



# CITY OF BRISBANE



**Fiscal Years  
2018-2019 &  
2019-2020**

**End Year Operating  
Budget**

**City of Brisbane City Council**  
W. Clarke Conway, Mayor  
Madison Davis, Mayor Pro Tem  
Karen Cunningham  
Clifford R. Lentz  
Terry A. O'Connell

## THE CITY OF BRISBANE

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

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

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

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

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

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

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

Crocker Industrial Park opened in 1961, but was in unincorporated San Mateo County. Although, Brisbane incorporated as a city in 1961, it took another 20 plus years to see Crocker Park annexed. In its early years after incorporation the City of Brisbane annexed lands then owned by Southern Pacific Railroad, which constitute nearly half of the land mass of current Brisbane. This land consisted mainly of a rail yard and a dumpsite. The rail yard is now gone and no garbage has been dumped there for more than 50 years, but this area remains largely undeveloped although it is zoned for commercial uses. The first major business to move into the new City of Brisbane in the 1960's was Van Waters and Rogers (now VWR Scientific), which has subsequently moved out of the City; however no real growth took place until the City's second real growth period occurred between 1978 and 1983 when the City and its Redevelopment Agency designed, financed and constructed what was then the largest small craft harbor in the San Francisco Bay. In conjunction with this, an abandoned garbage dump that made up the Sierra Point peninsula east of US 101 was turned into a modern office park and public access provided to several miles of shoreline.

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

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

## **Government and Administration**

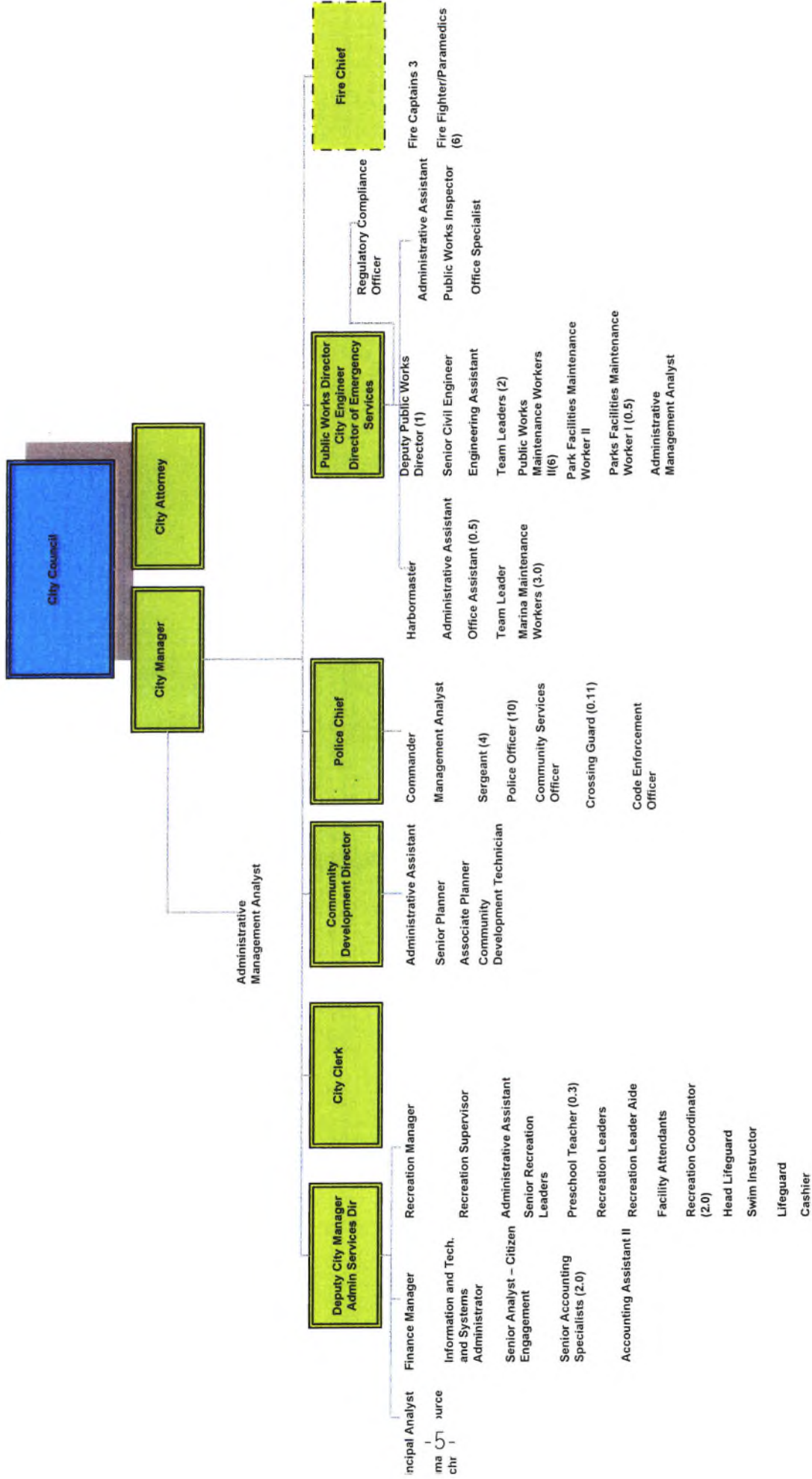
The City of Brisbane incorporated in 1961.

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

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

# City of Brisbane Organizational Chart

## FY 2018/19



## DESCRIPTION OF FUNDS

### General Fund (100)

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

### Special Revenue Funds

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

1. **Gas Tax (200)** receives and disburses the City's share of state gasoline tax collections in accordance with the provisions of the State of California Streets and Highways Code, Sections 2104, 2105, 2106, 2107, 2107.5, SB1, and RMRA.
2. **Measure A (205)** receives voter-approved, half-cent countywide sales taxes levied to fund transportation improvements and disburses these funds to pay for local street improvements.
3. **Sierra Point Lighting and Landscaping District (210)** receives special tax assessments levied on the parcels in the Sierra Point District and expends these monies based on an adopted budget for lighting and landscaping costs within the district.
4. **N.P.D.E.S. (220)** receives assessments levied by the county on property and disburses funds in compliance with the provisions of the National Pollution Discharge Elimination System and the approved budget. A transfer from the General Fund subsidizes costs above this amount.
5. **Recreational Facilities (235)** was established to track contributions for various recreational facilities and to account for the expenses for creating the facility.
6. **Open Space Fund (240)** was established to track donations or other revenues specifically dedicated to the purchase of Open Space.
7. **Sister City Trust (245)** holds funds deposited for Sister City activities.

8. **Office of Traffic Safety Grant (250)** expends funds in keeping with the grant application for safety training and supplies and receives grant funds in reimbursement.
9. **Local Law Enforcement Block Grants (251)** provides block grant funding for police department equipment needs and accounts for those expenditures.
10. **Community Oriented Policing – Supplemental Law Enforcement Services Fund (SLESF) (254)** was established to deposit grant revenues received from the Community Oriented Policing program; grant revenues must be spent on specific items delineated in the grant agreement.
11. **State Recycling Grant (258)** was established to deposit annual grant for recycling projects
12. **Asset Forfeiture (261)** was established to account for revenues collected by the Police Department through the asset forfeiture law.
13. **Public Arts Fund (275)** was established to account for new development fees dedicated to Public Art.

### **Debt Service Funds**

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

1. **Brisbane Public Finance Authority 2012 Utility Bond (320)** fund was established in 2012 when the 2002 Utility bonds were refinanced; debt service for these bonds will be paid for by the water and sewer system users in the City. The 2002 bonds paid for upgrades to various water and sewer system components including, Valley Drive Lift Station, water and sewer line replacement, and cost of chloramine conversion. Refunded by the 2015 Utility Revenue bond.
2. **Brisbane/GVMID Public Finance Authority 2014 Lease Revenue Bonds (330)** was established with the refinancing of the BPFA 2005B City Hall renovation lease revenue bonds in November 2014.
3. **2006 Pension Obligation Bonds (340)** fund accounts for debt service on the Pension Obligation Bonds issued to fund the PERS unfunded actuarial accrued liability for City employees' pension benefits.

4. **2013 Pension Side Fund Bonds (341)** accounts for the debt service on the bonds issued to fund the side fund liability from the 2008 change in Pension plans
5. **2005 Brisbane Public Financing Authority Lease Revenue Bonds (365)** provides for debt service for the 2005 Lease Revenue Bonds, which is generated from the Redevelopment Agency, the Water Enterprise Fund and the GVMID Enterprise Fund, where various portions of the bond proceeds were expended to finance capital improvements. This bond refinanced the 1995 Certificates of Participation which refinanced the earlier 1988 Certificates issued to construct civic center facilities.
6. **2009A Brisbane Financing Authority City Hall Completion Lease Revenue Bonds (367)** provides for the debt service for the 2009A Lease Revenue Bonds, which is generated by the Lease Agreement between the City and the Brisbane Public Financing Authority. The bonds paid for the completion of the seismic upgrade of the city hall building along with making the building ADA compatible, finishing the police portion of the building, and community meeting room. Refunded by the 2017 Bonds.
7. **Brisbane Public Financing Authority 2001 Series B (Marina Blvd. & Lagoon Road LID 79-1) (375)** fund accounts for assessments on properties located within district boundaries, which are collected on the county tax rolls and remitted to the city. These assessments are used for debt service payments on the bonds. These bonds matured in 2015 and are paid off.
8. **2017 Refunding Brisbane/GVMID Public Finance Authority Lease Revenue Bonds (367)** the City refunded the 2009A bonds in order to reduce the cost of the bonds. The original bonds paid for the completion of the seismic upgrade of the city hall building along with making the building ADA compatible, finishing the police portion of the building, and community meeting room.
9. **2015 Utility Revenue Bond (545)** this bond refunded the 2012 Utility Bond as well as funded \$5,000,000 in new projects including the Annis Road PRV project.

### **Capital Project Funds**

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

1. **Capital Projects (400)** has been established to track most capital projects. Each project has a unique project code that identifies the fiscal year the project was funded.



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

### **Enterprise Funds**

1. **Utility Fund (540) and Utility Capital Fund (545)** account for revenues and expenses related to providing water and sewer service throughout the City of Brisbane as well as other municipal services to businesses and residents located within the boundaries of the Guadalupe Valley Municipal Improvement District. Revenues are generated by water and sewer charges as well as some revenues that are part of the GVMID. Expenses incurred are for: the purchase and distribution of water to City residents and businesses; collection and pumping of sewage waste to the City of San Francisco Sewer Plant where it is treated and discharged into the bay; and providing some municipal services to the residents and businesses located within the GVMID.
2. **Marina Fund (550) Marina Capital Fund (555)** account for expenses incurred in the operation and maintenance of the City Marina.

### **Internal Service Funds**

1. **Fringe Benefit (600)** fund serves as a reserve to fund future new or increased levels of fringe benefits bargained with the various employee groups.
2. **Flexible Benefit (610)** fund serves as a pass through fund to account for money set aside by employees for their Flexible Spending Account. Money not used by the employee during the year reverts to the City.
3. **Dental Trust (620)** fund serves for the deposit of \$90 per month per employee used for dental expenses. The City administers this self-insurance program, based on a prescribed set of guidelines.

4. **Liability Insurance Fund (630)** accounts for the expenditures for all liability, earthquake, and auto insurance costs that the City incurs. Revenue is transferred to this fund from the other funds based upon payroll costs.
5. **Workers Compensation Fund (640)** accounts for the expenditures for all workers' compensation costs that City incurs. Revenue is transferred to this fund from the other funds based upon payroll costs.
6. **Retiree Supplemental Stipend Fund (650)** accounts for the expenditures for the City's supplemental stipend for retirees. The current contracts allow for a supplemental stipend for employees who were hired prior to July 1, 2008.
7. **Vehicle Replacement Fund (660)** accounts for the expenditures for the replacement of motor vehicles throughout the City. Revenues are received based on value of vehicles used by the various funds and departments. City Council established this fund in 2015.
8. **Facility Maintenance Fund (670)** accounts for the expenditures for the maintenance of City facilities. City Council established this fund in 2016.
9. **Rainy Day Fund (690)** these are funds set aside from the result of a correction to Sales Tax receipts, which took place over multiple years. These funds were set aside with intention of using them for one-time capital projects, or to cover short-term financial needs of the City.

### **Trust and Agency Funds**

1. **Event Insurance Trust (700)** was established as a revolving account for people who need to pay for event insurance through the City when they rent City facilities.
2. **Professional Organization Reimbursement Fund (705)** was established as a revolving account when the City collects money to pay for events put
3. **NER Phase 2 Revolving (715)** was established as a revolving account, wherein Brookfield Homes deposits monies to be used in processing their Phase 2 development application.
4. **Other Post Employment Benefit Trust (720)** was established to account for the City's Supplemental Stipend and Retiree Health payments.
5. **Pension Trust (726)** was established to set aside money that can be used to pay City Pension Obligations in the future. The City Council established the Fund separate from City payments to CalPERS in order to diversify its retirement portfolio and reduce future pension costs.

6. **Tree Plant (755)** was established to account for funds which are required to replace trees which are removed.
7. **Opus Permits/Fees Trust (760)** fund was established to receive deposits from Opus relative to their various development projects, upon which the City may draw to reimburse itself for costs related to these projects.
8. **Opus Development Trust (765)** was established to receive deposits from Opus for planning and other pre-development costs related to their projects; the City draws down on these funds as it incurs related expenses.
9. **Revolving Fund NER (770)** The City has entered into several agreements with the Ridge developers whereby they must reimburse the city for costs related to their development. This fund is used to track the actual costs incurred by the City and the Ridge is billed periodically in order to keep the balance of this fund at a minimum of \$50,000.
10. **Peninsula Corridor Electrification Project (772)** This fund was established to account for money which is dedicated to the Electrification of the Cal Train line in Brisbane.
11. **Revolving Fund II-Tuntex (775)** This fund was established many years ago to facilitate several development proposals brought forth by Tuntex. A balance still remains in the S.P. Tank Farm Landscaping.
12. **Margaret/Paul Assessment District (777)** This fund was to account for public improvements needed in the Margaret Avenue and Paul Avenue area.
13. **Baylands Revolving (780)** fund was established in January 1993 with a deposit from Tuntex for \$50,000. These monies are to be utilized for various planning-oriented consulting services connected with their proposed projects.
14. **Baylands EIR (781)** fund was established in February 2007 to track Environmental Impact Report expenses on the Baylands. Sunquest deposited \$250,000 towards the contract with ESA.
15. **Geneva/Candlestick Project (782)** was established in January 2007 with deposits from Sunquest and Lennar to cover the costs for the Biggs Cardosa Contract regarding the Geneva Avenue extension.
16. **Quarry Revolving (785)** was established to provide a depository for processing fees paid by the developer of the Quarry during the application phase of this project.

17. **Slough Estates Development (786)** fund was established in May 2006 with a deposit from Slough Estates for the EIR on Sierra Point.
18. **Opus-Sierra Point Development (787)** fund was established to provide a depository for processing fees paid by the developer of Sierra Point.
19. **Hotel Reimbursement Trust (790)** was established as a depository for reimbursable fees charged a hotel developer; such fees are to be refunded to the developer if certain conditions are met pursuant to an incentive agreement.
20. **Northeast Ridge Assessment District 2013 (796)** This fund accounts for debt service on 2013 Northeast Ridge Assessment bonds; funds are received via assessments on district property owners where bond proceeds were utilized for capital improvements.

## **REVENUE SOURCES**

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

### **Fund 100 - General Fund**

#### **40101 Secured Taxes**

#### **40102 Unsecured Taxes**

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

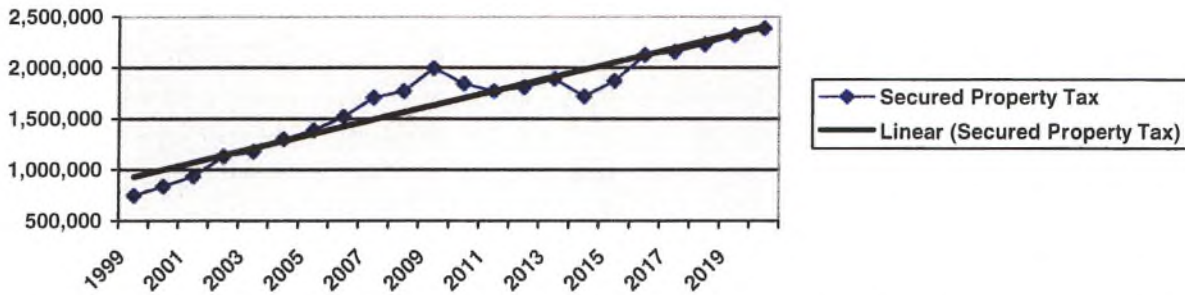
Valuations are established by the Assessor of the County of San Mateo for the secured and unsecured property tax rolls; the utility (unitary) property tax roll is valued by the State Board of Equalization. Under the provisions of Article XIII A of the State Constitution (Proposition 13 adopted by the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

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

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

Property taxes have been severely curtailed in the past due to the State's need to finance its own budget. Since 1993/94 property taxes were shifted from the City to the state pursuant to legislation enacted. San Mateo County is on the Teeter Plan, which provides for payment of 100% of all taxes levied; the County absorbs the delinquencies under this plan. The City receives approximately 20¢ for every dollar paid by the property owner. San Mateo County provides estimates of secured property tax revenues. Staff projects receiving about \$2,317,000 for FY 2018/19 and \$2,386,000 for FY 2019/2020 in Property Tax revenues. Trend line analysis shows that the City is

back on the trend line for property tax received from 1999 to the present, after 5 years below the trend line.



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

**40103 Prior Year Taxes**

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

**40105 Supplemental Property Taxes**

Includes property taxes apportioned to the City by the County from the 1% Tax Rate of the Supplemental Roll Allocation in accordance with Revenue and Taxation Code 75.50. Supplemental taxes are distributed based on our AB 8 factor (the percent of property tax the City receives compared to county-wide receipts) and sale of property County-wide. Staff's projection is based on projecting about 10% less than the actual received during previous fiscal years. This provides for a margin of error if there is a slow-down in the real estate market.

**40106 Property Transfer Tax**

Chapter 3.16 of the Municipal Code enacted in 1967 levies a 2.75% fee for each \$500 value of real property transferred in the City; the County Recorder imposes these fees and remits them to the City. The City received \$74,510 in FY 2015/16 and \$48,046 in FY 2016/17. Staff has conservatively projected this at \$50,000 in FY 2018/19 and \$50,000 in FY 2019/20, since there is no method available to determine the number of properties sold or their sale price.

**40107 VLF as Property Tax**

The City started receiving a portion of its Vehicle License Fees as property tax revenue in FY 2004/05. This is increased by the overall increase in the assessed value in the City. The City received \$297,817 in FY 2016/17. Staff is projecting about \$310,000 for FY 2017/18. Staff is conservatively projecting a flat \$310,000 in FY 2018/19 and then a 3% increase in 2019/20 to \$320,000.

### **40108 Property Tax from RDA Area**

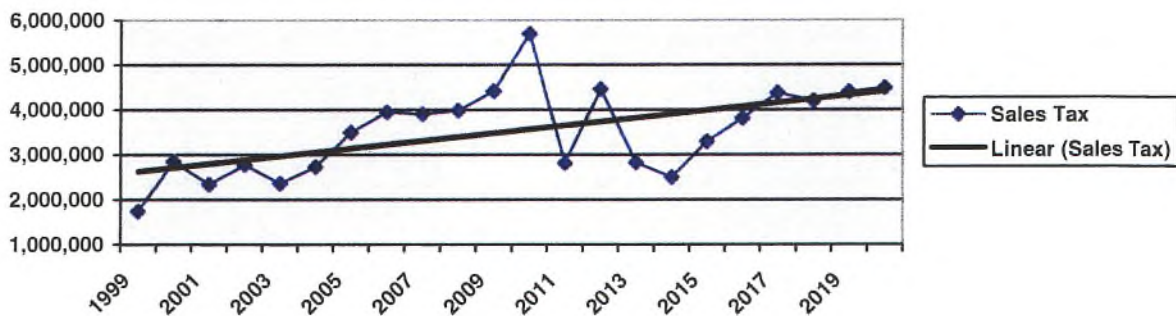
This is revenue the City receives from the former Redevelopment Area within the City. In 2011 the State eliminated Redevelopment and created what is known as Successor Agencies. Property Tax generated within a former RDA area but not used for specific purposes allowed under Successor Agency law are redistributed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

### **40150 ERAF Reimbursement**

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

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

The City levies one percent sales tax on all merchandise sold in the city limits. These funds are received directly from the State on a monthly basis. Revenues are estimated using economic indicators, historical data and projections delivered by the City's sales tax consultant. In FY 2010 the State misallocated Sales Tax Revenue to the City as a result of an error in the triple flip pass-through. The State has corrected this by withholding Sales Tax Revenues in FY 2011. In FY 2012/13 the City's largest sales tax producer left town. The State still allocated funds through the property tax allocation as if the sales tax producer was still in town thereby over-allocating funds in FY 2012/13. Revenues in FY 2012/13 were lower than the actual amount generated within the City due to the method the State distributed the ¼ cent triple flip portion.



In March of 2004 the State passed a bond issue to assist them with balancing their budget. The bond will be repaid with a ¼% of the local Burns-Bradley Sales Tax. This portion of the Sales Tax will be backfilled from the State through additional Property Tax revenues. For the purpose of this history, the full 1% local Sales Tax is shown as Sales Tax revenues. However, the City tracked this as a separate revenue source. The triple flip ended in FY 2015/16. When it ended there was one additional quarter of make-up that will be treated as a one-time revenue source. Sales Tax has recovered to pre-recession levels. Staff is estimating no increase in Sales Tax in 2018/19 since

there has been some turnover in sales tax generating businesses within the city and a 2% increase in FY 2019/20.

**40212 Sales Tax-Public Safety**

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

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

**40223 Franchise Fees-Cable TV**

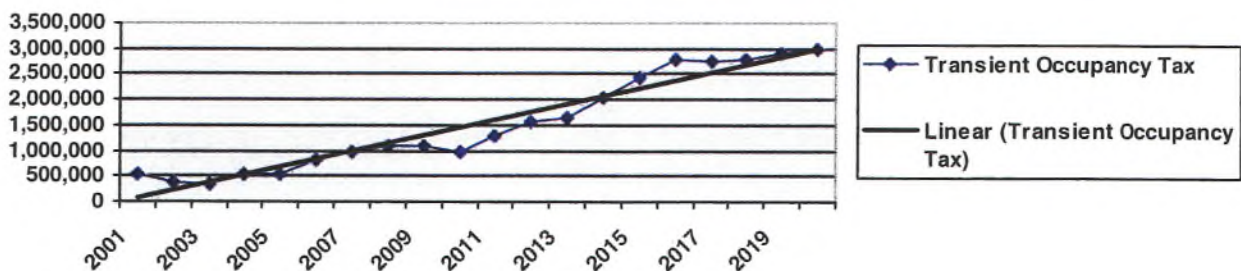
**40222 Franchise Fees - Garbage**

**40224 Franchise Fees-Marina**

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

**40230 Transient Occupancy Tax**

The City's first hotel opened during Fiscal Year 2001. Chapter 3.24 of the Brisbane Municipal Code specifies a tax of 12% of the rent charged by the operator. The City, for the past seven years, has seen Transient Occupancy Tax increase from its low in 2010. Based on current receipts staff is projecting the Transient Occupancy Tax will generate approximately \$2,900,000 in FY 2018/19. As the trend line shows there has been a larger anticipated increase in this revenue in recent years. This is due to two factors, one being the improving economy and the second that the Double Tree Hotel chain took over operations of one of the hotels. Staff is projecting a 3% increase in revenues for each of the next two years.

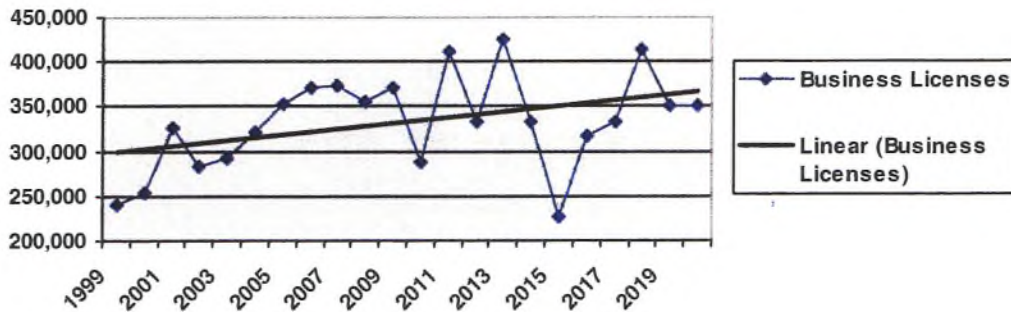


**40241 Business License Taxes**

All businesses within the City are assessed a business license fee in accordance with Municipal Code Title 5. Revenue is estimated based on economic indicators and historical experience. Business licenses are renewed annually in January and are levied, for the most part, based on gross receipts. Some businesses and activities,



such as contractors and one-time events, may opt for a flat fee. In FY 2008 the City adopted a change to the business license tax which puts money aside for capital improvements. This change did not alter the base amount the City receives in Business License. The City anticipates receiving 350,000 in FY 2018/19 and in FY 2019/20. The City's industrial park is considered 100% leased up. Also, in Fiscal Year 2015/16 the City began a contract with MuniServices for the administration and collection of Business License Taxes.



**40242 Business License-Penalties**

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

**40243 Recycling Business License Tax**

Special business license tax for recycling firms handling more than 100,000 tons of material. The City anticipates increasing the tax to \$2,979,000 in FY 2018/19 and \$3,206,000 in FY 2019/20 based on the latest resolution passed by the City Council.

**40244 Liquid Storage Business License Tax**

The City has settled a lawsuit with Kinder Morgan which uses the amount of fuel dispensed to be the indicator for the amount the business will be. Based on the agreement the City anticipates receiving \$325,000 in FY 2018/19 and then \$400,000 in 2019/20. The Agreement will need to be approved by the voters in 2019 to permanently change the basis for the tax.

**40245 SB1186 Business License Fees**

The City collects \$4 per business license per State Law. We return \$.040 per license to the State. The other \$3.60 is kept for improving disability access and compliance with construction-related accessibility requirements.

**40323 Grading Permits/Inspections**

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

#### **40324 Encroachment Permits**

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

#### **40325 Wide Load Permits**

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

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

Impact fees charged to trucks hauling fill on city streets. Estimates of receipts are provided by the Department of Public Works. In 2017 the City created a business license tax to replace an aspect of the Truck Haul Fee. Therefore, staff lowered the projections for Truck Haul Impact Fees to \$300,000 a year.

#### **40331 Building Permits**

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

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

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

#### **40340 Use Permits**

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

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

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

#### **40342 Sign Permits**

Applicants wishing to construct or install a commercial sign are required under the sign ordinance to undergo review by the Planning Department and/or the Planning

Commission. Permit fees are charged to offset the staff time cost for reviewing these applications.

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

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

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

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

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

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

#### **40501 Investment Earnings**

Represents interest earned on General Fund monies invested in the Local Agency Investment Fund and other instruments allowed under the City's Investment Policy and state statute. Estimates are based on expected market conditions relative to interest rates and cash balances available for investment. Currently, the City is anticipating paying the new Library with cash which will lower the amount of money available for investment. This is reflected in the lower anticipated interest earnings. The money will be paid over time from business license tax revenue.

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

This is the anticipated rent for City owned property including cell towers located on City land.

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

This revenue source has gone to zero with the change to property tax shift.

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

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

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

The cost of training received by City police officers is partially reimbursable from the Peace Officer Standards and Training Commission. Revenues are estimated on the

basis of historical experience and the expected training to be given in the upcoming fiscal year.

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

The City is reimbursed by the State for certain state-mandated costs. Claims are prepared for the City by a consultant for a flat fee. The State has severely limited the programs which the City receives reimbursement from.

#### **40620 Other Grants**

The City receives about \$3,000 annually.

#### **40670 Measure M**

The City receives funds based on a County-wide tax for street projects. The City does not budget for this since it cannot be used to cover the general costs of the Public Works Department and is used for specific street related projects similar to Gas Tax funds.

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

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

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

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

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

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

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

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

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

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

#### **40707 Certificate of Compliance Fees**

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

**40716 Tentative Parcel/Subdivision Map Fees**

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

**40720 Appeal Fees**

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

**40721 Weed Abatement/Lot Cleaning**

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

**40722 Plan Checking Fees**

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

**40724 Special Engineering Services**

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

**40725 Planning Department Service Fees**

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

**40729 Sale of Copies**

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

**40730 Special Fire Services**

The Fire Department periodically inspects every commercial property in Brisbane for fire code violations - these inspections and reinspections are charged to the property

owner. Estimates are based on recent activity and Fire Department expected inspections.

**40731 Fire Paramedic Reimbursement**

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

**40732 CPR Class Registration Fees**

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

**40732 Police Department Services**

This account covers for miscellaneous police services rendered.

**40750 Adult Sports Registration Fees**

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

**40751 Youth Sports**

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

**40753 After School Program Fees**

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

**40754 Pre-school (Tiny Tots) Fees**

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

**40757 Classes Registration Fees**

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

**40758 Day Camp Registration Fees**

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

**40759 Adult Lap Swim Fees**

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

**40760 Recreational Swim Fees**

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

**40761 Swim Lesson Fees**

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

**40762 Special Swim Class Fees**

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

**40770 Processing Fees**

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

**40772 Special Events Registration Fees**

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

**40773 Facilities Rentals**

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

**40901 Indirect Cost Reimbursement**

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

**40902 Contractual Services**

These are for services we provide to other agencies.

**40920 Sale of Surplus Property**

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

**40930 Insurance Reimbursements**

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

**40941 Returned Check Fees**

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

**40946 Developers Reimbursements**

The City has an agreement with the developer of the Baylands to reimburse the City for General Staff time spent on the Baylands project.

**40949 Property Tax In-lieu**

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

**40950 Miscellaneous Revenues**

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

**40955 Contributions Other**

The City periodically will receive donations or contributions from individuals or businesses for City sponsored events like the Star City Music Festival, Concerts in the Park, and the Soap Box Derby.

**40956 Reimbursement for Prior Year Expenditures**

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

**40959 Reimbursed Expenditures-Current Year**

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



**40961 Transfers In From Other Funds**

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

**40972 Administrative Charges to Northeast Ridge**

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

**Fund 200- Gas Tax**

**40501 Investment Earnings**

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

**40603 Gas Tax - 2106**

**40604 Gas Tax - 2107**

**40605 Gas Tax - 2107.5**

**40606 Gas Tax - 2105**

**40607 Gas Tax - 2103**

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

**40608 Road Maintenance Tax – SB1**

The State recently approved a new gas tax to provide additional funds for street and road maintenance.

**Fund 205 - Measure A**

**40213 Sales Tax - Transportation**

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

**40501 Investment Earnings**

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

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

### **40109 Special Assessments**

Established under the California Lighting and Landscaping District statutes, assessments are calculated based on an Engineer's estimate of costs needed to fund the District budget each year. Assessments are then transmitted to the County Auditor-Controller who places these assessments on the upcoming tax rolls. Once collected, the County pays these assessments to the City, which in turn uses these funds to provide lighting and landscaping services to the Sierra Point Lighting and Landscaping District.

### **40501 Investment Earnings**

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

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

### **40109 Special Assessments**

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

### **40328 Storm Water Pollution Prevention Program Compliance Fee**

The City charges business an annual fee in order to provide for the Storm Water Pollution Prevention Program.

### **40501 Investment Earnings**

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

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

### **40501 Investment Earnings**

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

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

### **40501 Investment Earnings**

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

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

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **40614 COPS Grants**

This is for funds received from the State.

## **Fund 275 – Public Art**

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **40949 Developer Contributions**

The City of Brisbane adopted a Public Arts Ordinance in 2014 in order to increase citizens' appreciation of art, to improve quality of life, and to enhance Brisbane's identity as a unique community within the greater Bay Area. The Ordinance requires Commercial Projects above \$1,000,000 in value – 1% of Building Development Costs towards public art. For Residential Projects – 10-20 units 0.5% goes towards public art. Residential units with more with 20 or more units or above \$10,000,000 in value contribute 1% towards public art. Public Projects above \$500,000 put 0.5% of the value to public art. In the case of public projects there are exemptions for park and landscape renovation projects; pipelines, power transmission lines and towers, switchyards and substations, dwellings in watershed areas. Commercial projects above \$5,000,000 in value can acquire and install public art on their site instead of paying an in-lieu fee. Private residential development above \$10,000,000 can acquire and install public art on their site instead of paying in-lieu fees.

## **Fund 330 – 2014 B/GPFA Bonds**

### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

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

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

**Fund 340 – 2006 Pension Obligation Bonds**

**40501 Investment Earnings**

Estimates are based on trends and historical experience.

**40961 Transfers In From Other Funds**

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

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

**40501 Investment Earnings**

Estimates are based on trends and historical experience.

**40961 Transfers In From Other Funds**

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

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

**40501 Investment Earnings**

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

**40961 Transfers In From Other Funds**

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

**Fund 366 2005B Lease Revenue Bond**

**40501 Investment Earnings**

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

**40961 Transfers In From Other Funds**

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

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

**40501 Investment Earnings**

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

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

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

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

#### **40109 Special Assessments**

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

#### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **Fund 400 – Capital Projects**

#### **40501 Investment Earnings**

Estimates are based on trends and historical experience

#### **40241 Business License Fees**

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

### **Fund 450 – Facilities Fund**

#### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **Fund 540 – Utility Enterprise**

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

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

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

taxes for the new year are based on projections provided by the County Assessor as to the assessed valuations for the new year.

**40102 Property Taxes - Unsecured**

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

**40103 Property Taxes - Prior Years**

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

**40105 Property Taxes - Supplemental**

Includes property taxes apportioned to the City by the County from the 1% Tax Rate of the Supplemental Roll Allocation in accordance with Revenue and Taxation Code 75.50. Estimates for 2016/17 and 2017/18 are based on historical experience and County estimates.

**40108 Property Tax from RDA Area**

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

**40150 ERAF Reimbursement**

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

**40501 Investment Earnings**

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

**40609 Homeowner's Property Tax Relief**

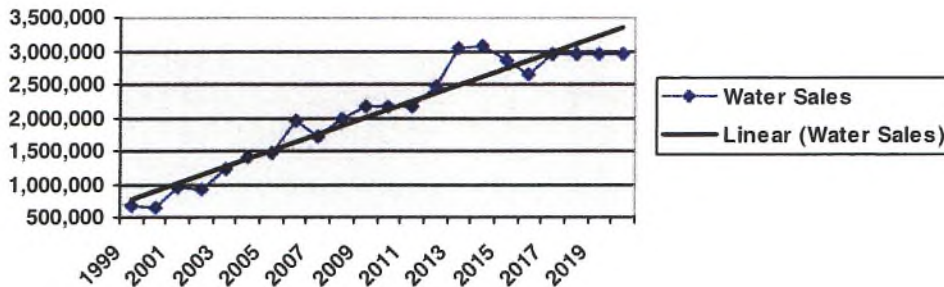
The district is reimbursed for property taxes lost due to the allowance of the homeowner's property tax exemption. Estimates are based on historical experience and county estimates. Payments are funneled through the county from the State to the District and are usually received in April and July.

**40770 Processing Fee**

The City is accepting on-line credit card payments. The company which processes these charges the City a fee which is passed on to the City's customers.

**40801 Water Sales**

This revenue item represents the sale of water to residential and commercial customers in the City and the District. The City Finance Department bills for water bi-monthly based on rates established by the City Council. The chart shows the drought reduced revenues by approximately \$200,000 in the first year (FY 2015) and \$400,000 in the second (FY 2016). Staff anticipates that some of the water savings which occurred during the drought will continue in the future. The FY 2017/18 and FY 2019/20 revenue projection is based on anticipated water usage.



**40802 Account Opening and Reconnection Charges**

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

**40803 Late Payment Charges**

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

**40804 Water Meter Connection Fees**

All new hookups/services pay a fee for the privilege of hooking into the District and City water system. Estimates for 2016/17 and 2017/18 are based on the Public Works Department's estimates of hookups in the new year and building activity.

**40805 Fire Services Charges**

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

**40806 Altamar Meter Reading**

The Altamar homeowner's association entered into an agreement with the City to read the individual units meters instead of contracting with an outside vendor. The City charges the Altamar users the cost for this.

**40810 Low Income Assistance**

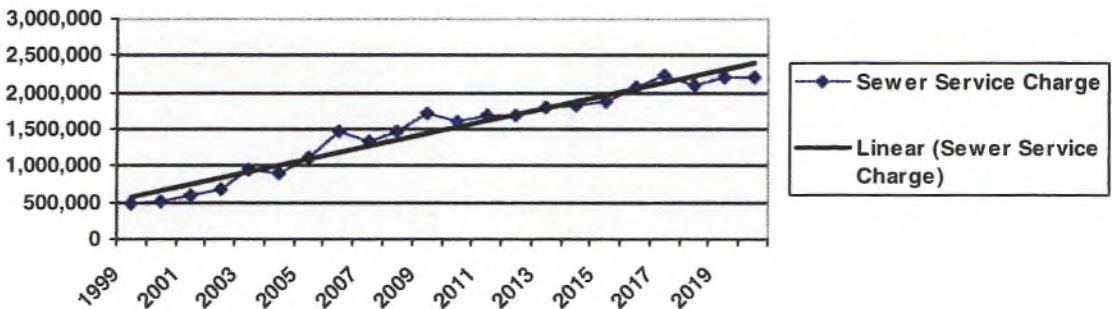
This is the contra-revenue account showing the amount that the City contributes to the Utility fund for low income customers. Eligibility is determined by the PG&E CARE program.

**40815 Fixed Drought Contingency Charge**

During the drought revenues for the Utility Fund dropped by \$400,000 in one year. The City Council has increased its rates in order to set funds aside for the next drought. The Utility Fund should collect approximately \$100,000 a year from this charge. The purpose of this charge is to not have to increase rates during times of droughts.

**40820 Sewer Service Charges**

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



**40821 Sewer Connection Fees**

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

**40825 Capital Charge**

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

**Fund 550 Marina Enterprise Fund**

**40501 Investment Earnings**

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

**40502 Rents and Concessions**

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

**40803 Late Payment Charges**

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



**40830 Berth Rentals**

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

**40831 Electricity Charges**

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

**40833 Berth Application Fees**

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

**40834 Berth Transfer Fees**

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

**40941 Returned Check Fees**

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

**Fund 600 - Fringe Benefit**

**40501 Investment Earnings**

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

**Fund 620 - Dental Self-Insurance**

**40501 Investment Earnings**

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

**40958 Other Revenue - Payroll Charge**

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

**Fund 630 – Liability Self Insurance Fund**

**40501 Investment Earnings**

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

**40958 Other Revenue - Payroll Charge**

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

### **Fund 640 – Workers Compensation Fund**

#### **40501 Investment Earnings**

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

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

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

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

#### **40501 Investment Earnings**

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

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

#### **40501 Investment Earnings**

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

### **Fund 670-Facility Maintenance Fund**

#### **40501 Investment Earnings**

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

### **Fund 720 – Other Post Employment Benefit Trust**

#### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **Fund 726 – Pension Trust**

#### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

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

#### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

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

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

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

#### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

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

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

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

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

### **Fund 781 – Baylands Environmental Impact Report**

#### **Fund 782 – Geneva/Candlestick Projects**

#### **Fund 780 – Baylands Revolving**

#### **40501 Investment Earnings**

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

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

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

### **Fund 786 – Slough Estates Development Fund**

#### **40501 Investment Earnings**

Estimates are based on trends and historical experience.

### **Fund 796 – Northeast Ridge Assessment District**

#### **40109 Special Assessments**

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

**40501 Investment Earnings**

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

## City of Brisbane Results

- **Community Building**
  - Brisbane will honor the rich diversity of our city (residents, organizations, Businesses) through community engagement and participation
- **Ecological Sustainability**
  - Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability
- **Economic Development**
  - Brisbane will work with The Businesses and Residents to provide for economic vitality/diversity
- **Fiscally Prudent**
  - Brisbane's fiscal vitality will reflect sound financial decisions which also speak to the values of the community.
- **Safe Community**
  - Residents and visitors will experience a sense of safety

## **City Programs**

### **Citizen Engagement**

Proactively facilitate the Community's (residents, businesses, and users of City services) ability to engage and participate in programs and services, provided within the City and decisions made by the City Council and Boards and Commissions. We do this to ensure our programs, services and decisions are reflective of and take into consideration the diverse people and interest who make up our Community.

### **Public Education**

Provide the Community information regarding a variety of services, projects, and programs available within the City as well providing information which impacts the health, safety, and wellness of individuals. We do this to ensure the Community is aware of the programs, services, and projects the City are doing which may impact people on a daily basis as well as reduce the loss of life and property due to accidents or events.

### **Council/Commission Support**

Ensure meetings are properly noticed, accurate minutes are kept, and necessary actions are followed up on. Additionally, provide the City Council, Commissions, and Committees with the best available information and training related to the topics brought up in front of each. We do this in order for the public to know what issues are being deliberated by the Council, Commissions, and Committees and to ensure that decisions are made in the best interest of the Community.

### **Department Management**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately and the City's concerns are represented to other government leaders.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization which is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

### **Records Management**

Manage all records consistent with state law and actively promote methods which would improve the ease of public access to information and enhance staff efficiency in tracking and retrieving records. We do this ensure necessary information is easily accessible by whomever needs to use it.

### **Indoor Facilities**

Operate and facilitate the use of a variety of buildings within the City for community members, non-residents, and community organizations to participate in recreational activities and hold community programs, meetings, and private functions in a clean, safe, well-maintained and affordable space. We do this to engage and inspire a healthier community.

### **Outdoor Facilities**

Operate, and facilitate the use of a variety of outdoor facilities for both active and passive recreational activities. We do this to engage and inspire a healthier community.

### **Youth Programs 0-12**

Provide a variety of recreational opportunities for Brisbane youth in safe and pleasant facilities while enriching their lives. We do this to aid in the children's physical and social development as well as to provide programs where parents are comfortable placing their children while they are unable to be with the youth.

### **Teens 13-19**

Offer programs and services to Brisbane teens that enrich their lives and foster healthy, positive lifestyles. We do this to meet their educational, recreational, and social needs as well provide parents a level of security that their teenagers are safe.

### **Adult Programs 20-59**

Provide adults with a variety of leisure time activities and programs. We do this to engage and inspire a healthier community.

### **Senior Programs 60+**

Provide seniors with a dedicated space for meetings and activities as well as, provide opportunities for travel and interactions with similarly situated people. We do this to support their social, emotional, and physical needs.

### **Special Events**

Coordinate a variety of programs, musical events, and activities throughout the year. We do this engage the community and encourage personal connections.

### **Aquatics**

Provide a comprehensive set of programs for fitness, recreation, and swim safety. We do this to promote health and wellness opportunities.

### **Emergency Response**

Provide life-saving and general assistance to residents, businesses, and visitors by responding to and mitigating emergency and non-emergency incidents and events. We do this to protect the life and property of people in the Community.

### **Fire and Life Safety Code Compliance**

Provide on-site fire and life safety code compliance inspections and re-inspections to businesses, multi-family and permitted occupancies; additionally provide new construction and tenant improvement plan review and inspection. We do this minimize the loss of life and property from fires and hazardous materials releases.

### **Investigations**

Provide a process for gathering facts and evidence to determine the cause of an incident and if any additional follow-up is necessary. We do this to ensure regulations and laws of the City are followed and when they are not appropriate action is taken.

### **Patrol Services**

Provide 24 hour a day 7-day a week coverage of the City by patrol officers who are available to respond to crimes and infractions of City regulations. We do this to keep law and order in the City, reduce the incidents of crimes, and reduce fear in the community.

### **Traffic Enforcement**

Enforce the traffic laws of the City. We do this to reduce the number of traffic accidents which produces less injuries and property damage and safer roadways and streets.

### **Building Permitting**

Promote the use of technology in providing a transparent, professional, and timely process for building plan review, permit issuance, and inspection. We do this to improve the efficiency and convenience of the permitting process and to protect life and property within Brisbane by ensuring all structures are constructed in compliance with all applicable construction codes including the "Green Building Code".



### **Planning Application Processing (Private Applicants)**

Process planning permits in a timely professional manner which is consistent with the requirements of State and Local laws. Also, provide information to project sponsors, the public, and decision makers regarding the projects. We do this to ensure that projects built within the boundaries of Brisbane are consistent with State and Local Laws as well as the desires of our Community.

### **City-Initiated Programs**

Maintain, update, and implement the City's planning regulations, provide planning studies as required, and coordinate with and provide support for projects and programs undertaken by the City. We do this to ensure our planning efforts are consistent with State Law and fulfill the objectives as determined by City Council.

### **Transportation and Mobility Options**

Provide and maintain a safe network of roadways, sidewalks, bicycle lanes, paths, and walkways. Encourage non-motorized transportation alternatives. We do this to allow for easy traffic flow of residents, and visitors within and through our City while reducing the Green House Gas emissions within the City.

### **Provide Potable Water**

Distribute potable water which meets drinking standards imposed by the Safe Drinking Water Act to all residences, and businesses within the City. Also, ensure an adequate flow of water within the system to meet our fire flow demands. We do this to provide a basic necessity for life to all of our customers at reasonable costs and to ensure the Fire Department can contain fires.

### **Provide Wastewater Collection**

Collect wastewater generated within the City and transport it to a wastewater processing plant in a way that meets the standards imposed by the Clean Water Act. We do this to maintain the health of the community by ensuring that sewage is properly disposed of.

### **Operate a Storm Drain System**

Maintain a system of storm drains and flood plains at a level which allows property owners to participate in the National Flood Insurance Program. We do this to ensure property within the City is not damaged by storm water runoff, and to ensure that the San Francisco Bay does not receive pollutants from our storm drain system.

### **Operate the Brisbane Marina**

Operate and maintain a 580 slip marina. We do this to provide a reasonably priced recreational opportunity for boat owners in the San Francisco Bay Area.

### **Stewardship of the Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well-cared for active and passive recreational facilities.

### **Stewardship of Built Environment**

Plan for, operate, and maintain in a safe and energy efficient manner the physical structures the City owns. We do this to ensure safe working environments for its employees and to ensure welcoming and easily accessed facilities for the public.

### **Accounting**

Record, maintain and report on the City's financial transactions according to the requirements of the State and National standards. We do this to ensure the City's funds are safe and financial information is presented in an understandable manner.

### **Compensation and Benefits**

Develop, maintain, and administer a pay system and benefit system to attract and retain qualified City employees. We do this to ensure that the City compensates the qualified workforce in a fair and equitable manner to perform the services required by the City.

### **Computer System**

Maintain and keep up to date the City's computer system. We do this to ensure that employees have the necessary tools available to perform their jobs effectively and efficiently.

### **Economic Development**

Develop and implement strategies to retain and attract businesses to Brisbane. We do this in order to provide a solid financial base for the community so necessary and desired services can be provided with the least financial impact on the residents.

### **Forecasting and Budgeting**

Provide a long-term financial picture of the City's revenues and expenditures as well as ensuring annual budgets meet the requirements of the community. We do this to ensure that financial decisions are made with knowledge on the impact of the future ability to pay for services required and desired by the community.

### **Employee/Labor Relations**

Develop policies and procedures, and create working conditions for the City's workforce consistent with State and Federal Law. We do this to ensure that the City can attract and retain a high quality workforce.

**Purchase of Utilities**

Buy water, electricity, gas, and wastewater processing. We do this to ensure that the residents can have a safe environment and the City's buildings are usable.

**Revenue Collection**

Collect revenues which are owed to the City. We do this to ensure that the appropriate amount of funds is available for City services.

**Risk Management**

Develop and manage programs which reduce the liability of the City and when necessary defend the City's interests. We do this to ensure that as many resources are available to provide services to the community while ensuring employees act appropriately.

**Safety**

Ensure for the safety and well-being of our employees. We do this to protect and minimize the risk of injury and illness to our employees in order for them to be available to perform their duties in an effective and efficient manner.

**CITY OF BRISBANE  
SUMMARY OF BUDGET  
2018/19**

**Schedule 1**

Fund	Estimated Fund Balance 71/2018	Estimated Revenue 18/19 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Adopted 18/19 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/19
<b>GENERAL OPERATING:</b>							
General (100)	9,400,000	18,542,258	194,084	28,136,341	18,132,690	1,604,142	8,399,510
<b>SPECIAL REVENUE FUNDS:</b>							
Gas Tax (200)	197,403	98,700	-	296,103	-	75,000	221,103
Measure A (205)	482,156	170,000	-	652,156	-	90,000	562,156
Sierra Point Lighting & Landscaping (210)	360,000	590,000	-	950,000	577,364	-	372,636
NPDES (220)	500,000	74,000	-	574,000	525,068	-	48,932
C.O.P. Grant (254)	-	100,000	-	100,000	-	100,000	-
Successor Housing Fund (883)	861,247	-	-	861,247	-	-	861,247
<b>DEBT SERVICE FUNDS:</b>							
Utility Bond 2015 (545)	-	-	615,650	615,650	-	-	615,650
Pension Obligation Bond (340)	1	-	150,631	150,632	-	-	150,632
Pension Side Fund Bond (341)	-	-	215,586	215,586	-	-	215,586
BPFA Refunding Lease Revenue Bond (365)	361,473	-	-	361,473	-	-	361,473
BPFA Lease Revenue Bond 2006 Series B (City Hall) (366)	1	-	383,980	383,981	-	-	383,981
BPFA Lease Revenue Bond 2009 (City Hall Completion) (367)	418,912	-	158,306	577,218	-	-	577,218
Brisbane Public Financing Authority 2001 B (375)	1,675,707	-	-	1,675,707	-	-	1,675,707
<b>CAPITAL PROJECTS FUNDS:</b>							
Capital Projects Labor Clearing (400)	-	300,000	165,000	465,000	-	94,084	370,916
Special Beautification (440)	-	-	-	-	-	-	-
Facilities Fund (450)	3,428,726	-	-	3,428,726	-	-	3,428,726
<b>ENTERPRISE FUNDS:</b>							
Utility Fund (540)	2,895,634	5,874,300	50,000	8,819,934	5,839,789	673,878	2,306,267
Utility Capital Fund (545)	-	-	-	-	-	-	-
Marina (550)	780,817	1,939,000	-	2,719,817	2,069,081	5,592	645,144
Marina Capital Fund (555)	1,108,386	-	-	1,108,386	-	-	-

**CITY OF BRISBANE  
SUMMARY OF BUDGET  
2018/19**

**Schedule 1**

Fund	Estimated Fund Balance 71/2018	Estimated Revenue 18/19 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Adopted 18/19 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/19
<b>INTERNAL SERVICE FUNDS:</b>							
Fringe Benefits (600)	-	-	-	-	-	-	-
Flexible Benefits (610)	-	-	-	-	-	-	-
Dental (620)	(40,000)	92,055	-	52,055	110,000	-	(57,945)
Self Insurance (630)	374,674	364,652	-	739,326	280,000	-	459,326
Workers Compensation (640)	(387,172)	611,754	-	224,582	500,000	-	(275,418)
Retiree Health/Stipend Fund (650)	1,150,000	779,488	-	1,929,488	-	-	1,929,488
Vehicle Replacement Fund (660)	1,300,000	259,459	259,459	1,818,918	1,204,400	-	614,518
Facility Maintenance Fund (670)	750,000	-	250,000	1,000,000	-	-	1,000,000
<b>TRUST AND AGENCY FUNDS:</b>							
NER Phase 2 Revolving (715)	29,272	-	-	29,272	-	-	29,272
Sister City Trust (750)	835	-	-	835	-	-	835
Opus Fees/Permits (760)	6,043	-	-	6,043	-	-	6,043
Opus Development Trust (765)	39,509	-	-	39,509	-	-	39,509
NER Revolving (770)	691	-	-	691	-	-	691
Tuntex Revolving (775)	205,096	-	-	205,096	-	-	205,096
UPC Revolving (780)	166,574	-	-	166,574	-	-	166,574
NER Assessment District (796)	473,107	-	-	473,107	-	-	473,107
<b>GRAND TOTALS</b>	<b>26,539,092</b>	<b>29,795,993</b>	<b>2,442,696</b>	<b>58,777,781</b>	<b>29,238,391</b>	<b>2,642,696</b>	<b>26,896,694</b>

**CITY OF BRISBANE**  
**SUMMARY OF BUDGET**  
**2019/20**

**Schedule 1**

Fund	Estimated Fund Balance 7/1/19	Estimated Revenue 19/20 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Adopted 19/20 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/20
<b>GENERAL OPERATING:</b>							
General (100)	8,399,510	19,196,776	194,084	27,790,370	18,462,637	1,809,810	7,517,923
<b>SPECIAL REVENUE FUNDS:</b>							
Gas Tax (200)	221,103	98,700	-	319,803	-	75,000	244,803
Measure A (205)	562,156	170,000	-	732,156	-	90,000	642,156
Sierra Point Lighting & Landscaping (210)	372,636	590,000	-	962,636	587,982	-	374,654
NPDES (220)	48,932	74,000	431,327	554,259	554,259	-	-
C.O.P. Grant (254)	-	100,000	-	100,000	-	200,000	(100,000)
Successor Housing Fund (883)	861,247	-	-	861,247	-	-	861,247
<b>DEBT SERVICE FUNDS:</b>							
Utility Bond 2015 (545)	615,650	-	619,150	1,234,800	-	-	1,234,800
Pension Obligation Bond (340)	150,632	-	158,288	308,920	-	-	308,920
Pension Side Fund Bond (341)	215,586	-	233,720	449,306	-	-	449,306
BPFA Refunding Lease Revenue Bond (365)	361,473	-	-	361,473	-	-	361,473
BPFA Lease Revenue Bond 2006 Series B (City Hall) (366)	383,981	-	382,530	766,511	-	-	766,511
BPFA Lease Revenue Bond 2009 (City Hall Completion) (367)	577,218	-	158,306	735,524	-	-	735,524
Brisbane Public Financing Authority 2001 B (375)	1,675,707	-	-	1,675,707	-	-	1,675,707
<b>CAPITAL PROJECTS FUNDS:</b>							
Capital Projects Labor Clearing (400)	370,916	300,000	165,000	835,916	-	94,084	741,832
Special Beautification (440)	-	-	-	-	-	-	-
Facilities Fund (450)	3,428,726	-	-	3,428,726	-	-	3,428,726
<b>ENTERPRISE FUNDS:</b>							
Utility Fund (540)	2,306,267	5,874,300	50,000	8,230,567	6,199,793	677,378	1,353,396
Utility Capital Fund (545)	-	620,934	-	620,934	-	-	620,934
Marina (550)	645,144	1,939,000	-	2,584,144	2,036,646	5,592	541,907
Marina Capital Fund (555)	-	-	-	-	-	-	-
<b>INTERNAL SERVICE FUNDS:</b>							
Fringe Benefits (600)	-	-	-	-	-	-	-
Flexible Benefits (610)	-	-	-	-	-	-	-
Dental (620)	(57,945)	96,330	-	38,385	115,000	-	(76,615)
Self Insurance (630)	459,326	382,884	-	842,210	300,000	-	542,210
Workers Compensation (640)	(275,418)	634,410	-	358,992	500,000	-	(141,008)
Retiree Health/Stipend Fund (650)	1,929,488	766,428	-	2,695,916	-	-	2,695,916

**CITY OF BRISBANE  
SUMMARY OF BUDGET  
2019/20**

	<b>Schedule 1</b>						
<b>Fund</b>	<b>Estimated Fund Balance 7/1/19</b>	<b>Estimated Revenue 19/20 (Schedule 2)</b>	<b>Transfers In (Schedule 5)</b>	<b>Total Available</b>	<b>Budget Adopted 19/20 (Schedule 4)</b>	<b>Transfers Out (Schedule 5)</b>	<b>Estimated Available Balance 6/30/20</b>
Vehicle Replacement Fund (660)	614,518	259,459	259,459	1,133,436	218,700		914,736
Facility Maintenance Fund (670)	1,000,000			1,000,000			1,000,000
<b>TRUST AND AGENCY FUNDS:</b>							
NER Phase 2 Revolving (715)	29,272	-		29,272	-		29,272
Sister City Trust (750)	835	-		835	-		835
Opus Fees/Permits (760)	6,043	-		6,043	-		6,043
Opus Development Trust (765)	39,509	-		39,509	-		39,509
NER Revolving (770)	691	-		691	-		691
Tuntex Revolving (775)	205,096	-		205,096	-		205,096
UPC Revolving (780)	166,574	-		166,574	-		166,574
NER Assessment District (796)	473,107	-		473,107	-		473,107
<b>GRAND TOTALS</b>	<b>25,788,308</b>	<b>31,103,549</b>	<b>2,651,864</b>	<b>59,543,721</b>	<b>28,975,017</b>	<b>2,951,864</b>	<b>27,616,840</b>

