

TABLE OF CONTENTS

	<u>Page</u>
<u>CITY MANAGER TRANSMITTAL LETTER</u>	1
<u>INTRODUCTION</u>	
ABOUT THE CITY OF BRISBANE	11
BUDGET PROCESS	22
Budgetary process	22
Budget and Operating Guidelines	23
Budget Basis	23
DESCRIPTIONS OF FUNDS	25
REVENUE SOURCE DESCRIPTIONS BY FUND	31
<u>BUDGET SUMMARY SCHEDULES</u>	
SUMMARY OF BUDGET RESOURCES – Schedule 1	57
SUMMARY OF REVENUE WITHIN FUND BY SOURCE – Schedule 2	67
BUDGET AND EXPENDITURES BY DIVISION – Schedule 3	81
BUDGET AND EXPENDITURES BY FUND -- Schedule 4	83
SUMMARY OF BUDGET TRANSFERS -- Schedule 5	87
PERSONNEL POSITION ALLOCATION	89
<u>DEPARTMENT BUDGETS</u>	
GENERAL GOVERNMENT	
City Council	91

City Management	93
City Clerk	101
City Manager	105
Event Co-sponsorship	109
Open Space and Ecology	111
Administrative Services	115
Finance	117
Human Resources	121
City Attorney	125
COMMUNITY DEVELOPMENT	129
LIBRARY	135
POLICE	137
Police Administration	143
Police Communications and Records	147
Police Patrol/Reserves	151
FIRE	155
PUBLIC WORKS	163
Public Works Administration	169
Public Works Streets/Storm Drains/Lighting	173
Public Works Buildings and Grounds	177
Public Works Park Maintenance	181
Landscape Maintenance	185

Sierra Point Lighting and Landscaping	189
Development	193
Water	197
Guadalupe Valley Municipal Improvement District	201
NPDES	205
STOPPP	209
Sewer	211
PARKS AND RECREATION	215
Recreation - Administration	223
Recreation—Parks and Facility Operations	227
Recreation—Preschool/Youth/Teen Activities	231
Recreation—Adult Activities	235
Recreation—Senior Citizens Activities	237
Recreation—Special Events/Communications	241
Recreation—Teen Center	245
Recreation--Aquatics	249
MARINA	253
CENTRAL SERVICES	259
REDEVELOPMENT	261
Redevelopment Agency—Project Area No. 1	263
Redevelopment Agency—Project Area No. 2	267
Redevelopment Agency—Low/Moderate Housing	271

DEBT REPAYMENT	275
----------------	-----

APPENDICIES

Glossary of Budget Terms—Appendix A	279
Glossary of Acronyms—Appendix B	283
Budget and Fiscal Policies--Appendix C	285
Appropriation Limit Calculation – Appendix D	301
Capital Projects -- Appendix F	305
FEE SCHEDULE	359
BUDGET RESOLUTIONS	381

*California Society of
Municipal Finance Officers*

Certificate of Award

Excellence in Operating Budgeting 2006-07

Presented to

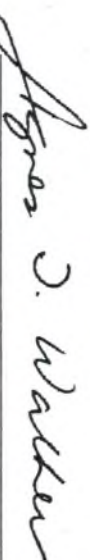
City of Brisbane

This certificate recognizes Excellent Achievement in Operational Budgeting and reflects an outstanding budget document and the underlying budgeting process through which the budget is implemented.

March 6, 2007



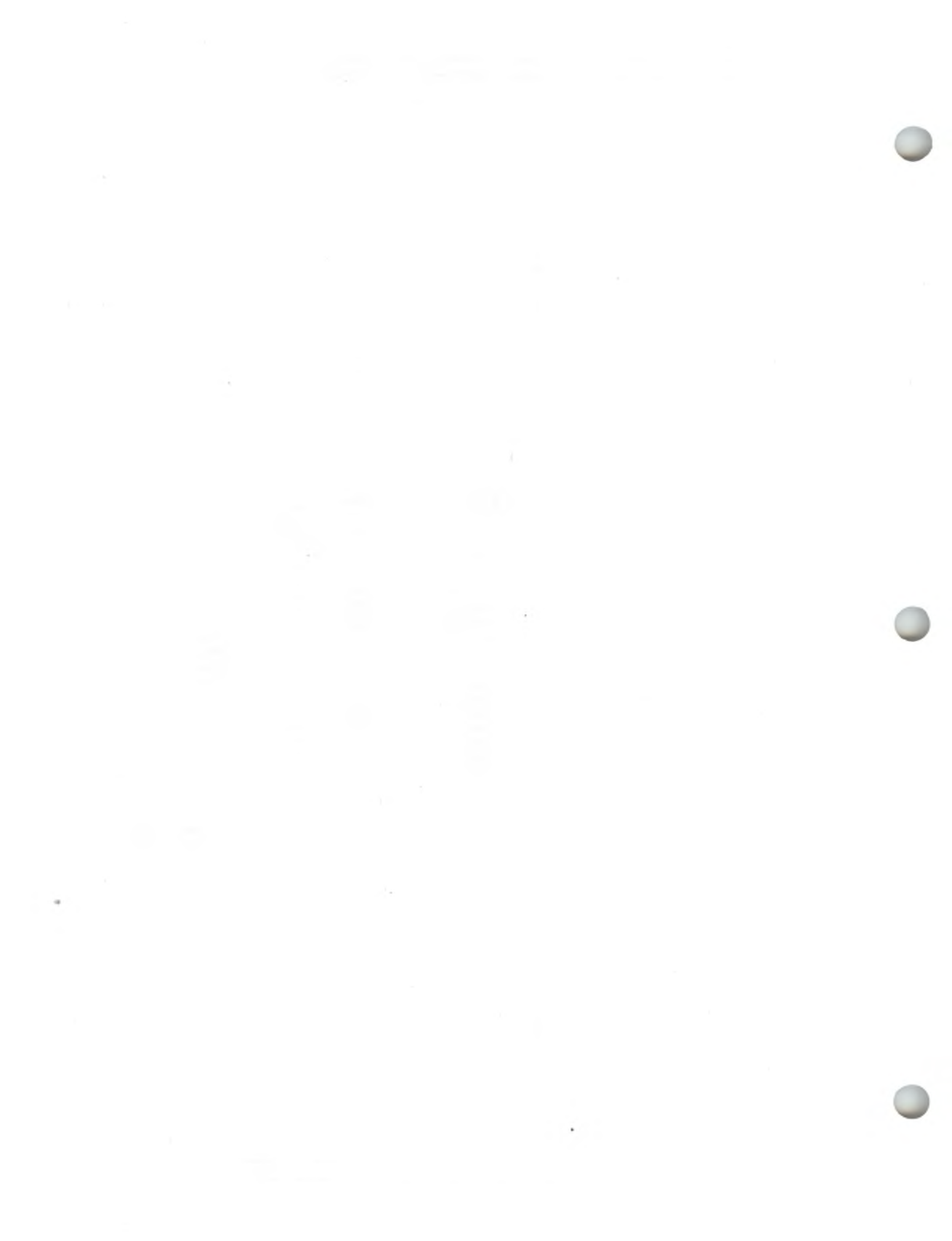
Mark Alvarado
CSMFO President



Agnes Walker, Chair
Budgeting & Financial Management



Dedicated to Excellence in Municipal Financial Management



CITY OF BRISBANE

50 Park Place
Brisbane, California 94005-1310
(415) 508-2100
Fax (415) 467-4989

Budget Transmittal

July 1, 2007

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

On behalf of the entire Management Team, I am pleased to present to you the first two year budget. This budget covers operating revenues and expenses for FY 2007/08 and FY 2008/09 as well as the Capital Improvement Program for FY 2007/08. We will develop a long-range Capital Improvement Program during the course of FY 2007/08 and present it to City Council in May and June of 2008. The General Fund budget is balanced. We will use reserve funds of approximately \$380,000 to support new and one time programs. This is less than what was anticipated to be used during FY 2006/07. Fiscal Year 2008/09 currently shows an operating deficit of a little over \$1,200,000. Staff will continue to work with City Council to reduce this amount over the upcoming year. When staff started working on this year's budget the operating deficit was also approximately \$1,000,000. Through the use of unanticipated revenues, redefining the work that was to be completed, and ensuring that all sources of revenue were captured the number was reduced to approximately \$380,000. Staff anticipates that the same process will result in the end product for FY 2008/09.

Capital projects are funded through the use of reserves set aside for such purposes, previously deposited developer exactions, or bond proceeds.

This budget is responsive to the needs of the community by maintaining all the positions and programs in the budget that were previously included while adding a number of new ones including; urban forest management, increased access to City Council meetings via the internet, development of plans for a new library, completion of the Environmental Review process for the General Plan, better succession planning and increased analytical analysis for departments, and a greater emphasis placed on performance measurement. Staff is recommending adding a part-time person in the Parks and Recreation Department to work special projects within the Department. Over the past few years these have included surveys of businesses and residents, fitness fair, Monte Carlo Night, increased number of Concerts in the Park, and a greater number of programs offered throughout the Parks and Recreation Department. A Management Analyst position was added in FY 2008/09 to assist the City with developing and monitoring performance measures, provide additional analytical assistance to all the departments, continue the increased communication program the City has with its

residents and businesses, and to ensure a smooth continuation of services as we face retirements in various positions within the City.

These changes are able to be implemented because over the past 5 years the City Council and staff have worked fastidiously to reduce expenditures, ensure long-term revenue sources, and bolster reserves. Now that the economy has begun to recover the City can provide more of the services that the community relies upon without impacting the local residents.

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

Budget Purpose

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

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

Budgetary Policies

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

Also included in the Budget and Fiscal Policies is a discussion relative to the desired level of reserves which the city shall maintain. The City shall maintain a General Fund reserve of at least 50% of its annual operating budget. Likewise, the policy dictates that the City maintains a 20%-of-operating-costs reserve of water, sewer and parks and recreation enterprises. These reserves are 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 local or national economy.
2. Contingencies for unforeseen operating or capital needs.
3. Cash flow requirements.

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

City Council Mission and Goals

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

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

The adopted City goals are as follows (they are not in rank order but are designated with a number for future reference in the budget document):

1. To provide for effective and efficient delivery of City services.
2. To design infrastructure and public facilities to be efficient, cost effective and to contribute to the cohesion and character of the community.
3. To maintain and improve infrastructure.
4. To promote economic development that stabilizes and diversifies the tax base.
5. To promote transportation opportunities that maximize safety, reliability, enhance circulation and create options thereby reducing reliance on the use of the automobile.
6. To develop recreational facilities and promote recreation, educational and cultural programs and passive uses related to parks.
7. To develop plans and pursue opportunities to enhance Open Space.
8. To develop plans and pursue opportunities to protect natural resources.
9. To provide public service that assures the safety of property and citizens residing, working, or visiting in Brisbane.
10. To promote intergovernmental opportunities that enhances services and/or reduces cost of operations and services to city residents.
11. To develop management and fiscal systems to maximize effectiveness of city services and accountability to Brisbane taxpayers and citizens.
12. To develop programs to enhance training, professionalism and technical skills of city employees.

13. To provide for a workplace that encourages growth of individual employees and a quality work environment.
14. To preserve and enhance livability and diversity of neighborhoods.
15. To encourage community involvement and participation.
16. To preserve the unique current character of Brisbane.

This financial plan incorporates departmental mission statements and goals whose aim is to fulfill one of the above sixteen city goals. Objectives are specific and time certain. At the end of each fiscal year, the staff reports to the City Council and the community how effective we were in meeting the objectives outlined in the previous budget.

Performance measures are also included in the budget. Performance measures provide a quantitative and qualitative evaluation of city services over time.

Summary of the 2007/09 Budget

Revenue Projections

The City receives revenues from many sources, most of which must be accounted for separately and their identity kept intact. Revenue projections in 2008 and 2009 budgets are estimated using historical information, data collected from the Office of the Governor, the League of California Cities, the San Mateo County Auditor, the State Controller, the State Department of Finance, and numerous financial advisors. Trends in sales taxes, home prices, and interest rates are examined. We utilize historical data plus a general sense of the economic status of our local community to help predict future revenues. When combined with County and State data and other indicators noted above, we normally produce a reasonably good but financially conservative picture of the near future.

General Fund revenue estimates, exclusive of fund transfers, are higher than the previous year by approximately \$800,000.

Sales Tax

Sales Tax is the single largest source of revenue to the City's General Fund making up approximately 33% of total revenues. Staff is projecting a modest 3% increase in Sales Tax receipts from the past four quarters. Sales Tax over the past four quarters has produced an annual rate of \$4,300,000. However, **as a note of caution** our top five sales tax sources make up over 80% of our sales tax revenue. If any of them were to leave town without another equally strong company taking its place we may see a decline in Sales Tax received in the City.

In FY 2004/2005 the State began the repayment of its Economic Recovery Bonds. These bonds are being repaid with ¼% of the local sales tax. The State will reimburse the localities using property tax receipts. Although we will account for the funds

separately from Sales Tax we will show it as Sales Tax in the budget for consistency purposes. This is supposed to continue for approximately 10 more years.

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

Property Tax

Next in size in terms of amount of revenue is Property Tax. Property tax is collected by the County and distributed to the City based upon a formula determined by State law. With the imposition of property tax limits through Proposition 13, taxes were limited to \$1 per \$100 of assessed valuation. This \$1 is split among cities, schools and counties in a ratio proportionate to the amounts of taxes collected before Proposition 13 was passed. Property tax revenues increase when (a) property is transferred to a new owner and is revalued at the current sales price, plus (b) a two percent annual increase on existing property so long as increases in market price are at least equal to two percent. Properties that have not changed ownership since 1978 continue to carry the pre-existing value factored up by only 2% each year.

Property tax revenues have been for the most part relatively static over the past six years, rising only recently in response to the rapidly increasing housing prices. The County Assessor has calculated the total assessed value for the City to increase by about 6.5% overall. However, the City will see an increase based on new housing being built on the Northeast Ridge as well as 340 Valley Drive being placed on the secured roll instead of the supplemental tax roll.

Transient Occupancy Taxes

The Transient Occupancy Tax rate, which was established over 30 years ago, is set at 10%. Based on actual receipts for FY 2006/07 Transient Occupancy Taxes are projected to be over \$1,000,000 from the existing hotels for the first time since they opened in the City. This is less than what was estimated to be generated from these properties when they were built in 2000 and 2001. However, this is still 1/12 of the overall budget and is slightly higher than the subsidy to the Parks and Recreation programs.

Investment Earnings

The City's General Fund fund balance is anticipated to be about \$6.72 million as of July 1, 2007, based on the recommended 2006/07 mid-year budget. The fund balance is expected to decrease slightly throughout the year. The City assumes an interest rate of approximately 4.0% for the next fiscal year. This is based on a combination of short-term and long-term investments.

Other General Fund Revenue Increases

The budget includes a 3% increase in fees which is anticipated to be equal to inflation for the year. This generates about \$20,000 in additional revenues for the year. The main reason for the increase is to ensure we continue to charge rates that keep pace with the cost of providing services. FY 2002/03 was the first increase in rates we had done in about 10 years and almost all of those rates increased by double digit percentages.

Enterprise Fund Revenues

The City's two enterprise funds generate a substantial amount of revenue: Utility Fund \$3,800,000 and the Park and Recreation Fund \$2,070,000. However, these revenues are designed to cover the cost of providing these services to the residents and businesses located in Brisbane and to those mooring their boats at our Marina.

Redevelopment Tax Increment

The Redevelopment Agency derives \$2.6 million from Project Area No. 1 and \$1,000,000 from Project Area No. 2.

Special Revenue Funds

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

Expenditure Projections

The General Fund budget is \$13,700,000 for 2007/2008 and \$14,800,000 which is about a \$1,000,000 each year.

Debt Management

The City's debt consists of a combination of Redevelopment Bonds, Assessment Districts, and Lease Revenue Bonds and Brisbane Public Financing Authority issue. The debt outstanding at June 30th, 2007 includes:

1. 2005 Lease Revenue Bonds	\$2,860,000
2. Brisbane Public Financing Authority Series B	7,625,000

3. Northeast Ridge Assessment Bonds, 2001 Refinancing	5,745,000
4. Redevelopment #1 TAB 2001	22,825,000
5. Lease Revenue Bonds, Series 2005B	5,970,000
6. Redevelopment Agency 1998 Tax Allocation Bonds	1,420,000
7. BPPFA Revenue Bond 2002 (Utility Bond)	4,175,000
8. 2006 Pension Obligation Bonds	<u>4,515,000</u>
Total Debt Outstanding at 6/30/07	\$55,135,000

The total amount budgeted for debt service during 2007/08 is \$4,707,065. Funding sources include tax increment, water and GVMID contributions, developer loans and special assessments levied on parcels, and water and sewer revenues.

Future Year Projections

Financial Status

There are both positive signs and areas of on-going concerns for the City's financial health. The General Fund Reserves were higher than projected in FY 2005/02006. Based on this, the City Council in March of 2007 voted to transfer \$700,000 into the Fringe Benefit Fund bringing the Fringe Benefit Fund up to \$1,000,000 in reserves. The Fringe Benefit Fund was initially set-up when the City's PERS rate decreased due to an increasing stock market. The Fund can be used for any purpose that the City Council wishes and has recently been used to set aside funds when the General Fund has ended the year better than projected. Council may wish to use this fund in the future to pay for one-time capital projects, start-up programs, or to pay down the PERS unfunded liability created by the decrease in the stock market in 2000, 2001, and 2002.

Signs of strength for the future abound. There have been some conversations with one of our largest sales tax producers who indicate that they will increase the size of their business over the next few years. However, the note of caution here is that the City's top 5 sales tax producers account for more than 80% of the Sales Tax revenue and 25% of the overall General Fund Revenue. If any of these five businesses decide to leave in whole or part, or have a reduction in their business then the City would be facing an imbalance going into the future.

State of Operations

Community Improvements

In the upcoming year the long awaited completion of the Tunnel Ave. Bridge project will take place. This project accomplished both creation of a seismically safe vehicular and pedestrian bridge but also allows for safe and dedicated bicycle access and provides a new gateway to our town. We also anticipate the commencement of our City Hall remodel. This project when completed will turn the current tilt up industrial building into a modern seismically safe City Hall, complete with a community meeting room/City Council Chambers and bring the Police

Department back into the building with appropriate safety and retaining areas. The building will also be engineered to accept photovoltaic energy which will reduce long term operational costs.

Additionally City Staff will be working towards a new community library and community gymnasium the later of which a financial plan has been adopted. These projects along with the many and varied projects added to the community over the past ten to fifteen years have greatly added to the quality of life in Brisbane.

Future Goals

The adopted City Goals are listed earlier in this transmittal. Specific department goals are delineated in each department's budget. Highlights of some of the specific departmental goals include:

Implement live internet streaming of City Council Meetings.

Work with consultant and County Library staff to develop a plan and architectural concept for new library.

Work with consultant on research and information gathering for City history book.

Coordinate with Parks and Recreation and Public Works departments to develop plan and architectural plans for new gymnasium.

Develop a facility fee for new commercial construction.

Update the City's Business License Code.

Complete adoption of the Green Building Ordinance.

Complete processing of DEIR and response to comment on Baylands.

Adopt Housing Element of General Plan.

Research and potentially renegotiate Dispatch Services with San Mateo PD Joint Powers Agreement.

Complete physical remodel of primary and alternative Emergency Operation Center.

Develop Strategic Business Plan for Parks and Recreation.

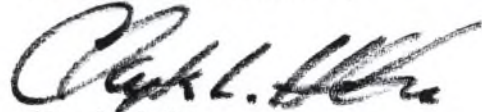
Integrate and re-establish the Brisbane Derby.

Acknowledgment

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

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

Respectfully submitted,



Clay Holstine
City Manager

THIS PAGE INTENTIONALLY LEFT BLANK

THE CITY OF BRISBANE

The City of Brisbane is a community of 3,597 residents (2000 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 or share and 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 changed the name at that time to Brisbane, either in honor of the Hearst Press columnist, Arthur Brisbane, or possibly in remembrance of his own home town in Brisbane, Australia. After its initial explosive growth in the early 1930's, Brisbane only added another 1,000 homes in the next 60 years.

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

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

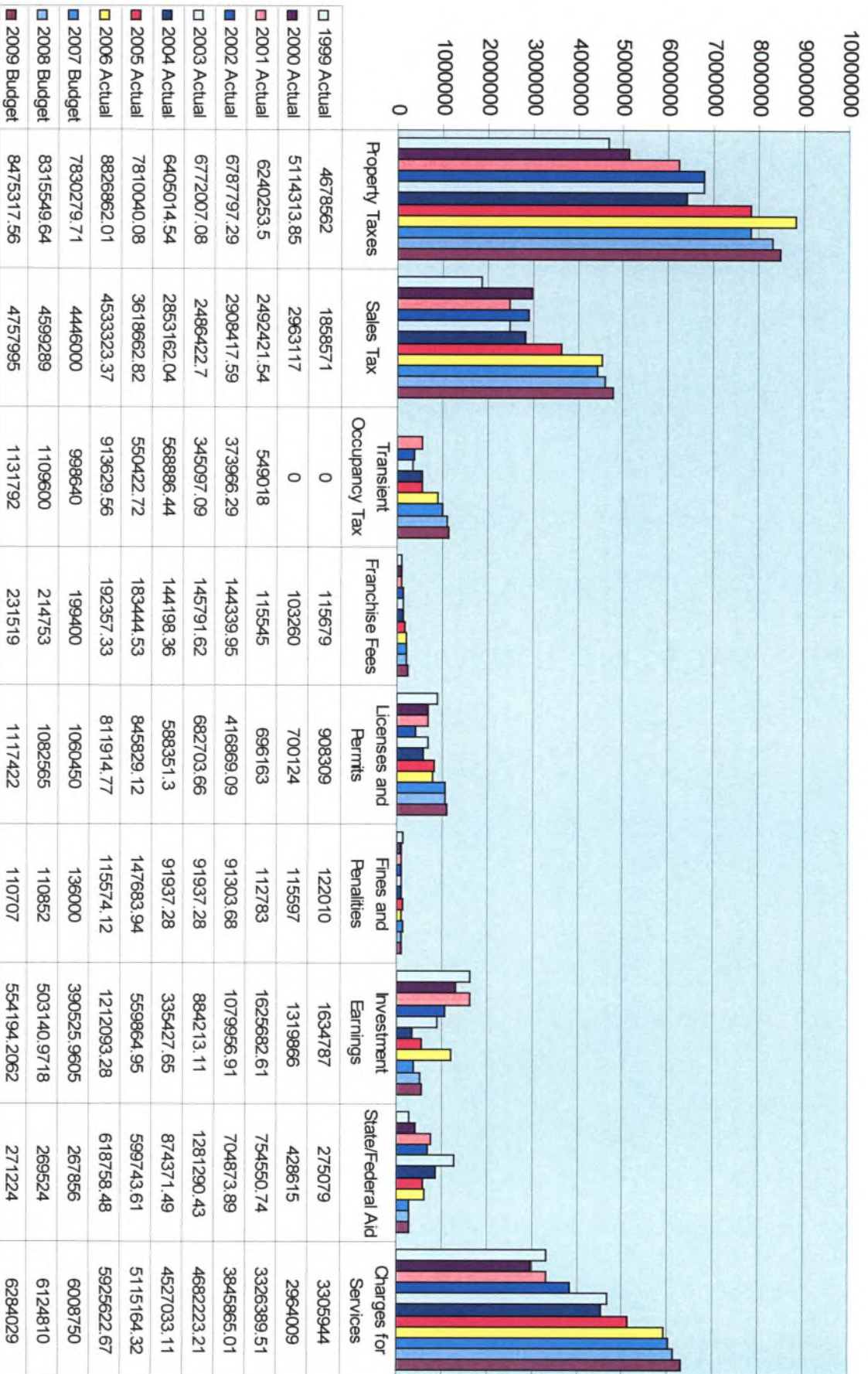
The City of Brisbane incorporated in 1961.

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 Councilmembers 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 is appointed by and serves 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, Police, Fire, Administrative Services, Redevelopment, Marina and Recreation.

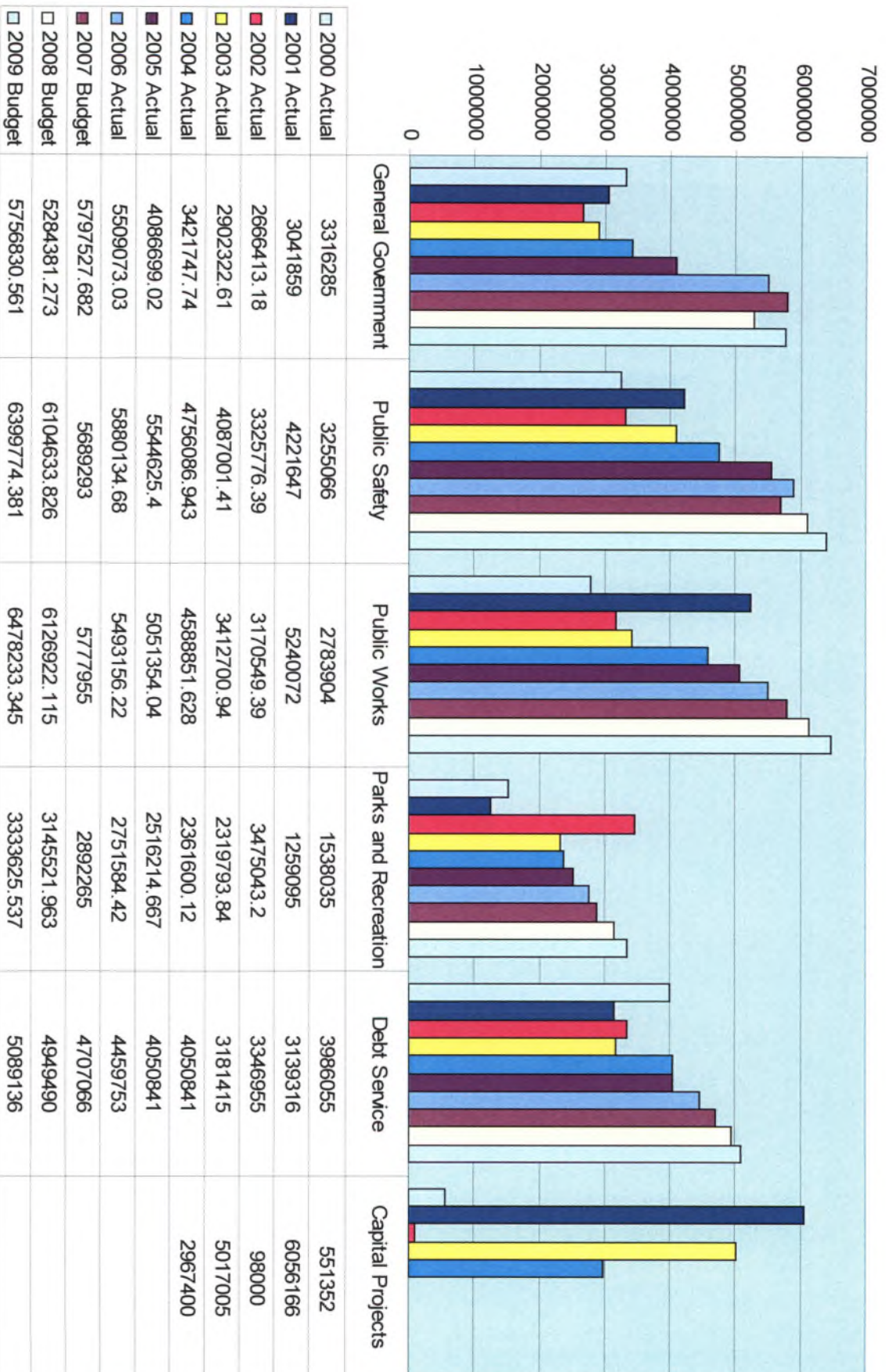
THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF BRISBANE General Government Revenues by Source



THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF BRISBANE General Government Expenditures by Function



THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF BRISBANE, CALIFORNIA

Miscellaneous Statistical Data
June 30, 2007

Date of Incorporation	November 27, 1961
Form of Government	Council/Manager
Area (square miles)	3.46
Population (2000 census)	3,597
Number of City Employees (Full Time Equivalents)	100.47
Miles of City Streets	23
Miles of State Highways	2.4
Number of Street Lights	782
Number of Housing Units - estimated	1,402
Public Safety Protection	
Number of Fire Stations	1
Number of Police Stations	1
Number of Fire Department Employees (FTEs)	12.55
Number of Police Employees (FTEs)	18.26

Water System

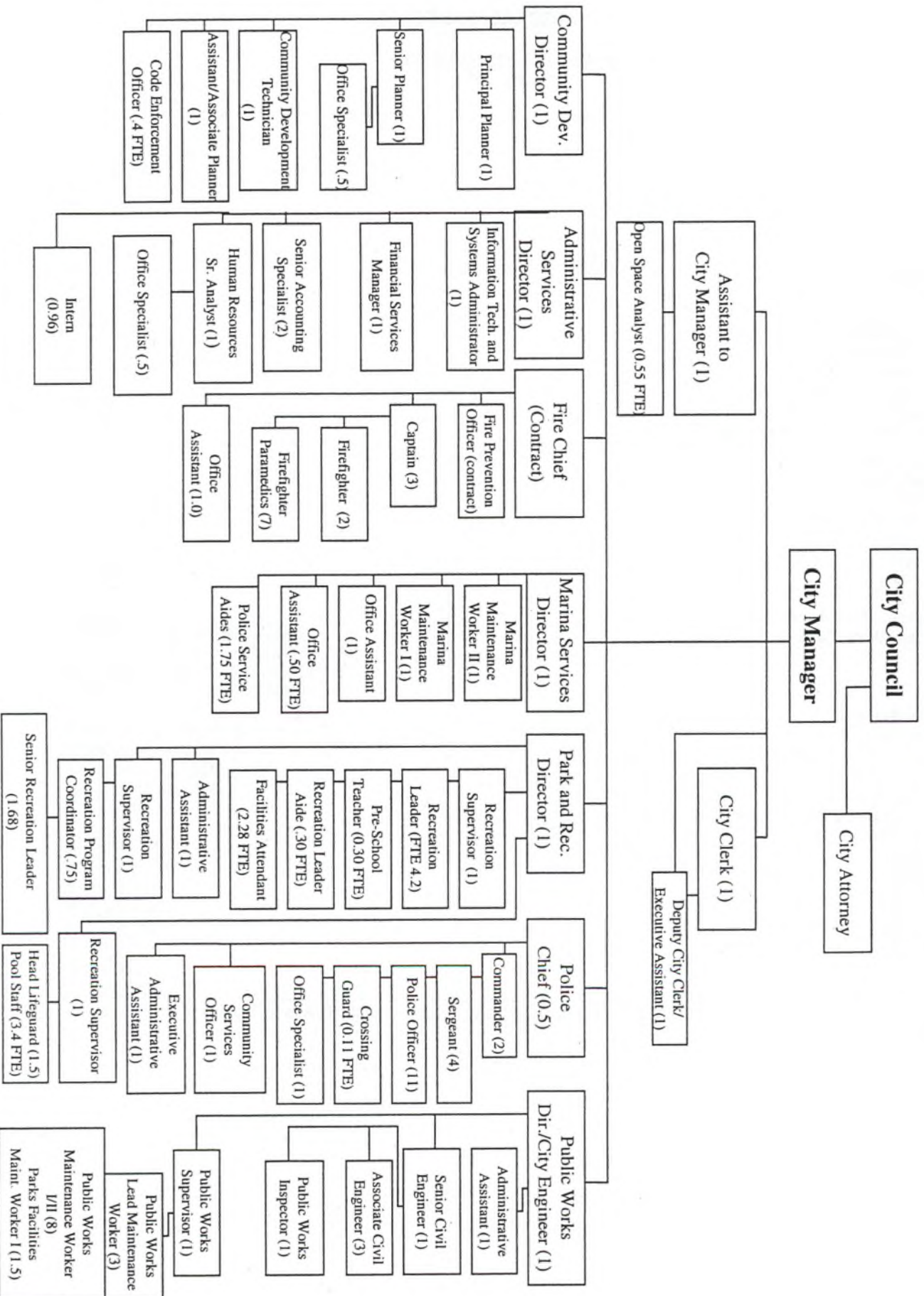
Water Lines:	
4 inch	80 linear ft.
6 inch	38,730 linear ft.
8 inch	17,410 linear ft.
10 inch	21,640 linear ft.
12 inch	37,340 linear ft.
16 inch	9,480 linear ft.
Total linear feet of water lines	132,570
Brisbane Water Storage	
	200,000 gallon tank - Glen Park
	500,000 gallon tank - Margaret Avenue
	1,000,000 gallon tank - Guadalupe
	1,000,000 gallon tank - Crocker

Sewer System

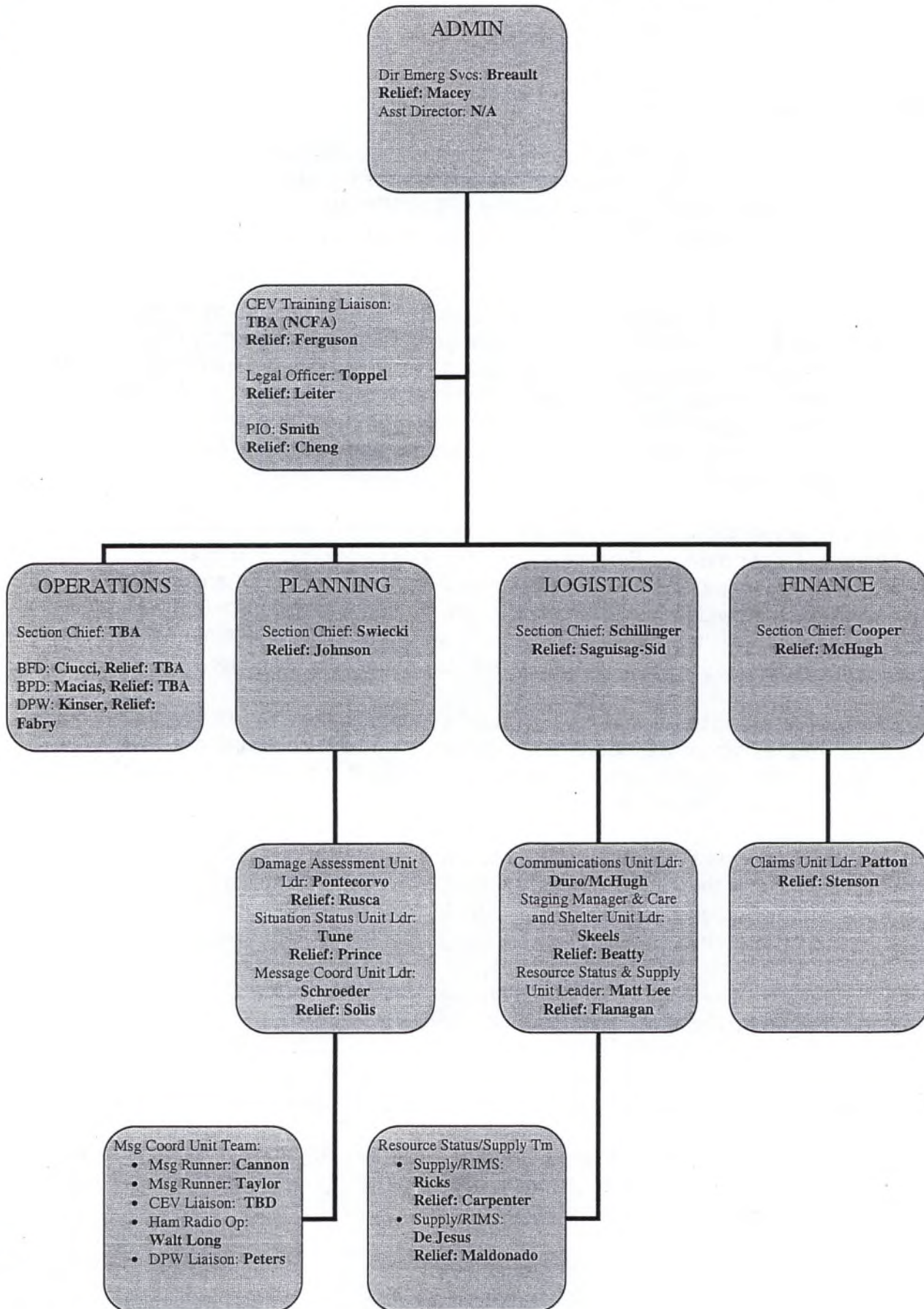
Sewer Treatment Plant	Contracted with City and County of San Francisco
Dry period flow (April-September)	345,000 gallons/day
Wet period flow (October-March)	400,000 gallons/day
Average total flow	370,000 gallons/day
Average number of residential connections	1,910
Sewer Lines:	
6 inch	37,524 linear ft.
8 inch	24,874 linear ft.
10 inch	4,459 linear ft.
12 inch	5,449 linear ft.
15 inch	6,262 linear ft.
18 inch	1,697 linear ft.
24 inch	97 linear ft.
Total Sewer Lines	80,362 linear ft.

Note: There are approximately 4,350 linear feet of "private" sewer lines existing in Brisbane, mostly 6 inch and some 4-inch lines.

City of Brisbane



CITY OF BRISBANE EMERGENCY OPERATION CENTER ORGANIZATIONAL CHART



THE BUDGET PROCESS

Budgetary Process

The preparation and submission of the annual city budget is the statutory responsibility of the City Manager. Each department is responsible for preparing the program and capital projects for their area of responsibility. The Finance Department provides projected salary and benefits costs and performs the first level of review for each budget.

The Financial Plan process begins with a City Council goal-setting session to determine major objectives to be accomplished over the next year. Goals approved by the Council are incorporated into the budget instructions issued to the operating departments. The process continues in February with the distribution of forms, instructions and a time line by the Finance Department. The City Manager meets with the entire staff for a lengthy session on the upcoming years' goals and projects and the City Manager gives instructions as to budget format.

In February, department directors submit their budget requests and written justifications to the Finance Department. Finance personnel calculate and forecast revenues, anticipated cash balances and future salaries and benefit costs. Finance personnel also meet with each individual department to review its budget for duplication with other departments as well as alternatives for providing services. The preliminary budget is then assembled, checked for accuracy and presented to the City Manager.

Each department's proposed operating and capital budgets are then reviewed by the City Manager and revisions are incorporated, as appropriate. Following the review by the City Manager, the budget is returned to Finance where it is prepared for submission in preliminary form to the City Council.

The City Council receives the budget from the City Manager and conducts a series of study sessions wherein the City Council members study the budget in depth and ask questions of staff. Council recommends and/or directs various additions and/or deletions, which are then incorporated into the budget by the Finance Department.

The final budget and a resolution for adoption are presented to the City Council at a noticed public hearing, after which the budget is adopted.

Mid Year Review: The Council formally reviews the City's financial condition and amends appropriations, if necessary, six months after the beginning of each fiscal year.

Status Reports: Comprehensive financial reports are prepared monthly to monitor the City's fiscal condition. The status of major goals and program objectives are also formally reported to the Council on an ongoing basis.

Budget and Operating Guidelines

The City Council has adopted Budget and Fiscal Policies which will serve as a basis for city budget preparation, general revenue management, user fee cost recovery goals, reserve limits, capital improvement management, capital financing, debt management and other fiscal matters.

Each department is responsible for preparing and monitoring its budget, both capital and operating.

The budget will be constructed by line item to provide management control.

Department heads are responsible for operating within their budget, as approved and adopted by the City Council.

Intradepartmental transfers between line items are permitted, at the discretion of the department head. Budget control is established at the bottom line total divisional budget amount. Amounts budgeted for salaries and benefits may not be transferred to cover other line item deficits except with the approval of the City Manager.

Budget Basis

The basis of the budget refers to when revenues and expenditures or expenses are recognized in the accounts. The City budget is prepared on the same basis as the City's annual financial statement, that is, the modified accrual basis of accounting. With this basis, revenues are recognized when they become measurable and available and expenditures are recognized generally when the related liability is paid throughout the year. At year end the City encumbers money to pay for items which were purchased during the year but which were not billed.

Proprietary funds (Enterprise and Internal Service funds) are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when incurred.

THIS PAGE INTENTIONALLY LEFT BLANK

DESCRIPTION OF FUNDS

General Fund (100)

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

Special Revenue Funds

Special Revenue Funds are used to 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 and 2107.5.
2. **Traffic Congestion Relief Fund (201)** receives and disburses the City's share of state TCRF monies restricted to street or road maintenance or reconstruction. This program is scheduled through FY 2005-06.
3. **Measure A (205)** fund receives voter-approved, half-cent countywide sales taxes levied to fund transportation improvements and disburses these funds to pay for local street improvements.
4. **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.
5. **N.P.D.E.S. (220)** fund receives assessments levied by the county on property and disburses funds in compliance with the provisions of the National Pollution Discharge Elimination System and the approved budget.
6. **General Fund Open Space (230)** was established in 1998; the City Council later adopted Resolution 99-1 to establish a policy of continued contribution by the City of funds to be used in acquiring and maintaining open space lands within Brisbane.

7. **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.
8. **Local Law Enforcement Block Grants (251)** provides block grant funding for police department equipment needs and accounts for those expenditures.
9. **Community Oriented Policing – Technology (252)** was established to track grant funds and disbursements for Records Management System, an Intranet, and Data Terminals.
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. **Redevelopment Agency Project Area No. 1(281)** fund receives tax increment monies from the County collected on parcels located in Project Area No. 1 and disburses these funds based on an approved agency budget.
12. **Redevelopment Agency Project Area No. 2 (282)** fund receives tax increment monies from the County collected on parcels located in Project Area No. 2 and disburses these funds based on an approved agency budget
13. **Low/Moderate Housing (283)** fund receives 20% of the tax increment from Project Area Nos. 1 and 2 and must utilize these funds for low and moderate housing purposes in accordance with the provisions of the Health and Safety Code.

Debt Service Funds

Debt Service Funds are used to 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 2002 Utility Bond (310)** fund was established in 2002 when the Utility bonds were purchased by the Authority; debt service for these bonds will be paid for by the water and sewer system users in the City. These bonds were sold to pay for upgrades to various water and sewer system components including, Valley Drive Lift Station, water and sewer line replacement, and cost of chloramine conversion.
2. **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.

3. **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.
4. **2005B Brisbane Public Financing Authority Lease Revenue Bonds (City Hall Renovation) (366)** provides for the debt service for the 2005B Lease Revenue Bonds which is generated by the Lease Agreement between the City and the Brisbane Public Financing Authority. The bonds will be used for seismic upgrade of the city hall building along with other capital improvements.
5. **Brisbane Public Financing Authority 2001 Series A (370)** fund accounts for debt service on the refinanced 1984 tax allocation bonds issued for Redevelopment project area No. 1 (Sierra Point). The debt is paid from tax increment in redevelopment area No. 1.
6. **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.
7. **Housing Bond (1998) (383)** fund accounts for debt service on the 1998 bond issued by the Agency to help finance the Senior Low/Mod Income housing project (the Tower site). Debt service is met with Housing set aside funds.

Capital Project Funds

The Capital Projects Funds are used to account for financial resources to be 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. **Tunnel Bridge (410)** has been established to receive Federal/State funds, which will be used to reconstruct Tunnel Avenue Bridge.
3. **LID 79-1 Capital (430) Marina Blvd. & Lagoon Road Improvements** holds bond funds from the sale of Marina Boulevard and Lagoon Road Local Improvement District Bonds in 1979. These funds were used to finance the

acquisition, construction, improvement and equipping of capital improvements in, to and on property located within this district.

4. **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.
5. **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.

Enterprise Funds

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

Internal Service Funds

1. **Fringe Benefit (600)** fund serves as a reserve to fund future new or increased levels of fringe benefits bargained with the various employee groups.
2. **Dental Trust (620)** fund serves for the deposit of \$45 per month per employee to be used for dental expenses. The City administers this self-insurance program, based on a prescribed set of guidelines.
3. **Liability Insurance Fund (630)** accounts for the expenditures for all liability, earthquake, and auto insurance costs that the City incurs. Revenue is transferred to this fund from the other funds based upon payroll costs.

4. **Workers Compensation Fund (640)** accounts for the expenditures for all workers' compensation costs that City incurs. Revenue is transferred to this fund from the other funds based upon payroll costs.

Trust and Agency Funds

1. **NER Phase 2 Revolving (715)** was established as a revolving account, wherein Brookfield Homes deposits monies to be used in processing their Phase 2 development application.
2. **Sister City Trust (750)** holds funds deposited for Sister City activities.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Baylands Revolving (780)** fund was established in January 1993 with a deposit from Tuntex in the amount of \$50,000. These monies are to be utilized for various planning-oriented consulting services connected with their proposed projects.
8. **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.
9. **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.
10. **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.

11. **Slough Estates Development (786)** fund was established in May 2006 with a deposit from Slough Estates for the EIR on Sierra Point.
12. **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.
13. **Northeast Ridge Assessment District 2001 (795)** This fund accounts for debt service on 2001 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.

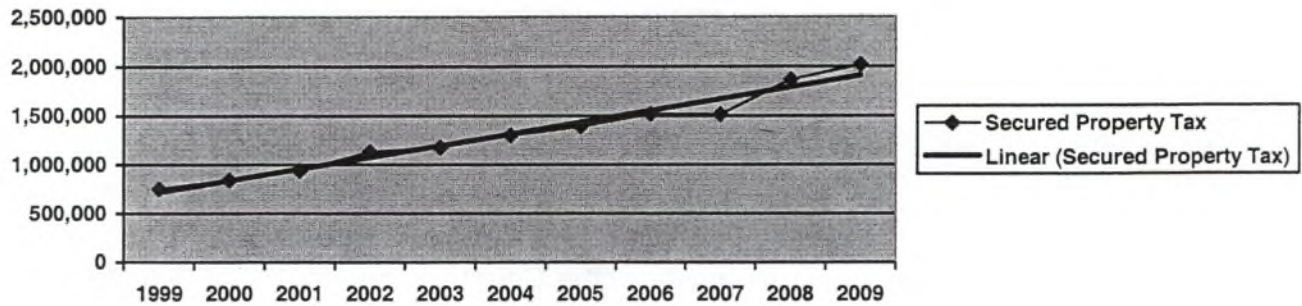
Valuations are established by the Assessor of the County of San Mateo for the secured and unsecured property tax rolls; the utility (unitary) property tax roll is valued by the State Board of Equalization. Under the provisions of Article XIII A of the State Constitution (Proposition 13 adopted by the 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 that in the FY 2007/08 were 6.59% greater than FY 2006/07.

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. These estimates of revenues are based on prior year 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. Estimate for 2007/08 is based on the actual revenues received in the current year. FY 2002/03 was a catch-up year for the County Assessor in which they actually credited the City with about 24 months worth of Supplemental Property Tax. Last year was particularly high. This is a difficult revenue to project and therefore, staff tries to make a conservative projection. Through the end of April of 2007 the City had received \$67,000.

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 previous two years show a trend well above the projection for the upcoming two years. However, this is based on sales in the City in particular, rather than County-wide (like the supplemental property tax), it is more conservative to project low to ensure the revenue projection is realized.

40107 VLF as Property Tax

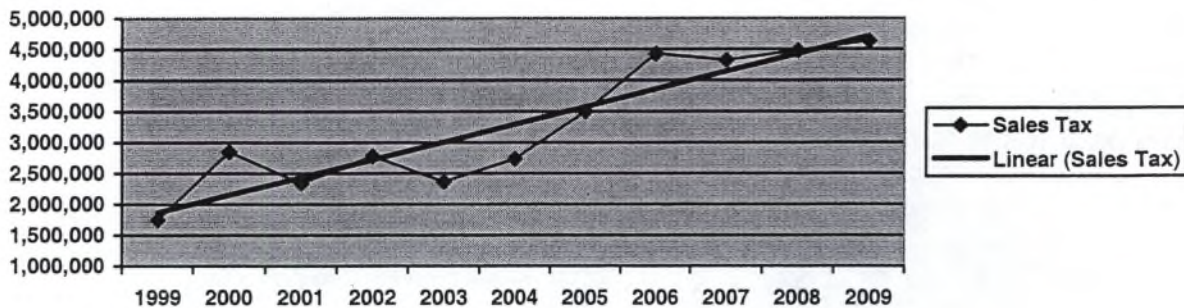
The City started receiving a portion of its Vehicle License Fees as property tax revenue in FY 2004/05. This is increased by the overall increase in the assessed value in the City not just net of the redevelopment agency and therefore is tracked separately.

40150 ERAF Rembursement

The City receives money from the Education Revenue Augementation 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

Includes the City's share of sales tax levied 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. Sales tax receipts for the first two quarters for FY 2006/07 have averaged \$1,050,000 per quarter. Based on discussions with the City's sales tax consultant our Sales tax should continue to grow at 3% a year.



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

40212 Sales Tax-Public Safety

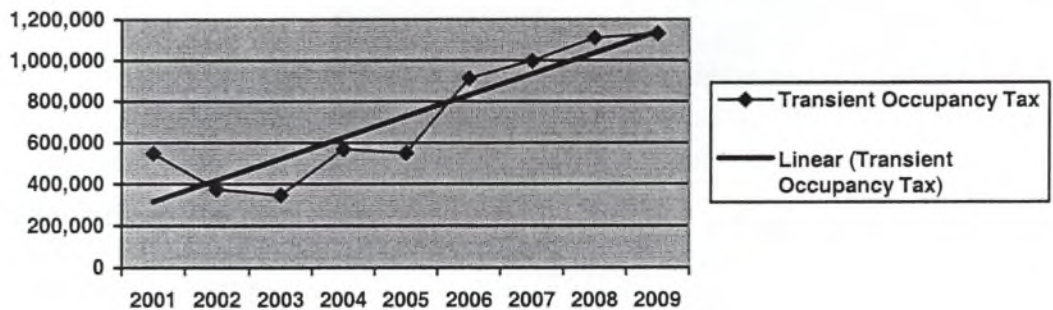
SCA I (AB 2788 - Chapter 886 Prop 172) authorized the continued imposition of the one-half cent sales tax commencing 1/1/94 upon approval of the voters. The statewide one-half cent sales tax is allocated based on a share of statewide taxable sales. The monies are allocated by the county auditor and are 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.
40222 Franchise Fees - Garbage
40223 Franchise Fees - Cable TV

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.

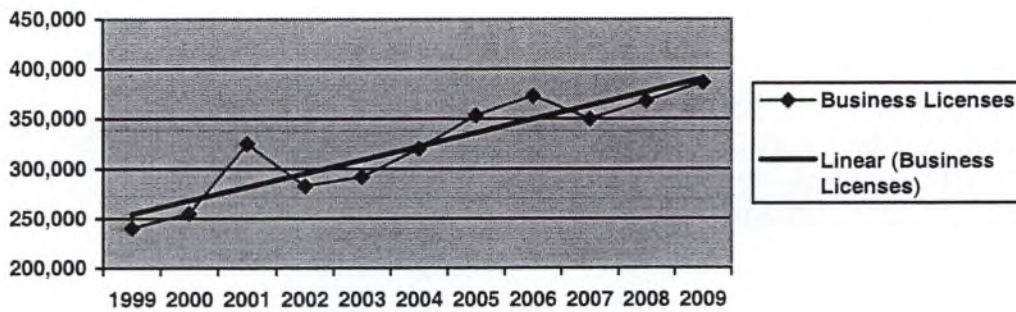
40230 Transient Occupancy Tax

The City's first hotel opened during Fiscal Year 2001. Chapter 3.24 of the Brisbane Municipal Code specifies a tax of 10% of the rent charged by the operator. The entire airport area has been slow to recover in either room nights rented or rates. In FY 2006/07 one of the two City hotels was opened completely for an entire fiscal year for the first time since its construction. Therefore staff is projecting a slightly higher rate of increase for FY 2007/08 recognizing that this hotel will continue to increase sales and for FY 2008/09 staff has just projected an inflationary increase which will bring the revenues back to the trend line.



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. The City expects to generate approximately \$367,000 from business licenses.



40242 Business License-Penalties

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

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.

40326 Groundwater Discharge Permit

Permits are issued to applicants wishing to discharge into the City's sanitary sewer on a temporary basis; 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. Given the increased building activity at Sierra Point and the fill currently being deposited on the Baylands, these revenues are expected to be a minimum of \$525,000 during 2007/08 and \$535,000 in FY 2008/09.

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. The

Planning and Building Department estimates that they will collect \$143,000 and \$147,000 in the upcoming two years.

40339 Home Occupation & Miscellaneous Permits

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

40340 Use Permits

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

40341 Variances/Exceptions

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

40342 Sign Permits

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

40401 Vehicle Code Fines

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

40402 City Code Violation Fines

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

40404 Abandoned Vehicle Abatement Program

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

40501 Investment Earnings

Represents interest earned on General Fund monies invested in the Local Agency Investment Fund and other instruments allowed under the City's Investment Policy and state statute. Estimates are based on expected market conditions relative to interest rates and cash balances available for investment. Interest earnings are based on a 4.0% interest rate for the year.

40502 Rents and Concessions

This is the anticipated rent for City owned property.

40602 State Motor Vehicle In-Lieu Fees

Includes City share of motor vehicle license fees levied, collected and apportioned by the State. Estimates of revenue are based on prior receipts and are expected to be \$28,356. Over \$250,000 is collected through property tax based on the budget changes made at the State in FY 2004/05.

40608 State-Booking Fee Relief

As a part of the 1999/2000 State Budget package, AB 1662 (Leonard) was passed which gives cities ongoing reimbursement for the cost of county booking fees. The amount each city gets is based on the booking fees paid to counties in the 1997/98 year. The reimbursement will be increased by 2% per year thereafter.

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.

40611 State – Off-Highway Motor Vehicle In-lieu

Includes City share of license fees collected by the State on off-highway vehicles. Estimates are based on historical experience.

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. Estimates are based on historical experience. Claims are prepared for the City by a consultant for a flat fee.

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 charged by the Planning Department for design review services - a service for which a permit fee is collected. Revenues are based on historical experience and the Planning Department's expectations for this type of review in the upcoming fiscal year.

40707 Certificate of Compliance fees

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

40716 Tentative Parcel/Subdivision Map Fees

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

40720 Appeal Fees

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

40722 Plan Checking Fees

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

40724 Special Fire Services

The Fire Department periodically inspects every commercial property in Brisbane for fire code violations - these inspections and reinspections are charged to the property owner. Estimates are based on recent activity and Fire Department expected inspections for FY 2007/08 and FY 2008/09.

40725 Fire Paramedic Reimbursement

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

40726 CPR Class Registration Fees

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

40727 Narcotics Task Force Reimbursement

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

40728 Booking Fees Recovery

On arrests where conviction ultimately occurs, the City may seek to recover the cost of its booking fees from the arrestee. Collections are based upon Police Department estimates of recoveries during the upcoming fiscal year.

40730 Special Engineering Services

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

40731 Planning Department Service Fees

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

40732 Police Department Services

Miscellaneous police services rendered such as fingerprinting and paid court appearances. However, since the City no longer provides this service, City staff is taking the most conservative estimate possible by estimating \$0 in revenue.

40733 Weed Abatement/Lot Cleaning

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

40750 Sale of Copies

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

40751 Police Report Fees

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

40761 P.G. & E. Bill Collection Fees

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

40901 Indirect Cost Reimbursement

This is the funds the City receives from the City's Enterprise and Special Revenue 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.

40902 Contractual Services

These are for services we provide to other agencies such as Police Chief, STOPPP coordinator, SAMCAT employee, and landscape maintenance to Sierra Point Lighting and Landscaping District and GVMID.

40920 Sale of Surplus Property

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

40930 Insurance Reimbursements

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

40941 Returned Check Fees

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

40949 Developer's Contribution

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 commisions, notary services and other unanticipated miscellaneous revenue sources. Estimates for 2007/08 and 2008/09 are based on historical experience. This line item is also used, for budgetary purposes, to show anticipated savings of open positions.

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 years 2007/08 and 2008/09 Budget as shown on the separate "Schedule of Transfers".

40970 Administrative Fee from BPFA

In 1991, the Brisbane Public Financing Authority purchased the Marina Blvd. & Lagoon Road Local Improvement District Assessment Bonds and issued new bonds. The 1991 bonds were refinanced in 2001. The LID 79-1 District remains intact and assessments continue to be levied on properties in the district (Sierra Point area); these assessments plus an administrative fee are collected each year on the property tax rolls; the amount needed to pay the BPFA bonds is paid to the trustee and the administrative fees collected as a part of the property assessments is revenue in to the General Fund through this revenue code. The amount expected is based on the established debt service schedule.

40972 Administrative Charges to Northeast Ridge

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

Fund 200- Gas Tax

40501 Investment Earnings

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

40603 Gas Tax - 2106

40604 Gas Tax - 2107

40605 Gas Tax - 2107.5

40606 Gas Tax - 2105

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

Fund 201 –Traffic Congestion Relief

40620 - Other Grants

Traffic Congestion Relief Revenue.

Fund 205 - Measure A

40213 Sales Tax - Transportation

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

40501 Investment Earnings

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

Fund 210 - Sierra Point Lighting and Landscaping District

40109 Special Assessments

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

40501 Investment Earnings

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

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

40109 Special Assessments

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

40501 Investment Earnings

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

Fund 230 - General Plan Open Space

40501 Investment Earnings

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

40961 Transfers In From Other Funds

The City Council, via Resolution No. 99-1 has directed an annual contribution to the Open Space Trust that is to be increased by 10% each year from the preceding year. An Open Space Committee has been established which is charged with developing a plan for the development and preservation of Open Space within the City. The annual contribution to this fund is accomplished through a Transfer In of funds from the City's General Fund. See "Schedule of Transfers".

Fund 250 - Office of Traffic Safety Grant

40618 Federal-OTS Grant

Reflects grant funding anticipated as reimbursement for safety training programs. Revenue is predetermined as a function of the grant award.

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 281 - Redevelopment-Project Area No. 1

This fund is the operating fund for the Agency's Project Area No. 1. Funds are transferred to service Project Area No. 1 debt and pay City administration expenses related to Project Area No. 1.

40101 Secured Property Tax

Represents the annual tax increment expected to be received from the County from the property tax rolls. Estimates based on projections provided by the County Assessor.

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.

40501 Investment Earnings

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

Fund 282 - Redevelopment Project Area No. 2

This fund is the operating fund for the Agency's Project Area No. 2 (the Baylands). Funds are transferred to service Project Area No. 2 debt and pay City administration expenses related to Project Area No. 2.

40101 Secured Property Tax

Represents the annual tax increment expected to be received from the County from the property tax rolls. Estimates based on projections provided by the County Assessor.

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.

40111 County Pass-Through Payment

The Agency and the County have agreed to a pass through of tax increment to the County for its use. That amount is reflected as a contra revenue and is expected to be \$179,920.

40501 Investment Earnings

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

Fund 283 - Low Mod Housing

The Low/Mod Housing Fund is a statutory requirement in Redevelopment Law. This activity is primarily funded by 20% of the Redevelopment Agency tax increment that must be set aside each year in a separate fund.

40501 Investment Earnings

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

Fund 340 – 2006 Pension Obligation Bonds

40501 Investment Earnings

Estimates are based on trends and historical experience.

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 Park & Recreation Fund 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.

