



City of Brisbane
Two Year

**Operating
Budget**

Fiscal Years
2012-2013



Providing Quality Services

Brisbane City Council

Cyril "Cy" Bologoff
Mayor

Steven W. Waldo
Mayor Pro Tem

Councilmembers

W. Clarke Conway
Clifford R. Lentz
A. Sepi Richardson

**CITY OF BRISBANE
SUMMARY OF BUDGET
2012/13**

Schedule 1

Fund	Estimated Fund Balance 7/1/12	Estimated Revenue 12/13 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Recommended 12/13 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/13
GENERAL OPERATING:							
General (100)	3,981,630	11,484,495	129,994	15,596,119	10,335,221	2,229,946	3,030,952
SPECIAL REVENUE FUNDS:							
Gas Tax (200)	64,784	109,049	-	173,833	-	75,000	98,833
Traffic Congestion Relief Fund (201)							
Measure A (205)	46,020	114,000	-	160,020	-	90,000	70,020
Sierra Point Lighting & Landscaping (210)	(224,288)	591,746		367,457	501,779		(134,321)
NPDES (220)	(55,130)	52,000	170,939	167,809	222,939		(55,130)
Open Space (230)	-	-	-	-	-	-	-
Local Law Enforcement Block Grant (251)	-	-	-	-	-	-	-
Cops Intranet Grant (252)	-	-	-	-	-	-	-
COPS - State Personnel Grant (253)	-	100,000	-	100,000		100,000	-
C.O.P. Grant (254)	-	-	-	-	-	-	-
COPS - Universal Hiring Grant (255)	-	-	-	-	-	-	-
COPS - CSO Grant (256)	-	-	-	-	-	-	-
DEBT SERVICE FUNDS:							
Utility Bond 2002 (310)	3,500	-	290,599	294,099	290,599	-	3,500
BPFA Refunding Lease Revenue Bond (365)	572,057	-	107,192	679,248	319,660	-	359,588
BPFA Lease Revenue Bond 2006 Series B (City Hall) (366)			404,615	404,615	404,615	-	-
BPFA Lease Revenue Bond 2009 (City Hall Completion) (367)	202,175		-	202,175	189,825	-	12,350
Brisbane Public Financing Authority 2001 A(370)	60,703	-	-	60,703	2,041,270	-	(1,980,567)
Brisbane Public Financing Authority 2001 B (375)	1,813,310	1,033,021		2,846,331	1,047,143		1,799,188
Pension Obligation Bond (340)	-		559,575	559,575	559,575	-	-
Housing Bond (383)	120,000	-	-	120,000	122,780	-	(2,780)
CAPITAL PROJECTS FUNDS:							
Capital Projects Labor Clearing (400)	200,800	-	165,000	365,800		-	365,800
Special Beautification (440)	6,425	-		6,425	-		6,425
Facilities Fund (450)	370,000	-		370,000	-		370,000

**CITY OF BRISBANE
SUMMARY OF BUDGET
2012/13**

Schedule 1

Fund	Estimated Fund Balance 7/1/12	Estimated Revenue 12/13 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Recommended 12/13 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/13
ENTERPRISE FUNDS:	-	-	-	-	-	-	-
Utility Fund (540)	(794,080)	4,873,738	36,503	4,116,161	3,994,983	427,785	(306,607)
Utility Capital Fund (545)	-	-	-	-	-	-	-
Parks and Recreation (550)	2,363,033	2,011,960	850,046	5,225,039	3,263,624	-	1,961,415
INTERNAL SERVICE FUNDS:							
Fringe Benefits (600)	-	-	-	-	-	-	-
Flexible Benefits (610)	48,104	-	-	48,104	-	-	48,104
Dental (620)	185,032	88,407	-	273,439	84,000	-	189,439
Self Insurance (630)	288,220	511,500	-	799,720	230,000	-	569,720
Workers Compensation (640)	(210,156)	456,500	-	246,344	200,000	-	46,344
Other Post Employment Benefit Fund (650)	-	-	208,268	208,268	208,268	-	-
Rainy Day Fund (690)	3,799,500	30,000	-	3,829,500	-	-	3,829,500
TRUST AND AGENCY FUNDS:							
Swimming Pool Trust (710)	-	-	-	-	-	-	-
NER Phase 2 Revolving (715)	50,000	-	-	50,000	-	-	50,000
Sister City Trust (750)	744	20	-	764	-	-	764
Opus Fees/Permits (760)	4,512	-	-	4,512	-	-	4,512
Opus Development Trust (765)	39,619	-	-	39,619	-	-	39,619
NER Revolving (770)	57,020	-	-	57,020	-	-	57,020
Tuntex Revolving (775)	153,288	-	-	153,288	-	-	153,288
UPC Revolving (780)	50,000	-	-	50,000	-	-	50,000
NER Assessment District (795)	1,414,525	614,009	-	2,028,534	614,009	-	1,414,525
Successor Agency (882)	-	251,388	-	251,388	251,388	-	-
GRAND TOTALS	14,611,347	22,321,833	2,922,731	39,855,911	24,881,678	2,922,731	12,051,502

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2012/13**

Schedule 2

Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
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GENERAL FUND (100)

40101	Current Secured	1,770,474	1,993,272	1,841,466	1,769,749	1,878,118	1,700,000	1,898,777
40102	Current Unsecured	6,318	(16,020)	(50,019)	8,309	6,839	8,100	6,976
40103	Prior Year Tax	186	2,125	-	3,031		1,100	
40105	Supplemental Tax	96,010	82,106	40,064	39,102	42,435	43,000	43,920
40106	Transfer Tax	44,759	17,670	22,557	32,408	23,805	20,000	24,638
40107	VLF as Property Tax	248,663	262,732	266,217	265,460	280,800	280,000	283,608
40108	Property Tax from RDA Area							100,000
40150	ERAF	175,170	188,543	242,202	208,926	225,000	212,000	180,000
40211	Sales Tax	2,987,682	3,239,702	4,245,461	1,811,288	3,182,625	3,280,000	1,600,000
40215	Sales Tax as Property Tax	1,311,067	1,177,693	736,247	1,003,584	1,060,875	1,100,000	1,060,875
40212	Sales Tax - Safety	28,564	23,736	25,216	26,679	27,628	29,000	29,358
40221	Franchise Fees - P G & E	118,217	121,317	111,191	117,494	128,240	121,000	120,000
40222	Franchise Fees - Scavenger	36,574	35,553	34,307	31,698	36,050	41,000	37,132
40223	Franchise Fees - Cable TV	66,901	57,240	56,485	63,786	71,645	65,000	65,000
40230	Transient Occupancy Tax	1,096,735	941,746	969,372	1,306,119	1,203,498	1,600,000	1,550,000
40241	Business License Tax	355,433	372,069	286,854	410,828	315,172	390,000	375,000
40242	Business License Penalty	11,419	11,328	3,168	13,966	3,000	3,000	3,000
40243	Recology Business License							1,050,000
40323	Grading Permits	95,684	130,042	313,476	(37,403)	95,684	53,000	95,684
40324	Encroachment Permits	4,029	6,229	3,250	3,700	5,424	3,700	3,000
40325	Wide Load Permits	2,010	1,530	1,210	870	1,347	1,800	1,421
40327	Truck Haul Impact Fees	172,800	156,015	394,876	(68,648)	240,000	200,000	240,000
40331	Building Permits	89,889	61,539	79,361	57,061	84,460	72,000	86,994
40339	Home Occup/Misc Permits	829	1,055	1,144	2,203	1,969	2,300	2,584
40340	Use Permits	4,075	9,198	19,663	11,191	5,900	9,100	5,900
40341	Variances	4,662	1,666	5,416	4,805	3,000	5,100	3,000
40342	Sign Permits	1,079	446	980	425	980	5,600	980
40401	Vehicle Code Fines	58,773	49,353	37,314	44,569	60,000	52,000	40,000
40402	City Code Violations	49,924	34,540	45,683	43,801	45,000	30,000	45,000
40404	Abandoned Vehicle Abatement	5,132	6,683	5,653	6,160	5,364	6,000	5,231
40501	Investment Earnings	297,493	58,402	88,313	68,991	90,000	30,000	30,000
40502	Rents & Concessions	28,551	45,465	78,187	97,978	82,591	97,000	85,000
40503	Unrealized Gain/Loss		2,448	731	(1,406)			

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

2012/13 Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
40602	Motor Vehicle In-Lieu	16,811	13,312	8,630	13,039	9,519	9,000	9,997
40607	State Aid--ERAF				-			
40608	State Aid--Booking Fee Reimburse.				-			
40609	H.O.P.T. R.	18,467	17,985	18,076	17,819	17,926	17,000	17,000
40612	POST Reimbursements	4,340	7,348	8,694	10,059	-	500	-
40613	State Mandated costs	19,613	7,693	7,847	(7,000)	-		-
40620	Other Grant	60,098	2,841	7,342	2,777	15,300	10,000	3,000
40650	SMC Vehicle Fee				6,199		6,000	
40701	Zoning Fees	1,255	1,681	-	-	500	500	500
40702	E.I.R. Fees	3,040	3,010	1,505	-	300	300	300
40703	Sale of Publications	82	2	94	-	700	700	700
40704	Strong Motion Fees (SMIP)	549	951	825	520	2,000	500	2,000
40705	Design Review Fees	9,244	7,201	3,656	1,373	10,000	3,000	10,000
40707	Certificate Of Compliance Fees	260	508	268	205	500	-	500
40708	General Plan Amendment Fees				1,845		1,300	
40715	Engineering and Inspection Fees	1,288			-			
40716	Tentative Parcel Map Review	2,933	4,032	-	-	500		500
40718	Lot Line Adj/Reversion/Merge	948	1,652	851	851			
40717	Final Parcel/Subdivision Map Fees	-		-	-			
40720	Appeal Fees	15	30	(256)	955	500		500
40722	Plan Check Fees	73,146	40,790	66,754	29,591	115,000	200,000	115,000
40723	Special Planning Dept. Fees	1,346						
40724	Fire Department Services	90,480	85,502	85,917	73,976	89,388	69,000	91,176
40725	Fire Paramedic Reimbursement	33,372	32,820	32,820	32,520	32,820	32,820	32,820
40726	CPR Class Registration Fees	630	595	1,270	945			
40727	Narcotics Task Force Reimburse		19		-			
40728	Booking Fees Recovery	2,211	518	1,161	65			
40730	Special Engineering Service	33,407	31,738	117,893	(9,281)	33,407	29,000	33,407
40731	Planning Dept.Services	12,335	10,470	11,752	8,721	12,227	10,000	12,471
40732	Police Dept.Services	8,202	4,097	2,285	3,399	2,377	2,300	2,425
40733	Weed Abatement			3,443	900		2,800	
40750	Sale of Copies	1,110	667	548	538	570	100	582
40751	Police Reports	508	81	-	-	-		-
40759	Other Miscellaneous Fee			4,000				
40761	P G & E Collection Fees	341	341	365	368	365	400	365
40901	Indirect Cost Reimbursement	1,931,920	2,109,009	1,985,026	1,928,170	1,625,457	1,625,457	1,636,140

SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2012/13								Schedule 2
Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
40902	Contracted Services	241,463	276,857	277,979	67,425		33,800	-
40920	Sale of Surplus Property	321	2,451	3,838	580			
40930	Insurance Reimbursement	909	20,463	808				
40941	Return Check Fees	45	50		25			
40946	Developer's Reimbursement		119,712	-		125,000	125,000	174,000
40949	Prop Tax In-lieu	210,161	214,364	218,651	212,918	227,485	227,485	232,034
40950	Miscellaneous Revenue	52,162	4,997	119,871	25,495	-	45,000	-
40956	Reimbursements-P.Y. Expenses	4,391	2,034	1,000	52,435			
40959	Reimbursements-Current Year	(150)		644				
40961	Transfers From Other Funds	287,251	271,409	89,216	-			
40970	Admn. Charge to B.P.F.A.	31,000	31,000	31,000	31,000	31,000	31,000	31,000
40972	Admn. Charge to NER	5,000	5,000	5,000	5,000	5,000	5,000	5,000
40974	Admn. Charge to Baylands							
40999	Prior Year Adjustment							
TOTAL		12,329,605	12,408,653	13,024,816	9,860,155	11,565,290	11,948,762	11,484,495

GASOLINE TAX FUND (200)

40501	Investment Earnings	2,899	1,162	1,083	921	-		-
40503	Unrealized Gain/Loss	13		83	(67)			
40603	Section. 2106 Allocation	20,943	19,695	20,130	19,599	20,000	20,000	17,708
40604	Section. 2107 Allocation	29,992	27,622	28,653	28,057	29,000	29,000	27,698
40605	Section. 2107.5 Allocation	1,000	1,000	1,000	1,000	1,000	1,000	1,000
40606	Section. 2105 Allocation	22,413	20,753	21,499	20,998	22,000	22,000	19,300
40607	Section 2103 Allocation				38,976	42,107	42,107	43,343
40610	State Aid-STIP Augmentation							
40617	State Aid -CMAQ							
40961	Other Grants	23,250						
TOTAL		100,510	70,231	72,449	109,485	114,107	114,107	109,049

TRAFFIC CONGESTION RELIEF FUND (201)

40501	Investment Earnings	382	220	378	194			
40620	Other Grants		32,824	35,749				-
TOTAL		382	33,044	36,128	194	-	-	-

PROPOSITION 1B (203)

40501	Investment Earnings	2,380	3,012	39	15			
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**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

2012/13

Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
40620	Other Grants	400,000						
40968	Operating Transfers In		18,682					
TOTAL		402,380	21,694	39	15	-	-	-

MEASURE A (205)

40213	Measure A Sales Tax	146,856	113,953	114,492	136,514	114,000	14,900	114,000
40501	Investment Earnings	4,293	1,609	1,739	1,439			
40503	Unrealized Gain/Loss	5	171	144	(93)			
40620	Other Grants							
TOTAL		151,154	115,734	116,374	137,860	114,000	14,900	114,000

SIERRA POINT LANDSCAPE AND LIGHTING FUND (210)

40109	Spec.Assessments (less Coll. Fees)	427,794	437,549	489,046	486,364	537,951	535,000	591,746
40501	Investment Earnings	(13,373)	(8,860)	(3,975)	(1,773)			
TOTAL		414,421	428,689	485,070	484,592	537,951	535,000	591,746

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM FUND (220)

40501	Investment Earnings	(2,082)	(1,760)	(756)	(382)	-		-
40109	Special Assessments	50,855	48,199	51,387	51,024	52,000	53,000	52,000
TOTAL		48,773	46,439	50,631	50,642	52,000	53,000	52,000

GENERAL PLAN OPEN SPACE (230)

40501	Investment Earnings	3,397	2,311	1,628	212	-		-
40503	Unrealized Gain/Loss	256	189	74	(294)			
40620	Other Grants		47,045					
40955	Contributions - Other	202,000						
40961	Transfers In From Other Funds	117,897	129,687	145,155	151,295			
TOTAL		323,550	179,232	146,857	151,213	-	-	-

OFFICE/TRAFFIC SAFETY GRANT (250)

40501	Investment Earnings	119	(42)	67	(34)			
40618	Federal-OTS Grant	772						
40962	Transfer to General Fund							
TOTAL		890	(42)	67	(34)	-	-	-

LOCAL LAW ENFORCEMENT BLOCK GRANTS (251)

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

2012/13

Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
40501	Investment Earnings	1,097	647	243	112			
40620	Other Grants							
40961	Transfers from Other Funds							
TOTAL		1,097	647	243	112	-	-	-

COPS-TECHNOLOGY GRANT (252)

40501	Investment Earnings	5	4	53	(32)			
40614	COPS Grants			168,505	281,360			
40961	Transfers from Other Funds							
TOTAL		5	4	168,557	281,327	-	-	-

COPS-STATE PERSONNEL GRANT (254)

40501	Investment Earnings	(509)	(1,834)	(498)	(153)			
40614	COPS Grants	102,412	94,211	101,181	98,268	100,000	100,000	100,000
40620	Other Grants							
40961	Transfer from Other Funds	37,825	45,753	50,803	37,071			
TOTAL		139,729	138,130	151,486	135,185	100,000	100,000	100,000

FIRE TRAINING (270)

40501	Investment Earnings	11,251	6,760	2,541	221			
40724	Special Fire Services			4,175				
40925	Gain/Loss Disposal of Fixed Assets							
TOTAL		11,251	6,760	6,716	221	-	-	-

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

40101	State Mandate - ERAF							
40101	Tax Increment-Secured	1,860,345	2,237,931	3,244,146	2,050,605	3,244,146		
40102	Tax Increment-Unsecured	550,347	591,972	-	761,293			
40103	Property Taxes - Prior Year Collection				8,069			
40105	Property Taxes - Supplemental	237,041	96,329	101,710				
40111	County Pass-Throughs	(46,575)	(71,158)	(135,945)	(327,628)			
40150	ERAF		(18,491)	(3,053)				
40501	Investment Earnings	12,455	23,569	16,290	9,026			
40503	Unrealized Gain/Loss	7	(215)	1,706	(1,894)			
40921	Cancelled Warrant Payable							
40955	Contributions from Others							

SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2012/13							Schedule 2	
Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
TOTAL		2,613,620	2,859,937	3,224,854	2,499,471	3,244,146	-	-

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

40101	Tax Increment-Secured	867,386	846,155	982,205	889,618	863,078		
40102	Tax Increment-Unsecured	80,507	97,804	-	106,867	100,000		
40105	Tax Increment - Supplemental	18,670			8,549			
40111	County Pass Through Payment	(239,004)	(235,185)	(265,074)	(298,537)	(256,823)		
40150	ERAF		(7,094)					
40501	Investment Earnings	(9,340)	(1,863)	874	1,401			
40503	Unrealized Gain/Loss	(1,774)	75	327	(168)			
40955	Contributions - Others							
40988	Fund Closing Transfer							
TOTAL		716,446	699,891	718,333	707,731	706,255	-	-

REDEVELOPMENT--LOW/MOD HOUSING (883)

40101	Tax Increment-Secured	681,933	771,022	1,056,588	735,056	1,026,806		-
40102	Tax Increment-Unsecured	157,714	172,444	-	217,040	25,000		-
40103	Tax Increment - Prior Year Collection	63,928						
40150	Tax Increment - Supplemental	167,679	24,082	25,428	4,155			
40501	Investment Earnings	32,398	126,651	48,093	23,775			
TOTAL		1,103,651	1,094,199	1,130,108	980,026	1,051,806	-	-

2002 UTILITY BOND ISSUE (310)

40501	Investment Earnings	192,696	189,286	185,661	181,818	-		-
41961	Transfer from Other Funds	2,653	2,650	2,650	2,500			
TOTAL		195,349	191,936	188,311	184,318	-	-	-

NORTHEAST RIDGE ASSESSMENT DISTRICT (795)

40109	Special Assessment	629,532	546,128	661,163	621,375	613,103	613,103	614,009
40501	Investment Earnings	29,557	10,258	3,702	4,212			-
TOTAL		659,089	556,386	664,865	625,588	613,103	613,103	614,009

PENSION OBLIGATION BONDS (340)

40501	Investment Earnings	(463)	(95)	(515)	169			
40969	Transfers In From Other Funds	371,674	400,004	486,551	522,750			

SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2012/13							Schedule 2	
Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
TOTAL		371,211	399,908	486,037	522,919	-	-	-

BPFA 2005 Refunding Fund (365)

40501	Investment Earnings	448	(26)	-	-	-		-
40961	Transfer from Other Funds	213,903	280,476	279,684	276,908			
40969	Other Financing Sources							
TOTAL		214,351	280,451	279,684	276,908	-	-	-

BPFA 2005B Fund (366)

40501	Investment Earnings	184,148	24,293	54	0	-		-
40961	Transfer from Other Funds	100,280	258,898	259,021	380,144			
40969	Other Financing Sources							
TOTAL		284,428	283,191	259,075	380,144	-	-	-

BPFA 2009A Fund (367)

40501	Investment Earnings		1,719	117	1,605	-		-
40961	Transfer from Other Funds		5,500		131,288			
40969	Other Financing Sources		2,255,000	188,586				
TOTAL			2,262,219	188,703	132,893	-	-	-

BRISBANE PUBLIC FINANCING AUTHORITY BONDS (370)

40501	Investment Earnings	67,941	10,377	170	16,669			
40961	Transfer from Other Funds	1,536,725	1,768,910	1,755,959	1,725,061	-		-
TOTAL		1,604,666	1,779,287	1,756,129	1,741,730	-	-	-

BRISBANE PUBLIC FINANCING AUTHORITY BONDS (375)

40109	Special Assessments--Debt	991,230	920,214	1,033,021	1,029,365	1,033,021	1,033,021	1,033,021
40501	Investment Earnings	59,278	42,744	36,395	35,151			
TOTAL		1,050,508	962,958	1,069,416	1,064,516	1,033,021	1,033,021	1,033,021

REDEVELOPMENT--PROJECT AREA NO.2 - DEBT SERVICE (382)

40501	Investment Earnings	15	2					
40961	Transfers In							
TOTAL		15	2	-	-	-		-

HOUSING BOND FUND (383)

SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2012/13								Schedule 2
Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
40501	Investment Earnings	3,445	313	10	733			
40503	Unrealized Gain/Loss	(1)	1		253			
40961	Transfers In From Other Funds	113,861	115,970	117,362	120,036			
TOTAL		117,304	116,284	117,372	121,022	-		-

CAPITAL PROJECTS (400)

40241	Business License Fees		66,198	175,439	308,824			
40501	Investment Earnings	(677)	847	(660)	(188)			
40949	Developer Contribution			10,814				
40950	Miscellaneous Revenues			11,303				
40956	Reimburse Prior Year Expenditures	977,444						
40969	Other Financing Sources		1,059					
40961	Transfers In From Other Funds	127,500	6,977,954					
40979	Contribution from Other Agency	348,366	1,157,970	408,289	14,781			
TOTAL		1,452,633	8,204,029	605,185	323,417	-		-

TUNNEL BRIDGE (410)

40501	Investment Earnings	(43,365)	(43,418)	(7,320)	(3,130)			
40615	Federal-Bridge Grant	1,344,505	1,144,287	155,898	24,185			
40969	Other Financing Sources	427		3				
40979	Contributions From Others			11,475				
TOTAL		1,301,567	1,100,869	160,056	21,055	-		-

LID 79-1 CAPITAL (430)

40501	Investment Earnings	16	3	0	-	-		-
40503	Unrealized Gain/Loss	2	(0)					
TOTAL		18	3	0	-	-		-

SPECIAL BEAUTIFICATION (440)

40501	Investment Earnings	271	160	60	27			
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FACILITIES FUND (450)

40501	Investment Earnings	53,371	29,318	4,941	2,273			
40949	Developer's Contribution	111,489						
TOTAL		164,860	29,318	4,941	2,273	-		-

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2012/13**

Schedule 2

Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
UTILITY FUND (540)								
40101	Current Secured Tax	26,304	27,796	23,975	28,336	24,000	26,000	24,000
40102	Current Unsecured Tax	1,606	41	1,688	86	1,000	1,400	1,000
40103	Prior Year Tax	(3)	(16)	-	31	-	12	-
40105	Supplemental Property Taxes	1,039	825	388	380	-	200	-
40107	Penalties & Interest	-	-	-	-	-	-	-
40109	Special Assessments--Debt	-	-	-	-	-	-	-
40150	ERAF	875	2,079	2,159	83	-	150	-
40501	Investment Earnings	50,614	20,126	(4,733)	(332)	-	-	-
40609	H.O.P.T.R	203	187	185	920	200	186	200
40780	Processing Fee	-	-	110	1,046	-	600	-
40801	Water Sales	1,974,391	2,178,931	2,164,322	2,158,618	2,623,182	2,600,000	2,970,126
40802	Account Open/Reconnections	3,027	3,994	4,399	6,131	4,000	5,000	4,000
40803	Late Payment Charges	19,999	24,208	23,535	20,512	25,000	20,000	25,000
40804	Meter Connection Fees	178,278	26,462	14,054	27,531	14,000	32,000	14,000
40805	Fire Service Charges	97,753	100,185	104,896	104,287	105,000	107,000	105,000
40806	Altamar Meter Reading Fee	7,764	7,548	7,662	7,752	7,500	7,600	7,500
40810	Less: Low Income Rate Assistance	(8,313)	(18,088)	(27,446)	(35,026)	(36,503)	(45,000)	(36,503)
40820	Sewer Service.Charges.	1,485,242	1,712,320	1,605,152	1,678,173	1,722,638	1,722,638	1,756,415
40821	Sewer Connection Fees	26,317	15,960	3,080	9,520	3,000	2,500	3,000
40941	Returned Check Fees	529	1,130	475	175	-	-	-
40949	Developers' Contribution	-	-	-	862,000	-	-	-
40950	Miscellaneous Revenue	712,071	170	95,468	250	-	-	-
TOTAL		4,577,698	4,103,857	4,019,369	4,870,474	4,493,017	4,480,286	4,873,738

UTILITY FUND CAPITAL (545)

40501	Investment Earnings	(90,441)	(51,592)	(3,240)	(3,379)	-	-	-
40969	Other Financing Sources	577,077	-	-	32,492	-	-	-
TOTAL		486,636	(51,592)	(3,240)	29,113	-	-	-

PARKS AND RECREATION FUND (550)

40501	Investment Earnings	(19,814)	(19,443)	(9,826)	(6,236)	-	-	-
40502	Rents & Concessions	3,366	2,289	2,001	2,229	-	-	-
40503	Unrealized Gain/Loss	(1,889)	(1,159)	(204)	610	-	-	-
40620	Other Grants	-	14,900	7,218	16,835	-	-	-
40734	Adult Sports	8,820	8,970	7,377	4,048	7,400	4,000	7,400

SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2012/13								Schedule 2
Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
40735	Youth Sports	12,822	17,107	10,418	8,684	13,000	8,000	13,000
40737	After School Program Fees	53,913	58,464	57,709	64,550	57,000	65,000	57,000
40738	Pre-School (Teeny Time) Fees	32,591	41,324	38,090	37,943	38,000	38,000	38,000
40739	Special Event Fees	1,687	226	360	-	-		-
40741	Youth Sports	-	-	-	11	-		-
40742	Youth Class	45,617	29,665	22,684	25,125	23,000	25,000	23,000
40743	Day Camp	62,155	62,939	68,661	70,533	68,000	68,000	68,000
40744	Adult Lap Swim Fees	67,058	74,098	81,829	78,919	83,000	83,000	83,000
40745	Recreational Swim Fees	28,587	28,734	28,665	23,033	29,000	26,000	29,000
40746	Swim Lesson Fees	37,761	45,990	38,254	35,541	40,000	40,000	40,000
40747	Special Swim Class Fees	30,101	37,683	36,158	34,377	37,000	36,000	37,000
40748	Senior Activity Fees	-	-	-	-	-		-
40749	Teen Programs	1,607	1,581	1,709	1,240	1,500	1,500	1,500
40775	Youth Softball Fees		127					
40780	Processing Fee			2,532	3,588		5,000	
40790	Special Event Fees	17,731	10,669	9,416	14,281	10,000	10,000	10,000
40795	Facilities Rental	68,741	77,960	95,057	84,350	90,000	100,000	90,000
40796	Facilities Insurance	-	-	-	-	-		-
40803	Late Charges	(11,373)	(5,119)	3,494	5,052	4,000	6,000	4,000
40830	Berth Rentals	1,414,355	1,408,840	1,416,917	1,458,113	1,445,255	1,475,000	1,474,160
40831	Berth Electricity Payments	-	26,786	31,969	20,156	31,000	38,000	31,000
40833	Berth Application Fees	1,750	1,625	2,225	2,075	2,500	1,700	2,500
40834	Berth Transfer Fees	600	450	450	500	400	300	400
40925	Gain/Loss Disposed Fixed Assets			(1,295)				
40837	Marina Office Rent		900		1,200			
40941	Returned Check Fees	493	295	150	275			
40942	Marina Facilities Fees		150	525	400			
40950	Miscellaneous Revenue	29,235	13,938	2,032	943	3,000	2,000	3,000
40959	Reimbursed Expenses-Curr Year							
40961	Transfers From Other Funds (100)	911,182	1,166,666	921,548	803,353			
40969	Other Financing Sources	3,932	117	136	947			
	TOTAL	2,801,027	3,106,772	2,876,258	2,792,675	1,983,055	2,032,500	2,011,960

PARKS AND RECREATION RESERVE FUND (555)

40501	Investment Earnings	166,623	140,929	114,698	103,695			
	TOTAL	166,623	140,929	114,698	103,695	-	-	-

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2012/13**

Schedule 2

Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
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FRINGE BENEFIT TRUST (600)

40501	Investment Earnings	42,740	27,786	10,880	5,929			
40503	Unrealized Gain/Loss	6,477	1,292	136	(1,007)			
40506	PERS Medicare Part D Subsidy		1,198					
40950	Miscellaneous Revenues		8	1,394	1,735			
40958	Other Revenue-Payroll Charges							
TOTAL		49,217	30,283	12,410	6,656	-	-	-

FLEXIBLE BENEFITS TRUST (610)

40501	Investment Earnings	2,671	1,888	336	219			
40958	Other Revenue-Payroll Charge	148,463	152,862	154,594	136,399			
TOTAL		151,133	154,750	154,930	136,618	-	-	-

DENTAL SELF INSURANCE TRUST (620)

40501	Investment Earnings	7,525	4,455	1,429	593			
40958	Other Revenue-Payroll Charge	100,969	96,180	94,643	84,019	88,407	88,407	88,407
TOTAL		108,494	100,635	96,072	84,612	88,407	88,407	88,407

SELF INSURANCE FUND (630)

40501	Investment Earnings	(643)	(1,799)	254	2,076	-		-
40956	Reimburse - Prior Year Expenditures				3,221			
40958	Other Revenue-Payroll Charge	345,527	379,949	418,323	459,142	465,000	465,000	511,500
TOTAL		344,884	378,149	418,577	464,438	465,000	465,000	511,500

SELF INSURED WORKERS COMPENSATION FUND (640)

40501	Investment Earnings	9,287	3,737	144	208	-		-
40930	Insurance Reimbursements				23,013			
40950	Miscellaneous Revenues				1,000			
40958	Other Revenue-Payroll Charge	294,020	325,679	353,685	416,293	415,000	415,000	456,500
TOTAL		303,307	329,416	353,829	440,515	415,000	415,000	456,500

OTHER POST EMPLOYMENT BENEFIT FUND (650)

40501	Investment Earnings			(40)	40	-		-
40961	Transfer from Other Funds	91,499	102,318	127,812	206,530			
TOTAL		91,499	102,318	127,772	206,571	-	-	-

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2012/13**

Schedule 2

Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue
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RAINY DAY FUND (690)

40211	Sales Tax	3,289,267		-	-	-		-
40501	Investments	2,753	319,023	36,230	16,262	74,500	30,000	30,000
TOTAL		3,292,021	319,023	36,230	16,262	74,500	30,000	30,000

NORTHEAST RIDGE LANDMARK (715)

40501	Investment Earnings	2,771	2,902	915	(1,331)			
40946	Developer's Reimbursement		1,520,143	40,980	2,435			
40956	Reimbursed Expenses-Prior Year	54,732		148,082	82,324			
40999	Prior Year Adjustment							
TOTAL		57,503	1,523,045	189,977	83,428	-	-	-

SISTER CITY TRUST (750)

40501	Investment Earnings	34	20	7	3	20	-	20
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OPUS DEVELOPMENT TRUST (760) (765)

40501	Investment Earnings	457	36	61	(35)			
40949	Developer's Contribution							
40962	Transfers to Other Funds							
TOTAL		457	36	61	(35)	-	-	-

REVOLVING NER (770)

40501	Investment Earnings	5,053	(553)	(47)	(2)			
40946	Developers Reimbursement	(92,043)		19,098				
40956	Reimbursed Expenses- Prior Yr	63,368	-					
40959	Reimbursed Expenses-Curr Yr		43,110	22,596				
40961	Transfers from Other Funds				792			
TOTAL		(23,623)	42,557	41,647	(2)	-	-	-

TUNTEX REIMBURSEMENT (775)

40501	Investment Earnings	8,227	4,850	1,734	843			
40323	Grading Permits/Inspections							
TOTAL		8,227	4,850	1,734	843	-	-	-

UPC REVOLVING FUND BAYLANDS (780)

SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2012/13							Schedule 2	
Account	Title:	2007/08 Actual Revenue	2008/09 Actual Revenue	2009/10 Actual Revenue	2010/11 Actual Revenue	2011/12 Budgeted Revenue	2011/12 Finance Department Projections	2012/13 Budgeted Revenue

40501	Investment Earnings	617	(126)	191	(105)			
40946	Developers Reimbursement	315,354	100,000	439,183	53,246			
TOTAL		315,972	99,874	439,374	53,141	-	-	-

QUARRY REVOLVING FUND (785)

40501	Investment Earnings	(678)	(275)	(14)	(30)			
TOTAL		(678)	(275)	(14)	(30)	-	-	-

SLOUGH ESTATES (786)

40501	Investment Earnings	21	(4)	113	(101)			
40946	Developers Reimbursement							
		21,967						
TOTAL		21,988	(4)	113	(101)	-	-	-

HOTEL REIMBURSEMENT TRUST (790)

40501	Investment Earnings	472	1,443	17	8			
40704	S. M. I. Fees							
40724	Special Fire Services							
TOTAL		472	1,443	17	8	-	-	-

SUCCESSOR AGENCY (882)

40101	Property Tax							251,388
TOTAL		-	-	-	-	-	-	251,388
TOTAL REVENUE		38,526,625	44,656,329	33,992,386	30,084,682	26,650,677	21,923,086	22,321,833

