

# City of Brisbane

**Operating  
Budget  
Fiscal Years  
2015-2016**

## **Brisbane City Council**

**Terry A. O'Connell**  
Mayor

**Clifford R. Lentz**  
Mayor Pro Tem

## **Councilmembers**

**W. Clarke Conway**  
**Lori S. Liu**  
**Raymond C. Miller**



*Providing Quality Services*

## Budget Transmittal Letter

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July 1, 2015

Honorable Mayor and  
Members of the City Council  
Citizens of the City of Brisbane

On behalf of the entire Management Team, I am pleased to present to you my recommended budget. This budget covers operating revenues and expenses for FY 2015/16 which begins on July 1, 2015 and ends June 30, 2016.

The City has recovered financially from the recession of 2008 to 2013. Our revenues are higher today than they were in 2008 before the recession started. However, we still suffer from the recession in two ways; first, if the recession never happened and our revenues grew just with inflation we would have more resources available than we actually do; and second, during the past seven years we fell behind in providing much needed repairs and replacement of our buildings and facilities as well as setting money aside for our long term liabilities. Since the recession the City is down over \$5,000,000 which could have been spent on needed improvements, programs, and funding long-term costs.

During the recession and its aftermath, the City Council slashed the expenditures of the City while preserving the most important services provided to the community. During this period there was a 25% reduction in staff in all areas of the organization. With the growth in revenues over the past couple of years, Council has added back positions where they were most needed, including Police officers, a Planning position, Public Works positions to cover regulatory compliance and capital project administration, and a Parks and Recreation position to enhance communications and support between the City and the community.

The Police Department currently has 16 sworn personnel – 11 Officers, 3 Sergeants, a Commander and a Chief. Having 14 in Patrol allows for 3 officers per shift and the ability for the Student Resource Officer (SRO) position to be filled again. This officer will be physically present at the schools in town and dedicated to mentoring youth in the community. The Police Department will also now be able to have an investigative position, or a Detective, to do all the follow-up cases for the officers so that they can be out on the streets. Having three officers rather than the minimum two per shift reduces overtime in case an officer is sick, on vacation, injured, or at court.



In further talking about the Police Department to give an example of how adding back positions has made an impact on the community, one can consider 2011 when the department was at its lowest staffing levels (9 total Patrol), to 2014 when staffing began increasing, to the first quarter of 2015 where the department is now at full staff. In 2011 the department had only 9 drug arrests and 34 petty thefts. Fast-forward to 2015 Q1 where they've already had 37 drug arrests and petty thefts has fallen to 6. This data suggests that as drug arrests increase, property crimes decrease and shows that by just bringing back the personnel, the department has been able to be more visible and proactive in the community.

The City Council has also funded a number of infrastructure projects which were put on hold during the recession, including refurbishing our 15 year old pool, rehabilitating our skatepark, adding handrails along walkways and staircases to ensure easier usability and accessibility for people of all capabilities, and approving \$5,000,000 in delayed capital projects for our water and sewer systems such as improved water pressure for Fire Protection in the Annis Rd. area, upgrades to the Glen Park pump station, undergrounding the sewer line on Bayshore Blvd., and replacement of our Supervisory Control and Data Acquisition (SCADA) system.

The Council has also begun setting money aside to reduce our long-term unfunded liabilities such as post-retirement benefits for employees and replacement of our motor vehicle fleet. Although these two programs reduce money to pay for current programs in the short-term, in the long-term they will reduce costs to the community and provide for a more stable and financially viable community.

The City Council also created a better long-term General Fund Policy which will help guide future decisions by the City Council. The old policy set aside 50% of General Fund expenditures while not specifying its purpose. During the recession the City Council reduced this requirement to \$5,000,000. The current policy calls for a Fund Balance which has \$3,500,000 available for use during natural disasters; \$2,500,000 to use to offset decreases in revenues during a recession, and 5% of revenues and expenditures to cover any unanticipated changes to the budget on an annual basis. For this year the General Fund Balance requirement is approximately \$7.8 million.

The FY 2015/16 budget is in balance using the General Fund reserves. We will be able to maintain over \$9,000,000 in reserves in our General Fund. This exceeds our fund balance requirement by more than \$1,000,000. Additionally, City Council chose to review a number of items which were not funded during the budget discussions during their mid-year review to determine if additional reserves were available to either catch up on infrastructure projects or further reduce long-term liabilities.

The City Budget is, in essence, the Financial Plan for the ensuing year and in its present format will serve as a wealth of information about the City and its many programs.



## **Budget Purpose**

The budget is meant to serve the following four major purposes:

1. To define **policy**, as promulgated by the City Council.
2. To serve as an **operating guide** for management staff to aid in the control of financial resources, while complying with State requirements for General Law cities and generally accepted accounting principles for government.
3. To present the City's **Financial Plan** for the fiscal year, illustrating appropriations and projected revenues by which the appropriations are funded.
4. To serve as a **Communication Document** for the citizens of Brisbane who wish to understand how the City operates and the methods used to finance those operations.

## **Budgetary Policies**

The City Council adopted comprehensive Budget and Fiscal Policies on July 26, 1999 (Resolution 99-047). General procedural methods are defined concerning transfers between funds and interfund borrowings. User fee cost recovery goals are delineated in the Budget and Fiscal Policies document and suggest that all fees be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost of living as well as changes in methods or levels of service delivery.

Also included in the Budget and Fiscal Policies is a discussion relative to the desired level of reserves which the city shall maintain. As stated above the portion for the General Fund Reserves was updated in early 2015.

Construction projects and large equipment purchases will be included in the Capital Improvement Plan; minor capital outlays will be included with the operating program budgets. The Policies also discuss capital financing and debt management as well as the conditions necessary to a conduit financing.

## **City Council Mission and Goals**

During 1998/99, the City Council and staff developed the City's Mission Statement and a list of City goals toward which this financial plan is directed. The City's Mission Statement, which was adopted by the Brisbane City Council on March 8th, 1999, is:

***We, the employees of Brisbane, are committed to providing quality public services, facilities and programs. We accomplish this by respecting community values and applying the necessary resources and commitment to meet prospective challenges and the expectations of the citizens and the business community of Brisbane.***

The City Council has also adopted a set of values for the organization. They are:



### **Informed**

- Public input based on diverse ideas and interests.
- Educational opportunities offered on diverse topics that impact residents' lives.
- Information provided to ensure residents can participate in decision-making and events.

*The City will proactively communicate information about services and policies to all in Brisbane. Citizens will receive accurate, timely, and courteous responses to their requests for information and services.*

### **Environmentally-Progressive**

- Be a regional leader in clean energy and air pollution control technologies.
- Ensure the highest level of water quality.
- Continue to reduce the community's waste stream.

*Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability.*

### **Fiscally-Conservative**

- General Fund reserves funds will be maintained in order to be used for emergency purposes.
- Prudent financial decisions will be made with the least amount of impact to valued services.
- Staff will provide thorough and transparent data for policy-makers.

*Brisbane's fiscal vitality will reflect sound financial decisions which also speak to the values of the community.*

### **Public Safety**

- If something happens, assistance is available.
- Staff anticipates and prepares in order to minimize incidents.

*Residents and visitors will experience a sense of safety in all neighborhoods and in all activities.*

### **Involved**

- Public spaces and facilities are available for community interaction.
- Businesses are integrated within the community.
- Cultural and social events bring community members together.

*Brisbane will celebrate the rich diversity of our community by welcoming residents of all ages and cultures and encouraging their civic involvement.*

### **Caring**

- Decisions are propelled by stewardship of the environment.
- Individuals are treated with respect.
- During public forums, opinions and beliefs are freely shared and openly received.

*Residents will be treated with respect and professionalism in all community-related issues and interactions.*

This financial plan incorporates departmental mission statements and goals whose aim is to meet these values.

## **Summary of the 2015/16 Budget**

### *Revenue Projections*

The City receives revenues from many sources, most of which must be accounted for separately and their identity kept intact. Revenue projections for the FY 2016 budget are estimated using historical information, data collected from the Office of the Governor, the League of California Cities, the San Mateo County Auditor, the State Controller, the State Department of Finance, and numerous financial advisors. Trends in sales taxes, home prices, and interest rates are examined. We use historical data plus a general sense of the economic status of our local community to help predict future revenues. When combined with County and State data and other indicators noted above, we normally produce a reasonably good but financially conservative picture of the near future.

The General Fund projected Revenue has finally caught up with where it would have been if there wasn't a recession. This has allowed the City to begin funding a wider variety of priorities than it did during the recession.

### **Property Tax**

Property tax is the third largest source of revenue to the City's General Fund making approximately 20% of total revenues. Property tax is collected by the County and distributed to the City based upon a formula determined by State law. With the imposition of property tax limits through Proposition 13, taxes were limited to \$1 per \$100 of assessed valuation. This \$1 is split among cities, schools and counties in a ratio proportionate to the amounts of taxes collected before Proposition 13 was passed. Property tax revenues increase when (a) property is transferred to a new owner and is revalued at the current sales price; or (b) a two percent annual increase on existing property so long as increases in market price are at least equal to two percent. Properties that have not changed ownership since 1978 continue to carry the pre-existing value factored up by only 2% each year. The decreases which resulted from the Assessor's Office automatic revaluation have all nearly been brought back up to their assessed value had there not been a recession. This has resulted in an approximate 9% increase in Assessed compared

### **Sales Tax**

Next in size in terms of amount of revenue is Sales Tax making up approximately 19.0% of total revenues.

The City continues to engage a sales tax consultant who provides assistance in tracking and checking for proper reporting by businesses.



## **Business License from Recycling**

Business License from Recycling operations makes up approximately 15.3% of total revenues. This particular business license started generating revenue in FY 2012/13.

## **Transient Occupancy Taxes**

The Transient Occupancy Tax rate increased in 2009 to 12%. Based on the previous year's receipts, we project \$2,500,000 from this source. The hotels in the City continue to experience strong occupancy numbers even as they raise room rates. Additionally, the Super Bowl will be in the Bay Area this fiscal year which should provide for a strong January.

## **Enterprise Fund Revenues**

The City's two enterprise funds generate a substantial amount of revenue: Utility Fund with \$5,300,000 and the Marina Fund with \$1,300,000. These revenues are designed to cover the cost of providing these services to the residents and businesses located in Brisbane and to those mooring their boats at our Marina. The Marina's revenues are slightly down from previous years, recognizing the potential impact the Marina dredging project will have on berth rentals.

## **Special Revenue Funds**

The City has numerous special revenue funds where the revenue generated by a specific program is earmarked for the programs carried out by that fund. Typical types of programs within the special revenue fund category are NPDES (National Pollutant Discharge Elimination System, the federally mandated storm drain maintenance program), Gas Tax (where restricted gas tax revenues can be used only for specific street purposes, Measure A (to be used for transportation related programs), and various grant funds.

## **Expenditure Projections**

The 2015/16 General Fund budget for expenditures including transfers is \$17,000,000.

## **Debt Management**

The City's debt consists of a combination of Successor Agency, Assessment Districts, Lease Revenue Bonds and Brisbane Public Financing Authority issuances. The debt outstanding at June 30<sup>th</sup>, 2015 includes:

<b>Name of Bond Issue</b>	<b>Principal Amount Outstanding at 6/30/15</b>
Pension Obligation Bond	\$2,060,000
Pension Obligation Bond	\$1,521,000
City Hall Remodel	\$5,220,000
City Hall Remodel (Completion)	\$1,785,000
Water and Sewer Bond	\$8,805,000
Water and Sewer Bond	\$ 223,200
Marina Bond	\$4,350,000
<b>Total</b>	<b>\$23,964,200</b>

The total amount budgeted for debt service during 2015/16 is \$2,352,000. Funding sources include tax increment, water and GVMID contributions, special assessments levied on parcels, and water and sewer revenues.

### **Future Year Projections**

The fourth and fifth year of the City's Five Year Projections show a potential for revenues to exceed expenditures. This will allow the City to add additional reserves to General Fund, reduce future long-term liabilities, or increase services provided to the public. The projections are based on a continuing strong economic picture, moderate growth in pension and medical costs, and a stable staffing picture. As stated previously there is enough reserves to weather a recession without reducing services so the longer-term financial picture for the City is positive.

### **Community Improvements**

Staff is continuing to look for ways to make improvements within the community. Last year, the City completed a number of improvements including: adding hand rails on Bicentennial Walkway and retrofitting Library Park, refurbishing the pool, completing slope repairs on Santa Clara Street, painting Mission Blue Center and the Community Center, performing energy-saving measures throughout City buildings and facilities, and rehabilitating our Marina dock areas. This year we will begin a \$5,000,000 water and sewer capital program, begin dredging the Marina, build a new skatepark, and perform postponed maintenance on our entire storm drain system.

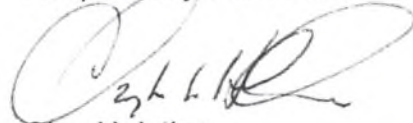
### **Acknowledgment**

The City Manager's Office and the Finance Department sincerely appreciate the cooperation and assistance of the City Council and City staff in developing the City's budget. Many people throughout the organization have put a great deal of effort and skill into the production of this document.

Finally, as always, we look forward to your comments and suggestions as to this budget presentation so that we may continue to refine the document, so it will be as readable and useful as possible to the City Council and to the Community.



Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Clay Holstine', written in a cursive style.

Clay Holstine  
City Manager

## THE CITY OF BRISBANE

The City of Brisbane is a community of 4,292 residents (2010 census) situated in Northern San Mateo County on the west side of San Francisco Bay. Brisbane borders the cities of San Francisco, Daly City and South San Francisco. The San Bruno Mountain range surrounds Brisbane to the west and the San Francisco Bay provides the entire easterly border of the city. Rising from the water level of the Brisbane Lagoon, the valley reaches approximately 400 feet above sea level at its highest point. The residents of Brisbane enjoy a relaxed, small town atmosphere, even though the skyline of San Francisco is directly to the north. There is intense town spirit and pride, and the friendliness of a small community. Due to the natural topography, there is no standard lot size thus the housing in Brisbane is much more individualistic, free from the multiple housing tracts seen in many cities.

To discover the early history of Brisbane, one needs look no further than the oyster shell mounds found along the canyons and ravines of its creeks. From those mounds, archaeologists have unearthed relics of the first inhabitants of the area: the Costanoan Indians. The Costanoans lived an idyllic life; however the advance of European civilization doomed their culture. By 1776, the Spanish Conquistadors had arrived; the Franciscan missionaries soon followed. For a time, the Costanoans coexisted with their missionary neighbors in peace. With the coming of Mexican rule, the lands controlled by the Mission were released to private enterprise.

The original land grant was two square leagues and covered 9,500 acres. It included three separate valleys and was called "Rancho Canada de Guadalupe la Visitacion y Rodeo Viejo. Boundaries extended from South San Francisco to San Francisco, west to Mission Street in Daly City, and east to the Bay, including San Bruno Mountain and the limits of present day Colma and Brisbane. Canada de Guadalupe was the valley now containing Brisbane. La Visitacion is still known as Visitacion Valley and Rodeo Viejo Valley now contains Mission Street from Daly City to Alemany Boulevard.

Jacob Leese, an American who came to California in 1833 and became a naturalized Mexican citizen in 1836, was the grantee. He took possession of his grant in 1838 by putting cattle to range and building a mud-adobe timber house in 1840. It wasn't until 1841 that Leese received the official grant giving him the land. About 1843, he traded his rancho for one in Sonoma County to a young Englishman, Robert Ridley, who also became a Mexican citizen. A poor financial manager, Ridley, was later sued for a note of \$1,432. He sold 700 acres of the rancho to Robert Eaton and the rest went at a sheriff's auction to Alfred Wheeler for a bid of \$875.

The first traffic came to the area with the building of the San Bruno Toll road in 1860. This ancestor to the present Bayshore Boulevard ran close to the water's edge and connected with El Camino Real at San Bruno.



Guadalupe Valley was discovered by real estate promoters in 1908 and called City of Visitacion until 1930, but their subdivision attracted a minimum of home seekers. The City of Visitacion was twice leveled by fire, first in 1918 and again in 1929.

Following the second burning, the community's first of two growth spurts occurred with some 400 homes being built in 1930. Property was priced for people of modest means and sales were brisk despite the depressed economic times of the Great Depression. Schools, churches, a post office, bus service to San Francisco, and organization of a Fire District all followed rapidly in the 1930's. Promotion was managed by Arthur Annis who at that time changed the name to Brisbane, either in honor of the Hearst Press columnist, Arthur Brisbane, or possibly in remembrance of his own home town in Brisbane, Australia. After its initial explosive growth in the early 1930's, Brisbane only added another 1,000 homes in the next 60 years.

Crocker Industrial Park opened in 1961, but was in unincorporated San Mateo County. Brisbane incorporated as a city in 1961, but it took another 20 plus years to see Crocker Park annexed. In its early years after incorporation the City of Brisbane annexed lands then owned by Southern Pacific Railroad, which constitute nearly half of the land mass of current Brisbane. This land consisted mainly of a rail yard and a dumpsite. The rail yard is now gone and no garbage has been dumped there for more than 40 years, but this area remains largely undeveloped although it is zoned for commercial uses. The first major business to move into the new City of Brisbane in the 1960's was Van Waters and Rogers (now VWR Scientific); however no real growth took place until the City's second real growth period occurred between 1978 and 1983 when the City and its Redevelopment Agency designed, financed and constructed what was then the largest small craft harbor in the San Francisco Bay. In conjunction with this, an abandoned garbage dump that made up the Sierra Point peninsula east of US 101 was turned into a modern office park and public access provided to several miles of shoreline.

In 2011 legislation was passed to eliminate all Redevelopment Agencies in the State of California and created Successor Agencies to pay off any existing debt created by Redevelopment. No new redevelopment debt was allowed to be created. The City of Brisbane voted to create a Successor Agency to the Redevelopment and have the City Council be the Board of the Successor Agency. The Successor Agency is a distinct legal entity from the City of Brisbane and the debts and obligations of the Agency are not debts or obligations of the City.

The City of Brisbane is known fondly as "The City of Stars". In 1940, Arthur Kennedy began the tradition of placing a large lighted star on his home during the Christmas season. Soon other residents followed suit, and then the Chamber of Commerce manufactured up to ten stars each year for distribution to local homeowners. Soon travelers driving down US 101 began calling Brisbane "The City of Stars".

## **Government and Administration**

The City of Brisbane incorporated in 1961.

The City operates under the Council-Manager form of municipal government. The City Council is comprised of five members elected at large to all four-year terms. Two Council members are elected in November of one odd-numbered year and three are elected in the following odd-numbered year. From among its members, the Council selects the Mayor for a one year term.

The City Manager and the City Attorney are appointed by and serve at the pleasure of the City Council. The City Manager is responsible for implementing the policy decisions of the City Council and supervises all operations of city government through heads of departments including Community Development, Public Works and Marina, Police, Fire, Administrative Services, and Parks and Recreation.



## DESCRIPTION OF FUNDS

### General Fund (100)

The general fund accounts for the all-purpose revenues and expenses of the City. It accounts for all financial resources except those required to be accounted for by another fund. Revenues deposited into the General Fund include property tax, sales tax, real property transfer tax, franchise taxes, business licenses, motor vehicle license fees, fines and forfeitures, and fees for services. This fund finances most of the City's basic services including general administration, police, fire, community development and planning, engineering, building maintenance, and recreation programs.

### Special Revenue Funds

Special Revenue Funds accounts for proceeds of specific revenue sources that are restricted to expenditures for specified purposes. Included in this fund category are the following funds:

1. **Gas Tax (200)** receives and disburses the City's share of state gasoline tax collections in accordance with the provisions of the State of California Streets and Highways Code, Sections 2104, 2105, 2106, 2107 and 2107.5.
2. **Measure A (205)** fund receives voter-approved, half-cent countywide sales taxes levied to fund transportation improvements and disburses these funds to pay for local street improvements.
3. **Sierra Point Lighting and Landscaping District (210)** receives special tax assessments levied on the parcels in the Sierra Point District and expends these monies based on an adopted budget for lighting and landscaping costs within the district.
4. **N.P.D.E.S. (220)** fund receives assessments levied by the county on property and disburses funds in compliance with the provisions of the National Pollution Discharge Elimination System and the approved budget. A transfer from the General Fund subsidizes costs above this amount.
5. **Office of Traffic Safety Grant (250)** expends funds in keeping with the grant application for safety training and supplies and receives grant funds in reimbursement.
6. **Local Law Enforcement Block Grants (251)** provides block grant funding for police department equipment needs and accounts for those expenditures.
7. **Community Oriented Policing – Supplemental Law Enforcement Services Fund (SLESF) (254)** was established to deposit grant revenues received from

the Community Oriented Policing program; grant revenues must be spent on specific items delineated in the grant agreement.

8. **State Recycling Grant (258)** was established to deposit annual grant for recycling projects

### **Debt Service Funds**

Debt Service Funds accounts for the accumulation of resources for and the payment of general long-term debt principal, interest and related costs. The City has issued several debt instruments, which utilize the following funds to accomplish debt service:

1. **Brisbane Public Finance Authority 2012 Utility Bond (320)** fund was established in 2012 when the 2002 Utility bonds were refinanced; debt service for these bonds will be paid for by the water and sewer system users in the City. The 2002 bonds were sold to pay for upgrades to various water and sewer system components including, Valley Drive Lift Station, water and sewer line replacement, and cost of chloramine conversion.
2. **2014 Brisbane/GVMID Public Finance Authority 2014 Lease Revenue Bonds (330)** was established with the refinancing of the BPFA 2005B City Hall renovation lease revenue bonds in November 2014.
3. **2006 Pension Obligation Bonds (340)** fund accounts for debt service on the Pension Obligation Bonds issued to fund the PERS unfunded actuarial accrued liability for City employees pension benefits.
4. **2013 Pension Side Fund Bonds (341)** accounts for the debt service on the bonds issued to fund the side fund liability from the 2008 change in Pension plans
5. **2005 Brisbane Public Financing Authority Lease Revenue Bonds (365)** provides for debt service for the 2005 Lease Revenue Bonds which is generated from the Redevelopment Agency, the Water Enterprise Fund and the GVMID Enterprise Fund, where various portions of the bond proceeds were expended to finance capital improvements. This bond refinanced the 1995 Certificates of Participation which refinanced the earlier 1988 Certificates issued to construct civic center facilities.
6. **2009A Brisbane Financing Authority City Hall Completion Lease Revenue Bonds (367)** provides for the debt service for the 2009A Lease Revenue Bonds which is generated by the Lease Agreement between the City and the Brisbane Public Financing Authority. The bonds were used to complete the seismic upgrade of the city hall building along with making the building ADA compatible, finishing the police portion of the building, and community meeting room.



7. **Brisbane Public Financing Authority 2001 Series B (Marina Blvd. & Lagoon Road LID 79-1) (375)** fund accounts for assessments on properties located within district boundaries, which are collected on the county tax rolls and remitted to the city. These assessments are used for debt service payments on the bonds.

### **Capital Project Funds**

The Capital Projects Funds accounts for financial resources used for the acquisition or construction of major capital facilities including the following:

1. **Capital Projects (400)** has been established to track most capital projects. Each project has a unique project code that identifies the fiscal year the project was funded.
2. **Special Beautification Capital Projects (440)** fund was established in the mid-1980's. Funds were not appropriated or utilized until recent years. No parameters appear to have been established for the expenditure of these funds; however, the City Council has chosen to utilize the funds for community beautification purposes.
3. **Facilities Fund (450)** was established in 1993 when the Northeast Ridge developers, as a condition of approval of their final map, deposited \$4,078,419 to be used for various city-wide improvements such as a municipal swimming pool, trails, fire buffers, municipal facilities, etc.
4. **South Hill Property Sale Fund (480)** was established in 2014 with the proceeds from the sale of a portion of the former Southern Pacific Transportation company's rail spur in Crocker Industrial Park to an existing business with an adjacent parcel. Use of revenue to be determined.

### **Enterprise Funds**

1. **Utility Fund (540) and (545)** account for revenues and expenses related to providing water and sewer service throughout the City of Brisbane as well as other municipal services to businesses and residents located within the boundaries of the Guadalupe Valley Municipal Improvement District. Revenues are generated by water and sewer charges as well as some revenues that are part of the the GVMID. Expenses incurred are for: the purchase and distribution of water to City residents and businesses; collection and pumping of sewage waste to the City of San Francisco Sewer Plant where it is treated and discharged into the bay; and providing some municipal services to the residents and businesses located within the GVMID.

2. **Marina Fund (550) Marina Capital Fund (555)** account for expenses incurred in the operation and maintenance of the City Marina.

### **Internal Service Funds**

1. **Fringe Benefit (600)** fund serves as a reserve to fund future new or increased levels of fringe benefits bargained with the various employee groups.
2. **Dental Trust (620)** fund serves for the deposit of \$90 per month per employee used for dental expenses. The City administers this self-insurance program, based on a prescribed set of guidelines.
3. **Liability Insurance Fund (630)** accounts for the expenditures for all liability, earthquake, and auto insurance costs that the City incurs. Revenue is transferred to this fund from the other funds based upon payroll costs.
4. **Workers Compensation Fund (640)** accounts for the expenditures for all workers' compensation costs that City incurs. Revenue is transferred to this fund from the other funds based upon payroll costs.
5. **Retiree Supplemental Stipend Fund (650)** accounts for the expenditures for the City's supplemental stipend for retirees. The current contracts allow for a supplemental stipend for employees who were hired prior to July 1, 2008.
6. **Vehicle Replacement Fund (660)** accounts for the expenditures for the replacement of motor vehicles throughout the City. Revenues are received based on value of vehicles used by the various funds and departments. City Council established this fund in 2015.
7. **Rainy Day Fund (690)** These are funds set aside from the result of a correction to Sales Tax receipts which took place over multiple years. These funds were set aside with intention of using them for one-time capital projects, or to cover short-term financial needs of the City.

### **Trust and Agency Funds**

1. **NER Phase 2 Revolving (715)** was established as a revolving account, wherein Brookfield Homes deposits monies to be used in processing their Phase 2 development application.
2. **Recreational Facilities (Skateboard Park) Fund (725)** was established to track contributions for various recreational facilities and to account for the expenses for creating the facility. In 2014, the project is the skateboard park.
3. **Sister City Trust (750)** holds funds deposited for Sister City activities.



4. **Opus Permits/Fees Trust (760)** fund was established to receive deposits from Opus relative to their various development projects, upon which the City may draw to reimburse itself for costs related to these projects.
5. **Opus Development Trust (765)** was established to receive deposits from Opus for planning and other pre-development costs related to their projects; the City draws down on these funds as it incurs related expenses.
6. **Revolving Fund NER (770)** The City has entered into several agreements with the Ridge developers whereby they must reimburse the city for costs related to their development. This fund is used to track the actual costs incurred by the City and the Ridge is billed periodically in order to keep the balance of this fund at a minimum of \$50,000.
7. **Revolving Fund II-Tuntex (775)** This fund was established many years ago to facilitate several development proposals brought forth by Tuntex. A balance still remains in the S.P. Tank Farm Landscaping.
8. **Baylands Revolving (780)** fund was established in January 1993 with a deposit from Tuntex in the amount of \$50,000. These monies are to be utilized for various planning-oriented consulting services connected with their proposed projects.
9. **Baylands EIR (781)** fund was established in February 2007 to track Environmental Impact Report expenses on the Baylands. Sunquest deposited \$250,000 towards the contract with ESA.
10. **Geneva/Candlestick Project (782)** was established in January 2007 with deposits from Sunquest and Lennar to cover the costs for the Biggs Cardosa Contract regarding the Geneva Avenue extension.
11. **Quarry Revolving (785)** was established to provide a depository for processing fees paid by the developer of the Quarry during the application phase of this project.
12. **Slough Estates Development (786)** fund was established in May 2006 with a deposit from Slough Estates for the EIR on Sierra Point.
13. **Opus-Sierra Point Development (787)** fund was established to provide a depository for processing fees paid by the developer of Sierra Point.
14. **Hotel Reimbursement Trust (790)** was established as a depository for reimbursable fees charged a hotel developer; such fees are to be refunded to the developer if certain conditions are met pursuant to an incentive agreement.

15. **Northeast Ridge Assessment District 2013 (796)** This fund accounts for debt service on 2013 Northeast Ridge Assessment bonds; funds are received via assessments on district property owners where bond proceeds were utilized for capital improvements.



## REVENUE SOURCES

The City finances its many services to the public with revenue derived from a variety of sources. The following will provide insight to these sources as well as the basis for budget estimates:

### Fund 100 - General Fund

#### **40101 Secured Taxes**

#### **40102 Unsecured Taxes**

Property taxes in the State of California are administered for all local agencies at the county level and consist of secured, unsecured and utility tax rolls.

Valuations are established by the Assessor of the County of San Mateo for the secured and unsecured property tax rolls; the utility (unitary) property tax roll is valued by the State Board of Equalization. Under the provisions of Article XIII A of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of taxable real property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

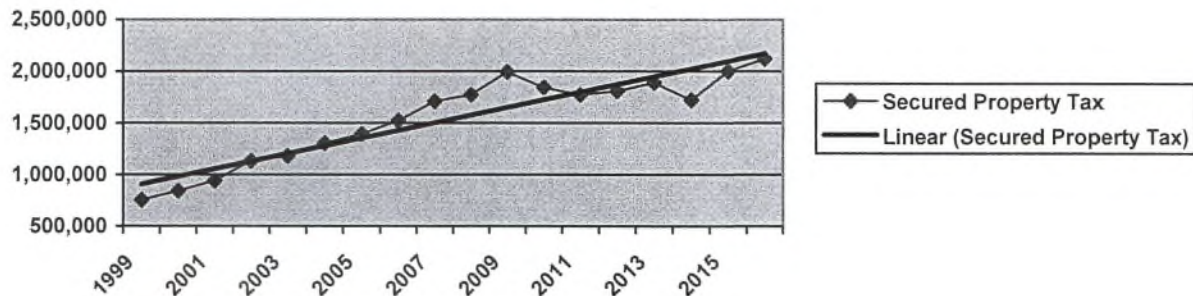
Under the provisions of Proposition 13, the Countywide tax levy for general revenue purposes is limited to 1% of full market value, which results in a tax rate of \$1.00 per \$100 assessed valuation. Tax rates for voter-approved indebtedness are excluded from this limitation.

Due to the nature of the countywide maximum levy, it is not possible to identify general-purpose tax rates for specific entities. Under State legislation adopted subsequent to the passage of proposition 13, apportionments to local agencies are made by the County Auditor-Controller based primarily on the ratio that each agency represented of the total County-wide levy for the three years prior to fiscal 1979; and subsequent adjustments to these apportionments and transfers to the "Educational Revenue Augmentation Fund" (ERAF) as determined by the State.

Property taxes have been severely curtailed in the past due to the State's need to finance its own budget. Since 1993/94 property taxes were shifted from the City to the state pursuant to legislation enacted. San Mateo County is on the Teeter Plan, which provides for payment of 100% of all taxes levied; the County absorbs the delinquencies under this plan. The City receives approximately 20¢ for every dollar paid by the property owner. San Mateo County provides estimates of secured property tax revenues. The recession and ensuing decrease in housing values throughout the Country has impacted Brisbane as well. The City had received about \$2.0 million in Property Tax receipts in 2008/09 and again in FY 2014/15. Based on this and County



of San Mateo projections for property tax increase staff projects receiving about \$2,100,000 in FY 2015/16. Trend line analysis shows that the City is back on the trend line for property tax received from 1999 to the present, after 5 years below the trend line.



Unsecured property taxes are derived from taxes on personal property, which are not attached to real property, such as taxes on leasehold interests, boats, airplanes, business equipment in rented buildings, etc. Estimates are based on prior year receipts and County estimates.

**40103 Prior Year Taxes**

These taxes are generally based on property values which escaped assessment for a variety of reasons during prior years; when collected, a portion is allocated to the City. The estimate is based on prior years' experience.

**40105 Supplemental Property Taxes**

Includes property taxes apportioned to the City by the County from the 1% Tax Rate of the Supplemental Roll Allocation in accordance with Revenue and Taxation Code 75.50. Supplemental taxes are distributed based on our AB 8 factor (the percent of property tax the City receives compared to county-wide receipts) and sale of property County-wide. Staff's projection is more or less flat from what has been received in each of the two previous years.

**40106 Property Transfer Tax**

Chapter 3.16 of the Municipal Code enacted in 1967 levies a 2.75% fee for each \$500 value of real property transferred in the City; the County Recorder imposes these fees and remits them to the City. The City received \$76,000 in FY 2013/14. Staff has conservatively projected this at \$27,000, since there is no method available to determine the number of properties sold or their sale price.

**40107 VLF as Property Tax**

The City started receiving a portion of its Vehicle License Fees as property tax revenue in FY 2004/05. This is increased by the overall increase in the assessed value in the City. The City has received \$248,000 in FY 2011/12 and in excess of \$236,000 in FY 2012/13. Staff is again projecting conservatively at \$239,000 for FY 2015/16. The City may receive more than this amount based on previous growth in property tax.



**40108 Property Tax from RDA Area**

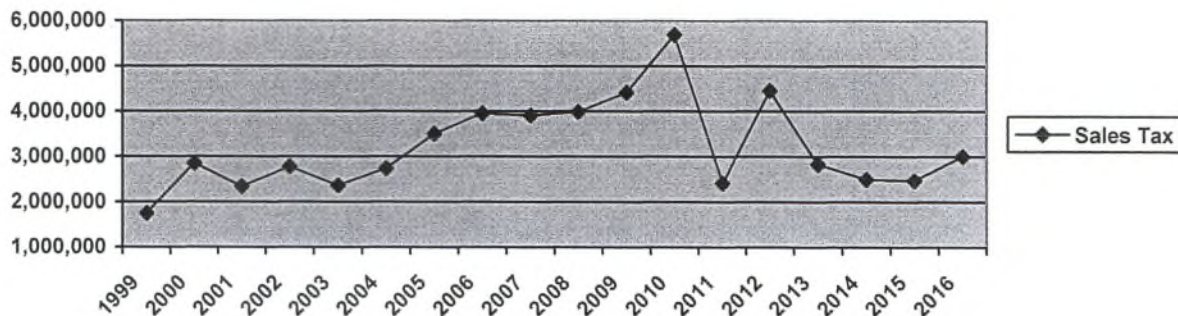
This is revenue the City receives from the former Redevelopment Area within the City. In 2011 the State eliminated Redevelopment and created what is known as Successor Agencies. Property Tax generated within a former RDA area but not used for specific purposes allowed under Successor Agency law are redistributed back to the underlying taxing Districts. The City is one of the underlying taxing districts. The revenue reflected here is staff's best estimate of available funds. This will grow over time as the property values in the area grows or expenses decrease.

**40150 ERAF Reimbursement**

The City receives money from the Education Revenue Augmentation Fund whenever there is more money in the fund county-wide than is needed to be distributed to the School Districts.

**40211 and 40215 Sales Tax-General and Sales Tax as Property Tax**

The City levies one percent sales tax on all merchandise sold in the city limits. These funds are received directly from the State on a monthly basis. Revenues are estimated using economic indicators, historical data and projections delivered by the City's sales tax consultant. In FY 2010 the State misallocated Sales Tax Revenue to the City as a result of an error in the triple flip pass-through. The State has corrected this by withholding Sales Tax Revenues in FY 2011. In FY 2012/13 the City's largest sales tax producer left town. The State still allocated funds through the property tax allocation as if the sales tax producer was still in town thereby over-allocating funds in FY 2012/13. Revenues in FY 2012/13 were lower than the actual amount generated within the City due to the method the State distributed the ¼ cent triple flip portion. There was not enough money within the ERAF fund to distribute the full amount owed to cities. The County is working with the State to correct this reduction in appropriations. The budget for FY 2014/15 reflects the all the corrections have taken place and the City will receive the amount generated.



In March of 2004 the State passed a bond issue to assist them with balancing their budget. The bond will be repaid with a ¼% of the local Burns-Bradley Sales Tax. This portion of the Sales Tax will be backfilled from the State through additional Property Tax revenues. For the purpose of this budget the full 1% local Sales Tax is shown as



Sales Tax revenues. However, the City will track this as a separate revenue source. The triple flip is scheduled to end either during this fiscal year or the next. When it ends there will be one additional quarter of make-up that will be treated as a one-time revenue source.

**40212 Sales Tax-Public Safety**

SCA I (AB 2788 - Chapter 886 Prop 172) authorized the continued imposition of the one-half cent sales tax commencing 1/1/94 upon approval of the voters. The statewide one-half cent sales tax is allocated based on a share of statewide taxable sales. The monies are allocated by the county auditor and are to be deposited into a separate revenue designation to be used exclusively for public safety. The receipt of these funds is conditioned on maintenance of effort, base year 1992-93. This revenue estimate is based on historical trends and analysis of sales tax trends during the past year.

**40221 Franchise Fees - P.G.& E.**

**40223 Franchise Fees-Cable TV**

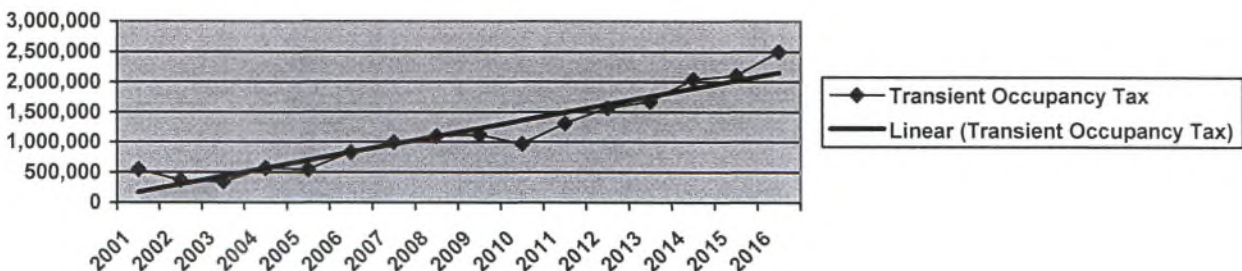
**40222 Franchise Fees - Garbage**

**40224 Franchise Fees-Marina**

The City receives franchise fees from various public utilities and other corporations who furnish gas, electric, Cable TV, refuse or similar services to citizens living within city boundaries. The various fees are delineated in franchise agreements and are paid directly to the City by these franchisees. Estimates are based on historical experience.

**40230 Transient Occupancy Tax**

The City's first hotel opened during Fiscal Year 2001. Chapter 3.24 of the Brisbane Municipal Code specifies a tax of 12% of the rent charged by the operator. The City for the past four years has seen Transient Occupancy Tax increase from its low in 2010. Based on current receipts staff is projecting the Transient Occupancy Tax will generate approximately \$2,500,000 in FY 2015/16. This will be aided by the fact that Super Bowl LX will be in the area. As the trend line shows there has been a larger anticipated increase in this revenue in recent years. This is due to two factors one being the improving economy and the second that the Double Tree Hotel chain took over operations of one of the hotels.

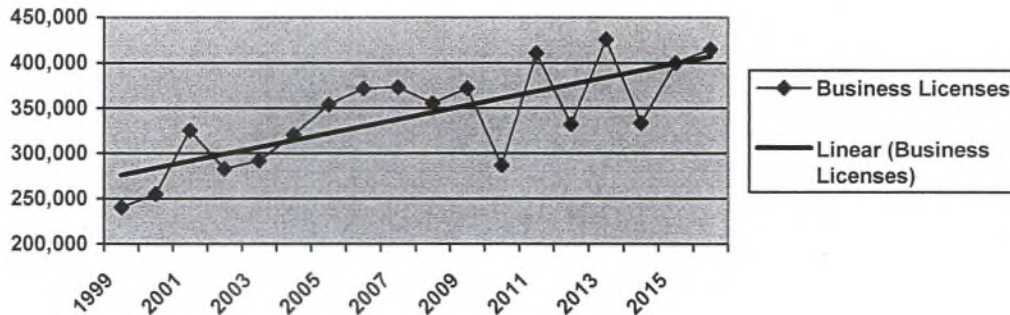


**40241 Business License Taxes**

All businesses within the City are assessed a business license fee in accordance with Municipal Code Title 5. Revenue is estimated based on economic indicators and



historical experience. Business licenses are renewed annually in January and are levied, for the most part, based on gross receipts. Some businesses and activities, such as contractors and one-time events, may opt for a flat fee. In FY 2008 the City adopted a change to the business license tax which begins to put money aside for capital improvements. This change does not alter the base amount the City will receive in Business License. The City anticipates receiving \$415,000 in FY 2015/16. The City's industrial park is considered 100% leased up. This should increase the revenue received from this source.



**40242 Business License-Penalties**

Reflects revenue received from penalties charged for failure to purchase a business license in a timely fashion.

**40243 Recycling Business License Tax**

Special business license tax for recycling firms handling more than 100,000 tons of material.

**40244 Liquid Storage Business License Tax**

Special business license tax for liquid storage tanks.

**40323 Grading Permits/Inspections**

Revenue is derived from plan checking and permit requirements relative to the grading of lots. Estimates are based on the Community Development and Engineering departments' estimates of permits to be issued during the upcoming fiscal year.

**40324 Encroachment Permits**

Reflects the revenue received from permits issued to applicants wishing to encroach in the City right-of-way for any number of reasons. Estimates are based on the Public Works departments' estimate of permits to be issued during the upcoming fiscal year.

**40325 Wide Load Permits**

Permits are issued to applicants wishing to transport over-the-legal-limit wide loads; estimates are based on the Public Works department's estimate of permits to be issued during the upcoming fiscal year.

#### **40327 Truck Haul Impact Fees**

Impact fees charged to trucks hauling fill on city streets. Estimates of receipts are provided by the Department of Public Works. The City has met with the company which primarily pays Truck Haul Impact Fees and they have stated their business has stabilized. Staff estimates the City will receive about \$765,000 in FY 2015/16.

#### **40331 Building Permits**

Building requires securing any one or more of several permits pursuant to the Uniform Building Code, for example: building construction permits, electrical construction fees, mechanical construction fees and plumbing construction fees. Permit fees are specified by the UBC and are collected to cover the cost involved in inspections performed. After the recession started the revenues for this line item decreased due to a slowdown in the building industry. The estimate for this line item is based on the actual revenues over the past few years.

#### **40339 Home Occupation & Miscellaneous Permits**

In order to operate a business out of a home, planning review and the issuance of a permit is required. The revenue derived from these permits is estimated based on Community Development department experience.

#### **40340 Use Permits**

Certain planning uses, in particular zones, require a special use permit to operate. A use permit usually requires that the surrounding property owners be notified of the pending use and are offered an opportunity to protest at a hearing before the Planning Commission. A use permit fee is charged to offset the cost of staff review and noticing requirements. Estimates are based on historical experience.

#### **40341 Variances/Exceptions**

Applicants requesting a variance to the zoning regulations are required to pay a fee for the processing of the request and noticing requirements. Estimates are based on historical experience.

#### **40342 Sign Permits**

Applicants wishing to construct or install a commercial sign are required under the sign ordinance to undergo review by the Planning Department and/or the Planning Commission. Permit fees are charged to offset the staff time cost for reviewing these applications.

#### **40401 Vehicle Code Fines**

The City shares in a portion of the fines levied for violation of the Vehicle Code; citations are issued by the Brisbane Police Department. These fees are collected by the County and then apportioned to the City. Estimates are based on historical experience.



#### **40402 City Code Violation Fines**

The City shares in a portion of fines levied for violations under the Brisbane Municipal Code. These fees are collected by the County and then apportioned to the City. Parking fees are collected by a private contractor and remitted to the City. Estimates are based on historical experience. Parking fines collection has improved immensely since the San Mateo cities contracted with Turbo Data for collection services.

#### **40404 Abandoned Vehicle Abatement Program**

The City receives funding for the abatement of abandoned vehicles through the State of California via C/CAG. The City of San Carlos administers the various cities abatement efforts and distributes these funds based on population (50%) and the number of vehicles abated (50%).

#### **40501 Investment Earnings**

Represents interest earned on General Fund monies invested in the Local Agency Investment Fund and other instruments allowed under the City's Investment Policy and state statute. Estimates are based on expected market conditions relative to interest rates and cash balances available for investment. Interest earnings are based on a 0.5% interest rate for the year. This is higher than the current 2-year Treasury bill rate.

#### **40502 Rents and Concessions**

This is the anticipated rent for City owned property.

#### **40602 State Motor Vehicle In-Lieu Fees**

Includes City share of motor vehicle license fees levied, collected and apportioned by the State. Estimates of revenue are based on prior receipts and are expected to be a little less than \$10,000.

#### **40609 State - Homeowner's Property Tax Rebate**

The City is reimbursed for property taxes lost due to the allowance of the homeowner's property tax exemption. Estimates are based on historical experience and county estimates. Payments are funneled through the County from the State to the City and are usually received in April and July.

#### **40612 State - P.O.S.T. Reimbursements**

The cost of training received by City police officers is partially reimbursable from the Peace Officer Standards and Training Commission. Revenues are estimated on the basis of historical experience and the expected training to be given in the upcoming fiscal year.

#### **40613 State - Mandated Costs Reimbursements**

The city is reimbursed by the State for certain state-mandated costs. Claims are prepared for the City by a consultant for a flat fee. Although we still file claims, staff has



not budgeted any amount due to the large deficits the State is running. Hopefully, after the State has solved its own financial issues they will make back payments to the City.

#### **40701 Zoning and Amendment Fees**

Anyone requesting a zoning change or an amendment to the zoning ordinance text to facilitate their particular development must pay the costs of hearing and processing their request. Estimates are based on Planning Department estimates of the numbers of these types of requests that will be received during the upcoming fiscal year.

#### **40702 Environmental Review Fees**

Fees are charged for preparation of environmental impact reports that occasionally are required of developer applicants. Estimates are based on Planning Department estimates of the numbers of these types of requests that will be received during the upcoming fiscal year.

#### **40703 Sales of Maps/Publications**

The sale of publications such as the General Plan and the Brisbane History published by the City are included as revenue here. Estimates are based on historical experience.

#### **40704 S.M.I. Fees**

Fees are passed through to those taking out building permits by the City for the State; Strong Motion Instrumentation Program fees are then remitted to the state after being collected from building applicants. This is strictly a pass-through type of revenue and is estimated based on anticipated building activity in the upcoming year.

#### **40705 Design Review Fees**

Fees are collected by the Planning Department for design review services. Revenues are based on historical experience and the Planning Department's expectations for this type of review in the upcoming fiscal year.

#### **40707 Certificate of Compliance fees**

The Planning Department charges a fee for the issuance of a Certificate of Compliance pursuant to Chapter 16.48 of the Brisbane Municipal Code. Any person owning real property may request whether such property complies with the Subdivision chapter of the Code. The Planning Director issues these Certificates of Compliance that the property owner may then record. Estimates are based on the Planning Department's estimates of activity in the upcoming fiscal year.

#### **40716 Tentative Parcel/Subdivision Map Fees**

Fees are collected when parcel or subdivision maps are filed which cover the cost of Engineering Department review of the improvement plans. Estimates are based on the Engineering Department's prediction of activity of this type during the upcoming fiscal year.



#### **40720 Appeal Fees**

Reflects the costs of fees collected to process and hear appeals of Planning Commission decisions. Estimates are based on historical experience.

#### **40722 Plan Checking Fees**

Reflects the cost of fees collected from those submitting plans needing checking; the City hires consultants to perform these services which must be paid for by those requesting plan checking services. Revenues are based on Planning Department estimates of upcoming activity during the budget cycle.

#### **40724 Special Fire Services**

The Fire Department periodically inspects every commercial property in Brisbane for fire code violations - these inspections and reinspections are charged to the property owner. Estimates are based on recent activity and Fire Department expected inspections for FY 2013/14.

#### **40725 Fire Paramedic Reimbursement**

The 20 cities located in San Mateo County have joined together to form a joint powers agency entitled "San Mateo Pre-hospital Emergency Services Providers Group". These cities now provide Advanced Life Support (ALS) services within their respective jurisdictions, a service which is partially reimbursed by the private provider ambulance company. Those reimbursements are reflected in this account and are previously established by the group.

#### **40726 CPR Class Registration Fees**

The Fire Department offers CPR Classes to the public and collects a fee that covers the cost of the instructor and the materials used. Estimates are based on historical experience.

#### **40727 Narcotics Task Force Reimbursement**

The City has not assigned an officer to SMNTF during the next year; therefore no reimbursement of cost is anticipated.

#### **40730 Special Engineering Services**

Represents engineering service fees charged to developers by the City for staff time. Estimates are based on previous years experience.

#### **40731 Planning Department Service Fees**

The Planning Department collects set fees for their services; when the extent of planning staff services exceeds the amount of the fees, applicants are required to deposit additional funding to cover the cost of processing their application.

#### **40732 Police Department Services**

This account covers for miscellaneous police services rendered.

#### **40733 Weed Abatement/Lot Cleaning**

Properties are noticed when weeds and other debris become a fire hazard. Property owners are required to abate these conditions; those who fail to comply are cleaned up by the City and the property is liened for this cost. These charges are difficult to forecast given the sporadic nature of these occurrences.

#### **40734 Adult Sports Registration Fees**

Reflects the registration fees charged those participating in the Recreation Department's Adult Sports activities. Estimates are based on programming planned for the new year.

#### **40735 Youth Sports**

The Recreation Department offers a number of youth sports activities, such as basketball, baseball, wrestling, and softball. The participants are charged a nominal fee to cover the cost of uniforms and referees. Estimates for this budget cycle are based on anticipated programming and historical participation figures.

#### **40737 After School Program Fees**

The Recreation Department offers after school programming for children; a participant fee is charged to help offset the cost of staff and materials. Estimates are based on programming planned for the new year and historical participation figures.

#### **40738 Pre-school (Tiny Tots) Fees**

The Recreation Department offers programs for Tiny Tots; a participant fee is charged to help offset the cost of staff and materials. Estimates are based on programming planned for the new year and on historical participation figures.

#### **40742 Classes Registration Fees**

The Recreation Department offers classes for youth and adults; a participation fee is charged to help offset the cost of the instructor and materials. Estimates are based on programming planned for the new year.

#### **40743 Day Camp Registration Fees**

The Recreation Department offers day camp experiences during Winter, Spring, and Summer vacations for which a small fee is charged to cover staff costs and materials. Revenues anticipated for FY 2014/15 are based on scheduled programming and historical participation.

#### **40744 Adult Lap Swim Fees**

Reflects fees charged to adults who utilize the pool for lap swimming. Estimates are based on past history.

#### **40745 Recreational Swim Fees**

Recreational swim fees are estimated based on the experience of the facility.



**40746 Swim Lesson Fees**

Swim lesson fees are estimated based on the experience of the City.

**40747 Special Swim Class Fees**

The Recreation Department offers special swimming classes such as Water Aerobics, Lifeguard Training and WSI for a fee.

