

**Summary of Departmental Budget
2012/13
City Management Department**

	Number of Positions	Annual Salary 2012/13	Annual Benefits 2012/13
City Manager*	1	207,386	102,830
City Clerk	1	106,061	47,624
Deputy City Clerk/ Executive Assistant	1	74,156	31,329
Open Space Analyst	.55	34,859	20,872
Office Specialist	.1	5,326	1,181
Total Salaries and Benefits		427,788	203,836

* City provides Housing Assistance through a Housing Loan Program approved by City Council

Department/Division: Total City Management -- All Program Budgets					General/Open Space Funds Funds 100		
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Recommended Budget
SALARIES							
51101 Salaries	526,202	589,353	578,647	443,875	396,883	396,889	387,603
51201 Part-time Salaries	39,061	44,479	49,282	93,320	41,005	39,470	40,185
51301 Overtime	0	0	0	0	0	0	0
Total Salaries	565,263	633,831	627,929	537,195	437,888	436,359	427,788
BENEFITS							
51502 City Pers Contribution	53,749	89,633	86,833	64,294	73,565	69,093	88,685
51503 Employee Paid Pers Contribution	26,169	0	0	0	0	0	0
51506 Life Insurance	1,499	1,495	1,200	831	1,215	814	1,210
51507 Medicare Tax	9,112	9,273	9,193	7,926	6,349	6,370	6,203
51508 Social Security Tax	0	155	238	1,987	0	0	0
51509 Flexible Benefits	62,979	74,460	58,893	50,805	57,565	52,324	55,716
51510 Retiree Health	0	0	0	0	0	0	0
51511 Long-Term Disability	3,303	3,339	2,728	1,936	3,231	1,706	3,155
51602 Dental Insurance	6,380	6,260	5,885	4,310	4,047	4,047	4,047
51603 Vision Insurance	1,933	2,327	2,122	1,740	1,908	1,376	2,004
51605 Employee Assistance Program	214	464	160	112	120	220	118
51704 Auto Allowance	13,301	13,120	13,236	10,427	10,800	10,810	10,800
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,000	3,000	3,000
51706 Phone Allowance	846	835	842	842	840	840	840
51709 PARS Contribution	3,300	50,532	47,253	32,319	32,342	32,600	28,059
51710 Deferred Compensation	53,755	0	0	0	0	0	0
Total Benefits	239,562	254,874	231,591	180,539	194,982	193,200	203,837
INSURANCE							
51800 Liability Insurance	24,071	27,867	32,435	35,498	28,408	28,407	30,598
51501 Worker's Compensation	20,647	23,902	27,820	30,448	25,353	25,353	27,308
Total Insurance	44,718	51,769	60,255	65,946	53,760	53,760	57,907
SERVICES AND SUPPLIES							
52221 Communications	0	0	0	0	0	0	0
52231 Equipment Maintenance	400	0	0	0	439	0	439
52233 Memberships	4,095	3,182	4,278	3,746	2,120	2,985	2,120
52234 Office Expense	11,413	11,427	14,292	11,521	16,600	15,065	16,600
52235 Professional Services	29,255	8,724	2,996	7,003	5,000	11,400	0
52236 Equipment Rental	0	0	0	0	0	0	0
52241 Special Department Expense	116,764	101,246	52,168	30,138	84,500	55,200	8,500
52243 Travel & Training	6,129	8,305	5,992	6,904	6,700	3,500	0
Total Services & Supplies	168,056	132,884	79,725	59,312	115,359	88,150	27,659
FIXED ASSETS							
55100 Land							
53300 Equipment							
Total Fixed Assets	0	0	0	0	0	0	0
TOTAL BUDGET	1,017,598	1,073,359	999,500	842,992	801,990	761,469	717,491