BUDGET AND EXPENDITURES BY DEPARTMENT
2012/13

Schedule 3

		2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
		Actual	Actual	Actual	Actual	Approved	Finance	Approved
		Expended	Expended	Expended	Expended	Budget	Department	Budget
							Projections	
100	City Council (100)	100,215	101,037	114,288	130,465	128,469	145,070	114,200
201	City Clerk (100)	172,845	177,637	169,215	178,106	192,223	191,717	186,187
203	City Manager (100)	756,365	793,757	743,598	583,180	507,091	469,457	482,455
205	Special Event Cosponsorship (100)	23,814	26,570	16,859	19,973	20,000	20,600	20,000
300	Open Space (100)	43,975	54,195	48,702	40,969	82,676	79,695	70,949
310	Open Space (230)	20,600	21,200	21,200				
400	Finance(100)	809,678	932,298	921,973	923,182	991,208	946,240	995,870
402	Human Resources (100)	244,879	244,932	236,983	242,702	240,355	231,403	238,789
500	Legal Services-City Attorney (100)	180,995	178,431	181,671	194,498	204,898	164,000	204,409
600	Community Development (100)	809,297	605,657	558,341	429,480	846,003	773,457	870,410
601	Community Development (780)	164,315	176,477	180,094	187,267			
900	Library (100)	24,894	29,236	23,550	25,420	28,930	25,400	29,930
2001	Police--Administration & Personnel (100)	666,592	664,704	572,834	358,018	370,821	321,941	370,404
2002	Police--Communications & Records (100)	259,309	271,294	271,073	281,125	321,599	291,581	322,363
2003	Police--Police Patrol (100)	2,437,062	2,379,779	2,370,012	2,346,442	2,333,515	2,301,038	2,211,704
3001	Fire--Administration & Personnel (100)	2,371,928	2,418,468	2,405,839	2,154,708	2,430,324	2,380,818	2,421,514
3007	Fire--Paramedic Services (100)							
4001	Public Works--Admin. & Engineering(100)	718,904	776,912	718,405	644,808	532,863	510,054	541,319
4002	Public Works--Streets & Storm Drains(100)	334,607	430,382	336,176	278,466	331,908	340,187	326,345
4003	Public Works--Buildings & Grounds(100)	329,902	358,034	296,009	308,626	234,400	221,387	236,238
4004	Public Works--Parks Maintenance (550)	181,354	179,851	152,207	137,620	165,462	156,145	166,967
4005	Public Works--Landscape Maintenance (100)	226,557	227,713	193,765	129,279	160,052	184,792	161,956
4009	Public Works--Sierra Pt. Light/Lands.(210)	423,783	406,052	548,389	456,962	494,382	514,653	501,779
4019	Public Works--Development (770)	92,000	92,000					
4020	Public Works--Water (540)	1,097,700	1,265,321	1,156,285	1,292,565	1,302,909	1,340,270	1,339,845
4025	Public Works--GVMID (540)	1,427,641	1,437,933	1,453,197	1,293,270	1,530,475	1,398,883	1,476,199
4026	Public Works--NPDES (220)	64,085	66,781	56,133	57,133	192,813	182,481	222,939
4027	Public Works -- STOPPP (100)	32,172	39,045	43,516	25,966			
4030	Public Works--Sewer (540)	1,184,670	1,224,066	1,347,529	1,246,987	1,152,657	1,195,044	1,178,939
4050	Public Works - Emergency Operations Center ((100)			30,519	55,164	50,000	53,864	50,000
5001	Recreation--Admin & PB&R Comm. (550)	325,965	345,319	361,372	305,895	142,905	136,237	141,324
5002	Recreation--Community Center (550)	387,526	421,841	438,109	839,746	424,478	470,679	396,613
5003	Recreation--Preschool, Youth & Teen (550)	692,654	660,837	660,837	616,671	693,421	666,167	685,051
5004	Recreation--Adult Recreation (550)	31,250	28,504	28,588	26,552	49,181	29,069	49,240
5005	Recreation--Senior Citizens (550)	65,630	70,651	67,648	63,896	74,993	67,384	72,731
5006	Recreation--Citizen Communications (550)	112,073	93,512	62,354	50,107	56,841	51,735	53,244
5007	Recreation--Teen Center (550)	93,560	96,865	101,679	88,145	121,261	107,871	117,337
5008	Recreation--Aquatics (550)	484,434	564,788	579,122	552,186	613,337	581,134	464,147
5040	Marina--Operations (550)	(1,490,970)	1,072,437	1,039,294	1,060,789	1,111,967	1,091,373	1,116,971
6001	Non-Departmental/Central Services (100)	416,034	443,804	384,370	455,159	503,681	443,820	480,181
6051	Dental Payments (620)	93,991	84,000	84,000	84,000	84,000	84,000	84,000
6052	Liability Payments (630)	410,977	230,000	230,000	230,000	230,000	230,000	230,000
6053	Workers Compensation Payments (640)	508,319	200,000	200,000	200,000	200,000	200,000	200,000
6054	Retiree Stipend Payments (650)	91,499	102,318	127,812	107,958			208,268
7081	Redevelopment Agency Project Area #1(881)	194,946	199,447	199,712	217,061	162,962		
7082	Redevelopment Agency Project Area #2(882)	291,792	283,271	862,541	415,734	282,941		251,388
7083	Redevelopment--Low/Mod Housing (883)	209,643	193,846	428,825	108,287	170,460		
9061	Tunnel Avenue Bridge (410)	2,173,057	123,185	190,014		1,644		
9304	Water System Circulation	93,334			6,542			
9305	Water Sampling (400)	7,049						
9306	Lake Pump Station	247,749						
9401	Glen Park Tank							
9408	Handicap Ramps							
9413	Pavement Maintenance							
9502	City Hall Remodel	3,610,462	3,916,662	219,877	20,948			
9504	Pavement Maintenance							
9505	Glen Parkway Sewer	24,921						
9507	Addition to Public Sewer							
9508	Crystal Springs Aqueduct	3,169	16,261	5,875	67,161			
9510	Emergency Operations Radio							
9511	City Hall Energy Efficiency Improvments							
9512	Solar Thermal for Pool							
9514	Topographic Map			21,150				
9515	SPLS Modifications		4,230	6,715	92			
9517	Marina Gate 5 Stairs							
9518	Marina Restrooms							
9600	Pavement Maintenance							
9601	STP Bayshore							
9602	Bayshore South Sewer	2,660	7,352					
9603	Seismic Upgrade	86,875	16,544	451,825	43,355			
9604	Bayshore Bikeway							
9605	Basketball Court							
9606	4 Solano Shade							
9607	Bayshore No/So Bikeway	3,150	627,414					
9608	Water Recycle	777						
9700	Pavement Maintenance	276,814						
9701	Office of Emergency Services Improvments	56,764	18,537	31,324	25,283			
9702	Corporation Yard	272		15,964				
9703	Street Crossing Modifications for Crocker Trail							
9704	800 Humboldt	336,206						

BUDGET AND EXPENDITURES BY DEPARTMENT
2012/13

Schedule 3

	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
9705							
9706							
9707	12,358						
9800	161,348	16,097					
9801	69,688	338,210	4,093	537			
9802	45,838	130,808	7,555				
9803	3,656	182,525					
9804	1,555	418,239					
9805	41,250	191,603	17,465				
9806		8,622	7,409	34,126			
9900		-	38,960	7,222			
9901		18,750					
9902		75,132					
9903		9,721	139,185				
9904		21	172,416	281,002			
9905		1,273	17,074	37,346			
9906			968	20,085			
9A00			26,386	162,660			
9A01			4,913	6,382			
9A02			1,114	193,725			
9B00							
9B01				6,184			
9B02				11,349			
9B03				1,250			
9910	5,069,491	5,230,835	5,354,478	5,589,475	5,570,910	5,570,910	5,589,475
Grand Total	30,447,903	32,023,221	27,759,385	25,982,140	25,339,370	24,170,556	24,881,678

BUDGET AND EXPENDITURES BY FUND							Schedule 4
2012/13	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Department Finance Projections	2012/13 Approved Budget
GENERAL FUND (100):							
100 City Council	100,215	101,037	114,288	130,465	128,469	145,070	114,200
201 City Clerk	172,845	177,637	169,215	178,106	192,223	191,717	186,187
203 City Manager	756,365	793,757	743,598	583,180	507,091	469,457	482,455
205 Event Cosponsorship	23,814	26,570	16,859	19,973	20,000	20,600	20,000
300 Open Space	43,975	54,195	48,702	40,969	82,676	79,695	70,949
400 Finance	809,678	932,298	921,973	923,182	991,208	946,240	995,870
402 Human Resources	244,879	244,932	236,983	242,702	240,355	231,403	238,789
500 Legal Services-City Attorney	180,995	178,431	181,671	194,498	204,898	164,000	204,409
600 Community Development	809,297	605,657	558,341	429,480	846,003	773,457	870,410
900 Library	24,894	29,236	23,550	25,420	28,930	25,400	29,930
2001 Police--Administration & Personnel	666,592	664,704	572,834	358,018	370,821	321,941	370,404
2002 Police--Communications & Records	259,309	271,294	271,073	281,125	321,599	291,581	322,363
2003 Police--Police Patrol	2,437,062	2,379,779	2,370,012	2,346,442	2,333,515	2,301,038	2,211,704
3001 Fire--Fire Suppression	2,371,928	2,418,468	2,405,839	2,154,708	2,430,324	2,380,818	2,421,514
4001 Public Works--Admin. & Engineering	718,904	776,912	718,405	644,808	532,863	510,054	541,319
4002 Public Works--Streets & Storm Drains	334,607	430,382	336,176	278,466	331,908	340,187	326,345
4003 Public Works--Buildings & Grounds	329,902	358,034	296,009	308,626	234,400	221,387	236,238
4005 Public Works--Landscape Maintenance	226,557	227,713	193,765	129,279	160,052	184,792	161,956
4027 Public Works -- STOPPP	32,172	39,045	43,516	25,966	-	-	-
4050 Public Works -- Office of Emergency Services	-	-	30,519	55,164	50,000	53,864	50,000
6001 Non-Departmental/Central Services	416,034	443,804	384,370	455,159	503,681	443,820	480,181
Total General Fund	10,960,022	11,153,884	10,637,697	9,805,737	10,511,015	10,096,521	10,335,221
OPEN SPACE AND ECOLOGY (230)							
310 Open Space	20,600	21,200	21,200	21,202	-	-	-
Total Open Space and Ecology	20,600	21,200	21,200	21,202	-	-	-
UPC REVOLVING FUND (780)							
601 Community Development	164,315	176,477	180,094	187,267	-	-	-
Total UPC Revolving Fund	164,315	176,477	180,094	187,267	-	-	-
CAPITAL PROJECTS (400)							
-	-	-	-	-	-	-	-
TUNNEL AVENUE BRIDGE (410)							
9061 Tunnel Avenue Bridge	2,173,057	123,185	190,014	1,644	-	-	-
Total Tunnel Avenue Bridge Fund	2,173,057	123,185	190,014	-	-	-	-
MEASURE A (205)							
9076 Sierra Point Road Widening	-	-	-	-	-	-	-
Total Measure A Fund	-	-	-	-	-	-	-
SIERRA POINT LIGHTING AND LANDSCAPING DISTRICT (210)							
4009 Public Works--Sierra Pt. Light/Lands.	423,783	406,052	548,389	456,962	494,382	514,653	501,779
Total Sierra Point L & L District Fund	423,783	406,052	548,389	456,962	494,382	514,653	501,779
REVOLVING FUND-NER (770)							
4019 Public Works--Development	92,000	92,000	-	-	-	-	-
Total Revolving NER Fund	92,000	92,000	-	-	-	-	-
NPDES (220)							
4026 Public Works--NPDES	64,085	66,781	56,133	57,133	192,813	182,481	222,939
Total NPDES Fund	64,085	66,781	56,133	57,133	192,813	182,481	222,939
NER ASSESSMENT DISTRICT DEBT SERVICE FUND (795)							
9910 Debt Service	622,108	612,711	617,286	620,785	613,103	613,103	614,009
Total NER Assmt. Dist. Debt Serv. Fund	622,108	612,711	617,286	620,785	613,103	613,103	614,009
UTILITY BOND 2002 FUND (310/545)							
9910 Debt Service	290,349	294,286	288,311	289,468	295,199	295,199	290,599
Total 2002 Utility Debt Service Fund	290,349	294,286	288,311	289,468	295,199	295,199	290,599
2006 PENSION OBLIGATION BONDS Fund (340)							
9910 Debt Service	382,175	404,275	488,250	524,500	543,000	543,000	559,575
Total Pension Obligation Bonds Fund	382,175	404,275	488,250	524,500	543,000	543,000	559,575
BRISBANE REFUNDING LEASE REVENUE FUND (365)							
9910 Debt Service	315,073	321,473	321,873	324,823	322,473	322,473	319,660
Total COP 95 Debt Service Fund	315,073	321,473	321,873	324,823	322,473	322,473	319,660
BRISBANE PUBLIC FINANCING AUTHORITY 2005 B City Hall(366)							
9910 Debt Service	259,021	261,521	259,021	404,021	404,490	404,490	404,615
Total BPPA Series 2005 B Debt Service Fund	259,021	261,521	259,021	404,021	404,490	404,490	404,615

BUDGET AND EXPENDITURES BY FUND 2012/13							Schedule 4
	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Department Finance Projections	2012/13 Approved Budget
BRISBANE PUBLIC FINANCING AUTHORITY 2009 City Hall(367)							
9910	-	-	189,086	190,075	187,825	187,825	189,825
Total BPFA Series 2009 Debt Service Fund	-	-	189,086	190,075	187,825	187,825	189,825
BRISBANE PUBLIC FINANCING AUTHORITY 2001 A (370)							
9910 Debt Service	2,038,480	2,036,513	2,036,466	2,041,293	2,037,980	2,037,980	2,041,270
Total BPFA Series A Debt Service Fund	2,038,480	2,036,513	2,036,466	2,041,293	2,037,980	2,037,980	2,041,270
BRISBANE PUBLIC FINANCING AUTHORITY 2001 B (375)							
9910 Debt Service	1,043,617	1,035,944	1,038,643	1,043,983	1,046,413	1,046,413	1,047,143
Total BPFA Series B Debt Service Fund	1,043,617	1,035,944	1,038,643	1,043,983	1,046,413	1,046,413	1,047,143
HOUSING FUND (983)							
9910 Debt Service	118,669	122,413	120,243	122,915	120,429	120,429	122,780
Total Housing Fund Debt Service	118,669	122,413	120,243	122,915	120,429	120,429	122,780
PARKS AND RECREATION ENTERPRISE (550)							
4004 Public Works--Parks Maintenance	181,354	179,851	152,207	137,620	165,462	156,145	166,967
5001 Recreation--Admin & PB&R Comm.	325,965	345,319	361,372	305,895	142,905	136,237	141,324
5002 Recreation--Parks & Facility Maint.	387,526	421,841	438,109	839,746	424,478	470,679	396,613
5003 Recreation--Preschool, Youth & Teen	692,654	660,837	660,837	616,671	693,421	666,167	685,051
5004 Recreation--Adult Recreation	31,250	28,504	28,588	26,552	49,181	29,069	49,240
5005 Recreation--Senior Citizens	65,630	70,651	67,648	63,896	74,993	67,384	72,731
5006 Recreation--Citizen Communications	112,073	93,512	62,354	50,107	56,841	51,735	53,244
5007 Recreation--Teen Center	93,560	96,865	101,679	88,145	121,261	107,871	117,337
5008 Marina and Aquatics--Aquatics	484,434	564,788	579,122	552,186	613,337	581,134	464,147
5040 Marina and Aquatics--Marina	(1,490,970)	1,072,437	1,039,294	1,060,789	1,111,967	1,091,373	1,116,971
Total Parks and Recreation Fund	883,476	3,534,604	3,491,212	3,741,607	3,453,846	3,357,794	3,263,624
REDEVELOPMENT AGENCY PROJECT AREA NO. 1 (881)							
7081 Redevelopment Agency Project Area #1	194,946	199,447	199,712	217,061	162,962	-	-
Total RDA, Project #1 Fund	194,946	199,447	199,712	217,061	162,962	-	-
REDEVELOPMENT AGENCY PROJECT AREA NO. 2 (882)							
7082 Redevelopment Agency Project Area #2	291,792	283,271	862,541	415,734	282,941	-	251,388
Total RDA, Project #2 Fund	291,792	283,271	862,541	415,734	282,941	-	251,388
LOW/MODERATE HOUSING (883)							
7083 Redevelopment--Low/Mod Housing	209,643	193,846	428,825	108,287	170,460	-	-
Total Low/Mod Housing Fund	209,643	193,846	428,825	108,287	170,460	-	-
UTILITY FUND (540)							
4020 Water	1,097,700	1,265,321	1,156,285	1,292,565	1,302,909	1,340,270	1,339,845
4025 GVMID	1,427,641	1,437,933	1,453,197	1,293,270	1,530,475	1,398,883	1,476,199
4030 Sewer	1,184,670	1,224,066	1,347,529	1,246,987	1,152,657	1,195,044	1,178,939
Total Utility Fund	3,710,011	3,927,319	3,957,010	3,832,822	3,986,041	3,934,197	3,994,983
DENTAL FUND (620)							
6051 Dental Payments	93,991	84,000	84,000	84,000	84,000	84,000	84,000
Total Dental Fund	93,991	84,000	84,000	84,000	84,000	84,000	84,000
SELF INSURANCE FUND (630)							
6052 Liability Payments	410,977	230,000	230,000	230,000	230,000	230,000	230,000
Total Self Insurance Fund	410,977	230,000	230,000	230,000	230,000	230,000	230,000
WORKERS COMPENSATION FUND (640)							
6053 Workers Compensation Payments	508,319	200,000	200,000	200,000	200,000	200,000	200,000
Total Workers Compensation Fund	508,319	200,000	200,000	200,000	200,000	200,000	200,000
OTHER POST EMPLOYMENT BENEFIT FUND (650)							
6054 Other Post Employment Benefit Payments	91,499	102,318	127,812	107,958	-	-	208,268
Total Other Post Employment Benefit Fund	91,499	102,318	127,812	107,958	-	-	208,268
GRAND TOTAL ALL FUNDS	25,436,715	26,049,726	26,740,023	25,029,278	25,339,371	24,170,561	24,881,678

**SUMMARY OF BUDGET TRANSFERS
2012/13**

Description of Transfer	General Fund F-100	Gas Tax F-200	Measure A F -205	NPDES F -220	COPS State F- 254	Utility Bond F-310	Pension Bond F-340	City Hall Bond F-366	City Hall Bond F-367	Capital Projects F -400	BPFA Refunding Lease F-365	Parks and Recreation Fund F-550	Utility Fund F-540	Retiree Health F -650
a) Transfer Utility fund share of Lease Revenue to debt service fund											107,192		(107,192)	
b) Transfer from RDA 2 Operating to COP Debt Service Fund														
c) To repay General Fund for Sewer Fund Loan	29,994													(29,994)
d) To cover cost of Parks and Recreation	(850,046)											850,046		
e) Transfer to Capital Projects to cover cost of Pavement Maintenance		(75,000)	(90,000)							165,000				
f) Transfer for Utility Bond Payment						290,599								(290,599)
g) Transfer for Capital projects														
h) Transfer to Pension Obligation Bond Fund	(559,575)						559,575							
i) City Hall Bond Issue	(404,615)							404,615						
j) City Hall Bond Issue														
k) Transfer for Retiree Health	(208,268)													208,268
l) Transfer from COPS Grant	100,000				(100,000)									
m) Transfer to Utility for LIRA Offset	(36,503)												36,503	
n) Transfer to NPDES	(170,939)			170,939										
TOTALS	(2,099,952)	(75,000)	(90,000)	170,939	(100,000)	290,599	559,575	404,615	-	165,000	107,192	850,046	(391,282)	208,268

**SCHEDULE OF PERSONNEL POSITION ALLOCATION
2012/13**

Position Descriptions Within Departments	Positions Allocations Budgeted 2007/08	Positions Allocations Budgeted 2008/09	Positions Allocations Budgeted 2009/10	Positions Allocations Budgeted 2010/11	Positions Allocations Budgeted 2010/11	Positions Allocations Budgeted 2011/12	Positions Allocations Budgeted 2012/13
200 City Manager							
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Pen TV Contract Employee	1.00	1.00	1.00	1.00	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	1.00	1.00
Open Space and Ecology Analyst	0.55	0.55	0.55	0.55	0.55	0.55	0.55
Office Specialist (part-time)			0.20	0.20	0.20	0.20	0.10
Receptionist							
Total	5.55	5.55	5.75	5.75	3.75	3.75	3.65
400 Administrative Services							
Administrative Services Director	1.00	1.00	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	2.00	2.00
Management Analyst		1.00	1.00	1.00	1.00	1.00	1.00
IT Trainer							
Human Resources Senior Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Interns	0.96	0.96	0.30	0.30	0.00	0.00	0.00
Office Specialist (part-time)	0.50	0.50	0.50	0.50	0.50	0.14	0.14
Financial Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Info. Tech. and Systems Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total	7.46	8.46	7.80	7.80	7.50	7.14	7.14
600 Planning and Community Development							
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	0.50	0.00
Assistant to the City Manager/Housing							
Associate Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Planner							
Administrative Assistant							
Community Development Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	0.50	0.50	0.50	0.50	0.50	0.50	0.40
Code Enforcement Officer	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Archive Assistant							
Total	5.90	5.90	5.90	5.90	4.90	4.40	3.80
2000 Police							
Police Chief	0.50	0.50	0.50	0.50	1.00	1.00	1.00
Police Commander	2.00	2.00	1.38	1.00	0.00	0.00	0.00
Police Sergeant	4.00	4.00	4.00	4.00	3.00	3.00	3.00
Police Officer	11.00	11.00	9.00	9.00	8.00	8.00	7.00
Dispatcher/Clerk							
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Crossing Guard	0.11	0.11	0.11	0.11	0.11	0.11	0.11
Total	20.61	20.61	17.99	17.61	15.11	15.11	14.11

**SCHEDULE OF PERSONNEL POSITION ALLOCATION
2012/13**

Position Descriptions Within Departments	Positions Allocations Budgeted 2007/08	Positions Allocations Budgeted 2008/09	Positions Allocations Budgeted 2009/10	Positions Allocations Budgeted 2010/11	Positions Allocations Budgeted 2010/11	Positions Allocations Budgeted 2011/12	Positions Allocations Budgeted 2012/13
3000 Fire							
Fire Chief							
Fire Captain	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Firefighter	2.00	2.00	0.00	0.00	0.00	0.00	0.00
Firefighter/Paramedic	7.00	7.00	6.00	6.00	6.00	6.00	6.00
Fire Prevention Officer	0.00	0.00	0.00	0.00			
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total	13.00	13.00	10.00	10.00	10.00	10.00	10.00
4000 Public Works							
Public Works Director/City Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	3.00	3.00	3.00	3.00	1.00	1.00	1.00
Assistant Engineer I/II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Junior Engineer							
Public Works Superintendent							
Public Works Supervisor	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant							
Office Specialist	0.50	0.50	0.50	0.50	0.50	0.50	0.6
Public Works Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00
P.W. Lead Maintenance Worker	3.00	3.00	3.00	3.00	0.00	0.00	0.00
P.W. Team Leader					2.00	2.00	2.00
Maintenance Worker I/II	10.00	10.00	10.00	10.00	7.00	7.00	7.00
Maintenance Worker I							
Parks/Facilities Maintenance Worker I/II	1.50	1.50	1.50	1.50	1.50	1.50	1.50
Maintenance Worker Assistant							
Total	23.00	23.00	23.00	23.00	16.00	16.00	16.10
5000 Recreation							
Parks and Recreation Director	1.00	1.00	0.50	0.50	0.00	0.00	0.00
Recreation Services Manager/Aquatics							
Recreation Supervisor	3.00	3.00	2.00	2.00	2.00	2.00	2.00
Facilities Attendant	2.75	2.75	2.75	2.75	2.75	2.86	2.86
Senior Recreation Leader	1.00	1.00	1.00	1.00	1.00	1.50	1.50
Recreation Leader	4.20	4.20	4.20	4.20	4.20	4.81	4.81
Recreation Program Coordinator II							
Management Assistant/Deputy City Clerk							
Recreation Program Coordinator	0.75	0.75	0.00	0.00			
Assistant Recreation Program Coordinator							
Administrative Assistant	1.00	1.00	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	0.30	0.30
Recreation Leader Aide	0.30	0.30	0.30	0.30	0.30	0.33	0.33
Cashier	0.75	0.75					
Lifeguard	1.02	1.02					
Swim Instructor	1.35	1.35					
Head Lifeguard	1.78	1.78					
Total	19.20	19.20	12.05	12.05	11.55	12.80	12.80
5040 Marina							
Harbormaster							
Marina Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer							
Administrative Assistant					1	1	1
Office Specialist							
Marina Maintenance Worker II	1.00	1.00	1.00	1.00			
Marina Maintenance Worker I	1.00	1.00	1.00	1.00	2.00	2.00	2.00
Marina Office Assistant							
Police Service Aide	1.75	1.75	1.75	1.75	1.75	1.75	1.75
Recreation Supervisor			1.00	1.00	1.00	1.00	0.00
Cashier			0.75	0.75	0.75	0.20	0.20
Lifeguard			1.02	1.02	1.02	2.90	2.93
Swim Instructor			1.35	1.35	1.35	0.63	0.63

SCHEDULE OF PERSONNEL POSITION ALLOCATION
2012/13

Position Descriptions Within Departments	Positions Allocations Budgeted 2007/08	Positions Allocations Budgeted 2008/09	Positions Allocations Budgeted 2009/10	Positions Allocations Budgeted 2010/11	Positions Allocations Budgeted 2010/11	Positions Allocations Budgeted 2011/12	Positions Allocations Budgeted 2012/13
Head Lifeguard			1.78	1.78	1.78	1.78	1.77
Office Assistant	1.50	1.50	1.50	1.50	0.50	0.50	0.50
Total	6.25	6.25	12.15	12.15	12.15	12.76	11.78
GRAND TOTALS	100.97	101.97	94.64	94.26	80.96	81.96	79.38

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

Department/Division: 100 City Council

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51201 Part-time Salaries	13,604	13,419	13,573	13,538	13,540	13,000	9,940
Total Salaries	13,604	13,419	13,573	13,538	13,540	13,000	9,940
BENEFITS							
51502 City Pers Contribution	1,026	1,620	1,493	1,338	2,270	1,300	1,690
51506 Life Insurance	0	0	-	-			
51507 Medicare Tax	525	518	526	528	200	520	140
51508 Social Security Tax	454	477	451	451		300	
51509 Flexible Benefits	34,479	36,282	45,673	61,374	45,180	64,000	56,320
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	0	0	-	-			
51602 Dental Insurance	5,748	5,663	5,764	5,717	5,700	5,700	5,700
51603 Vision Insurance	2,124	2,092	2,182	2,339	2,690	2,690	2,820
51605 Employee Assistance Program	0	0	-	-			
51703 Internet Allowance	3,022	2,981	3,007	3,007	3,000	2,000	3,000
51704 Auto Allowance	18,138	17,891	18,061	18,049	18,000	17,200	18,000
51705 Housing Allowance	0	0	-	-			
51706 Phone Allowance	1,450	1,431	1,647	1,804	2,100	1,800	2,100
Total Benefits	66,966	68,955	78,806	94,608	79,140	95,510	89,770
INSURANCE							
51800 Liability Insurance	570	590	670	720	880	880	710
51810 Worker's Compensation	490	510	580	620	780	780	630
Total Insurance	1,060	1,100	1,250	1,340	1,660	1,660	1,340
SERVICES AND SUPPLIES							
52221 Communications	0	0	-	-			
52231 Equipment Maintenance	0	0	-	-			
52233 Memberships	0	1,875	-	1,343			
52234 Office Expense	8,522	9,903	13,352	8,917	8,100	11,200	6,600
52235 Professional Services	0	0	-	-	500	-	500
52241 Special Department Expense	4,769	(29)	499	(835)	16,800	17,200	1,050
52242 Small Tools							
52243 Travel & Training	5,294	3,815	6,807	9,555	8,729	6,500	5,000
Total Services & Supplies	18,585	15,564	20,658	18,980	34,129	34,900	13,150
FIXED ASSETS							
53200 Land							
53300 Equipment		2,000		2,000			
Total Fixed Assets	0	2,000	-	2,000	-	-	-
TOTAL BUDGET	100,215	101,037	114,288	130,465	128,469	145,070	114,200

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

	2009/10	2010/2011	2011/2012	2012/2013
Folders, labels, engravings, name plates, photos, special meeting supplies	4,000	4,000	3,135	3,135
Community Mailings \$335 each, estimate of 4	1,670	1,670	1,340	1,340
Postage	1,800	1,800	1,800	1,800
Educational material for city management and leadership	<u>1,825</u>	<u>1,825</u>	<u>1,825</u>	<u>325</u>
Total	9,295	9,295	8,100	6,600

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
An appropriation is established for potential ceremonial events	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total	500	500	500	500

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Mayor Art Appreciation Awards	2,228	2,228	300	300
Council Celebrations	1,800	1,511	1,500	750
50 th Anniversary Party	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>0</u>
Total	4,028	3,739	16,800	1,050

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
<u>Out of Area Travel and Conference Expenses:</u>				
Registration Fees - Local Government, League of California Cities, SAMCEDA, General Assembly ABAG, and National League of Cities	3,606	3,166	3,200	0
Hotel and Travel	1,710	1,710	1,710	0
<u>Local Travel and Meeting Expenses:</u>				
City Council Workshop	2,122	2,122	2,122	0
Council of Cities	796	796	796	0
Chamber of Commerce Luncheons and Annual Awards Dinner	318	318	318	0
North Central San Mateo County Council of Cities	265	265	265	0
Misc. Meetings	<u>318</u>	<u>318</u>	<u>318</u>	<u>0</u>
Total	9,135	8,695	8,729	5,000

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

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

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

Department/Division: Total City Management -- All Program Budgets					General/Open Space Funds Funds 100		
Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	526,202	589,353	578,647	443,875	396,883	396,889	387,603
51201 Part-time Salaries	39,061	44,479	49,282	93,320	41,005	39,470	40,185
51301 Overtime	0	0	0	0	0	0	0
Total Salaries	565,263	633,831	627,929	537,195	437,888	436,359	427,788
BENEFITS							
51502 City Pers Contribution	53,749	89,633	86,833	64,294	73,565	69,093	88,685
51503 Employee Paid Pers Contribution	26,169	0	0	0	0	0	0
51506 Life Insurance	1,499	1,495	1,200	831	1,215	814	1,210
51507 Medicare Tax	9,112	9,273	9,193	7,926	6,349	6,370	6,203
51508 Social Security Tax	0	155	238	1,987	0	0	0
51509 Flexible Benefits	62,979	74,460	58,893	50,805	57,565	52,324	55,716
51510 Retiree Health	0	0	0	0	0	0	0
51511 Long-Term Disability	3,303	3,339	2,728	1,936	3,231	1,706	3,155
51602 Dental Insurance	6,380	6,260	5,885	4,310	4,047	4,047	4,047
51603 Vision Insurance	1,933	2,327	2,122	1,740	1,908	1,376	2,004
51605 Employee Assistance Program	214	464	160	112	120	220	118
51704 Auto Allowance	13,301	13,120	13,236	10,427	10,800	10,810	10,800
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,000	3,000	3,000
51706 Phone Allowance	846	835	842	842	840	840	840
51709 PARS Contribution	3,300	50,532	47,253	32,319	32,342	32,600	28,059
51710 Deferred Compensation	53,755	0	0	0	0	0	0
Total Benefits	239,562	254,874	231,591	180,539	194,982	183,200	203,837
INSURANCE							
51800 Liability Insurance	24,071	27,867	32,435	35,498	28,408	28,407	30,598
51501 Worker's Compensation	20,647	23,902	27,820	30,448	25,353	25,353	27,308
Total Insurance	44,718	51,769	60,255	65,946	53,760	53,760	57,907
SERVICES AND SUPPLIES							
52221 Communications	0	0	0	0	0	0	0
52231 Equipment Maintenance	400	0	0	0	439	0	439
52233 Memberships	4,095	3,182	4,278	3,746	2,120	2,985	2,120
52234 Office Expense	11,413	11,427	14,292	11,521	16,600	15,065	16,600
52235 Professional Services	29,255	8,724	2,996	7,003	5,000	11,400	11,000
52236 Equipment Rental	0	0	0	0	0	0	0
52241 Special Department Expense	116,764	101,246	52,168	30,138	84,500	55,200	37,500
52243 Travel & Training	6,129	8,305	5,992	6,904	6,700	3,500	2,400
Total Services & Supplies	168,056	132,884	79,725	59,312	115,359	88,150	70,059
FIXED ASSETS							
55100 Land							
53300 Equipment							
Total Fixed Assets	0	0	0	0	0	0	0
TOTAL BUDGET	1,017,598	1,073,359	999,500	842,992	801,990	781,469	759,591

