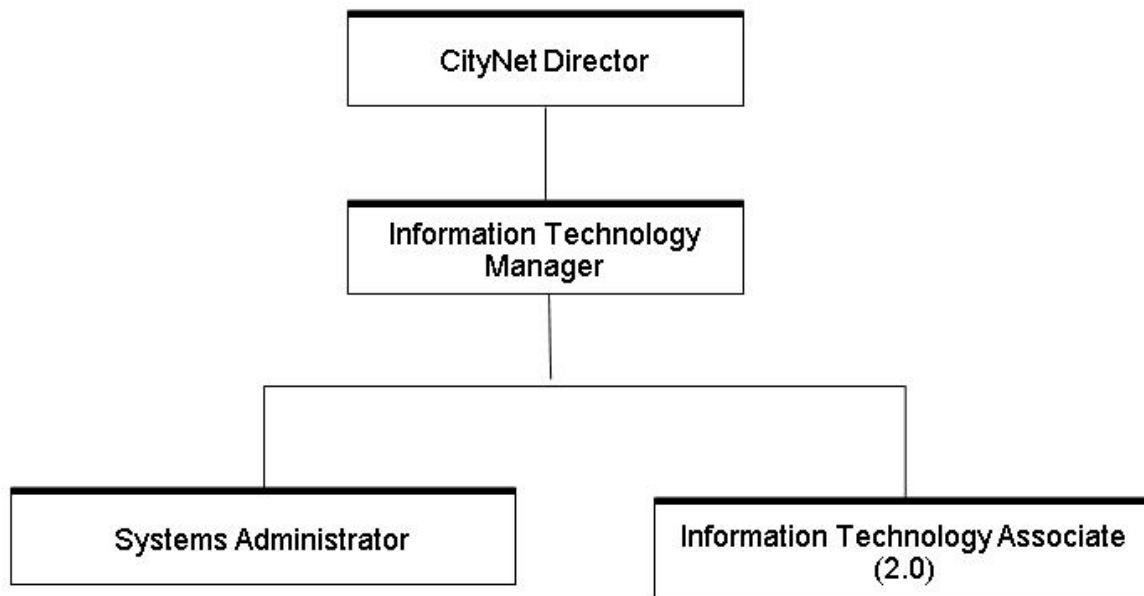
**** Notes ****

- 6301 New Ongoing Enhancements: Interior Paint Maintenance, Pressure washing exterior walls & sidewalks at City Facilities, Roof contract Maintenance and Door and entryway maintenance and lock/key service.
- 6301 New One-Time Enhancements: Library roof spot maintenance, HVAC one-time maintenance & assessment at all facilities Re-paint generator at Arbor Court

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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 timely and quality customer service to maximize the use of information technologies in the most efficient and effective way possible.

Overview

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

- **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.

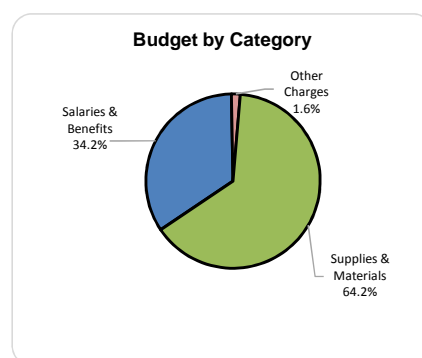
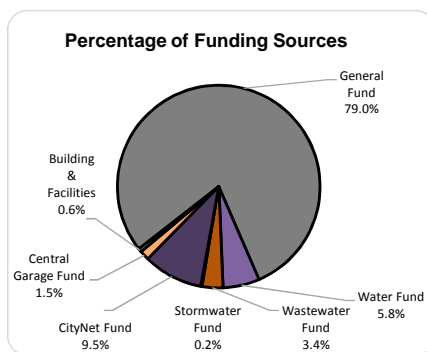
- **Web Site Development & Administration**

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.

Information Technology Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Operating Charges	\$ 710,000	\$ 833,000	\$ 1,058,000	\$ 907,071
Non-operating Transfers	-	-	-	258,939
Parks & Facilities Fund	340	-	-	-
ARPA Fund Support	-	-	-	91,229
Total:	\$ 710,340	\$ 833,000	\$ 1,058,000	\$ 1,257,239

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Amended Budget	Budget
Salaries & Benefits	\$ 492,050	\$ 536,756	\$ 561,801	\$ 559,523
Supplies & Materials	242,528	345,467	469,945	881,416
Other Charges	10,844	16,106	18,611	22,381
Total:	\$ 745,422	\$ 898,329	\$ 1,050,357	\$ 1,463,320



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimate	FY 2021-22 Target
Number of software applications supported	26	31	35	35
Number of network servers supported	58	59	80	80
Number of Desktop Computers replaced	7	48	62	62
Network Uptime (Percentage)	100%	100%	100%	100%

Goals and Accomplishments

FY2020-21 Accomplishments

- Installed new backup system (Rubrik)
- Replaced Nimble Storage at City Hall.
- Upgraded and enhanced GIS system.
- Implemented help desk ticketing system. 1,360 tickets have been completed since implementation in July 2020, averaging 195
- Replaced WIFI system in City Hall.
- During pandemic, helped staff successfully transition from in-house to remote work for business continuity.
- Upgraded VMware vSphere.
- Succeeded in acquiring and implementing technology to transition City meetings from in-person to online meetings.
- Upgraded staff technology.
- Successfully negotiated contracts to save City money.
- Signed new CalNet contract for Verizon cellular service.
- Installed Glenview Fire kiosk at Glenview Park.
- Rebuilt Finance call tree to consolidate their three main lines.
- Replaced Fire Station 51 and 52's emergency phone lines to Cisco call manager.
- Assisted Police Department in integrating AI phones to Cisco call manager.

FY2020-21 Accomplishments (Continued)

- In preparation for demolition of Recreation Center, relocated network equipment from Recreation to Senior Center and moved staff phones and computer equipment to Fireman's Hall.
- Installed City Hall camera system.
- Built Citrix infrastructure and started moving users to new platform.
- Upgraded ESXI City Hall infrastructure.

FY2021-22 Goals and Objectives

- Upgrade Citrix infrastructure.
- Roll out Microsoft 365 to all users.
- Upgrade City website.
- Replace City phone system.
- Upgrade Community Development eTRAKiT to T9.
- Upgrade Windows infrastructure.
- Create Citywide network/storage and security policy.
- Implement the process of disaster recovery.
- Implement Citywide notification system.
- Upgrade staff technology on an ongoing basis.
- Upgrade EOC technology.
- Implement key card access system.
- Implement Duo 2 Factor Authentication.

City of San Bruno
 Department of Information Technology - IT Revenue & Expenditure
 Fiscal Year FY2021-22
 Department 1530

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY 2021-22 Adopted Budget			\$ Change in Budget - FY21 vs FY22	Notable Changes
			IT (707)	ARPA (006)	Total		
4911	OPERATING CHARGES	\$ 1,058,000	\$ 907,071	\$	\$ 907,071	\$ (150,929)	Internal service fund department support
4999	NON-OPERATING TRANSFERS	-	258,939		258,939	258,939	Transfer in due to enhancements
(A)	Total Revenues	\$ 1,058,000	\$ 1,166,010		\$ 1,166,010	\$ 108,010	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	IT (707)	ARPA (006)	Total	\$ Change in Budget - FY21 vs FY22	Notable Changes
	Fringe Benefits	\$ 209,832	\$ 186,026	\$ 28,483	\$ 214,509	\$ (23,806)	additional IT associate thus ARPA fund
	Total Salaries & Benefits	\$ 561,801	\$ 468,794	\$ 90,729	\$ 559,523	\$ (93,007)	
6001	OFFICE SUPPLIES	400	400		400	-	
6102	OPERATING SUPPLIES	19,500	22,900		22,900	3,400	
6112	POSTAGE	-	-		-	-	
6304	MAINTENANCE	88,935	147,330		147,330	58,395	VW Ware & Firewall 10k increase each and 25k enhancement new phone system
6401	PROFESSIONAL SERVICES	56,400	140,565		140,565	84,165	20k increase on multiple projects, 60k enhancement city new website and SMS system
6405	TRAINING/MEETINGS/CONFERENCES	17,000	34,000		34,000	17,000	Increase in training and conferences
6406	PROFESSIONAL DEVELOPMENT	1,000	1,000	500	1,500	-	
6450	COMMUNICATIONS	32,600	38,029		38,029	5,429	Enhancement video conferencing services
6541	LICENSING FEES	163,270	320,473		320,473	157,203	25k increase on Microsoft 365, 15k on Civica, and plus 110K enhancement included City phone system and others
6601	RENTAL & LEASES	28,600	43,704		43,704	15,104	Pitney Bowes mailer and copier lease payment increase
6650	TOOLS & EQPT. -\$25K	61,575	131,750		131,750	70,175	15k aging computers replacement plus enhancement 12k on network switch, 21k on ESXI new server and 21k PD computers
6701	DUES & MEMBERSHIPS	290	390		390	100	
6703	TRAVEL/VEHICLE USE	375	375		375	-	
	Total Supplies & Materials	\$ 469,945	\$ 880,916	\$ 500	\$ 881,416	\$ 410,971	
7901	INTERNAL SERVICE ALLOCATIONS	18,611	22,381		22,381	3,770	
	Total Other Charges	\$ 18,611	\$ 22,381	\$ -	\$ 22,381	\$ 3,770	
(B)	Total Expenditures	\$ 1,050,357	\$ 1,372,091	\$ 91,229	\$ 1,463,320	\$ 321,734	
(A) - (B)	Surplus ((Deficit)	\$ 7,643	\$ (206,081)	\$ (91,229)	\$ (297,310)	\$ (213,724)	

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Self Insurance Funds

Workers' Compensation

General Liability

Unemployment Insurance

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Self Insurance

Workers' Compensation

Overview

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 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 the Workers' Compensation program.

General Liability

Overview

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 Plan Joint Powers Authority (JPA), an insurance pool which provides both excess liability and property coverage. This pool is comprised of Bay Area cities and provides liability coverage above \$100,000 to a maximum of \$25,000,000. Property coverage through Plan JPA is on a replacement value basis.

The City's General Fund and Enterprise Funds contribute to the Self Insurance Fund through transfers 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.

Unemployment Insurance

Overview

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 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.

Personnel Allocation

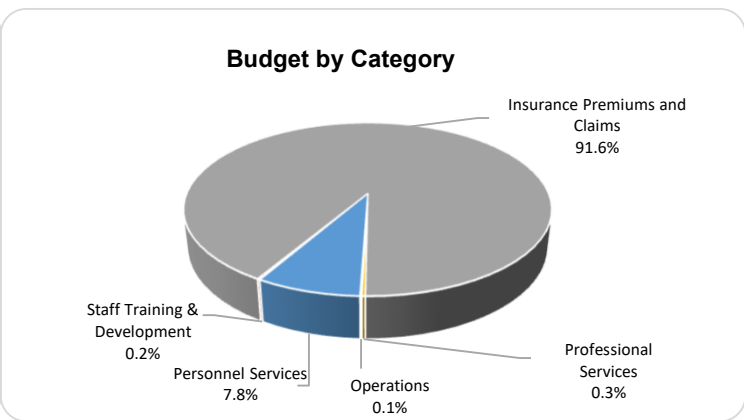
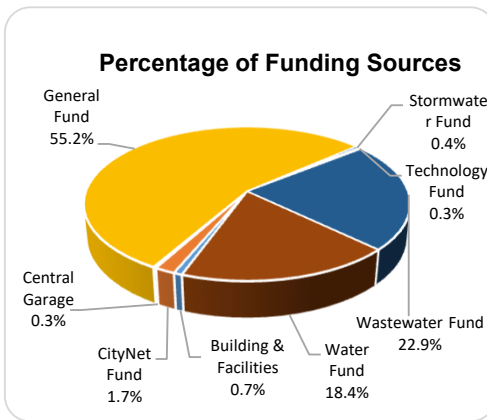
The summary below presents an estimate of the amount of staff time that is spent working on activities associated with Self Insurance programs.

Classification	Workers Compensation	Liability	Total
City Attorney	-	0.25	0.25
Human Resources Manager	0.25	-	0.25
Legal Secretary	0.25	0.25	0.50
Total	0.50	0.50	1.00

Self Insurance Budget Summary

Funding Summary	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2021-22 Budget
Operating Charges	\$ 2,246,554	\$ 2,246,554	\$ 2,846,554	\$ 2,928,085
Reimbursements	\$ 194,135	\$ 87,222	\$ -	\$ -
Total:	\$ 2,440,689	\$ 2,333,776	\$ 2,846,554	\$ 2,928,085

Budgeted Expenses	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Amended Budget	FY 2021-22 Budget
Personnel Services	\$ 203,854	\$ 212,845	\$ 221,320	\$ 227,991
Staff Training & Development	\$ 755	\$ 1,544	\$ 5,825	\$ 5,825
Insurance Premiums and Claims	\$ 2,446,339	\$ 3,251,498	\$ 2,425,370	\$ 2,683,369
Professional Services	\$ 7,200	\$ 6,900	\$ 7,400	\$ 7,400
Operations	\$ -	\$ -	\$ 3,500	\$ 3,500
Capital Purchase	\$ -	\$ -	\$ -	\$ -
Total:	\$ 2,658,148	\$ 3,472,787	\$ 2,663,415	\$ 2,928,085



Budgeted Expenses by Ins. Type	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Workers' Compensation	\$ 701,762	\$ 764,528	\$ 874,345	\$ 1,198,194
General Liabilities	1,335,591	1,465,826	1,946,009	1,668,691
Unemployment Insurance	41,200	16,200	26,200	61,200
Total:	\$ 2,078,553	\$ 2,246,554	\$ 2,846,554	\$ 2,928,085

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City of San Bruno

Self Insurance - Worker's Compensation, General Liability and Unemployment

Fiscal Year FY2021-22

Department 711-1540 / 1550 / 1570

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4911	OPERATING CHARGES	\$ 2,846,554	\$ 2,928,085	\$ 81,531	Increased Department Allocations to fund balance of Self Insurance Fund
4993	REIMBURSEMENTS	\$ -	\$ -	-	
(A)	Total Revenues	2,846,554	2,928,085	81,531	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
5101	REGULAR SALARIES	\$59,151	\$59,151	\$0	
	Salaries	\$59,151	\$59,151	\$0	
5167	LEAVE BUY-OUT	\$1,316	\$1,289	(\$27)	
5201	PERS RETIREMENT	\$18,519	\$20,967	\$2,448	
5203	MEDICARE/FICA	\$838	\$876	\$38	
5205	DEF.COMP.CITY MATCH	\$253	\$250	(\$3)	
5220	INSURANCES	\$13,829	\$14,236	\$407	
	Fringe Benefits	\$34,755	\$37,618	\$2,863	
6401	PROFESSIONAL SERVICES	\$2,100	\$2,100	\$0	
6405	TRAINING/MEETINGS/CONFERENCES	\$5,600	\$5,600	\$0	
6408	MEDICAL EXAMS	\$3,500	\$3,500	\$0	
6521	INSURANCE PREMIUMS	\$150,000	\$170,000	\$20,000	Increased premium costs
6525	CLAIMS	\$710,000	\$760,000	\$50,000	Increased projected claim activity
6529	OTHER INSURANCE COSTS	\$110,000	\$160,000	\$50,000	
6701	DUES & MEMBERSHIPS	\$225	\$225	\$0	
	Supplies & Materials	\$981,425	\$1,101,425	\$120,000	
	Total Workers Compensation	\$1,075,331	\$1,198,194	\$122,863	
5101	REGULAR SALARIES	\$84,903	\$84,903	\$0	
	Salaries	\$84,903	\$84,903	\$0	
5201	PERS RETIREMENT	\$26,687	\$30,053	\$3,366	
5203	MEDICARE/FICA	\$1,172	\$1,231	\$59	
5205	DEF.COMP.CITY MATCH	\$688	\$682	(\$6)	
5220	INSURANCES	\$13,964	\$14,353	\$389	
	Fringe Benefits	\$42,511	\$46,319	\$3,808	
6401	PROFESSIONAL SERVICES	\$4,100	\$4,100	\$0	
6419	OTHER SERVICES	\$0	\$0	\$0	
6450	COMMUNICATIONS	\$0	\$0	\$0	
6521	INSURANCE PREMIUMS	\$1,142,970	\$1,245,969	\$102,999	Increased General Liability Premiums
6525	CLAIMS	\$287,400	\$287,400	\$0	
	Supplies & Materials	\$1,434,470	\$1,537,469	\$102,999	
8020	CONSTRUCTION IN PROGRESS	\$0	\$0	\$0	
	Total General Liability	\$1,561,884	\$1,668,691	\$106,807	
6401	PROFESSIONAL SERVICES	\$1,200	\$1,200	\$0	
6525	CLAIMS	\$25,000	\$60,000	\$35,000	Increased projected claim activity
	Total Unemployment	\$26,200	\$61,200	\$35,000	
(B)	Total Expenditures	\$2,663,415	\$2,928,085	\$264,670	
(A) - (B)	Surplus ((Deficit)	183,139	-	(183,139)	

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Special Revenue Funds
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Special Revenue Funds

In-Lieu

Agency On Aging

Police Asset Forfeiture

Solid Waste

Restricted Revenues

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City of San Bruno
BMR Housing In-Lieu

Fiscal Year 2021-22

Department 131-3334

Description - Fees required by City ordinance to address the residents future housing needs.

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4391	INVESTMENT INCOME	\$ 40,000	\$ 40,000	\$ -	
(A)	Total Revenues	\$ 40,000	\$ 40,000	\$ -	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
6401	PROFESSIONAL SERVICES	42,350	42,350	0	
(B)	Total Expenditures	\$ 42,350	\$ 42,350	\$ -	
(A) - (B)	Surplus / (Deficit)	\$ (2,350)	\$ (2,350)	\$ -	

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City of San Bruno
Area Agency on Aging
 Fiscal Year 2021-22

Department 132-527x

Description - 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.

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4474	FEDERAL GRANTS	\$ 167,270	\$ 133,587	\$ (33,683)	Area Agency on Aging grant
4930	DONATIONS & CONTRIBUTIONS	36,500	61,500	25,000	Private donations
(A)	Total Revenues	\$ 203,770	\$ 195,087	\$ (8,683)	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY19 vs FY20	Notable Changes
5102	PART-TIME SALARIES	\$ 29,055	\$ 19,405	\$ (9,650)	Portion of Senior Services Transportation program salary paid by Area Agency on Aging grant.
	Total Salaries & Benefits	\$ 29,055	\$ 19,405	\$ (9,650)	
6102	OPERATING SUPPLIES	138,082	114,182	(23,900)	Portion of Senior Services Nutrition program food cost paid by Area Agency on Aging grant.
	Total Supplies & Materials	\$ 138,082	\$ 114,182	\$ (23,900)	
8999	NON-OPERATING TRANSFER	36,500	61,500	25,000	Transfer donations to the General Fund to support Senior Services Nutrition and Transportation program.
	Total Allocations	\$ 36,500	\$ 61,500	\$ 25,000	
(B)	Total Expenditures	\$ 203,637	\$ 195,087	\$ (8,550)	
(A) - (B)	Surplus / (Deficit)	\$ 133	\$ -	\$ (133)	

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City of San Bruno

Police Grant - Police Asset Forfeiture Expenditure

Fiscal Year FY2021-22

Department 111-2010

Description - 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. Funds received from the Department of Justice Equitable Sharing Program is used for specific law enforcement purposes such as training, education, equipment, drug and gang education, and other awareness programs.

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4391	INVESTMENT INCOME	\$ 4,000	\$ 5,000	1,000	
4680	FEDERAL EQUITABLE SHARING FUNDS	110,000	200,000	90,000	
4683	ASSET FORFEITURE ALLOCATION	3,000	3,000	-	
(A)	Total Revenues	\$ 117,000	\$ 208,000	\$ 91,000	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
PROJECT # 80942 – Equitable Sharing - AIRPORT					
6401	PROFESSIONAL SERVICES	\$ 75,000	\$ -	\$ (75,000)	
6405	TRAINING/MEETINGS/CONFERENCES	50,000	50,000	-	
6419	OTHER SERVICES	-	-	-	
6650	TOOLS & EQPT. -\$25K	250,000	70,000	(180,000)	Additional \$20,000 maintaining the drone program. \$50,000 recurring annual payment for flock cameras.
8014	OTHER EQUIPMENT	100,382	100,382	-	- Body Camera Program (Year 5)
8999	NON-OPERATING TRANSFER	272,000	-	(272,000)	
	Total Expenditures Project# 80942	\$ 747,382	\$ 220,382	\$ (527,000)	

PROJECT # 80944 - Asset Forfeiture - San Mateo County DARE/DAE

6502	COMMUNITY PROMOTION	7,500	7,500	-	
	Total Expenditures Project# 80944	\$ 7,500	\$ 7,500	\$ -	

(B)	Total Expenditures	\$ 754,882	\$ 227,882	\$ (527,000)	
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(A) - (B)	Surplus / (Deficit)	\$ (637,882)	\$ (19,882)	\$ 618,000	
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Public Works 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.

Overview

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:

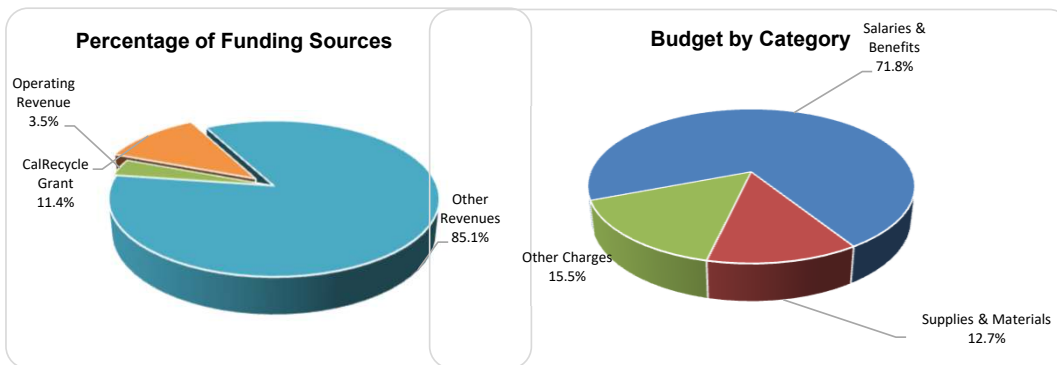
- **Discretionary Customer Service Activities**
Assists with the implementation of resident and business engagement efforts such as Operation Clean Sweep, the Green Business program, and others. Identify funding opportunities to increase citywide beautification efforts.
- **Best Practices to Optimize 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 works to meet waste reduction goals.

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Solid Waste Budget Summary

Funding Summary	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Amended Budget	Amended Budget	Budget
Investment Income	\$ 6,559	\$ 6,831	\$ 2,500	\$ 3,500
Other State Grants	\$ 23,198	\$ 11,390	\$ 11,300	11,500
Assessments Revenue	\$ 83,270	\$ 86,147	\$ 84,379	85,694
Reimbursements	\$ 19,065	\$ 9,474	\$ -	-
Total:	\$ 132,092	\$ 113,842	\$ 98,179	\$ 100,694

Budgeted Expenditures	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Amended Budget	Amended Budget	Budget
Salaries & Benefits	\$ 45,482	\$ 58,127	\$ 69,095	\$ 73,393
Supplies & Materials	\$ 22,323	\$ 26,983	\$ 12,950	12,950
Other Charges	\$ 3,051	\$ 3,467	\$ 3,559	15,864
Total:	\$ 70,855	\$ 88,576	\$ 85,604	\$ 102,207



Performance and Workload Measures	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Estimated	FY 2021-22 Target
Number of Operation Clean Sweep volunteers	250	250	0	250
Average amount of waste diversion per capita per year	4.4	4.4	4.7	4.5

Goals and Accomplishments

FY2020-21 Accomplishments

- Submitted annual Waste Diversion Report to California Integrated Waste Management Board (CalRecycle) summarizing the City's yearly progress in meeting the State target of 75 percent recycling or source reduction of solid waste by 2020. The State's 2015 target for San Bruno was 4.5 pounds of recycling content per person per day. The City achieved 4.7 pounds per person per day.
- Coordinated with Recology on waste diversion initiatives and related state trash disposal and recycling requirements

FY2021-22 Goals and Objectives

- Work with Recology San Bruno to provide education and outreach to the business and residential community regarding organics collection and State mandated recycling requirements
- Seek grant opportunities to replace waste and recycling receptacles along San Mateo Avenue and El Camino Real
- Develop strategies with Recology and CalRecycle to comply with California Assembly Bills (AB) 1826 and 341 - mandatory commercial and organics recycling requirements
- Submit the 2020 Annual Waste Diversion Report to CalRecycle
- Support annual Operation Clean Sweep Program, if held.

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City of San Bruno

Department of Public Works - Solidwaste Revenue & Expenditure

Fiscal Year FY2021-22

Department 122-4130

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4391	INVESTMENT INCOME	\$ 2,500	\$ 3,500	\$ 1,000	
4439	OTHER STATE GRANTS	11,300	11,500	200	
4910	ASSESSMENTS REVENUE	84,379	85,694	1,315	
4993	REIMBURSEMENTS	-	-	-	
(A)	Total Revenues	\$ 98,179	\$ 100,694	\$ 2,515	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	SALARIES	\$ 42,085	\$ 43,387	\$ 1,302	
	FRINGE BENEFITS	27,010	30,006	2,996	Increase in fringe benefits
	Total Salaries & Benefits	\$ 69,095	\$ 73,393	\$ 4,298	
6001	OFFICE SUPPLIES	\$ 100	\$ 100	\$ -	
6102	OPERATING SUPPLIES	\$ 2,000	2,000	-	
6112	POSTAGE	\$ 850	850	-	
6502	COMMUNITY PROMOTION	\$ 10,000	10,000	-	
	Total Supplies & Materials	\$ 12,950	\$ 12,950	\$ -	
7902	INTERDEPARTMENTAL CHARGES	\$ 3,559	\$ 15,864	\$ 12,305	Increase in Department Allocations
	Total Other Charges	\$ 3,559	\$ 15,864	\$ 12,305	
8020	CONSTRUCTION IN PROGRESS	\$ -	\$ -	\$ -	
	Total Capital Outlays	\$ -	\$ -	\$ -	
(B)	Total Expenditures	\$ 85,604	\$ 102,207	\$ 16,603	
(A) - (B)	Surplus ((Deficit)	\$ 12,575	\$ (1,513)	\$ (14,088)	

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**City of San Bruno
Restricted Revenue**

Fiscal Year 2021-22

Department 133-xxxx

Description - Fees, as required by Ordinance or State, and donations are designated for specific purposes such as city art, document imaging, technology improvement, general plan updates, and enhanced library services.

Revenues

Account	Revenue Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
4930	DONATIONS & RESTRICTED REVENUES	\$ 162,000	\$ 256,000	\$ 94,000	Private donations and restricted building permit revenue, such as city art, document imaging, general plan maintenance, and technology fees.
4999	NON-OPERATING TRANSFERS	10,889	289,776	278,887	Return unspent capital improvement funds for completed projects
(A)	Total Revenues	\$ 172,889	\$ 545,776	\$ 372,887	

Expenditures

Account	Expenditure Account Title	FY2020-21 Amended Budget	FY2021-22 Budget	\$ Change in Budget - FY21 vs FY22	Notable Changes
	Total Salaries & Benefits	\$ -	\$ -	\$ -	
6102	OPERATING SUPPLIES	8,000	8,000	-	
6401	PROFESSIONAL SERVICES	39,216	31,400	(7,816)	Hardware upgrade and Bluebeam software installation
6409	SPECIAL PROJECTS	22,900	24,400	1,500	Art projects for Community Day in the Park and traffic signal controller box; Library Winter Reading Program, Library art gallery artist stipend
6419	OTHER SERVICES	63,200	3,200	(60,000)	FY21 included service to relocate reflections art sculpture
6650	TOOLS & EQUIP	105,079	-	(105,079)	FY21 included Senior Center tables for daily lunch program, private rentals, evening City meetings, classes, and programs and Fire Department heart monitors, chest compression system, bicycle helmet purchases
6702	PUBS & SUBSCRIPTIONS	600	600	-	
	Total Supplies & Materials	\$ 238,996	\$ 67,600	\$ (171,396)	
8999	NON-OPERATING TRANSFER	755,146	659,776	(95,370)	Transfer Permit Revenue Technology Fees (\$170,000) to E-Trakit Technology Capital project; Transfer Senior Center Bequest Funds (\$489,776) to Senior Center Parking Lot Improvements Parks & Facilities Capital project
	Total Allocations	\$ 755,146	\$ 659,776	\$ (95,370)	
(B)	Total Expenditures	\$ 994,142	\$ 727,376	\$ (266,766)	
(A) - (B)	Surplus / (Deficit)	\$ (821,253)	\$ (181,600)	\$ 639,653	

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FY2022-26 Capital Improvement Program

Capital Improvement Program (Insert Divider)

FY2022-26 Capital Improvement Program

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FY2022-26 Capital Improvement Program

Financial Summaries (Insert Divider)

2022-26 Capital Improvement Program

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FY2022-26 Capital Improvement Program

FY2021-22 Program Funding Summary

Fund	Estimated Carry-Over	New Request	Total Funding for FY2021-22
Water Capital Program	\$ 16,826,221	\$ (2,941,796)	\$ 13,884,425
Wastewater Capital Program	15,539,232	4,975,109	20,514,341
Stormwater Capital Program	1,680,681	1,769,283	3,449,964
CityNet Services Capital Program	-	250,000	250,000
Parks Capital Program	712,093	4,944,522	5,656,615
Police Department	73,231	-	73,231
Facilities Capital Program	19,262,570	9,733,279	28,995,849
Street Capital Program	6,473,448	6,198,000	12,671,448
Technology Capital Program	340,150	619,850	960,000
Total	\$ 60,907,626	\$ 25,548,247	\$ 86,455,873

FY2022-26 Capital Improvement Program

FY2022-26 Five-Year Summary Project Category

Project Category	FY2021-22			FY2022-26				Total	Unfunded Priorities
	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	
Water	\$ 16,826,221	\$ (2,941,796)	\$ 13,884,425	\$ 20,550,000	\$ 25,100,000	\$ 16,700,000	\$ 200,000	\$ 76,434,425	\$ -
Wastewater	15,539,232	4,975,109	20,514,341	17,100,000	14,360,000	10,500,000	3,500,000	65,974,341	-
Stormwater	1,680,681	1,769,283	3,449,964	-	-	-	-	3,449,964	-
CityNet Services	-	250,000	250,000	-	-	-	-	250,000	-
Parks	712,093	4,944,522	5,656,615	775,000	775,000	1,600,000	150,000	8,956,615	-
Police Department	73,231	-	73,231	-	-	-	-	73,231	-
Facilities	19,262,570	9,733,279	28,995,849	21,204,413	4,048,250	200,514	193,004	54,642,030	-
Street Improvements	6,473,449	6,198,000	12,671,449	8,310,000	2,950,000	750,000	600,000	25,281,449	-
Technology	340,150	619,850	960,000	1,150,000	950,000	50,000	50,000	3,160,000	-
Unfunded Priorities									501,164,999
Total	\$ 60,907,626	\$ 25,548,247	\$ 86,455,873	\$ 69,089,413	\$ 48,183,250	\$ 29,800,514	\$ 4,693,004	\$ 238,222,054	\$ 501,164,999

FY2022-26 Capital Improvement Program

FY2022-26 Five-Year Summary Funding Source

Funding Source	FY2021-22			Total					Unfunded Priorities
	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	
ABA 939	130,000	-	130,000	-	-	-	-	130,000	-
American Rescue Plan Act of 2021	-	750,000	750,000	1,100,000	900,000	-	-	2,750,000	-
Caltrans Sustainable Communities Grant	248,716	-	248,716	-	-	-	-	248,716	-
City Art	-	-	-	-	50,000	-	-	50,000	-
CityNet Services Fund	16,667	90,000	106,667	-	-	-	-	106,667	-
CNRAFund	913,333	-	913,333	-	-	-	-	913,333	-
Crestmoor Project Remaining Balance	-	-	-	900,000	-	-	-	900,000	-
Emergency Disaster Reserve Fund	50,120	-	50,120	-	-	-	-	50,120	-
EPA WQIF	195,691	-	195,691	-	-	-	-	195,691	-
Equipment Reserve Fund	49,237	30,000	79,237	-	-	-	-	79,237	-
FEMA CalOES HMGP	-	1,209,962	1,209,962	-	-	-	-	1,209,962	-
Gas Tax (HUTA)	236,980	-	236,980	490,000	350,000	375,000	300,000	1,751,980	-
Gas Tax (SB1) RMRA	1,452,210	796,000	2,248,210	-	-	-	-	2,248,210	-
General Fund Capital Reserve	1,598,113	404,850	2,002,963	230,000	230,000	150,000	150,000	2,762,963	-
Highway Safety Improvement Program	70,270	-	70,270	-	-	-	-	70,270	-
JPA Reimbursement	77,476	-	77,476	-	-	-	-	77,476	-
Library Construction Donations	298,000	-	298,000	-	-	-	-	298,000	-
Measure A	2,384,349	970,000	3,354,349	990,000	350,000	375,000	300,000	5,369,349	-
Measure G	404,818	1,550,000	1,954,818	-	-	-	-	1,954,818	-
Measure W	400,000	200,000	600,000	600,000	-	-	-	1,200,000	-
MTC OBAG 2 Grant	126,393	792,000	918,393	-	-	-	-	918,393	-
MTC TDA Article 3 Grant	364,241	-	364,241	-	-	-	-	364,241	-
Park-In-Lieu	1,070	-	1,070	-	1,720,000	-	-	1,721,070	-
PG&E Settlement	606,274	750,000	1,356,274	625,000	625,000	-	-	2,606,274	-
PG&E Settlement Funds, Ex Partee Disclosures	-	-	-	1,000,000	-	-	-	1,000,000	-
Police Asset Forfeiture Fund - Equitable Sharing (80942)	23,994	-	23,994	-	-	-	-	23,994	-
Permit Revenue Technology Fee	-	170,000	170,000	50,000	50,000	50,000	50,000	370,000	-
Private Contributions	6,520	100,000	106,520	-	-	-	-	106,520	-
Prop 68 State Park Grant	-	-	-	-	-	-	-	-	-
Quickstrike MTC	-	385,000	385,000	-	-	-	-	385,000	-
Rule 20A Allocations	400,000	-	400,000	2,000,000	2,250,000	-	-	4,650,000	-
San Bruno Community Foundation	17,903,593	8,811,032	26,714,625	15,688,968	-	-	-	42,403,593	-
San Mateo County Measure K Grant	-	-	-	-	-	-	-	-	-
SMC Transportation Authority Grant	-	1,400,000	1,400,000	-	-	-	-	1,400,000	-
Streets Capital RDA	(0)	-	(0)	-	-	-	-	(0)	-
Streets Special Rev - Centrum Settlement	150,000	75,000	225,000	-	-	-	-	225,000	-
Senior Center Bequest Funds	434,109	200,000	634,109	-	-	-	-	634,109	-
Unfunded	-	4,831,090	4,831,090	4,341,097	102,598	1,650,514	193,004	11,118,303	-
Unfunded Priorities	-	-	-	-	-	-	-	-	501,164,999
Wastewater Fund	15,539,232	4,975,109	20,514,341	17,968,000	14,360,000	10,500,000	3,500,000	66,842,341	-
Water Fund	16,826,221	(2,941,796)	13,884,425	21,186,000	25,100,000	16,700,000	200,000	77,076,425	-
YouTube Community Benefits	-	-	-	1,920,348	2,095,652	-	-	4,016,000	-
Total	\$ 60,907,627	\$ 25,548,247	\$ 86,455,874	\$ 69,089,413	\$ 48,183,250	\$ 29,800,514	\$ 4,693,004	\$ 238,222,055	\$ 501,164,999

FY2022-26 Capital Improvement Program

FY2022-26 Five-Year Summary by Project

Water Capital Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
Advanced Water Meter	\$ 6,016,610	\$ 546,998	\$ -	\$ 546,998	\$ -	\$ -	\$ -	\$ -	\$ 546,998	
Commodore Park Well Replacement	2,483,016	1,806,347	(135,000)	1,671,347	3,000,000	-	-	-	4,671,347	
Main Improvement and Replacement Program	10,482,500	5,793,037	250,000	6,043,037	6,150,000	7,000,000	8,000,000	-	27,193,037	
Pressure Reg. Station Improvement & Replacement	1,600,000	1,573,833	-	1,573,833	400,000	-	-	-	1,973,833	
Pump Station Improvement & Replacement	3,760,000	3,046,273	(1,630,000)	1,416,273	4,300,000	1,900,000	-	-	7,616,273	
Tank Improvement and Replacement Program	5,843,042	4,081,392	(1,626,796)	2,454,596	6,500,000	16,000,000	8,500,000	-	33,454,596	
Well Rehabilitation	877,176	(21,659)	200,000	178,341	200,000	200,000	200,000	200,000	978,341	
Total	\$ 31,062,344	\$ 16,826,221	\$ (2,941,796)	\$ 13,884,425	\$ 20,550,000	\$ 25,100,000	\$ 16,700,000	\$ 200,000	\$ 76,434,425	

