



CITY OF BRISBANE



**Fiscal Years
2016-2017 &
2017-2018**

Adopted Two Year Operating Budget

City of Brisbane City Council

Clifford R. Lentz, Mayor
Lori S. Liu, Mayor Pro Tem
W. Clarke Conway
Madison Davis
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THE CITY OF BRISBANE

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

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

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

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

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

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

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

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

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

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

Government and Administration

The City of Brisbane incorporated in 1961.

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

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

DESCRIPTION OF FUNDS

General Fund (100)

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

Special Revenue Funds

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

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

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

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

Debt Service Funds

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

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

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

Capital Project Funds

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

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

Enterprise Funds

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

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

Internal Service Funds

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

Trust and Agency Funds

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

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

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

REVENUE SOURCES

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

Fund 100 - General Fund

40101 Secured Taxes

40102 Unsecured Taxes

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

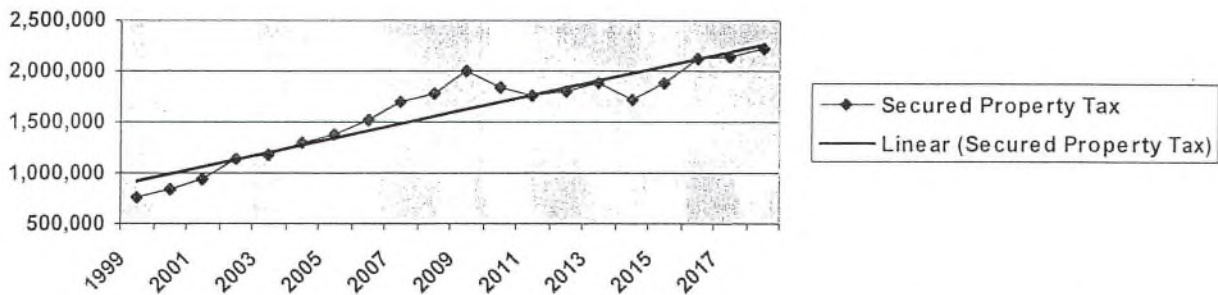
Valuations are established by the Assessor of the County of San Mateo for the secured and unsecured property tax rolls; the utility (unitary) property tax roll is valued by the State Board of Equalization. Under the provisions of Article XIII A of the State Constitution (Proposition 13 adopted by the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

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

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

Property taxes have been severely curtailed in the past due to the State's need to finance its own budget. Since 1993/94 property taxes were shifted from the City to the state pursuant to legislation enacted. San Mateo County is on the Teeter Plan, which provides for payment of 100% of all taxes levied; the County absorbs the delinquencies under this plan. The City receives approximately 20¢ for every dollar paid by the property owner. San Mateo County provides estimates of secured property tax revenues. The recession and ensuing decrease in housing values throughout the Country has impacted Brisbane as well. Staff projects receiving about \$2,140,000 in FY 2016/17 and \$2,228,000 in FY 2017/18. Trend line analysis shows that the City is

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



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

40103 Prior Year Taxes

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

40105 Supplemental Property Taxes

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

40106 Property Transfer Tax

Chapter 3.16 of the Municipal Code enacted in 1967 levies a 2.75% fee for each \$500 value of real property transferred in the City; the County Recorder imposes these fees and remits them to the City. The City received \$76,000 in FY 2013/14 and \$67,000 in FY 2014/15. Staff has conservatively projected this at \$52,000 in FY 2016/17 and \$54,000 in FY 2017/18, since there is no method available to determine the number of properties sold or their sale price.

40107 VLF as Property Tax

The City started receiving a portion of its Vehicle License Fees as property tax revenue in FY 2004/05. This is increased by the overall increase in the assessed value in the City. The City received \$267,000 in FY 2014/15. Staff is projecting \$285,000 for FY 2016/17 and \$293,000 in FY 2017/18.

40108 Property Tax from RDA Area

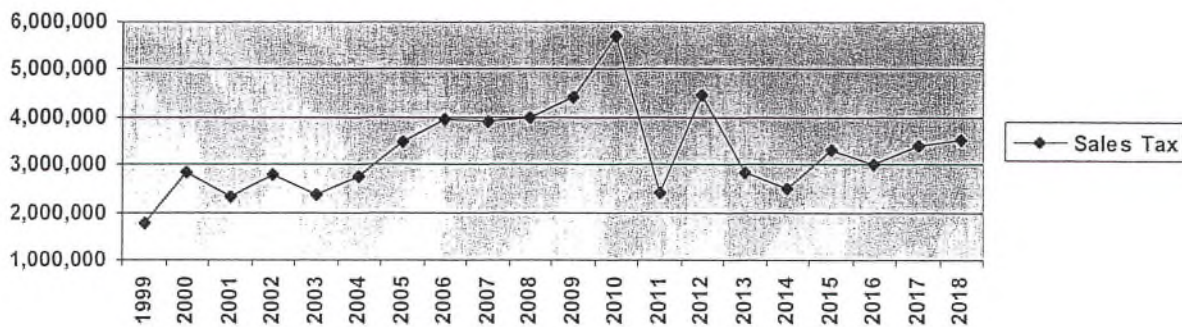
This is revenue the City receives from the former Redevelopment Area within the City. In 2011 the State eliminated Redevelopment and created what is known as Successor Agencies. Property Tax generated within a former RDA area but not used for specific purposes allowed under Successor Agency law are redistributed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

40150 ERAF Reimbursement

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

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

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



In March of 2004 the State passed a bond issue to assist them with balancing their budget. The bond will be repaid with a ¼% of the local Burns-Bradley Sales Tax. This portion of the Sales Tax will be backfilled from the State through additional Property Tax revenues. For the purpose of this history the full 1% local Sales Tax is shown as Sales Tax revenues. However, the City tracked this as a separate revenue source. The triple flip ended in FY 2015/16. When it ended there was one additional quarter of make-up that will be treated as a one-time revenue source. FY 2016/17 and 2017/18 are based on the City receiving its full 1% and a modest 3% increase in taxable sales in FY 2016/17 and 4% in 2017/18.

40212 Sales Tax-Public Safety

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

40221 Franchise Fees - P.G. & E.

40223 Franchise Fees-Cable TV

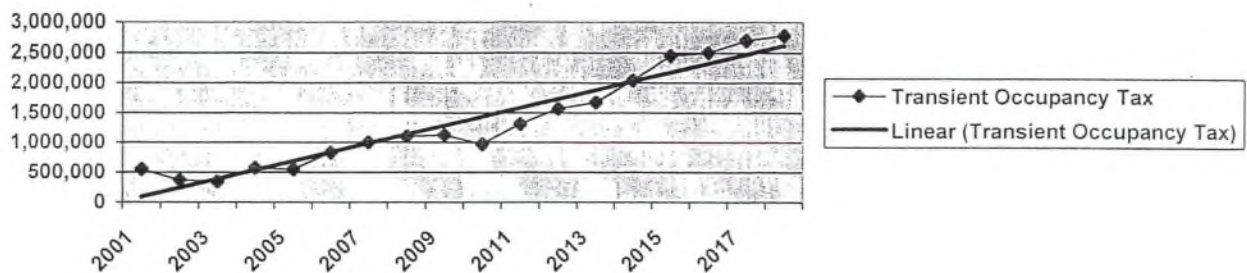
40222 Franchise Fees - Garbage

40224 Franchise Fees-Marina

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

40230 Transient Occupancy Tax

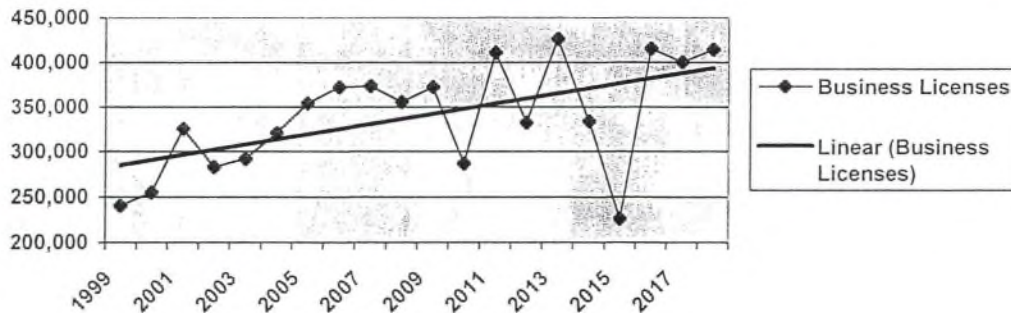
The City's first hotel opened during Fiscal Year 2001. Chapter 3.24 of the Brisbane Municipal Code specifies a tax of 12% of the rent charged by the operator. The City for the past four years has seen Transient Occupancy Tax increase from its low in 2010. Based on current receipts staff is projecting the Transient Occupancy Tax will generate approximately \$2,820,000 in FY 2015/16. It seems as if \$20,000 could be attributed to the Super Bowl. As the trend line shows there has been a larger anticipated increase in this revenue in recent years. This is due to two factors one being the improving economy and the second that the Double Tree Hotel chain took over operations of one of the hotels.



40241 Business License Taxes

All businesses within the City are assessed a business license fee in accordance with Municipal Code Title 5. Revenue is estimated based on economic indicators and historical experience. Business licenses are renewed annually in January and are levied, for the most part, based on gross receipts. Some businesses and activities, such as contractors and one-time events, may opt for a flat fee. In FY 2008 the City adopted a change to the business license tax which puts money aside for capital

improvements. This change did not alter the base amount the City receives in Business License. The City anticipates receiving \$400,000 in FY 2016/17 and \$415,000 in FY 2017/18. The City's industrial park is considered 100% leased up. Also, in Fiscal Year 2015/16 the City began a contract with MuniServices for the administration and collection of Business License Taxes.



40242 Business License-Penalties

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

40243 Recycling Business License Tax

Special business license tax for recycling firms handling more than 100,000 tons of material. The City anticipates increasing the tax to \$2,768,000 in FY 2017/18 per an agreement with the City of San Francisco and Recology.

40244 Liquid Storage Business License Tax

Special business license tax for liquid storage tanks.

40323 Grading Permits/Inspections

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

40324 Encroachment Permits

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

40325 Wide Load Permits

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

40327 Truck Haul Impact Fees

Impact fees charged to trucks hauling fill on city streets. Estimates of receipts are provided by the Department of Public Works. The City has met with the company which primarily pays Truck Haul Impact Fees and they have stated their business has stabilized. Staff estimates the City will receive about \$780,000 in FY 2016/17 and \$796,000 in FY 2017/18.

40331 Building Permits

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

40339 Home Occupation & Miscellaneous Permits

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

40340 Use Permits

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

40341 Variances/Exceptions

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

40342 Sign Permits

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

40401 Vehicle Code Fines

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

40402 City Code Violation Fines

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

40404 Abandoned Vehicle Abatement Program

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

40501 Investment Earnings

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

40502 Rents and Concessions

This is the anticipated rent for City owned property.

40602 State Motor Vehicle In-Lieu Fees

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

40609 State - Homeowner's Property Tax Rebate

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

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

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

40613 State - Mandated Costs Reimbursements

The city is reimbursed by the State for certain state-mandated costs. Claims are prepared for the City by a consultant for a flat fee. Although we still file claims, staff has not budgeted any amount due to the large deficits the State is running. Hopefully, after the State has solved its own financial issues they will make back payments to the City.

40701 Zoning and Amendment Fees

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

40702 Environmental Review Fees

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

40703 Sales of Maps/Publications

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

40704 S.M.I. Fees

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

40705 Design Review Fees

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

40707 Certificate of Compliance fees

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

40716 Tentative Parcel/Subdivision Map Fees

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

40720 Appeal Fees

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

40722 Plan Checking Fees

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

40724 Special Fire Services

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

40725 Fire Paramedic Reimbursement

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

40726 CPR Class Registration Fees

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

40727 Narcotics Task Force Reimbursement

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

40730 Special Engineering Services

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

40731 Planning Department Service Fees

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

40732 Police Department Services

This account covers for miscellaneous police services rendered.

40733 Weed Abatement/Lot Cleaning

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

40734 Adult Sports Registration Fees

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

40735 Youth Sports

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

40737 After School Program Fees

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

40738 Pre-school (Tiny Tots) Fees

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

40742 Classes Registration Fees

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

40743 Day Camp Registration Fees

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

40744 Adult Lap Swim Fees

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

40745 Recreational Swim Fees

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

40746 Swim Lesson Fees

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

40747 Special Swim Class Fees

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

40750 Sale of Copies

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

40751 Police Report Fees

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

40761 P.G. & E. Bill Collection Fees

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

40780 Processing Fees

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

40790 Special Events Registration Fees

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

40795 Facilities Rentals

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

40901 Indirect Cost Reimbursement

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

40902 Contractual Services

These are for services we provide to other agencies.

40920 Sale of Surplus Property

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

40930 Insurance Reimbursements

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

40941 Returned Check Fees

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

40949 Property Tax In-lieu

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

40950 Miscellaneous Revenues

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

40956 Reimbursement for Prior Year Expenditures

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

40959 Reimbursed Expenditures-Current Year

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

40961 Transfers In From Other Funds

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

40970 Administrative Fee from BPFA

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

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

40972 Administrative Charges to Northeast Ridge

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

Fund 200- Gas Tax

40501 Investment Earnings

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

40603 Gas Tax - 2106

40604 Gas Tax - 2107

40605 Gas Tax - 2107.5

40606 Gas Tax - 2105

40607 Gas Tax - 2103

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

Fund 205 - Measure A

40213 Sales Tax - Transportation

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

40501 Investment Earnings

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

Fund 210 - Sierra Point Lighting and Landscaping District

40109 Special Assessments

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

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

40501 Investment Earnings

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

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

40109 Special Assessments

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

40501 Investment Earnings

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

Fund 250 - Office of Traffic Safety Grant

40501 Investment Earnings

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

Fund 251 - Local Law Enforcement Block Grant

40501 Investment Earnings

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

Fund 254 – Community Oriented Policing AB3229

40501 Investment Earnings

Estimates are based on trends and historical experience.

40614 COPS Grants

This is for funds received from the State.

Fund 340 – 2006 Pension Obligation Bonds

40501 Investment Earnings

Estimates are based on trends and historical experience.

40961 Transfers In From Other Funds

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

Fund 341 – 2013 Pension Side Fund Bonds

40501 Investment Earnings

Estimates are based on trends and historical experience.

40961 Transfers In From Other Funds

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

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

40501 Investment Earnings

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

40961 Transfers In From Other Funds

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

Fund 366 2005B Lease Revenue Bond

40501 Investment Earnings

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

40961 Transfers In From Other Funds

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

Fund 367 2009A City Hall Completion Lease Revenue Bond

40501 Investment Earnings

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

Fund 375 – Brisbane Public Financing Authority 2001 Series B

40109 Special Assessments

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

40501 Investment Earnings

Estimates are based on trends and historical experience.

Fund 400 – Capital Projects

40241 Business License Fees

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

Fund 440 - Special Beautification

40501 Investment Earnings

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

Fund 450 – Facilities Fund

40501 Investment Earnings

Estimates are based on trends and historical experience.

Fund 540 – Utility Enterprise

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

40101 Property Taxes – Secured

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

40102 Property Taxes - Unsecured

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

40103 Property Taxes - Prior Years

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

40105 Property Taxes - Supplemental

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

40501 Investment Earnings

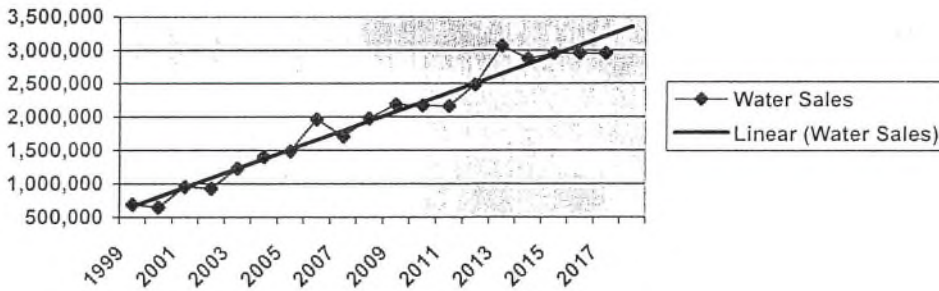
Estimates are based on interest trends and cash balances in this fund.

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. The FY 2016/17 revenue projection is based on historical trends plus the addition of a professional laundry in town. The City has also factored in a decrease in revenues from this base amount due to the drought.



40802 Account Opening and Reconnection Charges

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

40803 Late Payment Charges

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

40804 Water Meter Connection Fees

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

40805 Fire Services Charges

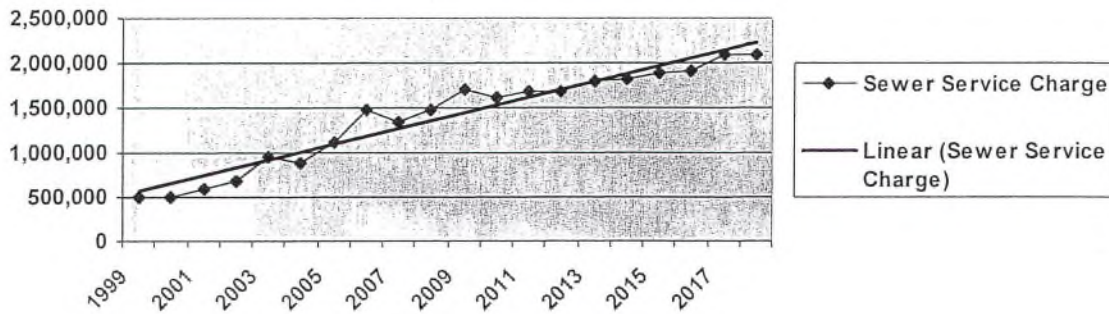
On commercial water accounts and new residential buildings, the District and City charge a rate (\$27.20 per inch) to recover the cost of having water and suitable water pressure available for fire suppression (indoor sprinkler systems).

40810 Low Income Assistance

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

40820 Sewer Service Charges

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



40821 Sewer Connection Fees

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

40825 Capital Charge

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

Fund 550 Marina Enterprise Fund

40501 Investment Earnings

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

40502 Rents and Concessions

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

40803 Late Payment Charges

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

40830 Berth Rentals

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

40831 Electricity Charges

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

40833 Berth Application Fees

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

40834 Berth Transfer Fees

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

40941 Returned Check Fees

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

Fund 600 - Fringe Benefit

40501 Investment Earnings

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

Fund 620 - Dental Self-Insurance

40501 Investment Earnings

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

40958 Other Revenue - Payroll Charge

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

Fund 630 – Liability Self Insurance Fund

40501 Investment Earnings

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

40958 Other Revenue - Payroll Charge

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

Fund 640 – Workers Compensation Fund

40501 Investment Earnings

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

40958 Other Revenue - Payroll Charge

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

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

40501 Investment Earnings

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

40958 Other Revenue - Payroll Charge

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

Fund 660-Vehicle Replacement Fund

40501 Investment Earnings

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

Fund 750- Sister City Trust

40501 Investment Earnings

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

Fund 765 - Opus Development Trust

40501 Investment Earnings

Estimates are based on trends and historical experience.

40949 Developer's Contribution

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

Fund 715/770 - Revolving North East Ridge

40501 Investment Earnings

Estimates are based on trends and historical experience.

40959 Reimbursed Expenses-Current Year

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

40946 Developer's Reimbursements

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

Fund 781 – Baylands Environmental Impact Report

Fund 782 – Geneva/Candlestick Projects

Fund 780 – Baylands Revolving

40501 Investment Earnings

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

40946 Developer's Reimbursements

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

Fund 786 – Slough Estates Development Fund

40501 Investment Earnings

Estimates are based on trends and historical experience.

Fund 796 – Northeast Ridge Assessment District

40109 Special Assessments

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

40501 Investment Earnings

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

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. 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. 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.

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 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. Revenues are recognized when they are earned, and expenses are recognized when incurred.

Program Totals	2016/17	2017/18
Accounting Total	360,053	369,523
Adult Programs 20-59 Total	76,426	77,308
Aquatics Total	468,228	458,380
Building Permit Total	262,678	268,512
Citizen Engagement Total	2,015,098	2,109,047
City Council/Commission Support Total	1,084,361	1,123,630
City Initiated Programs Total	89,927	92,687
Compensation and Benefits Total	119,510	69,941
Computer System Total	273,092	283,424
Department Management Total	1,995,097	2,049,016
Economic Development Total	132,552	134,272
Emergency Response Total	1,883,115	1,930,411
Employee/Labor Relations Total	78,679	87,142
Fire and Life Safety Code Compliance Total	197,352	207,205
Forecasting and Budgeting Total	70,007	73,726
Indoor Facilities Total	221,510	210,248
Investigations Total	551,964	584,644
Operate a Storm Drain System Total	345,912	302,972
Operate the Brisbane Marina Total	1,021,492	798,516
Outdoor Facilities Total	102,490	103,823
Patrol Services Total	952,344	978,973
Planning Application Processing Total	118,096	122,180
Provide Potable Water Total	543,316	520,114
Provide Wastewater Collection Total	442,019	406,835
Public Education Total	902,007	929,861
Purchase of Utilities Total	2,031,270	2,464,495
Records Management Total	370,523	354,135
Revenue Collection Total	64,853	60,547
Risk Management Total	23,512	24,435
Safety Total	64,887	68,313
Senior Programs 60+ Total	85,192	86,940
Special Events Total	168,451	161,272
Stewardship of Built Environment Total	792,799	761,037
Stewardship of the Natural Environment Total	728,209	670,667
Teens 13-19 Total	130,713	131,720
Traffic Enforcement Total	486,354	518,923
Transportation and Mobility Options Total	265,483	275,444
Workforce Development Total	763,467	783,772
Youth Programs 0-12 Total	522,620	535,394
Total	20,805,658	21,189,482

government's funds are being used appropriately and the City's concerns are represented to other government leaders.

Cost of program FY 2016/17 - \$1,995,097

 FY 2017/18 - \$2,049,016

Workforce Development

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

Cost of program FY 2016/17 - \$763,467

 FY 2017/18 - \$783,772

Records Management

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

Cost of program FY 2016/17 - \$370,523

 FY 2017/18 - \$354,135

Indoor Facilities

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

Cost of program FY 2016/17 - \$221,510

 FY 2017/18 - \$210,248

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

Cost of program FY 2016/17 - \$85,192
 FY 2017/18 - \$86,940

Special Events

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

Cost of program FY 2016/17 - \$168,451
 FY 2017/18 - \$161,272

Aquatics

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

Cost of program FY 2016/17 - \$468,228
 FY 2017/18 - \$458,380

Emergency Response

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

Cost of program FY 2016/17 - \$1,883,115
 FY 2017/18 - \$1,930,411

Fire and Life Safety Code Compliance

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

Cost of program FY 2016/17 - \$197,352
 FY 2017/18 - \$207,205

Investigations

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

Cost of program FY 2016/17 - \$551,964
 FY 2017/18 - \$584,644

Patrol Services

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

Cost of program FY 2016/17 - \$952,344
 FY 2017/18 - \$978,973

Traffic Enforcement

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

Cost of program FY 2016/17 - \$486,354
 FY 2017/18 - \$518,923

Building Permitting

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

Cost of program FY 2016/17 - \$262,678

meet our fire flow demands. We do this to provide a basic necessity for life to all of our customers at reasonable costs and to ensure the Fire Department can contain fires.

Cost of program FY 2016/17 - \$543,316

 FY 2017/18 - \$520,114

Provide Wastewater Collection

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

Cost of program FY 2016/17 - \$442,019

 FY 2017/18 - \$406,835

Operate a Storm Drain System

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

Cost of program FY 2016/17 - \$345,912

 FY 2017/18 - \$302,972

Operate the Brisbane Marina

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

Cost of program FY 2016/17 - \$1,021,492

 FY 2017/18 - \$798,516

Stewardship of the Natural Environment

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

Cost of program FY 2016/17 - \$728,209
 FY 2017/18 - \$670,667

Stewardship of Built Environment

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

Cost of program FY 2016/17 - \$792,799
 FY 2017/18 - \$761,037

Accounting

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

Cost of program FY 2016/17 - \$360,053
 FY 2017/18 - \$369,523

Compensation and Benefits

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

Cost of program FY 2016/17 - \$119,510
 FY 2017/18 - \$69,941

Computer System

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

Cost of program FY 2016/17 - \$273,092
 FY 2017/18 - \$283,424

Economic Development

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

Cost of program FY 2016/17 - \$64,853

FY 2017/18 - \$60,547

Risk Management

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

Cost of program FY 2016/17 - \$23,512

FY 2017/18 - \$24,435

Safety

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

Cost of program FY 2016/17 - \$64,887

FY 2017/18 - \$68,313

CITY OF BRISBANE
SUMMARY OF BUDGET
2016/17

Schedule 1

Fund	Estimated Fund Balance 7/1/16	Estimated Revenue 16/17 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Adopted 16/17 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/17
GENERAL OPERATING:							
General (100)	10,700,000	16,240,687	94,084	27,034,771	15,681,552	2,340,437	9,012,782
SPECIAL REVENUE FUNDS:							
Gas Tax (200)	197,403	98,700	-	296,103	-	75,000	221,103
Measure A (205)	482,156	170,000	-	652,156	-	90,000	562,156
Sierra Point Lighting & Landscaping (210)	(50,880)	590,000	-	539,120	566,663	-	(27,542)
NPDES (220)	(189,019)	74,000	565,239	450,220	639,239	-	(189,019)
C.O.P. Grant (254)	-	100,000	-	100,000	100,000	-	-
Successor Housing Fund (883)	861,247	-	-	861,247	6,500	-	854,747
DEBT SERVICE FUNDS:							
Utility Bond 2015 (545)	-	-	624,100	624,100	624,100	-	-
Pension Obligation Bond (340)	1	-	637,900	637,901	637,900	-	1
Pension Side Fund Bond (341)	-	-	127,451	127,451	127,451	-	-
BPFA Refunding Lease Revenue Bond (365)	361,473	-	108,155	469,628	108,155	-	361,473
BPFA Lease Revenue Bond 2006 Series B (City Hall) (366)	1	-	382,280	382,281	382,280	-	1
BPFA Lease Revenue Bond 2009 (City Hall Completion) (367)	418,912	-	190,700	609,612	190,700	-	418,912
Brisbane Public Financing Authority 2001 B (375)	1,675,707	-	-	1,675,707	-	-	1,675,707
CAPITAL PROJECTS FUNDS:							
Capital Projects Labor Clearing (400)	-	330,000	165,000	495,000	-	94,084	400,916
Special Beautification (440)	-	-	-	-	-	-	-
Facilities Fund (450)	2,340,904	-	-	2,340,904	-	-	2,340,904
ENTERPRISE FUNDS:							
Utility Fund (540)	3,000,000	5,613,200	70,000	8,683,200	4,974,376	775,736	2,933,088
Utility Capital Fund (545)	-	-	-	-	-	-	-
Marina (550)	3,323,145	1,462,983	248,308	5,034,437	2,023,958	16,807	2,993,671
Marina Capital Fund (555)	1,108,386	-	-	1,108,386	-	-	1,108,386

CITY OF BRISBANE
SUMMARY OF BUDGET
2016/17

Schedule 1

Fund	Estimated Fund Balance 7/1/16	Estimated Revenue 16/17 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Adopted 16/17 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/17
INTERNAL SERVICE FUNDS:							
Fringe Benefits (600)	-	-	-	-	-	-	-
Flexible Benefits (610)	14,187	-	-	14,187	-	-	14,187
Dental (620)	45,000	89,490	-	134,490	100,000	-	34,490
Self Insurance (630)	416,650	330,750	-	747,400	280,000	-	467,400
Workers Compensation (640)	(807,601)	554,879	-	(252,722)	450,000	-	(702,722)
Retiree Health/Stipend Fund (650)	1,150,000	297,498	-	1,447,498	249,301	-	1,198,197
Vehicle Replacement Fund (660)	1,496,989	14,001	178,846	1,689,836	755,832	-	934,004
TRUST AND AGENCY FUNDS:							
NER Phase 2 Revolving (715)	29,272	-	-	29,272	-	-	29,272
Sister City Trust (750)	835	-	-	835	-	-	835
Opus Fees/Permits (760)	6,043	-	-	6,043	-	-	6,043
Opus Development Trust (765)	39,509	-	-	39,509	-	-	39,509
NER Revolving (770)	691	-	-	691	-	-	691
Tuntex Revolving (775)	205,096	-	-	205,096	-	-	205,096
UPC Revolving (780)	166,574	-	-	166,574	-	-	166,574
NER Assessment District (796)	473,107	546,235	-	1,019,342	546,235	-	473,107
GRAND TOTALS	27,465,788	26,512,423	3,392,064	57,370,275	28,444,243	3,392,064	25,533,968

CITY OF BRISBANE
SUMMARY OF BUDGET
2017/18

Schedule 1

Fund	Estimated Fund Balance 7/1/17	Estimated Revenue 17/18 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Adopted 17/18 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/18
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GENERAL OPERATING:

General (100) 9,012,782 17,351,786 164,084 26,528,652 16,033,755 2,016,216 8,478,682

SPECIAL REVENUE FUNDS:

Gas Tax (200) 221,103 98,700 - 319,803 - 75,000 244,803
 Measure A (205) 562,156 170,000 - 732,156 90,000 642,156
 Sierra Point Lighting & Landscaping (210) (27,542) 590,000 527,488 562,458 572,717 (10,259)
 NPDES (220) (189,019) 74,000 - 412,469 601,488 (189,019)
 C.O.P. Grant (254) - 100,000 - 100,000 100,000 -
 Successor Housing Fund (883) 854,747 - - 854,747 6,500 848,247

DEBT SERVICE FUNDS:

Utility Bond 2015 (545) - 1 619,850 619,850 619,850 - -
 Pension Obligation Bond (340) 1 660,881 660,882 134,566 134,566 -
 Pension Side Fund Bond (341) - 107,488 468,961 107,488 -
 BPPA Refunding Lease Revenue Bond (365) 361,473 - 383,180 383,181 -
 BPPA Lease Revenue Bond 2006 Series B (City Hall) (366) 1 383,180 383,180 383,180 1
 BPPA Lease Revenue Bond 2009 (City Hall Completion) (367) 418,912 191,544 610,456 191,544 418,912
 Brisbane Public Financing Authority 2001 B (375) 1,675,707 - - 1,675,707 - 1,675,707

CAPITAL PROJECTS FUNDS:

Capital Projects Labor Clearing (400) 400,916 330,000 165,000 895,916 - 94,084 801,832
 Special Beautification (440) - - - - - -
 Facilities Fund (450) 2,340,904 - - 2,340,904 - - 2,340,904

ENTERPRISE FUNDS:

Utility Fund (540) - 2,933,088 5,613,200 8,546,288 5,334,091 840,820 2,371,377
 Utility Capital Fund (545) - - - - - -
 Marina (550) 2,993,671 1,940,835 4,934,506 1,929,871 16,807 2,987,829
 Marina Capital Fund (555) - - - - - -

INTERNAL SERVICE FUNDS:

Fringe Benefits (600) - 14,187 - 14,187 - - -
 Flexible Benefits (610) 34,490 89,490 123,980 100,000 23,980
 Dental (620) 467,400 347,288 814,688 300,000 514,688
 Self Insurance (630) - - - - - -

CITY OF BRISBANE
SUMMARY OF BUDGET
2017/18

Schedule 1

Fund	Estimated Fund Balance 7/1/17	Estimated Revenue 17/18 (Schedule 2)	Transfers In (Schedule 5)	Total Available	Budget Adopted 17/18 (Schedule 4)	Transfers Out (Schedule 5)	Estimated Available Balance 6/30/18
Workers Compensation (640)	(702,722)	582,623	-	(120,100)	500,000	-	(620,100)
Retiree Health/Stipend Fund (650)	1,198,197	301,587	-	1,499,784	249,302	-	1,250,482
Vehicle Replacement Fund (660)	934,004	20,000	178,846	1,132,850	141,904	-	990,945
TRUST AND AGENCY FUNDS:							
NER Phase 2 Revolving (715)	29,272	-	-	29,272	-	-	29,272
Sister City Trust (750)	835	-	-	835	-	-	835
Opus Fees/Permits (760)	6,043	-	-	6,043	-	-	6,043
Opus Development Trust (765)	39,509	-	-	39,509	-	-	39,509
NER Revolving (770)	691	-	-	691	-	-	691
Tuntex Revolving (775)	205,096	-	-	205,096	-	-	205,096
UPC Revolving (780)	166,574	-	-	166,574	-	-	166,574
NER Assessment District (796)	473,107	546,671	-	1,019,778	546,671	-	473,107
GRAND TOTALS	24,425,582	28,156,180	3,132,926	55,714,688	28,513,807	3,132,926	24,067,954

SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018

Schedule 2

Account Title: 2012/13 2013/14 2014/15 2015/16 2016/17 2017/18

Revenue Revenue Revenue Revenue Revenue Revenue Revenue

GENERAL FUND (100)							
Account	Title	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
		Actual	Actual	Actual	Budgeted	Budgeted	Budgeted
		Revenue	Revenue	Revenue	Revenue	Revenue	Revenue
40101	Current Secured	1,888,975	1,719,088	1,872,119	2,121,600	2,142,000	2,228,000
40102	Current Unsecured	56,745	47,958	72,719	50,000	50,000	50,000
40103	Prior Year Tax	(1,161)	127,470	(5,631)			
40105	Supplemental Tax	52,543	74,734	79,672	48,700	75,000	78,000
40106	Transfer Tax	47,300	76,176	67,575	50,000	52,000	54,000
40107	VLF as Property Tax	236,127	249,949	266,979	270,000	285,000	293,000
40108	Property Tax from RDA Area	678,372	329,179	514,876	350,000	300,000	309,000
40150	Education Revenue Augmentation Fund (ERAF)	251,183	177,399	279,715	200,000	220,000	210,000
40211	Sales Tax	1,721,722	2,496,020	2,495,620	2,250,000	3,400,000	3,536,000
40212	Sales Tax - Safety	31,839	33,202	35,279	32,000	33,000	34,000
40215	Sales Tax as Property Tax	1,109,294	-	802,172	750,000	-	-
40221	Franchise Fees - P G & E	105,361	109,701	111,849	109,000	109,000	109,000
40222	Franchise Fees - Solid Waste	36,589	41,921	233,813	214,000	218,000	222,000
40223	Franchise Fees - Cable TV	57,127	64,278	67,979	65,000	65,000	65,000
40224	Franchise Fee Marina		117,802	117,387	107,116	114,400	152,603
40230	Transient Occupancy Tax	1,668,343	2,037,809	2,447,244	2,500,000	2,700,000	2,781,000
40241	Business License Tax	426,011	333,653	225,968	415,000	400,000	415,000
40242	Business License Penalty	44,577	14,237	2,320	4,000	4,000	4,000
40243	Recycling Business License	2,100,000	2,100,020	2,100,001	2,475,000	2,105,000	2,750,000
40244	Liquid Storage Business License			135,000	135,000	160,000	200,000
40245	SB 1186 Business License Fees		388	786	400	400	400
40321	Street Opening Deposits			500			
40323	Grading Permits	154,723	444,036	313,669	95,000	150,000	150,000
40324	Encroachment Permits	4,751	6,513	12,246	3,000	5,000	5,000
40325	Wide Load Permits	2,360	2,140	1,430	2,000	2,000	2,000
40327	Truck Haul Impact Fees	192,152	724,852	677,217	765,000	780,000	795,000
40331	Building Permits	165,245	174,125	208,217	89,000	92,000	94,000
40339	Home Occup/Misc. Permits	493	2,182	334	2,500	2,500	2,500
40340	Use Permits	8,243	10,419	6,479	5,900	5,900	5,900
40341	Variances	-	2,098	8,646	3,000	3,000	3,000

SUMMARY OF REVENUE
 WITHIN FUND BY SOURCE
 2016-2018

Schedule 2

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
40342	Sign Permits	1,995	2,623	1,997	1,000	1,000	1,000
40401	Vehicle Code Fines	28,952	28,116	24,797	40,000	30,000	30,000
40402	City Code Violations	21,973	28,044	15,012	40,000	25,000	25,000
40404	Abandoned Vehicle Abatement	6,599	4,578	206	4,200	3,800	3,800
40501	Investment Earnings	16,086	42,072	47,389	30,000	30,000	30,000
40502	Rents & Concessions	67,699	54,447	53,132	60,000	50,000	50,000
40503	Unrealized Gain/Loss		31,470	10,180			
40602	Motor Vehicle In-Lieu	2,228	-	-	3,500	-	-
40609	Home Owner Property Tax Relief	15,924	14,799	14,773	15,000	15,000	15,000
40612	POST Reimbursements	1,847	953				
40613	State Mandated costs	3,912	(1,805)	158,467			
40620	Other Grant	4,579	3,330	-	53,000	3,000	3,000
40650	SMC Vehicle Fee						
40670	Measure M		62,507	30,655			
40701	Zoning Fees	-	-	-	500	500	500
40702	E.I.R. Fees	-	-	-	300	300	300
40703	Sale of Publications	-	10	200			
40704	Strong Motion Fees (SMIP)	2,113	2,163	1,919	500	500	500
40705	Design Review Fees	1,468	2,976	5,382	3,000	3,000	3,000
40707	Certificate Of Compliance Fees	-	314	321	500	500	500
40708	General Plan Amendment Fees						
40716	Tentative Parcel Map Review	-	2,441	-	500	500	500
40718	Lot Line Adj/Reversion/Merge	1,095	1,463	2,878			
40720	Appeal Fees	1,110	407	5,253	500	500	500
40722	Plan Check Fees	38,199	85,184	111,897	115,000	115,000	115,000
40724	Fire Department Services	83,505	94,499	122,073	80,000	80,000	80,000
40725	Fire Paramedic Reimbursement	34,152	30,910	35,360	32,800	32,800	32,800
40726	CPR Class Registration Fees	945	975	1,365			
40728	Booking Fees Recovery	394					
40730	Special Engineering Service	40,825	104,204	78,675	33,500	40,000	40,000
40731	Planning Dept. Services	21,434	23,491	27,742	13,260	15,000	15,000

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018**

Schedule 2

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
40732	Police Dept. Services	2,837	1,820	3,854	2,550	2,550	2,550
40733	Weed Abatement	4,065	3,418	-			
40734	Adult Sports		6,738	8,827	6,000	6,000	6,000
40735	Youth Sports		8,421	6,995		8,000	8,000
40736	Facilities Rental			500			
40737	After School Program Fees		71,809	69,488	68,000	70,000	70,000
40738	Pre-School (Teeny Time) Fees		36,833	39,042	41,000	41,000	41,000
40740	Teen Programs		220	340	1,600	300	300
40741	Youth Sports		-	-	8,200		
40742	Youth Class		35,343	45,041	27,500	28,000	29,000
40743	Day Camp		65,499	68,606	69,500	71,000	72,300
40744	Adult Lap Swim Fees		80,578	63,006	91,800	93,000	95,000
40745	Recreational Swim Fees		38,884	34,337	29,500	30,000	30,000
40746	Swim Lesson Fees		33,371	32,104	41,000	42,000	43,000
40747	Special Swim Class Fees		37,122	34,200	37,800	37,800	37,800
40733	Weed Abatement	548					
40750	Sale of Copies	-	374	1,581	500	500	500
40751	Police Reports	-	-	30			
40761	P G & E Collection Fees	334	358	330	300	300	300
40780	Processing Fees		10,046	10,736	10,000	10,000	10,000
40790	Special Event Fees		7,404	18,106	10,000	10,000	10,000
40795	Facilities Rental		85,111	99,839	104,000	106,000	108,000
40901	Indirect Cost Reimbursement	1,406,141	1,088,712	950,548	1,005,093	1,303,717	1,327,295
40902	Contracted Services	17,340	15,800	3,605			
40905	Successor Agency Admin Fees	165,885		(32,000)			
40920	Sale of Surplus Property	2,112	966	1,400			
40930	Insurance Reimbursement	24,146	45,745				
40941	Return Check Fees	25	125	100			
40946	Developer's Reimbursement	177,389	174,992	174,992	174,000	174,000	174,000
40949	Prop Tax In-lieu	459,519	1	478,082	246,000	250,920	255,938
40950	Miscellaneous Revenue	14,839	50,391	4,037	54,000	-	-

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**
2016-2018

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
40955	Contributions from others		(1,291)	3,425			
40956	Reimbursements-P. Y. Expenses	27,390	4,183	7,223			
40959	Reimbursements-Current Year	244	547	16,806			
40961	Transfers From Other Funds		124,858	641,865			
40970	Admn. Charge to B.P.F.A.	31,000	31,000	99,516	31,000	31,000	31,000
40972	Admn. Charge to NER	48,048	57,884	5,000	5,000	5,000	5,000
40974	Admn. Charge to Baylands			87,496			
40999	Prior Year Adjustment						
TOTAL		13,817,810	14,254,782	16,880,909	15,703,619	16,240,687	17,351,786

GASOLINE TAX FUND (200)

40501	Investment Earnings	778	1,850	2,321			
40503	Unrealized Gain/Loss	(2,402)	1,878	427			
40603	Section. 2106 Allocation	20,665	21,111	21,603	20,000	19,000	19,000
40604	Section. 2107 Allocation	30,820	31,608	30,717	30,000	40,000	40,000
40605	Section. 2107.5 Allocation	1,000	1,000	1,000	1,000	1,000	1,000
40606	Section. 2105 Allocation	18,808	29,540	24,001	20,000	28,000	28,000
40607	Section 2103 Allocation	34,151	60,525	41,019	29,000	10,700	10,700
40961	Other Grants						
TOTAL		103,820	147,511	121,087	100,000	98,700	98,700

TRAFFIC CONGESTION RELIEF FUND (201)

40501	Investment Earnings						
40620	Other Grants	-	-	-			
40968	Operating Transfers In			10,404			
TOTAL		-	-	10,404			

PROPOSITION 1B (203)

40501	Investment Earnings						
TOTAL		-	-	-			

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018**

Schedule 2

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
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MEASURE A (205)

40213	Measure A Sales Tax	165,761	171,370	181,864	150,000	170,000	170,000
40501	Investment Earnings	1,360	3,330	3,871			
40503	Unrealized Gain/Loss	(4,475)	3,794	911			
40620	Other Grants						
TOTAL		162,647	178,494	186,646	150,000	170,000	170,000

SIERRA POINT LANDSCAPE AND LIGHTING FUND (210)

40109	Spec. Assessments (less Coll. Fees)	590,020	590,475	589,553	590,000	590,000	590,000
40501	Investment Earnings	674	(999)	(681)			
40503	Unrealized Gain/Loss		(1,277)	(123)			
40950	Miscellaneous Revenues		3,423				
40969	Other Financing Sources		63,119				
TOTAL		590,694	654,740	588,749	590,000	590,000	590,000

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM FUND (220)

40501	Investment Earnings	(913)	(463)	-			
40109	Special Assessments	78,674	49,908	49,901	52,000	52,000	52,000
40328	SWPPP Compliance Fee		465	831			
40501	Investment Earnings			1,256			
40503	Unrealized Gain/Loss		(519)	183			
40620	Grants		22,200	-	22,000	22,000	22,000
40670	Measure M Revenues			24,639			
40961	Transfer from Other Funds		213,825	340,364			
TOTAL		77,760	285,416	417,174	74,000	74,000	74,000

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**
2016-2018

Schedule 2

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
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GENERAL PLAN OPEN SPACE (230)

40501	Investment Earnings	-	-	-			
40503	Unrealized Gain/Loss						
40620	Other Grants						
40955	Contributions - Other						
40961	Transfers In From Other Funds						
TOTAL		-	-	-			

OFFICE/TRAFFIC SAFETY GRANT (250)

40501	Investment Earnings	(204)	158	50			
TOTAL		(204)	158	50			

LOCAL LAW ENFORCEMENT BLOCK GRANTS (251)

40501	Investment Earnings	(166)	337	239			
TOTAL		(166)	337	239			

COPS-TECHNOLOGY GRANT (252)

40501	Investment Earnings						
40614	COPS Grants						
TOTAL		-	-	-			

COPS-STATE PERSONNEL GRANT (254)

40501	Investment Earnings	445	(452)	(466)			
40614	COPS Grants	91,291	82,839	112,433	100,000	100,000	100,000
40961	Transfer from Other Funds	69,651		171,282			
TOTAL		161,387	82,387	283,249	100,000	100,000	100,000

FIRE TRAINING (270)

40501	Investment Earnings	(19)	39	28			
TOTAL		(19)	39	28			

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

2016-2018
Account Title:

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual	Actual	Actual	Budgeted	Budgeted	Budgeted
	Revenue	Revenue	Revenue	Revenue	Revenue	Revenue