Department/Division: 201 City Clerk

General Fund
Fund 100

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries	91,638	101,062	101,991	107,942	108,494	108,500	106,061
51201 Part-time Salaries	1,336	670	2,093	5,245	-	3,700	
51301 Overtime	0	0	-	-			
Total Salaries	92,974	101,732	104,085	113,187	108,494	112,200	106,061
BENEFITS							
51502 City Pers Contribution	8,962	14,448	14,631	14,464	18,227	18,000	21,988
51503 Employee Paid Pers Contribution	6,216	0	-	-			
51506 Life Insurance	300	301	264	264	405	264	405
51507 Medicare Tax	1,409	1,536	1,570	1,647	1,573	1,600	1,538
51508 Social Security Tax	0	0	-	-			
51509 Flexible Benefits	5,263	14,542	6,317	12,536	16,537	16,500	17,066
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	673	730	638	638	883	638	863
51602 Dental Insurance	1,150	1,133	1,143	1,143	1,140	1,140	1,140
51603 Vision Insurance	0	432	422	468	538	400	564
51605 Employee Assistance Program	43	47	39	39	40	40	39
51704 Auto Allowance	3,628	3,578	3,610	3,610	3,600	3,610	3,600
51705 Housing Allowance	0	0	-	-			
51706 Phone Allowance	423	417	421	421	420	420	420
Total Benefits	28,067	37,163	29,055	35,228	43,363	42,612	47,624
INSURANCE							
51800 Liability Insurance	4,025	4,612	5,768	6,364	7,038	7,038	7,586
51810 Worker's Compensation	3,452	3,955	4,947	5,459	6,282	6,282	6,771
Total Insurance	7,477	8,567	10,715	11,823	13,320	13,320	14,357
SERVICES AND SUPPLIES							
52231 Equipment Maintenance	400	0	-	-	200	-	200
52233 Memberships	345	458	903	596	345	385	345
52234 Office Expense	7,535	6,393	7,995	7,812	8,100	6,000	8,100
52235 Professional Services	12,823	8,724	514	-	-		-
52236 Equipment Rental	0	0	-	-			
52241 Special Department Expense	22,134	13,757	14,683	8,514	16,000	16,000	8,500
52243 Travel & Training	1,091	843	1,265	946	2,400	1,200	1,000
Total Services & Supplies	44,327	30,174	25,360	17,868	27,045	23,585	18,145
TOTAL BUDGET	172,845	177,637	169,215	178,106	192,223	191,717	186,187

201 – CITY CLERK

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52231 Equipment Maintenance

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

52233 Memberships

Includes the cost for the following memberships:

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

52234 Office Expense

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

52241 Special Departmental Expense

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

52243 Travel and Training

This account reflects the following travel and training expenses:

	2009/10	2010/2011	2011/2012	2012/2013
City Clerk's Association of California Annual Conference	1,200	1,200	1,200	1,000
New Law and Election Seminar	<u>0</u>	<u>1,200</u>	<u>1,200</u>	<u>0</u>
Total	1,200	2,400	2,400	1,000

Department/Division: 203 - City Manager

General Fund
Fund 100

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries	434,564	488,291	476,655	335,933	288,389	288,389	281,542
51201 Part-time Salaries	6,547	9,429	10,842	51,544	5,435	200	5,326
51301 Overtime	0	0	-	-	-	-	-
Total Salaries	441,111	497,719	487,497	387,477	293,824	288,589	286,869
BENEFITS							
51502 City Pers Contribution	41,811	70,332	67,093	44,724	49,362	45,117	59,471
51503 Employee Paid Pers Contribution	19,953	0	-	-	-	-	-
51506 Life Insurance	1,199	1,194	937	568	810	550	805
51507 Medicare Tax	7,252	7,285	7,177	5,846	4,260	4,200	4,160
51508 Social Security Tax	0	155	238	1,987	-	-	-
51509 Flexible Benefits	48,779	50,861	44,308	26,873	29,203	24,000	26,447
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	2,630	2,610	2,091	1,298	2,347	1,068	2,292
51602 Dental Insurance	4,598	4,530	4,112	2,538	2,280	2,280	2,280
51603 Vision Insurance	1,699	1,674	1,467	1,003	1,075	680	1,129
51605 Employee Assistance Program	171	417	121	73	80	180	78
51704 Auto Allowance	9,674	9,542	9,626	6,818	7,200	7,200	7,200
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,000	3,000	3,000
51706 Phone Allowance	423	417	421	421	420	420	420
51709 PARS Contribution	3,300	50,532	47,253	32,319	32,342	32,600	28,059
51710 Deferred Compensation	53,755	0	-	-	-	-	-
Total Benefits	198,266	202,531	187,851	127,477	132,380	121,295	135,341
INSURANCE							
51800 Liability Insurance	18,643	21,852	24,899	27,183	19,061	19,061	20,519
51810 Worker's Compensation	15,991	18,743	21,356	23,315	17,012	17,012	18,313
Total Insurance	34,634	40,595	46,255	50,498	36,073	36,073	38,831
SERVICES AND SUPPLIES							
52221 Communications	0	0	-	-	-	-	-
52231 Equipment Maintenance	0	0	-	-	239	-	239
52233 Memberships	3,750	2,724	3,375	3,150	1,775	2,600	1,775
52234 Office Expense	3,583	4,959	6,199	3,059	8,500	8,500	8,500
52235 Professional Services	14,332	0	-	-	-	400	-
52241 Special Department Expense	55,729	37,909	7,934	5,801	30,500	10,000	10,000
52243 Travel & Training	4,960	7,319	4,487	5,717	3,800	2,000	900
Total Services & Supplies	82,354	52,911	21,994	17,727	44,814	23,500	21,414
FIXED ASSETS							
55100 Land	-	-	-	-	-	-	-
53300 Equipment	-	-	-	-	-	-	-
Total Fixed Assets	0	0	0	0	0	0	0
TOTAL BUDGET	756,365	793,757	743,598	583,180	507,091	469,457	482,455

203 – City Manager

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52231 Equipment Maintenance

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

52233 Memberships

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

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

52234 Office Expense

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

52241 Special Department Expense

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

52243 Travel and Training

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

Also includes the cost for attendance at the following:

<u>City Manager</u>				
ICMA	0	1,275	2,000	0
League of California Cities	1,060	1,060	600	0
City Management Conference			1,200	0
UC Berkeley executive development	0	7,000	0	0
Management Team Retreat	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>0</u>
Total	3,590	11,865	4,330	900

Department/Division: 205 Event Cosponsorship

General Fund
Fund 100

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

Department/Division: 300 Open Space and Ecology

General Fund and Open Space Fund
Fund 100

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51201 Part-time Salaries	31,178	34,380	36,346	36,531	35,570	35,570	34,859
51301 Overtime							
Total Salaries	31,178	34,380	36,346	36,531	35,570	35,570	34,859
BENEFITS							
51502 City Pers Contribution	2,975	4,853	5,110	5,106	5,976	5,976	7,227
51506 Life Insurance	0	0	-	-			
51507 Medicare Tax	451	452	446	432	516	570	505
51508 Social Security Tax	0	0	-	-			
51509 Flexible Benefits	8,937	9,057	8,267	11,396	11,824	11,824	12,202
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	0	0	-	-			
51602 Dental Insurance	632	597	629	629	627	627	627
51603 Vision Insurance	234	221	233	269	296	296	310
51605 Employee Assistance Program	0	0	-	-	-		
51704 Auto Allowance	0	0	-	-			
51705 Housing Allowance	0	0	-	-			
51706 Phone Allowance	0	0	-	-			
Total Benefits	13,230	15,180	14,685	17,833	19,239	19,293	20,872
INSURANCE							
51800 Liability Insurance	1,403	1,403	1,768	1,951	2,308	2,308	2,493
51810 Worker's Compensation	1,204	1,204	1,517	1,674	2,059	2,059	2,225
Total Insurance	2,607	2,607	3,285	3,625	4,367	4,367	4,719
SERVICES AND SUPPLIES							
52221 Communications							
52231 Equipment Maintenance							
52233 Memberships							
52234 Office Expense	221.77	75.21	98	151		165	
52235 Professional Services	0	0	-				
52241 Special Department Expense	17,261	23,010	15,248	3,792	23,000	20,000	10,000
52243 Travel & Training	78	143	240	240	500	300	500
Total Services & Supplies	17,561	23,229	15,586	4,183	23,500	20,465	10,500
FIXED ASSETS							
53200 Land	446,647	46,723		11,692			
53300 Equipment							
Total Fixed Assets	446,647	46,723	0	11,692	0	0	0
TOTAL BUDGET	511,222	122,118	69,902	73,863	82,676	79,695	70,949

300- Open Space and Ecology

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52241 Special Department Expense

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

52243 Travel and Training

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

**Administrative Services
Personnel Costs
FY 2012/2013**

	Number of Positions	Annual Salary 2012/13	Annual Benefits 2012/13
Administrative Services Director*	1	183,716	73,180
Information Tech. and System Administrator	1	96,869	32,957
Financial Services Manager	1	109,883	44,482
Senior Accounting Assistant	2	122,528	66,457
Senior Analyst (Human Resources/Special Projects)	1	94,009	48,636
Office Specialist (Human Resources)	0.14	8,952	685
Management Analyst	1	84,406	38,624
Overtime		1,000	0
Total Salaries and Benefits		701,363	305,021

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

Department/Division: Total Administrative Services--All Program Budgets

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	594,600	681,771	690,813	690,868	702,315	676,000	691,411
51201 Part-time Salaries	47,622	29,021	34,985	30,751	9,135	6,220	8,952
51301 Overtime	0	348	539	1,112	500	7,300	1,000
Total Salaries	642,222	711,140	726,337	722,730	711,950	689,520	701,363
BENEFITS							
51502 City Pers Contribution	60,082	99,868	102,013	98,165	117,989	109,153	143,336
51503 Employee Paid Pers Contribution	11,524	0	0	0	0	0	0
51506 Life Insurance	1,764	1,978	1,738	1,751	2,703	1,764	2,687
51507 Medicare Tax	9,314	10,280	10,522	10,553	10,316	10,200	10,155
51508 Social Security Tax	353	23	5	144	566	450	555
51509 Flexible Benefits	77,400	83,444	90,082	101,837	109,148	116,000	121,171
51510 Retiree Health	0	0	0	0	0	0	0
51511 Long-Term Disability	3,833	4,276	3,749	3,742	5,717	3,860	5,628
51602 Dental Insurance	7,031	7,928	8,004	8,004	7,980	7,980	7,980
51603 Vision Insurance	2,598	2,964	2,957	3,274	3,763	3,220	3,951
51605 Employee Assistance Program	262	317	261	272	280	380	274
51704 Auto Allowance	3,628	3,578	3,610	3,610	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,000	3,000	3,000
51706 Phone Allowance	0	0	0	0	0	0	0
51710 Deferred Compensation	0	0	0	0	0	11,600	2,684
Total Benefits	180,811	217,638	225,948	234,360	265,062	271,207	305,022
INSURANCE							
51800 Liability Insurance	27,564	32,884	36,775	40,756	46,155	46,154	50,095
51810 Worker's Compensation	23,642	28,206	31,543	34,958	41,192	41,192	44,708
Total Insurance	51,206	61,090	68,318	75,714	87,346	87,346	94,803
SERVICES AND SUPPLIES							
52221 Communications	161	177	155	172	150	170	150
52231 Equipment Maintenance	0	0	0	0	0	0	0
52233 Memberships	1,355	1,705	740	975	2,145	1,200	2,170
52234 Office Expense	12,968	11,583	9,306	11,149	14,200	15,400	13,600
52235 Professional Services	146,381	154,819	110,768	97,110	128,200	95,000	103,000
52241 Special Department Expense	1,603	1,545	450	1,093	400	800	550
52243 Travel & Training	15,722	17,094	16,793	22,581	22,110	17,000	14,000
Total Services & Supplies	178,190	186,923	138,211	133,080	167,205	129,570	133,470
FIXED ASSETS							
53300 Equipment	678	433	109	0	0	0	0
Total Fixed Assets	678	433	109	0	0	0	0
TOTAL BUDGET	1,053,107	1,177,223	1,158,924	1,165,864	1,231,563	1,177,643	1,234,659

Department/Division: 400 Finance

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	507,251	589,277	597,804	594,867	606,166	580,000	597,402
51201 Part-time Salaries	18,248	367	73	897	-	220	
51301 Overtime	0	348	539	1,112	500	7,300	1,000
Total Salaries	525,499	589,993	598,416	596,875	606,666	587,520	598,402
BENEFITS							
51502 City Pers Contribution	49,718	83,152	84,032	81,611	101,836	93,000	123,847
51503 Employee Paid Pers Contribution	11,524	0	-	-	-	-	-
51506 Life Insurance	1,454	1,677	1,474	1,487	2,298	1,500	2,282
51507 Medicare Tax	7,675	8,583	8,704	8,735	8,789	8,500	8,662
51508 Social Security Tax	0	23	5	56	-	50	
51509 Flexible Benefits	61,245	66,404	72,307	81,939	87,649	94,000	98,985
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	3,218	3,634	3,188	3,181	4,934	3,300	4,863
51602 Dental Insurance	5,882	6,795	6,860	6,860	6,840	6,840	6,840
51603 Vision Insurance	2,173	2,546	2,535	2,806	3,225	2,800	3,387
51605 Employee Assistance Program	219	270	222	233	240	340	235
51704 Auto Allowance	3,628	3,578	3,610	3,610	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,000	3,000	3,000
51706 Phone Allowance	0	0	-	-	-	-	-
Total Benefits	149,757	179,644	185,945	193,527	222,411	216,930	255,701
INSURANCE							
51800 Liability Insurance	22,567	27,633	30,766	34,126	39,324	39,324	42,730
51810 Worker's Compensation	19,356	23,702	26,389	29,271	35,096	35,096	38,136
Total Insurance	41,923	51,335	57,155	63,397	74,420	74,420	80,866
SERVICES AND SUPPLIES							
52221 Communications	161	177	155	172	150	170	150
52231 Equipment Maintenance	0	0	0	0			
52232 Maintenance-Structures							
52233 Memberships	750	1,225	595	590	1,450	800	1,450
52234 Office Expense	9,557	9,411	7,502	8,287	7,400	8,600	7,400
52235 Professional Services	70,162	92,280	64,368	52,561	68,000	50,000	47,500
52241 Special Department Expense	627	821	450	1,018	400	800	400
52242 Small Tools		6					
52243 Travel & Training	10,564	6,973	7,279	6,756	10,310	7,000	4,000
Total Services & Supplies	91,821	110,893	80,348	69,383	87,710	67,370	60,900
FIXED ASSETS							
53300 Equipment	678	433	108.97				
Total Fixed Assets	678	433	109	0	0	0	0
TOTAL BUDGET	809,678	932,298	921,973	923,182	991,208	946,240	996,870

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 and the Agency.

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

	2009/10	2010/2011	2011/2012	2012/2013
Includes a pager for the IT System Administrator	120	120	150	150

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Office equipment repairs	300	300	0	0

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
Technet	300	300	300	300
Government Finance Officers Association (GFOA) (2)	250	250	250	250
California Society of Municipal Finance Officers (CSMFO) (3)	450	450	450	450
Municipal Management Association of Northern California (MMANC) (3)	300	300	300	300
California Municipal Treasurer's Association	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>
Total	1,450	1,450	1,450	1,450

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Postage and a bulk mailing permit,	2,700	2,700	2,700	2,700
Envelopes	1,500	1,500	1,500	1,500
Other forms	1,100	1,100	1,100	1,100
Computer supplies and forms	400	400	400	400
Payroll forms	500	500	500	500
Office supplies	500	500	500	500
Books and publications	300	300	300	300
Checks	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Total	7,400	7,400	7,400	7,400

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Covers the total cost of the audit	30,050	30,050	30,000	30,000
Consulting Services related to Federal Requests	5,000	0	1,000	0
Actuarial Study for GASB 45	12,000	0	20,000	0
Software maintenance for the Corbin Willits (M.O.M.) financial software @ \$838 per month,	11,000	11,500	12,000	12,500
Investment custodial services with Bank of New York	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Total	63,050	46,550	68,000	47,500

52241 Special Departmental Expense

	2009/10	2010/2011	2011/2012	2012/2013
California Municipal Statistics	400	400	400	400
Total	400	400	400	400

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
CDIAC Debt Issuance and Securities Regulations workshops				
Registration	250	250	0	0
League of California Cities Financial Management Seminar Scheduled for December				
Lodging	400	400	400	0
Registration	250	250	250	0
Travel, parking, meals	100	100	100	0
California Society of Municipal Finance Officers Annual Conference				
Lodging (Anaheim/Peninsula)	0	1,000	1,000	0
Registration (2)	1,050	1,050	750	0
Meals, parking, etc. (2)	0	0	100	0
Travel (Anaheim/Peninsula) (2)	750	0	750	0
GFOA Finance Institute	6,000	6,000	0	0
GFOA Training (6)	1,000	1,000	1,000	0
Lodging and Travel (6)	2,000	2,000	1,000	0
GFOA Conference	0	0	0	0
MMANC	0	0	1,500	0
Chamber of Commerce monthly meetings	360	360	360	0
Staff training—unspecified one-day training sessions	1,000	1,000	1,000	0
Specialized training for IT staff	1,500	1,500	1,000	0
MOM annual 3-day workshop (includes mileage, meals, workshop)	1,000	1,000	1,000	0
Other local training and participation in meetings involving meals and/or travel, parking or bridge tolls	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>
Total	15,760	16,010	10,310	4,000

Department/Division: 402 Human Resources

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	87,349	92,494	93,010	96,001	96,149	96,000	94,009
51201 Part-time Salaries	29,373	28,653	34,912	29,854	9,135	6,000	8,952
Total Salaries	116,723	121,147	127,921	125,855	105,284	102,000	102,961
BENEFITS							
51502 City Pers Contribution	10,364	16,717	17,982	16,554	16,153	16,153	19,489
51506 Life Insurance	310	301	264	264	405	264	405
51507 Medicare Tax	1,639	1,697	1,818	1,818	1,527	1,700	1,493
51508 Social Security Tax	353	0	-	88	566	400	555
51509 Flexible Benefits	16,155	17,040	17,775	19,898	21,499	22,000	22,186
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	615	642	561	561	783	560	765
51602 Dental Insurance	1,150	1,133	1,143	1,143	1,140	1,140	1,140
51603 Vision Insurance	425	418	422	468	538	420	564
51605 Employee Assistance Program	43	47	39	39	40	40	39
51704 Auto Allowance	0	0	-	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	0	0	-	-	-	-	-
51710 Deferred Compensation						11,600	2,684
Total Benefits	31,054	37,994	40,004	40,833	42,650	54,277	49,321
INSURANCE							
51800 Liability Insurance	4,997	5,251	6,009	6,630	6,830	6,830	7,364
51810 Worker's Compensation	4,286	4,504	5,154	5,687	6,096	6,096	6,573
Total Insurance	9,283	9,755	11,163	12,317	12,926	12,926	13,937
SERVICES AND SUPPLIES							
52221 Communications	0	0	-	-	-	-	-
52231 Equipment Maintenance	0	0	-	-	-	-	-
52232 Maintenance Structures	1,450	0	32	-	-	-	-
52233 Memberships	605	480	145	385	695	400	720
52234 Office Expense	3,411	2,171	1,805	2,862	6,800	6,800	6,200
52235 Professional Services	76,220	62,539	46,400	44,549	60,200	45,000	55,500
52241 Special Department Expense	976	724	-	75	-	-	150
52243 Travel & Training	5,158	10,121	9,513	15,825	11,800	10,000	10,000
Total Services & Supplies	87,819	76,036	57,895	63,697	79,495	62,200	72,670
FIXED ASSETS							
53300 Equipment							
Total Fixed Assets	0	0	-	-	-	-	-
TOTAL BUDGET	244,879	244,932	236,983	242,702	240,355	231,403	238,789

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

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous repairs to office machines and computer equipment minor upgrades	150	150	0	0

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
CALPELRA	290	290	350	350
SHRM	0	0	65	65
IPMA	150	150	105	105
NCHRA	<u>150</u>	<u>150</u>	<u>175</u>	<u>200</u>
Total	590	590	695	720

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
General office supplies	2,000	2,000	1,900	1,900
Postage and express mailing,	300	300	300	300
On-line telephone software support service (Corbin Willits Personnel Module)	3,700	3,800	3,800	3,800
Recruitments	<u>1,000</u>	<u>1,000</u>	<u>800</u>	<u>200</u>
Total	7,000	7,100	6,800	6,200

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Personnel related legal services	12,000	12,000	12,000	12,000
Safety Program	18,500	18,500	20,500	20,500
IEDA for Labor Relations services	17,700	18,500	19,300	19,300
Website access related to compensation and benefit information	0	0	1,900	0
Calopps	2,500	2,500	1,500	1,500
Liebert, Cassidy & Whitmore Consortium training	4,400	4,700	4,800	0
Drug/Alcohol Testing	<u>2,100</u>	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
Total	57,200	58,400	60,200	55,500

52241 Special Departmental Expense

	2009/10	2010/2011	2011/2012	2012/2013
Employee Recognition Program	0	0	150	150

52243 Travel & Training

	2009/10	2010/2011	2011/2012	2012/2013
City-wide policy and skill training	8,000	8,000	8,000	8,000
Attendance at miscellaneous training seminars and/or conferences	8,000	8,000	3,500	2000
Meetings	<u>300</u>	<u>300</u>	<u>300</u>	<u>0</u>
Total	16,300	16,300	11,800	10,000

Department/Division: 500 Legal Services General Fund Fund 100

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51201 Part-time Salaries	108,104	124,618	123,941	157,421	135,220	120,000	132,516
51301 Overtime							
Total Salaries	108,104	124,618	123,941	157,421	135,220	120,000	132,516
BENEFITS							
51502 City Pers Contribution	10,262	17,698	17,417	22,047	22,717	20,000	27,472
51503 Employee Paid Pers Contribution	7,567	0	-				
51506 Life Insurance	0	0					
51507 Medicare Tax	1,568	1,807	1,797	2,283	1,961	1,700	1,921
51508 Social Security Tax							
51509 Flexible Benefits							
51510 Retiree Health							
51511 Long-Term Disability							
51602 Dental Insurance							
51603 Vision Insurance							
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
Total Benefits	19,397	19,505	19,214	24,329	24,678	21,700	29,393
INSURANCE							
51800 Liability Insurance							
51810 Worker's Compensation							
Total Insurance	0	0	0	0	0	0	0
SERVICES AND SUPPLIES							
52221 Communications	0	0	0	0			
52234 Office Expense	0	0	0	0	-		
52235 Professional Services	51,102	31,742	36,291	11,439	40,000	20,000	40,000
52243 Travel & Training	2,392	2,566	2,225	1,309	5,000	2,300	2,500
Total Services & Supplies	53,494	34,308	38,516	12,748	45,000	22,300	42,500
TOTAL BUDGET	180,995	178,431	181,671	194,498	204,898	164,000	204,409

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

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Covers out-of-pocket expenses incurred by the City Attorney, such as special delivery charges	3,000	3,000	0	0

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Includes legal costs incurred by the City Attorney's firm when other firm attorneys are utilized to defend the city in various lawsuits	40,000	40,000	40,000	40,000

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Provides for the attendance by the City Attorney at continuing education training events, including those sponsored by the City Attorney's Department of the League of California Cities	5,000	5,000	5,000	2,500

**Summary of Departmental Budget
2012/2013
Community Development Department**

	Number of Positions	Annual Salary FY 2012/13	Annual Benefits FY 2012/13
Director of Community Development	1	139,513	60,016
Associate Planner	1	88,009	47,347
Administrative Assistant	1	64,989	39,225
Office Specialist	.4	22,164	9,327
Code Enforcement Officer	.4	25,722	1,968
Planning Commissioner	5	6,500	497
Overtime		<u>500</u>	<u>0</u>
Total Salaries and Benefits		347,397	158,380

Department/Division: 600 and 601 Community Development

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	503,903	417,062	391,759	304,905	379,652	330,000	314,675
51201 Part-time Salaries	52,768	49,259	31,720	26,709	32,747	32,000	32,222
51301 Overtime	2,116	48	-	-	500	-	500
Total Salaries	558,786	466,369	423,479	331,614	412,899	362,000	347,397
BENEFITS							
51502 City Pers Contribution	50,867	61,495	55,490	42,647	63,782	56,000	65,235
51503 Employee Paid Pers Contribution	9,971	0	-	-	-	-	-
51506 Life Insurance	1,498	1,168	1,008	880	1,526	1,526	1,281
51507 Medicare Tax	8,101	6,915	6,273	4,982	5,980	5,980	5,030
51508 Social Security Tax	1,795	1,761	1,615	1,656	2,030	2,030	1,998
51509 Flexible Benefits	68,341	58,528	56,522	61,628	76,900	76,900	69,972
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	3,341	2,571	2,196	1,866	3,090	2,000	2,561
51602 Dental Insurance	6,309	4,934	4,719	4,066	4,560	4,560	3,876
51603 Vision Insurance	2,331	1,823	1,716	1,665	2,150	1,800	1,919
51605 Employee Assistance Program	213	181	140	138	160	160	133
51704 Auto Allowance	3,628	3,578	2,542	2,878	3,600	3,600	3,600
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	423	417	296	336	-	420	-
51710 Deferred Compensation	-	-	-	8,349	-	2,700	2,775
Total Benefits	156,818	143,370	132,517	131,091	163,777	157,676	158,380
INSURANCE							
51800 Liability Insurance	24,414	21,275	24,761	27,257	26,754	26,754	24,812
51810 Worker's Compensation	20,941	18,248	21,193	23,380	23,877	23,877	22,144
Total Insurance	45,355	39,523	45,954	50,637	50,631	50,631	46,957
SERVICES AND SUPPLIES							
52221 Communications	0	0	-	-	-	-	-
52231 Equipment Maintenance	17,305	6,325	-	1,233	1,020	-	1,020
52232 Maintenance Structures	-	-	-	-	-	-	-
52233 Memberships	1,574	598	875	820	850	850	850
52234 Office Expense	6,698	4,895	5,123	11,866	16,826	5,000	15,806
52235 Professional Services	181,867	113,401	127,804	85,469	193,000	193,000	293,000
52241 Special Department Expense	510	4,352	226	2,333	4,000	2,000	4,000
52242 Small Tools	140	0	-	97	-	-	-
52243 Travel & Training	4,559	3,302	2,457	1,587	3,000	2,300	3,000
Total Services & Supplies	212,652	132,873	136,485	103,404	218,696	203,150	317,676
FIXED ASSETS							
53300 Equipment	-	-	-	-	-	-	-
Total Fixed Assets	0	0	-	-	-	-	-
TOTAL BUDGET	973,612	782,135	738,435	616,747	846,003	773,457	870,410

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. Substantial effort will be required related to the City's participation in the regional Sustainable Communities Strategy (SCS) required pursuant to Senate Bill 375. This is closely related to the City's Regional Housing Needs Allocation (RHNA) for the 2014-2022 Housing Element. These regional programs will require a substantial commitment 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. This fiscal year will continue the comprehensive revisions to the General Plan started during the summer of 2004. The Housing Element certified in January 2011 requires the implementation of numerous policies and programs within prescribed deadlines. Housing Element implementation will be an area of substantial focus. Revising the Zoning Ordinance to conform to the General Plan is another substantial responsibility which is on-going. 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.

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 effort will be expended on preparation and publication of the draft environmental impact report for the Baylands Specific Plan.

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. Also included is the enforcement of violations of building, zoning and other City codes.

Budget Line Item Descriptions

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Covers the cost of computer, microfilm reader repairs; plus network maintenance	1,020	1,020	1,020	1,020

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
American Planning Association	450	450	450	450
Association of Environmental Professionals	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Total	850	850	850	850

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Office supplies	6,108	6,108	6,108	6,108
Printing	6,107	6,107	6,107	6,107
Postage for general correspondence and required legal notices	3,591	3,591	3,591	3,591
Books and publications	<u>1,021</u>	<u>1,020</u>	<u>1,020</u>	<u>0</u>
Total	16,827	16,826	16,826	15,806

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Plan check and building inspection	204,754	204,754	105,000	105,000
Technical assistance/Environmental Review				
General Plan Update	50,000	0	0	75,000
Fire Plan Check (No. County Fire)	33,949	33,949	34,000	34,000
Planning Assistance			25,000	50,000
Consultant review for Northeast Ridge and Quarry (reimbursable)	20,000	0	0	0
Technical assistance to review land use proposals, EIR's etc., from other jurisdictions	15,000	15,000	15,000	15,000
Legal Counsel for Subdivision and Zoning regulations for substandard lots and CC's	10,000	10,000	10,000	10,000
Planning Commission minutes for Appeals	7,570	7,570	2,000	2,000
Microfilming and blueprint duplication	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total	343,273	273,273	193,000	293,000

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Includes Strong Motion Instrumentation Fees, collected by the City and sent to the State	2,000	2,000	2,000	2,000
Environmental Review filing fees for the State Department of Fish and Game	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total	4,000	4,000	4,000	4,000

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
League of Cities or APA	3,000	3,000	3,000	3,000

Department/Division: 900 Library

General Fund
Fund 100

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

900 – LIBRARY

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52232 Maintenance—Structures, Improvements and Grounds

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

52244 Utilities

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

52900 Contributions

	2009/10	2010/2011	2011/2012	2012/2013
City's ongoing subsidy to the Brisbane Library	21,000	21,000	22,000	23,000

**Summary of Departmental Budget
2012/13
Police Department**

	Number of Positions	Annual Salary FY 2012/13	Annual Benefits FY 2012/13
Chief of Police	1	165,971	75,184
Executive Administrative Assistant	1	67,342	26,126
Office Specialist	1	61,080	38,305
Sergeants	3	360,154	197,650
Police Officers	7	669,162	345,890
Community Service Officer	1	54,266	23,048
Crossing Guard	.11	7,014	536
Overtime		<u>170,000</u>	<u>2,465</u>
Total Salaries and Benefits		1,554,989	709,204

Department/Division: TOTAL POLICE--ALL DEPARTMENTAL BUDGETS							General Fund Fund 100	
Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13	
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget	
SALARIES								
51101 Salaries	1,741,354	1,658,434	1,606,416	1,467,882	1,465,083	1,356,500	1,324,571	
51201 Part-time Salaries	166,284	160,076	149,547	7,234	7,014	6,000	7,014	
51301 Overtime	81,830	143,417	104,421	197,000	120,000	165,000	170,000	
51302 Holiday Premium	58,553	54,760	53,171	58,689	59,856	58,000	53,404	
Total Salaries	2,048,022	2,016,687	1,913,555	1,730,805	1,651,952	1,585,500	1,554,989	
BENEFITS								
51502 City Pers Contribution	282,668	282,885	275,660	264,138	315,749	310,420	324,730	
51503 Employee Paid Pers Contribution	133,084	123,799	123,560	114,733	105,102	105,102	92,638	
51506 Life Insurance	5,677	5,026	4,132	3,886	5,871	3,830	5,442	
51507 Medicare Tax	29,082	28,647	26,780	24,476	23,953	22,540	22,547	
51508 Social Security Tax	6,742	7,776	7,258	449	435	400	435	
51509 Flexible Benefits	216,246	183,366	190,674	206,882	211,116	211,000	226,983	
51510 Retiree Health	0	0	0	0	0	0	0	
51511 Long-Term Disability	6,074	5,538	4,779	4,486	5,019	3,864	4,758	
51602 Dental Insurance	21,831	19,660	18,705	17,175	17,100	17,100	15,960	
51603 Vision Insurance	8,084	7,264	6,869	6,995	8,064	6,850	7,902	
51605 Employee Assistance Program	788	780	612	581	600	620	549	
51704 Auto Allowance	0	0	0	0	3,600	3,600	3,600	
51705 Housing Allowance	0	0	0	2,975	3,000	3,000	3,000	
51706 Phone Allowance	665	1,307	950	662	660	660	660	
Total Benefits	710,942	666,048	659,979	647,437	700,268	688,986	709,204	
INSURANCE								
51800 Liability Insurance	93,619	100,655	103,663	111,405	107,169	107,169	110,722	
51810 Worker's Compensation	80,298	86,334	88,915	95,556	95,645	95,645	98,816	
Total Insurance	173,917	186,989	192,578	206,961	202,814	202,814	209,538	
SERVICES AND SUPPLIES								
52200 Safety Clothing	18,582	13,394	16,072	13,347	14,100	14,100	14,100	
52221 Communications	24,770	23,989	25,149	25,305	25,100	25,160	25,100	
52231 Equipment Maintenance	81,088	78,957	77,913	65,612	76,660	75,550	71,650	
52232 Maintenance-Structures, Improvements								
52233 Memberships	1,045	1,135	1,085	1,715	1,725	1,450	650	
52234 Office Expense	5,599	8,604	6,421	7,480	7,230	6,280	6,280	
52235 Professional Services	204,789	212,859	221,781	219,179	275,460	246,150	283,860	
52240 Rent-Real Property	25,198	11,223	0	0	0	0	0	
52241 Special Department Expense	19,488	20,596	24,774	17,224	21,100	21,050	13,100	
52242 Small Tools & Supplies	492	941	1,008	213	800	650	800	
52243 Travel & Training	23,412	22,978	23,700	22,149	19,225	16,850	15,200	
52244 Utilities	0	0	0	0	0	0	0	
Total Services & Supplies	404,465	394,676	397,902	372,225	441,400	407,240	430,740	
FIXED ASSETS								
53100 Improvements								
53300 Equipment	24,325	51,332	49,643	27,446	29,500	29,500	0	
Total Fixed Assets	24,325	51,332	49,643	27,446	29,500	29,500	0	
TOTAL BUDGET	3,361,670	3,315,732	3,213,657	2,984,874	3,025,935	2,914,040	2,904,471	

