

# *City of Brisbane*

## *Agenda Report*

To: City Council via City Manager  
From: Administrative Services Director  
Subject: Priority Setting for 2013/14 Budget  
Date: November 20, 2012

### **Purpose:**

Develop a process to ensure the 2013/14 budget meets the community values and desires while ensuring the long-term financial stability of the City.

### **Recommendation:**

Review list of functions provided by the City and place in the appropriate category.

### **Background:**

During the 2012/13 budget discussions City Council discussed the method of prioritizing City services and functions developed by the Labor and Budget subcommittee. The Council agreed on three categories "Must", "Important", and "Valuable". The Council also placed a number of functions and services within the "Must" category. The definitions of the three categories are below.

- **Must** - Services minimally required for a City to function which provide for the health and safety of the Community or required by law (Federal, State, Local)
- **Important** - Service or activity that affects a broad spectrum of the community; or critical to the effective and efficient operation of a City Department; and
- **Valuable** - Adds to the quality of life of the community; or not critical to provide for the safety or health of the community

### **Discussion:**

Last fiscal year (2011/12), the General Fund ended with a surplus of revenues of approximately \$1.7 million. This information is unaudited and may change after the outside financial audit is completed in December. This is about \$1 million more than anticipated last April. The change occurred in two basic areas Redevelopment and savings. The Redevelopment contributed about \$500,000 more than anticipated in administrative costs and returned property tax revenue. Additionally, the departments spent \$400,000 less than anticipated.

Last June Council adopted a budget which used approximately \$1,000,000 of reserves. Staff has reviewed this based on changes that have happened since June 30<sup>th</sup> and has provided an updated estimate. Staff anticipates revenues will be about \$1.5 million higher than previously anticipated. The majority of this is due to City Council adopting a Business License Fee for Recycling establishments of \$2.1 million instead of \$1,050,000. Other anticipated changes are in the amount the Redevelopment Agency will return in unused low/moderate income fund balance (\$400,000), and additional Sales and

Transient Occupancy Tax (\$100,000). There still may be additional income coming in from VWR but this is not part of the projections since staff does not have an indication from the State as to this number. Staff has not reprojected expenditures yet since only 4 months of the fiscal year has elapsed. It is known there will be some additional costs due to contract negotiations. However, this could be offset with lower than anticipated expenditures in other areas.

**Fiscal Impact:**

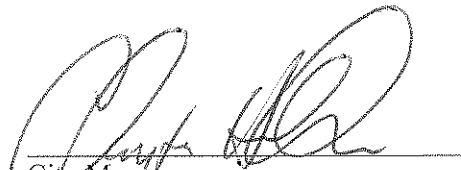
Since no decisions are being made tonight regarding which programs will be funded and which will not there is no impact on the City's financial condition. However, based on the final outcome of the overall budget process for FY 2013/14 there is an expectation the long-term impact will be to continue to have a financial stable City structure.

**Measure of Success**

Status of 2011/12 Revenues and Expenditures  
Update on 2012/13 Revenues  
The long-term financial stability of the City.



Administrative Services Director  
Stuart Schillinger



City Manager  
Clay Holstine

Attachments:  
Revenue and Expenditure Reprojections  
List of services with previous Council ranking

# ATTACHMENT A

Revenues	2011/12	2011/12	2012/13	2012/13
	Finance Department Projections	Actual Revenue	Budgeted Revenue	Finance Department Projections
Current Secured	1,700,000	1,807,447	1,898,777	1,806,126
Current Unsecured	8,100	16,852	6,976	10,000
Prior Year Tax	1,100	5,369		-
Supplemental Tax	43,000	43,223	43,920	43,920
Transfer Tax	20,000	34,646	24,638	24,638
VLF as Property Tax	280,000	248,569	283,608	223,961
Property Tax from RDA Area		394,522	100,000	500,000
ERAF	212,000	212,770	180,000	200,000
Sales Tax	3,280,000	3,312,054	1,600,000	1,600,000
Sales Tax as Property Tax	1,100,000	1,145,347	1,060,875	1,113,400
Sales Tax - Safety	29,000	29,258	29,358	29,358
Franchise Fees - P G & E	121,000	121,356	120,000	120,000
Franchise Fees - Scavenger	41,000	33,275	37,132	35,000
Franchise Fees - Cable TV	65,000	61,041	65,000	65,000
Transient Occupancy Tax	1,600,000	1,560,033	1,550,000	1,600,000
Business License Tax	390,000	332,213	375,000	350,000
Business License Penalty	3,000	4,021	3,000	3,000
Recology Business License			1,050,000	2,100,000
Grading Permits	53,000	184,066	95,684	95,684
Encroachment Permits	3,700	3,875	3,000	3,000
Wide Load Permits	1,800	2,506	1,421	1,421
Truck Haul Impact Fees	200,000	294,924	240,000	240,000
Building Permits	72,000	86,162	86,994	86,994
Home Occup/Misc Permits	2,300	2,436	2,584	2,584
Use Permits	9,100	11,997	5,900	5,900
Variances	5,100	5,171	3,000	3,000
Sign Permits	5,600	3,360	980	980
Vehicle Code Fines	52,000	37,697	40,000	40,000
City Code Violations	30,000	34,841	45,000	35,000
Abandoned Vehicle Abatement	6,000	6,673	5,231	5,231
Investment Earnings	30,000	23,865	30,000	30,000
Rents & Concessions	97,000	74,651	85,000	85,000
Unrealized Gain/Loss		1,094		
Motor Vehicle In-Lieu	9,000	2,141	9,997	2,100
H.O.P.T. R.	17,000	16,664	17,000	17,000
POST Reimbursements	500	1,789	-	
State Mandated costs		(3,480)	-	
Other Grant	10,000	2,740	3,000	3,000
SMC Vehicle Fee	6,000	6,312		
Zoning Fees	500	4,065	500	500
E.I.R. Fees	300	2,097	300	300
Sale of Publications	700	-	700	700