Fund 370 - Brisbane Public Financing Authority 2001 Series A

40501 Investment Earnings

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

40961 Transfers In From Other Funds

The Brisbane Public Financing Authority is a financing conduit for certain debt. The debt instrument covered by this fund is described as follows:

These bonds replaced the Brisbane Redevelopment Agency Project Area No. 1 1984 Tax Obligation Bonds and the associated Lease/Leaseback Agreement. The Redevelopment Project Area No.1 operating funds transfers tax revenue to service this debt.

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 383 - Housing Bond Fund

40501 Investment Earnings

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

40961 Transfers In From Other Funds

Funds are transferred in from Fund 283---the Low/Mod Housing Fund to provide for debt service on this bond. See "Schedule of Transfers".

Fund 410 - Tunnel Avenue Bridge

40615 Federal - Bridge Grant

Bridge construction grant funds are expected for this project; up to 80% would be reimbursed. Of the total amount, \$550,000 is to come from the State Seismic Retrofit funds.

40979 Contributions from Others

Under a settlement agreement dated 3/4/97 among Santa Fe Pacific Pipelines, Inc (SFPP), Southern Pacific Transportation Company, Universal Paragon Corporation, Sunquest Properties (formerly Tuntex Properties) and the City, the companies named are to contribute up to \$1,266,350 (adjusted for inflation based on the ENR Cost Index) toward the cost of replacing the overpass on Tunnel Avenue, or in the absence of federal matching bridge monies, will provide these funds toward seismically upgrading the overpass and the approach roadway. The companies had previously provided \$100,000 to help fund the necessary applications for federal funding of the bridge.

Fund 430 - LID 79-1 Capital

40501 Investment Earnings

Estimates are based on trends and historical experience. The balance in this fund represents the balance of capital raised through the sale of assessment bonds and remains to be expended for improvements on Marina Blvd. and Lagoon Road.

Fund 440 - Special Beautification

40501 Investment Earnings

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

Fund 450 – Facilities Fund

40501 Investment Earnings

Estimates are based on trends and historical experience.

Fund 540 – Utility Enterprise

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

40101 Property Taxes – Secured

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

40102 Property Taxes-Unsecured

Unsecured property taxes are derived from taxes on personal property that may not be attached to real property, such as taxes on leasehold interests, boats, airplanes,

business equipment in rented buildings, etc. Estimates are based on projections from the County Assessor and prior years' experience.

40103 Property Taxes - Prior Years

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

40105 Property Taxes - Supplemental

Includes property taxes apportioned to the City by the County from the 1% Tax Rate of the Supplemental Roll Allocation in accordance with Revenue and Taxation Code 75.50. Estimates for 2007/08 and 2008/09 are based on historical experience and County estimates.

40501 Investment Earnings

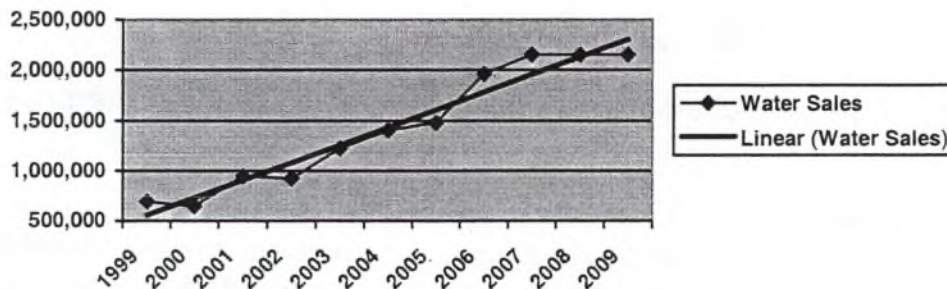
Estimates are based on interest trends and cash balances in this fund.

40609 Homeowner's Property Tax Relief

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

40801 Water Sales

This revenue item represents the sale of water to residential and commercial customers in the City and the District. The City Finance Department bills for water bi-monthly based on rates established by the City Council. Revenue estimates for the new year are based on historical trends, a reduction in water usage due to the drought and conservation efforts of residents and businesses in the City, and the adopted increase.



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

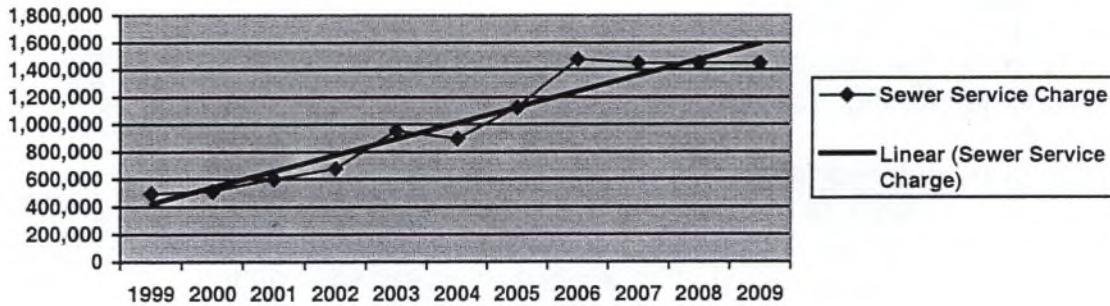
All new hookups/services pay a fee for the privilege of hooking into the District and City water system. Estimates for 2007/08 are based on the Public Works Department's estimates of hookups in the new year and building activity.

40805 Fire Services Charges

On commercial water accounts and new residential buildings, the District and City charge a rate (\$19.53 per inch) to recover the cost of having water and suitable water pressure available for fire suppression (indoor sprinkler systems).

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 and an adopted increase.



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.

Fund 550 Parks and Recreation 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 and iDock offered at the Marina.

40734 Adult Sports Registration Fees

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

40735 Youth Sports

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

40737 After School Program Fees

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

40738 Pre-school (Tiny Tots) Fees

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

40742 Classes Registration Fees

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

40743 Day Camp Registration Fees

The Recreation Department offers day camp experiences during Winter and Spring vacations for which a small fee is charged to cover staff costs and materials. Revenues anticipated for FY 2007/08 and FY 2008/09 are based on scheduled programming and historical participation.

40744 Adult Lap Swim Fees

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

40745 Recreational Swim Fees

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

40746 Swim Lesson Fees

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

40747 Special Swim Class Fees

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

40748 Senior Activities

Reflects fees charged to senior citizens for programs which they use.

40749 Teen Program Fees

The Recreation Department offers programming for teenagers, for which, in some cases, fees are collected to help defray costs. These fees are estimated on historical participation in these programs and based on anticipated programming in the coming fiscal years.

40790 Special Events Registration Fees

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

40795 Facilities Rentals

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

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 year are based on previous years' experience and beginning to charge users for electricity used.

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 Trust 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 750- Sister City Trust

40501 Investment Earnings

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

Fund 765 - Opus Development Trust

40501 Investment Earnings

Estimates are based on trends and historical experience.

40949 Developers' 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 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 Brookfield Homes 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 795 – North East Ridge Assessment District

40109 Special Assessments

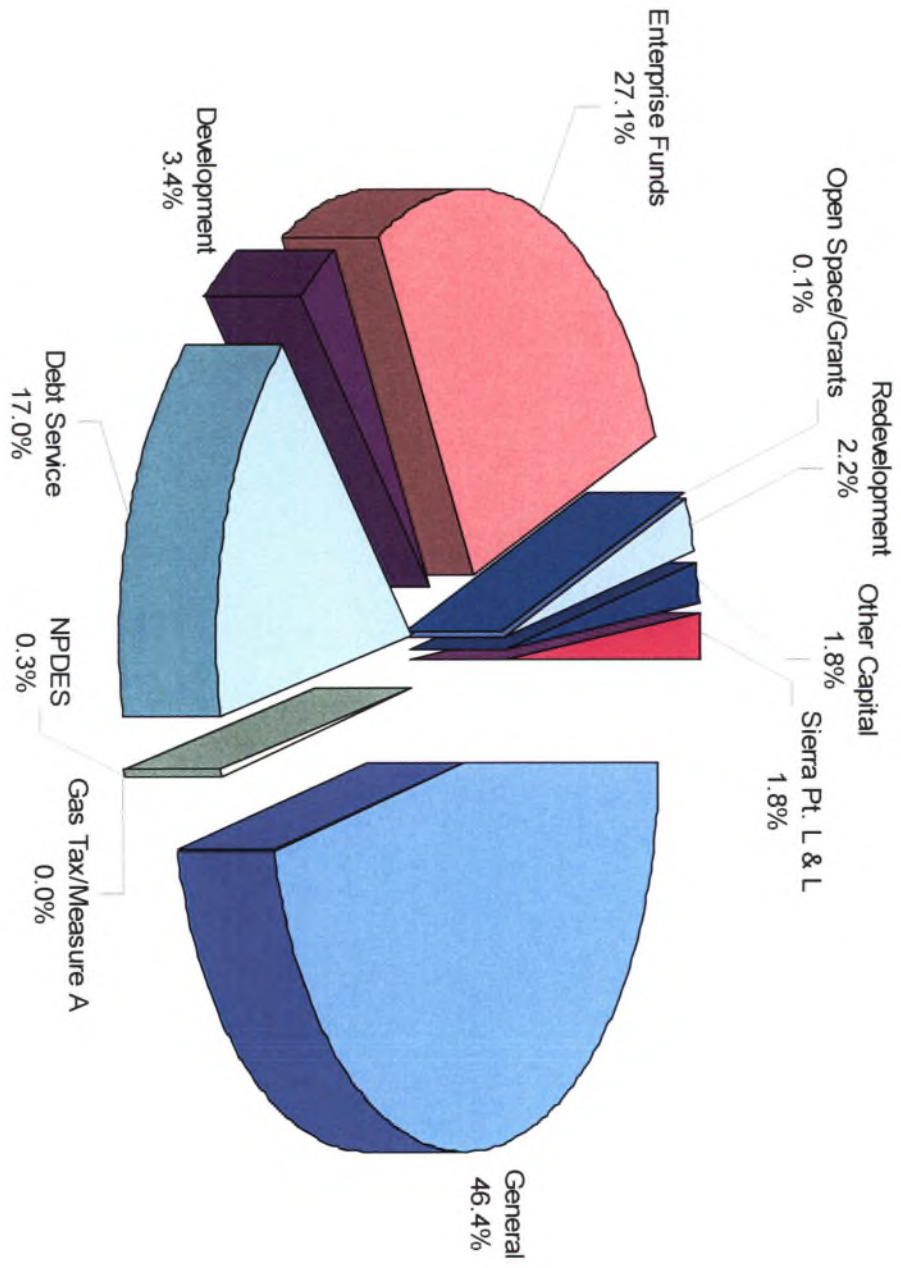
Special Assessments are levied on properties located on the Northeast Ridge and collected through the property tax cycle. These assessment bonds were sold to provide infrastructure improvements for the housing development on the Ridge. These assessments are used to pay the bonds and their interest.

40501 Investment Earnings

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

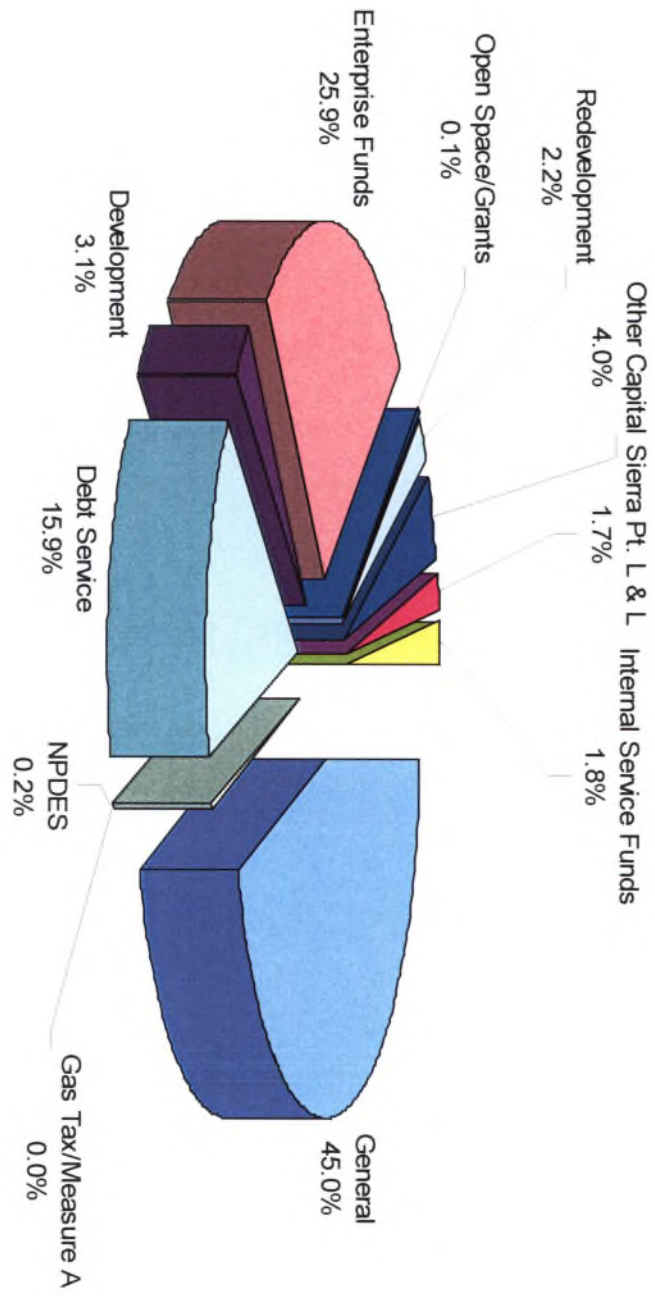
THIS PAGE INTENTIONALLY LEFT BLANK

City of Brisbane Budget by Fund 2007/08



THIS PAGE INTENTIONALLY LEFT BLANK

City of Brisbane Budget by Fund Total FY 2008/09



THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF BRISBANE
SUMMARY OF BUDGET
 2007/08

Schedule 1

Fund	Estimated Fund Balance 7/1/07	Estimated Revenue 07/08 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Recommended 07/08 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/08
------	-------------------------------	--------------------------------------	---------------------------	-----------------	---------------------------------------	----------------------------	-------------------------------------

GENERAL OPERATING:
 General (100) 7,281,359 12,866,054 425,253 20,572,666 11,855,092 (1,851,155) 6,866,419

SPECIAL REVENUE FUNDS:

Gas Tax (200) - 75,000 - 75,000 - (75,000) -
 Measure A (205) - 90,000 - 90,000 - (90,000) -
 Sierra Point Lighting & Landscaping (210) (183,539) 429,696 246,157 463,237 (217,080)
 NPDES (220) (15,115) 52,000 36,885 66,091 (29,206)
 Open Space (230) - 59,866 59,866 20,600 39,266
 Local Law Enforcement Block Grant (251) - - - - -
 Cops Intranet Grant (252) - - - - -
 COPS - State Personnel Grant (253) - 100,000 100,000 (100,000) -
 C.O.P. Grant (254) - - - - -
 COPS - Universal Hiring Grant (255) - - - - -
 COPS - CSO Grant (256) - - - - -
 Redevelopment Agency, Project #1 (281) 111,441 2,665,747 194,946 (2,081,562) 500,680
 Redevelopment Agency, Project #2 (282) (11,050) 1,050,741 279,106 (303,799) 456,786
 Housing Set Aside (283) 2,013,393 1,091,355 3,104,748 97,345 (119,429) 2,887,974

DEBT SERVICE FUNDS:

Utility Bond 2002 (310) 3,500 292,699 292,699 292,699 3,500
 BPFA Refunding Lease Revenue Bond (365) 1,227,910 317,923 1,545,833 317,923 1,227,910
 BPFA Lease Revenue Bond 2006 Series B (City Hall) (366) - 133,261 133,261 - -
 Brisbane Public Financing Authority 2001 A(370) 60,703 2,036,303 2,097,006 2,036,303 60,703
 Brisbane Public Financing Authority 2001 B (375) 1,375,394 - 1,375,394 1,046,429 328,965
 Pension Obligation Bond (340) 386,425 386,425 386,425 - -
 Housing Bond (383) 120,000 119,429 119,429 119,429 120,000

CAPITAL PROJECTS FUNDS:

Capital Projects Labor Clearing (400) - 492,500 492,500 456,000 36,500
 Special Beautification (440) 4,206 - 4,206 - 4,206
 Facilities Fund (450) 759,058 - 759,058 - 759,058

**CITY OF BRISBANE
SUMMARY OF BUDGET
2007/08**

Schedule 1

Fund	Estimated Fund Balance 7/1/07	Estimated Revenue 07/08 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Recommended 07/08 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/08
------	-------------------------------	--------------------------------------	---------------------------	-----------------	---------------------------------------	----------------------------	-------------------------------------

ENTERPRISE FUNDS:

Utility Fund (540)	(298,779)	3,808,200	-	3,509,421	3,611,477	(428,657)	(530,713)
Utility Capital Fund (545)	-	-	-	-	-	-	-
Parks and Recreation (550)	3,804,571	2,073,700	1,003,022	6,881,293	3,303,250	(71,500)	3,506,543

INTERNAL SERVICE FUNDS:

Fringe Benefits (600)	333,368	-	104,421	437,789	-	-	437,789
Flexible Benefits (610)	-	-	-	-	-	-	-
Dental (620)	166,547	108,015	-	274,562	84,000	(100,000)	190,562
Self Insurance (630)	22,786	339,497	-	362,283	230,000	(150,000)	32,283
Workers Compensation (640)	(575,261)	272,443	-	(302,818)	200,000	(150,000)	(652,818)

TRUST AND AGENCY FUNDS:

Swimming Pool Trust (710)	-	-	-	-	-	-	-
NER Phase 2 Revolving (715)	50,000	-	20	50,000	-	-	50,000
Sister City Trust (750)	724	-	-	744	-	-	744
Opus Fees/Permits (760)	4,512	-	-	4,512	-	-	4,512
Opus Development Trust (765)	39,619	-	-	39,619	-	-	39,619
NER Revolving (770)	57,020	92,000	-	149,020	92,000	-	57,020
Tumtex Revolving (775)	153,288	-	-	153,288	-	-	153,288
UPC Revolving (780)	50,000	148,946	-	198,946	164,315	-	34,631
NER Assessment District (795)	1,414,525	617,021	-	2,031,546	617,021	-	1,414,525

GRAND TOTALS

	17,970,180	25,880,435	5,371,102	49,221,717	26,066,949	(5,371,102)	17,783,666
--	-------------------	-------------------	------------------	-------------------	-------------------	--------------------	-------------------

CITY OF BRISBANE
SUMMARY OF BUDGET
 2008/09

Schedule 1

Fund	Estimated Fund Balance 7/1/07	Estimated Revenue 07/08 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Recommended 07/08 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/08
------	-------------------------------	--------------------------------------	---------------------------	-----------------	---------------------------------------	----------------------------	-------------------------------------

GENERAL OPERATING:

General (100)	6,866,419	13,442,354	175,253	20,484,025	12,677,768	(2,131,697)	5,674,561
---------------	-----------	------------	---------	------------	------------	-------------	-----------

SPECIAL REVENUE FUNDS:

Gas Tax (200)	-	75,000	-	75,000	-	(75,000)	-
Measure A (205)	-	90,000	-	90,000	-	(90,000)	-
Sierra Point Lighting & Landscaping (210)	(217,080)	429,696	-	212,616	489,070	-	(276,454)
NPDES (220)	(29,206)	52,000	-	22,794	70,366	-	(47,572)
Open Space (230)	39,266	-	71,656	110,921	21,200	-	89,721
Local Law Enforcement Block Grant (251)	-	-	-	-	-	-	-
Cops Intranet Grant (252)	-	-	-	-	-	-	-
COPS - State Personnel Grant (253)	-	100,000	-	100,000	-	(100,000)	-
C.O.P. Grant (254)	-	-	-	-	-	-	-
COPS - Universal Hiring Grant (255)	-	-	-	-	-	-	-
COPS - CSO Grant (256)	-	-	-	-	-	-	-
Redevelopment Agency, Project #1 (281)	500,680	2,665,747	-	3,166,427	194,687	(2,119,272)	852,468
Redevelopment Agency, Project #2 (282)	456,786	1,050,741	-	1,507,527	329,967	(306,262)	871,297
Housing Set Aside (283)	2,887,974	1,126,936	-	4,014,910	100,077	(122,413)	3,792,420

DEBT SERVICE FUNDS:

Utility Bond 2002 (310)	3,500	-	294,286	297,786	294,286	-	3,500
BPFA Refunding Lease Revenue Bond (355)	1,227,910	-	320,386	1,548,296	321,473	-	1,226,823
BPFA Lease Revenue Bond 2006 Series B (City Hall) (366)	-	-	261,521	261,521	261,521	-	-
Brisbane Public Financing Authority 2001 A(370)	60,703	-	2,036,513	2,097,216	2,036,513	-	60,703
Brisbane Public Financing Authority 2001 B (375)	328,965	-	404,275	328,965	1,035,944	-	(706,979)
Pension Obligation Bond (340)	-	-	122,413	404,275	404,275	-	-
Housing Bond (383)	120,000	-	122,413	242,413	122,413	-	120,000

CAPITAL PROJECTS FUNDS:

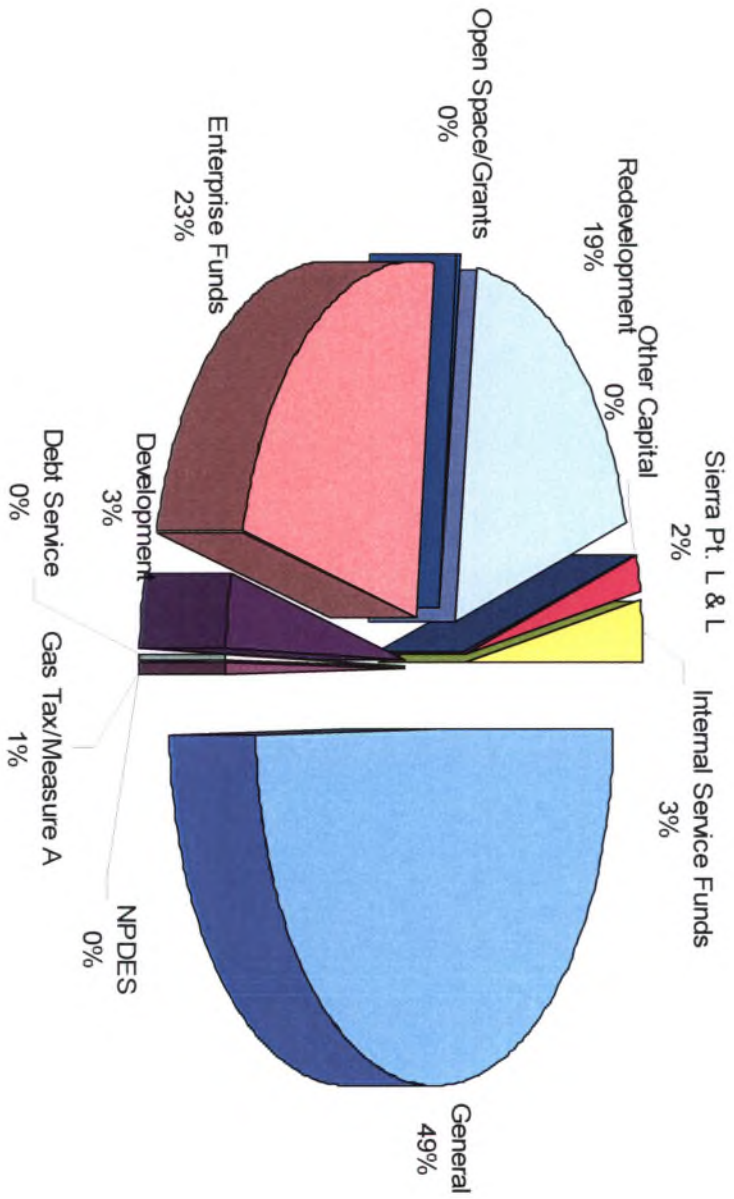
Capital Projects Labor Clearing (400)	36,500	-	516,750	553,250	1,137,500	-	(584,250)
---------------------------------------	--------	---	---------	---------	-----------	---	-----------

**CITY OF BRISBANE
SUMMARY OF BUDGET
2008/09**

Schedule 1

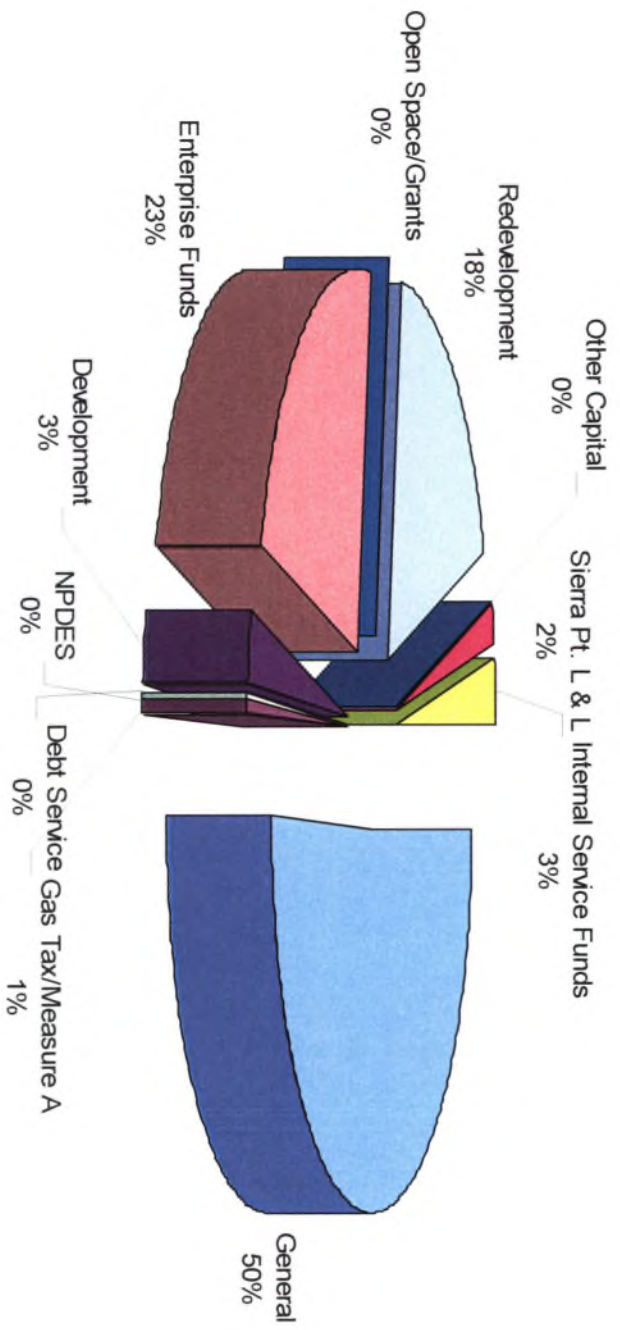
Fund	Estimated Fund Balance 7/1/07	Estimated Revenue 07/08 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Recommended 07/08 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/08
Special Beautification (440)	4,206	-	-	4,206	-	-	4,206
Facilities Fund (450)	759,058	-	-	759,058	-	-	759,058
ENTERPRISE FUNDS:							
Utility Fund (540)	(530,713)	3,901,700	-	3,370,987	3,802,977	(430,244)	(862,234)
Utility Capital Fund (545)	-	-	-	-	-	-	-
Parks and Recreation (550)	3,506,543	2,136,810	1,131,286	6,774,639	3,499,874	(76,750)	3,198,015
INTERNAL SERVICE FUNDS:							
Fringe Benefits (600)	437,789	-	117,299	555,088	-	-	555,088
Flexible Benefits (610)	-	-	-	-	-	-	-
Dental (620)	190,562	108,015	-	298,577	84,000	-	214,577
Self Insurance (630)	32,283	339,497	-	371,780	230,000	-	141,780
Workers Compensation (640)	(652,818)	272,443	-	(380,375)	200,000	-	(580,375)
TRUST AND AGENCY FUNDS:							
Swimming Pool Trust (710)	-	-	-	-	-	-	-
NER Phase 2 Revolving (715)	50,000	-	-	50,000	-	-	50,000
Sister City Trust (750)	744	20	-	764	-	-	764
Opus Fees/Permits (760)	4,512	-	-	4,512	-	-	4,512
Opus Development Trust (765)	39,619	-	-	39,619	-	-	39,619
NER Revolving (770)	57,020	92,000	-	149,020	92,000	-	57,020
Tuntex Revolving (775)	153,288	-	-	153,288	-	-	153,288
UPC Revolving (780)	34,631	148,946	-	183,577	176,477	-	7,100
NER Assessment District (795)	1,414,525	612,711	-	2,027,236	612,711	-	1,414,525
GRAND TOTALS	17,783,666	26,644,616	5,451,638	49,879,919	28,195,100	(5,451,638)	16,233,181

City of Brisbane 2007/08 Revenue by Fund



THIS PAGE INTENTIONALLY LEFT BLANK

City of Brisbane 2008/09 Revenue by Fund



THIS PAGE INTENTIONALLY LEFT BLANK

SUMMARY OF REVENUE
WITHIN FUND BY SOURCE

Schedule 2

2007/09

Account Title:

2003/04

2004/05

2005/06

2006/07

2007/08

2008/09

Actual Revenue Actual Revenue Actual Revenue Budgeted Revenue Budgeted Revenue Budgeted Revenue Budgeted Revenue

GENERAL FUND (100)

40101	Current Secured	1,302,773	1,389,600	1,519,124	1,513,000	1,866,240	2,015,539
40102	Current Unsecured	112,826	6,852	20,133	20,000	20,400	20,808
40103	Prior Year Tax	(2,062)	(1,187)	(114)			
40105	Supplemental Tax	78,888	106,441	115,914	80,000	82,800	85,698
40106	Transfer Tax	75,584	97,883	169,711	90,000	93,150	96,410
40107	VLF as Property Tax		194,578	228,902	249,480	269,438	277,521
40150	ERAF	70,244	(63,662)	17,012	180,000	180,000	180,000
40211	Sales Tax	2,735,825	2,917,698	3,319,300	3,244,500	3,358,058	3,475,590
40214	Sales Tax Make-up						
40215	Sales Tax as Property Tax		581,463	1,062,484	1,081,500	1,119,353	1,158,530
40212	Sales Tax - Safety	28,263	28,866	29,331	30,000	31,878	33,875
40221	Franchise Fees - P G & E	105,139	107,237	110,100	113,000	120,759	129,052
40222	Franchise Fees - Scavenger		32,887	35,373	36,400	37,492	38,617
40223	Franchise Fees - Cable TV	39,059	43,320	46,885	50,000	56,502	63,850
40230	Transient Occupancy Tax	568,886	550,423	913,630	998,640	1,109,600	1,131,792
40241	Business License Tax	320,513	353,772	373,121	350,000	367,701	386,296
40242	Business License Penalty	5,668	6,322	13,317	5,000	5,000	5,000
40321	Street Opening Permits						
40323	Grading Permits	35,787	51,837	108,095	25,750	25,750	25,750
40324	Encroachment Permits	2,523	3,481	3,882	3,100	4,005	5,174
40325	Wide Load Permits	1,360	1,660	1,690	1,500	1,583	1,670
40326	Ground Water Discharge Permits						
40327	Truck Haul Impact Fees	111,946	121,814	192,454	515,000	525,300	535,806
40331	Building Permits	90,788	279,075	97,326	139,000	143,170	147,465
40339	Home Occup/Misc Permits	1,330	2,274	2,245	500	656	861
40340	Use Permits	15,598	17,076	10,146	17,000	5,900	5,900
40341	Variances	2,196	8,062	9,044	3,100	3,000	3,000
40342	Sign Permits	643	457	595	500	500	500
40401	Vehicle Code Fines	70,122	81,335	66,227	70,000	60,000	60,000
40402	City Code Violations	63,031	60,923	43,755	60,000	45,000	45,000
40404	Abandoned Vehicle Abatement	6,052	5,426	5,592	6,000	5,852	5,707

SUMMARY OF REVENUE
WITHIN FUND BY SOURCE

Schedule 2

Account	Title:	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
40501	Investment Earnings	74,277	100,065	193,475	274,657	300,000	315,000
40502	Rents & Concessions	4,896	5,373	24,763	18,000	18,583	19,185
40503	Unrealized Gain/Loss						
40505	Savings from Prepayment of PERS		53,592	80,478			
40602	Motor Vehicle In-Lieu	166,791	85,672	27,156	28,356	29,780	31,275
40607	State Aid--ERAF	-	-	-			
40608	State Aid--Booking Fee Reimburse.	-	-	-			
40609	H.O.P.T. R.	20,804	19,489	19,219	20,000	19,917	19,835
40611	Off Highway Vehicle Fees	119	132	57	100	107	114
40612	POST Reimbursements	4,632	11,976	14,136	8,900	9,220	9,500
40613	State Mandated costs	(3,000)	19,491	5,878	20,000	20,000	20,000
40614	State-COPS Grants						
40616	SAMTRANS Grant	147,637	-	-			
40620	Other Grant	(833)	2,200	78,860	15,300	15,300	15,300
40630	FEMA	320,940	201,228	1,584	500	500	500
40701	Zoning Fees	-	1,538	29,173	300	300	300
40702	E.I.R. Fees	3,459	24,144	245	700	700	700
40703	Sale of Publications	109	204	303	2,000	2,000	2,000
40704	Strong Motion Fees (SMIP)	328	2,402	9,070	10,000	10,000	10,000
40705	Design Review Fees	2,605	17,205	735	500	500	500
40707	Certificate Of Compliance Fees	2,140	1,907	5,426	500	500	500
40708	General Plan Amendment Fees		1,512	749			
40716	Tentative Parcel Map Review	8,256	1,512	779	500	500	500
40718	Lot Line Adj/Reversion/Merge	2,852					
40717	Final Parcel/Subdivision Map Fees	960			500	500	500
40720	Appeal Fees	-	-	-			
40722	Plan Check Fees	51,862	151,092	71,650	115,000	115,000	115,000
40723	Special Planning Dept. Fees		250				
40724	Fire Department Services	111,410	152,177	92,623	118,000	120,360	122,767
40725	Fire Paramedic Reimbursement	45,429	46,832	48,480	45,000	45,000	45,000
40726	CPR Class Registration Fees	35	840	700			
40727	Narcotics Task Force Reimburse		111	83			
40728	Booking Fees Recovery	13,915	13,575	665			
40730	Special Engineering Service	17,022	36,572	24,916	18,000	18,000	18,000

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

Account	Title:	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
40731	Planning Dept. Services	13,204	34,389	11,851	15,000	15,000	15,300
40732	Police Dept. Services	5,596	5,166	7,028			
40750	Sale of Copies	2,169	1,261	894	1,100	1,100	1,122
40751	Police Reports	2,215	2,159	2,012	2,000	2,000	2,040
40761	P G & E Collection Fees	350	386	356	350	350	350
40901	Indirect Cost Reimbursement	1,441,300	1,648,722	1,846,718	1,837,722	1,899,388	2,055,037
40902	Contracted Services		69,702	225,838	200,266	339,247	338,551
40920	Sale of Surplus Property	4,096	12,497	196,390			
40930	Insurance Reimbursement	1,713	3,183	819			
40931	Bond Premium Revenue						
40932	Employers Shuttle Fees	(10,730)	(1,122)	(1,170)			
40941	Return Check Fees		203	138			
40949	Prop Tax In-lieu	180,000	261,095	205,769	206,040	210,161	214,364
40950	Miscellaneous Revenue	63,511	67,122	(13,986)	150,000	96,000	96,000
40955	Contributions from others	14,600		(81,803)			
40956	Reimbursements-P.Y. Expenses	16,300		4,287			
40957	In-Lieu Tax - Marina						
40959	Reimbursements-Current Year		1,065				
40960	Other Revenues - City Hall Rental						
40961	Transfers From Other Funds	463,100	629,994	440,682	-	-	-
40962	Transfer to Other Funds (550)						
40970	Admn. Charge to B.P.F.A.	31,000	31,000	31,000	33,200	32,252	32,897
40972	Admn. Charge to NEER	5,000	5,000	5,000	5,000	5,202	5,306
40999	Prior Year Adjustment		953	258			
	TOTAL	9,073,053	10,720,856	12,133,896	12,029,961	12,866,054	13,442,354

GASOLINE TAX FUND (200)

40501	Investment Earnings	(575)	(205)	491	-	-	-
40503	Unrealized Gain/Loss						
40603	Section. 2106 Allocation	21,610	21,587	21,456	22,000	22,000	22,000
40604	Section. 2107 Allocation	30,219	30,258	30,313	30,000	30,000	30,000
40605	Section. 2107.5 Allocation	1,000	1,000	1,000	1,000	1,000	1,000
40606	Section. 2105 Allocation	22,671	22,774	22,728	22,000	22,000	22,000
40610	State Aid-STIP Augmentation						

SUMMARY OF REVENUE
WITHIN FUND BY SOURCE

Schedule 2

Account	Title:	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
40617	State Aid -CMAQ			9,000			
40961	Other Grants			84,987			
	TOTAL	74,925	75,414	84,987	75,000	75,000	75,000

TRAFFIC CONGESTION RELIEF FUND (201)

40501	Investment Earnings	28	1	160			
40620	Other Grants			16,628			
	TOTAL	28	1	16,788	-	-	-

MEASURE A (205)

40213	Measure A Sales Tax	89,075	90,636	122,209	90,000	90,000	90,000
40501	Investment Earnings	456	1,580	3,554			
40503	Unrealized Gain/Loss						
40620	Other Grants						
	TOTAL	89,531	92,217	125,762	90,000	90,000	90,000

SIERRA POINT LANDSCAPE AND LIGHTING FUND (210)

40109	Spec. Assessments (less Coll. Fees)	236,372	427,967	428,478	429,696	429,696	429,696
40501	Investment Earnings	(3,900)	(4,281)	(6,984)			
	TOTAL	232,473	423,686	421,494	429,696	429,696	429,696

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM FUND (220)

40501	Investment Earnings	576	(13)	6	-	-	-
40109	Special Assessments	52,225	50,685	51,081	52,000	52,000	52,000
	TOTAL	52,801	50,672	51,088	52,000	52,000	52,000

GENERAL PLAN OPEN SPACE (230)

40501	Investment Earnings	2,005	4,123	7,359	361	-	-
40503	Unrealized Gain/Loss						
40620	Other Grants		61,355	274,701			
40955	Contributions - Other			187			
40961	Transfers In From Other Funds	-	97,436	107,180	361	-	-
	TOTAL	2,005	162,914	389,426	361	-	-

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

2007/09
Account Title:

2003/04 Actual Revenue
2004/05 Actual Revenue
2005/06 Actual Revenue
2006/07 Budgeted Revenue
2007/08 Budgeted Revenue
2008/09 Budgeted Revenue

OFFICE/TRAFFIC SAFETY GRANT (250)

40501	Investment Earnings	(47)	(160)	(134)			
40618	Federal-OTS Grant	19,079	10,741				
40962	Transfer to General Fund						
TOTAL		19,032	10,581	(134)	-	-	-

LOCAL LAW ENFORCEMENT BLOCK GRANTS (251)

40501	Investment Earnings	557	812	652			
40620	Other Grants	657					
40961	Transfers from Other Funds						
TOTAL		1,214	812	652	-	-	-

COPS-TECHNOLOGY GRANT (252)

40501	Investment Earnings	2,082	1,634	2,699			
40614	COPS Grants		-	-			
TOTAL		2,082	1,634	2,699	-	-	-

COPS-STATE PERSONNEL GRANT (254)

40501	Investment Earnings	1,490	(2,197)	1,188			
40614	COPS Grants	121,761	111,711	100,341	100,000	100,000	100,000
40620	Other Grants			6,250			
40961	Transfer from Other Funds			62,045			
TOTAL		123,251	109,514	169,825	100,000	100,000	100,000

FIRE TRAINING (270)

40501	Investment Earnings			755			
40925	Gain/Loss Disposal of Fixed Assets			259,135			
TOTAL				259,890	-	-	-

REDEVELOPMENT OPERATING--PROJECT AREA NO. 1 (281)

40101	State Mandate - ERAF						
40101	Tax Increment-Secured	1,586,438	1,573,884	1,226,309	2,126,891	2,126,891	2,126,891
40102	Tax Increment-Unsecured	248,314	967,130	431,957	538,856	538,856	538,856
40105	Property Taxes - Supplemental	89,958		-			

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

Account	Title:	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
40150	ERAF	12,723	75,882	(221,048)			
40501	Investment Earnings	18,316	24,387	27,004			
40503	Unrealized Gain/Loss						
40921	Cancelled Warrant Payable						
40955	Contributions from Others			6,756			
TOTAL		1,955,749	2,641,284	1,470,978	2,665,747	2,665,747	2,665,747

REDEVELOPMENT OPERATING--PROJECT AREA NO. 2 (282)

40101	Tax Increment-Secured	759,191	769,168	927,510	1,176,692	1,176,692	1,176,692
40102	Tax Increment-Unsecured	82,349	90,370	83,819	130,872	130,872	130,872
40105	Tax Increment - Supplemental	1,100	22,438	22,438			
40111	County Pass Through Payment	(216,265)	(252,021)	(256,823)	(252,021)	(256,823)	(256,823)
40150	ERAF			(110,524)	(110,524)		
40501	Investment Earnings	1,068	1,510	(15,730)			
40503	Unrealized Gain/Loss						
40955	Contributions - Others			5,107			
40988	Fund Closing Transfer			522			
TOTAL		627,442	631,466	656,319	945,019	1,050,741	1,050,741

REDEVELOPMENT--LOW/MOD HOUSING (283)

40101	Tax Increment-Secured	647,236	678,140	538,455	825,896	825,896	825,896
40102	Tax Increment-Unsecured	82,666	264,375	128,944	167,432	167,432	167,432
40150	Tax Increment - Supplemental	22,764	5,610	5,610			
40501	Investment Earnings	26,249	74,955	99,068	1,460	98,027	133,608
TOTAL		778,916	1,023,080	772,076	994,788	1,091,355	1,126,936

2002 UTILITY BOND ISSUE (310)

40501	Investment Earnings	-	2,867	198,993	-	-	-
41961	Transfer from Other Funds	203,335	4,132,782	2,650			
TOTAL		203,335	4,135,649	201,643	-	-	-

NORTH EAST RIDGE ASSESSMENT DISTRICT (795)

40109	Special Assessment	628,009	630,662	623,722	598,510	598,510	594,330
-------	--------------------	---------	---------	---------	---------	---------	---------

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

Account	Title:	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
40501	Investment Earnings	130	10,211	23,016	18,511	18,511	18,381
TOTAL		628,138	640,873	646,738	617,021	617,021	612,711

CERTIFICATES OF PARTICIPATION DEBT SERVICE FUND (360)

40501	Investment Earnings	(1,907)					
TOTAL		(1,907)	-	-			

BPFA 2005 Refunding Fund (365)

40501	Investment Earnings		11,390	526			
40961	Transfer from Other Funds		660,935	306,789			
40969	Other Financing Sources		3,281,434				
TOTAL			3,953,759	307,315			

BPFA 2005B Fund (366)

40501	Investment Earnings			154,835			
40961	Transfer from Other Funds						
40969	Other Financing Sources			5,970,000			
TOTAL				6,124,835			

BRISBANE PUBLIC FINANCING AUTHORITY BONDS (370)

40501	Investment Earnings	35,896	48,832	119,076			
40109	Special Assessments--Debt	502,016	760,737	1,920,287			
TOTAL		537,912	809,569	2,039,363			

BRISBANE PUBLIC FINANCING AUTHORITY BONDS (375)

40109	Special Assessments--Debt			932,730			
40501	Investment Earnings	97,085	114,156	27,873			
TOTAL		97,085	114,156	960,603			

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

40501	Investment Earnings	2,069	604	1,066			
40961	Transfers In			194,183			
TOTAL		2,069	604	195,249			

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

2007/09

Account Title:

	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
--	------------------------------	------------------------------	------------------------------	--------------------------------	--------------------------------	--------------------------------

HOUSING BOND FUND (383)

40501	Investment Earnings	2,117	6,860	4,169		
40503	Unrealized Gain/Loss					
40961	Transfers In From Other Funds			114,800		
TOTAL	TOTAL	2,117	6,860	118,969	-	-

CAPITAL PROJECTS (400)

40501	Investment Earnings	(664)	647	(403)		
40949	Developer Contribution	150,000	7,000	186,790		
40969	Other Financing Sources	210	357,620	28,842		
40961	Transfers In From Other Funds	-	-	403,831		
40979	Contribution from Other Agency					
TOTAL	TOTAL	149,546	365,267	619,061	-	-

TUNNEL BRIDGE (410)

40501	Investment Earnings	(266)	(19,724)	31,954		
40615	Federal-Bridge Grant					
40969	Other Financing Sources			18,848		
40979	Contributions From Others		644,594	3,303,777		
TOTAL	TOTAL	(266)	624,870	3,354,579	-	-

LID 79-1 CAPITAL (430)

40501	Investment Earnings	10,463	13,486	1,538		
40503	Unrealized Gain/Loss					
TOTAL	TOTAL	10,463	13,486	1,538	-	-

SPECIAL BEAUTIFICATION (440)

40501	Investment Earnings	3,086	761	1,303		
-------	---------------------	-------	-----	-------	--	--

FACILITIES FUND (450)

40501	Investment Earnings	14,180	19,276	29,795		
40949	Developer's Contribution			225,000		
TOTAL	TOTAL	14,180	19,276	254,795	-	-

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

Account	Title:	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
---------	--------	------------------------------	------------------------------	------------------------------	--------------------------------	--------------------------------	--------------------------------

UTILITY FUND (540)

40101	Current Secured Tax	25,805	11,942	1,299	11,000	11,000	11,000
40102	Current Unsecured Tax	2,663	-	1,751	2,500	2,500	2,500
40103	Prior Year Tax	(46)	2,139	(1)	-	-	-
40105	Supplemental Property Taxes	1,159	427	500	-	-	-
40107	Penalties & Interest	-	-	-	-	-	-
40109	Special Assessments--Debt	2,083	-	310	-	-	-
40150	ERAF	-	-	19,376	-	-	-
40501	Investment Earnings	4,292	(706)	2,138	-	-	-
40609	H.O.P.T.R	284	129	37	200	200	200
40801	Water Sales	1,403,957	1,480,568	1,957,897	2,150,000	2,150,000	2,214,500
40802	Account Open/Reconnections	5,404	5,392	4,906	5,000	5,000	5,000
40803	Late Payment Charges	28,571	31,927	35,421	25,000	25,000	25,000
40804	Meter Connection Fees	107,931	82,015	135,498	70,000	70,000	70,000
40805	Fire Service Charges	80,298	82,489	90,280	80,000	80,000	80,000
40806	Altamar Meter Reading Fee	7,842	7,638	7,518	7,500	7,500	7,500
40810	Less: Senior Citizens Discount	(1,869)	(2,653)	(2,808)	(3,000)	(3,000)	(3,000)
40820	Sewer Service Charges	895,637	1,123,463	1,476,353	1,450,000	1,450,000	1,479,000
40821	Sewer Connection Fees	23,324	16,451	27,473	10,000	10,000	10,000
40941	Returned Check Fees	1,114	755	866	-	-	-
40950	Miscellaneous Revenue	441,127	(474,557)	21,900	-	-	-
TOTAL		3,029,574	2,367,419	3,780,713	3,808,200	3,808,200	3,901,700

UTILITY FUND CAPITAL (545)

40501	Investment Earnings	(11,958)	22,691	288	-	-	-
40969	Other Financing Sources	255	438,212	95,673	-	-	-
TOTAL		(11,703)	460,903	95,961	-	-	-

PARKS AND RECREATION FUND (550)

40501	Investment Earnings	39,755	(2,797)	76,419	68,000	68,000	68,000
40502	Rents & Concessions	3,326	5,022	3,692	-	-	-
40503	Unrealized Gain/Loss	-	-	-	-	-	-

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

Account	Title:	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
40734	Adult Sports	7,336	9,660	12,933	10,000	22,000	23,000
40735	Youth Sports	9,521	9,059	13,954	9,700	28,000	29,400
40737	After School Program Fees	32,823	46,098	48,214	49,000	52,000	54,000
40738	Pre-School (Teeny Time) Fees	6,571	10,449	27,345	11,100	20,000	22,000
40739	Special Event Fees	100	-	-	-	-	-
40741	Youth Sports	-	-	-	-	14,000	16,000
40742	Youth Class	25,935	20,032	35,056	21,600	25,000	26,200
40743	Day Camp	40,714	54,295	54,074	57,600	59,500	61,300
40744	Adult Lap Swim Fees	57,997	66,856	68,058	70,000	73,000	76,000
40745	Recreational Swim Fees	25,701	25,823	31,974	27,000	29,000	31,000
40746	Swim Lesson Fees	27,701	30,689	34,679	32,500	34,000	35,000
40747	Special Swim Class Fees	28,288	28,427	28,147	30,200	32,000	33,000
40748	Senior Activity Fees	-	-	-	-	-	-
40749	Teen Programs	4,035	4,364	3,148	4,600	4,000	4,500
40790	Special Event Fees	12,406	17,937	17,903	19,000	25,900	26,450
40795	Facilities Rental	34,285	46,132	52,081	49,000	57,200	60,700
40796	Facilities Insurance	(270)	-	-	-	-	-
40803	Late Charges	31,841	34,294	33,903	35,000	35,000	35,000
40830	Berth Rentals	1,343,093	1,373,996	1,414,079	1,455,000	1,425,000	1,465,000
40831	Berth Electricity Payments	-	-	-	-	60,000	60,000
40833	Berth Application Fees	3,000	2,425	2,475	2,500	2,500	2,500
40834	Berth Transfer Fees	950	1,025	400	1,000	400	400
40925	Gain/Loss Disposed Fixed Assets	-	4,757	8,000	-	-	-
40941	Returned Check Fees	1,104	887	661	-	7,200	7,360
40950	Miscellaneous Revenue	3,688	3,211	3,700	-	-	-
40959	Reimbursed Expenses-Curr Year	-	-	847,056	-	-	-
40961	Transfers From Other Funds (100)	-	-	-	-	-	-
TOTAL		1,739,897	1,792,642	2,817,949	1,952,800	2,073,700	2,136,810

PARKS AND RECREATION RESERVE FUND (555)

40501	Investment Earnings	(15,087)	34,958	104,515	-	-	-
TOTAL		(15,087)	34,958	104,515	-	-	-

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

Account	Title:	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
---------	--------	------------------------------	------------------------------	------------------------------	--------------------------------	--------------------------------	--------------------------------

FRINGE BENEFIT TRUST (600)							
40501	Investment Earnings	13,867	19,486	4,795			
40503	Unrealized Gain/Loss						
40958	Other Revenue-Payroll Charges						
	TOTAL	13,867	19,486	4,795	-	-	-

FLEXIBLE BENEFITS TRUST (610)							
40501	Investment Earnings	213	331	1,021			
40958	Other Revenue-Payroll Charge	45,338	76,121	98,188			
	TOTAL	45,551	76,451	99,209	-	-	-

DENTAL SELF INSURANCE TRUST (620)							
40501	Investment Earnings	4,104	2,886	4,628			
40958	Other Revenue-Payroll Charge	90,870	94,487	91,137	108,015	108,015	108,015
	TOTAL	94,974	97,372	95,765	108,015	108,015	108,015

SELF INSURANCE FUND (630)							
40501	Investment Earnings	(773)	(400)	306	6,107	-	-
40958	Other Revenue-Payroll Charge	212,025	257,179	265,208	339,497	339,497	339,497
	TOTAL	211,251	256,779	265,514	345,604	339,497	339,497

SELF INSURED WORKERS COMPENSATION FUND (640)							
40501	Investment Earnings	4,509	6,401	8,066	3,411	-	-
40958	Other Revenue-Payroll Charge	177,238	208,453	247,236	272,443	272,443	272,443
	TOTAL	181,747	214,854	255,302	275,854	272,443	272,443

SWIMMING POOL TRUST (710)							
40501	Investment Earnings	(7)	-	-			

SUMMARY OF REVENUE

Schedule 2

WITHIN FUND BY SOURCE

2007/09 Account Title:

2003/04 Actual Revenue 2004/05 Actual Revenue 2005/06 Actual Revenue 2006/07 Budgeted Revenue 2007/08 Budgeted Revenue 2008/09 Budgeted Revenue

NER LANDMARK REVOLVING (715)

40501	Investment Earnings	(330)	(272)	(10,576)				
40956	Reimbursed Expenses-Prior Year	69,931	9,318	104,665				
40999	Prior Year Adjustment							
	TOTAL	69,601	9,046	94,089	-	-	-	-

SISTER CITY TRUST (750)

40501	Investment Earnings	10	14	21	20	20	20
-------	---------------------	----	----	----	----	----	----

OPUS DEVELOPMENT TRUST (760) (765)

40501	Investment Earnings	(371)	(303)				
40962	Transfers to Other Funds						
	TOTAL	(371)	(303)	-	-	-	-

REVOLVING NER (770)

40501	Investment Earnings	937	(3,311)	(2,193)			
40946	Developers Reimbursement	51,360	467,954	68,942			
40956	Reimbursed Expenses- Prior Yr						
40959	Reimbursed Expenses-Curr Yr	92,000	18,745	-	92,000	92,000	92,000
	TOTAL	144,297	483,389	66,749	92,000	92,000	92,000

TUNTEX REIMBURSEMENT (775)

40501	Investment Earnings	2,376	3,430	5,114			
40323	Grading Permits/Inspections						
	TOTAL	2,376	3,430	5,114	-	-	-

UPC Revolving Fund Baylands (780)

40501	Investment Earnings	620	1,310	(389)			
40946	Developers Reimbursement		842	246,605	148,946	148,946	148,946
	TOTAL	620	2,152	246,216	148,946	148,946	148,946

Quarry Revolving Fund (785)

40501	Investment Earnings	(266)	(140)	1,599			
	TOTAL	(266)	(140)	1,599			

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

Account	Title:	2003/04 Actual Revenue	2004/05 Actual Revenue	2005/06 Actual Revenue	2006/07 Budgeted Revenue	2007/08 Budgeted Revenue	2008/09 Budgeted Revenue
---------	--------	------------------------------	------------------------------	------------------------------	--------------------------------	--------------------------------	--------------------------------

Slough Estates (786)

40501	Investment Earnings						
40946	Developers Reimbursement			248,279			
	TOTAL	-	-	248,279	-	-	-

HOTEL REIMBURSEMENT TRUST (790)

40501	Investment Earnings	545	721	104			
40704	S. M. I. Fees						
40724	Special Fire Services		721	104			
	TOTAL	545	721	104			
	TOTAL REVENUE	20,185,134	32,448,435	39,563,631	24,731,031	25,880,435	26,644,616

THIS PAGE INTENTIONALLY LEFT BLANK

BUDGET AND EXPENDITURES BY DEPARTMENT

Schedule 3

07/09

	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 CM Recom Budget	2008/09 CM Recom Budget
100 City Council (100)	85,348	85,009	101,655	140,585	110,784	115,746
201 City Clerk (100)	166,381	137,136	221,873	163,846	190,971	187,287
203 City Manager (100)	421,298	466,377	582,214	589,970	795,097	870,572
205 Special Event Cosponsorship (100)			14,886	20,000	20,000	20,000
300 Open Space (100)	28,227	23,639	47,176	50,067	53,563	57,195
310 Open Space (230)	-	299,849	851,426	20,000	20,600	21,200
400 Finance(100)	559,685	615,212	666,564	786,206	816,354	972,105
402 Human Resources (100)	225,543	231,951	241,429	270,602	266,709	276,242
500 Legal Services-City Attorney (100)	136,417	157,182	139,092	206,607	239,077	240,735
600 Community Development (100)	566,544	924,540	714,421	1,010,811	941,203	1,049,979
601 Community Development (780)	-	-	275,959	148,946	164,315	176,477
900 Library (100)	18,938	20,949	19,813	24,300	24,300	24,300
2001 Police--Administration & Personnel (100)	475,114	529,272	822,361	545,102	713,356	725,373
2002 Police--Communications & Records (100)	206,121	206,842	227,992	267,350	278,519	291,504
2003 Police--Police Patrol (100)	1,765,170	2,380,799	2,284,863	2,561,709	2,622,507	2,746,638
3001 Fire--Administration & Personnel (100)	2,215,851	2,320,039	2,463,282	2,206,386	2,490,252	2,636,259
3007 Fire--Paramedic Services (100)	93,831	107,674	81,636	108,746	-	-
4001 Public Works--Admin. & Engineering(100)	619,476	597,342	621,510	740,990	791,818	849,602
4002 Public Works--Streets & Storm Drains(100)	291,295	293,696	324,874	398,648	392,093	384,185
4003 Public Works--Buildings & Grounds(100)	246,773	227,351	193,880	230,034	298,076	345,139
4004 Public Works--Parks Maintenance (550)	107,029	126,667	148,967	164,358	157,728	166,249
4005 Public Works--Landscape Maintenance (100)		200,802	221,737	217,710	218,375	239,976
4009 Public Works--Sierra Pt. Light/Lands.(210)	329,588	396,200	451,497	438,076	463,237	489,070
4019 Public Works--Development (770)	74,071	111,106	103,521	92,000	92,000	92,000
4020 Public Works--Water (540)	996,434	1,032,767	1,205,248	1,233,171	1,160,370	1,236,459
4025 Public Works--GVMD (540)	1,000,713	981,170	1,076,130	1,074,431	1,314,081	1,389,402
4026 Public Works--NPDES (220)	107,230	55,482	73,697	78,623	66,091	70,366
4027 Public Works -- STOPPP (100)			12,928	-	36,026	38,669
4030 Public Works--Sewer (540)	816,244	1,028,772	1,059,167	1,109,914	1,137,026	1,177,116
5001 Recreation--Admin & PB&R Comm. (550)	353,442	277,641	300,844	342,659	343,493	368,747
5002 Recreation--Community Center (550)	335,086	330,696	373,271	314,592	340,796	338,996
5003 Recreation--Preschool, Youth & Teen (550)	314,223	461,976	540,468	581,924	636,530	685,391
5004 Recreation--Adult Recreation (550)	44,698	41,323	47,616	43,963	58,326	60,574
5005 Recreation--Senior Citizens (550)	51,458	54,093	59,144	64,454	67,435	69,828
5006 Recreation--Citizen Communications (550)	91,801	89,724	104,171	120,130	132,290	134,006
5007 Recreation--Teen Center (550)	106,871	83,038	76,478	101,298	126,819	139,176
5008 Recreation--Aquatics (550)	325,182	456,896	472,213	450,873	570,255	596,739
5040 Marina--Operations (550)	738,840	720,829	777,379	872,372	869,578	940,169
6001 Non-Departmental/Central Services (100)	525,902	438,154	414,907	502,939	556,011	606,261
6051 Dental Payments (620)			84,000	84,000	84,000	84,000
6052 Liability Payments (630)			230,000	230,000	230,000	230,000
6053 Workers Compensation Payments (640)			200,000	200,000	200,000	200,000
7081 Redevelopment Agency Project Area #1(281)	418,287	384,982	248,373	232,628	194,946	194,687
7082 Redevelopment Agency Project Area #2(282)	202,710	214,325	242,131	227,974	279,106	329,967
7083 Redevelopment--Low/Mod Housing (283)	66,467	87,393	213,154	888,046	97,345	100,077
9005 City Hall Improvements (450)	85,768					
9036 Bayshore/Valley Double Left/Lands(200)	18,784					
9057 Median Landscaping (400)	55,250					
9061 Tunnel Avenue Bridge (410)	681,119	223,951	3,281,552			
9201 Valley Drive Lift Station (545)	484,578	9,970				
9202 Sierra Point Sewer (400)	15,136					
9204 Dog Park (400)	6,128	63,711				
9205 Sewer/Water Master Plans (540)	59,821					
9301 Storm Drain Master Plan (400)	63,818					
9302 Community Park Phase III (400)	4,519					
9303 Reservoir Choloramine Conversion (400)	304,553					
9304 Reservoir Cleaning (400)						
9305 Water Sampling (400)	18,152	27,050	26,763			
9306 Lake Pump Station	156,371	534,415	193,922			
9307 Pavement Maintenance (400)	170,546					
9308 Restripe Parking (400)	35,053					
9309 LED Conversion (400)	4,206					
9401 Glen Park Tank	11,134	83,042	493,446			
9403 Repair Crocker Tank	412	14,991				
9404 Seismic Improvements	8,848	313				
9406 Standby Generator	39,296					
9407 Sewer Replacement	165,512	888,694				
9408 Handicap Ramps		62,433	36,165			
9413 Pavement Maintenance	14,920	170,319	17,834			
9414 Brisbane Elementary School Field Drainage	4,311					
9415 Replace Water Meters	1,036	34,868				
9416 Guadalupe Channel Bridge	62,796	488,742				