Department/Division: 2001 Police-Administration/Personnel

General Fund
Fund 100

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries	338,816	344,476	293,032	229,361	238,986	205,000	233,312
51201 Part-time Salaries	156,614	151,143	144,336	1,611			
51301 Overtime	0	0					
Total Salaries	495,430	495,619	437,368	230,972	238,986	205,000	233,312
BENEFITS							
51502 City Pers Contribution	47,446	52,438	39,015	36,690	47,718	42,000	53,792
51506 Life Insurance	823	758	537	504	777	400	769
51507 Medicare Tax	6,376	6,292	5,247	2,591	3,465	2,600	3,383
51508 Social Security Tax	5,890	7,222	6,935	100	-		
51509 Flexible Benefits	35,264	33,097	27,129	27,728	29,768	25,000	30,720
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	1,902	1,733	1,189	1,106	1,945	900	1,899
51602 Dental Insurance	3,192	2,940	2,429	2,287	2,280	2,280	2,280
51603 Vision Insurance	1,179	1,086	880	935	1,075	800	1,129
51605 Employee Assistance Program	113	118	71	78	80	80	78
51704 Auto Allowance	0	0	-	-	3,600	3,600	3,600
51705 Housing Allowance	0	0	-	2,975	3,000	3,000	3,000
51706 Phone Allowance	665	1,307	950	662	660	660	660
Total Benefits	102,850	106,991	84,383	75,656	94,369	81,320	101,310
INSURANCE							
51800 Liability Insurance	22,072	23,413	22,922	22,101	15,504	15,504	16,688
51810 Worker's Compensation	18,931	20,082	19,661	18,957	13,837	13,837	14,894
Total Insurance	41,003	43,495	42,583	41,058	29,341	29,341	31,582
SERVICES AND SUPPLIES							
52200 Safety Clothing				379		20	
52221 Communications	84	0	-	13		10	
52231 Equipment Maintenance	25	98	-	771	350	350	350
52233 Memberships	605	580	450	1,175	850	850	550
52234 Office Expense	409	1,158	126	1,281	1,250	300	800
52235 Professional Services	0	0	-	-			
52240 Rent-Real Property	25,198	11,223	-	-			
52241 Special Department Expense	96	119	966	50	150	100	-
52242 Small Tools & Supplies	4	17	-	-	300	150	300
52243 Travel & Training	887	5,404	6,958	5,918	5,225	4,500	2,200
Total Services & Supplies	27,309	18,599	8,501	9,208	8,125	6,260	4,200
FIXED ASSETS							
53300 Equipment	0	0		745			
Total Fixed Assets	0	0	-	745	-	-	-
TOTAL BUDGET	666,592	664,704	572,834	358,018	370,821	321,941	370,404

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

	2009/10	2010/2011	2011/2012	2012/2013
Repair and maintenance to the copy machine and other office equipment	350	350	350	350

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
San Mateo County Chief's Association	\$300	300	300	0
CPOA (Chief & Commander)	220	220	250	250
Cal Chief's Association CPCA	200	200	200	200
International Association of Chiefs of Police	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	820	820	850	550

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Office Supplies	\$500	\$500	500	500
Printing/Forms, Tickets	350	300	300	0
Postage	300	300	300	300
Books, Codes & Publications	<u>150</u>	<u>150</u>	<u>150</u>	<u>0</u>
Total	1,500	1,250	1,250	800

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
This account reflects the purchase of award plaques and flowers	150	150	150	0
Prescription Drug Disposal Program	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,150	150	150	0

52242 Small Tools & Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous small items from our local stores, such as replacement keys, and small tools	150	150	300	300

52243 Travel & Training

	2009/10	2010/2011	2011/2012	2012/2013
Training, Non-Reimbursable	\$1,400	\$1,000	1,000	0
Chamber of Commerce Luncheons and Bay Cities Joint Powers Authority	500	500	500	0
California Chief's Association	775	775	775	0
California Police Officer Association (CPOA) (lodging, \$523; Registration, \$370)	1,050	1,000	1,000	0
San Mateo Police Chief's Association Training (Dec.)	750	750	750	0
San Mateo Police Chief's Association Training (May)	800	800	800	0
Retirement of Chief's Luncheons	200	200	200	0
100 Club	100	100	100	0
North County Chiefs Group	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>
Total	5,675	5,225	5,225	2,200

Department/Division: 2002 Police-Communications & Records

General Fund
Fund 100

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries	59,739	60,870	62,229	63,333	62,566	65,000	61,080
51201 Part-time Salaries	3,650	3,114	325				
51301 Overtime	86	45				200	
51302 Holiday Premium							
Total Salaries	63,475	64,029	62,554	63,333	62,566	65,200	61,080
BENEFITS							
51502 City Pers Contribution	5,756	8,645	8,747	8,861	10,511	10,900	12,663
51506 Life Insurance	246	249	195	218	338	230	330
51507 Medicare Tax	928	956	937	925	907	940	886
51508 Social Security Tax	226	193	20	-			
51509 Flexible Benefits	17,244	17,142	17,952	19,851	21,499	21,000	22,186
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	438	445	389	389	509	400	497
51602 Dental Insurance	1,150	1,133	1,143	1,143	1,140	1,140	1,140
51603 Vision Insurance	425	418	422	468	538	450	564
51605 Employee Assistance Program	43	47	39	39	40	40	39
51704 Auto Allowance	0	0	-	-			
51705 Housing Allowance	0	0	-	-			
51706 Phone Allowance	0	0	-	-			
Total Benefits	26,455	29,228	29,846	31,895	35,482	35,100	38,305
INSURANCE							
51800 Liability Insurance	2,533	2,712	3,192	3,522	4,059	4,059	4,369
51810 Worker's Compensation	2,172	2,326	2,738	3,021	3,622	3,622	3,899
Total Insurance	4,705	5,038	5,930	6,543	7,681	7,681	8,268
SERVICES AND SUPPLIES							
52221 Communications	24,686	23,989	25,149	24,516	25,100	25,100	25,100
52231 Equipment Maintenance	7,593	7,434	5,734	5,676	7,110	6,000	7,100
52232 Maintenance-Structures, Improvements	244	0					
52233 Memberships	50	0	50	-	250	50	-
52234 Office Expense	1,744	2,257	1,244	1,868	1,950	1,950	1,950
52235 Professional Services	129,148	138,877	140,213	144,972	179,310	150,000	179,410
52241 Special Departmental Expense	0	0	-	218			
52242 Small Tools & Supplies	0	0	-	-			
52243 Travel & Training	1,209	442	352	2,105	2,150	500	1,150
Total Services & Supplies	164,674	172,999	172,743	179,354	215,870	183,600	214,710
FIXED ASSETS							
53100 Improvements							
53300 Equipment							
Total Fixed Assets	0	0	-	-	-	-	-
TOTAL BUDGET	259,309	271,294	271,073	281,125	321,599	291,581	322,363

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

	2009/10	2010/2011	2011/2012	2012/2013
ISD Microwave line and Message Switch Fee	14,730	15,100	15,100	15,100
This account covers the cost of telephone, fax and paging services	<u>10,300</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total	\$25,030	25,100	25,100	25,100

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Copier lease	7,300	7,500	5,000	5,000
Misc. equipment repairs (not covered by contracts)	1,500	1,500	1,500	1,500
Certified shredding of police records	<u>410</u>	<u>410</u>	<u>610</u>	<u>600</u>
Total	9,210	9,410	7,110	7,100

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
CLEARs (California Law Enforcement Records Supervisors)	250	250	250	0

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Office Supplies	800	800	800	800
Printing/Forms, Tickets	500	500	500	500
Books, Codes & Publications	350	350	350	350
Postage	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Total	1,950	1,950	1,950	1,950

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
City of San Mateo Records, Dispatch	160,000	165,000	160,000	160,000
RMS Maintenance Contract	6,600	6,800	6,800	6,900
County of San Mateo Warrants	4,050	4,175	4,175	4,175
T.E.A./Radio base station- Daryl Jones			5,000	5,000
HP Support with Burlingame for SNARE	775	775	775	775
SNARE License	690	710	710	710
SNARE Universe	<u>1,850</u>	<u>1,850</u>	<u>1,850</u>	<u>1,850</u>
Total	173,965	179,310	179,310	179,410

52243 – Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Attendance at CLEARs Annual Conference	3,000	3,000	2,000	0
Monthly CLEARs Meeting	<u>150</u>	<u>150</u>	<u>150</u>	<u>0</u>
Total	3,150	3,150	2,150	1,150

Department/Division: 2003 Police-Patrol/Reserves

General and Grant Funds
Fund 100 and 254

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	1,342,799	1,253,088	1,251,156	1,175,189	1,163,531	1,086,500	1,030,179
51201 Part-time Salaries	6,020	5,819	4,886	5,623	7,014	6,000	7,014
51301 Overtime	81,830	143,417	104,421	197,000	120,000	165,000	170,000
51302 Holiday Premium	58,553	54,760	53,171	58,689	59,856	58,000	53,404
Total Salaries	1,489,202	1,457,084	1,413,633	1,436,500	1,350,401	1,315,500	1,260,596
BENEFITS							
51502 City Pers Contribution	229,466	221,802	227,897	218,587	257,520	257,520	258,276
51503 Employee Paid Pers Contribution	133,084	123,799	123,560	114,733	105,102	105,102	92,638
51506 Life Insurance	4,608	4,019	3,399	3,164	4,755	3,200	4,343
51507 Medicare Tax	21,778	21,400	20,596	20,960	19,581	19,000	18,278
51508 Social Security Tax	626	361	303	349	435	400	435
51509 Flexible Benefits	163,739	133,127	145,592	159,302	159,850	165,000	174,077
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	3,734	3,360	3,201	2,991	2,564	2,564	2,362
51602 Dental Insurance	17,490	15,587	15,132	13,744	13,680	13,680	12,540
51603 Vision Insurance	6,479	5,759	5,567	5,592	6,451	5,600	6,209
51605 Employee Assistance Program	632	615	502	464	480	500	431
51704 Auto Allowance	0	0	-	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	0	0	-	-	-	-	-
Total Benefits	581,636	529,830	545,750	539,887	570,418	572,566	569,589
INSURANCE							
51800 Liability Insurance	69,014	74,530	77,549	85,782	87,606	87,606	89,665
51810 Worker's Compensation	59,195	63,926	66,516	73,578	78,186	78,186	80,024
Total Insurance	128,209	138,456	144,065	159,360	165,792	165,792	169,689
SERVICES AND SUPPLIES							
52200 Safety Clothing	18,582	13,394	16,072	13,347	14,100	14,100	14,100
52221 Communications	0	0	-	776	-	50	-
52231 Equipment Maintenance	73,470	71,425	72,179	59,165	69,200	69,200	64,200
52232 Maintenance-Structures/Improvements	645	0	262	331	-	300	-
52233 Memberships	390	555	585	540	625	550	100
52234 Office Expense	3,447	5,188	5,051	4,331	4,030	4,030	3,530
52235 Professional Services	75,640	73,982	81,568	74,207	96,150	96,150	104,450
52240 Rental Real Property	319	-	-	-	-	-	-
52241 Special Department Expense	19,392	20,477	23,808	16,956	20,950	20,950	13,100
52242 Small Tools & Supplies	488	924	1,008	213	500	500	500
52243 Travel & Training	21,316	17,132	16,389	14,127	11,850	11,850	11,850
Total Services & Supplies	213,690	203,078	216,921	183,994	217,405	217,680	211,830
FIXED ASSETS							
53300 Equipment	24,325	51,332	49,643	26,701	29,500	29,500	-
Total Fixed Assets	24,325	51,332	49,643	26,701	29,500	29,500	-
TOTAL BUDGET	2,437,062	2,379,779	2,370,012	2,346,442	2,333,515	2,301,038	2,211,794

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

	2009/10	2010/2011	2011/2012	2012/2013
Uniform Supplies	5,000	5,000	5,000	5,000
Uniform Cleaning	7,400	7,600	7,600	7,600
Safety Equipment	<u>2,000</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total	14,400	14,100	14,100	14,100

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Gas & Oil	30,000	30,000	30,000	30,000
Vehicle Repair	19,000	19,500	19,500	19,500
Tires	8,500	8,000	8,000	8,000
Car Wash	5,300	5,000	5,000	0
Field Equipment Maintenance	4,200	4,000	4,000	4,000
Office Equipment Maintenance	1,800	1,800	1,800	1,800
Towing Service	<u>890</u>	<u>900</u>	<u>900</u>	<u>900</u>
Total	69,690	69,200	69,200	64,200

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
CPOA (3 sergeants)	400	400	400	0
San Mateo County Training Managers Association	100	100	100	100
Firearms Association	50	50	50	0
High Tech Crime Association	40	40	40	0
CA Association – Property and Evidence	<u>35</u>	<u>35</u>	<u>35</u>	<u>0</u>
Total	625	625	625	100

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Film & Processing	500	500	500	0
Office Supplies	1,800	1,000	1,500	1,500
Printed Forms & Tickets	1,200	1,000	1,000	1,000
Books, Codes & Publications	500	500	500	500
Postage	<u>530</u>	<u>530</u>	<u>530</u>	<u>530</u>
Total	4,530	3,530	4,030	3,530

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Animal Control	38,130	39,000	42,500	49,000
San Mateo County Jail	10,865	11,000	11,000	11,000
Crime Lab Fees	11,250	11,250	11,250	11,250
First Chance North	9,260	9,500	9,500	9,500
S.M.C.N.T.F. (Narcotics Task Force)	8,475	8,600	8,600	8,600
N.P.F.A. (Youth Counseling)	4,635	4,800	4,800	4,800
Medical/Legal Services	3,500	3,000	3,000	3,000
Special Investigations	2,120	1,500	1,500	1,500
Lexipol General Order Update	2,120	2,300	2,300	2,300
Crime Prevention	1,060	500	500	0
CORA/Domestic Violence				2,300
Keller Center	0	1,200	1,200	1,200
Probation Department	<u>1,060</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	92,475	92,650	96,150	104,450

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Ammunition, fingerprinting, flares, school training materials, (coloring books, junior badges), range supplies, Avoid-the-23 expenses, evidence materials	11,000	10,000	11,600	11,600
K-9 Training	4,450	4,450	4,450	0
Dog Food & Equipment	3,400	3,400	3,400	0
Tactical equipment	<u>2,000</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total	20,850	19,350	20,950	13,100

52242 Small Tools & Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous small items from our local stores,	\$500	\$500	500	500

52243 Travel & Training

	2009/10	2010/2011	2011/2012	2012/2013
POST Training	9,000	9,000	9,000	0
Lexipol Training Module	2,200	2,250	2,250	0
In-Service Training	500	500	500	0
Local Meetings	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>
Total	11,800	11,850	11,850	11,850

53300 Equipment

	2009/10	2010/2011	2011/2012	2012/2013
Patrol Vehicle	27,000	27,000	27,000	0
Emergency Equipment	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>
Total	29,500	29,500	29,500	0

**Summary of Departmental Budget
2012/2013
Fire Department**

	Number of Positions	Annual Salary FY 2012/13	Annual Benefits FY 2012/13
Captains	3	363,879	165,608
Firefighters	6	624,418	299,799
Fire Office Assistant	1	55,412	38,184
Overtime		<u>235,200</u>	<u>3,410</u>
Total Salaries and Benefits		1,278,909	507,001

Fire Chief and Fire Inspection services provided through agreement with North County Fire JPA

Department/Division: 3001 Fire Administration, Prevention, Emergency

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	1,064,563	1,039,486	1,058,019	1,061,377	1,076,068	1,070,000	1,043,709
51201 Part-time Salaries	0	0	-	-			
51301 Overtime	240,065	231,022	236,569	170,037	240,000	240,000	235,200
51302 Holiday Pay							
Total Salaries	1,304,628	1,270,507	1,294,588	1,231,414	1,316,068	1,310,000	1,278,909
BENEFITS							
51502 City Pers Contribution	160,943	157,582	168,973	176,871	226,159	226,159	248,669
51506 Life Insurance	3,203	2,879	2,533	2,575	3,952	2,600	3,944
51507 Medicare Tax	16,026	15,941	16,748	16,066	19,083	17,000	18,544
51508 Social Security Tax	0	0	-	-			
51509 Flexible Benefits	148,592	155,205	169,320	194,579	196,797	200,000	216,743
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	2,625	2,459	2,435	2,473	462	2,500	451
51602 Dental Insurance	12,398	11,218	11,434	11,434	10,260	10,260	10,260
51603 Vision Insurance	4,489	4,162	4,312	4,677	4,838	4,838	5,080
51605 Employee Assistance Program	452	444	377	389	360	360	353
51704 Auto Allowance	0	0	-	-	-		
51705 Housing Allowance	0	0	-	-	-		
51706 Phone Allowance	0	0	-	-	-		
51710 Deferred Compensation				5,109		4,200	2,957
Total Benefits	348,728	349,889	376,133	414,173	461,911	467,917	507,001
INSURANCE							
51800 Liability Insurance	56,285	61,532	62,941	70,018	85,378	85,378	91,477
51810 Worker's Compensation	45,931	52,778	53,986	60,056	76,198	76,198	81,640
Total Insurance	102,216	114,310	116,927	130,074	161,576	161,576	173,117
SERVICES AND SUPPLIES							
52200 Safety Clothing	6,059	26,979	7,132	7,256	13,200	7,500	13,200
52221 Communications	13,840	11,994	12,902	8,899	14,700	12,000	14,700
52231 Equipment Maintenance	57,456	42,833	90,908	42,797	61,270	43,000	41,270
52232 Maint. Structures/Improvement.Grounds	9,185	39,320	10,098	11,609	10,350	10,350	10,350
52233 Memberships	620	27	199	287	325	325	325
52234 Office Expense	6,905	4,750	5,083	3,010	7,100	4,500	5,600
52235 Professional Services	477,632	479,634	469,703	282,410	297,100	290,000	305,666
52236 Equipment Rental					14,000	13,000	14,000
52241 Special Department Expense	11,044	44,540	2,482	2,167	21,075	11,000	10,725
52242 Small Tools & Supplies	4,580	6,009	1,606	1,543	4,000	2,000	4,000
52243 Travel & Training	7,799	5,682	3,997	4,215	6,150	6,150	6,150
52244 Utilities	14,349	14,159	11,233	14,614	16,000	16,000	16,000
Total Services & Supplies	609,470	675,928	615,341	378,807	465,270	415,825	441,986
FIXED ASSETS							
53100 Improvements	6,886	7,834	2,850	-	5,000	5,000	-
53300 Equipment				240			
53301 Sinking Fund Replacement	0	0	-	-	20,500	20,500	20,500
Total Fixed Assets	6,886	7,834	2,850	240	25,500	25,500	20,500
TOTAL BUDGET	2,371,928	2,418,468	2,405,839	2,154,708	2,430,324	2,380,818	2,421,514

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

	2009/10	2010/2011	2011/2012	2012/2013
Uniforms and supplies as provided for in the MOU.	6,000	6,500	4,500	4,500
Firefighter personal protective equipment (PPE) such as turnouts, gloves, and boots, safety goggles	2,700	2,700	5,300	5,300
Uniform maintenance and repair.	<u>4,000</u>	<u>4,000</u>	<u>3,400</u>	<u>3,400</u>
Total	12,700	13,200	13,200	13,200

52221 Communications

Communications includes phones, FAX, and paging services. The County of San Mateo, Fire Net Communications, provides dispatch services.

	2009/10	2010/2011	2011/2012	2012/2013
San Mateo County Paging services	300	300	550	550
Zetron – (creative interconnect) line for Fire Net communications system.	3,200	3,200	1,700	1,700
AT&T Cell phones, E-81, E-181, and S-81.	2,000	2,000	200	200
Land Phones (station phones, modems, fax machines, ADA phone, EOC, etc)	1,000	1,000	7,900	7,900
EOC (Emergency operations Center) Phone lines and FAX.	750	750	0	0
Fire Station fire sprinkler system monitoring.	600	600	0	0
Computer modem phone line.	500	500	0	0
ADA Phone, Fire Station (Americans with Disability emergency Access phone).	450	450	0	0
TEA (Station alert system)			2,450	2,450
San Mateo County Information Services – micro channel			1,000	1,000
Zoll RMS			800	800
Misc. Purchases	<u>0</u>	<u>0</u>	<u>100</u>	<u>100</u>
Total	8,800	8,800	14,700	14,700

52231 Equipment Maintenance

Equipment maintenance in the fire department to include gas, oil, services and supplies, repair or replacement costs for damaged, destroyed, or worn equipment. As part of the communications system and paramedic services through the JPA, stationary equipment - the communications infrastructure - is provided and maintained. The JPA, as part of the Countywide Paramedic program and communications system, developed and implemented a countywide fire services communications system that was and is an essential component necessary to provide paramedic services. Equipment maintenance costs for the department include:

	2009/10	2010/2011	2011/2012	2012/2013
Gasoline, diesel, oil, etc. for apparatus and equipment	10,600	10,600	10,800	10,800
Routine maintenance and repair of vehicles in house and through various vendors	15,000	15,000	33,360	33,360
Tire and tube replacement for department vehicles	5,000	5,000	5,000	5,000
Misc. items, small tools, and unforeseen repairs such as power and hand tools, booster and larger diameter hose.	4,500	4,500	4,500	4,500

Power tool maintenance and repairs, saw blades, gas cans, electrical cords, Circle D lights, carbide and regular tip chains	2,000	2,000	2,000	2,000
SCBA Service & Testing	500	500	600	600
Communications equipment maintenance includes 12 portable radios, 3 mobile radios, and one station receiver.	500	500	500	500
Maintenance, repair/replacement of office equipment-computers, copiers, etc.	750	750	750	750
Station copier service agreement.	1,000	1,000	1,560	1,560
SCBA Miscellaneous repairs	350	350	350	350
Radio batteries and accessories.	250	250	250	250
Ladder Testing	250	250	400	400
Fire Hydrant maintenance supplies (gaskets, paint, chains, and tools).	250	250	250	250
Cell phone maintenance, repairs, and accessories.	100	100	100	100
Pager repairs, accessories, and batteries.	50	50	50	50
SCBA Hydrostatic testing	300	300	300	300
Misc. medical equipment repairs and replacement.	500	500	500	500
One Year Savings	<u>0</u>	<u>0</u>	<u>0</u>	<u>-20,000</u>
Total	41,900	41,900	61,270	41,270

52232 Maintenance of Structures/Improvement to Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Costs of electrical repairs, glass replacement, lock repairs, plumbing repairs and service, and misc. routine station maintenance.	4,500	4,500	2,500	2,500
Janitorial supplies (window, floor cleaners, paper products, floor wax, mops, brooms, soaps, bleaches).	2,500	2,500	2,500	2,500
Emergency generator scheduled semi-annual maintenance. *	1,200	1,200	1,500	1,500
Shop Towels	1,000	1,000	1,000	1,000
Heating/Air conditioning system scheduled maintenance.	1,000	1,000	1,000	1,000
Monthly insecticide spraying.	550	550	700	700
San Mateo County Permit for Hazardous Waste Storage.	250	250	250	250
Sonitrol Alarm	<u>0</u>	<u>0</u>	<u>900</u>	<u>900</u>
Total	11,000	11,000	10,350	10,350

*The maintenance program has been improved to include preventative maintenance activities in several areas to improve the life and reliability of the equipment and systems. This is especially important for the emergency generator serving the fire station and the EOC.

52233 Memberships

Memberships include:	2009/10	2010/2011	2011/2012	2012/2013
International Code Council (ICC/IFC).	250	0	325	325

52234 Office Expense

Cost of office supplies for all programs (except paramedic services) and functions within the fire department - administration, prevention, suppression, disaster preparedness, and communications. These items include: Paper and envelopes, pens and pencils, business cards, printing from vendors, copy machine paper, computer disks, printer cartridges and accessories, binders, labels, CEV supplies, postage, film, drinking water, coffee, books and publications and all necessary related products.

	2009/10	2010/2011	2011/2012	2012/2013
General Office supplies.	3,500	2,500	4,000	4,000
Books and Publications.	2,000	1,000	1,500	0
Printing, envelopes, etc.	1,300	700	1,300	1,300
Postage.	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Total	7,100	4,500	7,100	5,600

52235 Professional Services

The fire department utilizes outside vendors to improve the quality, effectiveness, and efficiency of providing fire and life safety services to the citizens of Brisbane. Those services include:

	2009/10	2010/2011	2011/2012	2012/2013
North County JPA	275,000	275,000	260,000	268,566
Fire Inspection	159,725	164,517	0	0
San Mateo County Emergency Services				
Joint Powers Authority (OES JPA).	8,250	8,500	12,000	12,000
Air Truck Agreement for shared resource.	2,000	2,000	2,000	2,000
OSHA medical review for respirator use.	300	300	300	300
North Zone Paramedic Coordinator.	17,600	18,150	21,000	21,000
Hep. B testing and T.B. testing.	1,000	1,000	1,000	1,000
Stormwater Inspection Fee	<u>0</u>	<u>0</u>	<u>800</u>	<u>800</u>
Total	463,875	469,467	297,100	305,666

52236 Equipment Rental

	2009/10	2010/11	2011/12	2012/13
Rental of Temporary Station			14,000	14,000

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Weed Abatement Program. *	8,850	8,350	18,850	8,500
Fire Prevention and public education training and prevention materials for the schools.	1,000	1,000	1,000	1,000
Food and refreshments during extended emergencies and exercises.	900	900	900	900
Medical waste disposal	<u>250</u>	<u>250</u>	<u>325</u>	<u>325</u>
Total	11,000	10,500	21,075	10,725

*As part of fire prevention bureau activities, property in the community that creates a vegetation fire hazard within the Urban Wildland Interface is identified. Property owners are notified of the hazard and in most cases the property owner abates the hazard. In several cases, the department schedules, through a private contractor, to have the hazard abated. The department bears the cost of having the work done, however, that cost is charged to the property tax rolls for that parcel, and the City recovers the cost in the next budget year.

52242 Small Tools and Supplies

In providing services to the community, many small tools and related supplies are necessary. This budget item includes a multitude of small tools, equipment, and supplies, which, individually, are relatively low in cost and/or are worn out or consumed in a short time through use. The budget items include:

	2009/10	2010/2011	2011/2012	2012/2013
Misc. small tools and supplies:				
Fire Investigation tools/supplies.	500	500	700	700
Hazardous material absorbents.	500	250	450	450
Smoke detector test spray.	50	50	50	50
Road flares.	50	50	50	50
City First Aid Kits/supplies, blood borne pathogen gloves, safety glasses, masks, hearing protection, cold packs, gauze, bandages, poison ivy block, sun screen, etc.	500	500	500	500
Multi-wash mini clean	35	35	50	50
CEV Tool kits, supplies and jackets	250	250	1,000	1,000
Medical gloves, masks, bandages, compresses, etc.	250	250	1,000	1,000
Monitor batteries for Life Pak 12.	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
Total	2,335	2,085	4,000	4,000

52243 Travel and Training

Registration fees, meals, lodging and travel while attending specialized training, i.e. annual fire instructor's workshop, arson investigation courses, heavy rescue and hazardous materials training, confined space training, fire prevention training, computer training, DMV Class B driver's license training, and CEV training. Also includes costs associated with local meetings, associations, and training workshops. Thus, training includes the following:

	2009/10	2010/2011	2011/2012	2012/2013
Fire Officer I classes	2,500	2,500	1,500	1,500
Auto extrication training, three vehicles.	250	250	250	250
Driver/Operator 1A and 1B, three employees	1,000	1,000	1,000	1,000
ICS (Incident Command System) classes, ICS 100, 200, 300, 400, 338 and 339	500	500	500	500
In-house training with outside instructor.	0	0	1,000	1,000
Paramedic State license fee	800	800	800	800
Annual Target Safety Renewal	0	0	800	800
Monthly continuing education fee.	<u>120</u>	<u>120</u>	<u>300</u>	<u>300</u>
Total	5,170	5,170	6,150	6,150

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Covers the monthly bill to P.G. & E, water, and sanitary sewer	14,500	15,000	16,000	16,000

53100 Improvements

	2009/10	2010/2011	2011/2012	2012/2013
Repair and renovation of Station 81	5,000	0	5,000	0

53301 Sinking Fund Equipment

	2009/10	2010/2011	2011/2012	2012/2013
Annualized cost of fire department equipment which is replaced on an infrequent basis	20,500	20,000	20,500	20,500

**Summary of Departmental Budget
2012/2013
Public Works Department**

	Number of Positions	Annual Salary FY 2012/13	Annual Benefits FY 2012/13
Public Works Director[^]	1	189,095	75,077
Administrative Assistant	1	64,989	34,105
Senior Civil Engineer[*]	1	118,457	38,341
Associate Civil Engineer	1	96,296	46,478
Team Leader	2	169,218	73,844
Public Works Maintenance Worker II	7	437,732	250,723
Park Maintenance Worker	1	62,533	33,947
Public Works Inspector	1	93,309	45,791
Office Specialist⁺	0.6	33,247	13,991
Part-time Clerical	.075	3,995	305
Facility Attendants	0.5	16,022	1,226
Overtime		<u>64,500</u>	<u>0</u>
Total Salaries and Benefits		1,349,393	613,828

[^] City provides Housing Assistance through a Housing Loan Program approved by City Council

^{*} An additional Senior Civil Engineer is contracted out to CCAG which is not reflected in the budget

⁺ Office Specialist shared with Community Development

Department/Division: TOTAL PUBLIC WORKS -- ALL DEPARTMENTAL BUDGET

Various Funds
Fund 100, 210, 540

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	1,473,787	1,519,484	1,562,239	1,330,518	1,257,351	1,242,233	1,264,875
51201 Part-time Salaries	49,325	38,415	38,179	41,391	48,589	41,000	20,017
51301 Overtime	62,306	60,844	56,922	56,099	64,500	56,700	64,500
Total Salaries	1,585,419	1,618,742	1,657,339	1,428,008	1,370,439	1,339,933	1,349,392
BENEFITS							
51502 City Pers Contribution	140,149	223,661	217,546	185,715	215,966	200,894	262,221
51503 Employee Paid Pers Contribution	10,811	0	0	0	0	0	0
51506 Life Insurance	5,144	5,238	4,399	3,736	5,709	4,643	5,662
51507 Medicare Tax	20,790	22,146	22,273	19,830	18,936	18,588	18,631
51508 Social Security Tax	2,339	1,278	656	650	1,266	600	1,241
51509 Flexible Benefits	234,482	243,389	251,468	238,434	250,544	250,944	271,356
51510 Retiree Health	0	0	0	0	0	0	0
51511 Long-Term Disability	10,046	10,491	8,827	7,520	10,464	8,842	10,296
51602 Dental Insurance	21,908	22,016	20,887	17,869	17,670	17,635	17,784
51603 Vision Insurance	8,094	8,152	7,670	7,164	8,332	7,728	8,805
51605 Employee Assistance Program	798	876	647	606	620	640	612
51704 Auto Allowance	3,628	3,578	3,610	3,583	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	2,986	3,000	3,000	3,000
51706 Phone Allowance	3,627	3,577	3,404	2,609	2,340	2,340	2,340
51710 Deferred Compensation	0	0	0	30,058	0	6,300	8,282
Total Benefits	464,839	547,383	544,396	520,760	538,448	525,754	613,829
INSURANCE							
51800 Liability Insurance	67,352	73,844	87,149	97,220	84,457	84,458	91,904
51810 Worker's Compensation	57,768	63,119	74,748	105,858	75,376	75,376	82,022
Total Insurance	125,121	136,963	161,896	203,078	159,832	159,834	173,926
SERVICES AND SUPPLIES							
52200 Safety Clothing	17,328	20,612	17,367	11,699	15,990	13,050	13,134
52221 Communications	5,793	4,383	4,410	4,339	8,550	4,900	7,650
52231 Equipment Maintenance	112,520	97,179	89,793	69,316	113,011	90,961	111,211
52232 Maintenance-Structures/Improve/Grounds	433,245	407,738	400,335	238,383	342,332	446,580	342,042
52233 Memberships	33,293	40,279	46,217	51,259	64,102	56,770	68,218
52234 Office Expense	37,855	40,913	34,712	30,039	37,449	32,280	37,849
52235 Professional Services	240,167	254,960	164,520	156,812	167,240	175,650	162,120
52236 Equipment Rental	8,168	15,885	2,809	67	19,000	6,500	19,000
52240 Rent-Real Property	0	0	0	0	0	0	0
52241 Special Departmental Expense	100,435	132,988	90,898	92,110	36,793	96,073	52,058
52242 Small Tools & Supplies	45,463	45,261	31,881	11,402	40,039	14,300	39,914
52243 Travel & Training	10,566	6,766	2,668	4,988	7,545	5,400	3,650
52244 Utilities	269,749	294,835	346,326	289,218	332,980	345,500	332,980
52245 Water Purchases	361,397	377,794	307,509	347,095	527,000	450,000	432,000
52246 Sewer Processing	673,628	668,136	717,332	706,140	770,696	732,000	770,000
Total Services & Supplies	2,349,608	2,407,730	2,256,775	2,012,866	2,482,727	2,469,964	2,391,826
OTHER							
54500 Depreciation	594,161	632,452	635,139	667,095	635,623	635,623	635,623
Total Other	594,161	632,452	635,139	667,095	635,623	635,623	635,623
FIXED ASSETS							
53100 Improvements	5,250	6,320	3,334	0	0	0	0
53300 Equipment	38,218	93,365	22,651	31,301	37,682	37,682	37,682
Total Fixed Assets	43,468	93,365	22,651	31,301	37,682	37,682	37,682
EXPENDITURE TRANSFERS							
54250 Indirect Costs	941,071	1,055,390	1,046,526	1,042,956	923,169	923,170	1,000,247
Total Expenditure Transfers	941,071	1,055,390	1,046,526	1,042,956	923,169	923,170	1,000,247
TOTAL BUDGET	6,103,687	6,498,344	6,328,057	5,906,063	6,147,920	6,091,960	6,202,526