SUCCESSOR HOUSING FUND (283)

40101	Property Tax - Secured					
40102	Property Tax - Unsecured					
40501	Investment Earnings					
40503	Unrealized Gains (Loss)					
40510	Interest Earnings					
41800	Extraordinary Gain (Loss)					
TOTAL		-	-	-		

2002 UTILITY BOND ISSUE (310)

40501	Investment Earnings	100	-	-		
41961	Transfer from Other Funds					
TOTAL		100	-	-		

2012 UTILITY BOND ISSUE (320)

40501	Investment Earnings	-	-	-		
41961	Transfer from Other Funds			3,565,590		
TOTAL		-	-	3,565,590		

BCPFA 2014 BOND

40501	Investment Earnings	-	-	3		
40961	Transfers In From Other Funds			108,593		
40967	Other Finance Sources - Prem			87,949		
40969	Other Finance Sources			5,470,000		
TOTAL		-	-	5,666,545		

PENSION OBLIGATION BONDS (340)

40501	Investment Earnings	0	1	1		
40969	Transfers In From Other Funds	641,186	566,371	590,349		
TOTAL		641,186	566,372	590,350		

SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018

Schedule 2

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
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2013 PENSION OBLIGATION BONDS (341)

40501	Investment Earnings	0					
40969	Transfers In From Other Funds	0	99,507	112,073			
40969	Other Financing Sources	1,611,000					
	TOTAL	1,611,000	99,507	112,073			

BPFA 2005 Refunding Fund (365)

40501	Investment Earnings	1	(68)	15			
40961	Transfer from Other Funds	52,197	48,877	108,507			
40969	Other Financing Sources						
	TOTAL	52,199	48,808	108,522			

BPFA 2005B Fund (366)

40501	Investment Earnings	1	0	177			
40961	Transfer from Other Funds	404,615	404,555	5,601,298			
40969	Other Financing Sources						
	TOTAL	404,616	404,555	5,601,475			

BPFA 2009A Fund (367)

40501	Investment Earnings	(426)	2,370	498			
40961	Transfer from Other Funds	159,329	2,171	145,751			
40969	Other Financing Sources						
	TOTAL	158,903	4,541	146,249			

BRISBANE PUBLIC FINANCING AUTHORITY BONDS (370)

40501	Investment Earnings	10,870	7,535				
40510	Interest Revenue	1,537,200	744,900	-			
40961	Transfer from Other Funds	103,053	-	-			
	TOTAL	1,651,123	752,435	-			

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

2016-2018 Account Title: 2012/13 Actual Revenue 2013/14 Actual Revenue 2014/15 Actual Revenue 2015/16 Budgeted Revenue 2016/17 Budgeted Revenue 2017/18 Budgeted Revenue

BRISBANE PUBLIC FINANCING AUTHORITY BONDS (375)

40109	Special Assessments--Debt	971,802	986,271	978,326			
40501	Investment Earnings	26,757	43,996	39,677			
40503	Unrealized Gain/Loss			2,008			
TOTAL		998,559	1,030,267	1,018,003			

HOUSING BOND FUND (383)

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

CAPITAL PROJECTS (400)

40241	Business License Fees	327,056	343,855	282,034	330,000	330,000	330,000
40501	Investment Earnings		1	2,937			
40503	Unrealized Gain/Loss			165			
40670	Measure M Revenue			53,468			
40949	Developer Contribution	77,000					
40950	Miscellaneous Revenues	100,193	-				
40956	Reimburse Prior Year Expenditures						
40969	Other Financing Sources		1,335				
40961	Transfers In From Other Funds						
40968	Operating Transfers In			(10,404)			
40979	Contribution from Other Agency	450,121	46,740				
41100	Donations			(6,455)			
TOTAL		954,371	391,931	321,745	330,000	330,000	330,000

TUNNEL BRIDGE (410)

40501	Investment Earnings	75					
40615	Federal-Bridge Grant	431,874					
40969	Other Financing Sources	280,866					

Schedule 2

SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
40979	Contributions From Others						
	TOTAL	712,816	-	-			

SPECIAL BEAUTIFICATION (440)

40501	Investment Earnings	(23)	42	(1)			
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FACILITIES FUND (450)

40501	Investment Earnings	(14,215)	25,366	21,826			
40503	Unrealized Gain/Loss			7,004			
40949	Developer's Contribution	1,486,395	511,364	184,091			
	TOTAL	1,472,181	536,730	212,921			

SOUTH HILL PROPERTY (480)

40501	Investment Earnings			1,037			
40503	Unrealized Gain/Loss			285			
40950	Miscellaneous Revenues			293,060			
	TOTAL			294,381			

UTILITY FUND (540)

40101	Current Secured Tax	29,221	26,872	27,419	27,000	27,000	27,000
40102	Current Unsecured Tax	1,601	1,479	1,532	1,500	1,500	1,500
40103	Prior Year Tax	(13)	(14)	(63)			
40105	Supplemental Property Taxes	481	767	868			
40108	Property Tax from RDA	528	129	202			
40150	ERAF	112	117	123			
40501	Investment Earnings	46,435	24,989	23,278	25,000	25,000	25,000
40503	Unrealized-Gain/Loss			6,744			
40609	H.O.P.T.R	179	167	156	200	200	200
40780	Processing Fee	889	1,895	2,101			
40801	Water Sales	3,059,417	3,082,041	2,864,913	2,950,000	2,950,000	2,950,000
40802	Account Open/Reconnections	5,061	6,437	5,446	5,000	5,000	5,000

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE**

Schedule 2

2016-2018

Account Title:

	2012/13		2013/14		2014/15		2015/16		2016/17		2017/18
	Actual Revenue	Budgeted Revenue	Actual Revenue	Budgeted Revenue	Actual Revenue	Budgeted Revenue	Actual Revenue	Budgeted Revenue	Actual Revenue	Budgeted Revenue	
40803	Late Payment Charges	19,540	17,395	19,835							
40804	Meter Connection Fees	478,309	377,225	177,747	14,000	14,000	14,000	14,000	14,000	14,000	
40805	Fire Service Charges	114,513	117,002	118,643	115,000	115,000	115,000	115,000	115,000	115,000	
40806	Altamar Meter Reading Fee	7,710	7,722	7,752	7,500	7,500	7,500	7,500	7,500	7,500	
40810	Less: Low Income Rate Assistance	(59,609)	(60,826)	(56,408)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)	
40820	Sewer Service Charges.	1,791,068	1,829,104	1,876,657	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	
40821	Sewer Connection Fees	127,110	84,994	47,379	3,000	3,000	3,000	3,000	3,000	3,000	
40825	Capital Charge			191,944	365,000	365,000	365,000	365,000	365,000	365,000	
40940	Cash Handling Overage/Shortage			216							
40941	Returned Check Fees	350	325	340							
40949	Developers' Contribution										
40950	Miscellaneous Revenue	111,691	1,969	250							
40959	Reimbursed Expenses - Current Year		49,078	211							
40961	Transfers from Other Funds			132,752							
TOTAL		5,734,592	5,568,864	5,450,040	5,343,200	5,613,200	5,613,200	5,613,200	5,613,200	5,613,200	

UTILITY FUND CAPITAL (545)

40501	Investment Earnings	5,811	(9,043)	2,379						
40950	Miscellaneous Revenues			506,758						
40959	Reimbursed Expenses - Curr Year									
40961	Transfers In From Other Funds			259,043						
40969	Other Financing Sources	2,000	1,139,509							
TOTAL		7,811	1,130,465	768,180						

MARINA FUND (550) AS OF 2014

40501	Investment Earnings	(4,058)	24,753	1,222						
40502	Rents & Concessions	2,245	2,728	2,766						
40503	Unrealized Gain/Loss	11,610	(10,883)	179						
40620	Other Grants	38,769		26,753						
40734	Adult Sports	5,547								
40735	Youth Sports	9,010								

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018**

Schedule 2

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
40737	After School Program Fees	73,418					
40738	Pre-School (Teeny Time) Fees	35,992					
40739	Special Event Fees	-					
40741	Youth Sports	-					
40742	Youth Class	31,874					
40743	Day Camp	67,563					
40744	Adult Lap Swim Fees	87,058					
40745	Recreational Swim Fees	35,922					
40746	Swim Lesson Fees	30,533					
40747	Special Swim Class Fees	28,297					
40749	Teen Programs	1,219					
40780	Processing Fee	9,113					
40790	Special Event Fees	19,063					
40795	Facilities Rental	103,339					
40803	Late Charges	7,355	3,853	(444)	3,200	3,200	3,200
40830	Berth Rentals	1,455,707	1,472,527	1,467,338	1,300,000	1,430,000	1,907,539
40831	Berth Electricity Payments	35,561	37,318	37,807	29,854	23,883	24,196
40833	Berth Application Fees	2,350	2,600	1,850	2,500	2,500	2,500
40834	Berth Transfer Fees	550	750	750	400	400	400
40835	Lost Key Revenue			2,280			
40836	Boat Broker Revenue			999			
40920	Sale of Surplus Property			751			
40925	Gain/Loss Disposed Fixed Assets			(14,766)			
40941	Returned Check Fees	250	50	75			
40942	Marina Facilities Fees		550	100			
40950	Miscellaneous Revenue	(7,248)	947,350	1,690	3,000	3,000	3,000
40959	Reimbursed Expenses-Curr Year	71,205					
40961	Transfers From Other Funds (100)	850,046					
40969	Other Financing Sources	232,781					
	TOTAL	3,235,070	2,481,595	1,529,349	1,338,954	1,462,983	1,940,835

SUMMARY OF REVENUE
WITHIN FUND BY SOURCE

Schedule 2

2016-2018
Account Title:

2012/13 Actual Revenue
2013/14 Actual Revenue
2014/15 Actual Revenue
2015/16 Budgeted Revenue
2016/17 Budgeted Revenue
2017/18 Budgeted Revenue

MARINA CAPITAL IMPROVEMENTS FUND (555)

40501	Investment Earnings	(8,308)	24,642	10,744				
40503	Unrealized Gain/Loss			5,905				
40961	Transfers In From Other Funds							
40620	Other Grants	7,895						
40968	Operating Transfers In		(2,182)					
TOTAL		(413)	22,460	16,648	-	-	-	-

FRINGE BENEFIT TRUST (600)

40501	Investment Earnings	69	88	119				
40503	Unrealized Gain/Loss	(896)	736	93				
40950	Miscellaneous Revenues	11	2,168	2,560				
TOTAL		(816)	2,991	2,773	-	-	-	-

FLEXIBLE BENEFITS TRUST (610)

40501	Investment Earnings	(818)	1,824	239				
40958	Other Revenue-Payroll Charge	134,084	105,048	85,929				
TOTAL		133,266	106,872	86,169	-	-	-	-

DENTAL SELF INSURANCE TRUST (620)

40501	Investment Earnings	(666)	1,213	584				
40950	Miscellaneous Revenue		46					
40958	Other Revenue-Payroll Charge	74,008	76,098	79,933	93,480		89,490	89,490
TOTAL		73,342	77,356	80,517	93,480	93,480	89,490	89,490

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018**

Schedule 2

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
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SELF INSURANCE FUND (630)							
40501	Investment Earnings	(6,796)	12,415	4,408			
40503	Unrealized Gain/Loss			1,724			
40956	Reimburse - Prior Year Expenditures						
40958	Other Revenue-Payroll Charge	477,342	257,555	255,726	315,000	330,750	347,288
TOTAL		470,546	269,970	261,858	315,000	330,750	347,288

SELF INSURED WORKERS COMPENSATION FUND (640)							
40501	Investment Earnings	(2,349)	3,861	2,027			
40503	Unrealized Gain/Loss			856			
40930	Insurance Reimbursements						
40950	Miscellaneous Revenues			56			
40958	Other Revenue-Payroll Charge	426,014	392,800	396,532	528,456	554,879	582,623
TOTAL		423,666	396,661	399,471	528,456	554,879	582,623

OTHER POST EMPLOYMENT BENEFIT (OPEB) FUND (650)							
40501	Investment Earnings	(8)	112	1,607			
40961	Transfer from Other Funds	212,974	399,443	749,300	340,990	297,498	301,587
TOTAL		212,966	399,555	750,907	340,990	297,498	301,587

MOTOR VEHICLE REPLACEMENT FUND (660)							
40501	Investment Earnings			2,706	4,000	10,000	10,000
40503	Unrealized Gain/Loss			1,448			
40961	Transfers from Other Funds			1,492,835			
TOTAL				1,496,989	1,500,989	14,001	20,000

RAINY DAY FUND (690)							
40501	Investments	(16,104)	41,339	24,685		30,000	30,000
40503	Unrealized Gain/Loss			6,783			
TOTAL		(16,104)	41,339	31,468	-	30,000	30,000

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018**

Schedule 2

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
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NORTHEAST RIDGE LANDMARK (715)							
40501	Investment Earnings						
40946	Developer's Reimbursement		161,049	135,035			
40956	Reimbursed Expenses-Prior Year	131,760					
	TOTAL	131,760	161,049	135,035			

RECREATION FACILITY - SKATEBOARD PARK							
40501	Investment Earnings			63			
41100	Donations			17,453			
	TOTAL			17,516			

OPEN SPACE TRUST (730)							
40501	Investment Earnings	0	1	1			
	TOTAL	0	1	1			

SISTER CITY TRUST (750)							
40501	Investment Earnings	(5)	10	6			
	TOTAL	(5)	10	6			

OPUS DEVELOPMENT TRUST (760) (765)							
40501	Investment Earnings	(37)	74	47			
	TOTAL	(37)	74	47			

REVOLVING NER (770)							
40501	Investment Earnings		2	5			
40961	Transfers from Other Funds						
	TOTAL	-	2	5			

**SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018**

Schedule 2

Account	Title:	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
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TUNTEX REIMBURSEMENT (775)

40501	Investment Earnings	(1,242)	2,524	1,592			
	TOTAL	(1,242)	2,524	1,592			

UPC REVOLVING FUND BAYLANDS (780)

40501	Investment Earnings	995	(1,178)	(35)			
40946	Developers Reimbursement	127,203	561,042	469,775			
	TOTAL	128,197	559,864	469,740			

QUARRY REVOLVING FUND (785)

40501	Investment Earnings	-	-	-			
	TOTAL	-	-	-			

SLOUGH ESTATES (786)

40501	Investment Earnings	-	-	-			
	TOTAL	-	-	-			

HOTEL REIMBURSEMENT TRUST (790)

40501	Investment Earnings	24	(116)	30			
40946	Developer's Reimbursements			26,047			
	TOTAL	24	(116)	26,077	-	-	-

SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018

Schedule 2

Account Title: 2012/13 2013/14 2014/15 2015/16 2016/17 2017/18

	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
NORTHEAST RIDGE ASSESSMENT DISTRICT (795) (796)						
40101			(9,665)			
40109	623,576	586,083	557,267	546,235		-
40501		2,541	1,979			
40503	-	4,539	1,227			
40950		1,067				
40961		314,650				
40999						
TOTAL	623,576	908,880	550,807	546,235	-	-

SUCCESSOR AGENCY RDA 1 (881)

40101	Property Tax - Secured					
40102	Property Tax - Unsecured					
40501	Investment Earnings					
40503	Unrealized Gains(loss)					
40950	Miscellaneous Revenues					
41800	Extraordinary Gain (Loss)					
TOTAL		-	-			

SUCCESSOR AGENCY RDA 2 (882)

40101	Property Tax - Secured					
40102	Property Tax - Unsecured					
40111	County Pass-through					
40501	Investment Earnings					
40503	Unrealized Gain (Loss)					
40950	Miscellaneous Revenues					
TOTAL		-	-			

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

40101	Tax Increment-Secured					
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SUMMARY OF REVENUE
WITHIN FUND BY SOURCE
2016-2018

Schedule 2

Account Title:

	2012/13 Actual Revenue	2013/14 Actual Revenue	2014/15 Actual Revenue	2015/16 Budgeted Revenue	2016/17 Budgeted Revenue	2017/18 Budgeted Revenue
40102 Tax Increment-Unsecured						
40103 Property Taxes - Prior Year Collection						
40111 County Pass-Throughs						
40501 Investment Earnings						
40503 Unrealized Gain/Loss						
TOTAL	-	-	-			

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

40101 Tax Increment-Secured						
40102 Tax Increment-Unsecured						
40105 Tax Increment - Supplemental						
40501 Investment Earnings						
TOTAL	-	-	-			

REDEVELOPMENT--LOW/MOD HOUSING (883)

40101 Tax Increment-Secured	-	-	-			
40102 Tax Increment-Unsecured	-	-	-			
40150 Tax Increment - Supplemental						
TOTAL	-	-	-			

OPER TRRUST FUND (887)

40501 Investment Earnings			(2,858)			
41300 Contributions to Trust			500,000			
TOTAL			497,142			
TOTAL REVENUE	34,726,958	31,569,470	48,700,732	25,557,934	25,992,187	27,629,508

BUDGET AND EXPENDITURES BY DEPARTMENT

Schedule 3

2016/17
2017/18

		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
		Actual	Actual	Actual	Approved	Approved	Approved
		Expended	Expended	Expended	Budget	Budget	Budget
100	City Council (100)	106,444	117,986	112,993	189,212	182,611	202,398
201	City Clerk (100)	173,080	149,014	151,545	208,545	269,598	268,376
203	City Manager (100)	455,102	452,124	472,932	653,371	603,076	626,527
205	Special Event Cosponsorship (100)	23,097	33,434	34,457	43,709	28,000	28,000
300	Open Space (100)	55,865	69,959	100,457	111,652	245,218	73,169
400	Finance(100)	1,004,788	765,747	773,977	1,039,235	1,152,591	1,189,773
402	Human Resources (100)	238,250	305,524	344,158	361,576	384,715	347,179
500	Legal Services-City Attorney (100)	136,465	268,112	292,229	300,000	283,250	291,748
600	Community Development (100)	662,421	760,746	920,348	1,214,485	1,048,107	1,080,168
900	Library (100)	24,990	27,174	27,985	32,000	33,000	34,200
2001	Police--Administration & Personnel (100)	422,553	547,074	574,426	626,529	755,303	789,165
2002	Police--Communications & Records (100)	314,382	325,326	462,829	377,457	386,073	395,945
2003	Police--Police Patrol (100)	2,011,961	2,245,186	2,366,225	2,963,888	3,132,322	3,243,527
3001	Fire--Administration & Personnel (100)	2,305,527	2,267,950	2,418,126	2,639,632	2,680,640	2,786,002
4001	Public Works--Admin. & Engineering(100)	439,985	389,833	380,579	497,687	494,378	513,022
4002	Public Works--Streets & Storm Drains(100)	285,375	496,591	525,924	792,577	686,242	581,492
4003	Public Works--Buildings & Grounds(100)	232,486	233,110	234,818	188,455	156,790	382,214
4004	Public Works--Parks Maintenance (550/100)	175,537	188,501	266,104	238,241	237,383	246,942
4005	Public Works--Landscape Maintenance (100)	117,976	160,493	239,790	251,305	257,027	262,678
4009	Public Works--Sierra Pt. Light/Lands.(210)	467,153	603,211	541,490	546,924	566,663	572,717
4019	Public Works--Development (770)	-	-	-	-	-	-
4020	Public Works--Water (540)	1,506,086	1,400,247	1,216,960	1,479,109	1,670,941	1,779,409
4025	Public Works--GVMID (540)	1,546,926	1,544,772	1,570,123	1,841,818	1,884,763	1,978,205
4026	Public Works--NPDES (220)	250,982	207,879	201,243	536,099	639,239	601,488
4030	Public Works--Sewer (540)	1,072,665	1,246,724	1,228,663	1,283,715	1,418,673	1,576,477
4050	Public Works - Emergency Operations Center ((100)	23,664	6,838	156,632	143,721	131,340	135,479
5001	Recreation--Admin & PB&R Comm. (550/100)	140,419	198,641	184,362	371,603	394,141	409,113
5002	Recreation--Community Center (550/100)	437,956	334,410	357,519	325,557	325,475	314,445
5003	Recreation--Preschool, Youth & Teen (550/100)	641,140	433,659	481,449	536,299	567,365	580,134
5004	Recreation--Adult Recreation (550/100)	25,039	14,939	19,268	31,153	76,171	77,048
5005	Recreation--Senior Citizens (550/100)	64,375	81,026	77,932	105,795	85,192	86,940
5006	Recreation--Citizen Communications (550/100)	47,945	67,458	84,849	88,041	140,451	143,372
5007	Recreation--Teen Activities (550/100)	89,878	73,632	69,353	86,491	82,713	83,720
5008	Recreation--Aquatics (550/100)	501,192	394,471	496,316	456,523	465,178	454,330
5040	Marina--Operations (550)	1,049,334	1,377,101	1,551,538	1,603,401	1,775,650	1,486,563
6001	Non-Departmental/Central Services (100)	478,154	493,557	437,505	454,176	497,200	506,450
6051	Dental Payments (620)	96,228	95,481	99,839	100,000	100,000	100,000
6052	Liability Payments (630)	265,714	268,428	253,444	230,000	280,000	300,000
6053	Workers Compensation Payments (640)	493,016	264,603	583,472	200,000	450,000	500,000
6054	Retiree Health/Stipend Payments (650)	217,727	399,443	249,300	249,300	249,301	249,302
6055	Motor Vehicle Replacement				32,000	755,832	141,904
7081	Redevelopment Agency Project Area #1(881)	251,388					
7082	Redevelopment Agency Project Area #2(882)						
7083	Successor Housing (283)		6,409	6,409	6,409	6,500	6,500
9061	Tunnel Avenue Bridge (410)						
9304	Water System Circulation						
9502	City Hall Remodel						
9508	Crystal Springs Aqueduct						
9602	Bayshore South Sewer						
9801	Soil Nail Wall						
9904	COPS Technology Grant						
9905	Lipman Slide Repair						
9906	Lipman Tennis Court Repair		774				
9A00	2010 Pavement Maintenance						
9A01	BES Restroom						
9A02	LED Street Light Replacement						
9B00	2011 Pavement Maintenance	71,520					
9B01	Bayshore Bikeway Phase II	152					
9B02	Library Project		9,500				
9B03	Trail Blazers			2,500			
9C00	2012 Pavement Maintenance (200, 205)	5,998					

BUDGET AND EXPENDITURES BY DEPARTMENT

Schedule 3

2016/17		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
2017/18		Actual	Actual	Actual	Approved	Approved	Approved
		Expended	Expended	Expended	Budget	Budget	Budget
9C01	Bayshore Blvd Bus Shelter	188,003					
9D00	2013 Pavement Maintenance (200, 205)	305	157,650				
9D01	Playground Equipment Project						
9D02	Guadalupe Channel Improvements						
9D03	SLPP Swap Projects	19,627	1,573				
9D04	101/Candlestick Supplemental Studies		2,368	397,632			
9D05	Bayshore Blvd Rehabilitation		139,957				
9D06	Repair Sidewalk Trip Hazards		129,953				
9D07	Retrofit Safety System School Crossings		103,261				
5040	Repair Docks and Replace Required Flotation (555)						
5040	Marina Dredging - Bathymetric Survey (555)						
	Glen Park Pump Station Upgrade (545)						
9E00	2014 Pavement Maintenance		280,606	394,882			
9E01	Fire Station Repair	1,500					
	Repair Roof Leaks at Fire Station (400)						
3100	Remediate Mold in Fire Station (400)	13,699	8,155				
9E02	Five Star Café Maintenance		2,514	2,486			
9E03	Pressure Reducing Valve Construction & Fire Mains (545)						
9E04	Bicentennial Walkway Retrofit			25,000			
9F00	2015 Pavement Maintenance			165,000			
9F01	Marina Dredging Design			170,200			
9F02	San Bruno Retaining Wall			70,000			
9F03	Replace Fire Station HVAC			32,000			
9F04	Pool Renovation			368,000			
9F05	Skate Board Park Design			23,000			
9F06	Water/Sewer Master Plan			200,000			
9F07	Bayshore Blvd - Underground 8" Force Main (545)						
9F08	Corp Yard Security Camera			13,000			
9F09	Marina Dredging Construction						
	SCADA System Replacement (545)						
	New Financial System (400)		21,596	3,500			
	Street Projects				165,000	165,000	165,000
	Skate Board Park				195,000		
9910	Debt Service (320,330,340,341,365,366,367,370,375,79)	5,431,637	5,310,804	3,247,489	2,865,130	2,959,213	3,181,572
Grand Total		24,585,701	25,485,520	25,682,260	26,662,822	28,703,327	28,772,891

BUDGET AND EXPENDITURES BY FUND

2016/17

2017/18

	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2016/17 Approved Budget
GENERAL FUND (100):						
100 City Council	106,444	117,986	112,993	189,212	182,611	202,598
201 City Clerk	173,080	149,014	151,545	208,545	269,598	268,376
203 City Manager	455,102	452,124	472,932	653,371	603,076	626,527
205 Event Cosponsorship	23,097	33,434	34,457	43,709	28,000	28,000
300 Open Space	55,865	69,959	100,457	111,652	245,218	73,169
400 Finance	1,004,788	765,747	773,977	1,039,235	1,152,591	1,189,773
402 Human Resources	238,250	305,524	344,158	361,576	384,715	347,179
500 Legal Services-City Attorney	136,465	268,112	292,229	300,000	283,250	291,748
600 Community Development	662,421	760,746	920,348	1,214,485	1,048,107	1,080,168
900 Library	24,990	27,174	27,985	32,000	33,000	34,200
2001 Police--Administration & Personnel	422,553	547,074	574,426	626,529	755,303	789,165
2002 Police--Communications & Records	314,382	325,326	462,829	377,457	386,073	395,945
2003 Police--Police Patrol	2,011,961	2,145,186	2,266,225	2,863,888	3,032,322	3,143,527
3001 Fire--Fire Suppression	2,305,527	2,267,950	2,418,126	2,639,632	2,680,640	2,786,002
4001 Public Works--Admin. & Engineering	439,985	389,833	380,579	497,687	494,378	513,022
4002 Public Works--Streets & Storm Drains	285,375	496,591	525,924	792,577	686,242	581,492
4003 Public Works--Buildings & Grounds	232,486	233,110	234,818	188,455	156,790	382,214
4004 Public Works--Parks Maintenance		188,501	266,104	238,241	237,383	246,942
4005 Public Works--Landscape Maintenance	117,976	160,493	239,790	251,305	257,027	262,678
4050 Public Works -- Office of Emergency Services	23,664	6,838	156,632	143,721	131,340	135,479
5001 Recreation--Admin & PB&R Comm.		198,641	184,362	371,603	394,141	409,113
5002 Recreation--Parks & Facility Maint.		334,410	357,519	325,557	325,475	314,445
5003 Recreation--Preschool, Youth & Teen		433,659	481,449	536,299	567,365	580,134
5004 Recreation--Adult Recreation		14,939	19,268	31,153	76,171	77,048
5005 Recreation--Senior Citizens		81,026	77,932	105,795	85,192	86,940
5006 Recreation--Citizen Communications		67,458	84,849	88,041	140,451	143,372
5007 Recreation--Teen Activities		73,632	69,353	86,491	82,713	83,720
5008 Recreation--Aquatics		394,471	496,316	456,523	465,178	454,330
6001 Non-Departmental/Central Services	478,154	493,557	437,505	454,176	497,200	506,450
Total General Fund	9,512,564	11,802,513	12,965,090	15,228,917	15,681,552	16,033,755
GAS TAX (200)						
9B00 2011 Pavement Maintenance	71,520					
9C00 2012 Pavement Maintenance	5,998					
9C01 Bus Shelter Improvements	14,643					
9D00 2013 Pavement Maintenance		157,650				
9E00 2014 Pavement Maintenance		1,856				
Total Gas Tax Fund	92,160	159,506	-	-	-	-
MEASURE A (205)						
9B00 2011 Pavement Maintenance						
9C01 Bus Shelter Improvements	6,067					
9D03 SLPP Swap		1,573				
9D05 Bayshore Rehab		139,957				
9D06 Sidewalk Repair		129,953				
9D07 School Crossing Retrofit		103,261				
Total Measure A Fund	6,067	374,744	-	-	-	-
SIERRA POINT LIGHTING AND LANDSCAPING DISTRICT (210)						
4009 Public Works--Sierra Pt. Light/Lands.	467,153	603,211	541,490	546,924	566,663	572,717
Total Sierra Point L & L District Fund	467,153	603,211	541,490	546,924	566,663	572,717

BUDGET AND EXPENDITURES BY FUND

Schedule 4

2016/17
2017/18

	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2016/17 Approved Budget
NPDES (220)						
4026 Public Works--NPDES	250,982	207,879	201,243	536,099	639,239	601,488
Total NPDES Fund	250,982	207,879	201,243	536,099	639,239	601,488
SLESF GRANT (254)						
2003 Police--Patrol		100,000	100,000	100,000	100,000	100,000
Total SLESF Grant		100,000	100,000	100,000	100,000	100,000
SUCCESSOR HOUSING (283)						
7083 Redevelopment--Low/Mod Housing	-	6,409	6,409	6,409	6,500	6,500
Total Low/Mod Housing Fund	-	6,409	6,409	6,409	6,500	6,500
UTILITY BOND 2002/2012/2015 FUND (310/545/320)						
9910 Debt Service	251,266	258,844	259,017	624,100	624,100	619,850
Total 2002 Utility Debt Service Fund	251,266	258,844	259,017	624,100	624,100	619,850
2006 PENSION OBLIGATION BONDS FUND (340)						
9910 Debt Service	557,825	577,646	600,425	637,900	637,900	660,881
Total Pension Obligation Bonds Fund	557,825	577,646	600,425	637,900	637,900	660,881
2013 PENSION SIDE FUND BONDS FUND (341)						
9910 Debt Service	77,567	99,507	112,028	127,451	127,451	134,566
Total Pension Obligation Bonds Fund	77,567	99,507	112,028	127,451	127,451	134,566
2005 BRISBANE REFUNDING LEASE REVENUE FUND (365)						
9910 Debt Service	105,691	106,433	106,592	108,155	108,155	107,488
Total COP 95 Debt Service Fund	105,691	106,433	106,592	108,155	108,155	107,488
BRISBANE PUBLIC FINANCING AUTHORITY 2005 B City Hall (366)						
9910 Debt Service	404,615	404,555	404,034	382,280	382,280	383,180
Total BPFA Series 2005 B Debt Service Fund	404,615	404,555	404,034	382,280	382,280	383,180
BRISBANE PUBLIC FINANCING AUTHORITY 2009 City Hall (367)						
9910	189,325	191,297	187,925	190,700	190,700	191,544
Total BPFA Series 2009 Debt Service Fund	189,325	191,297	187,925	190,700	190,700	191,544
BRISBANE PUBLIC FINANCING AUTHORITY 2001 REVENUE BONDS SERIES A (370)						
9910 Debt Service	2,033,770	2,027,998	-	-	-	-
Total BPFA Series A Debt Service Fund	2,033,770	2,027,998	-	-	-	-
BRISBANE PUBLIC FINANCING AUTHORITY 2001 REVENUE BONDS SERIES B (375)						
9910 Debt Service	1,196,193	1,038,995	975,471	-	-	-
Total BPFA Series B Debt Service Fund	1,196,193	1,038,995	975,471	-	-	-
CAPITAL PROJECTS (400)						
9910 Debt Service	-	-	94,083	-	-	-
Total Capital Projects Debt Service	-	-	94,083	-	-	-
CAPTIAL PROJECTS (400)						
Street Projects			165,000	165,000		
Skate Board Park				195,000		
Capital Projects	202,474	323,657				
Total Capital Projects Fund	202,474	323,657	165,000	360,000	-	-
UTILITY FUND (540)						

BUDGET AND EXPENDITURES BY FUND

Schedule 4

2016/17
2017/18

	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2016/17 Approved Budget
4020 Water	1,506,086	1,400,247	1,216,960	1,479,109	1,670,941	1,779,409
4025 GVMID	1,546,926	1,544,772	1,570,123	1,841,818	1,884,763	1,978,205
4030 Sewer	1,072,665	1,246,724	1,228,663	1,283,715	1,418,673	1,576,477
Total Utility Fund	4,125,677	4,191,743	4,015,746	4,604,642	4,974,376	5,334,091

MARINA (550) FORMERLY PARKS AND RECREATION

4004 Public Works--Parks Maintenance	175,537					
5001 Recreation--Admin & PB&R Comm.	140,419					
5002 Recreation--Parks & Facility Maint.	437,956					
5003 Recreation--Preschool, Youth & Teen	641,140					
5004 Recreation--Adult Recreation	25,039					
5005 Recreation--Senior Citizens	64,375					
5006 Recreation--Citizen Communications	47,945					
5007 Recreation--Teen Activities	89,878					
5008 Marina and Aquatics--Aquatics	501,192					
5040 Marina and Aquatics--Marina	1,049,334	1,377,101	1,551,538	1,603,401	1,775,650	1,486,563
5040 Marina Dredging Bond Payment					248,308	443,308
Total Parks and Recreation Fund	3,172,815	1,377,101	1,551,538	1,603,401	2,023,958	1,929,871

DENTAL FUND (620)

6051 Dental Payments	96,228	95,481	99,839	100,000	100,000	100,000
Total Dental Fund	96,228	95,481	99,839	100,000	100,000	100,000

SELF INSURANCE FUND (630)

6052 Liability Payments	265,714	268,428	253,444	230,000	280,000	300,000
Total Self Insurance Fund	265,714	268,428	253,444	230,000	280,000	300,000

WORKERS COMPENSATION FUND (640)

6053 Workers Compensation Payments	493,016	262,968	583,472	200,000	450,000	500,000
Total Workers Compensation Fund	493,016	262,968	583,472	200,000	450,000	500,000

RETIREE HEALTH/STIPEND FUND (650)

6054 Other Post Employment Benefit Payments	217,727	399,443	249,300	249,300	249,301	249,302
Total Other Post Employment Benefit Fund	217,727	399,443	249,300	249,300	249,301	249,302

Motor Vehicle Replacement Fund (660)

6055 Motor Vehicle Replacement				32,000	755,832	141,904
Total Motor Vehicle Replacements				32,000	755,832	141,904

NER ASSESSMENT DISTRICT DEBT SERVICE FUND (795)(796)

9910 Debt Service	615,485	605,532	538,914	546,235	546,235	546,671
Total NER Assmt. Dist. Debt Serv. Fund	615,485	605,532	538,914	546,235	546,235	546,671

REDEVELOPMENT AGENCY PROJECT AREA NO. 1 (881)/ SUCCESSOR AGENCY ADMIN

7081 Redevelopment Agency Project Area #1	251,388					
Total RDA, Project #1 Fund	251,388	-	-	-	-	-

REDEVELOPMENT AGENCY PROJECT AREA NO. 2 (882)

7082 Redevelopment Agency Project Area #2	-	-	-	-	-	-
Total RDA, Project #2 Fund	-	-	-	-	-	-

HOUSING FUND (983)

9910 Debt Service						
Total Housing Fund Debt Service	-	-	-	-	-	-

BUDGET AND EXPENDITURES BY FUND

Schedule 4

2016/17
2017/18

	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2016/17 Approved Budget
GRAND TOTAL ALL FUNDS	24,585,701	25,483,890	24,011,060	26,414,513	28,444,243	28,513,807

SUMMARY OF APPROVED TRANSFERS
2016/17

Schedule 5

Description of Transfer	BPEA													
	General Fund F-100	Gas Tax F-200	Measure A F-205	NIPDES F-220	Utility Bond F-320	Pension Bond F-340	Pension Side Fund Bond F-341	Refunding Lease F-365	City Hall Bond F-330	City Hall Bond F-367	Capital Projects F-400	Utility Fund F-540	Marina Fund F-550	Motor Vehicle Replacement F-660
a) Transfer Utility fund share of Lease Revenue to debt service fund								108,155						
b) To Vehicle Replacement Fund														178,846
c) Transfer to Capital Projects to cover cost of Pavement Maintenance											165,000			
d) Transfer for Utility Bond Payment					624,100						(624,100)			
e) Transfer for Capital project loan for Vistacion property	94,084									(94,084)				
f) Transfer to Pension Obligation Bond Fund	(637,900)					637,900								
g) Transfer to Pension Side Fund Bond Fund	(127,451)						127,451							
h) Transfer for City Hall Bond Payment	(382,280)							382,280						
i) Transfer for City Hall Bond Payment	(190,700)								190,700					
j) Transfer to NPDES	(565,239)			565,239										
k) Transfer to Utility for Low Income Rate Assistance Offset	(70,000)										70,000			
l) Transfer for Marina Dredging Bond	(248,308)											248,308		
TOTALS	(2,246,353)	(75,000)	(90,000)	565,239	624,100	637,900	127,451	108,155	382,280	190,700	70,916	(705,736)	231,502	178,846
	(2,340,437)													

SUMMARY OF APPROVED TRANSFERS
2017/18

Schedule 5

Description of Transfer	BPPA													
	General Fund	Gas Tax	Measure A	NPDES	Utility Bond	Pension Bond	Pension Side Fund Bond	Refunding Lease	City Hall Bond	City Hall Bond	Capital Projects	Utility Fund	Marina Fund	Motor Vehicle Replacement
	F-100	F-200	F-205	F-220	F-320	F-340	F-341	F-365	F-330	F-367	F-400	F-540	F-550	F-660
a) Transfer Utility fund share of Lease Revenue to debt service fund								107,488				(107,488)		
b) To Vehicle Replacement Fund	(118,558)											(43,481)	(16,807)	178,846
c) Transfer to Capital Projects to cover cost of Pavement Maintenance		(75,000)	(90,000)								165,000			
d) Transfer for Utility Bond Payment					619,850							(619,850)		
e) Transfer for Capital project loan for Visitation property	94,084										(94,084)			
f) Transfer to Pension Obligation Bond Fund	(660,881)					660,881								
g) Transfer to Pension Side Fund Bond Fund	(134,566)						134,566							
h) Transfer for City Hall Bond Payment	(383,180)								383,180					
i) Transfer for City Hall Bond Payment	(191,544)									191,544				
j) Transfer to NPDES	(527,488)			527,488										
k) Transfer to Utility for Low Income Rate Assistance Offset	70,000											(70,000)		
TOTALS	(1,852,132)	(75,000)	(90,000)	527,488	619,850	660,881	134,566	107,488	383,180	191,544	70,916	(840,820)	(16,807)	178,846

PAYROLL ALLOCATION 2016/17

Column1	Position	Number of Positions	Salary	Benefits	Departments
	City Councilmember	5	24,001	101,732	City Council 100%
	City Clerk	1	114,304	50,736	Clerk 97% Successor Agency 3%
	Principal Analyst	1	121,318	65,962	City Manager 35% Human Resources 65%
	Human Resources Technician	1	72,993	30,993	Human Resources 100%
	Office Specialist	1	67,251	45,235	City Manager 50% City Clerk 50%
	City Manager	1	223,764	107,561	City Manager 98% Successor Agency 2%
	Open Space Analyst	0.5	34,192	2,616	Open Space 100%
	Information Tech & Syst Admin	1	104,519	44,518	Finance 100%
	Finance Manager	1	127,045	48,426	Finance 95% Successor Agency 5%
	Accounting Assistant II	1	67,444	26,471	Finance 100%
	Accounting Assistant II	1	67,444	41,799	Finance 50% Water 20% GVMID 20% Sewer 10%
	Office Specialist	1	67,251	45,235	Finance 100%
	Administrative Services Director	1	193,562	87,063	Finance 78% Parks and Recreation 20% Successor Agency 2%
	Sr. Management Analyst - Community Engagement	1	100,179	59,254	City Manager 10% Finance 80% Parks and Recreation 10%
	Community Development Director	1	177,836	80,912	Community Development 100%
	Administrative Assistant	1	70,121	48,311	Community Development 100%
	Senior Planner	1	111,076	59,103	Community Development 100%
	Associate Planner	1	82,984	29,308	Community Development 100%
	Office Specialist	1	65,873	41,535	Community Development 100%
	Code Enforce Off	1	55,506	39,391	Police Administration 100%
	Planning Commissioners	5	6,000	459	Community Development 100%
	Police Chief	1	201,454	102,548	Police Administration 100%
	Commander	1	175,768	90,983	Police Administration 100%
	Management Analyst	1	75,790	49,625	Police Administration 20% Police Records 80%
	Sergeant	1	129,647	70,230	Police Patrol 100%
	Sergeant	1	130,084	76,253	Police Patrol 100%
	Sergeant	1	130,794	76,468	Police Patrol 100%
	Sergeant	1	129,169	71,025	Police Patrol 100%
	Officer	1	106,170	68,998	Police Patrol 100%
	Officer	1	101,922	56,363	Police Patrol 100%
	Officer	1	108,540	69,717	Police Patrol 100%
	Officer	1	112,332	70,867	Police Patrol 100%
	Officer	1	112,332	70,867	Police Patrol 100%
	Officer	1	101,921	55,344	Police Patrol 100%
	Officer	1	92,973	53,926	Police Patrol 100%
	Officer	1	84,635	51,656	Police Patrol 100%
	Officer	1	101,922	56,363	Police Patrol 100%
	Officer	1	101,922	56,363	Police Patrol 100%
	Community Service Officer	1	58,552	29,900	Police Patrol 100%
	Crossing Guard	1	7,416	567	Police Patrol 100%
	Fire Captain	1	125,778	70,803	Fire 100%
	Fire Captain	1	138,121	74,548	Fire 100%
	Fire Captain	1	128,717	71,695	Fire 100%
	Firefighter	1	113,108	66,959	Fire 100%

Firefighter	1	110,649	47,054	Fire 100%
Firefighter	1	113,108	66,959	Fire 100%
Firefighter	1	115,567	67,705	Fire 100%
Firefighter	1	113,108	66,959	Fire 100%
Firefighter	1	115,567	67,705	Fire 100%
Management Analyst	1	75,789	49,325	Fire 100%
Public Works Director	1	208,180	91,043	Public Works 40% NPDES 20% EOC 20% Marina 20%
Deputy Public Works Director	1	138,351	52,622	Public Works 40% Streets 50% SPLLD 10%
Senior Civil Engineer	1	127,812	65,530	Streets 25% Water 25% GVMID 25% Sewer 25%
Senior Civil Engineer	1	127,812	65,530	Contract 100%
Engineering Assistant	1	70,718	36,646	Streets 25% Water 30% GVMID 20% Sewer 25%
Public Works Inspector	1	100,677	59,367	Public Works 70% SPLLD 30%
Administrative Assistant -PW	1	70,121	42,421	Public Works 100%
Administrative Assistant -PW	1	71,560	48,645	Public Works 20% NPDES 60% EOC 20%
Regulatory Compliance Officer	1	97,850	48,022	20% Admin Streets 20% NPDES 60%
Team Leader	1	89,064	41,428	Admin 20% Building and Grounds 20% Park Maintenance 10% Landscape Maintenance 20% SPLLD 30%
PW Maintenance Worker II	1	67,471	45,249	Water 75% GVMID 25%
PW Maintenance Worker II	1	67,471	45,292	GVMID 25% Sewer 75%
PW Maintenance Worker II	1	67,471	41,865	Water 100%
Team Leader	1	89,064	57,149	Streets 25% Water 25% GVMID 25% Sewer 25%
PW Maintenance Worker II	1	67,471	45,292	Water 50% GVMID 50%
PW Maintenance Worker II	1	57,878	39,882	GVMID 50% Sewer 50%
Harbormaster	1	97,649	32,260	Marina 100%
Administrative Assistant	1	66,788	39,184	Marina 100%
Lead Worker	1	82,306	51,105	Marina 100%
Maintenance Worker II	1	67,471	42,578	Marina 100%
Maintenance Worker II	1	67,471	41,865	Marina 100%
Maintenance Worker I	1	29,671	2,270	Marina 100%
Public Service Aides	1.75	57,911	4,430	Marina 100%

Parks and Recreation Manager	1	122,049	54,184	Admin 65% Park Facilities 6% Youth 5% Adult 3% Senior 3% Special Events 10% Teens 3% Pool 5%
Recreation Coordinator	1	59,788	40,697	Admin 10% Park Facilities 13% Youth 47% Adult 5% Special Events 10% Teens 15%
Administrative Assistant -P&R	1	66,168	25,874	Parks and Recreation 100%
Part-time Clerical Support	0.1	3,582	274	Parks and Recreation 100%
Commissioner	7	8,400	643	Parks and Recreation 100%
Parks/Fac. Maintenance Worker II	1	67,471	41,805	Park Maintenance 100%
Facility Attendant - PW	0.5	17,288	1,323	Park Maintenance 100%
Recreation Supervisor	1	88,380	56,994	Admin 16% Park Facilities 10% Youth 40% Adult 5% Senior 10% Special Events 10% Teens 3% Pool 6%
Recreation Coordinator	1	59,788	34,471	Admin 10% Parks Facilities 20% Special Events 10% Pool 60%
Lifeguard	2.9	90,119	6,894	Pool 100%
WSI Instructors	0.62	20,854	1,595	Pool 100%
Head Lifeguard	1.77	68,504	5,241	Pool 100%
Cashier	0.2	5,121	392	Pool 100%
Total		7,833,262	4,194,407	