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2018-2020**

Schedule 2

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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<b>GENERAL FUND (100)</b>							
40101	Current Secured	1,872,119	2,122,517	2,156,443	2,228,000	2,317,000	2,386,000
40102	Current Unsecured	72,719	64,602	63,769	50,000	63,000	63,000
40103	Prior Year Tax	(5,631)	(1,597)	(1,803)		-	-
40105	Supplemental Tax	79,672	103,512	104,285	78,000	90,000	90,000
40106	Transfer Tax	67,575	74,510	48,046	54,000	50,000	50,000
40107	VLF as Property Tax	266,979	283,417	297,817	293,000	310,000	320,000
40108	Property Tax from RDA Area	514,876	331,802	392,236	309,000	390,000	400,000
40150	Education Revenue Augmentation Fund (ERAF)	279,715	264,689	266,981	210,000	260,000	260,000
40211	Sales Tax	2,495,620	3,292,732	4,375,817	4,200,000	4,400,000	4,488,000
40212	Sales Tax - Safety	35,279	32,727	32,622	34,000	32,000	32,000
40215	Sales Tax as Property Tax	802,172	517,143	233	-	-	-
40221	Franchise Fees - P G & E	111,849	123,354	129,116	109,000	125,000	125,000
40222	Franchise Fees - Solid Waste	233,813	383,124	399,583	222,000	400,000	400,000
40223	Franchise Fees - Cable TV	67,979	80,256	75,773	65,000	75,000	75,000
40224	Franchise Fee Marina	117,387	121,464	132,561	152,603	152,000	152,000
40230	Transient Occupancy Tax	2,447,244	2,785,953	2,767,996	2,781,000	2,900,000	2,987,000
40241	Business License Tax	225,968	317,859	333,770	415,000	350,000	350,000
40242	Business License Penalty	2,320	26,655	8,238	4,000	5,000	5,000
40243	Recycling Business License	2,100,001	2,100,000	2,100,000	2,750,000	2,979,000	3,206,000
40244	Liquid Storage Business License	135,000	135,000	400,163	200,000	325,000	400,000
40245	SB 1186 Business License Fees	786	234	577	400	400	400
40321	Street Opening Deposits	500					
40323	Grading Permits	313,669	105,927	257,078	150,000	25,000	25,000
40324	Encroachment Permits	12,246	11,429	10,456	5,000	5,000	5,000
40325	Wide Load Permits	1,430	2,386	2,200	2,000	2,000	2,000
40327	Truck Haul Impact Fees	677,217	97,273	786,997	795,000	300,000	300,000
40331	Building Permits	208,217	125,941	105,398	94,000	150,000	150,000
40339	Home Occup/Misc. Permits	334	758	491	2,500	2,500	2,500



SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2018-2020		Schedule 2						
Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue	
40340	Use Permits	6,479	12,711	10,032	5,900	5,900	5,900	
40341	Variances	8,646	1,637	547	3,000	3,000	3,000	
40342	Sign Permits	1,997	4,113	2,856	1,000	1,000	1,000	
40401	Vehicle Code Fines	24,797	21,145	25,089	30,000	25,000	25,000	
40402	City Code Violations	15,012	25,019	22,677	25,000	25,000	25,000	
40404	Abandoned Vehicle Abatement	206	4,800	-	3,800	2,000	2,000	
40501	Investment Earnings	47,389	62,030	94,439	30,000	40,000	20,000	
40502	Rents & Concessions	53,132	49,112	50,483	50,000	50,000	50,000	
40503	Unrealized Gain/Loss	10,180	5,981	(55,020)	-	-	-	
40602	Motor Vehicle In-Lieu	-	-	-	-	-	-	
40609	Home Owner Property Tax Relief	14,773	14,451	13,854	15,000	14,000	14,000	
40612	POST Reimbursements			317				
40613	State Mandated costs	158,467	14,016					
40620	Other Grant	-	62,785	73,753	3,000	3,000	3,000	
40650	SMC Vehicle Fee							
40670	Measure M	30,655	32,850	81,147				
40701	Zoning Fees	-	1,464	-	500	500	500	
40702	E.I.R. Fees	-	6,972	2,373	300	300	300	
40703	Sale of Publications	200	80	11				
40704	Strong Motion Fees (SMIP)	1,919	1,167	1,300	500	500	500	
40705	Design Review Fees	5,382	2,919	-	3,000	3,000	3,000	
40707	Certificate Of Compliance Fees	321	2,465	915	500	500	500	
40708	General Plan Amendment Fees							
40716	Tentative Parcel Map Review	-	2,627	2,682	500	500	500	
40718	Lot Line Adj/Reversion/Merge	2,878	1,862	336				
40720	Appeal Fees	5,253	9,201	1,367	500	500	500	
40722	Plan Check Fees	111,897	68,540	118,959	115,000	115,000	115,000	
40724	Special Engineering Service	78,675	16,557	66,784		60,000	60,000	
40725	Planning Dept. Services	27,742	20,400	14,754		15,000	15,000	
40729	Sale of Copies		732	132				
40730	Fire Department Services	122,073	141,981	105,134	80,000	100,000	100,000	

SUMMARY OF REVENUE										Schedule 2			
WITHIN FUND BY SOURCE													
2018-2020													
Account	Title:	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
		Actual	Actual	Actual	Budgeted	Budgeted	Budgeted	Actual	Actual	Revenue	Revenue	Revenue	Revenue
		Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
40731	Fire Paramedic Reimbursement	35,360	34,928	32,388	32,800	34,000	34,000						34,000
40726	CPR Class Registration Fees	1,365	520	267									
40728	Booking Fees Recovery												
40742	Police Dept. Services	3,854	5,690	3,923	2,550	2,500							2,500
40733	Weed Abatement	-											
40750	Adult Sports	8,827	1,308	1,186	6,000	1,200							1,200
40751	Youth Sports	6,995	14,470	7,541	8,000	8,000							8,000
40736	Facilities Rental	500											
40753	After School Program Fees	69,488	67,309	71,840	70,000	80,000							80,000
40754	Pre-School (Teeny Time) Fees	39,042	55,230	61,194	41,000	60,000							60,000
40756	Teen Programs	340	1,193	-	300								
40755	Youth Sports	-	-										
40757	Classes	45,041	54,376	68,596	29,000	60,000							60,000
40758	Day Camp	68,606	49,852	69,291	72,300	70,000							70,000
40759	Adult Lap Swim Fees	63,006	81,217	79,525	95,000	80,000							80,000
40760	Recreational Swim Fees	34,337	49,726	44,557	30,000	45,000							45,000
40761	Swim Lesson Fees	32,104	32,692	43,279	43,000	40,000							40,000
40762	Special Swim Class Fees	34,200	34,355	39,106	37,800	35,000							35,000
40733	Weed Abatement												
40750	Sale of Copies	1,581	-	-	500								
40751	Police Reports	30											
40781	P G & E Collection Fees	330	327	88	300								
40770	Processing Fees	10,736	10,728	13,345	10,000	12,000							12,000
40772	Special Event Fees	18,106	13,376	25,799	10,000	25,000							25,000
40773	Facilities Rental	99,839	77,147	71,242	108,000	70,000							70,000
40901	Indirect Cost Reimbursement	950,548	1,005,094	1,306,512	1,327,295	1,311,901							1,415,198
40902	Contracted Services	3,605	1,760	7,948									
40905	Successor Agency Admin Fees	(32,000)											
40920	Sale of Surplus Property	1,400	603										
40930	Insurance Reimbursement		6,016										
40941	Return Check Fees	100	50										

SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2018-2020							Schedule 2	
Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue	
40946	Developer's Reimbursement	174,992	-	-	174,000	174,000	174,000	
40949	Prop Tax In-lieu	478,082	246,000	125,460	255,938	261,057	266,278	
40950	Miscellaneous Revenue	4,037	3,789	5,236	-	-	-	
40955	Contributions from others	3,425	10,480	400	-	-	-	
40956	Reimbursements-P.Y. Expenses	7,223	3,131	4,537	-	-	-	
40959	Reimbursements-Current Year	16,806	94,354	91,186	-	-	-	
40961	Transfers From Other Funds	641,865	199,149	126,870	-	-	-	
40970	Admn. Charge to B.P.F.A.	99,516	88,189	-	31,000	-	-	
40972	Admn. Charge to NER	5,000	25,537	95,292	5,000	-	-	
40974	Admn. Charge to Baylands	87,496	131,245	131,244	-	-	-	
40999	Prior Year Adjustment	-	-	-	-	-	-	
	<b>TOTAL</b>	<b>16,880,909</b>	<b>16,491,121</b>	<b>18,409,613</b>	<b>17,960,786</b>	<b>18,542,258</b>	<b>19,196,776</b>	

GASOLINE TAX FUND (200)							
40501	Investment Earnings	2,321	2,173	(897)	-	-	-
40503	Unrealized Gain/Loss	427	511	(317)	-	-	-
40603	Section. 2106 Allocation	21,603	22,611	22,959	19,000	19,000	19,000
40604	Section. 2107 Allocation	30,717	33,199	33,475	40,000	40,000	40,000
40605	Section. 2107.5 Allocation	1,000	1,000	1,000	1,000	1,000	1,000
40606	Section. 2105 Allocation	24,001	25,495	26,403	28,000	28,000	28,000
40607	Section 2103 Allocation	41,019	23,327	13,435	10,700	10,700	10,700
40961	Other Grants	-	-	-	-	-	-
	<b>TOTAL</b>	<b>121,087</b>	<b>108,315</b>	<b>96,058</b>	<b>98,700</b>	<b>98,700</b>	<b>98,700</b>

TRAFFIC CONGESTION RELIEF FUND (201)							
40501	Investment Earnings	-	-	-	-	-	-
40620	Other Grants	-	-	-	-	-	-
40968	Operating Transfers In	10,404	-	-	-	-	-
	<b>TOTAL</b>	<b>10,404</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2018-2020**

Schedule 2

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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**PROPOSITION 1B (203)**

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

**MEASURE A (205)**

40213	Measure A Sales Tax	181,864	180,994	188,445	170,000	170,000	170,000
40501	Investment Earnings	3,871	6,716	1,116			
40503	Unrealized Gain/Loss	911	1,405	(3,007)			
40620	Other Grants						
<b>TOTAL</b>		186,646	189,115	186,554	170,000	170,000	170,000

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

40109	Spec. Assessments (less Coll. Fees)	589,553	588,311	588,360	590,000	590,000	590,000
40501	Investment Earnings	(681)	29	3,860			
40503	Unrealized Gain/Loss	(123)	399	(2,522)			
40950	Miscellaneous Revenues						
40969	Other Financing Sources						
<b>TOTAL</b>		588,749	588,738	589,697	590,000	590,000	590,000

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

40501	Investment Earnings						
40109	Special Assessments	49,901	50,913	50,753	52,000	52,000	52,000
40328	SWPPP Compliance Fee	831	2,298	994			
40501	Investment Earnings	1,256	4,862	(685)			
40503	Unrealized Gain/Loss	183	863	(930)			
40620	Grants		23,111		22,000	22,000	22,000
40670	Measure M Revenues	24,639					
40961	Transfer from Other Funds	340,364	462,099	565,239			
<b>TOTAL</b>		417,174	544,146	615,371	74,000	74,000	74,000

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**WITHIN FUND BY SOURCE**  
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Account Title: 2014/15 Actual Revenue 2015/16 Actual Revenue 2016/17 Actual Revenue 2017/18 Budgeted Revenue 2018/19 Budgeted Revenue 2019/20 Budgeted Revenue

<b>GENERAL PLAN OPEN SPACE (230)</b>							
Account	Title	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
40501	Investment Earnings	-					
40503	Unrealized Gain/Loss						
40620	Other Grants						
40955	Contributions - Other						
40961	Transfers In From Other Funds						
<b>TOTAL</b>		-					

<b>OFFICE/TRAFFIC SAFETY GRANT (250)</b>							
Account	Title	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
40501	Investment Earnings	50	(8)	13			
<b>TOTAL</b>		50	(8)	13			

<b>LOCAL LAW ENFORCEMENT BLOCK GRANTS (251)</b>							
Account	Title	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
40501	Investment Earnings	239	328	34			
<b>TOTAL</b>		239	328	34			

<b>COPS-TECHNOLOGY GRANT (252)</b>							
Account	Title	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
40501	Investment Earnings						
40614	COPS Grants						
<b>TOTAL</b>		-					

<b>COPS-STATE PERSONNEL GRANT (254)</b>							
Account	Title	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
40501	Investment Earnings	(466)	(2,404)	1,704			
40614	COPS Grants	112,433	124,300	130,086	100,000	100,000	100,000
40961	Transfer from Other Funds	171,282	261,071				
<b>TOTAL</b>		283,249	382,967	131,790	100,000	100,000	100,000

<b>FIRE TRAINING (270)</b>							
Account	Title	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
40501	Investment Earnings	28	38	4			
<b>TOTAL</b>		28	38	4			

**SUMMARY OF REVENUE**  
**WITHIN FUND BY SOURCE**  
**2018-2020**

**Schedule 2**

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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**PUBLIC ART FUND (275)**

40501	Investment Earnings		710	2,089			
40503	Unrealized Gains (Loss)		434	(1,641)			
40949	Developer's Contribution		22,567				
40959	Reimbursed Expenses - Current Year		139,765	47,617			
41800	Extraordinary Gain (Loss)						
	<b>TOTAL</b>		<b>163,476</b>	<b>48,066</b>			

**SUCCESSOR HOUSING FUND (285)**

40101	Property Tax - Secured						
40102	Property Tax - Unsecured						
40501	Investment Earnings		9,793	16,208			
40503	Unrealized Gains (Loss)		1,669	(11,774)			
40510	Interest Earnings		11,730	9,218			
41800	Extraordinary Gain (Loss)						
	<b>TOTAL</b>	-	<b>23,192</b>	<b>13,652</b>	-	-	-

**2002 UTILITY BOND ISSUE (310)**

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

**2012 UTILITY BOND ISSUE (320)**

40501	Investment Earnings	-	26,552	24,804			
41961	Transfer from Other Funds	3,565,590	456,478				
	<b>TOTAL</b>	<b>3,565,590</b>	<b>483,030</b>	<b>24,804</b>			

**BGPFA 2014 BOND (330)**

40501	Investment Earnings	3	17	(1,966)			
40961	Transfers In From Other Funds	108,593	367,784	378,930			

SUMMARY OF REVENUE							Schedule 2	
WITHIN FUND BY SOURCE								
2018-2020								
Account	Title:	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	
		Actual Revenue	Actual Revenue	Actual Revenue	Budgeted Revenue	Budgeted Revenue	Budgeted Revenue	
40967	Other Finance Sources - Prem	87,949						
40969	Other Finance Sources	5,470,000						
	<b>TOTAL</b>	5,666,545	367,800	376,964				

PENSION OBLIGATION BONDS (340)						
40501	Investment Earnings	1	1	(3,479)		
40969	Transfers In From Other Funds	590,349	562,224	636,650		
	<b>TOTAL</b>	590,350	562,225	633,171		

2013 PENSION OBLIGATION BONDS (341)						
40501	Investment Earnings			(666)		
40969	Transfers In From Other Funds	112,073	119,939	127,451		
40969	Other Financing Sources					
	<b>TOTAL</b>	112,073	119,939	126,785		

BPFA 2005 Refunding Fund (365)						
40501	Investment Earnings	15	(73)	(527)		
40961	Transfer from Other Funds	108,507	106,794	108,155		
40969	Other Financing Sources					
	<b>TOTAL</b>	108,522	106,721	107,628		

BPFA 2005B Fund (366)						
40501	Investment Earnings	177	(253)	(1)		
40961	Transfer from Other Funds	5,601,298				
40969	Other Financing Sources					
	<b>TOTAL</b>	5,601,475	(253)	(1)		

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
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**Schedule 2**

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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**BPFA 2009A Fund (367)**

40501	Investment Earnings	498	22	(678)			
40961	Transfer from Other Funds	145,751	145,719	188,500			
40969	Other Financing Sources						
	<b>TOTAL</b>	<b>146,249</b>	<b>145,741</b>	<b>187,822</b>			

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

40501	Investment Earnings						
40510	Interest Revenue	-					
40961	Transfer from Other Funds	-					
	<b>TOTAL</b>	<b>-</b>					

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

40109	Special Assessments--Debt	978,326					
40501	Investment Earnings	39,677	21,261	21			
40503	Unrealized Gain/Loss	2,008	(904)				
	<b>TOTAL</b>	<b>1,018,003</b>	<b>21,261</b>	<b>21</b>			

**HOUSING BOND FUND (383)**

40501	Investment Earnings						
40503	Unrealized Gain/Loss						
40961	Transfers In From Other Funds						
	<b>TOTAL</b>	<b>-</b>					

**CAPITAL PROJECTS (400)**

40241	Business License Fees	282,034	290,047	292,110	330,000	300,000	300,000
40501	Investment Earnings	2,937		(5,380)			
40503	Unrealized Gain/Loss	165	(362)	3,011			
40620	Other Grants			150,000			
40670	Measure M Revenue	53,468	38,200				



**SUMMARY OF REVENUE WITHIN FUND BY SOURCE**  
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Schedule 2

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
40949	Developer Contribution						
40950	Miscellaneous Revenues						
40956	Reimburse Prior Year Expenditures						
40969	Other Financing Sources						
40961	Transfers In From Other Funds		165,000				
40968	Operating Transfers In	(10,404)					
40979	Contribution from Other Agency						
41100	Donations	(6,455)					
	<b>TOTAL</b>	<b>321,745</b>	<b>492,885</b>	<b>439,741</b>	<b>330,000</b>	<b>300,000</b>	<b>300,000</b>

**TUNNEL BRIDGE (410)**

40501	Investment Earnings						
40615	Federal-Bridge Grant						
40969	Other Financing Sources						
40979	Contributions From Others						
	<b>TOTAL</b>	<b>-</b>					

**SPECIAL BEAUTIFICATION (440)**

40501	Investment Earnings	(1)	(29)	10			
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**FACILITIES FUND (450)**

40501	Investment Earnings	21,826	34,333	32,825			
40503	Unrealized Gain/Loss	7,004	5,816	(28,650)			
40949	Developer's Contribution	184,091	-				
	<b>TOTAL</b>	<b>212,921</b>	<b>40,150</b>	<b>4,175</b>			

**SOUTH HILL PROPERTY (480)**

40501	Investment Earnings	1,037	2,988	2,855			
40503	Unrealized Gain/Loss	285	506	(2,492)			
40950	Miscellaneous Revenues	293,060	-				
	<b>TOTAL</b>	<b>294,381</b>	<b>3,493</b>	<b>363</b>			

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**SUMMARY OF REVENUE  
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Account Title:

	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
<b>UTILITY FUND (540)</b>						
40101	27,419	27,307	28,796	27,000	29,000	29,000
40102	1,532	1,481	108	1,500	1,500	1,500
40103	(63)	(17)	(17)			
40105	868	1,051	1,014			
40108	202	(57)	107		100	100
40150	123		102		100	100
40501	23,278	46,315	55,493	25,000	50,000	50,000
40503	6,744	9,708	(45,659)			
40609	156	144	131	200	100	100
40780	2,101	3,173	3,028			
40801	2,864,913	2,653,340	2,944,135	2,950,000	2,950,000	2,950,000
40802	5,446	3,146	3,184	5,000	3,000	3,000
40803	19,835	13,489	13,071		10,000	10,000
40804	177,747	45,575	56,409	14,000	20,000	20,000
40805	118,643	117,413	118,684	115,000	115,000	115,000
40806	7,752	7,662	7,584	7,500	7,500	7,500
40810	(56,408)	(49,835)	(49,809)		(50,000)	(50,000)
40820	1,876,657	2,086,024	2,241,157	2,100,000	2,200,000	2,200,000
40821	47,379	6,610	14,034	3,000	3,000	3,000
40825	191,944	388,221	363,320	365,000	120,000	120,000
40940	216				365,000	365,000
40941	340	75	75			
40949						
40950	250					
40959	211	620	1,727			
40961	132,752	138,925	70,000		50,000	50,000
	5,450,040	5,500,369	5,826,675	5,613,200	5,874,300	5,874,300
<b>TOTAL</b>						

**SUMMARY OF REVENUE**  
**WITHIN FUND BY SOURCE**  
**2018-2020**

**Schedule 2**

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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<b>UTILITY FUND CAPITAL (545)</b>							
40501	Investment Earnings	2,379	(8,685)	(3,166)			
40950	Miscellaneous Revenues	506,758					
40959	Reimbursed Expenses - Curr Year						
40961	Transfers In From Other Funds	259,043		624,100			
40969	Other Financing Sources						
<b>TOTAL</b>		768,180	(8,685)	620,934			

<b>MARINA FUND (550) AS OF 2014</b>							
40501	Investment Earnings	1,222	380	1,022			
40502	Rents & Concessions	2,766	3,015	2,148			
40503	Unrealized Gain/Loss	179	301	(924)			
40620	Other Grants	26,753	87,414				
40734	Adult Sports						
40735	Youth Sports						
40737	After School Program Fees						
40738	Pre-School (Teeney Time) Fees						
40739	Special Event Fees						
40741	Youth Sports						
40742	Youth Class						
40743	Day Camp						
40744	Adult Lap Swim Fees						
40745	Recreational Swim Fees						
40746	Swim Lesson Fees						
40747	Special Swim Class Fees						
40749	Teen Programs						
40780	Processing Fee						
40790	Special Event Fees						
40795	Facilities Rental			(130)			
40803	Late Charges	(444)	1,799	1,652	3,200	1,500	1,500
40830	Berth Rentals	1,467,338	1,518,306	1,657,016	1,907,539	1,900,000	1,900,000

SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2018-2020							Schedule 2		
Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue		
40831	Berth Electricity Payments	37,807	36,401	38,374	24,196	35,000	35,000		
40833	Berth Application Fees	1,850	2,075	1,850	2,500	1,800	1,800		
40834	Berth Transfer Fees	750	775	800	400	700	700		
40835	Lost Key Revenue	2,280	1,200	960					
40836	Boat Broker Revenue	999							
40920	Sale of Surplus Property	751							
40925	Gain/Loss Disposed Fixed Assets	(14,766)							
40941	Returned Check Fees	75	50	175					
40942	Marina Facilities Fees	100	-	650					
40950	Miscellaneous Revenue	1,690	966	1,465	3,000				
40959	Reimbursed Expenses-Curr Year								
40961	Transfers From Other Funds (100)								
40969	Other Financing Sources								
	<b>TOTAL</b>	<b>1,529,349</b>	<b>1,652,682</b>	<b>1,705,056</b>	<b>1,940,835</b>	<b>1,939,000</b>	<b>1,939,000</b>		

**MARINA CAPITAL IMPROVEMENTS FUND (555)**

40501	Investment Earnings	10,744	35,947	7,571			
40503	Unrealized Gain/Loss	5,905	4,177	(13,789)			
40961	Transfers In From Other Funds						
40620	Other Grants						
40968	Operating Transfers In						
	<b>TOTAL</b>	<b>16,648</b>	<b>40,125</b>	<b>(6,218)</b>	<b>-</b>		

**FRINGE BENEFIT TRUST (600)**

40501	Investment Earnings	119	543	2,127			
40503	Unrealized Gain/Loss	93	199	(1,380)			
40950	Miscellaneous Revenues	2,560					
	<b>TOTAL</b>	<b>2,773</b>	<b>742</b>	<b>747</b>	<b>-</b>		

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2018-2020**

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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**Schedule 2**

**FLEXIBLE BENEFITS TRUST (610)**

40501	Investment Earnings	239	4	7			
40958	Other Revenue-Payroll Charge	85,929	75,179				
	<b>TOTAL</b>	86,169	75,183	7	-		

**DENTAL SELF INSURANCE TRUST (620)**

40501	Investment Earnings	584	331	(298)			
40950	Miscellaneous Revenue						
40958	Other Revenue-Payroll Charge	79,933	82,555	83,125	90,630	92,055	96,330
	<b>TOTAL</b>	80,517	82,886	82,827	90,630	92,055	96,330

**SELF INSURANCE FUND (630)**

40501	Investment Earnings	4,408	2,619	4,322			
40503	Unrealized Gain/Loss	1,724	(124)	(2,592)			
40956	Reimburse - Prior Year Expenditures						
40958	Other Revenue-Payroll Charge	255,726	296,194	321,523	347,288	364,652	382,884
	<b>TOTAL</b>	261,858	298,689	323,254	347,288	364,652	382,884

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

40501	Investment Earnings	2,027	2,758	6,138			
40503	Unrealized Gain/Loss	856	104	(3,717)			
40930	Insurance Reimbursements						
40950	Miscellaneous Revenues	56	279,028	37,044			
40958	Other Revenue-Payroll Charge	396,532	496,838	545,118	582,623	611,754	634,410
	<b>TOTAL</b>	399,471	778,728	584,583	582,623	611,754	634,410

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

40501	Investment Earnings	1,607	6,025	691			
40961	Transfer from Other Funds	749,300	584,017	276,001	823,580	779,488	766,428
	<b>TOTAL</b>	750,907	590,042	276,691	823,580	779,488	766,428

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2018-2020**

**Schedule 2**

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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**MOTOR VEHICLE REPLACEMENT FUND (660)**

40501	Investment Earnings	2,706	14,803	10,426	10,000		
40503	Unrealized Gain/Loss	1,448	2,409	(10,326)			
40961	Transfers from Other Funds	1,492,835	171,498	178,846		259,459	259,459
	<b>TOTAL</b>	<b>1,496,989</b>	<b>188,711</b>	<b>178,946</b>	<b>10,000</b>	<b>259,459</b>	<b>259,459</b>

**FACILITIES MAINTENANCE FUND (670)**

40501	Investment Earnings			3,289			
40503	Unrealized Gain/Loss			(1,720)			
40961	Transfers from Other Funds		300,000	250,000	250,000	250,000	
	<b>TOTAL</b>		<b>300,000</b>	<b>251,569</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>

**RAINY DAY FUND (690)**

40501	Investments	24,685	38,753	21,888	30,000	30,000	30,000
40503	Unrealized Gain/Loss	6,783	7,256	(24,401)			
	<b>TOTAL</b>	<b>31,468</b>	<b>46,009</b>	<b>(2,513)</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

**NORTHEAST RIDGE LANDMARK (715)**

40501	Investment Earnings						
40946	Developer's Reimbursement	135,035					
40956	Reimbursed Expenses-Prior Year		47,847				
	<b>TOTAL</b>	<b>135,035</b>	<b>47,847</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**RECREATION FACILITY - SKATEBOARD PARK**

40501	Investment Earnings	63					
41100	Donations	17,453					
	<b>TOTAL</b>	<b>17,516</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2018-2020**

**Schedule 2**

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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<b>OPEN SPACE TRUST (730)</b>							
40501	Investment Earnings	1	-	-	-	-	-
<b>TOTAL</b>		<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>SISTER CITY TRUST (750)</b>							
40501	Investment Earnings	6	-	-	-	-	-
<b>TOTAL</b>		<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>OPUS DEVELOPMENT TRUST (760) (765)</b>							
40501	Investment Earnings	47	62	(824)	-	-	-
<b>TOTAL</b>		<b>47</b>	<b>62</b>	<b>(824)</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>REVOLVING NER (770)</b>							
40501	Investment Earnings	5	7	(1)	-	-	-
40961	Transfers from Other Funds	-	-	-	-	-	-
<b>TOTAL</b>		<b>5</b>	<b>7</b>	<b>(1)</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>TUNTEX REIMBURSEMENT (775)</b>							
40501	Investment Earnings	1,592	2,101	(280)	-	-	-
<b>TOTAL</b>		<b>1,592</b>	<b>2,101</b>	<b>(280)</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>UPC REVOLVING FUND BAYLANDS (780)</b>							
40501	Investment Earnings	(35)	-	-	-	-	-
40946	Developers Reimbursement	469,775	86,678	401,341	-	-	-
<b>TOTAL</b>		<b>469,740</b>	<b>86,678</b>	<b>401,341</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>QUARRY REVOLVING FUND (785)</b>							
40501	Investment Earnings	-	-	-	-	-	-
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Schedule 2

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2018-2020**

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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<b>SLOUGH ESTATES (786)</b>							
40501	Investment Earnings	-					
<b>TOTAL</b>							

<b>HOTEL REIMBURSEMENT TRUST (790)</b>							
40501	Investment Earnings	30					
40946	Developer's Reimbursements	26,047					
<b>TOTAL</b>		26,077	-	-	-	-	

<b>NORTHEAST RIDGE ASSESSMENT DISTRICT (795) (796)</b>							
40101	Property Taxes - Secured	(9,665)					
40109	Special Assessment	557,267	571,865	555,894		-	
40501	Investment Earnings	1,979	3,047	6,503			
40503	Unrealized Gain/Loss	1,227	125	(4,034)			
40950	Miscellaneous Revenue						
40961	Transfers in from Other Funds						
40999	Prior Year Adjustment						
<b>TOTAL</b>		550,807	575,037	558,363	-	-	

<b>SUCCESSOR AGENCY RDA 1 (881)</b>							
40101	Property Tax - Secured						
40102	Property Tax - Unsecured						
40501	Investment Earnings						
40503	Unrealized Gains(loss)						
40950	Miscellaneous Revenues						
41800	Extraordinary Gain (Loss)						
<b>TOTAL</b>		-					

<b>SUCCESSOR AGENCY RDA 2 (882)</b>							
40101	Property Tax - Secured						
40102	Property Tax - Unsecured						



SUMMARY OF REVENUE WITHIN FUND BY SOURCE 2018-2020							Schedule 2		
Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue		
40111	County Pass-through								
40501	Investment Earnings								
40503	Unrealized Gain (Loss)								
40950	Miscellaneous Revenues								
<b>TOTAL</b>		-							

REDEVELOPMENT OPERATING--PROJECT AREA NO. 1 (881)							
40101	Tax Increment-Secured						
40102	Tax Increment-Unsecured						
40103	Property Taxes - Prior Year Collection						
40111	County Pass-Throughs						
40501	Investment Earnings						
40503	Unrealized Gain/Loss						
<b>TOTAL</b>		-					

REDEVELOPMENT OPERATING--PROJECT AREA NO. 2 (882)							
40101	Tax Increment-Secured						
40102	Tax Increment-Unsecured						
40105	Tax Increment - Supplemental						
40501	Investment Earnings						
<b>TOTAL</b>		-					

REDEVELOPMENT--LOW/MOD HOUSING (883)							
40101	Tax Increment-Secured						
40102	Tax Increment-Unsecured						
40150	Tax Increment - Supplemental						
<b>TOTAL</b>		-					

**SUMMARY OF REVENUE  
WITHIN FUND BY SOURCE  
2018-2020**

Account	Title:	2014/15 Actual Revenue	2015/16 Actual Revenue	2016/17 Actual Revenue	2017/18 Budgeted Revenue	2018/19 Budgeted Revenue	2019/20 Budgeted Revenue
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Schedule 2

OPEB TTRUST FUND (887)							
40501	Investment Earnings	(2,858)					
41300	Contributions to Trust	500,000					
	<b>TOTAL</b>	497,142	-	-	-	-	-
	<b>TOTAL REVENUE</b>	48,700,760	31,090,737	32,793,492	29,011,641	30,075,665	30,512,288

BUDGET AND EXPENDITURES BY DEPARTMENT

Schedule 3

2018/19  
2019/20

		2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Actual Expended	2016/17 Actual Expended	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
100	City Council (100)	106,444	117,986	112,993	189,212	194,055	201,733	217,972	227,958
201	City Clerk (100)	173,080	149,014	280,924	378,671	240,296	268,376	272,657	284,459
203	City Manager (100)	455,102	452,124	945,890	1,306,742	540,353	626,651	669,989	707,541
205	Special Event Cosponsorship (100)	23,097	33,434	34,457	43,709	32,091	28,000	34,500	34,500
300	Open Space (100)	55,865	69,959	100,457	111,652	143,535	120,298	225,127	237,657
400	Finance (100)	1,004,788	765,747	773,977	1,818,629	1,156,487	1,189,772	1,269,142	1,349,900
402	Human Resources (100)	238,250	305,524	344,158	723,152	303,627	347,180	486,576	452,610
500	Legal Services-City Attorney (100)	136,465	268,112	292,229	600,000	192,198	291,748	200,000	200,000
600	Community Development (100)	662,421	760,746	1,651,606	2,178,648	1,069,679	1,075,945	1,228,059	1,286,404
900	Library (100)	24,990	27,174	27,985	41,000	25,579	33,200	35,200	35,200
2001	Police--Administration & Personnel (100)	422,553	547,074	1,148,852	1,253,057	747,056	789,165	902,277	971,027
2002	Police--Communications & Records (100)	314,382	325,326	825,666	754,914	392,920	395,945	477,787	470,819
2003	Police--Police Patrol (100)	2,011,961	2,245,186	4,623,833	5,020,272	3,242,649	3,111,526	3,637,178	3,819,822
3001	Fire--Administration & Personnel (100)	2,305,527	4,535,900	4,719,714	5,258,763	2,640,859	2,786,001	3,152,370	3,214,478
4001	Public Works--Admin. & Engineering(100)	439,985	389,833	380,579	550,607	497,354	513,018	577,292	610,575
4002	Public Works--Streets & Storm Drains(100)	285,375	496,591	525,924	1,585,155	791,671	581,488	1,102,055	828,893
4003	Public Works--Buildings & Grounds(100)	232,486	233,110	234,818	376,911	179,867	382,223	324,896	324,210
4004	Public Works--Parks Maintenance (100)	175,537	188,501	266,104	476,483	123,836	246,941	216,595	209,611
4005	Public Works--Landscape Maintenance (100)	117,976	160,493	239,790	502,611	245,807	262,679	259,371	262,054
4009	Public Works--Sierra Pt. Light/Lands.(210)	467,153	603,211	541,490	1,016,601	387,993	572,715	577,364	587,982
4019	Public Works--Development (770)	-	-	-	-	-	-	-	-
4020	Public Works--Water (540)	1,506,086	1,400,247	1,216,960	2,919,441	1,523,871	1,799,408	2,013,721	2,095,180
4025	Public Works--GVMID (540)	1,546,926	1,544,772	1,570,123	3,418,074	1,575,244	1,959,240	2,099,750	2,235,099
4026	Public Works--NPDES (220)	250,982	207,879	201,243	956,371	479,960	601,485	525,068	554,259
4030	Public Works--Sewer (540)	1,072,665	1,246,724	1,228,663	2,479,098	1,464,669	1,555,019	1,726,318	1,869,514
4050	Public Works - Emergency Operations Center (100)	23,664	6,838	156,632	143,721	89,285	135,478	136,536	140,420
5001	Recreation--Admin & PB&R Comm. (100)	140,419	198,641	333,847	642,114	378,542	409,093	420,667	446,904
5002	Recreation--Community Center (100)	437,956	334,410	715,039	325,557	383,915	338,266	342,853	355,701
5003	Recreation--Preschool and Youth (100)	641,140	433,659	920,986	536,299	627,204	580,130	479,330	499,509
5004	Recreation--Adult Recreation (100)	25,039	14,939	38,536	31,153	55,767	77,212	70,443	71,770
5005	Recreation--Senior Citizens (100)	64,375	81,026	100,255	105,795	71,959	85,606	115,090	119,131
5006	Recreation--Special Events (100)	47,945	67,458	160,914	88,041	221,049	133,271	112,127	113,460
5007	Recreation--Teen Activities (100)	89,878	73,632	138,706	86,491	24,304	86,719	85,083	86,924
5008	Recreation--Aquatics (100)	501,192	394,471	992,632	869,339	381,183	456,328	504,818	522,398
5040	Marina--Operations (550)	1,049,334	1,377,101	1,551,538	3,206,336	1,608,548	1,486,563	1,609,045	1,554,655
6001	Non-Departmental/Central Services (100)	478,154	493,557	437,505	454,176	517,494	506,450	576,700	578,700
6051	Dental Payments (620)	96,228	95,481	99,839	100,000	100,000	100,000	110,000	115,000
6052	Liability Payments (630)	265,714	268,428	253,444	230,000	280,000	300,000	280,000	300,000
6053	Workers Compensation Payments (640)	493,016	264,603	583,472	200,000	450,000	500,000	500,000	500,000
6054	Retiree Health/Stipend Payments (650)	217,727	399,443	249,300	249,300	249,301	249,302	300,000	300,000
6055	Motor Vehicle Replacement				32,000	755,832	141,904	1,204,400	218,700
7081	Redevelopment Agency Project Area #1(881)	251,388							
7082	Redevelopment Agency Project Area #2(882)								
7083	Successor Housing (283)		6,409	6,409	6,409	9,975	-	-	-
9061	Tunnel Avenue Bridge (410)								
9304	Water System Circulation								
9502	City Hall Remodel								
9508	Crystal Springs Aqueduct								
9602	Bayshore South Sewer								
9801	Soil Nail Wall								
9904	COPS Technology Grant								
9905	Lipman Slide Repair		774						
9906	Lipman Tennis Court Repair								
9A00	2010 Pavement Maintenance								
9A01	BES Restroom								
9A02	LED Street Light Replacement								
9B00	2011 Pavement Maintenance	71,520							
9B01	Bayshore Bikeway Phase II	152							
9B02	Library Project		9,500						
9B03	Trail Blazers			2,500					
9C00	2012 Pavement Maintenance (200, 205)	5,998							
9C01	Bayshore Blvd Bus Shelter	188,003							
9D00	2013 Pavement Maintenance (200, 205)	305	157,650						
9D01	Playground Equipment Project								
9D02	Guadalupe Channel Improvements								
9D03	SLPP Swap Projects	19,627	1,573						
9D04	101/Candlestick Supplemental Studies		2,368	397,632					
9D05	Bayshore Blvd Rehabilitation		139,957						
9D06	Repair Sidewalk Trip Hazards		129,953						
9D07	Retrofit Safety System School Crossings		103,261						
5040	Repair Docks and Replace Required Flotation (555)								
5040	Marina Dredging - Bathymetric Survey (555)								
	Glen Park Pump Station Upgrade (545)								
9E00	2014 Pavement Maintenance		280,606	394,882					
9E01	Fire Station Repair	1,500							

BUDGET AND EXPENDITURES BY DEPARTMENT		Schedule 3							
2018/19		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
2019/20		Actual Expended	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Proposed Budget	Proposed Budget
	Repair Roof Leaks at Fire Station (400)								
3100	Remediate Mold in Fire Station (400)	13,699	8,155						
9E02	Five Star Café Maintenance		2,514	2,486					
9E03	Pressure Reducing Valve Construction & Fire Mains (545)								
9E04	Bicentennial Walkway Retrofit			25,000					
9F00	2015 Pavement Maintenance			165,000					
9F01	Marina Dredging Design			170,200					
9F02	San Bruno Retaining Wall			70,000					
9F03	Replace Fire Station HVAC			32,000					
9F04	Pool Renovation			368,000					
9F05	Skate Board Park Design			23,000					
9F06	Water/Sewer Master Plan			200,000					
9F07	Baysshore Blvd - Underground 8" Force Main (545)								
9F08	Corp Yard Security Camera			13,000					
9F09	Marina Dredging Construction								
	SCADA System Replacement (545)								
	New Financial System (400)		21,596	3,500					
	Street Projects				165,000	165,000	165,000		
	Skate Board Park				195,000				
9910	Debt Service (320.330.340.341.365.366.367.370.375.795.796)	5,431,637	5,310,804	3,247,489	2,653,082	3,263,220	2,679,011	2,629,846	2,679,011
<b>Grand Total</b>		<b>24,585,701</b>	<b>27,753,470</b>	<b>34,142,179</b>	<b>44,279,588</b>	<b>27,824,234</b>	<b>28,170,090</b>	<b>31,708,201</b>	<b>31,472,037</b>

**BUDGET AND EXPENDITURES BY FUND**

Schedule 4

2018/19  
2019/20

	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Actual Expended	2016/17 Actual Expended	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>GENERAL FUND (100):</b>								
100 City Council	106,444	117,986	112,993	189,212	194,055	201,733	217,972	227,958
201 City Clerk	173,080	149,014	280,924	378,671	240,296	268,376	272,657	284,459
203 City Manager	455,102	452,124	945,890	1,306,742	540,353	626,651	669,989	707,541
205 Event Cosponsorship	23,097	33,434	34,457	43,709	32,091	28,000	34,500	34,500
300 Open Space	55,865	69,959	100,457	111,652	143,535	120,298	225,127	237,657
400 Finance	1,004,788	765,747	773,977	1,818,629	1,156,487	1,189,772	1,269,142	1,349,900
402 Human Resources	238,250	305,524	344,158	723,152	303,627	347,180	486,576	452,610
500 Legal Services-City Attorney	136,465	268,112	292,229	600,000	192,198	291,748	200,000	200,000
600 Community Development	662,421	760,746	1,651,606	2,178,648	1,069,679	1,075,945	1,228,059	1,286,404
900 Library	24,990	27,174	27,985	41,000	25,579	33,200	35,200	35,200
2001 Police--Administration & Personnel	422,553	547,074	1,148,852	1,253,057	747,056	789,165	902,277	971,027
2002 Police--Communications & Records	314,382	325,326	825,666	754,914	392,920	395,945	477,787	470,819
2003 Police--Police Patrol	2,011,961	2,145,186	4,523,833	4,920,272	3,142,649	3,011,526	3,637,178	3,819,822
Police--Police Reserve (100)								
Fire--Administration & Personnel (100)								
Fire--Fire Prevention (100)								
3001 Fire--Fire Suppression	2,305,527	4,535,900	4,719,714	5,258,763	2,640,859	2,786,001	3,152,370	3,214,478
3004 Fire--Fire Reserve(100)	-	-	-	-	-	-	-	-
3005 Fire--Disaster Preparedness (100)	-	-	-	-	-	-	-	-
3006 Fire--Communications & Records (100)	-	-	-	-	-	-	-	-
3007 Fire--Paramedic Services	-	-	-	-	-	-	-	-
4001 Public Works--Admin. & Engineering	439,985	389,833	380,579	550,607	497,354	513,018	577,292	610,575
4002 Public Works--Streets & Storm Drains	285,375	496,591	525,924	1,585,155	791,671	581,488	1,102,055	828,893
4003 Public Works--Buildings & Grounds	232,486	233,110	234,818	376,911	179,867	382,223	324,896	324,210
4004 Public Works--Parks Maintenance	-	188,501	266,104	476,483	123,836	246,941	216,595	209,611
4005 Public Works--Landscape Maintenance	117,976	160,493	239,790	502,611	245,807	262,679	259,371	262,054
4008 Public Works--Lighting & Landscaping	-	-	-	-	-	-	-	-
4050 Public Works -- Office of Emergency Services	23,664	6,838	156,632	143,721	89,285	135,478	136,536	140,420
5001 Recreation--Admin & PB&R Comm.	-	198,641	333,847	642,114	378,542	409,093	420,667	446,904
5002 Recreation--Parks & Facility Maint.	-	334,410	715,039	325,557	383,915	338,266	342,853	355,701
5003 Recreation--Preschool, Youth & Teen	-	433,659	920,986	536,299	627,204	580,130	479,330	499,509
5004 Recreation--Adult Recreation	-	14,939	38,536	31,153	55,767	77,212	70,443	71,770
5005 Recreation--Senior Citizens	-	81,026	100,255	105,795	71,959	85,606	115,090	119,131
5006 Recreation--Citizen Communications	-	67,458	160,914	88,041	221,049	133,271	112,127	113,460
5007 Recreation--Teen Activities	-	73,632	138,706	86,491	24,304	86,719	85,083	86,924
5008 Recreation--Aquatics	-	394,471	992,632	869,339	381,183	456,328	504,818	522,398
4027 Public Works -- STOPPP	-	-	-	-	-	-	-	-
6001 Non-Departmental/Central Services	478,154	493,557	437,505	454,176	517,494	506,450	576,700	578,700
<b>Total General Fund</b>	<b>9,512,564</b>	<b>11,802,513</b>	<b>12,965,090</b>	<b>15,228,917</b>	<b>15,681,552</b>	<b>16,035,755</b>	<b>18,132,690</b>	<b>18,462,637</b>
<b>GAS TAX (200)</b>								
9B00 2011 Pavement Maintenance	71,520							
9C00 2012 Pavement Maintenance	5,998							
9C01 Bus Shelter Improvements	14,643							
9D00 2013 Pavement Maintenance		157,650						
9E00 2014 Pavement Maintenance		1,856						
<b>Total Gas Tax Fund</b>	<b>92,160</b>	<b>159,506</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MEASURE A (205)</b>								
9B00 2011 Pavement Maintenance								
9C01 Bus Shelter Improvements	6,067							
9D03 SLPP Swap		1,573						
9D05 Bayshore Rehab		139,957						
9D06 Sidewalk Repair		129,953						
9D07 School Crossing Retrofit		103,261						
<b>Total Measure A Fund</b>	<b>6,067</b>	<b>374,744</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SIERRA POINT LIGHTING AND LANDSCAPING DISTRICT (210)</b>								
4009 Public Works--Sierra Pt. Light/Lands.	467,153	603,211	541,490	1,016,601	387,993	572,715	577,364	587,982
<b>Total Sierra Point L &amp; L District Fund</b>	<b>467,153</b>	<b>603,211</b>	<b>541,490</b>	<b>546,924</b>	<b>387,993</b>	<b>572,715</b>	<b>577,364</b>	<b>587,982</b>
<b>NPDES (220)</b>								
4026 Public Works--NPDES	250,982	207,879	201,243	956,371	479,960	601,485	525,068	554,259
<b>Total NPDES Fund</b>	<b>250,982</b>	<b>207,879</b>	<b>201,243</b>	<b>536,099</b>	<b>639,239</b>	<b>601,488</b>	<b>525,068</b>	<b>554,259</b>
<b>SLESF GRANT (254)</b>								
2003 Police--Patrol		100,000	100,000	100,000	100,000	100,000		
<b>Total SLESF Grant</b>		<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>

**BUDGET AND EXPENDITURES BY FUND**

Schedule 4

2018/19  
2019/20

	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Actual Expended	2016/17 Actual Expended	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>SUCCESSOR HOUSING (283)</b>								
7083 Redevelopment--Low/Mod Housing	-	6,409	6,409	6,409	9,975	-	-	-
<b>Total Low/Mod Housing Fund</b>	<b>-</b>	<b>6,409</b>	<b>6,409</b>	<b>6,409</b>	<b>6,500</b>	<b>6,500</b>	<b>-</b>	<b>-</b>
<b>UTILITY BOND 2002/2012/2015 FUND (310/545/320)</b>								
9910 Debt Service	251,266	258,844	259,017	615,650	615,650	619,150	-	-
<b>Total 2002 Utility Debt Service Fund</b>	<b>251,266</b>	<b>258,844</b>	<b>259,017</b>	<b>624,100</b>	<b>624,100</b>	<b>619,850</b>	<b>-</b>	<b>-</b>
<b>2006 PENSION OBLIGATION BONDS FUND (340)</b>								
9910 Debt Service	557,825	577,646	600,425	150,631	150,631	158,288	-	-
<b>Total Pension Obligation Bonds Fund</b>	<b>557,825</b>	<b>577,646</b>	<b>600,425</b>	<b>637,900</b>	<b>637,900</b>	<b>660,881</b>	<b>-</b>	<b>-</b>
<b>2013 PENSION SIDE FUND BONDS FUND (341)</b>								
9910 Debt Service	77,567	99,507	112,028	215,586	215,586	233,720	-	-
<b>Total Pension Obligation Bonds Fund</b>	<b>77,567</b>	<b>99,507</b>	<b>112,028</b>	<b>127,451</b>	<b>127,451</b>	<b>134,566</b>	<b>-</b>	<b>-</b>
<b>2005 BRISBANE REFUNDING LEASE REVENUE FUND (365)</b>								
9910 Debt Service	105,691	106,433	106,592	#REF!	#REF!	#REF!	-	-
<b>Total COP 95 Debt Service Fund</b>	<b>105,691</b>	<b>106,433</b>	<b>106,592</b>	<b>108,155</b>	<b>108,155</b>	<b>107,488</b>	<b>-</b>	<b>-</b>
<b>BRISBANE PUBLIC FINANCING AUTHORITY 2005 B City Hall (366)</b>								
9910 Debt Service	404,615	404,555	404,034	383,980	383,980	382,530	-	-
<b>Total BPFA Series 2005 B Debt Service Fund</b>	<b>404,615</b>	<b>404,555</b>	<b>404,034</b>	<b>382,280</b>	<b>382,280</b>	<b>383,180</b>	<b>-</b>	<b>-</b>
<b>BRISBANE PUBLIC FINANCING AUTHORITY 2009 City Hall (367)</b>								
9910	189,325	191,297	187,925	158,306	158,306	158,306	-	-
<b>Total BPFA Series 2009 Debt Service Fund</b>	<b>189,325</b>	<b>191,297</b>	<b>187,925</b>	<b>190,700</b>	<b>190,700</b>	<b>191,544</b>	<b>-</b>	<b>-</b>
<b>BRISBANE PUBLIC FINANCING AUTHORITY 2001 REVENUE BONDS SERIES A (370)</b>								
9910 Debt Service	2,033,770	2,027,998	-	-	-	-	-	-
<b>Total BPFA Series A Debt Service Fund</b>	<b>2,033,770</b>	<b>2,027,998</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BRISBANE PUBLIC FINANCING AUTHORITY 2001 REVENUE BONDS SERIES B (375)</b>								
9910 Debt Service	1,196,193	1,038,995	975,471	-	-	-	-	-
<b>Total BPFA Series B Debt Service Fund</b>	<b>1,196,193</b>	<b>1,038,995</b>	<b>975,471</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL PROJECTS (400)</b>								
9910 Debt Service	-	-	94,083	-	-	-	-	-
<b>Total Capital Projects Debt Service</b>	<b>-</b>	<b>-</b>	<b>94,083</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL PROJECTS (400)</b>								
Street Projects	-	-	165,000	165,000	-	-	-	-
Skate Board Park	-	-	-	195,000	-	-	-	-
Capital Projects	202,474	323,657	-	-	-	-	-	-
<b>Total Capital Projects Fund</b>	<b>202,474</b>	<b>323,657</b>	<b>165,000</b>	<b>360,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>UTILITY FUND (540)</b>								
4020 Water	1,506,086	1,400,247	1,216,960	2,919,441	1,523,871	1,799,408	2,013,721	2,095,180
4025 GVMID	1,546,926	1,544,772	1,570,123	3,418,074	1,575,244	1,959,240	2,099,750	2,235,099
4030 Sewer	1,072,665	1,246,724	1,228,663	2,479,098	1,464,669	1,555,019	1,726,318	1,869,514
<b>Total Utility Fund</b>	<b>4,125,677</b>	<b>4,191,743</b>	<b>4,015,746</b>	<b>4,604,642</b>	<b>4,974,376</b>	<b>5,334,091</b>	<b>5,839,789</b>	<b>6,199,793</b>
<b>MARINA (550) FORMERLY PARKS AND RECREATION</b>								
4004 Public Works--Parks Maintenance	175,537	-	-	-	-	-	-	-
5001 Recreation--Admin & PB&R Comm.	140,419	-	-	-	-	-	-	-
5002 Recreation--Parks & Facility Maint.	437,956	-	-	-	-	-	-	-
5003 Recreation--Preschool, Youth & Teen	641,140	-	-	-	-	-	-	-
5004 Recreation--Adult Recreation	25,039	-	-	-	-	-	-	-
5005 Recreation--Senior Citizens	64,375	-	-	-	-	-	-	-
5006 Recreation--Citizen Communications	47,945	-	-	-	-	-	-	-
5007 Recreation--Teen Activities	89,878	-	-	-	-	-	-	-
5008 Marina and Aquatics--Aquatics	501,192	-	-	-	-	-	-	-
5040 Marina and Aquatics--Marina	1,049,334	1,377,101	1,551,538	3,206,336	1,608,548	1,486,563	1,609,045	1,554,655
5040 Marina Dredging Bond Payment	-	-	-	-	-	-	460,036	481,991
<b>Total Parks and Recreation Fund</b>	<b>3,172,815</b>	<b>1,377,101</b>	<b>1,551,538</b>	<b>1,603,401</b>	<b>1,608,548</b>	<b>1,486,563</b>	<b>2,069,081</b>	<b>2,036,646</b>
<b>DENTAL FUND (620)</b>								
6051 Dental Payments	96,228	70	99,839	100,000	100,000	100,000	110,000	115,000

BUDGET AND EXPENDITURES BY FUND								Schedule 4
2018/19	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
2019/20	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Proposed Budget	Proposed Budget
<b>Total Dental Fund</b>	96,228	95,481	99,839	100,000	100,000	100,000		
<b>SELF INSURANCE FUND (630)</b>								
6052 Liability Payments	265,714	268,428	253,444	230,000	280,000	300,000	280,000	300,000
<b>Total Self Insurance Fund</b>	265,714	268,428	253,444	230,000	280,000	300,000		
<b>WORKERS COMPENSATION FUND (640)</b>								
6053 Workers Compensation Payments	493,016	262,968	583,472	200,000	450,000	500,000	500,000	500,000
<b>Total Workers Compensation Fund</b>	493,016	262,968	583,472	200,000	450,000	500,000		
<b>RETIREE HEALTH/STIPEND FUND (650)</b>								
6054 Other Post Employment Benefit Payments	217,727	399,443	249,300	249,300	249,301	249,302	300,000	300,000
<b>Total Other Post Employment Benefit Fund</b>	217,727	399,443	249,300	249,300	249,301	249,302		
<b>Motor Vehicle Replacement Fund (660)</b>								
6055 Motor Vehicle Replacement				32,000	755,832	141,904	1,204,400	218,700
<b>Total Motor Vehicle Replacements</b>				32,000	755,832	141,904	1,204,400	218,700
<b>NER ASSESSMENT DISTRICT DEBT SERVICE FUND (795)(796)</b>								
9910 Debt Service	615,485	605,532	538,914	551,574	551,574	550,943	-	-
<b>Total NER Assmt. Dist. Debt Serv. Fund</b>	615,485	605,532	538,914	546,235	546,235	546,671		
<b>REDEVELOPMENT AGENCY PROJECT AREA NO. 1 (881)/ SUCCESSOR AGENCY ADMIN</b>								
7081 Redevelopment Agency Project Area #1	251,388							
<b>Total RDA, Project #1 Fund</b>	251,388							
<b>REDEVELOPMENT AGENCY PROJECT AREA NO. 2 (882)</b>								
7082 Redevelopment Agency Project Area #2								
<b>Total RDA, Project #2 Fund</b>								
<b>HOUSING FUND (983)</b>								
9910 Debt Service								
<b>Total Housing Fund Debt Service</b>								
<b>GRAND TOTAL ALL FUNDS</b>	<b>24,585,701</b>	<b>25,483,890</b>	<b>24,011,060</b>	<b>26,414,513</b>	<b>28,444,243</b>	<b>28,515,807</b>	<b>29,538,391</b>	<b>29,275,017</b>

LIST OF APPROVED TRANSFERS

7/19

Description of Transfer	BPPFA													
	General Fund F-100	Gas Tax F-200	Measure A F-205	COPS State F-254	Utility Bond F-320	Pension Bond F-340	Pension Side Fund Bond F-341	Refunding Lease F-365	City Hall Bond F-330	City Hall Bond F-367	Capital Projects F-400	Utility Fund F-540	Marina Fund F-550	Motor Vehicle Replacement F-660
Transfer Utility fund share of Revenue to debt service fund												(58,228)	(5,592)	259,459
Vehicle Replacement Fund	(195,639)													
Transfer to Capital Projects to cover cost of Pavement Maintenance		(75,000)	(90,000)							165,000				
Transfer for Utility Bond Payment					615,650						(94,084)	(615,650)		
Transfer for Capital project loan for electric property	94,084													
Transfer to Pension Obligation Bond	(150,631)					150,631								
Transfer to Pension Side Fund Bond	(215,586)							215,586						
Transfer for City Hall Bond Payment	(383,980)							383,980						
Transfer for City Hall Bond Payment	(158,306)								158,306					
Transfer to NPDES														
Transfer to Utility for Low Income Assistance Offset	(50,000)											50,000		
Transfer for Future Pensions Costs	(100,000)													
Transfer for facility maintenance	(250,000)													
Transfer for OPEB Liabilities	(100,000)													
Transfer for COPS Funding	100,000			(100,000)										
<b>TOTAL</b>	<b>(1,410,058)</b>	<b>(75,000)</b>	<b>(90,000)</b>	<b>(100,000)</b>	<b>615,650</b>	<b>150,631</b>	<b>-</b>	<b>383,980</b>	<b>158,306</b>	<b>70,916</b>	<b>(623,878)</b>	<b>(5,592)</b>	<b>259,459</b>	



SUMMARY OF APPROVED TRANSFERS  
2019/20

Schedule 5

Description of Transfer	BPPA																
	General Fund F-100	Gas Tax F-200	Measure A F-205	NPDES F-220	COPS State F-254	Utility Bond F-320	Pension Bond F-340	Pension Side Fund Bond F-341	Refunding Lease F-365	City Hall Bond F-330	City Hall Bond F-367	Capital Projects F-400	Utility Fund F-540	Manna Fund F-550	Motor Vehicle Replacement F-660	OPEB Trust F-650	Pension Trust F-726
a) Transfer Utility fund share of Lease Revenue to debt service fund	(195,639)												(58,228)	(5,592)	259,459		
b) To Vehicle Replacement Fund												165,000					
c) Transfer to Capital Projects to cover cost of Pavement Maintenance		(75,000)	(90,000)														
d) Transfer for Utility Bond Payment						619,150							(619,150)				
e) Transfer for Capital project loan for Visitation property	94,084											(94,084)					
f) Transfer to Pension Obligation Bond Fund	(158,288)						158,288										
g) Transfer to Pension Side Fund Bond Fund	(233,720)							233,720									
h) Transfer for City Hall Bond Payment	(382,530)								382,530								
i) Transfer for City Hall Bond Payment	(158,306)									158,306							
j) Transfer to NPDES	(431,327)			431,327													
k) Transfer to Utility for Low Income Rate Assistance Offset	(50,000)												50,000				
l) Transfer for Future Pensions Costs	(100,000)																100,000
m) Transfer for OPEB Liabilities	(100,000)																100,000
n) Transfer of COPS Grant	100,000				(100,000)												
<b>TOTALS</b>	<b>(1,615,726)</b>	<b>(75,000)</b>	<b>(90,000)</b>	<b>431,327</b>	<b>(100,000)</b>	<b>619,150</b>	<b>158,288</b>	<b>233,720</b>	<b>-</b>	<b>382,530</b>	<b>158,306</b>	<b>70,916</b>	<b>(627,378)</b>	<b>(5,592)</b>	<b>259,459</b>	<b>100,000</b>	<b>100,000</b>