Department/Division: 4001 Public Works-Administration						General Fund Fund 100	
Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	493,730	528,541	493,905	435,327	327,278	327,300	327,820
51201 Part-time Salaries	22,075	21,691	7,135	1,670	4,076	-	3,995
51301 Overtime	6,941	6,456	4,130	410	7,000	700	7,000
Total Salaries	522,745	556,689	505,171	437,407	338,355	328,000	338,815
BENEFITS							
51502 City Pers Contribution	47,138	76,419	69,438	58,048	54,983	54,983	67,960
51503 Employee Paid Pers Contribution	10,811	0	-	-	-	-	-
51506 Life Insurance	1,346	1,361	1,080	914	1,109	1,109	1,145
51507 Medicare Tax	7,477	8,064	7,289	6,365	4,805	4,805	4,811
51508 Social Security Tax	649	241	30	57	253	-	248
51509 Flexible Benefits	52,898	57,404	55,997	55,733	55,980	55,980	53,930
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	3,002	3,089	2,463	2,100	2,664	2,600	2,668
51602 Dental Insurance	5,405	5,615	4,930	4,121	3,249	3,249	3,420
51603 Vision Insurance	1,997	2,075	1,827	1,687	1,532	1,532	1,693
51605 Employee Assistance Program	190	209	153	140	114	114	118
51704 Auto Allowance	3,628	3,578	3,610	3,583	2,700	2,700	2,700
51705 Housing Allowance	3,023	2,982	3,008	2,986	2,250	2,250	2,250
51706 Phone Allowance	1,511	1,491	1,298	1,070	663	663	663
Total Benefits	139,075	162,527	151,123	136,803	130,301	129,985	141,607
INSURANCE							
51800 Liability Insurance	23,148	25,356	29,252	33,079	21,232	21,232	23,734
51810 Worker's Compensation	19,854	21,748	25,090	28,372	18,949	18,949	21,182
Total Insurance	43,002	47,104	54,342	61,451	40,181	40,181	44,916
SERVICES AND SUPPLIES							
52200 Safety Clothing	548	406	242	202	150	150	150
52221 Communications	1,252	999	1,004	1,077	3,800	1,000	1,300
52231 Equipment Maintenance	0	200	58	31	4,000	1,000	1,700
52232 Maintenance Structures	0	0	-	153	-	-	-
52233 Memberships	802	341	470	382	438	438	438
52234 Office Expense	7,033	5,110	4,182	2,043	6,894	4,500	6,894
52235 Professional Services	0	0	-	-	-	-	-
52241 Special Departmental Expense	522	2,030	110	2,113	3,900	1,800	3,900
52242 Small Tools & Supplies	25	22	106	72	-	-	-
52243 Travel & Training	3,900	1,486	1,597	3,075	4,845	3,000	1,600
52244 Utilities	0	0	-	-	-	-	-
Total Services & Supplies	14,082	10,593	7,769	9,148	24,027	11,888	15,982
FIXED ASSETS							
53300 Equipment							
Total Fixed Assets	0	0	0	0	0	0	0
TOTAL BUDGET	718,904	776,912	718,405	644,808	532,863	510,054	541,319

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

	2009/10	2010/2011	2011/2012	2012/2013
Public Works Supervisor	975	975	0	0
Inspector	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>
Total	1,125	1,125	150	150

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Cell Phones	3,700	3,700	3,700	1,000
Paging service	<u>100</u>	<u>100</u>	<u>100</u>	<u>300</u>
Total	3,800	3,800	3,800	1,300

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Includes mobile radio maintenance	2,500	2,500	2,500	200
Miscellaneous office equipment (fax, typewriters, chairs) repairs	500	500	500	500
Computer parts and repairs	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	4,000	4,000	4,000	1,700

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
APWA Membership	140	140	140	140
AWWA Membership	173	173	173	173
Director's PE license renewal	0	125	0	125
Miscellaneous memberships	<u>125</u>	<u>0</u>	<u>125</u>	<u>0</u>
Total	438	438	438	438

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
General office and computer supplies	5,394	5,394	5,394	5,394
Postage	500	500	500	500
Books and publications	200	200	200	200
Advertisements	150	150	150	150
Printing	<u>650</u>	<u>650</u>	<u>650</u>	<u>650</u>
Total	6,894	6,894	6,894	6,894

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Underground Service Alert	200	200	0	0

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Annual updates to Engineering Division CAD Software	3,900	3,900	3,900	3,900

2243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Public works training workshops and seminars	0	0	1,175	0
League of Cities Annual Convention	3,200	3,200	3,200	0
Monthly Chamber of Commerce luncheons	250	250	250	0
CCEA monthly meetings	<u>220</u>	<u>220</u>	<u>220</u>	<u>0</u>
Total	3,670	3,670	4,845	1,600

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

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	81,478	105,674	103,285	75,315	85,328	85,328	83,302
51201 Part-time Salaries	8,016	7,560					
51301 Overtime	7,767	8,911	6,780	8,469	8,000	5,000	8,000
Total Salaries	97,261	122,145	110,065	83,784	93,328	90,328	91,302
BENEFITS							
51502 City Pers Contribution	7,295	14,655	14,060	9,528	14,335	14,335	17,269
51506 Life Insurance	287	323	269	156	304	200	304
51507 Medicare Tax	1,209	1,589	1,421	1,010	1,237	1,000	1,208
51508 Social Security Tax	497	469	-	-			
51509 Flexible Benefits	12,422	16,339	18,465	13,015	9,509	9,509	9,813
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	581	783	627	363	695	600	678
51602 Dental Insurance	1,068	1,169	1,168	771	855	855	855
51603 Vision Insurance	394	449	432	201	403	403	423
51605 Employee Assistance Program	33	50	40	25	30	30	29
51704 Auto Allowance	0	0	-	-	-		
51705 Housing Allowance	0	0	-	-	-		
51706 Phone Allowance	0	0	-	6	210	210	210
51710 Deferred Compensation				12,470			
Total Benefits	23,786	35,826	36,483	37,545	27,578	27,142	30,790
INSURANCE							
51800 Liability Insurance	4,568	5,136	6,290	6,940	5,536	5,536	5,958
51810 Worker's Compensation	3,918	4,405	5,395	5,953	4,940	4,940	5,318
Total Insurance	8,486	9,541	11,685	12,893	10,476	10,476	11,276
SERVICES AND SUPPLIES							
52200 Safety Clothing	1,730	1,855	1,540	1,119	1,200	1,300	-
52221 Communications	859	387	70	85	650	100	-
52231 Equipment Maintenance	20,144	17,275	16,698	11,622	12,579	12,579	12,579
52232 Maint. Structures/Improvement.Grounds	87,024	74,838	66,813	30,676	91,030	91,030	91,030
52233 Memberships	100	455	267	397	232	232	232
52234 Office Expense	2,599	2,929	442	203	1,125	500	1,125
52235 Professional Services	12,784	22,201	17,719	16,109	12,100	18,000	6,900
52236 Equipment Rental	7,974	11,002	2,571	-	10,000	5,000	10,000
52241 Special Department Expense	987	58,988	106	24,153	-	23,000	-
52242 Small Tools & Supplies	17,345	8,520	8,204	1,937	13,110	2,000	13,110
52243 Travel & Training	923	2,027	600	148	500	500	-
52244 Utilities	52,352	58,402	62,912	57,795	58,000	58,000	58,000
Total Services & Supplies	204,821	258,879	177,943	144,244	200,526	212,241	192,976
FIXED ASSETS							
53300 Equipment	253	3,991					
53100 Improvements	0						
Total Fixed assets	253	3,991	-	-	-	-	-
TOTAL BUDGET	334,607	430,382	336,176	278,466	331,908	340,187	326,345

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
- Traffic Control and Safety
- Storm Drainage
- Landscape Maintenance

Budget Line Item Descriptions

52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Laundry and supply of public works crew uniforms	600	600	600	0
Boots	500	500	500	0
Safety clothing	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>
Total	1,200	1,200	1,200	0

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Paging service	200	200	200	0
Batteries & Equipment	<u>450</u>	<u>450</u>	<u>450</u>	<u>0</u>
Total	650	650	650	0

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Auto & Truck repairs	4,768	2,680	2,680	2,680
Gas and oil for vehicles	4,730	5,136	5,136	5,136
Mobile radio maintenance	3,000	3,000	3,000	3,000
Field equipment repairs	463	463	463	463
Tires and tire repairs	500	500	500	500
Environmental Health permit for Hazardous Materials	<u>800</u>	<u>800</u>	<u>800</u>	<u>800</u>
Total	14,261	12,579	12,579	12,579

52232 Maintenance—Structures, Improvements and Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Repairs to traffic signals	20,190	20,190	20,190	20,190
Tree trimming and maintenance	20,000	20,000	20,000	20,000
Materials for street repairs (asphalt/concrete, lumber, paint, rock, sand, guardrails, etc.)	19,176	19,176	19,176	19,176
Storm drain repairs and repair materials	10,000	10,000	10,000	10,000
Weed abatement	8,000	9,664	9,664	9,664
Street Traffic Signs	6,500	6,500	6,500	6,500
Tree replacement	4,500	4,500	4,500	4,500
Street lights	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	89,366	91,030	91,030	91,030

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
PE License renewal and annual ITE subscription	357	357	232	232

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
General office and computer supplies	300	300	300	300
Books and publications	300	300	300	300
Postage	200	200	200	200
Printing of forms and flyers	100	100	100	100
Advertisements	<u>100</u>	<u>100</u>	<u>225</u>	<u>225</u>
Total	1,000	1,000	1,125	1,125

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Traffic signal maintenance	6,900	6,900	6,900	6,900
Visitation Tree Pruning	<u>5,200</u>	<u>5,200</u>	<u>5,200</u>	<u>0</u>
Total	12,100	12,100	12,100	6,900

52236 Equipment Rental

	2009/10	2010/2011	2011/2012	2012/2013
Occasionally the need arises to rent equipment not already owned by the City, such as fences or post drivers for tree planting,	10,000	10,000	10,000	10,000

52242 Small Tools and Supplies

	2009/10	2010/2011	2011/2012	2012/2013
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	15,110	13,110	13,110	13,110

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Pavement maintenance seminars	500	500	500	0

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Electricity, gas, water, sewer services provided to the City's parks, median strips, streetlights, etc.,	53,000	58,000	58,000	58,000

Department/Division: 4003 Building & Grounds Maintenance

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	133,649	139,092	142,613	147,624	84,553	85,000	82,545
51201 Part-time Salaries	0	0	-	-	-	-	-
51301 Overtime	5,841	3,892	3,659	4,496	6,000	1,000	6,000
Total Salaries	139,490	142,983	146,272	152,120	90,553	86,000	88,545
BENEFITS							
51502 City Pers Contribution	12,883	19,754	19,625	20,583	14,205	14,250	17,112
51506 Life Insurance	549	556	487	487	405	300	405
51507 Medicare Tax	1,041	1,058	1,147	1,229	1,226	1,250	1,197
51508 Social Security Tax	0	0	-	-	-	-	-
51509 Flexible Benefits	22,223	23,710	24,839	27,728	8,269	8,269	8,533
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	980	1,003	877	922	688	600	672
51602 Dental Insurance	2,280	2,265	2,287	2,287	1,140	1,140	1,140
51603 Vision Insurance	842	837	845	935	538	538	564
51605 Employee Assistance Program	90	92	78	78	40	40	39
51704 Auto Allowance	0	0	-	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	423	417	421	421	420	420	420
Total Benefits	41,312	49,892	50,604	54,670	26,930	26,807	30,083
INSURANCE							
51800 Liability Insurance	5,703	6,107	7,188	7,931	5,485	5,485	5,904
51810 Worker's Compensation	4,892	5,238	6,166	6,803	4,895	4,895	5,269
Total Insurance	10,595	11,345	13,354	14,734	10,381	10,380	11,174
SERVICES AND SUPPLIES							
52200 Safety Clothing	1,578	1,577	1,379	945	1,200	1,200	1,150
52221 Communications	167	298	476	454	200	400	200
52231 Equipment Maintenance	17,457	12,236	7,506	4,067	16,600	8,000	16,600
52232 Maint. Structures/Improvement.Grounds	46,866	38,626	26,064	18,629	20,736	22,500	20,736
52233 Memberships	-	-	-	-	200	-	200
52234 Office Expense	213	274	185	125	300	300	300
52235 Professional Services	23,106	26,837	9,140	28,184	20,000	23,000	20,000
52236 Equipment Rental	0	0	-	-	-	-	-
52240 Rent-Real Property	0	0	-	-	-	-	-
52241 Special Department Expense	676	232	65	1,360	-	-	-
52242 Small Tools & Supplies	8,004	3,683	4,328	451	5,000	2,500	5,000
52243 Travel & Training	656	99	110	75	50	300	-
52244 Utilities	37,579	37,880	36,525	32,812	42,250	40,000	42,250
Total Services & Supplies	136,304	121,743	85,779	87,102	106,538	98,200	106,436
FIXED ASSETS							
53100 Improvements	-	-	-	-	-	-	-
53300 Equipment	2,201	32,270	-	-	-	-	-
Total Fixed Assets	2,201	32,270	-	-	-	-	-
TOTAL BUDGET	329,902	358,034	296,009	308,626	234,400	221,387	236,238

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
- Landscape maintenance
- Equipment maintenance

Budget Line Item Descriptions

52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Laundry service and uniform supply	1,200	1,200	600	600
Safety clothing	200	200	100	300
Boots	<u>1,000</u>	<u>1,000</u>	<u>500</u>	<u>250</u>
Total	2,400	2,400	1,200	1,150

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Paging and Cell phone service	200	200	200	200

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Field equipment repairs	4,539	4,021	4,021	4,021
Auto and truck repairs	3,158	4,230	4,230	4,230
Mobile radio maintenance	1,000	1,000	1,000	1,000
Gas and oil for public works vehicles	5,203	5,649	5,649	5,649
Tires and tire repairs	1,000	1,600	1,600	1,600
Miscellaneous office equipment repairs	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	15,000	16,600	16,600	16,600

52232 Maintenance-Structures/Improvements/Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Structures-Maintenance/Improvements				
Fences, Gates, Doors, and Locks	3,500	0	1,200	1,200
Janitorial Services and Supplies	800	0	1,300	1,300
Electrical and plumbing	2,000	0	750	750

Roof repairs (skylights-caulking)	2,000	0	750	750
Pest control services	0	0	720	720
Light supplies	1,000	0	1,280	1,280
<u>Grounds-Improvements</u>				
Irrigation supplies,	7,480	3,536	3,536	3,536
Right-of-way Weed Abatement	8,000	8,000	11,200	11,200
Revegetation Supplies	2,500	0	0	0
Walkway Maintenance/Supplies	<u>2,500</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	29,780	11,536	20,736	20,736

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
CLCA and Pesticide Applicator	200	200	200	200

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Drinking water	100	100	100	100
General office supplies	100	100	100	100
Books and publications	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	300	300	300	300

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Graffiti abatement services provided by San Mateo County	3,000	3,000	3,000	3,000
City Hall elevator and genset maint.	3,950	15,800	3,860	3,860
HVAC Maintenance (City Hall)	1,800	7,200	6,400	6,400
Miscellaneous Repairs			4,940	4,940
Fire Alarm Maintenance (City Hall)	<u>500</u>	<u>2,000</u>	<u>1,800</u>	<u>1,800</u>
Total	9,250	28,000	20,000	20,000

52242 Small Tools and Supplies

	2009/10	2010/2011	2011/2012	2012/2013
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.,	9,356	5,000	5,000	5,000

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Pesticide Regulation Workshop	50	50	50	0

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Reflects the cost of gas, electricity and water to various city structures and landscaped areas,	40,000	42,250	42,250	42,250

Department/Division: 4004 Park Maintenance

Parks and Recreation Fund
Fund 550

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries	60,385	63,159	63,739	63,216	64,054	64,054	62,533
51201 Part-time Salaries	19,234	9,164	9,925	9,569	16,349	10,000	16,022
51301 Overtime	404	1,564	1,042	801	1,500	3,300	1,500
Total Salaries	80,023	73,886	74,707	73,585	81,903	77,354	80,055
BENEFITS							
51502 City Pers Contribution	5,819	8,970	8,965	8,846	10,761	10,761	12,964
51506 Life Insurance	250	255	223	223	346	223	338
51507 Medicare Tax	1,181	1,066	1,089	1,073	1,166	1,100	1,139
51508 Social Security Tax	1,192	568	626	593	1,014	600	993
51509 Flexible Benefits	16,186	17,142	15,237	10,653	16,537	16,537	17,066
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	449	456	399	399	521	400	509
51602 Dental Insurance	1,150	1,133	1,143	1,143	1,140	1,140	1,140
51603 Vision Insurance	425	418	422	468	538	475	564
51605 Employee Assistance Program	43	47	39	39	40	40	39
51704 Auto Allowance	0	0	-	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	423	417	421	421	420	420	420
Total Benefits	27,118	30,472	28,564	23,859	32,483	31,696	35,173
INSURANCE							
51800 Liability Insurance	3,114	3,334	3,924	4,330	5,216	5,216	5,619
51810 Worker's Compensation	2,671	2,860	3,366	3,714	4,655	4,655	5,015
Total Insurance	5,785	6,194	7,290	8,044	9,871	9,871	10,633
SERVICES AND SUPPLIES							
52200 Safety Clothing	3,288	3,196	1,988	922	2,400	1,000	2,300
52221 Communications	0	0	-	-	-	-	-
52231 Equipment Maintenance	5,432	5,790	7,828	4,330	12,770	8,000	12,770
52232 Maint. Structures/Improvement Grounds	15,021	19,056	10,134	10,102	10,560	14,000	10,560
52233 Memberships	0	0	-	-	125	-	125
52234 Office Expense	32	2	19	32	-	-	-
52235 Professional Services	9,875	7,670	8,170	9,952	7,000	10,000	7,000
52236 Equipment Rental	106	1,313	239	-	2,000	-	2,000
52240 Rent-Real Property	0	0	-	-	-	-	-
52241 Special Department Expense	23,489	19,241	4,740	3,894	-	1,000	-
52242 Small Tools & Supplies	3,078	3,988	2,470	176	3,626	500	3,626
52243 Travel & Training	133	0	-	-	-	-	-
52244 Utilities	0	0	-	-	-	-	-
Total Services & Supplies	60,454	60,255	35,588	29,409	38,481	34,500	38,381
FIXED ASSETS							
53100 Improvements	5,250	6,320	3,334	-	-	-	-
53300 Equipment	-	-	-	-	-	-	-
54500 Depreciation	2,724	2,724	2,724	2,724	2,724	2,724	2,724
Total Fixed Assets	7,974	9,044	6,058	2,724	2,724	2,724	2,724
TOTAL BUDGET	181,354	179,851	162,207	137,620	165,462	156,145	166,967

4004 PUBLIC WORKS — PARKS MAINTENANCE

Mission Statement

The mission of the Public Works Department's Parks 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	Ball fields at Lipman and Brisbane
4 Solano Street 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	Skate Park
MBC Annex – Restroom/Concession,	Basketball Park
Tennis Courts, Ball field Bleachers	Old Quarry Road Park
Community Swimming Pool	

Budget Line Item Descriptions

52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Safety equipment	700	700	700	600
Uniform maintenance for the Facility				
Maintenance Worker	1,200	1,200	1,200	1,200
Boots	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total	2,400	2,400	2,400	2,300

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Vehicle repair and maintenance on the parks				
truck	3,092	6,308	6,308	6,308
Tires & Tire Repairs	500	500	500	500
Field Equipment Repairs & Maintenance	313	313	313	313
Gas and oil for the Parks Maintenance truck	<u>5,203</u>	<u>5,649</u>	<u>5,649</u>	<u>5,649</u>
Total	9,108	12,770	12,770	12,770

52232 Maintenance—Structures/Improvements/Grounds

	2009/10	2010/2011	2011/2012	2012/2013
School Athletic Fields	1,000	1,000	1,000	1,000
Mission Blue Center				
Repairs and maintenance	2,350	2,400	2,400	2,400
Athletic Field maintenance	1,000	1,000	1,000	1,000
Teen Center				
Repairs and Maintenance	2,000	2,000	2,000	2,000
Community Park				
Repairs and Maintenance	1,000	1,000	1,000	1,000
Community Center Library Park				
Repairs and Maintenance	1,260	1,260	1,260	1,260
Community Swimming Pool				
Repairs and Maintenance	<u>1,900</u>	<u>1,900</u>	<u>1,900</u>	<u>1,900</u>
Total	10,510	10,560	10,560	10,560

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
California Parks and Recreation Society for the Parks/Facility Maintenance Worker,	125	125	125	125

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
HVAC Maintenance (Pool, Community Center, Mission Blue Center)	9,860	9,860	6,000	6,000
Playground Inspection	<u>700</u>	<u>700</u>	<u>1,000</u>	<u>1,000</u>
Total	10,560	10,560	7,000	7,000

52236 Equipment Rental

	2009/10	2010/2011	2011/2012	2012/2013
Various field maintenance equipment	2,000	2,000	2,000	2,000

52242 Small Tools & Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous tools	3,778	66	3,626	3,626

Department/Division: 4005 Landscape Maintenance

General Fund
Fund 100

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries	115,188	123,300	104,844	63,739	64,054	64,000	62,533
51201 Part-time Salaries		0	-	-			
51301 Overtime	3,956	4,476	4,134	2,284	4,000	4,000	4,000
Total Salaries	119,144	127,776	108,979	66,024	68,054	68,000	66,533
BENEFITS							
51502 City Pers Contribution	11,105	17,511	13,023	8,919	10,761	10,761	12,964
51506 Life Insurance	472	498	319	223	346	250	338
51507 Medicare Tax	1,724	933	1,007	976	929	1,000	907
51508 Social Security Tax	0	0	-	-	-	-	-
51509 Flexible Benefits	28,637	19,161	17,007	19,245	21,499	21,499	22,186
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	843	890	570	399	521	400	509
51602 Dental Insurance	2,299	2,265	1,635	1,143	1,140	1,140	1,140
51603 Vision Insurance	849	837	587	468	538	538	564
51605 Employee Assistance Program	85	92	56	39	40	40	39
51704 Auto Allowance	0	0	-	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	0	0	-	-	-	-	-
Total Benefits	48,015	42,187	34,204	31,411	35,774	35,628	38,647
INSURANCE							
51800 Liability Insurance	4,820	5,419	6,534	7,210	4,155	4,155	4,473
51810 Worker's Compensation	4,134	4,648	5,604	6,184	3,709	3,709	3,992
Total Insurance	8,954	10,067	12,138	13,394	7,864	7,864	8,465
SERVICES AND SUPPLIES							
52200 Safety Clothing	0	2,036	1,804	1,370	1,200	1,400	1,150
52221 Communications	6	420	895	908	500	900	500
52231 Equipment Maintenance	10,412	9,580	7,572	7,123	14,379	9,000	14,379
52232 Maint. Structures/Improvement.Grounds	37,352	29,216	23,477	8,999	22,362	61,000	22,362
52233 Memberships	0		-	-			
52234 Office Expense	0	4	-	-			
52235 Professional Services	0		-	-			
52236 Equipment Rental	88	529	-	-	4,000		4,000
52240 Rent-Real Property	0		-	-			
52241 Special Department Expense	0	105	113				
52242 Small Tools & Supplies	204	3,524	4,584	50	5,920	1,000	5,920
52243 Travel & Training	4,129	0	-	-			
52244 Utilities	0		-	-			
Total Services & Supplies	52,191	45,414	38,444	18,450	48,361	73,300	48,311
FIXED ASSETS							
53100 Improvements							
53300 Equipment	253	2,270					
Total Fixed Assets	253	2,270	-	-	-	-	-
TOTAL BUDGET	228,557	227,713	193,765	129,279	160,052	184,792	161,956

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, 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	Lower Bicentennial Walkway
Brisbane Elementary School Upper Field	Margaret Tank
Lipman Field	Mono & Klamath Walkway
Mission Blue Field	New Guadalupe Tank
Brisbane Marina	Old Guadalupe Tank
City Hall	Park & Ride
Crocker Entrance	San Bruno Park Strip
Crocker Sewage Station	Senior Center
North Hill Pump Station	Teen Center
Sierra Point	Tunnel/Old County/Bayshore Medians
Valley/Bayshore Medians	Upper Bicentennial Walkway
BCDC Shoreline Band at Sierra Point	Sierra Point Lift Station
Old County Sewer Easement	Hydrant Park
Alvarado/San Francisco/Island	Skateboard Park
Dept of PW Corporation Yard exterior	800 Block Sierra Point
Fire Station	Community Center
Fisherman's Park	Community Park
Glen Park Pump Station	Community Pool
Golden Aster Station	Firth Park
Guadalupe Medians	Silverspot
Klamath Island	Mission Blue Center
Lake St. Pump Station	Dog Park

Budget Line Item Descriptions

52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Uniform supply and laundry service	1,200	1,200	600	600
Safety equipment & Rain Gear	700	700	350	300
Boots	<u>500</u>	<u>500</u>	<u>250</u>	<u>250</u>
Total	2,400	2,400	1,200	1,150

52221 Communication

	2009/10	2010/2011	2011/2012	2012/2013
Pagers and mobile radios	500	500	500	500

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Vehicle repair and maintenance	2,768	3,130	3,130	3,130
Field Equipment Repair and Maintenance	5,613	5,613	5,613	5,613
Tires and Tire Repairs	500	500	500	500
Gas and oil for maintenance truck	<u>4,730</u>	<u>5,136</u>	<u>5,136</u>	<u>5,136</u>
Total	13,611	14,379	14,379	14,379

52232 Maintenance—Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Landscape materials and supplies	17,389	17,621	17,621	17,621
Irrigation materials and supplies	<u>4,741</u>	<u>4,741</u>	<u>4,741</u>	<u>4,741</u>
Total	22,130	22,362	22,362	22,362

52236 Equipment Rental

	2009/10	2010/2011	2011/2012	2012/2013
Various field maintenance equipment	4,000	4,000	4,000	4,000

52242 Small Tools & Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous tools	5,720	4,720	5,920	5,920

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	61,280	6,316	63,739	64,103	76,188	76,188	74,379
51201 Part-time Salaries							
51301 Overtime	1,766	1,250	1,078	1,483	2,000	1,000	2,000
Total Salaries	63,046	7,565	64,817	65,586	78,188	77,188	76,379
BENEFITS							
51502 City Pers Contribution	5,904	8,970	8,960	8,980	12,800	12,800	15,419
51506 Life Insurance	250	255	223	224	386	386	378
51507 Medicare Tax	990	971	968	980	1,105	1,105	1,078
51508 Social Security Tax	0	0	0	0	-	-	-
51509 Flexible Benefits	12,451	14,927	17,952	19,878	22,326	22,326	23,040
51510 Retiree Health	0	0	0	0	-	-	-
51511 Long-Term Disability	449	456	399	400	620	400	605
51602 Dental Insurance	1,150	1,133	1,143	1,147	1,254	1,254	1,254
51603 Vision Insurance	425	418	422	469	591	591	621
51605 Employee Assistance Program	43	47	39	39	44	44	43
51704 Auto Allowance	0	0	0	0	-	-	-
51705 Housing Allowance	0	0	0	0	-	-	-
51706 Phone Allowance	0	0	0	1	42	42	42
Total Benefits	21,662	27,177	30,106	32,119	39,168	38,948	42,481
INSURANCE							
51800 Liability Insurance	2,592	2,776	3,267	3,605	4,943	4,943	5,320
51810 Worker's Compensation	2,223	2,381	2,802	3,092	4,411	4,411	4,748
Total Insurance	4,816	5,157	6,069	6,697	9,354	9,354	10,068
SERVICES AND SUPPLIES							
52200 Safety Clothing	1,423	1,977	1,609	956	1,200	1,000	1,150
52221 Communications	835	553	506	454	750	500	500
52231 Equipment Maintenance	8,714	7,212	8,786	6,768	12,000	10,000	12,000
52232 Maint. Structures/Improvement Grounds	107,876	102,413	176,511	107,013	93,035	120,000	93,035
52233 Memberships	100	243	-	125	100	100	225
52234 Office Expense	279	23	5	44	200	100	200
52235 Professional Services	388	1,025	405	442	2,800	1,400	2,800
52236 Equipment Rental	0	2,563	-	-	3,000	1,500	3,000
52240 Rent-Real Property	0	0	0	0	-	-	-
52241 Special Department Expense	2	0	6	7,598	-	-	-
52242 Small Tools & Supplies	2,578	884	295	44	325	300	200
52243 Travel & Training	63	47	-	-	100	100	-
52244 Utilities	100,201	117,776	140,672	115,419	150,000	150,000	150,000
Total Services & Supplies	222,459	234,716	328,795	238,864	263,510	285,090	263,110
FIXED ASSETS							
53300 Equipment	253	6,536					
54500 Depreciation							
Total Fixed Assets	253	6,536	0	0	0	0	0
EXPENDITURE TRANSFERS							
54250 Indirect Costs	111,548	124,901	118,602	113,696	104,163	104,163	109,741
Total Expenditure Transfers	111,548	124,901	118,602	113,696	104,163	104,163	109,741
TOTAL BUDGET	423,783	406,052	548,389	456,962	494,382	514,653	501,779

4009 -- Sierra Point Lighting and Landscaping

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 Lighting and Landscaping Program consists of the following areas of responsibility:

- Landscape and irrigation maintenance; including paving, parking lots, pathways, and concrete curbs
- Lighting maintenance

Budget Line Item Descriptions

This budget unit is financed through the annual levy of lighting and landscaping assessments on the county tax rolls on all parcels lying within the Sierra Point Lighting and Landscaping 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

	2009/10	2010/2011	2011/2012	2012/2013
Rain gear and other safety clothing	350	325	325	300
Laundry service and uniform supply	600	600	600	600
Boots	<u>250</u>	<u>275</u>	<u>275</u>	<u>250</u>
Total	1,200	1,200	1,200	1,150

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Includes the expense related to paging service and mobile radios		750	750	500

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Gas and oil for public works vehicles	4,230	5,136	5,136	5,136
Mobile radio maintenance, field equipment repair and maintenance	0	1,000	1,000	1,000
Auto and truck parts and repairs	5,936	4,030	4,030	4,030
Tires and tire repair	500	471	471	471
Field Equipment Repairs and Maintenance	763	763	763	763
Office equipment maintenance	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
Total	12,029	12,000	12,000	12,000

52232 Maintenance-Structures/Improvements/Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Contract landscape maintenance for the Sierra Point project area	38,585	26,538	36,540	36,540
Gopher Control	30,000	30,000	12,000	12,000
Pest Control			21,470	20,000
Tree trimming/replacement	17,921	18,997	8,995	9,995
Plants, shrubs and other vegetation	5,500	5,500	5,030	5,500
Street light repair and maintenance	4,000	4,000	2,000	2,000
Fertilizer, stakes, seed, compost	4,000	4,000	3,000	3,000
Irrigation supplies	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Total	104,006	93,035	93,035	93,035

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
PE License Renewal for District Engineer	0	0	0	125
Miscellaneous memberships	125	125	0	0
Pesticide Applicators Assn.	30	30	30	30
Pesticide Applicators Certificate	<u>70</u>	<u>70</u>	<u>70</u>	<u>70</u>
Total	225	225	100	225

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Printing	50	50	50	50
Books and publications	50	50	50	50
Legal notices	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	200	200	200	200

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Assessment engineer	1,000	1,000	1,000	1,000
Legal services	<u>2,000</u>	<u>2,000</u>	<u>1,800</u>	<u>1,800</u>
Total	3,000	3,000	2,800	2,800

52236 Equipment Rental

	2009/10	2010/2011	2011/2012	2012/2013
	3,000	3,000	3,000	3,000

52242 Small Tools and Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Includes numerous small tools and supplies necessary to the maintenance function of the budget unit				
		0	0	325
				200

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Pesticide application and equipment safety	100	100	100	0

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Covers the cost of street light electricity and water	139,000	150,000	150,000	150,000

Department/Division: 4020 Water

Utility Fund

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	Utility Fund
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Fund 540 2012/13 Approved Budget
SALARIES							
51101 Salaries	156,660	166,240	173,363	184,251	173,266	173,266	173,280
51201 Part-time Salaries				-			
51301 Overtime	16,702	15,490	14,501	14,501	15,000	16,400	15,000
Total Salaries	173,361	181,731	187,863	198,752	188,266	189,666	188,280
BENEFITS							
51502 City Pers Contribution	14,342	22,457	23,562	25,509	29,109	29,109	35,923
51506 Life Insurance	597	601	560	581	852	600	844
51507 Medicare Tax	2,318	2,454	2,640	3,048	2,512	2,800	2,513
51509 Flexible Benefits	22,671	23,643	27,537	37,741	30,181	37,000	39,679
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	1,094	1,121	1,051	1,142	1,410	1,200	1,410
51602 Dental Insurance	2,573	2,524	2,636	2,696	2,565	2,565	2,565
51603 Vision Insurance	951	932	974	1,105	1,210	1,210	1,270
51605 Employee Assistance Program	90	102	78	92	90	90	88
51704 Auto Allowance	0	0	-	-	-		
51705 Housing Allowance	0	0	-	-	-		
51706 Phone Allowance	423	417	421	421	420	420	420
51710 Deferred Compensation				17,589		6,300	7,374
Total Benefits	45,058	54,252	59,459	89,924	68,349	81,294	92,086
51800 Liability Insurance	7,325	8,068	9,549	10,708	11,240	11,240	12,394
51810 Worker's Compensation	6,282	6,921	8,190	9,184	10,032	10,032	11,061
Total Insurance	13,607	14,989	17,739	19,892	21,272	21,272	23,456
SERVICES AND SUPPLIES							
52200 Safety Clothing	3,278	3,192	2,868	2,169	3,340	3,000	2,300
52221 Communications	1,235	713	476	454	1,380	1,000	1,380
52231 Equipment Maintenance	20,614	20,415	18,094	14,954	15,300	17,000	15,300
52232 Maint. Structures/Improvement Grounds	59,655	73,185	26,038	29,689	53,169	62,000	51,549
52233 Memberships	13,817	17,063	17,269	23,840	28,005	25,000	27,230
52234 Office Expense	11,932	13,318	11,609	9,852	12,000	10,000	12,000
52235 Professional Services	27,558	28,649	28,250	47,050	47,250	47,250	47,280
52236 Equipment Rental	0	239	-	-			
52240 Rent-Real Property							
52241 Special Department Expense	44,388	20,521	14,948	29,966	-	20,273	-
52242 Small Tools & Supplies	7,013	7,757	4,857	4,793	6,830	5,000	6,830
52243 Travel & Training	110	2,877	113	1,211	1,000	1,000	1,000
52244 Utilities	11,560	10,606	20,941	11,185	12,233	12,000	12,233
52245 Water Purchases	179,929	243,845	210,576	266,551	330,000	330,000	315,000
Total Services & Supplies	381,091	442,381	356,040	441,714	510,507	533,523	492,102
OTHER							
54500 Depreciation	153,596	189,068	189,532	188,022	190,000	190,000	190,000
55200 Interest							
Total Other	153,596	189,068	189,532	188,022	190,000	190,000	190,000
FIXED ASSETS							
53300 Equipment	35,258	50,567	22,651	31,301	37,682	37,682	37,682
Total Fixed Assets	35,258	50,567	22,651	31,301	37,682	37,682	37,682
EXPENDITURE TRANSFERS							
54250 Indirect Costs	295,728	332,334	323,000	322,960	286,833	286,833	316,240
Total Expenditure Transfers	295,728	332,334	323,000	322,960	286,833	286,833	316,240
TOTAL BUDGET	1,097,700	1,265,321	1,166,285	1,292,565	1,302,909	1,340,270	1,339,845

