

FISCAL YEAR  
2024-2025



BUDGET

CITY OF BURLINGAME, CA



On June 17, 2024, the City Council adopted the Proposed Fiscal Year 2024-25 Operating Budget and Five-Year Capital Plan following a public hearing. All references herein to the "proposed budget" and "budget request" should be replaced with "adopted budget."



CITY OF BURLINGAME, CALIFORNIA



# FISCAL YEAR 2024-2025 PROPOSED OPERATING AND CAPITAL BUDGET

FINANCE DEPARTMENT  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

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## CITY MANAGER'S TRANSMITTAL LETTER

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Date: June 17, 2024

To: Mayor Donna Colson & the Burlingame City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2024-25



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2024-25. The attached document contains the funding recommendations for all City programs and services, including those that utilize funds from the City's various enterprise and special revenue accounts. The capital improvement projects that are programmed for funding from all City sources are presented as well.

At the time the budget for the 2023-24 fiscal year was being developed, the economic outlook was still uncertain. Although the economy has been slowly recovering from the pandemic-induced recession of 2020, a new set of challenges has surfaced – increased trade tensions with China, the ongoing Russia/Ukraine war, conflicts in the Middle East, high inflation and interest rates, supply chain issues, and labor market conditions. The City's fiscal year 2024-25 budget reflects continued cautious optimism, consistent with the conservative financial assumptions.

The City's priorities include increasing environmental sustainability in City operations and the community at large, improving transportation and roadway safety, addressing housing affordability with a focus on socioeconomic diversity, and improving the City's infrastructure. These priorities serve as guiding principles to help the Council and City leaders determine future initiatives, policies, and strategies.

At its annual goal-setting session in late January, each Councilmember presented a project that they would take the lead on in 2024. Mayor Colson's projects include hosting a community engagement fair to showcase community volunteer opportunities and implementing Conversations with Council to enable community members to meet informally with Councilmembers. Vice Mayor Beach will focus her energy on advancing the Broadway Grade Separation project and assisting with the dissemination of information on sustainability related rebates.

Then-Councilmember Ortiz wanted to work on improving communication with the public to ensure more stakeholder engagement, particularly on large projects. He also wanted to determine potential locations for disc golf in local parks. Councilmember Stevenson volunteered to research and help develop an Artificial Intelligence (AI) policy for the City, keeping in mind how AI can benefit the City and its potential risks. Finally, Councilmember Brownrigg stated that he will

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utilize his role as Chair of the Housing Endowment and Regional Trust of San Mateo County ("HEART") to obtain more funding to build more housing in San Mateo County. He stated that his second project will be to work with the Community Development Director to publicize the ways in which Burlingame is changing as a city.

The City Attorney's Office continued to provide legal advice to the City Council, Commissions, and staff on all aspects of the City's operations. In addition to regularly attending the Council and Planning Commission meetings, the City Attorney's Office conducted Brown Act and Conflict of Interest training for all Commissioners and their staff. The Department also prepared numerous Ordinances and legislation, including Smoking Regulations, Cost Recovery, and legislation establishing the San Francisco Peninsula Tourism Marketing District.

The City Attorney's Office also provides extensive support on commercial and residential development projects. In particular, the Office devoted significant resources to advising and negotiating on the 1300 Old Bayshore Highway project proposed by DivcoWest. On residential projects, the City Attorney's Office completed negotiations on the Eucalyptus Grove, a 100% affordable housing project.

The City Manager's Office continued to provide strategic direction and general oversight over all City departments and was heavily involved in the 1300 Old Bayshore Highway project negotiations, the El Camino Real Roadway Renewal project, the Broadway Grade Separation project, the management of the City's finances, and the preliminary work of determining the feasibility of either building a new City Hall or relocating to an existing building. The Office also managed the federal legislative agenda, including securing a \$500,000 earmark for the Old Bayshore Highway Complete Streets project and assisting the Public Works Department with the City's RAISE grant application for the same project. Finally, the City Manager's Office managed the City's green initiatives, including overseeing the bike sharing program and developing a leaf blower ban ordinance and associated rebate program for electric leafblowers.

The Community Development Department's most significant achievement was the adoption of the Housing Element. This multi-year process involved community outreach that started in 2021 but built upon earlier engagement efforts such as Home for All. In 2022, the Planning and Economic Development/Housing staff worked with the City Attorney's Office to prepare the draft document released for public review in late 2022. Staff and consultants spent 2023 responding to comments from the State of California Department of Housing and Community Development (HCD). In November, HCD found the plan substantially compliant with State law. The City Council adopted the Housing Element in December 2023.

Work on the downtown Town Square has continued, fulfilling a key element in the Downtown Specific Plan. In 2023, the project progressed through the Construction Documents phase after conducting community outreach in 2020 and early 2021. The intention is to have the project ready to build once a federal grant is funded, likely in fall 2024.

In the Rollins Road area, the City Council adopted the North Rollins Specific Plan. The plan provides design guidelines and development standards to create a mixed-use transit-oriented

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neighborhood for the northern portion of the corridor, within proximity to the Millbrae Intermodal Transit Station.

In the Broadway area, Community Development initiated the Broadway Specific Plan. This plan has been funded by ABAG/MTC with the intent of providing planning in advance of the Broadway Caltrain station reopening and the grade separation project. There were two Community Advisory Committee (CAC) and Technical Advisory Committee (TAC) meetings in 2023, as well as a pop-up on Broadway. Work is ongoing, with the plan anticipated to be completed in 2025.

Two cross-jurisdictional planning efforts were also initiated this year. Burlingame is participating in the creation of a new Environmental Justice Element for the General Plan. The County of San Mateo and the City of East Palo Alto also participate. There is also a multijurisdictional update of the Safety Element, involving Burlingame, Atherton, Belmont, Brisbane, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The Finance Department has transitioned its Business License tax, Transient Occupancy tax, and Tourism Marketing District assessment administration functions to HdL Company to streamline the processes and improve efficiency. Finance staff also worked with outside consultants to conduct and present studies for the City's Pension Liability, Other Post-Employment Benefits, Cost Allocation Plan, User Fees, and Solid Waste Fees to aid the City Council and management in long-term financial planning. After a yearlong preparation, the City's Munis® Enterprise Resource Planning (ERP) system major upgrade was successfully completed in April 2024.

Fiscal year 2023-24 marks the second year that Eaton & Associates has served as the City's Information Technology (IT) managed services provider. They have continuously stayed busy providing day-to-day IT services for all City of Burlingame staff, supporting various departmental projects across the City, and completing a few long overdue projects as well. These include a network refresh project, firewall replacements, an advanced network monitoring system implementation, KnowBe4 cyber security training platform maintenance, Multi-Factor Authentication implementation and enforcement, and Intune Mobile Device Management deployment project.

The Human Resources Department successfully negotiated three-year labor agreements with the AFSCME Administrative, Maintenance, and Middle Managers bargaining groups. The Department continues to support collaborative training programs, including the Regional Training and Development Consortium and the Leadership Council of San Mateo County to develop and grow staff for the next level of their careers. To increase outreach, the Department started a subscription with Careers in Government, an online job board that targets candidates interested in public sector job opportunities.

The Library Department's marketing team implemented a plan in August 2023 for outreach to a historically underserved area of Burlingame along the South Rollins Road corridor. The goal of this outreach effort was to connect with residents living in this area and inform them of the many free Library services available. The Library staff mailed 250 informational postcards to residents and provided 150 free backpacks with school supplies, crafts, snacks, and garden seed packs from

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the Seed Library. Close to 300 residents attended the inaugural event. The cost of this event, not including staff time, was paid by the Burlingame Library Foundation.

In fiscal year 2023-24, the Recreation staff successfully achieved a comprehensive understanding of the new Community Center to ensure the effective operation of the facility. A Peninsula Health Care District grant for subsidized outdoor programs for seniors reflects a commitment to providing inclusive and accessible recreational opportunities. The ongoing focus on equity initiatives focusing on off-leash dogs, pickleball, and field time shows a dedication to meeting the community's diverse needs. In spring 2024, staff installed permanent pickleball nets at Washington Park Courts as part of the resurfacing project. This initiative reflects a commitment to enhancing recreational facilities and meeting the growing demand for pickleball in the community.

Winter 2023 saw the most extreme wind and rain events in City history. A swift and dedicated response by Parks Division staff and contractors to immediately mitigate risk and restore access to public thoroughfares was critical to the safety of the Burlingame community. The Division assessed the mature eucalyptus groves and implemented mitigation measures, including removals and reduction pruning. Parks staff and contractors worked to temporarily stabilize a large landslide in Mills Canyon that threatened private property and re-route a trail to allow safe access due to a large landslide that damaged the Ed Taylor loop trail beyond repair. Using grant funds from CAL FIRE, fuel reduction measures were expanded in Mills Canyon. The Division completed the renovation of the Alpine Park playground during the current fiscal year, which improved accessibility, expanded play opportunities to include 2-5 year-olds, and provided more seating for park patrons. An additional pocket park, which opened at 135 Lorton Avenue, features a passive recreational opportunity that includes landscaping, seating, and game tables.

In fiscal year 2023-24, the Police Department utilized grant funds to combat flavored tobacco sales throughout the city in response to California Senate Bill 793. The Department conducted outreach, compliance checks, targeted patrols at schools and parks, and undercover operations. Over 300 flavored tobacco items were seized during these operations; warnings and citations were issued.

The Public Works Department continued an extensive infrastructure improvement program, overseeing the construction of approximately 5,300 feet of new potable water mains and storm drain lines as well as improvements to the drainage in various neighborhoods throughout Burlingame. Utilizing the Pavement Management Program to establish priorities, the City undertook the paving and repair of nine streets to improve roadways and address potholes. Working with the Peninsula Corridor Joint Powers Board, the Broadway Grade Separation project is proceeding with the final design. After extensive community input, the California Drive Bicycle Facility was constructed, featuring 3,350 feet of Class IV separated bikeway and 1,250 feet of Class II bike lanes from Broadway to Oak Grove Avenue; the project received a 2024 award from the American Public Works Association (APWA).

\* \* \* \* \*

The budget process for the 2024-25 fiscal year started early in the calendar year as Department Directors and their budget staff began their mid-year evaluation of current-year activities and

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development of their budget requests for the next fiscal year. At the March Mid-Year Budget Review for the 2023-24 fiscal year, staff discussed revenue estimates, expenditure projections, and the five-year forecast with the City Council.

In spite of uncertain economic conditions, the preliminary departmental budgets for fiscal year 2024-25 were submitted and compiled for additional evaluation by the City Manager. Once adjusted, staff presented an initial budget to the City Council at the FY 2024-25 budget study session on May 22, 2024, for a high-level review and further direction. The General Fund's Five-Year Forecast was updated and presented to the Council at that time. The budget was not revised significantly before the proposed budget was finalized for presentation to the Council on June 17. The fiscal year 2024-25 budget herein includes funding for the City's day-to-day operations and reflects the City's fiscal priorities, including the funding of long-term liabilities.

### FISCAL SUMMARY AND ECONOMIC OUTLOOK

More than four years since the first pandemic-related stay-at-home orders were announced, there are continued unknowns and uncertainties ahead. As always, the budget should reflect the priorities and needs of the Burlingame community while remaining cognizant of the City's long-term financial health. This budget for FY 2024-25 utilizes the tools available to adjust to the changing economic environment. Compared to the General Fund budget adopted for the 2023-24 fiscal year, revenues are improving and exceeding pre-pandemic levels in most areas. The City's transient occupancy (hotel) tax (TOT) revenues are the exception and are expected to be at 77.1 percent of the pre-pandemic level. On the expenditure side, current staffing levels and employee benefits have been maintained. Departmental budgets include anticipated operating cost increases. TCapital spending has been slowly increasing back to the pre-pandemic level.

The economic evaluation that informed this proposed budget for the 2024-25 fiscal year was presented with the FY 2023-24 mid-year report. That economic picture was compiled largely from recent reports provided by HdL Companies, the City's sales tax consultant, in partnership with Beacon Economics, LLC. In addition, updates from The San Francisco Peninsula (formerly the San Mateo County/Silicon Valley Convention & Visitors Bureau) helped inform forecasts of the City's most economically-sensitive revenue source -TOT. The duration of the impact of COVID-19 on the travel industry is still unknown. The return to a longer booking window for business travel and increase in international bookings are promising signs of a gradual normalization of travel patterns.

Trends in consumer spending are largely reflected in sales tax receipts. The City's sales tax receipts were heavily impacted by the COVID-19 pandemic. However, after the City experienced a consumer spending spike during fiscal year 2021-22 and early fiscal year 2022-23, sales tax receipts for Burlingame are projected to slow in growth for the remainder of fiscal year 2023-24 and continuing into fiscal year 2024-25.

Current capital projects are adequately funded through a mix of capital reserves, debt financing, and special revenue funds. General Fund reserves were healthy going into the pandemic crisis and should serve to see the City through the uncertain fiscal times ahead. The City has an estimated \$48.7 million in General Fund balance as of the end of fiscal year 2023-24.



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In the bond markets, the Burlingame name is recognized as a high-credit municipal entity given both the City's financial strength and solid financial management. Because the City's bonds are highly sought by investors and are fairly competitive in the marketplace, the City can borrow funds at reasonably attractive rates.

### BUDGET OVERVIEW – ALL FUNDS

The recommended City budget and capital improvements plan for the City of Burlingame for fiscal year 2024-25 totals \$159,585,004. A breakdown by major funds is as follows:

CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND		
	FY23-24 Revised Budget	FY24-25 Proposed Budget
General Fund	\$ 79,581,974	\$ 81,032,875
Capital Projects	32,959,000	35,110,000
Financing Authority	6,210,105	6,238,418
Water Enterprise	16,961,164	17,740,357
Sewer Enterprise	12,618,942	12,939,330
Parking Enterprise	1,114,638	1,254,469
Solid Waste Enterprise	758,645	830,775
Landfill Fund	431,678	347,417
Building Enterprise	3,984,861	4,069,801
Special Revenue Funds	218,100	330,500
Internal Service Funds	674,386	(308,938)
Total	<u>\$ 155,513,493</u>	<u>\$ 159,585,004</u>

Overall, the City's budget increased by nearly \$4.1 million, or 2.6 percent, in the new fiscal year, when compared with the current year's revised budget. The growth is partially attributable to a \$2.2 million increase in the Capital Improvement program, which represents an uptick in activities that are funded through the General Fund.

General Fund appropriations are \$1.5 million higher than in the FY 2023-24 fiscal year, a 1.8 percent increase. Much of the increase results from increases in personnel costs, which is offset by reductions in operating costs, such as contractual services. The General Fund's contribution to the capital budget has been slowly increased to the pre-pandemic level.

### THE GENERAL FUND

The General Fund is the City's chief operating fund. The most recent five-year forecast anticipates a slow but eventual recovery of the City's economically sensitive revenues, which were greatly

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diminished as a result of the COVID-19 crisis beginning in March 2020. No enhancements to the level of services offered by the City are anticipated, except for adding a 1.00 FTE parks maintenance worker to the Parks and Recreation Department's Parks Division. The forecast indicates that the General Fund will continue to draw down reserves for the next few years. However, debt service and pension funding are assured, and replenishment of reserves should begin after operating surpluses are achieved.

### **Revenue Highlights**

The following table shows the current forecast of fiscal year 2024-25 General Fund revenue projections in the context of recent-year actual amounts and current-year estimated amounts. The FY23-24 Revised Budget column includes the revenue amendments the City Council approved with the mid-year report in March and at the Budget Study Session on May 22. The mid-year adjustments largely recognized the status of the local economy as reflected in cash receipts for the current fiscal year. Improvements in transient occupancy tax and charges for services revenues are encouraging.

<b>CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND REVENUES</b>				
	<b>FY22-23 Actuals</b>	<b>FY23-24 Adopted Budget</b>	<b>FY23-24 Revised Budget</b>	<b>FY24-25 Proposed Budget</b>
<b>Property Tax</b>	\$ 31,316,612	\$ 31,644,580	\$ 31,301,580	\$ 31,417,115
<b>Sales and Use Tax</b>	17,140,590	17,458,222	17,087,222	17,493,660
<b>Transient Occupancy Tax</b>	18,272,141	17,919,000	19,028,000	22,666,000
<b>Other Taxes</b>				
Franchise Tax	1,785,310	1,748,000	1,863,000	1,965,000
Business Licenses	937,581	1,500,000	1,750,000	1,700,000
Real Property Transfer Tax	510,745	500,000	500,000	500,000
State HOPTR	62,744	63,000	63,000	64,000
<b>Licenses &amp; Permits</b>	86,718	82,600	82,600	82,600
<b>Fines, Forfeitures and Penalties</b>	761,686	653,000	603,000	678,000
<b>Use of Money &amp; Property</b>	171,346	210,000	275,000	995,000
<b>Charges for Services</b>	9,602,805	6,909,300	8,652,470	7,314,572
<b>Other Revenue</b>	457,349	77,000	417,000	387,000
<b>State Subventions</b>	235,222	215,000	288,870	215,000
<b>Interest Income</b>	2,240,926	1,530,000	1,730,000	1,850,000
<b>Total, General Fund Revenue</b>	<b>\$ 83,581,776</b>	<b>\$ 80,509,702</b>	<b>\$ 83,641,742</b>	<b>\$ 87,327,947</b>

### **Property Taxes**

Burlingame has 8,766 taxable parcels, with a net assessed value in the secured property roll of nearly \$17.3 billion. The total assessed value subject to taxes increased by 10.15 percent in fiscal

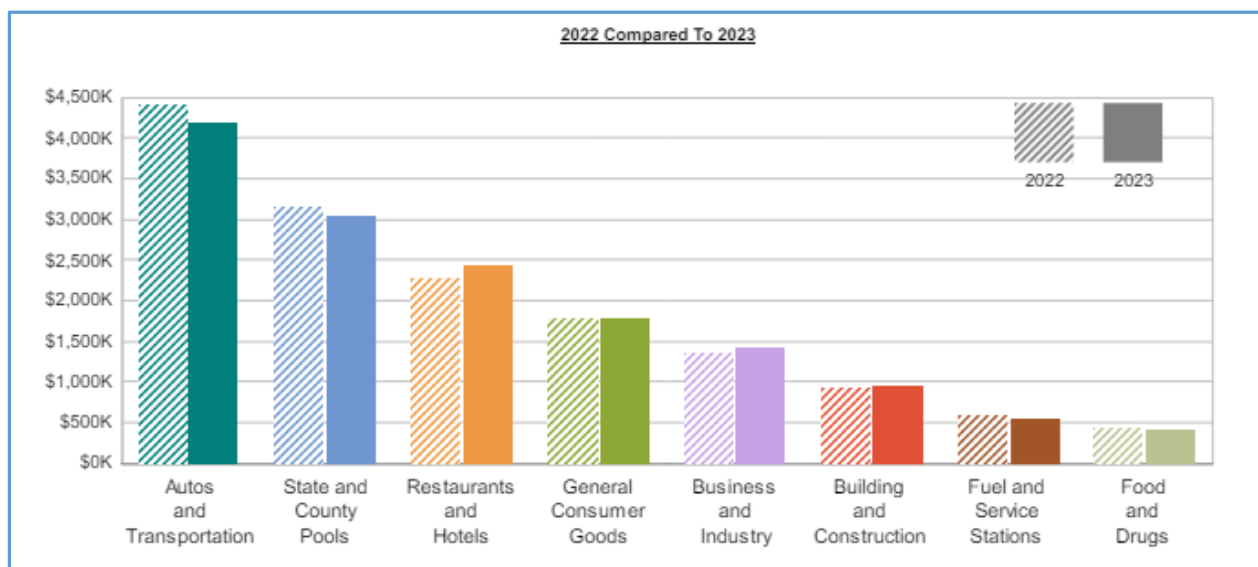
## CITY OF BURLINGAME | FISCAL YEAR 2024-25

year 2021-22, and then by 7.39 percent in fiscal year 2022-23, per the County Assessor's Roll Tracker. As of the date of this transmittal letter, the assessed value in Burlingame is now 7.52 percent higher than recorded for fiscal year 2023-24. While this does not equate to a 1-to-1 increase in property tax revenues for Burlingame, it is a good indicator of growth in this area. Staff anticipates secured property tax revenues in fiscal year 2024-25 to be approximately 6.4 percent higher than in the current fiscal year. Although the resolution of insufficient Vehicle License Fee (VLF) in-lieu revenues from the State has not been obtained, and refunds from the County's Educational Revenue Augmentation Fund (ERAF) have never been certain, these property tax revenues are included at a reasonable amount for the fiscal year 2024-25 budget. All told, property taxes comprise 36.0 percent of General Fund revenues in the FY 2024-25 proposed budget, compared to the 39.3 percent anticipated in the FY 2023-24 adopted budget.

### Sales and Use Taxes

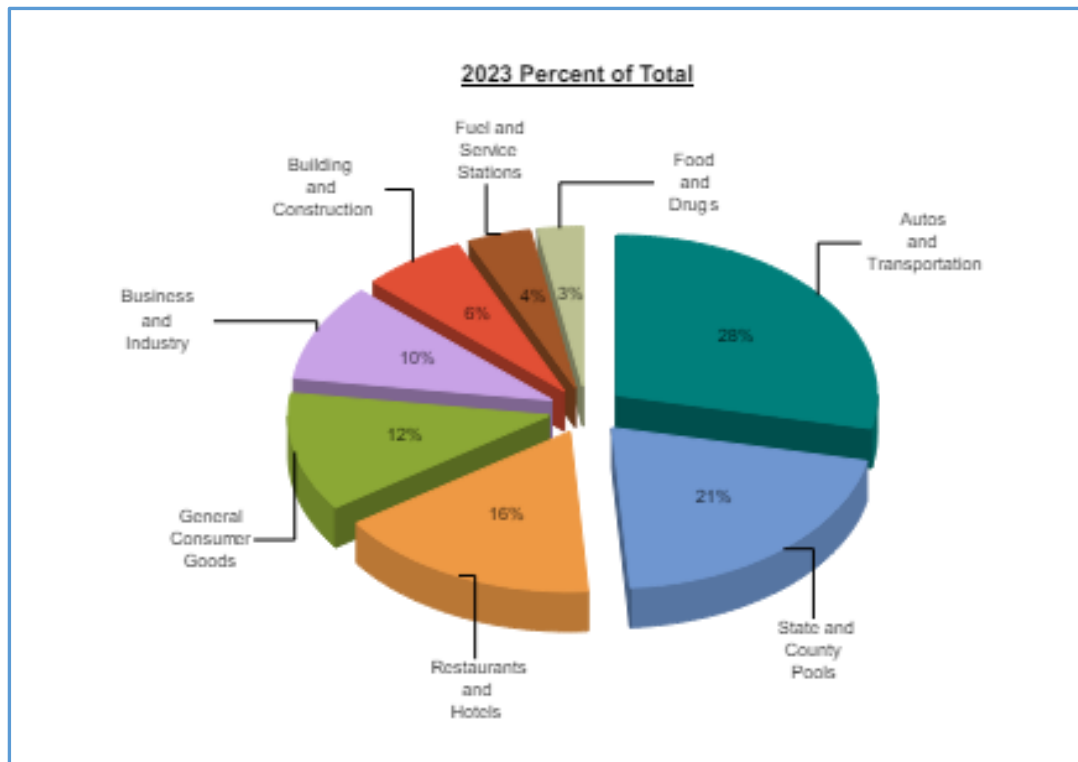
Because Burlingame is known as a highly desirable residential community and upscale commercial location with attractive shopping districts, growth in the segment of general consumer goods has in the past come largely from spending on high-end clothing, jewelry, and beauty products. Nearby SFO typically provides an ample number of visitors to support a vibrant hotel and restaurant sector to complement this downtown commerce. But consumer spending declined significantly at the beginning of the pandemic early in 2020. With federal stimulus funding and an increase in online spending, consumer spending surged during fiscal year 2021-22 and slowed down in fiscal year 2022-23 and during the current fiscal year. Although staff projected \$17.5 million in sales tax revenues in the 2023-24 fiscal year adopted budget, the budget was revised downwards at mid-year, to \$17.1 million, as revenue from fuel service stations was down as the price of fuel stabilized at a more normal level. In addition, general consumer goods contracted as shoppers opted toward necessary purchases only.

More recently, higher interest rates and tighter financial requirements have dampened consumer and business demand. Revenues from sales and use taxes is anticipated to grow slowly in fiscal year 2024-25.



Note that these sales tax predictions are distinctly different from the forecast for the state as a whole. Burlingame's unique sales tax base differs not simply by the various categories of taxable transactions but by the location and type of businesses within each category.

**Sales by Business Group  
Burlingame Calendar Year 2023**



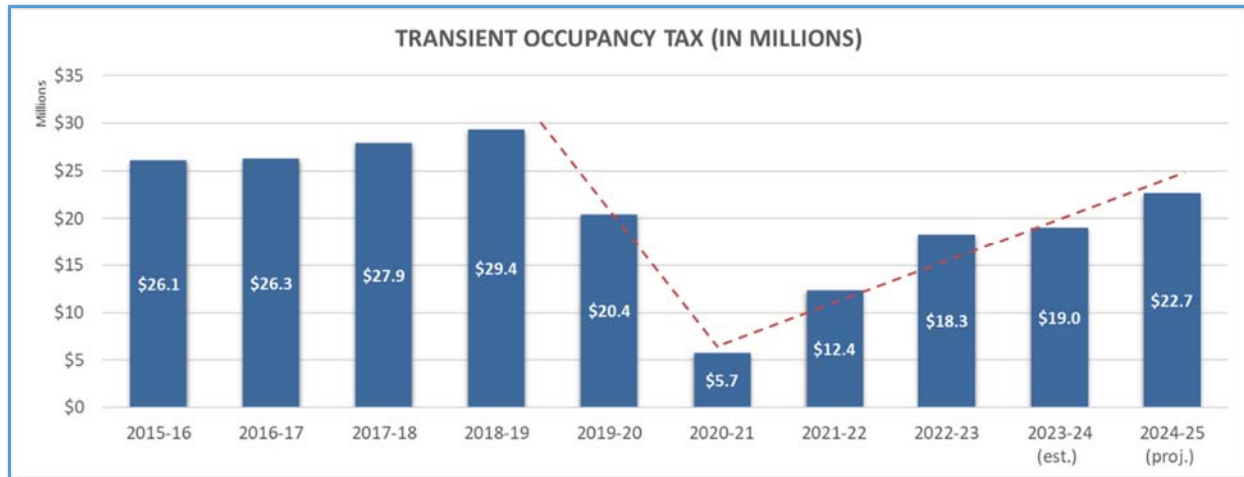
Sales and use taxes account for 20.0 percent of General Fund revenue in the forecast for fiscal year 2024-25.

#### Hotel Tax - Transient Occupancy Tax

Prior to the COVID-19 pandemic, Burlingame hotel tax revenues had increased every fiscal year since the last recession, boosted not only by the recovery of the travel industry but also by the increase of the tax rate from 10% to 12% beginning in January 2010. In fiscal year 2019-20, the City's TOT revenues had been expected to exceed \$28.7 million. With COVID-19 emerging in the spring of 2020, actual receipts for the year came to just over \$20.4 million. The downward trend accelerated in fiscal year 2020-21 as the City finished the year with only \$5.7 million in revenue. The actual cash receipts for fiscal year 2021-22 and 2022-23 were \$12.4 million and \$18.3 million, respectively. TOT revenues are projected to continue improving in the current and upcoming fiscal year. Nevertheless, travel, tourism, and the hospitality industry have been greatly impacted by the pandemic, and the recovery process for these industries is complicated and lengthy. Both

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average daily room rates (ADR) and occupancy rates are expected to remain below those experienced prior to the pandemic for several more years. Gradual growth is projected in the City's five-year forecast.



Because this revenue is so dependent on a vibrant economy that supports travel and tourism, the risk of an economic downturn was factored into the establishment and maintenance of a significant Economic Stability Reserve. Since these revenues will continue to be heavily impacted by current economic conditions, a draw on this reserve is anticipated. It is therefore fitting that the General Fund's Economic Stability Reserve be replenished and strengthened in times of economic growth.

### Expenditure Highlights

CITY OF BURLINGAME, CA GENERAL FUND OPERATING SUMMARY					
	FY22-23 Actuals	FY23-24 Adopted Budget	FY23-24 Revised Budget	FY24-25 Proposed Budget	Change in \$
<b>Total Revenue</b>	\$ 83,581,776	\$ 80,509,702	\$ 83,641,742	\$ 87,327,947	\$ 3,686,205
<b>Expenditures</b>					
Departmental Expenditures	(68,245,992)	(74,518,634)	(79,581,974)	(81,032,875)	(1,450,901)
Transfers to Debt Services	(3,599,824)	(3,622,687)	(3,622,687)	(3,650,192)	(27,505)
Transfers to Capital Project Fund	(5,985,000)	(6,620,000)	(8,564,000)	(10,840,000)	(2,276,000)
Other Transfer In (Out)	1,848,300	1,865,940	1,870,940	1,961,080	90,140
<b>Total Expenditures</b>	(75,982,516)	(82,895,381)	(89,897,721)	(93,561,987)	(3,664,266)
<b>Net Operating Surplus (Deficit)</b>	7,599,260	(2,385,679)	(6,255,979)	(6,234,040)	21,939
<b>Change in General Fund Balance</b>	<b>\$ 7,599,260</b>	<b>\$ (2,385,679)</b>	<b>\$ (6,255,979)</b>	<b>\$ (6,234,040)</b>	<b>\$ 21,939</b>



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The \$87.3 million in General Fund revenue will not cover the \$93.6 million in total anticipated expenditures and transfers in the 2024-25 fiscal year; a draw on General Fund reserves will be required. Appropriations include \$81.0 million in departmental expenditures, shown in the summary table above.

General Fund departmental operating expenditures of \$81.0 million in the new fiscal year represent an increase of \$1.5 million, or 1.8 percent, from the current year's adjusted budget. Note that the departmental budgets have included the full cost of retiree medical benefits, or OPEB (Other Post-Employment Benefits) since fiscal year 2014-15. Since that time, the City has contributed to an irrevocable OPEB Trust Fund and now records the actuarially-determined trust fund contributions as operating expenditures. The estimated balance in the OPEB Trust Fund as of June 30, 2024, is approximately \$31.1 million.

The budget also includes more than \$10.8 million to fund specific capital projects and nearly \$3.7 million for net debt service payments. Transfers in from other funds, largely to cover the cost of direct and indirect services provided by the General Fund, serve to offset nearly \$2.0 million of the fund's expenditures.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND EXPENDITURES					
	FY22-23 Actuals	FY23-24 Revised Budget	FY24-25 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
<b><u>By Expense Categories</u></b>					
<b>Salaries &amp; Wages</b>	\$ 20,384,608	\$ 23,023,224	\$ 24,391,933	\$ 1,368,709	5.9%
<b>Benefits</b>	13,803,197	15,170,269	16,316,622	1,146,354	7.6%
<b>Operating Costs</b>	26,331,501	32,793,199	30,431,965	(2,361,234)	-7.2%
<b>Internal Services</b>	7,646,652	8,295,063	9,580,355	1,285,292	15.5%
<b>Capital Outlay</b>	80,034	300,220	312,000	11,780	3.9%
<b>Total Expenditures</b>	<b>\$ 68,245,992</b>	<b>\$ 79,581,974</b>	<b>\$ 81,032,875</b>	<b>\$ 1,450,901</b>	<b>1.8%</b>

The proposed expenditure budget for fiscal year 2024-25 is oriented toward sustaining the City's current operational levels while meeting the community's service needs. More than \$2.5 million of the increase in anticipated General Fund departmental expenditures can be seen in the personnel costs. Increases in personnel budgets city-wide reflect contractually agreed-upon increases for most employees and anticipated increases in the cost of benefits. Increases in CalPERS pension costs (based on the required employer contribution rates for both Safety and Miscellaneous Employee Plans) contributed to the largest growth in personnel costs, adding more than \$1.0 million to General Fund expenditures. This increase in personnel costs is offset by a reduction in operating costs.

The (net) operating deficit of nearly \$6.2 million will require a draw from the General Fund Reserves. With the modest recovery of revenues, the Economic Stability Reserve will be increased by almost \$0.9 million to reflect a level of 24 percent of projected General Fund revenues, per the City's Reserve Policy. As a result, the General Fund's unassigned fund balance is projected to

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

decrease by more than \$7.1 million. The City will still have a positive ending fund balance of \$42.5 million, which includes approximately \$0.6 million in unassigned fund balance.

### Debt Service

The chart below shows only those debt service obligations with General Fund support. Note that while the cost of these obligations is shared in whole or in part with other funds, the debt is secured by the General Fund. \$1.0 million from Measure I revenues and \$1.0 million in other General Fund monies are being utilized to fund the nearly \$2.0 million of principal and interest due each fiscal year to fund the Community Center lease revenue bonds. The net change in General Fund debt service obligations over the prior year will be minimal.

CITY OF BURLINGAME, CA GENERAL FUND DEBT SERVICE OBLIGATIONS					
Description	Maturity	FY23-24 Adopted Budget	FY24-25 Proposed Budget	\$ Change from prior Year	% Change from prior Year
2006 Pension Obligation Bonds	FY2036	\$ 1,068,329	\$ 1,093,085	\$ 24,756	2.3%
2012 Lease Revenue Bonds (Burl Ave Streetscape)*	FY2042	547,338	\$ 548,087	\$ 749	0.1%
2019 Lease Revenue Bonds (Community Center)	FY2049	1,995,500	\$ 1,997,500	\$ 2,000	0.1%
Debt Administration Costs		11,520	\$ 11,520	\$ -	0.0%
Subtotal, Principal and Interest		3,622,687	3,650,192	27,505	0.8%
Contributions from Other Funds		(821,140)	(828,080)	(6,940)	0.8%
Net General Fund Debt Service		2,801,547	2,822,112	20,565	0.7%

\*100% reimbursed by the Special Assessment District and Parking Enterprise

### Central County Fire

Burlingame's cost of fire services provided by the Central County Fire Department (CCFD) increased 7.4 percent (about \$1.1 million) as compared to CCFD's adopted budget for the 2023-24 fiscal year. CCFD was established through a Joint Powers Agreement between the City of Burlingame and the Town of Hillsborough to promote more efficient administration and effective fire and emergency medical service delivery to partner cities. In December 2014, CCFD entered into an agreement with the City of Millbrae to provide fire and emergency medical services to that community. Millbrae is responsible for 30 percent of CCFD's operational budget; the remaining 70 percent is split between the City of Burlingame and the Town of Hillsborough based on the 60/40 cost allocation formula that was in place prior to the contract with the City of Millbrae.

Burlingame's budget for fire protection services includes contributions to CCFD, certain retained workers' compensation program costs, and emergency preparedness activities.

Community Group Funding

The fiscal year 2024-25 budget includes funding for the City's traditional Community Group Funding Program. The City's annual Community Group Funding Program provides grants to local community groups that carry out a public purpose through the services they offer to San Mateo County and Burlingame residents. Traditionally, these organizations are invited to apply to the program early in the budget process, and the Council decides the amounts to grant to each of the agencies. The Finance Department compiled and tabulated each Councilmember's preferences for the allocation of the \$75,000 appropriation and presented the resulting funding recommendation to the City Council for approval on June 3, 2024. As a result of this process, 26 organizations will be granted funding from this program with the approval of the fiscal year 2024-25 budget.

**Long-Term General Fund Forecast**

In preparation for the March Mid-Year Budget Review, the Finance Department updated its long-term forecast of General Fund revenues and expenditures for fiscal year 2023-24 through fiscal year 2028-29. Staff developed the forecast based on the most probable outcome of each City's revenue source and anticipated expenditures, based on a reasonable evolution of the economy. The forecast assumes that the local economy is stable, with continued growth expected. However, new challenges such as high inflation rates, high interest rates, supply chain issues, ongoing conflict between Russia and Ukraine, and instability in the Middle East will likely slow down the recovery's momentum. In addition, TOT revenues will grow gradually, with full recovery of hotel tax revenue not anticipated for several years. But property taxes remain relatively strong, and other tax revenues are continuing to recover. Operating expenditures are contained to the extent feasible, but as the need for capital spending will not subside, further restrictions on spending and/or draws on the City's Capital Investment Reserves may be needed.

One-time revenues and one-time expenditures are not included in the City's long-term forecast in order to provide a clear picture of "ongoing" operations with current service standards in place. In regard to pension obligations, the estimated rates derived through the most recent actuarial data indicated that the City's blended contribution rates (excludes employee cost-sharing and POB debt service but includes POB proceeds) will rise from the current 35.5% for Miscellaneous employees and 81.0% for Safety employees to 39.4% and 93.8%, respectively, over the five-year period covered by the forecast. A § 115 Trust Fund for Pensions was established with Public Agency Retirement Services (PARS) in October 2017 for the exclusive purpose of funding pension obligations. The plan is designed to protect the City's fiscal health in future years by setting aside funds for use when the City's required CalPERS contribution rates rise above pre-established threshold rates. Fiscal year 2024-25 will be the first year the City decided to temporarily pause the contribution since the inception of the trust account to deal with continued budget deficits. As of June 30, 2024, the anticipated balance in the account is approximately \$23.9 million. One-time draws from other sources, such as the OPEB trust account or other accumulated funds, are anticipated in the fiscal year 2025-26 through 2028-29 forecast as part of the five-year long-term outlook.

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

The uncertainties surrounding the course of the economy warrant frequent updates to the City's revenue projections and the five-year outlook. As the course of the recovery from the current economic environment takes shape, these updates will allow decision makers to assess the impact of the economic environment and to what extent the City's reserves will hold up in the long term. The most current forecast can be found on the City's Finance Department webpage, along with prior-year budgets and other financial reports.

The Capital Investment Reserve, initially known as the "Renewal and Replacement Reserve" and established with the FY 2014-15 mid-year review, recognizes the City's many unfunded needs that are not reflected in the City's financial reports. Unlike the remaining Capital Projects Fund balance, which is committed to specific projects, the Capital Investment Reserve is intended to prevent further accumulation of the unfunded liabilities that aging facilities and infrastructure represent and provide funding for new capital projects. As such, funding is not appropriated to a current project but will be appropriated for needed capital projects as determined and authorized by the City Council. The City Council approved a policy identifying future sources and uses of this reserve within the Capital Projects Fund in July 2017. In the 2019-20 fiscal year, approximately \$10.6 million from this reserve was used to help fund the new Community Center, leaving a balance of over \$24.6 million in the reserve. In FY 2020-21, nearly \$3.5 million of these reserve funds were used to purchase PG&E Rule 20A credits to help with the cost of future undergrounding of utility lines when the El Camino Real corridor is updated. In fiscal year 2023-24, the City transferred \$0.6 million to cover the City's share of the Construction Management/General Contractor (CM/GC) cost for the Broadway Grade Separation project. The current balance in the reserve (almost \$20.6 million) is completely earmarked for funding the local share of the Broadway Grade Separation Project (\$14.4 million) and the El Camino Real Utility Undergrounding Project (\$6 million). As this reserve is funded with General Fund surplus amounts, replenishment of the balance is not anticipated to resume for several years.

### **General Fund Reserve Policies**

In accordance with GASB (Governmental Accounting Standards Board) Statement No. 54 - Fund Balance Reporting and Governmental Fund Type Definitions - the City Council established funding target amounts for each of the General Fund balance assignments (reserves) in fiscal year 2010-11. General Fund assignments and targets are reviewed as the City's long-term forecast is monitored and updated throughout the year.

In fiscal year 2014-15, the City completed a risk-based study of its General Fund Reserve levels, determined the optimal reserve target for the City, and adopted a reserve policy. The policy recognizes the sensitivity of the City's major General Fund revenue sources to the general economy and the need for adequate reserves to guard against future economic downturns and provide a hedge for catastrophic events. In addition, due to the City's significant unfunded capital planning/facility needs, and the continued impact of these needs on the City's financial flexibility, the Council also approved the establishment of the Capital Investment Reserve within the Capital Projects Fund.

As of June 30, 2025, a projected fund balance of approximately \$42.5 million represents 50.2 percent of the 2024-25 fiscal year's General Fund operating expenditures and debt service total of

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

\$84.7 million. Although this would normally be considered a very strong level of reserves, it should be noted that the City began the 2023-24 fiscal year with a \$55.0 million General Fund balance. The City's risk-based General Fund Reserve Policy targets reserve levels as a percentage of General Fund budgeted revenues (before transfers). Because the policy is based on an assessment of the City's revenue volatility, as well as the possibility of extreme events, the City Council's reserve management strategies reflect best practices in public finance. Note, too, that approximately \$18.4 million (roughly 43.4 percent) of the General Fund balance is projected to be set aside in the City's § 115 Pension Trust Fund as of the end of the year.

As directed by the City Council at the Budget Study Session in May, the General Fund's projected \$6.2 million operating deficit for fiscal year 2024-25 will be funded from reserves. Resulting reserve levels will then be adjusted to those prescribed by the City's General Fund Reserve Policy. The policy calls for an Economic Stability Reserve of 24 percent of budgeted revenues, a Catastrophic Reserve of \$2 million, and a \$500,000 Contingency Reserve. The Capital Investment Reserve will not receive any contributions from the General Fund for the fifth consecutive year.

These funding applications will result in a decrease of unrestricted, unassigned fund balance of more than \$7.1 million. The General Fund will have approximately \$0.6 million in unassigned fund balance as of June 30, 2025. The current assignments (projected as of June 30, 2025) are described below.

CITY OF BURLINGAME, CA GENERAL FUND BALANCE ASSIGNMENTS			
	FY22-23 Actuals	FY23-24 Revised Budget	FY24-25 Proposed Budget
Economic Stability Reserve	\$ 18,118,000	\$ 20,074,000	\$ 20,959,000
Catastrophic Reserve	2,000,000	2,000,000	2,000,000
Contingency Reserve	500,000	500,000	500,000
Subtotal, Assigned Fund Balance	20,618,000	22,574,000	23,459,000
Add: Restricted for Pension Trust Fund (PARS)	17,564,215	18,432,215	18,432,215
Add: Unassigned Fund Balance	16,810,868	7,730,889	611,849
Total, Ending Fund Balance	<b>\$ 54,993,083</b>	<b>\$ 48,737,104</b>	<b>\$ 42,503,064</b>

Economic Stability Reserve: This reserve is available to protect and preserve City services from dramatic drops in General Fund revenues that are highly sensitive to economic conditions, mainly sales taxes and transient occupancy taxes. This reserve level was established to ensure that funds will be available to prevent future service level reductions during years of economic stagnation (when General Fund revenues diminish). This reserve has been increased to nearly \$21.0 million in the FY 2024-25 budget, based on projected revenues for the fiscal year.

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

*Catastrophic Reserve:* This reserve is available to make initial repairs and begin reconstruction of City buildings and facilities that may be damaged by natural disasters or acts of war and terrorism. Per the City's General Fund Reserve Policy, the Catastrophic Reserve remains at the established target of \$2.0 million in the FY 2024-25 budget.

*Contingency Reserve:* This reserve is available to cover unexpected expenses that may arise during the course of the fiscal year that were not considered during budget planning. The Contingency Reserve maintains a funding target of \$500,000.

### OTHER FUNDS

Although the General Fund is the main operating fund of the City, the City has a variety of other Special Revenue Funds and Enterprise Funds used to account for revenues that support specific activities, programs, or utilities. The budgets for all of the City's funds have been carefully reviewed and analyzed in the context of long-term fiscal planning. Staff analyzes all funds at least monthly to ensure that they are self-sustaining and carry adequate fund balances for periods of uncertainty. At this time, these funds appear to be self-sustaining, with operations that do not pose a threat to the City's long-term fiscal health.

#### Water and Sewer Enterprise Funds

The City's *Water and Sewer Enterprise Funds* remain healthy, despite a challenging climate of environmental and social changes and increasing regulation.

The City relies on imported water purchased from the San Francisco Public Utilities Commission (SFPUC) for the community's water supply. The SFPUC supply is received through six metered turnouts and distributed to approximately 9,000 connections. The water distribution system consists of six pumping stations, seven water storage tanks, and approximately 105 miles of buried water pipes. As a result of a comprehensive water rate study in the fall of 2016, the City increased water rates (effective January 1, 2017) to cover increases in the cost of wholesale water and to pay for the ongoing capital improvements needed to bring the City's aging water system to current standards.

The City's sewer collection system consists of approximately 130 miles of predominantly gravity sewer mains ranging from 4 inches to 36 inches in diameter. The wastewater flow is collected at seven pump stations and transported to the City's wastewater treatment plant, where it is thoroughly treated. The treated wastewater is ultimately pumped to the bay through a jointly owned outfall extending from the South San Francisco/San Bruno Wastewater Treatment Plant. In December 2021, the City Council approved average rate increases of 9 percent for the three calendar years beginning January 1, 2022, to increase the fund's net investment in capital assets through improvements to the City's wastewater collection system and treatment plant. Revenues for the Sewer Fund are projected to increase 5.8 percent in fiscal year 2024-25.

The 2024-25 fiscal year budget reflects approximately \$20.2 million in revenues from the sale of water. As water consumption patterns are linked to sewer revenue, estimated revenues of \$16.8



## CITY OF BURLINGAME | FISCAL YEAR 2024-25

million are anticipated for the Sewer Fund in fiscal year 2024-25. Both revenue assumptions will be continuously monitored and examined for adequacy throughout the year.

The Water Fund budget for the 2024-25 fiscal year will fund \$5.0 million of capital projects, as well as combined debt service payments of nearly \$2.1 million. The budget also provides for a transfer (\$585,600) to the General Fund to cover the cost of administrative services. The Sewer Fund's contribution toward capital improvements will be close to \$4.9 million; approximately \$2.6 million is earmarked for debt service. A \$285,700 transfer will reimburse the General Fund for the cost of administrative services to the sewer enterprise.

Note that Sewer Fund expenses are budgeted in two separate divisions: Sewer Maintenance and Wastewater Treatment. Maintenance work is performed by City crews, and treatment operations are performed by Veolia Water North America.

### **Storm Drainage Fund**

The Storm Drainage Fund is used to account for the storm drainage fees collected due to an assessment approved by the majority of the parcel owners in the city voting at a special election on May 5, 2009. Funds are dedicated to making capital improvements to the City's storm drainage system and related debt service. Annual increases in the rate may be approved each year based on the CPI for the San Francisco-Oakland-San Jose area, but such increases are capped at 2.0 percent. The City will collect approximately \$3.3 million in storm drainage fee revenue in FY 2024-25. Expenditures for the year include nearly \$2.6 million in debt service. Storm Drain capital improvements will draw on proceeds from the Storm Drainage Revenue Bonds, Series 2021.

Proceeds of Storm Drainage Revenue Bonds issuances of prior years (Series 2010, 2012, and 2016) which totaled nearly \$26.7 million, are used to fund infrastructure improvements in the City's Storm Drain Capital Improvement program. These proceeds were totally drawn down by February 2021. In June 2021, the City issued Storm Drainage Revenue Bonds, Series 2021 to provide additional funding for improvements to the storm drain system, fund a reserve account for the bonds, and refund the Storm Drainage Revenue Bonds, Series 2012. The aggregate debt service for all the bonds is included in the Storm Drainage Special Revenue Fund 2024-25 fiscal year budget.

### **Internal Service Funds**

The City has several internal service funds that, through inter-departmental charges, allocate the cost of certain city-wide activities to other funds, departments, or agencies. The centrally-incurred costs are allocated based on estimated usage or other metrics.

# CITY OF BURLINGAME | FISCAL YEAR 2024-25

CITY OF BURLINGAME, CA INTERNAL SERVICE FUNDS					
	FY22-23 Actuals	FY23-24 Revised Budget	FY24-25 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
<b>Admin &amp; Info Technology ISF</b>	\$1,285,959	\$2,144,488	\$2,585,775	\$441,287	20.6%
<b>Facilities Services ISF</b>	1,895,025	2,379,841	2,496,781	116,940	4.9%
<b>Fleet &amp; Equipment ISF</b>	1,434,865	2,643,060	1,458,322	(1,184,738)	-44.8%
<b>OPEB Retiree Medical ISF</b>	3,492,841	3,402,000	4,311,500	909,500	26.7%
<b>Employment Insurance ISF</b>	0	532,680	500,000	(32,680)	-6.1%
<b>General Liability ISF</b>	3,983,659	3,903,620	4,853,500	949,880	24.3%
<b>Workers' Comp ISF</b>	259,739	1,063,000	1,107,950	44,950	4.2%
<b>Total</b>	<b>\$12,352,088</b>	<b>\$16,068,689</b>	<b>\$17,313,828</b>	<b>\$1,245,139</b>	<b>7.7%</b>

Several of the City's internal service funds (ISFs) are projected to experience higher costs in FY 2024-25, which will require higher allocations to the various operating department budgets. The chart above shows only the expenditure budgets for each ISF; revenues from departmental expense allocations serve to offset these budgets so that costs are not double-counted in the city-wide budget.

The largest budgetary decrease is proposed for the Fleet and Equipment ISF. The Capital Outlay budget for the Division varies from year to year. In 2024, the City adopted the American Public Works Association (APWA) vehicle replacement standard. Fewer vehicles meet the standard for replacement in FY 2024-25. The Citywide allocation should change very little because replacement costs are built into the annual charges to departments. However, the higher cost of replacement vehicles and equipment will result in higher depreciation costs, increasing the allocation of this ISF's expenditure budget to the various departments over time.

The OPEB (Other Post-Employment Benefits) Internal Service Fund was established in the 2013-14 fiscal year to account for the funding of accumulated retiree medical benefits. The City makes periodic contributions to the California Employers' Retiree Benefits Trust Fund (CERBT), an irrevocable trust fund established specifically for this purpose, based on a percentage of payroll. Revenues to the City's OPEB fund are comprised of these "percentage of payroll" charges to departments, which are projected to be approximately \$4.3 million in fiscal year 2024-25. Expenses of the fund include payments of actual retiree medical premiums and costs of the program's third-party administrator (over \$4.0 million), with any remaining funds contributed to the CERBT. Funds deposited in the CERBT account, established for Burlingame's OPEB obligations, are invested with like funds in order to accelerate the pay-off of the City's liability. Once pay-as-you-go demands exceed the internal charges to departments, the trust fund will be drawn upon to cover the excess premium payments. The balance in the trust is anticipated to be approximately \$31.1 million as of June 30, 2024; the liability is anticipated to be fully funded in 2037.