BUDGET AND EXPENDITURES BY DEPARTMENT
2007/09

Schedule 3

	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 CM Recom Budget	2008/09 CM Recom Budget
9500 Community Garden	2,292	76,055				
9502 City Hall Remodel		68,406	38,110			
9504 Pavement Maintenance		4,618	476,623			
9505 Alvarado Sewer		228	35,813			
9507 Addition to Public Sewer		49,566	61,543			
9508 Crystal Springs Aqueduct		204	4,301			
9510 Emergency Operations Radio		493	36,874			
9511 City Hall Energy Efficiency Improvments		17,071	9,220			
9512 Solar Thermal for Pool		4,521	158,817			
9513 Old Quarry Rd Park		13,743				
9514 Topographic Map			816			
9515 SPLS Modifications		3,432	79,689			
9516 Mendocino Storm Drain		17,772				
9517 Marina Gate 5 Stairs			10,030			
9518 Marina Restrooms			184,805			
9600 Pavement Maintenance			397,391			
9601 STP Bayshore		4,394	330,230			
9602 Bayshore South Sewer			49			
9603 Seismic Upgrade			20			
9604 Bayshore Bikeway		501	6,887			
9605 Basketball Court			49,821			
9606 4 Solano Shade			41			
9607 Bayshore No/So Bikeway						
9608 Water Recycle			20,545			
9609 Shoreline Pavement						
9610 Community Park Fence						
9700 Pavement Maintenance				400,000		
9701 Office of Emergency Services Improvments				56,000		
9702 Corporation Yard				336,000		
9703 Street Crossing Modifications for Crocker Trail				115,000		
98XX Capital Projects 2007-2008					456,000	
99XX Capital Projects 2008-2009						1,137,500
9910 Debt Service (305,350,360,370,375,381,382,383)	4,139,853	5,135,269	5,135,269	4,707,065	4,949,488	5,089,135
Grand Total	21,742,497	25,197,666	30,720,525	25,771,106	26,066,947	28,195,099

BUDGET AND EXPENDITURES BY FUND

Schedule 4

2007/09	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
GENERAL FUND (100):						
100 City Council	85,348	85,009	101,655	140,585	110,784	115,746
201 City Clerk	166,381	137,136	221,873	163,846	190,971	187,287
203 City Manager	421,298	466,377	582,214	589,970	795,097	870,572
205 Event Cosponsorship	-	-	14,886	20,000	20,000	20,000
300 Open Space	28,227	23,639	47,176	50,067	53,563	57,195
400 Finance	559,685	615,212	666,564	786,206	816,354	972,105
402 Human Resources	225,543	231,951	241,429	270,602	266,709	276,242
500 Legal Services-City Attorney	136,417	157,182	139,092	206,607	239,077	240,735
600 Community Development	566,544	924,540	714,421	1,010,811	941,203	1,049,979
900 Library	18,938	20,949	19,813	24,300	24,300	24,300
2001 Police--Administration & Personnel	475,114	529,272	822,361	545,102	713,356	725,373
2002 Police--Communications & Records	206,121	206,842	227,992	267,350	278,519	291,504
2003 Police--Police Patrol	1,765,170	2,380,799	2,284,863	2,561,709	2,622,507	2,746,638
3001 Fire--Fire Suppression	2,215,851	2,320,039	2,463,282	2,206,386	2,490,252	2,636,259
3007 Fire--Paramedic Services	93,831	107,674	81,636	108,746	-	-
4001 Public Works--Admin. & Engineering	619,476	597,342	621,510	740,990	791,818	849,602
4002 Public Works--Streets & Storm Drains	291,295	293,696	324,874	398,648	392,093	384,185
4003 Public Works--Buildings & Grounds	246,773	227,351	193,880	230,034	298,076	345,139
4005 Public Works--Landscape Maintenance	-	200,802	221,737	217,710	218,375	239,976
4027 Public Works -- STOPPP	-	-	12,928	-	36,026	38,669
6001 Non-Departmental/Central Services	525,902	438,154	414,907	502,939	556,011	606,261
Total General Fund	8,647,915	9,963,966	10,419,094	11,042,609	11,855,092	12,677,768
OPEN SPACE AND ECOLOGY (230)						
300 Open Space	-	299,849	851,426	20,000	20,600	21,200
Total Open Space and Ecology	-	299,849	851,426	20,000	20,600	21,200
PC REVOLVING FUND (780)						
601 Community Development	-	-	275,959	148,946	164,315	176,477
Total UPC Revolving Fund	-	-	275,959	148,946	164,315	176,477
CAPITAL PROJECTS (400)						
-	-	-	-	-	456,000	1,137,500
-	-	-	-	-	456,000	1,137,500
TUNNEL AVENUE BRIDGE (410)						
9061 Tunnel Avenue Bridge	-	-	-	-	-	-
Total Tunnel Avenue Bridge Fund	-	-	-	-	-	-
MEASURE A (205)						
9076 Sierra Point Road Widening	-	-	-	-	-	-
Total Measure A Fund	-	-	-	-	-	-
BAYSHORE STORM DRAIN (420)						
9062 Bayshore Storm Drain	-	-	-	-	-	-
Total Bayshore Storm Drain Fund	-	-	-	-	-	-
SIERRA POINT LIGHTING AND LANDSCAPING DISTRICT (210)						
4009 Public Works--Sierra Pt. Light/Lands.	329,588	396,200	451,497	438,076	463,237	489,070
Total Sierra Point L & L District Fund	329,588	396,200	451,497	438,076	463,237	489,070
REVOLVING FUND-NER (770)						
4019 Public Works--Development	74,071	111,106	103,521	92,000	92,000	92,000
Total Revolving NER Fund	74,071	111,106	103,521	92,000	92,000	92,000
NPDES (220)						
4026 Public Works--NPDES	107,230	55,482	73,697	78,623	66,091	70,366
Total NPDES Fund	107,230	55,482	73,697	78,623	66,091	70,366
ACILITIES FUND (450)						
9005 City Hall Improvements	-	-	-	-	-	-
9031 Mission Blue Gymnasium	-	-	-	-	-	-

BUDGET AND EXPENDITURES BY FUND						Schedule 4	
2007/09							
	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended	
9077 Community Pool-Phase B	-	-	-	-	-	-	-
Total Facilities Fund	-	-	-	-	-	-	-
NER ASSESSMENT DISTRICT DEBT SERVICE FUND (350/795)							
9910 Debt Service	614,131	614,131	617,869	615,444	617,021	612,711	
Total NER Assmt. Dist. Debt Serv. Fund	614,131	614,131	617,869	615,444	617,021	612,711	
UTILITY BOND 2002 FUND (310)							
9910 Debt Service	101,650	101,650	302,193	295,905	292,699	294,286	
Total 2002 Utility Debt Service Fund	101,650	101,650	302,193	295,905	292,699	294,286	
2006 PENSION OBLIGATION BONDS Fund (340)							
9910 Debt Service				331,971	386,425	404,275	
Total Pension Obligation Bonds Fund				331,971	386,425	404,275	
COP 95 DEBT SERVICE FUND (360)							
9910 Debt Service	393,770	393,770					
Total COP 95 Debt Service Fund	393,770	393,770					
BRISBANE REFUNDING LEASE REVENUE FUND (365)							
9910 Debt Service			322,726	324,373	317,923	321,473	
Total COP 95 Debt Service Fund			322,726	324,373	317,923	321,473	
BRISBANE PUBLIC FINANCING AUTHORITY 2005 B City Hall(366)							
9910 Debt Service					133,261	261,521	
Total BPFA Series 2005 B Debt Service Fund					133,261	261,521	
BRISBANE PUBLIC FINANCING AUTHORITY 2001 A (370)							
9910 Debt Service	2,034,895	2,034,895	2,035,338	2,034,378	2,036,303	2,036,513	
Total BPFA Series A Debt Service Fund	2,034,895	2,034,895	2,035,338	2,034,378	2,036,303	2,036,513	
BRISBANE PUBLIC FINANCING AUTHORITY 2001 B (375)							
9910 Debt Service	552,415	552,415	819,113	983,711	1,046,429	1,035,944	
Total BPFA Series B Debt Service Fund	552,415	552,415	819,113	983,711	1,046,429	1,035,944	
HOUSING FUND (383)							
9910 Debt Service				121,284	119,429	122,413	
Total Housing Fund Debt Service				121,284	119,429	122,413	
PARKS AND RECREATION ENTERPRISE (550)							
4004 Public Works--Parks Maintenance	107,029	126,667	148,967	164,358	157,728	166,249	
5001 Recreation--Admin & PB&R Comm.	353,442	277,641	300,844	342,659	343,493	368,747	
5002 Recreation--Parks & Facility Maint.	335,086	330,696	373,271	314,592	340,796	338,996	
5003 Recreation--Preschool, Youth & Teen	314,223	461,976	540,468	581,924	636,530	685,391	
5004 Recreation--Adult Recreation	44,698	41,323	47,616	43,963	58,326	60,574	
5005 Recreation--Senior Citizens	51,458	54,093	59,144	64,454	67,435	69,828	
5006 Recreation--Citizen Communications	91,801	89,724	104,171	120,130	132,290	134,006	
5007 Recreation--Teen Center	106,871	83,038	76,478	101,298	126,819	139,176	
5008 Recreation--Aquatics	325,182	456,896	472,213	450,873	570,255	596,739	
5040 Marina--Operations	738,840	720,829	777,379	872,372	869,578	940,169	
Total Parks and Recreation Fund	2,468,629	2,642,881	2,900,551	3,056,623	3,303,250	3,499,874	
REDEVELOPMENT AGENCY PROJECT AREA NO. 1 (281)							
7081 Redevelopment Agency Project Area #1	418,287	384,982	248,373	232,628	194,946	194,687	
Total RDA, Project #1 Fund	418,287	384,982	248,373	232,628	194,946	194,687	
REDEVELOPMENT AGENCY PROJECT AREA NO. 2 (282)							
7082 Redevelopment Agency Project Area #2	202,710	214,325	242,131	227,974	279,106	329,967	
Total RDA, Project #2 Fund	202,710	214,325	242,131	227,974	279,106	329,967	
LOW/MODERATE HOUSING (283)							

BUDGET AND EXPENDITURES BY FUND

Schedule 4

2007/09	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
7083 Redevelopment--Low/Mod Housing	66,467	87,393	213,154	888,046	97,345	100,077
Total Low/Mod Housing Fund	66,467	87,393	213,154	888,046	97,345	100,077
<u>RDA #2-TAX ALLOCATION DEBT SERVICE (382)</u>						
9910 Debt Service	232,710	232,710	239,410			
Total RDA #2 TAB's Fund	232,710	232,710	239,410	-	-	-
<u>HOUSING BOND FUND (383)</u>						
9910 Debt Service	121,270	121,270	123,104			
Total Housing Bond Fund	121,270	121,270	123,104	-	-	-
<u>UTILITY FUND (540)</u>						
4020 Water	996,434	1,032,767	1,205,248	1,233,171	1,160,370	1,236,459
4025 GVMID	1,000,713	981,170	1,076,130	1,074,431	1,314,081	1,389,402
4030 Sewer	816,244	1,028,772	1,059,167	1,109,914	1,137,026	1,177,116
Total Utility Fund	2,813,391	3,042,709	3,340,545	3,417,516	3,611,477	3,802,977
<u>DENTAL FUND (620)</u>						
6051 Dental Payments			84,000	84,000	84,000	84,000
Total Dental Fund			84,000	84,000	84,000	84,000
<u>SELF INSURANCE FUND</u>						
6052 Liability Payments			230,000	230,000	230,000	230,000
Total Self Insurance Fund			230,000	230,000	230,000	230,000
<u>WORKERS COMPENSATION FUND</u>						
6053 Workers Compensation Payments			200,000	200,000	200,000	200,000
Total Workers Compensation Fund			200,000	200,000	200,000	200,000
RAND TOTAL ALL FUNDS	19,179,127	21,249,734	24,093,701	24,864,107	26,066,949	28,195,100

THIS PAGE INTENTIONALLY LEFT BLANK

SUMMARY OF BUDGET TRANSFERS
2007/08

Schedule 5

Description of Transfer	General Fund	Gas Tax	Measure A	Open Space	COPS State	Utility Bond	Pension Bond	City Hall Bond	Capital Projects	BPPA		Parks and Recreation		Utility Fund	Fringe Benefit	General Liability	Workers Compensator	RDA #1 Operating	RDA #2 Operating	Law/Mod Fund	RDA #1 Debt Service	Housing Debt Service
										F-100	F-200	F-205	F-210									
a) Transfer from Housing Debt to pay for Housing Debt																						
b) Transfer from RDA#1 to pay debt BPPA 2001 A																						
c) Transfer Water Fund share of COP debt to debt service fund																						
d) Transfer Utility fund share of Lease Revenue to debt service fund																						
e) Transfer from RDA 2 Operating to COP Debt Service Fund																						
f) To repay General Fund for Sewer Fund Loan	29,994																					
g) To cover cost of Parks and Recreation	(911,182)																					
h) Transfer to Capital Projects to cover cost of Pavement Maintenance	(200,000)	(75,000)	(90,000)																			
i) Transfer for Utility Bond Payment	100,000																					
j) Transfer for Police Grants	(59,866)			59,866	(100,000)	292,699																
k) Transfer to Open Space Fund for land purchases and management	(56,000)																					
l) Transfer for Capital projects	45,259																					
m) Transfer for Advances to RDAs	(386,425)																					
n) Transfer to Pension Obligation Bond Fund																						
o) Transfer for City Hall Bond Payment	(133,261)																					
p) Transfer for Retiree Health	(104,421)																					
q) Transfer from Workers Comp and General Liability	250,000																					
TOTALS	(1,435,902)	(75,000)	(90,000)	59,866	(100,000)	292,699	386,425	133,261	492,500	317,923	931,522	(428,657)	104,421	(100,000)	(150,000)	(2,081,562)	(303,799)	(119,429)	2,036,303	119,429		
	(1,851,155)																					

SUMMARY OF BUDGET TRANSFERS
2008/09

Schedule 5

Description of Transfer	General Fund F-100	Gas Tax F-200	Measure A F-205	Open Space F-230	COPS State F-234	Utility Bond F-310	Pension Bond F-340	City Hall Bond F-366	Capital Projects F-400	BFFA Refunding Lease F-365	Parks and Recreation Fund F-350	Utility Fund F-340	Fringe Benefit F-600	RDA #1 Operating F-281	RDA #2 Operating F-282	Low/Med Fund F-283	RDA #1 Debt Service F-370	Housing Debt Service F-383	
a) Transfer from Housing Fund to pay for Housing Debt																			
b) Transfer from RDA#1 to pay debt BFFA 2001 A																			
c) Transfer Water Fund share of COP debt to debt service fund																			
d) Transfer Utility fund share of Lease Revenue to debt service fund																			
e) Transfer from RDA 2 Operating to COP Debt Service Fund																			
f) To repay General Fund for Sewer Fund Loan																			
g) To cover cost of Parks and Recreation																			
h) Transfer to Capital Projects to cover cost of Pavement Maintenance																			
i) Transfer for Utility Bond Payment																			
j) Transfer for Police Grants																			
k) Transfer to Open Space Fund for land purchases and management																			
l) Transfer for Capital projects																			
m) Transfer for Advances to RDAs																			
n) Transfer to Pension Obligation Bond Fund																			
o) City Hall Bond Issue																			
p) Transfer for Retiree Health																			
TOTALS	(1,956,444)	(75,000)	(90,000)	71,656	(100,000)	294,286	404,275	261,521	516,750	320,386	1,054,536	(430,244)	117,299	(2,119,272)	(306,262)	(122,413)	2,036,513	122,413	

**SCHEDULE OF PERSONNEL POSITION ALLOCATION
2007/09**

Position Descriptions Within Departments	Positions Allocations Budgeted 2003/04	Positions Allocations Budgeted 2004/05	Positions Allocations Budgeted 2005/06	Positions Allocations Budgeted 2006/07	Positions Allocations Budgeted 2007/08	Positions Allocations Budgeted 2008/09
200 City Manager						
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	1.00	1.00	1.00	1.00	1.00	1.00
Pen TV Contract Employee				1.00	1.00	1.00
Human Resources Specialist						
Human Resources Administrator	1.00					
Deputy City Clerk/Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Open Space and Ecology Analyst	0.50	0.50	0.55	0.55	0.55	0.55
Office Specialist (part-time)	0.50					
Receptionist	1.00					
Total	7.00	4.50	4.55	5.55	5.55	5.55
400 Administrative Services						
Administrative Services Director		1.00	1.00	1.00	1.00	1.00
Finance Director	1.00					
Accountant						
Accounting Assistant II	1.00					
Accounting Assistant II						
Senior Accounting Assistant	1.00	2.00	2.00	2.00	2.00	2.00
Management Analyst						1.00
IT Trainer						
Human Resources Senior Analyst		1.00	1.00	1.00	1.00	1.00
Interns			0.46	0.96	0.96	0.96
Office Specialist (part-time)		0.50	0.50	0.50	0.50	0.50
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
Receptionist (part-time)						
Total	5.00	6.50	6.96	7.46	7.46	8.46
600 Planning and Community Development						
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Principal Planner			1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager/Housing						
Associate Planner				1.00	1.00	1.00
Assistant Planner						
Administrative Assistant						
Community Development Technician	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	0.50	0.50	0.50
Code Enforcement Officer	0.40	0.40	0.40	0.40	0.40	0.40
Archive Assistant	0.20					
Total	4.60	4.40	5.40	5.90	5.90	5.90
2000 Police						
Police Chief	1.00	1.00	1.00	0.50	0.50	0.50
Police Commander	1.00	1.00	1.00	2.00	2.00	2.00
Police Sergeant	4.00	4.00	4.00	4.00	4.00	4.00
Police Officer	11.00	11.00	11.00	11.00	11.00	11.00
Dispatcher/Clerk						
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Crossing Guard	0.11	0.11	0.11	0.11	0.11	0.11
Total	20.11	20.11	20.11	20.61	20.61	20.61

**SCHEDULE OF PERSONNEL POSITION ALLOCATION
2007/09**

Position Descriptions Within Departments	Positions Allocations Budgeted 2003/04	Positions Allocations Budgeted 2004/05	Positions Allocations Budgeted 2005/06	Positions Allocations Budgeted 2006/07	Positions Allocations Budgeted 2007/08	Positions Allocations Budgeted 2008/09
3000 Fire						
Fire Chief						
Fire Captain	3.00	3.00	3.00	3.00	3.00	3.00
Firefighter	2.00	2.00	2.00	2.00	2.00	2.00
Firefighter/Paramedic	7.00	7.00	7.00	7.00	7.00	7.00
Fire Prevention Officer	1.00	1.00	0.00	0.00	0.00	0.00
Office Specialist	0.55	0.55	0.55	1.00	1.00	1.00
Total	13.55	13.55	12.55	13.00	13.00	13.00
4000 Public Works						
Public Works Director/City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	1.00			1.00	3.00	3.00
Assistant Engineer I/II	2.00	3.00	3.00	2.00	0.00	0.00
Junior Engineer						
Public Works Superintendent						
Public Works Supervisor	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
Office Assistant						
Public Works Inspector	1.00	1.00	1.00	1.00	1.00	1.00
P.W. Lead Maintenance Worker	3.00	3.00	3.00	3.00	3.00	3.00
Maintenance Worker I/II	6.00	6.00	9.00	10.00	10.00	10.00
Maintenance Worker I						
Parks/Facilities Maintenance Worker I/II	1.25	1.50	1.50	1.50	1.50	1.50
Maintenance Worker Assistant						
Total	18.25	18.50	21.50	22.50	22.50	22.50
5000 Recreation						
Parks and Recreation Director	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Services Manager/Aquatics						
Recreation Supervisor	2.00	3.00	3.00	3.00	3.00	3.00
Facilities Attendant	2.13	2.75	2.75	2.75	2.75	2.75
Senior Recreation Leader		1.34	1.34	1.00	1.00	1.00
Recreation Leader	5.70	4.40	4.40	4.20	4.20	4.20
Recreation Program Coordinator II						
Management Assistant/Deputy City Clerk						
Recreation Program Coordinator	1.00			0.75	0.75	0.75
Assistant Recreation Program Coordinator						
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Parks/Facilities Maintenance Worker I/II						
Preschool Teacher	0.50	0.30	0.30	0.30	0.30	0.30
Recreation Leader Aide	1.00	0.30	0.30	0.30	0.30	0.30
Cashier		0.75	0.75	0.75	0.75	0.75
Lifeguard	2.75	2.00	2.00	2.00	1.02	1.02
Swim Instructor	1.25	1.33	1.33	1.33	1.35	1.35
Head Lifeguard	1.00	0.50	0.50	0.50	1.78	1.78
Total	19.33	18.67	18.67	18.88	19.20	19.20
5040 Marina						
Harbormaster						
Marina Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Police Officer						
Administrative Assistant						
Office Specialist	1.00					
Marina Maintenance Worker II	1.00	1.00	1.00	1.00	1.00	1.00
Marina Maintenance Worker I	1.00	1.00	1.00	1.00	1.00	1.00
Marina Office Assistant						
Police Service Aide	1.75	1.75	1.75	1.75	1.75	1.75
Office Assistant	0.50	1.50	1.50	1.50	1.50	1.50
Total	6.25	6.25	6.25	6.25	6.25	6.25
GRAND TOTALS	94.09	92.48	95.99	100.15	100.47	101.47

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

Department/Division: 100 City Council

General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51201 Part-time Salaries	13,604	13,526	12,687	13,540	13,540	13,540
Total Salaries	13,604	13,526	12,687	13,540	13,540	13,540
BENEFITS						
51502 City Pers Contribution	304	570	1,208	1,330	1,290	1,830
51506 Life Insurance	0	0	0	0	0	0
51507 Medicare Tax	476	357	461	200	70	70
51508 Social Security Tax	999	959	453	0	0	0
51509 Flexible Benefits	24,696	22,293	30,143	33,710	33,430	36,780
51510 Retiree Health	319	518	705	775	0	0
51511 Long-Term Disability	0	0	0	0	0	0
51602 Dental Insurance	5,748	5,724	5,201	5,700	5,700	5,700
51603 Vision Insurance	1,336	2,115	1,816	1,500	2,210	2,320
51605 Employee Assistance Program	0	0	0	0	0	0
51703 Internet Allowance			2,734	3,000	3,000	3,000
51704 Auto Allowance	9,674	9,619	15,078	18,000	18,000	18,000
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	1,450	1,442	1,316	2,100	1,800	1,800
Total Benefits	1,450	1,442	59,116	66,315	65,500	69,500
INSURANCE						
51800 Liability Insurance	430	496	519	510	570	590
51810 Worker's Compensation	360	416	444	430	490	510
Total Insurance	790	912	963	940	1,060	1,100
SERVICES AND SUPPLIES						
52221 Communications	78	0	0	0	0	0
52231 Equipment Maintenance	434	433	0	1,850	1,906	1,963
52233 Memberships	135	240	0	300	309	318
52234 Office Expense	6,270	8,287	8,110	5,840	6,015	6,196
52235 Professional Services	0	178	555	2,500	2,575	2,652
52241 Special Department Expense	15,009	8,227	6,863	37,700	7,931	8,169
52242 Small Tools		70	0	0		
52243 Travel & Training	4,026	9,540	13,362	11,600	11,948	12,308
Total Services & Supplies	25,952	26,974	28,889	59,790	30,684	31,606
FIXED ASSETS						
53200 Land	0	0	0	0		
53300 Equipment	0	0	0	0		
Total Fixed Assets	0	0	0	0	0	0
TOTAL BUDGET	85,348	85,009	101,655	140,585	110,784	115,746

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.

Department Objectives for 2007/08:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

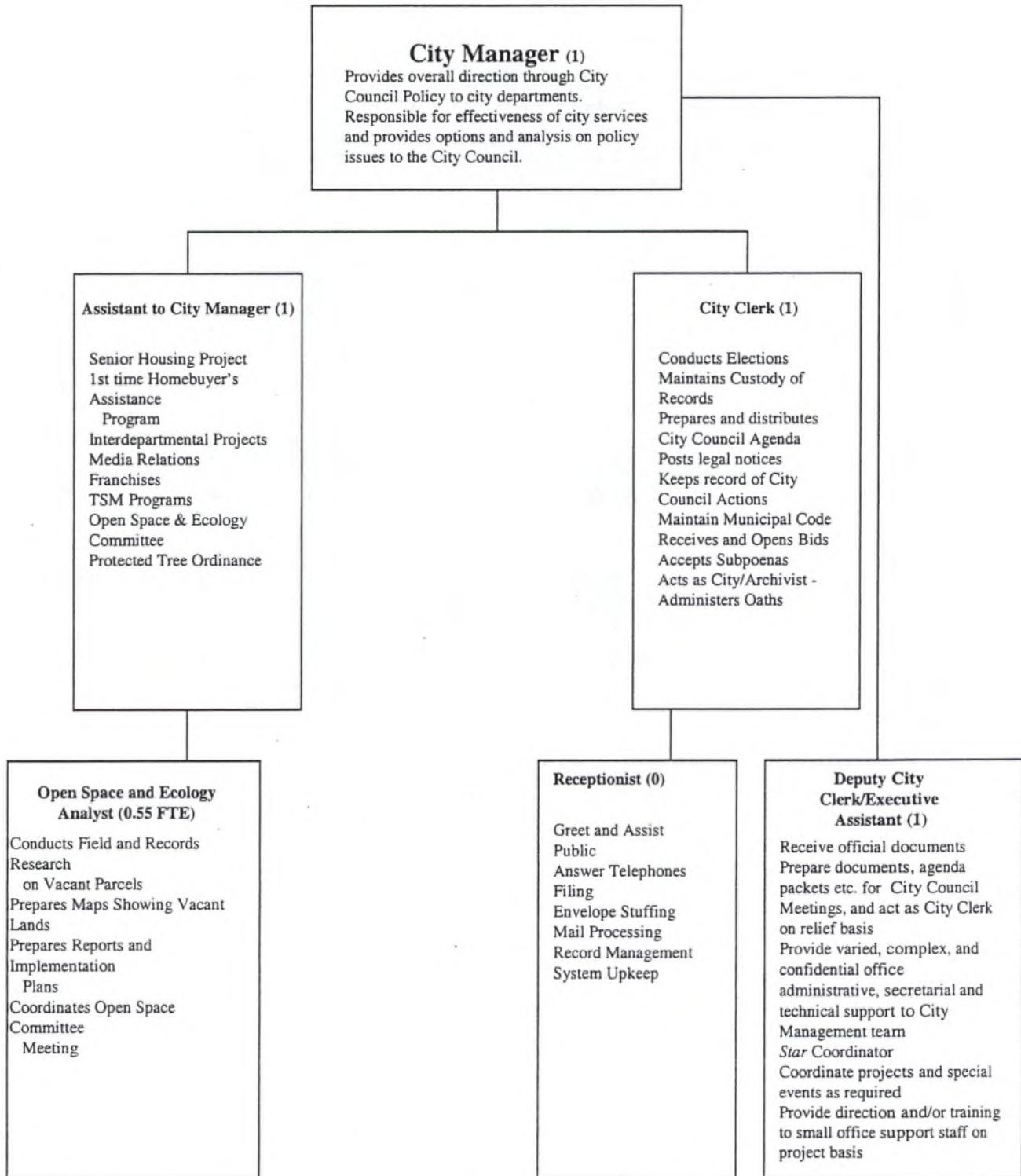
- Perform review of City Manager by June of 2008 and perform review of City Attorney by June of 2008 (City Council Goal #1 and #12).
- Conduct City Council goal setting session by March 1, 2008 (City Council goals #1 and 11).

Department Objectives for 2008/09

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

- Perform review of City Manager by June of 2009 and perform review of City Attorney by June of 2009 (City Council Goal #1 and #12).
- Adopt biennial budget by June 30, 2009 (City Council Goal #11).
- Conduct City Council goal setting session by March 1, 2009 (City Council goals #1 and 11).

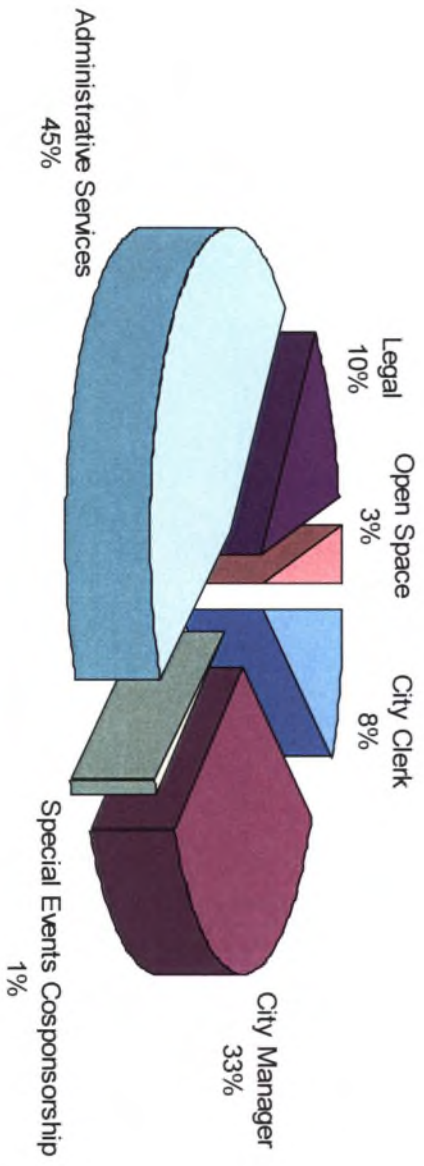
City Management



**Summary of Departmental Budget
2007/09
City Management Department**

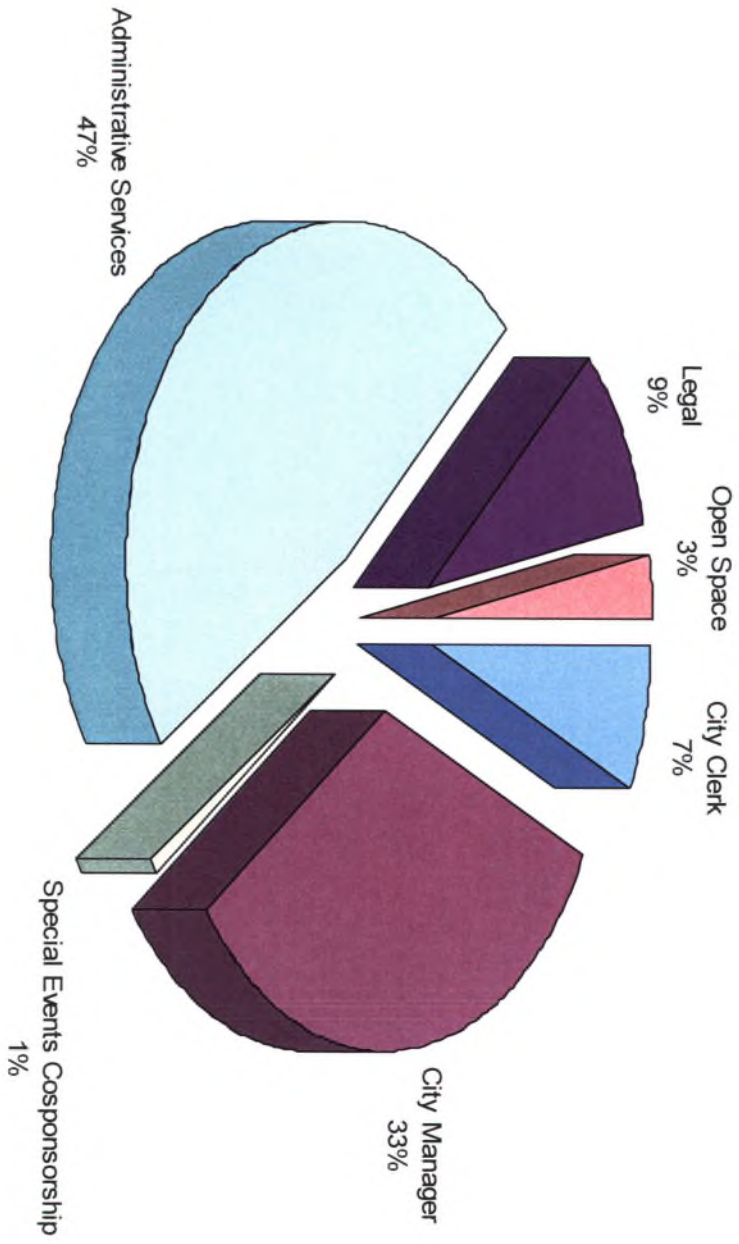
	Number of Positions	Annual Salary 2007/08	Annual Benefits 2007/08	Number of Positions	Annual Salary 2008/09	Annual Benefits 2008/09
City Manager	1	175,723	111,392	1	214,604	101,178
Assistant to the City Manager	1	121,644	45,071	1	134,714	45,162
City Clerk	1	95,076	29,223	1	105,292	28,533
Deputy City Clerk/ Executive Assistant	1	75,409	19,833	1	76,145	23,519
Receptionist	0	0	0	0	0	0
PENTV Contract Employee	1	67,604	16,377	1	73,469	20,700
Open Space Analyst	.6	33,145	13,662	1	34,305	16,083
Total Salaries and Benefits		568,601	235,558		638,529	235,175

City Management Budget FY 2007/8



THIS PAGE INTENTIONALLY LEFT BLANK

City Management Budget FY 2008/09



THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: Total City Management -- All Program Budgets				General/Open Space Funds Funds 100 and 230		
Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	416,373	408,809	478,978	444,122	535,457	604,225
51201 Part-time Salaries	23,773	28,946	43,594	32,336	33,145	34,305
51301 Overtime	0	0	0	0	0	0
Total Salaries	440,145	437,755	522,572	476,458	568,601	638,530
BENEFITS						
51502 City Pers Contribution	23,379	40,579	63,590	46,879	54,011	86,195
51503 Employee Paid Pers Contribution	0	0	0	26,158	27,471	0
51506 Life Insurance	1,664	1,560	1,804	1,595	1,985	2,017
51507 Medicare Tax	6,626	6,590	7,773	6,909	8,245	9,259
51508 Social Security Tax	(5)	0	0	0	0	0
51509 Flexible Benefits	25,240	27,258	41,379	45,453	59,079	64,986
51510 Retiree Health	7,779	8,667	4,449	0	0	0
51511 Long-Term Disability	2,958	2,829	3,213	3,615	4,359	4,918
51602 Dental Insurance	5,211	4,567	5,964	4,560	6,327	6,327
51603 Vision Insurance	942	1,160	1,962	1,200	2,455	2,577
51605 Employee Assistance Program	483	372	386	445	633	653
51704 Auto Allowance	12,665	13,251	13,251	13,200	14,400	14,400
51705 Housing Allowance	6,046	6,023	5,042	6,000	3,000	3,000
51706 Phone Allowance	423	422	559	420	840	840
51709 PARS Contribution				31,956	32,755	40,002
51710 Deferred Compensation			21,167	20,000	20,000	0
Total Benefits	93,410	113,278	170,539	208,389	235,559	235,175
INSURANCE						
51800 Liability Insurance	14,457	15,742	17,017	17,688	24,072	27,867
51501 Worker's Compensation	12,305	13,247	14,638	15,058	20,647	23,902
Total Insurance	26,762	28,989	31,654	32,746	44,719	51,769
SERVICES AND SUPPLIES						
52221 Communications	0	0	0	0	0	0
52231 Equipment Maintenance	151	200	0	1,010	1,018	1,025
52233 Memberships	695	1,815	2,088	1,980	2,360	2,365
52234 Office Expense	16,204	28,568	14,378	14,500	14,740	14,990
52235 Professional Services	12,927	19,034	15,651	48,000	12,600	27,650
52236 Equipment Rental	0	0	0	0	0	0
52241 Special Department Expense	16,433	11,089	115,655	51,800	186,760	163,185
52243 Travel & Training	9,180	6,045	11,370	9,000	13,875	21,565
Total Services & Supplies	55,589	66,752	159,141	126,290	231,353	230,780
FIXED ASSETS						
55100 Land		279,849	831,426			
53300 Equipment						
Total Fixed Assets	0	279,849	831,426	0	0	0
TOTAL BUDGET	615,906	926,623	1,715,332	843,883	1,080,231	1,156,253

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 201 City Clerk

General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	107,588	85,863	90,109	92,846	95,076	105,292
51201 Part-time Salaries	1,755	3,962	2,171	0	0	0
51301 Overtime	0	0	0	0	0	0
Total Salaries	109,344	89,825	92,280	92,846	95,076	105,292
BENEFITS						
51502 City Pers Contribution	5,876	8,398	11,193	9,135	9,031	14,213
51503 Employee Paid Pers Contribution			0	6,499	6,655	0
51506 Life Insurance	506	406	388	405	405	405
51507 Medicare Tax	1,687	1,399	1,424	1,346	1,379	1,527
51508 Social Security Tax	0	0	0	0	0	0
51509 Flexible Benefits	4,824	3,506	4,081	5,785	5,262	5,788
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	824	686	676	756	774	857
51602 Dental Insurance	1,762	1,144	1,097	1,140	1,140	1,140
51603 Vision Insurance	140	(105)	105	300	442	464
51605 Employee Assistance Program	158	48	0	111	114	118
51704 Auto Allowance	3,628	3,614	3,614	3,600	3,600	3,600
51705 Housing Allowance	3,023	3,011	2,031	0	0	0
51706 Phone Allowance		0	137	0	420	420
Total Benefits	22,429	22,108	24,746	29,077	29,223	28,533
INSURANCE						
51800 Liability Insurance	3,990	3,165	3,426	3,494	4,025	4,612
51810 Worker's Compensation	3,396	2,664	2,947	2,974	3,452	3,955
Total Insurance	7,386	5,829	6,373	6,468	7,477	8,567
SERVICES AND SUPPLIES						
52231 Equipment Maintenance	151	100	0	760	760	760
52233 Memberships	230	451	585	495	535	535
52234 Office Expense	6,960	8,260	6,740	6,500	6,500	6,500
52235 Professional Services	10,845	8,138	8,265	25,500	10,000	10,000
52236 Equipment Rental	0	0	0	0	0	0
52241 Special Department Expense	7,666	569	79,917	400	39,400	24,900
52243 Travel & Training	1,370	1,856	2,968	1,800	2,000	2,200
Total Services & Supplies	27,222	19,374	98,474	35,455	59,195	44,895
TOTAL BUDGET	166,381	137,136	221,873	163,846	190,971	187,287

201 – CITY CLERK

Mission Statement

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

Program Description

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

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

Implement live internet streaming of City Council Meetings and all Channel 27 programming by July 31, 2007 (City Council Goal 15)

Implement the archiving of City Council Meetings and Planning Commission Meetings on the City's Website by August 31, 2007 (City Council Goal 15)

Work with MCTV to replace microphones, mixer, and speakers at Community Center to improve quality of sound by July 31, 2007 (City Council Goal 15)

Coordinate the move of inactive records to public storage facility in Brisbane to prepare for the City Hall Improvements Project by July 31, 2007 (City Council Goals 1, 11)

Department Objectives for 2008/2009:

Conduct a review of City's Website and make recommendations to Council on updates of design, content, and software by August 31, 2008 (City Council Goals 1, 15)

Work with consultant on research and information gathering for City history book update and present summary to Council by April 30, 2009 (City Council Goals 15, 16)

Coordinate with Police Department for the Fall 2008 Citizens Academy by July 31, 2008 (City Council Goals 11, 15)

Performance Measures

	2004/2005	2005/2006	2006/2007	2007/08	2008/09
	<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>
<u>Workload Measures</u>					
<i>Number of Public Information Requests</i>					
<i>Number of claims filed against the City</i>					
<i>Number of Agenda items processed</i>					
<u>Effectiveness Measures</u>					
<i>Number of hours spent responding to Public Information Requests</i>					
<i>Number of hours spent handling claims against the City</i>					
<i>Number of hours spent assembling agenda packets</i>					
<u>Efficiency Measures</u>					
<i>Percent of agenda items processed within 3 days of Council Meeting</i>	95	100	100	100	100

Percent of claims processed within 30 days of receipt	100	100	100	100	100
Percent of Agenda Packets complete by 3pm on Thursday afternoon	70	95	95	98	98
Percent of citizens/staff given information within 24 hours of request	95	100	100	100	100

Productivity

Measures

Cost to respond to public inquiries

Cost to process claims against the City

Cost to produce agenda packets

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

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	308,784	322,946	388,870	351,276	440,381	498,933
51201 Part-time Salaries	0	1,935	12,323	0	0	0
51301 Overtime	0	0	0	0	0	0
Total Salaries	308,784	324,881	401,193	351,276	440,381	498,933
BENEFITS						
51502 City Pers Contribution	16,295	29,985	48,725	34,562	41,832	67,351
51503 Employee Paid Pers Contribution			0	19,659	20,816	0
51506 Life Insurance	1,157	1,154	1,416	1,190	1,580	1,612
51507 Medicare Tax	4,616	4,857	5,927	5,094	6,386	7,235
51508 Social Security Tax	0	0	0	0	0	0
51509 Flexible Benefits	20,415	23,752	30,798	31,395	44,716	49,188
51510 Retiree Health	7,779	8,667	4,449	0	0	0
51511 Long-Term Disability	2,134	2,143	2,537	2,859	3,585	4,061
51602 Dental Insurance	3,449	3,423	4,410	3,420	4,560	4,560
51603 Vision Insurance	802	1,265	1,662	900	1,769	1,857
51605 Employee Assistance Program	326	324	386	334	456	472
51704 Auto Allowance	9,037	9,637	9,637	9,600	10,800	10,800
51705 Housing Allowance	3,023	3,011	3,011	6,000	3,000	3,000
51706 Phone Allowance	423	422	422	420	420	420
51709 PARS Contribution			2,200	31,956	32,755	40,002
51710 Deferred Compensation		0	21,167	20,000	20,000	0
Total Benefits	69,455	88,640	136,747	167,389	192,674	190,558
INSURANCE						
51800 Liability Insurance	9,689	11,635	12,490	13,218	18,643	21,852
51810 Worker's Compensation	8,246	9,791	10,743	11,252	15,991	18,743
Total Insurance	17,935	21,426	23,233	24,470	34,635	40,595
SERVICES AND SUPPLIES						
52221 Communications	0	0	0	0	0	0
52231 Equipment Maintenance	0	100	0	250	258	265
52233 Memberships	465	1,364	1,503	1,485	1,825	1,830
52234 Office Expense	8,639	9,257	6,539	8,000	8,240	8,490
52235 Professional Services	0	6,000	0	20,000	0	15,000
52241 Special Department Expense	8,210	10,520	4,747	10,400	105,710	96,035
52243 Travel & Training	7,810	4,189	8,252	6,700	11,375	18,865
Total Services & Supplies	25,124	31,430	21,041	46,835	127,408	140,485
FIXED ASSETS						
55100 Land				0		
53300 Equipment						
Total Fixed Assets	0	0	0	0	0	0
TOTAL BUDGET	421,298	466,377	582,214	589,970	795,097	870,572

203 – City Manager

Mission Statement

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

Program Description

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

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

Department Objectives for 2007/08

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

- Utilize the Davey Resource Group study to develop an urban forest management program for City Council approval by September 30, 2007. (City Council Goal # 8)
- Work with consultant and County Library staff to develop a plan and architectural concept for new library and bring report to City Council by April 30, 2008. (City Council Goals # 1, 2, 6, 10, & 15)
- Develop RFP for consultant to do research and writing for update to "The City of Stars" history book in preparation for the City's 50th anniversary by June 1, 2008. (City Council Goals # 15 & 16)
- Work with Comcast to complete construction of institutional fiber network (I-net) provided for in Franchise Agreement by April 30, 2008. (City Council Goal #15)

Department Objectives for 2008/09

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

- Work with Comcast and other Samcat cities to develop and implement an operation and management agreement for the I-net and make the I-net operational by April 30, 2009. (City Council Goal # 15)
- Work with consultant on research and information gathering for City history book update and present summary to Council by April 30, 2009. (City Council Goals # 15, 16)
- Conduct biennial Citizen Satisfaction Survey and provide report to City Council by April 30, 2009 (City Council Goals # 1, 11, & 15)
- Work with Consultant and Council Subcommittee to develop policies and guidelines for public access programming on the City’s cable television PEG channel and bring to Council by June 1, 2009. (City Council Goal # 15)
- Work with Comcast to have Brisbane Ch. 27 programming listed on the TV Guide Channel by April 30, 2009. (City Council Goal # 15)
- Coordinate with Parks and Recreation and Public Works departments to develop plan and then develop architectural plans for new gymnasium by June 30, 2009. (City Council Goals # 1, 2, 6 & 15)
-

Performance Measures

	2004/2005 <u>Actual</u>	2005/2006 <u>Actual</u>	2006/2007 <u>Actual</u>	2007/08 <u>Goal</u>	2008/09 <u>Goal</u>
Workload Measures					
<i>Number of meetings attended</i>					
<i>Number of staff reports reviewed</i>					
Efficiency Measures					
Percent of department objectives relating to Council priorities completed (total of all City Departments except City Council. Tally of objectives not completed includes on-going projects and projects deferred or cancelled due to changed circumstances or	82	85	100	100	100

conditions)

Effectiveness Measures

Percent rating the overall quality of City services “very good” or “good” based on resident satisfaction survey. (+- 5% margin of error)

N/A

N/A

85

100

100

Percent of staff reports not acted upon due to incomplete information provided

Productivity Measures

Department/Division: 205 Event Cosponsorship

General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51201 Part-time Salaries						
Total Salaries	0	0	0	0	0	0
BENEFITS						
51502 City Pers Contribution						
51506 Life Insurance						
51507 Medicare Tax						
51508 Social Security Tax						
51509 Flexible Benefits						
51510 Retiree Health						
51511 Long-Term Disability						
51602 Dental Insurance						
51603 Vision Insurance						
51605 Employee Assistance Program						
51704 Auto Allowance						
51705 Housing Allowance						
51706 Phone Allowance						
Total Benefits	0	0	0	0	0	0
INSURANCE						
51800 Liability Insurance						
51810 Worker's Compensation						
Total Insurance	0	0	0	0	0	0
SERVICES AND SUPPLIES						
52221 Communications						
52231 Equipment Maintenance						
52233 Memberships						
52234 Office Expense			361			
52235 Professional Services			473			
52241 Special Department Expense			14,052	20,000	20,000	20,000
52243 Travel & Training						
Total Services & Supplies	0	0	14,886	20,000	20,000	20,000
FIXED ASSETS						
53200 Land						
53300 Equipment						
Total Fixed Assets	0	0	0	0	0	0
TOTAL BUDGET	0	0	14,886	20,000	20,000	20,000

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 300 Open Space and Ecology

General and Open Space Funds
Funds 100 and 230

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51201 Part-time Salaries	22,018	23,049	29,100	32,336	33,145	34,305
51301 Overtime			42			
Total Salaries	22,018	23,049	29,142	32,336	33,145	34,305
BENEFITS						
51502 City Pers Contribution	1,207	2,196	3,672	3,182	3,148	4,631
51506 Life Insurance	0	0	0	0	0	0
51507 Medicare Tax	323	334	423	469	481	497
51508 Social Security Tax	(5)	0	0	0	0	0
51509 Flexible Benefits	0	0	6,500	8,273	9,100	10,010
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	0	0	0	0	0	0
51602 Dental Insurance	0	0	457	0	627	627
51603 Vision Insurance	0	0	194	0	243	255
51605 Employee Assistance Program	0	0	0	0	63	63
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	0	0	0	0	0	0
Total Benefits	1,525	2,530	11,246	11,923	13,662	16,083
INSURANCE						
51800 Liability Insurance	778	942	1,101	976	1,403	1,403
51810 Worker's Compensation	663	792	947	832	1,204	1,204
Total Insurance	1,441	1,734	2,048	1,808	2,607	2,607
SERVICES AND SUPPLIES						
52221 Communications						
52231 Equipment Maintenance						
52233 Memberships						
52234 Office Expense	604	378	737			
52235 Professional Services	2,082	11,052	6,913	2,500	2,600	2,650
52241 Special Department Expense	556	4,896	16,940	21,000	21,650	22,250
52243 Travel & Training	0	0	150	500	500	500
Total Services & Supplies	3,243	16,326	24,740	24,000	24,750	25,400
FIXED ASSETS						
53200 Land		279,849	831,426			
53300 Equipment						
Total Fixed Assets	0	279,849	831,426	0	0	0
TOTAL BUDGET	28,227	323,488	898,602	70,067	74,163	78,395

300- Open Space and Ecology

Mission Statement

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

Program Description

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

Department Objectives for 2007/08

The following specific objectives are targeted for fiscal year 2007/08 and are intended to help meet City goals:

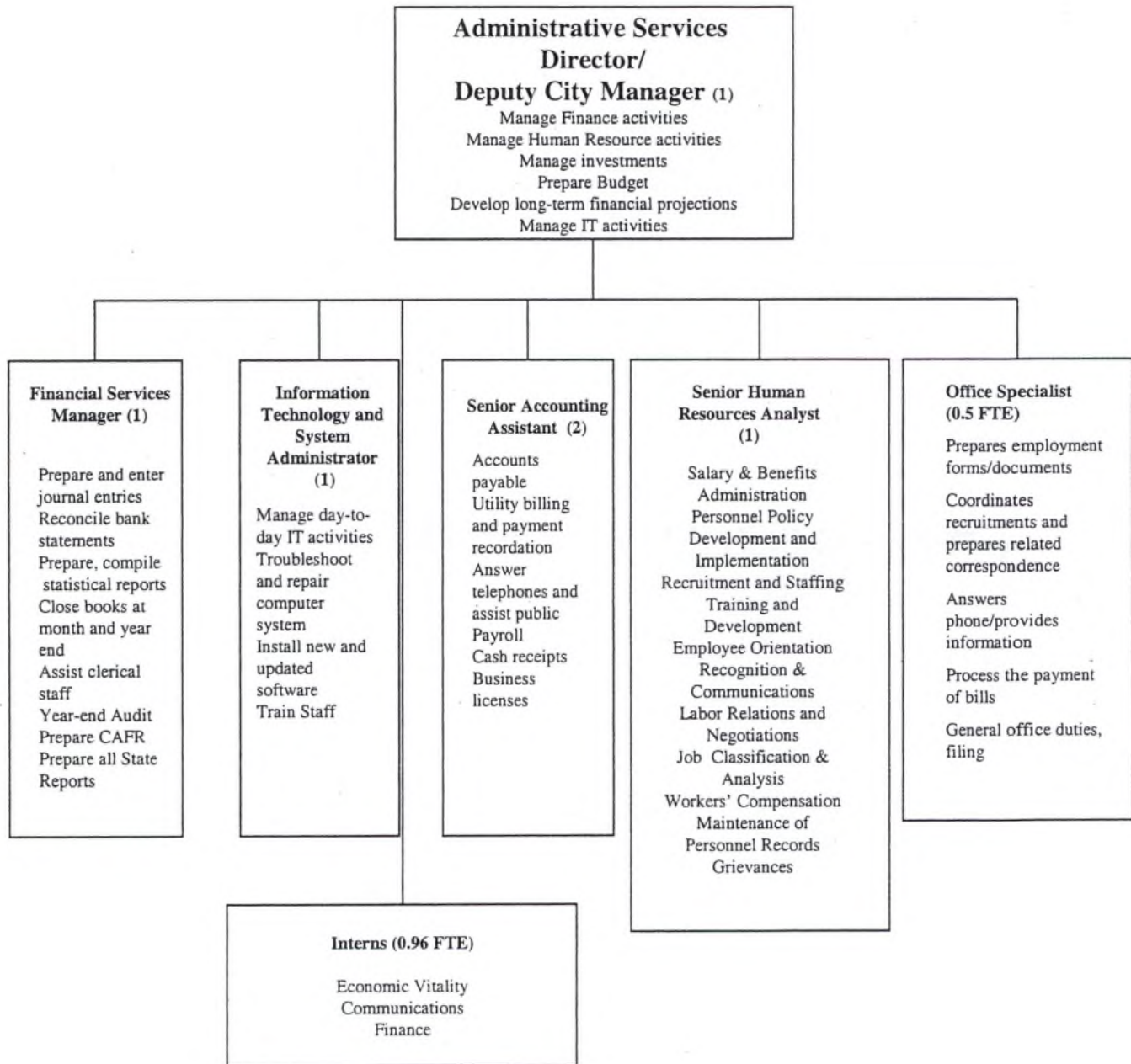
Secure additional grant funds from the California Coastal Conservancy to acquire additional parcels in the Brisbane Acres by June 30, 2008. (Council Goal Nos. 7, 8, 10, and 16)

Department Objectives for 2008/09

The following specific objectives are targeted for fiscal year 2008/09 and are intended to help meet City goals:

Develop a plan for an expanded vegetation management program for City owned open space in the Brisbane Acres and bring to Council by June 1, 2009. (Council Goal Nos. 7, 8, and 16)

Department of Administrative Services



THIS PAGE INTENTIONALLY LEFT BLANK

**Administrative Services
Personnel Costs
FY 2007/2009**

	Number of Positions	Annual Salary 2007/08	Annual Benefits 2007/08	Number of Positions	Annual Salary 2008/09	Annual Benefits 2008/09
Administrative Services Director	1	174,588	58,004	1	193,347	57,404
Information Tech. and System Administrator	1	98,516	20,053	1	101,964	25,200
Financial Services Manager	1	111,755	20,509	1	115,667	26,148
Senior Accounting Assistant	2	119,991	43,609	2	124,191	51,690
Senior Human Resources Analyst	1	89,499	29,174	1	90,372	34,572
Office Specialist (Human Resources)	0.5	28,525	2,182	0.5	29,524	2,259
Interns	.96	28,200	3,088	.96	28,200	4,216
Management Analyst		0	0	1	67,556	26,735
Special Counsel*		120,000	28,944		120,000	35,043
Overtime		500	0		500	0
Total Salaries and Benefits		771,574	205,563		871,321	263,267

* Not included in budget since the position is reimbursed by development

Department/Division: Total Administrative Services--All Program Budgets						General Fund Fund 100
Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	476,925	489,712	490,274	558,695	594,350	693,098
51201 Part-time Salaries	28,040	26,634	40,185	57,230	56,725	57,724
51301 Overtime	0	0	90	500	500	500
Total Salaries	504,965	516,347	530,549	616,425	651,575	751,322
BENEFITS						
51502 City Pers Contribution	26,268	44,684	59,679	54,970	59,136	97,368
51503 Employee Paid Pers Contribution	0	0	0	11,933	12,221	0
51506 Life Insurance	2,108	2,137	1,900	2,253	2,268	2,655
51507 Medicare Tax	6,197	7,326	7,774	8,931	9,441	10,887
51508 Social Security Tax	1,090	1,610	2,497	3,548	1,769	1,830
51509 Flexible Benefits	38,200	48,485	52,458	68,264	70,171	91,188
51510 Retiree Health	9,279	20,596	26,722	36,272	0	0
51511 Long-Term Disability	3,588	3,589	3,221	4,547	4,838	5,642
51602 Dental Insurance	6,816	7,022	6,251	6,840	6,840	7,980
51603 Vision Insurance	1,618	2,489	2,327	1,800	2,654	3,251
51605 Employee Assistance Program	635	664	608	667	684	826
51704 Auto Allowance	7,255	3,849	3,614	3,600	3,600	3,600
51705 Housing Allowance	3,023	3,011	3,011	3,000	3,000	3,000
51706 Phone Allowance	0	0	0	0	0	0
Total Benefits	106,078	145,461	170,062	206,626	176,621	228,227
INSURANCE						
51800 Liability Insurance	16,035	18,839	21,264	23,128	27,563	32,884
51810 Worker's Compensation	13,639	15,853	18,320	19,718	23,642	28,206
Total Insurance	29,674	34,693	39,584	42,846	51,205	61,090
SERVICES AND SUPPLIES						
52221 Communications	217	121	146	320	320	320
52231 Equipment Maintenance	979	508	215	850	850	850
52233 Memberships	900	1,128	1,693	1,685	1,940	2,200
52234 Office Expense	16,357	19,089	15,949	18,932	18,356	18,460
52235 Professional Services	118,469	114,258	118,458	146,710	143,086	145,044
52241 Special Department Expense	545	4,852	1,009	1,300	2,900	2,900
52243 Travel & Training	7,045	10,707	19,720	21,115	36,210	37,935
Total Services & Supplies	144,511	150,664	157,189	190,912	203,662	207,709
FIXED ASSETS						
53300 Equipment	0	0	10,409	0	0	0
Total Fixed Assets	0	0	10,409	0	0	0
TOTAL BUDGET	785,228	847,163	907,793	1,056,808	1,083,063	1,248,348

