# FY 2014/15

# Council Members

**W. Clarke Conway, Mayor**

**Terry O'Connell, Mayor Pro-Tem**

**Cliff Lentz**

**Lori Liu**

**Ray Miller**

# Opening comments from City Manager

# Proposed Organizational Changes

- New Positions
  - 2 Police Officers
  - ½-time Front Office
  - ½-time Planning Support
  - 1 Senior Planner
  - 1 Engineering Assistant

# Follow Up from Previous Year

- Program based budget
  - Implemented in Parks and Recreation
    - Programs Split out with Costs, Revenues, and Participants
    - Shows Direct Costs of Programs
- City's Capital Improvement Plan
  - A number of items included in Current budget
  - Working to Provide Long-Term CIP Needs this Year

# Follow Up from Previous Year

- Development of Policies for Next Recession
  - Working with Budget Subcommittee to Develop Reserve Requirements
  - Working with Budget Subcommittee to Develop Funding Plans for Long-Term Liabilities
- General Plan Update
  - Draft EIR for Baylands Completed which Provides Base Technical Documents
  - Working with Council to Determine Level of Review of Previously Completed Documents

# Follow Up from Previous Year

- NPDES Financial Analysis
  - Proposed Increase in Franchise Fee
- Economic Development Program
  - ULI Charrette Completed
  - Met with Various Local and Regional Stakeholders
  - Set Aside Funding for Expanded Program
- Marina Maintenance and Funding
  - Staff Hired to Carry Out Repairs
    - Repairs Begun
  - Plan Developed for Dredging Project

# ACCOMPLISHMENTS

- RFP for Skateboard Park Design
- Draft EIR for Baylands Completed
- Developed Action Plan for Sustainability Plan for Baylands
- Completed Fire Station Repairs
- Approved Financing Plan for Water and Sewer Projects

# ACCOMPLISHMENTS

- Completed ULI Charette
- Approved Business License for Liquid Storage Facilities
- Upgraded Technology for Police Department
- Approved MOA for Baylands Dirt Storage
- Bought Additional Open Space in Brisbane Acres

# Revenue Opportunities

- Business License fee for tank fuel facilities and operations
- Economic Development Program – Encouraging more business in Brisbane
- Recycling Business License

# Work Plan for 2014/15

- Recology Expansion Project
- Baylands
  - EIR
  - Specific Plan
  - Sustainability Plan
  - Community Plan
- General Plan
- Housing Element

# Work Plan for 2014/15

- Sierra Point Design Guidelines
- Grading Ordinance Update
- Green building Ordinance Update
- Airport Noise
- Planning and Location of New City Facilities
  - Library
  - Skatepark
  - Affordable Housing
  - Mixed Use Economic Development Opportunity

# Work Plan for 2014/15

- Regional Water Quality Permit and Waste Franchise Agreement
- Fiscal Planning
  - OPEB Funding
  - Capital Replacement Funding
  - Equipment Replacement Funding
  - Technology Replacement Funding
  - Facility Maintenance Funding
  - Vehicle Replacement Funding
  - Minimum Reserves for Physical Emergencies
  - Reserves Required for Economic Emergencies

# Mission

Efficiently providing quality public services, facilities and programs by;

Respecting community values

Applying necessary resources and commitment to meet prospective challenges and the expectations of the citizens and the business community of Brisbane.