Department/Division: 201 City Clerk							General Fund Fund 100
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Recommended Budget
SALARIES							
51101 Salaries	91,638	101,062	101,991	107,942	108,494	108,500	106,061
51201 Part-time Salaries	1,336	670	2,093	5,245	-	3,700	
51301 Overtime	0	0	-	-			
Total Salaries	92,974	101,732	104,085	113,187	108,494	112,200	106,061
BENEFITS							
51502 City Pers Contribution	8,962	14,448	14,631	14,464	18,227	18,000	21,988
51503 Employee Paid Pers Contribution	6,216	0	-	-			
51506 Life Insurance	300	301	264	264	405	264	405
51507 Medicare Tax	1,409	1,536	1,570	1,647	1,573	1,600	1,538
51508 Social Security Tax	0	0	-	-			
51509 Flexible Benefits	5,263	14,542	6,317	12,536	16,537	16,500	17,066
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	673	730	638	638	883	638	863
51602 Dental Insurance	1,150	1,133	1,143	1,143	1,140	1,140	1,140
51603 Vision Insurance	0	432	422	468	538	400	564
51605 Employee Assistance Program	43	47	39	39	40	40	39
51704 Auto Allowance	3,628	3,578	3,610	3,610	3,600	3,610	3,600
51705 Housing Allowance	0	0	-	-			
51706 Phone Allowance	423	417	421	421	420	420	420
Total Benefits	28,067	37,163	29,055	35,228	43,363	42,612	47,624
INSURANCE							
51800 Liability Insurance	4,025	4,612	5,768	6,364	7,038	7,038	7,586
51810 Worker's Compensation	3,452	3,955	4,947	5,459	6,282	6,282	6,771
Total Insurance	7,477	8,567	10,715	11,823	13,320	13,320	14,357
SERVICES AND SUPPLIES							
52231 Equipment Maintenance	400	0	-	-	200	-	200
52233 Memberships	345	458	903	596	345	385	345
52234 Office Expense	7,535	6,393	7,995	7,812	8,100	6,000	8,100
52235 Professional Services	12,823	8,724	514	-	-	-	-
52236 Equipment Rental	0	0	-	-			
52241 Special Department Expense	22,134	13,757	14,683	8,514	16,000	16,000	8,500
52243 Travel & Training	1,091	843	1,265	946	2,400	1,200	-
Total Services & Supplies	44,327	30,174	25,360	17,868	27,045	23,585	17,145
TOTAL BUDGET	172,845	177,637	169,215	178,106	192,223	191,717	185,187

201 – CITY CLERK

Mission Statement

It is the mission of the City Clerk's Office to promote openness in government by processing and recording City Council actions and managing all official records of the Council promptly and efficiently.

Program Description

The Office of the City Clerk is the central source of public records of the City government which must be readily available to the city officials, the public, and city staff. The City Clerk is responsible for the preparation of agendas, the recording and maintenance of all Council actions, filing of legal notices, coordination and administration of all City records, documents and public files. The City Clerk advertises and receives bids; conducts all bid openings; maintains the City's Municipal Code; receives all claims filed against the City; and serves as the official custodian of the City Seal. The City Clerk is also the Filing Officer for all Fair Political Practices Commission Statements required of elected officials, department heads and other designated employees. Citizens frequently look to the City Clerk's Office for general information regarding the City organization.

The City Clerk is the Elections Officer for the City. In this capacity, the City Clerk administers all election tasks required for Municipal Elections, receives nomination papers and verifies signatures with the Registrar of Voters.

Budget Line Item Descriptions

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous repairs to office equipment, repairs and minor upgrades to computer equipment, etc.,	200	200	200	200

52233 Memberships

Includes the cost for the following memberships:

	2009/10	2010/2011	2011/2012	2012/2013
National Notary Association Test, Bond, and Insurance	110	110	110	110
City Clerk's Association of California	135	135	135	135
International Institute of Municipal Clerks	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	345	345	345	345

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Includes program's share of department general office supplies, postage, books and publications, advertisements, printed forms and flyers, computer supplies and software, boxes for inactive files, and updates to the Municipal Code	6,500	8,100	8,100	8,100

52241 Special Departmental Expense

	2009/10	2010/2011	2011/2012	2012/2013
Coordinate Citizens Academy	0	0	5,000	0
Election	7,800	0	5,000	0
Storing Inactive Records at Storage Facility	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>8,500</u>
Total	13,800	6,000	16,000	8,500