Department/Division: 400 Finance

General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	391,031	407,669	417,189	477,449	504,851	602,726
51201 Part-time Salaries	4,500	1,067	9,420	22,200	28,200	28,200
51301 Overtime	0	0	90	500	500	500
Total Salaries	395,531	408,736	426,699	500,149	533,551	631,426
BENEFITS						
51502 City Pers Contribution	21,208	38,185	50,917	46,976	50,635	85,169
51503 Employee Paid Pers Contribution				11,933	12,221	0
51506 Life Insurance	1,695	1,763	1,541	1,848	1,863	2,250
51507 Medicare Tax	5,845	6,019	6,296	7,245	7,729	9,148
51508 Social Security Tax	0	24	590	1,376	0	0
51509 Flexible Benefits	28,671	36,539	40,055	53,223	53,625	72,988
51510 Retiree Health	9,279	13,450	15,114	21,231	0	0
51511 Long-Term Disability	2,887	3,027	2,681	3,886	4,109	4,906
51602 Dental Insurance	5,652	5,702	5,154	5,700	5,700	6,840
51603 Vision Insurance	1,345	2,107	1,922	1,500	2,211	2,786
51605 Employee Assistance Program	525	539	499	556	570	708
51704 Auto Allowance	3,628	3,614	3,614	3,600	3,600	3,600
51705 Housing Allowance	3,023	3,011	3,011	3,000	3,000	3,000
51706 Phone Allowance	0	0	0	0	0	0
Total Benefits	83,758	113,980	131,394	162,074	145,264	191,396
INSURANCE						
51800 Liability Insurance	12,465	15,330	17,215	18,767	22,567	27,633
51810 Worker's Compensation	10,600	12,900	14,837	16,005	19,356	23,702
Total Insurance	23,065	28,230	32,052	34,772	41,923	51,335
SERVICES AND SUPPLIES						
52221 Communications	105	121	146	120	120	120
52231 Equipment Maintenance	579	409	83	500	500	500
52232 Maintenance-Structures			200			
52233 Memberships	355	185	995	970	1,200	1,450
52234 Office Expense	11,380	12,291	12,962	12,000	8,900	8,900
52235 Professional Services	38,876	42,559	41,237	65,106	65,286	65,644
52241 Special Department Expense	73	1,672	415	900	900	900
52243 Travel & Training	5,964	7,029	9,972	9,615	18,710	20,435
Total Services & Supplies	57,331	64,266	66,009	89,211	95,616	97,949
FIXED ASSETS						
53300 Equipment	0	0	10,409			
Total Fixed Assets	0	0	10,409	0	0	0
TOTAL BUDGET	559,685	615,212	666,564	786,206	816,354	972,105

400 -- FINANCE

Mission Statement

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

Department Description

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

Department Objectives for 2007/08:

The following specific objectives are targeted for fiscal year 2007/08 and are intended to help meet City Goals:

Develop a Facility Fee for new commercial construction by June 30, 2008 (City Council Goals 3, 11)

Update the City's Business License Code (City Council Goals 3, 11)

Department Objectives for 2008/09:

The following specific objectives are targeted for fiscal year 2008/09 and are intended to help meet City Goals

Develop Funding Mechanism for new Library and new Gymnasium (City Council Goal 2, 6, 11, and 14)

Develop Request for Proposals for Annual City Audit. (City Council Goal

Performance Measures

2004/05	2005/06	2006/07	2007/08	2008/09
<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>

Workload Measures

Number of Payable Checks

Number of Utility Bills Produced

Number of Payroll Checks

*Number of help inquiries for
Information Technology Division*

Number of Utility Billing Inquiries

Efficiency Measures

Percentage of time monthly financial closeouts are completed within 10 working days of month end	100	100	92	92	92
Percentage of the fiscal year monthly revenue, expenditure and general ledger reports are analyzed to ensure that postings are recorded properly.	100	100	100	100	100
Percentage of the time the finance department budget deadlines are met according to the budget calendar.	100	100	100	100	100

Effectiveness Measures

Number of Audit Management

Recommendations

Number of Audit Adjustments noted by Auditors

Percent of the time in-house equipment failures are responded to in less than two hours.	100	100	95	95	95
--	-----	-----	----	----	----

Productivity Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 402 Human Resources

General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	85,894	82,043	73,084	81,246	89,499	90,372
51201 Part-time Salaries	23,540	25,567	30,765	35,030	28,525	29,524
Total Salaries	109,434	107,610	103,849	116,276	118,024	119,896
BENEFITS						
51502 City Pers Contribution	5,061	6,500	8,762	7,994	8,502	12,199
51506 Life Insurance	413	374	359	405	405	405
51507 Medicare Tax	352	1,307	1,478	1,686	1,711	1,738
51508 Social Security Tax	1,090	1,585	1,907	2,172	1,769	1,830
51509 Flexible Benefits	9,529	11,946	12,403	15,041	16,545	18,200
51510 Retiree Health	0	7,146	11,607	15,041	0	0
51511 Long-Term Disability	702	562	540	661	729	736
51602 Dental Insurance	1,164	1,320	1,097	1,140	1,140	1,140
51603 Vision Insurance	272	382	405	300	442	464
51605 Employee Assistance Program	110	125	109	111	114	118
51704 Auto Allowance	3,628	235	0	0	0	0
51705 Housing Allowance			0	0	0	0
51706 Phone Allowance			0	0	0	0
Total Benefits	22,320	31,481	38,668	44,552	31,357	36,831
INSURANCE						
51800 Liability Insurance	3,570	3,510	4,049	4,361	4,997	5,251
51810 Worker's Compensation	3,039	2,953	3,483	3,713	4,286	4,504
Total Insurance	6,609	6,463	7,532	8,074	9,282	9,755
SERVICES AND SUPPLIES						
52221 Communications	112	0	0	200	200	200
52231 Equipment Maintenance	400	100	133	350	350	350
52233 Memberships	545	943	698	715	740	750
52234 Office Expense	4,977	6,798	2,987	6,932	9,456	9,560
52235 Professional Services	79,593	71,699	77,221	81,604	77,800	79,400
52241 Special Department Expense	472	3,180	594	400	2,000	2,000
52243 Travel & Training	1,081	3,678	9,748	11,500	17,500	17,500
Total Services & Supplies	87,180	86,397	91,379	101,701	108,046	109,760
FIXED ASSETS						
53300 Equipment			0			
Total Fixed Assets	0	0	0	0	0	0
TOTAL BUDGET	225,543	231,951	241,429	270,602	266,709	276,242

402 – HUMAN RESOURCES

Mission Statement

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

Program Description

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

Department Objectives for 2007/08:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

Develop a formal "Next Generation" Plan for the City. (City Council Goal 1, 12, and 13)

Department Objectives for 2008/09:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

Develop training program for all City employees (City Council Goal 1, 12, and 13)

Performance Measures

	2004/2005	2005/2006	2006/2007	2007/08	2008/09
	<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>
<u>Workload Measures</u>					
<i>Number of Recruitments</i>					
<i>Hours spent on reimbursement processing</i>					
<u>Effectiveness Measures</u>					
<u>Efficiency Measures</u>					
Percent of recruitment completed within 120 days	79	75	100		
Percent of employees who are	86	90	100		

hired who pass probation

Percent of employee evaluations sent out 30 days prior to evaluation due date	62	61	100
---	----	----	-----

Percent of merit step increases given timely	20	21	80
--	----	----	----

Productivity Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 500 Legal Services General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51201 Part-time Salaries	109,613	123,056	105,322	134,084	162,000	167,670
51301 Overtime	0		0			
Total Salaries	109,613	123,056	105,322	134,084	162,000	167,670
BENEFITS						
51502 City Pers Contribution	6,053	11,725	13,208	13,193	15,388	22,634
51503 Employee Paid Pers Contribution				9,386	11,340	0
51506 Life Insurance				0	0	0
51507 Medicare Tax	1,589	1,784	1,527	1,944	2,349	2,431
51508 Social Security Tax						
51509 Flexible Benefits						
51510 Retiree Health						
51511 Long-Term Disability						
51602 Dental Insurance						
51603 Vision Insurance						
51605 Employee Assistance Program						
51704 Auto Allowance						
51705 Housing Allowance						
51706 Phone Allowance						
Total Benefits	7,642	13,509	14,735	24,523	29,077	25,065
INSURANCE						
51800 Liability Insurance						
51810 Worker's Compensation						
Total Insurance	0	0	0	0	0	0
SERVICES AND SUPPLIES						
52221 Communications	0		0	0	0	0
52234 Office Expense	0	0	36	3,000	3,000	3,000
52235 Professional Services	17,293	19,205	16,369	40,000	40,000	40,000
52243 Travel & Training	1,869	1,412	2,629	5,000	5,000	5,000
Total Services & Supplies	19,162	20,617	19,034	48,000	48,000	48,000
TOTAL BUDGET	136,417	157,182	139,092	206,607	239,077	240,735

500 – CITY ATTORNEY

Mission Statement

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

Department Description

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

Department Objectives for 2007/2008 and 2008/09:

- Assist in processing the application for approval of the Phase One Specific Plan for the Baylands and preparation of the Environmental Impact Report. Begin work on zoning regulations for the Baylands District, based upon the specific Plan. Completion of EIR estimated to occur during the last quarter of 2007 or first quarter of 2008. Processing of Specific Plan to be conducted during 2008. Zoning ordinance amendments, based upon adopted Specific Plan, to commence in 2009. This activity will be on-going during both fiscal years and beyond. (City Council Goal Nos. 4, 6, 7, 8, 14, 15 and 16).
- Complete adoption of Green Building Ordinance. Completion by October 30, 2007. (City Council Goal Nos. 2, 8, 15)
- In cooperation with Assistant to the City Manager, Community Development Director, and special legal counsel, complete and adopt affordable housing ordinance. Completion by December 31, 2007 (City Council Goal Nos. 14, 15 and 16).
- Complete processing of the application for amendment to the vesting tentative map for Unit II of the Northeast Ridge development to reflect the revised design, and complete processing of applications for final map approval of the remaining 71 lots, including environmental review of the revised project, preparation of conditions of approval, dedications of open space and public facilities, and other legal documents required for tentative and final map approvals. Completion of amendment to tentative map estimated to occur during third or fourth quarter of

2007 and completion of final map estimated approval to occur by the third quarter of 2008 (City Council Goal Nos. 6, 7, 8 14, 15 and 16).

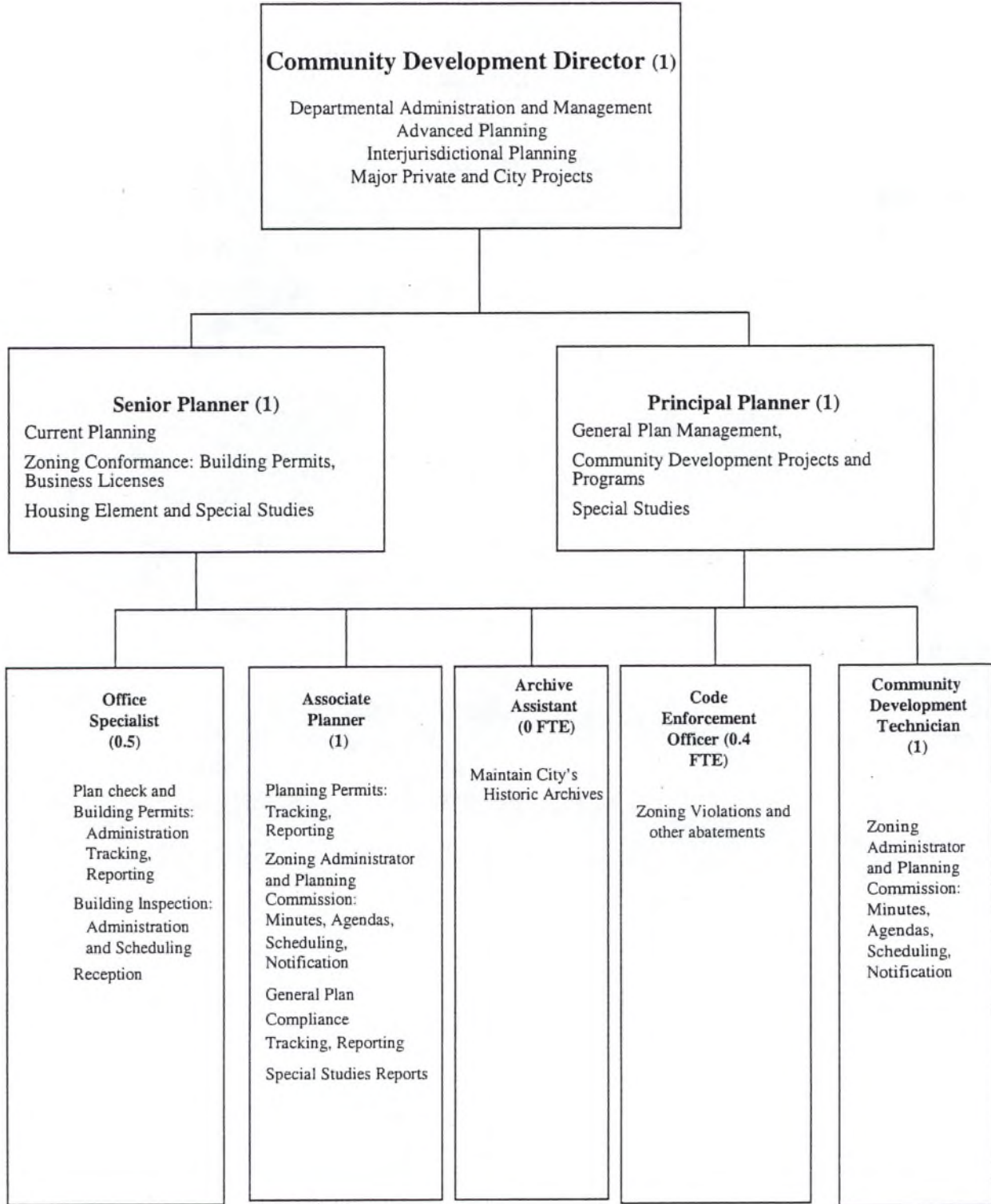
- Assist in processing General Plan amendments and legal documents for proposed developments at Sierra Point, including bio-tech project, hotel-condo proposal on UPC site, and consideration of housing proposals on the Opus and Diamond sites. Also prepare any documents as may be required for development of the commercial parcel owned by the City. This activity is expected to be on-going through both fiscal years. (City Council Goal Nos. 2, 3, 4, 15).
- Assist in the adoption of new zoning regulations to control the establishment of formula retail stores in the downtown Brisbane area. Completion by first quarter of 2008. (City Council Goal Nos. 4, 14, 16).

Performance Measures

1. Respond to telephone calls or e-mail from staff or councilmembers on same day as received.
2. Provide work product to staff not later than the time requested. No staff work or schedules should be delayed by the City Attorney's office.
3. Keep City Council and City Manager informed of current status of pending matters by providing status reports not later than the end of each calendar month.

THIS PAGE INTENTIONALLY LEFT BLANK

Department of Community Development



**Summary of Departmental Budget
2007/2009
Community Development Department .**

	Number of Positions	Annual Salary FY 2007/08	Annual Benefits FY 2007/08	Number of Positions	Annual Salary FY 2008/09	Annual Benefits FY 2008/09
Director of Community Development	1	153,498	47,649	1	169,992	47,183
Senior Planner	1	102,986	20,579	1	106,591	25,929
Principal Planner	1	121,768	32,970	1	126,030	40,193
Associate Planner	1	77,812	27,799	1	84,563	33,657
Community Development Technician	1	64,910	26,227	1	67,182	30,874
Office Specialist	.5	24,763	3,047	.5	25,630	4,178
Archive Assistant	0.0	0	0	0	0	0
Code Enforcement Officer	0.4	24,457	1,871	.4	25,313	1,936
Planning Commissioner	5	6,500	497	5	6,500	497
Overtime		<u>2,600</u>	<u>0</u>		<u>2,600</u>	
Total Salaries and Benefits		579,294	160,639		614,401	184,447

Department/Division: 600 and 601 Community Development General Fund and Developer Reimbursement Funds 100 and 780

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	294,827	354,326	447,682	494,381	545,739	579,987
51201 Part-time Salaries	28,091	26,498	27,733	52,179	30,957	31,813
51301 Overtime	0	380	0	2,600	2,600	2,600
Total Salaries	322,918	381,204	475,415	549,160	579,296	614,400
BENEFITS						
51502 City Pers Contribution	16,182	32,986	56,040	48,642	51,840	78,292
51503 Employee Paid Pers Contribution				10,488	10,745	0
51506 Life Insurance	1,270	1,464	1,722	1,905	2,104	2,121
51507 Medicare Tax	4,769	5,591	6,930	7,925	8,362	8,871
51508 Social Security Tax	1,742	1,643	1,712	3,235	1,919	1,972
51509 Flexible Benefits	22,235	34,774	48,726	62,479	68,727	75,599
51510 Retiree Health	6,593	8,453	9,637	11,570	0	0
51511 Long-Term Disability	2,181	2,647	3,208	4,024	4,442	4,721
51602 Dental Insurance	4,388	4,705	5,467	5,700	5,700	5,700
51603 Vision Insurance	1,006	1,774	2,008	1,500	2,211	2,322
51605 Employee Assistance Program	402	454	553	556	570	590
51704 Auto Allowance	6,032	6,023	6,023	3,600	3,600	3,600
51705 Housing Allowance	(12)	0	0	0	0	0
51706 Phone Allowance	423	422	422	660	420	660
Total Benefits	67,209	100,935	142,447	162,284	160,641	184,450
INSURANCE						
51800 Liability Insurance	11,638	13,301	18,818	20,566	24,414	26,795
51810 Worker's Compensation	9,905	11,193	15,217	17,507	20,941	22,983
Total Insurance	21,543	24,494	34,035	38,073	45,355	49,779
SERVICES AND SUPPLIES						
52221 Communications	298	0	0	920	920	920
52231 Equipment Maintenance	0	126	0	1,020	1,020	1,020
52233 Memberships	634	610	663	950	1,300	1,300
52234 Office Expense	11,474	18,934	15,400	16,860	17,286	17,715
52235 Professional Services	139,460	389,320	310,537	379,140	286,100	343,273
52241 Special Department Expense	114	1,189	5,442	4,000	4,000	4,000
52242 Small Tools	0	0	0	0		
52243 Travel & Training	2,894	5,729	6,441	7,350	9,600	9,600
Total Services & Supplies	154,874	415,908	338,483	410,240	320,226	377,828
FIXED ASSETS						
53300 Equipment		2,000				
Total Fixed Assets	0	2,000	0	0	0	0
TOTAL BUDGET	566,544	924,540	990,380	1,159,757	1,105,517	1,226,456

600 – COMMUNITY DEVELOPMENT

Mission Statement

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

Department Description

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

Administration Program Description

This program provides for the management of the department, providing oversight and direction in the performance of diverse activities, budgetary responsibilities and personnel management. The program provides staff and resources to support the work of the Zoning Administrator, Planning Commission and City Council. It also provides a broad public information function and arranges for coordination with City departments, local, regional, State and Federal agencies.

The General Plan and Zoning Consistency Program Description

Maintenance of the General Plan includes activities such as maintaining background data, amendments, the development or analysis of area and specific plans and evaluating proposed programs and capital projects for consistency with City policies. This fiscal year will continue the comprehensive revisions to the General Plan started during the summer of 2004. Updating the Housing Element at intervals set by state law is a major activity under this program and the Certified Element obligates the City to a substantial implementation program. Revising the Zoning Ordinance to conform to the General Plan is another substantial responsibility which is on-going. Also included under this program are the analysis of land use proposals, EIR's and projects of outside jurisdictions and agencies in order to represent City policy and protect City interests.

Development Review Program Description

This program encompasses the implementation of City policy in terms of land use through the application of adopted regulations in Zoning, Subdivision and other development codes and standards and the California Environmental Quality Act to the review of development proposals.

Included in this program are activities to assist in the planning and implementation of projects to provide City facilities.

Building Inspection and Code Enforcement Program Description

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

Redevelopment and Housing Program Description

Under this program, attention is given to planning and implementing programs and projects in the City's two Redevelopment Areas, providing reports required under State Law and coordinating these efforts with other City Departments and outside Agencies. Housing programs provided for under Redevelopment Law using set-aside funds are also addressed under this program.

Department Objectives

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

- Complete processing of DEIR and response to comment on the Baylands by June 30, 2008 (City Council Goal Nos. 2, 4, 5, 6, 7, 8, 10, 14, 15, and 16)
- Complete public review of Land Use and Circulation plan by November 2007 (City Council Goal Nos. 2, 5, 10, 14, 15, and 16)
- Revise Architectural Review guidelines for Sierra Point and complete public meetings on Land Use Element for the Sierra Point subarea by September 30, 2007 (City Council Goal Nos. 2, 4, 7, 8, 10, 14, 15, and 16)
- Develop RFP, select and retain consultant legal counsel to develop new subdivision regulations for substandard lots and certificates of compliance for parcels within unrecorded subdivisions by June 30, 2008. (City Council Goal Nos. 14, 15, and 16)

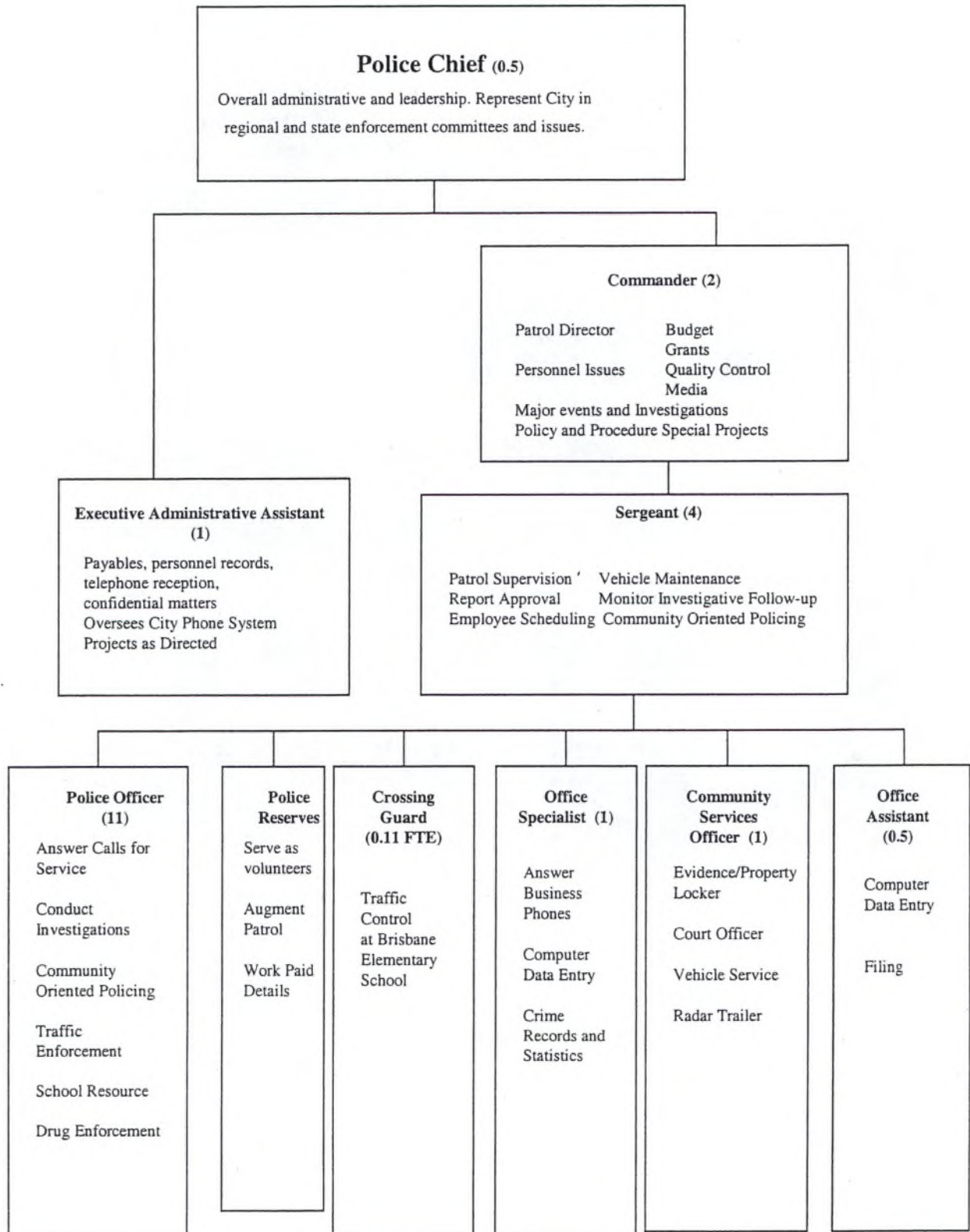
The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

- Adopt Housing Element of General Plan by June 2009 (City Council Goal Nos. 14, 15, and 16)

Performance Measures

	2004/2005 <u>Actual</u>	2005/06 <u>Actual</u>	2006/2007 <u>Goal</u>	2007/08 <u>Goal</u>	2008/09 <u>Goal</u>
<u>Workload Measures</u>					
<i>Number of applications processed</i>					
<i>Number of building inspections completed</i>					
<i>Number of building permits processed</i>					
<u>Efficiency Measures</u>					
<u>Effectiveness Measures</u>					
Percentage of all permit applications reviewed for completeness within 30 days of submittal.	100	100	90	90	90
Percentage of all permit applications not subject to an EIR or Negative Declaration under CEQA scheduled for public hearing within 30 days of being deemed complete.	100	100	90	90	90
Percentage of all building permit inspections provided within 24 hours of a request during normal working hours	95	90	90	90	90
Percentage of all first building permit submittals for single-family and small residential projects provided within ten-working day turnaround.	59	75	75	75	75
Percentage of all first building permit submittals for large residential and non-residential projects provided within twenty-day turnaround.	96	90	90	90	90
<u>Productivity Measures</u>					

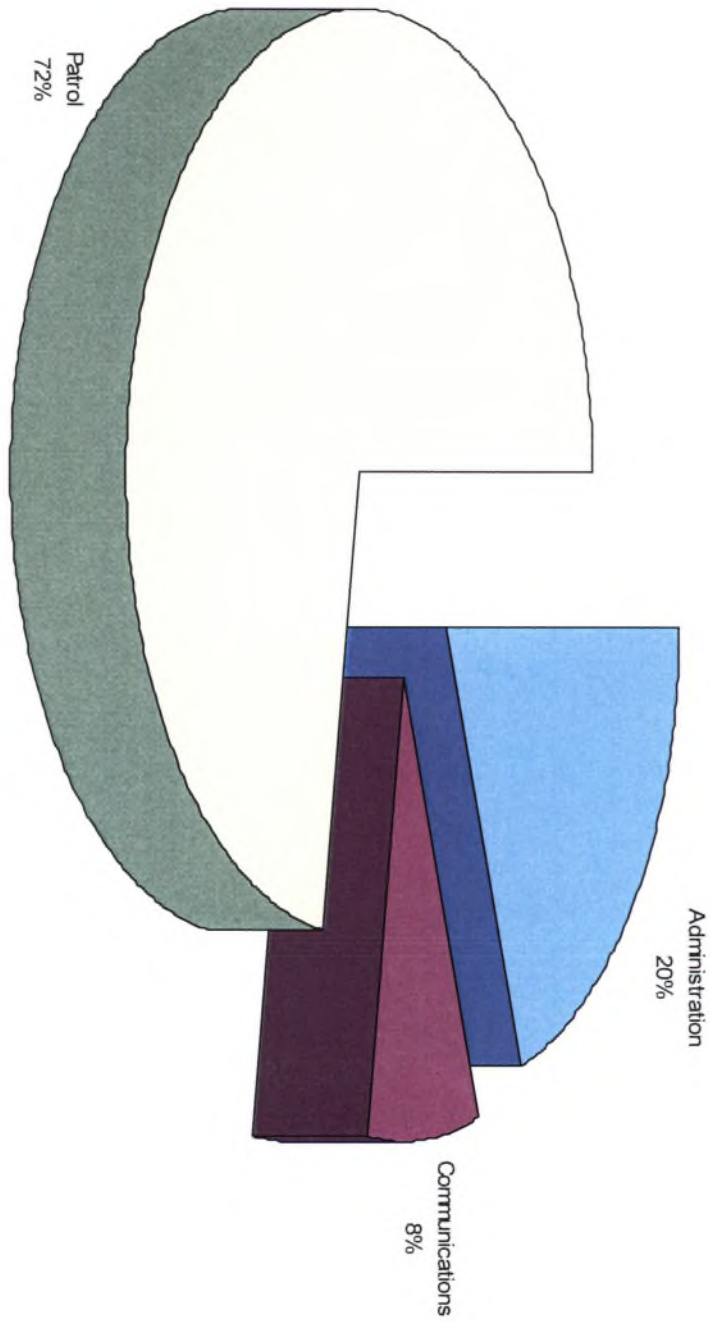
Police Department



**Summary of Departmental Budget
2007/09
Police Department**

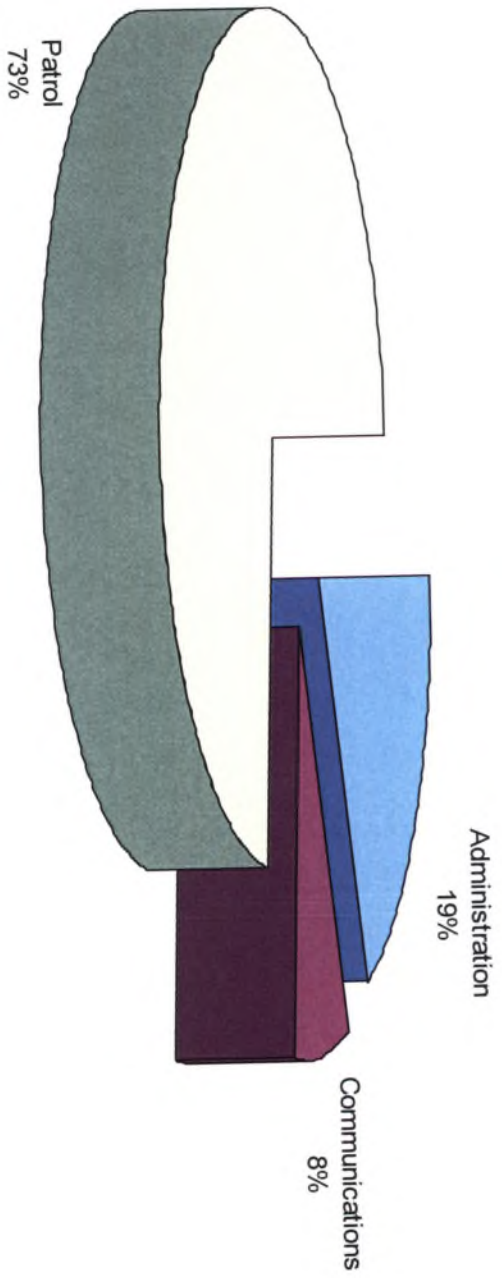
	Number of Positions	Annual Salary FY 2007/08	Annual Benefits FY 2007/08	Number of Positions	Annual Salary FY 2008/09	Annual Benefits FY 2008/09
Chief of Police	.5	144,000	8,928	.5	144,000	8,928
Police Commander	2	290,828	87,760	2	301,008	92,858
Executive Administrative Assistant	1	65,959	16,175	1	68,268	19,852
Office Specialist	1	59,823	14,318	1	61,916	17,605
Sergeants	4	469,277	190,027	4	485,207	200,390
Police Officers	11	1,012,383	379,025	11	1,065,147	402,450
Community Service Officer	1	53,674	14,663	1	55,553	17,779
Crossing Guard	0.11	6,699	512	0.11	6,764	517
Part-time Clerical	0.5	20,571	1,573	0.5	21,291	1,629
Overtime		<u>88,150</u>	<u>1,278</u>		<u>89,010</u>	<u>1,291</u>
Total Salaries and Benefits		2,211,364	714,259		2,298,164	763,299

Total Police Department Budget
FY 2007/2008



THIS PAGE INTENTIONALLY LEFT BLANK

Total Police Department Budget FY 2008/09



THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 2001 Police-Administration/Personnel

General Fund
Funds 100/252

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	338,065	347,764	499,772	379,369	356,788	369,275
51201 Part-time Salaries	406	1,329	1,944	2,000	164,571	165,291
51301 Overtime	0	0	0	0	0	0
Total Salaries	338,471	349,093	501,716	381,369	521,359	534,566
BENEFITS						
51502 City Pers Contribution	39,443	79,836	127,100	45,956	49,308	53,765
51506 Life Insurance	1,141	1,142	1,486	1,158	1,166	1,179
51507 Medicare Tax	4,082	4,209	6,482	5,501	5,472	5,663
51508 Social Security Tax	25	82	116	0	10,203	10,248
51509 Flexible Benefits	19,648	27,089	42,093	35,867	39,454	43,400
51510 Retiree Health	944	1,537	2,482	3,101	0	0
51511 Long-Term Disability	2,263	2,274	3,024	3,088	2,904	3,006
51602 Dental Insurance	3,449	3,435	4,389	3,420	3,420	3,420
51603 Vision Insurance	802	1,269	1,622	900	1,327	1,393
51605 Employee Assistance Program	326	325	434	334	342	354
51704 Auto Allowance	3,628	3,642	7,151	3,600	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	1,330	1,330	1,973	660	840	840
Total Benefits	77,079	126,170	198,353	103,585	114,437	123,267
INSURANCE						
51800 Liability Insurance	10,898	12,462	13,074	14,275	22,072	23,413
51810 Worker's Compensation	9,275	10,486	11,247	12,152	18,931	20,082
Total Insurance	20,173	22,948	24,321	26,427	41,003	43,495
SERVICES AND SUPPLIES						
52221 Communications	399	0	0	0	0	0
52231 Equipment Maintenance	3	180	100	350	350	350
52233 Memberships	810	915	830	820	820	820
52234 Office Expense	2,603	119	1,775	1,500	3,300	2,400
52235 Professional Services	200	4,119	50,132	0	0	0
52240 Rent-Real Property	7,213	21,920	28,448	25,133	25,887	14,000
52241 Special Department Expense	250	746	133	300	300	300
52242 Small Tools & Supplies	0	70	0	200	200	200
52243 Travel & Training	4,187	2,549	4,793	5,418	5,700	5,975
Total Services & Supplies	15,665	30,617	86,211	33,721	36,557	24,045
FIXED ASSETS						
53300 Equipment	23,726	443	11,760	0	0	0
Total Fixed Assets	0	0	11,760	0	0	0
TOTAL BUDGET	475,114	529,272	822,361	545,102	713,356	725,373

2001 - POLICE ADMINISTRATION AND PERSONNEL

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

- Prepare a plan document based on the County OES guidelines to ensure continuity of police operations in the event of a Pandemic Influenza by June 2008. (City Council Goal Nos. 1, and 9)
- Work with Human Resources to implement a new performance review method as a means of conducting yearly personnel evaluations by May 2008. (City Council Goal No. 12)

Department Objectives for 2008/2009:

- Research and potentially renegotiate Dispatch Services with San Mateo PD Joint Powers Agreement by June 2009. (City Council Goal Nos. 1, 9, and 11)
- Work with City Director of Emergency Services in planning for the Avian Flu Pandemic scenario by December 2008. (City Council Goal Nos. 1, and 9)

Performance Measures

	2004/2005	2005/2006	2006/2007	2007/08	2008/09
	<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>
<u>Workload Measures</u>					
Number of people contacted through the school resource programs (on-campus, bicycle rodeos, and mystery reader).	1,000	1,000	1,000	1,000	1,000

Percentage of citizens who have had contact with the police department according to the citywide poll.	N/A	72	72	72	72
--	-----	----	----	----	----

Effectiveness Measures

Percentage of citizens who are satisfied with the police department.	N/A	90	90	90	90
--	-----	----	----	----	----

Efficiency Measures

Productivity Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 2002 Police-Communications & Records General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	49,230	52,423	56,836	58,425	59,823	61,916
51201 Part-time Salaries						
51301 Overtime		151	224			
51302 Holiday Premium						
Total Salaries	49,230	52,574	57,060	58,425	59,823	61,916
BENEFITS						
51502 City Pers Contribution	2,662	4,967	7,157	5,748	5,683	8,358
51506 Life Insurance	264	282	293	315	323	334
51507 Medicare Tax	720	765	835	847	867	898
51508 Social Security Tax	0	0	0	0	0	0
51509 Flexible Benefits	2,958	3,489	4,081	4,784	5,262	5,788
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	395	427	443	476	487	504
51602 Dental Insurance	1,132	1,138	1,097	1,140	1,140	1,140
51603 Vision Insurance	263	421	405	300	442	464
51605 Employee Assistance Program	107	108	109	111	114	118
51704 Auto Allowance				0	0	0
51705 Housing Allowance				0	0	0
51706 Phone Allowance				0	0	0
Total Benefits	8,500	11,596	14,421	13,721	14,318	17,605
INSURANCE						
51800 Liability Insurance	1,558	1,875	2,156	2,198	2,533	2,712
51810 Worker's Compensation	1,326	1,578	1,854	1,871	2,172	2,326
Total Insurance	2,884	3,453	4,011	4,069	4,705	5,038
SERVICES AND SUPPLIES						
52221 Communications	17,877	8,778	19,551	23,485	23,890	24,306
52231 Equipment Maintenance	1,553	11,940	5,891	8,495	8,751	9,012
52232 Maintenance-Structures, Improvements		0	0	0	0	0
52233 Memberships	50	0	50	250	250	250
52234 Office Expense	2,142	2,086	2,856	2,450	2,450	2,450
52235 Professional Services	121,380	113,969	122,769	153,655	161,452	167,877
52241 Special Departmental Expense		207	0	0	0	0
52242 Small Tools & Supplies		0	0	0	0	0
52243 Travel & Training	358	2,239	1,384	2,800	2,880	3,050
Total Services & Supplies	143,359	139,219	152,500	191,135	199,673	206,945
FIXED ASSETS						
53100 Improvements						
53300 Equipment	2,148					
Total Fixed Assets	2,148	0	0	0	0	0
TOTAL BUDGET	206,121	206,842	227,992	267,350	278,519	291,504

2002 – POLICE COMMUNICATIONS AND RECORDS

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

- Scan historical reports from January 1, 2000 thru December 31, 2006 by June 2008 (City Council Goal Nos. 9 and 11)

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

- Research the potential of converting to countywide RIMS operating system by June 2009 (City Council Goal Nos. 1, 9, and 11)

Performance Measures

<u>Performance Measures</u>	2004/2005	2005/2006	2006/2007	2007/08	2008/09
	<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>

Workload Measures

Number of Record Requests

Effectiveness Measures

Percentage of records request responded to within 5 days	N/A	N/A	N/A	100	100
--	-----	-----	-----	-----	-----

Percentage of walk-in records request responded within 10 minutes	85	85
---	----	----

Efficiency Measures

Percentage of current reports scanned and completed by end of work day	90	90
--	----	----

Productivity Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 2003 Police-Patrol/Reserves

General/OTS/COPS
Funds 100/250/252/254

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	985,249	1,232,341	1,120,862	1,428,149	1,468,836	1,536,144
51201 Part-time Salaries	5,913	6,000	6,508	6,536	6,699	6,764
51301 Overtime	62,599	75,947	64,374	88,580	88,150	89,010
51302 Holiday Premium	50,808	60,550	51,709	82,958	66,498	69,763
Total Salaries	1,104,569	1,374,838	1,243,453	1,606,223	1,630,183	1,701,681
BENEFITS						
51502 City Pers Contribution	140,642	357,655	352,489	190,082	224,384	236,951
51503 Employee Paid Pers Contribution	96,077	121,815	112,921	136,000	133,349	139,532
51506 Life Insurance	5,060	6,195	5,367	6,902	6,365	6,375
51507 Medicare Tax	16,082	19,858	18,534	23,290	23,638	24,674
51508 Social Security Tax	367	372	577	405	415	419
51509 Flexible Benefits	74,049	111,652	114,851	166,610	166,897	183,587
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	3,355	3,849	3,358	3,072	3,317	3,332
51602 Dental Insurance	15,275	18,173	15,734	18,240	18,240	18,240
51603 Vision Insurance	3,511	6,715	5,813	4,800	7,076	7,430
51605 Employee Assistance Program	1,452	1,719	1,556	1,780	1,824	1,888
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	0	0	0	0	0	0
Total Benefits	355,870	648,003	631,199	551,181	585,506	622,429
INSURANCE						
51800 Liability Insurance	43,351	52,399	55,158	60,440	69,014	74,530
51810 Worker's Compensation	36,896	44,089	47,445	51,451	59,195	63,926
Total Insurance	80,247	96,488	102,603	111,891	128,209	138,456
SERVICES AND SUPPLIES						
52200 Safety Clothing	21,211	19,249	17,158	16,000	16,460	16,560
52221 Communications	997	(855)	0	0	0	0
52231 Equipment Maintenance	52,587	61,342	65,857	65,200	67,165	71,205
52232 Maintenance-Structures/Improvements	0	0	230	0	0	0
52233 Memberships	310	335	585	615	625	625
52234 Office Expense	8,281	8,295	10,548	6,450	6,655	6,852
52235 Professional Services	71,387	76,207	85,077	92,189	89,800	92,475
52241 Special Department Expense	33,596	13,838	38,060	21,200	24,510	24,820
52242 Small Tools & Supplies	832	3,095	418	1,000	1,030	1,060
52243 Travel & Training	7,052	7,921	21,801	11,760	12,115	12,475
Total Services & Supplies	196,252	189,427	239,733	214,414	218,360	226,072
FIXED ASSETS						
53300 Equipment	28,231	72,042	67,874	78,000	60,250	58,000
Total Fixed Assets	28,231	72,042	67,874	78,000	60,250	58,000
TOTAL BUDGET	1,765,170	2,380,799	2,284,863	2,561,709	2,622,507	2,746,638

2003 – Police Patrol and Reserve Services

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

- Implement the Youth Helmet Safety Program in conjunction with Brisbane Youth Sports Association by September 2007. (City Council Goal No. 9)
- Develop a monthly in-house investigative newsletter from the detectives by December 2007. (City Council Goal No. 9 and 12)
- School Resource Officer will conduct at least one bicycle/skateboard safety rodeo at Brisbane Elementary and Lipman Middle School. (City Council Goal No. 9 and 15)
- Patrol will conduct at least one Giants ticket giveaway related to seatbelt awareness in July or August. (City Council Goal Nos. 9, 12, and 15)

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

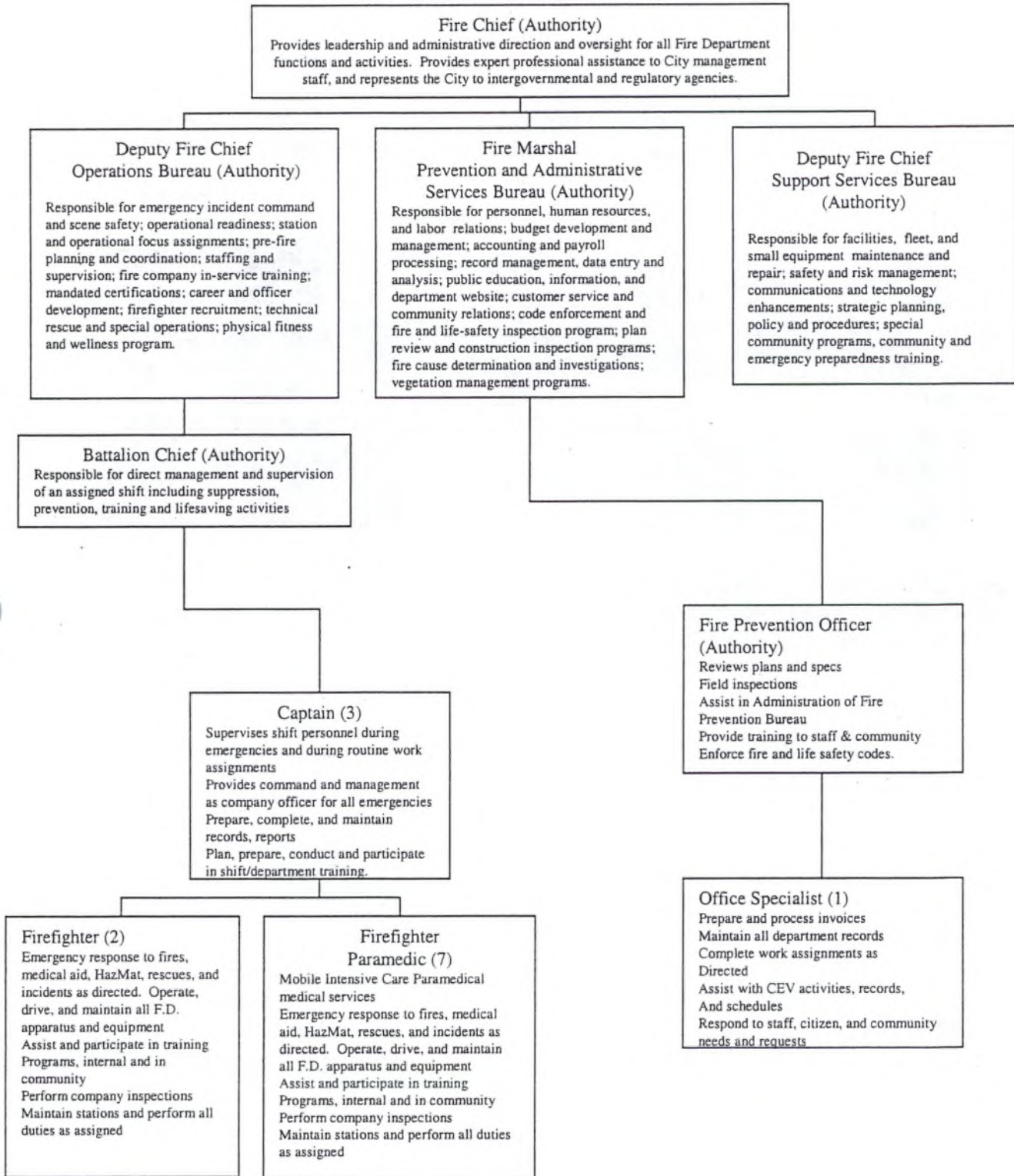
- Train one K-9 in narcotic detection by June 2009. (City Council Goal Nos. 9 and 13)

Performance Measures

	2004/2005 <u>Actual</u>	2005/2006 <u>Actual</u>	2006/2007 <u>Goal</u>	2007/08 <u>Goal</u>	2008/09 <u>Goal</u>
<u>Workload Measures</u>					
Number of safety rodeos conducted at Brisbane Elementary and Lipman Middle School				1	1
Number of problem-solving strategies related to specific neighborhood problems.	12	14	14	14	14
Number of response calls handled by the police					
<u>Effectiveness Measures</u>					
Response time to:					
Emergencies	4:16	4:02	5 min	5 min	5 min
Non-Emergencies	6:12	7:36	15 min	15 min	15 min
Number of victims per 1,000 of citizens or businesses.	22	28	28	28	28
<u>Efficiency Measures</u>					
Percentage of crime investigations completed within 60 days				70	70
<u>Productivity Measures</u>					

THIS PAGE INTENTIONALLY LEFT BLANK

Fire Department



**Summary of Departmental Budget
2007/2009
Fire Department**

	Number of Positions	Annual Salary FY 2007/08	Annual Benefits FY 2007/08	Number of Positions	Annual Salary FY 2008/09	Annual Benefits FY 2008/09
Captains	3	351,617	114,698	3	356,401	121,797
Firefighters	9	869,256	286,846	9	926,326	302,307
Fire Office Assistant	1	44,031	21,962	1	45,572	25,629
Overtime		<u>64,616</u>	<u>937</u>		<u>76,618</u>	<u>1,111</u>
Total Salaries and Benefits		1,329,520	424,443		1,404,917	450,844

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

Department/Division: FIRE DEPARTMENT 3001

General Fund
Fund 100

Account and Title:	2002/03 Actual Expended	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Requested	2008/09 City Manager Requested
SALARIES							
51101 Salaries	1,003,615	985,014	1,043,129	993,365	1,137,753	1,264,904	1,328,300
51201 Part-time Salaries	23,941	25,298	26,704	418	0	0	0
51301 Overtime	102,771	83,788	51,254	78,611	46,062	64,616	76,618
51313 Paramedic pay	63,294	62,040	66,265	66,091	79,405	0	0
Total Salaries	1,193,621	1,156,140	1,187,351	1,138,483	1,263,220	1,329,520	1,404,918
BENEFITS							
51502 City Pers Contribution	76,733	140,588	289,718	293,766	149,841	184,872	195,995
51506 Life Insurance	5,221	5,053	5,062	4,637	5,180	5,098	5,106
51507 Medicare Tax	11,514	11,205	12,798	13,956	17,755	19,278	20,371
51509 Flexible Benefits	75,700	91,668	110,571	119,157	163,139	184,544	202,998
51510 Retiree Health	2,533	4,354	9,107	16,234	22,782	0	0
51511 Long-Term Disability	1,974	2,404	2,413	2,357	9,787	10,296	10,812
51602 Dental Insurance	15,024	14,319	14,361	13,633	13,680	13,680	13,680
51603 Vision Insurance	5,616	3,348	5,306	5,044	3,600	5,307	464
51605 Employee Assistance Program	1,363	1,349	1,349	1,354	1,335	1,368	1,416
51704 Auto Allowance	0	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0	0
51706 Phone Allowance	0	0	0	0	0	0	0
Total Benefits	195,678	274,288	450,694	470,138	387,099	424,443	450,844
INSURANCE							
51800 Liability Insurance	37,234	37,145	42,276	40,801	44,545	56,285	61,532
51810 Worker's Compensation	31,169	31,442	37,659	37,313	40,464	45,931	52,778
Total Insurance	68,403	68,587	79,936	78,114	85,009	102,216	114,310
SERVICES AND SUPPLIES							
52200 Safety Clothing	12,728	25,871	17,627	13,241	10,753	12,200	13,200
52221 Communications	18,392	28,318	26,485	19,341	10,221	10,947	12,347
52231 Equipment Maintenance	26,504	40,837	53,216	35,797	24,409	29,700	34,700
52232 Maint. Structures/Improvement Grounds	14,106	13,769	43,343	12,028	10,000	11,000	12,500
52233 Memberships	570	580	50	385	115	250	250
52234 Office Expense	8,466	6,040	6,740	4,041	9,588	9,618	9,935
52235 Professional Services	243,949	206,921	295,903	420,323	439,249	482,846	504,044
52241 Special Department Expense	2,683	2,268	709	2,449	3,155	8,855	9,055
52242 Small Tools & Supplies	5,980	5,166	6,128	1,573	7,101	6,301	6,301
52243 Travel & Training	19,120	8,220	10,624	12,893	12,813	12,855	12,855
52244 Utilities	12,185	12,066	10,097	15,134	12,000	12,500	13,000
Total Services & Supplies	364,681	350,057	470,921	537,205	539,404	597,072	628,187
FIXED ASSETS							
53100 Improvements	0	0	0	0	25,400	20,000	20,000
53300 Equipment	0	460,611	238,810	320,979	0	0	0
53301 Sinking Fund Replacement	0	0	0	0	15,000	17,000	18,000
Total Fixed Assets	0	460,611	238,810	320,979	15,000	17,000	18,000
TOTAL BUDGET	1,822,383	2,309,682	2,427,712	2,544,920	2,315,132	2,490,252	2,636,259

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

Mission Statement

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

Department Description:

The Fire Department protects life, property, and the environment from fires, accidents, medical emergencies and disasters through training, public education, community outreach, fire prevention and emergency response. The Fire Department and the City have entered into an agreement (JPA) with neighboring communities, identified as the North County Fire Authority, which combines and shares staff in the overall administration, management, supervision, training and other services provided by those fire agencies. The Daly City Fire Chief serves as the Fire Chief for those communities within the North County Fire Authority. From strategically located fire stations rapid assistance is provided for medical, fire or hazardous situations. Brisbane's paramedic program, as part of the Countywide JPA Paramedic Program, provides for rapid response and arrival on scene of a highly trained Firefighter/Paramedic to provide patient care during those first critical minutes and until the transport ambulance arrives. The Fire Department oversees and manages the delivery of these services by way of three functional areas consisting of the Operations and Training Bureau, Planning and Support Services Bureau, and Fire Prevention and Administrative Services Bureau.

Program Description

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

Support Services Bureau is responsible for resource management in overseeing the following: maintenance and repair of the fleet and small equipment, facilities and grounds, breathing apparatus, communications equipment, inventory control of supplies and fire equipment as well as personal protective equipment. Technical services consisting of safety and risk management, department illness and injury prevention program (IIPP), communications and computer aided dispatch liaison, mapping and technology enhancements, strategic planning, department policy and procedures, as well as rules and regulations, emergency preparedness, community disaster response training and special community programs.

Fire Prevention and Administrative Services Bureau provides assurance that new and existing buildings in the community are constructed and maintained in conformance with provisions of the California Fire Code and other applicable requirements or standards for the purpose of preventing fire. Regulates the storage and use of hazardous materials and operations, maintains warning devices, life safety and fire extinguishing equipment, building exit systems, plan checks, vegetation management as well as fire cause and determination investigations. The Bureau is also responsible for budget development and control, accounting, payables and payroll processing, human resources and personnel activities, labor relations, clerical support, records management, data entry and analysis, workers compensation coordination, community outreach, public education and information.

Paramedic Response Service

This program provides for the provision of paramedic services to the citizens of Brisbane. A significant number of our emergency responses are to provide emergency medical care. The fire department as the first responder arrives on scene in four (4) to six (6) minutes, long before the transport ambulance. Brisbane's paramedic program, as part of the Countywide JPA Paramedic Program, provides for rapid response and arrival on scene of a highly trained Firefighter/Paramedic to provide patient care during those first critical minutes and until the transport ambulance arrives.