# FY 2014/15 CATCHING UP FROM THE RECESSION

# FY 2014/15 Recommended Budget

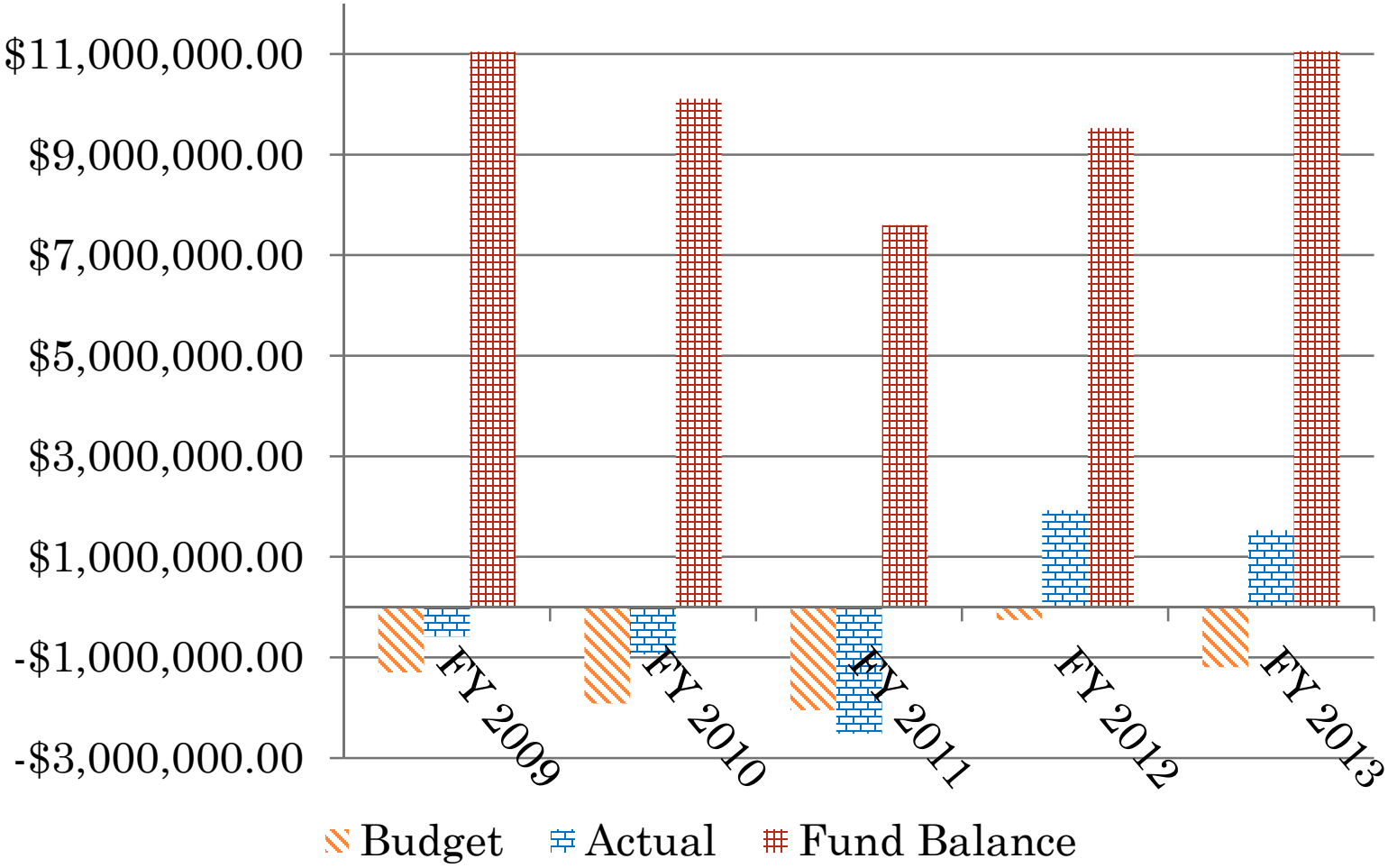
- $14,685,650 Revenues plus transfers in
- $15,279,998 Expenditures plus transfers out
- ($594,348) Net Impact to Fund Balance
- $10,062,652 Remaining Fund Balance

# General Fund Reserves

- Loans Receivable $2,000,000
  - Housing for Department Heads $800,000
  - Loan to Successor Agency $1,200,000
- Advances to Other Funds $1,390,000
  - Utility Fund $540,000
  - Capital Improvement $850,000
- Fire Sinking Fund $150,000

- **Cash** **$7,000,000**

# Budgeted Change in Reserves
# Actual Ending Change in Reserves
# Ending Reserves



# Recommended Budget

- Continuing to support services and facilities already approved
- Adding staff to provide increased services
- Catching up on deferred items
- Improved Economic Times

# New Positions

- ½ position for Planning Office and Clerical Support
- 1 Senior Planner
  - increase in professional workload
- 1 Engineering Assistant
  - relieve work load of Senior Engineers so more time can be spent on Capital projects

