



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** June 29, 2023

**From:** Carolina Yuen

**Subject:** Overview of Proposed Budget for Fiscal Year 2023/24

Continued

### **Community Goal/Result**

Fiscally Prudent – Brisbane’s fiscal vitality will reflect sound decisions which also speak to the values of the community

### **Purpose**

To provide a fiscal plan which provides flexibility to City Council and staff to provide for services to the Community during a time of unknown economic circumstances while planning for the long-term recovery.

### **Recommendation**

It is recommended that the City Council receive a general overview and department presentations of the proposed Budget for Fiscal Year (FY) 2023/24 and consider for approval later in this City Council meeting.

### **Background**

For several years, the City has adopted two-year budgets. Most recently the FY2020-22 biennial budget was approved on June 4<sup>th</sup>, 2020, adopting Resolution 2020-23. Subsequently, the City and local economy were in the midst of the impact of COVID-19, other volatile economic conditions, and City staff were implementing a new Priority Based Budgeting software program for the next year. The City Manager therefore proposed a one-year budget covering the period of July 1, 2022, through June 30, 2023 (FY2022/23) which was approved on June 16, 2022. The City Manager is proposing another one-year budget covering the period of July 1, 2023 through June 30, 2024 (FY2023/24) with the intention of returning to a biennial budget schedule starting the subsequent fiscal year.

On June 15, 2023, Staff presented an overview of the proposed FY2023/24 Budget to the City Council. Staff also initiated Departmental budgets for review. Council requested additional comparative information be included for the budget review and continued the Budget Workshop for June 29, 2023.

### **Discussion**

The City’s budget document contains revenues, appropriations, and other financial information pertaining to all City operating budgets. The Capital Improvement Plan is not included, as it is usually reviewed during the off-years of the biennial budget cycle and will therefore be revisited at a later period. The City’s budget goal is to achieve a balanced budget with

revenues, including reimbursements or transfer from other funds for services provided, equal to or greater than expenditures. At times, the City can plan for revenues to be less than expenses, and therefore the budget is balanced by using its available resources or Fund Balance.

Budgetary control is maintained at the Department/Program level. The City Manager may approve transfer of appropriation from one program, activity, or line item within or across departments. Total appropriation within a fund may be increased by the City Manager up to \$200,000. Anything exceeding this threshold can only be increased with Council approval. Departments monitor and control budgets using the City's financial system, through reports of revenue and expenditure accounts. The financial system monitors expenditures down to the line-item level. The Council is provided with a mid-year financial status report that reflects year-to-date expenditures and revenues compared to budget.

On June 15, 2023, Staff presented an overview of the proposed FY2023/24 Budget to the City Council. Staff also initiated Departmental budgets for review. Council requested additional comparative information be included for the budget review and continued the Budget Workshop for June 29, 2023.

The presentation tonight will focus on the departments in the General Fund which support the City's main operations, funded by a variety of taxes, program fees and service charges. Information will also be presented for departments in the Utility Fund and the Marina Fund which are proprietary funds (business-type activities) that are funded primarily through user charges.

For FY2023/24, staff projects that revenues will increase from the current year by approximately \$451,000 from current year's expected results to a total of \$26,696,000. Overall Expenses from the General Fund are expected to total \$28,599,000, which is an increase of \$3,026,000. Therefore, staff recommends the use of available resources as required to meet the established programs and initiatives.

A copy of the June 15, 2023 staff report is included for reference. There is one change in staff's recommendation to the net use of funds expected in FY2023/24. Instead of accessing the Recession Reserve, we are recommending the use of the Fluctuation Reserve to cover the net use.

#### Fund Balance:

The net use of Fund Balance for FY2023/24 is anticipated to be \$1,904,000 (difference between revenues and expenditures). As part of the Mid-Year Budget Review, staff identified the ending fund balance for FY2022/23 is expected to be \$15,871,000, where a portion is restricted for existing debt, contract commitments, and encumbrances, leaving an unrestricted and available amount of \$880,000 which we recommend be used in FY2023/24.

Over the past decade the City has built up its reserves to be able to continue to provide necessary services during times of economic stress. The City Council has looked at a three-pronged reserve policy:

- Recession Reserve – To be used during times of national economic downturns, set at \$2.5 million.
- Emergency Reserve for Unanticipated Events – To be used during times of local events which increases the City's need to spend or decreases the City's ability to collect anticipated revenues, set at \$3.5 million.
- Annual Fluctuation Reserve – To be used for one-time events which either increase expenditures or decreases revenues, set at 5% of Budgeted Revenues plus 5% of Budgeted Expenses. For FY2023/24, the expected amount based on the proposed budget is \$2,765,000.

The City's reserve policy has resulted in a healthy fund balance and the City fared well through the COVID-19 event, increase in fuel and supply costs, and recent volatile markets. However, building activity within the City continues to grow and programs have not slowed down. Although historically the City has earned more than projected and spent less than budgeted, Staff recommends tapping into the Annual Fluctuation Reserve to meet the objectives outlined above if necessary.

Based on the recent actual results and budgeted projects, staff anticipates the available reserves as shown below if these reserves are used:

Reserve	Actual 6/30/2021	Actual 6/30/2022	Projected 6/30/2023	Projected 6/30/2024
Recession Reserve	\$2,500,000	\$164,000	\$2,500,000	\$2,500,000
Emergency Reserve	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000
Annual Fluctuation Reserve	\$2,504,000	\$2,438,000	\$2,591,000	\$ 861,000

Financial stability remains a high priority for the City of Brisbane. Staff looks forward to working with the Council and the community to address the financial challenges that lie ahead. Staff will continue to seek ways to provide services to the community as efficiently as possible. The City will continue to consider appropriate economic development and tax revenue generation projects that are viable for our City.

### **Fiscal Impact**

There are no fiscal implications to receive this report. Recommendations related to the FY2023/24 Budget will be presented later in this City Council meeting.

**Measure of Success**

Council will accept proposed budget for additional review and consider for approval later in this City Council meeting.

**Attachments**

Attachment 1 Budget Overview Summary

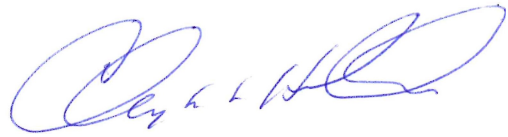
Attachment 2 Copy of June 15, 2023 Budget Overview Staff Report

Attachment 3 Proposed Department Expenses



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Carolina Yuen, Finance Director



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Clay Holstine, City Manager

## Attachment 1

### General Fund

	FY21/22	FY22/23	FY23/24
Budgeted Revenue	20,212,958	21,816,001	26,695,707
Budgeted Expenses	22,593,103	25,013,662	28,599,443
Anticipated Surplus (Use of Fund Balance)	<u>(2,380,145)</u>	<u>(3,197,661)</u>	<u>(1,903,736)</u>
Actual / Anticipated Revenues	23,211,199	26,244,277	26,695,707
Actual / Anticipated Expenses, net of transfers	25,547,047 *	25,573,882	28,599,443
Actual / Reprojected Surplus (Use of Fund Balance)	<u>(2,335,848)</u>	<u>670,395</u>	<u>(1,903,736)</u>
Beginning Fund Balance	17,536,138	15,200,290	15,870,685
Ending Fund Balance	15,200,290	15,870,685	13,966,949
Reserve Policy:			
Recession Reserve	2,500,000	2,500,000	2,500,000
Unanticipated Events	3,500,000	3,500,000	3,500,000
Annual Fluctuation (5% Revenues/5% Expenses)	2,437,912	2,590,908	2,764,757
Total Required Reserve	<u>8,437,912</u>	<u>8,590,908</u>	<u>8,764,757</u>
Fund Balance Above Required Balance	6,762,378	7,279,777	5,202,191
Additional Restrictions on Fund Balance	5,818,773	6,400,000	6,400,000
Available Fund Balance	<u>943,605</u>	<u>879,777</u>	<u>(1,197,809)</u>

\* includes one-time proceeds from long term debt

## Attachment 2



### CITY COUNCIL AGENDA REPORT

**Meeting Date:** June 15, 2023

**From:** Carolina Yuen

**Subject:** Overview of Proposed Budget for Fiscal Year 2023/24

#### **Community Goal/Result**

Fiscally Prudent – Brisbane’s fiscal vitality will reflect sound decisions which also speak to the values of the community

#### **Purpose**

To provide a fiscal plan which provides flexibility to City Council and the Community to provide for services during the time of unknown economic circumstances while planning for the long-term recovery.

#### **Recommendation**

It is recommended that the City Council receive a general overview and department presentations of the proposed Budget for Fiscal Year (FY) 2023/24 and consider for approval at the next City Council meeting scheduled for June 29, 2023.

#### **Background**

For several years, the City has adopted two-year budgets. Most recently the FY2020-22 biennial budget was approved on June 4<sup>th</sup>, 2020, adopting Resolution 2020-23. Subsequently, the City and local economy were in the midst of the impact of COVID-19, other volatile economic conditions, and City staff were implementing a new Priority Based Budgeting software program for the next year. The City Manager therefore proposed a one-year budget covering the period of July 1, 2022, through June 30, 2023 (FY2022/23) which was approved on June 16, 2022. The City Manager is proposing another one-year budget covering the period of July 1, 2023 through June 30, 2024 (FY2023/24) with the intention of returning to a biennial budget schedule starting the subsequent fiscal year.

#### **Discussion**

The City’s budget document contains revenues, appropriations, and other financial information pertaining to all City operating budgets. The Capital Improvement Plan is not included, as it is usually reviewed during the off-years of the biennial budget cycle and will therefore be revisited at a later period. The City’s budget goal is to achieve a balanced budget with revenues, including reimbursements or transfer from other funds for services provided, equal to or greater than expenditures. At times, the City can plan for revenues to be less than expenses, and therefore the budget is balanced by using its available resources or Fund Balance.

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The presentation tonight will focus on the General Fund which supports the City's main operations, funded by a variety of taxes, program fees and service charges. Information will also be presented for two proprietary funds (business-type activities) that are funded primarily through user charges -- the Utility Fund and the Marina Fund.

#### General Fund Revenues:

For FY2023/24, staff is projecting that revenues will increase from the current year by approximately \$451,000 from current year's expected results.

The City expects Property Taxes, Sales Taxes and Transient Occupancy Tax (TOT) to grow over the current year. Sierra Point construction continues to positively impact our property taxes which remain strong overall. Sales Taxes are expected to continue to increase from current year, and FY2023/24 will usher in a full year of the newly enacted Transaction and Use Sales Tax. Although we are projecting an increase in Transient Occupancy Tax (TOT) by \$90,000 to \$1.9 million, this revenue source is still projected to be well below our pre-COVID-19 average of \$3 million as the hotel sector has not fully recovered. Business License revenue had several catch-up payments in FY2023, so we are expecting a drop, but FY2023/24 will also provide a full year of the new business license tax on hotels, raising our Business License revenue to \$5,283,000. Offsetting these increases are an expected decrease in program service fees of approximately \$1,163,000 as FY2023/24 most likely will lead to a reduction in building and permitting fees, and our expected decrease in Other Revenues by approximately \$385,000.