**SCHEDULE OF PERSONNEL POSITION ALLOCATION**

2018/19

2018/19

Position Descriptions Within Departments	Positions Allocations Budgeted 2014/15	Positions Allocations Budgeted 2015/16	Positions Allocations Budgeted 2016/17	Positions Allocations Budgeted 2017/18	Positions Allocations Budgeted 2018/19	Positions Allocations Budgeted 2019/20
<b>200 City Manager</b>						
City Manager	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
Assistant to the City Manager	0.00	0.00	0.00	0.00	0.00	0.00
Pen TV Contract Employee	0.00	0.00	0.00	0.00	0.00	0.00
Deputy City Clerk/Executive Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Open Space and Ecology Analyst	0.55	0.55	0.55	0.55	0.55	0.55
Office Specialist	0.50	0.50	1.00	1.00	1.00	1.00
Receptionist						
<b>Total</b>	<b>4.05</b>	<b>4.05</b>	<b>3.55</b>	<b>3.55</b>	<b>3.55</b>	<b>3.55</b>
<b>400 Administrative Services</b>						
Administrative Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accounting Assistant	2.00	2.00	2.00	2.00	3.00	3.00
Management Analyst						
Senior Management Analyst - Citizen Engagement	1.00	1.00	1.00	1.00	1.00	1.00
Principal Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist HR	0.00	0.00	0.00	0.00	1.00	1.00
Interns	0.00	0.00	0.00	0.00	0.00	0.00
Office Specialist	0.00	0.50	1.00	1.00	0.00	0.00
Financial Services Manager	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
<b>Total</b>	<b>8.00</b>	<b>8.50</b>	<b>9.00</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>
<b>600 Planning and Community Development</b>						
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Principal Planner	0.00	0.00	0.00	0.00	0.00	0.00
Senior Planner	2.00	2.00	1.00	1.00	1.00	1.00
Associate Planner	0.00	0.00	1.00	1.00	1.00	1.00
Community Development Technician	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
Code Enforcement Officer	0.40	0.40	0.00	0.00	0.00	0.00
Archive Assistant						
<b>Total</b>	<b>5.40</b>	<b>5.40</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>2000 Police</b>						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00	1.00	1.00
Police Sergeant	4.00	4.00	4.00	4.00	4.00	4.00
Police Officer	9.00	10.00	10.00	10.00	10.00	10.00
Code Enforcement Officer			1.00	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Administrative Assistant	0.00	0.00				
Management Analyst			1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	0.00	0.00	0.50	0.50
Crossing Guard	0.11	0.11	0.11	0.11	0.11	0.11
<b>Total</b>	<b>17.11</b>	<b>18.11</b>	<b>19.11</b>	<b>19.11</b>	<b>19.61</b>	<b>19.61</b>

**SCHEDULE OF PERSONNEL POSITION ALLOCATION**

2018/19

2018/19

Position Descriptions Within Departments	Positions Allocated Budgeted 2014/15	Positions Allocated Budgeted 2015/16	Positions Allocated Budgeted 2016/17	Positions Allocated Budgeted 2017/18	Positions Allocated Budgeted 2018/19	Positions Allocated Budgeted 2019/20
<b>3000 Fire</b>						
Fire Chief						
Fire Captain	3.00	3.00	3.00	3.00	3.00	3.00
Firefighter	0.00	0.00				
Firefighter/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00
Management Analyst		1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>4000 Public Works</b>						
Public Works Director/City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director		1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	0.00	0.00	0.00	0.00	0.00	0.00
Assistant Engineer I/II	0.00	0.00	0.00	0.00	0.00	0.00
Assistant Engineer	0.00	0.00	0.00	0.00	1.00	1.00
Regulatory Compliance Manager		1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Supervisor	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Assistant	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
Public Works Inspector	1.00	1.00	1.00	1.00	1.00	1.00
P.W. Lead Maintenance Worker	0.00	0.00	0.00	0.00	0.00	0.00
P.W. Team Leader	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Worker I/II	5.00	6.00	6.00	8.00	8.00	8.00
Parks/Facilities Maintenance Worker I/II	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>15.00</b>	<b>17.00</b>	<b>17.00</b>	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>
<b>5000 Recreation</b>						
Recreation Services Manager		1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	1.00	1.00	1.00	1.00
Facilities Attendant	2.86	2.86	2.86	2.86	2.86	2.86
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50	1.50
Recreation Leader	4.81	4.81	4.81	4.81	4.81	4.81
Recreation Program Coordinator	0.75	0.75	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Preschool Teacher	0.30	0.30	0.30	0.30	0.30	0.30
Recreation Leader Aide	0.33	0.33	0.33	0.33	0.33	0.33
Cashier	0.20	0.20	0.20	0.20	0.20	0.20
Lifeguard	2.93	2.93	2.93	2.93	2.93	2.93
Swim Instructor	0.63	0.63	0.63	0.63	0.63	0.63
Head Lifeguard	1.02	1.02	1.02	1.02	1.02	1.02
<b>Total</b>	<b>18.33</b>	<b>19.33</b>	<b>19.58</b>	<b>19.58</b>	<b>19.58</b>	<b>19.58</b>
<b>5040 Marina</b>						
Harbormaster	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Lead Worker	1.00	1.00	1.00	1.00	1.00	1.00
Marina Maintenance Worker II	2.00	2.00	2.00	0.00	0.00	0.00
Marina Maintenance Worker I	0.50	0.50	0.50	0.50	0.50	0.50
Police Service Aide	1.75	1.75	1.75	1.75	0.00	0.00
<b>Total</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>	<b>5.25</b>	<b>3.50</b>	<b>3.50</b>
<b>GRAND TOTALS</b>	<b>85.14</b>	<b>89.64</b>	<b>90.49</b>	<b>90.49</b>	<b>91.24</b>	<b>91.24</b>

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

Items highlighted are changes from previous year

PAYROLL ALLOCATION 2018/19

Column1	Position	Number of Positions	Salary	Benefits	Departments
	City Councilmember	5	21,601	111,223	City Council 100%
	City Clerk	1	104,819	59,253	Clerk 97% Successor Agency 3%
	Principal Analyst	1	133,647	69,400	City Manager 35% Human Resources 65%
	Human Resources Technician	1	70,261	32,323	Human Resources 100%
	Office Assistant	1	50,992	24,274	Human Resources 100%
	Management Analyst	1	86,664	48,448	City Manager 30% City Clerk 70%
	City Manager	1	242,012	131,971	City Manager 98% Successor Agency 2%
	Management Analyst	1	82,511	28,910	Open Space 100%
	Information Tech & Syst Admin	1	116,211	56,634	Finance 100%
	Finance Manager	1	126,591	50,291	Finance 95% Successor Agency 5%
	Sr. Accounting Assistant	2	143,104	84,223	Finance 150% Water 20% GVMID 20% Sewer 10%
	Sr. Accounting Assistant	1	71,552	27,178	Finance 100%
	Administrative Services Director	1	222,815	120,641	Finance 80% Parks and Recreation 18% Successor Agency 2%
	Sr. Management Analyst - Community Engagement	1	106,717	71,101	City Manager 10% Finance 80% Parks and Recreation 10%
	Community Development Director	1	195,905	111,706	Community Development 100%
	Administrative Assistant	1	62,455	43,831	Community Development 100%
	Senior Planner	1	122,817	62,338	Community Development 100%
	Associate Planner	1	93,553	33,618	Community Development 100%
	Planning Technician	1	73,767	46,341	Community Development 100%
	Code Enforce Off	1	68,605	33,618	Police Administration 100%
	Planning Commissioners	5	6,000	-	Community Development 100%
	Police Chief	1	221,897	33,618	Police Administration 100%
	Commander	1	194,253	118,201	Police Administration 100%
	Management Analyst	1	95,552	73,294	Police Administration 20% Police Records 80%
	Office Assistant	0.5	25,398	-	Police Records 100%
	Sergeant	4	567,820	355,294	Police Patrol 100%
	Officer	11	1,157,161	730,871	Police Patrol 100%
	Community Service Officer	1	63,379	44,364	Police Patrol 100%
	Crossing Guard	1	7,868	-	Police Patrol 100%
	Fire Captain	3	424,198	288,589	Fire 100%
	Firefighter	6	717,506	510,731	Fire 100%
	Management Analyst	1	95,552	57,544	Fire 100%
	Public Works Director	1	229,333	91,043	Public Works 40% NPDES 20% EOC 20% Marina 20%
	Deputy Public Works Director	1	172,368	70,011	Public Works 20% Streets 50% SPLLD 10%
	Senior Civil Engineer	1	138,351	64,666	Streets 25% Water 25% GVMID 25% Sewer 25%
	Senior Civil Engineer	1	138,351	64,666	Contract 100%
	Assistant Engineer	1	85,811	48,955	Streets 100%

Engineering Assistant	1	82,706	41,903	Streets 25% Water 30% GVMID 20% Sewer 25%
Public Works Inspector	1	108,994	72,625	Public Works 70% SPLLD 30%
Administrative Assistant -PW	1	75,918	52,321	Public Works 100%
Administrative Assistant -PW	1	75,918	46,814	Public Works 20% NPDES 60% EOC 20%
Regulatory Compliance Officer	1	115,136	60,339	20% Admin Streets 20% NPDES 60%
Team Leader	1	100,107	69,960	Admin 20% Building and Grounds 20% Park Maintenance 10% Landscape Maintenance 20% SPLLD 30%
PW Maintenance Worker II	7	457,312	299,473	Parks Maintenance 14% SPLLD 14% Water 32% GVMID 18% Sewer 22%
Team Leader	1	94,700	69,960	Streets 25% Water 25% GVMID 25% Sewer 25%
Lead Worker	1	85,940	39,187	GVMID 50% Sewer 50%
Harbormaster	1	107,454	34,531	Marina 100%
Administrative Assistant	1	75,918	50,890	Marina 100%
Maintenance Worker II	2	146,071	92,793	Marina 100%
Parks and Recreation Manager	1	121,924	56,220	Admin 65% Park Facilities 6% Youth 5% Adult 3% Senior 3% Special Events 10% Teens 3% Pool 5%
Recreation Coordinator	1	60,411	40,697	Admin 10% Park Facilities 13% Youth 47% Adult 5% Special Events 10% Teens 15%
Administrative Assistant -P&R	1	75,918	29,041	Parks and Recreation 100%
Commissioner	7	8,400	-	Parks and Recreation 100%
Recreation Supervisor	1	99,326	69,776	Admin 16% Park Facilities 10% Youth 40% Adult 5% Senior 10% Special Events 10% Teens 3% Pool 6%
Recreation Coordinator	1	60,411	36,612	Admin 10% Parks Facilities 20% Special Events 10% Pool 60%
Lifeguard		112,635	-	Pool 100%
WSI Instructors		36,072	-	Pool 100%
Head Lifeguard		80,028	-	Pool 100%

Total

-77- 3,718,693 4,962,312

## **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.

### **City Council Support**

Purpose: Ensure the City Council has the basic supplies to carry out its functions.

### **Citizen Engagement**

Purpose: Ensure the residents of Brisbane are able to meaningfully participate in the decisions which affect the community.

### **Workforce Development**

Purpose: Provide the City Council opportunities to learn about issues related to City governance, national, State, and regional issues, and to develop working relationships with other communities.

### **Special Events**

Purpose: Provide the Community opportunities to celebrate together. Provide an opportunity showcase Brisbane to the region.

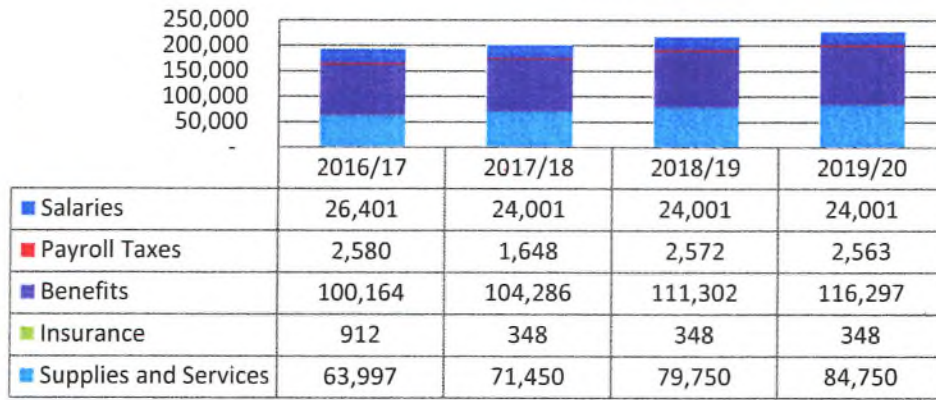
- Major Expenditure Items:
  - Star City Festival \$35,000 – Revenue - \$15,000 Net Cost \$20,000
  - Other One-time Projects \$25,000
  - Progress Seminar \$5,000
  - League of California Cities Meetings \$ 4,500
  - Council Celebrations 2019/20 for Library Opening \$6,000

<b>Department/Division: 1000 City Council</b>	<b>General Fund Fund 100</b>
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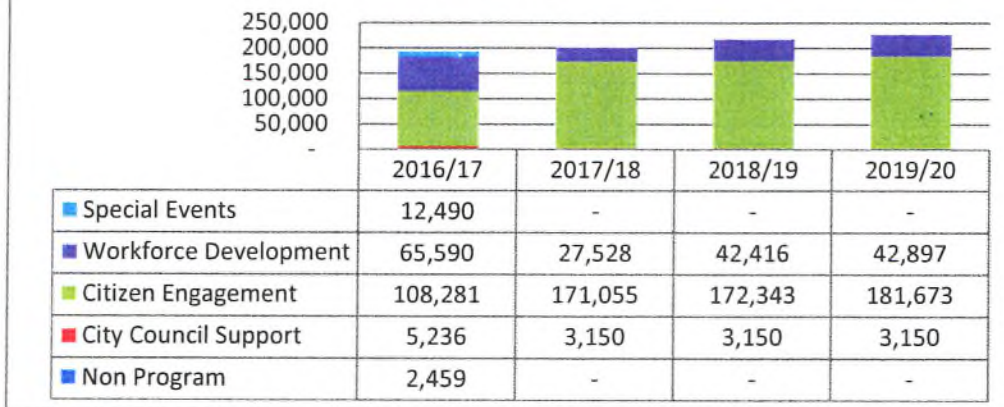
	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
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<b>Non Program</b>				
Salaries	2,401			
Supplies and Services	<u>58</u>			
<b>Non Program Total</b>	<b>2,459</b>	-	-	-
<b>City Council Support</b>				
Payroll Tax				
Supplies and Services	<u>5,236</u>	<u>3,150</u>	<u>3,150</u>	<u>3,150</u>
<b>Council Support Total</b>	<b>5,236</b>	<b>3,150</b>	<b>3,150</b>	<b>3,150</b>
<b>Citizen Engagement</b>				
Salaries	21,600	21,601	21,601	21,601
Payroll Taxes	831	313	313	313
Benefits	48,407	93,858	100,101	104,420
Insurance	2,322	1,483	2,328	2,340
Supplies and Services	<u>35,121</u>	<u>53,800</u>	<u>48,000</u>	<u>53,000</u>
<b>Civic Engagement Total</b>	<b>108,281</b>	<b>171,055</b>	<b>172,343</b>	<b>181,673</b>
<b>Workforce Development</b>				
Salaries	2,400	2,400	2,400	2,400
Payroll Taxes	82	35	35	35
Benefits	51,757	10,429	11,122	11,602
Insurance	258	165	259	260
Supplies and Services	<u>11,093</u>	<u>14,500</u>	<u>28,600</u>	<u>28,600</u>
<b>Workforce Development Total</b>	<b>65,590</b>	<b>27,528</b>	<b>42,416</b>	<b>42,897</b>
<b>Special Events</b>				
Supplies and Services	<u>12,490</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Special Events Total</b>	<b>12,490</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>City Council Total</b>	<b><u>194,055</u></b>	<b><u>201,733</u></b>	<b><u>217,909</u></b>	<b><u>227,721</u></b>
 <b>City Council Consolidated</b>				
Salaries	26,401	24,001	24,001	24,001
Payroll Taxes	912	348	348	348
Benefits	100,164	104,286	111,302	116,297
Insurance	2,580	1,648	2,572	2,563
Supplies and Services	<u>63,997</u>	<u>71,450</u>	<u>79,750</u>	<u>84,750</u>
<b>Total</b>	<b><u>194,055</u></b>	<b><u>201,733</u></b>	<b><u>217,972</u></b>	<b><u>227,958</u></b>

### City Council Budget by Account Category



### City Council Budget by Program



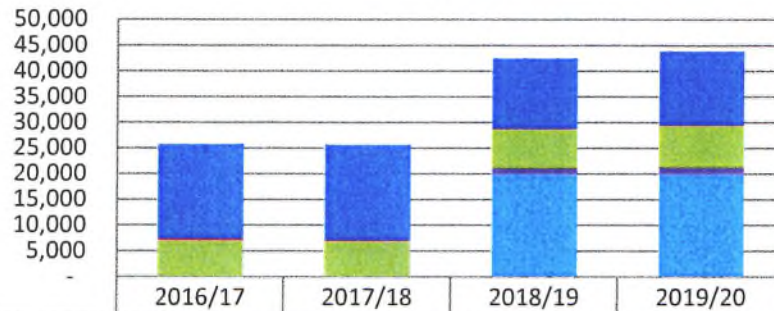


<b>Department/Division: 8900 Successor Agency</b>	<b>Successor Agency Fund Fund 180</b>			
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	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
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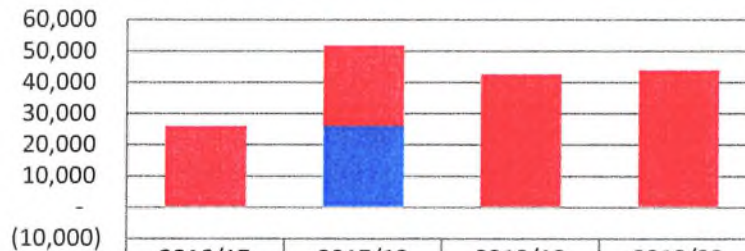
<b>Non Program</b>				
Salaries	(129)			
Payroll Taxes	(20)			
Benefits	(38)			
Supplies and Services	-	26,000		
<b>Non Program Total</b>	<b>(187)</b>	<b>26,000</b>	-	-
<b>City Council/Commission Support</b>				
Salaries	18,468	18,530	13,555	14,286
Payroll Taxes	328	269	192	202
Benefits	7,097	6,963	7,433	8,010
Insurance	-	-	1,426	1,511
Supplies and Services	-	-	19,836	19,836
<b>City Council/Commission Support Total</b>	<b>25,894</b>	<b>25,762</b>	<b>42,442</b>	<b>43,845</b>
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Non Program	(187)	26,000	-	-
City Council/Commission Support	25,894	25,762	42,442	43,845

### Successor Agency Budget by Account Category



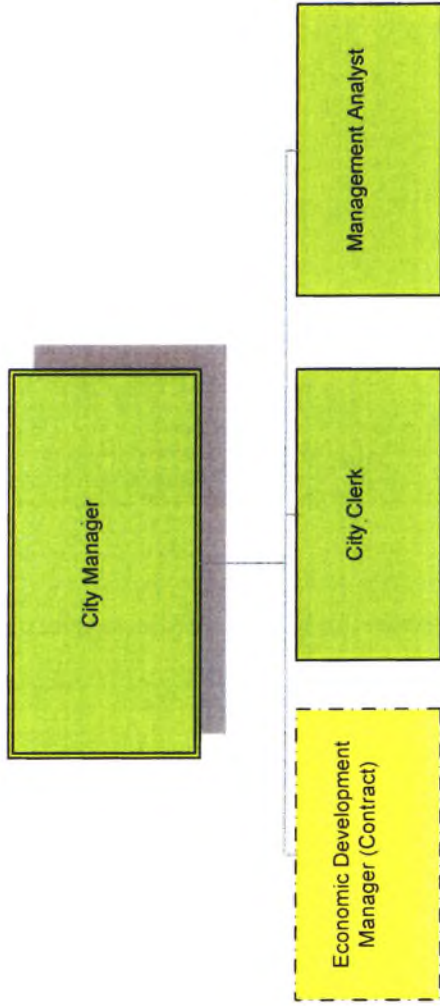
	2016/17	2017/18	2018/19	2019/20
Salaries	18,468	18,530	13,555	14,286
Payroll Taxes	328	269	192	202
Benefits	7,097	6,963	7,433	8,010
Insurance	-	-	1,426	1,511
Supplies and Services	-	-	19,836	19,836

### Successor Agency Budget by Program



	2016/17	2017/18	2018/19	2019/20
City Council/Commission Support	25,894	25,762	42,442	43,845
Non Program	(187)	26,000	-	-

City Manager's Office



Green – Continuing Positions  
Blue – New Positions  
Yellow - Contract

## 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.

### **City Manager**

#### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately and the City's concerns are represented to other government leaders.

#### **City Council Support**

Ensure necessary actions are followed up on. Additionally, provide the City Council, Commissions, and Committees with the best available information and training related to the topics brought up in front of each. We do this in order for the public to know what issues are being deliberated by the Council, Commissions, and Committees and to ensure that decisions are made in the best interest of the Community.

#### **Citizen Engagement**

Proactively facilitate the Community's (residents, businesses, and users of City services) ability to engage and participate in programs and services, provided within the City and decisions made by the City Council and Boards and Commissions. We do this to ensure our programs, services and decisions are reflective of and take into consideration the diverse people and interest who make up our Community.

#### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization which is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

#### **Economic Development**

Develop and implement strategies to retain and attract businesses to Brisbane. We do this in order to provide a solid financial base for the community so necessary and desired services can be provided with the least financial impact on the residents.

### **Public Education**

Provide the Community information regarding a variety of services, projects, and programs available within the City as well providing information which impacts the health, safety, and wellness of individuals. We do this to ensure the Community is aware of the programs, services, and projects the City are doing which may impact people on a daily basis as well as reduce the loss of life and property due to accidents or events.

### **Library**

### **Stewardship of Built Environment**

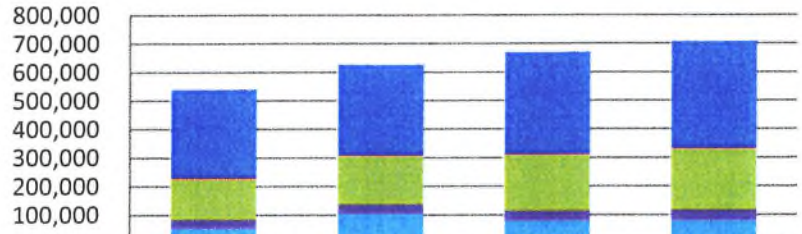
Plan for, operate, and maintain in a safe and energy efficient manner the physical structures the City owns. We do this to ensure safe working environments for its employees and to ensure welcoming and easily accessed facilities for the public.

- Major Expenditure Items:
  - Annual Yard Waste Clean-up \$15,000
  - Economic Development Program - \$50,000

<b>Department/Division: 2100 City Manager</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(3,465)			
Payroll Taxes	(81)			
Benefits	(1,473)			
Supplies and Services	-	-		
<b>Non Program Total</b>	<b>(5,019)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>				
Salaries	81,886	67,631	74,769	77,923
Payroll Taxes	2,002	1,008	1,069	1,126
Benefits	30,248	36,187	40,264	43,918
Insurance	7,149	7,412	7,944	8,414
Supplies and Services	11,165	5,350	4,450	4,450
<b>Administration Total</b>	<b>132,449</b>	<b>117,587</b>	<b>128,496</b>	<b>135,832</b>
<b>City Council Support</b>				
Salaries	125,762	133,823	151,338	159,510
Payroll Taxes	1,860	1,994	2,178	2,296
Benefits	60,406	70,801	82,942	90,595
Insurance	13,834	14,666	16,191	17,149
Supplies and Services	318	1,700	1,700	1,700
<b>Council Support Total</b>	<b>202,180</b>	<b>222,984</b>	<b>254,349</b>	<b>271,250</b>
<b>Citizen Engagement</b>				
Salaries	42,225	45,847	52,362	54,772
Payroll Taxes	629	683	744	784
Benefits	21,246	25,328	29,087	31,716
Insurance	4,710	5,025	5,532	5,859
Supplies and Services	2,249	14,000	15,000	15,000
<b>Civic Engagement Total</b>	<b>71,059</b>	<b>90,883</b>	<b>102,724</b>	<b>108,131</b>
<b>Workforce Development</b>				
Salaries	34		3,033	3,197
Payroll Taxes	5		42	45
Benefits	29		1,696	1,861
Insurance	-		315	333
Supplies and Services	6,269	7,700	7,720	7,720
<b>Workforce Development Total</b>	<b>6,337</b>	<b>7,700</b>	<b>12,806</b>	<b>13,156</b>
<b>Economic Development</b>				
Salaries	18,546	20,190	27,848	29,351
Payroll Taxes	274	301	401	422
Benefits	8,995	10,393	15,269	16,679
Insurance	2,165	2,213	2,977	3,154
Supplies and Services	33,574	75,465	50,465	50,465
<b>Economic Development Total</b>	<b>63,554</b>	<b>108,562</b>	<b>96,959</b>	<b>100,071</b>

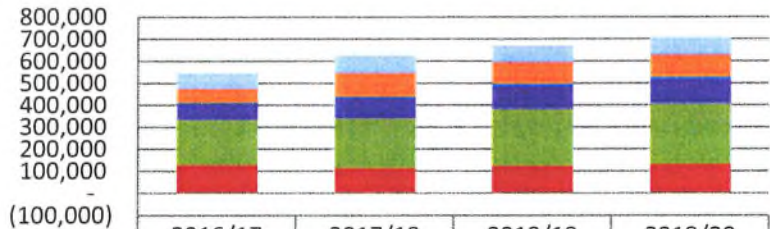
<b>Department/Division: 2100 City Manager</b>		<b>General Fund Fund 100</b>			
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>	
<b>Public Education</b>					
Salaries	42,781	47,064	44,599	46,539	
Payroll Taxes	638	701	636	670	
Benefits	21,534	26,012	24,694	26,887	
Insurance	4,840	5,158	4,726	5,005	
Supplies and Services	-	-	-	-	
<b>Public Education Total</b>	<b><u>69,793</u></b>	<b><u>78,935</u></b>	<b><u>74,654</u></b>	<b><u>79,102</u></b>	
<b>City Manager Total</b>	<b><u>540,353</u></b>	<b><u>626,651</u></b>	<b><u>669,989</u></b>	<b><u>707,541</u></b>	
<b>City Manager Consolidated</b>					
Salaries	307,769	314,555	353,948	371,292	
Payroll Taxes	5,327	4,686	5,070	5,344	
Benefits	140,985	168,721	193,951	211,657	
Insurance	32,698	34,474	37,685	39,915	
Supplies and Services	53,575	104,215	79,335	79,335	
<b>Total</b>	<b><u>540,353</u></b>	<b><u>626,651</u></b>	<b><u>669,989</u></b>	<b><u>707,541</u></b>	

## City Manager Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	307,769	314,555	353,948	371,292
Payroll Taxes	5,327	4,686	5,070	5,344
Benefits	140,985	168,721	193,951	211,657
Insurance	32,698	34,474	37,685	39,915
Supplies and Services	53,575	104,215	79,335	79,335

## City Manager Budget by Program

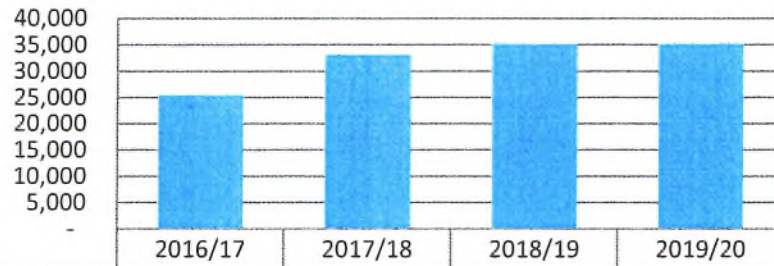


	2016/17	2017/18	2018/19	2019/20
Public Education	69,793	78,935	74,654	79,102
Economic Development	63,554	108,562	96,959	100,071
Workforce Development	6,337	7,700	12,806	13,156
Citizen Engagement	71,059	90,883	102,724	108,131
City Council Support	202,180	222,984	254,349	271,250
Administration	132,449	117,587	128,496	135,832
Non Program	(5,019)	-	-	-



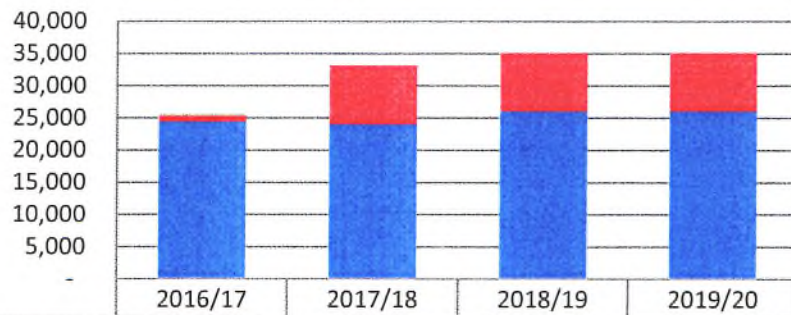
<b>Department/Division: 7100 Library</b>		<b>General Fund Fund 100</b>			
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>	
<b>Non Program</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Supplies and Services	<u>24,388</u>	<u>24,000</u>	<u>26,000</u>	<u>26,000</u>	
<b>Non Program Total</b>	<b><u>24,388</u></b>	<b><u>24,000</u></b>	<b><u>26,000</u></b>	<b><u>26,000</u></b>	
<b>Stewardship of Built Environment</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	<u>1,018</u>	<u>9,200</u>	<u>9,200</u>	<u>9,200</u>	
<b>Stewardship of Built Environment Total</b>	<b><u>1,018</u></b>	<b><u>9,200</u></b>	<b><u>9,200</u></b>	<b><u>9,200</u></b>	
<b>Purchase of Utilities</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	<u>173</u>	<u>-</u>	<u>-</u>	<u>-</u>	
<b>Purchase of Utilities Total</b>	<b><u>173</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	
<b>Library Total</b>	<b><u>25,579</u></b>	<b><u>33,200</u></b>	<b><u>35,200</u></b>	<b><u>35,200</u></b>	
<b>Library Consolidated</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	<u>25,579</u>	<u>33,200</u>	<u>35,200</u>	<u>35,200</u>	
<b>Total</b>	<b><u>25,579</u></b>	<b><u>33,200</u></b>	<b><u>35,200</u></b>	<b><u>35,200</u></b>	

### Library Budget by Account Category



Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	25,579	33,200	35,200	35,200

### Library Budget by Program



Purchase of Utilities	173	-	-	-
Stewardship of Built Environment	1,018	9,200	9,200	9,200
Non Program	24,388	24,000	26,000	26,000

## 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.

### **Department Management**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately and the City's concerns are represented to other government leaders.

### **Council/Commission Support**

Ensure meetings are properly noticed, accurate minutes are kept, and necessary actions are followed up on. Additionally, provide the City Council, Commissions, and Committees with the best available information and training related to the topics brought up in front of each. We do this in order for the public to know what issues are being deliberated by the Council, Commissions, and Committees and to ensure that decisions are made in the best interest of the Community.

### **Citizen Engagement**

Proactively facilitate the Community's (residents, businesses, and users of City services) ability to engage and participate in programs and services, provided within the City and decisions made by the City Council and Boards and Commissions. We do this to ensure our programs, services and decisions are reflective of and take into consideration the diverse people and interest who make up our Community.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization which is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

### **Records Management**

Manage all records consistent with state law and actively promote methods which would improve the ease of public access to information and enhance staff efficiency in tracking and retrieving records. We do this ensure necessary information is easily accessible by whomever needs to use it.

- Major Expenditure Items:
  - City-wide records retention schedule \$14,177

- Elections \$20,000
- Storing Inactive Records at Storage Facility \$9,500

<b>Department/Division: 2110 City Clerk</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(1,200)			
Payroll Taxes	(18)			
Benefits	(312)			
Supplies and Services	84	-	-	-
<b>Non Program Total</b>	<b>(1,446)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>				
Salaries	9,728	9,823	9,434	9,942
Payroll Taxes	146	142	132	139
Benefits	4,728	4,256	5,333	5,576
Insurance	1,106	1,077	979	1,037
Supplies and Services	3,473	2,365	2,365	2,365
<b>Administration Total</b>	<b>19,181</b>	<b>17,663</b>	<b>18,243</b>	<b>19,059</b>
<b>City Council Support</b>				
Salaries	42,095	54,226	39,245	41,360
Payroll Taxes	623	786	548	578
Benefits	22,703	28,117	22,136	23,374
Insurance	5,493	5,943	4,074	4,315
Supplies and Services	2,907	2,565	2,565	2,565
<b>Council Support Total</b>	<b>73,822</b>	<b>91,638</b>	<b>68,569</b>	<b>72,191</b>
<b>Citizen Engagement</b>				
Salaries	51,581	65,141	47,127	49,666
Payroll Taxes	763	945	658	694
Benefits	27,746	32,925	26,608	27,975
Insurance	6,722	7,139	4,892	5,182
Supplies and Services	3,254	7,565	22,565	22,565
<b>Civic Engagement Total</b>	<b>90,066</b>	<b>113,715</b>	<b>101,851</b>	<b>106,081</b>
<b>Workforce Development</b>				
Salaries	10,300	9,823	9,434	9,942
Payroll Taxes	152	142	132	139
Benefits	5,190	4,256	5,333	5,576
Insurance	1,106	1,077	979	1,037
Supplies and Services	7,377	4,400	4,400	4,400
<b>Workforce Development Total</b>	<b>24,125</b>	<b>19,698</b>	<b>20,278</b>	<b>21,094</b>
<b>Records Management</b>				
Salaries	14,593	9,823	22,433	23,642
Payroll Taxes	214	142	313	330
Benefits	6,000	4,256	12,600	13,553
Insurance	1,106	1,077	2,329	2,466
Supplies and Services	12,635	10,365	26,042	26,042
<b>Records Management Total</b>	<b>34,548</b>	<b>25,663</b>	<b>63,717</b>	<b>66,033</b>

Department/Division: 2110 City Clerk			General Fund Fund 100	
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget

<b>City Clerk Total</b>	<u>240,296</u>	<u>268,376</u>	<u>272,657</u>	<u>284,459</u>
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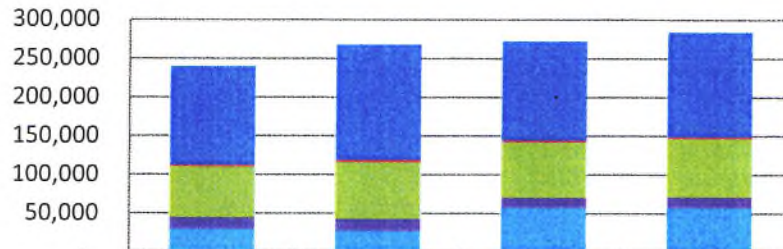
**City Clerk Consolidated**

Salaries	127,098	148,835	127,674	134,552
Payroll Taxes	1,880	2,158	1,783	1,879
Benefits	66,055	73,811	72,010	76,054
Insurance	15,533	16,312	13,253	14,037
Supplies and Services	29,729	<u>27,260</u>	<u>57,937</u>	<u>57,937</u>

**Total**

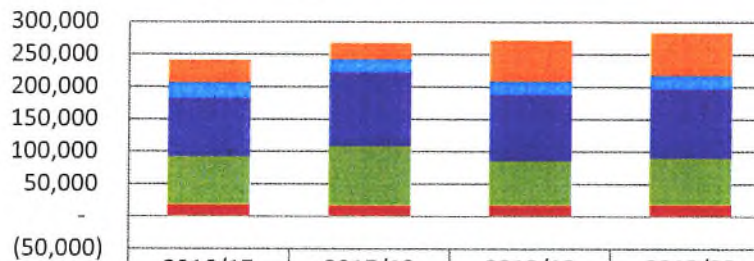
	<u>240,296</u>	<u>268,376</u>	<u>272,657</u>	<u>284,459</u>
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### City Clerk Budget by Account Category



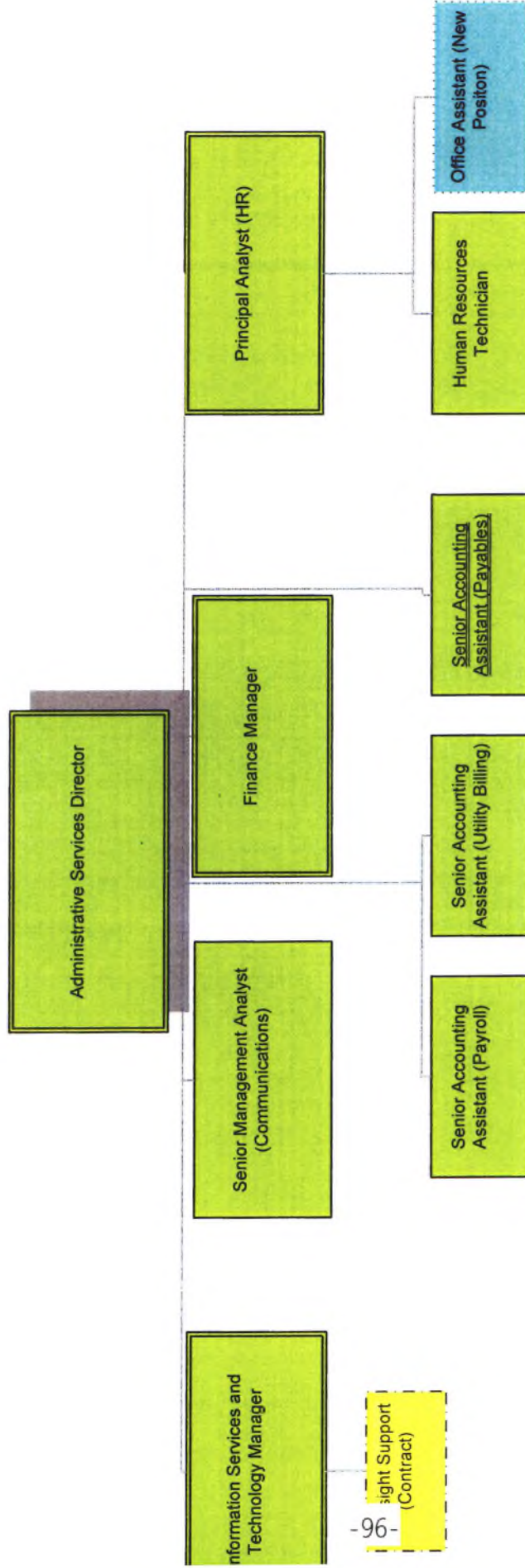
	2016/17	2017/18	2018/19	2019/20
Salaries	127,098	148,835	127,674	134,552
Payroll Taxes	1,880	2,158	1,783	1,879
Benefits	66,055	73,811	72,010	76,054
Insurance	15,533	16,312	13,253	14,037
Supplies and Services	29,729	27,260	57,937	57,937

### City Clerk Budget by Program



	2016/17	2017/18	2018/19	2019/20
Records Management	34,548	25,663	63,717	66,033
Workforce Development	24,125	19,698	20,278	21,094
Citizen Engagement	90,066	113,715	101,851	106,081
City Council Support	73,822	91,638	68,569	72,191
Administration	19,181	17,663	18,243	19,059
Non Program	(1,446)	-	-	-

# Administrative Services Department



Green – Continuing Positions  
 Blue – New Positions  
 Yellow - Contract



## **Administrative Services Department**

### **Mission Statement**

The Administrative Services Department is made of two separate Divisions with different missions.

The Finance Division 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 Human Resources Division 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.

### **Finance**

#### **Department Management**

Coordinate the effective and efficient running of the division. We do this to ensure the Community that the government's funds are being used appropriately and the City's concerns are represented to other government leaders.

#### **Council/Commission Support**

Provide the City Council, Commissions, and Committees with the best available information related to the finances of the City in timely manner. We do this to ensure the City Council and the community has accurate financial information in order to understand both short-term and long-term impacts of decisions.

#### **Citizen Engagement**

Proactively provide accurate financial information to the Community in order to provide residents and businesses the ability to engage and participate in decisions made by the City Council and Boards and Commissions. We do this to ensure our programs, services and decisions are reflective of and take into consideration the diverse people and interest who make up our Community.

#### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization which is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

**Accounting**

Record, maintain and report on the City's financial transactions according to the requirements of the State and National standards. We do this to ensure the City's funds are safe and financial information is presented in an understandable manner.

**Forecasting and Budgeting**

Provide a long-term financial picture of the City's revenues and expenditures as well as ensuring annual budgets meet the requirements of the community. We do this to ensure that financial decisions are made with knowledge on the impact of the future ability to pay for services required and desired by the community.

**Revenue Collection**

Collect revenues which are owed to the City. We do this to ensure that the money is available for City services.

**Computer System**

Maintain and keep up to date the City's computer system. We do this to ensure that employees have the necessary tools available to perform their jobs effectively and efficiently.

**Risk Management**

Develop and manage programs which reduce the liability of the City and when necessary defend the City's interests. We do this to ensure that as many resources are available to provide services to the community while ensuring employees act appropriately.

**Records Management**

Manage all financial records consistent with state law and actively promote methods which would improve the ease of public access to information and enhance staff efficiency in tracking and retrieving records. We do this ensure necessary information is easily accessible by whomever needs to use it.

**Human Resources****Administration**

Coordinate the effective and efficient running of the division. We do this to ensure the Community that the government's funds are being used appropriately and the City's concerns are represented to other government leaders.

**Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure

our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization which is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

### **Risk Management**

Develop and manage programs which reduce the liability of the City and when necessary defend the City's interests. We do this to ensure that as many resources are available to provide services to the community while ensuring employees act appropriately.

### **Compensation and Benefits**

Develop, maintain, and administer a pay system and benefit system to attract and retain qualified City employees. We do this to ensure that the City compensates the qualified workforce in a fair and equitable manner to perform the services required by the City.

### **Safety**

Ensure for the safety and well-being of our employees. We do this to protect and minimize the risk of injury and illness to our employees in order for them to be available to perform their duties in an effective and efficient manner.

### **Employee/Labor Relations**

Develop policies and procedures, and create working conditions for the City's workforce consistent with State and Federal Law. We do this to ensure that the City can attract and retain a high quality workforce.

### **Central Services**

#### **Administration**

Coordinate the effective and efficient running of the organization. We do this to ensure the Community that the government's funds are being used appropriately.

#### **City Council/Commission Support**

Participate in County-wide and State-wide organizations. We do this in order to ensure Brisbane interests are represented on regional and state-wide issues. Televising Council and Commission meetings to ensure residents have the ability to know decisions are being made without needing to attend meetings.

#### **Citizen Engagement**

Proactively facilitate the Community's (residents, businesses, and users of City services) ability to engage and participate in programs and services, provided within the City and decisions made by the City

Council and Boards and Commissions. We do this to ensure our programs, services and decisions are reflective of and take into consideration the diverse people and interest who make up our Community.

#### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization which is dynamic, enthusiastic, and knowledgeable on how to resolves issues and concerns brought to them.

#### **Computer System**

Maintain and keep up to date the City's computer system. We do this to ensure that employees have the necessary tools available to perform their jobs effectively and efficiently.

#### **Economic Development**

Develop and implement strategies to retain and attract businesses to Brisbane. We do this in order to provide a solid financial base for the community so necessary and desired services can be provided with the least financial impact on the residents.

#### **Public Education**

Provide the Community information regarding a variety of services, projects, and programs available within the City as well providing information which impacts the health, safety, and wellness of individuals. We do this to ensure the Community is aware of the programs, services, and projects the City are doing which may impact people on a daily basis as well as reduce the loss of life and property due to accidents or events.

#### **Stewardship of Built Environment**

Plan for, operate, and maintain in a safe and energy efficient manner the physical structures the City owns. We do this to ensure safe working environments for its employees and to ensure welcoming and easily accessed facilities for the public.

#### **Stewardship of Natural Environment**

Provide for public transportation needs of residents and workers within the City. We do this to reduce the impact of greenhouse gases due to commuting.

#### **Successor Agency**

#### **City Council/Commission Support**

Ensure meetings are properly noticed, accurate minutes are kept, and necessary actions are followed up on.

### **Finance**

- Major Expenditures
  - Audit
    - 2018/19 \$42,500
    - 2019/20 \$45,000
  - Contract for OPEB and PERS Estimates and GASB 45 Actuarial \$11,000
  - Software Maintenance Tyler \$45,000
- New Expenditures
  - Contract for OPEB and Personnel Costing software \$10,000

### **Human Resources**

- Major Expenditures
  - Class and Compensation Study 2018/19 \$40,000
  - Safety Program \$33,000
  - Labor Relations
    - 2018/19 \$30,000 (Negotiations in 2019)
    - 2019/20 \$15,000
  - City wide policy and skill training \$15,000

### **Central Services**

- Major Expenditures
  - Telephone lines \$60,000
  - Janitorial \$35,600
  - CCAG \$29,000
  - Network Monthly access fees \$10,000
  - Cable programming \$20,000
  - Council programming \$14,500
  - Network support \$100,000
  - Brisbane Star/News \$10,000
  - Printing Star/News \$18,000
  - Web Support \$12,000
  - Copier Rental \$49,000
  - Gas and Electric (City Hall) \$42,000
  - Water and Sewer Service \$25,000
  - Furniture and non-computer replacement \$16,000
  - Computer and server replacement \$34,000
  - Chamber of Commerce contribution \$20,400

<b>Department/Division: 2200 Finance</b>				<b>General Fund</b>
				<b>Fund 100</b>
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(6,421)		8,000	8,500
Payroll Taxes	(92)			
Benefits	(2,178)			
Supplies and Services	17,678	-	-	-
<b>Non Program Total</b>	<b>8,988</b>	<b>-</b>	<b>8,000</b>	<b>8,500</b>
<b>Administration</b>				
Salaries	77,736	79,010	58,740	61,905
Payroll Taxes	1,156	1,146	820	865
Benefits	31,089	32,734	28,154	30,818
Insurance	8,141	8,659	6,098	6,458
Supplies and Services	12,190	12,200	12,700	12,700
<b>Administration Total</b>	<b>130,312</b>	<b>133,748</b>	<b>106,513</b>	<b>112,746</b>
<b>City Council/Commission Support</b>				
Salaries	48,372	55,658	79,108	83,370
Payroll Taxes	702	807	1,105	1,164
Benefits	23,777	25,962	44,051	47,771
Insurance	5,735	6,100	8,212	8,698
Supplies and Services	-	-	-	-
<b>Council/Commission Support Total</b>	<b>78,586</b>	<b>88,527</b>	<b>132,475</b>	<b>141,003</b>
<b>Citizen Engagement</b>				
Salaries	116,385	115,230	112,298	118,352
Payroll Taxes	1,935	1,671	1,580	1,665
Benefits	56,015	59,822	65,710	71,335
Insurance	11,958	12,629	11,742	12,437
Supplies and Services	9,260	4,250	4,500	4,500
<b>Citizen Engagement Total</b>	<b>195,554</b>	<b>193,603</b>	<b>195,830</b>	<b>208,288</b>
<b>Workforce Development</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	613	-	-	-
Insurance	-	-	-	-
Supplies and Services	17,217	15,520	13,420	16,020
<b>Workforce Development Total</b>	<b>17,830</b>	<b>15,520</b>	<b>13,420</b>	<b>16,020</b>
<b>Accounting</b>				
Salaries	205,133	191,353	194,203	204,682
Payroll Taxes	4,025	2,745	2,771	2,921
Benefits	93,526	94,354	105,198	114,802
Insurance	19,845	20,746	20,600	21,819
Supplies and Services	71,813	71,004	75,765	78,265
<b>Accounting Total</b>	<b>394,343</b>	<b>380,202</b>	<b>398,538</b>	<b>422,490</b>

Department/Division: 2200 Finance				General Fund Fund 100
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Forecasting and Budgeting</b>				
Salaries	37,583	37,611	60,767	64,041
Payroll Taxes	557	545	849	894
Benefits	15,020	16,016	32,172	34,953
Insurance	3,875	4,122	6,308	6,681
Supplies and Services	27,647	15,500	26,750	26,750
<b>Forecasting and Budgeting Total</b>	<b>84,682</b>	<b>73,794</b>	<b>126,846</b>	<b>133,319</b>
<b>Revenue Collection</b>				
Salaries	19,508	26,026	28,621	30,167
Payroll Taxes	938	377	415	437
Benefits	7,571	14,987	10,871	12,269
Insurance	2,895	2,852	3,085	3,267
Supplies and Services	9,901	11,250	12,250	12,250
<b>Revenue Collection Total</b>	<b>40,813</b>	<b>55,493</b>	<b>55,242</b>	<b>58,391</b>
<b>Computer System</b>				
Salaries	107,605	109,039	116,211	123,833
Payroll Taxes	1,587	1,581	1,641	1,730
Benefits	42,554	44,638	56,634	61,909
Insurance	11,235	11,950	12,197	12,919
Supplies and Services	175	28,220	240	240
<b>Computer System Total</b>	<b>163,156</b>	<b>195,428</b>	<b>186,924</b>	<b>200,631</b>
<b>Risk Management</b>				
Salaries	16,323	16,155	11,141	11,741
Payroll Taxes	241	234	156	164
Benefits	6,517	7,014	6,032	6,543
Insurance	1,665	1,770	1,156	1,225
Supplies and Services	96	-	-	-
<b>Risk Management Total</b>	<b>24,842</b>	<b>25,173</b>	<b>18,485</b>	<b>19,673</b>
<b>Records Management</b>				
Salaries	8,740	15,472	17,888	18,854
Payroll Taxes	769	224	259	273
Benefits	4,107	10,893	6,794	7,668
Insurance	1,807	1,696	1,928	2,042
Supplies and Services	1,960	-	-	-
<b>Records Management Total</b>	<b>17,383</b>	<b>28,284</b>	<b>26,870</b>	<b>28,838</b>
<b>Finance Total</b>	<b>1,156,487</b>	<b>1,189,772</b>	<b>1,269,142</b>	<b>1,349,900</b>

**Department/Division: 2200 Finance****General Fund  
Fund 100**

	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
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**Finance Consolidated**

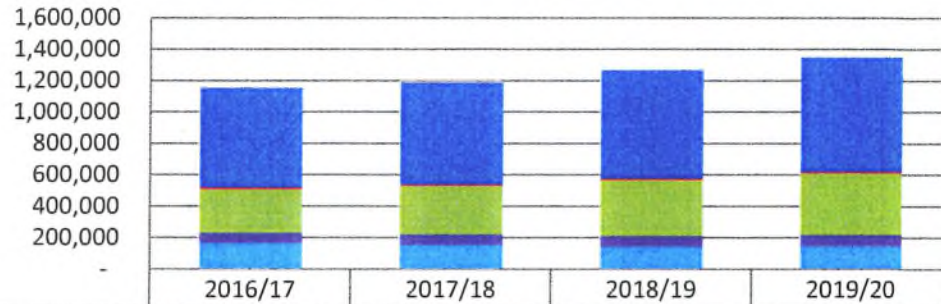
Salaries	630,963	645,552	686,978	725,445
Payroll Taxes	11,818	9,331	9,596	10,114
Benefits	278,612	306,421	355,617	388,069
Insurance	67,157	70,524	71,327	75,547
Supplies and Services	<u>167,936</u>	<u>157,944</u>	<u>145,625</u>	<u>150,725</u>

**Total**

	<u>1,156,487</u>	<u>1,189,772</u>	<u>1,269,142</u>	<u>1,349,900</u>
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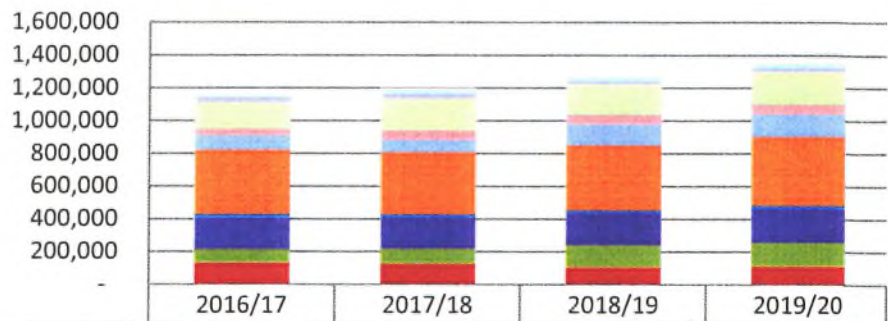


## Finance Budget by Account Category



Salaries	630,963	645,552	686,978	725,445
Payroll Taxes	11,818	9,331	9,596	10,114
Benefits	278,612	306,421	355,617	388,069
Insurance	67,157	70,524	71,327	75,547
Supplies and Services	167,936	157,944	145,625	150,725

## Finance Budget by Program



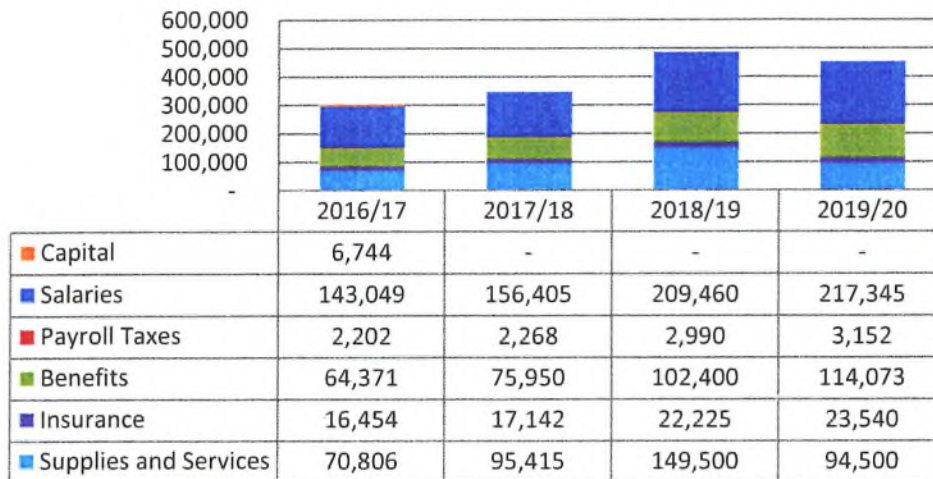
Records Management	17,383	28,284	26,870	28,838
Risk Management	24,842	25,173	18,485	19,673
Computer System	163,156	195,428	186,924	200,631
Revenue Collection	40,813	55,493	55,242	58,391
Forecasting and Budgeting	84,682	73,794	126,846	133,319
Accounting	394,343	380,202	398,538	422,490
Workforce Development	17,830	15,520	13,420	16,020
Citizen Engagement	195,554	193,603	195,830	208,288
City Council/Commission Support	78,586	88,527	132,475	141,003
Administration	130,312	133,748	106,513	112,746
Non Program	8,988	-	8,000	8,500

<b>Department/Division: 2210 Human Resources</b>	<b>General Fund</b>
	<b>Fund 100</b>

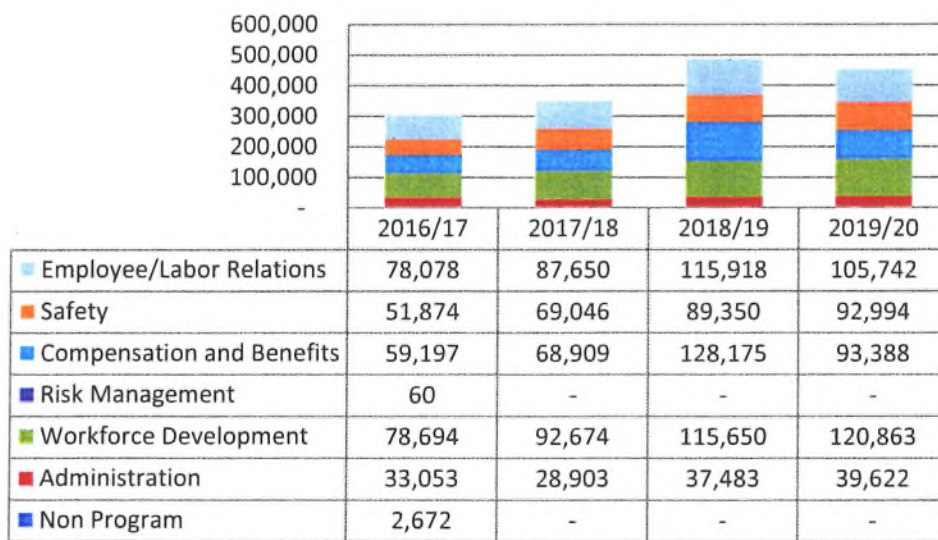
	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Program and Account Category:</b>				
<b>Non Program</b>				
Salaries	(1,734)			
Payroll Taxes	(23)			
Benefits	(574)			
Supplies and Services	5,003	-		
<b>Non Program Total</b>	<b>2,672</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>				
Salaries	14,968	16,136	21,481	22,277
Payroll Taxes	234	234	306	323
Benefits	7,036	7,864	10,518	11,709
Insurance	1,698	1,769	2,278	2,413
Supplies and Services	2,372	2,900	2,900	2,900
Capital	6,744	-	-	-
<b>Administration Total</b>	<b>33,053</b>	<b>28,903</b>	<b>37,483</b>	<b>39,622</b>
<b>Workforce Development</b>				
Salaries	35,584	38,481	51,697	53,658
Payroll Taxes	546	558	738	778
Benefits	15,849	18,652	25,253	28,140
Insurance	4,048	4,218	5,487	5,812
Supplies and Services	22,667	30,765	32,475	32,475
<b>Workforce Development Total</b>	<b>78,694</b>	<b>92,674</b>	<b>115,650</b>	<b>120,863</b>
<b>Risk Management</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	60	-	-	-
<b>Risk Management Total</b>	<b>60</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Compensation and Benefits</b>				
Salaries	35,584	38,481	51,697	53,658
Payroll Taxes	546	558	738	778
Benefits	15,849	18,652	25,253	28,140
Insurance	4,048	4,218	5,487	5,812
Supplies and Services	3,169	7,000	45,000	5,000
<b>Compensation and Benefits Total</b>	<b>59,197</b>	<b>68,909</b>	<b>128,175</b>	<b>93,388</b>
<b>Safety</b>				
Salaries	21,369	23,595	33,606	35,058
Payroll Taxes	326	342	482	508
Benefits	9,157	11,023	16,177	18,131
Insurance	2,482	2,586	3,585	3,797
Supplies and Services	18,539	31,500	35,500	35,500