# New Positions

- 2 Police Officers
  - greater back-up for absences (should reduce overtime but not budgeted)
  - assignment work such as detective, school resource officer, traffic ( traffic citations down $20,000 -35,000)

# New Positions

- ½ Clerical to support City Clerk and Manager's Office
  - Records Management, Agenda Management, Bill Paying, Reception
- Reclassify 1 Senior Account Tech to Payroll and Utility Tech
  - Savings due to elimination of assignment pay

# Deferred Projects

- General Fund
  - Patrol Vehicles - $32,000
  - In-car Cameras - $56,000
  - Vehicle for Fire - $34,500
  - Slope Repair at 266 Santa Clara - $15,000

# Deferred Projects

- Pot Hole Repair (Measure M) - $54,000
- Retaining Wall San Bruno Ave - $70,000
- Mission Blue Storage Shed - $1,500
- Mission Blue paint interior - $7,000

# Deferred Projects

- Community Center paint and chair rail $5,000
- Community Park paint gazebo - $10,000
- Community Center repair retaining wall - $18,000
- Energy saving measures Recreation Facilities- $4,000
- Community Center hand rail - $25,000

# Deferred Projects

- Paint Fire Station Exterior - $18,000
- Replace HVAC units at Fire Station - $32,000
- Energy Savings Measures (City Hall, Fire Station) $16,000
- Concept Plan – Tulare – Alvarado Walkway - $25,000
- Bicentennial  Walkway (upper and lower) Railing Installation and Bollard Replacement $50,000

# Deferred Projects

- Reserved for future Projects - $100,000
- Community Park Sign Printer repairs - $1,000
- Pool Canvass Shade $3,000
- Resurface, Replaster, and retile pool floor $100,000

# Deferred Projects

- Rustproof and repaint gazebo - $3,500
- Pool Deck concrete repair - $80,000
  - Will need to close pool to do pool deck and resurfacing project looking towards the fall winter time frame
- Gateway Entrance - $15,000

# Deferred Projects

- Non General Fund
  - Light on Sierra Point ≈ $50,000
  - Drought Contingency Plan - $30,600
  - Water Master Plan - $100,000
  - Sewer Master Plan - $100,000
  - Sierra Point Road Sewer Main Replacement - $32,000
  - Sewer Camera - $49,000
  - Boat - $100,000 - Marina

Utility Fund

# Deferred Projects

- Total Cost of General Fund Deferred Projects

  - $761,000

# New On-going Costs

- General Fund
  - Increase for Police Technology - $31,800
  - Economic Development - $75,000