**40750 Sale of Copies**

The City sells a variety of copies to various members of the public upon request. Estimates of revenue here are based on previous years' experience.

**40751 Police Report Fees**

Reflected here are the fees charged for providing copies of police reports. Estimates are based on historical experience and Police Department estimates.

**40761 P.G. & E. Bill Collection Fees**

The City Finance Department functions as a P.G. & E. bill paying station and receives a small fee for providing this service. This fee is reflected in this account and is based on historical experience.

**40780 Processing Fees**

Reflected here are the fees collected for processing on-line credit card payments.

**40790 Special Events Registration Fees**

The Recreation Department conducts several special events each year, among which are Lagoon Cleanup and the Family Festival, for which various charges are levied on participants for booth rentals, etc. Revenues for the next two years are estimated on historical experience and anticipated special events scheduled.

**40795 Facilities Rentals**

The Recreation Department rents various City facilities such as the Community Center, Mission Blue Park and Recreation Center and the Community Park to the public; rents are collected and reflected in this account. Estimates are based on historical experience and anticipated future availability of new facilities.

**40901 Indirect Cost Reimbursement**

These are the funds the City receives from the City's Enterprise and Special Revenue Funds for the work that General Fund employees do for these funds. Prior to FY 2002/03 the City used to split individuals out to each fund. In FY 2002/03 the City had FCS Group do an indirect cost study to determine the actual cost of providing services to the various funds. The City redid its indirect cost study in 2013. The revenue reflects the changes implemented.

**40902 Contractual Services**

These are for services we provide to other agencies.

**40920 Sale of Surplus Property**

Budgeted here is revenue derived from the sale of surplus City-owned real property and equipment. Estimates are difficult to anticipate and depend upon property surplus in any given year.

**40930 Insurance Reimbursements**

Included in the revenue account are reimbursements from insurance companies for damages done to City property.

**40941 Returned Check Fees**

This account reflects fees charged to persons whose checks to the City are returned by the bank for lack of funds. Estimates are based on historical experience.

**40949 Property Tax In-lieu**

In 1992, the City and Tuntex reached an agreement relative to downward re-appraisals of Tuntex-owned property, wherein the City agreed not to contest the appeal of Tuntex to the Assessor for re-evaluation in exchange for which Tuntex would deposit with the City a set amount of lost tax increment. Tuntex deposits these monies each year with the City based on a complex formula stipulated in this agreement.

**40950 Miscellaneous Revenues**

Reflected in this account are rental of community garden plots, SamTrans pass commissions, notary services and other unanticipated miscellaneous revenue sources. Historically, staff has budgeted unanticipated savings here. However, staff does not anticipate any savings and therefore takes the conservative approach and does not budget for any additional revenues.

**40956 Reimbursement for Prior Year Expenditures**

This account reflects reimbursements received by the City for expenditures made in a prior year to which, because the books for that year have been closed, cannot be cost applied to the expenditure account.

**40959 Reimbursed Expenditures-Current Year**

This revenue account is composed of reimbursements received during the current year for City services or materials for which no specific account has been established. Estimates are based on historical experience.

**40961 Transfers In From Other Funds**

Includes transfers from other funds to the General Fund programmed in the fiscal year 2013/14 Budget as shown on the separate "Schedule of Transfers".

**40970 Administrative Fee from BPFA**

In 1991, the Brisbane Public Financing Authority purchased the Marina Blvd. & Lagoon Road Local Improvement District Assessment Bonds and issued new bonds. The 1991 bonds were refinanced in 2001. The LID 79-1 District remains intact and assessments



continue to be levied on properties in the district (Sierra Point area); these assessments plus an administrative fee are collected each year on the property tax rolls; the amount needed to pay the BPFA bonds is paid to the trustee and the administrative fees collected as a part of the property assessments is revenue in to the General Fund through this revenue code. The amount expected is based on the established debt service schedule.

**40972 Administrative Charges to Northeast Ridge**

The City charges the Northeast Ridge Assessment Fund for the cost of processing the engineering and administrative work to run the District.

**Fund 200- Gas Tax**

**40501 Investment Earnings**

Represents interest earned on restricted gas tax funds. Estimates are based on trends and historical experience.

**40603 Gas Tax - 2106**

**40604 Gas Tax - 2107**

**40605 Gas Tax - 2107.5**

**40606 Gas Tax - 2105**

**40607 Gas Tax - 2103**

Gasoline taxes levied on the sale of gasoline within City boundaries are distributed pursuant to formulas specified in Streets and Highways Code Sections 2106, 2107, 2107.5, and 2105. Use of Gas Tax is restricted to street and road purposes. Estimates of revenue are based on prior year receipts.

**Fund 205 - Measure A**

**40213 Sales Tax - Transportation**

Reflects receipt of voter-approved, half-cent countywide sales taxes levied to fund transportation improvements distributed by the County; funds are required to be used to pay for local street improvements. Anticipated revenue is based on estimated sales tax receipts and prior year's receipts.

**40501 Investment Earnings**

Represents interest earned on restricted Measure A funds invested with the State's Local Agency Investment Fund and other instruments. Estimates are based on trends and historical experience. Interest has decreased due to much lower cash carryover balances.

**Fund 210 - Sierra Point Lighting and Landscaping District**

**40109 Special Assessments**

Established under the California Lighting and Landscaping District statutes, assessments are calculated based on an Engineer's estimate of costs needed to fund

the District budget each year. Assessments are then transmitted to the County Auditor-Controller who places these assessments on the upcoming tax rolls. Once collected, the County pays these assessments to the City, which in turn uses these funds to provide lighting and landscaping services to the Sierra Point Lighting and Landscaping District.

**40501 Investment Earnings**

Represents interest earned on restricted District funds invested with the State's Local Agency Investment Fund and other instruments. Estimates are based on trends and historical experience. This fund may experience deficit interest in that the fund is in a deficit condition much of the year pending December and April receipt of the assessments.

**Fund 220- National Pollution Discharge Elimination System (N.P.D.E.S.)**

**40109 Special Assessments**

The County collects assessments via the property tax bills pursuant to the National Pollution Discharge Elimination System Regulations, a federally mandated program. Assessments for the past three years were levied based on a graduated rate schedule. Revenue estimates are based on the adopted NPDES Budget. Revenues are used to fulfill federal mandated storm drainage requirements.

**40501 Investment Earnings**

Represents interest earned on NPDES fund balances invested with the State's Local Agency Investment Fund and other instruments. Estimates are based on market indicators and historical trends. This fund may experience deficit interest in that the fund is in a deficit condition much of the year pending receipt of the assessments from the County.

**Fund 250 - Office of Traffic Safety Grant**

**40501 Investment Earnings**

Represents interest earned on restricted grant funds invested with the State's Local Agency Investment Fund and other instruments. Estimates are based on trends and historical experience.

**Fund 251 - Local Law Enforcement Block Grant**

**40501 Investment Earnings**

Represents interest earned on restricted grant funds invested with the State's Local Agency Investment Fund and other instruments. Estimates are based on trends and historical experience.



## **Fund 254 – Community Oriented Policing AB3229**

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **40614 COPS Grants**

This is for funds received from the State.

## **Fund 340 – 2006 Pension Obligation Bonds**

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **40961 Transfers In From Other Funds**

Funds are transferred from the General Fund to provide for debt service on this bond. See "Schedule of Transfers".

## **Fund 341 – 2013 Pension Side Fund Bonds**

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **40961 Transfers In From Other Funds**

Funds are transferred from the General Fund to provide for debt service on this bond. See "Schedule of Transfers".

## **Fund 365 – Brisbane Public Financing Authority (BPFA) 2005 Refunding Bond**

### **40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

### **40961 Transfers In From Other Funds**

Funds are transferred from the General Fund, Utility Fund, and provided by the Successor Agency to provide for debt service on this bond. See "Schedule of Transfers".

## **Fund 366 2005B Lease Revenue Bond**

### **40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

### **40961 Transfers In From Other Funds**

Funds are transferred from the General Fund to provide for debt service on this bond. See "Schedule of Transfers".

## **Fund 367 2009A City Hall Completion Lease Revenue Bond**

### **40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

## **Fund 375 – Brisbane Public Financing Authority 2001 Series B**

### **40109 Special Assessments**

Budgeted here are the special assessments levied in the Marina Blvd. and Lagoon Road Local Improvement District. These assessments are placed on the county tax rolls and collected by the County of San Mateo Tax Collector and remitted pursuant to the Teeter Plan to the City by the County Auditor-Controller. The bonds of this District were purchased by the Brisbane Public Financing Authority in 1991 and were not defeased but held by the fiscal agent.

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

## **Fund 400 – Capital Projects**

### **40241 Business License Fees**

In 2008 the City implemented a special tax on businesses with gross receipts over \$10,000,000 to go towards Capital Projects. The City anticipates receiving approximately \$300,000 from this source similar to what has been produced over the last three years.

## **Fund 440 - Special Beautification**

### **40501 Investment Earnings**

Represents interest earned on deposited funds invested with the State's Local Agency Investment Fund and other instruments. Estimates are based on trends and historical experience.

## **Fund 450 – Facilities Fund**

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

## **Fund 540 – Utility Enterprise**

The Utility Enterprise Fund consists of the former Water, Sewer, and GVMID Enterprise Funds.



#### **40101 Property Taxes – Secured**

As a special district, GVMID is entitled to a pro-rata share of property taxes collected from the County as a whole. That amount is based upon a formula dictated by statute which represents the District's share of property taxes from within the entire county at the time Proposition 13 was enacted to that of other entities in the County. Estimates of taxes for the new year are based on projections provided by the County Assessor as to the assessed valuations for the new year.

#### **40102 Property Taxes - Unsecured**

Unsecured property taxes are derived from taxes on personal property that may not be attached to real property, such as taxes on leasehold interests, boats, airplanes, business equipment in rented buildings, etc. Estimates are based on projections from the County Assessor and prior years' experience.

#### **40103 Property Taxes - Prior Years**

These taxes are generally based on property values that escaped assessment for a variety of reasons during prior years; when collected, a portion is allocated to the City.

#### **40105 Property Taxes - Supplemental**

Includes property taxes apportioned to the City by the County from the 1% Tax Rate of the Supplemental Roll Allocation in accordance with Revenue and Taxation Code 75.50. Estimates for 2014/15 is based on historical experience and County estimates.

#### **40501 Investment Earnings**

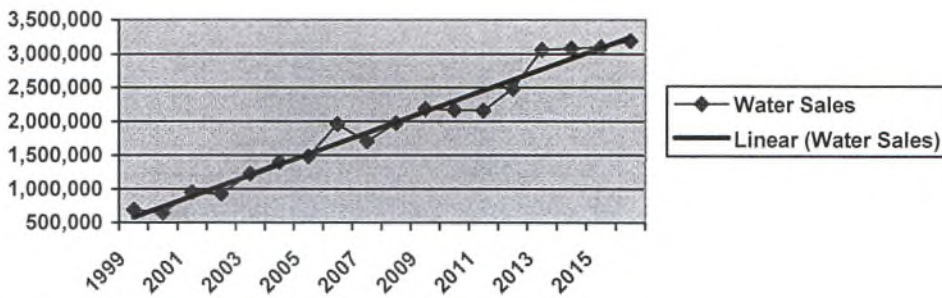
Estimates are based on interest trends and cash balances in this fund.

#### **40609 Homeowner's Property Tax Relief**

The district is reimbursed for property taxes lost due to the allowance of the homeowner's property tax exemption. Estimates are based on historical experience and county estimates. Payments are funneled through the county from the State to the District and are usually received in April and July.

#### **40801 Water Sales**

This revenue item represents the sale of water to residential and commercial customers in the City and the District. The City Finance Department bills for water bi-monthly based on rates established by the City Council. The FY 2015/16 revenue projection is based on historical trends plus the addition of a professional laundry in town. The City has also factored in a decrease in revenues from this base amount due to the drought.



**40802 Account Opening and Reconnection Charges**

The District and City charge a fee to open a new account or to have service reconnected after it has been disconnected for non-payment of the water billing. Those charges are reflected here and are estimated based on prior years' experience.

**40803 Late Payment Charges**

The District and City charge penalties for late payment of water billings. Future revenues are estimated based on prior years' experience.

**40804 Water Meter Connection Fees**

All new hookups/services pay a fee for the privilege of hooking into the District and City water system. Estimates for 2014/15 are based on the Public Works Department's estimates of hookups in the new year and building activity.

**40805 Fire Services Charges**

On commercial water accounts and new residential buildings, the District and City charge a rate (\$27.20 per inch) to recover the cost of having water and suitable water pressure available for fire suppression (indoor sprinkler systems).

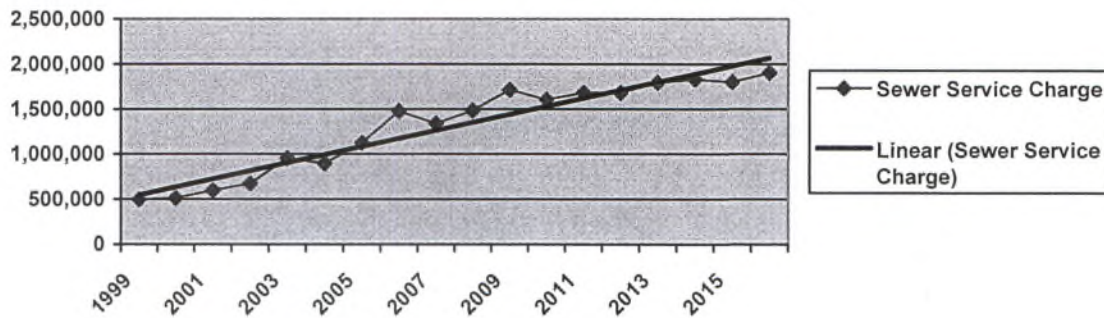
**40810 Low Income Assistance**

This is the contra-revenue account showing the amount that the City contributes to the Utility fund for low income customers. Eligibility is determined by the PG&E CARE program.

**40820 Sewer Service Charges**

Consists of charges the District and City levy for sewer service to residents and commercial enterprises in the District limits. Estimates are based on prior years' experience.





**40821 Sewer Connection Fees**

The District and City charge a sewer connection fee for all new connections into the District sewer system. Estimates are based on Public Works' expectations for building and new service connections in the new year.

**40825 Capital Charge**

This charge is determined annually based on water consumption and is used for capital projects for the utility system or the debt service that was created to fund the projects.

**Fund 550 Marina Enterprise Fund**

**40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

**40502 Rents and Concessions**

This is for the soda machine, oil recycling, laundry, dock wheels, and iDock offered at the Marina.

**40803 Late Payment Charges**

The Marina, which rents boat berths, charges a late penalty on those who do not pay their slip rental on time. These revenues are estimated based on previous years' experience.

**40830 Berth Rentals**

The Brisbane Marina rents its slips to boaters for varying amounts depending on the length and location of the slip. The estimates for the new budget years are based on previous years' experience.

**40831 Electricity Charges**

Beginning in FY 2008/09 the Marina metered the individual slips in order to charge electrical costs to the berth renters.

**40833 Berth Application Fees**

The Marina charges a small fee for processing new applications for slip rental. Estimates are based on previous years' experience.

**40834 Berth Transfer Fees**

Should a slip tenant wish to relocate to a different slip, the Marina charges a \$25 fee to cover processing costs. Estimates are based on historical experience.

**40941 Returned Check Fees**

The City charges a fee for all checks returned by the bank for insufficient funds. These fees are estimated based on prior years' experience.

**Fund 600 - Fringe Benefit**

**40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

**Fund 620 - Dental Self-Insurance**

**40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

**40958 Other Revenue - Payroll Charge**

The City deposits \$95 per month per full-time employee to the Dental Insurance Fund. Worker's dental claims are then paid from the trust pursuant to a prescribed set of guidelines.

**Fund 630 – Liability Self Insurance Fund**

**40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

**40958 Other Revenue - Payroll Charge**

The City will transfer into this fund revenue from departments based upon their budgeted payroll.

**Fund 640 – Workers Compensation Fund**

**40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

**40958 Other Revenue - Payroll Charge**

The City will transfer into this fund revenue from departments based upon their budgeted payroll.



## **Fund 650 – Other Post Employment Benefits (OPEB) Fund**

### **40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

### **40958 Other Revenue - Payroll Charge**

The City will transfer into this fund revenue from departments based upon their budgeted payroll.

## **Fund 660-Vehicle Replacement Fund**

### **40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

## **Fund 750- Sister City Trust**

### **40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.

## **Fund 765 - Opus Development Trust**

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **40949 Developer's Contribution**

This account reflects deposits from Opus relative to their various development projects upon which the City may draw to reimburse itself for costs related to these projects.

## **Fund 715/770 - Revolving North East Ridge**

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **40959 Reimbursed Expenses-Current Year**

Reflects reimbursements made by Toll Brothers to the City for staff time and other related costs in connection with the development of the Northeast Ridge. The City bills the developer periodically for reimbursement of costs based on charges posted against this fund. The developer is required to keep this fund at a minimum balance of \$50,000.

### **40946 Developer's Reimbursements**

Reflected in this account is the administrative overhead related to direct costs charged to developers for consultants, surveys, mapping, etc. The City charges 20% overhead.

**Fund 781 – Baylands Environmental Impact Report**

**Fund 782 – Geneva/Candlestick Projects**

**Fund 780 – Baylands Revolving**

**40501 Investment Earnings**

Estimates are based on trends and historical experience. Monies were deposited by Tuntex in January 1993 in the amount of \$50,000 to be utilized for various planning-oriented consulting services connected with their proposed projects.

**40946 Developer's Reimbursements**

Reflected in this account is the administrative overhead related to direct costs charged to developers for consultants, surveys, mapping, etc. The City charges 10% overhead

**Fund 786 – Slough Estates Development Fund**

**40501 Investment Earnings**

Estimates are based on trends and historical experience.

**Fund 796 – Northeast Ridge Assessment District**

**40109 Special Assessments**

Special Assessments are levied on properties located on the Northeast Ridge and collected through the property tax cycle. These assessment bonds were sold to provide infrastructure improvements for the housing development on the Ridge. These assessments are used to pay the bonds and their interest.

**40501 Investment Earnings**

Estimates are based on interest trends and cash balances in this fund.



**CITY OF BRISBANE**  
**SUMMARY OF BUDGET**  
**2015/16**

Schedule 1

Fund	Estimated Fund Balance 7/1/15	Estimated Revenue 15/16 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Approved 15/16 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/16
<b>GENERAL OPERATING:</b>							
General (100)	10,400,000	15,703,619	94,084	26,197,703	15,187,417	1,957,412	9,052,874
<b>SPECIAL REVENUE FUNDS:</b>							
Gas Tax (200)	197,403	100,000	-	297,403	-	75,000	222,403
Measure A (205)	482,156	150,000	-	632,156	-	90,000	542,156
Sierra Point Lighting & Landscaping (210)	(50,880)	590,000	-	539,120	546,924	-	(7,803)
NPDES (220)	(189,019)	74,000	462,099	347,080	536,099	-	(189,019)
C.O.P. Grant (254)	-	100,000	-	100,000	100,000	-	-
Successor Housing Fund (883)	861,247	-	-	861,247	6,409	-	854,838
<b>DEBT SERVICE FUNDS:</b>							
Utility Bond 2015 (545)	-	-	410,654	410,654	410,654	-	-
Pension Obligation Bond (340)	1	-	620,400	620,401	620,400	-	1
Pension Side Fund Bond (341)	-	-	119,939	119,939	119,939	-	-
BPFA Refunding Lease Revenue Bond (365)	361,473	-	106,717	468,190	106,717	-	361,473
BPFA Lease Revenue Bond 2006 Series B (City Hall) (366)	1	-	381,280	381,281	381,280	-	1
BPFA Lease Revenue Bond 2009 (City Hall Completion) (367)	418,912	-	189,525	608,437	189,525	-	418,912
Brisbane Public Financing Authority 2001 B (375)	1,675,707	-	-	1,675,707	1,664,145	-	11,562
<b>CAPITAL PROJECTS FUNDS:</b>							
Capital Projects Labor Clearing (400)	-	330,000	165,000	495,000	360,000	94,084	40,916
Special Beautification (440)	-	-	-	-	-	-	-
Facilities Fund (450)	2,340,904	-	-	2,340,904	-	-	2,340,904
<b>ENTERPRISE FUNDS:</b>							
Utility Fund (540)	2,000,000	5,343,200	70,000	7,413,200	4,604,642	557,893	2,250,665
Utility Capital Fund (545)	-	-	-	-	-	-	-
Marina (550)	3,323,145	1,338,954	-	4,662,099	1,603,401	16,807	3,041,891
Marina Capital Fund (555)	1,108,386	-	-	-	-	-	-

**CITY OF BRISBANE**  
**SUMMARY OF BUDGET**  
**2015/16**

Schedule 1

Fund	Estimated Fund Balance 7/1/15	Estimated Revenue 15/16 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Approved 15/16 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/16
<b>INTERNAL SERVICE FUNDS:</b>							
Fringe Benefits (600)	-	-	-	-	-	-	-
Flexible Benefits (610)	24,198	-	-	24,198	-	-	24,198
Dental (620)	64,000	93,480	-	157,480	100,000	-	57,480
Self Insurance (630)	400,000	315,000	-	715,000	230,000	-	485,000
Workers Compensation (640)	(675,175)	528,456	-	(146,719)	200,000	-	(346,719)
Retiree Health/Stipend Fund (650)	613,921	340,990	-	954,911	249,300	-	705,611
Vehicle Replacement Fund (660)	1,492,835	4,000	171,498	1,668,333	32,000	-	1,636,333
<b>TRUST AND AGENCY FUNDS:</b>							
NER Phase 2 Revolving (715)	29,272	-	-	29,272	-	-	29,272
Sister City Trust (750)	835	-	-	835	-	-	835
Opus Fees/Permits (760)	6,043	-	-	6,043	-	-	6,043
Opus Development Trust (765)	39,509	-	-	39,509	-	-	39,509
NER Revolving (770)	691	-	-	691	-	-	691
Tuntex Revolving (775)	205,096	-	-	205,096	-	-	205,096
UPC Revolving (780)	166,574	-	-	166,574	-	-	166,574
NER Assessment District (796)	473,107	545,341	-	1,018,448	545,341	-	473,107
<b>GRAND TOTALS</b>	<b>25,770,342</b>	<b>25,557,040</b>	<b>2,791,196</b>	<b>54,118,578</b>	<b>27,794,193</b>	<b>2,791,196</b>	<b>23,533,190</b>



**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16**

**Schedule 2**

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
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**GENERAL FUND (100)**

40101	Current Secured	1,769,749	1,807,447	1,888,975	1,719,088	2,000,000	2,121,600
40102	Current Unsecured	8,309	16,852	56,745	47,958	10,000	50,000
40103	Prior Year Tax	3,031	5,369	(1,161)	127,470	-	-
40105	Supplemental Tax	39,102	43,223	52,543	74,734	47,000	48,700
40106	Transfer Tax	32,408	34,646	47,300	76,176	26,000	50,000
40107	VLF as Property Tax	265,460	248,569	236,127	249,949	232,000	270,000
40108	Property Tax from RDA Area		394,522	678,372	329,179	250,000	350,000
40150	Education Revenue Augmentation Fund (ERAF)	208,926	212,770	251,183	177,399	128,000	200,000
40211	Sales Tax	1,811,288	3,312,054	1,721,722	2,496,020	1,854,000	2,250,000
40212	Sales Tax - Safety	26,679	29,258	31,839	33,202	31,000	32,000
40215	Sales Tax as Property Tax	1,003,584	1,145,347	1,109,294	-	618,000	750,000
40221	Franchise Fees - P G & E	117,494	121,356	105,361	109,701	121,000	109,000
40222	Franchise Fees - Solid Waste	31,698	33,275	36,589	41,921	210,000	214,000
40223	Franchise Fees - Cable TV	63,786	61,041	57,127	64,278	70,000	65,000
40224	Franchise Fee Marina				117,802	123,430	107,116
40230	Transient Occupancy Tax	1,306,119	1,560,033	1,668,343	2,037,809	2,100,000	2,500,000
40241	Business License Tax	410,828	332,213	426,011	333,653	400,000	415,000
40242	Business License Penalty	13,966	4,021	44,577	14,237	4,000	4,000
40243	Recycling Business License			2,100,000	2,100,020	2,205,000	2,475,000
40244	Liquid Storage Business License					135,000	135,000
40245	SB 1186 Business License Fees				388		400
40323	Grading Permits	(37,403)	184,066	154,723	444,036	95,000	95,000
40324	Encroachment Permits	3,700	3,875	4,751	6,513	3,000	3,000
40325	Wide Load Permits	870	2,506	2,360	2,140	1,500	2,000
40327	Truck Haul Impact Fees	(68,648)	294,924	192,152	724,852	750,000	765,000
40331	Building Permits	57,061	86,162	165,245	174,125	88,000	89,000
40339	Home Occup/Misc. Permits	2,203	2,436	493	2,182	2,500	2,500
40340	Use Permits	11,191	11,997	8,243	10,419	5,900	5,900

Schedule 2

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16**

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
40341	Variances	4,805	5,171	-	2,098	3,000	3,000
40342	Sign Permits	425	3,360	1,995	2,623	1,000	1,000
40401	Vehicle Code Fines	44,569	37,697	28,952	28,116	40,000	40,000
40402	City Code Violations	43,801	34,841	21,973	28,044	40,000	40,000
40404	Abandoned Vehicle Abatement	6,160	6,673	6,599	4,578	4,200	4,200
40501	Investment Earnings	68,991	23,865	16,086	42,072	30,000	30,000
40502	Rents & Concessions	97,978	74,651	67,699	54,447	85,000	60,000
40503	Unrealized Gain/Loss	(1,406)	1,094		31,470		
40602	Motor Vehicle In-Lieu	13,039	2,141	2,228	-	5,000	3,500
40609	Home Owner Property Tax Relief	17,819	16,664	15,924	14,799	17,000	15,000
40612	POST Reimbursements	10,059	1,789	1,847	953		
40613	State Mandated costs	(7,000)	(3,480)	3,912	(1,805)		
40620	Other Grant	2,777	2,740	4,579	3,330	3,000	53,000
40650	SMC Vehicle Fee	6,199	6,312				
40670	Measure M				62,507		
40701	Zoning Fees	-	4,065	-	-	500	500
40702	E.I.R. Fees	-	2,097	-	-	300	300
40703	Sale of Publications	-	-	-	10		
40704	Strong Motion Fees (SMIP)	520	508	2,113	2,163	500	500
40705	Design Review Fees	1,373	2,797	1,468	2,976	3,000	3,000
40707	Certificate Of Compliance Fees	205	-	-	314	500	500
40708	General Plan Amendment Fees	1,845	1,370				
40716	Tentative Parcel Map Review	-	5,120	-	2,441	500	500
40718	Lot Line Adj/Reversion/Merge	851		1,095	1,463		
40720	Appeal Fees	955	3,521	1,110	407	500	500
40722	Plan Check Fees	29,591	143,531	38,199	85,184	90,000	115,000
40724	Fire Department Services	73,976	80,371	83,505	94,499	85,000	80,000
40725	Fire Paramedic Reimbursement	32,520	32,275	34,152	30,910	32,800	32,800
40726	CPR Class Registration Fees	945	280	945	975		
40728	Booking Fees Recovery	65		394			
40730	Special Engineering Service	(9,281)	56,230	40,825	104,204	33,500	33,500



**SUMMARY OF REVENUE**  
**WITHIN FUND BY SOURCE**  
**2015/16**

**Schedule 2**

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
40731	Planning Dept. Services	8,721	15,135	21,434	23,491	13,260	13,260
40732	Police Dept. Services	3,399	2,095	2,837	1,820	2,600	2,550
40733	Weed Abatement			4,065	3,418		
40734	Adult Sports				6,738	5,100	6,000
40735	Youth Sports				8,421		
40737	After School Program Fees				71,809	67,000	68,000
40738	Pre-School (Teeny Time) Fees				36,833	40,000	41,000
40740	Teen Programs				220	1,600	1,600
40741	Youth Sports				-	8,200	8,200
40742	Youth Class				35,343	27,500	27,500
40743	Day Camp				65,499	69,500	69,500
40744	Adult Lap Swim Fees				80,578	91,800	91,800
40745	Recreational Swim Fees				38,884	29,500	29,500
40746	Swim Lesson Fees				33,371	41,000	41,000
40747	Special Swim Class Fees				37,122	37,800	37,800
40733	Weed Abatement	900	2,820	548			
40750	Sale of Copies	538	296	-	374	500	500
40751	Police Reports	-	69	-	-		
40761	P G & E Collection Fees	368	367	334	358	300	300
40780	Processing Fees				10,046	4,100	10,000
40790	Special Event Fees				7,404	10,000	10,000
40795	Facilities Rental				85,111	80,000	104,000
40901	Indirect Cost Reimbursement	1,928,170	1,912,906	1,406,141	1,088,712	950,539	1,005,093
40902	Contracted Services	67,425	24,377	17,340	15,800		
40905	Successor Agency Admin Fees			165,885			
40920	Sale of Surplus Property	580	155	2,112	966		
40930	Insurance Reimbursement			24,146	45,745		
40941	Return Check Fees	25	100	25	125		
40946	Developer's Reimbursement		-	177,389	174,992	174,000	174,000
40949	Prop Tax In-lieu	212,918	-	459,519	1	241,000	246,000
40950	Miscellaneous Revenue	25,495	86,741	14,839	50,391	54,000	54,000

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16**

Schedule 2

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
40955	Contributions from others				(1,291)		
40956	Reimbursements-P.Y. Expenses	52,435	(14,452)	27,390	4,183		
40959	Reimbursements-Current Year		306	244	547		
40961	Transfers From Other Funds	-			124,858		
40970	Admn. Charge to B.P.F.A.	31,000	31,000	31,000	31,000	31,000	31,000
40972	Admn. Charge to NER	5,000	5,000	48,048	57,884	5,000	5,000
40999	Prior Year Adjustment						
	<b>TOTAL</b>	<b>9,860,155</b>	<b>12,560,557</b>	<b>13,817,810</b>	<b>14,254,782</b>	<b>13,970,929</b>	<b>15,703,619</b>

**GASOLINE TAX FUND (200)**

40501	Investment Earnings	921	1,426	778	1,850	-	
40503	Unrealized Gain/Loss	(67)	64	(2,402)	1,878		
40603	Section. 2106 Allocation	19,599	20,243	20,665	21,111	20,000	20,000
40604	Section. 2107 Allocation	28,057	28,272	30,820	31,608	28,000	30,000
40605	Section. 2107.5 Allocation	1,000	1,000	1,000	1,000	1,000	1,000
40606	Section. 2105 Allocation	20,998	19,700	18,808	29,540	19,300	20,000
40607	Section 2103 Allocation	38,976	58,230	34,151	60,525	50,000	29,000
40961	Other Grants						
	<b>TOTAL</b>	<b>109,485</b>	<b>128,935</b>	<b>103,820</b>	<b>147,511</b>	<b>118,300</b>	<b>100,000</b>

**TRAFFIC CONGESTION RELIEF FUND (201)**

40501	Investment Earnings	194	7				
40620	Other Grants		-	-	-	-	-
	<b>TOTAL</b>	<b>194</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PROPOSITION 1B (203)**

40501	Investment Earnings	15	22				
	<b>TOTAL</b>	<b>15</b>	<b>22</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



Schedule 2

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16**

Account Title: 2010/11 Actual Revenue 2011/12 Actual Revenue 2012/13 Actual Revenue 2013/14 Actual Revenue 2014/15 Budgeted Revenue 2015/16 Budgeted Revenue

**MEASURE A (205)**

40213	Measure A Sales Tax	136,514	150,775	165,761	171,370	150,000	150,000
40501	Investment Earnings	1,439	2,025	1,360	3,330		
40503	Unrealized Gain/Loss	(93)	60	(4,475)	3,794		
40620	Other Grants						
	<b>TOTAL</b>	<b>137,860</b>	<b>152,859</b>	<b>162,647</b>	<b>178,494</b>	<b>150,000</b>	<b>150,000</b>

**SIERRA POINT LANDSCAPE AND LIGHTING FUND (210)**

40109	Spec. Assessments (less Coll. Fees)	486,364	535,471	590,020	590,475	591,776	590,000
40501	Investment Earnings	(1,773)	(2,205)	674	(999)		
40503	Unrealized Gain/Loss				(1,277)		
40950	Miscellaneous Revenues				3,423		
40969	Other Financing Sources				63,119		
	<b>TOTAL</b>	<b>484,592</b>	<b>533,266</b>	<b>590,694</b>	<b>654,740</b>	<b>591,776</b>	<b>590,000</b>

**NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM FUND (220)**

40501	Investment Earnings	(382)	(166)	(913)	(463)	-	
40109	Special Assessments	51,024	51,141	78,674	49,908	52,000	52,000
40328	SWPPP Compliance Fee				465		
40503	Unrealized Gain/Loss				(519)		
40620	Grants				22,200	22,200	22,000
40961	Transfer from Other Funds				213,825		
	<b>TOTAL</b>	<b>50,642</b>	<b>50,975</b>	<b>77,760</b>	<b>285,416</b>	<b>74,200</b>	<b>74,000</b>

**GENERAL PLAN OPEN SPACE (230)**

40501	Investment Earnings	212	-	-	-	-	
40503	Unrealized Gain/Loss	(294)					
40620	Other Grants						
40955	Contributions - Other						
40961	Transfers In From Other Funds	151,295					
	<b>TOTAL</b>	<b>151,213</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Schedule 2

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16**

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
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**OFFICE/TRAFFIC SAFETY GRANT (250)**

40501	Investment Earnings	(34)	18	(204)	158		
	<b>TOTAL</b>	(34)	18	(204)	158	-	

**LOCAL LAW ENFORCEMENT BLOCK GRANTS (251)**

40501	Investment Earnings	112	157	(166)	337		
	<b>TOTAL</b>	112	157	(166)	337	-	

**COPS-TECHNOLOGY GRANT (252)**

40501	Investment Earnings	(32)	1				
40614	COPS Grants	281,360	17,215				
	<b>TOTAL</b>	281,327	17,216	-	-	-	

**COPS-STATE PERSONNEL GRANT (254)**

40501	Investment Earnings	(153)	(292)	445	(452)		
40614	COPS Grants	98,268	109,569	91,291	82,839	100,000	100,000
40961	Transfer from Other Funds	37,071	23,712	69,651			
	<b>TOTAL</b>	135,185	132,990	161,387	82,387	100,000	100,000

**FIRE TRAINING (270)**

40501	Investment Earnings	221	18	(19)	39		
	<b>TOTAL</b>	221	18	(19)	39	-	



Schedule 2

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE**

2015/16

Account Title:

2010/11 Actual Revenue 2011/12 Actual Revenue 2012/13 Actual Revenue 2013/14 Actual Revenue 2014/15 Budgeted Revenue 2015/16 Budgeted Revenue

**SUCCESSOR HOUSING FUND (283)**

40101	Property Tax - Secured		(338,092)			
40102	Property Tax - Unsecured		(122,631)			
40501	Investment Earnings		3,136			
40503	Unrealized Gains (Loss)		7			
40510	Interest Earnings		7,681			
41800	Extraordinary Gain (Loss)		5,836,706			
<b>TOTAL</b>		-	5,386,807	-	-	-

**2002 UTILITY BOND ISSUE (310)**

40501	Investment Earnings	181,818	177,549	100	-	-
41961	Transfer from Other Funds	2,500	2,500			
<b>TOTAL</b>		184,318	180,049	100	-	-

**2012 UTILITY BOND ISSUE (320)**

40501	Investment Earnings			-	-	-
41961	Transfer from Other Funds					
<b>TOTAL</b>		-	-	-	-	-

**PENSION OBLIGATION BONDS (340)**

40501	Investment Earnings	169	1	0	1	
40969	Transfers In From Other Funds	522,750	541,250	641,186	566,371	
<b>TOTAL</b>		522,919	541,251	641,186	566,372	-

**2013 PENSION OBLIGATION BONDS (341)**

40501	Investment Earnings			0		
40969	Transfers In From Other Funds			0	99,507	
40969	Other Financing Sources			1,611,000		
<b>TOTAL</b>		-	-	1,611,000	99,507	-

**Schedule 2**

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16**

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
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**BPFA 2005 Refunding Fund (365)**

40501	Investment Earnings	-	-	1	(68)	-	-
40961	Transfer from Other Funds	276,908	86,186	52,197	48,877	-	-
40969	Other Financing Sources						
<b>TOTAL</b>		<b>276,908</b>	<b>86,186</b>	<b>52,199</b>	<b>48,808</b>	<b>-</b>	<b>-</b>

**BPFA 2005B Fund (366)**

40501	Investment Earnings	0	-	1	0	-	-
40961	Transfer from Other Funds	380,144	404,490	404,615	404,555	-	-
40969	Other Financing Sources						
<b>TOTAL</b>		<b>380,144</b>	<b>404,490</b>	<b>404,616</b>	<b>404,555</b>	<b>-</b>	<b>-</b>

**BPFA 2009A Fund (367)**

40501	Investment Earnings	1,605	2,551	(426)	2,370	-	-
40961	Transfer from Other Funds	131,288		159,329	2,171	-	-
40969	Other Financing Sources						
<b>TOTAL</b>		<b>132,893</b>	<b>2,551</b>	<b>158,903</b>	<b>4,541</b>	<b>-</b>	<b>-</b>

**BRISBANE PUBLIC FINANCING AUTHORITY BONDS (370)**

40501	Investment Earnings	16,669	15,846	10,870	7,535	-	-
40510	Interest Revenue		1,579,800	1,537,200	744,900	-	-
40961	Transfer from Other Funds	1,725,061	355,000	103,053	-	-	-
<b>TOTAL</b>		<b>1,741,730</b>	<b>1,950,646</b>	<b>1,651,123</b>	<b>752,435</b>	<b>-</b>	<b>-</b>

**BRISBANE PUBLIC FINANCING AUTHORITY BONDS (375)**

40109	Special Assessments--Debt	1,029,365	1,187,019	971,802	986,271	1,033,021	
40501	Investment Earnings	35,151	36,306	26,757	43,996		
<b>TOTAL</b>		<b>1,064,516</b>	<b>1,223,325</b>	<b>998,559</b>	<b>1,030,267</b>	<b>1,033,021</b>	



Schedule 2

**SUMMARY OF REVENUE WITHIN FUND BY SOURCE**  
2015/16

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
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<b>HOUSING BOND FUND (383)</b>							
40501	Investment Earnings	733	6,255				
40503	Unrealized Gain/Loss	253	(253)				
40961	Transfers In From Other Funds	120,036	82,960				
<b>TOTAL</b>		121,022	88,962	-	-	-	-

<b>CAPITAL PROJECTS (400)</b>							
40241	Business License Fees	308,824	270,726	327,056	343,855	300,000	330,000
40501	Investment Earnings	(188)			1		
40949	Developer Contribution			77,000			
40950	Miscellaneous Revenues		34,902	100,193	-		
40956	Reimburse Prior Year Expenditures						
40969	Other Financing Sources				1,335		
40961	Transfers In From Other Funds	14,781	427,742	450,121	46,740		
40979	Contribution from Other Agency	323,417	733,370	954,371	391,931	300,000	330,000
<b>TOTAL</b>							

<b>TUNNEL BRIDGE (410)</b>							
40501	Investment Earnings	(3,130)	(4,231)	75			
40615	Federal-Bridge Grant	24,185	27,110	431,874			
40969	Other Financing Sources			280,866			
40979	Contributions From Others						
<b>TOTAL</b>		21,055	22,879	712,816	-	-	-

<b>SPECIAL BEAUTIFICATION (440)</b>							
40501	Investment Earnings	27	35	(23)	42		

<b>FACILITIES FUND (450)</b>							
40501	Investment Earnings	2,273	3,074	(14,215)	25,366		
40949	Developer's Contribution			1,486,395	511,364		
<b>TOTAL</b>		2,273	3,074	1,472,181	536,730	-	-

Schedule 2

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16**

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
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**UTILITY FUND (540)**

40101	Current Secured Tax	28,336	26,608	29,221	26,872	24,000	27,000
40102	Current Unsecured Tax	86	1,554	1,601	1,479	1,000	1,500
40103	Prior Year Tax	31	58	(13)	(14)	-	-
40105	Supplemental Property Taxes	380	436	481	767	-	-
40108	Property Tax from RDA		210	528	129		
40150	ERAF	83	155	112	117		
40501	Investment Earnings	(332)	(887)	46,435	24,989	-	25,000
40609	H.O.P.T.R	920	187	179	167	200	200
40780	Processing Fee	1,046	765	889	1,895		
40801	Water Sales	2,158,618	2,482,542	3,059,417	3,082,041	3,100,000	2,950,000
40802	Account Open/Reconnections	6,131	5,732	5,061	6,437	4,000	5,000
40803	Late Payment Charges	20,512	16,263	19,540	17,395	25,000	
40804	Meter Connection Fees	27,531	23,237	478,309	377,225	14,000	14,000
40805	Fire Service Charges	104,287	109,354	114,513	117,002	110,000	115,000
40806	Altamar Meter Reading Fee	7,752	7,662	7,710	7,722	7,500	7,500
40810	Less: Low Income Rate Assistance	(35,026)	(49,078)	(59,609)	(60,826)	(70,000)	(70,000)
40820	Sewer Service Charges.	1,678,173	1,681,555	1,791,068	1,829,104	1,800,000	1,900,000
40821	Sewer Connection Fees	9,520	2,523	127,110	84,994	3,000	3,000
40825	Capital Charge						365,000
40941	Returned Check Fees	175	-	350	325	-	
40949	Developers' Contribution	862,000					
40950	Miscellaneous Revenue	250	67,556	111,691	1,969	-	
40961	Transfers from Other Funds				49,078		
	<b>TOTAL</b>	<b>4,870,474</b>	<b>4,376,429</b>	<b>5,734,592</b>	<b>5,568,864</b>	<b>5,018,700</b>	<b>5,343,200</b>

**UTILITY FUND CAPITAL (545)**

40501	Investment Earnings	(3,379)	(2,694)	5,811	(9,043)		
40969	Other Financing Sources	32,492	185,231	2,000	1,139,509		
	<b>TOTAL</b>	<b>29,113</b>	<b>182,537</b>	<b>7,811</b>	<b>1,130,465</b>	<b>-</b>	



Schedule 2

SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16

Account Title:

2010/11 Actual Revenue 2011/12 Actual Revenue 2012/13 Actual Revenue 2013/14 Actual Revenue 2014/15 Budgeted Revenue 2015/16 Budgeted Revenue

MARINA FUND (550) AS OF 2014

40501	Investment Earnings	(6,236)	(7,274)	(4,058)	24,753	-	-
40502	Rents & Concessions	2,229	2,430	2,245	2,728	-	-
40503	Unrealized Gain/Loss	610	69	11,610	(10,883)		
40620	Other Grants	16,835	1,000	38,769			
40734	Adult Sports	4,048	4,807	5,547			
40735	Youth Sports	8,684	6,393	9,010			
40737	After School Program Fees	64,550	66,902	73,418			
40738	Pre-School (Teeny Time) Fees	37,943	39,008	35,992			
40739	Special Event Fees	-	50	-			
40741	Youth Sports	11	-	-			
40742	Youth Class	25,125	27,681	31,874			
40743	Day Camp	70,533	67,026	67,563			
40744	Adult Lap Swim Fees	78,919	84,757	87,058			
40745	Recreational Swim Fees	23,033	26,065	35,922			
40746	Swim Lesson Fees	35,541	40,176	30,533			
40747	Special Swim Class Fees	34,377	34,851	28,297			
40749	Teen Programs	1,240	1,669	1,219			
40780	Processing Fee	3,588	4,326	9,113			
40790	Special Event Fees	14,281	12,442	19,063			
40795	Facilities Rental	84,350	102,265	103,339			
40803	Late Charges	5,052	7,077	7,355	3,853	4,000	3,200
40830	Berth Rentals	1,458,113	1,483,100	1,455,707	1,472,527	1,501,978	1,300,000
40831	Berth Electricity Payments	20,156	28,559	35,561	37,318	31,000	29,854
40833	Berth Application Fees	2,075	1,775	2,350	2,600	2,500	2,500
40834	Berth Transfer Fees	500	275	550	750	400	400
40925	Gain/Loss Disposed Fixed Assets		1,621				
40837	Marina Office Rent	1,200					
40941	Returned Check Fees	275	364	250	50		
40942	Marina Facilities Fees	400			550		

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE**

Schedule 2

2015/16

Account Title:

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
	Actual Revenue	Actual Revenue	Actual Revenue	Actual Revenue	Budgeted Revenue	Budgeted Revenue
40950	943	2,555	(7,248)	947,350	3,000	3,000
40959			71,205			
40961	803,353	1,023,253	850,046			
40969	947	30	232,781			
<b>TOTAL</b>	<b>2,792,675</b>	<b>3,063,253</b>	<b>3,235,070</b>	<b>2,481,595</b>	<b>1,542,878</b>	<b>1,338,954</b>

**MARINA CAPITAL IMPROVEMENTS FUND (555)**

40501	Investment Earnings	103,695	13,968	(8,308)	24,642	
40620	Other Grants		107,582	7,895		
40968	Operating Transfers In		107,620	(2,182)		
<b>TOTAL</b>		<b>103,695</b>	<b>229,170</b>	<b>(413)</b>	<b>22,460</b>	<b>-</b>

**FRINGE BENEFIT TRUST (600)**

40501	Investment Earnings	5,929	1,651	69	88	
40503	Unrealized Gain/Loss	(1,007)	(865)	(896)	736	
40950	Miscellaneous Revenues	1,735	2,139	11	2,168	
<b>TOTAL</b>		<b>6,656</b>	<b>2,925</b>	<b>(816)</b>	<b>2,991</b>	<b>-</b>

**FLEXIBLE BENEFITS TRUST (610)**

40501	Investment Earnings	219	501	(818)	1,824	
40958	Other Revenue-Payroll Charge	136,399	162,886	134,084	105,048	
<b>TOTAL</b>		<b>136,618</b>	<b>163,387</b>	<b>133,266</b>	<b>106,872</b>	<b>-</b>

**DENTAL SELF INSURANCE TRUST (620)**

40501	Investment Earnings	593	774	(666)	1,213	
40950	Miscellaneous Revenue				46	
40958	Other Revenue-Payroll Charge	84,019	81,406	74,008	76,098	93,480
<b>TOTAL</b>		<b>84,612</b>	<b>82,180</b>	<b>73,342</b>	<b>77,356</b>	<b>87,780</b>
						<b>93,480</b>



**Schedule 2**

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE**

2015/16

Account Title:

2010/11 2011/12 2012/13 2013/14 2014/15 2015/16  
Actual Actual Actual Actual Actual Actual  
Revenue Revenue Revenue Revenue Revenue Revenue

**SELF INSURANCE FUND (630)**

40501	Investment Earnings	2,076	3,230	(6,796)	12,415	-	
40956	Reimburse - Prior Year Expenditures	3,221					
40958	Other Revenue-Payroll Charge	459,142	456,128	477,342	257,555	315,000	315,000
	<b>TOTAL</b>	464,438	459,358	470,546	269,970	315,000	315,000

**SELF INSURED WORKERS COMPENSATION FUND (640)**

40501	Investment Earnings	208	919	(2,349)	3,861	-	
40930	Insurance Reimbursements	23,013					
40950	Miscellaneous Revenues	1,000					
40958	Other Revenue-Payroll Charge	416,293	407,997	426,014	392,800	480,414	528,456
	<b>TOTAL</b>	440,515	408,917	423,666	396,661	480,414	528,456

**OTHER POST EMPLOYMENT BENEFIT (OPEB) FUND (650)**

40501	Investment Earnings	40	12	(8)	112	-	
40961	Transfer from Other Funds	206,530	182,442	212,974	399,443		340,990
	<b>TOTAL</b>	206,571	182,454	212,966	399,555	-	340,990

**MOTOR VEHICLE REPLACEMENT FUND (660)**

40501	Investment Earnings					-	4,000
	<b>TOTAL</b>					-	4,000

**RAINY DAY FUND (690)**

40501	Investments	16,262	21,524	(16,104)	41,339		
	<b>TOTAL</b>	16,262	21,524	(16,104)	41,339	-	

Schedule 2

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16**

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
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**NORTHEAST RIDGE LANDMARK (715)**

40501	Investment Earnings	(1,331)					
40946	Developer's Reimbursement	2,435			161,049		
40956	Reimbursed Expenses-Prior Year	82,324	150,180	131,760			
	<b>TOTAL</b>	83,428	150,180	131,760	161,049	-	

**OPEN SPACE TRUST (730)**

40501	Investment Earnings		0	0		1	
	<b>TOTAL</b>	-	0	0		1	-

**SISTER CITY TRUST (750)**

40501	Investment Earnings	3	5	(5)		10	-
	<b>TOTAL</b>	3	5	(5)		10	-

**OPUS DEVELOPMENT TRUST (760) (765)**

40501	Investment Earnings	(35)	35	(37)		74	
	<b>TOTAL</b>	(35)	35	(37)		74	-

**REVOLVING NER (770)**

40501	Investment Earnings	(2)				2	
40961	Transfers from Other Funds	792					
	<b>TOTAL</b>	(2)	-	-		2	-

**TUNTEX REIMBURSEMENT (775)**

40501	Investment Earnings	843	1,174	(1,242)		2,524	
	<b>TOTAL</b>	843	1,174	(1,242)		2,524	-

**UPC REVOLVING FUND BAYLANDS (780)**

40501	Investment Earnings	(105)	218	995		(1,178)	
40946	Developers Reimbursement	53,246	329,268	127,203		561,042	
	<b>TOTAL</b>	53,141	329,486	128,197		559,864	-



**SUMMARY OF REVENUE WITHIN FUND BY SOURCE**  
**2015/16**  
 Account Title: 2010/11 Actual Revenue 2011/12 Actual Revenue 2012/13 Actual Revenue 2013/14 Actual Revenue 2014/15 Budgeted Revenue 2015/16 Budgeted Revenue

**QUARRY REVOLVING FUND (785)**

40501	Investment Earnings	(30)					
	<b>TOTAL</b>	(30)	-	-	-	-	-

**SLOUGH ESTATES (786)**

40501	Investment Earnings	(101)					
	<b>TOTAL</b>	(101)	-	-	-	-	-

**HOTEL REIMBURSEMENT TRUST (790)**

40501	Investment Earnings	8	11	24	(116)		
	<b>TOTAL</b>	8	11	24	(116)	-	-

**NORTHEAST RIDGE ASSESSMENT DISTRICT (795) (796)**

40109	Special Assessment	621,375	630,607	623,576	586,083	613,191	545,341
40501	Investment Earnings	4,212		-	2,541		
40503	Unrealized Gain/Loss				4,539		
40950	Miscellaneous Revenue				1,067		
40961	Transfers in from Other Funds				314,650		
40999	Prior Year Adjustment						
	<b>TOTAL</b>	625,588	630,607	623,576	908,880	613,191	545,341