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## FY 2024-25 Capital Improvement Program

The citywide Capital Improvement Program (CIP) budget for FY 2024-25 is \$35.1 million, an increase of \$2.8 million as compared to the adopted FY 2023-24 budget. Support from the General Fund is projected to be more than \$10.8 million (including \$3.0 million from Measure I for street resurfacing, sidewalk improvement, and Town Square projects), which is intentionally restricted so as to limit the extent of the General Fund deficit. A detailed listing of the Capital Improvement Program projects and their funding sources is included in the budget document.

<b>CITY OF BURLINGAME CAPITAL IMPROVEMENT PROGRAM</b>				
	<b>General Fund</b>	<b>Enterprise Funds</b>	<b>Other Funds/Sources</b>	<b>FY24-25 Proposed CIP Budget</b>
<b>Streets CIP</b>	\$ 2,000,000	\$ -	\$ 7,005,000	\$ 9,005,000
<b>Parks &amp; Trees CIP</b>	6,140,000	-	1,800,000	7,940,000
<b>Parking &amp; Garages CIP</b>	-	400,000	-	400,000
<b>Facilities CIP</b>	2,700,000	-	3,700,000	6,400,000
<b>Storm Drain CIP</b>	-	-	1,500,000	1,500,000
<b>Water CIP</b>	-	5,000,000	-	5,000,000
<b>Sewer CIP</b>	-	4,865,000	-	4,865,000
<b>All CIP Funding Sources, FY2024-25</b>	<b>\$ 10,840,000</b>	<b>\$ 10,265,000</b>	<b>\$ 14,005,000</b>	<b>\$ 35,110,000</b>

In addition to the General Fund support, the Streets CIP program will also be funded with over \$1.1 million in Measure A funds, nearly \$1.0 million in Gas Tax funds, \$0.8 million in SB 1 (California's Road Repair and Accountability Act of 2017) funds, almost \$0.7 million from Impact fees, and \$3.5 million from various grants. The remaining general government improvements are being funded by storm drainage fees (about \$1.5 million), public facilities impact fees and development impact fees (\$2.0 million), park-related grants (\$0.5 million), and low-interest loans (\$3.0 million). Water projects (\$5.0 million), sewer projects (nearly \$4.9 million), and parking projects (\$0.4 million) are being funded from the respective Enterprise Funds.

## **CITYWIDE BUDGET ISSUES**

### *Controlling the Increasing Costs of Employee Benefits*

In compliance with Governmental Accounting Standards Board Statement No. 68, the City reflected citywide net pension liabilities of \$86.7 million in its Statement of Net Position as of June 30, 2023. As an employer contracting with the California Public Employees' Retirement System (CalPERS), the City has grappled for many years with rate increases that resulted from poor investment returns on the CalPERS portfolio in 2008. Decreased funding and increasing liabilities since the recession continue to put pressure on employers' contribution rates. The Public Employees' Pension Reform Act (PEPRA), which was effective January 1, 2013, and primarily

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

affects new participants by providing lower benefits, was intended to control further growth in pension liabilities. The impact of these reforms on employer rates, however, will not be significant for many years to come.

Burlingame employees hired prior to the implementation of PEPRA continue to contribute a portion of their base salary toward the *employer's* share of the CalPERS retirement contribution. The additional employee contribution for non-sworn employees is 1.5 percent, while the employee contribution for sworn Police personnel is 4 percent. By law, both sworn and non-sworn PEPRA employees (those hired on or after January 1, 2013) contribute 50% of the "normal" cost of their pensions.

In recent years, CalPERS has responded to these rising liabilities by adopting more realistic actuarial assumptions - including a reduced discount rate and higher (age) mortality rates - and changes to its smoothing and amortization policies. While these changes will hopefully stabilize contribution rates over the long run and ensure the long-term sustainability of the fund, employer contribution rates are expected to escalate.

Given the magnitude of the projected increases, the City Council approved setting aside monies in a § 115 Trust Fund for the purpose of prefunding its pension liabilities. Funding amounts are determined through the use of a "threshold" budget rate for the employer's contributions to CalPERS that is higher than the current required rate. Once the CalPERS rate exceeds the threshold rate, the trust or reserve can be drawn on to supplement CalPERS contributions. Note that approximately 83.7 percent of these contributions are borne by the General Fund. This funding is reflected as "restricted" fund balance in the various operating funds for financial statement purposes. Future contributions to the prefunding trust or reserve will be determined with each subsequent year's budget, as well as one-time contributions of sums at the discretion of the City Council.

In July 2021, CalPERS reported a 21.3 percent net return on investments for the 12-month period that ended June 30, 2021. The double-digit return triggered a further reduction in the discount rate used to calculate employer and Public Employees' Pension Reform Act (PEPRA) member contributions. The discount rate dropped to 6.8 percent from its then-current level of 7 percent. On November 15, 2021, the CalPERS Board of Directors voted to keep this discount rate - the long-term interest rate used to fund future pension benefits. These and other actuarial assumption changes will serve to push employer required pension contributions upward over the course of the next five to ten years.

The rising cost of employee benefits has been a focus of the City for many years. The funding of prior-year liabilities for retiree health insurance was addressed through the establishment of the OPEB trust fund in FY 2013-14. Placing the funds in a qualified trust significantly decreased both the City's unfunded liability and its ongoing normal (annual) costs by increasing the yield assumption earned with the fund. Although the prefunding of this large liability diminishes the amount of available budget for other long-term needs, it enhances the City's fiscal standing with credit rating agencies by demonstrating Burlingame's commitment to recognizing and managing its obligations in a prudent and responsible manner. In addition, the growth of future liabilities

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

has been limited by significant reductions in retiree health benefits for newer employees (hired after 2012, dependent on bargaining unit).

Personnel costs are expected to be approximately \$56.9 million in the new fiscal year, representing 40.0 percent of the overall expenditure from all funds. The City's main operating fund (the General Fund) provides \$40.7 million in appropriations for personnel expenditures, approximately 50.2% of the fund's budget. Therefore, it is prudent for the City to be ever vigilant in controlling personnel costs going forward.

### **Unfunded Infrastructure Replacement Needs**

The continued existence of critical yet unfunded capital projects also presents a challenge in developing a budget that is sustainable for the long term. Many of the unfunded projects that were identified and prioritized in recent years represent infrastructure (i.e., public facilities, parking lots) replacement needs, largely due to the historical lack of set-aside funding for these capital demands. In recognition of these growing demands on the General Fund in the long-term, the City has been funding the Capital Investment Reserve in the City's Capital Projects Fund. Since fiscal year 2020-21, however, the City has not been able to add to the reserve due to the pandemic's effects on the City's revenues. As described earlier, the estimated reserve's balance at the end of the 2023-24 fiscal year (almost \$20.6 million) is completely earmarked for funding the Broadway Grade Separation Project (\$14.4 million in local matching funds) and the El Camino Utility Undergrounding Project (\$6.0 million).

The development of potential funding options for each of the projects that the Council wishes to initiate in the near future is a continued priority. Due to the nature of deferred capital maintenance, deferral of the inevitable renewal and replacement needs of the City's existing assets creates a capital liability that increases at a higher rate than most other liabilities. As such, long-term funding of these capital needs is key to a truly sustainable budget.

### **The Economy**

Current information on and analyses of the economic forces that are likely to impact the City's operations in the upcoming fiscal year have influenced the development of this annual budget. The economic forecast was compiled largely from recent reports provided by HdL Companies, the City's sales tax consultant, in partnership with Beacon Economics, LLC. However, assessments of the recovery of the area's hospitality industry, a very large factor in the health of Burlingame's revenue picture, will be monitored carefully, and very likely result in revisions to this FY 2024-25 budget after the City Council's adoption.

As intended in the City's risk-based General Fund Reserve Policy, reserves will enable the City to meet operational demands until the economy completely recovers. But the funding of longer-term infrastructure needs and unfunded liabilities will not be easily accommodated. Depending on the duration/speed of the recovery, reduced funding of these long-term demands is apt to be the necessary response, further aggravating capital conditions, slowing prefunding of pension obligations, and ultimately impacting the City's fiscal health.

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

To maintain fiscal flexibility through all economic conditions, the City must be vigilant in controlling operating costs, recovering the costs of discretionary municipal services, promoting responsible economic development, finding innovative ways to partner with private interests to achieve infrastructure renewal, continuing a pattern of saving for and leveraging investments in the City's infrastructure, and pursuing prudent prefunding of currently unfunded pension obligations. The City is committed to focusing on the community's priorities so that the local quality of life is maintained, irrespective of economic fluctuations.

### ACKNOWLEDGEMENTS

I wish to thank Mayor Colson and the City Council for their leadership and support during the FY 2024-25 budget development process. By articulating the budget priorities and continuing to adhere to the long-term fiscal strategies set in place over a decade ago, they allowed staff to develop a solid spending plan that minimizes draws on the City's reserves and positions the City for a return to sustainable growth in the future. The budget for the 2024-25 fiscal year represents a spending plan of over \$159.6 million and will necessarily undergo further review and updating as needed throughout the new fiscal year. Still, this continuous improvement provides a higher level of transparency and accountability to the Burlingame community and reflects a commitment to advancing the Council's highest priorities.

The Department Directors and their budget staff utilized the City's ERP system in constructing a sound budget plan that strategically allocates resources to optimally address the City Council's goals, despite the unprecedented economic and social changes of the last few years. Their efforts are sincerely appreciated. My thanks also go to Finance Director Helen Yu-Scott, Financial Services Managers Karen Cao and Darlene Wong, Senior Accountant Hnin Phew, and Accountant John Kang, for their overall management of the City's budget; Finally, I commend Public Works Director Syed Murtuza, Assistant Public Works Director Art Morimoto, and Senior Engineer Kevin Okada for leading their Department's efforts and resourceful approach in refining the capital budget and providing a sustainable long-term capital plan.

Please feel free to contact the City's Finance Director or me if you need additional information on the budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lisa K. Goldman', followed by a long horizontal flourish.

Lisa K. Goldman  
City Manager





## **General Information**

**Organizational Compass**

**About the City of Burlingame**

**City Organization by Critical Service Area**

**Roster of Elected Officials and Appointees**

**Executive Team**

**Citywide Organization Chart**

**FY 2024-25 Priorities**

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# CITY OF BURLINGAME

# ORGANIZATIONAL COMPASS

The City of Burlingame is an organization that exists to serve and benefit the community. We deliver unsurpassed municipal services that enhance the quality of life for our citizens. As employees of the City of Burlingame, we recognize the leadership role we play in the community and we hold ourselves accountable to those we serve. We value the partnership that exists between the organization and community and strive to foster and maintain that relationship. As such, we are committed to the tenets of the Organizational Compass.

## COMMUNITY SERVICE THAT IS RESPONSIVE TO AND MEETS THE NEEDS OF THE PUBLIC BY:

- Being dedicated to the community we serve
- Involving and understanding our community
- Anticipating and adapting to the changing needs of our citizens

## AN ETHICAL ORGANIZATION THAT INTERACTS WITH THE PUBLIC AND EACH OTHER IN AN HONEST AND PROFESSIONAL MANNER BY:

- Treating people with respect and dignity
- Taking responsibility for our decisions, statements and actions to the organization and community
- Dealing with differences and conflicts in a professional, respectful and authentic fashion

## ONE ORGANIZATION THAT FOSTER POSITIVE RELATIONSHIPS AND TEAMWORK BY:

- Being part of the solution
- Creating and maintaining constructive relationships while respecting individual contributions
- Focusing on the issues and needs of the organization and community
- Encouraging behavior that builds confidence and self esteem
- Emphasizing self-initiative, constant improvement and employee involvement

## POSITIVE LEADERSHIP THAT IS NURTURING AND FORWARD-THINKING BY:

- Recognizing the leadership role all employees play in the community
- Encouraging innovation and creativity
- Leading by example
- Being supportive, humanistic and compassionate

As City employees we embrace the Organizational Compass and will be guided by its points.

## ABOUT THE CITY OF BURLINGAME

### Burlingame Statistics

Total Population <sup>(1)</sup>: 30,513

Area: 6.1 square miles on 3,517 acres

Persons per Household <sup>(2)</sup>: 2.48

Median Household Income <sup>(2)</sup>: \$165,940

Housing Units<sup>(1)</sup>: More than 13,500

Street Miles: 84 centerline miles

Sidewalk Miles: 116 miles

Sanitary Sewer: Approximately 130 miles; 8 sewer stations

Water: Approximately 105 miles; 9,000 connections; 6 pump stations; 7 storage tanks

Streetlights: 2,074

Street Trees: 15,319

Park Trees: 1,446

Different Species of Trees: 287

Number of Parks and Open Spaces: 24

Library Circulation: 698,000

Library Print & Non-Print Volumes: Approx. 675,000

Library Programs: Approx. 885

Library Attendance: 24,200

Sources:

City of Burlingame data;

<sup>(1)</sup> California Dept. of Finance (2024)

<sup>(2)</sup> U.S. Census (2022)

Burlingame is approximately six square miles and is located in San Mateo County, on the western shore of the San Francisco Bay approximately 10 miles south of San Francisco and close to the San Francisco International Airport.

A California general law city incorporated in 1908, Burlingame operates under the Council-Manager form of government. A five-member City Council is elected to four-year terms and serves as the board of directors. The City is shifting to by-district elections; three seats transitioned in November 2022, and the remaining two seats will transition in November 2024. The Council annually selects a Mayor and Vice Mayor from its members. The City Council appoints a City Manager, who serves as the chief executive officer and is responsible for all municipal functions. The City Council also appoints a City Attorney to serve as chief legal advisor for the governing body and the administration. The City Manager appoints the City Clerk and all Department Directors.

Municipal services include: police and fire protection, public works, community development, parks and recreation, library services, water, sewer, parking, solid waste, and storm drainage. General government activities include finance, human resources, legal services, and city administration. An executive team helps the City Manager lead the City organization. It includes seven Department Directors, the City Attorney, the City Clerk, and a Fire Chief, who is shared through the City's participation in the Central County Fire Department Joint Powers Authority.



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## CITY ORGANIZATION BY CRITICAL SERVICE AREA

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### General Government

#### **City Attorney**

In-house counsel, risk management, and code enforcement

#### **City Clerk**

Elections, City records, public meetings, public noticing, and maintenance of municipal code

#### **City Manager**

Supervision of departments, implementation of City policy and strategy, management of City communications and sustainability programs

#### **Finance**

Revenue management, disbursements, budget and forecasting, payroll, financial reporting, treasury, purchasing, information technology, telecom and utility billing, business licenses, debt financing and servicing, front-desk customer service, and solid waste

#### **Human Resources**

Salary and benefits administration, employment, health and safety, employee training and wellness, and collective bargaining

### Public Works

#### **Engineering**

Administration of capital improvement program including major and minor repair and replacement of city infrastructure

#### **Water & Sewer**

Delivery of potable water, treatment and discharge of sanitary flows in accordance with environmental, health, and safety guidelines

#### **Streets & Storm Drainage**

Street sweeping, transportation and regional shuttles, streetlights, and stormwater management and compliance

### Public Safety

#### **Police**

Community patrol and protection, 911 communications and dispatch, crime prevention, K-9 Program, traffic safety, parking enforcement, and community outreach

#### **Central County Fire Department (JPA)**

Fire suppression and prevention, emergency medical services, and disaster preparedness for the City of Burlingame and the Town of Hillsborough; provision of service to the City of Millbrae via contract

### Leisure and Neighborhood Services

#### **Library**

City literacy advocacy, circulation of written and digital media, special programs, and community education for citizens, children, and teens

#### **Parks**

Operation and maintenance of urban forest, landscaping, City parks, and infrastructure

#### **Recreation**

Recreational, educational, and after-school programs for pre-school children, youth, and seniors

### Community Development

#### **Building**

Plan checking, inspection, complaint response, development review and consultation, and building research and development

#### **Planning**

Public outreach, land use, economic development, plan checks, housing programs, and code and zoning enforcement

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## ROSTER OF ELECTED OFFICIALS AND APPOINTEES

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Mayor  
Donna Colson



Vice Mayor  
Emily Beach



Council Member  
Michael Brownrigg



Council Member  
Andrea Pappajohn



Council Member  
Peter Stevenson



City Manager  
Lisa K. Goldman



City Attorney  
Michael Guina



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## EXECUTIVE TEAM

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City Clerk  
Meaghan Hassel-Shearer



City Librarian  
Brad McCulley



Interim Community  
Development Director  
Ruben Hurin



Finance Director and  
Treasurer  
Helen Yu-Scott



Human Resources  
Director  
Maria Saguisag-Sid



Parks and Recreation  
Director  
Margaret Glomstad



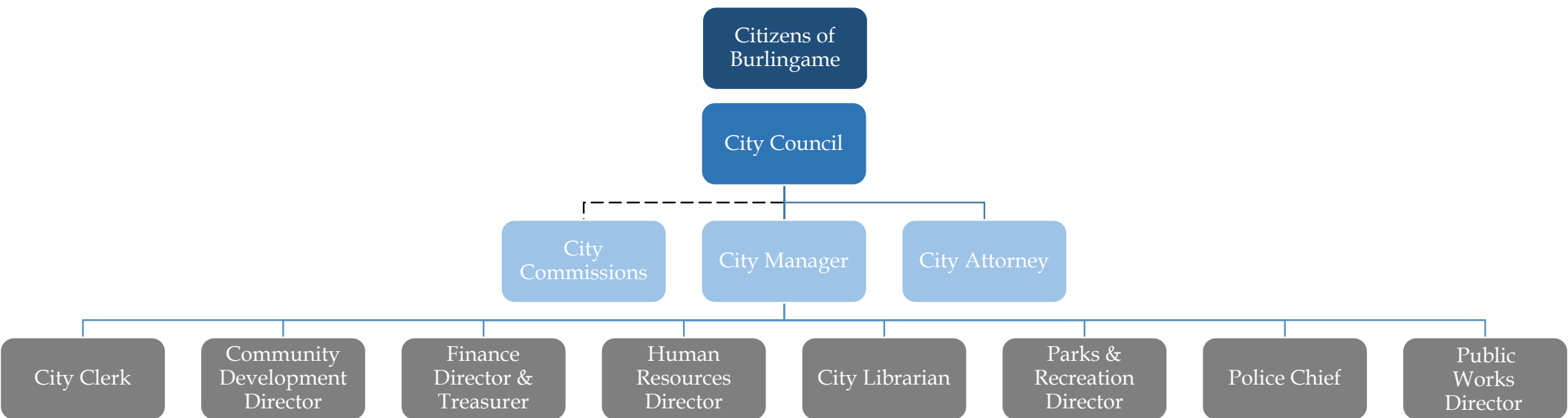
Police Chief  
Mike Matteucci



Public Works Director  
Syed Murtuza



Central County Fire Chief  
David Pucci



## City of Burlingame FY 2024-25 Priorities

### Sustainability

Exceed carbon reduction targets and develop strategies to address changing environmental realities.

### Transportation

Improve roadway safety and reduce congestion for all modes of transportation (cars, pedestrians, and cyclists).

### Housing

Address affordability crisis and retain socioeconomic diversity of our community.

### Infrastructure

Develop near-term, fiscally responsible funding strategies to renovate City facilities.

These four priorities were developed in recent years with input gathered from the community, staff, and the City Council. These priorities are meant to serve as the guiding principles that will help the Council and staff prioritize future initiatives, policies, and strategies.

- The City Council has also formed subcommittees to tackle several larger projects that have been discussed during recent goal-setting sessions. The projects include community engagement, artificial intelligence (AI) program, rebuilding City Hall, sea level rise, shuttles, vision zero, and water reuse and retention. The Broadway Grade Separation project and the El Camino Real Roadway Renewal project also remain top City Council projects.

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# Understanding the Budget

Guide to City Budget Process

Guide to understanding the Budget

Gann Appropriation Limit

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## GUIDE TO CITY BUDGET PROCESS

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### STRATEGIC AND FINANCIAL PLANNING

The budget planning process begins in January with a public goal-setting session. Although the City's longer-term priorities are still very much intact, the focus for fiscal year 2024-25 is on continuing to manage the impacts of the COVID-19 pandemic and working for the City's long-term fiscal recovery.

Once the priorities are in place, the Finance Department prepares a multi-year forecast of operating and maintenance expenditures for the General Fund. This long-term forecast of the General Fund includes the ensuing fiscal year and the succeeding five years, for a total of six budget years, along with the Mid-Year Budget Status Report, which projects the year-end balance of the General Fund and other significant funds.

Together, the forecast and budget status report are designed to provide clarity on longer-term revenue and expenditure outcomes for the General Fund, offering additional context for the financial decisions made by the City Council, City Manager, and Finance Director.

The City Council may review and approve budgetary revenue assumptions and may, at its discretion, make adjustments to City fees for services. Capital needs are also reviewed in preparation for the five-year capital plan.

### COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

The City Council encourages all Burlingame residents and business community members to participate in the development of the City budget. The Council holds at least three public meetings to provide guidance on the budget: the goal-setting session in January, and budget study sessions in March and May. The City Council solicits input at each of the meetings. Community members may also submit their ideas directly to City staff and the City Council.

The City Council also holds a public hearing on the budget in June prior to adoption of the budget. The hearing gives residents the opportunity to comment on the spending plan.

Community members seeking information on City budgets and annual financial reports can find the documents in PDF format on the City's website [www.burlingame.org](http://www.burlingame.org) under the Finance Department. Prior-year documents are also available for review.

### BUDGET DEVELOPMENT

Under policy directives and guidance, Department Heads begin preparing their budget requests in support of their programs in January for submission in mid-March. Expenditure assumptions are based on known factors such as collective bargaining agreements, current pay and benefit policies, consumer price indices, and other information available from expert third-parties or governing authorities.

The City also contracts with community based organizations to provide services to local residents. The City issues a Notice of Funding Availability in March of each year. Community organizations submit requests for funding in April, and the City Council determines the allocation of the funding available for this purpose in June.

## **ROLE OF THE FINANCE DEPARTMENT**

The Finance Department reviews departmental budgets and consolidates and prepares the proposed operating and capital budget for the ensuing year.

The Finance Department may include technical adjustments to ensure citywide compliance with City Council directives or eliminate redundant appropriations to deliver a fiscally prudent budget on a citywide basis. The Finance Department is also responsible for the certification of sufficient funds to support the proposed budget, and properly segregating City sources to ensure that both operating and capital expenditures are consistent with legislative and budgetary authority and generally accepted accounting guidelines for government.

The Finance Director may also make recommendations regarding deposits/contributions to one or more reserves or funding mechanisms: the Economic Stability Reserve, the Contingency Reserve, the Catastrophic Reserve, the Capital Investment Reserve, the California Employers' Retiree Benefits Trust Fund (for funding retiree medical benefits), and the § 115 Trust Fund with Public Agency Retirement Services (for funding pension obligations).

## **BUDGET ADOPTION**

The proposed budget, which is delivered to the City Council in May for consideration for the fiscal year commencing July 1, shows proposed expenditures by program, authorized full-time equivalent positions, and revenue sources.

The City Council may make adjustments to the proposed budget, which they formally adopt via Council resolution in June. The budget becomes the legal authority for expenditure for the new fiscal year.

## **BUDGET AMENDMENTS**

Department Heads and the Finance Director approve budget amendments within departments, while the Finance Director and City Manager approve budget amendments between departments. The City Council must approve any mid-year or supplemental appropriations.

## **CENTRAL COUNTY FIRE DEPARTMENT JOINT POWERS AUTHORITY**

Effective July 1, 2010, Burlingame Fire Department employees became employees of the Central County Fire Department (CCFD). CCFD is a stand-alone employer recognized by CalPERS.

CCFD is a Joint Powers Authority (JPA) that provides fire, emergency medical, and disaster preparedness services to the City of Burlingame and the Town of Hillsborough. It is governed by a Fire Board consisting of two Councilmembers from the Town of Hillsborough and two from the City of Burlingame. One of the two City Managers serves as the Chief Administrative Officer for CCFD, and the position is rotated every two years.

On December 29, 2014, CCFD entered into a contract for fire and emergency medical services with the City of Millbrae. As members of the CCFD JPA, Burlingame and Hillsborough generally fund 70% of the total budget based on a 60/40 cost allocation as outlined in the JPA. The remaining 30% is funded by the City of Millbrae.

The Fire Board adopts the CCFD budget.

A copy of the Fiscal Year 2024-25 Adopted Budget for the Central County Fire Department may be obtained online at:

[CCFD 2024-25 Budget](#)

and at:  
1399 Rollins Road,  
Burlingame, CA 94010  
(650) 558-7200

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## GUIDE TO UNDERSTANDING THE BUDGET

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### BUDGET PRESENTATION

The City of Burlingame employs a formal budget as a management control device during the year. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. City resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The City budget includes information regarding estimated costs (or outlays) and revenue (or cash inflows) for identified programs, projects, and levels of service to meet the needs of the City. All annual appropriations lapse at the end of the fiscal year, except in the Capital Projects Fund, because capital improvement projects typically span more than one fiscal year. Appropriations for capital projects lapse when projects are completed, placed into service, accounted for as capital assets, or abandoned at the discretion of the City or the City Council.

### OVERVIEW OF KEY FUNDS

The *General Fund* is the general operating fund of the City. It is used to account for all financial resources and transactions except those required to be accounted for in another fund, such as enterprise funds. General Fund departments include those in General Government, Public Works (Engineering and Streets and Storm Drains), Parks and Recreation, Library, Planning, and Public Safety.

The *Special Revenue Funds* represent funds with a dedicated revenue source set aside for a specific purpose. Special revenue funds include the Measure A, Gas Tax, Public TV Access, Shuttle, Storm Drainage, and Housing funds.

The *Burlingame Financing Authority* issues, calls, refunds (defeases), and makes debt service payments on behalf of the City General Fund departments. The City Manager and the Finance Director are authorized to conduct debt financings at the direction of the City Council. The debt service funds of the City are governed by bond indentures, with oversight for compliance and revenue pledge requirements managed by the Finance Department. Debt service payments for certain Special Revenue and Enterprise departments are budgeted as a component of the operating budgets for the related Special Revenue or Enterprise fund, such as Water, Sewer, and Storm Drainage.

The *Capital Projects Fund* is used to account for resources used to acquire or develop facilities or major capital equipment. These are usually budgeted and accounted for as discrete, multi-year projects that receive annual appropriations that do not lapse at the end of the fiscal year. Similar

projects are tracked under the umbrella of a capital improvement program. Appropriations that are unspent may be carried forward to the following year, transferred to another project, or de-appropriated to the extent that funds are unspent, at the discretion of the City Council. The Capital Projects Fund also retains the Capital Investment Reserve, holding amounts that are not appropriated to specific projects, but may be utilized only for major capital projects for which appropriate funding has not been identified or is not immediately available. Only the City Council may authorize the use of Capital Investment Reserve funds.

The *Enterprise Funds* are used to separately account for services and activities for which a fee or rate is charged to customers in exchange for goods or services provided by the City. These funds are self-sustaining and include Building, Parking, Landfill, Sewer, Solid Waste, and Water.

The *Internal Service Funds* are used to separately account for departments that provide services to other City departments, and, therefore, incur costs that are then allocated to each receiving department. These costs include risk management (Workers' Comp and General Liability programs), maintenance of fleet and equipment, information technology, administrative support such as postage and copier use, and maintenance of City buildings and facilities.

## **BUDGET BASIS OF ACCOUNTING**

Budgets are adopted on a basis consistent with generally accepted accounting principles ("GAAP").

Governmental funds (such as the General Fund and Special Revenue Funds) utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year.

Proprietary funds (such as the Enterprise and Internal Service Funds) utilize the accrual basis of accounting, which recognizes revenues when earned and expenses when incurred.

Generally, operating budgets are adopted on an annual basis. The Capital Projects Fund establishes budgetary control on a project-by-project basis when applicable sources become available by fund.

All appropriations lapse at year-end, except for the Capital Projects Fund, due to the multi-year nature of the underlying projects.

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## ARTICLE XIII(B) GANN APPROPRIATION LIMIT

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Article XIII(B) of the State Constitution limits all state and local government budgets to a formula based upon the 1978-79 budget plus adjustments for cost of living and population changes. In 1990, voters approved modifications to permit use of the percentage change in commercial assessed valuation to increase the limit under certain conditions. In addition, major capital improvements were excluded from the appropriation subject to the limit. Other exceptions are allowed for service charges, federal grants, and mandated programs.

In accordance with State implementation legislation (SB1352, Chapter 1205, 1980 Statutes) and the League of California Cities Uniform Guidelines, the following is the City's appropriation limit calculation:

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### CALCULATION OF GANN APPROPRIATION LIMIT

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2023-24 Appropriation Limit	102,115,430
State of California Inflation Factor	1.0362000
Percentage Change - City Population	0.3400000
Percentage Change - County Population	-0.5000000
State of California Population Factor	1.0034000
Combined Adjustment Factor	1.0397231
2024-25 Appropriation Limit from Growth Factors	<u>106,171,769</u>
Proceeds of Taxes	75,803,463
Exclusions:	
Qualified Capital Projects and Debt	<u>(30,625,456)</u>
Appropriation Subject to Limit	<u>45,178,007</u>
2024-25 Appropriation Limit	106,171,769
Appropriation Subject to Limit	45,178,007
Over / (Under) Limit	(60,993,762)





## Budget Summaries, Charts & Graphs

### Key Budgetary Assumptions

Chart – Proposed FY 2024-25 Citywide Revenue by Type

Budget Summary - Estimated Revenues and Interfund Transfers

Chart – General Fund Revenues from FY 2015 to FY 2025

Chart – Property Tax Revenues from FY 2015 to FY 2025

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2015 to FY 2025

Chart – Sales and Use Tax Revenues from FY 2015 to FY2025

Chart – Proposed FY 2024-25 Expenses by Type

Chart – Proposed FY 2024-25 Appropriations by Major Fund

Budget Summary – Expenses by Department and Type

Budget Summary – Revenues and Expenses by Fund

Budget Summary – Debt Service Obligations

Budget Summaries by Department

Authorized Full-Time Equivalent Positions

Projected Ending Fund Balance – General Fund, Storm Drain Special  
Revenue and Measure A/Gas Tax Special Revenue

Projected Unrestricted Net Position – Water, Sewer, and Parking  
Enterprises



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## KEY BUDGETARY ASSUMPTIONS

The following provides a brief overview of key budgetary assumptions used in the proposed budget:

### GENERAL ECONOMIC OUTLOOK

Four years after the declaration of the COVID-19 pandemic, the economic outlook remains uncertain. Intensified trade tensions with China, the ongoing conflict between Russia and Ukraine, and instability in the Middle East all contribute to continual uncertainties and risks for the year ahead. While consumer spending growth remains positive, the lingering supply chain disruptions have sustained high inflation. The adjustment of Federal Reserve rates holds significant importance due to its wide-ranging impacts on various aspects of the economy, keeping a close eye on the Federal Reserve rate movements will remain a primary focus for the upcoming year.

Overall, the local economy is stable, with continued growth expected. Property taxes remain solid, and other General Fund revenues are showing some level of improvement. Even though the recovery in the City's transient occupancy tax (TOT) is encouraging, the City is mindful that the full recovery of TOT revenue will take several years.

Economic Indicator	Projected 2023-24	Forecast 2024-25
U.S. Real GDP Growth	2.5%	1.9%
U.S. CPI Inflation	3.2%	2.4%
U.S. Unemployment Rate	3.9%	4.2%
California Unemployment Rate	5.2%	5.4%
California Total Nonfarm Employment Growth	0.8%	0.7%
California Median Existing Home Price	\$717,173	\$762,767

Source: Beacon Economics

- The national, state, and local economies are expected to continue growing, and the City's fiscal year 2024-25 budget reflects a nearly \$4.2 million increase in the City's three largest tax revenues.

### PROPERTY TAX

Property tax is applied to the net assessed property value determined by the San Mateo County Assessor-Recorder. Proposition 13 sets the maximum tax rate at 1% (excluding voter-approved overrides) and limits growth in the assessed property values to the lesser of inflation or 2% per year. The City has adopted the Teeter Plan, which allows the City to receive property tax disbursements based on amounts billed but not yet collected. San Mateo allocates property taxes to all taxing agencies within the county; the City of Burlingame receives approximately 17% of the taxes attributable to properties within its jurisdiction.

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

According to the County, Burlingame's assessed property values have grown nearly 7.7% since the beginning of the fiscal year, reflecting continued health in the area's real estate market despite the pandemic. Such growth should translate to a healthy increase in property taxes for the subsequent fiscal year. However, payment of amounts due from the Property Tax In Lieu of Vehicle License Fee (VLF) swap, a State obligation agreed to in 2004, is uncertain. Adjustments in the County's Educational Revenue Augmentation Fund distributions add complexity to the City's property tax revenues projection.

- **Although assessed values of the 2024 secured tax rolls for Burlingame have risen approximately 7.7%, property tax receipts in the fiscal year 2024-25 proposed budget are reflected as increasing only 0.4%. This increase in the projection is a combination of the rise of secured property tax offset by the State's distribution shortfall from the Property Tax in Lieu of VLF.**

### REBATE OF PROPERTY TAX FROM THE EDUCATIONAL REVENUE AUGMENTATION FUND (ERAF)

Refunds of property tax from San Mateo County's ERAF occur when the amounts contributed to the fund by local agencies in a fiscal year exceed withdrawals from the fund. In 2013, the State significantly increased funding distributed to schools under the Local Control Funding Formula, which translates to higher draws from county ERAFs statewide. In recent years, uncertainty about the growing demands on ERAF monies dictated that San Mateo County jurisdictions budget ERAF refunds conservatively, as these refunds were projected to decline and could be eliminated in the future. However, San Mateo County's growing economy and escalating property values have created larger contributions to the fund at a time when property tax revenues are sufficient to more fully fund school district needs. Therefore, ERAF refunds have grown over the years. However, there has been some dispute about the proper allocation of the ERAF funds, resulting in further uncertainty about the future of the refunds. The City received nearly \$3.8 million in excess ERAF in the current fiscal year, but as this revenue is uncertain, \$3.3 million has been included in property tax revenues for fiscal year 2024-25.

- **The proposed budget assumes that the City will continue to receive significant refunds from the County's Educational Revenue Augmentation Fund.**

### SALES & USE TAX

Sales tax is imposed on retailers at the point-of-sale. Use tax is imposed on purchasers who buy goods out-of-state for use within California. In November 2017, Burlingame voters approved Measure I, a retail transactions and use tax of  $\frac{1}{4}$  percent, effective April 1, 2018. The sales tax rate for taxable sales transactions within Burlingame is currently 9.625%. The State's Department of Tax and Fee Administration (CDTFA) allocates the Bradley Burns (local 1%) sales tax revenue to the jurisdiction in which the taxable sales transactions occur. The CDTFA is also responsible for the collection of Measure I revenues, which are accounted for separately from the City's regular sales tax receipts.

Transaction data from the fourth quarter of calendar year 2023 is now available and supports the fiscal year 2024-25 forecast. Overall, receipts from the fourth quarter were 5.3 percent above the same sales period in 2022. Excluding reporting aberrations, actual sales were up 2.9 percent. New car sales surged up 8.0 percent after six consecutive quarters of declines, driving growth in autos-transportation. The City's allocation from the countywide use tax pool bumped up 5.6 percent with strong internet sales and a large one-time allocation to the pool. In-store shopping during the busy holiday season edged up 1.0 percent, with strong jewelry and specialty store sales. Casual dining and hotel-motels boosted the restaurant-hotels' receipts. Conversely, the business industry declined 12.2 percent, with a drop in medical-biotech and light industrial revenues. Reduced contractor activity and plumbing-electrical supply purchases tipped building construction into negative territory. Fluctuating fuel prices negatively affected service station returns. Weaker sales at convenience, drug, and grocery stores pushed the food-drug results down.

- **The City's sales and use tax revenue projection assumes that growth in taxable sales transactions will slow in fiscal year 2024-25.**
- **The City anticipates revenue from Measure I, included in the 2024-25 fiscal year budget for General Fund Sales Tax revenues, to be \$3.1 million.**

## TRANSIENT OCCUPANCY TAX

Transient occupancy tax (TOT) is levied when a room in a hotel (or other temporary lodging) is occupied for 30 days or less. Voters last approved a transient occupancy tax rate increase (from 10% to 12%) in November 2009 to preserve municipal service levels and fund capital infrastructure projects.

As the City's largest and most economically sensitive revenue source, TOT revenues were significantly impacted by the Covid-19 pandemic. At nearly \$29.4 million, TOT accounted for approximately 34.8 percent of all General Fund revenue in fiscal year 2018-19, dropping to \$20.4 million in fiscal year 2019-20 and lowering to \$5.7 million in fiscal year 2020-21. The actual receipts for fiscal years 2021-22 and 2022-23 were \$12.4 million and \$18.3 million, respectively. For the first nine months of fiscal year 2023-24, TOT revenue is 5.8% higher than the same period in the prior year, which reflects continued recovery in the travel and tourism sector.

There is little doubt that the region will again attract robust business and leisure travel over the long-term. According to data from The San Francisco Peninsula (formerly the San Mateo County/Silicon Valley Convention and Visitors Bureau), revenue per available room for San Mateo County as a whole is up 0.9 percent, and the SFO Corridor is up 4.9 percent through March 2024. SFO officials' recent trade mission to China was very positive, and more flights are expected to return later this year.

The City monitors average daily rates (ADR) on a monthly basis and makes estimates of ADR and occupancy rates based on transient occupancy tax receipts received for the previous month and industry reports. The average occupancy rate year-to-date through March 2024 was 73.1 percent (vs. 71.0 percent through March 2023), and the average room rate was \$179.24 (vs. \$175.96 through March 2023). The AI industry will aid in business travel. The return to a longer booking

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

window for business travel and the increase in international bookings are promising signs of a gradual normalization of travel patterns. The 2024-25 fiscal year budget projects these revenues at around \$22.7 million.

- **The proposed fiscal year 2024-25 budget includes TOT revenues of approximately \$22.7 million. While 24.0% higher than in the year ending June 30, 2023, this forecast represents a 22.9% decrease in the City's TOT revenues from pre-COVID fiscal year 2018-19.**

### WATER & SEWER RATES

The City last increased water rates in January 2019; the incremental rate increases were meant to address the higher costs and lower revenues (due to conservation efforts) created by the severe drought conditions in northern California beginning in 2012 and finally ending in 2017. The rate increases helped the Water Fund cover the higher cost of wholesale water purchased from the San Francisco Public Utilities Commission (SFPUC) and provided continued funding of prudent capital improvements in the Water utility. With improving reservoir levels and water consumption easing back into higher, pre-drought patterns, revenues in the Water and Sewer Utilities have been much easier to anticipate accurately.

In fiscal year 2024-25, water consumption patterns are projected to increase slightly from the current year. As there will be no rate increases, projected revenues are anticipated to be nearly \$20.2 million. Funding of capital projects/infrastructure within the Water utility will be \$5.0 million.

The City Council approved average sewer rate increases of 9% for the three calendar years beginning January 1, 2022. Revenues for the Sewer Fund are projected to increase by over \$0.9 million in the upcoming fiscal year. Funding of capital projects/infrastructure within the Sewer utility – both collection system improvements and wastewater treatment plant upkeep – will increase by over \$2.0 million in fiscal year 2024-25. Note that capital spending is not included as an expense of the fund. At year-end, infrastructure improvements are capitalized and reported as long-term assets rather than remaining in an "unrestricted net position."

- **The proposed budget assumes operating revenues of approximately \$20.2 million for the Water Enterprise and \$16.8 million for the Sewer Enterprise. The assumption is based on currently enacted rates and conservative consumption forecasts. The budget provides for sufficient capital spending to maintain the infrastructure quality supporting these major utilities.**

### STORM DRAIN FEE

In May 2009, Burlingame residents approved a storm drain fee, collected as an assessment on the property tax roll, to improve the City's aging storm drain infrastructure. The fee supported the issuance of bonds in 2010, 2012, and 2016, yielding a total of over \$30 million in bond proceeds to implement a \$39 million capital improvement program. Pursuant to the authority granted by the voters, the City Council may increase the storm drain fee each fiscal year by the annual consumer



price index (CPI), but not to exceed 2%. The report published by the Bureau of Labor Statistics as of March 12, 2024, was the CPI report for February 2024, which indicated a CPI increase of 2.4%. In April 2024, the City Council authorized an increase of 2% to the storm drain fee. These revenues will provide amounts adequate to pay the debt service on the bonds that provide funding for identified storm drain capital projects, including the latest 2021 Storm Drainage Revenue Bonds issuance.

- **The proposed Storm Drain Special Revenue Fund budget assumes a 2.0% increase in the storm drain fee, for estimated revenues of nearly \$3.3 million.**

## WAGES AND BENEFITS

In recognition of the long-term obligations incurred from employment benefits, growth in the City's workforce has been kept to a minimum in recent years. Personnel costs represent a large investment in the City's resources, and requests for increases in full-time equivalent (FTE) positions are carefully monitored to ensure they provide the best ongoing value towards addressing the City's long-term goals. The 2024-25 fiscal year budget expenditures include an increase of 2.0 FTEs personnel positions – one Park Maintenance Worker (General Fund) and one Management Analyst (Building Enterprise Fund)

In general, wages have increased based on the negotiated MOU's for each bargaining unit, as has the cost of certain benefits.

- **The proposed General Fund budget assumes a \$3.1 million (7.8%) increase in the cost of wages and benefits of full-time, part-time, and seasonal employees.**

## CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)

As a result of heavy investment losses during the recession, lower earnings forecasted, new actuarial methods, and a projection of longer life spans, CalPERS (the California Public Employees' Retirement System) has raised contribution rates considerably in recent years. In order to fund CalPERS pensions, the blended (Classic and PEPRA combined) employer contribution rates for the City's employees for the upcoming fiscal year are 65.3% for Safety personnel and 30.8% for Miscellaneous personnel, resulting in a city-wide budget of approximately \$11.2 million, up from the \$9.9 million provided in the adopted budget for the 2023-24 fiscal year.

- **The proposed budget assumes that increased employer rates and required lump-sum payments to CalPERS will increase pension costs by 12.9% (approximately \$1.3 million) in the upcoming fiscal year.**

## PENSION LIABILITY STRATEGY

In recent years, CalPERS reduced its investment return assumptions following years of lower-than-expected rates of return on its investment portfolio; the resulting shortfalls must be offset by larger employer contributions. More realistic assumptions have added transparency to the

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

true level of funding needed to ensure CalPERS has the resources to meet its obligations to retiring workers in the future. However, these changes have significantly increased the City's unfunded pension obligations and an associated rise in employer contribution rates.

The rates provided by CalPERS through FY 2024-25 and the estimated rates derived through the most recent actuarial data related to the City's pension obligations indicate that the City's contribution rates (excluding employee cost-sharing and pension obligation bond, POB, debt service, but including POB proceeds) will rise from the current 35.5% for Miscellaneous employees and 81.0% for Safety employees to 39.4% and 93.8%, respectively, over the next five years. These rates reflect blended rates for Classic and PEPRAs employees.

The City's total estimated net pension liability is over \$86.7 million at June 30, 2023 (per the June 30, 2022 measurement date). To address the gap between its pension obligations and the assets set aside to fund them, the City plans to continue to pay the required employer contributions to CalPERS.

A § 115 Trust Fund for Pensions was established with Public Agency Retirement Services (PARS) in October 2017. Funds in the trust, which should grow at higher rates of return than can be obtained in the City's portfolio, will accumulate and be withdrawn when the CalPERS rates exceed the established threshold rates for each pension plan. However, contributions to the trust fund cannot be considered expenditures or included in the budget for each fiscal year. In addition, the contributions must be authorized by the City Council, and they will be reflected as "restricted" fund balance for financial reporting purposes. FY 2024-25 will be the first year that the City temporarily pauses the annual contribution since the inception of the trust account; this step is being taken to deal with continued budget deficits.

- **The proposed fiscal plan does not include any contribution to the City's § 115 Trust Fund in fiscal year 2024-25.**

### INTERNAL SERVICE FUND CHARGES

Funded through charges to City departments, the Internal Service Funds (ISFs) are used to account for certain programs and services that benefit all departments. Costs are allocated out to the departments based on usage/benefit, or in the case of insurance (General Liability, Workers' Compensation, and Employment Risk Management programs) ISFs, a historical analysis of the severity and frequency of claims.

The Administrative/Information Technology Services Internal Service Fund (ISF) is used to account mainly for the City's information technology and printing services, which reflect an allocation of the citywide costs of various activities. Although the budget for the Administrative/Information Technology Services ISF includes an increase of six percent in the contract for IT services with Eaton & Associates, several other cost increases are reflected in the fund's budget for FY 2024-25, which will push allocations to all City departments (charges for services) higher. For example, a server upgrade project (\$285,000) and VoIP phone system implementation (\$105,000) were included in the proposed budget.

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

The General Liability and Workers' Compensation ISF increases are due largely to an increase in insurance premiums.

The Fleet and Equipment ISF accounts for the costs of operation, maintenance, and repair of the City's automotive equipment and provides for future replacement of equipment as well. In 2024, the City adopted the American Public Works Association (APWA) vehicle replacement standard. Fewer vehicles meet the standard of replacement in FY 2024-25.

- **The proposed budget assumes an increase of \$441,000 for the Information Technology ISF and \$995,000 for the General Liability and Workers' Compensation ISFs. Costs in the Fleet & Equipment ISF are expected to decrease by nearly \$1.2 million.**

### CENTRAL COUNTY FIRE DEPARTMENT BUDGET PRESENTATION

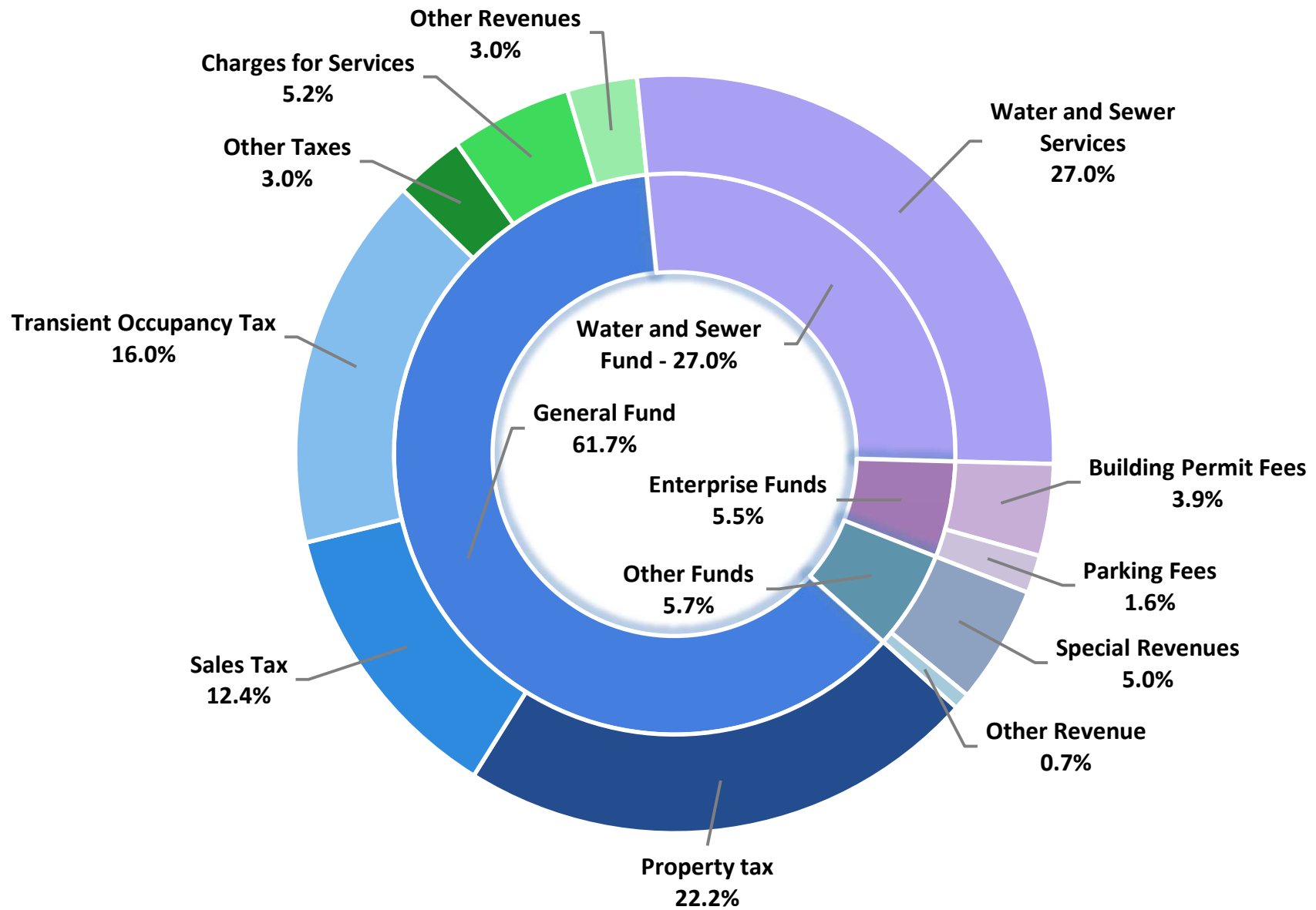
The proposed budget includes a General Fund appropriation for fire and emergency medical services and disaster preparedness. The largest part of this budget reflects Burlingame's portion of the Fire Department's budget as adopted by the Central County Fire Department (CCFD) Board of Directors. Costs associated with the CCFD budget that are NOT reimbursed as part of the agreement include capital improvements to City fire facilities. In addition, the costs of workers' compensation for coverage of claims incurred prior to 2010 are included in the City's budget. In December 2014, CCFD entered into a contract to provide fire protection and emergency medical services to the City of Millbrae, further reducing the cost of Fire Department services per capita for participating cities.