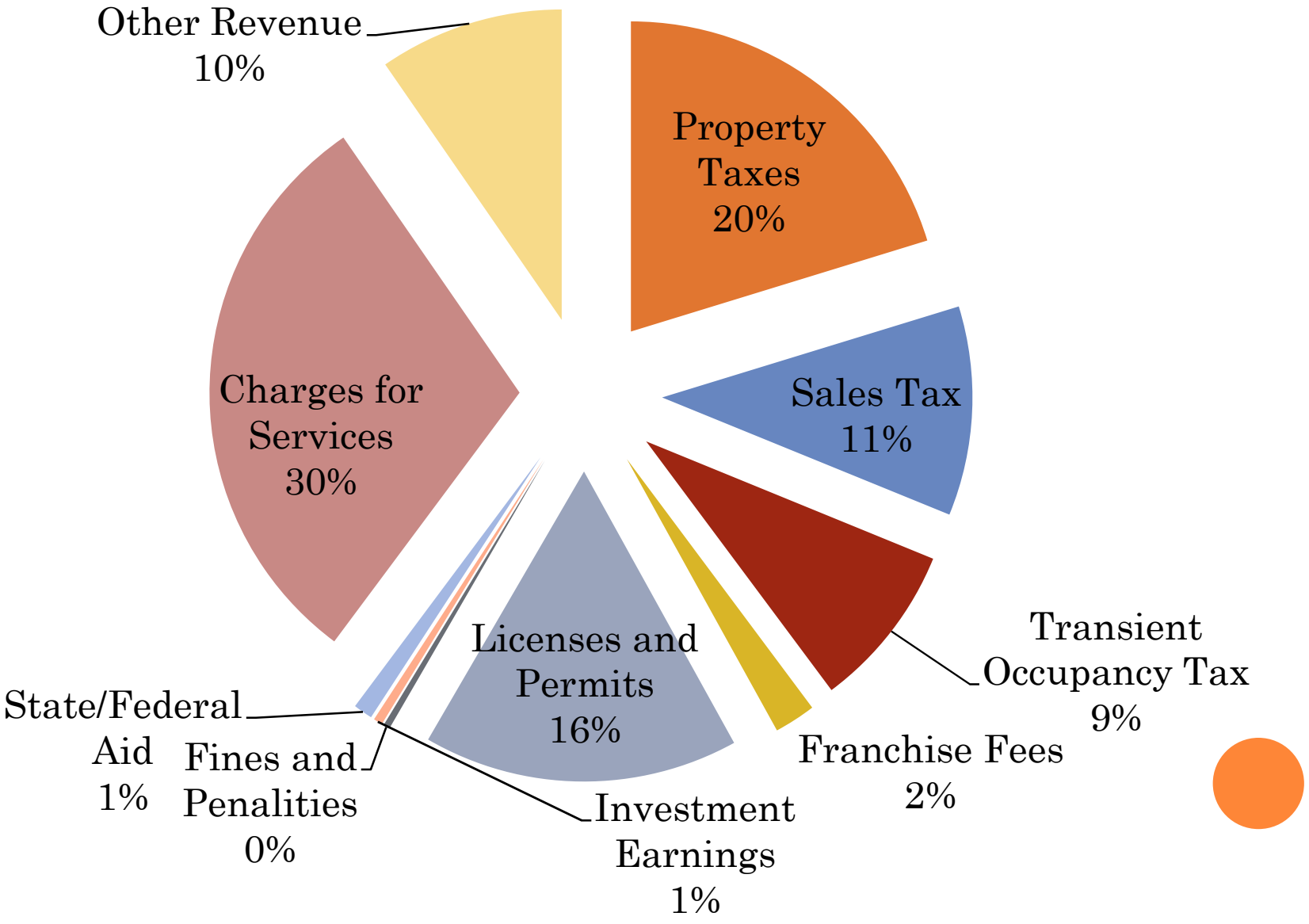
# Improving Revenues

- Truck Haul Fees  Budgeted Increase $0.18 per Cu. Yd.
- Transient Occupancy Tax 5% Increase
- Property Tax
  - ½ of new houses on NER accounted for
  - Pre housing crash values returned
- Property Tax from former RDA 150% Increase