<b>Department/Division: 2210 Human Resources</b>				<b>General Fund</b>
				<b>Fund 100</b>
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Safety Total</b>	<b>51,874</b>	<b>69,046</b>	<b>89,350</b>	<b>92,994</b>
<b>Employee/Labor Relations</b>				
Salaries	37,278	39,711	50,980	52,695
Payroll Taxes	573	576	725	764
Benefits	17,053	19,761	25,199	27,951
Insurance	4,177	4,352	5,388	5,707
Supplies and Services	18,996	23,250	33,625	18,625
<b>Employee/Labor Relations Total</b>	<b>78,078</b>	<b>87,650</b>	<b>115,918</b>	<b>105,742</b>
<b>Human Resources Total</b>	<b>303,627</b>	<b>347,180</b>	<b>486,576</b>	<b>452,610</b>
<b>Human Resources Consolidated</b>				
Salaries	143,049	156,405	209,460	217,345
Payroll Taxes	2,202	2,268	2,990	3,152
Benefits	64,371	75,950	102,400	114,073
Insurance	16,454	17,142	22,225	23,540
Supplies and Services	70,806	95,415	149,500	94,500
Capital	6,744	-	-	-
<b>Total</b>	<b>303,627</b>	<b>347,180</b>	<b>486,576</b>	<b>452,610</b>

## Human Resources Budget by Account Category



## Human Resources Budget by Program



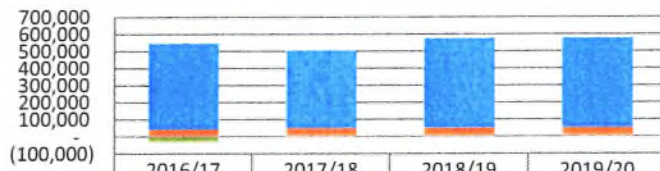
Department/Division: 8001 Central Services				General Fund			
				Fund 100			
				2016/17	2017/18	2018/19	2019/20
				Actual	Approved	Proposed	Proposed
Program and Account Category:				Expenditure	Budget	Budget	Budget
<b>Non Program</b>							
	Salaries		-				
	Payroll Taxes		-				
	Benefits		(30,940)				
	Supplies and Services		3,802	-			
	Capital Expenditures		629				
	<b>Non Program Total</b>		<b>(26,509)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>							
	Salaries		-	-	-	-	-
	Payroll Taxes		-	-	-	-	-
	Benefits		-	-	-	-	-
	Insurance		-	-	-	-	-
	Supplies and Services		83,340	60,500	77,750	77,750	77,750
	Capital Expenditures		338	16,000	16,000	16,000	16,000
	<b>Administration Total</b>		<b>83,678</b>	<b>76,500</b>	<b>93,750</b>	<b>93,750</b>	<b>93,750</b>
<b>City Council/Commission Support</b>							
	Salaries		-	-	-	-	-
	Payroll Taxes		-	-	-	-	-
	Benefits		-	-	-	-	-
	Insurance		-	-	-	-	-
	Supplies and Services		50,973	77,120	74,620	75,620	75,620
	<b>City Council/Commission Support Total</b>		<b>50,973</b>	<b>77,120</b>	<b>74,620</b>	<b>75,620</b>	<b>75,620</b>
<b>Citizen Engagement</b>							
	Salaries		-	-	-	-	-
	Payroll Taxes		-	-	-	-	-
	Benefits		-	-	-	-	-
	Insurance		-	-	-	-	-
	Supplies and Services		66,008	75,670	73,170	73,170	73,170
	<b>Citizen Engagement Total</b>		<b>66,008</b>	<b>75,670</b>	<b>73,170</b>	<b>73,170</b>	<b>73,170</b>
<b>Workforce Development</b>							
	Salaries		-	-	-	-	-
	Payroll Taxes		-	-	-	-	-
	Benefits		-	-	-	-	-
	Insurance		-	-	-	-	-
	Supplies and Services		9,926	3,000	3,500	3,500	3,500
	<b>Workforce Development Total</b>		<b>9,926</b>	<b>3,000</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Accounting</b>							
	Salaries		-	-	-	-	-
	Payroll Taxes		-	-	-	-	-
	Benefits		-	-	-	-	-
	Insurance		-	-	-	-	-
	Supplies and Services		137	-	-	-	-

<b>Department/Division: 8001 Central Services</b>		<b>General Fund</b>		
		<b>Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Accounting Total</b>	<b>137</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Computer System</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	109,158	52,500	110,000	110,000
Capital Expenditures	44,641	36,200	36,700	37,700
<b>Computer System Total</b>	<b>153,799</b>	<b>88,700</b>	<b>146,700</b>	<b>147,700</b>
<b>Risk Management</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	94	-	-	-
<b>Risk Management Total</b>	<b>94</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Compensation and Benefits</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	66	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	-	-	-
<b>Compensation and Benefits Total</b>	<b>66</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Economic Development</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	20,109	21,900	21,400	21,400
<b>Economic Development Total</b>	<b>20,109</b>	<b>21,900</b>	<b>21,400</b>	<b>21,400</b>
<b>Public Education</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	50,030	47,160	47,160	47,160
<b>Public Education Total</b>	<b>50,030</b>	<b>47,160</b>	<b>47,160</b>	<b>47,160</b>

Department/Division: 8001 Central Services		General Fund Fund 100		
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget

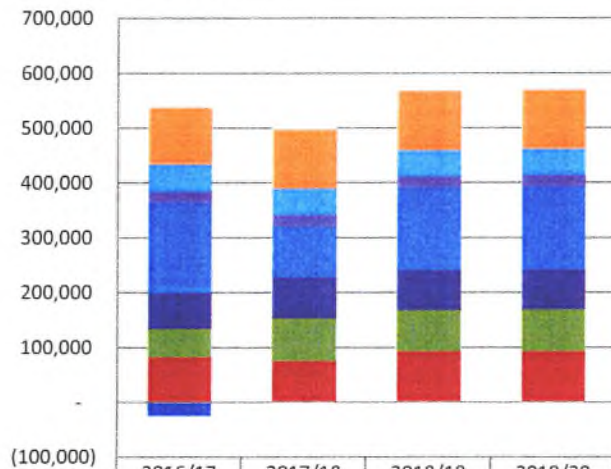
<b>Stewardship of Built Environment</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	<u>103,674</u>	<u>108,100</u>	<u>108,100</u>	<u>108,100</u>
<b>Stewardship of Built Environment Total</b>	<b>103,674</b>	<b>108,100</b>	<b>108,100</b>	<b>108,100</b>
<b>Stewardship of Natural Environment</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	<u>3,890</u>	<u>8,300</u>	<u>8,300</u>	<u>8,300</u>
<b>Stewardship of Natural Environment Total</b>	<b>3,890</b>	<b>8,300</b>	<b>8,300</b>	<b>8,300</b>
<b>Purchase of Utilities</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	<u>1,620</u>	-	-	-
<b>Purchase of Utilities Total</b>	<b>1,620</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Central Services Total</b>	<b><u>517,494</u></b>	<b><u>506,450</u></b>	<b><u>576,700</u></b>	<b><u>578,700</u></b>
<b>Central Services Consolidated</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	<b>(30,874)</b>	-	-	-
Insurance	-	-	-	-
Supplies and Services	<u>502,760</u>	<u>454,250</u>	<u>524,000</u>	<u>525,000</u>
Capital Expenditures	<u>45,608</u>	<u>52,200</u>	<u>52,700</u>	<u>53,700</u>
<b>Total</b>	<b><u>517,494</u></b>	<b><u>506,450</u></b>	<b><u>576,700</u></b>	<b><u>578,700</u></b>

### Central Services Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	(30,874)	-	-	-
Insurance	-	-	-	-
Supplies and Services	502,760	454,250	524,000	525,000
Capital Expenditures	45,608	52,200	52,700	53,700

### Central Services Budget by Program

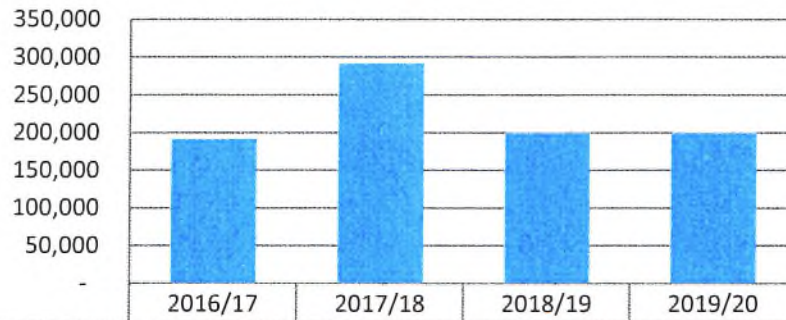


	2016/17	2017/18	2018/19	2019/20
Purchase of Utilities	1,620	-	-	-
Stewardship of Natural Environment	3,890	8,300	8,300	8,300
Stewardship of Built Environment	103,674	108,100	108,100	108,100
Public Education	50,030	47,160	47,160	47,160
Economic Development	20,109	21,900	21,400	21,400
Compensation and Benefits	66	-	-	-
Risk Management	94	-	-	-
Computer System	153,799	88,700	146,700	147,700
Accounting	137	-	-	-
Workforce Development	9,926	3,000	3,500	3,500
Citizen Engagement	66,008	75,670	73,170	73,170
City Council/Commission Support	50,973	77,120	74,620	75,620
Administration	83,678	76,500	93,750	93,750
Non Program	(26,509)	-	-	-



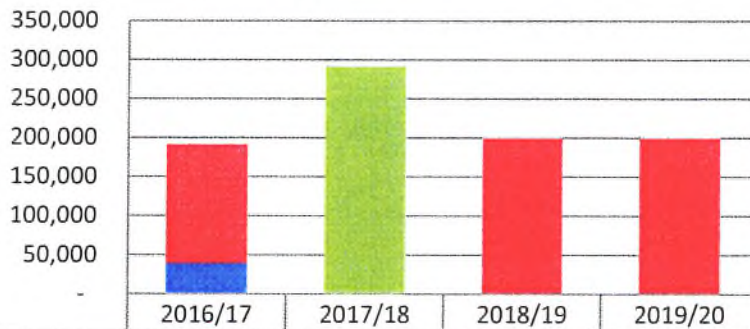
<b>Department/Division: 2300 Legal</b>		<b>General Fund Fund 100</b>			
<b>Program and Account Category:</b>		<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>					
Salaries		-			
Payroll Taxes		-			
Benefits		-			
Supplies and Services		39,073	-		
<b>Non Program Total</b>		<b>39,073</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>City Council/Commission Support</b>					
Salaries		-	-	-	-
Payroll Taxes		-	-	-	-
Benefits		-	-	-	-
Insurance		-	-	-	-
Supplies and Services		153,125	-	200,000	200,000
<b>Council/Commission Support Total</b>		<b>153,125</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>
<b>Risk Management</b>					
Salaries		-	-	-	-
Payroll Taxes		-	-	-	-
Benefits		-	-	-	-
Insurance		-	-	-	-
Supplies and Services		-	291,748	-	-
<b>Risk Management Total</b>		<b>-</b>	<b>291,748</b>	<b>-</b>	<b>-</b>
<b>Legal Total</b>		<b>192,198</b>	<b>291,748</b>	<b>200,000</b>	<b>200,000</b>
<b>Legal Consolidated</b>					
Salaries		-	-	-	-
Payroll Taxes		-	-	-	-
Benefits		-	-	-	-
Insurance		-	-	-	-
Supplies and Services		192,198	291,748	200,000	200,000
<b>Total</b>		<b>192,198</b>	<b>291,748</b>	<b>200,000</b>	<b>200,000</b>

### Legal Budget by Account Category



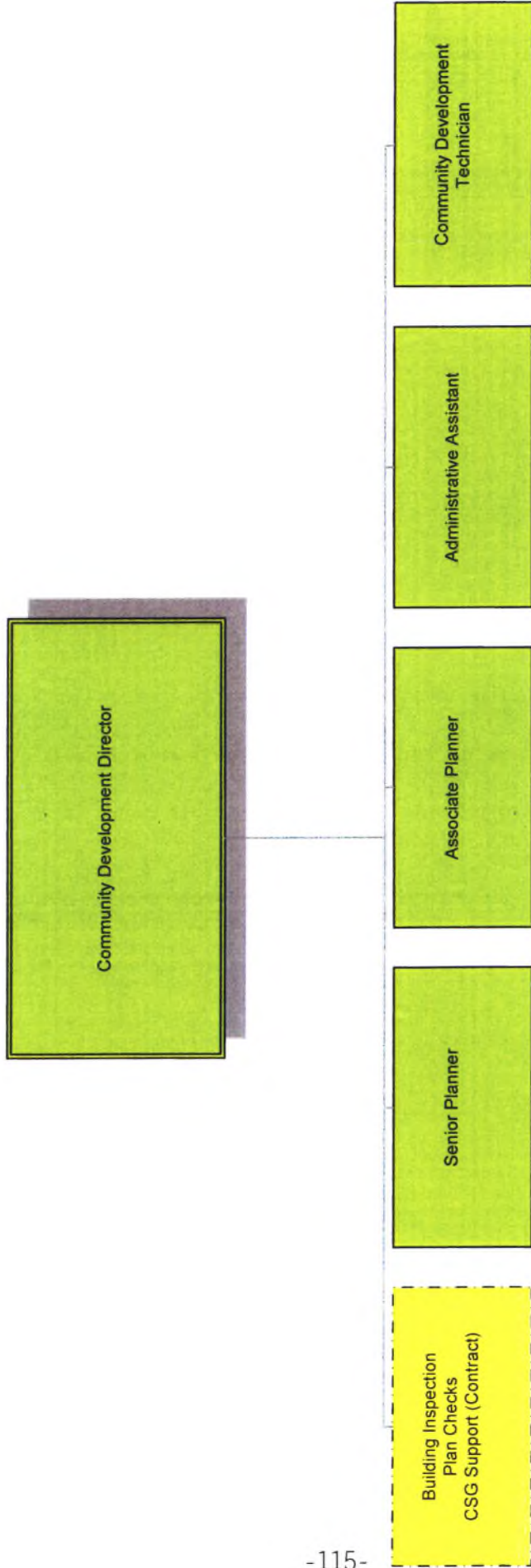
	2016/17	2017/18	2018/19	2019/20
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	192,198	291,748	200,000	200,000

### Legal Budget by Program



	2016/17	2017/18	2018/19	2019/20
Risk Management	-	291,748	-	-
City Council/Commission Support	153,125	-	200,000	200,000
Non Program	39,073	-	-	-

Community Development Department



Green – Continuing Positions  
Blue – New Positions  
Yellow - Contract

## **3000 – 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.

### **City Programs**

#### **Department Management**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the City's concerns are represented in matters of regional and/or statewide concern.

#### **Council/Commission Support**

Ensure meetings are properly noticed, accurate minutes are kept, and necessary actions are followed up on. Additionally, provide the City Council, Commissions, and Committees with the best available information and training related to the topics brought up in front of each. We do this in order for the public to know what issues are being deliberated by the Council, Commissions, and Committees and to ensure that decisions are made in the best interest of the Community.

#### **Citizen Engagement**

Proactively facilitate the Community's (residents, businesses, and users of City services) ability to engage and participate in land use planning programs and projects and related decisions made by the City Council and Boards and Commissions. We do this to ensure our programs, and decisions are reflective of and take into consideration the diverse people and interest who make up our Community.

#### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization which is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

#### **Public Education**

Provide the Community information regarding the range of projects, programs and regulations related to both land use planning and building within the City. We do this to ensure the Community is aware of the programs and regulations which impact the existing and future environment of Brisbane which are

intended to enhance the quality of life in Brisbane and ensure that life safety is protected through the application of building regulations.

### **Records Management**

Manage all records consistent with state law and actively promote methods which would improve the ease of public access to information and enhance staff efficiency in tracking and retrieving records. We do this ensure necessary information is easily accessible by whomever needs to use it.

### **Building Permitting**

Promote the use of technology in providing a transparent, professional, and timely process for building plan review, permit issuance, and inspection. We do this to improve the efficiency and convenience of the permitting process and to protect life and property within Brisbane by ensuring all structures are constructed in compliance with all applicable construction codes including the "Green Building Code".

- Major Expenditure Items:
  - Plan and Building Inspection - \$200,000 – Collected from Fees
  - Fire Plan Check (No. County Fire) - \$34,000 – Collected from Fees
  - Technical Assistance to Review Land Use proposals - \$15,000
  - Legal Counsel for Subdivision and Zoning Regulation - \$10,000
- New Items:
  - Web Hosting of electronic building records - \$1,200

Department/Division: 3000 Community Development				General Fund Fund 100
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>				
Salaries	(5,698)			
Payroll Taxes	(84)			
Benefits	(1,936)			
Supplies and Services	24,775	-		
<b>Non Program Total</b>	<b>17,057</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>				
Salaries	34,335	34,906	37,398	39,413
Payroll Taxes	516	506	523	552
Benefits	13,913	15,829	20,545	22,320
Insurance	3,643	3,826	3,889	4,120
Supplies and Services	5,880	1,450	1,400	1,400
<b>Administration Total</b>	<b>58,287</b>	<b>56,516</b>	<b>63,755</b>	<b>67,804</b>
<b>City Council/Commission Support</b>				
Salaries	66,519	75,639	81,268	85,652
Payroll Taxes	994	1,096	1,153	1,215
Benefits	27,860	37,348	43,845	47,951
Insurance	7,894	8,290	8,570	9,077
Supplies and Services	4,362	20,050	21,450	19,050
<b>Council/Commission Support Total</b>	<b>107,629</b>	<b>142,423</b>	<b>156,287</b>	<b>162,945</b>
<b>Citizen Engagement</b>				
Salaries	79,755	81,693	86,175	90,500
Payroll Taxes	1,554	1,559	1,598	1,659
Benefits	30,475	36,141	41,696	45,804
Insurance	8,545	8,953	9,112	9,617
Supplies and Services	15,540	13,500	2,520	2,200
<b>Citizen Engagement Total</b>	<b>135,869</b>	<b>141,846</b>	<b>141,101</b>	<b>149,780</b>
<b>Workforce Development</b>				
Salaries	35,114	35,315	37,220	39,227
Payroll Taxes	521	512	526	554
Benefits	13,927	16,235	20,477	22,339
Insurance	3,686	3,870	3,909	4,141
Supplies and Services	5,109	7,400	7,505	7,505
<b>Workforce Development Total</b>	<b>58,356</b>	<b>63,332</b>	<b>69,637</b>	<b>73,766</b>
<b>Building Permit</b>				
Salaries	100,001	87,900	86,670	91,349
Payroll Taxes	1,460	1,274	1,245	1,312
Benefits	39,707	50,085	51,209	56,087
Insurance	9,174	9,633	9,253	9,800
Supplies and Services	153,852	117,400	214,135	214,135
<b>Building Permit Total</b>	<b>304,195</b>	<b>266,292</b>	<b>362,511</b>	<b>372,683</b>

<b>Department/Division: 3000 Community Development</b>				<b>General Fund Fund 100</b>
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Planning Application Processing</b>				
Salaries	62,598	66,041	70,789	74,605
Payroll Taxes	937	957	1,000	1,054
Benefits	25,283	32,783	37,469	40,963
Insurance	6,892	7,238	7,431	7,871
Supplies and Services	791	16,500	16,500	17,100
<b>Planning Application Processing Total</b>	<b>96,501</b>	<b>123,519</b>	<b>133,188</b>	<b>141,592</b>
<b>City Initiated Programs</b>				
Salaries	45,554	44,892	48,032	50,622
Payroll Taxes	687	651	677	714
Benefits	18,069	21,381	24,185	26,535
Insurance	4,685	4,920	5,036	5,334
Supplies and Services	52,438	21,400	19,600	21,400
<b>City Initiated Programs Total</b>	<b>121,432</b>	<b>93,243</b>	<b>97,530</b>	<b>104,604</b>
<b>Records Management</b>				
Salaries	39,052	34,887	34,604	36,472
Payroll Taxes	570	506	496	523
Benefits	15,511	20,356	20,432	22,359
Insurance	3,641	3,824	3,690	3,908
Supplies and Services	10,715	20,150	25,330	22,450
<b>Records Management Total</b>	<b>69,489</b>	<b>79,722</b>	<b>84,553</b>	<b>85,712</b>
<b>Public Education</b>				
Salaries	65,750	67,854	72,341	76,242
Payroll Taxes	985	984	1,023	1,079
Benefits	26,654	32,277	37,975	41,590
Insurance	7,082	7,437	7,607	8,057
Supplies and Services	395	500	550	550
<b>Public Education Total</b>	<b>100,864</b>	<b>109,051</b>	<b>119,496</b>	<b>127,517</b>
<b>Community Development Total</b>	<b>1,069,679</b>	<b>1,075,945</b>	<b>1,228,059</b>	<b>1,286,404</b>

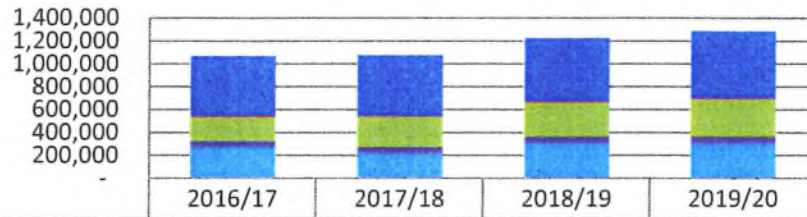
<b>Department/Division: 3000 Community Development</b>				<b>General Fund Fund 100</b>
	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Program and Account Category:</b>				

**Community Development Consolidated**

Salaries	522,979	529,127	554,496	584,080
Payroll Taxes	8,139	8,044	8,242	8,662
Benefits	209,463	262,434	297,834	325,949
Insurance	55,240	57,990	58,497	61,923
Supplies and Services	<u>273,858</u>	<u>218,350</u>	<u>308,990</u>	<u>305,790</u>
<b>Total</b>	<u>1,069,679</u>	<u>1,075,945</u>	<u>1,228,059</u>	<u>1,286,404</u>

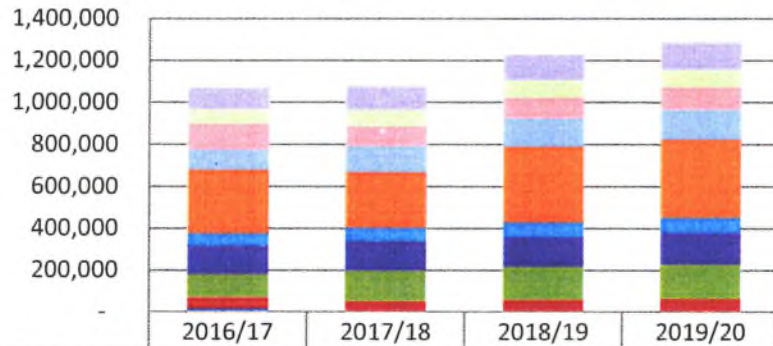


## Community Development Budget by Account Category



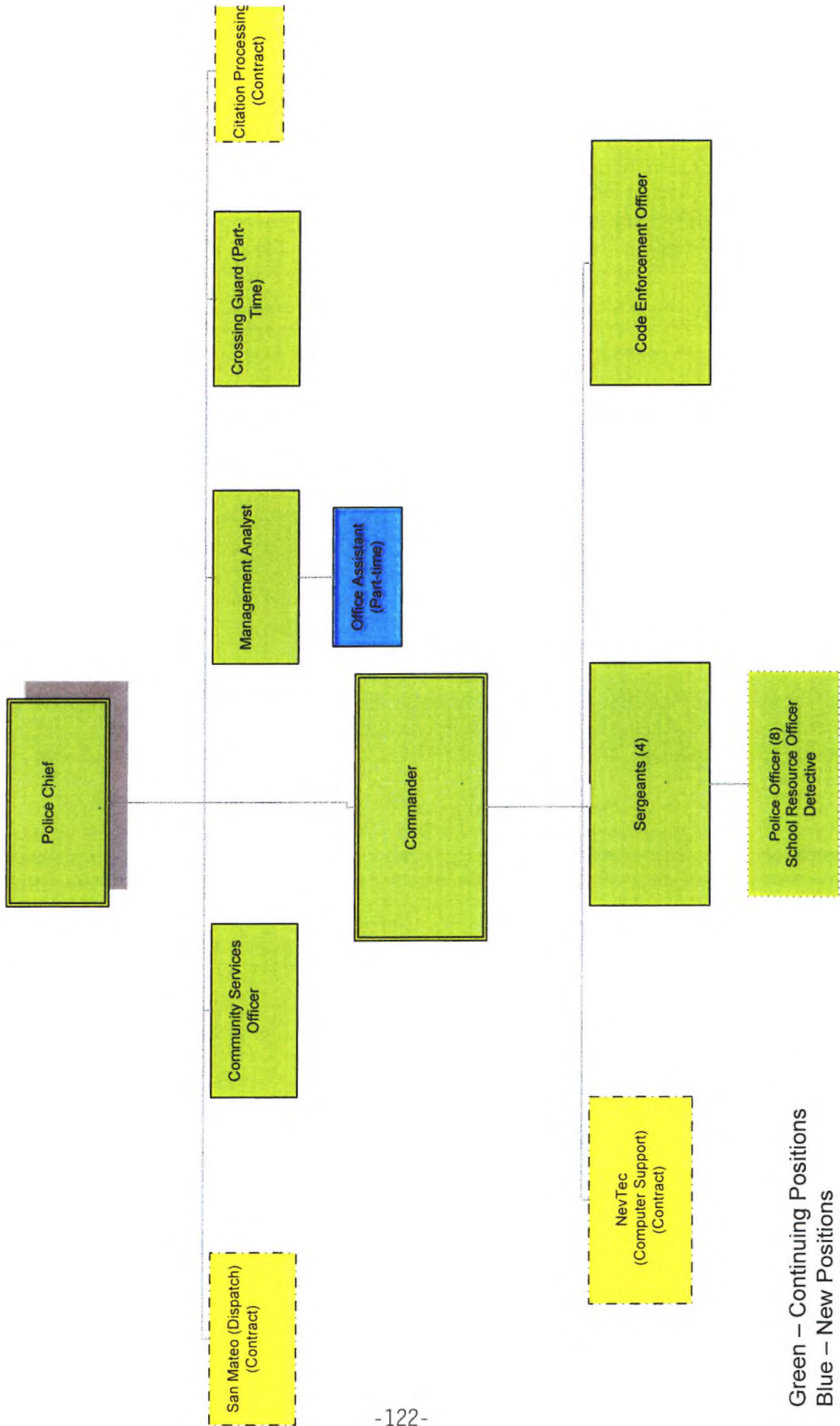
Salaries	522,979	529,127	554,496	584,080
Payroll Taxes	8,139	8,044	8,242	8,662
Benefits	209,463	262,434	297,834	325,949
Insurance	55,240	57,990	58,497	61,923
Supplies and Services	273,858	218,350	308,990	305,790

## Community Development Budget by Program



Public Education	100,864	109,051	119,496	127,517
Records Management	69,489	79,722	84,553	85,712
City Initiated Programs	121,432	93,243	97,530	104,604
Planning Application Processing	96,501	123,519	133,188	141,592
Building Permit	304,195	266,292	362,511	372,683
Workforce Development	58,356	63,332	69,637	73,766
Citizen Engagement	135,869	141,846	141,101	149,780
City Council/Commission Support	107,629	142,423	156,287	162,945
Administration	58,287	56,516	63,755	67,804
Non Program	17,057	-	-	-

Police Department



Green – Continuing Positions  
 Blue – New Positions  
 Yellow - Contract

## **POLICE DEPARTMENT**

### **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.

### **Administration**

#### **Department Management**

The management of the internal operations, equipment and supplies of the department which is essential to an efficient working environment. Define and carry out the mission that reflects the community needs and recommendations of the City Council. Work with the public, government officials, city department, and internal employees. Through input from internal meetings from line level to management we maintain the continuity of police services.

#### **Citizen Engagement**

Working in partnership with the community to provide a highly effective and responsible police service. Strong relationships of mutual trust, accountability, and transparency between our police department and our community is critical to maintaining public safety and effective policing. Our availability and commitment to listen to our residents, attendance at community events, local meetings, which allows us to establish the trust and support from the community.

#### **Workforce Development**

Staying up to date on crime trends, legal updates, networking events, county outreach programs, and countywide meetings allows for the gathering and distribution of critical information.

#### **Records Management**

The management of all personnel records within the police department including; citizen complaints, internal affairs, hiring of personnel, background packets, policy updates, service contracts, budget and grant administration.

#### **Public Education**

Providing information which impacts the health, safety and welfare of our residents, businesses, and those visiting our community. We take an active role in reaching out to the community through social media platforms, our presence in the community, coupled with the interactive communication to maintain an effective partnership with the community.

#### **Investigations**

Oversee the continuity and completion of investigations.

### **Patrol Services**

Monitor Patrol Operations to ensure that the mission of the department is being carried out. Maintain lines of communication with line supervisors to provide mentorship and guidance, often a daily basis or after hours. Provide administrative support during critical incidents.

### **Traffic Enforcement**

Monitor traffic related statistics and data to identify potential traffic problem areas. Prioritize personnel resources and assign personnel dedicated to traffic enforcement. Field complaints from the public regarding traffic concerns and assign personnel to investigate and resolve the issue. Provide support and guidance to the Safe Streets Committee.

### **Records**

#### **Department Management**

Managing of police records to ensure that the process complies with local, state and federal guidelines. Gathering and analyzing information to assist members of the departments in investigations, traffic enforcement and crime prevention.

#### **Citizen Engagement**

Engaging with citizens in need of police and administrative services by providing information and processing report release requests.

#### **Workforce Development**

Maintain legal updates to comply with state and federal laws through continuous training. Participate in local and county meetings and workshops to stay current with changes in policies and laws.

#### **Patrol Services**

The data gathered by records from the officers and citizens is essential to ensure information needed to address calls for service is readily available through the data entered into local, state and federal law enforcement systems.

#### **Traffic Enforcement**

Records support through the processing of statistical data through the entering of citations allows us the ability to run traffic reports and identify potential traffic problem areas so we can assign personnel to investigate and resolve the issue.

## **Patrol Services**

### **Citizen Engagement**

The men and women of the Brisbane Police Department work in partnership with the community to provide a highly effective and responsive police service, to protect individual rights, respect community values and enhance professionalism.

### **Workforce Development**

We strive in creating an environment that motivates employees to constantly evaluate themselves and build teamwork. Teamwork promotes a level of trust, which translates to good working relationships. We provide employees with on-going and consistent training to help in their success in becoming more effective in their current job and for future promotion.

### **Records Management**

This program is a valuable source of relevant information essential to assist the officers in the investigation, arrest and the judicial process. Records management allows for the ongoing process of gathering, recording, analyzing, disseminating and purging of public and confidential records in accordance with approved policies, procedures and laws.

### **Investigations**

To establish facts of what has occurred during a particular incident in order to determine if a crime has been committed.

### **Patrol Services**

The Brisbane Police Department works 24 hours a day 7 days a week to prevent crime, enforce laws, and enhance public safety by delivering respectful, professional, and dependable police services.

### **Traffic Enforcement**

Traffic safety is an integral part of law enforcement operation. Enforcing the traffic laws is important to the quality of life and the sustainability of our neighborhoods and community. We believe that enforcement decreases traffic accidents, disability and injury, and produces safer roadways as this is measured by the reduction of violations observed over time.

### **Public Education**

Providing the community information which impacts the health, safety and welfare of our community residents, businesses, and those visiting our community. We take an active role in reaching out to the community through social media platforms, our presence in the community, coupled with the interactive communication to maintain an effective partnership with the community.

### **Emergency Response**

Provide life-saving and general assistance to residents, businesses, and visitors by responding to emergency and non-emergency incidents and events.

### **Youth Programs**

Coordinate events in conjunction with the schools and after school programs to educate about law enforcement and safety. Build positive relationships between officers and the youth in our community. We can measure our impact based on our future contacts with the youths, whether they are positive or negative

### **Teen Programs**

Promotes a positive relationship between adolescents and police officers by providing good role models and mentoring through interactions at school. We believe these relationships encourage students to do well in school academically and influence them to make good life decisions. This is measured by future contacts with these individuals either positive or negative.

Major Expenditure Items:

#### Administration

#### Records

- ISD Microwave Line and Message Switch \$15,700
- City of San Mateo Records and Dispatch \$171,700
- IT Maintenance Contract
  - 2018/19 \$36,000
  - 2019/20 \$38,000

#### Patrol

- Major Expenditures
  - Vehicles
    - Gas and Oil \$31,200
    - Repairs \$20,300
  - Animal Control \$57,200
  - County Jail \$11,450
  - Crime Lab \$25,000
  - Post Trainings \$17,700 – Reimbursable
  - Emergency Equipment for new vehicles
    - 2018/19 \$26,000
    - 2019/20 \$20,500
  - Portable Radios 2018/19 \$35,000
  - Mobile Radios 2019/20 \$20,000
- New Items

- Homeless Encampment Clean-up \$3,000

<b>Department/Division: 4101 Police Administration</b>		<b>General Fund</b>			
		<b>Fund 100</b>			
		2016/17	2017/18	2018/19	2019/20
<b>Program and Account Category:</b>		<b>Actual</b>	<b>Approved</b>	<b>Proposed</b>	<b>Proposed</b>
		<b>Expenditure</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Non Program</b>					
Salaries		(4,238)			
Payroll Taxes		(62)			
Benefits		(1,463)			
Supplies and Services		-	-		
<b>Non Program Total</b>		<b>(5,764)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>					
Salaries		160,366	159,015	171,340	183,641
Payroll Taxes		2,374	2,306	2,393	2,565
Benefits		78,627	84,042	107,611	117,754
Insurance		16,595	17,427	17,786	19,159
Supplies and Services		1,315	2,063	2,063	2,063
<b>Administration Total</b>		<b>259,277</b>	<b>264,852</b>	<b>301,192</b>	<b>325,182</b>
<b>Citizen Engagement</b>					
Salaries		94,350	94,803	102,884	109,044
Payroll Taxes		1,417	1,375	1,446	1,532
Benefits		43,464	51,454	65,724	72,399
Insurance		9,894	10,390	10,747	11,447
Supplies and Services		179	750	750	750
<b>Citizen Engagement Total</b>		<b>149,304</b>	<b>158,771</b>	<b>181,552</b>	<b>195,172</b>
<b>Workforce Development</b>					
Salaries		62,835	62,726	67,627	71,884
Payroll Taxes		928	910	944	1,004
Benefits		30,324	33,086	43,183	47,356
Insurance		6,546	6,875	7,020	7,499
Supplies and Services		3,420	2,863	2,863	2,863
<b>Workforce Development Total</b>		<b>104,053</b>	<b>106,458</b>	<b>121,637</b>	<b>130,606</b>
<b>Records Management</b>					
Salaries		46,245	45,099	49,259	52,527
Payroll Taxes		682	654	688	734
Benefits		22,606	24,369	31,899	34,554
Insurance		4,707	4,943	5,113	5,480
Supplies and Services		565	575	575	575
<b>Records Management Total</b>		<b>74,805</b>	<b>75,640</b>	<b>87,535</b>	<b>93,870</b>
<b>Investigations</b>					
Salaries		54,031	52,407	60,589	64,473
Payroll Taxes		859	760	868	924
Benefits		20,415	33,918	38,938	42,518
Insurance		5,469	5,744	6,453	6,899
Supplies and Services		-	-	-	-
<b>Investigations Total</b>		<b>80,774</b>	<b>92,829</b>	<b>106,848</b>	<b>114,814</b>



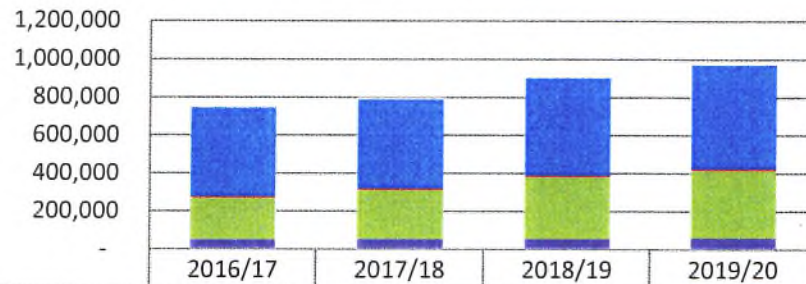
<b>Department/Division: 4101 Police Administration</b>		<b>General Fund</b>			
		<b>Fund 100</b>			
<b>Program and Account Category:</b>		<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
		<b>Actual</b>	<b>Approved</b>	<b>Proposed</b>	<b>Proposed</b>
		<b>Expenditure</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Patrol Services</b>					
Salaries	-	-	-	-	-
Payroll Taxes	-	-	-	-	-
Benefits	-	-	-	-	-
Insurance	-	-	-	-	-
Supplies and Services	431	250	250	250	250
<b>Patrol Services Total</b>	<b>431</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Traffic Enforcement</b>					
Salaries	-	-	-	-	-
Payroll Taxes	-	-	-	-	-
Benefits	-	-	-	-	-
Insurance	-	-	-	-	-
Supplies and Services	22	250	250	250	250
<b>Traffic Enforcement Total</b>	<b>22</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Public Education</b>					
Salaries	53,633	53,303	58,505	62,274	62,274
Payroll Taxes	811	773	826	879	879
Benefits	23,966	29,947	37,293	40,913	40,913
Insurance	5,563	5,842	6,140	6,568	6,568
Supplies and Services	179	250	250	250	250
<b>Public Education Total</b>	<b>84,152</b>	<b>90,115</b>	<b>103,015</b>	<b>110,883</b>	<b>110,883</b>
<b>Police Administration Total</b>	<b>747,056</b>	<b>789,165</b>	<b>902,277</b>	<b>971,027</b>	<b>971,027</b>

<b>Department/Division: 4101 Police Administration</b>			<b>General Fund Fund 100</b>	
	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Program and Account Category:</b>				

**Police Administration Consolidated**

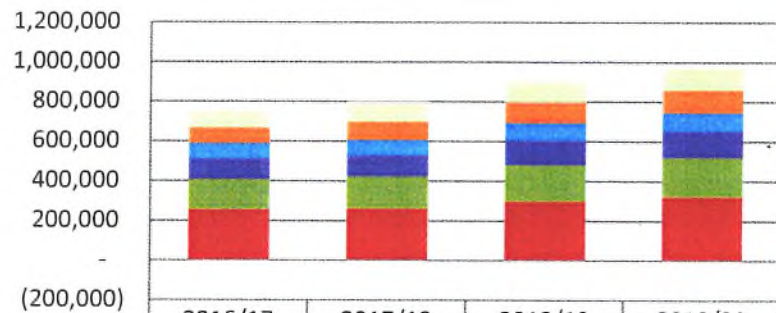
Salaries	467,221	467,353	510,204	543,843
Payroll Taxes	7,010	6,777	7,165	7,638
Benefits	217,939	256,816	324,649	355,494
Insurance	48,775	51,220	53,260	57,052
Supplies and Services	<u>6,112</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
<b>Total</b>	<u>747,056</u>	<u>789,165</u>	<u>902,277</u>	<u>971,027</u>

## Police Administration Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	467,221	467,353	510,204	543,843
Payroll Taxes	7,010	6,777	7,165	7,638
Benefits	217,939	256,816	324,649	355,494
Insurance	48,775	51,220	53,260	57,052
Supplies and Services	6,112	7,000	7,000	7,000

## Police Administration Budget by Program



	2016/17	2017/18	2018/19	2019/20
Public Education	84,152	90,115	103,015	110,883
Traffic Enforcement	22	250	250	250
Patrol Services	431	250	250	250
Investigations	80,774	92,829	106,848	114,814
Records Management	74,805	75,640	87,535	93,870
Workforce Development	104,053	106,458	121,637	130,606
Citizen Engagement	149,304	158,771	181,552	195,172
Administration	259,277	264,852	301,192	325,182
Non Program	(5,764)	-	-	-

<b>Department/Division: 4110 Communications and Records</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(801)			
Payroll Taxes	(12)			
Benefits	(363)			
Supplies and Services	-	-		
<b>Non Program Total</b>	<b>(1,175)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	65,024	54,800	54,225	55,225
<b>Administration Total</b>	<b>65,024</b>	<b>54,800</b>	<b>54,225</b>	<b>55,225</b>
<b>Citizen Engagement</b>				
Salaries	30,140	24,980	30,577	32,224
Payroll Taxes	447	362	427	450
Benefits	16,224	16,341	23,454	23,530
Insurance	2,607	2,737	3,174	3,362
Supplies and Services	44,127	43,095	43,245	43,245
<b>Citizen Engagement Total</b>	<b>93,544</b>	<b>87,516</b>	<b>100,877</b>	<b>102,811</b>
<b>Workforce Development</b>				
Salaries	15,070	12,490	15,288	16,112
Payroll Taxes	223	181	214	225
Benefits	8,112	8,171	11,727	11,765
Insurance	1,304	1,369	1,587	1,681
Supplies and Services	6,256	4,400	5,400	5,400
<b>Workforce Development Total</b>	<b>30,965</b>	<b>26,611</b>	<b>34,216</b>	<b>35,183</b>
<b>Records Management</b>				
Salaries	36,204	31,011	62,313	65,572
Payroll Taxes	536	450	2,462	2,587
Benefits	19,075	19,404	27,891	28,287
Insurance	3,236	3,398	6,624	6,974
Supplies and Services	12,136	37,985	54,410	39,410
<b>Records Management Total</b>	<b>71,187</b>	<b>92,248</b>	<b>153,699</b>	<b>142,830</b>
<b>Investigations</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	85	85	85
<b>Investigations Total</b>	<b>-</b>	<b>85</b>	<b>85</b>	<b>85</b>

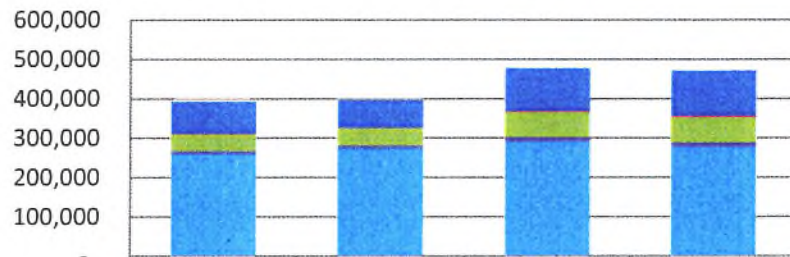
Department/Division: 4110 Communications and Records				General Fund Fund 100	
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget	
<b>Patrol Services</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	45,320	45,895	45,895	45,895	
<b>Patrol Services Total</b>	<b>45,320</b>	<b>45,895</b>	<b>45,895</b>	<b>45,895</b>	
<b>Traffic Enforcement</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	44,028	43,095	43,095	43,095	
<b>Traffic Enforcement Total</b>	<b>44,028</b>	<b>43,095</b>	<b>43,095</b>	<b>43,095</b>	
<b>Public Education</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	-	85	85	85	
<b>Public Education Total</b>	<b>-</b>	<b>85</b>	<b>85</b>	<b>85</b>	
<b>Emergency Response</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	44,028	45,610	45,610	45,610	
<b>Emergency Response Total</b>	<b>44,028</b>	<b>45,610</b>	<b>45,610</b>	<b>45,610</b>	
<b>Communications and Records Total</b>	<b>392,920</b>	<b>395,945</b>	<b>477,787</b>	<b>470,819</b>	

<b>Department/Division: 4110 Communications and Records</b>				<b>General Fund</b>	
				<b>Fund 100</b>	
	2016/17	2017/18	2018/19	2019/20	
	Actual	Approved	Proposed	Proposed	
<b>Program and Account Category:</b>	<b>Expenditure</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	

**Communications and Records Consolidated**

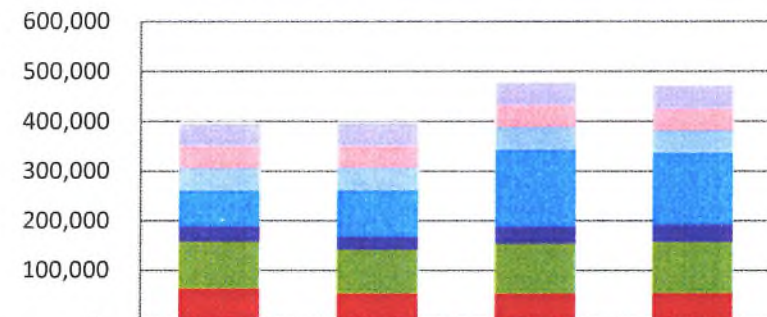
Salaries	80,614	68,481	108,178	113,908
Payroll Taxes	1,194	993	3,102	3,262
Benefits	43,047	43,916	63,072	63,582
Insurance	7,147	7,504	11,385	12,016
Supplies and Services	<u>260,919</u>	<u>275,050</u>	<u>292,050</u>	<u>278,050</u>
<b>Total</b>	<u><b>392,920</b></u>	<u><b>395,945</b></u>	<u><b>477,787</b></u>	<u><b>470,819</b></u>

## Police Records Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	80,614	68,481	108,178	113,908
Payroll Taxes	1,194	993	3,102	3,262
Benefits	43,047	43,916	63,072	63,582
Insurance	7,147	7,504	11,385	12,016
Supplies and Services	260,919	275,050	292,050	278,050

## Police Records Budget by Program



	2016/17	2017/18	2018/19	2019/20
Emergency Response	44,028	45,610	45,610	45,610
Public Education	-	85	85	85
Traffic Enforcement	44,028	43,095	43,095	43,095
Patrol Services	45,320	45,895	45,895	45,895
Investigations	-	85	85	85
Records Management	71,187	92,248	153,699	142,830
Workforce Development	30,965	26,611	34,216	35,183
Citizen Engagement	93,544	87,516	100,877	102,811
Administration	65,024	54,800	54,225	55,225
Non Program	(1,175)	-	-	-

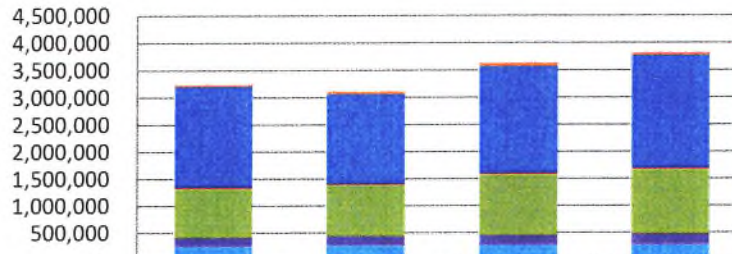
Department/Division: 4120 Police Patrol Services				General Fund Fund 100
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>				
Salaries	(16,281)		175,000	185,000
Payroll Taxes	(250)			
Benefits	(6,757)			
Supplies and Services	(7,205)	-	-	-
<b>Non Program Total</b>	<b>(30,493)</b>	<b>-</b>	<b>175,000</b>	<b>185,000</b>
<b>Administration</b>				
Salaries	100,182	80,448	113,564	119,242
Payroll Taxes	1,501	1,167	1,647	1,729
Benefits	47,770	46,319	71,059	75,869
Insurance	8,396	8,817	12,240	12,915
Supplies and Services	1,010	7,345	6,955	7,345
<b>Administration Total</b>	<b>158,860</b>	<b>144,096</b>	<b>205,464</b>	<b>217,100</b>
<b>Citizen Engagement</b>				
Salaries	314,252	258,329	308,058	325,375
Payroll Taxes	5,067	4,125	4,857	5,176
Benefits	150,749	147,903	187,244	207,906
Insurance	26,960	28,312	33,203	35,241
Supplies and Services	17,540	31,523	26,798	26,773
<b>Citizen Engagement Total</b>	<b>514,568</b>	<b>470,191</b>	<b>560,160</b>	<b>600,470</b>
<b>Workforce Development</b>				
Salaries	10,656	-	11,806	12,198
Payroll Taxes	169	-	171	177
Benefits	1,640	-	5,268	7,631
Insurance	-	-	1,273	12,915
Supplies and Services	44,336	29,570	31,080	30,870
<b>Workforce Development Total</b>	<b>56,801</b>	<b>29,570</b>	<b>49,598</b>	<b>63,790</b>
<b>Risk Management</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	64	-	-	-
<b>Risk Management Total</b>	<b>64</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Safety</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	1,676	-	-	-
<b>Safety Total</b>	<b>1,676</b>	<b>-</b>	<b>-</b>	<b>-</b>



Department/Division: 4120 Police Patrol Services				General Fund Fund 100
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Records Management</b>				
Salaries	19,404	19,299	20,281	21,377
Payroll Taxes	286	280	294	310
Benefits	9,119	9,665	14,196	15,221
Insurance	2,014	2,115	2,186	2,315
Supplies and Services	462	2,625	2,625	2,625
Capital Expenditures	-	12,500	-	-
<b>Records Management Total</b>	<b>31,285</b>	<b>46,484</b>	<b>39,583</b>	<b>41,848</b>
<b>Investigations</b>				
Salaries	279,904	265,504	265,773	284,961
Payroll Taxes	4,191	3,850	3,854	4,132
Benefits	125,557	151,360	166,030	154,922
Insurance	27,709	29,098	28,646	30,864
Supplies and Services	20,438	27,906	29,466	27,906
<b>Investigations Total</b>	<b>457,800</b>	<b>477,718</b>	<b>493,769</b>	<b>502,786</b>
<b>Patrol Services</b>				
Salaries	548,343	498,699	512,888	541,272
Payroll Taxes	8,314	7,231	7,437	7,848
Benefits	282,087	287,250	329,314	355,006
Insurance	52,046	54,656	55,280	58,624
Supplies and Services	135,114	71,146	69,716	71,146
Capital Expenditures	24,684	12,500	-	-
<b>Patrol Services Total</b>	<b>1,050,588</b>	<b>931,483</b>	<b>974,636</b>	<b>1,033,896</b>
<b>Traffic Enforcement</b>				
Salaries	218,409	248,484	182,961	192,681
Payroll Taxes	3,302	3,603	2,653	2,794
Benefits	118,304	144,549	128,332	122,940
Insurance	25,933	27,233	19,720	20,869
Supplies and Services	2,604	38,535	36,035	38,535
Capital Expenditures	395	-	-	-
<b>Traffic Enforcement Total</b>	<b>368,948</b>	<b>462,404</b>	<b>369,701</b>	<b>377,819</b>
<b>Public Education</b>				
Salaries	163,667	130,049	160,894	169,612
Payroll Taxes	2,562	1,980	2,431	2,574
Benefits	77,329	74,272	98,030	109,671
Insurance	13,572	14,253	17,341	18,370
Supplies and Services	18,028	26,504	34,279	34,254
Capital Expenditures	-	-	-	-
<b>Public Education Total</b>	<b>275,159</b>	<b>247,058</b>	<b>312,975</b>	<b>334,481</b>
<b>Emergency Response</b>				
Salaries	157,655	145,765	148,295	156,322
Payroll Taxes	2,279	2,114	2,150	2,267

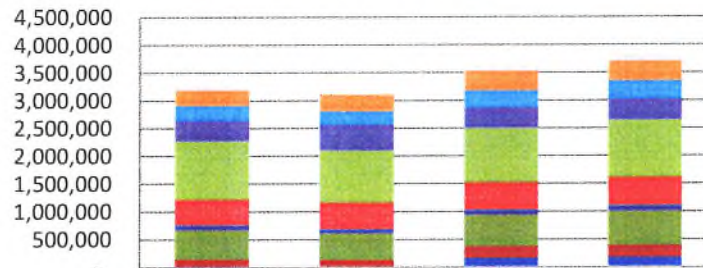
<b>Department/Division: 4120 Police Patrol Services</b>				<b>General Fund</b>
				<b>Fund 100</b>
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
Benefits	78,527	84,237	95,843	102,050
Insurance	15,213	15,975	15,983	16,931
Supplies and Services	23,037	37,931	40,431	37,931
Capital Expenditures	4,654	16,500	61,000	40,500
<b>Emergency Response Total</b>	<b>281,465</b>	<b>302,522</b>	<b>363,702</b>	<b>356,001</b>
<b>Youth Programs</b>				
Salaries	26,640	-	29,516	30,494
Payroll Taxes	423	-	428	442
Benefits	10,622	-	13,170	19,076
Insurance	-	-	3,181	3,303
Supplies and Services	-	-	-	-
Capital Expenditures	-	-	-	-
<b>Youth Programs Total</b>	<b>37,685</b>	<b>-</b>	<b>46,295</b>	<b>53,315</b>
<b>Teen Programs</b>				
Salaries	26,640	-	29,516	30,494
Payroll Taxes	423	-	428	442
Benefits	10,620	-	13,170	19,076
Insurance	-	-	3,181	3,303
Supplies and Services	561	-	-	-
Capital Expenditures	-	-	-	-
<b>Teen Programs Total</b>	<b>38,243</b>	<b>-</b>	<b>46,295</b>	<b>53,315</b>
<b>Police Patrol Services Total</b>	<b>3,242,649</b>	<b>3,111,526</b>	<b>3,637,178</b>	<b>3,819,822</b>
<b>Police Patrol Services Consolidated</b>				
Salaries	1,849,473	1,646,578	1,958,553	2,069,028
Payroll Taxes	28,369	24,349	26,349	27,891
Benefits	905,566	945,554	1,121,656	1,189,368
Insurance	171,843	180,460	192,234	215,650
Supplies and Services	257,664	273,085	277,385	277,385
Capital Expenditures	29,734	41,500	61,000	40,500
<b>Total</b>	<b>3,242,649</b>	<b>3,111,526</b>	<b>3,637,178</b>	<b>3,819,822</b>

## Police Patrol Services Budget by Account Category



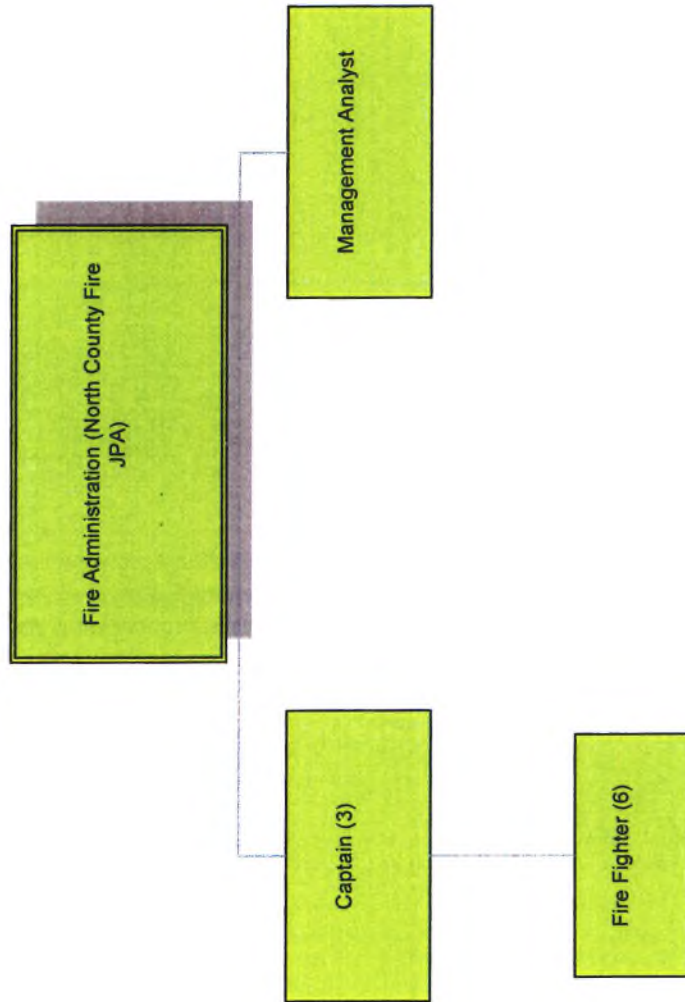
	2016/17	2017/18	2018/19	2019/20
Capital Expenditures	29,734	41,500	61,000	40,500
Salaries	1,849,473	1,646,578	1,958,553	2,069,028
Payroll Taxes	28,369	24,349	26,349	27,891
Benefits	905,566	945,554	1,121,656	1,189,368
Insurance	171,843	180,460	192,234	215,650
Supplies and Services	257,664	273,085	277,385	277,385

## Police Patrol Services Budget by Program



	2016/17	2017/18	2018/19	2019/20
Teen Programs	38,243	-	46,295	53,315
Youth Programs	37,685	-	46,295	53,315
Emergency Response	281,465	302,522	363,702	356,001
Public Education	275,159	247,058	312,975	334,481
Traffic Enforcement	368,948	462,404	369,701	377,819
Patrol Services	1,050,588	931,483	974,636	1,033,896
Investigations	457,800	477,718	493,769	502,786
Records Management	31,285	46,484	39,583	41,848
Safety	1,676	-	-	-
Risk Management	64	-	-	-
Workforce Development	56,801	29,570	49,598	63,790
Citizen Engagement	514,568	470,191	560,160	600,470
Administration	158,860	144,096	205,464	217,100
Non Program	(30,493)	-	175,000	185,000

Fire Department



Green – Continuing Positions  
Blue – New Positions  
Yellow - Contract

**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 Management**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately and the City's concerns are represented to other government leaders.

**Council/Commission Support**

Ensure timely and accurate reports are provided through the City Manager's office and necessary actions are followed up on. Additionally, provide the City Council, Commissions, and Committees with the best available information and training related to the topics brought up in front of each. We do this to ensure the Council, Commissions, and Committees are fully informed to ensure that decisions are made in the best interest of the Community.

**Citizen Engagement**

Proactively facilitate the Community's (residents, businesses, and users of City services) ability to access programs and services, provided by the Fire Department. We do this to ensure our programs and services continue to reduce the loss of life and property due to accidents or events.

**Workforce Development**

Assist employees in becoming more effective in their current positions and provide a method for employees to develop their skills for future projects and jobs within the organization. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization which is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

**Public Education**

Provide the Community information and training designed to reduce the risk to citizens from man-made, natural disasters and other events that cause harm by providing training that citizens can use when a family member or neighbor has a medical emergency. We do this to reduce the loss of life and property due to accidents or events.

## **Emergency Response**

Provide life-saving and general assistance to residents, businesses, and visitors by responding to and mitigating emergency and non-emergency incidents and events. We do this to protect the life and property of people in the Community.