Major Revenue Source	Actual FY2020/21 mid COVID19	Actual FY2021/22 Recovery	Projected FY2022/23 Recovery	Projected FY2023/24
Property Tax	\$5,513,000	\$5,242,000	\$5,562,000	\$5,6001,000
Sales Tax	\$7,652,000	\$5,792,000	\$6,366,000	\$7,942,000
TOT	\$850,000	\$1,653,000	\$1,812,000	\$1,902,000
Business License	\$4,582,000	\$4,348,000	\$5,698,000	\$5,283,000

### General Fund Expenses:

Considering the revenues are growing slightly, staff is making the following recommendations regarding expenses:

- Continue to provide necessary services for FY2023/24
- Normal operations resumed in FY2021/22 and therefore open positions should continue to be actively filled. Include position levels that make room for career path advancements within certain departments to minimize turnover
- Proceed with the City Hall expansion project and tenant improvements at the leased property located at 25 Park Place
- Proceed with the Building Permitting system approved in prior year as part of the organization-wide technology project
- Delay funding pension reserves until year-end results are known, except for savings as a result of paying the required Unfunded Liability amount as charged by CalPERS in lump sum instead of monthly payments

With these considerations, overall Expenses from the General Fund are expected to total \$28,599,000. Therefore, staff recommends the use of available resources as required to meet the established programs and initiatives.

### Fund Balance:

The net use of Fund Balance for FY2023/24 is therefore anticipated to be \$1,904,000 (difference between revenues and expenditures). As part of the Mid-Year Budget Review, staff identified the ending fund balance for FY2022/23 is expected to be \$15,871,000, where a portion is restricted for existing debt, contract commitments, and encumbrances, leaving an unrestricted and available amount of \$880,000 which we recommend be used in FY2023/24.

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The City's reserve policy has resulted in a healthy fund balance and the City fared well through the COVID-19 event, increase in fuel costs, supply-chain shortages, and recent volatile markets. However, building activity within the City continues to grow and programs have not slowed down. Although historically the City has earned more than projected and spent less than budgeted, Staff recommends tapping into the Recession Reserve to meet the objectives outlined above if necessary.

Based on the recent actual results and budgeted projects, staff anticipates the available reserves as shown below if these reserves are used:

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Annual Reserve	\$2,504,000	\$2,438,000	\$2,591,000	\$2,765,000

The above projections are based on conservative estimates due to uncertainties in the local, national and global economy and markets.

#### Other Considerations and Budget Threats:

As the City continues to fully financially recover from local economy slowdowns, there are some long-term financial implications to consider:

- The City Manager announced his retirement for late 2023. There are recruitment costs incorporated in the budget, but delays in hire may add unforeseen transitional costs.
- The City completed labor negotiations with all bargaining groups in late December. To encourage retention and attract quality candidates for open positions, the contract was extended to a fourth year and included new incentives which are reflected in the proposed budget.
- The tenant improvements to the property located at 25 Park Place will commence in 2023 and are expected to be completed in mid-2024. Funding is being sought to cover the costs that are expected to be as high as \$5,000,000.
- PERS rates – in July 2021, CalPERS announced their investment return for FY2020-21 was 21.3% which triggered a reduction in their discount rate from 7% to 6.8%. In November 2021, the CalPERS Board voted to maintain the 6.8% discount rate target for its investment portfolio. This discount rate is the long-term interest rate used to fund future pension benefits. The less earned by the CalPERS investment portfolio, the more the City must cover to fund the pension liability, also known as the unfunded liability.

- Pension Trust Fund Reserves – Staff recommends resuming funding this in FY2023/24. The goal was to reach \$5M which would cover two years' worth of our unfunded liability payment. With the anticipated growth in our Unfunded Liability payment, staff will recommend this Trust Fund grow accordingly as well. At a minimum any savings from a prepayment of the annual cost versus monthly payments should be considered for transfer to the Pension Trust. Resuming annual funding would be at \$500,000 for the next ten years.
- Healthcare, Liability Insurance and Workers' Compensation costs have been rising in recent years. Any additional increases will need to immediately be implemented.
- The two new taxes will be implemented for a full year in FY2023/24 but it is too soon to tell if the initial projections will be on target. The proposed budget includes the original projections of \$2 million for Transaction and Use Sales Tax and \$250,000 for the Hotel Business License Tax.

Any one or combination of these items will continue to have impacts on our ability to begin new programs going forward and add stress to our bottom line.

Financial stability remains a high priority for the City of Brisbane. Staff looks forward to working with the Council and the community to address the financial challenges that lay ahead. Staff will continue to seek ways to as efficient as possible in providing services to the community. The City will continue to consider appropriate economic development and tax revenue generation projects that are viable for our City.

### **Fiscal Impact**

There are no fiscal implications to receive this report. Recommendations related to the FY2023/24 Budget will be presented at a future City Council meeting.

### **Measure of Success**

Council will accept proposed budget for additional review and consider for approval at future meeting.

### **Attachments**

Attachment 1 Budget Overview Summary

Attachment 2 Proposed Department Expenses



Carolina Yuen, Finance Director



Clay Holstine, City Manager

## General Fund

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# City of Brisbane

## Summary of Budgeted Revenue FY2023-24

### General Fund

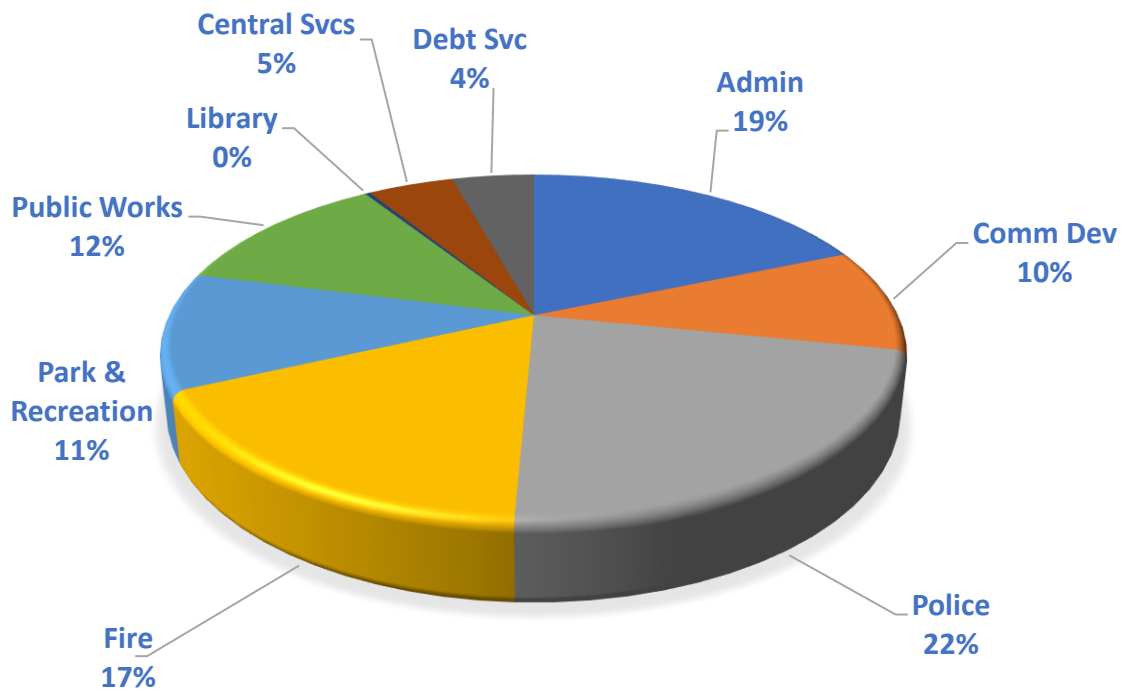
Description	Budget FY21-22	Budget FY22-23	YoY	Projected FY22-23	Proj vs vs	Budget FY23-24	Bud vs PY Proj
Property Taxes	\$ 4,082,140	\$ 5,284,299	29%	\$ 5,562,017	5%	\$ 5,600,971	1%
Sales Tax	5,282,000	5,499,546	4%	6,366,466	16%	7,942,000	25% *
Franchise Taxes	725,000	1,001,485	38%	1,063,074	6%	1,065,000	0%
Transient Occupancy Tax	1,700,000	1,702,500	0%	1,811,934	6%	1,901,500	5%
Business License Tax	4,705,400	4,743,000	1%	5,697,527	20%	5,283,000	-7%
Fees & Charges	1,641,900	1,493,800	-9%	3,208,766	115%	2,045,300	-36%
Investments	70,000	70,000	0%	201,416	188%	140,000	-30%
Other	2,006,518	2,021,371	1%	2,333,076	15%	2,717,936	16%
TOTAL	<u>\$ 20,212,958</u>	<u>\$ 21,816,001</u>	8%	<u>\$ 26,244,277</u>	20%	<u>\$ 26,695,707</u>	2%

\* includes implementation of Transactions and Use Tax 4/1/23

Cost Center Name	General Fund	Utilities	Marina	SPLLD	NPDES	TOTAL
1000 - City Council	\$307,940					
2100 - City Manager	\$1,548,140					
2110 - City Clerk	\$420,306					
2111 - Co-Sponsorships	\$25,894					
2112 - Open Space	\$530,663					
2200 - Finance	\$1,676,968					
2210 - Human Resources	\$851,613					
2300 - Legal	\$450,000					
3000 - Community Development	\$2,721,664					
4101 - Police Administration	\$1,037,697					
4110 - Police Records	\$841,570					
4120 - Patrol	\$4,470,024					
4501 - Fire	\$4,914,324					
6001 - Public Works Admin	\$761,764					
6005 - Streets and Storm Drains	\$1,034,745					
6010 - Building and Grounds	\$401,220					
6015 - Parks Maintenance	\$268,732					
6020 - Landscape Maintenance	\$211,058					
6035 - SPLLD				\$493,380		
6110 - Water		\$2,264,342				
6115 - Water Quality Monitoring		\$115,972				
6120 - GVMID		\$2,084,559				
6130 - Sewer		\$2,344,650				
6140 - NPDES					\$446,581	
6300 - Emergency Operations Ctr	\$157,307					
7001 - P&R Administration	\$770,918					
7002 - Recreation Facilities	\$427,488					
7003 - Youth	\$822,886					
7004 - Adult	\$79,933					
7005 - Seniors	\$147,167					
7006 - Special Events	\$128,277					
7007 - Teens	\$90,676					
7008 - Aquatics	\$601,915					
7009 - Marina			\$1,379,195			
7100 - Library	\$70,600					
8001 - Central Svcs Administration	\$1,273,291					
9015 - Debt Service	\$1,209,663					
<b>Grand Total</b>	<b>28,254,443</b>	<b>6,809,523</b>	<b>1,379,195</b>	<b>493,380</b>	<b>446,581</b>	<b>37,383,122</b>
<i>Transfers</i>						
LIRA at 25%	45,000					45,000
Vehicle Replacement	300,000	60,289	16,158			376,447
Indirect Costs		1,567,823	380,769	174,547	135,796	2,258,936
Admin Fee			180,000			180,000
Total Outlay	28,599,443	8,437,635	1,956,122	667,927	582,377	40,243,505

# General Fund Department Breakdown

**Overall Budget - \$28,254,443**



## Administration includes:

City Council	1%
City Manager	5%
City Clerk	1%
Finance	6%
Human Resources	3%
Legal	2%
	<u>19%</u>

# Department Background

**Department/Division: 1000 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.

**Overall Budget**

**\$307,940**

**Number of Positions**

5 Council Members; 1 Part-time

**Areas Covered**

City Policy, Special Events, History Project

General Fund

Fund 100

Department/Division: 1000 City Council

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	201,115	205,140	4,026	2%
Total Salaries & Benefits	201,115	205,140	4,026	2%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	6,400	6,400	-	0%
52030 Professional Services	-	35,000	35,000	
52035 Equipment Rental		-	-	
52045 Special Department Expense	47,700	47,700	-	0%
52050 Small Tools & Supplies		-	-	
52055 Travel & Training	13,700	13,700	-	0%
52060 Utilities		-	-	
Total Services & Supplies	67,800	102,800	35,000	52%
OTHER				
53010 Improvements	-	-		
53030 Equipment	-	-		
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
Total Other	-	-	-	
TOTAL BUDGET	\$ 268,915	\$ 307,940	\$ 39,026	15%