Wastewater Capital Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
Main Improvement and Replacement	\$ 11,985,316	\$ 5,905,357	\$ 1,600,000	\$ 7,505,357	\$ 13,600,000	\$ 10,860,000	\$ 7,000,000	\$ -	\$ 38,965,357	
Pump Station Improvement and Replacement	10,760,000	5,571,496	-	5,571,496	-	-	-	-	5,571,496	
Water Quality Control Plant Upgrades	9,301,387	4,062,379	3,375,109	7,437,488	3,500,000	3,500,000	3,500,000	3,500,000	21,437,488	
Total	\$ 32,046,703	\$ 15,539,232	\$ 4,975,109	\$ 20,514,341	\$ 17,100,000	\$ 14,360,000	\$ 10,500,000	\$ 3,500,000	\$ 65,974,341	

Stormwater Capital Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
Regional Stormwater Capture Project	\$ 1,113,333	\$ 1,109,024	\$ -	\$ 1,109,024	\$ -	\$ -	\$ -	\$ -	\$ 1,109,024	
Spyglass Drive Storm Drain Improvements	370,000	26,888	1,613,283	1,640,171	-	-	-	-	1,640,171	
Trash Capture Device Installation	320,772	94,769	156,000	250,769	-	-	-	-	250,769	
Pipeline Replacement	450,000	450,000	-	450,000	-	-	-	-	450,000	
Total	\$ 2,254,105	\$ 1,680,681	\$ 1,769,283	\$ 3,449,964	\$ -	\$ -	\$ -	\$ -	\$ 3,449,964	

FY2022-26 Capital Improvement Program

FY2022-26 Five-Year Summary by Project

CityNet Services Capital Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
Channel 1 Upgrade	-	-	250,000	250,000	-	-	-	-	250,000	
Total	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	

Parks Capital Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
Beckner Shelter	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
Crestmoor Canyon Wildfire Mitigation	1,125,000	656,394	825,000	1,481,394	625,000	625,000	-	-	2,731,394	
Citywide Wildfire Mitigation	-	-	150,000	150,000	150,000	150,000	150,000	150,000	750,000	
Florida Avenue Park	600,051	4,629	1,724,632	1,729,261	-	-	-	-	1,729,261	
Park Pathways	175,750	-	222,440	222,440	-	-	-	-	222,440	
Posey Park	-	-	550,000	550,000	-	-	1,450,000	-	2,000,000	
Baseball Field Lighting & Fencing	-	-	1,222,450	1,222,450	-	-	-	-	1,222,450	
Tom Lara Granstand	225,000	51,070	-	51,070	-	-	-	-	51,070	
Total	\$ 2,125,801	\$ 712,093	\$ 4,944,522	\$ 5,656,615	\$ 775,000	\$ 775,000	\$ 1,600,000	\$ 150,000	\$ 8,956,615	

Police Department Capital Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
Radio System Replacement	\$ 448,000	\$ 49,237	\$ -	\$ 49,237	\$ -	\$ -	\$ -	\$ -	\$ 49,237	
Dispatch Ergonomic Upgrade	105,000	23,994	-	23,994	-	-	-	-	23,994	
Records Ergonomic Upgrade	45,000	-	-	-	-	-	-	-	-	
Total	\$ 598,000	\$ 73,231	\$ -	\$ 73,231	\$ -	\$ -	\$ -	\$ -	\$ 73,231	

FY2022-26 Capital Improvement Program

FY2022-26 Five-Year Summary by Project

Facilities Capital Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
CityNet Facility Improvements	\$ 56,000	\$ 16,667	\$ 90,000	\$ 106,667	\$ -	\$ -	\$ -	\$ -	\$ 106,667	
City Facilities Door Access & Management Systems	-	-	80,000	80,000	80,000	80,000	80,000	80,000	400,000	
Fire Station 52 Facility Improvements	200,000	156,477	-	156,477	-	-	-	-	156,477	
Fire Station 52 Replacement	350,000	112,171	-	112,171	-	-	-	-	112,171	
Fire Station 52-5 Year Plan	-	-	32,000	32,000	15,599	13,250	18,547	12,344	91,740	
Fire Station 51-5 Year Plan	-	-	53,247	53,247	47,599	49,348	51,967	50,660	252,821	
Library Generator	35,000	35,000	-	35,000	-	-	-	-	35,000	
Library: HVAC	359,000	359,000	-	359,000	-	-	-	-	359,000	
Library 5 Year Program	-	-	50,000	50,000	47,899	40,000	50,000	50,000	237,899	
Police Station Facility: HVAC	305,000	305,000	50,000	355,000	-	-	-	-	355,000	
Recreation & Aquatic Center (RAC)	25,500,000	17,844,146	8,811,032	26,655,178	21,013,316	3,865,652	-	-	51,534,146	
Senior Center Facility Improvements	-	-	367,000	367,000	-	-	-	-	367,000	
Senior Center Deck Replacement	497,791	289,776	(289,776)	-	-	-	-	-	-	
Senior Center Parking Lot Improvements	-	-	489,776	489,776	-	-	-	-	489,776	
Senior Center Trash Enclosure	145,000	144,333	-	144,333	-	-	-	-	144,333	
Total	\$ 27,447,791	\$ 19,262,570	\$ 9,733,279	\$ 28,995,849	\$ 21,204,413	\$ 4,048,250	\$ 200,514	\$ 193,004	\$ 54,642,030	

FY2022-26 Capital Improvement Program

FY2022-26 Five-Year Summary by Project

Streets Capital Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
Accessible Pedestrian Ramps at Various Locations	\$ 509,287	\$ 184,213	\$ 100,000	\$ 284,213	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 684,213	
BART Right-Of-Way Transfer	75,000	50,820	50,000	100,820	-	-	-	-	100,820	
Bicycle & Pedestrian Improvement Program	857,200	755,782	2,502,000	3,257,782	4,230,000	-	-	-	7,487,782	
Transit Corridor Pedestrian Connection Project Phase 4	-	-	385,000	385,000	-	-	-	-	385,000	
Crystal Springs Road Utility Undergrounding Project Phase I	400,000	400,000	-	400,000	2,000,000	2,250,000	-	-	4,650,000	
Downtown Parking Meters	150,000	150,000	75,000	225,000	-	-	-	-	225,000	
Downtown Trash Receptacle & Newspaper Rack Enclosures	130,000	130,000	30,000	160,000	-	-	-	-	160,000	
Pavement Management Program	3,507,000	2,542,978	996,000	3,538,978	1,100,000	-	-	-	4,638,978	
Pedestrian Safety and Traffic-Calming Program	1,530,952	1,222,045	960,000	2,182,045	150,000	150,000	150,000	-	2,632,045	
Scott Street Grade Separation	120,000	74,731	250,000	324,731	-	-	-	-	324,731	
Sidewalk Repair Program	296,620	257,867	450,000	707,867	450,000	450,000	500,000	500,000	2,607,867	
Streetlight Pole Replacement Program	400,000	399,636	400,000	799,636	-	-	-	-	799,636	
Traffic Signal Rehabilitation Program	1,021,883	24,410	-	24,410	280,000	-	-	-	304,410	
Safe Routes to School Plan	281,180	280,967	-	280,967	-	-	-	-	280,967	
Total	\$ 9,279,122	\$ 6,473,449	\$ 6,198,000	\$ 12,671,449	\$ 8,310,000	\$ 2,950,000	\$ 750,000	\$ 600,000	\$ 25,281,449	

FY2022-26 Capital Improvement Program

FY2022-26 Five-Year Summary by Project

Technology Capital Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
Strategic Software Needs Assessment and Upgrade	\$ 53,000	\$ 53,000	\$ 50,000	\$ 103,000	\$ -	\$ -	\$ -	\$ -	\$ 103,000	
Data Security, Business Continuity, Disaster Recovery Improvement	100,000	92,370	(92,370)	-	-	-	-	-	-	
Tyler Content Management Upgrade	47,000	7,780	(7,780)	-	-	-	-	-	-	
Replacement of City Phone System	187,000	187,000	-	187,000	-	-	-	-	187,000	
E-Trakit Upgrade	-	-	170,000	170,000	50,000	50,000	50,000	50,000	370,000	
EOC Equipment Upgrade	-	-	150,000	150,000	-	-	-	-	150,000	
Disaster Recovery	-	-	150,000	150,000	100,000	100,000	-	-	350,000	
ERP Upgrade	-	-	200,000	200,000	1,000,000	800,000	-	-	2,000,000	
Total	\$ 387,000	\$ 340,150	\$ 619,850	\$ 960,000	\$ 1,150,000	\$ 950,000	\$ 50,000	\$ 50,000	\$ 3,160,000	

Unfunded Priorities Project Title	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						
City Facilities Replacement	\$ 187,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Stormwater Infrastructure Improvement	25,500,000	-	-	-	-	-	-	-	-	
Other Improvement	288,664,999	-	-	-	-	-	-	-	-	
Total	\$ 501,164,999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Grand Total	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	Total
		Estimated Carryover	New Request	Total Appropriations						

FY2022-26 Capital Improvement Program

Water Capital
(Insert Divider)

2022-26 Capital Improvement Program

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Water Capital

FY2022-26 Five-Year Summary by Project and Funding Source

Funding Sources	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 31,062,344	\$ 16,826,221	\$ (2,941,796)	\$ 13,884,425	\$ 20,550,000	\$ 25,100,000	\$ 16,700,000	\$ 200,000	\$ 76,434,425
Project Title	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Advanced Water Meter	\$ 6,016,610	\$ 546,998	\$ -	\$ 546,998	\$ -	\$ -	\$ -	\$ -	\$ 546,998
Acappella Well Project	2,483,016	1,806,347	(135,000)	1,671,347	3,000,000	-	-	-	4,671,347
Main Improvement and Replacement Program	10,482,500	5,793,037	250,000	6,043,037	6,150,000	7,000,000	8,000,000	-	27,193,037
Pressure Reg. Station Improvement & Replacement	1,600,000	1,573,833	-	1,573,833	400,000	-	-	-	1,973,833
Pump Station Improvement & Replacement	3,760,000	3,046,273	(1,630,000)	1,416,273	4,300,000	1,900,000	-	-	7,616,273
Tank Improvement and Replacement Program	5,843,042	4,081,392	(1,626,796)	2,454,596	6,500,000	16,000,000	8,500,000	-	33,454,596
Well Rehabilitation	877,176	(21,659)	200,000	178,341	200,000	200,000	200,000	200,000	978,341
Total	\$ 31,062,344	\$ 16,826,221	\$ (2,941,796)	\$ 13,884,425	\$ 20,550,000	\$ 25,100,000	\$ 16,700,000	\$ 200,000	\$ 76,434,425

The Water Enterprise Fund provides for the maintenance and capital improvements of water system facilities critical to the production and distribution of a dependable water supply from the City's wells and the purchase of water from the San Francisco Public Utilities Commission (SFPUC). The San Bruno water system consists of five production wells, thirteen pressure zones, eight storage tanks, and five connections to major transmission pipelines. The distribution system includes eighteen booster pumps, 1,000 fire hydrants, 9,000 valves, 120 miles of water mains and approximately 12,145 meter services. Implementation of the Water Capital Improvement Program will protect, preserve and enhance water infrastructure facilities. The Capital Improvement Program provides for improvement and/or replacement of existing facilities to ensure water system reliability and the continued provision of high quality water to San Bruno residents and businesses.

Capital investments in the water system are driven by several City Council approved policies and plans including: 1) Water System Master Plan; 2) Urban Water Management Plan; 3) Water System Seismic Assessment; 4) Water Rate Study; and 5) Transit Corridors Plan.

Water Capital

Water Meters

Advanced Water Meter

PROJECT #: 84132

Total Project Budget: \$ 6,016,610

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 6,016,610	\$ 546,998	\$ -	\$ 546,998	\$ -	\$ -	\$ -	\$ -	\$ 546,998

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Installation	\$ 6,016,610	\$ 546,998	\$ -	\$ 546,998	\$ -	\$ -	\$ -	\$ -	\$ 546,998

Project Description: This project replaces aging and unreliable water meters with an upgraded system. The advanced water meter system allows for instant remote monitoring and tracking of water usage by customers and City staff through the internet. Water conservation efforts are significantly improved by providing more accurate water usage readings to customers. This project will provide a better understanding of usage patterns and billing, help to identify abnormalities, and the opportunity to address water leaks which could otherwise go unnoticed.

Residential meter replacement was completed in FY 2016-17. Several commercial water meters were installed in FY2018-19 and FY2019-20. Installation of the remaining advanced meters at all commercial premises will be completed in FY2021-22.



Project Details

Initial Funding Year	FY2013-14
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 5,469,612

Water Capital

Well Replacement

Acappella Well Project (Commodore Park Well Replacement)

PROJECT #: 84709

Total Project Budget: \$ 5,348,016

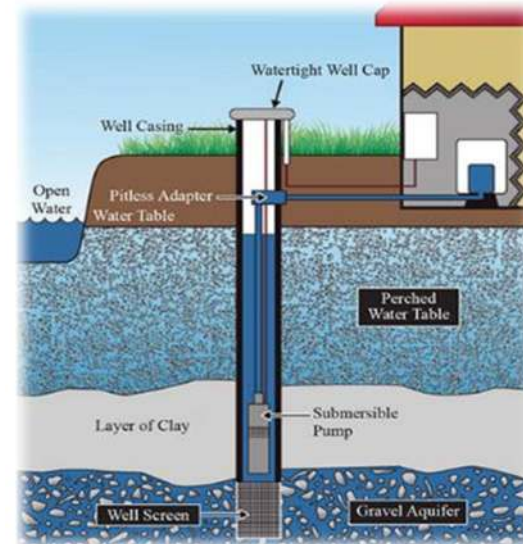
DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 2,483,016	\$ 1,806,347	\$ (135,000)	\$ 1,671,347	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 4,671,347

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 46,639	\$ -	\$ 675,000	\$ 675,000	\$ -	\$ -	\$ -	\$ -	\$ 675,000
Construction	2,436,377	1,806,347	(810,000)	996,347	3,000,000	-	-	-	3,996,347
Total	\$ 2,483,016	\$ 1,806,347	\$ (135,000)	\$ 1,671,347	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 4,671,347

Project Description: This project replaces the Commodore Park Well, which is more than 25 years old and is one of the City's oldest wells. Despite regular maintenance and rehabilitation of this well, it ceased operation in June 2010. A feasibility analysis was performed to determine a potential replacement well site. The Acappella Site adjacent to The Crossing/San Bruno was identified as the location that will result in optimum combination of water quality and production rate.

The construction of the test well was completed in FY 2014-15. The design of the well facilities will be completed in two separate phases. The first phase consists of completing the design and construction of a production well and the second phase consists of design and construction of the well facilities. Additional property adjacent to the well site was acquired in FY 2016-17 which resolved ingress and egress issues. Design is anticipated to begin in 2021.



Project Details

Initial Funding Year	FY2009-10
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$ 676,669

Water Main Improvement and Replacement Program Map



Water Capital

Water Mains

Water Main Improvement and Replacement Program Summary

PROJECT #: 11006 | 11007 | 11008 | 11009 | 11010 | 11011

Total Project Budget: \$ 31,882,500

DEPARTMENT: Public Works		FY2021-22							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Water Fund	\$ 10,482,500	\$ 5,793,037	\$ 250,000	\$ 6,043,037	\$ 6,150,000	\$ 7,000,000	\$ 8,000,000	\$ -	\$ 27,193,037
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design	\$ 1,105,500	\$ 461,691	\$ 50,000	\$ 511,691	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ 1,711,691
Construction	9,377,000	5,331,346	200,000	5,531,346	5,550,000	6,400,000	8,000,000	-	25,481,346
Total	\$ 10,482,500	\$ 5,793,037	\$ 250,000	\$ 6,043,037	\$ 6,150,000	\$ 7,000,000	\$ 8,000,000	\$ -	\$ 27,193,037

Project Description: This program will replace the City’s water main lines over a 20-year period. The schedule to replace individual pipeline segments is guided by the 2012 Water Master Plan, which determined project priorities using water leak reports, maintenance history, fire flow analysis, condition, and capacity of pipelines. Project locations that are scheduled to be completed within the next five years include: San Antonio Avenue and the eastern portion of the City south of I-380, also known as “the Avenues”.

Projects to be completed in FY2021-22 include the design and construction of water improvements in the Avenues 2-1 and 3-1 areas.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2005-06
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 9,378,926

Water Capital

Water Mains

Water Main Improvement and Replacement Program - Project Detail

PROJECT #: 11006 | 11007 | 11008 | 11009 | 11010 | 11011

DEPARTMENT: Public Works

		Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
FUNDING SOURCES			Estimated Carryover	New Request	Total Appropriations					
Water Fund		\$ 10,482,500	\$ 5,793,037	\$ 250,000	\$ 6,043,037	\$ 6,150,000	\$ 7,000,000	\$ 8,000,000	\$ -	\$ 27,193,037
Defund? Completed?		Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
PROJECT APPROPRIATIONS	Project		Estimated Carryover	New Request	Total Appropriations					
San Antonio Avenue	11006	\$ 1,082,500	\$ (3)	\$ -	\$ (3)	\$ -	\$ -	\$ -	\$ -	\$ (3)
Design		25,500	3,003	-	3,003	-	-	-	-	3,003
Construction		1,057,000	(3,006)	-	(3,006)	-	-	-	-	(3,006)
Avenues No. 1-3	11007	\$ 5,020,000	\$ 1,854,312	\$ (1,000,000)	\$ 854,312	\$ -	\$ -	\$ -	\$ -	\$ 854,312
Design		300,000	62,021	-	62,021	-	-	-	-	62,021
Construction		4,720,000	1,792,291	(1,000,000)	792,291	-	-	-	-	792,291
Avenues No. 2-1	11008	\$ 230,000	\$ 90,952	\$ 200,000	\$ 290,952	\$ -	\$ -	\$ -	\$ -	\$ 290,952
Design		180,000	52,926	-	52,926	-	-	-	-	52,926
Construction		50,000	38,026	200,000	238,026	-	-	-	-	238,026
Avenues No. 3-1	11009	\$ 3,850,000	\$ 3,547,776	\$ 1,050,000	\$ 4,597,776	\$ 1,550,000	\$ -	\$ -	\$ -	\$ 6,147,776
Design		300,000	43,741	50,000	93,741	-	-	-	-	93,741
Construction		3,550,000	3,504,035	1,000,000	4,504,035	1,550,000	-	-	-	6,054,035
Avenues No. 3-2	11010	\$ 300,000	\$ 300,000	\$ -	\$ 300,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 4,300,000
Design		300,000	300,000	-	300,000	-	-	-	-	300,000
Construction		-	-	-	-	4,000,000	-	-	-	4,000,000
Avenues No. 3-3	11011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 4,000,000	\$ -	\$ 4,300,000
Design		-	-	-	-	-	300,000	-	-	300,000
Construction		-	-	-	-	-	-	4,000,000	-	4,000,000
Avenues No. 3-4	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 4,000,000	\$ -	\$ 4,300,000
Design		-	-	-	-	-	300,000	-	-	300,000
Construction		-	-	-	-	-	-	4,000,000	-	4,000,000
Avenues No. 4-1	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 2,400,000	\$ -	\$ -	\$ 2,700,000
Design		-	-	-	-	300,000	-	-	-	300,000
Construction		-	-	-	-	-	2,400,000	-	-	2,400,000
Avenues No. 4-2	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 4,000,000	\$ -	\$ -	\$ 4,300,000
Design		-	-	-	-	300,000	-	-	-	300,000
Construction		-	-	-	-	-	4,000,000	-	-	4,000,000
Total		\$ 10,482,500	\$ 5,793,037	\$ 250,000	\$ 6,043,037	\$ 6,150,000	\$ 7,000,000	\$ 8,000,000	\$ -	\$ 27,193,037

Water Capital

Pressure Regulators

Pressure Regulator Station Improvement & Replacement Summary

PROJECT #: 11016 | 11017 | 11018 | 11019 | 11020

Total Project Budget: \$ 2,000,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 1,600,000	\$ 1,573,833	\$ -	\$ 1,573,833	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,973,833

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design	\$ 250,000	\$ 226,530	\$ -	\$ 226,530	\$ 50,000	\$ -	\$ -	\$ -	\$ 276,530
Construction	1,350,000	1,347,303	-	1,347,303	350,000	-	-	-	1,697,303
Total	\$ 1,600,000	\$ 1,573,833	\$ -	\$ 1,573,833	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,973,833

Project Description: This program funds improvement and reconstruction of the City water system's 30 pressure regulator stations. These stations allow reduction of the high incoming water pressure to a normal distribution pressure for delivery to homes and businesses. Regulating stations reduce the stress placed on water distribution equipment, increase system reliability and longevity, and provide residents and businesses with consistent water pressure.

A condition assessment of the regulating stations was completed in FY2016-17. Design of the regulating stations at Rollingwood Drive, Oakmont Drive, and Glenview Drive are anticipated to be completed in FY2021-22.



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 26,167

Water Capital

Pressure Regulators

Pressure Regulator Station Improvement Program - Project Detail

PROJECT #: 11016|11017|11018 |11019 |11020

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2021-22			FY2022-26				Total Budget
			Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	
Water Fund		\$ 1,600,000	\$ 1,573,833	\$ -	\$ 1,573,833	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,973,833
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Rollingwood Drive	11016	\$ 500,000	\$ 487,849	\$ -	\$ 487,849	\$ -	\$ -	\$ -	\$ -	\$ 487,849
Design		50,000	37,849	-	37,849	-	-	-	-	37,849
Construction		450,000	450,000	-	450,000	-	-	-	-	450,000
Oakmont Drive	11017	\$ 600,000	\$ 589,774	\$ -	\$ 589,774	\$ -	\$ -	\$ -	\$ -	\$ 589,774
Design		150,000	139,774	-	139,774	-	-	-	-	139,774
Construction		450,000	450,000	-	450,000	-	-	-	-	450,000
Cunningham Drive	11018	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000
Design		-	-	-	-	50,000	-	-	-	50,000
Construction		-	-	-	-	350,000	-	-	-	350,000
Glenview Drive	11019	\$ 400,000	\$ 396,210	\$ -	\$ 396,210	\$ -	\$ -	\$ -	\$ -	\$ 396,210
Design		50,000	48,907	-	48,907	-	-	-	-	48,907
Construction		350,000	347,303	-	347,303	-	-	-	-	347,303
Piedmont Avenue	11020	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Design		-	-	-	-	-	-	-	-	-
Construction		100,000	100,000	-	100,000	-	-	-	-	100,000
Total		\$ 1,600,000	\$ 1,573,833	\$ -	\$ 1,573,833	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,973,833

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Program Summary

PROJECT #: 11004 | 11003 | 11012 | 11021

Total Project Budget: \$ 8,330,000

DEPARTMENT: Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Water Fund	\$ 3,760,000	\$ 3,046,273	\$ (1,630,000)	\$ 1,416,273	\$ 4,300,000	\$ 1,900,000	\$ -	\$ -	\$ 7,616,273
PROJECT APPROPRIATIONS									
Design	\$ 702,500	\$ 18,153	\$ 170,000	\$ 188,153	\$ -	\$ -	\$ -	\$ -	\$ 188,153
Construction	3,057,500	3,028,120	(1,800,000)	1,228,120	4,300,000	1,900,000	-	-	7,428,120
Total	\$ 3,760,000	\$ 3,046,273	\$ (1,630,000)	\$ 1,416,273	\$ 4,300,000	\$ 1,900,000	\$ -	\$ -	\$ 7,616,273

Project Description: The City operates eight pump stations which deliver water through thirteen pressure zones. This program funds the replacement of the water pump station and equipment such as pumps and motors, backup generators, security improvements, as well as the demolition and reconstruction of entire pump stations.

Design of the Sneath Lane and Lake Drive Pump Stations is anticipated to be completed in FY2021-22.

Funding has been programmed for the design and construction of backup generators at Whitman and Princeton Pump Stations as these locations do not have on-site generators. The design and construction of the generators for the Whitman and Princeton Pump Stations are anticipated to be completed in FY2021-22.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2009-10
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 713,727

Water Capital

Pump Stations

Water Pump Station Improvement and Replacement Program - Project Detail

PROJECT #: 11004 | 11003 | 11012 | 11021

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
			Estimated Carryover	New Request	Total Appropriations					
Water Fund		\$ 3,760,000	\$ 3,046,273	\$ (1,630,000)	\$ 1,416,273	\$ 4,300,000	\$ 1,900,000	\$ -	\$ -	\$ 7,616,273
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Sneath Lane Pump Station	11004	\$ 1,305,000	\$ 1,020,146	\$ (950,000)	\$ 70,146	\$ 2,300,000	\$ 950,000	\$ -	\$ -	\$ 3,320,146
Design		305,000	20,146	50,000	70,146	-	-	-	-	70,146
Construction		1,000,000	1,000,000	(1,000,000)	-	2,300,000	950,000	-	-	3,250,000
Lake Drive Pump Station	11003	\$ 1,305,000	\$ 983,905	\$ (950,000)	\$ 33,905	\$ 2,000,000	\$ 950,000	\$ -	\$ -	\$ 2,983,905
Design		305,000	(16,095)	50,000	33,905	-	-	-	-	33,905
Construction		1,000,000	1,000,000	(1,000,000)	-	2,000,000	950,000	-	-	2,950,000
Whitman Pump Station Generator	11012	\$ 650,000	\$ 578,120	\$ 160,000	\$ 738,120	\$ -	\$ -	\$ -	\$ -	\$ 738,120
Design		42,500	-	35,000	35,000	-	-	-	-	35,000
Construction		607,500	578,120	125,000	703,120	-	-	-	-	703,120
Princeton Pump Station Generator	11021	\$ 500,000	\$ 464,102	\$ 110,000	\$ 574,102	\$ -	\$ -	\$ -	\$ -	\$ 574,102
Design		50,000	14,102	35,000	49,102	-	-	-	-	49,102
Construction		450,000	450,000	75,000	525,000	-	-	-	-	525,000
Total		\$ 3,760,000	\$ 3,046,273	\$ (1,630,000)	\$ 1,416,273	\$ 4,300,000	\$ 1,900,000	\$ -	\$ -	\$ 7,616,273

Water Capital

Water Tanks

Water Tank Improvement and Replacement Program Summary

PROJECT #: 11024 | 85100 | 11022 | 11023

Total Project Budget: \$ 35,216,246

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 5,843,042	\$ 4,081,392	\$ (1,626,796)	\$ 2,454,596	\$ 6,500,000	\$ 16,000,000	\$ 8,500,000	\$ -	\$ 33,454,596
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design	\$ 3,866,246	\$ 2,104,596	\$ 350,000	\$ 2,454,596	\$ -	\$ -	\$ -	\$ -	\$ 2,454,596
Construction	1,976,796	1,976,796	(1,976,796)	-	6,500,000	16,000,000	8,500,000	-	31,000,000
Total	\$ 5,843,042	\$ 4,081,392	\$ (1,626,796)	\$ 2,454,596	\$ 6,500,000	\$ 16,000,000	\$ 8,500,000	\$ -	\$ 33,454,596

Project Description: The City operates eight water tanks as part of its water distribution system. This program funds tank replacement, seismic retrofits, rehabilitation of tanks, and other significant modifications to the existing water tanks. The updated Water Master Plan prioritizes future tank modifications, rehabilitation, and replacement efforts based on the needs of the system.

Replacement of the Glenview Tank was completed in FY2016-17. The current work effort is focused on completing the design of the Cunningham and Sweeney Ridge Tanks.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2004-05
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 1,761,650

Water Capital

Water Tanks

Water Tank Improvement and Replacement Program - Project Detail

PROJECT #: 11024 | 85100 | 11022 | 11023

DEPARTMENT: Public Works		FY2021-22				Total				
FUNDING SOURCES		Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Water Fund		\$ 5,843,042	\$ 4,081,392	\$ (1,626,796)	\$ 2,454,596	\$ 6,500,000	\$ 16,000,000	\$ 8,500,000	\$ -	\$ 33,454,596
PROJECT APPROPRIATIONS	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Commodore Tank Replacement	11024	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ 5,000,000	\$ 5,000,000	\$ -	\$ 11,500,000
Design		1,500,000	1,500,000	-	1,500,000	-	-	-	-	1,500,000
Construction		-	-	-	-	-	5,000,000	5,000,000	-	10,000,000
Cunningham Drive Tank Retrofit	85100	\$ 2,849,232	\$ 1,961,679	\$ (1,726,796)	\$ 234,883	\$ 2,000,000	\$ 3,500,000	\$ 3,500,000	\$ -	\$ 9,234,883
Design		872,436	(15,117)	250,000	234,883	-	-	-	-	234,883
Construction		1,976,796	1,976,796	(1,976,796)	-	2,000,000	3,500,000	3,500,000	-	9,000,000
Princeton Tank Replacement	11023	\$ 500,000	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 3,500,000	\$ -	\$ -	\$ 4,000,000
Design		500,000	500,000	-	500,000	-	-	-	-	500,000
Construction		-	-	-	-	-	3,500,000	-	-	3,500,000
Sweeney Ridge Tank Replacement	11022	\$ 993,810	\$ 119,713	\$ 100,000	\$ 219,713	\$ 4,500,000	\$ 4,000,000	\$ -	\$ -	\$ 8,719,713
Design		993,810	119,713	100,000	219,713	-	-	-	-	219,713
Construction		-	-	-	-	4,500,000	4,000,000	-	-	8,500,000
Total		\$ 5,843,042	\$ 4,081,392	\$ (1,626,796)	\$ 2,454,596	\$ 6,500,000	\$ 16,000,000	\$ 8,500,000	\$ -	\$ 33,454,596

Water Capital

Water Wells

Well Rehabilitation Program Summary

PROJECT #: 84707 | 11013 | 11014 | 11015

Total Project Budget: \$ 1,877,176

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Water Fund	\$ 877,176	\$ (21,659)	\$ 200,000	\$ 178,341	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 978,341

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Well Rehabilitation	\$ 877,176	\$ (21,659)	\$ 200,000	\$ 178,341	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 978,341

Project Description: This program provides comprehensive preventative maintenance and repairs for all five of the City's wells. The three main tasks at each well include rehabilitating the underground well infrastructure every 10 years, inspection and evaluation of the pumps and motors every 5 years, and replacing the filtration media every 10 years. The Commodore Well is currently inactive awaiting construction of a replacement well and will eventually be included in the rotating rehabilitation schedule.



Project Details

Initial Funding Year	FY2009-10
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 898,835

Water Capital

Water Wells

Well Rehabilitation Program - Project Detail

PROJECT #: 84707|11013|11014|11015

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget	
			Estimated Carryover	New Request	Total Appropriations						
Water Fund		\$ 877,176	\$ (21,659)	\$ 200,000	\$ 178,341	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 978,341	
PROJECT APPROPRIATIONS		Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Corporation Yard Well (17)		84707	\$ 157,407	\$ (6,020)	\$ -	\$ (6,020)	\$ -	\$ 200,000	\$ -	\$ -	\$ 193,980
Lions Field Well (20)		11013	153,823	-	-	-	200,000	-	-	-	200,000
City Park Well (18)		11014	275,872	200,000	-	200,000	-	-	200,000	-	400,000
Forest Lane Well (16)		11015	290,074	(215,639)	200,000	(15,639)	-	-	-	200,000	184,361
Total			\$ 877,176	\$ (21,659)	\$ 200,000	\$ 178,341	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 978,341

FY2022-26 Capital Improvement Program

Wastewater Capital
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2022-26 Capital Improvement Program

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Wastewater Capital

FY2022-26 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total	
		Estimated Carryover	New Request	Total Appropriations					FY2022-26	FY2022-26 Budget
Wastewater Fund	\$ 32,046,703	\$ 15,539,232	\$ 4,975,109	\$ 20,514,341	\$ 17,100,000	\$ 14,360,000	\$ 10,500,000	\$ 3,500,000	\$ 65,974,341	
PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	
Main Improvement and Replacement	\$ 11,985,316	\$ 5,905,357	\$ 1,600,000	\$ 7,505,357	\$ 13,600,000	\$ 10,860,000	\$ 7,000,000	\$ -	\$ 38,965,357	
Pump Station Improvement and Replacement	10,760,000	5,571,496	-	5,571,496	-	-	-	-	5,571,496	
Water Quality Control Plant Upgrades	9,301,387	4,062,379	3,375,109	7,437,488	3,500,000	3,500,000	3,500,000	3,500,000	21,437,488	
Total	\$ 32,046,703	\$ 15,539,232	\$ 4,975,109	\$ 20,514,341	\$ 17,100,000	\$ 14,360,000	\$ 10,500,000	\$ 3,500,000	\$ 65,974,341	

The Wastewater Enterprise Fund provides for the maintenance and capital improvements to the City's wastewater collection system to assure safe and reliable collection and conveyance of wastewater from San Bruno residences and businesses to the Water Quality Control Plant which is jointly owned by the Cities of San Bruno and South San Francisco and operated by South San Francisco. The San Bruno wastewater system consists of 85 miles of sewer mains, 2 miles of force mains, and 6 pumping stations. All wastewater is conveyed to the City of South San Francisco's Shaw Road Pump Station, from there it is pumped to the Water Quality Control Plant for treatment. The Wastewater Capital Improvement Program is designed to protect, preserve, and enhance wastewater facilities and to eliminate sanitary sewer overflows that impact public and environmental health.

Capital investments in the wastewater system are driven by several City Council approved policies and plans including: 1) Sewer System Master Plan; 2) Settlement Agreements; 3) Wastewater Rate Study; and 4) Transit Corridors Plan.

Sewer Main Improvement & Replacement Map



Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement Summary

PROJECT #: 31006 | 31007 | 31008 | 31009 | 31010 | 31011 | 31012 | 31013 | 31014

Total Project Budget: \$ 45,045,316

DEPARTMENT: Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Wastewater Fund	\$ 11,985,316	\$ 5,905,357	\$ 1,600,000	\$ 7,505,357	\$ 13,600,000	\$ 10,860,000	\$ 7,000,000	\$ -	\$ 38,965,357
PROJECT APPROPRIATIONS									
Design	\$ 2,540,000	\$ 1,012,044	\$ 150,000	\$ 1,162,044	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ 2,362,044
Construction	9,445,316	4,893,313	1,450,000	6,343,313	13,000,000	10,260,000	7,000,000	-	36,603,313
Total	\$ 11,985,316	\$ 5,905,357	\$ 1,600,000	\$ 7,505,357	\$ 13,600,000	\$ 10,860,000	\$ 7,000,000	\$ -	\$ 38,965,357

Project Description: The work plan for this program includes design and construction for replacement of sewer main segments identified as priorities in the 2014 Sewer Master Plan.

Sewer main replacements are scheduled in the following areas during the next five years: Crestwood Drive and in the eastern portion of the City south of I-380, known as "the Avenues." The main focus of the replacement program is to complete projects identified in the Sewer Master Plan to meet regulatory deadlines established and resolve system deficiencies.

Projects to be completed in FY 2021-22 are the design of sewer main pipeline improvements in Avenues 2-1, 2-2 and 3-1 areas. See the project detail on the following page.