**SUCCESSOR AGENCY RDA I (881)**

40101	Property Tax - Secured		90,119				
40102	Property Tax - Unsecured		(391,306)				
40501	Investment Earnings		713				
40503	Unrealized Gains(loss)		3,062				
40950	Miscellaneous Revenues		21,556				
41800	Extraordinary Gain (Loss)		(16,064,060)				
	<b>TOTAL</b>	-	(16,339,916)	-	-	-	-

Schedule 2

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2015/16**

Account	Title:	2010/11 Actual Revenue	2011/12 Actual Revenue	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Budgeted Revenue	2015/16 Budgeted Revenue
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**SUCCESSOR AGENCY RDA 2 (882)**

40101	Property Tax - Secured		(457,348)				
40102	Property Tax - Unsecured		(99,217)				
40111	County Pass-through		133,896				
40501	Investment Earnings		173				
40503	Unrealized Gain (Loss)		53				
40950	Miscellaneous Revenues		20,861				
<b>TOTAL</b>		-	(401,582)	-	-	-	-

**REDEVELOPMENT OPERATING--PROJECT AREA NO. 1 (881)**

40101	Tax Increment-Secured	2,050,605	3,244,146				
40102	Tax Increment-Unsecured	761,293					
40103	Property Taxes - Prior Year Collection	8,069					
40111	County Pass-Throughs	(327,628)					
40501	Investment Earnings	9,026					
40503	Unrealized Gain/Loss	(1,894)					
<b>TOTAL</b>		2,499,471	3,244,146	-	-	-	-

**REDEVELOPMENT OPERATING--PROJECT AREA NO. 2 (882)**

40101	Tax Increment-Secured	889,618	863,078				
40102	Tax Increment-Unsecured	106,867	100,000				
40105	Tax Increment - Supplemental	8,549					
40501	Investment Earnings	1,401					
<b>TOTAL</b>		707,731	706,255	-	-	-	-

**REDEVELOPMENT--LOW/MOD HOUSING (883)**

40101	Tax Increment-Secured	735,056	1,026,806	-	-	-	-
40102	Tax Increment-Unsecured	217,040	25,000	-	-	-	-
40150	Tax Increment - Supplemental	4,155					
<b>TOTAL</b>		980,026	1,051,806	-	-	-	-
<b>TOTAL REVENUE</b>		30,084,682	22,744,986	34,726,958	31,569,470	24,396,189	25,557,040



**BUDGET AND EXPENDITURES BY DEPARTMENT**  
2015/16

Schedule 3

		2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
100	City Council (100)	145,192	106,444	117,986	229,709	189,212
201	City Clerk (100)	200,872	173,080	149,014	155,927	208,545
203	City Manager (100)	463,774	455,102	452,124	541,436	653,371
205	Special Event Cosponsorship (100)	15,640	23,097	33,434	42,219	43,709
300	Open Space (100)	73,181	55,865	69,959	123,359	111,652
400	Finance(100)	964,512	1,004,788	765,747	754,178	1,039,235
402	Human Resources (100)	227,301	238,250	305,524	321,347	361,576
500	Legal Services-City Attorney (100)	176,831	136,465	268,112	200,000	300,000
600	Community Development (100)	812,757	662,421	760,746	969,303	1,214,485
900	Library (100)	26,305	24,990	27,174	29,800	32,000
2001	Police--Administration & Personnel (100)	319,295	422,553	547,074	576,004	626,529
2002	Police--Communications & Records (100)	297,446	314,382	325,326	359,065	377,457
2003	Police--Police Patrol (100)	2,258,682	2,011,961	2,245,186	2,549,142	2,963,888
3001	Fire--Administration & Personnel (100)	2,351,789	2,305,527	2,267,950	2,522,844	2,639,632
4001	Public Works--Admin. & Engineering(100)	382,964	439,985	389,833	443,404	497,687
4002	Public Works--Streets & Storm Drains(100)	305,282	285,375	496,591	549,815	792,577
4003	Public Works--Buildings & Grounds(100)	219,568	232,486	233,110	269,548	188,455
4004	Public Works--Parks Maintenance (550/100)	152,260	175,537	188,501	231,125	238,241
4005	Public Works--Landscape Maintenance (100)	159,465	117,976	160,493	268,698	251,305
4009	Public Works--Sierra Pt. Light/Lands.(210)	472,649	467,153	603,211	553,654	546,924
4019	Public Works--Development (770)	-	-	-	-	-
4020	Public Works--Water (540)	1,270,047	1,506,086	1,400,247	1,433,482	1,479,109
4025	Public Works--GVMID (540)	1,314,970	1,546,926	1,544,772	1,746,023	1,841,818
4026	Public Works--NPDES (220)	164,789	250,982	207,879	414,564	536,099
4030	Public Works--Sewer (540)	1,049,055	1,072,665	1,246,724	1,370,582	1,283,715
4050	Public Works - Emergency Operations Center ((100)	52,130	23,664	6,838	119,177	143,721
5001	Recreation--Admin & PB&R Comm. (550/100)	135,111	140,419	198,641	203,614	371,603
5002	Recreation--Community Center (550/100)	451,167	437,956	275,478	267,644	294,057
5003	Recreation--Preschool, Youth & Teen (550/100)	670,114	641,140	628,503	451,305	536,299
5004	Recreation--Adult Recreation (550/100)	32,255	25,039	19,068	31,153	31,153
5005	Recreation--Senior Citizens (550/100)	68,811	64,375	125,324	102,370	105,795
5006	Recreation--Citizen Communications (550/100)	48,288	47,945	67,650	69,588	78,041
5007	Recreation--Teen Activities (550/100)	92,817	89,878	111,461	117,684	86,491
5008	Recreation--Aquatics (550/100)	577,908	501,192	394,471	569,456	456,523
5040	Marina--Operations (550)	1,046,877	1,049,334	1,377,101	1,978,772	1,603,401
6001	Non-Departmental/Central Services (100)	415,576	478,154	493,557	472,506	454,176
6051	Dental Payments (620)	113,046	96,228	100,000	100,000	100,000
6052	Liability Payments (630)	188,180	265,714	230,000	230,000	230,000
6053	Workers Compensation Payments (640)	458,990	493,016	200,000	200,000	200,000
6054	Retiree Health/Stipend Payments (650)	177,626	217,727	399,443	249,300	249,300
7081	Redevelopment Agency Project Area #1(881)	104,127	251,388			
7082	Redevelopment Agency Project Area #2(882)	151,884				
7083	Successor Housing (283)	2,032,444		6,409	6,409	6,409
9061	Tunnel Avenue Bridge (410)	128				
9304	Water System Circulation					
9502	City Hall Remodel	4,500				
9508	Crystal Springs Aqueduct	619,979				
9602	Bayshore South Sewer	2,502				
9801	Soil Nail Wall (537)					
9904	COPS Technology Grant	13,168				
9905	Lipman Slide Repair	23,596				
9906	Lipman Tennis Court Repair	60,743		774		
9A00	2010 Pavement Maintenance					
9A01	BES Restroom	96,325				
9A02	LED Street Light Replacement	27,829				

**BUDGET AND EXPENDITURES BY DEPARTMENT  
2015/16**

Schedule 3

		2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
9B00	2011 Pavement Maintenance	132,834	71,520			
9B01	Bayshore Bikeway Phase II	551,245	152			
9B02	Library Project	32,336		9,500		
9B03	Trail Blazers	1,250			2,500	
9C00	2012 Pavement Maintenance (200, 205)		5,998			
9C01	Bayshore Blvd Bus Shelter	17,783	188,003			
9D00	2013 Pavement Maintenance (200, 205)		305	157,650		
9D01	Playground Equipment Project					
9D02	Guadalupe Channel Improvements					
9D03	SLPP Swap Projects		19,627	1,573		
9D04	101/Candlestick Supplemental Studies			2,368	397,632	
9D05	Bayshore Blvd Rehabilitation			139,957		
9D06	Repair Sidewalk Trip Hazards			129,953		
9D07	Retrofit Safety System School Crossings			103,261		
5040	Repair Docks and Replace Required Flotation (555)					
5040	Marina Dredging - Bathymetric Survey (555)					
	Glen Park Pump Station Upgrade (545)					
9E00	2014 Pavement Maintenance			280,606	394,882	
9E01	Fire Station Repair		1,500			
	Repair Roof Leaks at Fire Station (400)					
3100	Remediate Mold in Fire Station (400)	11,080	13,699	8,155		
9E02	Five Star Café Maintenance			2,514	2,486	
9E03	Pressure Reducing Valve Construction & Fire Mains (545)					
9E04	Bicentennial Walkway Retrofit				25,000	
9F00	2015 Pavement Maintenance				165,000	
9F01	Marina Dredging Design				170,200	
9F02	San Bruno Retaining Wall				70,000	
9F03	Replace Fire Station HVAC				32,000	
9F04	Pool Renovation				368,000	
9F05	Skate Board Park Design				23,000	
9F06	Water/Sewer Master Plan				200,000	
9F07	Bayshore Blvd - Underground 8" Force Main (545)					
9F08	Corp Yard Security Camera				13,000	
9F09	Marina Dredging Construction					
	SCADA System Replacement (545)					
	New Financial System (400)			21,596	3,500	
	Street Projects					165,000
	Skate Board Park					195,000
	Motor Vehicle Replacement					32,000
9910	Debt Service (320,330,340,341,365,366,367,370,375,795,	5,564,513	5,431,637	5,310,804	3,278,489	4,038,001
	<b>Grand Total</b>	<b>27,801,250</b>	<b>24,585,701</b>	<b>25,609,367</b>	<b>26,969,894</b>	<b>27,794,193</b>



**BUDGET AND EXPENDITURES BY FUND**  
2015/16

Schedule 4

	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>GENERAL FUND (100):</b>					
100 City Council	145,192	106,444	117,986	229,709	189,212
201 City Clerk	200,872	173,080	149,014	155,927	208,545
203 City Manager	463,774	455,102	452,124	541,436	653,371
205 Event Cosponsorship	15,640	23,097	33,434	42,219	43,709
300 Open Space	73,181	55,865	69,959	123,359	111,652
400 Finance	964,512	1,004,788	765,747	754,178	1,039,235
402 Human Resources	227,301	238,250	305,524	321,347	361,576
500 Legal Services-City Attorney	176,831	136,465	268,112	200,000	300,000
600 Community Development	812,757	662,421	760,746	969,303	1,214,485
900 Library	26,305	24,990	27,174	29,800	32,000
2001 Police--Administration & Personnel	319,295	422,553	547,074	576,004	626,529
2002 Police--Communications & Records	297,446	314,382	325,326	359,065	377,457
2003 Police--Police Patrol	2,258,682	2,011,961	2,145,186	2,449,142	2,863,888
3001 Fire--Fire Suppression	2,351,789	2,305,527	2,267,950	2,522,844	2,639,632
4001 Public Works--Admin. & Engineering	382,964	439,985	389,833	443,404	497,687
4002 Public Works--Streets & Storm Drains	305,282	285,375	496,591	549,815	792,577
4003 Public Works--Buildings & Grounds	219,568	232,486	233,110	269,548	188,455
4004 Public Works--Parks Maintenance			188,501	231,125	238,241
4005 Public Works--Landscape Maintenance	159,465	117,976	160,493	268,698	251,305
4050 Public Works -- Office of Emergency Services	52,130	23,664	6,838	119,177	143,721
5001 Recreation--Admin & PB&R Comm.			198,641	203,614	371,603
5002 Recreation--Parks & Facility Maint.			275,478	267,644	294,057
5003 Recreation--Preschool, Youth & Teen			628,503	451,305	536,299
5004 Recreation--Adult Recreation			19,068	31,153	31,153
5005 Recreation--Senior Citizens			125,324	102,370	105,795
5006 Recreation--Citizen Communications			67,650	69,588	78,041
5007 Recreation--Teen Activities			111,461	117,684	86,491
5008 Recreation--Aquatics			394,471	569,456	456,523
6001 Non-Departmental/Central Services	415,576	478,154	493,557	472,506	454,176
<b>Total General Fund</b>	<b>9,868,563</b>	<b>9,512,564</b>	<b>12,024,872</b>	<b>13,441,420</b>	<b>15,187,417</b>
<b>GAS TAX (200)</b>					
9B00 2011 Pavement Maintenance	58,115	71,520			
9C00 2012 Pavement Maintenance		5,998			
9C01 Bus Shelter Improvements		14,643			
9D00 2013 Pavement Maintenance			157,650		
9E00 2014 Pavement Maintenance			1,856		
<b>Total Gas Tax Fund</b>	<b>58,115</b>	<b>92,160</b>	<b>159,506</b>	<b>-</b>	<b>-</b>
<b>MEASURE A (205)</b>					
9B00 2011 Pavement Maintenance	74,719				
9C01 Bus Shelter Improvements		6,067			
9D03 SLPP Swap			1,573		
9D05 Bayshore Rehab			139,957		
9D06 Sidewalk Repair			129,953		
9D07 School Crossing Retrofit			103,261		
<b>Total Measure A Fund</b>	<b>74,719</b>	<b>6,067</b>	<b>374,744</b>	<b>-</b>	<b>-</b>
<b>SIERRA POINT LIGHTING AND LANDSCAPING DISTRICT (210)</b>					
4009 Public Works--Sierra Pt. Light/Lands.	472,649	467,153	603,211	553,654	546,924
<b>Total Sierra Point L &amp; L District Fund</b>	<b>472,649</b>	<b>467,153</b>	<b>603,211</b>	<b>553,654</b>	<b>546,924</b>

**BUDGET AND EXPENDITURES BY FUND**  
2015/16

Schedule 4

	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>NPDES (220)</b>					
4026 Public Works--NPDES	164,789	250,982	207,879	414,564	536,099
<b>Total NPDES Fund</b>	<b>164,789</b>	<b>250,982</b>	<b>207,879</b>	<b>414,564</b>	<b>536,099</b>
<b>SLESF GRANT (254)</b>					
2003 Police--Patrol			100,000	100,000	100,000
<b>Total SLESF Grant</b>			<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>SUCCESSOR HOUSING (283)</b>					
7083 Redevelopment--Low/Mod Housing	2,032,444	-	6,409	6,409	6,409
<b>Total Low/Mod Housing Fund</b>	<b>2,032,444</b>	<b>-</b>	<b>6,409</b>	<b>6,409</b>	<b>6,409</b>
<b>UTILITY BOND 2002/2012/2015 FUND (310/545/320)</b>					
9910 Debt Service	295,049	251,266	258,844	259,017	410,654
<b>Total 2002 Utility Debt Service Fund</b>	<b>295,049</b>	<b>251,266</b>	<b>258,844</b>	<b>259,017</b>	<b>410,654</b>
<b>2006 PENSION OBLIGATION BONDS FUND (340)</b>					
9910 Debt Service	541,250	557,825	577,646	600,425	620,400
<b>Total Pension Obligation Bonds Fund</b>	<b>541,250</b>	<b>557,825</b>	<b>577,646</b>	<b>600,425</b>	<b>620,400</b>
<b>2013 PENSION SIDE FUND BONDS FUND (341)</b>					
9910 Debt Service		77,567	99,507	112,028	119,939
<b>Total Pension Obligation Bonds Fund</b>	<b>-</b>	<b>77,567</b>	<b>99,507</b>	<b>112,028</b>	<b>119,939</b>
<b>2005 BRISBANE REFUNDING LEASE REVENUE FUND (365)</b>					
9910 Debt Service	322,323	105,691	106,433	106,592	106,717
<b>Total COP 95 Debt Service Fund</b>	<b>322,323</b>	<b>105,691</b>	<b>106,433</b>	<b>106,592</b>	<b>106,717</b>
<b>BRISBANE PUBLIC FINANCING AUTHORITY 2005 B City Hall (366)</b>					
9910 Debt Service	404,490	404,615	404,555	404,034	381,280
<b>Total BPFA Series 2005 B Debt Service Fund</b>	<b>404,490</b>	<b>404,615</b>	<b>404,555</b>	<b>404,034</b>	<b>381,280</b>
<b>BRISBANE PUBLIC FINANCING AUTHORITY 2009 City Hall (367)</b>					
9910	187,325	189,325	191,297	187,925	189,525
<b>Total BPFA Series 2009 Debt Service Fund</b>	<b>187,325</b>	<b>189,325</b>	<b>191,297</b>	<b>187,925</b>	<b>189,525</b>
<b>BRISBANE PUBLIC FINANCING AUTHORITY 2001 REVENUE BONDS SERIES A (370)</b>					
9910 Debt Service	2,035,739	2,033,770	2,027,998	-	-
<b>Total BPFA Series A Debt Service Fund</b>	<b>2,035,739</b>	<b>2,033,770</b>	<b>2,027,998</b>	<b>-</b>	<b>-</b>
<b>BRISBANE PUBLIC FINANCING AUTHORITY 2001 REVENUE BONDS SERIES B (375)</b>					
9910 Debt Service	1,047,527	1,196,193	1,038,995	975,471	1,664,145
<b>Total BPFA Series B Debt Service Fund</b>	<b>1,047,527</b>	<b>1,196,193</b>	<b>1,038,995</b>	<b>975,471</b>	<b>1,664,145</b>
<b>CAPITAL PROJECTS (400)</b>					
9910 Debt Service				94,083	
<b>Total Capital Projects Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>94,083</b>	<b>-</b>
<b>CAPTIAL PROJECTS (400)</b>					
Street Projects				165,000	165,000
Skate Board Park					195,000
Capital Projects	1,461,798	202,474	323,657		
<b>Total Capital Projects Fund</b>	<b>1,461,798</b>	<b>202,474</b>	<b>323,657</b>	<b>165,000</b>	<b>360,000</b>
<b>UTILITY FUND (540)</b>					



BUDGET AND EXPENDITURES BY FUND					Schedule 4
2015/16					
	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
4020 Water	1,270,047	1,506,086	1,400,247	1,433,482	1,479,109
4025 GVMID	1,314,970	1,546,926	1,544,772	1,746,023	1,841,818
4030 Sewer	1,049,055	1,072,665	1,246,724	1,370,582	1,283,715
<b>Total Utility Fund</b>	<b>3,634,072</b>	<b>4,125,677</b>	<b>4,191,743</b>	<b>4,550,087</b>	<b>4,604,642</b>
<b>MARINA (550) FORMERLY PARKS AND RECREATION</b>					
4004 Public Works--Parks Maintenance	152,260	175,537			
5001 Recreation--Admin & PB&R Comm.	135,111	140,419			
5002 Recreation--Parks & Facility Maint.	451,167	437,956			
5003 Recreation--Preschool, Youth & Teen	670,114	641,140			
5004 Recreation--Adult Recreation	32,255	25,039			
5005 Recreation--Senior Citizens	68,811	64,375			
5006 Recreation--Citizen Communications	48,288	47,945			
5007 Recreation--Teen Activities	92,817	89,878			
5008 Marina and Aquatics--Aquatics	577,908	501,192			
5040 Marina and Aquatics--Marina	1,046,877	1,049,334	1,377,101	1,978,772	1,603,401
<b>Total Parks and Recreation Fund</b>	<b>3,275,607</b>	<b>3,172,815</b>	<b>1,377,101</b>	<b>1,978,772</b>	<b>1,603,401</b>
<b>DENTAL FUND (620)</b>					
6051 Dental Payments	113,046	96,228	100,000	100,000	100,000
<b>Total Dental Fund</b>	<b>113,046</b>	<b>96,228</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>SELF INSURANCE FUND (630)</b>					
6052 Liability Payments	188,180	265,714	230,000	230,000	230,000
<b>Total Self Insurance Fund</b>	<b>188,180</b>	<b>265,714</b>	<b>230,000</b>	<b>230,000</b>	<b>230,000</b>
<b>WORKERS COMPENSATION FUND (640)</b>					
6053 Workers Compensation Payments	458,990	493,016	200,000	200,000	200,000
<b>Total Workers Compensation Fund</b>	<b>458,990</b>	<b>493,016</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>RETIREE HEALTH/STIPEND FUND (650)</b>					
6054 Other Post Employment Benefit Payments	177,626	217,727	399,443	249,300	249,300
<b>Total Other Post Employment Benefit Fund</b>	<b>177,626</b>	<b>217,727</b>	<b>399,443</b>	<b>249,300</b>	<b>249,300</b>
<b>Motor Vehicle Replacement Fund (660)</b>					
6055 Motor Vehicle Replacement					32,000
<b>Total Motor Vehicle Replacements</b>					<b>32,000</b>
<b>NER ASSESSMENT DISTRICT DEBT SERVICE FUND (795)(796)</b>					
9910 Debt Service	613,261	615,485	605,532	538,914	545,341
<b>Total NER Assmt. Dist. Debt Serv. Fund</b>	<b>613,261</b>	<b>615,485</b>	<b>605,532</b>	<b>538,914</b>	<b>545,341</b>
<b>REDEVELOPMENT AGENCY PROJECT AREA NO. 1 (881)/ SUCCESSOR AGENCY ADMIN</b>					
7081 Redevelopment Agency Project Area #1	104,127	251,388			
<b>Total RDA, Project #1 Fund</b>	<b>104,127</b>	<b>251,388</b>	-	-	-
<b>REDEVELOPMENT AGENCY PROJECT AREA NO. 2 (882)</b>					
7082 Redevelopment Agency Project Area #2	151,884	-	-	-	-
<b>Total RDA, Project #2 Fund</b>	<b>151,884</b>	-	-	-	-
<b>HOUSING FUND (983)</b>					
9910 Debt Service	117,549				
<b>Total Housing Fund Debt Service</b>	<b>117,549</b>	-	-	-	-
<b>GRAND TOTAL ALL FUNDS</b>	<b>27,801,250</b>	<b>24,585,701</b>	<b>25,609,373</b>	<b>25,267,694</b>	<b>27,794,193</b>

SUMMARY OF APPROVED TRANSFERS  
2015/16

Schedule 5

Description of Transfer	BPPFA													
	General Fund F-100	Gas Tax F-200	Measure A F-205	NPDES F-220	Utility Bond F-320	Pension Bond F-340	Pension Side Fund Bond F-341	Refunding Lease F-365	City Hall Bond F-330	City Hall Bond F-367	Capital Projects F-400	Utility Fund F-540	Marina Fund F-550	Motor Vehicle Replacement F-660
a) Transfer Utility fund share of Lease Revenue to debt service fund								106,717				(106,717)		
b) To Vehicle Replacement Fund	(114,169)											(40,522)	(16,807)	171,498
c) Transfer to Capital Projects to cover cost of Pavement Maintenance		(75,000)	(90,000)							165,000				
d) Transfer for Utility Bond Payment					410,654							(410,654)		
e) Transfer for Capital project loan for visitation property	94,084										(94,084)			
f) Transfer to Pension Obligation Bond Fund	(620,400)					620,400								
g) Transfer to Pension Side Fund Bond Fund	(119,939)						119,939							
h) Transfer for City Hall Bond Payment	(381,280)							381,280						
i) Transfer for City Hall Bond Payment	(189,525)								189,525					
j) Transfer to NPDES	(462,099)			462,099										
k) Transfer to Utility for Low Income Rate Assistance Offset	(70,000)											70,000		
<b>TOTALS</b>	<b>(1,863,328)</b>	<b>(75,000)</b>	<b>(90,000)</b>	<b>462,099</b>	<b>410,654</b>	<b>620,400</b>	<b>119,939</b>	<b>106,717</b>	<b>381,280</b>	<b>189,525</b>	<b>70,916</b>	<b>(487,893)</b>	<b>(16,807)</b>	<b>171,498</b>



PAYROLL ALLOCATION

Column1	Position	Number of Positions	Salary	Benefits	Departments
	City Councilmember	5	9,939	108,653	City Council 100%
	City Clerk	1	110,975	48,667	Clerk 97% Successor Agency 3%
	Principal Analyst	1	115,365	60,301	City Manager 35% Human Resources 65%
	Human Resources Technician	1	70,870	45,441	Human Resources 100%
	Dep City Clerk/Exec Asst.	1	77,682	41,127	City Manager 90% Co-Sponsored Events 10%
	City Manager	1	217,247	99,494	City Manager 98% Successor Agency 2%
	Open Space Analyst	0.5	33,196	2,540	Open Space 100%
	Information Tech & Syst Admin	1	101,475	42,633	Finance 100%
	Deputy Finance Director	0.5	64,602	24,763	Finance 95% Successor Agency 5%
	Finance Manager	0.75	55,411	32,694	Finance 95% Successor Agency 5%
	Accounting Assistant II	1	64,177	27,996	Finance 100%
	Accounting Assistant II	1	64,177	40,360	Finance 50% Water 20% GVMID 20% Sewer 10%
	Office Specialist	0.5	29,328	1,818	Finance 100%
	Administrative Services Director	1	196,299	85,388	Finance 78% Parks and Recreation 20% Successor Agency 2%
	Sr. Management Analyst - Community Engagement	1	97,261	57,534	City Manager 10% Finance 80% Parks and Recreation 10%
	Community Development Director	1	146,146	72,045	Community Development 100%
	Administrative Assistant	1	68,079	47,145	Community Development 100%
	Senior Planner	1	107,841	54,969	Community Development 100%
	Senior Planner	1	80,567	28,178	Community Development 100%
	Office Specialist	1	63,954	40,728	Community Development 100%
	Code Enforce Off	1	26,945	2,061	Community Development 100%
	Planning Commissioners	5	6,000	459	Community Development 100%
	Police Chief	1	195,586	95,388	Police Administration 100%
	Commander	1	170,648	84,707	Police Administration 100%
	Management Analyst	1	73,582	48,356	Police Administration 20% Police Records 80%
	Sergeant	1	125,870	65,667	Police Patrol 100%
	Sergeant	1	126,296	71,711	Police Patrol 100%
	Sergeant	1	126,985	71,901	Police Patrol 100%
	Sergeant	1	125,406	66,422	Police Patrol 100%
	Officer	1	103,078	65,321	Police Patrol 100%
	Officer	1	98,953	53,166	Police Patrol 100%
	Officer	1	105,379	65,954	Police Patrol 100%
	Officer	1	109,060	66,967	Police Patrol 100%
	Officer	1	109,060	66,967	Police Patrol 100%
	Officer	1	98,953	52,177	Police Patrol 100%
	Officer	1	90,265	51,025	Police Patrol 100%
	Officer	1	82,170	49,029	Police Patrol 100%
	Officer	1	98,953	53,166	Police Patrol 100%
	Officer	1	98,953	27,483	Police Patrol 100%
	Community Service Officer	1	56,846	28,869	Police Patrol 100%
	Crossing Guard	1	7,200	551	Police Patrol 100%
	Fire Captain	1	122,115	66,417	Fire 100%
	Fire Captain	1	134,098	69,715	Fire 100%
	Fire Captain	1	124,968	67,202	Fire 100%
	Firefighter	1	109,813	63,031	Fire 100%



Firefighter	1	107,426	43,486	Fire 100%
Firefighter	1	109,813	63,031	Fire 100%
Firefighter	1	112,201	67,778	Fire 100%
Firefighter	1	109,813	63,031	Fire 100%
Firefighter	1	112,201	63,688	Fire 100%
Management Analyst	1	73,582	47,945	Fire 100%
Public Works Director	1	202,116	87,296	Public Works 40% NPDES 20% EOC 20% Marina 20%
Deputy Public Works Director	1	134,321	50,102	Public Works 40% Streets 50% SPLLD 10%
Senior Civil Engineer	1	124,089	63,292	Streets 25% Water 25% GVMID 25% Sewer 25%
Senior Civil Engineer	1	124,089	63,292	Contract 100%
Engineering Assistant	1	68,658	35,731	Streets 25% Water 30% GVMID 20% Sewer 25%
Public Works Inspector	1	97,745	53,549	Public Works 70% SPLLD 30%
Administrative Assistant -PW	1	68,079	41,218	Public Works 100%
Administrative Assistant -PW	1	69,476	47,452	Public Works 20% NPDES 60% EOC 20%
Regulatory Compliance Officer		95,000	46,760	Public Works 33% Streets 33% NPDES 34%
Team Leader	1	86,470	39,833	Building and Grounds 70% SPLLD 30%
PW Maintenance Worker II	1	65,506	44,127	Sewer 100%
PW Maintenance Worker II	1	65,506	44,127	GVMID 100%
PW Maintenance Worker II	1	65,506	41,035	Water 100%
Team Leader	1	86,470	55,639	Streets 25% Water 30% GVMID 20% Sewer 25%
PW Maintenance Worker II	1	65,506	45,765	Sewer 100%
PW Maintenance Worker II	1	56,192	39,192	Water 100%
PW Maintenance Worker II		53,523	22,859	GVMID 100%
Harbormaster	1	94,804	30,917	Marina 100%
Administrative Assistant	1	64,843	38,038	Marina 100%
Lead Worker	1	79,909	49,721	Marina 100%
Maintenance Worker II	1	60,392	40,582	Marina 100%
Maintenance Worker II	1	60,392	40,023	Marina 100%
Maintenance Worker I		28,806	2,204	Marina 100%
Public Service Aides	1.75	56,224	4,301	Marina 100%
Parks and Recreation Manager	1	108,000	52,961	Parks and Recreation 100%
Recreation Supervisor	1	85,806	55,496	Park Facilities 20% youth 40% Seniors 20% Special Events 20%
Administrative Assistant -P&R	1	64,240	24,979	Parks and Recreation 100%
Part-time Clerical Support	0.1	3,478	-	Parks and Recreation 100%
Commissioner	5	4,200	321	Parks and Recreation 100%
Parks/Fac. Maintenance Worker II	1	65,506	40,652	Park Maintenance 100%
Facility Attendant - PW	0.5	16,784	1,284	Park Maintenance 100%



Recreation Supervisor	1	85,806	55,496	Youth 50% Teen Services 20% Pool 30%
Recreation Coordinator	0.75	38,336	13,348	Pool 100%
Lifeguard	2.9	87,495	6,693	Pool 100%
WSI Instructors	0.62	20,247	1,549	Pool 100%
Head Lifeguard	1.77	66,509	5,088	Pool 100%
Cashier	0.2	4,972	380	Pool 100%
<b>Total</b>		<b>7,551,809</b>	<b>3,950,450</b>	

**SCHEDULE OF PERSONNEL POSITION ALLOCATION  
2015/16**

<b>Position Descriptions Within Departments</b>	<b>Positions Allocations Budgeted 2011/12</b>	<b>Positions Allocations Budgeted 2012/13</b>	<b>Positions Allocations Budgeted 2013/14</b>	<b>Positions Allocations Budgeted 2014/15</b>	<b>Positions Allocations Budgeted 2015/16</b>
<b>200 City Manager</b>					
City Manager	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.00	0.00	0.00	0.00	0.00
Pen TV Contract Employee	0.00	0.00	0.00	0.00	0.00
Human Resources Specialist					
Human Resources Administrator					
Deputy City Clerk/Executive Assistant	1.00	1.00	1.00	1.00	1.00
Open Space and Ecology Analyst	0.55	0.55	0.55	0.55	0.55
Office Specialist (part-time)	0.20	0.10	0.10	0.50	0.50
Receptionist					
<b>Total</b>	<b>3.75</b>	<b>3.65</b>	<b>3.65</b>	<b>4.05</b>	<b>4.05</b>
<b>400 Administrative Services</b>					
Administrative Services Director	1.00	1.00	1.00	1.00	1.00
Finance Director					
Accountant					
Accounting Assistant II					
Accounting Assistant II					
Senior Accounting Assistant	2.00	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00			
Senior Management Analyst - Citizen Engagement			1.00	1.00	1.00
IT Trainer					
Human Resources Senior Analyst	1.00	1.00			
Principal Analyst			1.00	1.00	1.00
Huma Resources Technician				1.00	1.00
Interns	0.00	0.00	0.00	0.00	0.00
Office Specialist	0.14	0.14	1.00	0.00	0.50
Financial Services Manager	1.00	1.00	1.00	1.00	1.00
Deputy Finance Director					
Info. Tech. and Systems Administrator	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>7.14</b>	<b>7.14</b>	<b>8.00</b>	<b>8.00</b>	<b>8.50</b>
<b>600 Planning and Community Development</b>					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Principal Planner	0.00	0.00	0.00	0.00	0.00
Senior Planner	0.50	0.00	1.00	2.00	2.00
Assistant to the City Manager/Housing					
Associate Planner	1.00	1.00	0.00	0.00	0.00
Assistant Planner					
Administrative Assistant					
Community Development Technician	1.00	1.00	1.00	1.00	1.00
Office Specialist	0.50	0.40	0.50	1.00	1.00
Code Enforcement Officer	0.40	0.40	0.40	0.40	0.40
Archive Assistant					
<b>Total</b>	<b>4.40</b>	<b>3.80</b>	<b>3.90</b>	<b>5.40</b>	<b>5.40</b>
<b>2000 Police</b>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	0.00	0.00	1.00	1.00	1.00
Police Sergeant	3.00	3.00	4.00	4.00	4.00
Police Officer	8.00	7.00	7.00	9.00	10.00
Dispatcher/Clerk					
Community Service Officer	1.00	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	1.00	0.00	0.00	0.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
Crossing Guard	0.11	0.11	0.11	0.11	0.11
<b>Total</b>	<b>15.11</b>	<b>14.11</b>	<b>15.11</b>	<b>17.11</b>	<b>18.11</b>



**SCHEDULE OF PERSONNEL POSITION ALLOCATION  
2015/16**

<b>Position Descriptions Within Departments</b>	<b>Positions Allocations Budgeted 2011/12</b>	<b>Positions Allocations Budgeted 2012/13</b>	<b>Positions Allocations Budgeted 2013/14</b>	<b>Positions Allocations Budgeted 2014/15</b>	<b>Positions Allocations Budgeted 2015/16</b>
<b>3000 Fire</b>					
Fire Chief					
Fire Captain	3.00	3.00	3.00	3.00	3.00
Firefighter	0.00	0.00	0.00	0.00	0.00
Firefighter/Paramedic	6.00	6.00	6.00	6.00	6.00
Fire Prevention Officer					
Office Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>4000 Public Works</b>					
Public Works Director/City Engineer	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director					1.00
Senior Civil Engineer	1.00	1.00	2.00	2.00	1.00
Associate Civil Engineer	1.00	1.00	0.00	0.00	0.00
Assistant Engineer I/II	0.00	0.00	0.00	0.00	0.00
Regulatory Compliance Manager					1.00
Junior Engineer					
Engineering Technician				1.00	1.00
Public Works Superintendent					
Public Works Supervisor	0.00	0.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Office Assistant					
Office Specialist	0.50	0.6	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00
P.W. Lead Maintenance Worker	0.00	0.00	0.00	0.00	0.00
P.W. Team Leader	2.00	2.00	2.00	2.00	2.00
Maintenance Worker I/II	7.00	7.00	5.00	5.00	6.00
Maintenance Worker I					
Parks/Facilities Maintenance Worker I/II	1.50	1.50	1.00	1.00	1.00
Maintenance Worker Assistant					
<b>Total</b>	<b>16.00</b>	<b>16.10</b>	<b>14.00</b>	<b>15.00</b>	<b>17.00</b>
<b>5000 Recreation</b>					
Parks and Recreation Director	0.00	0.00	0.00	0.00	0.00
Recreation Services Manager					1.00
Recreation Supervisor	2.00	2.00	2.00	2.00	2.00
Facilities Attendant	2.86	2.86	2.86	2.86	2.86
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Recreation Leader	4.81	4.81	4.81	4.81	4.81
Recreation Program Coordinator II					
Management Assistant/Deputy City Clerk					
Recreation Program Coordinator				0.75	0.75
Assistant Recreation Program Coordinator					
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Parks/Facilities Maintenance Worker I/II					
Preschool Teacher	0.30	0.30	0.30	0.30	0.30
Recreation Leader Aide	0.33	0.33	0.33	0.33	0.33
Cashier			0.20	0.20	0.20
Lifeguard			2.93	2.93	2.93
Swim Instructor			0.63	0.63	0.63
Head Lifeguard			1.77	1.02	1.02
<b>Total</b>	<b>12.80</b>	<b>12.80</b>	<b>18.83</b>	<b>18.83</b>	<b>19.83</b>
<b>5040 Marina</b>					
Harbormaster			1.00	1.00	1.00
Marina Services Director	1.00	1.00			
Police Officer					
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Office Specialist					
Lead Worker				1.00	1.00
Marina Maintenance Worker II				2.00	2.00

**SCHEDULE OF PERSONNEL POSITION ALLOCATION  
2015/16**

<b>Position Descriptions Within Departments</b>	<b>Positions Allocations Budgeted 2011/12</b>	<b>Positions Allocations Budgeted 2012/13</b>	<b>Positions Allocations Budgeted 2013/14</b>	<b>Positions Allocations Budgeted 2014/15</b>	<b>Positions Allocations Budgeted 2015/16</b>
Marina Maintenance Worker I	2.00	2.00	2.00	0.50	0.50
Marina Office Assistant					
Police Service Aide	1.75	1.75	1.75	1.75	1.75
Recreation Supervisor	1.00	0.00			
Cashier	0.20	0.20			
Lifeguard	2.90	2.93			
Swim Instructor	0.63	0.63			
Head Lifeguard	1.78	1.77			
Office Assistant	0.50	0.50			
<b>Total</b>	<b>12.76</b>	<b>11.78</b>	<b>5.75</b>	<b>7.25</b>	<b>7.25</b>
<b>GRAND TOTALS</b>	<b>81.96</b>	<b>79.38</b>	<b>79.24</b>	<b>85.64</b>	<b>90.14</b>

Does not include 5 City Council members, 5 Planning Commissioners and 7 P&R Commissioners or the contract City Attorney

Items highlighted are changes from previous year



**Department/Division: 100 City Council** **General Fund Fund 100**

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51201 Part-time Salaries	12,269	8,937	9,089	9,939	9,939
<b>Total Salaries</b>	<b>12,269</b>	<b>8,937</b>	<b>9,089</b>	<b>9,939</b>	<b>9,939</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	1,292	1,369	719	1,125	769
51504 PERS Unfunded Liability					837
51506 Life Insurance					
51507 Medicare Tax	478	362	369	144	144
51508 Social Security Tax	289	123	123	-	
51509 Flexible Benefits - Health	64,434	55,298	53,983	56,447	75,075
51510 Retiree Health					
51511 Long-Term Disability			-	-	
51602 Dental Insurance	5,167	4,004	3,430	5,700	5,700
51603 Vision Insurance	1,808	1,237	1,116	2,963	2,822
51605 Employee Assistance Program	23	146	122	-	206
51703 Internet Allowance	2,717	2,106	2,221	3,000	3,000
51704 Auto Allowance	16,309	12,639	12,916	18,000	18,000
51705 Housing Allowance			-	-	
51706 Phone Allowance	1,630	1,263	1,291	2,100	2,100
<b>Total Benefits</b>	<b>94,146</b>	<b>78,547</b>	<b>76,291</b>	<b>89,480</b>	<b>108,653</b>
<b>INSURANCE</b>					
51800 Liability Insurance	880	710	406	388	396
51810 Worker's Compensation	780	630	620	592	664
<b>Total Insurance</b>	<b>1,660</b>	<b>1,340</b>	<b>1,026</b>	<b>980</b>	<b>1,060</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications					
52231 Equipment Maintenance					
52233 Memberships					
52234 Office Expense	10,338	8,564	16,869	9,260	9,260
52235 Professional Services	298	500	39	-	500
52241 Special Department Expense	18,107	2,181	6,624	111,550	51,300
52242 Small Tools					
52243 Travel & Training	8,374	6,376	8,048	8,500	8,500
<b>Total Services &amp; Supplies</b>	<b>37,117</b>	<b>17,621</b>	<b>31,580</b>	<b>129,310</b>	<b>69,560</b>
<b>FIXED ASSETS</b>					
53200 Land					
53300 Equipment					
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>145,192</b>	<b>106,444</b>	<b>117,986</b>	<b>229,709</b>	<b>189,212</b>

**100 – CITY COUNCIL**

**Mission Statement**

The City Council serves as the public policy making body for the community. Five representatives are elected by the citizenry to set goals, establish priorities, enact laws and make budgetary and other decisions on behalf of the community.

**Budget Line Item Descriptions**

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Folders, labels, engravings, name plates, photos, special meeting supplies	3,135	3,135
City News/Star Mailings 10 times a year	3,800	3,800
Postage	2,000	2,000
Educational material for city management and leadership	<u>325</u>	<u>325</u>
<b>Total</b>	<b>9,260</b>	<b>9,260</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
An appropriation is established for potential ceremonial events	<u>0</u>	<u>500</u>
<b>Total</b>	<b>0</b>	<b>500</b>

**52241 Special Departmental Expense**

	Budgets	
	2014/15	2015/16
Mayor Art Appreciation Awards	300	300
Council Celebrations	1,250	1,000
Volunteer Projects	10,000	-
One-time Projects	100,000	
Skateboard Park		
		<u>50,000</u>
<b>Total</b>	<b>111,550</b>	<b>51,300</b>



**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
<u>Out of Area Travel and Conference</u>		
<u>Expenses:</u>		
Registration Fees - Local Government, League of California Cities, SAMCEDA, General Assembly ABAG, and National League of Cities	3,200	3,200
New Mayor Councilmember Training	1,500	1,500
Hotel and Travel	1,700	1,700
<u>Local Travel and Meeting Expenses:</u>		
City Council Workshop	0	0
Council of Cities	800	800
Chamber of Commerce Luncheons and Annual Awards Dinner	300	300
North Central San Mateo County Council of Cities	300	300
Misc. Meetings	<u>700</u>	<u>700</u>
<b>Total</b>	<b>8,500</b>	<b>8,500</b>

**Department/Division: 201 City Clerk** **General Fund Fund 100**

<b>Account and Title:</b>	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	108,304	107,017	85,900	96,727	107,645
51201 Part-time Salaries	2,995	3,278	6,239		13,949
51301 Overtime					
<b>Total Salaries</b>	<b>111,299</b>	<b>110,295</b>	<b>92,139</b>	<b>96,727</b>	<b>121,594</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	17,709	18,407	13,349	13,845	11,796
51503 Employee Paid Pers Contribution					
51504 PERS Unfunded Liability					9,065
51506 Life Insurance	264	264	210	324	393
51507 Medicare Tax	1,677	1,662	1,355	1,403	1,763
51508 Social Security Tax			-	632	865
51509 Flexible Benefits - Health	16,904	8,292	7,142	7,526	9,582
51510 Retiree Health					8,563
51511 Long-Term Disability	640	636	510	704	679
51602 Dental Insurance	1,147	1,143	915	912	1,106
51603 Vision Insurance	400	367	298	474	548
51605 Employee Assistance Program	39	40	32	33	40
51704 Auto Allowance	3,620	3,610	2,888	2,880	3,492
51705 Housing Allowance			-	-	
51706 Phone Allowance	422	421	337	528	640
<b>Total Benefits</b>	<b>42,822</b>	<b>34,842</b>	<b>27,035</b>	<b>29,261</b>	<b>48,531</b>
<b>INSURANCE</b>					
51800 Liability Insurance	7,038	7,586	3,437	3,778	4,844
51810 Worker's Compensation	6,282	6,771	5,241	5,762	8,126
<b>Total Insurance</b>	<b>13,320</b>	<b>14,357</b>	<b>8,678</b>	<b>9,539</b>	<b>12,970</b>
<b>SERVICES AND SUPPLIES</b>					
52231 Equipment Maintenance	-	-	-	200	200
52233 Memberships	385	-	120	900	550
52234 Office Expense	15,107	4,588	3,420	8,100	8,500
52235 Professional Services	-	-	460		
52236 Equipment Rental					
52241 Special Department Expense	16,836	8,999	15,269	9,000	14,000
52243 Travel & Training	1,103	-	1,892	2,200	2,200
<b>Total Services &amp; Supplies</b>	<b>33,430</b>	<b>13,587</b>	<b>21,162</b>	<b>20,400</b>	<b>25,450</b>
<b>TOTAL BUDGET</b>	<b>200,872</b>	<b>173,080</b>	<b>149,014</b>	<b>155,927</b>	<b>208,545</b>



## 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

	Budgets	
	2014/15	2015/16
Miscellaneous repairs to office equipment, repairs and minor upgrades to computer equipment, etc.,	200	200

#### 52233 Memberships

	Budgets	
	2014/15	2015/16
National Notary Association Test, Bond, and Insurance	400	200
City Clerk's Association of California	300	170

International Institute of Municipal Clerks	<u>200</u>	<u>180</u>
<b>Total</b>	<b>900</b>	<b>550</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
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	8,100	8,500

**52241 Special Departmental Expense**

	Budgets	
	2014/15	2015/16
Coordinate Citizens Academy Election	0	5,000
Storing Inactive Records at Storage Facility	<u>9,000</u>	<u>9,000</u>
<b>Total</b>	<b>9,000</b>	<b>14,000</b>

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
City Clerk's Association of California Annual Conference	1,000	1,000
New Law and Election Seminar	<u>1,200</u>	<u>1,200</u>
<b>Total</b>	<b>2,200</b>	<b>2,200</b>



**Department/Division: 203 - City Manager** **General Fund Fund 100**

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	287,760	284,548	287,432	296,566	332,919
51201 Part-time Salaries	129	94	3,168		13,949
51301 Overtime					
<b>Total Salaries</b>	<b>287,889</b>	<b>284,642</b>	<b>290,600</b>	<b>296,566</b>	<b>346,868</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	48,416	50,232	44,280	45,819	36,481
51503 Employee Paid Pers Contribution					
51504 PERS Unfunded Liability					28,034
51506 Life Insurance	546	526	593	871	944
51507 Medicare Tax	4,327	4,242	4,322	4,300	5,030
51508 Social Security Tax		6	196	632	865
51509 Flexible Benefits - Health	24,122	22,647	33,541	34,527	39,809
51510 Retiree Health					17,707
51511 Long-Term Disability	1,154	1,158	1,315	2,331	2,101
51602 Dental Insurance	2,294	2,287	2,645	2,451	2,656
51603 Vision Insurance	801	734	861	1,274	1,315
51605 Employee Assistance Program	149	80	92	87	96
51704 Auto Allowance	6,033	6,017	5,054	8,028	8,028
51705 Housing Allowance	3,016	470	-	-	
51706 Phone Allowance	422	421	337	336	412
51709 PARS Contribution	32,579	9,600	9,500	19,125	21,356
51710 Deferred Compensation		20,020	17,197	1,181	1,211
<b>Total Benefits</b>	<b>123,858</b>	<b>118,439</b>	<b>119,932</b>	<b>120,962</b>	<b>166,045</b>
<b>INSURANCE</b>					
51800 Liability Insurance	19,061	20,519	1,134	11,583	13,817
51810 Worker's Compensation	17,012	18,313	17,285	17,665	23,181
<b>Total Insurance</b>	<b>36,073</b>	<b>38,832</b>	<b>18,419</b>	<b>29,248</b>	<b>36,998</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications					
52231 Equipment Maintenance	106	20	-	100	100
52233 Memberships	3,115	1,010	4,595	2,460	2,460
52234 Office Expense	1,530	3,582	4,190	4,000	4,000
52235 Professional Services	420	3,000	7,773		
52241 Special Department Expense	9,068	1,000	1,038	85,000	89,000
52242 Small Tools			34		
52243 Travel & Training	1,714	4,407	5,490	3,100	7,900
<b>Total Services &amp; Supplies</b>	<b>15,954</b>	<b>13,019</b>	<b>23,120</b>	<b>94,660</b>	<b>103,460</b>
<b>FIXED ASSETS</b>					
55100 Land					
55950 Miscellaneous Expense			53		
53300 Equipment		170			
<b>Total Fixed Assets</b>	<b>0</b>	<b>170</b>	<b>53</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>463,774</b>	<b>455,102</b>	<b>452,124</b>	<b>541,436</b>	<b>653,371</b>

## 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.

### Budget Line Item Descriptions

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Miscellaneous repairs to office equipment, repairs and minor upgrades to computer equipment, etc.,	100	100

#### 52233 Memberships

	Budgets	
	2014/15	2015/16
<u>City Manager</u>		
ICMA	1,400	1,400
California City Management Foundation	100	100
San Mateo County City Manager's Assoc.	250	250
California Association for Local Economic Development	465	465
Silicon Valley Joint Ventures Network	0	0



Deputy City Clerk/Executive Assistant

International Institute of Municipal Clerks	145	145
City Clerks Association of California	<u>100</u>	<u>100</u>
<b>Total</b>	<b>2,460</b>	<b>2,460</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Includes program's share of department general office supplies, postage, books and publications, advertisements, printing forms and flyers, etc., and computer supplies and software.	4,000	4,000

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
Annual yard waste cleanup weekend	10,000	14,000
Economic Development	<u>75,000</u>	<u>5,000</u>
<b>Total</b>	<b>85,000</b>	<b>89,000</b>

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
Meal expenses while attending various local meetings or for hosting various meetings (i.e., Chamber of Commerce monthly meeting)	500	500

Also includes the cost for attendance at the following:

City Manager

ICMA	-	2,000
Financial Development Courses		2,000
League of California Cities	1,200	1,200
City Management Conference	1,200	1,200
Management Team Retreat	<u>200</u>	<u>1,000</u>
<b>Total</b>	<b>3,100</b>	<b>7,900</b>

**Department/Division: 205 Event Cosponsorship** **General Fund Fund 100**

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries			7,514	7,571	7,768
Overtime		1,325			
<b>Total Salaries</b>	<b>0</b>	<b>1,325</b>	<b>7,514</b>	<b>7,571</b>	<b>7,768</b>
<b>BENEFITS</b>					
51502 City Pers Contribution			1,185	1,211	851
51504 PERS Unfunded Liability					654
51506 Life Insurance			26	41	41
51507 Medicare Tax			114	110	113
51508 Social Security Tax			-	-	
51509 Flexible Benefits - Health			602	941	988
51510 Retiree Health					883
51511 Long-Term Disability			47	62	49
51602 Dental Insurance			114	114	114
51603 Vision Insurance			37	59	56
51605 Employee Assistance Program			4	4	4
51704 Auto Allowance			241	360	360
51705 Housing Allowance			-	-	
51706 Phone Allowance			-	-	
<b>Total Benefits</b>	<b>0</b>	<b>0</b>	<b>2,372</b>	<b>2,901</b>	<b>4,113</b>
<b>INSURANCE</b>					
51800 Liability Insurance			302	296	309
51810 Worker's Compensation			460	451	519
<b>Total Insurance</b>	<b>0</b>	<b>0</b>	<b>762</b>	<b>747</b>	<b>829</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications	374				
52231 Equipment Maintenance					
52233 Memberships					
52234 Office Expense		390	392		
52235 Professional Services	6,313	8,770	6,692	22,000	22,000
52236 Equipment Rental					
52241 Special Department Expense	8,952	12,612	15,703	9,000	9,000
52243 Travel & Training					
<b>Total Services &amp; Supplies</b>	<b>15,640</b>	<b>21,772</b>	<b>22,787</b>	<b>31,000</b>	<b>31,000</b>
<b>FIXED ASSETS</b>					
53200 Land					
53300 Equipment					
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>15,640</b>	<b>23,097</b>	<b>33,434</b>	<b>42,219</b>	<b>43,709</b>



## 205-Event Co-Sponsorship

### Mission Statement

### Program Description

This department's purpose is to provide assistance to Community Non-Profit events.