SCHEDULE OF PERSONNEL POSITION ALLOCATION

2016/17

2017/18

Position Descriptions Within Departments	Positions Allocations Budgeted 2012/13	Positions Allocations Budgeted 2013/14	Positions Allocations Budgeted 2014/15	Positions Allocations Budgeted 2015/16	Positions Allocations Budgeted 2016/17	Positions Allocations Budgeted 2017/18
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	0.00	0.00	0.00	0.00	0.00	0.00
Pen TV Contract Employee	0.00	0.00	0.00	0.00	0.00	0.00
Deputy City Clerk/Executive Assistant	1.00	1.00	1.00	1.00	0.00	0.00
Open Space and Ecology Analyst	0.55	0.55	0.55	0.55	0.55	0.55
Office Specialist	0.10	0.10	0.50	0.50	1.00	1.00
Receptionist						
Total	3.65	3.65	4.05	4.05	3.55	3.55
400 Administrative Services						
Administrative Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accounting Assistant	2.00	2.00	2.00	2.00	2.00	2.00
Management Analyst	1.00					
Senior Management Analyst - Citizen Engagement		1.00	1.00	1.00	1.00	1.00
Principal Analyst		1.00	1.00	1.00	1.00	1.00
Human Resources Technician			1.00	1.00	1.00	1.00
Interns	0.00	0.00	0.00	0.00	0.00	0.00
Office Specialist	0.14	1.00	0.00	0.50	1.00	1.00
Financial Services Manager	1.00	1.00	1.00	1.00	1.00	1.00
Info. Tech. and Systems Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Total	7.14	8.00	8.00	8.50	9.00	9.00
600 Planning and Community Development						
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Principal Planner	0.00	0.00	0.00	0.00	0.00	0.00
Senior Planner	0.00	1.00	2.00	2.00	1.00	1.00
Associate Planner	1.00	0.00	0.00	0.00	1.00	1.00
Community Development Technician	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	0.40	0.50	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.40	0.40	0.40	0.40	0.00	0.00
Archive Assistant						
Total	3.80	3.90	5.40	5.40	5.00	5.00
2000 Police						
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Commander	0.00	1.00	1.00	1.00	1.00	1.00
Police Sergeant	3.00	4.00	4.00	4.00	4.00	4.00
Police Officer	7.00	7.00	9.00	10.00	10.00	10.00
Code Enforcement Officer					1.00	1.00
Community Service Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	0.00	0.00	0.00		
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	14.11	15.11	17.11	18.11	19.11	19.11

SCHEDULE OF PERSONNEL POSITION ALLOCATION

2016/17
2017/18

Position Descriptions Within Departments	Positions Allocations Budgeted 2012/13	Positions Allocations Budgeted 2013/14	Positions Allocations Budgeted 2014/15	Positions Allocations Budgeted 2015/16	Positions Allocations Budgeted 2016/17	Positions Allocations Budgeted 2017/18
3000 Fire						
Fire Chief						
Fire Captain	3.00	3.00	3.00	3.00	3.00	3.00
Firefighter	0.00	0.00	0.00	0.00		
Firefighter/Paramedic	6.00	6.00	6.00	6.00	6.00	6.00
Management Analyst				1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	0.00	0.00	0.00
Total	10.00	10.00	10.00	10.00	10.00	10.00
4000 Public Works						
Public Works Director/City Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director				1.00	1.00	1.00
Senior Civil Engineer	1.00	2.00	2.00	1.00	1.00	1.00
Regulatory Compliance Manager				1.00	1.00	1.00
Engineering Technician			1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Office Specialist	0.6	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00	1.00	1.00
P.W. Lead Maintenance Worker	0.00	0.00	0.00	0.00	0.00	0.00
P.W. Team Leader	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Worker I/II	7.00	5.00	5.00	6.00	6.00	8.00
Parks/Facilities Maintenance Worker I/II	1.50	1.00	1.00	1.00	1.00	1.00
Total	16.10	14.00	15.00	17.00	17.00	19.00
5000 Recreation						
Recreation Services Manager				1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00	2.00	1.00	1.00
Facilities Attendant	2.86	2.86	2.86	2.86	2.86	2.86
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50	1.50
Recreation Leader	4.81	4.81	4.81	4.81	4.81	4.81
Recreation Program Coordinator			0.75	0.75	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Preschool Teacher	0.30	0.30	0.30	0.30	0.30	0.30
Recreation Leader Aide	0.33	0.33	0.33	0.33	0.33	0.33
Cashier		0.20	0.20	0.20	0.20	0.20
Lifeguard		2.93	2.93	2.93	2.93	2.93
Swim Instructor		0.63	0.63	0.63	0.63	0.63
Head Lifeguard		1.77	1.02	1.02	1.02	1.02
Total	12.80	18.33	18.33	19.33	19.58	19.58
5040 Marina						
Harbormaster		1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Lead Worker			1.00	1.00	1.00	1.00
Marina Maintenance Worker II			2.00	2.00	2.00	0.00
Marina Maintenance Worker I	2.00	2.00	0.50	0.50	0.50	0.50
Police Service Aide	1.75	1.75	1.75	1.75	1.75	1.75
Total	11.78	5.75	7.25	7.25	7.25	5.25
GRAND TOTALS	79.38	78.74	85.14	89.64	90.49	90.49

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

Items highlighted are changes from previous year

PAYROLL ALLOCATION 2017/18

Column1	Position	Number of Positions	Salary	Benefits	Departments
	City Councilmember	5	24,001	104,669	City Council 100%
	City Clerk	1	117,733	53,469	Clerk 97% Successor Agency 3%
	Principal Analyst	1	124,957	69,649	City Manager 35% Human Resources 65%
	Human Resources Technician	1	75,183	32,946	Human Resources 100%
	Office Specialist	1	69,268	47,695	City Manager 50% City Clerk 50%
	City Manager	1	230,477	113,593	City Manager 98% Successor Agency 2%
	Open Space Analyst	0.5	35,218	2,694	Open Space 100%
	Information Tech & Syst Admin	1	107,655	47,051	Finance 100%
	Finance Manager	1	130,856	51,765	Finance 95% Successor Agency 5%
	Accounting Assistant II	1	69,467	28,182	Finance 100%
	Accounting Assistant II	1	69,467	43,976	Finance 50% Water 20% CVMID 20% Sewer 10%
	Office Specialist	1	69,268	47,695	Finance 100%
	Administrative Services Director	1	199,369	92,049	Finance 78% Parks and Recreation 20% Successor Agency 2%
	Sr. Management Analyst - Community Engagement	1	103,184	62,327	City Manager 10% Finance 80% Parks and Recreation 10%
	Community Development Director	1	183,172	85,575	Community Development 100%
	Administrative Assistant	1	72,225	50,779	Community Development 100%
	Senior Planner	1	114,408	62,566	Community Development 100%
	Associate Planner	1	85,473	31,403	Community Development 100%
	Office Specialist	1	67,849	43,918	Community Development 100%
	Code Enforce Off	1	57,171	41,561	Police Administration 100%
	Planning Commissioners	5	6,000	459	Community Development 100%
	Police Chief	1	207,497	110,468	Police Administration 100%
	Commander	1	181,041	97,974	Police Administration 100%
	Management Analyst	1	78,063	52,198	Police Administration 20% Police Records 80%
	Sergeant	1	133,536	75,431	Police Patrol 100%
	Sergeant	1	133,987	81,704	Police Patrol 100%
	Sergeant	1	134,718	81,944	Police Patrol 100%
	Sergeant	1	133,044	76,542	Police Patrol 100%
	Officer	1	109,355	73,635	Police Patrol 100%
	Officer	1	104,979	60,768	Police Patrol 100%
	Officer	1	111,796	74,435	Police Patrol 100%
	Officer	1	115,702	75,714	Police Patrol 100%
	Officer	1	115,702	75,714	Police Patrol 100%
	Officer	1	104,979	59,718	Police Patrol 100%
	Officer	1	95,762	58,034	Police Patrol 100%
	Officer	1	87,174	55,487	Police Patrol 100%
	Officer	1	104,979	60,768	Police Patrol 100%
	Officer	1	104,979	34,225	Police Patrol 100%
	Community Service Officer	1	60,308	31,501	Police Patrol 100%
	Crossing Guard	1	7,639	584	Police Patrol 100%
	Fire Captain	1	129,551	76,108	Fire 100%
	Fire Captain	1	142,264	80,273	Fire 100%
	Fire Captain	1	132,578	77,099	Fire 100%
	Firefighter	1	116,501	71,832	Fire 100%

Firefighter	1	113,969	51,120	Fire 100%
Firefighter	1	116,501	71,832	Fire 100%
Firefighter	1	119,034	76,752	Fire 100%
Firefighter	1	116,501	71,832	Fire 100%
Firefighter	1	119,034	72,662	Fire 100%
Management Analyst	1	78,063	52,012	Fire 100%
Public Works Director	1	214,425	96,329	Public Works 40% NPDES 20% EOC 20% Marina 20%
Deputy Public Works Director	1	142,501	55,848	Public Works 40% Streets 50% SPLLD 10%
Senior Civil Engineer	1	131,646	69,169	Streets 25% Water 25% GVMID 25% Sewer 25%
Senior Civil Engineer	1	131,646	69,169	Contract 100%
Engineering Assistant	1	72,840	38,395	Streets 25% Water 30% GVMID 20% Sewer 25%
Public Works Inspector	1	103,698	62,450	Public Works 70% SPLLD 30%
Administrative Assistant -PW	1	72,225	44,654	Public Works 100%
Administrative Assistant -PW	1	73,707	51,144	Public Works 20% NPDES 60% EOC 20%
Regulatory Compliance Officer	1	100,786	51,051	20% Admin Streets 20% NPDES 60%
Team Leader	1	91,736	43,645	Admin 20% Building and Grounds 20% Park Maintenance 10% Landscape Maintenance 20% SPLLD 30%
PW Maintenance Worker II	1	69,496	47,663	Water 75% GVMID 25%
PW Maintenance Worker II	1	69,496	47,756	GVMID 25% Sewer 75%
PW Maintenance Worker II	1	69,495	44,282	Water 100%
Team Leader	1	91,736	59,994	Streets 25% Water 25% GVMID 25% Sewer 25%
PW Maintenance Worker II	1	69,496	47,756	Water 50% GVMID 50%
PW Maintenance Worker II	1	59,614	42,100	GVMID 50% Sewer 50%
Harbormaster	1	100,578	34,657	Marina 100%
Administrative Assistant	1	68,792	41,348	Marina 100%
Lead Worker	1	84,775	53,811	Marina 100%
Maintenance Worker II	1	69,495	44,977	PW Building and Grounds 100%
Maintenance Worker II	1	69,495	44,282	PW Building and Grounds 100%
Maintenance Worker I	1	30,561	2,338	Marina 100%
Public Service Aides	1.75	59,648	4,563	Marina 100%

Parks and Recreation Manager	1	125,710	57,677	Admin 65% Park Facilities 6% Youth 5% Adult 3% Senior 3% Special Events 10% Teens 3% Pool 5%
Recreation Coordinator	1	61,581	42,960	Admin 10% Park Facilities 13% Youth 47% Adult 5% Special Events 10% Teens 15%
Administrative Assistant -P&R	1	68,153	27,635	Parks and Recreation 100%
Part-time Clerical Support	0.1	3,689	282	Parks and Recreation 100%
Commissioner	7	8,400	643	Parks and Recreation 100%
Parks/Fac. Maintenance Worker II	1	69,496	43,983	Park Maintenance 100%
Facility Attendant - PW	0.5	17,806	1,362	Park Maintenance 100%
Recreation Supervisor	1	91,031	59,825	Admin 16% Park Facilities 10% Youth 40% Adult 5% Senior 10% Special Events 10% Teens 3% Pool 6%
Recreation Coordinator	1	61,581	35,729	Admin 10% Parks Facilities 20% Special Events 10% Pool 60%
Lifeguard	2.9	92,823	7,101	Pool 100%
WSI Instructors	0.62	21,480	1,643	Pool 100%
Head Lifeguard	1.77	70,559	5,398	Pool 100%
Cashier	0.2	5,275	404	Pool 100%
Total		8,067,108	4,434,908	

Department/Division: 100 City Council

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51201 Part-time Salaries	8,937	9,089	9,900	9,939	24,001	24,001
Total Salaries	8,937	9,089	9,900	9,939	24,001	24,001
BENEFITS						
51502 City Pers Contribution	1,369	719	788	769	1,969	1,968
51504 PERS Unfunded Liability				837	2,159	2,486
51506 Life Insurance						
51507 Medicare Tax	362	369	486	144	348	348
51508 Social Security Tax	123	123	123			
51509 Flexible Benefits - Health	55,298	53,983	56,405	75,075	65,276	67,887
51510 Retiree Health						
51511 Long-Term Disability		-	-			
51602 Dental Insurance	4,004	3,430	3,420	5,700	5,700	5,700
51603 Vision Insurance	1,237	1,116	1,112	2,822	2,822	2,822
51605 Employee Assistance Program	146	122	199	206	206	206
51703 Internet Allowance	2,106	2,221	2,399	3,000	3,000	3,000
51704 Auto Allowance	12,639	12,916	14,400	18,000	18,000	18,000
51705 Housing Allowance		-	-			
51706 Phone Allowance	1,263	1,291	1,439	2,100	2,100	2,100
Total Benefits	78,547	76,291	80,772	108,653	101,581	104,517
INSURANCE						
51800 Liability Insurance	710	406	388	396	964	982
51810 Worker's Compensation	630	620	592	664	1,616	1,648
Total Insurance	1,340	1,026	980	1,060	2,580	2,630
SERVICES AND SUPPLIES						
52221 Communications						
52231 Equipment Maintenance						
52233 Memberships						
52234 Office Expense	8,564	16,869	12,470	9,260	5,550	5,550
52235 Professional Services	500	39	-	500	500	500
52241 Special Department Expense	2,181	6,624	1,610	51,300	35,800	51,300
52242 Small Tools						
52243 Travel & Training	6,376	8,048	6,981	8,500	12,600	14,100
Total Services & Supplies	17,621	31,580	21,060	69,560	54,450	71,450
FIXED ASSETS						
53200 Land						
53300 Equipment			281			
Total Fixed Assets	-	-	281	-	-	-
TOTAL BUDGET	106,444	117,986	112,993	189,212	182,611	202,598

100 – CITY COUNCIL

Mission Statement

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

Budget Line Item Descriptions

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Folders, labels, engravings, name plates, photos, special meeting supplies	3,135	3,150	3,150
		Moved to Central Services	Moved to Central Services
City News/Star Mailings 10 times a year	3,800		
Postage	2,000	2,000	2,000
Educational material for city management and leadership	<u>325</u>	<u>400</u>	<u>400</u>
Total	9,260	5,550	5,550

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
An appropriation is established for potential ceremonial events	<u>500</u>	<u>500</u>	<u>500</u>
Total	500	500	500

52241 Special Departmental Expense

	Budgets		
	2015/16	2016/17	2017/18
Mayor Art Appreciation Awards	300	300	300
Council Celebrations	1,000	500	1,000
Volunteer Projects	-		
One-time Projects			50,000
55th Anniversary		35,000	

Skateboard Park

50,000

Total

51,300 35,800 51,300

52243 Travel and Training

Budgets

2015/16 2016/17 2017/18

Out of Area Travel and Conference

Expenses:

Registration Fees - Local Government,
League of California Cities, SAMCEDA,
General Assembly ABAG, and National
League of Cities

3,200 3,500 3,500

New Mayor Councilmember Training

1,500 - 1,500

Hotel and Travel

1,700 1,700 1,700

Progress Seminar

5,000 5,000

Local Travel and Meeting Expenses:

City Council Workshop
Council of Cities

800 800 800

Chamber of Commerce Luncheons and
Annual Awards Dinner

300 300 300

North Central San Mateo County Council of
Cities

300 300 300

Misc. Meetings

700 1,000 1,000

Total

8,500 12,600 14,100

Programs

2015/16 2016/17 2017/18

Council Support

6,300 6,300

Citizen Engagement

192,082 225,770

Workforce Development

38,831 42,130

Total

237,213 274,200

Department/Division: 201 City Clerk

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	107,017	85,900	88,168	107,645	144,500	148,835
51201 Part-time Salaries	3,278	6,239	2,949	13,949		
51301 Overtime						
Total Salaries	110,295	92,139	91,117	121,594	144,500	148,835
BENEFITS						
51502 City Pers Contribution	18,407	13,349	14,348	11,796	16,811	17,265
51503 Employee Paid Pers Contribution						
51504 PERS Unfunded Liability				9,065	13,001	15,417
51506 Life Insurance	264	210	200	393	574	580
51507 Medicare Tax	1,662	1,355	1,379	1,763	2,095	2,158
51508 Social Security Tax		-	-	865	-	-
51509 Flexible Benefits - Health	8,292	7,142	7,811	9,582	22,267	23,158
51510 Retiree Health				8,563	8,888	8,888
51511 Long-Term Disability	636	510	525	679	912	939
51602 Dental Insurance	1,143	915	913	1,106	1,676	1,676
51603 Vision Insurance	367	298	297	548	830	830
51605 Employee Assistance Program	40	32	32	40	61	61
51704 Auto Allowance	3,610	2,888	2,882	3,492	3,492	3,492
51705 Housing Allowance		-	-			
51706 Phone Allowance	421	337	336	640	640	640
51710 Deferred Compensation					841	866
Total Benefits	34,842	27,035	28,721	48,531	72,088	75,969
INSURANCE						
51800 Liability Insurance	7,586	3,437	3,778	4,844	5,801	6,092
51810 Worker's Compensation	6,771	5,241	5,762	8,126	9,732	10,220
Total Insurance	14,357	8,678	9,540	12,970	15,533	16,312
SERVICES AND SUPPLIES						
52231 Equipment Maintenance	-	-	-	200	200	220
52233 Memberships	-	120	359	550	700	1,040
52234 Office Expense	4,588	3,420	11,339	8,500	8,500	8,600
52235 Professional Services	-	460	579			
52236 Equipment Rental						
52241 Special Department Expense	8,999	15,269	9,691	14,000	23,677	13,000
52243 Travel & Training	-	1,892	198	2,200	4,400	4,400
Total Services & Supplies	13,587	21,162	22,167	25,450	37,477	27,260
TOTAL BUDGET	173,080	149,014	151,545	208,545	269,598	268,376

201 – CITY CLERK

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Miscellaneous repairs to office equipment, repairs and minor upgrades to computer equipment, etc.,	200	200	220

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
National Notary Association Test, Bond, and Insurance	200	200	400
City Clerk's Association of California	170	300	400

International Institute of Municipal Clerks	<u>180</u>	<u>200</u>	<u>240</u>
Total	550	700	1,040

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Includes program's share of department general office supplies, postage, books and publications, advertisements, printed forms and flyers, computer supplies and software, boxes for inactive files, and updates to the Municipal Code	8,500	8,500	8,600

52241 Special Departmental Expense

	Budgets		
	2015/16	2016/17	2017/18
Coordinate Citizens Academy City-wide records retention schedule		14,177	
Election	5,000	-	5,000
Storing Inactive Records at Storage Facility	<u>9,000</u>	<u>9,500</u>	<u>8,000</u>
Total	14,000	23,677	13,000

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
City Clerk's Association of California Annual Conference	1,000	2,000	2,000
New Law and Election Seminar	<u>1,200</u>	<u>2,400</u>	<u>2,400</u>
Total	2,200	4,400	4,400

Programs 2015/16 2016/17 2017/18

Records Management		67,005	28,249
Workforce Development			

	26,026	22,284
Department Management	19,651	20,249
Council Support	84,233	87,355
Citizen Engagement	101,459	110,239
Total	298,375	268,376

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

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	284,548	287,432	293,051	332,919	305,393	314,555
51201 Part-time Salaries	94	3,168	22,815	13,949		
51301 Overtime						
Total Salaries	284,642	290,600	315,866	346,868	305,393	314,555
BENEFITS						
51502 City Pers Contribution	50,232	44,280	48,538	36,481	35,529	36,488
51503 Employee Paid Pers Contribution						
51504 PERS Unfunded Liability				28,034	27,478	36,488
51506 Life Insurance	526	593	537	944	761	766
51507 Medicare Tax	4,242	4,322	4,710	5,030	4,428	4,561
51508 Social Security Tax	6	196	1,395	865	-	-
51509 Flexible Benefits - Health	22,647	33,541	30,850	39,809	43,485	45,224
51510 Retiree Health				17,707	10,086	10,086
51511 Long-Term Disability	1,158	1,315	1,279	2,101	1,927	1,985
51602 Dental Insurance	2,287	2,645	2,452	2,656	2,200	2,200
51603 Vision Insurance	734	861	798	1,315	1,089	1,089
51605 Employee Assistance Program	80	92	113	96	80	80
51704 Auto Allowance	6,017	5,054	5,042	8,028	4,788	4,788
51705 Housing Allowance	470	-	-	-	-	-
51706 Phone Allowance	421	337	336	412	559	559
51709 PARS Contribution	9,600	9,500	3,300	21,356	25,266	25,916
51710 Deferred Compensation	20,020	17,197	17,685	1,211	2,964	3,053
Total Benefits	118,439	119,932	117,035	166,045	160,639	173,283
INSURANCE						
51800 Liability Insurance	20,519	1,134	11,583	13,817	12,260	12,875
51810 Worker's Compensation	18,313	17,285	17,665	23,181	20,568	21,599
Total Insurance	38,832	18,419	29,248	36,998	32,828	34,474
SERVICES AND SUPPLIES						
52221 Communications						
52231 Equipment Maintenance	20	-	180	100	100	100
52233 Memberships	1,010	4,595	513	2,460	3,215	3,215
52234 Office Expense	3,582	4,190	4,805	4,000	4,000	4,000
52235 Professional Services	3,000	7,773				
52241 Special Department Expense	1,000	1,038	2,025	89,000	89,000	89,000
52242 Small Tools		34				
52243 Travel & Training	4,407	5,490	3,286	7,900	7,900	7,900
Total Services & Supplies	13,019	23,120	10,809	103,460	104,215	104,215
FIXED ASSETS						
55100 Land						
55950 Miscellaneous Expense		53	(25)			
53300 Equipment	170					
Total Fixed Assets	170	53	(25)	0	0	0
TOTAL BUDGET	455,102	452,124	472,932	653,371	603,076	626,527

203 – City Manager

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Miscellaneous repairs to office equipment, repairs and minor upgrades to computer equipment, etc.,	100	100	100

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
<u>City Manager</u>			
ICMA	1,400	1,400	1,400
California City Management Foundation	100	100	100
San Mateo County City Manager's Assoc.	250	250	250
California Association for Local Economic Development	465	465	465
Alliance for Innovation		1,000	1,000

Deputy City Clerk/Executive Assistant

International Institute of Municipal Clerks	145	0	0
City Clerks Association of California	<u>100</u>	<u>0</u>	<u>0</u>
Total	2,460	3,215	3,215

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Includes program's share of department general office supplies, postage, books and publications, advertisements, printing forms and flyers, etc., and computer supplies and software.	4,000	4,000	4,000

52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
Annual yard waste cleanup weekend	14,000	14,000	14,000
Economic Development	75,000	75,000	75,000
Total	89,000	89,000	89,000

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
Meal expenses while attending various local meetings or for hosting various meetings (i.e., Chamber of Commerce monthly meeting)	500	500	500

Also includes the cost for attendance at the following:

City Manager

ICMA	2,000	2,000	2,000
Financial Development Courses	2,000	2,000	2,000
League of California Cities	1,200	1,200	1,200
City Management Conference	1,200	1,200	1,200

Management Team Retreat			
	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	7,900	7,900	7,900

Programs	2015/16	2016/17	2017/18
Citizen Engagement		87,197	90,430
Public Education		73,197	76,430
Council/Commission Support		207,564	217,374
Economic Development		110,652	112,372
Department Management		116,766	121,845
Workforce Development		7,700	7,700
Total		603,076	626,151

Department/Division: 205 Event Cosponsorship

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries		7,514	7,696	7,768	-	-
Overtime	1,325		187			
Total Salaries	1,325	7,514	7,883	7,768	0	0
BENEFITS						
51502 City Pers Contribution		1,185	1,280	851	-	-
51504 PERS Unfunded Liability				654	-	-
51506 Life Insurance		26	25	41	-	-
51507 Medicare Tax		114	120	113	-	-
51508 Social Security Tax		-	-	-	-	-
51509 Flexible Benefits - Health		602	661	988	-	-
51510 Retiree Health				883	-	-
51511 Long-Term Disability		47	49	49	-	-
51602 Dental Insurance		114	114	114	-	-
51603 Vision Insurance		37	37	56	-	-
51605 Employee Assistance Program		4	4	4	-	-
51704 Auto Allowance		241	240	360	-	-
51705 Housing Allowance		-	-	-	-	-
51706 Phone Allowance		-	-	-	-	-
51710 Deferred Compensation					-	-
Total Benefits	0	2,372	2,530	4,113	0	0
INSURANCE						
51800 Liability Insurance		302	296	309	-	-
51810 Worker's Compensation		460	451	519	-	-
Total Insurance	0	762	747	829	0	0
SERVICES AND SUPPLIES						
52221 Communications						
52231 Equipment Maintenance						
52233 Memberships						
52234 Office Expense	390	392	1,336			
52235 Professional Services	8,770	6,692	1,135	22,000	20,000	20,000
52236 Equipment Rental						
52241 Special Department Expense	12,612	15,703	20,826	9,000	8,000	8,000
52243 Travel & Training						
Total Services & Supplies	21,772	22,787	23,297	31,000	28,000	28,000
FIXED ASSETS						
53200 Land						
53300 Equipment						
Total Fixed Assets	0	0	0	0	0	0
TOTAL BUDGET	23,097	33,434	34,457	43,709	28,000	28,000

205-Event Co-Sponsorship

Mission Statement

Program Description

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

Budget Line Item Descriptions

52241 Special Department Expense

Vegetation Management Program for
Brisbane Acres

Eucalyptus Removal

Open Space & Ecology Committee
projects

Do-it-yourself Energy tool kit for
lending

Total

52243 Travel and Training

Open and Space and Ecology
Committee members travel

53200 Land

52235 Professional Services

Budgets		
2015/16	2016/17	2017/18
22,000	20,000	20,000

52241 Special Department Expenses

Budgets		
2015/16	2016/17	2017/18
9,000	8,000	8,000

Programs	2015/16	2016/17	2017/18
Special Events		28,000	28,000

Department/Division: 300 Open Space and Ecology

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Full-time Salaries		18,414	19660.02	13,432	13,835	14,250
51201 Part-time Salaries	32,218	28,173	34,515	33,196	34,192	35,218
51301 Overtime						
Total Salaries	32,218	46,586	54,175	46,629	48,027	49,468
BENEFITS						
51502 City Pers Contribution	5,713	2,657	3,060	1,472	1,610	1,653
51504 PERS Unfunded Liability				1,131	1,245	1,476
51506 Life Insurance		26	25	41	41	41
51507 Medicare Tax	431	684	795	676	696	717
51508 Social Security Tax		1,747	2,001	2,058	2,120	2,184
51509 Flexible Benefits - Health	4,354	2,297	2,447	988	980	1,019
51510 Retiree Health				883	883	883
51511 Long-Term Disability		68	68	85	87	90
51602 Dental Insurance	289	114	114	114	114	114
51603 Vision Insurance	92	37	37	56	56	56
51605 Employee Assistance Program	-	4	8	4	4	4
51704 Auto Allowance		361	359	-	-	-
51705 Housing Allowance		301	299	-	-	-
51706 Phone Allowance		-	-	42	42	42
Total Benefits	10,878	8,297	9,211	7,550	7,878	8,279
INSURANCE						
51800 Liability Insurance	2,493	2,177	2,011	1,857	1,928	2,025
51810 Worker's Compensation	2,225	3,320	3,067	3,116	3,235	3,397
Total Insurance	4,718	5,497	5,078	4,974	5,163	5,422
SERVICES AND SUPPLIES						
52221 Communications						
52231 Equipment Maintenance						
52233 Memberships						
52234 Office Expense	81	232	179			
52235 Professional Services	1,500	3,551				
52241 Special Department Expense	6,470	5,471	13,777	52,000	143,640	10,000
52243 Travel & Training	-	324	1,037	500	510	-
Total Services & Supplies	8,051	9,579	14,992	52,500	144,150	10,000
FIXED ASSETS						
53200 Land		75,769	17,000		40,000	-
53300 Equipment						
Total Fixed Assets	0	75,769	17,000	0	40,000	0
TOTAL BUDGET	55,865	145,728	100,457	111,652	245,218	73,169

300- Open Space and Ecology

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
Vegetation Management Program for Brisbane Acres	30,000	30,600	31,212
Eucalyptus Removal	20,000	Carry over	
Open Space & Ecology Committee projects	<u>2,000</u>	2,040	2,081
Firth Canyon Clean-up		65,000	
Guadalupe Valley Trail Initiative		10,000	10,000
Electric Charging Stations		35,000	15,000
Do-it-yourself Energy tool kit for lending		<u>1,000</u>	<u>500</u>
Total	52,000	143,640	58,793

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
Open and Space and Ecology Committee members travel	500	510	520

53200 Land

		Budgets	
	2015/16	2016/17	2017/18
Purchase of Brisbane Acre Parcel		40,000	
Programs	2015/16	2016/17	2017/18
Stewardship of Natural and Built Environment		211,731	87,851
Workforce Development		2,825	2,917
Council/Commission Support		30,662	31,714
Total		245,218	122,482

Department/Division: Total Administrative Services--All Divisional Budgets **General Fund Fund 100**

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	705,700	577,693	596,595	688,531	776,599	799,897
51201 Part-time Salaries	19,283	3,578	331	29,328	0	0
51301 Overtime	4,303	4,672	5,469	500	2,000	2,060
Total Salaries	729,286	585,943	602,395	718,359	778,599	801,957
BENEFITS						
51502 City Pers Contribution	120,491	87,505	96,695	73,452	85,495	87,815
51504 PERS Unfunded Liability				57,980	69,875	82,859
51506 Life Insurance	1,753	1,488	1,454	2,826	2,997	3,035
51507 Medicare Tax	10,663	8,472	8,832	9,984	11,261	11,598
51508 Social Security Tax	1,196	222	7	1,818	0	0
51509 Flexible Benefits - Health	125,850	111,650	116,696	135,584	136,743	142,213
51510 Retiree Health	0	0	9	31,985	28,132	28,132
51511 Long-Term Disability	3,883	3,264	3,392	4,345	4,900	5,047
51602 Dental Insurance	8,004	6,889	6,916	7,886	8,484	8,484
51603 Vision Insurance	2,571	2,272	2,126	3,905	4,201	4,201
51605 Employee Assistance Program	279	246	241	285	307	307
51704 Auto Allowance	3,610	1,804	5,413	5,148	5,148	5,148
51705 Housing Allowance	3,008	1,504	1,502	2,340	2,340	2,340
51706 Phone Allowance	0	0	421	0	273	273
51710 Deferred Compensation	2,857	3,485	3,562	6,942	12,152	12,517
Total Benefits	284,164	228,803	247,267	344,478	372,308	393,970
INSURANCE						
51800 Liability Insurance	50,094	23,464	23,337	28,596	31,177	32,740
51810 Worker's Compensation	44,709	35,785	35,593	47,973	52,303	54,926
Total Insurance	94,803	59,249	58,930	76,569	83,480	87,666
SERVICES AND SUPPLIES						
52221 Communications	197	247	133	220	220	220
52231 Equipment Maintenance	0	0	345	0	0	0
52232 Maintenance Structures						
52233 Memberships	1,014	1,054	2,574	1,585	2,249	2,489
52234 Office Expense	12,721	16,875	10,997	12,500	13,800	13,900
52235 Professional Services	104,231	153,706	175,378	214,500	236,200	187,500
52241 Special Department Expense	1,060	1,820	1,570	7,250	8,300	8,300
52243 Travel & Training	15,561	21,485	18,147	25,350	36,350	40,950
Total Services & Supplies	134,784	195,188	209,143	261,405	297,119	253,359
FIXED ASSETS						
53300 Equipment	0	2,048	0	0	5,800	0
Total Fixed Assets	0	2,048	0	0	5,800	0
TOTAL BUDGET	1,243,037	1,071,230	1,117,736	1,400,812	1,537,306	1,536,952

Department/Division: 400 Finance

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	607,111	449,864	466,216	542,675	624,749	643,492
51201 Part-time Salaries	5,708	2,703	116	29,328		
51301 Overtime	4,303	4,672	5,469	500	2,000	2,060
Total Salaries	617,123	457,239	471,801	572,503	626,749	645,552
BENEFITS						
51502 City Pers Contribution	103,624	67,702	75,297	57,469	67,829	69,673
51503 Employee Paid Pers Contribution						
51504 PERS Unfunded Liability				45,698	56,212	66,657
51506 Life Insurance	1,489	1,112	1,110	2,180	2,339	2,366
51507 Medicare Tax	8,994	6,553	6,819	7,869	9,059	9,331
51508 Social Security Tax	354	168	7	1,818	-	-
51509 Flexible Benefits - Health	103,287	76,273	81,619	93,206	110,354	114,768
51510 Retiree Health			9	30,914	27,061	27,061
51511 Long-Term Disability	3,273	2,458	2,606	3,424	3,942	4,060
51602 Dental Insurance	6,860	5,145	5,276	6,005	6,603	6,603
51603 Vision Insurance	2,203	1,674	1,623	2,973	3,270	3,270
51605 Employee Assistance Program	239	180	184	217	239	239
51704 Auto Allowance	3,610	1,804	1,803	2,808	2,808	2,808
51705 Housing Allowance	3,008	1,504	1,502	2,340	2,340	2,340
51706 Phone Allowance		-	-	-	-	-
51710 Deferred Compensation			351	2,920	6,385	6,576
Total Benefits	236,942	164,573	178,208	259,841	298,440	315,752
INSURANCE						
51800 Liability Insurance	42,730	18,097	17,785	22,786	25,081	26,338
51810 Worker's Compensation	38,136	27,600	27,125	38,226	42,076	44,186
Total Insurance	80,866	45,697	44,910	61,011	67,157	70,525
SERVICES AND SUPPLIES						
52221 Communications	197	247	133	220	220	220
52231 Equipment Maintenance						
52232 Maintenance-Structures						
52233 Memberships	600	830	980	660	1,324	1,324
52234 Office Expense	8,114	9,939	6,737	9,100	9,100	9,200
52235 Professional Services	54,119	77,452	63,390	126,000	136,500	131,500
52241 Special Department Expense	750	750	781	750	750	750
52242 Small Tools						
52243 Travel & Training	6,076	9,020	7,038	9,150	12,350	14,950
Total Services & Supplies	69,857	98,237	79,058	145,880	160,244	157,944
FIXED ASSETS						
53300 Equipment						
Total Fixed Assets	0	0	0	0	0	0
TOTAL BUDGET	1,004,788	765,747	773,977	1,039,235	1,152,591	1,189,773

400 -- FINANCE

Mission Statement

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

Department Description

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

Budget Line Item Descriptions

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Includes a pager for the IT System Administrator	220	220	220

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Office equipment repairs	0		

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
Technet	0		
Government Finance Officers Association (GFOA) (2)	310	310	310
California Society of Municipal Finance Officers (CSMFO) (3)	250	160	160
CalCPA Society		399	399
AICPA (+CGMA)		355	355
	<u>100</u>	<u>100</u>	<u>100</u>
Total	660	1,324	1,324

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Postage and a bulk mailing permit,			
	2,400	2,400	2,500
Office Supplies			
	6,400	6,400	6,400
Books and publications			
	<u>300</u>	<u>300</u>	<u>300</u>
Total	9,100	9,100	9,200

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Covers the total cost of the audit	35,000	37,500	40,000
Consulting Services related to Federal Requests	0		
Consulting services for Annual State Reports		4,500	3,500
Actuarial Study for GASB 45 (OPEB)	20,000	-	
Contract for OPEB and PERS Estimates and GASB 45 Actuarial Study		10,500	11,000

Consulting Services for Financial System replacement	0		
Software maintenance for the Corbin Willits (M.O.M.) financial software	0	15,000	
Software maintenance for Tyler financial software	35,000	35,000	40,000
Endsight for computer maintenance	25,000	25,000	28,000
GASB 68 Actuarial Report (PERS)	5,500	3,500	3,500
Investment custodial services with Bank of New York	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
Total	126,000	136,500	131,500

52241 Special Departmental Expense

	Budgets		
	2015/16	2016/17	2017/18
California Municipal Statistics	<u>750</u>	<u>750</u>	<u>750</u>
Total	750	750	750

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
CDIAC Debt Issuance and Securities Regulations workshops			
Registration	200	200	200
League of California Cities Financial Management Seminar Scheduled for December			
Lodging	500	500	500
Registration	250	250	250
Travel, parking, meals	100	100	100
California Society of Municipal Finance Officers Annual Conference			
Lodging (2)	1,500	1,500	1,500
Registration (2)	700		

		700	700
Meals, parking, etc. (2)	100	100	100
Travel (2)	500	500	500
GFOA Finance Institute			2,600
GFOA Training (1)	500	500	500
Lodging and Travel (1) GFOA Conference	500	500	500
MMANC	1,000	1,000	1,000
CPE Credit		800	800
Priority Based Budgeting		2,500	2,500
Chamber of Commerce monthly meetings	100	-	-
Staff training—unspecified one-day training sessions	1,000	1,000	1,000
Specialized training for IT staff MOM annual 3-day workshop (includes mileage, meals, workshop)	500 -	500	500
Tyler Training	1,500	1,500	1,500
Other local training and participation in meetings involving meals and/or travel, parking or bridge tolls	<u>200</u>	<u>200</u>	<u>200</u>
Total	9,150	12,350	14,950
Programs	2015/16	2016/17	2017/18
Citizen Engagement		190,161	196,438
Council/Commission Support		83,239	86,517
Department Management		130,425	135,145
Workforce Development		12,920	15,520
Records Management			

	29,929	31,139
Accounting	360,053	369,523
Forecasting and Budgeting	70,007	73,726
Revenue Collection	64,853	60,547
Computer System	185,492	194,724
Risk Management	23,512	24,435
Total	1,150,591	1,187,713

Department/Division: 402 Human Resources

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	98,588	127,829	130,379	145,857	151,849	156,405
51201 Part-time Salaries	13,575	874	215			
Total Salaries	112,163	128,703	130,594	145,857	151,849	156,405
BENEFITS						
51502 City Pers Contribution	16,867	19,803	21,398	15,983	17,666	18,143
51504 PERS Unfunded Liability				12,282	13,663	16,202
51506 Life Insurance	264	376	344	646	657	668
51507 Medicare Tax	1,670	1,919	2,013	2,115	2,202	2,268
51508 Social Security Tax	842	54	-	-	-	-
51509 Flexible Benefits - Health	22,563	35,377	35,077	42,378	26,390	27,445
51510 Retiree Health				1,071	1,071	1,071
51511 Long-Term Disability	610	806	786	920	958	987
51602 Dental Insurance	1,143	1,744	1,640	1,881	1,881	1,881
51603 Vision Insurance	367	598	503	931	931	931
51605 Employee Assistance Program	40	66	57	68	68	68
51704 Auto Allowance	-	-	3,610	2,340	2,340	2,340
51705 Housing Allowance	-	-	-	-	-	-
51706 Phone Allowance	-	-	421	-	273	273
51710 Deferred Compensation	2,857	3,485	3,562	4,021	5,768	5,941
Total Benefits	47,222	64,230	69,410	84,637	73,868	78,218
INSURANCE						
51800 Liability Insurance	7,364	5,367	5,552	5,810	6,096	6,402
51810 Worker's Compensation	6,573	8,185	8,468	9,747	10,227	10,740
Total Insurance	13,937	13,552	14,020	15,557	16,323	17,141
SERVICES AND SUPPLIES						
52221 Communications						
52231 Equipment Maintenance	-		345			
52232 Maintenance Structures						
52233 Memberships	414	224	1,594	925	925	1,165
52234 Office Expense	4,607	6,937	4,261	3,400	4,700	4,700
52235 Professional Services	50,112	76,254	111,988	88,500	99,700	56,000
52241 Special Department Expense	310	1,070	790	6,500	7,550	7,550
52242 Small Tools		42				
52243 Travel & Training	9,485	12,465	11,109	16,200	24,000	26,000
Total Services & Supplies	64,927	96,992	130,086	115,525	136,875	95,415
FIXED ASSETS						
53300 Equipment		2,048			5,800	-
55950 Miscellaneous Expense			48			
Total Fixed Assets	-	2,048	48	-	5,800	-
TOTAL BUDGET	238,250	305,524	344,158	361,576	384,715	347,179

402 – HUMAN RESOURCES

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52231 Equipment Maintenance

	2015/16	2016/17	2017/18
Miscellaneous repairs to office machines and computer equipment minor upgrades	0		

52233 Memberships

	2015/16	2016/17	2017/18
California Public Employee Labor Relation Association	700	700	700
International Public Management Association -HR	150	150	390
Municipal Management Association of Northern California	<u>75</u>	<u>75</u>	<u>75</u>
Total	925	925	1,165

52234 Office Expense

	Budgets 2015/16	2016/17	2017/18
General office supplies	2,200	2,500	2,500

Postage and express mailing,	200	200	200
Recruitments	<u>1,000</u>	<u>2,000</u>	<u>2,000</u>
Total	3,400	4,700	4,700

52235 Professional Services

	2015/16	2016/17	2017/18
Personnel related legal services – monthly retainer	0	0	0
Recruitment Services - Finance Manager	25,000	0	0
Class and Compensation Study		52,000	
Safety Program	25,000	27,000	29,000
IEDA for Labor Relations services	0	0	0
Labor Relations - Legal	30,000	14,000	20,000
On-line telephone software support service (Corbin Willits Personnel Module)	0	0	0
Website access related to compensation and benefit information	0	0	0
Calopps	2,000	2,200	2,500
Liebert, Cassidy & Whitmore Consortium training	0	0	0
Personnel rules and regulations update	0	0	0
Affordable Care Act./Benefits Review	5,000	2,000	2,000
Drug/Alcohol Testing	<u>1,500</u>	<u>2,500</u>	<u>2,500</u>
Total	88,500	99,700	56,000

52241 Special Departmental Expense

	Budgets 2015/16	2016/17	2017/18
Employee Recognition Program	1,000	1,800	1,800
Wellness Program	5,000	5,000	5,000
Swearing In Ceremonies			

	<u>500</u>	<u>750</u>	<u>750</u>
Total	6,500	7,550	7,550

52243 Travel & Training

	2015/16	2016/17	2017/18
City-wide policy and skill training	10,000	12,000	15,000
Attendance at miscellaneous training seminars and/or conferences	6,000	11,800	10,800
Meetings/Mileage	<u>200</u>	<u>200</u>	<u>200</u>
Total	16,200	24,000	26,000

53300 Equipment

	2015/16	2016/17	2017/18
ID Printer		5,800	

Programs

	2015/16	2016/17	2017/18
Department Management		32,904	28,076
Workforce Development		88,735	93,706
Compensation and Benefits		119,510	69,941
Safety		64,887	68,313
Employee/Labor Relations		<u>78,679</u>	<u>87,142</u>
Total		384,715	347,179

Department/Division: 500 Legal Services General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51201 Part-time Salaries	33,681					
51301 Overtime						
Total Salaries	33,681	0	0	0	0	0
BENEFITS						
51502 City Pers Contribution	5,900					
51503 Employee Paid Pers Contribution						
51506 Life Insurance						
51507 Medicare Tax	488					
51508 Social Security Tax						
51509 Flexible Benefits - Health						
51510 Retiree Health						
51511 Long-Term Disability						
51602 Dental Insurance						
51603 Vision Insurance						
51605 Employee Assistance Program						
51704 Auto Allowance						
51705 Housing Allowance						
51706 Phone Allowance						
Total Benefits	6,388	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						
52234 Office Expense	34	26,053				
52235 Professional Services	95,318	242,059	292,229	300,000	283,250	291,748
52243 Travel & Training	1,043					
55950 Miscellaneous Expense						
Total Services & Supplies	96,395	268,112	292,229	300,000	283,250	291,748
TOTAL BUDGET	136,465	268,112	292,229	300,000	283,250	291,748

500 – CITY ATTORNEY

Mission Statement

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

Department Description

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

Budget Line Item Descriptions

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Covers out-of-pocket expenses incurred by the City Attorney, such as special delivery charges			

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Includes legal costs incurred by the City Attorney's firm when other firm attorneys are utilized to defend the city in various lawsuits	300,000	283,250	291,748

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
Provides for the attendance by the City Attorney at continuing education training events, including those sponsored by the City Attorney's Department of the League of California Cities			

* Labor Relations is provided by same firm as City Attorney Services
The budget is located in Human Resources

Programs

2015/16 2016/17 2017/18

Council/Commission Support

283,250 291,748

Department/Division: 600 Community Development General Fund
Fund 100

	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
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SALARIES						
51101 Salaries	328,952	335,206	439,608	466,586	507,890	523,127
51201 Part-time Salaries	36,938	65,034	34,594	32,945	6,000	6,000
51301 Overtime	-	-	-	-	-	-
Total Salaries	365,890	400,240	474,201	499,531	513,890	529,127

BENEFITS						
51502 City Pers Contribution	58,072	51,596	63,916	44,306	51,527	53,017
51503 Employee Paid Pers Contribution	-	-	-	-	-	-
51504 PERS Unfunded Liability	-	-	-	39,290	45,697	54,189
51506 Life Insurance	802	778	1,065	1,928	1,949	1,971
51507 Medicare Tax	5,274	5,822	7,000	7,243	7,451	7,672
51508 Social Security Tax	2,290	4,032	2,145	2,043	372	372
51509 Flexible Benefits - Health	58,038	66,881	95,664	112,612	111,887	116,362
51510 Retiree Health	-	-	-	20,253	15,514	15,514
51511 Long-Term Disability	1,773	1,778	2,415	2,944	3,205	3,301
51602 Dental Insurance	3,660	3,563	5,228	5,700	5,700	5,700
51603 Vision Insurance	1,174	1,174	1,716	2,822	2,822	2,822
51605 Employee Assistance Program	127	131	182	206	206	206
51704 Auto Allowance	3,610	3,430	3,600	3,600	3,600	3,600
51705 Housing Allowance	-	-	-	-	-	-
51706 Phone Allowance	421	400	420	420	420	420
51710 Deferred Compensation	2,902	3,378	5,738	6,956	9,275	9,553
Total Benefits	138,144	142,964	189,090	250,323	259,627	274,701

INSURANCE						
51800 Liability Insurance	24,812	14,448	18,932	19,899	20,630	21,657
51810 Worker's Compensation	22,144	22,036	28,874	33,383	34,610	36,333
Total Insurance	46,956	36,484	47,806	53,281	55,240	57,991

SERVICES AND SUPPLIES						
52221 Communications	-	-	-	-	-	-
52231 Equipment Maintenance	1,889	-	120	1,000	1,000	1,000
52232 Maintenance Structures	-	-	-	-	-	-
52233 Memberships	3,364	1,045	2,613	850	1,850	1,850
52234 Office Expense	6,696	4,722	7,437	6,500	6,500	6,500
52235 Professional Services	96,720	167,977	195,049	393,000	200,000	199,000
52236 Equipment Rental	-	-	584	-	-	-
52241 Special Department Expense	29	2,255	2,638	4,000	4,000	4,000
52242 Small Tools	-	-	-	-	-	-
52243 Travel & Training	2,733	5,059	810	6,000	6,000	6,000
Total Services & Supplies	111,431	181,058	209,251	411,350	219,350	218,350

FIXED ASSETS						
53300 Equipment	-	-	-	-	-	-
Total Fixed Assets	-	-	-	-	-	-
TOTAL BUDGET	662,421	760,746	920,348	1,214,485	1,048,107	1,080,168

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.