Project Details

Initial Funding Year	FY2005-06
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 6,079,959

Wastewater Capital

Sewer Mains

Sewer Main Improvement & Replacement - Project Detail

PROJECT #: 31006 | 31007 | 31008 | 31009 | 31010 | 31011 | 31012 | 31013 | 31014

DEPARTMENT: Public Works			FY2021-22			Total				
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	
Wastewater Fund	\$ 11,985,316	\$ 5,905,357	\$ 1,600,000	\$ 7,505,357	\$ 13,600,000	\$ 10,860,000	\$ 7,000,000	\$ -	\$ 38,965,357	
			FY2021-22			Total				
PROJECT TITLE	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Crestwood Drive	31006	\$ 1,200,000	\$ 999,900	\$ -	\$ 999,900	\$ -	\$ -	\$ -	\$ -	\$ 999,900
Design		300,000	105,077	-	105,077	-	-	-	-	105,077
Construction		900,000	894,823	-	894,823	-	-	-	-	894,823
San Antonio Avenue	31007	\$ 1,425,316	\$ (651)	\$ -	\$ (651)	\$ -	\$ -	\$ -	\$ -	\$ (651)
Design		170,000	-	-	-	-	-	-	-	-
Construction		1,255,316	(651)	-	(651)	-	-	-	-	(651)
Avenues No. 1-3	31008	\$ 5,430,000	\$ 1,848,310	\$ (1,000,000)	\$ 848,310	\$ -	\$ -	\$ -	\$ -	\$ 848,310
Design		300,000	(27,241)	100,000	72,759	-	-	-	-	72,759
Construction		5,130,000	1,875,551	(1,100,000)	775,551	-	-	-	-	775,551
Avenues No. 2-1	31009	\$ 400,000	\$ 106,685	\$ -	\$ 106,685	\$ 5,500,000	\$ -	\$ -	\$ -	\$ 5,606,685
Design		400,000	106,685	-	106,685	-	-	-	-	106,685
Construction		-	-	-	-	5,500,000	-	-	-	5,500,000
Avenues No. 2-2	31010	\$ 370,000	\$ 99,724	\$ -	\$ 99,724	\$ 4,500,000	\$ -	\$ -	\$ -	\$ 4,599,724
Design		370,000	99,724	-	99,724	-	-	-	-	99,724
Construction		-	-	-	-	4,500,000	-	-	-	4,500,000
Avenues No. 2-3	31011	\$ 400,000	\$ 399,955	\$ -	\$ 399,955	\$ -	\$ 3,260,000	\$ -	\$ -	\$ 3,659,955
Design		400,000	399,955	-	399,955	-	-	-	-	399,955
Construction		-	-	-	-	-	3,260,000	-	-	3,260,000
Avenues No. 3-1	31012	\$ 2,460,000	\$ 2,151,546	\$ 2,600,000	\$ 4,751,546	\$ -	\$ -	\$ -	\$ -	\$ 4,751,546
Design		300,000	27,956	50,000	77,956	-	-	-	-	77,956
Construction		2,160,000	2,123,590	2,550,000	4,673,590	-	-	-	-	4,673,590
Avenues No. 3-2	31013	\$ 300,000	\$ 299,977	\$ -	\$ 299,977	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 3,299,977
Design		300,000	299,977	-	299,977	-	-	-	-	299,977
Construction		-	-	-	-	3,000,000	-	-	-	3,000,000
Avenues No. 3-3	31014	\$ -	\$ (90)	\$ -	\$ (90)	\$ -	\$ 300,000	\$ 4,000,000	\$ -	\$ 4,299,910
Design		-	(90)	-	(90)	-	300,000	-	-	299,910
Construction		-	-	-	-	-	-	4,000,000	-	4,000,000
Avenues No. 3-4	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 3,000,000	\$ -	\$ 3,300,000
Design		-	-	-	-	-	300,000	-	-	300,000
Construction		-	-	-	-	-	-	3,000,000	-	3,000,000
Avenues No. 4-1	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 2,000,000	\$ -	\$ -	\$ 2,300,000
Design		-	-	-	-	300,000	-	-	-	300,000
Construction		-	-	-	-	-	2,000,000	-	-	2,000,000
Avenues No. 4-2	Unassigned	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 5,000,000	\$ -	\$ -	\$ 5,300,000
Design		-	-	-	-	300,000	-	-	-	300,000
Construction		-	-	-	-	-	5,000,000	-	-	5,000,000
Total		\$ 11,985,316	\$ 5,905,357	\$ 1,600,000	\$ 7,505,357	\$ 13,600,000	\$ 10,860,000	\$ 7,000,000	\$ -	\$ 38,965,357

Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement Summary

PROJECT #: 31003|31004|31005

Total Project Budget: \$ 10,760,000

DEPARTMENT: Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Wastewater Fund	\$ 10,760,000	\$ 5,571,496	\$ -	\$ 5,571,496	\$ -	\$ -	\$ -	\$ -	\$ 5,571,496
PROJECT APPROPRIATIONS									
Design	\$ 1,530,000	\$ 401,730	\$ -	\$ 401,730	\$ -	\$ -	\$ -	\$ -	\$ 401,730
Construction	9,230,000	5,169,766	-	5,169,766	-	-	-	-	5,169,766
Total	\$ 10,760,000	\$ 5,571,496	\$ -	\$ 5,571,496	\$ -	\$ -	\$ -	\$ -	\$ 5,571,496

Project Description: The City operates six sanitary sewer pump (lift) stations that convey wastewater from homes and businesses to the City of South San Francisco Shaw Road Pump Station and subsequently to the Water Quality Control Plant located in South San Francisco. This program includes planning, design and construction for improvement or replacement of pump stations and associated force main pipeline.

Design for the Crestwood pump station is scheduled to be completed in FY2021-22.

See the project detail on the following page.

Project Details

Initial Funding Year	FY2009-10
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 5,188,504



Wastewater Capital

Pump Stations

Wastewater Pump Station Improvement & Replacement - Project Detail

PROJECT #: 31003 | 31004 | 31005

DEPARTMENT: Public Works

FUNDING SOURCES		Prior Appropriations	FY2021-22			FY2022-26				Total FY2022-26 Budget
			Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	
Wastewater Fund		\$ 10,760,000	\$ 5,571,496	\$ -	\$ 5,571,496	\$ -	\$ -	\$ -	\$ -	\$ 5,571,496
PROJECT TITLE	Project #	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Crestmoor Pump Station	31003	\$ 2,605,000	\$ 234,330	\$ -	\$ 234,330	\$ -	\$ -	\$ -	\$ -	\$ 234,330
Design		345,000	(110,959)	-	(110,959)	-	-	-	-	(110,959)
Construction		2,260,000	345,289	-	345,289	-	-	-	-	345,289
Crestwood Pump Station	31004	\$ 5,250,000	\$ 5,002,417	\$ -	\$ 5,002,417	\$ -	\$ -	\$ -	\$ -	\$ 5,002,417
Design		840,000	630,631	-	630,631	-	-	-	-	630,631
Construction		4,410,000	4,371,786	-	4,371,786	-	-	-	-	4,371,786
Lomita Pump Station	31005	\$ 2,905,000	\$ 334,749	\$ -	\$ 334,749	\$ -	\$ -	\$ -	\$ -	\$ 334,749
Design		345,000	(117,942)	-	(117,942)	-	-	-	-	(117,942)
Construction		2,560,000	452,691	-	452,691	-	-	-	-	452,691
Total		\$ 10,760,000	\$ 5,571,496	\$ -	\$ 5,571,496	\$ -	\$ -	\$ -	\$ -	\$ 5,571,496

Wastewater Capital

Water Quality Control Plant

Water Quality Control Plant

PROJECT #: 85708

Total Project Cost: \$ 26,676,496

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Wastewater Fund	\$ 9,301,387	\$ 4,062,379	\$ 3,375,109	\$ 7,437,488	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 21,437,488

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
WQCP Improvements	\$ 9,301,387	\$ 4,062,379	\$ 3,375,109	\$ 7,437,488	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 21,437,488

Project Description: The City is responsible for the safe and effective collection and treatment of sanitary sewer discharge by City residents and businesses. For over 70 years, the City of San Bruno and the City of South San Francisco have jointly owned and operated the Water Quality Control Treatment Plant (WQCP) located in South San Francisco to treat the sanitary discharge of both cities. As the cities have grown and regulatory requirements have evolved, the treatment plant has grown in both capacity and complexity.

In the latest effort to meet regulatory requirements and a long-term sustainability plan, the two cities approved a Facility Update Plan in 2011. This plan recommended a series of improvements over the next 30 years ensuring treatment plant reliability to comply with the US Environmental Protection Agency and the State Water Resources Control Board, and to generate additional clean energy to offset power consumption costs.

Significant upcoming projects include Digester and Wet Weather Improvements, Secondary Clarifiers Rehabilitation, Switchgear and Cogen Controls Upgrades, Sea Level Rise Planning, Plant-wide Painting program, and replacements of the Effluent Storage Basin Liner and Sodium Hypochlorite Storage Tank.



Project Details

Initial Funding Year	FY2011-12
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 5,239,008

2022-26 Capital Improvement Program

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FY2022-26 Capital Improvement Program

Stormwater Capital
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2022-26 Capital Improvement Program

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Stormwater Capital

FY2022-26 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
CNRA Fund	\$ 913,333	\$ 913,333	\$ -	\$ 913,333	\$ -	\$ -	\$ -	\$ -	\$ 913,333
EPA WQIF	200,000	195,691	-	195,691	-	-	-	-	195,691
FEMA CalOES HMGP	-	-	1,209,962	1,209,962	-	-	-	-	1,209,962
General Fund Capital Reserve	1,140,772	571,657	-	571,657	-	-	-	-	571,657
Unfunded	-	-	559,321	559,321	-	-	-	-	559,321
Total	\$ 2,254,105	\$ 1,680,681	\$ 1,769,283	\$ 3,449,964	\$ -	\$ -	\$ -	\$ -	\$ 3,449,964

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Regional Stormwater Capture Project	\$ 1,113,333	\$ 1,109,024	\$ -	\$ 1,109,024	\$ -	\$ -	\$ -	\$ -	\$ 1,109,024
Spyglass Drive Storm Drain Improvements	370,000	26,888	1,613,283	1,640,171	-	-	-	-	1,640,171
Trash Capture Device Installation	320,772	94,769	156,000	250,769	-	-	-	-	250,769
Pipeline Replacement	450,000	450,000	-	450,000	-	-	-	-	450,000
Total	\$ 2,254,105	\$ 1,680,681	\$ 1,769,283	\$ 3,449,964	\$ -	\$ -	\$ -	\$ -	\$ 3,449,964

The Stormwater Enterprise Fund provides for maintenance and capital improvements related to the safe and reliable collection and transport of stormwater runoff throughout San Bruno. The Stormwater Capital Improvement Program is designed to protect, preserve, and enhance stormwater facilities to ensure that homes and businesses face a minimal threat of flooding or extended periods of standing water during and after rain events. The goal is to improve and/or replace existing facilities in an effort to extend the useful life of these valuable public assets.

The Regional Water Quality Control Board regulates stormwater discharge under the requirements of the Federal Clean Water Act to avoid pollution of the receiving water of the San Francisco Bay. Regulatory requirements have become increasingly strict and complex in recent years and the City will be required to complete many costly projects within the next several years to maintain compliance.

The only dedicated funding for stormwater operations and capital improvement is a stormwater assessment collected on the property tax bill. The total revenue from the assessment is approximately \$600,000 annually. This amount is barely sufficient to cover annual stormwater operation costs. Completion of necessary system capital improvements will require identification of additional funding in coming years.

Capital investments in the stormwater system are driven by several City Council approved policies and plans including: 1) Stormwater System Master Plan; and 2) Transit Corridors

Stormwater Capital

Stormwater Mains

Regional Stormwater Capture Project at I-280 and I-380

PROJECT #: 21013

Total Project Budget: \$ 1,113,333

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
EPA WQIF	\$ 200,000	\$ 195,691	\$ -	\$ 195,691	\$ -	\$ -	\$ -	\$ -	\$ 195,691
CNRA Fund	913,333	913,333	-	913,333	-	-	-	-	913,333
Total	\$ 1,113,333	\$ 1,109,024	\$ -	\$ 1,109,024	\$ -	\$ -	\$ -	\$ -	\$ 1,109,024

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Construction	-	-	-	-	-	-	-	-	-
Total	\$ 1,113,333	\$ 1,109,024	\$ -	\$ 1,109,024	\$ -	\$ -	\$ -	\$ -	\$ 1,109,024

Project Description: This is a regional stormwater capture project within San Bruno which is designed to collect, detain and treat stormwater at an open space in the Caltrans right-of-way between the I-280/I-380 interchange from a storm drain that serves portions of the Rollingwood, Crestmoor, Portola Highlands, and Pacific Heights neighborhoods of San Bruno.

This project has the potential to supplement groundwater supplies, alleviate downstream flooding, and improve water quality in San Bruno Creek. This project will treat runoff from a total of 942 acres and can reduce the PCBs load in the drainage area by 69%.

The City has secured a \$200,000 grant through EPA's Water Quality Improvement Fund and \$913,333 through the California Natural Resources Agency towards preliminary design of this project. All conceptual design details will be explored in greater detail during a feasibility analysis.

The estimated construction costs are included in the unfunded priorities section.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2023-24
Expended as of June 30, 2020	\$0

Stormwater Capital

Stormwater Mains

Spyglass Drive Storm Drain Improvements

PROJECT #: 21011

Total Project Budget: \$ 1,983,283

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 370,000	\$ 26,888	\$ -	\$ 26,888	\$ -	\$ -	\$ -	\$ -	\$ 26,888
Unfunded	-	-	403,321	403,321	-	-	-	-	403,321
FEMA CalOES HMGP	-	-	1,209,962	1,209,962	-	-	-	-	1,209,962
Total	\$ 370,000	\$ 26,888	\$ 1,613,283	\$ 1,640,171	\$ -	\$ -	\$ -	\$ -	\$ 1,640,171

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	\$ 370,000	\$ 26,888	\$ -	\$ 26,888	\$ -	\$ -	\$ -	\$ -	\$ 26,888
Construction	-	-	1,613,283	1,613,283	-	-	-	-	1,613,283
Total	\$ 370,000	\$ 26,888	\$ 1,613,283	\$ 1,640,171	\$ -	\$ -	\$ -	\$ -	\$ 1,640,171

Project Description: This project will be designed to mitigate flooding issues during intense storm events. Over the years, approximately eight properties within the Spyglass Drive neighborhood have experienced multiple flooding events including property damage. Project will assess alternatives to mitigate the flooding issues and will provide residents within the Spyglass Drive neighborhood a more reliable storm infrastructure system by preventing future overflows.

Project design was completed in FY2020-21. The project received funding for the construction phase through the FEMA Hazard Mitigation grant in 2021. Construction is anticipated to be completed in FY2021-22.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 343,112

Stormwater Capital

Trash Capture Devices

Trash Capture Device Design and Installation

PROJECT #: 21003

Total Project Budget: \$ 476,772

DEPARTMENT: Public Works FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	320,772	94,769	-	94,769	-	-	-	-	94,769
Unfunded	-	-	156,000	156,000	-	-	-	-	156,000
Total	\$ 320,772	\$ 94,769	\$ 156,000	\$ 250,769	\$ -	\$ -	\$ -	\$ -	\$ 250,769

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Installation	-	-	156,000	156,000	-	-	-	-	156,000
Total	\$ 320,772	\$ 94,769	\$ 156,000	\$ 250,769	\$ -	\$ -	\$ -	\$ -	\$ 250,769

Project Description: This project will install trash capture devices in key areas of the City to catch and hold solids, including small trash, sediments, and cigarette butts, and allow stormwater to continue flowing into San Francisco Bay. This project is intended to comply with Regional Water Quality Control Board requirements to significantly reduce stormwater contaminants entering San Francisco Bay. The Water Board requires agencies to reduce trash discharges by 80 percent from 2009 levels by 2019, and 100% reduction by 2022, or no visual impact.

A Feasibility Study completed during FY2017-18 provided recommended trash capture device installation locations and construction cost estimates. The Feasibility Study recommended installing a combination of small and large trash capture devices. Installation of approximately 188 small trash capture devices approved by Council in March 2018 will help the City achieve the 80% trash reduction goal for 2019. Recommendations for how to meet the 100% trash reduction target by 2022 will be provided by a follow-up Feasibility Study during FY2021-22 and may include installing large trash capture devices where stormwater exits San Bruno, or installing more small trash capture devices which will require additional, on-



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 226,003

Stormwater Capital

Pipeline Replacement

Stormwater Pipeline Replacement

PROJECT #: 21010

Total Project Budget: \$ 450,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 450,000	\$ 450,000	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Construction	400,000	400,000	-	400,000	-	-	-	-	400,000
Total	\$ 450,000	\$ 450,000	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000

Project Description: During construction of the SFPUC's pipeline near the County Park at Crystal Springs Road, SFPUC's contractor discovered a leaking and broken stormwater pipeline, which resulted in erosion near the CCSF easement area and El Zanjon Creek. The existing stormwater pipeline connects to the drain inlet within Crystal Springs Road and collects stormwater from the roadway and Crystal Springs Terrace Apartments then discharges the flow to El Zanjon Creek.

In order to mitigate further erosion and impact to CCSF pipelines and Crystal Spring Road, the stormwater pipeline will need to be replaced from the drain inlet to El Zanjon Creek and the hillside restored. The cost for the design and construction of the new stormwater pipeline and erosion mitigation efforts is estimated to be approximately \$450,000 with a contingency.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ -

2022-26 Capital Improvement Program

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FY2022-26 Capital Improvement Program

CityNet Capital
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2022-26 Capital Improvement Program

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CityNet Capital

FY2022-26 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	-	-	250,000	250,000	-	-	-	-	250,000
Total	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

PROJECT TITLE	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Channel 1 Upgrade	-	-	250,000	250,000	-	-	-	-	250,000
Total	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

CityNet's Capital Improvement Program provides funding for major system improvements and equipment purchases and replacement.

Capital investments in the Cable Television system ensure that San Bruno CityNet is positioned to deliver the highest level of customer care and service and provide the broadest choice of telecommunication products and services. Enhancements to the Cable Television system guarantee optimal network stability and performance and allows San Bruno CityNet to remain competitive in the constantly evolving Cable services industry.

Channel 1 Upgrade

PROJECT #: 41005

Total Project Budget: \$ 250,000

DEPARTMENT: CityNet

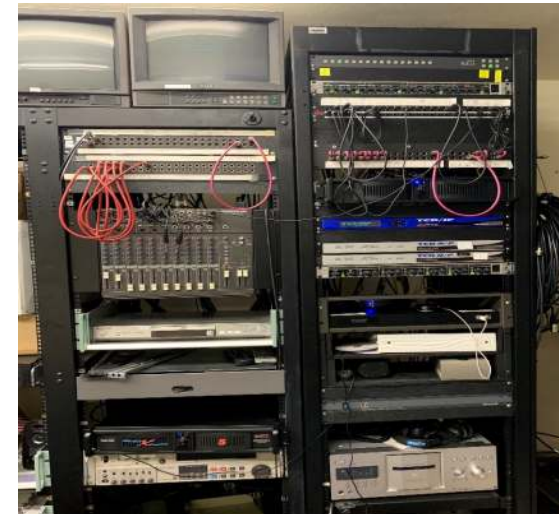
FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	-	-	250,000	250,000	-	-	-	-	250,000
Total	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Install & Consultation	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Project Description: Channel 1 is the City of San Bruno's Public, Educational and Governmental TV Channel managed and operated by San Bruno City Net Services. It's usage during the COVID pandemic has surged by over 400% as it serves San Bruno viewers with pandemic related government information and public health messages. The current broadcasting format of the Channel is Standard Definition (SD), an obsolete broadcast format based on equipment last upgraded comprehensively in 2008-09. The TV recording and broadcast equipment has been failing in its various components over the years and these components have been replaced with the best available replacements. The most recent example of such equipment failures is the standard definition digital message board, for which the only replacement available is in High Definition (HD), necessitating the search underway for equipment to downgrade the output from HD to SD. The current broadcast workflow status is the TV cameras used for recording are in High Definition format, the only industry standard currently available, and the HD TV signal output has to be downgraded from high definition to standard definition to accommodate the other broadcasting equipment which remains in Standard Definition. Additionally the traditional cable TV distribution system, which currently distributes Channel 1 in Standard Definition, is in need of an early transition to a new, all High Definition Internet Protocol TV standard to overcome its own workflow issues related to technological obsolescence. The need to move Channel 1 to a new HD format is of high priority, to keep the channel broadcasting and able to serve the public during this public health emergency as well as in future situations as they arise.

Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of June 30, 2021	\$ -



FY2022-26 Capital Improvement Program

Parks Capital
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2022-26 Capital Improvement Program

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Parks

FY2022-26 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total Budget
		Estimated Carryover	New Request	Total Appropriations					
Emergency Disaster Reserve Fund	125,000	50,120	-	50,120	-	-	-	-	50,120
General Fund Capital Reserve	625,801	54,629	325,000	379,629	150,000	150,000	150,000	150,000	979,629
Measure G	-	-	150,000	150,000	-	-	-	-	150,000
Park-In-Lieu	25,000	1,070	-	1,070	-	-	-	-	1,070
PG&E Settlement	1,000,000	606,274	750,000	1,356,274	625,000	625,000	-	-	2,606,274
Prop 68 State Park Grant	-	-	-	-	-	-	-	-	-
San Bruno Community Foundation	200,000	-	-	-	-	-	-	-	-
San Mateo County Measure K Grant	150,000	-	-	-	-	-	-	-	-
Unfunded	-	-	3,719,522	3,719,522	-	-	1,450,000	-	5,169,522
Total	\$ 2,125,801	\$ 712,093	\$ 4,944,522	\$ 5,656,615	\$ 775,000	\$ 775,000	\$ 1,600,000	\$ 150,000	\$ 8,956,615

This program provides for the improvement and development of the City's facilities, infrastructure, and major equipment used to deliver services to the community, much of which are several decades old. At this time, no dedicated or ongoing revenue resource exists to support the Parks and Facilities Capital Fund. Instead, funding for the Parks and Facilities Capital Fund comes from a variety of sources, including the General Fund, Park-In-Lieu Fund, grant funds, and transfers from other City funds.

Capital investment in the Parks & Facilities are currently driven by City Council approved polices and Parks & Recreation Facilities Master Plan. This plan identifies improvements for specific recreational facilities in San Bruno. A community-wide Facilities Master Plan would be desirable to anticipate future building capital needs and assist with long-term capital funding.

Parks

FY2022-26 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total Budget
		Estimated Carryover	New Request	Total Appropriations					
Beckner Shelter	-	-	250,000	250,000	-	-	-	-	250,000
Crestmoor Canyon Wildfire Mitigation	1,125,000	656,394	825,000	1,481,394	625,000	625,000	-	-	2,731,394
New Citywide Mitigation	-	-	150,000	150,000	150,000	150,000	150,000	150,000	750,000
Florida Avenue Park	600,051	4,629	1,724,632	1,729,261	-	-	-	-	1,729,261
Park Pathways	175,750	-	222,440	222,440	-	-	-	-	222,440
Posey Park	-	-	550,000	550,000	-	-	1,450,000	-	2,000,000
Baseball Field Lighting & Fencing Upgrades	-	-	1,222,450	1,222,450	-	-	-	-	1,222,450
Tom Lara Field Grand Stand	225,000	51,070	-	51,070	-	-	-	-	51,070
Total	\$ 2,125,801	\$ 712,093	\$ 4,944,522	\$ 5,656,615	\$ 775,000	\$ 775,000	\$ 1,600,000	\$ 150,000	\$ 8,956,615

Parks

Beckner Shelter Road

Beckner Shelter Road and Parking Lot Repaving

PROJECT #: 51022

Total Project Budget: \$ 250,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
Repaving	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Project Description: Beckner Shelter Road is located in upper City Park and connects the parking lot near the existing pool to Beckner Shelter picnic area. The road and parking lot are used to access the Beckner Shelter area and also to access walking trails at Junipero Sierra County Park.

The road and parking lot have been deteriorating for years and are full of potholes. Several attempts have been made to fix the potholes, only for them to return. The last few years, staff has been spreading gravel to minimize the potholes which works for a short period of time. The deterioration of the road is to such a degree that, even with gravel, it can no longer be modified to adequately provide a safe surface for walking and driving.

Repaving the road and parking lot will allow for a smooth and safe surface for both vehicular use and pedestrians.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Fire Department

Fire Department

Crestmoor Canyon Wildfire Mitigation

PROJECT #: 51019

Total Project Budget: \$ 3,200,000

DEPARTMENT: Fire Department

Total

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Emergency Disaster Reserve Fund	125,000	50,120	-	50,120	-	-	-	-	50,120
General Fund Capital Reserve	-	-	75,000	75,000	-	-	-	-	75,000
PG&E Settlement	1,000,000	606,274	750,000	1,356,274	625,000	625,000	-	-	2,606,274
Total	\$ 1,125,000	\$ 656,394	\$ 825,000	\$ 1,481,394	\$ 625,000	\$ 625,000	\$ -	\$ -	\$ 2,731,394

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Mitigation	1,000,000	606,274	750,000	1,356,274	625,000	625,000	-	-	2,606,274
CEQA Review	-	-	100,000	100,000	-	-	-	-	100,000
Total	\$ 1,125,000	\$ 656,394	\$ 825,000	\$ 1,481,394	\$ 625,000	\$ 625,000	\$ -	\$ -	\$ 2,731,394

Project Description: Crestmoor Canyon is a large open space area totaling 76.6 acres and is owned by the City of San Bruno. It is surrounded by the Crestmoor, and Rollingwood residential subdivisions, which contain approximately 321 homes; 137 homes respectively. Additionally, a school, and City facilities directly border the Canyon. Within a quarter-mile to the west of the Canyon is Sweeney Ridge a 1,200 acre of open space park, which is part of the National Parks Service and identified as Federal Responsibility Area.

During the 2010 PG&E gas pipeline explosion in the Crestmoor neighborhood, the fire spread into the Crestmoor Canyon. Fire danger in the Canyon remains a critical concern for the City of San Bruno and the residents of the affected Crestmoor neighborhood. City Council Allocated \$125,000 from the City's Emergency Disaster Reserve Fund on 10/22/19 to initiate project planning and environmental clearance processes for the Project. The City was awarded three million dollars from PG&E, specifically for physical work in the canyon, to help mitigate the Wildfire threat. We are working on securing a Project Manager to oversee the completion of the project. This Project Manager will work on a CEQA document required to do more mitigation work than the routine yearly maintenance and supervising the work to be carried out in the canyon. Further, the City will need to identify funding to support annual maintenance after the first-year vegetation clearance.

Project Details

Initial Funding Year	FY2019-20
Target Completion Year	Ongoing
Expended as of June 30, 2020	\$468,606



Fire Department

Fire Department

Citywide Wildfire Mitigation

PROJECT #: 51023

Total Project Budget: \$ 750,000

DEPARTMENT: Fire Department

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure G	-	-	150,000	150,000	-	-	-	-	150,000
General Fund Capital Reserve	-	-	-	-	150,000	150,000	150,000	150,000	600,000
Total	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Mitigation	-	-	150,000	150,000	150,000	150,000	150,000	150,000	750,000
Total	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000

Project Description: The City of San Bruno owns many large open space areas and undeveloped parcels in close proximity to residential structures. These areas pose a significant risk of a large devastating fire. The City of San Bruno directly borders Federal, State, and County land in high fire severity zones.

Many of the Bay Area's most damaging wildland interface fires occurred where homes in areas adjacent to open space were threatened by wildfires. Over the last 30 years, over 197,482 acres have burned, and 5,385 structures have been lost to the largest of these fires. These include the 1991 Oakland Hills "Tunnel Fire," the 1995 Marin County "Vision Fire," the 2002 Santa Clara "Croy Fire," and most recently the in 2009 Lockheed Fire, and in 2020 the CZU Lightning complex fire. These devastating fires have all been in close proximity to San Bruno and should serve as a reminder that we are not immune from a catastrophic wildfire in our local area. Being prepared for this type of incident is critical to the safety of our community. San Bruno has worked to address wildfire issues for years through public education, inspection, permitting, and staffing. This project aims to provide the funds necessary to begin reducing fuel and to minimize the wildfire impacts on properties and the occupants of properties should a wildfire occur. This community-wide wildfire mitigation project will allow the City of San Bruno and the San Bruno Fire Department to target wildfire mitigation projects on City property annually and begin to mitigate wildfire risk on City owned properties. These projects will be selected based on risk assessment tools such as the No-Harm study and other local factors required to maximize fiscal resources. This essential step in meeting the above-stated goals is to utilize comprehensive data that clearly defines and quantifies the wildfire threat to each parcel, our community, and open space lands.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	Ongoing
Expended as of June 30, 2020	\$0

Parks

Parks

Florida Avenue Park

PROJECT #: 51001

Total Project Budget: \$ 2,324,683

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2021-22			FY2022-26				Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	
FUNDING SOURCES									
General Fund Capital Reserve	\$ 400,051	\$ 4,629	\$ -	\$ 4,629	\$ -	\$ -	\$ -	\$ -	\$ 4,629
Unfunded	-	-	110,000	110,000	-	-	-	-	110,000
Unfunded	-	-	1,614,632	1,614,632	-	-	-	-	1,614,632
San Bruno Community Foundation	200,000	-	-	-	-	-	-	-	-
Total	\$ 600,051	\$ 4,629	\$ 1,724,632	\$ 1,729,261	\$ -	\$ -	\$ -	\$ -	\$ 1,729,261

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-26				Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	
Site Demo and Clean up	\$ 331,441	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning and Design	218,610	4,629	172,463	177,092	-	-	-	-	177,092
Construction	50,000	-	1,552,169	1,552,169	-	-	-	-	1,552,169
Total	\$ 600,051	\$ 4,629	\$ 1,724,632	\$ 1,729,261	\$ -	\$ -	\$ -	\$ -	\$ 1,729,261

Project Description: In 2014, the single-family residence located at 324 Florida Avenue was purchased by the City for future use as a neighborhood park. In 2016, the City completed facilitated master plan process for the park which was approved by the City Council in October 2016. In May 2017, demolition and remediation of the property was completed. The park design was completed in Fall 2017 and the project was bid for construction. Construction of the park was placed on hold due to neighbors appealing the project design. Following settlement with Friends of Florida Park in Fall 2019, staff worked with a landscape design firm to finalize new design drawings which include the specimen tree. Construction drawings were completed in Q1 FY2020-21 to be shelf ready for the Round 4 of the Prop 68 funded Statewide Park Development and Community Revitalization Grant.

This project is currently unfunded. The City applied for the Prop 68 Grant in Q3 FY 2020-21 and will be notified by Q2 FY 2021-22 if we receive an award. The project will require matching funds from Park in Lieu in the amount of \$110,000.

Initial Funding Year	FY2015-16
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$ 595,422



Park Pathways

PROJECT #: 60007

Total Project Budget: \$ 398,190

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Unfunded		-	44,488	44,488	-	-	-	-	44,488
Unfunded		-	177,952	177,952	-	-	-	-	177,952
General Fund Capital Reserve	175,750	-	-	-	-	-	-	-	-
Total	\$ 175,750	\$ -	\$ 222,440	\$ 222,440	\$ -	\$ -	\$ -	\$ -	\$ 222,440

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Construction	\$ 175,750	\$ -	\$ 222,440	\$ 222,440	\$ -	\$ -	\$ -	\$ -	\$ 222,440

Project Description: This project includes the rehabilitation of the Pacific Heights Park pathways to create an even surface. It will require the removal of existing asphalt and repaving in many locations, crack-fill and sealing, and the application of a slurry finish to the pathway surface to prevent further deterioration from water intrusion. Upgrading the pathway is part of the ADA Transition Plan and will comply with all ADA standards. This is the final pathway in the park system that has been identified as needing rehabilitation. In previous years San Bruno City Park, Commodore Park and Grundy Park pathways have been rehabilitated.

This project is currently unfunded. The City will be applying for the Prop 68 Per Capita Grant in Q2 FY 2021-22 in the amount of \$177,952. The grant will be awarded Q4 FY 2021-22. The project will require 20% matching funds from Park in Lieu in the amount of \$44,488. Projects will need to be completed by December 2023.



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$175,750

Parks

Parks

Posey Park

PROJECT #: 51024

Total Project Budget: \$ 2,000,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Unfunded		-	500,000	500,000	-	-	-	-	500,000
Unfunded	-	-	-	-	-	-	1,450,000	-	1,450,000
Unfunded	-	-	50,000	50,000	-	-	-	-	50,000
Total	\$ -	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ 1,450,000	\$ -	\$ 2,000,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Planning & Design	-	-	66,000	66,000	-	-	174,000	-	240,000
Construction	-	-	484,000	484,000	-	-	1,276,000	-	1,760,000
Total	\$ -	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ 1,450,000	\$ -	\$ 2,000,000

Project Description: As part of the Caltrain San Bruno Grade Separation project in late 2010, Posey Park was relocated, and a water feature was installed as part of the overall project. Shortly following completion of the Grade Separation Project, several noticeable defects appeared in the water feature. Rust spots from exposed rebar and various cracks in the concrete are easily visible throughout the fountain's painted concrete. Inspection of the fountain water proofing showed signs of bubbling and peeling thus exposing the concrete underneath. A leak was subsequently found. As a result of these defects, the fountain that has been inoperative 4-5 years.

This project is currently unfunded. The City submitted a Transportation, Housing, and Urban Development Appropriations Funding request for \$500,000 to Congresswoman Speier's office to renovate the plaza including: repairing the fountain waterproofing and structural damage; repurposing the fountain into a landscaping; incorporating a mural onto the fountain structure; and providing additional seating and bike storage. The City will be notified by Q2 FY 2021-22 if we receive an award. The project will require matching funds from Park in Lieu in the amount of \$50,000. Future unidentified funding has been indicated to renovate and landscape the hardscaped plaza area.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$0

Parks

Field Light Upgrade

Citywide Baseball Field Lighting & Fencing Upgrades

PROJECT #: 51025

Total Project Budget: \$ 1,222,450

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Unfunded	-	-	1,022,450	1,022,450	-	-	-	-	1,022,450
Unfunded	-	-	200,000	200,000	-	-	-	-	200,000
Total	\$ -	\$ -	\$ 1,222,450	\$ 1,222,450	\$ -	\$ -	\$ -	\$ -	\$ 1,222,450

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Lighting	-	-	923,000	923,000	-	-	-	-	923,000
Light Pole Refurbishing	-	-	40,000	40,000	-	-	-	-	40,000
Fencing	-	-	100,000	100,000	-	-	-	-	100,000
Contingency	-	-	159,450	159,450	-	-	-	-	159,450
Total	\$ -	\$ -	\$ 1,222,450	\$ 1,222,450	\$ -	\$ -	\$ -	\$ -	\$ 1,222,450

Project Description: The field lights at Lara Field, Diamond 2, Diamond 3, and Lions Field use outdated technology including metal halide bulbs and ballasts. The bulbs are difficult to find and are expensive as this technology is being phased out and replaced by LED lit playing fields. As the existing lights fail, the light levels drops below standard recreational play levels. The new LED technology provide a more uniform light levels for the user groups. Replacing all field lights to LED will decrease energy consumption by almost half. They will also decrease maintenance time and costs as LEDs last up to 5 times longer than the current system and have less parts to fail. Additionally, warranties provide all repair work to be provided by the vendor.

This project is currently unfunded. The City submitted a Community Project funding request to Congresswoman Speier's office to fund lighting improvements and to renovate fencing at Lara Field, a regulation-sized field for players aged 14 and older. The City will be notified by Q2 FY 2021-22 if we receive an award. The project will require matching funds from Park in Lieu in the amount of \$200,000.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$0

Parks

Parks

Tom Lara Grandstand

PROJECT #: 51017

Total Project Budget: \$ 225,000

DEPARTMENT: COMMUNITY SERVICES

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-26				Total
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
General Fund Capital Reserve	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Park In Lieu Fees	\$ 25,000	\$ 1,070	\$ -	\$ 1,070	\$ -	\$ -	\$ -	\$ -	\$ 1,070
San Mateo County Measure K Grant	150,000	-	-	-	-	-	-	-	-
Total	\$ 225,000	\$ 51,070	\$ -	\$ 51,070	\$ -	\$ -	\$ -	\$ -	\$ 51,070

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2021-25 Budget
Renovations	\$ 225,000	\$ 51,070	\$ -	\$ 51,070	\$ -	\$ -	\$ -	\$ -	\$ 51,070

Project Description: This renovation is to improve a well used and treasured community recreation facility. The Grandstand Facility is in need of improvements to the exterior to protect the investment of the concession stand and correct years of deferred maintenance. These improvements consist of (1) repairing the cracks and voids in the concrete of the roof and concrete sidewalls and applying a sealer to eliminate water intrusion, (2) replacement of 4 doors and 7 windows (3) installation of new aluminum bleachers, and (4) various cosmetic repairs to improve landscaping, signage, fencing, and other areas.

Following the renovations to the grandstands, staff will partner with the San Bruno Lions Club to make improvements to the concession stand.

Construction began in FY2020-21 and renovations are expected to be complete in FY2021-22.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2020-21
Expended as of June 30, 2020	\$173,930

FY2022-26 Capital Improvement Program

Police Department Capital (Insert Divider)

2022-26 Capital Improvement Program

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Police Department Capital

FY2022-26 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Equipment Reserve	\$ 448,000	\$ 49,237	\$ -	\$ 49,237	\$ -	\$ -	\$ -	\$ -	\$ 49,237
Police Asset Forfeiture Fund - Equitable Sharing	150,000	23,994	-	23,994	-	-	-	-	23,994
Total	\$ 598,000	\$ 73,231	\$ -	\$ 73,231	\$ -	\$ -	\$ -	\$ -	\$ 73,231

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Dispatch Ergonomic Upgrade	105,000	23,994	-	23,994	-	-	-	-	23,994
Records Ergonomic Upgrade	45,000	-	-	-	-	-	-	-	-
Total	\$ 598,000	\$ 73,231	\$ -	\$ 73,231	\$ -	\$ -	\$ -	\$ -	\$ 73,231

Police Department

CIP Project

Police Station - Radio System

PROJECT #: 51015

Total Project Budget: \$ 448,000

DEPARTMENT: Police Department	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Equipment Reserve Funds	\$ 448,000	\$ 49,237	\$ -	\$ 49,237	\$ -	\$ -	\$ -	\$ -	\$ 49,237
PROJECT APPROPRIATIONS									
Radio System Replacement	\$ 448,000	\$ 49,237	\$ -	\$ 49,237	\$ -	\$ -	\$ -	\$ -	\$ 49,237

Project Description: This project replaces the facility's 20-year old radio system, including the electronic hardware infrastructure and replacing all of the portable radio units. Equipment Reserve funding has been planned and set aside for the radio replacement project. Expect to complete project by FY2021-22.