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## General Fund

Fund 100

Department/Division: 1000 City Council

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### Costs by Program

Program	Program \$\$	Program %%
004.0000 City Council/Commission Support	212,104	69
005.0000 Citizen Engagement	53,903	18
004.0001 Council Events	32,433	10
006.0000 Workforce Development	<u>9,500</u>	3
	<u>307,940</u>	

# Department Background

**Department/Division: 2100 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.

**Overall Budget**

**\$1,548,140**

**Number of Positions**

6 - Full time

**Areas Covered**

City Administration, Communications, Economic  
Development, Risk Management

**General Fund**

Fund 100

Department/Division: 2100 City Manager

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	1,117,376	1,438,070	320,695	29%
<b>Total Salaries &amp; Benefits</b>	<b>1,117,376</b>	<b>1,438,070</b>	<b>320,695</b>	<b>29%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	100	100	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	3,460	3,460	-	0%
52025 Office Expense	4,000	4,000	-	0%
52030 Professional Services	50,000	62,500	12,500	25%
52035 Equipment Rental		-	-	
52045 Special Department Expense	15,000	36,000	21,000	140%
52050 Small Tools & Supplies		-	-	
52055 Travel & Training	3,010	4,010	1,000	33%
52060 Utilities			-	
<b>Total Services &amp; Supplies</b>	<b>75,570</b>	<b>110,070</b>	<b>34,500</b>	<b>46%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	-		
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 1,192,946</b>	<b>\$ 1,548,140</b>	<b>\$ 355,195</b>	<b>30%</b>

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## General Fund

Fund 100

Department/Division: 2100 City Manager

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### Costs by Program

Program	Program \$\$	Program %%
001.0000 Administration	427,515	28
004.0000 City Council/Commission Support	258,444	17
001.0008 City Manager Support	252,546	16
005.0005 City Manager's Weekly Update	120,432	8
005.0000 Citizen Engagement	115,983	8
005.0009 City-Administered Social Media Accounts	88,233	6
260.0000 Economic Development	75,435	5
006.0000 Workforce Development	49,405	3
430.0000 Public Education	40,734	3
005.0007 City Website	34,363	2
005.0017 STAR Newsletter	33,970	2
180.0001 Buzz Internal Newsletter	21,690	1
Other Programs <1%	29,389	2
	<u>1,548,140</u>	

# Department Background

**Department/Division:**     **2110 City Clerk**

## **Mission Statement –**

It is the mission of the City Clerk’s Office to help engage the community in local government and promote openness in government by processing and recording City Council actions, coordinating municipal government elections, and managing all official records of the Council promptly and efficiently.

**Overall Budget**

**\$420,306**

**Number of Positions**

Full Time; 1 Part-time 1

**Areas Covered**

Council Support, Agenda Administration, Records  
Management

**General Fund**

Fund 100

Department/Division: 2110 City Clerk

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	328,883	344,181	15,299	5%
<b>Total Salaries &amp; Benefits</b>	<b>328,883</b>	<b>344,181</b>	<b>15,299</b>	<b>5%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	225	225	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	1,100	1,100	-	0%
52025 Office Expense	9,900	12,900	3,000	30%
52030 Professional Services	-	-	-	
52035 Equipment Rental		-	-	
52045 Special Department Expense	56,301	51,300	(5,001)	-9%
52050 Small Tools & Supplies		-	-	
52055 Travel & Training	8,600	10,600	2,000	23%
52060 Utilities		-	-	
<b>Total Services &amp; Supplies</b>	<b>76,126</b>	<b>76,125</b>	<b>(1)</b>	<b>0%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	-		
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 405,009</b>	<b>\$ 420,306</b>	<b>\$ 15,298</b>	<b>4%</b>

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## General Fund

Fund 100

Department/Division: 2110 City Clerk

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### Costs by Program

Program	Program \$\$	Program %%
004.0000 City Council/Commission Support	152,779	36
250.0000 Records Management	93,317	22
001.0004 City Clerk Support	37,980	9
005.0012 Elections	33,632	8
005.0018 Notary Services	15,533	4
005.0019 Special Events	15,533	4
001.0003 City Attorney and Legal Counsel Administrative Support	12,434	3
001.0009 Supporting City Clerk Network	12,434	3
006.0003 Summer Internship Program	12,434	3
150.0003 Liability Claims, Car Claims, and Certificate of Insurance	12,434	3
250.0001 Records Search for Public Records requests and Staff	12,434	3
006.0000 Workforce Development	7,398	2
001.0000 Administration	1,966	<1%
	<u>420,306</u>	

**General Fund**

Fund 100

Department/Division: 2111 Co-Sponsorships

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>		-	-	
<b>Total Salaries &amp; Benefits</b>	-	-	-	
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	17,571	17,571	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	8,323	8,323	-	0%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	-	-	-	
<b>Total Services &amp; Supplies</b>	25,894	25,894	-	
<b>OTHER</b>				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
<b>Total Other</b>	-	-	-	
<b>TOTAL BUDGET</b>	\$ 25,894	\$ 25,894	\$ -	



# Department Background

**Department/Division: 2200 Finance**

## **Mission Statement –**

Finance 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 City Council and the City Manager.

**Overall Budget**

**\$1,676,968**

**Number of Positions**

7 Full Time

**Areas Covered**

Accounting, Financial Management, Budget, Audit, Cashiering, Billing, Payables, Payroll, Treasury Management, Business Licenses, Information Services, Risk Management

**General Fund**

Fund 100

Department/Division: 2200 Finance

Account and Title:	2022/23	2023/24	Change \$\$	Change %
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	1,399,265	1,427,383	28,118	2%
<b>Total Salaries &amp; Benefits</b>	<b>1,399,265</b>	<b>1,427,383</b>	<b>28,118</b>	<b>2%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	2,800	2,800	-	0%
52010 Equipment Maintenance		-	-	
52015 Maint. Structures/Improvement.Grounds		-	-	
52020 Memberships	1,640	1,640	-	0%
52025 Office Expense	9,300	9,300	-	0%
52030 Professional Services	160,880	188,880	28,000	17%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	17,675	17,675	-	0%
52050 Small Tools & Supplies		-	-	
52055 Travel & Training	25,090	29,290	4,200	17%
52060 Utilities		-	-	
<b>Total Services &amp; Supplies</b>	<b>217,385</b>	<b>249,585</b>	<b>32,200</b>	<b>15%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 1,616,650</b>	<b>\$ 1,676,968</b>	<b>\$ 60,318</b>	<b>4%</b>

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## General Fund

Fund 100

Department/Division: 2200 Finance

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### Costs by Program

Program	Program \$\$	Program %%
110.0000 Accounting	838,064	50
140.0000 Computer System	248,016	15
160.0003 Payroll processing	171,027	10
130.0002 Cashiering and Payment Receipt Processing	148,930	9
110.0001 Accounts Payable Processing and Maintenance	84,955	5
110.0003 Annual External Audit	58,565	3
006.0000 Workforce Development	34,582	2
120.0000 Forecasting and Budgeting	30,654	2
Programs <1%	<u>62,176</u>	4
	<u>1,676,968</u>	

# Department Background

**Department/Division: 2210 Human Resources**

**Mission Statement –**

The City of Brisbane prides itself on being an employee-oriented organization, which emphasizes our desire to “provide for today and prepare for tomorrow.” As we continue to serve current and future generations, we aim to use the city’s mission statement as a guide for our human resources-related processes. As the Human Resources team, we are committed to providing excellent customer service and supporting the needs of our staff and community. We will uphold our unified commitment to serving others and ensure that our employees,

<b>Overall Budget</b>	<b>\$851,613</b>
<b>Number of Positions</b>	3 full-time, 1 part-time
<b>Areas Covered</b>	Human Resources

**General Fund**

Fund 100

Department/Division: 2210 Human Resources

Account and Title:	2022/23	2023/24		
	Budget	Requested Budget	Change \$\$	Change %
<b>SALARIES &amp; BENEFITS</b>	680,087	732,273	52,186	8%
<b>Total Salaries &amp; Benefits</b>	<b>680,087</b>	<b>732,273</b>	<b>52,186</b>	<b>8%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	1,440	1,440	-	0%
52025 Office Expense	4,200	4,200	-	0%
52030 Professional Services	32,500	79,000	46,500	143%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	6,750	8,500	1,750	26%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	26,200	26,200	-	0%
52060 Utilities	-	-	-	
<b>Total Services &amp; Supplies</b>	<b>71,090</b>	<b>119,340</b>	<b>48,250</b>	<b>68%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 751,177</b>	<b>\$ 851,613</b>	<b>\$ 100,436</b>	<b>13%</b>

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**General Fund**

Fund 100

**Department/Division: 2210 Human Resources**

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**Costs by Program**

<b>Program</b>	<b>Program \$\$</b>	<b>Program %%</b>
006.0000 Workforce Development	96,269	11
170.0002 Workers Comp Administration	93,658	11
170.0000 Safety	92,519	11
180.0000 Employee/Labor Relations	79,619	9
180.0006 Employment Policy and Procedure Administration	65,869	8
180.0004 Employee Grievance Investigations and Response	65,769	8
180.0003 Labor Relations Negotiations	59,519	7
180.0002 Hiring & Applicant Tracking System	40,798	5
160.0001 Employee Benefits Administration	36,898	4
006.0005 Employee Performance Evaluation Coordination and Support	36,798	4
180.0005 New Employee On Boarding and Orientation	36,798	4
150.0000 Risk Management	33,506	4
160.0000 Compensation and Benefits	33,406	4
160.0002 Classification and Compensation	33,406	4
006.0002 Employee Development Training	28,772	3
001.0000 Administration	<u>18,008</u>	2
	<u>851,613</u>	

# Department Background

**Department/Division:**        **2300 Legal**

**Mission Statement –**

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

**Overall Budget**

**\$450,000**

**Number of Positions**

None – Contracted Services☐

**Areas Covered**

Contract Reviews, Resolutions, Ordinances, Litigation

**General Fund**

Fund 100

Department/Division: 2300 Legal

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>		-	-	
<b>Total Salaries &amp; Benefits</b>	-	-	-	
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance		-	-	
52015 Maint. Structures/Improvement.Grounds		-	-	
52020 Memberships		-	-	
52025 Office Expense		-	-	
52030 Professional Services	450,000	450,000	-	0%
52035 Equipment Rental		-	-	
52045 Special Department Expense		-	-	
52050 Small Tools & Supplies		-	-	
52055 Travel & Training		-	-	
52060 Utilities		-	-	
52300 Contributions		-	-	
<b>Total Services &amp; Supplies</b>	450,000	450,000	-	0%
<b>OTHER</b>				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
<b>Total Other</b>	-	-	-	
<b>TOTAL BUDGET</b>	\$ 450,000	\$ 450,000	\$ -	0%



# Department Background

**Department/Division: 3000 Community Development**

## **Mission Statement –**

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

**Overall Budget**

**\$2,721,664**

**Number of Positions**

7 Full-time (6 current + 1 open)

**Areas Covered**

Planning Services, Building Development, Housing

**General Fund**

Fund 100

Department/Division: 3000 Community Development

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	1,338,429	1,572,524	234,095	17%
<b>Total Salaries &amp; Benefits</b>	<b>1,338,429</b>	<b>1,572,524</b>	<b>234,095</b>	<b>17%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	1,540	1,540	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	5,560	5,560	-	0%
52030 Professional Services	209,480	1,115,880	906,400	433%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	66,700	4,160	(62,540)	-94%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	7,000	22,000	15,000	214%
52060 Utilities	-	-	-	
<b>Total Services &amp; Supplies</b>	<b>288,740</b>	<b>1,149,140</b>	<b>860,400</b>	<b>298%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 1,627,169</b>	<b>\$ 2,721,664</b>	<b>\$ 1,094,495</b>	<b>67%</b>