52243 Travel and Training

This account reflects the following travel and training expenses:

	2009/10	2010/2011	2011/2012	2012/2013
City Clerk's Association of California Annual Conference	1,200	1,200	1,200	0
New Law and Election Seminar	<u>0</u>	<u>1,200</u>	<u>1,200</u>	<u>0</u>
Total	1,200	2,400	2,400	0

Department/Division: 203 - City Manager						General Fund Fund 100	
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Recommended Budget
SALARIES							
51101 Salaries	434,564	488,291	476,655	335,933	288,389	288,389	281,542
51201 Part-time Salaries	6,547	9,429	10,842	51,544	5,435	200	5,326
51301 Overtime	0	0	-	-	-	-	-
Total Salaries	441,111	497,719	487,497	387,478	293,824	288,589	286,869
BENEFITS							
51502 City Pers Contribution	41,811	70,332	67,093	44,724	49,362	45,117	59,471
51503 Employee Paid Pers Contribution	19,953	0	-	-	-	-	-
51506 Life Insurance	1,199	1,194	937	568	810	550	805
51507 Medicare Tax	7,252	7,285	7,177	5,846	4,260	4,200	4,160
51508 Social Security Tax	0	155	238	1,987	-	-	-
51509 Flexible Benefits	48,779	50,861	44,308	26,873	29,203	24,000	26,447
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	2,630	2,610	2,091	1,298	2,347	1,068	2,292
51602 Dental Insurance	4,598	4,530	4,112	2,538	2,280	2,280	2,280
51603 Vision Insurance	1,699	1,674	1,467	1,003	1,075	680	1,129
51605 Employee Assistance Program	171	417	121	73	80	180	78
51704 Auto Allowance	9,674	9,542	9,626	6,818	7,200	7,200	7,200
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,000	3,000	3,000
51706 Phone Allowance	423	417	421	421	420	420	420
51709 PARS Contribution	3,300	50,532	47,253	32,319	32,342	32,600	28,059
51710 Deferred Compensation	53,755	0	-	-	-	-	-
Total Benefits	198,266	202,531	187,861	127,477	132,360	121,295	135,341
INSURANCE							
51800 Liability Insurance	18,643	21,852	24,899	27,183	19,061	19,061	20,519
51810 Worker's Compensation	15,991	18,743	21,356	23,315	17,012	17,012	18,313
Total Insurance	34,634	40,595	46,255	50,498	36,073	36,073	38,831
SERVICES AND SUPPLIES							
52221 Communications	0	0	-	-	-	-	-
52231 Equipment Maintenance	0	0	-	-	239	-	239
52233 Memberships	3,750	2,724	3,375	3,150	1,775	2,600	1,775
52234 Office Expense	3,583	4,959	6,199	3,059	8,500	8,500	8,500
52235 Professional Services	14,332	0	-	-	-	400	-
52241 Special Department Expense	55,729	37,909	7,934	5,801	30,500	10,000	-
52243 Travel & Training	4,960	7,319	4,487	5,717	3,800	2,000	-
Total Services & Supplies	82,354	52,911	21,994	17,727	44,814	23,500	10,514
FIXED ASSETS							
55100 Land							
53300 Equipment							
Total Fixed Assets	0	0	0	0	0	0	0
TOTAL BUDGET	756,368	793,757	743,598	583,180	507,091	469,457	471,555

203 – City Manager

Mission Statement

It is the mission of the City Manager's Department to provide leadership and administrative direction for the implementation of the policies and the accomplishment of the objectives set forth by the City Council. We will recruit and retain quality employees, and maintain and provide informational services to citizens and departments in a timely and effective manner.

Program Description

This department's purpose is to provide policy recommendations for the City Council as well as overall administrative leadership for the implementation of City policies as established by the Council. This shall include providing administrative direction to department managers in order to accomplish the goals and objectives in the City budget. This shall also include insuring that staff reports and all relevant materials and information shall be made available in a timely and equitable basis to the City Council and to the public. The department also acts as Council's representative in order to meet with citizens, employees or businesses to present the City's position or implement its policies.

