CITY of BRISBANE

Joint City Council, Successor Agency, Housing Authority, & Guadalupe Valley Municipal Improvement District Special Meeting Agenda

Thursday, June 26, 2025 at 6:30 PM ● Hybrid Meeting 50 Park Place, Brisbane, CA

The public may observe/participate in City Council meetings using remote public comment options or attending in person. City Council members shall attend in person unless remote participation is permitted by law. The City Council may take action on any item listed in the agenda.

TO ADDRESS THE COUNCIL

IN PERSON

Location: Community Meeting Room 50 Park Place, Brisbane, CA 94005
Councilmember Kern will teleconference from 1373 N. Hawley Road, Milwaukee, WI 53208

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectively request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

To address the City Council on any item – whether on the posted agenda or not – please fill out a Request to Speak Form located in the Community Meeting Room Lobby and submit it to the City Clerk. Speakers are not required to submit their name or address.

REMOTE PARTICIPATION

Members of the public may participate in the City Council meeting by logging into the Zoom Webinar listed below. City Council meetings may also be viewed live and/or on-demand via the City's YouTube Channel, youtube.com/brisbaneca, or on Comcast Ch. 27. Archived videos may be replayed on the City's website, brisbaneca.org/meetings. Please be advised that if there are technological difficulties, the meeting will nevertheless continue if remote participation is available.

The agenda materials may be viewed online at brisbaneca.org at least 72 hours prior to a Regular Meeting, and at least 24 hours prior to a Special Meeting.

Remote Public Comments:

Remote meeting participants may address the City Council via Zoom Webinar. Aside from commenting personally while in the Zoom Webinar, you can also use the call in number. The public comments received will be noted for the record during Oral Communications 1 and 2 or during an agenda item. We encourage you to email comments on or not on agenda items in advance of the meeting to ipadilla@brisbaneca.org. That email address, however, will not be monitored during the meeting and emails received during the meeting will not be responded to or brought to the attention of the City Council during the meeting.

Join Zoom Webinar: zoom.us (please use the latest version: zoom.us/download)
brisbaneca.org/cc-zoom

Webinar ID: 991 9362 8666
Call In Number: 1 (669) 900-9128

Note: Callers dial *9 to “raise hand” and dial *6 to mute/unmute.

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the City Clerk at (415) 508-2113. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

WRITINGS THAT ARE RECEIVED AFTER THE AGENDA HAS BEEN POSTED

Any writings that are received after the agenda has been posted but before 4pm of the day of the meeting will be available for public inspection at the front lobby in City Hall and on the internet (brisbaneca.org/meetings). Any writings that are received after 4pm of the day of the meeting will be distributed to the Council and made available for public inspection at the front lobby and on the internet the day after the meeting (brisbaneca.org/meetings).

6:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL

A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

ADOPTION OF AGENDA

AWARDS AND PRESENTATIONS

B. Proclaiming July 2025 as Park and Recreation Month

ORAL COMMUNICATIONS NO. 1

CONSENT CALENDAR

C. Approve Minutes of City Council Meeting of June 5, 2025

D. Approve Minutes of City Council Closed Session Meeting of June 5, 2025

E. Approve Investment Report as of May 2025

F. Approve Co-Sponsorship of Excelsior Running Club Event

G. Approve Co-Sponsorship of Sierra Point Yacht Club Regatta

H. Adopt a Resolution establishing the Appropriation Limit for Fiscal Year 2025-2026

I. Approve Sierra Point Landscaping and Lighting District Annual Appointments, Preliminary Approval of Engineer’s Report and Intention to Order the Levy and Collection of Assessments

1. Approve Resolution “Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2025-2026”
2. Approve Resolution “Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2025-2026”
3. Approve Resolution, “A Resolution of Preliminary Approval of Engineer's Report - Fiscal Year 2025-2026 - Sierra Point Landscaping and Lighting District”
4. Approve Resolution “A Resolution of Intention to order the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2025-2026 - Sierra Point Landscaping and Lighting District”

CONTINUED PUBLIC HEARING

J. Consider Adoption of Resolutions to Approve the Budget for Fiscal Year 2026 and Fiscal Year 2027

(This item was continued from the Joint City Council Meeting of June 5, 2025)

i. Adopt Resolution adopting the annual budget for Fiscal Year 2026 and Fiscal Year 2027 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority

ii. Adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2026 and Fiscal Year 2027 and making appropriations for the amounts budgeted

STAFF REPORTS

K. City Manager’s Report- City Updates and Upcoming Activities

MAYOR/COUNCIL MATTERS

L. Recruitment for City Committees and Commissions

M. Countywide Assignments and Subcommittee Reports
   i. Report Out on Subcommittee Meetings
   ii. Upcoming Subcommittee Meetings

N. Written Communications

ORAL COMMUNICATIONS NO. 2

ADJOURNMENT

File Attachments for Item:

C. Approve Minutes of City Council Meeting of June 5, 2025

BRISBANE CITY COUNCIL

ACTION MINUTES

**JOINT CITY COUNCIL, SUCCESSOR AGENCY, HOUSING AUTHORITY,
& GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT
SPECIAL MEETING AGENDA
THURSDAY, JUNE 5, 2025**

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

6:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Lentz called the meeting to order at 6:31 P.M. and led the Pledge of Allegiance.

ROLL CALL

A. Consider any request of a City Councilmember to attend the meeting remotely under the "Emergency Circumstances" of AB 2449

No Councilmembers made a request under Roll Call Item A.