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## General Fund

Fund 100

Department/Division: 3000 Community Development

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### Costs by Program

Program	Program \$\$	Program %%
210.0000 Building Permitting	556,190	20
230.0001 City-Initiated Planning Programs and Projects	367,379	14
220.0000 Processing of Private Planning Applications and Environmental Reviews	320,939	12
004.0000 City Council/Commission Support	203,571	8
240.0001 Enterprise Support	152,433	6
005.0000 Citizen Engagement	149,299	5
001.0000 Administration	142,183	5
430.0000 Public Education	118,897	4
250.0000 Records Management	116,467	4
430.0002 Public Information	116,422	4
240.0000 Regional Planning/Coordination	114,964	4
230.0001 Housing	101,625	4
570.0001 New Development Stormwater Regulation Compliance	96,348	4
210.0002 Building Construction Inspection	86,943	3
006.0000 Workforce Development	78,005	3

# Department Background

**Department/Division: Police**

## **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.

**Overall Budget**

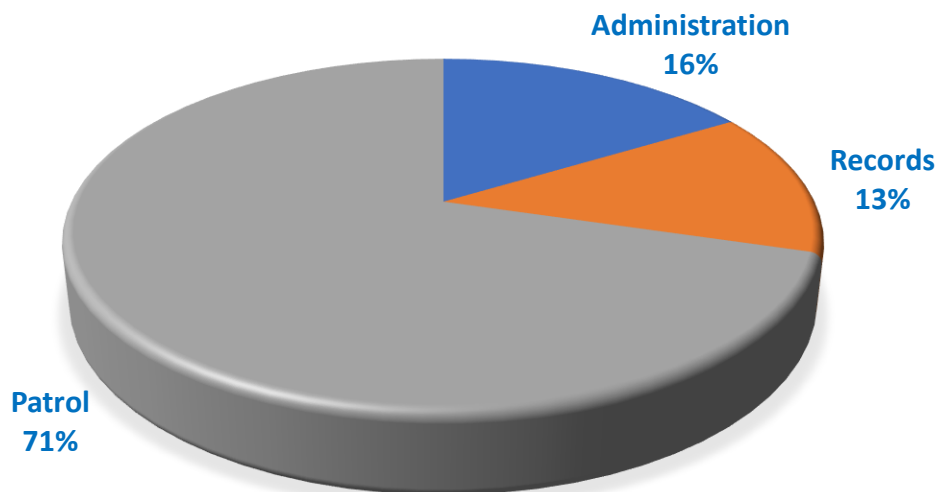
**\$6,349,291**

**Number of Positions**

21 Full-time

**Areas Covered**

Patrol, Investigative Services, Traffic Enforcement, Parking Enforcement, Records Management, Code Enforcement



**General Fund**

Fund 100

Department/Division: 4101 Police Administration

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	978,443	1,017,523	39,080	4%
<b>Total Salaries &amp; Benefits</b>	<b>978,443</b>	<b>1,017,523</b>	<b>39,080</b>	<b>4%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	320	320	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	530	1,530	1,000	189%
52025 Office Expense	944	944	-	0%
52030 Professional Services		-	-	
52035 Equipment Rental		-	-	
52045 Special Department Expense	27,310	-	(27,310)	-100%
52050 Small Tools & Supplies	320	320	-	0%
52055 Travel & Training	3,610	3,610	-	0%
52060 Utilities	-	-	-	
<b>Total Services &amp; Supplies</b>	<b>33,034</b>	<b>6,724</b>	<b>(26,310)</b>	<b>-80%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	13,450	13,450	
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>-</b>	<b>13,450</b>	<b>13,450</b>	
<b>TOTAL BUDGET</b>	<b>\$ 1,011,477</b>	<b>\$ 1,037,697</b>	<b>\$ 26,220</b>	<b>3%</b>

**General Fund**

Fund 100

Department/Division: 4110 Police Records

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	426,624	333,397	(93,227)	-22%
<b>Total Salaries &amp; Benefits</b>	<b>426,624</b>	<b>333,397</b>	<b>(93,227)</b>	<b>-22%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	27,120	27,120	-	0%
52010 Equipment Maintenance	2,238	2,238	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	260	260	-	0%
52025 Office Expense	2,550	2,550	-	0%
52030 Professional Services	323,165	323,165	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	-	-	-	
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	7,840	7,840	-	0%
52060 Utilities	-	-	-	
<b>Total Services &amp; Supplies</b>	<b>363,173</b>	<b>363,173</b>	<b>-</b>	<b>0%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	145,000	145,000	
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>-</b>	<b>145,000</b>	<b>145,000</b>	
<b>TOTAL BUDGET</b>	<b>\$ 789,797</b>	<b>\$ 841,570</b>	<b>\$ 51,773</b>	<b>7%</b>

**General Fund**

Fund 100

Department/Division: 4120 Patrol

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	3,339,662	3,781,814	442,152	13%
<b>Total Salaries &amp; Benefits</b>	<b>3,339,662</b>	<b>3,781,814</b>	<b>442,152</b>	<b>13%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	21,650	21,650	-	0%
52005 Communications	-	-	-	
52010 Equipment Maintenance	77,890	77,890	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	570	570	-	0%
52025 Office Expense	3,890	3,890	-	0%
52030 Professional Services	131,730	131,730	-	0%
52035 Equipment Rental	-	27,500	27,500	
52045 Special Department Expense	29,620	296,620	267,000	901%
52050 Small Tools & Supplies	520	520	-	0%
52055 Travel & Training	25,640	25,740	100	0%
52060 Utilities	-	-	-	
<b>Total Services &amp; Supplies</b>	<b>291,510</b>	<b>586,110</b>	<b>294,600</b>	<b>101%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	24,000	102,100	78,100	325%
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>24,000</b>	<b>102,100</b>	<b>78,100</b>	<b>325%</b>
<b>TOTAL BUDGET</b>	<b>\$ 3,655,172</b>	<b>\$ 4,470,024</b>	<b>\$ 814,852</b>	<b>22%</b>

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**General Fund**

Fund 100

**Department/Division: 4101 Police Administration**

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**Costs by Program**

Program	Program \$\$	Program
		%%
001.0007 Department Management	132,468	13
001.0006 Professional Services	118,669	11
320.0000 Investigations	113,845	11
006.0000 Workforce Development	111,401	11
250.0000 Records Management	109,534	11
430.0000 Public Education	108,502	10
330.0002 Canine Engagement	103,315	10
005.0000 Citizen Engagement	102,645	10
330.0000 Patrol Services	96,918	9
330.0004 Code Enforcement	40,399	4

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**General Fund**

Fund 100

**Department/Division: 4110 Police Records**

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**Costs by Program**

Program	Program \$\$	Program
		%%
001.0006 Professional Services	408,102	48
001.0007 Department Management	104,464	12
330.0000 Patrol Services	88,287	10
250.0000 Records Management	68,575	8
006.0000 Workforce Development	48,178	6
005.0000 Citizen Engagement	47,154	6
535.0000 Emergency Response	43,500	5
350.0000 Traffic Enforcement	33,310	4



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**General Fund****Fund 100****Department/Division: 4120 Patrol**

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**Costs by Program**

Program	Program \$\$	Program
		%%
330.0000 Patrol Services	2,193,633	49
320.0000 Investigations	538,157	12
350.0000 Traffic Enforcement	456,360	10
005.0000 Citizen Engagement	329,134	7
006.0000 Workforce Development	282,612	6
430.0000 Public Education	275,526	6
535.0000 Emergency Response	166,116	4
250.0000 Records Management	111,768	3
330.0001 Animal Services	59,000	1
Other Programs <1%	57,719	1

# Department Background

**Department/Division:** 4501 Fire

**Mission Statement –**

Be Kind. Always prepared. Care for others.

**Overall Budget**

**\$4,914,324**

**Number of Positions**

14 Full-time

**Areas Covered**

Fire Response, Medical Response, Fire Code Compliance, Administration, Personnel Training, Public Education and Community Outreach

**General Fund**

Fund 100

Department/Division: 4501 Fire

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	3,570,451	3,541,557	(28,894)	-1%
<b>Total Salaries &amp; Benefits</b>	<b>3,570,451</b>	<b>3,541,557</b>	<b>(28,894)</b>	<b>-1%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	18,190	21,790	3,600	20%
52005 Communications	32,870	37,670	4,800	15%
52010 Equipment Maintenance	117,350	117,350	-	0%
52015 Maint. Structures/Improvement.Grounds	39,750	39,750	-	0%
52020 Memberships	1,900	1,900	-	0%
52025 Office Expense	2,500	7,650	5,150	206%
52030 Professional Services	501,400	501,400	-	0%
52035 Equipment Rental		-	-	
52045 Special Department Expense	44,382	564,677	520,295	1172%
52050 Small Tools & Supplies	5,150	5,150	-	0%
52055 Travel & Training	18,000	18,000	-	0%
52060 Utilities	17,430	17,430	-	0%
<b>Total Services &amp; Supplies</b>	<b>798,922</b>	<b>1,332,767</b>	<b>533,845</b>	<b>67%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	-	-	
53040 Sinking Fund Equipment	40,000	40,000	-	0%
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds		-	-	
<b>Total Other</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>\$ 4,409,373</b>	<b>4,914,324</b>	<b>\$ 504,951</b>	<b>11%</b>

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**General Fund**

Fund 100

**Department/Division: 4501 Fire**

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**Costs by Program**

Program	Program	
	Program \$\$	Program %%
535.0001 Emergency Medical Paramedic Response	1,955,389	40%
001.0000 Administration	923,096	19%
535.0002 Public Assist Incident Response	684,916	14%
006.0000 Workforce Development	473,558	10%
410.0000 Fire and Life Safety Code Compliance & Inspections	429,973	9%
535.0011 All Other Incident Response	224,795	5%
535.0005 Fire Incident Response	210,572	4%
430.0001 Emergency Preparedness Outreach and Training	12,025	<1%
	<u>4,914,324</u>	

# Department Background

**Department/Division: Public Works & Utilities**

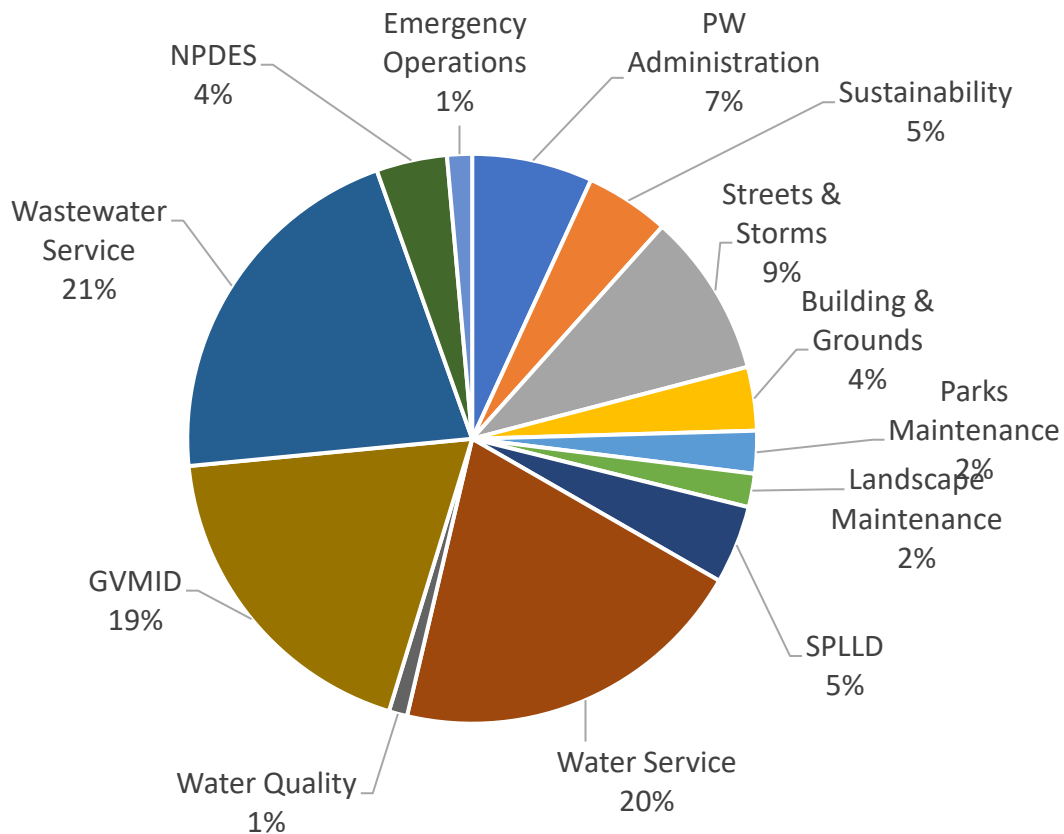
## **Mission Statement –**

Mission Statement - To provide overall management of the Engineering and Operations & Maintenance Divisions, and 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.