Project Details

Initial Funding Year	FY2015-16
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 398,763

Police Department

CIP Project

Dispatch and Records Ergonomic Update

PROJECT #: 51018

Total Project Cost: \$ 173,994

DEPARTMENT: Police			FY2021-22							Total
FUNDING SOURCES	String	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Police Asset Forfeiture Fd-Equitable Sharing (80942)		150,000	23,994	-	23,994	-	-	-	-	23,994
Total		\$ 150,000	\$ 23,994	\$ -	\$ 23,994	\$ -	\$ -	\$ -	\$ -	\$ 23,994

PROJECT APPROPRIATIONS	String	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Dispatch Ergonomic Upgrade		\$ 105,000	\$ 23,994	\$ -	\$ 23,994	\$ -	\$ -	\$ -	\$ -	\$ 23,994
Records Ergonomic Upgrade		45,000	-	-	-	-	-	-	-	-
Total		\$ 150,000	\$ 23,994	\$ -	\$ 23,994	\$ -	\$ -	\$ -	\$ -	\$ 23,994

Project Description: The Dispatch and Records Division Areas were installed in 2002 have reached the end of their serviceable life. There have been a number of risk factors that have caused both Dispatch and Records personnel to have required ergonomic evaluations that have concluded the workstations do not provide efficient ergonomic working conditions. Other concerns include technology integration, cable management, structural integrity, and console management. The continued use of inefficient and outdated furniture and equipment will result in service and repair cost increases each fiscal year. Additionally, several dispatch components are unable to be repaired due to unavailability of replacement parts.

Implementation of the Dispatch portion of this project can be completed in conjunction with the current approved CIP Radio Replacement project, the cost for certain communication installations would be eliminated from the Dispatch ergonomic update.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$126,006

2022-26 Capital Improvement Program

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FY2022-26 Capital Improvement Program

Facilities Capital
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2022-26 Capital Improvement Program

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Facilities

FY2022-26 Five-Year Summary by Funding

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
City Art	-	-	-	-	-	50,000	-	-	50,000
CityNet Fund	56,000	16,667	90,000	106,667	-	-	-	-	106,667
Crestmoor Project Remaining Balance	-	-	-	-	900,000	-	-	-	900,000
General Fund Capital Reserve	868,791	464,648	130,000	594,648	80,000	80,000	-	-	754,648
Library Construction Donations	298,000	298,000	-	298,000	-	-	-	-	298,000
Measure G	205,000	205,000	-	205,000	-	-	-	-	205,000
Park-In-Lieu	-	-	-	-	-	1,720,000	-	-	1,720,000
PG&E Settlement Funds, Ex Partee Disclos	-	-	-	-	1,000,000	-	-	-	1,000,000
San Bruno Community Foundation	25,500,000	17,844,146	8,811,032	26,655,178	15,688,968	-	-	-	42,344,146
Senior Center Bequest Funds	520,000	434,109	200,000	634,109	-	-	-	-	634,109
YouTube Community Benefits	-	-	-	-	1,920,348	2,095,652	-	-	4,016,000
Water	-	-	-	-	636,000	-	-	-	636,000
Wastewater	-	-	-	-	868,000	-	-	-	868,000
Unfunded	-	-	502,247	502,247	111,097	102,598	200,514	193,004	1,109,460
Total	\$ 27,447,791	\$ 19,262,570	\$ 9,733,279	\$ 28,995,849	\$ 21,204,413	\$ 4,048,250	\$ 200,514	\$ 193,004	\$ 54,642,030

This program provides for the improvement and development of the City's facilities, infrastructure, and major equipment used to deliver services to the community, much of which are several decades old. At this time, no dedicated or ongoing revenue resource exists to support the Parks and Facilities Capital Fund. Instead, funding for the Parks and Facilities Capital Fund comes from a variety of sources, including the General Fund, Park-In-Lieu Fund, grant funds, and transfers from other City funds.

Capital investment in the Parks & Facilities are currently driven by City Council approved polices and Parks & Recreation Facilities Master Plan. This plan identifies improvements for specific recreational facilities in San Bruno. A community-wide Facilities Master Plan would be desirable to anticipate future building capital needs and assist with long-term capital funding.

Facilities

FY2022-26 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
CityNet Facility Improvements	\$ 56,000	\$ 16,667	\$ 90,000	\$ 106,667	\$ -	\$ -	\$ -	\$ -	\$ 106,667
City Facilities: Door Access and Management System	-	-	80,000	80,000	80,000	80,000	80,000	80,000	400,000
Fire Station 52 Facility Improvements	200,000	156,477	-	156,477	-	-	-	-	156,477
Fire Station 52 Replacement	350,000	112,171	-	112,171	-	-	-	-	112,171
Fire Station 52 -5 Year Program	-	-	32,000	32,000	15,599	13,250	18,547	12,344	91,740
Fire Station 51 -5 Year Program	-	-	53,247	53,247	47,599	49,348	51,967	50,660	252,821
Library Facility Improvements: Library Generator	35,000	35,000	-	35,000	-	-	-	-	35,000
Library Facility Improvements: HVAC	359,000	359,000	-	359,000	-	-	-	-	359,000
Library - 5 Year Program	-	-	50,000	50,000	47,899	40,000	50,000	50,000	237,899
Police Station Facility: HVAC	305,000	305,000	50,000	355,000	-	-	-	-	355,000
Recreation & Aquatic Center (RAC)	25,500,000	17,844,146	8,811,032	26,655,178	21,013,316	3,865,652	-	-	51,534,146
Senior Center Facilities Improvement	-	-	367,000	367,000	-	-	-	-	367,000
Senior Center Deck Replacement	497,791	289,776	(289,776)	-	-	-	-	-	-
Senior Center Parking lot	-	-	489,776	489,776	-	-	-	-	489,776
Senior Center Trash Enclosure	145,000	144,333	-	144,333	-	-	-	-	144,333
Total	\$ 27,447,791	\$ 19,262,570	\$ 9,733,279	\$ 28,995,849	\$ 21,204,413	\$ 4,048,250	\$ 200,514	\$ 193,004	\$ 54,642,030

Facilities

Facilities

CityNet Facility Improvements

PROJECT #: 51006

Total Project Budget: \$ 146,000

DEPARTMENT: Community Services/Public Works		FY2021-22							Total
FUNDING SOURCES	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
CityNet Fund	\$ 56,000	\$ 16,667	\$ 90,000	\$ 106,667	\$ -	\$ -	\$ -	\$ -	\$ 106,667
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Total	\$ 56,000	\$ 16,667	\$ 90,000	\$ 106,667	\$ -	\$ -	\$ -	\$ -	\$ 106,667

Project Description: The Arbor Court facility houses much of the data equipment for the enterprise. In its current state, the air conditioning units (4) at the Arbor Court CityNet facility are outdated and not functioning at capacity. The two external units run hot and are extremely loud. The two roof mounted units have a hard time keeping up with demand as new data racks have been added over the years but the AC capacity has not been increased to keep pace with demand. In addition, the duct work inside the facilities needs to be rearranged so the exhaust ports are on the hot side of the racks. Furthermore, the 3 roof top split systems located at 398 El Camino which provide HVAC service to CityNet offices and data rooms are equally past their lifecycles and must be replaced.

Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY2021-22
Expended as of June 30, 2021	\$ 39,333



Facilities

Facilities

City Facilities Security Improvement - Door Access and Management System

PROJECT #: 51026

Total Project Budget: \$ 400,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	-	-	80,000	80,000	80,000	80,000	-	-	240,000
Unfunded	-	-	-	-	-	-	80,000	80,000	160,000
Total	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 400,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget

Project Description: This project will install a city wide door access and management system for all City facilities with the exception of the Police Station. The management system will be cloud based. The new system will allow for more secured access by City staff with more control and real time ability to allow and/or restrict access to users. It will be a keyless entry that will improve quality and safety through automation.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2025-26
Expended as of June 30, 2020	\$0

Facilities

Facilities

Fire Station 52 Facility Improvements

PROJECT #: 51010

Total Project Budget: \$ 200,000

DEPARTMENT: Fire Department/Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 200,000	\$ 156,477	\$ -	\$ 156,477	\$ -	\$ -	\$ -	\$ -	\$ 156,477
PROJECT APPROPRIATIONS									
Design	\$ 200,000	\$ 156,477	\$ -	\$ 156,477	\$ -	\$ -	\$ -	\$ -	\$ 156,477
Construction	-	-	-	-	-	-	-	-	-
Total	\$ 200,000	\$ 156,477	\$ -	\$ 156,477	\$ -	\$ -	\$ -	\$ -	\$ 156,477

Project Description: The Fire Station 52 project will incorporate upgrades to the single restroom facility and a kitchen remodel. It is anticipated that the short-term improvements will be undertaken while a replacement station is being designed. The scope of the project is being evaluated to include only pressing items and depending upon the schedule for construction of the new station.



Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY 2021-22
Expended as of June 30, 2020	\$ 43,523

Facilities

Facilities

Fire Station 52 Replacement

PROJECT #: 51011

Total Project Budget: \$ 350,000

DEPARTMENT: Fire Department/Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 350,000	\$ 112,171	\$ -	\$ 112,171	\$ -	\$ -	\$ -	\$ -	\$ 112,171
PROJECT APPROPRIATIONS									
Design	\$ 350,000	\$ 112,171	\$ -	\$ 112,171	\$ -	\$ -	\$ -	\$ -	\$ 112,171
Construction	-	-	-	-	-	-	-	-	-
Total	\$ 350,000	\$ 112,171	\$ -	\$ 112,171	\$ -	\$ -	\$ -	\$ -	\$ 112,171

Project Description: Following the 2010 PG&E gas pipeline explosion in San Bruno's Crestmoor neighborhood, the City played an active role in several investigative proceedings before the California Public Utilities Commission (CPUC). The City Council previously considered several projects related to the explosion and its aftermath to be completed with any funding that may be available to the City as a result of the disaster. Replacement of Fire Station 52 was identified as the highest priority for use of any such funds.

This building, constructed in the mid-1950's, serves as San Bruno's second fire station, providing coverage to the western half of the City. The station houses on duty firefighters, trucks, and other fire equipment and is a critical component of the City's public safety infrastructure.

It is currently in poor repair and it lacks many of the modern-day amenities considered necessary for fire service delivery. Replacement of the station will provide the necessary facilities for Fire Department staff and operations, and will allow the Department to properly store and secure apparatus and equipment. In addition, a new station may be designed to include a neighborhood meeting room and activity space.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	TBD
Expended as of June 30, 2020	\$237,829

Fire Department

Facilities CIP

Fire Station 52 Facilities 5 year Improvement Program

PROJECT #: 51027

Total Project Budget: \$ 91,740

DEPARTMENT: Fire Department/Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23				FY2025-26	
		Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	Budget	
Unfunded		-	32,000	32,000	15,599	13,250	18,547	12,344	91,740	
Total	\$ -	\$ -	\$ 32,000	\$ 32,000	\$ 15,599	\$ 13,250	\$ 18,547	\$ 12,344	\$ 91,740	

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23				FY2025-26	
		Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	Budget	
Design and Installation		-	32,000	32,000	15,599	13,250	18,547	12,344	91,740	
Total	\$ -	\$ -	\$ 32,000	\$ 32,000	\$ 15,599	\$ 13,250	\$ 18,547	\$ 12,344	\$ 91,740	

Project Description: The City of San Bruno Fire Department is comprised of 2 fire stations constructed in the mid-1950's. Each station houses on duty firefighters, trucks, and other fire equipment and is a critical component of the City's public safety infrastructure.

Over the years, station 52 has had limited building systems updates and in its existing condition lack many of the modern-day amenities considered necessary for fire service delivery. This CIP aims to address these building systems over the next 5years, so that the city can provide the necessary facilities for Fire Department staff and operations. Key building systems which will be addressed: HVAC and ventilation, addition of a secondary Plymovent vent for apparatus exhaust, paint inside and out, windows and window treatments, plumbing for portable showers/restrooms



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2025-26
Expended as of June 30, 2020	\$32,000

Fire Department

Facilities CIP

Fire Station 51 Facilities 5 year Improvements Program

PROJECT #: 51028

Total Project Budget: \$ 252,821

DEPARTMENT: Fire Department/Public Works		FY2021-22							Total
FUNDING SOURCES	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
Unfunded		-	53,247	53,247	47,599	49,348	51,967	50,660	252,821
Total	\$ -	\$ -	\$ 53,247	\$ 53,247	\$ 47,599	\$ 49,348	\$ 51,967	\$ 50,660	\$ 252,821

PROJECT APPROPRIATIONS		FY2021-22							Total
PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
Design and Installation		-	53,247	53,247	47,599	49,348	51,967	50,660	252,821
Total	\$ -	\$ -	\$ 53,247	\$ 53,247	\$ 47,599	\$ 49,348	\$ 51,967	\$ 50,660	\$ 252,821

Project Description: The City of San Bruno Fire Department is comprised of 2 fire stations constructed in the mid-1950's. Each station houses on duty firefighters, trucks, and other fire equipment and is a critical component of the City's public safety infrastructure.

Over the years, station 51 has received limited facilities improvements and in current condition lacks many of the modern-day amenities considered necessary for fire service delivery. By allocating CIP funds, the city can provide the necessary facilities for Fire Department staff and operations, and will allow the Department to properly store, secure Fire apparatus and equipment. This 5 year plan aims to address the following building systems: Roof replacement, HVAC, Windows and window treatments, Bathrooms, flooring throughout, garage bay ceiling vaulted for apparatus repairs, dry rot repair on building exterior, admin office flooring and paint.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2025-26
Expended as of June 30, 2020	\$53,247

Facilities

Facilities

Library Facility Improvements - Library Generator

PROJECT #: 51013

Total Project Budget: \$ 35,000

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2021-22			Total FY2022-26 Budget	FY2022-23	FY2023-24	FY2024-25	FY2025-26
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
PROJECT APPROPRIATIONS									
Construction	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

Project Description: This project will verify the power source to the conductors outside of the generator room in the basement of City Hall. If no power is detected, the work will include installing conduit and running wires to the emergency generator's breaker.

The generator that serves the Library is located at City Hall in the basement area. The Library generator was no longer functioning and so it was wired to the City Hall generator located outside of the City Manager's office in front of the parking stalls. The temporary solution was to leave the wires above ground. There have been multiple power outages in the past year and the re-routing of the wiring has been a valid solution.

Project anticipated to be completed at the end of FY2020-21.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2020-21
Expended as of June 30, 2020	\$0

Facilities

Facilities

Library Facility Improvements

PROJECT #: 51012

Total Project Budget: \$ 359,000

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	61,000	61,000	-	61,000	-	-	-	-	61,000
Library Construction Donations	298,000	298,000	-	298,000	-	-	-	-	298,000
Total	\$ 359,000	\$ 359,000	\$ -	\$ 359,000	\$ -	\$ -	\$ -	\$ -	\$ 359,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	50,000	50,000	-	50,000	-	-	-	-	50,000
Construction	309,000	309,000	-	309,000	-	-	-	-	309,000
Total	\$ 359,000	\$ 359,000	\$ -	\$ 359,000	\$ -	\$ -	\$ -	\$ -	\$ 359,000

Project Description: The San Bruno Public Library has had limited facility improvements and currently lacks many modern-day needed building amenities. This CIP allocates additional funds to improve the Library's infrastructure and will bring the building up to modern codes and standards. Currently the HVAC system has exceeded its expected life cycle, often malfunctions, and is ineffective in some areas of the building.

Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$0

Facilities

Facilities

Library Facility Improvement 5 year Program

PROJECT #: 51029

Total Project Budget: \$ 237,899

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Unfunded	-		50,000	50,000	47,899	40,000	50,000	50,000	237,899
Total	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 47,899	\$ 40,000	\$ 50,000	\$ 50,000	\$ 237,899

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Construction	-		50,000	50,000	47,899	40,000	50,000	50,000	237,899
Total	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 47,899	\$ 40,000	\$ 50,000	\$ 50,000	\$ 237,899

Project Description: Over the years, the San Bruno Public Library Facilities have received limited facilities improvement and in it's current state lacks many of the modern-day building amenities. These critical building system have been identified and a 5 year plan has been developed to address these needs. CIP allocates funds to improve Library's infrastructure and brings the building to modern standards over the course of 5 years, and will address the following items: Roof Replacement, Flooring throughout, building energy efficiency, Linden side windows and window coverings, and full interior paint.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2025-26
Expended as of June 30, 2020	\$0

Facilities

Facilities

Police Facility Improvements - HVAC & Roof

PROJECT #: 51014

Total Project Budget: \$ 355,000

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	100,000	100,000	50,000	150,000	-	-	-	-	150,000
Measure G	205,000	205,000	-	205,000	-	-	-	-	205,000
Total	\$ 305,000	\$ 305,000	\$ 50,000	\$ 355,000	\$ -	\$ -	\$ -	\$ -	\$ 355,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design (HVAC)	-	-	-	-	-	-	-	-	-
Construction (HVAC)	180,000	180,000	50,000	230,000	-	-	-	-	230,000
Total	\$ 305,000	\$ 305,000	\$ 50,000	\$ 355,000	\$ -	\$ -	\$ -	\$ -	\$ 355,000

Project Description: This project will include two components. The first component will address repairing the roof. The roof is deteriorated and needs constant patching during the rainy season. New roof leaks are often detected in the building. The proposed repairs include applying primer and siliconized material over the existing roof. A comparable vinyl or TPO roofing membrane material is recommended for energy efficiency. Repairs come with a 5-10 year warranty based on the number of coats of siliconized material applied.

The second component will address the failing HVAC box car unit on the roof of the facility. The current system is deteriorated and rusty and can no longer cool the air drawn into the building sufficiently.

Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Facilities

Facilities

Recreation & Aquatic Center

PROJECT #: 51009

Total Project Budget: \$ 59,190,000

DEPARTMENT: Community Services

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
San Bruno Community Foundation	25,500,000	17,844,146	8,811,032	26,655,178	15,688,968	-	-	-	42,344,146
Park-In-Lieu	-	-	-	-	-	1,720,000	-	-	1,720,000
YouTube Community Benefits	-	-	-	-	1,920,348	2,095,652	-	-	4,016,000
PG&E Settlement Funds, Ex Partee Disclosures	-	-	-	-	1,000,000	-	-	-	1,000,000
Crestmoor Project Remaining Balance	-	-	-	-	900,000	-	-	-	900,000
Water	-	-	-	-	636,000	-	-	-	636,000
Wastewater	-	-	-	-	868,000	-	-	-	868,000
City Art	-	-	-	-	-	50,000	-	-	50,000
Total	\$ 25,500,000	\$ 17,844,146	\$ 8,811,032	\$ 26,655,178	\$ 21,013,316	\$ 3,865,652	\$ -	\$ -	\$ 51,534,146

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Phase 1: Design	\$ 500,000	\$ 83,894	\$ -	\$ 83,894	\$ -	\$ -	\$ -	\$ -	\$ 83,894
Phase 2: Schematic Design & Construction	15,636,562	9,463,144	1,854,843	11,317,987	-	-	-	-	11,317,987
Phase 3: Construction	8,363,438	7,310,506	6,956,189	14,266,695	21,013,316	3,865,652	-	-	39,145,663
FF&E	-	-	-	-	-	-	-	-	-
Testing & Inspections	-	-	-	-	-	-	-	-	-
Tom Lara Field Parking Lot	1,000,000	986,602	-	986,602	-	-	-	-	986,602
Total	\$ 25,500,000	\$ 17,844,146	\$ 8,811,032	\$ 26,655,178	\$ 21,013,316	\$ 3,865,652	\$ -	\$ -	\$ 51,534,146

Project Description: In 2013, the San Bruno Community Foundation was created by the San Bruno City Council to manage a restitution settlement from Pacific Gas and Electric Company (PG&E) following the 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. Following a broad board community input process to elicit recommendation from the public and community representatives on how to prioritize the settlement funds, the City Council authorized the design and construction of a combined aquatic and recreation center complex.

This new facility will allow for expanded services, space and opportunities for the San Bruno community. The swimming pool will be expanded to a year-round program from the current seasonal availability and will provide additional rental opportunities. The Recreation Center will provide a large community event room, expanded group and individual exercise opportunities, classroom and enrichment space, a divisible gymnasium, and indoor walking track.

Construction is anticipated to start in Fall 2021.

Project Details

Initial Funding Year	FY2017-18
Target Completion Year	FY2023-24
Expended as of June 30, 2020	\$ 7,655,854



Facilities

Facilities

Senior Center Facilities Improvement

PROJECT #: 51030

Total Project Budget: \$ 367,000

DEPARTMENT: Community Services/Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Unfunded	-	-	367,000	367,000	-	-	-	-	367,000
Total	\$ -	\$ -	\$ 367,000	\$ 367,000	\$ -	\$ -	\$ -	\$ -	\$ 367,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Construction	-	-	317,000	317,000	-	-	-	-	317,000
Total	\$ -	\$ -	\$ 367,000	\$ 367,000	\$ -	\$ -	\$ -	\$ -	\$ 367,000

Project Description: The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for a congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, a door-to-door transportation service is offered by the Center. Throughout the week, the Center is visited by hundreds of patrons. It is also used for official City events, City Council meetings, Planning Commission meetings, non-profit, and private rentals.

As with all buildings of this age, the Senior Center is in need of facilities improvements to bring the building up to current ADA standards and replace worn out infrastructure. Future improvements include, but are not limited to: interior/exterior painting, roof maintenance and gutter repair, restroom refresh/ADA compliance, and flooring updates.



Project Details

Initial Funding Year	FY21-22
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$ -

Facilities

Facilities

Senior Center Deck Replacement

PROJECT #: 83315

Total Project Budget: \$ 208,015

DEPARTMENT: Community Services/Public Works	Prior	FY2021-22			Total	FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total
		Estimated	New	Total						
FUNDING SOURCES	Appropriations	Carryover	Request	Appropriations						Budget
General Fund Capital Reserve	\$ 122,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior Center Bequest Funds	375,000	289,776	(289,776)	-	-	-	-	-	-	-
Total	\$ 497,791	\$ 289,776	\$ (289,776)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT APPROPRIATIONS	Prior	FY2021-22			Total	FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total
		Estimated	New	Total						
	Appropriations	Carryover	Request	Appropriations						Budget
Design	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	412,791	289,776	(289,776)	-	-	-	-	-	-	-
Total	\$ 497,791	\$ 289,776	\$ (289,776)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Description: The exterior deck along the back of the San Bruno Senior Center that was recently replaced was original to the building's construction and was approximately 31 years old. This deck is regularly used by Senior Center patrons and groups who rent the facility for parties and fundraisers. The space offered on the deck is an integral outdoor extension of the Senior Center and provides gathering space in a comfortable and inviting natural environment. It is routinely used by daily Senior Center patrons, Bocce Ball players who gather on the exterior deck while awaiting for games to commence, and rental guests.

The decking, previously constructed of redwood planks and nails, had outlived its useful life and was in need of replacement. The redwood decking planks were splintering and cupping. Due to the age of the wood, frequent maintenance was required to reset nails which secure the decking planks to its structural framing in order to limit tripping hazards and insure the integrity of the deck's surface. Defunding this project and transferring remaining funds to new Senior Center Parking Lot Project in the amount of \$289,776.



Project Details

Initial Funding Year	FY2014-15
Target Completion Year	FY2018-19
Expended as of June 30, 2020	\$ 208,015

Facilities

Facilities

Senior Center Parking Lot Improvements

PROJECT #: 51031

Total Project Budget: \$ 489,776

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget	Total
		Estimate Carryover	New Request	Total Appropriations						
General Fund Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior Center Bequest Funds	-	-	489,776	489,776	-	-	-	-	489,776	-
Total	\$ -	\$ -	\$ 489,776	\$ 489,776	\$ -	\$ -	\$ -	\$ -	\$ 489,776	\$ -

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget	Total
		Estimate Carryover	New Request	Total Appropriations						
Construction	-	-	489,776	489,776	-	-	-	-	489,776	-
Total	\$ -	\$ -	\$ 489,776	\$ 489,776	\$ -	\$ -	\$ -	\$ -	\$ 489,776	\$ -

Project Description: The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for a congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, a door-to-door transportation service is offered by the Center. Throughout the week, the Center is visited by hundreds of patrons. It is also used for official City events, City Council meetings, Planning Commission meetings, non-profit, and private rentals.

Over the years, the parking stripes have faded and it has become very difficult for the patrons to park because they are unable to see the strips. And, as part of the ADA Transition Plan, the accessible parking stalls are in need of a redesign to meet the current standards. Additional work includes installation of bollards and repairing pot holes.

Appropriating \$289,776 Funds from completed project #83315 and requesting an additional \$200,000 from Senior Bequest funds.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Facilities

Facilities

Senior Center Trash Enclosure

PROJECT #: 51021

Total Project Budget: \$ 144,333

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Senior Center Bequest Funds	\$ 145,000	\$ 144,333	\$ -	144,333	\$ -	\$ -	\$ -	\$ -	\$ 144,333

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
Construction	125,000	125,000	-	125,000	-	-	-	-	125,000
Total	\$ 145,000	\$ 144,333	\$ -	\$ 144,333	\$ -	\$ -	\$ -	\$ -	\$ 144,333

Project Description: The San Bruno Senior Center was originally constructed in 1987. The Center is used heavily on a daily basis for a congregate lunch program, enrichment classes, social programs, educational workshops and seminars, and to give the senior population volunteer opportunities. In addition, a door-to-door transportation service is offered by the Center. Throughout the week, the Center is visited by hundreds of patrons. It is also used for official City events, City Council meetings, Planning Commission meetings, non-profit, and private rentals.

The trash enclosure was damaged in the accident in June of 2017. This project will restore the functionality of the trash enclosure and bring the facility up to the current code requirements. This enclosure will house the trash, recycle, and compost debris boxes. It will include screening the containers from view, diverting waste spills to the sanitary sewer system, constructing an accessible entrance and enclosing the structure with a roof.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$667

2022-26 Capital Improvement Program

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FY2022-26 Capital Improvement Program

Streets Capital
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2022-26 Capital Improvement Program

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Streets Capital

FY2022-26 Five-Year Summary by Funding Source

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
ABA 939	130,000	130,000	-	130,000	-	-	-	-	130,000
Caltrans Sustainable Communities Grant	248,929	248,716	-	248,716	-	-	-	-	248,716
Equipment Reserve	-	-	30,000	30,000	-	-	-	-	30,000
Gas Tax (HUTA)	768,000	236,980	-	236,980	490,000	350,000	375,000	300,000	1,751,980
Gas Tax (SB1) RMRA	1,576,000	1,452,210	796,000	2,248,210	-	-	-	-	2,248,210
General Fund Capital Reserve	407,490	167,029	-	167,029	-	-	-	-	167,029
Highway Safety Improvement Program	72,000	70,270	-	70,270	-	-	-	-	70,270
JPA Reimbursement	89,120	77,476	-	77,476	-	-	-	-	77,476
Measure A	3,307,251	2,384,349	970,000	3,354,349	990,000	350,000	375,000	300,000	5,369,349
Measure G	200,000	199,818	1,400,000	1,599,818	-	-	-	-	1,599,818
Measure W	400,000	400,000	200,000	600,000	600,000	-	-	-	1,200,000
MTC OBAG 2 Grant	799,393	126,393	792,000	918,393	-	-	-	-	918,393
MTC TDA Article 3 Grant	385,200	364,241	-	364,241	-	-	-	-	364,241
Private Contribution	7,500	6,520	100,000	106,520	-	-	-	-	106,520
QuickStrike MTC	-	-	385,000	385,000	-	-	-	-	385,000
Rule 20A Allocations	400,000	400,000	-	400,000	2,000,000	2,250,000	-	-	4,650,000
San Bruno Community Foundation	263,952	59,447	-	59,447	-	-	-	-	59,447
SMC Transportation Authority Grant	-	-	1,400,000	1,400,000	-	-	-	-	1,400,000
Streets Capital RDA	74,287	(0)	-	(0)	-	-	-	-	(0)
Streets Special Rev - Centrum Settlement	150,000	150,000	75,000	225,000	-	-	-	-	225,000
Unfunded	-	-	50,000	50,000	4,230,000	-	-	-	4,280,000
Total	\$ 9,279,122	\$ 6,473,448	\$ 6,198,000	\$ 12,671,448	\$ 8,310,000	\$ 2,950,000	\$ 750,000	\$ 600,000	\$ 25,281,448

Streets Capital

FY2022-26 Five-Year Summary by Project

PROJECT TITLE	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Accessible Pedestrian Ramps at Various Locations	509,287	184,213	100,000	284,213	100,000	100,000	100,000	100,000	684,213
BART Right-Of-Way Transfer	75,000	50,820	50,000	100,820	-	-	-	-	100,820
Bicycle and Pedestrian Improvement Program	857,200	755,782	2,502,000	3,257,782	4,230,000	-	-	-	7,487,782
Transit Corridor Pedestrian Connection Project Phase 4	-	-	385,000	385,000	-	-	-	-	385,000
Crystal Springs Road Utility Undergrounding Project	400,000	400,000	-	400,000	2,000,000	2,250,000	-	-	4,650,000
Downtown Parking Meters	150,000	150,000	75,000	225,000	-	-	-	-	225,000
Downtown Trash Receptacles & Newspaper Rack Enclosures	130,000	130,000	30,000	160,000	-	-	-	-	160,000
Pavement Management Program	3,507,000	2,542,978	996,000	3,538,978	1,100,000	-	-	-	4,638,978
Pedestrian Safety and Traffic-Calming Program	1,530,952	1,222,045	960,000	2,182,045	150,000	150,000	150,000	-	2,632,045
Scott Street Grade Separation	120,000	74,731	250,000	324,731	-	-	-	-	324,731
Sidewalk Repair Program	296,620	257,867	450,000	707,867	450,000	450,000	500,000	500,000	2,607,867
Streetlight Pole Replacement Program	400,000	399,636	400,000	799,636	-	-	-	-	799,636
Traffic Signal Rehabilitation Program	1,021,883	24,410	-	24,410	280,000	-	-	-	304,410
Safe Routes to School Plan	281,180	280,967	-	280,967	-	-	-	-	280,967
Total	\$ 9,279,122	\$ 6,473,449	\$ 6,198,000	\$ 12,671,449	\$ 8,310,000	\$ 2,950,000	\$ 750,000	\$ 600,000	\$ 25,281,449

The Streets Capital Fund provides for the rehabilitation of San Bruno's streets, sidewalks, streetlights, traffic signals, and street medians. Capital investment in transportation infrastructure helps to create a safe and efficient environment for vehicles, bicycles, and pedestrians. With limited funding available for transportation system investment, prioritization of work is guided by the following documents and policies: 1) Pavement Management Program; 2) Transit Corridors Plan; 3) Sidewalk Repair Program; 4) Parking Restriction Policy; 5) Traffic Calming Program; and 6) Complete Street Policy.

Streets Capital

Pedestrian Ramps

Accessible Pedestrian Ramps at Various Locations

PROJECT #: 82702

Total Project Budget: \$ 1,009,287

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 117,500	\$ 49,788	\$ -	\$ 49,788	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 249,788
Measure A	317,500	134,425	100,000	234,425	50,000	50,000	50,000	50,000	434,425
Streets Capital RDA	74,287	(0)	-	(0)	-	-	-	-	(0)
Total	\$ 509,287	\$ 184,213	\$ 100,000	\$ 284,213	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 684,213

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design	\$ 34,287	\$ (1)	\$ 15,000	\$ 14,999	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 74,999
Construction	475,000	184,214	85,000	269,214	85,000	85,000	85,000	85,000	609,214
Total	\$ 509,287	\$ 184,213	\$ 100,000	\$ 284,213	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 684,213

Project Description: This program identifies and prioritizes areas requiring repair and installation of accessible curb ramp improvements, in compliance with the Americans with Disabilities Act (ADA). Work is conducted annually, guided by the General Plan's "Pedestrian Emphasis Zones", the Transit Corridors Plan, and recommendations from the Bicycle and Pedestrian Advisory Committee (BPAC).

The ADA Transition Plan was adopted in 2019 and includes a list of recommended locations to install curb ramps throughout the City, primarily in locations without an existing curb ramp or where the ramps do not meet federal ADA specifications. The project work plan includes installation of approximately 20 curb ramps annually.



Project Details

Initial Funding Year	FY2008-09
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 34,288

Streets Capital

ROW Transfer

BART Right-Of-Way Transfer

PROJECT #: 82710

Total Project Budget: \$ 125,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-26				Total
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
General Fund Capital Reserve	\$ 75,000	\$ 50,820	\$ -	\$ 50,820	\$ -	\$ -	\$ -	\$ -	\$ 50,820
Unfunded	-	-	50,000	50,000	-	-	-	-	50,000
Total	\$ 75,000	\$ 50,820	\$ 50,000	\$ 100,820	\$ -	\$ -	\$ -	\$ -	\$ 100,820

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
BART ROW Transfer	\$ 75,000	\$ 50,820	\$ 50,000	\$ 100,820	\$ -	\$ -	\$ -	\$ -	\$ 100,820

Project Description: As part of the Bay Area Rapid Transit (BART) / San Francisco International Airport Extension Project in the late 1990s, Huntington Avenue approximately between the I-380 overpass to Sneath Lane was relocated to present configuration. After completing the construction of the BART subway, the relocated Huntington Avenue was to have been dedicated to the City as a public street but the process was never completed. The relocated Huntington Avenue is currently within BART jurisdiction and this project will complete the right of way transfer of Huntington Avenue to the City.

City staff is coordinating with BART to complete the process of dedicating the relocated Huntington Avenue for public use as a City Street.



Project Details

Initial Funding Year	FY2011-12
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 24,180

Streets Capital

Bicycles & Pedestrians

Bicycle and Pedestrian Improvement Program Summary

PROJECT #: 60010 | 60012 | 60029

Total Project Budget: \$ 7,589,200

DEPARTMENT: Public Works/Community Development	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	185,607	115,628	-	115,628	-	-	-	-	115,628
Measure A	160,000	149,521	210,000	359,521	-	-	-	-	359,521
MTC OBAG 2 Grant	126,393	126,393	792,000	918,393	-	-	-	-	918,393
MTC TDA Article 3 Grant	385,200	364,241	-	364,241	-	-	-	-	364,241
Private Contributions	-	-	100,000	100,000	-	-	-	-	100,000
SMC Transportation Authority Grant	-	-	1,400,000	1,400,000	-	-	-	-	1,400,000
Unfunded	-	-	-	-	4,230,000	-	-	-	4,230,000
Total	\$ 857,200	\$ 755,782	\$ 2,502,000	\$ 3,257,782	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 7,487,782

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Huntington Ave Improvements	215,000	155,500	2,402,000	2,557,500	4,230,000	-	-	-	6,787,500
Huntington/San Antonio Bicycle Corridor	642,200	600,282	-	600,282	-	-	-	-	600,282
Mills Park Development	-	-	100,000	100,000	-	-	-	-	100,000
Total	\$ 857,200	\$ 755,782	\$ 2,502,000	\$ 3,257,782	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 7,487,782

Project Description: In coordination with the City's Bicycle and Pedestrian Advisory Committee, the City is working to establish a bicycle and pedestrian network to promote safety, connectivity, efficiency, and convenience for alternative transportation modes. Key plan components include assessment of current conditions, and identifying bike and pedestrian needs. The Bicycle and Pedestrian Master Plan was completed in FY2016-17. During FY2018-19, bicycle racks were installed in various locations throughout the City, including the Library and the Recreation Center. Additional bicycle racks are planned in later years once funding is identified.

Funding for the Huntington Avenue improvements is primarily from a federal transportation grant with a matching requirement coming from the City General Fund Capital Reserve. The project includes construction of a separated bicycle lane, lane barriers, cross walk and median improvements along Huntington Avenue from the Centennial Way border to the Caltrain station. Grant project work must be completed by FY2021-22. See the project detail on the following page.