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

	2009/10	2010/2011	2011/2012	2012/2013
Laundry service and uniform supply of public works crew	2,018	2,018	2,018	1,200
Rain gear	277	277	277	0
Boots	616	616	616	500
Safety clothing	<u>429</u>	<u>429</u>	<u>429</u>	<u>600</u>
Total	3,340	3,340	3,340	2,300

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Budgeted here is paging service plus the cost of telephones	1,380	1,380	1,380	1,380

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Auto and truck repairs	8,740	7,710	7,710	7,710
Gas and oil for public works vehicles	6,148	6,677	6,677	6,677
Field equipment repairs and maintenance	413	413	413	413
Tires and tire repairs	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total	15,801	15,300	15,300	15,300

52232 Maintenance-Structures/Improvements/Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Valves (inc. PRVs, Air Vacs)				
Repair/Maintenance	3,799	3,799	5,000	5,000
Fire Hydrant	4,853	4,853	2,450	4,850
Repair/Maintenance/Replacement				
Service Repair/Maintenance	1,255	1,255	1,255	1,255
Meter-Meter Box Repair/Replacement	9,943	9,943	8,674	8,706
Water Pump Station Facility	1,646	1,646	1,646	4,000
Maintenance				
Water Main Repair/Maintenance	16,802	16,589	8,880	8,880
SCADA Maintenance	1,058	1,058	1,058	1,058
Water Quality Equipment/Materials	1,806	1,806	1,806	2,800
Water Tank Maintenance	4,042	4,042	20,000	5,000
Water main valve replacement	10,000	10,000	0	10,000
Water system leak survey	<u>2,000</u>	<u>0</u>	<u>2,400</u>	<u>0</u>
Total	57,204	54,991	53,169	51,549

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
Health Department fees	8,740	9,000	9,000	9,000
Quarterly assessments from the San Francisco Bay Area Water Supply and Conservation Agency (BAWSCA)				
BAWSCA Conservation Program Fees	5,300	5,777	5,800	5,800
BAAQMD Emergency Generator Permit Fee	0	0	6,000	6,000
Cross Connection Control Fee	1,000	1,000	900	0
PE License for Associate Civil Engineer	3,569	3,676	4,620	4,620
AWWA Standards Renewal	0	125	0	125
Underground Service Alert	250	255	250	250
WaterCAD Software Maintenance	550	565	560	560
Total	19,409	20,398	28,005	27,230

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
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	4,883	4,883
Water Billing Costs/Postage, Envelopes, Credit Card Fees, Forms	<u>7,117</u>	<u>7,117</u>	<u>7,117</u>	<u>7,117</u>
Total	12,000	12,000	12,000	12,000

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Water sampling and testing	32,800	33,800	33,800	33,800
Booster Pump Station GenSet Maintenance	4,200	4,330	4,330	4,360
Water Tank Cleaning and Inspection	4,300	4,430	5,220	5,220
Backflow Testing and Certification	2,000	2,060	2,400	2,400
Maintenance on meter readers	<u>1,770</u>	<u>1,820</u>	<u>1,500</u>	<u>1,500</u>
Total	45,070	46,440	47,250	47,280

52241 Special Departmental Expense

	2009/10	2010/2011	2011/2012	2012/2013
BAWSCA Conservation Program	<u>4,200</u>	<u>4,200</u>	<u>0</u>	<u>0</u>
Total	4,200	4,200	0	0

52242 Small Tools and Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Small tools, parts and supplies necessary to the maintenance activity of this department. Items included are nails, nuts, bolts, screws, lumber, PVC, couplings, parts, small tools, shovels, all types of hardware, etc	6,830	6,830	6,830	6,830

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
CEU costs for water certification	500	500	500	500
Engineering Seminars	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total	1,000	1,000	1,000	1,000

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Reflects the cost of electricity utilized by water pump stations	11,877	12,233	12,233	12,233

52245 Water Purchases

	2009/10	2010/2011	2011/2012	2012/2013
Cost to purchase water from SFPUC	274,171	306,632	330,000	315,000

53300 Equipment

	2009/10	2010/2011	2011/2012	2012/2013
Purchase of radio read devices and replacement water meters	37,682	37,682	37,682	37,682

Department/Division: 4025 Guadalupe Valley Municipal Utility District

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	Utility Fund
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Fund 540 2012/13 Approved Budget
SALARIES							
51101 Salaries	136,589	142,564	148,677	94,429	152,767	90,000	149,140
51301 Overtime	3,022	5,610	6,904	9,121	6,000	10,000	6,000
Total Salaries	139,611	148,174	155,581	103,551	158,767	100,000	155,140
BENEFITS							
51502 City Pers Contribution	13,102	20,230	20,904	12,478	25,665	13,000	30,918
51506 Life Insurance	541	549	501	295	793	500	777
51507 Medicare Tax	2,121	2,265	2,316	1,431	2,215	1,500	2,163
51508 Social Security Tax	0	0	-	-	-	-	-
51509 Flexible Benefits	26,313	27,815	29,460	13,624	35,142	14,000	44,799
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	997	1,020	930	564	1,244	600	1,214
51602 Dental Insurance	2,577	2,536	2,573	1,462	2,565	1,500	2,565
51603 Vision Insurance	952	937	951	563	1,210	600	1,270
51605 Employee Assistance Program	97	102	88	50	90	50	88
51704 Auto Allowance	0	0	-	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	0	0	-	-	-	-	-
Total Benefits	46,700	55,453	57,721	30,465	68,923	31,750	83,794
INSURANCE							
51800 Liability Insurance	5,819	6,658	7,637	8,598	9,911	9,911	10,668
51810 Worker's Compensation	4,991	5,492	6,550	7,375	8,845	8,845	9,520
Total Insurance	10,810	12,150	14,187	15,973	18,756	18,756	20,188
SERVICES AND SUPPLIES							
52200 Safety Clothing	2,675	3,102	2,920	1,926	2,400	2,000	2,300
52221 Communications	501	420	476	454	500	500	500
52231 Equipment Maintenance	13,872	8,782	8,819	6,675	11,682	11,682	11,682
52232 Maint. Structures/Improvement Grounds	62,863	64,908	48,697	20,072	42,305	67,000	43,635
52233 Memberships	6,928	8,899	14,458	13,463	20,533	16,000	19,203
52234 Office Expense	7,365	9,420	9,120	8,611	8,240	8,240	8,240
52235 Professional Services	46,854	55,697	84,832	41,029	74,015	70,000	74,065
52236 Equipment Rental	0	0	-	-	-	-	-
52240 Rent-Real property	0	0	-	-	-	-	-
52241 Special Department Expense	11,043	15,378	5,868	5,230	-	20,000	-
52242 Small Tools & Supplies	2,576	13,860	3,772	1,714	2,121	1,000	2,121
52243 Travel & Training	0	117	34	343	300	300	300
52244 Utilities	48,558	50,356	66,371	49,830	50,000	65,000	50,000
52245 Water Purchases	181,468	133,949	96,933	80,544	197,000	120,000	117,000
52246 Sewer Processing	285,216	271,064	286,932	282,455	308,278	300,000	308,000
Total Services & Supplies	669,919	635,953	629,233	512,345	717,374	681,722	637,046
FIXED ASSETS							
53100 Improvements	4,122	-	-	-	-	-	-
53300 Equipment	682	-	-	-	-	-	-
Total Fixed Assets	4,804	0	-	-	-	-	-
OTHER							
54500 Depreciation	338,899	338,899	338,899	372,571	338,899	338,899	338,899
55100 Principal	-	-	-	-	-	-	-
55200 Interest	-	-	-	-	-	-	-
Total Other	338,899	338,899	338,899	372,571	338,899	338,899	338,899
EXPENDITURE TRANSFERS							
54250 Indirect Costs	216,898	247,304	257,576	258,364	227,756	227,756	241,132
Total Expenditure Transfers	216,898	247,304	257,576	258,364	227,756	227,756	241,132
TOTAL BUDGET	1,427,641	1,437,933	1,453,197	1,293,270	1,530,475	1,398,883	1,476,199

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, sewer

Budget Line Item Descriptions

52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Laundry service and uniform supply of public works crew uniforms	1754	1754	1,254	1,200
Rain gear	240	240	240	0
Boots	534	534	534	500
Safety clothing	<u>372</u>	<u>372</u>	<u>372</u>	<u>600</u>
Total	2,900	2,900	2,400	2,300

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Pager and Cell phone service	500	500	500	500

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Vehicle maintenance	5,880	5,120	5,120	5,120
Gas and oil for public works vehicles	5,203	5,649	5,649	5,649
Tires and tire repairs	500	500	500	500
Field equipment repairs and maintenance	<u>413</u>	<u>413</u>	<u>413</u>	<u>413</u>
Total	11,996	11,682	11,682	11,682

52232 Maintenance-Structures/Improvements/Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Sewer infrastructure maintenance	10,868	10,828	10,828	10,828
Sewer Video Inspection	4,000	4,000	3,433	2,463
Sewer Spot Repairs	5,000	5,000	5,000	5,000
Sewer Line Foaming Root Control	1,380	1,420	1,420	1,420
Water Tank/Pump Station Maintenance	2,411	1,325	3,000	2,900
Main Repair/Maintenance	6,919	6,356	3,750	3,750
Meter – Meter Box Repair	1,000	1,000	1,000	1,000
Valve Repair	1,000	1,000	2,000	2,000
SCADA Maintenance	1,300	1,300	1,300	1,300
Water Quality Equipment/Materials	600	600	600	600
Water Service Maintenance	700	700	700	700
Traffic signal maintenance	1,591	1,591	1,591	1,591
Storm drain repair and maintenance	3,500	3,500	3,500	3,500
Street Signs	1,061	1,061	1,061	1,061
Water system leak survey	0	0	0	2,400
Street Lights	2,122	2,122	2,122	2,122
Fire Hydrant Repair/Replacement	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	44,452	42,803	42,305	43,635

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
Quarterly assessments from the San Francisco Bay Area Water Users Assn.	6,573	7,165	7,200	7,200
BAAQMD – VDLS Standby Generator Fee	400	0	430	0
Water Pump Station Generator BAAQMD Fee	1,000	1,000	900	0
AWWA Standards Renewal	0	0	250	250
WaterCAD Software Maintenance	0	0	875	875
SewerCAD Software Maintenance	0	0	500	500
BAWSCA Conservation Program Fees	750	750	2,000	2,000
One-half BACWA membership fee	750	750	1,000	1,000
CA Department of Health Services fees	1,000	1,030	4,300	4,300
Cross Connection Control Fees	2,200	2,200	1,800	1,800
VDLS Department of Health Services Inspection Fee	375	375	455	455
One-third CWEA Memberships/Certificate Renewals	325	330	208	208
One Half Sanitary Sewer Overflow General Permit Fee	<u>615</u>	<u>615</u>	<u>615</u>	<u>615</u>
Total	13,988	14,215	20,533	19,203

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
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	8,000	8,240	8,240	8,240

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Contract landscape maintenance	30,000	30,000	30,000	30,000
Crocker Trail Maintenance	13,000	13,000	13,000	13,000
Traffic Signal Maintenance	6,365	6,365	6,365	6,365
Sewer Lift Station Generator Maintenance	2,100	2,170	2,040	2,040
Water Pump Station Generator Maintenance	4,400	4,550	4,500	4,550
Water Tank Cleaning and Inspection	4,800	4,900	4,900	4,900
Backflow Testing and Certification	600	620	1,100	1,100
Water sampling and testing	11,000	11,000	11,000	11,000
Contract sweeping	5,175	5,330	0	0
Maintenance of Meter Readers	1,000	1,000	660	660
DOT exams	300	300	300	300
Underground Service Alert	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>
Total	78,890	79,385	74,015	74,065

52242 Small Tools and Supplies

	2009/10	2010/2011	2011/2012	2012/2013
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	2,120	2,121	2,121	2,121

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
CEU costs for CWEA certificates	300	300	300	300

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Electricity for water and sewer pump stations,	49,000	50,000	50,000	50,000

52245 Water Purchase

	2009/10	2010/2011	2011/2012	2012/2013
Water Purchase from SFPUC	205,984	245,133	197,000	117,000

52246 Sewage Treatment

	2009/10	2010/2011	2011/2012	2012/2013
SFPUC for treatment of wastewater	300,682	313,951	308,278	308,000

Department/Division: 4026 NPDES

NPDES Fund
Fund 220

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries				1,851	77,097	77,097	89,230
51201 Part-time Salaries							
51301 Overtime	0	137	-	1,000		300	
Total Salaries	0	137	-	2,851	77,097	77,397	89,230
BENEFITS							
51502 City Pers Contribution	0	0	0	246	12,952	1,295	18,498
51506 Life Insurance	0	0	0	3	223	223	298
51507 Medicare Tax	0	0	0	24	1,118	1,118	1,294
51508 Social Security Tax	0	0	0	0	0		
51509 Flexible Benefits	0	0	0	205	11,824	11,824	14,353
51510 Retiree Health	0	0	0	0			
51511 Long-Term Disability	0	0	0	7	628	628	726
51602 Dental Insurance	0	0	0	11	627	627	914
51603 Vision Insurance	0	0	0	5	296	296	453
51605 Employee Assistance Program	0	0	0	0	22	22	31
51704 Auto Allowance	0	0	0	27	900	900	900
51705 Housing Allowance	0	0	0	23	750	750	750
51706 Phone Allowance	0	0	0	5	165	165	165
Total Benefits	0	0	0	556	29,504	17,848	38,383
INSURANCE							
51800 Liability Insurance	0	0	0	0	5,002	5,002	6,382
51810 Worker's Compensation	0	0	0	0	4,464	4,464	5,696
Total Insurance	0	0	0	0	9,466	9,466	12,078
SERVICES AND SUPPLIES							
52200 Safety Clothing	0	4	-	6			
52221 Communications	170	67	29	-			
52231 Equipment Maintenance	13	26	28	4			
52232 Maint. Structures/Improvement.Grounds	614	79	-	93		50	
52233 Memberships	9,956	10,832	10,934	11,078	11,249	12,500	14,345
52234 Office Expense	404	504	391	400	450	200	450
52235 Professional Services	23,797	16,615	15,816	13,196	-		-
52236 Equipment Rental	0	0	-	-			
52241 Special Departmental Expense	1,388	7,895	925	573	25,028	25,000	21,932
52242 Small Tools & Supplies	196	101	38	40			
52243 Travel & Training	20	10	30	-			
Total Services & Supplies	36,558	36,133	28,192	25,389	36,727	37,750	36,727
FIXED ASSETS							
53100 Improvements							
Total Expenditure Transfers	0	0	-	-	-	-	-
EXPENDITURE TRANSFERS							
54250 Indirect Costs	27,527	30,511	27,941	28,337	40,020	40,020	46,521
Total Expenditure Transfers	27,527	30,511	27,941	28,337	40,020	40,020	46,521
TOTAL BUDGET	64,085	66,781	58,133	57,133	192,813	182,481	222,939

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

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
Annual CCAG NPDES Additional Fee	7,449	7,672	7,649	7,805
Annual NPDES Permit Fee	<u>3,600</u>	<u>3,708</u>	<u>3,600</u>	<u>6,540</u>
Total	11,049	11,380	11,249	14,345

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous Expenses	450	450	450	450

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Street Sweeping	15,527	15,993	0	0

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Public information/participation, municipal government maintenance, new development and construction, industrial and illicit discharge, watershed monitoring	11,635	8,904	25,028	21,932

Department/Division: 4027 STOPPP (Reimbursable)

General Fund
Fund 100

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Recommended Budget	2012/13 Approved Budget
SALARIES						
51101 Salaries	21,256	26,005	28,103	15,493		
51301 Overtime						
Total Salaries	21,256	26,005	28,103	15,493	-	-
BENEFITS						
51502 City Pers Contribution	2,594	4,807	5,079	2,765		
51506 Life Insurance	81	90	89	52		
51507 Medicare Tax	396	493	525	310		
51509 Flexible Benefits	3,219	3,950	5,625	3,748		
51510 Retiree Health	0	0	-	-		
51511 Long-Term Disability	179	209	208	121		
51602 Dental Insurance	298	338	388	225		
51603 Vision Insurance	110	125	143	91		
51605 Employee Assistance Program	12	13	13	8		
51704 Auto Allowance						
51705 Housing Allowance						
51706 Phone Allowance	0	0	-	-		
Total Benefits	6,890	10,025	12,070	7,320	-	-
INSURANCE						
51800 Liability Insurance	1,140	1,221	1,384	1,527		
51810 Worker's Compensation	978	1,047	1,187	1,310		
Total Insurance	2,118	2,268	2,571	2,837	-	-
SERVICES AND SUPPLIES						
52200 Safety Clothing						
52221 Communications						
52231 Equipment Maintenance						
52232 Maint. Structures/Improvement Grounds						
52233 Memberships						
52234 Office Expense				16		
52235 Professional Services						
52236 Equipment Rental						
52241 Special Department Expense	1,908	747	772	300		
52242 Small Tools & Supplies						
52243 Travel & Training						
52244 Utilities						
52246 Sewer Treatment						
Total Services & Supplies	1,908	747	772	316	-	-
FIXED ASSETS						
53300 Equipment						
Total Fixed Assets	0	0	-	-	-	-
OTHER						
54500 Depreciation						
Total Fixed Assets	0	0	-	-	-	-
EXPENDITURE TRANSFERS						
54250 Indirect Costs						
Total Expenditure Transfers	0	0	-	-	-	-
TOTAL BUDGET	32,172	39,045	43,516	25,966	-	-

Department/Division: 4030 Sewer

Utility Fund
Fund 540

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	213,572	218,593	239,970	187,020	152,767	200,000	149,140
51301 Overtime	15,908	13,059	14,694	13,534	15,000	15,000	15,000
Total Salaries	229,481	231,652	254,663	200,554	167,767	215,000	164,140
BENEFITS							
51502 City Pers Contribution	19,968	29,888	30,867	25,813	25,665	34,000	30,918
51506 Life Insurance	770	751	647	582	793	700	777
51507 Medicare Tax	2,333	3,254	3,556	2,970	2,215	2,400	2,163
51509 Flexible Benefits	37,462	39,298	39,350	37,068	35,142	49,000	36,266
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	1,472	1,464	1,303	1,113	1,244	1,200	1,214
51602 Dental Insurance	3,109	3,039	2,983	2,874	2,565	3,500	2,565
51603 Vision Insurance	1,149	1,123	1,067	1,178	1,210	1,300	1,270
51605 Employee Assistance Program	114	122	64	98	90	150	88
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance	846	835	842	268			
51710 Deferred Compensation							908
Total Benefits	67,223	79,773	80,680	71,963	68,923	92,250	76,169
INSURANCE							
51800 Liability Insurance	9,123	9,769	11,340	12,512	9,911	9,911	10,668
51810 Worker's Compensation	7,825	8,379	9,726	33,202	8,845	8,845	9,520
Total Insurance	16,948	18,148	21,066	45,714	18,756	18,756	20,188
SERVICES AND SUPPLIES							
52200 Safety Clothing	2,808	3,272	3,018	2,090	2,900	2,000	2,334
52221 Communications	768	527	476	454	770	500	770
52231 Equipment Maintenance	15,862	15,663	14,403	13,740	13,701	13,700	13,701
52232 Maint. Structures/Improvement.Grounds	15,973	5,418	22,600	12,957	9,135	9,000	9,135
52233 Memberships	1,591	2,446	2,819	1,974	3,220	2,500	3,220
52234 Office Expense	7,999	9,328	8,758	8,398	8,240	8,240	8,240
52235 Professional Services	3,803	4,267	187	849	4,075	6,000	4,075
52236 Equipment Rental	0	239	-	67			
52241 Special Department Expense	17,938	8,597	62,752	16,728		4,000	
52242 Small Tools & Supplies	4,443	2,924	3,226	2,125	3,107	2,000	3,107
52243 Travel & Training	632	103	184	136	750	200	750
52244 Utilities	19,499	19,814	18,905	22,178	20,497	20,500	20,497
52246 Sewer Treatment	388,412	397,072	430,399	423,684	462,418	432,000	462,000
Total Services & Supplies	479,729	469,668	567,727	505,380	528,813	500,640	527,829
FIXED ASSETS							
53300 Equipment	253						
Total Fixed Assets	253	0	-	-	-	-	-
OTHER							
54500 Depreciation	101,666	104,485	103,985	103,778	104,000	104,000	104,000
Total Fixed Assets	101,666	104,485	103,985	103,778	104,000	104,000	104,000
EXPENDITURE TRANSFERS							
54250 Indirect Costs	289,370	320,340	319,407	319,599	264,398	264,398	286,613
Total Expenditure Transfers	289,370	320,340	319,407	319,599	264,398	264,398	286,613
TOTAL BUDGET	1,184,670	1,224,066	1,347,529	1,246,987	1,152,657	1,195,044	1,178,939

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

	2009/10	2010/2011	2011/2012	2012/2013
Laundry service and uniform supply of public works crew uniforms	1,754	1,754	1,754	1,200
Boots	240	240	240	0
Rain gear	534	534	534	534
Safety clothing	<u>372</u>	<u>372</u>	<u>372</u>	<u>600</u>
Total	2,900	2,900	2,900	2,334

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Paging service and telephones	770	770	770	770

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Auto and truck repairs	6,580	7,125	7,125	7,125
Gas and oil for public works vehicles	5,675	6,163	6,163	6,163
Field equipment repairs and maintenance	<u>413</u>	<u>413</u>	<u>413</u>	<u>413</u>
Total	12,668	13,701	13,701	13,701

52232 Maintenance-Structures/Improvements/Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Building repair and maintenance and sewer pump/lift station repair and maintenance	6,814	6,537	7,715	7,715
Sewer video inspection	2,000	2,000	0	0
Sewer spot repairs	2,000	0	0	0
Sewer Line Foaming Root Control	<u>1,380</u>	<u>1,420</u>	<u>1,420</u>	<u>1,420</u>
Total	12,194	9,957	9,135	9,135

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
One-half of BACWA Membership	750	750	1,000	1,000
California Water Environment Association Memberships	528	528	406	406
California Water Environment Association Certificate Renewals	122	132	450	0
PE License Renewal	125	0	0	0
BAAQMD – Standby Generator Fee				
Harbormaster	0	375	0	450
Miscellaneous memberships (ASCE)	0	0	750	750
One Half Sanitary Sewer Overflow General Permit Fee	<u>614</u>	<u>614</u>	<u>614</u>	<u>614</u>
Total	2,139	2,399	3,220	3,220

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Sewer billing costs – postage, forms, envelopes, credit card fees	6,025	6,206	6,206	6,206
Computer supplies, paper, printed forms such as utility billings, past-due notices, service applications, postage, general related office supplies, etc	<u>1,975</u>	<u>2,034</u>	<u>2,034</u>	<u>2,034</u>
Total	8,000	8,240	8,240	8,240

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Sewer Lift Station Genset Maintenance	3,545	3,651	3,545	3,545
DOT examinations for truck driver's licenses	265	265	265	265
Underground Service Alert	<u>265</u>	<u>265</u>	<u>265</u>	<u>265</u>
Total	4,075	4,181	4,075	4,075

52242 Small Tools and Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Budgeted here are the numerous small tools, parts, and supplies necessary to the maintenance activity of this department,	2,999	3,000	3,107	3,107

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Continuing Education Units for CWEA Certificates	300	300	300	300
Class B commercial driver license training	200	200	200	200
Sewage treatment and safety-related practices	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
Total	750	750	750	750

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Reflects the cost of electricity utilized by sewage pump stations	19,900	20,497	20,497	20,497

52246 Wastewater Treatment

	2009/10	2010/2011	2011/2012	2012/2013
Cost for SFPUC to treat wastewater	451,023	470,927	462,418	462,000

Department/Division: Emergency Operations Center 4050

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Full-time Salaries			21,118	30,152	28,163	31,000	10,972
51201 Part-time Salaries			316				
51301 Overtime							
Total Salaries	0	0	21,434	30,152	28,163	31,000	10,972
BENEFITS							
51502 City Pers Contribution			3,065	4,244	4,731	5,600	2,275
51506 Life Insurance			80	104	152	152	59
51507 Medicare Tax			316	438	408	510	159
51509 Flexible Benefits			2,709	4,057	4,134	5,000	1,690
51510 Retiree Health							
51511 Long-Term Disability			139	189	229	214	89
51602 Dental Insurance			453	606	570	665	226
51603 Vision Insurance			168	246	289	245	112
51605 Employee Assistance Program			16	21	20	20	8
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
Total Benefits	0	0	6,947	9,905	10,514	12,406	4,617
INSURANCE							
51800 Liability Insurance			784	780	1,827	1,827	785
51810 Worker's Compensation			672	669	1,631	1,631	700
Total Insurance	0	0	1,456	1,449	3,458	3,458	1,485
SERVICES AND SUPPLIES							
52200 Safety Clothing				322			300
52221 Communications			190	1,873		1,800	2,500
52231 Equipment Maintenance							500
52232 Maint. Structures/Improvement.Grounds	23,376			8,046		4,000	3,000
52233 Memberships							
52234 Office Expense				316		200	400
52235 Professional Services							
52236 Equipment Rental							
52241 Special Department Expense	12,800		492	194	7,865	1,000	26,226
52242 Small Tools & Supplies							
52243 Travel & Training							
52244 Utilities							
Total Services & Supplies	36,176	0	683	10,751	7,865	7,000	32,926
FIXED ASSETS							
53300 Equipment				2,907			
Total Fixed Assets	0	0	-	2,907	-	-	-
TOTAL BUDGET	36,176	0	30,519	55,164	50,000	53,864	50,000

4050 – Emergency Operations Center

Mission Statement

Program Description

Budget Line Item Descriptions

52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Safety Clothing				300

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
				2,500

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
				500

52232 Maint. Structures/Improvement Grounds

	2009/10	2010/2011	2011/2012	2012/2013
				3,000

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
				400

54421 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
	30,343	29,859	7,867	26,226

**Summary of Departmental Budget
2012/2013
Parks and Recreation Department**

	Number of positions	Annual Salary FY 2012/13	Annual Benefits FY 2012/13
Recreation Supervisor	2	163,822	82,063
Administrative Assistant	1	64,989	34,105
Office Assistance	0.075	3,320	254
Facility Attendants	2.86	100,720	10,935
Senior Recreation Leader	1.5	47,029	3,598
Recreation Leader	4.81	131,796	10,081
Recreation Leader Aide	0.33	6,883	527
Preschool Teacher	0.3	10,063	770
Van Driver	0.05	1,070	82
Park and Recreation Commissioners	7	4,200	321
Overtime		<u>700</u>	<u>0</u>
Total Salaries and Benefits		534,592	142,736

Department/Division: TOTAL PARKS AND RECREATION ALL DEPARTMENTAL BUDGET

Park and Recreation Fund
Fund 550

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	423,183	470,206	406,034	358,113	234,375	234,569	228,811
51201 Part-time Salaries	409,713	433,417	311,360	295,943	313,023	300,188	305,083
51301 Overtime	1,470	717	295	1,066	700	1,100	700
51302 Holiday Pay							
Total Salaries	834,366	904,340	717,689	655,122	548,098	535,857	534,593
BENEFITS							
51502 City Pers Contribution	42,383	88,564	78,072	70,497	43,187	64,270	52,044
51503 Employee Paid Pers Contribution	9,553	0	0	0	0	0	0
51506 Life Insurance	1,382	1,468	1,023	954	1,169	926	1,161
51507 Medicare Tax	12,107	13,320	10,380	9,499	7,937	8,091	7,741
51508 Social Security Tax	23,396	18,485	10,020	9,029	18,001	10,690	17,537
51509 Flexible Benefits	59,085	67,093	75,609	85,875	54,574	72,651	56,319
51511 Long-Term Disability	2,786	3,039	2,135	1,958	1,908	1,672	1,863
51602 Dental Insurance	6,249	7,106	6,094	5,796	3,420	4,939	3,420
51603 Vision Insurance	2,320	2,636	2,252	2,399	1,613	2,163	1,693
51605 Employee Assistance Program	201	232	144	145	120	120	118
51704 Auto Allowance	3,628	3,578	3,610	1,078	0	0	0
51705 Housing Allowance	3,023	2,982	3,008	2,168	0	0	0
51706 Phone Allowance	1,527	1,491	1,504	1,319	840	840	840
Total Benefits	168,586	209,996	193,850	190,716	132,768	166,362	142,736
INSURANCE							
51800 Liability Insurance	37,568	40,399	34,912	38,513	35,512	35,512	38,188
51810 Worker's Compensation	32,223	34,653	24,821	33,034	31,693	31,694	34,082
Total Insurance	69,791	75,052	59,733	71,547	67,205	67,206	72,269
SERVICES AND SUPPLIES							
52200 Safety Clothing	1,161	2,726	0	190	300	100	300
52221 Communications	1,596	1,890	1,630	1,190	1,200	1,200	1,200
52231 Equipment Maintenance	5,116	3,251	4,232	6,912	3,450	2,200	3,450
52232 Maint. Structures/Improvement.Grounds	19,622	14,846	22,743	16,925	18,300	18,000	18,300
52233 Memberships	725	1,017	1,000	900	1,100	900	900
52234 Office Expense	37,046	26,924	8,890	5,445	12,750	8,850	10,150
52235 Professional Services	127,210	123,279	91,110	91,422	113,411	85,100	111,211
52236 Equipment Rental	17,670	19,984	16,237	13,748	21,350	18,000	21,350
52240 Rental-Real Property							
52241 Special Department Expense	129,861	111,371	55,861	35,778	60,340	49,000	60,340
52242 Small Tools & Supplies	6,649	3,786	23,012	32,018	25,180	21,600	25,180
52243 Travel & Training	6,492	5,121	6,427	9,594	7,980	10,300	6,600
52244 Utilities	130,974	140,597	92,407	98,289	105,000	100,000	105,000
Total Services & Supplies	484,123	454,791	323,549	312,411	370,361	315,250	363,981
FIXED ASSETS							
53100 Improvements	9,246	16,241	2,000	0	12,000	12,000	1,000
53300 Equipment	5,421	7,451	1,938	2,399	20,630	20,450	9,630
Total Fixed Assets	14,666	23,692	3,938	2,399	32,630	32,450	10,630
OTHER							
54500 Depreciation	145,165	160,406	84,289	488,618	84,618	84,618	84,618
56200 Loans							
52900 Contributions	179,467	118,815	49,765	182,057	125,300	125,300	125,300
Total Other	324,632	279,221	134,054	670,675	209,918	209,918	209,918
EXPENDITURE TRANSFERS							
54250 Indirect Costs	296,432	334,702	121,743	88,142	202,099	202,099	181,413
Total Expenditure Transfers	296,432	334,702	121,743	88,142	202,099	202,099	181,413
TOTAL BUDGET	2,192,596	2,281,795	1,554,556	1,991,012	1,563,080	1,529,142	1,515,540

Department/Division: 5001 Recreation-Administration

Park and Recreation Fund
Fund 550

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	204,621	224,577	238,910	190,658	66,569	66,569	64,989
51201 Part-time Salaries	17,487	6,813	7,766	6,090	9,388	6,000	7,520
51301 Overtime	0	0	-	-	100		100
Total Salaries	222,108	231,390	246,676	196,747	76,057	72,569	72,608
BENEFITS							
51502 City Pers Contribution	20,490	32,372	34,267	26,239	11,184	11,184	13,473
51503 Employee Paid Pers Contribution	9,553	0	-	-			
51506 Life Insurance	571	566	496	427	359	360	351
51507 Medicare Tax	3,260	3,436	3,663	2,939	1,101	1,101	1,051
51508 Social Security Tax	267	170	134	115	582	150	466
51509 Flexible Benefits	17,805	18,715	24,698	26,413	16,537	16,537	17,066
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	1,265	1,247	1,091	914	542	542	529
51602 Dental Insurance	2,312	2,272	2,287	1,988	1,140	1,140	1,140
51603 Vision Insurance	854	840	845	815	538	538	564
51605 Employee Assistance Program	85	92	66	68	40	40	39
51704 Auto Allowance	3,628	3,578	3,610	1,078	-		
51705 Housing Allowance	3,023	2,982	3,008	2,168	-		
51706 Phone Allowance	665	656	662	477	-		
Total Benefits	63,778	66,925	74,826	63,640	32,023	31,592	34,680
INSURANCE							
51800 Liability Insurance	9,723	10,890	12,716	14,023	4,928	4,928	5,186
51810 Worker's Compensation	8,340	9,341	5,783	12,028	4,398	4,398	4,629
Total Insurance	18,063	20,231	18,499	26,051	9,325	9,326	9,815
SERVICES AND SUPPLIES							
52221 Communications							
52231 Equipment Maintenance	0	145	22	224	850	100	850
52232 Maintenance Structures			0	0			
52233 Memberships	725	900	900	900	1,000	900	800
52234 Office Expense	6,344	8,118	6,120	4,039	7,200	7,200	7,200
52235 Professional Services	8,161	9,108	6,602	6,954	7,500	6,500	7,500
52240 Rental-Real Property			0	0			
52241 Special Department Expense	858	757	2,028	767	1,690	1,000	1,690
52242 Small Tools & Supplies	264	355	247	33	280	150	280
52243 Travel & Training	5,441	2,820	1,131	2,219	2,580	2,500	1,500
52244 Utilities							
Total Services & Supplies	21,792	22,202	17,049	15,136	21,100	18,350	19,820
OTHER							
54500 Depreciation	224	4,571	4,322	4,322	4,400	4,400	4,400
Total Other	224	4,571	4,322	4,322	4,400	4,400	4,400
FIXED ASSETS							
53100 Improvements							
53300 Equipment							
Total Fixed Assets	0	0	-	-	-	-	-
TOTAL BUDGET	325,965	345,319	361,372	305,895	142,905	136,237	141,324