## **Fire and Life Safety Code Compliance**

Provide on-site fire and life safety code compliance inspections and re-inspections to businesses, multi-family, and permitted occupancies in addition to new construction and tenant improvement plan review and inspection. We do this minimize the loss of life and property from fires and hazardous materials releases.

## **Investigations**

Provide a process for gathering facts and evidence to determine the cause of an incident and if any additional follow-up is necessary. We do this to ensure regulations and laws of the City are followed and when they are not appropriate action is taken.

- Major Expenditure Items:
  - *Gasoline and Oil \$16,500*
  - *Maintenance of Vehicles \$40,000*
  - *North County JPA \$396,683*
  - *San Mateo County Emergency Services JPA \$18,500*
  - *North Zone Paramedic Coordinator \$29,500*
  - *Weed Abatement Program \$11,500*
  - *Utilities \$17,400*
  - *Protective Gear 2018/19 \$40,000 from reserves set aside in Sinking Fund*
  - *Sinking Fund \$20,910*

<b>Department/Division: 4501 Fire Services</b>				<b>General Fund</b>
				<b>Fund 100</b>
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(16,086)		200,000	210,000
Payroll Taxes	(216)			
Benefits	(5,288)			
Supplies and Services	(6,401)	-	-	-
<b>Non Program Total</b>	<b>(27,991)</b>	<b>-</b>	<b>200,000</b>	<b>210,000</b>
<b>Administration</b>				
Salaries	75,510	74,160	90,774	95,665
Payroll Taxes	1,180	1,075	1,268	1,336
Benefits	44,065	47,978	54,666	57,413
Insurance	7,740	8,128	9,423	9,980
Supplies and Services	299,604	292,381	443,592	443,592
<b>Administration Total</b>	<b>428,099</b>	<b>423,722</b>	<b>599,723</b>	<b>607,985</b>
<b>Workforce Development</b>				
Salaries	138,134	114,497	118,948	120,576
Payroll Taxes	1,818	1,660	1,722	1,746
Benefits	61,684	65,910	82,809	89,696
Insurance	11,949	12,548	12,801	13,039
Supplies and Services	6,724	11,078	12,098	12,098
Capital Expenditures	-	1,020	-	-
<b>Workforce Development Total</b>	<b>220,309</b>	<b>206,713</b>	<b>228,379</b>	<b>237,155</b>
<b>Investigations</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	484	510	1,020	1,020
Capital Expenditures	-	510	-	-
<b>Investigations Total</b>	<b>484</b>	<b>1,020</b>	<b>1,020</b>	<b>1,020</b>
<b>Fire &amp; Life Safety Code Compliance</b>				
Salaries	134,160	110,593	114,170	115,541
Payroll Taxes	1,756	1,604	1,655	1,675
Benefits	59,365	63,385	79,932	86,674
Insurance	11,542	12,121	12,305	12,514
Supplies and Services	15,097	19,650	19,664	19,664
<b>Fire &amp; Life Safety Code Compliance Total</b>	<b>221,919</b>	<b>207,353</b>	<b>227,727</b>	<b>236,068</b>
<b>Public Education</b>				
Salaries	134,160	110,593	114,170	115,541
Payroll Taxes	1,756	1,604	1,655	1,675
Benefits	59,365	63,385	79,932	86,674
Insurance	11,542	12,121	12,305	12,514
Supplies and Services	8,005	8,985	8,985	8,985

<b>Department/Division: 4501 Fire Services</b>				<b>General Fund Fund 100</b>
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Public Education Total</b>	<b>214,828</b>	<b>196,688</b>	<b>217,048</b>	<b>225,389</b>
<b>Emergency Response</b>				
Salaries	939,114	1,028,770	799,193	808,786
Payroll Taxes	12,289	11,225	11,588	11,727
Benefits	415,619	443,696	559,524	606,718
Insurance	80,793	84,845	86,138	87,598
Supplies and Services	134,681	162,590	182,030	182,030
Capital Expenditures	-	19,380	40,000	-
<b>Emergency Response Total</b>	<b>1,582,497</b>	<b>1,750,505</b>	<b>1,678,473</b>	<b>1,696,861</b>
<b>Purchase of Utilities</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	715	-	-	-
<b>Purchase of Utilities Total</b>	<b>715</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fire Services Total</b>	<b>2,640,859</b>	<b>2,786,001</b>	<b>3,152,370</b>	<b>3,214,478</b>



**Department/Division: 4501 Fire Services****General Fund  
Fund 100**

	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
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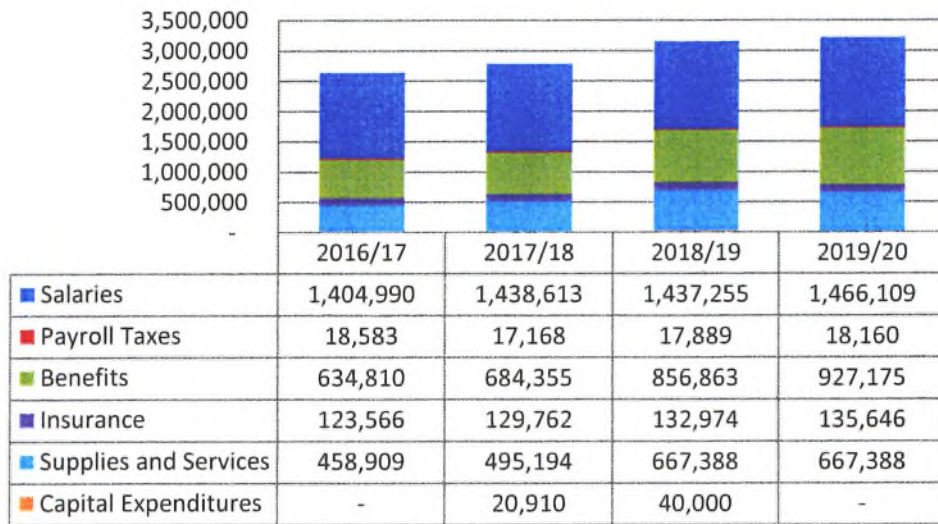
**Fire Services Consolidated**

Salaries	1,404,990	1,438,613	1,437,255	1,466,109
Payroll Taxes	18,583	17,168	17,889	18,160
Benefits	634,810	684,355	856,863	927,175
Insurance	123,566	129,762	132,974	135,646
Supplies and Services	458,909	495,194	667,388	667,388
Capital Expenditures	-	20,910	40,000	-

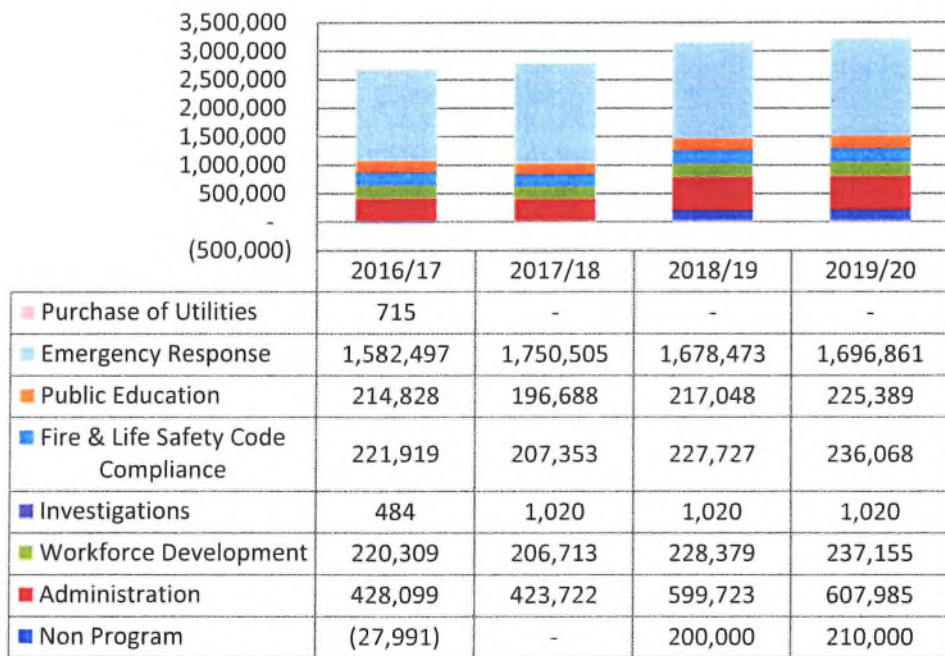
**Total**

	<u>2,640,859</u>	<u>2,786,001</u>	<u>3,152,370</u>	<u>3,214,478</u>
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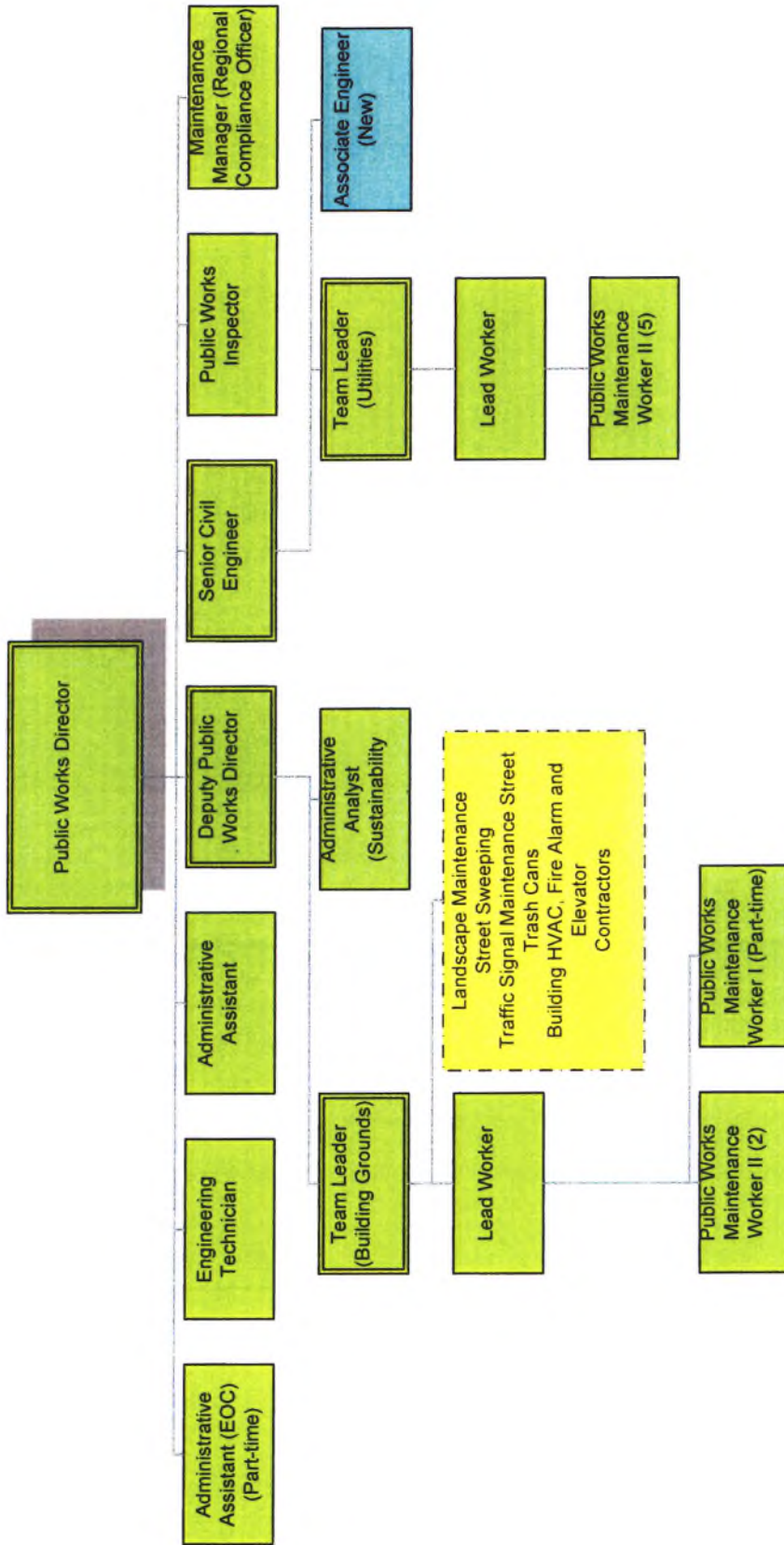
## Fire Services Budget by Account Category



## Fire Services Budget by Program



# Public Works Department



Green – Continuing Positions  
 Blue – New Positions  
 Yellow - Contract

## **Public Works Department**

### **Administration and Engineering**

#### **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.

#### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State, such as the League of California Cities, the City/County Engineers' Association of San Mateo County, and the C/CAG Technical Advisory Committee. We do this to ensure the Community that the government's funds are being used appropriately and the City's concerns are represented to other government leaders.

#### **City Council/Commission Support**

Provide the City Council, Commissions, and Committees with the best available information and training related to the topics brought up in front of each. We do this in order for the public to know what issues are being deliberated by the Council, Commissions, and Committees and to ensure that decisions are made in the best interest of the Community.

#### **Citizen Engagement**

Proactively inform the Community (residents, businesses, and users of City services) of pending and proposed actions within the City, and of decisions made by the City Council. We do this to ensure our programs, services and decisions are conducted transparently, and with the least possible inconvenience to the public.

#### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization that is dynamic, enthusiastic, and knowledgeable on how to resolves issues and concerns brought to them.

#### **Public Education**

Provide the Community information regarding a variety of services, projects, and programs available within the City as well providing information that impacts the health, safety, and wellness of individuals. We do this to ensure the Community is aware of the programs, services, and projects

the City are doing which may impact people on a daily basis as well as reduce the loss of life and property due to accidents or events.

#### **Transportation and Mobility Options**

Provide and maintain a safe network of roadways, sidewalks, bicycle lanes, paths, and walkways. Encourage non-motorized transportation alternatives. We do this to allow for easy traffic flow of residents, and visitors within and through our City while reducing the Green House Gas emissions within the City.

#### **Stewardship of Built Environment**

Plan for, operate, and maintain in a safe and energy efficient manner the physical structures the City owns. We do this to ensure safe working environments for its employees and to ensure welcoming and easily accessed facilities for the public.

#### **Stewardship of Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well cared for active and passive recreational facilities.

#### **Operate Storm Drain System**

Maintain a system of storm drains and floodplains at a level that allows property owners to participate in the National Flood Insurance Program. We do this to ensure property within the City is not damaged by stormwater runoff, and to ensure that the San Francisco Bay does not receive pollutants from our storm drain system.

## Open Space and Ecology Administration

### **City Council/Commission Support**

Provide the City Council and Committee with the best available information and training related to the topics brought up in front of each. We do this in order for the public to know what issues are being deliberated by the Council and Committee and to ensure that decisions are made in the best interest of the Community.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization that is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

### **Stewardship of Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well cared for active and passive recreational facilities.

## Streets and Storm Drains

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State, such as the League of California Cities, the City/County Engineers' Association of San Mateo County, and the C/CAG Technical Advisory Committee; establish and maintain positive working relationships with staff from C/CAG and Caltrans. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **City Council/Commission Support**

Provide the City Council, Commissions, and Committees with the best available information and training related to the topics brought up in front of each. We do this in order for the public to know what issues are being deliberated by the Council, Commissions, and Committees and to ensure that decisions are made in the best interest of the Community.

### **Citizen Engagement**

Proactively inform the Community (residents, businesses, and users of City services) of pending and proposed actions within the City, and of decisions made by the City Council. We do this to ensure our programs, services and decisions are conducted transparently, and with the least possible inconvenience to the public.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization that is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

### **Transportation and Mobility Options**

Provide and maintain and a safe network of roadways, sidewalks, bicycle lanes, paths, and walkways. Encourage non-motorized transportation alternatives. We do this to allow for easy traffic flow of residents, and visitors within and through our City while reducing the Green House Gas emissions within the City.

### **Stewardship of Built Environment**

Plan for, operate, and maintain in a safe and energy efficient manner the physical structures the City owns. We do this to ensure safe working environments for its employees and to ensure welcoming and easily accessed facilities for the public.

**Stewardship of Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well cared for active and passive recreational facilities.

**Purchase of Utilities**

Buy water and electricity. We do this to ensure that the residents can have a safe environment.



## Building and Grounds

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **Citizen Engagement**

Proactively inform the Community (residents, businesses, and users of City services) of pending and proposed actions within the City, and of decisions made by the City Council. We do this to ensure our programs, services and decisions are conducted transparently, and with the least possible inconvenience to the public.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization that is dynamic, enthusiastic, and knowledgeable on how to resolves issues and concerns brought to them.

### **Stewardship of Built Environment**

Plan for, operate, and maintain in a safe and energy efficient manner the physical structures the City owns. We do this to ensure safe working environments for its employees and to ensure welcoming and easily accessed facilities for the public.

### **Stewardship of Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well cared for active and passive recreational facilities.

## Park Maintenance

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **Citizen Engagement**

Proactively inform the Community (residents, businesses, and users of City services) of pending and proposed actions within the City, and of decisions made by the City Council. We do this to ensure our programs, services and decisions are conducted transparently, and with the least possible inconvenience to the public.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization that is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

### **Stewardship of Built Environment**

Plan for, operate, and maintain in a safe and energy efficient manner the physical structures the City owns. We do this to ensure safe working environments for its employees and to ensure welcoming and easily accessed facilities for the public.

### **Stewardship of Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well cared for active and passive recreational facilities.

## Landscape Maintenance

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **Citizen Engagement**

Proactively inform the Community (residents, businesses, and users of City services) of pending and proposed actions within the City, and of decisions made by the City Council. We do this to ensure our programs, services and decisions are conducted transparently, and with the least possible inconvenience to the public.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization that is dynamic, enthusiastic, and knowledgeable on how to resolves issues and concerns brought to them.

### **Public Education**

Provide the Community information regarding a variety of services, projects, and programs available within the City as well providing information that impacts the health and safety of individuals. We do this to ensure the Community is aware of the programs, services, and projects the City are doing which may impact people on a daily basis.

### **Stewardship of Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well cared for active and passive recreational facilities.

### **Purchase of Utilities**

Buy water and electricity. We do this to ensure that the residents can have a safe environment.

## Emergency Operations Center

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State, such as the San Mateo County Emergency Managers Association and the Emergency Services Council. We do this to ensure the Community that the government's funds are being used appropriately and the City's concerns are represented to other government leaders.

### **City Council/Commission Support**

Provide the City Council with the best available information related to the topics brought up in front of each. We do this in order for the public to know that decisions are made in the best interest of the Community.

### **Citizen Engagement**

Proactively facilitate the Community's (residents, businesses, and users of City services) ability to engage and participate in programs and services, provided within the City and decisions made by the City Council and Boards and Commissions. We do this to ensure our programs, services and decisions are reflective of and take into consideration the diverse people and interest who make up our Community.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization that is dynamic, enthusiastic, and knowledgeable on how to resolves issues and concerns brought to them.

### **Public Education**

Provide the Community information regarding a variety of services, projects, and programs available within the City as well providing information and training that impacts the health and safety of individuals. We do this to ensure the Community is aware of the programs, services, and projects the City are doing which may impact people on a daily basis, to ensure the Community has access to training and resources for self-preparedness, and to reduce the loss of life and property due to accidents or events.

### **Emergency Response**

Provide life-saving and general assistance to residents, businesses, and visitors by responding to and mitigating emergency and non-emergency incidents and events. We do this to protect the life and property of people in the Community.

## Sierra Point Lighting and Landscaping District

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **City Council/Commission Support**

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### **Stewardship of Built Environment**

Plan for, operate, and maintain in a safe and energy efficient manner the physical structures the City owns. We do this to ensure safe working environments for its employees and to ensure welcoming and easily accessed facilities for the public.

### **Stewardship of Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well cared for active and passive recreational facilities.

### **Purchase of Utilities**

Buy water and electricity. We do this to ensure that the residents can have a safe environment.

## National Pollution Discharge Elimination System

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State such as the County Stormwater Committee and San Mateo County Water Pollution Program working committees. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **City Council/Commission Support**

Provide the City Council with the best available information related to the topics brought up in front of each. We do this in order for the public to know that decisions are made in the best interest of the Community.

### **Citizen Engagement**

Proactively inform the Community (residents, businesses, and users of City services) of pending and proposed actions within the City, and of decisions made by the City Council. We do this to ensure our programs, services and decisions are conducted transparently, and with the least possible inconvenience to the public.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization that is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

### **Transportation and Mobility Options**

Provide and maintain and a safe network of roadways, sidewalks, bicycle lanes, paths, and walkways. Encourage non-motorized transportation alternatives. We do this to allow for easy traffic flow of residents, and visitors within and through our City while reducing the Green House Gas emissions within the City.

### **Stewardship of Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well cared for active and passive recreational facilities.

**Operate Storm Drain System**

Maintain a system of storm drains and floodplains at a level that allows property owners to participate in the National Flood Insurance Program. We do this to ensure property within the City is not damaged by stormwater runoff, and to ensure that the San Francisco Bay does not receive pollutants from our storm drain system.

## Water Utilities

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the States such as the Bay Area Water Supply & Conservation Board of Directors and various working committees. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **City Council/Commission Support**

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### **Citizen Engagement**

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### **Public Education**

Provide the Community information regarding a variety of services, projects, and programs available within the City as well providing information that impacts the health, safety, and wellness of individuals. We do this to ensure the Community is aware of the programs, services, and projects the City are doing which may impact people on a daily basis as well as reduce the loss of life and property due to accidents or events.

### **Purchase of Utilities**

Buy water, electricity, and gas. We do this to ensure that water deliveries can be made on demand.



**Provide Potable Water**

Distribute potable water that meets drinking standards imposed by the Safe Drinking Water Act to all residences and businesses within the City. Also, ensure an adequate flow of water within the system to meet our fire flow demands. We do this to provide a necessity for life to all of our customers at reasonable costs and to ensure the Fire Department can contain fires.

## Guadalupe Valley Municipal Improvement District

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **Citizen Engagement**

Proactively inform the Community (residents, businesses, and users of City services) of pending and proposed actions within the City, and of decisions made by the City Council. We do this to ensure our programs, services and decisions are conducted transparently, and with the least possible inconvenience to the public.

### **Workforce Development**

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### **Transportation and Mobility Options**

Provide and maintain and a safe network of roadways, sidewalks, bicycle lanes, paths, and walkways. Encourage non-motorized transportation alternatives. We do this to allow for easy traffic flow of residents, and visitors within and through our City while reducing the Green House Gas emissions within the City.

### **Stewardship of Built Environment**

Plan for, operate, and maintain in a safe and energy efficient manner the physical structures the City owns. We do this to ensure safe working environments for its employees and to ensure welcoming and easily accessed facilities for the public.

**Stewardship of Natural Environment**

Plan for and manage open space and manmade green space. We do this to provide residents and visitors an opportunity to interact with the natural environment in a variety of ways and provide safe and well cared for active and passive recreational facilities.

**Purchase of Utilities**

Buy water, electricity, and gas. We do this to ensure that water deliveries and wastewater disposal can be made on demand.

**Provide Potable Water**

Distribute potable water that meets drinking standards imposed by the Safe Drinking Water Act to all residences and businesses within the City. Also, ensure an adequate flow of water within the system to meet our fire flow demands. We do this to provide a necessity for life to all of our customers at reasonable costs and to ensure the Fire Department can contain fires.

**Provide Wastewater Collection**

Collect wastewater generated within the City and transport it to a wastewater processing plant in a way that meets the standards imposed by the Clean Water Act. We do this to maintain the health of the community by ensuring that sewage is properly disposed of.

**Operate Storm Drain System**

Maintain a system of storm drains and floodplains at a level that allows property owners to participate in the National Flood Insurance Program. We do this to ensure property within the City is not damaged by stormwater runoff, and to ensure that the San Francisco Bay does not receive pollutants from our storm drain system.

## Sewer Utilities

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **City Council/Commission Support**

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### **Citizen Engagement**

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### **Workforce Development**

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### **Purchase of Utilities**

Buy water, electricity, and gas. We do this to ensure that wastewater disposal can be made on demand.

## **Provide Wastewater Collection**

Collect wastewater generated within the City and transport it to a wastewater processing plant in a way that meets the standards imposed by the Clean Water Act. We do this to maintain the health of the community by ensuring that sewage is properly disposed of.

Major Expenditure Items:

### Administration

- New Items
  - Raingear - \$150
  - Mobile MMS yearly subscription \$300
  - Vehicle Maintenance \$\$2,650
  - ARC GIS License \$1,500
  - GIS Training \$1,500

### Streets

- Major Expenditures
  - Tree Trimming and maintenance \$21,000
  - Monthly traffic signal maintenance \$28,000
  - Sidewalk Repairs \$20,900
  - Emptying trash on Visitacion and citywide, mutt mitts \$38,000
  - Pothole repairs and traffic congestion reduction measures \$32,400 Reimbursable from Measure M
  - Street Light Repair and Maintenance \$15,000
  - Retroreflective sign replacements \$15,000
  - Safe Route to Schools Project \$100,000
  - Supplemental Storm Drain Cleaning \$120,000
  - 2018/19 Replace failing retaining wall on San Bruno Ave. near McLain Ave \$70,000
  - 2018/19 Traffic signal loop detector installations \$20,000
  - Utilities \$41,600
- New Items
  - Mobile MMS yearly subscription \$750
  - 2019/20 Certification – Pavement Management System \$3,000
  - Emergency Pothole Repair \$30,000
  - Deep Root Watering \$10,000

### Building and Grounds

- Major Expenditures
  - HVAC Maintenance (City Hall) \$11,000
  - Non-routine maintenance and repairs \$17,000

- Hazardous material removal \$15,000
- New Items
  - Corp yard surveillance system maintenance \$1,000
  - Mobile MMS yearly subscription \$1,150
  - Fire extinguisher maintenance \$2,000

#### Parks Maintenance

- Major Expenditures
  - Non-routine maintenance repairs \$12,000
  - Contract Maintenance \$15,000
- New Items
  - Tablet data plan \$350
  - Mobile MMS yearly Subscription
  - Dog Park Maintenance \$500
  - Community Garden Maintenance \$200
  - 2018/19 Trash Enclosure for Community Park \$18,000

#### Landscape Maintenance

- Major Expenditures
  - Contract landscape and irrigation maintenance \$75,000
  - Non-routine maintenance (ie. Planting, aerating, slit-seeding etc.) \$44,000
  - Medians and Walkway weeding \$10,400
- New Items
  - Mobile MMS yearly subscription \$200

#### Sierra Point Lighting and Landscaping District

- Major Expenditures
  - Tree Trimming and replacement \$27,000
  - Street Light repair and maintenance \$42,000
  - Landscape beds contract maintenance \$45,000
  - Gopher/pest control \$12,000
  - Contract turf maintenance \$37,000
  - Utilities \$200,000
- New Items
  - Mobile MMS yearly subscription \$200
  - Annual weed abatement \$8,000

#### Water

- Major Expenditures
  - Water main valve replacement \$10,000

- Water billing costs \$15,000
- Water sampling and testing \$35,000
- Utilities \$12,800
- Cost of Water
  - 2018/19 \$795,000
  - 2019/20 \$818,000
- New Items
  - Cla-val annual servicing and maintenance \$2,000
  - Emergency Repairs \$30,000
  - Lead service identification project \$60,000
  - 2018/19 Cla-val staff training \$900

#### Guadalupe Valley Municipal Improvement District

- Major Expenditures
  - Quarterly assessments from the San Francisco Bay Area Water Users Association
    - 2018/19 \$9,750
    - 2019/20 \$10,000
  - Office expenses including utility billings, computer supplies \$23,000
  - Tree trimming removal and replacement \$13,000
  - Traffic Signal maintenance \$15,000
  - Water sampling and testing
    - 2018/19 \$11,000
    - 2019/20 \$12,000
  - Streetlight repair and maintenance \$21,000
  - Utilities \$52,000
  - Water Purchase
    - 2018/19 \$144,000
    - 2019/20 \$148,000
  - Wastewater Treatment
    - 2018/19 \$614,000
    - 2019/20 \$679,000
- New Items
  - Mobile MMS yearly subscription \$1,700
  - Cla-Val annual service and maintenance \$2,000
  - Annual weed abatement \$16,000
  - Emergency Repairs \$20,000
  - Lead Service identification project \$60,000
  - 2018/19 Cla-Val Training \$900

#### National Pollution Discharge Elimination System

- Major Expenditures

- Street Sweeping \$22,000 paid by Measure M funds
- Enhanced Street Sweeping required by RWQCP Permit \$38,000
- New Items
  - Mobile MMS yearly subscriptions \$1,300
  - Auto Truck repairs \$1,900
  - Gas and oil \$3,200
  - Tires and repairs 2,300

#### Wastewater Treatment

- Major Expenditures
  - Infrastructure Maintenance \$13,000
  - Sewer Billing Costs \$15,000
  - Utilities \$20,500
  - Wastewater treatment
    - 2018/19 \$920,000
    - 2019/20 \$1,017,000
- New Items
  - Mobile MMS yearly subscription \$2,100
  - Emergency Repairs \$20,000

#### Emergency Operations

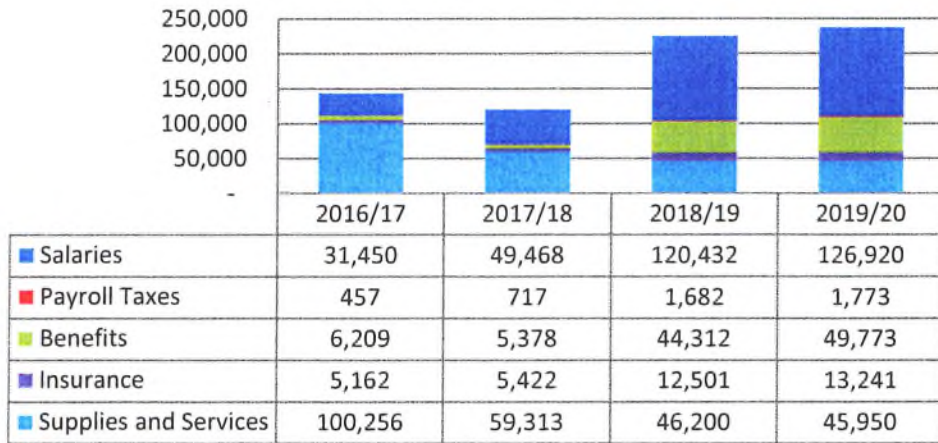
- New Items.
  - Contract services to provide 2 Emergency Operations Center trainings per year \$50,000



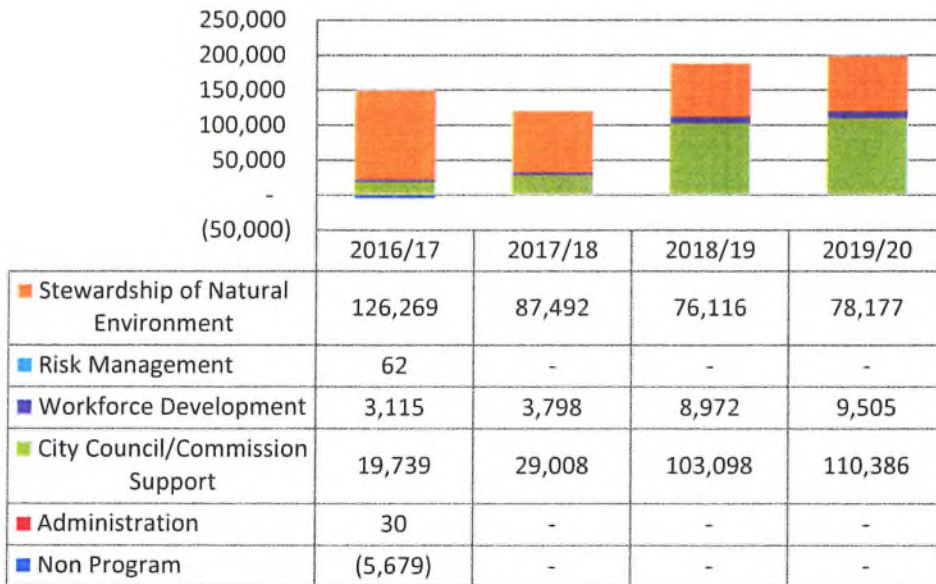
<b>Department/Division: 2112 Open Space and Ecology Administration</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(607)			
Payroll Taxes	(9)			
Benefits	(63)			
Supplies and Services	(5,000)	-	-	-
<b>Non Program Total</b>	<b>(5,679)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>				
Salaries	-			
Payroll Taxes	-			
Benefits	-			
Insurance	-			
Supplies and Services	30	-	-	-
<b>Administration Total</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>City Council/Commission Support</b>				
Salaries	14,450	23,309	68,834	72,543
Payroll Taxes	210	349	961	1,013
Benefits	2,646	2,584	25,657	28,762
Insurance	2,432	2,636	7,145	7,568
Supplies and Services	-	130	500	500
<b>Council/Commission Support Total</b>	<b>19,739</b>	<b>29,008</b>	<b>103,098</b>	<b>110,386</b>
<b>Workforce Development</b>				
Salaries	2,230	2,834	5,024	5,295
Payroll Taxes	32	35	70	74
Benefits	557	278	1,857	2,084
Insurance	296	262	522	552
Supplies and Services	-	390	1,500	1,500
<b>Workforce Development Total</b>	<b>3,115</b>	<b>3,798</b>	<b>8,972</b>	<b>9,505</b>
<b>Risk Management</b>				
Salaries	-			
Payroll Taxes	-			
Benefits	-			
Insurance	-			
Supplies and Services	62	-	-	-
<b>Risk Management Total</b>	<b>62</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Stewardship of Built Environment</b>				
Salaries			24,753	26,087
Payroll Taxes			346	364
Benefits			8,673	9,816
Insurance			2,570	2,722
Supplies and Services			600	600
<b>Stewardship of Built Environment Total</b>	<b>-</b>	<b>-</b>	<b>36,941</b>	<b>39,589</b>

<b>Department/Division: 2112 Open Space and Ecology Administration</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Stewardship of Natural Environment</b>				
Salaries	15,378	23,325	21,820	22,996
Payroll Taxes	223	334	305	321
Benefits	3,069	2,516	8,126	9,111
Insurance	2,434	2,524	2,265	2,399
Supplies and Services	<u>105,165</u>	<u>58,793</u>	<u>43,600</u>	<u>43,350</u>
<b>Stewardship of Natural Environment Total</b>	<b>126,269</b>	<b>87,492</b>	<b>76,116</b>	<b>78,177</b>
<b>Open Space &amp; Ecology Admin Total</b>	<b><u>143,535</u></b>	<b><u>120,298</u></b>	<b><u>225,127</u></b>	<b><u>237,657</u></b>
<b>Open Space &amp; Ecology Admin Consolidated</b>				
Salaries	31,450	49,468	120,432	126,920
Payroll Taxes	457	717	1,682	1,773
Benefits	6,209	5,378	44,312	49,773
Insurance	5,162	5,422	12,501	13,241
Supplies and Services	<u>100,256</u>	<u>59,313</u>	<u>46,200</u>	<u>45,950</u>
<b>Total</b>	<b><u>143,535</u></b>	<b><u>120,298</u></b>	<b><u>225,127</u></b>	<b><u>237,657</u></b>

## Open Space & Ecology Administration Budget by Account Category



## Open Space & Ecology Administration Budget by Program



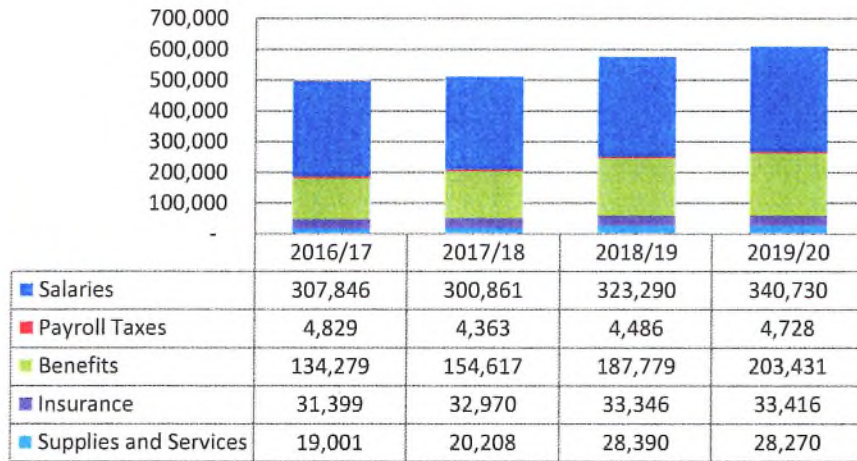
<b>Department/Division: 6001 PW Administration and Engineering</b>		<b>General Fund</b>			
		<b>Fund 100</b>			
		<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
<b>Program and Account Category:</b>		<b>Actual</b>	<b>Approved</b>	<b>Proposed</b>	<b>Proposed</b>
		<b>Expenditure</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Non Program</b>					
Salaries		(3,362)			
Payroll Taxes		(49)			
Benefits		(1,181)			
Supplies and Services		-	-		
<b>Non Program Total</b>		<b>(4,591)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>					
Salaries		71,182	74,592	70,221	74,007
Payroll Taxes		1,390	999	991	1,045
Benefits		27,432	33,560	40,370	43,722
Insurance		7,192	7,551	7,368	7,804
Supplies and Services		10,107	13,826	16,750	17,120
<b>Administration Total</b>		<b>117,303</b>	<b>130,528</b>	<b>135,701</b>	<b>143,698</b>
<b>City Council/Commission Support</b>					
Salaries		21,000	20,917	22,933	24,169
Payroll Taxes		320	311	320	338
Benefits		7,427	9,322	12,284	13,332
Insurance		2,238	2,350	2,381	2,521
Supplies and Services		-	-	-	-
<b>City Council/Commission Support Total</b>		<b>30,985</b>	<b>32,900</b>	<b>37,918</b>	<b>40,360</b>
<b>Citizen Engagement</b>					
Salaries		102,988	97,109	104,758	110,413
Payroll Taxes		1,480	1,443	1,504	1,585
Benefits		48,736	54,915	69,244	74,631
Insurance		10,389	10,909	11,177	11,838
Supplies and Services		1,103	1,000	1,100	1,100
<b>Citizen Engagement Total</b>		<b>164,696</b>	<b>165,377</b>	<b>187,782</b>	<b>199,567</b>
<b>Workforce Development</b>					
Salaries		14,182	14,112	17,222	18,151
Payroll Taxes		207	210	244	257
Benefits		6,347	7,467	10,075	10,938
Insurance		1,510	1,585	1,813	1,603
Supplies and Services		7,211	5,232	7,540	7,000
<b>Workforce Development Total</b>		<b>29,457</b>	<b>28,606</b>	<b>36,894</b>	<b>37,949</b>
<b>Safety</b>					
Salaries		-	-	-	-
Payroll Taxes		-	-	-	-
Benefits		-	-	-	-
Insurance		-	-	-	-
Supplies and Services		115	-	-	-
<b>Safety Total</b>		<b>115</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Department/Division: 6001 PW Administration and Engineering** **General Fund  
Fund 100**

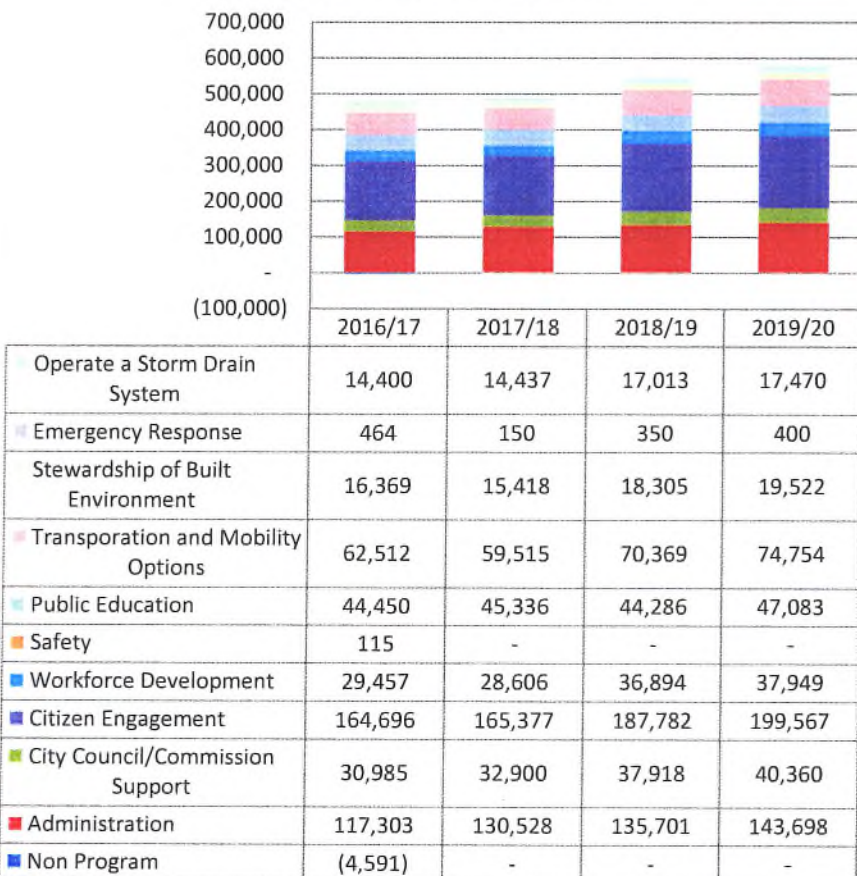
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Public Education</b>				
Salaries	28,570	27,383	29,566	31,161
Payroll Taxes	416	407	311	328
Benefits	12,535	14,470	12,098	13,146
Insurance	2,930	3,076	2,311	2,448
Supplies and Services	-	-	-	-
<b>Public Education Total</b>	<b>44,450</b>	<b>45,336</b>	<b>44,286</b>	<b>47,083</b>
<b>Transporation and Mobility Options</b>				
Salaries	39,667	35,274	39,137	41,250
Payroll Taxes	579	524	563	593
Benefits	18,493	19,754	23,836	25,829
Insurance	3,774	3,963	4,184	4,432
Supplies and Services	-	-	2,650	2,650
<b>Transporation and Mobility Options Total</b>	<b>62,512</b>	<b>59,515</b>	<b>70,369</b>	<b>74,754</b>
<b>Stewardship of Built Environment</b>				
Salaries	10,853	9,607	11,255	11,861
Payroll Taxes	158	143	160	168
Benefits	4,331	4,589	5,705	6,236
Insurance	1,028	1,079	1,186	1,256
Supplies and Services	-	-	-	-
<b>Stewardship of Built Environment Total</b>	<b>16,369</b>	<b>15,418</b>	<b>18,305</b>	<b>19,522</b>
<b>Stewardship of Natural Environment</b>				
Salaries	13,750	13,019	17,836	18,797
Payroll Taxes	199	194	249	263
Benefits	5,851	6,077	8,738	9,624
Insurance	1,393	1,462	1,851	1,089
Supplies and Services	-	-	-	-
<b>Stewardship of Natural Environment Total</b>	<b>21,193</b>	<b>20,751</b>	<b>28,674</b>	<b>29,772</b>
<b>Emergency Response</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	464	150	350	400
<b>Emergency Response Total</b>	<b>464</b>	<b>150</b>	<b>350</b>	<b>400</b>
<b>Operate a Storm Drain System</b>				
Salaries	9,015	8,848	10,362	10,920
Payroll Taxes	130	132	145	153
Benefits	4,309	4,463	5,431	5,971
Insurance	947	994	1,076	425
Supplies and Services	-	-	-	-
<b>Operate a Storm Drain System Total</b>	<b>14,400</b>	<b>14,437</b>	<b>17,013</b>	<b>17,470</b>

<b>Department/Division: 6001 PW Administration and Engineering</b>				<b>General Fund Fund 100</b>	
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>	
<b>6001 PW Administration and Engineering Total</b>	<u><b>497,354</b></u>	<u><b>513,018</b></u>	<u><b>577,292</b></u>	<u><b>610,575</b></u>	
<b>6001 PW Administration and Engineering Consolidated</b>					
Salaries	307,846	300,861	323,290	340,730	
Payroll Taxes	4,829	4,363	4,486	4,728	
Benefits	134,279	154,617	187,779	203,431	
Insurance	31,399	32,970	33,346	33,416	
Supplies and Services	<u>19,001</u>	<u>20,208</u>	<u>28,390</u>	<u>28,270</u>	
<b>Total</b>	<u><b>497,354</b></u>	<u><b>513,018</b></u>	<u><b>577,292</b></u>	<u><b>610,575</b></u>	

## PW Administration & Engineering Budget by Account Category



## PW Administration & Engineering Budget by Program

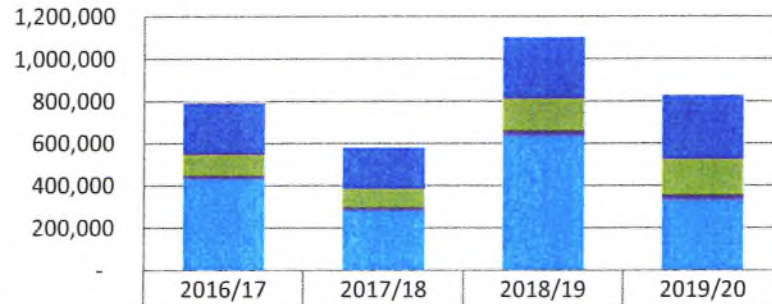


<b>Department/Division: 6005 PW Streets and Storm Drains</b>				<b>General Fund</b>	
				<b>Fund 100</b>	
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>	
<b>Non Program</b>					
Salaries	(2,079)	8,487	4,000	4,000	
Payroll Taxes	(43)				
Benefits	(514)				
Supplies and Services	32,836	-	-	-	
<b>Non Program Total</b>	<b>30,200</b>	<b>8,487</b>	<b>4,000</b>	<b>4,000</b>	
<b>Administration</b>					
Salaries	39,583	36,563	33,884	35,711	
Payroll Taxes	587	530	478	504	
Benefits	15,165	15,166	16,530	18,214	
Insurance	3,816	4,007	3,551	2,968	
Supplies and Services	1,404	1,717	1,145	1,145	
<b>Administration Total</b>	<b>60,554</b>	<b>57,982</b>	<b>55,589</b>	<b>58,542</b>	
<b>City Council/Commission Support</b>					
Salaries	9,896	9,141	13,495	14,223	
Payroll Taxes	143	133	190	200	
Benefits	3,528	3,791	6,176	6,816	
Insurance	954	1,001	1,411	1,336	
Supplies and Services	-	-	-	-	
<b>City Council/Commission Support Total</b>	<b>14,521</b>	<b>14,065</b>	<b>21,272</b>	<b>22,575</b>	
<b>Citizen Engagement</b>					
Salaries	15,802	10,058	22,806	24,036	
Payroll Taxes	231	146	323	341	
Benefits	5,439	4,185	11,509	12,655	
Insurance	1,050	1,102	2,401	2,226	
Supplies and Services	2,268	1,500	-	-	
<b>Citizen Engagement Total</b>	<b>24,789</b>	<b>16,991</b>	<b>37,040</b>	<b>39,258</b>	
<b>Workforce Development</b>					
Salaries	10,006	7,737	12,829	13,501	
Payroll Taxes	146	112	181	190	
Benefits	4,126	3,642	6,661	7,423	
Insurance	807	848	1,342	1,181	
Supplies and Services	330	761	720	990	
<b>Workforce Development Total</b>	<b>15,415</b>	<b>13,100</b>	<b>21,733</b>	<b>23,286</b>	
<b>Transporation and Mobility Options</b>					
Salaries	82,676	81,666	133,485	140,311	
Payroll Taxes	1,203	1,184	1,896	1,993	
Benefits	40,382	41,883	72,870	82,122	
Insurance	8,523	8,949	14,093	14,331	
Supplies and Services	950	950	-	-	
<b>Transporation and Mobility Options Total</b>	<b>133,734</b>	<b>134,633</b>	<b>222,344</b>	<b>238,757</b>	



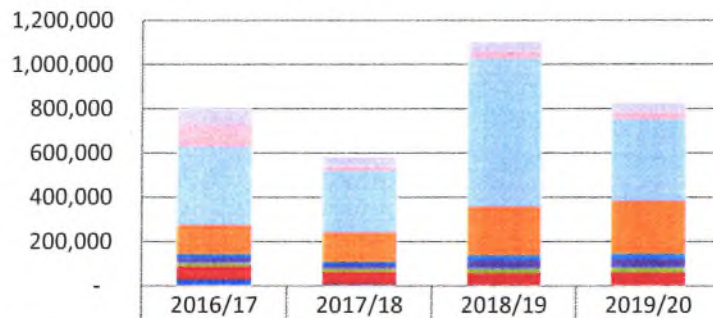
<b>Department/Division: 6005 PW Streets and Storm Drains</b>				<b>General Fund</b>	
				<b>Fund 100</b>	
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>	
<b>Stewardship of Built Environment</b>					
Salaries	49,568	27,440	52,130	54,844	
Payroll Taxes	727	398	742	780	
Benefits	19,380	13,313	28,798	32,104	
Insurance	2,864	3,007	5,514	5,830	
Supplies and Services	278,507	231,913	579,125	272,685	
Capital Expenditures	1,025	-	-	-	
<b>Stewardship of Built Environment Total</b>	<b>352,071</b>	<b>276,071</b>	<b>666,309</b>	<b>366,243</b>	
<b>Stewardship of Natural Environment</b>					
Salaries	33,210	11,204	12,901	13,596	
Payroll Taxes	489	162	180	190	
Benefits	11,199	4,597	6,998	7,588	
Insurance	1,169	1,228	1,339	1,418	
Supplies and Services	56,787	-	10,000	11,040	
<b>Stewardship of Natural Environment Total</b>	<b>102,855</b>	<b>17,191</b>	<b>31,419</b>	<b>33,832</b>	
<b>Emergency Response</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	277	1,352	750	800	
<b>Emergency Response Total</b>	<b>277</b>	<b>1,352</b>	<b>750</b>	<b>800</b>	
<b>Purchase of Utilities</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	57,255	41,616	41,600	41,600	
<b>Purchase of Utilities Total</b>	<b>57,255</b>	<b>41,616</b>	<b>41,600</b>	<b>41,600</b>	
<b>6005 PW Streets and Storm Drains Total</b>	<b>791,671</b>	<b>581,488</b>	<b>1,102,055</b>	<b>828,893</b>	
<b>6005 PW Streets and Storm Drains Consolidated</b>					
Salaries	238,661	192,297	285,531	300,222	
Payroll Taxes	3,482	2,665	3,989	4,197	
Benefits	98,705	86,576	149,543	166,923	
Insurance	19,183	20,142	29,652	29,291	
Supplies and Services	430,615	279,808	633,340	328,260	
Capital Expenditures	1,025	-	-	-	
<b>Total</b>	<b>791,671</b>	<b>581,488</b>	<b>1,102,055</b>	<b>828,893</b>	

## PW Streets & Storm Drains Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Capital Expenditures	1,025	-	-	-
Salaries	238,661	192,297	285,531	300,222
Payroll Taxes	3,482	2,665	3,989	4,197
Benefits	98,705	86,576	149,543	166,923
Insurance	19,183	20,142	29,652	29,291
Supplies and Services	430,615	279,808	633,340	328,260

## PW Streets & Storm Drains Budget by Program

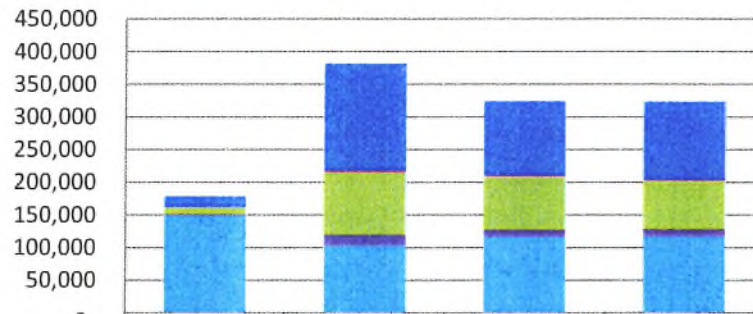


	2016/17	2017/18	2018/19	2019/20
Purchase of Utilities	57,255	41,616	41,600	41,600
Emergency Response	277	1,352	750	800
Stewardship of Natural Environment	102,855	17,191	31,419	33,832
Stewardship of Built Environment	352,071	276,071	666,309	366,243
Transportation and Mobility Options	133,734	134,633	222,344	238,757
Workforce Development	15,415	13,100	21,733	23,286
Citizen Engagement	24,789	16,991	37,040	39,258
City Council/Commission Support	14,521	14,065	21,272	22,575
Administration	60,554	57,982	55,589	58,542
Non Program	30,200	8,487	4,000	4,000

<b>Department/Division: 6010 Building and Grounds</b>		<b>General Fund</b>			
		<b>Fund 100</b>			
<b>Program and Account Category:</b>		<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
		<b>Actual</b>	<b>Approved</b>	<b>Proposed</b>	<b>Proposed</b>
		<b>Expenditure</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Non Program</b>					
Salaries	(676)	6,365	6,000	6,000	
Payroll Taxes	(10)				
Benefits	(306)				
Supplies and Services	6	-	-	-	
<b>Non Program Total</b>	<b>(986)</b>	<b>6,365</b>	<b>6,000</b>	<b>6,000</b>	
<b>Administration</b>					
Salaries	3,532	31,467	4,004	4,220	
Payroll Taxes	53	456	56	59	
Benefits	2,231	18,448	2,798	2,992	
Insurance	383	3,449	416	440	
Supplies and Services	1,384	1,798	1,995	1,995	
<b>Administration Total</b>	<b>7,583</b>	<b>55,619</b>	<b>9,269</b>	<b>9,706</b>	
<b>City Council/Commission Support</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	697	-	-	
Insurance	-	-	-	-	
Supplies and Services	-	-	-	-	
<b>City Council/Commission Support Total</b>	<b>-</b>	<b>697</b>	<b>-</b>	<b>-</b>	
<b>Citizen Engagement</b>					
Salaries	1,766	15,734	2,002	2,110	
Payroll Taxes	26	228	28	29	
Benefits	1,056	9,224	1,399	1,496	
Insurance	192	1,724	208	220	
Supplies and Services	-	-	-	-	
<b>Citizen Engagement Total</b>	<b>3,040</b>	<b>26,910</b>	<b>3,637</b>	<b>3,855</b>	
<b>Workforce Development</b>					
Salaries	883	7,867	1,001	1,055	
Payroll Taxes	13	114	14	15	
Benefits	528	4,958	700	748	
Insurance	96	862	104	110	
Supplies and Services	710	1,468	510	510	
<b>Workforce Development Total</b>	<b>2,229</b>	<b>15,269</b>	<b>2,329</b>	<b>2,438</b>	
<b>Public Education</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	173	-	-	
Insurance	-	-	-	-	
Supplies and Services	-	-	-	-	
<b>Public Education Total</b>	<b>-</b>	<b>173</b>	<b>-</b>	<b>-</b>	

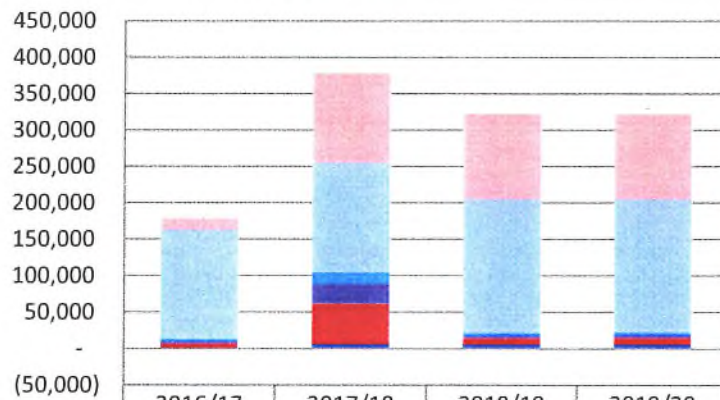
<b>Department/Division: 6010 Building and Grounds</b>		<b>General Fund</b>		
		<b>Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Stewardship of Built Environment</b>				
Salaries	5,298	47,201	49,826	52,517
Payroll Taxes	77	684	719	758
Benefits	3,168	27,672	37,892	34,017
Insurance	574	5,173	5,346	5,663
Supplies and Services	<u>141,217</u>	<u>70,094</u>	<u>90,825</u>	<u>90,825</u>
<b>Stewardship of Built Environment Total</b>	<b>150,335</b>	<b>150,825</b>	<b>184,609</b>	<b>183,779</b>
<b>Stewardship of Natural Environment</b>				
Salaries	6,181	55,068	50,827	53,572
Payroll Taxes	90	798	733	773
Benefits	3,697	33,327	38,592	34,765
Insurance	670	6,035	5,450	5,773
Supplies and Services	<u>5,593</u>	<u>27,424</u>	<u>21,750</u>	<u>21,750</u>
<b>Stewardship of Natural Environment Total</b>	<b>16,231</b>	<b>122,653</b>	<b>117,352</b>	<b>116,632</b>
<b>Emergency Response</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	1,216	-	-
Insurance	-	-	-	-
Supplies and Services	<u>1,436</u>	<u>2,496</u>	<u>1,700</u>	<u>1,800</u>
<b>Emergency Response Total</b>	<b>1,436</b>	<b>3,712</b>	<b>1,700</b>	<b>1,800</b>
<b>Building and Grounds Total</b>	<b><u>179,867</u></b>	<b><u>382,223</u></b>	<b><u>324,896</u></b>	<b><u>324,210</u></b>
<b>Building and Grounds Consolidated</b>				
Salaries	16,983	163,702	113,660	119,473
Payroll Taxes	249	2,281	1,550	1,634
Benefits	10,374	95,716	81,381	74,017
Insurance	1,915	17,244	11,524	12,206
Supplies and Services	<u>150,345</u>	<u>103,280</u>	<u>116,780</u>	<u>116,880</u>
<b>Total</b>	<b><u>179,867</u></b>	<b><u>382,223</u></b>	<b><u>324,896</u></b>	<b><u>324,210</u></b>

## Building & Grounds Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	16,983	163,702	113,660	119,473
Payroll Taxes	249	2,281	1,550	1,634
Benefits	10,374	95,716	81,381	74,017
Insurance	1,915	17,244	11,524	12,206
Supplies and Services	150,345	103,280	116,780	116,880