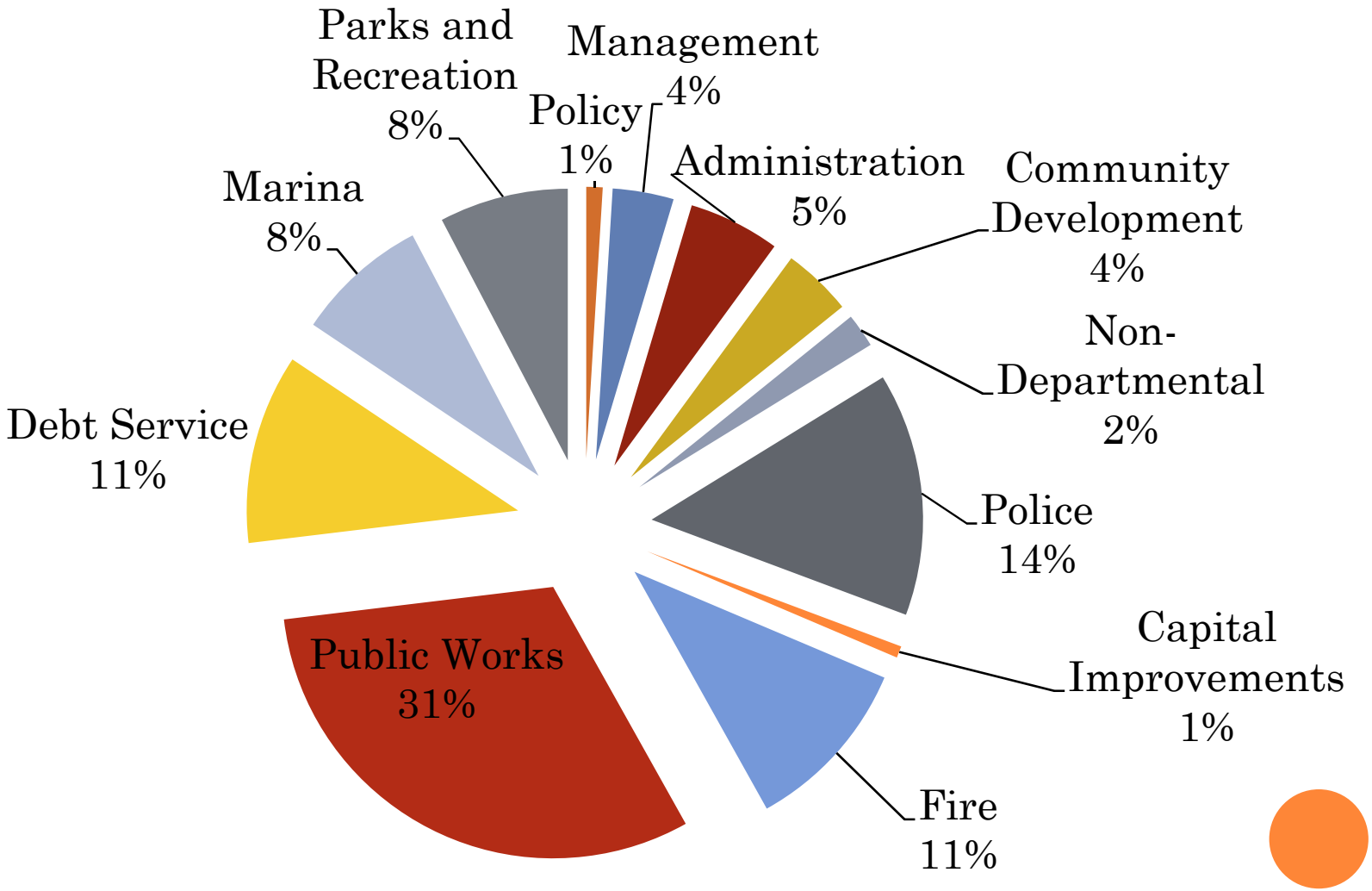
# Improving Revenues

- Sales Tax 3% increase
- Franchise Fee for Solid Waste increase from 2% to 12%
- Business License for Liquid Waste Storage Tanks
- Business License for Recycling Facilities 5% increase