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

	2009/10	2010/2011	2011/2012	2012/2013
Computer maintenance	710	710	0	0
Office equipment repairs	475	475	500	500
Telephone service calls/hookups	380	380	0	0
Annual contract copier maintenance	<u>350</u>	<u>350</u>	<u>350</u>	<u>350</u>
Total	1,915	1,915	850	850

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
California Parks & Recreation Society:				
Agency/Director	380	380	200	200
Recreation Supervisors (2)	600	600	600	400
California Society of Park & Recreation				
Commissioners	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
Total	1,180	1,180	1,000	800

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Postage	1,400	1,400	700	700
Office supplies	1,615	1,615	1,500	1,500
Printing	285	285	0	0
Sign Maker Materials	<u>7,500</u>	<u>7,500</u>	<u>5,000</u>	<u>5,000</u>
Total	10,800	10,800	7,200	7,200

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
On-Line Registration Fees	5,700	5,700	7,500	7,500

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Supplies for Parks & Recreation Commission special events	570	570	500	500
Volunteer and contractual employee's fingerprinting	475	475	1,000	1,000
Special merit awards (plaques and other forms of recognition by the Parks & Recreation Commission)	90	90	100	100
Department of Motor Vehicles Drivers Physicals for Class B drivers and Class B license	<u>90</u>	<u>90</u>	<u>90</u>	<u>90</u>
Total	1,225	1,225	1,690	1,690

52242 Small Tools & Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Includes miscellaneous tools, keys, batteries, heavy-duty staples, etc	280	280	280	280

52243 Travel and Training

2009/10 2010/2011 2011/2012 2012/2013

California Parks and Recreation Society

Annual Conference:

Registration (5)	680	680	680	0
Meals (3 days)	0	0	100	0
Lodging (2 nights)	700	700	700	0
Travel	0	0	1,000	0

California Parks and Recreation Society –

Awards Dinner	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>
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Total	1,480	1,480	2,580	1,500
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Department/Division: 5002 Recreation-Parks & Facility Operations Park and Recreation Fund

Fund 550

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	349						
51201 Part-time Salaries	96,664	99,487	105,862	103,115	75,898	106,000	74,380
51301 Overtime	1,074	481	233	159	500	1,000	500
Total Salaries	98,088	99,968	106,095	103,274	76,398	107,000	74,880
BENEFITS							
51502 City Pers Contribution	(3,591)	12,284	13,242	13,217		14,000	
51506 Life Insurance							
51507 Medicare Tax	1,567	1,676	1,719	1,701	1,101	1,800	1,079
51508 Social Security Tax	9,148	1,915	1,780	1,701	4,706	2,000	4,612
51509 Flexible Benefits		3,952	9,640	12,780		12,800	
51510 Retiree Health	946						
51511 Long-Term Disability							
51602 Dental Insurance	131	656	716	704		704	
51603 Vision Insurance	59	253	270	301		301	
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
Total Benefits	8,260	20,735	27,368	30,405	5,808	31,805	5,690
INSURANCE							
51800 Liability Insurance	2,994	3,206	3,774	4,164	4,924	4,924	5,320
51810 Worker's Compensation	2,568	2,750	3,237	3,571	4,394	4,394	4,748
Total Insurance	5,562	5,956	7,011	7,735	9,318	9,318	10,068
SERVICES AND SUPPLIES							
52200 Safety Clothing	174	0	0	190	300	100	300
52221 Communications	70	0	1,630	1,190	1,200	1,200	1,200
52231 Equipment Maintenance	5,116	2,796	4,210	6,688	2,100	2,100	2,100
52232 Maint. Structures/Improvement/Grounds	19,613	14,846	22,743	16,925	18,300	18,000	18,300
52233 Memberships			0	0			
52234 Office Expense	288	170	4	207	2,750	500	250
52235 Professional Services	42,645	34,349	33,577	34,902	38,300	35,000	36,100
52236 Equipment Rental	9,531	9,419	9,625	9,576	6,900	8,000	6,900
52240 Rental-Real Property							
52241 Special Department Expense		5	0	205			
52242 Small Tools & Supplies	813	243	367	863	650	400	650
52243 Travel and Training			0	0			
52244 Utilities	71,712	85,416	92,407	98,289	105,000	100,000	105,000
Total Services & Supplies	149,962	147,244	164,563	169,034	175,500	165,300	170,800
OTHER							
54500 Depreciation	64,971	71,951	71,750	477,446	72,000	72,000	72,000
Total Other	64,971	71,951	71,750	477,446	72,000	72,000	72,000
FIXED ASSETS							
53100 Improvements	9,246	16,241	2,000	0	12,000	12,000	1,000
53300 Equipment	3,184	7,451	1,493	1,471	16,750	16,750	8,250
Total Fixed Assets	12,430	23,692	3,493	1,471	28,750	28,750	9,250
EXPENDITURE TRANSFERS							
54250 Indirect Costs	48,253	52,295	57,829	50,382	56,706	56,706	53,925
Total Expenditure Transfers	48,253	52,295	57,829	50,382	56,706	56,706	53,925
TOTAL BUDGET	387,526	421,841	438,109	839,746	424,478	470,679	396,613

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	9 - Teen Center
2 - 4 Solano Street building and playground	10 - Modular building and Office space at Brisbane Elementary School
3 - Sunrise Senior Activity Room	11 - Park Lane Skatepark & Basketball Courts
4 - Firth Park	12 - Quarry Road Park
5 - Community Center	13 - Crocker Park Recreational Trail
6 - Mission Blue Park	
7 - Community Swimming Pool	
8 - Ball fields at Lipman and Brisbane Elementary schools	

Budget Line Item Descriptions

52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Safety Clothing	300	300	300	300

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
DSL for Mission Blue	400	400	400	400
Telephone service Mission Blue Center	400	400	400	400
Telephone service Community Center	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Total	1,200	1,200	1,200	1,200

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Vehicle repair and maintenance on the recreation vans	1,050	1,050	1,050	1,050
Gas and oil for the recreation vans	<u>1,050</u>	<u>1,050</u>	<u>1,050</u>	<u>1,050</u>
Total	2,100	2,100	2,100	2,100

52232 Maintenance—Structures/Improvements/Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Mission Blue Center and Park				
Carpet Cleaning	1,000	1,000	1,000	1,000
Operation supplies	2,800	2,800	2,800	2,800
Janitorial supplies	2,900	2,900	2,900	2,900
Teen Center				
Janitorial & Operation Supplies	1,500	1,500	1,500	1,500
Community Park				
Janitorial Supplies	2,500	2,500	2,500	2,500
BES – Recreation Office and Modular				
Janitorial Supplies	500	500	500	500
Carpet Cleaning	1,500	1,500	1,500	1,500
Community Center Library Park				
Operational Supplies	1,500	1,500	1,500	1,500
Janitorial Supplies	1,500	1,500	1,500	1,500
Community Swimming Pool				
Janitorial and Maintenance Supplies	2,500	2,500	500	500
Sunrise Room				
Repairs and Maintenance	900	900	900	900
Janitorial and Maintenance Supplies	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Total	20,300	20,300	18,300	18,300

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Office supplies	250	250	250	250
Reservation Software	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>
Total	250	250	2,750	250

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Janitorial services: MBC, Comm. Center, Sunrise Room, Teen Center, Community Swimming Pool, and BES Office and Modular	36,100	36,100	36,100	36,100
Here Comes the Guide	<u>0</u>	<u>2,000</u>	<u>2,200</u>	<u>0</u>
Total	36,100	38,100	38,300	36,100

52236 Equipment Rental

	2009/10	2010/2011	2011/2012	2012/2013
Portable toilets at recreational facilities	3,700	3,700	3,700	3,700
Portable toilet at Fisherman's Park	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>
Total	6,900	6,900	6,900	6,900

52242 Small Tools & Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous tools - hardware, vacuum cleaners, brushes, mops, buckets, ladder, etc. for the Community Center , Mission Blue Center, Pool, Teen Center, and Sunrise Room,	650	650	650	650

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Park Landscaping	75,000	77,000	77,000	77,000
Mission Blue Center	11,000	12,000	12,000	12,000
Community Center	6,500	7,000	7,000	7,000
Teen Center	3,000	3,500	3,500	3,500
Sunrise Room	2,500	3,000	3,000	3,000
Recreation Department Modular	<u>2,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Total	100,000	105,000	105,000	105,000

53100 Improvements

	2009/10	2010/2011	2011/2012	2012/2013
Community Center Floor Replacement/Resurface	0	0	3,500	0
Community Center Improvements	4,000	4,000	7,500	0
Native Plant Material	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	5,000	5,000	12,000	1,000

53300 Equipment

	2009/10	2010/2011	2011/2012	2012/2013
Community Center				
Tables	900	900	900	900
Mission Blue Center	0	0	0	0
Replacement Chairs	350	350	350	350
Replacement Tables	500	500	500	500
Replacement Carpet			7,500	0
Renew Wood Floor			4,000	0
Repair Kitchen Floor			1,500	0
Paint lobby and Conference Room	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>6,500</u>
Total	1,750	1,750	16,750	8,250

Department/Division: 5003 Recreation-Youth Activities

Park and Recreation Fund
Fund 550

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	143,375	144,778	146,251	146,582	146,830	146,000	143,344
51201 Part-time Salaries	120,386	126,661	135,083	131,266	157,116	130,000	153,974
51301 Overtime	58	86	62	35	100	100	100
Total Salaries	263,818	271,525	281,397	277,884	304,046	276,100	297,418
BENEFITS							
51502 City Pers Contribution	17,825	26,873	26,529	26,738	24,667	31,000	29,717
51506 Life Insurance	543	526	461	461	709	500	709
51507 Medicare Tax	3,783	3,917	4,028	3,991	4,407	4,200	4,311
51508 Social Security Tax	4,655	5,099	5,744	5,391	9,741	6,000	9,546
51509 Flexible Benefits	34,168	35,834	37,941	42,532	33,902	39,000	34,986
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	1,029	1,045	913	913	1,195	1,000	1,167
51602 Dental Insurance	2,814	2,740	2,800	2,799	1,995	2,800	1,995
51603 Vision Insurance	1,040	1,012	1,034	1,156	941	1,200	988
51605 Employee Assistance Program	80	80	68	68	70	70	69
51704 Auto Allowance	0	0	-	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	740	730	737	737	735	735	735
Total Benefits	66,677	77,857	80,255	84,787	78,363	86,505	84,222
INSURANCE							
51800 Liability Insurance	11,604	12,688	14,720	16,242	19,718	19,718	21,266
51810 Worker's Compensation	9,953	10,883	12,626	13,931	17,598	17,598	18,980
Total Insurance	21,557	23,571	27,346	30,173	37,316	37,316	40,246
SERVICES AND SUPPLIES							
52200 Safety Clothing	0	0	-	-	-	-	-
52221 Communications	0	0	-	-	-	-	-
52231 Equipment Maintenance		25	-	-	-	-	-
52232 Maint. Structures/Improvement.Grounds		0	-	-	-	-	-
52234 Office Expense	380	546	5	-	-	100	-
52235 Professional Services	34,357	34,758	21,757	21,469	24,200	24,200	24,200
52236 Equipment Rental	8,139	10,565	6,612	4,172	14,450	10,000	14,450
52240 Rent-Real Property							
52241 Special Department Expense	33,544	25,663	22,359	31,105	24,100	21,000	24,100
52242 Small Tools & Supplies	144	3	9	-	100	100	100
52243 Travel & Training	582	0	35	-	-	-	-
52244 Utilities							
Total Services & Supplies	77,147	71,560	50,777	56,747	62,850	55,400	82,850
OTHER							
52900 Contributions	159,067	96,715	29,365	161,657	104,900	104,900	104,900
54500 Depreciation	3,273	3,273	3,273	1,905	3,273	3,273	3,273
Total Other	162,340	99,988	32,638	163,562	108,173	108,173	108,173
FIXED ASSETS							
53300 Equipment							
Total Fixed Assets	0	0	-	-	-	-	-
EXPENDITURE TRANSFERS							
54250 Indirect Costs	101,115	116,336	22,429	3,518	102,673	102,673	92,141
Total Expenditure Transfers	101,115	116,336	22,429	3,518	102,673	102,673	92,141
TOTAL BUDGET	692,654	660,837	494,841	616,671	693,421	666,167	685,051

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

52200 Safety Clothing

	2009/10	2010/2011	2011/2012	2012/2013
Staff Clothing	475	475	0	0

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Elementary and middle school sports program/coaches/league fees/officials/clinics	13,000	13,000	13,000	13,000
Music Together	0	0	0	0
Tae Kwon Do Instructor	3,400	3,400	3,400	3,400
Youth Art	3,400	3,400	3,640	3,640
Tennis Instructor	900	900	900	900
Baton Instructor	1,100	1,100	1,200	1,200
Tiny Tot Playgroup (M.O.B.)	1,700	1,700	1,760	1,760
Youth dance DJ	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Total	23,800	23,800	24,200	24,200

52236 Equipment Rental

	2009/10	2010/2011	2011/2012	2012/2013
Transportation for Summer Camp	6,400	6,400	7,650	7,650
Transportation for Winter Camp	2,550	2,550	3,400	3,400
Transportation for Spring Camp	<u>850</u>	<u>850</u>	<u>3,400</u>	<u>3,400</u>
Total	9,800	9,800	14,450	14,450

52241 Special Departmental Expense

	2009/10	2010/2011	2011/2012	2012/2013
Seasonal Camps	14,200	14,200	14,000	14,000
Youth Sports	12,000	12,000	6,000	6,000
Club Rec A.S.	2,550	2,550	2,500	2,500
Pre School	1,500	1,500	1,500	1,500
Tiny Tot Playgroup	<u>400</u>	<u>400</u>	<u>100</u>	<u>100</u>
Total	30,650	30,650	24,100	24,100

52242 Small Tools and Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Included are tools and supplies used by the Preschool/Youth Program such as wrenches, screwdrivers, hoses, ladders, vacuum cleaners, paint, brushes, sign paper, etc	300	300	100	100

52900 Contributions

	2009/10	2010/2011	2011/2012	2012/2013
Brisbane School District ¹	37,400	37,400	37,400	37,400
Jefferson High School Subsidy ²	<u>67,500</u>	<u>67,500</u>	<u>67,500</u>	<u>67,500</u>
Total	104,900	104,900	104,900	104,900

¹This subsidy was used during 2010/11 for the following activities:

- Brisbane Homework Center
- Lipman Homework Center
- Student user Fees/Technology
- Lipman Multipurpose room extra cleaning
- Lipman M/P Restroom extra cleaning
- BES office space

²This subsidy is proposed to be used for

- Transportation
- After school classes

Department/Division: 5004 Recreation-Adult Activities

Park and Recreation Fund
Fund 550

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries							
51201 Part-time Salaries	0	458	1,633	2,705	3,530	3,000	3,459
51301 Overtime	0	0					
Total Salaries	0	458	1,633	2,705	3,530	3,000	3,459
BENEFITS							
51502 City Pers Contribution		65	224	391		400	
51506 Life Insurance							
51507 Medicare Tax	0	7	24	41	51	50	50
51508 Social Security Tax	0	0	4	-	219		214
51509 Flexible Benefits							
51510 Retiree Health							
51511 Long-Term Disability							
51602 Dental Insurance							
51603 Vision Insurance							
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
Total Benefits	0	72	251	432	270	450	255
INSURANCE							
51800 Liability Insurance	139	149	176	194	229	229	247
51810 Worker's Compensation	119	128	151	166	204	204	221
Total Insurance	258	277	327	360	433	433	468
SERVICES AND SUPPLIES							
52232 Maintenance - Structures	71						
52233 Memberships	0	117	100	-	100	-	100
52234 Office Expense	89	105	98	42	200	50	200
52235 Professional Services	18,610	14,132	15,025	13,773	32,811	16,000	32,811
52240 Rental-Real Property	0	0					
52241 Special Department Expense	2,570	2,671	2,163	680	3,650	1,000	3,650
52242 Small Tools & Supplies	0	0	13	-	50		50
Total Services & Supplies	21,269	17,025	17,399	14,495	36,811	17,050	36,811
OTHER							
54500 Depreciation	2,148	2,148	2,148	2,148	2,148	2,148	2,148
Total Other	2,148	2,148	2,148	2,148	2,148	2,148	2,148
EXPENDITURE TRANSFERS							
54250 Indirect Costs	7,504	8,524	6,830	6,413	5,988	5,988	6,089
Total Expenditure Transfers	7,504	8,524	6,830	6,413	5,988	5,988	6,089
TOTAL BUDGET	31,250	28,504	28,588	26,552	49,181	29,069	49,240

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

Memberships

	2009/10	2010/2011	2011/2012	2012/2013
League Fees	0	0	100	100

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Included are office supplies required for adult activities such as paper, pens, notebooks, scissors, calculators, etc.	250	250	200	200

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Dance Instructors	8,600	8,600	8,600	8,600
Yoga Instructors	5,700	5,700	5,700	5,700
Softball Umpires	6,300	6,300	6,300	6,300
Other Contractual Instructors	2,500	2,500	1,000	1,000
Tai Chi Instructor	1,900	1,900	1,848	1,848
Basketball Referees	1,900	1,900	1,890	1,890
Tae Kwon Do Instructor	1,500	1,500	3,410	3,410
Co-ed Volleyball Referees	1,200	1,200	1,225	1,225
Fitness Instructors	1,200	1,200	0	0
Tennis Instructor	2,500	2,500	2,478	2,478
Digital Photography Instructors	<u>360</u>	<u>360</u>	<u>360</u>	<u>360</u>
Total	33,660	33,660	32,811	32,811

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Awards for adult softball, volleyball and basketball leagues	2,800	2,800	2,750	2,750
Softballs	400	400	400	400
Basketballs	200	200	200	200
Volleyballs	200	200	200	200
Scorebooks and miscellaneous supplies	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	3,700	3,700	3,650	3,650

52242 Small Tools and Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Includes keys, locks, tape, staplers, batteries, paint, extension cords, small tools, rakes, and shovels	285	285	50	50

Department/Division: 5005 Recreation-Senior Citizens Activities

Park and Recreation Fund
Fund 550

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries							
51201 Part-time Salaries	20,721	22,043	21,706	22,277	22,688	22,688	22,235
Total Salaries	20,721	22,043	21,706	22,277	22,688	22,688	22,235
BENEFITS							
51502 City Pers Contribution	741	774	698	788	3,812	3,812	4,609
51506 Life Insurance							
51507 Medicare Tax	144	79	72	82	329	100	322
51508 Social Security Tax	115	0					
51509 Flexible Benefits			(205)				
51510 Retiree Health							
51511 Long-Term Disability							
51602 Dental Insurance							
51603 Vision Insurance			(6)				
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
Total Benefits	1,000	853	559	870	4,141	3,912	4,932
INSURANCE							
51800 Liability Insurance	979	1,048	1,234	1,361	1,472	1,472	1,590
51810 Worker's Compensation	840	899	1,058	1,168	1,314	1,314	1,419
Total Insurance	1,819	1,947	2,292	2,529	2,786	2,786	3,010
SERVICES AND SUPPLIES							
52221 Communications	38	0	-	-	-	-	-
52231 Equipment Maintenance							
52234 Office Expense	47						
52235 Professional Services	4,500	6,520	5,495	6,370	8,000	800	8,000
52236 Equipment Rental		97					
52240 Rental-Real Property							
52241 Special Department Expense	4,972	5,545	6,005	2,248	6,000	6,000	6,000
52242 Small Tools & Supplies		31					
Total Services & Supplies	9,556	12,194	11,500	8,618	14,000	6,800	14,000
OTHER							
52900 Contributions	20,400	22,100	20,400	20,400	20,400	20,400	20,400
54500 Depreciation							
Total Other	20,400	22,100	20,400	20,400	20,400	20,400	20,400
FIXED ASSETS							
53300 Equipment	1,812	0	73	109	380	200	380
Total Fixed Assets	1,812	0	73	109	380	200	380
EXPENDITURE TRANSFERS							
54250 Indirect Costs	10,322	11,514	11,119	9,093	10,598	10,598	7,775
Total Expenditure Transfers	10,322	11,514	11,119	9,093	10,598	10,598	7,775
TOTAL BUDGET	65,630	70,651	67,648	63,896	74,993	67,384	72,731

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

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Provides for phone services at the Sunrise Senior Activity Room	450	450	0	0

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Class instructors	4,500	4,500	8,000	8,000

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Trips	2,800	2,800	2,800	2,800
Instructional supplies	1,700	1,700	3,200	3,200
Total	4,500	4,500	6,000	6,000

52900 Contributions

	2009/10	2010/2011	2011/2012	2012/2013
This account provides for the monthly contribution by the City to the Brisbane Senior's Club	20,400	20,400	20,400	20,400

53300 Equipment

	2009/10	2010/2011	2011/2012	2012/2013
Replacement of equipment (chairs, tables etc.) at the Sunrise Senior Activity Room	380	380	380	380

Department/Division: 5006 Recreation-Special Events/Communications Park and Recreation Fund

Fund 550

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries							
51201 Part-time Salaries	1,337	1,649	1,595	1,708	2,535	2,500	2,484
51301 Overtime				872			
Total Salaries	1,337	1,649	1,595	2,580	2,535	2,500	2,484
BENEFITS							
51502 City Pers Contribution	50	214	178	202		350	
51506 Life Insurance							
51507 Medicare Tax	21	30	23	23	37	40	36
51508 Social Security Tax	55	34	21	37	157	40	154
51509 Flexible Benefits	23	130	85	301		180	
51510 Retiree Health							
51511 Long-Term Disability							
51602 Dental Insurance	2	22	6	19		10	
51603 Vision Insurance	1	8	2	8		4	
51605 Employee Assistance Program							
51704 Auto Allowance							
51705 Housing Allowance							
51706 Phone Allowance							
Total Benefits	152	437	314	590	194	624	190
INSURANCE							
51800 Liability Insurance	124	133	156	172	164	164	178
51810 Worker's Compensation	106	114	134	148	147	147	159
Total Insurance	230	247	290	320	311	311	336
SERVICES AND SUPPLIES							
52233 Memberships							
52234 Office Expense	27,741	15,314	2,553	1,157	2,000	1,000	2,000
52235 Professional Services	7,680	9,942	6,350	6,000			
52240 Rent-Real Property	0	0					
52241 Special Department Expense	58,096	47,245	43,063	31,327	44,500	40,000	44,500
52243 Travel and Training							
Total Services & Supplies	93,516	72,501	51,966	38,484	46,500	41,000	46,500
FIXED ASSETS							
53100 Improvements							
53300 Equipment							
54500 Depreciation	425	425	425	425	425	425	425
Total Fixed Assets	425	425	425	425	425	425	425
EXPENDITURE TRANSFERS							
54250 Indirect Costs	16,413	18,253	7,764	7,708	6,875	6,875	3,308
Total Expenditure Transfers	16,413	18,253	7,764	7,708	6,875	6,875	3,308
TOTAL BUDGET	112,073	93,512	62,354	50,107	56,841	51,735	53,244

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

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Printing	0	0	2,000	2,000

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Day in the Park/Community Festival	21,000	21,000	21,000	21,000
Concerts in the Park	18,000	19,000	19,000	19,000
Monte Carlo Night	4,000	4,000	0	0
Festival of Lights	3,000	3,000	3,000	3,000
Beautification Day	600	600	600	600
Fire Hydrant Painting	500	500	500	500
Lagoon Clean-up Day	400	400	400	400
Total	47,500	48,500	44,500	44,500

Department/Division: 5007 Recreation-Teen Center

Park and Recreation Fund
Fund 550

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries	25,123	20,683	20,873	20,873	20,976	22,000	20,478
51201 Part-time Salaries	25,894	26,440	37,715	28,782	41,867	30,000	41,030
51301 Overtime							
Total Salaries	51,017	47,122	58,588	49,655	62,843	52,000	61,508
BENEFITS							
51502 City Pers Contribution	2,017	2,937	2,934	2,921	3,524	3,524	4,245
51506 Life Insurance	78	75	66	66	101	66	101
51507 Medicare Tax	741	685	852	722	911	800	892
51508 Social Security Tax	1,578	1,639	2,338	1,785	2,596	2,500	2,544
51509 Flexible Benefits	3,249	3,299	3,450	3,849	4,134	4,134	4,267
51510 Retiree Health	0	0	-	-			
51511 Long-Term Disability	124	149	130	130	171	130	167
51602 Dental Insurance	287	283	286	286	285	285	285
51603 Vision Insurance	106	105	106	119	134	120	141
51605 Employee Assistance Program	6	14	10	10	10	10	10
51704 Auto Allowance	0	0	-	-			
51705 Housing Allowance	0	0	-	-			
51706 Phone Allowance	106	104	105	105	105	105	105
Total Benefits	8,293	9,292	10,277	9,993	11,972	11,674	12,756
INSURANCE							
51800 Liability Insurance	2,729	3,009	2,136	2,357	4,077	4,077	4,399
51810 Worker's Compensation	2,340	2,581	1,832	2,022	3,639	3,639	3,926
Total Insurance	5,069	5,590	3,968	4,379	7,715	7,716	8,326
SERVICES AND SUPPLIES							
52221 Communications	0	0	-	-	-		
52231 Equipment Maintenance	0	285	-	-	500		500
52232 Maint. Structures/Improvement Grounds	9	0					
52233 Memberships	0	0					
52234 Office Expense	375	397	109	-	600		500
52235 Professional Services	2,953	1,880	2,304	1,954	2,600	2,600	2,600
52236 Equipment Rental	0	0	-	-			
52241 Special Department Expense	2,002	3,255	2,603	551	4,500	1,000	4,500
52242 Small Tools & Supplies	13	101	26	18	100	50	100
52243 Travel & Training	30	2,176	5,287	7,375	5,300	7,700	5,000
52244 Utilities	0	0					
Total Services & Supplies	5,383	8,094	10,330	9,898	13,600	11,350	13,200
OTHER							
54500 Depreciation	2,372	2,372	2,372	2,372	2,372	2,372	2,372
Total Other	2,372	2,372	2,372	2,372	2,372	2,372	2,372
FIXED ASSETS							
53100 Improvements							
53300 Equipment	425	0	373	819	3,500	3,500	1,000
Total Fixed Assets	425	0	373	819	3,500	3,500	1,000
EXPENDITURE TRANSFERS							
54250 Indirect Costs	21,001	24,395	15,772	11,028	19,259	19,259	18,175
Total Expenditure Transfers	21,001	24,395	15,772	11,028	19,259	19,259	18,175
TOTAL BUDGET	93,560	96,865	101,679	88,145	121,261	107,871	117,337

5007 – PARKS AND RECREATION – TEEN CENTER AND PROGRAMS

Mission Statement

The mission of the Parks and Recreation Department's Teen Center 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

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Computer repairs	760	760	500	500

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Postage	200	200	200	200
Office supplies	250	250	250	250
Books and magazines	100	100	100	0
Advertising	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
Total	600	600	600	500

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Disc Jockey	1,900	1,900	1,900	1,900
Alarm system	<u>700</u>	<u>700</u>	<u>700</u>	<u>700</u>
Total	2,600	2,600	2,600	2,600

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
General recreation supplies	1,600	1,600	1,600	1,600
Field trips (Camping, spring/winter/summer excursions)	1,300	1,300	1,300	1,300
Dance and party food and supplies	1,000	1,000	1,000	1,000
Special merit awards (trophies, T-shirts, recognition plaques)	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
Total	4,500	4,500	4,500	4,500

52242 Small Tools

	2009/10	2010/2011	2011/2012	2012/2013
Miscellaneous supplies	220	220	100	100

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Training of five Youth Advisory Committee members through the California Parks and Recreation Society's YAC Attack Program	220	220	200	0
Youth and Teen Resources programs	100	100	100	0
Tuition Reimbursement	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
Total	320	320	5,300	5,000

53300 Equipment

	2009/10	2010/2011	2011/2012	2012/2013
Chairs	380	380	400	400
Computer Furniture	475	475	0	0
Computers and Game Console			2,500	0
Indoor furniture	380	380	400	400
Tables	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
Total	1,435	1,435	3,500	1,000

**Summary of Departmental Budget
2012/13
Marina and Aquatics**

	Number of Positions	Annual Salary FY 2012/13	Annual Benefits FY 2012/13
Director of Marina and Aquatic Services*	1	123,283	46,051
Administrative Assistant	1	61,900	28,148
Office Assistant	0.5	23,046	1,763
Police Service Aides	1.75	53,672	4,106
Marina Maintenance Worker I	2.0	109,996	8,414
Head Lifeguard	1.77	63,490	4,857
Swim Instructor	0.63	19,328	1,479
Lifeguard	2.93	83,523	6,390
Cashier	0.2	4,746	363
Overtime		<u>1,250</u>	
Total Salaries and Benefits		544,234	101,571

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

Department/Division: Marina and Aquatic Services

Park and Recreation Fund
Fund 550

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51101 Salaries	253,346	301,976	266,773	254,423	273,589	233,000	185,183
51201 Part-time Salaries	238,525	274,538	302,566	318,930	365,103	315,000	357,801
51301 Overtime	898	150	700	4,272	1,250	1,600	1,250
Total Salaries	492,769	576,664	570,039	577,625	639,942	549,600	544,234
BENEFITS							
51502 City Pers Contribution	25,924	47,357	45,885	42,190	45,963	46,000	38,390
51503 Employee Paid Pers Contribution	6,217	0	0	0	0	0	0
51506 Life Insurance	960	1,079	769	744	1,152	700	739
51507 Medicare Tax	7,270	8,622	8,378	8,547	9,261	8,750	7,873
51508 Social Security Tax	13,583	16,132	14,518	16,923	22,636	17,600	22,184
51509 Flexible Benefits	27,770	30,492	21,028	19,290	23,678	20,973	17,066
51510 Retiree Health	0	0	0	0	0	0	0
51511 Long-Term Disability	1,865	2,203	1,629	1,584	2,227	1,600	1,507
51602 Dental Insurance	4,152	4,533	3,637	3,445	3,420	3,180	2,280
51603 Vision Insurance	1,534	1,675	1,326	1,388	1,613	450	1,129
51605 Employee Assistance Program	158	183	112	117	120	120	78
51704 Auto Allowance	3,628	3,578	3,610	3,610	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,000	3,000	3,000
51706 Phone Allowance	439	417	421	421	420	420	420
51710 Deferred Compensation	0	0	0	6,642	0	5,489	3,303
Total Benefits	96,523	119,253	104,322	107,909	117,090	111,882	101,571
INSURANCE							
51800 Liability Insurance	23,360	24,659	28,813	30,855	41,434	41,435	38,838
51810 Worker's Compensation	20,037	21,151	24,713	26,465	36,979	36,979	34,662
Total Insurance	43,397	45,810	53,526	57,320	78,414	78,414	73,500
SERVICES AND SUPPLIES							
52200 Safety Clothing	1,554	3,331	1,676	2,703	2,809	1,700	2,809
52221 Communications	8,686	6,148	5,034	5,679	4,629	5,900	4,629
52231 Equipment Maintenance	5,316	3,938	8,907	7,043	5,493	7,000	5,493
52232 Maint. Structures/Improvement.Grounds	44,245	38,073	49,393	51,870	58,492	70,000	58,492
52233 Memberships	275	0	300	463	275	400	275
52234 Office Expense	38,659	33,825	35,738	32,514	29,611	30,950	29,611
52235 Professional Services	8,894	15,966	24,445	24,460	18,020	20,000	18,020
52236 Equipment Rental	0	0	0	0	0	0	0
52240 Rental of Real Property	0	0	0	0	0	0	0
52241 Special Department Expense	49,050	43,452	34,973	37,257	24,464	19,000	24,464
52242 Small Tools & Supplies	5,415	3,053	1,205	2,316	3,340	2,200	3,340
52243 Travel & Training	1,053	1,609	1,499	106	1,265	1,500	600
52244 Utilities	174,262	172,135	166,080	169,556	144,200	175,000	144,200
Total Services & Supplies	337,408	321,532	329,249	333,968	292,598	333,650	291,933
OTHER							
54500 Depreciation	(2,240,903)	310,598	316,487	318,040	317,000	317,000	317,000
Total Other	(2,240,903)	310,598	316,487	318,040	317,000	317,000	317,000
FIXED ASSETS							
53100 Improvements	39,916	6,000	0	2,350	28,400	28,400	28,400
53300 Equipment	0	0	(8,054)	0	6,000	7,700	0
Total Fixed Assets	39,916	6,000	(8,054)	2,350	34,400	36,100	28,400
EXPENDITURE TRANSFERS							
54250 Indirect Costs	224,354	257,367	252,848	215,764	245,860	245,861	224,481
Total Expenditure Transfers	224,354	257,367	252,848	215,764	245,860	245,861	224,481
TOTAL BUDGET	(1,006,536)	1,637,225	1,618,417	1,612,975	1,725,304	1,672,507	1,581,118