## Building & Grounds Budget by Program

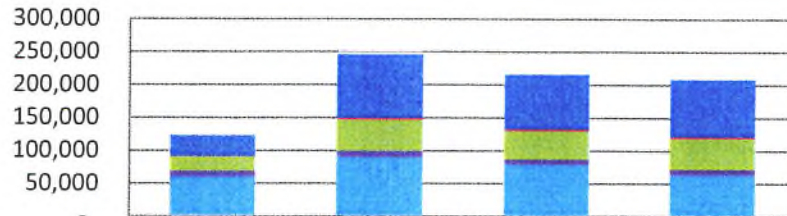


	2016/17	2017/18	2018/19	2019/20
Emergency Response	1,436	3,712	1,700	1,800
Stewardship of Natural Environment	16,231	122,653	117,352	116,632
Stewardship of Built Environment	150,335	150,825	184,609	183,779
Public Education	-	173	-	-
Workforce Development	2,229	15,269	2,329	2,438
Citizen Engagement	3,040	26,910	3,637	3,855
City Council/Commission Support	-	697	-	-
Administration	7,583	55,619	9,269	9,706
Non Program	(986)	6,365	6,000	6,000

<b>Department/Division: 6015 Park Maintenance</b>		<b>General Fund</b>			
		<b>Fund 100</b>			
		2016/17	2017/18	2018/19	2019/20
<b>Program and Account Category:</b>		<b>Actual</b>	<b>Approved</b>	<b>Proposed</b>	<b>Proposed</b>
		<b>Expenditure</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Non Program</b>					
Salaries		(1,128)			
Payroll Taxes		(11)			
Benefits		(228)			
Supplies and Services		-	-		
<b>Non Program Total</b>		<b>(1,367)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>					
Salaries		1,766	1,835	2,002	2,110
Payroll Taxes		30	27	28	29
Benefits		1,353	772	1,399	1,496
Insurance		192	201	208	220
Supplies and Services		-	-	750	750
<b>Administration Total</b>		<b>3,340</b>	<b>2,834</b>	<b>4,387</b>	<b>4,605</b>
<b>Citizen Engagement</b>					
Salaries		3,236	7,867	6,737	7,101
Payroll Taxes		48	114	97	102
Benefits		2,209	4,721	4,332	4,718
Insurance		821	862	722	765
Supplies and Services		-	-	-	-
<b>Citizen Engagement Total</b>		<b>6,313</b>	<b>13,564</b>	<b>11,888</b>	<b>12,686</b>
<b>Workforce Development</b>					
Salaries		1,820	3,697	3,295	3,473
Payroll Taxes		27	54	47	50
Benefits		1,199	2,120	2,152	2,336
Insurance		386	405	351	372
Supplies and Services		53	400	408	408
<b>Workforce Development Total</b>		<b>3,485</b>	<b>6,676</b>	<b>6,254</b>	<b>6,639</b>
<b>Stewardship of Built Environment</b>					
Salaries		12,754	41,538	35,444	37,327
Payroll Taxes		189	1,154	994	1,046
Benefits		8,809	19,797	17,716	19,317
Insurance		4,335	4,552	3,808	4,030
Supplies and Services		52,681	75,012	62,280	46,280
<b>Stewardship of Built Environment Total</b>		<b>78,767</b>	<b>142,053</b>	<b>120,243</b>	<b>108,000</b>
<b>Stewardship of Natural Environment</b>					
Salaries		12,754	41,538	35,444	37,327
Payroll Taxes		189	1,154	994	1,046
Benefits		8,809	19,797	17,716	19,317
Insurance		4,335	4,552	3,808	4,030
Supplies and Services		5,893	13,524	14,510	14,510
<b>Stewardship of Natural Environment Total</b>		<b>31,980</b>	<b>80,565</b>	<b>72,473</b>	<b>76,230</b>

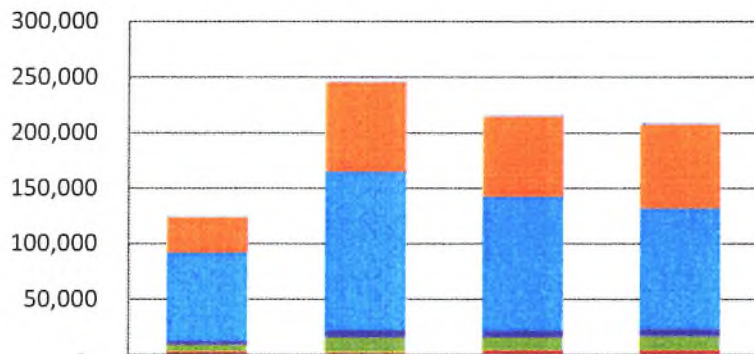
Department/Division: 6015 Park Maintenance				General Fund
				Fund 100
	2016/17	2017/18	2018/19	2019/20
	Actual	Approved	Proposed	Proposed
Program and Account Category:	Expenditure	Budget	Budget	Budget
<b>Emergency Response</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	1,317	1,248	1,350	1,450
<b>Emergency Response Total</b>	<b>1,317</b>	<b>1,248</b>	<b>1,350</b>	<b>1,450</b>
<b>Park Maintenance Total</b>	<b>123,836</b>	<b>246,941</b>	<b>216,595</b>	<b>209,611</b>
<b>Park Maintenance Consolidated</b>				
Salaries	31,201	96,475	82,922	87,338
Payroll Taxes	471	2,503	2,161	2,273
Benefits	22,151	47,207	43,316	47,184
Insurance	10,069	10,572	8,898	9,417
Supplies and Services	59,944	90,183	79,298	63,398
<b>Total</b>	<b>123,836</b>	<b>246,941</b>	<b>216,595</b>	<b>209,611</b>

### Park Maintenance Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	31,201	96,475	82,922	87,338
Payroll Taxes	471	2,503	2,161	2,273
Benefits	22,151	47,207	43,316	47,184
Insurance	10,069	10,572	8,898	9,417
Supplies and Services	59,944	90,183	79,298	63,398

### Park Maintenance Budget by Program



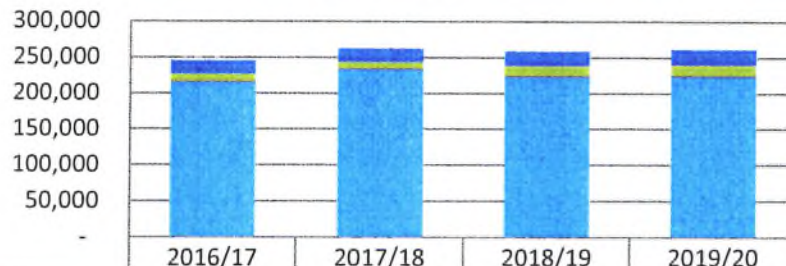
	2016/17	2017/18	2018/19	2019/20
Emergency Response	1,317	1,248	1,350	1,450
Stewardship of Natural Environment	31,980	80,565	72,473	76,230
Stewardship of Built Environment	78,767	142,053	120,243	108,000
Workforce Development	3,485	6,676	6,254	6,639
Citizen Engagement	6,313	13,564	11,888	12,686
Administration	3,340	2,834	4,387	4,605
Non Program	(1,367)	-	-	-



<b>Department/Division: 6020 Landscape Maintenance</b>		<b>General Fund</b>		
		<b>Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Supplies and Services	-	-	-	-
<b>Non Program Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>				
Salaries	3,532	3,669	4,004	4,220
Payroll Taxes	53	53	56	59
Benefits	2,230	1,760	2,798	2,992
Insurance	383	402	416	440
Supplies and Services	95	260	125	125
<b>Administration Total</b>	<b>6,293</b>	<b>6,145</b>	<b>7,399</b>	<b>7,836</b>
<b>Citizen Engagement</b>				
Salaries	1,766	1,835	2,002	2,110
Payroll Taxes	26	27	28	29
Benefits	1,056	880	1,399	1,496
Insurance	192	201	208	220
Supplies and Services	-	-	-	-
<b>Citizen Engagement Total</b>	<b>3,040</b>	<b>2,942</b>	<b>3,637</b>	<b>3,855</b>
<b>Workforce Development</b>				
Salaries	1,766	1,835	2,002	2,110
Payroll Taxes	26	27	28	29
Benefits	1,056	880	1,399	1,496
Insurance	192	201	208	220
Supplies and Services	-	-	-	-
<b>Workforce Development Total</b>	<b>3,040</b>	<b>2,942</b>	<b>3,637</b>	<b>3,855</b>
<b>Public Education</b>				
Salaries	1,766	1,835	2,002	2,110
Payroll Taxes	26	27	28	29
Benefits	1,056	880	1,399	1,496
Insurance	192	201	208	220
Supplies and Services	9	-	-	-
<b>Public Education Total</b>	<b>3,049</b>	<b>2,942</b>	<b>3,637</b>	<b>3,855</b>
<b>Stewardship of Built Environment</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	125	260	250	250
<b>Stewardship of Built Environment Total</b>	<b>125</b>	<b>260</b>	<b>250</b>	<b>250</b>

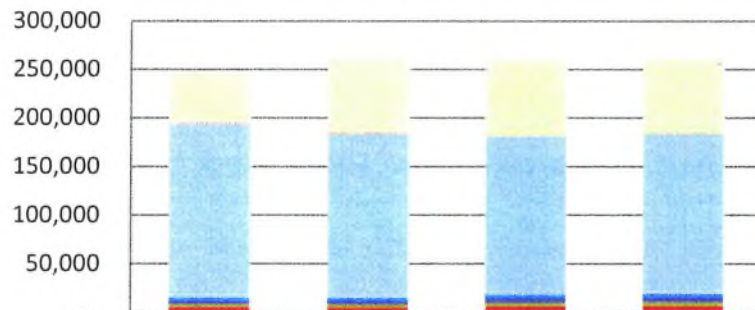
<b>Department/Division: 6020 Landscape Maintenance</b>		<b>General Fund</b>		
		<b>Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Stewardship of Natural Environment</b>				
Salaries	8,830	9,174	10,011	10,550
Payroll Taxes	129	133	140	147
Benefits	5,281	4,399	6,996	7,479
Insurance	957	1,005	1,039	1,101
Supplies and Services	<u>162,686</u>	<u>153,458</u>	<u>144,275</u>	<u>144,775</u>
<b>Stewardship of Natural Environment Total</b>	<b><u>177,884</u></b>	<b><u>168,169</u></b>	<b><u>162,461</u></b>	<b><u>164,052</u></b>
<b>Emergency Response</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	<u>1,163</u>	<u>1,248</u>	<u>350</u>	<u>350</u>
<b>Emergency Response Total</b>	<b><u>1,163</u></b>	<b><u>1,248</u></b>	<b><u>350</u></b>	<b><u>350</u></b>
<b>Purchase of Utilities</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	<u>51,214</u>	<u>78,030</u>	<u>78,000</u>	<u>78,000</u>
<b>Purchase of Utilities Total</b>	<b><u>51,214</u></b>	<b><u>78,030</u></b>	<b><u>78,000</u></b>	<b><u>78,000</u></b>
<b>6020 Landscape Maintenance Total</b>	<b><u>245,807</u></b>	<b><u>262,679</u></b>	<b><u>259,371</u></b>	<b><u>262,054</u></b>
<b>6020 Landscape Maintenance Consolidated</b>				
Salaries	17,659	18,347	20,021	21,100
Payroll Taxes	259	266	280	295
Benefits	10,680	8,799	13,992	14,958
Insurance	1,915	2,011	2,078	2,201
Supplies and Services	<u>215,293</u>	<u>233,256</u>	<u>223,000</u>	<u>223,500</u>
<b>Total</b>	<b><u>245,807</u></b>	<b><u>262,679</u></b>	<b><u>259,371</u></b>	<b><u>262,054</u></b>

## Landscape Maintenance Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	17,659	18,347	20,021	21,100
Payroll Taxes	259	266	280	295
Benefits	10,680	8,799	13,992	14,958
Insurance	1,915	2,011	2,078	2,201
Supplies and Services	215,293	233,256	223,000	223,500

## Landscape Maintenance Budget by Program

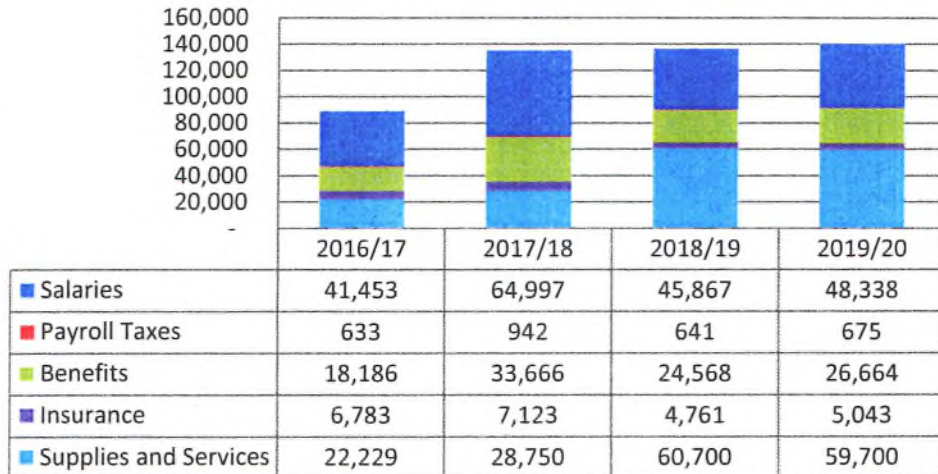


	2016/17	2017/18	2018/19	2019/20
Purchase of Utilities	51,214	78,030	78,000	78,000
Emergency Response	1,163	1,248	350	350
Stewardship of Natural Environment	177,884	168,169	162,461	164,052
Stewardship of Built Environment	125	260	250	250
Public Education	3,049	2,942	3,637	3,855
Workforce Development	3,040	2,942	3,637	3,855
Citizen Engagement	3,040	2,942	3,637	3,855
Administration	6,293	6,145	7,399	7,836
Non Program	-	-	-	-

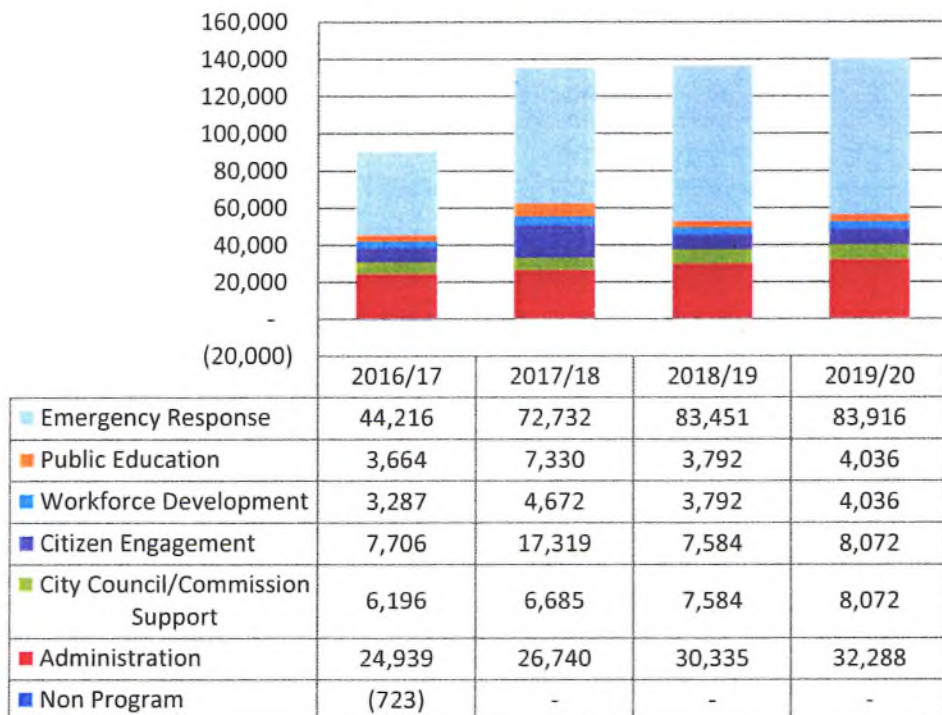
Department/Division: 6300 Emergency Operations Center			General Fund Fund 100	
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>				
Salaries	(547)			
Payroll Taxes	(8)			
Benefits	(168)			
Supplies and Services	-	-	-	-
<b>Non Program Total</b>	<b>(723)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>				
Salaries	16,800	17,154	18,347	19,335
Payroll Taxes	258	249	256	270
Benefits	6,091	7,458	9,827	10,666
Insurance	1,790	1,880	1,904	2,017
Supplies and Services	-	-	-	-
<b>Administration Total</b>	<b>24,939</b>	<b>26,740</b>	<b>30,335</b>	<b>32,288</b>
<b>City Council/Commission Support</b>				
Salaries	4,200	4,289	4,587	4,834
Payroll Taxes	64	62	64	68
Benefits	1,485	1,864	2,457	2,666
Insurance	448	470	476	504
Supplies and Services	-	-	-	-
<b>City Council/Commission Support Total</b>	<b>6,196</b>	<b>6,685</b>	<b>7,584</b>	<b>8,072</b>
<b>Citizen Engagement</b>				
Salaries	4,200	10,185	4,587	4,834
Payroll Taxes	64	148	64	68
Benefits	2,379	5,870	2,457	2,666
Insurance	1,063	1,116	476	504
Supplies and Services	-	-	-	-
<b>Citizen Engagement Total</b>	<b>7,706</b>	<b>17,319</b>	<b>7,584</b>	<b>8,072</b>
<b>Workforce Development</b>				
Salaries	2,100	2,881	2,293	2,417
Payroll Taxes	32	42	32	34
Benefits	854	1,433	1,228	1,333
Insurance	301	316	238	252
Supplies and Services	-	-	-	-
<b>Workforce Development Total</b>	<b>3,287</b>	<b>4,672</b>	<b>3,792</b>	<b>4,036</b>
<b>Public Education</b>				
Salaries	2,100	4,355	2,293	2,417
Payroll Taxes	32	63	32	34
Benefits	1,078	2,434	1,228	1,333
Insurance	455	477	238	252
Supplies and Services	-	-	-	-
<b>Public Education Total</b>	<b>3,664</b>	<b>7,330</b>	<b>3,792</b>	<b>4,036</b>

<b>Department/Division: 6300 Emergency Operations Center</b>				<b>General Fund Fund 100</b>	
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>	
<b>Emergency Response</b>					
Salaries	12,600	26,133	13,760	14,501	
Payroll Taxes	192	379	192	203	
Benefits	6,467	14,607	7,370	7,999	
Insurance	2,727	2,864	1,428	1,513	
Supplies and Services	<u>22,229</u>	<u>28,750</u>	<u>60,700</u>	<u>59,700</u>	
<b>Emergency Response Total</b>	<b>44,216</b>	<b>72,732</b>	<b>83,451</b>	<b>83,916</b>	
<b>Emergency Operations Center Total</b>	<b><u>89,285</u></b>	<b><u>135,478</u></b>	<b><u>136,536</u></b>	<b><u>140,420</u></b>	
<b>Emergency Operations Center Consolidated</b>					
Salaries	41,453	64,997	45,867	48,338	
Payroll Taxes	633	942	641	675	
Benefits	18,186	33,666	24,568	26,664	
Insurance	6,783	7,123	4,761	5,043	
Supplies and Services	<u>22,229</u>	<u>28,750</u>	<u>60,700</u>	<u>59,700</u>	
<b>Total</b>	<b><u>89,285</u></b>	<b><u>135,478</u></b>	<b><u>136,536</u></b>	<b><u>140,420</u></b>	

## PW Emergency Operations Center Budget by Account Category



## PW Emergency Operations Center Budget by Program



**Department/Division: 6035 District Landscape and Lighting** **SPLLD FUND**  
**Fund 210**

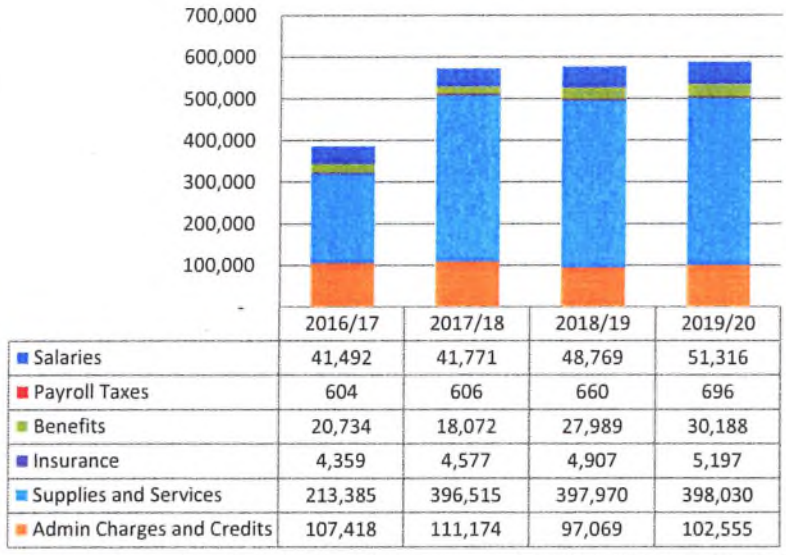
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>				
Salaries	(784)		1,500	1,500
Payroll Taxes	(12)			
Benefits	(300)			
Supplies and Services	-			
Admin Charges and Credits	107,418	111,174	97,069	102,555
<b>Non Program Total</b>	<b>106,323</b>	<b>111,174</b>	<b>98,569</b>	<b>104,055</b>
<b>Administration</b>				
Salaries	8,963	8,452	9,898	10,431
Payroll Taxes	131	123	138	146
Benefits	3,688	3,562	4,899	5,344
Insurance	882	926	1,027	1,088
Supplies and Services	1,360	3,200	3,250	3,250
<b>Administration Total</b>	<b>15,024</b>	<b>16,263</b>	<b>19,213</b>	<b>20,259</b>
<b>City Council/Commission Support</b>				
Salaries	3,157	2,850	3,447	3,633
Payroll Taxes	46	41	48	51
Benefits	1,028	1,170	1,400	1,550
Insurance	297	312	358	379
Supplies and Services	-	-	-	-
<b>City Council/Commission Support Total</b>	<b>4,528</b>	<b>4,373</b>	<b>5,254</b>	<b>5,613</b>
<b>Workforce Development</b>				
Salaries	2,462	2,342	2,725	2,872
Payroll Taxes	36	34	38	40
Benefits	1,042	992	1,400	1,523
Insurance	244	257	283	300
Supplies and Services	115	225	520	250
<b>Workforce Development Total</b>	<b>3,898</b>	<b>3,850</b>	<b>4,965</b>	<b>4,984</b>
<b>Stewardship of Built Environment</b>				
Salaries	14,636	14,776	16,461	17,348
Payroll Taxes	213	214	230	242
Benefits	7,893	6,467	10,495	11,273
Insurance	1,542	1,619	1,709	1,810
Supplies and Services	4,673	15,550	42,700	42,850
<b>Stewardship of Built Environment Total</b>	<b>28,957</b>	<b>38,626</b>	<b>71,595</b>	<b>73,523</b>
<b>Stewardship of Natural Environment</b>				
Salaries	13,058	13,351	14,738	15,532
Payroll Taxes	190	194	206	217
Benefits	7,383	5,882	9,795	10,498
Insurance	1,393	1,463	1,530	1,620
Supplies and Services	116,527	146,540	151,200	151,350
<b>Stewardship of Natural Environment Total</b>	<b>138,551</b>	<b>167,429</b>	<b>177,468</b>	<b>179,217</b>

<b>Department/Division: 6035 District Landscape and Lighting</b>	<b>SPLLD FUND</b>
	<b>Fund 210</b>

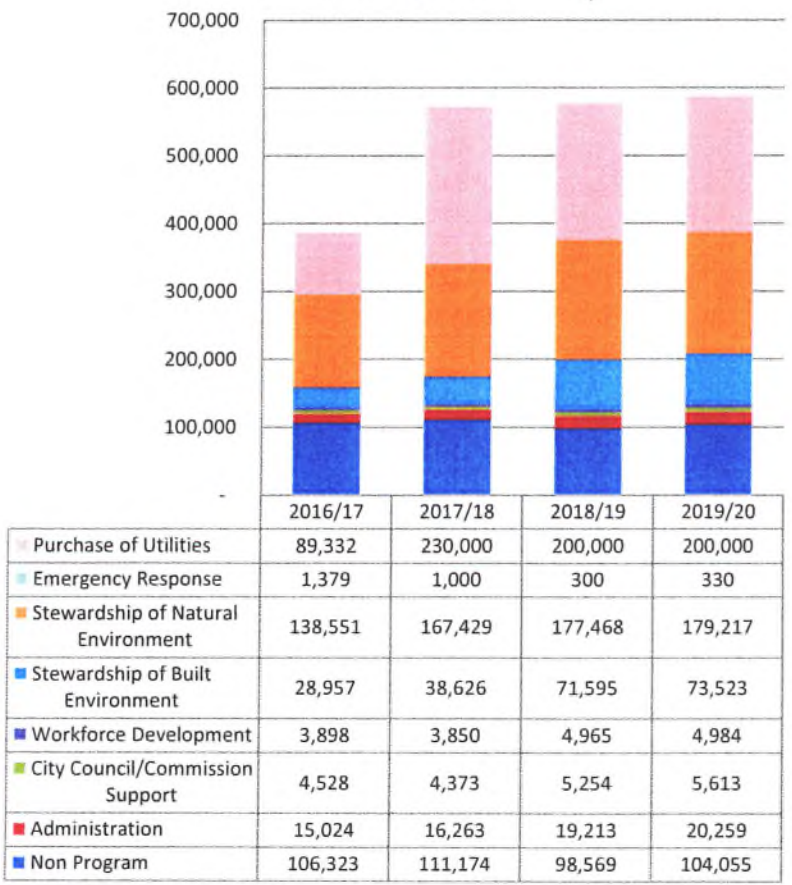
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Emergency Response</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	<u>1,379</u>	<u>1,000</u>	<u>300</u>	<u>330</u>
<b>Emergency Response Total</b>	<b><u>1,379</u></b>	<b><u>1,000</u></b>	<b><u>300</u></b>	<b><u>330</u></b>
<b>Purchase of Utilities</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	<u>89,332</u>	<u>230,000</u>	<u>200,000</u>	<u>200,000</u>
<b>Purchase of Utilities Total</b>	<b><u>89,332</u></b>	<b><u>230,000</u></b>	<b><u>200,000</u></b>	<b><u>200,000</u></b>
<b>District Landscape and Lighting Total</b>	<b><u>387,993</u></b>	<b><u>572,715</u></b>	<b><u>577,364</u></b>	<b><u>587,982</u></b>
<b>District Landscape and Lighting Consolidated</b>				
Salaries	41,492	41,771	48,769	51,316
Payroll Taxes	604	606	660	696
Benefits	20,734	18,072	27,989	30,188
Insurance	4,359	4,577	4,907	5,197
Supplies and Services	213,385	396,515	397,970	398,030
Admin Charges and Credits	<u>107,418</u>	<u>111,174</u>	<u>97,069</u>	<u>102,555</u>
<b>Total</b>	<b><u>387,993</u></b>	<b><u>572,715</u></b>	<b><u>577,364</u></b>	<b><u>587,982</u></b>



### Landscape & Lighting District by Account Category



### Landscape & Lighting District by Program



**Department/Division: 6140 Nat. Pollution Discharge Elimin. System** **NPDES Fund**  
**Fund 220**

Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>				
Salaries	(1,115)			
Payroll Taxes	(16)			
Benefits	(389)			
Supplies and Services	49,484	-		
Admin Charges and Credits	99,183	96,388	95,682	103,701
<b>Non Program Total</b>	<b>147,147</b>	<b>96,388</b>	<b>95,682</b>	<b>103,701</b>
<b>Administration</b>				
Salaries	28,820	29,248	35,604	37,705
Payroll Taxes	435	424	499	529
Benefits	12,131	13,032	19,595	21,479
Insurance	3,052	3,205	3,710	2,997
Supplies and Services	10,069	1,550	775	775
<b>Administration Total</b>	<b>54,506</b>	<b>47,460</b>	<b>60,183</b>	<b>63,485</b>
<b>City Council/Commission Support</b>				
Salaries	4,200	4,289	4,587	4,834
Payroll Taxes	64	62	64	68
Benefits	1,485	1,797	2,457	2,666
Insurance	448	470	476	504
Supplies and Services	-	-	-	-
<b>City Council/Commission Support Total</b>	<b>6,196</b>	<b>6,618</b>	<b>7,584</b>	<b>8,072</b>
<b>Citizen Engagement</b>				
Salaries	23,248	24,551	26,291	27,861
Payroll Taxes	342	356	376	398
Benefits	11,085	13,177	16,295	17,769
Insurance	2,562	2,690	2,793	2,578
Supplies and Services	-	-	-	-
<b>Citizen Engagement Total</b>	<b>37,237</b>	<b>40,775</b>	<b>45,754</b>	<b>48,606</b>
<b>Workforce Development</b>				
Salaries	6,373	7,708	7,923	8,411
Payroll Taxes	94	112	112	119
Benefits	3,060	4,037	4,730	5,179
Insurance	804	845	836	733
Supplies and Services	-	1,415	1,400	1,400
<b>Workforce Development Total</b>	<b>10,332</b>	<b>14,117</b>	<b>15,001</b>	<b>15,842</b>
<b>Public Education</b>				
Salaries	20,726	19,627	23,997	25,444
Payroll Taxes	303	285	344	364
Benefits	9,960	10,452	15,067	16,435
Insurance	2,048	2,151	2,554	2,326
Supplies and Services	9	6,000	6,000	6,000
<b>Public Education Total</b>	<b>33,046</b>	<b>38,515</b>	<b>47,962</b>	<b>50,570</b>

**Department/Division: 6140 Nat. Pollution Discharge Elimin. System** **NPDES Fund**  
**Fund 220**

	2016/17	2017/18	2018/19	2019/20
Program and Account Category:	Actual	Approved	Proposed	Proposed
	Expenditure	Budget	Budget	Budget

**Transporation & Mobility Options**

Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	27,632	22,000	22,000	22,000

**Transporation & Mobility Options Total** **27,632** **22,000** **22,000** **22,000**

**Stewardship of Natural Environment**

Salaries	31,663	81,381	47,544	51,355
Payroll Taxes	466	1,180	678	732
Benefits	19,817	48,752	30,254	33,678
Insurance	8,493	8,918	5,037	4,439
Supplies and Services	-	-	-	-

**Stewardship of Natural Environment Total** **60,438** **140,231** **83,513** **90,204**

**Operate a Storm Drain System**

Salaries	31,663	81,381	47,544	51,355
Payroll Taxes	465	1,180	678	732
Benefits	19,818	48,752	30,254	33,678
Insurance	8,493	8,918	5,037	4,439
Supplies and Services	42,986	55,150	63,875	61,575

**Operate a Storm Drain System Total** **103,425** **195,381** **147,388** **151,779**

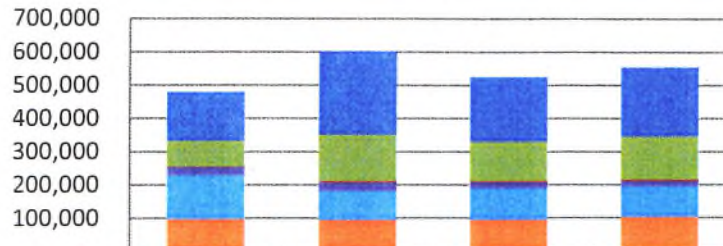
**Nat. Pollution Discharge Elimin. System Total** **479,960** **601,485** **525,068** **554,259**

**Nat. Pollution Discharge Elimin. System Consolidated**

Salaries	145,577	248,185	193,490	206,965
Payroll Taxes	2,152	3,599	2,750	2,943
Benefits	76,967	140,001	118,652	130,883
Insurance	25,902	27,197	20,443	18,016
Supplies and Services	130,179	86,115	94,050	91,750
Admin Charges and Credits	99,183	96,388	95,682	103,701

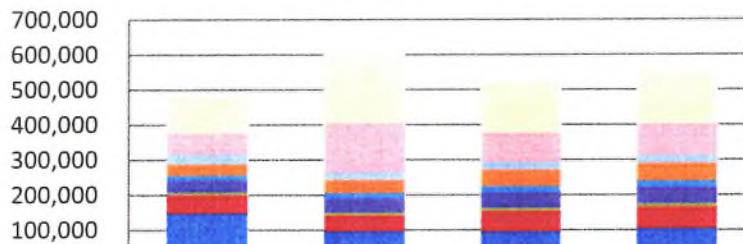
**Total** **479,960** **601,485** **525,068** **554,259**

## NPDES Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	145,577	248,185	193,490	206,965
Benefits	76,967	140,001	118,652	130,883
Payroll Taxes	2,152	3,599	2,750	2,943
Insurance	25,902	27,197	20,443	18,016
Supplies and Services	130,179	86,115	94,050	91,750
Admin Charges and Credits	99,183	96,388	95,682	103,701

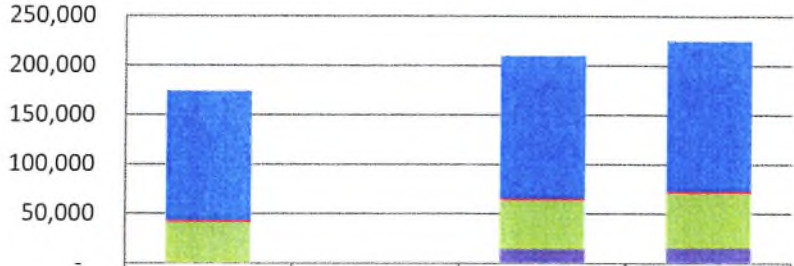
## NPDES Budget by Program



	2016/17	2017/18	2018/19	2019/20
Operate a Storm Drain System	103,425	195,381	147,388	151,779
Stewardship of Natural Environment	60,438	140,231	83,513	90,204
Transporation & Mobility Options	27,632	22,000	22,000	22,000
Public Education	33,046	38,515	47,962	50,570
Workforce Development	10,332	14,117	15,001	15,842
Citizen Engagement	37,237	40,775	45,754	48,606
City Council/Commission Support	6,196	6,618	7,584	8,072
Administration	54,506	47,460	60,183	63,485
Non Program	147,147	96,388	95,682	103,701

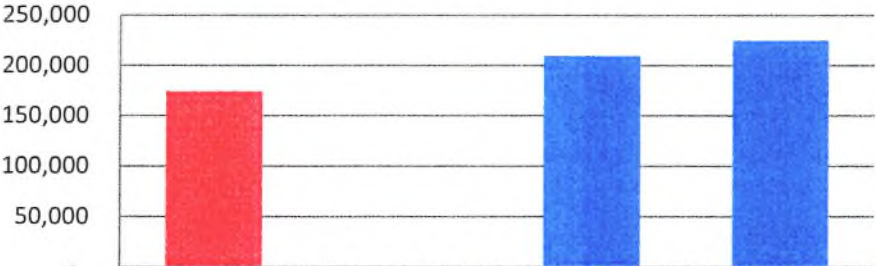
<b>Department/Division: 6130 Sewer Utilities</b>		<b>Contract Employee Fund Fund 268</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	-		143,651	151,391
Payroll Taxes	-		2,006	2,114
Benefits	-		49,508	55,962
Insurance			14,912	15,794
Supplies and Services	-	-	-	-
<b>Non Program Total</b>	<b>-</b>	<b>-</b>	<b>210,077</b>	<b>225,261</b>
<b>Sewer Utility</b>				
Salaries	130,168	-	-	-
Payroll Taxes	1,988	-	-	-
Benefits	42,367	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	-	-	-
<b>Sewer Utility Total</b>	<b>174,524</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Sewer Utilities Total</b>	<b>174,524</b>	<b>-</b>	<b>210,077</b>	<b>225,261</b>
<b>Sewer Utilities Consolidated</b>				
Salaries	130,168	-	143,651	151,391
Payroll Taxes	1,988	-	2,006	2,114
Benefits	42,367	-	49,508	55,962
Insurance	-	-	14,912	15,794
Supplies and Services	-	-	-	-
<b>Total</b>	<b>174,524</b>	<b>-</b>	<b>210,077</b>	<b>225,261</b>

### Contract Services Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	130,168	-	143,651	151,391
Payroll Taxes	1,988	-	2,006	2,114
Benefits	42,367	-	49,508	55,962
Insurance	-	-	14,912	15,794
Supplies and Services	-	-	-	-

### Contract Services Budget by Program



	2016/17	2017/18	2018/19	2019/20
Sewer Utility	174,524	-	-	-
Non Program	-	-	210,077	225,261

<b>Department/Division: 6110 Water Utilities</b>				<b>Utility Fund Fund 540</b>
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(18,148)	21,218		
Payroll Taxes	(30)	-		
Benefits	(770)	-		
Supplies and Services	56,191	-		
Admin Charges and Credits	256,454	280,548	300,162	323,897
Depreciation	-	200,000	200,000	200,000
<b>Non Program Total</b>	<b>293,698</b>	<b>501,766</b>	<b>500,162</b>	<b>523,897</b>
<b>Administration</b>				
Salaries	23,818	23,532	19,830	20,670
Payroll Taxes	348	341	277	289
Benefits	12,551	13,746	11,218	12,793
Insurance	2,360	2,579	2,062	2,159
Supplies and Services	3,805	11,600	11,800	11,800
<b>Administration Total</b>	<b>42,882</b>	<b>51,797</b>	<b>45,189</b>	<b>47,711</b>
<b>City Council/Commission Support</b>				
Salaries	7,247	6,355	7,730	8,147
Payroll Taxes	106	92	111	117
Benefits	3,624	3,924	5,173	5,611
Insurance	637	696	822	870
Supplies and Services	-	-	-	-
<b>City Council/Commission Support Total</b>	<b>11,614</b>	<b>11,067</b>	<b>13,835</b>	<b>14,744</b>
<b>Citizen Engagement</b>				
Salaries	13,016	13,196	20,376	21,509
Payroll Taxes	198	191	293	310
Benefits	5,176	6,073	11,172	12,403
Insurance	1,324	1,446	2,181	2,314
Supplies and Services	8,979	4,906	4,975	4,975
<b>Citizen Engagement Total</b>	<b>28,693</b>	<b>25,813</b>	<b>38,998</b>	<b>41,510</b>
<b>Workforce Development</b>				
Salaries	2,956	3,082	4,671	4,904
Payroll Taxes	43	45	66	70
Benefits	1,538	1,722	2,696	3,069
Insurance	309	338	494	521
Supplies and Services	590	2,250	3,150	2,250
<b>Workforce Development Total</b>	<b>5,435</b>	<b>7,437</b>	<b>11,078</b>	<b>10,813</b>

Department/Division: 6110 Water Utilities				Utility Fund Fund 540
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Public Education</b>				
Salaries	4,522	4,598	6,325	6,699
Payroll Taxes	67	67	90	96
Benefits	2,242	2,514	3,534	4,008
Insurance	461	504	672	716
Supplies and Services	-	-	-	-
<b>Public Education Total</b>	<b>7,292</b>	<b>7,683</b>	<b>10,622</b>	<b>11,519</b>
<b>Transportation and Mobility</b>				
Salaries	104,401	81,711	-	-
Payroll Taxes	1,585	1,185	-	-
Benefits	53,739	55,356	-	-
Insurance	8,196	8,955	-	-
Supplies and Services	-	-	-	-
<b>Transportation and Mobility Total</b>	<b>167,921</b>	<b>147,206</b>	<b>-</b>	<b>-</b>
<b>Emergency Response</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	3,563	22,726	32,400	32,550
<b>Emergency Response Total</b>	<b>3,563</b>	<b>22,726</b>	<b>32,400</b>	<b>32,550</b>
<b>Purchase of Utilities</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	694,647	784,840	807,800	830,800
<b>Purchase of Utilities Total</b>	<b>694,647</b>	<b>784,840</b>	<b>807,800</b>	<b>830,800</b>
<b>Provide Potable Water</b>				
Salaries	51,600	45,986	190,554	200,666
Payroll Taxes	770	667	2,748	2,894
Benefits	25,570	25,755	127,829	141,095
Insurance	5,337	5,040	20,426	21,615
Supplies and Services	184,847	161,625	212,080	215,365
<b>Provide Potable Water Total</b>	<b>268,125</b>	<b>239,073</b>	<b>553,637</b>	<b>581,635</b>
<b>Water Utilities Total</b>	<b>1,523,871</b>	<b>1,799,408</b>	<b>2,013,721</b>	<b>2,095,180</b>



**Department/Division: 6110 Water Utilities****Utility Fund  
Fund 540**

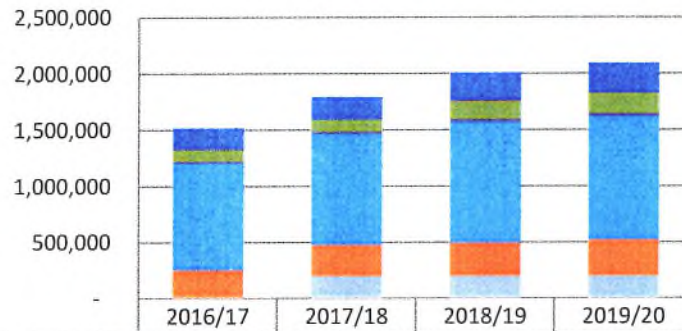
	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
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**Water Utilities Consolidated**

Salaries	189,412	199,678	249,487	262,594
Payroll Taxes	3,088	2,588	3,586	3,775
Benefits	103,670	109,090	161,623	178,979
Insurance	18,625	19,558	26,657	28,196
Supplies and Services	952,622	987,946	1,072,205	1,097,740
Admin Charges and Credits	256,454	280,548	300,162	323,897
Depreciation	-	200,000	200,000	200,000

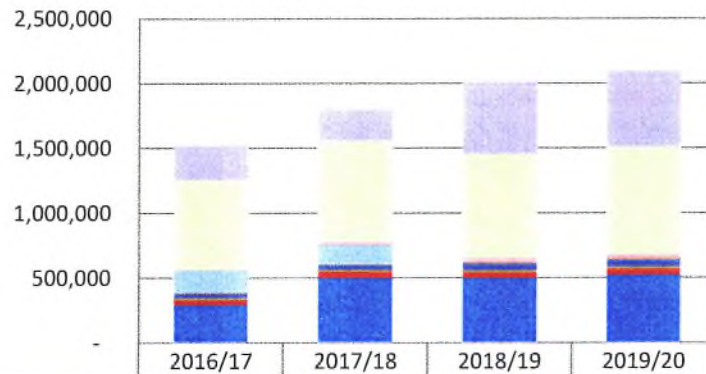
<b>Total</b>	<b><u>1,523,871</u></b>	<b><u>1,799,408</u></b>	<b><u>2,013,721</u></b>	<b><u>2,095,180</u></b>
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### Water Utilities Budget by Account Category



Salaries	189,412	199,678	249,487	262,594
Payroll Taxes	3,088	2,588	3,586	3,775
Benefits	103,670	109,090	161,623	178,979
Insurance	18,625	19,558	26,657	28,196
Supplies and Services	952,622	987,946	1,072,205	1,097,740
Admin Charges and Credits	256,454	280,548	300,162	323,897
Depreciation	-	200,000	200,000	200,000

### Water Utilities Budget by Program



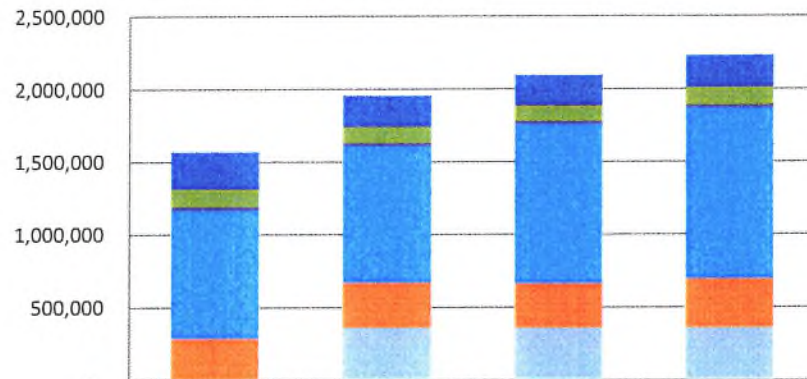
Provide Potable Water	268,125	239,073	553,637	581,635
Purchase of Utilities	694,647	784,840	807,800	830,800
Emergency Response	3,563	22,726	32,400	32,550
Transportation and Mobility	167,921	147,206	-	-
Public Education	7,292	7,683	10,622	11,519
Workforce Development	5,435	7,437	11,078	10,813
Citizen Engagement	28,693	25,813	38,998	41,510
City Council/Commission Support	11,614	11,067	13,835	14,744
Administration	42,882	51,797	45,189	47,711
Non Program	293,698	501,766	500,162	523,897

Department/Division: 6120 GVMID Utility				Utility Fund
				Fund 540
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>				
Salaries	(1,696)	10,609		
Payroll Taxes	(24)			
Benefits	(759)			
Supplies and Services	13,574	-		
Admin Charges and Credits	292,351	310,168	303,900	335,321
Depreciation	-	365,305	365,000	365,000
<b>Non Program Total</b>	<b>303,446</b>	<b>686,082</b>	<b>668,900</b>	<b>700,321</b>
<b>Administration</b>				
Salaries	26,870	22,578	27,694	28,958
Payroll Taxes	392	365	391	409
Benefits	13,453	14,540	15,655	17,670
Insurance	3,753	2,496	2,910	3,057
Supplies and Services	2,874	12,630	12,175	12,175
<b>Administration Total</b>	<b>47,342</b>	<b>52,608</b>	<b>58,825</b>	<b>62,269</b>
<b>Citizen Engagement</b>				
Salaries	18,057	14,738	16,926	17,847
Payroll Taxes	274	238	243	257
Benefits	7,777	8,298	8,156	9,156
Insurance	1,683	1,629	1,809	1,917
Supplies and Services	8,259	-	-	-
<b>Citizen Engagement Total</b>	<b>36,049</b>	<b>24,903</b>	<b>27,135</b>	<b>29,176</b>
<b>Workforce Development</b>				
Salaries	9,748	7,792	8,130	8,549
Payroll Taxes	144	105	117	123
Benefits	4,755	4,204	4,669	5,234
Insurance	835	803	867	916
Supplies and Services	507	2,250	3,150	2,250
<b>Workforce Development Total</b>	<b>15,990</b>	<b>15,154</b>	<b>16,932</b>	<b>17,071</b>
<b>Public Education</b>				
Salaries	6,567	5,279	6,616	6,979
Payroll Taxes	97	85	95	100
Benefits	3,372	3,441	3,661	4,143
Insurance	603	584	704	746
Supplies and Services	-	-	-	-
<b>Public Education Total</b>	<b>10,639</b>	<b>9,388</b>	<b>11,075</b>	<b>11,969</b>

Department/Division: 6120 GVMID Utility				Utility Fund Fund 540
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Transporation and Mobility Options</b>				
Salaries	5,144	5,031	5,682	5,713
Payroll Taxes	76	81	79	80
Benefits	3,367	3,374	3,329	4,326
Insurance	574	556	591	596
Supplies and Services	12,375	61,149	43,375	45,875
<b>Transporation and Mobility Options Total</b>	<b>21,537</b>	<b>70,192</b>	<b>53,056</b>	<b>56,589</b>
<b>Stewardship of Built Environment</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	1,198	-	-	-
Insurance	-	-	-	-
Supplies and Services	347	31,829	5,000	7,000
<b>Stewardship of Built Environment Total</b>	<b>1,544</b>	<b>31,829</b>	<b>5,000</b>	<b>7,000</b>
<b>Stewardship of Natural Environment</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	40,912	19,167	35,200	35,200
<b>Stewardship of Natural Environment Total</b>	<b>40,912</b>	<b>19,167</b>	<b>35,200</b>	<b>35,200</b>
<b>Emergency Response</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	2,719	2,496	22,400	22,550
<b>Emergency Response Total</b>	<b>2,719</b>	<b>2,496</b>	<b>22,400</b>	<b>22,550</b>
<b>Purchase of Utilities</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	715,641	718,310	819,750	889,000
<b>Purchase of Utilities Total</b>	<b>715,641</b>	<b>718,310</b>	<b>819,750</b>	<b>889,000</b>

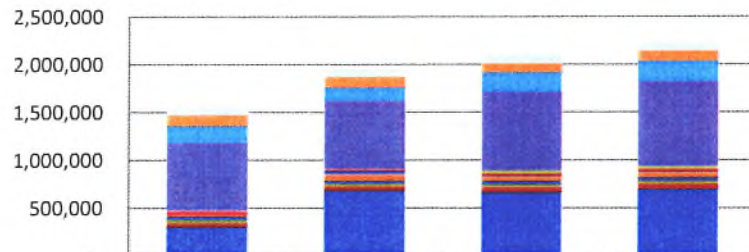
<b>Department/Division: 6120 GVMID Utility</b>				<b>Utility Fund Fund 540</b>
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Provide Potable Water</b>				
Salaries	69,412	49,197	45,579	47,941
Payroll Taxes	1,044	692	655	689
Benefits	29,929	27,989	30,097	33,337
Insurance	6,344	5,396	4,872	5,149
Supplies and Services	62,172	54,622	121,880	122,640
<b>Provide Potable Water Total</b>	<b>168,902</b>	<b>137,897</b>	<b>203,083</b>	<b>209,756</b>
<b>Provide Wasterwater Collection</b>				
Salaries	62,016	49,401	52,991	55,708
Payroll Taxes	927	696	513	539
Benefits	32,815	28,082	17,255	19,814
Insurance	5,642	5,418	3,815	4,025
Supplies and Services	18,629	27,945	24,910	29,950
<b>Provide Wasterwater Collection Total</b>	<b>120,029</b>	<b>111,542</b>	<b>99,484</b>	<b>110,035</b>
<b>Operate a Storm Drain System</b>				
Salaries	56,668	43,802	42,640	45,074
Payroll Taxes	850	605	616	651
Benefits	25,397	24,476	24,724	27,123
Insurance	5,003	4,799	4,579	4,864
Supplies and Services	2,576	5,991	6,350	6,450
<b>Operate a Storm Drain System Total</b>	<b>90,494</b>	<b>79,672</b>	<b>78,909</b>	<b>84,162</b>
<b>GVMID Utility Total</b>	<b>1,575,244</b>	<b>1,959,240</b>	<b>2,099,750</b>	<b>2,235,099</b>
<b>GVMID Utility Consolidated</b>				
Salaries	252,786	208,426	206,258	216,768
Payroll Taxes	3,781	2,868	2,710	2,848
Benefits	121,304	114,403	107,546	120,802
Insurance	24,438	21,680	20,146	21,270
Supplies and Services	880,584	936,390	1,094,190	1,173,090
Admin Charges and Credits	292,351	310,168	303,900	335,321
Depreciation	-	365,305	365,000	365,000
<b>Total</b>	<b>1,575,244</b>	<b>1,959,240</b>	<b>2,099,750</b>	<b>2,235,099</b>

### GVMID Utility Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	252,786	208,426	206,258	216,768
Payroll Taxes	3,781	2,868	2,710	2,848
Benefits	121,304	114,403	107,546	120,802
Insurance	24,438	21,680	20,146	21,270
Supplies and Services	880,584	936,390	1,094,190	1,173,090
Admin Charges and Credits	292,351	310,168	303,900	335,321
Depreciation	-	365,305	365,000	365,000

### GVMID Utility Budget by Program



	2016/17	2017/18	2018/19	2019/20
Operate a Storm Drain System	90,494	79,672	78,909	84,162
Provide Wastewater Collection	120,029	111,542	99,484	110,035
Provide Potable Water	168,902	137,897	203,083	209,756
Purchase of Utilities	715,641	718,310	819,750	889,000
Emergency Response	2,719	2,496	22,400	22,550
Stewardship of Natural Environment	40,912	19,167	35,200	35,200
Stewardship of Built Environment	1,544	31,829	5,000	7,000
Transportation and Mobility Options	21,537	70,192	53,056	56,589
Public Education	10,639	9,388	11,075	11,969
Workforce Development	15,990	15,154	16,932	17,071
Citizen Engagement	36,049	24,903	27,135	29,176
Administration	47,342	52,608	58,825	62,269
Non Program	303,446	686,082	668,900	700,321

Department/Division: 6130 Sewer Utility				Utility Fund Fund 540
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>				
Salaries	(3,569)	15,914		
Payroll Taxes	(59)			
Benefits	(1,601)			
Supplies and Services	(34)	-		
Admin Charges and Credits	218,350	250,622	258,621	289,277
Depreciation	-	104,000	104,000	104,000
<b>Non Program Total</b>	<b>213,086</b>	<b>370,536</b>	<b>362,621</b>	<b>393,277</b>
<b>Administration</b>				
Salaries	26,870	24,701	30,616	31,498
Payroll Taxes	392	358	434	446
Benefits	13,452	15,705	17,539	19,585
Insurance	2,578	2,707	3,225	3,332
Supplies and Services	3,181	9,861	10,300	10,300
<b>Administration Total</b>	<b>46,473</b>	<b>53,332</b>	<b>62,113</b>	<b>65,161</b>
<b>City Council/Commission Support</b>				
Salaries	8,716	7,498	6,783	6,744
Payroll Taxes	128	89	97	96
Benefits	3,940	3,886	3,989	4,249
Insurance	728	765	720	718
Supplies and Services	-	-	-	-
<b>City Council/Commission Support Total</b>	<b>13,512</b>	<b>12,237</b>	<b>11,588</b>	<b>11,808</b>
<b>Citizen Engagement</b>				
Salaries	20,013	18,938	16,487	17,275
Payroll Taxes	300	224	237	248
Benefits	8,460	8,847	8,362	9,325
Insurance	1,750	1,838	1,762	1,855
Supplies and Services	8,259	-	-	-
<b>Citizen Engagement Total</b>	<b>38,781</b>	<b>29,847</b>	<b>26,849</b>	<b>28,704</b>
<b>Workforce Development</b>				
Salaries	5,784	5,047	7,784	8,050
Payroll Taxes	85	43	112	115
Benefits	2,339	1,786	4,252	4,756
Insurance	309	325	830	862
Supplies and Services	1,974	3,265	3,915	3,915
<b>Workforce Development Total</b>	<b>10,492</b>	<b>10,465</b>	<b>16,893</b>	<b>17,699</b>

Department/Division: 6130 Sewer Utility				Utility Fund Fund 540
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget

**Safety**

Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	345	-	-	-

**Safety Total**

<b>345</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**Public Education**

Salaries	4,522	4,419	4,865	5,160
Payroll Taxes	67	64	69	74
Benefits	2,002	2,558	2,610	2,999
Insurance	461	484	515	549
Supplies and Services	-	-	-	-

**Public Education Total**

<b>7,052</b>	<b>7,525</b>	<b>8,059</b>	<b>8,781</b>
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**Emergency Response**

Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	3,401	2,545	23,050	23,250

**Emergency Response Total**

<b>3,401</b>	<b>2,545</b>	<b>23,050</b>	<b>23,250</b>
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**Purchase of Utilities**

Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	751,267	797,500	940,500	1,037,500

**Purchase of Utilities Total**

<b>751,267</b>	<b>797,500</b>	<b>940,500</b>	<b>1,037,500</b>
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**Provide Potable Water**

Salaries	3,589	-	-	-
Payroll Taxes	56	-	-	-
Benefits	817	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	-	-	-

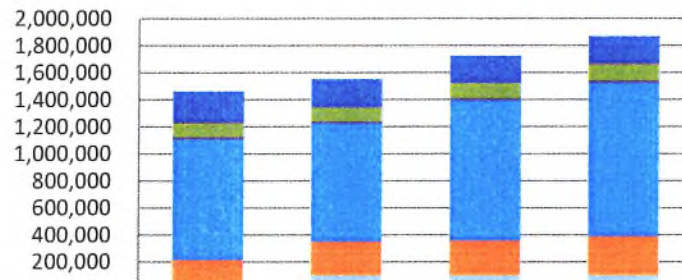
**Provide Potable Water Total**

<b>4,462</b>	<b>-</b>	<b>-</b>	<b>-</b>
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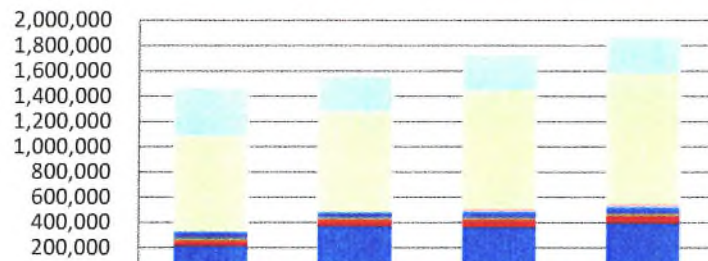
<b>Department/Division: 6130 Sewer Utility</b>				<b>Utility Fund Fund 540</b>
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Provide Wastewater Collection</b>				
Salaries	163,695	129,509	132,072	132,689
Payroll Taxes	2,440	1,576	1,900	1,908
Benefits	74,251	69,894	72,801	80,434
Insurance	13,748	14,055	14,122	14,253
Supplies and Services	121,663	55,998	53,750	54,050
<b>Provide Wastewater Collection Total</b>	<b>375,797</b>	<b>271,031</b>	<b>274,645</b>	<b>283,334</b>
<b>Sewer Utility Total</b>	<b>1,464,669</b>	<b>1,555,019</b>	<b>1,726,318</b>	<b>1,869,514</b>
<b>Sewer Utility Consolidated</b>				
Salaries	229,620	206,026	198,606	201,416
Payroll Taxes	3,409	2,354	2,848	2,888
Benefits	103,659	102,677	109,554	121,348
Insurance	19,574	20,173	21,173	21,570
Supplies and Services	890,056	869,169	1,031,515	1,129,015
Admin Charges and Credits	218,350	250,622	258,621	289,277
Depreciation	-	104,000	104,000	104,000
<b>Total</b>	<b>1,464,669</b>	<b>1,555,019</b>	<b>1,726,318</b>	<b>1,869,514</b>

## Sewer Utility Budget by Account Category



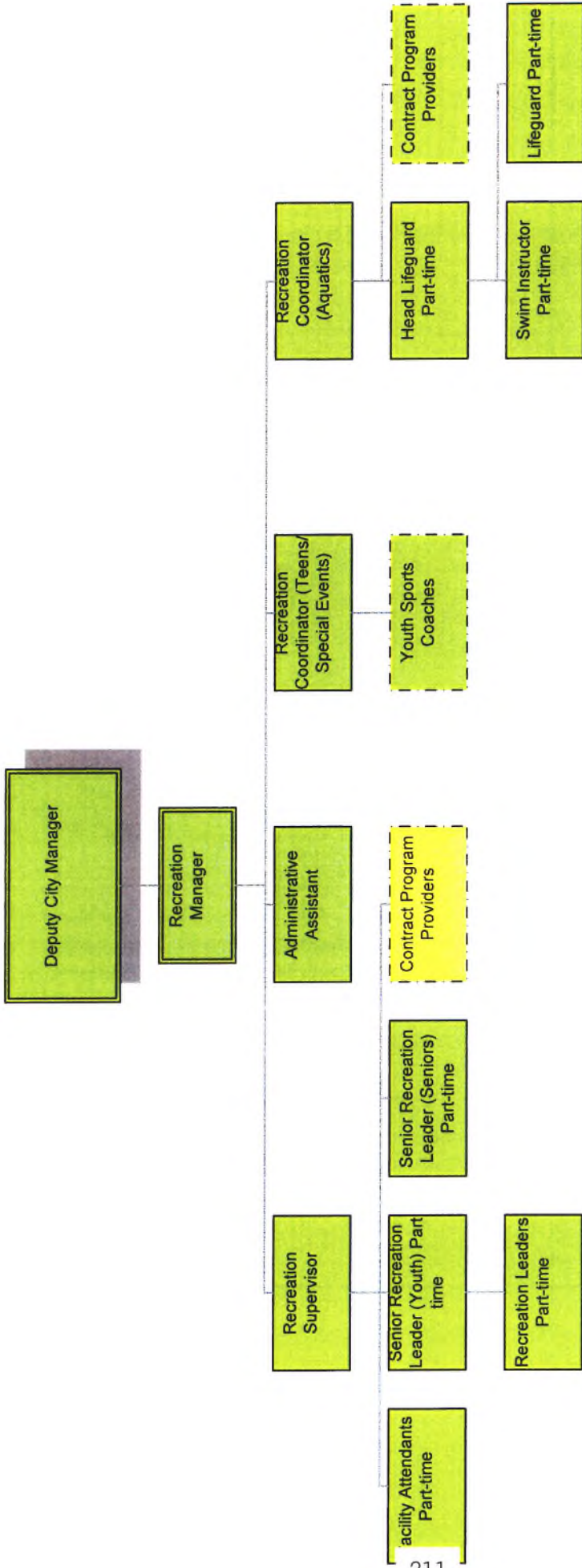
	2016/17	2017/18	2018/19	2019/20
Salaries	229,620	206,026	198,606	201,416
Payroll Taxes	3,409	2,354	2,848	2,888
Benefits	103,659	102,677	109,554	121,348
Insurance	19,574	20,173	21,173	21,570
Supplies and Services	890,056	869,169	1,031,515	1,129,015
Admin Charges and Credits	218,350	250,622	258,621	289,277
Depreciation	-	104,000	104,000	104,000

## Sewer Utility Budget by Program



	2016/17	2017/18	2018/19	2019/20
Provide Wastewater Collection	375,797	271,031	274,645	283,334
Provide Potable Water	4,462	-	-	-
Purchase of Utilities	751,267	797,500	940,500	1,037,500
Emergency Response	3,401	2,545	23,050	23,250
Public Education	7,052	7,525	8,059	8,781
Safety	345	-	-	-
Workforce Development	10,492	10,465	16,893	17,699
Citizen Engagement	38,781	29,847	26,849	28,704
City Council/Commission Support	13,512	12,237	11,588	11,808
Administration	46,473	53,332	62,113	65,161
Non Program	213,086	370,536	362,621	393,277

# Parks and Recreation Department



## **PARKS AND RECREATION**

### **Mission Statement**

The mission of Parks & Recreation in Brisbane is to engage and inspire a healthier community by providing fun, inclusive, innovative and safe parks, facilities and programs.