CCFD's FY 2024-25 operating budget as approved in April reflects a Burlingame contribution of approximately \$15.4 million, an increase of 7.4% (about \$1.1 million) over current-year costs.

- **The City's budget accurately reflects the total General Fund costs of providing fire protection, emergency medical, disaster preparedness, and related services for the upcoming fiscal year.**

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## Proposed FY 2024-25 Citywide Revenues by Type





CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2025  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
<b>GENERAL FUND</b>				
PROPERTY TAX-CURRENT SECURED	20,814,546	21,770,260	22,170,260	23,154,060
PROPERTY TAX-SEC SUPPL (SB813)	743,223	450,000	500,000	550,000
PROPERTY TAX-CURRENT UNSECURED	835,499	819,170	919,170	941,910
PROPERTY TAX-UNSECURED-PRIOR	1,805	-	-	-
PROPERTY TAX-UNITARY TAX	362,489	342,250	372,250	380,870
PROPERTY TAX IN LIEU OF VLF	5,270,508	5,062,900	3,571,900	3,090,275
ERAF REFUND	3,288,542	3,200,000	3,768,000	3,300,000
<b>SUBTOTAL - PROPERTY TAX</b>	<b>31,316,612</b>	<b>31,644,580</b>	<b>31,301,580</b>	<b>31,417,115</b>
SALES & USE TAX	13,798,804	14,237,032	13,777,032	14,139,260
PUBLIC SAFETY FUND-SALES TAX	218,865	200,000	200,000	212,400
0.25% MEASURE I	3,122,921	3,021,190	3,110,190	3,142,000
<b>SUBTOTAL - SALES TAX</b>	<b>17,140,590</b>	<b>17,458,222</b>	<b>17,087,222</b>	<b>17,493,660</b>
TRANSIENT OCCUPANCY TAX	18,258,906	17,919,000	19,019,000	22,594,000
TOT-SHORT TERM RENTAL	13,235	-	9,000	12,000
<b>SUBTOTAL - TRANSIENT OCCUPANCY TAX</b>	<b>18,272,141</b>	<b>17,919,000</b>	<b>19,028,000</b>	<b>22,606,000</b>
TMD 1% COLLECTION	-	-	-	60,000
<b>SUBTOTAL - TOURISM MARKETING DISTRICT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,000</b>
REAL PROPERTY TRANSFER TAX	510,745	500,000	500,000	500,000
BUSINESS LICENSE TAX	540,052	1,300,000	1,400,000	1,400,000
BUSINESS LICENSE TAX-PARKING	385,103	200,000	350,000	300,000
BUSINESS LIC AUDIT REVENUE	12,426	-	-	-
FRANCHISE TAX - GAS	188,736	155,000	180,000	180,000
FRANCHISE TAX - GAS SURCHARGE	11,389	7,500	7,500	10,000
FRANCHISE TAX - ELECTRIC	173,295	160,000	170,000	180,000
FRANCHISE TAX - ELEC SURCHARGE	171,009	150,000	210,000	210,000
FRANCHISE TAX - GARBAGE	846,693	875,500	895,500	985,000
FRANCHISE TAX - CABLE TV	353,354	350,000	350,000	350,000
FRANCHISE TAX - WAVE - ASTOUND	12,934	15,000	15,000	15,000
FRANCHISE TAX - AT&T VIDEO SVC	27,900	35,000	35,000	35,000
STATE HOPTR	62,744	63,000	63,000	64,000
<b>SUBTOTAL - OTHER TAXES</b>	<b>3,296,380</b>	<b>3,811,000</b>	<b>4,176,000</b>	<b>4,229,000</b>
<b>TOTAL TAX REVENUE</b>	<b>70,025,723</b>	<b>70,832,802</b>	<b>71,592,802</b>	<b>75,805,775</b>
USE OF MONEY AND PROPERTY	(1)	-	-	-
RENTAL INCOME	171,347	210,000	275,000	995,000
<b>SUBTOTAL - USE OF MONEY &amp; PROPERTY</b>	<b>171,346</b>	<b>210,000</b>	<b>275,000</b>	<b>995,000</b>
INTEREST INCOME	2,492,959	1,530,000	1,730,000	1,850,000
INTEREST INCOME - FMV ADJ	(252,033)	-	-	-
<b>SUBTOTAL - INTEREST INCOME</b>	<b>2,240,926</b>	<b>1,530,000</b>	<b>1,730,000</b>	<b>1,850,000</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2025  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
TAXI LICENSES	540	200	200	200
TAXICAB INSPECTIONS	250	400	400	400
ALARM PERMIT FEES	72,188	70,000	70,000	70,000
OVERNIGHT PARKING PERMIT FEES	13,740	12,000	12,000	12,000
<b>SUBTOTAL - LICENSES &amp; PERMITS</b>	<b>86,718</b>	<b>82,600</b>	<b>82,600</b>	<b>82,600</b>
FILING AND CERTIFICATION FEES	1,793	-	-	-
SMCCVB ANNUAL FEE-BID	9,300	9,300	9,300	-
FALSE ALARM CHARGES	24,182	20,000	20,000	20,000
SPECIAL POLICE SERVICES	3,950	2,000	3,500	3,000
LIVESCAN FEES	3,196	3,000	1,500	3,000
POLICE BOOKING FEES-COUNTY	39	-	-	-
VEHICLE RELEASE FEES	23,881	25,000	25,000	30,000
REIMBURSEMENT FOR SERVICE COST	240,948	-	1,273,170	-
PUBLIC WORKS FEES & SERVICES	1,287,326	1,100,000	1,675,000	1,520,000
PLAN CHECK FEES - ENGINEERING	227,854	90,000	90,000	90,000
STORMWATER INSPECTION FEE	-	4,000	4,000	4,000
REIMB STATE HWAY MAINTENANCE	26,538	25,000	25,000	25,000
PLANNING FEES	1,572,073	725,000	275,000	350,000
ZONING/SIGN PLAN CHECKING	1,117,125	450,000	175,000	225,000
USE PERMIT FEES	46,613	37,000	37,000	37,000
SHORT TERM RENTAL PERMIT FEES	850	1,000	1,000	1,000
RECREATION FEES & SERVICES	3,965,500	3,100,000	3,920,000	3,800,000
PARK SPECIAL SERVICES	118,175	350,000	150,000	200,000
ARBORIST PLAN CHECK/SITE INSP.	8,015	20,000	20,000	20,000
ARBORIST FEE-PLANNING	12,664	20,000	20,000	20,000
PROTECTED TREE APPLICATION FEE	16,011	20,000	20,000	20,000
AQUATICS REIMBURSEMENT	141,086	150,000	150,000	140,000
LIBRARY FEES & SERVICES	7,691	10,000	10,000	10,000
LIBRARY SERVICES-HILLSBOROUGH	747,996	748,000	748,000	796,572
<b>SUBTOTAL - CHARGES FOR SERVICES</b>	<b>9,602,806</b>	<b>6,909,300</b>	<b>8,652,470</b>	<b>7,314,572</b>
PARKING CITATIONS	711,769	600,000	530,000	625,000
VEHICLE CODE FINES	41,468	45,000	45,000	45,000
CODE ENFORCEMENT CITATIONS	5,600	8,000	28,000	8,000
ASSET FORFEITURE	2,849	-	-	-
<b>SUBTOTAL - FINES, FORFEITURES &amp; PENALTIES</b>	<b>761,686</b>	<b>653,000</b>	<b>603,000</b>	<b>678,000</b>
STATE MOTOR VEHICLE TAX	32,035	-	38,500	-
MANDATED COST REIMBURSEMENT	4,444	-	-	-
POST REIMBURSEMENT	20,877	15,000	15,000	15,000
SLESF-COPS PROGRAM	165,271	200,000	200,000	200,000
REIMBURSEMENT	12,596	-	-	-
STATE GRANT REVENUE	-	-	35,370	-
SAN MATEO COUNTY GRANT	-	-	-	-
<b>SUBTOTAL - FEDERAL &amp; STATE SUBVENTIONS</b>	<b>235,222</b>	<b>215,000</b>	<b>288,870</b>	<b>215,000</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2025  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
MISCELLANEOUS REVENUES	454,099	77,000	167,000	137,000
OVERAGES/SHORTAGES	(387)	-	-	-
VB GOLF/DOUBLETREE-COST REIMB.	3,636	-	-	-
COMMUNITY BENEFITS	-	-	250,000	250,000
<b>SUBTOTAL - OTHER REVENUE</b>	<b>457,349</b>	<b>77,000</b>	<b>417,000</b>	<b>387,000</b>
<b>TOTAL NON-TAX REVENUE</b>	<b>13,556,053</b>	<b>9,676,900</b>	<b>12,048,940</b>	<b>11,522,172</b>
<b>GENERAL FUND, BEFORE TRANSFERS</b>	<b>\$83,581,776</b>	<b>\$80,509,702</b>	<b>\$83,641,742</b>	<b>\$87,327,947</b>
TRANSFER IN FROM BURL AVE ASSESSMENT DISTRICT	310,000	310,000	310,000	310,000
TRANSFER IN FROM GAS TAX FUND	6,000	6,000	6,000	6,000
TRANSFER IN FROM STORM DRAINAGE FUND	15,000	15,000	15,000	15,000
TRANSFER IN FROM WATER OPS FUND	660,868	666,313	666,313	724,408
TRANSFER IN FROM SEWER OPS FUND	394,544	398,489	398,489	423,784
TRANSFER IN FROM PARKING OPS FUND	342,188	344,438	344,438	348,188
TRANSFER IN FROM SOLID WASTE FUND	58,000	58,000	58,000	58,000
TRANSFER IN FROM BUILDING FUND	119,000	125,000	125,000	128,000
TRANSFER OUT TO BURLINGAME TRAIN SHUTTLE FUND	(52,300)	(52,300)	(52,300)	(52,300)
TRANSFER OUT TO OTHER LOCAL GRANTS FUND	(5,000)	(5,000)	-	-
TRANSFER OUT TO PARKS & TREES CIP FUND	(2,285,000)	(4,120,000)	(6,034,000)	(1,440,000)
TRANSFER OUT TO FACILITIES CIP FUND	(1,100,000)	-	-	(6,400,000)
TRANSFER OUT TO STREETS CIP FUND	(600,000)	(500,000)	(530,000)	-
TRANSFER OUT TO DEBT SERVICE FUND	(2,599,824)	(2,622,687)	(2,622,687)	(2,650,192)
MEASURE I - TRANSFER OUT TO FACILITIES CIP FUND	-	-	-	(1,000,000)
MEASURE I - TRANSFER OUT TO STREETS CIP FUND	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)
MEASURE I - TRANSFER OUT TO DEBT SERVICE FUND	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(7,736,524)</b>	<b>(8,376,747)</b>	<b>(10,315,747)</b>	<b>(12,529,112)</b>
<b>GENERAL FUND REVENUE, NET TRANSFERS</b>	<b>\$75,845,252</b>	<b>\$72,132,955</b>	<b>\$73,325,995</b>	<b>\$74,798,835</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2025  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
<b>SPECIAL REVENUE FUNDS</b>				
<b>BURL AVE ASSESSMENT DISTRICT</b>				
INTEREST INCOME	7,272	3,500	3,500	3,500
SPECIAL ASSESSMENT REVENUE	284,836	310,000	310,000	310,000
<b>BURL AVE ASSESSMENT DISTRICT, BEFORE TRANSFERS</b>	<b>292,108</b>	<b>313,500</b>	<b>313,500</b>	<b>313,500</b>
TRANSFER OUT TO GENERAL FUND	(310,000)	(310,000)	(310,000)	(310,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(310,000)</b>	<b>(310,000)</b>	<b>(310,000)</b>	<b>(310,000)</b>
<b>BURL AVE ASSESSMENT DISTRICT, NET TRANSFERS</b>	<b>(17,892)</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>MEASURE A &amp; GAS TAX</b>				
INTEREST INCOME	45,380	15,000	15,000	15,000
MEASURE A	1,013,867	983,000	983,000	1,000,000
SECTION 2103-EXCISE TAX	254,716	309,700	275,100	277,530
SECTION 2105-PROP 111 GAS TAX	177,905	205,080	190,280	194,030
SECTION 2106-NEW CONSTRUCTION	116,018	131,370	124,300	126,710
SECTION 2107-MAINT. & CONSTRUC	242,455	246,330	259,860	265,160
SECTION 2107.5-ADMINSTRATION	6,000	6,000	6,000	6,000
ROAD & MAINT REHAB (RMRA SB1)	697,489	772,580	748,280	799,840
<b>MEASURE A &amp; GAS TAX, BEFORE TRANSFERS</b>	<b>2,553,830</b>	<b>2,669,060</b>	<b>2,601,820</b>	<b>2,684,270</b>
TRANSFER OUT TO GENERAL FUND	(6,000)	(6,000)	(6,000)	(6,000)
TRANSFER OUT TO STREETS CIP FUND	(2,130,000)	(1,820,000)	(1,880,000)	(2,875,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(2,136,000)</b>	<b>(1,826,000)</b>	<b>(1,886,000)</b>	<b>(2,881,000)</b>
<b>MEASURE A &amp; GAS TAX, NET TRANSFERS</b>	<b>417,830</b>	<b>843,060</b>	<b>715,820</b>	<b>(196,730)</b>
<b>STORM DRAINAGE FUND</b>				
INTEREST INCOME	279,122	60,000	60,000	60,000
STORM DRAIN FEES	3,117,284	3,251,760	3,251,760	3,316,800
LITIGATION SETTLEMENT	549,363	-	-	-
<b>STORM DRAINAGE FUND, BEFORE TRANSFERS</b>	<b>3,945,769</b>	<b>3,311,760</b>	<b>3,311,760</b>	<b>3,376,800</b>
TRANSFER OUT TO GENERAL FUND	(15,000)	(15,000)	(15,000)	(15,000)
TRANSFER OUT TO DEBT SERVICE FUND	(2,578,647)	(2,587,418)	(2,587,418)	(2,593,583)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(2,593,647)</b>	<b>(2,602,418)</b>	<b>(2,602,418)</b>	<b>(2,608,583)</b>
<b>STORM DRAINAGE FUND, NET TRANSFERS</b>	<b>1,352,122</b>	<b>709,342</b>	<b>709,342</b>	<b>768,217</b>
<b>PUBLIC TV ACCESS FUND</b>				
INTEREST INCOME	16,263	8,500	8,500	8,500
PEG ACCESS FEE	79,034	85,000	85,000	80,000
<b>PUBLIC TV ACCESS FUND, BEFORE TRANSFERS</b>	<b>95,297</b>	<b>93,500</b>	<b>93,500</b>	<b>88,500</b>
<b>PUBLIC TV ACCESS FUND, NET TRANSFERS</b>	<b>95,297</b>	<b>93,500</b>	<b>93,500</b>	<b>88,500</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2025  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
<b>MEASURE W FUND</b>				
INTEREST INCOME	9,620	5,000	5,000	5,000
MEASURE W	525,521	439,000	439,000	440,000
<b>MEASURE W FUND, BEFORE TRANSFERS</b>	<b>535,141</b>	<b>444,000</b>	<b>444,000</b>	<b>445,000</b>
<b>MEASURE W FUND, NET TRANSFERS</b>	<b>535,141</b>	<b>444,000</b>	<b>444,000</b>	<b>445,000</b>
<b>DEVELOPMENT FEES FUND</b>				
INTEREST INCOME	191,801	128,000	128,000	128,000
<b>DEVELOPMENT FEES FUND, BEFORE TRANSFERS</b>	<b>191,801</b>	<b>128,000</b>	<b>128,000</b>	<b>128,000</b>
<b>DEVELOPMENT FEES FUND, NET TRANSFERS</b>	<b>191,801</b>	<b>128,000</b>	<b>128,000</b>	<b>128,000</b>
<b>BAYFRONT DEV. IMPACT FEES FUND</b>				
BAYFRONT DEVELOPMENT FEES	837,878	-	-	-
<b>BAYFRONT DEV. IMPACT FEES FUND, BEFORE TRANSFERS</b>	<b>837,878</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFER OUT TO STREETS CIP FUND	-	(500,000)	(500,000)	(650,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>(500,000)</b>	<b>(500,000)</b>	<b>(650,000)</b>
<b>BAYFRONT DEV. IMPACT FEES FUND, NET TRANSFERS</b>	<b>837,878</b>	<b>(500,000)</b>	<b>(500,000)</b>	<b>(650,000)</b>
<b>N. BURL. DEV. IMPACT FEES FUND</b>				
N. BURLINGAME DEVELOPMENT FEE	107,338	-	-	-
<b>N. BURL. DEV. IMPACT FEES FUND, BEFORE TRANSFERS</b>	<b>107,338</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFER OUT TO STREETS CIP FUND	-	(800,000)	(800,000)	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>(800,000)</b>	<b>(800,000)</b>	<b>-</b>
<b>N. BURL. DEV. IMPACT FEES FUND, NET TRANSFERS</b>	<b>107,338</b>	<b>(800,000)</b>	<b>(800,000)</b>	<b>-</b>
<b>PUB. FACILITIES IMP. FEES FUND</b>				
PUBLIC FACILITIES IMPACT FEE	316,998	-	-	-
<b>PUB. FACILITIES IMP. FEES FUND, BEFORE TRANSFERS</b>	<b>316,998</b>	<b>-</b>	<b>-</b>	<b>-</b>
TRANSFER OUT TO PARKS & TREES CIP FUND	(160,000)	(50,000)	(50,000)	-
TRANSFER OUT TO FACILITIES CIP FUND	(470,000)	(2,870,000)	(3,000,000)	(2,000,000)
TRANSFER OUT TO STREETS CIP FUND	(500,000)	(180,000)	(180,000)	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(1,130,000)</b>	<b>(3,100,000)</b>	<b>(3,230,000)</b>	<b>(2,000,000)</b>
<b>PUB. FACILITIES IMP. FEES FUND, NET TRANSFERS</b>	<b>(813,002)</b>	<b>(3,100,000)</b>	<b>(3,230,000)</b>	<b>(2,000,000)</b>
<b>HOUSING FUND</b>				
COMMERCIAL HOUSING LINKAGE FEE	350,000	-	-	-
STATE GRANT REVENUE	15,500	-	-	-
<b>HOUSING FUND, BEFORE TRANSFERS</b>	<b>365,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>HOUSING FUND, NET TRANSFERS</b>	<b>365,500</b>	<b>-</b>	<b>-</b>	<b>-</b>



CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2025  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
<b>FEDERAL &amp; STATE GRANTS</b>				
BULLETPROOF VEST P'SHIP GRANT	3,660	-	-	-
PD OTS GRANT-20.600 TRAFFIC	39,954	-	-	-
PD OTS GRANT-20.608 DUI	40,496	-	-	-
PD TOBACCO GRANT-STATE DOJ	1,915	-	-	-
RECYCLING GRANT	(33)	-	-	-
STATE GRANT REVENUE	161,469	-	-	-
<b>FEDERAL &amp; STATE GRANTS, BEFORE TRANSFERS</b>	<b>247,461</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FEDERAL &amp; STATE GRANTS, NET TRANSFERS</b>	<b>247,461</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER LOCAL GRANTS &amp; DONATIONS</b>				
INTEREST INCOME	6,356	5,000	5,000	-
GRANT REVENUE	46,671	-	-	-
DONATIONS	1,003,195	-	-	-
<b>OTHER LOCAL GRANTS FUND, BEFORE TRANSFERS</b>	<b>1,056,222</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
GRANTS & CONTRIBUTIONS	5,000	5,000	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>
<b>OTHER LOCAL GRANTS &amp; DONATIONS, NET TRANSFERS</b>	<b>1,061,222</b>	<b>10,000</b>	<b>5,000</b>	<b>-</b>
<b>BURLINGAME TRAIN SHUTTLE FUND</b>				
GRANTS & CONTRIBUTIONS	163,134	65,000	65,000	65,000
<b>BURLINGAME TRAIN SHUTTLE FUND, BEFORE TRANSFERS</b>	<b>163,134</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>
GRANTS & CONTRIBUTIONS	52,300	52,300	52,300	52,300
<b>TOTAL INTERFUND TRANSFERS</b>	<b>52,300</b>	<b>52,300</b>	<b>52,300</b>	<b>52,300</b>
<b>BURLINGAME TRAIN SHUTTLE FUND, NET TRANSFERS</b>	<b>215,434</b>	<b>117,300</b>	<b>117,300</b>	<b>117,300</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2025  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
<b>ENTERPRISE FUNDS</b>				
<b>WATER OPS FUND</b>				
INTEREST INCOME	503,947	222,000	222,000	225,000
UTILITY SALES	18,844,119	20,000,000	20,000,000	20,000,000
WATER - FIRE SERVICES	45,319	32,000	32,000	40,000
TAPS FOR NEW METERS	115,949	90,000	90,000	90,000
FLOW & TURN ONS	(996)	-	-	-
FIRE FLOW INSPECTION	7,050	6,000	6,000	10,000
UTILITY LATE PAYMENT PENALTIES	37,804	32,000	32,000	35,000
MISCELLANEOUS REVENUES	10,594	3,000	3,000	3,000
<b>WATER OPS FUND, BEFORE TRANSFERS</b>	<b>19,563,785</b>	<b>20,385,000</b>	<b>20,385,000</b>	<b>20,403,000</b>
TRANSFER IN FROM WATER CIP FUND	5,000,000	3,330,000	3,330,000	4,325,000
TRANSFER OUT TO GENERAL FUND	(660,868)	(666,313)	(666,313)	(724,408)
TRANSFER OUT TO FACILITIES FUND	-	(170,000)	(170,000)	(675,000)
TRANSFER OUT TO WATER CIP FUND	(5,000,000)	(3,330,000)	(3,330,000)	(4,325,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(660,868)</b>	<b>(836,313)</b>	<b>(836,313)</b>	<b>(1,399,408)</b>
<b>WATER OPS FUND, NET TRANSFERS</b>	<b>18,902,917</b>	<b>19,548,687</b>	<b>19,548,687</b>	<b>19,003,592</b>
<b>SEWER OPS FUND</b>				
INTEREST INCOME	418,384	219,000	219,000	220,000
SEWER SERVICE CHARGES	14,808,414	14,000,000	14,000,000	14,800,000
HILLSBOROUGH SEWER CHARGES	1,526,382	1,446,000	1,446,000	1,564,900
BURLINGAME HILLS SEWER CHARGES	303,841	268,000	268,000	268,000
SEWER DISCHARGE PERMITS	149,263	125,000	125,000	125,000
SEWER CONNECTION FEES	127,925	35,000	35,000	35,000
MISCELLANEOUS REVENUES	99,088	-	-	-
<b>SEWER OPS FUND, BEFORE TRANSFERS</b>	<b>17,433,298</b>	<b>16,093,000</b>	<b>16,093,000</b>	<b>17,012,900</b>
TRANSFER IN FROM SEWER OPERATION FUND	1,560,000	2,665,000	2,665,000	4,190,000
TRANSFER OUT TO GENERAL FUND	(394,544)	(398,489)	(398,489)	(423,784)
TRANSFER OUT TO FACILITIES FUND	-	(170,000)	(170,000)	(675,000)
TRANSFER OUT TO SEWER CIP FUND	(1,560,000)	(2,665,000)	(2,665,000)	(4,190,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(394,544)</b>	<b>(568,489)</b>	<b>(568,489)</b>	<b>(1,098,784)</b>
<b>SEWER OPS FUND, NET TRANSFERS</b>	<b>17,038,754</b>	<b>15,524,511</b>	<b>15,524,511</b>	<b>15,914,116</b>
<b>PARKING OPS FUND</b>				
INTEREST INCOME	226,362	52,000	52,000	52,000
PARKING FEES	2,226,785	1,900,000	1,900,000	2,100,000
MONTHLY PARKING PERMITS	211,020	115,000	115,000	120,000
EV CHARGING STATION REVENUES	45,971	20,000	40,000	30,000
PARKLET ANNUAL PERMIT	50,207	-	-	-
<b>PARKING OPS FUND, BEFORE TRANSFERS</b>	<b>2,760,345</b>	<b>2,087,000</b>	<b>2,107,000</b>	<b>2,302,000</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2025  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
TRANSFER IN (OUT) FROM PARKING OPERATIONS FUND	314,829	450,000	450,000	400,000
TRANSFER OUT TO GENERAL FUND	(342,188)	(344,438)	(344,438)	(348,188)
TRANSFER OUT TO FACILITIES FUND	(200,000)	-	(35,000)	-
TRANSFER OUT TO PARKING CIP FUND	(314,829)	(450,000)	(450,000)	(400,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(542,188)</b>	<b>(344,438)</b>	<b>(379,438)</b>	<b>(348,188)</b>
<b>PARKING OPS FUND, NET TRANSFERS</b>	<b>2,218,157</b>	<b>1,742,562</b>	<b>1,727,562</b>	<b>1,953,812</b>
<b>SOLID WASTE FUND</b>				
INTEREST INCOME	100,253	52,000	52,000	45,000
STEAM CLEANING DOWNTOWN	162,800	163,000	163,000	163,000
AB939 ADMINISTRATION FEE	105,837	110,000	110,000	115,000
STREET SWEEPING FEE	300,000	300,000	300,000	300,000
CITY MGMT FEE	58,000	58,000	58,000	58,000
MISCELLANEOUS REVENUES	187,436	50,000	50,000	100,000
<b>SOLID WASTE FUND, BEFORE TRANSFERS</b>	<b>914,326</b>	<b>733,000</b>	<b>733,000</b>	<b>781,000</b>
TRANSFER OUT TO GENERAL FUND	(58,000)	(58,000)	(58,000)	(58,000)
TRANSFER OUT TO PARKS CIP FUND	(200,000)	-	-	-
TRANSFER OUT TO LANDFILL FUND	-	-	(1,000,000)	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(258,000)</b>	<b>(58,000)</b>	<b>(1,058,000)</b>	<b>(58,000)</b>
<b>SOLID WASTE FUND, NET TRANSFERS</b>	<b>656,326</b>	<b>675,000</b>	<b>(325,000)</b>	<b>723,000</b>
<b>LANDFILL FUND</b>				
INTEREST INCOME	45,510	24,000	24,000	25,000
LANDFILL CLOSURE	529,183	500,000	520,000	540,000
<b>LANDFILL FUND, BEFORE TRANSFERS</b>	<b>574,693</b>	<b>524,000</b>	<b>544,000</b>	<b>565,000</b>
TRANSFER IN FROM SOLID WASTE FUND	-	-	1,000,000	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>
<b>LANDFILL FUND, NET TRANSFERS</b>	<b>574,693</b>	<b>524,000</b>	<b>1,544,000</b>	<b>565,000</b>
<b>BUILDING FUND</b>				
INTEREST INCOME	275,712	214,000	214,000	250,000
CONSTRUCTION PERMIT FEE	2,870,827	1,800,000	4,500,000	2,600,000
BLDG PLAN CHECK FEES	5,459,265	1,550,000	1,550,000	2,500,000
IMAGING FEES	118,468	75,000	160,000	75,000
SB1186 DISABILITY ACCESS COMPL	101,501	-	-	-
MISCELLANEOUS REVENUES	124,590	100,000	125,000	100,000
<b>BUILDING FUND, BEFORE TRANSFERS</b>	<b>8,950,363</b>	<b>3,739,000</b>	<b>6,549,000</b>	<b>5,525,000</b>
TRANSFER OUT TO GENERAL FUND	(119,000)	(125,000)	(125,000)	(128,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(119,000)</b>	<b>(125,000)</b>	<b>(125,000)</b>	<b>(128,000)</b>
<b>BUILDING FUND, NET TRANSFERS</b>	<b>8,831,363</b>	<b>3,614,000</b>	<b>6,424,000</b>	<b>5,397,000</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2025  
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
<b>INTERNAL SERVICE FUNDS</b>				
INTEREST INCOME	450,589	240,500	240,500	240,500
REIMBURSEMENT	1,381	-	-	-
MISCELLANEOUS REVENUES	4,540	-	-	-
SALE OF ASSETS	49,025	-	-	-
<b>INTERNAL SERVICE FUNDS, BEFORE TRANSFERS</b>	<b>505,536</b>	<b>240,500</b>	<b>240,500</b>	<b>240,500</b>
<b>INTERNAL SERVICE FUNDS, NET TRANSFERS</b>	<b>505,536</b>	<b>240,500</b>	<b>240,500</b>	<b>240,500</b>
<b>CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS &amp; SUB-PROGRAMS)</b>				
OBAG 2 TLC (BROADWAY ST LGTS)	616,168	-	-	-
AB1546 VEH. REGISTRATION FEES	94,813	116,000	116,000	120,000
SMC MEASURE A GRANT	17,212	-	-	-
SMC MEASURE W GRANT	-	-	200,000	-
REIMBURSEMENT	59,409	-	-	-
STATE GRANT REVENUE	201,141	-	-	-
MISCELLANEOUS REVENUES	-	-	-	-
MISCELLANEOUS REVENUES	14,058	-	-	-
DONATIONS TO PARKS & REC	26,934	-	-	-
DONATIONS TO REC	200,000	-	-	-
<b>CAPITAL PROJECT FUNDS, BEFORE TRANSFERS</b>	<b>1,229,734</b>	<b>116,000</b>	<b>316,000</b>	<b>120,000</b>
PARKS & TREES CIP FUND - TRANSFER IN FROM GENERAL FUND	2,285,000	4,120,000	4,554,000	1,440,000
FACILITIES CIP FUND - TRANSFER IN FROM GENERAL FUND	1,100,000	-	-	6,400,000
STREETS CIP FUND - TRANSFER IN FROM GENERAL FUND	600,000	500,000	530,000	-
STREETS CIP FUND - TRANSFER IN FROM MEASURE I FUND	2,000,000	2,000,000	2,000,000	2,000,000
FACILITIES CIP FUND - TRANSFER IN FROM MEASURE I FUND	-	-	-	1,000,000
STREETS CIP FUND - TRANSFER IN FROM GAS TAX FUND	1,450,000	1,450,000	1,450,000	1,750,000
STREETS CIP FUND - TRANSFER IN FROM MEASURE A FUND	680,000	370,000	430,000	1,125,000
STREETS CIP FUND - TRANSFER IN FROM BAYFRONT FUND	-	500,000	500,000	650,000
STREETS CIP FUND - TRANSFER IN FROM N BURLINGAME FUND	-	800,000	800,000	-
PARKS&TREES CIP FUND-TRANSFER IN FROM FACILITIES IMPACT FUND	160,000	50,000	50,000	-
FACILITIES CIP FUND - TRANSFER IN FROM FACILITIES IMPACT FUND	470,000	2,870,000	3,000,000	2,000,000
STREETS CIP FUND - TRANSFER IN FROM FACILITIES IMPACT FUND	500,000	180,000	180,000	-
STREETS CIP FUND - TRANSFER IN FROM CAPITAL IMPROVE FUND	-	600,000	600,000	-
STORM DRAINAGE CIP FUND - TRANSFER IN FROM BURLINGAME FINANCING AUTHORITY FUND	2,368,743	3,250,000	3,250,000	1,500,000
FACILITIES CIP FUND - TRANSFER IN FROM WATER FUND	-	170,000	170,000	675,000
FACILITIES CIP FUND - TRANSFER IN FROM SEWER FUND	-	170,000	170,000	675,000
FACILITIES CIP FUND - TRANSFER IN FROM PARKING FUND	200,000	-	35,000	-
PARKS & TREES CIP FUND - TRANSFER IN FROM SOLID WASTE FUND	200,000	-	-	-
CAPITAL IMPROVEMENT FUND - TRANSFER OUT TO STREET FUND	-	(600,000)	(600,000)	-
<b>CAPITAL PROJECT FUNDS</b>	<b>12,013,743</b>	<b>16,430,000</b>	<b>17,119,000</b>	<b>19,215,000</b>
<b>CAPITAL PROJECT FUNDS, NET TRANSFERS</b>	<b>13,243,477</b>	<b>16,546,000</b>	<b>17,435,000</b>	<b>19,335,000</b>

CITY OF BURLINGAME, CA  
 PROPOSED BUDGET FISCAL YEAR 2025  
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2022-23 ACTUAL	2023-24 BUDGET	2023-24 EST. ACTUAL	2024-25 PROPOSED
<b>DEBT SERVICE FUND</b>				
<b>BURLINGAME FINANCING AUTHORITY</b>				
INTEREST INCOME	420,514	50,000	50,000	50,000
<b>DEBT SERVICE FUND, BEFORE TRANSFERS</b>	<b>420,514</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
TRANSFER IN FROM FUND 101	2,599,824	2,622,687	2,622,687	2,650,192
TRANSFER IN FROM FUND 103	1,000,000	1,000,000	1,000,000	1,000,000
TRANSFER IN FROM FUND 211	2,578,647	2,587,418	2,587,418	2,593,583
TRANSFER OUT TO FUND 328	(2,368,743)	(3,250,000)	(3,250,000)	(1,500,000)
<b>TOTAL INTERFUND TRANSFERS</b>	<b>3,809,728</b>	<b>2,960,105</b>	<b>2,960,105</b>	<b>4,743,775</b>
<b>FINANCING AUTHORITY, NET TRANSFERS</b>	<b>4,230,242</b>	<b>3,010,105</b>	<b>3,010,105</b>	<b>4,793,775</b>

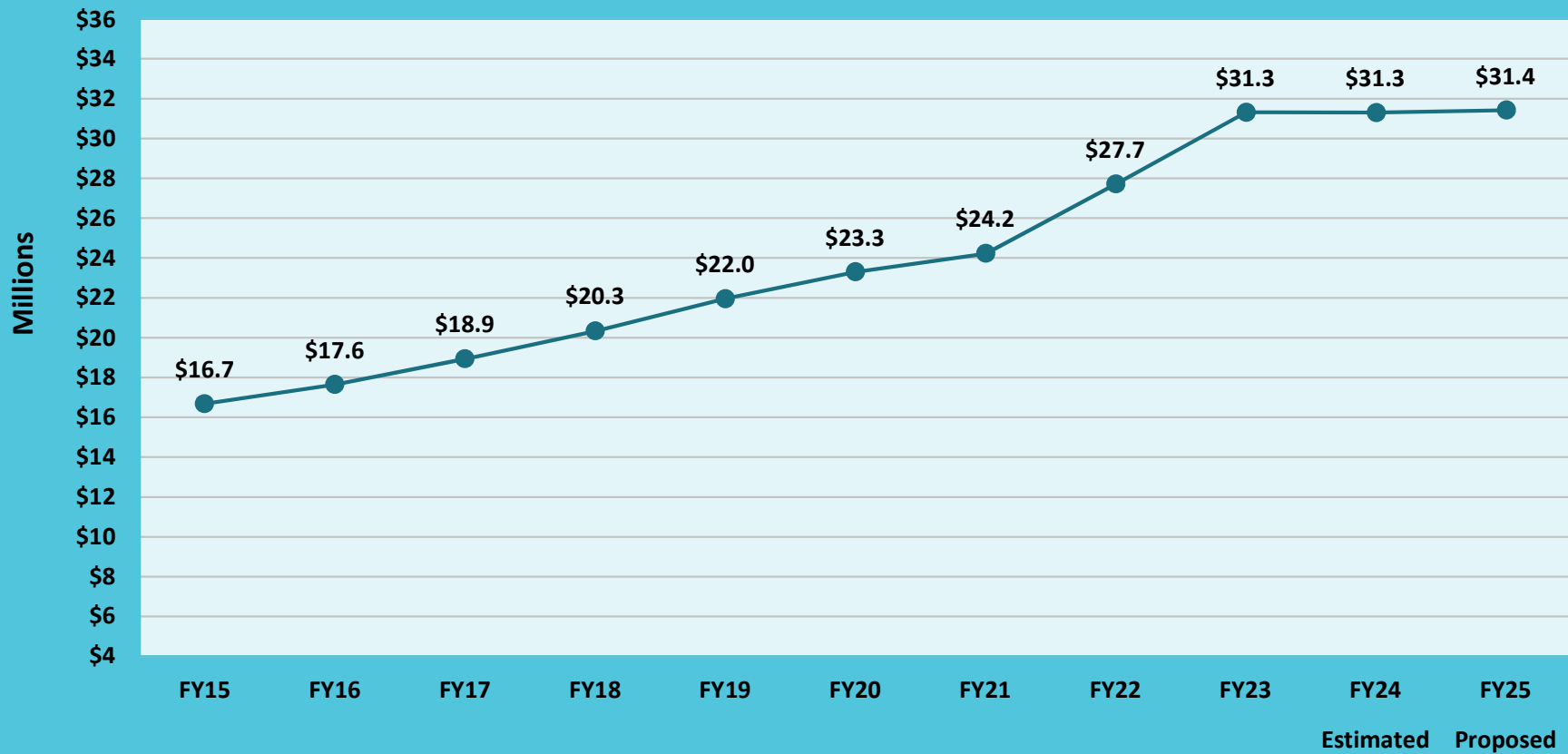


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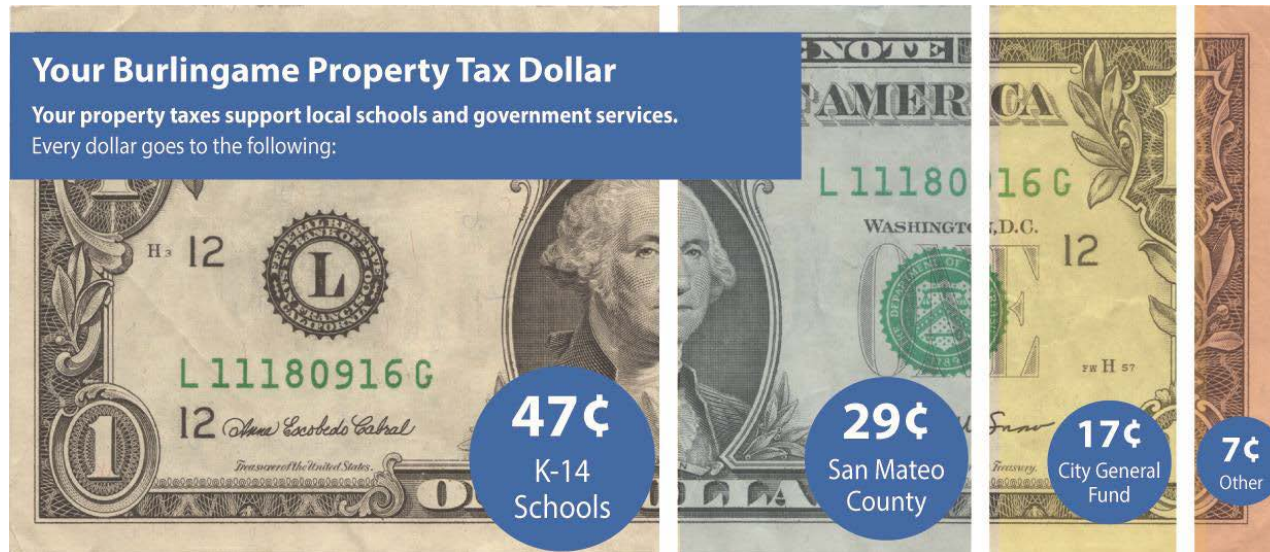
## City of Burlingame, CA General Fund Revenues



## City of Burlingame, CA Property Taxes

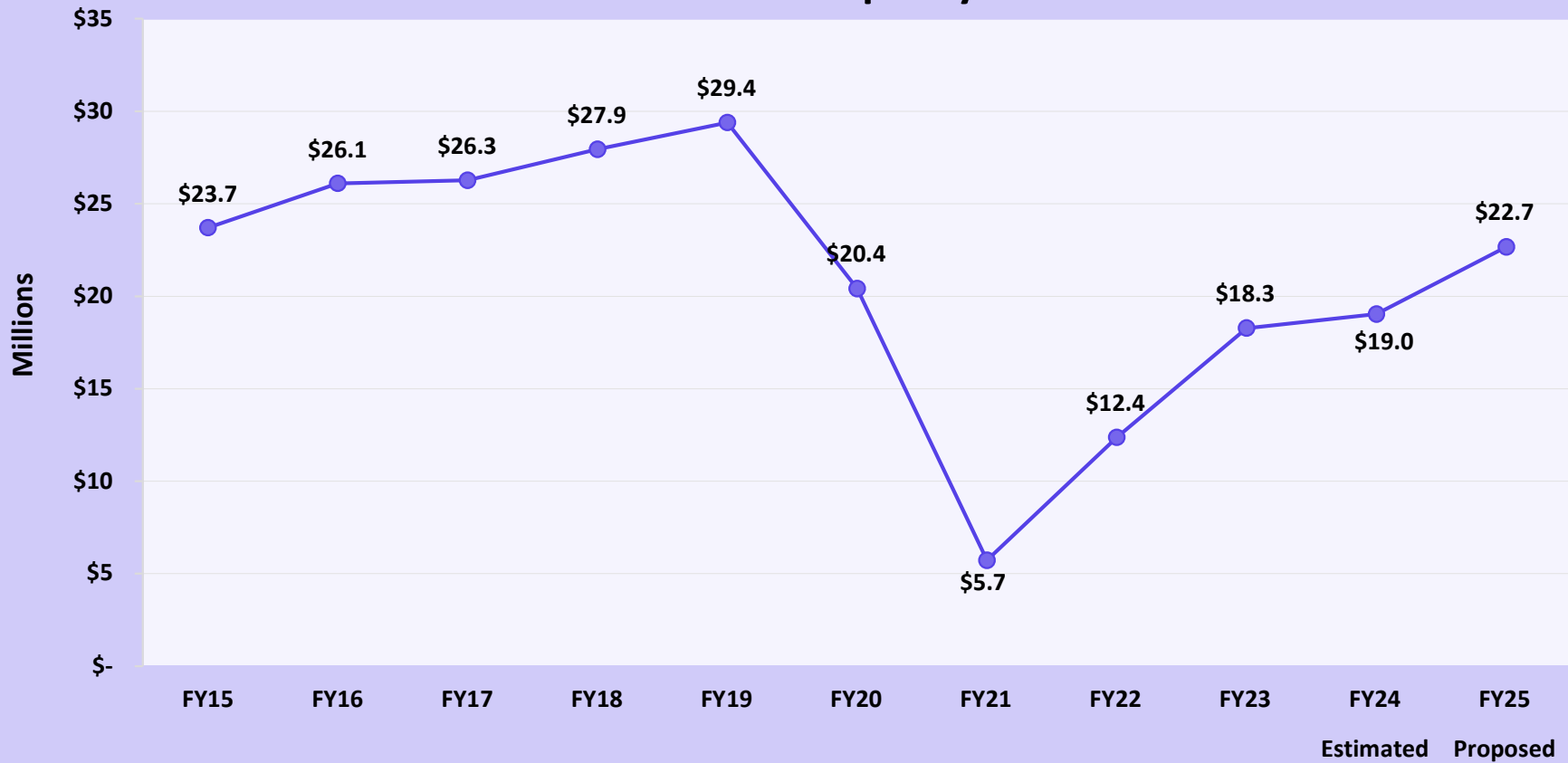


## Where do your Burlingame property tax dollars go?



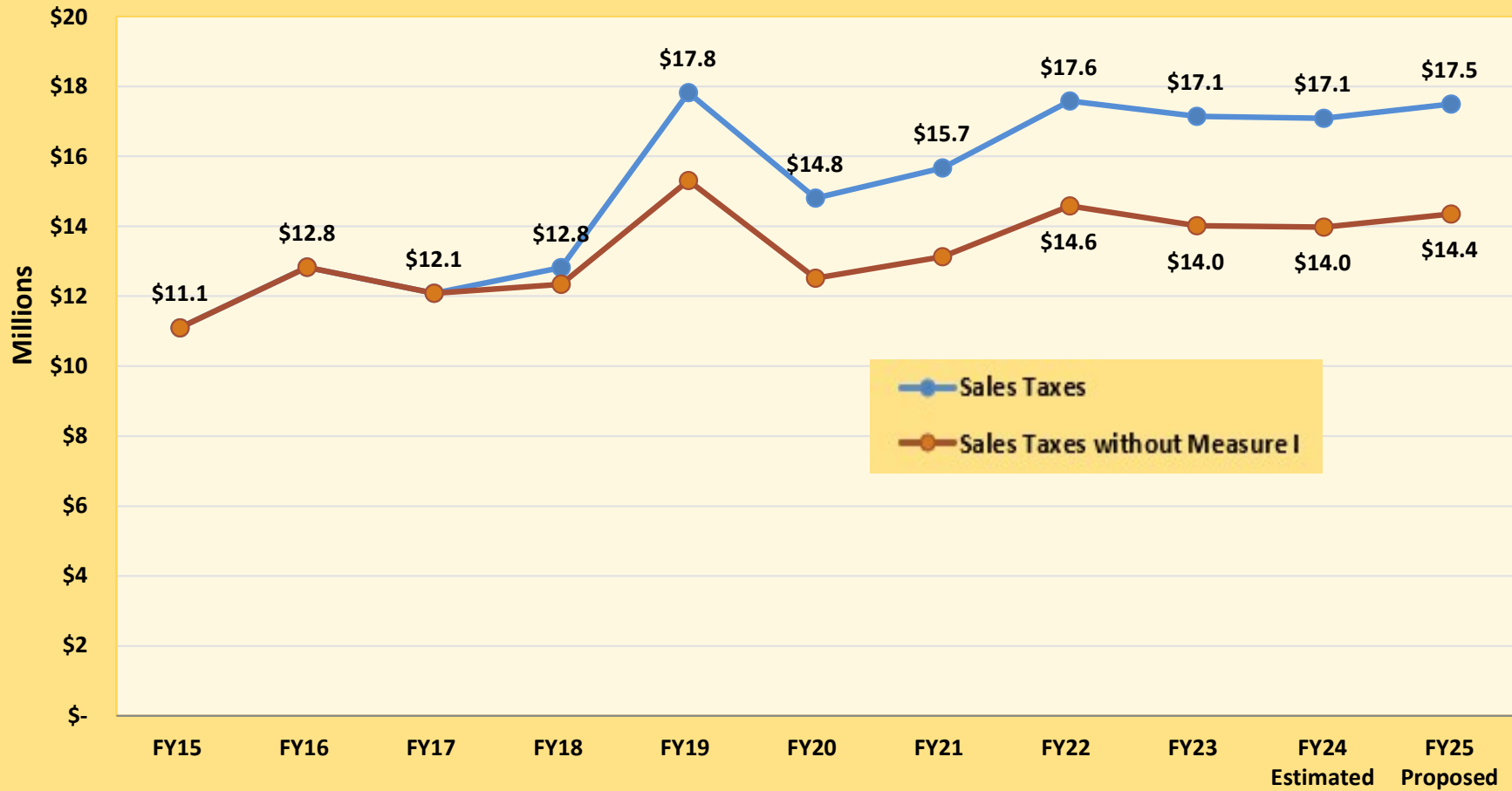
Burlingame property owners pay approximately 1.1% of the assessed value of their property in taxes each year. Proposition 13 sets the maximum tax rate at 1% (excluding voter-approved overrides), and limits growth in the assessed property values to the lesser of inflation or 2% per year. For each property tax dollar collected, the County of San Mateo receives 29 cents, and educational districts receive 47 cents. The City of Burlingame General Fund, which provides critical public services including public safety, infrastructure maintenance and improvement, operation and maintenance of parks and urban forestry, recreational programming for youth, seniors and families, literacy programs through the City's public libraries, and community development, receives 17 cents. The remaining 7 cents of the property tax dollar support a variety of programs and special districts, such as the Bay Area Air Quality Management District and the Peninsula Health Care District.