Project Details

Initial Funding Year	FY2013-14
Target Completion Year	Varies - See Project Detail
Expended as of June 30, 2020	\$ 101,418

Streets Capital

Bicycles and Pedestrians

Bicycle and Pedestrian Improvement Program - Huntington Ave Improvements

PROJECT #: 60010

Total Project Budget: \$ 6,847,000

DEPARTMENT: Public Works/Community Development	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 28,607	\$ (30,893)	\$ -	\$ (30,893)	\$ -	\$ -	\$ -	\$ -	\$ (30,893)
Measure A	60,000	60,000	210,000	270,000	-	-	-	-	270,000
SMC Transportation Authority Grant			1,400,000	1,400,000	-	-	-	-	1,400,000
MTC OBAG 2 Grant	126,393	126,393	792,000	918,393	-	-	-	-	918,393
Unfunded	-	-	-	-	4,230,000	-	-	-	4,230,000
Total	\$ 215,000	\$ 155,500	2,402,000	\$ 2,557,500	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 6,787,500.00

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Planning and Design	\$ 215,000	\$ 155,500	\$ -	\$ 155,500	\$ -	\$ -	\$ -	\$ -	\$ 155,500
Construction	-	-	2,402,000	2,402,000	4,230,000	-	-	-	6,632,000
Total	\$ 215,000	\$ 155,500	\$ 2,402,000	\$ 2,557,500	\$ 4,230,000	\$ -	\$ -	\$ -	\$ 6,787,500

Project Description: Funding for the Huntington Avenue improvements is primarily from a federal transportation grant with a matching requirement coming from the City General Fund Capital Reserve. This project will implement a component of the San Bruno Walk 'N Bike Plan by improving the pedestrian and bicycle network on Huntington Ave from San Bruno Ave to the entrance of the Centennial Way Trail. Project improvements include converting the rightmost lane on northbound Huntington Ave to a two-way cycle track with a concrete barrier and installation of streetscape improvements such as pedestrian scale lighting.

Grant project work must be completed by FY2021-22.

Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 59,500



Streets Capital

Bicycles and Pedestrians

Bicycle and Pedestrian Improvement Program - Huntington/San Antonio Bicycle Corridor

PROJECT #: 60012

Total Project Budget: \$ 642,200

DEPARTMENT: Public Works/Community Development	FY2021-22								Total FY2022-26 Budget
	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	
FUNDING SOURCES									
General Fund Capital Reserve	\$ 157,000	\$ 146,521	\$ -	\$ 146,521	\$ -	\$ -	\$ -	\$ -	\$ 146,521
Measure A	100,000	89,521	-	89,521	-	-	-	-	89,521
MTC TDA Article 3 Grant	385,200	364,241	-	364,241	-	-	-	-	364,241
Total	\$ 642,200	\$ 600,282	\$ -	\$ 600,282	\$ -	\$ -	\$ -	\$ -	\$ 600,282
PROJECT APPROPRIATIONS									
Design	\$ 50,000	\$ 8,132	\$ -	\$ 8,132	\$ -	\$ -	\$ -	\$ -	\$ 8,132
Construction	592,200	592,150	-	592,150	-	-	-	-	592,150
Total	\$ 642,200	\$ 600,282	\$ -	\$ 600,282	\$ -	\$ -	\$ -	\$ -	\$ 600,282

Project Description: This project includes installing bicycle and pedestrian improvements along Huntington Avenue beginning at the Caltrain Station through San Antonio Avenue to the Millbrae border. These improvements include paving on San Antonio Avenue from Santa Inez to Santa Helena, enhanced Class 3 bike route and low-cost traffic calming measures which include fog lines, curb extensions, and radar speed feedback signs.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 41,868

Streets Capital

Neighborhood Traffic

Bicycle and Pedestrian Improvements Near Mills Park Development

PROJECT #: 60029

Total Project Budget: \$ 100,000

DEPARTMENT: Public Works/Community Development		FY2021-22							Total
FUNDING SOURCES	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
Private Contributions		-	100,000	100,000	-	-	-	-	100,000
Total	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
Design		\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Construction		-	80,000	80,000	-	-	-	-	80,000
Total	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Description: The developers of Mills Park provided the City with \$100,000 in funding to make bicycle and pedestrian improvements around the Mills Park development. The development project was approved by the City Council on July 2020. Proposed bicycle and pedestrian improvements include the installation of portions of bicycle routes on Linden and Elm Avenues, radar speed feedback signs, and a bus transit bench on the northwest corner of San Bruno Avenue and El Camino Real on San Bruno Avenue. The project elements will be scalable to allow for flexibility to accommodate the funding available.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of June 30, 2020	\$0

Streets Capital

Transit Corridor

Transit Corridor Pedestrian Connection Project Phase 4 (San Bruno and Green)

PROJECT #: 60030

Total Project Budget: \$ 385,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
QuickStrike MTC	\$ -	\$ -	\$ 385,000	385,000	\$ -	\$ -	\$ -	\$ -	\$ 385,000
Total	\$ -	\$ -	\$ 385,000	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ 385,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Design	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Construction	-	-	360,000	360,000	-	-	-	-	360,000
Total	\$ -	\$ -	\$ 385,000	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ 385,000

Project Description: The Transit Corridor Pedestrian Connection Project aims to improve pedestrian connectivity within the City's Transit Corridor Area by enhancing the streets directly adjacent to the downtown core of San Bruno. Previous phases included the installation of curb extensions, rapid rectangular flashing beacons and landscape improvements within the Plan Area.

Phase 4 would enhance pedestrian connections to BART, Caltrain and Downtown by installing curb extensions and accessible curb ramps at the intersection of San Bruno Avenue and Green Avenue.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$0

Streets Capital

Rule 20A

Crystal Springs Road Utility Undergrounding Project Phase I

PROJECT #: 60021

Total Project Budget: \$ 4,650,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Rule 20A Allocations	400,000	400,000	-	400,000	2,000,000	2,250,000	-	-	4,650,000
Total	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ 2,000,000	\$ 2,250,000	\$ -	\$ -	\$ 4,650,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Design	400,000	400,000	-	400,000	2,000,000	-	-	-	2,400,000
Construction	-	-	-	-	-	2,250,000	-	-	2,250,000
Total	\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ 2,000,000	\$ 2,250,000	\$ -	\$ -	\$ 4,650,000

Project Description: The California Public Utilities Commission (CPUC) requires Pacific Gas & Electric Company (PG&E) to set aside a portion of their utility receipts each year for use in undergrounding existing overhead utilities, commonly referred to as the “Rule 20A Utility Undergrounding Program” (Rule 20A). The costs for undergrounding under Rule 20A are recovered through electric rates after the project is completed.

On February 11, 2020, the Council established an underground utility district on Crystal Springs Road from El Camino Real to Cunningham Way. Phase I project includes undergrounding approximately 2,200 feet along Crystal Springs Road from Donner Avenue to El Camino Real and Phase II includes undergrounding approximately 1,500 feet along Crystal Springs Road from Donner Ave to Cunningham Way. The estimated construction cost for Phase I is approximately \$4.5 million. Undergrounding the City's street lights cannot be paid with Rule 20A credits.

Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2023-24
Expended as of June 30, 2020	\$0



Streets Capital

Parking Improvements

Downtown Parking Meters

PROJECT #: 60022

Total Project Budget: \$ 225,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Streets Special Rev - Centrum Settlement	\$ 150,000	\$ 150,000	\$ 75,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Study and Evaluation	\$ 150,000	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Installation	-	-	75,000	75,000	-	-	-	-	75,000
Total	\$ 150,000	\$ 150,000	\$ 75,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

Project Description: Concern over parking issues in downtown San Bruno has intensified over recent years. Downtown stretches along San Mateo Avenue, from El Camino Real to San Bruno Avenue and the San Bruno Caltrain Station. Spaces on San Mateo Avenue between Huntington Avenue and El Camino Real currently have a 2-hour time limit, enforced from 8 AM to 6 PM weekdays and Saturdays, as do some of the cross streets intersecting San Mateo Avenue. Most of the remaining on-street spaces are unregulated; these spaces are in primarily residential neighborhoods and are generally intended to serve residents who live nearby.

This project will install meters at existing 2-hour parking spaces on San Mateo Avenue and on select cross streets to encourage short-term parking and direct long-term parking into lots.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Streets Capital

Streetscape

Downtown Trash Receptacles & Newspaper Rack Enclosures

PROJECT #: 60027

Total Project Budget: \$ 160,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23				FY2023-24				FY2024-25				FY2025-26				Total FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations																	
AB 939	\$ 130,000	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000		
Equipment Reserve	-	-	30,000	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000		
Total	\$ 130,000	\$ 130,000	\$ 30,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000		

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23				FY2023-24				FY2024-25				FY2025-26				Total FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations																	
Installation	\$ 130,000	\$ 130,000	\$ 30,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000		
Total	\$ 130,000	\$ 130,000	\$ 30,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000		

Project Description: In recognition of these guiding policies, on October 22, 2019, the City Council adopted the San Mateo Avenue Conceptual Streetscape Plan. The plan serves as a design guideline in creating an inviting and cohesive downtown street that links pedestrians, bicyclists, transit riders and motorists. The plan provides a schematic proposal to accomplish an enhanced street design. Some of these features include more attractive and functional sidewalks; well-marked and decorative crosswalks; widened sidewalks and corners at some locations; improved directional and wayfinding signage to public parking lots; integrated and attractive modern-style street furniture; and roadways that accommodate multiple modes of transportation such as bicycles, pedestrians and automobiles.

Current furnishings on San Mateo Avenue include precast-concrete trash receptacles that are mismatched and in poor condition. The City is seeking to replace the trash receptacles and screen the newspaper racks as a short-term improvement from the overall streetscape plan.



Project Details	
Initial Funding Year	FY2020-21
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Streets Capital

Street Rehabilitation

Pavement Management Program Summary

PROJECT #: 60018 | 60023 | 60031 | 60032 | 60014

Total Project Budget: \$ 5,603,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	700,000	637,903	(200,000)	437,903	500,000	-	-	-	937,903
Measure G	-	-	200,000	200,000	-	-	-	-	200,000
Measure W	400,000	400,000	200,000	600,000	600,000	-	-	-	1,200,000
Gas Tax (HUTA)	158,000	52,865	-	52,865	-	-	-	-	52,865
Gas Tax (SB1) RMRA	1,576,000	1,452,210	796,000	2,248,210	-	-	-	-	2,248,210
MTC OBAG 2 Grant	673,000	-	-	-	-	-	-	-	-
Total Funding	\$ 3,507,000	\$ 2,542,978	\$ 996,000	\$ 3,538,978	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 4,638,978

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
2020-21 Street Reconstruction Project	60018 750,000	692,751	1,522,000	2,214,751	-	-	-	-	2,214,751
2020-21 Street Rehab -Merge with 60018	60023 1,741,000	1,735,463	(1,735,463)	-	-	-	-	-	-
2021-22 Slurry Seal	60031 -	-	1,009,463	1,009,463	-	-	-	-	1,009,463
2022-23 Street Rehab	60032 -	-	200,000	200,000	1,100,000	-	-	-	1,300,000
Huntington/San Antonio St Rehabilitation	60014 1,016,000	114,764	-	114,764	-	-	-	-	114,764
Total	\$ 3,507,000	\$ 2,542,978	\$ 996,000	\$ 3,538,978	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 4,638,978

Project Description: This program involves the repair and preventative maintenance of City streets. The condition of City streets are identified through an on-going Pavement Management Program (PMP). The long-term goal is to achieve a pavement condition index (PCI) score of 84, which would eliminate the City's deferred maintenance backlog; however, in order to achieve this, the program would need to be funded to approximately \$9 million per year. The City's average score is currently 64. Streets are selected for rehabilitation work based on the PCI score, functional class (traffic volume) and other criteria.

The City's PMP is designed to maximize pavement longevity with timely and cost effective rehabilitation while working with budget constraints. The biennial Street Rehabilitation Project is designed and constructed to improve the City streets. The Street Slurry Seal Project, which is a separate street preventative maintenance project, is performed biennially on alternating years.

See the project detail on the following page.

Project Details

Initial Funding Year	FY2004-05
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 964,022



Streets Capital

Street Rehabilitation

Pavement Management Program - 2021-22 Street Reconstruction Project

PROJECT #: 60018

Total Project Budget: \$ 2,272,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23				Total	
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	
Gas Tax (SB1) RMRA	750,000	692,751	1,522,000	2,214,751	-	-	-	-	2,214,751	
Total	\$ 750,000	\$ 692,751	\$ 1,522,000	\$ 2,214,751	\$ -	\$ -	\$ -	\$ -	\$ 2,214,751	

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Construction	\$ 750,000	\$ 692,751	\$ 1,522,000	\$ 2,214,751	\$ -	\$ -	\$ -	\$ -	\$ 2,214,751

Project Description: The 2021-22 Street Reconstruction Project includes the rehabilitation and reconstruction of failed streets: Santa Helena Avenue, Mills Avenue, Poplar Avenue and Eastburn Court. [ADDITIONAL STREETS TO BE ADDED, TBD].

This project also includes the rehabilitation streets previously included in the 2020-21 Street Rehabilitation Project that has been merged to this project, which includes streets identified through the Pavement Management Program and SB1 funded streets: Bayshore Circle WB, Darby Place, and Oxford Lane.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 57,249.00

Streets Capital

Pavement

Pavement Management Program - 2020-21 Street Rehabilitation Project

PROJECT #: 60023

Total Project Budget: \$ 5,537

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2021-22							Total
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Measure A	615,000	609,463	(609,463)	-	-	-	-	-	-
Measure W	400,000	400,000	(400,000)	-	-	-	-	-	-
Gas Tax (SB1) RMRA	726,000	726,000	(726,000)	-	-	-	-	-	-
Total	\$ 1,741,000	\$ 1,735,463	\$ (1,735,463)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design	200,000	194,463	(194,463)	-	-	-	-	-	-
Construction	1,541,000	1,541,000	(1,541,000)	-	-	-	-	-	-
Total	\$ 1,741,000	\$ 1,735,463	\$ (1,735,463)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Description: For FY2020-21, the 2020 Street Rehabilitation Project includes the rehabilitation streets identified through the Pavement Management Program and SB1 funded streets: Bayshore Circle WB, Darby Place, and Oxford Lane.

We are defunding Project 60023 and moving RMRA funds in the amount of \$726,000 to Project 60018. The remaining funds to be transferred to new project for Slurry Seal



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$5,537

Streets Capital

Street Rehabilitation

Pavement Management Program - 2021-22 Slurry Seal

PROJECT #: 60031

Total Project Budget: \$ 1,009,463

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23				FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	
Measure A	\$ -	\$ -	\$ 409,463	\$ 409,463	\$ -	\$ -	\$ -	\$ -	\$ 409,463
Measure G	-	-	200,000	200,000	-	-	-	-	200,000
Measure W	-	-	400,000	400,000	-	-	-	-	400,000
Total	\$ -	\$ -	\$ 1,009,463	\$ 1,009,463	\$ -	\$ -	\$ -	\$ -	\$ 1,009,463

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23				FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	
Design	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Construction	-	-	859,463	859,463	-	-	-	-	859,463
Total	\$ -	\$ -	\$ 1,009,463	\$ 1,009,463	\$ -	\$ -	\$ -	\$ -	\$ 1,009,463

Project Description: The 2021-22 Slurry Seal Project includes the preventative maintenance of streets identified through the Pavement Management Program. Preventative maintenance includes applying a slurry seal surface treatment to extend the life of roadway surfaces by slowing the pavement aging process and protecting the pavement from the adverse effects of water and vehicle traffic.

We are defunding Project 60023 and moving remaining funds from Measure A and Measure W to this project.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Streets Capital

Street Rehabilitation

Pavement Management Program - 2022-23 Street Rehabilitation Project

PROJECT #: 60032

Total Project Budget: \$ 1,300,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Measure A	-	-	-	-	500,000	-	-	-	500,000
Measure W	-	-	200,000	200,000	600,000	-	-	-	800,000
Total	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 1,300,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2025-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Design	-	-	200,000	200,000	-	-	-	-	200,000
Construction	-	-	-	-	1,100,000	-	-	-	1,100,000
Total	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 1,100,000	\$ -	\$ -	\$ -	\$ 1,300,000

Project Description: The 2022-23 Street Rehabilitation Project includes the rehabilitation of streets not eligible for preventative maintenance as identified through the Pavement Management Program. Pavement rehabilitation includes asphalt concrete removal and replacement on roadways to extend pavement life by removing surface defects and placing a new asphalt concrete overlay.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$0

Streets Capital

Street Rehabilitation

Pavement Management Program - Huntington/San Antonio St Rehabilitation

PROJECT #: 60014

Total Project Budget: \$ 1,016,000

DEPARTMENT: Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Gas Tax (HUTA)	\$ 158,000	\$ 52,865	\$ -	\$ 52,865	\$ -	\$ -	\$ -	\$ -	\$ 52,865
Gas Tax (SB1) RMRA	100,000	33,459	-	33,459	-	-	-	-	33,459
Measure A	85,000	28,440	-	28,440	-	-	-	-	28,440
MTC OBAG 2 Grant	673,000	-	-	-	-	-	-	-	-
Total	\$ 1,016,000	\$ 114,764	\$ -	\$ 114,764	\$ -	\$ -	\$ -	\$ -	\$ 114,764

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Construction	976,000	101,853	-	101,853	-	-	-	-	101,853
Total	\$ 1,016,000	\$ 114,764	\$ -	\$ 114,764	\$ -	\$ -	\$ -	\$ -	\$ 114,764

Project Description: The project involves the preventative maintenance and roadway rehabilitation of Huntington Avenue and San Antonio Avenue. The asphalt concrete will be rehabilitated along Huntington Avenue (Florida Avenue to San Felipe Avenue) and San Antonio Avenue (San Felipe Avenue to Santa Inez Avenue). A slurry seal preventative maintenance treatment will be applied on Huntington Avenue from San Mateo Avenue to Florida Avenue. Incidental work may include as needed work on sidewalks, storm drains and curb ramps to bring them up to current standards.

Along Huntington Avenue from Sylvan Avenue to San Felipe Avenue, approximately half the roadway width is within Bay Area Rapid Transit (BART) jurisdiction. This project is currently under design and staff is coordinating with BART to obtain an encroachment permit to perform construction activities within BART right of way.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	FY2020-21
Expended as of June 30, 2020	\$ 27,089

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program Summary

PROJECT #: 60020 | 60024 | 60003 | 60033 | 60016

Total Project Budget: \$ 2,940,952

DEPARTMENT: Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 50,000	\$ 28,698	\$ -	\$ 28,698	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ 253,698
Highway Safety Improvement Program	72,000	70,270	-	70,270	-	-	-	-	70,270
Measure A	1,145,000	1,063,631	385,000	1,448,631	75,000	75,000	75,000	-	1,673,631
Measure G	-	-	575,000	575,000	-	-	-	-	575,000
San Bruno Community Foundation	263,952	59,447	-	59,447	-	-	-	-	59,447
Total	\$ 1,530,952	\$ 1,222,045	\$ 960,000	\$ 2,182,045	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 2,632,045

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
TSPC Studies	60020 \$ 100,000	\$ 57,395	\$ 150,000	\$ 207,395	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 657,395
Local Road Safety Plan	60024 95,000	93,270	10,000	103,270	-	-	-	-	103,270
Pedestrian Warning Beacons	60003 263,952	59,447	-	59,447	-	-	-	-	59,447
Oak & Crystal Springs	60033 -	-	800,000	800,000	-	-	-	-	800,000
San Bruno/Cherry Ave Improvements	60016 1,072,000	1,011,933	-	1,011,933	-	-	-	-	1,011,933
Total	\$ 1,530,952	\$ 1,222,045	\$ 960,000	\$ 2,182,045	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 2,632,045

Project Description: This program evaluates the traffic and pedestrian safety concerns, possible alternatives, and implements improvement projects to improve safety and enhance the livability of neighborhoods. Program activities include traffic speed and volume studies, speed limit evaluations, education efforts, police enforcement, pedestrian warning systems installation in the downtown and in high volume pedestrian locations near schools, traffic sign installation, parking restrictions, parking studies, and minor traffic calming capital projects. Each request by a neighborhood, resident, or business is presented to the Traffic Safety and Parking Commission (TSPC) for consideration and approval by the City Council.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2007-08
Target Completion Year	On-going
Expended as of June 30, 2020	\$ 307,177

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - TSPC Studies

PROJECT #: 60020

Total Project Budget: \$ 700,000

DEPARTMENT: Public Works	FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total
			Estimated Carryover	New Request	Total Appropriations					FY2022-26 Budget
	Gas Tax (HUTA)	\$ 50,000	\$ 28,698	\$ -	\$ 28,698	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ 253,698
	Measure A	50,000	28,698	150,000	178,698	75,000	75,000	75,000	-	403,698
	Total	\$ 100,000	\$ -	\$ 150,000	\$ 207,395	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 657,395

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Study and Evaluation	\$ 100,000	\$ 57,395	\$ 150,000	\$ 207,395	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 657,395

Project Description: Pursuant to San Bruno Municipal Code 7.08.040, the Traffic Safety and Parking Committee (TSPC) is tasked with reviewing and recommending to the City Council issues related to traffic and parking. Staff from Public Works Department evaluates the issue then provide recommendation to the TSPC for consideration. Depending on the issue, consultants are also procured to assist with collecting data for use in the evaluation. Consultants costs are funded through this program.



Project Details

Initial Funding Year	FY2007-08
Target Completion Year	On-going
Expended as of June 30, 2020	\$42,605

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Local Road Safety Plan

PROJECT #: 60024

Total Project Budget: \$ 105,000

DEPARTMENT: PUBLIC WORKS

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Highway Safety Improvement Program	\$ 72,000	\$ 70,270	\$ -	70,270	\$ -	\$ -	\$ -	\$ -	\$ 70,270
Measure A	23,000	23,000	10,000	33,000	-	-	-	-	33,000
Total	\$ 95,000	\$ 93,270	\$ 10,000	\$ 103,270	\$ -	\$ -	\$ -	\$ -	\$ 103,270

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Study and Evaluation	\$ 95,000	\$ 93,270	\$ 10,000	\$ 103,270	\$ -	\$ -	\$ -	\$ -	\$ 103,270

Project Description: This project involves developing a Local Road Safety Plan (LRSP) to address the unique roadway safety needs in San Bruno. The City was awarded grant funding from the Highway Safety Improvement Program (HSIP) to develop the LRSP. The process of preparing an LRSP creates a framework to systematically identify and analyze safety problems and recommend safety improvements. Completion of the LRSP will result in a prioritize list of improvements and is a requirement to receive future HSIP federal-aid funding.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$1,730

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Pedestrian Warning

PROJECT #: 60003

Total Project Budget: \$ 263,952

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total
		Estimated Carryover	New Request	Total Appropriations					FY2022-26 Budget
San Bruno Community Foundation	\$ 263,952	\$ 59,447	\$ -	\$ 59,447	\$ -	\$ -	\$ -	\$ -	\$ 59,447

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Installation	\$ 263,952	\$ 59,447	\$ -	\$ 59,447	\$ -	\$ -	\$ -	\$ -	\$ 59,447

Project Description: The San Bruno Community Foundation (“Foundation”) is the organization created by the City Council to invest, manage and expend the restitution settlement of \$70 million funds that the City negotiated from PG&E after the 2010 gas pipeline explosion in the Crestmoor neighborhood.

At its regular meeting on January 6, 2016, the Foundation approved a comprehensive proposal for completion of four projects to be completed by the City with funding provided by the Foundation. One of the projects include the installation of pedestrian safety improvements. In consideration of these projects, staff proposed that the Foundation consider funding lighted pedestrian beacons in some high use crosswalks near two schools, Portola Elementary and Parkside Intermediate. The installation of the beacons at the school sites were completed in FY2017-18. Two additional beacons were installed as part of the San Mateo Avenue Water and Sewer Replacement Project completed in FY2018-19. One was located at the mid-block crossing near El Camino Real on San Mateo Avenue and the other at John Muir Elementary School. There is one remaining beacon to install pending location.

Funding for this project is from a grant the City received from the Foundation.



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 204,505

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - Oak and Crystal Springs Road

PROJECT #: 60033

Total Project Budget: \$ 800,000

DEPARTMENT: Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
Measure A	-	-	225,000	225,000	-	-	-	-	225,000
Measure G	-	-	575,000	575,000	-	-	-	-	575,000
Total	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Design	-	-	200,000	200,000	-	-	-	-	200,000
Construction	-	-	600,000	600,000	-	-	-	-	600,000
Total	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000

Project Description: One of the CEQA mitigation measures for the Recreation & Aquatics Center (RAC) Project required the intersection of Oak and Crystal Springs Road to be signalized as recommended in the traffic impact analysis completed for the RAC Project.

Currently, the existing intersection has an all way stop control. The proposed project will remove the stop signs and replace with signalized intersection. The project aims to improve traffic circulation while providing safer pedestrian crossings.

The design and construction is anticipated to be completed in FY2021-22.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ -

Streets Capital

Neighborhood Traffic

Pedestrian Safety and Traffic-Calming Program - San Bruno/Cherry Ave Improvements

PROJECT #: 60016

Total Project Budget: \$ 1,072,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Measure A	\$ 1,072,000	\$ 1,011,933	\$ -	\$ 1,011,933	\$ -	\$ -	\$ -	\$ -	\$ 1,011,933

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design	\$ 72,000	\$ 11,933	\$ -	\$ 11,933	\$ -	\$ -	\$ -	\$ -	\$ 11,933
Construction	1,000,000	1,000,000	-	1,000,000	-	-	-	-	1,000,000
Total	\$ 1,072,000	\$ 1,011,933	\$ -	\$ 1,011,933	\$ -	\$ -	\$ -	\$ -	\$ 1,011,933

Project Description: The intersection of San Bruno Avenue and Cherry Avenue is a busy major intersection located on the border between a residential neighborhood and business district. The Bayhill Shopping Center is located on the northwest corner of the intersection and there are freeway on/off ramps providing access to and from I-280 a quarter mile to the west. As traffic increases, the City recognizes the need to improve both operations and safety at the intersection for both pedestrians and vehicles.

In February 2018, an engineering study was completed at the San Bruno Avenue and Cherry Avenue intersection. This project will improve both operations and safety at the intersection for both pedestrians and vehicles. Improvements included adding a southbound left turn lane on Cherry Avenue by modifying the existing median; adding flashing yellow arrow traffic signal controls for the northbound and southbound left turn movements; restricting southbound right-turns-on red; adding an overlap phase for the southbound right turn and the eastbound left turn movements; and adding leading pedestrian intervals for both crosswalks across San Bruno Avenue.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$ 60,067

Streets Capital

Grade Separation

Scott Street Grade Separation

PROJECT #: 82103

Total Project Budget: \$ 370,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23				FY2022-26 Budget	
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total	
Measure A	\$ 120,000	\$ 74,731	\$ 250,000	\$ 324,731	\$ -	\$ -	\$ -	\$ -	\$ 324,731	
PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget	
Feasibility Study	\$ 120,000	\$ 74,731	\$ 25,000	\$ 99,731	\$ -	\$ -	\$ -	\$ -	\$ 99,731	
Environmental Phase	-	-	225,000	225,000	-	-	-	-	225,000	
Total	\$ 120,000	\$ 74,731	\$ 250,000	\$ 324,731	\$ -	\$ -	\$ -	\$ -	\$ 324,731	

Project Description: To address the grade separation at Scott Street and South Linden Avenue, the San Mateo County Transportation Authority (TA) contracted with the engineering firm BKF to conduct a Grade Separation Footprint Study to examine six alternatives for separation and track configuration variations. Due to the close proximity, the Scott Street and South Linden Avenue at-grade rail crossings cannot be eliminated without affecting the others.

The Transportation Authority awarded \$650,000 in Measure A funds to this project, with \$250,000 allocated to the South Linden Avenue crossing and \$400,000 allocated to the Scott Street crossing. The funds will be utilized for preliminary planning and alternatives for Scott Street while the South Linden study will be updated with current data and right-of-way revisions that can accommodate High Speed Rail. The Transportation Authority is the project coordinator with San Bruno providing project support.

The budget funding will be used to complete the environmental phase. The design and construction costs are included in the unfunded priorities section.



Project Details

Initial Funding Year	FY2018-19
Target Completion Year	TBD
Expended as of June 30, 2020	\$ 45,269

Streets Capital

Sidewalks

FY2021-22 Sidewalk Repair Project

PROJECT #: 60019

Total Project Budget: \$ 2,646,620

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-26				Total Budget
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	
Gas Tax (HUTA)	\$ 100,000	\$ 86,935	\$ -	\$ 86,935	\$ 225,000	\$ 225,000	\$ 250,000	\$ 250,000	\$ 1,036,935
Measure A	100,000	86,935	225,000	311,935	225,000	225,000	250,000	250,000	1,261,935
Measure G	-	-	225,000	225,000	-	-	-	-	225,000
JPA Reimbursement	89,120	77,476	-	77,476	-	-	-	-	77,476
Private Contribution	7,500	6,520	-	6,520	-	-	-	-	6,520
Total	\$ 296,620	\$ 257,867	\$ 450,000	\$ 707,867	\$ 450,000	\$ 450,000	\$ 500,000	\$ 500,000	\$ 2,607,867

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Design	\$ 50,000	\$ 11,247	\$ 50,000	\$ 61,247	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 261,247
Construction	246,620	246,620	400,000	646,620	400,000	400,000	450,000	450,000	2,346,620
Total	\$ 296,620	\$ 257,867	\$ 450,000	\$ 707,867	\$ 450,000	\$ 450,000	\$ 500,000	\$ 500,000	\$ 2,607,867

Project Description: The Sidewalk Repair Program includes sidewalk repairs and improvements to provide a safe and accessible public sidewalk. A sidewalk survey was completed in FY2015-16 to identify sidewalk defects that are the City's or private property owners' responsibility to repair. Repair of sidewalk defects that are not caused by a street trees is the adjacent property owners' responsibility. Sidewalk locations scheduled for City repair each year are identified through the FY2015-16 inventory assessment and by complaints received from residents. This project replaces the sidewalk uplift caused by City's street trees and the priority is given to repair locations with the greatest sidewalk uplift. Project locations and budget appropriations will be determined on a yearly basis.

The Sidewalk Repair Project will prioritize replacing the sidewalk offset locations that were greater than 3/4-inch at the time the survey was conducted and within the available project funding budget. Project locations could also include locations from the resident participation and complaint list. As part of a future project, an



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of June 30, 2019	\$38,753

Streets Capital

Streetlights

Streetlight Pole Replacement Program

PROJECT #: 60025

Total Project Budget: \$ 800,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Capital Reserve	-	-	-	-	-	-	-	-	-
Measure A	200,000	199,818	-	199,818	-	-	-	-	199,818
Measure G	200,000	199,818	400,000	599,818	-	-	-	-	599,818
Total	\$ 400,000	\$ 399,636	\$ 400,000	\$ 799,636	\$ -	\$ -	\$ -	\$ -	\$ 799,636

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Construction	\$ 400,000	\$ 399,636	\$ 400,000	\$ 799,636	\$ -	\$ -	\$ -	\$ -	\$ 799,636

Project Description: There are approximately 2,100 streetlight poles owned and operated by the City of San Bruno. As streetlight poles and their foundation age, they corrode and become brittle. Many San Bruno poles are over 60-80 years old, made of concrete and steel, and have visible cracks, fractures, extensive corrosion, and other structural defects. A 2015 condition assessment identified 680 street light poles as structurally deficient and recommended for replacement. New poles are made of more durable aluminum. The priority replacement schedule is based on condition and is reviewed annually.

The work plan schedule gives priority to replace the most damaged poles first, and where possible, to group locations geographically and by pole type to minimize costs.



Project Details

Initial Funding Year	FY2016-17
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$136

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program Summary

PROJECT #: 10009 | 60001

Total Project Budget: \$ 1,301,883

DEPARTMENT: Public Works	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 146,883	\$ 581	\$ -	\$ 581	\$ -	\$ -	\$ -	\$ -	\$ 581
Gas Tax (HUTA)	342,500	18,695	-	18,695	140,000	-	-	-	158,695
Measure A	532,500	5,134	-	5,134	140,000	-	-	-	145,134
Total	\$ 1,021,883	\$ 24,410	\$ -	\$ 24,410	\$ 280,000	\$ -	\$ -	\$ -	\$ 304,410

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Traffic Signal Priority	\$ 156,883	\$ 10,000	\$ -	\$ 10,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 70,000
Traffic Signal Improvements	865,000	14,410	-	14,410	220,000	-	-	-	234,410
Total	\$ 1,021,883	\$ 24,410	\$ -	\$ 24,410	\$ 280,000	\$ -	\$ -	\$ -	\$ 304,410

Project Description: This program repairs and replaces deteriorating traffic signal controllers and related accessories with new technologies or features that improve signal operations including above-ground traffic detection systems and improving signal visibility.

This project provides a traffic signal priority control system at designated State and City operated intersections that enables authorized emergency vehicles to activate signalized intersections for momentary right of way. This system allows emergency vehicles (fire, police, ambulance, etc.) to more safely cross intersections without traffic delay.

There are 17 signalized intersections operated by the City. The typical life span of the electronic hardware is 20 years, with the majority of locations currently between 30-40 years old. A contractor was procured in FY2016-17 and 14 signalized locations were replaced as part of the Traffic Signal Rehabilitation Program. The remaining 3 City owned signalized intersections along with 4 signals within the Caltrans right-of-way are anticipated to be replaced in FY2022-23.

See the project detail on the following page.



Project Details

Initial Funding Year	FY2014-15
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$ 997,473

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program - Traffic Signal Priority

PROJECT #: 10009

Total Project Budget: \$ 216,883

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 146,883	\$ 581	\$ -	\$ 581	\$ -	\$ -	\$ -	\$ -	\$ 581
Gas Tax (HUTA)	10,000	9,419	-	9,419	30,000	-	-	-	39,419
Measure A	-	-	-	-	30,000	-	-	-	30,000
Total	\$ 156,883	\$ 10,000	\$ -	\$ 10,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 70,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Traffic Signal Priority Control System - City	\$ 146,302	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Traffic Signal Priority Control System - State	10,581	10,000	-	10,000	-	-	-	-	10,000
Total	\$ 156,883	\$ 10,000	\$ -	\$ 10,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 70,000

Project Description: This project provides a traffic signal priority control system at designated State and City operated intersections that enables authorized emergency vehicles to activate signalized intersections momentarily. This system allows emergency vehicles (fire, police, ambulance, etc.) to safely cross intersections without traffic delay. The construction of this project is concurrently performed with the Traffic Signal Improvements Project.



Project Details

Initial Funding Year	FY2014-15
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$ 146,883

Streets Capital

Traffic Signals

Traffic Signal Rehabilitation Program - Traffic Signal Improvements

PROJECT #: 60001

Total Project Budget: \$ 1,085,000

DEPARTMENT: Public Works

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
Gas Tax (HUTA)	\$ 332,500	\$ 9,276		\$ 9,276	\$ 110,000	\$ -	\$ -	\$ -	\$ 119,276
Measure A	532,500	5,134		5,134	110,000	-	-	-	115,134
Total	\$ 865,000	\$ 14,410	\$ -	\$ 14,410	\$ 220,000	\$ -	\$ -	\$ -	\$ 234,410

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Construction	\$ 865,000	\$ 14,410	\$ -	\$ 14,410	\$ 220,000	\$ -	\$ -	\$ -	\$ 234,410

Project Description: There are 17 signalized intersections operated by the City. The typical life span of the electronic hardware is 20 years, with the majority of locations currently between 30-40 years old. A contractor was procured in FY2017-18 and 14 signalized locations were replaced as part of the Traffic Signal Improvements Project. The remaining 3 City owned signalized intersections along with 4 signals within the Caltrans right-of-way are anticipated to be replaced in FY2022-23.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$ 850,590

Streets Capital

Streetlights

Safe Routes to School Plan

PROJECT #: 60026

Total Project Budget: \$ 281,180

DEPARTMENT: Public Works	Prior Appropriations	FY2021-22							Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	
FUNDING SOURCES									
Measure A	\$ 32,251	\$ 32,251	\$ -	\$ 32,251	\$ -	\$ -	\$ -	\$ -	\$ 32,251
Caltrans Sustainable Communities Grant	248,929	248,716	-	248,716	-	-	-	-	248,716
Total	\$ 281,180	\$ 280,967	\$ -	\$ 280,967	\$ -	\$ -	\$ -	\$ -	\$ 280,967

PROJECT APPROPRIATIONS	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Study & Evaluation	281,180	280,967	-	280,967	-	-	-	-	280,967
Total	\$ 281,180	\$ 280,967	\$ -	\$ 280,967	\$ -	\$ -	\$ -	\$ -	\$ 280,967

Project Description: The City's Safe Routes to School (SRTS) Plan will aim to increase the number of students who choose active or shared modes of transportation to school by making it safer and more accessible to walk, bicycle and/or take transit. The SRTS Plan will include school specific summaries that describe existing conditions and a list of prioritized projects. In addition, the SRTS Plan will provide training, resources and customized support to schools, while working together with district and school administration, parents, teachers, and local community based organizations. The overall goal is to make San Bruno a healthier, safer, more sustainable and environmentally sound community, with improved air quality and less traffic congestion, by reducing the number of school-related automobile trips.



