



FISCAL YEAR
2025-2026



BUDGET

CITY OF BURLINGAME, CA

On June 16, 2025, the City Council adopted the Proposed Fiscal Year 2025-26 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 2025-26 PROPOSED OPERATING AND CAPITAL BUDGET

FINANCE DEPARTMENT
501 PRIMROSE ROAD
BURLINGAME, CA 94010

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Budget Staff

Lisa K. Goldman, City Manager

Helen Yu-Scott, Finance Director and Treasurer

Syed Murtuza, Public Works Director

Margaret Glomstad, Parks and Recreation Director

Karen Cao, Financial Services Manager

Darlene Wong, Financial Services Manager

Hnin Phwe, Senior Accountant

John Kang, Accountant

Capital Planning Group

Kevin Okada, Assistant Public Works Director

Stephanie Brewer, Management Assistant

Finance Department

Claudia Michaels

Vi Ngo

Margaret Ono

Marry Susantin

Andrea Torres

Denise Warner

John Weingand

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CITY MANAGER'S TRANSMITTAL LETTER

Date: June 16, 2025

To: Mayor Peter Stevenson & the Burlingame City Council

From: Lisa K. Goldman, City Manager

Subject: Budget Transmittal Letter for Fiscal Year 2025-26



In accordance with the City of Burlingame Municipal Code, I am pleased to transmit to you the recommended budget for fiscal year 2025-26. 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.

While the U.S. economy has shown signs of gradual recovery from the pandemic-induced recession of 2020, a new set of challenges has emerged. Rapid shifts in trade policies have introduced market volatility and increased concerns about a potential economic downturn. Ongoing geopolitical tensions, including the Russia-Ukraine war and conflicts in the Middle East, coupled with high inflation and interest rates, have contributed to a decline in consumer confidence. Recent months have seen an increase in uncertainty regarding the economic outlook. Despite these challenges, the City's fiscal year 2025-26 budget reflects continued cautious optimism.

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 January, each Councilmember presented a project they would like to lead over the coming year. Mayor Stevenson's project involves collaborating with the City of San Mateo to enhance the Peninsula Corridor. Vice Mayor Brownrigg would like the City to address the Affordable Housing Fund and determine the best way to utilize it, while also emphasizing the importance of monitoring the Town Square project.

Councilmember Colson will focus her energy on creating the City's Art Task Force to inventory the City's existing art and determine the best approach to creating space for new public art. She also wanted to focus on employee development and growth. Councilmember Pappajohn stated that she wanted to work on the Broadway Specific Plan. Finally, Councilmember Thayer echoed Councilmember Pappajohn's goal. She added that she spoke with many people who were eager

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to provide input. (After receiving robust public comment, the City Council subsequently voted to cancel the Broadway Specific Plan process.)

FISCAL YEAR 2024-25 DEPARTMENTAL ACCOMPLISHMENTS

The City Attorney's Office continued to provide legal advice to the City Council, Commissions, and staff on all aspects of City operations. The Department prepared numerous ordinances and legislation, including the Tree Ordinance Update, Smoking Ordinance Regulations, Micromobility Ordinance, Tobacco Retailer Ordinance, and Reach Code Amendments.

The *City Attorney's Office* also provided extensive support on a number of development projects. In particular, the Office provided legal advice and/or negotiations support on the implementation of the Topgolf Ground Lease and an Easement Agreement to allow for signage, the Mills Peninsula Hospital Solar Panels project, the Mercy High School Gym approval and appeal, the 1440 Chapin Avenue City Hall project, the Town Square project, the Mobility Hub project, the 1499 Old Bayshore Highway project, the 1699 Old Bayshore Highway project, and application of Housing Laws including ADUs and Article 34.

As in prior fiscal years, the *City Manager's Office* continued to provide strategic direction and general oversight over all City departments. The Office led the negotiations for the 1440 Chapin Avenue City Hall project and is now overseeing the design of the tenant improvements for the building. The Office also spent significant time working on the El Camino Real Roadway Renewal project, the Broadway Grade Separation project, and the management of the City's finances. The Office also managed the City's website and eNews and is in the process of implementing a chat bot for the website. Finally, the City Manager's Office oversaw the City's green initiatives, including managing the bike-sharing program and implementing the leaf blower ban ordinance along with an associated rebate program for electric leaf blowers.

This fiscal year, many projects approved by the City Council and/or Planning Commission in previous years, which were processed by the *Community Development Department*, began or completed construction, including over 1,200 residential units and one million square feet of commercial and office space. Notable projects include:

Completed Construction:

- A Topgolf facility located at 250 Anza Boulevard that opened in December 2024, consisting of 102 hitting bays across three levels, along with a restaurant, outdoor dining, and indoor event space.
- A 242,000 square foot eight-story office/research and development building at 567 Airport Boulevard was completed in July 2024.
- A seven-story, 265-unit mixed-use residential development at one Adrian Court was completed in October 2024.

Under Construction:

- An eight-story, 69-unit, 100% below-market-rate residential building at 1875 California Drive.
- A five-story, 420-unit residential development at 1855 Rollins Road.
- A seven-story, 320-unit residential and commercial development at 30 Ingold Road.

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- An eight-story, 311-unit residential development at 1766 El Camino Real.
- A 476,000 square foot office/research and development campus consisting of two buildings and a parking garage at 1699 Bayshore Highway.

The *Building Division* performed its highest volume of building permit reviews, issuances, and inspections in the last decade. Over 1,557 building permits have been issued, and more than 12,336 building inspections have been conducted, representing a 10-30% increase in activity compared to prior years.

The *Finance Department* worked with an outside consultant to conduct and assess the City's internal controls and overall risk environment. As a result of the assessment, the City developed a risk assessment framework to manage and mitigate financial risk on an ongoing basis. Another major upgrade to the City's Munis® Enterprise Resource Planning (ERP) system was successfully completed in April 2025.

Fiscal year 2024-25 marks the third 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 to City staff, supporting various departmental projects throughout the City, and completing several long-overdue projects. These include M365 migration, Microsoft application expansion, Windows Server OS update, email retention enforcement, internet service provider redundancy, and a phone system upgrade.

The *Human Resources Department* successfully oversaw several high-level recruitments, including Community Development Director, Chief Building Official, Assistant City Attorney, and Chief of Police. The Department continues to host and present at collaborative training programs, including the Regional Training and Development Consortium and the Liebert Cassidy Whitmore Employment Relations Consortium, to develop and grow staff. To promote positive mental health, the Department transitioned the City's employee assistance program to Concern Health, which offers multiple service options and specialized providers for first responders. To support employee financial wellness, the Department issued a request for proposals (RFP) for the City's 457 (b) deferred compensation program's recordkeeper to ensure employees receive investment services at a reasonable rate.

The *Library Department* completed a \$10,000 Sustainable Living state grant this year and is working on another \$10,000 Sustainable Future grant from the Pacific Library Partnership. Both grants require intensive staff time and preparation to educate Burlingame residents about sustainable practices and the dangers of global warming. The Sustainable Future grant involves incorporating artificial intelligence and virtual reality into the learning process. In addition to the hundreds of events for kids, teens, and adults, the Library staff provided approximately 12 artificial intelligence-related programs, which are expected to increase over the next fiscal year.

Over the past year, the *Recreation Division* achieved significant milestones through two key partnerships. Grants from the Burlingame School District and the Peninsula Health Care District enabled the Recreation Division to expand its outreach and enhance programming for school-age participants and the 55+ community.

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Through the Burlingame School District's Extended Learning Opportunity Program (ELOP) grant, the Division has provided access to Enrichment classes for students who previously faced financial barriers to participation. This initiative has not only increased enrollment among historically underrepresented students but also contributed to a record-low number of class cancellations.

Additionally, funding from the Peninsula Health Care District, awarded in January 2025, has facilitated the expansion of senior programming through the Let the Sunshine In initiative. This program fosters social connection and engagement by offering seniors subsidized access to nature excursions, cultural experiences, historical explorations, and community events. By the end of the 2024-25 fiscal year, the Division will have served over 250 seniors, many of whom had previously been unable to participate due to financial constraints.

During fiscal year 2024-25, the *Parks Division* completed a significant number of Capital Improvement projects (CIP). These include the Burlingame Girls Softball batting cage, the Washington Sport Court lighting, the Washington Tennis Court resurfacing, the Cuernavaca Athletic Turf renovation, the Mills Canyon landslide repairs, the Laguna Playground renovation, and the Burlingame Square Transit Hub. The Division also undertook extensive tree pruning, including the remaining large eucalyptus trees along the El Camino frontage and California Drive and in Mills Canyon. Aside from the CIP projects, Park's staff updated the City's Tree Ordinance, installed automatic locking systems in the restrooms, transitioned over 90% of landscaping gas-powered equipment to battery-powered, completed year three of the CAL FIRE fuel load reduction in Mills Canyon, and planted more trees than ever in one year.

To address rising retail theft in the downtown shopping district, in fiscal year 2024-25, the *Police Department* reinstated the Apple Store security detail and introduced a new detail at Sephora to deter theft and enhance community relations. The Department continued to utilize grant funds to combat the sale of flavored tobacco products 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. The Department also conducted target enforcement at traffic hotspots and assisted with enforcement of rules around the use of e-bikes.

The *Public Works Department* continued its extensive infrastructure improvement program, overseeing the construction of approximately 5,000 linear feet of new potable water mains. Storm drain improvements included enhancements to the drainage system in various Burlingame neighborhoods as well as the cleaning of approximately 700 linear feet of existing pipes and culverts to improve capacity. Utilizing the Pavement Management Program to establish priorities, the Department paved and repaired nine streets to improve roadway conditions and address potholes. In addition, the Department rehabilitated Parking Lot X in Washington Park and the City-owned parking lot at Fire Station 35. The sidewalk project resulted in the installation of 30,100 square feet of new sidewalk, 4,750 square feet of new cross gutters and driveways, and 1,500 linear feet of new curb and gutter. Facilities projects included the replacement of the roof at the Police Station, installation of a new energy management system at the Main Library, and various improvements at Fire Station 34 to maintain its operational condition, as well as the construction of new bathrooms at Fire Station 36. Traffic improvements included the installation of 17,750 linear feet of striping, 21,600 square feet of thermoplastic pavement markings, nine

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roadside signs, and other related enhancements such as Rectangular Rapid Flashing Beacons (RRFB) and speed cushions. The Broadway Grade Separation project advanced toward final design in collaboration with the San Mateo County Transportation Authority and the Peninsula Corridor Joint Powers Board. Public Works also continued coordination with Caltrans and PG&E in preparation for the construction of the Rule 20A undergrounding project and the El Camino Real Renewal project.

* * * * *

The budget process for the 2025-26 fiscal year began early in the calendar year, as Department Directors and their budget staff started their mid-year evaluation of current-year activities and developed their budget requests for the next fiscal year. At the March Mid-Year Budget Review for the 2024-25 fiscal year, staff discussed revenue estimates, expenditure projections, and the five-year forecast with the City Council.

Despite uncertain economic conditions, the preliminary departmental budgets for fiscal year 2025-26 were submitted and compiled for further evaluation by the City Manager. Once adjusted, staff presented an initial budget to the City Council at the FY 2025-26 budget study session on May 21, 2025, 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 16. The fiscal year 2025-26 budget, outlined 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

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 2025-26 utilizes the tools available to adjust to the changing economic environment. Compared to the General Fund budget adopted for the 2024-25 fiscal year, revenues are improving in most areas, though ongoing inflation and trade conflicts impacted the City's sales tax receipts. Sales tax is projected to decline slightly from the current fiscal year. Employee benefits are maintained on the expenditure side, and a net of four full-time equivalent staff positions were added. Departmental budgets include anticipated increases in operating costs.

The economic evaluation that informed this proposed budget for the 2025-26 fiscal year was presented with the FY 2024-25 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 – the transient occupancy tax (TOT).

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 see the City through the uncertain fiscal times ahead. As of the end of fiscal year 2024-25, the City had an estimated \$49.3 million in General Fund balance.

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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 2025-26 totals \$162,152,166. A breakdown by major funds is as follows:

CITY OF BURLINGAME, CA BUDGET SUMMARY BY FUND		
	FY24-25 Revised Budget	FY25-26 Proposed Budget
General Fund	\$ 84,382,017	\$ 85,837,852
Capital Projects	37,327,040	27,159,920
Financing Authority	6,238,418	5,713,867
Water Enterprise	17,758,057	19,035,654
Sewer Enterprise	13,011,830	13,422,339
Parking Enterprise	1,254,469	1,390,530
Solid Waste Enterprise	830,775	974,011
Landfill Fund	347,417	381,322
Building Enterprise	4,069,801	4,606,935
Special Revenue Funds	340,457	856,500
Internal Service Funds	560,249	2,773,236
Total	\$166,120,530	\$ 162,152,166

Overall, the City's budget decreased by nearly \$4.0 million, or 2.4 percent, in the new fiscal year compared with the current year's revised budget. The reduction is primarily attributed to a \$10.2 million decrease in the Capital Improvement Program, which reflects a slowdown in activities funded through the General Fund.

General Fund appropriations are \$1.5 million higher than in the FY 2024-25 fiscal year, a 1.7 percent increase. Much of the increase results from increases in personnel costs, which are partially offset by reductions in operating costs, such as contractual services.

THE GENERAL FUND

The General Fund is the City's chief operating fund. No enhancements to the level of services offered by the City are anticipated, except for adding one Parks Maintenance Worker and one Recreation Supervisor to the Parks and Recreation Department. Two Administrative Assistants, one each in Public Works and Finance, are split among the General Fund (0.67 FTE), Enterprise

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Funds (0.66 FTE), and Internal Service Funds (0.67 FTE). 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 2025-26 General Fund revenue projections in the context of recent-year actual amounts and current-year estimated amounts. Fiscal year 2024-25 Revised Budget column includes the revenue amendments the City Council approved with the mid-year report on March 12. These fiscal year 2025-26 projections indicate continued improvement over the current mid-year projections for many revenue sources, resulting in a 2.5 percent increase in General Fund revenues for the upcoming fiscal year.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND REVENUES				
	FY23-24 Actuals	FY24-25 Adopted Budget	FY24-25 Revised Budget	FY25-26 Proposed Budget
Property Tax	\$ 31,562,129	\$ 31,417,115	\$ 33,947,115	\$ 35,946,490
Sales and Use Tax	17,627,886	17,493,660	17,973,660	17,062,890
Transient Occupancy Tax	19,288,603	22,666,000	21,666,000	22,821,000
Other Taxes				
Franchise Tax	1,861,477	1,965,000	1,905,000	1,934,600
Business Licenses	1,909,822	1,700,000	1,800,000	1,885,000
Real Property Transfer Tax	393,906	500,000	400,000	400,000
State HOPTR	61,373	64,000	64,000	64,000
Licenses & Permits	86,761	82,600	94,600	94,600
Fines, Forfeitures and Penalties	721,765	678,000	748,000	668,000
Use of Money & Property	271,931	995,000	245,000	1,507,000
Charges for Services	9,154,969	7,314,572	8,244,572	7,777,572
Other Revenue	419,730	387,000	387,000	137,000
State Subventions	272,746	215,000	215,000	215,000
Interest Income	5,864,063	1,850,000	2,550,000	2,000,000
Total, General Fund Revenue	\$ 89,497,161	\$ 87,327,947	\$ 90,239,947	\$ 92,513,152

Property Taxes

Burlingame has 8,761 taxable parcels, with a net assessed value in the secured property roll of \$18.2 billion. The total assessed value subject to taxes increased by 7.13 percent in fiscal year 2022-23 and then by 8.35 percent in fiscal year 2023-24, according to the County Assessor's Roll Tracker. As of the date of this transmittal letter, the assessed value in Burlingame is now 5.05 percent higher than recorded for fiscal year 2024-25. While this does not directly translate to a one-to-one 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 2025-26 to be approximately 4.8 percent higher than in the current fiscal year. Although the resolution of insufficient Vehicle

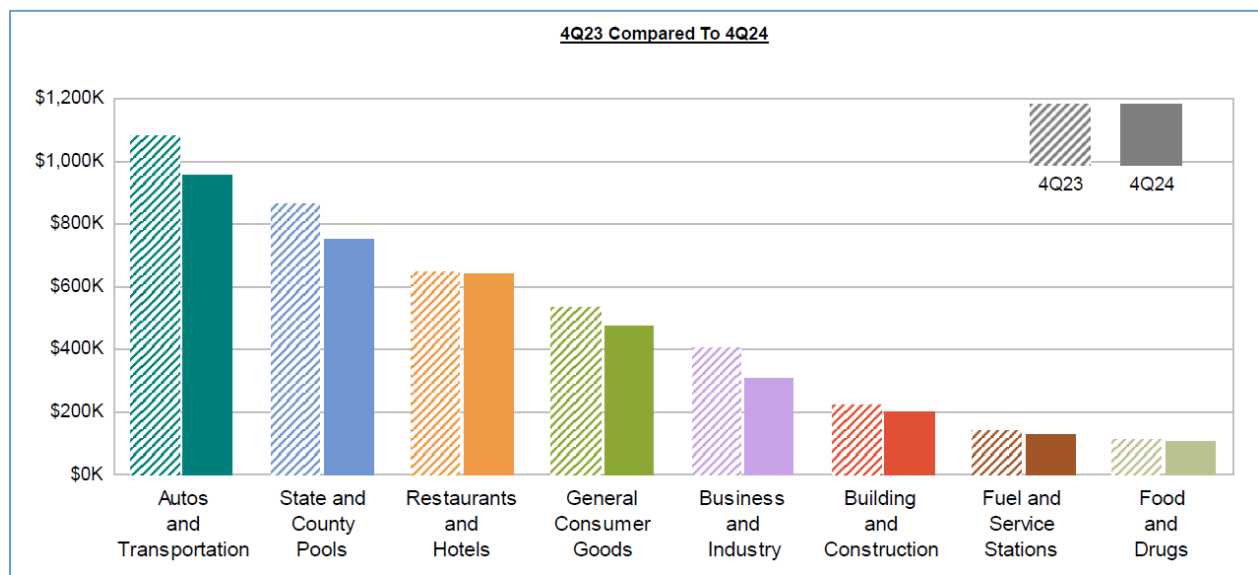
CITY OF BURLINGAME | FISCAL YEAR 2025-26

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 for the fiscal year 2025-26 budget. In total, property taxes comprise 38.9 percent of General Fund revenues in the FY 2025-26 proposed budget, compared to the 36.0 percent anticipated in the FY 2024-25 adopted budget.

Sales and Use Taxes

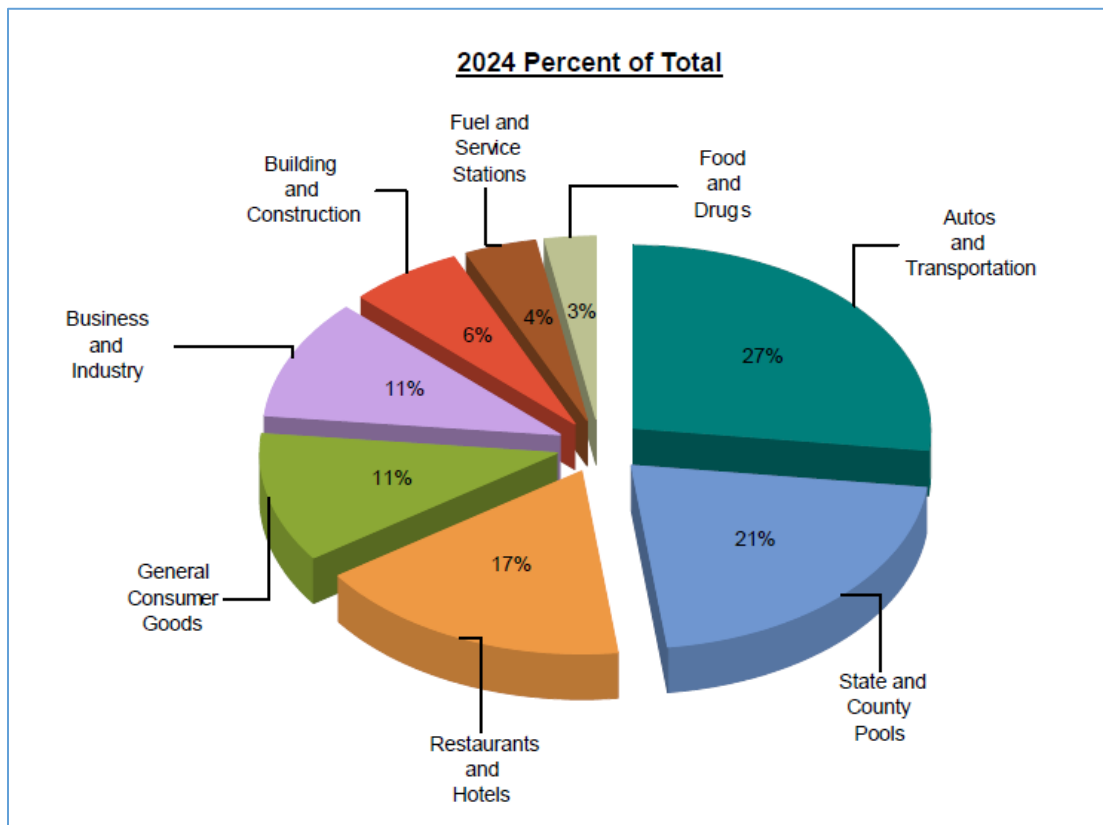
Sales and use tax revenue declined dramatically in Burlingame between 2020 and 2021, but has rebounded in recent years. Because Burlingame is known as a highly desirable residential community and upscale commercial location with attractive shopping districts, growth in the general consumer goods segment has in the past come largely from spending on high-end clothing, jewelry, and beauty products. Nearby SFO typically attracts a large number of visitors to support a vibrant hotel and restaurant sector, complementing downtown commerce.

Ongoing trade conflicts, higher interest rates, and inflation have dampened consumer confidence and business demand. General consumer goods contracted as shoppers opted toward necessary purchases only. Revenues from sales and use taxes are anticipated to decline slightly in fiscal year 2025-26.



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 2024**

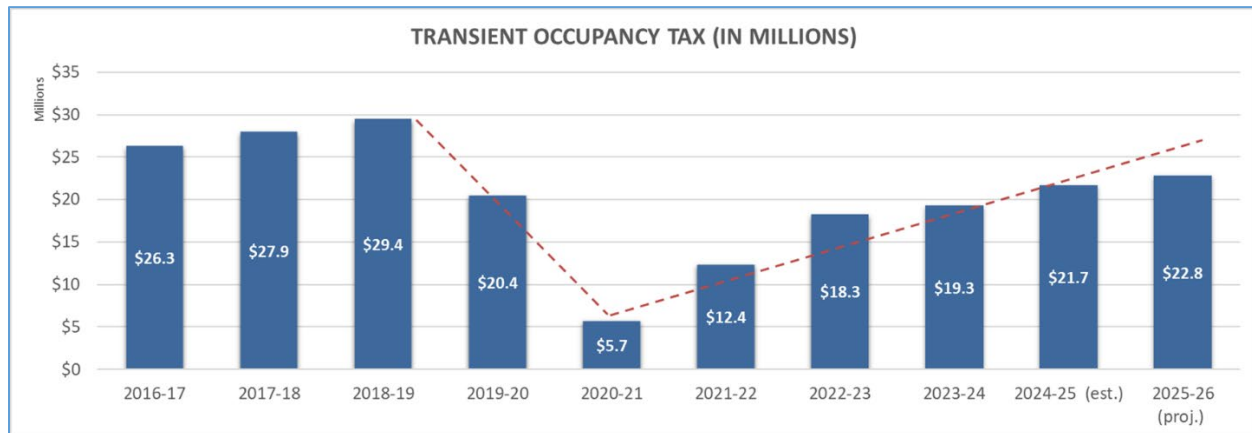


Sales and use taxes are forecasted to account for 18.4 percent of General Fund revenue in fiscal year 2025-26.

Hotel Tax - Transient Occupancy Tax

Before the COVID-19 pandemic, Burlingame hotel tax revenues 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 transient occupancy tax (TOT) revenues were expected to exceed \$28.7 million. With the emergence of COVID-19 in the spring of 2020, actual receipts for the year totaled 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, 2022-23, and 2023-24 were \$12.4 million, \$18.3 million, and \$19.3 million, respectively. TOT revenues are projected to continue improving in the current and upcoming fiscal year. Nevertheless, the pandemic has significantly impacted travel, tourism, and the hospitality industry, and the recovery process for these sectors is complex and lengthy. Both 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.

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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 are expected to remain 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					
	FY23-24 Actuals	FY24-25 Adopted Budget	FY24-25 Revised Budget	FY25-26 Proposed Budget	Change in \$
Total Revenue	\$ 89,497,161	\$ 87,327,947	\$ 90,239,947	\$ 92,513,152	\$ 2,273,205
Expenditures					
Departmental Expenditures	(76,766,690)	(81,032,875)	(84,382,017)	(85,837,852)	(1,455,835)
Transfers to Debt Services	(3,622,687)	(3,650,192)	(3,650,192)	(3,121,839)	528,353
Transfers to Capital Project Fund	(8,564,000)	(10,840,000)	(12,657,040)	(9,961,920)	2,695,120
Other Transfer In (Out)	1,870,940	1,961,080	2,388,180	2,765,930	377,750
Total Expenditures	(87,082,437)	(93,561,987)	(98,301,069)	(96,155,681)	2,145,388
Net Operating Surplus (Deficit)	2,414,724	(6,234,040)	(8,061,122)	(3,642,529)	4,418,593
Change in General Fund Balance	\$ 2,414,724	\$ (6,234,040)	\$ (8,061,122)	\$ (3,642,529)	\$ 4,418,593

The \$92.5 million in General Fund revenue will not cover the \$96.2 million in total anticipated expenditures and transfers in the 2025-26 fiscal year; a draw on General Fund reserves will be required. Appropriations include \$85.8 million of departmental spending, shown in the summary table above.

General Fund departmental operating expenditures of \$85.8 million in the new fiscal year represent an increase of \$1.5 million, or 1.7 percent, from the current year's adjusted budget. Note

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that the departmental budgets include 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, 2025, is approximately \$32.8 million.

The budget also includes nearly \$10.0 million to fund specific capital projects and more than \$3.1 million for net debt service payments. Transfers from other funds, largely to cover the cost of direct and indirect services provided by the General Fund, offset nearly \$2.8 million of the fund's expenditures.

CITY OF BURLINGAME, CA SUMMARY OF GENERAL FUND EXPENDITURES					
	FY23-24 Actuals	FY24-25 Revised Budget	FY25-26 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
<u>By Expense Categories</u>					
Salaries & Wages	\$ 22,255,673	\$ 24,870,933	\$ 24,927,867	\$ 56,934	0.2%
Benefits	14,573,742	16,316,622	17,513,720	1,197,098	7.3%
Operating Costs	31,467,554	33,182,024	32,756,433	(425,591)	-1.3%
Internal Services	8,295,066	9,580,355	10,304,692	724,337	7.6%
Capital Outlay	174,656	432,083	335,140	(96,943)	-22.4%
Total Expenditures	\$ 76,766,690	\$ 84,382,017	\$ 85,837,852	\$ 1,455,835	1.7%

The proposed fiscal year 2025-26 expenditure budget is oriented toward sustaining the City's current operational levels while meeting the community's service needs. Nearly \$1.5 million of the increase in anticipated General Fund departmental expenditures is attributed to personnel costs. Increases in personnel budgets citywide 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 \$0.8 million to General Fund expenditures. A reduction in operating costs partially offsets this increase in personnel costs.

The net operating deficit of \$3.6 million will necessitate a draw from General Fund Reserves. With the modest recovery of revenues, the Economic Stability Reserve will be increased by more than \$0.5 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 decrease by nearly \$4.2 million. The City will still have a positive ending fund balance of \$45.7 million, which includes approximately \$0.7 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

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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 \$0.5 million, mainly due to reduced payments for the 2006 Pension Obligation Bonds (POBs) for the next 10 years.

CITY OF BURLINGAME, CA GENERAL FUND DEBT SERVICE OBLIGATIONS					
Description	Maturity	FY24-25 Adopted Budget	FY25-26 Proposed Budget	\$ Change from prior Year	% Change from prior Year
2006 Pension Obligation Bonds	FY2036	\$ 1,093,085	\$ 564,232	\$ (528,853)	-48.4%
2012 Lease Revenue Bonds (Burl Ave Streetscape)*	FY2042	548,088	548,088	-	0.0%
2019 Lease Revenue Bonds (Community Center)	FY2049	1,997,500	1,998,000	500	0.0%
Debt Administration Costs		11,520	11,520	-	0.0%
Subtotal, Principal and Interest		3,650,193	3,121,840	(528,353)	-14.5%
Contributions from Other Funds		(828,080)	(695,866)	132,214	-16.0%
Net General Fund Debt Service		\$ 2,822,113	\$ 2,425,974	\$ (396,139)	-14.0%

*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 by 5.4 percent (approximately \$0.8 million) compared to CCFD's adopted budget for the 2024-25 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 2025-26 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 serve the public interest through the services they offer to residents of San Mateo County and Burlingame. Traditionally, these organizations are invited to apply to the program early in the budget process, and the Council determines the amounts to be granted to each agency. The Finance Department compiled and tabulated each Councilmember's

preferences for allocating the \$80,000 appropriation and presented the funding recommendation to the City Council for approval on June 2, 2025. As a result of this process, 28 organizations will be granted funding from this program with the approval of the fiscal year 2025-26 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 2024-25 through fiscal year 2029-30. Staff developed the forecast based on the most probable outcomes of each City's revenue sources and anticipated expenditures, assuming a reasonable economic progression. The forecast assumes a stable local economy with continued growth. However, new challenges, such as high inflation rates, high interest rates, trade wars, the ongoing conflict between Russia and Ukraine, and instability in the Middle East, will likely temper growth. In addition, TOT revenues are expected to grow gradually, with a full recovery of hotel tax revenue not anticipated for several years. Nevertheless, property taxes remain relatively strong, and other tax revenues continue to improve. 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 expenditures are excluded from the City's long-term forecast to provide a clear picture of ongoing operations with current service standards in place. With respect to pension obligations, the estimated rates derived through the most recent actuarial data indicate the City's blended contribution rates (excluding employee cost-sharing and POB debt service but including POB proceeds) will rise from the current 36.5% for Miscellaneous employees and 83.4% for Safety employees to 40.0% and 95.2%, respectively, over the five years 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 2025-26 will be the second year the City has decided to temporarily pause contributions to the trust account, since its inception, to address continued budget deficits. As of June 30, 2025, the anticipated balance in the account is approximately \$25.2 million. One-time draws from other sources, such as the OPEB trust account or other accumulated funds, are anticipated in the fiscal years 2026-27 through 2029-30, as part of the five-year long-term outlook.

The uncertainties surrounding the course of the economy warrant frequent updates to the City's revenue projections and five-year outlook. As the course of improvement from the current economic environment takes shape, these updates will enable decision-makers to assess the impact of the economic environment and to what extent the City's reserves will be drawn down 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 the further accumulation of unfunded liabilities that aging facilities and infrastructure represent, and to provide funding for new capital projects. As such, funding is not currently appropriated to a specific project but will be appropriated for necessary capital projects as determined and authorized by the City Council. The City Council approved a policy in July 2017 that identified future sources and uses of this reserve within the Capital Projects Fund. 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 and the current fiscal year, the City transferred a total of \$4.4 million to cover the City's share of the next phase of the Broadway Grade Separation project. The current balance in the reserve (almost \$16.8 million) is entirely earmarked for funding the remaining local share of the Broadway Grade Separation Project (\$10.6 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 acknowledges the sensitivity of the City's major General Fund revenue sources to the general economy and the need for adequate reserves to safeguard against future economic downturns and provide a hedge against catastrophic events. In addition, due to the City's significant unfunded capital planning and 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, 2026, a projected fund balance of approximately \$45.7 million represents 51.4 percent of the 2025-26 fiscal year's General Fund operating expenditures and debt service total of \$89.0 million. Although this would usually be considered a very strong level of reserves, it is worth noting that the City began the 2024-25 fiscal year with a \$57.4 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's reserve management strategies reflect best practices in public finance. Note, too, that approximately \$20.3 million (roughly 44.4 percent) of the General Fund balance is anticipated to be set aside in the City's § 115 Pension Trust Fund by the end of the fiscal year.

As indicated at the Budget Study Session in May, the General Fund's projected \$3.6 million operating deficit for fiscal year 2025-26 will be funded from the City's unassigned fund balance.

CITY OF BURLINGAME | FISCAL YEAR 2025-26

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 sixth consecutive year.

These funding applications will decrease the unrestricted, unassigned fund balance by nearly \$4.2 million. The General Fund will have approximately \$0.7 million in unassigned fund balance as of June 30, 2026. The current assignments (projected as of June 30, 2026) are described below.

CITY OF BURLINGAME, CA GENERAL FUND BALANCE ASSIGNMENTS			
	FY23-24 Actuals	FY24-25 Revised Budget	FY25-26 Proposed Budget
Economic Stability Reserve	\$ 20,074,000	\$ 21,658,000	\$ 22,203,000
Catastrophic Reserve	2,000,000	2,000,000	2,000,000
Contingency Reserve	500,000	500,000	500,000
Subtotal, Assigned Fund Balance	22,574,000	24,158,000	24,703,000
Add: Restricted for Pension Trust Fund (PARS)	20,300,835	20,300,835	20,300,835
Add: Unassigned Fund Balance	14,532,972	4,887,850	700,320
Total, Ending Fund Balance	\$ 57,407,807	\$ 49,346,685	\$ 45,704,155

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 \$22.2 million in the FY 2025-26 budget, based on projected revenues for the fiscal year.

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, acts of war, or terrorism. Per the City's General Fund Reserve Policy, the Catastrophic Reserve remains at the established target of \$2.0 million in the FY 2025-26 budget.

Contingency Reserve: This reserve is available to cover unexpected expenses that may arise during 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 City's main operating fund, the City has a variety of other Special Revenue Funds and Enterprise Funds 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, as well as increasing regulation.

The City relies on imported water purchased from the San Francisco Public Utilities Commission (SFPUC) to supply the community's water needs. The SFPUC supply is received through six metered turnouts and distributed to approximately 9,200 connections. The water distribution system consists of six pumping stations, seven water storage tanks, and approximately 100 miles of buried water pipes. As a result of a comprehensive water rate study conducted in the fall of 2016, the City increased water rates, effective January 1, 2017, to cover the cost of wholesale water and to fund the ongoing capital improvements necessary to bring the City's aging water system up to current standards.

The City's sewer collection system comprises approximately 130 miles of predominantly gravity sewer mains, ranging in diameter from 4 inches to 36 inches. 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 0.5 percent in fiscal year 2025-26.

The 2025-26 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 \$16.9 million are anticipated for the Sewer Fund in fiscal year 2025-26. Both revenue assumptions will be continuously monitored and examined for adequacy throughout the year.

The Water Fund budget for the 2025-26 fiscal year will fund nearly \$3.7 million in capital projects, as well as combined debt service payments exceeding \$2.0 million. The budget also provides for a transfer (\$640,400) to the General Fund to cover the cost of administrative services and over \$86,000 to cover the Water Fund's share of the new City Hall project. The Sewer Fund's contribution toward capital improvements will be close to \$4.8 million; approximately \$2.5 million is earmarked for debt service. A \$315,100 transfer will reimburse the General Fund for administrative services and nearly \$71,000 for the Sewer Fund's share of the new City Hall project.

CITY OF BURLINGAME | FISCAL YEAR 2025-26

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

Storm Drainage Fund

The Storm Drainage Fund is used to account for the storm drainage fees collected, as approved by the majority of parcel owners in the city who voted 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 Consumer Price Index (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 2025-26. 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 Bond issuances from prior years (Series 2010, 2012, and 2016), totaling nearly \$26.7 million, 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 2025-26 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 relevant metrics.

CITY OF BURLINGAME, CA INTERNAL SERVICE FUNDS					
	FY23-24 Actuals	FY24-25 Revised Budget	FY25-26 Proposed Budget	\$ Change from Prior Year	% Change from Prior Year
Admin & Info Technology ISF	\$1,597,555	\$2,585,775	\$3,088,145	\$502,370	19.4%
Facilities Services ISF	2,087,378	2,496,781	2,643,430	146,649	5.9%
Fleet & Equipment ISF	1,498,343	2,327,509	4,798,010	2,470,501	106.1%
OPEB Retiree Medical ISF	3,494,555	4,311,500	4,397,500	86,000	2.0%
Employment Insurance ISF	89,221	500,000	632,100	132,100	26.4%
General Liability ISF	3,299,507	4,853,500	4,957,570	104,070	2.1%
Workers' Comp ISF	550,150	1,107,950	1,186,035	78,085	7.0%
Total	\$12,616,709	\$18,183,015	\$21,702,790	\$3,519,775	19.4%

Several of the City's internal service funds (ISFs) are projected to experience higher costs in FY 2025-26, 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, ensuring that costs are not double counted in the city-wide budget.

The largest budgetary increase 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's vehicle replacement standard. The City plans to replace 15 vehicles to comply with the Advanced Clean Fleet and California Air Resources Board requirements, as well as the City's vehicle replacement policy. The Citywide allocation is expected to change very little, as replacement costs are already factored into the annual charges to departments. However, the higher cost of replacement vehicles and equipment will result in higher depreciation costs, leading to an increased 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 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 \$4.4 million in fiscal year 2025-26. Expenses of the fund include payments of actual retiree medical premiums and costs of the program's third-party administrator (nearly \$4.2 million), with any remaining funds contributed to the CERBT. Funds deposited in the CERBT account, established for Burlingame's OPEB obligations, are invested alongside similar funds to accelerate the payment 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 \$32.8 million as of June 30, 2025; the liability is anticipated to be fully funded in 2037.

FY 2025-26 Capital Improvement Program

The citywide Capital Improvement Program (CIP) budget for FY 2025-26 is \$27.2 million, a decrease of \$10.2 million as compared to the revised FY 2024-25 budget. Support from the General Fund is projected to be nearly \$10.0 million (including \$2.0 million from Measure I for street resurfacing, sidewalk improvements, and City Hall projects), which is intentionally restricted 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.

