

Department/Division: TOTAL PUBLIC WORKS -- ALL DEPARTMENTAL BUDGET						Various Funds Fund 100, 210, 540	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	
SALARIES							
51101 Salaries	1,583,357	1,362,521	1,145,516	#REF!	1,176,705	1,298,743	
51201 Part-time Salaries	17,376	11,239	38,761	70,052	0	0	
51301 Overtime	56,922	56,099	59,593	48,197	58,000	45,000	
Total Salaries:	1,657,655	1,429,859	1,243,870	#REF!	1,234,705	1,343,743	
BENEFITS							
51502 City Pers Contribution	217,546	185,961	188,007	149,637	172,948	194,583	
51503 Employee Paid Pers Contribution	0	0	0	0	0	0	
51506 Life Insurance	4,479	3,844	3,338	2,566	5,195	5,692	
51507 Medicare Tax	22,273	19,855	16,956	13,246	17,062	18,832	
51508 Social Security Tax	656	650	477	228	988	1,014	
51509 Flexible Benefits - Health	254,177	242,695	242,277	195,956	268,796	288,633	
51510 Retiree Health	0	0	0	0	0	0	
51511 Long-Term Disability	8,966	7,716	6,564	5,093	9,449	10,439	
51602 Dental Insurance	21,341	18,486	16,347	12,390	15,618	17,442	
51603 Vision Insurance	7,838	7,415	5,684	3,945	7,733	9,068	
51605 Employee Assistance Program	663	627	625	422	545	622	
51704 Auto Allowance	3,610	3,610	3,620	902	2,700	2,880	
51705 Housing Allowance	3,008	3,008	3,017	752	2,250	2,400	
51706 Phone Allowance	3,404	2,614	2,352	1,584	1,755	1,788	
51710 Deferred Compensation	0	30,058	7,788	10,394	3,111	8,414	
Total Benefits	547,961	526,538	497,051	397,115	508,150	561,806	
INSURANCE							
51800 Liability Insurance	87,149	97,220	84,458	62,689	48,113	50,724	
51810 Worker's Compensation	74,748	105,858	75,376	55,948	73,378	77,360	
Total Insurance	161,896	203,078	159,834	118,637	121,491	128,084	
SERVICES AND SUPPLIES							
52200 Safety Clothing	17,367	12,027	11,854	7,849	13,246	12,246	
52221 Communications	4,600	6,212	6,224	6,497	9,000	9,950	
52231 Equipment Maintenance	89,793	69,316	80,322	63,902	105,241	89,508	
52232 Maintenance-Structures/Improve/Grounds	400,335	246,429	320,450	355,586	360,844	436,282	
52233 Memberships	46,217	51,259	53,225	57,574	68,331	67,701	
52234 Office Expense	34,712	30,039	30,476	31,025	37,449	37,749	
52235 Professional Services	164,520	156,812	119,318	130,566	404,083	534,105	
52236 Equipment Rental	2,809	67	0	351	13,000	3,000	
52240 Rent-Real Property	0	0	0	0	0	0	
52241 Special Departmental Expense	90,898	92,110	108,910	190,034	52,058	739,843	
52242 Small Tools & Supplies	31,881	11,402	8,566	13,243	29,298	19,258	
52243 Travel & Training	2,668	4,988	2,996	2,261	10,160	10,160	
52244 Utilities	346,326	289,218	301,494	383,093	332,980	417,730	
52245 Water Purchases	307,509	347,095	460,372	558,028	429,000	597,048	
52246 Sewer Processing	717,332	706,140	503,668	904,517	789,000	822,000	
Total Services & Supplies	2,256,965	2,023,112	2,007,874	2,704,526	2,653,690	3,796,580	
OTHER							
54500 Depreciation	635,139	667,095	686,773	657,172	694,000	694,000	
55200 Interest			3,218	0	0	0	
Total Other	635,139	667,095	689,990	657,172	694,000	694,000	

Department/Division: TOTAL PUBLIC WORKS -- ALL DEPARTMENTAL BUDGET						Various Funds Fund 100, 210, 540	
Account and Title:	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Requested Budget	
FIXED ASSETS							
53100 Improvements	3,334	0	0	0	0	0	
53300 Equipment	22,651	31,301	21,390	21,390	37,682	37,682	
Total Fixed Assets	25,985	31,301	21,390	21,390	37,682	37,682	
EXPENDITURE TRANSFERS							
54250 Indirect Costs	1,046,526	1,042,956	923,170	1,000,247	943,638	735,676	
Total Expenditure Transfers	1,046,526	1,042,956	923,170	1,000,247	943,638	735,676	
TOTAL BUDGET	6,332,129	6,923,938	5,543,179	#REF!	6,193,357	7,297,572	

Department/Division: 4001 Public Works-Administration						General Fund Fund 100	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	
SALARIES							
51101 Salaries	493,905	435,327	246,948	65,922	283,599	280,531	
51201 Part-time Salaries	7,135	1,670	-	6,623			
51301 Overtime	4,130	410	355	-	500		
Total Salaries	505,171	437,407	247,304	72,545	284,099	280,531	
BENEFITS							
51502 City Pers Contribution	69,438	58,048	35,903	12,160	44,724	44,885	
51503 Employee Paid Pers Contribution	-	-	-	-	-	-	
51506 Life Insurance	1,080	914	480	231	1,068	1,076	
51507 Medicare Tax	7,289	6,365	3,343	1,068	4,112	4,068	
51508 Social Security Tax	30	57	-	228	-	-	
51509 Flexible Benefits - Health	55,997	55,733	34,803	17,252	50,354	52,308	
51510 Retiree Health	-	-	-	-	-	-	
51511 Long-Term Disability	2,463	2,100	1,040	415	2,308	2,284	
51602 Dental Insurance	4,930	4,121	2,235	1,143	3,078	3,192	
51603 Vision Insurance	1,827	1,687	776	367	1,524	1,659	
51605 Employee Assistance Program	153	140	147	40	107	114	
51704 Auto Allowance	3,610	3,583	2,715	-	1,800	1,440	
51705 Housing Allowance	3,008	2,986	2,262	-	1,500	1,200	
51706 Phone Allowance	1,298	1,070	667	-	498	432	
Total Benefits	151,123	136,803	84,372	32,904	111,075	112,657	
INSURANCE							
51800 Liability Insurance	29,252	33,079	21,232	5,186	11,596	10,956	
51810 Worker's Compensation	25,090	28,372	18,949	4,629	17,685	16,710	
Total Insurance	54,342	61,451	40,181	9,815	29,281	27,666	
SERVICES AND SUPPLIES							
52200 Safety Clothing	242	202	18	-	150	150	
52221 Communications	1,004	1,077	842		1,300	1,300	
52231 Equipment Maintenance	58	31	-	-	1,700	1,700	
52232 Maintenance Structures	-	153	-				
52233 Memberships	470	382	511	790	530	530	
52234 Office Expense	4,182	2,043	3,215	8,283	6,894	6,894	
52235 Professional Services	-	-	1,000	10,155	1,000	1,000	
52241 Special Departmental Expense	110	2,113	3,900	497	3,900	6,131	
52242 Small Tools & Supplies	106	72		141			
52243 Travel & Training	1,597	3,075	1,622	967	4,845	4,845	
52244 Utilities	-	-					
Total Services & Supplies	7,769	9,148	11,108	20,833	20,319	22,550	
FIXED ASSETS							
53300 Equipment							
Total Fixed Assets	0	0	0	0	0	0	
TOTAL BUDGET	718,405	644,808	382,964	136,097	444,773	443,404	

4001 -- Public Works Administration

Mission Statement

To provide overall management of the Engineering and Operations and Maintenance Divisions, and of the implementation of department objectives to sustain and enhance the quality of life within the City of Brisbane by providing safe, well-maintained public infrastructure and facilities.