Project Details

Initial Funding Year	FY2020-21
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$213

2022-26 Capital Improvement Program

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FY2022-26 Capital Improvement Program

Technology Capital
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2022-26 Capital Improvement Program

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Technology Capital

FY2022-26 Five-Year Summary by Project and Funding Source

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimated Carryover	New Request	Total Appropriations					
American Rescue Plan Act of 2021	-	-	500,000	500,000	1,100,000	900,000	-	-	2,500,000
General Fund Capital Reserve	387,000	340,150	(50,150)	290,000	-	-	-	-	290,000
Permit Revenue Technology Fee	-	-	170,000	170,000	50,000	50,000	50,000	50,000	370,000
Total	\$ 387,000	\$ 340,150	\$ 619,850	\$ 960,000	\$ 1,150,000	\$ 950,000	\$ 50,000	\$ 50,000	\$ 3,160,000

PROJECT TITLE	Prior Appropriations	Estimated Carryover	New Request	Total Appropriations	\$ 50,000	FY2023-24	\$ 50,000	\$ 50,000	\$ 370,000
					Strategic Software Needs Assessment and Upgrade	53,000	53,000	50,000	103,000
Data Security, Business Continuity, Disaster Recovery Improvement	100,000	92,370	(92,370)	-	-	-	-	-	-
Tyler Content Management Upgrade	47,000	7,780	(7,780)	-	-	-	-	-	-
Replacement of City Phone System	187,000	187,000	-	187,000	-	-	-	-	187,000
eTrakit and Trakit Upgrade	-	-	170,000	170,000	50,000	50,000	50,000	50,000	370,000
EOC Equipment Upgrade	-	-	150,000	150,000	-	-	-	-	150,000
Disaster Recovery	-	-	150,000	150,000	100,000	100,000	-	-	350,000
ERP Upgrade	-	-	200,000	200,000	1,000,000	800,000	-	-	2,000,000
Total	\$ 387,000	\$ 340,150	\$ 619,850	\$ 960,000	\$ 1,150,000	\$ 950,000	\$ 50,000	\$ 50,000	\$ 3,160,000

The Technology Capital Improvement Fund provides for major upgrades and improvements to the technology infrastructure supporting City operations. The Technology Capital Fund ensures a coordinated approach to defining and addressing the organization's current and future technology needs. All improvements in this Fund are intended to provide employees with access to efficient technological tools necessary to deliver excellent customer service to all customers. The departments benefiting from specific upgrades or the City's various operating funds generate the Technology Capital Fund's revenues.

Technology Capital

Software Upgrades

Strategic Software Needs Assessment and Upgrade

PROJECT #: 81012

Total Project Budget: \$ 103,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	\$ 53,000	\$ 53,000	\$ 50,000	\$ 103,000	\$ -	\$ -	\$ -	\$ -	\$ 103,000

PROJECT APPROPRIATIONS	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2022-26 Budget
Consulting & Strategic Development	\$ 53,000	\$ 53,000	\$ 50,000	\$ 103,000	\$ -	\$ -	\$ -	\$ -	\$ 103,000

Project Description: The City's software applications support and facilitate a wide range of services to the City's employees, residents, schools, and businesses. Services include water sewer distribution and billing, Parks and Recreation services, public safety services, and building inspection and code enforcement.

Finance, Community Development, and Public Works applications have been in use for over ten years. These applications continue to provide service to City employees and citizens on a daily basis. However, the applications used by these three departments are approaching the end of their useful life within the next two years as vendors limit or eliminate their support.

This was a funded priority from prior CIP, but due the vacancy in the Information Technology Manager position with the division, this project did not move forward in FY21.

With the Information Technology Manager position now filled, the IT Division will identify and contract with an experienced municipal software consultant in FY22 to work with City departments and Information Technology to document requirements needed for applications used in each department. In FY23, Information Technology will prepare budget requests, RFPs, initiate market search via the RFP process, identify qualified vendors, start contract negotiations with a software vendor that meets the City's requirements, with a goal of implementation in FY24.

New capital requests will be made in subsequent fiscal years depending on outcome of first year's work.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$0

Technology Capital

Business Continuity

Data Security, Business Continuity, Disaster Recovery Improvement

PROJECT #: 81013

Total Project Budget: \$ 7,630

DEPARTMENT: Information Technology	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
FUNDING SOURCES									
General Fund Capital Reserve	\$ 100,000	\$ 92,370	\$ (92,370)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROJECT APPROPRIATIONS									
Development & Implementation	\$ 100,000	\$ 92,370	\$ (92,370)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Description: Defunding this project and replacing with Disaster Recovery Project # 81023. San Bruno provides critical services to its citizens such as police and fire services including emergency 911 dispatch, and water and sewer utilities. City technology systems and an internet connection are required to provide and communicate with these vital services to the public. Long term loss of computer systems and internet connectivity from a natural disaster or a security breach could impact service continuity for these critical city services. The City currently has a disaster recovery system in the Police Department data center and internal security monitors to thwart unwanted hacker intrusion. These technologies continue to function and protect San Bruno daily, however, improvements in these business continuity technologies are available and should be evaluated. The proposed project is to conduct an in-depth audit of the City's current security and disaster recovery technology. The result would provide recommendations and then implement applicable technology systems based on best practices to improve the City's current systems.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2020-21
Expended as of June 30, 2020	\$7,630

Technology Capital

Software Upgrades

Tyler Content Management Upgrade

PROJECT #: 81020

Total Project Budget: \$ 39,220

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total
		Estimate Carryover	New Request	Total Appropriations					FY2022-26 Budget
General Fund Capital Reserve	\$ 47,000	\$ 7,780	\$ (7,780)	\$ -	\$ -	\$ -	\$ -	\$ -	-

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total
		Estimate Carryover	New Request	Total Appropriations					FY2022-26 Budget
Consulting & Strategic Development	\$ 47,000	\$ 7,780	\$ (7,780)	\$ -	\$ -	\$ -	\$ -	\$ -	-

Project Description: Tyler Content Manager. The financial system's database is running out of storage capacity, and this purchase is needed in order to save files from the database in an alternative format and location. Funds will come by transferring dollars from the current CIP project "81012 – Strategic Software Needs Assessment and Upgrade" to the Tyler Content Management Upgrade. \$47,000 to purchase a database augmentation for the City's Eden financial system, called Tyler Content Manager. The financial system's database is running out of storage capacity, and this purchase is needed in order to save files from the database in an alternative format and location. Funds will come by transferring dollars from the current CIP project "81012 – Strategic Software Needs Assessment and Upgrade" to the Tyler Content Management Upgrade. We originally requested \$47,000 but Accounting Manager negotiated with vendor and succeeded. Remaining funds will be returned to General Fund.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of June 30, 2020	\$39,220

Technology Capital

Software Upgrades

Replacement of City's Phone System

PROJECT #: 81014

Total Project Budget: \$ 187,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
General Fund Capital Reserve	187,000	187,000	-	187,000	-	-	-	-	187,000
Total	\$ 187,000	\$ 187,000	\$ -	\$ 187,000	\$ -	\$ -	\$ -	\$ -	\$ 187,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Consulting & Strategic Development	\$ 187,000	\$ 187,000	\$ -	\$ 187,000	\$ -	\$ -	\$ -	\$ -	\$ 187,000

Project Description: The phone system used by the City of San Bruno was last upgraded in 2009. The upgrade was made to a Cisco switch, version 10.0. This version reached its end of life in October 2020, with end of support by Cisco set for June 2021. The City's IT Department has researched various upgrade and/or replacement options and has settled on early replacement of the current Cisco phone switch and system with the switch and system provided by Fortinet. The cost of the Fortinet system is priced at \$187,000, which is considerably lower than a Cisco upgrade which was priced at \$600,000.

This project will be funded through the American Rescue Plan Act of 2021.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Technology Capital

Software Upgrades

eTrakit and Trakit upgrade

PROJECT #: 81021

Total Project Budget: \$ 370,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Permit Revenue Technology Fee	\$ -	\$ -	\$ 170,000	\$ 170,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 370,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total FY2022-26 Budget
		Estimate Carryover	New Request	Total Appropriations					
Consulting & Strategic Development	\$ -	\$ -	\$ 170,000	\$ 170,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 370,000

Project Description: Implementation of eTrackit and Trackit upgrade – As City transitioned to the automated process during COVID-19 pandemic, it was soon realized that the current paper routing of building and planning application would not sustain. In late 2020, a partial eTrakit program was piloted allowing small number of permits to be submitted and issued online. However, a comprehensive Trakit upgrade to allow the full implementation of Etrakit is necessary to provide a smooth customer-facing online platform. By doing so, eTrakit would be available to all city departments that are working on development projects (i.e. Public Works, Community Services, Fire, CityNet and Police Department). As the current legacy software has been implemented to its fullest capacities, many customer-friendly features such as online payment, inspection and application submittal were not available to customers. It is worth noting that most other cities have implemented and do provide services such as online payment, inspections and application submittal. The upgrade would enable all City departments to review and process development permits on the same software platforms. Estimated cost to fully implement a cloud-based eTrakit and Trakit Upgrade is \$170,000.



Project Details

Initial Funding Year	FY2019-20
Target Completion Year	FY2022-23
Expended as of June 30, 2019	\$0

Technology Capital

Equipment

EOC Equipment Upgrade

PROJECT #: 81022

Total Project Budget: \$ 150,000

DEPARTMENT: Information Technology

FUNDING SOURCES	Prior Appropriations	FY2021-22							Total
		Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
American Rescue Plan Act of 2021	\$ -	\$ -	\$ 150,000	150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22							Total
		Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
Technology Equipment Purchases	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Project Description: The City of San Bruno's Emergency Operations Center (EOC) is located at City Hall and is utilized by all City departments as a command hub in the event of a local emergency or disaster. The EOC is in need of modern communication and technological upgrades to accommodate immediate situational awareness, improve communication and regional resources for internal and external staff, allow timely and accurate decision making ability and improve communication with the public. Project will replace all outdated technology equipment in the EOC, as well as add new equipment that allows for the EOC to be mobile in location in case of disasters that affect the City Hall location.

The project will be funded with the American Rescue Plan Act of 2021.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2021-22
Expended as of June 30, 2020	\$0

Technology Capital

Business Continuity

Business Continuity - IT Disaster Recovery Plan

PROJECT #: 81023

Total Project Budget: \$ 350,000

DEPARTMENT: Information Technology	FY2021-22								Total
	Prior Appropriations	Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2025-26 Budget
FUNDING SOURCES									
American Rescue Plan Act of 2021	\$ -	\$ -	\$ 150,000	150,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 350,000
Total	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 350,000
PROJECT APPROPRIATIONS									
Planning/Design	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Other, including Acquisition	-	-	100,000	100,000	100,000	100,000	-	-	300,000
Total	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 350,000

Project Description: Currently all network servers and storage are located locally within City facilities. While upgrades have been made to the network infrastructure, connectivity, security and back-up processes, this project will continue to work on disaster recovery improvements with the implementation of a redundant, off-site location to continue City operations in the case of an emergency or should City Hall server facilities become unusable. The network server infrastructure currently replicates between machines on site. This works well provided that the server room remains intact. Should the server rooms be compromised, there is no back up system and the City would be without any network services.

This project will be implemented through a third party vendor.

This project will be funded through the American Rescue Plan Act of 2021, with the funding amount and source for future work in FY23 and FY24 to be determined by work completed in FY22.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of June 30, 2020	\$0

Technology Capital

Business Continuity

ERP Upgrade

PROJECT #: 81024

Total Project Budget: \$ 2,000,000

DEPARTMENT: Information Technology/Finance

FUNDING SOURCES	Prior Appropriations	FY2021-22			FY2022-23				FY2025-26	
		Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total Budget	
American Rescue Plan Act of 2021	\$ -	\$ -	\$ 200,000	200,000	\$ 1,000,000	\$ 800,000	\$ -	\$ -	\$ 2,000,000	
Total	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ 800,000	\$ -	\$ -	\$ 2,000,000	

PROJECT APPROPRIATIONS	Prior Appropriations	FY2021-22			FY2022-23				FY2025-26	
		Estimate Carryover	New Request	Total Appropriations	FY2022-23	FY2023-24	FY2024-25	FY2025-26	Total Budget	
Consulting & RFP development	-	-	200,000	200,000	-	-	-	-	200,000	
Acquisition and Implementation	-	-	-	-	1,000,000	800,000	-	-	1,800,000	
Total	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 1,000,000	\$ 800,000	\$ -	\$ -	\$ 2,000,000	

Project Description: The current ERP system is reaching to its end of life. The City needs to upgrade its ERP to the 21st Century.



Project Details

Initial Funding Year	FY2021-22
Target Completion Year	FY2023-24
Expended as of June 30, 2020	\$0

2022-26 Capital Improvement Program

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FY2022-26 Capital Improvement Program

Unfunded Priorities
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2022-26 Capital Improvement Program

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Unfunded Priorities Capital Improvement Program

FY2022-26 Summary of Unfunded Priorities

PROJECT TITLE	Total Project Cost
City Facilities Replacement	\$ 187,000,000
Stormwater Infrastructure Improvements	25,500,000
Other Improvements	288,664,999
Total	\$ 501,164,999

This section of the capital budget identifies needs for capital repair or replacement that currently do not have a designated long-term funding source. Given the limited resources available to fund these types of improvements, a determination of the most essential areas will be necessary to ensure that the most critical infrastructure needs are addressed.

Unfunded Priorities Capital Improvement Program

City Facilities Replacement

Total Project Cost: 187,000,000

This project provides information for City facilities that currently serve the public as venues for a variety of activities and programs and serve as the administrative offices for essential City functions. The City does not have a long-term funding mechanism for the replacement of these facilities. As these facilities age, it is essential that the City plan for their eventual replacement. The projected needs/renovations to ensure the continuing functionality of the existing facilities are outlined below and are included in the five-year Capital Improvement Program.

Project	Project Description	Replacement Cost
City Hall Civic Center	<p>The City Hall Civic Center was constructed in 1954 and houses the administrative offices for the City Manager, City Attorney, Finance, Human Resources, Technology, Community Development, and Public Works. The 22,700 sq.ft. facility also hosts a wide range of public meetings including citizen advisory committees and commissions.</p> <p>The interior of City Hall was remodeled in FY2002-03, which included updating the kitchen, carpet, lighting, and furniture. Recent improvements include cleaning and repainting the exterior of City Hall in 2013.</p>	\$50,000,000
Parks Corporate Yard	<p>The Parks Corporation Yard provides equipment space, vehicle storage, employee dressing area, restroom, and break room facilities. The facility experiences regular, heavy use by Parks Division staff and has not been updated or significantly improved for many years. The current project, funded by the prior year's appropriation, is for planning and design to update the parks staff room which will include one new ADA-compliant shower and restroom. Conditions at the Corporation Yard will be evaluated at the end of this project to determine if any further maintenance improvements are recommended. Construction costs will to be determined at a later time.</p>	\$550,000
Fireman's Hall Roof Replacement	<p>Fireman's Hall is one of the City's oldest buildings. It is in need of a roof, HVAC and other repairs. Substantial maintenance and improvements are not planned in FY2020-21 as the City assesses all of its facility needs to determine the scope and timeline of future projects.</p> <p>This roof has been patched every rain season for at least the last 12 years. The only lasting and cost effective repair is a roof replacement.</p> <p>The roof mounted HVAC unit is old and rusted out and it needs to be replaced, ideally at the same time as the roof.</p>	\$300,000
Fire Station No. 51	<p>Fire Station #51 was constructed in 1958 serves as the Fire Department's main administrative office. The 8,911 sq.ft. facility provides housing for on-duty firefighters, trucks, and other fire equipment.</p> <p>Improvements to Fire Station 51 include the installation of a new roof in 2005 and significant accessibility and privacy improvements including bathroom and dormitory renovations and electrical upgrades, which were completed in 2010. Recently, the building exterior, upstairs kitchen, and living areas were repainted, new cabinets, counters, and stove exhaust fan were installed in the kitchen, stairway treads repaired, and a wall separating turnout gear from the garage bay installed.</p>	\$12,250,000

Project	Project Description	Replacement Cost
Fire Station No. 52	<p>Following the 2010 PG&E gas pipeline explosion in San Bruno's Crestmoor neighborhood, the City played an active role in several investigative proceedings before the California Public Utilities Commission (CPUC). The City Council previously considered several projects related to the explosion and its aftermath to be completed with any funding that may be available to the City as a result of the disaster. Replacement of Fire Station 52 was identified as the highest priority for use of any such funds. This building, constructed in the mid-1950's, serves as San Bruno's second fire station, providing coverage to the western half of the City. The station houses on duty firefighters, trucks, and other fire equipment and is a critical component of the City's public safety infrastructure.</p> <p>It is currently in poor repair and it lacks many of the modern-day amenities considered necessary for fire service delivery. Replacement of the station will provide the necessary facilities for Fire Department staff and operations and will allow the Department to properly store and secure apparatus and equipment. In addition, a new station may be designed to include a neighborhood meeting room and activity space.</p>	\$8,000,000
Library	<p>The San Bruno Public Library, constructed in 1954, is a 16,766 sq.ft. three-level building consisting of a main floor with children's area, a basement area, and mezzanine. The library was last significantly remodeled in 1990 and many improvements and repairs to the facility have been deferred until recently with the intent that a new library would be built.</p> <p>In the last two years a number of improvements have been completed at the Library including ADA improvements to the public bathroom, laptop seating on the mezzanine level and the installation of a wheelchair lift to provide access to the mezzanine level.</p>	\$55,000,000
Parks Maintenance Yard	<p>The Parks Maintenance Yard, a 14,491 sq.ft. facility constructed in 1954, serves as the main office for the Parks Division offices along with a lunch break room and workshop, and storage for parks equipment, supplies and materials, trucks, and other parks equipment.</p> <p>The current work plan includes painting the exterior of the building and replacing the wood wall of the parking bay.</p>	\$6,800,000
Police Plaza	<p>Police Plaza, a 23,000 sq.ft. facility constructed in 2000, is the administrative office for Police Department staff, dispatch center, temporary holding facility, storage for police vehicles, and equipment. As the building approaches ten years of age, due to the heavy use of the facility a number of needs are anticipated in the next five years including repair of the generator, exterior stucco repairs and painting, HVAC upgrades, flooring replacement, and roof repairs. The current work plan includes exterior patching and painting.</p> <p>Additional improvements include upgrades to police facilities, facilities for the emergency response planning and exercise department, and technology upgrades.</p>	\$32,000,000
Public Works Corporation Yard	<p>The Public Works Corporation Yard is roughly 1.4 acres and located on the northwest corner of Huntington Avenue and San Felipe Avenue and houses the City's Water, Streets and Stormwater, Wastewater and Fleet Maintenance departments.</p> <p>Improvements to the Public Works Corp Yard include more efficient parking for staff and visitors, better circulation and flow through site, increased site security, relocation of offsite storage, equipment materials and supplies onto the existing site.</p>	\$7,100,000

Project	Project Description	Replacement Cost
Senior Center	<p>The Senior Center, a 12,700 sq.ft. facility constructed in 1987, serves as a recreational facility providing educational and entertainment activities for the City's senior population and is used for City Council meetings and other public meetings. The Senior Center is also used as the cooking facility to provide a daily senior lunch program.</p> <p>Recent improvements to the Senior Center include a replacement of the multi-purpose floor in 2004, a new roof which was completed in 2008, and replacement of the restroom automatic door opening mechanical system in 2015. The current work plan includes replacing the exterior deck.</p>	\$15,000,000

Stormwater Infrastructure Improvements

Total Project Cost: 25,500,000

This project replaces segments of stormwater pipes, catch basins, collection boxes, detention basins, culverts, and other stormwater assets needing rehabilitation. Smaller spot repairs that are complex enough to require the expertise of civil engineering in the repair are also in this project. Rehabilitation projects are identified by incidents of flooding, maintenance history, video inspection, and flow adequacy identified in the Stormwater Master Plan.

The Stormwater Master Plan identified Priority 1 and Priority 2 Storm Drain Collection System projects. The Master Plan also identified planned San Mateo County Flood Control District (SMCFCD) Pump Station and Tide Gate Improvement projects to be funded by the County.

Project	Project Description	Project Cost
Priority 1 Collection System Projects	Belle Air Box: North Side of Pine Street; Pipeline Improvement: 7th and Angus Avenues adjacent to pump station; Pipeline Improvement: San Bruno Avenue East; Compliance with Municipal Regional Permit-Long Term Trash Control Operation and Maintenance.	\$15,300,000
Priority 2 Collection System Projects	Pipeline Improvement: North of Jenevein Avenue and El Camino Real; Pipeline Improvement: Jenevein Avenue between Hazel and Cypress Avenues; Pipeline Improvement: El Camino Real at 380 undercrossing; Pipeline Improvement: Whitman Way between Madison Avenue and Eastburn Court; Pipeline Improvement: Huntington Avenue at Cupid Row.	\$8,700,000
Trash Capture Device	The San Francisco Bay Regional Water Quality Control Board’s Municipal Regional Permit (MRP) regulates pollutants in stormwater runoff from municipal storm drain systems throughout San Mateo County. The MRP requires jurisdictions to develop a Green Infrastructure Plan that demonstrates how each permittee will gradually shift from traditional “gray” storm drain infrastructure - which channels polluted runoff directly into receiving waters without treatment - to a more resilient and sustainable storm drain system comprised of “green” infrastructure, which captures, stores and treats stormwater using specially designed landscape systems. The City’s Green Infrastructure Plan was completed in 2018-19 and submitted to the Water Board in September 2019.	\$1,500,000

The City receives approximately \$600,000 annually from Stormwater National Pollutant Discharge Elimination System (NPDES) drainage fees applied against all parcels and collected with the property tax. The revenues are only enough to cover Stormwater’s day-to-day operations. To accomplish the City’s long-term goals as described in the Stormwater Master Plan, the City will need to develop a sustainable funding mechanism to complete Stormwater infrastructure improvement projects.

Other Improvements

Total Project Cost: 288,664,999

Other Improvements include miscellaneous capital projects that do not have a designated funding source at this time.

Project	Project Description	Project Cost
ADA Transition Plan	The City has continued to comply with all ADA regulations with improvement projects like the Sidewalk Repair Program and installation of accessible curb as part of the Pavement Management Program as well as facility improvement projects such as the Senior Center bathroom upgrades. The purpose of the ADA Self Evaluation and Transition Plan is to allow the City to conduct a comprehensive analysis of all City facilities. The Plan acts as a guidance document for the City to continue to meet federal ADA standards. Facilities include, but are not limited to, public buildings, parks, parking lots, sidewalks, and intersections. A realistic and feasible Transition Plan will address any City facilities that are out of compliance to bring them up to current ADA standards.	\$6,000,000
Application & Infrastructure Upgrades to Existing Base Platforms	The City's information technology infrastructure is aging and requires multiple upgrades, including network security for \$125,000, data storage enhancements for \$80,000, geographic information system upgrades for \$150,000, public portal upgrades for \$200,000, telephonic communication upgrades for \$250,000 and various application utilities for \$50,000.	\$855,000
Cable Fiber to the Home (FTTH)	The current cable infrastructure is a 20 year old 750 MHz system that supports 260 digital channels. The current system is operating at maximum capacity and has limited ability to provide additional services to San Bruno Cable customers, such as faster Internet speeds and additional programming. The project scope includes replacement of all outside wiring, removal of field electronics, and the installation of fiber optic cable related equipment inside each customer's home to provide advanced technology services. These include telephone, TV, Wi-Fi services, and high speed internet service up to Gigabit speeds.	\$12,400,000

Project	Project Description	Project Cost
Citywide Basic Software Update	<p>The City's software applications support and facilitate a wide range of services to the City's employees, residents, schools, and businesses. Services include water sewer distribution and billing, Parks and Recreation services, public safety services, and building inspection and code enforcement. City wide software applications fall into five major categories: Police/Fire, Finance, Community Development, Public Works, and Geographical Information System (GIS) for mapping. Finance, Community Development, and Public Works applications have been in use for over ten years. These applications continue to provide service to City employees and citizens on a daily basis. However, the applications used by these three departments are approaching the end of their useful life within the next two years as vendors limit or eliminate their support. The Information Technology Division will assist with the analysis process to select replacements for these systems and have a strategic plan in place to have new systems ready to take over when current applications reach end of life. The Information Technology Division is proposing a multi-year replacement project to bring these three major systems up to date with current municipal technology. In Year One of this strategic initiative, an experienced municipal software consultant would work with City departments to document requirements needed for each application in each department. In Year Two, Information Technology staff would prepare budget requests, RFPs, initiate market search via the RFP process, identify qualified vendors, start contract negotiations. Year Three and Four will begin the implementation and bring new applications into full production. Cloud Based ERP - \$2MM. Works Management Platform - \$1MM</p>	\$3,000,000
City-Wide Paving	<p>The Pavement Management Program (PMP) to repairs and applies preventative maintenance treatment to local, collector, and arterial streets. The PMP provides an ongoing condition assessment of City streets and recommends the streets to be selected for rehabilitation to cost effectively maximize pavement longevity. Street condition is measured in terms of pavement condition index (PCI), a numerical index between 0 and 100 in which 0 represents a failed street and 100 represents a newly repaved street. The City maintains approximately 89 miles of streets and the City has a target average PCI score of 84. The estimated project cost to increase the PCI to 80 in 10 years is approximately \$60,000,000.</p>	\$60,000,000
Crestmoor Canyon Fire Safety Improvements and Trails	<p>This project provides better protection and access in the case of fire. This project includes the clearing of major vegetation within a buffer zone at the top of the canyon to reduce potential fire fuel, performing underbrush and other "fuel" removal within the Canyon proper, and the construction of a fire road within the canyon to provide access for emergency vehicles. The benefit of constructing a fire road within the canyon includes the dual use of this road as a pedestrian trail system conforming to the City's General Plan vision, as well as providing needed construction access to several areas in the canyon that require remedial geotechnical work as part of the Crestmoor Canyon Slope Stability Repairs. The strategy for implementing the fire safety improvements will integrate the other potential planned projects within the canyon including slope and erosion control repairs, a possible pedestrian trail connection, and a future stormwater detention basin.</p>	\$1,900,000
Downtown Parking Garage	<p>This project will construct a 450-stall parking garage in Downtown. The current parking deficiency is primarily caused by an increase in the area population, and future planned development in the area may exacerbate the issues by generating new demand for office and retail uses. There are several potential sites for constructing a parking garage, but none have been identified at this time because of the timing and funding has not been determined.</p>	\$18,000,000
Pedestrian Bridge	<p>This project provides for the design and construction of a pedestrian bridge over El Camino Real connecting The Crossing development with the Shops at Tanforan. To properly connect the bridge on the eastern side with the Shops at Tanforan, it may be necessary to have another retail anchor or structure on the shopping center's site adjacent to El Camino Real. The bridge would be subject to review and approval of Caltrans. Although grant funds may be available to help finance this project, it cannot be identified until the timing for this project is more certain. The second level pedestrian bridge crossing facilitates safe pedestrian access to the shopping center and to San Bruno BART Station on Huntington Avenue.</p>	\$749,999

Project	Project Description	Project Cost
Regional Stormwater Capture Project at I-280 and I-380	<p>This is a regional stormwater capture project within San Bruno which is designed to collect, detain and treat stormwater at an open space in the Caltrans right-of-way between the I-280/I-380 interchange from a storm drain that serves portions of the Rollingwood, Crestmoor, Portola Highlands, and Pacific Heights neighborhoods of San Bruno.</p> <p>This project has the potential to supplement groundwater supplies, alleviate downstream flooding, and improve water quality in San Bruno Creek. This project will treat runoff from a total of 942 acres and can reduce the PCBs load in the drainage area by 69%.</p>	\$20,000,000
San Mateo Avenue Streetscape Plan	<p>The goal of this Streetscape Plan is to re-enforce San Mateo Avenue as a vital commercial street that serves the needs and priorities of the community. The San Mateo Avenue Streetscape Plan will develop complete design standards for all the street features and re-imagine the use of public spaces, such as Posy Park, to create more of a destination. The outcome of the Streetscape Plan will be an enhanced street with safer and green sidewalks; well-marked and decorative crosswalks; widened sidewalks at some locations; improved signage and way finding including to public parking lots; integrated and attractive modern street furniture; and roadways that accommodate multiple modes of transportation such as bicycles, pedestrians and automobiles. The Streetscape Plan will also provide design recommendations to improve pedestrian safety and comfort, increase the amount of usable public space in the neighborhood, and support environmentally-sustainable storm water management. A design was completed in 2019 to project cost.</p>	\$19,100,000
Scott Street Grade Separation	<p>This project includes multi-faceted improvements to separate the Caltrain ROW from vehicle and pedestrian ROW. At South Linden Avenue and Scott Street, a grade separation project would result in the train tracks being separated from the roadway and/or pedestrian/bicycle crossing.</p> <p>Several design alternatives were developed that appeared to be viable options for achieving grade separation at both South Linden Avenue and Scott Street while at a minimum maintaining pedestrian and bicycle crossings.</p>	\$142,660,000
Street Light Replacement - RO Streetlight System	<p>This project will evaluate the conversion of 400 regulated output (RO) circuit streetlights to a standard parallel circuit system. Approximately 24 RO circuit street lights in the Mills Park Neighborhood were converted to parallel circuit in FY2017-18.</p>	\$4,000,000

Equipment Purchase
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FY2021-22 Equipment Purchase Funding Summary

		Equipment Replacement	Vehicle Replacement	New Acquisition	Total
Total Request by Fund:					
	CityNet Fund	-	-		-
	General Fund Equipment Reserve	\$ 189,000	\$ 420,000	\$ 75,000	\$ 684,000
	Measure G	-	-	240,000	240,000
	Water Fund	-	-		-
	Total	\$ 189,000	\$ 420,000	\$ 315,000	\$ 924,000
Expenditures by Department:					
Police	4 Marked Ford Police Interceptors	-	320,000	-	\$ 320,000
	1 Unmarked Toyota Sienna Minivan	-	45,000	-	\$ 45,000
	1 Community Service Ford F250	-	55,000	-	\$ 55,000
	Patrol Rifles	166,000	-	-	\$ 166,000
Fire	Mobile Command Vehicle (21-22 Chevrolet Tahoe SUV	-	-	75,000	\$ 75,000
	Streets	Pavement Repair Truck	-	-	240,000
Parks	John Deere Zero Turn Mower	15,000	-	-	\$ 15,000
	Mower Trailer	8,000	-	-	\$ 8,000
	Total	\$ 189,000	\$ 420,000	315,000	\$ 924,000

FY2021-22 New Additions Acquisition Description

Public Works - Streets

Pavement Repair Truck (Measure G Funds) \$240,000

In response to the voter-approved Measure G, with goals to improve pothole repair and improve the overall condition of City roads, the Streets Division is requesting a new dedicated and specialized pavement repair truck. The truck is efficient to operate and is designed so one or two person crews can complete patching jobs with just one truck. Therefore, eliminating the need for multiple trucks as we are currently doing. The estimated cost for this pavement repair truck is estimated at \$240,000, including sales tax, outfitting, preparation, and delivery.

Fire Department

Mobile Command Vehicle (703-1560-8013) \$75,000

The Fire Department is requesting a new vehicle (Chevrolet Tahoe SUV) for Safety and Prevention Inspections. If the additional fire inspector position is approved, this vehicle will replace the existing Fire Chief's non-outfitted vehicle. The Chief's vehicle will be transferred to the new fire inspector. This proposed vehicle will serve both as the Fire Chief's vehicle, and as a Mobile Command Vehicle and a reserve Battalion Chief's vehicle if the primary Battalion Chief's vehicle is out of service for maintenance or repairs.

The estimated cost for this mobile command vehicle is estimated at \$75,000, including sales tax, outfitting, preparation, and delivery.

During the 2020 fire season the San Bruno Fire Department generated a total of \$119,000.00 for apparatus rental. This \$119,00.00 could be placed into the fire departments apparatus replacement reserves to support this project and other fire department equipment reserve needs.

Total Equipment Purchase – New Additions \$315,000

FY2021-22 Vehicle Replacement List

Department	Current Vehicle			Proposed Replacement Vehicle		Replacement Cost	Funding Source
Police (Community Svc)	2006	Chevrolet	1500 pickup truck	Ford	F250	55,000	Equipment Reserve
Police (unmarked)	2006	Mercury	Grand Marquis	Toyota	Sienna minivan	45,000	Equipment Reserve
Police (marked)	2011	Ford	Crown Victoria	Ford	Police Interceptor	80,000	Equipment Reserve
Police (marked)	2015	Ford	Explorer	Ford	Police Interceptor	80,000	Equipment Reserve
Police (marked)	2015	Ford	Explorer	Ford	Police Interceptor	80,000	Equipment Reserve
Police (marked)	2015	Ford	Explorer	Ford	Police Interceptor	80,000	Equipment Reserve
Total Vehicle Request						\$420,000	

Funding Summary	
Total General Fund (Police Marked Vehicles)	320,000
Total General Fund Equipment Reserve	100,000
Total Funding Source	\$420,000

FY2021-22 Vehicle Replacement Acquisition Descriptions

Police

Unmarked Police Command Vehicle (703-1560-8013) \$45,000

A 2006 Mercury Grand Marquis patrol vehicle used for investigations, with 95,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for an unmarked vehicle is 10 years / 100,000 miles and this vehicle is 15 years old and will reach 100,000 miles in a few months. The cost of a replacement Toyota Sienna minivan is \$45,000 including sales tax, preparation, and delivery.

Community Service Officer Pickup Truck (703-1560-8013) \$55,000

A 2006 Chevrolet 1500 pickup truck used by Community Service Officers for customer response, inspections, and investigations, with 100,000 miles, is scheduled for replacement due its age and maintenance condition. The amortization/replacement schedule for an unmarked vehicle is 10 years / 100,000 miles and this vehicle is 15 years old with 100,000 miles. The cost of a replacement Ford F250 XL pickup truck is \$55,000 including sales tax, preparation, and delivery.

Marked Police Patrol Vehicles - 4 (703-1560-8013) \$320,000

The Police Department typically replaces two to three marked patrol vehicles each year based on mileage and maintenance condition. As no vehicles were replaced in FY2020-21, the Department is recommending replacement of four patrol vehicles during FY2021-22. The four marked patrol vehicles are a 2011 Ford Crown Victoria with over 90,000 miles, a 2015 Ford Explorer with over 90,000 miles, a 2015 Ford Explorer with over 90,000 miles, and a 2015 Ford Explorer with over 80,000 miles. The amortization/replacement schedule for marked vehicles are five years / 85,000 miles and these vehicles are over 6 years old and will be over 85,000 miles by the time they are replaced. A recent US Department of Justice requirement to upgrade police department radio systems to a new encryption standard is significantly increasing vehicle outfitting costs. The previous cost for each patrol vehicle, including outfitting, was \$65,000. The new estimated cost will be about \$80,000 per vehicle. The replacement cost for each Police Interceptor Sport Utility Vehicle is \$80,000 for a total of \$320,000, including sales tax, preparation, and delivery.

Total Vehicle Replacement \$420,000

FY2021-22 Equipment Replacement Acquisition Descriptions

General Fund Equipment

Police

Patrol Rifles (703-1560-8014) \$166,000

The Police Department maintains patrol rifles in every vehicle as well as a supply of rifles used for mandatory training. Patrol rifles are considered standard emergency equipment for any police officer as they exponentially enhance accuracy and safety for both the officers and the public in shooting incidents. The rifles we purchased in 2004 have already been used for more than 7 years beyond their usable lifetime of ten years. The normal wear and tear to the barrels has resulted in sighting issues that compromise the accuracy of the weapons. The exhaustive debriefing of the YouTube and Tanforan Active Shooter Incidents revealed that all patrol rifles need to be suppressed in order to properly protect staff from major injury, including but not limited to loss of sight and vision following close quarters firing that is unavoidable in real world incidents. Our existing rifle models cannot be converted to a suppressed platform. The Department needs to purchase 48 new rifles to properly equip all personnel and to facilitate required training.

Parks

John Deere Zero Turn Mower (703-1560-8014) \$15,000

The division's existing mower is at the end of its useful life. The existing mower was used primarily by one person for the life of the equipment. Since three positions were eliminated from Parks, including the person assigned to mow, the mowing function has been reassigned among personnel who are less experienced with heavy equipment. The existing mower is difficult to maneuver due to its length and its precarious center of gravity. This is a potential safety hazard for staff who are unfamiliar with operating this outdated design.

Since the division has accumulated funds for replacement, and safety is of utmost concern, the division proposes purchasing a mower with a lower center of gravity and smaller wheelbase which allows for all Parks Maintenance Workers to operate it. The new mower is more user friendly and versatile because it allows for height adjustment of the cutting deck.

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

The current trailer for mower is specifically designed for the current mower. A new trailer is necessary to tow the replacement mower.

