

City of Brisbane

Agenda Report

To: City Council via City Manager
From: Administrative Services Director
Subject: Adoption Resolutions to Approve the Fiscal Year 2012/13 Budget
Date: Meeting of June 18, 2012

Purpose:

To provide a fiscal plan which ensures the long-term financial security of the City while maintaining essential services.

Recommendation:

Adopt the attached resolutions to approve the budget for Fiscal Year (FY) 2012/13.

Background:

April 14, 2008 – Staff presented an updated 5-year projection to City Council which showed the need for holding positions open, reducing expenditures and looking at new revenues sources in order to reduce projected deficits. As part of this presentation staff described the process it was beginning to undertake to do a City-wide reorganization as positions came open over the next 5 years to ensure the programs, services, and facilities which the community has come to rely upon would be protected even as the City down-sized.

January 5, 2009 – Staff updated the 5-year projection based on the economic turmoil of the Fall of 2008.

June 27, 2011 – City Council adopted First year of Two year budget presented (FY 2011/12)

September 26, 2011 – Subcommittee presented budget process and categorization of services for City Council review and discussion

January 23, 2012 – Staff presented outcome of the September 26, 2011 meeting to newly constituted Council, provided a first cut and cost of providing MUST level services, and presented ideas from staff related to ways of reaching a balanced budget including: reductions in programs, closing facilities, selling assets, impact of additional labor concessions, further reduction in staffing levels, changing reserve policies, provided \$500,000 of discretionary expenditure items, and additional revenue sources.

February 13, 2012 – Staff presented the impact of VWR would have on the budget. Council directed staff to do a more in depth analysis of Parks and Recreation programs provided as part of budget review.

February 27, 2012 – Staff presented budget process and categorization of services for Council discussion. Staff also presented the idea of showing impact of incremental cuts on the budget during the budget discussions.

April 9, 2012 – Council discussed: a proposed budget schedule, format budget information would presented in, and information related to presentation of Parks and Recreation program analysis. Staff discussed that the five year period beginning in 2008 was near the end and that at the end of the year the new updated organizational chart which represents the reorganized structure while maintaining and protecting the current level of programs, services, and facilities would be presented to to City Council

April 16, 2012 – Staff reviewed feedback from April 9, 2012 meeting to ensure presentation of budget would be in the format City Council desired. Council further discussed the issue of placing services in various categories.

May 29, 2012 – Staff presented an overview of the budget as well as the interim reorganization. Council discussed Council, City Manager, Administrative Services, Community Development, City Attorney, and Marina and Aquatics budget.

June 4, 2012 – Council discussed Fire, Public Works, and Police budgets.

June 11, 2012 – Council discussed Parks and Recreation budget and the Parks and Recreation Program analysis.

June 13, 2012 – Council completed the discussion of the Parks and Recreation budget, discussed the Master Fee schedule, further discussed the placing of services in categories, and the Successor Agency Budget.

Discussion

Changes to the Budget

Attachment A of the Resolution lists the items which were specifically discussed by City Council and the resulting changes in the budget.

Fiscal Impact:

Based on the changes the City Council has made the projected deficit for FY 2012/13 is approximately \$960,000. There are enough General Fund reserves to provide for this deficit. It is anticipated the General Reserves will be approximately \$5,800,000 as of June 30, 2013.

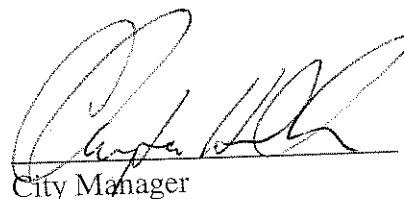
FY 2013/14 shows a projected deficit of about \$270,000. Based on the changes to this year's budget and past history of revenues coming in slightly higher than projected and Department Heads monitoring spending we could anticipate being in balance in FY 2013/14. However, if there is further stress to the economy or another major business leaves town we will need to further look at our expenditures to ensure a balanced budget.

Attachments:

Resolution 2012-13
Resolution GVMID 2012-01
Attachment A



Stuart Schillinger
Administrative Services Director



City Manager

RESOLUTION NO. 2012-13

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BRISBANE
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR 2012-2013 AND
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED**

WHEREAS, a proposed annual budgets for the City of Brisbane for the Fiscal Years commencing July 1, 2012 and ending June 30, 2013 was submitted to the City Council and

WHEREAS, the City Council has made certain revisions, corrections, and modifications to said proposed budget at Budget Study Sessions held on May 29th, June 4th, and June 11th and June 13th.

NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, that the proposed budget, as submitted is adopted as the annual budgets for the Fiscal Years commencing July 1, 2012 and ending June 30, 2013 and thereby appropriates the amounts budgeted.

BE IT FURTHER RESOLVED, that the proposed budget shall be modified, revised and corrected to the extent provided by the City Council's actions prior to the adoption of this Resolution and as reflected in Exhibit A attached and incorporated as though set forth in full.

PASSED, APPROVED AND ADOPTED this 18th day of June 2012.