## City of Burlingame, CA Transient Occupancy Taxes

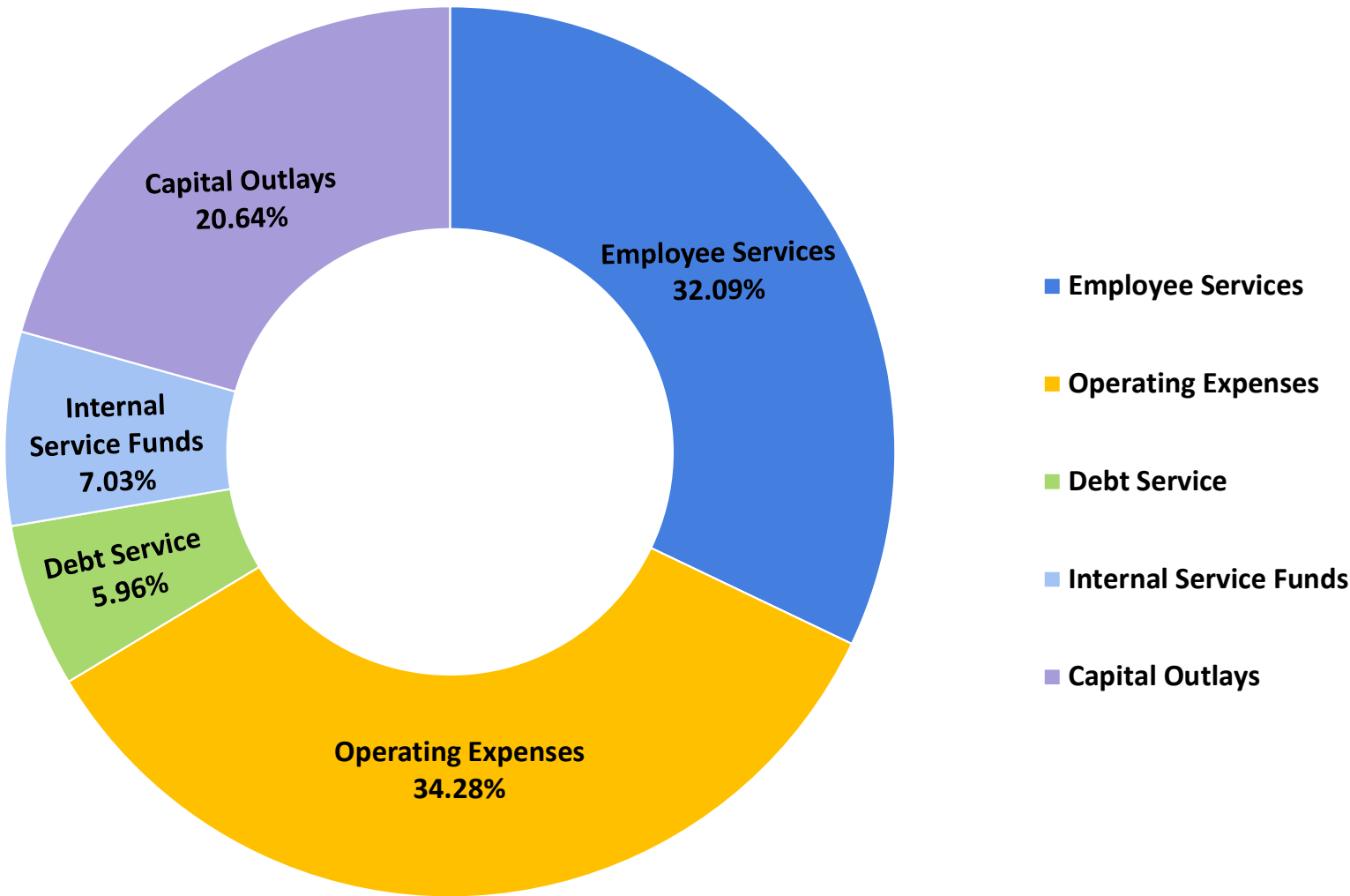




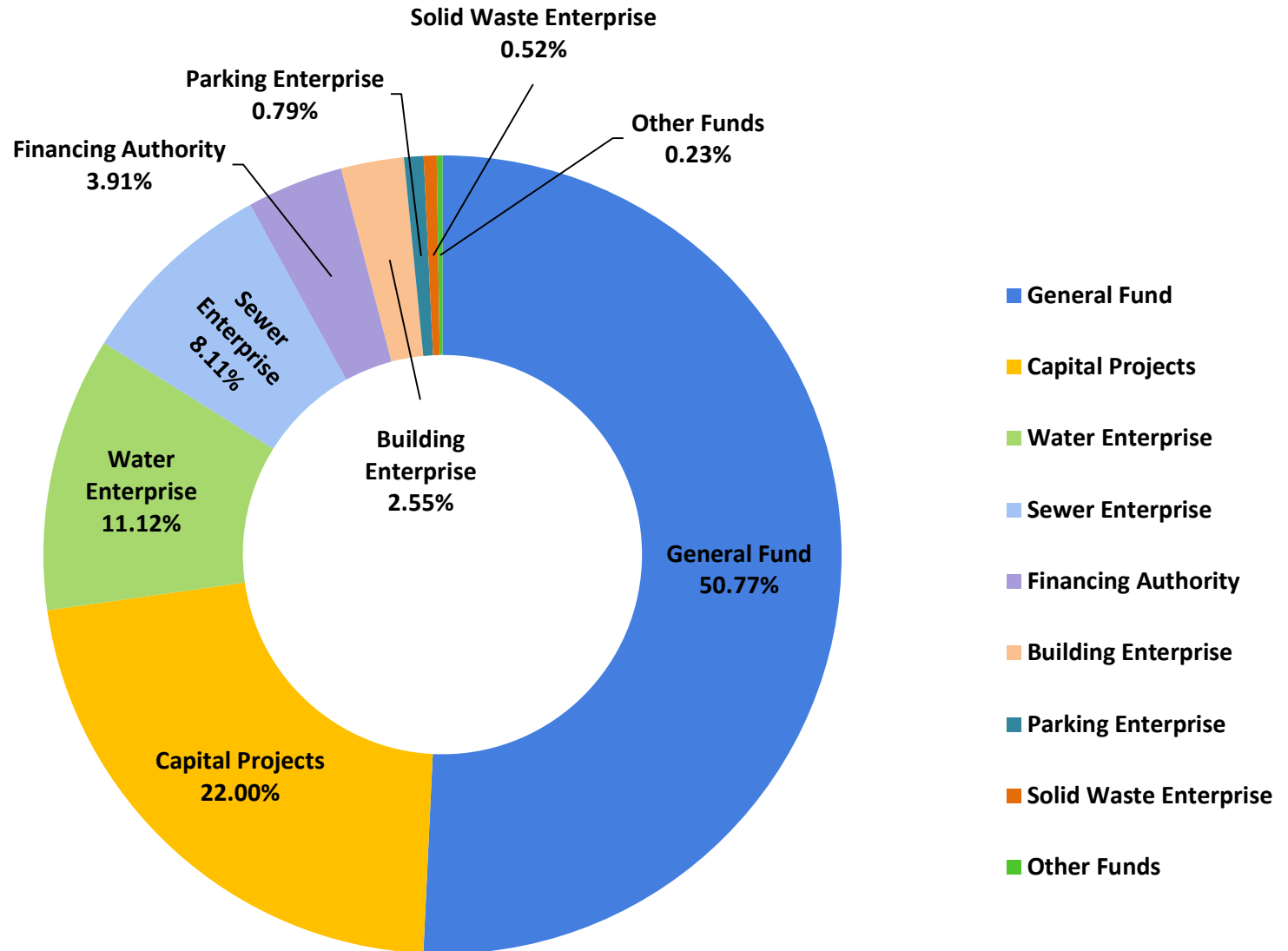
## City of Burlingame, CA Sales and Use Taxes



**Proposed FY 2024-25 Citywide Expenses by Type**



## Proposed FY 2024-25 Appropriations by Major Fund



**CITY OF BURLINGAME**  
**PROPOSED BUDGET FISCAL YEAR 2024-25**  
**EXPENSES BY DEPARTMENT & TYPE**

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
<b>GENERAL FUND</b>							
Central County Fire Department	-	15,715,339	-	-	62,800	-	15,778,139
City Attorney	981,003	312,951	-	-	85,423	-	1,379,377
City Clerk	449,287	262,554	-	-	52,797	-	764,638
City Council	170,754	273,700	-	-	882	-	445,336
City Manager	854,063	402,390	-	-	93,465	-	1,349,918
Community Development - Planning	1,805,560	517,213	-	-	196,789	-	2,519,562
Community Development - Economic & Housi	293,652	32,878	-	-	-	-	326,530
Finance	2,261,820	827,231	-	-	262,709	-	3,351,760
Human Resources	936,642	401,757	-	-	107,551	-	1,445,950
Library	4,434,506	1,349,980	-	-	987,999	-	6,772,485
Parks	4,333,768	2,218,521	-	182,000	2,719,987	-	9,454,276
Police	14,551,240	2,488,626	-	27,000	1,795,466	-	18,862,332
Police - Communications	1,729,349	283,597	-	-	97,804	-	2,110,750
Police - Parking Enforcement	611,930	130,393	-	-	49,920	-	792,243
Public Works - Engineering	3,049,490	808,253	-	9,000	405,624	-	4,272,367
Public Works - Street & Storm Drains	1,635,707	1,825,081	-	69,000	2,079,290	-	5,609,078
Recreation	2,609,784	2,059,501	-	-	581,849	-	5,251,134
Recreation - Aquatic Center	-	522,000	-	25,000	-	-	547,000
<b>Total General Fund</b>	<b>40,708,555</b>	<b>30,431,965</b>	<b>-</b>	<b>312,000</b>	<b>9,580,355</b>	<b>-</b>	<b>81,032,875</b>
<b>BURLINGAME FINANCING AUTHORITY</b>	<b>-</b>	<b>29,670</b>	<b>6,208,748</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,238,418</b>
<b>SPECIAL REVENUE FUNDS</b>							
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Development Fees	-	247,000	-	-	-	-	247,000
Federal & State Grants	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Measure A	-	-	-	-	-	-	-
Public TV Access	-	-	-	-	-	-	-
Shuttle Bus	-	83,500	-	-	-	-	83,500
Storm Drain	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>-</b>	<b>330,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>330,500</b>

**CITY OF BURLINGAME**  
**PROPOSED BUDGET FISCAL YEAR 2024-25**  
**EXPENSES BY DEPARTMENT & TYPE**

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
<b>INTERNAL SERVICE FUNDS*</b>							
Administrative & Information Technology	280,598	1,817,177	-	488,000	-	(2,585,775)	-
Facilities Services	992,084	1,415,149	-	-	89,548	(2,496,781)	-
Fleet & Equipment Maintenance	722,738	380,279	-	225,000	130,305	(2,019,260)	(560,938)
OPEB Retiree Medical	4,299,000	12,500	-	-	-	(4,311,500)	-
Risk Management - General Liability	-	4,853,500	-	-	-	(4,853,500)	-
Risk Management - Worker's Comp	-	1,107,950	-	-	-	(855,950)	252,000
Risk Management - Employment	-	500,000	-	-	-	(500,000)	-
<b>Total Internal Service Funds</b>	<b>6,294,420</b>	<b>10,086,555</b>	<b>-</b>	<b>713,000</b>	<b>219,853</b>	<b>(17,622,766)</b>	<b>(308,938)</b>
*Budgets are allocated to operating departments or funded via reserves.							
<b>ENTERPRISE FUNDS</b>							
Solid Waste Enterprise	511,384	100,683	-	-	218,708	-	830,775
Landfill Enterprise	88,119	256,678	-	-	2,620	-	347,417
Parking Enterprise	309,298	726,776	-	-	218,395	-	1,254,469
Building Enterprise	2,436,902	1,370,883	-	-	262,016	-	4,069,801
Water Enterprise	3,551,645	11,245,301	1,938,301	21,926	983,184	-	17,740,357
Sewer Enterprise	2,957,889	6,162,125	2,422,831	426,300	970,185	-	12,939,330
<b>Total Enterprise Fund</b>	<b>9,855,237</b>	<b>19,862,446</b>	<b>4,361,132</b>	<b>448,226</b>	<b>2,655,108</b>	<b>-</b>	<b>37,182,149</b>
<b>CAPITAL PROJECT FUNDS</b>							
Facilities CIP	-	-	-	6,400,000	-	-	6,400,000
Parking & Garages CIP	-	-	-	400,000	-	-	400,000
Parks & Trees CIP	-	-	-	7,940,000	-	-	7,940,000
Sewer CIP	-	-	-	4,865,000	-	-	4,865,000
Storm Drain CIP	-	-	-	1,500,000	-	-	1,500,000
Streets CIP	-	-	-	9,005,000	-	-	9,005,000
Water CIP	-	-	-	5,000,000	-	-	5,000,000
<b>Total Capital Project Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,110,000</b>	<b>-</b>	<b>-</b>	<b>35,110,000</b>
<b>TOTAL BUDGET - ALL FUNDS</b>	<b>\$ 56,858,212</b>	<b>\$ 60,741,136</b>	<b>\$ 10,569,880</b>	<b>\$ 36,583,226</b>	<b>\$ 12,455,316</b>	<b>\$ (17,622,766)</b>	<b>\$ 159,585,004</b>

CITY OF BURLINGAME  
PROPOSED BUDGET FISCAL YEAR 2024-25  
BUDGET SUMMARY - SUMMARY OF REVENUES & EXPENSES BY FUND

FUND AND DESCRIPTION	ESTIMATED REVENUES	TRANSFER IN (OUT)	NET REVENUES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	TOTAL APPROPRIATION	BUDGET YEAR SURPLUS / (DEFICIT)
<b>GENERAL FUND</b>	<b>\$ 87,327,947</b>	<b>\$ (12,529,112)</b>	<b>\$ 74,798,835</b>	<b>\$ (80,720,875)</b>	<b>\$ -</b>	<b>\$ (312,000)</b>	<b>\$ (81,032,875)</b>	<b>\$ (6,234,040)</b>
<b>SPECIAL REVENUE FUNDS</b>								
Burlingame Ave. Special Assessment	313,500	(310,000)	3,500	-	-	-	-	3,500
Federal & State Grants	-	-	-	-	-	-	-	-
Gas Tax Fund	1,679,270	(1,756,000)	(76,730)	-	-	-	-	(76,730)
Other Local Grants & Donations	-	-	-	-	-	-	-	-
Measure A Fund	1,005,000	(1,125,000)	(120,000)	-	-	-	-	(120,000)
Measure W Fund	445,000	-	445,000	-	-	-	-	445,000
Public TV Access Fund	88,500	-	88,500	-	-	-	-	88,500
Development Fees Fund	128,000	(2,650,000)	(2,522,000)	(247,000)	-	-	(247,000)	(2,769,000)
Shuttle Bus Fund	65,000	52,300	117,300	(83,500)	-	-	(83,500)	33,800
Storm Drain Fund	3,376,800	(2,608,583)	768,217	-	-	-	-	768,217
<b>Total, Special Revenue Funds</b>	<b>7,101,070</b>	<b>(8,397,283)</b>	<b>(1,296,213)</b>	<b>(330,500)</b>	<b>-</b>	<b>-</b>	<b>(330,500)</b>	<b>(1,626,713)</b>
<b>BURLINGAME FINANCING AUTHORITY</b>	<b>50,000</b>	<b>4,743,775</b>	<b>4,793,775</b>	<b>(29,670)</b>	<b>(6,208,748)</b>	<b>-</b>	<b>(6,238,418)</b>	<b>(1,444,643)</b>
<b>ENTERPRISE FUNDS</b>								
Water Enterprise Fund	20,403,000	(724,408)	19,678,592	(15,780,130)	(1,938,301)	(21,926)	(17,740,357)	1,938,235
Sewer Enterprise Fund	17,012,900	(423,784)	16,589,116	(10,090,199)	(2,422,831)	(426,300)	(12,939,330)	3,649,786
Solid Waste Fund	781,000	(58,000)	723,000	(830,775)	-	-	(830,775)	(107,775)
Landfill Fund	565,000	-	565,000	(347,417)	-	-	(347,417)	217,583
Building Inspection Fund	5,525,000	(128,000)	5,397,000	(4,069,801)	-	-	(4,069,801)	1,327,199
Parking Enterprise Fund	2,302,000	(348,188)	1,953,812	(1,254,469)	-	-	(1,254,469)	699,343
<b>Total, Enterprise Funds</b>	<b>46,588,900</b>	<b>(1,682,380)</b>	<b>44,906,520</b>	<b>(32,372,791)</b>	<b>(4,361,132)</b>	<b>(448,226)</b>	<b>(37,182,149)</b>	<b>7,724,371</b>
<b>INTERNAL SERVICE FUNDS</b>								
Administrative & Information Technology ISF	20,000	-	20,000	488,000	-	(488,000)	-	20,000
Facilities Maintenance ISF	-	-	-	-	-	-	-	-
Fleet & Equipment Maintenance ISF	64,000	-	64,000	785,938	-	(225,000)	560,938	624,938
OPEB Retiree Medical ISF	-	-	-	-	-	-	-	-
Risk Management - General Liability ISF	70,000	-	70,000	-	-	-	-	70,000
Risk Management - Worker's Comp ISF	86,500	-	86,500	(252,000)	-	-	(252,000)	(165,500)
Risk Management - Employment	-	-	-	-	-	-	-	-
<b>Total, Internal Service Funds</b>	<b>240,500</b>	<b>-</b>	<b>240,500</b>	<b>1,021,938</b>	<b>-</b>	<b>(713,000)</b>	<b>308,938</b>	<b>549,438</b>
<b>CAPITAL PROJECT FUNDS</b>								
Facilities CIP	-	9,400,000	9,400,000	-	-	(6,400,000)	(6,400,000)	3,000,000
Parking & Garages CIP	-	-	-	-	-	(400,000)	(400,000)	(400,000)
Parks & Trees CIP	-	1,440,000	1,440,000	-	-	(7,940,000)	(7,940,000)	(6,500,000)
Sewer CIP	-	-	-	-	-	(4,865,000)	(4,865,000)	(4,865,000)
Storm Drain CIP	-	1,500,000	1,500,000	-	-	(1,500,000)	(1,500,000)	-
Streets CIP	120,000	5,525,000	5,645,000	-	-	(9,005,000)	(9,005,000)	(3,360,000)
Water CIP	-	-	-	-	-	(5,000,000)	(5,000,000)	(5,000,000)
CIP Renewal & Replacement Reserve	-	-	-	-	-	-	-	-
<b>Total, Capital Project Funds</b>	<b>120,000</b>	<b>17,865,000</b>	<b>17,985,000</b>	<b>-</b>	<b>-</b>	<b>(35,110,000)</b>	<b>(35,110,000)</b>	<b>(17,125,000)</b>
<b>TOTAL, ALL FUNDS CITY-WIDE</b>	<b>\$ 141,428,417</b>	<b>\$ -</b>	<b>\$ 141,428,417</b>	<b>\$ (112,431,898)</b>	<b>\$ (10,569,880)</b>	<b>\$ (36,583,226)</b>	<b>\$ (159,585,004)</b>	<b>\$ (18,156,587)</b>



**CITY OF BURLINGAME**  
**FISCAL YEAR 2024-25**  
**DEBT SERVICE OBLIGATIONS & REVENUE COVERAGE**

	General Fund	Storm Drain	Water Enterprise	Sewer Enterprise	Parking Enterprise	Special District
<b>REVENUE FOR DEBT SERVICE</b>						
General Fund Revenues	2,822,113	0	0	0	0	0
Storm Drain Fees	0	2,738,343	0	0	0	0
Special Assessment District (Burlingame Streetscape)	0	0	0	0	241,188	310,000
Water Rates	0	0	2,083,408	0	0	0
Sewer Rates	0	0	0	2,565,114	0	0
Parking Rates - Meters & Permits	0	0	0	0	0	0
<b>Total Revenue for Debt Service</b>	<b>2,822,113</b>	<b>2,738,343</b>	<b>2,083,408</b>	<b>2,565,114</b>	<b>241,188</b>	<b>310,000</b>
<b>EXPENDITURES FOR DEBT SERVICE</b>						
<b>Principal</b>						
2006 Pension Obligation Bonds	790,000	0	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	300,000	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	590,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	335,000	0	0	0	0
2016 Storm Drain Revenue Bonds	0	365,000	0	0	0	0
2021 Storm Drain Revenue Bonds	0	740,000	0	0	0	0
2003 State Water Resources Control Board	0	0	0	663,090	0	0
2010 State Water Resources Control Board	0	0	0	294,143	0	0
2011 Water & Wastewater Refunding Bonds	0	0	265,000	150,000	0	0
2013 Water & Wastewater Refunding Bonds	0	0	660,000	335,000	0	0
2016 Water & Wastewater Refunding Bonds	0	0	620,000	565,000	0	0
<b>Total Principal</b>	<b>1,680,000</b>	<b>1,440,000</b>	<b>1,545,000</b>	<b>2,007,234</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2006 Pension Obligation Bonds	(197,500)	0	98,750	98,750	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(300,000)	0	0	0	131,273	168,727
<b>Subtotal, Transfer (In) / Out</b>	<b>(497,500)</b>	<b>0</b>	<b>98,750</b>	<b>98,750</b>	<b>131,273</b>	<b>168,727</b>
<b>Total Adjusted Principal</b>	<b>1,182,500</b>	<b>1,440,000</b>	<b>1,643,750</b>	<b>2,105,984</b>	<b>131,273</b>	<b>168,727</b>
<b>Interest</b>						
2006 Pension Obligation Bonds	303,085	0	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	248,088	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	1,407,500	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	419,218	0	0	0	0
2016 Storm Drain Revenue Bonds	0	284,375	0	0	0	0
2021 Storm Drain Revenue Bonds	0	576,600	0	0	0	0
2003 State Water Resources Control Board	0	0	0	50,985	0	0
2010 State Water Resources Control Board	0	0	0	78,886	0	0
2011 Water & Wastewater Refunding Bonds	0	0	52,063	29,438	0	0
2013 Water & Wastewater Refunding Bonds	0	0	137,438	69,638	0	0
2016 Water & Wastewater Refunding Bonds	0	0	203,800	186,650	0	0
<b>Total Interest</b>	<b>1,958,672</b>	<b>1,280,193</b>	<b>393,300</b>	<b>415,596</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2006 Pension Obligation Bonds	(75,771)	0	37,886	37,886	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(248,088)	0	0	0	108,558	139,530
<b>Subtotal, Transfer (In) / Out</b>	<b>(323,859)</b>	<b>0</b>	<b>37,886</b>	<b>37,886</b>	<b>108,558</b>	<b>139,530</b>
<b>Total Adjusted Interest</b>	<b>1,634,813</b>	<b>1,280,193</b>	<b>431,186</b>	<b>453,482</b>	<b>108,558</b>	<b>139,530</b>
<b>Debt Administration</b>						
General Long-Term Debt	11,520	0	0	0	0	0
Storm Drain Long-Term Debt	0	18,150	0	0	0	0
Enterprise Long-Term Debt	0	0	6,300	4,200	0	0
<b>Total Debt Administration</b>	<b>11,520</b>	<b>18,150</b>	<b>6,300</b>	<b>4,200</b>	<b>0</b>	<b>0</b>
Transfer (In) Out - 2006 Pension Obligation Bonds	(3,620)	0	2,172	1,448	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(3,100)	0	0	0	1,356	1,744
<b>Subtotal, Transfer (In) / Out</b>	<b>(6,720)</b>	<b>0</b>	<b>2,172</b>	<b>1,448</b>	<b>1,356</b>	<b>1,744</b>
<b>Total Adjusted Debt Administration</b>	<b>4,800</b>	<b>18,150</b>	<b>8,472</b>	<b>5,648</b>	<b>1,356</b>	<b>1,744</b>
<b>Total Expenditures for Debt Service</b>	<b>\$2,822,113</b>	<b>\$2,738,343</b>	<b>\$2,083,408</b>	<b>\$2,565,114</b>	<b>\$241,188</b>	<b>\$310,000</b>
<b>Recap of Debt Service-Related Expenditure</b>						
Direct Debt Service	3,638,672	2,720,193	1,938,300	2,422,830	0	0
Debt Administration	11,520	18,150	6,300	4,200	0	0
Contributions / Reimbursements via Transfers In / Out	(828,079)	0	138,808	138,084	241,188	310,000
<b>Total Debt Service-Related Expenditure</b>	<b>\$2,822,113</b>	<b>\$2,738,343</b>	<b>\$2,083,408</b>	<b>\$2,565,114</b>	<b>\$241,188</b>	<b>\$310,000</b>

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2024-25**  
**BUDGET SUMMARIES BY DEPARTMENT**

DEPARTMENT	FY 2023-24 Adopted	FY 2024-25 Proposed	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
<b>General Fund</b>					
City Council	\$ 431,247	\$ 445,336	0%	14,089	3%
City Manager	1,251,175	1,349,918	1%	98,743	8%
City Attorney	1,258,438	1,379,377	1%	120,939	10%
City Clerk	692,849	764,638	0%	71,789	10%
Finance	3,095,320	3,351,760	2%	256,440	8%
Human Resources	1,459,613	1,445,950	1%	(13,663)	-1%
Community Development - Planning	2,483,627	2,519,562	2%	35,935	1%
Community Development - Economic & Housing	298,517	326,530	0%	28,013	9%
Library	6,353,406	6,772,485	4%	419,079	7%
Police	17,360,278	18,862,332	12%	1,502,054	9%
Police - Communications	1,931,774	2,110,750	1%	178,976	9%
Police - Parking Enforcement	750,571	792,243	0%	41,672	6%
Fire - Central County Fire Dept (CCFD)	14,702,559	15,778,139	10%	1,075,580	7%
Public Works - Engineering	3,801,021	4,272,367	3%	471,346	12%
Public Works - Streets & Storm Drainage	4,956,313	5,609,078	4%	652,765	13%
Recreation	4,753,820	5,251,134	3%	497,314	10%
Parks	8,476,106	9,454,276	6%	978,170	12%
Aquatics Center	462,000	547,000	0%	85,000	18%
<b>Subtotal, Operating Budget</b>	<b>74,518,635</b>	<b>81,032,875</b>	<b>51%</b>	<b>6,514,240</b>	<b>9%</b>
<b>Burlingame Financing Authority</b>	<b>6,210,105</b>	<b>6,238,418</b>	<b>4%</b>	<b>28,313</b>	<b>0%</b>
<b>Enterprise Funds</b>					
Building Inspection	3,938,336	4,069,801	3%	131,465	3%
Landfill Fund	284,848	347,417	0%	62,569	-
Parking Enterprise	1,106,657	1,254,469	1%	147,812	13%
Sewer Enterprise (Maintenance & Treatment)	12,530,913	12,939,330	8%	408,417	3%
Solid Waste Enterprise	745,759	830,775	1%	85,016	11%
Water Enterprise	16,783,918	17,740,357	11%	956,439	6%
<b>Total Operating Budget</b>	<b>35,390,431</b>	<b>37,182,149</b>	<b>23%</b>	<b>1,791,718</b>	<b>5%</b>
<b>Special Revenue Funds</b>					
Burlingame Ave. Special Assessment	-	-	0%	-	-
Federal & State Grants	-	-	0%	-	-
Gas Tax	-	-	0%	-	-
Development Fees	100,800	247,000	0%	146,200	145%
Shuttle Bus	117,300	83,500	0%	(33,800)	-29%
Storm Drain	-	-	0%	-	-
Public TV Access	-	-	0%	-	-
<b>Total Operating Budget</b>	<b>218,100</b>	<b>330,500</b>	<b>0%</b>	<b>112,400</b>	<b>52%</b>
<b>Other Funds</b>					
Internal Service Funds*	637,136	(308,938)	0%	(946,074)	-148%
<b>Total Operating Budget</b>	<b>637,136</b>	<b>(308,938)</b>	<b>0%</b>	<b>(946,074)</b>	<b>-148%</b>
* includes recoveries					
<b>Subtotal, Operating Expenditures</b>	<b>116,974,406</b>	<b>124,475,004</b>	<b>78%</b>	<b>7,500,598</b>	<b>6%</b>
<b>Capital Improvement Programs</b>	<b>32,270,000</b>	<b>35,110,000</b>	<b>22%</b>	<b>2,840,000</b>	<b>9%</b>
<b>TOTAL OPERATING &amp; CAPITAL BUDGET</b>	<b>\$ 149,244,406</b>	<b>\$ 159,585,004</b>	<b>100%</b>	<b>\$ 10,340,598</b>	<b>7%</b>

**CITY OF BURLINGAME, CA**  
**PROPOSED BUDGET FISCAL YEAR 2024-25**  
**AUTHORIZED FULL-TIME EQUIVALENT POSITIONS**

Department	2023-24 Adopted Budget	2024-25 Proposed Budget	Change Since Prior Year
<b>GENERAL FUND</b>			
City Attorney	3.40	3.40	0.00
City Clerk	1.80	1.80	0.00
City Manager	2.75	2.75	0.00
Community Development - Planning	8.60	9.35	0.75
Finance	11.70	11.70	0.00
Human Resources	4.00	4.00	0.00
Library	23.00	23.00	0.00
Parks	22.50	23.50	1.00
Police	47.00	47.00	0.00
Police - Communications	7.00	7.00	0.00
Police - Parking Enforcement	4.00	4.00	0.00
Public Works - Engineering	14.75	14.75	0.00
Public Works - Streets & Storm Drain	8.13	8.13	0.00
Recreation	11.50	11.50	0.00
<b>Total General Fund</b>	<b>170.13</b>	<b>171.88</b>	<b>1.75</b>
<b>ENTERPRISE &amp; INTERNAL SERVICE FUNDS</b>			
Water Enterprise	17.85	17.85	0.00
Sewer Enterprise	15.85	15.85	0.00
Solid Waste Enterprise	3.00	3.00	0.00
Landfill Enterprise	0.25	0.25	0.00
Parking Enterprise	2.00	2.00	0.00
Community Development - Building	10.40	11.40	1.00
Facilities Services ISF	4.67	4.67	0.00
Admin & Information Technology ISF	1.00	1.00	0.00
Fleet & Equipment Maintenance ISF	3.50	3.50	0.00
<b>Total Enterprise &amp; Int Svc Funds</b>	<b>58.52</b>	<b>59.52</b>	<b>1.00</b>
<b>Grand Totals, City-Wide</b>	<b>228.65</b>	<b>231.40</b>	<b>2.75</b>

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CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2024-25  
PROJECTED ENDING BALANCE - GENERAL FUND, STORM DRAIN, AND MEASURE A & GAS TAX

	General Fund		Storm Drain (Special Revenue)		Measure A & Gas Tax	
	2023-24 EST. ACTUALS	2024-25 PROJECTED	2023-24 EST. ACTUALS	2024-25 PROJECTED	2023-24 EST. ACTUALS	2024-25 PROJECTED
<b>FUND BALANCE (SPENDABLE)</b>						
Beginning of the year	\$ 54,993,083	\$ 48,737,104	\$ 9,487,904	\$ 10,197,246	\$ 3,715,347	\$ 4,431,167
<b>REVENUES</b>						
Revenues	83,641,742	87,327,947	3,311,760	3,376,800	2,601,820	2,684,270
<b>EXPENSES</b>						
Operating Expenses	(79,581,974)	(81,032,875)	-	-	-	-
<b>NET AVAILABLE REVENUES</b>	<b>4,059,768</b>	<b>6,295,072</b>	<b>3,311,760</b>	<b>3,376,800</b>	<b>2,601,820</b>	<b>2,684,270</b>
<b>TRANSFERS IN (OUT)</b>						
Transfers - Capital Projects Fund	(8,564,000)	(10,840,000)	-	-	(1,880,000)	(2,875,000)
Transfers - Burlingame Financing Authority	(3,622,687)	(3,650,192)	(2,587,418)	(2,593,583)	-	-
Other Transfers In (Out)	1,870,940	1,961,080	(15,000)	(15,000)	(6,000)	(6,000)
<b>Subtotal, Transfers Out</b>	<b>(10,315,747)</b>	<b>(12,529,112)</b>	<b>(2,602,418)</b>	<b>(2,608,583)</b>	<b>(1,886,000)</b>	<b>(2,881,000)</b>
<b>CHANGE IN NET POSITION</b>	<b>(6,255,979)</b>	<b>(6,234,040)</b>	<b>709,342</b>	<b>768,217</b>	<b>715,820</b>	<b>(196,730)</b>
<b>FUND BALANCE (SPENDABLE)</b>						
End of year	\$ 48,737,104	\$ 42,503,064	\$ 10,197,246	\$ 10,965,463	\$ 4,431,167	\$ 4,234,437
<b>ASSIGNED FUND BALANCE</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2023-24</b>	<b>2024-25</b>
<b>City Council Reserves (Assignments)</b>						
Economic Stabilization Reserve	20,074,000	20,959,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	827,940	844,200	-	-
Storm Drain Rate Stabilization Reserve	-	-	331,176	337,680	-	-
Debt Service Reserve	-	-	2,587,418	2,593,583	-	-
Capital Improvements Reserve	-	-	-	-	-	-
<b>Subtotal, Assigned Fund Balance</b>	<b>22,574,000</b>	<b>23,459,000</b>	<b>3,746,534</b>	<b>3,775,463</b>	<b>-</b>	<b>-</b>
<b>Restricted for Pension Trust Fund (PARS)</b>	<b>18,432,215</b>	<b>18,958,215</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>UNASSIGNED FUND BALANCE (DEFICIT)</b>	<b>7,730,889</b>	<b>85,849</b>	<b>6,450,712</b>	<b>7,190,000</b>	<b>4,431,167</b>	<b>4,234,437</b>
<b>TOTAL FUND BALANCE (DEFICIT)</b>	<b>\$ 48,737,104</b>	<b>\$ 42,503,064</b>	<b>\$ 10,197,246</b>	<b>\$ 10,965,463</b>	<b>\$ 4,431,167</b>	<b>\$ 4,234,437</b>

CITY OF BURLINGAME, CA  
PROPOSED BUDGET FISCAL YEAR 2024-25  
PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2023-24 EST. ACTUALS	2024-25 PROJECTED	2023-24 EST. ACTUALS	2024-25 PROJECTED	2023-24 EST. ACTUALS	2024-25 PROJECTED
<b>UNRESTRICTED NET POSITION</b>						
Beginning of the year	\$ 17,378,204	\$ 16,635,727	\$13,997,077	\$14,237,646	\$9,266,771	\$9,464,695
<b>OPERATING REVENUES</b>						
Revenues	20,163,000	20,178,000	15,874,000	16,792,900	2,055,000	2,250,000
<b>OPERATING EXPENSES</b>						
Operating Expenses (excluding Depreciation)	(7,608,113)	(8,032,056)	(12,128,632)	(12,523,732)	(1,114,638)	(1,254,469)
Purchased Water	(8,886,000)	(9,315,000)	-	-	-	-
<b>Total Operating Expenses</b>	<b>(16,494,113)</b>	<b>(17,347,056)</b>	<b>(12,128,632)</b>	<b>(12,523,732)</b>	<b>(1,114,638)</b>	<b>(1,254,469)</b>
<b>NET AVAILABLE REVENUES</b>	<b>3,668,887</b>	<b>2,830,944</b>	<b>3,745,368</b>	<b>4,269,168</b>	<b>940,362</b>	<b>995,531</b>
<b>INTEREST REVENUES (EXPENSES)</b>	<b>(245,051)</b>	<b>(168,301)</b>	<b>(271,310)</b>	<b>(195,598)</b>	<b>52,000</b>	<b>52,000</b>
<b>TRANSFERS IN (OUT)</b>						
Transfers - General Fund	(530,600)	(585,600)	(263,500)	(285,700)	(104,000)	(107,000)
Transfers - General Fund - Contributions for Debt Service	(135,713)	(138,808)	(134,989)	(138,084)	(240,438)	(241,188)
Transfers to CIP Funds	(3,500,000)	(5,000,000)	(2,835,000)	(4,865,000)	(450,000)	(400,000)
<b>Subtotal, Transfers Out</b>	<b>(4,166,313)</b>	<b>(5,724,408)</b>	<b>(3,233,489)</b>	<b>(5,288,784)</b>	<b>(794,438)</b>	<b>(748,188)</b>
<b>CHANGE IN NET POSITION</b>	<b>(742,477)</b>	<b>(3,061,765)</b>	<b>240,569</b>	<b>(1,215,214)</b>	<b>197,924</b>	<b>299,343</b>
<b>RESTRICTED FOR PENSION TRUST FUND (PARS)</b>	-	-	-	-	-	-
End of year	\$ 16,635,727	\$ 13,573,962	\$14,237,646	\$13,022,432	\$9,464,695	\$ 9,764,038





# Operating Departments

## Budgets and Narratives by Department



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# CITY COUNCIL

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## CITY COUNCIL

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### DEPARTMENT MISSION

The City Council of the City of Burlingame is committed to delivering unsurpassed municipal services that enhance the quality of life for Burlingame's residents and business community.

### DEPARTMENT OVERVIEW

The City Council is the City's governing body. It provides political leadership, enacts laws, adopts resolutions, and establishes policies for the City government. The City Council adopts an annual budget and conducts an annual audit of the City's finances. It is composed of five members who are elected on a non-partisan basis for four-year staggered terms. The City switched to by-district elections in November 2022. Three seats were elected by-district in 2022, and the remaining two seats will be elected by-district in 2024. The Mayor is appointed annually by Councilmembers. The Mayor appoints Councilmembers to working committees and subcommittees.



The City Council meets the first and third Monday of each month in formal, public session and holds periodic study sessions. City Council agendas and minutes of the meetings are posted on the City of Burlingame website for community members to review. The City provides a live video stream of the meetings over YouTube and via Zoom.

The Mayor and the City Council represent the City of Burlingame on local, regional, and state policy committees and commissions. The City Council also reviews proposed State of California legislation and provides formal input into the legislative process.

During its goal-setting session in 2023, the City Council identified several priorities it wished to focus on in the coming years. The Mayor subsequently assigned subcommittees to each of the priorities. These priorities, combined with two held over from the 2019-2020 goal-setting session, include:

- City Hall: Colson and Stevenson
- Sea Level Rise: Brownrigg and Colson
- Shuttles: Beach and Brownrigg
- Vision Zero: Beach and Stevenson
- Water Reuse and Retention: Brownrigg and Pappajohn

## KEY BUDGET CHANGES

The City Council budget remains stable for fiscal year 2024-25. The non-personnel budget includes an increase of \$21,000, or 8.31%, primarily due to a \$15,000 increase in community group funding awards.

## DEPARTMENT BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	177,477	170,754	(6,723)	-3.79%
Non-Personnel Costs	252,695	273,700	21,005	8.31%
Internal Services	1,075	882	(193)	-17.95%
Capital Outlay	0	0	0	0.00%
<b>Total Appropriation</b>	<b>431,247</b>	<b>445,336</b>	<b>14,089</b>	<b>3.27%</b>
<b>Sources of Funds</b>				
General Fund	431,247	445,336	14,089	3.27%
<b>Total Funding</b>	<b>431,247</b>	<b>445,336</b>	<b>14,089</b>	<b>3.27%</b>

## DEPARTMENT STAFF

	<b>FY2024 Adopted FTE</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Council Members	5.00	5.00	0.00
<b>Total FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

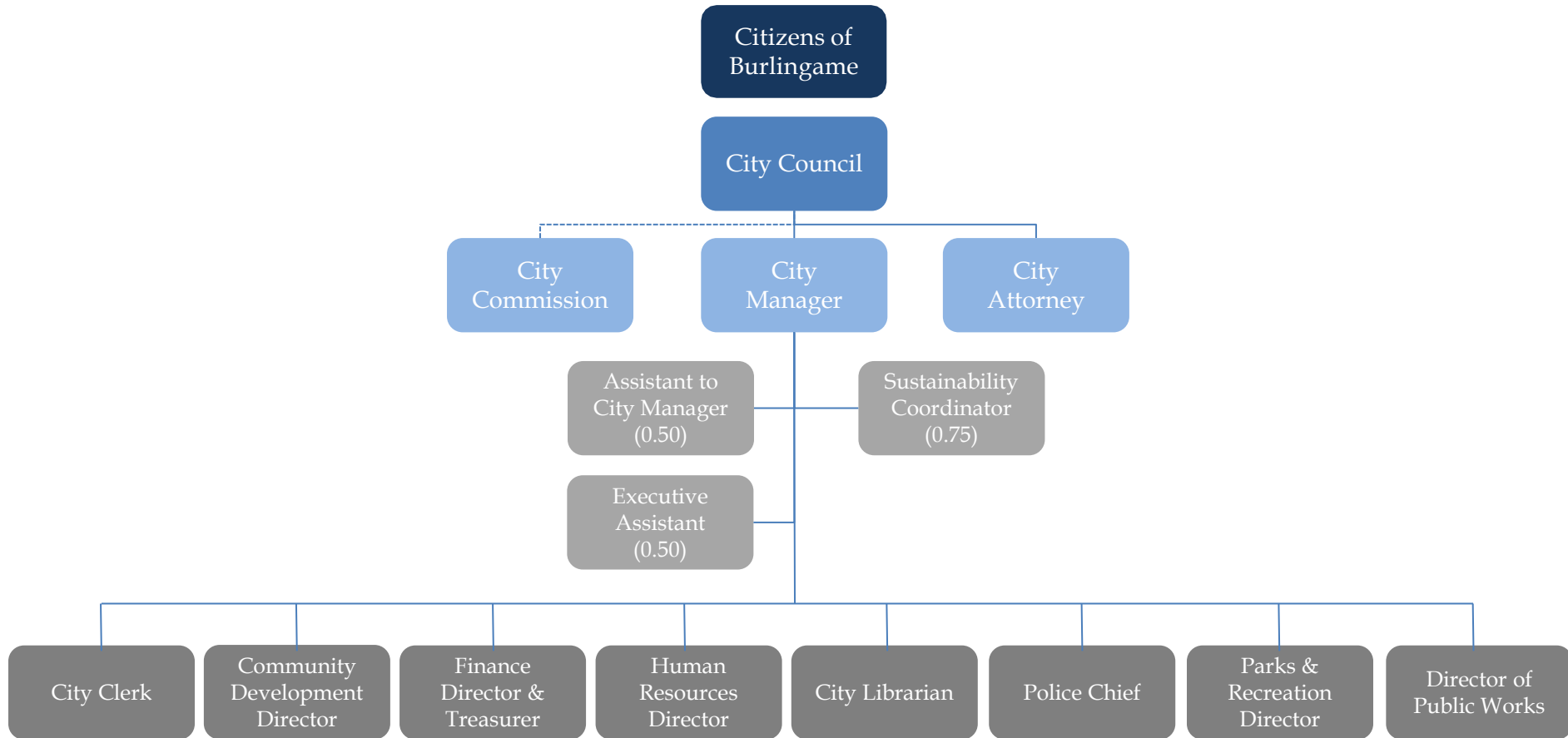


# CITY MANAGER

BURLINGAME CITY HALL



# CITY MANAGER



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## OFFICE OF THE CITY MANAGER

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### DEPARTMENT MISSION

The mission of the City Manager's Office is to provide professional leadership in the management and execution of policies and objectives formulated by the City Council; to develop and recommend alternative solutions to community problems for City Council consideration; and to provide comprehensive coordination and direction for City activities, finances, and personnel to deliver effective, efficient, and economical municipal services.



### DEPARTMENT OVERVIEW

The City Manager is appointed by the City Council and serves as the Chief Executive Officer of the City of Burlingame. The City Manager is responsible for the daily administration of the City and appoints and supervises all Department Directors. The City Manager also directs the administration of personnel relations, participates in intergovernmental relations that affect the City of Burlingame and its constituents, and authorizes investigations of citizen complaints. The Executive Assistant to the City Manager provides cross-collaborative support for both the City Manager and the City Attorney and assists the City Clerk in providing staff support services to the City Council. The City Manager's Office also includes an Assistant to the City Manager, who oversees the City's communications initiatives, website maintenance, and special projects, and a part-time Sustainability Program Manager, who administers the City's green initiatives.

### KEY BUDGET CHANGES

There are no significant changes in the City Manager's Office budget for fiscal year 2024-25. Personnel costs have increased \$62,000, or 7.89%, primarily due to scheduled salary increases and associated benefit costs. The non-personnel costs have risen by \$30,000, or 7.92%. The increase is mainly due to an increase in the contributions for the retiree medical benefits, or OPEB (Other Post-Employment Benefits).

## DEPARTMENT BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	791,579	854,063	62,484	7.89%
Non-Personnel Costs	372,859	402,390	29,531	7.92%
Internal Services	86,737	93,465	6,728	7.76%
<b>Total Appropriation</b>	<b>1,251,175</b>	<b>1,349,918</b>	<b>98,743</b>	<b>7.89%</b>
<b>Sources of Funds</b>				
General Fund	1,251,175	1,349,918	98,743	7.89%
<b>Total Funding</b>	<b>1,251,175</b>	<b>1,349,918</b>	<b>98,743</b>	<b>7.89%</b>

## DEPARTMENT STAFF

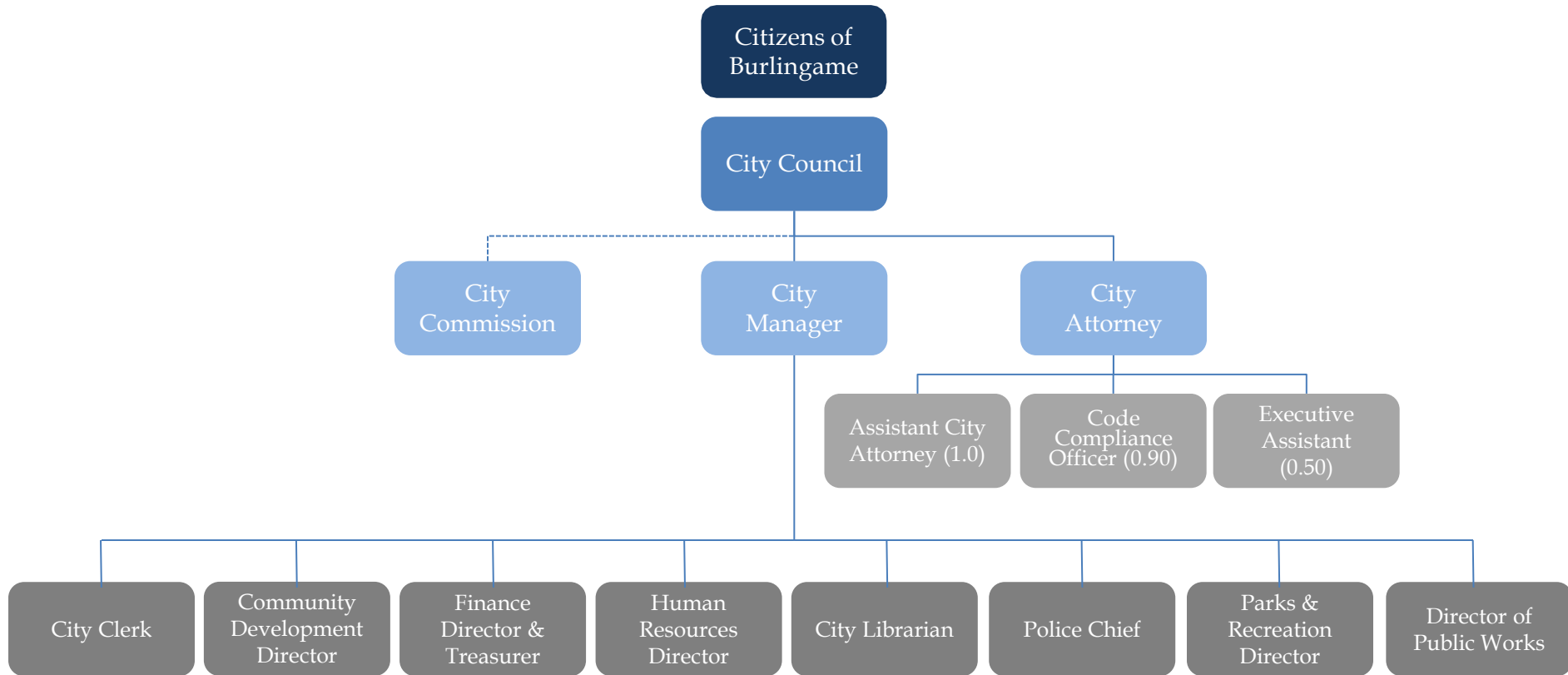
	FY2024 Adopted FTE	FY2025 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
City Manager	1.00	1.00	0.00
Executive Assistant	0.50	0.50	0.00
Assistant to City Manager	0.50	0.50	0.00
Sustainability Program Manager	0.75	0.75	0.00
<b>Total FTE</b>	<b>2.75</b>	<b>2.75</b>	<b>0.00</b>



An aerial photograph of a suburban neighborhood. In the foreground, a road intersection with white crosswalks and stop signs is visible. Several cars are parked or driving on the road. The surrounding area is filled with houses, many of which have large, mature trees in front of them. In the background, a dense forest covers a hillside, and a city skyline is visible in the distance under a clear blue sky.

# CITY ATTORNEY

# CITY ATTORNEY





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## OFFICE OF THE CITY ATTORNEY

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### DEPARTMENT MISSION

The City Attorney's Office strives to provide clear, effective, and cost-efficient legal advice to the City Council and all City functions; identify and mitigate potential legal risks while supporting the objectives of the City Council and City staff; and ensure transparent and fair administration of the City's municipal code.

### DEPARTMENT OVERVIEW

The City Attorney provides ongoing legal advice to the Mayor, City Council, Boards, Commissions, and City staff. The City Attorney manages all City litigation and handles all claims filed against the City of Burlingame under the California Government Claims Act, which is typically 85 claims per year. The City Attorney also represents the City in administrative and litigation proceedings. The City Attorney also drafts ordinances and resolutions, negotiates settlements and contracts, and advises on personnel matters, public records, ethics and open meetings law issues, and land use matters. The City Attorney negotiates on behalf of the City on development approvals, real estate transactions, and environmental matters.

The City Attorney also oversees the risk management program, which includes general risk mitigation for City operations, as well as property, general liability, and excess insurance under the Pooled Liability Assurance Network Joint Powers Authority. The City Attorney assists the Human Resources Department with the administration of the City's workers' compensation plan. The City Attorney also directs the City's code enforcement program, working with the Senior Risk Analyst/Code Compliance Officer and coordinating enforcement of the Burlingame Municipal Code with various City departments.

The City Council appoints the City Attorney. The Office of the City Attorney also includes an Assistant City Attorney and a Senior Risk Analyst/Code Compliance Officer position; the office shares an Executive Assistant position with the City Manager.

## DEPARTMENT BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	925,123	981,003	55,880	6.0%
Non-Personnel Costs	4,691,302	5,666,451	975,149	20.8%
Internal Services	78,313	85,423	7,110	9.1%
<b>Total Appropriation</b>	<b>5,694,738</b>	<b>6,732,877</b>	<b>1,038,139</b>	<b>18.2%</b>
<b>Sources of Funds</b>				
Charges for Svc – ISF	4,511,620	5,361,500	849,880	18.8%
Interest Income	70,000	70,000	0	0.0%
General Fund	1,250,438	1,371,377	120,939	9.7%
<b>Total Funding</b>	<b>5,832,058</b>	<b>6,802,877</b>	<b>970,819</b>	<b>16.6%</b>

## DEPARTMENT STAFF

	FY2024 Adopted FTE	FY2025 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
City Attorney	1.00	1.00	0.00
Assistant City Attorney	1.00	1.00	0.00
Senior Risk Analyst/Code Compliance Officer	0.90	0.90	0.00
Executive Assistant	0.50	0.50	0.00
<b>Total FTE</b>	<b>3.40</b>	<b>3.40</b>	<b>0.00</b>

## CITY ATTORNEY DIVISION

### KEY CITY ATTORNEY BUDGET CHANGES

The proposed budget for the City Attorney's Office will increase by \$121,000, or 9.6%. Personnel cost increases of 6.0% are due to scheduled salary increases and associated benefit costs. The increase of 22.7% in non-personnel costs is primarily due to the calculation of unfunded accrued liability (UAL) associated with Other Post-Employment Benefits (OPEB).