Program Description

The Public Works Administration Program consists of the following areas of responsibility:

- Organization
- Personnel Management
- Planning
- Finance
- Risk Management and Legal Review
- Communications
- Records
- Emergency Management
- Safety

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Public Works Supervisor	0	0	0	0
Inspector	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>
Total	150	150	150	150

52221 Communications

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Cell Phones	3,700	1,000	1,000	1,000
Paging service	<u>100</u>	<u>300</u>	<u>300</u>	<u>300</u>
Total	3,800	1,300	1,300	1,300

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Includes mobile radio maintenance	2,500	200	200	200

Miscellaneous office equipment (fax, typewriters, chairs) repairs	500	500	500	500
Computer parts and repairs	<u>1000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	4,000	1,700	1,700	1,700

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
APWA Membership	140	140	174	174
AWWA Membership	173	173	231	231
Director's PE license renewal	0	125	125	0
Miscellaneous memberships	<u>125</u>	<u>0</u>	<u>0</u>	<u>125</u>
Total	438	438	530	530

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
General office and computer supplies	5,394	5,394	5,394	5,394
Postage	500	500	500	500
Books and publications	200	200	200	200
Advertisements	150	150	150	150
Printing	<u>650</u>	<u>650</u>	<u>650</u>	<u>650</u>
Total	6,894	6,894	6,894	6,894

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Government Outreach Service	0	0	1,000	1,000

**52241 Special Department
Expense**

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Annual updates to Engineering Division CAD Software	3,900	3,900	3,900	6,131

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Public works training workshops and seminars	1,175	0	1,175	1,395
League of Cities Annual Convention and Policy Committee	3,200	0	3,200	3,200
Monthly Chamber of Commerce luncheons	250	0	250	250
CCEA monthly meetings	<u>220</u>	<u>0</u>	<u>220</u>	<u>0</u>
Total	4,845	1,600	4,845	4,845

Department/Division: 4002 Public Works--Street/Storm Drain/Lighting Maintenance General Fund
Fund 100

Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expenditure	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget
SALARIES						
51101 Salaries	103,285	75,315	76,659	74,048	108,098	145,547
51201 Part-time Salaries						
51301 Overtime	6,780	8,469	7,529	6,796	8,000	
Total Salaries	110,065	83,784	84,188	80,844	116,098	145,547
BENEFITS						
51502 City Pers Contribution	14,060	9,528	12,636	12,521	17,047	23,288
51506 Life Insurance	269	156	173	163	405	577
51507 Medicare Tax	1,421	1,010	1,065	1,002	1,567	2,110
51508 Social Security Tax	-	-	-	-	-	-
51509 Flexible Benefits - Health	18,465	13,015	8,904	8,820	14,784	23,520
51510 Retiree Health	-	-	-	-	-	-
51511 Long-Term Disability	627	363	430	416	880	1,185
51602 Dental Insurance	1,168	771	752	708	1,140	1,653
51603 Vision Insurance	432	201	262	228	564	859
51605 Employee Assistance Program	40	25	26	25	40	59
51704 Auto Allowance	-	-	-	-	-	-
51705 Housing Allowance	-	-	-	-	-	-
51706 Phone Allowance	-	6	211	211	315	399
51710 Deferred Compensation		12,470				507
Total Benefits	36,483	37,545	24,459	24,094	36,742	54,157
INSURANCE						
51800 Liability insurance	6,290	6,940	5,536	5,958	4,420	5,684
51810 Worker's Compensation	5,395	5,953	4,940	5,318	6,741	8,670
Total Insurance	11,685	12,893	10,476	11,276	11,161	14,354
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,540	1,119	978	35	1,200	300
52221 Communications	70	85	62	110	650	200
52231 Equipment Maintenance	16,698	11,622	12,824	12,680	12,579	12,000
52232 Maint. Structures/Improvement.Grounds	66,813	30,676	74,814	65,450	94,000	118,500
52233 Memberships	267	397	-	-	232	232
52234 Office Expense	442	203	411	1,288	1,125	1,125
52235 Professional Services	17,719	16,109	20,422	10,541	16,500	43,500
52236 Equipment Rental	2,571	-	-	-	5,000	1,000
52241 Special Department Expense	106	24,153	28,050	28,201		117,400
52242 Small Tools & Supplies	8,204	1,937	529	2,692	5,620	1,000
52243 Travel & Training	600	148	-	-	500	500
52244 Utilities	62,912	57,795	44,851	48,164	58,000	40,000
Total Services & Supplies	177,943	144,243	182,941	169,161	195,406	335,757
FIXED ASSETS						
55200 Interest			3,218	-		
Total Fixed assets	-	-	3,218	-	-	-
TOTAL BUDGET	336,176	278,465	305,282	288,375	358,407	549,815

4002 -- Public Works Streets/Storm Drains/Lighting

Mission Statement

To provide engineering and maintenance resources to maintain all city streets in a safe condition and to provide aesthetic enhancements to public rights-of-way.

Program Description

The Public Works Streets/Storm Drains/Lighting Program consists of the following areas of responsibility:

- Street Maintenance and repair, including curb, gutter and sidewalk maintenance and street slope and retaining wall maintenance
- Traffic Control and Safety
- Storm Drainage
- Maintenance of street trees; annual weed abatement

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Laundry and supply of public works crew uniforms	600	0	600	0
Boots	500	0	500	150
Safety clothing	<u>100</u>	<u>0</u>	<u>100</u>	<u>150</u>
Total	1,200	0	1,200	300

52221 Communications

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Paging service	200	0	200	200
Batteries & Equipment	<u>450</u>	<u>0</u>	<u>450</u>	<u>0</u>
Total	650	0	650	200

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Auto & Truck repairs	2,680	2,680	2,680	5,000
Gas and oil for vehicles	5,136	5,136	5,136	6,000
Mobile radio maintenance	3,000	3,000	3,000	0
Field equipment repairs	463	463	463	500
Tires and tire repairs	500	500	500	500

Environmental Health permit for Hazardous Materials	<u>800</u>	<u>800</u>	<u>800</u>	<u>0</u>
Total	12,579	12,579	12,579	12,000

52232 Maintenance—Structures, Improvements and Grounds

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Repairs to traffic signals	20,190	20,190	20,000	10,000
Tree trimming and maintenance	20,000	20,000	20,000	20,000
Street repairs and materials (asphalt/concrete, lumber, paint, rock, sand, guardrails, etc.)	19,176	19,176	20,000	6,000
Storm drain repairs and repair materials	10,000	10,000	10,000	10,000
Weed abatement and debris removal	9,664	9,664	10,000	27,000
Traffic Control Maintenance and Materials	6,500	6,500	6,500	3,000
Tree replacement	4,500	4,500	4,500	4,500
Street light repair and maintenance	1,000	1,000	3,000	9,000
Emptying trash on Visitacion and Citywide, mutt mitts				<u>29,000</u>
Total	91,030	91,030	94,000	118,500

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
PE License renewal and annual ITE subscription	232	232	232	232

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
General office and computer supplies	300	300	300	300
Books and publications	300	300	300	300
Postage	200	200	200	200
Printing of forms and flyers	100	100	100	100
Advertisements	<u>225</u>	<u>225</u>	<u>225</u>	<u>225</u>
Total	1,125	1,125	1,125	1,125

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Monthly traffic signal maintenance	6,900	6,900	11,000	11,000
Visitacion Tree Pruning	5,200	0	5,500	5,500

Signing and Striping materials and installation				5,000
Sidewalk Repairs				20,000
Graffiti Abatement by San Mateo County				<u>2,000</u>
Total	12,100	6,900	16,500	43,500

52236 Equipment Rental

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Occasionally the need arises to rent equipment not already owned by the City, such as fences or post drivers for tree planting,	10,000	10,000	5,000	1,000

52241 Special Department Expense

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Slope Repair 266 Santa Clara				15,000
Measure M Reimbursable expenditures (pothole repairs and traffic congestion reduction measures)				32,400
Replace failing retaining wall on San Bruno Ave. near McLain Ave.				<u>70,000</u>
Total				117,400

52242 Small Tools and Supplies

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Budgeted here are the numerous small tools, parts and supplies that are necessary to the maintenance activity of this department. Items such as tool crib nails, nuts, bolts, screws, lumber, plastic garbage bags, chain saw belts and chains, parts, stakes, small electric tools, ladders, shovels, all types of hardware, light bulbs, etc	13,110	13,110	5,620	1,000

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Pavement maintenance seminars	500	0	500	500

52244 Utilities

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Electricity, gas, water, sewer services provided to the City's parks, median strips, streetlights, etc.,	58,000	58,000	58,000	40,000

Department/Division: 4003 Building & Grounds Maintenance						General Fund Fund 100	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	
SALARIES							
51101 Salaries	142,613	147,624	97,068	75,683	57,493	16,856	
51201 Part-time Salaries	-	-	-	-	-	-	
51301 Overtime	3,659	4,496	460	1,706	6,000	-	
Total Salaries	146,272	152,120	97,528	77,389	63,493	16,856	
BENEFITS							
51502 City Pers Contribution	19,625	20,583	15,534	13,362	9,067	2,697	
51506 Life Insurance	487	487	266	224	284	81	
51507 Medicare Tax	1,147	1,229	1,233	1,115	834	244	
51508 Social Security Tax	-	-	-	-	-	-	
51509 Flexible Benefits - Health	24,839	27,728	14,195	11,841	16,307	1,882	
51510 Retiree Health	-	-	-	-	-	-	
51511 Long-Term Disability	877	922	532	420	468	137	
51602 Dental Insurance	2,287	2,287	1,252	1,096	798	228	
51603 Vision Insurance	845	935	404	352	395	119	
51605 Employee Assistance Program	78	78	39	32	28	8	
51706 Phone Allowance	421	421	422	260	294	84	
51710 Deferred Compensation	-	-	-	-	-	-	
Total Benefits	50,604	54,670	33,878	28,701	28,474	5,480	
INSURANCE							
51800 Liability Insurance	7,188	7,931	5,485	5,904	2,351	658	
51810 Worker's Compensation	6,166	6,803	4,895	5,269	3,585	1,004	
Total Insurance	13,354	14,734	10,380	11,173	5,936	1,662	
SERVICES AND SUPPLIES							
52200 Safety Clothing	1,379	945	944	682	1,200	1,200	
52221 Communications	476	454	379	155	400	200	
52231 Equipment Maintenance	7,506	4,067	4,536	8,702	16,600	8,800	
52232 Maint. Structures/Improvement Grounds	26,064	18,829	22,473	18,913	37,000	48,500	
52233 Memberships	-	-	-	91	200	200	
52234 Office Expense	185	125	46	228	300	600	
52235 Professional Services	9,140	28,184	14,526	19,356	48,300	42,800	
52241 Special Department Expense	65	1,360	2,144	14,399	-	141,000	
52242 Small Tools & Supplies	4,328	451	396	197	5,000	2,000	
52243 Travel & Training	110	75	175	205	250	250	
52244 Utilities	36,525	32,812	32,164	52,295	42,250	Moved to 4005	
Total Services & Supplies	85,779	87,102	77,783	116,223	151,500	245,550	
FIXED ASSETS							
53100 Improvements	-	-	-	-	-	-	
53300 Equipment	-	-	-	-	-	-	
Total Fixed Assets	-	-	-	-	-	-	
TOTAL BUDGET	296,009	308,626	219,568	232,486	249,402	269,548	

4003 -- Public Works Buildings & Grounds Maintenance

Mission Statement

To sustain and enhance the quality of life within the City of Brisbane by providing safe and well-maintained public facilities.