**Overall Budget** \$11,114,973

**Number of Positions** 22 Full-time, 1 Part-time

**Areas Covered** Building and Grounds Maintenance, Landscape Maintenance, Sustainability, Emergency Operations Center, Water Service, Wastewater Service, Street & Storm Drain Maintenance, NPDES, GVMID



**General Fund**

Fund 100

Department/Division: 6001 Public Works Administration

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	706,861	732,149	25,288	4%
<b>Total Salaries &amp; Benefits</b>	<b>706,861</b>	<b>732,149</b>	<b>25,288</b>	<b>4%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	500	500	-	0%
52005 Communications	1,600	1,600	-	0%
52010 Equipment Maintenance	4,425	4,425	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	0%
52020 Memberships	940	940	-	0%
52025 Office Expense	6,900	6,900	-	0%
52030 Professional Services	5,000	5,000	-	0%
52035 Equipment Rental	3,500	3,500	-	0%
52045 Special Department Expense	2,900	2,900	-	0%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	3,850	3,850	-	0%
52060 Utilities	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>29,615</b>	<b>29,615</b>	<b>-</b>	<b>0%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>736,476</b>	<b>761,764</b>	<b>25,288</b>	<b>3%</b>

**General Fund**

Fund 100

Department/Division: 2112 Open Space

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	274,969	321,413	46,444	17%
<b>Total Salaries &amp; Benefits</b>	<b>274,969</b>	<b>321,413</b>	<b>46,444</b>	<b>17%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	0%
52005 Communications	-	-	-	0%
52010 Equipment Maintenance	-	-	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	0%
52020 Memberships	-	5,250	5,250	0%
52025 Office Expense	500	500	-	0%
52030 Professional Services	40,000	40,000	-	0%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	128,000	154,500	26,500	21%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	2,500	2,500	-	0%
52060 Utilities	6,500	6,500	-	0%
<b>Total Services &amp; Supplies</b>	<b>177,500</b>	<b>209,250</b>	<b>31,750</b>	<b>18%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>452,469</b>	<b>530,663</b>	<b>58,250</b>	<b>13%</b>

**General Fund**

Fund 100

Department/Division: 6005 Streets &amp; Storms

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	449,947	533,095	83,148	18%
<b>Total Salaries &amp; Benefits</b>	<b>449,947</b>	<b>533,095</b>	<b>83,148</b>	<b>18%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	800	800	-	0%
52005 Communications	1,650	1,650	-	0%
52010 Equipment Maintenance	7,100	7,100	-	0%
52015 Maint. Structures/Improvement.Grounds	84,900	104,900	20,000	24%
52020 Memberships	620	620	-	0%
52025 Office Expense	1,280	1,280	-	0%
52030 Professional Services	130,200	160,200	30,000	23%
52035 Equipment Rental	1,200	1,200	-	0%
52045 Special Department Expense	238,400	222,400	(16,000)	-7%
52050 Small Tools & Supplies	300	300	-	0%
52055 Travel & Training	1,200	1,200	-	0%
52060 Utilities	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>467,650</b>	<b>501,650</b>	<b>34,000</b>	<b>7%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>917,597</b>	<b>1,034,745</b>	<b>117,148</b>	<b>13%</b>



**General Fund**

Fund 100

Department/Division: 6010 Building &amp; Grounds

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	202,065	226,570	24,505	12%
<b>Total Salaries &amp; Benefits</b>	<b>202,065</b>	<b>226,570</b>	<b>24,505</b>	<b>12%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	1,800	1,800	-	0%
52005 Communications	2,750	2,750	-	0%
52010 Equipment Maintenance	4,500	10,500	6,000	133%
52015 Maint. Structures/Improvement.Grounds	42,600	57,900	15,300	36%
52020 Memberships	-	-	-	0%
52025 Office Expense	200	200	-	0%
52030 Professional Services	71,100	84,400	13,300	19%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	15,000	15,000	-	0%
52050 Small Tools & Supplies	2,100	2,100	-	0%
52055 Travel & Training	-	-	-	0%
52060 Utilities	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>140,050</b>	<b>174,650</b>	<b>34,600</b>	<b>25%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>342,115</b>	<b>401,220</b>	<b>59,105</b>	<b>17%</b>

**General Fund**

Fund 100

Department/Division: 6015 Parks Maintenance

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	339,395	198,975	(140,420)	-41%
<b>Total Salaries &amp; Benefits</b>	<b>339,395</b>	<b>198,975</b>	<b>(140,420)</b>	<b>-41%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	1,450	1,450	-	0%
52005 Communications	1,500	1,500	-	0%
52010 Equipment Maintenance	4,300	4,300	-	0%
52015 Maint. Structures/Improvement.Grounds	27,660	27,660	-	0%
52020 Memberships	200	200	-	0%
52025 Office Expense	-	-	-	0%
52030 Professional Services	9,900	9,900	-	0%
52035 Equipment Rental	3,500	3,499	(1)	0%
52045 Special Department Expense	73,000	18,000	(55,000)	-75%
52050 Small Tools & Supplies	3,040	3,040	-	0%
52055 Travel & Training	-	208	208	100%
52060 Utilities	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>124,550</b>	<b>69,757</b>	<b>(54,793)</b>	<b>-44%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>463,945</b>	<b>268,732</b>	<b>(195,213)</b>	<b>-42%</b>

**General Fund**

Fund 100

Department/Division: 6020 Landscape Maintenance

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	188,247	50,008	(138,239)	-276%
<b>Total Salaries &amp; Benefits</b>	<b>188,247</b>	<b>50,008</b>	<b>(138,239)</b>	<b>-73%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	350	350	100%
52005 Communications	-	250	250	100%
52010 Equipment Maintenance	-	3,100	3,100	100%
52015 Maint. Structures/Improvement.Grounds	-	10,400	10,400	100%
52020 Memberships	-	300	300	100%
52025 Office Expense	-	-	-	0%
52030 Professional Services	-	144,400	144,400	100%
52035 Equipment Rental	-	1,000	1,000	100%
52045 Special Department Expense	-	-	-	0%
52050 Small Tools & Supplies	-	1,000	1,000	100%
52055 Travel & Training	-	250	250	100%
52060 Utilities	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>-</b>	<b>161,050</b>	<b>161,050</b>	<b>100%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>188,247</b>	<b>211,058</b>	<b>22,811</b>	<b>12%</b>

**Sierra Point Light & Landscape District Fund**

Fund 210

Department/Division: 6035 Sierra Point Light &amp; Landscape District

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	23,794	116,230	92,436	388%
<b>Total Salaries &amp; Benefits</b>	<b>23,794</b>	<b>116,230</b>	<b>92,436</b>	<b>388%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	330	330	-	0%
52005 Communications	300	300	-	0%
52010 Equipment Maintenance	1,350	1,500	150	11%
52015 Maint. Structures/Improvement.Grounds	76,000	76,000	-	0%
52020 Memberships	150	200	50	33%
52025 Office Expense	201	251	50	25%
52030 Professional Services	123,300	138,000	14,700	12%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	-	80,269	80,269	0%
52050 Small Tools & Supplies	200	200	-	0%
52055 Travel & Training	100	100	-	0%
52060 Utilities	200,000	80,000	(120,000)	-60%
<b>Total Services &amp; Supplies</b>	<b>401,931</b>	<b>377,150</b>	<b>(24,781)</b>	<b>-6%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	122,082	174,547	52,465	43%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>122,082</b>	<b>174,547</b>	<b>52,465</b>	<b>43%</b>
<b>TOTAL BUDGET</b>	<b>547,807</b>	<b>842,474</b>	<b>120,120</b>	<b>22%</b>

**Utilities Fund**

Fund 540

Department/Division: 6110 Water

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	533,024	876,484	343,460	64%
<b>Total Salaries &amp; Benefits</b>	<b>533,024</b>	<b>876,484</b>	<b>343,460</b>	<b>64%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	2,550	2,550	-	0%
52005 Communications	4,450	4,450	-	0%
52010 Equipment Maintenance	11,400	11,400	-	0%
52015 Maint. Structures/Improvement.Grounds	63,563	63,563	-	0%
52020 Memberships	37,085	53,443	16,358	44%
52025 Office Expense	20,704	20,704	-	0%
52030 Professional Services	68,120	210,620	142,500	209%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	51,500	71,500	20,000	39%
52050 Small Tools & Supplies	7,387	7,387	-	0%
52055 Travel & Training	3,241	3,241	-	0%
52060 Utilities	22,000	22,000	-	0%
52065 Water Purchases	917,000	917,000	-	0%
<b>Total Services &amp; Supplies</b>	<b>1,209,000</b>	<b>1,387,858</b>	<b>178,858</b>	<b>15%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	346,290	556,871	-	0%
55961 Transfers to Other Funds	-	20,096	-	0%
<b>Total Other</b>	<b>346,290</b>	<b>576,967</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>2,088,314</b>	<b>2,841,309</b>	<b>752,995</b>	<b>36%</b>

**Utilities Fund**

Fund 540

Department/Division: 6115 Water Quality Monitoring

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	28,832	55,972	27,140	94%
<b>Total Salaries &amp; Benefits</b>	<b>28,832</b>	<b>55,972</b>	<b>27,140</b>	<b>94%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	0%
52005 Communications	-	-	-	0%
52010 Equipment Maintenance	-	-	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	0%
52020 Memberships	-	-	-	0%
52025 Office Expense	-	-	-	0%
52030 Professional Services	-	60,000	60,000	100%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	-	-	-	0%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	-	-	-	0%
52060 Utilities	-	-	-	0%
52065 Water Purchases	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>-</b>	<b>60,000</b>	<b>60,000</b>	<b>0%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>28,832</b>	<b>115,972</b>	<b>87,140</b>	<b>302%</b>

**Utilities Fund**

Fund 540

Department/Division: 6120 GVMID

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	150,104	675,383	525,279	350%
<b>Total Salaries &amp; Benefits</b>	<b>150,104</b>	<b>675,383</b>	<b>525,279</b>	<b>350%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	2,550	2,550	-	0%
52005 Communications	3,450	3,450	-	0%
52010 Equipment Maintenance	12,000	12,000	-	0%
52015 Maint. Structures/Improvement.Grounds	39,382	62,382	23,000	58%
52020 Memberships	30,796	36,577	5,781	19%
52025 Office Expense	23,929	23,929	-	0%
52030 Professional Services	106,138	141,138	35,000	33%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	78,780	60,000	(18,780)	-24%
52050 Small Tools & Supplies	2,809	2,809	-	0%
52055 Travel & Training	3,341	3,341	-	0%
52060 Utilities	65,000	65,000	-	0%
52065 Water Purchases	157,000	157,000	-	0%
52070 Sewage Treatment	807,000	807,000	-	0%
<b>Total Services &amp; Supplies</b>	<b>1,332,175</b>	<b>1,377,176</b>	<b>45,001</b>	<b>3%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	32,000	32,000	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	380,262	495,541	115,279	30%
55961 Transfers to Other Funds	-	20,096	20,096	0%
<b>Total Other</b>	<b>380,262</b>	<b>515,637</b>	<b>167,375</b>	<b>44%</b>
<b>TOTAL BUDGET</b>	<b>1,862,541</b>	<b>2,600,196</b>	<b>737,655</b>	<b>40%</b>