### CITY ATTORNEY DIVISION BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	925,123	981,003	55,880	6.0%
Non-Personnel Costs	255,002	312,951	57,949	22.7%
Internal Services	78,313	85,423	7,110	9.1%
<b>Total Appropriation</b>	<b>1,258,438</b>	<b>1,379,377</b>	<b>120,939</b>	<b>9.6%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	8,000	8,000	0	0.0%
General Fund	1,250,438	1,371,377	120,939	9.7%
<b>Total Funding</b>	<b>1,258,438</b>	<b>1,379,377</b>	<b>120,939</b>	<b>9.6%</b>

## CITY ATTORNEY – RISK MANAGEMENT

The Risk Management fund covers general liability and risk mitigation (exclusive of workers' compensation) activities for the City. The fund is administered by the City Attorney and covers insurance premiums, property losses, claims, settlements or verdicts, and related outside counsel or expert fees. Certain prospective risk mitigation and loss avoidance activities are also covered by the fund.

In the 2023-24 Fiscal Year, the City Council approved membership with the Employment Risk Management Authority (ERMA), which serves as the first and only statewide public sector employment practice liability risk pool, representing 220 public agencies. Started in July 1999, the ERMA is a statewide joint powers authority designed to provide broad coverage and tailored loss prevention services to reduce the employment practices liability (EPL) exposures of California public entities. The City Attorney's Office will work with the Human Resources Department to administer this program.

## KEY RISK MANAGEMENT BUDGET CHANGES

General liability insurance premiums are expected to increase significantly in fiscal year 2024-25. The overall budget for the program is anticipated to be \$4.85 million, which is an increase of 24.3% from last year's budget. The increasing costs to operate the Risk Management fund will be distributed city-wide and will result in a global increase in internal service costs for all departments.

The Employment Insurance Internal Services Fund provides for the cost of services and claims associated with all City programs and services for employment risk management. Accordingly, its costs are allocated to all departments based on the proportion of base salary. Approximately \$200,000 in insurance premiums, \$100,000 in contractual services, and \$200,000 in claim payments are included in the upcoming fiscal year budget.

## RISK MANAGEMENT BUDGET SUMMARY – LIABILITY PROGRAM

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	3,903,620	4,853,500	949,880	24.3%
<b>Total Appropriation</b>	<b>3,903,620</b>	<b>4,853,500</b>	<b>949,880</b>	<b>24.3%</b>
<b>Sources of Funds</b>				
Charges for Svc – ISF	3,903,620	4,853,000	949,880	24.3%
Interest Income	70,000	70,000	0	0.0%
<b>Total Funding</b>	<b>3,973,620</b>	<b>4,923,500</b>	<b>949,880</b>	<b>23.9%</b>

## RISK MANAGEMENT BUDGET SUMMARY – EMPLOYMENT PROGRAM

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	532,680	500,000	(32,680)	-6.1%
<b>Total Appropriation</b>	<b>532,680</b>	<b>500,000</b>	<b>(32,680)</b>	<b>-6.1%</b>
<b>Sources of Funds</b>				
Charges for Svc – ISF	600,000	500,000	(100,000)	-16.7%
<b>Total Funding</b>	<b>600,000</b>	<b>500,000</b>	<b>(100,000)</b>	<b>-16.7%</b>

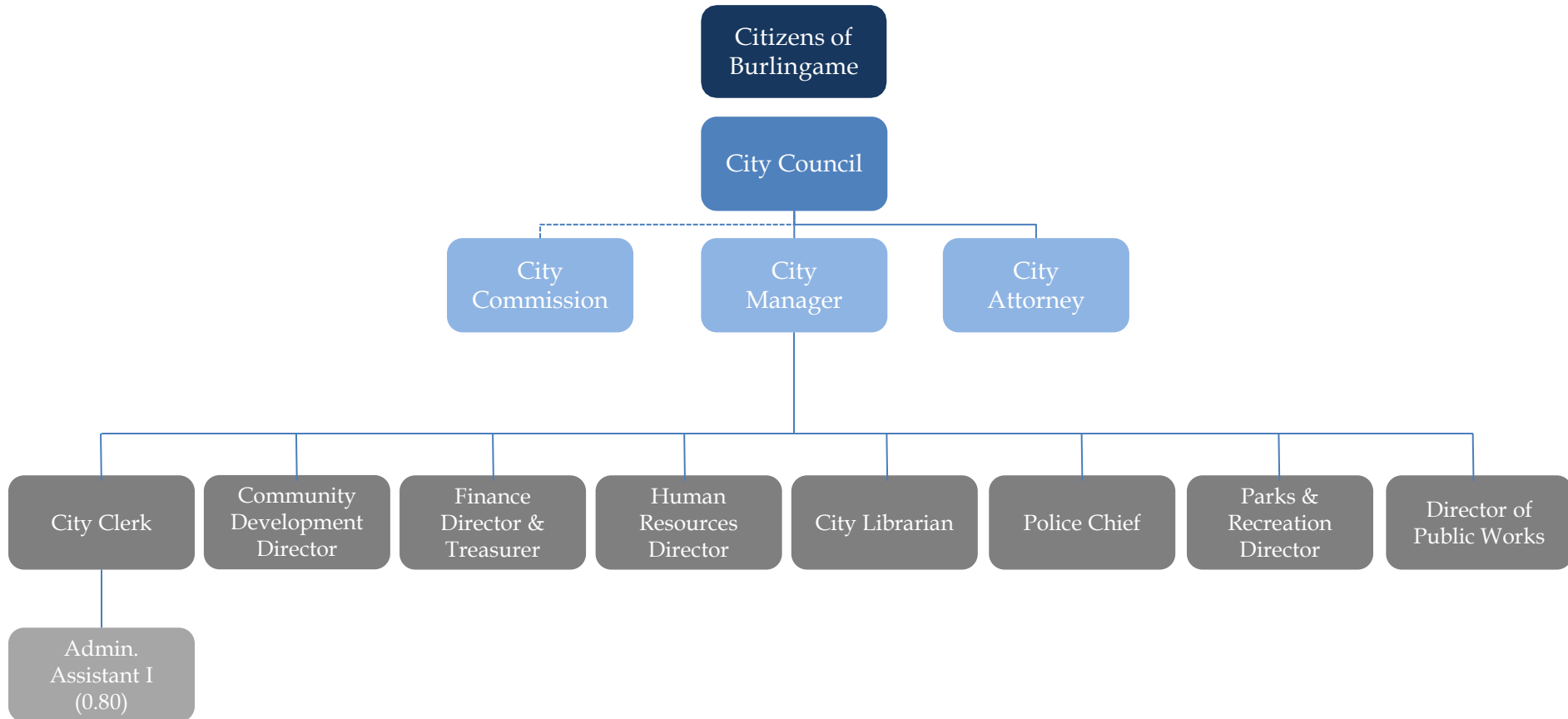


An aerial photograph of Burlingame High School, a large, light-colored building with a prominent central entrance featuring columns. The school is surrounded by a green lawn and tall, thin trees. In the background, a cityscape with various buildings and a body of water are visible under a clear blue sky. A dark blue banner with white text is overlaid on the right side of the image.

# CITY CLERK



# CITY CLERK



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## OFFICE OF THE CITY CLERK

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### DEPARTMENT MISSION

The City Clerk provides timely information regarding City business and the City Council's actions; accurately records, maintains, and preserves City records; provides quality customer service and inspires community involvement; fulfills and upholds legal obligations with integrity; supports City Departments by providing high quality and timely information processing; researches and disseminates information to facilitate decision-making; demonstrates professionalism; and continually strives for excellence.



### DEPARTMENT OVERVIEW

The City Clerk is responsible for maintaining custody of City records and serves as clerk for the City Council. The City Clerk records and maintains proceedings of the City Council, maintains custody of the City Seal, administers and files Oaths of Office, notarizes and records specific documents for the City, receives petitions concerning initiatives and referenda, gives notice of public hearings, maintains the Municipal Code Book, accepts subpoenas, and attends bid openings.

The City Clerk also administers City elections and maintains files for all documents related to elections, including but not limited to campaign statements and committee terminations. The City Clerk assists elected officials and designated employees in complying with the requirements of the Fair Political Practices Commission.

### KEY BUDGET CHANGES

The personnel costs have increased by \$39,000, or 9.6%, mainly due to scheduled salary increases and associated benefit costs. The increase of 24.8% in non-personnel costs is primarily due to a \$16,000 increase in contribution for Other Post-Employment Benefits (OPEB). As in previous years, the budget includes \$120,000 for any election-related needs. Overall, the proposed budget for the City Clerk's Office is increasing 10.4%.

## DEPARTMENT BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	410,095	449,287	39,192	9.6%
Non-Personnel Costs	114,250	142,554	28,304	24.8%
Election	120,000	120,000	0	0.0%
Internal Services	48,504	52,797	4,293	8.9%
<b>Total Appropriation</b>	<b>692,849</b>	<b>764,638</b>	<b>71,789</b>	<b>10.4%</b>
<b>Sources of Funds</b>				
General Fund	692,849	764,638	71,789	10.4%
<b>Total Funding</b>	<b>692,849</b>	<b>764,638</b>	<b>71,789</b>	<b>10.4%</b>

## DEPARTMENT STAFF

	FY2024 Adopted FTE	FY2025 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
City Clerk	1.00	1.00	0.00
Administrative Assistant I/II	0.80	0.80	0.00
<b>Total FTE</b>	<b>1.80</b>	<b>1.80</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
City Council meetings held (regular and special)	31	31	55	50	52
Staff reports processed	340	300	380	389	400
Resolutions processed	164	140	115	135	154
Ordinances published	11	17	15	11	12
Elections managed	1	0	0	1	0
Residency certifications	5	0	5	4	4

## DEPARTMENT PERFORMANCE MEASURES

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
Council meeting agendas posted 72 hours before meeting	100%	100%	100%	100%	100%
Council special meeting agendas posted 24 hours before meeting	100%	100%	100%	100%	100%
eNews subscriptions expanded	Yes	Yes	Yes	Yes	Yes

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# CENTRAL COUNTY FIRE



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# CENTRAL COUNTY FIRE DEPARTMENT

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## DEPARTMENT MISSION

The Central County Fire Department is dedicated to enhancing the quality of life for residents and business community members of participating cities by protecting their lives, property, and the environment.

The Department accomplishes this mission through emergency mitigation, fire prevention, community outreach, and public education.



## DEPARTMENT OVERVIEW

The Central County Fire Department (CCFD) was established on April 20, 2004, through a Joint Powers Agreement (JPA) between the City of Burlingame and the Town of Hillsborough, with essential support services provided by the two cities. This partnership and JPA structure promotes more efficient administration and effective delivery of services without the additional overhead of a completely independent JPA agency. In December 2014, CCFD entered into an agreement with the City of Millbrae to provide fire protection and emergency medical services to the Millbrae community; 19 fire personnel and two fire stations were added to CCFD's existing organizational structure.

The Department is governed by a Board of Directors consisting of two City Councilmembers each from the City of Burlingame and the Town of Hillsborough, with each representing their respective city in determining the level of fire, emergency medical, and disaster preparedness services to be provided by the Department. All major decisions by the Board require ratification by the respective City Councils. The model, together with the joint budget, provides an effective tool for maximizing the delivery of fire services, controlling costs, and maintaining local control in determining service levels. The Burlingame and Hillsborough City Managers alternate serving as the Chief Administrative Officer of the department for a two-year period.

The Central County Fire Department is an all-risk emergency response and community service organization. The Department seeks to minimize risk to people, property, and the environment by responding to all fire, medical, rescue, and hazardous materials incidents. Administrative and non-emergency safety services include fire prevention and hazardous materials regulations, emergency medical services system management, and emergency preparedness and training. CCFD's personnel (91 FTEs) serve the communities with six engine companies and one truck company, strategically located in six fire stations, and administrative offices that include fire prevention, public education, training, and emergency preparedness. The total service area is 14.93 square miles, with a population of 61,344. The value of property protected is in excess of \$16 billion.

The General Fund for the Central County Fire Department (CCFD) is funded by contributions from the cities of Burlingame and Millbrae and the Town of Hillsborough. As members of the



CCFD JPA, Burlingame and Hillsborough contribute approximately 70% based on a 60/40 cost allocation as outlined in the JPA. The remaining 30% is funded by the City of Millbrae.

## KEY BUDGET CHANGES

Burlingame's budget for fire protection services includes the contributions to CCFD, certain retained workers' compensation program costs, and emergency preparedness activities. Overall, the City's fiscal year 2024-25 proposed budget for Fire Services has increased by 7.3%, primarily due to an increase in contributions to CCFD. Burlingame's contributions to CCFD increased by \$1,066,000 (or 7.4%) to \$15,438,339, constituting approximately 43% of CCFD's total funding from member agencies. The increase is primarily attributable to contractual increases associated with salaries and benefits, one new headcount, CalPERS pension costs, and Other Post-Employment Benefits (OPEB).

There are no changes in non-personnel costs. However, there is an increase of \$9,000, or 17.4%, for the facilities maintenance allocation, which is allocated to each City department based on a percentage. The percentage that is allocated to CCFD is 3.51% based on a five-year average.

## DEPARTMENT BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Contributions to CCFD	14,372,078	15,438,339	1,066,261	7.4%
Non-Personnel Costs (Burlingame)	277,000	277,000	0	0.0%
Internal Services	53,481	62,800	9,319	17.4%
<b>Total Appropriation</b>	<b>14,702,559</b>	<b>15,778,139</b>	<b>1,075,580</b>	<b>7.3%</b>

## DEPARTMENT STATISTICS

	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24 YTD*</b>
Total calls for service	7,410	7,004	8,328	9,507	5,325
Medical responses	4,486	4,314	5,141	6,092	3,499
Fire suppression responses	116	156	153	176	99
Hazardous conditions responses	225	169	238	273	103
Other responses	2,583	2,365	2,796	2,966	1,624

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 YTD*
Plans checked	242	260	290	297	190
Plans reviewed	392	523	492	646	340
Public education activities	31	0	4	12	12
Fire origin and cause investigations	15	12	12	11	8
Fire code permits (underground storage tank removal/modifications, special events)	0	11	31	33	21
Engine Company inspections	1,097	1,597	1,780	904	746
Construction inspections	448	688	654	645	312
Fire and life safety inspections	26	233	201	1,860	928
Junior Fire Marshal Picnics held	0	0	0	1	0
Car seat inspections	50	0	0	26	12
General public trained for disaster response (CERT)	84	14	33	158	1,199
General public trained for disaster response (GET READY)	99	0	0	0	0
CPR training (number of adults)	18	6	47	62	0
Training hours completed	18,122	20,491	16,665	11,549	7,535
EMS training hours	2,684	2,005	1,913	1,999	1,462
Driver training hours	1,660	1,867	2,458	2,770	1,215
Ops. training hours	13,778	16,619	12,294	6,780	4,858
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	83%	86%	73%	71%	75%
Average response time for Priority 1 calls (emergency)	5:02	5:30	5:18	5:15	5:19



	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 YTD*
Average response time for Priority 3 calls (non-emergency)	6:21	6:37	6:38	6:33	6:43
Average response time for all calls	5:17	5:43	5:32	5:54	6:01
Plan checks completed within 10 working days	100%	100%	100%	100%	100%
Plan reviews completed within target	100%	100%	100%	100%	100%
Citizen inquiries responded to within 1 working day	100%	100%	100%	100%	100%
Complete required annual continuing education training for all paramedics and Emergency Medical Technicians (EMTs)	100%	100%	100%	100%	100%

\*YTD data collected as of January 31, 2024

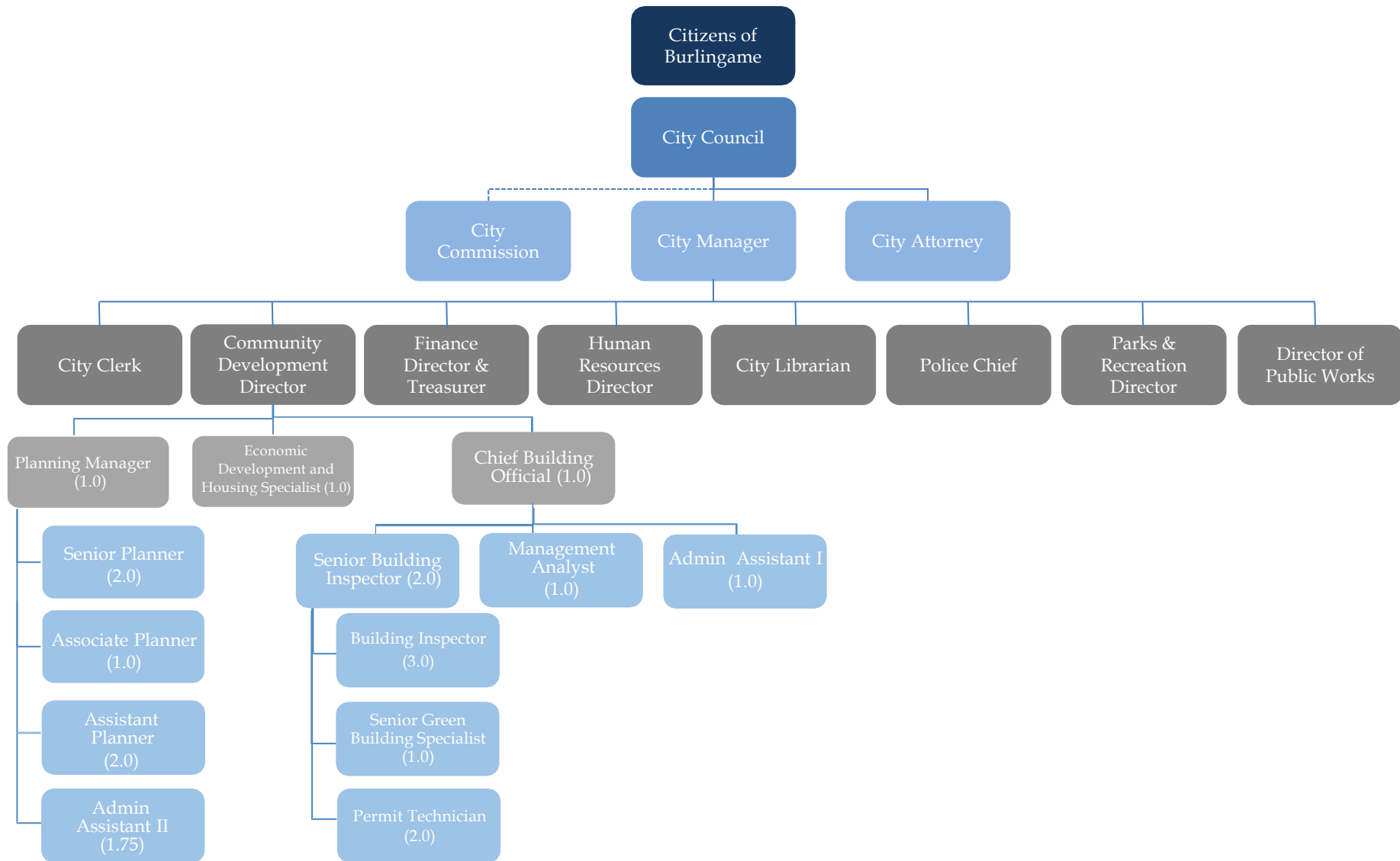




# COMMUNITY DEVELOPMENT



# COMMUNITY DEVELOPMENT DEPT.



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## COMMUNITY DEVELOPMENT DEPARTMENT

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### DEPARTMENT MISSION

The Community Development Department's mission is to serve as a one-stop source of information and guidance to residents and business owners desiring to engage in development or business activities within the community. The Department's goal is to provide exceptional customer service and to seek creative solutions that will ensure a positive, streamlined customer experience.

### DEPARTMENT OVERVIEW

The Community Development Department consists of the Planning Division, the Economic Development and Housing Division, and the Building Division. The Department is responsible for long-range and current planning activities, plan checking, building permit issuance, and field inspections of all buildings and structures in Burlingame. The Department also serves as a resource to assist local businesses and to attract new businesses to the community, and manages the City's housing programs and activities.



### DEPARTMENT BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	3,930,051	4,536,114	606,063	15.4%
Non-Personnel Costs	2,381,908	1,920,974	(460,934)	-19.4%
Internal Services	408,521	458,805	50,284	12.3%
<b>Total Appropriation</b>	<b>6,720,480</b>	<b>6,915,893</b>	<b>195,413</b>	<b>2.9%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	1,213,000	613,000	(600,000)	-49.5%
General Fund	1,569,144	2,233,092	663,948	42.3%
Charges for Svc - Building	3,525,000	5,275,000	1,750,000	49.6%
Interest Income - Building Fund	214,000	250,000	36,000	16.8%
Building Fund	199,336	(1,455,199)	(1,654,535)	-830.0%
<b>Total Funding</b>	<b>6,720,480</b>	<b>6,915,893</b>	<b>195,413</b>	<b>2.9%</b>

## DEPARTMENT STAFF

	FY2024 Adopted FTE	FY2025 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant I/II	2.00	2.75	0.75
Associate/Assistant Planner	3.00	3.00	0.00
Building Inspector I/II	3.00	3.00	0.00
Senior Building Inspector	2.00	2.00	0.00
Chief Building Official	1.00	1.00	0.00
Community Development Director	1.00	1.00	0.00
Economic Development & Housing Specialist	1.00	1.00	0.00
Management Analyst	0.00	1.00	1.00
Permit Technician	2.00	2.00	0.00
Planning Manager	1.00	1.00	0.00
Senior Green Building Specialist	1.00	1.00	0.00
Senior Planner	2.00	2.00	0.00
<b>Total FTE</b>	<b>19.00</b>	<b>20.75</b>	<b>1.75</b>

## DEPARTMENT STATISTICS

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
<b>Planning Division</b>					
Commission Hearings					
Conditional use permits	28	20	8	4	3
Variances	13	14	10	8	2
Special permits	11	16	23	31	20
Hillside area construction permits	3	4	6	12	5
Design review	46	61	58	50	35
Design review amendments	5	9	3	7	5
Other agenda items	14	18	13	12	18
Applications reviewed	74	81	78	74	45
General Plan/zoning code amendments	3	7	0	3	1
Council agenda items considered	11	13	8	10	6



	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
Administrative permits issued	35	89	86	91	72
Sign permits issued	19	18	35	23	35
Negative declarations and EIRs prepared	5	3	1	2	1
Home occupation permits reviewed	53	57	59	50	30
Construction plan checks performed	382	460	491	451	420
Code enforcement cases processed	n/a	n/a	n/a	n/a	n/a
Final inspections completed	55	47	33	61	20
New single-family dwellings approved	19	31	27	15	15
New affordable dwellings units approved	53	71	29	35	2
New apt/condo units approved	445	749	416	440	18
Major projects in the process	16	10	10	11	7
<b>Building Division</b>					
Building permits issued	1,106	1,175	1,404	1,104	1,350
Building plan checks performed	1,019	1,446	1,657	1,789	1,350
Building inspections conducted	8,037	8,100	9,546	9,374	11,260

\* Applications that do not require Planning Commission Review, such as Hillside Area Construction permits, Minor Modifications, Minor Design Review, Accessory Dwelling Units, Wireless Facilities, Reasonable Accommodation for Disabled Accessibility

\*\* Major Projects require a Negative Declaration or Environmental Impact Report (EIR)

## DEPARTMENT PERFORMANCE MEASURES

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
<b>Planning Division</b>					
Percentage of planning application reviews completed within 30 days	54%	55%	20%	35%	50%
Percentage of plan checks (for new building permits) completed within 10 business days	52%	46%	58%	45%	50%
<b>Building Division</b>					
Percentage of plan checks completed within 15 working days	91%	95%	98%	98%	98%
Percentage of permits issued over-the-counter	71%	75%	84%	74%	80%

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
Percentage of "good" or "excellent" customer service ratings (per annual survey)	89%	90%	92%	90%	90%

## COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION

The Planning Division is responsible for maintaining the City's General Plan and various specific plans and for maintaining, updating, and administering the City's zoning regulations and sign regulations. The zoning regulations contain the specific regulations that inform the design and construction of new developments and additions to existing structures, including height limits, floor area ratio, parking requirements, lot coverage, and property line setbacks. The zoning regulations also outline design review processes for various types of projects (when design review is required).

### KEY PLANNING DIVISION BUDGET CHANGES

The Planning Division's proposed budget for fiscal year 2024-25 reflects an increase of \$36,000, or 1.4%. Personnel costs increased by \$213,000, or 13.3%, due to the addition of an Administrative Assistant II position (0.75 FTE), and scheduled salary increases and associated benefit costs.

Non-personnel costs decreased by \$196,000, or 27.5%. This is due to a \$174,000 recalculation in professional services contracts, specifically those for the safety and environmental justice elements from the prior year. For fiscal year 2024-25, the safety element is allocated across a three-year term, and the environmental justice element is allocated across a two-year term.

The increase of \$20,000, or 11.1%, in internal services is primarily due IT allocations this year.

### PLANNING DIVISION BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	1,593,034	1,805,560	212,526	13.3%
Non-Personnel Costs	713,447	517,213	(196,234)	-27.5%
Internal Services	177,146	196,789	19,643	11.1%
<b>Total Appropriation</b>	<b>2,483,627</b>	<b>2,519,562</b>	<b>35,935</b>	<b>1.4%</b>

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	1,213,000	613,000	(600,000)	-49.5%
General Fund	1,270,627	1,906,562	635,935	50.0%
<b>Total Funding</b>	<b>2,483,627</b>	<b>2,519,562</b>	<b>35,935</b>	<b>1.4%</b>

## **COMMUNITY DEVELOPMENT DEPARTMENT - ECONOMIC DEVELOPMENT AND HOUSING DIVISION**

The Economic Development and Housing Division of the Community Development Department is dedicated to creating a positive business climate in Burlingame that helps local businesses thrive.

The Economic Development responsibilities involve helping retain and expand existing businesses and promoting new development. The Economic Development and Housing Specialist regularly keeps in touch with the local businesses, the Chamber of Commerce, and the Business Improvement Districts (BIDs) to offer assistance; refers businesses to appropriate City contacts and organizations that can provide services; and seeks opportunities to help businesses reach out to their customers and members. The Economic Development and Housing Specialist also staffs the City Council's Economic Development Subcommittee, including coordination of monthly subcommittee meetings.

The Housing responsibilities involve managing the City's affordable housing unit inventory; providing direction to residents on available housing resources; and tracking local and state housing legislation. The position is also responsible for managing the update and implementation of the City's Housing Element.

### **KEY BUDGET CHANGES FOR THE ECONOMIC DEVELOPMENT AND HOUSING DIVISION**

The proposed budget for the Economic Development and Housing Division for fiscal year 2024-25 reflects an increase of \$28,000, or 9.4%. The majority of the change is in personnel costs, which increased by \$25,000, or 9.3%, due to scheduled salary increases and associated benefit costs.

## ECONOMIC DEVELOPMENT AND HOUSING DIVISION BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	268,632	293,652	25,020	9.3%
Non-Personnel Costs	29,885	32,878	2,993	10.0%
<b>Total Appropriation</b>	<b>298,517</b>	<b>326,530</b>	<b>28,013</b>	<b>9.4%</b>
<b>Sources of Funds</b>				
General Fund	298,517	326,530	28,013	9.4%
<b>Total Funding</b>	<b>298,517</b>	<b>326,530</b>	<b>28,013</b>	<b>9.4%</b>

## COMMUNITY DEVELOPMENT DEPARTMENT - BUILDING DIVISION

The Building Division is in charge of plan checking, permit issuance, and field inspections of all buildings and structures in Burlingame. The Division enforces the minimum requirements of the State Building Codes, State and Federal laws, and local ordinances. The Building Division also acts as a central clearinghouse, distributing plans to other departments to ensure that a project complies with all of the City's requirements. Once plans are approved and building begins, the Division inspects the work in progress, assuring that minimum code compliance is achieved.

### KEY BUILDING ENTERPRISE BUDGET CHANGES

The Building Division's proposed budget for fiscal year 2024-25 increased by \$131,000, or 3.3%, overall. Personnel costs increased by \$369,000, or 17.8%, which is due to the addition of a Management Analyst, and scheduled salary increases and associated benefit costs.

Non-personnel costs decreased by \$268,000, or 16.3%, as a result of a \$360,000 reduction in contractual services from the update of the City's Development software, TRAKit, in the prior year. The remaining \$92,000 offset is due to the calculation of unfunded accrued liability (UAL) associated with Other Post-Employment Benefits (OPEB).

Internal services are increasing by \$31,000, or 13.2%, due to IT, facilities, and vehicle services allocations.

## BUILDING DIVISION BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	2,068,385	2,436,902	368,517	17.8%
Non-Personnel Costs	1,638,576	1,370,883	(267,693)	-16.3%
Internal Services	231,375	262,016	30,641	13.2%
<b>Total Appropriation</b>	<b>3,938,336</b>	<b>4,069,801</b>	<b>131,465</b>	<b>3.3%</b>
<b>Sources of Funds</b>				
Charges for Svc - Building	3,525,000	5,275,000	1,750,000	49.6%
Interest Income - Building Fund	214,000	250,000	36,000	16.8%
Building Fund	199,336	(1,455,199)	(1,654,535)	-830.0%
<b>Total Funding</b>	<b>3,938,336</b>	<b>4,069,801</b>	<b>131,465</b>	<b>3.3%</b>



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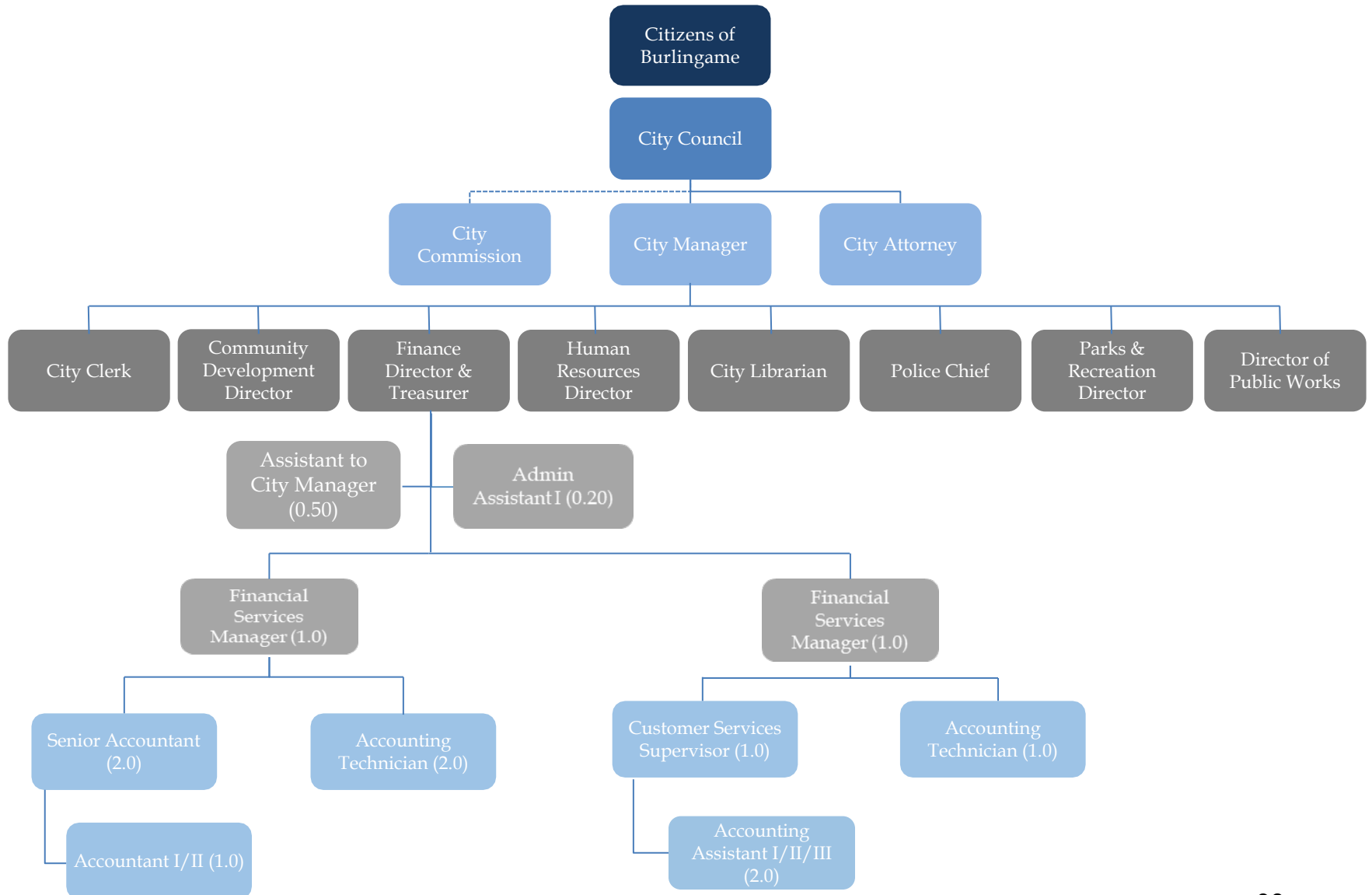


# FINANCE





# FINANCE DEPARTMENT



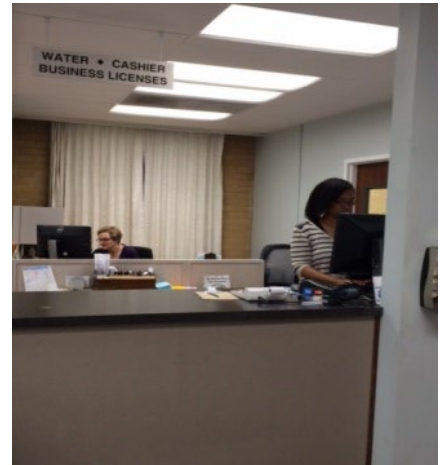
## FINANCE

### DEPARTMENT MISSION

The Finance Department ensures that the City's assets are safeguarded, preserved, maximized, and maintained through effective financial management, providing a sound financial base to deliver City services. This mission is supported through the maintenance of an efficient and effective set of information tools that provide accurate and timely data access. The Administrative Services and Information Technology Division provides advice on applications of new technology and strives to provide responsive service and support to City staff in the fulfillment of their varied missions.

### DEPARTMENT OVERVIEW

The Finance Department manages the financial affairs of the City. The Department is responsible for oversight of the annual budget and financial statement audit and reports, debt management, oversight of the City's investment portfolio, financial stewardship, information technology, accounting, utility billing and collections, business license administration, payroll, disbursements, and administrative support for the City's three business improvement districts: Downtown Burlingame Avenue, Broadway, and the San Francisco Peninsula (formerly the San Mateo County/Silicon Valley Convention and Visitors Bureau). The Finance Director and Treasurer serves as the City's Chief Financial Officer. The Finance Director also administers the City's various franchise agreements and represents the City on the South Bayside Waste Management Joint Powers Authority Technical Advisory Committee and the City's Insurance Pool – PLAN Joint Powers Authority as an alternative Board member.



### DEPARTMENT BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	2,400,276	2,542,418	142,142	5.9%
Non-Personnel Costs	2,196,202	2,644,408	448,206	20.4%
Internal Services	240,140	262,709	22,569	9.4%
Capital Outlay	399,800	488,000	88,200	22.1%
<b>Total Appropriation</b>	<b>5,236,418</b>	<b>5,937,535</b>	<b>701,117</b>	<b>13.4%</b>

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
Charges for Services - ISF	2,141,098	2,585,775	444,677	20.8%
Interest Income - ISF	20,000	20,000	0	0.0%
Charges for Services - General Fund	9,300	0	(9,300)	-100.0%
Water Enterprise	530,600	585,600	55,000	10.4%
Sewer Enterprise	263,500	285,700	22,000	8.4%
Solid Waste Enterprise	29,000	29,000	0	0.0%
Measure I	2,200	3,300	1,100	50.0%
General Fund	2,240,720	2,428,160	187,440	8.4%
<b>Total Funding</b>	<b>5,236,418</b>	<b>5,937,535</b>	<b>701,117</b>	<b>13.4%</b>

## DEPARTMENT STAFF

	<b>FY2024 Adopted FTE</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Accountant I/II	1.00	2.00	1.00
Accounting Assistant I/II/III	2.00	3.00	1.00
Accounting Technician	3.00	2.00	-1.00
Administrative Assistant I/II	0.20	0.20	0.00
Customer Service Supervisor	1.00	1.00	0.00
Finance Director & Treasurer	1.00	1.00	0.00
Financial Services Manager	2.00	2.00	0.00
Senior Accountant	2.00	1.00	-1.00
Senior Management Analyst	0.00	0.00	0.00
Assistant to City Manager	0.50	0.50	0.00
<b>Total FTE</b>	<b>12.70</b>	<b>12.70</b>	<b>0.00</b>



## DEPARTMENT STATISTICS

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
Total computers citywide	320	327	331	333	342
Number of utility accounts billed (annually)	11,736	10,848	11,798	10,800	10,658
Number of business license accounts (annually)	7,464	7,520	8,319	8,549	7,884
Over-the-counter services rendered	10,786*	n/a*	4,215*	4,489	2,864
Utility service phone calls received (annually)	19,285	15,176	19,771	19,376	19,976
General main line phone inquiries received (annually)	9,664	6,020	9,914	9,716	9,045

\*Due to the COVID-19 Shelter in Place Order, City Hall was closed to the public between mid-March 2020 and early September 2021.

## DEPARTMENT PERFORMANCE MEASURES

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
Prepare a 5-year forecast for use by decision-makers	Yes	Yes	Yes	Yes	Yes
Prepare a comprehensive budget summary for the City's webpage and general public	Yes	Yes	Yes	Yes	Yes
Forecast annual General Fund revenues within 5%	Yes	Yes	Yes	Yes	Yes
Prepare a clear and comprehensive annual Financial Results Summary for the City's webpage and general public	Yes	Yes	Yes	Yes	Yes
Receive an unqualified opinion on all financial audits	Yes	Yes	Yes	Yes	Yes
Post 95% of water account payments received by mail within 24 hours	Yes	Yes	Yes	Yes	Yes
Deposit all customer payments received within 1 business day	Yes	Yes	Yes	Yes	Yes
Provide accurate and timely debt service payments	Yes	Yes	Yes	Yes	Yes
Maintain the City's AA+ bond rating	Yes	Yes	Yes	Yes	Yes

## **FINANCE - ADMINISTRATIVE SERVICES DIVISION**

Administrative Services is a division of the Finance Department. It is operated as an internal service fund and provides services solely to City departments. Accordingly, its costs are allocated to City departments.

The Division manages and maintains an information technology network for all departments, including computer hardware and software for running mission-critical business applications, technology disaster recovery, telecommunications systems, financial information management systems, utility billing systems, email, and connectivity to the Internet and Intranet. The Division also provides administrative support to City Hall by maintaining a staff reception desk and front-line customer service, clerical and document management, and intra-City mailroom service.

The City of Burlingame began contracting for information technology services with Eaton & Associates in May 2022. The City of Burlingame remains the owner of its software and hardware and partners with Eaton & Associates to meet the technological needs of each department.

### **KEY ADMINISTRATIVE SERVICES DIVISION BUDGET CHANGES**

The proposed budget for the Administrative Services Division for fiscal year 2024-25 will increase by \$445,000, or 20.8%. The majority of the increases are reflected in capital outlay due to server upgrades and non-personnel costs related to contractual services, computer maintenance contracts, and communications.

The employee cost increase of \$22,000, or 8.7%, is due to scheduled salary increases and associated benefit costs. Twenty-five percent of the work hours for the Finance Director and one of the Financial Services Managers is allocated to the division. Additionally, 50 percent of the Assistant to the City Manager's work hours are allocated to the Administrative Services Division for website management and other programs.

The non-personnel cost increase of \$334,000, or 22.5%, is primarily due to the addition of \$80,000 for the costs of IT services, \$40,000 in maintenance of Financial software (Tyler MUNIS), \$30,000 in annual software license fees, and \$168,000 in internet and communication-related fees.

Capital outlay for fiscal year 2024-25 is comprised of server upgrades that will cost \$285,000, the continuation of VoIP implementation for \$105,000, development of a SharePoint site for \$78,000, and UPS for the Corp Yard for \$20,000.

## ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	258,149	280,598	22,449	8.7%
Non-Personnel Costs	1,483,149	1,817,177	334,028	22.5%
Capital Outlay	399,800	488,000	88,200	22.1%
<b>Total Appropriation</b>	<b>2,141,098</b>	<b>2,585,775</b>	<b>444,677</b>	<b>20.8%</b>
<b>Sources of Funds</b>				
Charges for Svc – ISF	2,141,098	2,585,775	444,677	20.8%
Interest Income – ISF	20,000	20,000	0	0.0%
<b>Total Funding</b>	<b>2,161,098</b>	<b>2,605,775</b>	<b>444,677</b>	<b>20.6%</b>

## FINANCE DEPARTMENT - FINANCE DIVISION

The Finance Department manages the financial affairs of the City and invests idle cash. The Finance Director/Treasurer serves as the Chief Financial Officer. The Department follows sound financial recording and reporting practices in accordance with applicable laws and generally accepted accounting principles as approved by the Governmental Accounting Standards Board.

### KEY FINANCE DIVISION BUDGET CHANGES

The proposed personnel costs for the Finance Division remain relatively stable. The increase of \$120,000, or 5.6%, is primarily due to the scheduled salary increases and associated benefit costs.

The non-personnel costs have increased by \$114,000, or 16.0%. This is mainly due to the cost increases in contractual services by \$43,000 and a \$71,000 increase in contributions to Other Post-Employment Benefits (OPEB).

The increase of \$23,000, or 9.4%, in internal services is mainly due to IT allocations.

## FINANCE DIVISION BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	2,142,127	2,261,820	119,693	5.6%
Non-Personnel Costs	713,053	827,231	114,178	16.0%
Internal Services	240,140	262,709	22,569	9.4%
<b>Total Appropriation</b>	<b>3,095,320</b>	<b>3,351,760</b>	<b>256,440</b>	<b>8.3%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	9,300	0	(9,300)	-100.0%
Water Enterprise	530,600	585,600	55,000	10.4%
Sewer Enterprise	263,500	285,700	22,200	8.4%
Solid Waste Enterprise	29,000	29,000	0	0.0%
Measure I	2,200	3,300	1,100	50.0%
General Fund	2,260,720	2,448,160	187,440	8.3%
<b>Total Funding</b>	<b>3,095,320</b>	<b>3,351,760</b>	<b>256,440</b>	<b>8.3%</b>

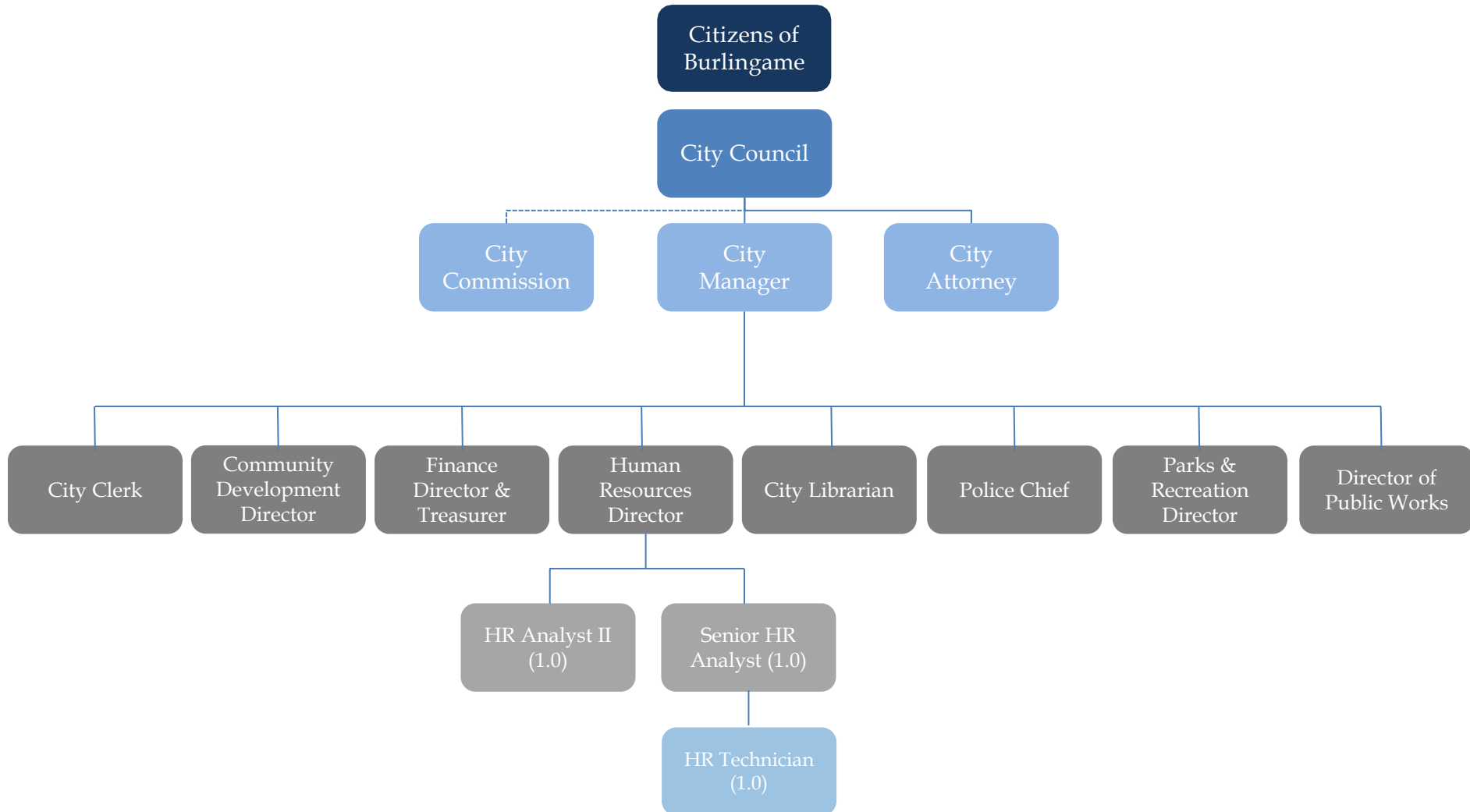


# HUMAN RESOURCES





# HUMAN RESOURCES



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## HUMAN RESOURCES

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### DEPARTMENT MISSION

The Human Resources Department's mission is to provide a high-quality, meaningful service experience to applicants, employees, retirees, and the public, as well as to collaborate with departments to recruit, develop, support, and retain diverse and talented employees who are the key to the City of Burlingame's service delivery, reputation, and success.

### DEPARTMENT OVERVIEW

The Human Resources Department provides a full array of employment services in support of the needs of the City and the community at large. The Department is responsible for recruitment and retention, classification and compensation systems, workers' compensation and employee safety, labor and employee relations, employment policies and procedures, benefits administration for active and retired employees, employee development and training, employee engagement initiatives, employee recognition activities, and maintaining positive working relationships with labor groups, staff (active and retired), and the public. The Human Resources Department also ensures compliance with federal, state, and local laws and administers programs within the City's Memoranda of Understanding, the Personnel Rules and Regulations, and Administrative Procedures.

### DEPARTMENT BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	986,711	936,642	(50,069)	-5.1%
Non-Personnel Costs	1,435,849	1,509,707	73,858	5.1%
Internal Services	100,053	107,551	7,498	7.5%
<b>Total Appropriation</b>	<b>2,522,613</b>	<b>2,553,900</b>	<b>31,287</b>	<b>1.2%</b>
<b>Sources of Funds</b>				
Charges for Svc - ISF	891,000	900,950	9,950	1.1%
Interest Income - ISF	86,500	86,500	0	0.0%
General Fund	1,414,613	1,400,950	(13,663)	-1.0%
Workers Comp - ISF	130,500	165,500	35,000	26.8%
<b>Total Funding</b>	<b>2,522,613</b>	<b>2,553,900</b>	<b>31,287</b>	<b>1.2%</b>

## DEPARTMENT STAFF

	FY2024 Adopted FTE	FY2025 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Human Resources Director	1.00	1.00	0.00
Senior Human Resources Analyst	1.00	1.00	0.00
Human Resources Analyst II	1.00	1.00	0.00
Human Resources Technician	1.00	1.00	0.00
<b>Total FTE</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
<b>Human Resources Division</b>					
Average number of business days for a recruitment process to establish an eligible list	38	44	29	36	32
Number of employee participants in City training	221	233	300	315	366
Number of regular recruitments completed	29	16	36	30	25
Number of regular new hires	24	20	35	32	28
Number of labor associations	7	7	7	7	7
Number of labor agreements (MOUs) negotiated and approved	1	0	5	4	3
<b>Workers' Compensation Division</b>					
Number of workers' compensation claims filed	21	22	29	16	7
Number of lost work days due to workers' compensation injuries	379	475	400	565	165

## KEY HUMAN RESOURCES DIVISION BUDGET CHANGES

There are no significant changes in the Human Resources Department's budget for fiscal year 2024-25. Personnel costs are decreasing by \$50,000, or 5.1%, primarily due to the reduction in budget for part-time as now the department is fully staffed. Overall, the non-personnel costs are increasing by \$29,000, or 7.8%. This is mainly due to the \$30,000 increase in Other Post-Employment Benefits (OPEB) costs, and a \$17,000 increase in other operating expenses, which is partially offset by a reduction of \$18,000 in contractual services. The increase of \$7,000, or 7.5%, in Internal Services is mainly due to the computer and facilities maintenance allocations.

## HUMAN RESOURCES DIVISION BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	986,711	936,642	(50,069)	-5.1%
Non-Personnel Costs	372,849	401,757	28,908	7.8%
Internal Services	100,053	107,551	7,498	7.5%
<b>Total Appropriation</b>	<b>1,459,613</b>	<b>1,445,950</b>	<b>(13,663)</b>	<b>-0.9%</b>
<b>Sources of Funds</b>				
General Fund	1,459,613	1,445,950	(13,663)	-0.9%
<b>Total Funding</b>	<b>1,459,613</b>	<b>1,445,950</b>	<b>(13,663)</b>	<b>-0.9%</b>

## HUMAN RESOURCES – WORKERS' COMPENSATION

The Human Resources Department administers a workers' compensation program that complies with federal and state law. Workers' compensation programs provide benefits in the event an employee is injured at work and other conditions are met. Workers' compensation benefits cover medical care and treatment, temporary disability benefits, permanent disability benefits, vocational rehabilitation benefits, and death benefits for sustained work-related injuries and illnesses. Benefits are administered through a process of self-administration, with a right of appeal to the Workers' Compensation Appeals Board, the California Appellate Courts, and the California Supreme Court. The law also provides for preventive measures in the form of safety laws and administrative rules.