Program Description

The Public Works Buildings & Grounds Maintenance Program consists of the following areas of responsibility:

- Building maintenance
- Hardscape maintenance (parking lots, fence, walkway, etc., including Park and Ride lot, Upper and Lower Bicentennial Walkway, Mono St. stairs and associated site lighting)
- Facilities and equipment maintenance at City Hall, Police Department, Station 81, and Corporation Yard

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Laundry service and uniform supply	600	600	600	600
Safety clothing	100	300	300	300
Boots	<u>500</u>	<u>250</u>	<u>300</u>	<u>300</u>
Total	1,200	1,150	1,200	1,200

52221 Communications

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Paging and Cell phone service	200	200	400	200

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Field equipment repairs	4,021	4,021	4,021	500
Auto and truck repairs	4,230	4,230	4,230	4,200
Mobile radio maintenance	1,000	1,000	1,000	0
Gas and oil for public works vehicles	5,649	5,649	5,649	2,500
Tires and tire repairs	1,600	1,600	1,600	1,600
Miscellaneous office equipment repairs	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>
Total	16,600	16,600	16,600	8,800

**52232 Maintenance-
Structures/Improvements/Grounds**

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Structures-Maintenance/Improvements				
Fences, Gates, Doors, and Locks	1,200	1,200	6,000	4,000
Janitorial Services and Supplies	1,300	1,300	2,500	2,500
Electrical and plumbing	750	750	4,000	4,000
Roof repairs (skylights-caulking)	750	750	4,000	2,000
Pest control services	720	720	1,000	4,500
Light supplies	1,280	1,280	2,000	1,000
Corp Yard - pump holding tanks				9,000
Corp Yard - pump wash rack				4,000
<u>Grounds-Improvements</u>				
Irrigation maintenance and materials	3,536	3,536	2,500	1,000
Site Weed Abatement	11,200	11,200	4,000	4,000
Revegetation Materials	0	0	1,000	1,500
Walkway Maintenance/Supplies	0	0	3,000	2,000
Tree trimming and maintenance			2,000	4,000
Clean-up of City Owned Property on Visitacion	0	0	5,000	0
Site lighting maintenance and materials				<u>5,000</u>
Total	20,736	20,736	37,000	48,500

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
CLCA and Pesticide Applicator	200	200	200	200

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Drinking water	100	100	100	100
General office supplies	100	100	100	400
Books and publications	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	300	300	300	600

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Environmental Health Permit for Hazardous Materials				800
Graffiti abatement services provided by San Mateo County	3,000	3,000	3,000	1,000
City Hall elevator and genset maint.	3,860	3,860	4,500	4,600
HVAC Maintenance (City Hall)	6,400	6,400	8,000	10,000
Non-routine maintenance and repairs	4,940	4,940	30,000	17,000
Hazardous material removal			1,000	8,000
Fire Alarm Maintenance (City Hall)	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>2,200</u>
Total	20,000	20,000	48,300	42,800

52241 Special Department Expenses

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Paint Fire Station Exterior				18,000
Replace HVAC units at Fire Station				32,000
Energy Savings Measures (City Hall, Fire Station)				16,000
Concept Plan - Tulare to Alvarado walkway				25,000
Bicentennial Walkway (upper and lower) Railing Installation and Bollard Replacement				<u>50,000</u>
Total				141,000

52242 Small Tools and Supplies

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Budgeted here are the numerous small tools, parts and supplies that are necessary to the maintenance activity of this department. Items included are nails, nuts, bolts, screws, lumber, plastic garbage bags, parts, small electric tools, ladders, shovels, all types of hardware, light bulbs, etc.,	5,000	5,000	5,000	2,000

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Pesticide Regulation Workshop	50	0	250	250

52244 Utilities

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Reflects the cost of gas, electricity and water to various city structures and landscaped areas,	42,250	42,250	42,250	Moved to 4005

Department/Division: 4004 Parks and Recreational Facilities Maintenance

General Fund
Fund 100

Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget
SALARIES						
51101 Salaries	63,739	63,216	63,914		78,163	88,633
51201 Part-time Salaries	9,925	9,569	7,693	63,430		
51301 Overtime	1,042	801	4,932	10,342	1,500	
Total Salaries	74,707	73,586	76,539	73,772	79,663	88,633
BENEFITS						
51502 City Pers Contribution	8,965	8,846	10,752	11,197	9,812	11,564
51506 Life Insurance	223	223	224	222	336	385
51507 Medicare Tax	1,089	1,073	1,059	983	1,133	1,285
51508 Social Security Tax	626	593	467	-	988	1,014
51509 Flexible Benefits - Health	15,237	10,653	16,904	17,279	17,920	19,756
51510 Retiree Health	-	-	-	-	-	-
51511 Long-Term Disability	399	399	400	400	506	588
51602 Dental Insurance	1,143	1,143	1,147	1,143	1,140	1,254
51603 Vision Insurance	422	468	400	367	564	652
51605 Employee Assistance Program	39	39	39	40	40	45
51704 Auto Allowance	-	-	-	-	-	-
51705 Housing Allowance	-	-	-	-	-	-
51706 Phone Allowance	421	421	422	421	-	42
Total Benefits	28,564	23,859	31,814	32,052	32,440	36,586
INSURANCE						
51800 Liability Insurance	3,924	4,330	5,216	5,619	3,196	3,462
51810 Worker's Compensation	3,366	3,714	4,655	5,015	4,874	5,279
Total Insurance	7,290	8,044	9,871	10,634	8,070	8,741
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,988	922	1,275	1,141	1,200	1,200
52221 Communications	-	-	-	-	-	-
52231 Equipment Maintenance	7,828	4,330	5,562	5,082	6,800	6,800
52232 Maint. Structures/Improvement.Grounds	10,134	10,102	9,683	23,008	10,560	15,000
52233 Memberships	-	-	-	-	125	165
52234 Office Expense	19	32	-	1,077	-	-
52235 Professional Services	8,170	9,952	8,353	8,179	18,380	21,300
52236 Equipment Rental	239	-	-	351	1,000	1,000
52240 Rent-Real Property	-	-	-	-	-	-
52241 Special Department Expense	4,740	3,894	6,317	16,104	-	48,000
52242 Small Tools & Supplies	2,470	176	121	1,409	500	1,000
52243 Travel & Training	-	-	-	5	200	200
52244 Utilities	-	-	-	-	-	-
Total Services & Supplies	35,588	29,409	31,311	56,356	38,785	94,665
FIXED ASSETS						
53100 Improvements	3,334	-	-	-	-	-
53300 Equipment	-	-	-	-	-	-
54500 Depreciation	2,724	2,724	2,724	2,724	-	-
Total Fixed Assets	6,058	2,724	2,724	2,724	-	-
TOTAL BUDGET	152,207	137,620	162,260	175,637	168,938	228,625

4004 Public Works - Recreation Facilities Maintenance

Mission Statement

The mission of the Public Works Department's Recreation Facilities Maintenance program is to provide functional, clean, safe and well-maintained facilities for recreational activities, programs, community organizations and citizen-sponsored social activities and parks for passive and active recreational activities.

