



# FY2021-22 OPERATING & CAPITAL BUDGET

CITY COUNCIL MEETING

Jovan D. Grogan, City Manager  
Qianyu Sun, Finance Director

June 22, 2021



# Objective

## Hold Public Hearing and Adopt Resolutions

- Approving FY2021-22 Operating and FY2022-26 Capital Improvement Program Budget
- Approving City Appropriations (Gann) Limit for FY2021-22
- Approving the User Fee Schedule for FY 2021-22

# Agenda



- I. General Fund
- II. Enhancements
- III. Reserves
- IV. Enterprise Funds
- V. Internal Service Funds
- VI. Capital Improvement Program (CIP)
- VII. Measure G
- VIII. Vehicles
- IX. Gann Limit
- X. User Fee Schedule
- XI. Alternatives
- XII. Request to City Council
- XIII. Questions & Discussion



# City Council Budget Deliberation Dates

Jun	Description	Meeting Start Time
June 1	<b>Budget Study Session:</b> <ul style="list-style-type: none"><li>• Presentation of Proposed Operating Budget</li><li>• Council Questions</li></ul>	5:00pm
June 8	<b>1<sup>st</sup> Budget Hearing I:</b> <ul style="list-style-type: none"><li>• <i>Presentation of Proposed Operating Budget - continued</i></li><li>• <i>Response to Council Questions</i></li></ul>	7:00pm
June 9	<b>2<sup>nd</sup> Budget Hearing:</b> <ul style="list-style-type: none"><li>• <i>Presentation of Proposed CIP Budget</i></li><li>• <i>Response to Council Questions</i></li></ul>	5:00pm
June 22	<b>Budget Deliberation &amp; Adoption</b>	7:00pm



# FY2021-22 Proposed Budget Stats

**\$193M All  
Fund Budget**

**\$51M  
General Fund  
Budget**

**246 FTE  
Positions**

**104 Capital  
Improvement  
Projects**



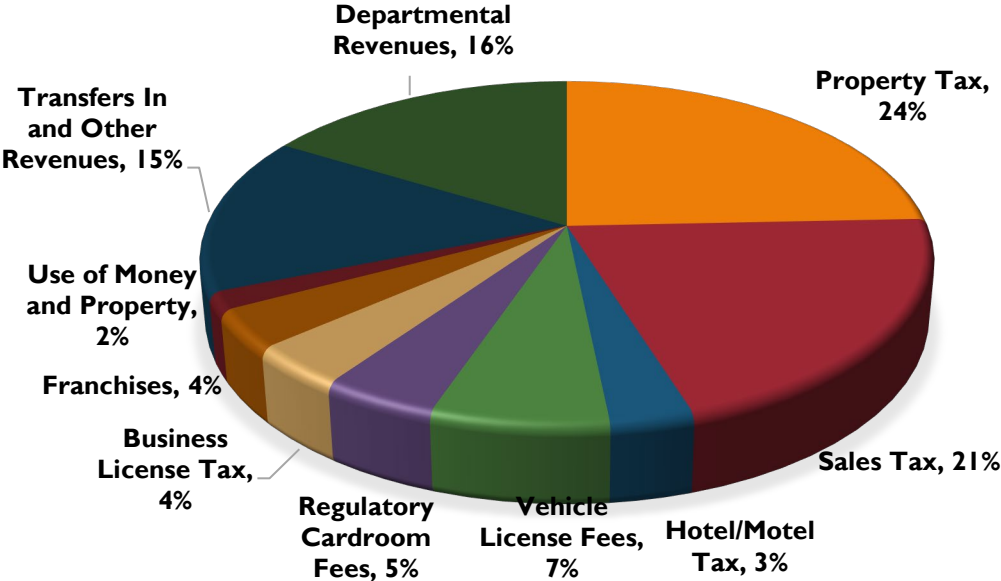
# Projected FY2021-22 Summary

<b>General Fund</b>	<b>FY2021-22 Projected (Millions)</b>
<b>Projected Beginning Fund Balance</b>	<b>\$2.6</b>
Revenues	49.7
Expenditures	50.9
<b>Surplus / (Deficit)</b>	<b>(1.2)</b>
<b>Projected Ending Fund Balance prior to Measure G Transfer</b>	<b>1.4</b>
Transfer from Measure G	0.6
<b>Projected Ending Fund Balance <i>(prior to enhancement requests)</i></b>	<b>2.0</b>