### Budget Line Item Descriptions

#### 52235 Professional Services

	Budgets			
	2012/2013	2013/14	014/15	2015/16
	11,000	22,000	22,000	22,000

#### 52241 Special Department Expenses

	Budgets			
	2012/2013	2013/14	2014/15	2015/16
	9,000	9,000	9,000	9,000

#### **Programs:**

	Actuals	
Live at Mission Blue	8,313	16,805
Artists Evening of Sharing	9,430	9,936
String Quartet		
Music of the 17th Century		
Shakespeare Performance	1,204	2,291
BDW - Spring Performance	575	1,771
BDW - Gaslight Cabaret	882	
Zippy 5K Run	2,061	
Eric Zivian-Lamb	575	
Miscellaneous	<u>57</u>	<u>155</u>
<b>Total</b>	<b>23,097</b>	<b>30,957</b>

**Department/Division: 300 Open Space and Ecology** **General Fund Fund 100**

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Full-time Salaries			18,414		13,432
51201 Part-time Salaries	36,583	32,218	28,173	51,488	33,196
51301 Overtime					
<b>Total Salaries</b>	<b>36,583</b>	<b>32,218</b>	<b>46,586</b>	<b>51,488</b>	<b>46,629</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	6,152	5,713	2,657	3,061	1,472
51504 PERS Unfunded Liability					1,131
51506 Life Insurance			26	41	41
51507 Medicare Tax	543	431	684	747	676
51508 Social Security Tax			1,747	2,006	2,058
51509 Flexible Benefits - Health	10,352	4,354	2,297	2,446	988
51510 Retiree Health					883
51511 Long-Term Disability			68	156	85
51602 Dental Insurance	631	289	114	114	114
51603 Vision Insurance	220	92	37	59	56
51605 Employee Assistance Program	-	-	4	4	4
51704 Auto Allowance			361	360	-
51705 Housing Allowance			301	300	-
51706 Phone Allowance			-	-	42
<b>Total Benefits</b>	<b>17,898</b>	<b>10,878</b>	<b>8,297</b>	<b>9,293</b>	<b>7,550</b>
<b>INSURANCE</b>					
51800 Liability Insurance	2,308	2,493	2,177	2,011	1,857
51810 Worker's Compensation	2,059	2,225	3,320	3,067	3,116
<b>Total Insurance</b>	<b>4,367</b>	<b>4,718</b>	<b>5,497</b>	<b>5,078</b>	<b>4,974</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications					
52231 Equipment Maintenance					
52233 Memberships					
52234 Office Expense	276	81	232		
52235 Professional Services		1,500	3,551		
52241 Special Department Expense	13,968	6,470	5,471	17,000	52,000
52243 Travel & Training	90	-	324	500	500
<b>Total Services &amp; Supplies</b>	<b>14,334</b>	<b>8,051</b>	<b>9,579</b>	<b>17,500</b>	<b>52,500</b>
<b>FIXED ASSETS</b>					
53200 Land	5,000		75,769	40,000	
53300 Equipment					
<b>Total Fixed Assets</b>	<b>5,000</b>	<b>0</b>	<b>75,769</b>	<b>40,000</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>78,181</b>	<b>55,865</b>	<b>145,728</b>	<b>123,359</b>	<b>111,652</b>



### 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

	Budgets	
	2014/15	2015/16
Vegetation Management Program for Brisbane Acres	15,000	30,000
Eucalyptus Removal		20,000
Open Space & Ecology Committee projects	<u>2,000</u>	<u>2,000</u>
<b>Total</b>	<b>17,000</b>	<b>52,000</b>

##### 52243 Travel and Training

	Budgets	
	2014/15	2015/16
Open and Space and Ecology Committee members travel	500	500

##### 53200 Land

	Budgets	
	2014/15	2015/16
Purchase of Brisbane Acre Parcel	40,000	

**Department/Division: Total Administrative Services--All Program Budgets** **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 Actual Expended	2014/15 Approved Budget	2015/16 Recommended Budget
<b>SALARIES</b>							
51101 Salaries	690,813	690,868	682,531	705,700	577,693	597,540	688,531
51201 Part-time Salaries	34,985	30,751	7,130	19,283	3,578	0	29,328
51301 Overtime	539	1,112	5,469	4,303	4,672	5,000	500
<b>Total Salaries</b>	<b>726,337</b>	<b>722,730</b>	<b>695,130</b>	<b>729,286</b>	<b>585,943</b>	<b>602,540</b>	<b>718,359</b>
<b>BENEFITS</b>							
51502 City Pers Contribution	102,013	98,165	110,809	120,491	87,505	95,606	73,452
51504 PERS Unfunded Liability							57,980
51506 Life Insurance	1,738	1,751	1,744	1,753	1,488	2,374	2,826
51507 Medicare Tax	10,522	10,553	10,349	10,663	8,472	8,664	9,984
51508 Social Security Tax	5	144	472	1,196	222	0	1,818
51509 Flexible Benefits - Health	90,082	101,837	118,835	125,850	111,650	122,020	135,584
51510 Retiree Health	0	0	0	0	0	0	31,985
51511 Long-Term Disability	3,749	3,742	3,815	3,883	3,264	4,864	4,345
51602 Dental Insurance	8,004	8,004	7,933	8,004	6,889	7,011	7,886
51603 Vision Insurance	2,957	3,274	2,763	2,571	2,272	3,645	3,905
51605 Employee Assistance Program	261	272	341	279	246	250	285
51704 Auto Allowance	3,610	3,610	3,620	3,610	1,804	4,140	5,148
51705 Housing Allowance	3,008	3,008	3,016	3,008	1,504	1,500	2,340
51706 Phone Allowance	0	0	0	0	0	0	0
51710 Deferred Compensation	0	0	11,658	2,857	3,485	4,265	6,942
<b>Total Benefits</b>	<b>225,948</b>	<b>234,360</b>	<b>275,355</b>	<b>284,164</b>	<b>228,803</b>	<b>254,339</b>	<b>344,478</b>
<b>INSURANCE</b>							
51800 Liability Insurance	36,775	40,756	46,154	50,094	23,464	23,338	28,596
51810 Worker's Compensation	31,543	34,958	41,192	44,709	35,785	35,593	47,973
<b>Total Insurance</b>	<b>68,318</b>	<b>75,714</b>	<b>87,346</b>	<b>94,803</b>	<b>59,249</b>	<b>58,930</b>	<b>76,569</b>
<b>SERVICES AND SUPPLIES</b>							
52221 Communications	155	172	224	197	247	220	220
52231 Equipment Maintenance	0	0	340	0	0	0	0
52232 Maintenance Structures							
52233 Memberships	740	975	964	1,014	1,054	1,235	1,585
52234 Office Expense	9,306	11,149	13,687	12,721	16,875	12,400	12,500
52235 Professional Services	110,800	97,110	108,978	104,231	153,706	116,500	214,500
52241 Special Department Expense	450	1,093	956	1,060	1,820	7,550	7,250
52243 Travel & Training	16,793	22,581	8,833	15,561	21,485	21,810	25,350
<b>Total Services &amp; Supplies</b>	<b>138,243</b>	<b>133,080</b>	<b>133,982</b>	<b>134,784</b>	<b>195,188</b>	<b>159,715</b>	<b>261,405</b>
<b>FIXED ASSETS</b>							
53300 Equipment	109	0	0	0	2,048	0	0
<b>Total Fixed Assets</b>	<b>109</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,048</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>1,158,956</b>	<b>1,165,884</b>	<b>1,191,813</b>	<b>1,243,037</b>	<b>1,071,230</b>	<b>1,075,525</b>	<b>1,400,812</b>



Department/Division: 400 Finance					General Fund Fund 100
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	586,096	607,111	449,864	455,380	542,675
51201 Part-time Salaries	1,003	5,708	2,703		29,328
51301 Overtime	5,469	4,303	4,672	5,000	500
<b>Total Salaries</b>	<b>592,568</b>	<b>617,123</b>	<b>457,239</b>	<b>460,380</b>	<b>572,503</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	95,647	103,624	67,702	72,861	57,469
51503 Employee Paid Pers Contribution					
51504 PERS Unfunded Liability					45,698
51506 Life Insurance	1,480	1,489	1,112	1,738	2,180
51507 Medicare Tax	8,688	8,994	6,553	6,603	7,869
51508 Social Security Tax	62	354	168	-	1,818
51509 Flexible Benefits - Health	96,946	103,287	76,273	81,660	93,206
51510 Retiree Health	-				30,914
51511 Long-Term Disability	3,252	3,273	2,458	3,707	3,424
51602 Dental Insurance	6,786	6,860	5,145	5,130	6,005
51603 Vision Insurance	2,363	2,203	1,674	2,667	2,973
51605 Employee Assistance Program	302	239	180	183	217
51704 Auto Allowance	3,620	3,610	1,804	1,800	2,808
51705 Housing Allowance	3,016	3,008	1,504	1,500	2,340
51706 Phone Allowance	-		-	-	-
51710 Deferred Compensation					2,920
<b>Total Benefits</b>	<b>222,162</b>	<b>236,942</b>	<b>164,573</b>	<b>177,848</b>	<b>259,841</b>
<b>INSURANCE</b>					
51800 Liability Insurance	39,324	42,730	18,097	17,785	22,786
51810 Worker's Compensation	35,096	38,136	27,600	27,125	38,226
<b>Total Insurance</b>	<b>74,420</b>	<b>80,866</b>	<b>45,697</b>	<b>44,910</b>	<b>61,011</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications	224	197	247	220	220
52231 Equipment Maintenance	340				
52232 Maintenance-Structures					
52233 Memberships	815	600	830	660	660
52234 Office Expense	8,315	8,114	9,939	9,100	9,100
52235 Professional Services	62,310	54,119	77,452	53,500	126,000
52241 Special Department Expense	750	750	750	750	750
52242 Small Tools					
52243 Travel & Training	2,609	6,076	9,020	6,810	9,150
<b>Total Services &amp; Supplies</b>	<b>75,362</b>	<b>69,857</b>	<b>98,237</b>	<b>71,040</b>	<b>145,880</b>
<b>FIXED ASSETS</b>					
53300 Equipment					
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>964,512</b>	<b>1,004,788</b>	<b>765,747</b>	<b>754,178</b>	<b>1,039,235</b>

## 400 -- FINANCE

### Mission Statement

The Finance Department delivers reliable financial and information technology services. We are responsible for facilitating the planning, organization, implementation, control, coordination, and direction of the financial and technological policies and programs of the City, as established by the City Council and the City Manager. The Department also prepares and publishes the Comprehensive Annual Financial Report, and the Operating and Capital Budget for the City.

### Department Description

Finance consists of the following areas of responsibility: Accounting, Investments, Business License billing and collection, capital projects accounting, information services, payroll, purchasing, self-insurance, and utility billing

### Budget Line Item Descriptions

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Includes a pager for the IT System Administrator	220	220

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Office equipment repairs	0	0

#### 52233 Memberships

	Budgets	
	2014/15	2015/16
Technet	0	0
Government Finance Officers Association (GFOA) (2)	310	310
California Society of Municipal Finance Officers (CSMFO) (3)	250	250
Municipal Management Association of Northern California (MMANC) (1)	100	100
California Municipal Treasurer's Association	<u>0</u>	<u>0</u>
<b>Total</b>	<b>660</b>	<b>660</b>



**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Postage and a bulk mailing permit,	2,400	2,400
Office Supplies	6,400	6,400
Books and publications	<u>300</u>	<u>300</u>
<b>Total</b>	<b>9,100</b>	<b>9,100</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Covers the total cost of the audit	35,000	35,000
Consulting Services related to Federal Requests	0	0
Actuarial Study for GASB 45 (OPEB)	0	20,000
Consulting Services for Financial System replacement	0	0
Software maintenance for the Corbin Willits (M.O.M.) financial software	13,000	0
Software maintenance for Tyler financial software		35,000
Endsight for computer maintenance		25,000
GASB 68 Acturial Report (PERS)		5,500
Investment custodial services with Bank of New York	<u>5,500</u>	<u>5,500</u>
<b>Total</b>	<b>53,500</b>	<b>126,000</b>

**52241 Special Departmental  
Expense**

	Budgets	
	2014/15	2015/16
California Municipal Statistics	750	750
<b>Total</b>	<b>750</b>	<b>750</b>

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
CDIAC Debt Issuance and Securities Regulations workshops		
Registration	0	200
League of California Cities Financial Management Seminar Scheduled for December		
Lodging	400	500
Registration	250	250
Travel, parking, meals	100	100
California Society of Municipal Finance Officers Annual Conference		
Lodging	1,000	1,500
Registration (2)	750	700
Meals, parking, etc. (2)	100	100
Travel (2)	150	500
GFOA Finance Institute	-	
GFOA Training (1)	500	500
Lodging and Travel (1)	500	500
GFOA Conference		
MMANC	1,000	1,000
Chamber of Commerce monthly meetings	360	100
Staff training—unspecified one-day training sessions	1,000	1,000
Specialized training for IT staff	500	500
MOM annual 3-day workshop (includes mileage, meals, workshop)	0	-
Tyler Training		1,500
Other local training and participation in meetings involving meals and/or travel, parking or bridge tolls	<u>200</u>	<u>200</u>
<b>Total</b>	<b>6,810</b>	<b>9,150</b>



**Department/Division: 402 Human Resources**

**General Fund  
Fund 100**

<b>Account and Title:</b>	<b>2011/12 Actual Expended</b>	<b>2012/13 Actual Expended</b>	<b>2013/14 Actual Expended</b>	<b>2014/15 Approved Budget</b>	<b>2015/16 Approved Budget</b>
<b>SALARIES</b>					
51101 Salaries	96,435	98,588	127,829	142,161	145,857
51201 Part-time Salaries	6,127	13,575	874		
<b>Total Salaries</b>	<b>102,562</b>	<b>112,163</b>	<b>128,703</b>	<b>142,161</b>	<b>145,857</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	15,162	16,867	19,803	22,746	15,983
51504 PERS Unfunded Liability					12,282
51506 Life Insurance	264	264	376	636	646
51507 Medicare Tax	1,661	1,670	1,919	2,061	2,115
51508 Social Security Tax	410	842	54	-	-
51509 Flexible Benefits - Health	21,889	22,563	35,377	40,360	42,378
51510 Retiree Health					1,071
51511 Long-Term Disability	563	610	806	1,157	920
51602 Dental Insurance	1,147	1,143	1,744	1,881	1,881
51603 Vision Insurance	400	367	598	978	931
51605 Employee Assistance Program	39	40	66	67	68
51704 Auto Allowance	-	-	-	2,340	2,340
51705 Housing Allowance	-	-	-	-	-
51706 Phone Allowance	-	-	-	-	-
51710 Deferred Compensation	11,658	2,857	3,485	4,265	4,021
<b>Total Benefits</b>	<b>53,193</b>	<b>47,222</b>	<b>64,230</b>	<b>76,491</b>	<b>84,637</b>
<b>INSURANCE</b>					
51800 Liability Insurance	6,830	7,364	5,367	5,552	5,810
51810 Worker's Compensation	6,096	6,573	8,185	8,468	9,747
<b>Total Insurance</b>	<b>12,926</b>	<b>13,937</b>	<b>13,552</b>	<b>14,020</b>	<b>15,557</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications					
52231 Equipment Maintenance	-	-			
52232 Maintenance Structures					
52233 Memberships	149	414	224	575	925
52234 Office Expense	5,372	4,607	6,937	3,300	3,400
52235 Professional Services	46,668	50,112	76,254	63,000	88,500
52241 Special Department Expense	206	310	1,070	6,800	6,500
52242 Small Tools			42		
52243 Travel & Training	6,225	9,485	12,465	15,000	16,200
<b>Total Services &amp; Supplies</b>	<b>58,620</b>	<b>64,927</b>	<b>96,992</b>	<b>88,675</b>	<b>115,525</b>
<b>FIXED ASSETS</b>					
53300 Equipment			2,048		
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>2,048</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>227,301</b>	<b>238,250</b>	<b>305,524</b>	<b>321,347</b>	<b>361,576</b>

## 402 – HUMAN RESOURCES

### Mission Statement

The Human Resources Department recognizes the value and importance of human resources management and employees to the organization and is committed to providing high quality human resource services. We are a resource and advisor to all City departments and employees and to deliver cost effective, results-oriented services.

### Program Description

The Human Resources Department provides resources and advice to all City departments in the following areas of service: recruitment and staffing, training and development, policy development and implementation, grievance and discipline, salary and benefits administration, job classification and analysis, workers' compensation, risk management and safety programs, labor relations and negotiations, maintenance of personnel records, and employee recognition.

### Budget Line Item Descriptions

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Miscellaneous repairs to office machines and computer equipment minor upgrades	0	0

#### 52233 Memberships

	Budgets	
	2014/15	2015/16
California Public Employee Labor Relation Association	350	700
International Public Management Association -HR	150	150
Municipal Management Association of Northern California	75	75
NCHRA	<u>0</u>	<u>0</u>
<b>Total</b>	<b>575</b>	<b>925</b>

#### 52234 Office Expense

	Budgets	
	2014/15	2015/16
General office supplies	2,100	2,200



Postage and express mailing,	200	200
Recruitments	<u>1,000</u>	<u>1,000</u>
<b>Total</b>	<b>3,300</b>	<b>3,400</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Personnel related legal services – monthly retainer	0	0
Recruitment Services - Finance Manager		25,000
Safety Program	25,000	25,000
IEDA for Labor Relations services	19,300	0
Labor Relations - Legal		30,000
On-line telephone software support service (Corbin Willits Personnel Module)	1,500	0
Website access related to compensation and benefit information	0	0
Calopps	1,500	2,000
Liebert, Cassidy & Whitmore Consortium training	5,200	0
Personnel rules and regulations update	0	0
Affordable Care Act./Benefits Review	9,000	5,000
Drug/Alcohol Testing	<u>1,500</u>	<u>1,500</u>
<b>Total</b>	<b>63,000</b>	<b>88,500</b>

**52241 Special Departmental Expense**

	Budgets	
	2014/15	2015/16
Employee Recognition Program	1,000	1,000
Wellness Program	5,000	5,000
Swearing In Ceremonies	<u>800</u>	<u>500</u>
<b>Total</b>	<b>6,800</b>	<b>6,500</b>

**52243 Travel & Training**

	Budgets	
	2014/15	2015/16
City-wide policy and skill training	8,000	10,000
Attendance at miscellaneous training seminars and/or conferences	6,000	6,000
Meetings/Mileage	<u>1,000</u>	<u>200</u>
<b>Total</b>	<b>15,000</b>	<b>16,200</b>



**Department/Division: 500 Legal Services**

**General Fund  
Fund 100**

<b>Account and Title:</b>	<b>2011/12 Actual Expended</b>	<b>2012/13 Actual Expended</b>	<b>2013/14 Actual Expended</b>	<b>2014/15 Approved Budget</b>	<b>2015/16 Approved Budget</b>
<b>SALARIES</b>					
51201 Part-time Salaries	129,092	33,681			
51301 Overtime					
<b>Total Salaries</b>	<b>129,092</b>	<b>33,681</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	21,739	5,900			
51503 Employee Paid Pers Contribution					
51506 Life Insurance					
51507 Medicare Tax	1,872	488			
51508 Social Security Tax					
51509 Flexible Benefits - Health					
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					
<b>Total Benefits</b>	<b>23,611</b>	<b>6,388</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INSURANCE</b>					
51800 Liability Insurance					
51810 Worker's Compensation					
<b>Total Insurance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications					
52234 Office Expense	-	34	26,053		
52235 Professional Services	21,788	95,318	242,059	200,000	300,000
52243 Travel & Training	2,139	1,043			
55950 Miscellaneous Expense	200				
<b>Total Services &amp; Supplies</b>	<b>24,128</b>	<b>96,395</b>	<b>268,112</b>	<b>200,000</b>	<b>300,000</b>
<b>TOTAL BUDGET</b>	<b>176,831</b>	<b>136,465</b>	<b>268,112</b>	<b>200,000</b>	<b>300,000</b>

## 500 – CITY ATTORNEY

### Mission Statement

The City Attorney is the legal advisor to the City Council, City boards and commissions, and the City Staff. The City Attorney is responsible for preparing or reviewing contracts, ordinances, resolutions, or other legal documents, and handling litigation to which the City is a party.

### Department Description

The City Attorney is under contract directly with the City Council. Legal services rendered to the City are billed monthly at a fixed hourly rate. The City Attorney provides his own support staff and general overhead facilities, including secretaries, office space, and equipment, supplies, and law library. Such overhead expenses are included in the City Attorney's basic hourly rate charged to the City. The City Attorney's budget also includes fees and costs paid to outside counsel retained for the handling of an individual lawsuit or specialized matter.

### Budget Line Item Descriptions

#### 52235 Professional Services

	Budgets	
	2014/15	2015/16
Includes legal costs incurred by the City Attorney's firm when other firm attorneys are utilized to defend the city in various lawsuits	200,000	300,000



**Department/Division: 600 Community Development** **General Fund Fund 100**

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	392,106	328,952	335,206	484,740	466,586
51201 Part-time Salaries	31,305	36,938	65,034		32,945
51301 Overtime	-	-			
<b>Total Salaries</b>	<b>423,411</b>	<b>365,890</b>	<b>400,240</b>	<b>484,740</b>	<b>499,531</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	63,277	58,072	51,596	66,208	44,306
51503 Employee Paid Pers Contribution					
51504 PERS Unfunded Liability					39,290
51506 Life Insurance	937	802	778	1,910	1,928
51507 Medicare Tax	6,129	5,274	5,822	7,029	7,243
51508 Social Security Tax	1,941	2,290	4,032	2,031	2,043
51509 Flexible Benefits - Health	76,383	58,038	66,881	122,302	112,612
51510 Retiree Health					20,253
51511 Long-Term Disability	2,030	1,773	1,778	3,679	2,944
51602 Dental Insurance	4,440	3,660	3,563	5,700	5,700
51603 Vision Insurance	1,496	1,174	1,174	2,963	2,822
51605 Employee Assistance Program	215	127	131	203	206
51704 Auto Allowance	3,620	3,610	3,430	3,600	3,600
51705 Housing Allowance	-	-	-	-	-
51706 Phone Allowance	422	421	400	420	420
51710 Deferred Compensation	2,790	2,902	3,378	9,362	6,956
<b>Total Benefits</b>	<b>163,682</b>	<b>138,144</b>	<b>142,964</b>	<b>225,408</b>	<b>250,323</b>
<b>INSURANCE</b>					
51800 Liability Insurance	26,754	24,812	14,448	18,932	19,899
51810 Worker's Compensation	23,877	22,144	22,036	28,874	33,383
<b>Total Insurance</b>	<b>50,631</b>	<b>46,956</b>	<b>36,484</b>	<b>47,806</b>	<b>53,281</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications					
52231 Equipment Maintenance	-	1,889	-	1,000	1,000
52232 Maintenance Structures					
52233 Memberships	845	3,364	1,045	850	850
52234 Office Expense	4,024	6,696	4,722	6,500	6,500
52235 Professional Services	168,988	96,720	167,977	193,000	393,000
52241 Special Department Expense	-	29	2,255	4,000	4,000
52242 Small Tools					
52243 Travel & Training	1,175	2,733	5,059	6,000	6,000
<b>Total Services &amp; Supplies</b>	<b>175,033</b>	<b>111,431</b>	<b>181,058</b>	<b>211,350</b>	<b>411,350</b>
<b>FIXED ASSETS</b>					
53300 Equipment					
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>812,757</b>	<b>662,421</b>	<b>760,746</b>	<b>969,303</b>	<b>1,214,485</b>

## **600 – COMMUNITY DEVELOPMENT**

### **Mission Statement**

The Department of Community Development is committed to assist the Citizens of Brisbane, the Planning Commission and the City Council to develop and maintain community goals in regard to quality of life and the built environment by applying its professional and technical skills to the analysis of complex issues and by overseeing private and public development projects.

### **Department Description**

The Department of Community Development implements the General Plan by evaluating private and public development projects, considering their physical, social, economic and environmental impacts; by reviewing and revising City ordinances as needed; by completing special studies to provide data to decision-makers as well as to update the General Plan and its Elements; and by responding to various State and Federal requirements. The Department provides staff support to the Planning Commission and City Council and works in cooperation with other private and public agencies to address mutual planning problems facing the community.

### **Administration Program Description**

This program provides for the management of the department, providing oversight and direction in the performance of diverse activities, budgetary responsibilities and personnel management. The program provides staff and resources to support the work of the Zoning Administrator, Planning Commission and City Council. It also provides a broad public information function and arranges for coordination with City departments, local, regional, State and Federal agencies. Finalization and implementation of the Crocker Park Technical Assistance Panel (TAP) report directed by the City Council is expected to require a substantial concentration of staff resources in the upcoming fiscal year.

### **The General Plan and Zoning Consistency Program Description**

Maintenance of the General Plan includes activities such as maintaining background data, amendments, the development or analysis of area and specific plans and evaluating proposed programs and capital projects for consistency with City policies. The Housing Element certified in January 2011 requires the implementation of numerous policies and programs within prescribed deadlines. Housing Element implementation will be a continued area of focus. Additionally, a substantial work program is on-going for the 2014-2022 Housing Element which must be adopted in early 2015. Publication of the Baylands Draft also enables the City to move forward on the comprehensive General Plan Update which began in 2005, and will represent another substantial commitment of city resources. Also included under this program are the analysis of land use proposals, EIR's and projects of outside jurisdictions and agencies in order to represent City policy and protect City interests, most notably the forthcoming Guadalupe Quarry extension Draft EIR.



**Development Review Program Description**

This program encompasses the implementation of City policy in terms of land use through the application of adopted regulations in Zoning, Subdivision and other development codes and standards and the California Environmental Quality Act to the review of development proposals. Included in this program are activities to assist in the planning and implementation of projects to provide City facilities. Substantial time will be expended on preparation of the Baylands Final EIR and Baylands related efforts pertaining to sustainability, economic studies, and community opinion survey.

**Building Inspection and Code Enforcement Program Description**

Resources to provide the public with professional plan evaluation of building permit applications for compliance with adopted building, plumbing, electrical, mechanical and fire codes and field inspections to assure that construction conforms with approved plans are provided under this program. This includes continued and expanded implementation of the City’s paperless building permit system. Also included is the enforcement of violations of building, zoning and other City codes.

**Budget Line Item Descriptions**

**52231 Equipment Maintenance**

	Budgets	
	2014/15	2015/16
Covers the cost of computer, microfilm reader repairs; plus network maintenance	1,000	1,000

**52233 Memberships**

	Budgets	
	2014/15	2015/16
American Planning Association	450	450
Association of Environmental Professionals	<u>400</u>	<u>400</u>
<b>Total</b>	<b>850</b>	<b>850</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Office supplies	2,000	2,000
Printing	2,000	2,000
Postage for general correspondence and required legal notices	2,000	2,000

Books and publications	<u>500</u>	<u>500</u>
<b>Total</b>	<b>6,500</b>	<b>6,500</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Plan check and building inspection	105,000	105,000
Southeast Crocker Park Rezoning		200,000
Fire Plan Check (No. County Fire)	34,000	34,000
Planning Assistance	25,000	25,000
Technical assistance to review land use proposals, EIR's etc., from other jurisdictions	15,000	15,000
Legal Counsel for Subdivision and Zoning regulations for substandard lots and CC's	10,000	10,000
Planning Commission minutes for Appeals	2,000	2,000
Microfilming and blueprint duplication	<u>2,000</u>	<u>2,000</u>
<b>Total</b>	<b>193,000</b>	<b>393,000</b>

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
Includes Strong Motion Instrumentation Fees, collected by the City and sent to the State	2,000	2,000
Environmental Review filing fees for the State Department of Fish and Game	<u>2,000</u>	<u>2,000</u>
<b>Total</b>	<b>4,000</b>	<b>4,000</b>

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
League of Cities or APA	6,000	6,000



Department/Division: 900 Library

General Fund  
Fund 100

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SERVICES AND SUPPLIES</b>					
52232 Maint. Structures/Improvement.Grounds	3,872	4,584	4,380	5,000	5,000
52234 Office Expense					
52235 Professional Services					
52242 Small Tools & Supplies	630				
52244 Utilities	1,832	914	3,692	1,800	4,000
<b>Total Services &amp; Supplies</b>	<b>6,334</b>	<b>5,498</b>	<b>8,072</b>	<b>6,800</b>	<b>9,000</b>
<b>OTHER</b>					
52900 Contributions	19,971	19,492	19,102	23,000	23,000
<b>Total Other</b>	<b>19,971</b>	<b>19,492</b>	<b>19,102</b>	<b>23,000</b>	<b>23,000</b>
<b>TOTAL BUDGET</b>	<b>26,305</b>	<b>24,990</b>	<b>27,174</b>	<b>29,800</b>	<b>32,000</b>

## 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

	Budgets	
	2014/15	2015/16
Repairs (locks, windows, plumbing, electrical, etc.)	2,300	2,300
Janitorial service for the library portion of the Community Center	2,100	2,100
Landscaping contract maintenance	<u>600</u>	<u>600</u>
<b>Total</b>	<b>5,000</b>	<b>5,000</b>

#### 52244 Utilities

	Budgets	
	2014/15	2015/16
Gas, electricity, sewer and water to the library	1,800	4,000

#### 52900 Contributions

	Budgets	
	2014/15	2015/16
City's ongoing subsidy to the Brisbane Library	23,000	23,000



Department/Division: TOTAL POLICE--ALL DEPARTMENTAL BUDGETS				General Fund Fund 100	
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Recommended Budget
<b>SALARIES</b>					
51101 Salaries	1,357,881	1,287,633	1,436,150	1,785,982	1,996,043
51201 Part-time Salaries	5,757	5,862	7,015	0	7,200
51301 Overtime	161,018	233,621	302,109	120,000	100,000
51302 Holiday Premium	56,433	48,922	53,254	0	0
<b>Total Salaries</b>	<b>1,581,089</b>	<b>1,576,038</b>	<b>1,798,528</b>	<b>1,905,982</b>	<b>2,103,243</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	315,771	286,827	311,329	383,745	292,033
51503 Employee Paid Pers Contribution	107,585	48,298	0	0	0
51504 PERS Unfunded Liability					189,156
51506 Life Insurance	3,455	3,088	3,357	6,733	7,184
51507 Medicare Tax	22,790	22,850	26,111	25,897	29,047
51508 Social Security Tax	357	363	412	435	446
51509 Flexible Benefits - Health	217,012	203,399	273,897	372,551	414,886
51510 Retiree Health	0	0	0	0	93,475
51511 Long-Term Disability	4,108	4,361	4,860	6,436	7,166
51602 Dental Insurance	15,628	13,914	15,054	19,380	20,520
51603 Vision Insurance	5,471	4,423	4,927	10,075	10,160
51605 Employee Assistance Program	603	485	539	691	742
51704 Auto Allowance	0	0	0	3,600	0
51705 Housing Allowance	3,016	3,008	3,008	3,000	3,000
51706 Phone Allowance	1,372	1,504	1,504	660	660
51710 Deferred Compensation					16,352
<b>Total Benefits</b>	<b>697,166</b>	<b>592,520</b>	<b>644,998</b>	<b>833,203</b>	<b>1,084,828</b>
<b>INSURANCE</b>					
51800 Liability Insurance	107,169	110,722	65,372	69,753	79,799
51810 Worker's Compensation	95,645	98,817	99,700	106,383	133,873
<b>Total Insurance</b>	<b>202,814</b>	<b>209,539</b>	<b>165,072</b>	<b>176,136</b>	<b>213,672</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	11,437	10,997	19,707	17,100	20,500
52221 Communications	21,590	19,684	13,057	25,100	25,100
52231 Equipment Maintenance	60,293	53,029	59,687	69,160	71,700
52232 Maintenance-Structures, Improvements	289	322	0	0	0
52233 Memberships	990	1,450	2,015	1,700	1,800
52234 Office Expense	4,940	4,840	5,203	6,280	6,280
52235 Professional Services	232,780	257,793	261,108	324,050	334,750
52236 Equipment Rental				5,000	5,000
52240 Rent-Real Property	0	0	0	0	0
52241 Special Department Expense	18,268	7,242	14,478	13,100	19,500
52242 Small Tools & Supplies	364	320	357	800	800
52243 Travel & Training	13,254	14,662	15,098	18,400	23,800
52244 Utilities	0	0	0	0	0
<b>Total Services &amp; Supplies</b>	<b>364,204</b>	<b>370,339</b>	<b>390,711</b>	<b>480,690</b>	<b>509,230</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
53300 Equipment	30,150	460	113,170	88,200	56,900
<b>Total Fixed Assets</b>	<b>30,150</b>	<b>460</b>	<b>113,170</b>	<b>88,200</b>	<b>56,900</b>
<b>TOTAL BUDGET</b>	<b>2,875,424</b>	<b>2,748,896</b>	<b>3,112,480</b>	<b>3,484,211</b>	<b>3,967,873</b>

**Department/Division: 2001 Police-Administration/Personnel** **General Fund Fund 100**

Account and Title:	2009/10 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
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<b>SALARIES</b>						
51101 Salaries	293,032	206,886	279,434	360,316	376,838	386,635
51201 Part-time Salaries	144,336					
51301 Overtime						
<b>Total Salaries</b>	<b>437,368</b>	<b>206,886</b>	<b>279,434</b>	<b>360,316</b>	<b>376,838</b>	<b>386,635</b>
<b>BENEFITS</b>						
51502 City Pers Contribution	39,015	41,460	56,949	77,616	81,711	62,748
51504 PERS Unfunded Liability						36,695
51506 Life Insurance	537	355	426	576	917	920
51507 Medicare Tax	5,247	2,639	3,965	5,293	5,464	5,606
51508 Social Security Tax	6,935	-	-	-	-	-
51509 Flexible Benefits - Health	27,129	25,688	34,713	50,943	54,754	57,491
51510 Retiree Health	-					19,078
51511 Long-Term Disability	1,189	833	1,095	1,461	3,067	2,440
51602 Dental Insurance	2,429	1,629	1,907	2,516	2,622	2,622
51603 Vision Insurance	880	591	569	818	1,363	1,298
51605 Employee Assistance Program	71	56	66	87	93	95
51704 Auto Allowance	-	-	-	-	3,600	-
51705 Housing Allowance	-	3,016	3,008	3,008	3,000	3,000
51706 Phone Allowance	950	664	872	1,083	660	660
<b>Total Benefits</b>	<b>84,383</b>	<b>76,930</b>	<b>103,569</b>	<b>143,401</b>	<b>157,253</b>	<b>192,654</b>
<b>INSURANCE</b>						
51800 Liability Insurance	22,922	15,504	16,688	14,979	14,718	15,401
51810 Worker's Compensation	19,661	13,837	14,894	22,845	22,446	25,838
<b>Total Insurance</b>	<b>42,583</b>	<b>29,341</b>	<b>31,582</b>	<b>37,824</b>	<b>37,164</b>	<b>41,240</b>
<b>SERVICES AND SUPPLIES</b>						
52200 Safety Clothing		62	148			
52221 Communications	-	13	113			
52231 Equipment Maintenance	-	-	167	265	350	350
52233 Memberships	450	820	1,125	1,565	900	1,000
52234 Office Expense	126	150	400	535	800	800
52235 Professional Services	-					
52240 Rent-Real Property	-					
52241 Special Department Expense	966	-	-			
52242 Small Tools & Supplies	-	-	-	43	300	300
52243 Travel & Training	6,958	5,093	6,014	3,125	2,400	3,550
<b>Total Services &amp; Supplies</b>	<b>8,501</b>	<b>6,139</b>	<b>7,967</b>	<b>5,532</b>	<b>4,750</b>	<b>6,000</b>
<b>FIXED ASSETS</b>						
53300 Equipment						
<b>Total Fixed Assets</b>	-	-	-	-	-	-
<b>TOTAL BUDGET</b>	<b>572,834</b>	<b>319,295</b>	<b>422,553</b>	<b>547,074</b>	<b>576,004</b>	<b>626,529</b>



## 2001 - POLICE ADMINISTRATION AND PERSONNEL

### Mission Statement

It is the mission of the men and women of the Brisbane Police Department, working in *Partnership with the Community*, to provide highly effective and responsive police services, which protect individual rights, respect community values, and enhance professional ethics. We welcome the challenge to meet the present demands and prepare for the future while preserving the unique environment of the community we serve.

### Program Description

The purpose of Administration and Personnel is to identify the direction and purpose of the department, define its goals and objectives, and direct its progress towards fulfillment of its mission. This program is responsible for the budget, career development, recruitment, and training. This program supports the concept of Community Based Policing and Problem Solving and encourages the participation of the employees, the community, and other city departments.

### Budget Line Item Descriptions

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Repair and maintenance to the copy machine and other office equipment	350	350

#### 52233 Memberships

	Budgets	
	2014/15	2015/16
San Mateo County Chief's Association	450	500
CPOA (Chief & Commander)	250	300
Cal Chief's Association CPCA	200	200
International Association of Chiefs of Police	<u>0</u>	<u>0</u>
<b>Total</b>	<b>900</b>	<b>1,000</b>

#### 52234 Office Expense

	Budgets	
	2014/15	2015/16

Office Supplies	500	500
Printing/Forms, Tickets	0	0
Postage	300	300
Books, Codes & Publications	<u>0</u>	<u>0</u>
<b>Total</b>	<b>800</b>	<b>800</b>

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
<b>Total</b>	<b>0</b>	<b>0</b>

**52242 Small Tools & Supplies**

	Budgets	
	2014/15	2015/16
Miscellaneous small items from our local stores, such as replacement keys, and small tools	300	300

**52243 Travel & Training**

	Budgets	
	2014/15	2015/16
Training, Non-Reimbursable	500	500
Chamber of Commerce Luncheons and Bay Cities Joint Powers Authority	0	0
California Chief's Association	0	0
California Police Officer Association (CPOA) (lodging, \$523; Registration, \$370)	1,000	1,000
San Mateo Police Chief's Association Training (Dec.)	750	750
San Mateo Police Chief's Association Training (May)	0	1,000
Retirement of Chief's Luncheons 100 Club	0	100
	100	150
North County Chiefs Group	<u>50</u>	<u>50</u>
<b>Total</b>	<b>2,400</b>	<b>3,550</b>



Department/Division: 2002 Police-Communications & Records					General Fund Fund 100
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	65,650	68,661	59,480	62,915	64,550
51201 Part-time Salaries					
51301 Overtime	179				
51302 Holiday Premium					
<b>Total Salaries</b>	<b>65,829</b>	<b>68,661</b>	<b>59,480</b>	<b>62,915</b>	<b>64,550</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	11,046	12,121	9,239	10,066	7,073
51504 PERS Unfunded Liability					5,436
51506 Life Insurance	218	229	205	340	349
51507 Medicare Tax	961	1,003	863	912	936
51508 Social Security Tax			-	-	-
51509 Flexible Benefits - Health	21,974	22,462	18,583	20,509	21,535
51510 Retiree Health					4,265
51511 Long-Term Disability	391	412	374	512	407
51602 Dental Insurance	1,147	1,143	915	1,026	1,026
51603 Vision Insurance	400	367	298	533	508
51605 Employee Assistance Program	39	40	32	37	37
51704 Auto Allowance			-	-	-
51705 Housing Allowance			-	-	-
51706 Phone Allowance			-	-	-
<b>Total Benefits</b>	<b>36,177</b>	<b>37,778</b>	<b>30,508</b>	<b>33,936</b>	<b>41,571</b>
<b>INSURANCE</b>					
51800 Liability Insurance	4,059	4,369	2,507	2,457	2,571
51810 Worker's Compensation	3,622	3,899	3,823	3,748	4,314
<b>Total Insurance</b>	<b>7,681</b>	<b>8,268</b>	<b>6,330</b>	<b>6,205</b>	<b>6,885</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications	21,557	19,571	13,057	25,100	25,100
52231 Equipment Maintenance	4,385	5,199	1,399	2,110	2,150
52232 Maintenance-Structures, Improvements		-			
52233 Memberships	-	-	125	250	250
52234 Office Expense	421	1,880	1,219	1,950	1,950
52235 Professional Services	160,126	171,639	173,815	219,450	227,850
52236 Equipment Rental			4,003	5,000	5,000
52241 Special Departmental Expense					
52242 Small Tools & Supplies					
52243 Travel & Training	1,272	1,386	2,060	2,150	2,150
<b>Total Services &amp; Supplies</b>	<b>187,760</b>	<b>199,675</b>	<b>195,678</b>	<b>256,010</b>	<b>264,450</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
53300 Equipment			33,331		
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>33,331</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>297,446</b>	<b>314,382</b>	<b>325,326</b>	<b>359,065</b>	<b>377,457</b>

## 2002 – POLICE COMMUNICATIONS AND RECORDS

### Mission Statement

It is the mission of the men and women of the Brisbane Police Department, working in *Partnership with the Community*, to provide highly effective and responsive police services, which protect individual rights, respect community values, and enhance professional ethics. We welcome the challenge to meet the present demands and prepare for the future while preserving the unique environment of the community we serve.

### Program Description

The purpose of this program is to provide communications for Police and Public Works and record services for the Police Department. Personnel receive service requests from the public and dispatch the appropriate emergency response. They also act as an information resource for the officers in the field. This program is responsible for processing, storing, and when appropriate, the destroying police reports and other documents. This program generates required state and federal statistical reports.

### Budget Line Item Descriptions

#### 52221 Communications

	Budgets	
	2014/15	2015/16
ISD Microwave line and Message Switch Fee	15,100	15,100
This account covers the cost of telephone, fax and paging services	<u>10,000</u>	<u>10,000</u>
<b>Total</b>	<b>25,100</b>	<b>25,100</b>

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Misc. equipment repairs (not covered by contracts)	1,500	1,500
Certified shredding of police records	<u>610</u>	<u>650</u>
<b>Total</b>	<b>2,110</b>	<b>2,150</b>



**52233 Memberships**

	Budgets	
	2014/15	2015/16
CLEARs (California Law Enforcement Records Supervisors)	250	250

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Office Supplies	800	800
Printing/Forms, Tickets	500	500
Books, Codes & Publications	350	350
Postage	<u>300</u>	<u>300</u>
<b>Total</b>	<b>1,950</b>	<b>1,950</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
City of San Mateo Records, Dispatch	160,000	165,000
RMS Maintenance Contract	10,250	10,250
County of San Mateo Warrants	4,300	4,500
T.E.A./Radio base station-Daryl Jones	5,000	5,000
Law Net Router/Switch	5,400	5,400
IT Maintenance Contract	31,800	34,500
Anti-Virus		1,900
Net Motion License fee		1,300
Back-up and Recovery	2,700	0
HP Support with Burlingame for SNARE	0	0
SNARE License	0	0
SNARE Universe	<u>0</u>	<u>0</u>
<b>Total</b>	<b>219,450</b>	<b>227,850</b>

**52236 Equipment Rental**

	Budgets	
	2014/15	2015/16
Copier lease	5,000	5,000

**52243 – Travel and Training**

	Budgets	
	2014/15	2015/16
Attendance at CLEARs Annual Conference	2,000	2,000
Monthly CLEARs Meeting	<u>150</u>	<u>150</u>
<b>Total</b>	<b>2,150</b>	<b>2,150</b>



Department/Division: 2003 Police-Patrol/Reserves					General Fund Fund 100
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	1,085,346	939,538	1,016,354	1,346,230	1,544,858
51201 Part-time Salaries	5,757	5,862	7,015		7,200
51301 Overtime	160,839	233,621	302,109	120,000	100,000
51302 Holiday Premium	56,433	48,922	53,254		
<b>Total Salaries</b>	<b>1,308,375</b>	<b>1,227,942</b>	<b>1,378,732</b>	<b>1,466,230</b>	<b>1,652,058</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	263,265	217,758	224,474	291,967	222,211
51503 Employee Paid Pers Contribution	107,585	48,298			
51504 PERS Unfunded Liability					147,026
51506 Life Insurance	2,881	2,433	2,576	5,476	5,916
51507 Medicare Tax	19,190	17,882	19,956	19,520	22,505
51508 Social Security Tax	357	363	412	435	446
51509 Flexible Benefits - Health	169,349	146,225	204,371	297,288	335,860
51510 Retiree Health	-				70,132
51511 Long-Term Disability	2,884	2,854	3,026	2,857	4,319
51602 Dental Insurance	12,852	10,864	11,623	15,732	16,872
51603 Vision Insurance	4,480	3,487	3,811	8,179	8,354
51605 Employee Assistance Program	509	379	419	561	610
51704 Auto Allowance	-	-	-	-	-
51705 Housing Allowance	-	-	-	-	-
51706 Phone Allowance	708	632	421	-	-
51710 Deferred Compensation			1,104		16,352
<b>Total Benefits</b>	<b>584,060</b>	<b>451,173</b>	<b>472,194</b>	<b>642,015</b>	<b>850,603</b>
<b>INSURANCE</b>					
51800 Liability Insurance	87,606	89,665	47,886	52,578	61,826
51810 Worker's Compensation	78,186	80,024	73,032	80,189	103,721
<b>Total Insurance</b>	<b>165,792</b>	<b>169,689</b>	<b>120,918</b>	<b>132,767</b>	<b>165,547</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	11,375	10,849	19,707	17,100	20,500
52221 Communications	20				
52231 Equipment Maintenance	55,908	47,662	58,024	66,700	69,200
52232 Maintenance-Structures/Improvements	289	322			
52233 Memberships	170	325	325	550	550
52234 Office Expense	4,369	2,559	3,449	3,530	3,530
52235 Professional Services	72,654	86,155	87,293	104,600	106,900
52240 Rental Real Property					
52241 Special Department Expense	18,268	7,242	14,478	13,100	19,500
52242 Small Tools & Supplies	364	320	314	500	500
52243 Travel & Training	6,889	7,262	9,912	13,850	18,100
<b>Total Services &amp; Supplies</b>	<b>170,306</b>	<b>162,696</b>	<b>193,503</b>	<b>219,930</b>	<b>238,780</b>
<b>FIXED ASSETS</b>					
53300 Equipment	30,150	460	79,840	88,200	56,900
<b>Total Fixed Assets</b>	<b>30,150</b>	<b>460</b>	<b>79,840</b>	<b>88,200</b>	<b>56,900</b>
<b>TOTAL BUDGET</b>	<b>2,258,682</b>	<b>2,011,961</b>	<b>2,245,186</b>	<b>2,549,142</b>	<b>2,963,888</b>

## 2003 – Police Patrol and Reserve Services

### Mission Statement

It is the Mission of the men and women of the Brisbane Police Department, working in *Partnership with the Community*, to provide highly effective and responsive police services, which protect individual rights, respect community values, and enhance professional ethics. We welcome the challenge to meet the present demands and prepare for the future while preserving the unique environment of the community we serve.

### Program Description

Police Patrol protects lives and property through police patrol, criminal investigations, and the enforcement of laws. Patrol personnel provide service to the community for crime prevention, disaster preparedness, hazard abatement, and the mediation of disputes. Community Oriented Policing and Problem Solving encourage community involvement in identifying community problems and concerns, and developing and implementing solutions.