Budget Line Item Descriptions

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Covers the cost of computer, microfilm reader repairs; plus network maintenance	1,000	1,000	1,000

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
American Planning Association	450	450	450
21 Elements		1,000	1,000
Association of Environmental Professionals	<u>400</u>	<u>400</u>	<u>400</u>
Total	850	1,850	1,850

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18

Office supplies	2,000	2,000	2,000
Printing	2,000	2,000	2,000
Postage for general correspondence and required legal notices	2,000	2,000	2,000
Books and publications	<u>500</u>	<u>500</u>	<u>500</u>
Total	6,500	6,500	6,500

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Plan check and building inspection	105,000	105,000	105,000
Southeast Crocker Park Rezoning	200,000		
Fire Plan Check (No. County Fire)	34,000	34,000	34,000
Planning Assistance	25,000	25,000	25,000
Technical assistance to review land use proposals, EIR's etc., from other jurisdictions	15,000	15,000	15,000
Legal Counsel for Subdivision and Zoning regulations for substandard lots and CC's	10,000	10,000	10,000
Planning Commission minutes for Appeals	2,000	2,000	2,000
Convert Microfilm to digital		7,000	6,000
Microfilming and blueprint duplication	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total	393,000	200,000	199,000

**52241 Special Department
Expense**

	Budgets		
	2015/16	2016/17	2017/18
Includes Strong Motion Instrumentation Fees, collected by the City and sent to the State	2,000	2,000	2,000
Environmental Review filing fees for the State Department of Fish and Game	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total	4,000	4,000	4,000

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
League of Cities or APA	6,000	6,000	6,000

Programs	2015/16	2016/17	2017/18
Council/Commission Support		137,601	142,345
Citizen Engagement		138,927	143,623
Public Education		105,477	109,703
Department Management		54,610	56,724
Workforce Development		62,376	64,576
Building Permit		262,678	268,512
Planning Application Processing		118,096	122,180
City Initiated Programs		89,927	92,687
Records Management		78,417	79,818
Totals		1,048,107	1,080,168

Department/Division: 900 Library

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SERVICES AND SUPPLIES						
52232 Maint. Structures/Improvement Grounds	4,584	4,380	4,380	5,000	5,000	5,000
52234 Office Expense						
52235 Professional Services						
52242 Small Tools & Supplies						
52244 Utilities	914	3,692	4,374	4,000	4,000	4,200
Total Services & Supplies	5,498	8,072	8,754	9,000	9,000	9,200
OTHER						
52900 Contributions	19,492	19,102	19,231	23,000	24,000	25,000
Total Other	19,492	19,102	19,231	23,000	24,000	25,000
TOTAL BUDGET	24,990	27,174	27,985	32,000	33,000	34,200

900 – LIBRARY

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52232 Maintenance—Structures, Improvements and Grounds

	Budgets		
	2015/16	2016/17	2017/18
Repairs (locks, windows, plumbing, electrical, etc.)	2,300	2,300	2,300
Janitorial service for the library portion of the Community Center	2,100	2,100	2,100
Landscaping contract maintenance	<u>600</u>	<u>600</u>	<u>600</u>
Total	5,000	5,000	5,000

52244 Utilities

	Budgets		
	2015/16	2016/17	2017/18
Gas, electricity, sewer and water to the library	4,000	4,000	4,200

52900 Contributions

	Budgets		
	2015/16	2016/17	2017/18
City's ongoing subsidy to the Brisbane Library	23,000	24,000	25,000

Programs	2015/16	2016/17	2017/18
Public Education		24,000	25,000
Stewardship of Built Environment		9,000	9,200
Total		33,000	34,200

Department/Division: TOTAL POLICE--ALL DIVISIONAL BUDGETS

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	1,287,633	1,436,150	1,547,958	1,996,043	2,111,431	2,174,774
51201 Part-time Salaries	5,862	7,015	6,279	7,200	7,416	7,639
51301 Overtime	233,621	302,109	188,874	100,000	103,000	107,000
51302 Holiday Premium	48,922	53,254	57,408	0	0	0
Total Salaries	1,576,038	1,798,528	1,800,519	2,103,243	2,221,847	2,289,412
BENEFITS						
51502 City Pers Contribution	286,827	311,329	318,861	292,033	326,359	336,388
51503 Employee Paid Pers Contribution	48,298	0	0	0	0	0
51504 PERS Unfunded Liability				189,156	232,272	289,643
51506 Life Insurance	3,088	3,357	3,741	7,184	7,501	7,519
51507 Medicare Tax	22,850	26,111	26,803	29,047	30,723	31,645
51508 Social Security Tax	363	412	361	446	460	474
51509 Flexible Benefits - Health	203,399	273,897	352,158	414,886	463,300	455,289
51510 Retiree Health	0	0	0	93,475	94,124	94,124
51511 Long-Term Disability	4,361	4,860	5,520	7,166	7,610	7,718
51602 Dental Insurance	13,914	15,054	17,114	20,520	21,660	21,660
51603 Vision Insurance	4,423	4,927	5,644	10,160	10,725	10,725
51605 Employee Assistance Program	485	539	679	742	783	783
51704 Auto Allowance	0	0	0	0	0	0
51705 Housing Allowance	3,008	3,008	3,000	3,000	3,000	3,000
51706 Phone Allowance	1,504	1,504	1,080	660	660	660
51710 Deferred Compensation				16,352	18,230	18,777
Total Benefits	592,520	644,998	734,960	1,084,828	1,217,407	1,278,405
INSURANCE						
51800 Liability Insurance	110,722	65,372	69,753	79,799	85,062	89,327
51810 Worker's Compensation	98,817	99,700	106,383	133,873	142,703	149,858
Total Insurance	209,539	165,072	176,136	213,672	227,765	239,185
SERVICES AND SUPPLIES						
52200 Safety Clothing	10,997	19,707	28,152	20,500	20,450	20,850
52221 Communications	19,684	13,057	12,094	25,100	25,600	26,100
52231 Equipment Maintenance	53,029	59,687	53,058	71,700	75,990	77,260
52232 Maintenance-Structures, Improvements	322	0	0	0	0	0
52233 Memberships	1,450	2,015	1,740	1,800	1,800	1,800
52234 Office Expense	4,840	5,203	9,976	6,280	7,380	7,480
52235 Professional Services	257,793	261,108	326,442	334,750	354,450	361,125
52236 Equipment Rental			3,945	5,000	5,200	5,300
52240 Rent-Real Property	0	0	0	0	0	0
52241 Special Department Expense	7,242	14,478	19,598	19,500	25,300	25,800
52242 Small Tools & Supplies	320	357	173	800	800	800
52243 Travel & Training	14,662	15,098	28,076	23,800	28,210	28,620
52244 Utilities	0	0	0	0	0	0
Total Services & Supplies	370,339	390,711	483,256	509,230	545,180	555,135
FIXED ASSETS						
53100 Improvements						
53300 Equipment	460	113,170	200,056	56,900	61,500	66,500
Total Fixed Assets	460	113,170	200,056	56,900	61,500	66,500
TOTAL BUDGET	2,746,896	3,112,480	3,394,927	3,967,873	4,273,698	4,428,637

Department/Division: 2001 Police-Administration/Personnel

General Fund
Fund 100

Account and Title:	2009/10 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES							
51101 Salaries	293,032	279,434	360,316	377,606	386,635	453,741	467,353
51201 Part-time Salaries	144,336						
51301 Overtime							
Total Salaries	437,368	279,434	360,316	377,606	386,635	453,741	467,353
BENEFITS							
51502 City Pers Contribution	39,015	56,949	77,616	83,164	62,748	72,810	75,055
51504 PERS Unfunded Liability					36,695	49,128	61,047
51506 Life Insurance	537	426	576	568	920	1,222	1,232
51507 Medicare Tax	5,247	3,965	5,293	5,581	5,606	6,579	6,777
51508 Social Security Tax	6,935		-	-	-	-	-
51509 Flexible Benefits - Health	27,129	34,713	50,943	54,925	57,491	82,649	85,955
51510 Retiree Health	-				19,078	19,727	19,727
51511 Long-Term Disability	1,189	1,095	1,461	1,499	2,440	2,863	2,949
51602 Dental Insurance	2,429	1,907	2,516	2,622	2,622	3,762	3,762
51603 Vision Insurance	880	569	818	853	1,298	1,863	1,863
51605 Employee Assistance Program	71	66	87	91	95	136	136
51704 Auto Allowance	-	-	-	-	-	-	-
51705 Housing Allowance	-	3,008	3,008	3,000	3,000	3,000	3,000
51706 Phone Allowance	950	872	1,083	1,080	660	660	660
51710 Deferred Compensation						1,388	1,429
Total Benefits	84,383	103,569	143,401	153,384	192,654	244,400	262,163
INSURANCE							
51800 Liability Insurance	22,922	16,688	14,979	14,718	15,401	18,216	19,129
51810 Worker's Compensation	19,661	14,894	22,845	22,446	25,838	30,559	32,091
Total Insurance	42,583	31,582	37,824	37,164	41,240	48,775	51,220
SERVICES AND SUPPLIES							
52200 Safety Clothing		148					
52221 Communications	-	113					
52231 Equipment Maintenance	-	167	265	449	350	350	350
52233 Memberships	450	1,125	1,565	1,215	1,000	1000	1000
52234 Office Expense	126	400	535	666	800	1,800	1,800
52235 Professional Services	-						
52240 Rent-Real Property	-						
52241 Special Department Expense	966	-					
52242 Small Tools & Supplies	-	-	43	74	300	300	300
52243 Travel & Training	6,958	6,014	3,125	3,868	3,550	3,550	3,550
Total Services & Supplies	8,501	7,967	5,532	6,272	6,000	7,000	7,000
FIXED ASSETS							
53300 Equipment							
Total Fixed Assets	-	-	-	-	-	-	-
TOTAL BUDGET	572,834	422,553	547,074	574,426	626,529	755,303	789,165

2001 - POLICE ADMINISTRATION AND PERSONNEL

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Repair and maintenance to the copy machine and other office equipment	350	350	350

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
San Mateo County Chief's Association	500	500	500
CPOA (Chief & Commander)	300	300	300
Cal Chief's Association CPCA	<u>200</u>	<u>200</u>	<u>200</u>

Total	1,000	1,000	1,000
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52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18

Office Supplies	500	500	500
Printing/Forms, Tickets	0	1,000	1,000
Postage	300	<u>300</u>	<u>300</u>
Books, Codes & Publications	<u>0</u>		
Total	800	1,800	1,800

52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
Total	0		

52242 Small Tools & Supplies

	Budgets		
	2015/16	2016/17	2017/18
Miscellaneous small items from our local stores, such as replacement keys, and small tools	300	300	300

52243 Travel & Training

	Budgets		
	2015/16	2016/17	2017/18
Training, Non-Reimbursable	500	500	500
Chamber of Commerce Luncheons and Bay Cities Joint Powers Authority	0	0	0
California Chief's Association	0	0	0
California Police Officer Association (CPOA) (lodging, \$523; Registration, \$370)	1,000	1,000	1,000
San Mateo Police Chief's Association Training (Dec.)	750	750	750
San Mateo Police Chief's Association Training (May)	1,000	1,000	1,000
Retirement of Chief's Luncheons	100	100	100
100 Club	150	150	150
North County Chiefs Group	<u>50</u>	<u>50</u>	<u>50</u>
Total	3,550	3,550	3,550

Programs	2015/16	2016/17	2017/18
Department Management		253,242	264,808
Citizen Engagement		151,917	158,768
Public Education		86,285	90,127
Workforce Development		101,896	106,442
Emergency Response		0	0
Investigations		89,078	92,884
Patrol Services		250	250
Traffic Enforcement		250	250
Records Management		72,385	75,637
Total		755,303	789,165

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

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	68,661	59,480	69,162	64,550	66,487	68,481
51201 Part-time Salaries						
51301 Overtime						
51302 Holiday Premium						
Total Salaries	68,661	59,480	69,162	64,550	66,487	68,481
BENEFITS						
51502 City Pers Contribution	12,121	9,239	11,556	7,073	7,735	7,944
51504 PERS Unfunded Liability				5,436	5,982	7,094
51506 Life Insurance	229	205	218	349	356	357
51507 Medicare Tax	1,003	863	1,023	936	964	993
51508 Social Security Tax		-	-	-	-	-
51509 Flexible Benefits - Health	22,462	18,583	20,618	21,535	21,397	22,253
51510 Retiree Health				4,265	4,265	4,265
51511 Long-Term Disability	412	374	438	407	420	432
51602 Dental Insurance	1,143	915	1,026	1,026	1,026	1,026
51603 Vision Insurance	367	298	334	508	508	508
51605 Employee Assistance Program	40	32	36	37	37	37
51704 Auto Allowance		-	-	-	-	-
51705 Housing Allowance		-	-	-	-	-
51706 Phone Allowance		-	-	-	-	-
Total Benefits	37,778	30,508	35,249	41,571	42,690	44,908
INSURANCE						
51800 Liability Insurance	4,369	2,507	2,457	2,571	2,669	2,803
51810 Worker's Compensation	3,899	3,823	3,748	4,314	4,478	4,702
Total Insurance	8,268	6,330	6,205	6,885	7,147	7,505
SERVICES AND SUPPLIES						
52221 Communications	19,571	13,057	12,094	25,100	25,600	26,100
52231 Equipment Maintenance	5,199	1,399	1,971	2,150	2,150	2,150
52232 Maintenance-Structures, Improvements	-					
52233 Memberships	-	125	50	250	250	250
52234 Office Expense	1,880	1,219	1,671	1,950	1,950	1,950
52235 Professional Services	171,639	173,815	229,617	227,850	230,450	235,150
52236 Equipment Rental		4,003	3,945	5,000	5,200	5,300
52241 Special Departmental Expense						
52242 Small Tools & Supplies						
52243 Travel & Training	1,386	2,060	2,872	2,150	4,150	4,150
Total Services & Supplies	199,675	195,678	252,221	264,450	269,750	275,050
FIXED ASSETS						
53100 Improvements						
53300 Equipment		33,331	99,992			
Total Fixed Assets	-	33,331	99,992	-	-	-
TOTAL BUDGET	314,382	325,326	462,829	377,457	386,073	395,945

2002 – POLICE COMMUNICATIONS AND RECORDS

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
ISD Microwave line and Message Switch Fee	15,100	15,400	15,700
This account covers the cost of telephone, fax and paging services	<u>10,000</u>	<u>10,200</u>	<u>10,400</u>
Total	25,100	25,600	26,100

52231 Equipment

Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Misc. equipment repairs (not covered by contracts)	1,500	1,500	1,500
Certified shredding of police records	<u>650</u>	<u>650</u>	<u>650</u>
Total	2,150	2,150	2,150

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
CLEARs (California Law Enforcement Records Supervisors)	250	250	250

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Office Supplies	800	800	800
Printing/Forms, Tickets	500	500	500
Books, Codes & Publications	350	350	350
Postage	<u>300</u>	<u>300</u>	<u>300</u>
Total	1,950	1,950	1,950

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
City of San Mateo Records, Dispatch	165,000	168,300	171,700
RMS Maintenance Contract	10,250	10,450	10,650
County of San Mateo Warrants	4,500	4,600	4,700
T.E.A./Radio base station-Daryl Jones	5,000	5,100	5,200
Law Net Router/Switch	5,400	5,500	5,600
IT Maintenance Contract	34,500	35,200	36,000
Anti-Virus	1,900	0	0
Net Motion License fee	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
Total	227,850	230,450	235,150

52236 Equipment Rental

	Budgets		
	2015/16	2016/17	2017/18
Copier lease		5,200	5,300

5,000

**52243 – Travel and
Training**

	2015/16	Budgets	
		2016/17	2017/18
Attendance at CLEARs Annual Conference	2,000	2,000	2,000
Annual RIMS Conference		2,000	2,000
Monthly CLEARs Meeting	<u>150</u>	<u>150</u>	<u>150</u>
Total	2,150	4,150	4,150

Programs	2015/16	Budgets	
		2016/17	2017/18
Department Management		53,150	54,375
Citizen Engagement		85,135	87,516
Public Education		85	85
Workforce Development		25,770	26,611
Emergency Response		44,710	45,610
Investigations		85	85
Patrol Services		44,995	45,895
Traffic Enforcement		42,245	43,095
Records Management		89,899	92,673
Total		386,073	395,945

Department/Division: 2003 Police-Patrol/Reserves						General Fund Fund 100	
Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget	
SALARIES							
51101 Salaries	939,538	1,016,354	1,101,190	1,544,858	1,591,203	1,638,939	
51201 Part-time Salaries	5,862	7,015	6,279	7,200	7,416	7,639	
51301 Overtime	233,621	302,109	188,874	100,000	103,000	107,000	
51302 Holiday Premium	48,922	53,254	57,408				
Total Salaries	1,227,942	1,378,732	1,353,751	1,652,058	1,701,620	1,753,578	
BENEFITS							
51502 City Pers Contribution	217,758	224,474	224,140	222,211	245,814	253,389	
51503 Employee Paid Pers Contribution	48,298						
51504 PERS Unfunded Liability				147,026	177,162	221,502	
51506 Life Insurance	2,433	2,576	2,954	5,916	5,923	5,931	
51507 Medicare Tax	17,882	19,956	20,200	22,505	23,180	23,875	
51508 Social Security Tax	363	412	361	446	460	474	
51509 Flexible Benefits - Health	146,225	204,371	276,615	335,860	359,253	347,081	
51510 Retiree Health				70,132	70,132	70,132	
51511 Long-Term Disability	2,854	3,026	3,583	4,319	4,328	4,336	
51602 Dental Insurance	10,864	11,623	13,466	16,872	16,872	16,872	
51603 Vision Insurance	3,487	3,811	4,457	8,354	8,354	8,354	
51605 Employee Assistance Program	379	419	552	610	610	610	
51704 Auto Allowance	-	-	-	-	-	-	
51705 Housing Allowance	-	-	-	-	-	-	
51706 Phone Allowance	632	421	-	-	-	-	
51710 Deferred Compensation		1,104	8,553	16,352	16,842	17,348	
Total Benefits	451,173	472,194	546,328	850,603	928,930	969,904	
INSURANCE							
51800 Liability Insurance	89,665	47,886	52,578	61,826	64,177	67,395	
51810 Worker's Compensation	80,024	73,032	80,189	103,721	107,666	113,065	
Total Insurance	169,689	120,918	132,767	165,547	171,843	180,460	
SERVICES AND SUPPLIES							
52200 Safety Clothing	10,849	19,707	28,152	20,500	20,450	20,850	
52221 Communications							
52231 Equipment Maintenance	47,662	58,024	50,638	69,200	73,490	74,760	
52232 Maintenance-Structures/Improvements	322						
52233 Memberships	325	325	475	550	550	550	
52234 Office Expense	2,559	3,449	7,638	3,530	3,630	3,730	
52235 Professional Services	86,155	87,293	96,825	106,900	124,000	125,975	
52240 Rental Real Property							
52241 Special Department Expense	7,242	14,478	19,598	19,500	25,300	25,800	
52242 Small Tools & Supplies	320	314	99	500	500	500	
52243 Travel & Training	7,262	9,912	21,336	18,100	20,510	20,920	
Total Services & Supplies	162,696	193,503	224,762	238,780	268,430	273,085	
FIXED ASSETS							
53300 Equipment	460	79,840	100,064	56,900	61,500	66,500	
Total Fixed Assets	460	79,840	100,064	56,900	61,500	66,500	
TOTAL BUDGET	2,011,961	2,245,186	2,366,225	2,963,888	3,132,322	3,243,527	

2003 – Police Patrol and Reserve Services

Mission Statement

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

Program Description

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

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Uniform Clothing Supplies	7,000	7,150	7,300
Uniform Cleaning	10,000	10,200	10,400
Safety Equipment	<u>3,500</u>	<u>3,100</u>	<u>3,150</u>
Total	20,500	20,450	20,850

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Gas & Oil	30,000	30,600	31,200
Vehicle Repair	19,500	19,900	20,300
Tires	8,000	8,160	8,300
Car Wash	5,000	8,000	8,000
Field Equipment Maintenance	4,000	4,100	4,200
Office Equipment Maintenance	1,800	1,830	1,860
Towing Service	<u>900</u>	900	900
Total	69,200	73,490	74,760

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
CPOA (4 sergeants)	400	400	400
San Mateo County Training Managers Association	100	100	100
CA Association – Property and Evidence	<u>50</u>	<u>50</u>	<u>50</u>
Total	550	550	550

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Office Supplies	1,500	1,530	1,560
Printed Forms & Tickets	1,000	1,050	1,100
Books, Codes & Publications	500	510	520
Postage	<u>530</u>	<u>540</u>	<u>550</u>
Total	3,530	3,630	3,730

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Animal Control	55,000	56,100	57,200
San Mateo County Jail	11,000	11,200	11,450
Crime Lab Fees	11,000	25,000	25,000
First Chance North	7,500	7,650	7,800
S.M.C.N.T.F. (Narcotics Task Force)	8,900	9,075	9,250
N.P.F.A. (Youth Counseling)	4,800	4,900	5,000
Medical/Legal Services	3,000	3,060	3,120
Special Investigations	1,000	1,020	1,040
Lexipol General Order Update	2,500	2,550	2,600
Crime Prevention	1,000	1,020	1,040
CORA/Domestic Violence	1,200	1,225	1,250
Keller Center	<u>0</u>	1,200	1,225
Total	106,900	124,000	125,975

**52241 Special Department
Expense**

	Budgets		
	2015/16	2016/17	2017/18

Ammunition, fingerprinting, flares, school training materials, (coloring books, junior badges), range supplies, Avoid-the-23 expenses, evidence materials	17,000	17,250	17,700
Taser Training Cartridges		5,500	5,500
Tactical equipment	<u>2,500</u>	<u>2,550</u>	<u>2,600</u>
Total	19,500	25,300	25,800

52242 Small Tools & Supplies

	Budgets		
	2015/16	2016/17	2017/18
Miscellaneous small items from our local stores	500	500	500

52243 Travel & Training

	Budgets		
	2015/16	2016/17	2017/18
POST Training	15,000	17,350	17,700
Lexipol Training Module	2,500	2,550	2,600
In-Service Training	500	510	520
Local Meetings	<u>100</u>	100	100
Total	18,100	20,510	20,920

53300 Equipment

	Budgets		
	2015/16	2016/17	2017/18
Patrol Vehicle	0		
Emergency Equipment	10,000	28,000	16,500
Rifle Replacement and Optics		28,500	
Sniper Rifle for SWAT			
Negotiator		5,000	
Car Laptops/Docks			50,000
Firearms/Holster Replacement	15,500		
TASER replacement	27,500		
Lidar/RADAR Traffic Guns (2)	3,900		
In-Car Camera Replacement	<u>0</u>		

Total	56,900	61,500	66,500
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Programs	2015/16	2016/17	2017/18
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Department Management		137,914	144,426
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Citizen Engagement		446,625	467,370
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Public Education		245,192	246,552
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Workforce Development		29,315	29,570
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Emergency Response		324,630	302,929
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Investigations		461,801	490,655
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Patrol Services		907,099	932,828
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Traffic Enforcement		443,859	475,578
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Records Management		32,889	46,619
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Total		3,029,322	3,136,527
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Department/Division: 3001 Fire Administration, Prevention, Emergency

General Fund
Fund 100

Account and Title:	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
	Actual Expended	Actual Expended	Actual Expended	Actual Expended	Approved Budget	Approved Budget	Approved Budget
SALARIES							
51101 Salaries	1,057,066	1,000,982	992,928	1,038,908	1,116,031	1,149,511	1,183,997
51201 Part-time Salaries							
51301 Overtime	232,003	229,934	282,708	251,939	240,000	247,200	254,616
51302 Holiday Pay							
Total Salaries	1,289,069	1,230,916	1,275,637	1,290,846	1,356,031	1,396,711	1,438,613
BENEFITS							
51502 City Pers Contribution	222,439	205,999	207,407	219,560	174,538	192,544	198,423
51504 PERS Unfunded Liability					105,754	127,061	158,612
51506 Life Insurance	2,523	2,469	2,458	2,393	4,042	4,050	4,050
51507 Medicare Tax	16,578	15,998	16,698	16,911	16,182	16,668	17,168
51508 Social Security Tax			-	-	-	-	-
51509 Flexible Benefits - Health	211,397	207,547	214,363	226,613	270,664	239,495	249,075
51510 Retiree Health					61,603	43,297	47,387
51511 Long-Term Disability	2,435	2,415	2,435	2,452	2,570	2,584	2,599
51602 Dental Insurance	11,420	10,959	11,149	11,068	14,820	11,400	11,400
51603 Vision Insurance	3,943	3,516	3,642	3,600	7,338	5,644	5,644
51605 Employee Assistance Program	460	377	383	386	536	412	412
51704 Auto Allowance	-	-	-	-	-	-	-
51705 Housing Allowance	-	-	-	-	-	-	-
51706 Phone Allowance	-	-	-	-	-	-	-
51710 Deferred Compensation	4,388	3,663	4,330	5,316	6,365	6,556	6,752
Total Benefits	475,583	452,942	462,865	488,297	664,412	649,712	701,522
INSURANCE							
51800 Liability Insurance	85,378	91,477	41,757	37,621	44,457	46,147	48,461
51810 Worker's Compensation	76,198	81,640	63,684	63,890	74,582	77,419	81,301
Total Insurance	161,576	173,117	105,441	101,511	119,039	123,566	129,762
SERVICES AND SUPPLIES							
52200 Safety Clothing	8,408	12,147	11,554	6,181	13,200	13,200	13,464
52221 Communications	12,762	17,710	14,493	12,396	19,800	19,900	20,298
52231 Equipment Maintenance	58,649	37,760	34,049	61,662	78,850	85,250	87,650
52232 Maint. Structures/Improvement.Grounds	6,936	12,733	15,510	11,928	18,550	19,050	19,431
52233 Memberships	421	284	62	113	500	500	510
52234 Office Expense	4,665	3,223	3,435	4,394	7,500	7,500	7,650
52235 Professional Services	281,281	298,185	287,836	299,739	294,600	297,600	298,100
52236 Equipment Rental	11,080	13,699	8,155	-	-	-	-
52241 Special Department Expense	7,131	9,202	6,971	4,739	14,100	14,100	14,382
52242 Small Tools & Supplies	1,720	3,665	2,309	813	4,550	5,050	5,150
52243 Travel & Training	5,802	3,953	6,133	5,207	11,000	11,000	11,220
52244 Utilities	14,841	16,800	12,998	13,761	17,000	17,000	17,340
Total Services & Supplies	413,595	429,359	403,507	420,933	479,650	490,150	495,195
FIXED ASSETS							
53100 Improvements	-	222					
53300 Equipment				96,039			
53301 Sinking Fund Replacement	11,865	18,972	20,500	20,500	20,500	20,500	20,910
Total Fixed Assets	11,865	19,193	20,500	116,539	20,500	20,500	20,910
TOTAL BUDGET	2,351,789	2,305,527	2,267,950	2,418,126	2,639,632	2,680,640	2,786,002

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

Mission Statement

NORTH COUNTY FIRE AUTHORITY:

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:

City of Brisbane has entered into an agreement (JPA) along with other neighboring communities to form the North County Fire Authority. From strategically located fire stations rapid assistance is provided for emergency and non-emergency incidents. The North County Fire Authority is managed by way of three functional areas consisting of the Operations Bureau, Support and Administrative Services Bureau and Fire Prevention Services Bureau. Additionally, there are 5 Divisions under the Bureaus, EMS, Training, Special Operations, Technical Services and Emergency Planning and Disaster Preparedness.

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Uniforms and supplies as provided for in the MOU.	4,500	4,500	4,590
Firefighter personal protective equipment (PPE) such as turnouts, gloves, and boots, safety goggles	5,300	5,300	5,406
Uniform maintenance and repair.	<u>3,400</u>	<u>3,400</u>	<u>3,468</u>
Total	13,200	13,200	13,464

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
San Mateo County Paging services	550	550	550
Station Alerting Land Line System	2,450	2,450	2,450
Station Alerting Web Based System	4,800	4,800	4,800
AT&T Cell phones, E-81, E-181, and S-81.	1,000	1,100	1,498

Land Phones (station phones, modems, fax machines, ADA phone, EOC, etc.)	8,500	8,500	8,500
San Mateo County Information Services – micro channel	1,000	1,000	1,000
Zoll Records Management System	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total	19,800	19,900	20,298

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Gasoline, diesel, oil, etc. for apparatus and equipment	15,500	16,000	16,500
Routine maintenance and repair of vehicles in house and through various vendors	40,000	40,000	40,000
Tire and tube replacement for department vehicles	7,000	9,000	9,000
Misc. items, small tools, and unforeseen repairs such as power and hand tools, booster and larger diameter hose.	4,500	9,500	10,500
Power tool maintenance and repairs, saw blades, gas cans, electrical cords, Circle D lights, carbide and regular tip chains	3,000	3,000	3,500
SCBA Service & Testing	1,000	1,000	1,000
Communications equipment maintenance includes 12 portable radios, 3 mobile radios, etc.	1,500	1,700	1,700
Maintenance, repair/replacement of office equipment-computers, copiers, etc.	1,000	2,800	3,200
Station copier service agreement.	1,700	1,500	1,500
SCBA Miscellaneous repairs	500	250	250
Radio batteries and accessories.	500	500	500
Ladder Testing	1,500		
Fire Hydrant maintenance supplies (gaskets, paint, chains, and tools).	250		

Cell phone maintenance, repairs, and accessories.	100		
Pager repairs, accessories, and batteries.	0		
SCBA Hydrostatic testing	300		
Misc. medical equipment repairs and replacement.	<u>500</u>		
Total	78,850	85,250	87,650

52232 Maintenance of Structures/Improvement to Grounds

	2015/16	2016/17	2017/18
Costs of electrical repairs, glass replacement, lock repairs, plumbing repairs and service, and misc. routine station maintenance.	10,000	10,000	10,381
Janitorial supplies (window, floor cleaners, paper products, floor wax, mops, brooms, soaps, bleaches).	3,500	3,500	3,500
Emergency generator scheduled semi-annual maintenance.	1,500	1,500	1,500
Shop Towels	750	750	750
Heating/Air conditioning system scheduled maintenance.	1,000	1,500	1,500
Monthly insecticide spraying.	900	900	900
Sonitrol Alarm	<u>900</u>	<u>900</u>	<u>900</u>
Total	18,550	19,050	19,431

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
International Code Council (ICC/IFC).	500	500	510

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
General Office supplies.	5,000	5,000	5,150
Printing, envelopes, etc.	2,000	2,000	2,000
Postage.	<u>500</u>	<u>500</u>	<u>500</u>
Total	7,500	7,500	7,650

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
North County JPA	245,500	245,500	245,500
Fire Inspection	0		
San Mateo County Emergency Services Joint Powers Authority (OES JPA).	16,000	18,000	18,500
Air Truck Agreement for shared resource.	2,000	2,000	2,000
OSHA medical review for respirator use.	300	300	300
North Zone Paramedic Coordinator.	28,500	29,500	29,500
Hep. B testing and T.B. testing.	1,500	1,500	1,500
Stormwater Inspection Fee	<u>800</u>	<u>800</u>	<u>800</u>
Total	294,600	297,600	298,100

52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
Weed Abatement Program.	11,500	11,500	11,500
Fire Prevention and public education training and prevention materials for the schools.	1,000	1,000	1,282
Food and refreshments during extended emergencies and exercises.	900	900	900
Medical waste disposal	<u>700</u>	<u>700</u>	<u>700</u>
Total	14,100	14,100	14,382

52242 Small Tools and Supplies

	Budgets		
	2015/16	2016/17	2017/18
Misc. small tools and supplies:			
Hazardous material absorbents.	0	0	0
Smoke detector test spray.	0		
Road flares.	0		
General small tools and supplies	1,000	1,000	1,000
City First Aid Kits/supplies, blood borne pathogen gloves, safety glasses, masks, hearing protection, cold packs, gauze, bandages, poison ivy block, sun screen, etc.	1,500	1,550	1,550
Multi-wash mini clean	50		
CEV Tool kits, supplies and jackets	1,000	1,000	1,000
CPR Materials for classes/instructor	500	1,000	1,000
Medical gloves, masks, bandages, compresses, etc.	0		
Monitor batteries for Life Pak 12.	<u>500</u>	<u>500</u>	<u>600</u>
Total	4,550	5,050	5,150

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18

Fire Officer I classes	2,500	2,500	2,720
Auto extrication training, three vehicles.	500	500	500
Driver/Operator 1A and 1B, three employees	1,000	1,000	1,000
ICS (Incident Command System) classes, ICS 100, 200, 300, 400, 338 and 339	1,500	1,500	1,500
In-house training with outside instructor.	1,000	1,000	1,000
Paramedic State license fee	1,500	1,500	1,500
Annual Target Safety Renewal	1,500	1,500	1,500
Monthly continuing education fee.	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total	11,000	11,000	11,220

52244 Utilities

	Budgets		
	2015/16	2016/17	2017/18
Covers the monthly bill to P.G. & E, water, and sanitary sewer	17,000	17,000	17,340

53300 Equipment

	Budgets		
	2015/16	2016/17	2017/18
To fund purchase of vehicle			
To fund purchase of reserve engine			
Total	<u>-</u>	<u>-</u>	<u>-</u>

53301 Sinking Fund Equipment

	Budgets		
	2015/16	2016/17	2017/18
Annualized cost of fire department equipment which is replaced on an infrequent basis	20,500	20,500	20,910

Programs	2015/16	2016/17	2017/18
Department Management		419,298	424,080
Public Education		187,452	196,539
Workforce Development		197,315	206,584
Emergency Response		1,430,013	1,494,851
Fire and Life Safety Code Compliance		197,352	207,205
Investigations		1,000	1,020
Total		2,432,429	2,530,279

Department/Division: TOTAL PUBLIC WORKS -- ALL DIVISIONAL BUDGETS						Various Funds Fund 100, 210, 220, 540	
Account and Title:	2012/13 Actual Expended	2013/14 Actual Budget	2014/15 Actual Budget	2015/16 Requested Budget	2016/17 Requested Budget	2017/18 Requested Budget	
SALARIES							
51101 Salaries	1,079,121	1,049,681	1,095,161	1,440,956	1,497,467	1,681,382	
51201 Part-time Salaries	63,430	12,986	8,870	23,732	24,444	25,177	
51301 Overtime	48,326	69,105	64,765	59,000	60,770	62,593	
Total Salaries	1,190,877	1,131,772	1,168,795	1,523,687	1,582,681	1,769,152	
BENEFITS							
51502 City Pers Contribution	183,215	144,198	158,169	142,663	156,679	171,015	
51504 PERS Unfunded Liability				121,925	135,379	175,296	
51506 Life Insurance	2,938	2,946	2,970	6,361	6,543	7,040	
51507 Medicare Tax	16,199	16,435	16,992	21,238	22,397	24,745	
51508 Social Security Tax	0	805	401	1,041	1,072	1,104	
51509 Flexible Benefits - Health	220,692	257,244	271,559	375,176	388,487	440,762	
51510 Retiree Health	0	0	0	68,010	72,099	73,397	
51511 Long-Term Disability	6,008	5,923	6,015	9,136	9,494	10,656	
51602 Dental Insurance	14,028	14,339	14,459	19,608	19,608	21,888	
51603 Vision Insurance	4,473	4,725	4,702	9,709	9,709	10,837	
51605 Employee Assistance Program	479	539	526	709	709	791	
51704 Auto Allowance	3,610	2,706	2,880	2,880	2,880	2,880	
51705 Housing Allowance	3,008	2,255	2,400	2,400	2,400	2,400	
51706 Phone Allowance	2,249	3,328	2,627	1,641	1,746	1,746	
51710 Deferred Compensation	10,394	6,836	8,614	15,023	14,059	17,906	
Total Benefits	467,294	462,279	492,316	797,518	843,261	962,465	
INSURANCE							
51800 Liability Insurance	81,237	48,114	50,723	58,345	61,098	69,850	
51810 Worker's Compensation	72,501	73,378	77,361	97,882	102,500	117,183	
Total Insurance	153,738	121,492	128,084	156,227	163,597	187,033	
SERVICES AND SUPPLIES							
52200 Safety Clothing	7,849	11,554	15,772	12,446	12,894	14,371	
52221 Communications	6,953	7,238	6,477	10,550	14,865	13,498	
52231 Equipment Maintenance	63,902	75,714	68,931	91,108	91,928	100,576	
52232 Maintenance-Structures/Improve/Grounds	355,586	643,117	657,932	319,467	324,279	312,645	
52233 Memberships	57,196	64,914	55,845	80,185	75,892	81,214	
52234 Office Expense	26,480	46,214	57,976	40,649	73,182	70,719	
52235 Professional Services	121,412	237,244	318,135	611,680	629,846	581,334	
52236 Equipment Rental	351	10,854	0	6,300	6,426	6,553	
52241 Special Departmental Expense	189,537	259,975	500,611	438,500	397,300	138,116	
52242 Small Tools & Supplies	13,103	19,305	12,018	19,758	20,047	20,341	
52243 Travel & Training	3,542	2,558	3,929	23,260	11,900	13,043	
52244 Utilities	383,093	406,999	424,834	427,830	431,380	435,006	
52245 Water Purchases	558,028	588,653	510,155	774,000	802,300	911,350	
52246 Sewer Processing	904,517	739,175	669,241	953,000	1,018,600	1,294,500	
Total Services & Supplies	2,691,547	3,113,513	3,301,856	3,808,733	3,910,839	3,993,266	

Department/Division: TOTAL PUBLIC WORKS -- ALL DIVISIONAL BUDGETS						Various Funds Fund 100, 210, 220, 540	
Account and Title:	2012/13 Actual Expended	2013/14 Actual Budget	2014/15 Actual Budget	2015/16 Requested Budget	2016/17 Requested Budget	2017/18 Requested Budget	
OTHER							
54500 Depreciation	657,172	666,395	666,028	669,305	669,305	669,305	
55200 Interest	1,634	1,508	0	0	0	0	
Total Other	658,805	667,902	666,028	669,305	669,305	669,305	
FIXED ASSETS							
53100 Improvements	0	0	0	0	0	0	
53300 Equipment	21,390	30,614	1,373	100,000	0	0	
Total Fixed Assets	21,390	30,614	1,373	100,000	0	0	
EXPENDITURE TRANSFERS							
54250 Indirect Costs	1,000,247	943,639	735,685	744,181	973,756	1,048,900	
Total Expenditure Transfers	1,000,247	943,639	735,685	744,181	973,756	1,048,900	
TOTAL BUDGET	6,183,898	6,471,211	6,494,137	7,799,653	8,143,438	8,630,121	

Department/Division: 4001 Public Works-Administration

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	284,004	247,636	236,342	288,993	284,942	293,490
51201 Part-time Salaries	-	12,245	2,753	6,948	7,156	7,371
51301 Overtime	129	1,548	456			
Total Salaries	284,133	261,429	239,552	295,940	292,098	300,861
BENEFITS						
51502 City Pers Contribution	45,739	35,216	37,807	30,949	32,989	33,892
51503 Employee Paid Pers Contribution						
51504 PERS Unfunded Liability				24,921	26,282	31,165
51506 Life Insurance	603	534	538	1,106	1,065	1,078
51507 Medicare Tax	4,021	3,687	3,404	4,291	4,235	4,362
51508 Social Security Tax	-	759	163	-	-	-
51509 Flexible Benefits - Health	41,988	39,705	44,044	62,016	58,302	60,634
51510 Retiree Health				14,924	17,702	17,702
51511 Long-Term Disability	1,331	1,180	1,096	1,867	1,843	1,898
51602 Dental Insurance	2,782	2,436	2,342	3,226	3,078	3,078
51603 Vision Insurance	894	808	762	1,597	1,524	1,524
51605 Employee Assistance Program	97	116	91	117	111	111
51704 Auto Allowance	2,708	1,804	1,440	1,440	1,440	1,440
51705 Housing Allowance	2,256	1,504	1,200	1,200	1,200	1,200
51706 Phone Allowance	665	499	432	390	390	390
51710 Deferred Compensation				784	489	504
Total Benefits	103,082	88,246	93,320	148,827	150,651	158,979
INSURANCE						
51800 Liability Insurance	23,734	11,596	10,956	11,789	11,726	12,314
51810 Worker's Compensation	21,182	17,685	16,710	19,777	19,673	20,659
Total Insurance	44,916	29,281	27,666	31,566	31,399	32,973
SERVICES AND SUPPLIES						
52200 Safety Clothing	-	123	-	150	150	150
52221 Communications	456	747	633	1,300	1,300	1,300
52231 Equipment Maintenance	-	-	399	1,700	1,700	1,700
52232 Maintenance Structures	-	536				
52233 Memberships	412	588	483	665	878	691
52234 Office Expense	3,738	4,484	6,983	6,894	6,894	6,894
52235 Professional Services	1,000	2,479	3,032	1,000	1,000	1,000
52236 Equipment Rental			2,484	3,300	3,366	3,433
52241 Special Departmental Expense	-	-	4,137	1,500	0	0
52242 Small Tools & Supplies	-					
52243 Travel & Training	2,248	1,920	1,891	4,845	4,942	5,040
52244 Utilities						
Total Services & Supplies	7,854	10,876	20,042	21,354	20,230	20,208
FIXED ASSETS						
53300 Equipment						
Total Fixed Assets	0	0	0	0	0	0
TOTAL BUDGET	439,985	389,833	380,579	497,687	494,378	513,022