Cliff Lentz
Mayor

I hereby certify that the foregoing **Resolution No. 2012-13** was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 18th, 2012 by the following vote:

AYES:
NOES:
ABSENT:

Sheri Marie Spediacci
City Clerk

	Budget	Council Approved	Council Reduction	Amount left to be determined
City Council				
Educational Material for City Management and Leadership	\$ 1,825	\$ 325	\$ 1,500	\$ -
Ceremonial Events	\$ 500	\$ 500		\$ -
Mayor Art Appreciation Awards	\$ 300	\$ 300		\$ -
Council Celebrations	\$ 1,500	\$ 750	\$ 750	\$ -
Travel and Training	\$ 8,729	\$ 5,000	\$ 3,729	\$ -
City Clerk				
Citizen's Academy	\$ 5,000		\$ 5,000	\$ -
Travel and Training	\$ 2,400	\$ 1,000	\$ 1,400	\$ -
City Manager				
Annual Yard Waste Clean-up weekend	\$ 10,500	\$ -	\$ 10,500	\$ -
Urban Forest Management	\$ 20,000	\$ 10,000	\$ 10,000	\$ -
Travel and Training	\$ 5,200	\$ 900	\$ 4,300	\$ -
Co-Sponsorships				
Miscellaneous	\$ 20,000	\$ 20,000		\$ -
Open Space and Ecology				
Open Space Maintenance	\$ 23,000	\$ 10,000	\$ 13,000	\$ -
Travel and Training	\$ 500	\$ 500	\$ -	\$ -
Finance				
Federal Requests	\$ 1,000	\$ -	\$ 1,000	\$ -
Travel and Training	\$ 9,460	\$ 4,000	\$ 5,460	\$ -
Human Resources				
Recruitments	\$ 800	\$ 200	\$ 600	\$ -
Website access related to compensation and benefit info.	\$ 1,900	\$ -	\$ 1,900	\$ -
Liebert, Cassidy and Whitmore Consortium training	\$ 4,800	\$ -	\$ 4,800	\$ -
Employee Recognition Program	\$ 150	\$ 150	\$ -	\$ -
IEDA for Labor Relations	\$ 19,300	\$ 19,300	\$ -	\$ -
Travel and Training	\$ 3,800	\$ 2,000	\$ 1,800	\$ -
City Attorney				
Travel and Training	\$ 5,000	\$ 2,500	\$ 2,500	\$ -
Community Development				
Books and Publications	\$ 1,020	\$ -	\$ 1,020	\$ -
Travel and Training	\$ 3,000	\$ 3,000	\$ -	\$ -
Library				
Subsidy to the Brisbane Library	\$ 23,000	\$ 23,000		\$ -
Police				
Award Plaques and Flowers	\$ 150	\$ -	\$ 150	\$ -
Travel and Training	\$ 5,225	\$ 2,200	\$ 3,025	\$ -
Travel and Training	\$ 2,150	\$ 1,150	\$ 1,000	\$ -
Travel and Training	\$ 11,850	\$ 11,850	\$ -	\$ -
Crossing Guard	\$ 7,550	\$ 7,550	\$ -	\$ -
Fire				
Books and Publications	\$ 1,500	\$ -	\$ 1,500	\$ -
Weed Abatement Program	\$ 18,500	\$ 8,500	\$ 10,000	\$ -