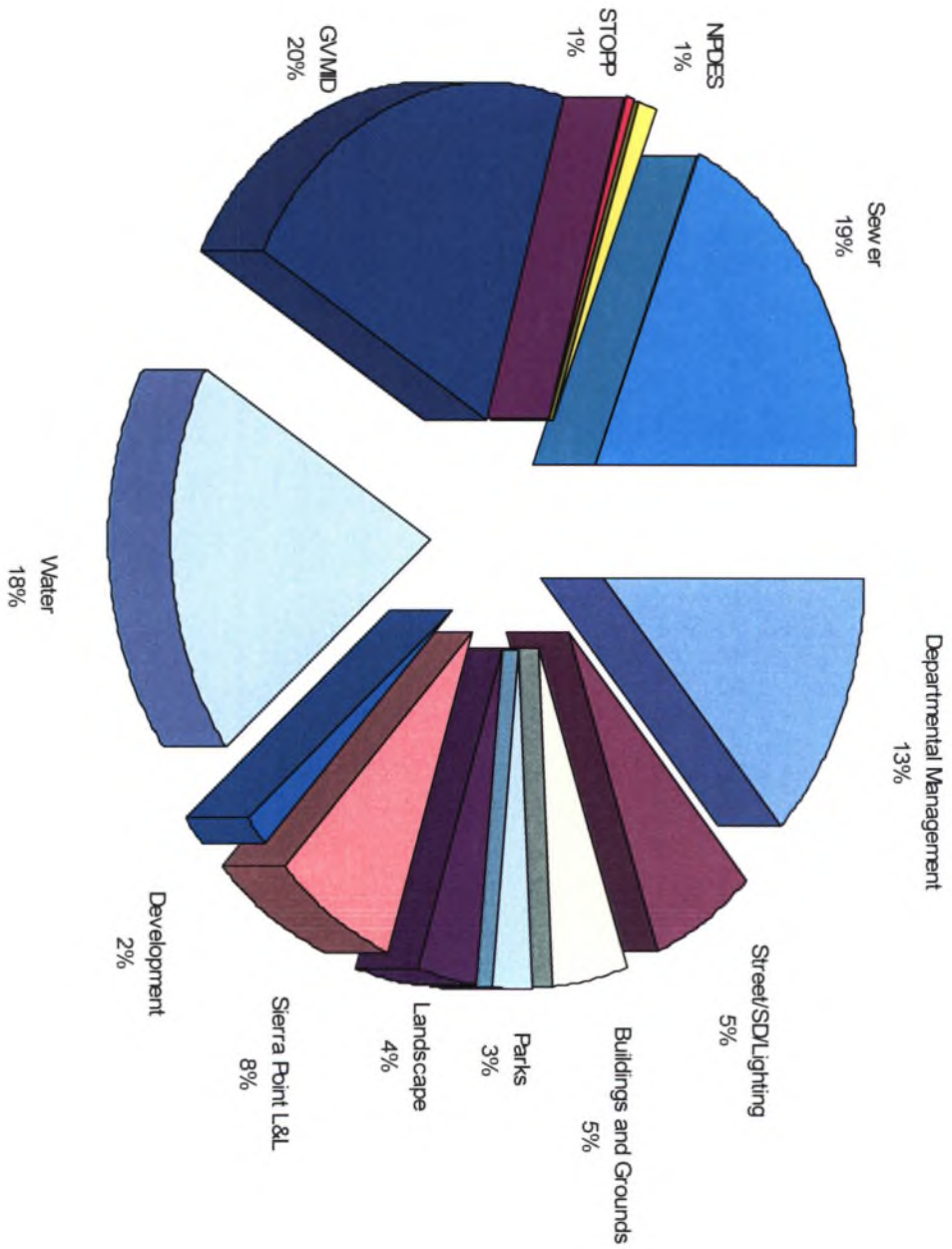
Performance Measures/Goals

	<u>2005/06</u> <u>Actual</u>	<u>2006/2007</u> <u>Actual</u>	<u>2007/2008</u> <u>Goal</u>	<u>2008/2009</u> <u>Goal</u>
<u>Workload Measure</u>				
Number of CEVs trained.	42	45	45	45
<u>Effectiveness Measure</u>				
Percentage of population rating fire department services as satisfactory or better.	100	100	98	98
<u>Efficiency Measure</u>				
Percentage of Fire Prevention Inspection/permit requests responded	100	100	100	100

to within three (3) working days.				
Percentage of Commercial/ Multifamily occupancies inspected annually	100	100	100	100
Percentage of emergency incidents with travel time for the first due company of 4 minutes	90	90	90	90
Percentage of medical incidents with travel time for the first due company of 4 minutes	90	90	90	90
Percentage of CEV who are:				
First Aid certified	100	75	100	100

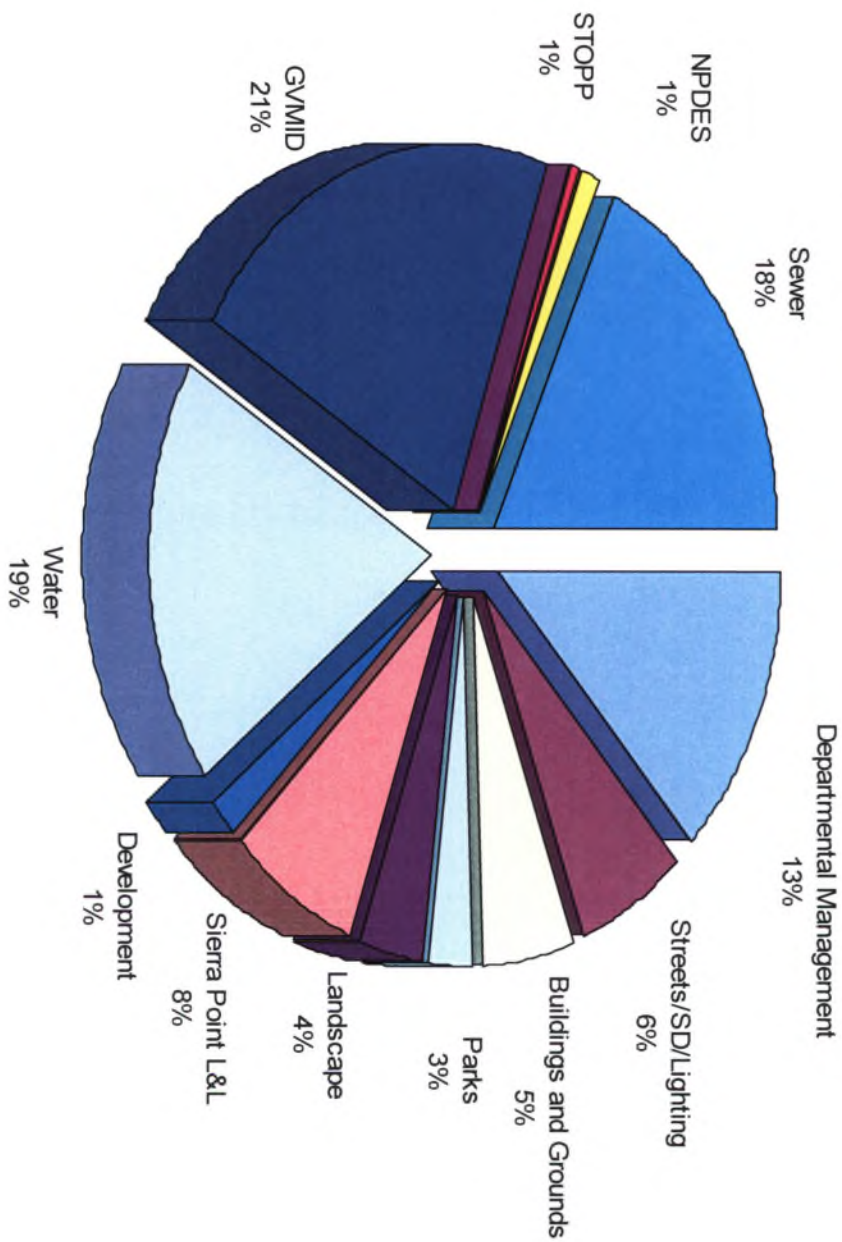
Productivity Measure

**Total Public Works Budget
FY 2007/08**



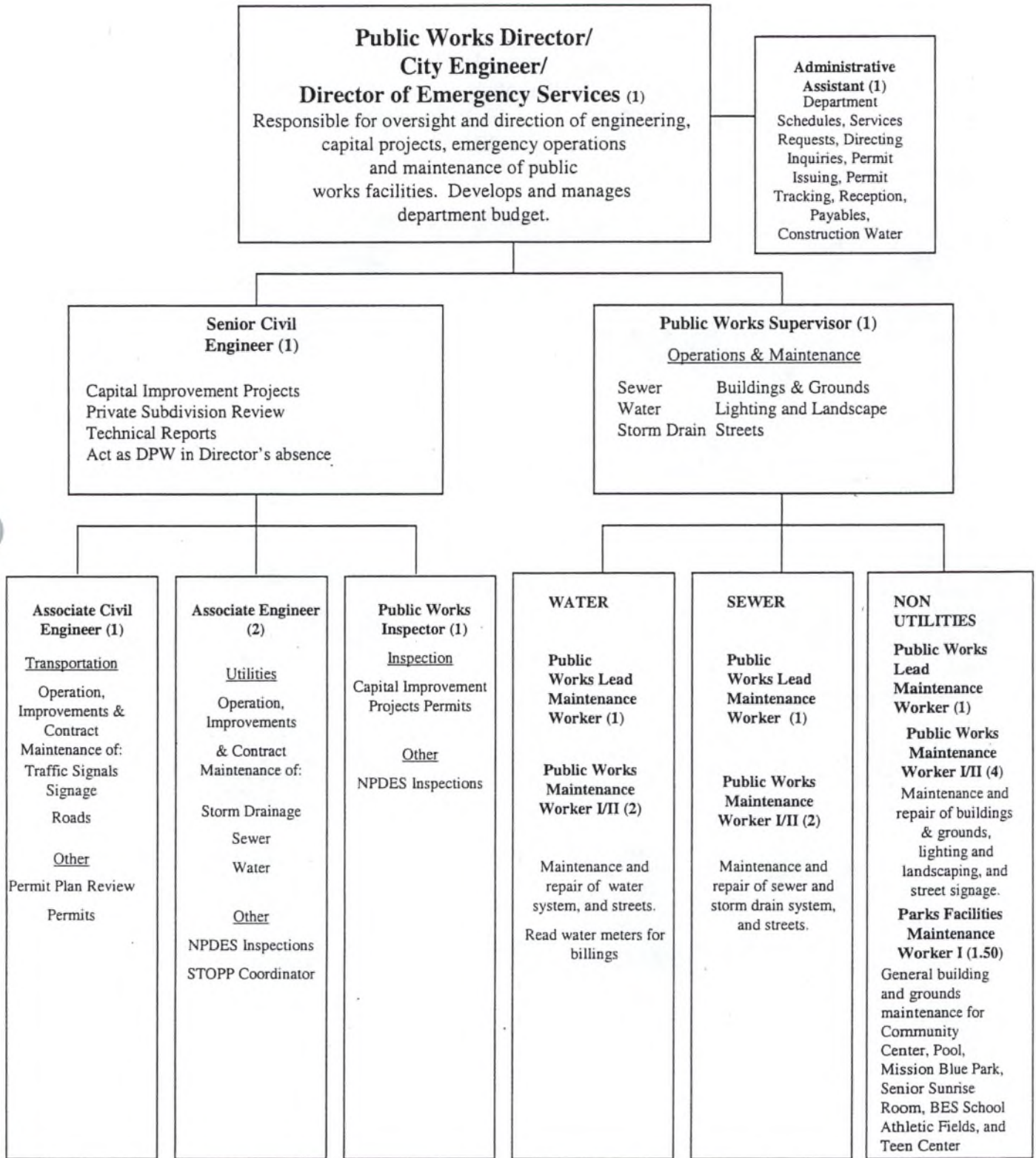
THIS PAGE INTENTIONALLY LEFT BLANK

**Total Public Works Budget
FY 2008/09**



THIS PAGE INTENTIONALLY LEFT BLANK

Department of Public Works



**Summary of Departmental Budget
2007/2009
Public Works Department**

	Number of Positions	Annual Salary FY 2007/08	Annual Benefits FY 2007/08	Number of Positions	Annual Salary FY 2008/09	Annual Benefits FY 2008/09
Public Works Director	1	179,693	59,662	1	199,001	58,956
Administrative Assistant	1	63,663	26,074	1	65,891	30,664
Senior Civil Engineer	1	120,435	23,051	1	124,650	29,196
Public Works Supervisor	1	91,601	19,660	1	94,808	24,491
Assistant Engineer II	0	0	0	0	0	0
Associate Civil Engineer	3	285,557	82,312	3	304,756	101,040
Lead Maintenance Worker	3	220,474	65,291	3	228,189	78,611
Public Works Maintenance Worker II	8	464,567	175,089	8	492,195	207,211
Park Maintenance Worker	1	58,316	25,836	1	60,358	30,182
Public Works Inspector	1	91,383	29,396	1	94,581	35,236
Part-time Clerical		9,000	0		9,000	0
Facility Attendants	0.50	15,234	1,165	0.5	15,768	1,206
Overtime		<u>61,810</u>	<u>0</u>		<u>61,811</u>	<u>0</u>
Total Salaries and Benefits		1,661,733	507,536		1,751,008	596,793

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

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	1,140,950	1,112,935	1,212,369	1,497,993	1,575,691	1,664,429
51201 Part-time Salaries	12,528	12,473	23,084	23,863	24,234	24,768
51301 Overtime	45,314	46,586	63,037	56,610	61,810	61,811
Total Salaries	1,198,793	1,171,994	1,298,491	1,578,466	1,661,735	1,751,008
BENEFITS						
51502 City Pers Contribution	62,588	103,737	149,710	147,387	149,675	224,681
51503 Employee Paid Pers Contribution				11,164	12,579	0
51506 Life Insurance	5,692	5,256	5,454	7,087	7,193	7,390
51507 Medicare Tax	15,545	14,774	16,562	21,936	23,068	24,363
51508 Social Security Tax	730	654	1,342	921	945	978
51509 Flexible Benefits	113,337	135,710	159,667	244,129	257,089	282,797
51510 Retiree Health	946	1,531	2,091	2,325	0	0
51511 Long-Term Disability	9,102	8,461	8,833	12,194	14,534	13,548
51602 Dental Insurance	19,315	17,710	18,283	22,800	21,549	21,607
51603 Vision Insurance	4,441	6,328	6,632	6,000	8,845	9,287
51605 Employee Assistance Program	1,829	1,684	1,817	2,223	2,280	2,360
51704 Auto Allowance	3,628	3,614	3,614	3,600	3,600	3,600
51705 Housing Allowance	3,023	3,012	3,012	3,000	3,000	3,000
51706 Phone Allowance	0	0	1,421	5,460	3,180	3,180
Total Benefits	240,174	302,470	378,439	490,226	507,536	596,792
INSURANCE						
51800 Liability Insurance	38,216	48,747	53,947	56,526	67,352	73,844
51810 Worker's Compensation	33,776	41,019	43,055	48,861	57,769	63,119
Total Insurance	71,992	89,767	97,002	105,387	125,121	136,963
SERVICES AND SUPPLIES						
52200 Safety Clothing	14,904	14,318	17,774	14,845	15,047	15,252
52221 Communications	17,206	12,697	7,837	15,450	7,450	7,450
52231 Equipment Maintenance	93,033	83,779	91,132	85,450	86,106	87,297
52232 Maintenance-Structures/Improve/Grounds	446,295	409,054	437,428	451,427	429,439	440,218
52233 Memberships	18,216	22,764	22,711	44,305	37,970	38,911
52234 Office Expense	23,440	32,687	31,970	19,925	21,423	22,511
52235 Professional Services	225,825	284,608	200,703	217,211	283,629	285,448
52236 Equipment Rental	4,854	3,842	3,274	5,100	5,100	5,100
52240 Rent-Real Property	0	0	0	0	0	0
52241 Special Departmental Expense	48,897	4,102	69,566	8,250	31,999	34,329
52242 Small Tools & Supplies	42,989	52,180	57,610	37,200	51,888	63,926
52243 Travel & Training	124,736	7,166	12,102	15,940	18,120	18,305
52244 Utilities	274,176	207,963	264,178	274,400	276,755	279,180
52245 Water Purchases	408,199	297,375	362,314	366,000	435,624	455,477
52246 Sewer Processing	383,194	560,023	545,263	547,700	601,008	624,766
Total Services & Supplies	2,125,963	1,992,557	2,123,864	2,103,203	2,301,558	2,378,170
OTHER						
54500 Depreciation	192,121	489,184	488,406	282,370	488,406	488,406
Total Other	192,121	489,184	488,406	282,370	488,406	488,406
FIXED ASSETS						
53100 Improvements	0	0	0	25,000	10,000	10,000
53300 Equipment	53,912	10,826	37,964	165,000	70,000	70,000
Total Fixed Assets	53,912	10,826	37,964	190,000	80,000	70,000
EXPENDITURE TRANSFERS						
54250 Indirect Costs	705,896	965,629	1,023,905	1,028,303	941,070	1,055,400
Total Expenditure Transfers	705,896	965,629	1,023,905	1,028,303	941,070	1,055,400
TOTAL BUDGET	4,588,852	5,022,426	5,448,070	5,777,955	6,105,427	6,486,738

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 4001 Public Works-Administration						General Fund Fund 100	
Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended	
SALARIES							
51101 Salaries	448,335	423,116	426,113	517,851	546,774	578,930	
51201 Part-time Salaries	4,680	5,694	4,897	9,000	9,000	9,000	
51301 Overtime	5,431	8,708	14,689	9,000	9,000	9,000	
Total Salaries	458,447	437,518	445,699	535,851	564,774	596,930	
BENEFITS							
51502 City Pers Contribution	24,648	39,940	51,901	50,951	51,938	78,150	
51503 Employee Paid Pers Contribution				11,164	12,579	0	
51506 Life Insurance	1,899	1,662	1,536	1,956	1,964	1,976	
51507 Medicare Tax	6,707	6,350	6,388	7,509	7,928	8,394	
51508 Social Security Tax	243	233	215	0	0	0	
51509 Flexible Benefits	34,814	36,656	39,265	56,694	62,363	68,599	
51510 Retiree Health	642	1,029	1,399	1,550	0	0	
51511 Long-Term Disability	3,386	3,040	2,850	4,215	4,451	4,712	
51602 Dental Insurance	5,618	4,926	4,562	5,700	5,700	5,700	
51603 Vision Insurance	1,305	1,820	1,686	1,500	2,211	2,322	
51605 Employee Assistance Program	531	466	455	556	570	590	
51704 Auto Allowance	3,628	3,614	3,614	3,600	3,600	3,600	
51705 Housing Allowance	3,023	3,012	3,012	3,000	3,000	3,000	
51706 Phone Allowance	0		1,155	420	1,080	1,080	
Total Benefits	86,443	102,748	118,037	148,815	157,384	178,124	
INSURANCE							
51800 Liability Insurance	14,560	17,359	19,110	19,486	23,148	25,356	
51810 Worker's Compensation	12,392	14,606	16,438	16,588	19,854	21,748	
Total Insurance	26,952	31,965	35,549	36,074	43,002	47,104	
SERVICES AND SUPPLIES							
52200 Safety Clothing	976	356	498	1,125	1,125	1,125	
52221 Communications	3,381	2,597	1,691	3,800	3,800	3,800	
52231 Equipment Maintenance	1,545	184	219	4,000	4,000	4,000	
52232 Maintenance Structures	0	0	0	0	0	0	
52233 Memberships	350	513	372	585	585	585	
52234 Office Expense	4,898	3,872	5,627	5,600	6,208	6,894	
52235 Professional Services	15,648	12,599	10,691	200	200	200	
52241 Special Departmental Expense	18,020	0	0	0	3,800	3,900	
52242 Small Tools & Supplies	148	0	3	0	0	0	
52243 Travel & Training	2,668	3,892	3,124	4,940	6,940	6,940	
52244 Utilities	0	0	0	0	0	0	
Total Services & Supplies	47,634	24,013	22,226	20,250	26,658	27,444	
FIXED ASSETS							
53300 Equipment		1,098	0	0			
Total Fixed Assets	0	1,098	0	0	0	0	
TOTAL BUDGET	619,476	597,342	621,510	740,990	791,818	849,602	

4001 -- Public Works Administration

Mission Statement

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

Program Description

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

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Offer IS-700 National Incident Management System training to all City personnel by December 31, 2007 (City Council Goal #9).
- Complete physical remodel of City Emergency Operations Center by December 31, 2007 (City Council Goal #9).
- Prepare a plan document based on the County OES guidelines to ensure continuity of City operations in the event of a Pandemic Influenza by June 2008. (City Council Goal #9)

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

- Offer IS-300 and ICS-400 training to Emergency Operations Center staff no later than December 31, 2008 (City Council Goal #9).

- Complete physical remodel of City Alternate Emergency Operations Center by December 31, 2008 (City Council Goal #9).

Performance Measures

	FY 2004/2005 <u>Actual</u>	FY 2005/2006 <u>Actual</u>	FY 2006/2007 <u>Goal</u>	FY 2007/08 <u>Goal</u>	FY 2008/09 <u>Goal</u>
<u>Workload Measure</u>					
Number of Service Requests Received					
<u>Effectiveness Measure</u>					
<u>Efficiency Measure</u>					
Percentage of priority service requests responded to within 1 week.	100	100	70	70	70
<u>Productivity Measure</u>					
Percentage of routine service requests responded to within 1 month.	100	100	100	100	100
Percentage of inquiries responded to within 2 business days.	100	70	70	70	70
Percentage of inquiries responded to within 1 week.	100	100	100	70	70

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 4002 Public Works--Street/Storm Drain/Lighting Maintenance						General Fund Fund 100	
Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended	
SALARIES							
51101 Salaries	75,223	48,770	37,550	120,551	107,903	117,263	
51201 Part-time Salaries	0	0	4,110	0			
51301 Overtime	4,341	2,110	8,762	10,000	10,000	10,000	
Total Salaries	79,564	50,880	50,422	130,551	117,903	127,263	
BENEFITS							
51502 City Pers Contribution	4,001	4,604	4,414	11,861	10,250	15,829	
51506 Life Insurance	412	251	175	651	506	506	
51507 Medicare Tax	1,157	714	572	1,748	1,565	1,700	
51508 Social Security Tax	0	0	255	0	0	0	
51509 Flexible Benefits	5,769	3,531	2,498	20,826	16,863	18,550	
51510 Retiree Health	0	0	0	0	0	0	
51511 Long-Term Disability	621	379	265	981	2,586	955	
51602 Dental Insurance	1,677	904	571	2,280	1,425	1,425	
51603 Vision Insurance	384	334	211	600	553	580	
51605 Employee Assistance Program	158	85	57	222	143	148	
51704 Auto Allowance	0	0	0	0	0	0	
51705 Housing Allowance	0	0	0	0	0	0	
51706 Phone Allowance	0	0	0	420	0	0	
Total Benefits	14,179	10,803	9,018	39,589	33,891	39,693	
INSURANCE							
51800 Liability Insurance	4,211	2,171	2,421	4,536	4,568	5,136	
51810 Worker's Compensation	3,584	1,827	2,082	3,862	3,918	4,405	
Total Insurance	7,795	3,998	4,503	8,398	8,486	9,541	
SERVICES AND SUPPLIES							
52200 Safety Clothing	1,413	1,470	2,181	1,220	1,220	1,220	
52221 Communications	2,287	1,780	1,154	150	150	150	
52231 Equipment Maintenance	16,791	14,865	17,174	17,450	17,450	17,450	
52232 Maint. Structures/Improvement.Grounds	87,921	92,930	94,423	85,190	85,190	85,190	
52233 Memberships	300	4,977	555	500	500	500	
52234 Office Expense	963	698	1,293	1,000	1,000	1,000	
52235 Professional Services	11,495	38,431	27,955	12,100	12,100	12,100	
52236 Equipment Rental	3,515	0	2,361	4,000	4,000	4,000	
52241 Special Department Expense	5	37	51,896	0	6,000	6,000	
52242 Small Tools & Supplies	5,185	10,621	11,190	7,000	12,703	18,577	
52243 Travel & Training	279	237	4,462	1,500	1,500	1,500	
52244 Utilities	59,604	60,969	46,288	60,000	60,000	60,000	
Total Services & Supplies	189,757	227,015	260,931	190,110	201,813	207,687	
FIXED ASSETS							
53300 Equipment		1,000		30,000			
53100 Improvements					30,000		
Total Fixed assets	0	1,000	0	30,000	30,000	0	
TOTAL BUDGET	291,295	293,696	324,874	398,648	392,093	384,185	

4002 -- Public Works Streets/Storm Drains/Lighting

Mission Statement

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

Program Description

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

- Street Maintenance
- Traffic Control and Safety
- Storm Drainage
- Landscape Maintenance

Department Objectives for 2007/2008

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Compile and digitize all available City Street Standards so they can be easily tracked and maintained by June 30, 2008 (City Council Goals #1, 2, 3, 10).
- Continue Tree Replacement Program by planting 16 trees by April 15, 2008 (City Council Goals #2 & 3).

Department Objectives for 2007/2008

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Incorporate all digitized City Standards into the City Website for easy reference and distribution to city staff, contractors, consultants, and the public by June 30, 2009 (City Council Goals #1, 2, 3, 10).
- Continue Tree Replacement Program by planting 16 trees by April 15, 2009 (City Council Goals #2 & 3).

Performance Measures

	FY 2004/2005 <u>Actual</u>	FY 2005/2006 <u>Actual</u>	FY 2006/2007 <u>Goal</u>	FY 2007/08 <u>Goal</u>	FY 2008/09 <u>Goal</u>
<u>Workload Measure</u>					
Complete annual update and recertification of Pavement Management Program	New	New	By June 30 th	100	100
Extend existing or execute a new signal maintenance contract	New	New	By June 30 th	100	100
Adopt annual DBE program for federal FY 06/07	New	New	By December 31, 2006	By December 31, 2007	By December 31, 2008
Number of tripping hazards identified					
Number of street signs replaced					
Number of citizen requests received					
<u>Effectiveness Measure</u>					
<u>Efficiency Measure</u>					
Percent of tripping hazards corrected within 1 month of identification.	100	70	70	70	70
Percent of tripping hazards corrected within 3 months of identification.	100	100	100	100	100
Percent of damaged street signs replaced within 1 month of identification.	75	70	70	70	70
Percent of damaged street signs replaced within 3 months of identification.	100	100	100	100	100
Percent of weed abatement performed at public properties prior to fire season.	New	New	100	100	100
<u>Productivity Measure</u>					

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 4003 Building & Grounds Maintenance

General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	66,455	67,595	69,630	71,758	134,722	139,437
51201 Part-time Salaries	0	0	0	0	0	0
51301 Overtime	4,225	6,170	2,554	6,030	6,030	6,030
Total Salaries	70,680	73,765	72,183	77,788	140,752	145,467
BENEFITS						
51502 City Pers Contribution	3,773	6,706	8,766	7,060	12,797	18,823
51506 Life Insurance	372	380	359	387	727	747
51507 Medicare Tax	1,031	1,053	1,024	1,040	1,953	2,022
51508 Social Security Tax	0	0	0	0	0	0
51509 Flexible Benefits	3,835	4,681	4,776	5,785	22,909	25,200
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	562	572	542	584	1,097	1,135
51602 Dental Insurance	1,203	1,202	1,097	1,140	2,280	2,280
51603 Vision Insurance	280	444	405	300	885	929
51605 Employee Assistance Program	114	114	109	111	228	236
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	0	0	266	420	420	420
Total Benefits	11,170	15,152	17,345	16,827	43,296	51,791
INSURANCE						
51800 Liability Insurance	2,009	2,492	2,648	2,299	5,703	6,107
51810 Worker's Compensation	1,710	2,098	2,278	2,700	4,892	5,238
Total Insurance	3,719	4,590	4,926	4,999	10,595	11,345
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,378	1,273	1,506	1,070	1,070	1,070
52221 Communications	533	378	227	500	500	500
52231 Equipment Maintenance	12,267	9,568	12,289	9,850	9,850	9,850
52232 Maint. Structures/Improvement.Grounds	73,444	58,704	52,239	58,150	33,150	33,150
52234 Office Expense	367	184	732	600	600	600
52235 Professional Services	47,281	33,448	0	3,000	28,000	28,000
52236 Equipment Rental	0	63	640	0	0	0
52240 Rent-Real Property	0	0	0	0	0	0
52241 Special Department Expense	31	632	555	0	0	0
52242 Small Tools & Supplies	10,364	10,668	11,126	7,000	10,013	13,116
52243 Travel & Training	538	309	29	250	250	250
52244 Utilities	15,000	17,825	20,084	20,000	20,000	20,000
Total Services & Supplies	161,204	133,051	99,426	100,420	103,433	106,536
FIXED ASSETS						
53100 Improvements		793		30,000		30,000
53300 Equipment						
Total Fixed Assets	0	793	0	30,000	0	30,000
TOTAL BUDGET	246,773	227,351	193,880	230,034	298,076	345,139

4003 -- Public Works Buildings & Grounds Maintenance

Mission Statement

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

Program Description

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

- Building maintenance
- Landscape maintenance
- Equipment maintenance

Department Objectives for 2007/2008:

The following specific objective is targeted for fiscal year 2007/2008 and is intended to help meet City Goals:

- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2008 (City Council Goal #3)
- Evaluate findings of water audits and develop fiscal impacts assessment by December 31, 2008 (City Council Goals #1 & 2).

Department Objectives for 2008/2009:

The following specific objective is targeted for fiscal year 2008/2009 and is intended to help meet City Goals:

- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2009 (City Council Goal #3).
- Implement recommendations of water audits by May 30, 2009 (City Council Goals #1 & 2).

Performance Measures

	FY 2004/2005	FY 2005/2006	FY 2006/2007	FY 2007/08	FY 2008/09
	<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>

Workload Measure

Number of hours spent on Facility
Maintenance Program

300
man
hours

Number of hours spent on street
tree grate maintenance

200
man
hours

Effectiveness Measure

Efficiency Measure

Percent of weed abatement
performed at public properties
prior to fire season.

100 100 100 100 100

Percent of facilities maintained
relative to Facility Maintenance
Program.

100 100 100 100 100

Percent of service requests
responded to within 1 week.

100 100 70 70 70

Percent of service requests
responded to within 1 month.

100 100 100 100 100

Productivity Measure

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 4004 Park Maintenance

Park and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	46,160	49,326	54,032	59,784	58,316	60,358
51201 Part-time Salaries	7,848	6,780	14,077	14,863	15,234	15,768
51301 Overtime	1,286	1,603	316	3,060	3,060	3,060
Total Salaries	55,293	57,709	68,426	77,707	76,611	79,185
BENEFITS						
51502 City Pers Contribution	2,570	4,707	6,805	5,882	5,539	8,148
51506 Life Insurance	256	262	272	323	315	326
51507 Medicare Tax	805	829	1,000	1,082	1,066	1,104
51508 Social Security Tax	487	420	873	921	945	978
51509 Flexible Benefits	7,400	8,706	12,269	11,570	16,545	18,200
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	385	395	429	487	475	491
51602 Dental Insurance	1,176	1,145	1,121	1,140	1,140	1,140
51603 Vision Insurance	273	423	414	300	442	464
51605 Employee Assistance Program	111	108	111	111	114	118
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	0	0	266	420	420	420
Total Benefits	13,463	16,995	23,560	22,236	27,002	31,389
INSURANCE						
51800 Liability Insurance	474	2,615	2,553	2,809	3,114	3,334
51810 Worker's Compensation	1,654	2,202	2,197	2,391	2,671	2,860
Total Insurance	2,128	4,817	4,750	5,200	5,785	6,194
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,813	2,054	2,513	1,370	1,370	1,370
52221 Communications	0	0	0	0	0	0
52231 Equipment Maintenance	6,102	6,003	5,178	3,100	3,100	3,100
52232 Maint. Structures/Improvement.Grounds	23,701	20,505	26,350	24,220	13,660	13,660
52233 Memberships	0	0	0	125	125	125
52234 Office Expense	0	0	31	0	0	0
52235 Professional Services	369	0	0	0	10,560	10,560
52236 Equipment Rental	0	2,066	149	600	600	600
52240 Rent-Real Property	0	0	0	0	0	0
52241 Special Department Expense	0	200	0	0	0	0
52242 Small Tools & Supplies	2,621	10,302	14,874	3,800	7,916	9,066
52243 Travel & Training	1,538	0	0	1,000	1,000	1,000
52244 Utilities	0	0	0	0	0	0
Total Services & Supplies	36,144	41,130	49,096	34,215	38,331	39,481
FIXED ASSETS						
53100 Improvements				25,000	10,000	10,000
53300 Equipment		3,174				
54500 Depreciation		2,842	3,135			
Total Fixed Assets	0	6,016	3,135	25,000	10,000	10,000
TOTAL BUDGET	107,029	126,667	148,967	164,358	157,728	166,249

4004 PUBLIC WORKS — PARKS MAINTENANCE

Mission Statement

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

Program Description

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

Community Park Restrooms,	Ballfields at Lipman and Brisbane
4 Solano Street playground	Elementary schools
Sunrise Senior Activity Room	Teen Center
Lipman Tennis Courts	Modular building and office space at
Community Center	Brisbane Elementary School
Mission Blue Center	Skate Park
MBC Annex – Restroom/Concession,	Basketball Park
Tennis Courts, Ball field Bleachers	Old Quarry Road Park
Community Swimming Pool	

Program Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2008 (City Council Goal #3)
- Initiate participation in California Parks & Recreation Society workshops by June 30, 2008 to provide network system in playground inspection, operation and maintenance (City Council Goals #10).

Program Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo

Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2009 (City Council Goal #3)

- Initiate participation in National Park & Recreation Association workshops by June 30, 2009 to provide network system in aquatic operations and maintenance (City Council Goals #10).

Performance Measures

	FY 2004/05 Actual	FY 2005/06 Actual	FY 2006/07 Goal	FY 2007/08 <u>Goal</u>	FY 2008/09 <u>Goal</u>
<u>Workload Measure</u>					
Number of hours for pool facility maintenance			250 man hours		
Number of hours for debris removal & janitorial duties			440 man hours		
Number of hours for playground inspections			220 man hours		
Number of hours for facility maintenance			200 man hours		
<u>Effectiveness Measure</u>					
Percent of facilities maintained relative to Facility Maintenance Program	New	100	100	100	100
Percent of service requests responded to within 1 week	New	100	70	100	100
Percent of service requests responded to within 1 month	New	100	100	100	100
<u>Efficiency Measure</u>					
<u>Productivity Measure</u>					

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 4005 Landscape Maintenance

General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries		62,970	98,160	113,885	113,855	123,732
51201 Part-time Salaries					0	0
51301 Overtime		67	1,497		0	0
Total Salaries	0	63,037	99,657	113,885	113,855	123,732
BENEFITS						
51502 City Pers Contribution		4,562	11,963	11,205	10,815	16,703
51506 Life Insurance		266	499	615	615	668
51507 Medicare Tax		724	1,429	1,651	1,651	1,794
51508 Social Security Tax		0	0	0	0	0
51509 Flexible Benefits		13,923	21,738	30,082	29,272	32,200
51510 Retiree Health		0	0	0	0	0
51511 Long-Term Disability		399	754	927	927	1,007
51602 Dental Insurance		1,244	2,119	2,280	2,280	2,280
51603 Vision Insurance		438	660	600	885	929
51605 Employee Assistance Program		118	214	222	228	236
51704 Auto Allowance				0	0	0
51705 Housing Allowance				0	0	0
51706 Phone Allowance				840	0	0
Total Benefits	0	21,674	39,376	48,422	46,673	55,816
INSURANCE						
51800 Liability Insurance		3,829	4,003	4,285	4,820	5,419
51810 Worker's Compensation		3,222	3,443	3,648	4,134	4,648
Total Insurance	0	7,051	7,446	7,933	8,954	10,067
SERVICES AND SUPPLIES						
52200 Safety Clothing			202	2,140	2,140	2,140
52221 Communications			0	1,000	1,000	1,000
52231 Equipment Maintenance			3,242	5,000	5,000	5,000
52232 Maint. Structures/Improvement.Grounds		34,170	39,791	33,830	33,830	33,830
52233 Memberships			0	0		
52234 Office Expense		5	(25)	0		
52235 Professional Services		41,368	159	0		
52236 Equipment Rental			0	500	500	500
52240 Rent-Real Property				0		
52241 Special Department Expense				0		
52242 Small Tools & Supplies		2,187	3,711	3,000	4,424	5,891
52243 Travel & Training			179	2,000	2,000	2,000
52244 Utilities				0		
Total Services & Supplies	0	77,731	47,258	47,470	48,894	50,361
FIXED ASSETS						
53100 Improvements						
53300 Equipment		31,309	28,000			
Total Fixed Assets	0	31,309	28,000	0	0	0
TOTAL BUDGET	0	200,802	221,737	217,710	218,375	239,976

4005 PUBLIC WORKS — TURF & LANDSCAPE MAINTENANCE

Mission Statement

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

Program Description

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

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

Program Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2008 (City Council Goal #3).
- Evaluate findings of water audits and develop fiscal impacts assessment by December 31, 2008 (City Council Goals #1 & 2).
- Provide training in California Parks & Recreation Society Playground Inspection Certification by December 31, 2008 (City Council Goal #10).

Program Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2009 (City Council Goal #3)
- Implement recommendations of water audits by May 30, 2009 (City Council Goals #1 & 2).
- Employees take and pass California Parks & Recreation Society Playground Inspection Certification exam by December 31, 2009 (City Council Goal #12).

Performance Measures

	FY 2006/07 Goal	FY 2007/08 Goal	FY 2008/09 Goal
<u>Workload Measure</u>			
Number of hours for turf maintenance	2800		
	man hours		
Number of hours for irrigation maintenance	200		
	man hours		
<u>Effectiveness Measure</u>			
<u>Efficiency Measure</u>			
Percent of sites maintained in accordance with Integrated Pesticide Management Program	New w	100	100
Percent of service requests responded to within 1 week	New	70	70

Percent of service requests responded to within 1 month New 100 100

Productivity Measure

Department/Division: 4009 Public Works - Sierra Point Lighting and Landscaping District

Sierra Point L & L
Fund 210

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	45,686	53,600	58,842	59,784	61,230	63,373
51201 Part-time Salaries	0	0	0	0		
51301 Overtime	205	3,187	1,972	6,000	6,000	6,001
Total Salaries	45,891	56,787	60,814	65,784	67,230	69,374
BENEFITS						
51502 City Pers Contribution	2,529	4,783	7,567	5,882	5,816	8,555
51506 Life Insurance	253	264	297	323	331	342
51507 Medicare Tax	677	846	960	867	888	919
51508 Social Security Tax	0	0	0	0	0	0
51509 Flexible Benefits	3,262	4,640	4,791	5,785	12,727	14,000
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	382	398	448	487	498	516
51602 Dental Insurance	1,015	1,048	1,097	1,140	1,140	1,140
51603 Vision Insurance	226	387	405	300	442	464
51605 Employee Assistance Program	96	99	109	111	114	118
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	0	0	0	420	0	0
Total Benefits	8,440	12,465	15,673	15,315	21,957	26,054
INSURANCE						
51800 Liability Insurance	1,716	1,925	2,206	2,250	2,592	2,776
51810 Worker's Compensation	1,460	1,620	1,898	1,915	2,223	2,381
Total Insurance	3,176	3,545	4,104	4,165	4,816	5,156
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,261	1,297	1,512	1,200	1,200	1,200
52221 Communications	2,667	1,891	1,134	2,500	500	500
52231 Equipment Maintenance	7,455	6,443	7,505	7,000	7,000	7,000
52232 Maint. Structures/Improvement Grounds	58,271	106,077	115,059	96,817	126,987	132,885
52233 Memberships	240	224	248	150	150	150
52234 Office Expense	518	152	50	200	200	200
52235 Professional Services	442	363	367	3,500	3,500	3,500
52236 Equipment Rental	61	0	284	0	0	0
52240 Rent-Real Property	0	0	0	0	0	0
52241 Special Department Expense	1	0	0	0	0	0
52242 Small Tools & Supplies	1,462	1,307	3,198	2,000	2,000	2,000
52243 Travel & Training	233	0	39	250	250	250
52244 Utilities	112,933	92,774	126,561	115,900	115,900	115,900
Total Services & Supplies	185,545	210,528	255,957	229,517	257,687	263,585
FIXED ASSETS						
53300 Equipment		1,587	1,280			
54500 Depreciation		13				
Total Fixed Assets	0	1,600	1,280	0	0	0
EXPENDITURE TRANSFERS						
54250 Indirect Costs	86,536	111,275	113,669	123,295	111,548	124,901
Total Expenditure Transfers	86,536	111,275	113,669	123,295	111,548	124,901
TOTAL BUDGET	329,588	396,200	451,497	438,076	463,237	489,070

4009 -- Sierra Point Lighting and Landscaping

Mission Statement

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

Program Description

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

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

Program Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2008 (City Council Goal #3)
- Evaluate findings of water audits and develop fiscal impacts assessment by December 31, 2008 (City Council Goals #1 & 2).
- Investigate the viability of revegetation of landscape beds with gopher resistant plant species by December 31, 2008 (City Council Goal #3).

Program Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2009 (City Council Goal #3).
- Implement recommendations of water audits by May 30, 2009 (City Council Goals #1 & 2).

- Implement findings of revegetation of landscape beds by December 31, 2009 (City Council Goal #3).

Performance Measures

	2004/2005	2005/2006	2006/2007	2007/08	2008/09
	<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>
<u>Workload Measure</u>					
Adopt Sierra Point Lighting and Landscape District Engineer's Report.	New	100	June 30, 2007	June 30, 2008	June 30, 2009
<u>Effectiveness Measure</u>					

Efficiency Measure

Percentage of service requests responded to within 1 week.	100	100	70	70	70
Percentage of service requests responded to within 1 month.	100	100	100	100	100
Percent of weed abatement performed at public properties prior to fire season.	New	100	100	100	100

Productivity Measure

THIS PAGE INTENTIONALLY LEFT BLANK

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries						
51201 Part-time Salaries						
51301 Overtime						
Total Salaries	0	0	0	0	0	0
BENEFITS						
51502 City Pers Contribution						
51506 Life Insurance						
51507 Medicare Tax						
51508 Social Security Tax						
51509 Flexible Benefits						
51510 Retiree Health						
51511 Long-Term Disability						
51602 Dental Insurance						
51603 Vision Insurance						
51605 Employee Assistance Program						
51704 Auto Allowance						
51705 Housing Allowance						
51706 Phone Allowance						
Total Benefits	0	0	0	0	0	0
INSURANCE						
51800 Liability Insurance						
51810 Worker's Compensation						
Total Insurance	0	0	0	0	0	0
SERVICES AND SUPPLIES						
52200 Safety Clothing						
52221 Communications						
52231 Equipment Maintenance						
52232 Maintenance-Structures/Improve/Grounds						
52233 Memberships						
52234 Office Expense	191		16			
52235 Professional Services	27,955	35,910	21,879	92,000	92,000	92,000
52240 Rent-Real Property						
52241 Special Departmental Expense						
52242 Small Tools & Supplies	20					
52243 Travel & Training						
52244 Utilities						
Total Services & Supplies	28,166	35,910	21,895	92,000	92,000	92,000
EXPENDITURE TRANSFERS						
54250 Indirect Costs	45,905	75,196	81,626	0		
Total Expenditure Transfers	45,905	75,196	81,626	0	0	0
TOTAL BUDGET	74,071	111,106	103,521	92,000	92,000	92,000

4019 -- Public Works - Development

Mission Statement

To provide engineering and inspection services as they relate to all development and permit applications submitted by large developments as well as by individual property owners and utility companies.

Program Description

The Public Works-Development Program consists of the following areas of responsibility:

- Municipal engineering
- Encroachment permits
- Utility coordination
- Grading permits
- Development review

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

Performance Measures

FY 2004/2005	FY 2005/2006	FY 2006/2007	FY 2007/08	FY 2008/09
<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>

Workload Measure

Effectiveness Measure

Efficiency Measure

Percentage of plan check applications responded to within 2 weeks of submittal.	84	100	70	70	70
---	----	-----	----	----	----

Percentage of plan check applications responded to within 3 weeks of submittal.	100	100	100	100	100
---	-----	-----	-----	-----	-----

Percentage of permits issued within 1 week of approval and receipt of all bonds, fees and insurance.	73	75	70	70	70
--	----	----	----	----	----

Percentage of permits issued within 2 weeks of approval and receipt of all bonds, fees and insurance.	100	100	100	100	100
---	-----	-----	-----	-----	-----

Percentage of requested inspections conducted within 1 business day of request.	100	100	100	100	100
---	-----	-----	-----	-----	-----

Productivity Measure

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 4020 Water

Utility
Fund 540

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	182,718	169,477	183,967	211,147	173,015	184,221
51201 Part-time Salaries						
51301 Overtime	13,740	10,774	15,125	10,720	10,720	10,720
Total Salaries	196,458	180,250	199,092	221,867	183,735	194,941
BENEFITS						
51502 City Pers Contribution	9,906	16,083	22,684	20,775	16,435	24,868
51506 Life Insurance	976	908	917	1,115	885	918
51507 Medicare Tax	1,783	1,495	1,629	3,062	2,509	2,671
51509 Flexible Benefits	26,165	29,483	33,140	45,124	27,363	30,100
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	1,469	1,370	1,396	1,719	1,408	1,500
51602 Dental Insurance	3,216	2,972	2,928	3,420	1,599	1,657
51603 Vision Insurance	744	1,098	1,082	900	1,106	1,161
51605 Employee Assistance Program	304	291	290	334	285	295
51704 Auto Allowance			0	0	0	0
51705 Housing Allowance			0	0	0	0
51706 Phone Allowance			266	840	420	420
Total Benefits	44,563	53,700	64,332	77,289	52,010	63,589
51800 Liability Insurance	6,207	7,336	8,233	7,945	7,325	8,068
51810 Worker's Compensation	5,283	6,172	6,702	6,763	6,282	6,921
Total Insurance	11,490	13,508	14,936	14,708	13,607	14,989
SERVICES AND SUPPLIES						
52200 Safety Clothing	3,023	2,791	3,345	2,540	2,617	2,694
52221 Communications	3,987	2,799	1,678	3,700	500	500
52231 Equipment Maintenance	24,200	23,291	22,245	14,400	14,832	15,277
52232 Maint. Structures/Improvement.Grounds	84,913	24,040	60,760	71,000	71,630	72,824
52233 Memberships	11,595	9,925	10,513	16,400	14,832	15,276
52234 Office Expense	7,486	12,332	10,594	7,200	7,416	7,638
52235 Professional Services	65,909	61,102	80,778	31,621	32,570	33,547
52236 Equipment Rental	0	0	0	0	0	0
52241 Special Department Expense	2,107	2,472	2,399	1,500	5,105	6,213
52242 Small Tools & Supplies	8,514	8,109	9,008	7,000	7,210	7,426
52243 Travel & Training	4,499	2,230	2,901	3,000	3,090	3,183
52244 Utilities	15,661	9,616	8,324	16,000	16,480	16,974
52245 Water Purchases	268,536	204,222	237,220	242,000	273,149	283,185
Total Services & Supplies	500,431	362,929	449,765	416,361	449,431	464,737
OTHER						
54500 Depreciation	28,325	125,859	125,859	54,688	125,859	125,859
55200 Interest						
Total Other	28,325	125,859	125,859	54,688	125,859	125,859
FIXED ASSETS						
53300 Equipment		0	36,684	105,000	40,000	40,000
Total Fixed Assets	0	0	36,684	105,000	40,000	40,000
EXPENDITURE TRANSFERS						
54250 Indirect Costs	215,167	296,520	314,579	343,258	295,728	332,344
Total Expenditure Transfers	215,167	296,520	314,579	343,258	295,728	332,344
TOTAL BUDGET	996,434	1,032,767	1,205,248	1,233,171	1,160,370	1,236,459

4020 -- Water

Mission Statement

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

Program Description

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

- Water system maintenance and operations

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Develop water pipe repair plan and standard operating procedures by June 30, 2008 (City Council Goals #1, 2, 3).
- Replace all known galvanized services by June 30, 2008 (City Council Goals #1, 3, 9).

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

- Develop fire hydrant maintenance plan by June 30, 2009 (City Council Goals #2, 3, 9).
- Department of Health Services Water Distribution Operator certifications acquired by all water team maintenance personnel by June 30, 2009 (City Council Goals #3, 9, 12, 13).
- Incorporate all digitized city water standards into city website by June 30, 2009 (City Council Goals #1, 2, 3, 10).
- Submit Stage 2 Disinfectants and Disinfection Byproducts Rule Initial Distribution System Evaluation Report to Department of Health Services by January 1, 2009 (City Council Goals #3, 9).
- Provide refresher training to all members of O & M crew for operating and maintaining all water booster pump stations by June 30, 2009 (City Council Goal #3).

Performance Measures

	2004/2005 <u>Actual</u>	2005/2006 <u>Actual</u>	2006/2007 <u>Goal</u>	2007/08 <u>Goal</u>	2008/09 <u>Goal</u>
<u>Workload Measures</u>					
Number of hours for pump station maintenance		500 man hours			
Number of hours for water tank maintenance		650 man hours			
Number of hours for water line maintenance		900 man hours			
Number of meters read		11,400			
Number of 72 hour turn off notices		420			
Number of water meters replaced		75			

Effectiveness Measures

Efficiency Measures

Percentage of citizen complaints responded to within 4 hours	100	100	70	70	70
Percentage of citizen complaints responded to within 12 hours	100	100	100	100	100
Percentage of system flushed and cleaned in accordance with maintenance criteria	100	100	100	100	100
Percentage of reports submitted to CA DHS on time	100	100	100	100	100
Percentage of samples which pass health standards	99	100	95	95	95
Percentage of water storage tanks cleaned and inspected.	New	100	100	100	100
Percentage of reported broken water meters replaced	New	100	100	100	100

Productivity Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 4025 Guadalupe Valley Municipal Utility District

GVMID
Fund 540

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	89,657	53,654	86,885	111,451	137,440	146,194
51301 Overtime	7,487	4,084	3,889	6,000	6,000	6,000
Total Salaries	97,144	57,738	90,774	117,451	143,440	152,194
BENEFITS						
51502 City Pers Contribution	4,926	4,890	10,945	10,966	13,055	19,735
51506 Life Insurance	512	277	446	602	718	754
51507 Medicare Tax	1,406	850	1,467	1,616	1,993	2,120
51508 Social Security Tax	0	0	0	0	0	0
51509 Flexible Benefits	11,908	10,784	17,284	30,082	27,045	29,750
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	772	417	673	907	1,119	1,190
51602 Dental Insurance	2,073	1,091	1,762	2,280	2,565	2,565
51603 Vision Insurance	459	210	651	600	995	1,045
51605 Employee Assistance Program	200	103	174	222	257	266
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	0	0	0	840	0	0
Total Benefits	22,257	18,622	33,404	48,115	47,746	57,424
INSURANCE						
51800 Liability Insurance	3,198	3,684	4,554	4,194	5,819	6,658
51810 Worker's Compensation	2,722	3,101	3,917	3,570	4,991	5,492
Total Insurance	5,920	6,785	8,471	7,764	10,809	12,150
SERVICES AND SUPPLIES						
52200 Safety Clothing	2,426	2,444	2,858	2,040	2,101	2,163
52221 Communications	1,862	1,135	680	1,500	500	500
52231 Equipment Maintenance	4,430	5,551	5,544	10,250	10,557	10,874
52232 Maint. Structures/Improvement.Grounds	78,242	55,531	38,449	58,640	44,803	47,885
52233 Memberships	5,332	5,840	6,878	6,200	9,225	9,434
52234 Office Expense	3,299	7,617	7,249	3,125	3,218	3,315
52235 Professional Services	32,540	35,623	28,902	50,730	77,260	77,539
52236 Equipment Rental	1,278	1,712	(160)	0	0	0
52240 Rent-Real property	0	0	0	0	0	0
52241 Special Department Expense	28,606	760	755	2,000	2,810	2,872
52242 Small Tools & Supplies	2,426	2,532	988	2,000	2,060	2,121
52243 Travel & Training	46,005	169	679	1,000	1,030	1,061
52244 Utilities	55,046	10,170	45,328	52,500	54,075	55,697
52245 Water Purchases	139,663	93,153	125,095	124,000	162,475	172,292
52246 Sewer Processing	181,446	224,009	218,105	219,100	240,403	249,906
Total Services & Supplies	582,602	446,247	481,348	533,085	610,517	635,659
FIXED ASSETS						
53300 Equipment		793	0	0		
Total Fixed Assets	0	793	0	0	0	0
OTHER						
54500 Depreciation	158,361	284,598	284,671	171,776	284,671	284,671
55100 Principal						
55200 Interest						
Total Other	158,361	284,598	284,671	171,776	284,671	284,671
EXPENDITURE TRANSFERS						
54250 Indirect Costs	134,429	166,386	177,462	196,240	216,898	247,304
Total Expenditure Transfers	134,429	166,386	177,462	196,240	216,898	247,304
TOTAL BUDGET	1,000,713	981,170	1,076,130	1,074,431	1,314,081	1,389,402

4025 -- Guadalupe Valley Municipal Improvement District (GVMID)

Mission Statement

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

Program Description

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

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Compile and digitize all available City Street Standards so they can be easily tracked and maintained by June 30, 2008 (City Council Goals #1, 2, 3, 10).
- Compile and digitize all City Water Standards so they can be easily tracked and maintained by June 30, 2008 (City Council Goals #1, 2, 3, 10).
- Compile and digitize all available City Sewer Standards so they can be easily tracked and maintained by June 30, 2008 (City Council Goals #1, 2, 3, 10).
- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2008 (City Council Goal #3).
- Provide refresher training to all members of O & M crew for operating and maintaining Valley Drive Lift Station by June 30, 2008 (City Council Goal#3).
- Execute street sweeping contract by July 31, 2007 (City Council Goals (#1, 8)).
- Complete Legal Authority, Measures and Activities, and Design and Construction Standards elements of Sanitary Sewer Management Plan and submit certification to Regional Board by August 31, 2007 (City Council Goal #1).

- Develop Water Pipe Repair Plan and Procedures by June 30, 2008 (City Council Goals #1, 2, 3).
- Replace all known galvanized water services by June 30, 2008 (City Council Goals #1, 3, 9).

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

- Incorporate all digitized City Standards into the City Website for easy reference and distribution to city staff, contractors, consultants, and the public by June 30, 2009 (City Council Goals #1, 2, 3, 10).
- Incorporate all digitized City Sewer Standards into the City Website for easy reference and distribution to city staff, contractors, consultants, and the public by June 30, 2009 (City Council Goals #1, 2, 3, 10).
- Execute street sweeping contract by July 31, 2008 (City Council Goals #1, 8).
- Provide refresher training to staff and contractors for maintenance of City facilities, grounds and rights-of-way in accordance with Resolution 2003-47, San Mateo Countywide Stormwater Pollution Prevention Program Integrated Pest Management Policy by June 30, 2009 (City Council Goal #3).
- Provide refresher training to all members of O & M crew for operating and maintaining Valley Drive Lift Station by June 30, 2009 (City Council Goal #3).
- Complete Capacity Management, Monitoring, Measurement, and Program Modifications, and Audits elements of Sanitary Sewer Management Plan and submit to Regional Board by August 31, 2008 (City Council Goal #1).
- Develop Fire Hydrant Maintenance Plan by June 30, 2009 (City Council Goals #2, 3, 9).
- Department of Health Services Water Distribution Operator D2 Certifications will be acquired by all water team maintenance personnel by June 30, 2009 (City Council Goals #3, 9, 12, 13).

Performance Measures

	FY 2003/2004 <u>Actual</u>	FY 2004/2005 <u>Actual</u>	FY 2005/2006 <u>Goal</u>	FY 2006/2007 <u>Goal</u>	FY 2007/08	FY 2008/09
Workload Measure Provide refresher training to all members of O&M for operating and maintaining Valley Drive Lift Station	New	New	New	June 30		

Note: For all other performance measures, see combined totals in Departments 4002, 4020, 4026 and 4030.

Department/Division: 4026 NPDES

NPDES
Fund 220

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51301 Overtime	256	0	0	1,000	1,000	1,000
Total Salaries	256	0	0	1,000	1,000	1,000
SERVICES AND SUPPLIES						
52200 Safety Clothing		12	6	0	0	0
52221 Communications	159	378	229	0	0	0
52231 Equipment Maintenance	3	10	59	500	0	0
52232 Maint. Structures/Improvement.Grounds	429	0	11	0	0	0
52233 Memberships		0	2,563	18,505	10,210	10,426
52234 Office Expense	3,200	1,343	322	0	515	530
52235 Professional Services	23,126	22,049	25,364	21,060	21,060	21,060
52236 Equipment Rental	0	0	0	0	0	0
52241 Special Departmental Expense	2	0	13,961	4,750	5,779	6,839
52242 Small Tools & Supplies	7,498	2,634	188	0	0	0
52243 Travel & Training	297	47	77	0	0	0
Total Services & Supplies	34,713	26,473	42,781	44,815	37,564	38,855
FIXED ASSETS						
53100 Improvments	53,912					
Total Expenditure Transfers	53,912	0	0	0	0	0
EXPENDITURE TRANSFERS						
54250 Indirect Costs	18,348	29,009	30,916	32,808	27,527	30,511
Total Expenditure Transfers	18,348	29,009	30,916	32,808	27,527	30,511
TOTAL BUDGET	107,230	55,482	73,697	78,623	66,091	70,366

4026 -- National Pollution Discharge Elimination System (NPDES)

Mission Statement

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

Program Description

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

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Execute street sweeping contract by July 31, 2007 (City Council Goal #1, 8).
- Utilize AB1546 funds for vehicle related pollution prevention by June 30, 2007 (City Council Goals #1, 10).

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

- Execute street sweeping contract by July 31, 2008 (City Council Goal #1, 8).
- Utilize AB1546 funds for vehicle related pollution prevention by June 30, 2008 (City Council Goals #1, 10).

Performance Measures

	2004/2005 <u>Actual</u>	2005/2006 <u>Actual</u>	2006/2007 <u>Goal</u>	2007/08 <u>Goal</u>	2008/09 <u>Goal</u>
<u>Workload Measure</u>					
Maintain compliance with required Commercial/Industrial and Illicit (C/II) Discharge Control Performance Standards – actively participate in C/II subcommittee. Report on compliance activities in annual report to Regional Board	New	Yes	Yes	Yes	Yes
Maintain compliance with the New Development and Construction Performance Standards - actively participate in C/II subcommittee. Report on compliance activities in annual report to Regional Board	New	Yes	Yes	Yes	Yes
Maintain compliance with the Public Information and Participation (PIP) Performance Standards – actively participate in PIP subcommittee. Report on compliance activities in annual report to Regional Board	New	Yes	Yes	Yes	Yes
Maintain compliance with the Municipal Maintenance Performance Standards – actively participate in Municipal Maintenance subcommittee. Report on compliance activities in annual report to Regional Board.	New	Yes	Yes	Yes	Yes
Actively participate in the Stormwater Pollution Prevention Program Parks and Recreation subcommittee. Monitor municipal landscaping contractors for compliance with Integrated Pest Management Policy. Report on compliance activities in annual report to Regional Board.	New	Yes	Yes	Yes	Yes

Actively participate in the Stormwater Pollution Prevention Program Technical Advisory Committee. Complete annual report on all required activities for submittal to Regional Board.	New	Yes	Yes	Yes	Yes
--	-----	-----	-----	-----	-----

Respond to and document all identified illicit discharges to the storm drain system. Report on all identified illicit discharges in annual report to Regional Board.	New	Yes	Yes	Yes	Yes
--	-----	-----	-----	-----	-----

Inspect all active construction sites for appropriate erosion and sediment control.	New	100	100	100	100
---	-----	-----	-----	-----	-----

Inspect and replace as needed, storm drain stenciling of all city drain inlet structures.	New	100	100	100	100
---	-----	-----	-----	-----	-----

Effectiveness Measure

Efficiency Measure

Percentage of Best Management Practices incorporated into new development projects.	100	100	100	100	100
---	-----	-----	-----	-----	-----

Percentage of illicit discharge reports responded to within 24 hours of notification.	100	100	70	70	70
---	-----	-----	----	----	----

Percentage of illicit discharge reports responded to within 72 hours of notification.	100	100	100	100	100
---	-----	-----	-----	-----	-----

Percentage of reports submitted to STOPP and RWQCB on time.	100	100	100	100	100
---	-----	-----	-----	-----	-----

Productivity Measure

Department/Division: 4027 STOPPP (Reimbursable)

General
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries			9,824		26,929	27,871
51301 Overtime						
Total Salaries	0	0	9,824	0	26,929	27,871
BENEFITS						
51502 City Pers Contribution			1,493		2,558	3,762
51506 Life Insurance			51		101	101
51507 Medicare Tax			172		390	404
51509 Flexible Benefits			686		3,182	3,500
51510 Retiree Health					0	0
51511 Long-Term Disability			84		219	227
51602 Dental Insurance			146		285	285
51603 Vision Insurance			54		111	116
51605 Employee Assistance Program			14		29	30
51704 Auto Allowance						
51705 Housing Allowance						
51706 Phone Allowance					105	105
Total Benefits	0	0	2,701	0	6,980	8,530
INSURANCE						
51800 Liability Insurance					1,140	1,221
51810 Worker's Compensation					978	1,047
Total Insurance	0	0	0	0	2,118	2,268
SERVICES AND SUPPLIES						
52200 Safety Clothing						
52221 Communications						
52231 Equipment Maintenance						
52232 Maint. Structures/Improvement.Grounds						
52233 Memberships						
52234 Office Expense			22			
52235 Professional Services						
52236 Equipment Rental						
52241 Special Department Expense			251			
52242 Small Tools & Supplies			61			
52243 Travel & Training			69			
52244 Utilities						
52246 Sewer Treatment						
Total Services & Supplies	0	0	403	0	0	0
FIXED ASSETS						
53300 Equipment						
Total Fixed Assets	0	0	0	0	0	0
OTHER						
54500 Depreciation						
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
54250 Indirect Costs						
Total Expenditure Transfers	0	0	0	0	0	0
TOTAL BUDGET	0	0	12,928	0	36,026	38,669

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 4030 Sewer

Sewer
Fund 540

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	186,718	184,426	197,191	231,782	215,507	223,050
51301 Overtime	8,341	9,884	14,233	4,800	10,000	10,000
Total Salaries	195,059	194,310	211,424	236,582	225,507	233,050
BENEFITS						
51502 City Pers Contribution	10,234	17,463	24,666	22,805	20,471	30,110
51506 Life Insurance	-1,013	986	952	1,115	1,031	1,051
51507 Medicare Tax	1,979	1,912	2,093	3,361	3,125	3,234
51509 Flexible Benefits	20,183	23,306	23,905	38,181	38,818	42,700
51510 Retiree Health	305	502	692	775	0	0
51511 Long-Term Disability	1,525	1,491	1,477	1,887	1,754	1,816
51602 Dental Insurance	3,336	3,177	3,025	3,420	3,135	3,135
51603 Vision Insurance	769	1,174	1,118	900	1,216	1,277
51605 Employee Assistance Program	315	300	299	334	314	325
51704 Auto Allowance		0	0	0		
51705 Housing Allowance		0	0	0		
51706 Phone Allowance		0	485	840	735	735
Total Benefits	39,659	50,310	58,712	73,618	70,599	84,381
INSURANCE						
51800 Liability Insurance	5,840	7,336	8,217	8,722	9,123	9,769
51810 Worker's Compensation	4,971	6,172	4,099	7,424	7,825	8,379
Total Insurance	10,811	13,508	12,317	16,146	16,949	18,148
SERVICES AND SUPPLIES						
52200 Safety Clothing	2,615	2,620	3,159	2,140	2,204	2,270
52221 Communications	2,330	1,740	1,043	2,300	500	500
52231 Equipment Maintenance	20,239	17,864	17,677	13,900	14,317	14,746
52232 Maint. Structures/Improvement/Grounds	39,372	17,097	10,345	23,580	20,189	20,794
52233 Memberships	399	1,285	1,582	1,840	2,343	2,415
52234 Office Expense	2,518	6,485	6,081	2,200	2,266	2,334
52235 Professional Services	1,060	3,713	4,610	3,000	6,379	6,942
52236 Equipment Rental	0	0	0	0	0	0
52241 Special Department Expense	125	0	0	0	0	0
52242 Small Tools & Supplies	4,751	3,820	3,324	5,400	5,562	5,729
52243 Travel & Training	68,679	282	613	2,000	2,060	2,121
52244 Utilities	15,932	16,610	17,593	10,000	10,300	10,609
52246 Sewer Treatment	201,748	336,014	327,158	328,600	360,605	374,860
Total Services & Supplies	359,768	407,530	393,186	394,960	426,725	443,320
FIXED ASSETS						
53300 Equipment					30,000	
Total Fixed Assets	0	0	0	0	30,000	0
OTHER						
54500 Depreciation	5,435	75,871	77,876	55,906	77,876	77,876
Total Fixed Assets	5,435	75,871	77,876	55,906	77,876	77,876
EXPENDITURE TRANSFERS						
54250 Indirect Costs	205,511	287,243	305,653	332,702	289,370	320,340
Total Expenditure Transfers	205,511	287,243	305,653	332,702	289,370	320,340
TOTAL BUDGET	816,244	1,028,772	1,059,167	1,109,914	1,137,026	1,177,116

4030 -- Sewer

Mission Statement

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

Program Description

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

- Municipal sanitary sewer system maintenance and operations

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Compile and digitize all available City Sewer Standards so they can be easily tracked and maintained by June 30, 2008 (City Council Goals #1, 2, 3, 10).
- Provide refresher training to all members of O & M crew for operating and maintaining all Sewer Lift Stations by June 30, 2008 (City Council Goal#3).
- Complete Legal Authority, Measures and Activities, and Design and Construction Standards elements of Sanitary Sewer Management Plan and submit certification to Regional Board by August 31, 2007 (City Council Goal #1).