4001 -- Public Works Administration

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Public Works Supervisor	0		
Inspector	<u>150</u>	<u>150</u>	<u>150</u>
Total	150	150	150

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Cell Phones	1,000	1,000	1,000
Paging service	<u>300</u>	<u>300</u>	<u>300</u>
Total	1,300	1,300	1,300

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Includes mobile radio maintenance	200	200	200

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

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
APWA Membership	210	214	218
AWWA Membership	270	275	281
Director's PE license renewal	0	200	0
APWA DCS PW Leadership Membership	60	61	62
Miscellaneous memberships	<u>125</u>	128	130
Total	665	878	691

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
General office and computer supplies	5,394	5,394	5,394
Postage	500	500	500
Books and publications	200	200	200
Advertisements	150	150	150
Printing	<u>650</u>	650	650
Total	6,894	6,894	6,894

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Government Outreach Service	1,000	1,000	1,000

52236 Equipment Rental

Plotter and Large Scanner Rental	3,300	3,366	3,433
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52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
Annual updates to Engineering Division CAD Software	1,500	0	0

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
Public works training workshops and seminars	1,395	1,423	1,451
League of Cities Annual Convention and Policy Committee	3,200	3,264	3,329
Monthly Chamber of Commerce luncheons	0	0	0
CCEA monthly meetings	<u>250</u>	<u>255</u>	<u>260</u>
Total	4,845	4,942	5,040

Programs	2015/16	2016/17	2017/18
Department Management		121,292	125,911
Citizen Engagement		161,527	167,817
Council/Commission support		32,160	33,425
Workforce Development		24,597	24,945
Public Education		44,287	46,024
Transportation and Mobility Options		57,106	59,332
Provide Potable Water		-	-
Provide Wastewater Collection		-	-
Operate a Storm Drain System		15,013	15,637
Operate the Brisbane Marina		-	-
Stewardship of the Natural Environment		21,806	22,698
Stewardship of Built Environment		16,439	17,084
Purchase of Utilities		-	-
Emergency Response		150	150
Total		494,378	513,022

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

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	74,048	97,863	119,267	185,609	178,457	183,810
51201 Part-time Salaries		741	3,834			
51301 Overtime	6,796	6,825	8,958	8,000	8,240	8,487
Total Salaries	80,844	105,429	132,059	193,609	186,697	192,298
BENEFITS						
51502 City Pers Contribution	12,521	15,198	17,567	18,049	18,870	19,404
51504 PERS Unfunded Liability				15,630	16,057	19,404
51506 Life Insurance	163	237	272	712	662	665
51507 Medicare Tax	1,002	1,410	1,750	2,691	2,588	2,665
51508 Social Security Tax		46	238	-	-	-
51509 Flexible Benefits - Health	8,820	14,839	20,591	33,171	29,633	30,819
51510 Retiree Health				10,970	10,886	10,886
51511 Long-Term Disability	416	566	650	1,171	1,126	1,160
51602 Dental Insurance	708	1,040	1,285	2,029	1,881	1,881
51603 Vision Insurance	228	338	418	1,005	931	931
51605 Employee Assistance Program	25	36	45	73	68	68
51704 Auto Allowance		-	-	-	-	-
51705 Housing Allowance		-	-	-	-	-
51706 Phone Allowance	211	316	315	399	399	399
51710 Deferred Compensation			385	1,213	931	959
Total Benefits	24,094	34,028	43,517	87,114	84,033	89,241
INSURANCE						
51800 Liability Insurance	5,958	4,420	5,684	7,394	7,164	7,523
51810 Worker's Compensation	5,318	6,741	8,670	12,404	12,019	12,622
Total Insurance	11,276	11,161	14,354	19,798	19,183	20,145
SERVICES AND SUPPLIES						
52200 Safety Clothing	35	221	119	300	306	312
52221 Communications	110	104	194	400	888	896
52231 Equipment Maintenance	12,680	12,507	11,409	12,000	12,240	12,484
52232 Maint. Structures/Improvement.Grounds	65,450	170,696	132,731	89,500	91,290	93,116
52233 Memberships	-	150	80	232	237	241
52234 Office Expense	1,288	1,155	1,089	1,225	1,749	1,274
52235 Professional Services	10,541	41,210	25,972	73,500	76,870	78,369
52236 Equipment Rental	-	10,854	-	1,000	1,020	1,040
52241 Special Department Expense	28,201	63,985	112,095	272,400	169,400	48,900
52242 Small Tools & Supplies	2,692	492	878	1,000	1,020	1,040
52243 Travel & Training	-	17	365	500	510	520
52244 Utilities	48,164	42,950	49,554	40,000	40,800	41,616
Total Services & Supplies	169,161	344,340	334,487	492,957	396,330	279,808
FIXED ASSETS						
55200 Interest	-	1,634	1,508			
Total Fixed assets	-	1,634	1,508	-	-	-
TOTAL BUDGET	285,375	496,591	525,924	792,577	686,242	581,492

4002 -- Public Works Streets/Storm Drains/Lighting

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Laundry and supply of public works crew uniforms	0		
Boots	150	153	156
Safety clothing	<u>150</u>	<u>153</u>	<u>156</u>
Total	300	306	312

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Paging service, Tablet Data Plan	200	444	448
Batteries & Equipment	<u>200</u>	<u>444</u>	<u>448</u>
Total	400	888	896

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Auto & Truck repairs	5,000	5,100	5,202
Gas and oil for vehicles	6,000	6,120	6,242
Mobile radio maintenance	0	0	0
Field equipment repairs	500	510	520

Tires and tire repairs	500	510	520
Environmental Health permit for Hazardous Materials	<u>0</u>		
Total	12,000	12,240	12,484

52232 Maintenance—Structures, Improvements and Grounds

	Budgets		
	2015/16	2016/17	2017/18
Repairs to traffic signals	10,000	10,200	10,404
Tree trimming and maintenance	20,000	20,400	20,808
Street repairs and materials (asphalt/concrete, lumber, paint, rock, sand, guardrails, etc.)	6,000	6,120	6,242
Storm drain repairs and repair materials	10,000	10,200	10,404
Weed abatement and debris removal	27,000	27,540	28,091
Traffic Control Maintenance and Materials	3,000	3,060	3,121
Tree replacement	4,500	4,590	4,682
Street light repair and maintenance	9,000	<u>9,180</u>	<u>9,364</u>
Emptying trash on Visitacion and Citywide, mutt mitts	to 52235		
Total	89,500	91,290	93,116

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
PE License renewal and annual ITE subscription	232	237	241

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
General office and computer supplies, Purchase MMS Tablets	300	1,035	546
Books and publications	300	306	312
Postage	300	306	312
Printing of forms and flyers	100	102	104
Advertisements	<u>225</u>	<u>0</u>	<u>0</u>
Total	1,225	1,749	1,274

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Annual Maintenance Management System Fee		1,900	1,900
Monthly traffic signal maintenance	11,000	11,220	11,444
Visitacion Tree Pruning	5,500	5,610	5,722
Signing and Striping materials and installation	5,000	5,100	5,202
Sidewalk Repairs	20,000	20,400	20,808
Emptying trash on Visitacion and Citywide, mutt mitts	30,000	30,600	31,212
Graffiti Abatement by San Mateo County	<u>2,000</u>	<u>2,040</u>	<u>2,081</u>
Total	73,500	76,870	78,369

52236 Equipment Rental

	Budgets		
	2015/16	2016/17	2017/18
Occasionally the need arises to rent equipment not already owned by the City, such as fences or post drivers for tree planting,	1,000	1,020	1,040

52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
Slope Repair 266 Santa Clara	0		
Slope Repair San Bruno Avenue at Gladys	20,000		
Measure M Reimbursable expenditures (pothole repairs and traffic congestion reduction measures)	32,400	32,400	32,400
Retroreflecting Signs	15,000	15,000	15,000
Handrail installation on alleyway stairs below Alvarado	15,000		
Safe Route to Schools Project	100,000	Carry over 2015/16	

			Carry over 2015/16
Supplemental Storm Drain Cleaning	90,000	30,000	
Bayshore and Guadalupe Canyon Parkway - clean behind k-rail		0	
Replace failing retaining wall on San Bruno Ave. near McLain Ave.		70,000	
Traffic signal loop detector installations		20,000	
Earthday flags on Visitacion to publicize Climate Action Plan and Climate Change		<u>2,000</u>	<u>1,500</u>
Total	272,400	169,400	48,900

52242 Small Tools and Supplies

		Budgets	
	2015/16	2016/17	2017/18
Budgeted here are the numerous small tools, parts and supplies that are necessary to the maintenance activity of this department. Items such as tool crib nails, nuts, bolts, screws, lumber, plastic garbage bags, chain saw belts and chains, parts, stakes, small electric tools, ladders, shovels, all types of hardware, light bulbs, etc.	1,000	1,020	1,040

52243 Travel and Training

		Budgets	
	2015/16	2016/17	2017/18
Pavement maintenance seminars	500	510	520

52244 Utilities

		Budgets	
	2015/16	2016/17	2017/18
Electricity, gas, water, sewer services provided to the City's parks, median strips, streetlights, etc.,	40,000	40,800	41,616

Programs	2015/16	2016/17	2017/18
Department Management		55,511	57,541
Citizen Engagement		17,101	17,201

Council/Commission support	13,420	13,956
Workforce Development	11,968	12,430
Public Education	-	-
Transportation and Mobility Options	127,878	132,962
Provide Potable Water	-	-
Provide Wastewater Collection	-	-
Operate a Storm Drain System	-	-
Operate the Brisbane Marina	-	-
Stewardship of the Natural Environment	18,111	1,040
Stewardship of Built Environment	391,765	250,267
Purchase of Utilities	40,800	85,815
Emergency Response	306	312
Total	676,861	571,524

Department/Division: 4003 Building & Grounds Maintenance						General Fund Fund 100	
Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget	
SALARIES							
51101 Salaries	75,683	63,812	54,504	17,294	17,813	157,337	
51201 Part-time Salaries			2,010				
51301 Overtime	1,706	3,953		6,000	6,180	6,365	
Total Salaries	77,389	67,765	56,514	23,294	23,993	163,703	
BENEFITS							
51502 City Pers Contribution	13,362	8,026	9,264	1,895	2,072	11,997	
51504 PERS Unfunded Liability				1,456	1,603	16,298	
51506 Life Insurance	224	179	175	81	81	832	
51507 Medicare Tax	1,115	1,018	854	251	258	2,281	
51508 Social Security Tax		-	-	-	-	-	
51509 Flexible Benefits - Health	11,841	16,277	17,211	1,976	1,960	55,123	
51510 Retiree Health				1,766	1,766	3,064	
51511 Long-Term Disability	420	324	344	109	112	993	
51602 Dental Insurance	1,096	800	798	228	228	2,508	
51603 Vision Insurance	352	260	260	113	113	1,242	
51605 Employee Assistance Program	32	28	28	8	8	91	
51706 Phone Allowance	260	295	294	84	84	84	
51710 Deferred Compensation		-	-	-	-	3,475	
Total Benefits	28,701	27,206	29,227	7,967	8,286	97,987	
INSURANCE							
51800 Liability Insurance	5,904	2,351	658	689	715	6,440	
51810 Worker's Compensation	5,269	3,585	1,004	1,156	1,200	10,804	
Total Insurance	11,173	5,936	1,662	1,845	1,915	17,244	
SERVICES AND SUPPLIES							
52200 Safety Clothing	682	784	1,122	1,200	1,224	2,496	
52221 Communications	155	164	156	200	444	448	
52231 Equipment Maintenance	8,702	6,188	4,094	8,800	8,976	16,127	
52232 Maint. Structures/Improvement.Grounds	18,913	26,951	27,841	48,500	49,470	50,462	
52233 Memberships	91	472	802	200	204	208	
52234 Office Expense	228	481	667	600	1,112	624	
52235 Professional Services	19,356	34,903	64,752	93,600	46,372	29,574	
52241 Special Department Expense	14,399	-	47,882	-	12,500	0	
52242 Small Tools & Supplies	197	1,202	99	2,000	2,040	2,081	
52243 Travel & Training	205	-	-	250	255	1260	
52244 Utilities	52,295	61,056	Moved to 4005	-	-	-	
Total Services & Supplies	115,223	132,202	147,415	155,350	122,597	103,280	
FIXED ASSETS							
53100 Improvements							
53300 Equipment							
Total Fixed Assets	-	-	-	-	-	-	
TOTAL BUDGET	232,486	233,110	234,818	188,455	156,790	382,214	

4003 -- Public Works Buildings & Grounds Maintenance

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Laundry service and uniform supply	600	612	1248
Safety clothing	300	306	624
Boots	<u>300</u>	<u>306</u>	<u>624</u>
Total	1,200	1,224	2,496

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Paging, Cell phone service, Tablet Data Plan	200	444	448

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Field equipment repairs	500	510	520
Auto and truck repairs	4,200	4,284	8,740
Mobile radio maintenance	0	0	0
Gas and oil for public works vehicles	2,500	2,550	5,202

Tires and tire repairs	1,600	1,632	1,665
Miscellaneous office equipment repairs	<u>0</u>	<u>0</u>	<u>0</u>
Total	8,800	8,976	16,127

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

	Budgets		
	2015/16	2016/17	2017/18
Structures-Maintenance/Improvements			
Fences, Gates, Doors, and Locks	4,000	4,080	4,162
Janitorial Services and Supplies	2,500	2,550	2,601
Electrical and plumbing	4,000	4,080	4,162
Roof repairs (skylights-caulking)	2,000	2,040	2,081
Pest control services	4,500	4,590	4,682
Light supplies	1,000	1,020	1,040
Corp Yard - pump holding tanks	9,000	9,180	9,364
Corp Yard - pump wash rack	4,000	4,080	4,162
 <u>Grounds-Improvements</u>			
Irrigation maintenance and materials	1,000	1,020	1,040
Site Weed Abatement	4,000	4,080	4,162
Revegetation Materials	1,500	1,530	1,561
Walkway Maintenance/Supplies	2,000	2,040	2,081
Tree trimming and maintenance	4,000	4,080	4,162
Clean-up of City Owned Property on Visitacion	0		0
Site lighting maintenance and materials	<u>5,000</u>	<u>5,100</u>	<u>5,202</u>
Total	48,500	49,470	50,462

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
CLCA and Pesticide Applicator	200	204	208

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Drinking water	100	102	104
General office supplies. Purchase MMS Tablets	400	908	416

Books and publications	<u>100</u>	<u>102</u>	<u>104</u>
Total	600	1,112	624

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Environmental Health Permit for Hazardous Materials	800	816	832
Annual Maintenance Management System Fee		1,900	1,900
Graffiti abatement services provided by San Mateo County	1,000	1,020	1,040
City Hall elevator and genset maint.	4,600	4,692	4,786
HVAC Maintenance (City Hall)	10,000	10,200	10,404
Non-routine maintenance and repairs	17,000	17,340	0
Hazardous material removal	8,000	8,160	8,323
Public Facilities Condition Assessment	50,000	0	0
Fire Alarm Maintenance (City Hall)	<u>2,200</u>	<u>2,244</u>	<u>2,289</u>
Total	93,600	46,372	29,574

52241 Special Department Expenses

	Budgets		
	2015/16	2016/17	2017/18
Paint Fire Station Exterior			
Replace HVAC units at Fire Station			
Energy Savings Measures (City Hall, Fire Station)			
Concept Plan - Tulare to Alvarado walkway			
Bicentennial Walkway (upper and lower) Railing Installation and Bollard Replacement			
Connect City Hall computer servers & phone system to backup generator		10,000	
City Hall-install dishwasher and eliminate disposable dishware		<u>2,500</u>	<u>-</u>
Total	0	12,500	0

52242 Small Tools and Supplies

2015/16	2016/17	2017/18
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Emergency Response	1,224	2,496
Total	150,610	375,848

Department/Division: 4004 Parks and Recreational Facilities Maintenance

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	63,430	62,311	37,526	74,153	76,378	78,669
51201 Part-time Salaries				16,784	17,288	17,806
51301 Overtime	10,342	12,598	8,186			
Total Salaries	73,772	74,909	45,713	90,937	93,665	96,475
BENEFITS						
51502 City Pers Contribution	11,197	9,537	4,791	8,126	8,886	9,126
51504 PERS Unfunded Liability				6,244	6,872	8,149
51506 Life Insurance	222	211	118	394	405	416
51507 Medicare Tax	983	988	440	1,319	1,358	1,399
51508 Social Security Tax	-	-	-	1,041	1,072	1,104
51509 Flexible Benefits - Health	17,279	17,015	4,967	20,744	20,612	21,436
51510 Retiree Health				5,622	5,622	5,622
51511 Long-Term Disability	400	383	223	468	482	496
51602 Dental Insurance	1,143	1,093	621	1,254	1,254	1,254
51603 Vision Insurance	367	355	202	621	621	621
51605 Employee Assistance Program	40	38	22	45	45	45
51704 Auto Allowance		-	-	-	-	-
51705 Housing Allowance		-	-	-	-	-
51706 Phone Allowance	421	421	420	42	42	42
51710 Deferred Compensation						-
Total Benefits	32,052	30,040	11,803	45,919	47,270	49,710
INSURANCE						
51800 Liability Insurance	5,619	3,196	3,462	3,622	3,760	3,949
51810 Worker's Compensation	5,015	4,874	5,279	6,077	6,308	6,625
Total Insurance	10,634	8,070	8,741	9,700	10,069	10,573
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,141	1,040	1,406	1,200	1,224	1,248
52221 Communications		17				
52231 Equipment Maintenance	5,082	6,409	3,993	6,800	6,936	7,074
52232 Maint. Structures/Improvement.Grounds	23,008	57,121	103,104	15,000	15,300	15,604
52233 Memberships	-	-	-	185	189	192
52234 Office Expense	1,077	48				
52235 Professional Services	8,179	9,957	34,801	21,300	19,686	22,161
52236 Equipment Rental	351	-	-	1,000	1,020	1,040
52240 Rent-Real Property						
52241 Special Department Expense	16,104		54,640	45,000	40,800	41,616
52242 Small Tools & Supplies	1,409	829	1,903	1,000	1,020	1,040
52243 Travel & Training	5	60	-	200	204	208
52244 Utilities						
Total Services & Supplies	56,366	75,481	199,847	91,685	86,379	90,183
FIXED ASSETS						
53100 Improvements						
53300 Equipment						
54500 Depreciation	2,724					
Total Fixed Assets	2,724	-	-	-	-	-
TOTAL BUDGET	175,537	188,501	266,104	238,241	237,383	246,942

4004 Public Works - Recreation Facilities Maintenance

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Safety equipment	300	306	312
Uniform maintenance for the Facility Maintenance Worker	600	612	624
Boots	<u>300</u>	<u>306</u>	<u>312</u>
Total	1,200	1,224	1,248

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Vehicle repair and maintenance on the parks truck	3,000	3,060	3,121
Tires & Tire Repairs	500	510	520
Field Equipment Repairs & Maintenance	300	306	312
Gas and oil for the Parks Maintenance truck	<u>3,000</u>	<u>3,060</u>	<u>3,121</u>
Total	6,800	6,936	7,074

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

	Budgets		
	2015/16	2016/17	2017/18
School Athletic Fields			
Lipman Athletic Fields - weed infield	3,600	3,672	3,745
Lipman Athletic Fields - decomposed granite	1,000	1,020	1,040
Mission Blue Center			
Repairs and maintenance	2,400	2,448	2,497
Athletic Field maintenance	1,000	1,020	1,040
Teen Center			
Repairs and Maintenance (roof and security)	500	510	520
Community Park			
Repairs and Maintenance	3,000	3,060	3,121
Community Center Library Park			
Repairs and Maintenance	2,000	2,040	2,081
Community Swimming Pool			
Repairs and Maintenance	-		
Miscellaneous Facility Maintenance	1,200	1,224	1,248
Skatepark Maintenance	<u>300</u>	<u>306</u>	<u>312</u>
Total	15,000	15,300	15,604

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
California Parks and Recreation Society for the Parks/Facility Maintenance Worker,	185	189	192

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
HVAC Maintenance (Pool, Community Center, Mission Blue Center)	6,300	6,426	6,555
Playground Inspection	2,000	-	2,080
Fire Alarm Maintenance (Mission Blue)	1,500	1,530	1,561
Non-routine maintenance repairs	<u>11,500</u>	<u>11,730</u>	<u>11,965</u>
Total	21,300	19,686	22,161

52236 Equipment Rental

	Budgets		
	2015/16	2016/17	2017/18
Various field maintenance equipment	1,000	1,020	1,040

52241 Special Department Expenses

	Budgets		
	2015/16	2016/17	2017/18
Mission Blue Field Storage Shed at Field Level			
Mission Blue Center - paint interior			
Community Center -paint interior, install chair rail			
Community Park - paint gazebo			
Community Center - repair retaining wall			
Energy Savings Measures (Community Center, Mission Blue, Sunrise Room)			
Community Center - place handrail on steep steps			
Contract Maintenance	40,000	40,800	41,616
Resurface Basketball Courts	5,000	Carryover from 2015/16	
Total	45,000	40,800	41,616

52242 Small Tools & Supplies

	Budgets		
	2015/16	2016/17	2017/18
Miscellaneous tools	1,000	1,020	1,040

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
	200	204	208

Programs	2015/16	2016/17	2017/18
Department Management		2,801	2,909
Citizen Engagement		13,054	13,564
Council/Commission support		-	-
Workforce Development		5,614	5,826
Public Education		-	-
Transportation and Mobility Options		-	-
Provide Potable Water		-	-
Provide Wastewater Collection		-	-
Operate a Storm Drain System		-	-
Operate the Brisbane Marina		-	-
Stewardship of the Natural Environment		77,804	80,517
Stewardship of Built Environment		136,886	142,878
Purchase of Utilities		-	-
Emergency Response		1,248	1,248
Total		237,407	246,942

Department/Division: 4005 Landscape Maintenance

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	27,759	-	-	17,294	17,813	18,347
51201 Part-time Salaries						
51301 Overtime	1,506	120	123			
Total Salaries	29,264	120	123	17,294	17,813	18,347
BENEFITS						
51502 City Pers Contribution	4,945	-	-	1,895	2,072	2,128
51504 PERS Unfunded Liability				1,456	1,603	1,901
51506 Life Insurance	95	-	-	81	81	416
51507 Medicare Tax	450	-	-	251	588	266
51508 Social Security Tax		-	-	-	-	-
51509 Flexible Benefits - Health	9,484	-	-	1,976	1,960	2,039
51510 Retiree Health				1,766	1,766	1,766
51511 Long-Term Disability	173	-	-	109	112	116
51602 Dental Insurance	486	-	-	228	228	228
51603 Vision Insurance	153	-	-	113	113	113
51605 Employee Assistance Program	17	-	-	8	8	8
51704 Auto Allowance	-	-	-	-	-	-
51705 Housing Allowance	-	-	-	-	-	-
51706 Phone Allowance	-	-	-	84	84	84
Total Benefits	15,802	-	-	7,967	8,615	9,064
INSURANCE						
51800 Liability Insurance	4,473	-	658	689	715	751
51810 Worker's Compensation	3,992	-	1,004	1,156	1,200	1,260
Total Insurance	8,465	0	1,662	1,845	1,915	2,011
SERVICES AND SUPPLIES						
52200 Safety Clothing	747	1,033	1,147	1,200	1,224	1,248
52221 Communications	388	589	380	500	510	520
52231 Equipment Maintenance	6,966	8,161	5,516	11,500	11,730	11,964
52232 Maint. Structures/Improvement.Grounds	18,858	124,236	114,511	10,000	10,200	10,404
52233 Memberships	32		83			
52234 Office Expense		48				
52235 Professional Services	32,715	23,600	50,371	124,000	126,480	129,010
52236 Equipment Rental	-	-	-	1,000	1,020	1,040
52240 Rent-Real Property						
52241 Special Department Expense			9,450		-	-
52242 Small Tools & Supplies	4,684	2,706	11	1,000	1,020	1,040
52243 Travel & Training	55		80			
52244 Utilities			56,456	75,000	76,500	78,030
Total Services & Supplies	64,444	160,373	238,005	224,200	228,684	233,256
FIXED ASSETS						
53100 Improvements						
53300 Equipment						
Total Fixed Assets	-	-	-	-	-	-
TOTAL BUDGET	117,976	160,493	239,790	251,305	257,027	262,678

4005 Public Works Turf & Landscape Maintenance

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Uniform supply and laundry service	600	612	624
Safety equipment & Rain Gear	300	306	312
Boots	<u>300</u>	<u>306</u>	<u>312</u>
Total	1,200	1,224	1,248

52221 Communication

	Budgets		
	2015/16	2016/17	2017/18
Pagers and mobile radios	500	510	520

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Vehicle repair and maintenance	7,000	7,140	7,283
Field Equipment Repair and Maintenance	1,000	1,020	1,040
Tires and Tire Repairs	500	510	520
Gas and oil for maintenance truck	<u>3,000</u>	<u>3,060</u>	<u>3,121</u>
Total	11,500	11,730	11,964

52232 Maintenance—Grounds

	Budgets		
	2015/16	2016/17	2017/18
Landscape materials and supplies	5,000	5,100	5,202
Irrigation materials and supplies	<u>5,000</u>	<u>5,100</u>	<u>5,202</u>
Total	10,000	10,200	10,404

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Contract landscape and irrigation maintenance	72,000	73,440	74,909
Non-routine maintenance (i.e.: planting, aerating, slit-seeding, etc.)	42,000	42,840	43,697
Medians and Walkway weeding	<u>10,000</u>	<u>10,200</u>	<u>10,404</u>
Total	124,000	126,480	129,010

52236 Equipment Rental

	Budgets		
	2015/16	2016/17	2017/18
Various field maintenance equipment	1,000	1,020	1,040

52241 Special Department Expense

52242 Small Tools & Supplies

	Budgets		
	2015/16	2016/17	2017/18
Miscellaneous tools	1,000	1,020	1,040

52344 Utilities

	Budgets		
	2015/16	2016/17	2017/18
Reflects the cost of water for Lipman field, BES field, Community Garden Silverspot, Upper and Lower Bicentennial Walkway, Park and Ride, Bayshore/Old County medians, and Guadalupe medians.	75,000	76,500	78,030
Programs	2015/16	2016/17	2017/18

Department Management	5,858	6,077
Citizen Engagement	2,801	2,909
Council/Commission support	-	-
Workforce Development	1,121	1,163
Public Education	2,801	2,909
Transportation and Mobility Options	-	-
Provide Potable Water	-	-
Provide Wastewater Collection	-	-
Operate a Storm Drain System	-	-
Operate the Brisbane Marina	-	-
Stewardship of the Natural Environment	150,450	153,458
Stewardship of Built Environment	15,942	16,549
Purchase of Utilities	76,500	78,030
Emergency Response	1,224	1,248
Total	256,697	262,343

Department/Division: 4009 Public Works - SPLLD

Sierra Point Lighting and Landscaping Fund
Fund 210

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	19,604	32,182	34,009	39,373	40,554	41,771
51201 Part-time Salaries						
51301 Overtime	544	898				
Total Salaries	20,148	33,080	34,009	39,373	40,554	41,771
BENEFITS						
51502 City Pers Contribution	3,369	5,026	5,549	4,315	4,718	4,845
51504 PERS Unfunded Liability				3,316	3,649	4,327
51506 Life Insurance	48	99	94	162	162	162
51507 Medicare Tax	287	500	497	571	588	606
51508 Social Security Tax		-	-	-	-	-
51509 Flexible Benefits - Health	3,574	7,617	8,101	3,951	3,920	4,077
51510 Retiree Health				3,531	3,531	3,531
51511 Long-Term Disability	101	195	200	248	256	264
51602 Dental Insurance	230	437	430	456	456	456
51603 Vision Insurance	73	142	140	226	226	226
51605 Employee Assistance Program	8	15	15	16	16	16
51706 Phone Allowance	42	168	168	168	168	168
51710 Deferred Compensation					-	-
Total Benefits	7,732	14,198	15,194	16,960	17,691	18,678
INSURANCE						
51800 Liability Insurance	5,320	1,489	1,460	1,568	1,628	1,710
51810 Worker's Compensation	4,748	2,272	2,226	2,631	2,731	2,868
Total Insurance	10,068	3,761	3,686	4,200	4,359	4,578
SERVICES AND SUPPLIES						
52200 Safety Clothing	680	812	1,072	1,000	1,000	1,000
52221 Communications	582	615	626	600	600	600
52231 Equipment Maintenance	5,884	5,836	4,400	6,600	6,600	6,600
52232 Maint. Structures/Improvement Grounds	96,182	120,823	127,169	56,500	44,500	44,500
52233 Memberships	-	-	173	100	250	125
52234 Office Expense	-	48	19	200	200	200
52235 Professional Services	434	32,323	45,429	101,190	113,190	113,190
52236 Equipment Rental	-	-	-	-	-	-
52241 Special Department Expense	43,583	75,919	12,286	-	-	-
52242 Small Tools & Supplies	99	15	-	200	200	200
52243 Travel & Training	140	-	-	100	100	100
52244 Utilities	171,881	201,339	213,171	230,000	230,000	230,000
Total Services & Supplies	319,464	437,730	404,347	396,490	396,640	396,515
FIXED ASSETS						
53300 Equipment						
54500 Depreciation						
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
54250 Indirect Costs	109,741	114,443	84,254	89,901	107,418	111,174
Total Expenditure Transfers	109,741	114,443	84,254	89,901	107,418	111,174
TOTAL BUDGET	467,153	603,211	541,490	546,924	566,663	572,717

4009 -- Sierra Point Landscaping and Lighting

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

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

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Rain gear and other safety clothing	300	300	300
Laundry service and uniform supply	600	600	600
Boots	<u>100</u>	<u>100</u>	<u>100</u>
Total	1,000	1,000	1,000

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Includes the expense related to paging service and mobile radios	600	600	600

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Gas and oil for public works vehicles	2,500	2,500	2,500
Auto and truck parts and repairs	3,000	3,000	3,000
Tires and tire repair	500	500	500
Office equipment maintenance	<u>600</u>	<u>600</u>	<u>600</u>
Total	6,600	6,600	6,600

52232 Maintenance-Structures/Improvements/Grounds

	Budgets		
	2015/16	2016/17	2017/18
	To		
Contract turf maintenance	52235		
Gopher Control	12,000		
Pest Control	0		
Tree trimming/replacement	20,000	20,000	20,000
Plants, shrubs and other vegetation	5,500	5,500	5,500
Street light repair and maintenance	12,000	12,000	12,000
Fertilizer, stakes, seed, compost	3,000	3,000	3,000
Irrigation supplies	<u>4,000</u>	4,000	4,000
Total	56,500	44,500	44,500

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
PE License Renewal for District Engineer	0	125	
Miscellaneous memberships	0	0	
Pesticide Applicators Assn.	30	45	45
Pesticide Applicators Certificate	<u>70</u>	80	<u>80</u>
Total	100	250	125

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Printing	50	50	50
Books and publications	50	50	50
Legal notices	<u>100</u>	<u>100</u>	<u>100</u>
Total	200	200	200

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Landscape beds contract maintenance	45,000	45,000	45,000
Gopher/pest control		12,000	12,000
Contract turf maintenance	36,540	36,540	36,540
Non-routine maintenance (i.e.: planting, aerating, weed abatement, etc.)	16,850	16,850	16,850
Assessment engineer	1,000	1,000	1,000
Legal services	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
Total	101,190	113,190	113,190

52241 Special Department Expenses

	Budgets		
	2015/16	2016/17	2017/18
Light on Lagoon Way	0		

52242 Small Tools and Supplies

	Budgets		
	2015/16	2016/17	2017/18
Includes numerous small tools and supplies necessary to the maintenance function of the budget unit	200	200	200

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
Pesticide application and equipment safety	100	100	100

52244 Utilities

	Budgets		
	2015/16	2016/17	2017/18
Covers the cost of street light electricity and water	230,000	230,000	230,000

Programs	2015/16	2016/17	2017/18
Department Management		15,636	16,122
Citizen Engagement		-	-
Council/Commission support		4,117	4,279
Workforce Development		2,854	2,826
Public Education		-	-
Transportation and Mobility Options		-	-
Provide Potable Water		-	-
Provide Wastewater Collection		-	-
Operate a Storm Drain System		-	-
Operate the Brisbane Marina		-	-
Stewardship of the Natural Environment		168,314	169,152
Stewardship of Built Environment		37,324	38,162
Purchase of Utilities		230,000	230,000
Emergency Response		1,000	1,000
Total		459,244	461,542

Department/Division: 4020 Water						Utility Fund Fund 540	
Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget	
SALARIES							
51101 Salaries	226,197	178,401	143,785	151,579	173,263	178,460	
51201 Part-time Salaries							
51301 Overtime	17,724	17,953	17,461	20,000	20,600	21,218	
Total Salaries	243,921	196,355	161,246	171,579	193,863	199,678	
BENEFITS							
51502 City Pers Contribution	39,845	25,093	22,304	15,638	19,080	19,609	
51504 PERS Unfunded Liability				12,764	15,589	18,486	
51506 Life Insurance	772	580	439	737	845	162	
51507 Medicare Tax	3,723	2,933	2,409	2,198	2,512	2,588	
51508 Social Security		-	-	-	-	-	
51509 Flexible Benefits - Health	62,223	54,301	38,472	48,403	54,479	56,658	
51510 Retiree Health				6,206	6,368	6,368	
51511 Long-Term Disability	1,391	1,101	882	956	1,093	1,126	
51602 Dental Insurance	3,764	2,942	2,222	2,280	2,565	2,565	
51603 Vision Insurance	1,179	972	716	1,129	1,270	1,270	
51605 Employee Assistance Program	128	111	77	82	93	93	
51706 Phone Allowance	486	1,253	525	105	105	105	
51710 Deferred Compensation	4,387	3,699	3,714	3,790	2,607	2,648	
Total Benefits	117,897	92,983	71,759	94,289	106,606	111,677	
51800 Liability Insurance	12,394	5,102	5,826	6,038	6,956	7,304	
51810 Worker's Compensation	11,061	7,781	8,885	10,130	11,669	12,254	
Total Insurance	23,455	12,883	14,711	16,168	18,625	19,559	
SERVICES AND SUPPLIES							
52200 Safety Clothing	2,789	2,785	3,922	2,400	2,673	2,726	
52221 Communications	1,070	1,359	1,081	1,380	1,648	1,676	
52231 Equipment Maintenance	14,309	14,170	13,092	15,300	15,606	15,918	
52232 Maint. Structures/Improvement.Grounds	37,786	50,482	51,898	51,539	51,539	51,539	
52233 Memberships	28,714	27,273	16,917	31,630	29,382	31,345	
52234 Office Expense	10,195	14,070	15,859	12,000	20,123	19,623	
52235 Professional Services	14,342	40,655	32,785	47,125	50,651	50,923	
52241 Special Department Expense	16,800	40,384	40,741	4,000	30,000	0	
52242 Small Tools & Supplies	682	7,480	5,196	6,830	6,967	7,106	
52243 Travel & Training	740	401	378	2,200	2,224	2,250	
52244 Utilities	14,056	11,437	13,664	12,333	12,580	12,840	
52245 Water Purchases	456,041	447,976	366,115	529,000	672,000	772,000	
52990 Bad Debt Expense		2,286	884				
Total Services & Supplies	597,525	660,758	562,532	715,737	895,393	967,948	
OTHER							
54500 Depreciation	185,658	197,605	197,304	200,000	200,000	200,000	
55200 Interest							
Total Other	185,658	197,605	197,304	200,000	200,000	200,000	
FIXED ASSETS							
53300 Equipment	21,390	30,614	1,373	100,000			
Total Fixed Assets	21,390	30,614	1,373	100,000			
EXPENDITURE TRANSFERS							
54250 Indirect Costs	316,240	209,050	208,035	181,337	256,454	280,548	
Total Expenditure Transfers	316,240	209,050	208,035	181,337	256,454	280,548	
TOTAL BUDGET	1,506,086	1,400,247	1,216,960	1,479,109	1,670,941	1,779,409	

4020 -- Water

Mission Statement

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

Program Description

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

- Water system maintenance and operations

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Laundry service and uniform supply of public works crew	1,200	1,224	1,248
Rain gear	0	225	230
Boots	500	510	520
Safety clothing	<u>700</u>	<u>714</u>	<u>728</u>
Total	2,400	2,673	2,726

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Budgeted here is paging service plus the cost of telephones and Tablet Data Plan	1,380	1,648	1,676

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Auto and truck repairs	7,710	7,864	8,021
Gas and oil for public works vehicles	6,677	6,811	6,947
Field equipment repairs and maintenance	413		

		421	430
Tires and tire repairs	<u>500</u>	<u>510</u>	<u>520</u>
Total	15,300	15,606	15,918

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

	Budgets		
	2015/16	2016/17	2017/18
Valves (inc. PRVs, Air Vacs) Repair/Maintenance	5,000	5,000	5,000
Fire Hydrant Repair/Maintenance/Replacement	3,500	3,500	3,500
Service Repair/Maintenance	1,255	1,255	1,255
Meter-Meter Box Repair/Replacement	8,706	8,706	8,706
Water Pump Station Facility Maintenance	4,000	4,000	4,000
Water Main Repair/Maintenance	7,580	7,580	7,580
SCADA Maintenance	3,498	3,498	3,498
Water Quality Equipment/Materials	1,700	1,700	1,700
Water Tank Maintenance	5,000	5,000	5,000
Water main valve replacement	10,000	10,000	10,000
Water system leak survey	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
Total	51,539	51,539	51,539

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
Health Department fees	9,000	8,000	8,000
Quarterly assessments from the San Francisco Bay Area Water Supply and Conservation Agency (BAWSCA)	6,750	7,202	7,562
BAWSCA Conservation Program Fees	6,000	6,000	6,000
BAAQMD Emergency Generator Permit Fee	1,200	-	1,200
Cross Connection Control Fee	4,970	5,390	5,880

County Department of Health Services Inspection Fee - Booster PS	600	612	624
Arc GIS License Fee	800	816	832
PE License for Senior Civil Engineer	0	125	-
AWWA Standards Renewal	250	487	497
Underground Service Alert	560	moved to 52235	
WaterCAD Software Maintenance	<u>1,500</u>	<u>750</u>	<u>750</u>
Total	31,630	29,382	31,345

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Computer supplies and paper; printed forms such as utility billings, past-due notices, service applications and meter reading stock, postage, general, related office supplies, advertising costs for notices, drinking water. Purchase of MMS Tablets	4,883	5,383	4,883
Water Billing Costs/Postage, Envelopes, Credit Card Fees, Forms	<u>7,117</u>	<u>14,740</u>	<u>14,740</u>
Total	12,000	20,123	19,623

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Water sampling and testing	33,800	33,800	33,800
Annual Maintenance Management System Fee		1,900	1,900
Booster Pump Station GenSet Maintenance	4,905	5,010	5,120
Water Tank Cleaning and Inspection	5,220	5,330	5,440
Backflow Testing and Certification	1,700	1,740	1,780
Underground Service Alert		571	583
Maintenance on meter readers	<u>1,500</u>	<u>2,300</u>	<u>2,300</u>
Total	47,125	50,651	50,923

52241 Special Departmental Expense

	Budgets		
	2015/16	2016/17	2017/18
BAWSCA Conservation Program			
Drought Contingency Plan			
Water Master Plan			
Replace Water Main Valve Box/Lid - Sierea Point/Marina Boulevard Intersection		30,000	
Arc GIS Utility License/Training	<u>4,000</u>		
Total	4,000	30,000	0

52242 Small Tools and Supplies

	Budgets		
	2015/16	2016/17	2017/18
Small tools, parts and supplies necessary to the maintenance activity of this department. Items included are nails, nuts, bolts, screws, lumber, PVC, couplings, parts, small tools, shovels, all types of hardware, etc.	6,830	6,967	7,106

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
CEU costs for water certification			
	1,200	1,224	1,250
PW Staff Training	500		
		500	500
Du-All Training (Supplemental for PW Specific)	300		
		300	300
Class B Commercial Drivers License Training	200		
		200	200
Engineering Seminars	<u>0</u>	-	-
Total	2,200	2,224	2,250

52244 Utilities

	Budgets		
	2015/16	2016/17	2017/18
Reflects the cost of electricity utilized by water pump stations	12,333	12,580	12,840

52245 Water Purchases

		Budgets	
	2015/16	2016/17	2017/18
Cost to purchase water from SFPUC	529,000	672,000	772,000

53300 Equipment

		Budgets	
	2015/16	2016/17	2017/18
Purchase of radio read devices and replacement water meters	0		
Sampling Stations	100,000	carry over	

Programs	2015/16	2016/17	2017/18
Department Management		51,732	53,319
Citizen Engagement		34,753	35,807
Council/Commission support		5,177	5,381
Workforce Development		13,357	13,698
Public Education		7,985	8,304
Transportation and Mobility Options		-	-
Provide Potable Water		393,380	374,270
Provide Wastewater Collection		-	-
Operate a Storm Drain System		-	-
Operate the Brisbane Marina		-	-
Stewardship of the Natural Environment		-	-
Stewardship of Built Environment		-	-
Purchase of Utilities		684,580	784,840
Emergency Response		2,673	2,726
Total		1,193,637	1,278,345

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

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	99,017	124,054	143,187	210,219	212,132	218,496
51201 Part-time Salaries						
51301 Overtime	9,324	13,262	13,236	10,000	10,300	10,609
Total Salaries	108,341	137,316	156,422	220,219	222,432	229,105
BENEFITS						
51502 City Pers Contribution	17,507	19,297	22,251	22,388	20,771	21,382
51504 PERS Unfunded Liability				17,702	18,087	22,633
51506 Life Insurance	316	395	440	1,053	1,055	1,081
51507 Medicare Tax	1,566	2,004	2,293	3,048	3,076	3,168
51508 Social Security Tax		-	-	-	-	-
51509 Flexible Benefits - Health	30,083	37,924	44,681	72,111	71,657	66,348
51510 Retiree Health				6,790	6,790	6,790
51511 Long-Term Disability	614	765	886	1,326	1,339	1,379
51602 Dental Insurance	1,572	1,944	2,236	3,306	3,306	3,306
51603 Vision Insurance	504	632	724	1,637	1,637	1,637
51605 Employee Assistance Program	55	68	78	119	119	119
51706 Phone Allowance		105	105	105	105	105
51710 Deferred Compensation			446	3,619	3,600	3,696
Total Benefits	52,216	63,135	74,140	133,205	132,641	131,644
INSURANCE						
51800 Liability Insurance	10,668	7,646	8,055	8,374	8,516	8,943
51810 Worker's Compensation	9,520	11,661	12,285	14,049	14,287	15,003
Total Insurance	20,188	19,307	20,340	22,423	22,803	23,946
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,775	1,987	3,015	2,400	2,448	2,496
52221 Communications	388	594	391	500	750	760
52231 Equipment Maintenance	9,452	8,224	13,319	11,682	11,915	12,154
52232 Maint. Structures/Improvement.Grounds	41,359	66,195	56,172	29,900	44,940	29,980
52233 Memberships	14,624	18,162	20,208	26,339	23,692	26,027
52234 Office Expense	9,926	13,209	14,829	8,240	23,480	22,980
52235 Professional Services	34,845	27,514	30,422	85,345	128,732	90,242
52241 Special Department Expense	36,626	10,344	101,540	21,600	21,600	21,600
52242 Small Tools & Supplies	1,229	3,179	2,643	2,621	2,673	2,727
52243 Travel & Training	-	24	479	2,200	200	200
52244 Utilities	75,355	69,577	69,532	50,000	51,000	52,020
52245 Water Purchases	101,987	140,677	144,040	245,000	130,300	139,350
52246 Sewer Processing	432,178	295,670	267,696	381,000	407,600	517,500
52290 Bad Debt Expense		2,286	884			
Total Services & Supplies	759,744	657,642	725,168	866,827	849,330	918,036
FIXED ASSETS						
53100 Improvements						
53300 Equipment						
Total Fixed Assets						
OTHER						
54500 Depreciation	365,305	365,305	365,239	365,305	365,305	365,305
Total Other	365,305	365,305	365,239	365,305	365,305	365,305
EXPENDITURE TRANSFERS						
54250 Indirect Costs	241,132	302,067	228,814	233,839	292,351	310,168
Total Expenditure Transfers	241,132	302,067	228,814	233,839	292,351	310,168
TOTAL BUDGET	1,546,926	1,544,772	1,570,123	1,841,818	1,884,783	1,978,205

4025 -- Guadalupe Valley Municipal Improvement District (GVMID)