	Budget	Council Approved	Council Reduction	Amount left to be determined
Fire prevention and public education training materials	\$ 1,000	\$ 1,000	\$ -	\$ -
Equipment Maintenance	\$ 61,270	\$ 41,270	\$ 20,000	\$ -
Sinking Fund	\$ 20,500	\$ 20,500	\$ -	\$ -
Public Works				
Travel and Training	\$ 4,845	\$ 1,600	\$ 3,245	\$ -
Visitation Tree Trimming	\$ 5,200	\$ -	\$ 5,200	\$ -
Parks and Recreation				
Sign Maker Materials	\$ 5,000	\$ 5,000		\$ -
On-line Registration Fees	\$ 7,500	\$ 7,500		\$ -
Parks and Recreation Commission Special Events	\$ 500	\$ 500		\$ -
Special Merit awards	\$ 100	\$ 100		\$ -
Travel and Training	\$ 2,580	\$ 1,500	\$ 1,080	\$ -
Telephone Mission Blue Center	\$ 400	\$ 400		\$ -
Telephone Community Center	\$ 400	\$ 400		\$ -
Portable Toilets at Fisherman's Park	\$ 3,200	\$ 3,200		\$ -
Brisbane School District	\$ 37,400	\$ 37,400		\$ -
Jefferson High School District	\$ 67,500	\$ 67,500		\$ -
Senior Trips	\$ 2,800	\$ 2,800		\$ -
Senior Club	\$ 20,400	\$ 20,400		\$ -
Day in the Park/Community Festival	\$ 21,000	\$ 21,000		\$ -
Festival of Lights	\$ 3,000	\$ 3,000		\$ -
Beautification Day	\$ 600	\$ 600		\$ -
Fire Hydrant Painting	\$ 500	\$ 500		\$ -
Lagoon Clean-up Day	\$ 400	\$ 400		\$ -
Books and Publications	\$ 100	\$ -	\$ 100	\$ -
Disc Jockey (for Teen Dances)	\$ 1,900	\$ 1,900		\$ -
Dance and Party food supplies	\$ 1,000	\$ 1,000		\$ -
Special Merit awards	\$ 600	\$ 600		\$ -
Travel and Training	\$ 300	\$ -	\$ 300	\$ -
Computer and Game Console (Teen Center)	\$ 2,500	\$ -	\$ 2,500	\$ -
Marina and Aquatics				
Travel and Training (Pool)	\$ 665	\$ -	\$ 665	\$ -
Travel and Training (Marina)	\$ 400	\$ 400	\$ -	\$ -
Central Services				
San Mateo County Telecommunication Authority	\$ 2,525	\$ 2,525		\$ -
Skyline Community College	\$ 2,500	\$ 2,500	\$ -	\$ -
Peninsula Conflict Resolution Center	\$ 1,550	\$ 1,550		\$ -
Sustainable San Mateo County	\$ 1,500	\$ 1,500		\$ -
San Mateo County Transit Shuttle Program (City Share)	\$ 1,250	\$ 1,250	\$ -	\$ -
Airport Roundtable Committee	\$ 1,500	\$ 1,500	\$ -	\$ -
Bay Bio	\$ 500	\$ 500	\$ -	\$ -
San Mateo County Youth Summer Job	\$ 300	\$ 300		\$ -
Postage for Star/City News	\$ 2,500	\$ 2,500	\$ -	\$ -
Council Programming	\$ 21,000	\$ 21,000	\$ -	\$ -
Brisbane Star/City News	\$ 6,000	\$ 6,000	\$ -	\$ -
Printing of History Book	\$ 10,000	\$ 10,000	\$ -	\$ -
Holiday Luncheon	\$ 2,000	\$ 2,000	\$ -	\$ -
Travel and Training	\$ 1,000	\$ -	\$ 1,000	\$ -
Contribution to Chamber of Commerce	\$ 20,400	\$ 20,400	\$ -	\$ -
Total	\$ 567,694	\$ 448,670	\$ 119,024	\$ -

RESOLUTION NO. GVMID 2012-01

**A RESOLUTION OF GUADALUPE VALLEY
MUNICIPAL IMPROVEMENT DISTRICT (GVMID)
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEARS 2012-2013
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED**

WHEREAS, a proposed annual budget for the Guadalupe Valley Municipal District (GVMID) for the Fiscal Years commencing July 1, 2012 and ending June 30, 2013 was submitted to the Board of Directors, and

WHEREAS, a public hearing and proceedings for the adoption of said budget have been duly held and

WHEREAS, the GVMID Board has made certain revisions, corrections, and modifications to said proposed budget at Budget Study Sessions held on May 29th, June 4th, June 11th and June 13th 2012.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the GVMID that the proposed budget, as submitted, is adopted as the annual budget for the Fiscal Years commencing July 1, 2012 and ending June 30, 2013 and thereby appropriates the amounts budgeted.

BE IT FURTHER RESOLVED, that the proposed budget shall be modified, revised and corrected to the extent provided by the Board of Director's actions prior to the adoption of this Resolution and as reflected in Exhibit A attached and incorporated as though set forth in full.

PASSED, APPROVED AND ADOPTED this 18th day of June 2012.

Cliff Lentz
President of the Board

I hereby certify that the foregoing **Resolution No. GVMID 2012-01** was duly and regularly adopted at a regular meeting of the Guadalupe Valley Municipal Improvement District on June 18th, 2012 by the following vote:

AYES:

NOES:

ABSENT:

Sheri Marie Spediacci
District Secretary

	Budget	Council Approved	Council Reduction	Amount left to be determined
City Council				
Educational Material for City Management and Leadership	\$ 1,825	\$ 325	\$ 1,500	\$ -
Ceremonial Events	\$ 500	\$ 500		\$ -
Mayor Art Appreciation Awards	\$ 300	\$ 300		\$ -
Council Celebrations	\$ 1,500	\$ 750	\$ 750	\$ -
Travel and Training	\$ 8,729	\$ 5,000	\$ 3,729	\$ -
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Citizen's Academy	\$ 5,000		\$ 5,000	\$ -
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City Manager				
Annual Yard Waste Clean-up weekend	\$ 10,500	\$ -	\$ 10,500	\$ -
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Miscellaneous	\$ 20,000	\$ 20,000		\$ -
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Sustainable San Mateo County	\$ 1,500	\$ 1,500		\$ -
San Mateo County Transit Shuttle Program (City Share)	\$ 1,250	\$ 1,250	\$ -	\$ -
Airport Roundtable Committee	\$ 1,500	\$ 1,500	\$ -	\$ -
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