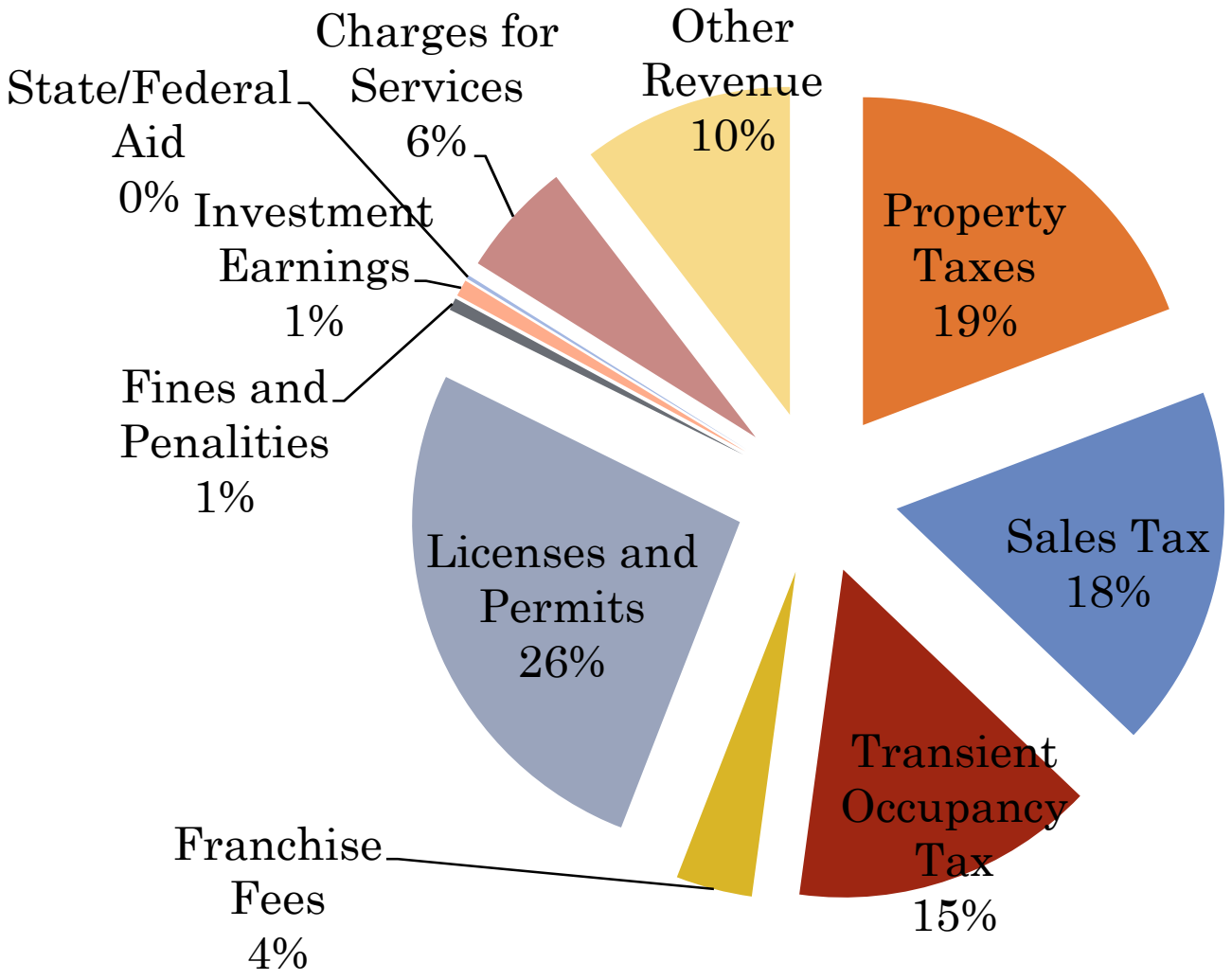
# All Funds – Revenues 2014/15



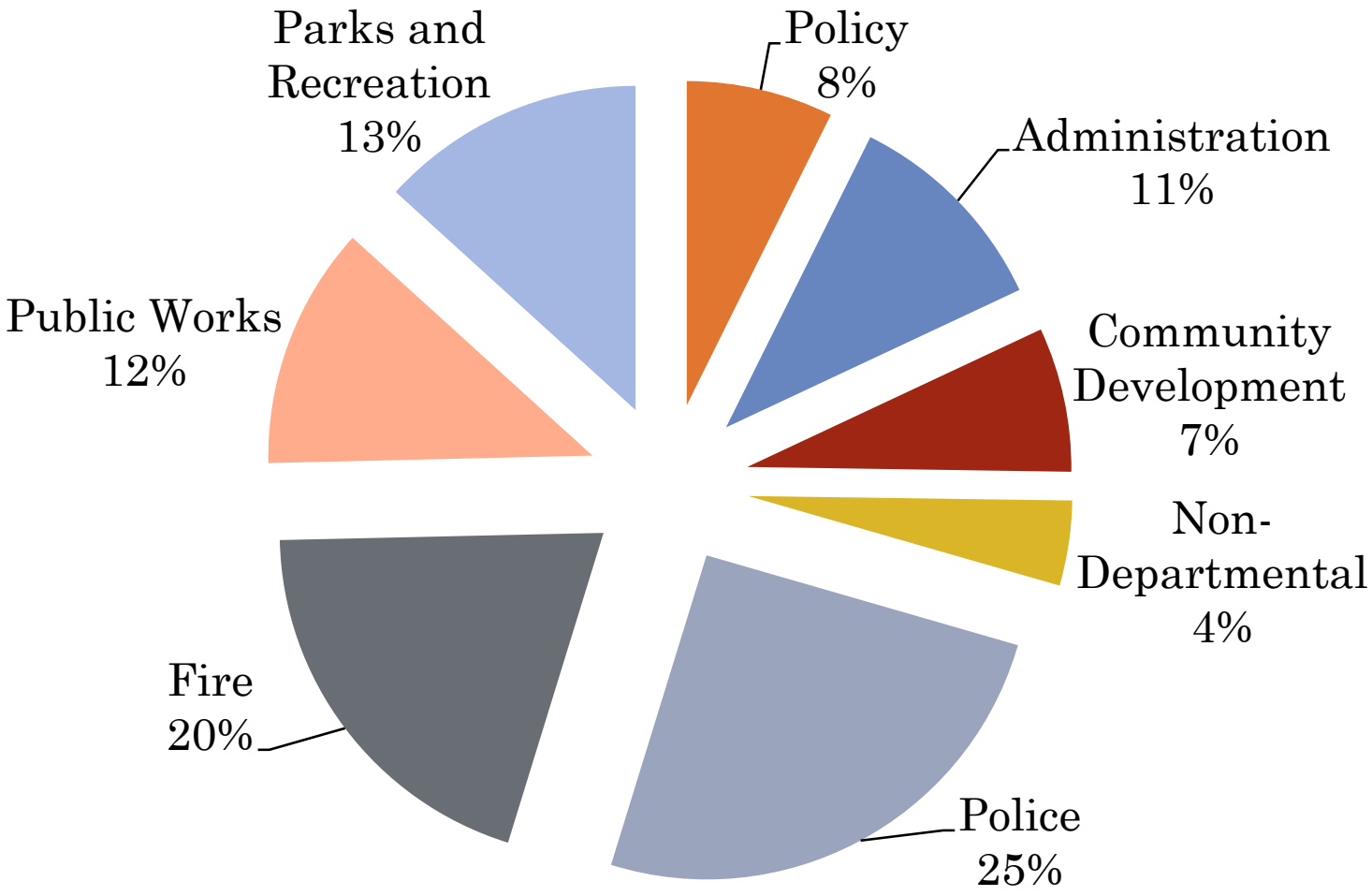
# EXPENDITURES 2014/15



# General Fund - Revenues FY 2014/15



# General Fund – Expenditures FY 2013/14



# Fund Types for City

- Seven Basic Fund Types included in all Funds of City
  - General – Main source of City Expenditures
  - Special – Revenues can only be used for specific purpose for which they are collected.
  - Debt – Used for accounting for all debt paid by the City and the City's subsidiary Brisbane Financing Authority

# Fund Types for City

- Enterprise – Operations within the City which operate more like a business (Water, Sewer, and Marina)
- Internal – Used as for internal bookkeeping to ensure proper accounting of costs. These include City's Liability and Workers Compensation Costs, Dental Insurance, Flexible Spending Account (Health Care)

# Fund Types for City

- Trust – These are Funds which account for money held by the City in trust for specific purposes
- Agency – These are Funds held by the City for outside entities.

# Debt Service

- General Fund
  - Pension Obligation Bonds
    - Pay off  2021