The department also is responsible for the implementation of the City's Redevelopment Plans for Project Areas #1 and #2 in order to eradicate blight, provide necessary public improvement, and enhance the City's tax base. This shall include implementing programs for the provision of low and moderate income housing to help preserve the economic diversity of the community.

Budget Line Item Descriptions

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous repairs to office equipment, repairs and minor upgrades to computer equipment, etc.,	252	239	239	239

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
<u>City Manager</u>				
ICMA	1,400	1,400	1,400	1,400
California City Management Foundation	100	100	100	100
San Mateo County City Manager's Assoc.	75	75	75	75

<u>Deputy City Clerk/Executive Assistant</u>				
International Institute of Municipal Clerks	155	155	100	100
City Clerks Association of California	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	1,830	1,830	1,775	1,775

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Includes program's share of department general office supplies, postage, books and publications, advertisements, printing forms and flyers, etc., and computer supplies and software.	10,500	10,500	8,500	8,500

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Annual yard waste cleanup weekend	10,500	10,500	10,500	0
Urban forest management	<u>46,326</u>	<u>29,835</u>	<u>20,000</u>	<u>0</u>
Total	56,826	40,335	30,500	0

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Meal expenses while attending various local meetings or for hosting various meetings (i.e., Chamber of Commerce monthly meeting)	530	530	530	0

Also includes the cost for attendance at the following:

<u>City Manager</u>				
ICMA	0	1,275	2,000	0
League of California Cities	1,060	1,060	600	0
City Management Conference			1,200	0
UC Berkeley executive development	0	7,000	0	0
Management Team Retreat	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>
Total	3,590	11,865	3,800	0

Department/Division: 205 Event Cosponsorship

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Recommended Budget
SALARIES							
51201 Part-time Salaries							
Total Salaries	0	0	0	0	0	0	0
BENEFITS							
51502 City Pers Contribution							
51506 Life Insurance							
51507 Medicare Tax							
51508 Social Security Tax							
51509 Flexible Benefits							
51510 Retiree Health							
51511 Long-Term Disability							
51602 Dental Insurance							
51603 Vision Insurance							
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
Total Benefits	0	0	0	0	0	0	0
INSURANCE							
51800 Liability Insurance							
51810 Worker's Compensation							
Total Insurance	0	0	0	0	0	0	0
SERVICES AND SUPPLIES							
52221 Communications				373.89			
52231 Equipment Maintenance							
52233 Memberships							
52234 Office Expense	74			500		400	
52235 Professional Services	2,100		2,482	7,003	5,000	11,000	-
52236 Equipment Rental				65			
52241 Special Department Expense	21,640	26,570	14,303	12,030	15,000	9,200	-
52243 Travel & Training							
Total Services & Supplies	23,814	26,570	16,785	19,973	20,000	20,600	0
FIXED ASSETS							
53200 Land							
53300 Equipment			73.55				
Total Fixed Assets	0	0	74	0	0	0	0
TOTAL BUDGET	23,814	26,570	16,859	19,973	20,000	20,600	0