**Utilities Fund**

Fund 540

Department/Division: 6130 Sewer

Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
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**SALARIES & BENEFITS**

170,489	521,071	350,582	206%
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**Total Salaries & Benefits**

170,489	521,071	350,582	206%
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**SERVICES AND SUPPLIES**

52001 Safety Clothing	3,250	3,250	-	0%
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52005 Communications	3,600	3,600	-	0%
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52010 Equipment Maintenance	11,400	11,400	-	0%
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52015 Maint. Structures/Improvement.Grounds	18,360	18,360	-	0%
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52020 Memberships	6,762	7,914	1,152	17%
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52025 Office Expense	17,687	17,687	-	0%
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52030 Professional Services	5,166	56,666	51,500	997%
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52035 Equipment Rental	-	-	-	0%
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52045 Special Department Expense	69,500	62,000	(7,500)	-11%
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52050 Small Tools & Supplies	5,410	5,410	-	0%
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52055 Travel & Training	1,664	1,664	-	0%
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52060 Utilities	25,600	25,600	-	0%
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52065 Water Purchases	-	-	-	0%
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52070 Sewage Treatment	1,562,030	1,562,028	(2)	0%
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**Total Services & Supplies**

1,730,429	1,775,579	45,150	3%
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**OTHER**

53010 Improvements	-	-	-	0%
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53030 Equipment	-	48,000	48,000	0%
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54010 Administrative Charges	-	-	-	0%
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54025 Indirect Costs	337,027	515,411	178,384	53%
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55961 Transfers to Other Funds	-	20,096	20,096	0%
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**Total Other**

337,027	535,507	246,480	73%
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**TOTAL BUDGET**

2,237,945	2,880,157	642,212	29%
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**NPDES Fund**

Fund 220

Department/Division: 6140 NPDES

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	243,853	346,980	103,127	42%
<b>Total Salaries &amp; Benefits</b>	<b>243,853</b>	<b>346,980</b>	<b>103,127</b>	<b>42%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	1,850	1,850	-	0%
52005 Communications	1,550	1,550	-	0%
52010 Equipment Maintenance	5,110	10,100	4,990	98%
52015 Maint. Structures/Improvement.Grounds	2,000	18,000	16,000	800%
52020 Memberships	15,700	15,700	-	0%
52025 Office Expense	-	-	-	0%
52030 Professional Services	45,001	45,001	-	0%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	6,000	6,000	-	0%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	1,400	1,400	-	0%
52060 Utilities	-	-	-	0%
52065 Water Purchases	-	-	-	0%
52070 Sewage Treatment	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>78,611</b>	<b>99,601</b>	<b>20,990</b>	<b>27%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	128,135	135,796	-	0%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>128,135</b>	<b>135,796</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>450,600</b>	<b>582,377</b>	<b>131,778</b>	<b>29%</b>

**General Fund**

Fund 100

Department/Division: 6300 Emergency Operations Center

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	85,604	92,007	6,403	7%
<b>Total Salaries &amp; Benefits</b>	<b>85,604</b>	<b>92,007</b>	<b>6,403</b>	<b>7%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	150	150	-	0%
52005 Communications	7,750	7,750	-	0%
52010 Equipment Maintenance	4,250	5,850	1,600	38%
52015 Maint. Structures/Improvement.Grounds	-	-	-	0%
52020 Memberships	-	-	-	0%
52025 Office Expense	-	750	750	0%
52030 Professional Services	-	-	-	0%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	50,000	50,000	-	0%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	800	800	-	0%
52060 Utilities	-	-	-	0%
52065 Water Purchases	-	-	-	0%
52070 Sewage Treatment	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>62,950</b>	<b>65,300</b>	<b>2,350</b>	<b>4%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>148,554</b>	<b>157,307</b>	<b>8,753</b>	<b>6%</b>

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## General Fund

Fund 100

Department/Division: 6000 Public Works

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### Costs by Program

Division / Program	Program \$\$	Program %%
<b>Public Works Administration</b>		
001.0000 Administration	532,726	70%
005.0000 Citizen Engagement	117,855	15%
004.0000 City Council/Commission Support	44,841	6%
006.0000 Workforce Development	38,194	5%
430.0000 Public Education	24,923	3%
510.0000 Transportation and Mobility Options	2,725	<1%
535.0000 Emergency Response	500	<1%
<b>Sustainability</b>		
525.0000 Stewardship of Natural Environment	184,793	35%
520.0000 Stewardship of Built Environment	183,281	35%
004.0000 City Council/Commission Support	67,861	13%
525.0002 Building Efficiency	30,356	6%
006.0000 Workforce Development	24,406	5%
001.0000 Administration	21,542	36%
005.0000 Citizen Engagement	16,164	3%
430.0000 Public Education	2,261	<1%
<b>Streets and Storms</b>		
001.0000 Administration	533,895	52%
520.0000 Stewardship of Built Environment	439,030	42%
525.0000 Stewardship of Natural Environment	60,000	6%
006.0000 Workforce Development	1,820	<1%
<b>Building and Grounds</b>		
001.0000 Administration	241,320	60%
520.0000 Stewardship of Built Environment	132,900	33%
525.0000 Stewardship of Natural Environment	21,700	5%
520.0011 Structural (walls, windows, roof, foundation)	5,300	1%

**Parks Maintenance**

520.0000 Stewardship of Built Environment	102,440	38%
525.0000 Stewardship of Natural Environment	85,954	32%
001.0000 Administration	60,156	22%
005.0000 Citizen Engagement	14,124	5%
006.0000 Workforce Development	6,058	2%

**Landscape Maintenance**

525.0000 Stewardship of Natural Environment	160,025	76%
001.0000 Administration	50,132	24%
006.0000 Workforce Development	550	<1%
535.0000 Emergency Response	350	<1%

**Emergency Operations**

535.0000 Emergency Response	85,542	54%
001.0000 Administration	43,243	27%
004.0000 City Council/Commission Support	10,121	6%
005.0000 Citizen Engagement	9,201	6%
006.0000 Workforce Development	4,600	3%
430.0000 Public Education	4,600	3%

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## Sierra Point Lighting & Landscape Fund

Fund 210

**Department/Division: 6035 Sierra Point Lighting & Landscape District**

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### Costs by Program

Program	Program \$\$	Program %%
525.0000 Stewardship of Natural Environment	325,755	66%
001.0000 Administration	116,570	24%
520.0000 Stewardship of Built Environment	50,726	10%
535.0000 Emergency Response	330	<1%

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## Utility Fund

Fund 540

**Department/Division: 6115 Water Service**

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### Costs by Program

Program	Program \$\$	Program %%
540.0000 Purchase of Utilities	939,000	41%
001.0000 Administration	837,877	37%
550.0000 Provide Portable Water	401,392	18%
130.0000 Revenue Collection	22,684	1%
520.0000 Stewardship of Built Environment	22,000	1%
550.0011 Provide Potable Water -Water services and meters	20,000	1%
130.0002 Cashiering and Payment Receipt Processing	18,147	1%
006.0000 Workforce Development	3,241	<1%

### Department/Division: 6110 Water Quality Monitoring

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#### Costs by Program

Program	Program \$\$	Program %%
550.0006 Water Testing	115,972	100%

### Department/Division: 6120 GVMID

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#### Costs by Program

Program	Program \$\$	Program %%
540.0000 Purchase of Utilities	1,029,000	49%
001.0000 Administration	647,379	31%
550.0000 Provide Portable Water	123,355	6%
525.0000 Stewardship of Natural Environment	92,700	4%
510.0000 Transportation and Mobility Options	45,102	2%
560.0000 Provide Wastewater Collection	32,207	2%
560.0003 Provide Wastewater Collection - Main Inspection and Cle	32,000	2%
520.0000 Stewardship of Built Environment	27,780	1%
130.0000 Revenue Collection	22,684	1%
130.0002 Cashiering and Payment Receipt Processing	18,147	1%
570.0000 Operate a Storm Drain	10,065	<1%
006.0000 Workforce Development	3,341	<1%
510.0001 Traffic Signals	800	<1%

**Department/Division: 6130 Wastewater / Sewer****Costs by Program**

<b>Program</b>	<b>Program \$\$</b>	<b>Program %%</b>
540.0000 Purchase of Utilities	1,587,628	68%
001.0000 Administration	516,909	22%
560.0000 Provide Wastewater Collection	179,235	8%
560.0002 Provide Wastewater Collection - Lift Stations	30,000	1%
560.0003 Provide Wastewater Collection - Main Inspection and Cle	12,000	1%
006.0000 Workforce Development	11,476	<1%
004.0000 City Council/Commission Support	7,403	<1%

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## National Pollutant Discharge Elimination System Fund

Fund 220

Department/Division: 6140 NPDES

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### Costs by Program

Program	Program \$\$	Program %%
001.0000 Administration	275,624	62%
570.0000 Operate a Storm Drain System	69,775	16%
005.0000 Citizen Engagement	40,029	9%
430.0000 Public Education	19,828	4%
525.0000 Stewardship of Natural Environment	18,829	4%
570.0002 Storm Drain System - Catch Basin and Sediment Basin	16,000	4%
006.0000 Workforce Development	6,495	1%



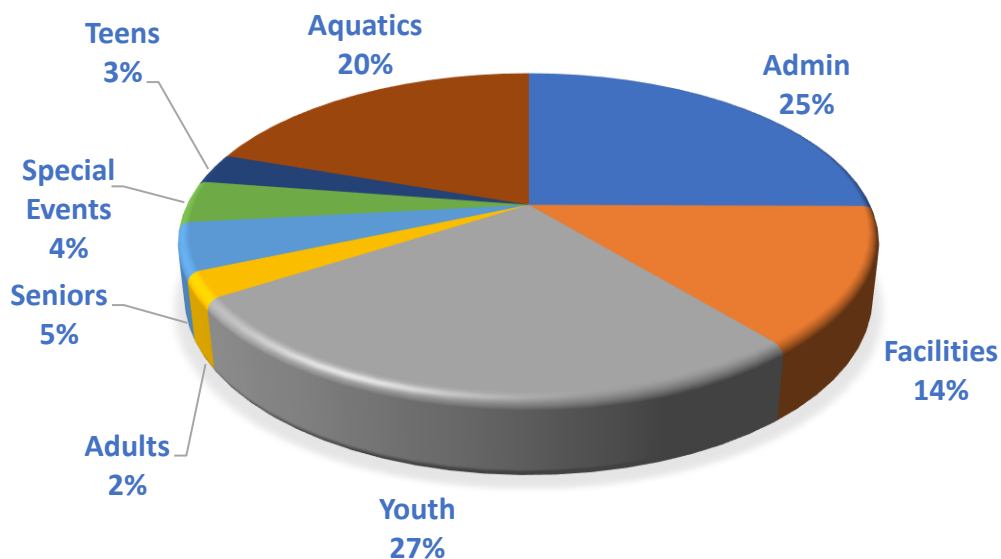
# Department Background

**Department/Division: Park & Recreation**

## Mission Statement –

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

<b>Overall Budget</b>	<b>\$3,069,260</b>
<b>Number of Positions</b>	7 Full-time 50 Part-time
<b>Areas Covered</b>	Administration, Facilities, Youth, Teens, Adults, Special Events, Seniors, Aquatics