The Human Resources Department oversees both the benefits administration and the preventive measure components of workers' compensation. The preventive measures are found in the City's Injury and Illness Prevention Program (IIPP). The IIPP includes a system for ensuring that employees comply with safe and healthy work practices, for communicating with employees the policies on safe work practices, for maintaining forms for reporting unsafe conditions, for emergency action plan procedures, and for establishing labor/management safety committee

meetings. The Human Resources Department ensures safety training programs are conducted, workplace inspections are performed annually, unsafe work conditions and potential hazards are corrected, and the safety committee meets regularly.

The City's Workers' Compensation program is operated as an internal service fund and provides for the cost of services and claims associated with all City programs and services. Accordingly, its costs are allocated to all departments based on the historical frequency and severity of claims incurred.

## KEY WORKERS' COMPENSATION DIVISION BUDGET CHANGES

The Workers' Compensation program budget is increasing by \$45,000, or 4.2%. This is primarily due to the increase of \$35,000 in claim liability for fiscal year 2024-25. The rest of the increase is driven by an increase in claim administration services charges and office expenses.

## WORKERS' COMPENSATION DIVISION BUDGET SUMMARY

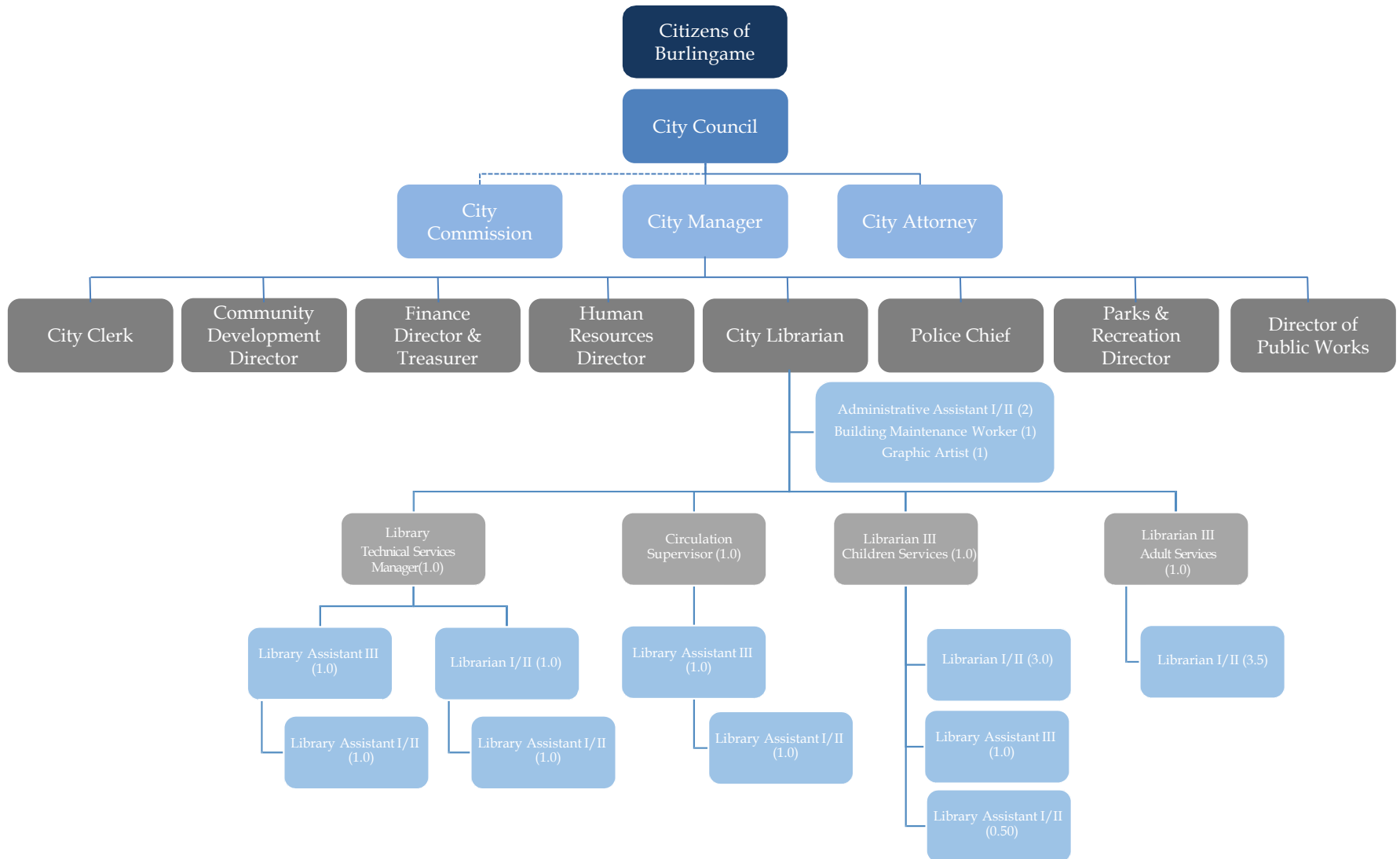
	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	1,063,000	1,107,950	44,950	4.2%
<b>Total Appropriation</b>	<b>1,063,000</b>	<b>1,107,950</b>	<b>44,950</b>	<b>4.2%</b>
<b>Sources of Funds</b>				
Charges for Svc - ISF	846,000	855,950	9,950	1.2%
Interest Income - ISF	86,500	86,500	0	0.0%
Workers Comp - ISF	130,500	165,500	35,000	26.8%
<b>Total Funding</b>	<b>1,063,000</b>	<b>1,107,950</b>	<b>44,950</b>	<b>4.2%</b>





**LIBRARY**

# LIBRARY





## LIBRARY

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### DEPARTMENT MISSION

The Burlingame Public Library is a place where all are welcome to enjoy, learn, create, gather, support, and just relax. The Library encourages inclusion and welcomes diversity; fosters literacy and life-long learning; facilitates free and easy access to information; builds community and nurtures innovation; and protects privacy and preserves intellectual freedom.

The Library has continued to make strides towards post-pandemic normalcy, with large crowds of people enjoying the Library on any given day. Staff looks forward to another year of serving the Burlingame/Hillsborough public.



### DEPARTMENT OVERVIEW

The Library has four major program areas: Adult Services; Circulation; Children, Teen, and Easton Branch; and Technical Services and IT. Staff members in all four program areas have been working to create lasting partnerships and better working relationships with other City departments such as Fire, Police, and Parks and Recreation to better serve the Burlingame community.

The Adult Services Division provides professional guidance and access to information via library collections, electronic resources, and instruction. This Division selects print, media, and electronic resources to meet library user needs and offers technical education, including basic computer education and instruction on library databases, library e-services, and the online catalog. Adult Services staff members also provide a variety of programming, including author talks, small business and career planning, historical discussions, book clubs, computer and technology assistance, and art collaborations and docent lectures. Additional services include outreach to the homebound, volunteer programs, and inter-library loans.

Circulation Services provides first-class customer service in the circulation of library materials; maintains circulation by creating and editing library accounts, billing records, and inventory control; shelves books and pulls hold-transfers; and provides training and management of Library Aides and Library Assistants. This Division manages the Automated Materials Handling (AMH) system, which was installed to streamline the return of materials, increase patron satisfaction with instantaneous updating of their accounts, and reduce staff injuries.

The Children, Teen, and Easton Branch Services Division provides recommendations to readers and facilitates access to information. The Division also promotes effective use of the Library through a wide variety of programs, including Baby, Toddler, Pre-School, and special language-specific story-times; author events; special programs; college preparation programs for teens; and a Teen Advisory Board. Children Division staff put a great deal of effort into the yearly Summer Reading program to promote literacy and help slow “summer slide”. Staff members promote the Library’s services through local school outreach, community groups, and material selection. Additional services include supporting local schools by providing class visits both in the Library and in school and by providing special privilege teacher cards.

The Technical Services Division maintains the Library’s print (including magazines and newspapers) and AV collections with three main areas of focus: acquisitions (purchasing materials), cataloging (description of materials), and processing (labeling of materials). This Division ensures that the nearly 1500 items that staff orders each month are properly classified, labeled, and on the shelf in a timely manner.

The IT staff provides support for all of the Library’s hardware, software, and network-related issues. In addition, IT staff coordinates with the Peninsula Library Area Network (PLAN, the PLS consortium’s IT department) as well as City IT contractors to implement new technology and train staff in new protocols.

## **KEY BUDGET CHANGES**

The Library Department’s proposed budget is set to increase by \$419,000, or 6.6%. Personnel costs will increase by about \$183,000, or 4.3%, due to regular contractual wage increases for both full-time and part-time employees and associated benefit costs.

The increase of \$209,000, or 18.3%, for non-personnel costs is primarily due to an increase in the Department’s OPEB (retiree medical benefits) cost allocation of \$135,000, an increase in contractual services of \$84,000, a decrease of \$26,000 in supplies, and a \$15,600 increase in utilities cost, resulting in a total increase of 18.3%.

The allocation of internal services has slightly increased by \$28,000, or 2.9%. The department’s IT cost allocation reflects a \$46,000 increase, while the facilities maintenance cost allocation decreased by \$10,000, and other cost allocation decreased by \$8,000, resulting in a total increase of 2.9% for internal services.

## **DEPARTMENT BUDGET SUMMARY**

# CITY OF BURLINGAME | FISCAL YEAR 2024-25

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	4,251,923	4,434,506	182,583	4.3%
Non-Personnel Costs	1,141,474	1,349,980	208,506	18.3%
Internal Services	960,009	987,999	27,990	2.9%
<b>Total Appropriation</b>	<b>6,353,406</b>	<b>6,772,485</b>	<b>419,079</b>	<b>6.6%</b>

<b>Sources of Funds</b>				
General Fund	10,000	10,000	0	0.0%
Charges for Svc - Hillsborough	748,000	796,572	48,572	6.5%
Charges for Svc - General Fund	5,595,406	5,965,913	370,507	6.6%
<b>Total Funding</b>	<b>6,353,406</b>	<b>6,772,485</b>	<b>419,079</b>	<b>6.6%</b>

## DEPARTMENT STAFF

	FY2024 Adopted FTE	FY2025 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant I/II	2.00	2.00	0.00
Building Maintenance Worker	1.00	1.00	0.00
Circulation Supervisor	1.00	1.00	0.00
City Librarian	1.00	1.00	0.00
Graphic Artist	1.00	1.00	0.00
Librarian I/II	7.50	7.50	0.00
Librarian III	2.00	2.00	0.00
Library Technical Services Manager	1.00	1.00	0.00
Library Assistant I/II	3.50	3.50	0.00
Library Assistant III	3.00	3.00	0.00
<b>Total FTE</b>	<b>23.00</b>	<b>23.00</b>	<b>0.00</b>



## DEPARTMENT STATISTICS

	FY 19-20 *	FY 20-21*	FY 21-22*	FY 22-23*	FY 23-24 Estimated *
Population served	37,730	37,340	37,340	37,444	37,450
Registered borrowers	26,123	27,462	28,198	30,314	30,400
Population registered	70%	74%	76%	80%	81%
Items circulated	653,477	413,750	628,472	684,503	698,000
Children's items	287,125	190,768	338,034	378,810	380,000
Teen Items	15,968	13,287	22,509	22,678	22,800
E-media	72,396	88,177	83,134	70,538	72,000
Circulation per capita (entire population)	17	11	17	18	19
Circulation per child/teen patron	42	32	53	50	50
Library visits	255,280	4,937 June 15-30 only	155,037	250,336	279,950
Visits to library website	102,474	113,085	82,556	86,925	111,100
Programs offered	791	565	737	742	885
Program attendance	24,984	19,442	20,096	22,545	24,200
Total collection size including e-media	482,613	469,447	506,882	670,447	675,000

## DEPARTMENT PERFORMANCE MEASURES

	FY 19-20 *	FY 20-21*	FY 21-22*	FY 22-23*	FY 23-24 Estimated *
Kindergarten card drive	n/a	n/a	139	181	200
Story time attendance	11,317	10,476	6,499	7,843	8,000
Children's summer reading club	287	354	682	899	900
Librarian visits at schools	22	n/a	179	153	155
Class visits at library	32	3	6	66	70

\* Many statistics have been affected by Library closures due to the COVID-19 pandemic.

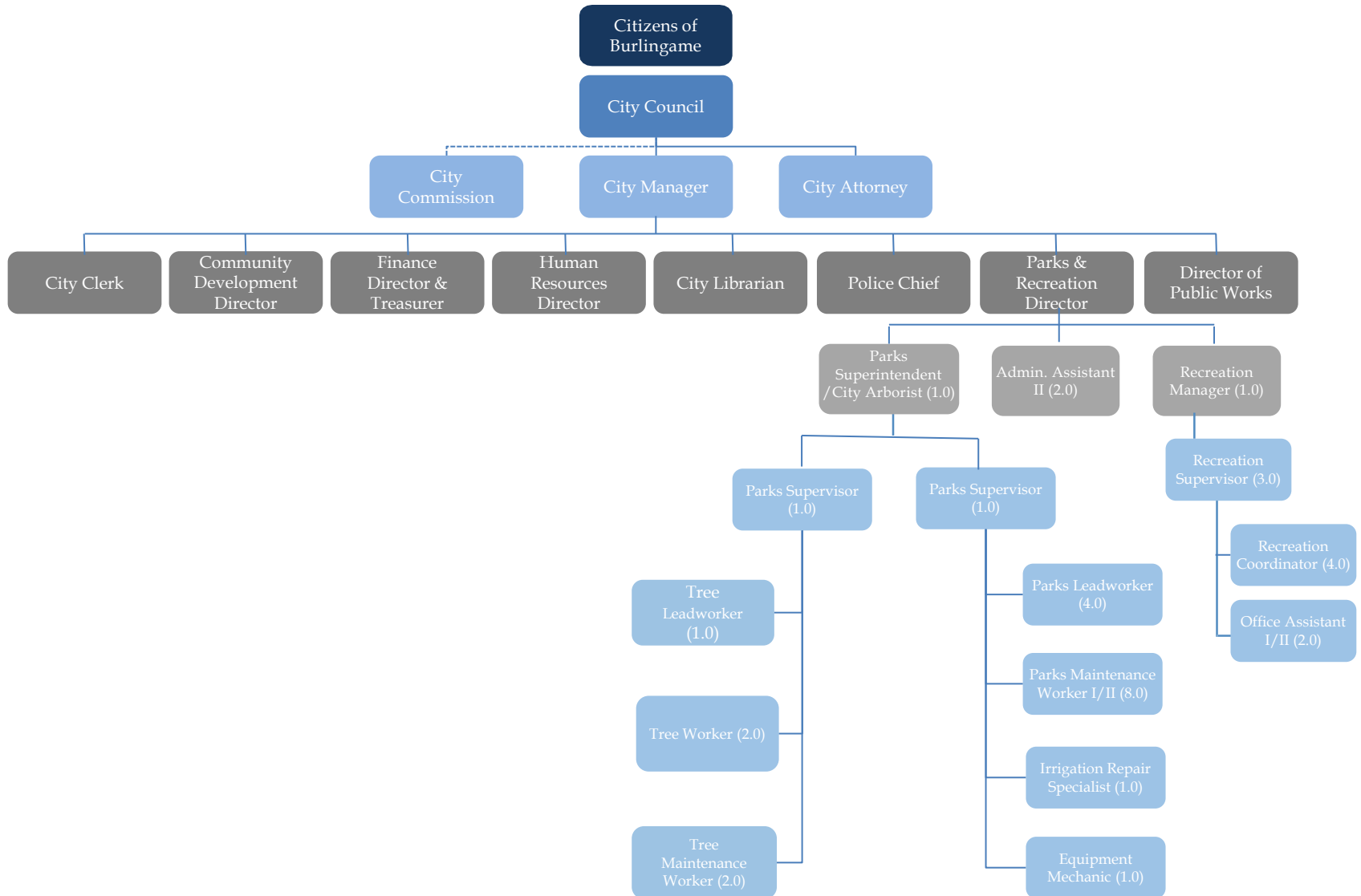




# PARKS AND RECREATION



# PARKS AND RECREATION



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## PARKS AND RECREATION DEPARTMENT

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### DEPARTMENT MISSION

The Burlingame Parks and Recreation Department is creating a better community to live and play through quality recreational environments, enriching opportunities, and empowering people.

### DEPARTMENT OVERVIEW

The Parks and Recreation Department includes the Parks, Recreation, and Aquatics Divisions. The Department is responsible for offering a wide variety of programs, classes, and events and maintaining open spaces, parks, athletic fields, playgrounds, fitness equipment, and the landscape of City facilities and the City's urban forest, which includes City park trees and City street trees.



Through the hard work of Department staff and support from the City Council and community, the City has retained the distinction of being named a Tree City USA by the Arbor Day Foundation for 45 consecutive years. The Department manages the contracts for Topgolf, Gabriel & Daniel's Mexican Grill, various parking agreements at Murray Field, the Burlingame Aquatics Club (BAC), the San Mateo Union High School District, the Lions Club, and the Carriage House. Department staff also supports the Beautification Commission, the Parks and Recreation Commission, the Youth Advisory Committee, the Parks and Recreation Foundation, and the Senior Advisory Committee.

### DEPARTMENT BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	6,060,671	6,943,552	882,881	14.6%
Non-Personnel Costs	5,080,728	4,800,022	(280,706)	-5.5%
Internal Services	2,349,527	3,301,836	952,309	40.5%
Capital Outlay	201,000	207,000	6,000	3.0%
<b>Total Appropriation</b>	<b>13,691,926</b>	<b>15,252,410</b>	<b>1,560,484</b>	<b>11.4%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	3,660,000	4,200,000	540,000	14.8%
General Fund	10,015,926	11,035,410	1,019,484	10.2%
Parking Fund	16,000	17,000	1,000	6.3%
<b>Total Funding</b>	<b>13,691,926</b>	<b>15,252,410</b>	<b>1,560,484</b>	<b>11.4%</b>

## DEPARTMENT STAFF

	FY 2024 Adopted FTE	FY 2025 Budget Request	+ / - Change in FTE
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant II	2.00	2.00	0.00
Equipment Mechanic	1.00	1.00	0.00
Irrigation Repair Specialist	1.00	1.00	0.00
Office Assistant I/II	2.00	2.00	0.00
Parks Maintenance Worker I/II	7.00	8.00	1.00
Parks Superintendent / City Arborist	1.00	1.00	0.00
Parks Supervisor	2.00	2.00	0.00
Parks & Recreation Director	1.00	1.00	0.00
Parks Maintenance Leadworker	4.00	4.00	0.00
Recreation Coordinator I/II	4.00	4.00	0.00
Recreation Manager	1.00	1.00	0.00
Recreation Supervisor	3.00	3.00	0.00
Tree Leadworker	1.00	1.00	0.00
Tree Worker	2.00	2.00	0.00
Tree Maintenance Worker	2.00	2.00	0.00
<b>Total FTE</b>	<b>34.00</b>	<b>35.00</b>	<b>1.00</b>

## DEPARTMENT STATISTICS

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
<b>Recreation Program Participants</b>					
Preschool	1,462	179	1,320	1,358	1,489
Youth/Teen Enrichment	4,661	2,006	3,858	6,404	6,600
Youth/Teen Sports	3,052	1,984	3,896	1,451	1,513
Adult Enrichment/Sports	1,985	1,165	3,458	2,496	2,400
Mature Adult (includes weekly drop-in programming)	4,444	869	2,162	176	518



	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
<b>Recreation Rentals</b>					
Picnic	129	107	275	357	409
Building	175	0	15	391	726
Outdoor Class Park Space	119	361	275	148	251
Tennis Courts (including COVID reservations and a new scheduling system that tracks usage differently)	1,456	8,000	12,000	0	2,001
Community Garden Beds	22	22	22	22	22
Bocce Ball Courts	39	23	42	96	90
<b>Parks Services</b>					
Tree Plantings	222	280	336	252	350
Tree Removals	228	194	317	323	1,096
Tree Trimmings	1,639	1,332	1,427	1,350	3,521
Permit Applications	96	119	55	147	43
Emergency Call Outs	22	19	93	66	48

\*Due to the COVID-19 pandemic, the construction of the new Community Center, and a new registration system, Recreation participation numbers were significantly affected. Beginning with the opening of the new Community Center, the Department statistics will be reorganized with new categories.

## PARKS AND RECREATION DEPARTMENT PARKS DIVISION

The Parks Division's responsibilities are divided into four areas: Administration, Facilities and Equipment Maintenance, Landscape Maintenance, and Tree Maintenance.

The Parks Division's Facilities and Equipment Maintenance Crew installs, inspects, and maintains playground equipment, hardscape, and site furnishings; installs and repairs irrigation systems and maintains the City's computerized central irrigation system; prepares City athletic fields for use by numerous softball, baseball, soccer, and lacrosse leagues; and performs routine and emergency maintenance on the Department's small engine equipment.

The Landscape Maintenance Crew maintains turf and landscaping in all parks, medians, parking lots, Burlingame Avenue, Broadway, and other City-owned facilities; provides seasonal landscaping in selected locations; maintains plant materials in the nursery; services restrooms,

trash receptacles, and pathways in City parks; prepares and maintains athletic fields for user groups; and provides weed and exterior pest control at all City facilities.

The Maintenance Crew and the Landscape Crew maintain the following areas and equipment:

- 62 acres of landscape maintenance
- 20 City parking lot landscapes
- 48 median street islands
- 7 City building landscapes
- 6 large parks with athletic fields
- 9 neighborhood parks and tot lots
- Mills Canyon Wildlife Area
- Bayside Community Garden
- Skyline Open Space Park
- Bayside Dog Park
- Ray Park Dog Park
- Burlingame Ave. landscaping & trees
- Broadway and Overpass trees and landscape
- California Roundabout
- Meta campus (City land only)
- Bayfront Bird Sanctuary
- Sanchez Creek
- 3 bocce ball courts
- 7 tennis courts and 15 pickleball courts
- 6 basketball courts
- 11 baseball and softball fields
- 16 miscellaneous game courts
- 125 + pieces of playground equipment
- 4 adult fitness equipment clusters
- 9 restroom locations
- 13 grandstands and bleachers
- 25+ pieces of rolling equipment
- 50+ pieces of power tools/equipment
- 15+ miscellaneous areas
- Green infrastructure on City streets

The Tree Maintenance Crew ensures the protection of people and property through the maintenance or removal of hazardous trees; promotes the health and vigor of City-owned trees through a program of inspection, grid pruning, and tree health maintenance; and plants trees where others have been removed and in areas where the need for a new tree exists. With contract support, the crew maintains 16,301 City street trees and 4,640 open space/City park trees with over 310 distinct tree species. The City tree canopy covers approximately 274 acres, or 7.8% of the total land area and 71% of the City's total streets and sidewalk area.

While each Crew has its primary responsibilities, the Parks Division staff has been trained in each area of maintenance, allowing for a well-coordinated storm response team. The response is prioritized by life safety, property damage, and public thoroughfare access. During storm events, Parks staff is called upon to maintain a coordinated response to protect these prioritized areas of service. Significant outreach and customer service are provided to educate the public on the balance of benefits and risks trees present.

The Parks Division also works with the Public Works Department on the sidewalk replacement program and with the Community Development Department on planning and building projects; updates and maintains the street tree inventory management system; coordinates the issuance and inspection of private tree removals; represents the City on tree-related issues with Caltrain and Caltrans; and meets and works with the City Council, the Parks and Recreation Commission, the Beautification Commission, other public agencies, City departments, and the general public.

## KEY PARKS DIVISION BUDGET CHANGES

The Parks Division's proposed personnel budget reflects an increase of \$544,000, or 14.3%. This proposed budget includes an additional full-time Parks Maintenance Worker and extra part-time assistance. The remaining increase in the Division's personnel budget is consistent with the scheduled salary increases for both full-time and part-time employees and associated benefits.

Non-personnel costs in the Parks Division decreased by \$478,000, or 17.7%. During fiscal year 2023-24, the City experienced several severe storms that required more large-stature trees to be trimmed or removed than in previous years. While storms are still expected, staff has reduced the contractual services budget for fiscal year 2024-25 by \$758,000 (as compared to \$1.59 million in the prior year). The remaining change is primarily due to the calculation of unfunded accrued liability (UAL) associated with Other Post-Employment Benefits (OPEB).

Internal services will increase by \$907,000, or 50.0%, largely due to a special insurance allocation. Vehicle services and IT cost allocations are also a component of this increase.

## PARKS DIVISION BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	3,789,983	4,333,768	543,785	14.3%
Non-Personnel Costs	2,696,869	2,218,521	(478,348)	-17.7%
Internal Services	1,813,254	2,719,987	906,733	50.0%
Capital Outlay	176,000	182,000	6,000	3.4%
<b>Total Appropriation</b>	<b>8,476,106</b>	<b>9,454,276</b>	<b>978,170</b>	<b>11.5%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	410,000	260,000	(150,000)	-36.6%
General Fund	8,050,106	9,177,276	1,127,170	14.0%
Parking Fund	16,000	17,000	1,000	6.3%
<b>Total Funding</b>	<b>8,476,106</b>	<b>9,454,276</b>	<b>977,170</b>	<b>11.5%</b>

## **PARKS AND RECREATION DEPARTMENT RECREATION DIVISION**

The Recreation Division provides recreation and leisure opportunities and community support to Burlingame and surrounding communities. The Division offers programs for all sectors of the population, from pre-school children to senior citizens, families, schools, and local non-profit agencies. The Recreation Division's programs allow individuals to improve their health and fitness, pursue life-long learning, enjoy outdoor areas within the city, and socialize with other community members. The new Community Center also provides community support services through referrals and spaces to work, meet, and visit.

The Recreation Division's operations encompass Administration, Pre-school, School-age/Teen Enrichment, School-age/Teen Sports, Adult Enrichment and Sports, Mature Adults, Facilities, and Special Programs/Events. In addition to City General Fund support, the Department relies on user fees, volunteers, donations, and the support of other community groups to provide facilities, activities, and programs that make Burlingame a special place to live, work, and play.

The Division works closely with school districts and local community organizations to provide excellent programs and facilities to "create a better community in which to live and play through quality recreational environments, enriching opportunities, and empowering people." These organizations include the American Youth Soccer Organization, Burlingame Girls Softball, Burlingame Soccer Club, Burlingame Youth Baseball Association, Coyotes Youth Lacrosse, Burlingame School District, Our Lady of Angels School, Adult Education, Burlingame High School, Mercy High School, St. Catherine of Siena School, Chamber of Commerce, The San Francisco Peninsula, Lions Club, the Business Improvement Districts, and AARP.

The Recreation Division offers a popular array of youth activities, including the Village Park pre-school program, camps, music, art, foreign language, sports, theater, fitness, ballet, gymnastics, and drop-in playground. With the ability to use Burlingame School District facilities, the Recreation Division also offers a wide range of programming for school-age students and teens, including camps, sports programs, and classes on school sites. In addition, the Recreation Division supports the Youth Advisory Committee (YAC), which advises the Parks and Recreation Commission on matters relevant to Burlingame's youth and teen populations.

Programming for adults has been growing with the new Community Center. Programs are offered in the following areas: softball, basketball, tennis, first aid/CPR, music, art, performing arts, foreign languages, ping pong, pickleball, fitness programs, bridge, specialty workshops, and various drop-in programs. In spring 2024, permanent pickleball nets were installed as part of the Washington Park Courts resurfacing project. In addition, the Division offers weekly free bingo, free movies, various tours and trips, free blood pressure screenings, computer classes, a driver safety program, and free tax preparation.

The Recreation Division also organizes and manages several special events, such as the Annual Holiday Tree Lighting & Winterfest, Movies in the Park, Music in the Park, Family Campout, Streets Alive, Royal Ball, Muddy Mile, volunteer and contractor appreciation events, and the new Winter Market.

In addition, the Recreation Division has supported the annual Pet Parade on Broadway, the Fall Fest on Howard Ave, and Burlingame on the Ave. With the new Community Center, the Lobby Gallery, which displays the work of local artists, has resumed.

The new Community Center provides spaces for community meetings, trainings, private rentals (parties, weddings, etc.), and party package rentals. In addition, staff opened a drop-in playground for community use during inclement weather. The new Community Center has a backup generator and solar power, enabling it to remain open during power outages and provide a space for community members to continue to work and use WIFI as needed.

## KEY RECREATION DIVISION BUDGET CHANGES

The Recreation Division's personnel costs are increasing by \$339,000, or 14.9%, to fund more part-time employees in anticipation of an increase in the number of classes offered to the community. The remaining increase in the Division's personnel budget is due to scheduled salary increases and associated benefits.

An increase in non-personnel costs of \$113,000, or 5.8%, is due to expected repairs and the calculation of unfunded accrued liability (UAL) associated with Other Post-Employment Benefits (OPEB).

Internal services costs are increasing by \$46,000, or 8.5%, primarily due to IT and facilities cost allocations.

## RECREATION DIVISION BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,270,688	2,609,784	339,096	14.9%
Non-Personnel Costs	1,946,859	2,059,501	112,642	5.8%
Internal Services	536,273	581,849	45,576	8.5%
Capital Outlay	0	0	0	0.0%
<b>Total Appropriation</b>	<b>4,753,820</b>	<b>5,251,134</b>	<b>497,314</b>	<b>10.5%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	3,100,000	3,800,000	700,000	22.6%
General Fund	1,653,820	1,451,134	(202,686)	-12.3%
<b>Total Funding</b>	<b>4,753,820</b>	<b>5,251,134</b>	<b>497,314</b>	<b>10.5%</b>



## **PARKS AND RECREATION DEPARTMENT AQUATICS DIVISION**

The Aquatics Division works with the San Mateo Union High School District (SMUHSD) via a joint-use agreement for the maintenance, operation, and use of the Burlingame High School (BHS) pool. From 2016 to the start of the pool renovations in July 2018, the City/BAC supported the facility by paying 78% of the annual maintenance and operating expenses and 50% of capital expenses. The initial renovations included removing and replacing the deck, removing and replacing the pool finish, and replacing the interior lights with LED fixtures. However, shortly after the start of the renovations, SMUHSD's contractor discovered various problems with the pool, including corrosion of the rebar at multiple locations and improper concrete coverage. The District Board subsequently voted to rebuild the pool rather than repair it, and work restarted in May 2019 after the District received the necessary State approvals to proceed. Per the agreement, in January 2023, the percentage of usage was reevaluated, and the parties agreed to a 79%/21% split between the City and the District.

The City and the District negotiated and approved a 20-year agreement in 2019. The agreement includes the City's contribution of \$2.7 million to the Aquatic Center reconstruction. The City's share of maintenance and operations expenses is 79/21% and 50/50% for capital expenses.

The Aquatics Division contracts with BAC to provide a full range of aquatic programming opportunities for the Burlingame community. Programming includes swimming lessons, swim teams, water polo, water safety classes, arthritis classes, fitness classes, lap and recreational swimming, and competitive programming at the BHS pool.

BAC continues to rebuild its programs after COVID, aided by a new Executive Director who is enhancing BAC programming. BAC reimburses the City for its maintenance and operations costs paid to the District, with the community and competitive programming paying their fair share of the allocated costs. BAC does not reimburse the City for capital expenses. BAC also receives an annual subsidy from the City for community programming such as learn-to-swim classes, lap swim, recreational swim, and fitness classes.

### **KEY AQUATICS DIVISION BUDGET CHANGES**

The Aquatics Division's non-personnel budget will increase by \$85,000, or 19.5%. This is due to general increases to services, maintenance, water consumption, and utilities.

## AQUATICS DIVISION BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Non-Personnel Costs	437,000	522,000	85,000	19.5%
Capital Outlay	25,000	25,000	0	0.0%
<b>Total Appropriation</b>	<b>462,000</b>	<b>547,000</b>	<b>85,000</b>	<b>18.4%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	150,000	140,000	(10,000)	-6.7%
General Fund	312,000	407,000	95,000	30.4%
<b>Total Funding</b>	<b>462,000</b>	<b>547,000</b>	<b>85,000</b>	<b>18.4%</b>

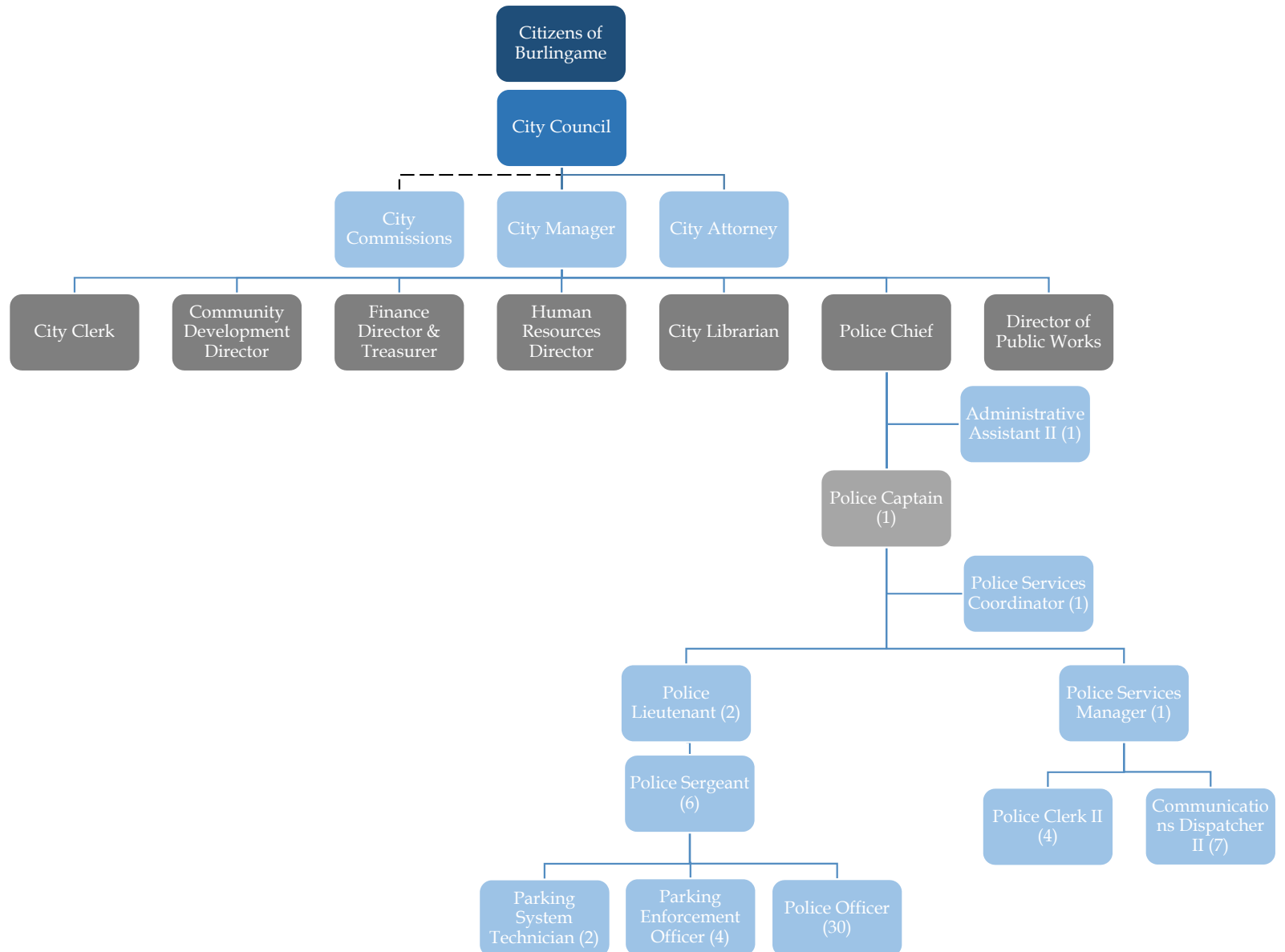
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# POLICE

# POLICE





## POLICE DEPARTMENT

### DEPARTMENT MISSION

The members of the Burlingame Police Department are dedicated to serving the community by providing safety, security, and confidence through excellence in policing.



### DEPARTMENT OVERVIEW

The Police Department consists of 40 sworn officers and 20 professional full-time staff positions within three divisions and several bureaus and units, including Patrol, Investigations, and Administrative Services. The Department is responsible for protecting the City's residents, businesses, and visitors by patrolling roughly six square miles using cars, bicycles, motorcycles, and foot patrols. The Department is a progressive department that embraces collaborative and guardian-style policing. The Department partners with nonprofits LifeMoves and Star Vista for outreach to the unhoused community, ensures that all officers receive Crisis Intervention Training, utilizes the San Mateo County Mental Health Assessment and Referral Team on a majority of calls involving persons in crisis, and collects stop data per the Racial and Identity Profiling Act (RIPA). The Department also works collaboratively with the City Council, the City Manager's Office, other City departments, and the community to address crime, property damage, quality of life issues, and inclusion.



### DEPARTMENT BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	15,882,456	17,201,817	1,319,361	8.3%
Non-Personnel Costs	3,193,405	3,629,392	435,987	13.7%
Internal Services	2,046,419	2,161,585	115,166	5.6%
Capital Outlay	27,000	27,000	0	0.0%
<b>Total Appropriation</b>	<b>21,149,280</b>	<b>23,019,794</b>	<b>1,870,514</b>	<b>8.8%</b>

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Sources of Funds</b>				
General Fund	18,852,138	20,525,184	1,673,046	8.9%
Permits & License - General Fund	82,600	82,600	0	0.0%
Charges for Svc - General Fund	52,000	58,000	6,000	11.5%
State Grants	215,000	215,000	0	0.0%
Measure I	195,885	214,541	18,656	9.5%
Fines and Forfeitures	645,000	670,000	25,000	3.9%
Parking Fees	1,900,000	2,100,000	200,000	10.5%
Monthly Parking Permits	115,000	120,000	5,000	4.3%
EV Charging Station Revenues	20,000	30,000	10,000	50.0%
Interest Income - Parking Enterprise	52,000	52,000	0	0.0%
<b>Total Funding</b>	<b>22,129,623</b>	<b>24,067,325</b>	<b>1,937,702</b>	<b>8.8%</b>

## DEPARTMENT STAFF

	<b>FY2024 Adopted FTE</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in FTE</b>
<b>Full-Time Equivalents (FTE)</b>			
Administrative Assistant II	1.00	1.00	0.00
Police Services Manager	1.00	1.00	0.00
Communications Dispatcher I/II	7.00	7.00	0.00
Parking Enforcement Officers	4.00	4.00	0.00
Parking System Technician	2.00	2.00	0.00
Police Captain	1.00	1.00	0.00
Police Chief	1.00	1.00	0.00
Police Clerk I/II	4.00	4.00	0.00
Police Lieutenant	2.00	2.00	0.00
Police Officer	30.00	30.00	0.00
Police Sergeant	6.00	6.00	0.00
Training Coordinator	1.00	1.00	0.00
<b>Total FTE</b>	<b>60.00</b>	<b>60.00</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

*Calendar Year	2019	2020	2021	2022	2023
Calls for service	41,662	45,872	43,706	43,787	44,699
Total crimes reported	2,388	2,434	2,202	2,220	2,159
Total arrests	638	601	624	532	473
Total vehicle accidents	300	200	199	252	343
Moving citations issued	3,234	1,421	2,264	1,856	1,687
Average calls per officer	1,042	1,147	1,093	1,095	1,117
Average calls per dispatcher	5,952	6,553	6,244	6,255	6,381
Five-year average calls for service	41,383	42,386	42,817	43,240	43,945
Five-year average annual calls per officer	1,062	1,070	1,076	1,081	1,099
Five-year average annual calls per dispatcher	5,912	6,055	6,117	6,177	6,277
Traffic stops	5,981	3,413	4,548	3,567	3,460
Incident reports	4,136	3,751	3,536	3,523	3,513

## POLICE DEPARTMENT - POLICE DIVISION

The Police Division includes Patrol, Traffic, Investigations, Records, and Property and Evidence.

The Patrol Division provides core law enforcement functions, including uniform patrol, crime prevention, traffic enforcement, preliminary criminal investigations, special weapons and tactics, and overall public safety, through enforcement of state laws and local ordinances. Officers respond to calls for service, provide self-initiated activity, and interact with citizens on respective beats.



The Traffic Bureau is part of the Patrol Division and is responsible for traffic enforcement, investigations of traffic collisions, Driving Under the Influence (DUI) enforcement, parking enforcement, vehicle abatement, and supervision of the crossing guard program. The Traffic program promotes the safe and orderly flow of traffic throughout Burlingame and ensures compliance with the City's posted speed limits, truck routes, and traffic safety signs. The Traffic Bureau also oversees grants from the Office of Traffic Safety.



The Investigations Division works with other divisions and bureaus in the Police Department to provide quality service to Burlingame's residents and business community by conducting follow-up investigations designed to identify responsible persons involved in committing crimes. The Investigations Division also spearheads the Department's efforts against human trafficking.

## CITY OF BURLINGAME | FISCAL YEAR 2024-25

The Records Bureau is responsible for maintaining custody of official police records and reports, including making the appropriate entries into the Records databases. The bureau provides public access to police records according to State law and administers the clerical functions relative to updating arrest warrant status and recording and responding to civil and criminal subpoenas and Subpoena Duces Tecum (production of evidence). The bureau also provides crime analysis and telephone operator functions for the Department.

The Property and Evidence Unit is responsible for all items the Department holds as evidence or seized property. This unit ensures that property and evidence are returned to the rightful owner or are auctioned as required by law.

### KEY POLICE DIVISION BUDGET CHANGES

The Police Division's proposed operating budget increased by \$1.5 million, or 8.7%, due primarily to the \$1,166,000, or 8.7%, increase in personnel costs as a result of scheduled salary increases, PERS Pension Unfunded Accrued Liability, and the associated benefit costs.

Non-personnel costs increased by \$279,000, or 12.6%, due largely to the increase of OPEB (retiree medical benefits) amortization costs of \$200,000, and contractual services in the amount of \$70,000. The increase in contractual services costs includes an additional \$35,000 agreement with Microsoft 365 for email service, \$6,000 to All City Management Services for school crossing guards, \$10,000 for animal control services, \$8,000 for background investigation services, \$4,000 for Flock automated license plate readers, \$3,000 for the Peninsula Humane Society Shelter construction cost, and an increase of \$12,000 to Axon for the body worn cameras agreement. The remaining \$9,000 increase is reflected in supplies.

### POLICE DIVISION BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	13,384,972	14,551,240	1,166,268	8.7%
Non-Personnel Costs	2,209,460	2,488,626	279,166	12.6%
Internal Services	1,738,846	1,795,466	56,620	3.3%
Capital Outlay	27,000	27,000	0	0.0%
<b>Total Appropriation</b>	<b>17,360,278</b>	<b>18,862,332</b>	<b>1,502,054</b>	<b>8.7%</b>
<b>Sources of Funds</b>				
General Fund	16,769,793	18,247,191	1,477,398	8.8%
Permits & License - General Fund	82,600	82,600	0	0.0%
Charges for Svc - General Fund	52,000	58,000	6,000	11.5%
Fines and Forfeitures	45,000	45,000	0	0.0%
State Grants	215,000	215,000	0	0.0%
Measure I	195,885	214,541	18,656	9.5%
<b>Total Funding</b>	<b>17,360,278</b>	<b>18,862,332</b>	<b>24,656</b>	<b>0.1%</b>

## POLICE DEPARTMENT - COMMUNICATIONS

The Communications Bureau is responsible for all functions related to receiving, prioritizing, monitoring, and facilitating the response to externally generated emergency and non-emergency calls for public safety services. Communications personnel utilize a computer-aided dispatch-based system to enter, categorize, and dispatch all Department calls for service and record keeping activities and to store pertinent law enforcement information. Other Communications Bureau functions include data entry into appropriate National Crime Information Center (NCIC) and California Law Enforcement Telecommunications System (CLETS) based systems used for tracking wanted or missing persons, stolen property, warrant verification, and local databases related to court orders. Communications Bureau personnel are also responsible for activating the Rapid Notify emergency notification system and SMCAAlert.

### KEY COMMUNICATIONS BUDGET CHANGES

The Police Communications Division's proposed operating budget increased by \$179,000, or 9.3%, due to increases in personnel costs, non-personnel costs, and internal services allocation.

The \$123,000 personnel cost increase is consistent with a scheduled salary increase and associated benefit costs. Non-personnel costs in the Division have increased by \$45,000, or 18.9%, due primarily to OPEB amortization costs. The division's internal services cost has increased by \$10,789, or 12.4%, primarily to fund increases in IT.

### COMMUNICATIONS BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	1,606,335	1,729,349	123,014	7.7%
Non-Personnel Costs	238,424	283,597	45,173	18.9%
Internal Services	87,015	97,804	10,789	12.4%
<b>Total Appropriation</b>	<b>1,931,774</b>	<b>2,110,750</b>	<b>178,976</b>	<b>9.3%</b>
<b>Sources of Funds</b>				
General Fund	1,931,774	2,110,750	178,976	9.3%
<b>Total Funding</b>	<b>1,931,774</b>	<b>2,110,750</b>	<b>178,976</b>	<b>9.3%</b>



## POLICE DEPARTMENT – PARKING ENFORCEMENT

Parking Enforcement Officers provide enforcement for all parking-related issues such as permit parking, parking for the disabled, and fire lane violations as well as respond to requests for services. The Parking Enforcement personnel help ensure safe and orderly parking around schools, in commercial districts, and on all city streets. Removal of abandoned vehicles is also a primary responsibility of the Parking Enforcement Officers.

### KEY PARKING ENFORCEMENT BUDGET CHANGES

Personnel costs for Parking Enforcement have increased by \$17,000, or 2.9%, due to the scheduled salary increases and associated benefit costs. The non-personnel costs increased by \$18,000, or 16.2%, primarily due to the OPEB UAL amortization cost. Internal services costs increased by \$6,000, or 14.1%, primarily due to the IT cost allocation.

There are no significant changes to the Parking Enforcement Division's revenue.

### PARKING ENFORCEMENT BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Personnel Costs	594,594	611,930	17,336	2.9%
Non-Personnel Costs	112,207	130,393	18,186	16.2%
Internal Services	43,770	49,920	6,150	14.1%
<b>Total Appropriation</b>	<b>750,571</b>	<b>792,243</b>	<b>41,672</b>	<b>5.6%</b>
<b>Sources of Funds</b>				
Citation and fines	600,000	625,000	25,000	4.2%
General Fund	150,571	167,243	16,672	11.1%
<b>Total Funding</b>	<b>750,571</b>	<b>792,243</b>	<b>41,672</b>	<b>5.6%</b>

## POLICE DEPARTMENT – PARKING ENTERPRISE

The Parking Enterprise Fund relates to the maintenance and upkeep of the City's parking lots and metering equipment and the collection of metered parking and pay-by-space revenue. Any excess revenues accumulated in the fund are used to provide funding for future parking facilities and parking meter replacement and upgrades.

To provide a more appropriate matching of revenue and expenses, the cost of the City's parking enforcement activities was moved to the General Fund in the fiscal year 2015-16 budget. Metering and parking meter collection activities were retained by the Parking Enterprise Fund.

## KEY PARKING ENTERPRISE BUDGET CHANGES

The Parking Enterprise revenues are projected to increase by \$215,000 for fiscal year 2024-25. Personnel costs for Parking Enterprise remain stable, with a 4.3% increase due to the scheduled salary increases and associated benefit costs.

Non-personnel costs have increased by \$93,000, or 14.8%. The increase is largely due to increasing equipment maintenance, credit card fees, and contractual services. All City parking meters are now smart meters or pay-by-space machines with credit card capabilities, which increase the credit card fees by \$55,000. Because the cost to operate smart meters is higher than for coin-only meters, the cost for the contract to maintain the equipment has increased by \$15,000. The remaining increase of \$9,900 is for contractual services, and \$10,000 for OPEB UAL Amortization allocation.

The internal services costs are projected to increase by \$42,000, or 23.5%, due primarily to anticipated increases in facilities and vehicle services allocation.