CITY OF BURLINGAME CAPITAL IMPROVEMENT PROGRAM				
	General Fund	Enterprise Funds	Other Funds/Sources	FY25-26 Proposed CIP Budget
Streets CIP	\$ 1,100,000	\$ -	\$ 5,600,000	\$ 6,700,000
Parks & Trees CIP	1,860,000	-	-	1,860,000
Parking & Garages CIP	-	500,000	-	500,000
Facilities CIP	7,001,920	-	600,000	7,601,920
Storm Drain CIP	-	-	2,025,000	2,025,000
Water CIP	-	3,675,000	-	3,675,000
Sewer CIP	-	4,798,000	-	4,798,000
All CIP Funding Sources, FY2025-26	\$ 9,961,920	\$ 8,973,000	\$ 8,225,000	\$ 27,159,920

In addition to the General Fund support, the Streets CIP will also be funded with over \$1.6 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, \$1.9 million from Impact fees, and \$0.3 million from various grants. The remaining general government improvements are being funded by storm drainage fees (about \$2.0 million) and development impact fees (\$0.6 million). Water projects (\$3.7 million), sewer projects (nearly \$4.8 million), and parking projects (\$0.5 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 \$90.4 million in its Statement of Net Position as of June 30, 2024. As an employer contracting with the California Public Employees' Retirement System (CalPERS), the City struggled for many years with rate increases resulting from poor investment returns on the CalPERS portfolio in 2008. The decrease in funding and increase in liabilities since the recession continue to put pressure on employers' contribution rates. The Public Employees' Pension Reform Act (PEPRA), which took effect on January 1, 2013, primarily affects new participants by providing lower benefits and 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 mortality rates (by age), as well as 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 annually in each subsequent year's budget, as well as one-time contributions 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. Additionally, the growth of future liabilities has been limited by significant reductions in retiree health benefits for newer employees (those hired after 2012, depending on the bargaining unit).

Personnel costs are expected to be approximately \$60.3 million in the new fiscal year, representing 44.6 percent of overall expenditures from all funds, excluding the Capital Projects Fund. The City's main operating fund, the General Fund, provides \$42.4 million in appropriations for personnel expenditures, accounting for approximately 49.4% 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 sustainable long-term budget. 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 been unable to add to the reserve due to the pandemic's impact on the City's revenues. As described earlier, the estimated reserve balance at the end of the 2024-25 fiscal year, which is nearly \$16.8 million, is completely earmarked for funding the Broadway Grade Separation Project (\$10.8 million in local matching funds) and the El Camino Real 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 for these capital needs is key to a truly sustainable budget.

The Economy

Current information and analyses of the economic forces likely to impact the City's operations in the upcoming fiscal year have informed 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 significant factor in the health of Burlingame's revenue picture, will be closely monitored and are likely to result in revisions to this FY 2025-26 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 from the current economic downturn. But the funding of longer-term infrastructure needs and unfunded liabilities will not be easily accommodated. Reducing funding for these long-term demands is likely to be the necessary response during economic uncertainty, further aggravating capital conditions, slowing the prefunding of pension obligations, and ultimately impacting the City's fiscal health.

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, ensuring that the local quality of life is maintained, regardless of economic fluctuations.

ACKNOWLEDGEMENTS

I wish to thank Mayor Stevenson and the City Council for their leadership and support during the FY 2025-26 budget development process. By articulating budget priorities and continuing to adhere to the long-term fiscal strategies established over a decade ago, they enabled 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 2025-26 fiscal year represents a spending plan of nearly \$162.2 million and will necessarily undergo further review and updating as needed throughout the new fiscal year. Still, this continuous improvement provides higher 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 Phwe, and Accountant John Kang for their overall management of the City's budget; Finally, I commend Public Works Director Syed Murtuza and Assistant Public Works Director 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 2025-26 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 ⁽¹⁾: 31,552

Area: 6.1 square miles on 3,517 acres

Persons per Household ⁽¹⁾: 2.35

Median Household Income ⁽²⁾: \$168,832

Housing Units⁽¹⁾: More than 13,991

Street Miles: 84 centerline miles

Sidewalk Miles: 116 miles

Sanitary Sewer: Approximately 130 miles; 8 sewer stations

Water: Approximately 100 miles; 9,200 connections; 6 pump stations; 7 storage tanks

Streetlights: 2,077

Street Trees: 14,428

Park Trees: 1,702

Different Species of Trees: 337

Number of Parks and Open Spaces: 25

Library Circulation: 720,000

Library Print Volumes: Approx. 221,500

Library Programs: Approx. 1,065

Library Attendance: 30,000

Sources:

City of Burlingame data;

⁽¹⁾ California Dept. of Finance (2025)

⁽²⁾ U.S. Census (2024)

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 began shifting from at-large elections to by-district elections in 2022. All Councilmembers are now elected by-district. 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.



CITY ORGANIZATION BY CRITICAL SERVICE AREA

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

Economic Development and Housing

Dedicated to creating a positive business climate within Burlingame that promotes a thriving and vibrant business community

ROSTER OF ELECTED OFFICIALS AND APPOINTEES



Mayor
Peter Stevenson



Vice Mayor
Michael Brownrigg



Council Member
Andrea Pappajohn



Council Member
Donna Colson



Council Member
Desiree Thayer



City Manager
Lisa K. Goldman



City Attorney
Michael Guina

EXECUTIVE TEAM



City Clerk
Meaghan Hassel-Shearer



City Librarian
Brad McCulley



Community Development
Director
Neda Zayer



Finance Director and
Treasurer
Helen Yu-Scott



Human Resources
Director
Maria Saguisag-Sid



Parks and Recreation
Director
Margaret Glomstad



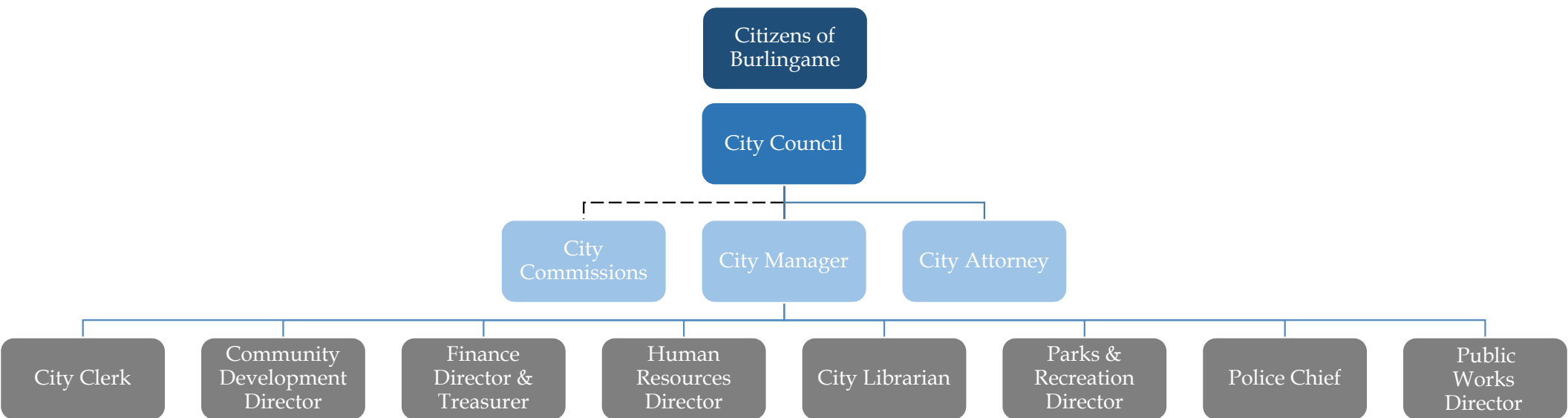
Police Chief
Vacant



Public Works Director
Syed Murtuza



Central County Fire Chief
David Pucci



City of Burlingame FY 2025-26 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 artificial intelligence (AI) program & technology initiatives, rebuilding City Hall, the City's Climate Action Plan, the Vision Zero Plan Project, City's Spin Bikeshare Program that is jointly operated with the City of Millbrae, the Mobility Grant, and various shuttle programs. The Broadway Grade Separation project remains one of the top City Council's priority.

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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

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 2025-26 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 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 verification 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 2025-26 Adopted Budget for the Central County Fire Department may be obtained online at:

[CCFD Adopted Budget](#)

and at:

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

GUIDE TO UNDERSTANDING THE BUDGET

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 fiscal year-end, except for the Capital Projects Fund, due to the multi-year nature of the underlying projects.

ARTICLE XIII(B) GANN APPROPRIATION LIMIT

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:

CALCULATION OF GANN APPROPRIATION LIMIT

2024-25 Appropriation Limit	106,171,769
State of California Inflation Factor	1.0644000
Percentage Change - City Population	2.5500000
Percentage Change - County Population	0.0700000
State of California Population Factor	1.0255000
Combined Adjustment Factor	1.0915422
2025-26 Appropriation Limit from Growth Factors	<u>115,890,966</u>
Proceeds of Taxes	81,100,466
Exclusions:	
Qualified Capital Projects and Debt	<u>(19,491,176)</u>
Appropriation Subject to Limit	<u>61,609,290</u>
2025-26 Appropriation Limit	115,890,966
Appropriation Subject to Limit	61,609,290
Over / (Under) Limit	(54,281,676)

Budget Summaries, Charts & Graphs

Key Budgetary Assumptions

Chart – Proposed FY 2025-26 Citywide Revenue by Type

Budget Summary - Estimated Revenues and Interfund Transfers

Chart – General Fund Revenues from FY 2016 to FY 2026

Chart – Property Tax Revenues from FY 2016 to FY 2026

Chart – Where Do Your Burlingame Property Tax Dollars Go?

Chart – Transient Occupancy Tax Revenues from FY 2016 to FY 2026

Chart – Sales and Use Tax Revenues from FY 2016 to FY 2026

Chart – Proposed FY 2025-26 Expenses by Type

Chart – Proposed FY 2025-26 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

Five years after the declaration of the COVID-19 pandemic, the economic outlook remains uncertain amid emerging global challenges. Escalating trade tensions, the ongoing conflict between Russia and Ukraine, and instability in the Middle East continue to fuel volatility and risks in the year ahead. Domestically, high inflation and rising unemployment have significantly eroded consumer confidence. Reflecting its cautious stance, the Federal Reserve signaled its concerns by taking a “wait-and-see” approach, delaying interest rate cuts. Despite these headwinds, the local economy remains relatively stable, with ongoing growth projected in property taxes and transient occupancy tax (TOT) revenue, partially offset by a decline in sales and use tax collections.

Economic Indicator	Projected 2024-25	Forecast 2025-26
U.S. Real GDP Growth	2.4%	2.0%
U.S. CPI Inflation	2.7%	3.2%
U.S. Unemployment Rate	4.2%	4.3%
California Unemployment Rate	5.1%	5.2%
California Total Nonfarm Employment Growth	1.2%	1.0%
California Median Existing Home Price	\$733,389	\$744,794

Source: Beacon Economics

- The City's fiscal year 2025-26 budget reflects a \$2.2 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 17.1% of the taxes attributable to properties within its jurisdiction.

According to the County, Burlingame's assessed property values have grown nearly 5.1% since the beginning of the fiscal year, reflecting continued health in the area's real estate market despite the high borrowing rates. 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 revenue projection.

- **Although assessed values of Burlingame's 2025 secured tax rolls have risen approximately 5.1%, property tax receipts in the fiscal year 2025-26 proposed budget are reflected as increasing 5.9%. This increase in the projection is a combination of the rise in secured property tax and the full distribution from the Property Tax in Lieu of VLF.**

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

Property tax refunds from San Mateo County's ERAF occur when the amounts contributed to the fund by local agencies in a fiscal year exceed withdrawals. In 2013, the State significantly increased funding distributed to schools under the Local Control Funding Formula, translating 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. 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 fund school district needs more fully. Therefore, ERAF refunds have grown over the years. However, there has been some dispute about the proper allocation of ERAF monies, resulting in further uncertainty about the future of the refunds. The City received over \$3.9 million in excess ERAF in the current fiscal year, but as this revenue is uncertain, \$3.4 million has been included in property tax revenues for fiscal year 2025-26.

- **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 where the taxable sales transactions occur. The CDTFA is also responsible for collecting 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 2024 is now available and supports the fiscal year 2025-26 forecast. Overall, receipts from the fourth quarter were 5.1 percent below the same sales period in 2023. Excluding reporting aberrations, actual sales were down 10.6 percent.

- **The City's sales and use tax revenue projection assumes that taxable sales transactions will decline in fiscal year 2025-26.**
- **The City anticipates receiving \$3.2 million in revenue from Measure I, which is included in the 2025-26 fiscal year budget for General Fund Sales Tax revenues.**

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 an 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 dropping to \$5.7 million in fiscal year 2020-21. The actual receipts for fiscal years 2021-22, 2022-23, and 2023-24 were \$12.4 million, \$18.3 million, and \$ 19.3 million, respectively. For the first nine months of fiscal year 2024-25, TOT revenue is 3.6% higher than in the prior year.

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 the SFO Corridor is up 5.6 percent through March 2025. 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 2025 was 74.3 percent (vs. 73.2 percent through March 2024), and the average room rate was \$188.10 (vs. \$180.67 through March 2024). The 2025-26 fiscal year budget projects these revenues at around \$22.8 million.

- **The proposed fiscal year 2025-26 budget includes approximately \$22.8 million in TOT revenues. Although this amount is 5.3% higher than the estimated receipts from the year ending June 30, 2025, this forecast represents only 77.7% of the pre-COVID fiscal year 2018-19 level.**

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.

CITY OF BURLINGAME | FISCAL YEAR 2025-26

Water consumption patterns in fiscal year 2025-26 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 nearly \$3.7 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 be flat in the upcoming fiscal year. Funding of capital projects/infrastructure within the Sewer utility – both collection system improvements and wastewater treatment plant upkeep – will be \$4.8 million in fiscal year 2025-26. 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 \$16.9 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, 2025, was the CPI report for February 2025, which indicated a CPI increase of 2.7%. In April 2025, 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 2025-26 fiscal year budget expenditures include a net increase of 4.0 FTE personnel positions – one Park Maintenance Worker, one Recreation Supervisor, one Administrative Assistant, and one Information Technology Manager.

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 \$1.3 million (3.0%) 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 73.4% for Safety personnel and 32.0% for Miscellaneous personnel, resulting in a city-wide budget of approximately \$12.4 million, up from the \$11.2 million provided in the adopted budget for the 2024-25 fiscal year.

- **The proposed budget assumes that increased employer rates and required lump-sum payments to CalPERS will increase pension costs by 10.8% (approximately \$1.2 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 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 led to an associated rise in employer contribution rates.

The City's total estimated net pension liability is over \$90.4 million at June 30, 2024 (per the June 30, 2023 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 City Council must authorize the contributions, and they will be reflected as "restricted" fund balance for financial reporting purposes. FY 2025-26 will mark the second 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 2025-26.**

INTERNAL SERVICE FUND CHARGES

The Internal Service Funds (ISFs) are funded through charges to City departments and account for certain programs and services that benefit all departments. Costs are allocated 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) accounts 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 2.7 percent in the base contract for IT services with Eaton & Associates, several other cost increases are reflected in the fund's budget for FY 2025-26, which will push allocations to all City departments (charges for services) higher. For example, a server upgrade project (\$225,000) and hiring one Information Technology Manager were included in the proposed budget.

The General Liability and Workers' Compensation ISF increases are primarily due to increased insurance premiums.

The Fleet and Equipment ISF accounts for the costs of operating, maintaining, and repairing the City's automotive equipment and provides for future equipment replacement.

- **The proposed budget assumes an increase of \$502,000 for the Information Technology ISF and \$314,000 for the General Liability, Workers' Compensation, and Employment Insurance ISFs. Fleet & Equipment ISF costs are expected to increase by over \$2.6 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.

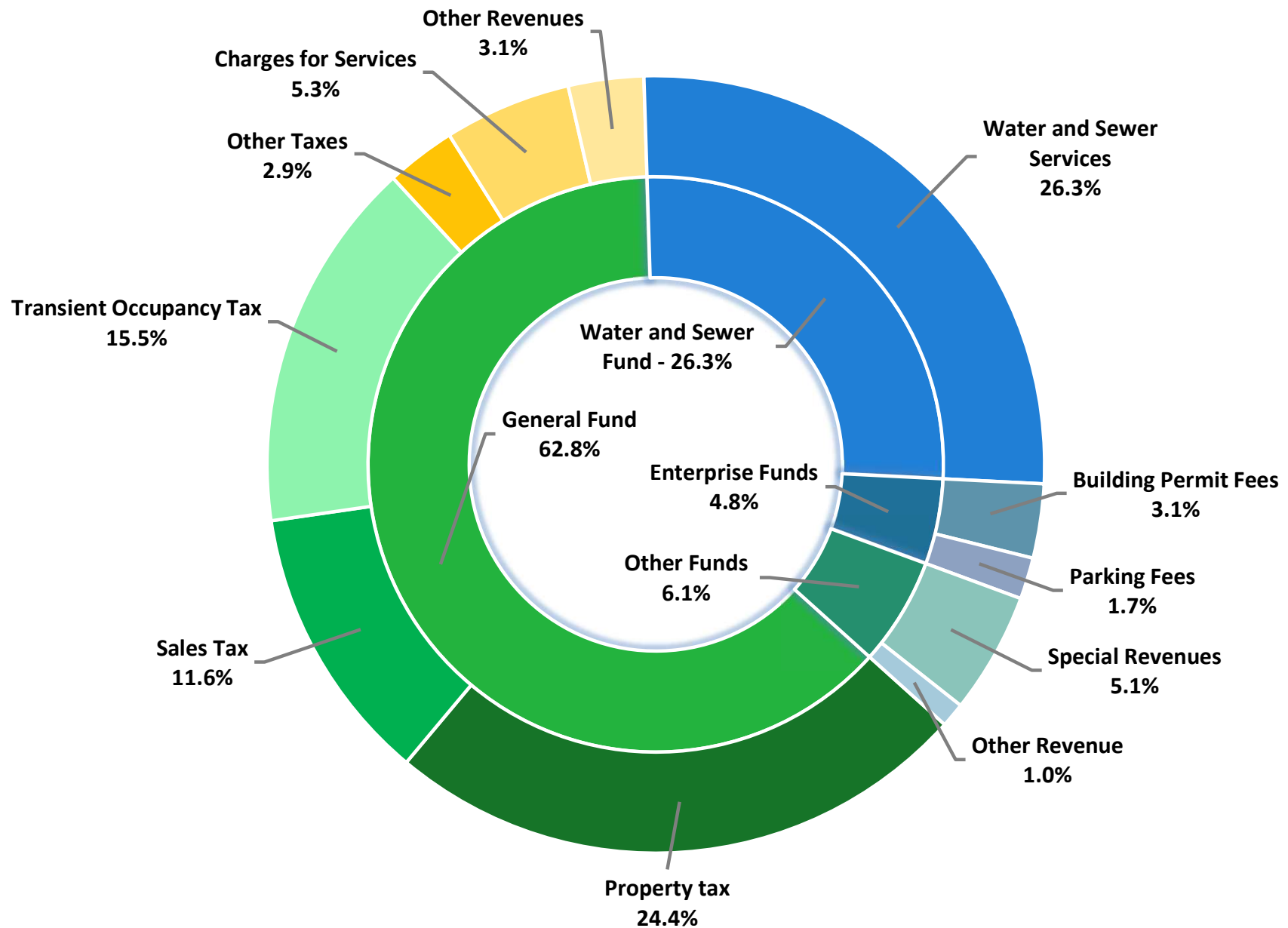
CITY OF BURLINGAME | FISCAL YEAR 2025-26

As approved in April, CCFD's FY 2025-26 operating budget reflects a Burlingame contribution of approximately \$16.3 million, an increase of 5.4% (about \$0.8 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 2025-26 Citywide Revenues by Type



CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2026
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
GENERAL FUND				
PROPERTY TAX-CURRENT SECURED	22,303,732	23,154,060	23,854,060	25,002,090
PROPERTY TAX-SEC SUPPL (SB813)	588,030	550,000	250,000	275,000
PROPERTY TAX-CURRENT UNSECURED	957,178	941,910	986,910	1,039,330
PROPERTY TAX-UNSECURED-PRIOR	(15,205)	-	-	-
PROPERTY TAX-UNITARY TAX	381,868	380,870	405,870	408,070
PROPERTY TAX IN LIEU OF VLF	3,575,109	3,090,275	4,550,275	5,822,000
ERAF REFUND	3,771,416	3,300,000	3,900,000	3,400,000
SUBTOTAL - PROPERTY TAX	31,562,129	31,417,115	33,947,115	35,946,490
SALES & USE TAX	14,142,301	14,139,260	14,619,260	13,659,290
PUBLIC SAFETY FUND-SALES TAX	204,936	212,400	212,400	212,600
0.25% MEASURE I	3,280,648	3,142,000	3,142,000	3,191,000
SUBTOTAL - SALES TAX	17,627,886	17,493,660	17,973,660	17,062,890
TRANSIENT OCCUPANCY TAX	19,269,767	22,594,000	21,589,000	22,749,000
TOT-SHORT TERM RENTAL	18,836	12,000	17,000	12,000
SUBTOTAL - TRANSIENT OCCUPANCY TAX	19,288,603	22,606,000	21,606,000	22,761,000
TMD 1% COLLECTION	25,542	60,000	60,000	60,000
SUBTOTAL -	25,542	60,000	60,000	60,000
REAL PROPERTY TRANSFER TAX	393,906	500,000	400,000	400,000
BUSINESS LICENSE TAX	1,521,971	1,400,000	1,400,000	1,500,000
BUSINESS LICENSE TAX-PARKING	387,426	300,000	400,000	385,000
BUSINESS LIC AUDIT REVENUE	200	-	-	-
BUSINESS LICENSE CANNABIS	225	-	-	-
FRANCHISE TAX - GAS	188,725	180,000	180,000	180,000
FRANCHISE TAX - GAS SURCHARGE	9,671	10,000	10,000	10,000
FRANCHISE TAX - ELECTRIC	173,145	180,000	180,000	180,000
FRANCHISE TAX - ELEC SURCHARGE	209,539	210,000	210,000	210,000
FRANCHISE TAX - GARBAGE	899,581	985,000	985,000	1,014,600
FRANCHISE TAX - CABLE TV	327,263	350,000	300,000	300,000
FRANCHISE TAX - WAVE - ASTOUND	10,764	15,000	10,000	10,000
FRANCHISE TAX - AT&T VIDEO SVC	42,790	35,000	30,000	30,000
STATE HOPTR	61,373	64,000	64,000	64,000
SUBTOTAL - OTHER TAXES	4,226,578	4,229,000	4,169,000	4,283,600
TOTAL TAX REVENUE	72,730,739	75,805,775	77,755,775	80,113,980
TOBACCO RETAILER PERMIT	-	-	12,000	12,000
SUBTOTAL -	-	-	12,000	12,000
USE OF MONEY AND PROPERTY	(2)	-	-	-
RENTAL INCOME	271,934	995,000	245,000	1,507,000
SUBTOTAL - USE OF MONEY & PROPERTY	271,932	995,000	245,000	1,507,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2026
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
INTEREST INCOME	4,430,060	1,850,000	2,550,000	2,000,000
INTEREST INCOME - FMV ADJ	1,434,008	-	-	-
SUBTOTAL - INTEREST INCOME	5,864,068	1,850,000	2,550,000	2,000,000
TAXI LICENSES	84	200	200	200
TAXICAB INSPECTIONS	185	400	400	400
ALARM PERMIT FEES	70,728	70,000	70,000	67,000
OVERNIGHT PARKING PERMIT FEES	15,764	12,000	12,000	15,000
SUBTOTAL - LICENSES & PERMITS	86,761	82,600	82,600	82,600
FILING AND CERTIFICATION FEES	34	-	-	-
SMCCVB ANNUAL FEE-BID	9,300	-	-	-
FALSE ALARM CHARGES	16,950	20,000	20,000	20,000
DUI CHARGES	-	-	13,000	-
SPECIAL POLICE SERVICES	4,530	3,000	5,000	5,000
LIVESCAN FEES	1,226	3,000	3,000	3,000
VEHICLE RELEASE FEES	47,747	30,000	35,000	35,000
REIMBURSEMENT FOR SERVICE COST	1,201,986	-	700,000	-
PUBLIC WORKS FEES & SERVICES	1,810,986	1,520,000	1,520,000	1,520,000
PLAN CHECK FEES - ENGINEERING	28,374	90,000	90,000	50,000
STORMWATER INSPECTION FEE	-	4,000	4,000	4,000
REIMB STATE HWAY MAINTENANCE	19,071	25,000	25,000	25,000
PLANNING FEES	299,771	350,000	350,000	300,000
ZONING/SIGN PLAN CHECKING	199,771	225,000	225,000	200,000
USE PERMIT FEES	43,934	37,000	37,000	37,000
SHORT TERM RENTAL PERMIT FEES	1,200	1,000	1,000	1,000
RECREATION FEES & SERVICES	4,416,700	3,800,000	4,100,000	4,200,000
PARK SPECIAL SERVICES	69,866	200,000	100,000	200,000
ARBORIST PLAN CHECK/SITE INSP.	14,653	20,000	30,000	26,000
ARBORIST FEE-PLANNING	8,794	20,000	5,000	20,000
PROTECTED TREE APPLICATION FEE	13,068	20,000	35,000	40,000
AQUATICS REIMBURSEMENT	113,381	140,000	140,000	316,900
LIBRARY FEES & SERVICES	11,514	10,000	10,000	10,000
LIBRARY SERVICES-HILLSBOROUGH	796,572	796,572	796,572	764,672
SUBTOTAL - CHARGES FOR SERVICES	9,129,426	7,314,572	8,244,572	7,777,572
PARKING CITATIONS	660,529	625,000	695,000	625,000
VEHICLE CODE FINES	56,436	45,000	45,000	35,000
CODE ENFORCEMENT CITATIONS	4,800	8,000	8,000	8,000
SUBTOTAL - FINES, FORFEITURES & PENALTIES	721,765	678,000	748,000	668,000
STATE MOTOR VEHICLE TAX	38,604	-	-	-
MANDATED COST REIMBURSEMENT	42	-	-	-
POST REIMBURSEMENT	10,007	15,000	15,000	15,000
SLESF-COPS PROGRAM	186,159	200,000	200,000	200,000
STATE GRANT REVENUE	37,934	-	-	-

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2026
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
SUBTOTAL - FEDERAL & STATE SUBVENTIONS	272,746	215,000	215,000	215,000
MISCELLANEOUS REVENUES	157,153	137,000	137,000	137,000
OVERAGES/SHORTAGES	2	-	-	-
DAMAGE RECOVERIES	7,531	-	-	-
VB GOLF/DOUBLETREE-COST REIMB.	5,043	-	-	-
COMMUNITY BENEFITS	250,000	250,000	250,000	-
SUBTOTAL - OTHER REVENUE	419,730	387,000	387,000	137,000
TOTAL NON-TAX REVENUE	16,766,427	11,522,172	12,484,172	12,399,172
GENERAL FUND, BEFORE TRANSFERS	\$89,497,166	\$87,327,947	\$90,239,947	\$92,513,152
TRANSFER IN FROM TRAFFIC SAFETY FUND	-	-	-	-
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 OTHER LOCAL GRANTS FUND	-	-	-	-
TRANSFER IN FROM DEVELOPMENT FEES FUND	-	-	-	-
TRANSFER IN FROM PUB. FACILITIES IMP. FEES FUND	-	-	50,000	-
TRANSFER IN FROM WATER OPS FUND	666,313	724,408	743,338	799,429
TRANSFER IN FROM SEWER OPS FUND	398,489	423,784	442,714	457,989
TRANSFER IN FROM PARKING OPS FUND	344,438	348,188	348,188	350,188
TRANSFER IN FROM SOLID WASTE FUND	58,000	58,000	65,280	107,330
TRANSFER IN FROM BUILDING FUND	125,000	128,000	459,960	772,294
TRANSFER OUT TO STORM DRAINAGE FUND	-	-	-	-
TRANSFER OUT TO BURLINGAME TRAIN SHUTTLE FUND	(52,300)	(52,300)	(52,300)	(52,300)
TRANSFER OUT TO OTHER LOCAL GRANTS FUND	-	-	-	-
TRANSFER OUT TO CAPITAL IMPROVEMENT FUND	-	-	-	-
TRANSFER OUT TO PARKS & TREES CIP FUND	(6,034,000)	(1,440,000)	(1,440,000)	(1,860,000)
TRANSFER OUT TO FACILITIES CIP FUND	-	(6,400,000)	(8,217,040)	(6,001,920)
TRANSFER OUT TO STREETS CIP FUND	(530,000)	-	-	(100,000)
TRANSFER OUT TO DEBT SERVICE FUND	(2,622,687)	(2,650,192)	(2,650,192)	(2,121,839)
TRANSFER OUT TO WATER OPS FUND	-	-	-	-
TRANSFER OUT TO EQUIPMENT SERVICES FUND	-	-	-	-
MEASURE I - TRANSFER OUT TO FACILITIES CIP FUND	-	(1,000,000)	(1,000,000)	(1,000,000)
MEASURE I - TRANSFER OUT TO STREETS CIP FUND	(2,000,000)	(2,000,000)	(2,000,000)	(1,000,000)
MEASURE I - TRANSFER OUT TO DEBT SERVICE FUND	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
TOTAL INTERFUND TRANSFERS	(10,315,747)	(12,529,112)	(13,919,052)	(10,317,829)
GENERAL FUND REVENUE, NET TRANSFERS	\$79,181,419	\$74,798,835	\$76,320,895	\$82,195,323

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2026
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
<u>SPECIAL REVENUE FUNDS</u>				
BURL AVE ASSESSMENT DISTRICT				
INTEREST INCOME	19,692	3,500	3,500	5,000
SPECIAL ASSESSMENT REVENUE	383,224	310,000	310,000	310,000
BURL AVE ASSESSMENT DISTRICT, BEFORE TRANSFERS	402,916	313,500	313,500	315,000
TRANSFER OUT TO GENERAL FUND	(310,000)	(310,000)	(310,000)	(310,000)
TOTAL INTERFUND TRANSFERS	(310,000)	(310,000)	(310,000)	(310,000)
BURL AVE ASSESSMENT DISTRICT, NET TRANSFERS	92,916	3,500	3,500	5,000
MEASURE A & GAS TAX				
INTEREST INCOME	172,005	15,000	15,000	48,000
MEASURE A	1,013,409	1,000,000	1,000,000	1,000,000
SECTION 2103-EXCISE TAX	284,297	277,530	277,530	284,320
SECTION 2105-PROP 111 GAS TAX	189,595	194,030	194,030	198,890
SECTION 2106-NEW CONSTRUCTION	124,834	126,710	126,710	130,340
SECTION 2107-MAINT. & CONSTRUC	256,633	265,160	265,160	271,440
SECTION 2107.5-ADMINISTRATION	6,000	6,000	6,000	6,000
ROAD & MAINT REHAB (RMRA SB1)	806,517	799,840	799,840	819,720
MEASURE A & GAS TAX, BEFORE TRANSFERS	2,853,290	2,684,270	2,684,270	2,758,710
TRANSFER OUT TO GENERAL FUND	(6,000)	(6,000)	(6,000)	(6,000)
TRANSFER OUT TO STREETS CIP FUND	(1,880,000)	(2,875,000)	(2,875,000)	(3,360,000)
TOTAL INTERFUND TRANSFERS	(1,886,000)	(2,881,000)	(2,881,000)	(3,366,000)
MEASURE A & GAS TAX, NET TRANSFERS	967,290	(196,730)	(196,730)	(607,290)
STORM DRAINAGE FUND				
INTEREST INCOME	827,456	60,000	60,000	240,000
STORM DRAIN FEES	3,168,192	3,316,800	3,316,800	3,305,990
STORM DRAINAGE FUND, BEFORE TRANSFERS	3,995,648	3,376,800	3,376,800	3,545,990
TRANSFER OUT TO GENERAL FUND	(15,000)	(15,000)	(15,000)	(15,000)
TRANSFER OUT TO DEBT SERVICE FUND	(2,587,418)	(2,593,583)	(2,593,583)	(2,596,840)
TOTAL INTERFUND TRANSFERS	(2,602,418)	(2,608,583)	(2,608,583)	(2,611,840)
STORM DRAINAGE FUND, NET TRANSFERS	1,393,230	768,217	768,217	934,150
PUBLIC TV ACCESS FUND				
INTEREST INCOME	46,154	8,500	8,500	14,000
PEG ACCESS FEE	76,540	80,000	80,000	75,000
PUBLIC TV ACCESS FUND, BEFORE TRANSFERS	122,694	88,500	88,500	89,000
PUBLIC TV ACCESS FUND, NET TRANSFERS	122,694	88,500	88,500	89,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2026
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
MEASURE W FUND				
INTEREST INCOME	71,199	5,000	5,000	20,000
MEASURE W	451,278	440,000	440,000	440,000
MEASURE W FUND, BEFORE TRANSFERS	522,477	445,000	445,000	460,000
MEASURE W FUND, NET TRANSFERS	522,477	445,000	445,000	460,000
DEVELOPMENT FEES FUND				
INTEREST INCOME	974,285	128,000	128,000	200,000
DEVELOPMENT FEES FUND, BEFORE TRANSFERS	974,285	128,000	128,000	200,000
TRANSFER OUT TO BAYFRONT DEV. IMPACT FEES FUND	-	-	-	(1,854,000)
TRANSFER OUT TO STREETS CIP FUND	(290,247)	-	-	-
TOTAL INTERFUND TRANSFERS	(290,247)	-	-	(1,854,000)
DEVELOPMENT FEES FUND, NET TRANSFERS	684,038	128,000	128,000	(1,654,000)
BAYFRONT DEV. IMPACT FEES FUND				
BAYFRONT DEVELOPMENT FEES	713,500	-	-	-
BAYFRONT DEV. IMPACT FEES FUND, BEFORE TRANSFERS	713,500	-	-	-
TRANSFER IN FROM DEVELOPMENT FEES FUND	-	-	-	1,854,000
TRANSFER OUT TO STREETS CIP FUND	(500,000)	(650,000)	(650,000)	-
TOTAL INTERFUND TRANSFERS	(500,000)	(650,000)	(650,000)	1,854,000
BAYFRONT DEV. IMPACT FEES FUND, NET TRANSFERS	213,500	(650,000)	(650,000)	1,854,000
N. BURL. DEV. IMPACT FEES FUND				
N. BURLINGAME DEVELOPMENT FEE	252,652	-	-	-
N. BURL. DEV. IMPACT FEES FUND, BEFORE TRANSFERS	252,652	-	-	-
TRANSFER OUT TO STREETS CIP FUND	(509,753)	-	-	-
TOTAL INTERFUND TRANSFERS	(509,753)	-	-	-
N. BURL. DEV. IMPACT FEES FUND, NET TRANSFERS	(257,101)	-	-	-
PUB. FACILITIES IMP. FEES FUND				
PUBLIC FACILITIES IMPACT FEE	3,915,933	-	-	-
PUB. FACILITIES IMP. FEES FUND, BEFORE TRANSFERS	3,915,933	-	-	-
TRANSFER OUT TO GENERAL FUND	-	-	(50,000)	-
TRANSFER OUT TO PARKS & TREES CIP FUND	(50,000)	-	-	-
TRANSFER OUT TO FACILITIES CIP FUND	(3,000,000)	(2,000,000)	(2,000,000)	(600,000)
TRANSFER OUT TO STREETS CIP FUND	(180,000)	-	-	(1,900,000)
TOTAL INTERFUND TRANSFERS	(3,230,000)	(2,000,000)	(2,050,000)	(2,500,000)
PUB. FACILITIES IMP. FEES FUND, NET TRANSFERS	685,933	(2,000,000)	(2,050,000)	(2,500,000)

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2026
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
HOUSING FUND				
RESIDENTIAL HOUSING IMPACT FEE	-	-	-	-
REIMBURSEMENT	21,482	-	-	-
HOUSING FUND, BEFORE TRANSFERS	21,482	-	-	-
HOUSING FUND, NET TRANSFERS	21,482	-	-	-
FEDERAL & STATE GRANTS				
BULLETPROOF VEST P'SHIP GRANT	-	-	-	-
PD OTS GRANT-20.600 TRAFFIC	4,333	-	-	-
PD OTS GRANT-20.608 DUI	27,548	-	-	-
PD TOBACCO GRANT-STATE DOJ	3,749	-	86,639	-
STATE GRANT REVENUE	166,393	-	-	-
FEDERAL & STATE GRANTS, BEFORE TRANSFERS	202,023	-	86,639	-
FEDERAL & STATE GRANTS, NET TRANSFERS	202,023	-	86,639	-
OTHER LOCAL GRANTS & DONATIONS				
INTEREST INCOME	17,445	-	-	-
GRANT REVENUE	57,759	-	9,957	-
DONATIONS	430,294	-	-	-
OTHER LOCAL GRANTS FUND, BEFORE TRANSFERS	505,497	-	9,957	-
OTHER LOCAL GRANTS & DONATIONS, NET TRANSFERS	505,497	-	9,957	-
BURLINGAME TRAIN SHUTTLE FUND				
GRANTS & CONTRIBUTIONS	59,203	65,000	65,000	65,000
BURLINGAME TRAIN SHUTTLE FUND, BEFORE TRANSFERS	59,203	65,000	65,000	65,000
GRANTS & CONTRIBUTIONS	52,300	52,300	52,300	52,300
TOTAL INTERFUND TRANSFERS	52,300	52,300	52,300	52,300
BURLINGAME TRAIN SHUTTLE FUND, NET TRANSFERS	111,503	117,300	117,300	117,300