Total Equipment Replacement \$189,000

Vehicle and Equipment Replacement & Amortization Schedule

Police Department Vehicles

Marked patrol vehicle	5 service years / 85,000 Miles
Unmarked vehicle	10 service years / 100,000 Miles
Motorcycle	5 service years / 85,000 Miles
Parking control 3-wheel vehicle	5 service years / 85,000 Miles

City Hall, Fire, Engineering, Pool, Recreation, Code Enforcement Vehicles

Small to Mid-size vehicle	10 service years / 100,000 Miles
Mid-size to large van	10 service years / 100,000 Miles
Senior Center Bus	10 service years / 100,000 Miles

Public Works, Parks, Cable Vehicles / Equipment

Small to light duty truck (1/2 ton and smaller)	10 service years / 100,000 Miles
Medium to Heavy use truck (3/4 to 1 ton)	7 service years / 85,000 Miles
Heavy duty (above 1 ton to 5 yard)	7 service years / 70,000 Miles
Combination truck (vactor)	7 service years / 70,000 Miles
Small to Mid-size vehicle	10 service years / 100,000 Miles
Street sweeper (Large)	10 service years (if staggered and purchased every 5 years)
Street sweeper (Small)	7 service years
Emergency pump trailer	15 service years
Emergency hose reel	15 service years
Rodder truck	15 service years
Water Tanker	15 service years
Mid-size to Large van	7 service years / 85,000 Miles
Bituminous Applicator	15 service years
Zipper	15 service years
Backhoe / loader	15 service years
Forklift	15 service years
Articulating boom truck	7 service years / 85,000
CCTV Truck	7 service years / 85,000
Tree chipper trailer	15 service years

Debt Summary

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The City of San Bruno’s debt portfolio consists of 10 issuances including debt to support critical capital facilities, such as water, sewer and wastewater facilities, CityNet Services and internet equipment, fire apparatus and other facilities. The City’s debt portfolio and the burden on the General, Water and Wastewater funds is low.

The City’s debt policy was adopted by the City Council on October 10, 2017. The debt policy complies with Government Code Section 8855(i) for which the City Council acts as the legislative body for the City and the Public Financing Authority.

The objectives of the City’s debt policy are as follows:

- Maintain cost-effective access to the capital markets through prudent fiscal management policies and practices;
- Ensure debt service commitments are made through effective planning and cash management;
- Ensure compliance with all applicable Federal and state securities laws;
- Achieve the highest practical credit ratings within the context of the City's financing needs and financing capabilities;
- Ensure all debt is structured to protect both current and future taxpayers, ratepayers, and constituents of the City; and
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget.

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The table below lists key debt metrics, such as the level and burden of debt, the industry target or standard, which fund is impacted by the debt, and the current metric for the City of San Bruno as adopted in the FY2020-21 budget. All 6 metrics are favorable for San Bruno as it relates to the industry standard or target.

Metric	Target	Fund	FY2021-22 Budget
Debt Level	<\$2,000 per capita and	General Fund	\$248.95
	<3% debt to market value assessed properties		0.17%
Debt Service Burden	<8% of Total General Fund expenditures		4.5%
Rapid debt amortization	>65% within 10 years		100%
Debt Service Coverage	1.25 annual net revenue over debt service	Water Enterprise	9.70
		Wastewater Enterprise	4.01

In the adopted FY2021-22 budget, the City is not intending to issue any new debt or refinance any existing debt. The City routinely monitors debt interest rates and will evaluate the need for a potential refinancing opportunity throughout the fiscal year.

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City of San Bruno
FY2021-22
Debt Service Summary & Requirements

This section summarizes the debt service obligations of the City as of July 1, 2021 and the amounts due during the fiscal year for payment of principal and interest.

Debt	Purpose	Year of Issuance	Year of Maturity	Original Amount	Outstanding Principal*	Interest Rate	Annual Debt Service Budget				Funding Source
							FY2020-21 Total	FY2021-22 Principal	FY2021-22 Interest	FY2021-22 Total	
State Revolving Fund with City of South San Francisco	Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco	1999	2023	\$9,104,859	\$1,134,660	Varies	\$611,165	\$560,050	\$29,501	\$589,551	Wastewater Fund
State Revolving Fund with City of South San Francisco	Rehabilitation of the Sewer Water Quality Treatment Plant jointly owned with the City of South San Francisco	2007	2026	\$7,147,177	\$2,129,753	Varies	\$436,856	\$405,221	\$53,249	\$458,470	Wastewater Fund
Pension Obligation Bonds (POBs)	Refund outstanding side fund obligation of the City's Safety Plan to the California Public Employee's Retirement System	2013	2027	\$13,175,000	\$6,180,000	4.05%	\$1,176,750	\$940,000	\$240,075	\$1,180,075	General Fund
Wastewater Revenue Refunding Bonds	Construction of improvements to the City's Wastewater System	2013	2033	\$6,955,000	\$4,970,000	3% to 4.25%	\$532,600	\$320,000	\$211,800	\$531,800	Wastewater Fund
Cable Fiber to the Home Loan for Multi-Dwelling Units	Fund Fiber to the Home project at Shelter Creek Condominiums	2016	2023	\$1,170,000	\$324,642	0.525%	\$170,269	\$168,971	\$1,298	\$170,269	General Fund Capital Reserve
Fire Apparatus Lease Purchase Financing	Acquisition of E-One Pumper Fire Engine and Aerial Ladder Fire Truck	2017	2022	\$1,873,846	\$90,522	1.89%	\$182,754	\$90,522	\$855	\$91,377	General Fund
Wastewater Revenue Bonds	Fund Improvements to the Wastewater System	2017	2047	\$24,470,000	\$23,330,000	3% to 5%	\$1,427,850	\$470,000	\$954,050	\$1,424,050	Wastewater Fund
Water Revenue Bonds	Fund Improvements to the Water System	2017	2047	\$11,615,000	\$11,070,000	3% to 5%	\$676,650	\$220,000	\$452,850	\$672,850	Water Fund
Cisco Router Lease Purchase	Acquisition of Internet Router Equipment for the Cable Enterprise	2018	2022	\$1,630,339	\$665,719	3.75%	\$352,027	\$326,629	\$25,398	\$352,027	General Fund Reserve
Lease Revenue Bond	Construction of the San Bruno Police Facility at 1177 Huntington Avenue	2019	2031	\$4,670,000	\$4,055,000	2.39%	\$509,650	\$340,000	\$171,650	\$511,650	Redevelopment Property Tax Trust Funds

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City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Qianyu Sun, Finance Director

SUBJECT: Hold Public Hearing and Adopt Resolutions

- Approving FY2021-22 Operating and FY2021-26 Capital Improvement Program Budget
- Approving City Appropriations (Gann) Limit for FY2021-22
- Approving the Cost Recovery Policy and Updated User Fee Schedule for FY2021-22

BACKGROUND:

The proposed FY2020-21 Operating and Capital Improvement Budget has been presented for City Council review and consideration. The proposed budget continues prior years' proactive efforts containing expenditures and using 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 delivering a financial plan that is balanced with expenditures contained at 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 City Council and San Bruno community. Staff provided an overview of the proposed budget during the City Council Budget Study Session on June 1, 2021. The City Council conducted two budget hearings to review the proposed FY2021-22 Operating and the FY2022-26 Capital Improvement Program Budget on June 8 and 9, 2021. At the budget hearings, staff highlighted financial challenges facing the City in the budget year, a financial plan during a 5-year period beyond the current fiscal year, department achievements, strategic initiatives, service level challenges, recommended service enhancements, an overview of the capital improvement program projects and planned equipment purchases.

The proposed budget for FY2021-22 can be accessed on the City's website at <https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?BlobID=33245>

DISCUSSION:

I. Operating and Capital Improvement Program Budget

The City started Fiscal Year 2020-21 with a bare-bone adopted budget. In an effort to balance the budget, the City adopted multiple budget balancing strategies including:

- Defund \$1.6 million capital improvement project;
- Eliminated 8 positions and delayed the recruitment of 16 vacant positions;
- Reduced Operating expenses and personnel cost;
- Eliminated annual equipment reserve allocation;
- Transferred from Measure G district Sales Tax Funds and other funds;
- Utilized General Fund Reserves and available fund balance.

Midway through the year, more cuts had to be made when hotel/motel occupancy taxes and motor vehicle licenses experienced significant shortfalls. When the current fiscal year ends, the General Fund expects to nearly breakeven and end with a fund balance of \$2.57 million. This is a remarkable accomplishment by the City Council and staff when faced with such a dire financial difficulty.

The Proposed Citywide Budget for FY2021-22 anticipates some improvements in revenues, including \$8 million from the American Rescue Plan Act (ARPA), but not sufficient to restore all the City services that were cut in the current fiscal year. The proposed budget is developed with a zero-growth philosophy and maintains the City’s status quo as the current fiscal year, with a flat salary scale and some inflation adjustments to supplies and services. No provision has been made for the pending labor negotiations. All six bargaining units’ contracts are to expire as of December 31, 2021.

Service cuts during the pandemic were damaging to staff and residents in San Bruno. It is evident that the City cannot sustain so many critical service cuts for prolonged period of time and continue to operate efficiently. With prudence, departments requested service restoration with staffing, supplies and services. The service level enhancement requests are listed in a document, separate from the proposed budget for the Council to review. Staff has proposed to restore City services with funding from General Fund reserves, Measure G and ARPA.

General Fund Operating Budget

The General Fund is the primary source of funding to support most of the services citizens commonly associate with local government. These include public safety, recreation, general administration and maintenance of parks and infrastructure. The General Fund is primarily comprised of tax-generated revenues including property tax, sales tax, hotel/motel tax and business license tax. The following table summarizes FY2021-22 financial information compared to the prior year in the City Manager’s proposed budget:

General Fund Summary	FY2020-21 Adopted Budget	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Proposed Budget
Beginning Fund Balance	\$2,574,788	\$2,574,788	\$2,574,788	\$2,573,422
Revenue	48,761,458	49,705,881	48,813,093	50,519,441
Expenditure	49,352,968	50,221,450	48,814,459	51,116,558
Surplus (Deficit)	(591,509)	(515,569)	(1,366)	(597,117)
Ending Fund Balance	\$1,983,279	\$2,059,219	\$2,573,422	\$1,976,305

Total projected General Fund revenue for FY2020-21 is \$50.5 million, increasing by \$0.8 million (or 1.6%) from the amended budget of FY 2020-21. A majority (64%) of the projected FY2021-22 General Fund revenue comes from taxes in six different categories, including property tax, sales tax, transient occupancy tax (TOT or hotel/motel tax), motor vehicle license fees, card room regulatory fees, and business taxes.

The proposed budget projects \$51.1 million in General Fund expenditures supporting operations and service delivery across all City departments. This total is an increase of \$0.9 million (or 1.8%) compared to the FY2020-21 Amended Budget. The increase is mostly contributed by the pension, insurance and inflation adjustments on on-going contracts.

Service Level Enhancements

The City endured significant service cuts during the FY 2020-21. The entire City team is dedicated in providing the best services to San Bruno residents and communities. However, it is undeniable that staff resources are overwhelmed, and the overall morale is at risk. With the proposed budget, staff includes limited service enhancements over the current operation model, reinstating 12 previously frozen positions, and adding 6 new positions. Staff proposes to fund the enhancements with a variety of funding sources including developer reimbursements, General Fund Capital Reserve, Measure G and ARPA.

With City Council’s feedbacks during the budget hearings, staff revised service enhancement requests and includes the updated detail in Attachment A. In summary, the total enhancement requests amount to \$3.5 million, including \$541,000 impact to the General Fund.

General Fund Reserves

The City Council adopted a reserve policy in 2013 that set a target of retaining \$1.5 Million as contingency in the General Fund, 25% of annual, operating expense budget in the General Fund Reserve, \$5 Million in the General Fund Capital Reserve and \$3 Million in the Emergency Disaster Reserve Fund to only be accessed in a declaration of an emergency. The table below lists the City’s reserves funds and targets, and the estimated ending balance by the end of FY2020-21 and FY2021-22.

Reserve Type	Reserve Policy Target	FY2020-21 Estimated Ending Balance	FY2021-22 Budget Ending Balance
General Fund	\$1,500,000	\$2,573,422	\$1,976,305
General Fund Reserve	25% of annual, budget expenditures	12,288,675	12,288,675
General Fund Capital Reserve	Goal of \$5,000,000	9,929,404	9,375,852
Emergency Disaster Fund	Target of \$3,000,000	1,946,538	2,714,538
Total		\$26,738,039	\$26,355.370

The City is not able to attain policy targets in all reserve categories. The negative fund balance in the CityNet Services enterprise fund continues to be a significant strain on the General Fund reserves. has required the City’s General Fund reserves. Additionally, the Stormwater Enterprise Fund is anticipated to be in deficit if no new revenue measure is approved by voters. from continued economic instability. The table below shows the net balances in the City’s reserve funds including the available equipment reserves which do not have a target set in the City’s reserve policy.

City Reserves		FY2021-22 Budget Ending Balance
General Fund Reserves		\$26,355,370
Enterprise Fund Deficit		
	City Net Services	(14,588,174)
	Stormwater Funds	(1,039,726)
Unrestricted General Fund Reserves - Subtotal		\$10,727,470
Equipment Reserve		3,373,544
Net Reserves		\$14,101,015

A consolidated reserve balance of only \$14.1 Million for a city with \$51 Million annual, operating budget is by no means substantial. The replenishment and preservation of reserve funds must be a focus for long-term fiscal sustainability so that the City may access them in the future for similar economic instability that we are currently experiencing today.

Enterprise Funds

The City’s four Enterprise operations provide business-type services that are budgeted to be rate and fee supported. To recognize administrative and other services provided through the General Fund operating departments including the City Manager, City Attorney, Finance and Human Resources, each Enterprise Fund budget shows an administrative allocation to the General Fund covering these costs.

The following table provides a comparison of the FY2020-21 operating revenues and expenditures for the City’s Enterprise Funds to the amounts proposed for FY2021-22.

Fund	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Proposed Budget
Water			
Revenue	\$17,378,083	\$17,380,923	\$17,077,121
Expenditure	\$10,650,809	\$10,179,828	\$10,551,800
Wastewater			
Revenue	\$17,929,376	\$17,816,800	\$17,989,376
Expenditure	\$9,729,227	\$9,101,147	\$10,152,468
Stormwater			
Revenue	\$693,000	\$657,009	\$659,500
Expenditure	\$1,195,302	\$1,084,502	\$1,534,673
CityNet Services			
Revenue	\$9,399,433	\$9,399,434	\$9,810,775
Expenditure	\$9,699,370	\$9,364,066	\$9,478,829

The Water Enterprise supplies potable water to residents and business customers from the City’s own groundwater pumping operations and from water purchased through the San Francisco Public Utilities Commission (SFPUC). For FY2021-22, Water Enterprise costs are anticipated to increase compared to the prior year budget with total operating expenditures of \$10.6 Million. Once operating expenditures are covered, the remaining revenue amount of \$6.5 Million is invested in the Water Fund Capital Improvement Program to fund the City’s system infrastructure replacement and rehabilitation program. That program includes a comprehensive plan and schedule for replacement and rehabilitation of the City’s 50-100-year-old Water system pumps, storage tanks, pipelines and other facilities in order to support their ongoing service reliability. On concerns of financial difficult endured by residents during the pandemic, the City Council decided against a water rate increase in FY 2021-22.

The Wastewater Enterprise operates and maintains the wastewater collection system throughout the City and provides for the City’s 33% shared cost of operating the South San Francisco/San Bruno Wastewater Treatment Plant located in South San Francisco. The City’s established five-year wastewater rate program took effect July 1, 2017 and provides for annual 5% rate increases through June 30, 2022. The City Council has decided not to increase wastewater rate in in FY2021-22 to lessen the burden on residents after COVID. Total system revenues for FY2021-22 are projected to be \$18.0 Million and operating costs are budgeted at \$10.2 Million.

The Stormwater Division of the Department of Public Works 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. Stormwater fees are collected through the County property tax, and a minimum of \$46.16 per assessor parcel number (APN) is assessed for most properties in San Bruno. The annual assessment has proven to be inadequate to fund ongoing operations and necessary equipment and capital investments to

meet federal requirements. The fund balance has been declining in recent years and is forecasted to be negative in FY2021-22. The City hosted a property owner mail ballot election in June 2021 to increase stormwater drainage and flood protection fees. Voters rejected the proposed fee increase. With no new funding, it will be extremely difficult for the City to keep up with the operation and maintenance of the stormwater system.

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

Over the past several years, as the CityNet Services Enterprise has experienced increasing competition and has completed new projects to add services and new technologies, subscriber revenues, the only source of Enterprise revenues, have not kept pace and have fallen far short of the capital investment required to stay current and to retain customers. As a result, the CityNet Services Fund has gradually developed a financial deficit that is estimated to reach approximately \$14.5 Million by the end of FY2020-21.

To reduce the deficit, the City Council approved approaches for reducing costs over a multi-year period by gradually eliminating the amounts annually paid to the General Fund since the initial operations of the system over 40 years ago. Starting FY2019-20 CityNet Services operating budget eliminates the equity earnings transfer to the General Fund.

With great strides made to control expenses and focus on higher margin business, CityNet is forecasted to yield an operating surplus in FY 2021-22; however, the surplus is insufficient to cover planned capital expenditures and annual repayment of the debt for the router replacement project. In the long-range financial forecast, CityNet's negative fund balance is expected to gradually improve but persist for extended period of time.

Internal Service Funds

Internal Service Fund operations provide direct services to support all City departments and City Enterprise Fund operations. The City maintains four internal service funds including the Central Garage operated through the Public Works Department, the Buildings and Facilities Division of the Community Services Department, Technology, and Self-Insurance. These Internal Service operations are funded through an expenditure allocation that is charged to each user department and enterprise. In total, internal service allocations amount to \$6,511,614 across all operations for FY2021-22. The largest single category of internal service costs is for Self-Insurance at \$2,928,085. The Internal Service Funds are required to maintain fund balances of at least 15% of annual budget.

The table below lists the ending fund balance projected in FY2020-21 and FY2021-22 for the four internal service funds. Central Garage, Building and Facilities and Technology funds meet the reserve target identified in the City's reserve policy.

Fund	Reserve Policy Target	FY2020-21 Ending Balance	FY2021-22 Ending Balance	Met Reserve Target?
Central Garage	15% of annual, budget expenditures	\$56,573	\$141,077	Yes
Building & Facilities	15% of annual, budget expenditures	316,222	304,994	Yes
Technology	15% of annual, budget expenditures	395,540	189,459	Yes
Self-Insurance	N/A	1,074,067	1,074,067	
Total		\$1,842,402	\$1,709,597	

Capital Improvement Program

The Capital Improvement Program (CIP) is designed to identify, plan and develop projects using a long-term vision for the community’s facilities and infrastructure needs. While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library and Fire Stations. These projects remain shown in the CIP so that they are included in the City’s long-term strategic planning and remain on the “radar screen” as priorities for future funding initiatives.

Overall, the FY2021-22 Capital Improvement Program identifies more than 100 funded and underfunded projects/programs organized in 9 categories. \$239.5 Million in capital investment is programmed through the 5-year CIP to assure rehabilitation, replacement, and improvement of City facilities and infrastructure. \$142.4 Million of this amount is the expected cost of scheduled improvements to the City’s water and wastewater systems.

The following chart summarizes the carryforward appropriations, FY2021-22 funding request, total project funding in FY2021-22 and the total proposed 5 fiscal year capital budget (FY2022-26) appropriations by capital program area.

Fund	Carryover Appropriations	FY2021-22 Funding Request	FY2021-22 Project Funding	Total 5-Year Program
Water	\$16,826,221	(\$2,941,796)	\$13,884,425	\$76,434,425
Wastewater	15,539,232	4,975,109	20,514,341	65,974,341
Stormwater	1,680,681	1,769,283	3,449,964	3,449,964
CityNet		250,000	250,000	250,000
Parks	712,093	4,944,522	5,656,615	8,956,615
Facilities	19,262,570	9,733,279	28,995,849	55,876,030
Police	73,231	0	73,231	73,231
Streets	6,473,449	6,198,000	12,671,449	25,281,449
Technology	340,150	619,850	960,000	3,160,000
Total	\$60,907,626	\$25,548,247	\$86,455,873	\$239,456,054

Many projects appearing in the CIP are scheduled for completion over a multi-year period. In each year, some number of projects are completed, closed out and removed from the program. A total of 13 projects in the adopted Capital Improvement Program were completed during FY2020-21. These projects have all contributed to extending the useful life of critical infrastructure and facilities and several of them provide visible improvement to safety and aesthetics in the community. The following projects have been completed and removed from the CIP:

- Water Main Improvement and Replacement in Avenues No. 1-1 and 1-2
- Sewer Main Improvement and Replacement in Avenues No. 1-1 and 1-2
- Crestmoor Canyon Slope Stability Project
- Crestmoor Neighborhood Reconstruction
- Senior Center Deck Replacement
- 2020-21 Street Rehabilitation Project
- San Bruno Avenue Intersections
- El Camino Real and Angus Intersections
- Data Security, Business Continuity, Disaster Recovery Improvement
- Tyler Content Management Upgrade
- Digital Permit and Management System

New projects for FY2021-22 in the proposed Capital Improvement Program include:

- Channel 1 Upgrade
- Beckner Shelter
- Citywide Wildfire Mitigation
- Posey Park
- Citywide Baseball Field Lighting and Fencing Upgrades
- City Facilities Securities Improvements
- Fire Station 51 Facility Improvement
- Fire Station 52 Facility Improvement

- Library Facility Improvement
- Senior Center Facilities Improvement
- Senior Center Parking Lot Improvement
- Transit Corridor Pedestrian connection Project Phase 4
- Downtown Trash Receptacles and Newspaper Rack Enclosures
- Bicycle and Pedestrian Improvements near Mills Park Development
- Pavement Management Program – 2021-22 Slurry Seal
- Pavement Management Program – 2022-23 Street Rehabilitation Project
- Pedestrian Safety and Traffic-Calming Program – Oak and Crystal Springs Road
- E-Trackit and Trackit Upgrade
- EOC Equipment Upgrade
- Business Continuity – Disaster Recovery Plan
- ERP Upgrade

While the comprehensive CIP is not limited to projects for which funding has been identified, the CIP generally includes a more limited presentation on proposed projects for which funding is not available. The FY2021-22 CIP Budget includes \$501 Million in capital projects that do not have a designated funding source. These projects are shown in the Unfunded Priorities section of the CIP. Many of the unfunded projects address community needs for rehabilitation and/or replacement of critical facilities such as the Library, City Hall, Fire Station 51 and 52 and the City's maintenance yard facilities that were originally constructed in the 1950's. While the buildings remain reasonably serviceable, they are increasingly outdated and will eventually need to be replaced. These projects remain shown in the CIP so that they are included in the City's long-term strategic planning and remain priorities for future funding initiatives.

As required by California Government Code Section 65401 and consistent with prior fiscal year budgets, the City's Planning Commission is required to make a determination that the list of proposed capital improvement projects recommended for planning, initiation or constructing during the ensuing fiscal year is in conformance with the City's General Plan, prior to the adoption by the City Council. The Planning Commission held a public meeting on May 18, 2021 where a Resolution 2021-02 was adopted making this determination.

Measure G District Sales Tax

San Bruno voters approved Measure G, a half cent district sales tax measure, in November 2019. The Measure G district sales tax is a general tax to support general governmental purposes and the revenues cannot be restricted to certain prescribed purposes. During the election, residents identified many top City service priorities including:

- Increasing pothole and other street hazard repair
- Increasing street repair and maintenance programs
- Maintaining street repair and rehabilitation programs
- Maintaining neighborhood police patrols
- Attracting and maintaining local business
- Maintaining City parks and playgrounds
- Maintaining and repairing park structures for children and youth

The forecasted sales tax revenue for Measure G is \$3.5 million for FY 2021-22. The table below summarizes the appropriations in FY2021-22 using Measure G district sales tax funds:

Measure G Proposed Allocation	FY2021-22 Proposed Budget
General Fund Transfer to Avoid Further Cuts to Fund Police, Fire and Park Maintenance	\$ 600,000
CIP Street Projects	1,400,000
Pavement Repair Truck	240,000
Position Enhancements (Economic Development Manager, Police Officer, Fire Fighter, Fire Inspector)	516,726
Downtown Streetscape – Landscape Architectural Services	300,000
Citywide Wildfire Mitigation	150,000
Total	\$3,206,726
Projected Ending Fund Balance FY2021-22	\$1,555,579

The Citizen’s Revenue Measure Oversight Committee held a meeting on June 18, 2020. Staff presented an overview of the proposed budget to the committee as well as the proposed Measure G allocations described above in the FY2021-22. ***The Committee approved proposed FY 2021-22 Measure G allocations on CIP street projects, pavement repair truck and citywide wildfire mitigation for a total of \$1,790,000. The Committee recommended staff resume the discussion on Measure G appropriation when additional projects on street improvements, library and small business support are identified.***

American Rescue Plan Act

The American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to tens of thousands of “non-entitlement units of local government” (NEUs), providing significant funding to help states and localities address the economic and health consequences of the pandemic. San Bruno expects to receive just over \$10 million in ARPA appropriation through the State of California by July 2022. With this funding, the City plans to support local businesses, update citywide technology framework, reinstate previous frozen positions, and provide much needed service enhancements to residents. The City has obligated about \$7.4 million of APRA funds through FY 2024-25 in this proposed budget.

Vehicles & Equipment

The FY2021-22 budget includes the planned purchase of necessary equipment and vehicles to continue to provide services to the community. The combined replacements and new acquisition amounts to \$924,000.

The equipment budget annual allocation of \$340,600 into the fund from departments was postponed this year for a second time as a budget balancing strategy. Staff estimate a \$3.4 million ending balance at the end of FY2021-22.

II. Gann Limit

Voters approved Proposition 4 and 111, known as the Gann Initiatives, which place 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

as 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 5, the FY2021-22 appropriation limit is adjusted by the cost-of-living factor (5.73%) and the population factor (-0.75%) provided by the Department of Finance; establishing the FY2021-22 appropriation limit at \$48,407,373. Reducing the revenues generated from tax proceeds by exempted expenditures, such as debt service, capital outlay, and federal mandates, total revenue subjected to the Appropriation Limit is \$34,694,437. The City's appropriations subject to limit are \$13,712,936, or 28%, below the FY2021-22 appropriations limit.

III. Cost Recovery Policy and Updated User Fee Schedule

The last comprehensive fee update was completed by the City of San Bruno in FY 2005-06. Since that time the City Council has occasionally adopted resolutions adjusting individual fees (principally in 2016 and 2017). The City Council has conducted three public meetings to review proposed updates to the user fees.

On January 28, 2020 the City Council conducted a study session during which staff provided detailed background information on the legal basis for user fees and an update regarding the City's progress on preparing updated fees. In light of the pandemic, and the subsequent resignation of the former Finance Director, the project was paused until late December 2020.

On March 2, 2021 the City Council reviewed the Willdan User Fee Study – February 2021. This study contained information regarding the full cost of user fees charged by the City, proposed new fees and the cost recovery level as measured by a Draft Cost Recovery Policy. The Willdan study also highlighted proposed new fees for services that the City has previously not charged a fee and a policy regarding proposed annual cost of living increases. During the March 2, 2021 City Council meeting staff noted requests for information / issues raised by City Councilmembers. Most importantly, staff heard the City Council's concerns regarding large increases in the current economic environment and how the fees will impact prospective permit applicants (e.g. for health and safety improvements by property owners and for larger development projects by developers).

On April 29, 2021, staff returned to the City Council with revised proposed user fees in response to City Council input at its March 2, 2021 meeting. Proposed cost recovery levels for common fees were reduced, particularly for fees that impacted small businesses and fees related to permits for health and safety improvements. Fees proposed for greater than 100% increases were proposed to be gradually increased over four years. During its meeting on April 29, 2021, the City Council provided further direction to staff to not change the current fees for appeals related to planning approvals.

The proposed user fees presented tonight respond to City Council direction during its April 29, 2021 meeting. The Planning Appeal fees remain the same. All fees that were proposed to increase by more than 100% would increase over a four year period instead the two year period. This has resulted in a reduction in the first year increase of a number of fees, particularly in the Planning Division. Finally, an error was corrected in the Fully Burdened Hourly Rate of the Housing and Planning Manager. The Willdan User Fee Study dated 6/22/21 (Attachment 13) was updated to reflect these changes.

The proposed City Council action at tonight's meeting includes two resolutions. The first resolution approves the Cost Recovery Policy. The Cost Recovery Policy was discussed at both the March 2, 2021 and April 29, 2021 City Council meetings. The Cost Recovery Policy is an exhibit to the resolution.

The second resolution approves the Fully Burdened Hourly Rates and new User Fee Schedule. Both the staff rates and new user fees would become effective on September 1, 2021. The second resolution also approves annual increases at the beginning of subsequent fiscal years based upon the increase in the consumer price index during the prior calendar year.

FISCAL IMPACT:

The City Council reviewed proposed reserves, fund balances, revenues, expenditures, and department budget information for the Operating and Capital Budget at public budget hearings on June 8 and June 9, 2021. General Fund revenues are budgeted to be \$50,519,441, and expenditures are budgeted to be \$51,116,558 in FY2021-22 resulting in an operating deficit of \$597,117.

The City's four Enterprise operations provide business-type services that are budgeted to be entirely rate and fee supported. The adoption of the FY2021-22 budget will appropriate revenues and expenditures for the Enterprises to carry out operational and capital improvement initiatives in the coming year.

The City's four Internal Service departments provide direct services to support all City departments and City Enterprise Fund operations. The adoption of the FY2021-22 budget will appropriate revenues and expenditures for these departments to carry out operational support initiatives in the coming year.

The 5 fiscal year Capital Improvement Program work program identifies \$239,456,054 of prior year budget carryforward and new requests for FY2022-26 in necessary capital investment to assure rehabilitation, replacement, and improvement of City facilities and infrastructure.

The budget proposes \$3,206,726 of Measure G district sales tax funds. The Citizen's Revenue Measure Oversight Committee approved allocations on CIP street projects, pavement repair truck and citywide wildfire mitigation for a total of \$1,790,000.

The proposed budget includes equipment and vehicle purchases for a total of \$924,000.

ALTERNATIVES:

1. Amend the appropriation amounts contained in the proposed budget at the time of the approval.
2. Do not approve proposed budget appropriations effective July 1, 2021. In this case, the City Council can adopt an alternate resolution assuring continued municipal operations until the City Council adopts the budget at a later meeting. An alternate resolution for this purpose is attached to this report.
3. Do not accept the Citizen's Revenue Measure Oversight Committee's feedback for identifying an alternative funding source for the Parks Manager enhancement request and staff's recommendation for the use of General Fund balance.

RECOMMENDATION:

Hold public hearing and adopt resolutions approving FY2021-22 Operating and FY2022-26 Capital Improvement Program Budget, the City Appropriations (Gann) Limit for FY2021-22, the Cost Recovery Policy and the Updated User Fee Schedule

ATTACHMENTS:

1. City Manager's Proposed Budget Transmittal Letter, May 28, 2021
2. Resolution Approving FY2021-22 Operating and the FY2022-26 Capital Improvement Program Budget
3. Resolution Authorizing Preliminary Expenditure Appropriation to Support City Operations Pending Approval of the Proposed FY2021-22 Operating and Capital Budget
4. FY 2021-22 Service Level Enhancements
5. Resolution Approving the City's Appropriation Limit (Gann Limit) of \$48,407,373 for FY2021-22
6. Gann Limit Report
7. Resolution of the San Bruno Planning Commission Finding that the Proposed Capital Improvement Program Budget for FY2021-22 is in Conformance with the City of San Bruno General Plan
8. Resolution Approving the Cost Recovery Policy
9. Final Cost Recovery Policy
10. Resolution Approving User Fees and Future CPI Increases
11. Fully Burdened Hourly Rates Effective 9/1/2021
12. Updated User Fee Schedule Effective 9/1/2021
13. Willdan User Fee Study Final 6/22/21

DATE PREPARED:

June 18, 2021

RESOLUTION NO. 2021 - 53

RESOLUTION APPROVING FY2021-22 OPERATING AND FY2022-26 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Manager transmitted the FY2021-22 Proposed Operating and Capital 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 San Bruno Redevelopment Agency; and

WHEREAS, the City prepares and adopts the Operating and Capital Budget with the intent of providing a planned policy program for City services and a financial system to carry out the planned program of services; and

WHEREAS, the City'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, the City Council held duly noticed budget hearings on June 8, and June 9, 2021; and

WHEREAS, the City Council authorizes the use of funds in the General Fund Reserve in order to balance the budget in FY2021-22; and

WHEREAS, the City Council considered Supplemental Enhancement, ongoing and one-time costs, and

WHEREAS, the City prepares and adopts the Capital Improvement Program with the intent of providing a planned program for water and wastewater facilities, traffic and transportation circulation, building improvements, and the purchase of new technology and the financial plan to carry out the program; and

WHEREAS, the San Bruno Planning Commission reviewed the capital improvement projects contained in the above budget on May 18, 2021 for compliance with the General Plan of the City and adopted a resolution confirming project compliance; and

WHEREAS, the Proposed Capital Improvement Program identifies over one hundred projects in the FY2022-26 work-plan;

WHEREAS, the proposed allocations totaling \$3,206,726 of the Measure G District Sales Tax revenues in FY2021-22 were presented to the Citizen's Revenue Measure Oversight Committee on June 18, 2021. The Committee approved allocations on CIP street projects (\$1,400,000), pavement repair truck (\$240,000) and citywide wildfire mitigation (\$150,000) for a total of \$1,790,000;

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the Proposed FY2021-22 Operating and Capital Budget, 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 Operating Revenue appropriation of \$119,823,141, Transfers In appropriations of \$12,669,758, Operating Budget appropriations of \$96,237,097 and Transfers Out appropriations of \$12,669,758 for FY2021-22; and

NOW THEREFORE BE IT FURTHER RESOLVED, that the City Council of the City of San Bruno approves the recommended budget enhancements, in the total amounts identified in Attachment 4:

NOW THEREFORE BE IT FURTHER RESOLVED, that the City Council of the City of San Bruno approves the Capital Improvement Program as follows:

SECTION 1: Revenues, expenditures and transfers enumerated in the FY2022-26 Capital Improvement Program Budget are hereby appropriated.

SECTION 2: The FY2021-22 Proposed Capital Improvement Program is hereby adopted and budget appropriations totaling \$25,548,247 and in the following amounts are hereby approved:

Fund	Carryover Appropriations	FY2021-22 Funding Request	FY2021-22 Project Funding	Total 5-Year Program
Water	\$16,826,221	(\$2,941,796)	\$13,884,425	\$76,434,425
Wastewater	15,539,232	4,975,109	20,514,341	65,974,341
Stormwater	1,680,681	1,769,283	3,449,964	3,449,964
CityNet Services		250,000	250,000	250,000
Parks	712,093	4,944,522	5,656,615	8,956,615
Facilities	19,262,570	9,733,279	28,995,849	54,642,030
Police	73,231	0	73,231	73,231
Streets	6,473,449	6,198,000	12,671,449	25,281,449
Technology	340,150	619,850	960,000	3,160,000
Total	\$60,907,626	\$25,548,247	\$86,455,873	\$238,222,054

SECTION 3: The FY2021-22 capital improvement work plan is authorized to include carry-over appropriations for projects moving toward completion or on the schedule to commence. Total carry-over appropriations from FY2020-21 are estimated to be \$60,907,626.