## PARKING ENTERPRISE BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	296,555	309,298	12,743	4.3%
Non-Personnel Costs	633,314	726,776	93,462	14.8%
Internal Services	176,788	218,395	41,607	23.5%
<b>Total Appropriation</b>	<b>1,106,657</b>	<b>1,254,469</b>	<b>147,812</b>	<b>13.4%</b>
<b>Sources of Funds</b>				
Parking Fees	1,900,000	2,100,000	200,000	10.5%
Monthly Parking Permits	115,000	120,000	5,000	4.3%
EV Charging Station Revenues	20,000	30,000	10,000	50.0%
Interest Income - Parking Enterprise	52,000	52,000	0	0.0%
<b>Total Funding</b>	<b>2,087,000</b>	<b>2,302,000</b>	<b>215,000</b>	<b>10.3%</b>

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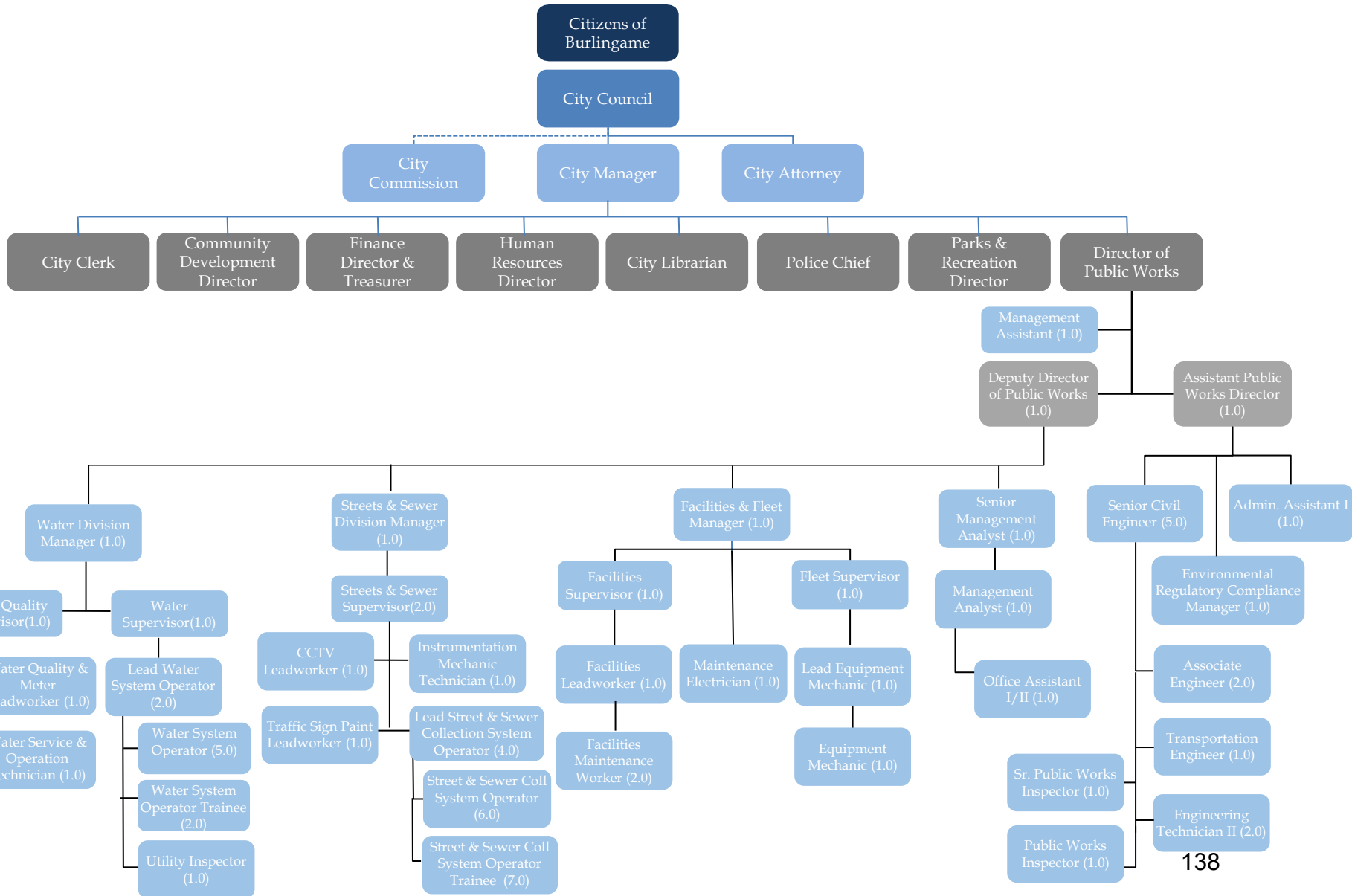


An aerial photograph of a modern architectural complex situated along a river. The complex features several interconnected buildings with glass and light-colored facades. A large parking lot filled with cars is visible in the lower-left corner. The river flows along the right side of the buildings, and a cityscape with hills is visible in the background under a blue sky with scattered clouds.

# PUBLIC WORKS



# PUBLIC WORKS





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## PUBLIC WORKS DEPARTMENT

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### DEPARTMENT MISSION

The Public Works Department's mission is to provide quality services with commitment, courtesy, and pride. In partnership with the Burlingame community, the Department strives to offer cost-effective and environmentally responsible services in the areas of design, construction, operation, and maintenance of public works infrastructure critical to the health and safety of the community and to make Burlingame a beautiful and vibrant city in which to live and work.

### DEPARTMENT OVERVIEW

The Public Works Department includes seven major divisions: Engineering, Facilities, Sewer, Streets and Storm Drainage, Vehicle and Equipment, Water, and Wastewater Treatment Plant.

The primary function of the Department is to provide essential public health and safety services to the community including:

- High-quality drinking water
- Sewer collection system maintenance
- Wastewater treatment
- Safe roads and sidewalks
- Storm drainage improvements and flood protection
- Traffic signals maintenance
- Street lights maintenance
- Parking facilities maintenance
- Building facilities maintenance
- Fleet maintenance



The Public Works Department is responsible for implementing the City's Capital Improvement Program including upgrades to aging infrastructure. In addition, the Department reviews plans and inspects construction of public improvements to serve new private residential, commercial, and industrial developments. The Department also reviews and processes encroachment permits for work done in the City right-of-way by private contractors and utility companies.

## DEPARTMENT BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	12,558,536	13,509,056	950,520	7.6%
Non-Personnel Costs	20,695,231	22,277,049	1,581,818	7.6%
Debt Service	4,370,132	4,361,132	(9,000)	-0.2%
Internal Services	4,460,364	4,879,464	419,100	9.4%
Capital Outlay	1,615,600	751,226	(864,374)	-53.5%
<b>Total Appropriation</b>	<b>43,699,863</b>	<b>45,777,927</b>	<b>2,078,064</b>	<b>4.8%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	1,194,000	1,614,000	420,000	35.2%
Charges for Svc - ISF	3,992,335	4,516,041	523,706	13.1%
Charges for Svc - Landfill	500,000	540,000	40,000	8.0%
Charges for Svc - Sewer	14,160,000	14,960,000	800,000	5.6%
Charges for Svc - Solid Waste	681,000	736,000	55,000	8.1%
Charges for Svc - Water	20,000,000	20,000,000	0	0.0%
Charges for Svc - Outside Agencies	1,714,000	1,832,900	118,900	6.9%
General Fund	7,527,634	8,195,945	668,311	8.9%
Grants & Contributions	65,000	65,000	0	0.0%
Interest Income	581,000	579,000	(2,000)	-0.3%
Other Revenue	163,000	178,000	15,000	9.2%
Parking Fund	88,000	90,000	2,000	2.3%
Reserves	436,215	(575,163)	(1,011,378)	-231.9%
<b>Total Funding</b>	<b>51,102,184</b>	<b>52,731,723</b>	<b>1,629,539</b>	<b>3.2%</b>

## DEPARTMENT STAFF

### Full-Time Equivalents (FTE)

	FY2024 Adopted FTE	FY2025 Budget Request	+ / - Change in FTE
Administrative Assistant I/II	1.00	1.00	0.00
Asst. Public Works Director	1.00	1.00	0.00
Associate Civil Engineer	2.00	2.00	0.00
CCTV Leadworker	1.00	1.00	0.00
Deputy Director of Public Works Operations	1.00	1.00	0.00
Director of Public Works	1.00	1.00	0.00
Engineering Technician	2.00	2.00	0.00
Environmental Regulatory Manager	1.00	1.00	0.00
Equipment Mechanic	1.00	1.00	0.00
Lead Equipment Mechanic	1.00	1.00	0.00
Facilities and Fleet Divisions Manager	1.00	1.00	0.00
Facilities Leadworker	1.00	1.00	0.00
Facilities Maintenance Worker	2.00	2.00	0.00
Facilities Supervisor	1.00	1.00	0.00
Fleet Supervisor	1.00	1.00	0.00
Maintenance Electrician	1.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00
Management Analyst	1.00	1.00	0.00
Management Assistant	1.00	1.00	0.00
Office Assistant I/II	1.00	1.00	0.00
Public Works Inspector	1.00	1.00	0.00
Instrumentation Maintenance Technician	1.00	1.00	0.00
Senior Civil Engineer	5.00	5.00	0.00
Senior Public Works Inspector	1.00	1.00	0.00
Lead Street Maintenance & Sewer Collection System Operator	4.00	4.00	0.00
Street & Sewer Division Manager	1.00	1.00	0.00
Street Maint. & Sewer Collection System Operator	6.00	6.00	0.00
Street Maint. & Sewer Collection System Operator Trainee	7.00	7.00	0.00
Street & Sewer Supervisor	2.00	2.00	0.00
Traffic Sign & Paint Leadworker	1.00	1.00	0.00
Transportation Engineer	1.00	1.00	0.00
Utility Inspector	1.00	1.00	0.00
Water Division Manager	1.00	1.00	0.00
Lead Water System Operator	3.00	3.00	0.00
Water System Operator	5.00	5.00	0.00
Water System Operator Trainee	2.00	2.00	0.00
Water Quality Supervisor	1.00	1.00	0.00
Water Service & Operations Technician	1.00	1.00	0.00
Water Supervisor	1.00	1.00	0.00
<b>Total FTE</b>	<b>68.00</b>	<b>68.00</b>	<b>0.00</b>

## DEPARTMENT STATISTICS

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
<b>Engineering</b>					
Major studies conducted	21	22	23	24	25
Streets, sidewalks, and storm drainage projects undertaken	23	26	26	27	27
Sewer projects undertaken	16	17	18	18	18
Water projects undertaken	13	15	17	17	17
Parks projects undertaken	4	4	5	4	6
Miscellaneous projects undertaken	12	13	13	13	14
Private development projects reviewed	120	150	190	210	220
<b>Facilities</b>					
Buildings maintained	23	26	27	28	28
Help desk tickets addressed	613	357	404	650	486
<b>Sewer</b>					
Customer service calls	652	602	728	775	720
Mains cleaned	457,941	379,633	438,108	400,000	371,681
Laterals repaired and replaced	70	19	22	25	23
Mains repaired and replaced (feet)	2,113	88	78	900	58
Pumps repaired	1	1	13	2	2
Private laterals inspected	62	91	87	75	75
Closed circuit television (miles of mains)	12	18	14	15	16
Manholes replaced	14	-	3	5	2
Lateral maintenance completed (each)	2,987	2,143	3,882	3,000	1,938
Lateral maintenance completed (feet)	44,805	32,145	83,781	55,000	48,450
Root foaming completed (mains in feet)	19,014	28,440	32,474	60,342	26,811

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
<b>Streets &amp; Storm Drainage</b>					
Streets swept (miles)	4,776	3,392	3,965	4,000	4,000
Debris removed (cubic yards)	4,559	5,332	5,134	5,000	3,340
Streets repaired (square feet)	12,256	28,200	7,397	15,000	24,705
Regulatory signs repaired and replaced	449	307	181	250	165
Striping (feet)	8,848	3,915	1,200	3,800	850
Pavement markings	810	775	552	600	700
Sidewalk Pavers repaired (in square feet)	1,754	657	2,050	1,500	580
Sidewalk and curbs repaired (concrete in square feet)	3,173	43,000	40,373	55,832	34,226
Storm drain pipes cleaned (feet)	4,114	784	3,527	3,000	2,200
Catch basins cleaned	756	734	923	800	400
Creeks cleaned and debris removed (each/tons)	3/275	3/200	3/325	4/400	4/375
<b>Vehicle &amp; Equipment</b>					
Vehicles & Equipment serviced (preventive maintenance)	799	745	620	650	825
Miscellaneous repairs made (minor repairs)	468	539	617	800	800
Vehicles smog tested	22	25	28	26	20
Vehicles and equipment maintained	262	260	261	265	271
Emergency road service calls	18	61	37	41	60
<b>Water</b>					
Water purchased (in billion gallons)	1.26	1.20	1.19	1.25	1.20
Customer service calls made	513	472	453	480	474
Meters replaced	301	438	333	350	218
Main and valves repaired	17	22	30	25	20
Valves exercised	523	534	1,458	850	400



	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
Services repaired	20	14	21	20	10
New services installed	24	32	26	25	20
Fire hydrants serviced or repaired	329	232	545	370	250
Fire hydrants replaced	3	1	2	2	1
Water quality tests conducted	691	1,198	586	586	608
Water mains flushed (miles)	74	101	3	60	50
Backflow devices tested	11	11	11	11	11
Fire flow test performed	48	70	74	65	46
<b>Wastewater Treatment Plant</b>					
Minimum flows - million gallons day (MGD)	2	2	1.9	2.5	0.97
Average flows - (MGD)	2.5	2.3	3.3	4.4	2.66
Maximum flows - (MGD)	4.84	20.1	19	25.4	20.04
Biological oxygen demand (BOD) – average lbs/day	6,542	5,500	7,018	9,357	7,322
Total suspended solids (TSS) – avg lbs/day	7,466	5,800	7,960	10,613	5,759

## DEPARTMENT PERFORMANCE MEASURES

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
Limit construction change orders to 10% or less of the contract for 80% of the CIP projects (not including increases in scope of work)	100%	92%	100%	100%	100%
Maintain a citywide average PCI (Pavement Condition Index) score of at least 65	80	78	77	77	77
Complete 70% of Facilities Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts	68%	77%	77%	77%	80%
Make initial response to Streets/Sewer/Water service calls within an average of 30 minutes or less	29 mins	30 mins	29 mins	30 mins	29 mins

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 Estimated
Make initial response to investigate and prioritize pothole and sidewalk complaints within 48 hours 90% of the time	100%	100%	100%	100%	100%
Complete 95% of the vehicle services and minor repairs within one working day	95%	90%	90%	90%	95%
Complete 90% of scheduled preventative maintenance for vehicles in the month they are due	90%	85%	85%	95%	100%
Complete 95% of the water service installation requests within 10 working days	100%	100%	100%	100%	100%
Meet State and Federal regulatory water quality standards for drinking water by attaining a minimal of 95% of samples free from total coliform	100%	100%	100%	100%	100%

## PUBLIC WORKS DEPARTMENT- ENGINEERING DIVISION

The Engineering Division is responsible for providing engineering services and implementing the following key programs: Capital Improvement Program (CIP), Development Review for Impacts on City Infrastructure, Traffic Safety, and Administration.

The Division is responsible for developing and implementing the CIP and ensuring that CIP projects are planned, designed, and constructed in a timely, safe, functional, aesthetic, and economical manner. The following infrastructure areas are covered in the CIP: water system, sanitary sewer system, storm drainage system, street resurfacing program, sidewalk/ADA ramp program, street lighting system, traffic signals, signage and pavement markings, facility improvements, and the Wastewater Treatment Plant.

The Engineering Division works closely with the Community Development Department to perform plan-checking services for private development projects that impact City infrastructure to ensure compliance with codes and regulations. The Division reviews plans and processes encroachment permits for work within the public right-of-way. The Division is also responsible for reviewing and processing subdivision and parcel maps.

The Division serves as liaison to the Traffic, Safety and Parking Commission and the Bicycle Pedestrian Advisory Committee to address traffic safety and parking-related matters and performs traffic studies and analyses to address traffic-related problems. Responsibility for applying for and administering grant funding for transportation-related projects also lies in this Division.

The Division provides general engineering services to the City Council, City departments, and Commissions as needed. The Engineering Division coordinates with Commute.org to manage the City shuttle program; maintains City maps and utility records; and coordinates work performed by Caltrain, Caltrans, and the San Mateo County Transportation Authority within Burlingame to ensure compliance with City requirements.

## KEY ENGINEERING DIVISION BUDGET CHANGES

The proposed budget for the Engineering Division increased by \$471,000, or 12.4%. The personnel costs increased by \$275,000, or 9.9%, primarily due to scheduled salary increases for both full-time and part-time employees, and associated benefit costs.

Non-personnel costs have increased by \$142,000, or 21.2%. This is primarily due to the \$99,000 increase in the Other Post-Employment Benefits (OPEB) cost allocation. Internal Services appropriations have increased by \$46,000, or 12.8%, primarily due to increases in computer cost allocation (\$29,000), and vehicle services allocation (\$18,000), which are partially offset by a reduction of \$9,000 in employment insurance cost.

The proposed capital outlay budget of \$9,000 is for replacing two engineering printers and two standing desks. The engineering printers have reached the end of their useful life.

## ENGINEERING DIVISION BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	2,774,823	3,049,490	274,667	9.9%
Non-Personnel Costs	666,676	808,253	141,577	21.2%
Internal Services	359,522	405,624	46,102	12.8%
Capital Outlay	0	9,000	9,000	n/a
<b>Total Appropriation</b>	<b>3,801,021</b>	<b>4,272,367</b>	<b>471,346</b>	<b>12.4%</b>
<b>Sources of Funds</b>				
Charges for Svc - General Fund	1,194,000	1,614,000	420,000	35.2%
General Fund	2,607,021	2,658,367	51,346	2.0%
<b>Total Funding</b>	<b>3,801,021</b>	<b>4,272,367</b>	<b>471,346</b>	<b>12.4%</b>

## PUBLIC WORKS – FACILITIES MAINTENANCE DIVISION

The Facilities Division is responsible for providing maintenance services to City building facilities, including City Hall, the Libraries, the Parks Yard, the Police Station, the Public Works Corporation Yard, the Community Center, fire stations, and parking garages. The Division is also responsible for the oversight and administration of the custodial services contract.

The Division operates as an internal service fund. The Facilities and Fleet Divisions Manager is a resource on facilities remodeling, rehabilitation, and new construction projects and helps determine the need for and recommend capital improvements for City facilities. The Division performs preventive maintenance on major building systems on a regular, predetermined schedule. The maintenance components include heating, ventilation, and air conditioning systems (HVAC), electrical distribution for lighting and control systems, security and fire systems, building pumps, and building generators.

### KEY FACILITIES MAINTENANCE DIVISION BUDGET CHANGES

The Facilities Division's personnel budget increased by \$77,000, or 8.4%, mainly due to the scheduled salary increases and associated benefit costs. Non-personnel costs have increased by \$152,000, or 12%. The largest increases in the non-personnel costs are reflected in maintenance contract services. Besides the higher costs of specialized maintenance and repair contracts, there is an increase of \$40,000 for additional elevator maintenance services and fire protection services. The non-personnel budget also includes an additional \$35,000 for fire sprinkler head replacements at the Corp Yard.

### FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	914,926	992,084	77,158	8.4%
Non-Personnel Costs	1,263,477	1,415,149	151,672	12.0%
Internal Services	81,009	89,548	8,539	10.5%
<b>Total Appropriation</b>	<b>2,259,412</b>	<b>2,496,781</b>	<b>237,369</b>	<b>10.5%</b>
<b>Sources of Funds</b>				
Charges for Svc - ISF	2,259,412	2,496,781	237,339	10.5%
Reserves	0	0	0	0
<b>Total Funding</b>	<b>2,259,412</b>	<b>2,496,781</b>	<b>237,369</b>	<b>10.5%</b>

## PUBLIC WORKS – LANDFILL FUND

The Landfill Fund finances the costs associated with the long-term monitoring requirements of the closed City landfill located on Airport Boulevard. The State requires that a dedicated fund be set aside for the purposes of landfill monitoring and maintenance. The Regional Water Quality Control Board and the Bay Area Air Quality Management District require regular sampling and analysis of groundwater and monitoring of methane gas around the landfill site. The Public Works Department's Engineering Division provides the oversight and management of landfill post-closure monitoring services. Revenues from a 5% surcharge on solid waste rates is transferred and used to fund the long-term, state-required testing and monitoring of water quality and volatile gases from the landfill.

### KEY LANDFILL FUND BUDGET CHANGES

The proposed budget for the Landfill Division increased by \$63,000, or 22%. The personnel costs increased by \$5,900, or 7.1%, due to the scheduled salary increases and associated benefit costs. The largest increase is reflected in non-personnel costs due to an increase of \$53,000 for the additional regulatory compliance requirements.

### LANDFILL FUND BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	82,267	88,119	5,852	7.1%
Non-Personnel Costs	200,445	256,678	56,233	28.1%
Internal Services	2,136	2,620	484	22.7%
<b>Total Appropriation</b>	<b>284,848</b>	<b>347,417</b>	<b>62,569</b>	<b>22.0%</b>
<b>Sources of Funds</b>				
Charges for Svc - Landfill	500,000	540,000	40,000	8.0%
Interest Income	24,000	25,000	1,000	4%
<b>Total Funding</b>	<b>524,000</b>	<b>565,000</b>	<b>41,000</b>	<b>7.8%</b>



## **PUBLIC WORKS – SEWER MAINTENANCE DIVISION**

The Sewer Maintenance Division is responsible for providing operation and maintenance services related to the sewer collection system. The sewer collection system consists of 81 miles of gravity sewers, 31 miles of lower laterals, six miles of force mains, and eight lift stations. The Division also provides services to convey sewage from Hillsborough to the Wastewater Treatment Plant for its treatment and disposal.

The Sewer Division crew responds to complaints in connection with sewer problems and attempts to resolve the issue. This includes emergency response related to sewer main and lower lateral blockage relief.

The Sewer Division performs preventative cleaning of the entire collection system every three years to prevent line blockages due to grease, roots, and other debris. The Division performs regular inspections of the sewer system using Closed Circuit Television (CCTV) cameras. Data captured from CCTV inspections is entered into a Computerized Maintenance Management System and is evaluated for maintenance needs and Capital Improvement Projects.

The Sewer Division is responsible for repairing broken sewer mains and lower laterals as part of the Sewer System Overflows Reduction Program. The Division also performs rehabilitation of manholes and cleanouts in order to prevent storm water infiltration into the system.

The Sewer Division checks pump stations daily and performs preventative maintenance as required. This includes repairing and/or replacing damaged parts. In addition, the Division treats and maintains the pump station wet wells by utilizing bacteria cultures to dissolve grease deposits in wet wells and connecting pipe systems.

The Sewer Division is also responsible for the oversight and certification of Sewer Lateral Tests involved in the sale of private properties or remodel of residential and commercial properties. The Division also inspects underground sewer lateral installations, main connections, and cleanout installations by private contractors for residential, commercial, and industrial properties.

### **KEY SEWER MAINTENANCE DIVISION BUDGET CHANGES**

The Sewer Maintenance Division's proposed personnel budget increased by \$163,000, or 5.8%, which is consistent with scheduled salary increases and associated benefit costs. The non-personnel budget has increased by \$232,000, or 20.7%, primarily due to the increases in contractual services. Besides the increases in the costs of existing contracts and annual software licensing, there is an increase of \$40,000 for the chemical foam treatment program and a new \$35,000 project to install a bi-pass valve at the 710 Airport Boulevard lift station. The increase of \$88,000 in contribution for Other Post-Employment Benefits (OPEB) is another factor in the increase in the non-personnel budget. Overall, the proposed budget for the Sewer Maintenance Division has increased by \$450,000, or 6.2%.

## SEWER MAINTENANCE DIVISION BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	2,794,895	2,957,889	162,994	5.8%
Non-Personnel Costs	1,125,414	1,357,841	232,427	20.7%
Internal Services	890,703	955,684	64,981	7.3%
Debt Service	2,273,747	2,292,959	19,212	0.8%
Capital Outlay	121,700	92,000	(29,700)	-24.4%
<b>Total Appropriation</b>	<b>7,206,459</b>	<b>7,656,373</b>	<b>449,914</b>	<b>6.2%</b>
<b>Sources of Funds</b>				
Charges for Svc – Sewer	10,549,546	11,509,943	960,397	9.1%
Interest Income	219,000	220,000	1,000	0.5%
<b>Total Funding</b>	<b>10,768,546</b>	<b>11,729,943</b>	<b>961,397</b>	<b>8.9%</b>

## PUBLIC WORKS – SHUTTLE BUS PROGRAM

The Burlingame Shuttle Bus Program, which is administered by the Engineering Division, provides public transportation services to reduce traffic congestion during peak commute hours. The City coordinates with regional transportation agencies to provide shuttle services. As part of a regional traffic congestion management effort for San Mateo County, Commute.org provides management and contract administration services for the commuter shuttles. A summary of the three shuttles follows.

Prior to the COVID reductions, the Bayside Commuter Shuttle, with its two shuttle vehicles, had very high ridership and served employers in the Rollins Road and Bayshore-Airport Boulevard areas, connecting them with the BART Intermodal Station in Millbrae during peak commute hours. The Bayside Commuter Shuttle is funded 75% by the San Mateo County Transportation Authority (SMCTA) and 25% by City funds. The shuttle was reduced to a single shuttle during the pandemic and is anticipated to remain at this level with a two-shuttle service provided by Meta in the upcoming fiscal year.

The North Burlingame Shuttle connected residents and employees in the north Burlingame area, the Sisters of Mercy, and Mills-Peninsula Hospital to the Millbrae BART station during peak commute hours. The Broadway Train Station Shuttle provided service to commuters between the Broadway Train Station and the Millbrae BART station during peak commute hours and was funded by the Peninsula Corridor Joint Powers Board (JPB). The two shuttles have been combined to create the Millbrae-Burlingame Commuter route. The shuttle will be funded 60% by SMCTA and 20% by the JPB; the remaining 20% is split between the Sisters of Mercy and Mills-Peninsula Hospital.

Prior to the COVID-19 pandemic, the Hotel/Downtown Shuttle provided daily service to Burlingame hotels during lunch and dinner hours by transporting hotel patrons to the Burlingame Avenue and Broadway commercial areas for dining and shopping, and back to the hotels. The shuttle, which is not currently in operation, was funded by contributions from hotels, the Business Improvement Districts, and the City and was managed by the San Mateo County/Silicon Valley Convention and Visitors Bureau. The Convention and Visitors Bureau, now known as The San Francisco Peninsula, has not determined a return date for the shuttle.

## KEY SHUTTLE PROGRAM BUDGET CHANGES

The proposed budget for the Shuttle Program decreased by \$34,000, or 28.8%, for fiscal year 2024-25. This is mainly due to the suspension of the Hotel/Downtown shuttle due to low hotel occupancy. In the event the shuttle resumes service, the budget will be reviewed and adjusted.

## SHUTTLE PROGRAM BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	117,300	83,500	(33,800)	-28.8%
<b>Total Appropriation</b>	<b>117,300</b>	<b>83,500</b>	<b>(33,800)</b>	<b>-28.8%</b>
<b>Sources of Funds</b>				
General Fund	52,300	18,500	(33,800)	-64.6%
Grants & Contributions	65,000	65,000	0	0.0%
<b>Total Funding</b>	<b>117,300</b>	<b>83,500</b>	<b>(33,800)</b>	<b>-28.8%</b>

## PUBLIC WORKS – SOLID WASTE FUND

The City of Burlingame is a member of the South Bayside Waste Management Authority (SBWMA), a joint powers authority that contracts with Recology and South Bay Recycling for solid waste collection and disposal, inert recyclable materials collection, and yard and organic waste collection and composting for over 6,600 Burlingame customer accounts. A Councilmember represents the City on the SBWMA Board, while the Finance Director and Sustainability Program Manager serve on the Technical Advisory Committee. A portion of the fees charged for garbage collection and disposal is used to fund certain City activities associated with these solid waste services, accounted for in the Solid Waste Fund. These activities include cleaning downtown sidewalks, parking lots, and public trash receptacles. The Solid Waste Fund also retains a rate stabilization reserve to fund anticipated shortfalls experienced in the collection, recycling, and disposal services mentioned above.

The largest source of monies for the Solid Waste Fund is revenues from garbage collection fees. In recent years, the cost of solid waste services has exceeded these customer revenues, requiring draws on the fund's rate stabilization reserve. For this reason, and in anticipation of further cost increases in future years, rates for this utility were raised 6% on January 1, 2019, 2020, and 2021.

### KEY SOLID WASTE FUND BUDGET CHANGES

The proposed budget for the Solid Waste Division increased by \$85,000, or 11.4%. The personnel costs increased by \$33,000, or 6.9%, due to scheduled salary increases and associated benefit costs. Non-personnel costs increased by \$15,000, or 17.5%, due primarily to the increase in contributions of Other Post-Employment Benefits (OPEB). The increase of \$37,000, or 20.2%, in Internal Services is mainly due to the increase in vehicle services allocation.

### SOLID WASTE FUND BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	478,186	511,384	33,198	6.9%
Non-Personnel Costs	85,682	100,683	15,001	17.5%
Internal Services	181,891	218,708	36,817	20.2%
Capital Outlay	0	0	0	n/a
<b>Total Appropriation</b>	<b>745,759</b>	<b>830,775</b>	<b>85,016</b>	<b>11.4%</b>
<b>Sources of Funds</b>				
Charges for Svc - Solid Waste	681,000	736,000	55,000	8.1%
Interest Income	52,000	45,000	(7,000)	-13.5%
Reserve	12,759	49,775	37,016	290.1%
<b>Total Funding</b>	<b>745,759</b>	<b>830,775</b>	<b>85,016</b>	<b>11.4%</b>

## **PUBLIC WORKS – STREETS AND STORM DRAINAGE DIVISION**

The Streets and Storm Drainage Division is responsible for providing operation and maintenance services related to the streets and storm drainage system, which includes 84 lane miles of streets, 116 miles of sidewalks, over 6000 signs, 50 miles of storm drain systems and creeks, and five pump station facilities.

The Division performs street repair services including excavations, backfills, restorations, and pothole repairs. The Division works closely with the Engineering Division to identify sidewalk, curb, and gutter problems to be addressed as part of the Capital Improvement Program. The Division performs temporary sidewalk repairs using asphalt patching and grinding of uneven surfaces to prevent tripping hazards.

The Division also works closely with the Engineering Division to install and maintain street signage, striping, and pavement markings as required by regulations. The Division utilizes outside contractors to perform traffic signal maintenance services.

The Division maintains and performs regular cleaning of creeks, channels, catch basins, trash capture devices, and pipe systems. In addition, the Division performs maintenance services to pump stations to ensure proper functioning during rain storms to prevent flooding.

The Division also performs street sweeping services for all residential, commercial, and industrial areas. Street sweeping is performed six days a week in the Downtown and commercial areas; in residential areas, streets are swept once a week during the winter (leaf) season, and every other week during the summer season. The Division also cleans City-owned parking lots in the Burlingame Avenue and Broadway Downtown commercial areas and power washes sidewalks in the Burlingame Avenue and Broadway Downtown districts.

## **KEY STREETS AND STORM DRAINAGE DIVISION BUDGET CHANGES**

The Streets and Storm Division budget increased \$653,000, or 13.2%, over the prior year. This change is a result of personnel costs increasing by \$118,000, or 7.8%, for scheduled salary increases and associated benefit costs. Non-personnel costs increased by \$407,000, or 28.7%, primarily as a result of a \$250,000 request for funding in the Streets maintenance contract account to improve the Lorton Avenue and Primrose Road intersections and a \$65,000 funding request to paint light poles in City parking lots. Capital outlay increased by \$19,000, or 38.0%, for the purchase of an air compressor, electric paint spray systems, and a portable litter vacuum.



## STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	1,517,461	1,635,707	118,246	7.8%
Non-Personnel Costs	1,417,927	1,825,081	407,154	28.7%
Internal Services	1,970,925	2,079,290	108,365	5.5%
Capital Outlay	50,000	69,000	19,000	38.0%
<b>Total Appropriation</b>	<b>4,956,313</b>	<b>5,609,078</b>	<b>652,765</b>	<b>13.2%</b>

### Sources of Funds

Parking Fund	88,000	90,000	2,000	2.3%
General Fund	4,868,313	5,519,078	650,765	13.4%
<b>Total Funding</b>	<b>4,956,313</b>	<b>5,609,078</b>	<b>652,765</b>	<b>13.2%</b>

## PUBLIC WORKS – VEHICLE AND EQUIPMENT MAINTENANCE DIVISION

The Vehicle and Equipment Maintenance Division is responsible for providing vehicle maintenance services to the City fleet system. The City fleet consists of a total of 126 vehicles and trucks and 145 pieces of equipment operated by the Public Works, Parks & Recreation, Police, Library, and Community Development Departments.

The Division is also responsible for managing the City fleet of vehicles, rolling stock, and fueling system. The Division purchases vehicles and rolling equipment based on replacement evaluation criteria and schedules. In addition, the Division manages, monitors, and maintains the City fueling station, which serves the City fleet as well as the Police and Burlingame CCFD Fire stations. Vehicle and Equipment Maintenance is operated as an internal service fund.

## KEY VEHICLE AND EQUIPMENT MAINTENANCE BUDGET CHANGES

Overall, the Vehicle and Equipment Maintenance Division budget decreased by \$762,000, or 34.3%, compared to the prior year. While employee costs and non-personnel costs increased by \$39,000 in each category and internal services allocations increased by \$11,000, there was a significant decrease of \$851,000 in capital outlay. In 2024, the City adopted the American Public Works Association (APWA) vehicle replacement standard. The newly adopted replacement standard is based on industry guidelines of vehicle evaluation compared to the previous age-based replacement program. Based on the evaluations completed, fewer vehicles meet the standard of needing replacement in FY 2024-25. The FY 2024-25 capital outlay budget request is for upfitting five Police patrol vehicles, replacing a Park's chipper truck, and purchasing a vehicle diagnostic tool.

## VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Employee Costs	683,931	722,738	38,807	5.7%
Non-Personnel Costs	341,458	380,279	38,821	11.4%
Internal Services	118,990	130,305	11,315	9.5%
Capital Outlay	1,076,000	225,000	(851,000)	-79.1%
<b>Total Appropriation</b>	<b>2,220,379</b>	<b>1,458,322</b>	<b>(762,057)</b>	<b>-34.3%</b>
<b>Sources of Funds</b>				
Charges for Svc – ISF	1,732,923	2,019,260	286,337	16.5%
Revenue - Sale of Vehicles	0	0	0	n/a
Interest Income	64,000	64,000	0	n/a
Reserves	423,456	(624,938)	(1,048,394)	-247.6%
<b>Total Funding</b>	<b>2,220,379</b>	<b>1,458,322</b>	<b>(762,057)</b>	<b>-34.3%</b>

## **PUBLIC WORKS – WATER MAINTENANCE DIVISION**

The Water Maintenance Division is responsible for providing services related to the operations and maintenance of the City's drinking water distribution system. The drinking water distribution system consists of 100 miles of pipes, six metered connections with the San Francisco Public Utilities Commission, six pump stations, and seven storage reservoirs and appurtenances. The City receives its drinking water from the Hetch Hetchy Regional Water System and distributes it to the Burlingame community through the local distribution system. The City also provides drinking water to a portion of unincorporated San Mateo County known as Burlingame Hills.

In compliance with California Water Resources Control Board regulations and the California Department of Public Health Services, the Water Division regularly collects and analyzes water quality samples and ensures that the City's water meets or exceeds State and Federal water quality standards. The Division also coordinates with the San Mateo County Health Department to manage the Backflow Prevention Testing Program and ensures that the City-owned backflow devices meet the County's Department of Health standards.

The Water Division conducts a bi-annual program to clean the water distribution system to remove sediment from the water mains and improve water quality. The Division performs inspections and repairs of fire hydrants, makes repairs as a result of water main leaks, and replaces pipes as needed. The Division exercises and indexes all water main valves and installs residential services for new development projects.

The Division performs daily pump station inspections; investigates water leaks on public and private properties; rechecks meter readings; and performs turn-offs, turn-ons, and other related investigations. The Division is also responsible for performing water-meter reads in the city every two months and testing and calibrating water meters regularly to ensure accurate meter readings.

The Division inspects the pump systems, pressure reducing valves, and pump control valves to ensure they are properly functioning, and performs maintenance as needed.

### **KEY WATER MAINTENANCE DIVISION BUDGET CHANGES**

The Water Maintenance Division budget increased \$956,439, or 5.7%, over the prior year. This change is a result of personnel costs increasing \$239,598, or 7.2%, mainly because of scheduled salary increases and associated benefit costs. Part of the personnel cost includes a \$21,000, or 20%, part-time budget increase.

Non-personnel costs increased by \$618,747, or 5.8%, primarily due to the rise in wholesale water rates. The cost of water purchase is expected to increase by \$429,000 in anticipation of an 8.8% rate increase from the SFPUC. The OPEB (retiree medical benefits) cost allocation also increased by \$110,000.

Internal service charges increased \$140,000, or 16.6%, mainly from Fleet Division vehicle services allocation and Information Technology computer cost allocation.

The capital outlay budget is anticipated to be \$22,000 for the purchase of a mobile utility water meter reading system vehicle gateway base station. This is a decrease of \$38,000, or 63.5%, from the prior year's budget.

## WATER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2024 Adopted Budget	FY2025 Budget Request	+ / - Change in \$	+ / - Change in %
<b>Appropriations</b>				
Employee Costs	3,312,047	3,551,645	239,598	7.2%
Non-Personnel Costs	10,626,554	11,245,301	618,747	5.8%
Internal Services	843,266	983,184	139,918	16.6%
Debt Service	1,942,051	1,938,301	(3,750)	-0.2%
Capital Outlay	60,000	21,926	(38,074)	-63.5%
<b>Total Appropriation</b>	<b>16,783,918</b>	<b>17,740,357</b>	<b>956,439</b>	<b>5.7%</b>
<b>Sources of Funds</b>				
Charges for Svc - Water	20,000,000	20,000,000	0	0.0%
Interest Income	222,000	225,000	3,000	1.4%
Other Revenue	163,000	178,000	15,000	9.2%
<b>Total Funding</b>	<b>20,385,000</b>	<b>20,403,000</b>	<b>18,000</b>	<b>0.1%</b>

## PUBLIC WORKS – WASTEWATER TREATMENT

The City's Wastewater Treatment Plant treats domestic, commercial, and industrial wastewater by removing hazardous elements and pollutants and then disposes of the treated effluent in a manner that does not harm the environment. The Wastewater Treatment Plant treats wastewater discharged by all City customers including residential, commercial, and industrial properties. The Wastewater Treatment Plant also treats the Town of Hillsborough wastewater conveyed through the Burlingame sewer collection system.

The Wastewater Treatment plant is a Class IV activated sludge plant. The Regional Water Quality Control Board issues a discharge permit that sets forth minimum treatment requirements. The current NPDES permit became effective on January 1, 2024, and expires on December 31, 2028 . The plant is operated through a contract with Veolia Water North America Operating Services, Inc. After treatment, the effluent is pumped to a sub-regional, de-chlorination plant in South San Francisco and released into the San Francisco Bay using a deep-water outfall located north of San Francisco International Airport. The dewatered sludge is trucked off site to a sanitary landfill or a land application.

## KEY WASTEWATER TREATMENT BUDGET CHANGES

The overall budget for the Wastewater Treatment Plant decreased \$41,000, or 0.8%, from the prior year. Increases for Wastewater Treatment plant contractual services, building and grounds maintenance, and permit fees were offset by a decrease in payments to South San Francisco for the use of the North Bayside System Unit (NBSU) sewage effluent outfall force main and de-chlorination system. This resulted in a decrease of \$46,000, or 0.9%, in non-personnel costs. Interest expense for the 2003 and 2010 State Water Resources Control Board loans decreased \$24,500, or 15.9%. Capital outlay is anticipated to increase by \$26,400, or 8.6%, for various improvements.

## WASTEWATER TREATMENT BUDGET SUMMARY

	<b>FY2024 Adopted Budget</b>	<b>FY2025 Budget Request</b>	<b>+ / - Change in \$</b>	<b>+ / - Change in %</b>
<b>Appropriations</b>				
Non-Personnel Costs	4,850,298	4,804,284	(46,014)	-0.9%
Debt Service	154,334	129,872	(24,462)	-15.9%
Internal Services	11,922	14,501	2,579	21.6%
Capital Outlay	307,900	334,300	26,400	8.6%
<b>Total Appropriation</b>	<b>5,324,454</b>	<b>5,282,957</b>	<b>(41,497)</b>	<b>-0.8%</b>
<b>Sources of Funds</b>				
Charges for Svc - Sewer	3,610,454	3,450,057	(160,397)	-4.4%
Charges for Svc - Outside Agencies	1,714,000	1,832,900	118,900	6.9%
<b>Total Funding</b>	<b>5,324,454</b>	<b>5,282,957</b>	<b>(41,497)</b>	<b>-0.8%</b>





## **Capital Improvement Program – Five Year Capital Plan**

**Capital Improvement Plan Definitions**

**Citywide Five-Year Summary Plan by Major and Minor Program**

**Facilities Capital Improvement Plan**

**Parks and Trees Capital Improvement Plan**

**Parking and Garages Capital Improvement Plan**

**Sewer Capital Improvement Plan**

**Storm Drain Capital Improvement Plan**

**Streets Capital Improvement Plan**

**Water Capital Improvement Plan**

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## **FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

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The Burlingame community depends on a reliable City infrastructure that fosters a safe environment in which to live and work. The Public Works Department is tasked with the creation of long-lasting improvements to aging infrastructure, facilities, and streets in order to sustain the quality of life that all residents and members of the business community can enjoy. The Parks and Recreation Department coordinates major renovations to city parks and trees.

The Capital Improvement Program (CIP) is a multi-phase, multi-year endeavor consisting of seven subprograms:

### **PARKS AND TREES**

The Parks and Trees Capital Improvement Program ensures the safety and quality of 24 parks, 1,446 park trees, and 15,319 street trees. The program includes major repair and replacement of all playground equipment, sports fields, lighting, fencing, and paving.

### **PARKING AND GARAGES**

The City maintains approximately 22 parking lots, including two parking structures. The Parking and Garages Capital Improvement Program includes improvements and upgrades to parking surfaces; meters and pay stations; striping; landscaping; and ancillary equipment such as wheel stops, parking banners, and signage.

### **STREETS**

The City operates and maintains 84 miles of streets along with 116 miles of sidewalks, 2,074 streetlights (both owned by the City and by Pacific Gas & Electric), and 18 City-owned traffic intersection signals. This includes several miles of bike lanes and pedestrian facilities. The Streets Capital Improvement Program includes annual improvements to streets, sidewalks, curb and gutter, and ADA ramps. Traffic-related improvements such as signal upgrades, signage, and pavement markings are also part of this program. The Broadway Grade Separation and the El Camino Real Roadway Renewal projects are anticipated to begin in the next few years with significant funding requirements for both.

### **STORM DRAIN**

The City operates and maintains approximately 50 miles of storm drainage system including seven creeks/watershed areas with open and closed channel systems with over 2,000 catch basins. The Storm Drain Capital Improvement Program will replace and upgrade the City's aging storm drainage facilities including pipes, pumps, and catch basins, to provide long-lasting flood protection, improve public safety, and reduce pollution.

## **WATER**

The City operates and maintains over 105 miles of potable water system with six storage reservoirs. The City provides water services to Burlingame residents and businesses as well as the residents of Burlingame Hills, an unincorporated area of San Mateo County. The Water Capital Improvement Program improves the water distribution system and ensures system reliability, water quality, fire protection flows, and storage capacity.

## **SEWER COLLECTION AND TREATMENT**

The City operates and maintains approximately 130 miles of sanitary sewer system and eight pump stations. The City provides sewer collection and treatment services to Burlingame residents and businesses as well as conveys and treats the wastewater for the Town of Hillsborough and portions of Burlingame Hills (in unincorporated San Mateo County). The Sewer Capital Improvement Program focuses on improvements to the aging collection system and Wastewater Treatment Plant to improve overall system reliability and operation; reduce future maintenance; and provide environmental benefits by minimizing the occurrence of overflows.

## **CITY FACILITIES AND OTHER MULTI-YEAR PROJECTS**

The City maintains approximately 300,000 square feet of building space. The Facilities Capital Improvement Program includes improvements to City-owned buildings such as City Hall, the Parks Yard, the Public Works Corporation Yard, the Police Station, City libraries, and the Community Center. The Facilities Capital Improvement Program focuses on both minor and major repair and replacement of these significant City-owned buildings.

From time to time, the City will embark on projects that may span multiple years, such as the update of the City's General Plan several years ago. Appropriations and multi-year budget needs are also accounted for in this program.