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Laundry service and uniform supply of public works crew uniforms	1,200	1,224	1,248
Boots	500	510	520
Safety clothing	<u>700</u>	<u>714</u>	<u>728</u>
Total	2,400	2,448	2,496

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Pager, Cell phone service, and Tablet Data Plan	500	750	760

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Vehicle maintenance	5,120	5,222	5,327
Gas and oil for public works vehicles	5,649	5,762	5,877
Tires and tire repairs	500	510	520
Field equipment repairs and maintenance	<u>413</u>	<u>421</u>	<u>430</u>
Total	11,682	11,915	12,154

52232 Maintenance- Structures/Improvements/Grounds

	Budgets		
	2015/16	2016/17	2017/18
Sewer infrastructure maintenance	5,390	5,390	5,390
Sewer Video Inspection	0	0	0
Sewer Line Foaming Root Control	2,640	2,640	2,640
Water Tank/Pump Station Maintenance	4,520	4,520	4,520
Main Repair/Maintenance	3,750	3,750	3,750
Meter – Meter Box Repair	1,000	1,000	1,000
Valve Repair	2,000	2,000	2,000
SCADA Maintenance	1,300	1,300	1,300
Water Quality Equipment/Materials	600	600	600
Water Service Maintenance	700	700	700
Traffic signal maintenance	0	0	0
Storm drain repair and maintenance	2,500	2,500	2,500
Street Signs	2,000	2,040	2,080
Water system leak survey	1,500	1,500	1,500
Street Lights	0	0	0
Fire Hydrant Repair/Replacement	2,000	2,000	2,000
Tree Trimming/Maintenance	0	0	0
Tree Replacement/Installation/Materials	0	0	0
Tree Conceptual Plan	0	15,000	0
Total	29,900	44,940	29,980

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
Quarterly assessments from the San Francisco Bay Area Water Users Assn.	8,420	8,990	9,440
BAAQMD – VDLS Standby Generator Fee	500	-	520
Water Pump Station Generator BAAQMD Fee	1,100	-	1,144
AWWA Standards Renewal	250	255	270
WaterCAD Software Maintenance	1,500	750	750
SewerCAD Software Maintenance	1,500	750	750
BAWSCA Conservation Program Fees	2,000	2,000	2,000
One-half BACWA membership fee	1,140	950	970
CA Department of Health Services fees	4,300	4,500	4,590

Cross Connection Control Fees	2,130	2,173	2,216
VDLS Department of Health Services Inspection Fee	455	464	473
One-third CWEA Memberships/Certificate Renewals	1,000	1,000	1,000
One Half Sanitary Sewer Overflow General Permit Fee	1,044	840	860
Sewer Camera Technical Support	400	408	420
County Department of Health Services Inspection Fee - Water Booster PS	<u>600</u>	<u>612</u>	<u>624</u>
Total	26,339	23,692	26,027

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Computer supplies and paper; printed forms such as utility billings, past-due notices, service applications and meter reading stock, postage, general office supplies, advertising costs for notices. Purchase of MMS Tablets	8,240	23,480	22,980

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Tree Trimming Removal and Replacement	12,500	12,750	13,005
Annual Maintenance Management System Fee		1,900	1,900
Contract landscape maintenance	4,000	4,080	4,162
Crocker Trail Maintenance	13,000	13,260	13,526
Traffic Signal Maintenance	8,600	8,772	8,948
Signing and Striping Installation	2,000	2,040	2,081
Sewer Lift Station Generator Maintenance	2,040	2,081	2,122
Water Pump Station Generator Maintenance	5,095	5,197	5,301
Water Tank Cleaning and Inspection	4,900	4,998	5,098
Backflow Testing and Certification	1,100	1,122	1,144
Water sampling and testing	11,000	11,000	11,000
Maintenance of Meter Readers	660	673	687
DOT exams	300	306	312
Underground Service Alert	150	153	156
Design bid-ready plans and specifications for 4 demonstration turf replacment projects on city property		40,000	

NER Streetlight Replacement	<u>20,000</u>	<u>20,400</u>	<u>20,800</u>
Total	85,345	128,732	90,242

52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
Measure M Reimbursable expenditures (pothole repairs and traffic congestion reduction measures)	<u>21,600</u>	<u>21,600</u>	<u>21,600</u>
Total	21,600	21,600	21,600

52242 Small Tools and Supplies

	Budgets		
	2015/16	2016/17	2017/18
Small tools, parts and supplies necessary to the maintenance activity of this department. Items included are nails, nuts, bolts, screws, lumber, PVC, couplings, parts, small tools, shovels, all types of hardware, etc.	2,621	2,673	2,727

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
CEU costs for CWEA certificates	1,200	1,224	1,250
PW Staff Training	500	500	500
Du-All Training (Supplemental for PW Specific)	300	300	300
Class B Commercial Drivers License Training	<u>200</u>	<u>200</u>	<u>200</u>
Total	2,200	2,224	2,250

52244 Utilities

	Budgets		
	2015/16	2016/17	2017/18
Electricity for water and sewer pump stations,	50,000	51,000	52,020

52245 Water Purchase

	Budgets		
	2015/16	2016/17	2017/18
Water Purchase from SFPUC	245,000	130,300	139,350

52246 Sewage Treatment

	Budgets		
	2015/16	2016/17	2017/18
SFPUC for treatment of wastewater	381,000	407,600	517,500
Programs	2015/16	2016/17	2017/18
Department Management		64,719	64,891
Citizen Engagement		28,420	28,734
Council/Commission support		-	-
Workforce Development		15,991	16,245
Public Education		9,759	9,743
Transportation and Mobility Options		58,499	61,149
Provide Potable Water		149,936	145,844
Provide Wastewater Collection		111,600	118,088
Operate a Storm Drain System		92,479	93,981
Operate the Brisbane Marina		-	-
Stewardship of the Natural Environment		73,830	19,167
Stewardship of Built Environment		13,260	15,526
Purchase of Utilities		597,890	718,310
Emergency Response		2,448	2,496
Total		1,218,830	1,294,173

Department/Division: 4026 NPDES

NPDES Fund
Fund 220

Account and Title:	2009/10 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES							
51101 Salaries		76,669	62,755	65,205	209,238	240,956	248,185
51201 Part-time Salaries				156			
51301 Overtime	-	256	450				
Total Salaries	-	76,925	63,205	65,361	209,238	240,956	248,185
BENEFITS							
51502 City Pers Contribution	0	12,157	9,140	10,312	18,311	21,624	22,291
51504 PERS Unfunded Liability					17,620	21,680	25,709
51506 Life Insurance	0	175	100	128	919	1,042	1,060
51507 Medicare Tax	0	1,089	939	938	3,034	3,494	3,599
51508 Social Security Tax	0		-	-	-	-	-
51509 Flexible Benefits - Health	0	10,913	8,744	12,297	62,668	68,908	71,665
51510 Retiree Health	0				6,900	8,296	8,296
51511 Long-Term Disability	0	378	248	239	1,320	1,520	1,566
51602 Dental Insurance	0	818	434	393	2,782	3,078	3,078
51603 Vision Insurance	0	263	141	128	1,377	1,524	1,524
51605 Employee Assistance Program	0	28	15	21	101	111	111
51704 Auto Allowance	0	902	902	720	720	720	720
51705 Housing Allowance	0	752	752	600	600	600	600
51706 Phone Allowance	0	165	165	132	132	132	132
51710 Deferred Compensation					2,445	3,155	3,249
Total Benefits	0	27,642	21,582	25,908	118,928	135,884	143,599
INSURANCE							
51800 Liability Insurance	0	6,382	4,402	3,713	8,335	9,673	10,158
51810 Worker's Compensation	0	5,696	6,713	5,663	13,983	16,228	17,042
Total Insurance	0	12,078	11,115	9,376	22,318	25,902	27,200
SERVICES AND SUPPLIES							
52200 Safety Clothing	-						
52221 Communications	29				400	3,000	1,500
52231 Equipment Maintenance	28	6					
52232 Maint. Structures/Improvement Grounds	-	54,030		22,980	-		
52233 Memberships	10,934	12,870	14,538	14,215	15,000	15,300	15,600
52234 Office Expense	391	27	-	4,007	2,500	1,600	1,600
52235 Professional Services	15,816	-	20,939	24,455	60,000	60,000	60,000
52241 Special Departmental Expense	925	20,694	4,175	489	56,000	56,000	6,000
52242 Small Tools & Supplies	38	45	18	-			
52243 Travel & Training	30	144	49	9	1,415	1,415	1,415
Total Services & Supplies	28,192	87,816	39,719	66,155	135,315	137,315	86,115
FIXED ASSETS							
53100 Improvements							
Total Expenditure Transfers	-	-	-	-	-	-	-
EXPENDITURE TRANSFERS							
54250 Indirect Costs	27,941	46,521	72,258	34,443	50,300	99,183	96,388
Total Expenditure Transfers	27,941	46,521	72,258	34,443	50,300	99,183	96,388
TOTAL BUDGET	56,133	250,982	207,879	201,243	536,099	639,239	601,488

4026 -- National Pollution Discharge Elimination System (NPDES)

Mission Statement

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

Program Description

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

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

Budget Line Item Descriptions

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Data Plan for Tablets	400	1,500	1,500
Data base Programming Support		<u>1,500</u>	
Total	400	3,000	1,500

52232 Maintenance Structures

	Budgets		
	2015/16	2016/17	2017/18
Maintain storm drain trash capture devices required by RWQCB permit	0		

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
Annual CCAG NPDES Additional Fee	9,000	9,180	9,360

Annual NPDES Permit Fee	<u>6,000</u>	<u>6,120</u>	<u>6,240</u>
Total	15,000	15,300	15,600

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Miscellaneous Expenses	200		
MSF Front - NPDES Software	1,600	1,600	1,600
NPDES Tablets for crew	<u>700</u>		
Total	2,500	1,600	1,600

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Street Sweeping – paid by Measure M Funds	22,000	22,000	22,000
Enhanced Street Sweeping required by RWQCP Permit	<u>38,000</u>	<u>38,000</u>	<u>38,000</u>
Total	60,000	60,000	60,000

52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
Public information/participation, municipal government maintenance, new development and construction, industrial and illicit discharge, watershed monitoring	6,000	6,000	6,000
Install storm drain trash capture devices required by RWQCP permit	<u>50,000</u>	<u>50,000</u>	
Total	56,000	56,000	6,000

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
	1,415	1,415	1,415
Programs	2015/16	2016/17	2017/18
Department Management		46,795	47,836
Citizen Engagement		36,319	37,760
Council/Commission support		6,432	6,685
Workforce Development		17,525	18,174
Public Education		39,103	40,417
Transportation and Mobility Options		22,000	22,000
Provide Potable Water		-	-
Provide Wastewater Collection		-	-
Operate a Storm Drain System		238,420	193,354
Operate the Brisbane Marina		-	-
Stewardship of the Natural Environment		133,463	138,873
Stewardship of Built Environment		-	-
Purchase of Utilities		-	-
Emergency Response		-	-
Total		540,057	505,099

Department/Division: 4030 Sewer

Utility Fund
Fund 540

Account and Title:	2009/10 Actual Expended	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES							
51101 Salaries	239,970	120,967	180,558	215,600	185,937	192,056	197,817
51301 Overtime	14,694	-	11,499	16,346	15,000	15,450	15,914
Total Salaries	254,663	120,967	192,057	231,946	200,937	207,506	213,731
BENEFITS							
51502 City Pers Contribution	30,867	20,491	17,648	20,691	14,385	18,256	18,802
51504 PERS Unfunded Liability					15,657	17,280	20,491
51506 Life Insurance	647	264	612	685	922	947	969
51507 Medicare Tax	3,556	1,796	2,956	3,720	2,696	2,785	2,868
51508 Social Security Tax			-	-	-	-	-
51509 Flexible Benefits - Health	39,350	22,315	60,808	73,530	55,318	64,295	58,692
51510 Retiree Health	-				6,348	6,186	6,186
51511 Long-Term Disability	1,303	684	1,159	1,349	1,173	1,212	1,248
51602 Dental Insurance	2,983	1,143	3,213	3,904	3,249	2,964	2,964
51603 Vision Insurance	1,067	367	1,076	1,279	1,609	1,468	1,468
51605 Employee Assistance Program	64	40	112	136	117	107	107
51706 Phone Allowance	842		105	105	-	105	105
51710 Deferred Compensation		6,008	3,137	4,069	3,172	3,277	3,376
Total Benefits	80,680	53,107	90,827	109,469	104,648	118,881	117,276
INSURANCE							
51800 Liability Insurance	11,340		7,372	7,919	7,407	7,710	8,097
51810 Worker's Compensation	9,726		11,243	12,078	12,426	12,935	13,583
Total Insurance	21,066	-	18,615	19,997	19,833	20,645	21,680
SERVICES AND SUPPLIES							
52200 Safety Clothing	3,018		2,768	3,968	2,446	2,495	2,545
52221 Communications	476		815	603	770	1,025	1,048
52231 Equipment Maintenance	14,403		12,265	12,075	13,701	13,975	14,255
52232 Maint. Structures/Improvement.Grounds	22,600		26,078	21,527	16,528	17,040	17,040
52233 Memberships	2,819		2,630	2,871	5,834	5,760	6,785
52234 Office Expense	8,758		12,638	14,251	8,240	17,274	16,774
52235 Professional Services	187		3,665	6,115	4,620	6,865	6,865
52236 Equipment Rental	-						
52241 Special Department Expense	62,752	12,846	65,168	95,830	15,000	47,000	-
52242 Small Tools & Supplies	3,226	1,962	3,382	1,004	5,107	5,107	5,107
52243 Travel & Training	184	5	79	498	750	1,250	1,250
52244 Utilities	18,905	21,341	20,641	22,458	20,497	20,500	20,500
52246 Sewer Treatment	430,399	472,339	443,505	401,544	572,000	611,000	777,000
52990 Bad Debt Expense			2,286	884			
Total Services & Supplies	567,727	508,493	595,919	583,627	685,493	749,291	889,169
FIXED ASSETS							
53300 Equipment							
Total Fixed Assets	-	-	-	-	-	-	-
OTHER							
54500 Depreciation	103,985	103,485	103,485	103,485	104,000	104,000	104,000
Total Fixed Assets	103,985	103,485	103,485	103,485	104,000	104,000	104,000
EXPENDITURE TRANSFERS							
54250 Indirect Costs	319,407	286,613	245,821	180,139	188,805	218,350	250,622
Total Expenditure Transfers	319,407	286,613	245,821	180,139	188,805	218,350	250,622
TOTAL BUDGET	1,347,529	1,072,665	1,246,724	1,228,663	1,283,715	1,418,673	1,576,477

4030 -- Sewer

Mission Statement

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

Program Description

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

- Municipal sanitary sewer system maintenance and operations

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Laundry service and uniform supply of public works crew uniforms	1,200	1,224	1,248
Boots	240	245	250
Rain gear	534	545	556
Safety clothing	<u>472</u>	<u>481</u>	<u>491</u>
Total	2,446	2,495	2,545

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Paging service, telephones, and Tablet Data Plan	770	1,025	1,048

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Auto and truck repairs	7,125	7,268	7,413
Gas and oil for public works vehicles	6,163	6,286	6,412
Field equipment repairs and maintenance	<u>413</u>	<u>421</u>	<u>430</u>
Total	13,701	13,975	14,255

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

	Budgets		
	2015/16	2016/17	2017/18
Building repair and maintenance and sewer pump/lift station repair and maintenance	12,568	13,000	13,000
Sewer video inspection	0	-	-
Sewer Line Foaming Root Control	<u>3,960</u>	<u>4,040</u>	<u>4,040</u>
Total	16,528	17,040	17,040

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
One-half of BACWA Membership	1,140	1,400	1,400
California Water Environment Association Memberships	-	-	-
California Water Environment Association Certificate Renewals	-	-	-
California Water Environment Association Memberships and Renewals	1,000	1,000	1,000
PE License Renewal	-	-	-
BAAQMD – Standby Generator Fee Harbormaster	1,000	-	1,000
SewerCAD Software Maintenance	300	750	750
Miscellaneous memberships (ASCE)	750	750	750
Sewer Camera Technical Support	600		

		600	600
One Half Sanitary Sewer Overflow General Permit Fee	<u>1,044</u>	<u>1,260</u>	<u>1,285</u>
Total	5,834	5,760	6,785

52234 Office Expense

		Budgets	
	2015/16	2016/17	2017/18
Sewer billing costs – postage, forms, envelopes, credit card fees	6,206	14,740	14,740
Computer supplies, paper, printed forms such as utility billings, past-due notices, service applications, postage, general related office supplies, etc. Purchase MMS Tablets	2,034	2,534	2,034
Total	8,240	17,274	16,774

52235 Professional Services

		Budgets	
	2015/16	2016/17	2017/18
Sewer Lift Station Genset Maintenance	4,090	4,200	4,200
Annual Maintenance Management System Fees		1,900	1,900
DOT examinations for truck driver’s licenses	265	265	265
Underground Service Alert	265	500	500
Total	4,620	6,865	6,865

52241 Special Departmental Expense

		Budgets	
	2015/16	2016/17	2017/18
Sewer Master Plan Sierra Point Road Sewer Main Replacement Sewer Camera			
VDLS Crane Refurbishment/Structure Recoating		32,000	
VDLS Grinder Cutters/Screen Replacement Sierra Point/Bayshore Air Release Valve Relocation	15,000	15,000	
Total	15,000	47,000	0

52242 Small Tools and Supplies

		Budgets	
	2015/16	2016/17	2017/18
Budgeted here are the numerous small tools, parts, and supplies necessary to the maintenance activity of this department,	5,107	5,107	5,107

52243 Travel and Training

		Budgets	
	2015/16	2016/17	2017/18
Continuing Education Units for CWEA Certificates	0	500	500
Class B commercial driver license training	200	200	200
Du-All Training (Specific for PW Specific)	300	300	300
Sewage treatment and safety-related practices	250	250	250
Total	750	1,250	1,250

52244 Utilities

		Budgets	
	2015/16	2016/17	2017/18
Reflects the cost of electricity utilized by sewage pump stations	20,497	20,500	20,500

52246 Wastewater Treatment

		Budgets	
	2015/16	2016/17	2017/18
Cost for SFPUC to treat wastewater	572,000	611,000	777,000
Programs	2015/16	2016/17	2017/18
Department Management		56,116	56,069
Citizen Engagement		28,770	29,109
Council/Commission support		5,177	5,381
Workforce Development		16,062	16,252

Public Education	10,334	10,341
Transportation and Mobility Options	-	-
Provide Potable Water	-	-
Provide Wastewater Collection	330,419	288,746
Operate a Storm Drain System	-	-
Operate the Brisbane Marina	-	-
Stewardship of the Natural Environment	-	-
Stewardship of Built Environment	-	-
Purchase of Utilities	631,500	797,500
Emergency Response	2,495	2,545
Total	1,080,873	1,205,942

Department/Division: Emergency Operations Center 4050

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Full-time Salaries	11,743	108	45,736	61,266	63,104	64,997
51201 Part-time Salaries			117			
51301 Overtime						
Total Salaries	11,743	108	45,853	61,266	63,104	64,997
BENEFITS						
51502 City Pers Contribution	2,082	17	7,631	6,714	7,342	7,540
51504 PERS Unfunded Liability				5,159	5,678	6,733
51506 Life Insurance	57	0	81	194	197	200
51507 Medicare Tax	168	2	687	888	915	942
51508 Social Security Tax		-	-	-	-	-
51509 Flexible Benefits - Health	2,171	14	7,665	12,842	12,761	13,271
51510 Retiree Health				3,187	3,187	3,187
51511 Long-Term Disability	102	0	147	387	398	410
51602 Dental Insurance	287	1	228	570	570	570
51603 Vision Insurance	92	0	74	282	282	282
51605 Employee Assistance Program	10	0	14	21	21	21
51704 Auto Allowance		2	720	720	720	720
51705 Housing Allowance		2	600	600	600	600
51706 Phone Allowance		0	132	132	132	132
Total Benefits	4,968	38	17,979	31,695	32,802	34,609
INSURANCE						
51800 Liability Insurance	785	540	2,332	2,441	2,533	2,660
51810 Worker's Compensation	700	823	3,557	4,094	4,250	4,463
Total Insurance	1,485	1,363	5,889	6,535	6,783	7,123
SERVICES AND SUPPLIES						
52200 Safety Clothing	-	-	-	150	150	150
52221 Communications	3,805	2,234	2,413	4,500	4,700	4,750
52231 Equipment Maintenance	822	1,954	632	3,025	2,250	2,300
52232 Maint. Structures/Improvement.Grounds	453	1,100	13	2,000	-	-
52233 Memberships						
52234 Office Expense	-	33	273	750	750	750
52241 Special Department Expense	282	-	21,519	23,000	20,000	20,000
52242 Small Tools & Supplies	105		283			
52243 Travel & Training		9	230	10,800	800	800
Total Services & Supplies	5,467	5,330	25,364	44,225	28,650	28,750
FIXED ASSETS						
53300 Equipment		0	61,548			
Total Fixed Assets	-	-	61,548	-	-	-
TOTAL BUDGET	23,664	6,838	156,632	143,721	131,340	135,479

4050 – Emergency Operations Center

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Safety clothing and equipment	150	150	150

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
EOC Long Distance Line	300	300	300
EOC Air Cards			-
EOC Portable Broadband	3,120	1,500	1,500
EOC Satellite Phone Subscription	600	700	750
Mobile Radio Maintenance	200	200	200
Reprogram mobile radios			-
Equipment Upgrades	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total	6,220	4,700	4,750

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Miscellaneous office equipment repair	500	500	500
Standby generator load testing	925	950	1,000
Gas, oil, maintenance - mobile EOC	1,600	800	800
Total	3,025	2,250	2,300

52232 Maint. Structures/Improvement Grounds

	Budgets		
	2015/16	2016/17	2017/18
Physical modifications to EOC to enhance operability	2,000	-	-

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
EOC Office/computer supplies	750	750	750

52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
Purchase equipment to serve as alternate EOC and/or scheduled event command post.	23,000	20,000	20,000

52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
Examples: SMC Emergency Managers Assoc. Emergency Management Institute			

California Specialized Training Institute	800	800	800
Response/recovery cost tracking, FEMA/CDAA grant training	10,000	-	-
Total	10,800	800	800

Programs	2015/16	2016/17	2017/18
Department Management		25,728	26,740
Citizen Engagement		16,024	16,655
Council/Commission support		6,432	6,685
Workforce Development		4,108	4,269
Public Education		7,053	7,330
Transportation and Mobility Options		-	-
Provide Potable Water		-	-
Provide Wastewater Collection		-	-
Operate a Storm Drain System		-	-
Operate the Brisbane Marina		-	-
Stewardship of the Natural Environment		-	-
Stewardship of Built Environment		-	-
Purchase of Utilities		-	-
Emergency Response		71,995	73,800
Total		131,340	135,479

Department/Division: TOTAL PARKS AND RECREATION ALL DIVISIONAL BUDGETS						General Fund Fund 100
Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	229,606	260,853	260,006	392,837	444,902	449,762
51201 Part-time Salaries	293,619	477,326	476,312	221,758	534,397	559,280
51301 Overtime	3,997	7,546	14,724	0	0	0
51302 Holiday Pay						
Total Salaries	527,222	745,724	751,042	614,595	979,299	1,009,042
BENEFITS						
51502 City Pers Contribution	67,299	69,036	71,171	38,307	37,417	38,603
51504 PERS Unfunded Liability				33,080	33,655	39,972
51506 Life Insurance	801	799	891	1,890	2,882	3,100
51507 Medicare Tax	7,594	11,134	11,774	8,912	14,200	14,631
51508 Social Security Tax	7,766	16,926	13,576	11,372	33,133	34,111
51509 Flexible Benefits - Health	70,504	76,467	94,572	102,042	119,543	124,591
51510 Retiree Health	0	0	0	22,252	14,073	14,080
51511 Long-Term Disability	1,463	1,640	1,869	2,721	3,461	2,895
51602 Dental Insurance	4,151	4,541	5,567	5,757	5,757	5,768
51603 Vision Insurance	1,333	1,399	1,903	2,850	2,850	2,856
51605 Employee Assistance Program	159	223	338	218	218	219
51704 Auto Allowance	0	722	720	720	720	720
51705 Housing Allowance	0	602	600	600	600	600
51706 Phone Allowance	842	842	855	840	840	567
51710 Deferred Compensation				7,581	7,695	7,941
Total Benefits	161,912	184,330	203,836	239,143	277,044	290,655
INSURANCE						
51800 Liability Insurance	38,186	31,073	17,927	24,482	39,314	41,300
51810 Worker's Compensation	34,083	47,391	27,342	41,072	65,955	69,287
Total Insurance	72,268	78,464	45,269	65,554	105,269	110,588
SERVICES AND SUPPLIES						
52200 Safety Clothing	109	1,305		2,000	2,640	2,680
52221 Communications	1,403	3,298	4,443	1,800	3,036	3,072
52231 Equipment Maintenance	3,791	4,383	6,105	200	2,100	2,100
52232 Maint. Structures/Improvement.Grounds	12,091	28,924	115,261	28,000	44,300	44,809
52233 Memberships	890	1,430	1,749	1,200	1,300	1,300
52234 Office Expense	9,239	9,292	14,702	3,150	10,099	9,948
52235 Professional Services	90,581	104,118	129,361	37,700	174,690	176,717
52236 Equipment Rental	11,492	19,237	24,562	0	17,700	17,700
52240 Rental-Real Property						
52241 Special Department Expense	45,220	53,635	75,023	3,115	78,185	78,239
52242 Small Tools & Supplies	23,786	28,392	34,387	3,140	28,105	28,120
52243 Travel & Training	1,142	863	1,336	4,300	7,650	7,650
52244 Utilities	128,797	173,513	154,691	80,000	161,100	162,732
Total Services & Supplies	328,540	428,390	561,622	164,605	530,905	535,067
FIXED ASSETS						
53100 Improvements	(6,176)	0	0	0	2,000	0
53300 Equipment	1,542	96	96	0	38,770	350
Total Fixed Assets	(4,634)	96	96	0	40,770	350

Department/Division: TOTAL PARKS AND RECREATION ALL DIVISIONAL BUDGETS						General Fund Fund 100	
Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget	
OTHER							
54500 Depreciation	61,199	0	0	0	0	0	
56200 Loans							
52900 Contributions	118,832	132,695	149,037	0	203,400	203,400	
Total Other	180,031	132,695	149,037	0	203,400	203,400	
EXPENDITURE TRANSFERS							
54100 Administrative Charges							
54200 Administrative Credits							
54250 Indirect Costs	181,413	0	0	0	0	0	
54300 Benefit Costs							
54400 Insurance Costs							
Total Expenditure Transfers	181,413	0	0	0	0	0	
TOTAL BUDGET	1,446,751	1,569,699	1,710,902	1,083,898	2,136,688	2,149,101	

Full Cost of FY 2015/16 Adopted Budget was \$1,969,962

This includes all of the activity budgets which are not reflected in Account Budget Presented this format.

Department/Division: 5001 Recreation-Administration

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	65,922	118,248	104,465	221,226	220,627	227,554
51201 Part-time Salaries	6,623	3,525	2,973	4,200	11,982	12,089
51301 Overtime	-	238				
Total Salaries	72,545	122,012	107,438	225,426	232,609	239,643
BENEFITS						
51502 City Pers Contribution	12,160	16,599	10,876	17,111	18,494	19,074
51503 Employee Paid Pers Contribution						
51504 PERS Unfunded Liability				18,629	19,313	22,934
51506 Life Insurance	231	301	265	873	873	887
51507 Medicare Tax	1,068	1,799	1,607	3,269	3,373	3,475
51508 Social Security Tax	228	177	184	260	743	750
51509 Flexible Benefits - Health	17,252	19,690	17,116	43,267	43,361	45,229
51510 Retiree Health				3,947	5,265	5,268
51511 Long-Term Disability	416	591	554	1,396	1,392	1,436
51602 Dental Insurance	1,143	1,534	1,482	2,622	2,611	2,616
51603 Vision Insurance	367	422	544	1,298	1,293	1,295
51605 Employee Assistance Program	40	63	70	95	95	96
51704 Auto Allowance		722	720	720	720	720
51705 Housing Allowance		602	600	600	600	600
51706 Phone Allowance		-	-	-	111	67
51710 Deferred Compensation		128	860	7,006	3,944	4,070
Total Benefits	32,904	42,627	34,878	101,092	102,188	108,516
INSURANCE						
51800 Liability Insurance	5,186	4,711	4,573	8,980	9,338	9,809
51810 Worker's Compensation	4,629	7,185	6,975	15,065	15,666	16,455
Total Insurance	9,815	11,896	11,548	24,045	25,004	26,264
SERVICES AND SUPPLIES						
52221 Communications						
52231 Equipment Maintenance	-	0	998	200	100	100
52232 Maintenance Structures						
52233 Memberships	790	1,330	1,499	1,200	1,200	1,200
52234 Office Expense	8,283	7,809	10,987	2,200	8,680	8,510
52235 Professional Services	10,155	12,010	15,935	12,000	15,500	16,000
52240 Rental-Real Property						
52241 Special Department Expense	497	667	377	1,690	2,110	2,130
52242 Small Tools & Supplies	141	197	22	100	100	100
52243 Travel & Training	967	93	680	3,650	6,650	6,650
52244 Utilities						
Total Services & Supplies	20,833	22,106	30,499	21,040	34,340	34,690
OTHER						
54500 Depreciation	4,322					
Total Other	4,322	-	-	-	-	-
FIXED ASSETS						
53100 Improvements						
53300 Equipment						
Total Fixed Assets	-	-	-	-	-	-
TOTAL BUDGET	140,419	198,641	184,362	371,603	394,141	409,113

5001 – PARKS AND RECREATION – ADMINISTRATION

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

	Budgets		
	2015/16	2016/17	2017/18
<u>52231 Equipment Maintenance</u>			
Office equipment repairs	<u>200</u>	<u>100</u>	<u>100</u>
Total	200	100	100

	Budgets		
	2015/16	2016/17	2017/18
<u>52233 Memberships</u>			
California Parks & Recreation Society:			
Agency/Director	200	200	200
Recreation Supervisors (1)	400	200	200
Recreation Manager	200	200	200
Recreation Co-coordinator (2)	200	400	400
California Society of Park & Recreation			
Commissioners	<u>200</u>	<u>200</u>	<u>200</u>
Total	1,200	1,200	1,200

	Budgets		
	2015/16	2016/17	2017/18
<u>52234 Office Expense</u>			
Postage	700	700	700

Office supplies	1,500	1,530	1,560
Printing	0		
	Was in		
Sign Maker Materials	5002	6,000	6,000
Activity Guide Stock Photos		250	250
Department Camera/GoPro		200	
Total	2,200	8,680	8,510

	Budgets		
<u>52235 Professional Services</u>	2015/16	2016/17	2017/18
On-Line Registration Fees	12,000	15,500	16,000
Total	12,000	15,500	16,000

	Budgets		
<u>52241 Special Department Expense</u>	2015/16	2016/17	2017/18
Supplies for Parks & Recreation Commission special events	500	510	520
Volunteer and contractual employee's fingerprinting	1,000	510	520
Special merit awards (plaques and other forms of recognition by the Parks & Recreation Commission)	100	100	100
Art Installations		900	900
Department of Motor Vehicles Drivers Physicals for Class B drivers and Class B license	90	90	90
Total	1,690	2,110	2,130

	Budgets		
<u>52242 Small Tools & Supplies</u>	2015/16	2016/17	2017/18
Includes miscellaneous tools, keys, batteries, heavy-duty staples, etc.	100	100	100

<u>52243 Travel and Training</u>	2015/16	Budgets	
		2016/17	2017/18
California Parks and Recreation Society Annual Conference:			
Registration (5)	750	750	750
Meals (3 days)	500	500	500
Lodging (2 nights)	1,400	1,400	1,400
Travel	1,000	1,000	1,000
California Parks and Recreation Society – Awards Dinner	-		
Conferences for Recreation Manager		1,000	1,000
Priority Based Budgeting		2,000	2,000
Total	3,650	6,650	6,650

Programs	2016/17	2017/18
Citizen Engagement	135,276	140,094
Commission Support	100,992	104,959
Department Management	126,927	131,624
Workforce Development	26,425	27,303
Indoor Facilities	-	-
Outdoor Facilities	-	-
Youth Programs 0-12	255	260
Teens 13-19	-	-
Adult Programs 20-59	255	260
Senior Programs 60+	-	-
Special Events	-	-
Aquatics	200	200
Total	390,330	404,700

Department/Division: 5002 Recreation-Parks & Facility Operations

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries		16,620	17,336	17,161	35,592	36,968
51201 Part-time Salaries	102,046	102,612	106,188		83,987	86,507
51301 Overtime	3,740	7,308	13,724			
Total Salaries	105,786	126,540	137,248	17,161	119,579	123,474
BENEFITS						
51502 City Pers Contribution	18,393	19,730	21,866	1,881	2,859	2,970
51504 PERS Unfunded Liability				1,445	2,127	2,554
51506 Life Insurance		53	52	81	170	175
51507 Medicare Tax	1,692	1,947	2,205	249	1,734	1,790
51508 Social Security Tax	68	139	82	-	5,207	5,363
51509 Flexible Benefits - Health	13,655	19,089	24,952	5,137	12,378	13,006
51510 Retiree Health				1,766	1,133	1,136
51511 Long-Term Disability		105	112	108	225	233
51602 Dental Insurance	699	939	1,238	228	496	502
51603 Vision Insurance	225	304	403	113	246	248
51605 Employee Assistance Program		8	8	8	20	20
51704 Auto Allowance		-	-	-	-	-
51705 Housing Allowance		-	-	-	-	-
51706 Phone Allowance		84	87	84	95	42
51710 Deferred Compensation					669	697
Total Benefits	34,731	42,399	51,003	11,099	27,357	28,736
INSURANCE						
51800 Liability Insurance	5,320	3,860	653	684	4,801	5,054
51810 Worker's Compensation	4,748	5,886	996	1,147	8,054	8,479
Total Insurance	10,068	9,746	1,649	1,830	12,854	13,532
SERVICES AND SUPPLIES						
52200 Safety Clothing	109				300	300
52221 Communications	1,403	1,401	2,220		1,200	1,200
52231 Equipment Maintenance	3,791		1,280		2,000	2,000
52232 Maint. Structures/Improvement/Grounds	12,091	3,073	30,035		18,800	18,800
52233 Memberships			225			
52234 Office Expense	-		1,400		250	250
52235 Professional Services	33,088	34,857	35,624		38,300	39,022
52236 Equipment Rental	7,277	8,133	8,718		6,900	6,900
52240 Rental-Real Property						
52241 Special Department Expense	8	15	48			
52242 Small Tools & Supplies	750	709	541		715	730
52243 Travel and Training						
52244 Utilities	128,797	107,536	87,529		79,500	79,500
Total Services & Supplies	187,313	155,726	167,619	-	147,965	148,702
OTHER						
54500 Depreciation	51,932					
Total Other	51,932	-	-	-	-	-

FIXED ASSETS						
53100 Improvements	(6,176)				2,000	-
53300 Equipment	377				15,720	-
Total Fixed Assets	(5,799)	-	-	-	17,720	-
EXPENDITURE TRANSFERS						
54250 Indirect Costs	53,925					
Total Expenditure Transfers	53,925	-	-	-	-	-
TOTAL BUDGET	437,956	334,410	357,519	325,557	325,475	314,445

5002 PARKS AND RECREATION—PARKS & FACILITIES OPERATIONS

Mission Statement

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

Program Description

This program is responsible for the coordinated general maintenance of:

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

Budget Line Item Descriptions

	Budgets	
	2016/17	2017/18
<u>52200 Safety Clothing</u>		
Safety Clothing	300	300
	Budgets	
	2016/17	2017/18
DSL for Mission Blue	400	400
Telephone service Mission Blue Center	400	400
Telephone service Community Center	<u>400</u>	<u>400</u>
Total	1,200	1,200

<u>52231 Equipment Maintenance</u>	Budgets	
	2016/17	2017/18
Vehicle repair and maintenance on the recreation vans	1,000	1,000
Gas and oil for the recreation vans	<u>1,000</u>	<u>1,000</u>
Total	2,000	2,000

<u>52232 Maint. Structures/Improvement/Grounds</u>	Budgets	
	2016/17	2017/18
Mission Blue Center and Park		
Carpet Cleaning	1,000	1,000
Operation supplies	2,800	2,800
Janitorial supplies	2,900	2,900
Teen Center		
Janitorial & Operation Supplies		
Community Park		
Janitorial Supplies	2,500	2,500
BES – Recreation Office and Modular		
Janitorial Supplies	500	500
Carpet Cleaning	1,500	1,500
Community Center Library Park		
Operational Supplies	1,500	1,500
Janitorial Supplies	1,500	1,500
Community Swimming Pool		
Janitorial and Maintenance Supplies	2,500	2,500
Sunrise Room		
Repairs and Maintenance	900	900

Janitorial and Maintenance Supplies	<u>1,200</u>	<u>1,200</u>
Total	18,800	18,800
	Budgets	
<u>52234 Office Expense</u>	2016/17	2017/18
Office supplies	250	250
Reservation Software		
Total	250	250
	Budgets	
<u>52235 Professional Services</u>	2016/17	2017/18
Janitorial services: MBC, Comm. Center, Sunrise Room, Teen Center, Community Swimming Pool, and BES Office and Modular	36,100	36,822
Here Comes the Guide	<u>2,200</u>	<u>2,200</u>
Total	38,300	39,022
	Budgets	
<u>52236 Equipment Rental</u>	2016/17	2017/18
Portable toilets at recreational facilities	3,700	3,700
Portable toilet at Fisherman's Park	<u>3,200</u>	<u>3,200</u>
Total	6,900	6,900
	Budgets	
<u>52242 Small Tools & Supplies</u>	2016/17	2017/18
Miscellaneous tools - hardware, vacuum cleaners, brushes, mops, buckets, ladder, etc. for the Community Center , Mission Blue Center, Pool, Teen Center, and Sunrise Room,	715	730

<u>52244 Utilities</u>	Budgets	
	2016/17	2017/18
Park Landscaping	55,000	55,000
Mission Blue Center	12,000	12,000
Community Center	7,000	7,000
Teen Center		
Sunrise Room	3,000	3,000
Recreation Department Modular	<u>2,500</u>	<u>2,500</u>
Total	79,500	79,500

<u>53100 Improvements</u>	Budgets	
	2016/17	2017/18
Community Center Floor Replacement/Resurface		
Community Center Improvements		
Paint and Ptacth Work Mission Blue	500	
Replace Carpet at Mission Blue	2,000	
Tile Work at Mission Blue	1,500	
Cabinet Doors Kitchen Mission Blue		2,000
Counter Tops Mission Blue		1,500
Native Plant Material	<u>1,000</u>	<u>1,000</u>
Total	1,000	1,000

<u>53300 Equipment</u>	Budgets	
	2016/17	2017/18
Community Center		
Tables	1,720	
Chairs	3,700	
Mission Blue Center		

Replacement Chairs	6,000	
Replacement Tables		
Replacement Carpet		
Renew Wood Floor		
Repair Kitchen Floor		
Wall Ovens	1,800	
Changing Tables	1,000	
Refrigerator	1,500	
Paint lobby and Conference Room		
Total	15,720	-
Programs	2016/17	2017/18
Citizen Engagement	-	-
Commission Support	-	-
Department Management	2,300	2,300
Workforce Development	-	-
Indoor Facilities	221,510	210,248
Outdoor Facilities	102,490	103,823
Youth Programs 0-12	-	-
Teens 13-19	-	-
Adult Programs 20-59	-	-
Senior Programs 60+	-	-
Special Events	-	-
Aquatics	2,500	2,500
Total	328,800	318,871

Department/Division: 5003 Recreation-Youth Activities

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	145,425	50,561	61,598	77,225	69,555	71,641
51201 Part-time Salaries	131,754	155,201	171,661		208,861	215,127
51301 Overtime	-		109			
Total Salaries	277,179	205,762	233,369	77,225	278,415	286,768
BENEFITS						
51502 City Pers Contribution	31,465	13,498	16,495	8,462	6,419	6,612
51504 PERS Unfunded Liability				6,503	6,258	7,421
51506 Life Insurance	461	157	154	365	334	339
51507 Medicare Tax	4,039	2,980	3,311	1,120	4,037	4,158
51508 Social Security Tax	5,570	6,208	5,122	-	12,949	13,338
51509 Flexible Benefits - Health	35,499	12,971	15,196	23,115	23,480	24,419
51510 Retiree Health				7,945	3,869	3,869
51511 Long-Term Disability	917	315	331	487	439	452
51602 Dental Insurance	2,004	686	703	1,026	1,049	1,049
51603 Vision Insurance	644	223	229	508	519	519
51605 Employee Assistance Program	109	104	114	37	38	38
51704 Auto Allowance		-	-	-	-	-
51705 Housing Allowance		-	-	-	-	-
51706 Phone Allowance	737	253	258	378	365	168
51710 Deferred Compensation					855	881
Total Benefits	81,445	37,396	41,912	49,946	60,612	63,262
INSURANCE						
51800 Liability Insurance	21,266	8,970	1,960	3,076	11,177	11,738
51810 Worker's Compensation	18,980	13,681	2,989	5,161	18,751	19,691
Total Insurance	40,246	22,651	4,949	8,237	29,928	31,429
SERVICES AND SUPPLIES						
52200 Safety Clothing	-				300	300
52231 Equipment Maintenance			143			
52234 Office Expense	71		1,242			
52235 Professional Services	26,228	21,346	27,102		30,060	30,325
52236 Equipment Rental	4,215	11,104	15,844		10,800	10,800
52240 Rent-Real Property						
52241 Special Department Expense	22,884	26,106	29,490		24,100	24,100
52242 Small Tools & Supplies	-		61.74		150	150
52243 Travel & Training						
52244 Utilities						
Total Services & Supplies	53,397	58,556	73,882	0	65,410	65,675
OTHER						
52900 Contributions	96,732	109,295	127,337		133,000	133,000
54500 Depreciation	-					
Total Other	96,732	109,295	127,337	-	133,000	133,000
FIXED ASSETS						
53300 Equipment						
Total Fixed Assets	-	-	-	-	-	-
EXPENDITURE TRANSFERS						

54250 Indirect Costs	92,141					
Total Expenditure Transfers	92,141	-		-	-	-
TOTAL BUDGET	641,140	433,659	481,449	536,299	567,365	580,134

5003 PARKS AND RECREATION—YOUTH ACTIVITIES

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

	Budgets	
<u>52200 Safety Clothing</u>	2016/17	2017/18
Staff Clothing	300	300
<u>52235 Professional Services</u>	Budgets	
	2016/17	2017/18
Elementary and middle school sports program/coaches/league fees/officials/clinics	13,260	13,525
Music Together		
Tae Kwon Do Instructor		
Youth Art	4,000	4,000
Tennis Instructor	900	900
Baton Instructor		
Tiny Tot Playgroup (M.O.B.)	1,700	1,700
Youth dance DJ		
Sports Camps	6,000	6,000
Lego Camps	2,200	2,200
Minecraft Camps	<u>2,000</u>	<u>2,000</u>
Total	30,060	30,325

<u>52236 Equipment Rental</u>	Budgets	
	2016/17	2017/18
Transportation for Summer Camp	7,200	7,200
Transportation for Winter Camp	1,800	1,800
Transportation for Spring Camp	<u>1,800</u>	<u>1,800</u>
Total	10,800	10,800

<u>52241 Special Departmental Expense</u>	Budgets	
	2016/17	2017/18
Seasonal & One-day Camps	14,000	14,000
Youth Sports	6,000	6,000
Club Rec A.S.	2,500	2,500
Pre School	1,500	1,500
Tiny Tot Playgroup	<u>100</u>	<u>100</u>
Total	24,100	24,100

<u>52242 Small Tools and Supplies</u>	Budgets	
	2016/17	2017/18
Included are tools and supplies used by the Preschool/Youth Program such as wrenches, screwdrivers, hoses, ladders, vacuum cleaners, paint, brushes, sign paper, etc	150	150

<u>52900 Contributions</u>	Budgets	
	2016/17	2017/18
Brisbane School District	38,000	38,000

Jefferson High School Subsidy	<u>95,000</u>	<u>95,000</u>
Total	133,000	133,000
Programs		
Citizen Engagement	-	-
Commission Support	-	-
Department Management	-	-
Workforce Development	-	-
Indoor Facilities	-	-
Outdoor Facilities	-	-
Youth Programs 0-12	472,365	485,134
Teens 13-19	95,000	95,000
Adult Programs 20-59	-	-
Senior Programs 60+	-	-
Special Events	-	-
Aquatics	-	-
Total	567,365	580,134