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2026
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
ENTERPRISE FUNDS				
WATER OPS FUND				
INTEREST INCOME	1,340,581	225,000	225,000	430,000
UTILITY SALES	18,905,304	20,000,000	20,000,000	20,000,000
WATER - FIRE SERVICES	43,613	40,000	40,000	35,000
TAPS FOR NEW METERS	87,159	90,000	90,000	100,000
FIRE FLOW INSPECTION	16,928	10,000	10,000	10,000
UTILITY LATE PAYMENT PENALTIES	37,267	35,000	35,000	40,000
MISCELLANEOUS REVENUES	16,276	3,000	3,000	5,000
WATER OPS FUND, BEFORE TRANSFERS	20,447,128	20,403,000	20,403,000	20,620,000
TRANSFER IN FROM WATER OPERATIONS FUND	3,330,000	4,325,000	4,325,000	3,425,000
TRANSFER OUT TO GENERAL FUND	(666,313)	(724,408)	(743,338)	(799,429)
TRANSFER OUT TO FACILITIES CIP FUND	(170,000)	(675,000)	(675,000)	(250,000)
TRANSFER OUT TO WATER CAPITAL PROJECTS FUND	(3,330,000)	(4,325,000)	(4,325,000)	(3,425,000)
TOTAL INTERFUND TRANSFERS	(836,313)	(1,399,408)	(1,418,338)	(1,049,429)
WATER OPS FUND, NET TRANSFERS	19,610,815	19,003,592	18,984,662	19,570,571
SEWER OPS FUND				
INTEREST INCOME	1,259,555	220,000	220,000	380,000
SEWER SERVICE CHARGES	15,218,990	14,800,000	14,800,000	15,000,000
HILLSBOROUGH SEWER CHARGES	1,198,576	1,564,900	1,564,900	1,500,000
BURLINGAME HILLS SEWER CHARGES	227,084	268,000	268,000	250,000
SEWER DISCHARGE PERMITS	137,924	125,000	125,000	100,000
SEWER CONNECTION FEES	-	35,000	35,000	25,000
MISCELLANEOUS REVENUES	1,408	-	-	-
SEWER OPS FUND, BEFORE TRANSFERS	18,043,537	17,012,900	17,012,900	17,255,000
TRANSFER IN FROM SEWER OPERATIONS FUND	2,665,000	4,190,000	4,190,000	4,548,000
TRANSFER OUT TO GENERAL FUND	(398,489)	(423,784)	(442,714)	(457,989)
TRANSFER OUT TO FACILITIES CIP FUND	(170,000)	(675,000)	(675,000)	(250,000)
TRANSFER OUT TO WATER CAPITAL PROJECTS FUND	-	-	-	(25,000)
TRANSFER OUT TO SEWER CAPITAL PROJECTS FUND	(2,665,000)	(4,190,000)	(4,190,000)	(4,523,000)
TOTAL INTERFUND TRANSFERS	(568,489)	(1,098,784)	(1,117,714)	(707,989)
SEWER OPS FUND, NET TRANSFERS	17,475,048	15,914,116	15,895,186	16,547,011
PARKING OPS FUND				
INTEREST INCOME	580,154	52,000	52,000	175,000
PARKING FEES	2,387,050	2,100,000	2,300,000	2,200,000
MONTHLY PARKING PERMITS	202,500	120,000	120,000	120,000
EV CHARGING STATION REVENUES	66,257	30,000	50,000	40,000
PARKLET SPACE USE FEE	-	-	14,048	-
PARKING OPS FUND, BEFORE TRANSFERS	3,235,961	2,302,000	2,536,048	2,535,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2026
ESTIMATED REVENUES AND INTERFUND TRANSFERS

FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
TRANSFER IN (OUT) FROM PARKING OPERATIONS FUND	418,590	400,000	400,000	500,000
TRANSFER OUT TO GENERAL FUND	(344,438)	(348,188)	(348,188)	(350,188)
TRANSFER OUT TO FACILITIES CIP FUND	(35,000)	-	(165,000)	-
TRANSFER IN (OUT) TO PARKING CAPITAL PROJECTS FUND	(418,590)	(400,000)	(400,000)	(500,000)
TOTAL INTERFUND TRANSFERS	(379,438)	(348,188)	(513,188)	(350,188)
PARKING OPS FUND, NET TRANSFERS	2,856,523	1,953,812	2,022,860	2,184,812
SOLID WASTE FUND				
INTEREST INCOME	233,152	45,000	45,000	75,000
STEAM CLEANING DOWNTOWN	162,800	163,000	163,000	163,000
AB939 ADMINISTRATION FEE	112,448	115,000	115,000	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	211,200	100,000	100,000	100,000
SOLID WASTE FUND, BEFORE TRANSFERS	1,077,600	781,000	781,000	811,000
TRANSFER OUT TO GENERAL FUND	(58,000)	(58,000)	(65,280)	(107,330)
TRANSFER OUT TO LANDFILL FUND	(1,000,000)	-	-	-
TOTAL INTERFUND TRANSFERS	(1,058,000)	(58,000)	(65,280)	(107,330)
SOLID WASTE FUND, NET TRANSFERS	19,600	723,000	715,720	703,670
LANDFILL FUND				
INTEREST INCOME	162,276	25,000	25,000	45,000
LANDFILL CLOSURE	562,238	540,000	540,000	550,000
LANDFILL FUND, BEFORE TRANSFERS	724,514	565,000	565,000	595,000
TRANSFER IN FROM SOLID WASTE FUND	1,000,000	-	-	-
TOTAL INTERFUND TRANSFERS	1,000,000	-	-	-
LANDFILL FUND, NET TRANSFERS	1,724,514	565,000	565,000	595,000
BUILDING FUND				
INTEREST INCOME	1,172,016	250,000	250,000	340,000
CONSTRUCTION PERMIT FEE	4,467,276	2,600,000	2,600,000	2,500,000
BLDG PLAN CHECK FEES	1,033,656	2,500,000	2,500,000	1,500,000
IMAGING FEES	176,164	75,000	75,000	100,000
SB1186 DISABILITY ACCESS COMPL	18,189	-	-	-
MISCELLANEOUS REVENUES	188,022	100,000	100,000	100,000
BUILDING FUND, BEFORE TRANSFERS	7,055,323	5,525,000	5,525,000	4,540,000
TRANSFER OUT TO GENERAL FUND	(125,000)	(128,000)	(459,960)	(772,294)
TOTAL INTERFUND TRANSFERS	(125,000)	(128,000)	(459,960)	(772,294)
BUILDING FUND, NET TRANSFERS	6,930,323	5,397,000	5,065,040	3,767,706

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2026
ESTIMATED REVENUES AND INTERFUND TRANSFERS

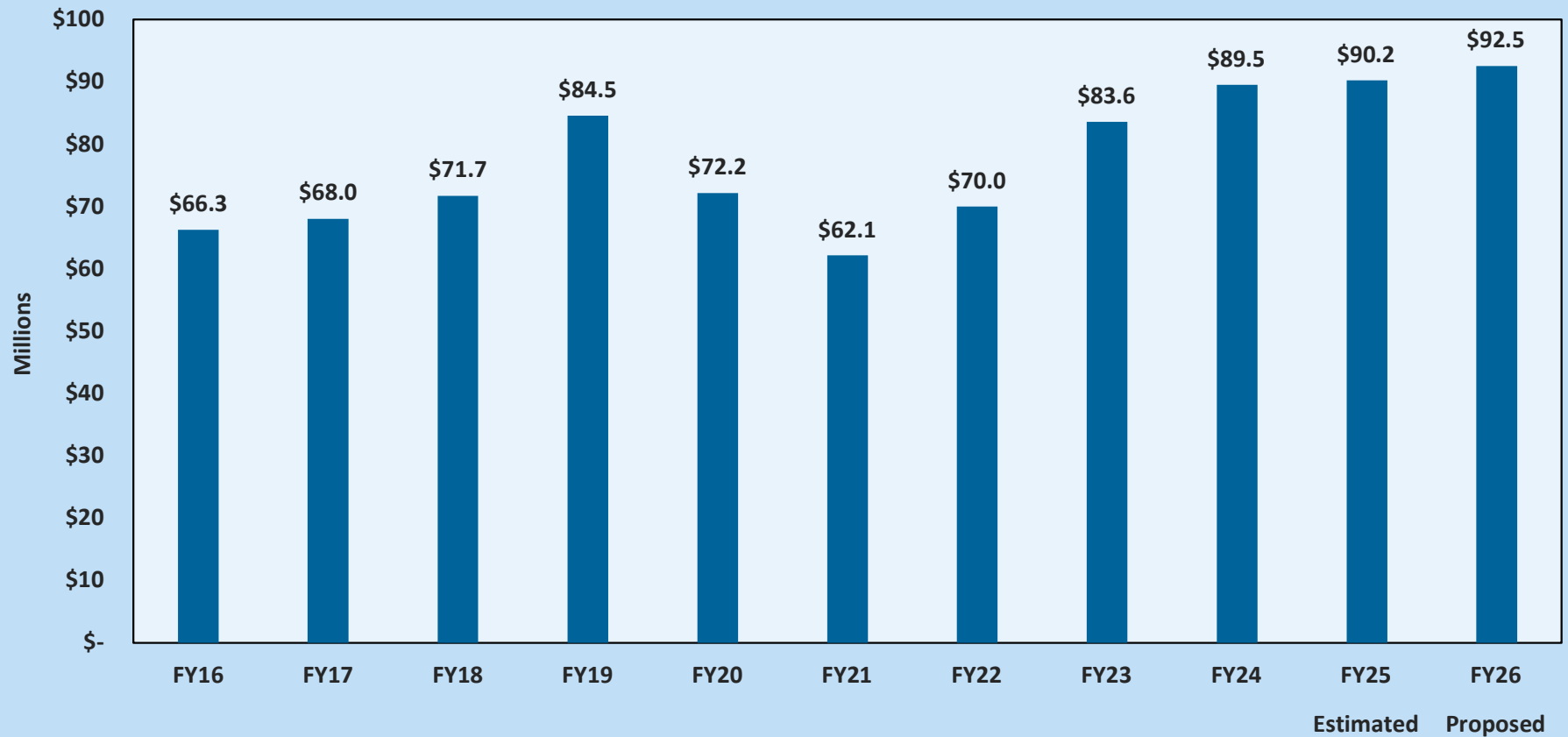
FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
INTERNAL SERVICE FUNDS				
INTEREST INCOME	1,291,168	240,500	240,500	378,000
REIMBURSEMENT	1,579	-	-	-
MISCELLANEOUS REVENUES	5,747	-	-	-
SALE OF ASSETS	53,391	-	-	-
INTERNAL SERVICE FUNDS, BEFORE TRANSFERS	1,351,885	240,500	240,500	378,000
INTERNAL SERVICE FUNDS, NET TRANSFERS	1,351,885	240,500	240,500	378,000
CAPITAL PROJECT FUNDS (ALL FUNDS, PROGRAMS & SUB-PROGRAMS)				
FEDERAL GRANT	218,840	-	-	-
AB1546 VEH. REGISTRATION FEES	99,795	120,000	120,000	120,000
SMC MEASURE A GRANT	1,386,785	-	-	-
SMC MEASURE W GRANT	15,827	-	-	-
STATE GRANT REVENUE	160,000	-	-	-
MISCELLANEOUS REVENUES	-	-	-	-
MISCELLANEOUS REVENUES	4,253	-	-	-
MISCELLANEOUS REVENUES	33,000	-	-	-
DONATIONS TO PARKS & REC	51,353	-	-	-
CAPITAL PROJECT FUNDS, BEFORE TRANSFERS	1,969,853	120,000	120,000	120,000
PARKS & TREES CIP FUND - TRANSFER IN FROM GENERAL FUND	6,034,000	1,440,000	1,440,000	1,860,000
STREETS CIP FUND - TRANSFER IN FROM GENERAL FUND	530,000	-	-	100,000
FACILITIES CIP FUND - TRANSFER IN FROM GENERAL FUND	-	6,400,000	8,217,040	6,001,920
STREETS CIP FUND - TRANSFER IN FROM MEASURE I FUND	2,000,000	2,000,000	2,000,000	1,000,000
FACILITIES CIP FUND - TRANSFER IN FROM MEASURE I FUND	-	1,000,000	1,000,000	1,000,000
STREETS CIP FUND - TRANSFER IN FROM GAS TAX FUND	1,450,000	1,750,000	1,750,000	1,750,000
STREETS CIP FUND - TRANSFER IN FROM MEASURE A FUND	430,000	1,125,000	1,125,000	1,610,000
STREETS CIP FUND - TRANSFER IN FROM DEVELOPMENT IMPACT FEE	290,247	-	-	-
STREETS CIP FUND - TRANSFER IN FROM BAYFRONT FUND	500,000	650,000	650,000	-
STREETS CIP FUND - TRANSFER IN FROM N BURLINGAME FUND	509,753	-	-	-
PARKS & TREES CIP FUND - TRANSFER IN FROM FACILITIES IMPACT FUND	50,000	-	-	-
FACILITIES CIP FUND - TRANSFER IN FROM FACILITIES IMPACT FEE	3,000,000	2,000,000	2,000,000	600,000
STREETS CIP FUND - TRANSFER IN FROM FACILITIES IMPACT FEE	180,000	-	-	1,900,000
STREETS CIP FUND - TRANSFER IN FROM CAPITAL IMPROVE FUND	600,000	-	-	-
STORM DRAINAGE CIP FUND - TRANSFER IN FROM BURLINGAME FINANCING AUTHORITY FUND	1,215,962	1,500,000	1,500,000	2,000,000
FACILITIES CIP FUND - TRANSFER IN FROM WATER OPS FUND	170,000	675,000	675,000	250,000
FACILITIES CIP FUND - TRANSFER IN FROM SEWER OPS FUND	170,000	675,000	675,000	250,000
FACILITIES CIP FUND - TRANSFER IN FROM PARKING OPS FUND	35,000	-	165,000	-
PARKS & TREES CIP FUND - TRANSFER IN FROM PARKING CIP FUND	-	-	50,000	-
CAPITAL IMPROVEMENT FUND - TRANSFER OUT TO STREET CIP FUND	(600,000)	-	-	-
CAPITAL PROJECT FUNDS	16,564,962	19,215,000	21,247,040	18,321,920
CAPITAL PROJECT FUNDS, NET TRANSFERS	18,534,816	19,335,000	21,367,040	18,441,920

CITY OF BURLINGAME, CA
 PROPOSED BUDGET FISCAL YEAR 2026
 ESTIMATED REVENUES AND INTERFUND TRANSFERS

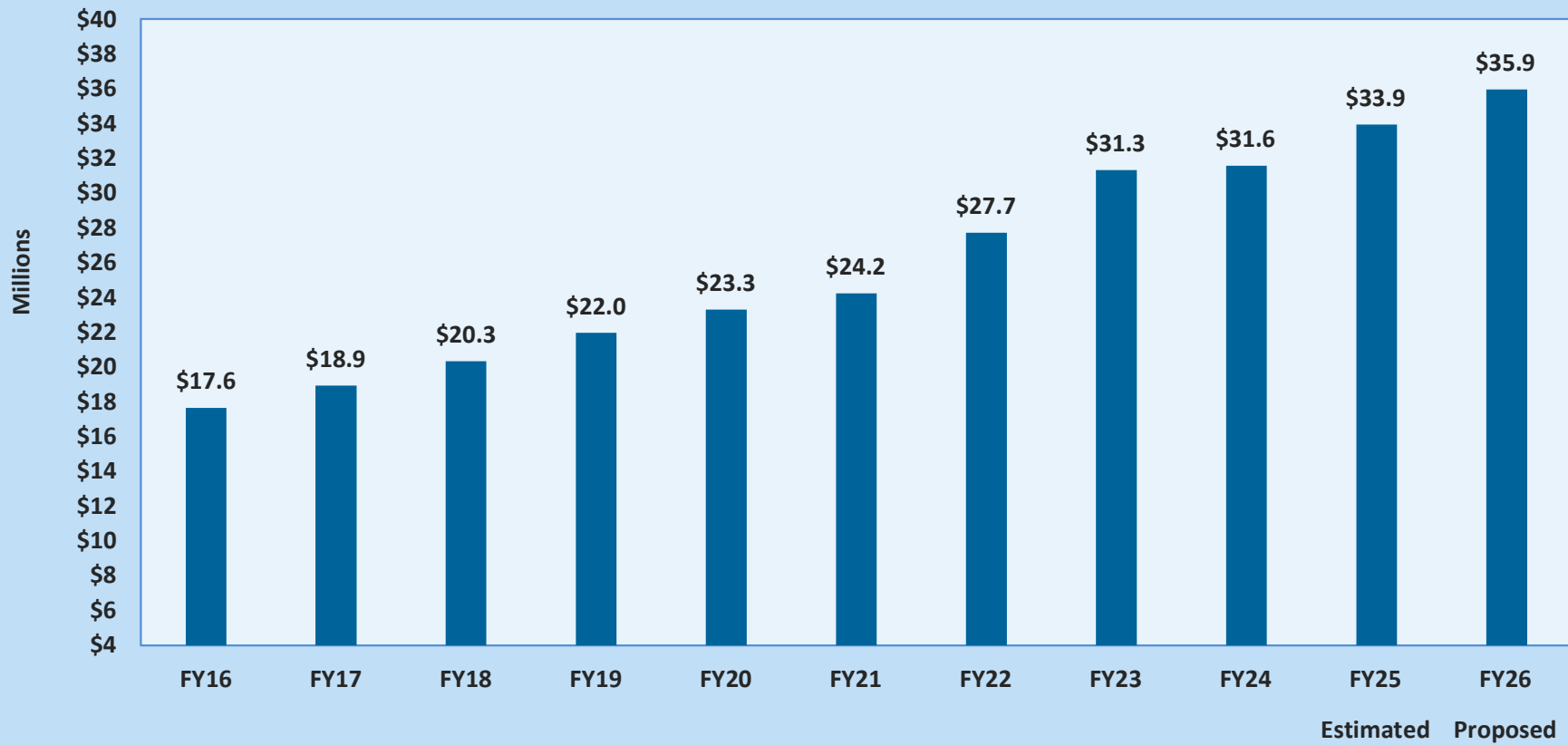
FUND AND DESCRIPTION	2023-24 ACTUAL	2024-25 BUDGET	2024-25 EST. ACTUAL	2025-26 PROPOSED
DEBT SERVICE FUND				
BURLINGAME FINANCING AUTHORITY				
INTEREST INCOME	491,034	50,000	50,000	400,000
DEBT SERVICE FUND, BEFORE TRANSFERS	491,034	50,000	50,000	400,000
TRANSFER IN FROM GENERAL FUND	2,622,687	2,650,192	2,650,192	2,121,839
TRANSFER IN FROM MEASURE I FUND	1,000,000	1,000,000	1,000,000	1,000,000
TRANSFER IN FROM STORM DRAIN FUND	2,587,418	2,593,583	2,593,583	2,596,840
TRANSFER OUT TO STORM DRAIN CIP FUND	(1,215,962)	(1,500,000)	(1,500,000)	(2,000,000)
TRANSFER OUT TO FUND 501	-	-	-	(25,000)
TOTAL INTERFUND TRANSFERS	4,994,143	4,743,775	4,743,775	3,693,679
FINANCING AUTHORITY, NET TRANSFERS	5,485,176	4,793,775	4,793,775	4,093,679

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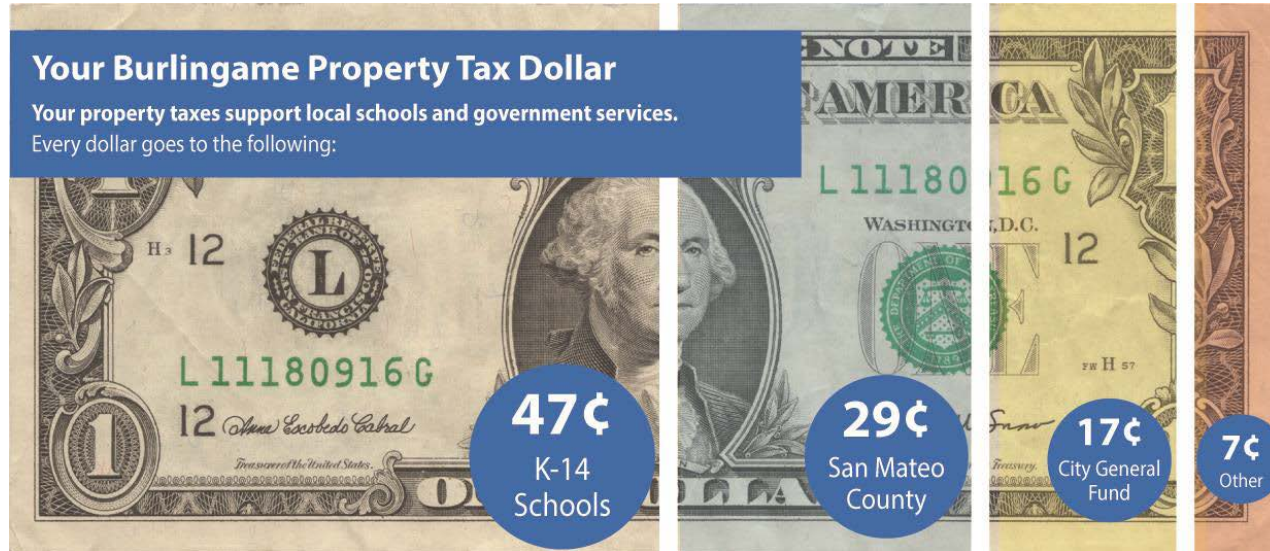
City of Burlingame, CA General Fund Revenues



City of Burlingame, CA Property Taxes

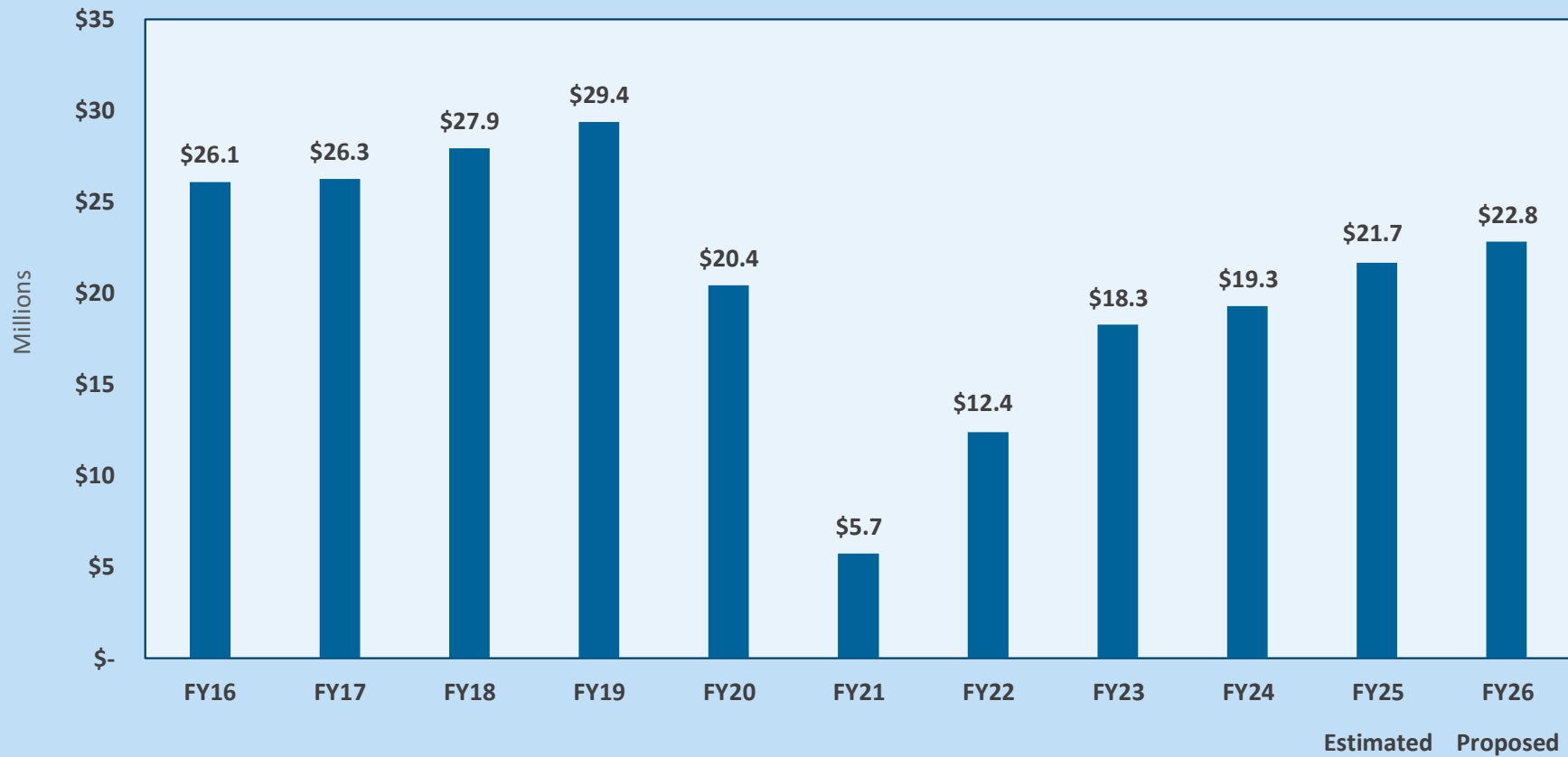


Where do your Burlingame property tax dollars go?

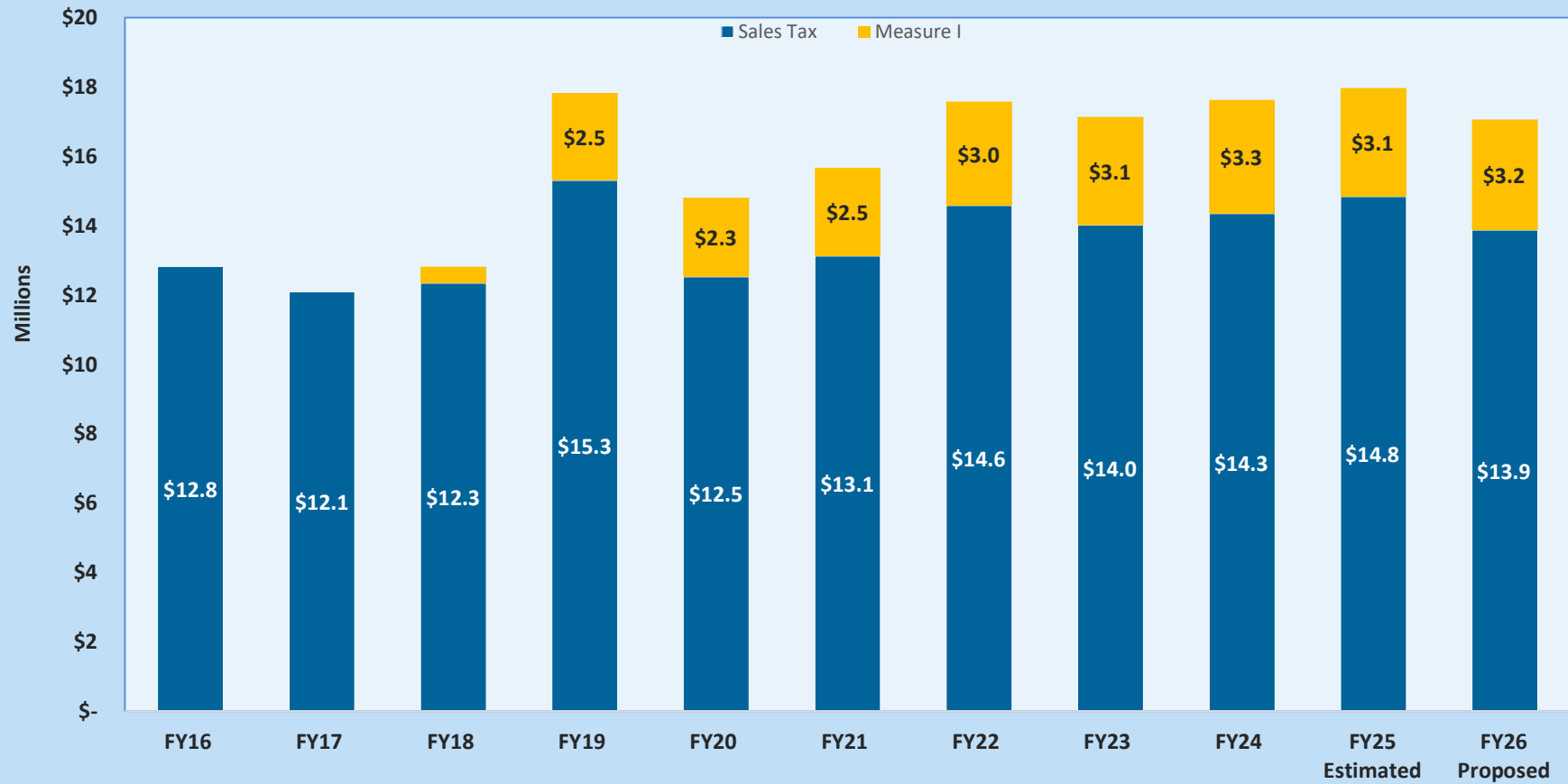


Burlingame property owners pay approximately 1.1% of the assessed value of their property in taxes each year. Proposition 13 sets the maximum tax rate at 1% (excluding voter-approved overrides), and limits growth in the assessed property values to the lesser of inflation or 2% per year. For each property 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.

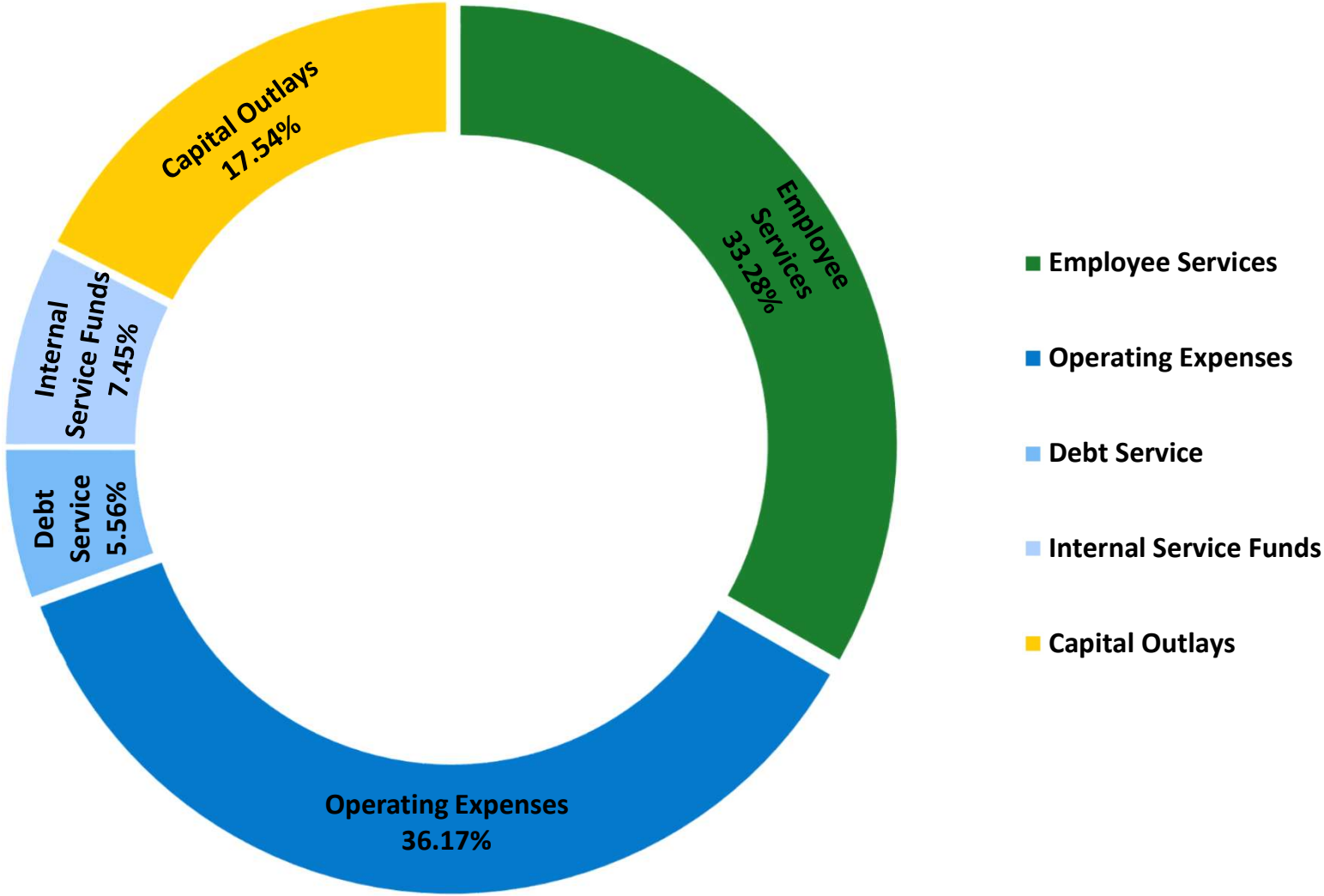
City of Burlingame, CA Transient Occupancy Taxes



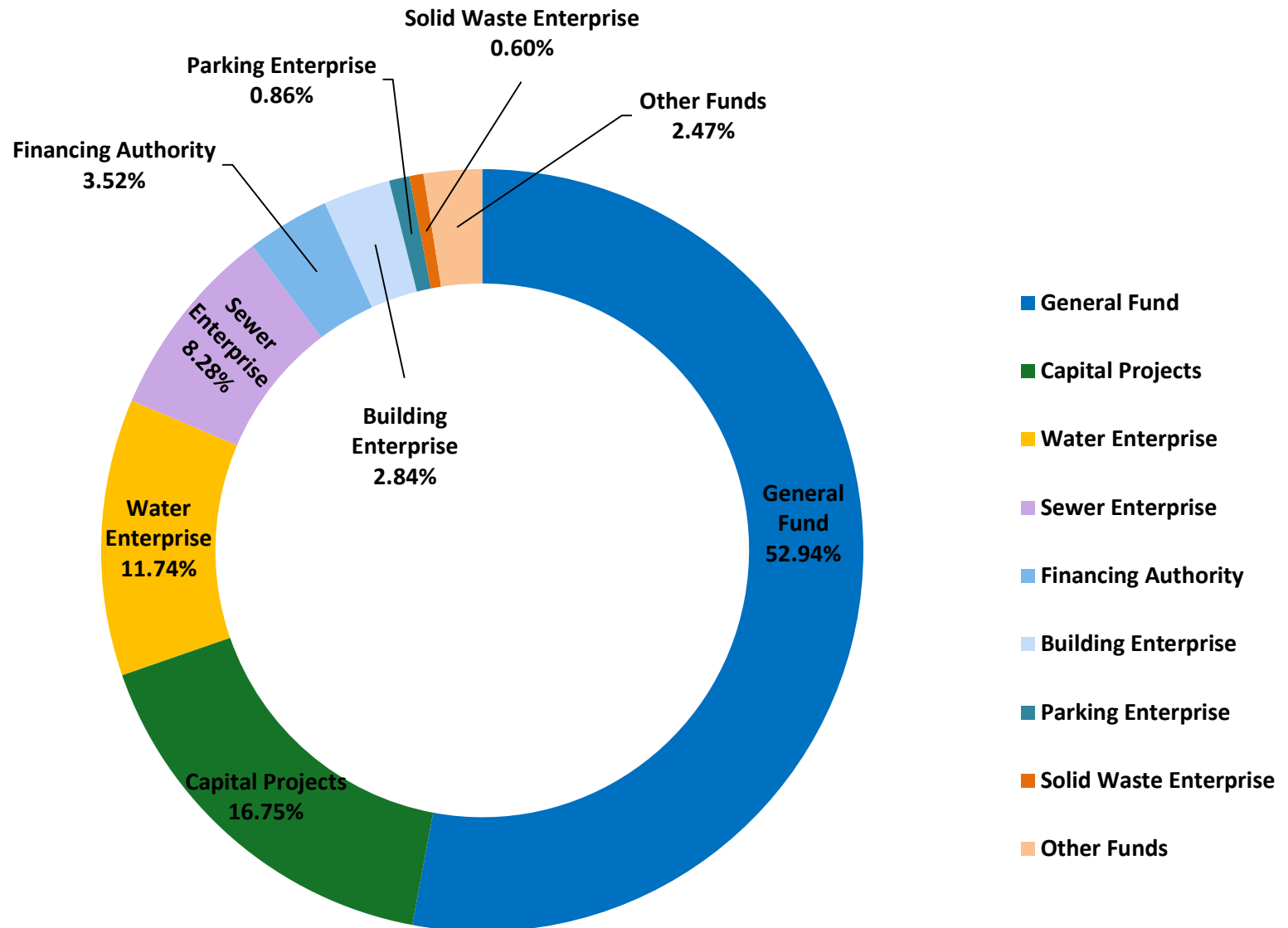
City of Burlingame, CA Sales and Use Taxes



Proposed FY 2025-26 Citywide Expenses by Type



Proposed FY 2025-26 Appropriations by Major Fund



CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2025-26
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
GENERAL FUND							
Central County Fire Department	-	16,813,243	-	-	62,554	-	16,875,797
City Attorney	608,268	288,228	-	-	70,682	-	967,178
City Clerk	531,515	162,376	-	-	61,105	-	754,996
City Council	145,159	284,490	-	-	1,682	-	431,331
City Manager	954,005	375,879	-	-	101,359	-	1,431,243
Community Development - Planning	1,938,412	400,067	-	-	231,374	-	2,569,853
Community Development - Economic & Housing	303,644	30,512	-	-	-	-	334,156
Finance	2,415,164	862,851	-	-	297,184	-	3,575,199
Human Resources	861,310	515,034	-	-	108,723	-	1,485,067
Library	4,670,690	1,430,125	-	-	1,077,220	-	7,178,035
Parks	4,619,787	2,713,943	-	-	2,424,075	-	9,757,805
Police	14,982,311	2,551,797	-	194,940	2,142,772	-	19,871,820
Police - Communications	1,790,356	308,534	-	-	116,505	-	2,215,395
Police - Parking Enforcement	641,767	136,189	-	-	60,010	-	837,966
Public Works - Engineering	3,240,790	903,872	-	-	439,742	-	4,584,404
Public Works - Street & Storm Drains	1,722,563	1,980,146	-	15,200	2,441,283	-	6,159,192
Recreation	3,015,846	2,289,148	-	100,000	668,422	-	6,073,416
Recreation - Aquatic Center	-	710,000	-	25,000	-	-	735,000
Total General Fund	42,441,587	32,756,433	-	335,140	10,304,692	-	85,837,852
BURLINGAME FINANCING AUTHORITY	-	29,670	5,684,197	-	-	-	5,713,867
SPECIAL REVENUE FUNDS							
Burlingame Ave. Special Assessment	-	-	-	-	-	-	-
Development Fees	-	747,000	-	-	-	-	747,000
Federal & State Grants	-	-	-	-	-	-	-
Gas Tax	-	-	-	-	-	-	-
Measure A	-	-	-	-	-	-	-
Public TV Access	-	-	-	-	-	-	-
Shuttle Bus	-	109,500	-	-	-	-	109,500
Storm Drain	-	-	-	-	-	-	-
Total Special Revenue Funds	-	856,500	-	-	-	-	856,500

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2025-26
EXPENSES BY DEPARTMENT & TYPE