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

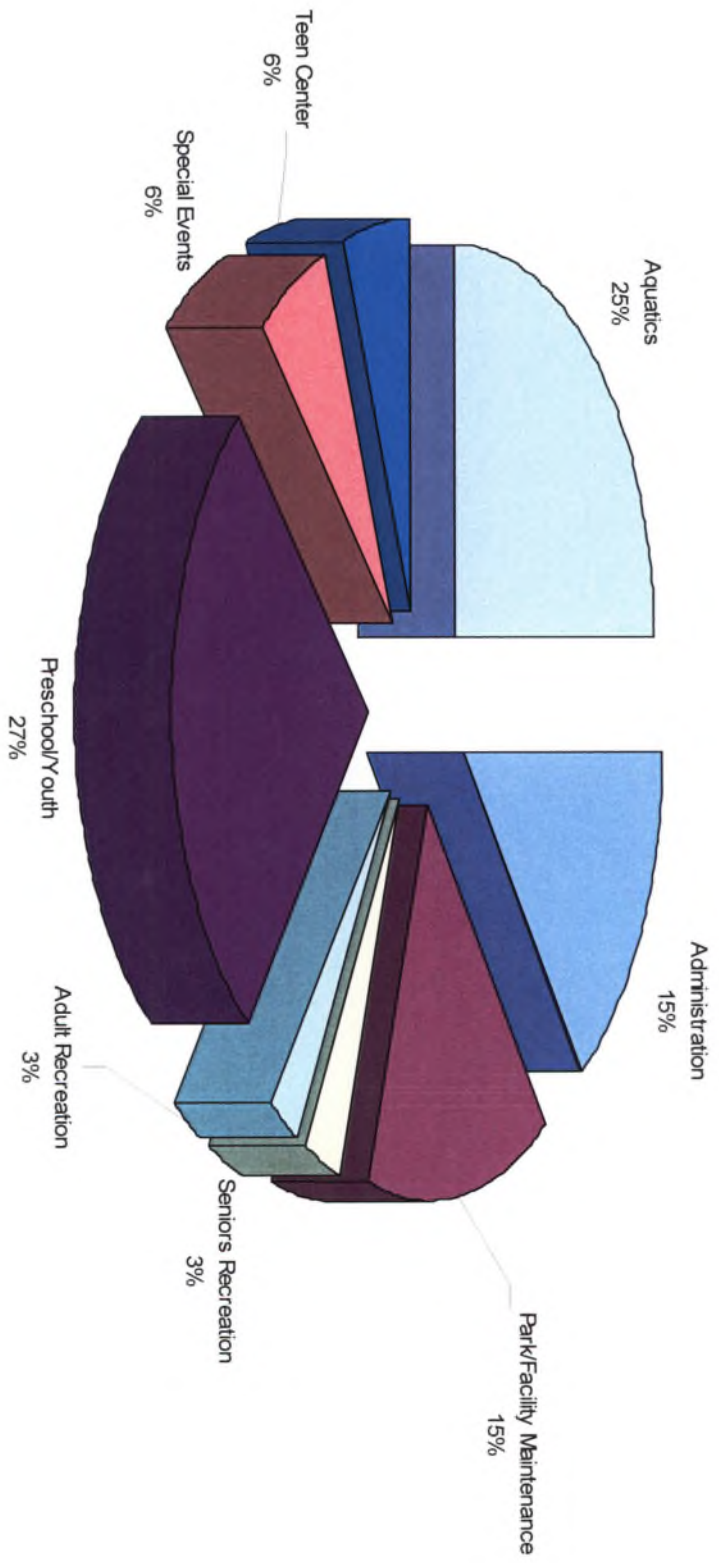
- Incorporate all digitized City Sewer Standards into the City Website for easy reference and distribution to city staff, contractors, consultants, and the public by June 30, 2009 (City Council Goals #1, 2, 3, 10).
- Provide refresher training to all members of O & M crew for operating and maintaining all Sewer Lift Stations by June 30, 2009 (City Council Goal#3).
- Complete Capacity Management, Monitoring, Measurement, and Program Modifications, and Audits elements of Sanitary Sewer Management Plan and submit to Regional Board by August 31, 2008 (City Council Goal #1).

Performance Measures

	2004/2005 <u>Actual</u>	2005/2006 <u>Actual</u>	2006/2007 <u>Goal</u>	2007/08 <u>Goal</u>	2008/09 <u>Goal</u>
<u>Workload Measure</u>					
Number of sewer blockages cleared			40		
Number of hours for landscape maintenance			600 man hours		
Number of hours for sanitary sewer & storm drain line cleaning, including catch basins and rodent control			600 man hours		
<u>Effectiveness Measure</u>					
<u>Efficiency Measure</u>					
Percentage of sewer blockages cleared within 4 hours of notification.	100	100	70	70	70
Percentage of sewer blockages cleared within 12 hours of notification.	100	100	100	100	100
<u>Productivity Measure</u>					

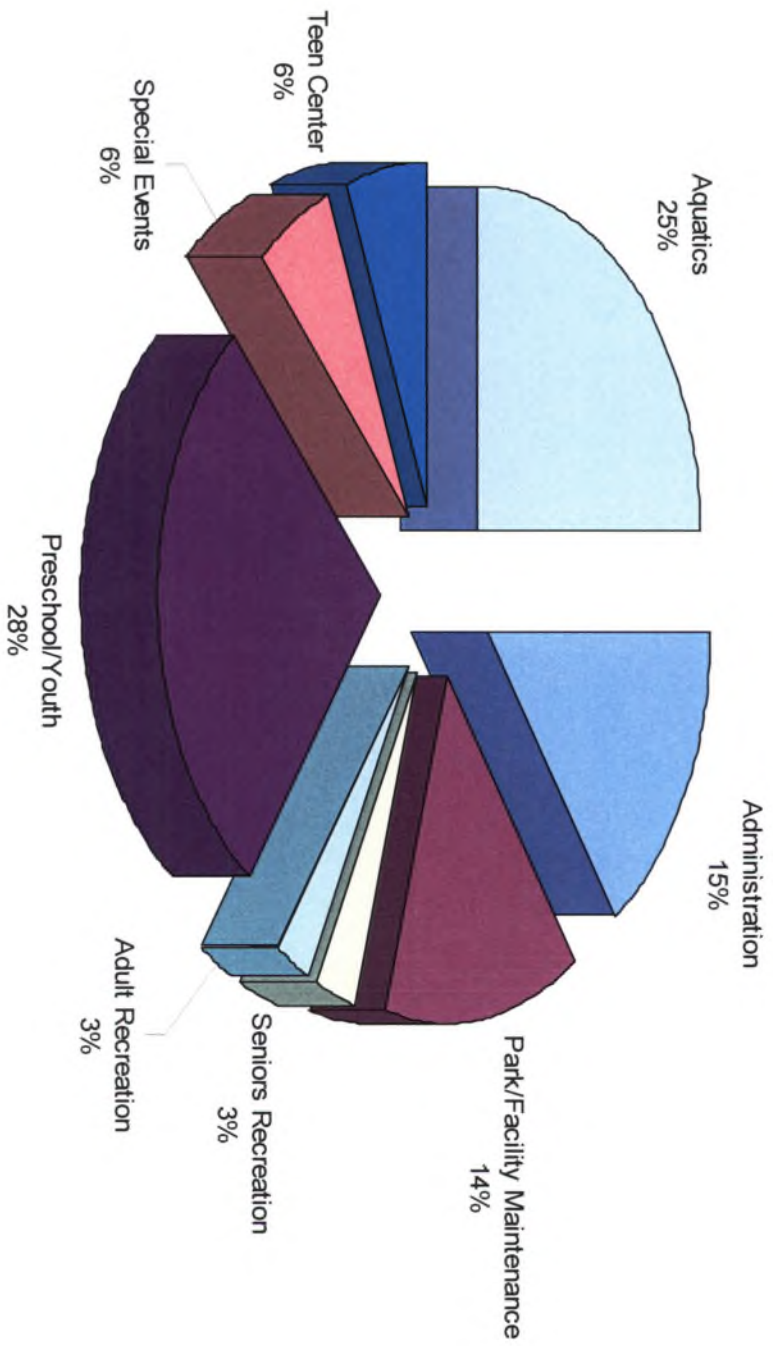
THIS PAGE INTENTIONALLY LEFT BLANK

Total Parks and Recreation Budget Total 2007/08



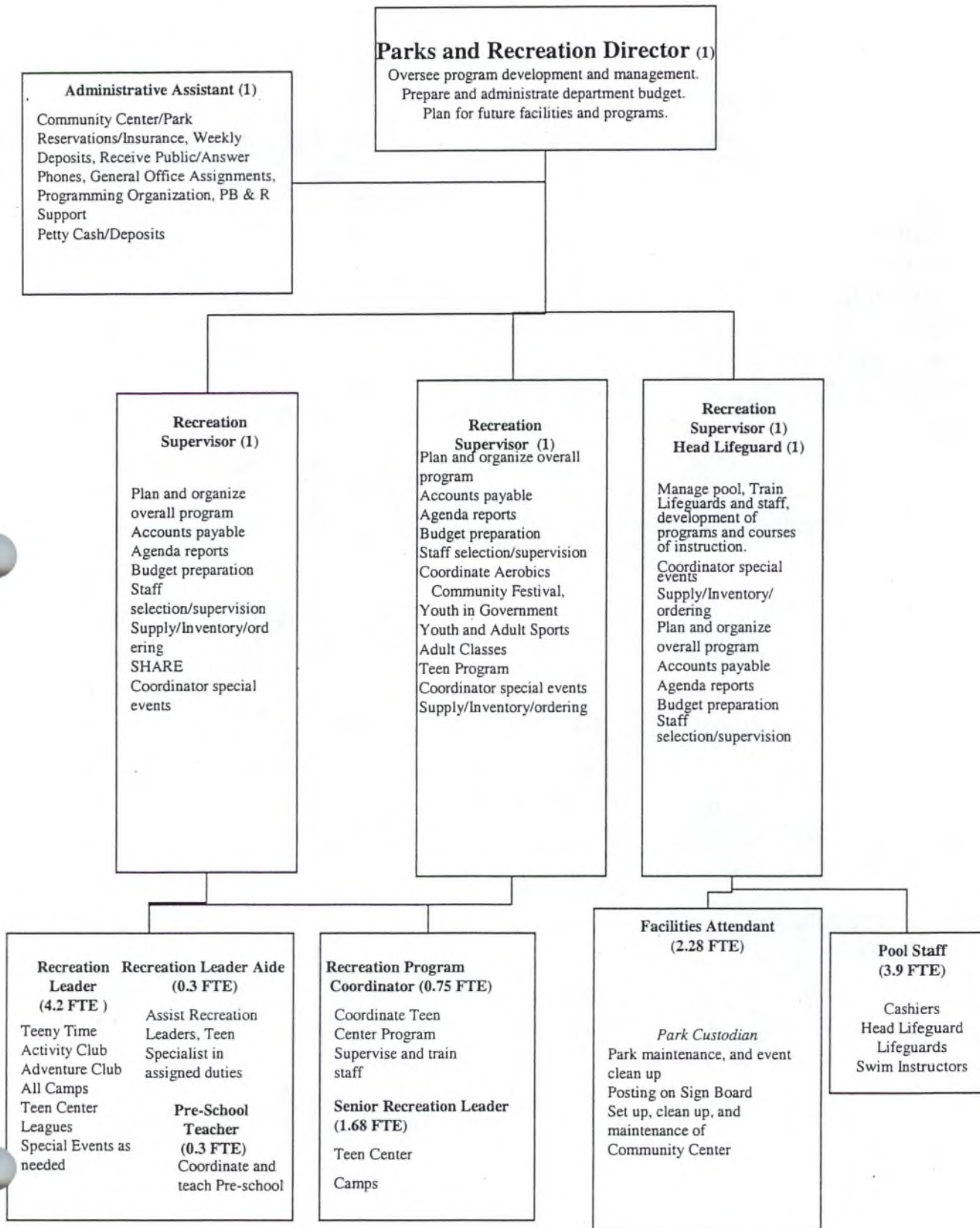
THIS PAGE INTENTIONALLY LEFT BLANK

**Total Parks and Recreation Budget
FY 2008/09**



THIS PAGE INTENTIONALLY LEFT BLANK

Parks and Recreation Department



**Summary of Departmental Budget
2007/2009
Parks and Recreation Department**

	Number of Positions	Annual Salary FY 2007/08	Annual Benefits FY 2007/08	Number of positions	Annual Salary FY 2008/09	Annual Benefits FY 2008/09
Parks and Recreation Director	1	146,370	53,370	1	162,098	53,139
Recreation Supervisor	3	242,077	71,675	3	258,555	87,489
Administrative Assistant	1	63,663	14,791	1	65,890	18,253
Office Assistance	0.09	3,157	241	.09	3,267	250
Teen Coordinator	.75	25,587	13,619	.75	26,482	15,751
Facility Attendants	2.28	74,117	5,709	2.28	78,239	5,909
Senior Recreation Leader	1.68	52,336	4,004	1.68	54,168	4,144
Recreation Leader	4.18	108,875	8,182	4.18	111,157	8,579
Recreation Leader Aide	0.29	5,774	442	0.29	5,977	457
Preschool Teacher	0.3	9,568	732	0.3	9,903	758
Van Driver	0.1	3,562	273	0.1	3,687	282
Lifeguard	1.02	27,664	2,116	1.02	28,632	2,190
Swim Instructor	1.35	39,582	3,028	1.35	40,967	3,134
Cashier	0.75	17,398	1,331	0.75	18,007	1,377
Head Lifeguard (part-time)	0.75	26,751	2,046	0.75	27,686	2,118
Head-Lifeguard/Special Projects (Full-time)	1	34,930	12,357	1	37,961	14,911
Park and Recreation Commissioners	5	6,000	459	5	6,000	459
Overtime		<u>2,000</u>	<u>0</u>		<u>2,000</u>	<u>0</u>
Total Salaries and Benefits		889,411	194,484		940,676	219,309

Department/Division: TOTAL PARKS AND RECREATION ALL DEPARTMENTAL BUDGET		Parks and Recreation Fund				
		Fund 550				
Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Adopted Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	379,703	392,300	408,649	434,530	487,042	524,505
51201 Part-time Salaries	319,779	333,071	369,225	402,921	400,369	414,172
51301 Overtime	870	574	2,578	900	2,000	2,000
51302 Holiday Pay						
Total Salaries	700,353	725,946	780,451	838,351	889,411	940,676
BENEFITS						
51502 City Pers Contribution	28,625	49,052	65,960	44,897	48,695	74,378
51503 Employee Paid Pers Contribution	0	0	0	10,002	10,246	0
51506 Life Insurance	1,721	1,797	1,754	1,938	2,152	2,181
51507 Medicare Tax	10,269	10,628	11,390	12,143	12,867	13,611
51508 Social Security Tax	11,524	12,986	14,992	23,630	23,236	24,037
51509 Flexible Benefits	29,527	39,186	43,296	56,560	73,352	80,688
51511 Long-Term Disability	2,865	2,973	2,916	3,538	3,965	4,269
51602 Dental Insurance	5,881	5,710	5,513	6,555	7,695	7,695
51603 Vision Insurance	1,332	2,110	2,037	1,725	2,985	3,135
51605 Employee Assistance Program	542	540	546	556	770	797
51704 Auto Allowance	3,628	3,614	3,614	3,600	3,600	3,600
51705 Housing Allowance	3,023	3,011	3,011	3,000	3,000	3,000
51706 Phone Allowance	1,511	1,657	1,927	2,640	1,920	1,920
Total Benefits	100,450	133,265	156,955	170,784	194,484	219,309
INSURANCE						
51800 Liability Insurance	23,835	28,002	30,473	31,511	37,569	40,400
51810 Worker's Compensation	19,823	23,563	26,211	26,825	32,224	34,652
Total Insurance	43,658	51,564	56,684	58,336	69,792	75,052
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,037	783	988	1,400	1,950	2,050
52221 Communications	4,301	2,264	2,193	5,200	4,890	5,000
52231 Equipment Maintenance	9,262	2,678	7,510	5,245	4,845	5,045
52232 Maint. Structures/Improvement.Grounds	34,565	18,641	38,231	20,900	21,100	21,650
52233 Memberships	1,070	1,267	1,105	1,565	1,615	1,670
52234 Office Expense	36,777	29,104	41,497	45,150	46,360	47,490
52235 Professional Services	96,684	86,182	108,870	131,820	140,815	147,400
52236 Equipment Rental	16,826	12,908	19,227	18,300	18,750	19,100
52240 Rental-Real Property		125				
52241 Special Department Expense	110,255	110,467	125,064	114,350	135,100	136,400
52242 Small Tools & Supplies	4,185	6,513	3,652	5,550	9,050	5,850
52243 Travel & Training	4,610	3,425	4,362	5,989	6,494	5,944
52244 Utilities	127,523	114,697	158,390	146,650	150,230	153,840
Total Services & Supplies	447,096	389,054	509,089	502,119	541,199	551,439
FIXED ASSETS						
53100 Improvements	1,103	1,800	306	30,000	21,000	5,000
53300 Equipment	5,201	39,657	8,091	13,400	3,900	3,900
Total Fixed Assets	6,304	41,457	8,397	43,400	24,900	8,900
OTHER						
54500 Depreciation	3,754	136,491	138,078	69,537	138,077	138,077
56200 Loans						
52900 Contributions	113,762	118,740	117,899	117,395	121,650	125,300
Total Other	117,516	255,231	255,977	186,932	259,727	263,377
EXPENDITURE TRANSFERS						
54250 Indirect Costs	207,275	198,869	206,652	219,971	296,431	334,702
Total Expenditure Transfers	207,275	198,869	206,652	219,971	296,431	334,702
TOTAL BUDGET	1,622,651	1,795,386	1,974,206	2,019,893	2,275,944	2,393,456

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 5001 Recreation-Administration Parks and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	253,489	187,434	198,986	205,046	220,512	239,377
51201 Part-time Salaries	5,865	10,463	11,069	9,696	9,157	9,267
51301 Overtime	(16)	0	65	200	1,000	1,000
Total Salaries	259,339	197,897	210,120	214,942	230,669	249,644
BENEFITS						
51502 City Pers Contribution	13,979	17,945	24,624	20,174	20,946	32,313
51503 Employee Paid Pers Contribution				10,002	10,246	0
51506 Life Insurance	1,090	716	698	741	805	822
51507 Medicare Tax	3,863	2,955	3,149	3,114	3,330	3,605
51508 Social Security Tax	267	548	550	601	568	575
51509 Flexible Benefits	21,803	14,752	16,498	19,825	23,717	26,088
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	1,915	1,348	1,306	1,669	1,795	1,949
51602 Dental Insurance	3,449	2,263	2,189	2,280	2,622	2,622
51603 Vision Insurance	802	836	809	600	1,017	1,068
51605 Employee Assistance Program	326	214	217	222	262	271
51704 Auto Allowance	3,628	3,614	3,614	3,600	3,600	3,600
51705 Housing Allowance	3,023	3,011	3,011	3,000	3,000	3,000
51706 Phone Allowance	1,088	658	662	660	660	660
Total Benefits	55,231	48,861	57,327	66,488	72,569	76,574
INSURANCE						
51800 Liability Insurance	8,436	7,355	7,931	8,080	9,723	10,890
51810 Worker's Compensation	7,180	6,189	6,822	6,879	8,340	9,341
Total Insurance	15,616	13,545	14,753	14,959	18,063	20,231
SERVICES AND SUPPLIES						
52221 Communications	112	0	0	0		
52231 Equipment Maintenance	4,724	80	0	2,045	2,045	2,045
52232 Maintenance Structures	110	0	0	0		
52233 Memberships	1,070	980	1,005	1,430	1,465	1,520
52234 Office Expense	5,589	4,464	5,506	5,000	5,000	5,000
52235 Professional Services	5,245	6,923	5,352	12,300	5,600	5,900
52240 Rental-Real Property	0	0	0	0		
52241 Special Department Expense	978	795	2,188	1,950	2,000	2,050
52242 Small Tools & Supplies	0	132	80	300	300	300
52243 Travel & Training	4,428	3,326	4,174	5,064	5,444	5,144
52244 Utilities	0	0	0	0		
Total Services & Supplies	22,256	16,701	18,305	28,089	21,854	21,959
OTHER						
54500 Depreciation	1,000	638	339	18,181	339	339
Total Other	1,000	638	339	18,181	339	339
FIXED ASSETS						
53300 Equipment	0	0	0	0		
Total Fixed Assets	0	0	0	0	0	0
TOTAL BUDGET	353,442	277,641	300,844	342,659	343,493	368,747

5001 – PARKS AND RECREATION – ADMINISTRATION

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008:

- Develop Strategic Business Action Plan by Dec. 31, 2007 (CC Goals #1, 4, 6, 10, 14, 15).
- Develop and Implement Neighborhood Party Workshops by June 30, 2008 (CC Goals #14, 15, 16).
- Using the results of the Parks & Recreation survey, consider other options to encourage on-line registration for classes and programs by March 31, 2008 (CC Goals #1, 4, 15)

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009.

- Review Policy and Procedure manuals for each program area by December 31, 2008 (CC Goals #1, 6, 12)

Performance Measures

	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009
	<u>Actual</u>	<u>Actual</u>	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>
<u>Workload Measure</u>					
Number of new special-interest class offerings within this fiscal year.	12	15	15	15	15

Number of monthly staff presentations about programs and offerings by each division (aquatics, teens, seniors, adult sports, etc.) to a community group or organization.	8	15	10	5	5
Number of safety incidents at City recreation facilities.	0	0	0	0	0
<u>Effectiveness Measure</u>					
Percentage of all Brisbane households participating in a recreation class, program, or special event.	90	90	90	90	90
Percentage of participants satisfied in recreation classes and activities.	95	95	95	95	95
Percentage of public satisfied with Recreation staff assistance and attitude.	95	95	95	95	95
Percentage of contact with general public, residents, and businesses, for all City-sponsored events and activities.	90	90	90	80	80
Number of employee participants in City-sponsored recreation programs and activities from Brisbane-based businesses.	40	50	50	50	50
Percentage of public satisfaction with appearance and conditions of City recreation facilities.	95	98	98	95	95
<u>Efficiency Measure</u>					
<u>Productivity Measure</u>					

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 5002 Recreation-Parks & Facility Operations Parks and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries		894	33			
51201 Part-time Salaries	60,972	64,354	79,791	68,998	70,723	73,198
51301 Overtime	175	10	1,154			
Total Salaries	61,147	65,258	79,791	68,998	70,723	73,198
BENEFITS						
51502 City Pers Contribution	1,583	2,978	5,132	0		
51506 Life Insurance	(1)	0	0	0		
51507 Medicare Tax	887	947	1,174	1,000	1,025	1,061
51508 Social Security Tax	1,986	2,108	2,409	4,278	4,385	4,538
51509 Flexible Benefits	(27)	0	0	0		
51510 Retiree Health	0	0	0	0		
51511 Long-Term Disability	(1)	0	0	0		
51602 Dental Insurance	(5)	0	0	0		
51603 Vision Insurance	(2)	0	0	0		
51605 Employee Assistance Program	(0)	0	0	0		
51704 Auto Allowance	0	0	0	0		
51705 Housing Allowance	0	0	0	0		
51706 Phone Allowance	0	0	0	0		
Total Benefits	4,419	6,033	8,715	5,278	5,410	5,600
INSURANCE						
51800 Liability Insurance	1,615	2,196	2,547	2,596	2,994	3,206
51810 Worker's Compensation	1,375	1,847	2,190	2,210	2,568	2,750
Total Insurance	2,990	4,043	4,737	4,806	5,562	5,956
SERVICES AND SUPPLIES						
52200 Safety Clothing	0	0	0	400	400	450
52221 Communications	2,316	1,140	1,140	2,200	1,360	1,400
52231 Equipment Maintenance	3,922	2,598	7,413	2,400	2,000	2,200
52232 Maint. Structures/Improvement/Grounds	34,565	18,641	38,231	20,900	21,100	21,650
52233 Memberships	0	187	0	0		
52234 Office Expense	23	0	158	300	300	300
52235 Professional Services	38,974	34,396	37,022	37,900	37,300	40,800
52236 Equipment Rental	5,126	6,900	5,375	3,800	7,200	7,300
52240 Rental-Real Property	0	0	0	0		
52241 Special Department Expense	20	0	75	0		
52242 Small Tools & Supplies	507	890	773	1,000	1,050	1,100
52243 Travel and Training	21	0	0	0		
52244 Utilities	127,523	75,570	119,001	85,650	88,230	90,840
Total Services & Supplies	212,997	140,323	209,188	154,550	158,940	166,040
OTHER						
54500 Depreciation	2,628	28,285	29,007	12,066	29,007	29,007
Total Other	2,628	28,285	29,007	12,066	29,007	29,007
FIXED ASSETS						
53100 Improvements	1,103	1,800	306	30,000	21,000	5,000
53300 Equipment	2,900	39,553	6,320	1,900	1,900	1,900
Total Fixed Assets	4,003	41,353	6,626	31,900	22,900	6,900
EXPENDITURE TRANSFERS						
54250 Indirect Costs	46,902	45,402	34,021	36,994	48,253	52,295
Total Expenditure Transfers	46,902	45,402	34,021	36,994	48,253	52,295
TOTAL BUDGET	335,086	330,696	373,271	314,592	340,796	338,996

5002 PARKS AND RECREATION—PARKS & FACILITIES OPERATIONS

Mission Statement

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

Program Description

This program is responsible for the coordinated general maintenance of:

- | | |
|--|--|
| 1 - Community Park | 9 - Teen Center |
| 2 - 4 Solano Street building and playground | 10 - Modular building and Office space at Brisbane Elementary School |
| 3 - Sunrise Senior Activity Room | 11 - Park Lane Skatepark & Basketball Courts |
| 4 - Firth Park | 12 - Quarry Road Park |
| 5 - Community Center | 13 - Crocker Park Recreational Trail |
| 6 - Mission Blue Park | |
| 7 - Community Swimming Pool | |
| 8 - Ballfields at Lipman and Brisbane Elementary schools | |

Department Objectives for 2007/2008:

- Complete assessment, design and renovation of children's play areas at Community Park and Solano Street Playground by September 30, 2007 (CC Goals #1, 2, 3, 6, 14, 15, 16).
- Evaluate condition of Crocker Park Recreational Trail and make recommendations accordingly by December 31, 2007 (CC Goals 1, 2, 3, 5, 6, 8, 14, 15).
- Monitor use of Community Park during weekends to identify non-permitted picnickers and/or Jump House users by September 30, 2007 (CC Goals #1, 2, 6, 14, 16).
- Evaluate condition of B.E.S. Modular and make improvements as required by December 31, 2007 (CC Goals #1, 2, 3, 6, 9, 13)

Department Objectives for 2008/2009:

- Assess Community Center space usage in anticipation of City Hall renovation and City Council Chambers project completion by July 31, 2008 (CC Goals #1, 2, 6, 15)

- Evaluate cost feasibility of replacing existing Lipman field turf with artificial turf by September 30, 2008 (CC Goals #1, 2, 3, 6, 14, 15, 16)
- Evaluate replacement of Teen Center storage facility by December 31, 2008 (CC Goals #1, 2, 3, 6, 9, 14, 16)

Performance Measures

	2006/2007	2007/2008	2008/2009
	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>

Workload Measures

Number of days Mission Blue Rented

Number of days Community Center Rented

Effectiveness Measures

Percent of available time Mission Blue Rented

Percent of available time Community Center Rented

Number of people renting Mission Blue from Here Comes the Guide

Efficiency Measures

Productivity Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 5003 Recreation-Youth Activities

Parks and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	54	109,276	117,759	132,641	139,924	150,824
51201 Part-time Salaries	100,554	91,710	108,161	130,911	134,184	138,880
51301 Overtime	66	152	60	0	0	0
Total Salaries	100,674	201,138	225,980	263,552	274,108	289,704
BENEFITS						
51502 City Pers Contribution	3,231	13,651	18,856	13,051	13,291	20,360
51506 Life Insurance	(14)	572	601	695	709	709
51507 Medicare Tax	1,460	2,925	3,239	3,822	3,975	4,201
51508 Social Security Tax	2,589	3,558	4,517	8,116	8,319	8,611
51509 Flexible Benefits	130	15,904	19,461	23,719	26,091	28,700
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	(22)	860	894	1,080	1,139	1,228
51602 Dental Insurance	0	1,835	1,863	1,995	1,995	1,995
51603 Vision Insurance	(19)	678	688	525	774	813
51605 Employee Assistance Program	(4)	173	184	195	200	207
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	0	475	730	1,155	735	735
Total Benefits	7,350	40,632	51,035	54,353	57,227	67,556
INSURANCE						
51800 Liability Insurance	3,329	8,705	9,583	9,917	11,604	12,688
51810 Worker's Compensation	2,834	7,324	8,244	8,442	9,953	10,883
Total Insurance	6,163	16,029	17,827	18,359	21,558	23,572
SERVICES AND SUPPLIES						
52200 Safety Clothing					500	500
52221 Communications	60	0	0	100	100	100
52231 Equipment Maintenance	0	0	0	0		
52232 Maint. Structures/Improvement.Grounds	0	0	0	0		
52234 Office Expense	1,534	1,824	605	300	400	400
52235 Professional Services	16,585	12,774	26,117	28,400	33,100	33,800
52236 Equipment Rental	11,699	6,008	13,851	14,000	11,050	11,300
52240 Rent-Real Property	0	0	0	0		
52241 Special Department Expense	27,228	29,646	35,003	30,600	31,650	32,750
52242 Small Tools & Supplies	0	59	362	500	500	500
52243 Travel & Training	0	0	117	0		
52244 Utilities	0	0	0	0		
Total Services & Supplies	57,105	50,312	76,056	73,900	77,300	79,350
OTHER						
52900 Contributions	95,762	100,740	99,899	97,395	101,250	104,900
Total Other	95,762	100,740	99,899	97,395	101,250	104,900
OTHER						
54500 Depreciation		3,972	3,972		3,972	3,972
Total Other	0	3,972	3,972	0	3,972	3,972
FIXED ASSETS						
53300 Equipment		0	0			
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
54250 Indirect Costs	47,169	49,153	65,699	74,365	101,115	116,336
Total Expenditure Transfers	47,169	49,153	65,699	74,365	101,115	116,336
TOTAL BUDGET	314,223	461,976	540,468	581,924	636,530	685,391

5003 PARKS AND RECREATION—YOUTH ACTIVITIES

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Increase number of Lipman sports teams and overall number of participants by June 30, 2008 (CC Goals 6, 15, 16).
- Assess need for before-school recreation care program at Brisbane Elementary School by September 30, 2007 (CC Goals 1, 4, 6, 14, 16).
- Assess cost for transportation use for seasonal camps and consider less costly options by December 31, 2007 (CC Goals 1).
- Evaluate feasibility of adding second modular unit at Brisbane Elementary School by December 31, 2007 (CC Goals #1, 2, 4, 6, 14, 15, 16).
- Review recent Parks & Recreation survey and consider existing program changes and new program additions by September 30, 2007 (CC Goals # 1, 6, 15, 16)
- Develop a physical activity and nutrition component for all youth program areas by June 30, 2008 (CC Goals #1, 6, 12, 14, 16)

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

Performance Measures

2006/2007
Goal

2007/2008
Goal

2008/2009
Goal

Workload Measures

*Number of classes
offered*

*Number of after
school participants*

*Number of summer
camp participants*

*Number of school
break camp
participants*

*Number of class
participants*

Effectiveness

Measures

Efficiency Measures

Productivity

Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 5004 Recreation-Adult Activities Parks and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	0		0	0		
51201 Part-time Salaries	1,365	1,131	84	3,647	3,289	3,404
51301 Overtime	0		0	0	0	0
Total Salaries	1,365	1,131	84	3,647	3,289	3,404
BENEFITS						
51502 City Pers Contribution	2	80	0	0		
51506 Life Insurance	0	0	0	0		
51507 Medicare Tax	20	16	1	53	48	49
51508 Social Security Tax	82	18	5	226	204	211
51509 Flexible Benefits	0	0	0	0		
51510 Retiree Health	0	0	0	0		
51511 Long-Term Disability	0	0	0	0		
51602 Dental Insurance	0	0	0	0		
51603 Vision Insurance	0	0	0	0		
51605 Employee Assistance Program	0	0	0	0		
51704 Auto Allowance	0	0	0	0		
51705 Housing Allowance	0	0	0	0		
51706 Phone Allowance	0	0	0	0		
Total Benefits	104	114	6	279	252	260
INSURANCE						
51800 Liability Insurance	194	126	118	137	139	149
51810 Worker's Compensation	165	107	101	117	119	128
Total Insurance	359	233	220	254	259	277
SERVICES AND SUPPLIES						
52233 Memberships	0	100	100	100	100	100
52234 Office Expense	11	365	163	450	450	450
52235 Professional Services	17,833	12,275	22,064	30,600	36,415	37,400
52240 Rental-Real Property	0	0	0	0	0	0
52241 Special Department Expense	2,976	2,113	3,451	3,400	3,650	3,750
52242 Small Tools & Supplies	42	0	0	500	500	500
Total Services & Supplies	20,863	14,854	25,778	35,050	41,115	42,200
OTHER						
54500 Depreciation		5,908	5,908		5,908	5,908
Total Other	0	5,908	5,908	0	5,908	5,908
EXPENDITURE TRANSFERS						
54250 Indirect Costs	22,007	19,084	15,620	4,733	7,504	8,524
Total Expenditure Transfers	22,007	19,084	15,620	4,733	7,504	8,524
TOTAL BUDGET	44,698	41,323	47,616	43,963	58,326	60,574

5004 PARKS AND RECREATION—ADULT ACTIVITIES

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

- 1 – Review results of Parks & Recreation survey and consider program implementation by December 31, 2007 (CC Goals 1, 4, 6, 14, 15, 16).
- 2 – Consider Adult Sports offerings during “off season” time periods to allow more opportunity for the availability of Lipman Gym by June 30, 2008 (CC Goals #1, 6, 14, 15, 16).

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

Performance Measures

	2006/2007	2007/2008	2008/2009
	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>
<u>Workload Measures</u>			
<i>Number of participants in classes</i>			
<i>Number of sport leagues offered</i>			
<u>Effectiveness Measures</u>			
<u>Efficiency Measures</u>			
<u>Productivity Measures</u>			

Department/Division: 5005 Recreation-Senior Citizens Activities

Parks and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	0	682	0	0		
51201 Part-time Salaries	17,236	16,923	19,674	22,562	23,126	23,935
Total Salaries	17,236	17,605	19,674	22,562	23,126	23,935
BENEFITS						
51502 City Pers Contribution	1,404	1,676	2,478	0		
51506 Life Insurance	0	0	0	0		
51507 Medicare Tax	250	255	285	327	335	347
51508 Social Security Tax	3	0	0	1,399	1,434	1,484
51509 Flexible Benefits	0	0	0	0		
51510 Retiree Health	0	0	0	0		
51511 Long-Term Disability	0	0	0	0		
51602 Dental Insurance	0	0	0	0		
51603 Vision Insurance	0	0	0	0		
51605 Employee Assistance Program	0	0	0	0		
51704 Auto Allowance	0	0	0	0		
51705 Housing Allowance	0	0	0	0		
51706 Phone Allowance	0	0	0	0		
Total Benefits	1,657	1,931	2,763	1,726	1,769	1,831
INSURANCE						
51800 Liability Insurance	545	761	832	849	979	1,048
51810 Worker's Compensation	0	641	716	723	840	899
Total Insurance	545	1,402	1,548	1,572	1,819	1,947
SERVICES AND SUPPLIES						
52221 Communications	0	0	0	500	500	500
52231 Equipment Maintenance	0	0	0	0		
52234 Office Expense	0	0	0	0		
52235 Professional Services	2,565	3,784	2,848	4,300	4,500	4,700
52240 Rental-Real Property	0	0	0	0		
52241 Special Department Expense	3,650	3,624	6,557	4,500	4,500	4,500
52242 Small Tools & Supplies	0	0	0	0		
Total Services & Supplies	6,215	7,408	9,404	9,300	9,500	9,700
OTHER						
52900 Contributions	18,000	18,000	18,000	20,000	20,400	20,400
54500 Depreciation						
Total Other	18,000	18,000	18,000	20,000	20,400	20,400
FIXED ASSETS						
53300 Equipment	90	54	0	500	500	500
Total Fixed Assets	90	54	0	500	500	500
EXPENDITURE TRANSFERS						
54250 Indirect Costs	7,715	7,693	7,754	8,794	10,322	11,514
Total Expenditure Transfers	7,715	7,693	7,754	8,794	10,322	11,514
TOTAL BUDGET	51,458	54,093	59,144	64,454	67,435	69,828

5005 – PARKS AND RECREATION—SENIOR CITIZENS ACTIVITIES

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objective is targeted for fiscal year 2007/2008 and is intended to help meet City goals:

- Increase number of programs, special events, and attendance at Senior Sunrise Room by September 30, 2007 (CC Goals 1, 6, 14, 15, 16).
- Coordinate with the Senior Club on their monthly trips and lunches by December 31, 2007 (CC Goals #1, 6, 15)

Department Objectives for 2008/2009:

The following specific objective is targeted for fiscal year 2008/2009 and is intended to help meet City goals:

Performance Measures

	2006/2007	2007/2008	2008/2009
	<u>Goal</u>	<u>Goal</u>	<u>Goal</u>
<u>Workload Measures</u>			
<i>Number of programs offered for seniors</i>			
<i>Number of participants</i>			
<u>Effectiveness Measures</u>			
<u>Efficiency Measures</u>			

Productivity
Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 5006 Recreation-Special Events/Communications Parks and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	0	0	0	0		
51201 Part-time Salaries	1,144	1,752	972	2,852	2,924	3,026
51301 Overtime	0	70	33	0		
Total Salaries	1,144	1,823	1,004	2,852	2,924	3,026
BENEFITS						
51502 City Pers Contribution	48	97	54	0		
51506 Life Insurance	0	0	0	0		
51507 Medicare Tax	17	26	14	41	42	44
51508 Social Security Tax	16	49	35	177	181	188
51509 Flexible Benefits	0	0	0	0		
51510 Retiree Health	0	0	0	0		
51511 Long-Term Disability	0	0	0	0		
51602 Dental Insurance	0	0	0	0		
51603 Vision Insurance	0	0	0	0		
51605 Employee Assistance Program	0	0	0	0		
51704 Auto Allowance	0	0	0	0		
51705 Housing Allowance	0	0	0	0		
51706 Phone Allowance	0	0	0	0		
Total Benefits	81	173	103	218	224	231
INSURANCE						
51800 Liability Insurance	67	118	129	107	124	133
51810 Worker's Compensation	57	99	110	91	106	114
Total Insurance	124	217	239	198	230	246
SERVICES AND SUPPLIES						
52233 Memberships						
52234 Office Expense	26,220	20,284	33,476	35,900	37,000	38,000
52235 Professional Services	10,298	8,280	8,189	9,520	10,100	10,300
52240 Rent-Real Property	0	0	0	0	0	0
52241 Special Department Expense	44,830	48,696	49,926	49,700	65,400	63,950
Total Services & Supplies	81,348	77,260	91,590	95,120	112,500	112,250
FIXED ASSETS						
53100 Improvements						
53300 Equipment				9,500		
Total Fixed Assets				9,500	0	0
EXPENDITURE TRANSFERS						
54250 Indirect Costs	9,104	10,251	11,235	12,242	16,413	18,253
Total Expenditure Transfers	9,104	10,251	11,235	12,242	16,413	18,253
TOTAL BUDGET	91,801	89,724	104,171	120,130	132,290	134,006

5006 PARKS AND RECREATION—SPECIAL EVENTS/CITIZEN COMMUNICATION

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

- Increase scope of publicity for Special Events to capture more of the business community's participation by June 30, 2007 (CC Goals 1, 4, 6, 14, 15, 16).
- With community input, enhance holiday decorations at Community Park by October 31, 2007 (CC Goals #1, 2, 6, 14, 15, 16)
- Integrate and re-establish the Brisbane Derby as part of the Community Festival by October 6, 2007 (CC Goals #1, 6, 14, 15, 16)

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

Performance Measures

2006/2007	2007/2008	2008/2009
<u>Goal</u>	<u>Goal</u>	<u>Goal</u>

Workload Measures

Number of special events held

Number of participants

Number of posters made

Effectiveness Measures

Number of businesses participating in special events

Efficiency Measures

Number of hours needed to produce posters

Productivity Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 5007 Recreation-Teen Center

Parks and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/ City Manager Recommended
SALARIES						
51101 Salaries	50,542	24,105	16,509	17,899	18,884	21,546
51201 Part-time Salaries	17,271	28,132	27,113	39,918	45,571	47,166
51301 Overtime	22	7	0	0		
Total Salaries	67,835	52,244	43,622	57,817	64,455	68,712
BENEFITS						
51502 City Pers Contribution	2,930	3,197	2,624	3,905	4,224	6,483
51506 Life Insurance	269	132	86	97	101	101
51507 Medicare Tax	987	759	634	838	935	996
51508 Social Security Tax	875	1,153	1,396	1,124	1,239	1,282
51509 Flexible Benefits	3,618	4,184	2,544	7,231	12,727	14,000
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	406	199	138	146	154	175
51602 Dental Insurance	1,150	467	314	1,140	1,140	1,140
51603 Vision Insurance	267	173	116	300	442	464
51605 Employee Assistance Program	109	44	31	28	114	118
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	0	103	113	165	105	105
Total Benefits	10,610	10,411	7,996	14,974	21,181	24,866
INSURANCE						
51800 Liability Insurance	2,367	1,759	1,916	2,176	2,729	3,009
51810 Worker's Compensation	2,015	1,481	1,648	1,852	2,340	2,581
Total Insurance	4,382	3,240	3,564	4,028	5,069	5,591
SERVICES AND SUPPLIES						
52221 Communications	0	0	0	600	1,080	1,100
52231 Equipment Maintenance	0	0	97	800	800	800
52232 Maint. Structures/Improvement.Grounds	0	0	0	0	0	0
52233 Memberships	0	0	0	0	0	0
52234 Office Expense	962	798	403	1,200	1,160	1,190
52235 Professional Services	2,152	2,218	2,306	2,500	2,700	2,900
52236 Equipment Rental	0	0	0	500	500	500
52241 Special Department Expense	3,753	2,275	3,763	4,900	4,400	4,900
52242 Small Tools & Supplies	85	56	26	250	250	250
52243 Travel & Training	20	55	0	225	350	100
52244 Utilities	0	0	0	0	0	0
Total Services & Supplies	6,972	5,402	6,595	10,975	11,240	11,740
OTHER						
54500 Depreciation	0	2,372	2,372	0	2,372	2,372
Total Other	0	2,372	2,372	0	2,372	2,372
FIXED ASSETS						
53100 Improvements	0	0	0	0		
53300 Equipment	2,211	50	1,771	1,500	1,500	1,500
Total Fixed Assets	2,211	50	1,771	1,500	1,500	1,500
EXPENDITURE TRANSFERS						
54250 Indirect Costs	14,862	9,318	10,558	12,004	21,001	24,395
Total Expenditure Transfers	14,862	9,318	10,558	12,004	21,001	24,395
TOTAL BUDGET	106,871	83,038	76,478	101,298	126,819	139,176

5007 – PARKS AND RECREATION – TEEN CENTER AND PROGRAMS

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City goals:

- Youth Advisory Committee develop and lead a session at biannual “YAC – attack” program by June 30, 2008 (CC Goals #6, 14, 16).
- Youth Advisory Committee develop and implement healthy food and snack offerings to Teen Program participants by December 31, 2007 (CC Goals #1, 2, 6, 14, 15, 16).
- Create opportunities for Youth Advisory Committee to interact with City Council and Parks, Beaches and Recreation Commission by December 31, 2007 (CC Goals #1, 6, 15, 16)
- Promote volunteer teen involvement with Food Donation Program by March 31, 2008 (CC Goals #1, 6, 1, 15, 16)

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City goals:

Performance Measures

2006/2007	2007/2008	2008/2009
<u>Goal</u>	<u>Goal</u>	<u>Goal</u>

Workload Measures

Number of events held

Number of drop-ins at Teen Center

Effectiveness Measures

Efficiency Measures
Productivity Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 5008 Recreation-Aquatics

Parks and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	75,618	69,909	75,364	78,944	107,722	112,758
51201 Part-time Salaries	115,373	118,606	122,360	124,337	111,396	115,294
51301 Overtime	624	336	1,265	700	1,000	1,000
Total Salaries	191,614	188,851	198,990	203,981	220,118	229,052
BENEFITS						
51502 City Pers Contribution	5,448	9,427	12,192	7,767	10,233	15,221
51506 Life Insurance	378	377	369	405	537	548
51507 Medicare Tax	2,786	2,745	2,893	2,948	3,177	3,307
51508 Social Security Tax	5,705	5,552	6,082	7,709	6,907	7,148
51509 Flexible Benefits	4,003	4,345	4,791	5,785	10,818	11,900
51510 Retiree Health	0	0	0	0	0	0
51511 Long-Term Disability	568	567	577	643	877	918
51602 Dental Insurance	1,287	1,144	1,148	1,140	1,938	1,938
51603 Vision Insurance	284	423	424	300	752	789
51605 Employee Assistance Program	113	108	114	111	194	201
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	0	0	0	0	0	0
51706 Phone Allowance	423	422	422	660	420	420
Total Benefits	20,997	25,109	29,011	27,468	35,852	42,390
INSURANCE						
51800 Liability Insurance	7,282	6,981	7,417	7,649	9,276	9,276
51810 Worker's Compensation	6,197	5,874	6,379	6,511	7,957	7,957
Total Insurance	13,479	12,856	13,796	14,160	17,233	17,233
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,037	783	988	1,000	1,050	1,100
52221 Communications	1,814	1,124	1,053	1,800	1,850	1,900
52231 Equipment Maintenance	616	0	0	0	0	0
52232 Maint. Structures/Improvement Grounds	0	0	0	0	0	0
52233 Memberships	0	0	0	35	50	50
52234 Office Expense	2,438	1,368	1,187	2,000	2,050	2,150
52235 Professional Services	3,033	5,532	4,972	6,300	11,100	11,600
52236 Equipment Rental	0	0	0	0	0	0
52240 Rental of Real Property	0	125	0	0	0	0
52241 Special Department Expense	26,820	23,317	24,101	19,300	23,500	24,500
52242 Small Tools & Supplies	3,551	5,376	2,411	3,000	6,450	3,200
52243 Travel & Training	141	44	71	700	700	700
52244 Utilities	0	39,127	37,389	61,000	62,000	63,000
Total Services & Supplies	39,450	76,796	72,172	95,135	108,750	108,200
OTHER						
54500 Depreciation	126	95,316	96,479	39,290	96,479	96,479
Total Other	126	95,316	96,479	39,290	96,479	96,479
FIXED ASSETS						
53300 Equipment		0	0	0		
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
54250 Indirect Costs	59,516	57,968	61,765	70,839	91,824	103,385
Total Expenditure Transfers	59,516	57,968	61,765	70,839	91,824	103,385
TOTAL BUDGET	325,182	456,896	472,213	450,873	570,255	596,739

5008 – PARK AND RECREATION – AQUATICS

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

- Assess possibility of increasing Lap Swim weekend hours to increase revenue by September 30, 2007 (CC Goals 1, 4, 6, 14, 15).
- Expand Adult Swim Camp to include youth by December 31, 2007 (CC Goals #1, 6, 14, 15, 16)

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

Performance Measures

2006/2007	2007/2008	2008/2009
<u>Goal</u>	<u>Goal</u>	<u>Goal</u>

Workload Measures

Number of Monthly

Pass holders

*Number of daily
(adult)*

*Number of daily
(seniors/children)*

*Number of punch
passes sold*

*Number of
participants in swim
classes*

*Number of hours
pool is open*

Effectiveness

Measures

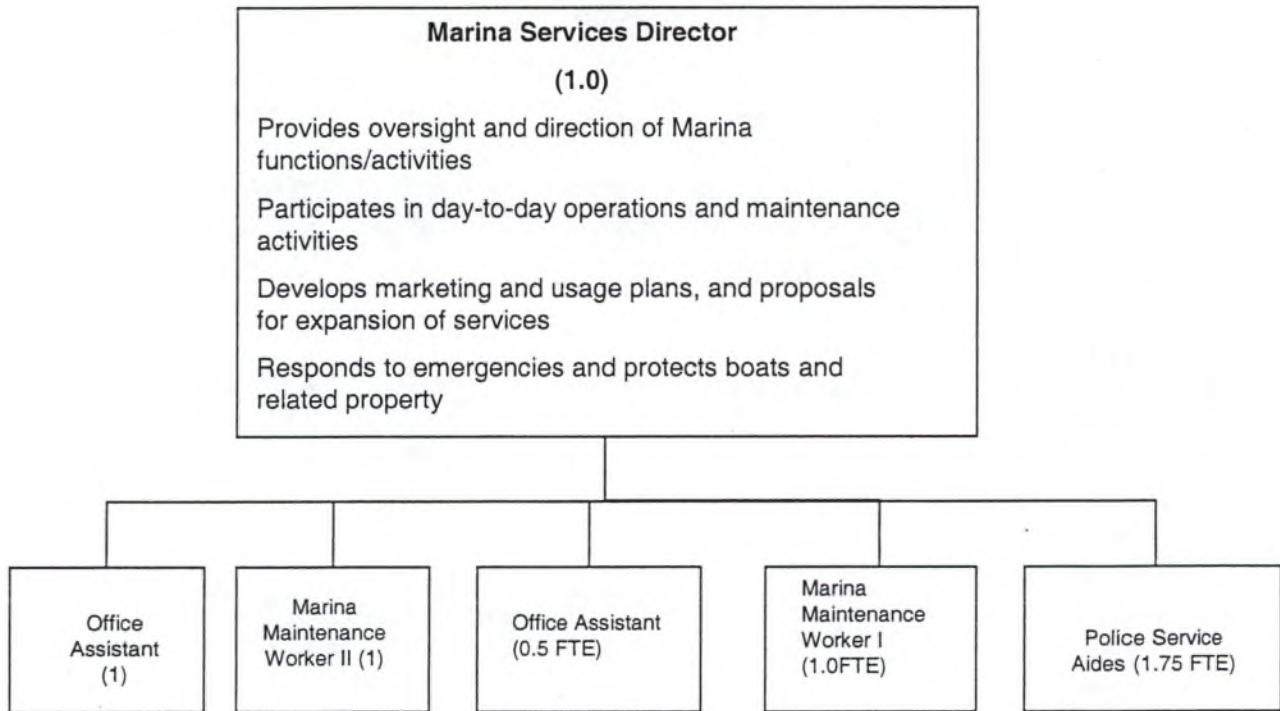
Efficiency Measures

Productivity

Measures

THIS PAGE INTENTIONALLY LEFT BLANK

Marina



**Summary of Departmental Budget
2007/2009
Marina**

	Number of Positions	Annual Salary FY 2007/08	Annual Benefits FY 2007/08	Number of Positions	Annual Salary FY 2008/09	Annual Benefits FY 2008/09
Director of Marina Services	1	95,242	33,355	1	105,476	32,774
Office Assistant	1	50,970	13,229	1	52,754	16,111
Office Assistant	0.5	21,912	1,676	0.5	22,680	1,735
Marina Maintenance Worker II	1.0	61,230	21,957	1.0	63,373	26,054
Police Service Aides	1.75	51,033	3,904	1.75	52,819	4,041
Marina Maintenance Worker I	1.0	52,294	4,000	1.0	54,124	4,140
Overtime		<u>1,000</u>			<u>1,000</u>	
Total Salaries and Benefits		333,681	78,121		352,226	84,855

Department/Division: 5040 Marina

Parks and Recreation Fund
Fund 550

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51101 Salaries	171,598	188,358	210,578	202,496	207,443	221,603
51201 Part-time Salaries	97,542	104,103	83,344	122,185	125,240	129,623
51301 Overtime	98	0	774	1,000	1,000	1,000
51302 Holiday Pay						
Total Salaries	269,239	292,461	294,696	325,681	333,682	352,226
BENEFITS						
51502 City Pers Contribution	11,061	18,673	27,957	22,027	19,705	29,914
51503 Employee Paid Pers Contribution				6,507	6,667	0
51506 Life Insurance	903	948	1,018	996	1,011	1,032
51507 Medicare Tax	4,009	4,316	4,390	4,708	4,824	5,093
51508 Social Security Tax	4,122	5,692	4,353	6,250	7,765	8,037
51509 Flexible Benefits	16,029	16,337	23,683	28,925	24,353	26,788
51510 Retiree Health	6,906	8,453	9,642	8,111	0	0
51511 Long-Term Disability	1,375	1,492	1,622	1,648	1,689	1,804
51602 Dental Insurance	3,116	3,397	3,659	3,420	3,420	3,420
51603 Vision Insurance	772	1,290	1,379	900	1,327	1,393
51605 Employee Assistance Program	299	321	365	334	342	354
51704 Auto Allowance	3,628	3,614	3,614	3,600	3,600	3,600
51705 Housing Allowance	2,458	3,011	3,011	3,000	3,000	3,000
51706 Phone Allowance	423	422	422	420	420	420
Total Benefits	55,099	67,965	85,115	90,846	78,122	84,855
INSURANCE						
51800 Liability Insurance	9,433	11,113	11,981	12,217	14,084	15,383
51810 Worker's Compensation	8,028	9,350	10,306	10,400	12,080	13,194
Total Insurance	17,461	20,463	22,287	22,617	26,164	28,577
SERVICES AND SUPPLIES						
52200 Safety Clothing	862	420	519	1,000	1,000	1,000
52221 Communications	5,827	4,504	3,182	3,000	3,000	3,000
52231 Equipment Maintenance	11,534	5,030	3,950	6,000	6,132	6,332
52232 Maint. Structures/Improvement.Grounds	42,150	33,342	51,692	50,700	56,280	56,280
52233 Memberships	1,350	1,360	1,321	1,350	1,375	1,375
52234 Office Expense	23,086	23,382	32,304	20,950	36,098	36,098
52235 Professional Services	3,282	1,199	9,935	7,000	7,000	7,000
52236 Equipment Rental	0	0	0	0	0	0
52241 Special Department Expense	19,802	32,473	25,819	26,143	26,643	26,643
52242 Small Tools & Supplies	213	817	0	500	500	500
52243 Travel & Training	1,240	1,951	1,675	2,500	2,500	2,500
52244 Utilities	180,167	112,132	116,599	115,000	95,000	95,000
Total Services & Supplies	289,514	216,609	246,996	234,143	235,528	235,728
OTHER						
54500 Depreciation	3,077	20,821	16,951	1,142	16,951	16,951
Total Other	3,077	20,821	16,951	1,142	16,951	16,951
FIXED ASSETS						
53100 Improvements	0	0	750	76,000	46,600	67,850
53300 Equipment						
Total Fixed Assets	0	0	750	76,000	46,600	67,850
EXPENDITURE TRANSFERS						
54250 Indirect Costs	104,450	102,509	110,584	121,943	132,530	153,982
Total Expenditure Transfers	104,450	102,509	110,584	121,943	132,530	153,982
TOTAL BUDGET	738,840	720,829	777,379	872,372	869,578	940,169

5040 – MARINA

Mission Statement

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

Program Description

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

Department Objectives for 2007/2008:

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to help meet City Goals:

Develop a Marina Department specific emergency and non-emergency response protocol plan by December 1, 2007. (City Council Goal Nos. 1, 9, and 12)

Develop a master maintenance schedule for every component by March 1, 2008. (City Council Goal Nos. 1, 3, and 11)

Department Objectives for 2008/2009:

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to help meet City Goals:

Revise Title 18, Marina Regulations, of the City's municipal code by December 1, 2008. (City Council Goal No. 1 and 11)

Consider the establishment of an online monthly payment program for the Marina billing program by April 1, 2009 (City Council Goal No. 1 and 11)

Performance Measures

	2006/07 <u>Goal</u>	2007/08 <u>Goal</u>	2008/09 <u>Goal</u>
<u>Workload Measure</u>			
Percent of all billings paid by the automatic credit		24	26

card charge

Effectiveness

Measure

Percent of requests for repairs completed by the end of the month	90	92
---	----	----

Percent of renters rating quality of services 4 or higher	90	92
---	----	----

Number of times, per year, the billing is in the mail by 2 nd of the Month or the next business day	12	12
--	----	----

Efficiency Measure

Productivity

Measure

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 6001 Central Services

General Fund
Fund 100

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SALARIES						
51201 Part-time Salaries	0	0	0	0	0	0
Total Salaries	0	0	0	0	0	0
SERVICES AND SUPPLIES						
52221 Communications	48,907	54,096	46,362	48,000	48,000	49,500
52231 Equipment Maintenance	20,724	25,105	47,849	17,028	17,250	17,250
52232 Maint. Structures/Improvement Grounds	16,497	15,902	18,310	24,000	26,000	28,000
52233 Memberships	14,609	39,943	44,067	51,661	50,161	51,661
52234 Office Expense	17,808	19,272	45,120	11,300	11,800	11,800
52235 Professional Services	95,759	54,641	113,952	186,000	186,000	186,000
52236 Equipment Rental	25,476	25,777	32,767	900	900	900
52240 Rent-Real Property	0	0	0	0	0	0
52241 Special Department Expense	148,585	8,624	10,659	10,550	11,000	11,000
52242 Small Tools & Supplies	26	0	305	0	0	0
52243 Travel & Training	2,601	0	112	2,000	2,000	2,000
52244 Utilities	68,569	62,968	69,732	80,000	84,500	89,750
52804 Non-Departmental	0	0	0	0		
Total Services & Supplies	459,561	306,328	429,234	431,439	437,611	447,861
FIXED ASSETS						
53100 Improvements			(76,696)			
53200 Land	0	0	(5,107)	0		
53300 Equipment	46,341	111,826	28,827	51,500	98,000	138,000
Total Fixed Assets	46,341	111,826	23,720	51,500	98,000	138,000
OTHER						
52900 Contributions	20,000	20,000	20,000	20,000	20,400	20,400
55900 Other Financing Uses			18,650			
56200 Loans						
Total Other	20,000	20,000	38,650	20,000	20,400	20,400
EXPENDITURE TRANSFERS						
54400 Insurance Costs						
Total Expenditure Transfers	0	0	0	0	0	0
TOTAL BUDGET	525,902	438,154	414,907	502,939	556,011	606,261

6001 – CENTRAL SERVICES

Mission Statement

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

Department Description

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

Department/Division: TOTAL REDEVELOPMENT -- ALL DEPARTMENTAL BUDGETS

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Approved Budget	2006/07 Department Request	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SERVICES AND SUPPLIES						
52233 Memberships	2,500	2,200	2,200	2,200	2,500	2,575
52234 Office Expense	1,425	498	498	0	0	0
52235 Professional Services	74,209	209,387	56,925	4,000	4,120	54,244
52241 Special Department Expense						
52243 Travel and Training	775	3,000	0	3,000	2,890	2,977
Total Services and Supplies	78,908	215,085	59,624	9,200	9,510	59,796
OTHER						
56200 Loans	0	0	0	750,000	0	0
53200 Land Acquisition						
55200 Interest						
Total Other	0	0	0	750,000	0	0
EXPENDITURE TRANSFERS						
54100 Administrative Charges	441,469	485,251	505,577	589,448	561,887	564,935
Total Expenditure Transfers	441,469	485,251	505,577	589,448	561,887	564,935
TOTAL BUDGET	520,377	700,336	565,201	1,348,648	571,397	624,731

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 7081 Redevelopment-Project 1

RDA #1
Fund 281

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SERVICES AND SUPPLIES						
52233 Memberships	2,500	2,200	2,200	2,200	2,500	2,575
52234 Office Expense			30			
52235 Professional Services	47,859	184,400	31,939	0		
52240 Rental Real Property	198,439	13,366				
52241 Special Department Expense						
52243 Travel and Training	775	3,000	0	3,000	2,890	2,977
Total Services and Supplies	249,573	202,966	34,168	5,200	5,390	5,552
FIXED ASSETS						
53200 Land Acquisition			11,863			
53300 Equipment						
Total Fixed Assets	0	0	11,863	0	0	0
EXPENDITURE TRANSFERS						
54100 Administrative Charges	168,714	182,016	202,342	227,428	189,556	189,135
Total Expenditure Transfers	168,714	182,016	202,342	227,428	189,556	189,135
TOTAL BUDGET	418,287	384,982	248,373	232,628	194,946	194,687

7081 – Redevelopment—Project Area No. 1

Mission Statement

The mission of Redevelopment Project Area No. 1 is to provide an improved physical, social and economic environment within the City of Brisbane by the elimination of economic, social and physical blight existing within the project area. Additionally, the Project strives to expand employment opportunities for jobless, underemployed and low-income persons and to provide an environment for the social, economic and psychological growth and well being of all citizens.

