

City of Brisbane

Agenda Report

To: City Council via City Manager
From: Stuart Schillinger, Administrative Services Director
Subject: Adoption Resolutions to Approve the Fiscal Year 2013/14 Budget
Date: Meeting of June 17, 2013

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) 2013/14.

Background:

May 28th 2013 – Staff presented an overview of the budget to the City Council

June 3rd 2013 – City Council reviewed the City Council, City Manager, City Clerk, Library, Co-Sponsored Events, Community Development, and Parks and Recreation budgets

June 10th, 2013 – City Council reviewed the Police, Fire, Public Works, Capital Improvement Projects, Open Space and Ecology, and Parks and Recreation budgets.

June 17th, 2013 – City Council reviewed the Finance, Human Resources, Legal Services, and Central Services budgets.

Discussion

Changes to the Budget

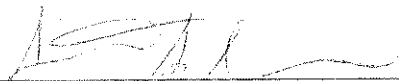
Attachment A of the Resolution lists the items which were specifically discussed by City Council and the resulting changes in the budget.

Fiscal Impact:

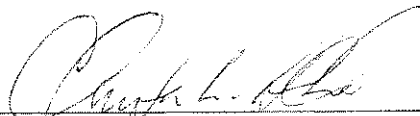
Based on the changes the City Council has made the projected deficit for FY 2013/14 is approximately \$835,000. There are enough General Fund reserves to provide for this deficit. It is anticipated the General Reserves will be approximately \$9,100,000 as of June 30, 2014. This amount includes the amount which was previously set aside in the Rainy Day Fund. A portion of the deficit (\$397,000), is due to the Board of Equalization providing us with excess Property Tax as Sales Tax in FY 2012/13. The City will receive this much less in revenues in FY 2013/14 than it should but a full payment will be restored in FY 2014/15.

Attachments:

Resolution 2013-24
Resolution GVMID 2013-01
Attachment A



Stuart Schillinger
Administrative Services Director



Clay Holstine
City Manager

RESOLUTION NO. 2013-24

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BRISBANE
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR 2013-2014 AND
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED**

WHEREAS, a proposed annual budget for the City of Brisbane for the Fiscal Years commencing July 1, 2013 and ending June 30, 2014 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 28th, June 3rd, and June 10th and June 24th.

NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, that the proposed budget, as submitted is adopted as the annual budget for the Fiscal Years commencing July 1, 2013 and ending June 30, 2014 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 24th day of June 2013.

Raymond C. Miller
Mayor

I hereby certify that the foregoing **Resolution No. 2013-24** was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 24th, 2013 by the following vote:

AYES:
NOES:
ABSENT:

Sheri Marie Spediacci
City Clerk

RESOLUTION NO. GVMID 2013-01

**A RESOLUTION OF GUADALUPE VALLEY
MUNICIPAL IMPROVEMENT DISTRICT (GVMID)
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEARS 2013-2014
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, 2013 and ending June 30, 2014 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 28th, June 3rd, June 10th and June 24th 2013.

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 Year commencing July 1, 2013 and ending June 30, 2014 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 24th day of June 2013.

Raymond C. Miller
President of the Board

I hereby certify that the foregoing **Resolution No. GVMID 2013-01** was duly and regularly adopted at a regular meeting of the Guadalupe Valley Municipal Improvement District on June 24th, 2013 by the following vote:

AYES:

NOES:

ABSENT:

Sheri Marie Spediacci
District Secretary

Exhibit A

Summary Sheet 1

Remove all Funds which have no entries

Remove Rainy Day Fund

Add Fund 555 which is the Capital Improvement Fund for the Marina – Currently not split out

Rename Other Post Employment Benefit Fund to Retiree Health/Stipend Fund

Summary Sheet 2

Add Housing Fund

Spell out acronyms like ERAF (Education Revenue Augmentation Fund) and HOPTR (Home Owner Property Tax Relief)

Combine investment earnings from Rainy Day Fund to General Fund - \$30,000

Reorder Funds so they are in numerical order

Add Business License Revenue to Capital Fund

Rename Parks and Recreation Fund to Marina Fund

Remove Revenue from Fund 882 and Create a separate Successor Agency Budget

Summary Sheet 3

Update for New Proposed/Approved CIPs

- Repair Docks and Replace Required Flotation Elements of Docks
- Marina Dredging – Bathymetric Survey
- Bayshore Blvd. – Underground 8" Force Main
- Glen Park Pump Station Upgrade
- Pressure Reducing Valve Construction and Fire Mains
- SCADA System Replacement
- Annual Pavement Maintenance Program
- Repair Roof Leaks at Fire Station
- Remediate Mold in Fire Station
- New Financial System

Remove second closed parenthesis from Debt Service

Summary Sheet 4

Fix formatting throughout to make consistent

Place in numerical order

Remove Successor Agency amount from 882 and create separate Successor Agency Budget

Add descriptions for 2001 A and 2001 B Bonds

Rename Parks and Recreation Fund to Marina Fund

Rename OPEB Fund to be consistent with Summary Sheet 1

Summary Sheet 5

Spell out acronym LIRA (Low Income Rate Assistance)

Remove extraneous numbers outside of chart used normally for checking purposes

Personnel Allocation Table

Add Title to new Personnel Allocation Table

Add Totals at bottom of final page of new Personnel Allocation Table

Under Administrative Services Director Successor Agency should be 20% not 2%

Change Teen Center to Teen Services for Recreation Supervisor

Second Personnel Table update to read 2013/14 not 2102/13

Remove extraneous line in Recreation Section

Detail Budget Pages

Create a new line for Personnel costs for all budgets and show Salary in that line item.

Add \$10,000 for Volunteer Projects to City Council Account 52241 Special Department Expenses

Add \$9,000 to Human Resources for Personnel Rules and Regulations update through our Labor Attorney Account 52235 Professional Services

Change Number of Sergeants from 3 to 4 in the parenthesis after CPOA in Police Patrol Budget Account 52233 Memberships

Footnote that any repairs to Station 81 (Brisbane Fire Station) will be handled in the Capital Improvement Budget

Emergency Operations Center Budget Complete back up information with Mission Statement, Program Description, and Information under each account number as to typical purchased made with allocated funds.

Add \$9,000 to Recreation – Parks and Facility Operations Mission Blue Field Mission Blue Field Program

Close the Teen Center

- Move portion of staff hours from Teen Center coverage to Lipman After School Program and possibly Library After School Program
- Eliminate Drop-in Teen Center Cost of \$3,700
- Add new program Other Teen Activities include \$20,000 for budget

Make participant information consistent throughout the Parks and Recreation Department – Use average number of users per day

Add Participant data for Aquatics programs

Add \$300 for membership to Bay Area Open Space Council in Central Services Memberships budget

Add \$5,000 for Clean-up of City Owned Property on Visitacion Avenue

Remove Successor Agency Debt from City's Debt Service Schedules

Create a Budget for the Housing Fund

- Include \$5,000 for HIP Housing
- Include \$1,409 for HEART