DEPARTMENT	EMPLOYEE SERVICES	OPERATING EXPENSES	DEBT SERVICE	CAPITAL OUTLAY	INTERNAL SERVICES	RECOVERIES	TOTAL BUDGET
INTERNAL SERVICE FUNDS*							
Administrative & Information Technology	652,896	2,062,249	-	373,000	-	(3,088,145)	-
Facilities Services	994,309	1,522,760	-	22,000	104,361	(2,643,430)	-
Fleet & Equipment Maintenance	832,200	389,486	-	3,414,000	162,324	(2,176,470)	2,621,540
OPEB Retiree Medical	4,385,000	12,500	-	-	-	(4,397,500)	-
Risk Management - General Liability	422,841	4,513,549	-	-	21,180	(4,957,570)	-
Risk Management - Worker's Comp	128,669	1,050,111	-	-	7,255	(1,034,339)	151,696
Risk Management - Employment	88,764	540,828	-	-	2,508	(632,100)	-
Total Internal Service Funds	7,504,679	10,091,483	-	3,809,000	297,628	(18,929,554)	2,773,236
*Budgets are allocated to operating departments or funded via reserves.							
ENTERPRISE FUNDS							
Solid Waste Enterprise	631,124	118,406	-	-	224,481	-	974,011
Landfill Enterprise	91,902	286,289	-	-	3,131	-	381,322
Parking Enterprise	330,749	766,602	-	35,000	258,179	-	1,390,530
Building Enterprise	2,358,380	1,940,648	-	-	307,907	-	4,606,935
Water Enterprise	3,843,374	12,124,589	1,943,701	34,200	1,089,790	-	19,035,654
Sewer Enterprise	3,065,323	6,533,577	2,431,832	379,700	1,011,907	-	13,422,339
Total Enterprise Fund	10,320,852	21,770,111	4,375,533	448,900	2,895,395	-	39,810,791
CAPITAL PROJECT FUNDS							
Facilities CIP	-	-	-	7,601,920	-	-	7,601,920
Parking & Garages CIP	-	-	-	500,000	-	-	500,000
Parks & Trees CIP	-	-	-	1,860,000	-	-	1,860,000
Sewer CIP	-	-	-	4,798,000	-	-	4,798,000
Storm Drain CIP	-	-	-	2,025,000	-	-	2,025,000
Streets CIP	-	-	-	6,700,000	-	-	6,700,000
Water CIP	-	-	-	3,675,000	-	-	3,675,000
Total Capital Project Funds	-	-	-	27,159,920	-	-	27,159,920
TOTAL BUDGET - ALL FUNDS	\$ 60,267,118	\$ 65,504,197	\$ 10,059,730	\$ 31,752,960	\$ 13,497,715	\$ (18,929,554)	\$ 162,152,166

CITY OF BURLINGAME
PROPOSED BUDGET FISCAL YEAR 2025-26
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)
GENERAL FUND	\$ 92,513,152	\$ (10,317,829)	\$ 82,195,323	\$ (85,502,712)	\$ -	\$ (335,140)	\$ (85,837,852)	\$ (3,642,529)
SPECIAL REVENUE FUNDS								
Burlingame Ave. Special Assessment	315,000	(310,000)	5,000	-	-	-	-	5,000
Federal & State Grants	-	-	-	-	-	-	-	-
Gas Tax Fund	1,733,710	(1,756,000)	(22,290)	-	-	-	-	(22,290)
Other Local Grants & Donations	-	-	-	-	-	-	-	-
Measure A Fund	1,025,000	(1,610,000)	(585,000)	-	-	-	-	(585,000)
Measure W Fund	460,000	-	460,000	-	-	-	-	460,000
Public TV Access Fund	89,000	-	89,000	-	-	-	-	89,000
Development Fees Fund	200,000	(2,500,000)	(2,300,000)	(747,000)	-	-	(747,000)	(3,047,000)
Shuttle Bus Fund	65,000	52,300	117,300	(109,500)	-	-	(109,500)	7,800
Storm Drain Fund	3,545,990	(2,611,840)	934,150	-	-	-	-	934,150
Total, Special Revenue Funds	7,433,700	(8,735,540)	(1,301,840)	(856,500)	-	-	(856,500)	(2,158,340)
BURLINGAME FINANCING AUTHORITY	400,000	3,693,679	4,093,679	(29,670)	(5,684,197)	-	(5,713,867)	(1,620,188)
ENTERPRISE FUNDS								
Water Enterprise Fund	20,620,000	(749,429)	19,870,571	(17,057,753)	(1,943,701)	(34,200)	(19,035,654)	834,917
Sewer Enterprise Fund	17,255,000	(482,989)	16,772,011	(10,610,807)	(2,431,832)	(379,700)	(13,422,339)	3,349,672
Solid Waste Fund	811,000	(107,330)	703,670	(974,011)	-	-	(974,011)	(270,341)
Landfill Fund	595,000	-	595,000	(381,322)	-	-	(381,322)	213,678
Building Inspection Fund	4,540,000	(772,294)	3,767,706	(4,606,935)	-	-	(4,606,935)	(839,229)
Parking Enterprise Fund	2,535,000	(350,188)	2,184,812	(1,355,530)	-	(35,000)	(1,390,530)	794,282
Total, Enterprise Funds	46,356,000	(2,462,230)	43,893,770	(34,986,358)	(4,375,533)	(448,900)	(39,810,791)	4,082,979
INTERNAL SERVICE FUNDS								
Administrative & Information Technology ISF	30,000	-	30,000	373,000	-	(373,000)	-	30,000
Facilities Maintenance ISF	33,000	-	33,000	22,000	-	(22,000)	-	33,000
Fleet & Equipment Maintenance ISF	115,000	-	115,000	792,460	-	(3,414,000)	(2,621,540)	(2,506,540)
OPEB Retiree Medical ISF	-	-	-	-	-	-	-	-
Risk Management - General Liability ISF	80,000	-	80,000	-	-	-	-	80,000
Risk Management - Worker's Comp ISF	120,000	-	120,000	(151,696)	-	-	(151,696)	(31,696)
Risk Management - Employment	-	-	-	-	-	-	-	-
Total, Internal Service Funds	378,000	-	378,000	1,035,764	-	(3,809,000)	(2,773,236)	(2,395,236)
CAPITAL PROJECT FUNDS								
Facilities CIP	-	7,601,920	7,601,920	-	-	(7,601,920)	(7,601,920)	-
Parking & Garages CIP	-	-	-	-	-	(500,000)	(500,000)	(500,000)
Parks & Trees CIP	-	1,860,000	1,860,000	-	-	(1,860,000)	(1,860,000)	-
Sewer CIP	-	-	-	-	-	(4,798,000)	(4,798,000)	(4,798,000)
Storm Drain CIP	-	2,000,000	2,000,000	-	-	(2,025,000)	(2,025,000)	(25,000)
Streets CIP	120,000	6,360,000	6,480,000	-	-	(6,700,000)	(6,700,000)	(220,000)
Water CIP	-	-	-	-	-	(3,675,000)	(3,675,000)	(3,675,000)
CIP Renewal & Replacement Reserve	-	-	-	-	-	-	-	-
Total, Capital Project Funds	120,000	17,821,920	17,941,920	-	-	(27,159,920)	(27,159,920)	(9,218,000)
TOTAL, ALL FUNDS CITY-WIDE	\$ 147,200,852	\$ -	\$ 147,200,852	\$ (120,339,476)	\$ (10,059,730)	\$ (31,752,960)	\$ (162,152,166)	\$ (14,951,314)

CITY OF BURLINGAME
FISCAL YEAR 2025-26
DEBT SERVICE OBLIGATIONS & REVENUE COVERAGE

	General Fund	Storm Drain	Water Enterprise	Sewer Enterprise	Parking Enterprise	Special District
REVENUE FOR DEBT SERVICE						
General Fund Revenues	2,425,974	0	0	0	0	0
Storm Drain Fees	0	2,735,202	0	0	0	0
Special Assessment District (Burlingame Streetscape)	0	0	0	0	241,188	310,000
Water Rates	0	0	2,022,701	0	0	0
Sewer Rates	0	0	0	2,508,007	0	0
Parking Rates - Meters & Permits	0	0	0	0	0	0
Total Revenue for Debt Service	2,425,974	2,735,202	2,022,701	2,508,007	241,188	310,000
EXPENDITURES FOR DEBT SERVICE						
Principal						
2006 Pension Obligation Bonds	305,000	0	0	0	0	0
2012 Burlingame Streetscape Lease Revenue Bonds	315,000	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	620,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	345,000	0	0	0	0
2016 Storm Drain Revenue Bonds	0	385,000	0	0	0	0
2021 Storm Drain Revenue Bonds	0	775,000	0	0	0	0
2003 State Water Resources Control Board	0	0	0	679,668	0	0
2010 State Water Resources Control Board	0	0	0	302,674	0	0
2011 Water & Wastewater Refunding Bonds	0	0	280,000	155,000	0	0
2013 Water & Wastewater Refunding Bonds	0	0	695,000	355,000	0	0
2016 Water & Wastewater Refunding Bonds	0	0	650,000	600,000	0	0
Total Principal	1,240,000	1,505,000	1,625,000	2,092,341	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(76,250)	0	38,125	38,125	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(315,000)	0	0	0	137,837	177,163
Subtotal, Transfer (In) / Out	(391,250)	0	38,125	38,125	137,837	177,163
Total Adjusted Principal	848,750	1,505,000	1,663,125	2,130,466	137,837	177,163
Interest						
2006 Pension Obligation Bonds	259,232	0	0	0	0	0
2012 Burlingame Streetscape Lease Bonds	233,088	0	0	0	0	0
2019 Community Center Lease Revenue Bonds	1,378,000	0	0	0	0	0
2010 Storm Drain Revenue Bonds	0	398,927	0	0	0	0
2016 Storm Drain Revenue Bonds	0	266,125	0	0	0	0
2021 Storm Drain Revenue Bonds	0	547,000	0	0	0	0
2003 State Water Resources Control Board	0	0	0	34,408	0	0
2010 State Water Resources Control Board	0	0	0	70,356	0	0
2011 Water & Wastewater Refunding Bonds	0	0	41,463	23,438	0	0
2013 Water & Wastewater Refunding Bonds	0	0	104,438	52,888	0	0
2016 Water & Wastewater Refunding Bonds	0	0	172,800	158,400	0	0
Total Interest	1,870,319	1,212,052	318,700	339,489	0	0
Transfer (In) Out - 2006 Pension Obligation Bonds	(64,808)	0	32,404	32,404	0	0
Transfer (In) Out - 2012 Streetscape Lease Bonds	(233,088)	0	0	0	101,994	131,094
Subtotal, Transfer (In) / Out	(297,895)	0	32,404	32,404	101,994	131,094
Total Adjusted Interest	1,572,424	1,212,052	351,104	371,893	101,994	131,094
Debt Administration						
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
Total Debt Administration	11,520	18,150	6,300	4,200	0	0
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
Subtotal, Transfer (In) / Out	(6,720)	0	2,172	1,448	1,356	1,744
Total Adjusted Debt Administration	4,800	18,150	8,472	5,648	1,356	1,744
Total Expenditures for Debt Service	\$2,425,974	\$2,735,202	\$2,022,701	\$2,508,007	\$241,188	\$310,000
Recap of Debt Service-Related Expenditure						
Direct Debt Service	3,110,319	2,717,052	1,943,700	2,431,830	0	0
Debt Administration	11,520	18,150	6,300	4,200	0	0
Contributions / Reimbursements via Transfers In / Out	(695,865)	0	72,701	71,977	241,188	310,000
Total Debt Service-Related Expenditure	\$2,425,974	\$2,735,202	\$2,022,701	\$2,508,007	\$241,188	\$310,000

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2025-26
BUDGET SUMMARIES BY DEPARTMENT

DEPARTMENT	FY 2024-25 Adopted	FY 2025-26 Proposed	% Percent of Total	Chg Since PY (\$)	Chg Since PY (%)
General Fund					
City Council	\$ 445,336	\$ 431,331	0%	(14,005)	-3%
City Manager	1,349,918	1,431,243	1%	81,325	6%
City Attorney	1,379,377	967,178	1%	(412,199)	-30%
City Clerk	764,638	754,996	0%	(9,642)	-1%
Finance	3,351,760	3,575,199	2%	223,439	7%
Human Resources	1,445,950	1,485,067	1%	39,117	3%
Community Development - Planning	2,519,562	2,569,853	2%	50,291	2%
Community Development - Economic & Housing	326,530	334,156	0%	7,626	2%
Library	6,772,485	7,178,035	4%	405,550	6%
Police	18,862,332	19,871,820	12%	1,009,488	5%
Police - Communications	2,110,750	2,215,395	1%	104,645	5%
Police - Parking Enforcement	792,243	837,966	1%	45,723	6%
Fire - Central County Fire Dept (CCFD)	15,778,139	16,875,797	10%	1,097,658	7%
Public Works - Engineering	4,272,367	4,584,404	3%	312,037	7%
Public Works - Streets & Storm Drainage	5,609,078	6,159,192	4%	550,114	10%
Recreation	5,251,134	6,073,416	4%	822,282	16%
Parks	9,454,276	9,757,805	6%	303,529	3%
Aquatics Center	547,000	735,000	0%	188,000	34%
Subtotal, Operating Budget	81,032,875	85,837,852	53%	4,804,977	6%
Burlingame Financing Authority	6,238,418	5,713,867	4%	(524,551)	-8%
Enterprise Funds					
Building Inspection	4,069,801	4,606,935	3%	537,134	13%
Landfill Fund	347,417	381,322	0%	33,905	-
Parking Enterprise	1,254,469	1,390,530	1%	136,061	11%
Sewer Enterprise (Maintenance & Treatment)	12,939,330	13,422,339	8%	483,009	4%
Solid Waste Enterprise	830,775	974,011	1%	143,236	17%
Water Enterprise	17,740,357	19,035,654	12%	1,295,297	7%
Total Operating Budget	37,182,149	39,810,791	25%	2,628,642	7%
Special Revenue Funds					
Burlingame Ave. Special Assessment	-	-	0%	-	-
Federal & State Grants	-	-	0%	-	-
Gas Tax	-	-	0%	-	-
Development Fees	247,000	747,000	0%	500,000	202%
Shuttle Bus	83,500	109,500	0%	26,000	31%
Storm Drain	-	-	0%	-	-
Public TV Access	-	-	0%	-	-
Total Operating Budget	330,500	856,500	1%	526,000	159%
Other Funds					
Internal Service Funds*	(308,938)	2,773,236	2%	3,082,174	-998%
Total Operating Budget	(308,938)	2,773,236	2%	3,082,174	-998%
* includes recoveries					
Subtotal, Operating Expenditures	124,475,004	134,992,246	83%	10,517,242	8%
Capital Improvement Programs	35,110,000	27,159,920	17%	(7,950,080)	-23%
TOTAL OPERATING & CAPITAL BUDGET	\$ 159,585,004	\$ 162,152,166	100%	\$ 2,567,162	2%

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2025-26
AUTHORIZED FULL-TIME EQUIVALENT POSITIONS BY FUNDS

Department	2024-25 Adopted Budget	2025-26 Proposed Budget	Change Since Prior Year
GENERAL FUND			
City Attorney	3.40	2.05	(1.35)
City Clerk	1.80	2.00	0.20
City Manager	2.75	2.65	(0.10)
Community Development - Planning	9.35	9.35	0.00
Finance	11.70	12.00	0.30
Human Resources	4.00	3.45	(0.55)
Library	23.00	23.00	0.00
Parks	23.50	24.50	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	8.30	0.17
Recreation	11.50	12.50	1.00
Total General Fund	171.88	172.55	0.67
ENTERPRISE & INTERNAL SERVICE FUNDS			
Water Enterprise	17.85	18.68	0.83
Sewer Enterprise	15.85	15.68	(0.17)
Solid Waste Enterprise	3.00	3.30	0.30
Landfill Enterprise	0.25	0.25	0.00
Parking Enterprise	2.00	2.00	0.00
Community Development - Building	11.40	10.40	(1.00)
Facilities Services ISF	4.67	4.67	0.00
Information Technology ISF - City Manager & Finance	1.00	2.30	1.30
Fleet & Equipment Maintenance ISF	3.50	3.67	0.17
Employment ISF - City Attorney & Human Resources	-	0.20	0.20
Liability ISF - City Attorney	-	1.25	1.25
Workers Compensation ISF - Human Resources	-	0.45	0.45
Total Enterprise & Int Svc Funds	59.52	62.85	3.33
Grand Totals, City-Wide	231.40	235.40	4.00

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CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2025-26
PROJECTED ENDING BALANCE - GENERAL FUND, STORM DRAIN, AND MEASURE A & GAS TAX

	General Fund		Storm Drain (Special Revenue)		Measure A & Gas Tax	
	2024-25 EST. ACTUALS	2025-26 PROJECTED	2024-25 EST. ACTUALS	2025-26 PROJECTED	2024-25 EST. ACTUALS	2025-26 PROJECTED
FUND BALANCE (SPENDABLE)						
Beginning of the year	\$ 57,407,807	\$ 49,346,685	\$ 10,881,134	\$ 11,649,351	\$ 4,682,638	\$ 4,485,908
REVENUES						
Revenues	90,239,947	92,513,152	3,376,800	3,545,990	2,684,270	2,758,710
EXPENSES						
Operating Expenses	(84,382,017)	(85,837,852)	-	-	-	-
NET AVAILABLE REVENUES	5,857,930	6,675,300	3,376,800	3,545,990	2,684,270	2,758,710
TRANSFERS IN (OUT)						
Transfers - Capital Projects Fund	(12,657,040)	(9,961,920)	-	-	(2,875,000)	(3,360,000)
Transfers - Burlingame Financing Authority	(3,650,192)	(3,121,839)	(2,593,583)	(2,596,840)	-	-
Other Transfers In (Out)	2,388,180	2,765,930	(15,000)	(15,000)	(6,000)	(6,000)
Subtotal, Transfers Out	(13,919,052)	(10,317,829)	(2,608,583)	(2,611,840)	(2,881,000)	(3,366,000)
CHANGE IN NET POSITION	(8,061,122)	(3,642,529)	768,217	934,150	(196,730)	(607,290)
FUND BALANCE (SPENDABLE)						
End of year	\$ 49,346,685	\$ 45,704,155	\$ 11,649,351	\$ 12,583,501	\$ 4,485,908	\$ 3,878,618
ASSIGNED FUND BALANCE	2024-25	2025-26	2024-25	2025-26	2024-25	2025-26
City Council Reserves (Assignments)						
Economic Stabilization Reserve	21,658,000	22,203,000	-	-	-	-
Catastrophic Reserve	2,000,000	2,000,000	-	-	-	-
Contingency Reserve	500,000	500,000	-	-	-	-
Operating Reserve	-	-	844,200	886,498	-	-
Storm Drain Rate Stabilization Reserve	-	-	337,680	354,599	-	-
Debt Service Reserve	-	-	2,593,583	2,596,840	-	-
Capital Improvements Reserve	-	-	-	-	-	-
Subtotal, Assigned Fund Balance	24,158,000	24,703,000	3,775,463	3,837,937	-	-
Restricted for Pension Trust Fund (PARS)	20,300,835	20,300,835	-	-	-	-
UNASSIGNED FUND BALANCE (DEFICIT)	4,887,850	700,320	7,873,888	8,745,565	4,485,908	3,878,618
TOTAL FUND BALANCE (DEFICIT)	\$ 49,346,685	\$ 45,704,155	\$ 11,649,351	\$ 12,583,501	\$ 4,485,908	\$ 3,878,618

CITY OF BURLINGAME, CA
PROPOSED BUDGET FISCAL YEAR 2025-26
PROJECTED ENDING BALANCE - WATER, SEWER & PARKING ENTERPRISES

	Water Enterprise		Sewer Enterprise		Parking Enterprise	
	2024-25 EST. ACTUALS	2025-26 PROJECTED	2024-25 EST. ACTUALS	2025-26 PROJECTED	2024-25 EST. ACTUALS	2025-26 PROJECTED
UNRESTRICTED NET POSITION						
Beginning of the year	\$ 15,903,301	\$ 12,804,906	\$16,430,488	\$15,123,844	\$10,388,240	\$10,756,631
OPERATING REVENUES						
Revenues	20,178,000	20,190,000	16,792,900	16,875,000	2,484,048	2,360,000
OPERATING EXPENSES						
Operating Expenses (excluding Depreciation)	(8,049,756)	(8,798,953)	(12,596,232)	(13,082,849)	(1,254,469)	(1,390,530)
Purchased Water	(9,315,000)	(9,918,000)	-	-	-	-
Total Operating Expenses	(17,364,756)	(18,716,953)	(12,596,232)	(13,082,849)	(1,254,469)	(1,390,530)
NET AVAILABLE REVENUES	2,813,244	1,473,047	4,196,668	3,792,151	1,229,579	969,470
INTEREST REVENUES (EXPENSES)	(168,301)	111,299	(195,598)	40,510	52,000	175,000
TRANSFERS IN (OUT)						
Transfers - General Fund	(585,600)	(640,400)	(285,700)	(315,100)	(107,000)	(109,000)
Transfers - General Fund - Contributions for Debt Service	(138,808)	(72,701)	(138,084)	(71,977)	(241,188)	(241,188)
Transfers - General Fund - for City Hall project	(18,930)	(86,328)	(18,930)	(70,912)		
Transfers to CIP Funds	(5,000,000)	(3,675,000)	(4,865,000)	(4,798,000)	(565,000)	(500,000)
Subtotal, Transfers Out	(5,743,338)	(4,474,429)	(5,307,714)	(5,255,989)	(913,188)	(850,188)
CHANGE IN NET POSITION	(3,098,395)	(2,890,083)	(1,306,644)	(1,423,328)	368,391	294,282
RESTRICTED FOR PENSION TRUST FUND (PARS)	-	-	-	-	-	-
End of year	\$ 12,804,906	\$ 9,914,823	\$15,123,844	\$13,700,516	\$10,756,631	\$ 11,050,913



Operating Departments

Budgets and Narratives by Department

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CITY COUNCIL

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CITY COUNCIL

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 were 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 and reaffirmed two held over from a prior session: City Hall, sea level rise, shuttles, Vision Zero, and water reuse and retention.

The City Council and staff have made significant progress on several of these priorities since 2023, including executing both a lease and a purchase and sale agreement for a new City Hall, located at 1440 Chapin Avenue, and the launch of the Vision Zero Action Plan process.

KEY BUDGET CHANGES

The City Council budget remains stable for fiscal year 2025-26. The personnel costs reflect a reduction of \$26,000, or 14.99%, as the increase of \$27,000 in scheduled salary and associated benefits costs was offset by a decrease of \$52,000 in the estimated cost of health insurance. Non-personnel costs increased by \$11,000, or 3.94%, mainly due to the increase of \$5,000 in community group funding awards. Another key budget change in non-personnel costs is the increase of

\$3,000 in Other Post-Employment Benefits (OPEB). Overall, the proposed budget for the City Council is decreasing 3.14%.

DEPARTMENT BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	170,754	145,159	(25,595)	-14.99%
Non-Personnel Costs	273,700	284,490	10,790	3.94%
Internal Services	882	1,682	800	90.70%
Total Appropriation	445,336	431,331	(14,005)	-3.14%
Sources of Funds				
General Fund	445,336	431,331	(14,005)	-3.14%
Total Funding	445,336	431,331	(14,005)	-3.14%

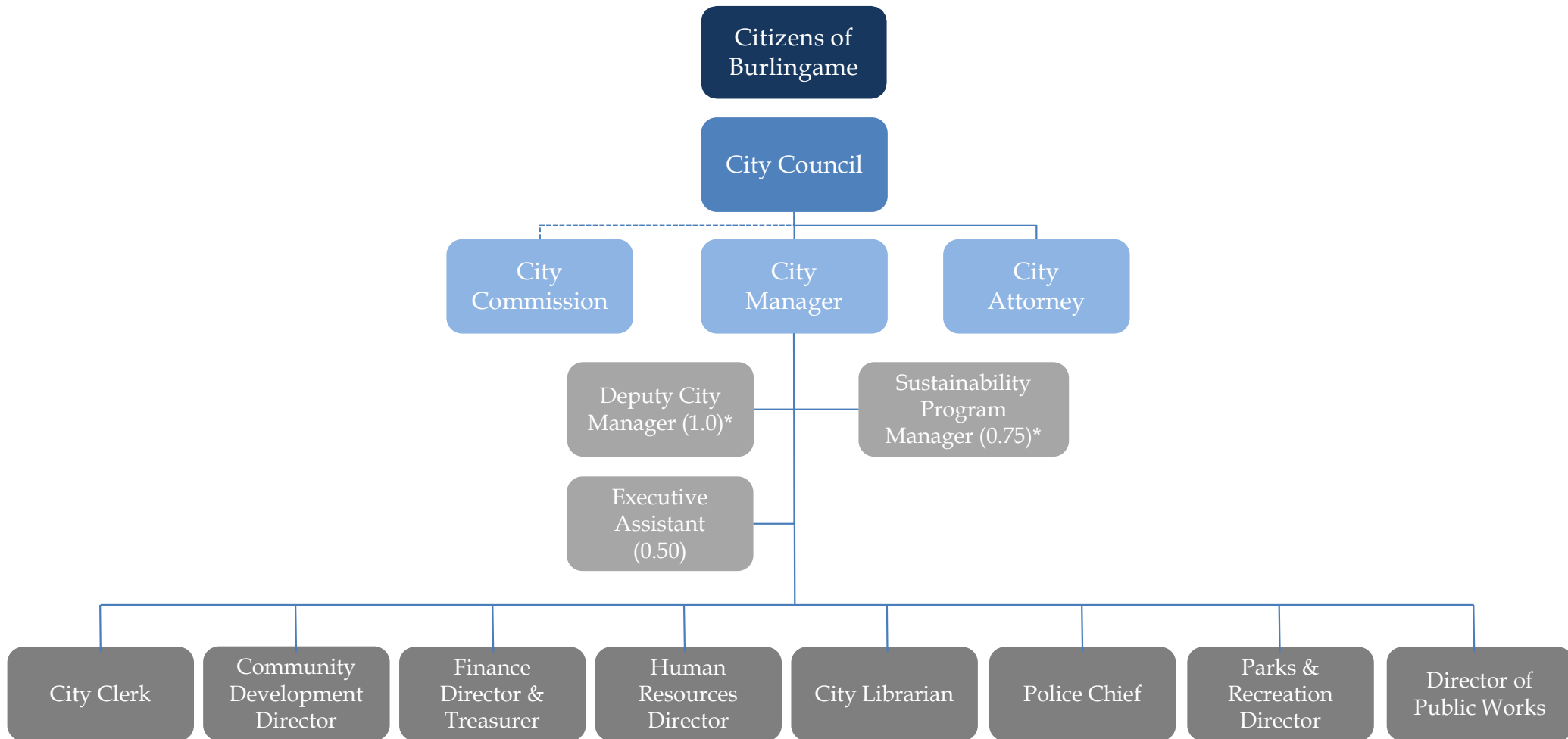
DEPARTMENT STAFF

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Council Members	5.00	5.00	0.00
Total FTE	5.00	5.00	0.00

CITY MANAGER

BURLINGAME CITY HALL

CITY MANAGER



*Deputy City Manager position is funded by 70% General Fund and 30% Information Technology Fund

*Sustainability Coordinator position is funded by 60% General Fund and 40% Solid Waste Fund

OFFICE OF THE CITY MANAGER

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 a Deputy City Manager, who oversees special projects, the City's communications initiatives, and website maintenance, and a part-time Sustainability Program Manager, who administers the City's green initiatives.

KEY BUDGET CHANGES

The proposed personnel cost for the City Manager's Office for fiscal year 2025-26 reflects an increase of \$100,000, or 11.70%, due to scheduled salary increases and associated benefit costs. The increase in personnel costs includes the reclassification of the Assistant to the City Manager position to a Deputy City Manager. The cost of the reclassification is partially offset by the reallocation of 40% of the 0.75 FTE Sustainability Program Manager to the Solid Waste Fund due to the nature of the Sustainability Program Manager's projects. The non-personnel costs reflect a reduction of \$27,000, or 6.59%, primarily due to the reallocation of the Compost Recovery Program contract from the City Manager's Office to the Solid Waste Fund's contractual services account. The increase of 8.45% in Internal Services also contributed to the 6.02% overall increase for the City Manager's Office for fiscal year 2025-26.

DEPARTMENT BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	854,063	954,005	99,942	11.70%
Non-Personnel Costs	402,390	375,879	(26,511)	-6.59%
Internal Services	93,465	101,359	7,894	8.45%
Total Appropriation	1,349,918	1,431,243	81,325	6.02%
Sources of Funds				
General Fund	1,349,918	1,431,243	81,325	6.02%
Total Funding	1,349,918	1,431,243	81,325	6.02%

DEPARTMENT STAFF

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Manager	1.00	1.00	0.00
Executive Assistant	0.50	0.50	0.00
Assistant to City Manager	1.00	0.00	-1.00
Deputy City Manager*	0.00	1.00	1.00
Sustainability Program Manager*	0.75	0.75	0.00
Total FTE	3.25	3.25	0.00

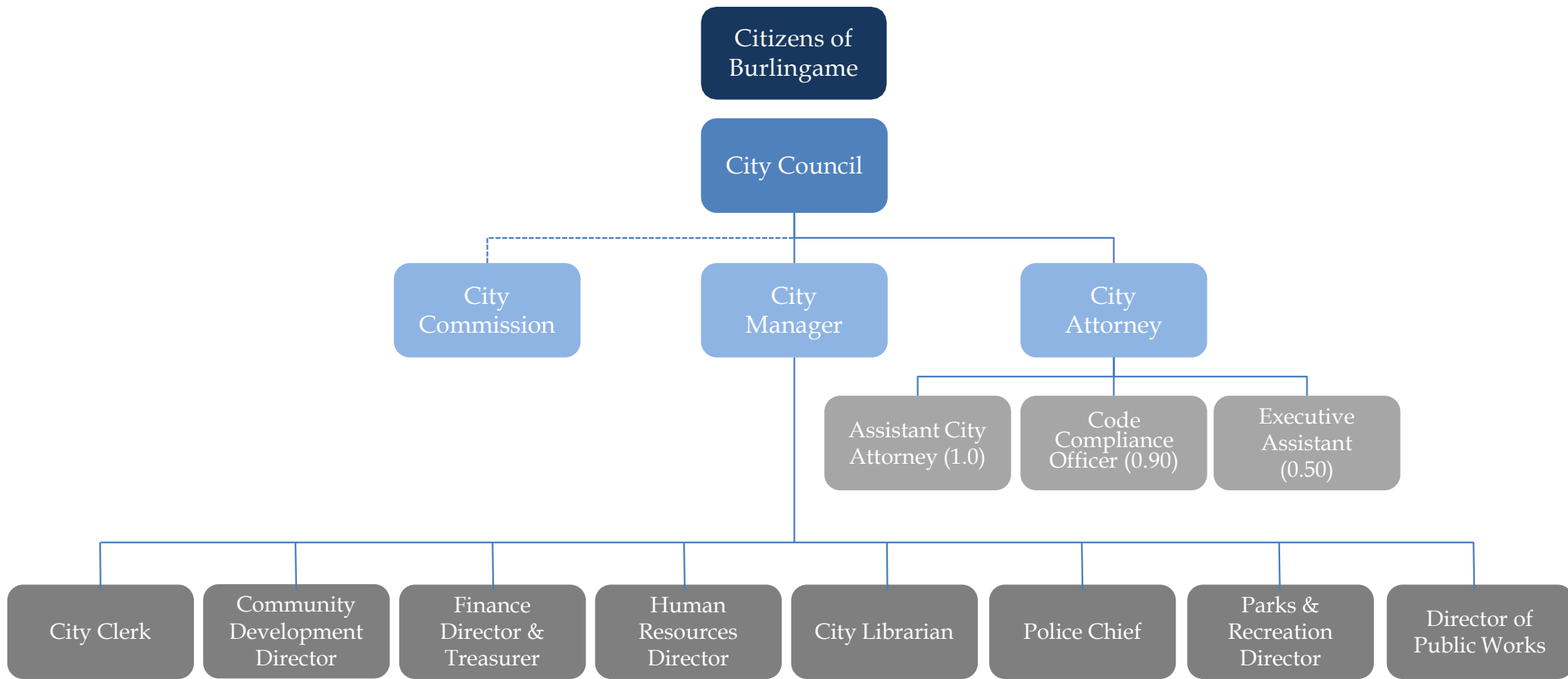
*Deputy City Manager position is funded by 70% General Fund and 30% Information Technology Fund

*Sustainability Program Manager position is funded by 60% General Fund and 40% Solid Waste Fund

An aerial photograph of a suburban neighborhood. In the foreground, a two-lane road curves to the right, intersecting with a cross street. White zebra crosswalks are visible at the intersection. Several cars are parked or driving on the roads. The houses are mostly single-story with varying roof colors. The area is heavily wooded with tall evergreen trees. In the background, a dense residential area leads up to a city skyline on a hill, with a body of water and a bridge visible in the distance under a clear blue sky.

CITY ATTORNEY

CITY ATTORNEY



OFFICE OF THE CITY ATTORNEY

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 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, environmental matters, and compliance with federal and state laws and regulations.

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

DEPARTMENT BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	981,003	1,119,873	138,870	14.2%
Non-Personnel Costs	5,666,451	5,342,605	(323,846)	-5.7%
Internal Services	85,423	94,370	8,947	10.5%
Total Appropriation	6,732,877	6,556,848	(176,029)	-2.6%
Sources of Funds				
Charges for Svc – ISF	5,361,500	5,597,670	236,170	4.4%
Interest Income	70,000	80,000	10,000	14.3%
General Fund	1,371,377	959,178	(412,199)	-30.1%
Total Funding	6,802,877	6,636,848	(166,029)	-2.4%

DEPARTMENT STAFF

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
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
Total FTE	3.40	3.40	0.00

*City Attorney position is funded by 50% General Fund, 40% Liability ISF and 10% Employment ISF.

*Assistant City Attorney position is funded by 40% General Fund and 60% Liability ISF.

*Executive Assistant position is funded by 25% General Fund and 25% Liability ISF.

CITY ATTORNEY DIVISION

KEY CITY ATTORNEY BUDGET CHANGES

The proposed budget for the City Attorney's Office will decrease by \$412,000, or 29.9%, as a result of the reallocation of employee costs across the City Attorney and Risk Management functions. The City Attorney position will be allocated 50% to the City Attorney Division, 40% to the Risk Management – Liability Program, and 10% to the Risk Management – Employment Program. The Assistant City Attorney will be allocated 40% to the City Attorney Division and 60% to the Liability Program. The Executive Assistant will be allocated 25% to the City Attorney Division and 25% to the Liability Program.

CITY ATTORNEY DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	981,003	608,268	(372,735)	-38.0%
Non-Personnel Costs	312,951	288,228	(24,723)	-7.9%
Internal Services	85,423	70,682	(14,741)	-17.3%
Total Appropriation	1,379,377	967,178	(412,199)	-29.9%
Sources of Funds				
Charges for Svc - General Fund	8,000	8,000	0	0.00%
General Fund	1,371,377	959,178	(412,199)	-30.1%
Total Funding	1,379,377	967,178	(412,199)	-29.9%

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

In addition to the employee cost allocation changes described in the Key City Attorney Budget Changes section, other changes to the Risk Management budget include an increase in general liability insurance premiums, which are expected to rise approximately \$234,000 in fiscal year 2025-26. The overall decrease of 7.0% in non-personnel costs is primarily due to the claims adjustment calculation based on a new actuarial study. The overall budget for the program is anticipated to be \$4.96 million, which is an increase of \$104,000, or 2.14%, from last year's budget.

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 \$220,000 in insurance premiums, \$114,000 in contractual services, and \$200,000 in claims payments are included in the upcoming fiscal year budget. The overall budget for the Employment program is increasing by \$132,000, or 26.42%, for fiscal year 2025-26.

RISK MANAGEMENT BUDGET SUMMARY – LIABILITY PROGRAM

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	0	422,841	422,841	-
Non-Personnel Costs	4,853,500	4,513,549	(339,951)	-7.00%
Internal Services	0	21,180	21,180	-
Total Appropriation	4,853,500	4,957,570	104,070	2.14%
Sources of Funds				
Charges for Svc - General Fund	4,853,500	4,957,570	104,070	2.14%
Interest Income	70,000	80,000	10,000	14.29%
Total Funding	4,923,500	5,037,570	114,070	2.32%

RISK MANAGEMENT BUDGET SUMMARY – EMPLOYMENT PROGRAM

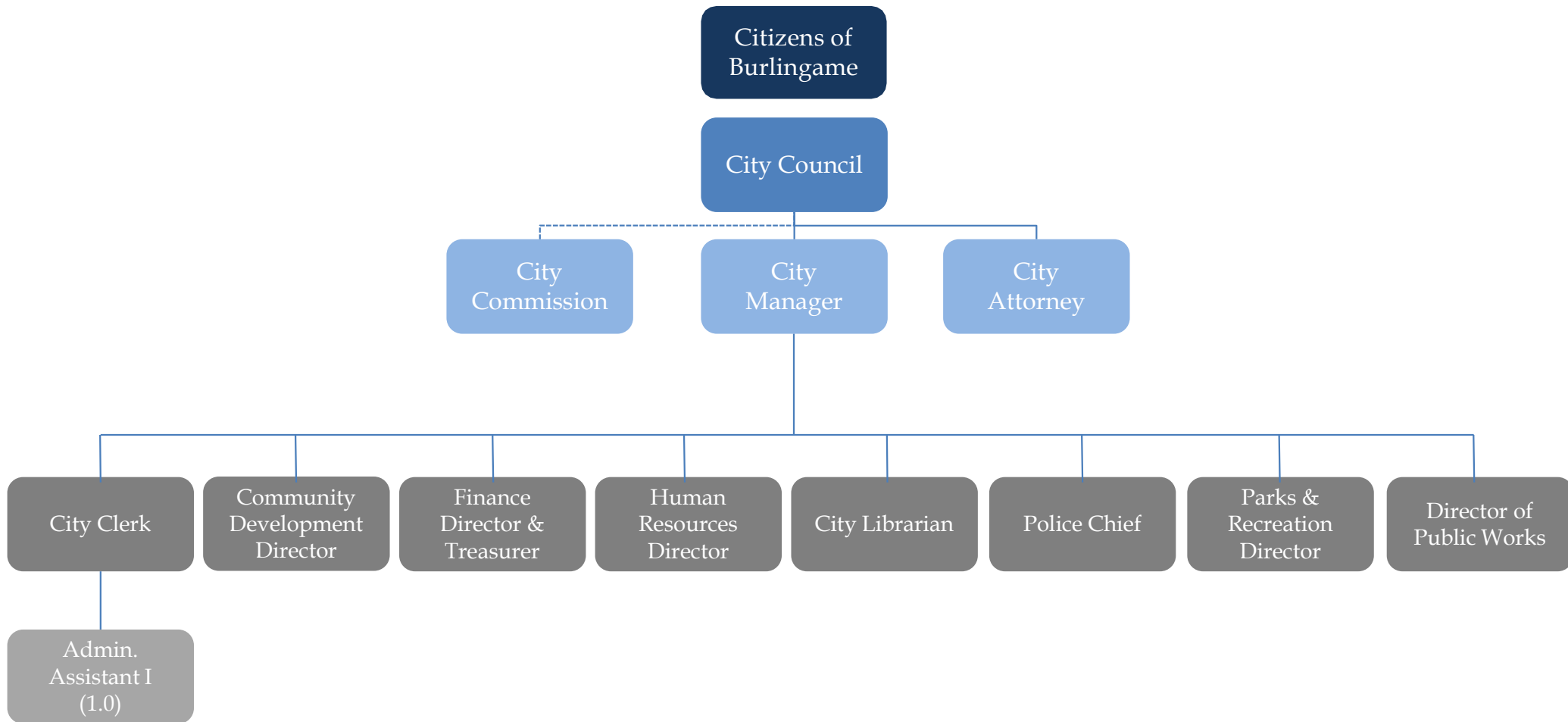
	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	0	88,764	88,764	-
Non-Personnel Costs	500,000	540,828	40,828	8.17%
Internal Services	0	2,508	2,508	-
Total Appropriation	500,000	632,100	132,100	26.42%
Sources of Funds				
Charges for Svc - General Fund	500,000	632,100	132,100	26.42%
Total Funding	500,000	632,100	132,100	26.42%

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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



OFFICE OF THE CITY CLERK

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 proposed personnel costs for the City Clerk's Office are increasing \$82,000, or 18.3%. This is primarily due to scheduled salary increases and associated benefits. The increase of the Administrative Assistant I position from 80% to 100% is another key factor contributing to the increase in personnel costs. The Administrative Assistant I position was allocated between the City Clerk's Office (80%) and Finance Department (20%) starting in FY 2019-20. Another key budgetary change is the reduction of \$119,000 in Election costs as there are no scheduled by-district elections for FY 2025-26. The increase of 15.7% in Internal Services cost allocations is mainly due to higher cost allocations from IT/Admin and the Employment Insurance Fund.