**General Fund**

Fund 100

Department/Division: 7001 Park &amp; Recreation Administration

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	754,463	722,325	(32,138)	-4%
<b>Total Salaries &amp; Benefits</b>	<b>754,463</b>	<b>722,325</b>	<b>(32,138)</b>	<b>-4%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	104	104	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	1,732	1,732	-	0%
52025 Office Expense	3,488	3,488	-	0%
52030 Professional Services	16,646	21,646	5,000	30%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	2,223	3,417	1,194	54%
52050 Small Tools & Supplies	204	204	-	0%
52055 Travel & Training	10,542	18,002	7,460	71%
52060 Utilities	-	-	-	
<b>Total Services &amp; Supplies</b>	<b>34,939</b>	<b>48,593</b>	<b>13,654</b>	<b>39%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 789,402</b>	<b>\$ 770,918</b>	<b>\$ (18,484)</b>	<b>-2%</b>

**General Fund**

Fund 100

Department/Division: 7002 Recreation Facilities

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	138,999	200,744	61,745	44%
<b>Total Salaries &amp; Benefits</b>	<b>138,999</b>	<b>200,744</b>	<b>61,745</b>	<b>44%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	312	312	-	0%
52005 Communications	-	2,032	2,032	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	19,508	21,008	1,500	8%
52020 Memberships	-	-	-	
52025 Office Expense	260	260	-	0%
52030 Professional Services	89,702	89,702	-	0%
52035 Equipment Rental	7,178	7,178	-	0%
52045 Special Department Expense	65,850	20,540	(45,310)	-69%
52050 Small Tools & Supplies	759	2,500	1,741	229%
52055 Travel & Training		-	-	
52060 Utilities	83,960	82,712	(1,248)	-1%
<b>Total Services &amp; Supplies</b>	<b>267,529</b>	<b>226,244</b>	<b>(41,285)</b>	<b>-15%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	500	500	
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>-</b>	<b>500</b>	<b>500</b>	
<b>TOTAL BUDGET</b>	<b>\$ 406,528</b>	<b>\$ 427,488</b>	<b>\$ 20,960</b>	<b>5%</b>

**General Fund**

Fund 100

Department/Division: 7003 Youth

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	568,373	627,162	58,789	10%
<b>Total Salaries &amp; Benefits</b>	<b>568,373</b>	<b>627,162</b>	<b>58,789</b>	<b>10%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	1,836	1,836	-	0%
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	54,164	56,164	2,000	4%
52035 Equipment Rental	22,113	22,113	-	0%
52045 Special Department Expense	63,110	76,810	13,700	22%
52050 Small Tools & Supplies	156	2,000	1,844	1182%
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	36,101	36,101	-	0%
<b>Total Services &amp; Supplies</b>	<b>141,379</b>	<b>195,024</b>	<b>53,645</b>	<b>149%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	700	700	
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>-</b>	<b>700</b>	<b>700</b>	
<b>TOTAL BUDGET</b>	<b>\$ 745,853</b>	<b>\$ 822,886</b>	<b>\$ 77,033</b>	<b>10%</b>

**General Fund**

Fund 100

Department/Division: 7004 Adult

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	12,530	16,608	4,078	33%
<b>Total Salaries &amp; Benefits</b>	<b>12,530</b>	<b>16,608</b>	<b>4,078</b>	<b>33%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	510	510	-	0%
52025 Office Expense	208	208	-	0%
52030 Professional Services	55,772	55,772	-	0%
52035 Equipment Rental		-	-	
52045 Special Department Expense	4,835	4,835	-	0%
52050 Small Tools & Supplies	156	2,000	1,844	1182%
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	-	-	-	
<b>Total Services &amp; Supplies</b>	<b>61,481</b>	<b>63,325</b>	<b>1,844</b>	<b>3%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	-		
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 74,011</b>	<b>\$ 79,933</b>	<b>\$ 5,922</b>	<b>8%</b>

**General Fund**

Fund 100

Department/Division: 7005 Seniors

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	78,880	85,586	6,706	9%
<b>Total Salaries &amp; Benefits</b>	<b>78,880</b>	<b>85,586</b>	<b>6,706</b>	<b>9%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	1,080	1,080	-	0%
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	9,364	9,364	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	10,273	50,273	40,000	389%
52050 Small Tools & Supplies	-	500	500	
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	30,000	-	(30,000)	-100%
<b>Total Services &amp; Supplies</b>	<b>20,717</b>	<b>61,217</b>	<b>40,500</b>	<b>195%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	
53030 Equipment	364	364	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
<b>Total Other</b>	<b>364</b>	<b>364</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>\$ 129,961</b>	<b>147,167</b>	<b>\$ 17,206</b>	<b>13%</b>

**General Fund**

Fund 100

Department/Division: 7006 Special Events

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	52,219	60,545	8,326	16%
<b>Total Salaries &amp; Benefits</b>	<b>52,219</b>	<b>60,545</b>	<b>8,326</b>	<b>16%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	-	-	-	
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	41,722	67,732	26,010	62%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	-	-	-	
<b>Total Services &amp; Supplies</b>	<b>41,722</b>	<b>67,732</b>	<b>26,010</b>	<b>62%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 93,941</b>	<b>\$ 128,277</b>	<b>\$ 34,336</b>	<b>37%</b>

**General Fund**

Fund 100

Department/Division: 7007 Teens

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	29,118	29,812	694	2%
<b>Total Salaries &amp; Benefits</b>	<b>29,118</b>	<b>29,812</b>	<b>694</b>	<b>2%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	2,081	2,081	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	7,583	8,283	700	9%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	208	500	292	140%
52060 Utilities	-	-	-	
52900 Contributions	50,000	50,000	-	
<b>Total Services &amp; Supplies</b>	<b>59,872</b>	<b>60,864</b>	<b>992</b>	<b>2%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 88,990</b>	<b>\$ 90,676</b>	<b>\$ 1,686</b>	<b>2%</b>



**General Fund**

Fund 100

Department/Division: 7008 Aquatics

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	365,472	384,890	19,418	5%
<b>Total Salaries &amp; Benefits</b>	<b>365,472</b>	<b>384,890</b>	<b>19,418</b>	<b>5%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	2,164	2,164	-	0%
52005 Communications	6,158	6,158	-	0%
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	47,576	47,576	-	0%
52020 Memberships	-	-	-	
52025 Office Expense	1,028	1,028	-	0%
52030 Professional Services	59,641	59,641	-	0%
52035 Equipment Rental		-	-	
52045 Special Department Expense	1,483	7,300	5,817	392%
52050 Small Tools & Supplies	3,163	6,563	3,400	107%
52055 Travel & Training	-	-	-	
52060 Utilities	86,595	86,595	-	
52900 Contributions	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>207,808</b>	<b>217,025</b>	<b>9,217</b>	<b>4%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	-		
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL BUDGET</b>	<b>\$ 573,280</b>	<b>\$ 601,915</b>	<b>\$ 28,635</b>	<b>5%</b>

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**General Fund****Fund 100****Department/Division: 7001 Park & Recreation Administration**

---

**Costs by Program**

Program	Program	
	Program \$\$	Program %%
001.0000 Administration	408,787	53
004.0000 City Council/Commission Support	184,554	24
005.0000 Citizen Engagement	121,050	16
006.0000 Workforce Development	56,527	7

---

**General Fund****Fund 100****Department/Division: 7002 Recreation Facilities**

---

**Costs by Program**

Program	Program	
	Program \$\$	Program %%
615.0000 Outdoor Facilities	138,433	32
610.0000 Indoor Facilities	110,833	26
610.0003 Mission Blue Center	78,095	18
610.0002 Community Center	49,612	12
001.0000 Administration	33,215	8
Programs <1%	12,888	3
Dog Park, Parks & Playgrounds, Tennis Courts, Picnic Areas, Volleyball Courts, Skatepark		

---

**General Fund****Fund 100****Department/Division: 7003 Youth**

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**Costs by Program**

Program	Program	
	Program \$\$	Program %%
620.0005 Seasonal Camps	261,400	32
620.0002 Preschool	188,805	23
620.0001 Afterschool	165,227	20
620.0004 Youth Contract Classes	56,373	7
620.0007 Youth Sports (Afterschool)	42,746	5
620.0008 Youth Sports (Baseball)	39,269	5
620.0003 Brisbane School District Contribution	36,101	4
001.0000 Administration	32,964	4

---

**General Fund**

Fund 100

**Department/Division: 7004 Adult**

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**Costs by Program**

Program	Program	
	Program \$\$	Program %%
640.0001 Adult Contract Classes	54,199	68
640.0002 Adult Sports	18,543	23
640.0000 Adult Programs 20-59	7,190	9

---

**General Fund**

Fund 100

**Department/Division: 7005 Seniors**

---

**Costs by Program**

Program	Program	
	Program \$\$	Program %%
650.0003 Senior Sunrise Room	78,042	53
650.0000 Senior Programs 60+	29,718	20
650.0001 Senior Club	22,565	15
650.0002 Senior Contract Classes	16,842	12

---

**General Fund**

Fund 100

**Department/Division: 7006 Special Events**

---

**Costs by Program**

Program	Program	
	Program \$\$	Program %%
660.0000 Special Events	128,277	100

---

**General Fund**

Fund 100

**Department/Division: 7007 Teens**

---

**Costs by Program**

Program	Program	
	Program \$\$	Program %%
001.0000 Teens 13-19	78,042	74
630.0002 Youth Advisory Committee	29,718	19
630.0001 Teen Activities	22,565	7

---

**General Fund**

Fund 100

Department/Division: 7008 Aquatics

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Costs by Program

Program	Program	
	Program \$\$	Program %
670.0000 Aquatics	184,475	31
670.0004 Lap Swim	111,229	18
670.0005 Recreational Swim	111,229	18
670.0006 Swim Lessons	111,229	18
670.0001 Aquatics Contract Classes	56,032	9
670.0002 Aquatics Rentals	23,482	4
670.0003 Aquatics Special Events	4,238	<1

# Department Background

**Department/Division:** 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. department objectives to sustain and enhance the quality of life within the City of Brisbane by providing safe, well-maintained public infrastructure and facilities.

<b>Overall Budget</b>	<b>\$1,379,195</b>
<b>Number of Positions</b>	Full time - 4
<b>Areas Covered</b>	Marina Maintenance, Billing

**Marina Fund**

Fund 550

Department/Division: 7009 Marina

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>	740,824	761,736	20,912	3%
<b>Total Salaries &amp; Benefits</b>	<b>740,824</b>	<b>761,736</b>	<b>20,912</b>	<b>3%</b>
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	2,230	2,230	-	0%
52005 Communications	28,132	28,132	-	0%
52010 Equipment Maintenance	13,112	76,712	63,600	485%
52015 Maint. Structures/Improvement.Grounds	71,875	72,886	1,011	1%
52020 Memberships	1,100	1,100	-	0%
52025 Office Expense	43,764	43,764	-	0%
52030 Professional Services	15,681	67,738	52,057	332%
52035 Equipment Rental	2,185	2,185	-	0%
52045 Special Department Expense	244,764	180,710	(64,054)	-26%
52050 Small Tools & Supplies	3,000	3,000	-	0%
52055 Travel & Training	3,750	3,750	-	0%
52060 Utilities	135,252	135,252	(0)	0%
52065 Water Purchases	-	-	-	0%
52070 Sewage Treatment	-	-	-	0%
<b>Total Services &amp; Supplies</b>	<b>564,845</b>	<b>617,459</b>	<b>52,614</b>	<b>9%</b>
<b>OTHER</b>				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	380,769	-	0%
55961 Transfers to Other Funds	-	196,158	-	0%
<b>Total Other</b>	<b>-</b>	<b>576,927</b>	<b>-</b>	<b>0%</b>
<b>TOTAL BUDGET</b>	<b>1,305,669</b>	<b>1,956,122</b>	<b>650,453</b>	<b>50%</b>

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**General Fund**

Fund 100

**Department/Division: 7009 Marina**

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**Costs by Program**

<b>Program</b>	<b>Program \$\$</b>	<b>Program %%</b>
<b>Marina</b>		
001.0000 Administration	470,002	34%
590.0002 MARINA - Buildings and Grounds	226,343	16%
590.0001 MARINA - Billing and Accounting	145,523	11%
590.0004 MARINA - Docks	141,450	10%
590.0007 MARINA - Utilities	141,227	10%
590.0006 MARINA - Slips	97,431	7%
006.0000 Workforce Development	39,515	3%
590.0005 MARINA - Refuse	35,023	3%
430.0000 Public Education	33,671	2%
005.0000 Citizen Engagement	27,391	2%
590.0003 MARINA - CIP's	11,719	1%
004.0000 City Council/Commission Support	9,900	1%
	<u>1,379,195</u>	

# Department Background

**Department/Division:**     **7100 Library**

## **Mission Statement –**

San Mateo County Libraries strengthen our communities by creating an inclusive sense of place and environment for learning.