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I hereby certify that foregoing **Resolution No. 2021 - 53** was introduced and adopted by the San Bruno City Council at a regular meeting on June 22, 2021, by the following vote:

AYES: Councilmembers: Hamilton, Mason, M. Medina, Mayor R. Medina

NOES: Councilmembers: Salazar

ABSENT: Councilmembers: None


 Vicky S. Hasha, Deputy City Clerk

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
General Fund					
City Manager					
<p>City Manager's Office Professional Service - In the recent past, for at least the last 7 years, the City Manager's Office budget has not included a financial appropriation for general professional services. While this budgetary limitation is undoubtedly related to the fiscal challenges that have faced the City, it creates an inability to efficiently address needs for consultant and other external services that arise throughout the fiscal year. Examples include the need to hire a consultant to advance an urgent policy or regulatory need, hire an appraiser for City property, partner with other municipality on the cost to issue an RFP for shared services, or obtain expert assistance to advise on a complex operational or policy issue. An examination of prior budgets reveals that the professional services line item in the City Manager's Office has been budgeted at zero dollars or used to fund specific initiatives in a given year. Examples of the specific initiatives include:</p> <ul style="list-style-type: none"> •\$115K in FY15-16 for Economic Development efforts •\$125K in FY16-17 for a Facilities Vision Plan •\$60K in FY20-21 for the Stormwater Ballot Measure <p>The proposed \$150K in the upcoming FY21-22 is intended to fund the following:</p> <ul style="list-style-type: none"> •\$60K for grant writing assistance (Council Strategic Initiative) •\$40K for Cannabis regulation research and implementation (Council Strategic Initiative) •\$50K for general consultant and external services 		150,000		-	150,000
City Manager Total		\$150,000	\$ -	\$ -	\$150,000
Human Resources					
<p>Data Analysis Software HRIS - Human Resources and Finance staff have been working to identify processes and programs for improvement through technological upgrades to streamline operations and enhance internal and external customer services, particularly with upgrading an antiquated payroll system and replacing the City's paper-based employee management with a cloud-based Human Resources Information System (HRIS). A number of vendors provide these desired services with a user-friendly interface, but also offers additional modules that would benefit the City with its onboarding process, benefits management, performance and goal setting process, learning management, forms and file management and robust applicant tracking system at a bundled discount price. These services not only benefit City staff by automating these internal processes, but also provides better customer service with respect to recruitment as it simplifies the application process for potential applicants and streamlines the hiring process. The approximate cost was supplied by one of the vendors that provides these services. The department plans to survey a number of vendors and select the one with features that meet the needs of the City balanced with ongoing cost-effectiveness.</p>	Proactive Planning	40,000	60,000	-	100,000
Human Resources Total		\$40,000	\$ 60,000	\$ -	\$100,000
Finance					
<p>Bloomberg Terminal - The city manages a portfolio of \$127 million. Bloomberg provides open pricing and security information which are critical to trading. Without it, staff relies solely on the honesty of brokers, which leaves the City at undue disadvantage. The proposal is to treat the Bloomberg license fee as a negative interest and spread the cost to all funds with equities in the portfolio.</p>	Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality	27,660	-	27,660	-
<p>Data Analysis Software - Power BI and Tableau are two widely used data analysis tools by finance professionals. These tools enhance data analysis capability over Excel. The unit license cost is \$120/year for Power BI and \$840/year for Tableau. The request includes 3 individual licenses for each software for staff who are able to use the tools.</p>	Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality	3,000	-	-	3,000
Finance Total		\$30,660	\$ -	\$ 27,660	\$3,000
Police					
<p>Add 2 FTE sworn Police Officers - Google operates its worldwide headquarters for its YouTube business within the City of San Bruno. Google recognizes that their YouTube business and facility increase the burden on the city to provide for the safety, security and order for the entire City of San Bruno. This burden draws down the current available law enforcement resources available. Google wishes to reduce the burden on law enforcement resources by entering into a cost recovery agreement with the City to provide for two full time police officer positions. These positions will augment current law enforcement resources to provide for the safetyband security of their campus and the surrounding areas. Once it is approved, Police's baseline overtime budget for this purpose in the past will be reduced by the same amount.</p>	Protect & Improve Community Aesthetics and Safety	310,278	-	310,278	-
<p>Avigilon VMS – Security Camera Software Support Move of the PD's CCTV system from the internal network to the Avigilon server. Moving this off of the local police network will speed up network traffic in the station and allow both networks to work better.</p>	Protect & Improve Community Aesthetics and Safety	10,550	-	-	10,550

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
<p>Intrado maintenance renewal for 911 phone system Maintenance and support services for PD's 911 Intrado call handling equipment and software.</p> <p>Software Protection and Remote Technical Support On-Site Maintenance (for 1 to 10 positions) Hardware Protection Stand Alone System</p> <p>Historically, the State of California paid for maintenance directly. The State is now requesting that all law enforcement agencies pay the annual bill and submit a reimbursement request to the State. The full amount is reimbursable and will be reflected in PD's revenue.</p>	Protect & Improve Community Aesthetics and Safety	12,600	-	12,600	-
<p>iRIMS Software - Beginning in FY2021-22 the Police Department will be required by State Law to collect and report what is known as stop data to CA DOJ. The collection and reporting of this data, pursuant to RIPA, is a laborious process for patrol, supervisors and records staff alike. As an example, a simple traffic stop that previously required less than a minute of work to close out when completed, is now expected to require nearly 45 minutes of staff time. This mandatory new workload will have an obvious impact on staff and on available staff time for critical public safety priorities. iRIMS provides and expanded interface to our existing RIMS CAD/RMS System that enables patrol officers to more easily collect and report stop data in real time, using an encrypted program on their department-issued cellular phones. This is expected to cut the data collection time in half, reduce data entry errors significantly, and reduce the approval time required of Sergeants and Records Staff. Moving forward with stop data collection and reporting without iRIMS will be less secure, more time consuming and will generate notably more errors in our data. We have chosen to collect stop data using our existing CAD/RMS System whereas many other cities have purchased stand alone software to do so, at significant additional expense, well beyond the allocation requested for iRIMS. Full amount can potentially be reimbursed by the State Our annual RIMS bill will increase by \$3300 beginning FY2023 if the iRIMS enhancement is approved, this will be a reoccurring expense.</p>	Protect & Improve Community Aesthetics and Safety	27,100	-	-	27,100
Police Total		\$360,528	\$ -	\$ 322,878	\$37,650
PW Admin & Engineering					
<p>Add 1 FTE Principal Civil Engineer - The Principal Civil Engineer position will focus on land development. Areas of responsibility will include overseeing private development, encroachment permits, and Public Works Engineering plan review of building permits. This Principal Civil Engineer will supervise junior staff such as Assistant and/or Associate Civil Engineer for land development and technician/inspector in the plan review and inspection of private owner work in the public right-of-way and easements. Under the supervision of the City Engineer, the Principal Civil Engineer will personally manage more complex private development projects and coordinate the activities of consultants in a variety of supporting disciplines. The City currently has over 20 private development projects, several that are particularly large and/or complex, such as YouTube, Crestmoor High School, Engvall School, and Mills Park redevelopment. The City currently has only one Associate Engineer in land development, which is insufficient to meet its substantial needs. The City Engineer, existing Principal Civil Engineer, and Associate Engineers for the Capital Improvements Program (CIP) are all currently also managing private development projects, diverting much needed attention on the CIP and other general engineering activities. A Principal Civil Engineer is being recommended so that land development activities can be consolidated as a division within the Engineering group. Public Works Admin/Engineering brought in approximately \$158,000 in revenue from receipts from reimbursement agreements in FY 2019-20. The reimbursement rate of an Associate Engineer is currently approximately \$70-\$75 / hour and a Principal Engineer is approximately \$80 / hour. With the master fee schedule update, the revenue from reimbursements of private development would be expected to double. There is not a shortage of projects to manage. Currently a majority of the plan review of plans is conducted by external consultants because there is no bandwidth to perform the review internally; however, staff still need to manage consultants. Consultants rely on City-specific feedback on policies and processes. Should development activity slow, which has not been evident and is not expected to occur in the near term, staff could shift to performing more of the plan review.</p>	Proactive Planning	180,250	-	158,620	21,630
Traffic Engineering Services	Proactive Planning	80,000	-	-	80,000
Long-term document storage facility annual rent	Proactive Planning	2,000	-	-	2,000
Temporary engineering workers for special projects and staff support	Proactive Planning	28,400	-	-	28,400
Public Works Admin & Eng Total		\$290,650	\$ -	\$ 158,620	\$132,030

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Planning					
<p>Affordable Housing Fund Program Implementation Plan - This budget enhancement was authorized by City Council on November 12, 2019 as part of the Q1 financial update for the FY2019-2020 budget. Due to staffing challenge, the Request for Proposal (RFP) to select the adequate consultant to implement City's Affordable Housing Fund program is yet to be finalized. This fund will assist City staff in implementing City's Affordable Housing Fund program.</p> <p>As of March 2021, the City has approximately \$3.8 Million in the affordable housing in-lieu fund. The fee was established in 2008 and applies to both residential and nonresidential development projects. Due to the significant investment cost associated with constructing a new affordable project in the area and the affordable housing fees not be sufficient to fund such project, the City has yet to utilize these funds. As this fund was previously authorized to retain a consulting firm to conduct research and develop a plan and implementation alternatives in 2019, staff requests the \$70,000 fund to be made available for the FY2021-22 to continue identifying such consulting firm. Once implemented, the Affordable Housing Program implementation plan will help to ensure the funds are programmed effectively. It is important to note that several large development projects are in the pipeline which will soon make a significant contribution to the existing fund.</p>	Proactive Planning	-	70,000	70,000	-
<p>Planning and Housing Intern - The request is for a returning and limited-time Planning and Housing Internship position that will start in summer 2021 and last approximately 600 hours. The intern will work on an average of 30- 40 hours a week under the direct supervision of the City Planning and Housing Manager or the Department Director with a special focus on City-lead affordable housing programs and preparation for the next Housing Element. The City Planning Division administers the City's Affordable Housing Program but has no dedicated staff to work on this, and it has not been prioritized over other more urgent work. The intern will also assist in other assignments in the Planning division.</p>	Proactive Planning	25,596	-	-	25,596
<p>On-call clerical support Part-time or Service (50% Planning and 50% Building) - The Department currently does not have dedicated clerical support and each individual staff member is responsible for its own administrative function. For instance, a planner's time is spent on making copies, addressing envelopes, responding to status of a building permit review, and mailing public notices. With the forecasted increase in development activities in the next few years, additional dedicated clerical support for the Department will allow planners and building staff to focus on their specialized tasks at hand. This service can be satisfied either through an on-call service or a part-time clerical position. Estimated cost for either an on-call clerical service or a part-time staff is \$25,000 per year.</p>	Proactive Planning	13,331	-	-	13,331
Planning Total		\$38,927	\$70,000	\$70,000	\$38,927
Building					
<p>On-call clerical support Part-time or Service (50% Planning and 50% Building) - The Department currently does not have dedicated clerical support and each individual staff member is responsible for its own administrative function. For instance, a planner's time is spent on making copies, addressing envelopes, responding to status of a building permit review, and mailing public notices. With the forecasted increase in development activities in the next few years, additional dedicated clerical support for the Department will allow planners and building staff to focus on their specialized tasks at hand. This service can be satisfied either through an on-call service or a part-time clerical position. Estimated cost for either an on-call clerical service or a part-time staff is \$25,000 per year.</p>	Proactive Planning	13,331	-	-	13,331
Building Total		\$13,331	\$0	\$0	\$13,331
Recreation					
<p>Holiday decorations for the downtown area including a tree for Centennial Park to hold the annual tree lighting ceremony</p>	Strengthen Community Connections, Engagement, and Communication	-	25,000	-	25,000
Recreation Total		\$0	\$ 25,000	\$ -	\$25,000

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Parks Maintenance					
Additional overtime - Funding is needed to support small projects that arise requiring work beyond the scope of the day to day work of the Parks Maintenance Division. Examples of these include but are not limited to: •College Drive Median renovation •Park area rehabilitation projects •Support of Streetscape related projects	Proactive Planning	30,000	-	-	30,000
Reclassify Maintenance Worker II to Parks Maintenance Technician II - The Parks Division's Tree Program Team is currently comprised of a Parks Maintenance Technician II and a Maintenance Worker II who are responsible for performing a variety of technical functions to support the program. This includes operating specialized equipment such as: an aerial lift truck, brush chippers, stump grinders, chainsaws, and related hydraulic pruning equipment. The Tree Team is also charged with identifying tree pests, disease, and structural weakness; and removing diseased, dead, or excess limbs, branches, or trees. Prior to the City contracting with a tree maintenance contractor for annual City-wide pruning, this Team was also responsible for the annual tree pruning program that lasts several months and would include other Maintenance Workers I/II's who would rotate into the tree function. During this time, Maintenance Workers I/II's would be exposed to the technical work specific to the tree program. Since the contracting out of the annual tree pruning, the Maintenance Workers I/II no longer rotate to this assignment to have exposure to the technical requirements of this function. There now is a dedicated Maintenance Worker II assigned solely to the Tree Team, performing specialized and technical functions. The work performed by this Maintenance Worker II is actually that of a Parks Maintenance Technician II. This enhancement allows reclassification of the Parks Maintenance Worker II to a Parks Maintenance Technician II to accurately reflect the technical work performed in this function. This is necessary to recognize the actual work required of this position as well as to ensure that, should a vacancy of this position occur, a qualified individual can be recruited based on the appropriate classification description.	Proactive Planning	133,785	-	120,194	13,591
Parks Maintenance Total		\$163,785	\$ -	\$ 120,194	\$43,591

Internal Service Funds

Central Garage					
Strip & re-coat the garage bay floors, paint, etc.	Proactive Planning	-	10,000	10,000	-
Tool boxes, equipment storage, and work station	Proactive Planning	-	15,000	15,000	-
Central Garage Total		\$0	\$ 25,000	\$ 25,000	\$0

Building and Facilities					
Library roof spot maintenance	Proactive Planning	-	30,000	30,000	-
Interior paint maintenance	Proactive Planning	25,000	-	25,000	-
Pressure washing exterior walls and sidewalks at City Facilities	Proactive Planning	25,000	-	25,000	-
HVAC one-time maintenance and assessment at all facilities	Proactive Planning	-	16,000	16,000	-
Roof contract maintenance	Proactive Planning	10,000	-	10,000	-
Re-paint generator at Arbor Court	Proactive Planning	-	6,000	6,000	-
Door and entryway maintenance and lock/key service	Proactive Planning	3,000	-	3,000	-
HVAC emergency repair	Proactive Planning	40,000	-	40,000	-
Uniform cleaning and maintenance	Proactive Planning	1,500	-	1,500	-
Hazardous waste material disposal/recycling, San Mateo County fees	Proactive Planning	3,000	-	3,000	-
Building and Facilities Total		\$107,500	\$ 52,000	\$ 159,500	\$0

Information Technology					
New City phone system/Phone relocation services - New City Disaster Recovery phone system/phone relocation services. Current system is outdated, reached end of life, at capacity and no longer supported. Users currently experience frequent issues negatively affecting work output and high frustration with the lack of capabilities that current phone systems now provide. The City needs a phone system with robust features and capabilities for increased work productivity. This project will provide the City with a Disaster Recovery capability for telephone services, complementing the new telephone system which is budgeted as a CIP expense. Future costs will be requested as a budget enhancement as part of the FY2023 budget process.	Proactive Planning	25,000	80,000	105,000	-
New City website platform - Our website is an essential City service that provides critical information to residents, now more than ever. Our current platform, Civica, will sunset in 2022, so we need to be in the process of migrating to a new platform before then. Otherwise, our current vendor informs us that our website will be shut down on January 1, 2022.	Strengthen Community Connections, Engagement, and Communication	-	56,065	56,065	-
NetScaler - renewal and purchase of additional license. The NetScaler is an essential component in the Citrix architecture, it serves as the gateway portal for users to gain access to network resources from the outside. In IT we try to find and eliminate single points of failure by enabling Fault Tolerance. IT accomplishes this by having two or more replicates of the essential equipment - equipment that could fail for many reasons and cause an outage. The City's current Citrix infrastructure has only one NetScaler, therefore we have put in the budget for the purchase of a second in the next fiscal year for replication purposes.	Proactive Planning	8,500	-	8,500	-
Replace 2 network switches - one at Police Department Data Center and one at Parks & Recreation: Current equipment not covered under a maintenance contract and are critical to the Police Department phone and data network and the Parks and Recreation network infrastructure.	Proactive Planning	-	12,000	12,000	-

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Help desk ticketing system - Since implementation of the IT help desk ticketing system in July 2020, help desk requests from City staff are now centrally managed, tracked and organized, with each issue managed individually based on priority. City staff submits their IT support issue via an online portal that requests the information needed to best solve their issue quickly. The help desk ticketing system has increased IT staff efficiency, as well as internal customer satisfaction.	Proactive Planning	1,242	-	1,242	0
Server replacement, ESXI hosts - Aging equipment/hardware, that is no longer compatible with newer versions of the software made available by the vendor. Additionally, the upgrade is required to keep our current support contract active/valid.	Proactive Planning	-	21,000	21,000	-
Dell iDRAC8 license - iDRAC8 enables IT staff to remotely monitor, manage and update the City's Dell servers, as well as troubleshoot/remediate issues quickly. If there is an issue with the server, the iDRAC8 alerts IT staff immediately with what the specific issue is.	Proactive Planning	-	1,078	1,078	(0)
Video conferencing services - Due to pandemic, in-person meetings have been suspended. Video conferencing services allowed the City to continue to host City meetings, while keeping the staff and public safe. We anticipate that virtual meetings will continue at least through next fiscal year as the pandemic is not yet under control in the United States nor the rest of the world.	Proactive Planning	5,179	-	5,179	(0)
PD computer and peripheral replacement, PD printer toner - The Police Department needs to upgrade aged computer equipment (\$19,450 for 20 computers), as well as buy and replace keyboards, speakers and headsets (\$1,525). Toner for the Police Department is supposed to be covered by IT but has not been. The Police Department hopes to have Finance approve the lease of two additional RICOH copiers to replace ten printers to eliminate the need for toner. If their request is not approved, IT requests \$3,400 to cover for the Police toner needs.	Proactive Planning	3,400	20,975	24,375	-
Patch management - Tool to remotely distribute and apply updates to software and operating system. Applying a patch as quickly as possible lessens the risk of the City becoming affected by security vulnerabilities. Critical during and after pandemic to ensure computer systems are up to date.	Proactive Planning	10,000	-	10,000	-
SMS communication system - The City always makes communication a priority, but it is especially important during times of emergency. SMS/MMS messaging systems can help provide alerts during such critical moments, as well as improve information exchanges with the public on a day-to-day basis. The City currently lacks a SMS communication system to send mass notifications and time-critical alerts.	Strengthen Community Connections, Engagement, and Communication	10,000	4,500	14,500	-
Information Technology Total		\$63,321	\$ 195,618	\$ 258,939	-

American Rescue Plan Act Fund

City Manager					
Convert the frozen Public Information Officer to Executive Assistant to the City Manager - The City Manager and City Manager Office staff juggle internal and external customer service functions with high volume of project management. This proposal to reclassify the current Public Information Officer to an Executive Assistant to the City Manager would consist of providing support to the City Manager's Office to provide timely service to internal and external customers via telephone and email as well as manage a variety of projects including contract support, accounts payable, City Manager communications as well as provide information and resolve complaints requiring the use of sound judgment and political acumen. The City Manager's Office receives a high volume of customer inquiries, appointment scheduling and documents to be reviewed and properly managed. Prior to temporary support, the Assistant to the City Manager was performing the Executive Assistant functions in addition to the Assistant to the City Manager functions. However, the split duties distracted from key projects requiring analytical time and attention, specifically to focus on emergency operations during the COVID-19 pandemic and increased community outreach. The Assistant to the City Manager serves as a senior analyst role, taking on complex projects and responsibilities assigned by the City Manager. An allocation of an Executive Assistant to the City Manager will allow the Assistant to the City Manager to focus time on project management responsibilities.	Proactive Planning	118,475	-	-	118,475
Add 1.0 FTE Economic Development Manager budgeted at 67% for year 1 - The Department currently does not have a dedicated position to proactively engage in economic development in the City. If funded, the Economic Development Manager would serve a variety of functions to support San Bruno small businesses and encourage new investment in the community. The Economic Development Manager can be a great partner to the Chamber of Commerce in facilitating with other business operators in San Bruno. Principal roles would include small business assistance, downtown initiatives, ombudsman for larger permitting projects, business retention and recruitment. This type of function usually reside in the City Manager's Office. The position alignment can be reviewed on an annual basis for best utilization. A specific work plan for this position can be developed in conjunction with City Manager's office to identify major project initiatives and priority. Annual position cost is \$178,042.	Proactive Planning	117,008	-	-	117,008
City Manager Total		235,483	-	-	235,483

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Police					
Restore 2 FTE Police Officer (FY20-21 8 FTE Frozen Positions for normal services - 4 Police Officers, 1 Public Safety Dispatcher, 1 Police Clerk, and 2 CSO II.) The last time that the City was in financial dire straits, the budget was balanced on the backs of the PD to the tune of "freezing" police officer positions, only 2 of which have been reinstated in the 12 years since. The staffing level at the PD has not been increased since 1975. This means that our present authorized staffing levels are actually 11 officers fewer (over 22%) than they were over 45 years ago.	Protect & Improve Community Aesthetics and Safety	307,648	-	-	307,648
Police Total		307,648	0	0	307,648
Fire					
Restore 2 FTE Fire Fighter - In 2020, San Bruno Fire Department met the minimum staffing requirements to deliver services 86% of the time using regularly scheduled personnel. The remaining 14% of the time, staffing was filled by overtime personnel to backfill for sick leave, vacation leave, disability leave and military leave. The overtime cost for this backfill was at a monetary cost of over \$825,000 (Over 7% of the department's total budget). The addition of two firefighters could potentially reduce 66% or more of the overtime costs associated with the vacancies. This important cost saving aids the department in improving other critical projects such as infrastructure improvements, training improvements and equipment improvements. Currently all leave requires hiring back overtime to fill the vacancy. With an additional firefighter on duty, the department would have a buffer when there is an unexpected leave. The unit would be able to continue service delivery without interruption. Assembly time of the recommended number of personnel is another realizable improvement to service delivery. NFPA 1710's recommendation for a single family residential structure fire is 17 personnel on the initial alarm assignment to effectively and safely mitigate the hazard. San Bruno Fire relies on automatic aid from surrounding agencies to meet the recommendation. With the addition of two firefighters, SBFDF has the opportunity to staff an apparatus with 4 personnel when no leave is scheduled on two of the three shifts. Without the extra SBFDF personnel, the incident would require a third automatic aid apparatus to arrive to bring the personnel numbers up to the recommended 17. When the county sends a strike team of engines to major wildland incidents in the State, the standard is to send 4 personnel on every engine. With the additional personnel, San Bruno would be able to immediately send one engine with four personnel without the delay of rendezvousing with another apparatus to exchange personnel. Additionally, only one apparatus would need backfilling as opposed to two apparatuses when a strike team engine is deployed. This would help in quicker re-establishment of services. San Bruno Fire prides itself on delivering many community programs. With the addition of two firefighters, the department would have more capacity to support these important and valuable community programs.	Protect & Improve Community Aesthetics and Safety	303,674	-	-	303,674
Add 1 FTE Fire Inspector budgeted at 67% for year 1 - The increased wildfire threat and the increase in residential and commercial development in San Bruno have highlighted the importance of the City's Fire prevention division and our fire inspection program. Over the past few years, the San Bruno Fire Departments' fire prevention division workload has dramatically increased in scope, complexity, and importance. This new position, if approved, will allocate 50% of its time to overgrown vegetation, wildland-urban interface issues and aid in citywide vegetation management programs. The other 50% of the time will be allocated to the performance of fire and life safety inspections. With the additional inspections being performed by this new position, an increased amount of revenue is expected to be received for every additional inspection being made. Approximately \$100,000 in additional revenue can be archived by the additional inspection capacity. This additional revenue will help offset the costs associated with this new position. The 2020 fire season has made it clear that we need to do a better job managing our urban wooded spaces. This new position will spend half the year working on overgrown vegetation and wildland-urban interface issues, aid in citywide vegetation management programs, and aid property owners to make sure they can help create a defensible space against wildfires. Since this is historically a busy job during the summer months, the Fire Inspector can carry out other business inspections during the winter months. With the over 2,000 licensed businesses in San Bruno, the current fire prevention staff can only inspect about a quarter of the licensed businesses. This additional position will help bridge the gap between our current inspection program and help make our community safer. The Fire Inspector position helps carry out the City's fire inspection program. It works with the Community Development Department to ensure that City structures follow current state and local fire and code enforcement laws and ordinances. In addition to working with other departments, the Fire Inspector interacts with the public and meets with engineers, architects, contractors, the business community, property owners, and residents on fire prevention codes and ordinances. If a dispute or problem arises as it relates to fire ordinances, the Fire Inspector works with the Fire Marshal and community members to navigate towards resolution and helps with public education and community outreach efforts to educate the public on fire safety topics. Although the primary duty is fire prevention and inspection, the Fire Inspector also investigates fires, collects evidence, and serves as an expert witness in court cases involving fire violations, arson, or accidents. Full annual position cost is \$137,463.	Protect & Improve Community Aesthetics and Safety	94,057	-	-	94,057
Fire Total		397,731	-	-	397,731

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Building					
Contract On-Demand Senior Building Inspector - The City is experiencing an increase in development activity which will require more capacity to support field building inspectors in addition to provide direct support pertinent to matters with illegal construction. Since July 2019 after Code Enforcement division was relocated the Police Department, building inspectors I/II have been taking on additional tasks to resolve issues that involve illegal and substandard constructions. These tasks were previously conducted by the City's three code enforcement officers as part of the code enforcement functions. Additional on-demand senior building inspector service provided by qualified consultants firms for up to 24 hours (3 working days) a week would provide the needed staffing for the increased inspection and code enforcement related activities for the entire department	Proactive Planning	-	132,480	-	132,480
Building Total		\$0	\$132,480	\$0	\$132,480
Planning					
Add 1 FTE Long Range / Advanced Planning Senior Planner - The department currently does not have a dedicated position for the numerous long-range / advanced planning responsibilities of a City. With the significant increase in development activities in the City, long-range / advanced planning activities have not been a focused effort. Rather, it was addressed by a variety of resources, such as through contract planners, the Planning and Housing Manager, or the Department Director. With the number of substantial long-range plans that impact investment in the community (e.g., Housing Element Update, General Plan Update, Zoning Code Amendment, Airport Land Use Commission Plan Amendment), a dedicated and experienced long-range / advanced Senior Planner would be a valuable addition to the City to ensure consistency and attention to how these plans can support continued investment. Full annual position is \$166,318	Proactive Planning	109,341	-	-	109,341
Senior Planner @ 25% (Current Planning)	Proactive Planning	41,113	-	-	41,113
Planning Total		150,454	\$ -	\$ -	150,454
Parks Maintenance					
Part-time parks maintenance assistant - Funding is needed to restore part-time staffing to pre-covid levels. Park usage is returning to pre-covid levels with the Return to Play allowing sports field use and the allowance of small gatherings that will restore picnic levels. With the reduction of full time staff, part time workers are essential to the maintenance of our parks especially on the weekends. This request is for 2 part time workers not to exceed 18 hours per week each.	Proactive Planning	30,142	-	-	30,142
Part-time administrative assistant - Funding is requested to provide clerical support, primarily to the Parks Division, including filing, bill paying and support of the tree program. This position would be 4 days per week at 4.5 hours per day, totaling 18 per week. The loan of the full time Accounts & Customer Service Representative to the CMO office has contributed to this need.	Proactive Planning	30,142	-	-	30,142
Restore 2 FTE frozen Parks Maintenance Worker I	Proactive Planning	194,632	-	-	194,632
Parks Total		254,916	0	0	254,916
PW Admin & Engineering					
Restore frozen Associate/Assistant Civil Engineer (Traffic Engineer) . When the City was in financial dire straits last fiscal year, the budget was balanced in part by "freezing" a vacant Public Works Associate Engineer position that oversees traffic engineering and Traffic Safety and Parking Committee (TSPC) related projects. Public Works currently has fewer engineers on staff than in any time in the last 10 years. The Department is currently relying on more costly outside traffic engineering contractors to complete similar work in the interim. This position is critical to address pedestrian, bicycle, and traffic safety issues throughout the City.	Proactive Planning	155,835	-	-	155,835
PW Admin & Engineering Total		\$155,835	\$ -	\$ -	\$155,835
Streets					
Restore 1FTE frozen Streets Maintenance Worker I (Street Operations) . When the City was in financial dire straits last fiscal year, the budget was balanced in part by "freezing" a vacant Public Works Maintenance Worker position. The Streets Division now only has 3.5 maintenance workers (one position is shared with Stormwater), fewer staff than in any time in the last 10 years. Restoring this position is critical to maintaining the previous minimum level of street and pavement repairs. Restoring this position however will not address the Measure G goals to improve the City's road conditions.	Proactive Planning	97,316	-	-	97,316
Add 1.0 FTE - Maintenance Worker I - This position is to meet Measure G's goals to improve the City's road conditions. As part of Measure G funding, the Streets Division is requesting purchase of a dedicated pothole patching and road repair truck. This additional Maintenance Worker position will operate the pothole Patch truck full-time as part of a dedicated two-person crew. Road repairs are currently not a full-time task due to limited staffing.	Proactive Planning	97,316	-	-	97,316
Streets Total		194,632	\$ -	\$ -	\$194,632

Summary of Proposed Budget Enhancements

Budget Enhancement Request	City Council Priority & Focus Area	New Ongoing Cost	One-Time Costs	New Revenue / Allocation / (Expenditure)	Net Impact on Fund
Library Services					
<p>Increase part-time staffing to 50%, plus additional funds to account for increasing minimum wage. Part-time employees are critical to Library operations. These employees include Library Pages, Senior Clerks, Library Assistants, a Homework Center Site Manager and a Librarian. Part-time employees are essential to providing a full-service library with robust open hours to serve the community: normally accommodating 18,000 visitors per month. Examples of the many duties performed by part-time employees include managing the Library's homework center, fulfilling patron requests, providing direct public service at circulation and reference desks, checking in and reshelving returned books, processing books returned from other libraries and assisting with public programming.</p> <p>The base amount for part-time salaries for FY2021-22 is \$48,069: \$32,250 plus \$15,819 to backfill for a full-time staff member who will be on leave for the initial 3.6 months of the fiscal year. While this enhancement request does not restore Library hours to pre-COVID levels, which was 55 hours per week, it does provide the Library the ability to offer a homework center during the school year and open 38 hours per week.</p> <p>Prior to the pandemic, the Library's open schedule was 55 hours per week Monday to Saturday. The Library part-time salaries budget for FY2019-20 was \$187,600 and was reduced by 82% to \$32,250 due to the economic downturn caused by the COVID-19 pandemic.</p> <p>Without any funding enhancement the Library will use minimal part-time staff and be open 24 hours per week Monday to Saturday for 4 hours per day. If approved, the part-time salaries enhancement will provide for 38 open hours per week Monday to Saturday, ranging from 6 to 7 hours per day.</p> <p>Additional considerations include the following:</p> <ul style="list-style-type: none"> •Each additional open hour per week will cost \$5,171. (Example – 10 additional hours per week = \$51,710 per year) •The Homework Center typically operates Monday–Wednesday 3-6 and Thursday 1:30-6 to accommodate early dismissal on Thursdays. This program requires funding in addition to the funding needed for additional public hours. The staffing cost to operate the homework center over the course of a school year is \$11,966 and is included as part of this enhancement request. 	Proactive Planning	92,714	-	-	92,714
Library Services Total		92,714	\$ -	\$ -	\$92,714
Information Technology					
<p>Add 1 FTE Information Technology Associate budgeted at 67% for Year 1 - Over the last several years the Police Department has continuously leveraged technology to overcome staffing and budgetary challenges and to enhance the quality and level of services that it provides to the community. As a result, we are more dependent upon technology than ever before. The Police Department has 73 full-time employees and dozens of part-time and per-diem employees, all of whom rely on functioning technological systems every day. Additionally, the Police Department uses numerous systems that are unique to law enforcement, requiring background clearance and specific knowledge to maintain. In emergency services, uptime is critical as outages and failures in technology compromise the safety of our community. The City employs two IT Associates to handle all technology-related concerns of all City departments, which results in substantial delays in service when systems fail at the PD. The Police Department needs at least one, full-time IT professional dedicated to the PD. The Police Department currently pays \$48,000 to Caine Consulting to supplement IT's efforts. As such, we request that the fees to Caine Consulting be instead directed to pay for a full-time IT Associate dedicated to the Police Department.</p>	Proactive Planning	91,229	-	-	91,229
Information Technology Total		91,229	\$ -	\$ -	\$91,229
American Rescue Plan Act Fund Total		\$ 1,880,642	\$ 132,480	\$ -	\$ 2,013,122
Total Supplemental Requests		\$3,139,344	\$ 560,098	\$ 1,142,791	\$2,556,651
Total General Fund Costs		\$1,087,881	\$ 155,000	\$ 699,352	\$ 543,529
Total American Rescue Plan Act Fund Costs		\$1,880,642	\$ 132,480	\$ -	\$ 2,013,122
Total Internal Service Funds Costs		\$170,821	\$ 272,618	\$ 443,439	\$ -

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City of San Bruno
FY2021-22 Gann Appropriation Limit
Date Prepared: 6/14/2021

FY2020-21 Appropriation Limit		\$ 46,129,927
Calculation of FY2021-22 Adjustment Factor		
Annual Change Factors		
Cost of Living Adjustment Factors for FY2021-22		
California Per Capita Personal Income (CPCPI)	5.73%	
Population Adjustment Factors for FY2021-22		
San Mateo County Population Change	-0.75%	
Adjustment Factor for FY2021-22		
(1 +0.0573) x (1 - 0.0075)		<u>1.04937025</u>
FY2021-22 Appropriation Limit		<u>48,407,373</u>
Proceeds of Taxes		35,965,889
Exclusions:		
Qualified Capital Projects and Debt		<u>(1,271,452)</u>
FY2021-22 Appropriations Subject to Limit		<u>34,694,437</u>
Over (Under) Appropriations Limit		<u>\$ (13,712,936)</u>
Percent Over (Under)	-28.33%	

City of San Bruno
FY2021-22 Gann Appropriation Limit
Date Prepared: 6/14/2021

Fiscal Year Ending June 30,	Adjustment Factor	Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
2016	6.61%	37,016,046	26,497,883	(10,518,163)
2017	6.33%	39,358,742	27,089,610	(12,269,132)
2018	4.27%	41,039,622	28,405,924	(12,633,698)
2019	4.19%	42,758,505	29,451,210	(13,307,295)
2020	4.14%	44,529,041	32,041,337	(12,487,704)
2021	3.60%	46,129,927	31,218,833	(14,911,095)
2022	4.94%	48,407,373	34,694,437	(13,712,936)

RESOLUTION NO. 2021 - 50

**RESOLUTION APPROVING CITY'S APPROPRIATIONS LIMIT
(GANN LIMIT) OF \$48,407,373 FOR FY2021-22**

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 FY2021-22 as set forth in the Gann Appropriation Limit Report; and

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

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

1. The adjustment factors selected for calculating this Appropriations Limit are based on California Per Capita Income change of 5.73% and the San Mateo County population change of -0.75%;
2. The Appropriation Limit for FY2021-22 is established at \$48,407,373; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

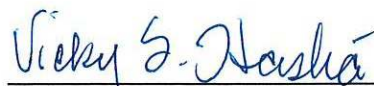
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I hereby certify that foregoing **Resolution No. 2021 - 50** was introduced and adopted by the San Bruno City Council at a regular meeting on June 22, 2021, by the following vote:

AYES: Councilmembers: Hamilton, Mason, Salazar, M. Medina, Mayor R. Medina

NOES: Councilmembers: None

ABSENT: Councilmembers: None



Vicky S. Hasha, Deputy City Clerk

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GLOSSARY OF TERMS

Accounting Period – The City of San Bruno’s fiscal year is divided into 12 accounting periods. Each accounting period is a month and may have two or three pay periods.

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.

Americans with Disabilities Act (ADA) – Americans with Disabilities Act, Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of telecommunications device for the deaf (TDD)/telephone relay services.

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.

Appropriation Ordinance – The official enactment by the City Council to establish legal authority for City officials to expend and obligate resources.

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).

Asset Type – Capital assets are generally large and expensive and expected to last for at least one year but may be required for decades of public use and include complex underground water distribution and wastewater collection systems to buildings, parks, streets, and bridges.

Asset Management – Asset management is a strategic, comprehensive approach that involves systematic data collection and the analysis to provide City management with a framework for making sound decisions each fiscal year. Asset managers must make decisions on when and how to inspect, maintain, repair, renew, and replace a diverse set of existing facilities in a cost-effective manner.

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 (CIP) – 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.

Consumer Price Index (CPI) – A statistical description of price levels provided by the United States Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

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.

Educational Revenue Augmentation Fund (ERAF) – Accounts established by the state legislature to receive shifts of property tax revenues from cities, counties, special districts and redevelopment agencies. The additional ERAF property tax revenues to schools enable the state to reduce support from the state general fund, thereby saving the state billions of dollars annually.

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 XIIB of the state Constitution, was drafted to be a companion measure to Proposition 13, Article XIII A of the Constitution. Article XIIB 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 Law City – A city that has not adopted a charter and is therefore bound by the state’s general laws, even with respect to municipal affairs. In contrast, charter cities have authority over “municipal affairs,” trumping state law governing the same topic.

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.
- Highway Users Tax Account (HUTA) – State transportation revenues from motor vehicle fuel taxes allocated to state and local governments by formula.
- 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.
- Licenses and Permits – A charge designed to reimburse city for costs of regulating activities being licensed, such as licensing of bicycles, etc.
- 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.

Motor Vehicle Fuel Tax – An excise tax, applied per gallon, on fuel used to propel a motor vehicle or aircraft. Use of tax is limited to research, planning, construction, improvement, maintenance and operation of public streets and highways or public mass transit guideways.

Motor Vehicle License Fee (VLF) – A fee for privilege of operating a vehicle on public streets. VLF is levied annually at 2 percent 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.

Net Position – The equity associated with (the difference between) general government wide assets and liabilities. Proprietary Fund equity is also classified as Net Positions. Net Positions 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).

Property Tax In Lieu of VLF – Property tax shares and revenues allocated to cities and counties beginning in FY2004-05 as compensation for Vehicle License Fee (VLF) revenues, previously allocated to cities and counties by the State. Referred to in the statute as “vehicle license fee adjustment amounts.”

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 Positions – net positions 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.

Tax Rate – The amount of tax applied to the tax base. The rate may be flat, incremental or a percentage of the tax base, or any other reasonable method.

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.

Transient Occupancy Tax (TOT – Tax levied by cities on persons staying 30 days or less in a room(s) in a hotel, inn, motel, tourism home, non-membership campground or other lodging facility.

Undesignated Unreserved Fund Balance – Available expendable financial resources in a governmental fund that are not the object of tentative management plans (designations).

Unrestricted Net Positions – That portion of net positions 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.

**- o00o -
End of Budget**

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