DEPARTMENT BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	449,287	531,515	82,228	18.3%
Non-Personnel Costs	142,554	161,376	18,822	13.2%
Election	120,000	1,000	(119,000)	-99.2%
Internal Services	52,797	61,105	8,308	15.7%
Total Appropriation	764,638	754,996	(9,642)	-1.3%
Sources of Funds				
General Fund	764,638	754,996	(9,642)	-1.3%
Total Funding	764,638	754,996	(9,642)	-1.3%

DEPARTMENT STAFF

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
City Clerk	1.00	1.00	0.00
Administrative Assistant I/II	0.80	1.00	0.20
Total FTE	1.80	2.00	0.20

DEPARTMENT STATISTICS

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
City Council meetings held (regular and special)	31	55	50	52	51
Staff reports processed	300	380	389	400	431
Resolutions processed	140	115	135	154	155
Ordinances published	17	15	11	12	12
Elections managed	0	0	1	0	1
Residency certifications	0	5	4	4	3

DEPARTMENT PERFORMANCE MEASURES

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 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	100%

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CENTRAL COUNTY FIRE



CENTRAL COUNTY FIRE DEPARTMENT

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 (103 FTEs) serve the communities with seven engine companies and one truck company, strategically located in seven fire stations, and administrative offices that include fire prevention, public education, training, and emergency preparedness. The total service area is 15.51 square miles, with a population of 66,045. 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. With the reopening of Fire Station 36 in Burlingame in FY 2025-26, this formula may be revisited.

KEY BUDGET CHANGES

Burlingame's budget for fire protection services includes annual contributions to CCFD, certain retained workers' compensation program costs, and emergency preparedness services. Overall, the City's FY 2025-26 proposed budget for Fire services has increased by \$1,100,000, or 7.0%, primarily due to an increase in contributions to CCFD. Burlingame's contributions to CCFD increased by \$830,000, or 5.4%, to \$16,268,543, constituting approximately 43% of CCFD's total funding from member agencies. CCFD has been awarded a FEMA SAFER grant in the amount of \$8.1 million over three years to fund the re-opening of Fire Station 36 and the addition of 12 firefighters, bringing the total FTE count to 103. The re-opening of Fire Station 36 will improve the response times on the Bay-side portion of CCFD's jurisdiction. This change is anticipated to increase Burlingame's contributions to CCFD.

Another key budget change is an increase of \$268,000 for non-personnel costs primarily due to the increase in cost allocations for Other Post-Employment Benefits (OPEB).

DEPARTMENT BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Contributions to CCFD	15,438,339	16,268,543	830,204	5.4%
Non-Personnel Costs (Burlingame)	277,000	544,700	267,700	96.6%
Internal Services	62,800	62,554	(246)	-0.4%
Total Appropriation	15,778,139	16,875,797	1,097,658	7.0%

DEPARTMENT STATISTICS

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 YTD*
Total calls for service	7,004	8,328	9,507	8,974	5,293
Medical responses	4,314	5,141	6,092	5,811	3,473
Fire suppression responses	156	153	176	159	69

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 YTD*
Hazardous conditions responses	169	238	273	203	106
Other responses	2,365	2,796	2,966	2,801	1,645
Plans checked	260	290	297	347	239
Plans reviewed	523	492	646	633	512
Public education activities	0	4	12	42	25
Fire origin and cause investigations	12	12	11	12	4
Fire code permits (underground storage tank removal/modifications, special events)	11	31	33	39	18
Engine Company inspections	1,597	1,780	904	1203	179
Construction inspections	688	654	645	772	402
Fire and life safety inspections	233	201	1,860	2222	663
Junior Fire Marshal Picnics held	0	0	1	0	0
Car seat inspections	0	0	26	21	11
General public trained for disaster response (CERT)	14	33	158	47	102
CPR training (number of adults)	6	47	62	12	11
Training hours completed	20,491	16,665	11,549	15,831	5,392
EMS training hours	2,005	1,913	1,999	1,926	1,148
Driver training hours	1,867	2,458	2,770	1,825	916
Ops. training hours	16,619	12,294	6,780	7,851	3,328
Percent of time a first in fire engine arrives on a structure fire scene within six minutes of dispatch	86%	73%	71%	78%	78%

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 YTD*
Average response time for Priority 1 calls (emergency)	5:30	5:18	5:15	5:20	5:29
Average response time for Priority 3 calls (non-emergency)	6:37	6:38	6:33	6:28	6:27
Average response time for all calls	5:43	5:32	5:54	5:27	5:39
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%

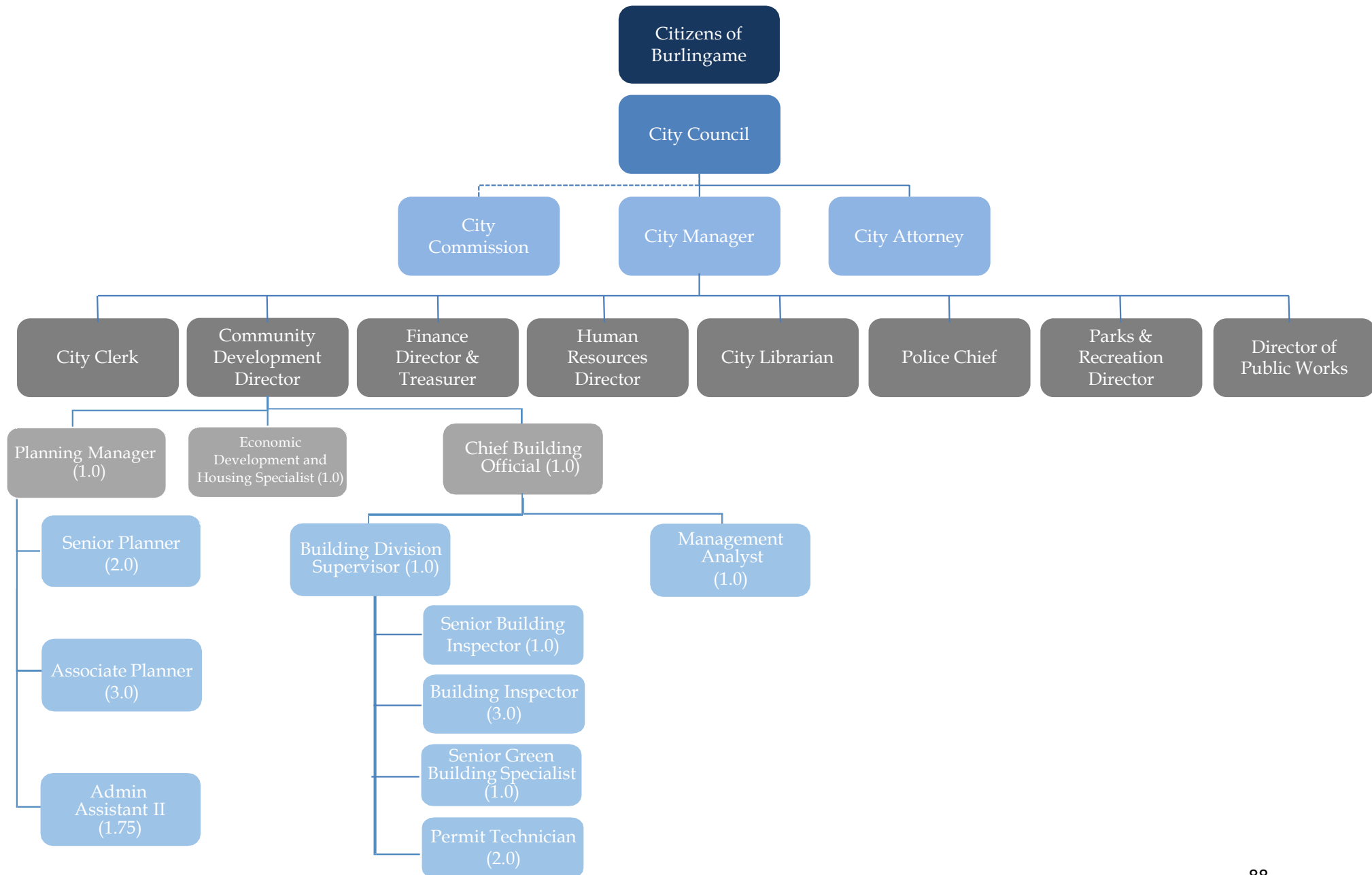
*YTD data collected as of January 31, 2025

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COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT DEPT.



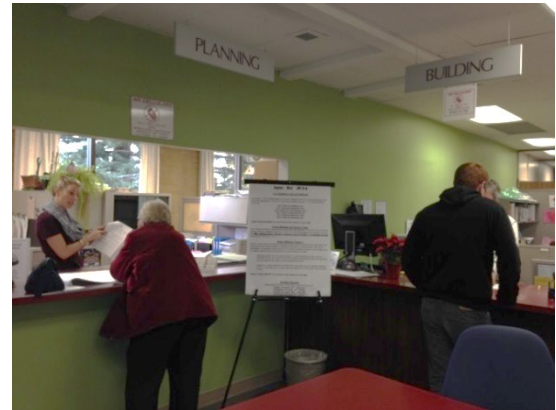
COMMUNITY DEVELOPMENT DEPARTMENT

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

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	4,536,114	4,600,436	64,322	1.4%
Non-Personnel Costs	1,920,974	2,371,227	450,253	23.4%
Internal Services	458,805	539,281	80,476	17.5%
Total Appropriation	6,915,893	7,510,944	595,051	8.6%
Sources of Funds				
Charges for Svc - General Fund	613,000	538,000	(75,000)	-12.2%
General Fund	2,233,092	2,366,009	132,917	6.0%
Charges for Svc - Building	5,275,000	4,200,000	(1,075,000)	-20.4%
Interest Income - Building Fund	250,000	340,000	90,000	36.0%
Building Fund	(1,455,199)	66,935	1,522,134	-104.6%
Total Funding	6,915,893	7,510,944	595,051	8.6%

DEPARTMENT STAFF

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Administrative Assistant I/II	2.75	1.75	-1.00
Associate/Assistant Planner	3.00	3.00	0.00
Building Inspector I/II	3.00	3.00	0.00
Senior Building Inspector	2.00	1.00	-1.00
Building Division Supervisor	0.00	1.00	1.00
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	1.00	1.00	0.00
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
Total FTE	20.75	19.75	-1.00

DEPARTMENT STATISTICS

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
Planning Division					
Commission Hearings					
Conditional use permits	20	8	4	3	6
Variances	14	10	8	2	14
Special permits	16	23	31	20	15
Hillside area construction permits	4	6	12	5	5
Design review	61	58	50	35	27
Design review amendments	9	3	7	5	10
Other agenda items	18	13	12	18	12
Applications reviewed	81	78	74	45	51
General Plan/zoning code amendments	7	0	3	1	2

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
Council agenda items considered	13	8	10	6	10
Administrative permits issued	89	86	91	72	44
Sign permits issued	18	35	23	35	27
Home occupation permits reviewed	57	59	50	30	42
Construction plan checks performed	460	491	451	420	450
Final inspections completed	47	33	61	20	39
New single-family dwellings approved	31	27	15	15	15
New affordable dwellings units approved	71	29	35	2	5
New apt/condo units approved	749	416	440	18	18
Major projects in the process	10	10	11	7	4
Building Division					
Building permits issued	1,175	1,404	1,104	1,350	1,557
Building plan checks performed	1,446	1,657	1,789	1,350	1,868
Building inspections conducted	8,100	9,546	9,374	11,260	12,336

DEPARTMENT PERFORMANCE MEASURES

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
Planning Division					
Percentage of planning application reviews completed within 30 days	55%	20%	35%	50%	65%
Percentage of plan checks (for new building permits) completed within 10 business days	46%	58%	45%	50%	55%
Building Division					
Percentage of plan checks completed within 15 working days	95%	98%	98%	98%	98%
Percentage of permits issued over-the-counter	75%	84%	74%	80%	40%

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 2025-26 reflects an increase of \$50,000, or 2.0%. Personnel costs increased by \$133,000, or 7.4%, due to scheduled salary increases and associated benefit costs. Non-personnel costs decreased by \$117,000, or 22.6%. This is due to a \$109,000 reduction in professional services contracts, specifically those for arborist services, General Plan environmental impact report, and creation of a Mills Act program from the prior year. The increase of \$35,000, or 17.6%, in internal services is primarily due to IT allocations this year.

PLANNING DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,805,560	1,938,412	132,852	7.4%
Non-Personnel Costs	517,213	400,067	(117,146)	-22.6%
Internal Services	196,789	231,374	34,585	17.6%
Total Appropriation	2,519,562	2,569,853	50,291	2.0%

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Svc - General Fund	613,000	538,000	(75,000)	-12.2%
General Fund	1,906,562	2,031,853	125,291	6.6%
Total Funding	2,519,562	2,569,853	50,291	2.0%

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 local businesses, the Burlingame/SFO 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 2025-26 reflects an increase of \$8,000, or 2.3%. The majority of the change is in personnel costs, which increased by \$10,000, or 3.4%, due to scheduled salary increases and associated benefit costs.

ECONOMIC DEVELOPMENT AND HOUSING DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	293,652	303,644	9,992	3.4%
Non-Personnel Costs	32,878	30,512	(2,366)	-7.2%
Total Appropriation	326,530	334,156	7,626	2.3%
Sources of Funds				
General Fund	326,530	334,156	7,626	2.3%
Total Funding	326,530	334,156	7,626	2.3%

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 2025-26 increased by \$537,000, or 13.2%, overall. Personnel costs decreased by \$79,000, or 3.2%, due to the elimination of one Administrative Assistant position. This decrease was offset, in part, by the scheduled salary increases and associated benefit costs. The personnel costs also included the reclassification of one Senior Building Inspector position to Building Division Supervisor. Non-personnel costs increased by \$570,000, or 41.6%, due to contractual services for building inspections, plan checks, and staff augmentation support. Internal services are increasing by \$46,000, or 17.5%, primarily due to IT and vehicle services allocations.

BUILDING DIVISION BUDGET SUMMARY

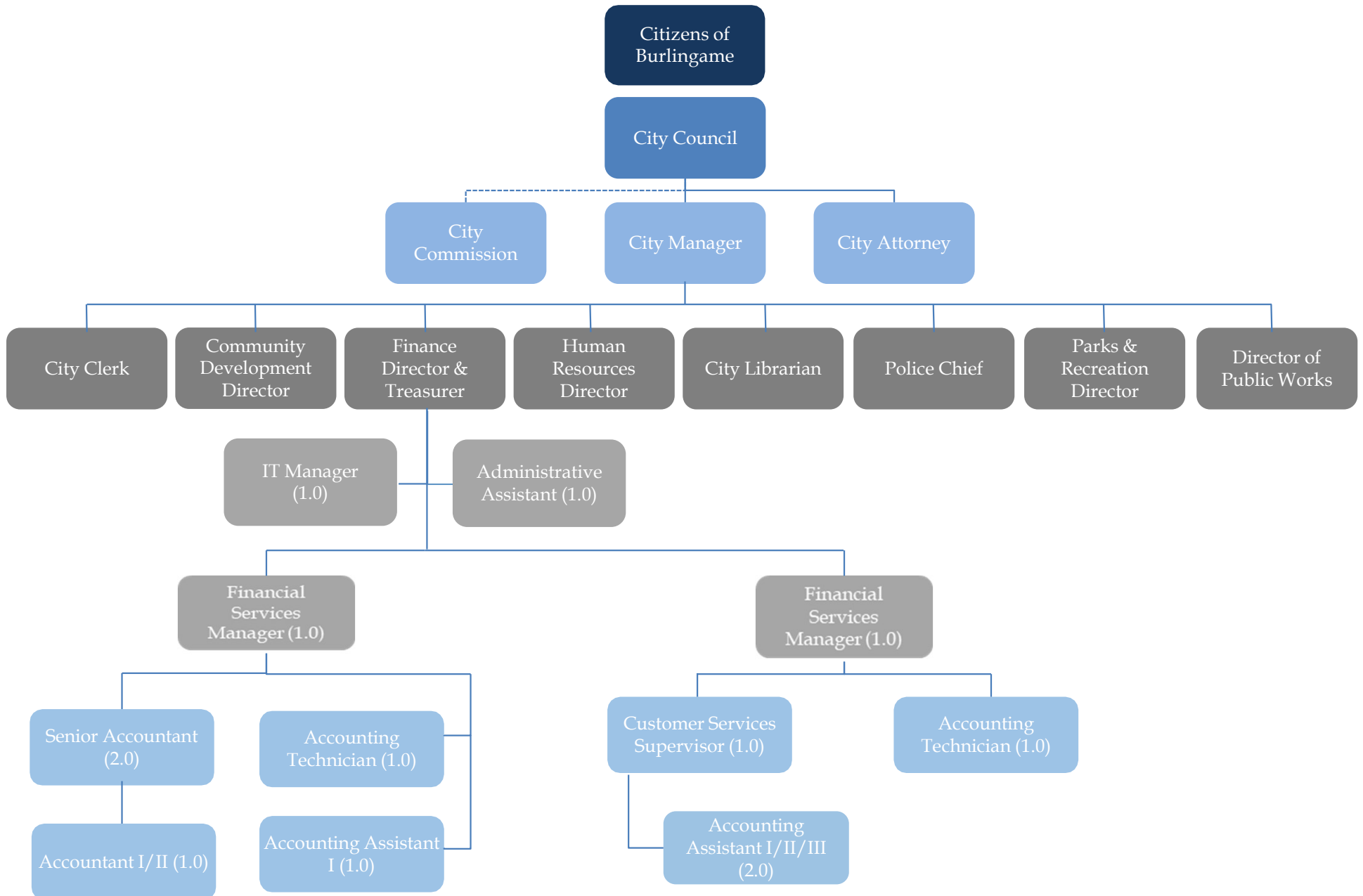
	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,436,902	2,358,380	(78,522)	-3.2%
Non-Personnel Costs	1,370,883	1,940,648	569,765	41.6%
Internal Services	262,016	307,907	45,891	17.5%
Total Appropriation	4,069,801	4,606,935	537,134	13.2%
Sources of Funds				
Charges for Svc - Building	5,275,000	4,200,000	(1,075,000)	-20.4%
Interest Income - Building Fund	250,000	340,000	90,000	36.0%
Building Fund	(1,455,199)	66,935	1,522,134	-104.6%
Total Funding	4,069,801	4,606,935	537,134	13.2%



FINANCE



FINANCE DEPARTMENT



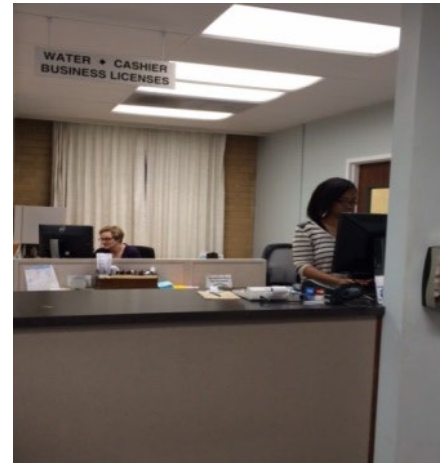
FINANCE

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

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,542,418	3,068,060	525,642	20.7%
Non-Personnel Costs	2,644,408	2,925,100	280,692	10.6%
Internal Services	262,709	297,184	34,475	13.1%
Capital Outlay	488,000	373,000	(115,000)	-23.6%
Total Appropriation	5,937,535	6,663,344	725,809	12.2%

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Services - ISF	2,585,775	3,088,145	502,370	19.4%
Interest Income - ISF	20,000	30,000	10,000	50.0%
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	53,665	24,665	85.1%
Measure I	3,300	3,400	100	3.0%
General Fund	2,505,360	2,616,834	111,474	4.4%
Total Funding	5,937,535	6,663,344	725,809	12.2%

DEPARTMENT STAFF

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
Accountant I/II	1.00	1.00	0.00
Accounting Assistant I/II/III	3.00	3.00	0.00
Accounting Technician	2.00	2.00	0.00
Administrative Assistant I/II	0.20	1.00	0.80
Customer Service Supervisor	1.00	1.00	0.00
IT Manager	0.00	1.00	1.00
Finance Director & Treasurer	1.00	1.00	0.00
Financial Services Manager	2.00	2.00	0.00
Senior Accountant	2.00	2.00	0.00
Total FTE	12.20	14.00	1.80

DEPARTMENT STATISTICS

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
Total computers citywide	327	331	333	342	339
Number of utility accounts billed (annually)	10,848	11,798	10,800	10,658	10,128
Number of business license accounts (annually)	7,520	8,319	8,549	7,884	5,050
Over-the-counter services rendered	n/a*	4,215*	4,489	2,864	2,173
Utility service phone calls received (annually)	15,176	19,771	19,376	19,976	7,932**
General main line phone inquiries received (annually)	6,020	9,914	9,716	9,045	4,860**

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

**Based on 30 days of calls using the new phone system integration.

DEPARTMENT PERFORMANCE MEASURES

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 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 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 2025-26 will increase by \$502,000, or 19.4%. The employee cost increase of \$372,000, or 132.7%, is due to additional positions allocated to the Administrative Services Division for an IT Manager at 100% and an Administrative Assistant at 50% on top of the usual scheduled salary increases and associated benefit costs.

The non-personnel cost increase of \$245,000, or 13.5%, is primarily due to the implementation of a Tyler Munis cloud-based IT administrative support system, Microsoft Office 365, and other annual licenses and subscriptions. Capital outlay for fiscal year 2025-26 is comprised of server upgrades that will cost \$225,000 and the development and advisor support of a SharePoint site for \$148,000.

ADMINISTRATIVE SERVICES DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	280,598	652,896	372,298	132.7%
Non-Personnel Costs	1,817,177	2,062,249	245,072	13.5%
Capital Outlay	488,000	373,000	(115,000)	-23.6%
Total Appropriation	2,585,775	3,088,145	502,370	19.4%
Sources of Funds				
Charges for Svc – ISF	2,585,775	3,088,145	502,370	19.4%
Interest Income – ISF	20,000	30,000	10,000	50.0%
Total Funding	2,605,775	3,118,145	512,370	19.7%

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 budget for the Finance Division for fiscal year 2025-26 will increase by \$223,000, or 6.7%, with the majority of the changes coming from personnel costs. The proposed employee costs remain relatively stable with the increase of \$153,000, or 6.8%, primarily caused by the scheduled salary increases and associated benefit costs. This proposed budget includes an additional 0.80 Administrative Assistant position (for a 1.0 FTE), which is funded equally between the Finance and Information Technology divisions.

Non-personnel costs have increased by \$36,000, or 4.3%, due to IT related subscriptions. The increase of \$34,000, or 13.1%, in internal services is mainly due to IT allocations.

FINANCE DIVISION BUDGET SUMMARY

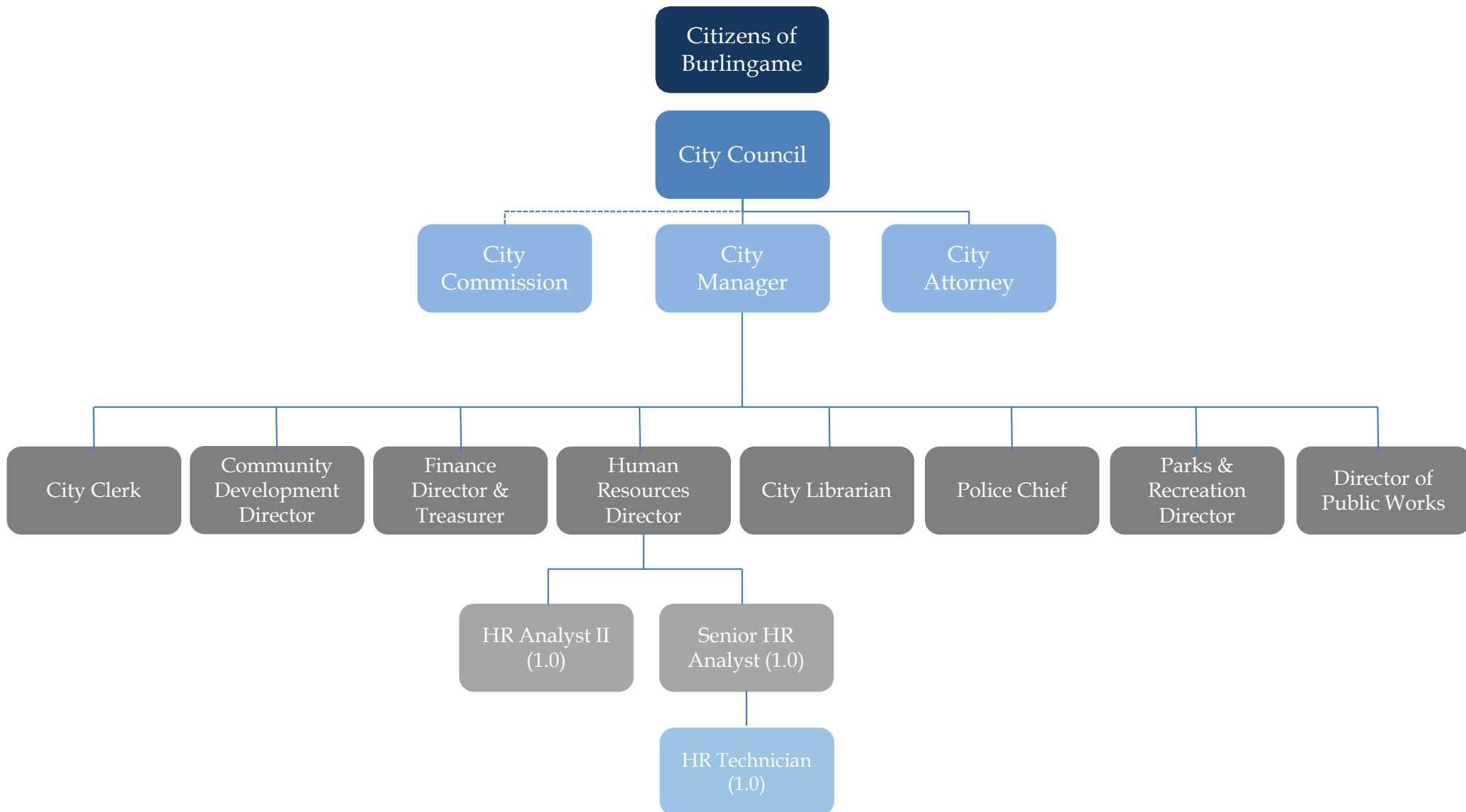
	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,261,820	2,415,164	153,344	6.8%
Non-Personnel Costs	827,231	862,851	35,620	4.3%
Internal Services	262,709	297,184	34,475	13.1%
Total Appropriation	3,351,760	3,575,199	223,439	6.7%
Sources of Funds				
Water Enterprise	585,600	640,400	54,800	9.4%
Sewer Enterprise	285,700	315,100	29,400	10.3%
Solid Waste Enterprise	29,000	53,665	24,665	85.1%
Measure I	3,300	3,400	100	3.0%
General Fund	2,448,160	2,562,634	114,474	4.7%
Total Funding	3,351,760	3,575,199	223,439	6.7%

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HUMAN RESOURCES



HUMAN RESOURCES



HUMAN RESOURCES

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

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	936,642	989,979	53,337	5.7%
Non-Personnel Costs	1,509,707	1,565,145	55,438	3.7%
Internal Services	107,551	115,978	8,427	7.8%
Total Appropriation	2,553,900	2,671,102	117,202	4.6%
Sources of Funds				
Charges for Svc - ISF	900,950	1,079,339	178,389	19.8%
Interest Income - ISF	86,500	120,000	33,500	38.7%
General Fund	1,400,950	1,440,067	39,117	2.8%
Workers Comp - ISF	165,500	31,696	(133,804)	-80.8%
Total Funding	2,553,900	2,671,102	117,202	4.6%

DEPARTMENT STAFF

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
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
Total FTE	4.00	4.00	0.00

*Human Resources Director position is funded by 75% General Fund, 15% Workers' Compensation ISF, and 10% Employment ISF

*Senior Human Resources Analyst position is funded by 80% General Fund and 20% Workers' Compensation ISF

*Human Resources Analyst II position is funded by 90% General Fund and 10% Workers' Compensation ISF

DEPARTMENT STATISTICS

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
Human Resources Division					
Average number of business days for a recruitment process to establish an eligible list	44	29	36	32	32
Number of employee participants in City training	233	300	315	366	350
Number of regular recruitments completed	16	36	30	25	32
Number of regular new hires	20	35	32	28	30
Number of labor associations	7	7	7	7	7
Number of labor agreements (MOUs) negotiated and approved	0	5	4	3	0
Workers' Compensation Division					
Number of workers' compensation claims filed	22	29	16	7	7
Number of lost work days due to workers' compensation injuries	475	400	565	165	26

KEY HUMAN RESOURCES DIVISION BUDGET CHANGES

The Human Resources Division (General Fund) budget increase of \$39,000, or 2.7%, reflects a fiscally stable program for the upcoming year. Personnel costs are decreasing by \$75,000, or 8.0%, primarily due to certain staff time being allocated to the Workers' Compensation Division Fund. Due to the duties of the position, 10% of the Human Resources Director position is being allocated to the Risk Management – Employment Program. Overall, the non-personal budget increased by \$113,000, or 28.2%, mainly due to labor relations, employee litigation assistance, and other miscellaneous professional contractual services expenses. There are no significant changes to the internal services cost allocation.

HUMAN RESOURCES DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	936,642	861,310	(75,332)	-8.0%
Non-Personnel Costs	401,757	515,034	113,277	28.2%
Internal Services	107,551	108,723	1,172	1.1%
Total Appropriation	1,445,950	1,485,067	39,117	2.7%
Sources of Funds				
Charges for Svc - ISF	45,000	45,000	0	0.0%
General Fund	1,400,950	1,440,067	39,117	2.8%
Total Funding	1,445,950	1,485,067	39,117	2.7%

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 \$78,000, or 7%. This increase is primarily driven by a \$129,000 increase in personnel costs, reflecting the reallocation of certain staff time from the General Fund; a \$10,000 increase in Other Post-Employment Benefits (OPEB); and a \$7,000 increase in cost allocation. These increases are partially offset by a \$68,000 decrease in claims liabilities expenses.

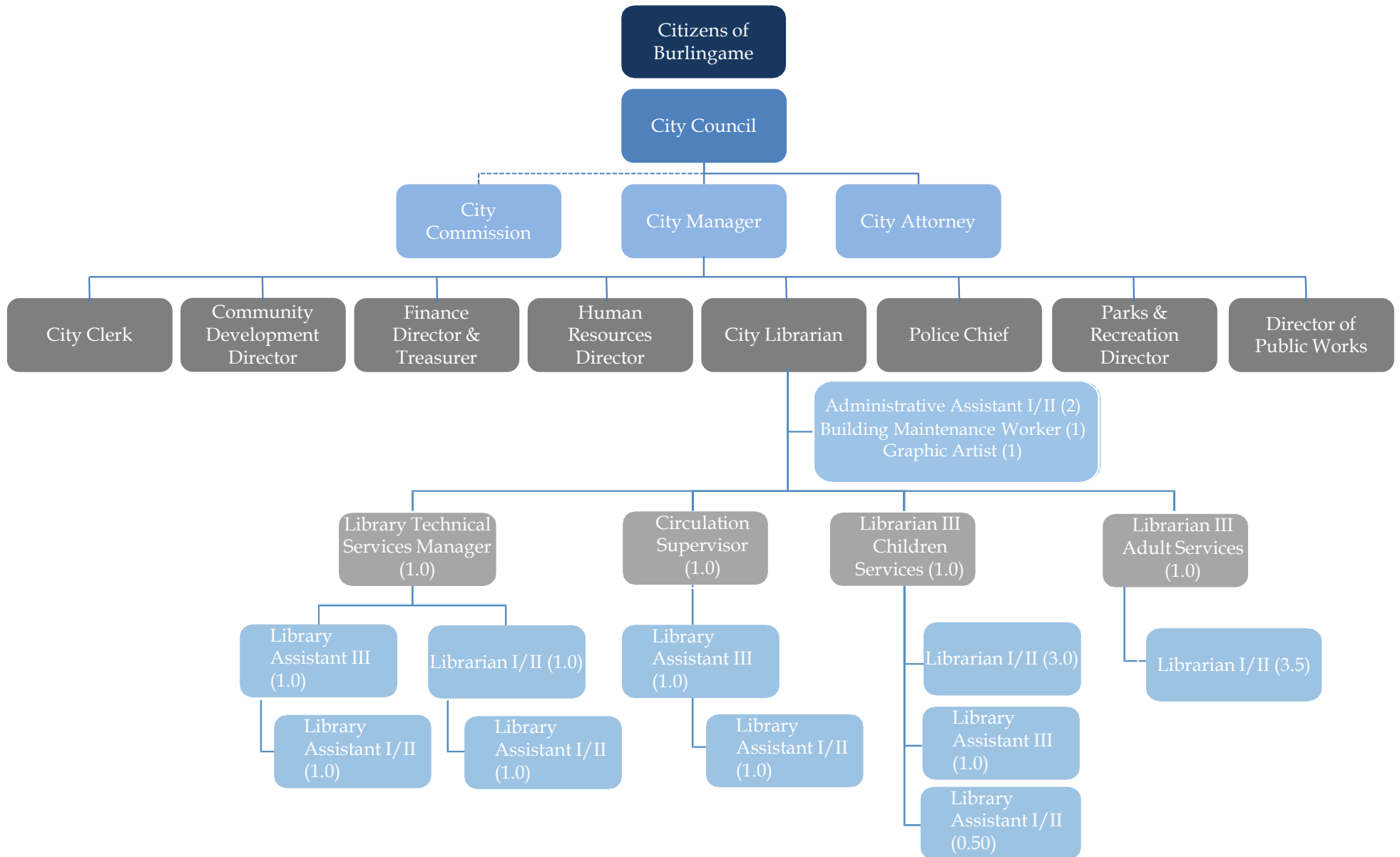
WORKERS' COMPENSATION DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	0	128,669	128,669	-
Non-Personnel Costs	1,107,950	1,050,111	(57,839)	-5.2%
Internal Services	0	7,255	7,255	-
Total Appropriation	1,107,950	1,186,035	78,085	7%
Sources of Funds				
Charges for Svc - ISF	855,950	1,034,339	178,389	20.8%
Interest Income - ISF	86,500	120,000	33,500	38.7%
Workers Comp - ISF	165,500	31,696	(133,804)	-80.8%
Total Funding	1,107,950	1,186,035	78,085	7.0%

LIBRARY



LIBRARY



LIBRARY

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.



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. This Division is also responsible for supervising the Lower Level Information Desk and the adjoining Tech Lab.

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 Peninsula Library System 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 \$406,000, or 6.0%. Personnel costs will increase by about \$236,000, or 5.3%, due to regular contractual wage increases for both full-time and part-time employees, as well as associated benefit costs. The increase of \$80,000, or 5.9%, for non-personnel costs is due to an increase in the Department's OPEB (retiree medical benefits) cost allocation of \$18,000, an increase of \$29,000 in supplies, a \$40,500 increase in utilities cost, and a decrease of \$8,000 in contractual services. The departmental costs for internal services are increasing by \$89,221, or 9.0%, to cover the additional IT and Facilities services provided directly to the Main and Easton branch locations.