Department/Division: 5004 Recreation-Adult Activities

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries					11,070	11,402
51201 Part-time Salaries	2,203	121	-			
51301 Overtime						
Total Salaries	2,203	121	-	-	11,070	11,402
BENEFITS						
51502 City Pers Contribution	403	22	-		989	1,018
51506 Life Insurance					996	1,181
51507 Medicare Tax	33	2	-		161	165
51508 Social Security Tax	-	-	-		-	-
51509 Flexible Benefits - Health					3,318	3,451
51510 Retiree Health					493	493
51511 Long-Term Disability					70	72
51602 Dental Insurance					148	148
51603 Vision Insurance					73	73
51605 Employee Assistance Program					5	5
51704 Auto Allowance					-	-
51705 Housing Allowance					-	-
51706 Phone Allowance					42	168
51710 Deferred Compensation					166	171
Total Benefits	436	23	-	-	6,461	6,946
INSURANCE						
51800 Liability Insurance	247	-	-		444	467
51810 Worker's Compensation	221	-	-		746	783
Total Insurance	468	-	-	-	1,190	1,250
SERVICES AND SUPPLIES						
52232 Maintenance - Structures						
52233 Memberships	100	100			100	100
52234 Office Expense	6		16		200	200
52235 Professional Services	12,581	13,579	17,922		53,800	53,800
52240 Rental-Real Property						
52241 Special Department Expense	1,010	1,116	1,254		3,200	3,200
52242 Small Tools & Supplies	-		76		150	150
Total Services & Supplies	13,696	14,794	19,268	-	57,450	57,450
OTHER						
54500 Depreciation	2,148					
Total Other	2,148	-	-	-	-	-
EXPENDITURE TRANSFERS						
54250 Indirect Costs	6,089					

Total Expenditure Transfers	6,089	-	-	-	-	-
TOTAL BUDGET	25,039	14,939	19,268	31,153	76,171	77,048

5004 PARKS AND RECREATION—ADULT ACTIVITIES

Mission Statement

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

Program Description

Budget Line Item Descriptions

	Budgets	
	2016/17	2017/18
<u>Memberships</u>		
League Fees	100	100

	Budgets	
	2016/17	2017/18
<u>52234 Office Expense</u>		
Included are office supplies required for adult activities such as paper, pens, notebooks, scissors, calculators, etc.	200	200

	Budgets	
	2016/17	2017/18
<u>52235 Professional Services</u>		
Dance Instructors		
Yoga Instructors	2,000	2,000
Softball Umpires	6,300	6,300
Other Contractual Instructors Tai Chi Instructor		
Basketball Referees	1,900	1,900
Tae Kwon Do Instructor		
Co-ed Volleyball Referees	1,200	1,200
Fitness Instructors		
Tennis Instructor	2,500	2,500

Digital Photography Instructors		
Collective Camp	17,000	17,000
Art-Rodman	5,000	5,000
Zumba	2,000	2,000
Ballet Fitness	1,400	1,400
Tahitian Dance	6,000	6,000
Yummy Yoga	<u>8,500</u>	<u>8,500</u>
Total	53,800	53,800

Budgets

52241 Special Department Expense

2016/17 2017/18

Awards for adult softball, volleyball and basketball leagues	2,800	2,800
Dance Instructors		
Yoga Instructors		
Softball Umpires	200	200
Scorebooks and miscellaneous supplies	<u>200</u>	<u>200</u>
Total	3,200	3,200

Budgets

52242 Small Tools and Supplies

2016/17 2017/18

Includes keys, locks, tape, staplers, batteries, paint, extension cords, small tools, rakes, and shovels	150	150
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Programs	2016/17	2017/18
Citizen Engagement	-	-
Commission Support	-	-
Department Management	-	-
Workforce Development	-	-
Indoor Facilities	-	-
Outdoor Facilities	-	-
Youth Programs 0-12	-	-
Teens 13-19	-	-
Adult Programs 20-59	76,171	77,048
Senior Programs 60+	-	-
Special Events	-	-

Aquatics

- -

Total

76,171

77,048

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

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	(2,512)	16,620	17,086	17,161	12,499	12,874
51201 Part-time Salaries	23,527	19,867	16,726		23,458	24,162
51301 Overtime		135				
Total Salaries	21,015	36,487	33,812	17,161	35,957	37,036
BENEFITS						
51502 City Pers Contribution	825	3,008	2,846	1,881	1,307	1,343
51504 PERS Unfunded Liability				1,445	1,125	1,334
51506 Life Insurance		53	52	81	53	53
51507 Medicare Tax	73	282	283	249	521	537
51508 Social Security Tax		10	-	-	1,454	1,498
51509 Flexible Benefits - Health		4,794	5,084	5,137	3,318	3,451
51510 Retiree Health				1,766	902	902
51511 Long-Term Disability		105	112	108	79	81
51602 Dental Insurance		239	237	228	148	148
51603 Vision Insurance		78	77	113	73	73
51605 Employee Assistance Program		8	8	8	5	5
51704 Auto Allowance		-	-	-	-	-
51705 Housing Allowance		-	-	-	-	-
51706 Phone Allowance		84	87	84	42	42
51710 Deferred Compensation					92	94
Total Benefits	898	8,661	8,785	11,099	9,119	9,561
INSURANCE						
51800 Liability Insurance	1,590	1,571	653	684	1,444	1,516
51810 Worker's Compensation	1,419	2,396	996	1,147	2,422	2,543
Total Insurance	3,009	3,967	1,649	1,830	3,865	4,059
SERVICES AND SUPPLIES						
52221 Communications	-					
52231 Equipment Maintenance						
52234 Office Expense						
52235 Professional Services	6,372	4,649	5,366		8,000	8,000
52236 Equipment Rental						
52240 Rental-Real Property						
52241 Special Department Expense	3,205	3,631	6,523		7,500	7,534
52242 Small Tools & Supplies						
Total Services & Supplies	9,577	8,280	11,889	-	15,500	15,534
OTHER						
52900 Contributions	22,100	23,400	21,700		20,400	20,400
54500 Depreciation						

Total Other	22,100	23,400	21,700	-	20,400	20,400
FIXED ASSETS						
53300 Equipment	-	96	96		350	350
Total Fixed Assets	-	96	96	-	350	350
EXPENDITURE TRANSFERS						
54250 Indirect Costs	7,775					
Total Expenditure Transfers	7,775	-	-	-	-	-
TOTAL BUDGET	64,375	81,026	77,932	105,795	85,192	86,940

5005 – PARKS AND RECREATION—SENIOR CITIZENS ACTIVITIES

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

	Budgets	
<u>52221 Communications</u>	2016/17	2017/18
Provides for phone services at the Sunrise Senior Activity Room		

	Budgets	
<u>52235 Professional Services</u>	2016/17	2017/18
Class instructors	8,000	8,000

	Budgets	
<u>52241 Special Department Expense</u>	2016/17	2017/18
Trips	2,800	2,800
Instructional supplies	<u>1,700</u>	<u>1,734</u>
Total	4,500	4,534

Budgets

52900 Contributions

2016/17 2017/18

This account provides for the monthly contribution by the City to the Brisbane Senior's Club

20,400 20,400

Budgets

53300 Equipment

2016/17 2017/18

Replacement of equipment (chairs, tables etc.) at the Sunrise Senior Activity Room

350 350

Programs	2016/17	2017/18
Citizen Engagement	-	-
Commission Support	-	-
Department Management	-	-
Workforce Development	-	-
Indoor Facilities	-	-
Outdoor Facilities	-	-
Youth Programs 0-12	-	-
Teens 13-19	-	-
Adult Programs 20-59	-	-
Senior Programs 60+	82,192	83,940
Special Events	-	-
Aquatics	-	-
Total	82,192	83,940

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

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget.
SALARIES						
51101 Salaries		16,620	17086.06	17,161	33,000	24,887
51201 Part-time Salaries	2,449	129	-		21,511	31,259
51301 Overtime	257		890			
Total Salaries	2,707	16,749	17,977	17,161	54,511	56,147
BENEFITS						
51502 City Pers Contribution	435	2,648	2,846	1,881	2,741	2,824
51504 PERS Unfunded Liability				1,445	2,431	2,883
51506 Life Insurance	42	53	52	81	146	148
51507 Medicare Tax	24	247	283	249	790	814
51508 Social Security Tax	350	-	-	-	1,334	1,374
51509 Flexible Benefits - Health		4,595	5,084	5,137	10,209	10,617
51510 Retiree Health				1,766	1,078	1,078
51511 Long-Term Disability		105	112	108	208	214
51602 Dental Insurance	18	229	237	228	428	428
51603 Vision Insurance	6	74	77	113	212	212
51605 Employee Assistance Program	0	8	8	8	16	16
51704 Auto Allowance		-	-	-	-	-
51705 Housing Allowance		-	-	-	-	-
51706 Phone Allowance		84	87	84	84	42
51710 Deferred Compensation					604	622
Total Benefits	875	8,044	8,785	11,099	20,280	21,271
INSURANCE						
51800 Liability Insurance	178	666	653	684	2,188	2,298
51810 Worker's Compensation	159	1,016	996	1,147	3,671	3,855
Total Insurance	337	1,682	1,649	1,830	5,860	6,153
SERVICES AND SUPPLIES						
52233 Memberships						
52234 Office Expense	524	119				
52235 Professional Services			2,322			
52240 Rent-Real Property						
52241 Special Department Expense	39,768	40,863	54,117		59,800	59,800
52243 Travel and Training						
Total Services & Supplies	40,292	40,983	56,439	-	59,800	59,800
FIXED ASSETS						
53100 Improvements						
53300 Equipment						
54500 Depreciation	425					
Total Fixed Assets	425	0	0	0	0	0

EXPENDITURE TRANSFERS

54250 Indirect Costs	3,308					
Total Expenditure Transfers	3,308	-	-	-	-	-
TOTAL BUDGET	47,945	67,458	84,849	88,041	140,451	143,372

5006 PARKS AND RECREATION—SPECIAL EVENTS/CITIZEN COMMUNICATION

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

	Budgets	
	2016/17	2017/18
<u>52241 Special Department</u>		
<u>Expense</u>		
Day in the Park/Community Festival	25,000	25,000
Concerts in the Park	10,000	10,000
Monte Carlo Night		
Festival of Lights	4,500	4,500
Beautification Day	900	900
Fire Hydrant Painting	1,500	1,500
Lagoon Clean-up Day	1,000	1,000
Derby	4,500	4,500
Day at the Giants	1,800	1,800
Volunteer of the Year	400	400
Banners for Visitation Avenue	6,000	
New Events	4,100	
Bike to Work Day	<u>100</u>	<u>100</u>
Total	59,800	49,700

Programs	2016/17	2017/18
Citizen Engagement	-	-
Commission Support	-	-
Department Management	-	-
Workforce Development	-	-
Indoor Facilities	-	-
Outdoor Facilities	-	-
Youth Programs 0-12	-	-
Teens 13-19	-	-
Adult Programs 20-59	-	-
Senior Programs 60+	-	-
Special Events	140,451	133,272
Aquatics	-	-
Total	140,451	133,272

Department/Division: 5007 Recreation-Teen Activities

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	20,770	42,184	42,435	17,161	15,281	15,739
51201 Part-time Salaries	25,017		165			
51301 Overtime						
Total Salaries	45,787	42,184	42,600	17,161	15,281	15,739
BENEFITS						
51502 City Pers Contribution	3,618	6,495	7,114	1,881	1,175	1,213
51504 PERS Unfunded Liability				1,445	1,375	1,630
51506 Life Insurance	66	104	125	81	73	74
51507 Medicare Tax	666	612	635	249	222	228
51508 Social Security Tax	1,551	-	3	-	-	-
51509 Flexible Benefits - Health	4,098	9,954	12,279	5,137	5,360	5,574
51510 Retiree Health				1,766	382	382
51511 Long-Term Disability	131	262	268	108	96	99
51602 Dental Insurance	286	572	569	228	239	239
51603 Vision Insurance	92	186	185	113	119	119
51605 Employee Assistance Program	10	20	20	8	9	9
51704 Auto Allowance		-	-	-	-	-
51705 Housing Allowance		-	-	-	-	-
51706 Phone Allowance	105	211	210	84	76	13
51710 Deferred Compensation					316	325
Total Benefits	10,622	18,416	21,407	11,099	9,440	9,905
INSURANCE						
51800 Liability Insurance	4,399	3,335	1,633	684	613	644
51810 Worker's Compensation	3,926	5,087	2,491	1,147	1,029	1,081
Total Insurance	8,325	8,422	4,124	1,830	1,643	1,725
SERVICES AND SUPPLIES						
52221 Communications	-					
52231 Equipment Maintenance	-					
52232 Maint. Structures/Improvement.Grounds						
52233 Memberships						
52234 Office Expense	355					
52235 Professional Services	2,158	842	1,138		2,000	2,000
52236 Equipment Rental						
52241 Special Department Expense	732	3,768	46		4,150	4,150
52242 Small Tools & Supplies	11		38			
52243 Travel & Training	175				200	200
52244 Utilities						
Total Services & Supplies	3,431	4,610	1,222	-	6,350	6,350
OTHER						
52900 Contributions					50,000	50,000
54500 Depreciation	2,372					
Total Other	2,372	-	-	-	50,000	50,000
FIXED ASSETS						

53100 Improvements						
53300 Equipment	1,165					
Total Fixed Assets	1,165	-	-	-	-	-
EXPENDITURE TRANSFERS						
54250 Indirect Costs	18,175					
Total Expenditure Transfers	18,175	-	-	-	-	-
TOTAL BUDGET	89,878	73,632	69,353	86,491	82,713	83,720

5007 – PARKS AND RECREATION – TEEN ACTIVITIES AND PROGRAMS

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

<u>52235 Professional Services</u>	Budgets	
	2016/17	2017/18
Disc Jockey/Teen Dances	2,000	2,000
Alarm system		
Total	2,000	2,000

<u>52241 Special Department Expense</u>	Budgets	
	2016/17	2017/18
General recreation supplies	200	200
Field trips (Camping, spring/winter/summer excursions)	500	500
Dance and party food and supplies	200	200
Special merit awards (trophies, T-shirts, recognition plaques)	250	250
Teen Library	2,000	2,000
Other Teen Activities	<u>4,000</u>	<u>4,000</u>
Total	4,150	4,150

<u>52243 Travel and Training</u>	Budgets	
	2016/17	2017/18
Training of five Youth Advisory Committee members through the California Parks and Recreation Society's YAC Attack Program	200	200
Youth and Teen Resources programs		
Total	200	200

<u>52900 Contributions</u>	Budgets	
	2016/17	2017/18
Lipman Middle School for Afterschool program	50,000	50,000

Programs	2016/17	2017/18
Citizen Engagement	-	-
Commission Support	-	-
Department Management	-	-
Workforce Development	-	-
Indoor Facilities	-	-
Outdoor Facilities	-	-
Youth Programs 0-12	50,000	50,000
Teens 13-19	35,713	36,720
Adult Programs 20-59	-	-
Senior Programs 60+	-	-
Special Events	-	-
Aquatics	-	-
Total	85,713	86,720

Department/Division: 5008 Recreation- Aquatics

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries		24,930	50,438	25,742	47,278	48,696
51201 Part-time Salaries	198,376	195,869	178,598	217,558	184,598	190,136
51301 Overtime	802	3,344	6,082			
Total Salaries	199,178	224,143	235,118	243,300	231,876	238,833
BENEFITS						
51502 City Pers Contribution	3,094	7,035	9,129	5,212	3,433	3,550
51504 PERS Unfunded Liability				2,168	1,026	1,217
51506 Life Insurance		79	192	329	238	244
51507 Medicare Tax	2,888	3,264	3,451	3,528	3,362	3,463
51508 Social Security Tax	11,066	10,393	8,186	11,112	11,445	11,788
51509 Flexible Benefits - Health		5,373	14,860	15,114	18,120	18,845
51510 Retiree Health				3,298	952	952
51511 Long-Term Disability	-	157	382	404	952	307
51602 Dental Insurance	-	343	1,102	1,197	638	638
51603 Vision Insurance	(60)	111	389	593	316	316
51605 Employee Assistance Program	-	12	109	54	29	29
51704 Auto Allowance	-	-	-	-	-	-
51705 Housing Allowance	-	-	-	-	-	-
51706 Phone Allowance	-	126	126	126	25	25
51710 Deferred Compensation			363	575	1,049	1,081
Total Benefits	16,988	26,893	38,290	43,707	41,587	42,456
INSURANCE						
51800 Liability Insurance	12,237	7,960	7,802	9,692	9,309	9,776
51810 Worker's Compensation	10,922	12,140	11,899	16,259	15,617	16,400
Total Insurance	23,159	20,100	19,701	25,951	24,925	26,175
SERVICES AND SUPPLIES						
52200 Safety Clothing	1,537	1,305	2,405	2,000	2,040	2,080
52221 Communications	1,823	1,897	2,223	1,800	1,836	1,872
52231 Equipment Maintenance	2,764	4,383	3,685			
52232 Maint. Structures/Improvement.Grounds	31,599	25,850	85,226	28,000	25,500	26,009
52233 Memberships			25			
52234 Office Expense	1,310	1,363	1,058	950	969	988
52235 Professional Services	19,378	16,835	23,952	25,700	27,030	27,570
52236 Equipment Rental						
52240 Rental of Real Property						
52241 Special Department Expense	3,505	3,575	12,658	1,425	1,425	1,425
52242 Small Tools & Supplies	3,724	1,380	4,219	3,040	3,040	3,040
52243 Travel & Training	-	770	594	650	650	650
52244 Utilities	44,105	65,977	67,163	80,000	81,600	83,232
Total Services & Supplies	109,746	123,335	203,208	143,565	144,090	146,866
OTHER						
54500 Depreciation	78,879					
Total Other	78,879	-	-	-	-	-
FIXED ASSETS						
53300 Equipment					22,700	
Total Fixed Assets	-	-	-	-	22,700	-
EXPENDITURE TRANSFERS						
54250 Indirect Costs	73,243					
Total Expenditure Transfers	73,243	-	-	-	-	-
TOTAL BUDGET	501,192	394,471	496,316	456,523	465,178	454,330

5008 – PARKS AND RECREATION – AQUATICS

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

	Budgets		
	2015/16	2016/17	2017/18
<u>52200 Safety Clothing</u>			
Safety clothing	2,000	2,040	2,080

	Budgets		
	2015/16	2016/17	2017/18
<u>52221 Communications</u>			
Central alarm system services	1,200	1,224	1,248
Telephone service/internet service	600	2,220	2,220
Total	1,800	1,836	1,872

	Budgets		
	2015/16	2016/17	2017/18
<u>52232 Maintenance – Structural</u>			
Pool Chemicals and Maintenance	18,000	18,360	18,727
Rust Removal from Gazebo		1,000	
Solar/Thermal System	7,000		7,282

		7,140	
Total	25,000	25,500	26,009

Budgets

52234 <u>Office Expense</u>	2015/16	2016/17	2017/18
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Office supplies	665	684	703
Monthly passes, punch passes, day camp passes and wrist bands	285	285	285
Total	950	969	988

Budgets

52235 <u>Professional Services</u>	2015/16	2016/17	2017/18
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Water Aerobics Instructor	9,500	9,500	9,500
Swim Coach	4,200		
HVAC Maintenance	3,000	3,000	3,000
Janitorial Service	12,000	12,530	13,070
Aqua Zumba		2,000	2,000
Total	28,700	27,030	27,570

Budgets

52241 <u>Special Department Expense</u>	2015/16	2016/17	2017/18
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American Red Cross training materials, certification fees, service support fees, and books	1,425	1,425	1,425
Total	1,425	1,425	1,425

Budgets

52242 <u>Small Tools & Supplies</u>	2015/16	2016/17	2017/18
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Pool operating supplies including kickboards, rescue tubes, ring buoys, lifeguard umbrellas,	3,040	3,040	3,040
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swimming supplies for sale (caps, goggles, etc.), and CPR first aid supplies.

	Budgets		
52243 <u>Travel and Training</u>	2015/16	2016/17	2017/18
California Aquatics Management School (Asilomar)	650	650	650

	Budgets		
52244 <u>Utilities</u>	2015/16	2016/17	2017/18
PG&E	50,000	51,000	52,020
Water and Sewer	30,000	30,600	31,212
Total	80,000	81,600	83,232

	Budgets		
53300 <u>Equipment</u>	2015/16	2016/17	2017/18
Pool Covers		10,900	
Stoarge Shed		2,800	
Backboards		2,000	2,000
Equipment Baskets		500	
Lane Lines		2,500	
Replace Bathroom Counters and Mirrors	4,000		
Total		22,700	2,000

Programs	2015/16	2016/17	2017/18
Citizen Engagement		-	-
Commission Support		-	-
Department Management		-	-
Workforce Development		650	650
Indoor Facilities		-	-
Outdoor Facilities		-	-
Youth Programs 0-12		-	-
Teens 13-19		-	-
Adult Programs 20-59		-	-
Senior Programs 60+		-	-
Special Events		-	-
Aquatics		465,528	455,680
Total		466,178	456,330

Department/Division: 5040 Marina						Marina Fund Fund 550
Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SALARIES						
51101 Salaries	155,610	272,584	366,643	400,764	423,321	297,030
51201 Part-time Salaries	132,537	108,425	96,170	85,031	87,581	90,209
51301 Overtime	2,777	2,728	11,276			
Total Salaries	290,925	383,737	474,089	485,794	510,902	387,239
BENEFITS						
51502 City Pers Contribution	28,080	31,157	37,178	34,297	38,149	29,427
51503 Employee Paid Pers Contribution						
51504 PERS Unfunded Liability				33,748	38,088	30,768
51506 Life Insurance	464	790	1,099	1,893	1,980	1,262
51507 Medicare Tax	4,304	5,737	7,167	7,044	7,408	5,615
51508 Social Security Tax	6,750	5,765	5,149	5,272	5,430	5,593
51509 Flexible Benefits - Health	36,939	76,911	109,786	111,822	111,101	62,461
51510 Retiree Health				9,101	9,101	7,803
51511 Long-Term Disability	915	1,477	2,203	2,529	2,671	1,874
51602 Dental Insurance	2,287	3,967	5,738	5,928	5,928	3,648
51603 Vision Insurance	734	1,306	1,866	2,935	2,935	1,806
51605 Employee Assistance Program	80	138	238	214	214	132
51704 Auto Allowance	1,256	902	720	720	720	720
51705 Housing Allowance	1,047	751	600	600	600	600
51706 Phone Allowance	243	416	489	132	132	132
51710 Deferred Compensation	4,317	5,358	6,263	7,011	7,442	4,142
Total Benefits	87,418	134,675	178,496	223,245	231,901	155,983
INSURANCE						
51800 Liability Insurance	26,601	15,671	19,377	19,351	20,510	15,850
51810 Worker's Compensation	23,740	23,900	29,552	32,465	34,409	26,590
Total Insurance	50,341	39,571	48,929	51,816	54,919	42,440
SERVICES AND SUPPLIES						
52200 Safety Clothing	138	3,867	5,607	3,000	3,060	1,872
52221 Communications	6,980	3,177	3,453	25,000	25,500	26,010
52231 Equipment Maintenance	12,491	7,331	5,009	10,900	12,940	8,741
52232 Maint. Structures/Improvement.Grounds	32,878	42,894	46,165	64,300	75,066	59,846
52233 Memberships	550	275	300	1,035	1,035	1,050
52234 Office Expense	33,816	38,726	43,084	35,450	36,550	37,135
52235 Professional Services	67,263	40,345	13,129	14,000	14,000	14,080
52236 Equipment Rental	1,784	1,943	1,961	2,000	2,040	2,080
52241 Special Department Expense	12,002	144,667	168,564	128,148	134,581	172,834
52242 Small Tools & Supplies	13	2,698	1,939	1,500	1,500	1,500
52243 Travel & Training	671	1,033	3,163	6,300	3,500	2,510
52244 Utilities	178,799	136,436	141,824	120,000	122,400	124,848
52290 Bad Debt Expense		122,385	19,766			
Total Services & Supplies	347,386	645,777	453,963	411,633	432,172	452,506
OTHER						
54500 Depreciation	122,028	123,592	133,413	170,000	170,000	170,000
Total Other	122,028	123,592	133,413	170,000	170,000	170,000
FIXED ASSETS						
53100 Improvements	-	2,241	47,485		35,000	-
53300 Equipment		2,435	300		8,000	-
Total Fixed Assets	-	4,677	47,785	-	43,000	-
EXPENDITURE TRANSFERS						
54250 Indirect Costs	151,238	145,073	214,863	260,912	332,756	278,395
Total Expenditure Transfers	151,238	145,073	214,863	260,912	332,756	278,395
TOTAL BUDGET	1,049,334	1,377,101	1,551,638	1,603,401	1,775,650	1,486,563

5040 – MARINA

Mission Statement

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

Program Description

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

Budget Line Item Descriptions

52200 Safety Clothing

	Budgets		
	2015/16	2016/17	2017/18
Police Safety Aide uniform repair and replacement, foul weather gear	3,000	3,060	1,872

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Covers the cost of telephone, DSL line, paging service and radio communications (also create Marina WIFI system)	25,000	25,500	26,010

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Gasoline for boat and truck	7,000	7,140	4,681
Office equipment repairs	300	300	300
Copy Machine Contract	0	-	-
Fire Hydrant Extinguisher Maintenance	0	1,000	-
Marina boat maintenance	3,000		

		3,000	3,060
Truck maintenance	<u>600</u>	<u>1,500</u>	<u>700</u>
Total	10,900	12,940	8,741

52232 Maintenance -- Structures, Improvements & Grounds

	Budgets		
	2015/16	2016/17	2017/18
Janitorial contract, restroom supplies, towels, soap, etc.	12,300	12,546	12,796
Gates and piers, dock boxes, pile caps, electrical outlets and supplies, water faucets, backflows, annual service for fire extinguishers	20,000	20,400	20,808
Building repairs and maintenance, painting supplies	10,000	20,000	12,000
Restroom supplies	6,000	6,120	6,242
Navigational aids repair and maintenance, batteries, bulbs and markers	<u>16,000</u>	<u>16,000</u>	<u>8,000</u>
Total	64,300	75,066	59,846

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
California Association of Harbormasters and Port Captains	300	300	300
Marina Recreation Association	<u>735</u>	<u>735</u>	<u>750</u>
Total	1,035	1,035	1,050

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Advertising	11,000	12,000	12,240
Credit card transaction fees	16,800	16,800	17,000
Postage	3,500	3,500	3,570
General office supplies/data processing	1,900	2,000	2,000

Software	1,050	1,050	1,100
Printing and forms	<u>1,200</u>	<u>1,200</u>	<u>1,225</u>
Total	35,450	36,550	37,135

52235 Professional Services

	2015/16	Budgets 2016/17	2017/18
Disposal costs for lien/abandoned vessels	10,000	10,000	10,000
Hazardous material handling and disposal	2,000	2,000	2,040
Lien sales and auction	<u>2,000</u>	<u>2,000</u>	<u>2,040</u>
Total	14,000	14,000	14,080

52236 Equipment Rental

	2015/16	Budgets 2016/17	2017/18
Copier	2,000	2,040	2,080

52241 Special Department Expense

	2015/16	Budgets 2016/17	2017/18
Sierra Point Environmental Management Association (SPEMA) and Bay Area Air Quality Management District (BAAQMD) fees	17,643	17,643	17,643
Tide Tables	650	665	678
Oil Spill boom and absorbent pads	1,000	1,000	1,020
Franchise Fee	108,000	114,400	152,603
Miscellaneous permits and licenses	<u>855</u>	<u>873</u>	<u>890</u>
Total	128,148	134,581	172,834

52242 Small Tools & Supplies

	2015/16	Budgets 2016/17	2017/18
Replacement for lost or broken tools			

	1,500	1,500	1,500
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52243 Travel and Training

	Budgets		
	2015/16	2016/17	2017/18
Staff training	6,000	3,000	2,000
Mileage for staff	<u>300</u>	<u>500</u>	<u>510</u>
Total	6,300	3,500	2,510

52244 Utilities

	Budgets		
	2015/16	2016/17	2017/18
Reflects the cost of electricity, water and sewer. Reflects the offset for billing the boaters.	120,000	122,400	124,848

53100 Improvements

	Budgets		
	2015/16	2016/17	2017/18
Remodel Boater Restrooms			
Repair Public Restrooms		35,000	
Dock Maintenance Project			
Total	0	35,000	0

53300 Equipment

	Budgets		
	2015/16	2016/17	2017/18
New Boat for Marina			
Additional Security Cameras		8,000	
Total	0	8,000	0

Programs	2015/16	2016/17	2017/18
Department Management		134,521	139,957
Citizen Engagement		70,009	60,666
Council/Commission support		6,432	6,685
Workforce Development		27,761	19,147

Public Education	12,678	13,197
Transportation and Mobility Options	-	-
Provide Potable Water	-	-
Provide Wastewater Collection	-	-
Operate a Storm Drain System	-	-
Operate the Brisbane Marina	1,021,492	798,516
Stewardship of the Natural Environment	-	-
Stewardship of Built Environment	-	-
Purchase of Utilities	-	-
Emergency Response	-	-
Total	1,272,894	1,038,168

Department/Division: 6001 Central Services

General Fund
Fund 100

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
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SALARIES

51201 Part-time Salaries

Total Salaries

-	-	-	-	-	-	-
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SERVICES AND SUPPLIES

52221 Communications

52231 Equipment Maintenance

52232 Maint. Structures/Improvement, Grounds

52233 Memberships

52234 Office Expense

52235 Professional Services

52236 Equipment Rental

52240 Rent-Real Property

52241 Special Department Expense

52242 Small Tools & Supplies

52243 Travel & Training

52244 Utilities

52804 Non-Departmental

Total Services & Supplies

29,855	31,728	30,617	35,000	35,000	36,000
26,466	20,176	4,149	17,250	17,250	17,250
38,480	33,555	36,885	39,100	40,100	41,100
44,755	46,990	47,453	51,286	49,850	51,000
24,053	46,869	48,975	20,000	34,800	34,800
81,455	103,661	93,944	94,000	124,800	126,300
38,038	43,613	43,639	47,900	48,900	49,900
10,592	16,897	8,436	8,740	10,500	10,500
	39				
686	0	0	-		
66,785	71,028	74,959	72,000	65,000	67,000
361,166	414,555	389,057	385,276	426,200	433,850

FIXED ASSETS

53100 Improvements

53200 Land

53300 Equipment

Total Fixed Assets

19,211	57,913	29,748	48,500	50,600	52,200
19,211	57,913	29,748	48,500	50,600	52,200

OTHER

52900 Contributions

55900 Other Financing Uses

55950 Miscellaneous Expense

56200 Loans

Total Other

97,147	20,400	18,700	20,400	20,400	20,400
631	689				
97,778	21,089	18,700	20,400	20,400	20,400

EXPENDITURE TRANSFERS

54400 Insurance Costs

Total Expenditure Transfers

-	-	-	-	-	-
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TOTAL BUDGET

478,154	493,557	437,505	454,176	497,200	506,450
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6001 – CENTRAL SERVICES

Mission Statement

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

Department Description

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

Budget Line Item Descriptions

52221 Communications

	Budgets		
	2015/16	2016/17	2017/18
Reflected here is the cost of the majority of the city telephone lines	35,000	35,000	36,000

52231 Equipment Maintenance

	Budgets		
	2015/16	2016/17	2017/18
Copier maintenance	12,000	12,000	12,000
Network maintenance	2,500	2,500	2,500
Telephone reprogramming	1,000	1,000	1,000
Postage Machine and Scale	1,000	1,000	1,000
Office machine repairs	<u>750</u>	<u>750</u>	<u>750</u>
Total	17,250	17,250	17,250

52232 Maintenance—Structures, Improvements & Grounds

	Budgets		
	2015/16	2016/17	2017/18
Janitorial Services	33,600	34,600	35,600
Janitorial Supplies	3,000	3,000	3,000
Window washing, floor waxing, and carpet cleaning	2,000	2,000	2,000

Small repairs	<u>500</u>	<u>500</u>	<u>500</u>
Total	39,100	40,100	41,100

52233 Memberships

	Budgets		
	2015/16	2016/17	2017/18
City/County Association of Governments (C/CAG)	25,256	26,000	27,000
CCAG – Housing Element	5,000	5,000	5,000
San Mateo County Telecommunication Authority	2,525	2,500	2,500
Skyline Community College	2,500	-	-
PEG (Channel 26)	2,405	2,400	2,400
League of California Cities	2,500	2,500	2,500
Peninsula Conflict Resolution Center	1,950	2,300	2,400
Sustainable San Mateo County	3,000	3,000	3,000
San Mateo County Transit Shuttle Program (City share)	0		
Airport Roundtable Committee	750	750	750
LAFCO Expenses-City Share (AB2838)	1,500	1,500	1,500
Association of Bay Area Governments (ABAG)	1,400	1,400	1,400
Silicon Valley Joint Ventures Network	1,000	1,000	1,000
Bay Bio	500	500	500
San Mateo County Youth Summer Job	500	500	500
Bay Area Open Space Council	300	300	300
Council of Cities			
Costco	<u>200</u>	<u>200</u>	<u>250</u>
Total	51,286	49,850	51,000

52234 Office Expense

	Budgets		
	2015/16	2016/17	2017/18
Network monthly access fees	9,000	10,000	10,000
Bank of America Account Fees	8,000		
Wells Fargo Account Fees		8,000	8,000
Postage Brisbane Star and News	2,700	3,500	3,500
Copier Charges		8,000	8,000
Office Supplies		5,000	5,000
Deering's California Codes	0		
Sales Tax on copier toner	200	200	200
Postage tape and ink	<u>100</u>	<u>100</u>	<u>100</u>
Total	20,000	34,800	34,800

52235 Professional Services

	Budgets		
	2015/16	2016/17	2017/18
Cable Programming	20,000	20,000	20,000
Council Programming	13,200	14,000	14,500
Live Streaming of Channel 27	2,000	2,000	2,000
Network Support (8 hours a week)	40,000	40,000	40,000
Brisbane Star/City News	6,000	10,000	10,000
Printing Star/City News		18,000	18,000
Printing of Activity Guide		8,000	8,000
Planning Commission Programming	1,800	1,800	1,800
Web Support	<u>11,000</u>	<u>11,000</u>	<u>12,000</u>
Total	94,000	124,800	126,300

52236 Equipment Rent

	Budgets		
	2015/16	2016/17	2017/18
Copier Rental	47,000	48,000	49,000
Postage Meter	<u>900</u>	<u>900</u>	<u>900</u>
Total	47,900	48,900	49,900

52241 Special Department Expense

	Budgets		
	2015/16	2016/17	2017/18
City Share of Crocker Park Shuttle	5,000	5,000	5,000
Holiday Luncheon	2,500	3,000	3,000
City Hall hospitality supplies	240	1,500	1,500
Non-chargeable filing fees	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	8,740	10,500	10,500

52244 Utilities

	Budgets		
	2015/16	2016/17	2017/18
Gas and Electric (City Hall)	44,000	40,000	42,000
Water and Sewer Service	<u>28,000</u>	<u>25,000</u>	<u>25,000</u>
Total	72,000	65,000	67,000

53300 Equipment

	Budgets		
	2015/16	2016/17	2017/18
Equipment replacement contingency	15,000	15,500	16,000
Alarm System for City Hall			
Tablets replacements and repairs	3,000	3,000	3,000
Computer contingency	10,000	11,000	11,500
Workstation replacement	10,000	10,500	11,000
Server	7,500	7,500	7,500
Miscellaneous Computer parts	<u>3,000</u>	<u>3,100</u>	<u>3,200</u>
Total	48,500	50,600	52,200

52900 Contributions

	2015/16	Budgets	
		2016/17	2017/18
Reflects the annual contribution by the City to the Brisbane Chamber of Commerce	20,400	20,400	20,400
Programs		2016/17	2017/18
Department Management		74,950	76,500
Workforce Development		3,000	3,000
Stewardship of Built Environment		105,100	108,100
Stewardship of Natural Environment		8,300	8,300
City Council/Commission Support		75,290	77,120
Citizen Engagement		74,740	75,670
Public Education		46,320	47,160
Computer System		87,600	88,700
Economic Development		21,900	21,900
Total		497,200	506,450

Department/Division: 7083 Successor Housing

Housing
Fund 883

Account and Title:	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SERVICES AND SUPPLIES						
52232 Maintenance - Structures						
52234 Office Expense						
52235 Professional Services	5,000					
52241 Special Department Expense						
55242 Small Tools						
52243 Travel/Training						
52703 First-Time Home						
Total Services & Supplies	5,000	0	0	0	0	0
FIXED ASSETS						
53100 Improvements						
Total Fixed Assets	0	0	0	0	0	0
OTHER						
56200 Loans						
52705 Habitat Program						
52900 Contributions	-	6,409	6,409	6,409	6,500	6,500
53200 Land Acquisition						
55200 Interest						
Total Other	0	6,409	6,409	6,409	6,500	6,500
EXPENDITURE TRANSFERS						
54100 Administrative Charges						
Total Expenditure Transfers	0	0	0	0	0	0
TOTAL BUDGET	5,000	6,409	6,409	6,409	6,500	6,500

Department/Division: Successor Agency **Successor Agency Fund**

Account and Title:	2013/14 Actual Expenditures	2014/15 Approved Budget	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SERVICES AND SUPPLIES					
52232 Maintenance - Structures					
52233 Memberships					
52234 Office Expense					
52235 Professional Services	31,000	26,000	26,000	26,000	26,000
52241 Special Department Expense					
52243 Travel and Training					
Total Services & Supplies	31,000	26,000	26,000	26,000	26,000
EXPENDITURE TRANSFERS					
54100 Administrative Charges	219,101	197,016	27,252	27,655	28,766
Total Expenditure Transfers	219,101	197,016	27,252	27,655	28,766
55950 Miscellaneous Expense					
TOTAL BUDGET	250,101	223,016	53,252	53,655	54,766

Department/Division: 9910 Debt Service

Debt Service Fund
Various

Account and Title:	2013/14 Actual Expended	2014/15 Actual Expended	2015/16 Approved Budget	2016/17 Approved Budget	2017/18 Approved Budget
SERVICES AND SUPPLIES					
52235 Professional Services	37,300	17,500	8,800	8,800	8,800
55310 Cost of Issuance					
Total Services & Supplies	37,300	17,500	8,800	8,800	8,800
OTHER					
55100 Principal	3,065,351	2,328,178	1,991,547	1,991,547	2,286,440
55200 Interest	2,094,041	896,811	953,867	953,867	881,332
55320 Bond Discount					
Total Other	5,159,392	3,224,989	2,945,413	2,945,413	3,167,772
EXPENDITURE TRANSFERS					
54100 Administrative Charges	36,000	5,000	5,000	5,000	5,000
Total Expenditure Transfers	36,000	5,000	5,000	5,000	5,000
TOTAL BUDGET	5,232,692	3,247,489	2,959,213	2,959,213	3,181,572

RECAP OF DEBT SERVICE FUND BUDGET FOR FY 2016/17

Fund and Bond	52235 Professional Services	55100 Principal	55200 Interest	54100 Administrative Charges	Total Budget by Fund
Fund 340/Pension Obligation Bonds 2006	1,250	545,000	91,650		637,900
Fund 341/Pension Obligation Bond 2013		70,000	57,451		127,451
Fund 365/Brisbane Refunding Lease Revenue 2005A *		100,020	8,135		108,155
Fund 330/ Brisbane/GVMID Lease Revenue Bond (City Hall) 2014	3,350	205,000	173,930		382,280
Fund 367/ Brisbane Lease Revenue Bond (City Hall Completion) 2009	2,200	95,000	93,500		190,700
Fund 400/ Housing Authority Loan		82,527	11,557		94,084
Fund 545/Utility Fund		305,000	319,100		624,100
Fund 555/Marina Fund		119,000	129,308		248,308
Fund 796/Northeast Ridge Assmt Refunding 2013	2,000	470,000	69,235	5,000	546,235
TOTALS	8,800	1,991,547	953,867	5,000	2,959,213

* Brisbane Refunding Lease Revenue is split between the Successor Agency and the Utility Fund

Recap of Debt Service Fund Budget for 207/18

Fund and Bond	52235 Professional Services	55100 Principal	55200 Interest	54100 Administrative Charges	Total Budget by Fund
Fund 340/Pension Obligation Bonds 2006	1,250	600,000	59,631		660,881
Fund 341/Pension Obligation Bond 2013		80,000	54,566		134,566
Fund 365/Brisbane Refunding Lease Revenue 2005A *		103,354	4,134		107,488
Fund 330/ Brisbane/GVMID Lease Revenue Bond (City Hall) 2014	3,350	210,000	169,830		383,180
Fund 367/ Brisbane Lease Revenue Bond (City Hall Completion) 2009	2,200	100,000	89,344		191,544
Fund 400/ Housing Authority Loan		84,086	9,997		94,084
Fund 545/Utility Fund		310,000	309,850		619,850
Fund 555/Marina Fund		314,000	129,308		443,308
Fund 796/Northeast Ridge Assmt Refunding 2013	2,000	485,000	54,671	5,000	546,671
TOTALS	8,800	2,286,440	881,332	5,000	3,181,572

* Brisbane Refunding Lease Revenue is split between the Successor Agency and the Utility Fund

GLOSSARY OF BUDGET TERMS

Appropriation – An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation – A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

Audit – A view of the City's accounts by an independent auditing firm to substantiate fiscal year-end funds, salaries, reserves, and cash on hand.

Beginning/Ending (Unappropriated) Fund Balance – Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

Bond – A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a specific rate. There are two types of bonds: General Obligation and Revenue.

Budget – A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

Capital Improvement – A permanent addition to the City's assets, including the design, construction, or purchase of land, buildings or facilities, or major renovations of it.

Capital Improvement Program – A financial plan of proposed capital improvement projects with single- and multiple-year capital expenditures/expenses.

Capital Outlay – A budget appropriation category, which budgets all equipment having an estimated useful life of over one-year.

City Manager's Transmittal Letter – A general discussion of the budget by the City Manager, which contains an explanation of principal budget items and summaries, as well as future projections.

Debt Service – Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COPs).

Debt Service Requirements – The amount of money required to pay interest and principal on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

Deficit – An excess of expenditures or expenses over revenues.

Department – An organization unit comprised of divisions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Division – A sub-section (of activity) within a department, which furthers the objectives of the City Council by providing specific services or a product.

Encumbrances – A legal obligation to pay funds, the expenditures/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund – A type of fund established for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely or predominately self-supporting.

Expenditure – The actual spending of governmental funds set-aside by appropriation.

Expense – The actual spending of proprietary funds (Enterprise and Internal Service Fund types) set-aside by an appropriation.

Fiscal Year – A twelve-month period of time to which a budget applies. In Brisbane, it is July 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. The body of ordinances is known as the Municipal Code.

Project – Physical structural improvements with a useful life of one year or more. Examples include a new park, building modifications or street improvements.

Reimbursement – Payment of an amount remitted on behalf of another party, department or fund.

Reserve – An account used to record a portion of the fund balance as legally segregated for a specific use.

Resolution - A special order of the City Council (equivalent to a written motion), which has a lower legal standing than an ordinance.

Revenues – Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, or other sources during the fiscal year.

Revenue Bonds – A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

Salaries and Benefits – A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental and retirement.

Special Revenue Funds – This fund type collects revenues that are restricted by the city, state or Federal government as to how the city may expend them.