CITYWIDE CIP BY MAJOR & MINOR PROGRAM	5 YEAR CIP PLAN																							
	General Fund	Other Revenue & Grants	Gas Tax	Low Interest Loan	Measure A	Measure M	Measure I	SB 1	Sewer Rates (City)	Storm Drain Fee	Water Rates (City)	Parking Fund	Total New FY25 Appropriations	** Available Existing Funding	Transfers	Total Available Existing Net of Transfers	Total FY25 Need (Existing + New)	FY26 Need	FY27 Need	FY28 Need	FY29 Need	FY25-29 Need Total	FY29+ Need	Total FY25-29+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. FACILITIES CAPITAL IMPROVEMENT PROGRAM</b>																								
Improvements	100	0	0	0	0	0	0	0	0	0	0	0	100	(356)	0	(356)	(256)	100	100	100	100	144	100,000	100,144
Minor Upgrades	2,600	700	0	0	0	0	0	0	0	0	0	0	3,300	3,315	0	3,315	6,615	4,650	1,750	1,750	500	15,265	11,000	26,265
Miscellaneous (General Plan Update)	0	0	0	3,000	0	0	0	0	0	0	0	0	3,000	3,412	0	3,412	6,412	0	0	0	0	6,412	0	6,412
<b>SUBTOTAL</b>	<b>2,700</b>	<b>700</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,400</b>	<b>6,372</b>	<b>0</b>	<b>6,372</b>	<b>12,772</b>	<b>4,750</b>	<b>1,850</b>	<b>1,850</b>	<b>600</b>	<b>21,822</b>	<b>111,000</b>	<b>132,822</b>
<b>B. PARKING &amp; GARAGES CAPITAL IMPROVEMENT PROGRAM</b>																								
Improvements	0	0	0	0	0	0	0	0	0	0	0	400	400	1,651	0	1,463	1,863	500	500	500	500	3,863	1,500	5,363
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>1,651</b>	<b>0</b>	<b>1,463</b>	<b>1,863</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>3,863</b>	<b>1,500</b>	<b>5,363</b>
<b>C. PARKS &amp; TREES CAPITAL IMPROVEMENT PROGRAM</b>																								
Tree Management and Replacement	40	0	0	0	0	0	0	0	0	0	0	0	40	228	0	228	268	70	20	120	20	498	0	498
Citywide Parks Paving, Courts, Pathways	0	0	0	0	0	0	0	0	0	0	0	0	0	239	0	239	239	100	100	100	100	639	0	639
Citywide Playgrounds and Resilient Resurfacing	850	0	0	0	0	0	0	0	0	0	0	0	850	442	0	442	1,292	200	150	750	750	3,142	0	3,142
Citywide Parks Fencing	50	0	0	0	0	0	0	0	0	0	0	0	50	114	0	114	164	0	0	0	0	164	0	164
Citywide Parks Lighting	0	0	0	0	0	0	0	0	0	0	0	0	0	51	0	51	51	100	1,200	0	0	1,351	0	1,351
Parks Safety, Maintenance and Improvements	300	0	0	0	0	0	0	0	0	0	0	0	300	3,099	13	3,112	3,412	450	500	450	500	5,312	1,450	6,762
Aquatics Facility	0	0	0	0	0	0	0	0	0	0	0	0	0	1,491	0	1,491	1,491	0	0	0	0	1,491	0	1,491
Major Improvements	3,900	1,800	0	0	0	0	1,000	0	0	0	0	0	6,700	9,252	0	9,252	15,952	1,350	200	200	200	17,902	3,000	20,902
<b>SUBTOTAL</b>	<b>5,140</b>	<b>1,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,940</b>	<b>14,915</b>	<b>13</b>	<b>14,928</b>	<b>22,868</b>	<b>2,270</b>	<b>2,170</b>	<b>1,620</b>	<b>1,570</b>	<b>30,498</b>	<b>4,450</b>	<b>34,948</b>
<b>D. SEWER CAPITAL IMPROVEMENT PROGRAM</b>																								
Studies	0	0	0	0	0	0	0	0	0	0	0	0	0	2,339	0	2,339	2,339	2,500	0	0	0	4,839	2,001	6,840
Sewer Main Rehabilitation	0	0	0	0	0	0	0	0	500	0	0	0	500	5,755	0	5,755	6,255	2,375	3,765	4,088	3,492	19,975	116,743	136,718
Miscellaneous Sewer Repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	40	0	40	40	0	0	0	0	40	0	40
Pump Stations	0	0	0	0	0	0	0	0	0	0	0	0	0	174	0	174	174	3,049	3,029	4,827	439	11,517	2,205	13,722
Treatment	0	0	0	0	0	0	0	0	3,690	0	0	0	3,690	2,859	0	2,859	6,549	8,000	15,000	9,000	9,000	47,549	5,000	52,549
Miscellaneous	0	0	0	0	0	0	0	0	675	0	0	0	675	662	0	662	662	0	0	0	0	662	0	662
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,865</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,865</b>	<b>11,829</b>	<b>0</b>	<b>11,829</b>	<b>16,019</b>	<b>15,924</b>	<b>21,794</b>	<b>17,915</b>	<b>12,931</b>	<b>84,582</b>	<b>125,949</b>	<b>210,531</b>
<b>E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM</b>																								
Studies	0	0	0	0	0	0	0	0	0	0	0	0	0	800	0	800	800	150	150	150	150	1,400	0	1,400
Stormwater Quality Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	1,966	0	1,966	1,966	0	0	0	0	1,966	0	1,966
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	0	0	0	0	0	0	960	560	1,520	1,520	0	0	0	0	1,520	0	1,520
Capacity Improvements - Mills Creek	0	0	0	0	0	0	0	0	0	0	0	0	0	1,476	0	1,476	1,476	0	0	0	0	1,476	0	1,476
Capacity Improvements - Burlingame Creek	0	0	0	0	0	0	0	0	0	0	0	0	0	11,080	0	11,080	11,080	0	6,800	0	0	17,880	0	17,880
Capacity Improvements - Sanchez Creek, Terrace & Laguna	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Capacity Improvements - El Portal Creek, Trousdale & Gilbreath	0	0	0	0	0	0	0	0	0	0	0	0	0	150	0	150	150	0	0	0	0	150	0	150
Neighborhood Area	0	0	0	0	0	0	0	0	0	1,500	0	0	1,500	5,319	0	5,319	6,819	1,500	2,700	2,700	1,500	15,219	0	15,219
Bridge & Storm Culvert Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	1,769	0	1,769	1,769	3,000	1,500	0	0	6,269	0	6,269
Pump Stations	0	0	0	0	0	0	0	0	0	0	0	0	0	670	0	670	670	0	0	0	0	670	0	670
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>24,189</b>	<b>560</b>	<b>24,749</b>	<b>26,249</b>	<b>4,650</b>	<b>11,150</b>	<b>2,850</b>	<b>1,650</b>	<b>46,549</b>	<b>0</b>	<b>46,549</b>
<b>F. STREETS CAPITAL IMPROVEMENT PROGRAM</b>																								
Studies	0	4,130	0	0	200	0	0	800	0	0	0	0	4,330	1,580	(309)	1,271	5,601	150	10,100	10,050	50	25,951	1,000	26,951
Paving & Reconstruction	0	0	850	0	0	0	1,000	0	0	0	0	0	2,650	5,069	0	5,069	7,719	2,300	2,300	2,350	2,350	17,019	24,000	41,019
Traffic	0	0	0	0	925	0	0	0	0	0	0	0	925	2,376	41	2,417	3,342	450	450	400	250	4,892	3,500	8,392
Railroad Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	1,575	0	1,575	1,575	292,000	0	0	0	293,575	0	293,575
Downtown Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	507	0	507	507	0	0	0	0	507	0	507
Bike & Pedestrian Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0	9,796	268	10,064	10,064	1,300	1,300	1,300	1,300	15,264	13,500	28,764
Lighting & Poles	0	0	0	0	0	0	0	0	0	0	0	0	0	24	0	24	24	0	0	0	0	24	3,000	3,024
Sidewalks, Curbs & Gutters	0	0	100	0	0	0	1,000	0	0	0	0	0	1,100	2,018	0	2,018	3,118	1,100	1,100	1,100	1,100	7,518	10,001	17,519
<b>SUBTOTAL</b>	<b>0</b>	<b>4,130</b>	<b>950</b>	<b>0</b>	<b>1,125</b>	<b>0</b>	<b>2,000</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,005</b>	<b>22,945</b>	<b>0</b>	<b>22,945</b>	<b>31,950</b>	<b>297,300</b>	<b>15,250</b>	<b>15,200</b>	<b>5,050</b>	<b>364,750</b>	<b>55,001</b>	<b>419,751</b>
<b>G. WATER CAPITAL IMPROVEMENT PROGRAM</b>																								
Planning	0	0	0	0	0	0	0	0	0	0	50	0	50	172	0	172	222	250	50	50	50	622	8,782	9,404
Storage	0	0	0	0	0	0	0	0	0	0	0	0	0	62	0	62	62	0	0	0	0	62	20,800	20,862
Transmission Pipelines	0	0	0	0	0	0	0	0	0	0	100	0	100	0	0	0	100	1,000	1,000	1,000	0	3,100	14,787	17,887
Pipelines Rehabilitation	0	0	0	0	0	0	0	0	0	0	3,575	0	3,575	5,309	0	5,309	8,884	3,450	3,650	3,650	4,550	19,284	33,632	52,917
Pump Stations	0	0	0	0	0	0	0	0	0	0	100	0	100	527	0	527	627	0	0	0	0	877	0	877
Water Quality & Dechloramination	0	0	0	0	0	0	0	0	0	0	0	0	0	57	0	57	57	0	0	0	0	57	0	57
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240	240	0	0	0	0	240	500	740
Miscellaneous Improvements	0	0	0	0	0	0	0	0	0	0	1,175	0	1,175	2,021	0	824	1,999	1,300	1,300	1,300	400	6,299	900	6,799
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>8,389</b>	<b>0</b>	<b>7,191</b>	<b>12,191</b>	<b>6,000</b>	<b>1,300</b>	<b>6,000</b>	<b>5,000</b>	<b>30,541</b>	<b>79,401</b>	<b>109,542</b>
<b>TOTAL, CITYWIDE CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$7,840</b>	<b>\$6,630</b>	<b>\$950</b>	<b>\$3,000</b>	<b>\$1,125</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$800</b>	<b>\$4,865</b>	<b>\$1,500</b>	<b>\$5,000</b>	<b>\$400</b>	<b>\$35,110</b>	<b>\$90,289</b>	<b>\$573</b>	<b>\$89,476</b>	<b>\$123,911</b>	<b>\$331,394</b>	<b>\$58,714</b>	<b>\$45,935</b>	<b>\$27,301</b>	<b>\$582,604</b>	<b>\$377,301</b>	<b>\$959,505</b>



General Fund	Impacts Fees & Other Revenue	Low Interest Loan	Total New FY25 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY25 Need (Existing + New)	FY26 Need	FY27 Need	FY28 Need	FY29 Need	FY25-29 Need Total	FY29+ Need	Total FY25-29+ Need
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
0	0	0	0	(414)	0	(414)	(414)	0	0	0	0	(414)	0	(414)
0	0	0	0	0	0	0	0	0	0	0	0	0	80,000	80,000
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	20,000	20,000
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100	0	0	100	58	0	58	158	100	100	100	100	558	0	558
100	0	0	100	(356)	0	(356)	(256)	100	100	100	100	144	100,000	100,144
0	0	0	0	85	0	85	85	0	0	0	0	85	0	85
0	0	0	0	55	0	55	55	0	0	0	0	55	0	55
0	0	0	0	10	0	10	10	0	0	0	0	10	0	10
0	0	0	0	16	0	16	16	0	0	0	0	16	0	16
0	0	0	0	63	(63)	(0)	(0)	0	0	0	0	(0)	0	(0)
75	0	0	75	0	63	63	138	350	0	0	0	488	0	488
0	0	0	0	70	0	70	70	0	0	0	0	70	0	70
0	0	0	0	254	(100)	154	154	0	0	0	0	154	0	154
0	0	0	0	0	100	100	100	0	0	0	0	100	0	100
0	0	0	0	445	0	445	445	0	0	0	0	445	0	445
0	0	0	0	34	0	34	34	0	0	0	0	34	0	34
0	0	0	0	177	(177)	0	0	0	0	0	0	0	0	0
0	0	0	0	8	0	8	8	0	0	0	0	8	0	8
0	0	0	0	90	0	90	90	0	0	0	0	90	0	90
0	0	0	0	27	0	27	27	0	0	0	0	27	0	27
0	0	0	0	293	0	293	293	0	0	0	0	293	0	293
150	0	0	150	11	0	11	161	0	0	0	0	161	0	161
0	0	0	0	320	(250)	70	70	0	0	0	0	70	0	70
200	0	0	200	65	0	65	265	500	0	0	0	765	5,000	5,765
0	0	0	0	32	0	32	32	0	0	0	0	32	0	32
0	0	0	0	491	250	741	741	400	0	0	0	1,141	0	1,141
0	0	0	0	20	0	20	20	0	0	0	0	20	0	20
0	0	0	0	50	0	50	50	0	0	0	0	50	0	50
0	0	0	0	700	0	700	700	1,000	500	500	500	3,200	3,000	6,200
500	0	0	500	0	0	0	500	0	0	0	0	500	3,000	3,500
900	300	0	1,200	0	0	0	1,200	0	0	0	0	1,200	0	1,200
150	0	0	150	0	0	0	150	2,100	0	0	0	2,250	0	2,250
0	200	0	200	0	0	0	200	0	1,250	1,250	0	2,70		

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								5 YEAR CIP PLAN													
PARKING & GARAGES CAPITAL IMPROV PROGRAM								General Fund	Parking Fund	Total New FY25 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY25 Need (Existing + New)	FY26 Need	FY27 Need	FY28 Need	FY29 Need	FY25-29 Need Total	FY29+ Need	Total FY25-29+ Need
*in thousands								(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. IMPROVEMENTS																					
a-1	City Parking Lot Resurfacing (Lot C)							0	400	400	679	0	679	1,079	250	250	250	250	2,079	1,000	3,079
a-2	Downtown Smart Parking Meters							0	0	0	58	0	58	58	0	0	0	0	58	0	58
a-3	Parking Structure in Lot N							0	0	0	121	0	121	121	0	0	0	0	121	0	121
a-4	Wayfinding Signage Improvements							0	0	0	99	0	99	99	0	0	0	0	99	0	99
a-5	Electric Vehicle Charging Stations							0	0	0	172	0	172	172	250	250	250	250	1,172	500	1,672
a-6	Donnelly Parking Garage Elevator Improvements							0	0	0	188	0	0	0	0	0	0	0	0	0	0
a-7	Parking Meters 5G Upgrade Program							0	0	0	21	0	21	21	0	0	0	0	21	0	21
a-8	CaliEVIP Donnelly Parking Garage Charging							0	0	0	313	0	313	313	0	0	0	0	313	0	313
SUBTOTAL								0	400	400	1,651	0	1,463	1,863	500	500	500	500	3,863	1,500	5,363
TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM								\$0	\$400	\$400	\$1,651	\$0	\$1,463	\$1,863	\$500	\$500	\$500	\$500	\$3,863	\$1,500	\$5,363

\*\* Available Existing Funding - balance as of January 31, 2024 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

										5 YEAR CIP PLAN						
PARKS & TREES CAPITAL IMPROV PROGRAM																
*in thousands																
	General Fund	Impact Fees	Other Revenue & Grants	Measure I	Total New FY25 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY25 Need (Existing + New)	FY26 Need	FY27 Need	FY28 Need	FY29 Need	FY25-29 Need Total	FY29+ Need	Total FY25-29+ Need
	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
<b>A. TREE MANAGEMENT AND REPLACEMENT</b>																
a-1	0	0	0	0	0	146	0	146	146	50	0	50	0	246	0	246
a-2	40	0	0	0	40	32	0	32	72	20	20	20	20	152	0	152
a-3	0	0	0	0	0	50	0	50	50	0	0	50	0	100	0	100
<b>SUBTOTAL</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>228</b>	<b>0</b>	<b>228</b>	<b>268</b>	<b>70</b>	<b>20</b>	<b>120</b>	<b>20</b>	<b>498</b>	<b>0</b>	<b>498</b>
<b>B. CITYWIDE PARKS PAVING, COURTS, PATHWAYS</b>																
b-1	0	0	0	0	0	239	0	239	239	100	100	100	100	639	0	639
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>239</b>	<b>0</b>	<b>239</b>	<b>239</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>639</b>	<b>0</b>	<b>639</b>
<b>C. CITYWIDE PLAYGROUNDS AND RESILIENT RESURFACING</b>																
c-1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
c-2	0	0	0	0	0	12	(12)	(0)	(0)	0	0	0	0	(0)	0	(0)
c-3	0	0	0	0	0	49	0	49	49	0	0	0	0	49	0	49
c-4	0	0	0	0	0	(41)	0	(41)	(41)	0	0	0	0	(41)	0	(41)
c-5	0	0	0	0	0	50	0	50	50	50	0	0	600	700	0	700
c-6	0	0	0	0	0	103	(103)	0	0	0	0	600	0	600	0	600
c-7	100	0	0	0	100	149	0	149	249	100	100	100	100	649	0	649
c-8	50	0	0	0	50	70	0	70	120	50	50	50	50	320	0	320
c-9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C-10	700	0	0	0	700	50	115	165	865	0	0	0	0	865	0	865
<b>SUBTOTAL</b>	<b>850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>850</b>	<b>442</b>	<b>0</b>	<b>442</b>	<b>1,292</b>	<b>200</b>	<b>150</b>	<b>750</b>	<b>750</b>	<b>3,142</b>	<b>0</b>	<b>3,142</b>
<b>D. CITYWIDE PARKS FENCING</b>																
d-1	50	0	0	0	50	114	0	114	164	0	0	0	0	164	0	164
<b>SUBTOTAL</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>114</b>	<b>0</b>	<b>114</b>	<b>164</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>164</b>	<b>0</b>	<b>164</b>
<b>E. CITYWIDE PARKS LIGHTING</b>																
e-1	0	0	0	0	0	51	0	51	51	0	0	0	0	51	0	51
	0	0	0	0	0	0	0	0	0	100	1,200	0	0	1,300	0	1,300
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>0</b>	<b>51</b>	<b>51</b>	<b>100</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>1,351</b>	<b>0</b>	<b>1,351</b>
<b>F. PARK SAFETY, MAINTENANCE AND IMPROVEMENTS</b>																
f-1	0	0	0	0	0	282	0	282	282	100	100	100	100	682	0	682
f-2	0	0	0	0	0	130	0	130	130	50	50	50	50	330	0	330
f-3	0	0	0	0	0	200	0	200	200	0	0	0	0	200	0	200
f-4	0	0	0	0	0	96	0	96	96	50	50	50	50	296	0	296
f-5	0	0	0	0	0	17	0	17	17	0	50	0	50	117	0	117
f-6	0	0	0	0	0	34	0	34	34	0	0	0	0	34	0	34
f-7	150	0	0	0	150	750	0	750	900	150	150	150	150	1,500	1,450	2,950
f-8	100	0	0	0	100	117	0	117	217	50	50	50	50	417	0	417
f-9	0	0	0	0	0	13	0	13	13	0	0	0	0	13	0	13
f-10	0	0	0	0	0	1,358	0	1,358	1,358	0	0	0	0	1,358	0	1,358
f-11	50	0	0	0	50	103	13	116	166	50	50	50	50	366	0	366
<b>SUBTOTAL</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>3,099</b>	<b>13</b>	<b>3,112</b>	<b>3,412</b>	<b>450</b>	<b>500</b>	<b>450</b>	<b>500</b>	<b>5,312</b>	<b>1,450</b>	<b>6,762</b>
<b>G. AQUATICS FACILITY</b>																
g-1	0	0	0	0	0	60	0	60	60	0	0	0	0	60	0	60
g-2	0	0	0	0	0	1,431	0	1,431	1,431	0	0	0	0	1,431	0	1,431
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,491</b>	<b>0</b>	<b>1,491</b>	<b>1,491</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,491</b>	<b>0</b>	<b>1,491</b>
<b>H. MAJOR IMPROVEMENTS</b>																
h-1	0	0	0	0	0	68	(68)	0	0	0	0	0	0	0	0	0
h-2	0	0	0	0	0	35	0	35	35	50	0	0	0	85	0	85
h-3	0	0	0	0	0	853	0	853	853	0	0	0	0	853	0	853
h-4	200	0	0	0	200	1,000	0	1,000	1,200	200	200	200	200	2,000	3,000	5,000
h-5	0	0	0	0	0	363	0	363	363	0	0	0	0	363	0	363
h-6	0	0	0	0	0	0	0	0	0	200	0	0	0	200	0	200
h-7	0	0	0	0	0	160	(109)	51	51	0	0	0	0	51	0	51
h-8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
h-9	0	0	0	0	0	3,255	0	3,255	3,255	0	0	0	0	3,255	0	3,255
h-10	0	0	0	0	0	119	177	296	296	900	0	0	0	1,196	0	1,196
h-11	0	0	0	0	0	5	0	5	5	0	0	0	0	5	0	5
h-12	0	0	0	0	0	145	0	145	145	0	0	0	0	145	0	145
h-13	3,700	1,300	500	1,000	6,500	3,250	0	3,250	9,750	0	0	0	0	9,750	0	9,750
h-14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>3,900</b>	<b>1,300</b>	<b>500</b>	<b>1,000</b>	<b>6,700</b>	<b>9,252</b>	<b>0</b>	<b>9,252</b>	<b>15,952</b>	<b>1,350</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>17,902</b>	<b>3,000</b>	<b>20,902</b>
<b>TOTAL, PARKS &amp; TREES CAPITAL IMPROVEMENT PROGRAM</b>										<b>\$2,270</b>	<b>\$2,170</b>	<b>\$1,620</b>	<b>\$1,570</b>	<b>\$30,498</b>	<b>\$4,450</b>	<b>\$34,948</b>

							5 YEAR CIP PLAN							
SEWER CAPITAL IMPROVEMENT PROGRAM							FY26	FY27	FY28	FY29	FY25-29	FY29+	Total	
							Need	Need	Need	Need	Need Total	Need	FY25-29+ Need	
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	
A. STUDIES														
a-1	Force Main Sewer Study, including Freeway Crossings	0	0	62	0	62	62	0	0	0	0	62	0	62
a-2	SFO 39" Force Main Relocation Feasibility Study	0	0	198	0	198	198	2,500	0	0	0	2,698	0	2,698
a-3	Wastewater Collection System Master Plan	0	0	81	0	81	81	0	0	0	0	81	2,000	2,081
a-4	NBSU Forcemain Leak Evaluation and Repair	0	0	748	0	748	748	0	0	0	0	748	1	749
a-5	Smoke Testing of Sewer Mains	0	0	250	0	250	250	0	0	0	0	250	0	250
a-6	Wastewater Discharge Reduction and Reclaimed Water Supply Project	0	0	1,000	0	1,000	1,000	0	0	0	0	1,000	0	1,000
SUBTOTAL		0	0	2,339	0	2,339	2,339	2,500	0	0	0	4,839	2,001	6,840
B. SEWER MAIN REHABILITATION														
b-1	Mitten Force Main Bypass	0	0	43	0	43	43	0	0	0	0	43	0	43
b-2	Easton Addition Subdivision Sewer Rehabilitation	0	0	0	0	0	0	200	0	0	0	200	0	200
b-3	Ray Park Subdivision Sewer Rehabilitation	0	0	0	0	0	0	0	0	0	0	0	0	0
b-4	Industrial Park Sewer Rehabilitation	0	0	0	0	0	0	0	0	0	0	0	0	0
b-5	1740 Rollins Road Pump Station Forcemain Project	0	0	4,373	1,339	5,712	5,712	0	0	0	0	5,712	0	5,712
b-6	El Camino Avenue Sewer Rehabilitation	0	0	1,339	(1,339)	0	0	0	0	0	0	0	0	0
b-7	Rehab of Summit Drive Pipeline	0	0	0	0	0	0	500	0	0	0	500	0	500
b-8	Gravity Mains along Alpine, Palm, Easton, Adeline, and Trousdale	0	0	0	0	0	0	0	2,103	0	0	2,103	0	2,103
b-9	Gravity Mains along Mitten Avenue, Gilbreth, and Stanton	0	0	0	0	0	0	0	0	2,088	0	2,088	0	2,088
b-10	R&R Projects within the City	0	0	0	0	0	0	0	0	0	0	77,849	0	77,849
b-11	I&I Source Detection Program	0	0	0	0	0	0	80	30	0	0	110	0	110
b-12	Other Pipeline Projects	0	0	0	0	0	0	1,095	132	0	3,492	4,719	34,894	39,613
b-13	Rerouting Easton Creek Sewer Line	0	0	0	0	0	0	500	1,500	2,000	0	4,000	2,000	6,000
b-14	Perform Repairs Identified by Smoke Testing	500	500	0	0	0	500	0	0	0	0	500	2,000	2,500
SUBTOTAL		500	500	5,755	0	5,755	6,255	2,375	3,765	4,088	3,492	19,975	116,743	136,718
C. MISCELLANEOUS SEWER REPAIRS														
c-1	Annual Citywide Spot Repair Project	0	0	40	0	40	40	0	0	0	0	40	0	40
SUBTOTAL		0	0	40	0	40	40	0	0	0	0	40	0	40
D. PUMP STATIONS														
d-1	1740 Rollins Road Sewer Pump Station	0	0	174	0	174	174	0	0	0	0	174	0	174
d-2	1000 Rollins Pump Station Recommended Improvements	0	0	0	0	0	0	439	439	439	439	1,756	1,535	3,291
d-3	Mitten Road Lift Station	0	0	0	0	0	0	2,570	2,102	0	0	4,672	0	4,672
d-4	Gilbreth Road Lift Station	0	0	0	0	0	0	0	488	4,388	0	4,875	0	4,875
d-5	Airport PS Recommended Improvements	0	0	0	0	0	0	0	0	0	0	670	0	670
d-6	Hyatt PS Recommended Improvements	0	0	0	0	0	0	40	0	0	0	40	0	40
SUBTOTAL		0	0	174	0	174	174	3,049	3,029	4,827	439	11,517	2,205	13,722
E. TREATMENT														
e-1	GBT Buld. Condition Assessment	0	0	160	0	160	160	0	0	0	0	160	0	160
e-2	WWTP Master Plan and Improvements	0	0	13	0	13	13	1,000	0	0	0	1,013	0	1,013
e-3	Rollins Road Pump Replacement (#3&4)	0	0	2	0	2	2	0	0	0	0	2	0	2
e-4	Rollins Road Lift Station Pumps (#6,#1,#2,#5)	105	105	230	0	230	335	0	0	0	0	335	0	335
e-5	RRLS Force-main 20 year condition assessment	0	0	72	0	72	72	0	0	0	0	72	0	72
e-6	Secondary Clarifier Turntable Replacement B	0	0	175	0	175	175	0	0	0	0	175	0	175
e-7	Secondary Clarifier Turntable Replacement C	0	0	0	0	0	0	0	0	0	0	0	0	0
e-8	Secondary Clarifier Turntable Replacement D	0	0	0	0	0	0	0	0	0	0	0	0	0
e-9	Pump Final Effluent Pumps (#1,#2,&#3)	65	65	131	0	131	196	0	0	0	0	196	0	196
e-10	Replace Temporary Co-Gen Hot Water Heating Loop	0	0	95	0	95	95	0	0	0	0	95	0	95
e-11	Site Safety Upgrades and Structural, piping, Infrastructure Surf. Rehab.	0	0	64	0	64	64	0	0	0	0	64	0	64
e-12	Aeration and Sec. A & B Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0
e-13	Digester Equipment Building and Digester 1 and 2 Pre-Design	0	0	0	0	0	0	0	0	0	0	0	0	0
e-14	Rollins LS Pumps #1, #2, and #5 Replacement	0	0	78	0	78	78	0	0	0	0	78	0	78
e-15	Main Switchgear Breaker Replacement	0	0	575	0	575	575	0	0	0	0	575	0	575
e-16	Headworks Channel Assessment	0	0	30	0	30	30	0	0	0	0	30	0	30
e-17	Co-Generator and Co-Generator Engine Replacement	0	0	0	0	0	0	0	0	0	0	0	0	0
e-18	WWTP Process Piping	0	0	22	(22)	(0)	(0)	0	0	0	0	(0)	0	(0)
e-19	WWTP Lift Station Pump	0	0	0	0	0	0	0	0	0	0	0	0	0
e-20	Digester No. 2 Cleaning	0	0	125	0	125	125	0	0	0	0	125	0	125
e-21	Gravity Thickener Rehabilitation under Replacement	0	0	0	0	0	0	0	0	0	0	0	0	0
e-22	Repair Damaged Concrete Structures at and near Primary Effluent Wet-well	0	0	400	0	400	400	0	0	0	0	400	0	400
e-23	Digester Equipment Building, Digester 2, and Sludge Handling Bldg. Design	250	250	686	22	708	958	0	0	0	0	958	0	958
e-24	Future WWTF CIP	0	0	0	0	0	0	7,000	15,000	9,000	9,000	40,000	0	40,000
e-25	Headworks Channel Repair	3,100	3,100	0	0	0	3,100	0	0	0	0	3,100	5,000	8,100
e-26	RRLS Manual Bar Screens Jet Wash System	70	70	0	0	0	70	0	0	0	0	70	0	70
e-27	Biosolids Trailer Yard Jockey	100	100	0	0	0	100	0	0	0	0	100	0	100
SUBTOTAL		3,690	3,690	2,859	0	2,859	6,549	8,000	15,000	9,000	9,000	47,549	5,000	52,549
F. MISCELLANEOUS														
f-1	SCADA System Upgrade	0	0	157	0	157	157	0	0	0	0	157	0	157
f-2	Large Main CCTV	0	0	14	0	14	14	0	0	0	0	14	0	14
f-3	Sewer Details and Specifications Update	0	0	0	0	0	0	0	0	0	0	0	0	0
f-4	Roof Replacement at PW Corp Yard - See facilities	500	500	0	0	0	0	0	0	0	0	0	0	0
f-5	EV Chargers at the Corp Yard - See facilities	175	175	0	0	0	0	0	0	0	0	0	0	0
f-6	PW Corporation Yard EMS Upgrade - See facilities	0	0	491	0	491	491	0	0	0	0	491	0	491
SUBTOTAL		675	675	662	0	662	662	0	0	0	0	662	0	662
TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM		4,865	4,865	11,829	0	11,829	16,019	15,924	21,794	17,915	12,931	84,582	125,949	210,531

\*\* Available Existing Funding - balance as of January 31, 2024 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

							5 YEAR CIP PLAN						
STORM DRAIN CAPITAL IMPROVEMENT PROGRAM							FY26 Need	FY27 Need	FY28 Need	FY29 Need	FY25-29 Need Total	FY29+ Need	Total FY25-29+ Need
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES													
a-1 Program Management	0	0	150	0	150	150	150	150	150	150	750	0	750
a-2 Asset Studies and Master Plan	0	0	650	0	650	650	0	0	0	0	650	0	650
SUBTOTAL	0	0	800	0	800	800	150	150	150	150	1,400	0	1,400
B. STORMWATER QUALITY IMPROVEMENTS													
b-1 California Roundabout Project (storm facilities)	0	0	0	0	0	0	0	0	0	0	0	0	0
b-2 Large Diameter Storm Drain Cleaning	0	0	1,966	0	1,966	1,966	0	0	0	0	1,966	0	1,966
SUBTOTAL	0	0	1,966	0	1,966	1,966	0	0	0	0	1,966	0	1,966
C. CAPACITY IMPROVEMENTS - EASTON CREEK													
c-1 Outfall Pipeline, Marsten PS to SF Bay	0	0	0	0	0	0	0	0	0	0	0	0	0
c-2 Easton Creek Lining	0	0	0	0	0	0	0	0	0	0	0	0	0
c-3 Easton Creek/El Portal Creek Levee Improvements	0	0	960	560	1,520	1,520	0	0	0	0	1,520	0	1,520
SUBTOTAL	0	0	960	560	1,520	1,520	0	0	0	0	1,520	0	1,520
D. CAPACITY IMPROVEMENTS - MILLS CREEK													
d-1 Mills Creek Improvements	0	0	200	0	200	200	0	0	0	0	200	0	200
d-2 Plan for Easton Creek, Mills Creek, and Sanchez Creek Cleaning and Flap Gates Imp	0	0	526	0	526	526	0	0	0	0	526	0	526
d-3 Clearing Vegetation to Improve Capacities	0	0	750	0	750	750	0	0	0	0	750	0	750
SUBTOTAL	0	0	1,476	0	1,476	1,476	0	0	0	0	1,476	0	1,476
E. CAPACITY IMPROVEMENTS - BURLINGAME CREEK													
e-1 Burlingame Creek Bypass	0	0	682	0	682	682	0	5,300	0	0	5,982	0	5,982
e-2 Ralston Creek Improvements	0	0	0	0	0	0	0	1,500	0	0	1,500	0	1,500
e-3 Rollins/US 101 - Crossing	0	0	4,062	0	4,062	4,062	0	0	0	0	4,062	0	4,062
e-4 Rollins Area Collection System	0	0	3,197	0	3,197	3,197	0	0	0	0	3,197	0	3,197
e-5 New Rollins Pump Station	0	0	3,136	0	3,136	3,136	0	0	0	0	3,136	0	3,136
e-6 Burlingame Avenue Storm Drainage Improvement	0	0	3	0	3	3	0	0	0	0	3	0	3
SUBTOTAL	0	0	11,080	0	11,080	11,080	0	6,800	0	0	17,880	0	17,880
F. CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA													
f-1 Terrace Creek Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
G. CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE & GILBREATH													
g-1 El Portal Creek at Bayshore Highway Flap Gate Project	0	0	150	0	150	150	0	0	0	0	150	0	150
SUBTOTAL	0	0	150	0	150	150	0	0	0	0	150	0	150
H. NEIGHBORHOOD AREA													
h-1 Neighborhood Storm Drain Project #12	0	0	16	0	16	16	0	0	0	0	16	0	16
h-2 Easton Drive Drainage Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
h-3 Neighborhood Storm Drain Project #13	0	0	972	0	972	972	0	0	0	0	972	0	972
h-4 Neighborhood Storm Drain Project #14	0	0	2,334	0	2,334	2,334	0	0	0	0	2,334	0	2,334
h-5 Neighborhood Storm Drain Project #15	350	350	1,497	0	1,497	1,847	0	0	0	0	1,847	0	1,847
h-6 Neighborhood Storm Drain Project #16	1,150	1,150	350	0	350	1,500	0	0	0	0	1,500	0	1,500
h-7 Neighborhood Storm Drain Projects	0	0	0	0	0	0	1,500	1,500	1,500	1,500	6,000	0	6,000
h-8 Embankment Improvements along Gilbreth Road	0	0	0	0	0	0	0	1,200	1,200	0	2,400	0	2,400
h-9 Downtown Burlingame Avenue Streetscape Storm Drain Improvements	0	0	150	0	150	150	0	0	0	0	150	0	150
SUBTOTAL	1,500	1,500	5,319	0	5,319	6,819	1,500	2,700	2,700	1,500	15,219	0	15,219
I. BRIDGE & STORM CULVERT IMPROVEMENTS													
i-1 Easton Creek Bridge Repair	0	0	0	0	0	0	0	0	0	0	0	0	0
i-2 Culvert Crossing Repairs	0	0	(0)	0	(0)	(0)	0	0	0	0	(0)	0	(0)
i-3 Culvert Crossing Repairs Phase 2	0	0	1,769	0	1,769	1,769	0	0	0	0	1,769	0	1,769
i-4 Improvements along El Camino Real	0	0	0	0	0	0	1,500	1,500	0	0	3,000	0	3,000
i-5 Culvert Crossing Repairs Phase 3	0	0	0	0	0	0	1,500	0	0	0	1,500	0	1,500
SUBTOTAL	0	0	1,769	0	1,769	1,769	3,000	1,500	0	0	6,269	0	6,269
J. PUMP STATIONS													
j-1 Pump Station Improvements / 1740 Rollins & Cowan PS	0	0	(553)	0	(553)	(553)	0	0	0	0	(553)	0	(553)
j-2 1740 Rollins Road/842 Cowan Repairs	0	0	99	0	99	99	0	0	0	0	99	0	99
j-3 SCADA System Upgrade	0	0	157	0	157	157	0	0	0	0	157	0	157
j-4 Cal-Grove PS VFD's	0	0	217	0	217	217	0	0	0	0	217	0	217
j-5 Cowan/Rollins Pumps Rebuild	0	0	750	0	750	750	0	0	0	0	750	0	750
SUBTOTAL	0	0	670	0	670	670	0	0	0	0	670	0	670
TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM	1,500	1,500	24,189	560	24,749	26,249	4,650	11,150	2,850	1,650	46,549	0	46,549



																			5 YEAR CIP PLAN						
STREETS CAPITAL IMPROVEMENT PROGRAM																									
	Impact Fees	Other Revenue & Grants	Gas Tax	Measure A	Measure I	SB 1	Total New FY25 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY25 Need (Existing + New)	FY26 Need	FY27 Need	FY28 Need	FY29 Need	FY25-29 Need Total	FY29+ Need	Total FY25-29+ Need							
	*In thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(Existing + New)	(000)	(000)	(000)	(000)	(000)	(000)	(000)							
A. STUDIES																									
a-1	Traffic & Transportation Studies	0	0	0	0	0	0	166	0	166	166	50	50	50	50	366	500	866							
a-2	City Monument Master Plan	0	0	0	0	0	0	46	0	46	46	0	0	0	0	46	0	46							
a-3	Traffic/Pedestrian Safety Improvements	0	0	0	0	0	0	189	(189)	0	0	0	0	0	0	0	500	500							
a-4	Shuttle Demand Study	0	0	0	0	0	0	80	0	80	80	0	0	0	0	80	0	80							
a-5	El Camino Real Stakeholder Process	0	0	0	0	0	0	130	0	130	130	100	50	0	0	280	0	280							
a-6	Bike Boulevards Implementation Feasibility Study	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
a-7	Lyon Hoag Neighborhood Traffic Calming	0	0	0	0	0	0	(2)	0	(2)	(2)	0	0	0	0	(2)	0	(2)							
a-8	Old Bayshore Highway Streetscape Improvements	650	3,000	0	0	0	3,650	690	0	690	4,340	0	10,000	10,000	0	24,340	0	24,340							
a-9	Bay Trails Gap Design and Development	0	0	0	0	0	0	200	(200)	0	0	0	0	0	0	0	0	0							
a-10	Broadway Corridor Signal Interconnect Study	0	0	0	200	0	200	0	0	0	200	0	0	0	0	200	0	200							
a-11	Vision Zero Action Plan	0	480	0	0	0	480	80	80	160	640	0	0	0	0	640	0	640							
a-12	Transportation Demand Management Strategic Plan Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
SUBTOTAL		650	3,480	0	200	0	4,330	1,580	(309)	1,271	5,601	150	10,100	10,050	50	25,951	1,000	26,951							
B. PAVING & RECONSTRUCTION																									
b-1	Annual Street Resurfacing Program 2025	0	0	850	0	1,000	800	2,650	0	250	2,900	0	0	0	0	2,900	0	2,900							
b-2	Annual Street Resurfacing Program 2024	0	0	0	0	0	0	2,321	0	2,321	2,321	0	0	0	0	2,321	0	2,321							
b-3	Annual Street Resurfacing Program 2023	0	0	0	0	0	0	2,618	(250)	2,368	2,368	0	0	0	0	2,368	0	2,368							
b-4	Annual Street Resurfacing Program 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
b-5	Annual Street Resurfacing Program 2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
b-6	Future Street Resurfacing Program	0	0	0	0	0	0	0	0	0	0	2,300	2,300	2,350	2,350	9,300	24,000	33,300							
b-7	Pavement Management system	0	0	0	0	0	0	18	0	18	18	0	0	0	0	18	0	18							
b-8	Thermoplastic Pavement Marking - Citywide	0	0	0	0	0	0	112	0	112	112	0	0	0	0	112	0	112							
SUBTOTAL		0	0	850	0	1,000	800	2,650	5,069	0	5,069	2,300	2,300	2,350	2,350	17,019	24,000	41,019							
C. TRAFFIC																									
c-1	City-Wide Traffic Signal Upgrade	0	0	0	0	0	0	0	115	115	115	200	200	150	0	665	500	1,165							
c-2	Traffic Signal Interconnect System Software Upgrade	0	0	0	0	0	0	37	0	37	37	0	0	0	0	37	0	37							
c-3	Gateway Signs (El Camino Real)	0	0	0	0	0	0	76	(76)	0	0	0	0	0	0	0	0	0							
c-4	Bayshore Signal Pole & Mastarm Replacement	0	0	0	0	0	0	199	0	199	199	0	0	0	0	199	0	199							
c-5	Hoover School Traffic and Safety Improvements	0	0	0	0	0	0	98	(98)	(0)	(0)	0	0	0	0	(0)	0	(0)							
c-6	Hoover School - Sidewalk Project	0	0	0	0	0	0	515	0	515	515	0	0	0	0	515	0	515							
c-7	Oak Grove/Carolan Traffic Signal Improvements	0	0	0	0	0	0	949	0	949	949	0	0	0	0	949	0	949							
c-8	Citywide Pedestrian Improvements (RRFB, AB413)	0	0	0	250	0	250	164	100	264	514	100	100	100	100	914	0	914							
c-9	Downtown Broadway Intersections Improvements	0	0	0	150	0	150	0	0	150	150	0	0	0	0	150	0	150							
c-10	Citywide Traffic Calming Improvements	0	0	0	225	0	225	42	0	42	267	100	100	100	100	667	0	667							
c-11	Floribunda/Almer/Bellevue Intersection Design	0	0	0	150	0	150	0	0	0	150	0	0	0	0	150	0	150							
c-12	Bay Trail Improvements @ Airport and Beach - Design	0	0	0	150	0	150	0	0	0	150	0	0	0	0	150	0	150							
c-13	Chapin Streetscape & Stormwater Treatment	0	0	0	0	0	0	92	(92)	0	0	0	0	0	0	0	3,000	3,000							
c-14	Green Infrastructure Streetscape & Stormwater Treatment	0	0	0	0	0	0	0	92	92	92	50	50	50	50	292	0	292							
c-15	CA Drive Congestion Management Video Detection	0	0	0	0	0	0	204	0	204	204	0	0	0	0	204	0	204							
SUBTOTAL		0	0	0	925	0	925	2,376	41	2,417	3,342	450	450	400	250	4,892	3,500	8,392							
D. RAILROAD IMPROVEMENTS																									
d-1	Bayswater Avenue North Lane Crossing	0	0	0	0	0	0	125	0	125	125	0	0	0	0	125	0	125							
d-2	Railroad Grade Separation at Broadway	0	0	0	0	0	0	1,450	0	1,450	1,450	292,000	0	0	0	293,450	0	293,450							
SUBTOTAL		0	0	0	0	0	0	1,575	0	1,575	1,575	292,000	0	0	0	293,575	0	293,575							
E. DOWNTOWN IMPROVEMENTS																									
e-1	Burlingame Ave Streetscape/Downtown Improv.	0	0	0	0	0	0	150	0	150	150	0	0	0	0	150	0	150							
e-2	Burlingame Ave District Parking Improvement/Studies	0	0	0	0	0	0	357	0	357	357	0	0	0	0	357	0	357							
SUBTOTAL		0	0	0	0	0	0	507	0	507	507	0	0	0	0	507	0	507							
F. BICYCLE & PEDESTRIAN IMPROVEMENTS																									
f-1	California Drive Complete Streets	0	0	0	0	0	0	36	0	36	36	0	0	0	0	36	0	36							
f-2	California Drive Roundabout	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
f-3	Rollins and Bloomfield Radar Speed Warning Signs	0	0	0	0	0	0	12	0	12	12	0	0	0	0	12	0	12							
f-4	Lyon Hoag Neighborhood Traffic Calming - Phase 1	0	0	0	0	0	0	110	0	110	110	600	600	600	600	2,510	0	2,510							
f-5	California Drive Bike Facility	0	0	0	0	0	0	401	0	401	401	0	0	0	0	401	0	401							
f-9	Burlingame Station Pedestrian Improvements	0	0	0	0	0	0	(49)	0	(49)	(49)	0	0	0	0	(49)	0	(49)							
f-6	Murchison, Trousdale and Davis Bike Lane Project	0	0	0	0	0	0	884	0	884	884	0	0	0	0	884	0	884							
f-7	CA Drive Class I Bike Imp. (Broadway to Murchison)	0	0	0	0	0	0	300	0	300	300	0	0	0	0	300	0	300							
f-8	CA Drive Class I Bike Imp. (Oak Grove to Burlingame Ave)	0	0	0	0	0	0	2,100	0	2,100	2,100	0	0	0	0	2,100	0	2,100							
f-9	CA Drive Bike Imp. (Burlingame Ave and Peninsula)	0	0	0	0	0	0	300	0	300	300	0	0	0	0	300	0	300							
f-10	MTC Quick Strike Pedestrian Safety Grant Project	0	0	0	0	0	0	221	268	489	489	0	0	0	0	489	0	489							
f-11	Bike Blvds Phase I (Paloma Neighborhood)	0	0	0	0	0	0	388	0	388	388	0	0	0	0	388	0	388							
f-12	Bike Blvds Phase II	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500							
f-13	North Rollins Road Bike & Ped Improvements	0	0	0	0	0	0	3,900	0	3,900	3,900	0	0	0	0	3,900	0	3,900							
f-14	South Rollins Road Traffic Calming Project	0	0	0	0	0	0	630	0	630	630	0	0	0	0	630	0	630							
f-15	Occidental Ave. Bike and Ped Improvements	0	0	0	0	0	0	562	0	562	562	0	0	0	0	562	0	562							
f-16	Bike Ped Master Plan Improvements	0	0	0	0	0	0	0	0	0	0	700	700	700	700	2,800	13,000	15,800							
SUBTOTAL		0	0	0	0	0	0	9,796	268	10,064	10,064	1,300	1,300	1,300	1,300	15,264	13,500	28,764							
G. LIGHTING & POLES																									
g-1	Citywide Streetlight Improvements/Masterplan	0	0	0	0	0	0	24	0	24	24	0	0	0	0	24	3,000	3,024							
g-2	Broadway Pedestrian Lighting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
g-3	El Camino Real Rule 20A Utility Undergrounding (\$18M credits)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
SUBTOTAL		0	0	0	0	0	0	24	0	24	24	0	0	0	0	24	3,000	3,024							
H. SIDEWALKS, CURBS & GUTTERS																									
h-1	Sidewalk and ADA Improvements 2020	0	0	0	0	0	0	(188)	0	(188)	(188)	0	0	0	0	(188)	0	(188)							
h-2	Sidewalk and ADA Improvements 2021	0	0	0	0	0	0	285	0	285	285	0	0	0	0	285	0	285							
h-3	Sidewalk and ADA Improvements 2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
h-4	Sidewalk and ADA Improvements 2023	624	0	0	0	0	0	624	0	624	624	0	0	0	0	624	0	624							
h-5	Sidewalk and ADA Improvements 2024	0	0	0	0	0	0	1,298	0	1,298	1,298	0	0	0	0	1,298	0	1,298							
h-6	Sidewalk and ADA Improvements 2025	0	0	100	0	1,000	0	1,100	0	0	1,100	0	0	0	0	1,100	1	1,101							
h-7	future Sidewalk Project	0	0	0	0	0	0	0	0	0	0	1,100	1,100	1,100	1,100	4,400	10,000	14,400							
SUBTOTAL		0	0	100	0	1,000	0	1,100	2,018	0	2,018	1,100	1,100	1,100	1,100	7,518	10,001	17,519							
TOTAL, STREETS CAPITAL IMPROVEMENT PROGRAM		\$650	\$3,480	\$950	\$1,125	\$2,000	\$800	\$9,005	\$22,945	\$0	\$22,945	\$297,300	\$15,250	\$15,200	\$5,050	\$364,750	\$55,001	\$419,751							

							5 YEAR CIP PLAN												
WATER CAPITAL IMPROVEMENT PROGRAM							Water Rates (City)	Total New FY25 Appropriations	** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total FY25 Need (Existing + New)	FY26 Need	FY27 Need	FY28 Need	FY29 Need	FY25-29 Need Total	FY29+ Need	Total FY25-29+ Need
*in thousands							(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. PLANNING																			
a-1	Recycled Water and Well Water Distribution Planning						0	0	19	0	19	19	0	0	0	0	19	8,732	8,751
a-2	Regional Water Supply Studies/Modeling						50	50	127	0	127	177	50	50	50	50	377	50	427
a-3	2025 Urban Water Management Plan						0	0	12	0	12	12	100	0	0	0	112	0	112
a-4	2025 American Water Infrastructure Act						0	0	14	0	14	14	100	0	0	0	114	0	114
SUBTOTAL							50	50	172	0	172	222	250	50	50	50	622	8,782	9,404
B. STORAGE																			
b-1	Emergency Storage Tank Expansion						0	0	51	0	51	51	0	0	0	0	51	7,300	7,351
b-2	Mills Storage Tank Study						0	0	10	0	10	10	0	0	0	0	10	13,500	13,510
SUBTOTAL							0	0	62	0	62	62	0	0	0	0	62	20,800	20,862
C. TRANSMISSION PIPELINES																			
c-1	Howard - Primrose to Carolan						0	0	0	0	0	0	0	0	0	0	0	4,223	4,223
c-2	Train Track Xings (4)						0	0	0	0	0	0	0	0	0	0	0	4,080	4,080
c-3	Easton Turnout to Easton Pump Station						0	0	0	0	0	0	0	0	0	0	0	4,080	4,080
c-4	Highline Project						100	100	0	0	0	100	1,000	1,000	1,000	0	3,100	2,404	5,504
SUBTOTAL							100	100	0	0	0	100	1,000	1,000	1,000	0	3,100	14,787	17,887
D. PIPELINES REHABILITATION																			
d-1	Emergency Water Main Replacement						0	0	376	0	376	376	50	50	50	50	576	500	1,076
d-2	South ECR WMR, Phase 1 Sanchez to Barroilhet						0	0	(9)	0	(9)	(9)	0	0	0	0	(9)	0	(9)
d-3	Glenwood and Burlingame Height Subdivision - South ECR WMR, Phase 2						0	0	397	(397)	0	0	0	0	0	0	0	0	0
d-4	Burlingame Park Subdivision - South ECR WMR Phase 3						0	0	1,600	0	1,600	1,600	0	0	0	0	1,600	0	1,600
d-5	West Burlingame Terrace - South ECR WMR Phase 4						450	450	2,595	465	3,060	3,510	0	0	0	0	3,510	0	3,510
d-6	Burlingame Terrace Subdivision - Easton Add. and Bur. Terrace WMR Proj. Phase						3,125	3,125	283	0	283	3,408	0	0	0	0	3,408	0	3,408
d-7	East Burlingame Terrace Subdivision WMR Proj. Phase 2						0	0	0	0	0	0	3,000	0	0	0	3,000	0	3,000
d-8	West Easton Add - WMR Proj. Phase 3						0	0	0	0	0	0	400	3,200	0	0	3,600	0	3,600
d-9	Broadway and Neighborhood - Easton Add. and Bur. Terrace WMR Proj. Phase 4						0	0	0	0	0	0	0	400	3,200	0	3,600	0	3,600
d-10	El Camino Real at Adeline						0	0	68	(68)	(0)	(0)	0	0	0	0	(0)	0	(0)
d-11	Howard and Bloomfield						0	0	0	0	0	0	0	0	400	4,500	0	3,000	3,000
d-12	Bayswater and Victoria						0	0	0	0	0	0	0	0	0	0	0	4,000	4,000
d-13	Broadway Grade Separation						0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-14	Ray Park/Easton Fire Flow Improvement, Phase 1, 2 & 3						0	0	0	0	0	0	0	0	0	0	0	7,432	7,432
d-15	Alturas and La Mesa						0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-16	2100 Block of Trousdale						0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-17	Industrial Area (Steel Valves) Prevention Program						0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-18	Mills Canyon Crossing						0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
d-19	El Prado Road (Canyon to Summit)						0	0	0	0	0	0	0	0	0	0	0	800	800
d-20	Unincorporated Areas						0	0	0	0	0	0	0	0	0	0	0	2,000	2,000
d-21	Valdivia and Hayward Drive						0	0	0	0	0	0	0	0	0	0	0	1,700	1,700
d-22	Oakgrove/Burlingame/Washington Park/Rollins Road Subdivision						0	0	0	0	0	0	0	0	0	0	0	4,000	4,000
d-23	Replace Riveted Steel on Loma Vista						0	0	0	0	0	0	0	0	0	0	0	4,200	4,200
SUBTOTAL							3,575	3,575	5,309	0	5,309	8,884	3,450	3,650	3,650	4,550	19,284	33,632	52,917
E. PUMP STATIONS																			
e-1	Trousdale Pump Station Improvements						0	0	145	0	145	145	0	0	0	0	145	0	145
e-2	Skyview Reservoir Pump Upgrades						0	0	0	0	0	0	0	0	0	0	250	0	250
e-3	Sisters of Mercy Pump Station						100	100	382	0	382	482	0	0	0	0	482	0	482
SUBTOTAL							100	100	527	0	527	627	0	0	0	0	877	0	877
F. WATER QUALITY & CHLORAMINATION																			
f-1	Unidirectional Flushing Program						0	0	57	0	57	57	0	0	0	0	57	0	57
SUBTOTAL							0	0	57	0	57	57	0	0	0	0	57	0	57
G. SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)																			
g-1	SCADA & RTU's for turnouts						0	0	83	0	83	83	0	0	0	0	83	500	583
g-2	SCADA System Upgrade						0	0	157	0	157	157	0	0	0	0	157	0	157
SUBTOTAL							0	0	240	0	240	240	0	0	0	0	240	500	740
H. MISCELLANEOUS IMPROVEMENTS																			
h-1	Water Meter Replacement						100	100	184	0	184	284	50	50	50	50	484	100	584
h-2	Water Service Replacement Program						0	0	62	0	62	62	100	100	100	200	562	400	962
h-3	Valve Replacement Project						100	100	12	0	12	112	100	100	100	100	512	400	912
h-4	Hillside and Skyview Site Improvements						0	0	(1)	0	(1)	(1)	50	50	50	50	199	0	199
h-5	Hillside and Skyview Roof Replacement						0	0	27	0	27	27	0	0	0	0	27	0	27
h-6	Miscellaneous Painting						0	0	49	0	49	49	0	0	0	0	49	0	49
h-7	Advanced Metering Infrastructure (AMI)						300	300	1,198	0	0	300	1,000	1,000	1,000	0	3,300	0	2,900
h-8	PW Corporation Yard EMS Upgrade						0	0	491	0	491	491	0	0	0	0	491	0	491
h-9	Roof Replacement at PW Corp Yard - See facilities						500	500	0	0	0	500	0	0	0	0	500	0	500
h-10	EV Chargers at the Corp Yard - See facilities						175	175	0	0	0	175	0	0	0	0	175	0	175
SUBTOTAL							1,175	1,175	2,021	0	824	1,999	1,300	1,300	1,300	400	6,299	900	6,799
TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM							\$5,000	\$5,000	\$8,389	\$0	\$7,191	\$12,191	\$6,000	\$6,000	\$6,000	\$5,000	\$30,541	\$79,401	\$109,542

\*\* Available Existing Funding - balance as of January 31, 2024 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.





## Appendix

### Summary of Community Funding Awards



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**CITY OF BURLINGAME  
COMMUNITY GROUP FUNDING  
FISCAL YEAR 2024-25**

<b>Organization</b>	<b>Awarded Amount</b>
Burlingame Historical Society	\$2,240.00
Burlingame Neighborhood Network	4,100.00
CALL Primrose Center	14,000.00
Citizens Environmental Council - Burlingame	3,100.00
Community Gatepath	3,100.00
CORA	3,800.00
County of San Mateo Jobs for Youth	940.00
Health Right 360	700.00
Hillbarn Theatre, Inc.	390.00
HIP Housing	4,800.00
Legal Aid Society of San Mateo County	1,090.00
Life Steps Foundation	850.00
LifeMoves	7,700.00
Mission Hospice & Home Care	700.00
Music at Kohl Mansion	600.00
Nami	3,600.00
Ombudsman Services of San Mateo County, Inc.	2,100.00
PARCA	1,390.00
Peninsula Choral Association DBA Peninsula Girls Chorus	600.00
Samaritan House - Core Services	5,500.00
Samaritan House/Safe Harbor/Winter Shelter	4,700.00
Silicon Valley Bicycle Coalition	1,200.00
Sonrisas Dental	2,300.00
Star Vista	1,600.00
Sustainable San Mateo County	2,100.00
Woman's Coaching Alliance	1,800.00
<b>Totals:</b>	<b>\$75,000.00</b>



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