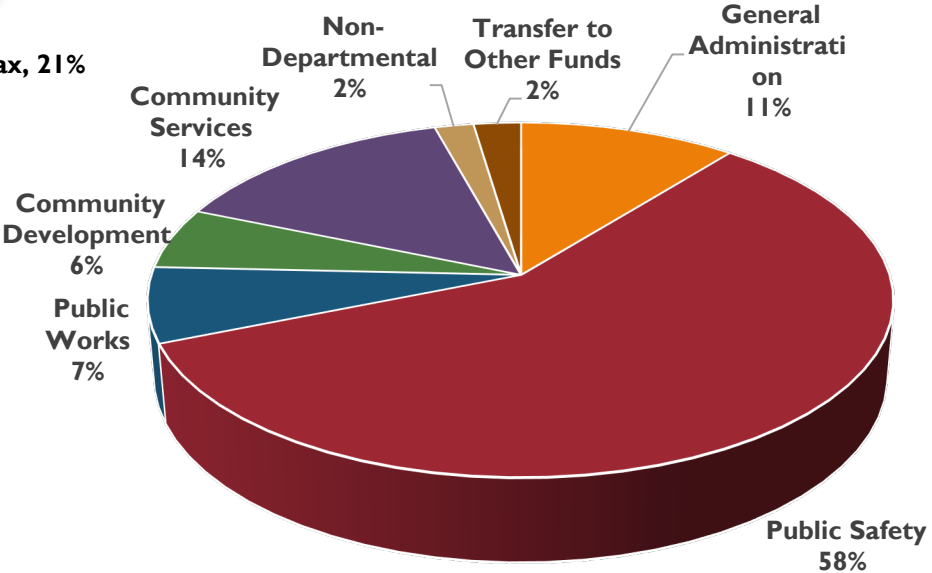
# General Fund Summary



## REVENUES



## EXPENDITURES



Source: City of San Bruno, City Manager's Proposed Budget FY2021-22



# GF Revenue Highlight

- ❖ Property tax is to increase moderately with the housing market remaining hot
- ❖ Sales tax will increase about 11% when economic activities increase after the State fully opens
- ❖ TOT will increase by 72% but still more than half behind the pre-COVID level
- ❖ Vehicle License Fees will be 9% lower as more schools are converting to basic schools





# General Fund Revenues

Revenue Source	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Amended Proposed Budget	% Change in Budget
Taxes	\$30,111,147	\$29,269,753	\$32,647,846	8%
Franchises	1,871,561	1,806,948	1,839,000	-2%
Use of Money & Property	827,837	(330,635)	858,184	4%
Allocation & Other Revenues	10,866,207	10,923,223	6,700,733	-38%
Department Revenues	6,029,129	7,143,804	8,236,525	37%
Total	\$49,705,881	\$48,813,093	50,282,289	1%



# Expenditure Pressures

- ❑ Rising Pension Costs (CalPERS)
- ❑ Health and other insurance costs
- ❑ Union MOU negotiations
- ❑ Status quo baseline budgeting means...
  - Reduced staffing (*recent cuts cannot be fully restored*)
  - Limited ability for enhanced facility & infrastructure maintenance
  - Significant backlog of capital projects remain
  - No easy decisions (*cannot address all needs*)



# General Fund Expenditures

Department	FY2020-21 Amended Budget	FY2020-21 Estimated Actual	FY2021-22 Amended Proposed Budget	% Change in Budget
General Government	\$5,708,143	\$5,700,887	\$5,843,898	2%
Police	19,594,878	18,151,301	19,434,117	-1%
Fire	12,086,529	12,388,384	11,887,657	-2%
Public Works	4,348,695	4,155,105	3,709,016	-15%
Community & Economic Development	3,715,022	3,517,596	3,018,968	-19%
Community Services	7,831,399	7,682,552	7,817,757	0%
Non-Departmental*	(3,063,216)	(2,781,367)	(832,007)	-73%
<b>Total</b>	<b>\$50,21,450</b>	<b>\$48,814,459</b>	<b>\$50,879,406</b>	<b>1%</b>

\*Note: Non –Departmental includes cost allocation recovery and transfer out for debt service payments.