DEPARTMENT BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	4,434,506	4,670,690	236,184	5.3%
Non-Personnel Costs	1,349,980	1,430,125	80,145	5.9%
Internal Services	987,999	1,077,220	89,221	9.0%
Total Appropriation	6,772,485	7,178,035	405,550	6.0%
	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	10,000	10,000	0	0.0%
Charges for Svc - Hillsborough	796,572	764,672	(31,900)	-4.0%
Charges for Svc - General Fund	5,965,913	6,403,363	437,450	7.3%
Total Funding	6,772,485	7,178,035	405,550	6.0%

DEPARTMENT STAFF

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
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
Total FTE	23.00	23.00	0.00

DEPARTMENT STATISTICS

	FY 20-21*	FY 21-22*	FY 22-23*	FY 23-24*	FY 24-25 Estimated *
Population served	37,340	37,340	37,444	37,924	38,000
Registered borrowers	27,462	28,198	30,314	31,279	31,500
Population registered	74%	76%	80%	82%	82%
Items circulated	413,750	628,472	684,503	715,024	720,000
Children's items	190,768	338,034	378,810	375,324	376,000
Teen Items	13,287	22,509	22,678	21,883	22,000
E-media	88,177	83,134	70,538	105,873	125,000
Circulation per capita (entire population)	11	17	18	19	19
Circulation per child/teen patron	32	53	50	55	56
Library visits	4,937 June 15-30 only	155,037	250,336	289,919	297,000

	FY 20-21*	FY 21-22*	FY 22-23*	FY 23-24*	FY 24-25 Estimated *
Visits to library website	113,085	82,556	86,925	113,078	100,000
Programs offered	565	737	742	983	1,065
Program attendance	19,442	20,096	22,545	28,910	30,000
Physical items in library collection	218,456	218,841	220,180	220,756	221,500

DEPARTMENT PERFORMANCE MEASURES

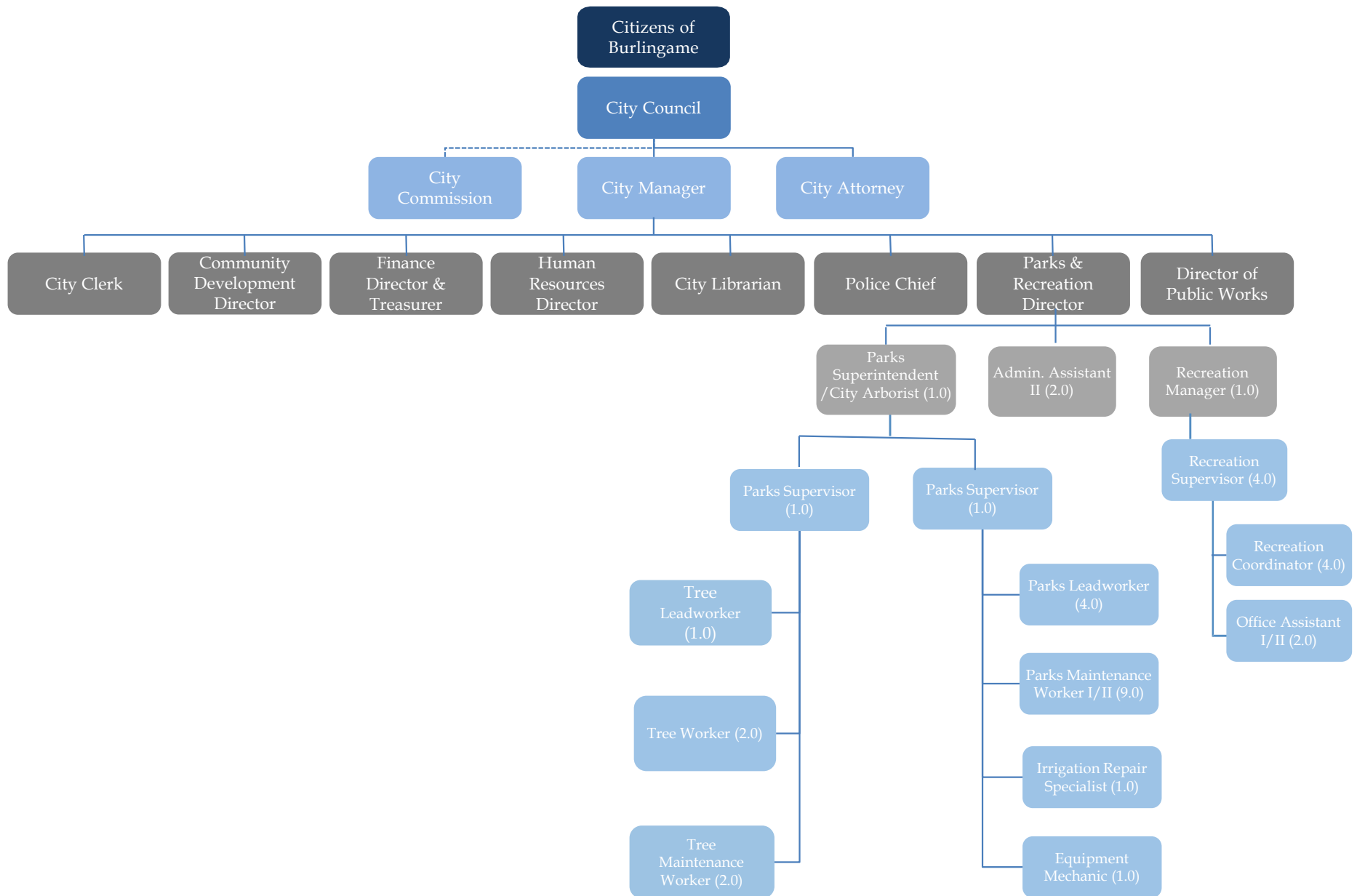
	FY 20-21*	FY 21-22*	FY 22-23*	FY 23-24*	FY 24-25 Estimated *
Kindergarten card drive	n/a	139	181	200	200
Story time attendance	10,476	6,499	7,843	11,667	12,000
Children's summer reading club	354	682	899	864	900
Librarian visits at schools	n/a	179	153	146	150
Class visits at library	3	6	66	65	65

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



PARKS AND RECREATION

PARKS AND RECREATION



PARKS AND RECREATION DEPARTMENT

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 46 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, a Washinton Park cell tower lease, 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

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	6,943,552	7,635,633	692,081	10.0%
Non-Personnel Costs	4,800,022	5,713,091	913,069	19.0%
Internal Services	3,301,836	3,092,497	(209,339)	-6.3%
Capital Outlay	207,000	125,000	(82,000)	-39.6%
Total Appropriation	15,252,410	16,566,221	1,313,811	8.6%
Sources of Funds				
Charges for Svc - General Fund	4,200,000	4,802,900	602,900	14.4%
General Fund	11,036,410	11,746,321	709,911	6.4%
Parking Fund	16,000	17,000	1,000	6.3%
Total Funding	15,252,410	16,566,221	1,313,811	8.6%

DEPARTMENT STAFF

	FY 2025 Adopted FTE	FY 2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
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	8.00	9.00	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	4.00	1.00
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
Total FTE	35.00	37.00	2.00

DEPARTMENT STATISTICS

	FY 20-21	FY 21-22	FY 22-23	FY 22-23	FY 24-25 Estimated
Recreation Program Participants					
Preschool	179	1,320	1,358	1,489	3,000
Youth/Teen Enrichment	2,006	3,858	6,404	6,600	6,700
Youth/Teen Sports	1,984	3,896	1,451	1,513	1,800
Adult Enrichment/Sports	1,165	3,458	2,496	2,400	3,200
Mature Adult (includes weekly drop-in programming)	869	2,162	176	518	8,000

	FY 20-21	FY 21-22	FY 22-23	FY 22-23	FY 24-25 Estimated
Recreation Rentals					
Picnic	107	275	357	409	350
Building	0	15	391	726	3,400
Outdoor Class Park Space	361	275	148	251	182
Tennis Courts (including COVID reservations and a new scheduling system that tracks usage differently)	8,000	12,000	0	2,001	2,200
Community Garden Beds	22	22	22	22	22
Bocce Ball Courts	23	42	96	90	140
Parks Services					
Tree Plantings	280	336	252	350	550
Tree Removals	194	317	323	1,096	505
Tree Trimmings	1,332	1,427	1,350	3,521	2,350
Permit Applications	119	55	147	43	57
Emergency Call Outs	19	93	66	48	43

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 Administration team works to support the daily operations of line staff and required City governance. This team processes Private Protected Tree Permits, City-Tree Work Plans, increased public notification requirements, invoices, and public inquiries. The team also administers all aspects of public contracting including, bidding, award, and management. Finally, the staff ensures compliance with all required agencies; directs the work of City staff and contractors by providing work orders and guidance created through site evaluations and operation of asset management software; and remains the frontline conduit for communication with the public through phone, email and website communication.

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, City-owned right-of-way, Burlingame and Broadway Avenue Business districts, and other City-owned facilities; provides sustainable 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
- 22 City parking lots
- 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 over 14,000 City street trees and more than 1,700 open space/City park trees with over 330 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 maintenance area, 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 service areas. 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 \$286,000, or 6.6%, due to the scheduled salary increases for employees and associated benefits. This proposed budget also includes an additional full-time Parks Maintenance Worker position.

Non-personnel costs in the Parks Division increased by \$495,000, or 22.3%, due to the contractual services budget for fiscal year 2025-26 increasing by \$410,000 (as compared to \$830,000 in the prior year) for the primary purpose of tree and landscape maintenance. Internal services will decrease by \$296,000, or 10.9%, largely due to a special insurance allocation.

PARKS DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	4,333,768	4,619,787	286,019	6.6%
Non-Personnel Costs	2,218,521	2,713,943	495,422	22.3%
Internal Services	2,719,987	2,424,075	(295,912)	-10.9%
Capital Outlay	182,000	0	(182,000)	-100.0%
Total Appropriation	9,454,276	9,757,805	303,529	3.2%
Sources of Funds				
Charges for Svc - General Fund	260,000	286,000	26,000	10.0%
General Fund	9,178,276	9,454,805	276,529	3.0%
Parking Fund	16,000	17,000	1,000	6.3%
Total Funding	9,454,276	9,757,805	303,529	3.2%

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 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 the two 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, Burlingame/SFO Chamber of Commerce, The San Francisco Peninsula, the 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, fitness, ballet, gymnastics, drop-in programs, and playgrounds. 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 sports programs and classes on school sites. Through the Burlingame School District's Extended Learning Opportunity Program (ELOP) grant, the Division has provided access to Enrichment classes for students who previously faced financial barriers to participation. This initiative has increased enrollment among historically underrepresented students and contributed to a record-low number of class cancellations. In Fall 2024, only five classes across all seven schools were canceled due to low enrollment – an unprecedented achievement.

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. The 2024-2025 initiatives included Civic Engagement, Sustainability, and Home Economics. These are accomplished by interviews with the Mayor and a Parks and Recreation Commissioner, a parks cleanup day, and offering classes such as sewing.

Programming for adults has been growing. 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 January 2025, the Peninsula Health Care District awarded the Recreation Division a \$50,000 grant. This grant has facilitated the expansion of senior programming through the *Let the Sunshine In* initiative. This program fosters social connection and engagement by offering seniors subsidized access to nature excursions, cultural experiences, historical explorations, and community events. Throughout the year, Senior programming also includes weekly free bingo, free movies, various tours and trips, free blood pressure screenings, computer classes, a driver safety program, and free tax preparation. The Division also offers monthly events, including partnerships with local dining establishments, entertainment, and festive themes.

The Recreation Division also organizes and manages several special events, including the Annual Holiday Tree Lighting, Winterfest and Winter Market, Movies in the Park, Music in the Park,

Family Campout, Royal Ball, and volunteer and contractor appreciation events. In addition, the Recreation Division has supported the annual Pet Parade on Broadway, the Fall Fest on Howard Avenue, and Burlingame on the Ave.

The 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 Wi-Fi as needed.

KEY RECREATION DIVISION BUDGET CHANGES

The Recreation Division's personnel costs are increasing by \$406,000, or 15.6%, due to an additional full-time Recreation Supervisor position and scheduled salary increases and associated benefits.

An increase in non-personnel costs of \$230,000, or 11.2%, is primarily due to the set up and activation of Town Square and other contractual services. Internal services costs are increasing by \$87,000, or 14.9%, due to IT and facilities cost allocations. Capital outlay includes \$100,000 for the Holiday Tree in Town Square.

RECREATION DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,609,784	3,015,846	406,062	15.6%
Non-Personnel Costs	2,059,501	2,289,148	229,647	11.2%
Internal Services	581,849	668,422	86,573	14.9%
Capital Outlay	0	100,000	100,000	-
Total Appropriation	5,251,134	6,073,416	822,282	15.7%

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
Charges for Svc - General Fund	3,800,000	4,200,000	400,000	10.5%
General Fund	1,451,134	1,873,416	422,282	29.1%
Total Funding	5,251,134	6,073,416	822,282	15.7%

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 maintaining, operating, and using the Burlingame High School (BHS) pool. From 2016 to the start of the pool renovations in July 2018, the City and the private Burlingame Aquatic Club (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 renovations started, 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.

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 for FY 2024-25 is 74/26% 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-19 and is enhancing its 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 \$188,000, or 36.0%. This is due to general increases to services, maintenance, water consumption, and utilities.

AQUATICS DIVISION BUDGET SUMMARY

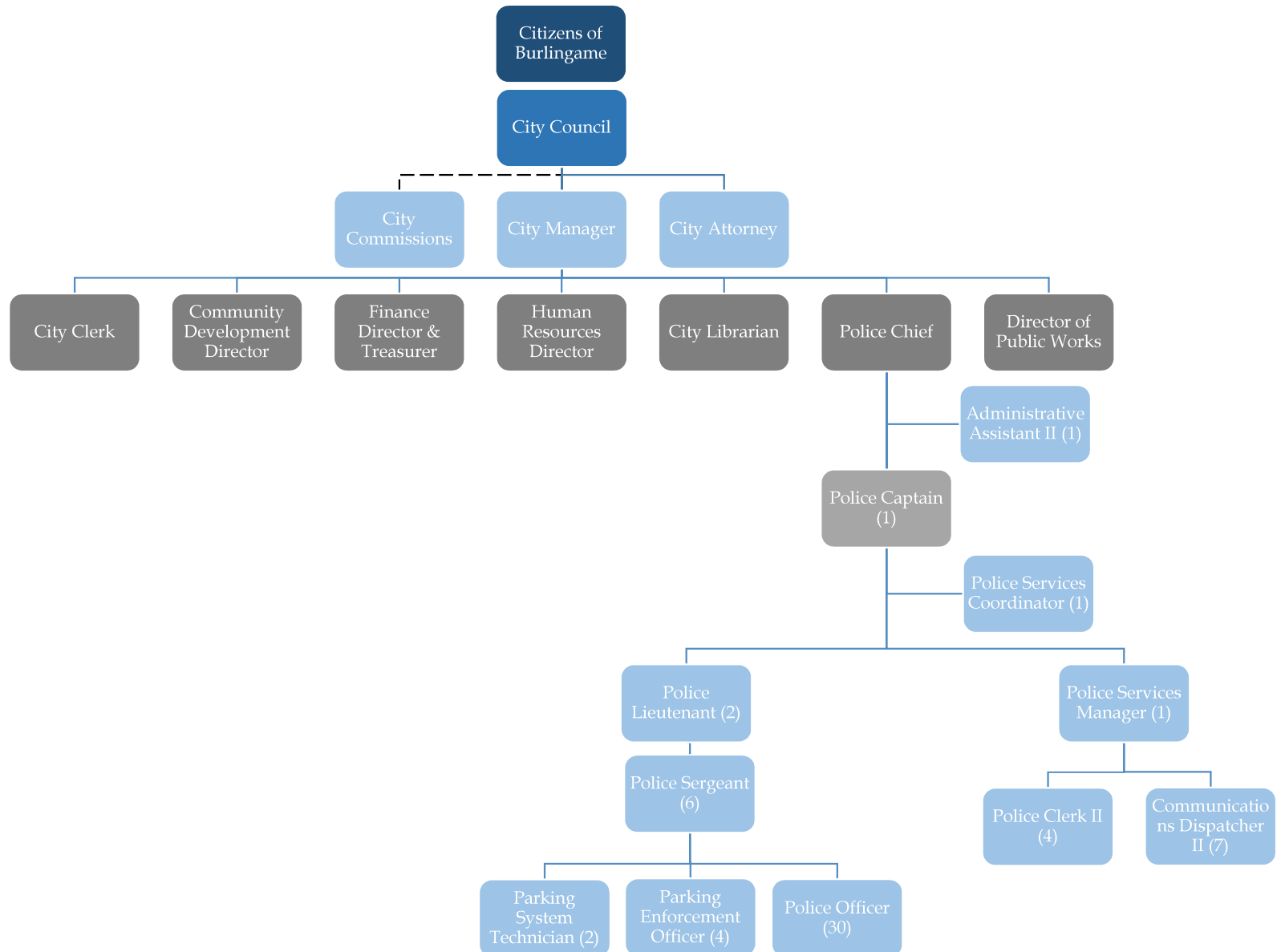
	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	522,000	710,000	188,000	36.0%
Capital Outlay	25,000	25,000	0	0.0%
Total Appropriation	547,000	735,000	188,000	34.4%
Sources of Funds				
Charges for Svc - General Fund	140,000	316,900	176,900	126.4%
General Fund	407,000	418,100	11,100	2.7%
Total Funding	547,000	735,000	188,000	34.4%

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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

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	17,201,817	17,745,183	543,366	3.2%
Non-Personnel Costs	3,629,392	3,763,122	133,730	3.7%
Internal Services	2,161,585	2,577,466	415,881	19.2%
Capital Outlay	27,000	229,940	202,940	751.6%
Total Appropriation	23,019,794	24,315,711	1,295,917	5.6%

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Sources of Funds				
General Fund	20,525,184	21,652,938	1,127,754	5.5%
Permits & License - General Fund	82,600	94,600	12,000	14.5%
Charges for Svc - General Fund	58,000	65,000	7,000	12.1%
State Grants	215,000	215,000	0	0.0%
Measure I	214,541	237,643	23,102	10.8%
Fines and Forfeitures	670,000	660,000	(10,000)	-1.5%
Parking Fees	2,100,000	2,200,000	100,000	4.8%
Monthly Parking Permits	120,000	120,000	0	0.0%
EV Charging Station Revenues	30,000	40,000	10,000	33.3%
Interest Income - Parking Enterprise	52,000	175,000	123,000	236.5%
Total Funding	24,067,325	25,460,181	1,392,856	5.8%

DEPARTMENT STAFF

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Full-Time Equivalents (FTE)			
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
Total FTE	60.00	60.00	0.00

DEPARTMENT STATISTICS

*Calendar Year	2020	2021	2022	2023	2024
Calls for service	45,872	43,706	43,787	44,699	53,096
Total crimes reported	2,434	2,202	2,220	2,159	2,253
Total arrests	601	624	532	473	540
Total vehicle accidents	200	199	252	343	281
Moving citations issued	1,421	2,264	1,856	1,687	1,961
Average calls per officer	1,147	1,093	1,095	1,117	1,324
Average calls per dispatcher	6,553	6,244	6,255	6,381	7,585
Five-year average calls for service	42,386	42,817	43,240	43,945	46,232
Five-year average annual calls per officer	1,070	1,076	1,081	1,099	1,156
Five-year average annual calls per dispatcher	6,055	6,117	6,177	6,277	6,605
Traffic stops	3,413	4,548	3,567	3,460	3,727
Incident reports	3,751	3,536	3,523	3,513	3,775

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 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 State 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 persons involved in committing crimes. The Investigations Division also spearheads the Department's efforts against human trafficking.

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 \$1.0 million, or 5.4%, mainly due to increases in personnel costs, internal services allocations, and capital outlay. Personnel costs are projected to increase by \$431,000, or 3.0%, due to scheduled salary increases and associated benefits.

Non-personnel costs increased by \$63,000, or 2.5%, largely due to a \$44,000 increase in contractual services. The remaining increase includes \$10,000 for equipment maintenance contracts and \$9,000 for supplies. Internal services allocations increased by \$347,000, or 19.3%, mainly due to higher charges for computer, insurance and vehicle services cost allocation. Capital outlay increased by \$347,306, or 19.3%, due to the need to replace in-car computers that have exceeded their service life. The Police Department currently has three computers that are over eight years old and in need of replacement.

POLICE DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	14,551,240	14,982,311	431,071	3.0%
Non-Personnel Costs	2,488,626	2,551,797	63,171	2.5%
Internal Services	1,795,466	2,142,772	347,306	19.3%
Capital Outlay	27,000	194,940	167,940	622.0%
Total Appropriation	18,862,332	19,871,820	1,009,488	5.4%
Sources of Funds				
General Fund	18,247,191	19,224,577	977,386	5.4%
Permits & License - General Fund	82,600	94,600	12,000	14.5%
Charges for Svc - General Fund	58,000	65,000	7,000	12.1%
Fines and Forfeitures	45,000	35,000	(10,000)	-22.2%
State Grants	215,000	215,000	0	0.0%
Measure I	214,541	237,643	23,102	10.8%
Total Funding	18,862,332	19,871,820	32,102	0.2%

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 proposed personnel budget for the Communications Division increased by \$61,000, or 3.5%, due to scheduled salary increases and associated benefit costs. The increase in non-personnel costs is consistent with increases in contract services and utility costs. The internal services cost increased by \$19,000, primarily due to increases in IT cost allocations.

COMMUNICATIONS BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,729,349	1,790,356	61,007	3.5%
Non-Personnel Costs	283,597	308,534	24,937	8.8%
Internal Services	97,804	116,505	18,701	19.1%
Total Appropriation	2,110,750	2,215,395	104,645	5.0%
Sources of Funds				
General Fund	2,110,750	2,215,395	104,645	5.0%
Total Funding	2,110,750	2,215,395	104,645	5.0%

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

Overall, there are no significant changes in the proposed budget for Parking Enforcement. The \$30,000, or 4.9%, increase in the personnel budget is mainly due to scheduled salary increases and associated benefit costs. The Parking Enforcement Division's revenues remain stable.

PARKING ENFORCEMENT BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Personnel Costs	611,930	641,797	29,837	4.9%
Non-Personnel Costs	130,393	136,189	5,796	4.4%
Internal Services	49,920	60,010	10,090	20.2%
Total Appropriation	792,243	837,966	45,723	5.8%
Sources of Funds				
Citation and fines	625,000	625,000	0	0.0%
General Fund	167,243	212,966	45,723	27.3%
Total Funding	792,243	837,966	45,723	5.8%

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 replacements 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 proposed personnel budget increased by \$21,000, or 6.9%, due to scheduled salary increases and associated benefit costs. Non-personnel costs have increased by \$40,000, or 5.5%, primarily due to higher equipment maintenance contract costs. The allocation of internal services rose by \$40,000, or 18.2%, mainly due to an increase in the Facilities allocation. Capital Outlay increased

by \$35,000 to fund necessary upgrades to existing Ventek pay-by-space equipment. The update includes tap to pay hardware and software for the current machines.

Parking Enterprise revenues are projected to increase by \$233,000 or 10.1% in fiscal year 2025-26, while overall revenue levels remain stable.

PARKING ENTERPRISE BUDGET SUMMARY

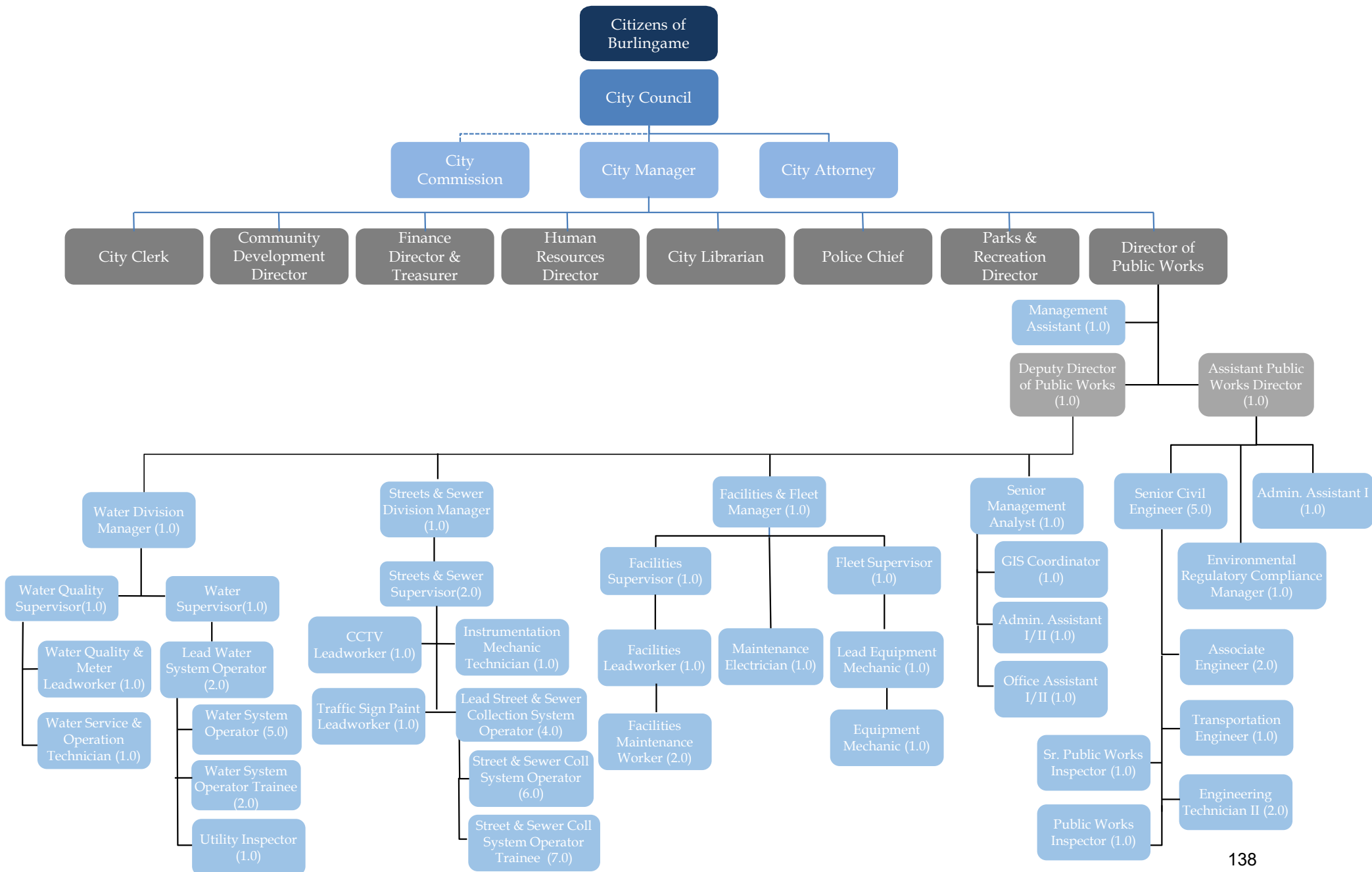
	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	309,298	330,749	21,451	6.9%
Non-Personnel Costs	726,776	766,602	39,826	5.5%
Internal Services	218,395	258,179	39,784	18.2%
Capital Outlay	0	35,000	35,000	-
Total Appropriation	1,254,469	1,390,530	136,061	10.8%
Sources of Funds				
Parking Fees	2,100,000	2,200,000	100,000	4.8%
Monthly Parking Permits	120,000	120,000	0	0.0%
EV Charging Station Revenues	30,000	40,000	10,000	33.3%
Interest Income - Parking Enterprise	52,000	175,000	123,000	236.5%
Total Funding	2,302,000	2,535,000	233,000	10.1%

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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



PUBLIC WORKS DEPARTMENT

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 Maintenance, 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

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	13,509,056	14,421,585	912,529	6.8%
Non-Personnel Costs	22,277,049	23,968,625	1,691,576	7.6%
Debt Service	4,361,132	4,375,533	14,401	0.3%
Internal Services	4,879,464	5,477,019	597,555	12.2%
Capital Outlay	751,226	3,865,100	3,113,874	414.5%
Total Appropriation	45,777,927	52,107,862	6,329,935	13.8%
Sources of Funds				
Charges for Svc - General Fund	1,614,000	1,574,000	(40,000)	-2.5%
Charges for Svc - ISF	4,516,041	4,819,900	303,859	6.7%
Charges for Svc - Landfill	540,000	550,000	10,000	1.9%
Charges for Svc - Sewer	14,960,000	15,125,000	165,000	1.1%
Charges for Svc - Solid Waste	736,000	736,000	0	0.0%
Charges for Svc - Water	20,000,000	20,000,000	0	0.0%
Charges for Svc - Outside Agencies	1,832,900	1,750,000	(82,900)	-4.5%
General Fund	8,195,945	9,122,096	926,151	11.3%
Grants & Contributions	65,000	65,000	0	0.0%
Interest Income	579,000	1,078,000	499,000	86.2%
Other Revenue	178,000	190,000	12,000	6.7%
Parking Fund	90,000	92,000	2,000	2.2%
Reserves	(575,163)	2,636,551	3,211,714	-558.4%
Total Funding	52,731,723	57,738,547	5,006,824	9.5%

DEPARTMENT STAFF

Full-Time Equivalents (FTE)

	FY2025 Adopted FTE	FY2026 Budget Request	+ / - Change in FTE
Administrative Assistant I/II	1.00	2.00	+1.00
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
GIS Coordinator	0.00	1.00	+1.00
Maintenance Electrician	1.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00
Management Analyst	1.00	0.00	-1.00
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	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
Total FTE	68.00	69.00	+1.00

DEPARTMENT STATISTICS

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
Engineering					
Major studies conducted	22	23	24	25	24
Streets, sidewalks, and storm drainage projects undertaken	26	26	27	27	27
Sewer projects undertaken	17	18	18	18	17
Water projects undertaken	15	17	17	17	17
Parks projects undertaken	4	5	4	6	6
Miscellaneous projects undertaken	13	13	13	14	14
Private development projects reviewed	150	190	210	220	156
Facilities					
Buildings maintained	26	27	28	28	28
Help desk tickets addressed	357	404	650	402	425
Sewer					
Customer service calls	602	728	775	684	533
Mains cleaned	379,633	438,108	400,000	176,425	192,342
Laterals repaired and replaced	19	22	25	34	29
Mains repaired and replaced (feet)	88	78	900	6,402	5,424
Pumps repaired	1	13	2	2	1
Private laterals inspected	91	87	45	64	72
Closed circuit television (miles of mains)	18	14	15	21	14
Manholes replaced	-	3	5	0	0
Lateral maintenance completed (each)	2,143	3,882	1,720	1,412	1,259
Lateral maintenance completed (feet)	32,145	83,781	4,300	85,360	72,479
Root foaming completed (mains in feet)	28,440	32,474	60,342	26,811	30,092

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
Streets & Storm Drainage					
Streets swept (miles)	3,392	3,965	4,000	3,199	3,249
Debris removed (cubic yards)	5,332	5,134	5,000	2,506	1,886
Streets repaired (square feet)	28,200	7,397	15,000	26,487	15,000
Regulatory signs repaired and replaced	307	181	250	232	89
Striping (feet)	3,915	1,200	3,800	2,231	971
Pavement markings	775	552	600	852	925
Sidewalk Pavers repaired (in square feet)	657	2,050	1,500	137	300
Sidewalk and curbs repaired (concrete in square feet)	43,000	40,373	55,832	34,226	40,000
Storm drain pipes cleaned (feet)	784	3,527	3,000	1,902	468
Catch basins cleaned	734	923	800	303	309
Creeks cleaned and debris removed (each/tons)	3/200	3/325	4/400	2/164	3/450
Vehicle & Equipment					
Vehicles & Equipment serviced (preventive maintenance)	745	620	656	797	645
Miscellaneous repairs made (minor repairs)	539	617	826	839	1,000
Vehicles smog tested	25	28	26	8	7
Vehicles and equipment maintained	260	261	265	271	273
Emergency road service calls	61	37	59	52	64
Water					
Water purchased (in billion gallons)	1.20	1.19	1.25	1.20	1.20
Customer service calls made	472	453	480	474	405
Meters replaced	438	333	350	218	408
Main and valves repaired	22	30	25	20	17
Valves exercised	534	1,458	850	400	900

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
Services repaired	14	21	20	10	8
New services installed	32	26	25	20	15
Fire hydrants serviced or repaired	232	545	370	250	380
Fire hydrants replaced	1	2	2	1	10
Water quality tests conducted	1,198	586	586	608	788
Water mains flushed (miles)	101	3	60	50	30
Backflow devices tested	11	11	11	11	11
Fire flow test performed	70	74	65	46	58
Wastewater Treatment Plant					
Minimum flows - million gallons day (MGD)	2	1.9	2.5	1.85	1.85
Average flows - (MGD)	2.3	3.3	4.4	2.78	2.84
Maximum flows - (MGD)	20.1	19	25.4	15.42	15.42
Biological oxygen demand (BOD) – average lbs/day	5,500	7,018	9,357	7,366	12,301
Total suspended solids (TSS) – avg lbs/day	5,800	7,960	10,613	11,357	14,011

DEPARTMENT PERFORMANCE MEASURES

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 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)	92%	100%	100%	100%	100%
Maintain a citywide average PCI (Pavement Condition Index) score of at least 65	78	77	77	77	75
Complete 70% of Facilities Help Desk tickets within 3 days of receipt, excluding requests that require ordering specialty parts	77%	77%	77%	58%	70%
Make initial response to Streets/Sewer/Water service calls within an average of 30 minutes or less	30 mins	29 mins	30 mins	29 mins	28 mins

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25 Estimated
Make initial response to investigate and prioritize pothole and sidewalk complaints within 48 hours 90% of the time	100%	100%	100%	100%	95%
Complete 95% of the vehicle services and minor repairs within one working day	90%	90%	90%	95%	90%
Complete 90% of scheduled preventative maintenance for vehicles in the month they are due	85%	85%	95%	100%	90%
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 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 Engineering Division's personnel budget increased by \$190,000, or 6.3%, mainly due to scheduled salary increases and associated benefits. Non-personnel costs increased by \$96,000, or 11.8%. This is primarily due to the increase in contractual services, Other Post-Employment Benefits (OPEB) cost allocation, and other operating expenses. Internal Services increased by 8.4% due primarily to an increase in allocations city-wide for several internal services funds, especially for IT/Admin support and employment insurance cost allocation.

ENGINEERING DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,049,490	3,240,790	191,300	6.3%
Non-Personnel Costs	808,253	903,872	95,619	11.8%
Internal Services	405,624	439,742	34,118	8.4%
Capital Outlay	9,000	0	(9,000)	-100.0%
Total Appropriation	4,272,367	4,584,404	312,037	7.3%
Sources of Funds				
Charges for Svc - General Fund	1,614,000	1,574,000	(40,000)	-2.5%
General Fund	2,658,367	3,010,404	352,037	13.2%
Total Funding	4,272,367	4,584,404	312,037	7.3%

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, electrical distribution for lighting and control systems, security and fire systems, building pumps, and building generators.

KEY FACILITIES MAINTENANCE DIVISION BUDGET CHANGES

The overall budget for the Facilities Division increased by \$147,000, or 5.9%. Personnel costs remain comparable to the current year because of savings from employees electing to enroll in less expensive health plans. The non-personnel budget increased by \$108,000, or 7.6%, primarily due to the increase in the janitorial services and maintenance contracts. The janitorial services contract increased by \$31,000. The increase of \$21,000 in maintenance contracts is mainly for the fire sprinkler head replacements for the Police Department, Fire station 34, and various other locations. An estimated 1,000 fire sprinkler heads need to be replaced. Another key budget change for non-personnel costs is the increase of \$35,000 in utilities costs. The increase of \$22,000 in capital outlay is for the purchase of a lift to provide safe working platforms for working at locations higher than 24 feet. This unit will be dedicated to the Community Center.

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	992,084	994,309	2,225	0.2%
Non-Personnel Costs	1,415,149	1,522,760	107,611	7.6%
Internal Services	89,548	104,361	14,813	16.5%
Capital Outlay	0	22,000	22,000	-
Total Appropriation	2,496,781	2,643,430	146,649	5.9%
Sources of Funds				
Charges for Svc - ISF	2,496,781	2,643,430	146,649	5.9%
Interest Income	0	33,000	33,000	-
Reserves	0	(33,000)	(33,000)	-
Total Funding	2,496,781	2,643,430	146,649	5.9%

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 \$34,000, or 9.8%. The increase of \$3,800 in personnel costs is due to scheduled salary increases and associated benefit costs. Non-personnel costs increased by \$30,000 mainly due to the increase in contractual services (\$24,000). The contractual services are mainly for the landfill gas monitoring and groundwater testing for regulatory compliance at the landfill.

LANDFILL FUND BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	88,119	91,902	3,783	4.3%
Non-Personnel Costs	256,678	286,289	29,611	11.5%
Internal Services	2,620	3,131	511	19.5%
Total Appropriation	347,417	381,322	33,905	9.8%
Sources of Funds				
Charges for Svc - Landfill	540,000	550,000	10,000	1.9%
Interest Income	25,000	45,000	20,000	80.0%
Total Funding	565,000	595,000	30,000	5.3%

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 the Town of Hillsborough and a portion of unincorporated San Mateo County 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 Management Plan. 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 overall budget for the Sewer Maintenance Division increased by \$222,000, or 2.9%, for FY 2025-26. Personnel costs increased by \$107,000, or 3.6%, which is consistent with scheduled salary increases and associated benefit costs. In addition, the Senior Management Analyst position was reallocated to reflect a 50/50 split between the Sewer and Water Divisions, while 17% of an Administrative Assistant position was added to the Sewer Division.

A decrease of \$44,000 in capital outlay is mainly due to the inclusion in last year's budget of a one-time special procurement for a backup sewer pump for the 710 Airport sewer lift station and a replacement of an old compressor that is mainly to assist in emergencies and maintenance operations, which is utilized by sewer and street operations.

SEWER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	2,957,889	3,065,323	107,434	3.6%
Non-Personnel Costs	1,357,841	1,441,577	83,736	6.2%
Internal Services	955,684	996,472	40,788	4.3%
Debt Service	2,292,959	2,327,068	34,109	1.5%
Capital Outlay	92,000	48,000	(44,000)	-47.8%
Total Appropriation	7,656,373	7,878,440	222,067	2.9%
Sources of Funds				
Charges for Svc - Sewer	11,509,943	11,331,101	(178,842)	-1.6%
Interest Income	220,000	380,000	160,000	72.7%
Total Funding	11,729,943	11,711,101	(18,842)	-0.2%

PUBLIC WORKS – SHUTTLE BUS PROGRAM

The Burlingame Shuttle Bus Program, administered by the Engineering Division, provides public transportation services aimed at reducing traffic congestion during peak commute hours. The City coordinates with regional transportation agencies to offer these shuttle services. As part of a regional traffic congestion management effort in San Mateo County, Commute.org provides management and contract administration for the commuter shuttles. Below is a summary of the four shuttle services:

Bayside Commuter Shuttle (BAY)

Prior to the COVID-related service reductions, the Bayside Commuter Shuttle operated with two vehicles and experienced very high ridership. It served employees in the Rollins Road and Bayshore Airport Boulevard areas, connecting them to the Millbrae BART Intermodal Station during peak commute hours. This shuttle is funded 75% by the San Mateo County Transportation Authority (SMCTA) and 25% by City funds.

Millbrae-Burlingame Commuter Shuttle (MBC)

Previously, two separate shuttles, the North Burlingame Shuttle and the Broadway Train Station Shuttle, served different areas. The North Burlingame Shuttle connected residents and employees in North Burlingame, including the Sisters of Mercy and Mills-Peninsula Hospital, to the Millbrae BART station. The Broadway Train Station Shuttle operated between the Broadway Caltrain Station and the Millbrae BART station and was funded by the Peninsula Corridor Joint Powers Board (JPB). These two routes have since been combined into the Millbrae-Burlingame Commuter (MBC) Shuttle, which is funded 75% by SMCTA and 25% by City funds.

Burlingame Point Shuttle (BPT)

A third shuttle service is operated by Meta to transport riders between the Millbrae BART Intermodal Station and the Meta campus. This service, which operates along the Burlingame Point route, is fully funded by Meta through its property manager.