### **Department Management**

Coordinate the effective and efficient running of the department; also represent the City on high-level external entities in the County and the State. We do this to ensure the Community that the government's funds are being used appropriately and the City's concerns are represented to other government leaders.

### **Citizen Engagement**

Proactively facilitate the Community's (residents, businesses, and users of City services) ability to engage and participate in programs and services, provided within the City and decisions made by the City Council and Boards and Commissions. We do this to ensure our programs, services and decisions are reflective of and take into consideration the diverse people and interest who make up our Community.

### **Council/Commission Support**

Ensure meetings are properly noticed, accurate minutes are kept, and necessary actions are followed up on. Additionally, provide the City Council, Commissions, and Committees with the best available information and training related to the topics brought up in front of each. We do this in order for the public to know what issues are being deliberated by the Council, Commissions, and Committees and to ensure that decisions are made in the best interest of the Community.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization which is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

### **Indoor Facilities**

Operate and facilitate the use of a variety of buildings within the City for community members, non-residents, and community organizations to participate in recreational activities and hold community programs, meetings, and private functions in a clean, safe, well-maintained and affordable space. We do this to encourage community gathering and to engage and inspire a healthier community.

### **Outdoor Facilities**

Operate, and facilitate the use of a variety of outdoor facilities for both active and passive recreational activities. We do this to create recreational opportunities for all residents, to build social cohesion and to inspire a healthier community.

### **Youth Programs 0-12**

Provide a variety of recreational opportunities for Brisbane youth in safe and pleasant facilities while enriching their lives. We do this to aid in children's physical, social, and emotional development as well as to support the needs of families in our community.

### **Teens 13-19**

Offer programs and services to Brisbane teens that enrich their lives and foster healthy, positive lifestyles. We do this to meet their educational, recreational, and social needs as well as to provide parents a level of security that their teenagers are safe.

### **Adult Programs 20-59**

Provide adults with a variety of leisure time activities and programs. We do this to foster social opportunities, build emotional well-being, and promote healthy lifestyles.

### **Senior Programs 60+**

Provide seniors with a dedicated space for meetings and activities as well as, provide opportunities for travel and interactions with similarly situated people. We do this to support their social, emotional, and physical needs while improving their quality of life.

### **Special Events**

Coordinate a variety of programs, musical events, and activities throughout the year. We do this engage the community, inspire a healthy community, establish family traditions, and create memories for people of all ages.

### **Aquatics**

Provide a comprehensive set of programs for fitness, recreation, and swim safety. We do this to teach life skills, promote health and wellness, and provide recreational opportunities.

### **Administration**

- Major Expenditures
  - Sign Making Materials \$8,000
  - On-Line Registration Fees \$16,000

### **Recreation Facilities**

- Major Expenditures

- Janitorial Services \$36,822
- Utilities \$79,500
- New Items
  - Deep Cleaning of Facilities \$5,000
  - Equipment and Supplies for Childcare Modular
    - 20/18/19 \$2,500
    - 2019/20 \$5,000

#### Youth

- Major Expenditures
  - Elementary and Middle School Sports \$15,000
  - Transportation for Camp \$11,400
  - Seasonal and One Day Camps \$10,000
  - Club Rec After School Program \$10,000
  - Brisbane School District JPA payment \$34,699

#### Adult

- Major Expenditures
  - Collective Camp \$18,000
  - Tahitian Dance/Drumming \$17,000

#### Seniors

- Major Expenditures
  - Contributions to Senior Club \$26,200

#### Special Events

- Day in the Park \$25,000
- Concerts in the Park \$14,000

#### Teens

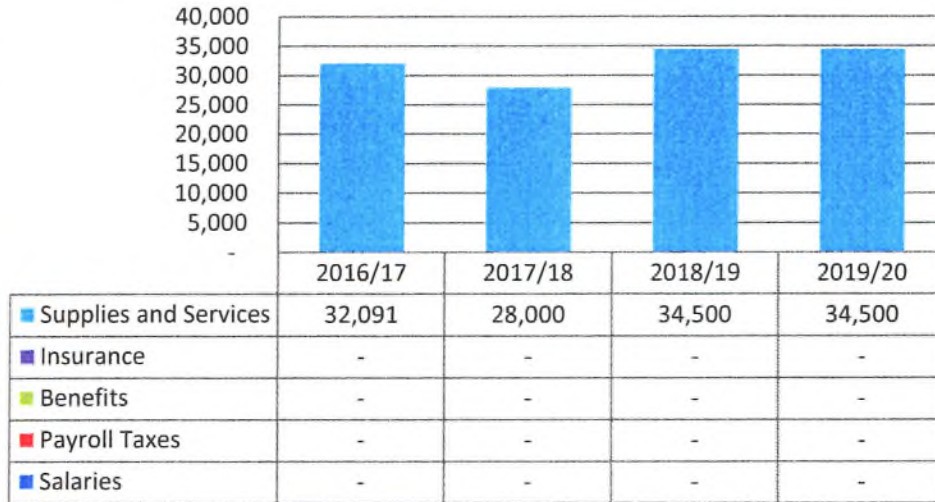
- Major Expenditures
  - Middle School Afterschool Program \$50,000

#### Aquatics

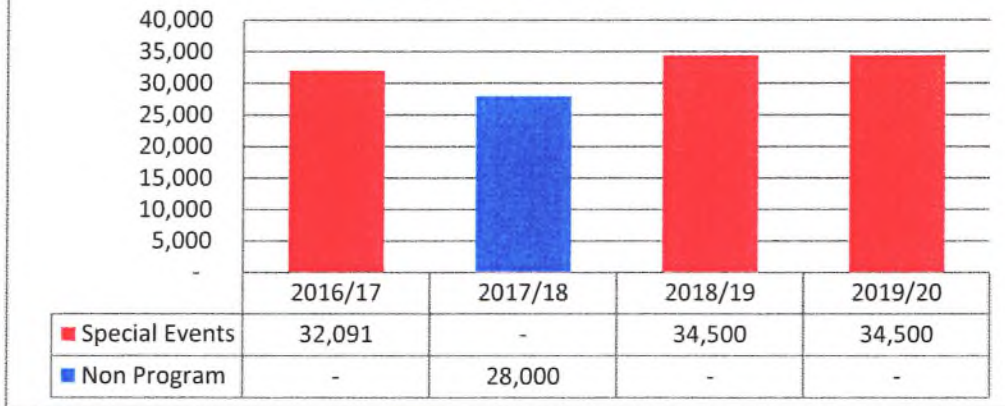
- Major Expenditures
  - Pool Chemicals \$18,000
  - Janitorial Service \$12,000

<b>Department/Division: 2111 City Cosponsorship</b>		<b>General Fund Fund 100</b>			
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>	
<b>Non Program</b>					
Salaries	-				
Payroll Taxes	-				
Benefits	-				
Supplies and Services	-	28,000			
<b>Non Program Total</b>	<b>-</b>	<b>28,000</b>	<b>-</b>	<b>-</b>	
<b>Special Events</b>					
Salaries	-	-			
Payroll Taxes	-	-			
Benefits	-	-			
Insurance	-	-			
Supplies and Services	32,091	-	34,500	34,500	
<b>Special Events Total</b>	<b>32,091</b>	<b>-</b>	<b>34,500</b>	<b>34,500</b>	
<b>City Cosponsorship Total</b>	<b>32,091</b>	<b>28,000</b>	<b>34,500</b>	<b>34,500</b>	
<b>City Cosponsorship Consolidated</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	32,091	28,000	34,500	34,500	
<b>Total</b>	<b>32,091</b>	<b>28,000</b>	<b>34,500</b>	<b>34,500</b>	

### City Cosponsorship Budget by Account Category



### City Cosponsorship Budget by Program

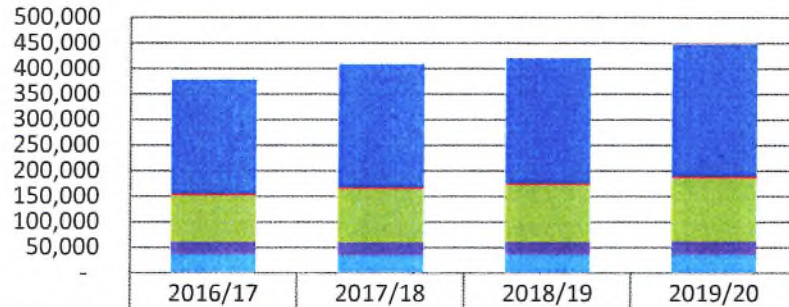




<b>Department/Division: 7001 Parks and Recreation Administration</b>		<b>General Fund</b>		
		<b>Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(2,523)		2,000	2,000
Payroll Taxes	(38)			
Benefits	(808)			
Supplies and Services	16,587	-	-	-
<b>Non Program Total</b>	<b>13,218</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
<b>Administration</b>				
Salaries	70,957	81,879	76,824	80,967
Payroll Taxes	1,065	1,458	1,086	1,145
Benefits	30,370	37,885	36,756	40,665
Insurance	8,824	9,291	8,075	8,553
Supplies and Services	18,019	19,350	19,550	19,550
<b>Administration Total</b>	<b>129,235</b>	<b>149,863</b>	<b>142,292</b>	<b>150,879</b>
<b>City Council/Commission Support</b>				
Salaries	60,443	62,218	58,696	61,861
Payroll Taxes	904	935	829	874
Benefits	25,796	29,432	28,186	31,163
Insurance	6,715	7,070	6,165	6,530
Supplies and Services	-	3,010	3,010	3,010
<b>City Council/Commission Support Total</b>	<b>93,859</b>	<b>102,666</b>	<b>96,887</b>	<b>103,439</b>
<b>Citizen Engagement</b>				
Salaries	80,210	73,474	91,313	95,785
Payroll Taxes	1,679	1,626	1,822	1,885
Benefits	29,240	29,634	38,984	43,401
Insurance	7,956	8,349	9,668	10,191
Supplies and Services	255	7,150	9,150	9,150
<b>Citizen Engagement Total</b>	<b>119,341</b>	<b>120,232</b>	<b>150,936</b>	<b>160,413</b>
<b>Workforce Development</b>				
Salaries	12,859	22,072	14,374	15,149
Payroll Taxes	193	206	204	215
Benefits	6,003	7,321	7,281	8,026
Insurance	1,476	1,554	1,513	1,603
Supplies and Services	2,265	4,460	4,460	4,460
<b>Workforce Development Total</b>	<b>22,796</b>	<b>35,613</b>	<b>27,831</b>	<b>29,453</b>
<b>Risk Management</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	94	-	-	-
<b>Risk Management Total</b>	<b>94</b>	<b>-</b>	<b>-</b>	<b>-</b>

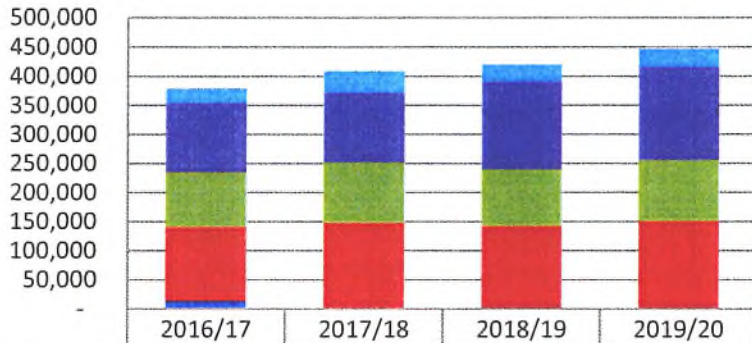
<b>Department/Division: 7001 Parks and Recreation Administration</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Youth Programs</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	260	260	260
<b>Youth Programs Total</b>	<b>-</b>	<b>260</b>	<b>260</b>	<b>260</b>
<b>Adult Programs</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	260	260	260
<b>Adult Programs Total</b>	<b>-</b>	<b>260</b>	<b>260</b>	<b>260</b>
<b>Aquatics</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	200	200	200
<b>Aquatics Total</b>	<b>-</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Parks and Recreation Administration Total</b>	<b><u>378,542</u></b>	<b><u>409,093</u></b>	<b><u>420,667</u></b>	<b><u>446,904</u></b>
<b>Parks and Recreation Administration Consolidated</b>				
Salaries	221,946	239,643	243,207	255,762
Payroll Taxes	3,803	4,225	3,941	4,119
Benefits	90,601	104,271	111,207	123,256
Insurance	24,972	26,264	25,422	26,877
Supplies and Services	37,220	34,690	36,890	36,890
<b>Total</b>	<b><u>378,542</u></b>	<b><u>409,093</u></b>	<b><u>420,667</u></b>	<b><u>446,904</u></b>

## Parks & Recreation Budget by Account Category



Account Category	2016/17	2017/18	2018/19	2019/20
Salaries	221,946	239,643	243,207	255,762
Payroll Taxes	3,803	4,225	3,941	4,119
Benefits	90,601	104,271	111,207	123,256
Insurance	24,972	26,264	25,422	26,877
Supplies and Services	37,220	34,690	36,890	36,890

## Parks & Recreation Budget by Program



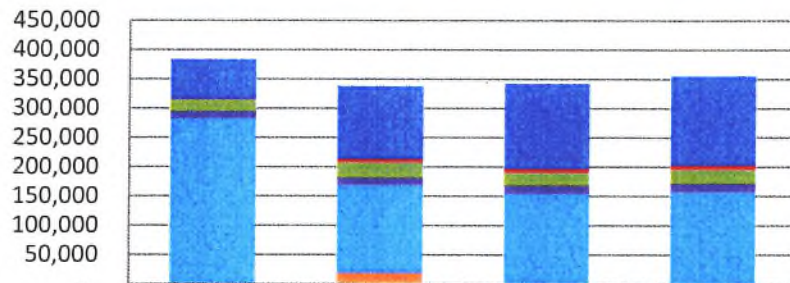
Program	2016/17	2017/18	2018/19	2019/20
Aquatics	-	200	200	200
Adult Programs	-	260	260	260
Youth Programs	-	260	260	260
Risk Management	94	-	-	-
Workforce Development	22,796	35,613	27,831	29,453
Citizen Engagement	119,341	120,232	150,936	160,413
City Council/Commission Support	93,859	102,666	96,887	103,439
Administration	129,235	149,863	142,292	150,879
Non Program	13,218	-	2,000	2,000

<b>Department/Division: 7002 Parks &amp; Facility Operations</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(1,011)		4,000	4,000
Payroll Taxes	(19)			
Benefits	(428)			
Supplies and Services	205	-	-	-
<b>Non Program Total</b>	<b>(1,252)</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>
<b>Administration</b>				
Salaries	-	-	-	-
Payroll Taxes	1	-	-	-
Benefits	78	-	-	-
Insurance	-	-	-	-
Supplies and Services	2,809	2,300	2,300	2,300
<b>Administration Total</b>	<b>2,888</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>
<b>Workforce Development</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	124	-	-	-
<b>Workforce Development Total</b>	<b>124</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Purchase of Utilities</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	16,792	-	-	-
<b>Purchase of Utilities Total</b>	<b>16,792</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Indoor Facilities</b>				
Salaries	14,908	101,297	117,428	123,364
Payroll Taxes	224	6,560	7,957	8,356
Benefits	7,641	10,966	9,609	10,437
Insurance	10,331	10,848	12,622	13,325
Supplies and Services	104,698	76,502	81,802	84,302
Capital Expenditures	205	19,220	-	-
<b>Indoor Facilities Total</b>	<b>138,008</b>	<b>225,394</b>	<b>229,418</b>	<b>239,784</b>

<b>Department/Division: 7002 Parks &amp; Facility Operations</b>	<b>General Fund</b>
	<b>Fund 100</b>

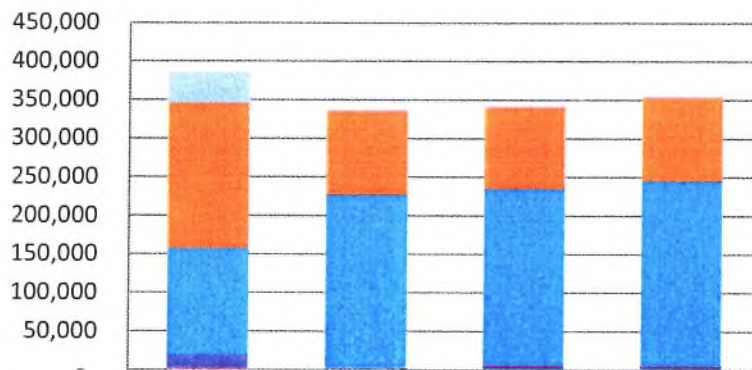
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Outdoor Facilities</b>				
Salaries	18,770	22,178	22,921	24,149
Payroll Taxes	282	593	465	489
Benefits	9,178	14,218	11,413	12,499
Insurance	2,555	2,683	2,436	2,579
Supplies and Services	157,789	67,400	67,400	67,400
Capital Expenditures	-	1,000	-	-
<b>Outdoor Facilities Total</b>	<b>188,574</b>	<b>108,072</b>	<b>104,635</b>	<b>107,117</b>
<b>Special Events</b>				
Salaries	34,827	-	-	-
Payroll Taxes	549	-	-	-
Benefits	3,405	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	-	-	-
<b>Special Events Total</b>	<b>38,781</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Aquatics</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	2,500	2,500	2,500
<b>Aquatics Total</b>	<b>-</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Parks &amp; Facility Operations Total</b>	<b>383,915</b>	<b>338,266</b>	<b>342,853</b>	<b>355,701</b>
<b>Parks &amp; Facility Operations Consolidated</b>				
Salaries	67,495	123,475	144,349	151,513
Payroll Taxes	1,038	7,154	8,422	8,845
Benefits	19,874	25,185	21,022	22,936
Insurance	12,886	13,531	15,058	15,905
Supplies and Services	282,417	148,702	154,002	156,502
Capital Expenditures	205	20,220	-	-
<b>Total</b>	<b>383,915</b>	<b>338,266</b>	<b>342,853</b>	<b>355,701</b>

## Parks & Facility Operations Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	67,495	123,475	144,349	151,513
Payroll Taxes	1,038	7,154	8,422	8,845
Benefits	19,874	25,185	21,022	22,936
Insurance	12,886	13,531	15,058	15,905
Supplies and Services	282,417	148,702	154,002	156,502
Capital Expenditures	205	20,220	-	-

## Parks & Facility Operations Budget by Program



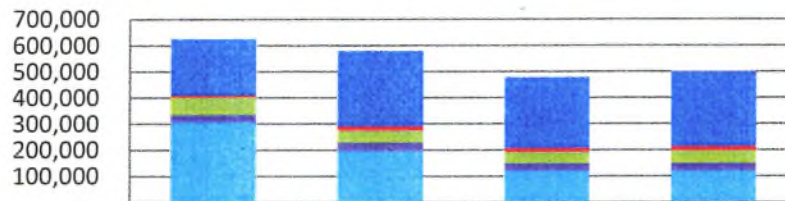
	2016/17	2017/18	2018/19	2019/20
Aquatics	-	2,500	2,500	2,500
Special Events	38,781	-	-	-
Outdoor Facilities	188,574	108,072	104,635	107,117
Indoor Facilities	138,008	225,394	229,418	239,784
Purchase of Utilities	16,792	-	-	-
Workforce Development	124	-	-	-
Administration	2,888	2,300	2,300	2,300
Non Program	(1,252)	-	4,000	4,000

<b>Department/Division: 7003 Youth Activities</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	(2,657)		3,000	3,000
Payroll Taxes	(117)			
Benefits	(529)			
Supplies and Services	113,527	-	-	-
<b>Non Program Total</b>	<b>110,224</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
<b>Administration</b>				
Salaries	-	-	-	-
Payroll Taxes	3	-	-	-
Benefits	221	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	-	1,400	1,400
<b>Administration Total</b>	<b>224</b>	<b>-</b>	<b>1,400</b>	<b>1,400</b>
<b>Workforce Development</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	468	-	-	-
<b>Workforce Development Total</b>	<b>468</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Risk Management</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	156	-	-	-
<b>Risk Management Total</b>	<b>156</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Youth Programs</b>				
Salaries	202,643	286,768	267,387	281,048
Payroll Taxes	6,886	17,496	15,829	16,625
Benefits	48,971	45,766	42,828	46,940
Insurance	29,928	31,425	28,637	30,248
Supplies and Services	66,784	103,675	120,249	120,249
<b>Youth Programs Total</b>	<b>355,212</b>	<b>485,130</b>	<b>474,930</b>	<b>495,109</b>
<b>Teen Programs</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	126,836	95,000	-	-
<b>Teen Programs Total</b>	<b>126,836</b>	<b>95,000</b>	<b>-</b>	<b>-</b>

<b>Department/Division: 7003 Youth Activities</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Senior Programs</b>				
Salaries	16,267	-	-	-
Payroll Taxes	247	-	-	-
Benefits	17,571	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	-	-	-
<b>Senior Programs Total</b>	<b>34,084</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Youth Activities Total</b>	<b>627,204</b>	<b>580,130</b>	<b>479,330</b>	<b>499,509</b>
<b>Youth Activities Consolidated</b>				
Salaries	216,253	286,768	270,387	284,048
Payroll Taxes	7,018	17,496	15,829	16,625
Benefits	66,234	45,766	42,828	46,940
Insurance	29,928	31,425	28,637	30,248
Supplies and Services	307,770	198,675	121,649	121,649
<b>Total</b>	<b>627,204</b>	<b>580,130</b>	<b>479,330</b>	<b>499,509</b>

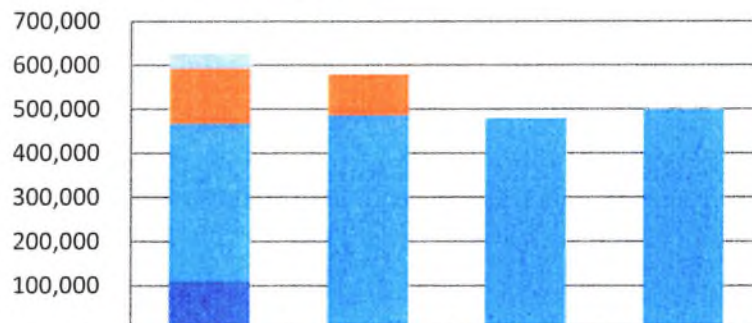


### Youth Activities Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	216,253	286,768	270,387	284,048
Payroll Taxes	7,018	17,496	15,829	16,625
Benefits	66,234	45,766	42,828	46,940
Insurance	29,928	31,425	28,637	30,248
Supplies and Services	307,770	198,675	121,649	121,649

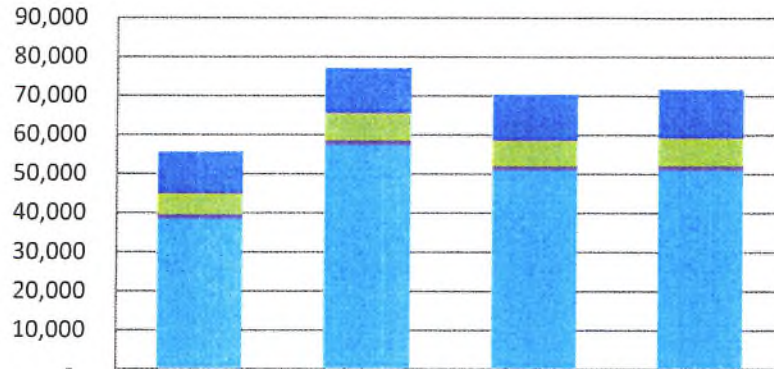
### Youth Activities Budget by Program



	2016/17	2017/18	2018/19	2019/20
Senior Programs	34,084	-	-	-
Teen Programs	126,836	95,000	-	-
Youth Programs	355,212	485,130	474,930	495,109
Risk Management	156	-	-	-
Workforce Development	468	-	-	-
Administration	224	-	1,400	1,400
Non Program	110,224	-	3,000	3,000

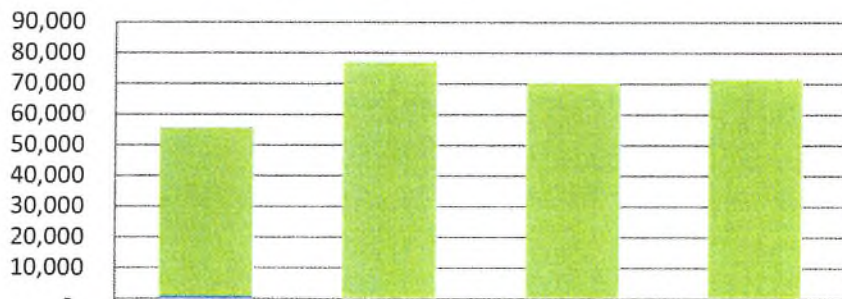
Department/Division: 7004 Adult Programs		General Fund Fund 100			
Program and Account Category:		2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>					
Salaries		-		-	-
Payroll Taxes		-		-	-
Benefits		-		-	-
Supplies and Services		770	-	-	-
<b>Non Program Total</b>		<b>770</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administration</b>					
Salaries		-	-	-	-
Payroll Taxes		1	-	-	-
Benefits		39	-	-	-
Insurance		-	-	-	-
Supplies and Services		-	-	-	-
<b>Administration Total</b>		<b>40</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Adult Programs</b>					
Salaries		10,561	11,402	11,645	12,272
Payroll Taxes		158	165	164	173
Benefits		5,291	6,945	6,463	7,081
Insurance		1,190	1,249	1,221	1,293
Supplies and Services		37,758	57,450	50,950	50,950
<b>Adult Programs Total</b>		<b>54,957</b>	<b>77,212</b>	<b>70,443</b>	<b>71,770</b>
<b>Adult Programs Total</b>		<b>55,767</b>	<b>77,212</b>	<b>70,443</b>	<b>71,770</b>
<b>Adult Programs Consolidated</b>					
Salaries		10,561	11,402	11,645	12,272
Payroll Taxes		158	165	164	173
Benefits		5,330	6,945	6,463	7,081
Insurance		1,190	1,249	1,221	1,293
Supplies and Services		38,528	57,450	50,950	50,950
<b>Total</b>		<b>55,767</b>	<b>77,212</b>	<b>70,443</b>	<b>71,770</b>

### Adult Programs Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	10,561	11,402	11,645	12,272
Payroll Taxes	158	165	164	173
Benefits	5,330	6,945	6,463	7,081
Insurance	1,190	1,249	1,221	1,293
Supplies and Services	38,528	57,450	50,950	50,950

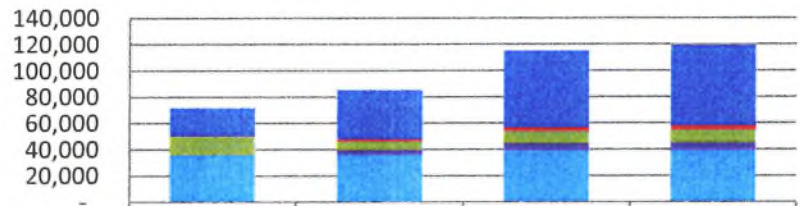
### Adult Programs Budget by Program



	2016/17	2017/18	2018/19	2019/20
Adult Programs	54,957	77,212	70,443	71,770
Administration	40	-	-	-
Non Program	770	-	-	-

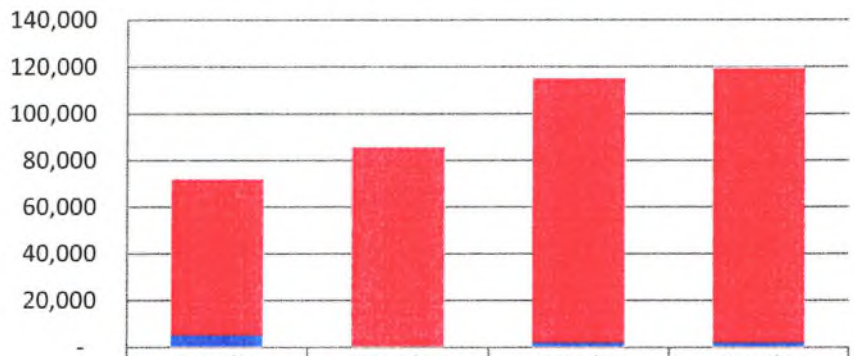
Department/Division: 7005 Senior Citizen Programs				General Fund
				Fund 100
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>				
Salaries	3,000		2,000	2,000
Payroll Taxes	48			
Benefits	440			
Supplies and Services	1,700	-	-	-
<b>Non Program Total</b>	<b>5,189</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
<b>Senior Programs</b>				
Salaries	18,035	37,036	55,769	58,610
Payroll Taxes	274	2,035	3,416	3,588
Benefits	13,617	6,192	8,664	9,358
Insurance	-	4,059	5,957	6,291
Supplies and Services	34,845	35,934	39,284	39,284
Capital Expenditures	-	350	-	-
<b>Senior Programs Total</b>	<b>66,771</b>	<b>85,606</b>	<b>113,090</b>	<b>117,131</b>
<b>Senior Citizen Programs Total</b>	<b>71,959</b>	<b>85,606</b>	<b>115,090</b>	<b>119,131</b>
<b>Senior Citizen Programs Consolidated</b>				
Salaries	21,036	37,036	57,769	60,610
Payroll Taxes	323	2,035	3,416	3,588
Benefits	14,057	6,192	8,664	9,358
Insurance	-	4,059	5,957	6,291
Supplies and Services	36,545	35,934	39,284	39,284
Capital Expenditures	-	350	-	-
<b>Total</b>	<b>71,959</b>	<b>85,606</b>	<b>115,090</b>	<b>119,131</b>

### Senior Citizen Programs Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	21,036	37,036	57,769	60,610
Payroll Taxes	323	2,035	3,416	3,588
Benefits	14,057	6,192	8,664	9,358
Insurance	-	4,059	5,957	6,291
Supplies and Services	36,545	35,934	39,284	39,284
Capital Expenditures	-	350	-	-

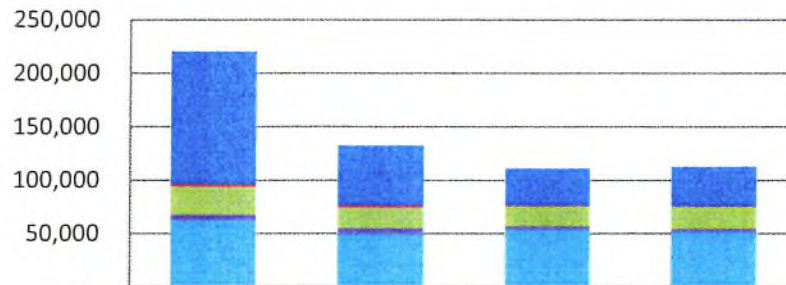
### Senior Citizen Programs Budget by Program



	2016/17	2017/18	2018/19	2019/20
Senior Programs	66,771	85,606	113,090	117,131
Non Program	5,189	-	2,000	2,000

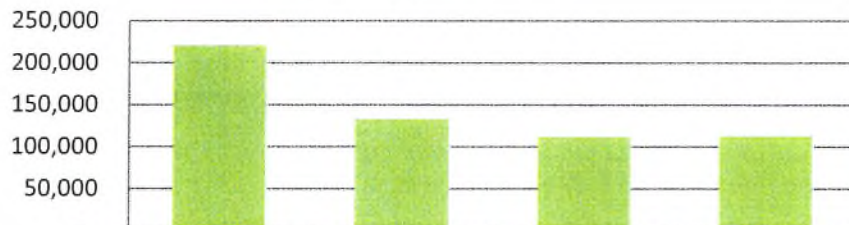
<b>Department/Division: 7006 Special Events</b>		<b>General Fund Fund 100</b>		
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>Non Program</b>				
Salaries	1,731		1,000	1,000
Payroll Taxes	1			
Benefits	98			
Supplies and Services	-	-	-	-
<b>Non Program Total</b>	<b>1,830</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>Indoor Facilities</b>				
Salaries	176	-	-	-
Payroll Taxes	5	-	-	-
Benefits	16	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	-	-	-
<b>Indoor Facilities Total</b>	<b>197</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Special Events</b>				
Salaries	122,287	56,146	34,207	36,052
Payroll Taxes	2,024	2,188	484	510
Benefits	26,066	19,084	18,837	20,586
Insurance	5,860	6,153	3,599	3,812
Supplies and Services	62,786	49,700	54,000	51,500
<b>Special Events Total</b>	<b>219,022</b>	<b>133,271</b>	<b>111,127</b>	<b>112,460</b>
<b>Special Events Total</b>	<b>221,049</b>	<b>133,271</b>	<b>112,127</b>	<b>113,460</b>
<b>Special Events Consolidated</b>				
Salaries	124,194	56,146	35,207	37,052
Payroll Taxes	2,030	2,188	484	510
Benefits	26,180	19,084	18,837	20,586
Insurance	5,860	6,153	3,599	3,812
Supplies and Services	62,786	49,700	54,000	51,500
<b>Total</b>	<b>221,049</b>	<b>133,271</b>	<b>112,127</b>	<b>113,460</b>

### Special Events Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	124,194	56,146	35,207	37,052
Payroll Taxes	2,030	2,188	484	510
Benefits	26,180	19,084	18,837	20,586
Insurance	5,860	6,153	3,599	3,812
Supplies and Services	62,786	49,700	54,000	51,500

### Special Events Budget by Program

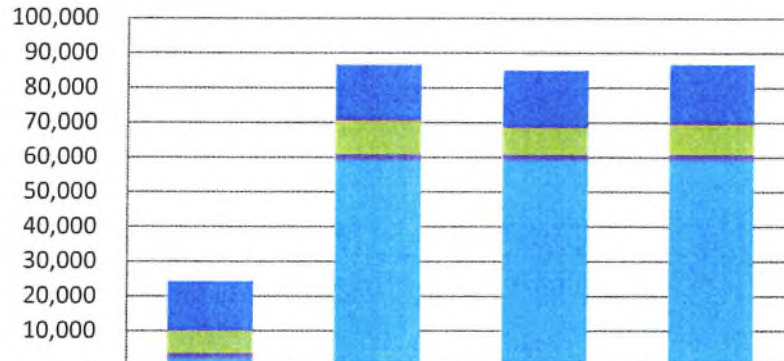


	2016/17	2017/18	2018/19	2019/20
Special Events	219,022	133,271	111,127	112,460
Indoor Facilities	197	-	-	-
Non Program	1,830	-	1,000	1,000

Department/Division: 7007 Teen Programs				General Fund Fund 100	
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget	
<b>Non Program</b>					
Salaries	(192)		500	500	
Payroll Taxes	(3)				
Benefits	(87)				
Supplies and Services	-	-	-	-	
<b>Non Program Total</b>	<b>(282)</b>	<b>-</b>	<b>500</b>	<b>500</b>	
<b>Administration</b>					
Salaries	1	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	29	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	-	-	-	-	
<b>Administration Total</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Youth Programs</b>					
Salaries	-	-	-	-	
Payroll Taxes	-	-	-	-	
Benefits	-	-	-	-	
Insurance	-	-	-	-	
Supplies and Services	-	50,000	50,000	50,000	
<b>Youth Programs Total</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
<b>Teen Programs</b>					
Salaries	14,258	15,739	15,699	16,546	
Payroll Taxes	213	228	224	236	
Benefits	6,402	9,677	7,644	8,527	
Insurance	1,643	1,725	1,666	1,764	
Supplies and Services	2,041	9,350	9,350	9,350	
<b>Teen Programs Total</b>	<b>24,556</b>	<b>36,719</b>	<b>34,583</b>	<b>36,424</b>	
<b>Teen Programs Total</b>	<b>24,304</b>	<b>86,719</b>	<b>85,083</b>	<b>86,924</b>	
<b>Teen Programs Consolidated</b>					
Salaries	14,067	15,739	16,199	17,046	
Payroll Taxes	211	228	224	236	
Benefits	6,344	9,677	7,644	8,527	
Insurance	1,643	1,725	1,666	1,764	
Supplies and Services	2,041	59,350	59,350	59,350	
<b>Total</b>	<b>24,304</b>	<b>86,719</b>	<b>85,083</b>	<b>86,924</b>	

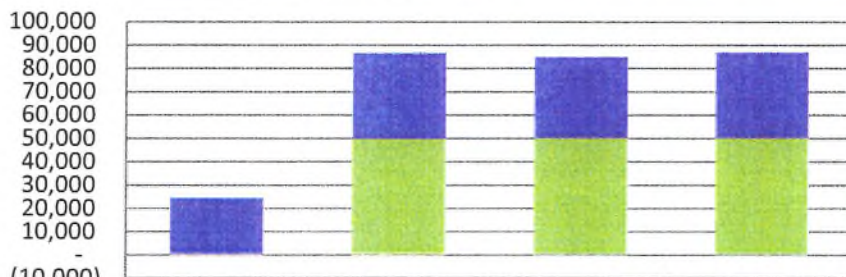


### Teen Programs Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	14,067	15,739	16,199	17,046
Payroll Taxes	211	228	224	236
Benefits	6,344	9,677	7,644	8,527
Insurance	1,643	1,725	1,666	1,764
Supplies and Services	2,041	59,350	59,350	59,350

### Teen Programs Budget by Program



	2016/17	2017/18	2018/19	2019/20
Teen Programs	24,556	36,719	34,583	36,424
Youth Programs	-	50,000	50,000	50,000
Administration	30	-	-	-
Non Program	(282)	-	500	500

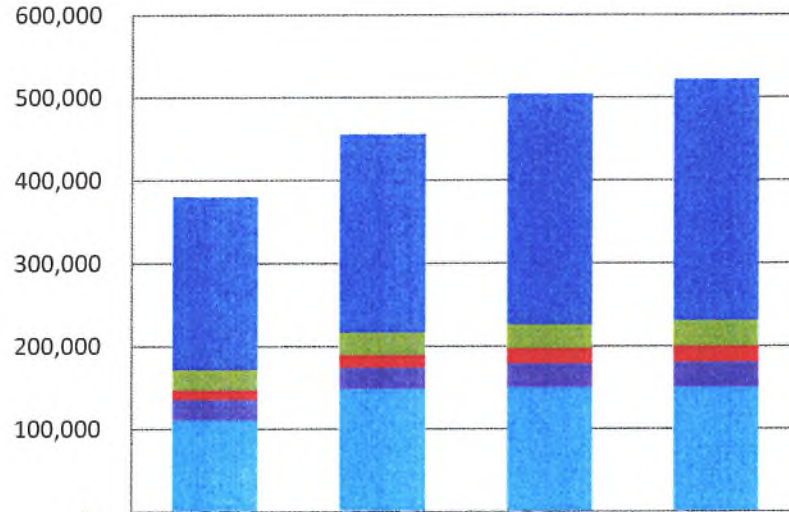
<b>Department/Division: 7008 Aquatics</b>	<b>General Fund Fund 100</b>			
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	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Program and Account Category:</b>				
<b>Non Program</b>				
Salaries	(3,916)		500	500
Payroll Taxes	(234)			
Benefits	(335)			
Supplies and Services	-	-	-	-
<b>Non Program Total</b>	<b>(4,484)</b>	<b>-</b>	<b>500</b>	<b>500</b>
<b>Administration</b>				
Salaries	-	-	-	-
Payroll Taxes	1	-	-	-
Benefits	53	-	-	-
Insurance	-	-	-	-
Supplies and Services	-	-	-	-
<b>Administration Total</b>	<b>54</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Workforce Development</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	727	650	-	-
<b>Workforce Development Total</b>	<b>727</b>	<b>650</b>	<b>-</b>	<b>-</b>
<b>Purchase of Utilities</b>				
Salaries	-	-	-	-
Payroll Taxes	-	-	-	-
Benefits	-	-	-	-
Insurance	-	-	-	-
Supplies and Services	5,091	-	-	-
<b>Purchase of Utilities Total</b>	<b>5,091</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Aquatics</b>				
Salaries	212,428	238,833	277,037	289,947
Payroll Taxes	11,800	15,252	18,192	19,018
Benefits	24,963	27,205	28,965	31,268
Insurance	24,925	26,172	29,812	31,353
Supplies and Services	105,193	146,216	150,312	150,312
Capital Expenditures	487	2,000	-	-
<b>Aquatics Total</b>	<b>379,795</b>	<b>455,678</b>	<b>504,318</b>	<b>521,898</b>
<b>Aquatics Total</b>	<b>381,183</b>	<b>456,328</b>	<b>504,818</b>	<b>522,398</b>
<b>Aquatics Consolidated</b>				
Salaries	208,512	238,833	277,537	290,447
Payroll Taxes	11,567	15,252	18,192	19,018
Benefits	24,681	27,205	28,965	31,268

**Department/Division: 7008 Aquatics****General Fund  
Fund 100**

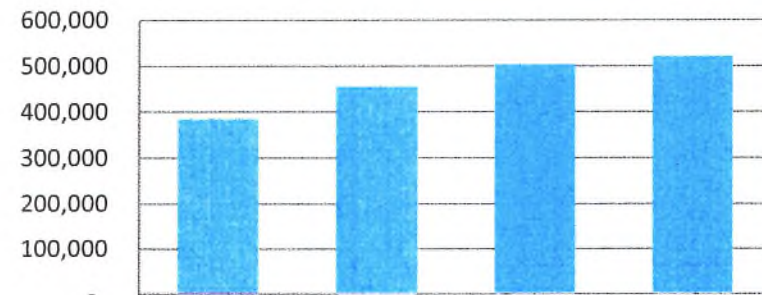
<b>Program and Account Category:</b>	<b>2016/17 Actual Expenditure</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
Insurance	24,925	26,172	29,812	31,353
Supplies and Services	111,011	146,866	150,312	150,312
Capital Expenditures	<u>487</u>	<u>2,000</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<b><u>381,183</u></b>	<b><u>456,328</u></b>	<b><u>504,818</u></b>	<b><u>522,398</u></b>

### Acquatics Budget by Account Category



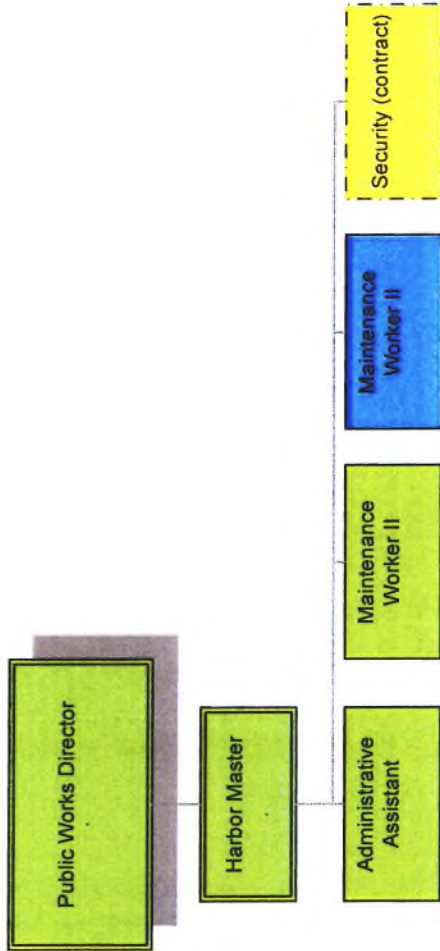
	2016/17	2017/18	2018/19	2019/20
Salaries	208,512	238,833	277,537	290,447
Benefits	24,681	27,205	28,965	31,268
Payroll Taxes	11,567	15,252	18,192	19,018
Insurance	24,925	26,172	29,812	31,353
Supplies and Services	111,011	146,866	150,312	150,312
Capital Expenditures	487	2,000	-	-

### Acquatics Budget by Program



	2016/17	2017/18	2018/19	2019/20
Aquatics	379,795	455,678	504,318	521,898
Purchase of Utilities	5,091	-	-	-
Workforce Development	727	650	-	-
Administration	54	-	-	-
Non Program	(4,484)	-	500	500

# Marina



## 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.

### **Administration**

Coordinate the effective and efficient running of the organization; also represent the City on external entities in the County and the State such as the California Association of Harbor Masters & Port Captains; establish and maintain positive working relationships with staff from the San Francisco Bay Conservation and Development Commission, the Division of Boating and Waterways, and the United States Coast Guard. We do this to ensure the Community that the government's funds are being used appropriately, to have a venue for the City's concerns to be represented to other government leaders, and to leverage external funding opportunities.

### **City Council/Commission Support**

Provide the City Council with the best available information related to the topics brought up in front of each. We do this in order for the public to know that decisions are made in the best interest of the Community.

### **Citizen Engagement**

Provide current and potential clients the ability to engage and participate in programs and services provided within the marina. We do this to ensure our programs, services and decisions are reflective of and take into consideration the needs and desires of our clients.

### **Workforce Development**

Assist employees in becoming more effective in their current jobs and provide a method for employees to develop their skills for future projects and jobs within the field of government. We do this to ensure our employees are aware of and can use the latest techniques available for accomplishing their job duties and provide the Community with an organization, which is dynamic, enthusiastic, and knowledgeable on how to resolve issues and concerns brought to them.

### **Public Education**

Provide the marina community information regarding the variety of services, projects, and programs available within the marina as well providing information, which impacts the health, safety, and wellness of individuals. We do this to ensure the marina community is aware of the programs, services, and projects the City are doing which may impact people on a daily basis as well as reduce the loss of life and property due to accidents or events.

## Operate a Brisbane Marina

Operate and maintain a 580-slip marina that has a family-friendly but not family-only atmosphere, and that has slip pricing within one standard deviation (plus or minus) of the mean for San Francisco Bay marinas. We do this to provide a reasonably priced recreational opportunity for boat owners in the San Francisco Bay Area.