Source: City of San Bruno, City Manager’s Proposed Budget FY2021-22



# General Fund Summary

	<b>FY2020-21 Amended Budget</b>	<b>FY2020-21 Estimated Actual</b>	<b>FY2021-22 Amended Proposed Budget</b>
Beginning Fund Balance	<b>\$2,574,788</b>	<b>\$2,574,788</b>	<b>\$2,573,422</b>
Total Operating Revenues*	49,708,881	48,813,093	50,282,289
Total Operating Expenditures	(50,221,450)	(48,814,459)	(50,879,406)
Surplus / (Deficit)	(515,569)	(1,366)	(597,117)
Ending Fund Balance	<b>\$2,059,219</b>	<b>\$2,573,422</b>	<b>\$1,976,305</b>

\* Operating Revenues include interfund transfers for budget balancing.



# General Fund Unrestricted Reserves

Reserve Type	Reserve Policy Target	FY2020-21 Estimated Ending Balance	FY2021-22 Budget Ending Balance
General Fund	\$1,500,000	\$2,573,422	\$1,976,305
General Fund Reserve	25% of annual, budget expenditures	12,288,675	12,288,675
General Fund Capital Reserve	Goal of \$5,000,000	9,929,404	9,375,852
Emergency Disaster Fund	Target of \$3,000,000	1,946,538	2,714,538
<b>Total</b>		<b>\$26,738,039</b>	<b>\$26,355,370</b>



# Net General Fund Reserves

Reserve Type		FY2021-22 Budget Ending Balance
<b>Unrestricted Reserves</b>		<b>\$26,355,370</b>
<b>Enterprise Fund Deficit</b>		
	City Net Services	(14,588,174)
	Stormwater Fund	(1,039,726)
<b>Unrestricted Reserves - Subtotal</b>		<b>\$10,727,470</b>
Equipment Reserve		3,373,544
<b>Net General Fund Reserves</b>		<b>\$14,101,015</b>



# General Fund Enhancements

## Total GF Enhancement Requests: \$540,891

Depart. / Division	Item	Ongoing Cost	One-Time Cost	Rev Increase/ Exp Decrease	Net Impact
City Manager	Professional services support	\$150,000			\$150,000
Human Resource	HR Information System Upgrade	40,000	60,000		100,000
Finance	Data analysis software	30,660		27,660	3,000
Police	Contract officers, software support and maintenance support renewal	358,152		320,502	37,650



# General Fund Enhancements

Depart. / Division	Item	Ongoing Cost	One-Time Cost	Rev Increase/ Exp Decrease	Net Impact
PW Admin	Prin. Civil Engineer, Contact Engineer, temp help, software	290,650		158,000	132,650
Planning	Affordable Housing Implementation Plan, Planning/Housing Intern, PT clerical support	36,500	70,000	70,000	36,500
Building	Contract Inspector, PT clerical support	12,500			12,500
Recreation	Holiday decorations		25,000		25,000
Parks Maintenance	Special project OT, position reclass	163,785		120,194	43,591
<b>Totals</b>		<b>\$1,082,247</b>	<b>\$155,000</b>	<b>\$696,356</b>	<b>\$540,891</b>