Hotel/Downtown Shuttle

Before the COVID-19 pandemic, this shuttle provided daily service between Burlingame hotels and the Burlingame Avenue and Broadway commercial districts during lunch and dinner hours. It was primarily used by hotel guests for dining and shopping. This service, which is currently not in operation, was funded by contributions from local hotels, the Business Improvement Districts, and the City. It was managed by the San Mateo County/Silicon Valley Convention and Visitors Bureau, now known as The San Francisco Peninsula. A return date for this shuttle has not yet been determined.

KEY SHUTTLE PROGRAM BUDGET CHANGES

The proposed budget for the Shuttle Program increased by \$26,000, or 31.1%, due to the increase in contractual services for the Bayside Commuter Shuttle.

SHUTTLE PROGRAM BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	83,500	109,500	26,000	31.1%
Total Appropriation	83,500	109,500	26,000	31.1%
Sources of Funds				
General Fund	18,500	44,500	26,000	140.5%
Grants & Contributions	65,000	65,000	0	0.0%
Total Funding	83,500	109,500	26,000	31.1%

PUBLIC WORKS – SOLID WASTE FUND

The City 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. On December 4, 2023, the City Council approved a five-year rate increase for calendar years 2024-28 to prevent the depletion of the rate stabilization reserve within the City's Solid Waste Fund.

KEY SOLID WASTE FUND BUDGET CHANGES

The overall budget for the Solid Waste Fund increased by \$143,000, or 17.2% for FY 2025-26. The personnel costs increased by \$120,000, or 23.4%, due to scheduled salary increases and associated benefits. Another key factor in the increases for personnel costs is the 40% reallocation of the 0.75 FTE Sustainability Program Manager position to the Solid Waste Fund due to the nature of the projects. Although contractual services increased by \$22,000, the net increase in non-personnel costs is only \$18,000 due to a decrease of \$8,000 in other operating expenses.

SOLID WASTE FUND BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	511,384	631,124	119,740	23.4%
Non-Personnel Costs	100,683	118,406	17,723	17.6%
Internal Services	218,708	224,481	5,773	2.6%
Total Appropriation	830,775	974,011	143,236	17.2%
Sources of Funds				
Charges for Svc - Solid Waste	736,000	736,000	0	0.0%
Interest Income	45,000	75,000	30,000	66.7%
Reserve	49,775	163,011	113,236	227.5%
Total Funding	830,775	974,011	143,236	17.2%

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 including ramping 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 by \$550,000, or 9.8%, for Fiscal Year 2025-26. The increase of \$87,000 in personnel costs is mainly due to scheduled salary increases and associated benefit costs. Another key budget change to personnel costs is the addition of 17% of the Administrative Assistant position. Non-personnel costs increased by \$155,000, or 8.5%. This is mainly due to increases in contractual services (\$49,000) and the \$40,000 contribution to One Shoreline for sea level rise work. Internal Services increased by \$362,000, or 17.4%, mainly due to increases from the general liability insurance cost allocation (\$304,000). The decrease of \$54,000 in capital outlay is primarily due to the special one-time procurements of the air compressor, which was split between Streets and Sewer, an electric paint spray system, and a portable litter vacuum that is utilized to assist in bike lane maintenance.

STREETS AND STORM DRAINAGE DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	1,635,707	1,722,563	86,856	5.3%
Non-Personnel Costs	1,825,081	1,980,146	155,065	8.5%
Internal Services	2,079,290	2,441,283	361,993	17.4%
Capital Outlay	69,000	15,200	(53,800)	-78.0%
Total Appropriation	5,609,078	6,159,192	550,114	9.8%
Sources of Funds				
Parking Fund	90,000	92,000	2,000	2.2%
General Fund	5,519,078	6,067,192	548,114	9.9%
Total Funding	5,609,078	6,159,192	550,114	9.8%

PUBLIC WORKS – VEHICLE AND EQUIPMENT MAINTENANCE DIVISION

The Vehicle and Equipment Maintenance Division is responsible for providing vehicle maintenance services to the City's fleet system. The City fleet consists 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, and all regulatory requirements related to the fleet 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

The proposed budget for the Vehicle and Equipment Maintenance Division increased by \$3.3 million for Fiscal Year 2025-26. The personnel costs for the Vehicle and Equipment Maintenance Division increased by \$109,000, or 15.1%, mainly due to scheduled salary increases and associated benefit costs as well as the addition of a 17% allocation of the new Administrative Assistant position to the division. The increase of \$32,000 in internal services is primarily due to the increases in general liability insurance cost allocation (\$20,000).

The capital outlay is anticipated to be \$3.4 million, which is almost a \$3.2 million increase compared to the prior year and is primarily due to the need to replace multiple vehicles that are due for replacement based on the City's policy and to comply with the Advanced Clean Fleets requirements. The total is anticipated to be \$2.9 million. The replacements will include a street and sewer backhoe truck (\$180,000), a tree crew boom truck (\$550,000), a water VacCon 63 truck (\$700,000), and a sewer VacCon 85 truck (\$850,000). In addition, the Streets, Sewer, and Water Divisions will replace some of their vehicles with EVs, at an estimated cost of \$519,000.

VEHICLE & EQUIPMENT MAINTENANCE BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	722,738	832,200	109,462	15.1%
Non-Personnel Costs	380,279	389,486	9,207	2.4%
Internal Services	130,305	162,324	32,019	24.6%
Capital Outlay	225,000	3,414,000	3,189,000	1417.3%
Total Appropriation	1,458,322	4,798,010	3,339,688	229.0%
Sources of Funds				
Charges for Svc - ISF	2,019,260	2,176,470	157,210	7.8%
Interest Income	64,000	115,000	51,000	79.7%

Reserves	(624,938)	2,506,540	3,131,478	-501.1%
Total Funding	1,458,322	4,798,010	3,339,688	229.0%

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 Environmental Health Services Department to manage the Cross Connection Control Program and ensures that all backflow devices meet the State and 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 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 performs daily pump station inspections; inspecting the pump systems, pressure reducing valves, pump control valves, and appurtenances to ensure they are properly functioning, and performs maintenance as needed.

KEY WATER MAINTENANCE DIVISION BUDGET CHANGES

The proposed personnel budget for the Water Maintenance Division increased by \$292,000, or 8.2%, mainly due to scheduled salary increases and associated benefit costs. Part of the increase is due to the reallocation of 50% of the Senior Management Analyst position to the Water Division, whereas it was allocated 100% in the Sewer Division in prior years. Another factor in the increase is the addition of 33% of the Administrative Assistant position.

Non-personnel costs increased by \$879,000, or 7.8%, primarily due to the increase in contractual services and cost of water purchases. Contractual services increased by \$218,000 mainly due to the increase of \$100,000 for the Hillside Reservoir tree maintenance. This contract is to remove one large tree and provide maintenance on the remaining trees. The increase of \$69,000 in system software and support is another factor in the increase in contractual services. The cost of water purchases is anticipated to rise by \$603,000, or 6.4%. Internal services increased by 107,000, largely due to the increases in IT computer and general liability insurance cost allocations.

WATER MAINTENANCE DIVISION BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Employee Costs	3,551,645	3,843,374	291,729	8.2%
Non-Personnel Costs	11,245,301	12,124,589	879,288	7.8%
Internal Services	983,184	1,089,790	106,606	10.8%
Debt Service	1,938,301	1,943,701	5,400	0.3%
Capital Outlay	21,926	34,200	12,274	56.0%
Total Appropriation	17,740,357	19,035,654	1,295,297	7.3%
Sources of Funds				
Charges for Svc - Water	20,000,000	20,000,000	0	0.0%
Interest Income	225,000	430,000	205,000	91.1%
Other Revenue	178,000	190,000	12,000	6.7%
Total Funding	20,403,000	20,620,000	217,000	1.1%

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 a portion of the Town of Hillsborough and unincorporated San Mateo County, known as Burlingame Hills, 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 proposed non-personnel budget increased by \$288,000, or 6.0% for Fiscal Year 2025-26. This is primarily due to the increase of \$278,000 in contractual services because of the annual CIP adjustment to the base contract as well as the adjustment for electricity. The decrease in debt service and capital outlay resulted in an increase of \$261,000 for the overall budget for Fiscal Year 2025-26.

WASTEWATER TREATMENT BUDGET SUMMARY

	FY2025 Adopted Budget	FY2026 Budget Request	+ / - Change in \$	+ / - Change in %
Appropriations				
Non-Personnel Costs	4,804,284	5,092,000	287,716	6.0%
Debt Service	129,872	104,764	(25,108)	-19.3%
Internal Services	14,501	15,435	934	6.4%
Capital Outlay	334,300	331,700	(2,600)	-0.8%
Total Appropriation	5,282,957	5,543,899	260,942	4.9%
Sources of Funds				
Charges for Svc - Sewer	3,450,057	3,793,899	343,842	10.0%
Charges for Svc - Outside Agencies	1,832,900	1,750,000	(82,900)	-4.5%
Total Funding	5,282,957	5,543,899	260,942	4.9%

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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

The Burlingame community depends on reliable City infrastructure that fosters a safe environment in which to live and work. The Public Works Department is tasked with creating long-lasting improvements to aging infrastructure, facilities, and streets 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 25 parks, 1,702 park trees, and 14,428 street trees. The program includes major repairs 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, 116 miles of sidewalks, 2,077 streetlights (owned by the City and Pacific Gas & Electric), and 19 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, curbs and gutters, and ADA ramps. Traffic-related improvements such as signal upgrades, signage, and pavement markings are also part of this program.

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 and over 1,500 catch basins. The Storm Drain Capital Improvement Program includes replacements of and upgrades to 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 100 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 470,000 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, the fire stations, 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.

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CITYWIDE CIP BY MAJOR & MINOR PROGRAM

	General Fund	Other Revenue & Grants	Gas Tax	Measure A	Measure I	SB 1	Sewer Rates (City)	Storm Drain Fee	Water Rates (City)	Parking Fund	Total New FY26 Appropriations
*in thousands	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. FACILITIES CAPITAL IMPROVEMENT PROGRAM											
Improvements	100	0	0	0	0	0	0	0	0	0	100
Minor Upgrades	2,900	600	0	0	0	0	0	0	0	0	3,500
Miscellaneous (General Plan Update)	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL	3,000	600	0	0	0	0	0	0	0	0	3,600
B. PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM											
Improvements	0	0	0	0	0	0	0	0	0	500	500
SUBTOTAL	0	0	0	0	0	0	0	0	0	500	500
C. PARKS & TREES CAPITAL IMPROVEMENT PROGRAM											
Tree Management and Replacement	30	0	0	0	0	0	0	0	0	0	30
Citywide Parks Paving, Courts, Pathways	0	0	0	0	0	0	0	0	0	0	0
Citywide Playgrounds and Resilient Resurfacing	180	0	0	0	0	0	0	0	0	0	180
Citywide Parks Fencing	50	0	0	0	0	0	0	0	0	0	50
Citywide Parks Lighting	1,100	0	0	0	0	0	0	0	0	0	1,100
Parks Safety, Maintenance and Improvements	300	0	0	0	0	0	0	0	0	0	300
Aquatics Facility	0	0	0	0	0	0	0	0	0	0	0
Major Improvements	200	0	0	0	0	0	0	0	0	0	200
SUBTOTAL	1,860	0	0	0	0	0	0	0	0	0	1,860
D. SEWER CAPITAL IMPROVEMENT PROGRAM											
Studies	0	0	0	0	0	0	100	0	0	0	100
Sewer Main Rehabilitation	0	0	0	0	0	0	3,000	0	0	0	3,000
Miscellaneous Sewer Repairs	0	0	0	0	0	0	0	0	0	0	0
Pump Stations	0	0	0	0	0	0	600	0	0	0	600
Treatment	0	0	0	0	0	0	848	0	0	0	848
Miscellaneous	0	0	0	0	0	0	250	0	0	0	250
SUBTOTAL	0	0	0	0	0	0	4,798	0	0	0	4,798
E. STORM DRAIN CAPITAL IMPROVEMENT PROGRAM											
Studies	0	0	0	0	0	0	0	25	0	0	25
Stormwater Quality Improvements	0	0	0	0	0	0	0	0	0	0	0
Capacity Improvements - Easton Creek	0	0	0	0	0	0	0	0	0	0	0
Capacity Improvements - Mills Creek	0	0	0	0	0	0	0	0	0	0	0
Capacity Improvements - Burlingame Creek	0	0	0	0	0	0	0	0	0	0	0
Capacity Improvements - Sanchez Creek, Terrace & Laguna	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
Neighborhood Area	0	0	0	0	0	0	0	1,500	0	0	1,500
Bridge & Storm Culvert Improvements	0	0	0	0	0	0	0	0	0	0	0
Pump Stations	0	0	0	0	0	0	0	500	0	0	500
SUBTOTAL	0	0	0	0	0	0	0	2,025	0	0	2,025
F. STREETS CAPITAL IMPROVEMENT PROGRAM											
Studies	0	150	0	0	0	0	0	0	0	0	150
Paving & Reconstruction	0	500	850	0	500	800	0	0	0	0	2,650
Traffic	0	180	0	920	0	0	0	0	0	0	1,100
Railroad Improvements	0	0	0	0	0	0	0	0	0	0	0
Downtown Improvements	0	250	0	0	0	0	0	0	0	0	250
Bike & Pedestrian Improvements	0	460	0	490	0	0	0	0	0	0	950
Lighting & Poles	100	200	0	0	0	0	0	0	0	0	300
Sidewalks, Curbs & Gutters	0	500	100	200	500	0	0	0	0	0	1,300
SUBTOTAL	100	2,240	950	1,610	1,000	800	0	0	0	0	6,700
G. WATER CAPITAL IMPROVEMENT PROGRAM											
Planning	0	0	0	0	0	0	0	0	375	0	375
Storage	0	0	0	0	0	0	0	0	150	0	150
Transmission Pipelines	0	0	0	0	0	0	0	0	350	0	350
Pipelines Rehabilitation	0	0	0	0	0	0	0	0	1,000	0	1,000
Pump Stations	0	0	0	0	0	0	0	0	500	0	500
Water Quality & Dechloramination	0	0	0	0	0	0	0	0	100	0	100
Supervisory Control & Data Acquisition (SCADA)	0	0	0	0	0	0	0	0	50	0	50
Miscellaneous Improvements	0	0	0	0	0	0	0	0	1,150	0	1,150
SUBTOTAL	0	0	0	0	0	0	0	0	3,675	0	3,675
TOTAL, CITYWIDE CAPITAL IMPROVEMENT PROGRAM	\$4,960	\$2,840	\$950	\$1,610	\$1,000	\$800	\$4,798	\$2,025	\$3,675	\$500	\$23,158

** Available Existing Funding - balance as of January 31, 2025 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5-Year and beyond CIP totals include other revenue sources and grants

5 YEAR CIP PLAN

** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	5 YEAR CIP PLAN						
					FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
(264)	0	(264)	52,929	(164)	100	2,600	1,600	100	4,236	20,000	24,236
8,523	0	8,523	12,429	12,023	3,050	1,025	700	700	17,498	11,000	28,498
13,112	0	13,112	16,644	13,112	0	0	0	1,400	14,512	5	14,517
21,371	0	21,371	82,002	24,971	3,150	3,625	2,300	2,200	36,246	31,005	67,251
1,599	0	1,391	7,028	1,891	500	500	500	500	2,991	1,500	4,491
1,599	0	1,391	7,028	1,891	500	500	500	500	2,991	1,500	4,491
245	0	245	521	275	80	30	130	30	545	0	545
239	0	239	538	239	100	100	100	100	639	0	639
1,106	0	1,106	2,018	1,286	230	180	180	780	2,656	0	2,656
164	0	164	297	214	50	50	50	50	414	0	414
0	0	0	235	1,100	1,400	500	0	0	3,000	0	3,000
1,982	18	2,000	4,537	2,300	450	500	450	500	4,200	1,450	5,650
1,491	0	1,491	2,760	1,491	0	0	0	0	1,491	0	1,491
11,999	(18)	11,981	22,962	12,181	1,150	200	200	200	13,931	3,000	16,931
17,227	0	17,227	33,868	19,087	3,460	1,560	1,110	1,660	26,877	4,450	31,327
2,282	0	2,282	2,953	2,382	2,500	0	0	0	4,882	2,000	6,882
5,553	0	5,553	8,269	8,553	3,463	1,662	2,000	3,492	19,170	116,743	135,913
40	0	40	40	40	0	0	0	0	40	0	40
174	0	174	1,167	774	5,379	2,439	6,929	439	15,959	2,205	18,164
6,416	0	6,416	11,701	7,264	8,000	15,000	9,000	9,000	48,264	5,000	53,264
2,901	0	876	3,239	1,126	0	0	0	0	1,126	0	1,126
17,366	0	15,341	27,369	20,139	19,342	19,101	17,929	12,931	89,442	125,948	215,390
800	0	800	800	825	150	150	150	150	1,425	0	1,425
1,399	0	1,399	5,691	1,399	0	0	0	0	1,399	0	1,399
908	0	908	1,083	908	0	0	0	0	908	0	908
1,471	0	1,471	1,476	1,471	0	0	0	0	1,471	0	1,471
11,080	0	11,080	12,637	11,080	1,500	1,100	2,100	2,100	17,880	0	17,880
0	0	0	0	0	0	0	0	0	0	0	0
150	0	150	150	150	0	0	0	0	150	0	150
6,619	0	6,619	13,259	8,119	1,500	2,700	2,700	1,500	16,519	0	16,519
1,754	0	1,754	2,907	1,754	3,000	1,500	0	0	6,254	0	6,254
618	0	618	6,323	1,118	0	0	0	0	1,118	0	1,118
24,798	0	24,798	44,325	26,823	6,150	5,450	4,950	3,750	47,123	0	47,123
7,056	2	7,058	8,346	7,208	10,100	10,050	50	50	27,458	1,000	28,458
4,273	0	4,273	8,016	4,273	2,300	2,350	2,350	2,400	13,673	24,000	37,673
3,177	0	3,177	4,711	4,277	450	450	450	450	6,077	3,500	9,577
4,940	0	4,940	7,725	4,940	292,000	0	0	0	296,940	0	296,940
507	0	507	3,353	757	0	0	0	0	507	0	507
8,146	(2)	8,144	14,264	9,094	1,300	1,300	1,300	1,300	14,294	13,500	27,794
3,482	0	3,482	3,889	3,782	4,500	2,000	2,000	0	8,624	3,000	11,624
2,271	0	3,720	5,997	5,020	1,100	1,100	1,100	1,100	6,949	10,000	16,949
33,853	0	35,302	56,302	39,352	311,750	17,250	7,250	5,300	374,523	55,000	429,523
145	0	145	1,045	520	50	50	50	50	720	8,783	9,504
62	0	62	202	212	500	1,500	1,500	1,500	5,211	10,800	16,011
100	0	100	100	450	1,200	0	0	0	0	12,383	13,583
4,654	0	4,654	21,458	5,654	7,450	3,950	3,950	4,450	25,454	25,632	51,086
577	0	577	800	1,077	0	0	0	0	1,327	0	1,327
47	0	47	150	147	50	50	50	50	347	0	347
160	0	160	597	210	0	0	0	0	210	500	710
4,407	0	4,407	7,280	5,557	850	950	950	1,050	9,357	2,300	11,913
10,153	0	10,153	31,632	13,828	10,100	6,500	6,500	7,100	42,627	60,398	104,481
\$126,367	\$0	\$125,582	\$282,525	\$146,090	\$354,452	\$53,986	\$40,539	\$33,441	\$619,828	\$278,301	\$899,585

FACILITIES CAPITAL IMPROVEMENT PROGRAM

		General Fund	Impacts Fees & Other Revenue	Total New FY26 Appropriations
*in thousands		(000)	(000)	(000)
A.	IMPROVEMENTS			
a-1	Community Center *	0	0	0
a-2	City Hall	0	0	0
a-3	Police Station	0	0	0
a-4	Fire Department	0	0	0
a-5	Parks Corporation Yard	0	0	0
a-6	Aquatic Center	0	0	0
a-7	Main Library	0	0	0
a-8	Easton Library HVAC Improvements & Upgrades	0	0	0
a-9	Citywide Facility Master Plan	0	0	0
a-10	Citywide Minor Building Facilities	100	0	100
	SUBTOTAL	100	0	100
B.	MINOR UPGRADES			
b-1	Communications and IT Modernization	0	0	0
b-2	City Hall Boiler	0	0	0
b-3	Library PLP	0	0	0
b-4	Police Records Management System	0	0	0
b-5	Fire Station 35 Rehabilitation - Phase 2	400	0	400
b-6	Police Station Fuel Tank Removal and Replacement	0	0	0
b-7	Parking Lots Resurfacing	0	0	0
b-8	Parking Lots Resurfacing (FS35)	0	0	0
b-9	Facilities ADA Improvements	0	0	0
b-10	Stormwater Pollution Prevention Plan for Facilities	0	0	0
b-11	Fuel Pump Station Improvements at Corp Yard	0	0	0
b-12	New Financial System	0	0	0
b-13	Backup Recovery Server for City IT	0	0	0
b-14	Fire Station 35 Communications Tower Relocation	0	0	0
b-15	Facilities CIP Program Management	50	0	50
b-16	Library HVAC & EMS (Energy Management System) Upgrade	0	0	0
b-17	Parks Corporation Yard Improvements - Design	0	0	0
b-18	Fire Station 35 Traffic Signal Upgrades	0	0	0
b-19	PW Corporation Yard EMS Upgrade	250	0	250
b-20	Police Dept Jail/Sleeping Quarters	0	0	0
b-21	Washington Park Grandstands	0	0	0
b-22	City Facilities Roof Replacement Fund	300	0	300
b-23	PW Corporation Yard Roof Replacement Project	0	0	0
b-24	Fire Station 34 Renovations	0	0	0
b-25	Donnelly Parking Garage Elevator	0	0	0
b-26	PD ADA & Sally Port Improvements - Phase 1	0	0	0
b-27	PD Women's Bathroom Expansion/Locker Rooms Renovations - Phase 2	0	0	0
b-28	Fire Station 34 HVAC design	1,200	0	1,200
b-29	Police replacement of emergency radio infrastructure	250	0	250
b-30	Police replacement of dispatch consoles	250	0	250
b-31	ADA Transition Plan	0	0	0
b-32	EV Chargers at Corp Yard	0	0	0
b-33	Fire Station 34 - Misc Improvements	0	0	0
b-34	Library Elevator Modernization	0	600	600
b-35	Security Access Card Upgrade Project	200	0	200
b-36	CCFD Fire Station 36 Bathroom Remodel and Accessibility Upgrade Project	0	0	0
	SUBTOTAL	2,900	600	3,500
C.	MISCELLANEOUS			
c-1	General Plan Update	0	0	0
c-2	North Rollins Rd Specific Plan	0	0	0
c-3	Town Square (See Parks tab)	0	0	0
c-4	Grandstand	0	0	0
c-5	Depot	0	0	0
c-6	Golf Center	0	0	0
c-7	Village Park	0	0	0
c-8	Donnelly Parking	0	0	0
c-9	Library, Highland Garage and Corp Yard Solar Project	0	0	0
	SUBTOTAL	0	0	0
TOTAL, FACILITIES CAPITAL IMPROVEMENT PROGRAM		\$3,000	\$600	\$3,600

** Available Existing Funding - balance as of January 31, 2025 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5-Year and beyond CIP totals include other revenue sources and grants

5 YEAR CIP PLAN

** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	5 YEAR CIP PLAN						
					FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
(414)	0	(414)	52,259	(414)	0	0	0	0	(414)	0	(414)
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	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	1,500	1,500	0	3,000	0	3,000
0	0	0	0	0	0	1,000	0	0	1,000	0	1,000
1	0	1	100	1	0	0	0	0	1	0	1
149	0	149	571	249	100	100	100	100	649	0	649
(264)	0	(264)	52,929	(164)	100	2,600	1,600	100	4,236	20,000	24,236
85	0	85	85	85	0	0	0	0	85	0	85
55	0	55	55	55	0	0	0	0	55	0	55
(0)	0	(0)	13	(0)	0	0	0	0	(0)	0	(0)
16	0	16	95	16	0	0	0	0	16	0	16
138	32	170	138	570	0	0	0	0	570	0	570
57	0	57	1,001	57	0	0	0	0	57	0	57
56	100	156	700	156	0	0	0	0	156	0	156
100	(100)	0	100	0	0	0	0	0	0	0	0
445	0	445	552	445	100	100	100	100	845	0	845
34	0	34	39	34	0	0	0	0	34	0	34
8	0	8	112	8	0	0	0	0	8	0	8
86	0	86	815	86	0	0	0	0	86	0	86
27	0	27	70	27	0	0	0	0	27	0	27
293	0	293	300	293	0	0	0	0	293	0	293
161	0	161	350	211	100	100	100	100	611	0	611
23	(23)	(0)	573	(0)	0	0	0	0	(0)	0	(0)
265	0	265	275	265	0	0	0	0	265	5,000	5,265
32	(32)	0	50	0	0	0	0	0	0	0	0
705	23	728	810	978	0	0	0	0	978	0	978
20	(20)	(0)	609	(0)	0	0	0	0	(0)	0	(0)
50	0	50	50	50	0	0	0	0	50	0	50
694	0	694	700	994	300	300	500	500	2,594	3,000	5,594
1,500	0	1,500	1,500	1,500	0	0	0	0	1,500	3,000	4,500
170	0	170	170	170	500	500	0	0	1,170	0	1,170
208	0	208	365	208	0	0	0	0	208	0	208
1,195	20	1,215	1,200	1,215	0	0	0	0	1,215	0	1,215
150	0	150	150	150	1,850	0	0	0	2,000	0	2,000
200	0	200	200	1,400	0	0	0	0	1,400	0	1,400
250	0	250	250	500	0	0	0	0	500	0	500
100	0	100	100	350	0	0	0	0	350	0	350
100	0	100	100	100	25	25	0	0	150	0	150
525	0	525	525	525	175	0	0	0	700	0	700
377	0	377	377	377	0	0	0	0	377	0	377
0	0	0	0	600	0	0	0	0	600	0	600
0	0	0	0	200	0	0	0	0	200	0	200
400	0	400	0	400	0	0	0	0	400	0	400
8,523	0	8,523	12,429	12,023	3,050	1,025	700	700	17,498	11,000	28,498
0	0	0	1,409	0	0	0	0	0	0	0	0
162	0	162	481	162	0	0	0	0	162	0	162
9,950	0	9,950	11,755	9,950	0	0	0	0	9,950	0	9,950
0	0	0	0	0	0	0	0	1,000	1,000	0	1,000
0	0	0	0	0	0	0	0	100	100	0	100
0	0	0	0	0	0	0	0	100	100	0	100
0	0	0	0	0	0	0	0	100	100	0	100
0	0	0	0	0	0	0	0	100	100	5	105
3,000	0	3,000	3,000	3,000	0	0	0	0	3,000	0	3,000
13,112	0	13,112	16,644	13,112	0	0	0	1,400	14,512	5	14,517
\$21,371	\$0	\$21,371	\$82,002	\$24,971	\$3,150	\$3,625	\$2,300	\$2,200	\$36,246	\$31,005	\$67,251

PARKING & GARAGES CAPITAL IMPROV PROGRAM		General Fund	Parking Fund	Total New FY26 Appropriations
*in thousands		(000)	(000)	(000)
A.	IMPROVEMENTS			
a-1	City Parking Lot Resurfacing	0	0	0
a-2	City Parking Lot Resurfacing (C & G)	0	500	500
a-3	Downtown Smart Parking Meters	0	0	0
a-4	Parking Structure in Lot N	0	0	0
a-5	Wayfinding Signage Improvements	0	0	0
a-6	Electric Vehicle Charging Stations	0	0	0
a-7	Donnelly Parking Garage Elevator Improvements	0	0	0
a-8	Parking Meters 5G Upgrade Program	0	0	0
a-9	CaliEVIP Donnelly Parking Garage Charging	0	0	0
SUBTOTAL		0	500	500
TOTAL, PARKING & GARAGES CAPITAL IMPROVEMENT PROGRAM		\$0	\$500	\$500

** Available Existing Funding - balance as of January 31, 2025 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5-Year and beyond CIP totals include other revenue sources and grants

5 YEAR CIP PLAN												
** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need	
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
607	(400)	207	1,910	207	250	250	250	250	1,207	1,000	2,207	
0	400	400	0	900	0	0	0	0	0	0	0	0
58	0	58	1,073	58	0	0	0	0	58	0	58	
121	0	121	2,830	121	0	0	0	0	121	0	121	
99	0	99	110	99	0	0	0	0	99	0	99	
172	0	172	277	172	250	250	250	250	1,172	500	1,672	
208	0	0	365	0	0	0	0	0	0	0	0	0
21	0	21	150	21	0	0	0	0	21	0	21	
313	0	313	313	313	0	0	0	0	313	0	313	
1,599	0	1,391	7,028	1,891	500	500	500	500	2,991	1,500	4,491	
\$1,599	\$0	\$1,391	\$7,028	\$1,891	\$500	\$500	\$500	\$500	\$2,991	\$1,500	\$4,491	

PARKS & TREES CAPITAL IMPROV PROGRAM		General Fund	Total New FY26 Appropriations
*in thousands		(000)	(000)
A.	TREE MANAGEMENT AND REPLACEMENT		
a-1	Eucalyptus Tree Management	0	0
a-2	Annual Tree Replacement Program	30	30
a-3	ECR Tree Management	0	0
	SUBTOTAL	30	30
B.	CITYWIDE PARKS PAVING, COURTS, PATHWAYS		
b-1	Citywide Parks Paving, Courts and Pathway Improvements	0	0
	SUBTOTAL	0	0
C.	CITYWIDE PLAYGROUNDS AND RESILIENT RESURFACING		
c-1	Murray	0	0
c-2	Primrose Playground Renovation - Lot J	0	0
c-3	Trenton	0	0
c-4	Playground Replacement	100	100
c-5	Playground Resilient Surfacing	80	80
c-6	Laguna	0	0
	SUBTOTAL	180	180
D.	CITYWIDE PARKS FENCING		
d-1	City Parks Fencing	50	50
	SUBTOTAL	50	50
E.	CITYWIDE PARKS LIGHTING		
e-1	Washington Small Ball Field Lighting	600	600
e-2	Bayside LED Field Lighting	500	500
	SUBTOTAL	1,100	1,100
F.	PARK SAFETY, MAINTENANCE AND IMPROVEMENTS		
f-1	Park Safety Maintenance and Improvements	0	0
f-2	Parks Picnic Tables, Benches and Fountains	0	0
f-3	Trash Receptacles per SB 1383	0	0
f-4	Central Irrigation Controller	0	0
f-5	Dog Park Improvements	0	0
f-6	Washington Park Restrooms	0	0
f-7	Murray Field Synthetic Turf Replacement Fund	150	150
f-8	Mill Canyon Maintenance	0	0
f-9	Cuernavaca Park Improvements	0	0
f-10	Cuernavaca Synthetic Turf Replacement Fund	150	150
f-11	Mill Canyon Slide Repairs	0	0
f-12	Athletic Fields Renovation (Citywide Parks)	0	0
	SUBTOTAL	300	300
G.	AQUATICS FACILITY		
g-1	Aquatic Boiler Replacement	0	0
g-2	Pool Deck Replacement and Resurfacing	0	0
	SUBTOTAL	0	0
H.	MAJOR IMPROVEMENTS		
h-1	Parks Yard and Murray Field Storage	0	0
h-2	Burlingame Square Caltrain Station Mobility Hub	0	0
h-3	Burlingame School District Synthetic Turf Replacement Fund	200	200
h-4	Double Batting Cage at Bayside/Washington Park	0	0
h-5	Ray Park Field Renovations	0	0
h-6	Cuernavaca Field Renovations and ADA Improvements	0	0
h-7	Bayside Park Parking Lot and Pathway ADA and EV Charging Imp.	0	0
h-8	Washington Park Playground and Sports Court	0	0
h-9	Public Art	0	0
h-10	Town Square Public Plaza	0	0
	SUBTOTAL	200	200
	TOTAL, PARKS & TREES CAPITAL IMPROVEMENT PROGRAM	\$1,860	\$1,860

** Available Existing Funding - balance as of January 31, 2025 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5-Year and beyond CIP totals include other revenue sources and grants

5 YEAR CIP PLAN												
** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need	
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
146	0	146	287	146	50	0	50	0	246	0	246	
50	0	50	175	80	30	30	30	30	200	0	200	
50	0	50	60	50	0	0	50	0	100	0	100	
245	0	245	521	275	80	30	130	30	545	0	545	
239	0	239	538	239	100	100	100	100	639	0	639	
239	0	239	538	239	100	100	100	100	639	0	639	
36	0	36	315	36	0	0	0	0	36	0	36	
(53)	0	(53)	193	(53)	0	0	0	0	(53)	0	(53)	
50	0	50	50	50	50	0	0	600	700	0	700	
249	0	249	262	349	100	100	100	100	749	0	749	
86	0	86	333	166	80	80	80	80	486	0	486	
738	0	738	865	738	0	0	0	0	738	0	738	
1,106	0	1,106	2,018	1,286	230	180	180	780	2,656	0	2,656	
164	0	164	297	214	50	50	50	50	414	0	414	
164	0	164	297	214	50	50	50	50	414	0	414	
0	0	0	235	600	400	500	0	0	1,500	0	1,500	
0	0	0	0	500	1,000	0	0	0	1,500		1,500	
0	0	0	235	1,100	1,400	500	0	0	3,000	0	3,000	
121	5	126	484	126	100	100	100	100	526	0	526	
128	0	128	276	128	50	50	50	50	328	0	328	
200	0	200	200	200	0	0	0	0	200	0	200	
45	0	45	261	45	50	50	50	50	245	0	245	
17	0	17	53	17	0	50	0	50	117	0	117	
29	0	29	150	29	0	0	0	0	29	0	29	
900	0	900	900	1,050	150	150	150	150	1,650	1,450	3,100	
217	0	217	250	217	50	50	50	50	417	0	417	
13	0	13	50	13	0	0	0	0	13	0	13	
0	0	0	0	150	0	0	0	0	150	0	150	
147	0	147	1,500	147	0	0	0	0	147	0	147	
166	13	179	413	179	50	50	50	50	379	0	379	
1,982	18	2,000	4,537	2,300	450	500	450	500	4,200	1,450	5,650	
60		60	60	60	0	0	0	0	60	0	60	
1,431	0	1,431	2,700	1,431	0	0	0	0	1,431	0	1,431	
1,491	0	1,491	2,760	1,491	0	0	0	0	1,491	0	1,491	
29	0	29	100	29	50	0	0	0	79	0	79	
(63)	0	(63)	1,217	(63)	0	0	0	0	(63)	0	(63)	
850	0	850	1,200	1,050	200	200	200	200	1,850	3,000	4,850	
86	0	86	779	86	0	0	0	0	86	0	86	
38	(13)	25	1,428	25	0	0	0	0	25	0	25	
670	0	670	3,594	670	0	0	0	0	670	0	670	
291	0	291	362	291	900	0	0	0	1,191	0	1,191	
5	(5)	(0)	2,317	(0)	0	0	0	0	(0)	0	(0)	
145	0	145	210	145	0	0	0	0	145	0	145	
9,950	0	9,950	11,755	9,950	0	0	0	0	9,950	0	9,950	
11,999	(18)	11,981	22,962	12,181	1,150	200	200	200	13,931	3,000	16,931	
\$17,227	\$0	\$17,227	\$33,868	\$19,087	\$3,460	\$1,560	\$1,110	\$1,660	\$26,877	\$4,450	\$31,327	

SEWER CAPITAL IMPROVEMENT PROGRAM		Sewer Rates (City)	Total New FY26 Appropriations
*in thousands		(000)	(000)
A.	STUDIES		
a-1	Geo Based Information System Upgrade	25	25
a-2	Force Main Sewer Study, including Freeway Crossings	0	0
a-3	SFO 39" Force Main Relocation Feasibility Study	0	0
a-4	Wastewater Collection System Master Plan	0	0
a-5	NBSU Forcemain Leak Evaluation and Repair	0	0
a-6	Smoke Testing of Sewer Mains	0	0
a-7	Wastewater Discharge Reduction and Reclaimed Water Supply Project	0	0
a-8	Nutrient Removal Update - BACWA Reports	75	75
	SUBTOTAL	100	100
B.	SEWER MAIN REHABILITATION		
b-1	Mitten Force Main Bypass	0	0
b-2	Easton Addition Subdivision Sewer Rehabilitation	0	0
b-3	Ray Park Subdivision Sewer Rehabilitation	0	0
b-4	Industrial Park Sewer Rehabilitation	0	0
b-5	1740 Rollins Road Pump Station Forcemain Project	0	0
b-6	El Camino Avenue Sewer Rehabilitation	0	0
b-7	Rehab of Summit Drive Pipeline	0	0
b-8	Sewer Main Capacity Improvements at Alpine, Palm, Easton, Adeline, and Trousdale	2,000	2,000
b-9	Gravity Mains Improvements along Mitten Avenue, Gilbreth, and Stanton	1,000	1,000
b-10	R&R Projects within the City	0	0
b-11	I&I Source Detection Program	0	0
b-12	Other Pipeline Projects	0	0
b-13	Rerouting Easton Creek Sewer Line	0	0
b-14	Perform Repairs Identified by Smoke Testing	0	0
	SUBTOTAL	3,000	3,000
C.	MISCELLANEOUS SEWER REPAIRS		
c-1	Annual Citywide Spot Repair Project	0	0
	SUBTOTAL	0	0
D.	PUMP STATIONS		
d-1	1740 Rollins Road Sewer Pump Station	0	0
d-2	1000 Rollins Pump Station Recommended Improvements	0	0
d-3	Mitten Road Lift Station -Design	0	0
d-4	Gilbreth Road Lift Station - Design	600	600
d-5	Airport PS Recommended Improvements	0	0
d-6	Hyatt PS Recommended Improvements	0	0
	SUBTOTAL	600	600