Program Description

This program is responsible for the day-to-day general maintenance of:

Community Park Restrooms and playground	Ball fields at Lipman Middle and Brisbane
Silverspot Nursery School and playground	Elementary schools
Sunrise Senior Activity Room	Teen Center
Lipman Tennis Courts	Modular building and office space at
Community Center	Brisbane Elementary School
Mission Blue Center	BES field restroom
MBC Annex – Restroom/Concession,	Skate Park
Tennis Courts, Ball field Bleachers	Basketball Courts
Community Swimming Pool	

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Safety equipment	700	600	300	300
Uniform maintenance for the Facility Maintenance Worker	1,200	1,200	600	600
Boots	<u>500</u>	<u>500</u>	<u>300</u>	<u>300</u>
Total	2,400	2,300	1,200	1,200

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Vehicle repair and maintenance on the parks truck	6,308	6,308	3,000	3,000
Tires & Tire Repairs	500	500	500	500
Field Equipment Repairs & Maintenance	313	313	300	300
Gas and oil for the Parks Maintenance truck	<u>5,649</u>	<u>5,649</u>	<u>3,000</u>	<u>3,000</u>
Total	12,770	12,770	6,800	6,800

**52232 Maintenance—
Structures/Improvements/Grounds**

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
School Athletic Fields	1,000	1,000	1,000	
Lipman Athletic Fields - weed infield				3,600
Lipman Athletic Fields - decomposed granite				1,000
Mission Blue Center				
Repairs and maintenance	2,400	2,400	2,400	2,400
Athletic Field maintenance	1,000	1,000	1,000	1,000
Teen Center				
Repairs and Maintenance (roof and security)	2,000	2,000	2,000	500
Community Park				
Repairs and Maintenance	1,000	1,000	1,000	3,000
Community Center Library Park				
Repairs and Maintenance	1,260	1,260	1,260	2,000
Community Swimming Pool				
Repairs and Maintenance	1,900	1,900	1,900	0
Skatepark Maintenance				<u>1,500</u>
Total	10,560	10,560	10,560	15,000

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
California Parks and Recreation Society for the Parks/Facility Maintenance Worker,	125	125	125	165

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
HVAC Maintenance (Pool, Community Center, Mission Blue Center)	6,000	6,000	6,000	6,300
Playground Inspection	1,000	1,000	1,000	2,000
Fire Alarm Maintenance (Mission Blue)				1,500
Non-routine maintenance repairs	<u>0</u>	<u>0</u>	<u>11,380</u>	<u>11,500</u>
Total	7,000	7,000	18,380	21,300

52236 Equipment Rental

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Various field maintenance equipment	2,000	2,000	1,000	1,000

52241 Special Department Expenses

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Mission Blue Field Storage Shed at Field Level				1,500
Mission Blue Center - paint interior				7,000
Community Center -paint interior, install chair rail				5,000
Community Park - paint gazebo				10,000
Community Center - repair retaining wall				18,000
Energy Savings Measures (Community Center, Mission Blue, Sunrise Room)				4,000
Community Center - place handrail on steep steps				<u>2,500</u>
Total				48,000

52242 Small Tools & Supplies

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Miscellaneous tools	3,626	3,626	500	1,000

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
			200	200

Department/Division: 4005 Landscape Maintenance						General Fund Fund 100	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	
SALARIES							
51101 Salaries	104,844	63,739	63,914	27,759	-	16,856	
51201 Part-time Salaries	-	-	-	-	-	-	
51301 Overtime	4,134	2,284	2,573	1,506	-	-	
Total Salaries	108,979	66,024	66,487	29,264	-	16,856	
BENEFITS							
51502 City Pers Contribution	13,023	8,919	10,752	4,945	-	2,697	
51506 Life Insurance	319	223	215	95	-	81	
51507 Medicare Tax	1,007	976	1,016	450	-	244	
51508 Social Security Tax	-	-	-	-	-	-	
51509 Flexible Benefits - Health	17,007	19,245	21,974	9,484	-	1,882	
51510 Retiree Health	-	-	-	-	-	-	
51511 Long-Term Disability	570	399	384	173	-	137	
51602 Dental Insurance	1,635	1,143	1,147	486	-	228	
51603 Vision Insurance	587	468	400	153	-	119	
51605 Employee Assistance Program	56	39	39	17	-	8	
51704 Auto Allowance	-	-	-	-	-	-	
51705 Housing Allowance	-	-	-	-	-	-	
51706 Phone Allowance	-	-	-	-	-	84	
Total Benefits	34,204	31,411	35,927	15,802	-	5,480	
INSURANCE							
51800 Liability Insurance	6,534	7,210	4,155	4,473	-	658	
51810 Worker's Compensation	5,604	6,184	3,709	3,992	-	1,004	
Total Insurance	12,138	13,394	7,864	8,465	0	1,662	
SERVICES AND SUPPLIES							
52200 Safety Clothing	1,804	1,370	1,501	747	1,200	1,200	
52221 Communications	895	908	768	388	500	500	
52231 Equipment Maintenance	7,672	7,123	8,039	6,966	14,379	11,500	
52232 Maint. Structures/Improvement.Grounds	23,477	8,999	38,249	18,858	22,362	22,000	
52233 Memberships	-	-	-	32	-	-	
52234 Office Expense	-	-	-	-	-	-	
52235 Professional Services	-	-	-	32,715	101,333	110,500	
52236 Equipment Rental	-	-	-	-	4,000	1,000	
52240 Rent-Real Property	-	-	-	-	-	-	
52241 Special Department Expense	113	-	-	-	-	-	
52242 Small Tools & Supplies	4,584	50	629	4,684	5,920	3,000	
52243 Travel & Training	-	-	-	55	-	-	
52244 Utilities	-	-	-	-	-	95,000	
Total Services & Supplies	38,444	18,450	49,187	64,444	149,694	244,700	
FIXED ASSETS							
53100 Improvements	-	-	-	-	-	-	
53300 Equipment	-	-	-	-	-	-	
Total Fixed Assets	-	-	-	-	-	-	
TOTAL BUDGET	193,765	129,279	159,465	117,976	149,694	288,698	

4005 Public Works Turf & Landscape Maintenance

Mission Statement

The mission of the Public Works Department's Turf & Landscape Maintenance program is to provide maintenance services at City-owned sites. The work to be performed includes turf maintenance, irrigation maintenance, tree, shrub & ground cover maintenance and replacement, weed abatement, insect, disease & pest control, and general clean up.

Program Description

This program is responsible for the day-to-day turf and landscape maintenance of the following sites:

Brisbane Elementary School Lower Field	Upper Bicentennial Walkway
Brisbane Elementary School Upper Field	Lower Bicentennial Walkway
Lipman Middle School Field	Mono & Klamath Walkway
Mission Blue Field	Guadalupe Tank
City Hall	Crocker Tank
Crocker Entrance	Margaret Tank
VDLS Sewer Lift Station	Park & Ride
North Hill Pump Station	Teen Center
Valley/Bayshore Medians	Tunnel/Old County/Bayshore Medians
BCDC Shoreline Band at Sierra Point	Sierra Point Lift Station
Old County Sewer Easement	Hydrant Park
Alvarado/San Francisco Island	Skateboard Park
PW Corporation Yard site	800 Block Sierra Point
Fire Station	Community Center site
Fisherman's Park	Community Park
Glen Park Pump Station	Community Pool site
Golden Aster Pump Station	Firth Park
Guadalupe Canyon Parkway Medians	Silverspot/Tot Lot site
Klamath Island	Mission Blue Center site
Lake Street Pump Station	Dog Park
	Old Quarry Rd. Park

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Uniform supply and laundry service	600	600	600	600
Safety equipment & Rain Gear	350	300	300	300

Boots	<u>250</u>	<u>250</u>	<u>300</u>	<u>300</u>
Total	1,200	1,150	1,200	1,200

52221 Communication

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Pagers and mobile radios	500	500	500	500

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Vehicle repair and maintenance	3,130	3,130	3,130	7,000
Field Equipment Repair and Maintenance	5,613	5,613	5,613	1,000
Tires and Tire Repairs	500	500	500	500
Gas and oil for maintenance truck	<u>5,136</u>	<u>5,136</u>	<u>5,136</u>	<u>3,000</u>
Total	14,379	14,379	14,379	11,500

52232 Maintenance—Grounds

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Landscape materials and supplies	17,621	17,621	17,621	17,500
Irrigation materials and supplies	<u>4,741</u>	<u>4,741</u>	<u>4,741</u>	<u>4,500</u>
Total	22,362	22,362	22,362	22,000

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Contract landscape and irrigation maintenance			72,000	72,000
Non-routine maintenance (i.e.: planting, aerating, slit-seeding, etc.)			<u>29,333</u>	<u>38,500</u>
Total			101,333	110,500

52236 Equipment Rental

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Various field maintenance equipment	4,000	4,000	4,000	1,000

52242 Small Tools & Supplies

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Miscellaneous tools	5,920	5,920	5,920	3,000

52344 Utilities

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Reflects the cost of water for Lipman field, BES field, Community Garden Silverspot, Upper and Lower Bicentennial Walkway, Park and Ride, Bayshore/Old County medians, and Guadalupe medians.				95,000

Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget
SALARIES						
51101 Salaries	63,739	64,103	73,644	19,604	36,426	37,378
51201 Part-time Salaries						
51301 Overtime	1,078	1,483	589	544	2,000	
Total Salaries	64,817	65,586	74,233	20,148	38,426	37,378
BENEFITS						
51502 City Pers Contribution	8,960	8,980	12,219	3,369	5,744	5,980
51506 Life Insurance	223	224	238	48	162	162
51507 Medicare Tax	968	980	1,081	287	528	542
51508 Social Security Tax	0	0	-	-	-	-
51509 Flexible Benefits - Health	17,952	19,878	21,807	3,574	7,885	3,763
51510 Retiree Health	0	0				
51511 Long-Term Disability	399	400	444	101	297	304
51602 Dental Insurance	1,143	1,147	1,202	230	456	456
51603 Vision Insurance	422	469	421	73	226	237
51605 Employee Assistance Program	39	39	41	8	16	16
51706 Phone Allowance	0	1	42	42	168	168
Total Benefits	30,106	32,119	37,496	7,732	15,481	11,629
INSURANCE						
51800 Liability Insurance	3,267	3,605	4,943	5,320	1,489	1,460
51810 Worker's Compensation	2,802	3,092	4,411	4,748	2,272	2,226
Total Insurance	6,069	6,697	9,354	10,068	3,761	3,686
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,609	956	1,122	680	1,200	1,100
52221 Communications	506	454	430	582	500	600
52231 Equipment Maintenance	8,786	6,768	7,433	5,884	12,000	6,600
52232 Maint. Structures/Improvement Grounds	176,511	107,013	108,932	96,182	93,035	93,040
52233 Memberships	-	125	340	-	225	225
52234 Office Expense	5	44	6	-	200	200
52235 Professional Services	405	442	846	434	64,650	64,650
52236 Equipment Rental	-	-	-	-	3,000	-
52241 Special Department Expense	6	7,598		43,583		
52242 Small Tools & Supplies	295	44	123	99	200	200
52243 Travel & Training	-	-	55	140	100	100
52244 Utilities	140,672	115,419	128,116	171,881	150,000	200,000
Total Services & Supplies	328,795	238,864	247,403	319,464	325,110	366,715
FIXED ASSETS						
53300 Equipment						
54500 Depreciation						
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
54250 Indirect Costs	118,602	113,696	104,163	109,741	114,443	84,245
Total Expenditure Transfers	118,602	113,696	104,163	109,741	114,443	84,245
TOTAL BUDGET	548,389	456,962	472,649	467,153	497,221	503,654

4009 -- Sierra Point Landscaping and Lighting

Mission Statement

To provide cost-effective and efficient maintenance of the landscape and lighting systems within the Sierra Point Landscape and Lighting District.

Program Description

The Sierra Point Landscaping and Lighting Program consists of the following areas of responsibility:

- Landscape and irrigation maintenance, including paving, parking lots, pathways, concrete curbs, trees, turf and landscape beds
- Lighting maintenance

Budget Line Item Descriptions

This budget unit is financed through the annual levy of landscaping and lighting assessments on the county tax rolls on all parcels lying within the Sierra Point Landscaping and Lighting District. A detailed process is dictated by state statute which requires the annual noticing of all property owners, allowing a period of protest, a public hearing before the City Council, the City Council's approval of the Engineer's Report and finally the levy of special assessments through the County Auditor.

52200 Safety Clothing

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Rain gear and other safety clothing	325	300	300	300
Laundry service and uniform supply	600	600	600	600
Boots	<u>275</u>	<u>250</u>	<u>300</u>	<u>200</u>
Total	1,200	1,150	1,200	1,100

52221 Communications

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Includes the expense related to paging service and mobile radios	750	500	500	600

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Gas and oil for public works vehicles	5,136	5,136	5,136	2,500
Mobile radio maintenance, field equipment repair and maintenance	1,000	1,000	1,000	0
Auto and truck parts and repairs	4,030	4,030	4,030	3,000
Tires and tire repair	471	471	471	500
Field Equipment Repairs and Maintenance	763	763	763	0
Office equipment maintenance	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
Total	12,000	12,000	12,000	6,600

52232 Maintenance-Structures/Improvements/Grounds

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Contract turf maintenance	36,540	36,540	36,540	36,540
Gopher Control	12,000	12,000	12,000	12,000
Pest Control	21,470	20,000	20,000	0
Tree trimming/replacement	8,995	9,995	9,995	20,000
Plants, shrubs and other vegetation	5,030	5,500	5,500	5,500
Street light repair and maintenance	2,000	2,000	2,000	12,000
Fertilizer, stakes, seed, compost	3,000	3,000	3,000	3,000
Irrigation supplies	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Total	93,035	93,035	93,035	93,040

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
PE License Renewal for District Engineer	0	125	125	125
Miscellaneous memberships	0	0	0	0
Pesticide Applicators Assn.	30	30	30	30
Pesticide Applicators Certificate	<u>70</u>	<u>70</u>	<u>70</u>	<u>70</u>
Total	100	225	225	225

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Printing	50	50	50	50
Books and publications	50	50	50	50
Legal notices	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	200	200	200	200

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Landscape beds contract maintenance			45,000	45,000
Non-routine maintenance (ie: planting, aerating, weed abatement, etc.)			16,850	16,850
Assessment engineer	1,000	1,000	1,000	1,000
Legal services	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
Total	2,800	2,800	64,650	64,650

52236 Equipment Rental

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
	3,000	3,000	3,000	0

52242 Small Tools and Supplies

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Includes numerous small tools and supplies necessary to the maintenance function of the budget unit	325	200	200	200

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Pesticide application and equipment safety	100	0	100	100

52244 Utilities

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Covers the cost of street light electricity and water	150,000	150,000	150,000	200,000

Department/Division: 4020 Water						Utility Fund Fund 540	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	
SALARIES							
51101 Salaries	173,363	184,251	184,311	226,197	124,778	149,158	
51201 Part-time Salaries							
51301 Overtime	14,501	14,501	18,108	17,724	15,000	20,000	
Total Salaries	187,863	198,752	202,418	243,921	139,778	169,158	
BENEFITS							
51502 City Pers Contribution	23,562	25,509	29,444	39,845	19,677	23,865	
51506 Life Insurance	560	581	625	772	611	731	
51507 Medicare Tax	2,640	3,048	2,986	3,723	1,809	2,163	
51508 Social Security			10				
51509 Flexible Benefits - Health	27,537	37,741	46,319	62,223	37,183	46,381	
51510 Retiree Health							
51511 Long-Term Disability	1,051	1,142	1,204	1,391	1,016	1,214	
51602 Dental Insurance	2,636	2,696	2,920	3,764	1,938	2,280	
51603 Vision Insurance	974	1,105	1,022	1,179	960	1,185	
51605 Employee Assistance Program	78	92	100	128	68	81	
51706 Phone Allowance	421	421	422	486	105	105	
51710 Deferred Compensation		17,589	7,788	4,387		609	
Total Benefits	69,459	89,924	92,839	117,897	63,967	78,614	
51800 Liability Insurance	9,549	10,708	11,240	12,394	5,102	5,826	
51810 Worker's Compensation	8,190	9,184	10,032	11,061	7,781	8,885	
Total Insurance	17,739	19,892	21,272	23,455	12,883	14,710	
SERVICES AND SUPPLIES							
52200 Safety Clothing	2,868	2,169	2,087	2,789	2,300	2,300	
52221 Communications	476	454	489	1,070	1,380	1,380	
52231 Equipment Maintenance	18,094	14,954	16,296	14,309	15,300	15,300	
52232 Maint. Structures/Improvement,Grounds	26,038	29,689	23,960	37,786	51,499	51,539	
52233 Memberships	17,269	23,840	22,699	28,714	27,930	27,345	
52234 Office Expense	11,609	9,852	9,539	10,195	12,000	12,000	
52235 Professional Services	28,250	47,050	12,427	14,342	46,580	47,125	
52241 Special Department Expense	14,948	29,966	20,273	16,800		130,600	
52242 Small Tools & Supplies	4,857	4,793	3,860	682	6,830	6,830	
52243 Travel & Training	113	1,211	418	740	1,000	1,000	
52244 Utilities	20,941	11,185	13,003	14,056	12,233	12,233	
52245 Water Purchases	210,576	266,551	334,155	456,041	321,000	427,630	
Total Services & Supplies	356,040	441,714	459,205	597,525	498,052	735,282	
OTHER							
54500 Depreciation	189,532	188,022	186,090	185,658	190,000	190,000	
55200 Interest							
Total Other	189,532	188,022	186,090	185,658	190,000	190,000	
FIXED ASSETS							
53300 Equipment	22,651	31,301	21,390	21,390	37,682	37,682	
Total Fixed Assets	22,651	31,301	21,390	21,390	37,682	37,682	
EXPENDITURE TRANSFERS							
54250 Indirect Costs	323,000	322,960	286,833	316,240	209,050	208,035	
Total Expenditure Transfers	323,000	322,960	286,833	316,240	209,050	208,035	
TOTAL BUDGET	1,156,285	1,292,665	1,270,047	1,506,086	1,150,812	1,433,482	

4020 -- Water

Mission Statement

To provide cost effective, reliable, and safe potable water of the highest quality to the residents and businesses of the City of Brisbane.