### 52200 Safety Clothing

	Budgets	
	2014/15	2015/16
Uniform Supplies	7,000	7,000
Uniform Cleaning	7,600	10,000
Safety Equipment	<u>2,500</u>	<u>3,500</u>
<b>Total</b>	<b>17,100</b>	<b>20,500</b>

### 52231 Equipment

#### Maintenance

	Budgets	
	2014/15	2015/16
Gas & Oil	30,000	30,000
Vehicle Repair	19,500	19,500
Tires	8,000	8,000
Car Wash	2,500	5,000
Field Equipment Maintenance	4,000	4,000
Office Equipment Maintenance	1,800	1,800
Towing Service	<u>900</u>	<u>900</u>
<b>Total</b>	<b>66,700</b>	<b>69,200</b>



**52233 Memberships**

	Budgets	
	2014/15	2015/16
CPOA (4 sergeants)	400	400
San Mateo County Training Managers Association	100	100
CA Association – Property and Evidence	<u>50</u>	<u>50</u>
<b>Total</b>	<b>550</b>	<b>550</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Office Supplies	1,500	1,500
Printed Forms & Tickets	1,000	1,000
Books, Codes & Publications	500	500
Postage	<u>530</u>	<u>530</u>
<b>Total</b>	<b>3,530</b>	<b>3,530</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Animal Control	52,500	55,000
San Mateo County Jail	11,000	11,000
Crime Lab Fees	11,000	11,000
First Chance North	7,500	7,500
S.M.C.N.T.F. (Narcotics Task Force)	8,600	8,900
N.P.F.A. (Youth Counseling)	4,800	4,800
Medical/Legal Services	3,000	3,000
Special Investigations	1,000	1,000
Lexipol General Order Update	2,300	2,500
Crime Prevention	500	1,000
CORA/Domestic Violence	1,200	1,200
Keller Center	<u>1,200</u>	<u>0</u>
<b>Total</b>	<b>104,600</b>	<b>106,900</b>

**52241 Special Department  
Expense**

	Budgets	
	2014/15	2015/16
Ammunition, fingerprinting, flares, school training materials, (coloring books, junior badges), range supplies, Avoid-the-23 expenses, evidence materials	11,600	17,000
Tactical equipment	<u>1,500</u>	<u>2,500</u>
<b>Total</b>	<b>13,100</b>	<b>19,500</b>

**52242 Small Tools &  
Supplies**

	Budgets	
	2014/15	2015/16
Miscellaneous small items from our local stores	500	500

**52243 Travel & Training**

	Budgets	
	2014/15	2015/16
POST Training	11,000	15,000
Lexipol Training Module	2,250	2,500
In-Service Training	500	500
Local Meetings	<u>100</u>	<u>100</u>
<b>Total</b>	<b>13,850</b>	<b>18,100</b>

**53300 Equipment**

	Budgets	
	2014/15	2015/16
Patrol Vehicle	31,000	0
Emergency Equipment	1,000	10,000
Firearms/Holster Replacement		15,500
TASER replacement		27,500
Lidar/RADAR Traffic Guns (2)		3,900
In-Car Camera Replacement	<u>56,200</u>	<u>0</u>
<b>Total</b>	<b>88,200</b>	<b>56,900</b>



**Department/Division: 3001 Fire Administration, Prevention, Emergency** **General Fund Fund 100**

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	1,057,066	1,000,982	992,928	1,072,608	1,116,031
51201 Part-time Salaries					
51301 Overtime	232,003	229,934	282,708	240,000	240,000
51302 Holiday Pay					
<b>Total Salaries</b>	<b>1,289,069</b>	<b>1,230,916</b>	<b>1,275,637</b>	<b>1,312,608</b>	<b>1,366,031</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	222,439	205,999	207,407	232,579	174,538
51504 PERS Unfunded Liability					105,754
51506 Life Insurance	2,523	2,469	2,458	3,951	4,042
51507 Medicare Tax	16,578	15,998	16,698	15,553	16,182
51508 Social Security Tax			-	-	-
51509 Flexible Benefits - Health	211,397	207,547	214,363	229,552	270,664
51510 Retiree Health					61,603
51511 Long-Term Disability	2,435	2,415	2,435	461	2,570
51602 Dental Insurance	11,420	10,959	11,149	10,260	14,820
51603 Vision Insurance	3,943	3,516	3,642	5,334	7,338
51605 Employee Assistance Program	460	377	383	366	536
51704 Auto Allowance	-		-	-	-
51705 Housing Allowance	-		-	-	-
51706 Phone Allowance	-		-	-	-
51710 Deferred Compensation	4,388	3,663	4,330	5,563	6,365
<b>Total Benefits</b>	<b>475,583</b>	<b>462,942</b>	<b>462,865</b>	<b>503,617</b>	<b>664,412</b>
<b>INSURANCE</b>					
51800 Liability Insurance	85,378	91,477	41,757	37,621	44,457
51810 Worker's Compensation	76,198	81,640	63,684	63,890	74,582
<b>Total Insurance</b>	<b>161,576</b>	<b>173,117</b>	<b>105,441</b>	<b>101,511</b>	<b>119,039</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	8,408	12,147	11,554	13,200	13,200
52221 Communications	12,762	17,710	14,493	18,400	19,800
52231 Equipment Maintenance	58,649	37,760	34,049	77,310	78,850
52232 Maint. Structures/Improvement.Grounds	6,936	12,733	15,510	18,800	18,550
52233 Memberships	421	284	62	325	500
52234 Office Expense	4,665	3,223	3,435	5,600	7,500
52235 Professional Services	281,281	298,185	287,836	312,698	294,600
52236 Equipment Rental	11,080	13,699	8,155	-	-
52241 Special Department Expense	7,131	9,202	6,971	10,900	14,100
52242 Small Tools & Supplies	1,720	3,665	2,309	4,500	4,550
52243 Travel & Training	5,802	3,953	6,133	6,375	11,000
52244 Utilities	14,841	16,800	12,998	17,000	17,000
<b>Total Services &amp; Supplies</b>	<b>413,695</b>	<b>429,359</b>	<b>403,507</b>	<b>485,108</b>	<b>479,650</b>
<b>FIXED ASSETS</b>					
53100 Improvements	-	222			
53300 Equipment				99,500	
53301 Sinking Fund Replacement	11,865	18,972	20,500	20,500	20,500
<b>Total Fixed Assets</b>	<b>11,865</b>	<b>19,193</b>	<b>20,500</b>	<b>120,000</b>	<b>20,500</b>
<b>TOTAL BUDGET</b>	<b>2,351,789</b>	<b>2,305,527</b>	<b>2,267,950</b>	<b>2,522,844</b>	<b>2,639,632</b>

## 3001 – FIRE ADMINISTRATION, PREVENTION, EMERGENCY SERVICES, DISASTER PREPAREDNESS, COMMUNICATIONS

### Mission Statement

To protect life, property, and the environment from fires, accidents, medical emergencies, and natural disasters through Training, Public Education, Fire Prevention, Emergency Response.

### Department Description:

The Fire Department protects life, property, and the environment from fires, accidents, medical emergencies and disasters. City of Brisbane has entered into an agreement (JPA) along with other neighboring communities to form the North County Fire Authority, which combines and shares personnel in the overall administration, management, supervision, operations, training, fire prevention and other desired services. From strategically located fire stations rapid assistance is provided for medical, fire or hazardous situations. Additionally, firefighter paramedics are staffed on all fire engines, including the City of Brisbane and provide advanced life support and basic life service interventions for any emergency medical incident. These services are managed by way of three functional areas within the North County Fire Authority consisting of the Operations Bureau, Support and Administrative Services Bureau, and Fire Prevention Services Bureau.

### Program Description

**Operations Bureau** provides the community with a broad range of emergency services that protects life and property. These services include the Advanced Life Support (ALS) program, which places a paramedic on each fire company throughout the city. Additionally, all fire engine and ladder truck companies conduct annual fire code and safety inspections in every commercial business and multi-family occupancy. Daily operational staffing consists of three rotating platoons of firefighters and paramedics working 24 hours each day of the year. Platoons are commanded by Battalions Chiefs and platoons are divided into units of firefighting and rescue teams called Fire Companies. A Fire Company assigned to a pumping engine is referred to as an Engine Company and those assigned to a ladder truck are classified as a Truck Company. A Fire Captain supervises Fire Companies for efficiency and safety purpose. The coordination of personnel, equipment, resources, communications and automatic aid with surrounding cities is a crucial and vital element of the Fire Department. The Bureau further is responsible for developing, instructing and coordinating recurrent and mandated training for all personnel, including emergency medical services and the paramedic program. In addition, this Bureau coordinates department recruitments and physical fitness and wellness programs. This preparation is critical in delivering the highest quality services to our customers and in mitigating the severity of emergencies.

**Support and Administrative Services Bureau** is responsible for resources management in overseeing the following: maintenance and repair of the fleet and small equipment, facilities and grounds, breathing apparatus, communications equipment, inventory control of supplies and fire equipment as well as personal protective equipment. Technical services consisting of safety and



risk management, department illness and injury prevention program (IIPP), communications and computer aided dispatch liaison, mapping and technology enhancements, strategic planning, department policy and procedures, as well as rules and regulations, emergency and special community programs. The Bureau is also responsible for budget development and control, accounting, payables and payroll processing, human resources and personnel activities, labor relations, clerical support, records management, data entry and analysis, workers compensation coordination,.

**Fire Prevention Services Bureau** provides assurance that new and existing buildings in the community are constructed and maintained in conformance with provisions of the California Fire Code and other applicable requirements or standards for the purpose of preventing fire. Regulates the storage and use of hazardous materials and operations, maintains warning devices, life safety and fire extinguishing equipment, building exit systems, plan checks, vegetation management as well as fire cause and determination investigations community outreach, public education and information

**Advanced Life Support Paramedic Services**

City of Brisbane is a participant in the San Mateo County Pre-Hospital Care JPA, providing fire first response paramedic services within all jurisdictions. The fire engine stationed within the City of Brisbane is staffed with firefighter paramedics for rapid response and arrival on scene of medical emergencies and to provide patient care during those first critical minutes and until the patient can be transported by a paramedic ambulance to an area hospital.

**Budget Line Item Descriptions**

**52200 Safety Clothing**

	Budgets	
	2014/15	2015/16
Uniforms and supplies as provided for in the MOU.	4,500	4,500
Firefighter personal protective equipment (PPE) such as turnouts, gloves, and boots, safety goggles	5,300	5,300
Uniform maintenance and repair.	<u>3,400</u>	<u>3,400</u>
<b>Total</b>	<b>13,200</b>	<b>13,200</b>

**52221 Communications**

	Budgets	
	2014/15	2015/16
San Mateo County Paging services	550	550
Station Alerting Land Line System	2,450	2,450

Station Alerting Web Based System	4,800	4,800
AT&T Cell phones, E-81, E-181, and S-81.	300	1,000
Land Phones (station phones, modems, fax machines, ADA phone, EOC, etc.)	8,500	8,500
San Mateo County Information Services – micro channel	1,000	1,000
Zoll Records Management System	<u>800</u>	<u>1,500</u>
<b>Total</b>	<b>18,400</b>	<b>19,800</b>

### **52231 Equipment Maintenance**

	Budgets	
	2014/15	2015/16
Gasoline, diesel, oil, etc. for apparatus and equipment	13,200	15,500
Routine maintenance and repair of vehicles in house and through various vendors	45,000	40,000
Tire and tube replacement for department vehicles	5,000	7,000
Misc. items, small tools, and unforeseen repairs such as power and hand tools, booster and larger diameter hose.	4,500	4,500
Power tool maintenance and repairs, saw blades, gas cans, electrical cords, Circle D lights, carbide and regular tip chains	2,600	3,000
SCBA Service & Testing	600	1,000
Communications equipment maintenance includes 12 portable radios, 3 mobile radios, etc.	1,000	1,500
Maintenance, repair/replacement of office equipment-computers, copiers, etc.	750	1,000
Station copier service agreement.	1,560	1,700
SCBA Miscellaneous repairs	350	500



Radio batteries and accessories.	250	500
Ladder Testing	1,300	1,500
Fire Hydrant maintenance supplies (gaskets, paint, chains, and tools).	250	250
Cell phone maintenance, repairs, and accessories.	100	100
Pager repairs, accessories, and batteries.	50	0
SCBA Hydrostatic testing	300	300
Misc. medical equipment repairs and replacement.	<u>500</u>	<u>500</u>
<b>Total</b>	<b>77,310</b>	<b>78,850</b>

**52232 Maintenance of Structures/Improvement to Grounds**

	Budgets	
	2014/15	2015/16
Costs of electrical repairs, glass replacement, lock repairs, plumbing repairs and service, and misc. routine station maintenance.	10,000	10,000
Janitorial supplies (window, floor cleaners, paper products, floor wax, mops, brooms, soaps, bleaches).	3,500	3,500
Emergency generator scheduled semi-annual maintenance.	1,500	1,500
Shop Towels	1,000	750
Heating/Air conditioning system scheduled maintenance.	1,000	1,000
Monthly insecticide spraying.	900	900
Sonitrol Alarm	<u>900</u>	<u>900</u>
<b>Total</b>	<b>18,800</b>	<b>18,550</b>

**52233 Memberships**

	Budgets	
	2014/15	2015/16
International Code Council (ICC/IFC).	325	500

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
General Office supplies.	4,000	5,000
Printing, envelopes, etc.	1,300	2,000
Postage.	<u>300</u>	<u>500</u>
<b>Total</b>	<b>5,600</b>	<b>7,500</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
North County JPA	270,566	245,500
San Mateo County Emergency Services Joint Powers Authority (OES JPA).	12,000	16,000
Air Truck Agreement for shared resource.	2,000	2,000
OSHA medical review for respirator use.	300	300
North Zone Paramedic Coordinator.	26,032	28,500
Hep. B testing and T.B. testing.	1,000	1,500
Stormwater Inspection Fee	<u>800</u>	<u>800</u>
<b>Total</b>	<b>312,698</b>	<b>294,600</b>

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
Weed Abatement Program.	8,500	11,500
Fire Prevention and public education training and prevention materials for the schools.	1,000	1,000
Food and refreshments during extended emergencies and exercises.	900	900
Medical waste disposal	<u>500</u>	<u>700</u>
<b>Total</b>	<b>10,900</b>	<b>14,100</b>



**52242 Small Tools and Supplies**

	Budgets	
	2014/15	2015/16
Misc. small tools and supplies:		
Hazardous material absorbents.	450	0
General small tools and supplies	800	1,000
City First Aid Kits/supplies, blood borne pathogen gloves, safety glasses, masks, hearing protection, cold packs, gauze, bandages, poison ivy block, sun screen, etc.	1,500	1,500
Multi-wash mini clean	50	50
CEV Tool kits, supplies and jackets	1,000	1,000
CPR Materials for classes/instructor	500	500
Monitor batteries for Life Pak 12.	<u>200</u>	<u>500</u>
<b>Total</b>	<b>4,500</b>	<b>4,550</b>

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
Fire Officer I classes	1,525	2,500
Auto extrication training, three vehicles.	250	500
Driver/Operator 1A and 1B, three employees	1,000	1,000
ICS (Incident Command System) classes, ICS 100, 200, 300, 400, 338 and 339	500	1500
In-house training with outside instructor.	1,000	1,000
Paramedic State license fee	800	1,500
Annual Target Safety Renewal	1,000	1,500
Monthly continuing education fee.	<u>300</u>	<u>1,500</u>
<b>Total</b>	<b>6,375</b>	<b>11,000</b>

**52244 Utilities**

	Budgets	
	2014/15	2015/16
Covers the monthly bill to P.G. & E, water, and sanitary sewer	17,000	17,000

**53300 Equipment**

To fund purchase of vehicle	34,500	
To fund purchase of reserve engine	<u>65,000</u>	<u>0</u>
<b>Total</b>	<b>99,500</b>	<b>-</b>

**53301 Sinking Fund Equipment**

	Budgets	
	2014/15	2015/16
Annualized cost of fire department equipment which is replaced on an infrequent basis	20,500	20,500



Department/Division: TOTAL PUBLIC WORKS -- ALL DEPARTMENTAL BUDGET				Various Funds Fund 100, 210, 540	
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Budget	2014/15 Approved Budget	2015/16 Requested Budget
<b>SALARIES</b>					
51101 Salaries	1,145,516	1,079,121	1,049,681	1,298,743	1,440,956
51201 Part-time Salaries	38,761	63,430	12,986	0	23,732
51301 Overtime	59,593	48,326	69,105	45,000	59,000
<b>Total Salaries</b>	<b>1,243,870</b>	<b>1,190,877</b>	<b>1,131,772</b>	<b>1,343,743</b>	<b>1,523,687</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	188,007	183,215	144,198	194,583	142,663
51504 PERS Unfunded Liability					121,925
51506 Life Insurance	3,338	2,938	2,946	5,692	6,361
51507 Medicare Tax	16,956	16,199	16,435	18,832	21,238
51508 Social Security Tax	477	0	805	1,014	1,041
51509 Flexible Benefits - Health	242,277	220,692	257,244	288,633	375,176
51510 Retiree Health	0	0	0	0	68,010
51511 Long-Term Disability	6,564	6,008	5,923	10,439	9,136
51602 Dental Insurance	16,347	14,028	14,339	17,442	19,608
51603 Vision Insurance	5,684	4,473	4,725	9,068	9,709
51605 Employee Assistance Program	625	479	539	622	709
51704 Auto Allowance	3,620	3,610	2,706	2,880	2,880
51705 Housing Allowance	3,017	3,008	2,255	2,400	2,400
51706 Phone Allowance	2,352	2,249	3,328	1,788	1,641
51710 Deferred Compensation	7,788	10,394	6,836	8,414	15,023
<b>Total Benefits</b>	<b>497,051</b>	<b>467,294</b>	<b>462,279</b>	<b>561,806</b>	<b>797,518</b>
<b>INSURANCE</b>					
51800 Liability Insurance	84,458	81,237	48,114	50,724	58,345
51810 Worker's Compensation	75,376	72,501	73,378	77,360	97,882
<b>Total Insurance</b>	<b>159,834</b>	<b>153,738</b>	<b>121,492</b>	<b>128,084</b>	<b>156,228</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	11,854	7,849	11,554	12,246	12,446
52221 Communications	6,224	6,953	7,238	9,950	10,550
52231 Equipment Maintenance	80,322	63,902	75,714	89,508	91,108
52232 Maintenance-Structures/Improve/Grounds	320,450	355,586	643,117	486,282	319,467
52233 Memberships	53,225	57,196	64,914	67,701	80,185
52234 Office Expense	30,476	26,480	46,214	37,749	40,649
52235 Professional Services	119,318	121,412	237,244	534,105	611,680
52236 Equipment Rental	0	351	10,854	3,000	6,300
52241 Special Departmental Expense	108,910	189,537	259,975	792,343	438,500
52242 Small Tools & Supplies	8,566	13,103	19,305	19,258	19,758
52243 Travel & Training	2,996	3,542	2,558	10,160	23,260
52244 Utilities	301,494	383,093	406,999	417,730	427,830
52245 Water Purchases	460,372	558,028	588,653	597,048	774,000
52246 Sewer Processing	503,668	904,517	739,175	822,000	953,000
<b>Total Services &amp; Supplies</b>	<b>2,007,874</b>	<b>2,691,547</b>	<b>3,113,513</b>	<b>3,899,080</b>	<b>3,808,733</b>

Department/Division: TOTAL PUBLIC WORKS -- ALL DEPARTMENTAL BUDGET					Various Funds
					Fund 100, 210, 540
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Budget	2014/15 Approved Budget	2015/16 Requested Budget
<b>OTHER</b>					
54500 Depreciation	686,773	657,172	666,395	694,000	669,305
55200 Interest	3,218	1,634	0	0	0
<b>Total Other</b>	<b>689,990</b>	<b>658,805</b>	<b>666,395</b>	<b>694,000</b>	<b>669,305</b>
<b>FIXED ASSETS</b>					
53100 Improvements	0	0	0	0	0
53300 Equipment	21,390	21,390	30,614	37,682	100,000
<b>Total Fixed Assets</b>	<b>21,390</b>	<b>21,390</b>	<b>30,614</b>	<b>37,682</b>	<b>100,000</b>
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs	923,170	1,000,247	943,639	735,676	744,181
<b>Total Expenditure Transfers</b>	<b>923,170</b>	<b>1,000,247</b>	<b>943,639</b>	<b>735,676</b>	<b>744,181</b>
<b>TOTAL BUDGET</b>	<b>5,543,179</b>	<b>6,183,898</b>	<b>6,469,703</b>	<b>7,400,072</b>	<b>7,799,653</b>



**Department/Division: 4001 Public Works-Administration** **General Fund  
Fund 100**

<b>Account and Title:</b>	<b>2011/12 Actual Expended</b>	<b>2012/13 Actual Expended</b>	<b>2013/14 Actual Expended</b>	<b>2014/15 Approved Budget</b>	<b>2015/16 Approved Budget</b>
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<b>SALARIES</b>					
51101 Salaries	246,948	284,004	247,636	280,531	288,993
51201 Part-time Salaries	-	-	12,245		6,948
51301 Overtime	355	129	1,548		
<b>Total Salaries</b>	<b>247,304</b>	<b>284,133</b>	<b>261,429</b>	<b>280,531</b>	<b>295,940</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	35,903	45,739	35,216	44,885	30,949
51503 Employee Paid Pers Contribution					
51504 PERS Unfunded Liability					24,921
51506 Life Insurance	480	603	534	1,076	1,106
51507 Medicare Tax	3,343	4,021	3,687	4,068	4,291
51508 Social Security Tax	-	-	759	-	-
51509 Flexible Benefits - Health	34,803	41,988	39,705	52,308	62,016
51510 Retiree Health					14,924
51511 Long-Term Disability	1,040	1,331	1,180	2,284	1,867
51602 Dental Insurance	2,235	2,782	2,436	3,192	3,226
51603 Vision Insurance	776	894	808	1,659	1,597
51605 Employee Assistance Program	147	97	116	114	117
51704 Auto Allowance	2,715	2,708	1,804	1,440	1,440
51705 Housing Allowance	2,262	2,256	1,504	1,200	1,200
51706 Phone Allowance	667	665	499	432	390
51710 Deferred Compensation					784
<b>Total Benefits</b>	<b>84,372</b>	<b>103,082</b>	<b>88,246</b>	<b>112,657</b>	<b>148,827</b>
<b>INSURANCE</b>					
51800 Liability Insurance	21,232	23,734	11,596	10,956	11,789
51810 Worker's Compensation	18,949	21,182	17,685	16,710	19,777
<b>Total Insurance</b>	<b>40,181</b>	<b>44,916</b>	<b>29,281</b>	<b>27,666</b>	<b>31,566</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	18	-	123	150	150
52221 Communications	842	456	747	1,300	1,300
52231 Equipment Maintenance	-	-	-	1,700	1,700
52232 Maintenance Structures	-	-	536		
52233 Memberships	511	412	588	530	665
52234 Office Expense	3,215	3,738	4,484	6,894	6,894
52235 Professional Services	1,000	1,000	2,479	1,000	1,000
52236 Equipment Rental					3,300
52241 Special Departmental Expense	3,900	-	-	6,131	1,500
52242 Small Tools & Supplies		-			
52243 Travel & Training	1,622	2,248	1,920	4,845	4,845
52244 Utilities					
<b>Total Services &amp; Supplies</b>	<b>11,108</b>	<b>7,854</b>	<b>10,876</b>	<b>22,550</b>	<b>21,354</b>
<b>FIXED ASSETS</b>					
53300 Equipment					
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>382,964</b>	<b>439,985</b>	<b>389,833</b>	<b>443,404</b>	<b>497,687</b>

## 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	
	2014/15	2015/16
Public Works Supervisor	0	0
Inspector	<u>150</u>	<u>150</u>
<b>Total</b>	<b>150</b>	<b>150</b>

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Cell Phones	1,000	1,000
Paging service	<u>300</u>	<u>300</u>
<b>Total</b>	<b>1,300</b>	<b>1,300</b>

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Includes mobile radio maintenance	200	200



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

### **52233 Memberships**

	Budgets	
	2014/15	2015/16
APWA Membership	174	210
AWWA Membership	231	270
Director's PE license renewal	0	0
APWA DCS PW Leadership Membership		60
Miscellaneous memberships	<u>125</u>	<u>125</u>
<b>Total</b>	<b>530</b>	<b>665</b>

### **52234 Office Expense**

	Budgets	
	2014/15	2015/16
General office and computer supplies	5,394	5,394
Postage	500	500
Books and publications	200	200
Advertisements	150	150
Printing	<u>650</u>	<u>650</u>
<b>Total</b>	<b>6,894</b>	<b>6,894</b>

### **52235 Professional Services**

	Budgets	
	2014/15	2015/16
Government Outreach Service	1,000	1,000

### **52236 Equipment Rental**

Plotter and Large Scanner Rental		3,300
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**52241 Special Department  
Expense**

	Budgets	
	2014/15	2015/16
Annual updates to Engineering Division CAD Software	6,131	1,500

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
Public works training workshops and seminars	1,395	1,395
League of Cities Annual Convention and Policy Committee	3,200	3,200
Monthly Chamber of Commerce luncheons	250	0
CCEA monthly meetings	<u>0</u>	<u>250</u>
<b>Total</b>	<b>4,845</b>	<b>4,845</b>



Department/Division: 4002 Public Works--Street/Storm Drain/Lighting Maintenance					General Fund Fund 100
Account and Title:	2011/12 Actual Expenditure	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	76,659	74,048	97,863	145,547	185,609
51201 Part-time Salaries			741		
51301 Overtime	7,529	6,796	6,825		8,000
<b>Total Salaries</b>	<b>84,188</b>	<b>80,844</b>	<b>105,429</b>	<b>145,547</b>	<b>193,609</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	12,636	12,521	15,198	23,288	18,049
51504 PERS Unfunded Liability					15,630
51506 Life Insurance	173	163	237	577	712
51507 Medicare Tax	1,065	1,002	1,410	2,110	2,691
51508 Social Security Tax			46	-	-
51509 Flexible Benefits - Health	8,904	8,820	14,839	23,520	33,171
51510 Retiree Health					10,970
51511 Long-Term Disability	430	416	566	1,185	1,171
51602 Dental Insurance	752	708	1,040	1,653	2,029
51603 Vision Insurance	262	228	338	859	1,005
51605 Employee Assistance Program	26	25	36	59	73
51704 Auto Allowance	-	-	-	-	-
51705 Housing Allowance	-	-	-	-	-
51706 Phone Allowance	211	211	316	399	399
51710 Deferred Compensation				507	1,213
<b>Total Benefits</b>	<b>24,459</b>	<b>24,094</b>	<b>34,028</b>	<b>54,157</b>	<b>87,114</b>
<b>INSURANCE</b>					
51800 Liability Insurance	5,536	5,958	4,420	5,684	7,394
51810 Worker's Compensation	4,940	5,318	6,741	8,670	12,404
<b>Total Insurance</b>	<b>10,476</b>	<b>11,276</b>	<b>11,161</b>	<b>14,354</b>	<b>19,798</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	978	35	221	300	300
52221 Communications	62	110	104	200	400
52231 Equipment Maintenance	12,824	12,680	12,507	12,000	12,000
52232 Maint. Structures/Improvement.Grounds	74,814	65,450	170,696	118,500	89,500
52233 Memberships	-	-	150	232	232
52234 Office Expense	411	1,288	1,155	1,125	1,225
52235 Professional Services	20,422	10,541	41,210	43,500	73,500
52236 Equipment Rental	-	-	10,854	1,000	1,000
52241 Special Department Expense	28,050	28,201	63,985	117,400	272,400
52242 Small Tools & Supplies	529	2,692	492	1,000	1,000
52243 Travel & Training	-	-	17	500	500
52244 Utilities	44,851	48,164	42,950	40,000	40,000
<b>Total Services &amp; Supplies</b>	<b>182,941</b>	<b>169,161</b>	<b>344,340</b>	<b>335,757</b>	<b>492,057</b>
<b>FIXED ASSETS</b>					
55200 Interest	3,218	-	1,634		
<b>Total Fixed assets</b>	<b>3,218</b>	<b>-</b>	<b>1,634</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>305,282</b>	<b>285,375</b>	<b>496,591</b>	<b>549,815</b>	<b>792,577</b>

## 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	
	2014/15	2015/16
Laundry and supply of public works crew uniforms	0	0
Boots	150	150
Safety clothing	<u>150</u>	<u>150</u>
<b>Total</b>	<b>300</b>	<b>300</b>

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Paging service	200	200
Batteries & Equipment	<u>0</u>	<u>200</u>
<b>Total</b>	<b>200</b>	<b>400</b>

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Auto & Truck repairs	5,000	5,000
Gas and oil for vehicles	6,000	6,000
Mobile radio maintenance	0	0
Field equipment repairs	500	500



Tires and tire repairs	500	500
Environmental Health permit for Hazardous Materials	<u>0</u>	<u>0</u>
<b>Total</b>	<b>12,000</b>	<b>12,000</b>

**52232 Maintenance—Structures, Improvements and Grounds**

	Budgets	
	2014/15	2015/16
Repairs to traffic signals	10,000	10,000
Tree trimming and maintenance	20,000	20,000
Street repairs and materials (asphalt/concrete, lumber, paint, rock, sand, guardrails, etc.)	6,000	6,000
Storm drain repairs and repair materials	10,000	10,000
Weed abatement and debris removal	27,000	27,000
Traffic Control Maintenance and Materials	3,000	3,000
Tree replacement	4,500	4,500
Street light repair and maintenance	9,000	9,000
Emptying trash on Visitacion and Citywide, mutt mitts	<u>29,000</u>	<u>0</u>
<b>Total</b>	<b>118,500</b>	<b>89,500</b>

**52233 Memberships**

	Budgets	
	2014/15	2015/16
PE License renewal and annual ITE subscription	232	232

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
General office and computer supplies	300	300
Books and publications	300	300
Postage	200	300
Printing of forms and flyers	100	100
Advertisements	<u>225</u>	<u>225</u>
<b>Total</b>	<b>1,125</b>	<b>1,225</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Monthly traffic signal maintenance	11,000	11,000

Visitacion Tree Pruning	5,500	5,500
Signing and Striping materials and installation	5,000	5,000
Sidewalk Repairs	20,000	20,000
Emptying trash on Visitacion and Citywide, mutt mitts	from 52232	30,000
Graffiti Abatement by San Mateo County	<u>2,000</u>	<u>2,000</u>
<b>Total</b>	<b>43,500</b>	<b>73,500</b>

**52236 Equipment Rental**

	Budgets	
	2014/15	2015/16
Occasionally the need arises to rent equipment not already owned by the City, such as fences or post drivers for tree planting,	1,000	1,000

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
Slope Repair 266 Santa Clara	15,000	0
Slope Repair San Bruno Avenue at Gladys		20,000
Measure M Reimbursable expenditures (pothole repairs and traffic congestion reduction measures)	32,400	32,400
Retroreflecting Signs		15,000
Handrail installation on alleyway stairs below Alvarado		15,000
Safe Route to Schools Project		100,000
Supplemental Storm Drain Cleaning		90,000
Bayshore and Guadalupe Canyon Parkway - clean behind k-rail		0
Replace failing retaining wall on San Bruno Ave. near McLain Ave.	<u>70,000</u>	<u>0</u>
<b>Total</b>	<b>117,400</b>	<b>272,400</b>



**52242 Small Tools and Supplies**

Budgets  
2014/15 2015/16

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.

1,000 1,000

**52243 Travel and Training**

Budgets  
2014/15 2015/16  
500 500

Pavement maintenance seminars

**52244 Utilities**

Budgets  
2014/15 2015/16

Electricity, gas, water, sewer services provided to the City's parks, median strips, streetlights, etc.,

40,000 40,000

Department/Division: 4003 Building & Grounds Maintenance					General Fund Fund 100
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	97,068	75,683	63,812	16,856	17,294
51201 Part-time Salaries					
51301 Overtime	460	1,706	3,953		6,000
<b>Total Salaries</b>	<b>97,528</b>	<b>77,389</b>	<b>67,765</b>	<b>16,856</b>	<b>23,294</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	15,534	13,362	8,026	2,697	1,895
51504 PERS Unfunded Liability					1,456
51506 Life Insurance	266	224	179	81	81
51507 Medicare Tax	1,233	1,115	1,018	244	251
51508 Social Security Tax	-	-	-	-	-
51509 Flexible Benefits - Health	14,195	11,841	16,277	1,882	1,976
51510 Retiree Health					1,766
51511 Long-Term Disability	532	420	324	137	109
51602 Dental Insurance	1,252	1,096	800	228	228
51603 Vision Insurance	404	352	260	119	113
51605 Employee Assistance Program	39	32	28	8	8
51706 Phone Allowance	422	260	295	84	84
51710 Deferred Compensation					-
<b>Total Benefits</b>	<b>33,878</b>	<b>28,701</b>	<b>27,206</b>	<b>5,480</b>	<b>7,967</b>
<b>INSURANCE</b>					
51800 Liability Insurance	5,485	5,904	2,351	658	689
51810 Worker's Compensation	4,895	5,269	3,585	1,004	1,156
<b>Total Insurance</b>	<b>10,380</b>	<b>11,173</b>	<b>5,936</b>	<b>1,662</b>	<b>1,845</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	944	682	784	1,200	1,200
52221 Communications	379	155	164	200	200
52231 Equipment Maintenance	4,536	8,702	6,188	8,800	8,800
52232 Maint. Structures/Improvement.Grounds	22,473	18,913	26,951	48,500	48,500
52233 Memberships	-	91	472	200	200
52234 Office Expense	46	228	481	600	600
52235 Professional Services	14,526	19,356	34,903	42,800	93,600
52241 Special Department Expense	2,144	14,399	-	141,000	-
52242 Small Tools & Supplies	396	197	1,202	2,000	2,000
52243 Travel & Training	175	205	-	250	250
52244 Utilities	32,164	52,295	61,056	Moved to 4005	-
<b>Total Services &amp; Supplies</b>	<b>77,783</b>	<b>115,223</b>	<b>132,202</b>	<b>245,550</b>	<b>155,350</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
53300 Equipment					
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>219,568</b>	<b>232,486</b>	<b>233,110</b>	<b>269,548</b>	<b>188,455</b>



## 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	
	2014/15	2015/16
Laundry service and uniform supply	600	600
Safety clothing	300	300
Boots	<u>300</u>	<u>300</u>
<b>Total</b>	<b>1,200</b>	<b>1,200</b>

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Paging and Cell phone service	200	200

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Field equipment repairs	500	500
Auto and truck repairs	4,200	4,200
Mobile radio maintenance	0	0
Gas and oil for public works vehicles	2,500	2,500
Tires and tire repairs	1,600	1,600
Miscellaneous office equipment repairs	<u>0</u>	<u>0</u>
<b>Total</b>	<b>8,800</b>	<b>8,800</b>

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

	Budgets	
	2014/15	2015/16
Structures-Maintenance/Improvements		
Fences, Gates, Doors, and Locks	4,000	4,000
Janitorial Services and Supplies	2,500	2,500
Electrical and plumbing	4,000	4,000
Roof repairs (skylights-caulking)	2,000	2,000
Pest control services	4,500	4,500
Light supplies	1,000	1,000
Corp Yard - pump holding tanks	9,000	9,000
Corp Yard - pump wash rack	4,000	4,000
<u>Grounds-Improvements</u>		
Irrigation maintenance and materials	1,000	1,000
Site Weed Abatement	4,000	4,000
Revegetation Materials	1,500	1,500
Walkway Maintenance/Supplies	2,000	2,000
Tree trimming and maintenance	4,000	4,000
Clean-up of City Owned Property on Visitation	0	0
Site lighting maintenance and materials	<u>5,000</u>	<u>5,000</u>
<b>Total</b>	<b>48,500</b>	<b>48,500</b>

**52233 Memberships**

	Budgets	
	2014/15	2015/16
CLCA and Pesticide Applicator	200	200

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Drinking water	100	100
General office supplies	400	400
Books and publications	<u>100</u>	<u>100</u>
<b>Total</b>	<b>600</b>	<b>600</b>



**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Environmental Health Permit for Hazardous Materials	800	800
Graffiti abatement services provided by San Mateo County	1,000	1,000
City Hall elevator and genset maint.	4,600	4,600
HVAC Maintenance (City Hall)	10,000	10,000
Non-routine maintenance and repairs	17,000	17,000
Hazardous material removal	8,000	8,000
Public Facilities Condition Assessment		50,000
Fire Alarm Maintenance (City Hall)	<u>2,200</u>	<u>2,200</u>
<b>Total</b>	<b>43,600</b>	<b>93,600</b>

**52241 Special Department Expenses**

	Budgets	
	2014/15	2015/16
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>	
<b>Total</b>	<b>141,000</b>	<b>0</b>

**52242 Small Tools and Supplies**

	Budgets	
	2014/15	2015/16
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.,	2,000	2,000

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
Pesticide Regulation Workshop	250	250

**52244 Utilities**

Budgets

2014/15 2015/16

Reflects the cost of gas, electricity and water to various city structures and landscaped areas,

Moved to 4005



**Department/Division: 4004 Parks and Recreational Facilities Maintenance** **General Fund Fund 100**

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	63,914	63,430	62,311	88,633	74,153
51201 Part-time Salaries	7,693				16,784
51301 Overtime	4,932	10,342	12,598		
<b>Total Salaries</b>	<b>76,539</b>	<b>73,772</b>	<b>74,909</b>	<b>88,633</b>	<b>90,937</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	10,752	11,197	9,537	11,564	8,126
51504 PERS Unfunded Liability					6,244
51506 Life Insurance	224	222	211	385	394
51507 Medicare Tax	1,059	983	988	1,285	1,319
51508 Social Security Tax	467	-	-	1,014	1,041
51509 Flexible Benefits - Health	16,904	17,279	17,015	19,756	20,744
51510 Retiree Health					5,622
51511 Long-Term Disability	400	400	383	588	468
51602 Dental Insurance	1,147	1,143	1,093	1,254	1,254
51603 Vision Insurance	400	367	355	652	621
51605 Employee Assistance Program	39	40	38	45	45
51704 Auto Allowance	-	-	-	-	-
51705 Housing Allowance	-	-	-	-	-
51706 Phone Allowance	422	421	421	42	42
<b>Total Benefits</b>	<b>31,814</b>	<b>32,052</b>	<b>30,040</b>	<b>36,586</b>	<b>45,919</b>
<b>INSURANCE</b>					
51800 Liability Insurance	5,216	5,619	3,196	3,462	3,622
51810 Worker's Compensation	4,655	5,015	4,874	5,279	6,077
<b>Total Insurance</b>	<b>9,871</b>	<b>10,634</b>	<b>8,070</b>	<b>8,741</b>	<b>9,700</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	1,275	1,141	1,040	1,200	1,200
52221 Communications			17		
52231 Equipment Maintenance	5,562	5,082	6,409	6,800	6,800
52232 Maint. Structures/Improvement.Grounds	9,683	23,008	57,121	15,000	15,000
52233 Memberships	-	-	-	165	185
52234 Office Expense		1,077	48		
52235 Professional Services	8,353	8,179	9,957	21,300	21,300
52236 Equipment Rental	-	351	-	1,000	1,000
52240 Rent-Real Property					
52241 Special Department Expense	6,317	16,104		50,500	45,000
52242 Small Tools & Supplies	121	1,409	829	1,000	1,000
52243 Travel & Training		5	60	200	200
52244 Utilities					
<b>Total Services &amp; Supplies</b>	<b>31,311</b>	<b>56,356</b>	<b>75,481</b>	<b>97,165</b>	<b>91,685</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
53300 Equipment					
54500 Depreciation	2,724	2,724			
<b>Total Fixed Assets</b>	<b>2,724</b>	<b>2,724</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>152,260</b>	<b>175,537</b>	<b>188,501</b>	<b>231,125</b>	<b>238,241</b>

## 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	
	2014/15	2015/16
Safety equipment	300	300
Uniform maintenance for the Facility Maintenance Worker	600	600
Boots	<u>300</u>	<u>300</u>
<b>Total</b>	<b>1,200</b>	<b>1,200</b>

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Vehicle repair and maintenance on the parks truck	3,000	3,000
Tires & Tire Repairs	500	500
Field Equipment Repairs & Maintenance	300	300
Gas and oil for the Parks Maintenance truck	<u>3,000</u>	<u>3,000</u>
<b>Total</b>	<b>6,800</b>	<b>6,800</b>



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

	Budgets	
	2014/15	2015/16
School Athletic Fields		
Lipman Athletic Fields - weed infield	3,600	3,600
Lipman Athletic Fields - decomposed granite	1,000	1,000
Mission Blue Center		
Repairs and maintenance	2,400	2,400
Athletic Field maintenance	1,000	1,000
Teen Center		
Repairs and Maintenance (roof and security)	500	500
Community Park		
Repairs and Maintenance	3,000	3,000
Community Center Library Park		
Repairs and Maintenance	2,000	2,000
Community Swimming Pool		
Repairs and Maintenance	0	-
Miscellaneous Facility Maintenance		1,200
Skatepark Maintenance	<u>1,500</u>	<u>300</u>
<b>Total</b>	<b>15,000</b>	<b>15,000</b>

**52233 Memberships**

	Budgets	
	2014/15	2015/16
California Parks and Recreation Society for the Parks/Facility Maintenance Worker,	165	185

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
HVAC Maintenance (Pool, Community Center, Mission Blue Center)	6,300	6,300
Playground Inspection	2,000	2,000
Fire Alarm Maintenance (Mission Blue)	1,500	1,500
Non-routine maintenance repairs	<u>11,500</u>	<u>11,500</u>
<b>Total</b>	<b>21,300</b>	<b>21,300</b>

**52236 Equipment Rental**

	Budgets	
	2014/15	2015/16
Various field maintenance equipment	1,000	1,000

**52241 Special Department Expenses**

	Budgets	
	2014/15	2015/16
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	5,000	
Contract Maintenance		40,000
Resurface Basketball Courts	—	<u>5,000</u>
<b>Total</b>	<b>50,500</b>	<b>45,000</b>



**52242 Small Tools & Supplies**

	Budgets	
	2014/15	2015/16
Miscellaneous tools	1,000	1,000

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
	200	200

**Department/Division: 4005 Landscape Maintenance** **General Fund Fund 100**

<b>Account and Title:</b>	<b>2011/12 Actual Expended</b>	<b>2012/13 Actual Expended</b>	<b>2013/14 Actual Expended</b>	<b>2014/15 Approved Budget</b>	<b>2015/16 Approved Budget</b>
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<b>SALARIES</b>					
51101 Salaries	63,914	27,759	-	16,856	17,294
51201 Part-time Salaries					
51301 Overtime	2,573	1,506	120		
<b>Total Salaries</b>	<b>66,487</b>	<b>29,264</b>	<b>120</b>	<b>16,856</b>	<b>17,294</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	10,752	4,945	-	2,697	1,895
51504 PERS Unfunded Liability					1,456
51506 Life Insurance	215	95	-	81	81
51507 Medicare Tax	1,016	450	-	244	251
51508 Social Security Tax	-	-	-	-	-
51509 Flexible Benefits - Health	21,974	9,484	-	1,882	1,976
51510 Retiree Health					1,766
51511 Long-Term Disability	384	173	-	137	109
51602 Dental Insurance	1,147	486	-	228	228
51603 Vision Insurance	400	153	-	119	113
51605 Employee Assistance Program	39	17	-	8	8
51704 Auto Allowance	-	-	-	-	-
51705 Housing Allowance	-	-	-	-	-
51706 Phone Allowance	-	-	-	84	84
<b>Total Benefits</b>	<b>35,927</b>	<b>15,802</b>	<b>-</b>	<b>5,480</b>	<b>7,967</b>
<b>INSURANCE</b>					
51800 Liability Insurance	4,155	4,473	-	658	689
51810 Worker's Compensation	3,709	3,992	-	1,004	1,156
<b>Total Insurance</b>	<b>7,864</b>	<b>8,465</b>	<b>0</b>	<b>1,662</b>	<b>1,845</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	1,501	747	1,033	1,200	1,200
52221 Communications	768	388	589	500	500
52231 Equipment Maintenance	8,039	6,966	8,161	11,500	11,500
52232 Maint. Structures/Improvement Grounds	38,249	18,858	124,236	22,000	10,000
52233 Memberships		32			
52234 Office Expense			48		
52235 Professional Services		32,715	23,600	110,500	124,000
52236 Equipment Rental	-	-	-	1,000	1,000
52240 Rent-Real Property					
52241 Special Department Expense					
52242 Small Tools & Supplies	629	4,684	2,706	3,000	1,000
52243 Travel & Training		55			
52244 Utilities				95,000	75,000
<b>Total Services &amp; Supplies</b>	<b>49,187</b>	<b>64,444</b>	<b>160,373</b>	<b>244,700</b>	<b>224,200</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
53300 Equipment					
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>159,465</b>	<b>117,976</b>	<b>160,493</b>	<b>268,698</b>	<b>251,305</b>



## 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	
	2014/15	2015/16
Uniform supply and laundry service	600	600
Safety equipment & Rain Gear	300	300

Boots	<u>300</u>	<u>300</u>
<b>Total</b>	<b>1,200</b>	<b>1,200</b>

**52221 Communication**

	Budgets	
	2014/15	2015/16
Pagers and mobile radios	500	500

**52231 Equipment Maintenance**

	Budgets	
	2014/15	2015/16
Vehicle repair and maintenance	7,000	7,000
Field Equipment Repair and Maintenance	1,000	1,000
Tires and Tire Repairs	500	500
Gas and oil for maintenance truck	<u>3,000</u>	<u>3,000</u>
<b>Total</b>	<b>11,500</b>	<b>11,500</b>

**52232 Maintenance—Grounds**

	Budgets	
	2014/15	2015/16
Landscape materials and supplies	17,500	5,000
Irrigation materials and supplies	<u>4,500</u>	<u>5,000</u>
<b>Total</b>	<b>22,000</b>	<b>10,000</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Contract landscape and irrigation maintenance	72,000	72,000
Non-routine maintenance (i.e.: planting, aerating, slit-seeding, etc.)	38,500	42,000
Medians and Walkway weeding	<u>0</u>	<u>10,000</u>
<b>Total</b>	<b>110,500</b>	<b>124,000</b>



**52236 Equipment Rental**

	Budgets	
	2014/15	2015/16
Various field maintenance equipment	1,000	1,000

**52242 Small Tools & Supplies**

	Budgets	
	2014/15	2015/16
Miscellaneous tools	3,000	1,000

**52344 Utilities**

	Budgets	
	2014/15	2015/16
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	75,000

**Department/Division: 4009 Public Works - SPLLD Sierra Point Lighting and Landscaping Fund Fund 210**

<b>Account and Title:</b>	<b>2011/12 Actual Expended</b>	<b>2012/13 Actual Expended</b>	<b>2013/14 Actual Expended</b>	<b>2014/15 Approved Budget</b>	<b>2015/16 Approved Budget</b>
<b>SALARIES</b>					
51101 Salaries	73,644	19,604	32,182	37,378	39,373
51201 Part-time Salaries					
51301 Overtime	589	544	898		
<b>Total Salaries</b>	<b>74,233</b>	<b>20,148</b>	<b>33,080</b>	<b>37,378</b>	<b>39,373</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	12,219	3,369	5,026	5,980	4,315
51504 PERS Unfunded Liability					3,316
51506 Life Insurance	238	48	99	162	162
51507 Medicare Tax	1,081	287	500	542	571
51508 Social Security Tax	-	-	-	-	-
51509 Flexible Benefits - Health	21,807	3,574	7,617	3,763	3,951
51510 Retiree Health					3,531
51511 Long-Term Disability	444	101	195	304	248
51602 Dental Insurance	1,202	230	437	456	456
51603 Vision Insurance	421	73	142	237	226
51605 Employee Assistance Program	41	8	15	16	16
51706 Phone Allowance	42	42	168	168	168
<b>Total Benefits</b>	<b>37,496</b>	<b>7,732</b>	<b>14,198</b>	<b>11,629</b>	<b>16,960</b>
<b>INSURANCE</b>					
51800 Liability Insurance	4,943	5,320	1,489	1,460	1,568
51810 Worker's Compensation	4,411	4,748	2,272	2,226	2,631
<b>Total Insurance</b>	<b>9,354</b>	<b>10,068</b>	<b>3,761</b>	<b>3,686</b>	<b>4,200</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	1,122	680	812	1,100	1,000
52221 Communications	430	582	615	600	600
52231 Equipment Maintenance	7,433	5,884	5,836	6,600	6,600
52232 Maint. Structures/Improvement Grounds	108,932	96,182	120,823	93,040	56,500
52233 Memberships	340	-	-	225	100
52234 Office Expense	6	-	48	200	200
52235 Professional Services	846	434	32,323	64,650	101,190
52236 Equipment Rental	-	-	-	-	-
52241 Special Department Expense		43,583	75,919	50,000	-
52242 Small Tools & Supplies	123	99	15	200	200
52243 Travel & Training	55	140	-	100	100
52244 Utilities	128,116	171,881	201,339	200,000	230,000
<b>Total Services &amp; Supplies</b>	<b>247,403</b>	<b>319,464</b>	<b>437,730</b>	<b>416,716</b>	<b>396,490</b>
<b>FIXED ASSETS</b>					
53300 Equipment					
54500 Depreciation					
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs	104,163	109,741	114,443	84,245	89,901
<b>Total Expenditure Transfers</b>	<b>104,163</b>	<b>109,741</b>	<b>114,443</b>	<b>84,245</b>	<b>89,901</b>
<b>TOTAL BUDGET</b>	<b>472,649</b>	<b>467,153</b>	<b>603,211</b>	<b>553,654</b>	<b>546,924</b>



## **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	
	2014/15	2015/16
Rain gear and other safety clothing	300	300
Laundry service and uniform supply	600	600
Boots	<u>200</u>	<u>100</u>
<b>Total</b>	<b>1,100</b>	<b>1,000</b>

#### **52221 Communications**

	Budgets	
	2014/15	2015/16
Includes the expense related to paging service and mobile radios	600	600

**52231 Equipment Maintenance**

	Budgets	
	2014/15	2015/16
Gas and oil for public works vehicles	2,500	2,500
Auto and truck parts and repairs	3,000	3,000
Tires and tire repair	500	500
Office equipment maintenance	<u>600</u>	<u>600</u>
<b>Total</b>	<b>6,600</b>	<b>6,600</b>

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

	Budgets	
	2014/15	2015/16
Contract turf maintenance	36,540	0
Gopher Control	12,000	12,000
Pest Control	0	0
Tree trimming/replacement	20,000	20,000
Plants, shrubs and other vegetation	5,500	5,500
Street light repair and maintenance	12,000	12,000
Fertilizer, stakes, seed, compost	3,000	3,000
Irrigation supplies	<u>4,000</u>	<u>4,000</u>
<b>Total</b>	<b>93,040</b>	<b>56,500</b>

**52233 Memberships**

	Budgets	
	2014/15	2015/16
PE License Renewal for District Engineer	125	0
Miscellaneous memberships	0	0
Pesticide Applicators Assn.	30	30
Pesticide Applicators Certificate	<u>70</u>	<u>70</u>
<b>Total</b>	<b>225</b>	<b>100</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Printing	50	50
Books and publications	50	50
Legal notices	<u>100</u>	<u>100</u>
<b>Total</b>	<b>200</b>	<b>200</b>



**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Landscape beds contract maintenance	45,000	45,000
Contract turf maintenance		36,540
Non-routine maintenance (i.e.: planting, aerating, weed abatement, etc.)	16,850	16,850
Assessment engineer	1,000	1,000
Legal services	<u>1,800</u>	<u>1,800</u>
<b>Total</b>	<b>64,650</b>	<b>101,190</b>

**52241 Special Department Expenses**

	Budgets	
	2014/15	2015/16
Light on Lagoon Way	50,000	0

**52242 Small Tools and Supplies**

	Budgets	
	2014/15	2015/16
Includes numerous small tools and supplies necessary to the maintenance function of the budget unit	200	200

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
Pesticide application and equipment safety	100	100

**52244 Utilities**

	Budgets	
	2014/15	2015/16
Covers the cost of street light electricity and water	200,000	230,000