### Major Expenditure Items:

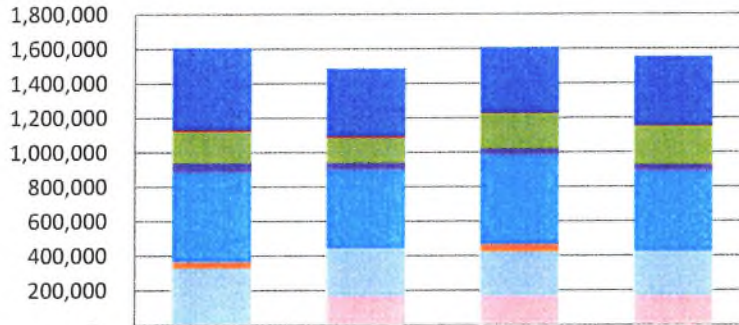
- Major Expenditures
  - Communications (Phones, DSL lines, WIFI system) \$26,000
  - Janitorial contract \$13,000
  - Building Repairs and Maintenance
    - 2018/19 \$60,000
    - 2019/20 \$10,000
  - Maintenance of facilities \$21,000
  - Advertising \$12,200
  - Credit Card Transaction Fees \$17,000
  - Disposal costs for lien and abandoned vessels
    - 2018/19 \$15,000
    - 2019/20 \$10,000
  - Sierra Point Environmental Management Association and Bay Area Air Quality Management District Fees \$18,000
  - Franchise Fee \$160,000
  - Utilities \$125,000
- New Items
  - Pilot container storage project
    - FY 2018/19 \$15,000
  - Workshop
    - FY 2018/19 \$30,000

Department/Division: 7009 Marina				Marina Fund Fund 550
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Non Program</b>				
Salaries	(5,735)	-		
Payroll Taxes	(143)			
Benefits	(1,775)			
Supplies and Services	133,862	-		
Admin Charges and Credits	332,756	278,395	256,466	260,447
Depreciation	-	170,000	170,000	170,000
<b>Non Program Total</b>	<b>458,965</b>	<b>448,395</b>	<b>426,466</b>	<b>430,447</b>
<b>Administration</b>				
Salaries	87,913	61,172	78,093	82,302
Payroll Taxes	1,333	1,081	1,095	1,154
Benefits	34,939	25,508	33,642	37,078
Insurance	9,372	8,168	8,137	8,618
Supplies and Services	-	-	-	-
<b>Administration Total</b>	<b>133,556</b>	<b>95,929</b>	<b>120,967</b>	<b>129,151</b>
<b>City Council/Commission Support</b>				
Salaries	4,200	2,921	4,587	4,834
Payroll Taxes	64	52	64	68
Benefits	1,485	1,304	2,457	2,666
Insurance	448	390	476	504
Supplies and Services	-	-	-	-
<b>City Council/Commission Support Total</b>	<b>6,196</b>	<b>4,667</b>	<b>7,584</b>	<b>8,072</b>
<b>Citizen Engagement</b>				
Salaries	42,438	29,993	43,118	45,445
Payroll Taxes	642	530	618	652
Benefits	20,420	14,530	24,588	26,787
Insurance	4,595	4,005	4,600	4,867
Supplies and Services	-	-	-	-
<b>Citizen Engagement Total</b>	<b>68,095</b>	<b>49,057</b>	<b>72,924</b>	<b>77,751</b>
<b>Workforce Development</b>				
Salaries	15,811	12,173	15,471	16,306
Payroll Taxes	239	215	221	233
Benefits	7,420	5,921	8,357	9,131
Insurance	1,865	1,625	1,645	1,738
Supplies and Services	305	-	-	-
<b>Workforce Development Total</b>	<b>25,640</b>	<b>19,935</b>	<b>25,694</b>	<b>27,408</b>



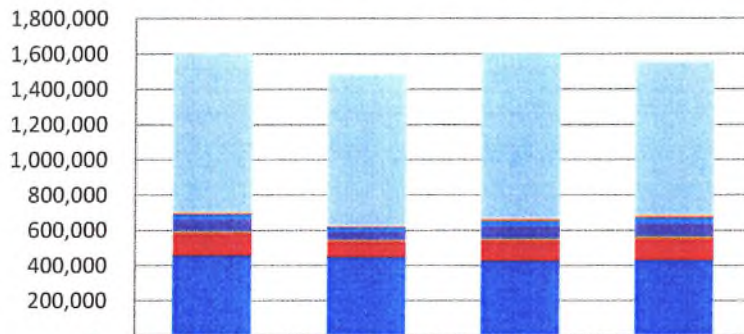
Department/Division: 7009 Marina				Marina Fund Fund 550
Program and Account Category:	2016/17 Actual Expenditure	2017/18 Approved Budget	2018/19 Proposed Budget	2019/20 Proposed Budget
<b>Public Education</b>				
Salaries	8,576	5,769	9,169	9,663
Payroll Taxes	129	102	130	137
Benefits	3,469	2,309	4,271	4,699
Insurance	884	770	967	1,024
Supplies and Services	-	-	-	-
<b>Public Education Total</b>	<b>13,058</b>	<b>8,950</b>	<b>14,537</b>	<b>15,523</b>
<b>Operate a Brisbane Marina</b>				
Salaries	318,376	275,210	224,872	237,013
Payroll Taxes	9,519	9,229	3,232	3,407
Benefits	115,775	95,203	129,467	141,236
Insurance	37,757	27,482	24,103	25,447
Supplies and Services	384,429	452,506	514,200	459,200
Capital Expenditures	37,181	-	45,000	-
<b>Operate a Brisbane Marina Total</b>	<b>903,037</b>	<b>859,630</b>	<b>940,874</b>	<b>866,302</b>
<b>Marina Total</b>	<b>1,608,548</b>	<b>1,486,563</b>	<b>1,609,045</b>	<b>1,554,655</b>
<b>Marina Consolidated</b>				
Salaries	471,579	387,239	375,310	395,562
Payroll Taxes	11,783	11,208	5,360	5,650
Benefits	181,733	144,775	202,783	221,597
Insurance	54,919	42,440	39,926	42,199
Supplies and Services	518,596	452,506	514,200	459,200
Capital Expenditures	37,181	-	45,000	-
Admin Charges and Credits	332,756	278,395	256,466	260,447
Depreciation	-	170,000	170,000	170,000
<b>Total</b>	<b>1,608,548</b>	<b>1,486,563</b>	<b>1,609,045</b>	<b>1,554,655</b>

## Marina Budget by Account Category



	2016/17	2017/18	2018/19	2019/20
Salaries	471,579	387,239	375,310	395,562
Payroll Taxes	11,783	11,208	5,360	5,650
Benefits	181,733	144,775	202,783	221,597
Insurance	54,919	42,440	39,926	42,199
Supplies and Services	518,596	452,506	514,200	459,200
Capital Expenditures	37,181	-	45,000	-
Admin Charges and Credits	332,756	278,395	256,466	260,447
Depreciation	-	170,000	170,000	170,000

## Marina Budget by Program



	2016/17	2017/18	2018/19	2019/20
Operate a Brisbane Marina	903,037	859,630	940,874	866,302
Public Education	13,058	8,950	14,537	15,523
Workforce Development	25,640	19,935	25,694	27,408
Citizen Engagement	68,095	49,057	72,924	77,751
City Council/Commission Support	6,196	4,667	7,584	8,072
Administration	133,556	95,929	120,967	129,151
Non Program	458,965	448,395	426,466	430,447

<b>Department/Division: 9910 Debt Service</b>		<b>Debt Service Fund Various</b>		
<b>Account and Title:</b>	<b>2016/17 Actual Expended</b>	<b>2017/18 Approved Budget</b>	<b>2018/19 Proposed Budget</b>	<b>2019/20 Proposed Budget</b>
<b>SERVICES AND SUPPLIES</b>				
52235 Professional Services	8,800	8,800	8,800	8,800
55310 Cost of Issuance				
<b>Total Services &amp; Supplies</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>
<b>OTHER</b>				
55100 Principal	2,072,972	1,996,295	1,884,676	1,996,295
55200 Interest	1,176,448	668,916	731,371	668,916
55320 Bond Discount				
<b>Total Other</b>	<b>3,249,420</b>	<b>2,665,211</b>	<b>2,616,046</b>	<b>2,665,211</b>
<b>EXPENDITURE TRANSFERS</b>				
54100 Administrative Charges	5,000	5,000	5,000	5,000
<b>Total Expenditure Transfers</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>TOTAL BUDGET</b>	<b>3,263,220</b>	<b>2,679,011</b>	<b>2,629,846</b>	<b>2,679,011</b>

RECAP OF DEBT SERVICE FUND BUDGET FOR FY2018/19

<b>Fund and Bond</b>	<b>52235 Professional Services</b>	<b>55100 Principal</b>	<b>55200 Interest</b>	<b>54100 Administrative Charges</b>	<b>Total Budget by Fund</b>
Fund 340/Pension Obligation Bonds 2006	1,250	125,000	24,381		150,631
Fund 341/Pension Obligation Bond 2013		165,000	50,586		215,586
Fund 330/ Brisbane/GVMID Lease Revenue Bond (City Hall) 2014	3,350	215,000	165,630		383,980
Fund 367/ Brisbane Lease Revenue Bond (City Hall Completion) 2009	2,200	123,000	33,106		158,306
Fund 400/ Housing Authority Loan		85,676	8,408		94,084
Fund 545/Utility Fund		320,000	295,650		615,650
Fund 555/Marina Fund		346,000	114,036		460,036
Fund 796/Northeast Ridge Assmt Refunding 2013	2,000	505,000	39,574	5,000	551,574
<b>TOTALS</b>	<b>8,800</b>	<b>1,884,676</b>	<b>731,371</b>	<b>5,000</b>	<b>2,629,846</b>

Recap of Debt Service Fund Budget for 2019/20

<b>Fund and Bond</b>	<b>52235 Professional Services</b>	<b>55100 Principal</b>	<b>55200 Interest</b>	<b>54100 Administrative Charges</b>	<b>Total Budget by Fund</b>
Fund 340/Pension Obligation Bonds 2006	1,250	140,000	17,038		158,288
Fund 341/Pension Obligation Bond 2013		190,000	43,720		233,720
Fund 330/ Brisbane/GVMID Lease Revenue Bond (City Hall) 2014	3,350	220,000	159,180		382,530
Fund 367/ Brisbane Lease Revenue Bond (City Hall Completion) 2009	2,200	120,000	36,106		158,306
Fund 400/ Housing Authority Loan		87,295	6,789		94,084
Fund 545/Utility Fund		340,000	279,150		619,150
Fund 555/Marina Fund		379,000	102,991		481,991
Fund 796/Northeast Ridge Assmt Refunding 2013	2,000	520,000	23,943	5,000	550,943
<b>TOTALS</b>	<b>8,800</b>	<b>1,996,295</b>	<b>668,916</b>	<b>5,000</b>	<b>2,679,011</b>

Vehicles to be Replaced

**FY 2018/19**

Fire Engine (Fire) - \$600,000

Club Car Electric Vehicle (Marina) - \$16,000

Crown Victoria (Parks and Recreation) - \$31,400

Van (Parks and Recreation) - \$38,000

Taurus (Police) - \$26,000

Explorer (Police) - \$48,000

Backhoe (Public Works) - \$125,000

**Total \$884,400**

**FY 2019/20**

Chevy Tahoe (Fire) - \$52,000

EZGO (Marina) - \$7,700

Explorer (PD) - \$32,000

Ranger (PD) - \$ 23,000

Explorer (PD) - \$44,000

F350 Truck (PW-Utilities) - \$60,000

**Total \$218,700**

**CITY OF BRISBANE**  
**2018/19**  
**MASTER FEE SCHEDULE**

Planning Fees	2017/18 Adopted Fee		2018/19 Adopted Fee		Basis
Full Cost Hourly Rates by Staff Position:					
Director	\$200.00	\$206.00			expressed for 100% cost recovery;
Senior Planner	\$155.00	\$160.00			applicable cost recovery on a
Associate Planner	\$108.00	\$111.00			permit for which a fee is charged
Administrative Assistant	\$106.00	\$109.00			on an hourly basis
Office Specialist	\$92.00	\$95.00			
Accessory Dwelling Unit Permit:					
P1 Accessory Dwelling Units	\$300.00	\$309.00			
Use Permits:					
P2 Conditional uses listed in District Regulations not listed below	\$1,013.00	\$1,043.00			
P3a Transfer of development rights within the R- BA district	\$2,512.00	\$2,587.00			
P3b Clustered development within the R-BA district	\$2,512.00	\$2,587.00			
P4 Exceptions to Fence Regulations					
- Residential Uses	\$882.00	\$908.00			
- Retaining Walls	\$882.00	\$908.00			
- All Other Uses	\$1,175.00	\$1,210.00			
P5 Greenhouses on standard lots	\$1,013.00	\$1,043.00			
P6 Horses in any district (with exceptions)	\$1,013.00	\$1,043.00			
P7 Public buildings, schools, parks, churches:					
- New Construction	\$1,013.00	\$1,043.00			
- Use Only	\$1,013.00	\$1,043.00			
P8 Hospitals, etc.	\$1,013.00	\$1,043.00			
P9 Philanthropic or charitable institutions					
- New Construction	\$1,013.00	\$1,043.00			
- Use Only	\$1,013.00	\$1,043.00			
P10 Public utilities in all districts	\$1,353.00	\$1,394.00			
P11 Temporary uses of not more than 45 days duration - all districts	\$1,060.00	\$1,092.00			
P12 Condominiums, cooperatives, new construction and conversion	\$1,358.00	\$1,399.00			
P13 Non conforming parking					
- in R and NCRO districts	\$1,134.00	\$1,168.00			
- in other districts	\$1,511.00	\$1,556.00			
P13a Use Permit to Expand Nonconforming Residential Uses	\$1,134.00	\$1,168.00			
Home Occupation Permits:					
P14 Home occupations in residential districts	\$35.00	\$36.00			
Design Permits					
P15a Design Permit for new construction: residential	\$1,669.00	\$1,719.00			
P15b Design Permit for new construction: non-residential or mixed use	\$2,786.00	\$2,870.00			

# Planning Fees

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
P16 Design Permit for remodeling existing structures	\$1,557.00	\$1,604.00	
P16a Design Permit Extension	\$1,285.00	\$1,324.00	
Variances:			
P17 Variance to code provisions for new construction to all structures	\$1,258.00	\$1,296.00	
P18 Variance to code provisions for remodel of existing structures			
- residential structures	\$943.00	\$971.00	
- other structures	\$1,258.00	\$1,296.00	
Sign Permits:			
P19 Sign permits in all districts			
- with Hearing	\$735.00	\$757.00	
- without Hearing	\$309.00	\$318.00	
P20 Sign Programs	\$117.00	\$121.00	
Planned Development Permits:			
P21 Planned Development Permit			deposit required
Development Agreements:			
P22 Development Agreement			deposit required
zoning Plans:			
P23 Specific Plan			deposit required
Exceptions to the Code:			
P25a Height limits per BMC 17.32.060.B	\$1,253.00	\$1,291.00	
P25b Height limits per BMC 17.32.060.C	\$1,253.00	\$1,291.00	
- residential structures	\$566.00	\$583.00	
- other structures	\$755.00	\$778.00	
P60 Accessibility Improvement Permits	\$193.00	\$199.00	
P61aPC Setback Exception Modification - residential properties	\$728.00	\$750.00	
P61aZA Setback Exception Modification - residential properties	\$567.00	\$584.00	
P61bPC Setback Exception Modification - all other properties	\$970.00	\$999.00	
P61bZA Setback Exception Modification - all other properties	\$755.00	\$778.00	
Minor Modifications:			
P26 Minor modifications per BMC 17.56.090	\$499.00	\$514.00	
Grading Permits:			
P27 Grading Permit Review by Planning Commission	\$1,415.00	\$1,457.00	
Amendments:			
P28 General Plan Map	\$1,603.00	\$1,651.00	
P29 General Plan Text	\$1,603.00	\$1,651.00	
P30 Zoning Map	\$1,603.00	\$1,651.00	
P31 Zoning Ordinance Text	\$1,588.00	\$1,636.00	
Subdivisions:			
P32 Tentative Subdivision Map and Condominium Plans with 5 or more lots/units	\$2,776.00	\$2,859.00	Plus \$275 per lot



## Planning Fees

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
P34 Tentative Parcel Map and Condominium Plans with 4 or less lots/units	\$2,776.00	\$2,859.00	
P35 Final Parcel Map	\$1,331.00	\$1,371.00	
P36 Time Extension for Approved Tentative Map	\$1,254.00	\$1,292.00	
P37 Amendment to Approved Tentative Map	\$377.00	\$388.00	
P38 Correction / Amendment to Final Map	\$1,381.00	\$1,422.00	
P40 Modifications to Subdivision Provisions	\$5,558.00	\$5,725.00	
P41 Vesting Tentative Subdivision Map	\$967.00	\$996.00	
P42a Certificate of Compliance per GC 66499.35(a) and (b)	\$348.00	\$358.00	
P42b Certificate of Compliance per GC 66499.35 (c)	\$924.00	\$952.00	
P43 Lot Line Adjustment	\$842.00	\$867.00	
P43a Parcel Map Waivers	\$348.00	\$358.00	
P44 Reversions to Acreage			
P45 Lot Merger			
Appeals:			
P46 Tie-vote at Planning Commission	\$362.00	\$373.00	
P47 All other appeals			
Environmental Review:			
Categorical Exemption			
Initial Study / Negative Declaration ( fee includes those cases in which a			reimbursement for peer review may be
Determination of HCP Compliance by the Planning Commission is needed,			required
where no other Planning Permit is required.)	\$2,456.00	\$2,530.00	
P50 Environmental Impact Reports	consult. cost +10%	consult. cost +10%	deposit required
P51 Mitigation Monitoring-Inspections etc.	hourly	hourly	
Other Services:			
P52 Pre-application Review			
- single family dwelling on lot of record			
- all other applications	hourly	hourly	
P53 Administrative review subsequent documents from Con. of Appr.	hourly	hourly	
P54 Parking lot redesign/landscape plan review (per BMC section 15.70.030)	\$552.00	\$569.00	
P55 Research record search	hourly	hourly	
P56 Technical report review	consult. cost +10%	consult. cost +10%	
P57 Zoning enforcement penalty	10x orig fee	10x orig fee	
P59 Archiving of records	hourly	hourly	
P62a Concept review (greater 20,000 sq. feet commercial or 10 units or more of residential)	hourly	hourly	
P62b Concept review (less than 20,000 sq. feet or less than 10 residential units)	hourly	hourly	
P63 Telecommunications Administrative Permit	\$1,014.00	\$1,044.00	

## Parks and Recreation Fees

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
<b>Facility Rentals:</b>			
Athletic Fields			
Lights	\$24.00	\$25.00	per hour
Non Profit Closed to Public			
- Brisbane Non Profit	\$16.00	\$16.00	per hour
- Non Brisbane Non Profit	\$24.00	\$25.00	per hour
Residential	\$39.00	\$40.00	per hour
Non-Residential	\$68.00	\$70.00	per hour
Game Preparation	\$24.00	\$25.00	per game
Mission Blue			
Residential			
1 Room - Weekday			per hour
Entire Facility - Weekday	\$241.00	\$248.00	per hour
1 Room - Weekend			per hour
Entire Facility - Weekend	\$301.00	\$310.00	per hour
Non-Residential			
1 Room - Weekday			per hour
Entire Facility - Weekday	\$344.00	\$354.00	per hour
1 Room - Weekend			per hour
Entire Facility - Weekend	\$430.00	\$443.00	per hour
Community Center Rental: Resident	\$55.00	\$57.00	per hour
Community Center Rental: Non-Resident	\$144.00	\$148.00	per hour
<b>Community Park Rentals:</b>			
Picnic Use Permit: Resident			
Area 2 and 3 (4 tables)	\$17.00	\$18.00	per area per hour
Area 1 (individual tables)	\$6.00	\$7.00	per table per hour (3 hour minimum)
Picnic Use Permit: Non-Resident			
Area 2 and 3 (4 tables)	\$39.00	\$40.00	per area per hour
Area 1(individual tables)	\$13.00	\$14.00	per table per hour (3 hour minimum)
Lawn Area: Resident under 50			
Lawn Area: Resident under 100	\$8.00	\$9.00	per hour (3 hour minimum)
Lawn Area: Resident over 100	\$22.00	\$23.00	per hour (3 hour minimum)
Lawn Area: Non-Resident under 50	\$39.00	\$40.00	per hour (3 hour minimum)
Lawn Area: Non-Resident under 100	\$27.00	\$28.00	per hour (3 hour minimum)
Lawn Area: Non-Resident over 100	\$65.00	\$67.00	per hour (3 hour minimum)

## Parks and Recreation Fees

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
Lawn Area: Non-Resident over 100	\$117.00	\$121.00	per hour (3 hour minimum)
Gazebo Area: Resident	\$66.00	\$68.00	per hour
Gazebo Area: Non-Resident	\$194.00	\$200.00	per hour
Preschool/Youth Activities:			
Club Rec: Resident	\$8.00	not offered	per person, per day
Club Rec: Non-Resident	\$10.00	not offered	per person, per day
Club Rec Monthly	\$120.00	\$160.00	per person, per month
Club Rec Monthly: Non-Resident	\$144.00	\$192.00	
Winter and Spring Camps	\$30.00	\$31.00	per person, per day
Winter and Spring Camps: Non-Resident	\$36.00	\$37.00	per person, per day
Summer Day Camp	\$155.00	\$160.00	per person, per session
Summer Day Camp: Non-Resident	\$180.00	\$185.00	per person, per session
Preschool: Resident	\$330.00	\$3.50	per person, per hour (changed in 2018/19)
Preschool: Non-Resident	\$360.00	\$4.20	per person, per hour (changed in 2018/19)
Kinder Care	\$51.00	\$53.00	per person, per month
Kinder Care: Non-Resident	\$61.00	\$63.00	per person, per month
Club Rec: Enrichment Clubs	\$5-\$20		per person, per activity
Youth Classes			per person, per activity
Youth Sports	\$66.00	\$68.00	per person, per season
Processing Fee			Per class session or sports
Transaction Fee - Drop in Class	\$1.00	\$1.00	Per class for drop in only
Transaction Fee - For classes under \$100	\$10.00	\$10.00	Per class session or sport
Transaction Fee - For Classes \$100 and over	\$20.00	\$20.00	Per class session or sport
Adult Sports:			
Adult Basketball	\$745.00	\$767.00	per team, per season
Adult Volleyball	\$365.00	\$376.00	per team, per season
Adult Softball	\$714.00	\$735.00	per team, per season
Adult Open Gym	\$3.00	\$4.00	per person, per class
Teen Center:			
Teen Programs	\$10.00	\$10.00	per person, per activity
Middle School Dances	\$5.00	\$5.00	per person, per activity
Aquatics:			
Daily Admission: Adult Resident	\$5.00	\$6.00	per person
Daily Admission: Adult Non-Resident	\$7.00	\$8.00	per person
Daily Admission: Adult Non-Resident Summer	\$10.00	\$10.00	per person
15-Day Punch Pass: Adult Resident	\$63.00	\$72.00	per pass
15-Day Punch Pass: Adult Non-Resident	\$89.00	\$96.00	per pass
Monthly Pass: Adult Resident	\$58.00	\$60.00	per pass
Monthly Pass: Adult Non-Resident	\$82.00	\$84.00	per pass
Daily Admission: Youth/Senior Resident	\$3.00	\$4.00	per person
Daily Admission: Youth/Senior Non-Res.	\$5.00	\$6.00	per person

# Parks and Recreation Fees

2017/18 Adopted Fee

2018/19 Adopted Fee

Basis

15-Day Punch Pass: Youth/Senior Res.	\$38.00	\$48.00	per pass
15-Day Punch Pass: Youth/Senior Non-Res.	\$60.00	\$72.00	per pass
Monthly Pass: Youth/Senior Non-Resident	\$56.00	\$58.00	per pass
Swim Lessons (8): Resident	\$66.00	\$68.00	per lesson package
Swim Lessons (8): Non-Resident	\$79.00	\$81.00	per lesson package
Semi-Private Swim Lessons (4): Resident	\$100.00	\$103.00	per lesson package
Semi-Private Swim Lessons (4): Non-Resident	\$120.00	\$124.00	per lesson package
Private Swim Lesson (4): Resident	\$140.00	\$144.00	per lesson package
Private Swim Lesson (4): Non-Resident	\$168.00	\$173.00	per lesson package
B-Days: Resident	\$119.00	\$123.00	
B-Days: Resident	\$245.00	\$252.00	
B-Days: Non-Resident	\$147.00	\$151.00	
B-Days: Non-Resident	\$294.00	\$303.00	
Summer Pass: Resident	\$233.00	\$240.00	
Summer Pass: Non-Resident	\$279.00	\$287.00	
NEW Lifeguard Certification Class	\$185.00	\$191.00	per person, per session
Piranha Swim Club: Resident	\$5.00	\$5.00	per person, per class
Piranha Swim Club: Non-Resident	\$7.00	\$7.00	per person, per class
Special Events:			
Derby Kit	\$25.00	\$25.00	per derby kit
Pop-Up Events	\$5-\$20	\$5-\$20	per person, per activity
Day in the Park - Event Tickets	\$1	\$1.00	per ticket
Community Night with the Giants Tickets	\$17	\$17.00	per ticket
Concerts in the Park - Sponsorships	\$100-\$2,500	\$100-\$2,500	

## Finance Fees

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
F1			
F1			refundable deposit continues as
F2			current; \$20 non-refundable fee
F3			max of fee or 5% of balance
F5	\$5.00	\$5.00	
F5	\$46.00	\$47.00	
F6	\$47.00	\$48.00	
F6	\$118.00	\$122.00	
F6a	\$261.00	\$269.00	
F7	\$70.00	\$72.00	
F8	\$16.00	\$16.00	
	\$53.00	\$55.00	

- Deposit for Water and Service: Single/Commercial (\$20 non-refundable)
- Deposit for Water and Service: Duplex (\$20 non-refundable)
- Penalty after 2nd Disconnection
- Penalty for delinquent payment (5 days prior to shut off)
- 24 hour notice (tagging) - (within 24 month period): 10th
- Water Turn On - After payment of delinquent account: 8a-4p
- Water Turn On - After payment of delinquent account: after 4p
- Water Turn On - After 3rd notice for backflow recertification
- Copy of Annual Budget
- Annual Financial Report

Returned Check Charge (All Departments)

### City Clerk Fees

	2017/18 Adopted Fee	2018/19 Proposed Fee	Basis
C1			
C1			
C1			
C1			
C4			
C5			
C6	\$2.00	\$2.00	in addition to per page fee
C7	\$129.00	\$133.00	per page; no labor time allowed
C8			
C10	\$16.00	\$16.00	in addition to \$50/hr contract
C11	\$6.00	\$6.00	\$0.10 per page max by law
C12			cannot charge for labor time
C13			cannot charge for labor time
C13			

# Police Fees

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
PO1			
PO2	\$0.00	\$0.00	
PO3	\$0.00	\$0.00	
PO4	\$129.00	\$133.00	
PO5	\$6.00	\$6.00	
PO6	\$32.00	\$33.00	
PO7	\$32.00	\$33.00	
PO8	\$59.00	\$61.00	
PO9	\$0.00	\$0.00	
PO10	\$30.00	\$31.00	plus actual cost
PO11	\$275.00	\$283.00	per hour or legal max (\$150 deposit)
PO12	\$275.00	\$283.00	per hour or legal max (\$150 deposit)
PO13	hourly	hourly	charge legal max
PO14	hourly	hourly	charge legal max
PO15	\$0.00	\$0.00	
PO16	\$29.00	\$30.00	
PO17	\$89.00	\$92.00	
PO18	\$109.00	\$112.00	
PO19	\$28.00	\$29.00	
PO20	\$0.00	\$0.00	
PO21	\$82.00	\$84.00	
PO22	\$82.00	\$84.00	
PO23	\$0.00	\$0.00	
PO24	\$0.00	\$0.00	
PO25	\$50.00	\$52.00	
PO26	\$50.00	\$52.00	
PO27	\$497.00	\$512.00	
	\$16.00	\$16.00	

# Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

2017/18  
Adopted Fee

2018/19  
Adopted Fee

Basis

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
FD1	\$224.00	\$231.00	A
FD4	\$345.00	\$355.00	
FD5	\$231.00	\$238.00	A
FD6	\$231.00	\$238.00	A
	\$291.00	\$300.00	A
	\$291.00	\$300.00	A, plus \$1.30 per unit over 20
FD7	\$116.00	\$119.00	A
FD8	\$116.00	\$119.00	A/EO
FD9	\$345.00	\$355.00	EO
FD11	\$288.00	\$297.00	A
FD12	\$231.00	\$238.00	A
FD13	\$231.00	\$238.00	A
FD14	\$231.00	\$238.00	A
FD15	\$335.00	\$345.00	A
FD16	\$345.00	\$355.00	A
FD17	\$231.00	\$238.00	A
FD18	\$231.00	\$238.00	A/EO
FD19	\$345.00	\$355.00	EO
FD21	\$345.00	\$355.00	EO
FD22	\$345.00	\$355.00	A
FD23	\$172.00	\$177.00	A
FD24	\$345.00	\$355.00	A
	\$334.00	\$344.00	A
	\$334.00	\$344.00	A, plus \$125.00 per tank over the first
	\$445.00	\$458.00	A, plus \$290.00 per tank over the first
	\$502.00	\$517.00	A
	\$502.00	\$517.00	A, plus \$290.00 per tank over the first
	\$667.00	\$687.00	A, plus \$290.00 per tank over the first
	\$1,003.00	\$1,033.00	A
	\$1,003.00	\$1,033.00	A, plus \$312.00 per tank over the first
	\$1,003.00	\$1,033.00	A, plus \$312.00 per tank over the first
FD26	\$172.00	\$177.00	A
FD27	\$462.00	\$476.00	EO
FD30	\$172.00	\$177.00	



## Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
FD 31			refer to Hazardous material table HM-1 below
FD32	\$345.00	\$355.00	A
FD33	\$345.00	\$355.00	A
FD34	\$173.00	\$178.00	A
FD35	\$231.00	\$238.00	A
FD36	\$231.00	\$238.00	A
FD37	\$173.00	\$178.00	EO
FD38	\$231.00	\$238.00	A
FD39	\$173.00	\$178.00	A
FD40	\$345.00	\$355.00	A
FD41	\$345.00	\$355.00	A
FD42	\$231.00	\$238.00	EO
FD43	\$231.00	\$238.00	EO
FD45	\$231.00	\$238.00	A
FD47	\$28.00	\$29.00	A
	\$272.00	\$280.00	A
	\$223.00	\$230.00	A
			EO
	\$223.00	\$230.00	EO
	\$341.00	\$351.00	EO
	\$173.00	\$178.00	A
	\$231.00	\$238.00	A
	\$231.00	\$238.00	A
	\$231.00	\$238.00	EO
	\$231.00	\$238.00	A
	\$231.00	\$238.00	A
Construction Fire Permit Fees:			
FD56	\$0.20	\$0.21	per square foot; \$330 minimum fee
	\$0.20	\$0.21	per square foot; \$206 minimum fee
FD57	\$0.20	\$0.21	per square foot; \$218 minimum fee
	\$0.20	\$0.21	per square foot; \$136 minimum fee

## Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

		2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
FD 58	Fixed Extinguishing System Permit: New and Upgrade Installations	\$367.00	\$378.00	This includes one on site inspection
FD 59	Fire Plan Check and resubmittal			\$150 initial and each resubmittal
FD60	Fire Alarm Permit:	\$182.00	\$187.00	per 3,000 sq. ft.
FD61	Construction, Alteration & Renovation Permit	\$159.00	\$164.00	per 3,000 sq. ft.
	- Construction alteration	\$288.00	\$297.00	
FD62	Gas Piping System Installation Permit	\$409.00	\$421.00	
FD63	Underground Fire Protection Piping Permit			
	Miscellaneous Fees:			
FD64	Consultant Service Fee (actual cost plus admin fee)	\$46.00	\$47.00	per hour in addition to cost
FD67	Document Review (per hour)	\$116.00	\$119.00	per hour
FD68	Copy of Fire Report	\$17.00	\$18.00	
FD69	False Alarm in Excess of 3 per Calendar Year (accidental or equipment)	\$144.00	\$148.00	
FD70	Fire Hazard Abatement performed by City or City Contractor (including, but not			Abatement cost plus administrative fee
FD71	Hydrant Flow Test	\$514.00	\$529.00	
FD72	New Business Fire Inspection	\$175.00	\$180.00	
FD73	Other Services (per half hour and portion thereof)	\$57.00	\$59.00	per half-hour
FD 4	Re-Inspection Fee (for each following second re-inspection)	\$117.00	\$121.00	
FD 5	Standby Engine Company	\$295.00	\$304.00	for 1st hour; \$108 ea. add'l. 1/2 hr.
FD 6	Standby Firefighter (1 hour minimum)	\$96.00	\$99.00	per hour
FD77	Work Performed after Normal Working Hours (Callback is a 3-hr min)	\$173.00	\$178.00	per hour
HM-1	Hazardous Materials Table Schedule:			
	Range Solids (pounds)			
1	0 to 500	\$326.00	\$336.00	A
2	>500 to 5,000	\$456.00	\$470.00	A
3	>5,000 to 25,000	\$611.00	\$629.00	A
4	>25,000 to 50,000	\$890.00	\$917.00	A
5	>50,000 to 80,000	\$1,287.00	\$1,326.00	A
6	>80,000 to 120,000	\$1,864.00	\$1,920.00	A
7	>120,000	\$2,426.00	\$2,499.00	A
	Range Liquids (gallons)			
1	0 to 55	\$326.00	\$336.00	A
2	>55 to 550	\$456.00	\$470.00	A
3	>550 to 2,750	\$610.00	\$628.00	A
4	>2,750 to 5,500	\$890.00	\$917.00	A
5	>5,500 to 10,000	\$1,287.00	\$1,326.00	A
6	>10,000 to 15,000	\$1,864.00	\$1,920.00	A
7	> 15,000	\$2,426.00	\$2,499.00	A
	Range Gas (cubic feet)			
1	0 to 200	\$252.00	\$260.00	A

Fire Fees "A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both		Adopted Fee		Basis
		2017/18	2018/19	
2	>200 to 2,000	\$456.00	\$470.00	A
3	>2,000 to 10,000	\$610.00	\$628.00	A
4	>10,000 to 20,000	\$890.00	\$917.00	A
5	>20,000 to 40,000	\$1,287.00	\$1,326.00	A
6	>40,000 to 60,000	\$1,864.00	\$1,920.00	A
7	>60,000	\$2,426.00	\$2,499.00	A

# Public Works Fees

"F/A" designates the need for a Force Account

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
PW 1			
- 6-50 cub. yds.	\$92.00	\$95.00	
- 51-100 cub. yds.	\$92.00	\$95.00	
- 101-1,000 cub. yds.	\$371.00	\$382.00	
- 1,001-10,000 cub. yds.	\$742.00	\$764.00	
- 10,001-100,000 cub. yds.	\$3,987.00	\$4,107.00	
- 100,001-200,000 cub. yds.	\$6,647.00	\$6,846.00	
- 200,000 or more cub. yds.	\$13,296.00	\$13,695.00	
PW 1a	Actual Cost		Force Account minimum \$5,000
PW 2			
Grading Permit - Inspection:			
- 0-5 cub. yds. (no permit required)			
- 6-50 cub. yds.	\$368.00	\$379.00	
- 51-100 cub. yds.	\$736.00	\$758.00	
- 101-1,000 cub. yds.	\$13,199.00	\$13,595.00	or create a Force Account and billed on actual time
- 1,001-10,000 cub. yds.	\$19,803.00	\$20,397.00	or create a Force Account and billed on actual time
- 10,001-100,000 cub. yds.			actual cost w/ F/A min \$10,000
- 100,000 - 200,000 cub. yds.			actual cost w/ F/A min \$10,000
- 200,000 + cub. yds.			actual cost w/ F/A min \$10,000
Grading Permit - SWPPP Compliance			
Single Parcel (assessed every 2 reviews)	\$129.00	\$133.00	plus actual cost insp w/ F/A min \$591
Subdivision subject to Map Act Provisions (assessed every 2 reviews)	\$520.00	\$536.00	plus actual cost insp w/ F/A = actual cost of erosion control plan
Development subject to C.3 Provisions (assessed every 2 reviews)	\$1,044.00	\$1,075.00	plus actual cost insp w/ F/A = actual cost of erosion control plan
Blasting Permit	\$742.00	\$764.00	
PW 3			
Special Permit (after hours work), plus actual cost of inspection/work	\$185.00	\$191.00	F/A min \$500 for Inspection
PW 4			
Grading Permit (paving), plus actual cost of inspection/work	\$185.00	\$191.00	F/A min \$500 for Inspection
PW 5			
Grading Permit (drainage alteration), plus actual cost of inspect/work	\$185.00	\$191.00	F/A min \$500 for Inspection
PW 6			
Truck Haul Permit	\$92.00	\$95.00	
PW 7			
Truck Haul Impact Fee (per cubic yard, \$90 minimum fee)	\$0.49	\$0.50	
PW 7a			
Late Fee related to Truck Haul Permits	1%	1%	per month on outstanding of more than 60 days
PW 7b			
Encroachment Permit (hourly inspect. cost)	\$92.00	\$95.00	plus actual cost insp w/ F/A min \$500
PW 8			
Site Work Permit - Engineering Review (assessed every 2 reviews)	\$369.00	\$380.00	
PW 9			
Site Work Permit - Retaining Wall Design	\$0.00	\$0.00	Force Account minimum \$5,000
PW 9a			
Site Work Permit - Fast Track Review (each occurrence)	\$352.00	\$363.00	
PW 9b			
Tentative Parcel Map Review	\$502.00	\$517.00	
PW 10			
Final Parcel Map Review	\$502.00	\$517.00	plus actual cost LS review (requires \$1,500 F/A min)
PW 11			
Water Service Installation			
- 5/8" meter	\$618.00	\$637.00	
- 3/4" meter	\$618.00	\$637.00	
- 1" meter	\$618.00	\$637.00	

### Public Works Fees

"F/A" designates the need for a Force Account

	2017/18 Adopted Fee	2018/19 Adopted Fee	Basis
- 1.5" meter	\$1,170.00	\$1,205.00	
- 2" meter or larger	\$1,970.00	\$2,029.00	
PW 13 City does not do Sanitary Sewer Lateral Installation			
Single Family Unit	\$826.00	\$851.00	
Multiple Unit Dwelling	\$1,486.00	\$1,531.00	
Commercial, Industrial, Public & Other Uses	\$2,312.00	\$2,381.00	
PW 14 Final Subdivision Map	\$6,409.00	\$6,601.00	Plus \$500 per lot

\* The Director of Public Works/City Engineer may at his discretion accept a full-cost recovery Force Account in lieu of imposing this fee.

## GLOSSARY OF BUDGET TERMS

**Appropriation** – An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

**Assessed Valuation** – A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

**Audit** – A view of the City's accounts by an independent auditing firm to substantiate fiscal year-end funds, salaries, reserves, and cash on hand.

**Beginning/Ending (Unappropriated) Fund Balance** – Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

**Bond** – A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a specific rate. There are two types of bonds: General Obligation and Revenue.

**Budget** – A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

**Capital Improvement** – A permanent addition to the City's assets, including the design, construction, or purchase of land, buildings or facilities, or major renovations of it.

**Capital Improvement Program** – A financial plan of proposed capital improvement projects with single- and multiple-year capital expenditures/expenses.

**Capital Outlay** – A budget appropriation category, which budgets all equipment having an estimated useful life of over one-year.

**City Manager's Transmittal Letter** – A general discussion of the budget by the City Manager, which contains an explanation of principal budget items and summaries, as well as future projections.

**Debt Service** – Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COPs).

**Debt Service Requirements** – The amount of money required to pay interest and principal on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

**Deficit** – An excess of expenditures or expenses over revenues.

**Department** – An organization unit comprised of divisions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

**Division** – A sub-section (of activity) within a department, which furthers the objectives of the City Council by providing specific services or a product.

**Encumbrances** – A legal obligation to pay funds, the expenditures/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Enterprise Fund** – A type of fund established for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely or predominately self-supporting.

**Expenditure** – The actual spending of governmental funds set-aside by appropriation.

**Expense** – The actual spending of proprietary funds (Enterprise and Internal Service Fund types) set-aside by an appropriation.

**Fiscal Year** – A twelve-month period of time to which a budget applies. In Brisbane, it is July 1<sup>st</sup> through June 30<sup>th</sup>.

**Fund** – An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

**Fund Balance** – The amount of financial resources available for use. Generally, this represents the detail of the entire annual operating surpluses and deficits since the fund's inception.

**General Fund** – The primary fund of the City used to account for all revenues and expenditures of the city not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police, Fire, Administration and others.

**General Obligation Bond** – Bonds used for various purposes and repaid by the regular (usually via the General Fund) revenue raising powers of the city.

**Grant** – Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant provided by the Federal Government.

**Interfund Transfers** – Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

**Internal Service Fund** – An Internal Service Fund provides services to other city departments and bills the various other funds for services rendered, just as would private business.

**Materials, Supplies and Services** - Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

**Municipal Code** – The City Council approved ordinances currently in effect. The Code defines city policy with respect to areas such as planning, zoning, traffic, public services, etc.

**Objectives** – The expected results or achievements of a budget activity.

**Operating Budget** – Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay and capital improvements.

**Ordinance** – A formal legislative enactment by the City Council, which has the full force and effect of law within city boundaries unless, preempted by a higher form of law. An ordinance has a higher legal standing than a resolution. The body of ordinances is known as the Municipal Code.

**Project** – Physical structural improvements with a useful life of one year or more. Examples include a new park, building modifications or street improvements.

**Reimbursement** – Payment of an amount remitted on behalf of another party, department or fund.

**Reserve** – An account used to record a portion of the fund balance as legally segregated for a specific use.

**Resolution** - A special order of the City Council (equivalent to a written motion), which has a lower legal standing than an ordinance.

**Revenues** – Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, or other sources during the fiscal year.

**Revenue Bonds** – A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

**Salaries and Benefits** – A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental and retirement.

**Special Revenue Funds** – This fund type collects revenues that are restricted by the city, state or Federal government as to how the city may expend them.



**GLOSSARY OF ACRONYMS**

<b>ABAG</b>	<b>Association of Bay Area Governments</b>	<b>CCAG</b>	<b>City/County Association of Governments</b>
<b>ALS</b>	<b>Advanced Life Support</b>	<b>CEPO</b>	<b>Continuing Education for Public Officials</b>
<b>APA</b>	<b>American Planning Association</b>	<b>CEU</b>	<b>Continuing Education Units</b>
<b>APWA</b>	<b>American Public Works Association</b>	<b>CEV</b>	<b>Community Emergency Volunteers</b>
<b>ASCE</b>	<b>American Society of Civil Engineers</b>	<b>CIP</b>	<b>Capital Improvement Program</b>
<b>AWWA</b>	<b>American Water Works Association</b>	<b>CMTA</b>	<b>California Municipal Treasurer's Association</b>
<b>BAAQMD</b>	<b>Bay Area Air Quality Management District</b>	<b>CORA</b>	<b>Community Overcoming Relationship Abuse</b>
<b>BAWSCA</b>	<b>Bay Area Water Supply &amp; Conservation Agency</b>	<b>CPOA</b>	<b>California Peace Officers Association</b>
<b>BCJPIA</b>	<b>Bay Cities Joint Powers Insurance Authority</b>	<b>CPRS</b>	<b>California Parks and Recreation Society</b>
<b>BES</b>	<b>Brisbane Elementary School</b>	<b>CSMFO</b>	<b>California Society of Municipal Finance Officers</b>
<b>CAD</b>	<b>Computer Aided Design</b>	<b>CWEA</b>	<b>California Water Environment Association</b>
<b>CALBO</b>	<b>California Building Officials</b>	<b>DOT</b>	<b>Department of Transportation</b>
<b>CALPELRA</b>	<b>California Public Employers Labor Relations Association</b>	<b>EAP</b>	<b>Employee Assistance Program</b>
<b>CCEA</b>	<b>City/County Engineers Association</b>		

<b>EIR</b>	<b>Environmental Impact Report</b>	<b>ISD</b>	<b>Integrated Services Digital</b>
<b>EOC</b>	<b>Emergency Operations Center</b>	<b>ISTEA</b>	<b>Intermodal Service Transportation Efficiency Act</b>
<b>ERAF</b>	<b>Education Revenue Augmentation Fund</b>	<b>IT</b>	<b>Information Technology</b>
<b>GASB</b>	<b>Governmental Accounting Standards Board</b>	<b>LAFCO</b>	<b>Local Agency Formation Commission</b>
<b>GASB34</b>	<b>Basic Financial Statements &amp; Management's Discussion &amp; Analysis</b>	<b>LAIF</b>	<b>Local Agency Investment Fund</b>
<b>GASB45</b>	<b>Accounting &amp; Financial Reporting by Employers for Postemployment Benefits Other than Pensions (OPEB)</b>	<b>LIRA</b>	<b>Low Income Rate Assistance</b>
<b>GASB54</b>	<b>Fund Balance Reporting &amp; Governmental Fund Type</b>	<b>LTD</b>	<b>Long Term Disability</b>
<b>GFOA</b>	<b>Government Finance Officers Association</b>	<b>M.O.B.</b>	<b>Mothers of Brisbane</b>
<b>GVMID</b>	<b>Guadalupe Valley Municipal Improvement District</b>	<b>NCHRA</b>	<b>Northern California Human Resources Association</b>
<b>H.O.P.T.R</b>	<b>Home Owner Property Tax Relief</b>	<b>NPDES</b>	<b>National Pollution Discharge Elimination System</b>
<b>ICMA</b>	<b>International City Managers Association</b>	<b>NPFA</b>	<b>North Peninsula Family Alternatives</b>
<b>IIMA</b>	<b>International Institute-Municipal Clerks</b>	<b>OSHA</b>	<b>Occupational Safety &amp; Health Administration</b>
<b>IPMA</b>	<b>International Public Management Association</b>	<b>P&amp;R</b>	<b>Parks &amp; Recreation Commission</b>
		<b>PEG</b>	<b>Public Education Grant</b>
		<b>PERS</b>	<b>Public Employees Retirement System</b>
		<b>PG&amp;E</b>	<b>Pacific Gas &amp; Electric</b>

		<b>YAC</b>	<b>Youth Advisory Commission</b>
<b>POST</b>	<b>Police Officers Standards &amp; Training</b>		
<b>PRV</b>	<b>Pressure Reducing Valve</b>		
<b>RDA</b>	<b>Redevelopment Agency</b>		
<b>SAMCEDA</b>	<b>San Mateo County Economic Development Association</b>		
<b>SAMFOG</b>	<b>San Mateo Finance Officers Group</b>		
<b>SBE</b>	<b>State Board of Equalization</b>		
<b>SCADA</b>	<b>Supervisory Control and Data Acquisition</b>		
<b>SCBA</b>	<b>Self Contained Breathing Apparatus</b>		
<b>SDI</b>	<b>State Disability Insurance</b>		
<b>SFPUC</b>	<b>San Francisco Public Utility Commission</b>		
<b>SHRM</b>	<b>Society for Human Resource Management</b>		
<b>SMC</b>	<b>San Mateo County</b>		
<b>SMCNTF</b>	<b>San Mateo County Narcotics Task Force</b>		
<b>SNARE</b>	<b>SafetyNet Records Exchange</b>		
<b>VDLS</b>	<b>Valley Drive Lift Station</b>		
<b>VLF</b>	<b>Vehicle License Fee</b>		

## BUDGET AND FISCAL POLICIES

### **Financial Plan Purpose and Organization**

- A. Through its financial plan, the City will:
1. Identify community needs for essential services.
  2. Organize the programs required to provide these essential services.
  3. Establish program policies and goals, which define the nature and level of program services required.
  4. Identify activities performed in delivering program services.
  5. Propose objectives for improving the delivery of program services.
  6. Identify and appropriate the resources required to perform program activities and accomplish program objectives.
  7. Set standards to measure and evaluate the:
    - a. Accomplishment of program objectives
    - b. Expenditure of program appropriations
- B. The status of major program objectives will be formally reported to the Council on an ongoing, periodic basis.
- C. The Council will review and amend appropriations, if necessary, six months after the beginning of each fiscal year.
- D. Ending fund balance (or working capital in the enterprise funds) must meet minimum policy levels. For the General Fund, this level has been established at \$3,500,000 for emergencies, \$2,500,000 for economic recessions, and 5% of annual expenditures and 5% of annual revenues; for enterprise funds, this level is established at 20% of operating expenditures. These dollar amounts were set as part of the 2015/16 budget process and are reviewed and adjusted during subsequent budget hearings.

Under this policy, it is allowable for total expenditures to exceed anticipated annual revenues in a given year; however, if this does occur the Council will look at the impact of this decision on the City's 5-year financial plan and the ability of future City Council's to provide for the needs of the Community.

### **General Revenue Management**

- A. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.

- B. To emphasize and facilitate long-range financial planning, the City will maintain current projections of revenues for the succeeding five years.
- C. The City's goal is to cover all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
- D. In order to achieve important public policy goals, the City has established various special revenue, capital project; debt service and enterprise funds to account for revenues whose use would be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.

Any transfers between funds for operating purposes are clearly set forth in the budget, and can only be made by the Administrative Services Director in accordance with the adopted budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year. In summary, interfund transfers result in a change in fund equity; interfund borrowings do not, as the intent is to repay the loan in the near term.

From time-to-time, interfund borrowings may be appropriate; however, these are subject to the following criteria in ensuring that the fiduciary purpose of the fund is met:

1. The Administrative Services Director is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 45 days. The most common use of interfund borrowing under this circumstance is for grant programs, where costs are incurred before drawdowns are initiated and received and at year end in order to close the books with positive cash balances. However, receipt of funds is typically received shortly after the request for funds has been made.
2. Any other interfund borrowings for cash flow or other purposes require case-by-case approval by the Council.
3. Any transfers between funds where reimbursement is not expected within one fiscal year shall not be recorded as interfund borrowings; they shall be recorded as interfund operating transfers that affect equity by moving financial resources from one fund to another.

### **User Fee Cost Recovery Goals**

- A. Ongoing Review

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

## B. User Fee Cost Recovery Levels

In setting user fees and cost recovery levels, the following factors will be considered:

### 1. Community-wide vs. Special Benefit

The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general purpose (tax) revenues is appropriate for community-wide services, while user fees are appropriate for services, which are of special benefit to easily, identified individuals or groups.

### 2. Service Recipient vs. Service Driver

After considering community-wide versus special benefit of the service, the concept of *service recipient* versus *service driver* should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts: The community is the primary beneficiary. However, the applicant is the *driver* of the development review costs, and as such, cost recovery from the applicant is appropriate.

### 3. Effect of Pricing on the Demand for Services

The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. Full cost recovery has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not over-stimulated by artificially low prices. Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if services are specifically targeted to low income groups.

### 4. Feasibility of Collection and Recovery

Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

## C. Factors Which Favor Low Cost Recovery Levels

Very low cost recovery levels are appropriate under the following circumstances:

1. There is no intended relationship between the amount paid and the benefit received. Almost all "social service" programs fall into this category as it is expected that these programs provide a benefit to the whole community and therefore some allocation of tax revenue is appropriate.
2. Collecting fees is not cost-effective or will significantly impact the efficient delivery of the services.
3. There is no intent to limit the use of (or entitlement to) the service. Again, most "social service" programs fit into this category as well as many public safety emergency response services. Historically, access to neighborhood and community parks would also fit into this category.
4. The service is non-recurring, generally delivered on a "peak demand" or emergency basis, cannot be reasonably planned for on an individual basis, and is not readily available from a private sector source. Many public safety services also fall into this category.
5. Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits fall into this category.

#### D. Factors Which Favor High Cost Recovery Levels

The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:

1. The service is similar to services provided through the private sector.
2. Other private or public sector alternatives could or do exist for the delivery of the services.
3. For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
4. The use of the service is specifically discouraged. Police responses to disturbances or false alarms might fall into this category.
5. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements.

Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

#### E. General Concepts Regarding the Use of Service Charges

The following general concepts will be used in developing and implementing services charges:

1. Revenue should not exceed the reasonable cost of providing the service.
2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, information technology, vehicle maintenance, and insurance.
3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
4. Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

#### F. Low Cost-Recovery Services

Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general-purpose revenues, not user fees.

1. Delivering public safety emergency response services such as police patrol services and fire suppression.
2. Maintaining and developing public facilities that are provided on a uniform, community-wide basis such as streets, parks and general-purpose buildings.
3. Providing social service programs and economic development activities.

#### G. Recreation Programs

1. Cost recovery for activities directed to adults should be relatively high.



2. Cost recovery for activities directed to youth and seniors should be relatively low. In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher.

Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all participants. Further, there is a community-wide benefit in encouraging high levels of participation in youth and senior recreation activities regardless of financial status.

3. Cost recovery goals for specific recreation activities are set as follows:

***High-Range Cost Recovery Activities (67% to 80%)***

a. Classes (Adult & Youth)	80%
b. Adult Athletics (Volleyball, Basketball, Softball)	67%
c. Facility Rentals (Community Center, Mission Blue Center, etc.)	67%

***Mid-Range Cost Recovery Activities (30% to 50%)***

a. Special events	50%
b. Youth basketball	50%
c. Swim lessons	30%
d. Outdoor facility and equipment rentals	30%

***Low-Range Cost Recovery Activities (0 to 25%)***

a. Public Swim	25%
b. Special swim classes	15%
c. Community garden	10%
d. Teen Services	0%
e. Senior Services	0%

4. For cost recovery activities of less than 100%, there should be a differential in rates between residents and non-residents.
5. Charges will be assessed for use of rooms, pools, gymnasiums, ball fields, special-use areas, and recreation equipment for activities not sponsored or co-sponsored by the City. Such charges will generally conform to the fee guidelines described above.
6. The Park and Recreation Department fees may be waived pursuant to the following conditions:

- a. The applicant shall complete a Low Income Rate Assistance (LIRA) application. The application shall provide adequate documentation that the household is a service user whose account is listed at the service address within city limits and is personally responsible for the payment of the utility service at the service address and participates in the Pacific Gas and Electric lifeline program.
- b. For households who do not pay gas or electric at a city service address, the City Manager shall make eligibility determination based upon the standards of PG&E lifeline program, as it now exists or may be amended in the future.
- c. Should the applicant wish to appeal the City Manager's decision relative to recreation fee waiver, such appeal shall be filed with the City Clerk within ten (10) days after the date on which the City Manager's decision was rendered. Thereafter, the City Clerk shall agendize said appeal for the consideration of the City Council. The decision of the City Council shall be final.

#### H. Development Review Programs

##### 1. Services provided under this category include:

- a. Planning (planned development permits, tentative tract and parcel maps, rezonings, general plan amendments, variances, use permits).
- b. Building and safety (building permits, structural plan checks, inspections).
- c. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).
- d. Fire plans check.

##### 2. Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%.

#### I. Comparability With Other Communities

##### 1. Surveying the comparability of the city's fees to other communities provides useful background information in setting fees for several reasons:

- a. They reflect the "market" for these fees and can assist in assessing the reasonableness of Brisbane's fees.
- b. If prudently analyzed, they can serve as a benchmark for how cost-effectively Brisbane provides its services.

2. However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
  - a. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?
  - b. What costs have been considered in computing the fees?
  - c. When was the last time that their fees were comprehensively evaluated?
  - d. What level of service do they provide compared with our service or performance standards?
  - e. Is their rate structure significantly different than ours and what is it intended to achieve?

These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting City fees.

### **Enterprise Fund Fees and Rates**

- A. The City will attempt to establish fees and rates at levels which cover the full cost to provide the subject service. It may occasionally be necessary to subsidize these services from General Fund surpluses, but enterprise funds should generally be self-supporting.
- B. The City will review and adjust enterprise fees and rate structures as required to ensure that they remain appropriate and equitable.

### **Investments**

- A. Investments and cash management will be the responsibility of the City Treasurer or designee.
- B. The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:
  1. Safety
  2. Liquidity
  3. Yield
- C. The City will strive to keep all idle cash balances fully invested through daily projections of cash flow requirements. To avoid forced liquidations and losses of investment earnings, cash flow and future requirements will be the primary consideration when selecting maturities.

- D. As the market and the City's investment portfolio change, care will be taken to maintain a healthy balance of investment types and maturities.
- E. The City will invest only in those instruments authorized by the California Government code Section 53601 and the adopted City Investment Policy. The City will not invest in stock, will not speculate, and will not deal in futures or options. The investment market is highly volatile and continually offers new and creative opportunities for enhancing interest earnings. Accordingly, the City will thoroughly investigate any new investment vehicles prior to committing City funds to them.
- F. In order to maximize yields from its overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.
- G. Ownership of the City's investment securities will be protected through third-party custodial safekeeping.
- H. The City Treasurer will develop and maintain a comprehensive, well-documented investment reporting system, which will comply with Government Code Section 53607. This system will provide the Council and Department heads with appropriate investment performance information.

### **Appropriations Limitation**

- A. The Council will annually adopt a resolution establishing the City's appropriations limit calculated in accordance with Article XIII B of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affect the city's appropriations limit.
- B. The supporting documentation used in calculating the City's appropriations limit and projected appropriations subject to the limit will be available for public and Council review at least 10 days before Council consideration of a resolution to adopt an appropriations limit. The Council will generally consider this resolution in connection with final approval of the budget.
- C. The City will strive to develop revenue sources, both new and existing, which are considered non-tax proceeds in calculating its appropriations subject to limitation.
- D. The City will actively support legislation or initiatives sponsored or approved by League of California Cities which would modify Article XIII B of the Constitution in a manner which would allow the City to retain projected tax revenues resulting from growth in the local economy for use as determined by the Council.

## **Fund Balance Designations and Reserves**

- A. The City will maintain fund or working capital balances based on the General Fund Reserve Policy and 20% of Utility and Marina Funds Enterprise funds. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:
  - 1. Economic uncertainties, local disasters, and other financial hardships, or downturns in the local or national economy.
  - 2. Contingencies for unseen operating or capital needs.
  - 3. Cash flow requirements.
- B. For General Fund assets, the City will establish and maintain an Equipment Replacement Fund to provide for the timely replacement of vehicles and capital equipment with an individual replacement cost of \$15,000 or more. The annual contribution to this fund will generally be based on the annual use allowance, which is determined based on the estimated life of the vehicle or equipment and its cost of replacement. Interest earnings and sales of surplus equipment as well as any related damage or insurance recoveries will be credited to the Equipment Replacement fund
- C. The Council may designate specific fund balance levels for future development of capital projects, which it has determined to be in the best long-term interests of the City.
- D. In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements, reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

## **Capital Improvement Management**

- A. Construction projects and large equipment purchases will be included in the Capital Improvement Plan (CIP); minor capital outlays will be included with operating program budgets.
- B. The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a five and ten-year plan organized into the same functional groupings as used for the operating programs. The CIP will reflect a balance between capital replacement projects which repair, replace, or enhance existing facilities, equipment or infrastructure and capital facility projects which significantly expand or add to the City's existing fixed assets.

C. The CIP will emphasize project planning. One or any number of the following phases may be included in the CIP in any given year, which may ultimately finalize with a completed project. Projects included in the CIP may only consist of such phases as #1 and #2. Other projects may only consist of phases #1 and #10. The CIP is a planning document and its content could consist of any one or more of the following phases, not necessarily in the following order:

1. **Designate.** Appropriates funds based on projects designated for funding by the Council through the adoption of the budget.
2. **Study.** Concept design, site selection, feasibility analysis, schematic design, property appraisals, scheduling, grant application, grant approval, specification preparation for equipment purchases.
3. **Environmental Review.** Environmental determination, EIR preparation, other environmental studies.
4. **Real property acquisitions.** Property acquisition for projects, if necessary.
5. **Site preparation.** Demolition, hazardous materials abatements, other pre-construction work.
6. **Design.** Final design, plan and specification preparation, and construction cost estimation.
7. **Public review, review by appropriate commissions and City Council.**
8. **Construction.** Construction contracts.
9. **Construction management.** Contract project management and inspection, soils and material tests, other support services during construction.
10. **Equipment Acquisitions.** Vehicles, heavy machinery, computers, office furnishings, other equipment items acquired and installed independently from construction contracts.
11. **Debt Service.** Installment payments of principal and interest for completed projects funded through debt financings. Expenditures for this project phase are included in the debt service section of the budget.

Generally, it will become more difficult for a project to move from one phase to the next. As such, more projects will be studied than will be designed, and more projects will be designed than will be constructed or purchased during the term of the CIP.

D. The City's annual CIP appropriation for study, design, acquisition, and/or construction is based on the projects designated by the Council through adoption of the budget. Adoption of the Budget CIP appropriation does not automatically authorize funding for specific project phases. This authorization generally occurs only after the preceding project phase has been completed and approved by the Council and costs for the succeeding phases have been fully developed. Accordingly, project appropriations are generally made when contracts are awarded. If project costs at the time of bid award are less than the budgeted amount, the balance will be unappropriated and returned to fund balance or allocated to another

project. If project costs at the time of bid award are greater than budget amounts, five basic options are available to the Council:

1. Eliminate the project.
2. Defer the project for consideration to the next budget period.
3. Rescope or change the phasing of the project to meet the existing budget.
4. Transfer funding from another specified, lower priority project.
5. Appropriate additional resources as necessary from fund balance.

## **Capital Financing and Debt Management**

### **Capital Financing**

- A. The City will consider the use of debt financing only for one-time capital improvement projects and only under the most conservative risk exposure, under the following circumstances:
1. When the project's useful life will exceed the term of the financing.
  2. When project revenues or specific resources will be sufficient to service the long-term debt.
- B. Debt financing will not be considered appropriate for any reoccurring purpose such as current operating and maintenance expenditures.
- C. Capital improvement will be financed primarily through user fees, service charges, assessments, special taxes, or developer agreements when benefits can be specifically attributed to users of the facility. Accordingly, development impact fees should be created and implemented at levels sufficient to ensure that new development pays its fair share of the cost of constructing necessary community facilities.
- D. The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

#### ***Factors which favor pay-as-you-go financing:***

1. Current revenues and adequate fund balances are available or project phasing can be accomplished.
2. Existing debt levels adversely affect the City's credit rating.
3. Market conditions are unstable or present difficulties in marketing.

#### ***Factors which favor long-term financing:***

1. Revenues available for debt service are deemed to be sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.

2. The project securing the financing is of the type, which will support an investment grade credit rating.
3. Market conditions present favorable interest rates and demand for City financings.
4. A project is mandated by state or federal requirements, and resources are insufficient or unavailable.
5. The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
6. The life of the project or asset to be financed is 10 years or longer.

#### Debt Management

- A. The City will not obligate the General Fund to secure long-term financings except when marketability can be significantly enhanced.
- B. No more than 60% of capital improvement outlays will be funded from long-term financings; and direct debt will not exceed 2% of net assessed valuation.
- C. An internal feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- D. The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.
- E. The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability, or cost-effectiveness.
- F. The City will monitor all forms of debt annually coincident with the City's Financial Plan preparation and review process and report concerns and remedies, if needed, to the Council.
- G. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations and continuing disclosure requirements.
- H. The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).

#### Conduit Financings



Conduit financings are defined as a financing in which the proceeds of the issue are loaned to a nongovernmental borrower who then applies the proceeds for a project financing or (if permitted by federal tax law for a qualified 501 (C) (3) bond) for working capital purposes. Typically, the project financed is owned and operated by the borrower, but projects may also be financed for lease to the private user or for sale pursuant to an installment sales contract. Statutes authorizing conduit financings generally specify the nature of the projects, which may be financed, and limit such projects to those with a specified public purpose.

- A. The City will consider requests for conduit financing on a case-by-case basis using the following criteria:
  - 1. The City's bond counsel will review the terms of the financing, and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.
  - 2. There is a clearly articulated public purpose in providing the conduit financing.
  - 3. The applicant is capable of achieving this public purpose.
  - 4. The applicant is able to demonstrate a high likelihood of successfully completing the project being financed.
  
- B. This means that the review of request for conduit financing will generally be a two-step process: first, asking the Council if they are interested in considering the request and establishing the ground rules for evaluating it; and then, returning with the results of this evaluation, and recommending approval of appropriate financing documents if warranted. This two-step approach ensures that the issues are clear for both the City and applicant and that key policy questions are answered.

### **Human Resource Management**

- A. The budget will fully appropriate the resources needed for authorized regular staffing and will limit programs to the regular staffing authorized.
  
- B. Full-time and part-time employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by full-time city employees rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will:
  - 1. Fill an authorized regular position.
  - 2. Be assigned to an appropriate bargaining unit.
  - 3. Receive salary and benefits consistent with labor agreements and other compensation plans.
  
- C. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:

1. The Council will authorize all regular positions.
  2. The Human Resources Department will coordinate and approve the hiring of all regular and temporary employees.
  3. All requests for additional regular positions will include evaluations of:
    - a. The necessity, term, and expected results of the proposed activity.
    - b. Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support and facilities.
    - c. The ability of private industry to provide the proposed service.
    - d. The pros and cons of alternate solutions (such as contracting with other agencies, temporary hires or contract employees).
    - e. Additional revenues or cost savings, which may be realized.
  4. Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees.
- D. Temporary employees include all employees other than regular employees, elected officials, and volunteers. Temporary employees will generally augment regular City staffing as extra-help employees, seasonal employees, contract employees, interns and work-study assistants. The City Manager and Department Heads will encourage the use of temporary rather than regular employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than full-time year-round staffing is required. Under this guideline, temporary employee hours will generally not exceed 50% of a regular, full-time position (1000 hours annually). There may be limited circumstances where the use of temporary employees on an ongoing basis in excess of this target may be appropriate due to unique programming or staffing requirements. However, any such exceptions must be approved by the City Manager.
- E. Contract employees are defined as temporary employees with written contracts approved by the City Manager who may receive approved benefits depending on hourly requirements and the length of their contract. Contract employees will generally be used for medium-term (generally between 6 months and two years) projects, programs or activities requiring specialized or augmented levels of staffing for a specific period of time. The services of contract employees will be discontinued upon completion of the assigned project, program or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis.
- F. Independent contractors will not be considered City employees. Independent contractors may be used in two situations:
1. Short-term peak workload assignments to be accomplished through the use of personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that City staff will closely monitor the work of the

OEA employees and minimal training will be required. However, they will always be considered the employees of the OEA and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the City Manager.

2. Delivery of specialized professional services not routinely performed by City employees will be provided without close supervision by City staff, and the required methods, skills and equipment will generally be determined and provided by the contractor. Contract awards will be guided by the City's purchasing policies and procedures.