Program Description

The Public Works Water Program consists of the following areas of responsibility:

- Water system maintenance and operations

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Laundry service and uniform supply of public works crew	2,018	1,200	1,200	1,200
Rain gear	277	0	0	0
Boots	616	500	500	500
Safety clothing	<u>429</u>	<u>600</u>	<u>600</u>	<u>600</u>
Total	3,340	2,300	2,300	2,300

52221 Communications

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Budgeted here is paging service plus the cost of telephones	1,380	1,380	1,380	1,380

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Auto and truck repairs	7,710	7,710	7,710	7,710
Gas and oil for public works vehicles	6,677	6,677	6,677	6,677
Field equipment repairs and maintenance	413	413	413	413
Tires and tire repairs	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total	15,300	15,300	15,300	15,300

**52232 Maintenance-
Structures/Improvements/Grounds**

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Valves (inc. PRVs, Air Vacs) Repair/Maintenance	5,000	5,000	5,000	5,000
Fire Hydrant Repair/Maintenance/Replacement	2,450	4,850	3,500	3,500
Service Repair/Maintenance	1,255	1,255	1,255	1,255
Meter-Meter Box Repair/Replacement	8,674	8,706	8,706	8,706
Water Pump Station Facility Maintenance	1,646	4,000	4,000	4,000
Water Main Repair/Maintenance	8,880	8,880	8,880	7,580
SCADA Maintenance	1,058	1,058	1,058	3,498
Water Quality Equipment/Materials	1,806	2,800	1,700	1,700
Water Tank Maintenance	20,000	5,000	5,000	5,000
Water main valve replacement	0	10,000	10,000	10,000
Water system leak survey	<u>2,400</u>	<u>0</u>	<u>2,400</u>	<u>1,300</u>
Total	53,169	51,549	51,499	51,539

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Health Department fees	9,000	9,000	8,925	9,000
Quarterly assessments from the San Francisco Bay Area Water Supply and Conservation Agency (BAWSCA)	5,800	5,800	5,800	6,090
BAWSCA Conservation Program Fees	6,000	6,000	5,900	6,000
BAAQMD Emergency Generator Permit Fee	900	0	900	0
Cross Connection Control Fee	4,620	4,620	4,720	4,720
PE License for Senior Civil Engineer	0	125	0	125
AWWA Standards Renewal	250	250	250	250
Underground Service Alert	560	560	560	560
WaterCAD Software Maintenance	<u>875</u>	<u>875</u>	<u>875</u>	<u>600</u>
Total	28,005	27,230	27,930	27,345

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Computer supplies and paper; printed forms such as utility billings, past-due notices, service applications and meter reading stock, postage, general, related office supplies, advertising costs for	4,883	4,883	4,883	4,883

notices, drinking water.

Water Billing Costs/Postage, Envelopes, Credit Card Fees, Forms	<u>7,117</u>	<u>7,117</u>	<u>7,117</u>	<u>7,117</u>
Total	12,000	12,000	12,000	12,000

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Water sampling and testing	33,800	33,800	33,800	33,800
Booster Pump Station GenSet Maintenance	4,330	4,360	4,360	4,905
Water Tank Cleaning and Inspection	5,220	5,220	5,220	5,220
Backflow Testing and Certification	2,400	2,400	1,700	1,700
Maintenance on meter readers	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total	47,250	47,280	46,580	47,125

52241 Special Departmental Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
BAWSCA Conservation Program	0	0	0	0
Drought Contingency Plan				30,600
Water Master Plan				<u>100,000</u>
Total	0	0	0	130,600

52242 Small Tools and Supplies

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Small tools, parts and supplies necessary to the maintenance activity of this department. Items included are nails, nuts, bolts, screws, lumber, PVC, couplings, parts, small tools, shovels, all types of hardware, etc	6,830	6,830	6,830	6,830

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
CEU costs for water certification	500	500	500	500
Engineering Seminars	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total	1,000	1,000	1,000	1,000

52244 Utilities

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Reflects the cost of electricity utilized by water pump stations	12,233	12,233	12,233	12,233

52245 Water Purchases

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Cost to purchase water from SFPUC	330,000	315,000	321,000	427,630

53300 Equipment

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Purchase of radio read devices and replacement water meters	37,682	37,682	37,682	37,682

Department/Division: 4025 Guadalupe Valley Municipal Utility District Utility Fund
Fund 540

Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget
SALARIES						
51101 Salaries	148,677	94,429	87,626	99,017	186,998	206,239
51201 Part-time Salaries						
51301 Overtime	6,904	9,121	9,551	9,324	10,000	10,000
Total Salaries	155,581	103,551	97,176	108,341	196,998	216,239
BENEFITS						
51502 City Pers Contribution	20,904	12,478	14,734	17,507	29,490	32,998
51506 Life Insurance	501	295	287	316	947	1,039
51507 Medicare Tax	2,316	1,431	1,377	1,566	2,711	2,990
51508 Social Security Tax	-	-	-	-	-	-
51509 Flexible Benefits - Health	29,460	13,624	15,830	30,083	55,103	53,343
51510 Retiree Health	-	-	-	-	-	-
51511 Long-Term Disability	930	564	548	614	1,522	1,679
51602 Dental Insurance	2,573	1,462	1,422	1,572	3,078	3,306
51603 Vision Insurance	951	563	497	504	1,524	1,719
51605 Employee Assistance Program	88	50	49	55	107	118
51706 Phone Allowance	-	-	-	-	105	105
51710 Deferred Compensation						3,598
Total Benefits	57,721	30,466	34,742	52,216	94,588	100,895
INSURANCE						
51800 Liability Insurance	7,637	8,598	9,911	10,668	7,646	8,055
51810 Worker's Compensation	6,550	7,375	8,845	9,520	11,661	12,285
Total Insurance	14,187	15,973	18,756	20,188	19,307	20,340
SERVICES AND SUPPLIES						
52200 Safety Clothing	2,920	1,926	1,737	1,775	2,300	2,300
52221 Communications	476	454	407	388	500	500
52231 Equipment Maintenance	8,819	6,675	8,799	9,452	11,682	11,682
52232 Maint. Structures/Improvement/Grounds	48,897	20,072	31,322	41,359	33,165	39,175
52233 Memberships	14,458	13,463	14,828	14,624	20,345	18,790
52234 Office Expense	9,120	8,611	8,445	9,926	8,240	8,240
52235 Professional Services	84,832	41,029	58,700	34,845	81,065	76,610
52241 Special Department Expense	5,868	5,230	25,417	36,626		21,600
52242 Small Tools & Supplies	3,772	1,714	1,162	1,229	2,121	2,121
52243 Travel & Training	34	343	363	-	300	300
52244 Utilities	66,371	49,830	63,201	75,355	50,000	50,000
52245 Water Purchases	96,933	80,544	126,217	101,987	108,000	169,418
52246 Sewer Processing	286,932	282,455	201,467	432,178	316,000	329,000
Total Services & Supplies	629,233	512,345	542,065	759,744	833,718	729,736
FIXED ASSETS						
53100 Improvements						
53300 Equipment						
Total Fixed Assets						
OTHER						
54500 Depreciation	338,899	372,571	394,474	365,305	400,000	400,000
Total Other	338,899	372,571	394,474	365,305	400,000	400,000
EXPENDITURE TRANSFERS						
54250 Indirect Costs	257,576	258,364	227,756	241,132	302,067	228,814
Total Expenditure Transfers	257,576	258,364	227,756	241,132	302,067	228,814
TOTAL BUDGET	1,459,197	1,293,270	1,314,970	1,546,926	1,646,678	1,696,023

4025 -- Guadalupe Valley Municipal Improvement District (GVMID)

Mission Statement

To provide cost effective, and safe potable water of the highest quality; to provide engineering and maintenance resources to maintain streets and right-of-way; and to provide cost effective, safe, reliable municipal sewer and storm drain facilities to and for the residents and businesses living or doing business within the Guadalupe Valley Municipal Utility District.

Program Description

The Public Works GVMID Program consists of the following areas of responsibility:

- District streets
- District landscaping and lighting
- District storm drainage, water, and sewer

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Laundry service and uniform supply of public works crew uniforms	1,254	1,200	1,200	1,200
Rain gear	240	0	0	0
Boots	534	500	500	500
Safety clothing	<u>372</u>	<u>600</u>	<u>600</u>	<u>600</u>
Total	2,400	2,300	2,300	2,300

52221 Communications

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Pager and Cell phone service	500	500	500	500

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Vehicle maintenance	5,120	5,120	5,120	5,120
Gas and oil for public works vehicles	5,649	5,649	5,649	5,649
Tires and tire repairs	500	500	500	500
Field equipment repairs and maintenance	<u>413</u>	<u>413</u>	<u>413</u>	<u>413</u>
Total	11,682	11,682	11,682	11,682

**52232 Maintenance-
Structures/Improvements/Grounds**

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Sewer infrastructure maintenance	10,828	10,828	6,600	5,090
Sewer Video Inspection	3,433	2,463	2,000	2,000
Sewer Spot Repairs	5,000	5,000	0	0
Sewer Line Foaming Root Control	1,420	1,420	1,420	2,640
Water Tank/Pump Station Maintenance	3,000	2,900	4,520	4,520
Main Repair/Maintenance	3,750	3,750	3,750	3,750
Meter – Meter Box Repair	1,000	1,000	1,000	1,000
Valve Repair	2,000	2,000	2,000	2,000
SCADA Maintenance	1,300	1,300	1,300	1,300
Water Quality Equipment/Materials	600	600	600	600
Water Service Maintenance	700	700	700	700
Traffic signal maintenance	1,591	1,591	2,600	2,600
Storm drain repair and maintenance	3,500	3,500	2,500	2,500
Street Signs	1,061	1,061	1,000	2,000
Water system leak survey	0	2,400	0	1,300
Street Lights	2,122	2,122	2,175	2,175
Fire Hydrant Repair/Replacement	1,000	1,000	1,000	1,000
Tree Trimming/Maintenance				3,000
Tree Replacement/Installation/Materials				<u>1,000</u>
Total	42,305	43,635	33,165	39,175