Department/Division: 4020 Water		Utility Fund Fund 540				
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget	
<b>SALARIES</b>						
51101 Salaries	184,311	226,197	178,401	149,158	151,579	
51201 Part-time Salaries						
51301 Overtime	18,108	17,724	17,953	20,000	20,000	
<b>Total Salaries</b>	<b>202,418</b>	<b>243,921</b>	<b>196,355</b>	<b>169,158</b>	<b>171,579</b>	
<b>BENEFITS</b>						
51502 City Pers Contribution	29,444	39,845	25,093	23,865	15,638	
51504 PERS Unfunded Liability					12,764	
51506 Life Insurance	625	772	580	731	737	
51507 Medicare Tax	2,986	3,723	2,933	2,163	2,198	
51508 Social Security	10		-	-	-	
51509 Flexible Benefits - Health	46,319	62,223	54,301	46,381	48,403	
51510 Retiree Health					6,206	
51511 Long-Term Disability	1,204	1,391	1,101	1,214	956	
51602 Dental Insurance	2,920	3,764	2,942	2,280	2,280	
51603 Vision Insurance	1,022	1,179	972	1,185	1,129	
51605 Employee Assistance Program	100	128	111	81	82	
51706 Phone Allowance	422	486	1,253	105	105	
51710 Deferred Compensation	7,788	4,387	3,699	609	3,790	
<b>Total Benefits</b>	<b>92,839</b>	<b>117,897</b>	<b>92,863</b>	<b>78,614</b>	<b>94,289</b>	
51800 Liability Insurance	11,240	12,394	5,102	5,826	6,038	
51810 Worker's Compensation	10,032	11,061	7,781	8,885	10,130	
<b>Total Insurance</b>	<b>21,272</b>	<b>23,455</b>	<b>12,883</b>	<b>14,710</b>	<b>16,168</b>	
<b>SERVICES AND SUPPLIES</b>						
52200 Safety Clothing	2,087	2,789	2,785	2,300	2,400	
52221 Communications	489	1,070	1,359	1,380	1,380	
52231 Equipment Maintenance	16,296	14,309	14,170	15,300	15,300	
52232 Maint. Structures/Improvement.Grounds	23,960	37,786	50,482	51,539	51,539	
52233 Memberships	22,699	28,714	27,273	27,345	31,630	
52234 Office Expense	9,539	10,195	14,070	12,000	12,000	
52235 Professional Services	12,427	14,342	40,655	47,125	47,125	
52241 Special Department Expense	20,273	16,800	40,384	130,600	4,000	
52242 Small Tools & Supplies	3,860	682	7,480	6,830	6,830	
52243 Travel & Training	418	740	401	1,000	2,200	
52244 Utilities	13,003	14,056	11,437	12,233	12,333	
52245 Water Purchases	334,155	456,041	447,976	427,630	529,000	
52990 Bad Debt Expense			2,286			
<b>Total Services &amp; Supplies</b>	<b>459,205</b>	<b>597,525</b>	<b>660,758</b>	<b>735,282</b>	<b>716,737</b>	
<b>OTHER</b>						
54500 Depreciation	186,090	185,658	197,605	190,000	200,000	
55200 Interest						
<b>Total Other</b>	<b>186,090</b>	<b>185,658</b>	<b>197,605</b>	<b>190,000</b>	<b>200,000</b>	
<b>FIXED ASSETS</b>						
53300 Equipment	21,390	21,390	30,614	37,682	100,000	
<b>Total Fixed Assets</b>	<b>21,390</b>	<b>21,390</b>	<b>30,614</b>	<b>37,682</b>	<b>100,000</b>	
<b>EXPENDITURE TRANSFERS</b>						
54250 Indirect Costs	286,833	316,240	209,050	208,035	181,337	
<b>Total Expenditure Transfers</b>	<b>286,833</b>	<b>316,240</b>	<b>209,050</b>	<b>208,035</b>	<b>181,337</b>	
<b>TOTAL BUDGET</b>	<b>1,270,047</b>	<b>1,506,088</b>	<b>1,400,247</b>	<b>1,433,482</b>	<b>1,479,109</b>	



## 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	
	2014/15	2015/16
Laundry service and uniform supply of public works crew	1,200	1,200
Rain gear	0	0
Boots	500	500
Safety clothing	<u>600</u>	<u>700</u>
<b>Total</b>	<b>2,300</b>	<b>2,400</b>

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Budgeted here is paging service plus the cost of telephones	1,380	1,380

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Auto and truck repairs	7,710	7,710
Gas and oil for public works vehicles	6,677	6,677
Field equipment repairs and maintenance	413	413
Tires and tire repairs	<u>500</u>	<u>500</u>
<b>Total</b>	<b>15,300</b>	<b>15,300</b>

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

	Budgets	
	2014/15	2015/16
Valves (inc. PRVs, Air Vacs) Repair/Maintenance	5,000	5,000
Fire Hydrant Repair/Maintenance/Replacement	3,500	3,500
Service Repair/Maintenance	1,255	1,255
Meter-Meter Box Repair/Replacement	8,706	8,706
Water Pump Station Facility Maintenance	4,000	4,000
Water Main Repair/Maintenance	7,580	7,580
SCADA Maintenance	3,498	3,498
Water Quality Equipment/Materials	1,700	1,700
Water Tank Maintenance	5,000	5,000
Water main valve replacement	10,000	10,000
Water system leak survey	<u>1,300</u>	<u>1,300</u>
<b>Total</b>	<b>51,539</b>	<b>51,539</b>

**52233 Memberships**

	Budgets	
	2014/15	2015/16
Health Department fees	9,000	9,000
Quarterly assessments from the San Francisco Bay Area Water Supply and Conservation Agency (BAWSCA)	6,090	6,750
BAWSCA Conservation Program Fees	6,000	6,000
BAAQMD Emergency Generator Permit Fee	0	1,200
Cross Connection Control Fee	4,720	4,970
County Department of Health Services Inspection Fee - Booster PS		600
Arc GIS License Fee		800
PE License for Senior Civil Engineer	125	0
AWWA Standards Renewal	250	250
Underground Service Alert	560	560
WaterCAD Software Maintenance	<u>600</u>	<u>1,500</u>
<b>Total</b>	<b>27,345</b>	<b>31,630</b>



**52234 Office Expense**

	Budgets	
	2014/15	2015/16
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 notices, drinking water.	4,883	4,883
Water Billing Costs/Postage, Envelopes, Credit Card Fees, Forms	<u>7,117</u>	<u>7,117</u>
<b>Total</b>	<b>12,000</b>	<b>12,000</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Water sampling and testing	33,800	33,800
Booster Pump Station GenSet Maintenance	4,905	4,905
Water Tank Cleaning and Inspection	5,220	5,220
Backflow Testing and Certification	1,700	1,700
Maintenance on meter readers	<u>1,500</u>	<u>1,500</u>
<b>Total</b>	<b>47,125</b>	<b>47,125</b>

**52241 Special Departmental Expense**

	Budgets	
	2014/15	2015/16
BAWSCA Conservation Program	0	
Drought Contingency Plan	30,600	
Water Master Plan	100,000	
Arc GIS Utility License/Training	<u>0</u>	<u>4,000</u>
<b>Total</b>	<b>130,600</b>	<b>4,000</b>

**52242 Small Tools and Supplies**

	Budgets	
	2014/15	2015/16
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

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
CEU costs for water certification	500	1200
PW Staff Training		500
Du-All Training (Supplemental for PW Specific)		300
Class B Commercial Drivers License Training		200
Engineering Seminars	<u>500</u>	<u>0</u>
<b>Total</b>	<b>1,000</b>	<b>2,200</b>

**52244 Utilities**

	Budgets	
	2014/15	2015/16
Reflects the cost of electricity utilized by water pump stations	12,233	12,333

**52245 Water Purchases**

	Budgets	
	2014/15	2015/16
Cost to purchase water from SFPUC	427,630	529,000

**53300 Equipment**

	Budgets	
	2014/15	2015/16
Purchase of radio read devices and replacement water meters	37,682	0
Sampling Stations		100,000



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

<b>Account and Title:</b>	<b>2011/12 Actual Expended</b>	<b>2012/13 Actual Expended</b>	<b>2013/14 Actual Expended</b>	<b>2014/15 Approved Budget</b>	<b>2015/16 Approved Budget</b>
<b>SALARIES</b>					
51101 Salaries	87,626	99,017	124,054	206,239	210,219
51201 Part-time Salaries					
51301 Overtime	9,551	9,324	13,262	10,000	10,000
<b>Total Salaries</b>	<b>97,176</b>	<b>108,341</b>	<b>137,316</b>	<b>216,239</b>	<b>220,219</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	14,734	17,507	19,297	32,998	22,388
51504 PERS Unfunded Liability					17,702
51506 Life Insurance	287	316	395	1,039	1,053
51507 Medicare Tax	1,377	1,566	2,004	2,990	3,048
51508 Social Security Tax			-	-	-
51509 Flexible Benefits - Health	15,830	30,083	37,924	53,343	72,111
51510 Retiree Health					6,790
51511 Long-Term Disability	548	614	765	1,679	1,326
51602 Dental Insurance	1,422	1,572	1,944	3,306	3,306
51603 Vision Insurance	497	504	632	1,719	1,637
51605 Employee Assistance Program	49	55	68	118	119
51706 Phone Allowance	-		105	105	105
51710 Deferred Compensation				3,598	3,619
<b>Total Benefits</b>	<b>34,742</b>	<b>52,216</b>	<b>63,135</b>	<b>100,895</b>	<b>133,205</b>
<b>INSURANCE</b>					
51800 Liability Insurance	9,911	10,668	7,646	8,055	8,374
51810 Worker's Compensation	8,845	9,520	11,661	12,285	14,049
<b>Total Insurance</b>	<b>18,756</b>	<b>20,188</b>	<b>19,307</b>	<b>20,340</b>	<b>22,423</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	1,737	1,775	1,987	2,300	2,400
52221 Communications	407	388	594	500	500
52231 Equipment Maintenance	8,799	9,452	8,224	11,682	11,682
52232 Maint. Structures/Improvement.Grounds	31,322	41,359	66,195	89,175	29,900
52233 Memberships	14,828	14,624	18,162	18,790	26,339
52234 Office Expense	8,445	9,926	13,209	8,240	8,240
52235 Professional Services	58,700	34,845	27,514	76,610	85,345
52241 Special Department Expense	25,417	36,626	10,344	21,600	21,600
52242 Small Tools & Supplies	1,162	1,229	3,179	2,121	2,621
52243 Travel & Training	363	-	24	300	2,200
52244 Utilities	63,201	75,355	69,577	50,000	50,000
52245 Water Purchases	126,217	101,987	140,677	169,418	245,000
52246 Sewer Processing	201,467	432,178	295,670	329,000	381,000
52290 Bad Debt Expense			2,286		
<b>Total Services &amp; Supplies</b>	<b>542,065</b>	<b>759,744</b>	<b>657,642</b>	<b>779,736</b>	<b>886,827</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
53300 Equipment					
<b>Total Fixed Assets</b>					
<b>OTHER</b>					
54500 Depreciation	394,474	365,305	365,305	400,000	365,305
<b>Total Other</b>	<b>394,474</b>	<b>365,305</b>	<b>365,305</b>	<b>400,000</b>	<b>365,305</b>
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs	227,756	241,132	302,067	228,814	233,839
<b>Total Expenditure Transfers</b>	<b>227,756</b>	<b>241,132</b>	<b>302,067</b>	<b>228,814</b>	<b>233,839</b>
<b>TOTAL BUDGET</b>	<b>1,314,970</b>	<b>1,548,926</b>	<b>1,544,772</b>	<b>1,746,023</b>	<b>1,841,818</b>

**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	
	2014/15	2015/16
Laundry service and uniform supply of public works crew uniforms	1,200	1,200
Boots	500	500
Safety clothing	<u>600</u>	<u>700</u>
<b>Total</b>	<b>2,300</b>	<b>2,400</b>

**52221 Communications**

	Budgets	
	2014/15	2015/16
Pager and Cell phone service	500	500

**52231 Equipment Maintenance**

	Budgets	
	2014/15	2015/16
Vehicle maintenance	5,120	5,120
Gas and oil for public works vehicles	5,649	5,649
Tires and tire repairs	500	500
Field equipment repairs and maintenance	<u>413</u>	<u>413</u>
<b>Total</b>	<b>11,682</b>	<b>11,682</b>

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

	Budgets	
	2014/15	2015/16
Sewer infrastructure maintenance	5,090	5,390
Sewer Video Inspection	2,000	0
Sewer Line Foaming Root Control	2,640	2,640
Water Tank/Pump Station Maintenance	4,520	4,520
Main Repair/Maintenance	3,750	3,750
Meter – Meter Box Repair	1,000	1,000
Valve Repair	2,000	2,000
SCADA Maintenance	1,300	1,300
Water Quality Equipment/Materials	600	600
Water Service Maintenance	700	700
Traffic signal maintenance	2,600	0
Storm drain repair and maintenance	2,500	2,500
Street Signs	2,000	2,000
Water system leak survey	1,300	1,500
Street Lights	2,175	0
Fire Hydrant Repair/Replacement	1,000	2,000
Tree Trimming/Maintenance	3,000	0
Tree Replacement/Installation/Materials	1,000	0
Tree Conceptual Plan	<u>50,000</u>	<u>0</u>
<b>Total</b>	<b>89,175</b>	<b>29,900</b>

**52233 Memberships**

	Budgets	
	2014/15	2015/16
Quarterly assessments from the San Francisco Bay Area Water Users Assn.	7,560	8,420
BAAQMD – VDLS Standby Generator Fee	0	500
Water Pump Station Generator BAAQMD Fee	0	1,100
AWWA Standards Renewal	250	250
WaterCAD Software Maintenance	300	1,500
SewerCAD Software Maintenance	300	1,500
BAWSCA Conservation Program Fees	2,000	2,000
One-half BACWA membership fee	1,000	1,140
CA Department of Health Services fees	4,300	4,300
Cross Connection Control Fees	2,010	2,130
VDLS Department of Health Services Inspection Fee	455	455
One-third CWEA Memberships/Certificate Renewals	0	1,000
One Half Sanitary Sewer Overflow General Permit Fee	615	1,044



Sewer Camera Technical Support		400
County Department of Health Services Inspection Fee - Water Booster PS	<u>0</u>	<u>600</u>
<b>Total</b>	<b>18,790</b>	<b>26,339</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
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

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Tree Trimming Removal and Replacement		12,500
Contract landscape maintenance	22,365	4,000
Crocker Trail Maintenance	13,000	13,000
Traffic Signal Maintenance	6,000	8,600
Signing and Striping Installation	2,000	2,000
Sewer Lift Station Generator Maintenance	2,040	2,040
Water Pump Station Generator Maintenance	5,095	5,095
Water Tank Cleaning and Inspection	4,900	4,900
Backflow Testing and Certification	1,100	1,100
Water sampling and testing	11,000	11,000
Maintenance of Meter Readers	660	660
DOT exams	300	300
Underground Service Alert	150	150
NER Streetlight Replacement	<u>8,000</u>	<u>20,000</u>
<b>Total</b>	<b>76,610</b>	<b>85,345</b>

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
Measure M Reimbursable expenditures (pothole repairs and traffic congestion reduction measures)	<u>21,600</u>	<u>21,600</u>
<b>Total</b>	<b>21,600</b>	<b>21,600</b>

**52242 Small Tools and Supplies**

	Budgets	
	2014/15	2015/16
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	2,621

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
CEU costs for CWEA certificates	300	1,200
PW Staff Training		500
Du-All Training (Supplemental for PW Specific)		300
Class B Commercial Drivers License Training	<u>0</u>	<u>200</u>
Total	300	2,200

**52244 Utilities**

	Budgets	
	2014/15	2015/16
Electricity for water and sewer pump stations,	50,000	50,000

**52245 Water Purchase**

	Budgets	
	2014/15	2015/16
Water Purchase from SFPUC	169,418	245,000

**52246 Sewage Treatment**

	Budgets	
	2014/15	2015/16
SFPUC for treatment of wastewater	329,000	381,000

Department/Division: 4026 NPDES						NPDES Fund Fund 220
Account and Title:	2009/10 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>						
51101 Salaries		62,668	76,669	62,755	95,065	209,238
51201 Part-time Salaries						
51301 Overtime	-	144	256	450		
<b>Total Salaries</b>	-	<b>62,812</b>	<b>76,925</b>	<b>63,205</b>	<b>95,065</b>	<b>209,238</b>
<b>BENEFITS</b>						
51502 City Pers Contribution	0	9,296	12,157	9,140	15,210	18,311
51504 PERS Unfunded Liability						17,620
51506 Life Insurance	0	99	175	100	349	919
51507 Medicare Tax	0	891	1,089	939	1,378	3,034
51508 Social Security Tax	0	0		-	-	-
51509 Flexible Benefits - Health	0	8,247	10,913	8,744	15,993	62,668
51510 Retiree Health	0					6,900
51511 Long-Term Disability	0	243	378	248	774	1,320
51602 Dental Insurance	0	428	818	434	1,026	2,782
51603 Vision Insurance	0	146	263	141	533	1,377
51605 Employee Assistance Program	0	15	28	15	37	101
51704 Auto Allowance	0	905	902	902	720	720
51705 Housing Allowance	0	754	752	752	600	600
51706 Phone Allowance	0	166	165	165	132	132
51710 Deferred Compensation						2,445
<b>Total Benefits</b>	<b>0</b>	<b>21,189</b>	<b>27,642</b>	<b>21,582</b>	<b>36,753</b>	<b>118,928</b>
<b>INSURANCE</b>						
51800 Liability Insurance	0	5,002	6,382	4,402	3,713	8,335
51810 Worker's Compensation	0	4,464	5,696	6,713	5,663	13,983
<b>Total Insurance</b>	<b>0</b>	<b>9,466</b>	<b>12,078</b>	<b>11,115</b>	<b>9,376</b>	<b>22,318</b>
<b>SERVICES AND SUPPLIES</b>						
52200 Safety Clothing	-					
52221 Communications	29					400
52231 Equipment Maintenance	28		6			
52232 Maint. Structures/Improvement.Grounds	-	24	54,030		30,000	-
52233 Memberships	10,934	12,492	12,870	14,538	14,500	15,000
52234 Office Expense	391	104	27	-	200	2,500
52235 Professional Services	15,816	-	-	20,939	122,000	60,000
52241 Special Departmental Expense	925	18,651	20,694	4,175	70,812	56,000
52242 Small Tools & Supplies	38	32	45	18		
52243 Travel & Training	30		144	49	1,415	1,415
<b>Total Services &amp; Supplies</b>	<b>28,192</b>	<b>31,302</b>	<b>87,816</b>	<b>39,719</b>	<b>238,927</b>	<b>135,315</b>
<b>FIXED ASSETS</b>						
53100 Improvements						
<b>Total Expenditure Transfers</b>	-	-	-	-	-	-
<b>EXPENDITURE TRANSFERS</b>						
54250 Indirect Costs	27,941	40,020	46,521	72,258	34,443	50,300
<b>Total Expenditure Transfers</b>	<b>27,941</b>	<b>40,020</b>	<b>46,521</b>	<b>72,258</b>	<b>34,443</b>	<b>50,300</b>
<b>TOTAL BUDGET</b>	<b>56,133</b>	<b>164,789</b>	<b>250,982</b>	<b>207,879</b>	<b>414,564</b>	<b>536,099</b>



## 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

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Data Plan for Tablets	-	400

#### 52232 Maintenance Structures

	Budgets	
	2014/15	2015/16
Maintain storm drain trash capture devices required by RWQCB permit	30,000	0

#### 52233 Memberships

	Budgets	
	2014/15	2015/16
Annual CCAG NPDES Additional Fee	9,000	9,000
Annual NPDES Permit Fee	<u>5,500</u>	<u>6,000</u>
<b>Total</b>	<b>14,500</b>	<b>15,000</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Miscellaneous Expenses	200	200
MSF Front - NPDES Software		1,600
NPDES Tablets for crew	<u>0</u>	<u>700</u>
<b>Total</b>	<b>200</b>	<b>2,500</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Street Sweeping – paid by Measure M Funds	22,000	22,000
Enhanced Street Sweeping required by RWQCP Permit	<u>100,000</u>	<u>38,000</u>
<b>Total</b>	<b>122,000</b>	<b>60,000</b>

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
Public information/participation, municipal government maintenance, new development and construction, industrial and illicit discharge, watershed monitoring	20,812	6,000
Install storm drain trash capture devices required by RWQCP permit	<u>50,000</u>	<u>50,000</u>
<b>Total</b>	<b>70,812</b>	<b>56,000</b>

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
	1,415	1,415

Department/Division: 4030 Sewer

Utility Fund  
Fund 540

Account and Title:	2009/10 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>						
51101 Salaries	239,970	188,764	120,967	180,558	202,767	185,937
51301 Overtime	14,694	15,353	-	11,499	15,000	15,000
<b>Total Salaries</b>	<b>254,663</b>	<b>204,117</b>	<b>120,967</b>	<b>192,057</b>	<b>217,767</b>	<b>200,937</b>
<b>BENEFITS</b>						
51502 City Pers Contribution	30,867	31,495	20,491	17,648	21,844	14,385
51504 PERS Unfunded Liability						15,657
51506 Life Insurance	647	619	264	612	1,020	922
51507 Medicare Tax	3,556	2,457	1,796	2,956	2,940	2,696
51508 Social Security Tax				-	-	-
51509 Flexible Benefits - Health	39,350	48,832	22,315	60,808	62,092	55,318
51510 Retiree Health	-					6,348
51511 Long-Term Disability	1,303	1,140	684	1,159	1,651	1,173
51602 Dental Insurance	2,983	3,234	1,143	3,213	3,249	3,249
51603 Vision Insurance	1,067	1,145	367	1,076	1,689	1,609
51605 Employee Assistance Program	64	110	40	112	116	117
51706 Phone Allowance	842			105	105	-
51710 Deferred Compensation			6,008	3,137	3,700	3,172
<b>Total Benefits</b>	<b>80,680</b>	<b>89,031</b>	<b>53,107</b>	<b>90,827</b>	<b>98,406</b>	<b>104,648</b>
<b>INSURANCE</b>						
51800 Liability Insurance	11,340	9,911		7,372	7,919	7,407
51810 Worker's Compensation	9,726	8,845		11,243	12,078	12,426
<b>Total Insurance</b>	<b>21,066</b>	<b>18,756</b>	<b>-</b>	<b>18,615</b>	<b>19,997</b>	<b>19,833</b>
<b>SERVICES AND SUPPLIES</b>						
52200 Safety Clothing	3,018	2,192		2,768	2,346	2,446
52221 Communications	476	432		815	770	770
52231 Equipment Maintenance	14,403	16,832		12,265	13,701	13,701
52232 Maint. Structures/Improvement Grounds	22,600	8,358		26,078	18,528	16,528
52233 Memberships	2,819	2,356		2,630	3,714	5,834
52234 Office Expense	8,758	8,300		12,638	8,240	8,240
52235 Professional Services	187	3,044		3,665	4,620	4,620
52236 Equipment Rental	-					
52241 Special Department Expense	62,752	3,318	12,846	65,168	181,000	15,000
52242 Small Tools & Supplies	3,226	1,713	1,962	3,382	3,107	5,107
52243 Travel & Training	184	363	5	79	750	750
52244 Utilities	18,905	20,160	21,341	20,641	20,497	20,497
52246 Sewer Treatment	430,399	302,201	472,339	443,505	493,000	572,000
52990 Bad Debt Expense				2,286		
<b>Total Services &amp; Supplies</b>	<b>567,727</b>	<b>369,268</b>	<b>508,493</b>	<b>595,919</b>	<b>760,273</b>	<b>665,493</b>
<b>FIXED ASSETS</b>						
53300 Equipment						
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER</b>						
54500 Depreciation	103,985	103,485	103,485	103,485	104,000	104,000
<b>Total Fixed Assets</b>	<b>103,985</b>	<b>103,485</b>	<b>103,485</b>	<b>103,485</b>	<b>104,000</b>	<b>104,000</b>
<b>EXPENDITURE TRANSFERS</b>						
54250 Indirect Costs	319,407	264,398	286,613	245,821	180,139	188,805
<b>Total Expenditure Transfers</b>	<b>319,407</b>	<b>264,398</b>	<b>286,613</b>	<b>245,821</b>	<b>180,139</b>	<b>188,805</b>
<b>TOTAL BUDGET</b>	<b>1,347,529</b>	<b>1,049,055</b>	<b>1,072,665</b>	<b>1,246,724</b>	<b>1,370,582</b>	<b>1,283,715</b>



## 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	
	2014/15	2015/16
Laundry service and uniform supply of public works crew uniforms	1,200	1,200
Boots	240	240
Rain gear	534	534
Safety clothing	<u>372</u>	<u>472</u>
<b>Total</b>	<b>2,346</b>	<b>2,446</b>

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Paging service and telephones	770	770

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Auto and truck repairs	7,125	7,125
Gas and oil for public works vehicles	6,163	6,163
Field equipment repairs and maintenance	<u>413</u>	<u>413</u>
<b>Total</b>	<b>13,701</b>	<b>13,701</b>

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

	Budgets	
	2014/15	2015/16
Building repair and maintenance and sewer pump/lift station repair and maintenance	9,568	12,568
Sewer video inspection	5,000	0
Sewer spot repairs	0	0
Sewer Line Foaming Root Control	<u>3,960</u>	<u>3,960</u>
<b>Total</b>	<b>18,528</b>	<b>16,528</b>

**52233 Memberships**

	Budgets	
	2014/15	2015/16
One-half of BACWA Membership	1,000	1,140
California Water Environment Association Memberships	300	-
California Water Environment Association Certificate Renewals	300	-
California Water Environment Association Memberships and Renewals		1,000
PE License Renewal	0	-
BAAQMD – Standby Generator Fee		
Harbormaster	450	1,000
SewerCAD Software Maintenance	300	300
Miscellaneous memberships (ASCE)	750	750
Sewer Camera Technical Support		600
One Half Sanitary Sewer Overflow General Permit Fee	<u>614</u>	<u>1,044</u>
<b>Total</b>	<b>3,714</b>	<b>5,834</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Sewer billing costs – postage, forms, envelopes, credit card fees	6,206	6,206

Computer supplies, paper, printed forms such as utility billings, past-due notices, service applications, postage, general related office supplies, etc.	2,034	2,034
<b>Total</b>	<b>8,240</b>	<b>8,240</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Sewer Lift Station Genset Maintenance	4,090	4,090
DOT examinations for truck driver's licenses	265	265
Underground Service Alert	265	265
<b>Total</b>	<b>4,620</b>	<b>4,620</b>

**52241 Special Departmental Expense**

	Budgets	
	2014/15	2015/16
Sewer Master Plan	100,000	
Sierra Point Road Sewer Main Replacement	32,000	
Sewer Camera	49,000	
Sierra Point/Bayshore ARV Relocation	0	15,000
<b>Total</b>	<b>181,000</b>	<b>15,000</b>

**52242 Small Tools and Supplies**

	Budgets	
	2014/15	2015/16
Budgeted here are the numerous small tools, parts, and supplies necessary to the maintenance activity of this department,	3,107	5,107

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
Continuing Education Units for CWEA Certificates	300	0
Class B commercial driver license training	200	200
Du-All Training (Specific for PW Specific)		300
Sewage treatment and safety-related practices	250	250
<b>Total</b>	<b>750</b>	<b>750</b>



**52244 Utilities**

	Budgets	
	2014/15	2015/16
Reflects the cost of electricity utilized by sewage pump stations	20,497	20,497

**52246 Wastewater Treatment**

	Budgets	
	2014/15	2015/16
Cost for SFPUC to treat wastewater	493,000	572,000

**Department/Division: Emergency Operations Center 4050** **General Fund Fund 100**

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Full-time Salaries	31,067	11,743	108	59,713	61,266
51201 Part-time Salaries					
51301 Overtime					
<b>Total Salaries</b>	<b>31,067</b>	<b>11,743</b>	<b>108</b>	<b>59,713</b>	<b>61,266</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	5,242	2,082	17	9,554	6,714
51504 PERS Unfunded Liability					5,159
51506 Life Insurance	112	57	0	191	194
51507 Medicare Tax	449	168	2	866	888
51508 Social Security Tax			-	-	-
51509 Flexible Benefits - Health	4,462	2,171	14	7,714	12,842
51510 Retiree Health					3,187
51511 Long-Term Disability	199	102	0	486	387
51602 Dental Insurance	608	287	1	570	570
51603 Vision Insurance	212	92	0	296	282
51605 Employee Assistance Program	21	10	0	20	21
51704 Auto Allowance			2	720	720
51705 Housing Allowance			2	600	600
51706 Phone Allowance			0	132	132
<b>Total Benefits</b>	<b>11,304</b>	<b>4,968</b>	<b>38</b>	<b>21,150</b>	<b>31,695</b>
<b>INSURANCE</b>					
51800 Liability Insurance	1,827	785	540	2,332	2,441
51810 Worker's Compensation	1,631	700	823	3,557	4,094
<b>Total Insurance</b>	<b>3,458</b>	<b>1,485</b>	<b>1,363</b>	<b>5,889</b>	<b>6,535</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing		-	-	150	150
52221 Communications	2,415	3,805	2,234	4,500	4,500
52231 Equipment Maintenance		822	1,954	1,425	3,025
52232 Maint. Structures/Improvement.Grounds	2,635	453	1,100	2,000	2,000
52233 Memberships					
52234 Office Expense	411	-	33	250	750
52241 Special Department Expense	839	282	-	23,300	23,000
52242 Small Tools & Supplies		105			
52243 Travel & Training			9	800	10,800
<b>Total Services &amp; Supplies</b>	<b>6,301</b>	<b>5,467</b>	<b>5,330</b>	<b>32,425</b>	<b>44,225</b>
<b>FIXED ASSETS</b>					
53300 Equipment			0		
<b>Total Fixed Assets</b>	-	-	-	-	-
<b>TOTAL BUDGET</b>	<b>52,130</b>	<b>23,664</b>	<b>6,838</b>	<b>119,177</b>	<b>143,721</b>

## 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	
	2014/15	2015/16
Safety clothing and equipment	150	150

#### 52221 Communications

	Budgets	
	2014/15	2015/16
EOC Long Distance Line		300
EOC Air Cards		
EOC Portable Broadband		3,120
EOC Satellite Phone Subscription		600
Mobile Radio Maintenance		200
Reprogram mobile radios		
Equipment Upgrades	<u>0</u>	<u>2,000</u>
<b>Total</b>	<b>4,500</b>	<b>4,500</b>

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Miscellaneous office equipment repair	500	500
Standby generator load testing	<u>925</u>	925
Gas, oil, maintenance - mobile EOC		<u>1,600</u>
<b>Total</b>	<b>1,425</b>	<b>3,025</b>



**52232 Maint. Structures/Improvement  
Grounds**

	Budgets	
	2014/15	2015/16
Physical modifications to EOC to enhance operability	2,000	2,000

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
EOC Office/computer supplies	250	750

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
Purchase equipment to serve as alternate EOC and/or scheduled event command post.	23,300	23,000

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
Examples: SMC Emergency Managers Assoc. Emergency Management Institute California Specialized Training Institute	800	800
Response/recovery cost tracking, FEMA/CDAA grant training	<u>0</u>	<u>10,000</u>
<b>Total</b>	<b>800</b>	<b>10,800</b>

Department/Division: TOTAL PARKS AND RECREATION ALL DEPARTMENTAL BUDGET				General Fund Fund 100	
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	2015/16 Requested Budget

**SALARIES**

51101 Salaries	234,404	229,606	435,827	225,818	392,837
51201 Part-time Salaries	301,153	293,619	254,118	233,222	221,758
51301 Overtime	982	3,997	238	0	0
51302 Holiday Pay					
<b>Total Salaries</b>	<b>536,540</b>	<b>527,222</b>	<b>690,183</b>	<b>459,040</b>	<b>614,595</b>

**BENEFITS**

51502 City Pers Contribution	64,278	67,299	48,973	45,018	38,307
51504 PERS Unfunded Liability					33,080
51506 Life Insurance	761	801	1,068	1,290	1,890
51507 Medicare Tax	7,788	7,594	11,589	6,656	8,912
51508 Social Security Tax	9,381	7,766	28,513	11,016	11,372
51509 Flexible Benefits - Health	76,282	70,504	60,902	69,430	102,042
51510 Retiree Health	0	0	0	0	22,252
51511 Long-Term Disability	1,464	1,463	1,876	2,290	2,721
51602 Dental Insurance	4,602	4,151	3,815	3,762	5,757
51603 Vision Insurance	1,598	1,333	1,493	1,956	2,850
51605 Employee Assistance Program	199	159	143	134	218
51704 Auto Allowance	0	0	722	720	720
51705 Housing Allowance	0	0	602	600	600
51706 Phone Allowance	844	842	840	840	840
51710 Deferred Compensation					7,581
<b>Total Benefits</b>	<b>167,198</b>	<b>161,912</b>	<b>160,535</b>	<b>143,712</b>	<b>239,143</b>

**INSURANCE**

51800 Liability Insurance	35,512	38,186	31,074	17,928	24,482
51810 Worker's Compensation	31,694	34,083	47,391	27,343	41,072
<b>Total Insurance</b>	<b>67,206</b>	<b>72,268</b>	<b>78,465</b>	<b>45,271</b>	<b>65,554</b>

**SERVICES AND SUPPLIES**

52200 Safety Clothing	0	109	1,305		2,000
52221 Communications	1,344	1,403	1,897	1,800	1,800
52231 Equipment Maintenance	1,851	3,791	4,383	200	200
52232 Maint. Structures/Improvement.Grounds	20,289	12,091	25,850	18,000	28,000
52233 Memberships	310	890	1,330	800	1,200
52234 Office Expense	8,839	9,239	9,172	8,150	3,150
52235 Professional Services	82,647	90,581	28,845	33,500	37,700
52236 Equipment Rental	15,610	11,492	0	0	0
52240 Rental-Real Property					
52241 Special Department Expense	47,890	45,220	4,242	198,115	3,115
52242 Small Tools & Supplies	22,715	23,786	1,577	3,140	3,140
52243 Travel & Training	6,101	1,142	863	3,650	4,300
52244 Utilities	98,386	128,797	65,977	80,000	80,000
<b>Total Services &amp; Supplies</b>	<b>305,982</b>	<b>328,540</b>	<b>145,442</b>	<b>347,355</b>	<b>164,605</b>

**PROGRAMS**

5002 Recreation Maintenance			235,025	240,802	263,966
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Department/Division: TOTAL PARKS AND RECREATION ALL DEPARTMENTAL BUDGET					General Fund Fund 100	
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	2015/16 Requested Budget	
5003 Youth Programs			350,164	371,907	400,891	
5004 Adult Programs			19,068	31,153	31,153	
5005 Senior Programs			71,010	75,528	75,704	
5006 Special Events			41,554	42,746	47,950	
5007 Teen Programs			746	53,400	56,400	
<b>Total Programs</b>			<b>717,567</b>	<b>815,536</b>	<b>876,064</b>	
<b>FIXED ASSETS</b>						
53100 Improvements	5,005	(6,176)	0	0	0	
53300 Equipment	82	1,542	0	0	0	
<b>Total Fixed Assets</b>	<b>5,087</b>	<b>(4,634)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>OTHER</b>						
54500 Depreciation	81,287	61,199	0	0	0	
56200 Loans						
52900 Contributions	133,163	118,832	0	0	0	
<b>Total Other</b>	<b>214,450</b>	<b>180,031</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>EXPENDITURE TRANSFERS</b>						
54100 Administrative Charges						
54200 Administrative Credits						
54250 Indirect Costs	202,099	181,413	0	0	0	
54300 Benefit Costs						
54400 Insurance Costs						
<b>Total Expenditure Transfers</b>	<b>202,099</b>	<b>181,413</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL BUDGET</b>	<b>1,498,562</b>	<b>1,446,751</b>	<b>1,792,192</b>	<b>1,810,914</b>	<b>1,959,962</b>	



Department/Division: 5001 Recreation-Administration				General Fund Fund 100	
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	66,424	65,922	118,248	117,098	221,226
51201 Part-time Salaries	4,889	6,623	3,525		4,200
51301 Overtime	-	-	238		
<b>Total Salaries</b>	<b>71,313</b>	<b>72,545</b>	<b>122,012</b>	<b>117,098</b>	<b>225,426</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	11,613	12,160	16,599	18,256	17,111
51503 Employee Paid Pers Contribution					
51504 PERS Unfunded Liability					18,629
51506 Life Insurance	233	231	301	480	873
51507 Medicare Tax	1,049	1,068	1,799	1,698	3,269
51508 Social Security Tax	138	228	177	186	260
51509 Flexible Benefits - Health	17,165	17,252	19,690	26,154	43,267
51510 Retiree Health					3,947
51511 Long-Term Disability	416	416	591	929	1,396
51602 Dental Insurance	1,147	1,143	1,534	1,482	2,622
51603 Vision Insurance	400	367	422	770	1,298
51605 Employee Assistance Program	110	40	63	53	95
51704 Auto Allowance	-		722	720	720
51705 Housing Allowance	-		602	600	600
51706 Phone Allowance	-		-	-	-
51710 Deferred Compensation			128		7,006
<b>Total Benefits</b>	<b>32,270</b>	<b>32,904</b>	<b>42,627</b>	<b>51,327</b>	<b>101,092</b>
<b>INSURANCE</b>					
51800 Liability Insurance	4,928	5,186	4,711	4,573	8,980
51810 Worker's Compensation	4,398	4,629	7,185	6,975	15,065
<b>Total Insurance</b>	<b>9,326</b>	<b>9,815</b>	<b>11,896</b>	<b>11,548</b>	<b>24,045</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications					
52231 Equipment Maintenance	-	-	0	200	200
52232 Maintenance Structures					
52233 Memberships	310	790	1,330	800	1,200
52234 Office Expense	5,417	8,283	7,809	7,200	2,200
52235 Professional Services	7,270	10,155	12,010	10,000	12,000
52240 Rental-Real Property					
52241 Special Department Expense	2,761	497	667	1,690	1,690
52242 Small Tools & Supplies	68	141	197	100	100
52243 Travel & Training	2,055	967	93	3,650	3,650
52244 Utilities					
<b>Total Services &amp; Supplies</b>	<b>17,880</b>	<b>20,833</b>	<b>22,106</b>	<b>23,640</b>	<b>21,040</b>
<b>OTHER</b>					
54500 Depreciation	4,322	4,322			
<b>Total Other</b>	<b>4,322</b>	<b>4,322</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
53300 Equipment					
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>135,111</b>	<b>140,419</b>	<b>198,641</b>	<b>203,614</b>	<b>371,603</b>

## 5001 – PARKS AND RECREATION – ADMINISTRATION

### Mission Statement

The mission of the Parks and Recreation Department's Administrative Program is to provide administrative support to the community recreation programs, facilities, and City Parks and Recreation staff; play a prominent role in publicizing the department's role in the community; interacting with various community groups and interested individuals; and to provide staff support to the Parks, Beaches & Recreation Commission.

### Program Description

The Recreation Administrative Program functions to provide leadership support for all Recreation programs; coordinates maintenance and general improvements to City recreation facilities; is responsible for the preparation and dissemination of agendas and minutes of the Parks, Beaches and Recreation Commission; and provides payroll and budgetary functions for the department.

### Budget Line Item Descriptions

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Office equipment repairs	<u>200</u>	<u>200</u>
<b>Total</b>	<b>200</b>	<b>200</b>

#### 52233 Memberships

	Budgets	
	2014/15	2015/16
California Parks & Recreation Society:		
Agency/Director	200	200
Recreation Supervisors (2)	400	400
Recreation Manager		200
Recreation Co-coordinator Pool		200
California Society of Park & Recreation		
Commissioners	<u>200</u>	<u>200</u>
<b>Total</b>	<b>800</b>	<b>1,200</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Postage	700	700
Office supplies	1,500	1,500
Sign Maker Materials	<u>5,000</u>	<u>0</u>
<b>Total</b>	<b>7,200</b>	<b>2,200</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
On-Line Registration Fees	10,000	12,000
<b>Total</b>	<b>10,000</b>	<b>12,000</b>

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
Supplies for Parks & Recreation Commission special events	500	500
Volunteer and contractual employee's fingerprinting	1,000	1,000
Special merit awards (plaques and other forms of recognition by the Parks & Recreation Commission)	100	100
Department of Motor Vehicles Drivers Physicals for Class B drivers and Class B license	<u>90</u>	<u>90</u>
<b>Total</b>	<b>1,690</b>	<b>1,690</b>

**52242 Small Tools & Supplies**

	Budgets	
	2014/15	2015/16
Includes miscellaneous tools, keys, batteries, heavy-duty staples, etc.	<b>100</b>	<b>100</b>



**52243 Travel and Training**

Budgets  
2014/15 2015/16

California Parks and Recreation  
Society Annual Conference:

Registration (5)	750	750
Meals (3 days)	500	500
Lodging (2 nights)	1,400	1,400
Travel	<u>1,000</u>	<u>1,000</u>
<b>Total</b>	<b>3,650</b>	<b>3,650</b>

**Department/Division: 5002 Recreation-Parks & Facility Operations** **General Fund Fund 100**

<b>Account and Title:</b>	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries			16,620	16,726	17,161
51201 Part-time Salaries	106,553	102,046			
51301 Overtime	953	3,740			
<b>Total Salaries</b>	<b>107,506</b>	<b>105,786</b>	<b>16,620</b>	<b>16,726</b>	<b>17,161</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	16,484	18,393	2,571	2,676	1,881
51504 PERS Unfunded Liability					1,445
51506 Life Insurance			81	81	81
51507 Medicare Tax	1,708	1,692	1,369	243	249
51508 Social Security Tax	1,592	68	4,842	-	-
51509 Flexible Benefits - Health	13,614	13,655	4,659	4,892	5,137
51510 Retiree Health					1,766
51511 Long-Term Disability			133	136	108
51602 Dental Insurance	710	699	228	228	228
51603 Vision Insurance	247	225	113	119	113
51605 Employee Assistance Program			8	8	8
51704 Auto Allowance			-	-	-
51705 Housing Allowance			-	-	-
51706 Phone Allowance			84	84	84
<b>Total Benefits</b>	<b>34,355</b>	<b>34,731</b>	<b>14,087</b>	<b>8,467</b>	<b>11,099</b>
<b>INSURANCE</b>					
51800 Liability Insurance	4,924	5,320	3,860	653	684
51810 Worker's Compensation	4,394	4,748	5,886	996	1,147
<b>Total Insurance</b>	<b>9,318</b>	<b>10,068</b>	<b>9,746</b>	<b>1,650</b>	<b>1,830</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	-	109			
52221 Communications	1,344	1,403			
52231 Equipment Maintenance	1,851	3,791			
52232 Maint. Structures/Improvement/Grounds	20,289	12,091			
52233 Memberships					
52234 Office Expense	2,817	-			
52235 Professional Services	34,047	33,088			
52236 Equipment Rental	7,851	7,277			
52240 Rental-Real Property					
52241 Special Department Expense	52	8			
52242 Small Tools & Supplies	494	750			
52243 Travel and Training					
52244 Utilities	98,386	128,797			
<b>Total Services &amp; Supplies</b>	<b>167,131</b>	<b>187,313</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PROGRAMS**

F01 Mission Blue	59,093	63,000	63,000
F02 Community Center	51,697	60,200	60,200
F03 Community Park	30,122	63,300	63,300
F04 Lipman Gym	2,542		2,500
F05 Modular Building at BES	6,297	8,366	8,366
F06 Mission Blue Tennis Court	-	3,600	1,000
F07 Lipman Tennis Court	3,666	1,800	1,800
F08 Sunrise Room	19,716	23,000	23,000
F09 Teen Center	1,705	-	1,800
F10 4 Solano	1,305	-	1,500
F11 BES Restroom	2,164	2,300	2,300
F12 Portable toilets at Lipman Field	4,001	3,658	3,600
F13 Portable toilet at Fisherman's Park	4,132	3,778	3,600
F14 MBC Restrooms	781	1,200	1,200
F15 Sign Board	1,531	6,600	6,600
F17 Community Pool	9,079		-
F18 Skatepark	-		-
F19 Park Lane Basketball	131		200
F20 Dog Park	72		-
F21 Firth Park	-		-
F22 City Hall	472		-
FF1 Mission Blue Field	36,134	-	10,000
FF2 Lipman Field	384		-
FF3 Upper BES Field			-
FF4 Lower BES Field			-
FFXX Walkway Improvements			10,000

<b>Total Programs</b>	-	-	235,025	240,802	263,966
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**OTHER**

54500 Depreciation	71,146	51,932			
<b>Total Other</b>	<b>71,146</b>	<b>51,932</b>	-	-	-

**FIXED ASSETS**

53100 Improvements	5,005	(6,176)			
53300 Equipment	-	377			
<b>Total Fixed Assets</b>	<b>5,005</b>	<b>(5,799)</b>	-	-	-

**EXPENDITURE TRANSFERS**

54250 Indirect Costs	56,706	53,925			
<b>Total Expenditure Transfers</b>	<b>56,706</b>	<b>53,925</b>	-	-	-

<b>TOTAL BUDGET</b>	<b>451,167</b>	<b>437,956</b>	<b>275,478</b>	<b>267,644</b>	<b>294,057</b>
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**5002 PARKS AND RECREATION—PARKS & FACILITIES OPERATIONS**

**Mission Statement**

The mission of the Park and Recreation Department's Parks & Facilities Maintenance program is, in coordination with Public Works, to provide functional, clean, safe and well-maintained facilities for activities, meetings, and rental space for recreation programs, community organizations and citizen-sponsored social activities and parks for passive and active recreational activities.

**Program Description**

This program is responsible for the coordinated general maintenance of:

- |   |   |
|---|---|
| 1 - Community Park  | 8 - Teen Center   |
| 2 - 4 Solano Street building and playground               | 9 - Modular building and Office space at Brisbane Elementary School |
| 3 - Sunrise Senior Activity Room                          | 10 - Park Lane Skatepark & Basketball Courts                        |
| 4 - Firth Park  | 11 - Quarry Road Park   |
| 5 - Community Center                                      | 12 - Crocker Park Recreational Trail                                |
| 6 - Mission Blue Park                                     |   |
| 7 - Ball fields at Lipman and Brisbane Elementary schools |   |

**Budget Line Item Descriptions**

Programs	Budgets					
	2013/14 Actual	2013/14 Actual	2014/15 Expenditures	2014/15 Expenditures	2014/15 Actual	2015/16 Revenues
F01 Mission Blue	59,093	51,253	63,000	63,000	54,000	80,000
F02 Community Center	51,697	4,101	60,200	60,200	5,000	14,000
F03 Community Park	30,122	12,937	63,300	63,300	13,333	10,000

F04	Lipman Gym	2,542			2,500
	Modular Building at				
F05	BES	6,297	8,366		8,366
F06	MBC Tennis Court	-	3,600		1,000
F07	Lipman Tennis Court	3,666	1,800		1,800
F08	Sunrise Room	19,716	23,000		23,000
F09	Teen Center	1,705			1,800
F10	4 Solano	1,305			1,500
F11	BES Restroom	2,164	2,300		2,300
	Portable toilets at				
F12	Lipman Field	4,001	3,658		3,600
	Portable toilet at				
F13	Fisherman's Park	4,132	3,778		3,600
F14	MBC Restroom	781	1,200		1,200
F15	Sign Board	1,531	6,600		6,600
F17	Community Pool	9,079			
F18	Skate Park				
F19	Park Lane Basketball	131			200
F20	Dog Park	72			
F21	Firth Park				
F22	City Hall	472			
FF1	Mission Blue Field	36,134		15,000	10,000
FF2	Lipman Field	384			
FF3	Upper BES Field				
FF4	Lower BES Field				
	Walkway Improvements				10,000
	<b>Total</b>	<b>235,025</b>	<b>240,802</b>	<b>87,333</b>	<b>104,000</b>
					<b>263,966</b>

Department/Division: 5003 Recreation-Youth Activities				General Fund Fund 100	
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	145,449	145,425	219,383	50,179	77,225
51201 Part-time Salaries	138,818	131,754			
51301 Overtime	29	-			
<b>Total Salaries</b>	<b>284,296</b>	<b>277,179</b>	<b>219,383</b>	<b>50,179</b>	<b>77,225</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	30,871	31,465	7,712	8,029	8,462
51504 PERS Unfunded Liability					6,503
51506 Life Insurance	463	461	243	243	365
51507 Medicare Tax	4,199	4,039	3,181	728	1,120
51508 Social Security Tax	6,155	5,570	10,570	-	-
51509 Flexible Benefits - Health	40,988	35,499	12,902	13,547	23,115
51510 Retiree Health					7,945
51511 Long-Term Disability	917	917	398	408	487
51602 Dental Insurance	2,443	2,004	684	684	1,026
51603 Vision Insurance	844	644	339	356	508
51605 Employee Assistance Program	80	109	24	24	37
51704 Auto Allowance			-	-	-
51705 Housing Allowance			-	-	-
51706 Phone Allowance	739	737	252	252	378
<b>Total Benefits</b>	<b>87,698</b>	<b>81,445</b>	<b>36,304</b>	<b>24,271</b>	<b>49,946</b>
<b>INSURANCE</b>					
51800 Liability Insurance	19,718	21,266	8,970	1,960	3,076
51810 Worker's Compensation	17,598	18,980	13,681	2,989	5,161
<b>Total Insurance</b>	<b>37,316</b>	<b>40,246</b>	<b>22,651</b>	<b>4,949</b>	<b>8,237</b>
<b>SERVICES AND SUPPLIES</b>					
52231 Equipment Maintenance					
52234 Office Expense	87	71			
52235 Professional Services	12,724	26,228			
52236 Equipment Rental	7,759	4,215			
52240 Rent-Real Property					
52241 Special Department Expense	22,142	22,884			
52242 Small Tools & Supplies	82	-			
52243 Travel & Training					
52244 Utilities					
<b>Total Services &amp; Supplies</b>	<b>42,794</b>	<b>53,397</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>					
52900 Contributions	114,463	96,732			
54500 Depreciation	874	-			
<b>Total Other</b>	<b>115,337</b>	<b>96,732</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PROGRAMS</b>					



Y01 K-5th Grade Basketball			2,506	2,100	2,100
Y02 6-8th Grade Basketball			6,862	5,000	5,000
Y03 Youth Baseball			2,818	3,300	3,300
Y04 2-5th Grade Flag Football			1,100	2,000	2,000
Y05 6-8th Grade Flag Football			2,619	3,500	3,500
Y06 6-8th Grade Volleyball			1,637	3,140	3,140
Y08 6-8th Grade Track Team			105	1,700	1,700
Y11 Lipman Uniform			491		500
Y15 Golf Team			-	2,300	2,300
YXX Tee Ball Baseball				800	
C01 Art Class			2,728	2,359	2,359
C02 Motion Soccer					
C03 Capoeira			374		
C06 Tae Kwon Do Youth			2,805	2,500	2,500
C08 Youth Tennis			1,518	643	643
C11 Swim Team			73		
C21 Lego Camp			3,600	4,400	4,400
C23 Sports Camp					12,600
C10 Tiny Tots			726	4,849	4,849
R01 Preschool			31,601	35,347	36,000
R02 KinderCare			9,902	8,268	10,000
R03 After School			70,425	72,670	74,500
R04 Summer Pre-School			1,384	-	1,500
D01 Spring Camp			11,528	12,999	13,000
D02 Summer Camp			56,627	68,033	69,000
D03 Winter Camp			9,735	12,999	13,000
SD1 BES Contribution			38,000	38,000	38,000
SD2 High School Bus			91,000	85,000	95,000
<b>Total Programs</b>			<b>350,164</b>	<b>371,907</b>	<b>400,891</b>
<b>FIXED ASSETS</b>					
53300 Equipment					
<b>Total Fixed Assets</b>			<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs			102,673	92,141	
<b>Total Expenditure Transfers</b>			<b>102,673</b>	<b>92,141</b>	<b>-</b>
<b>TOTAL BUDGET</b>			<b>670,114</b>	<b>451,305</b>	<b>536,299</b>

**5003 PARKS AND RECREATION—YOUTH ACTIVITIES**

**Mission Statement**

The mission of the Park and Recreation Department's Youth Activities Program is to provide a variety of recreational opportunities for Brisbane youth in safe and pleasant facilities that enrich their lives and aid in their physical and social development.