Department/Division: 5008 Aquatics

Park and Recreation Fund
Fund 550

Account and Title:	2007/08 Actual Expended	2008/09 Actual Expended	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Approved Budget	2011/12 Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries	49,714	80,169	81,459	82,092	83,903	60,000	
51201 Part-time Salaries	127,224	149,865	170,878	169,858	174,579	175,000	171,087
51301 Overtime	338	150	563	574	750	600	750
Total Salaries	177,276	230,184	252,900	252,524	259,232	235,600	171,837
BENEFITS							
51502 City Pers Contribution	4,850	13,046	13,441	13,621	14,096	12,000	-
51506 Life Insurance	190	301	264	264	405	200	-
51507 Medicare Tax	2,591	3,491	3,668	3,663	3,748	3,750	2,481
51508 Social Security Tax	7,577	9,629	9,419	9,587	10,824	9,600	10,607
51509 Flexible Benefits	3,840	5,163	5,591	5,828	7,704	5,000	-
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	369	597	522	522	683	500	-
51602 Dental Insurance	703	1,133	1,143	1,159	1,140	900	-
51603 Vision Insurance	260	418	422	453	538	350	-
51605 Employee Assistance Program	30	47	39	39	40	40	-
51704 Auto Allowance	0	0	-	-	-	-	-
51705 Housing Allowance	0	0	-	-	-	-	-
51706 Phone Allowance	16	0	-	-	-	-	-
Total Benefits	20,426	33,826	34,509	35,134	39,178	32,340	13,088
INSURANCE							
51800 Liability Insurance	9,276	9,276	10,223	10,174	16,769	16,769	12,237
51810 Worker's Compensation	7,957	7,957	8,768	8,726	14,966	14,966	10,922
Total Insurance	17,233	17,233	18,991	18,900	31,734	31,735	23,159
SERVICES AND SUPPLIES							
52200 Safety Clothing	987	2,726	1,157	598	1,859	1,200	1,859
52221 Communications	1,488	1,890	1,710	1,569	1,779	1,900	1,779
52231 Equipment Maintenance	0	0	-	-	-	-	-
52232 Maint. Structures/Improvement.Grounds	0	0	9,129	1,516	17,622	20,000	17,622
52233 Memberships	0	0	25	-	-	-	-
52234 Office Expense	1,783	2,274	974	1,037	950	950	950
52235 Professional Services	8,304	12,591	17,374	12,751	11,020	15,000	11,020
52236 Equipment Rental	0	0	-	-	-	-	-
52240 Rental of Real Property	0	0	-	-	-	-	-
52241 Special Department Expense	27,820	26,228	29,127	26,506	5,350	12,000	5,350
52242 Small Tools & Supplies	5,415	3,053	1,205	2,309	3,040	2,000	3,040
52243 Travel & Training	439	125	939	-	665	-	-
52244 Utilities	59,262	55,181	49,552	47,858	64,200	50,000	64,200
Total Services & Supplies	105,498	104,068	111,192	94,144	106,485	103,050	105,820
OTHER							
54500 Depreciation	72,177	76,092	76,931	78,485	77,000	77,000	77,000
Total Other	72,177	76,092	76,931	78,485	77,000	77,000	77,000
FIXED ASSETS							
53300 Equipment			(8,054)		6,000	7,700	
Total Fixed Assets	0	0	(8,054)	-	6,000	7,700	-
EXPENDITURE TRANSFERS							
54250 Indirect Costs	91,824	103,385	92,653	72,999	93,709	93,709	73,243
Total Expenditure Transfers	91,824	103,385	92,653	72,999	93,709	93,709	73,243
TOTAL BUDGET	484,434	564,788	579,122	552,186	613,337	581,134	464,147

5008 – MARINA AND AQUATICS – 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

	2009/10	2010/2011	2011/2012	2012/2013
Safety clothing	1,900	1,859	1,859	1,859

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Central alarm system services	1,235	1,209	1,209	1,209
Telephone service	<u>570</u>	<u>570</u>	<u>570</u>	<u>570</u>
Total	1,805	1,779	1,779	1,779

52232 Maintenance – Structural

	2009/10	2010/11	2011/12	2012/13
Pool Chemicals	18,050	17,622	17,622	17,622

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Office supplies	665	665	665	665
Monthly passes, punch passes, day camp passes and wrist bands	<u>285</u>	<u>285</u>	<u>285</u>	<u>285</u>
Total	950	950	950	950

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Water Aerobics Instructor	9,500	9,500	9,500	9,500
Swim Coach	<u>1,520</u>	<u>1,520</u>	<u>1,520</u>	<u>1,520</u>
Total	11,020	11,020	11,020	11,020

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
American Red Cross training materials, certification fees, service support fees, and books	1,425	1,425	1,425	1,425
Summer sports/aquatic camp (new)	1,425	1,425	1,425	1,425
Swim Camp – Adult (sponsored event)	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Total	5,350	5,350	5,350	5,350

52242 Small Tools & Supplies

	2009/10	2010/2011	2011/2012	2012/2013
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	3,040	3,040

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
California Aquatics Management School (Asilomar)	665	665	665	0

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
PG&E	48,000	49,200	49,200	49,200
Water and Sewer	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total	63,000	64,200	64,200	64,200

53300 Equipment

	2009/10	2010/2011	2011/2012	2012/2013
Pool Vacuum			6,000	

Department/Division: 5040 Marina Park and Recreation Fund

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	Fund 550
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	2012/13 Approved Budget
SALARIES							
51101 Salaries	203,632	221,808	185,314	172,331	189,686	173,000	185,183
51201 Part-time Salaries	111,301	124,672	131,688	149,072	190,524	140,000	186,714
51301 Overtime	561	0	138	3,698	500	1,000	500
Total Salaries	315,493	346,480	317,139	325,100	380,710	314,000	372,396
BENEFITS							
51502 City Pers Contribution	21,074	34,311	32,444	28,569	31,867	34,000	38,390
51503 Employee Paid Pers Contribution	6,217	0	-	-	-	-	-
51506 Life Insurance	770	778	505	480	747	500	739
51507 Medicare Tax	4,679	5,131	4,710	4,884	5,513	5,000	5,392
51508 Social Security Tax	6,006	6,503	5,099	7,336	11,813	8,000	11,576
51509 Flexible Benefits	23,930	25,329	15,437	13,463	15,973	15,973	17,066
51510 Retiree Health	0	0	-	-	-	-	-
51511 Long-Term Disability	1,497	1,606	1,107	1,063	1,544	1,100	1,507
51602 Dental Insurance	3,449	3,401	2,494	2,287	2,280	2,280	2,280
51603 Vision Insurance	1,274	1,256	904	935	1,075	100	1,129
51605 Employee Assistance Program	128	136	73	78	80	80	78
51704 Auto Allowance	3,628	3,578	3,610	3,610	3,600	3,600	3,600
51705 Housing Allowance	3,023	2,982	3,008	3,008	3,000	3,000	3,000
51706 Phone Allowance	423	417	421	421	420	420	420
51710 Deferred Compensation	-	-	-	6,642	-	5,489	3,303
Total Benefits	76,097	85,428	69,812	72,775	77,913	79,542	88,482
INSURANCE							
51800 Liability Insurance	14,084	15,383	18,590	20,681	24,666	24,666	26,601
51810 Worker's Compensation	12,080	13,194	15,945	17,739	22,013	22,013	23,740
Total Insurance	26,164	28,577	34,535	38,420	46,679	46,679	50,341
SERVICES AND SUPPLIES							
52200 Safety Clothing	567	605	519	2,105	950	500	950
52221 Communications	7,198	4,258	3,325	4,110	2,850	4,000	2,850
52231 Equipment Maintenance	5,316	3,938	8,907	7,043	5,493	7,000	5,493
52232 Maint. Structures/Improvement.Grounds	44,245	38,073	40,264	50,355	40,870	50,000	40,870
52233 Memberships	275	0	275	463	275	400	275
52234 Office Expense	36,877	31,551	34,763	31,477	28,661	30,000	28,661
52235 Professional Services	590	3,375	7,071	11,710	7,000	5,000	7,000
52236 Equipment Rental	0	0	-	-	-	-	-
52241 Special Department Expense	21,230	17,224	5,846	10,751	19,114	7,000	19,114
52242 Small Tools & Supplies	0	0	-	7	300	200	300
52243 Travel & Training	613	1,484	560	106	600	1,500	600
52244 Utilities	115,000	116,955	116,528	121,698	80,000	125,000	80,000
Total Services & Supplies	231,910	217,464	218,058	239,825	186,113	230,600	186,113
OTHER							
54500 Depreciation	(2,313,080)	234,506	239,555	239,555	240,000	240,000	240,000
Total Other	(2,313,080)	234,506	239,555	239,555	240,000	240,000	240,000
FIXED ASSETS							
53100 Improvements	39,916	6,000	-	2,350	28,400	28,400	28,400
53300 Equipment	-	-	-	-	-	-	-
Total Fixed Assets	39,916	6,000	-	2,350	28,400	28,400	28,400
EXPENDITURE TRANSFERS							
54250 Indirect Costs	132,530	153,982	160,195	142,765	152,152	152,152	151,238
Total Expenditure Transfers	132,530	153,982	160,195	142,765	152,152	152,152	151,238
TOTAL BUDGET	(1,490,970)	1,072,437	1,039,294	1,060,789	1,111,967	1,091,373	1,116,971

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

	2009/10	2010/2011	2011/2012	2012/2013
Police Safety Aide uniform repair and replacement, foul weather gear	950	950	950	950

52221 Communications

	2009/10	2010/2011	2011/2012	2012/2013
Covers the cost of telephone, DSL line, paging service and radio communications	2,850	2,850	2,850	2,850

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Gasoline	1,425	1,425	1,550	1,550
Office equipment repairs	1,330	1,330	1,205	1,205
Copy Machine Contract	1,456	1,456	1,456	1,456
Marina boat maintenance	570	570	1,000	700
Truck maintenance	<u>712</u>	<u>712</u>	<u>282</u>	<u>582</u>
Total	5,493	5,493	5,493	5,493

52232 Maintenance -- Structures, Improvements & Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Janitorial contract, restroom supplies, towels, soap, etc.	12,500	12,500	12,300	12,300
Gates and piers, dock boxes, pile caps, electrical outlets and supplies, water faucets, backflows, annual service for fire extinguishers	13,490	13,490	15,295	15,295
Building repairs and maintenance, painting supplies	8,705	8,705	8,000	8,000
Restroom supplies	4,275	4,275	4,275	4,275
Navigational aids repair and maintenance, batteries, bulbs and markers	<u>1,900</u>	<u>1,900</u>	<u>1,000</u>	<u>1,000</u>
Total	40,870	40,870	40,870	40,870

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
California Association of Harbormasters and Port Captains	275	275	275	275

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Advertising	9,126	9,126	9,100	9,200
Credit card transaction fees	13,000	13,000	13,000	13,000
Postage	2,640	2,640	2,640	2,640
General office supplies/data processing	1,615	1,615	1,821	1,821
Software	1,045	1,045	1,000	1,000
Printing and forms	<u>1,235</u>	<u>1,235</u>	<u>1,100</u>	<u>1,000</u>
Total	28,661	28,661	28,661	28,661

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Disposal costs for lien/abandoned vessels	3,325	3,325	3,880	3,880
Hazardous material handling and disposal	2,375	2,375	2,000	2,000
Lien sales and auction	<u>1,000</u>	<u>1,000</u>	<u>1,120</u>	<u>1,120</u>
Total	6,700	6,700	7,000	7,000

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
Sierra Point Environmental Management Association fees, primarily for water testing	17,643	17,643	17,643	17,643
Tide Tables	600	600	616	616
Miscellaneous permits and licenses	<u>855</u>	<u>855</u>	<u>855</u>	<u>855</u>
Total	19,098	19,098	19,114	19,114

52242 Small Tools & Supplies

	2009/10	2010/2011	2011/2012	2012/2013
Replacement for lost or broken tools	475	475	300	300

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Staff training courses	475	475	400	400
Mileage for staff	<u>760</u>	<u>760</u>	<u>200</u>	<u>200</u>
Total	1,235	1,235	600	600

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Reflects the cost of electricity, water and sewer.				
Reflects the offset for billing the boaters.				
	75,050	75,050	80,000	80,000

53100 Improvements

	2009/10	2010/2011	2011/2012	2012/2013
Remodel Boater Restrooms	<u>0</u>	<u>0</u>	<u>28,400</u>	<u>28,400</u>
Total	0	0	28,400	28,400

Department/Division: 6001 Central Services

General Fund
Fund 100

Account and Title:	2007/08	2008/09	2009/10	2010/11	2011/12	2011/12	2012/13
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Finance Department Projections	Approved Budget
SALARIES							
51201 Part-time Salaries	0	0					
Total Salaries	0	0					
SERVICES AND SUPPLIES							
52221 Communications	45,698	51,497	39,636	34,154	51,000	40,000	51,000
52231 Equipment Maintenance	13,334	30,755	40,101	39,974	37,250	43,000	37,250
52232 Maint. Structures/Improvement.Grounds	20,195	27,255	24,895	40,522	28,500	29,000	28,500
52233 Memberships	42,588	44,223	38,345	37,266	46,411	40,000	45,911
52234 Office Expense	38,292	50,334	16,629	24,052	11,800	27,000	11,800
52235 Professional Services	97,576	85,337	96,001	83,428	96,300	78,000	105,300
52236 Equipment Rental	39,818	42,972	701	267	47,900	1,000	47,900
52240 Rent-Real Property	0	0	-	-			
52241 Special Department Expense	13,181	3,914	4,294	8,493	43,120	43,120	18,120
52242 Small Tools & Supplies	313	28	-	21			
52243 Travel & Training	0	0	850	-	1,000	300	0
52244 Utilities	62,244	36,095	52,091	82,192	60,000	72,000	66,000
52804 Non-Departmental	36						
Total Services & Supplies	373,277	372,409	313,546	350,369	423,281	373,420	411,781
FIXED ASSETS							
53100 Improvements		108					
53200 Land							
53300 Equipment	22,357	49,187	49,315	72,942	60,000	50,000	48,000
Total Fixed Assets	22,357	49,187	49,315	72,942	60,000	50,000	48,000
OTHER							
52900 Contributions	20,400	22,100	20,400	20,400	20,400	20,400	20,400
55900 Other Financing Uses							
55950 Miscellaneous Expense			1,109	11,448			
56200 Loans							
Total Other	20,400	22,100	21,509	31,848	20,400	20,400	20,400
EXPENDITURE TRANSFERS							
54400 Insurance Costs							
Total Expenditure Transfers	0	0					
TOTAL BUDGET	416,034	443,804	384,370	455,159	503,681	443,820	480,181

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

	2009/10	2010/2011	2011/2012	2012/2013
Reflected here is the cost of the majority of the city telephone lines	50,000	51,000	51,000	51,000

52231 Equipment Maintenance

	2009/10	2010/2011	2011/2012	2012/2013
Copier maintenance	\$32,000	32,000	32,000	32,000
Network maintenance	2,500	2,500	2,500	2,500
Telephone reprogramming	1,000	1,000	1,000	1,000
Postage Machine and Scale	1,000	1,000	1,000	1,000
Office machine repairs	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>
Total	37,250	37,250	37,250	37,250

52232 Maintenance—Structures, Improvements & Grounds

	2009/10	2010/2011	2011/2012	2012/2013
Janitorial Services	22,000	23,000	23,000	23,000
Janitorial Supplies	3,000	3,000	3,000	3,000
Window washing, floor waxing, and carpet cleaning	2,000	2,000	2,000	2,000
Small repairs	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Total	27,500	28,500	28,500	28,500

52233 Memberships

	2009/10	2010/2011	2011/2012	2012/2013
City/County Association of Governments (C/CAG)	25,256	25,256	25,256	25,256
Senior Ombudsmen Program	5,000	5,000	0	0
San Mateo County Telecommunication Authority	2,525	2,525	2,525	2,525
Skyline Community College	2,500	2,500	2,500	2,500
PEG	2,405	2,405	2,405	2,405
League of California Cities	1,700	1,700	1,700	1,700
Peninsula Conflict Resolution Center	1,550	1,550	1,550	1,550
Sustainable San Mateo County	1,500	1,500	1,500	1,500
San Mateo County Transit Shuttle Program (City share)	1,500	1,500	1,250	1,250
Airport Roundtable Committee	1,500	1,500	1,500	1,500
LAFCO Expenses-City Share (AB2838)	1,000	1,000	1,000	1,000
Association of Bay Area Governments (ABAG)	750	750	750	750
Bay Bio	500	500	500	500
San Mateo County Youth Summer Job	500	500	500	300
Bay Area Open Space Council	300	300	300	0
Council of Cities	100	100	100	100
Costco	75	75	75	75
Increases	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total	51,661	51,661	46,411	45,911

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Network monthly access fees	9,000	9,000	9,000	9,000
Postage Brisbane Star and News	2,500	2,500	2,500	2,500
Deering's California Codes	1,500	1,500	0	0
Sales Tax on copier toner	200	200	200	200
Postage tape and ink	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total	13,300	13,300	11,800	11,800

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Cable Programming	17,300	17,300	17,300	17,300
Council Programming	21,000	21,000	21,000	21,000
Live Streaming of Channel 27	1,500	1,000	1,000	10,000
Network Support (8 hours a week)	45,000	45,000	45,000	45,000
Brisbane Star/City News	6,000	6,000	6,000	6,000
Planning Commission Programming	11,500	11,500	0	0
Web Support	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total	108,300	107,800	96,300	105,300

52236 Equipment Rent

	2009/10	2010/2011	2011/2012	2012/2013
Copier Rental			47,000	47,000
Postage Meter	<u>900</u>	<u>900</u>	<u>900</u>	<u>900</u>
Total	900	900	47,900	47,900

52241 Special Department Expense

	2009/10	2010/2011	2011/2012	2012/2013
City Share of Crocker Park Shuttle	5,000	5,000	5,000	5,000
50 th Anniversary Party			15,000	0
Consultant for 50 th anniversary history project	0	28,000	20,000	0
Printing Cost for History Book			0	10,000
Holiday Luncheon			2,000	2,000
City Hall hospitality supplies	0	0	120	120
Non-chargeable filing fees	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	6,000	34,000	43,120	18,120

52243 Travel and Training

	2009/10	2010/2011	2011/2012	2012/2013
Computer related training	1,000	1,000	1,000	0

52244 Utilities

	2009/10	2010/2011	2011/2012	2012/2013
Gas and Electric (City Hall)	70,000	73,000	50,000	52,500
Water and Sewer Service	<u>10,500</u>	<u>11,000</u>	<u>10,000</u>	<u>13,500</u>
Total	80,500	84,000	60,000	66,000

53300 Equipment

	2009/10	2010/2011	2011/2012	2012/2013
Equipment replacement contingency	10,000	10,000	10,000	10,000
Copier Rental	47,000	47,000	0	0
Tablets for paperless agendas			12,000	0
Computer contingency	10,000	10,000	10,000	10,000
Workstation replacement	5,000	15,000	15,000	15,000
Server	5,000	10,000	10,000	10,000
Miscellaneous Computer parts	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Total	80,000	95,000	60,000	48,000

52900 Contributions

	2009/10	2010/2011	2011/2012	2012/2013
Reflects the annual contribution by the City to the Brisbane Chamber of Commerce	20,400	20,400	20,400	20,400

Department/Division: 7082 Successor Agency			Successor Agency Fund Fund 880		
	2008/09	2009/10	2010/11	2011/12	2012/13
	Actual	Actual	Actual	Approved	Approved
Account and Title:	Expended	Expended	Budget	Budget	Budget

SERVICES AND SUPPLIES					
52233 Memberships					
52234 Office Expense					
52235 Professional Services					20,000
52241 Special Department Expense					
52243 Travel and Training					
Total Services & Supplies					20,000
EXPENDITURE TRANSFERS					
54100 Administrative Charges					231,388
Total Expenditure Transfers					231,388
55950 Miscellaneous Expense					
TOTAL BUDGET					251,388

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

Budget Line Item Descriptions

52235 Professional Services

	2009/10	2010/2011	2011/2012	2012/2013
Maintenance of Successor Agency Property				5,000
Outside Attorney Costs				<u>15,000</u>
Total				20,000

54100 Administrative Charges

Other city departments perform services for the Successor Agency. The Successor Agency employs no workers; therefore city staff provides the labor needed to accomplish its goals. Salaries and benefit costs as well as a portion of the Services and Supplies cost for those workers performing these services are charged on a set percentage basis to the Project Area budget and correspondingly credited to the appropriate department. These charges are composed of the following:

<u>Position</u>	<u>Salary FY</u>	<u>Benefits FY</u>	<u>%</u>	<u>Amount FY</u>
	<u>2012/13</u>	<u>2012/13</u>		<u>2012/13</u>
City Council Members (5)	9,940	89,770	10	\$1,988
Supplies, materials, and Insurance	7,615		2.5	\$ 190
City Manager	207,386	107,103	15	\$47,173
Deputy City Clerk/Executive Assistant	74,156	31,329	7	\$7,384
Services, Supplies, and Insurance	14,645		15	\$2,197
Administrative Services Director	183,716	73,180	20	\$51,379
Senior Accounting Assistant (A/P)	61,264	33,229	4	\$3,780
Senior Accounting Assistant (Receivables)	61,264	33,228	4	\$3,780
Financial Services Manager	109,883	44,482	25	\$38,591
Audit	39,000		10	\$3,900
City Attorney	132,516	29,393	10	\$16,191
City Clerk	106,061	47,624	20	\$30,737
Supplies/Services/Insurance (City Clerk)	29,645		15	\$4,447
Overhead				<u>21,174</u>
Total				\$232,911

RECAP OF DEBT SERVICE FUND BUDGET FOR FY 2012/13

Fund and Bond	52235 Professional Services	55100 Principal	55200 Interest	54100 Administrative Charges	Total Budget by Fund
Fund 340/Pension Obligation Bonds	2,500	370,000	187,075		559,575
Fund 365/Brisbane Refunding Lease Revenue*	2,650	255,000	62,010		319,660
Fund 366/ Brisbane Lease Revenue Bond (City Hall)	2,500	155,000	247,115		404,615
Fund 367/ Brisbane Lease Revenue Bond (City Hal Completion)	2,500	80,000	107,325		189,825
Fund 370/BPFA, 2001 Series A*	7,500	915,000	1,118,770		2,041,270
Fund 375/BPFA, 2001 Series B	9,300	800,000	206,843	31,000	1,047,143
Fund 310/BPFA Enterprise Revenue	2,650	115,000	172,949		290,599
Fund 983/Housing Bond*	5,000	50,000	67,780		122,780
Fund 795/Northeast Ridge Assmt	13,000	365,000	231,009	5,000	614,009
TOTALS	47,600	3,105,000	2,400,875	36,000	5,589,475

* These Debt Instruments are paid for by Redevelopment Property Tax Trust Fund - The Trust is Administered by the County and neither the Successor Agency nor the City have direct access to these funds other than to use as payments for the Recognized Obligations of the former Redevelopment Agency

9910- DEBT SERVICE

Mission Statement

This budget unit serves to consolidate appropriations for payment of Redevelopment Agency, Brisbane Public Financing Authority, and the Northeast Ridge Assessment District bonds. Revenues used to service the various debt instruments include tax increment, utility revenue and assessments levied against property by the county Tax Collector.

Budget Line Item Descriptions

52235 Professional Services

Includes fiscal agent fees charged by the trustee and administrative oversight of the bonds

Fiscal Agent and Administrative fees are allocated as follows:

RDA, Housing bond, 1998	5,000
BPFA, 2001 Series A	7,500
BPFA, 2001 Series B	9,300
BPFA, 2002 Utility Revenue	2,650
BPFA, 2005 Lease Revenue Refunding	2,650
BPFA, 2005 B Lease Revenue	2,500
2006 Pension Obligation Bonds	2,500
BPFA, 2009 Lease Revenue	2,500
2001 Northeast Ridge Assessment	13,000
Total	\$ 47,600

55100 Principal

55200 Interest

This budget unit accounts for nine different bond issues. Descriptions of these various issues are as follows:

1. **Redevelopment Agency 1998 Tax Allocation Bonds** were issued in the amount of \$1,660,000; the Bond proceeds were used to affect a loan to Bridge Housing Corporation in connection with the construction of a 14-unit multi-family rental housing project called the Brisbane Senior Homes Apartments. Proceeds of the bonds were also to be used to fund a reserve account and pay the costs of issuance. The City intends to redeem these bonds with 20% Low/Moderate Set Aside funds (statute requires that 20% of Agency tax increment be set aside each year for housing).

Payments due during 2012/13 for this bond are as follows:

9/2/2012	Principal	\$ 50,000
9/2/2012	Interest	34,590
3/2/2013	Interest	<u>33,190</u>
Total		\$ 117,780

Outstanding Principal at 6/30/2013 will be \$1,165,000.

- 2. Redevelopment Agency Project Area No. 1, 2001 Series A Refunding Bonds.** In March 2001, the Agency refunded the 1984 series bonds and terminated the lease/leaseback agreement by paying off the outstanding debt to Metropolitan Life with the 2001 refunding proceeds. Redevelopment Agency 1984 Tax Allocation Bonds had been issued in the amount of \$14,950,000 to construct public facilities, (a 576 slip marina) and infrastructure in Redevelopment Project Area #1 (Sierra Point). The debt service on these bonds was to be provided from three sources:
- Tax increment revenue from Project #1 of the Redevelopment Agency
 - Net marina revenues
 - Developer's penalties for non-construction in accordance with a pre-defined schedule.

As additional security to the bondholders, the City and its Redevelopment Agency had entered into a comprehensive lease and leaseback agreement with the developers. This agreement required that the developers advance any shortfall between pledged revenues above and the required debt service. Any advances made by the developers (Metropolitan Life) were to be construed as an obligation on the part of the City/Agency. This obligation was recognized in the city's financial records as "Deferred Rent Payable" and was to be repaid to the developers with interest at such time as the pledged revenues exceed the debt service prior to the expiration of this agreement in 2021.

The new 2001 bonds were issued in the amount of \$26,300,000, with interest rates ranging from 4% to 6%.

Payments due in 2012/13 for this bond are:

11/1/2012	Interest	\$ 559,385
5/1/2013	Principal	915,000
5/1/2013	Interest	<u>559,385</u>
Total		\$ 2,033,770

Outstanding principal at 6/30/13 will be \$17,985,000.

3. **Brisbane Public Financing Authority Revenue Bonds, 2001 Series B** were issued on March 9th, 2001 in the amount of \$8,935,000 in order to purchase from the City of Brisbane the Marina Blvd. and Lagoon Drive Local Improvement District 79-1 Refunding Bonds of 1991. These bonds refunded the BPFA Series 1991 which had been issued at 8.5%. Assessments collected from property owners in the district service the debt on the Marina Blvd. Bonds. Assessments collected in excess of funds needed for debt service are transferred as revenue to the City General Fund in exchange for administrative costs. The Public Financing Authority holds these bonds and therefore, receives all funds for debt service. The Authority uses these funds to service the 2001 revenue bonds. These bonds will be paid in September 2015. Funds originally generated by Improvement bonds were used for Sierra Point public improvements.

9/1/2012	Principal	\$ 800,000
9/1/2012	Interest	113,921
3/1/2013	Interest	<u>92,921</u>
Total		\$ 1,006,843

Outstanding principal at 6/30/13 will be \$3,395,000.

4. **Brisbane Public Financing Authority 2002 Revenue Bonds** were issued in the amount of \$4,450,000; the bond proceeds are to be used to pay for a variety of water and wastewater projects as specified in the City's water and wastewater master plans and approved by City Council.

Payments due during 2012/13 for this bond are as follows:

9/1/2012	Principal	\$ 115,000
9/1/2012	Interest	87,624
3/1/2013	Interest	<u>85,324</u>
Total		\$ 287,949

Outstanding principal at 6/30/13 will be \$3,545,000.

5. **Brisbane Public Financing Authority Lease Revenue Refunding Bonds, Series 2005.** In February 2005, the Authority refunded the 1995 Civic Center Certificates of Participation that had been issued by the Brisbane Public Financing Authority in

December 1995 in the amount of \$4,745,000 to refinance the Certificates of Participation issued by the Brisbane Redevelopment Agency (Project #2) dated April 1, 1988 in an amount of \$4,500,000 to construct Civic Center Facilities for the City. The City entered into a lease agreement with the Agency covering these facilities when construction was completed. The lease payments made by the City would service the Agency debt annually. Interest rates range from 4.5% to 8.0%. The bonds will be paid off on April 1st, 2018. The proceeds of these certificates were used to construct the City's main fire station, for land acquisition and installation of a water tank and to finance jointly with the City the purchase of City Hall and Police facilities.

Certificates of Participation represent an undivided interest in the payments made by a public agency pursuant to a financing lease.

The new 2005 bonds were issued in the amount of \$3,265,000, with interest rates ranging from 3% to 4%.

The construction cost of the water tank is treated as a loan to the Water Enterprise and the Guadalupe Valley Improvement District, (combined into the Utility Fund) both, which make annual payments to the Authority for their respective share of the debt service. Expected shares from each of the participating operating funds are as follows:

Water*	\$ 51,768	16.33%
GVMID*	53,892	17.00%
RDA #2*	211,351	66.67%
Total	\$ 317,010	100.00%

* Includes principal and interest

Payments due in 2012/2013 for this bond are:

10/1/2012	Interest	\$ 31,005
4/1/2013	Interest	31,005
4/1/2013	Principal	<u>255,000</u>
Total		\$ 317,010

Outstanding Principal at 6/30/13 will be \$1,435,000.

- Brisbane Public Financing Authority Series 2005B Lease Revenue Bonds** were issued in the amount of \$5,970,000 to finance certain capital projects for the City, purchase a reserve fund surety bond in lieu of a cash reserve, to fund capitalized interest through October 1, 2007, and to pay costs of issuance. The interest rates range from

3.125% to 4.375%. The bonds will be paid off April 2024. The leased property consists of the land and improvements associated with the Marina, City Hall/Police Station, and the City's Fire Station. The debt service is made from the lease payments from the City to the Authority.

10/1/2012	Interest	\$ 123,558
4/1/2013	Interest	123,558
4/1/2013	Principal	<u>155,000</u>
Total		\$ 402,115

Outstanding principal at 6/30/13 will be \$5,520,000.

7. **Brisbane Public Financing Authority Pension Obligation Bonds, Series 2006** were issued in the amount of \$4,745,000 on August 8, 2006 with interest rates at 5%. The proceeds were used to refund a portion of the City's obligations to PERS representing the unamortized, unfunded actuarial accrued liability with respect to the pension benefits.

Payments due during 2012/13 for this bond are as follows:

7/1/2012	Principal	\$ 370,000
7/1/2012	Interest	93,538
1/1/2013	Interest	<u>93,538</u>
Total		\$ 557,075

Outstanding principal at 6/30/13 will be \$2,295,000.

8. **Brisbane Public Financing Authority 2009 Lease Revenue bonds** were issued March 11, 2009 to finance completion of the City Hall renovation and expansion project. \$2,255,000 were issued with interest rates ranging from 3.0% to 5.625% and mature annually through April 1, 2024.

Payments due in 2012/13 for this bond are:

10/1/2012	Interest	\$ 53,663
4/1/2013	Interest	53,663
4/1/2013	Principal	<u>80,000</u>
Total		\$ 187,325

Outstanding principal at 6/30/13 will be \$1,955,000.

9. **Northeast Ridge Assessment Bonds 2001 Refunding** were issued in the amount of \$6,975,000 and these bonds refunded bonds issued in 1995 which were used to develop infrastructure improvements in the Northeast Ridge development district. These bonds were issued pursuant to the Improvement Act of 1915. These bonds will be paid off in September 2020; debt service is generated from assessments on benefiting properties in this district.

Payments due in 2006/07 for this bond are:

9/2/2012	Principal	\$ 365,000
9/2/2012	Interest	120,523
3/2/2013	Interest	<u>110,486</u>
Total		\$ 596,009

Outstanding principal at 6/30/13 will be \$3,795,000.

In summary, City and Agency debt is as follows:

Name of Bond Issue	Issue Date	Original Amount Issued	Interest Rate	Principal Amount Outstanding at 7/1/2012	Principal Amount Maturing during 12/13	Principal Amount Outstanding at 6/30/13
1998 Redevelopment Housing Bond	9/1/97	1,660,000	4.25/5.7	1,215,000	50,000	1,165,000
2001 BPFA Series A (Redevelopment TAB)	3/1/01	26,300,000	4.0/6.0	18,900,000	915,000	17,985,000
2001 BPFA Series B	3/1/01	8,935,000	3.75/5.55	4,195,000	800,000	3,395,000
2002 BPFA Utility	8/1/02	4,450,000	3.25/5.0	3,660,000	115,000	3,545,000
2005 BPFA Lease Refunding	2/1/05	3,265,000	3.0/3.75	1,690,000	255,000	1,435,000
2005 BPFA Series B	10/3/05	5,970,000	3.125/ 4.375	5,675,000	155,000	5,520,000
2006 Pension Obligation	8/8/06	4,745,000	5.00	3,295,000	370,000	2,925,000
2009 BPFA	3/11/09	2,255,000	3/5.625	2,035,000	80,000	1,955,000
2002 Northeast Ridge Assessment	9/1/01	6,975,000	5.875	4,160,000	365,000	3,795,000
Totals		64,555,000		44,825,000	3,105,000	41,720,000

54100 Administrative Charges

Reflects the amount the LID 79-1 Special Assessment District reimburses the Brisbane Public Financing Authority for administrative staff time, which, in turn, is returned to the General Fund as revenue. **\$36,000**