# Revised Proposed ARPA Position Funding (through FY 2025-26)

## ARPA Position Funding

Positions	Position Cost FY21-22	Proposed FY21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25 (ends @ 12/31/24)	Projected FY 25-26	Total ARPA Funding
<b>ARPA Funding %</b>		100%	75%	50%	25%	0%	
Information Technology Associate*	135,918	91,229	104,997	72,098	37,130	-	305,454
Police Officer	153,824	153,824	118,829	81,596	42,022	-	396,271
Firefighter	151,837	151,837	117,294	80,542	41,479	-	391,152
Associate/Assistant Civil Engineer	155,835	155,835	120,383	82,663	42,571	-	401,451
Long Range/Advance Planning Senior Planner*	162,951	109,341	125,880	86,437	44,515	-	366,173
PW Maintenance Worker I (2 FTE)	194,632	194,632	150,353	103,243	53,170	-	501,398
Deputy Community Services Director	194,641	91,945	150,360	103,247	53,172	-	398,725
Parks Maintenance Worker I (2 FTE)	194,632	194,632	150,353	103,243	53,170	-	501,398
Part-time Parks Maintenance Assistant	30,142	30,142	23,285	15,989	8,234	-	77,650
Part-time Administrative Assistant	30,142	30,142	23,285	15,989	8,234	-	77,650
Senior Planner @ 25% (Current Planning)	40,738	40,738	31,470	21,609	11,129	-	104,946
Exec. Assistant to City Manager	118,475	118,475	91,522	62,845	32,365	-	305,207
Senior Building Inspector (on-demand)	132,480	132,480					132,480
Library Services Part-time Personnel	92,714	92,714	71,622	49,180	25,328		238,843
<b>Annual Total</b>	<b>1,788,961</b>	<b>1,587,966</b>	<b>1,279,632</b>	<b>878,680</b>	<b>452,520</b>	<b>-</b>	<b>4,198,798</b>

# ARPR Financial Summary



Item	Actual FY 20-21	Proposed FY21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Total ARPA Funding
Business Grants	290,000	112,000				402,000
Proposed CIP Funding		750,000	1,100,000	900,000		2,750,000
Proposed Position Funding		1,587,966	1,279,632	878,680	452,520	4,198,798
	290,000	2,449,966	2,379,632	1,778,680	452,520	7,350,798

*Green = updated from original proposed budget*

*Does not include 4 positions that were proposed to be funded by Measure G (Econ. Development Manager, Police Officer, Firefighter, & Fire Inspector)*

## American Rescue Plan Act Financial Summary of Proposed Uses

Total ARPA Revenue	10,240,344
Proposed through FY 2024-25	7,350,798
<b>Unallocated ARPA Funds</b>	<b>\$ 2,889,546</b>



# Measure G

## **Measure G – General Purpose Sales Tax of 1/2cent**

- ❑ *Annual revenue next fiscal year, \$3.5M*

## **Measure G Ballot Question**

Shall the City of San Bruno's measure to fund city services/facilities such as neighborhood police patrols; fire prevention services; urban wildfire protection; crime suppression/investigation; pothole/street repair; increasing parking supply; upgrading parks/other city services/facilities; expanding services supporting local businesses; by levying a 1/2¢ sales tax, providing approximately \$4,000,000 annually, until ended by voters, with independent citizens' oversight, no money for Sacramento, all funds spent locally, be adopted?



# Measure G – Proposed Uses Summary in FY2021-22

Item	CM Proposed Budget FY2021-22	Amended Proposed Budget FY2021-22	Oversight Committee Recommendations
<b>Projected Beginning Fund Balance</b> <i>(rounded)</i>	<b>\$1,253,000</b>	<b>\$1,253,000</b>	<b>\$1,253,000</b>
<b>FY 2021-22 Revenue Budget</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,500,000</b>
<b><u>Proposed Uses in FY2021-22</u></b>			
CIP Street Projects	1,400,000	1,400,000	1,400,000
Downtown Streetscape Plan Implementation - Landscape Architectural Services <i>(Enhancement Request)</i>	300,000	300,000	
Employee Positions <i>(Enhancement Request)</i>	804,000	517,000	
Wildfire Mitigation / Fuel Reduction* <i>(Enhancement Request)</i>	-	150,000	150,000
Contribution to Public Safety and Park Maintenance	600,000	600,000	
Pavement Repair Truck	240,000	240,000	240,000
<b>Total Proposed Uses</b>	<b>\$3,344,000</b>	<b>\$3,207,000</b>	<b>\$1,790,000</b>
<b>Projected Ending Fund Balance</b>	<b>\$1,409,000</b>	<b>\$1,546,000</b>	<b>\$2,963,000</b>