**Program Description**

This program supports a comprehensive array of youth classes and programs that include sports, leisure activities, special classes, seasonal camps, trips and social interaction.

**Budget Line Item Descriptions**

Programs	Budgets						Users
	2013/14 Actual Expenditures	2013/14 Actual Revenues	2014/15 Expenditures	2014/15 Revenues	2015/16 Expenditures	2015/16 Revenues	
Y01 K-5 <sup>th</sup> Grade Basketball	2,506	3,321	2,100	1,680	2,100	1,680	24
Y02 6-8 <sup>th</sup> Grade Basketball	6,862	(340)	5,000	4,200	5,000	4,200	60
Y03 Youth Baseball/ T- Ball	2,818	3,194	3,300	3,500	3,300	3,500	50
Y04 K-5 <sup>th</sup> Grade Flag Football	1,100	106	2,000	1,680	2,000	1,680	24
Y05 6-8 <sup>th</sup> Grade Flag Football	2,619	2,115	3,500	1,680	3,500	1,680	24
Y06 6-8 <sup>th</sup> Grade Volleyball	1,637	741	3,140	1,050	3,140	1,050	15
Y08 6-8 <sup>th</sup> Grade Track Team	105	-	1,700	350	1,700	350	5





D03	Winter Camp	9,735	4,908	27	12,999	13,000	7,500	30
SD1	BES Contribution				38,000	38,000		
SD2	High School Bus	91,000		50	85,000	95,000		
	<b>Total</b>	<b>321,835</b>	<b>209,567</b>		<b>371,907</b>	<b>400,891</b>	<b>219,982</b>	

<b>Department/Division: 5004 Recreation-Adult Activities</b>	<b>General Fund Fund 100</b>
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	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
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	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries					
51201 Part-time Salaries	2,536	2,203	-	-	
51301 Overtime					
<b>Total Salaries</b>	<b>2,536</b>	<b>2,203</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	430	403	-	-	
51506 Life Insurance			-	-	
51507 Medicare Tax	37	33	-	-	
51508 Social Security Tax	-	-	-	-	
51509 Flexible Benefits - Health			-	-	
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			-	-	
<b>Total Benefits</b>	<b>467</b>	<b>436</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INSURANCE</b>					
51800 Liability Insurance	229	247	-	-	
51810 Worker's Compensation	204	221	-	-	
<b>Total Insurance</b>	<b>433</b>	<b>468</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SERVICES AND SUPPLIES</b>					
52232 Maintenance - Structures					
52233 Memberships	-	100			
52234 Office Expense	13	6			
52235 Professional Services	19,313	12,581			
52240 Rental-Real Property					
52241 Special Department Expense	1,357	1,010			
52242 Small Tools & Supplies	-	-			
<b>Total Services &amp; Supplies</b>	<b>20,683</b>	<b>13,696</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PROGRAMS</b>					
C50 Oil Painting			3,215	3,000	3,000
C51 Tae Kwon Do			1,407	1,039	1,039
C52 Tai Chi			-	-	-
C53 Tennis			331	214	214
C54 Yoga			8,328	7,900	7,900

C56 Vinyasa Yoga			-	8,600	
C62 Inspired Well-Being Yoga					8,600
A02 Adult Softball			3,087	7,050	7,050
A04 Open Gym			2,700	3,350	3,350
<b>Total Other</b>			<b>19,068</b>	<b>31,153</b>	<b>31,153</b>
<b>OTHER</b>					
54500 Depreciation	2,148	2,148			
<b>Total Other</b>	<b>2,148</b>	<b>2,148</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs	5,988	6,089			
<b>Total Expenditure Transfers</b>	<b>5,988</b>	<b>6,089</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>32,255</b>	<b>25,039</b>	<b>19,068</b>	<b>31,153</b>	<b>31,153</b>



**5004 PARKS AND RECREATION—ADULT ACTIVITIES**

**Mission Statement**

The mission of the Parks and Recreation Department's Adult Activities Program is to provide adults (18 years and older) with a variety of leisure time activities and programs held at safe and aesthetically pleasing facilities.

**Program Description**

This program offers adults leisure time opportunities, including adult sports leagues, special interest classes and activities, and special events.

**Budget Line Item Descriptions**

Programs	Budgets								
	2013/14 Actual Expenditures	2013/14 Actual Revenues	Users	2014/15 Expenditures	2014/15 Revenues	Users	2015/16 Expenditures	2015/16 Revenues	Users
C50 Oil Painting	3,215	4,715	15	3,000	4,230	12	3,000	4,230	12
C51 Tae Kwon Do	1,407	956	24	1,039	589	8	1,039	589	8
C52 Tai Chi			20						
C53 Adult Tennis	331	444	5	214	172	3	214	172	3
C54 Yoga	8,328	4,453	40	7,900	5,154	351	7,900	5,154	351
C56 Vinyasa Yoga				8,600	7,000				
C62 Inspired Well-Being Yoga							8,600	7,000	40
A01 Basketball									
A02 Adult Softball	3,087	5,762	60	7,050	8,040	12 teams	7,050	8,040	12 teams
A04 Open Gym	<u>2,700</u>	<u>1,381</u>	0	<u>3,350</u>	<u>1,620</u>	540	<u>3,350</u>		540
<b>Total</b>	<b>19,068</b>	<b>17,710</b>		<b>31,153</b>	<b>26,805</b>		<b>31,153</b>	<b>25,185</b>	

**Department/Division: 5005 Recreation-Senior Citizens Activities** **General Fund Fund 100**

<b>Account and Title:</b>	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries		(2,512)			17,161
51201 Part-time Salaries	22,414	23,527	38,424	16,726	
<b>Total Salaries</b>	<b>22,414</b>	<b>21,015</b>	<b>38,424</b>	<b>16,726</b>	<b>17,161</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	969	825	6,059	2,676	1,881
51504 PERS Unfunded Liability					1,445
51506 Life Insurance			81	81	81
51507 Medicare Tax	107	73	557	243	249
51508 Social Security Tax			-	-	-
51509 Flexible Benefits - Health			4,659	4,892	5,137
51510 Retiree Health					1,766
51511 Long-Term Disability			133	136	108
51602 Dental Insurance			228	228	228
51603 Vision Insurance			113	119	113
51605 Employee Assistance Program			8	8	8
51704 Auto Allowance			-	-	-
51705 Housing Allowance			-	-	-
51706 Phone Allowance			84	84	84
<b>Total Benefits</b>	<b>1,076</b>	<b>898</b>	<b>11,922</b>	<b>8,467</b>	<b>11,099</b>
<b>INSURANCE</b>					
51800 Liability Insurance	1,472	1,590	1,571	653	684
51810 Worker's Compensation	1,314	1,419	2,396	996	1,147
<b>Total Insurance</b>	<b>2,786</b>	<b>3,009</b>	<b>3,967</b>	<b>1,650</b>	<b>1,830</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications	-	-			
52231 Equipment Maintenance					
52234 Office Expense					
52235 Professional Services	7,190	6,372			
52236 Equipment Rental					
52240 Rental-Real Property					
52241 Special Department Expense	5,965	3,205			
52242 Small Tools & Supplies					
<b>Total Services &amp; Supplies</b>	<b>13,155</b>	<b>9,577</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PROGRAMS</b>					
S01 Sunrise Room Drop-ins			24,463	23,000	23,000
S02 Bingo			658	1,000	1,000
S03 Agile Aging			1,500	2,600	2,600
S04 Movie Day			25	28	204

S06 Art			3,164	3,400	3,400
S07 Knitting			-	-	
S08 Computer Class			-	-	
SC3 Senior Club			41,200	45,500	45,500
<b>Total Programs</b>	-	-	<b>71,010</b>	<b>75,528</b>	<b>75,704</b>
<b>OTHER</b>					
52900 Contributions	18,700	22,100			
54500 Depreciation					
<b>Total Other</b>	<b>18,700</b>	<b>22,100</b>	-	-	-
<b>FIXED ASSETS</b>					
53300 Equipment	82	-			
<b>Total Fixed Assets</b>	<b>82</b>	-	-	-	-
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs	10,598	7,775			
<b>Total Expenditure Transfers</b>	<b>10,598</b>	<b>7,775</b>	-	-	-
<b>TOTAL BUDGET</b>	<b>68,811</b>	<b>64,375</b>	<b>125,324</b>	<b>102,370</b>	<b>105,795</b>



**5005 – PARKS AND RECREATION—SENIOR CITIZENS ACTIVITIES**

**Mission Statement**

The mission of the Parks and Recreation Department's Senior Citizens Activities Program is to provide seniors with a dedicated space for meetings and activities, and support services for their social, emotional and physical needs.

**Program Description**

The Senior Citizens Activities program strives to maintain functioning and safe facilities; provide programs and support staff; to provide funding for the weekly senior luncheon program and travel; and to provide volunteer opportunities in a wide range of other recreation programs.

**Budget Line Item Descriptions**

Programs	2013/14 Actual Expenditures	2013/14 Actual Revenues	Budgets				2015/16 Revenues	2015/16 Expenditures	Annual Users	Annual Users
			2014/15 Expenditures	2014/15 Revenues	2014/15 Expenditures	2014/15 Revenues				
Sunrise Room										
S01 Drop-ins	24,463		23,000		23,000		23,000	1,368	1,368	1,368
S02 Bingo	658		1,000		1,000		1,000	408	408	408
S03 Agile Aging	1,500		2,600		2,600		2,600	408	408	408
S04 Movie Day	25		28		28		204	456	456	456
S06 Art	3,164		3,400		3,400		3,400	258	258	258
S07 Knitting										
S08 Computer Class										
SC3 Senior Club	41,200		45,500		45,500		45,500	1,920	1,920	1,920
<b>Total</b>	<b>71,010</b>		<b>75,528</b>		<b>75,528</b>		<b>75,704</b>			<b>75,704</b>

**Department/Division: 5006 Recreation-Special Events/Communications** **General Fund Fund 100**

<b>Account and Title:</b>	<b>2011/12 Actual Expended</b>	<b>2012/13 Actual Expended</b>	<b>2013/14 Actual Expended</b>	<b>2014/15 Approved Budget</b>	<b>2015/16 Approved Budget</b>
<b>SALARIES</b>					
51101 Salaries					17,161
51201 Part-time Salaries	2,467	2,449	16,300	16,726	
51301 Overtime		257			
<b>Total Salaries</b>	<b>2,467</b>	<b>2,707</b>	<b>16,300</b>	<b>16,726</b>	<b>17,161</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	383	435	2,571	2,676	1,881
51504 PERS Unfunded Liability					1,445
51506 Life Insurance		42	81	81	81
51507 Medicare Tax	41	24	236	243	249
51508 Social Security Tax	41	350	-	-	-
51509 Flexible Benefits - Health	290		4,659	4,892	5,137
51510 Retiree Health					1,766
51511 Long-Term Disability			133	136	108
51602 Dental Insurance	16	18	228	228	228
51603 Vision Insurance	6	6	113	119	113
51605 Employee Assistance Program		0	8	8	8
51704 Auto Allowance			-	-	-
51705 Housing Allowance			-	-	-
51706 Phone Allowance			84	84	84
<b>Total Benefits</b>	<b>776</b>	<b>875</b>	<b>8,113</b>	<b>8,467</b>	<b>11,099</b>
<b>INSURANCE</b>					
51800 Liability Insurance	164	178	666	653	684
51810 Worker's Compensation	147	159	1,016	996	1,147
<b>Total Insurance</b>	<b>311</b>	<b>337</b>	<b>1,683</b>	<b>1,650</b>	<b>1,830</b>
<b>SERVICES AND SUPPLIES</b>					
52233 Memberships					
52234 Office Expense	500	524			
52235 Professional Services					
52240 Rent-Real Property					
52241 Special Department Expense	36,933	39,768			
52243 Travel and Training					
<b>Total Services &amp; Supplies</b>	<b>37,433</b>	<b>40,292</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PROGRAMS</b>					
E02 Day in the Park			19,506	22,000	22,000
E03 Brisbane Derby			15	-	4,500
E04 Brisbane day at Giants			1,604	1,800	1,800
E06 Volunteer of the Year			337		400
E08 Lagoon Clean-up Day			1,313	-	1,000

E09 Beautification Day			2,787	900	900
E10 Festival of Lights			5,644	4,000	4,500
E11 Concerts in the Park			10,332	14,000	10,000
E16 Hydrant Painting			-	-	2,800
E17 Bike to Work Day			16	46	50
<b>Total Programs</b>	<b>0</b>	<b>0</b>	<b>41,554</b>	<b>42,746</b>	<b>47,950</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
53300 Equipment					
54500 Depreciation	425	425			
<b>Total Fixed Assets</b>	<b>425</b>	<b>425</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs	6,875	3,308			
<b>Total Expenditure Transfers</b>	<b>6,875</b>	<b>3,308</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>48,288</b>	<b>47,945</b>	<b>67,650</b>	<b>69,588</b>	<b>78,041</b>



**5006 PARKS AND RECREATION—SPECIAL EVENTS/CITIZEN COMMUNICATION**

**Mission Statement**

The mission of the Parks and Recreation Department's Special Events/Citizen Communication is to coordinate special events of community interest, and to provide written publications of interest to citizens of Brisbane, with the intent of encouraging community participation and involvement.

**Program Description**

This program is responsible for coordinating special events such as the Community Festival, Festival of Lights, Star Awards, Concerts in the Park, Monte Carlo Night, Beautification Day, Fitness Fair, Water Carnival, Giants Community Night, Fire Hydrant Painting Program and Lagoon Clean-up Day.

**Budget Line Item Descriptions**

Programs	Budgets											
	2013/14		2013/14		2014/15		2014/15		2015/16		2015/16	
	Actual	Expenditures	Actual	Revenues	Users	Expenditures	Revenues	Users	Expenditures	Revenues	Users	
E02	Day in the Park	19,506	15	2,462	600	22,000	3,500	700	22,000	3,500	700	
E03	Brisbane Derby	15	34	1,339	34	1,800	1,800	100	4,500	4,400	40	
E04	Brisbane day at Giants	1,604	75	1,542	75	1,800	1,800	100	1,800	1,800	100	
E06	Volunteer of the Year	337				400						
E08	Lagoon Clean-up Day	1,313	72		72	1,000			1,000		80	
E09	Beautification Day	2,787	42	900	42	900	60	60	900	60	60	
E10	Festival of Lights	5,644	400	4,000	400	4,500	400	400	4,500	400	400	
E11	Concerts in the Park	10,332	1,500	14,000	1,500	9,000	1,000	1,000	10,000	10,000	1,000	
E16	Hydrant Painting		-		-	2,800			2,800		70	
E17	Bike to Work Day	16		46		50	1,000	1,000	50		1,000	
<b>Total</b>		<b>41,538</b>	<b>20,793</b>	<b>42,746</b>	<b>14,300</b>	<b>47,950</b>	<b>19,700</b>					

Department/Division: 5007 Recreation-Teen Activities				General Fund Fund 100	
Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	22,531	20,770	81,576	41,816	17,161
51201 Part-time Salaries	23,477	25,017			
51301 Overtime					
<b>Total Salaries</b>	<b>46,008</b>	<b>45,787</b>	<b>81,576</b>	<b>41,816</b>	<b>17,161</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	3,528	3,618	6,426	6,690	1,881
51504 PERS Unfunded Liability					1,445
51506 Life Insurance	66	66	203	203	81
51507 Medicare Tax	647	666	1,183	606	249
51508 Social Security Tax	1,456	1,551	2,531	-	-
51509 Flexible Benefits - Health	4,226	4,098	8,960	9,408	5,137
51510 Retiree Health					1,766
51511 Long-Term Disability	131	131	332	340	108
51602 Dental Insurance	287	286	570	570	228
51603 Vision Insurance	100	92	282	296	113
51605 Employee Assistance Program	10	10	20	20	8
51704 Auto Allowance			-	-	-
51705 Housing Allowance			-	-	-
51706 Phone Allowance	106	105	210	210	84
<b>Total Benefits</b>	<b>10,555</b>	<b>10,622</b>	<b>20,717</b>	<b>18,344</b>	<b>11,099</b>
<b>INSURANCE</b>					
51800 Liability Insurance	4,077	4,399	3,335	1,633	684
51810 Worker's Compensation	3,639	3,926	5,087	2,491	1,147
<b>Total Insurance</b>	<b>7,716</b>	<b>8,325</b>	<b>8,422</b>	<b>4,124</b>	<b>1,830</b>
<b>SERVICES AND SUPPLIES</b>					
52221 Communications	-	-			
52231 Equipment Maintenance	-	-			
52232 Maint. Structures/Improvement.Grounds					
52233 Memberships					
52234 Office Expense	5	355			
52235 Professional Services	2,104	2,158			
52236 Equipment Rental					
52241 Special Department Expense	822	732			
52242 Small Tools & Supplies	11	11			
52243 Travel & Training	3,964	175			
52244 Utilities					
<b>Total Services &amp; Supplies</b>	<b>6,906</b>	<b>3,431</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PROGRAMS</b>					
T04 Teen Dances			651	2,400	2,400
T03 Field Trips			-	3,000	-

T02 Youth Advisory Committee			-	1,000	1,000
T06 Teen Programs at Library			95		1,000
After School Activates			-	40,000	50,000
Other Teen Activities			-	2,000	2,000
Sea Scouts				5,000	
<b>Total Other</b>	-	-	746	53,400	56,400
<b>OTHER</b>					
54500 Depreciation	2,372	2,372			
<b>Total Other</b>	2,372	2,372	-	-	-
<b>FIXED ASSETS</b>					
53100 Improvements					
53300 Equipment	-	1,165			
<b>Total Fixed Assets</b>	-	1,165	-	-	-
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs	19,259	18,175			
<b>Total Expenditure Transfers</b>	19,259	18,175	-	-	-
<b>TOTAL BUDGET</b>	<b>92,817</b>	<b>89,878</b>	<b>111,461</b>	<b>117,684</b>	<b>86,491</b>



**5007 – PARKS AND RECREATION – TEEN ACTIVITIES AND PROGRAMS**

**Mission Statement**

The mission of the Parks and Recreation Department's Teen Activities and Programs is to provide youth, ages 11 through 18 years, with programs, activities and a safe and nurturing facility dedicated to meet their leisure time needs.

**Program Description**

The function of the Teen Programs is to offer programs and activities to Brisbane teens that enrich their lives and foster healthy, positive lifestyles while meeting their educational, recreational and/or social needs.

**Budget Line Item Descriptions**

Programs	2013/14		2013/14		Budgets					
	Actuals	Actuals	Actuals	Actuals	2014/15	2014/15	2014/15	2015/16	2015/16	2015/16
	Expenditures	Revenues	Users	Expenditures	Revenues	Users	Expenditures	Revenues	Users	Revenues
T04 Teen Dances	651	220	316	2,400	1,500	240	2,400	1,500	240	
T03 Field Trips				3,000						
Youth Advisory				1,000			1,000			
Committee										
T06 Teen Library	95						1,000			
After School Activities				40,000			50,000		210	
Other Teen Activities				2,000			2,000			
Sea Scouts				5,000						
<b>Total</b>	<b>746</b>	<b>220</b>		<b>53,400</b>	<b>1,500</b>		<b>56,400</b>	<b>1,500</b>		<b>1,500</b>

Department/Division: 5008 Recreation- Aquatics General Fund  
Fund 100

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	64,063		24,930		25,742
51201 Part-time Salaries	168,956	198,376	195,869	199,769	217,558
51301 Overtime	879	802	3,344		
<b>Total Salaries</b>	<b>233,898</b>	<b>199,178</b>	<b>224,143</b>	<b>199,769</b>	<b>243,300</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	12,941	3,094	7,035	4,014	5,212
51504 PERS Unfunded Liability					2,168
51506 Life Insurance	189		79	122	329
51507 Medicare Tax	3,393	2,888	3,264	2,897	3,528
51508 Social Security Tax	9,527	11,066	10,393	10,830	11,112
51509 Flexible Benefits - Health	5,027		5,373	5,645	15,114
51510 Retiree Health					3,298
51511 Long-Term Disability	373	-	157	204	404
51602 Dental Insurance	945	-	343	342	1,197
51603 Vision Insurance	372	(60)	111	178	593
51605 Employee Assistance Program	33	-	12	12	54
51704 Auto Allowance			-	-	-
51705 Housing Allowance			-	-	-
51706 Phone Allowance	-	-	126	126	126
51710 Deferred Compensation					575
<b>Total Benefits</b>	<b>32,799</b>	<b>16,988</b>	<b>26,893</b>	<b>24,370</b>	<b>43,707</b>
<b>INSURANCE</b>					
51800 Liability Insurance	16,769	12,237	7,960	7,802	9,692
51810 Worker's Compensation	14,966	10,922	12,140	11,899	16,259
<b>Total Insurance</b>	<b>31,735</b>	<b>23,159</b>	<b>20,100</b>	<b>19,702</b>	<b>25,951</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	165	1,537	1,305	1,900	2,000
52221 Communications	1,420	1,823	1,897	1,800	1,800
52231 Equipment Maintenance	1,682	2,764	4,383		
52232 Maint. Structures/Improvement.Grounds	21,144	31,599	25,850	18,000	28,000
52233 Memberships					
52234 Office Expense	889	1,310	1,363	950	950
52235 Professional Services	17,087	19,378	16,835	23,500	25,700
52236 Equipment Rental					
52240 Rental of Real Property					
52241 Special Department Expense	6,623	3,505	3,575	196,425	1,425
52242 Small Tools & Supplies	2,026	3,724	1,380	3,040	3,040
52243 Travel & Training	96	-	770		650
52244 Utilities	49,151	44,105	65,977	80,000	80,000
<b>Total Services &amp; Supplies</b>	<b>100,282</b>	<b>109,745</b>	<b>123,335</b>	<b>325,615</b>	<b>143,565</b>
<b>OTHER</b>					
54500 Depreciation	77,855	78,879			
<b>Total Other</b>	<b>77,855</b>	<b>78,879</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FIXED ASSETS</b>					
53300 Equipment	7,630		-		-
<b>Total Fixed Assets</b>	<b>7,630</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs	93,709	73,243			
<b>Total Expenditure Transfers</b>	<b>93,709</b>	<b>73,243</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BUDGET</b>	<b>577,908</b>	<b>501,192</b>	<b>394,471</b>	<b>569,456</b>	<b>456,523</b>

## 5008 – PARKS AND RECREATION – AQUATICS

### Mission Statement

The mission of the Aquatics Program is to provide a comprehensive swim program and superior facility for all ages at the Community Swimming Pool.

### Program Description

The Community Pool functions as a year-round swimming pool providing recreation opportunities and health and wellness programs for the entire community. The Aquatics Program includes American Red Cross Swim Lessons, adult lap swim programs, recreation swimming for families, birthday party packages, teen parties, private facility rentals, fitness classes, infant and preschool programs, lifeguard training classes, Water Safety Instructor classes, special events, masters swimming, youth swim team, adult intensive swim camp, Lipman School Educational Programs, scuba diving classes, and special needs swim programs.

### Budget Line Item Descriptions

#### 52200 Safety Clothing

	Budgets	
	2014/15	2015/16
Safety clothing	1,900	2,000

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Central alarm system services	1,200	1,200
Telephone service	<u>600</u>	<u>600</u>
<b>Total</b>	<b>1,800</b>	<b>1,800</b>

#### 52232 Maintenance – Structural

	Budgets	
	2014/15	2015/16
Pool Chemicals and Maintenance	18,000	18,000
HVAC Maintenance		3,000
Solar/Thermal System		<u>7,000</u>
<b>Total</b>		<b>28,000</b>



**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Office supplies	665	665
Monthly passes, punch passes, day camp passes and wrist bands	<u>285</u>	<u>285</u>
<b>Total</b>	<b>950</b>	<b>950</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Water Aerobics Instructor	9,500	9,500
Swim Coach	2,000	4,200
Janitorial Service	<u>12,000</u>	<u>12,000</u>
<b>Total</b>	<b>23,500</b>	<b>25,700</b>

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
American Red Cross training materials, certification fees, service support fees, and books	1,425	1,425
Summer sports/aquatic camp (new)	0	0
Swim Camp – Adult (sponsored event)	0	0
Canvass Shade Replacement	3,000	
Resurface, Replaster and retile pool floor	100,000	
Pool Retile Plans and Specifications	8,500	
Rustproof and repaint gazebo	3,500	
Pool Deck concrete repair	<u>80,000</u>	
<b>Total</b>	<b>196,425</b>	<b>1,425</b>

**52242 Small Tools & Supplies**

	Budgets	
	2014/15	2015/16
Pool operating supplies including kickboards, rescue tubes, ring buoys, lifeguard umbrellas, swimming supplies for sale (caps, goggles, etc.), and CPR first aid supplies.	3,040	3,040

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
California Aquatics Management School (Asilomar)	0	650

**52244 Utilities**

	Budgets	
	2014/15	2015/16
PG&E	50,000	50,000
Water and Sewer	<u>30,000</u>	<u>30,000</u>
<b>Total</b>	<b>80,000</b>	<b>80,000</b>

Department/Division: 5040 Marina Marina Fund

Account and Title:	2011/12	2012/13	2013/14	2014/15	Marina Fund
	Actual	Actual	Actual	Approved	Fund 550
	Expended	Expended	Expended	Budget	2015/16 Approved Budget
<b>SALARIES</b>					
51101 Salaries	175,968	155,610	272,584	496,132	400,764
51201 Part-time Salaries	130,663	132,537	108,425		85,031
51301 Overtime	1,096	2,777	2,728		
<b>Total Salaries</b>	<b>307,726</b>	<b>290,925</b>	<b>383,737</b>	<b>496,132</b>	<b>485,794</b>
<b>BENEFITS</b>					
51502 City Pers Contribution	32,268	28,080	31,157	59,927	34,297
51503 Employee Paid Pers Contribution					
51504 PERS Unfunded Liability					33,748
51506 Life Insurance	494	464	790	1,562	1,893
51507 Medicare Tax	4,645	4,304	5,737	7,194	7,044
51508 Social Security Tax	7,125	6,750	5,765	8,536	5,272
51509 Flexible Benefits - Health	14,627	36,939	76,911	106,497	111,822
51510 Retiree Health					9,101
51511 Long-Term Disability	1,090	915	1,477	3,364	2,529
51602 Dental Insurance	2,294	2,287	3,967	5,928	5,928
51603 Vision Insurance	801	734	1,306	3,082	2,935
51605 Employee Assistance Program	149	80	138	211	214
51704 Auto Allowance	3,620	1,256	902	720	720
51705 Housing Allowance	3,016	1,047	751	600	600
51706 Phone Allowance	422	243	416	132	132
51710 Deferred Compensation	5,544	4,317	5,358	8,772	7,011
<b>Total Benefits</b>	<b>76,093</b>	<b>87,418</b>	<b>134,675</b>	<b>206,526</b>	<b>223,245</b>
<b>INSURANCE</b>					
51800 Liability Insurance	24,647	26,601	15,671	19,377	19,351
51810 Worker's Compensation	21,997	23,740	23,900	29,552	32,465
<b>Total Insurance</b>	<b>46,644</b>	<b>50,341</b>	<b>39,571</b>	<b>48,929</b>	<b>51,816</b>
<b>SERVICES AND SUPPLIES</b>					
52200 Safety Clothing	240	138	3,867	2,700	3,000
52221 Communications	4,162	6,980	3,177	25,000	25,000
52231 Equipment Maintenance	5,740	12,491	7,331	5,500	10,900
52232 Maint. Structures/Improvement.Grounds	49,939	32,878	42,894	45,300	64,300
52233 Memberships	275	550	275	625	1,035
52234 Office Expense	30,183	33,816	38,726	33,650	35,450
52235 Professional Services	630	67,263	40,345	11,000	14,000
52236 Equipment Rental		1,784	1,943	2,000	2,000
52241 Special Department Expense	6,984	12,002	144,667	143,547	128,148
52242 Small Tools & Supplies	-	13	2,698	2,000	1,500
52243 Travel & Training	356	671	1,033	6,000	6,300
52244 Utilities	126,198	178,799	136,436	115,000	120,000
52290 Bad Debt Expense			122,385		
<b>Total Services &amp; Supplies</b>	<b>224,707</b>	<b>347,385</b>	<b>645,777</b>	<b>392,322</b>	<b>411,633</b>
<b>OTHER</b>					
54500 Depreciation	239,555	122,028	123,592	240,000	170,000
<b>Total Other</b>	<b>239,555</b>	<b>122,028</b>	<b>123,592</b>	<b>240,000</b>	<b>170,000</b>
<b>FIXED ASSETS</b>					
53100 Improvements	-	-	2,241	230,000	
53300 Equipment			2,435	150,000	
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>4,677</b>	<b>380,000</b>	<b>-</b>
<b>EXPENDITURE TRANSFERS</b>					
54250 Indirect Costs	152,152	151,238	145,073	214,863	260,912
<b>Total Expenditure Transfers</b>	<b>152,152</b>	<b>151,238</b>	<b>145,073</b>	<b>214,863</b>	<b>260,912</b>
<b>TOTAL BUDGET</b>	<b>1,046,877</b>	<b>1,049,334</b>	<b>1,377,101</b>	<b>1,978,772</b>	<b>1,603,401</b>



## 5040 – MARINA

### Mission Statement

The mission of the Marina is to professionally operate a well-maintained, clean and secure facility with prompt, courteous customer service for boaters and the general public.

### Program Description

The Marina is responsible for the daily operations and maintenance of the Brisbane Marina, which primarily includes maintenance of all docking and flotation systems; maintenance of the buildings adjacent to the marina (marina office and restroom facilities); billing and collections; customer service; promotional activities and marketing; and enforcement of marina rules and regulations.

### Budget Line Item Descriptions

#### 52200 Safety Clothing

	Budgets	
	2014/15	2015/16
Police Safety Aide uniform repair and replacement, foul weather gear	2,700	3,000

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Covers the cost of telephone, DSL line, paging service and radio communications (also create Marina WIFI system)	25,000	25,000

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Gasoline for boat and truck	3,400	7,000
Office equipment repairs	200	300
Copy Machine Contract	0	0
Fire Hydrant Extinguisher Maintenance	1,000	0
Marina boat maintenance	300	3,000
Truck maintenance	<u>600</u>	<u>600</u>
<b>Total</b>	<b>5,500</b>	<b>10,900</b>

**52232 Maintenance -- Structures, Improvements & Grounds**

	Budgets	
	2014/15	2015/16
Janitorial contract, restroom supplies, towels, soap, etc.	12,300	12,300
Gates and piers, dock boxes, pile caps, electrical outlets and supplies, water faucets, backflows, annual service for fire extinguishers	18,000	20,000
Building repairs and maintenance, painting supplies	8,000	10,000
Restroom supplies	6,000	6,000
Navigational aids repair and maintenance, batteries, bulbs and markers	<u>1,000</u>	<u>16,000</u>
<b>Total</b>	<b>45,300</b>	<b>64,300</b>

**52233 Memberships**

	Budgets	
	2014/15	2015/16
California Association of Harbormasters and Port Captains	350	300
Marina Recreation Association	<u>275</u>	<u>735</u>
<b>Total</b>	<b>625</b>	<b>1,035</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Advertising	9,200	11,000
Credit card transaction fees	16,800	16,800
Postage	3,500	3,500
General office supplies/data processing	1,900	1,900
Software	1,050	1,050
Printing and forms	<u>1,200</u>	<u>1,200</u>
<b>Total</b>	<b>33,650</b>	<b>35,450</b>

**52235 Professional Services**

	Budgets	
	2014/15	2015/16
Disposal costs for lien/abandoned vessels	7,500	10,000

Hazardous material handling and disposal	200	2,000
Lien sales and auction	<u>1,500</u>	<u>2,000</u>
<b>Total</b>	<b>9,200</b>	<b>14,000</b>

**52236 Equipment Rental**

	Budgets	
	2014/15	2015/16
Copier	2,000	2,000

**52241 Special Department Expense**

	Budgets	
	2014/15	2015/16
Sierra Point Environmental Management Association (SPEMA) and Bay Area Air Quality Management District (BAAQMD) fees	17,643	17,643
Tide Tables	616	650
Oil Spill boom and absorbent pads	0	1,000
Franchise Fee	124,433	108,000
Miscellaneous permits and licenses	<u>855</u>	<u>855</u>
<b>Total</b>	<b>143,547</b>	<b>128,148</b>

**52242 Small Tools & Supplies**

	Budgets	
	2014/15	2015/16
Replacement for lost or broken tools	2,000	1,500

**52243 Travel and Training**

	Budgets	
	2014/15	2015/16
Staff training	6,000	6,000
Mileage for staff	<u>0</u>	<u>300</u>
<b>Total</b>	<b>6,000</b>	<b>6,300</b>

**52244 Utilities**

	Budgets	
	2014/15	2015/16
Reflects the cost of electricity, water and sewer. Reflects the offset for billing the boaters.	115,000	120,000



**53100 Improvements**

	Budgets	
	2014/15	2015/16
Remodel Boater Restrooms		
Dock Maintenance Project	<u>230,000</u>	
<b>Total</b>	<b>230,000</b>	<b>0</b>

**53300 Equipment**

	Budgets	
	2014/15	2015/16
New Boat for Marina	150,000	

**Department/Division: 6001 Central Services**

**General Fund  
Fund 100**

<b>Account and Title:</b>	<b>2011/12 Actual Expended</b>	<b>2012/13 Actual Expended</b>	<b>2013/14 Actual Expended</b>	<b>2014/15 Approved Budget</b>	<b>2015/16 Approved Budget</b>
<b>SALARIES</b>					
51201 Part-time Salaries					
<b>Total Salaries</b>	-	-	-	-	-
<b>SERVICES AND SUPPLIES</b>					
52221 Communications	29,698	29,855	31,728	40,000	35,000
52231 Equipment Maintenance	44,419	26,466	20,176	37,250	17,250
52232 Maint. Structures/Improvement.Grounds	29,436	38,480	33,555	28,500	39,100
52233 Memberships	37,195	44,755	46,990	52,436	51,286
52234 Office Expense	27,735	24,053	46,869	12,000	20,000
52235 Professional Services	78,840	81,455	103,661	96,000	94,000
52236 Equipment Rental	40,462	38,038	43,613	47,900	47,900
52240 Rent-Real Property					
52241 Special Department Expense	30,884	10,592	16,897	8,120	8,740
52242 Small Tools & Supplies			39		
52243 Travel & Training	9	686	0	0	-
52244 Utilities	57,123	66,785	71,028	66,000	72,000
52804 Non-Departmental					
<b>Total Services &amp; Supplies</b>	<b>375,800</b>	<b>361,166</b>	<b>414,555</b>	<b>388,206</b>	<b>385,276</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
53200 Land					
53300 Equipment	21,076	19,211	57,913	63,900	48,500
<b>Total Fixed Assets</b>	<b>21,076</b>	<b>19,211</b>	<b>57,913</b>	<b>63,900</b>	<b>48,500</b>
<b>OTHER</b>					
52900 Contributions	18,700	97,147	20,400	20,400	20,400
55900 Other Financing Uses					
55950 Miscellaneous Expense		631	689		
56200 Loans					
<b>Total Other</b>	<b>18,700</b>	<b>97,778</b>	<b>21,089</b>	<b>20,400</b>	<b>20,400</b>
<b>EXPENDITURE TRANSFERS</b>					
54400 Insurance Costs					
<b>Total Expenditure Transfers</b>	-	-	-	-	-
<b>TOTAL BUDGET</b>	<b>415,576</b>	<b>478,154</b>	<b>493,557</b>	<b>472,506</b>	<b>454,176</b>

## 6001 – CENTRAL SERVICES

### Mission Statement

The Central Services Department mission is to provide an accounting mechanism for charging costs, which provide citywide benefit and are not necessarily attributable to any single department(s).

### Department Description

Central Services accounts for memberships of city wide benefit, for operating costs and for maintenance of the physical plant facilities which house the City's legislative and administrative offices, as well as upkeep and maintenance of equipment utilized by all city departments.

### Budget Line Item Descriptions

#### 52221 Communications

	Budgets	
	2014/15	2015/16
Reflected here is the cost of the majority of the city telephone lines	40,000	35,000

#### 52231 Equipment Maintenance

	Budgets	
	2014/15	2015/16
Copier maintenance	32,000	12,000
Network maintenance	2,500	2,500
Telephone reprogramming	1,000	1,000
Postage Machine and Scale	1,000	1,000
Office machine repairs	<u>750</u>	<u>750</u>
<b>Total</b>	<b>37,250</b>	<b>17,250</b>

#### 52232 Maintenance—Structures, Improvements & Grounds

	Budgets	
	2014/15	2015/16
Janitorial Services	23,000	33,600
Janitorial Supplies	3,000	3,000
Window washing, floor waxing, and carpet cleaning	2,000	2,000
Small repairs	<u>500</u>	<u>500</u>
<b>Total</b>	<b>28,500</b>	<b>39,100</b>



**52233 Memberships**

	Budgets	
	014/15	2015/16
City/County Association of Governments (C/CAG)	25,256	25,256
CCAG – Housing Element	5,000	5,000
Senior Ombudsmen Program	-	-
San Mateo County Telecommunication Authority	2,525	2,525
Skyline Community College	2,500	2,500
PEG	2,405	2,405
League of California Cities	2,500	2,500
Peninsula Conflict Resolution Center	1,950	1,950
Sustainable San Mateo County	3,000	3,000
San Mateo County Transit Shuttle Program (City share)	1,250	0
Airport Roundtable Committee	750	750
LAFCO Expenses-City Share (AB2838)	1,500	1,500
Association of Bay Area Governments (ABAG)	1,400	1,400
Silicon Valley Joint Ventures Network	1,000	1,000
Bay Bio	500	500
San Mateo County Youth Summer Job	500	500
Bay Area Open Space Council	300	300
Council of Cities		
Costco	100	200
Increases	<u>0</u>	<u>0</u>
<b>Total</b>	<b>52,436</b>	<b>51,286</b>

**52234 Office Expense**

	Budgets	
	2014/15	2015/16
Network monthly access fees	9,000	9,000
Bank of America Account Fees		8,000
Postage Brisbane Star and News	2,700	2,700
Deering's California Codes	0	0
Sales Tax on copier toner	200	200
Postage tape and ink	<u>100</u>	<u>100</u>
<b>Total</b>	<b>12,000</b>	<b>20,000</b>

### 52235 Professional Services

	Budgets	
	2014/15	2015/16
Cable Programming	20,000	20,000
Council Programming	15,000	15,000
Live Streaming of Channel 27	2,000	2,000
Network Support (8 hours a week)	45,000	40,000
Brisbane Star/City News	6,000	6,000
Planning Commission Programming	0	0
Web Support	<u>8,000</u>	<u>11,000</u>
<b>Total</b>	<b>96,000</b>	<b>94,000</b>

### 52236 Equipment Rent

	Budgets	
	2014/15	2015/16
Copier Rental	47,000	47,000
Postage Meter	<u>900</u>	<u>900</u>
<b>Total</b>	<b>47,900</b>	<b>47,900</b>

### 52241 Special Department Expense

	Budgets	
	2014/15	2015/16
City Share of Crocker Park Shuttle	5,000	5,000
Holiday Luncheon	2,000	2,500
City Hall hospitality supplies	120	240
Non-chargeable filing fees	<u>1,000</u>	<u>1,000</u>
<b>Total</b>	<b>8,120</b>	<b>8,740</b>

### 52244 Utilities

	Budgets	
	2014/15	2015/16
Gas and Electric (City Hall)	52,500	44,000
Water and Sewer Service	<u>13,500</u>	<u>28,000</u>
<b>Total</b>	<b>66,000</b>	<b>72,000</b>

**53300 Equipment**

	Budgets	
	2014/15	2015/16
Equipment replacement contingency	10,000	15,000
Alarm System for City Hall	12,900	
Tablets replacements and repairs	3,000	3,000
Computer contingency	10,000	10,000
Workstation replacement	15,000	10,000
Server	10,000	7,500
Miscellaneous Computer parts	<u>3,000</u>	<u>3,000</u>
<b>Total</b>	<b>63,900</b>	<b>48,500</b>

**52900 Contributions**

	Budgets	
	2014/15	2015/16
Reflects the annual contribution by the City to the Brisbane Chamber of Commerce	20,400	20,400



**Department/Division: 7083 Successor Housing** **Redevelopment Fund  
Fund 883**

Account and Title:	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Approved Budget	2015/16 Approved Budget
<b>SERVICES AND SUPPLIES</b>					
52232 Maintenance - Structures	300				
52234 Office Expense					
52235 Professional Services	1,410	5,000			
52241 Special Department Expense					
55242 Small Tools					
52243 Travel/Training					
52703 First-Time Home					
<b>Total Services &amp; Supplies</b>	<b>1,710</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FIXED ASSETS</b>					
53100 Improvements					
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OTHER</b>					
56200 Loans					
52705 Habitat Program					
52900 Contributions	33,755	-	6,409	6,409	6,409
53200 Land Acquisition	1,925,836				
55200 Interest					
<b>Total Other</b>	<b>1,959,591</b>	<b>0</b>	<b>6,409</b>	<b>6,409</b>	<b>6,409</b>
<b>EXPENDITURE TRANSFERS</b>					
54100 Administrative Charges	71,143	-			
<b>Total Expenditure Transfers</b>	<b>71,143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>2,032,444</b>	<b>5,000</b>	<b>6,409</b>	<b>6,409</b>	<b>6,409</b>

Department/Division: 9910 Debt Service						Debt Service Fund Various	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Actual Budget	2014/15 Approved Budget	2015/16 Approved Budget
<b>SERVICES AND SUPPLIES</b>							
52235 Professional Services	42,191	44,448	40,490	28,763	37,300	17,500	18,100
55310 Cost of Issuance				123106			
<b>Total Services &amp; Supplies</b>	<b>42,191</b>	<b>44,448</b>	<b>40,490</b>	<b>151,869</b>	<b>37,300</b>	<b>17,500</b>	<b>18,100</b>
<b>OTHER</b>							
55100 Principal	2,470,000	2,795,000	2,940,000	2,920,017	3,065,351	2,328,178	3,231,015
55200 Interest	2,806,288	2,683,974	2,548,023	2,323,851	2,094,041	896,811	846,970
55320 Bond Discount							
<b>Total Other</b>	<b>5,276,288</b>	<b>5,478,974</b>	<b>5,488,023</b>	<b>5,243,868</b>	<b>5,159,392</b>	<b>3,224,989</b>	<b>4,077,985</b>
<b>EXPENDITURE TRANSFERS</b>							
54100 Administrative Charges	36,000	36,000	36,000	36,000	36,000	36,000	36,000
<b>Total Expenditure Transfers</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<b>TOTAL BUDGET</b>	<b>5,354,478</b>	<b>5,559,422</b>	<b>5,564,513</b>	<b>5,431,737</b>	<b>5,232,692</b>	<b>3,278,489</b>	<b>4,132,085</b>

RECAP OF DEBT SERVICE FUND BUDGET FOR FY 2015/16

<b>Fund and Bond</b>	<b>52235 Professional Services</b>	<b>55100 Principal</b>	<b>55200 Interest</b>	<b>54100 Administrative Charges</b>	<b>Total Budget by Fund</b>
Fund 340/Pension Obligation Bonds 2006	1,250	500,000	119,150		620,400
Fund 341/Pension Obligation Bond 2013		60,000	59,939		119,939
Fund 365/Brisbane Refunding Lease Revenue 2005A *		95,019	11,698		106,717
Fund 330/ Brisbane/GVMID Lease Revenue Bond (City Hall) 2014	3,350	200,000	177,930		381,280
Fund 367/ Brisbane Lease Revenue Bond (City Hall Completion) 2009	2,200	90,000	97,325		189,525
Fund 375/BPFA, 2001 Series B	9,300	1,580,000	43,845	31,000	1,664,145
Fund 400/ Housing Authority Loan		80,996	13,088		94,084
Fund 545/Utility Fund		170,000	240,654		410,654
Fund 796/Northeast Ridge Assmt Refunding 2013	2,000	455,000	83,341	5,000	545,341
<b>TOTALS</b>	<b>18,100</b>	<b>3,231,015</b>	<b>846,970</b>	<b>36,000</b>	<b>4,132,085</b>

\* Brisbane Refunding Lease Revenue is split between the Successor Agency and the Utility Fund



**Department/Division: Successor Agency** **Successor Agency Fund**

Account and Title:	2011/12 Actual Expenditures	2012/13 Actual Expenditures	2013/14 Actual Expenditures	2014/15 Approved Budget	2015/16 Approved Budget
<b>SERVICES AND SUPPLIES</b>					
52232 Maintenance - Structures	240				
52233 Memberships					
52234 Office Expense	98				
52235 Professional Services	13,817	20,000	31,000	26,000	26,000
52241 Special Department Expense					
52243 Travel and Training					
<b>Total Services &amp; Supplies</b>	<b>13,915</b>	<b>20,000</b>	<b>31,000</b>	<b>26,000</b>	<b>26,000</b>
<b>EXPENDITURE TRANSFERS</b>					
54100 Administrative Charges		231,388	219,101	197,016	27,252
<b>Total Expenditure Transfers</b>	<b>0</b>	<b>231,388</b>	<b>219,101</b>	<b>197,016</b>	<b>27,252</b>
55950 Miscellaneous Expense					
<b>TOTAL BUDGET</b>	<b>13,915</b>	<b>251,388</b>	<b>250,101</b>	<b>223,016</b>	<b>53,252</b>

## Successor Agency to the Redevelopment Agency

### Mission Statement

The mission of the Successor Agency is to ensure payment of all of the former Redevelopment Agency's debts and liabilities in a timely and appropriate fashion.

### Department Description

The Successor Agency was created by State Law in 2012. The Successor Agency is a separate and distinct legal entity from the City of Brisbane. The debts and obligations of the Agency are not debts or obligations of the City.

### Line Item Descriptions

#### 52235 Professional Services

	Budgets	
	2014/15	2015/16
Maintenance of Successor Agency Property	-	
Outside Attorney Costs	<u>26,000</u>	<u>26,000</u>
<b>Total</b>	<b>26,000</b>	<b>26,000</b>

RECAP OF DEBT SERVICE FUND BUDGET FOR FY 2015/16

<b>Fund and Bond</b>	<b>52235 Professional Services</b>	<b>55100 Principal</b>	<b>55200 Interest</b>	<b>54100 Administrative Charges</b>	<b>Total Budget by Fund</b>
Fund 882/Brisbane Refunding Lease Revenue 2005A *	2,750	189,981	23,389		216,120
Fund 881/2013 Tax Allocation Bonds Refunding	2,500	1,130,000	634,766		1,767,266
<b>TOTALS</b>	<b>5,250</b>	<b>1,319,981</b>	<b>658,155</b>	<b>0</b>	<b>1,983,386</b>

\* Shows only Successor Agency Portion of Brisbane Refunding Lease Revenue which is split between the Successor Agency and the Utility Fund



## GLOSSARY OF BUDGET TERMS

**Appropriation** – An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

**Assessed Valuation** – A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

**Audit** – A view of the City’s accounts by an independent auditing firm to substantiate fiscal year-end funds, salaries, reserves, and cash on hand.

**Beginning/Ending (Unappropriated) Fund Balance** – Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year’s expenditures/expenses. This is not necessarily cash on hand.

**Bond** – A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a specific rate. There are two types of bonds: General Obligation and Revenue.

**Budget** – A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

**Capital Improvement** – A permanent addition to the City’s assets, including the design, construction, or purchase of land, buildings or facilities, or major renovations of it.

**Capital Improvement Program** – A financial plan of proposed capital improvement projects with single- and multiple-year capital expenditures/expenses.

**Capital Outlay** – A budget appropriation category, which budgets all equipment having an estimated useful life of over one-year.

**City Manager’s Transmittal Letter** – A general discussion of the budget by the City Manager, which contains an explanation of principal budget items and summaries, as well as future projections.

**Debt Service** – Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COPs).

**Debt Service Requirements** – The amount of money required to pay interest and principal on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

**Deficit** – An excess of expenditures or expenses over revenues.



**Department** – An organization unit comprised of divisions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

**Division** – A sub-section (of activity) within a department, which furthers the objectives of the City Council by providing specific services or a product.

**Encumbrances** – A legal obligation to pay funds, the expenditures/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Enterprise Fund** – A type of fund established for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely or predominately self-supporting.

**Expenditure** – The actual spending of governmental funds set-aside by appropriation.

**Expense** – The actual spending of proprietary funds (Enterprise and Internal Service Fund types) set-aside by an appropriation.

**Fiscal Year** – A twelve-month period of time to which a budget applies. In Brisbane, it is July 1<sup>st</sup> through June 30<sup>th</sup>.

**Fund** – An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

**Fund Balance** – The amount of financial resources available for use. Generally, this represents the detail of the entire annual operating surpluses and deficits since the fund's inception.

**General Fund** – The primary fund of the City used to account for all revenues and expenditures of the city not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police, Fire, Administration and others.

**General Obligation Bond** – Bonds used for various purposes and repaid by the regular (usually via the General Fund) revenue raising powers of the city.

**Grant** – Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.

**Interfund Transfers** – Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

**Internal Service Fund** – An Internal Service Fund provides services to other city departments and bills the various other funds for services rendered, just as would private business.

**Materials, Supplies and Services** - Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

**Municipal Code** – The City Council approved ordinances currently in effect. The Code defines city policy with respect to areas such as planning, zoning, traffic, public services, etc.

**Objectives** – The expected results or achievements of a budget activity.

**Operating Budget** – Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay and capital improvements.

**Ordinance** – A formal legislative enactment by the City Council, which has the full force and effect of law within city boundaries unless, preempted by a higher form of law. An ordinance has a higher legal standing than a resolution. The body of ordinances is known as the Municipal Code.

**Project** – Physical structural improvements with a useful life of one year or more. Examples include a new park, building modifications or street improvements.

**Reimbursement** – Payment of an amount remitted on behalf of another party, department or fund.

**Reserve** – An account used to record a portion of the fund balance as legally segregated for a specific use.

**Resolution** - A special order of the City Council (equivalent to a written motion), which has a lower legal standing than an ordinance.

**Revenues** – Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, or other sources during the fiscal year.

**Revenue Bonds** – A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

**Salaries and Benefits** – A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental and retirement.

**Special Revenue Funds** – This fund type collects revenues that are restricted by the city, state or Federal government as to how the city may expend them.