Department/Division: 300 Open Space and Ecology					General Fund and Open Space Fund Fund 100		
Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Recommended Budget
SALARIES							
51201 Part-time Salaries	31,178	34,380	36,346	36,531	35,570	35,570	34,859
51301 Overtime							
Total Salaries	31,178	34,380	36,346	36,531	35,570	35,570	34,859
BENEFITS							
51502 City Pers Contribution	2,975	4,853	5,110	5,106	5,976	5,976	7,227
51506 Life Insurance	0	0	-	-			
51507 Medicare Tax	451	452	446	432	516	570	505
51508 Social Security Tax	0	0	-	-			
51509 Flexible Benefits	8,937	9,057	8,267	11,396	11,824	11,824	12,202
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	0	0	-	-			
51602 Dental insurance	632	597	629	629	627	627	627
51603 Vision Insurance	234	221	233	269	296	296	310
51605 Employee Assistance Program	0	0	-	-	-		-
51704 Auto Allowance	0	0	-	-			
51705 Housing Allowance	0	0	-	-			
51706 Phone Allowance	0	0	-	-			
Total Benefits	13,230	15,180	14,685	17,833	19,239	19,293	20,872
INSURANCE							
51800 Liability Insurance	1,403	1,403	1,768	1,951	2,308	2,308	2,493
51810 Worker's Compensation	1,204	1,204	1,517	1,674	2,059	2,059	2,225
Total Insurance	2,607	2,607	3,285	3,625	4,367	4,367	4,718
SERVICES AND SUPPLIES							
52221 Communications							
52231 Equipment Maintenance							
52233 Memberships							
52234 Office Expense	221.77	75.21	98	151		165	
52235 Professional Services	0	0	-				
52241 Special Department Expense	17,261	23,010	15,248	3,792	23,000	20,000	-
52243 Travel & Training	78	143	240	240	500	300	-
Total Services & Supplies	17,561	23,229	15,586	4,183	23,500	20,465	0
FIXED ASSETS							
53200 Land	446,647	46,723		11,692			
53300 Equipment							
Total Fixed Assets	446,647	46,723	0	11,692	0	0	0
TOTAL BUDGET	511,222	122,118	69,902	73,863	62,676	79,695	60,449

300- Open Space and Ecology

Mission Statement

It is the mission of the Open Space Department to implement the relevant programs and policies of the Open Space and Conservation Elements as well as the sustainability parts of the Local Economic Development chapter of the Brisbane General Plan.

Program Description

This department's purpose is to assist the Open Space and Ecology Committee to provide recommendations to the City Council on open space preservation issues and other programs and policies pertaining to conservation and sustainability. The department provides staff support to the Committee by directing research efforts and providing staff reports, minutes of meetings and other relevant materials on timely basis. The department is also responsible for implementation of City's Open Space Plan.

Budget Line Item Descriptions

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Vegetation Management Program for Brisbane Acres	22,580	22,924		
Open Space & Ecology Committee projects	<u>1,050</u>	<u>0</u>	<u>23,000</u>	<u>0</u>
Total	23,630	22,924	23,000	0

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Open and Space and Ecology Committee members travel	500	0	500	0

Department/Division: 900 Library							General Fund Fund 100	
Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13	
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Recommended Budget	
SERVICES AND SUPPLIES								
52232 Maint. Structures/Improvement.Grounds	6,305	5,996	3,170	3,511	5,130	3,600	5,130	
52234 Office Expense			1					
52235 Professional Services		320						
52242 Small Tools & Supplies	0	0	0	0				
52244 Utilities	1,596	1,565	1,067	1,348	1,800	1,800	1,800	
Total Services & Supplies	7,901	7,881	4,238	4,859	6,930	5,400	6,930	
OTHER								
52900 Contributions	16,993	21,355	19,312	20,561	22,000	20,000	-	
Total Other	16,993	21,355	19,312	20,561	22,000	20,000	0	
TOTAL BUDGET	24,894	29,236	23,550	25,420	28,930	25,400	6,930	

900 – LIBRARY

Mission Statement

The Library budget serves to provide funding necessary to ensure quality library services for the citizens of Brisbane.

Program Description

The City Council approved and entered into a Joint Powers Agreement for Library Services on January 11, 1999. Under this arrangement, the City no longer needs to subsidize the library to ensure extended hours up to 40 hours per week—this service is now provided as a function of this Agreement. The City, however, is responsible for all maintenance, repair and utility costs related to the space occupied by the library.

Budget Line Item Descriptions

52232 Maintenance—Structures, Improvements and Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Repairs (locks, windows, plumbing, electrical, etc.)	2,500	2,345	2,345	2,345
Janitorial service for the library portion of the Community Center	2,100	2,100	2,100	2,100
Landscaping contract maintenance	<u>685</u>	<u>685</u>	<u>685</u>	<u>685</u>
Total	5,285	5,130	5,130	5,130

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Gas, electricity, sewer and water to the library	1,800	1,800	1,800	1,800

52900 Contributions

	2009/10	2010/2011	2011/2012	2012/2013
City's ongoing subsidy to the Brisbane Library	21,000	21,000	22,000	0