Strong Motion Fees (SMIP)	500	508	2,000	500
Design Review Fees	3,000	2,797	10,000	3,000
Certificate Of Compliance Fees	-	-	500	-
General Plan Amendment Fees	1,300	1,370		
Tentative Parcel Map Review		5,120	500	500
Appeal Fees		3,521	500	500
Plan Check Fees	200,000	143,531	115,000	115,000
Fire Department Services	69,000	81,146	91,176	81,000
Fire Paramedic Reimbursement	32,820	32,275	32,820	32,820
CPR Class Registration Fees		280		
Special Engineering Service	29,000	56,230	33,407	33,407
Planning Dept.Services	10,000	15,135	12,471	12,471
Police Dept.Services	2,300	2,095	2,425	2,425
Weed Abatement	2,800	2,820		
Sale of Copies	100	296	582	500
Police Reports		69	-	
P G & E Collection Fees	400	367	365	365
Indirect Cost Reimbursement	1,625,457	1,912,906	1,636,140	1,636,140
Contracted Services	33,800	24,377	-	
Sale of Surplus Property		155		
Return Check Fees		100		
Developer's Reimbursement	125,000	-	174,000	174,000
Prop Tax In-lieu	227,485	-	232,034	459,519
Miscellaneous Revenue	45,000	86,741	-	
Reimbursements-P.Y. Expenses		(14,452)		
Reimbursements-Current Year		306		
Transfers From Other Funds		62,415		
Transfer from PERS Surplus Fd	1,202,000	1,202,000		
Admn. Charge to B.P.F.A.	31,000	31,000	31,000	31,000
Admn. Charge to NER	5,000	5,000	5,000	5,000
Prior Year Adjustment				
	13,150,762	13,825,747	11,484,495	13,070,944

Expenditures	2011/12	2011/12	2012/13	2012/13
	Finance Department Projections	Actual Expenditures	Budgeted Expenditures	Finance Department Projections
City Council	145,070	145,192	114,200	114,200
City Clerk	191,717	200,872	186,187	186,187
City Manager	469,457	463,774	482,455	482,455
Co-Sponsorship	20,600	15,640	20,000	20,000
Open Space and Ecology	79,695	78,181	70,949	70,949
Finance	946,240	964,512	995,870	995,870
Human Resources	231,403	227,301	238,789	238,789
Legal Services	164,000	176,831	204,409	204,409
Community Development	773,457	812,757	870,410	870,410
Library	25,400	26,305	29,930	29,930
Police				
Admin	321,941	319,427	370,404	370,404
Communications	291,581	297,446	322,363	322,363
Patrol	2,301,038	2,112,809	2,211,704	2,211,704
Fire	2,380,818	2,351,789	2,421,514	2,421,514
Public Works				
Administration	510,054	379,044	541,319	541,319
Streets and Storm Drains	340,187	305,282	326,345	326,345
Building and Grounds	221,387	219,568	236,238	236,238
Landscape Maintenance	184,792	159,465	161,956	161,956
Emergency Operations Center	53,864	52,130	50,000	50,000
Central Services	443,820	415,576	480,181	480,181
Transfers	2,352,563	2,352,563	2,229,946	2,229,946
Total	12,449,084	12,076,464	12,565,169	12,565,169
<b>Change in Fund Balance</b>	<b>701,678</b>	<b>1,749,283</b>	<b>(1,080,674)</b>	<b>505,775</b>

## Service, Program, Function

### City Clerk

Administer Oaths	MUST
City Council/Commission Support	
Agenda	MUST
Correspondence	MUST
Minutes	MUST
Scheduling	MUST
File and post legal notices	MUST
Maintain Records of the City	MUST
Manage and Maintain Municipal Code	MUST
Receive and Open Bids	MUST
Receive Subpoenas	MUST
Run City Elections	MUST

### City Manager

Blog update	
City News, City Star preparation and mailing	
Executive Director of Redevelopment Agency	MUST
Oversee economic development	
Oversee special projects/administrative support to Council	
Provide administrative support to Open Space Committee	
Provide overall management for City	MUST
Run City Low/Mod Housing Program	MUST
Website update	