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Quarterly assessments from the San Francisco Bay Area Water Users Assn.	7,200	7,200	7,200	7,560
BAAQMD – VDLS Standby Generator Fee	430	0	450	0
Water Pump Station Generator BAAQMD Fee	900	0	900	0
AWWA Standards Renewal	250	250	250	250
WaterCAD Software Maintenance	875	875	875	300
SewerCAD Software Maintenance	500	500	500	300
BAWSCA Conservation Program Fees	2,000	2,000	2,000	2,000
One-half BACWA membership fee	1,000	1,000	1,000	1,000
CA Department of Health Services fees	4,300	4,300	4,300	4,300
Cross Connection Control Fees	1,800	1,800	1,800	2,010
VDLS Department of Health Services Inspection Fee	455	455	455	455
One-third CWEA Memberships/Certificate Renewals	208	208	0	0
One Half Sanitary Sewer Overflow General Permit Fee	<u>615</u>	<u>615</u>	<u>615</u>	<u>615</u>
Total	20,533	19,203	20,345	18,790

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Computer supplies and paper; printed forms such as utility billings, past-due notices, service applications and meter reading stock, postage, general office supplies, advertising costs for notices	8,240	8,240	8,240	8,240

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Contract landscape maintenance	30,000	30,000	30,000	22,365
Crocker Trail Maintenance	13,000	13,000	13,000	13,000
Traffic Signal Maintenance	6,365	6,365	5,365	6,000
Signing and Striping Installation				2,000
Sewer Lift Station Generator Maintenance	2,040	2,040	2,040	2,040
Water Pump Station Generator Maintenance	4,500	4,550	4,550	5,095
Water Tank Cleaning and Inspection	4,900	4,900	4,900	4,900
Backflow Testing and Certification	1,100	1,100	1,100	1,100
Water sampling and testing	11,000	11,000	11,000	11,000
Contract sweeping	0	0	0	0
Maintenance of Meter Readers	660	660	660	660
DOT exams	300	300	300	300
Underground Service Alert	150	150	150	150
NER Streetlight Replacement	<u>0</u>	<u>0</u>	<u>8000</u>	<u>8,000</u>
Total	74,015	74,065	81,065	76,610

52241 Special Department Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Measure M Reimbursable expenditures (pothole repairs and traffic congestion reduction measures)				21,600

52242 Small Tools and Supplies

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Small tools, parts and supplies necessary to the maintenance activity of this department. Items included are nails, nuts, bolts, screws, lumber, PVC, couplings, parts, small tools, shovels, all types of hardware, etc	2,121	2,121	2,121	2,121

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
CEU costs for CWEA certificates	300	300	300	300

52244 Utilities

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Electricity for water and sewer pump stations,	50,000	50,000	50,000	50,000

52245 Water Purchase

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Water Purchase from SFPUC	197,000	117,000	108,000	169,418

52246 Sewage Treatment

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
SFPUC for treatment of wastewater	308,278	308,000	316,000	329,000

Department/Division: 4026 NPDES						NPDES Fund Fund 220
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget
SALARIES						
51101 Salaries		1,851	62,668	76,669	107,649	95,065
51201 Part-time Salaries						
51301 Overtime	-	1,000	144	256		
Total Salaries	-	2,851	62,812	76,925	107,649	95,065
BENEFITS						
51502 City Pers Contribution	0	246	9,296	12,157	16,976	15,210
51506 Life Insurance	0	3	99	175	401	349
51507 Medicare Tax	0	24	891	1,089	1,561	1,378
51508 Social Security Tax	0	0	0		-	-
51509 Flexible Benefits - Health	0	205	8,247	10,913	15,053	15,993
51510 Retiree Health	0	0				
51511 Long-Term Disability	0	7	243	378	876	774
51602 Dental Insurance	0	11	428	818	912	1,026
51603 Vision Insurance	0	5	146	263	452	533
51605 Employee Assistance Program	0	0	15	28	32	37
51704 Auto Allowance	0	27	905	902	900	720
51705 Housing Allowance	0	23	754	752	750	600
51706 Phone Allowance	0	5	166	165	165	132
Total Benefits	0	556	21,189	27,642	38,077	36,753
INSURANCE						
51800 Liability Insurance	0	0	5,002	6,382	4,402	3,713
51810 Worker's Compensation	0	0	4,464	5,696	6,713	5,663
Total Insurance	0	0	9,466	12,078	11,114	9,375
SERVICES AND SUPPLIES						
52200 Safety Clothing	-	6				
52221 Communications	29	-				
52231 Equipment Maintenance	28	4		6		
52232 Maint. Structures/Improvement.Grounds	-	93	24	54,030		30,000
52233 Memberships	10,934	11,078	12,492	12,870	13,180	14,500
52234 Office Expense	391	400	104	27	200	200
52235 Professional Services	15,816	13,196	-	-	22,200	122,000
52241 Special Departmental Expense	925	573	18,651	20,694	21,932	70,812
52242 Small Tools & Supplies	38	40	32	45		
52243 Travel & Training	30	-		144	1,415	1,415
Total Services & Supplies	28,192	25,389	31,302	87,816	58,927	238,927
FIXED ASSETS						
53100 Improvements						
Total Expenditure Transfers	-	-	-	-	-	-
EXPENDITURE TRANSFERS						
54250 Indirect Costs	27,941	28,337	40,020	46,521	72,258	34,443
Total Expenditure Transfers	27,941	28,337	40,020	46,521	72,258	34,443
TOTAL BUDGET	56,133	57,133	164,789	250,982	288,025	414,564

4026 -- National Pollution Discharge Elimination System (NPDES)

Mission Statement

To provide programs to educate the general public and municipal government staff to monitor, control and ultimately eliminate non-point source pollutants in conformance with adopted performance standards as specified by the Clean Water Act and NPDES Storm Water Discharge permit.

Program Description

The Public Works NPDES Program consists of the following areas of responsibility:

- Public information/participation
- Municipal government maintenance activities
- New development and construction controls
- Industrial and illicit discharge controls
- Watershed monitoring

Budget Line Item Descriptions

52232 Maintenance Structures

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Maintain storm drain trash capture devices required by RWQCB permit				30,000

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Annual CCAG NPDES Additional Fee	7,649	7,805	8,180	9,000
Annual NPDES Permit Fee	<u>3,600</u>	<u>6,540</u>	<u>5,000</u>	<u>5,500</u>
Total	11,249	14,345	13,180	14,500

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Miscellaneous Expenses	450	450	200	200

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Street Sweeping – paid by Measure M Funds	0	0	22,200	22,000
Enhanced Street Sweeping required by RWQCP Permit				<u>100,000</u>
Total				122,000

52241 Special Department Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Public information/participation, municipal government maintenance, new development and construction, industrial and illicit discharge, watershed monitoring	25,028	21,932	21,932	20,812
Install storm drain trash capture devices required by RWQCP permit				<u>50,000</u>
Total				70,812