5 YEAR CIP PLAN												
** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need	
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
0	0	0	0	25	0	0	0	0	25	0	25	
62	0	62	97	62	0	0	0	0	62	0	62	
198	(198)	(0)	220	(0)	2,500	0	0	0	2,500	0	2,500	
80	(75)	5	636	5	0	0	0	0	5	2,000	2,005	
741	273	1,014	750	1,014	0	0	0	0	1,014	0	1,014	
202	0	202	250	202	0	0	0	0	202	0	202	
998	0	998	1,000	998	0	0	0	0	998	0	998	
0	0	0	0	75	0	0	0	0	75	0	75	
2,282	0	2,282	2,953	2,382	2,500	0	0	0	4,882	2,000	6,882	
43	0	43	165	43	0	0	0	0	43	0	43	
0	0	0	0	0	200	0	0	0	200	0	200	
0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	0	
5,010	1,339	6,349	5,296	6,349	0	0	0	0	6,349	0	6,349	
0	(1,339)	(1,339)	2,308	(1,339)	0	0	0	0	(1,339)	0	(1,339)	
0	0	0	0	0	500	0	0	0	500	0	500	
0	0	0	0	2,000	0	0	0	0	2,000	0	2,000	
0	0	0	0	1,000	1,088	0	0	0	2,088	0	2,088	
0	0	0	0	0	0	0	0	0	0	77,849	77,849	
0	0	0	0	0	80	30	0	0	110	0	110	
0	0	0	0	0	1,095	132	0	3,492	4,719	34,894	39,613	
0	0	0	0	0	500	1,500	2,000		4,000	2,000	6,000	
500	0	500	500	500	0	0	0	0	500	2,000	2,500	
5,553	0	5,553	8,269	8,553	3,463	1,662	2,000	3,492	19,170	116,743	135,913	
40	0	40	40	40	0	0	0	0	40	0	40	
40	0	40	40	40	0	0	0	0	40	0	40	
174	0	174	1,167	174	0	0	0	0	174	0	174	
0	0	0	0	0	439	439	439	439	1,756	1,535	3,291	
0	0	0	0	0	600	2,000	2,102	0	4,702	0	4,702	
0	0	0	0	600	4,300	0	4,388		9,288	0	9,288	
0	0	0	0	0	0	0	0	0	0	670	670	
0	0	0	0	0	40	0	0	0	40	0	40	
174	0	174	1,167	774	5,379	2,439	6,929	439	15,959	2,205	18,164	

SEWER CAPITAL IMPROVEMENT PROGRAM

*in thousands

Sewer Rates
(City)

Total New FY26
Appropriations

(000)

(000)

E. TREATMENT

e-1	GBT Buld. Condition Assessment	0	0
e-2	WWTP Master Plan and Improvements	0	0
e-3	Rollins Road Pump Replacement (#3&4)	0	0
e-4	Rollins Road Lift Station Pumps (#6,#1,#2,#5)	0	0
e-5	RRLS Force-main 20 year condition assessment	0	0
e-6	Secondary Clarifier Turntable Replacement B	0	0
e-7	Secondary Clarifier Turntable Replacement C	0	0
e-8	Secondary Clarifier Turntable Replacement D	0	0
e-9	Pump Final Effluent Pumps (#1,#2,)	0	0
e-10	Replace Temporary Co-Gen Hot Water Heating Loop	0	0
e-11	Site Safety Upgrades and Structural, piping, Infrastructure Surf. Rehab.	0	0
e-12	Aeration and Sec. A & B Assessment	0	0
e-13	Digester Equipment Building and Digester 1 and 2 Pre-Design	0	0
e-14	Rollins LS Pumps #1, #2, and #5 Replacement	0	0
e-15	Main Switchgear Breaker Replacement	0	0
e-16	Headworks Channel Assessment	0	0
e-17	Co-Generator and Co-Generator Engine Replacement	0	0
e-18	WWTP Process Piping	0	0
e-19	WWTP Lift Station Pump	0	0
e-20	Digester No. 2 Cleaning	0	0
e-21	Gravity Thickener Rehabilitation under Replacement	0	0
e-22	Repair Damaged Concrete Structutres at and near Primary Effluent Wet-well	0	0
e-23	Digester Equipment Building, Digester 2, and Sludge Handling Bldg. Design	0	0
e-24	Future WWTF CIP	0	0
e-25	Headworks Channel Repair	0	0
e-26	RRLS Manual Bar Screens Jet Wash System	0	0
e-27	Biosolids Trailer Yard Jockey	0	0
e-28	Lift Station Pump #2 Replacement	110	110
e-29	Upgrade Plant SCADA	76	76
e-30	Rehab Dewatering Bldg Fire Protection System	162	162
e-31	WWTP Flare Replacement Fund	500	500
	SUBTOTAL	848	848

F. MISCELLANEOUS

f-1	SCADA System Upgrade	0	0
f-2	Large Main CCTV	0	0
f-3	Sewer Details and Specifications Update	0	0
f-4	Roof Replacement at PW Corp Yard - See facilities	0	0
f-5	EV Chargers at the Corp Yard - See facilities	0	0
f-6	PW Corporation Yard EMS Upgrade - See facilities	250	250
	SUBTOTAL	250	250

TOTAL, SEWER CAPITAL IMPROVEMENT PROGRAM

\$4,798 \$4,798

** Available Existing Funding - balance as of January 31, 2025 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5-Year and beyond CIP totals include other revenue sources, grants and SRF loans

5 YEAR CIP PLAN											
** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
160	0	160	160	160	0	0	0	0	160	0	160
13	0	13	1,244	13	1,000	0	0	0	1,013	0	1,013
2	0	2	100	2	0	0	0	0	2	0	2
335	0	335	463	335	0	0	0	0	335	0	335
72	0	72	75	72	0	0	0	0	72	0	72
175	0	175	175	175	0	0	0	0	175	0	175
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
154	0	154	321	154	0	0	0	0	154	0	154
95	0	95	100	95	0	0	0	0	95	0	95
64	0	64	251	64	0	0	0	0	64	0	64
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	136	0	0	0	0	0	0	0	0
78	0	78	167	78	0	0	0	0	78	0	78
575	0	575	575	575	0	0	0	0	575	0	575
30	(30)	0	75	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	(22)	(22)	1,523	(22)	0	0	0	0	(22)	0	(22)
0	0	0	0	0	0	0	0	0	0	0	0
125	0	125	125	125	0	0	0	0	125	0	125
0	0	0	0	0	0	0	0	0	0	0	0
400	0	400	400	400	0	0	0	0	400	0	400
867	22	889	2,541	889	0	0	0	0	889	0	889
0	0	0	0	0	7,000	15,000	9,000	9,000	40,000	0	40,000
3,100	30	3,130	3,100	3,130	0	0	0	0	3,130	5,000	8,130
70	0	70	70	70	0	0	0	0	70	0	70
100	0	100	100	100	0	0	0	0	100	0	100
0	0	0	0	110	0	0	0	0	110	0	110
0	0	0	0	76	0	0	0	0	76	0	76
0	0	0	0	162	0	0	0	0	162	0	162
0	0	0	0	500	0	0	0	0	500	0	500
6,416	0	6,416	11,701	7,264	8,000	15,000	9,000	9,000	48,264	5,000	53,264
157	0	157	390	157	0	0	0	0	157	0	157
14	0	14	14	14	0	0	0	0	14	0	14
0	0	0	0	0	0	0	0	0	0	0	0
1,500	0	0	1,500	0	0	0	0	0	0	0	0
525	0	0	525	0	0	0	0	0	0	0	0
705	0	705	810	955	0	0	0	0	955	0	955
2,901	0	876	3,239	1,126	0	0	0	0	1,126	0	1,126
\$17,366	\$0	\$15,341	\$27,369	\$20,139	\$19,342	\$19,101	\$17,929	\$12,931	\$89,442	\$125,948	\$215,390

STORM DRAIN CAPITAL IMPROVEMENT PROGRAM

		Storm Drain Fee	Total New FY26 Appropriations
*in thousands		(000)	(000)
A.	STUDIES		
a-1	Program Management	0	0
a-2	Asset Studies and Master Plan	0	0
a-3	Geo Base Information System Upgrade	25	25
	SUBTOTAL	25	25
B.	STORMWATER QUALITY IMPROVEMENTS		
b-1	California Roundabout Project (storm facilities)	0	0
b-2	Large Diameter Storm Drain Cleaning	0	0
	SUBTOTAL	0	0
C.	CAPACITY IMPROVEMENTS - EASTON CREEK		
c-1	Outfall Pipeline, Marsten PS to SF Bay	0	0
c-2	Easton Creek Lining	0	0
c-3	Easton Creek/El Portal Creek Levee Improvements	0	0
	SUBTOTAL	0	0
D.	CAPACITY IMPROVEMENTS - MILLS CREEK		
d-1	Mills Creek Improvements	0	0
d-2	Plan for Easton Creek, Mills Creek, and Sanchez Creek Cleaning and Flap Gates Improv	0	0
d-3	Clearing Vegetation to Improve Capacities	0	0
	SUBTOTAL	0	0
E.	CAPACITY IMPROVEMENTS - BURLINGAME CREEK		
e-1	Burlingame Creek Bypass	0	0
e-2	Ralston Creek Improvements	0	0
e-3	Rollins/US 101 - Crossing	0	0
e-4	Rollins Area Collection System	0	0
e-5	New Rollins Pump Station	0	0
e-6	Burlingame Avenue Storm Drainage Improvement	0	0
	SUBTOTAL	0	0
F.	CAPACITY IMPROVEMENTS - SANCHEZ CREEK, TERRACE & LAGUNA		
f-1	Terrace Creek Improvements	0	0
	SUBTOTAL	0	0
G.	CAPACITY IMPROVEMENTS - EL PORTAL CREEK, TROUSDALE & GILBRETH		
g-1	El Portal Creek at Bayshore Highway Flap Gate Project	0	0
	SUBTOTAL	0	0
H.	NEIGHBORHOOD AREA		
h-1	Neighborhood Storm Drain Project #12	0	0
h-2	Easton Drive Drainage Improvements	0	0
h-3	Neighborhood Storm Drain Project #13	0	0
h-4	Neighborhood Storm Drain Project #14	0	0
h-5	Neighborhood Storm Drain Project #15	0	0
h-6	Neighborhood Storm Drain Project #16	0	0
h-7	Neighborhood Storm Drain Projects #17	1,500	1,500
h-8	Neighborhood Storm Drain Projects	0	0
h-9	Embankment Improvements along Gilbreth Road	0	0
h-10	Downtown Burlingame Avenue Streetscape Storm Drain Improvements	0	0
	SUBTOTAL	1,500	1,500
I.	BRIDGE & STORM CULVERT IMPROVEMENTS		
i-1	Easton Creek Bridge Repair	0	0
i-2	Culvert Crossing Repairs	0	0
i-3	Culvert Crossing Repairs Phase 2	0	0
i-4	Improvements along El Camino Real	0	0
i-5	Culvert Crossing Repairs Phase 3	0	0
	SUBTOTAL	0	0
J.	PUMP STATIONS		
j-1	Pump Station Improvements / 1740 Rollins & Cowan PS	0	0
j-2	1740 Rollins Road/842 Cowan Repairs	0	0
j-3	SCADA System Upgrade	0	0
j-4	Cal-Grove PS VFD's	0	0
j-5	Cowan/Rollins Pumps Rebuild	500	500
	SUBTOTAL	500	500
TOTAL, STORM DRAIN CAPITAL IMPROVEMENT PROGRAM		\$2,025	\$2,025

** Available Existing Funding - balance as of January 31, 2025 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5-Year and beyond CIP totals include other revenue sources and grants

5 YEAR CIP PLAN

** Available Existing Funding		Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY6-30+ Need
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
150	0	150	150	150	150	150	150	150	750	0	750
650	0	650	650	650	0	0	0	0	650	0	650
0	0	0	0	25	0	0	0	0	25	0	25
800	0	800	800	825	150	150	150	150	1,425	0	1,425
0	0	0	3,629	0	0	0	0	0	0	0	0
1,399	0	1,399	2,063	1,399	0	0	0	0	1,399	0	1,399
1,399	0	1,399	5,691	1,399	0	0	0	0	1,399	0	1,399
0	0	0	23	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
908	0	908	1,060	908	0	0	0	0	908	0	908
908	0	908	1,083	908	0	0	0	0	908	0	908
200	0	200	200	200	0	0	0	0	200	0	200
526	0	526	526	526	0	0	0	0	526	0	526
746	0	746	750	746	0	0	0	0	746	0	746
1,471	0	1,471	1,476	1,471	0	0	0	0	1,471	0	1,471
682	0	682	682	682	0	1,100	2,100	2,100	5,982	0	5,982
0	0	0	0	0	1,500	0	0	0	1,500	0	1,500
4,062	0	4,062	4,215	4,062	0	0	0	0	4,062	0	4,062
3,197	0	3,197	3,260	3,197	0	0	0	0	3,197	0	3,197
3,136	0	3,136	3,355	3,136	0	0	0	0	3,136	0	3,136
3	0	3	1,125	3	0	0	0	0	3	0	3
11,080	0	11,080	12,637	11,080	1,500	1,100	2,100	2,100	17,880	0	17,880
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
150	0	150	150	150	0	0	0	0	150	0	150
150	0	150	150	150	0	0	0	0	150	0	150
16	0	16	1,600	16	0	0	0	0	16	0	16
0	0	0	435	0	0	0	0	0	0	0	0
971	0	971	2,065	971	0	0	0	0	971	0	971
2,154	0	2,154	2,817	2,154	0	0	0	0	2,154	0	2,154
1,829	0	1,829	1,850	1,829	0	0	0	0	1,829	0	1,829
1,499	0	1,499	1,500	1,499	0	0	0	0	1,499	0	1,499
0	0	0	0	1,500	0	0	0	0	1,500	0	1,500
0	0	0	0	0	1,500	1,500	1,500	1,500	6,000	0	6,000
0	0	0	0	0	0	1,200	1,200	0	2,400	0	2,400
150	0	150	2,993	150	0	0	0	0	150	0	150
6,619	0	6,619	13,259	8,119	1,500	2,700	2,700	1,500	16,519	0	16,519
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	1,079	0	0	0	0	0	0	0	0
1,754	0	1,754	1,828	1,754	0	0	0	0	1,754	0	1,754
0	0	0	0	0	1,500	1,500	0	0	3,000	0	3,000
0	0	0	0	0	1,500	0	0	0	1,500	0	1,500
1,754	0	1,754	2,907	1,754	3,000	1,500	0	0	6,254	0	6,254
(565)	0	(565)	4,540	(565)	0	0	0	0	(565)	0	(565)
99	(99)	0	392	0	0	0	0	0	0	0	0
157	0	157	390	157	0	0	0	0	157	0	157
217	0	217	250	217	0	0	0	0	217	0	217
709	99	808	750	1,308	0	0	0	0	1,308	0	1,308
618	0	618	6,323	1,118	0	0	0	0	1,118	0	1,118
\$24,798	\$0	\$24,798	\$44,325	\$26,823	\$6,150	\$5,450	\$4,950	\$3,750	\$47,123	\$0	\$47,123

STREETS CAPITAL IMPROVEMENT PROGRAM		General Fund	Impact Fees	Other Revenue & Grants	Gas Tax	Measure A	Measure I	SB 1	Total New FY26 Appropriations
*in thousands		(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
A. STUDIES									
a-1	Traffic & Transportation Studies	0	100	0	0	0	0	0	100
a-2	City Monument Master Plan	0	0	0	0	0	0	0	0
a-3	Traffic/Pedestrian Safety Improvments	0	0	0	0	0	0	0	0
a-4	Shuttle Demand Study	0	0	0	0	0	0	0	0
a-5	El Camino Real Stakeholder Process	0	50	0	0	0	0	0	50
a-6	Lyon Hoag Neighborhood Traffic Calming	0	0	0	0	0	0	0	0
a-7	Old Bayshore Highway Streetscape Improvements	0	0	0	0	0	0	0	0
a-8	Broadway Corridor Signal Interconnect Study	0	0	0	0	0	0	0	0
a-9	Vision Zero Action Plan	0	0	0	0	0	0	0	0
a-10	Transportation Demand Management Strategic Plan Project	0	0	0	0	0	0	0	0
a-11	Geo Base Information System	0	0	0	0	0	0	0	0
SUBTOTAL		0	150	0	0	0	0	0	150
B. PAVING & RECONSTRUCTION									
b-1	Annual Street Resurfacing Program 2026	0	500	0	850	0	500	800	2,650
b-2	Annual Street Resurfacing Program 2025	0	0	0	0	0	0	0	0
b-3	Annual Street Resurfacing Program 2024	0	0	0	0	0	0	0	0
b-4	Annual Street Resurfacing Program 2023	0	0	0	0	0	0	0	0
b-5	Future Street Resurfacing Program	0	0	0	0	0	0	0	0
b-6	Pavement Management system	0	0	0	0	0	0	0	0
b-7	Thermoplastic Pavement Marking - Citywide	0	0	0	0	0	0	0	0
SUBTOTAL		0	500	0	850	0	500	800	2,650
C. TRAFFIC									
c-1	City-Wide Traffic Signal Upgrade	0	0	0	0	150	0	0	150
c-2	Traffic Signal Interconnect System Software Upgrade	0	0	0	0	0	0	0	0
c-3	Gateway Signs (El Camino Real)	0	0	0	0	0	0	0	0
c-4	Bayshore Signal Pole & Mastarm Replacement	0	0	0	0	0	0	0	0
c-5	Hoover School - Sidewalk Project	0	0	0	0	0	0	0	0
c-6	Oak Grove/Carolán Traffic Signal Improvements	0	0	0	0	0	0	0	0
c-7	Citywide Pedestrian Improvements (RRFB, AB413)	0	0	0	0	150	0	0	150
c-8	Downtown Broadway Intersections Improvements	0	0	0	0	0	0	0	0
c-9	Citywide Traffic Calming Improvements	0	0	0	0	300	0	0	300
c-10	Floribunda/Almer/Bellevue Intersection Design	0	0	0	0	0	0	0	0
c-11	Bay Trail Improvements @ Airport and Beach - Design	0	0	180	0	220	0	0	400
c-12	Chapin Streetscape & Stormwater Treatment	0	0	0	0	0	0	0	0
c-13	Green Infrastructure Streetscape & Stormwater Treatment	0	0	0	0	0	0	0	0
c-14	CA Drive Congestion Management Video Detection	0	0	0	0	0	0	0	0
c-15	Hillside Drive Traffic Calming	0	0	0	0	100	0	0	100
SUBTOTAL		0	0	180	0	920	0	0	1,100
D. RAILROAD IMPROVEMENTS									
d-1	Bayswater Avenue North Lane Crossing	0	0	0	0	0	0	0	0
d-2	Railroad Grade Separation at Broadway	0	0	0	0	0	0	0	0
SUBTOTAL		0	0	0	0	0	0	0	0
E. DOWNTOWN IMPROVEMENTS									
e-1	Burlingame Ave Streetscape/Downtown Improv.	0	0	0	0	0	0	0	0
e-2	Burlingame Ave District Parking Improvement/Studies	0	0	0	0	0	0	0	0
e-3	Burlingame Ave Intersection Rehabilitation Project	0	250	0	0	0	0	0	250
SUBTOTAL		0	250	0	0	0	0	0	250
F. BICYCLE & PEDESTRIAN IMPROVEMENTS									
f-1	California Drive Complete Streets	0	0	0	0	0	0	0	0
f-2	Rollins and Bloomfield Radar Speed Warning Signs	0	0	0	0	0	0	0	0
f-3	Lyon Hoag Neighborhood Traffic Calming - Phase 1	0	0	0	0	0	0	0	0
f-4	Lyon Hoag Neighborhood Traffic Calming - Phase 2	0	150	0	0	0	0	0	150
f-5	California Drive Bike Facility - (Broadway to Juanita)	0	0	0	0	0	0	0	0
f-6	Burlingame Station Pedestrian Improvements	0	0	0	0	0	0	0	0
f-7	Murchison, Trousdale and Davis Bike Lane Project	0	0	0	0	0	0	0	0
f-8	CA Drive Class I Bike Imp. (Broadway to Murchison)	0	0	0	0	0	0	0	0
f-9	CA Drive Class I Bike Imp. (Oak Grove to Burlingame Ave)	0	0	0	0	100	0	0	100
f-10	Transit Station Bike and Ped Improvements (Design)	0	0	160	0	140	0	0	300
f-11	MTC Quick Strike Pedestrian Safety Grant Project	0	0	0	0	0	0	0	0
f-12	Bike Blvds Phase I (Paloma Neighborhood)	0	0	0	0	0	0	0	0
f-13	Bike Blvds Phase II	0	0	0	0	0	0	0	0
f-14	North Rollins Road Bike & Ped Improvements	0	0	0	0	0	0	0	0
f-15	South Rollins Road Traffic Calming Project	0	150	0	0	0	0	0	150
f-16	Occidental Ave Bike and Ped Improvements	0	0	0	0	250	0	0	250
f-17	Bike Ped Master Plan Improvements	0	0	0	0	0	0	0	0
SUBTOTAL		0	300	160	0	490	0	0	950

5 YEAR CIP PLAN

** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
157	0	157	501	257	50	50	50	50	457	500	957
46	0	46	150	46	0	0	0	0	46	0	46
0	0	0	102	0	0	0	0	0	0	500	500
80	0	80	80	80	0	0	0	0	80	0	80
101	0	101	301	151	50	0	0	0	201	0	201
(2)	2	(0)	220	(0)	0	0	0	0	(0)	0	(0)
5,525	0	5,525	5,700	5,525	10,000	10,000	0	0	25,525	0	25,525
200	0	200	200	200	0	0	0	0	200	0	200
840	0	840	860	840	0	0	0	0	840	0	840
110	0	110	110	110	0	0	0	0	110	0	110
0	0	0	123	0	0	0	0	0	0	0	0
7,056	2	7,058	8,346	7,208	10,100	10,050	50	50	27,458	1,000	28,458
0	0	0	0	0	0	0	0	0	0	0	0
2,891	1,163	4,054	2,900	4,054	0	0	0	0	4,054	0	4,054
484	(420)	64	2,350	64	0	0	0	0	64	0	64
769	(743)	26	2,498	26	0	0	0	0	26	0	26
0	0	0	0	0	2,300	2,350	2,350	2,400	9,400	24,000	33,400
18	0	18	28	18	0	0	0	0	18	0	18
112	0	112	240	112	0	0	0	0	112	0	112
4,273	0	4,273	8,016	4,273	2,300	2,350	2,350	2,400	13,673	24,000	37,673
105	0	105	422	255	200	200	200	200	1,055	500	1,555
37	0	37	37	37	0	0	0	0	37	0	37
0	0	0	44	0	0	0	0	0	0	0	0
199	0	199	200	199	0	0	0	0	199	0	199
515	(515)	(0)	900	(0)	0	0	0	0	(0)	0	(0)
943	0	943	1,150	943	0	0	0	0	943	0	943
408	515	923	750	1,073	100	100	100	100	1,473	0	1,473
150	0	150	150	150	0	0	0	0	150	0	150
224	0	224	355	524	100	100	100	100	924	0	924
150	0	150	150	150	0	0	0	0	150	0	150
150	0	150	150	550	0	0	0	0	550	0	550
0	0	0	108	0	0	0	0	0	0	3,000	3,000
92	0	92	92	92	50	50	50	50	292	0	292
204	0	204	204	204	0	0	0	0	204	0	204
0	0	0	0	100	0	0	0	0	100	0	100
3,177	0	3,177	4,711	4,277	450	450	450	450	6,077	3,500	9,577
125	0	125	125	125	0	0	0	0	125	0	125
4,815	0	4,815	7,600	4,815	292,000	0	0	0	296,815	0	296,815
4,940	0	4,940	7,725	4,940	292,000	0	0	0	296,940	0	296,940
150	0	150	2,993	150	0	0	0	0	150	0	150
357	0	357	361	357	0	0	0	0	357	0	357
0	0	0	0	250	0	0	0	0	0	0	0
507	0	507	3,353	757	0	0	0	0	507	0	507
36	(36)	(0)	492	(0)	0	0	0	0	(0)	0	(0)
12	(12)	0	60	0	0	0	0	0	0	0	0
110	(110)	0	480	0	600	600	600	600	2,400	0	2,400
0	108	108	0	258	0	0	0	0	258	0	258
116	0	116	2,611	116	0	0	0	0	116	0	116
(49)	66	17	840	17	0	0	0	0	17	0	17
754	0	754	1,000	754	0	0	0	0	754	0	754
300	0	300	300	300	0	0	0	0	300	0	300
2,026	0	2,026	2,100	2,126	0	0	0	0	2,126	0	2,126
293	0	293	300	593	0	0	0	0	593	0	593
22	(18)	4	548	4	0	0	0	0	4	0	4
61	(61)	(0)	388	(0)	0	0	0	0	(0)	0	(0)
0	61	61	0	61	0	0	0	0	61	500	561
3,391	0	3,391	3,900	3,391	0	0	0	0	3,391	0	3,391
577	0	577	630	727	0	0	0	0	727	0	727
497	0	497	615	747	0	0	0	0	747	0	747
0	0	0	0	0	700	700	700	700	2,800	13,000	15,800
8,146	(2)	8,144	14,264	9,094	1,300	1,300	1,300	1,300	14,294	13,500	27,794

STREETS CAPITAL IMPROVEMENT PROGRAM		General Fund	Impact Fees	Other Revenue & Grants	Gas Tax	Measure A	Measure I	SB 1	Total New FY26 Appropriations
*in thousands		(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
G. LIGHTING & POLES									
g-1	Citywide Streetlight Improvements	0	0	0	0	0	0	0	0
g-2	Citywide Streetlight Masterplan	0	200	0	0	0	0	0	200
g-3	El Camino Real Rule 20A Utility Undergrounding (\$18M	0	0	0	0	0	0	0	0
g-4	Broadway Arch Sign Lighting Improvements	100	0	0	0	0	0	0	100
SUBTOTAL		100	200	0	0	0	0	0	300
H. SIDEWALKS, CURBS & GUTTERS									
h-1	Sidewalk and ADA Improvements 2020	0	0	0	0	0	0	0	0
h-2	Sidewalk and ADA Improvements 2021	0	0	0	0	0	0	0	0
h-3	Sidewalk and ADA Improvements 2023	0	0	0	0	0	0	0	0
h-4	Sidewalk and ADA Improvements 2024	0	0	0	0	0	0	0	0
h-5	Sidewalk and ADA Improvements 2025	0	0	0	0	0	0	0	0
h-6	Sidewalk and ADA Improvements 2026	0	500	0	100	0	500	0	1,100
h-7	Wilborough Sidewalk Improvement Project (Design)	0	0	0	0	200	0	0	200
h-8	future Sidewalk Project	0	0	0	0	0	0	0	0
SUBTOTAL		0	500	0	100	200	500	0	1,300
TOTAL, STREETS CAPITAL IMPROVEMENT PROGRAM		\$100	\$1,900	\$340	\$950	\$1,610	\$1,000	\$800	\$6,700

** Available Existing Funding - balance as of January 31, 2025 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5-Year and beyond CIP totals include other revenue sources and grants

Item d-2 Railroad Grade Separation at Broadway assumes \$15M contribution from the City

5 YEAR CIP PLAN

** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
24	0	24	431	24	0	0	0	0	24	3,000	3,024
0	0	0	0	200	0	0	0	0	0	0	0
3,458	0	3,458	3,458	3,458	0	0	0	0	0	0	0
0	0	0	0	100	4,500	2,000	2,000	0	8,600	0	8,600
3,482	0	3,482	3,889	3,782	4,500	2,000	2,000	0	8,624	3,000	11,624
(188)	188	0	840	0	0	0	0	0	0	0	0
285	(285)	1,448	1,457	1,448	0	0	0	0	1,448	0	1,448
599	(599)	(0)	1,300	(0)	0	0	0	0	(0)	0	(0)
475	(475)	0	1,300	0	0	0	0	0	0	0	0
1,100	0	1,100	1,100	1,100	0	0	0	0	1,100	0	1,100
0	1,171	1,171	0	2,271	0	0	0	0	0	0	0
0	0	0	0	200	0	0	0	0	0	0	0
0	0	0	0	0	1,100	1,100	1,100	1,100	4,400	10,000	14,400
2,271	0	3,720	5,997	5,020	1,100	1,100	1,100	1,100	6,949	10,000	16,949
\$33,853	\$0	\$35,302	\$56,302	\$39,352	\$311,750	\$17,250	\$7,250	\$5,300	\$374,523	\$55,000	\$429,523

WATER CAPITAL IMPROVEMENT PROGRAM		Water Rates (City)	Total New FY26 Appropriations
*in thousands		(000)	(000)
A.	PLANNING		
a-1	Recycled Water and Well Water Distribution Planning	0	0
a-2	Geo Base Information System Upgrade	25	25
a-3	Regional Water Supply Studies/Modeling	50	50
a-4	2020 Urban Water Management Plan	0	0
a-5	2025 Urban Water Management Plan	100	100
a-6	2025 American Water Infrastructure Act	100	100
a-7	2025 Water and Sewer Rate Study	100	100
	SUBTOTAL	375	375
B.	STORAGE		
b-1	Emergency Storage Tank Expansion	0	0
b-2	Mills Storage Tank Study	0	0
b-3	Mills Storage Tank Replacement	150	150
	SUBTOTAL	150	150
C.	TRANSMISSION PIPELINES		
c-1	Howard - Primrose to Carolan	0	0
c-2	Train Track Xings (4)	0	0
c-3	Easton Turnout to Easton Pump Station	0	0
c-4	Highline Project	350	350
	SUBTOTAL	350	350
D.	PIPELINES REHABILITATION		
d-1	Emergency Water Main Replacement	0	0
d-2	South ECR WMR, Phase 1 Sanchez to Barroilhet	0	0
d-3	Glenwood and Burlingame Height Subdivision - South ECR WMR, Phase 2	0	0
d-4	Burlingame Park Subdivision - South ECR WMR Phase 3	0	0
d-5	West Burlingame Terrace - South ECR WMR Phase 4	0	0
d-6	Central Burlingame Terrace - Easton Add. and Bur. Terrace WMR Proj. Phase 1	600	600
d-7	East Burlingame Terrace - Easton Add. and Bur. Terrace WMR Proj. Phase 2	0	0
d-8	Burlingame Gardens - Easton Add. and Burlingame Terrace WMR - Phase 2&3	400	400
d-9	Broadway and Neighborhood - Easton Add. and Bur. Terrace WMR Proj. Phase 4	0	0
d-10	El Camino Real at Adeline	0	0
d-11	Howard and Bloomfield	0	0
d-12	Bayswater and Victoria	0	0
d-13	Broadway Grade Separation	0	0
d-14	Ray Park/Easton Fire Flow Improvement, Phase 1, 2 & 3	0	0
d-15	Alturas and La Mesa	0	0
d-16	2100 Block of Trousdale	0	0
d-17	Industrial Area (Steel Valves) Prevention Program	0	0
d-18	Mills Canyon Crossing	0	0
d-19	El Prado Road (Canyon to Summit)	0	0
d-20	Unincorporated Areas	0	0
d-21	Valdivia and Hayward Drive	0	0
d-22	Oakgrove/Burlingame/Washington Park/Rollins Road Subdivision	0	0
d-23	Replace Riveted Steel on Loma Vista	0	0
	SUBTOTAL	1,000	1,000
E.	PUMP STATIONS		
e-1	Trousdale Pump Station Improvements	500	500
e-2	Skyview Reservoir Pump Upgrades	0	0
e-3	Sisters of Mercy Pump Station	0	0
	SUBTOTAL	500	500
F.	WATER QUALITY & CHLORAMINATION		
f-1	Unidirectional Flushing Program	100	100
	SUBTOTAL	100	100

5 YEAR CIP PLAN												
** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need	
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
19	0	19	163	19	0	0	0	0	19	8,732	8,751	
0	0	0	0	25	0	0	0	0	25	0	25	
101	0	101	657	151	50	50	50	50	351	50	401	
12	(12)	0	75	0	0	0	0	0	0	0	0	
0	12	12	0	112	0	0	0	0	112	1	113	
14	0	14	150	114	0	0	0	0	114	0	114	
0	0	0	0	100	0	0	0	0	100	0	100	
145	0	145	1,045	520	50	50	50	50	720	8,783	9,504	
51	0	51	102	51	0	0	0	0	51	7,300	7,351	
10	(10)	0	100	0	0	0	0	0	0	2,000	2,000	
0	10	10	0	160	500	1,500	1,500	1,500	5,160	1,500	6,660	
62	0	62	202	212	500	1,500	1,500	1,500	5,211	10,800	16,011	
0	0	0	0	0	0	0	0	0	0	4,223	4,223	
0	0	0	0	0	0	0	0	0	0	4,080	4,080	
0	0	0	0	0	0	0	0	0	0	4,080	4,080	
100	0	100	100	450	1,200	0	0	0	0	0	1,200	
100	0	100	100	450	1,200	0	0	0	0	12,383	13,583	
376	0	376	1,227	376	50	50	50	50	576	500	1,076	
(9)	9	(0)	5,397	(0)	0	0	0	0	(0)	0	(0)	
0	0	0	3,421	0	0	0	0	0	0	0	0	
416	(416)	0	4,150	0	0	0	0	0	0	0	0	
556		556	3,737	556	0	0	0	0	556	0	556	
3,315	0	3,315	3,525	3,915	0	0	0	0	3,915	0	3,915	
0	0	0	0	0	0	0	0	0	0	0	0	
0	407	407	0	807	7,000	0	0	0	7,807	0	7,807	
0	0	0	0	0	400	3,500	0	0	3,900	0	3,900	
0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	400	3,500	0	3,900	0	3,900	
0	0	0	0	0	0	0	400	4,000	4,400	0	4,400	
0	0	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	400	400	7,432	7,832	
0	0	0	0	0	0	0	0	0	0	2,000	2,000	
0	0	0	0	0	0	0	0	0	0	1,000	1,000	
0	0	0	0	0	0	0	0	0	0	1,000	1,000	
0	0	0	0	0	0	0	0	0	0	1,000	1,000	
0	0	0	0	0	0	0	0	0	0	800	800	
0	0	0	0	0	0	0	0	0	0	2,000	2,000	
0	0	0	0	0	0	0	0	0	0	1,700	1,700	
0	0	0	0	0	0	0	0	0	0	4,000	4,000	
0	0	0	0	0	0	0	0	0	0	4,200	4,200	
4,654	0	4,654	21,458	5,654	7,450	3,950	3,950	4,450	25,454	25,632	51,086	
117	0	117	200	617	0	0	0	0	617	0	617	
0	0	0	0	0	0	0	0	0	250	0	250	
460	0	460	600	460	0	0	0	0	460	0	460	
577	0	577	800	1,077	0	0	0	0	1,327	0	1,327	
47	0	47	150	147	50	50	50	50	347	0	347	
47	0	47	150	147	50	50	50	50	347	0	347	

WATER CAPITAL IMPROVEMENT PROGRAM		Water Rates (City)	Total New FY26 Appropriations
*in thousands		(000)	(000)
G.	SUPERVISORY CONTROL & DATA ACQUISITION (SCADA)		
g-1	SCADA & RTU's for turnouts	0	0
g-2	SCADA System Upgrade	50	50
	SUBTOTAL	50	50
H.	MISCELLANEOUS IMPROVEMENTS		
h-1	Water Meter Replacement	400	400
h-2	Water Service Replacement	0	0
h-3	Valve Replacement Project	200	200
h-4	Hillside and Skyview Site Improvements	0	0
h-5	Hillside and Skyview Roof Replacement	0	0
h-6	Miscellaneous Painting	0	0
h-7	Advanced Metering Infrastructure (AMI)	0	0
h-8	PW Corporation Yard EMS Upgrade - see facilities	250	250
h-9	Roof Replacement at PW Corp Yard - See facilities	0	0
h-10	EV Chargers at the Corp Yard - See facilities	0	0
h-11	Alcazar and Donnelly Tanks Rehabilitation	300	300
	SUBTOTAL	1,150	1,150
TOTAL, WATER CAPITAL IMPROVEMENT PROGRAM		\$3,675	\$3,675

** Available Existing Funding - balance as of January 31, 2025 Project Budget Reports unless adjusted in Mid-Year Budget Amendment.

5-Year and beyond CIP totals include other revenue sources and grants

5 YEAR CIP PLAN												
** Available Existing Funding	Transfers	Total Available Existing, Net of Transfers	Total Adopted Project Appropriations to Date	Total FY26 Need (Existing + New)	FY27 Need	FY28 Need	FY29 Need	FY30 Need	FY26-30 Need Total	FY30+ Need	Total FY26-30+ Need	
(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)	(000)
3	0	3	207	3	0	0	0	0	3	500	503	
157	0	157	390	207	0	0	0	0	207	0	207	
160	0	160	597	210	0	0	0	0	210	500	710	
59	0	59	1,685	459	400	400	400	400	2,059	1,500	3,559	
47	0	47	175	47	0	100	100	200	447	400	847	
109	0	109	400	309	100	100	100	100	709	400	1,109	
0	0	0	355	0	50	50	50	50	200	0	200	
16	0	16	280	16	0	0	0	0	16	0	16	
3	0	3	50	3	0	0	0	0	3	0	3	
1,444	0	1,444	1,500	1,444	300	300	300	300	2,644	0	2,900	
705	0	705	810	955	0	0	0	0	955	0	955	
1,500	0	1,500	1,500	1,500	0	0	0	0	1,500	0	1,500	
525	0	525	525	525	0	0	0	0	525	0	525	
0	0	0	0	300	0	0	0	0	300	0	300	
4,407	0	4,407	7,280	5,557	850	950	950	1,050	9,357	2,300	11,913	
\$10,153	\$0	\$10,153	\$31,632	\$13,828	\$10,100	\$6,500	\$6,500	\$7,100	\$42,627	\$60,398	\$104,481	

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Appendix

Summary of Community Funding Awards

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**CITY OF BURLINGAME
COMMUNITY GROUP FUNDING
FISCAL YEAR 2025-26**

Organization	Awarded Amount
Burlingame Historical Society	\$2,440.00
Burlingame Neighborhood Network	4,480.00
CALL Primrose Center	14,310.00
Citizens Environmental Council - Burlingame	3,250.00
Community Gatepath	3,240.00
CORA	4,300.00
County of San Mateo Jobs for Youth	610.00
Health Right 360	400.00
Hillbarn Theatre, Inc.	280.00
HIP Housing	4,760.00
Legal Aid Society of San Mateo County	940.00
Life Steps Foundation	770.00
LifeMoves	7,300.00
Mission Hospice & Home Care	700.00
Mom's Against Poverty	1,750.00
Music at Kohl Mansion	540.00
Nami	2,840.00
Ombudsman Services of San Mateo County, Inc.	4,020.00
PARCA	980.00
Peninsula Choral Association DBA Peninsula Girls Chorus	530.00
Samaritan House - Core Services	5,500.00
Samaritan House/Safe Harbor/Winter Shelter	5,240.00
Silicon Valley Bicycle Coalition	1,080.00
Sonrisas Dental	2,720.00
Star Vista	1,380.00
Sustainable San Mateo County	2,200.00
Villages of San Mateo County	1,600.00
Woman's Coaching Alliance	1,840.00
Totals:	\$80,000.00

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