\* Initially proposed to be funded from the GF Capital Reserve / One-time Initiatives Fund  
 Source: City of San Bruno, City Manager's Proposed Budget FY2021-22



# Funding Decision for Measure G & ARPA



# Funding Decisions for Measure G & ARPA

## □ How to fund...

1. FY2021-22 Stormwater Deficit  
*\$1M*
2. Proposed Measure G Funded Employee Positions  
*\$517K*
3. Transfer to General Fund to Support Public Safety & Parks Maintenance  
*\$600K*
4. Downtown Streetscape Plan Implementation  
*\$300K*

# I. How to Fund Stormwater Deficit



- Direct Staff to include funding of FY2021-22 Stormwater Deficit of \$1,039,726

## Recommended Alternatives

- Use Measure G funds  
and/or
- Use American Rescue Plan Act (ARPA) funds



# Measure G – Proposed Uses Summary in FY2021-22

Item	CM Proposed Budget FY2021-22	Amended Proposed Budget FY2021-22	Oversight Committee Recommendations
<b>Projected Beginning Fund Balance</b> <i>(rounded)</i>	<b>\$1,253,000</b>	<b>\$1,253,000</b>	<b>\$1,253,000</b>
<b>FY 2021-22 Revenue Budget</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,500,000</b>
<b><u>Proposed Uses in FY2021-22</u></b>			
CIP Street Projects	1,400,000	1,400,000	1,400,000
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\* Initially proposed to be funded from the GF Capital Reserve / One-time Initiatives Fund  
 Source: City of San Bruno, City Manager's Proposed Budget FY2021-22



# ARPR Financial Summary (Amended Proposed)



Item	Actual FY 20-21	Proposed FY21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Total ARPA Funding
Business Grants	290,000	112,000				402,000
Proposed CIP Funding		750,000	1,100,000	900,000		2,750,000
Proposed Position Funding		1,587,966	1,279,632	878,680	452,520	4,198,798
	290,000	2,449,966	2,379,632	1,778,680	452,520	7,350,798

*Green = updated from original proposed budget*

*Does not include 4 positions that were proposed to be funded by Measure G (Econ. Development Manager, Police Officer, Firefighter, & Fire Inspector)*

## American Rescue Plan Act Financial Summary of Proposed Uses

Total ARPA Revenue	10,240,344
Proposed through FY 2024-25	7,350,798
<b>Unallocated ARPA Funds</b>	<b>\$ 2,889,546</b>

*Sufficient funding to cover \$1M  
Stormwater Deficit*



## 2. Proposed Measure G Funded Employee Positions

### □ How to fund...

## Proposed Measure G Funded Employee Position, \$517K

#### Measure G Funding

Positions	Position Cost in FY21-22	Proposed FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Total Measure G Funding
<i>Measure G Funding %</i>		<i>100%</i>	<i>67%</i>	<i>33%</i>	<i>0%</i>	
Economic Development Manager	174,389	117,008	119,747	61,670	-	298,425
Police Officer	153,824	153,824	105,626	54,397	-	313,847
Firefighter	151,837	151,837	104,261	53,695	-	309,793
Fire Inspector	140,384	94,057	96,397	49,644	-	240,098
<b>Annual Total</b>	<b>620,434</b>	<b>516,726</b>	<b>426,031</b>	<b>219,406</b>	<b>-</b>	<b>1,162,163</b>

#### General Fund Pickup

Positions	Position Cost in FY21-22	Proposed FY 21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Total GF Funding
<i>GF Baseline Pickup %</i>		<i>0%</i>	<i>33%</i>	<i>67%</i>	<i>100%</i>	
Economic Development Manager	174,389	-	59,275	123,956	190,560	373,791
Police Officer	153,824	-	52,285	109,339	168,088	329,711
Firefighter	151,837	-	51,609	107,926	165,916	325,452
Fire Inspector	140,384	-	47,717	99,785	153,401	300,903
<b>Annual Total</b>	<b>620,434</b>	<b>-</b>	<b>210,886</b>	<b>441,006</b>	<b>677,965</b>	<b>1,329,857</b>
<i>Annual Increased Pickup</i>			<i>210,886</i>	<i>230,121</i>	<i>236,959</i>	