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
			1,415	1,415

Department/Division: 4030 Sewer						Utility Fund Fund 540	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	
SALARIES							
51101 Salaries	239,970	187,020	188,764	120,967	180,303	202,767	
51301 Overtime	14,684	13,534	15,353	-	15,000	15,000	
Total Salaries	254,653	200,554	204,117	120,967	195,303	217,767	
BENEFITS							
51502 City Pers Contribution	30,867	25,813	31,495	20,491	18,329	21,844	
51506 Life Insurance	647	582	619	264	911	1,020	
51507 Medicare Tax	3,556	2,970	2,457	1,796	2,614	2,940	
51508 Social Security Tax	-	-	-	-	-	-	
51509 Flexible Benefits - Health	39,350	37,068	48,832	22,315	53,311	62,092	
51510 Retiree Health	-	-	-	-	-	-	
51511 Long-Term Disability	1,303	1,113	1,140	684	1,468	1,651	
51602 Dental Insurance	2,983	2,874	3,234	1,143	2,964	3,249	
51603 Vision Insurance	1,067	1,178	1,145	367	1,468	1,689	
51605 Employee Assistance Program	64	98	110	40	103	116	
51706 Phone Allowance	842	268	-	-	105	105	
51710 Deferred Compensation	-	-	-	6,008	3,111	3,700	
Total Benefits	80,680	71,963	89,031	53,107	84,384	98,406	
INSURANCE							
51800 Liability Insurance	11,340	12,512	9,911	-	7,372	7,919	
51810 Worker's Compensation	9,726	33,202	8,845	-	11,243	12,078	
Total Insurance	21,066	45,714	18,756	-	18,616	19,997	
SERVICES AND SUPPLIES							
52200 Safety Clothing	3,018	2,090	2,192	-	2,346	2,346	
52221 Communications	476	454	432	-	770	770	
52231 Equipment Maintenance	14,403	13,740	16,832	-	13,701	13,701	
52232 Maint. Structures/Improvement.Grounds	22,600	12,957	8,358	-	19,223	18,528	
52233 Memberships	2,819	1,974	2,356	-	3,564	3,714	
52234 Office Expense	8,758	8,398	8,300	-	8,240	8,240	
52235 Professional Services	187	849	3,044	-	4,075	4,620	
52236 Equipment Rental	-	67	-	-	-	-	
52241 Special Department Expense	62,752	16,728	3,318	12,846	-	181,000	
52242 Small Tools & Supplies	3,226	2,125	1,713	1,962	3,107	3,107	
52243 Travel & Training	184	136	363	5	750	750	
52244 Utilities	18,905	22,178	20,160	21,341	20,497	20,497	
52246 Sewer Treatment	430,399	423,684	302,201	472,339	473,000	493,000	
Total Services & Supplies	587,727	505,380	369,268	508,493	549,273	750,273	
FIXED ASSETS							
53300 Equipment	-	-	-	-	-	-	
Total Fixed Assets	-	-	-	-	-	-	
OTHER							
54500 Depreciation	103,985	103,778	103,485	103,485	104,000	104,000	
Total Fixed Assets	103,985	103,778	103,485	103,485	104,000	104,000	
EXPENDITURE TRANSFERS							
54250 Indirect Costs	319,407	319,599	264,398	286,613	245,821	180,139	
Total Expenditure Transfers	319,407	319,599	264,398	286,613	245,821	180,139	
TOTAL BUDGET	1,347,529	1,246,987	1,049,055	1,072,665	1,197,396	1,370,582	

4030 -- Sewer

Mission Statement

To provide cost-effective, reliable and safe municipal sewer facilities within the City of Brisbane.

Program Description

The Public Works Sewer Program consists of the following areas of responsibility:

- Municipal sanitary sewer system maintenance and operations

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Laundry service and uniform supply of public works crew uniforms	1,754	1,200	1,200	1,200
Boots	240	0	240	240
Rain gear	534	534	534	534
Safety clothing	<u>372</u>	<u>600</u>	<u>372</u>	<u>372</u>
Total	2,900	2,334	2,346	2,346

52221 Communications

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Paging service and telephones	770	770	770	770

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Auto and truck repairs	7,125	7,125	7,125	7,125
Gas and oil for public works vehicles	6,163	6,163	6,163	6,163
Field equipment repairs and maintenance	<u>413</u>	<u>413</u>	<u>413</u>	<u>413</u>
Total	13,701	13,701	13,701	13,701

**2232 Maintenance-
Structures/Improvements/Grounds**

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Building repair and maintenance and sewer pump/lift station repair and maintenance	7,715	7,715	12,803	9,568
Sewer video inspection	0	0	5,000	5,000
Sewer spot repairs	0	0	0	0
Sewer Line Foaming Root Control	<u>1,420</u>	<u>1,420</u>	<u>1,420</u>	<u>3,960</u>
Total	9,135	9,135	19,223	18,528

52233 Memberships

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
One-half of BACWA Membership	1,000	1,000	1,000	1,000
California Water Environment Association Memberships	406	406	300	300
California Water Environment Association Certificate Renewals	450	0	450	300
PE License Renewal	0	0	0	0
BAAQMD – Standby Generator Fee Harbormaster	0	450	450	450
SewerCAD Software Maintenance				300
Miscellaneous memberships (ASCE)	750	750	750	750
One Half Sanitary Sewer Overflow General Permit Fee	<u>614</u>	<u>614</u>	<u>614</u>	<u>614</u>
Total	3,220	3,220	3,564	3,714

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Sewer billing costs – postage, forms, envelopes, credit card fees	6,206	6,206	6,206	6,206
Computer supplies, paper, printed forms such as utility billings, past-due notices, service applications, postage, general related office supplies, etc	<u>2,034</u>	<u>2,034</u>	<u>2,034</u>	<u>2,034</u>
Total	8,240	8,240	8,240	8,240

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Sewer Lift Station Genset Maintenance	3,545	3,545	3,545	4,090
DOT examinations for truck driver's licenses	265	265	265	265
Underground Service Alert	<u>265</u>	<u>265</u>	<u>265</u>	<u>265</u>
Total	4,075	4,075	4,075	4,620

52241 Special Departmental Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Sewer Master Plan				100,000
Sierra Point Road Sewer Main Replacement				32,000
Sewer Camera				<u>49,000</u>
Total				181,000

52242 Small Tools and Supplies

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Budgeted here are the numerous small tools, parts, and supplies necessary to the maintenance activity of this department,	3,107	3,107	3,107	3,107

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Continuing Education Units for CWEA Certificates	300	300	300	300
Class B commercial driver license training	200	200	200	200
Sewage treatment and safety-related practices	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
Total	750	750	750	750

52244 Utilities

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Reflects the cost of electricity utilized by sewage pump stations	20,497	20,497	20,497	20,497

52246 Wastewater Treatment

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Cost for SFPUC to treat wastewater	462,418	462,000	473,000	493,000

Department/Division: Emergency Operations Center 4050						General Fund Fund 100	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	
SALARIES							
51101 Full-time Salaries	21,118	30,152	31,067	11,743	13,198	59,713	
51201 Part-time Salaries	316						
51301 Overtime							
Total Salaries	21,434	30,152	31,067	11,743	13,198	59,713	
BENEFITS							
51502 City Pers Contribution	3,065	4,244	5,242	2,082	2,081	9,554	
51506 Life Insurance	80	104	112	57	71	191	
51507 Medicare Tax	316	438	449	168	191	866	
51508 Social Security Tax					-	-	
51509 Flexible Benefits - Health	2,709	4,057	4,462	2,171	896	7,714	
51510 Retiree Health							
51511 Long-Term Disability	139	189	199	102	107	486	
51602 Dental Insurance	453	606	608	287	114	570	
51603 Vision Insurance	168	246	212	92	56	296	
51605 Employee Assistance Program	16	21	21	10	4	20	
51704 Auto Allowance					-	720	
51705 Housing Allowance					-	600	
51706 Phone Allowance					-	132	
Total Benefits	6,947	9,905	11,304	4,968	3,522	21,150	
INSURANCE							
51800 Liability Insurance	784	780	1,827	785	540	2,332	
51810 Worker's Compensation	672	669	1,631	700	823	3,557	
Total Insurance	1,456	1,449	3,458	1,485	1,363	5,889	
SERVICES AND SUPPLIES							
52200 Safety Clothing		322		-	150	150	
52221 Communications	190	1,873	2,415	3,805	3,000	4,500	
52231 Equipment Maintenance				822	500	1,425	
52232 Maint. Structures/Improvement.Grounds		8,046	2,635	453	2,000	2,000	
52233 Memberships							
52234 Office Expense		316	411	-	250	250	
52241 Special Department Expense	492	194	839	282	26,226	23,300	
52242 Small Tools & Supplies				105			
52243 Travel & Training					800	800	
Total Services & Supplies	683	10,751	6,301	5,467	32,926	32,425	
FIXED ASSETS							
53300 Equipment		2,907					
Total Fixed Assets	-	2,907	-	-	-	-	
TOTAL BUDGET	30,519	55,164	52,130	23,664	51,009	119,177	

4050 – Emergency Operations Center

Mission Statement

To provide internal and external coordination of the emergency functions of the city.

Program Description

This department provides the resources necessary for the Director of Emergency Services to provide the physical components of a functioning EOC, to coordinate response plans with the San Mateo County Office of Emergency Services, to oversee the Brisbane Community Emergency Response Team volunteers, and other work as necessary to prepare and carry out plans for the protection of persons and property within the city in the event of an emergency.

Budget Line Item Descriptions

52200 Safety Clothing

		Budgets		
	2011/12	2012/13	2013/14	2014/15
Safety clothing and equipment		300	150	150

52221 Communications

		Budgets		
	2011/12	2012/13	2013/14	2014/15
EOC Long Distance Line			300	
EOC Air Cards			1,500	
EOC Satellite Phone Subscription			500	
Reprogram mobile radios			200	
Equipment Upgrades			500	
Total		2,500	3,000	4,500

52231 Equipment Maintenance

		Budgets		
	2011/2012	2012/2013	2013/2014	2014/15
Miscellaneous office equipment repair		500	500	500
Standby generator load testing				<u>925</u>
Total				1,425

**52232 Maint. Structures/Improvement
Grounds**

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Physical modifications to EOC to enhance operability		3,000	2,000	2,000

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
EOC Office/computer supplies		400	250	250

52241 Special Department Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Purchase equipment to serve as alternate EOC and/or scheduled event command post.	7,867	26,226	26,226	23,300

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/2014	2014/15
Examples: SMC Emergency Managers Assoc.				
Emergency Management Institute				
California Specialized Training Institute			800	800