    - Pay off 2023
  - City Hall
    - Pay off 2035
    - Pay off 2029

# Debt Service

- Utility Fund
  - Utility Fund Sales Agreement
    - Pay off 2032
  - Portion of 2005 Lease Revenue
    - Pay off 2017
- Housing Authority
  - Housing Authority Loan
- Northeast Ridge Assessment District
  - Northeast Ridge Assessment Refunding 2013
    - Pay off 2031

# Budget Process Going Forward

- Review and Adopt Budget for 2014/15 – June
  - Review and Adopt Fee Schedule
  - Review and Adopt Gann Limit
- Develop Policies for Recession Oriented Budgeted – Finance Subcommittee

# 5-Year Budget Projections

# 5 YEAR PROJECTIONS

| | FY 2015/16 | FY 2016/17 | FY 2017/18 | FY 2018/19 |
|---|---|---|---|---|
| Revenues | 14,581,336 | 15,068,602 | 15,571,722 | 16,110,449 |
| Expenditures | 15,345,990 | 15,946,562 | 16,374,959 | 16,317,817 |
| Change in Fund Balance | (764,654) | (877,960) | (803,237) | (207,368) |
| Projected Ending Fund Balance | 9,297,998 | 8,420,038 | 7,616,801 | 7,409,432 |

# Items Not Included in Projections

- OPEB
- New Capital
- Capital Replacement
- Equipment Replacement
- Technology Replacement
- Vehicle Replacement
- Economic Emergencies