Department Description

The Redevelopment Project Area No. 1 provides a vehicle pursuant to the provisions of California Health and Safety statutes, which allow the city to undertake certain specific activities to further the mission of the Project.

The Project Area includes the entire bay frontage of the City of Brisbane, including that area adjacent to the freeway and the Sierra Point landfilled site; the Brisbane Lagoon; and the southern portion of the Southern Pacific landfill located north of the Brisbane Lagoon.

A MAP OF PROJECT AREA NO. 1 BOUNDARY IS PROVIDED AT THE END OF THE SECTION.

The City, in order to meet the mission of the Project Area, may undertake any one or more of the following activities:

- Provision of vehicular and pedestrian access to the project area, including the construction of roads, a freeway interchange, and pedestrian and bicycle paths.
- Construction of public utilities so as to provide their availability to the Project Area.
- Beautification and enhancement of the Project Area to create an improved visual environment and to promote comfort, convenience, safety, and visual unity in the Project Area through the provision of landscaping, well-designed roads, construction of carefully controlled and architecturally meritorious structures and development of public plazas, walkways and open spaces.
- Creation of off-street parking facilities
- Development of a wide variety of recreational uses, including public access to the bay in the form of a fisherman's park, a public park, trails and paths for pedestrians and bicycles, a publicly owned marina, convention facilities, swimming, fishing and non-motorized boating in the Brisbane lagoon and a golf course.
- Provision of public facilities which will be needed to support the Project Area, which public facilities may include any building, facility, structure or other improvement reasonably required to provide recreational facilities, open space, utilities, a public services complex containing a fire station and possibly police office and other public services, harbor master

and other structures accessory to the marina and other reasonably required public buildings, facilities, structures or improvements.

- Provision of expanded employment opportunities during the construction phase and on an on-going basis in the recreational, commercial, and public facilities to be provided in the Project Area.

Department Objectives for 2007/08

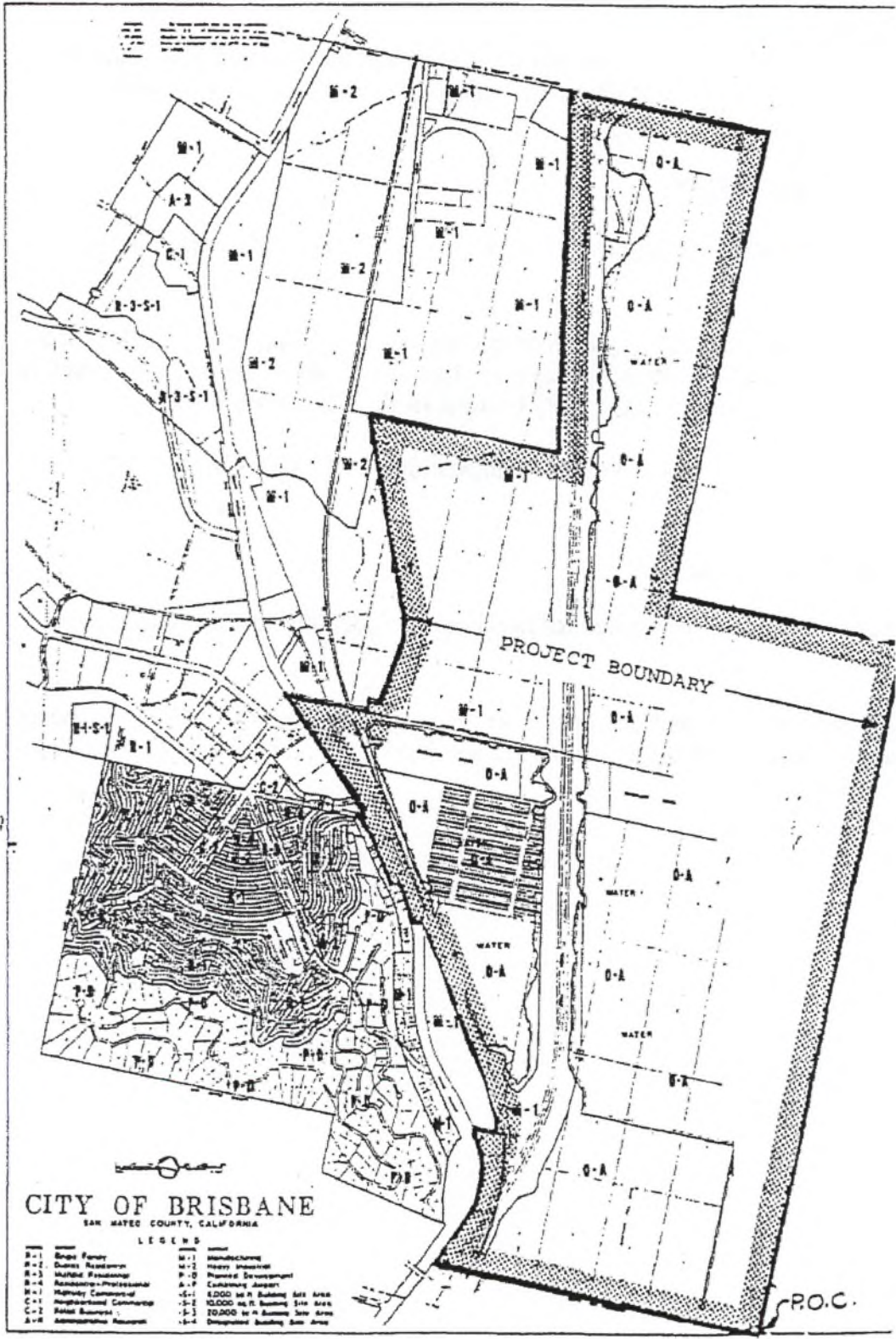
The following specific objectives are targeted for fiscal year 2007/2008 and are intended to meet City Council Goals.

- Work with financial consultant and Baylands developer in coordination with the EIR process to develop options for Redevelopment Agency participation in financing public infrastructure within the project area by June 30, 2008. (City Council Goals # 2, 3, 14, 15, 16)
- Conduct mid term review of the Five Year Implementation Plan by June 30, 2008. (City Council Goal # 16)

Department Objectives for 2008/09

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to meet City Council Goals.

- Work with financial consultant and Baylands developer to begin implementation of financing options for public infrastructure within the project area by June 30, 2009. (City Council Goals # 2, 3, 14, 15, 16)



CITY OF BRISBANE
SAN MATEO COUNTY, CALIFORNIA

LEGEND

R-1 Single Family	M-1 Manufacturing
R-2 Duplex Residential	M-2 Heavy Industrial
R-3 Multiple Residential	P-10 Planned Development
R-4 Residential-Professional	A-P Community Airport
M-1 Highway Commercial	-S-1 5,000 sq. ft. Building Site Area
C-1 Neighborhood Commercial	-S-2 10,000 sq. ft. Building Site Area
C-2 Retail Business	-S-3 20,000 sq. ft. Building Site Area
O-A Administrative Business	-S-4 Designated Building Site Area

P.O.C.

Department/Division: 7082 Redevelopment--Project 2

RDA #2
Fund 282

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SERVICES AND SUPPLIES						
52234 Office Expense			28			
52235 Professional Services	2,403	352	4,392	0		50,000
52241 Special Department Expense						
52243 Travel and Training			125			
Total Services & Supplies	2,403	352	4,545	0	0	50,000
EXPENDITURE TRANSFERS						
54100 Administrative Charges	200,307	213,973	237,586	227,974	279,106	279,967
Total Expenditure Transfers	200,307	213,973	237,586	227,974	279,106	279,967
TOTAL BUDGET	202,710	214,325	242,131	227,974	279,106	329,967

7082 – Redevelopment—Project Area No. 2

Mission Statement

The Mission of Redevelopment Project Area No. 2 is to provide an improved physical, social and economic environment within the City of Brisbane by the elimination of economic, social and physical blight existing within the project area. Additionally, the Project strives to expand employment opportunities for jobless, underemployed and low-income persons and to provide an environment for the social, economic and psychological growth and well being of all citizens.

Department Description

The Redevelopment Project Area No. 2 provides a vehicle pursuant to the provisions of California Health and Safety statutes, which allow the city to undertake certain specific activities to further the mission of the Project.

The Project Area is composed of all property between Bayshore Boulevard and the Bayshore Freeway, from the intersection of Tunnel Avenue northward to the city limit; Franciscan Heights and a portion of the PG&E substation; and an area surrounding a short segment of Guadalupe Canyon Parkway, which lies within the Brisbane City limits.

A MAP OF PROJECT AREA NO. 2 BOUNDARIES IS PROVIDED AT THE END OF THE SECTION.

The City, in order to meet the mission of the Project Area, may undertake any one or more of the following activities:

- Provide vehicular and pedestrian access to the Project Area, including the construction of roads, a freeway interchange, railroad over crossings, and pedestrian and bicycle paths.
- Construct public utilities so as to provide their availability to the Project area.
- Beautify and enhance the Project Area to create an improved visual environment and promote comfort, convenience, safety and visual unity in the Project Area through the provision of landscaping, well designed roads, construction of carefully controlled and architecturally meritorious structures and development of public plazas, walkways and open spaces.
- Create off-street parking facilities.
- Provide public facilities, which will be needed to support the Project Area.
- Provide expanded employment opportunities during the construction phase and on an on-going basis in the recreational, commercial and public facilities to be provided in the Project Area.
- Provide for an increased and improved supply of housing available at an affordable cost to persons and families of very low, low and moderate income

Department Objectives for 2007/08

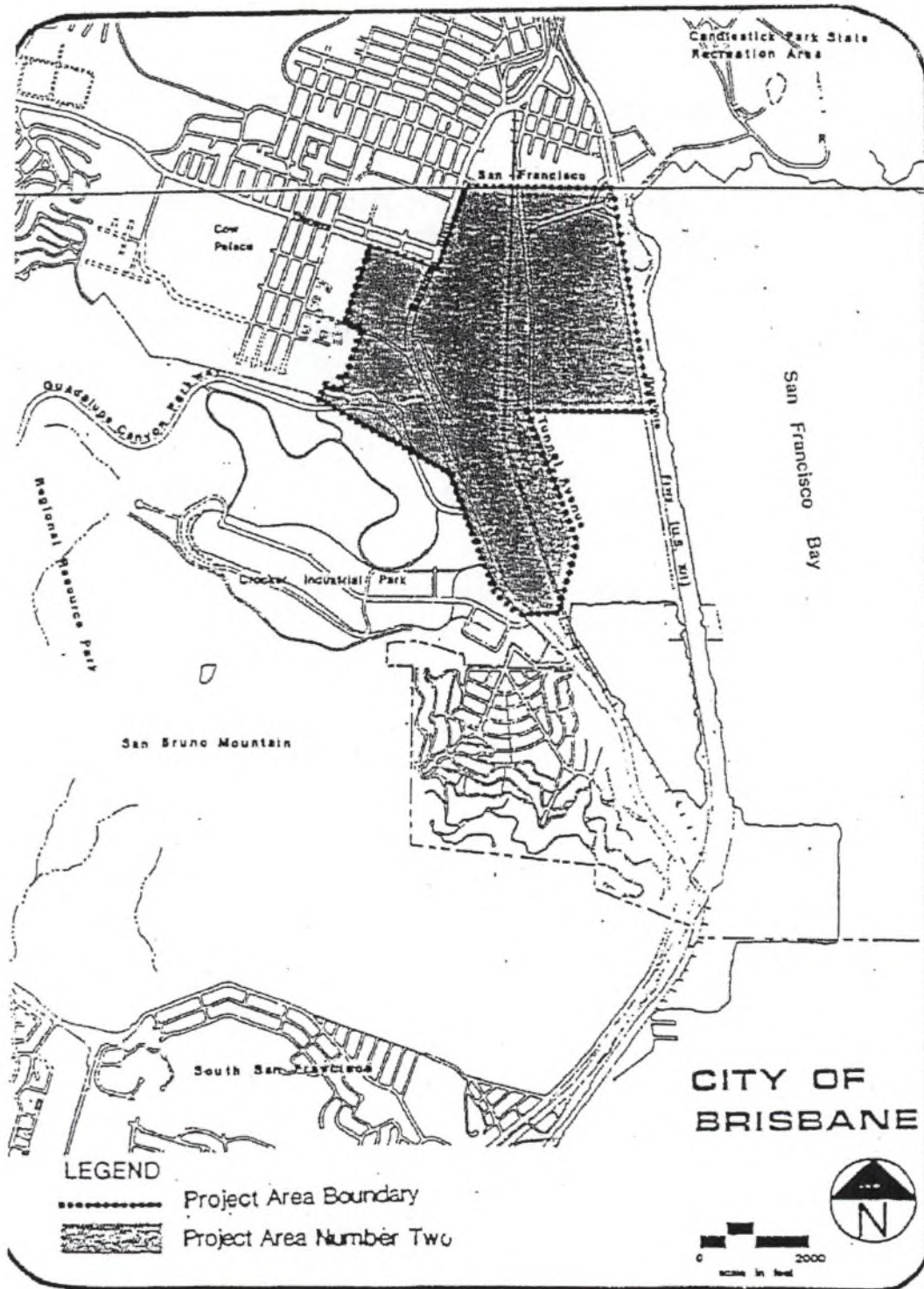
The following specific objectives are targeted for fiscal year 2007/2008 and are intended to meet City Council Goals.

- Work with financial consultant and Baylands developer in coordination with the EIR process to develop options for Redevelopment Agency participation in financing public infrastructure within the project area by June 30, 2008. (City Council Goals # 2, 3, 14, 15, 16)
- Conduct mid term review of the Five Year Implementation Plan by June 30, 2008. (City Council Goal # 16)

Department Objectives for 2008/09

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to meet City Council Goals.

- Work with financial consultant and Baylands developer to begin implementation of financing options for public infrastructure within the project area by June 30, 2009. (City Council Goals # 2, 3, 14, 15, 16)



BOUNDARY MAP

Brisbane Community Redevelopment
Project Area Number Two

Irnside & Associates
Planning Consultants

Department/Division: 7083 Redevelopment--Low/Mod Housing

Low/Mod Housing
Fund 283

Account and Title:	2003/04 Actual Expended	2004/05 Actual Expended	2005/06 Actual Expended	2006/07 Approved Budget	2007/08 City Manager Recommended	2008/09 City Manager Recommended
SERVICES AND SUPPLIES						
52232 Maintenance - Structures			640			
52234 Office Expense		1,425	470			
52235 Professional Services	7,094	25,998	20,595	4,000	4,120	4,244
52241 Special Department Expense		1,150	800			
52243 Travel/Training	85	39				
52703 First-Time Home			125,000			
Total Services & Supplies	7,179	28,611	147,505	4,000	4,120	4,244
FIXED ASSETS						
53100 Improvements	4,630					
Total Fixed Assets	4,630	0	0	0	0	0
OTHER						
56200 Loans		0		750,000		
53200 Land Acquisition						
55200 Interest						
Total Other	0	0	0	750,000	0	0
EXPENDITURE TRANSFERS						
54100 Administrative Charges	54,658	58,782	65,649	134,046	93,225	95,833
Total Expenditure Transfers	54,658	58,782	65,649	134,046	93,225	95,833
TOTAL BUDGET	66,467	87,393	213,154	888,046	97,345	100,077

7083 – Redevelopment—Low/Moderate Housing

Mission Statement

The Mission of Redevelopment Low/Moderate Housing Program is to increase, improve and preserve the community's supply of low and moderate-income housing.

Department Description

The Redevelopment Low/Moderate Housing program provides a vehicle pursuant to the provisions of California Health and Safety statutes (specifically Health & Safety Code Section 33334 et. Seq.) which allow the city to undertake certain specific activities to further the mission of the Project.

The City, in order to meet the mission of this program, may undertake any one or more of the following activities:

- Acquisition of land or buildings;
- Construction of buildings;
- Onsite improvements or offsite improvements;
- Rehabilitation of buildings;
- Paying a portion of the principal and interest on bonds issued to finance low- and moderate-income housing;
- The preservation of housing subsidized by federal, state or local government and subject to conversion to market rate rental;
- The maintenance of the community's supply of mobile homes;
- Provide subsidies for financing of housing.

(See Health & Safety Sections 33334.2 and 33334.3.)

Historical overview:

In many early California redevelopment projects, a major focus was upon demolition of blighted residential buildings and development of new non-residential uses or high income residential uses to replace the demolished residential buildings. Those kinds of projects worked to eliminate blighting conditions. However, these projects did little or nothing to aid the mostly low- and moderate-income residents of the housing that was demolished. Further, those projects clearly had a negative impact on the community's supply of low- and moderate-income housing.

To address these problems, the Legislature enacted a series of comprehensive revisions to the California Redevelopment Law, which require redevelopment agencies to undertake activities which will assist in the production of low- and moderate-income housing.

Generally, for each redevelopment plan adopted after 1976, an agency is required to set aside at least 20% of all tax increment revenue generated from the project area for the purpose of "increasing, improving, and preserving the community's supply of low- and moderate-income housing". (Section 33334.2).

The Low and Moderate Income Housing fund loans its 20% of the tax increment received from Project Area No. 1 back to RDA #1 to be utilized for debt service on Tax Allocation Bond, 1984. These amounts accrue as a debt of Project Area No. 1 to the Low and Moderate Income Housing fund. California Redevelopment Law provides that, for project areas established prior to 1977, agencies may reduce their set-asides by an amount necessary to allow payment of debt incurred prior to 1/1/86 (Section 33334.6). Typically, the Agency makes a finding each year as a function of the adoption of the final budget that it has spent or will make expenditures for eligible pre-existing debt in an amount exceeding 80% of its total tax increment revenue for that year. This reduced set-aside must be made up in the future pursuant to an adopted repayment plan.

Department Objectives for 2007/2008

The following specific objectives are targeted for fiscal year 2007/2008 and are intended to meet City Council Goals.

- Work with non-profit housing developer on development agreement for an affordable housing project to implement the Ten Year Housing Compliance Plan and bring to Council by June 1, 2008. (City Council Goals # 14 and 16).
- Conduct mid term review of the Five Year Implementation Plan by June 30, 2008. (City Council Goal # 16)

Department Objectives for 2008/2009

The following specific objectives are targeted for fiscal year 2008/2009 and are intended to meet City Council Goals.

- Secure final approvals for development of affordable housing project to implement the Ten Year Housing Compliance Plan by June 1, 2009. (City Council Goals # 14 and 16).

THIS PAGE INTENTIONALLY LEFT BLANK

Department/Division: 9910 Debt Service

Various Debt
Service Funds

Account and Title:	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
	Actual Expended	Actual Expended	Actual Expended	Adopted Budget	City Manager Recommended	City Manager Recommended
SERVICES AND SUPPLIES						
52235 Professional Services	24,358	21,990	31,834	42,000	47,000	47,000
Total Services & Supplies	24,358	21,990	31,834	42,000	47,000	47,000
OTHER						
55100 Principal	1,275,000	1,270,000	1,800,000	2,020,000	2,100,000	2,210,000
55200 Interest	2,804,495	3,035,571	3,238,779	2,609,065	2,766,488	2,796,135
55320 Bond Discount		21,390	28,656			
Total Other	4,079,495	4,305,571	5,067,435	4,629,065	4,866,488	5,006,135
EXPENDITURE TRANSFERS						
54100 Administrative Charges	36,000	36,000	36,000	36,000	36,000	36,000
Total Expenditure Transfers	36,000	36,000	36,000	36,000	36,000	36,000
TOTAL BUDGET	4,139,853	4,384,951	5,135,269	4,707,065	4,949,488	5,089,135

RECAP OF DEBT SERVICE FUND BUDGET FOR FY 2007/08

Fund and Bond	52235 Professional Services	55100 Principal	55200 Interest	54100 Administrative Charges	Total Budget by Fund
Fund 375/BPFA, 2001 Series B	8,000	625,000	382,429	31,000	1,046,429
Fund 795/Northeast Ridge Assmt	8,200	290,000	313,821	5,000	617,021
Fund 340/Pension Obligation Bonds	5,000	130,000	251,425		386,425
Fund 365/Brisbane Refunding Lease Revenue	5,500	215,000	97,423		317,923
Fund 366/ Brisbane Lease Revenue Bond (City Hall)	5,000		128,261		133,261
Fund 370/BPFA, 2001 Series A	5,300	710,000	1,321,003		2,036,303
Fund 545/BPFA Enterprise Revenue	5,000	95,000	192,699		292,699
Fund 383/Housing Bond	5,000	35,000	79,429		119,429
TOTALS	47,000	2,100,000	2,766,490	36,000	4,949,490

RECAP OF DEBT SERVICE FUND BUDGET FOR FY 2008/09

Fund and Bond	52235 Professional Services	55100 Principal	55200 Interest	54100 Administrative Charges	Total Budget by Fund
Fund 375/BPFA, 2001 Series B	8,000	645,000	351,944	31,000	1,035,944
Fund 795/Northeast Ridge Assmt	8,200	300,000	299,511	5,000	612,711
Fund 340/Pension Obligation Bonds	5,000	155,000	244,275		404,275
Fund 365/Brisbane Refunding Lease Revenue	5,500	225,000	90,973		321,473
Fund 366/ Brisbane Lease Revenue Bond (City Hall)	5,000		256,521		261,521
Fund 370/BPFA, 2001 Series A	5,300	745,000	1,286,213		2,036,513
Fund 545/BPFA Enterprise Revenue	5,000	100,000	189,286		294,286
Fund 383/Housing Bond	5,000	40,000	77,413		122,413
TOTALS	47,000	2,210,000	2,796,136	36,000	5,089,136

THIS PAGE INTENTIONALLY LEFT BLANK

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 1st through June 30th.

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.

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.

THIS PAGE INTENTIONALLY LEFT BLANK

GLOSSARY OF ACRONYMS

ABAG	Association of Bay Area Governments	EAP	Employee Assistance Program
ALS	Advanced Life Support	GFOA	Government Finance Officers Association
APA	American Planning Association	ICMA	International City Managers Association
BCJPIA	Bay Cities Joint Powers Insurance Authority	IIMA	International Institute-Municipal Clerks
CALBO	California Building Officials	ISTEA	Intermodal Service Transportation Efficiency Act
CCAG	City/County Association of Governments	LAIF	Local Agency Investment Fund
CDBG	Community Development Block Grant	LTD	Long Term Disability
CEPO	Continuing Education for Public Officials	NPDES	National Pollution Discharge Elimination System
CIP	Capital Improvement Program	NPFA	North Peninsula Family Alternatives
CMTA	California Municipal Treasurer's Association	PB&R	Parks, Beaches & Recreation Commission
CPOA	California Peace Officers Association	PERS	Public Employees Retirement System
CPRS	California Parks and Recreation Society	POST	Police Officers Standards & Training
CSMFO	California Society of Municipal Finance Officers	SAMFOG	San Mateo Finance Officers Group
DARE	Drug Awareness Resistance Education		

SBE	State Board of Equalization
SDI	State Disability Insurance
SMCNTF	San Mateo County Narcotics Task Force
YAC	Youth Advisory Commission

BUDGET AND FISCAL POLICIES

Financial Plan Purpose and Organization

- A. Through its financial plan, the City will:
1. Identify community needs for essential services.
 2. Organize the programs required to provide these essential services.
 3. Establish program policies and goals, which define the nature and level of program services required.
 4. Identify activities performed in delivering program services.
 5. Propose objectives for improving the delivery of program services.
 6. Identify and appropriate the resources required to perform program activities and accomplish program objectives.
 7. Set standards to measure and evaluate the:
 - a. Output of program activities
 - b. Accomplishment of program objectives
 - c. Expenditure of program appropriations
- B. The City is commencing a two-year financial plan, which emphasizes long-range planning and effective program management. The benefits to using a two-year budget are:
1. Reinforcing the importance of long-range planning in managing the City's fiscal affairs.
 2. Concentrating on developing and budgeting for the accomplishment of significant objectives.
 3. Establishing realistic timeframes for achieving objectives.
 4. Creating a pro-active budget that provides for stable operations and assures the City's long-term fiscal health.
 5. Promoting more orderly spending patterns.
 6. Reducing the amount of time and resources allocated to preparing the annual budget.
- C. The two-year financial plan establishes measurable program objectives and allow reasonable time to accomplish those objectives.

- D. Before the beginning of the second year of the two-year cycle, the Council will review progress during the first year and approve any necessary changes to the appropriations for the second fiscal year.
- E. Operating program appropriations not spent during the first fiscal year may be carried over for specific purposes into the second fiscal year with the approval of the City Manager and City Council.
- F. The status of major program objectives will be formally reported to the Council on an ongoing, periodic basis.
- G. The Council will review and amend appropriations, if necessary, six months after the beginning of each fiscal year.
- H. The City will maintain a balanced budget over the two-year period of the budget.
 - 1. Operating revenues must fully cover operating expenditures, including debt service.
 - 2. 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 50% of operating expenditures; for enterprise funds, this level is established at 20% of operating expenditures.

Under this policy, it is allowable for total expenditures to exceed revenues in a given year, however, in this situation beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time", non-recurring expenditures.

General Revenue Management

- A. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.
- B. To emphasize and facilitate long-range financial planning, the City will maintain current projections of revenues for the succeeding five years.
- C. The City's goal is to cover all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
- D. In order to achieve important public policy goals, the City has established various special revenue, capital project, and debt service and enterprise funds to account for revenues whose use would be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.

Any transfers between funds for operating purposes are clearly set forth in the budget, and can only be made by the Administrative Services Director in accordance with the adopted budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year. In summary, interfund transfers result in a change in fund equity; interfund borrowings do not, as the intent is to repay the loan in the near term.

From time-to-time, interfund borrowings may be appropriate; however, these are subject to the following criteria in ensuring that the fiduciary purpose of the fund is met:

1. The Administrative Services Director is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 45 days. The most common use of interfund borrowing under this circumstance is for grant programs, where costs are incurred before drawdowns are initiated and received and at year end in order to close the books with positive cash balances. However, receipt of funds is typically received shortly after the request for funds has been made.
2. Any other interfund borrowings for cash flow or other purposes require case-by-case approval by the Council.
3. Any transfers between funds where reimbursement is not expected by within one fiscal year shall not be recorded as interfund borrowings; they shall be recorded as interfund operating transfers that affect equity by moving financial resources from one fund to another.

User Fee Cost Recovery Goals

A. Ongoing Review

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

B. User Fee Cost Recovery Levels

In setting user fees and cost recovery levels, the following factors will be considered:

1. Community-wide vs. Special Benefit

The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general purpose (tax) revenues is appropriate for community-wide services, while user fees are

appropriate for services, which are of special benefit to easily, identified individuals or groups.

2. Service Recipient vs. Service Driver

After considering community-wide versus special benefit of the service, the concept of *service recipient* versus *service driver* should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts: The community is the primary beneficiary. However, the applicant is the *driver* of the development review costs, and as such, cost recovery from the applicant is appropriate.

3. Effect of Pricing on the Demand for Services

The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this 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 on the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if services are specifically targeted to low income groups.

4. Feasibility of Collection and Recovery

Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

C. Factors Which Favor Low Cost Recovery Levels

Very low cost recovery levels are appropriate under the following circumstances:

1. There is no intended relationship between the amount paid and the benefit received. Almost all "social service" programs fall into this category as it is expected that one group will subsidize another.
2. Collecting fees is not cost-effective or will significantly impact the efficient delivery of the services.
3. There is no intent to limit the use of (or entitlement to) the service. Again, most "social service" programs fit into this category as well as many public safety

emergency response services. Historically, access to neighborhood and community parks would also fit into this category.

4. The service is non-recurring, generally delivered on a “peak demand” or emergency basis, cannot be reasonably planned for on an individual basis, and is not readily available from a private sector source. Many public safety services also fall into this category.
5. Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits fall into this category.

D. Factors Which Favor High Cost Recovery Levels

The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:

1. The service is similar to services provided through the private sector.
2. Other private or public sector alternatives could or do exist for the delivery of the services.
3. For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
4. The use of the service is specifically discouraged. Police responses to disturbances or false alarms might fall into this category.
5. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

E. General Concepts Regarding the Use of Service Charges

The following general concepts will be used in developing and implementing services charges:

1. Revenue should not exceed the reasonable cost of providing the service.
2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance, and insurance.

3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
4. Rate structures should be sensitive to the “market” for similar services as well as to smaller, infrequent users of the service.
5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

F. Low Cost-Recovery Services

Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general-purpose revenues, not user fees.

1. Delivering public safety emergency response services such as police patrol services and fire suppression.
2. Maintaining and developing public facilities that are provided on a uniform, community-wide basis such as streets, parks and general-purpose buildings.
3. Providing social service programs and economic development activities.

G. Recreation Programs

1. Cost recovery for activities directed to adults should be relatively high.
2. Cost recovery for activities directed to youth and seniors should be relatively low. In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher.

Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all participants. Further, there is a community-wide benefit in encouraging high levels of participation in youth and senior recreation activities regardless of financial status.

3. Cost recovery goals for specific recreation activities are set as follows:

High-Range Cost Recovery Activities (67% to 80%)

- | | |
|----------------------------|-----|
| a. Classes (Adult & Youth) | 80% |
|----------------------------|-----|

b. Day Care Services	75%
c. Adult athletics (volleyball, basketball, softball, lap swim)	67%
d. Facility rentals (Community Center, Mission Blue Center, etc)	67%

Mid-Range Cost Recovery Activities (30% to 50%)

a. Special events	50%
b. Youth basketball	30%
c. Swim lessons	30%
d. Outdoor facility and equipment rentals	30%

Low-Range Cost Recovery Activities (0 to 25%)

a. Public Swim	25%
b. Special swim classes	15%
c. Community garden	10%
d. Teen Services	0%
e. Senior Services	0%

4. For cost recovery activities of less than 100%, there should be a differential in rates between residents and non-residents.
5. Charges will be assessed for use of rooms, pools, gymnasiums, ball fields, special-use areas, and recreation equipment for activities not sponsored or co-sponsored by the City. Such charges will generally conform to the fee guidelines described above.
6. The Park and Recreation Department fees may be waived pursuant to the following conditions:
 - a. The applicant shall complete a Low Income Rate Assistance (LIRA) application. The application shall provide adequate documentation that the household is a service user whose account is listed at the service address within city limits and is personally responsible for the payment of the utility service at the service address and participates in the Pacific Gas and Electric lifeline program.
 - b. For households who do not pay gas or electric at a city service address, the City Manager shall make eligibility determination based upon the standards of PG&E lifeline program, as it now exists or may be amended in the future.
 - c. Should the applicant wish to appeal the City Manager's decision relative to recreation fee waiver, such appeal shall be filed with the City Clerk within ten (10) days after the date on which the City Manager's decision was rendered. Thereafter, the City Clerk shall agendize said appeal for the consideration of the City Council. The decision of the City Council shall be final.

H. Development Review Programs

1. Services provided under this category include:
 - a. Planning (planned development permits, tentative tract and parcel maps, rezonings, general plan amendments, variances, use permits).
 - b. Building and safety (building permits, structural plan checks, inspections).
 - c. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).
 - d. Fire plans check.
2. Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%.

I. Comparability With Other Communities

1. Surveying the comparability of the city's fees to other communities provides useful background information in setting fees for several reasons:
 - a. They reflect the "market" for these fees and can assist in assessing the reasonableness of Brisbane's fees.
 - b. If prudently analyzed, they can serve as a benchmark for how cost-effectively Brisbane provides its services.
2. However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
 - a. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?
 - b. What costs have been considered in computing the fees?
 - c. When was the last time that their fees were comprehensively evaluated?
 - d. What level of service do they provide compared with our service or performance standards?
 - e. Is their rate structure significantly different than ours and what is it intended to achieve?

These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other

communities should be one factor among many that is considered in setting City fees.

Enterprise Fund Fees and Rates

- A. The City will attempt to establish fees and rates at levels, which cover the full cost to provide the subject service. It may occasionally be necessary to subsidize these services from General Fund surpluses, but enterprise funds should generally be self-supporting.
- B. The City will review and adjust enterprise fees and rate structures as required to ensure that they remain appropriate and equitable.

Investments

- A. Investments and cash management will be the responsibility of the City Treasurer or designee.
- B. The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:
 - 1. Safety
 - 2. Liquidity
 - 3. Yield
- C. The City will strive to keep all idle cash balances fully invested through daily projections of cash flow requirements. 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 of at least 50% of operating expenditures in the General Fund and 20% of Utility and Parks and Recreation 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 City will

maintain a minimum fund balance in the Equipment Replacement Fund of at least 20% of the original purchase cost of the items accounted for in this fund. The annual contribution to this fund will generally be based on the annual use allowance, which is determined based on the estimated life of the vehicle or equipment and its cost of replacement. Interest earnings and sales of surplus equipment as well as any related damage or insurance recoveries will be credited to the Equipment Replacement fund

- C. The Council may designate specific fund balance levels for future development of capital projects, which it has determined to be in the best long-term interests of the City.
- D. In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements, reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

Capital Improvement Management

- A. Construction projects and large equipment purchases will be included in the Capital Improvement Plan (CIP); minor capital outlays will be included with operating program budgets.
- B. The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a five and ten-year plan organized into the same functional groupings as used for the operating programs. The CIP will reflect a balance between capital replacement projects which repair, replace, or enhance existing facilities, equipment or infrastructure and capital facility projects which significantly expand or add to the City's existing fixed assets.
- C. The CIP will emphasize project planning. One or any number of the following phases may be included in the CIP in any given year, which may ultimately finalize with a completed project. Projects included in the CIP may only consist of such phases as #1 and #2. Other projects may only consist of phases #1 and #10. The CIP is a planning document and its content could consist of any one or more of the following phases, not necessarily in the following order:
 - 1. **Designate.** Appropriates funds based on projects designated for funding by the Council through the adoption of the budget.
 - 2. **Study.** Concept design, site selection, feasibility analysis, schematic design, property appraisals, scheduling, grant application, grant approval, specification preparation for equipment purchases.

3. **Environmental Review.** Environmental determination, EIR preparation, other environmental studies.
4. **Real property acquisitions.** Property acquisition for projects, if necessary.
5. **Site preparation.** Demolition, hazardous materials abatements, other pre-construction work.
6. **Design.** Final design, plan and specification preparation, and construction cost estimation.
7. **Public review, review by appropriate commissions and City Council.**
8. **Construction.** Construction contracts.
9. **Construction management.** Contract project management and inspection, soils and material tests, other support services during construction.
10. **Equipment Acquisitions.** Vehicles, heavy machinery, computers, office furnishings, other equipment items acquired and installed independently from construction contracts.
11. **Debt Service.** Installment payments of principal and interest for completed projects funded through debt financings. Expenditures for this project phase are included in the debt service section of the budget.

Generally, it will become more difficult for a project to move from one phase to the next. As such, more projects will be studied than will be designed, and more projects will be designed than will be constructed or purchased during the term of the CIP.

- D. The City's annual CIP appropriation for study, design, acquisition, and/or construction is based on the projects designated by the Council through adoption of the budget. Adoption of the Budget CIP appropriation does not automatically authorize funding for specific project phases. This authorization generally occurs only after the preceding project phase has been completed and approved by the Council and costs for the succeeding phases have been fully developed. Accordingly, project appropriations are generally made when contracts are awarded. If project costs at the time of bid award are less than the budgeted amount, the balance will be unappropriated and returned to fund balance or allocated to another project. If project costs at the time of bid award are greater than budget amounts, five basic options are available to the Council:
1. Eliminate the project.
 2. Defer the project for consideration to the next budget period.
 3. Rescope or change the phasing of the project to meet the existing budget.
 4. Transfer funding from another specified, lower priority project.
 5. Appropriate additional resources as necessary from fund balance.

Capital Financing and Debt Management

Capital Financing

- A. The City will consider the use of debt financing only for one-time capital improvement projects and only under the most conservative risk exposure, under the following circumstances:
 - 1. When the project's useful life will exceed the term of the financing.
 - 2. When project revenues or specific resources will be sufficient to service the long-term debt.
- B. Debt financing will not be considered appropriate for any reoccurring purpose such as current operating and maintenance expenditures.
- C. Capital improvement will be financed primarily through user fees, service charges, assessments, special taxes, or developer agreements when benefits can be specifically attributed to users of the facility. Accordingly, development impact fees should be created and implemented at levels sufficient to ensure that new development pays its fair share of the cost of constructing necessary community facilities.
- D. The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

Factors which favor pay-as-you-go financing:

- 1. Current revenues and adequate fund balances are available or project phasing can be accomplished.
- 2. Existing debt levels adversely affect the City's credit rating.
- 3. Market conditions are unstable or present difficulties in marketing.

Factors which favor long-term financing:

- 1. Revenues available for debt service are deemed to be sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.
- 2. The project securing the financing is of the type, which will support an investment grade credit rating.
- 3. Market conditions present favorable interest rates and demand for City financings.
- 4. A project is mandated by state or federal requirements, and resources are insufficient or unavailable.
- 5. The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
- 6. The life of the project or asset to be financed is 10 years or longer.

Debt Management

- A. The City will not obligate the General Fund to secure long-term financings except when marketability can be significantly enhanced.

- B. No more than 60% of capital improvement outlays will be funded from long-term financings; and direct debt will not exceed 2% of net assessed valuation.
- C. An internal feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- D. The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.
- E. The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability, or cost-effectiveness.
- F. The City will monitor all forms of debt annually coincident with the City's Financial Plan preparation and review process and report concerns and remedies, if needed, to the Council.
- G. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations and continuing disclosure requirements.
- H. The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).

Conduit Financings

Conduit financings are defined as a financing in which the proceeds of the issue are loaned to a nongovernmental borrower who then applies the proceeds for a project financing or (if permitted by federal tax law for a qualified 501 (C) (3) bond) for working capital purposes. Typically, the project financed is owned and operated by the borrower, but projects may also be financed for lease to the private user or for sale pursuant to an installment sales contract. Statutes authorizing conduit financings generally specify the nature of the projects, which may be financed, and limit such projects to those with a specified public purpose.

- A. The City will consider requests for conduit financing on a case-by-case basis using the following criteria:
 - 1. The City's bond counsel will review the terms of the financing, and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.

2. There is a clearly articulated public purpose in providing the conduit financing.
 3. The applicant is capable of achieving this public purpose.
 4. The applicant is able to demonstrate a high likelihood of successfully completing the project being financed.
- B. This means that the review of request for conduit financing will generally be a two-step process: first, asking the Council if they are interested in considering the request, and establishing the ground rules for evaluating it; and then, returning with the results of this evaluation, and recommending approval of appropriate financing documents if warranted. This two-step approach ensures that the issues are clear for both the City and applicant and that key policy questions are answered.

Human Resource Management

- A. The budget will fully appropriate the resources needed for authorized regular staffing and will limit programs to the regular staffing authorized.
- B. Regular full-time and part-time employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by full-time city employees rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will:
1. Fill an authorized regular position.
 2. Be assigned to an appropriate bargaining unit.
 3. Receive salary and benefits consistent with labor agreements and other compensation plans.
- C. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
1. The Council will authorize all regular positions.
 2. The Human Resources Department will coordinate and approve the hiring of all regular and temporary employees.
 3. All requests for additional regular positions will include evaluations of:
 - a. The necessity, term, and expected results of the proposed activity.
 - b. Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support and facilities.
 - c. The ability of private industry to provide the proposed service.
 - d. The pros and cons of alternate solutions (such as contracting with other agencies, temporary hires or contract employees).
 - e. Additional revenues or cost savings, which may be realized.

4. Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees.
- D. Temporary employees include all employees other than regular employees, elected officials, and volunteers. Temporary employees will generally augment regular City staffing as extra-help employees, seasonal employees, contract employees, interns and work-study assistants. The City Manager and Department Heads will encourage the use of temporary rather than regular employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than full-time year-round staffing is required. Under this guideline, temporary employee hours will generally not exceed 50% of a regular, full-time position (1000 hours annually). There may be limited circumstances where the use of temporary employees on an ongoing basis in excess of this target may be appropriate due to unique programming or staffing requirements. However, any such exceptions must be approved by the City Manager.
 - E. Contract employees are defined as temporary employees with written contracts approved by the City Manager who may receive approved benefits depending on hourly requirements and the length of their contract. Contract employees will generally be used for medium-term (generally between 6 months and two years) projects, programs or activities requiring specialized or augmented levels of staffing for a specific period of time. The services of contract employees will be discontinued upon completion of the assigned project, program or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis.
 - F. Independent contractors will not be considered City employees. Independent contractors may be used in two situations:
 1. Short-term peak workload assignments to be accomplished through the use of personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that City staff will closely monitor the work of the OEA employees and minimal training will be required. However, they will always be considered the employees of the OEA and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the City Manager.
 2. Delivery of specialized professional services not routinely performed by City employees will be provided without close supervision by City staff, and the required methods, skills and equipment will generally be determined and provided by the contractor. Contract awards will be guided by the City's purchasing policies and procedures.

**CITY OF BRISBANE
COMPUTATION OF APPROPRIATION LIMIT
FOR FISCAL YEAR 2007/2008**

	(1)	(2)	(3)
	% Change in CPCPI	% Change in Non-Residential Construction	The Greater % Change
1 % Change in CPCPI or Non-Residential Construction	4.42%	NA	4.42%
	% Change In County Population	% Change In City Population	The Greater % Change
2 % Change in County or City Population	0.97%	0.96%	0.97%

CALCULATIONS

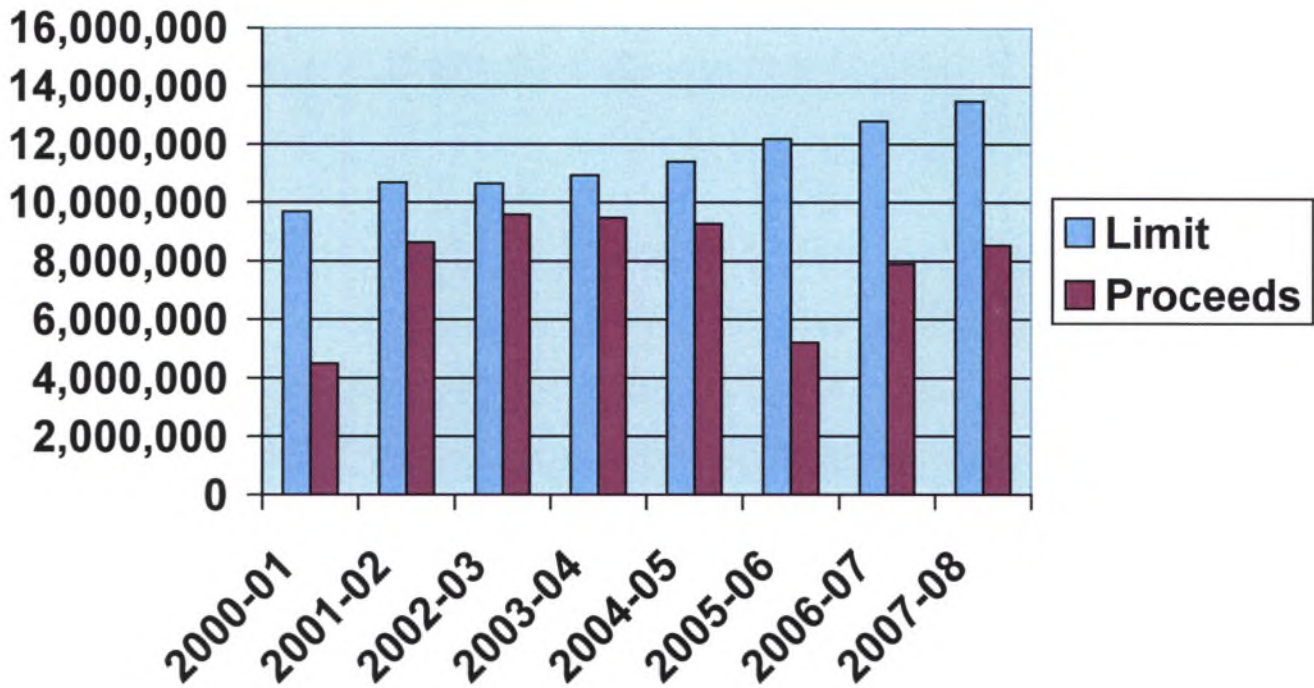
a	Prior year's Appropriation Limit	\$12,779,708
b	Multiply 1+Line 1 by 1 + Line 2	105.43%
c	Multiply Line (a) by Line (b), and subtract Line (a)	\$694,305
d	Add Lines (a), and (c) and enter total here	\$13,474,013
e	APPROPRIATION LIMIT FOR 2007/08	\$13,474,013
	Estimated tax proceeds as budgeted for fiscal year 2007/08	\$8,529,937
	Estimated Excess Limit Capacity or (Tax Proceeds)	\$4,944,076

THIS PAGE INTENTIONALLY LEFT BLANK

California Gann Limit Analysis

In November 1979, voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIII B of the State Constitution placing limits on the amount of revenue that can be spent by all entities of government. Proposition 4 became effective for the 1980-81 fiscal year, but the formula for calculating the limit was based on the 1978-79 "base year" revenues.

The limit specifies the maximum appropriations that may be funded by proceeds of taxes. Adopted limits are adjusted every year by a factor that is tied to growth indicators specified by the State. By applying this factor to the prior year's appropriation limit, a new limit is calculated for the next year. If a city receives more revenue than the appropriation limit, the revenue must be returned to the taxpayers through a tax reduction or refund. The City of Brisbane did this in the mid 1980's.



THIS PAGE INTENTIONALLY LEFT BLANK

City of Brisbane, CALIFORNIA FY 2007-08 CAPITAL IMPROVEMENT PLAN

Introduction

The Capital Improvement Program guides the construction of major maintenance of City facilities and infrastructure. It constitutes a critical component in the City's system of planning, monitoring, and managing corporate business activities. This system links together in a single process the annual cycle of planning, budgeting, implementation, and quality assessment activities.

Approved Projects

Pavement Maintenance

Emergency Services Capital Improvements

Gymnasium Design (FY 08-09)

Bayshore Corridor North-South Bikeway – Phase 1 (FY 08-09)

Capital Improvement Program Definitions

The Capital Improvement Program (CIP) is a planning and budgeting tool, which provides information about the City's infrastructure needs. Each year, the list of projects is reviewed for need, cost, and priority. New projects may be added and other projects deleted.

Generally, capital improvement projects are defined as physical assets, constructed or purchased, that have a useful life of ten years or longer and a cost of \$25,000 or more. The following are capital improvements included in the plan:

1. New and expanded facilities for the community.
2. Large scale rehabilitation or replacement of existing facilities.
3. Equipment for any public facility or improvement when first constructed or acquired.
4. The cost of engineering or architectural studies and services related to the improvement.
5. The acquisition of land for a community facility such as park, road, sewer line, etc.

What are Capital Outlays?

"Capital Outlays", which are budgeted within the City's operating budget, include such things as furniture, equipment, vehicles, and motorized equipment needed to support the operation of the City's programs. Generally, a capital outlay item may be defined as an item valued in excess of \$5,000 with a life expectancy of less than 10 years.

What are Capital Projects?

There are two types of capital expenditures. One is infrastructure projects and the other is operating programs. "Capital Projects", which are addressed in the CIP and budgeted within the City's adopted budget, generally include major fixed assets or infrastructure with long term value, such as buildings, roads, and parks; major equipment purchases (large vehicles), computer hardware and computer software that over the life of the project cost \$250,000 or more. Any of these may involve some form of debt financing.

Capital project costs include all expenditures related to the planning, design, construction, and equipment necessary to open the facility. They include reimbursement for the project manager's time through a transfer from a capital project account.

Why have a Capital Improvement Program?

The CIP provides information on the current and long-range infrastructure and equipment requirements of the City. It provides a mechanism for balancing needs and resources and for setting priorities and schedules for capital projects. It is based on needs identified through the planning process, requests and recommendations of City departments and the concerns of citizens and elected officials.

The CIP includes identification of the revenue sources, which will be utilized to fund capital improvements. Projects should be included even if revenues are not available to them. Projects may be funded by current revenues or by debt financing, depending on the availability of funds, the nature of the project, and the policies of the City Council.

The CIP strives for efficient use of capital improvement funds by identifying projects and prioritizing them according to their relative importance and urgency of need. Identification assures needed projects are known while prioritization ensures that those projects, which are most urgently needed, are funded first.

Why a separate Capital Improvement Program?

The Capital Improvement Program lays out long range capital improvement expenditures. Funds budgeted through the CIP for a specific project during a specific year remain with that project until the project is completed, while the operating budget "terminates" at the end of the fiscal year.

Each year project costs will be reviewed and additional funds may be allocated to a project which, when combined with resources carried over from the prior year, constitute the budget for the new year.

Project Number	Staff Recommended Priority	Project Title	Responsible Department	Funding Source
08-02	A1	Pavement Maintenance	Public Works	Measure A, Gas Tax, General Fund
08-01	A1	Emergency Services Capital Improvements	Public Works	General Fund
08-03	A1	Bayshore Corridor North-South Bikeway – Phase 1	Public Works	General Fund, Redevelopment, and Grant Funding
05-31	A1(08-09)	Design phase of Gymnasium	Public Works	General Funding
05-10	A	PRV Construction and Fire Main on Annis/Line F, G, H, I, J and Annis PRV	Public Works	Utility Fund
05-14	A	Pipeline from Santa Clara Street to Guadalupe Channel	Public Works	General Fund
05-15	A	Storm Drain Pipeline from Visitacion Ave. and San Francisco Ave to Bankers Lane/San Francisco Ave., West of Vistacion Ave./San Bruno Ave. North of Mariposa Street	Public Works	General Fund
05-16	A	Main Street Detention Basin Improvements	Public Works	General Fund
05-17	A	Sediment Trap and Pipeline, Main Street at Bayshore Blvd.	Public Works	General Fund
07-05	A	Lipman Field Permanent Restroom	Parks and Recreation	General Fund and Park and Recreation Funds

07-19	A	18"-36" Pipelines in San Benito and San Bruno – Storm Drain	Public Works	General Fund
07-20	A	24"-30 Pipelines – Visitacion Avenue from Sierra Point Road to Klamath – Storm Drain	Public Works	General Fund
07-21	A	30" Pipeline on Bayshore Boulevard – Storm Drain	Public Works	General Fund
08-04	A	Bayshore Boulevard 8" Force Main Underground Relocation Construction)	Public Works	Utility Fund
08-05	A	Roof Replacement for Fire Station 81	Public Works	General Fund
08-06	A	Pedestrian Path – Humboldt Road to Kings Road	Public Works	General Fund
05-22	B	Intersection improvements at Bayshore and San Bruno	Public Works	General Fund
05-23	B	Traffic Calming Improvements	Public Works	General Fund
05-24	B	Terminal Manhole Installation	Public Works	Utility Fund
05-26	B	Weed abatement, tree trimming, and tree replacement	Public Works	General Fund
05-27	B	Slope stability for 900 block of Humboldt Road	Public Works	General Fund
06-04	B	Emergency Fuel Supply/Propane Trap Wagons	Public Works	General Fund
06-05	B	Trinity Sewer Replacement	Public Works	Utility Fund
06-06	B	BMP modifications to West Hill Place Sediment Basin	Public Works	General Fund

07-06	B	Seismic Studies/Plans	Public Works	Utility Fund
07-07	B	North Hill Pump Station Upgrade	Public Works	Utility Fund
07-08	B	Water Main Replacement – San Bruno and Trinity	Public Works	Utility Fund
07-09	B	Crocker Tank Replacement	Public Works	Utility Fund
07-13	B	Pipeline Replacements	Public Works	Utility Fund
07-16	B	Television Inspection and Evaluation – Sewer	Public Works	Utility Fund
07-17	B	Bayshore Boulevard North –Sewer	Public Works	Utility Fund
07-18	B	Pipeline Replacements	Public Works	Utility Fund
07-22	B	Replace CMP on North Hill Drive	Public Works	General Fund
07-02	C	Tulare to Santa Clara stairway	Public Works	
07-03	C	Convert Dog Park Surface to Synthetic Lawn	Public Works	Parks and Recreation Fund
05-31	C	Gymnasium	Parks and Recreation	Developer Contributions

5-33	C	Replace bollards on upper and lower bicentennial pathway	Public Works	General Fund
06-07	C	Alley Improvements – Alvarado to San Benito (RR ties only, no handrail)	Public Works	General Fund
06-08	C	Slope Stability Analysis – Ice House Hill vicinity of Bayshore	Public Works	General Fund
06-09	C	Vee Ditch Cleaning and Improvements	Public Works	General Fund
07-10	D	Water Main Installation Aqeduct Zone	Public Works	Utility Fund
07-11	D	Golden Aster Pump Station Upgrade	Public Works	Utility Fund
07-12	D	Water Storage Tank Installation – Aqueduct Zone	Public Works	Utility Fund
07-14	D	Sierra Point Lift Station Improvements (LS #4)	Public Works	Utility Fund
07-23	D	New box conduit and detention basin on Bayshore near Industrial Way	Public Works	General Fund
07-24	D	Channel/conduit Bayshore/Industrial to Tunnel	Public Works	General Fund

Project Title: BMP modifications to West Hill Place Sediment Basin

Description: A follow-on study to the Brisbane Lagoon Sediment Study recommended several Best Management Practices modifications for implementation in the Brisbane watershed. This proposed project would increase the depth of the City's existing sediment traps off West Hill Place and South Hill Drive so the traps/basins will function more effectively as sediment forebays, thus reducing sediment loading to the Lagoon.

Fiscal Year: 2005-2006

Project Number 06-06

Funding Source: General Fund

Cost:

Project Cost	\$28,000
Operating Cost	<u>\$0</u>
Total Cost	\$28,000

Project Title: Alley Improvements – Alvarado to San Benito (RR ties only, no handrail)

Description: This project will extend the improved length of the central Brisbane alley by installing a pedestrian path composed of railroad tie steps from Alvarado to San Benito. A very short reach of the path leading down from San Benito may require a handrail, but the proposed cost does not include handrails for the majority of the improvement. The proposed cost also does not include any lighting.

Fiscal Year: 2005-2006

Project Number: 06-07

Funding Source: General Fund

Cost:

Project Cost	\$33,600
Operating Cost	<u>\$0</u>
Total Cost	\$33,600

Project Title: Slope Stability Analysis – Ice House Hill vicinity of Bayshore

Description: Concrete k-rail has been in place for several years along the east side of Bayshore Boulevard from the entryway at BPD's firing range to Guadalupe Canyon Parkway to prevent the migration of minor rock slides and spalls on to Bayshore Boulevard. The proposed engineering study would be the first step in developing a stability remediation plan for this hillside.

Fiscal Year: FY 2005-2006

Project Number: 06-08

Funding Source: General Fund

Cost:

Project Cost	\$44,800
Operating Cost	<u>\$0</u>
Total Cost	\$44,800

Project Title: Vee Ditch Cleaning and Improvements

Description: This project would provide for the cleaning and rehabilitation of City owned vee ditches (particularly at the confluence of Devil's Arroyo and Red Tail Canyon along South Hill Drive) that have been destroyed by the invasion of vegetation into and through the concrete ditches.

Fiscal Year: FY 2005-2006

Project Number: 06-09

Funding Source: General Fund

Cost:

Project Cost	\$112,000
Operating Cost	<u>\$0</u>
Total Cost	\$112,000

Project Title: Weed Abatement, Tree Trimming, and Tree Replacement

Description: Weed abatement for Industrial Brisbane, Commercial Brisbane, and GVMID. Tree Trimming/Replacement is supplemental to operational budget and will assist in the establishment of proactive tree maintenance.

Fiscal Year: On-going

Project Number: 05-26

Funding Source: General Fund, Utility Fund

Cost:

Project Cost	\$47,040
Operating Cost	<u>\$0</u>
Total Cost	\$47,040

Project Title: Replace Bollards on Upper and Lower Bicentennial Pathway

Description: This project will replace all of the pathway lights (bollards) on Upper and Lower Bicentennial Pathway.

Fiscal Year: 2004/2005

Project Number: 05-33

Funding Source: General Fund

Cost:

Project Cost	\$11,760
Operating Cost	<u>\$0</u>
Total Cost	\$11,760

Project Title: Slope Stability for 900 Block Humboldt Road

Description: This project will provide a permanent repair to the unstable hillside at this location and will reestablish 6-7 parking spaces lost by the interim protective installation of K-rail.

Fiscal Year: FY 2004-2005

Project Number: 05-27

Funding Source: General Fund
Cost:

Project Cost	\$294,600
Operating Cost	<u>\$0</u>
Total Cost	\$294,600

Project Title Project Title: Traffic Calming Improvements

Description: This project will provide a funding source to implement traffic calming requests as they are reviewed and approved by City Council. Current candidate projects include revisions to parking patterns on Visitacion Avenue, Safe Route to School modifications in the Visitacion-Monterey-Solano-Mariposa corridor, and striping modifications on Mission Blue Drive.

Fiscal Year: 2004-2005

Project Number: 05-23

Funding Source: General Fund

Cost:

Project Cost	\$39,200
Operating Cost	<u>\$0</u>
Total Cost	\$39,200

Project Title: Intersection Improvements at Bayshore and San Bruno

Description: This project will improve the safety record at this location by installing acceleration lanes and modifying the skew of the intersection. Additionally, centerline delineators will be placed on the curves further up San Bruno to provide traffic calming.