# 2. Proposed Measure G Funded Employee Positions



## ARPR Financial Summary (w/ Proposed Measure G Positions)

Item	Actual FY 20-21	Proposed FY21-22	Projected FY 22-23	Projected FY 23-24	Projected FY 24-25	Total ARPA Funding
Business Grants	290,000	112,000				402,000
Proposed CIP Funding		750,000	1,100,000	900,000		2,750,000
Proposed Position Funding		2,104,692	1,758,917	1,207,790	622,012	5,693,410
	290,000	2,966,692	2,858,917	2,107,790	622,012	8,845,410

*Green = updated from original proposed budget*

Includes 4 positions that were proposed to be funded by Measure G (Econ. Development Manager, Police Officer, Firefighter, & Fire Inspector)

## American Rescue Plan Act Financial Summary of Proposed Uses

Total ARPA Revenue	10,240,344
Proposed through FY 2024-25	8,845,410
<b>Unallocated ARPA Funds</b>	<b>\$ 1,394,934</b>

Sufficient funding to cover \$1M Stormwater Deficit



# 3. Transfer to General Fund to Support Public Safety & Parks Maintenance

## □ How to fund...

Transfer to General Fund to Support Public Safety & Parks Maintenance, *\$600K*

### Sample Allocations:

- 2 Police Officers @ \$300,000
- 2 Fire Fighters @ \$300,000
- or,
- 1 Police Officers @ \$150,000
- 2 Fire Fighters @ \$300,000
- 1 Parks Maintenance Worker \$100,000
- \$50,000 of Parks Maintenance Operating Supplies

*Needed to support the City's baseline budget, as it recovers from financial impacts related to COVID-19*

- *Current Year Measure G Support: \$2M in Adopted FY20-21 Budget*
- *Proposed Upcoming Year Measure G Support: \$0.6K in Proposed FY21-22*

*A reduction of \$1.4M*

### NOTE

*While recognizing that the baseline budget support drops by \$1.4M, the Citizens Revenue Oversight Committee expressed concerns that there was not an articulated plan to end the support and encouraged use of other funds if possible.*



### 3. Transfer to General Fund to Support Public Safety & Parks Maintenance

<b>General Fund</b>	<b>FY2021-22 Projected (Millions)</b>
<b>Projected Ending Fund Balance</b> <i>(with Measure G transfer and enhancements)</i>	<b>1.5</b>
<i>Less Measure G Transfer for Baseline Public Safety and/or Park Maintenance</i>	<b>0.6</b>
<b>Final Projected Ending Fund Balance</b>	<b>0.9</b>

- ❖ *City's Reserve Policy Target is a min of \$1.5M ending fund balance in the General Fund*



## 4. Downtown Streetscape Plan Implementation

### □ How to fund...

Downtown Streetscape Plan Implementation **\$300K**

#### Funding Options Alternatives

□ Use Measure G funds

and/or

□ Use General Fund Capital Reserve & One-time Initiatives Fund *(projected ending balance of \$5M, excluding funding for new Recreation & Aquatic Facility)*



# Enterprise, ISF, CIP, Equipment, Gann Limit & User Fees



# Enterprise Fund Summary

<b>Fund</b>	<b>FY2021-22 Operating Revenue</b>	<b>FY2021-22 Operating Expenditure</b>	<b>Surplus/ (Deficit)</b>	<b>FY2021-22 Ending Fund balance</b>
Water	\$17,077,121	\$10,551,800	\$6,525,321	\$33,881,971
Wastewater	\$17,989,376	\$10,152,468	\$7,836,908	\$27,148,129
Stormwater	\$659,500	\$1,534,673	(\$875,173)	(\$1,039,726)
CityNet Services	\$9,810,775	\$9,478,829	\$331,946	(\$14,588,174)