GLOSSARY OF ACRONYMS

ABAG	Association of Bay Area Governments	CCAG	City/County Association of Governments
ALS	Advanced Life Support	CEPO	Continuing Education for Public Officials
APA	American Planning Association	CEU	Continuing Education Units
APWA	American Public Works Association	CEV	Community Emergency Volunteers
ASCE	American Society of Civil Engineers	CIP	Capital Improvement Program
AWWA	American Water Works Association	CMTA	California Municipal Treasurer's Association
BAAQMD	Bay Area Air Quality Management District	CORA	Community Overcoming Relationship Abuse
BAWSCA	Bay Area Water Supply & Conservation Agency	CPOA	California Peace Officers Association
BCJPIA	Bay Cities Joint Powers Insurance Authority	CPRS	California Parks and Recreation Society
BES	Brisbane Elementary School	CSMFO	California Society of Municipal Finance Officers
CAD	Computer Aided Design	CWEA	California Water Environment Association
CALBO	California Building Officials	DOT	Department of Transportation
CALPELRA	California Public Employers Labor Relations Association	EAP	Employee Assistance Program
CCEA	City/County Engineers Association		

EIR	Environmental Impact Report	ISD	Integrated Services Digital
EOC	Emergency Operations Center	ISTEA	Intermodal Service Transportation Efficiency Act
ERAF	Education Revenue Augmentation Fund	IT	Information Technology
GASB	Governmental Accounting Standards Board	LAFCO	Local Agency Formation Commission
GASB34	Basic Financial Statements & Management's Discussion & Analysis	LAIF	Local Agency Investment Fund
GASB45	Accounting & Financial Reporting by Employers for Postemployment Benefits Other than Pensions (OPEB)	LIRA	Low Income Rate Assistance
GASB54	Fund Balance Reporting & Governmental Fund Type	LTD	Long Term Disability
GFOA	Government Finance Officers Association	M.O.B.	Mothers of Brisbane
GVMID	Guadalupe Valley Municipal Improvement District	NCHRA	Northern California Human Resources Association
H.O.P.T.R	Home Owner Property Tax Relief	NPDES	National Pollution Discharge Elimination System
ICMA	International City Managers Association	NPFA	North Peninsula Family Alternatives
IIMA	International Institute-Municipal Clerks	OSHA	Occupational Safety & Health Administration
IPMA	International Public Management Association	P&R	Parks & Recreation Commission
		PEG	Public Education Grant
		PERS	Public Employees Retirement System
		PG&E	Pacific Gas & Electric

POST	Police Officers Standards & Training
PRV	Pressure Reducing Valve
RDA	Redevelopment Agency
SAMCEDA	San Mateo County Economic Development Association
SAMFOG	San Mateo Finance Officers Group
SBE	State Board of Equalization
SCADA	Supervisory Control and Data Acquisition
SCBA	Self Contained Breathing Apparatus
SDI	State Disability Insurance
SFPUC	San Francisco Public Utility Commission
SHRM	Society for Human Resource Management
SMC	San Mateo County
SMCNTF	San Mateo County Narcotics Task Force
SNARE	SafetyNet Records Exchange
VDLS	Valley Drive Lift Station
VLF	Vehicle License Fee
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. Accomplishment of program objectives
 - b. Expenditure of program appropriations
- B. The status of major program objectives will be formally reported to the Council on an ongoing, periodic basis.
- C. The Council will review and amend appropriations, if necessary, six months after the beginning of each fiscal year.
- D. Ending fund balance (or working capital in the enterprise funds) must meet minimum policy levels. For the General Fund, this level has been established at \$3,500,000 for emergencies, \$2,500,000 for economic recessions, and 5% of annual expenditures and 5% of annual revenues; for enterprise funds, this level is established at 20% of operating expenditures. These dollar amounts were set as part of the 2015/16 budget process and are reviewed and adjusted during subsequent budget hearings.

Under this policy, it is allowable for total expenditures to exceed anticipated annual revenues in a given year; however, if this does occur the Council will look at the impact of this decision on the City's 5-year financial plan and the ability of future City Council's to provide for the needs of the Community.

General Revenue Management

- A. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.

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

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

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

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

User Fee Cost Recovery Goals

- A. Ongoing Review

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

B. User Fee Cost Recovery Levels

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

1. Community-wide vs. Special Benefit

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

2. Service Recipient vs. Service Driver

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

3. Effect of Pricing on the Demand for Services

The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. Full cost recovery has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not over-stimulated by artificially low prices. Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if services are specifically targeted to low income groups.

4. Feasibility of Collection and Recovery

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

C. Factors Which Favor Low Cost Recovery Levels

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

1. There is no intended relationship between the amount paid and the benefit received. Almost all "social service" programs fall into this category as it is expected that these programs provide a benefit to the whole community and therefore some allocation of tax revenue is appropriate.
2. Collecting fees is not cost-effective or will significantly impact the efficient delivery of the services.
3. There is no intent to limit the use of (or entitlement to) the service. Again, most "social service" programs fit into this category as well as many public safety emergency response services. Historically, access to neighborhood and community parks would also fit into this category.
4. The service is non-recurring, generally delivered on a "peak demand" or emergency basis, cannot be reasonably planned for on an individual basis, and is not readily available from a private sector source. Many public safety services also fall into this category.
5. Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits fall into this category.

D. Factors Which Favor High Cost Recovery Levels

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

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

Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

E. General Concepts Regarding the Use of Service Charges

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

1. Revenue should not exceed the reasonable cost of providing the service.
2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, information technology, vehicle maintenance, and insurance.
3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
4. Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

F. Low Cost-Recovery Services

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

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

G. Recreation Programs

1. Cost recovery for activities directed to adults should be relatively high.

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

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

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

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

a. Classes (Adult & Youth)	80%
b. Adult Athletics (Volleyball, Basketball, Softball)	67%
c. Facility Rentals (Community Center, Mission Blue Center, etc.)	67%

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

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

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

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

4. For cost recovery activities of less than 100%, there should be a differential in rates between residents and non-residents.
5. Charges will be assessed for use of rooms, pools, gymnasiums, ball fields, special-use areas, and recreation equipment for activities not sponsored or co-sponsored by the City. Such charges will generally conform to the fee guidelines described above.
6. The Park and Recreation Department fees may be waived pursuant to the following conditions:

- a. The applicant shall complete a Low Income Rate Assistance (LIRA) application. The application shall provide adequate documentation that the household is a service user whose account is listed at the service address within city limits and is personally responsible for the payment of the utility service at the service address and participates in the Pacific Gas and Electric lifeline program.
- b. For households who do not pay gas or electric at a city service address, the City Manager shall make eligibility determination based upon the standards of PG&E lifeline program, as it now exists or may be amended in the future.
- c. Should the applicant wish to appeal the City Manager's decision relative to recreation fee waiver, such appeal shall be filed with the City Clerk within ten (10) days after the date on which the City Manager's decision was rendered. Thereafter, the City Clerk shall agendaize said appeal for the consideration of the City Council. The decision of the City Council shall be final.

H. Development Review Programs

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

I. Comparability With Other Communities

1. Surveying the comparability of the city's fees to other communities provides useful background information in setting fees for several reasons:
 - a. They reflect the "market" for these fees and can assist in assessing the reasonableness of Brisbane's fees.
 - b. If prudently analyzed, they can serve as a benchmark for how cost-effectively Brisbane provides its services.

2. However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
 - a. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?
 - b. What costs have been considered in computing the fees?
 - c. When was the last time that their fees were comprehensively evaluated?
 - d. What level of service do they provide compared with our service or performance standards?
 - e. Is their rate structure significantly different than ours and what is it intended to achieve?

These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting City fees.

Enterprise Fund Fees and Rates

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

Investments

- A. Investments and cash management will be the responsibility of the City Treasurer or designee.
- B. The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:
 1. Safety
 2. Liquidity
 3. Yield
- C. The City will strive to keep all idle cash balances fully invested through daily projections of cash flow requirements. To avoid forced liquidations and losses of investment earnings, cash flow and future requirements will be the primary consideration when selecting maturities.

- D. As the market and the City's investment portfolio change, care will be taken to maintain a healthy balance of investment types and maturities.
- E. The City will invest only in those instruments authorized by the California Government code Section 53601 and the adopted City Investment Policy. The City will not invest in stock, will not speculate, and will not deal in futures or options. The investment market is highly volatile and continually offers new and creative opportunities for enhancing interest earnings. Accordingly, the City will thoroughly investigate any new investment vehicles prior to committing City funds to them.
- F. In order to maximize yields from its overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.
- G. Ownership of the City's investment securities will be protected through third-party custodial safekeeping.
- H. The City Treasurer will develop and maintain a comprehensive, well-documented investment reporting system, which will comply with Government Code Section 53607. This system will provide the Council and Department heads with appropriate investment performance information.

Appropriations Limitation

- A. The Council will annually adopt a resolution establishing the City's appropriations limit calculated in accordance with Article XIII B of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affect the city's appropriations limit.
- B. The supporting documentation used in calculating the City's appropriations limit and projected appropriations subject to the limit will be available for public and Council review at least 10 days before Council consideration of a resolution to adopt an appropriations limit. The Council will generally consider this resolution in connection with final approval of the budget.
- C. The City will strive to develop revenue sources, both new and existing, which are considered non-tax proceeds in calculating its appropriations subject to limitation.
- D. The City will actively support legislation or initiatives sponsored or approved by League of California Cities which would modify Article XIII B of the Constitution in a manner which would allow the City to retain projected tax revenues resulting from growth in the local economy for use as determined by the Council.

Fund Balance Designations and Reserves

- A. The City will maintain fund or working capital balances based on the General Fund Reserve Policy and 20% of Utility and Marina Funds Enterprise funds. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:
 - 1. Economic uncertainties, local disasters, and other financial hardships, or downturns in the local or national economy.
 - 2. Contingencies for unseen operating or capital needs.
 - 3. Cash flow requirements.
- B. For General Fund assets, the City will establish and maintain an Equipment Replacement Fund to provide for the timely replacement of vehicles and capital equipment with an individual replacement cost of \$15,000 or more. The annual contribution to this fund will generally be based on the annual use allowance, which is determined based on the estimated life of the vehicle or equipment and its cost of replacement. Interest earnings and sales of surplus equipment as well as any related damage or insurance recoveries will be credited to the Equipment Replacement fund
- C. The Council may designate specific fund balance levels for future development of capital projects, which it has determined to be in the best long-term interests of the City.
- D. In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements, reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

Capital Improvement Management

- A. Construction projects and large equipment purchases will be included in the Capital Improvement Plan (CIP); minor capital outlays will be included with operating program budgets.
- B. The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a five and ten-year plan organized into the same functional groupings as used for the operating programs. The CIP will reflect a balance between capital replacement projects which repair, replace, or enhance existing facilities, equipment or infrastructure and capital facility projects which significantly expand or add to the City's existing fixed assets.

C. The CIP will emphasize project planning. One or any number of the following phases may be included in the CIP in any given year, which may ultimately finalize with a completed project. Projects included in the CIP may only consist of such phases as #1 and #2. Other projects may only consist of phases #1 and #10. The CIP is a planning document and its content could consist of any one or more of the following phases, not necessarily in the following order:

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

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

D. The City's annual CIP appropriation for study, design, acquisition, and/or construction is based on the projects designated by the Council through adoption of the budget. Adoption of the Budget CIP appropriation does not automatically authorize funding for specific project phases. This authorization generally occurs only after the preceding project phase has been completed and approved by the Council and costs for the succeeding phases have been fully developed. Accordingly, project appropriations are generally made when contracts are awarded. If project costs at the time of bid award are less than the budgeted amount, the balance will be unappropriated and returned to fund balance or allocated to another

project. If project costs at the time of bid award are greater than budget amounts, five basic options are available to the Council:

1. Eliminate the project.
2. Defer the project for consideration to the next budget period.
3. Rescope or change the phasing of the project to meet the existing budget.
4. Transfer funding from another specified, lower priority project.
5. Appropriate additional resources as necessary from fund balance.

Capital Financing and Debt Management

Capital Financing

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

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

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

Factors which favor long-term financing:

1. Revenues available for debt service are deemed to be sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.

2. The project securing the financing is of the type, which will support an investment grade credit rating.
3. Market conditions present favorable interest rates and demand for City financings.
4. A project is mandated by state or federal requirements, and resources are insufficient or unavailable.
5. The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
6. The life of the project or asset to be financed is 10 years or longer.

Debt Management

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

Conduit Financings

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

- A. The City will consider requests for conduit financing on a case-by-case basis using the following criteria:
 - 1. The City's bond counsel will review the terms of the financing, and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.
 - 2. There is a clearly articulated public purpose in providing the conduit financing.
 - 3. The applicant is capable of achieving this public purpose.
 - 4. The applicant is able to demonstrate a high likelihood of successfully completing the project being financed.
- B. This means that the review of request for conduit financing will generally be a two-step process: first, asking the Council if they are interested in considering the request and establishing the ground rules for evaluating it; and then, returning with the results of this evaluation, and recommending approval of appropriate financing documents if warranted. This two-step approach ensures that the issues are clear for both the City and applicant and that key policy questions are answered.

Human Resource Management

- A. The budget will fully appropriate the resources needed for authorized regular staffing and will limit programs to the regular staffing authorized.
- B. Full-time and part-time employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by full-time city employees rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will:
 - 1. Fill an authorized regular position.
 - 2. Be assigned to an appropriate bargaining unit.
 - 3. Receive salary and benefits consistent with labor agreements and other compensation plans.
- C. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:

1. The Council will authorize all regular positions.
 2. The Human Resources Department will coordinate and approve the hiring of all regular and temporary employees.
 3. All requests for additional regular positions will include evaluations of:
 - a. The necessity, term, and expected results of the proposed activity.
 - b. Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support and facilities.
 - c. The ability of private industry to provide the proposed service.
 - d. The pros and cons of alternate solutions (such as contracting with other agencies, temporary hires or contract employees).
 - e. Additional revenues or cost savings, which may be realized.
 4. Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees.
- D. Temporary employees include all employees other than regular employees, elected officials, and volunteers. Temporary employees will generally augment regular City staffing as extra-help employees, seasonal employees, contract employees, interns and work-study assistants. The City Manager and Department Heads will encourage the use of temporary rather than regular employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than full-time year-round staffing is required. Under this guideline, temporary employee hours will generally not exceed 50% of a regular, full-time position (1000 hours annually). There may be limited circumstances where the use of temporary employees on an ongoing basis in excess of this target may be appropriate due to unique programming or staffing requirements. However, any such exceptions must be approved by the City Manager.
- E. Contract employees are defined as temporary employees with written contracts approved by the City Manager who may receive approved benefits depending on hourly requirements and the length of their contract. Contract employees will generally be used for medium-term (generally between 6 months and two years) projects, programs or activities requiring specialized or augmented levels of staffing for a specific period of time. The services of contract employees will be discontinued upon completion of the assigned project, program or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis.
- F. Independent contractors will not be considered City employees. Independent contractors may be used in two situations:
1. Short-term peak workload assignments to be accomplished through the use of personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that City staff will closely monitor the work of the

OEA employees and minimal training will be required. However, they will always be considered the employees of the OEA and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the City Manager.

2. Delivery of specialized professional services not routinely performed by City employees will be provided without close supervision by City staff, and the required methods, skills and equipment will generally be determined and provided by the contractor. Contract awards will be guided by the City's purchasing policies and procedures.

CITY OF BRISBANE
2016/17
MASTER FEE SCHEDULE

Planning Fees	2015/16 Adopted Fee		2016/17 Adopted Fee		Basis	
	2015/16 Adopted Fee	2016/17 Adopted Fee	2015/16 Adopted Fee	2016/17 Adopted Fee		
Full Cost Hourly Rates by Staff Position:						
Director	\$189.00	\$193.00	\$189.00	\$193.00	expressed for 100% cost recovery; applicable cost recovery on a permit for which a fee is charged on an hourly basis	
Senior Planner	\$147.00	\$150.00	\$147.00	\$150.00		
Associate Planner	\$100.00	\$102.00	\$100.00	\$102.00		
Administrative Assistant	\$87.00	\$89.00	\$87.00	\$89.00		
Office Specialist						
Use Permits:						
P1 Conditional uses listed in District Regulations not listed below	\$959.00	\$979.00	\$959.00	\$979.00		
P2 Secondary Dwelling Units	\$635.00	\$648.00	\$635.00	\$648.00		
P3a Transfer of development rights within the R- BA district	\$2,377.00	\$2,427.00	\$2,377.00	\$2,427.00		
P3b Clustered development within the R-BA district	\$2,377.00	\$2,427.00	\$2,377.00	\$2,427.00		
P4 Exceptions to Fence Regulations						
- Residential Uses	\$834.00	\$852.00	\$834.00	\$852.00		
- Retaining Walls	\$834.00	\$852.00	\$834.00	\$852.00		
- All Other Uses	\$1,112.00	\$1,135.00	\$1,112.00	\$1,135.00		
P5 Greenhouses on standard lots	\$959.00	\$979.00	\$959.00	\$979.00		
P6 Horses in any district (with exceptions)	\$959.00	\$979.00	\$959.00	\$979.00		
P7 Public buildings, schools, parks, churches:						
- New Construction	\$959.00	\$979.00	\$959.00	\$979.00		
- Use Only	\$959.00	\$979.00	\$959.00	\$979.00		
P8 Hospitals, etc.	\$959.00	\$979.00	\$959.00	\$979.00		
P9 Philanthropic or charitable institutions	\$959.00	\$979.00	\$959.00	\$979.00		
- New Construction	\$959.00	\$979.00	\$959.00	\$979.00		
- Use Only	\$959.00	\$979.00	\$959.00	\$979.00		
P10 Public utilities in all districts	\$1,280.00	\$1,307.00	\$1,280.00	\$1,307.00		
P11 Temporary uses of not more than 45 days duration - all districts	\$1,003.00	\$1,024.00	\$1,003.00	\$1,024.00		
P12 Condominiums, cooperatives, new construction and conversion	\$1,285.00	\$1,312.00	\$1,285.00	\$1,312.00		
P13 Non conforming parking						
- in R and NCRO districts	\$1,073.00	\$1,096.00	\$1,073.00	\$1,096.00		
- in other districts	\$1,430.00	\$1,460.00	\$1,430.00	\$1,460.00		
P13a Use Permit to Expand Nonconforming Residential Uses	\$1,073.00	\$1,096.00	\$1,073.00	\$1,096.00		
Home Occupation Permits:						
P14 Home occupations in residential districts	\$33.00	\$34.00	\$33.00	\$34.00		
Design Permits						
P15a Design Permit for new construction: residential	\$1,580.00	\$1,613.00	\$1,580.00	\$1,613.00		
P15b Design Permit for new construction: non-residential or mixed use	\$2,637.00	\$2,692.00	\$2,637.00	\$2,692.00		

Planning Fees

	2015/16 Adopted Fee	2016/17 Adopted Fee	Basis
P16 Design Permit for remodeling existing structures	\$1,473.00	\$1,504.00	
P16a Design Permit Extension	\$1,216.00	\$1,242.00	
Variances:			
P17 Variance to code provisions for new construction to all structures	\$1,190.00	\$1,215.00	
P18 Variance to code provisions for remodel of existing structures			
- residential structures	\$892.00	\$911.00	
- other structures	\$1,190.00	\$1,215.00	
Sign Permits:			
P19 Sign permits in all districts	\$695.00	\$710.00	
- with Hearing	\$293.00	\$299.00	
- without Hearing	\$111.00	\$113.00	
P20 Sign Programs			
Planned Development Permits:			
P21 Planned Development Permit			deposit required
Development Agreements:			
P22 Development Agreement			deposit required
Specific Plans:			
P23 Specific Plan			deposit required
Exceptions to the Code:			
P25a Height limits per BMC 17.32.060.B	\$1,186.00	\$1,211.00	
P25b Height limits per BMC 17.32.060.C	\$536.00	\$547.00	
- residential structures	\$714.00	\$729.00	
- other structures	\$182.00	\$186.00	
P60 Accessibility Improvement Permits			
P61aPC Setback Exception Modification - residential properties	\$689.00	\$703.00	
P61aZA Setback Exception Modification - residential properties	\$537.00	\$548.00	
P61bPC Setback Exception Modification - all other properties	\$918.00	\$937.00	
P61bZA Setback Exception Modification - all other properties	\$714.00	\$729.00	
Minor Modifications:			
P26 Minor modifications per BMC 17.56.090	\$472.00	\$482.00	
Grading Permits:			
P27 Grading Permit Review by Planning Commission	\$1,339.00	\$1,367.00	
Amendments:			
P28 General Plan Map	\$1,517.00	\$1,549.00	
P29 General Plan Text	\$1,517.00	\$1,549.00	
P30 Zoning Map	\$1,517.00	\$1,549.00	
P31 Zoning Ordinance Text	\$1,502.00	\$1,534.00	
Subdivisions:			
P32 Tentative Subdivision Map and Condominium Plans with 5 or more lots/units	\$2,627.00	\$2,682.00	Plus \$275 per lot

Planning Fees	2015/16 Adopted Fee		Basis
	2016/17 Adopted Fee		
P34 Tentative Parcel Map and Condominium Plans with 4 or less lots/units	\$2,627.00	\$2,682.00	
P35 Final Parcel Map	\$1,260.00	\$1,286.00	
P36 Time Extension for Approved Tentative Map	\$1,187.00	\$1,212.00	
P37 Amendment to Approved Tentative Map	\$357.00	\$364.00	
P38 Correction/ Amendment to Final Map	\$1,307.00	\$1,334.00	
P40 Modifications to Subdivision Provisions	\$5,260.00	\$5,370.00	
P41 Vesting Tentative Subdivision Map	\$915.00	\$934.00	
P42a Certificate of Compliance per GC 66499.35(a) and (b)	\$329.00	\$336.00	
P42b Certificate of Compliance per GC 66499.35 (c)	\$875.00	\$893.00	
P43 Lot Line Adjustment	\$797.00	\$814.00	
P44 Reversions to Acreage	\$329.00	\$336.00	
P45 Lot Merger			
Appeals:			
P46 Tie-vote at Planning Commission			
P47 All other appeals	\$343.00	\$350.00	
Environmental Review:			
P48 Categorical Exemption			reimbursement for peer review may be required
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)	\$2,324.00	\$2,373.00	
P50 Environmental Impact Reports	consult. cost +10%	consult. cost +10%	deposit required
P51 Mitigation Monitoring-Inspections etc.	hourly	hourly	
Other Services:			
P52 Pre-application Review			
- single family dwelling on lot of record	hourly	hourly	
- all other applications	hourly	hourly	
P53 Administrative review subsequent documents from Con. of Appr.	hourly	hourly	
P54 Parking lot redesign/landscape plan review (per BMC section 15.70.030)	\$522.00	\$533.00	
P55 Research record search	hourly	hourly	
P56 Technical report review	consult. cost +10%	consult. cost +10%	
P57 Zoning enforcement penalty	10x orig fee	10x orig fee	
P59 Archiving of records	hourly	hourly	
P62a Concept review (greater 20,000 sq. feet commercial or 10 units or more of residential)	hourly	hourly	
P62b Concept review (less than 20,000 sq. feet or less than 10 residential units)	hourly	hourly	
P63 Telecommunications Administrative Permit	\$960.00	\$980.00	

Parks and Recreation Fees

Facility Rentals:	2015/16 Adopted Fee	2016/17 Adopted Fee	Basis
Athletic Fields			
Lights	\$23.00	\$23.00	per hour
Non Profit Closed to Public			
- Brisbane Non Profit	\$15.00	\$15.00	per hour
- Non Brisbane Non Profit	\$23.00	\$23.00	per hour
Residential	\$37.00	\$38.00	per hour
Non-Residential	\$65.00	\$66.00	per hour
Game Preparation	\$23.00	\$23.00	per game
Mission Blue			
Residential			
1 Room - Weekday	\$241.00	\$241.00	per hour
Entire Facility - Weekday	\$301.00	\$301.00	per hour
1 Room - Weekend	\$344.00	\$344.00	per hour
Entire Facility - Weekend	\$430.00	\$430.00	per hour
Non-Residential	\$52.00	\$53.00	per hour
1 Room - Weekday	\$136.00	\$139.00	per hour
Entire Facility - Weekday			
1 Room - Weekend			
Entire Facility - Weekend			
Community Center Rental: Resident			
Community Center Rental: Non-Resident			
Community Park Rentals:			
Picnic Use Permit: Resident			
Area 2 and 3 (4 tables)	\$16.00	\$16.00	per area per hour
Area 1 (individual tables)	\$6.00	\$6.00	per table per hour (3 hour minimum)
Picnic Use Permit: Non-Resident			
Area 2 and 3 (4 tables)	\$37.00	\$38.00	per area per hour
Area 1 (individual tables)	\$13.00	\$13.00	per table per hour (3 hour minimum)
Lawn Area: Resident under 50	\$8.00	\$8.00	per hour (3 hour minimum)
Lawn Area: Resident under 100	\$21.00	\$21.00	per hour (3 hour minimum)
Lawn Area: Resident over 100	\$37.00	\$38.00	per hour (3 hour minimum)
Lawn Area: Non-Resident under 50	\$25.00	\$26.00	per hour (3 hour minimum)
Lawn Area: Non-Resident under 100	\$62.00	\$63.00	per hour (3 hour minimum)

Parks and Recreation Fees

	2015/16 Adopted Fee		2016/17 Adopted Fee		Basis
Law Area: Non-Resident over 100					
Gazebo Area: Resident	\$111.00	\$113.00	per hour (3 hour minimum)		
Gazebo Area: Non-Resident	\$63.00	\$64.00	per hour		
Preschool/Youth Activities:	\$183.00	\$187.00	per hour		
Club Rec: Resident	\$8.00	\$8.00	per person, per day		
Club Rec: Non-Resident	\$10.00	\$10.00	per person, per day		
Club Rec Monthly	\$114.00	\$116.00	per person, per month		
Club Rec Monthly: Non-Resident	\$136.00	\$139.00	per person, per month		
Winter and Spring Camps	\$28.00	\$30.00	per person, per day		
Winter and Spring Camps: Non-Resident		\$36.00	per person, per day		
Summer Day Camp	\$147.00	\$150.00	per person, per session		
Summer Day Camp: Non-Resident		\$180.00	per person, per session		
Preschool: Resident	\$271.00	\$337.00	per person, per month		
Preschool: Non-Resident		\$404.00	per person, per month		
Kindergarten: Non-Resident	\$48.00	\$49.00	per person, per month		
Kindergarten: Resident		\$59.00	per person, per month		
Youth Classes		\$64.00	per person, per activity		
Youth Sports	\$63.00	\$64.00	per person, per season		
Processing Fee		\$1.00	Per class session or sports		
Transaction Fee - Drop in Class		\$10.00	Per class for drop in only		
Transaction Fee - For classes under \$100		\$20.00	Per class session or sport		
Transaction Fee - For Classes \$100 and over			Per class session or sport		
Adult Sports:					
Adult Basketball	\$705.00	\$720.00	per team, per season		
Adult Volleyball	\$346.00	\$353.00	per team, per season		
Adult Softball	\$676.00	\$690.00	per team, per season		
Adult Open Gym	\$3.00	\$3.00	per person, per class		
Teen Center:					
Teen Programs	\$6.00	\$6.00	per person, per activity		
Aquatics:					
Daily Admission: Adult Resident	\$5.00	\$5.00	per person		
Daily Admission: Adult Non-Resident	\$7.00	\$7.00	per person		
Daily Admission: Adult Non-Resident Summer	\$10.00	\$10.00	per person		
15-Day Punch Pass: Adult Resident	\$60.00	\$61.00	per pass		
15-Day Punch Pass: Adult Non-Resident	\$84.00	\$86.00	per pass		
Monthly Pass: Adult Resident	\$55.00	\$56.00	per pass		
Monthly Pass: Adult Non-Resident	\$77.00	\$79.00	per pass		
Daily Admission: Youth/Senior Resident	\$3.00	\$3.00	per person		
Daily Admission: Youth/Senior Non-Res.	\$5.00	\$5.00	per person		
15-Day Punch Pass: Youth/Senior Res.	\$36.00	\$37.00	per pass		
15-Day Punch Pass: Youth/Senior Non-Res.	\$60.00	\$60.00	per pass		

Parks and Recreation Fees

	2015/16 Adopted Fee		2016/17 Adopted Fee		Basis
Monthly Pass: Youth/Senior Non-Resident					
Swim Lessons (8): Resident	\$55.00	\$56.00	per pass		
Swim Lessons (8): Non-Resident	\$61.00	\$66.00	per lesson package		
Semi-Private Swim Lessons (4): Resident	\$73.00	\$79.00	per lesson package		
Semi-Private Swim Lessons (4): Non-Resident		\$100.00	per lesson package		
Private Swim Lesson (4): Resident		\$120.00	per lesson package		
Private Swim Lesson (4): Non-Resident		\$140.00	per lesson package		
B-Days: Resident	\$113.00	\$168.00	per lesson package		
B-Days: Resident	\$232.00	\$115.00			
B-Days: Non-Resident	\$139.00	\$237.00			
B-Days: Non-Resident	\$278.00	\$142.00			
Summer Pass: Resident	\$220.00	\$284.00			
Summer Pass: Non-Resident	\$264.00	\$225.00			
		\$270.00			

Finance Fees

	2015/16 Adopted Fee	2016/17 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	\$5.00	max of fee or 5% of balance
F3	Penalty for delinquent payment (5 days prior to shut off)	\$44.00	max of fee or 5% of balance
F3	Penalty for delinquent payment (24 hours prior to shut off)	\$44.00	
F4	Water Turn On - After payment of delinquent account: 8a-4p	\$44.00	
F6	Water Turn On - After payment of delinquent account: after 4p	\$112.00	
F6a	Water Turn On - After 3rd notice for backflow recertification	\$247.00	
F7	Copy of Annual Budget	\$67.00	
F8	Annual Financial Report	\$15.00	
F9	Returned Check Charge (All Departments)	\$50.00	

Police Fees

	2015/16 Adopted Fee		2016/17 Adopted Fee		Basis
PO1	Copies of Reports	\$15.00	\$0.00		
PO2	Alarm System Permits	\$67.00	\$0.00		
PO3	Bicycle Registration				
PO4	Booking Fee	\$122.00	\$125.00		
PO5	Clearance & Good Conduct Letters: Resident	\$6.00	\$6.00		
PO5	Clearance & Good Conduct Letters: Non-Resident	\$30.00	\$31.00		
PO6	Subpoena Dues / Tecum Processing (per hour)	\$30.00	\$31.00		
PO7	Concealed Weapons Permit Process	\$56.00	\$57.00		
PO8	Concealed Weapons Renewal Fee	\$17.00	\$0.00		
PO9	Copies of Tape Recordings	\$28.00	\$30.00		plus actual cost
PO10	Court Appearance / Sergeant (max by law)	\$117.00	\$275.00		per hour or legal max (\$150 deposit)
PO11	Court Appearance / Officer (max by law)	\$104.00	\$275.00		per hour or legal max (\$150 deposit)
PO12	Court Appearance / Lead Dispatcher (max by law + \$0.20/mile)	hourly	hourly		charge legal max
PO13	Court Appearance / Dispatcher (max by law + \$0.20/mile)	hourly	hourly		charge legal max
PO14	False Alarms - Structure	\$45.00	\$0.00		
PO15	Fingerprinting Resident: Adult	\$27.00	\$28.00		
PO15	Fingerprinting Resident: Minor				
PO16	Fingerprinting Non-Resident	\$84.00	\$86.00		
PO17	Massage Certificate of Registration	\$103.00	\$105.00		
PO18	Massage Certificate of Registration Early Renewal	\$26.00	\$27.00		
PO19	Special Event Permit (per hour)	\$39.00	\$0.00		
PO20	Photograph Copies (plus actual costs)	\$77.00	\$79.00		
PO21	Photograph Enlargements (plus actual costs)	\$77.00	\$79.00		
PO22	Private Patrol Permit Fee	\$66.00	\$0.00		
PO23	Repeat Nuisance Call (per hour)	\$53.00	\$0.00		
PO24	Vehicle Releases / Enforcement	\$48.00	\$50.00		
PO25	Vehicle Releases / Abandonment	\$48.00	\$50.00		
PO26	Film Crew	\$470.00	\$480.00		
PO27	Repossessed Vehicle Release	\$15.00	\$15.00		

Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

	2015/16 Adopted Fee		2016/17 Adopted Fee		Basis
FD1 Aerosol Products	\$212.00	\$216.00	A		
FD4 Asbestos/Lead Coating Removal	\$326.00	\$333.00			
FD5 Automobile Wrecking Yard	\$218.00	\$223.00	A		
FD6 Apartment House (incl. condos & congregate res.)					
3 units to 10 units	\$218.00	\$223.00	A		
11 units to 20 units	\$275.00	\$281.00	A		
Greater than 20 units	\$110.00	\$112.00	A	A, plus \$1.30 per unit over 20	
FD7 Battery system					
FD8 Candles or Open Flames in Assembly Areas (may combine with assembly permit application for dining establishments and churches)	\$110.00	\$112.00		A/EO	
FD9 Carnivals or Fairs	\$326.00	\$333.00	EO		
FD11 Cellulose Nitrate Storage	\$272.00	\$278.00	A		
FD12 Combustible Fiber Storage	\$218.00	\$223.00	A		
FD13 Combustible Material Storage	\$218.00	\$223.00	A		
FD14 Compressed Gases (in excess of the amts. listed in CFC, Table 105-A)	\$218.00	\$223.00	A		
FD15 Commercial Rubbish Handling Plant	\$317.00	\$324.00	A		
FD16 Cryogen's (in excess of the amounts listed in CFC, Table 105-B)	\$326.00	\$333.00	A		
FD17 Dry Cleaning Plants	\$218.00	\$223.00	A		
FD18 Dust Producing Operations	\$218.00	\$223.00	A/EO		
FD19 Explosives or Blasting Agents	\$326.00	\$333.00	EO		
FD21 Fireworks Display (fees for standby Fire staff, when req'd, are add'l)	\$326.00	\$333.00	EO		
FD22 Flammable or Combustible Liquid Pipeline	\$326.00	\$333.00	A		
FD23 To Store, Handle or Use Flam/Combust. Liquids	\$163.00	\$166.00	A		
FD24 Flammable or Combustible Liquids in Tanks, vessels > 60 gal. capacity; largest To 10,000 gallons tank size:	\$326.00	\$333.00	A		
1 tank	\$316.00	\$323.00	A		
2-3 tanks	\$316.00	\$323.00	A, plus \$125.00 per tank over the first		
3 + tanks	\$421.00	\$430.00	A, plus \$290.00 per tank over the first		
Over 10,000 to 100,000 gallons tank size:					
1 tank	\$475.00	\$485.00	A		
2-3 tanks	\$475.00	\$485.00	A, plus \$290.00 per tank over the first		
3+ tanks	\$631.00	\$644.00	A, plus \$290.00 per tank over the first		
Over 100,000 gallons tank size:					
1 tank	\$949.00	\$969.00	A		
2-3 tanks	\$949.00	\$969.00	A, plus \$312.00 per tank over the first		
3+ tanks	\$949.00	\$969.00	A, plus \$312.00 per tank over the first		
FD26 Tank Vehicles	\$163.00	\$166.00	A		
FD27 Install, Alter, Remove, Abandon, Place Temporarily Any Flammable/Combustible Liquid Tank	\$437.00	\$446.00	EO		
FD30 Fumigation or Thermal Insecticidal Fogging:	\$163.00	\$166.00			

Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

	2015/16 Adopted Fee		2016/17 Adopted Fee		Basis
FD 31	Hazardous Materials (to store, disperse, handle amounts in excess of the quantities listed in CFC tabel 105.620 (for cryogens, compressed gasses, flammable or combustible liquids, and liquified petroleum gasses, see respective permit categories elsewhere in this fee schedule)				refer to Hazardous material table HM-1 below
FD32	High-Piled Combustible Storage	\$326.00	\$333.00	A	
FD33	High-Rise Building Annual Inspection	\$326.00	\$333.00	A	
FD34	Hot work operations:	\$164.00	\$167.00	A	
FD35	Hotels, Motels and Lodging Houses	\$218.00	\$223.00	A	
FD36	Liquefied Petroleum Gases (except portable containers <125 gal. cap.)	\$218.00	\$223.00	A	
FD37	Liquid/Gas-Fueled Vehicles or Equipment in Assembly Buildings	\$164.00	\$167.00	EO	
FD38	Lumber Yards (over 100,000 board feet)	\$218.00	\$223.00	A	
FD39	Magnesium Working	\$164.00	\$167.00	A	
FD40	Mall, Covered	\$326.00	\$333.00	A	
FD41	Motor vehicle fuel dispensing stations:	\$326.00	\$333.00	A	
FD42	Occupant Load Increase	\$218.00	\$223.00	EO	
FD43	Open Burning	\$218.00	\$223.00	EO	
FD45	Ovens, Industrial Baking or Drying	\$218.00	\$223.00	A	
FD47	Places of Assembly (churches, schools, NPOs permitted at no fee)	\$26.00	\$27.00	A	
	A-1, A-2, A-2.1	\$258.00	\$263.00	A	
	A-3, A-4	\$211.00	\$215.00	A	
	Special Assembly events	\$211.00	\$215.00	EO	
FD48	Pyrotechnic Special Effects Material (fees for standby Fire staff, when required, are additional)	\$322.00	\$329.00	EO	
FD50	Refrigeration Equipment	\$164.00	\$167.00	A	
FD51	Repair Garage	\$218.00	\$223.00	A	
FD52	Spraying or Dipping	\$218.00	\$223.00	A	
FD53	Temporary membrane structures, tents, and canopies	\$218.00	\$223.00	EO	
FD54	Tire Storage	\$218.00	\$223.00	A	
FD55	Wood Products (over 200 cu. ft.)	\$218.00	\$223.00	A	
	Hazardous Materials Table Schedule HM-1:			A	
	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.)	\$0.19	\$0.19	per square foot; \$330 minimum fee	
	- Alteration (per sq. ft. of protected area.)	\$0.19	\$0.19	per square foot; \$206 minimum fee	
FD57	One and Two-family dwellings:				
	- New (per sq. ft.)	\$0.19	\$0.19	per square foot; \$218 minimum fee	
	- Alteration (per sq. ft. of protected area)	\$0.19	\$0.19	per square foot; \$136 minimum fee	

Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

	2015/16 Adopted Fee		2016/17 Adopted Fee		Basis
FD 58	Fixed Extinguishing System Permit: New and Upgrade Installations	\$348.00	\$355.00	This includes one on site inspection	
FD 59	Fire Plan Check and resubmittal			\$150 initial and each resubmittal	
FD60	Fire Alarm Permit:	\$172.00	\$176.00	per 3,000 sq. ft.	
FD61	Construction, Alteration & Renovation Permit				
	- Construction alteration	\$151.00	\$154.00	per 3,000 sq. ft.	
FD62	Gas Piping System Installation Permit	\$272.00	\$278.00		
FD63	Underground Fire Protection Piping Permit	\$387.00	\$395.00		
Miscellaneous Fees:					
FD64	Consultant Service Fee (actual cost plus admin fee)	\$43.00	\$44.00	per hour in addition to cost	
FD67	Document Review (per hour)	\$110.00	\$112.00	per hour	
FD68	Copy of Fire Report	\$16.00	\$16.00		
FD69	False Alarm in Excess of 3 per Calendar Year (accidental or equipment)	\$136.00	\$139.00		
FD70	Fire Hazard Abatement performed by City or City Contractor (including, but not			Abatement cost plus administrative fee	
FD71	Hydrant Flow Test	\$487.00	\$497.00		
FD72	New Business Fire Inspection	\$166.00	\$169.00		
FD73	Other Services (per half hour and portion thereof)	\$54.00	\$55.00	per half-hour	
FD74	Re-Inspection Fee (for each following second re-inspection)	\$111.00	\$113.00		
FD75	Standby Engine Company	\$279.00	\$285.00	for 1st hour; \$108 ea. add'l. 1/2 hr.	
FD76	Standby Firefighter (1 hour minimum)	\$91.00	\$93.00	per hour	
FD77	Work Performed after Normal Working Hours (Callback is a 3-hr min)	\$164.00	\$167.00	per hour	
HM-1	Hazardous Materials Table Schedule:				
	Range Solids (pounds)				
1	0 to 500	\$309.00	\$315.00	A	
2	>500 to 5,000	\$432.00	\$441.00	A	
3	>5,000 to 25,000	\$578.00	\$590.00	A	
4	>25,000 to 50,000	\$842.00	\$860.00	A	
5	>50,000 to 80,000	\$1,217.00	\$1,243.00	A	
6	>80,000 to 120,000	\$1,764.00	\$1,801.00	A	
7	>120,000	\$2,296.00	\$2,344.00	A	
	Range Liquids (gallons)				
1	0 to 55	\$309.00	\$315.00	A	
2	>55 to 550	\$432.00	\$441.00	A	
3	>550 to 2,750	\$577.00	\$589.00	A	
4	>2,750 to 5,500	\$842.00	\$860.00	A	
5	>5,500 to 10,000	\$1,217.00	\$1,243.00	A	
6	>10,000 to 15,000	\$1,764.00	\$1,801.00	A	
7	>15,000	\$2,296.00	\$2,344.00	A	
	Range Gas (cubic feet)				
1	0 to 200	\$238.00	\$243.00	A	

Fire Fees

"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both

		2015/16 Adopted Fee	2016/17 Adopted Fee	Basis
2	>200 to 2,000	\$432.00	\$441.00	A
3	>2,000 to 10,000	\$577.00	\$589.00	A
4	>10,000 to 20,000	\$842.00	\$860.00	A
5	>20,000 to 40,000	\$1,217.00	\$1,243.00	A
6	>40,000 to 60,000	\$1,764.00	\$1,801.00	A
7	>60,000	\$2,296.00	\$2,344.00	A

Public Works Fees

F/A designates the need for a Force Account

	2015/16 Adopted Fee	2016/17 Adopted Fee	Basis	
PW 1	-6-50 cub. yds. \$87.00 -51-100 cub. yds. \$87.00 -101-1,000 cub. yds. \$351.00 -1,001-10,000 cub. yds. \$702.00 -10,001-100,000 cub. yds. \$3,773.00 -100,001-200,000 cub. yds. \$6,290.00 -200,000 or more cub. yds. \$12,582.00	\$89.00 \$89.00 \$358.00 \$717.00 \$3,852.00 \$6,422.00 \$12,846.00		
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. -51-100 cub. yds. -101-1,000 cub. yds. -1,001-10,000 cub. yds. -10,001-100,000 cub. yds. -100,000 - 200,000 cub. yds. -200,000 + cub. yds.	\$349.00 \$696.00 \$12,491.00 \$18,739.00	\$356.00 \$711.00 \$12,753.00 \$19,133.00	* actual cost w/ F/A min \$10,000 actual cost w/ F/A min \$10,000 actual cost w/ F/A min \$10,000
PW 2a	Grading Permit - SWPPP Compliance Single Parcel (assessed every 2 reviews) Subdivision subject to Map Act Provisions (assessed every 2 reviews) Development subject to C.3 Provisions (assessed every 2 reviews)	\$122.00 \$492.00 \$988.00	\$125.00 \$502.00 \$1,009.00	plus actual cost insp w/F/A min \$591 plus actual cost insp w/F/A = actual cost of erosion control plan plus actual cost insp w/F/A = actual cost of erosion control plan
PW 3	Blasting Permit	\$702.00	\$717.00	
PW 4	Special Permit (after hours work), plus actual cost of inspection/work	\$175.00	\$179.00	F/A min \$500 for Inspection
PW 5	Grading Permit (paving), plus actual cost of inspection/work	\$175.00	\$179.00	F/A min \$500 for Inspection
PW 6	Grading Permit (drainage alteration), plus actual cost of inspect/work	\$175.00	\$179.00	F/A min \$500 for Inspection
PW 7	Truck Haul Permit	\$87.00	\$89.00	
PW 7a	Truck Haul Impact Fee (per cubic yard, \$90 minimum fee)	\$0.46	\$0.47	
PW 7b	Late Fee related to Truck Haul Permits		0%	per month on outstanding of more than 60 days
PW 8	Encroachment Permit (hourly inspect cost)	\$87.00	\$89.00	plus actual cost insp w/F/A min \$500
PW 9	Site Work Permit - Engineering Review (assessed every 2 reviews)	\$350.00	\$357.00	
PW 9a	Site Work Permit - Retaining Wall Design	\$333.00	\$340.00	Force Account minimum \$5,000
PW 9b	Site Work Permit - Fast Track Review (each occurrence)	\$475.00	\$485.00	
PW 10	Tentative Parcel Map Review	\$475.00	\$485.00	plus actual cost LS review (requires \$1,500 F/A min)
PW 11	Final Parcel Map Review	\$475.00	\$485.00	
PW 12	-5/8" meter \$585.00 -3/4" meter \$585.00 -1" meter \$585.00 -1.5" meter \$1,107.00	\$597.00 \$597.00 \$597.00 \$1,130.00	F/A min \$2,500 for inspection, materials and installation F/A min \$2,500 for inspection, materials and installation F/A min \$5,000 for inspection, materials and installation F/A min \$5,000 for inspection, materials and installation	

Public Works Fees

"F/A" designates the need for a Force Account

	2015/16 Adopted Fee	2016/17 Adopted Fee	Basis
- 2" meter or larger			
PW 13 Sanitary Sewer Lateral Installation	\$1,864.00	\$1,903.00	F/A min \$5,000 for inspection, materials and installation
Single Family Unit	\$782.00	\$798.00	F/A min \$2,500 for inspection, materials and installation
Multiple Unit Dwelling	\$1,406.00	\$1,436.00	F/A min \$2,500 for inspection, materials and installation
Commercial, Industrial, Public & Other Uses	\$2,188.00	\$2,234.00	F/A min \$5,000 for inspection, materials and installation
PW 14 Final Subdivision Map	\$6,065.00	\$6,192.00	Plus \$500 per lot