**Overall Budget**

**\$70,600**

**Number of Positions**

none

**Areas Covered**

Maintenance of the Library, allows for additional events  
held at the Library



**General Fund**

Fund 100

Department/Division: 7100 Library

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>		-	-	
<b>Total Salaries &amp; Benefits</b>	-	-	-	
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance		-	-	
52015 Maint. Structures/Improvement.Grounds	10,900	10,900	-	0%
52020 Memberships		-	-	
52025 Office Expense		-	-	
52030 Professional Services	29,200	29,200	-	0%
52035 Equipment Rental		-	-	
52045 Special Department Expense		-	-	
52050 Small Tools & Supplies		-	-	
52055 Travel & Training		-	-	
52060 Utilities	4,500	4,500	-	0%
52300 Contributions	26,000	26,000	-	0%
<b>Total Services &amp; Supplies</b>	<b>70,600</b>	<b>70,600</b>	-	<b>0%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	-	-		
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	-	-	-	
<b>TOTAL BUDGET</b>	<b>\$ 70,600</b>	<b>\$ 70,600</b>	<b>\$ -</b>	<b>0%</b>

# Department Background

**Department/Division:**      **8001 Central Services**

## **Mission Statement –**

Central Services covers the costs of general organization-wide services and programs not attributed to any one department, to implement policies and programs as established by City Council and the City Manager.

<b>Overall Budget</b>	<b>\$1,273,291</b>
<b>Number of Positions</b>	None
<b>Areas Covered</b>	General Citywide issues and services

**General Fund**

Fund 100

Department/Division: 8001 Central Services

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
<b>SALARIES &amp; BENEFITS</b>		-	-	
<b>Total Salaries &amp; Benefits</b>	-	-	-	
<b>SERVICES AND SUPPLIES</b>				
52001 Safety Clothing	-	-	-	
52005 Communications	70,000	70,000	-	0%
52010 Equipment Maintenance	2,000	3,000	1,000	50%
52015 Maint. Structures/Improvement.Grounds	57,000	57,000	-	0%
52020 Memberships	55,850	60,850	5,000	9%
52025 Office Expense	42,700	42,700	-	0%
52030 Professional Services	266,101	508,941	242,840	91%
52033 Office Space Rental	300,000	300,000	-	0%
52035 Equipment Rental	52,600	48,600	(4,000)	-8%
52045 Special Department Expense	13,500	13,500	-	0%
52050 Small Tools & Supplies		-	-	
52055 Travel & Training		-	-	
52060 Utilities	70,000	70,000	-	0%
52900 Contributions	21,000	21,000	-	0%
<b>Total Services &amp; Supplies</b>	<b>950,751</b>	<b>1,195,591</b>	<b>244,840</b>	<b>26%</b>
<b>OTHER</b>				
53010 Improvements	-	-		
53030 Equipment	60,700	77,700	17,000	28%
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
<b>Total Other</b>	<b>60,700</b>	<b>77,700</b>	<b>17,000</b>	<b>28%</b>
<b>TOTAL BUDGET</b>	<b>\$ 1,011,451</b>	<b>1,273,291</b>	<b>\$ 261,840</b>	<b>26%</b>

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## General Fund

Fund 100

Department/Division: 8001 Central Services

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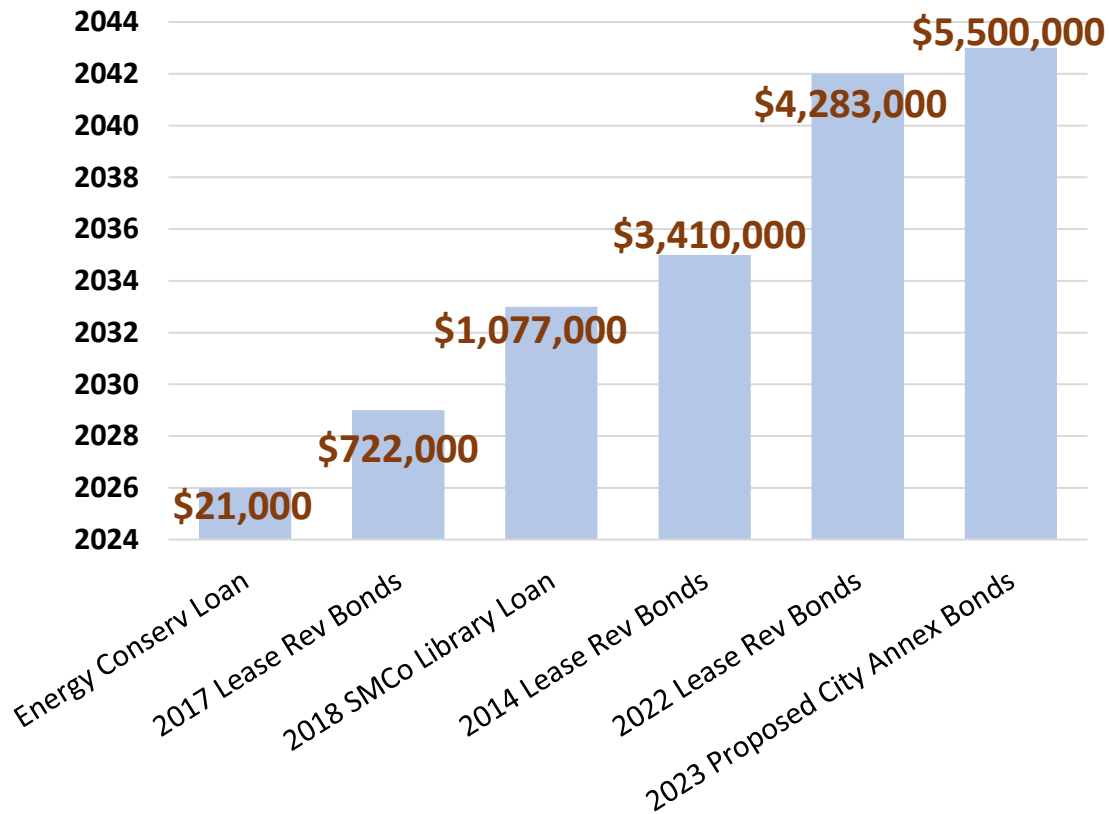
### Costs by Program

Program	Program \$\$	Program %%
520.0000 Stewardship of Built Environment	427,000	34
140.0000 Computer System	236,200	19
005.0000 Citizen Engagement	218,650	17
001.0000 Administration	159,176	13
130.0000 Revenue Collection	70,000	5
004.0000 City Council/Commission Support	65,150	5
005.0017 STAR Newsletter	45,200	4
260.0000 Economic Development	23,000	2
Programs <1%	<u>28,915</u>	2
	<u>1,273,291</u>	

# Outstanding Debt (Governmental)

FY2023/24 - \$1,209,663

Total due - \$15,013,000 through  
2043



City of Brisbane  
Fiscal Year 23/24 Budget

Description	General Fund	Gas Tax Fund	SB1 Road Maint & Rehab Act	Meas A	Meas W	Sierra Point Lighting and Landscaping	National Pollution Discharge Elimination System	COPS - State Personnel Grant	Housing	Utility Fund	Water Maint Monitoring & Emergency Plan Fund	Marina Fund	Total w/o Interservice Funds	Dental Self Insurance	Self Insurance	Self Insured Workers Compensaton	Motor Vehicle Replacement
Revenues	26,695,707	120,983	75,585	395,197	91,100	590,000	54,000	140,000		6,479,499	60,000	1,923,075	36,625,146	152,963	943,169	877,690	376,447
Transfers In							392,581			45,000			437,581				
Total Current Year Resources	26,695,707	120,983	75,585	395,197	91,100	590,000	446,581	140,000	-	6,524,499	60,000	1,923,075	37,062,727	152,963	943,169	877,690	376,447
													-				
Expenditures:													-				
City Council	307,940												307,940				
City Clerk	420,306												420,306				
City Manager	1,548,140												1,548,140				
Event Cosponsorship	25,894												25,894				
Open Space	530,663												530,663				
Finance	1,676,968												1,676,968				
Human Resources	851,613												851,613				
Legal Services-City Attorney	450,000												450,000				
Community Development	2,721,664												2,721,664				
Library	70,600												70,600				
Police--Administration & Personnel	1,037,697												1,037,697				
Police--Communications & Records	841,570												841,570				
Police--Police Patrol	4,470,024							140,000					4,610,024				
Fire	4,914,324												4,914,324				
Public Works--Admin. & Engineering	761,764												761,764				
Public Works--Streets & Storm Drains	1,034,745												1,034,745				
Public Works--Buildings & Grounds	401,220												401,220				
Public Works--Parks Maintenance	268,732												268,732				
Public Works--Landscape Maintenance	211,058												211,058				
Public Works - Sierra Point Lighting and Landscape						493,380							493,380				
Public Works- Water										2,264,342			2,264,342				
Public Works- Water Quality Monitoring											115,972		115,972				
Public Works- GVMID										2,084,559			2,084,559				
Public Works - NPDES							446,581						446,581				
Public Works - Sewer										2,344,650			2,344,650				
Public Works -- Office of Emergency Services	157,307												157,307				
Recreation--Admin & PB&R Comm.	770,918												770,918				
Recreation--Parks & Facility Maint.	427,488												427,488				
Recreation--Preschool, Youth & Teen	822,886												822,886				
Recreation--Adult Recreation	79,933												79,933				
Recreation--Senior Citizens	147,167												147,167				
Recreation--Special Events	128,277												128,277				
Recreation--Teen Activities	90,676												90,676				
Recreation--Aquatics	601,915												601,915				
Marina												1,379,195	1,379,195				
Non-Departmental/Central Services	1,273,291									1,567,823		380,769	3,221,883				
Debt Service	1,209,663									618,025		482,931	2,310,619				
Housing									95,000				95,000				
TRSF: Motor Vehicle Replacement	300,000									60,289		16,158	376,447				
Payments / other Transfers	45,000											180,000	225,000	152,963	943,169	877,690	75,000
													-				
Total Expenditures	28,599,443	-	-	-	-	493,380	446,581	140,000	95,000	8,939,688	115,972	2,439,053	41,269,117	152,963	943,169	877,690	75,000
													-				
Current Year Available (Net Use)	(1,903,736)	120,983	75,585	395,197	91,100	96,620	-	-	(95,000)	(2,415,189)	(55,972)	(515,978)	(4,206,390)	-	-	-	301,447
													-				
Recession Reserve	2,500,000												2,500,000				
Emergency Reserve	3,500,000												3,500,000				
Regular Reserve	2,764,758												2,764,758				