# Internal Service Fund Reserves

Fund	Reserve Policy Target	FY2020-21 Ending Balance	FY2021-22 Ending Balance
Central Garage	25% of annual, budget expenditures	\$56,573	\$141,077
Building & Facilities	25% of annual, budget expenditures	316,222	304,994
Technology	25% of annual, budget expenditures	395,540	189,459
Self Insurance	N/A	1,074,067	1,074,067
<b>Total</b>		<b>\$1,842,402</b>	<b>\$1,709,597</b>



# Proposed CIP FY2021-22 Funding Summary

Fund	Carryover Appropriations	FY2021-22 Funding Request	FY2021-22 Project Funding	Total 5-Year Program
Water	\$16,826,221	(\$2,941,796)	\$13,884,425	\$76,434,425
Wastewater	15,539,232	4,975,109	20,514,341	65,974,341
Stormwater	1,680,681	1,769,283	3,449,964	3,449,964
CityNet Services		250,000	250,000	250,000
Parks	712,093	4,944,522	5,656,615	8,956,615
Facilities	19,262,570	9,733,279	28,995,849	55,876,030
Police	73,231	0	73,231	73,231
Streets	6,473,449	6,198,000	12,671,449	25,281,449
Technology	340,150	619,850	960,000	3,160,000
<b>Total</b>	<b>\$60,907,626</b>	<b>\$25,548,247</b>	<b>\$86,455,873</b>	<b>\$239,456,054</b>



# Equipment & Vehicle Requests

Request	Fund	Equipment Replacement	Vehicle Replacement	New Acquisition
4 Marked Ford Police Interceptors	Police		\$320,000	
1 Unmarked Toyota Sienna Minivan	Police		45,000	
1 Community Service Ford F250	Police		55,000	
Patrol Rifles	Police	166,000		
Mobile Command Vehicle (21-22)	Fire			75,000
Pavement Repair Truck	Streets			240,000



# Equipment & Vehicle Requests

Request	Fund	Equipment Replacement	Vehicle Replacement	New Acquisition
John Deere Zero Turn Mower	Parks	\$15,000		
Mower Trailer	Parks	8,000		
	<b>TOTAL:</b>	<b>\$189,000</b>	<b>\$420,000</b>	<b>\$315,000</b>



# Gann Limit

- Voter approved initiatives to limit amount of tax-generated revenue
- Based on FY1978-79 budget adjusted each year
  - ✓ Cost of living
  - ✓ Population growth
- Adjusted FY2021-22 appropriation is well below the limit by 28%



# Draft Cost Recovery Policy

- ▲ Reviewed during March 2, 2021 City Council Meeting
- ▲ Provides a framework for the City Council to communicate to the public why fees have different cost recovery levels
- ▲ Once established, the Policy would be reviewed during future User Fee Updates or when the City Council believes review is necessary
- ▲ Creates flexibility for staff to respond to unusual circumstances or unique opportunities in its pricing of services



# Draft Cost Recovery Policy

## ▲ Levels

- Full Cost Recovery or Near Full Cost Recovery (80-100%)
  - Building Permits
- Medium Cost Recovery (40-80%)
  - Middle School Recreation Programs
- Low Cost Recovery (0-40%)
  - Senior Lunch Program



# Proposed User Fees

## ▲ Summary of Changes

<b>Change in Fees</b>	<b>Number of Fees</b>
Increase	273
Decrease	10
New	88
Remain as currently set	121
Deposit based / Based on actual cost	21
Varies dependent on cost recovery	34
<b>Total Fees</b>	<b>547</b>





# Action Items & Q/A



# Request to City Council

## Hold Public Hearing and Adopt Resolutions

- Approving FY2021-22 Operating and FY2022-26 Capital Improvement Program Budget
- Approving City Appropriations (Gann) Limit for FY2021-22
- Approving the Cost Recovery Policy and User Fee Schedule for FY 2021-22



# Alternatives

- Amend the appropriation amounts contained in the proposed budget at the time of the approval.
- Do not approve proposed budget appropriations effective July 1, 2021.
  - ✓ In this case, the City Council can adopt an alternate resolution assuring continued municipal operations.
    - Recommend also adopting proposed CIP budget.
  - ✓ An alternate resolution for this purpose is attached to this report.

# Questions and Discussion





THE END