**GLOSSARY OF ACRONYMS**

<b>ABAG</b>	<b>Association of Bay Area Governments</b>	<b>CCAG</b>	<b>City/County Association of Governments</b>
<b>ALS</b>	<b>Advanced Life Support</b>	<b>CEPO</b>	<b>Continuing Education for Public Officials</b>
<b>APA</b>	<b>American Planning Association</b>	<b>CEU</b>	<b>Continuing Education Units</b>
<b>APWA</b>	<b>American Public Works Association</b>	<b>CEV</b>	<b>Community Emergency Volunteers</b>
<b>ASCE</b>	<b>American Society of Civil Engineers</b>	<b>CIP</b>	<b>Capital Improvement Program</b>
<b>AWWA</b>	<b>American Water Works Association</b>	<b>CMTA</b>	<b>California Municipal Treasurer's Association</b>
<b>BAAQMD</b>	<b>Bay Area Air Quality Management District</b>	<b>CORA</b>	<b>Community Overcoming Relationship Abuse</b>
<b>BAWSCA</b>	<b>Bay Area Water Supply &amp; Conservation Agency</b>	<b>CPOA</b>	<b>California Peace Officers Association</b>
<b>BCJPIA</b>	<b>Bay Cities Joint Powers Insurance Authority</b>	<b>CPRS</b>	<b>California Parks and Recreation Society</b>
<b>BES</b>	<b>Brisbane Elementary School</b>	<b>CSMFO</b>	<b>California Society of Municipal Finance Officers</b>
<b>CAD</b>	<b>Computer Aided Design</b>	<b>CWEA</b>	<b>California Water Environment Association</b>
<b>CALBO</b>	<b>California Building Officials</b>	<b>DOT</b>	<b>Department of Transportation</b>
<b>CALPELRA</b>	<b>California Public Employers Labor Relations Association</b>	<b>EAP</b>	<b>Employee Assistance Program</b>
<b>CCEA</b>	<b>City/County Engineers Association</b>		

<b>EIR</b>	<b>Environmental Impact Report</b>	<b>ISD</b>	<b>Integrated Services Digital</b>
<b>EOC</b>	<b>Emergency Operations Center</b>	<b>ISTEA</b>	<b>Intermodal Service Transportation Efficiency Act</b>
<b>ERAF</b>	<b>Education Revenue Augmentation Fund</b>	<b>IT</b>	<b>Information Technology</b>
<b>GASB</b>	<b>Governmental Accounting Standards Board</b>	<b>LAFCO</b>	<b>Local Agency Formation Commission</b>
<b>GASB34</b>	<b>Basic Financial Statements &amp; Management's Discussion &amp; Analysis</b>	<b>LAIF</b>	<b>Local Agency Investment Fund</b>
<b>GASB45</b>	<b>Accounting &amp; Financial Reporting by Employers for Postemployment Benefits Other than Pensions (OPEB)</b>	<b>LIRA</b>	<b>Low Income Rate Assistance</b>
<b>GASB54</b>	<b>Fund Balance Reporting &amp; Governmental Fund Type</b>	<b>LTD</b>	<b>Long Term Disability</b>
<b>GFOA</b>	<b>Government Finance Officers Association</b>	<b>M.O.B.</b>	<b>Mothers of Brisbane</b>
<b>GVMID</b>	<b>Guadalupe Valley Municipal Improvement District</b>	<b>NCHRA</b>	<b>Northern California Human Resources Association</b>
<b>H.O.P.T.R</b>	<b>Home Owner Property Tax Relief</b>	<b>NPDES</b>	<b>National Pollution Discharge Elimination System</b>
<b>ICMA</b>	<b>International City Managers Association</b>	<b>NPFA</b>	<b>North Peninsula Family Alternatives</b>
<b>IIMA</b>	<b>International Institute-Municipal Clerks</b>	<b>OSHA</b>	<b>Occupational Safety &amp; Health Administration</b>
<b>IPMA</b>	<b>International Public Management Association</b>	<b>P&amp;R</b>	<b>Parks &amp; Recreation Commission</b>
		<b>PEG</b>	<b>Public Education Grant</b>
		<b>PERS</b>	<b>Public Employees Retirement System</b>
		<b>PG&amp;E</b>	<b>Pacific Gas &amp; Electric</b>

<b>POST</b>	<b>Police Officers Standards &amp; Training</b>
<b>PRV</b>	<b>Pressure Reducing Valve</b>
<b>RDA</b>	<b>Redevelopment Agency</b>
<b>SAMCEDA</b>	<b>San Mateo County Economic Development Association</b>
<b>SAMFOG</b>	<b>San Mateo Finance Officers Group</b>
<b>SBE</b>	<b>State Board of Equalization</b>
<b>SCADA</b>	<b>Supervisory Control and Data Acquisition</b>
<b>SCBA</b>	<b>Self Contained Breathing Apparatus</b>
<b>SDI</b>	<b>State Disability Insurance</b>
<b>SFPUC</b>	<b>San Francisco Public Utility Commission</b>
<b>SHRM</b>	<b>Society for Human Resource Management</b>
<b>SMC</b>	<b>San Mateo County</b>
<b>SMCNTF</b>	<b>San Mateo County Narcotics Task Force</b>
<b>SNARE</b>	<b>SafetyNet Records Exchange</b>
<b>VDLS</b>	<b>Valley Drive Lift Station</b>
<b>VLF</b>	<b>Vehicle License Fee</b>
<b>YAC</b>	<b>Youth Advisory Commission</b>



## BUDGET AND FISCAL POLICIES

### Financial Plan Purpose and Organization

- A. Through its financial plan, the City will:
1. Identify community needs for essential services.
  2. Organize the programs required to provide these essential services.
  3. Establish program policies and goals, which define the nature and level of program services required.
  4. Identify activities performed in delivering program services.
  5. Propose objectives for improving the delivery of program services.
  6. Identify and appropriate the resources required to perform program activities and accomplish program objectives.
  7. Set standards to measure and evaluate the:
    - a. Output of program activities
    - b. Accomplishment of program objectives
    - c. Expenditure of program appropriations
- B. The status of major program objectives will be formally reported to the Council on an ongoing, periodic basis.
- C. The Council will review and amend appropriations, if necessary, six months after the beginning of each fiscal year.
- D. Ending fund balance (or working capital in the enterprise funds) must meet minimum policy levels. For the General Fund, this level has been established at \$3,500,000 for emergencies, \$2,500,000 for economic recessions, and 5% of annual expenditures and 5% of annual revenues; for enterprise funds, this level is established at 20% of operating expenditures.

Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time", non-recurring expenditures.

### General Revenue Management

- A. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.
- B. To emphasize and facilitate long-range financial planning, the City will maintain current projections of revenues for the succeeding five years.

- C. The City's goal is to cover all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
- D. In order to achieve important public policy goals, the City has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use would be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.

Any transfers between funds for operating purposes are clearly set forth in the budget, and can only be made by the Administrative Services Director in accordance with the adopted budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year. In summary, interfund transfers result in a change in fund equity; interfund borrowings do not, as the intent is to repay the loan in the near term.

From time-to-time, interfund borrowings may be appropriate; however, these are subject to the following criteria in ensuring that the fiduciary purpose of the fund is met:

1. The Administrative Services Director is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 45 days. The most common use of interfund borrowing under this circumstance is for grant programs, where costs are incurred before drawdowns are initiated and received and at year end in order to close the books with positive cash balances. However, receipt of funds is typically received shortly after the request for funds has been made.
2. Any other interfund borrowings for cash flow or other purposes require case-by-case approval by the Council.
3. Any transfers between funds where reimbursement is not expected by within one fiscal year shall not be recorded as interfund borrowings; they shall be recorded as interfund operating transfers that affect equity by moving financial resources from one fund to another.

### **User Fee Cost Recovery Goals**

#### **A. Ongoing Review**

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.



## B. User Fee Cost Recovery Levels

In setting user fees and cost recovery levels, the following factors will be considered:

### 1. Community-wide vs. Special Benefit

The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general purpose (tax) revenues is appropriate for community-wide services, while user fees are appropriate for services, which are of special benefit to easily, identified individuals or groups.

### 2. Service Recipient vs. Service Driver

After considering community-wide versus special benefit of the service, the concept of *service recipient* versus *service driver* should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts: The community is the primary beneficiary. However, the applicant is the *driver* of the development review costs, and as such, cost recovery from the applicant is appropriate.

### 3. Effect of Pricing on the Demand for Services

The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. Full cost recovery has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not over-stimulated by artificially low prices. Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if services are specifically targeted to low income groups.

### 4. Feasibility of Collection and Recovery

Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

## C. Factors Which Favor Low Cost Recovery Levels

Very low cost recovery levels are appropriate under the following circumstances:



1. There is no intended relationship between the amount paid and the benefit received. Almost all “social service” programs fall into this category as it is expected that one group will subsidize another.
2. Collecting fees is not cost-effective or will significantly impact the efficient delivery of the services.
3. There is no intent to limit the use of (or entitlement to) the service. Again, most “social service” programs fit into this category as well as many public safety emergency response services. Historically, access to neighborhood and community parks would also fit into this category.
4. The service is non-recurring, generally delivered on a “peak demand” or emergency basis, cannot be reasonably planned for on an individual basis, and is not readily available from a private sector source. Many public safety services also fall into this category.
5. Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits fall into this category.

#### D. Factors Which Favor High Cost Recovery Levels

The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:

1. The service is similar to services provided through the private sector.
2. Other private or public sector alternatives could or do exist for the delivery of the services.
3. For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
4. The use of the service is specifically discouraged. Police responses to disturbances or false alarms might fall into this category.
5. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

#### E. General Concepts Regarding the Use of Service Charges

The following general concepts will be used in developing and implementing services charges:

1. Revenue should not exceed the reasonable cost of providing the service.
2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance, and insurance.
3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
4. Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

#### F. Low Cost-Recovery Services

Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general-purpose revenues, not user fees.

1. Delivering public safety emergency response services such as police patrol services and fire suppression.
2. Maintaining and developing public facilities that are provided on a uniform, community-wide basis such as streets, parks and general-purpose buildings.
3. Providing social service programs and economic development activities.

#### G. Recreation Programs

1. Cost recovery for activities directed to adults should be relatively high.
2. Cost recovery for activities directed to youth and seniors should be relatively low. In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher.

Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all



participants. Further, there is a community-wide benefit in encouraging high levels of participation in youth and senior recreation activities regardless of financial status.

3. Cost recovery goals for specific recreation activities are set as follows:

***High-Range Cost Recovery Activities (67% to 80%)***

a. Classes (Adult & Youth)	80%
b. Day Care Services	75%
c. Adult athletics (volleyball, basketball, softball, lap swim)	67%
d. Facility rentals (Community Center, Mission Blue Center, etc)	67%

***Mid-Range Cost Recovery Activities (30% to 50%)***

a. Special events	50%
b. Youth basketball	30%
c. Swim lessons	30%
d. Outdoor facility and equipment rentals	30%

***Low-Range Cost Recovery Activities (0 to 25%)***

a. Public Swim	25%
b. Special swim classes	15%
c. Community garden	10%
d. Teen Services	0%
e. Senior Services	0%

4. For cost recovery activities of less than 100%, there should be a differential in rates between residents and non-residents.
5. Charges will be assessed for use of rooms, pools, gymnasiums, ball fields, special-use areas, and recreation equipment for activities not sponsored or co-sponsored by the City. Such charges will generally conform to the fee guidelines described above.
6. The Park and Recreation Department fees may be waived pursuant to the following conditions:
  - a. The applicant shall complete a Low Income Rate Assistance (LIRA) application. The application shall provide adequate documentation that the household is a service user whose account is listed at the service address within city limits and is personally responsible for the payment of the utility service at the service address and participates in the Pacific Gas and Electric lifeline program.



- b. For households who do not pay gas or electric at a city service address, the City Manager shall make eligibility determination based upon the standards of PG&E lifeline program, as it now exists or may be amended in the future.
- c. Should the applicant wish to appeal the City Manager's decision relative to recreation fee waiver, such appeal shall be filed with the City Clerk within ten (10) days after the date on which the City Manager's decision was rendered. Thereafter, the City Clerk shall agendize said appeal for the consideration of the City Council. The decision of the City Council shall be final.

#### H. Development Review Programs

1. Services provided under this category include:
  - a. Planning (planned development permits, tentative tract and parcel maps, rezonings, general plan amendments, variances, use permits).
  - b. Building and safety (building permits, structural plan checks, inspections).
  - c. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).
  - d. Fire plans check.
2. Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%.

#### I. Comparability With Other Communities

1. Surveying the comparability of the city's fees to other communities provides useful background information in setting fees for several reasons:
  - a. They reflect the "market" for these fees and can assist in assessing the reasonableness of Brisbane's fees.
  - b. If prudently analyzed, they can serve as a benchmark for how cost-effectively Brisbane provides its services.
2. However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
  - a. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?

- b. What costs have been considered in computing the fees?
- c. When was the last time that their fees were comprehensively evaluated?
- d. What level of service do they provide compared with our service or performance standards?
- e. Is their rate structure significantly different than ours and what is it intended to achieve?

These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting City fees.

### **Enterprise Fund Fees and Rates**

- A. The City will attempt to establish fees and rates at levels which cover the full cost to provide the subject service. It may occasionally be necessary to subsidize these services from General Fund surpluses, but enterprise funds should generally be self-supporting.
- B. The City will review and adjust enterprise fees and rate structures as required to ensure that they remain appropriate and equitable.

### **Investments**

- A. Investments and cash management will be the responsibility of the City Treasurer or designee.
- B. The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:
  - 1. Safety
  - 2. Liquidity
  - 3. Yield
- C. The City will strive to keep all idle cash balances fully invested through daily projections of cash flow requirements. (Due to the lower interest rates available in the market the City is keeping more of its investments liquid). To avoid forced liquidations and losses of investment earnings, cash flow and future requirements will be the primary consideration when selecting maturities.
- D. As the market and the City's investment portfolio change, care will be taken to maintain a healthy balance of investment types and maturities.



- E. The City will invest only in those instruments authorized by the California Government code Section 53601 and the adopted City Investment Policy. The City will not invest in stock, will not speculate, and will not deal in futures or options. The investment market is highly volatile and continually offers new and creative opportunities for enhancing interest earnings. Accordingly, the City will thoroughly investigate any new investment vehicles prior to committing City funds to them.
- F. In order to maximize yields from its overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.
- G. Ownership of the City's investment securities will be protected through third-party custodial safekeeping.
- H. The City Treasurer will develop and maintain a comprehensive, well-documented investment reporting system, which will comply with Government Code Section 53607. This system will provide the Council and Department heads with appropriate investment performance information.

### **Appropriations Limitation**

- A. The Council will annually adopt a resolution establishing the City's appropriations limit calculated in accordance with Article XIII B of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affect the city's appropriations limit.
- B. The supporting documentation used in calculating the City's appropriations limit and projected appropriations subject to the limit will be available for public and Council review at least 10 days before Council consideration of a resolution to adopt an appropriations limit. The Council will generally consider this resolution in connection with final approval of the budget.
- C. The City will strive to develop revenue sources, both new and existing, which are considered non-tax proceeds in calculating its appropriations subject to limitation.
- D. The City will actively support legislation or initiatives sponsored or approved by League of California Cities which would modify Article XIII B of the Constitution in a manner which would allow the City to retain projected tax revenues resulting from growth in the local economy for use as determined by the Council.

### **Fund Balance Designations and Reserves**

- A. The City will maintain fund or working capital balances based on the General Fund Reserve Policy and 20% of Utility and Marina Funds Enterprise funds. This is



considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

1. Economic uncertainties, local disasters, and other financial hardships, or downturns in the local or national economy.
  2. Contingencies for unseen operating or capital needs.
  3. Cash flow requirements.
- B. For General Fund assets, the City will establish and maintain an Equipment Replacement Fund to provide for the timely replacement of vehicles and capital equipment with an individual replacement cost of \$15,000 or more. The annual contribution to this fund will generally be based on the annual use allowance, which is determined based on the estimated life of the vehicle or equipment and its cost of replacement. Interest earnings and sales of surplus equipment as well as any related damage or insurance recoveries will be credited to the Equipment Replacement fund
- C. The Council may designate specific fund balance levels for future development of capital projects, which it has determined to be in the best long-term interests of the City.
- D. In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements, reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

### **Capital Improvement Management**

- A. Construction projects and large equipment purchases will be included in the Capital Improvement Plan (CIP); minor capital outlays will be included with operating program budgets.
- B. The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a five and ten-year plan organized into the same functional groupings as used for the operating programs. The CIP will reflect a balance between capital replacement projects which repair, replace, or enhance existing facilities, equipment or infrastructure and capital facility projects which significantly expand or add to the City's existing fixed assets.
- C. The CIP will emphasize project planning. One or any number of the following phases may be included in the CIP in any given year, which may ultimately finalize with a completed project. Projects included in the CIP may only consist of such phases as #1 and #2. Other projects may only consist of phases #1 and #10. The



CIP is a planning document and its content could consist of any one or more of the following phases, not necessarily in the following order:

1. **Designate.** Appropriates funds based on projects designated for funding by the Council through the adoption of the budget.
2. **Study.** Concept design, site selection, feasibility analysis, schematic design, property appraisals, scheduling, grant application, grant approval, specification preparation for equipment purchases.
3. **Environmental Review.** Environmental determination, EIR preparation, other environmental studies.
4. **Real property acquisitions.** Property acquisition for projects, if necessary.
5. **Site preparation.** Demolition, hazardous materials abatements, other pre-construction work.
6. **Design.** Final design, plan and specification preparation, and construction cost estimation.
7. **Public review, review by appropriate commissions and City Council.**
8. **Construction.** Construction contracts.
9. **Construction management.** Contract project management and inspection, soils and material tests, other support services during construction.
10. **Equipment Acquisitions.** Vehicles, heavy machinery, computers, office furnishings, other equipment items acquired and installed independently from construction contracts.
11. **Debt Service.** Installment payments of principal and interest for completed projects funded through debt financings. Expenditures for this project phase are included in the debt service section of the budget.

Generally, it will become more difficult for a project to move from one phase to the next. As such, more projects will be studied than will be designed, and more projects will be designed than will be constructed or purchased during the term of the CIP.

- D. The City's annual CIP appropriation for study, design, acquisition, and/or construction is based on the projects designated by the Council through adoption of the budget. Adoption of the Budget CIP appropriation does not automatically authorize funding for specific project phases. This authorization generally occurs only after the preceding project phase has been completed and approved by the Council and costs for the succeeding phases have been fully developed. Accordingly, project appropriations are generally made when contracts are awarded. If project costs at the time of bid award are less than the budgeted amount, the balance will be unappropriated and returned to fund balance or allocated to another project. If project costs at the time of bid award are greater than budget amounts, five basic options are available to the Council:

1. Eliminate the project.
2. Defer the project for consideration to the next budget period.



3. Rescope or change the phasing of the project to meet the existing budget.
4. Transfer funding from another specified, lower priority project.
5. Appropriate additional resources as necessary from fund balance.

## **Capital Financing and Debt Management**

### **Capital Financing**

- A. The City will consider the use of debt financing only for one-time capital improvement projects and only under the most conservative risk exposure, under the following circumstances:
  1. When the project's useful life will exceed the term of the financing.
  2. When project revenues or specific resources will be sufficient to service the long-term debt.
- B. Debt financing will not be considered appropriate for any reoccurring purpose such as current operating and maintenance expenditures.
- C. Capital improvement will be financed primarily through user fees, service charges, assessments, special taxes, or developer agreements when benefits can be specifically attributed to users of the facility. Accordingly, development impact fees should be created and implemented at levels sufficient to ensure that new development pays its fair share of the cost of constructing necessary community facilities.
- D. The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

#### ***Factors which favor pay-as-you-go financing:***

1. Current revenues and adequate fund balances are available or project phasing can be accomplished.
2. Existing debt levels adversely affect the City's credit rating.
3. Market conditions are unstable or present difficulties in marketing.

#### ***Factors which favor long-term financing:***

1. Revenues available for debt service are deemed to be sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.
2. The project securing the financing is of the type, which will support an investment grade credit rating.
3. Market conditions present favorable interest rates and demand for City financings.
4. A project is mandated by state or federal requirements, and resources are insufficient or unavailable.



5. The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
6. The life of the project or asset to be financed is 10 years or longer.

### Debt Management

- A. The City will not obligate the General Fund to secure long-term financings except when marketability can be significantly enhanced.
- B. No more than 60% of capital improvement outlays will be funded from long-term financings; and direct debt will not exceed 2% of net assessed valuation.
- C. An internal feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- D. The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.
- E. The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability, or cost-effectiveness.
- F. The City will monitor all forms of debt annually coincident with the City's Financial Plan preparation and review process and report concerns and remedies, if needed, to the Council.
- G. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations and continuing disclosure requirements.
- H. The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).

### Conduit Financings

Conduit financings are defined as a financing in which the proceeds of the issue are loaned to a nongovernmental borrower who then applies the proceeds for a project financing or (if permitted by federal tax law for a qualified 501 (C) (3) bond) for working capital purposes. Typically, the project financed is owned and operated by the borrower, but projects may also be financed for lease to the private user or for sale pursuant to an installment sales contract. Statutes authorizing conduit financings

generally specify the nature of the projects, which may be financed, and limit such projects to those with a specified public purpose.

- A. The City will consider requests for conduit financing on a case-by-case basis using the following criteria:
  - 1. The City's bond counsel will review the terms of the financing, and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.
  - 2. There is a clearly articulated public purpose in providing the conduit financing.
  - 3. The applicant is capable of achieving this public purpose.
  - 4. The applicant is able to demonstrate a high likelihood of successfully completing the project being financed.
  
- B. This means that the review of request for conduit financing will generally be a two-step process: first, asking the Council if they are interested in considering the request, and establishing the ground rules for evaluating it; and then, returning with the results of this evaluation, and recommending approval of appropriate financing documents if warranted. This two-step approach ensures that the issues are clear for both the City and applicant and that key policy questions are answered.

### **Human Resource Management**

- A. The budget will fully appropriate the resources needed for authorized regular staffing and will limit programs to the regular staffing authorized.
  
- B. Regular full-time and part-time employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by full-time city employees rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will:
  - 1. Fill an authorized regular position.
  - 2. Be assigned to an appropriate bargaining unit.
  - 3. Receive salary and benefits consistent with labor agreements and other compensation plans.
  
- C. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
  - 1. The Council will authorize all regular positions.
  - 2. The Human Resources Department will coordinate and approve the hiring of all regular and temporary employees.
  - 3. All requests for additional regular positions will include evaluations of:
    - a. The necessity, term, and expected results of the proposed activity.



- b. Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support and facilities.
  - c. The ability of private industry to provide the proposed service.
  - d. The pros and cons of alternate solutions (such as contracting with other agencies, temporary hires or contract employees).
  - e. Additional revenues or cost savings, which may be realized.
4. Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees.
- D. Temporary employees include all employees other than regular employees, elected officials, and volunteers. Temporary employees will generally augment regular City staffing as extra-help employees, seasonal employees, contract employees, interns and work-study assistants. The City Manager and Department Heads will encourage the use of temporary rather than regular employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than full-time year-round staffing is required. Under this guideline, temporary employee hours will generally not exceed 50% of a regular, full-time position (1000 hours annually). There may be limited circumstances where the use of temporary employees on an ongoing basis in excess of this target may be appropriate due to unique programming or staffing requirements. However, any such exceptions must be approved by the City Manager.
- E. Contract employees are defined as temporary employees with written contracts approved by the City Manager who may receive approved benefits depending on hourly requirements and the length of their contract. Contract employees will generally be used for medium-term (generally between 6 months and two years) projects, programs or activities requiring specialized or augmented levels of staffing for a specific period of time. The services of contract employees will be discontinued upon completion of the assigned project, program or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis.
- F. Independent contractors will not be considered City employees. Independent contractors may be used in two situations:
- 1. Short-term peak workload assignments to be accomplished through the use of personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that City staff will closely monitor the work of the OEA employees and minimal training will be required. However, they will always be considered the employees of the OEA and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the City Manager.



2. Delivery of specialized professional services not routinely performed by City employees will be provided without close supervision by City staff, and the required methods, skills and equipment will generally be determined and provided by the contractor. Contract awards will be guided by the City's purchasing policies and procedures.

**CITY OF BRISBANE  
COMPUTATION OF APPROPRIATION LIMIT  
FOR FISCAL YEAR 2015/16**

	(1)	(2)	(3)
	% Change in CPCPI	% Change in Non-Residential Construction	The Greater % Change
1 % Change in CPCPI or Non-Residential Construction	3.82%	NA	3.82%
	% Change In County Population	% Change In City Population	The Greater % Change
2 % Change in County or City Population	1.00%	2.41%	2.41%

**CALCULATIONS**

a	Prior year's Appropriation Limit	\$17,023,657
b	Multiply 1+Line 1 by 1 + Line 2	106.32%
c	Multiply Line (a) by Line (b), and subtract Line (a)	\$1,076,246
d	Add Lines (a), and (c) and enter total here	\$18,099,903
e	<b>APPROPRIATION LIMIT FOR 2015/16</b>	<b>\$18,099,903</b>

**Estimated tax proceeds as budgeted for fiscal year 2015/16** **\$11,665,800**

**Estimated Excess Limit Capacity or (Tax Proceeds)** **\$6,434,103**

**CITY OF BRISBANE**  
**2015/16**  
**MASTER FEE SCHEDULE**

	2014/15 Adopted		2015/16 Proposed Fee		Basis
<b>Planning Fees</b>					
Full Cost Hourly Rates by Staff Position:					
Director	\$184.00	\$189.00			expressed for 100% cost recovery; applicable cost recovery on a permit for which a fee is charged on an hourly basis
Senior Planner	\$143.00	\$147.00			
Associate Planner	\$97.00	\$100.00			
Administrative Assistant	\$85.00	\$87.00			
Office Specialist					
Use Permits:					
P1 Conditional uses listed in District Regulations not listed below	\$935.00	\$959.00			
P2 Secondary Dwelling Units	\$619.00	\$635.00			
P3a Transfer of development rights within the R- BA district	\$2,317.00	\$2,377.00			
P3b Clustered development within the R-BA district	\$2,317.00	\$2,377.00			
P4 Exceptions to Fence Regulations					
- Residential Uses	\$813.00	\$834.00			
- Retaining Walls	\$813.00	\$834.00			
- All Other Uses	\$1,084.00	\$1,112.00			
P5 Greenhouses on substandard lots	\$935.00	\$959.00			
P6 Horses in any district (with exceptions)	\$935.00	\$959.00			
P7 Public buildings, schools, parks, churches:					
- New Construction	\$935.00	\$959.00			
- Use Only	\$935.00	\$959.00			
P8 Hospitals, etc.	\$935.00	\$959.00			
P9 Philanthropic or charitable institutions	\$935.00	\$959.00			
- New Construction	\$935.00	\$959.00			
- Use Only	\$935.00	\$959.00			
P10 Public utilities in all districts	\$1,248.00	\$1,280.00			
P11 Temporary uses of not more than 45 days duration - all districts	\$978.00	\$1,003.00			
P12 Condominiums, cooperatives, new construction and conversion	\$1,252.00	\$1,285.00			
P13 Non conforming parking					
- in R and NCRO districts	\$1,046.00	\$1,073.00			
- in other districts	\$1,394.00	\$1,430.00			
P13a Use Permit to Expand Nonconforming Residential Uses	\$1,046.00	\$1,073.00			
Home Occupation Permits:					
P14 Home occupations in residential districts	\$32.00	\$33.00			
Design Permits					
P15a Design Permit for new construction: residential	\$1,540.00	\$1,580.00			
P15b Design Permit for new construction: non-residential or mixed use	\$2,570.00	\$2,637.00			



## Planning Fees

2014/15  
Adopted

2015/16  
Proposed Fee

Basis

P16	Design Permit for remodeling existing structures		\$1,436.00	\$1,473.00	
P16a	Design Permit Extension		\$1,185.00	\$1,216.00	
	<b>Variances:</b>				
P17	Variance to code provisions for new construction to all structures		\$1,160.00	\$1,190.00	
P18	Variance to code provisions for remodel of existing structures - residential structures - other structures		\$869.00 \$1,160.00	\$892.00 \$1,190.00	
	<b>Sign Permits:</b>				
P19	Sign permits in all districts - with Hearing - without Hearing		\$677.00 \$286.00	\$695.00 \$293.00	
P20	Sign Programs		\$108.00	\$111.00	
	<b>Planned Development Permits:</b>				
P21	Planned Development Permit	hourly			deposit required
	<b>Development Agreements:</b>				
P22	Development Agreement	hourly			deposit required
	<b>Site Specific Plans:</b>				
P23	Specific Plan	hourly			deposit required
	<b>Exceptions to the Code:</b>				
P25a	Height limits per BMC 17.32.060.B		\$1,156.00	\$1,186.00	
P25b	Height limits per BMC 17.32.060.C - residential structures - other structures		\$522.00 \$696.00	\$536.00 \$714.00	
P60	Accessibility Improvement Permits		\$177.00	\$182.00	
P61aPC	Setback Exception Modification - residential properties		\$672.00	\$689.00	
P61aZA	Setback Exception Modification - residential properties		\$523.00	\$537.00	
P61bPC	Setback Exception Modification - all other properties		\$895.00	\$918.00	
P61bZA	Setback Exception Modification - all other properties		\$696.00	\$714.00	
	<b>Minor Modifications:</b>				
P26	Minor modifications per BMC 17.56.090		\$460.00	\$472.00	
	<b>Grading Permits:</b>				
P27	Grading Permit Review by Planning Commission		\$1,305.00	\$1,339.00	
	<b>Amendments:</b>				
P28	General Plan Map		\$1,479.00	\$1,517.00	
P29	General Plan Text		\$1,479.00	\$1,517.00	
P30	Zoning Map		\$1,479.00	\$1,517.00	
P31	Zoning Ordinance Text		\$1,464.00	\$1,502.00	
	<b>Subdivisions:</b>				
P32	Tentative Subdivision Map and Condominium Plans with 5 or more lots/units		\$2,560.00	\$2,627.00	Plus \$275 per lot

## Planning Fees

	2014/15 Adopted	2015/16 Proposed Fee	Basis
P34	\$2,560.00	\$2,627.00	
P35	See PW 11		
P36	\$1,228.00	\$1,260.00	
P37	\$1,157.00	\$1,187.00	
P38	\$348.00	\$357.00	
P40	\$1,274.00	\$1,307.00	
P41	\$5,127.00	\$5,260.00	
P42a	\$892.00	\$915.00	
P42b	\$321.00	\$329.00	
P43	\$853.00	\$875.00	
P44	\$777.00	\$797.00	
P45	\$321.00	\$329.00	
Appeals:			
P46			
P47	\$334.00	\$343.00	
Environmental Review:			
P48			
P49			
P50	\$2,265.00	\$2,324.00	reimbursement for peer review may be required
P51	consult. cost +10% hourly	consult. cost +10% hourly	deposit required
Other Services:			
P52			
P53	hourly	hourly	
P54	hourly	hourly	
P55	\$509.00	\$522.00	
P56	hourly	hourly	
P57	consult. cost +10% 10x orig fee hourly	consult. cost +10% 10x orig fee hourly	
P59	hourly	hourly	
P62a	hourly	hourly	
P62b	hourly	hourly	
P63	\$936.00	\$960.00	

## Parks and Recreation Fees

	2014/15 Adopted	2015/16 Proposed Fee	Basis
Facility Rentals:			
Athletic Fields			
Lights	\$22.00	\$23.00	per hour
Non Profit Closed to Public			
- Brisbane Non Profit	\$15.00	\$15.00	per hour
- Non Brisbane Non Profit	\$22.00	\$23.00	per hour
Residential	\$36.00	\$37.00	per hour
Non-Residential	\$63.00	\$65.00	per hour
Game Preparation	\$22.00	\$23.00	per game
Mission Blue			
Residential			
1 Room - Weekday	\$115-\$153		per hour
Entire Facility - Weekday	\$235.00	\$241.00	per hour
1 Room - Weekend	\$144-\$190		per hour
Entire Facility - Weekend	\$293.00	\$301.00	per hour
Non-Residential			
1 Room - Weekday	\$ 164-\$218		per hour
Entire Facility - Weekday	\$335.00	\$344.00	per hour
1 Room - Weekend	\$ 205-\$272		per hour
Entire Facility - Weekend	\$419.00	\$430.00	per hour
Community Center Rental: Resident	\$51.00	\$52.00	per hour
Community Center Rental: Non-Resident	\$133.00	\$136.00	per hour
Community Park Rentals:			
Picnic Use Permit: Resident			per area per hour
Area 2 and 3 (4 tables)	\$16.00	\$16.00	per hour (3 hour minimum)
Area 1 (individual tables)	\$6.00	\$6.00	per table per hour (3 hour minimum)
Picnic Use Permit: Non-Resident			per area per hour
Area 2 and 3 (4 tables)	\$36.00	\$37.00	per hour (3 hour minimum)
Area 1 (individual tables)	\$13.00	\$13.00	per table per hour (3 hour minimum)
Lawn Area: Resident under 50	\$8.00	\$8.00	per hour (3 hour minimum)
Lawn Area: Resident under 100			
Lawn Area: Resident under 100	\$20.00	\$21.00	per hour (3 hour minimum)
Lawn Area: Resident over 100	\$36.00	\$37.00	per hour (3 hour minimum)
Lawn Area: Non-Resident under 50	\$24.00	\$25.00	per hour (3 hour minimum)
Lawn Area: Non-Resident under 100	\$60.00	\$62.00	per hour (3 hour minimum)



## Parks and Recreation Fees

	2014/15 Adopted	2015/16 Proposed	Basis
Lawn Area: Non-Resident over 100			
Gazebo Area: Resident	\$108.00	\$111.00	per hour (3 hour minimum)
Gazebo Area: Non-Resident	\$61.00	\$63.00	per hour
Preschool/Youth Activities:			
Club Rec: Resident	\$178.00	\$183.00	per hour
Club Rec: Non-Resident	\$8.00	\$8.00	per person, per day
Club Rec Monthly	\$10.00	\$10.00	per person, per day
Club Rec Monthly: Non-Resident	\$111.00	\$114.00	per person, per month
Winter and Spring Camps	\$133.00	\$136.00	
Summer Day Camp	\$27.00	\$28.00	per person, per day
Preschool	\$143.00	\$147.00	per person, per session
Kinder Care	\$264.00	\$271.00	per person, per month
Youth Classes	\$47.00	\$48.00	per person, per month
Youth Sports			per person, per activity
Processing Fee	\$61.00	\$63.00	per person, per season
Adult Sports:			Per class session or sports
Adult Basketball			
Adult Volleyball	\$687.00	\$705.00	per team, per season
Adult Softball	\$337.00	\$346.00	per team, per season
Adult Open Gym	\$659.00	\$676.00	per team, per season
Teen Center:			
Teen Programs	\$3.00	\$3.00	per person, per class
Aquatics:			
Daily Admission: Adult Resident	\$6.00	\$6.00	per person, per activity
Daily Admission: Adult Non-Resident	\$5.00	\$5.00	per person
15-Day Punch Pass: Adult Resident	\$7.00	\$7.00	per person
15-Day Punch Pass: Adult Non-Resident	\$60.00	\$60.00	per pass
Monthly Pass: Adult Resident	\$84.00	\$84.00	per pass
Monthly Pass: Adult Non-Resident	\$55.00	\$55.00	per pass
Daily Admission: Youth/Senior Resident	\$77.00	\$77.00	per pass
Daily Admission: Youth/Senior Non-Res.	\$3.00	\$3.00	per person
15-Day Punch Pass: Youth/Senior Res.	\$5.00	\$5.00	per person
15-Day Punch Pass: Youth/Senior Non-Res.	\$36.00	\$36.00	per pass
Monthly Pass: Youth/Senior Resident	\$60.00	\$60.00	per pass
Monthly Pass: Youth/Senior Non-Resident	\$33.00	\$33.00	per pass
Swim Lessons (8): Resident	\$77.00	\$77.00	per pass
Swim Lessons (8): Non-Resident	\$61.00	\$61.00	per lesson package
Aqua Exercise non-Resident	\$73.00	\$73.00	per lesson package
Aqua Exercise Resident	\$8.00	\$8.00	per class
B-Days: Resident	\$7.00	\$7.00	per class
	\$113.00	\$113.00	

Parks and Recreation Fees	2014/15		2015/16		Basis
	Adopted	Proposed	Adopted	Proposed	
B-Days: Resident	\$232.00	\$232.00	\$232.00	\$232.00	
B-Days: Non-Resident	\$139.00	\$139.00	\$139.00	\$139.00	
B-Days: Non-Resident	\$278.00	\$278.00	\$278.00	\$278.00	
Summer Pass: Resident	\$220.00	\$220.00	\$220.00	\$220.00	
Summer Pass: Non-Resident	\$240.00	\$240.00	\$240.00	\$240.00	

Finance Fees		2014/15 Adopted		2015/16 Proposed Fee		Basis
F1	Deposit for Water and Service: Single/ Commercial (\$20 non-refundable)					
F1	Deposit for Water and Service: Duplex (\$20 non-refundable)					
F2	Deposit after 2nd Disconnection	\$5.00		\$5.00		refundable deposit continues as current; \$20 non-refundable fee
F3	Penalty for delinquent payment (5 days prior to shut off)	\$43.00		\$43.00		max of fee or 5% of balance
F4	Penalty for delinquent payment (24 hours prior to shut off)	\$43.00		\$43.00		max of fee or 5% of balance
F6	Water Turn On - After payment of delinquent account: 8a-4p	\$109.00		\$109.00		
F6	Water Turn On - After payment of delinquent account: after 4p	\$241.00		\$241.00		
F6a	Water Turn On - After 3rd notice for backflow recertification	\$65.00		\$65.00		
F7	Copy of Annual Budget	\$15.00		\$15.00		
F8	Annual Financial Report	\$49.00		\$49.00		
F9	Returned Check Charge (All Departments)					



### City Clerk Fees

2014/15  
Adopted

2015/16  
Proposed Fee

Basis

	2014/15 Adopted	2015/16 Proposed Fee	Basis
C1	\$336.00	\$37.00	
C1			Agenda Packet Subscription: Regular
C1			Agenda Only: Regular (no packet, SASE from subscriber)
C1			Agenda by Email
C1			Agenda Subscription: Seniors/Students
C4			Copy of Election Documents
C5			Copy of Municipal Code Book
C6	\$2.00	\$2.00	Document Certification
C7	\$119.00	\$122.00	Annual Minutes Subscription: Regular Mail
C7			Minutes Subscription: Email
C8	\$0.32	\$0.33	Photocopying
C10	\$15.00	\$15.00	Tapes of Meetings (per tape)
C11	\$6.00	\$6.00	Transcription of Minutes
C12			Campaign Statements
C13			General Research (per hour) - City Clerk
C13			General Research (per hour) - Deputy City Clerk

# Police Fees

2014/15  
Adopted

2015/16  
Proposed Fee

Basis

	2014/15 Adopted	2015/16 Proposed Fee	Basis
PO1	\$15.00	\$15.00	
PO2	\$65.00	\$67.00	
PO3			
PO4	\$119.00	\$122.00	
PO5	\$6.00	\$6.00	
PO6	\$29.00	\$30.00	
PO7	\$29.00	\$30.00	
PO8	\$55.00	\$56.00	
PO9	\$17.00	\$17.00	
PO10	\$27.00	\$28.00	
PO11	\$114.00	\$117.00	per hour or legal max (\$150 deposit)
PO12	\$101.00	\$104.00	per hour or legal max (\$150 deposit)
PO13			charge legal max
PO14	hourly	hourly	charge legal max
PO15	\$44.00	\$45.00	
PO16	\$26.00	\$27.00	
PO17	\$82.00	\$84.00	
PO18	\$100.00	\$103.00	
PO19	\$25.00	\$26.00	
PO20	\$38.00	\$39.00	
PO21	\$75.00	\$77.00	
PO22	\$64.00	\$66.00	
PO23	\$52.00	\$53.00	
PO24	\$47.00	\$48.00	
PO25	\$47.00	\$48.00	
PO26	\$458.00	\$470.00	
PO27	\$15.00	\$15.00	

# Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

	2014/15 Adopted	2015/16 Proposed Fee	Basis
FD1	\$207.00	\$212.00	A
FD4	\$318.00	\$326.00	A
FD5	\$212.00	\$218.00	A
FD6	\$212.00	\$218.00	A
	\$268.00	\$275.00	A
	\$268.00	\$275.00	A, plus \$1.30 per unit over 20
	\$107.00	\$110.00	A
	\$107.00	\$110.00	A/EO
	\$318.00	\$326.00	EO
	\$265.00	\$272.00	A
	\$212.00	\$218.00	A
	\$212.00	\$218.00	A
	\$212.00	\$218.00	A
	\$309.00	\$317.00	A
	\$318.00	\$326.00	A
	\$212.00	\$218.00	A
	\$212.00	\$218.00	A/EO
	\$318.00	\$326.00	EO
	\$318.00	\$326.00	EO
	\$159.00	\$163.00	A
	\$318.00	\$326.00	A
	\$308.00	\$316.00	A
	\$308.00	\$316.00	A, plus \$125.00 per tank over the first
	\$410.00	\$421.00	A, plus \$290.00 per tank over the first
	\$463.00	\$475.00	A
	\$463.00	\$475.00	A, plus \$290.00 per tank over the first
	\$615.00	\$631.00	A, plus \$290.00 per tank over the first
	\$925.00	\$949.00	A
	\$925.00	\$949.00	A, plus \$312.00 per tank over the first
	\$925.00	\$949.00	A, plus \$312.00 per tank over the first
	\$159.00	\$163.00	A
	\$426.00	\$437.00	EO
	\$159.00	\$163.00	A



# Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

FD 31	Hazardous Materials (to store, disperse, handle amounts in excess of the quantities listed in CFC label 105.620 (for cryogens, compressed gasses, flammable or combustible liquids, and liquified petroleum gases, see respective permit categories elsewhere in this fee schedule)	See HM-1	refer to Hazardous material table HM-1 below
FD32	High-Piled Combustible Storage	\$318.00	A
FD33	High-Rise Building Annual Inspection	\$318.00	A
FD34	Hot work operations:	\$160.00	A
FD35	Hotels, Motels and Lodging Houses	\$212.00	A
FD36	Liquefied Petroleum Gases (except portable containers <125 gal. cap.)	\$212.00	A
FD37	Liquid/Gas-Fueled Vehicles or Equipment in Assembly Buildings	\$160.00	EO
FD38	Lumber Yards (over 100,000 board feet)	\$212.00	A
FD39	Magnesium Working	\$160.00	A
FD40	Mall, Covered	\$318.00	A
FD41	Motor vehicle fuel dispensing stations:	\$318.00	A
FD42	Occupant Load Increase	\$212.00	EO
FD43	Open Burning	\$212.00	EO
FD45	Ovens, Industrial Baking or Drying	\$212.00	A
FD47	Places of Assembly (churches, schools, NPOs permitted at no fee)	\$25.00	A
FD48	A-1, A-2, A-2.1	\$251.00	A
	A-3, A-4	\$206.00	A
	Special Assembly events	\$206.00	EO
FD48	Pyrotechnic Special Effects Material (fees for standby Fire staff, when required, are additional)	\$314.00	EO
FD50	Refrigeration Equipment	\$160.00	A
FD51	Repair Garage	\$212.00	A
FD52	Spraying or Dipping	\$212.00	A
FD53	Temporary membrane structures, tents, and canopies	\$212.00	EO
FD54	Tire Storage	\$212.00	A
FD55	Wood Products (over 200 cu. ft.)	\$212.00	A

## Hazardous Materials Table Schedule HM-1:

### Construction Fire Permit Fees:

FD56	Automatic Sprinkler System Permit (installation of suspended piping larger than 4" nominal pipe size also requires Building Department approval of imposed loading on structure): For other than 1 and 2 family dwellings: - New (per sq. ft.) - Alteration (per sq. ft. of protected area, )	\$0.18 \$0.18	per square foot; \$330 minimum fee per square foot; \$206 minimum fee
FD57	One and Two-family dwellings: - New (per sq. ft.) - Alteration (per sq. ft. of protected area)	\$0.18 \$0.18	per square foot; \$218 minimum fee per square foot; \$136 minimum fee

2014/15  
Adopted

2015/16  
Proposed Fee

Basis

# Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

	2014/15 Adopted	2015/16 Proposed Fee	Basis
FD 58	\$339.00	\$348.00	This includes one on site inspection
FD 59			\$150 initial and each resubmittal
FD60	\$168.00	\$172.00	per 3,000 sq. ft.
FD61			per 3,000 sq. ft.
FD62	\$147.00	\$151.00	
FD63	\$265.00	\$272.00	
Miscellaneous Fees:	\$377.00	\$387.00	
FD64	\$42.00	\$43.00	per hour in addition to cost
FD67	\$107.00	\$110.00	per hour
FD68	\$16.00	\$16.00	
FD69	\$133.00	\$136.00	
FD70			Abatement cost plus administrative fee
FD71	\$475.00	\$487.00	
FD72	\$162.00	\$166.00	
FD73	\$53.00	\$54.00	per half-hour
FD74	\$108.00	\$111.00	
FD75	\$272.00	\$279.00	for 1st hour; \$108 ea. add'l. 1/2 hr.
FD76	\$89.00	\$91.00	per hour
FD77	\$160.00	\$164.00	per hour
HM-1			
Range	\$301.00	\$309.00	A
1	\$421.00	\$432.00	A
2	\$563.00	\$578.00	A
3	\$821.00	\$842.00	A
4	\$1,186.00	\$1,217.00	A
5	\$1,719.00	\$1,764.00	A
6	\$2,238.00	\$2,296.00	A
7			
Range	\$301.00	\$309.00	A
1	\$421.00	\$432.00	A
2	\$562.00	\$577.00	A
3	\$821.00	\$842.00	A
4	\$1,186.00	\$1,217.00	A
5	\$1,719.00	\$1,764.00	A
6	\$2,238.00	\$2,296.00	A
7			
Range	\$232.00	\$238.00	A
1			

<b>Fire Fees</b>		<b>2015/16 Adopted</b>	<b>2015/16 Proposed Fee</b>	<b>Basis</b>
"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both				
2	>200 to 2,000	\$421.00	\$432.00	A
3	>2,000 to 10,000	\$562.00	\$577.00	A
4	>10,000 to 20,000	\$821.00	\$842.00	A
5	>20,000 to 40,000	\$1,186.00	\$1,217.00	A
6	>40,000 to 60,000	\$1,719.00	\$1,764.00	A
7	>60,000	\$2,238.00	\$2,296.00	A
	- 6-50 cub. yds.	\$85.00	\$87.00	
	- 51-100 cub. yds.	\$85.00	\$87.00	
	- 101-1,000 cub. yds.	\$342.00	\$351.00	
	- 1,001-10,000 cub. yds.	\$684.00	\$702.00	
	- 10,001-100,000 cub. yds.	\$3,677.00	\$3,773.00	
	- 100,001-200,000 cub. yds.	\$6,131.00	\$6,290.00	
	- 200,000 or more cub. yds.	\$12,263.00	\$12,582.00	



# Public Works Fees

"F/A" designates the need for a Force Account

		2014/15 Adopted	2015/16 Proposed Fee	Basis
PW 1a	Geotechnical Peer Review			Force Account minimum \$5,000
PW 2	Grading Permit - Inspection: - 0-5 cub. yds. (no permit required) - 6-50 cub. yds. - 51-100 cub. yds. - 101-1,000 cub. yds. - 1,001-10,000 cub. yds. - 10,001-100,000 cub. yds. - 100,000 - 200,000 cub. yds. - 200,000 + cub. yds.	\$340.00 \$678.00 \$12,174.00 \$18,264.00	\$349.00 \$696.00 \$12,491.00 \$18,739.00	* actual cost w/ F/A min \$10,000 actual cost w/ F/A min \$10,000 actual cost w/ F/A min \$10,000
PW 2a	Grading Permit - SWPPP Compliance Single Parcel (assessed every 2 reviews) Subdivision subject to Map Act Provisions (assessed every 2 reviews) Development subject to C.3 Provisions (assessed every 2 reviews)	\$119.00 \$480.00 \$963.00 \$684.00	\$122.00 \$492.00 \$988.00 \$702.00	plus actual cost insp w/F/A min \$591 plus actual cost insp w/F/A = actual cost of erosion control plan plus actual cost insp w/F/A = actual cost of erosion control plan
PW 3	Blasting Permit	\$171.00	\$175.00	F/A min \$500 for Inspection
PW 4	Special Permit (after hours work), plus actual cost of inspection/work	\$171.00	\$175.00	F/A min \$500 for Inspection
PW 5	Grading Permit (paving), plus actual cost of inspection/work	\$171.00	\$175.00	F/A min \$500 for Inspection
PW 6	Grading Permit (drainage alteration), plus actual cost of inspect/work	\$85.00	\$87.00	
PW 7	Truck Haul Permit	\$0.45	\$0.46	
PW 7a	Truck Haul Impact Fee (per cubic yard, \$90 minimum fee)	1.00%		per month on outstanding of more than 60 days
PW 7b	Late Fee related to Truck Haul Permits	\$85.00	\$87.00	plus actual cost insp w/F/A min \$500
PW 8	Encroachment Permit (hourly inspect. cost)	\$341.00	\$350.00	
PW 9	Site Work Permit - Engineering Review (assessed every 2 reviews)			Force Account minimum \$5,000
PW 9a	Site Work Permit - Retaining Wall Design			
PW 9b	Site Work Permit - Fast Track Review (each occurrence)	Actual Cost		
PW 10	Tentative Parcel Map Review	\$325.00	\$333.00	
PW 11	Final Parcel Map Review	\$463.00	\$475.00	plus actual cost LS review (requires \$1,500 F/A min)
PW 12	- 5/8" meter - 3/4" meter - 1" meter - 1.5" meter - 2" meter or larger	\$570.00 \$570.00 \$570.00 \$1,079.00 \$1,817.00	\$585.00 \$585.00 \$585.00 \$1,107.00 \$1,864.00	F/A min \$2,500 for inspection, materials and installation F/A min \$2,500 for inspection, materials and installation F/A min \$5,000 for inspection, materials and installation F/A min \$5,000 for inspection, materials and installation F/A min \$5,000 for inspection, materials and installation
PW 13	Sanitary Sewer Lateral Installation Single Family Unit Multiple Unit Dwelling Commercial, Industrial, Public & Other Uses	\$762.00 \$1,370.00 \$2,133.00	\$782.00 \$1,406.00 \$2,188.00	F/A min \$2,500 for inspection, materials and installation F/A min \$2,500 for inspection, materials and installation F/A min \$5,000 for inspection, materials and installation
PW 14	Final Subdivision Map	\$5,911.00	\$6,065.00	Plus \$500 per lot