### Community Development

Analyze land use proposals, EIR's and projects of outside jurisdictions and agencies	MUST
Coordinate with all levels of government	MUST
Develop and analyze area and specific plans	MUST
Ensure capital project consistency with policies	MUST
Ensure compliance with various codes	MUST
Evaluate private and public development projects	MUST
Issue Building Permits and perform inspections	MUST
Maintain and Update General Plan	MUST
Planning Commission and City Council support	MUST
Process Permits	MUST
Provide Housing programs per State Law	MUST
Special Studies	
Update Housing Element	MUST
Work with other agencies on mutual planning issues	MUST
Zoning Administrator	MUST

## Service, Program, Function

### Finance

Accounting Services	MUST
Billing	MUST
Budget Preparation and Monitoring	MUST
Business Licenses	MUST
Cash receipt	MUST
Cash, investment, and debt management	MUST
Cost of Service Analysis	
Financial Report preparation	MUST
Grant Coordination	
Maintenance and operation of computer system	MUST
Payables	MUST
Payroll Processing	MUST
Performance Measure Coordination	
Prepare and compile reports	MUST
Utility Billing	MUST

### Fire

Manage vegetation for fire protection	MUST
Perform fire cause and determination investigations	
Protect life, property, and environment from fire	MUST
Provide automatic aid to surrounding areas	
Provide emergency medical care as first responder	MUST
Provide fire code inspections during building	MUST
Provide fire code inspections annual	MUST
Reinspection for fire code violations	MUST
Provide fire code plan review	MUST
Regulate storage and use of hazardous materials	MUST
Maintain Vehicles	MUST

### Human Resources

Develop Human Resource Policies	
Implement work place safety program	MUST
Maintain personnel records	MUST
Manage employee discipline	
Manage employee grievances	
Manage labor relations and negotiations	MUST
Manage personnel system	
Monitor training for employees	MUST
Perform job classification analysis	
Process benefit claims	MUST
Process terminations	MUST
Provide guidance related to employment laws and regulations	
Recruit employees	

**Service, Program, Function**

Marina

Own and manage Marina	
Bill customers	MUST
Dispose of hazardous materials	MUST
Enforce Marina rules and regulations	
Maintain marina facilities	
Docks	
Bathrooms - Private	
Bathrooms - Public	
Walkway	
Respond to emergencies at marina	MUST
Administration	
Customer Service	
Marketing	
Security	MUST

Parks and Recreation

Coordinate pre-school program	
Coordinate Senior Programs	
Trips	
Senior Center	
Lunches	
Coordinate Special Events	
Concerts in the Park	
Day in the Park/Brisbane Derby	
Festival of Lights	
Lagoon Clean-up	
Coordinate Teen Programs	
Teen Center	
Teen Dances	
Teen Trips	
Provide Adult Classes	
Provide Adult Sports	
Provide after school programs	
Provide lap swim	
Provide recreational swim	
Provide seasonal camps	
Provide Swim lessons	
Provide Youth Classes	
Provide Youth Sports	
Staff Parks and Recreation Commission	
Staff Youth Advisory Committee	
Provide support for Elementary School District Programs	
Provide support for High School District Programs	
Bus for Terra Nova and Oceana	
Late Bus for Terra Nova and Oceana	



**Service, Program, Function**

After school Library

Police

Enforce Traffic laws	MUST
Generate statistical reports	MUST
Maintain records	MUST
Maintain vehicles	MUST
Patrol City	MUST
Perform Detective Services - People	MUST
Perform Detective Services - Property	
Perform School Resource Officer functions	
Process evidence	MUST
Provide parking enforcement	MUST
Respond to calls for service	MUST

Public Works

Liaison/support CEV program	
Office of Emergency Services	MUST
Maintain City Buildings	
City Hall/Police Station	MUST
Mission Blue	
Mission Blue Restroom	
Community Center	
Library	
Fire Station	MUST
Teen Center	
Park Restrooms	
Senior Center	
Marina Offices	
Corporation Yard Building	MUST
Modular at School	
Pool Building	
Silver Spot Building	
Maintain City Parks	
Community Park	
Firth Park	
Mission Blue Park	
Quarry Road Park	
SkatePark	
Basketball Court	
Lipman Field/Tennis Courts	
Silver Spot Park	
Sierra Point Green	
Bay Trail	
Fisherman Pier	
Dog Park	

**Service, Program, Function**

Crocker Trail	
Maintain City Streets	MUST
Maintain City Storm drain system	MUST
Reporting requirements for NPDES	MUST
Maintain City Trees	
Maintain City Wastewater System	MUST
Maintain City Water System	MUST
Maintain Equipment	MUST
Maintain sidewalks	MUST
Maintain Sierra Point and Lighting and Landscaping District	MUST
Maintain street lights	MUST
Maintain traffic signals/signs	MUST
Maintain Vehicles	MUST
Provide inspection services for private development	MUST
Provide inspection services for public projects	MUST
Provide oversight for Capital Projects	MUST