Staff submitted a Letter of Interest to the Metropolitan Transportation Commission on April 7, 2004 requesting that funding for design of this project be provided from the Traffic Engineering Technical Assistance Program.

Fiscal Year: 2004-2005

Project Number: 05-22

Funding Source: General Fund

Cost:

Project Cost	\$179,760
Operating Cost	<u>\$0</u>
Total Cost	\$179,760

Project Title: PRV Construction and Fire Main on Annis/Line F, G, H, I, J, and Annis PRV

Description: This project will increase fire flow capacity to the Thomas and Joy Avenue Apartments by adding a pressure reducing valve and pipelines as identified in the 2003 Water Master Plan. The alphabetical listing of lines refers to the project identification shown in the June 2003 Water Master Plan.

Fiscal Year: 2004-2005

Project Number: 05-10

Funding Source: Utility Fund

Cost:

Project Cost	\$1,710,240
Operating Cost	<u>\$0</u>
Total Cost	\$1,710,240

Project Title: Glen Park Pump Station Upgrade

Description: Replace existing pumps for a firm capacity of 1,450 gpm.

Fiscal Year: 2005-2006

Capital Project Number: W-2

Funding Source: Utility Fund

Cost:

Project Cost	\$1,748,400
Operating Cost	<u>\$0</u>
Total Cost	\$1,748,400

Project Title: Seismic Studies/Plans

Description: Complete water facilities planning and studies recommended in seismic vulnerability assessment report.

Fiscal Year: 2006-2007

Project Number: 07-06

Funding Source: Utility Fund

Cost:

Project Cost	\$78,400
Operating Cost	<u>\$0</u>
Total Cost	\$78,400

Project Title: North Hill Pump Station Upgrade

Description: Implement phased rehabilitation/upgrade to achieve ultimate firm capacity of 2,500 gpm.

Fiscal Year: 2006-2007

Project Number: 07-07

Funding Source: Utility Fund

Cost:

Project Cost	\$616,000
Operating Cost	<u>\$0</u>
Total Cost	\$616,000

Project Title: Water Main Replacement - San Bruno and Trinity

Description: Install 1,100' of 8" pipe to reduce headloss under peak-hour demand conditions.

Fiscal Year: 2006-2007

Project Number: 07-08

Funding Source: Utility Fund

Cost:

Project Cost	\$776,160
Operating Cost	<u>\$0</u>
Total Cost	\$776,160

Project Title: Crocker Tank Replacement

Description: Replace/upgrade existing pre-stressed tank to correct seismic deficiencies and pre-stressing system failures.

Fiscal Year: 2005-2006

Project Number: 07-09

Funding Source: Utility Fund

Cost:

Project Cost	\$1,792,000
Operating Cost	<u>\$0</u>
Total Cost	\$1,792,000

Project Title: Water Main Installation Aqueduct Zone

Description: Install approximately 3,600' of 12" pipe to provide interconnection between proposed new storage and the water zones served directly off SFPUC aqueduct.

Fiscal Year: FY 2006-2007

Project Number: 07-10

Funding Source: Utility Fund

Cost:

Project Cost	\$1,462,720
Operating Cost	<u>\$0</u>
Total Cost	\$1,462,720

Project Title: Golden Aster Pump Station Upgrade

Description: Add two new pumps to provide ultimate firm capacity of 1,150 gpm.

Fiscal Year: FY 2006-2007

Project Number: 07-11

Funding Source: Utility Fund

Cost:

Project Cost	\$560,000
Operating Cost	<u>\$0</u>
Total Cost	\$560,000

Project Title: Water Storage Tank Installation - Aqueduct Zone

Description: Install 1.1 MG tank to provide fire flow and peak-day flow in Brisbane/GVMID Zone 1.

Fiscal Year: 2006-07

Project Number: 07-12

Funding Source: Utility Fund

Cost:

Project Cost	\$2,744,000
Operating Cost	<u>\$0</u>
Total Cost	\$2,744,000

Project Title: Pipeline Replacements

Description: Begin replacement program for those sections of the existing \$22.6M water system pipeline components that are at or beyond their projected useful lives.

Fiscal Year: 2006-07

Project Number: 07-13

Funding Source: Utility Fund

Cost:

Project Cost	\$5,000,000
Operating Cost	<u>\$0</u>
Total Cost	\$5,000,000

Project Title: Sierra Point Lift Station Improvements (LS #4)

Description: Increase pump capacity to meet ultimate sewer flows per currently approved land uses.

Fiscal Year: 2006-07

Project Number: 07-14

Funding Source: Utility Fund

Cost:

Project Cost	\$392,000
Operating Cost	<u>\$0</u>
Total Cost	\$392,000

Project Title: Television Inspection and Evaluation

Description: Complete closed circuit television inspection of existing sewer system and update CIP program per results obtained.

Fiscal Year: 2006-07

Project Number: 07-16

Funding Source: Utility Fund

Cost:

Project Cost	\$224,000
Operating Cost	<u>\$0</u>
Total Cost	\$224,000

Project Title: Bayshore Boulevard North

Description: Replace approximately 6,300' of aged 16" sewer interceptor line connecting to SFPUC trunk line.

Fiscal Year: 2006-07

Project Number: 07-17

Funding Source: Utility Fund

Cost:

Project Cost	\$1,713,600
Operating Cost	<u>\$0</u>
Total Cost	\$1,713,600

Project Title: Terminal Manhole Installation

Description: This project will install manholes at the ends of existing sanitary sewer lines that currently do not have any access point for maintenance. Manholes will be provided at four locations: near 155 Alvarado, 106 Solano, 56 Mono, and 392 Klamath Streets.

Fiscal Year: 2004-2005

Project Number: 05-24

Funding Source: Utility Fund

Cost:

Project Cost	\$44,800
Operating Cost	<u>\$0</u>
Total Cost	\$44,800

Project Title: Trinity Sewer Replacement

Description:

Fiscal Year: 2005-2006

Project Number: 06-05

Funding Source: Utility Fund

Cost:

Project Cost	\$151,200
Operating Cost	<u>\$0</u>
Total Cost	\$151,200

Project Title: Emergency Fuel Supply/Propane

Description: As part of the City's ongoing emergency preparedness planning, we recently reviewed our emergency fuel supply needs. Because we presently have no emergency fuel supplies, staff is proposing the acquisition of one 2,000 gallon ethanol/2,000 gallon diesel aboveground storage tank and two 1,000 gallon mobile propane tanks. The ethanol/diesel tanks would be used daily by DPW/BPD/BFD. The propane tanks would be for emergency use only. The acquisition of this storage would provide approximately 72 hours of emergency fuel demands.

Fiscal Year: 2005-2006

Project Number: 06-04

Funding Source: General Fund

Cost:

Project Cost	\$123,200
Operating Cost	<u>\$0</u>
Total Cost	\$123,200

Project Title: Pipeline Replacements

Description: Begin replacement program for those sections of the existing \$20.7M sewer system pipeline components that are at or beyond their projected useful lives.

Fiscal Year: 2006-07

Project Number: 07-18

Funding Source: Utility Fund

Cost:

Project Cost	\$5,000,000
Operating Cost	<u>\$0</u>
Total Cost	\$5,000,000

Project Title: Storm Drain Pipeline from Visitacion Avenue and San Francisco Avenue to Bankers Lane/San Francisco Avenue west of Visitacion Avenue/San Bruno Avenue north of Mariposa Street

Description: This project will improve existing storm drain pipeline capacity deficiency causing street flow during 10-year storm event. This project combines three individual CIP projects defined as CIP B, C, and E in the November 2003 Storm Drainage Master Plan.

Fiscal Year: 2004-05

Project Number: 05-15

Funding Source: General Fund

Cost:

Project Cost	\$1,394,000
Operating Cost	<u>\$0</u>
Total Cost	\$1,394,000

Project Title: 18"-36" Pipelines in San Benito and San Bruno

Description: Replace and upgrade existing pipelines to provide storm flow capacity.

Fiscal Year: 2006-07

Project Number: 07-19

Funding Source: General Fund

Cost:

Project Cost	\$484,000
Operating Cost	<u>\$0</u>
Total Cost	\$484,000

Project Title **Project Title:** 24"-30" Pipelines - Visitacion Avenue from Sierra Point Road to Klamath

Description: Replace and upgrade existing pipelines, and install new 30" line in Visitacion from Alvarado to Klamath, to provide storm flow capacity.

Fiscal Year: 2006-07

Project Number: 07-20

Funding Source: General Fund

Cost:

Project Cost	\$434,000
Operating Cost	<u>\$0</u>
Total Cost	\$434,000

Project Title **Project Title:** Sediment Trap and Pipeline, Main Street and Bayshore Boulevard

Description: This project corrects inadequate drainage along Main Street at Bayshore causing surface flooding. The project will include an inlet and pipe on SW corner of Main Street and Bayshore Boulevard and connection to the existing system.

Fiscal Year: 2004-05

Project Number: 05-17

Funding Source: General Fund

Cost:

Project Cost	\$193,000
Operating Cost	<u>\$0</u>
Total Cost	\$193,000

Project Title: Pipeline - Tulare "bubble-up" to Lagoon

Description: This project will provide a permanent underground pipeline from the Santa Clara Street bubble-up to the City's storm drain system. A new lateral will also be installed to provide improved flow from the Tunnel Avenue/Old County intersection. Additionally, decayed corrugated metal pipes will be replaced and open earth ditches will be regraded.

Fiscal Year: 2004-05

Project Number: 05-14

Funding Source: General Fund

Cost:

Project Cost	\$392,000
Operating Cost	<u>\$0</u>
Total Cost	\$392,000

Project Title: 30" Pipeline on Bayshore Boulevard

Description: Replace and upgrade existing pipeline from 18" to 30" to provide storm flow capacity.

Fiscal Year: 2006-07

Project Number: 07-21

Funding Source: General Fund

Cost:

Project Cost	\$241,000
Operating Cost	<u>\$0</u>
Total Cost	\$241,000

Project Title: Replace CMP on North Hill Drive

Description: Replace existing pipe with an appropriately sealed and anchored configuration.

Fiscal Year: 2006-07

Project Number: 07-22

Funding Source: General Fund

Cost:

Project Cost	\$48,000
Operating Cost	<u>\$0</u>
Total Cost	\$48,000

Project Title: Main Street Detention Basin Improvements

Description: This project corrects an existing storage capacity deficiency at the Main Street Detention Basin. The project will include installing a weir between the basin and channel with a flap-gated outlet.

Fiscal Year: 2004-2005

C Project Number: 05-16

Funding Source: General Fund

Cost:

Project Cost	\$346,000
Operating Cost	<u>\$0</u>
Total Cost	\$346,000

Project Title: New box conduit and detention basin on Bayshore near Industrial Way

Description: Construct a new storm drain from Bayshore Boulevard to Industrial Way, and install a detention basin to reduce flooding resulting from high tides and/or capacity limitations due to high flows.

Fiscal Year: 2006-07

Project Number: 07-23

Funding Source: General Fund

Cost:

Project Cost	\$1,164,000
Operating Cost	<u>\$0</u>
Total Cost	\$1,164,000

Project Title: Pavement Maintenance

Description: This project will provide annual prioritized pavement maintenance of City streets per the City's computer modeled Pavement Maintenance System, which complies with the Metropolitan Transportation Commission's prerequisites for receipt of regional pavement grants.

Fiscal Year: 2007-2008

Project Number: 08-02

Funding Source: Measure A, Gas Tax, and General Fund

Cost:

Project Cost	\$400,000
Operating Cost	0
Total Cost	\$400,000

Project Title: Channel/conduit Bayshore/Industrial to Tunnel

Description: Construct a 4,700' bypass line (open channel or closed conduit) to mitigate flooding on Industrial and to supplement capacity of Brick Arch.

Fiscal Year: 2006-07

Project Number: 07-24

Funding Source: General Fund

Cost:

Project Cost	\$4,063,000
Operating Cost	<u>\$0</u>
Total Cost	\$4,063,000

Project Title: Tulare to Santa Clara stairway

Description: The roadway extension from Santa Clara Street to San Francisco Avenue is expected to be complete by the end of calendar year 2006. Installation of this roadway included lowering the grade of the previous dirt trail Santa Clara extension to its new finish paved elevation. Due to this lowering, the use of the existing Tulare-Santa Clara storm drain easement as an occasional shortcut or planned emergency evacuation route by citizens on the north end of Tulare is no longer feasible.

This project would install concrete steps and rails within the 15' wide storm drain easement from the north end of Tulare Street and connect with the soon to be complete Santa Clara Street extension/connection with San Francisco Avenue.

Fiscal Year: 2006-2007

Project Number: 07-02

Funding Source: General Fund

Cost:

Project Cost	\$44,800
Operating Cost	<u>\$0</u>
Total Cost	\$44,800

Project Title: Convert Dog Park Surface to Synthetic Lawn

Description: The City's Dog Park is presently surfaced with a hardy mixed-seed natural product. Similar to all relatively level grass areas, during periods of heavy rain the grass becomes saturated and will quickly become muddy and be destroyed if users are allowed in the Dog Park. Based on Bay Area rain patterns, this typically means that the Dog Park is closed to users for approximately one month per year due to rains. Furthermore, because of the park's popularity and heavy usage, the grass requires topdressing and overseeding every year, which results in another 3-6 week period when the area is unavailable to users. After the conversion to synthetic lawn, the park would be available during all weather periods, and the ongoing maintenance is minimal so park closures would be limited to only a few days per year.

Fiscal Year: 2006-2007

Project Number: 07-03

Funding Source: Parks and Recreation Fund

Cost:

Project Cost	\$72,800
Operating Cost	<u>\$0</u>
Total Cost	\$72,800

Project Title: Emergency Services Capital Improvements

Description: The City's desire to respond and provide continuity of services to its citizens during emergencies requires an investment in both training and provision of resources for emergency services. Funds in this account will be utilized to provide updated phone/fax units and possibly a satellite phone for the Emergency Operations Center, Wi-Fi computer capability, and to provide shore power electrical connections and standby electrical power for the designated City's shelters, and other improvements as approved by the Director of Emergency Services.

Fiscal Year: 2007-2008

Project Number: 08-01

Funding Source: General Fund

Cost:

Project Cost	\$56,000
Operating Cost	<u>\$0</u>
Total Cost	\$56,000

Project Title: Lipman Field Restroom and Storage Facility

Description: The proposed project will provide for a permanent restroom and storage facility at the Lipman Field

Fiscal Year: 2006-2007

Project Number: 07-05

Funding Source: Parks and Recreation Fund

Cost:

Project Cost	\$65,000
Operating Cost	<u>\$0</u>
Total Cost	\$65,000

Project Title: Bayshore Corridor North-South Bikeway – Phase 1

Description: The overall project proposes to construct a 5' wide Class II bikeway along Bayshore Boulevard from its northern city limit to its southern city limit, with a northbound detour through Crocker Industrial Park to avoid the narrow right-of-way adjacent to Ice House Hill (resulting from the k-rail placed to catch nuisance rock falls). The cost to complete the total project is \$1.3M; based on available funding, the C/CAG BPAC has provided grant funds for approximately half of the work. With the approved grant amount, the City will be able to construct the bikeway from Bayshore/Guadalupe to the southern city limit as Phase 1 of the project.

Fiscal Year: 2007-2008

Project Number: 08-03

Funding Source: General Fund and Transportation Development Act Article 3 Grant

Cost:

Project Cost	\$700,000
Operating Cost	0
Total Cost	\$700,000

Project Title: Bayshore Boulevard 8" Force Main Underground Relocation
(construction)

Description: The Council previously approved the design contract for the relocation of an 8" high-density polyethylene force main temporarily installed aboveground between Bayshore Boulevard and Guadalupe Canyon Parkway (see Project No. 9602). The 8" line is one of two parallel force mains serving Valley Drive Lift Station (VDLS) and was installed in 2003 to provide additional capacity for wet weather flows as the new VDLS was constructed (the other force main served the previous and current lift station, and remains underground in Bayshore Boulevard). The proposed project will put the eight-inch line underground, thereby limiting potential damage to the line. Furthermore, the northern portion of the line is on private property; the Owner recently granted the City a 2-year term license, requiring the line be removed from that property prior to expiration of the license.

Fiscal Year: 2007-2008

Project Number: 08-04

Funding Source: Utility Fund

Cost:

Project Cost	\$500,000
Operating Cost	0
Total Cost	\$500,000

Project Title: Roof Replacement for Fire Station 81

Description: The Council approved the design contract with Glass Architects for this project at its April 16, 2007 meeting. This project will provide construction funds for the selected design. Updated costs estimates will be provided by the architect as the design process gets underway.

Fiscal Year: 2007-2008

Project Number: 08-05

Funding Source: General Fund

Cost:

Project Cost Waiting for
 Architectural
 Work

Operating Cost
Total Cost

Project Title: Pedestrian Path – Humboldt Road to Kings Road

Description: This project will provide a direct pedestrian connection within a City easement (generally beginning adjacent to 796 Humboldt) between these two roads. Work includes clearing, grubbing, tree removal, installation of two wooden stairways, and creation of a 4' wide path. The construction costs are estimated to be more expensive for this "simple" path than at other locations due to the approximate elevation change of 75' across a length of 250'.

Fiscal Year: 2007-2008

Project Number: 08-06

Funding Source: General Fund

Cost:

Project Cost	\$225,700
Operating Cost	0
Total Cost	\$225,700

Project Title: Brisbane Gymnasium

Description: The gym is envisioned as a mini health club facility constructed on city owned land behind the Mission Blue ballpark outfield fence. This project will be broken into phases the first phase will study amenities that could be incorporated based on the available square footage, and will also review incremental development possibilities.

Fiscal Year: 2004-2005

Project Number: 05-31

Funding Source: General Fund (design only, construction is expected to receive significant funding from NER development contributions)

Cost:

Phase 1 Cost	\$37,100
Operating Cost	0
Total Cost	\$37,100

THIS PAGE INTENTIONALLY LEFT BLANK

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

Planning Fees		2007/2008 Adopted Fee	Basis
Full Cost Hourly Rates by Staff Position:			
	Director	\$ 183.00	expressed for 100% cost recovery; may be adjusted downward for applicable cost recovery on a permit for which a fee is charged on an hourly basis
	Principal Planner	\$ 153.00	
	Senior Planner	\$ 146.00	
	Office Specialist	\$ 128.00	
	Community Development Technician	\$ 125.00	
	Archive Assistant	\$ 116.00	
	Use Permits:		
P1	Conditional uses listed in District Regulations not listed below	\$ 279.00	
P2	Transfer of development rights within the R- BA district	\$ 651.00	
P4	Exceptions to Fence Regulations	\$ 260.00	
	- Residential Uses	\$ 260.00	
	- Retaining Walls	\$ 260.00	
	- All Other Uses	\$ 1,046.00	
P5	Greenhouses on standard lots	\$ 279.00	
P6	Horses in any district (with exceptions)	\$ 279.00	
P7	Public buildings, schools, parks, churches:		
	- New Construction	\$ 2,619.00	
	- Use Only	\$ 279.00	
P8	Hospitals, etc.	\$ 2,619.00	
P9	Philanthropic or charitable institutions		
	- New Construction	\$ 2,619.00	
	- Use Only	\$ 279.00	
P10	Public utilities in all districts	\$ 2,619.00	
P11	Temporary uses of not more than 45 days duration - all districts	\$ 272.00	
P12	Condominiums, cooperatives, new construction and conversion	\$ 1,949.00	

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

Planning Fees

	2007/2008 Adopted Fee	Basis
P13 Non conforming parking - in R and NCRO districts	\$ 377.00	
- in other districts	\$ 1,509.00	
P13a Use Permit to Expand Nonconforming Residential Uses	\$ 377.00	
Home Occupation Permits:		
P14 Home occupations in residential districts	\$ 104.00	
Design Permits		
P15 Design Permit for new construction: residential	\$ 2,217.00	
Design Permit for new construction: non-residential or mixed use	\$ 2,767.00	
P16 Design Permit for remodeling existing structures	\$ 1,112.00	
P16a Design Permit Extension	\$ 1,332.00	
Variances:		
P17 Variance to code provisions for new construction to all structures	\$ 1,333.00	
P18 Variance to code provisions for remodel of existing structures	\$ 333.00	
- residential structures	\$ 1,333.00	
- other structures		
Sign Permits:		
P19 Sign permits in all districts	\$ 97.00	
- with Hearing	\$ 63.00	
- without Hearing		

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

Planning Fees		2007/2008 Adopted Fee		Basis
P20	Sign Programs	\$	97.00	
Planned Development Permits:				
P21	Planned Development Permit		hourly	deposit required
Development Agreements:				
P22	Development Agreement		hourly	deposit required
Specific Plans:				
P23	Specific Plan		hourly	deposit required
Exceptions to the Code:				
P25	Height limits per BMC 17.32.060	\$	1,112.00	
P60	Accessibility Improvement Permits		\$333.00	
P61a	Setback Exception Modification residential properties		\$333.00	
P61b	Setback Exception Modification all other properties		\$1,333.00	
Minor Modifications:				
P26	Minor modifications per BMC 17.56.090	\$	333.00	
Grading Permits:				
P27	Grading Permit Review by Planning Commission	\$	1,333.00	
Amendments:				
P28	General Plan Map	\$	2,084.00	
P29	General Plan Text	\$	1,791.00	
P30	Zoning Map	\$	2,084.00	
P31	Zoning Ordinance Text	\$	1,681.00	
Subdivisions:				
P32	Tentative Subdivision Map and Condominium Plans with 5 or more lots/units	\$	2,933.00	Plus \$275 per lot

CITY OF BRISBANE
2007/08
MASTER FEE SCHEDULE

Planning Fees		2007/2008 Adopted Fee	Basis
P 33	Moved to PW 14 and recalculated based on Public Works Time	\$ 4,032.00	
P34	Tentative Parcel Map and Condominium Plans with 4 or less lots/units	\$ 403.00	
P35	Final Parcel Map	\$ 1,371.00	
P36	Time Extension for Approved Tentative Map	\$ 1,775.00	
P37	Amendment to Approved Tentative Map	\$ 1,812.00	
P38	Correction/Amendment to Final Map	\$	
P39	Improvement Security	\$	
P40	Modifications to Subdivision Provisions	\$ 1,627.00	as determined by City Engineer 16.28.010
P41	Vesting Tentative Subdivision Map	\$ 2,933.00	
P42a	Certificate of Compliance per GC 66499.35(a) and (b)	\$ 1,107.00	
P42b	Certificate of Compliance per GC 66499.35 (c)	\$ 260.00	
P43	Lot Line Adjustment	\$ 826.00	
P44	Reversions to Acreage	\$ 826.00	
P45	Lot Merger	\$ 358.00	
Appeals:			
P46	Tie-vote at Planning Commission	\$	
P47	All other appeals	\$ 1,406.00	
Environmental Review:			
P48	Categorical Exemption	\$	
P49	Initial Study/Negative Declaration (fee includes those cases in which a Determination of HCP Compliance by the Planning Commission is needed, where no other Planning Permit is required.)	\$ 1,505.00	reimbursement for peer review may be required
Other Services:			
P50	Environmental Impact Reports	consult. cost +10%	deposit required
P51	Mitigation Monitoring-Inspections etc.	hourly	
P52	Pre-application Review	hourly	
	- single family dwelling on lot of record	661.00	
	- all other applications	609.00	
P53	Administrative review subsequent documents from Con. of Appr.	624.00	
P2	Secondary Dwelling Units		
P54	Parking lot redesign/landscape plan review (per BMC section 15.70.030)		

Planning Fees

		2007/2008 Adopted Fee	Basis
P55	Research record search		
P56	Technical report review	consult. cost +10% 10x orig fee	
P57	Zoning enforcement penalty	Set by Building Fees	
P58	Review for zoning conformance of building permits	19.00	
P59	Archiving of records		
P62a	Concept review (greater 20,000 sq. feet commercial or 10 units or more of residential)	530.00	
P62b	Concept review (less than 20,000 sq. feet or less than 10 residential units)	212.00	
P63	Telecommunications Administrative Permit	826.00	

Parks and Recreation Fees

	2007/2008 Adopted Fee	Basis
Facility Rentals:		
Athletic Fields		
Lights	\$ 15.00	per hour
Non Profit Closed to Public	\$ 15.00	per hour
Residential	\$ 31.00	per hour
Non-Residential	\$ 52.00	per hour
Game Preparation	\$ 15.00	per game
Mission Blue		
Residential	\$ 82.00	
1 Room	\$ 126.00	
Entire Facility	\$ 165.00	
Non-Residential	\$ 251.00	
1 Room	\$ 46.00	per hour
Entire Facility	\$ 118.00	per hour
Community Center Rental: Resident	\$	
Community Center Rental: Non-Resident	\$	
Community Park Rentals:		
Picnic Use Permit: Resident	\$ 2.00	per table per hour
Picnic Use Permit: Non-Resident	\$ 7.00	per table per hour
Grassy Area: Resident	\$ 27.00	per event
Grassy Area: Non-Resident	\$ 79.00	per event
Gazebo Area: Resident	\$ 54.00	per hour
Gazebo Area: Non-Resident	\$ 160.00	per hour
Preschool/Youth Activities:		
Club Rec: Resident	\$ 7.00	per person, per day
Club Rec: Non-Resident	\$ 8.00	per person, per day
Club Rec Monthly	\$ 119.00	per person, per month
Winter and Spring Camps	\$ 23.00	per person, per day
Summer Day Camp	\$ 87.00	per person, per session
Preschool	\$ 183.00	per person, per month
Kinder Care	\$ 22.00	per person, per month
Youth Classes	\$ 4.00	per person, per activity
Youth Sports	\$ 54.00	per person, per season
Adult Activities:		

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

		2007/2008 Adopted Fee	Basis
Adult Basketball		\$ 568.00	per team, per season
Parks and Recreation Fees			
Adult Volleyball		\$ 174.00	per team, per season
Adult Softball		\$ 568.00	per team, per season
Adult Open Gym		\$ 3.00	per person, per class
Teen Center:			
Teen Programs		\$ 6.00	per person, per activity
Aquatics:			
Daily Admission: Adult Resident		\$ 4.00	per person
Daily Admission: Adult Non-Resident		\$ 6.00	per person
15-Day Punch Pass: Adult Resident		\$ 54.00	per pass
15-Day Punch Pass: Adult Non-Resident		\$ 67.00	per pass
Monthly Pass: Adult Resident		\$ 47.00	per pass
Monthly Pass: Adult Non-Resident		\$ 62.00	per pass
Daily Admission: Youth/Senior Resident		\$ 2.00	per person
Daily Admission: Youth/Senior Non-Res.		\$ 3.00	per person
15-Day Punch Pass: Youth/Senior Res.		\$ 29.00	per pass
15-Day Punch Pass: Youth/Senior Non-Res.		\$ 41.00	per pass
Monthly Pass: Youth/Senior Resident		\$ 35.00	per pass
Monthly Pass: Youth/Senior Non-Resident		\$ 52.00	per pass
Swim Lessons (8): Resident		\$ 52.00	per lesson package
Swim Lessons (8): Non-Resident		\$ 63.00	per lesson package
Aqua Exercise		\$ 6.00	per class
B-Days: Resident		\$ 82.00	
B-Days: Resident		\$ 231.00	
B-Days: Non-Resident		\$ 103.00	
B-Days: Non-Resident		\$ 272.00	
Summer Pass: Resident		\$ 201.00	
Summer Pass: Non-Resident		\$ 215.00	

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

Finance Fees

		2007/2008 Adopted Fee	Basis
F1	Deposit for Water and Service: Single/Commercial (\$20 non-refundable)		refundable deposit continues as current; \$20 non-refundable fee
F1	Deposit for Water and Service: Duplex (\$20 non-refundable)		
F2	Deposit after 2nd Disconnection		
F3	Penalty for delinquent payment (5 days prior to shut off)	\$ 5.00	max of fee or 5% of balance
F4	Penalty for delinquent payment (24 hours prior to shut off)	\$ 41.00	max of fee or 5% of balance
F6	Water Turn On - After payment of delinquent account: 8a-4p	\$ 40.00	
F6	Water Turn On - After payment of delinquent account: after 4p	\$ 79.00	

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

City Clerk Fees		2007/2008 Adopted Fee	Basis
C1	Agenda Packet Subscription: Regular	\$ 33.00	
C1	Agenda Only: Regular (no packet, SASE from subscriber)		
C1	Agenda by Email		
C1	Agenda Subscription: Seniors/Students		
C2	Copy of Annual Budget	\$ 59.00	move fee to Finance Department
C3	Annual Financial Report	\$ 15.00	move fee to Finance Department
C4	Copy of Election Documents		
C5	Copy of Municipal Code Book	\$ 217.00	
C6	Document Certification	\$ 2.00	in addition to per page fee
C7	Annual Minutes Subscription: Regular Mail	\$ 110.00	
C7	Minutes Subscription: Email		
C8	Photocopying	\$ 0.30	per page; no labor time allowed
C9	Returned Check Charge (All Departments)	\$ 45.00	move fee to Finance Department
C10	Tapes of Meetings (per tape)	\$ 15.00	
C11	Transcription of Minutes	\$ 6.00	in addition to \$50/hr contract
C12	Campaign Statements		\$0.10 per page max by law
C13	General Research (per hour) - City Clerk		cannot charge for labor time
C13	General Research (per hour) - Deputy City Clerk		cannot charge for labor time

CITY OF BRISBANE
2007/08
MASTER FEE SCHEDULE

Police Fees		2007/2008 Adopted Fee	Basis
PO1	Copies of Reports	\$ 15.00	
PO2	Alarm System Permits	\$ 57.00	
PO3	Bicycle Registration	\$ -	
PO4	Booking Fee	\$ 107.00	
PO5	Clearance & Good Conduct Letters: Resident	\$ 6.00	
PO5	Clearance & Good Conduct Letters: Non-Resident	\$ 25.00	
PO6	Subpoena Dues / Tecum Processing (per hour)	\$ 25.00	
PO7	Concealed Weapons Permit Process	\$ 49.00	
PO8	Concealed Weapons Renewal Fee	\$ 16.00	
PO9	Copies of Tape Recordings	\$ 23.00	
PO10	Court Appearance / Sergeant (max by law)	\$ 102.00	per hour or legal max (\$150 deposit)
PO11	Court Appearance / Officer (max by law)	\$ 89.00	per hour or legal max (\$150 deposit)
PO12	Court Appearance / Lead Dispatcher (max by law + \$0.20/mile)	hourly	charge legal max
PO13	Court Appearance / Dispatcher (max by law + \$0.20/mile)	hourly	charge legal max
PO14	False Alarms - Structure	\$ 40.00	
PO15	Fingerprinting Resident: Adult	\$ 22.00	
PO15	Fingerprinting Resident: Minor	\$ -	
PO16	Fingerprinting Non-Resident	\$ 73.00	
PO17	Massage Fee	\$ 33.00	
PO18	Massage Technician Permit Fee	\$ 122.00	
PO19	Special Event Permit (per hour)	\$ 34.00	
PO20	Photograph Copies (plus actual costs)	\$ 66.00	
PO20	Photograph Enlargements (plus actual costs)	\$ 66.00	
PO21	Private Patrol Permit Fee	\$ 56.00	
PO22	Repeat Nuisance Call (per hour)	\$ 46.00	
PO23	Vehicle Releases / Enforcement	\$ 42.00	
PO24	Vehicle Releases / Abandonment	\$ 42.00	
PO25	Film Crew	\$ 407.00	
PO26	Repossessed Vehicle Release	\$ 15.00	

CITY OF BRISBANE
2007/08
MASTER FEE SCHEDULE

Fire Fees		2007/2008 Adopted Fee	Basis
"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both			
FD1	Aerosol Products	\$ 190.00	A
FD2	Aircraft Refuel	\$ 142.00	A
FD3	Aircraft Repair Hanger	\$ 190.00	A
FD4	Asbestos/Lead Coating Removal	\$ -	
	Occupied buildings 1 and 2 story	\$ -	
	to 5,000 sq ft	\$ 283.00	EO
	> 5,000 sq ft	\$ 283.00	EO, plus \$0.020 per sq. ft. over 5,000
	> 2 stories	\$ -	
	to 5,000 sq ft	\$ 378.00	EO
	> 5,000 sq ft	\$ 378.00	EO, plus \$0.03 per sq. ft. over 5,000
	Unoccupied buildings 1 and 2 stories	\$ -	
	to 5,000 sq ft	\$ 190.00	EO
	> 5,000 sq ft	\$ 190.00	EO, plus \$0.025 per sq. ft. over 5,000
	> 2 stories	\$ -	
	to 5,000 sq ft	\$ 283.00	EO
	> 5,000 sq ft	\$ 283.00	EO, plus \$0.025 per sq. ft. over 5,000
FD5	Automobile Wrecking Yard	\$ 190.00	A
FD6	Apartment House (3 or more units; incl. condos & congregate res.)	\$ -	
	- 3 units to 10 units	\$ 142.00	A
	- 11 units to 20 units	\$ 190.00	A
	- Greater than 20 units (\$1.30/each unit over 20)	\$ 190.00	A, plus \$1.30 per unit over 20
FD7	Battery system	\$ 236.00	A
FD8	Candles or Open Flames in Assembly Areas (may combine with assembly permit application for dining establishments and churches)	\$ 95.00	A/EO
FD9	Carnivals or Fairs	\$ 283.00	EO
FD10	Cellulose Nitrate Film	\$ 142.00	A
FD11	Cellulose Nitrate Storage	\$ 236.00	A
FD12	Combustible Fiber Storage	\$ 190.00	A

CITY OF BRISBANE
2007/08
MASTER FEE SCHEDULE

		2007/2008 Adopted Fee		Basis
"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both				
Fire Fees				
FD13	Combustible Material Storage	\$	190.00	A
FD14	Compressed Gases (in excess of the amts. listed in CFC, Table 105-A)	\$	283.00	A
FD15	Commercial Rubbish Handling Plant	\$	283.00	A
FD16	Cryogen's (in excess of the amounts listed in CFC, Table 105-B)		HazMat tbl.	A
FD17	Dry Cleaning Plants	\$	190.00	A
FD18	Dust Producing Operations	\$	190.00	A/EO
FD19	Explosives or Blasting Agents each permanent site	\$	283.00	A
	each temporary site	\$	283.00	EO
FD20	Fire hydrants and water control valves	\$	283.00	EO
FD21	Fireworks Display (fees for standby Fire staff, when req'd, are add'l)	\$	95.00	EO
FD22	Flammable or Combustible Liquid Pipeline	\$	283.00	EO
	- Use or operation	\$	283.00	A
	- Repair or modification	\$	190.00	EO
	- Excavate or work below grade within 10 feet	\$	190.00	EO
FD23	To Store, Handle or Use Flam/Combust. Liquids	\$	190.00	EO
	- Flammable Liquids (over 5 gal. inside or 10 gal. outside)	\$	142.00	A
	- Combustible Liquids (over 25 gal. inside or 60 gal. outside)	\$	142.00	A
	- Combination (flammable and combustible)	\$	142.00	A
FD24	Flammable or Combustible Liquids in Tanks, vessels > 60 gal. capacity); largest tank size will be used for fee basis for tanks of mixed size categories)	\$		
	To 10,000 gallons tank size:	\$	-	
	1 tank	\$	190.00	A
	2-3 tanks	\$	190.00	A, plus \$104 per tank over the first
	3+ tanks	\$	440.00	A, plus \$78 per tank over the first
	Over 10,000 to 100,000 gallons tank size:	\$	-	
	1 tank	\$	283.00	A
	2-3 tanks	\$	283.00	A, plus \$156 per tank over the first
	3+ tanks	\$	662.00	A, plus \$117 per tank over the first

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

Fire Fees "A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both	2007/2008 Adopted Fee	Basis
Over 100,000 gallons tank size: 1 tank	\$ 568.00	A
2-3 tanks	\$ 568.00	A, plus \$312 per tank over the first
3+ tanks	\$ 1,324.00	A, plus \$234 per tank over the first
FD25 Remove Flammable/Combustible Liquids from an underground tank used to refuel motor vehicles	\$ 283.00	A/EO
FD26 Tank Vehicles	\$ 142.00	A
FD27 Install, Alter, Remove, Abandon, Place Temporarily Any Flammable/Combustible Liquid Tank	\$ 378.00	EO
FD28 Change Type of Contents Stored in a Flammable/Combustible Liquid Tank to a material other than that for which the tank is designed	\$ 283.00	EO
FD29 Fruit Ripening	\$ 190.00	A
FD30 Fumigation or Thermal Insecticidal Fogging: each permanent site	\$ 142.00	A
each temporary site	\$ 142.00	EO
FD31 Hazardous Materials (to store, dispense, handle amounts in excess of the following quantities; for cryogenics, compressed gases, flammable or combustible liquids, and liquefied petroleum gases, see the respective permit categories elsewhere in this fee schedule)	HazMat tbl.	
A. Corrosives:	HazMat tbl.	
Liquids: 55 gal.	HazMat tbl.	A
Solids: 500 lbs.	HazMat tbl.	A
B. Flammable Solids: 100 lbs.	HazMat tbl.	A
C. Highly Toxic Materials (including pesticides, fumigants, and acutely hazardous materials): any amount	HazMat tbl.	
D. Irritants:	HazMat tbl.	A
Liquids: 55 gal.	HazMat tbl.	A
Solids: 500 lbs.	HazMat tbl.	A

	2007/2008 Adopted Fee	Basis
<p>Fire Fees</p> <p>"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both</p> <p>E. Oxidizing Liquids: Class 4: any amount Class 3: 1 gal. Class 2: 10 gal. Class 1: 55 gal.</p> <p>F. Oxidizing Solids: Class 4: any amount Class 3: 10 lbs. Class 2: 100 lbs. Class 1: 500 lbs.</p> <p>G. Organic Peroxides: Class I: any amount Class II: any amount Class III: 10 lbs. Class IV: 20 lbs.</p> <p>H. Other Health Hazards: Liquids: 55 gal. Solids: 500 lbs.</p> <p>I. Pyrophoric Materials: any amount</p> <p>J. Sensitizers: Liquids: 55 gal. Solids: 500 lbs.</p> <p>K. Toxics: Liquids: 10 gal. Solids: 100 lbs.</p>	<p>\$</p> <p>HazMat tbl. HazMat tbl. HazMat tbl. HazMat tbl.</p> <p>HazMat tbl. HazMat tbl. HazMat tbl. HazMat tbl.</p> <p>HazMat tbl. HazMat tbl. HazMat tbl. HazMat tbl.</p> <p>HazMat tbl. HazMat tbl. HazMat tbl. HazMat tbl.</p> <p>HazMat tbl. HazMat tbl. HazMat tbl. HazMat tbl.</p> <p>HazMat tbl. HazMat tbl. HazMat tbl. HazMat tbl.</p> <p>HazMat tbl. HazMat tbl. HazMat tbl. HazMat tbl.</p> <p>HazMat tbl. HazMat tbl. HazMat tbl. HazMat tbl.</p>	<p>A A A A</p> <p>A A A A</p> <p>A A A A</p> <p>A A A A</p> <p>A A A A</p> <p>A A A A</p> <p>A A A A</p> <p>A A A A</p>

	2007/2008 Adopted Fee	Basis
Fire Fees "A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both		
L. Unstable (reactive) Liquids:	\$	
Class 4: any amount	HazMat tbl.	A
Class 3: any amount	HazMat tbl.	A
Class 2: 5 gal.	HazMat tbl.	A
Class 1: 10 gal.	HazMat tbl.	A
M. Unstable (reactive) Solids:		
Class 4: any amount	HazMat tbl.	A
Class 3: any amount	HazMat tbl.	A
Class 2: 50 lbs.	HazMat tbl.	A
Class 1: 100 lbs.	HazMat tbl.	A
N. Water-reactive Liquids:		
Class 3: any amount	HazMat tbl.	A
Class 2: 5 gal.	HazMat tbl.	A
Class 1: 10 gal.	HazMat tbl.	A
O. Water-reactive Solids:		
Class 3: any amount	HazMat tbl.	A
Class 2: 50 lbs.	HazMat tbl.	A
Class 2: 100 lbs.	HazMat tbl.	A
FD32 High-Piled Combustible Storage		
500 to 2,500 sq ft	\$ 71.00	A
2,500 to 5,000 sq. ft.	\$ 190.00	A
Over 5,000 to 25,000 sq. ft.	\$ 283.00	A
Over 25,000 to 50,000 sq. ft.	\$ 425.00	A
Greater than 50,000 sq. ft.	\$ 425.00	A, plus \$0.006 per sq. ft. over 50,000
FD33 High-Rise Building Annual Inspection	\$ 283.00	A, plus \$58 per 10,000 sq. ft.

CITY OF BRISBANE
2007/08
MASTER FEE SCHEDULE

		2007/2008 Adopted Fee	Basis
Fire Fees			
"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both			
FD34	Hot work operations: A. Portable (hand-dolly/carried; may be combined with motor vehicle repair garage permit application) 1-3 units > 3 units B. Semi-portable or fixed C. Manifold w/ connected cylinder capacity of >3,000 cu. ft. fuel-gas or 300 lbs. LPG D. Temporary Job Site Hotels, Motels and Lodging Houses	\$ - \$ 95.00 \$ 118.00 \$ 142.00 \$ 190.00 \$ 118.00 \$ - \$ 142.00 \$ 190.00 \$ 190.00	A A A A A EO/A A A, plus \$1.30 per unit over 20
FD35	Hotels, Motels and Lodging Houses 1 to 5 units 6 to 20 units Over 20 units	\$ 142.00 \$ 190.00 \$ 190.00	A A A, plus \$1.30 per unit over 20
FD36	Liquefied Petroleum Gases (except portable containers <125 gal. cap.)	\$ -	EO
FD37	Liquid/Gas-Fueled Vehicles or Equipment in Assembly Buildings	\$ 142.00	A
FD38	Lumber Yards (over 100,000 board feet)	\$ 142.00	A
FD39	Magnesium Working	\$ 283.00	A
FD40	Mall, Covered	\$ -	
FD41	Motor vehicle fuel dispensing stations: Installation: 1st with tank fee without tank 1st each additional Annual: Each additional dispenser (first dispenser with tank fee)	\$ 95.00 \$ 283.00 \$ 95.00 \$ - \$ 47.00 \$ 190.00	EO EO EO A EO EO
FD42	Occupant Load Increase	\$ 190.00	EO
FD43	Open Burning	\$ 142.00	EO

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

Fire Fees	2007/2008 Adopted Fee	Basis
FD44 Organic Coatings	\$ 236.00	A
FD45 Ovens, Industrial Baking or Drying	\$ 190.00	A
FD46 Parade Floats	\$ 47.00	A
FD47 Places of Assembly (churches, schools, NPOs permitted at no fee)	\$ -	A
- A-1, A-2, A-2.1	\$ 283.00	A
- A-3, A-4	\$ 190.00	A
Special assembly events	\$ 190.00	A
FD48 Pyrotechnic Special Effects Material (fees for standby Fire staff, when required, are additional)	\$ 190.00	EO
FD49 Radioactive Materials	\$ 283.00	A
FD50 Refrigeration Equipment	\$ 142.00	A
FD51 Repair Garage	\$ 190.00	A
FD52 Spraying or Dipping	\$ 190.00	A
FD53 Temporary membrane structures, tents, and canopies	\$ 190.00	EO
FD54 Tire Storage	\$ 190.00	A
FD55 Wood Products (over 200 cu. ft.)	\$ 190.00	A
Hazardous Materials Table Schedule HM-1:	\$ -	A
Range Solids (pounds)	\$ -	A
1 > 0 to 500	\$ 339.00	A
2 > 500 to 5,000	\$ 474.00	A
3 > 5,000 to 25,000	\$ 633.00	A
4 > 25,000 to 50,000	\$ 925.00	A
5 > 50,000 to 80,000	\$ 1,337.00	A
6 > 80,000 to 120,000	\$ 1,938.00	A
7 > 120,000	\$ 2,522.00	A

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

Fire Fees		2007/2008 Adopted Fee	Basis
"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both			
Range	Liquids (gallons)		
1	> 0 to 55	\$ 339.00	
2	> 55 to 550	\$ 474.00	
3	> 550 to 2,750	\$ 633.00	
4	> 2,750 to 5,500	\$ 925.00	
5	> 5,500 to 10,000	\$ 1,337.00	
6	> 10,000 to 15,000	\$ 1,938.00	
7	> 15,000	\$ 2,522.00	
Range	Gas (cubic feet)		
1	> 0 to 200	\$ 339.00	
2	> 200 to 2,000	\$ 474.00	
3	> 2,000 to 10,000	\$ 633.00	
4	> 10,000 to 20,000	\$ 925.00	
5	> 20,000 to 40,000	\$ 1,337.00	
6	> 40,000 to 60,000	\$ 1,938.00	
7	> 60,000	\$ 2,522.00	
Construction Fire Permit Fees:			
Automatic Sprinkler System Permit (installation of suspended piping larger than 4" nominal pipe size also requires Building Department approval of imposed loading on structure):			
FD56	For other than 1 and 2 family dwellings:	\$ -	
	- New (per sq. ft.)	\$ -	per square foot; \$323 minimum fee
	- Alteration (per sq. ft. of protected area,)	\$ -	per square foot; \$202 minimum fee
FD57	One and Two-family dwellings:	\$ -	
	- New (per sq. ft.)	\$ -	per square foot; \$213 minimum fee
	- Alteration (per sq. ft. of protected area)	\$ -	per square foot; \$133 minimum fee
	Fixed Extinguishing System Permit:	\$ -	

CITY OF BRISBANE
2007/08
MASTER FEE SCHEDULE

Fire Fees		2007/2008 Adopted Fee		Basis
"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both				
FID58	Mechanical Detection System: - New	\$ -	190.00	minimum
	- Alteration	\$ -	118.00	minimum
FID59	Electronic Detection System: - New	\$ -	382.00	minimum
	- Alteration	\$ -	215.00	minimum
FID60	Fire Alarm Permit: - Manual initiating system (per sq. ft.) - Automatic initiating system (per sq. ft.)	\$ -	0.02 0.05	per square foot; \$200 minimum fee per square foot; \$200 minimum fee
FID61	Construction, Alteration & Renovation Permit - Base rate - Hazardous occupancies (base rate plus...) - High-rise buildings (base rate plus...) - Individual mechanical electrical or plumbing	\$ -	0.15 0.06 0.06	per square foot; \$120 minimum fee per square foot per square foot
FID62	Gas Piping System Installation Permit	\$ -	0.8x bldg pmt	\$61 minimum
FID63	Underground Fire Protection Piping Permit (per 1,000 ft.)	\$ -	236.00	per 1,000 ft
Miscellaneous Fees:				
FID64	Consultant Service Fee (actual cost plus admin fee)	\$ -	38.00	per hour in addition to cost
FID65	Copy of Documents (per page)	\$ -	-	
FID66	Copy of Fire Report (each)	\$ -	19.00	per hour
FID67	Document Review (per hour)	\$ -	95.00	for 1st hour; \$106 ea. add'l. 1/2 hr.
FID68	Emergency Response to International False Alarm (per hour)	\$ -	241.00	
FID69	False Alarm in Excess of 3 per Calendar Year (accidental or equipment)	\$ -	119.00	
FID70	Fire Hazard Abatement performed by City or City Contractor (including, but not limited to, combustible or flammable vegetation removal)	\$ -		
FID71	Hydrant Flow Test	\$ -	142.00	
		\$ -	142.00	

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

Fire Fees		2007/2008 Adopted Fee		Basis
"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both				
FD72	New Business Fire Inspection	\$	-	
	- Minimum Fee	\$	62.00	
	- Over 5,000 to 10,000 sq. ft.	\$	142.00	
	- Over 10,000 to 25,000 sq. ft.	\$	190.00	
	- Over 25,000 sq. ft.	\$	283.00	
FD73	Other Services (per half hour and portion thereof)	\$	47.00	per half-hour
FD74	Re-Inspection Fee (for each following second re-inspection)	\$	95.00	
FD75	Standby Engine Company	\$	241.00	for 1st hour; \$106 ea. add'l. 1/2 hr.
FD76	Standby Firefighter (1 hour minimum)	\$	80.00	per hour
FD77	Work Performed after Normal Working Hours (Callback is a 3-hr min)	\$	142.00	per hour

CITY OF BRISBANE
2007/08
MASTER FEE SCHEDULE

Public Works Fees

"F/A" designates the need for a Force Account

	2007/2008 Adopted Fee	Basis
PW 1 Grading Permit - Plan Check:		
-0.5 cub. yds. (no permit required)	\$ -	
-6-50 cub. yds.	\$ 74.00	
-51-100 cub. yds.	\$ 74.00	
-101-1,000 cub. yds.	\$ 298.00	
-1,001-10,000 cub. yds.	\$ 595.00	
-10,001-100,000 cub. yds.	\$ 3,204.00	
-100,001-200,000 cub. yds.	\$ 5,343.00	
-200,000 or more cub. yds.	\$ 10,685.00	
PW 1a Geotechnical Peer Review	Actual Cost	Force Account minimum \$5,000
PW 2 Grading Permit - Inspection:		
-0.5 cub. yds. (no permit required)	\$ -	
-6-50 cub. yds.	\$ 296.00	
-51-100 cub. yds.	\$ 591.00	
-101-1,000 cub. yds.	\$ 10,609.00	
-1,001-10,000 cub. yds.	\$ 15,914.00	
-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
PW 3 Blasting Permit	\$ 595.00	
PW 4 Special Permit (after hours work), plus actual cost of inspection/work	\$ 149.00	F/A min \$500 for Inspection
PW 5 Grading Permit (paving), plus actual cost of inspection/work	\$ 149.00	F/A min \$500 for Inspection
PW 6 Grading Permit (drainage alteration), plus actual cost of inspect/work	\$ 149.00	F/A min \$500 for Inspection
PW 7 Truck Haul Permit	\$ 74.00	
PW 7a Truck Haul Impact Fee (per cubic yard, \$90 minimum fee)	\$ -	
PW 8 Encroachment Permit (hourly inspect. cost)	\$ 74.00	F/A min \$500 for Inspection
PW 9 Site Work Permit - Engineering Review (assessed every 2 reviews)	\$ 297.00	
PW 9a Site Work Permit - Retaining Wall Design	Actual Cost	Force Account minimum \$5,000

CITY OF BRISBANE
 2007/08
 MASTER FEE SCHEDULE

Public Works Fees

"F/A" designates the need for a Force Account

	2007/2008 Adopted Fee	Basis
PW 10 Tentative Parcel Map Review	\$ 403.00	
PW 11 Final Parcel Map Review	\$ 403.00	plus actual cost LS review (requires \$1,500 F/A min)
PW 12 Water Meter Installation:		
- 5/8" meter	\$ 496.00	
- 3/4" meter	\$ 496.00	
- 1" meter	\$ 496.00	
- 1.5" meter	\$ 940.00	
- 2" meter or larger	\$ 1,584.00	
PW 14 Final Subdivision Map	\$ 5,150.00	Plus \$500 per lot

RESOLUTION NO. GVMID 2007-01

A RESOLUTION OF GUADALUPE VALLEY
MUNICIPAL IMPROVEMENT DISTRICT (GVMID)
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEARS 2007-2008 AND 2008-2009 AND
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED

WHEREAS, a proposed annual budget for the Guadalupe Valley Municipal District (GVMID) for the Fiscal Years commencing July 1, 2007 and ending June 30, 2008 and July 1, 2008 and ending June 30, 2009 was submitted to the Board of Directors, and

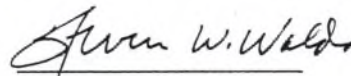
WHEREAS, a public hearing and proceedings for the adoption of said budget have been duly held and

WHEREAS, the GVMID Board has made certain revisions, corrections, and modifications to said proposed budget at Budget Study Sessions held on May 28th June 4th, and June 18th 2007.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the GVMID that the proposed budget, as submitted, is adopted as the annual budget for the Fiscal Years commencing July 1, 2007 and ending June 30, 2008 and commencing on July 1, 2008 and ending June 30, 2009 and thereby appropriates the amounts budgeted.

BE IT FURTHER RESOLVED, that the proposed budget shall be modified, revised and corrected to the extent provided by the Board of Director's actions prior to the adoption of this Resolution and as reflected in Exhibit A attached and incorporated as though set forth in full.

PASSED, APPROVED AND ADOPTED this 18th day of June 2007.



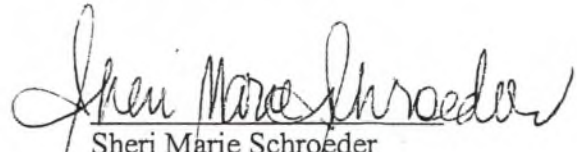
Steven W. Waldo
President of the Board

I hereby certify that the foregoing Resolution No. GVMID 2007-01 was duly and regularly adopted at a regular meeting of the Guadalupe Valley Municipal Improvement District on June 18th, 2007 by the following vote:

AYES: Councilmember Barnes, Bologoff, Conway, Richardson, and Mayor Waldo

NOES: None

ABSENT: None



Sheri Marie Schroeder
District Secretary

RESOLUTION NO. 2007-14

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BRISBANE
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR 2007-2008 AND FISCAL YEAR 2008-09 AND
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED

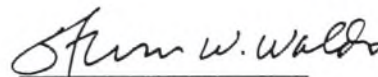
WHEREAS, a proposed annual budgets for the City of Brisbane for the Fiscal Years commencing July 1, 2007 and ending June 30, 2008 and July 1, 2008 and ending June 30, 2009 was submitted to the City Council and

WHEREAS, the City Council has made certain revisions, corrections, and modifications to said proposed budget at Budget Study Sessions held on May 28th, June 4th, and June 18th.

NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, that the proposed budget, as submitted is adopted as the annual budgets for the Fiscal Years commencing July 1, 2007 and ending June 30, 2008 and July 1, 2008 and ending June 30, 2009 and thereby appropriates the amounts budgeted.

BE IT FURTHER RESOLVED, that the proposed budget shall be modified, revised and corrected to the extent provided by the City Council's actions prior to the adoption of this Resolution and as reflected in Exhibit A attached and incorporated as though set forth in full.

PASSED, APPROVED AND ADOPTED this 18th day of June 2007.



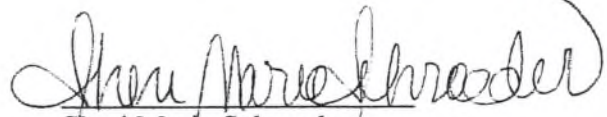
Steven W. Waldo
Mayor

I hereby certify that the foregoing Resolution No. 2007-14 was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 18th, 2007 by the following vote:

AYES: Councilmembers Barnes, Bologoff, Conway, Richardson and Mayor Waldo

NOES: None

ABSENT: None



Sheri Marie Schroeder
City Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

RESOLUTION NO. RA 2007-02

A RESOLUTION OF THE REDEVELOPMENT AGENCY
OF THE CITY OF BRISBANE
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEARS 2007-2008 AND 2008-2009 AND
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED

WHEREAS, a proposed annual budget for the Redevelopment Agency Of the City of Brisbane for the Fiscal Years commencing July 1, 2007 and ending June 30, 2008 and commencing on July 1, 2008 and ending on June 30, 2009 was submitted to the Board of Directors and

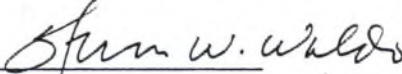
WHEREAS, a public hearing and proceedings for the adoption of said budget have been duly held and

WHEREAS, the Redevelopment Agency has made certain revisions, corrections, and modifications to said proposed budget at Budget Study Sessions held on May 28th, June 4th, and June 18th 2007 and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Redevelopment Agency of the City of Brisbane that the proposed budget, as submitted is adopted as the annual budget for the Fiscal Years commencing July 1, 2007 and ending June 30, 2008 and commencing on July 1, 2008 and ending on June 30, 2009 and thereby appropriates the amounts budgeted.

BE IT FURTHER RESOLVED, that the proposed budget shall be modified, revised and corrected to the extent provided by the Redevelopment Agency's Board of Director's actions prior to the adoption of this Resolution and as reflected in Exhibit A attached and incorporated as though set forth in full.

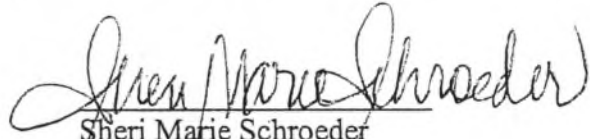
PASSED, APPROVED AND ADOPTED this 18th day of June 2007.



Steven W. Waldo
Chairman

I hereby certify that the foregoing Resolution No. RA 2007-02 was duly and regularly adopted at a regular meeting of the Redevelopment Agency of the City of Brisbane on June 18th, 2007 by the following vote:

AYES: Councilmembers Barnes, Bologoff, Conway, Richardson, and Mayor Waldo
NOES: None
ABSENT: None


Sheri Marie Schroeder
Agency Secretary

RESOLUTION NO. 2007-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
ESTABLISHING THE APPROPRIATION LIMIT FOR THE FISCAL YEAR 2007/08
PURSUANT TO ARTICLE XIII B AS AMENDED OF THE CALIFORNIA STATE
CONSTITUTION

WHEREAS, Proposition 4 was approved by the California voters on November 6, 1979, thereby adding Article XIII B of the California State Constitution; and

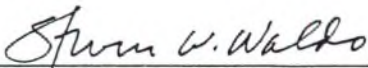
WHEREAS, on June 4, 1990 the California Voters amended Article XIII B and the California Constitution by approving Proposition 111 which became effective July 1, 1990; and

WHEREAS, it is the desire of the City Council of the City of Brisbane to establish the Appropriation Limit for the Fiscal Year 2007/08 pursuant to Article XIII B as amended of the California State Constitution; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brisbane hereby finds and determines;

1. That during the Fiscal Year 2006/07 the California Per Capita Income (CPCPI) increased by 4.42% and that the Non-Residential Construction Growth factor was not available from the County Assessor.
2. That during Fiscal Year 2006/07, the percentage increase in the County of San Mateo and the City of Brisbane population was .97% and 0.96% respectively.
3. That the higher percentage shown in 1 and 2 above be applied to determine the appropriation limit for Fiscal Year 2007/08.
4. That the 2007/08 appropriation limit for the City of Brisbane is calculated to be \$13,474,013

BE IT FURTHER RESOLVED THAT any revenues from proceeds of taxes and user fees in excess of costs received during the Fiscal Year 2007/08 over and above the appropriated limit of 13,474,013 must be returned to the taxpayers of the City of Brisbane in accordance with the procedure to be adopted by the City Council of the City of Brisbane when such amount of refund is determined.

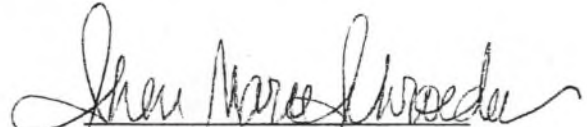

Steven W. Waldo
Mayor

I hereby certify that the foregoing Resolution No. 2007-15 was duly and regularly adopted at a meeting of the Brisbane City Council on June 18, 2007 by the following vote:

AYES: Councilmembers Barnes, Bologoff, Conway, Richardson, and Mayor Waldo

NOES: None

ABSENT: None



Sheri Marie Schroeder
City Clerk