Councilmembers Present: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz
Councilmembers Absent: None

Staff Present: City Manager Dennis, City Clerk Padilla, City Attorney McMorrow, Assistant City Manager Fernandez, Finance Director Yuen, Human Resources Director Partin, Parks and Recreation Director Leek, Assistant to the City Manager Cheung, Community Development Director Swiecki, City Engineer Breault, Principal Planner Ayres, Deputy Fire Chief Abelson, Management Analyst Brown, Police Commander Garcia, Police Chief Macias, and Communications & Digital Media Coordinator Ordoña

REPORT OUT OF CLOSED SESSION

City Attorney McMorrow reported that Councilmembers provided directions to staff on how to proceed regarding the Real Property Negotiation Item D.

ADOPTION OF AGENDA

Mayor Lentz made the request that New Business Item J regarding the Shuttle Bus Program to be discussed after Consent Calendar and Old Business Item I regarding the Master Fee Salary will be discussed after the Shuttle Bus Program.

Councilmember O'Connell made a motion, seconded by Councilmember Davis, to adopt the agenda as amended. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz
Noes: None
Absent: None
Abstain: None

AWARDS AND PRESENTATIONS

B. Proclaiming June 2025 as Pride Month

Mayor Lentz and the City of Brisbane City Council proclaimed the month of June 2025 as Pride Month in support of the LGBTQIA+ community. Dana Johnson. a LGBTQIA+ Commissioner, San Mateo County PRIDE Initiative Co-Chair, Lead Organizer of San Mateo County Pride Celebration and CoastPride Board Member, thanked the Council for the Proclamation and their support of the LGBTQIA+ community.

C. Juneteenth Proclamation

Mayor Lentz read a Proclamation observing Juneteenth on June 19, 2025. Shawneece Stevenson, Co-Manager, San Mateo African American Community Assessment and Mental Health Initiative from the Bay Area Community Health Advisory Council (BACHAC), accepted the Proclamation and provided council information on upcoming events within the San Mateo County to celebrate Juneteenth.

ORAL COMMUNICATIONS NO. 1

No member wished to make public comment.

CONSENT CALENDAR

D. Approve Minutes of City Council Meeting of May 15, 2025

E. Approve Investment Report as of April 2025

F. Adoption of Resolution Committing to Take Steps Toward Achieving Compliance with The Metropolitan Transportation Commission's Transit-Oriented Communities Policy in Order to Receive Grant to Fund Participation in Multi-Jurisdictional Grand Nexus Study
(Adoption of the resolution would allow the City's participation in the multi-jurisdictional study to be largely or entirely covered by MTC grant funds. The City's out-of-pocket costs not covered by the MTC grant are estimated to be $5,000, though this will need to be confirmed once a proposal is selected. This item is exempt from CEQA review pursuant to CEQA Guidelines §15061(b)(3))

G. Adopt an Ordinance, Waiving Second Reading, Amending the Municipal Code Concerning Notices of Violations
(There is no fiscal impact in adopting this Ordinance. Council has adopted a fee schedule that provides a fee for processing and administering these types of appeals.)

 uncilmember O'Connell made a motion, seconded by Councilmember Davis, to approve Consent Calendar

Items D, E and G. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz
Noes: None
Absent: None
Abstain: None

After staff questions and discussion, Mayor Lentz made a motion, seconded by Councilmember Kern, to approve Consent Calendar Item F. The motion passed with a four to one vote.

Ayes: Councilmembers Davis, Kern, O'Connell and Mayor Lentz
Noes: Councilmember Mackin
Absent: None
Abstain: None

DRAFT

NEW BUSINESS

J. Consider and Provide Direction on Support for the Brisbane Shuttle Program for Fiscal Year 2025-26 (The fiscal impact to the City depends on the option selected. Costs range from $26,000 for two years to $186,000.)

City Manager Dennis introduced Commute.org Executive Director John Ford.

Commute.org Executive Director John Ford reported that beginning July 1, 2025, shuttle service operating costs will increase by approximately 70 percent due to contractual adjustments with our SamTrans-contracted vendor.
The cost increases and changes in partner funding commitments have resulted in projected shortfalls:
• BBC Route: Caltrain has reduced its commitment to provide matching fund contributions by 20 percent, leaving a $13,000/year shortfall.
• BCP Route: Consortium contributions are expected to only cover about 40 percent of the required match, leaving a $80,000/year shortfall.

He added that Commute.org is requesting a funding commitment from the City of Brisbane to cover the actual funding shortfalls that may occur during the FY2026-FY2027 funding period.

The options presented for program continuation for the City Council's consideration included the following:

1. Retain Full Service
   - 2 shuttles on BCP and 1 shuttle on BBC.
   - Estimated City coverage of shortfalls: $93,000 per year.

2. Consolidated Service
   - Eliminate one of the three vehicles in the Brisbane Shuttle Program.
   - Merge BCP and BBC service into one combined route serving both BART and Caltrain.
   - Caltrain's committed match funding is used to support the consolidated route.
   - Estimated City coverage of shortfall: $28,000 per year.

3. Cancel BCP Shuttle
   - Eliminate BART connectivity. Maintain BBC service with Caltrain providing 80 percent of the matching funds.
   - Estimated City cost: $13,000 per year.

4. Cancel All Shuttle Service
   - No shuttle service in Brisbane.
   - No City funding required.

After Council questions, Paul Bouscal, Nancy Lacsamana, Clarke Conway, Chris Lara and John Paton from Mytra, Elna Miller, and Brisbane Resident Elena made public comment about which option they would recommend to the council to continue the shuttle bus service program.

After Council discussion, staff was directed to provide more information about Option 2 for a consolidated shuttle bus service since this option aligns better with Caltrain service, and the BART service is will only be a longer route by 7 minutes. City Manager Dennis responded that he would examine funding sources and will bring the information back to Council at a future meeting.

OLD BUSINESS

I. Consider Adopting a Resolution to Amend the Master Pay Schedule

Human Resources Director Partin presented the summary of the updates to the master pay schedule, which included the following:

• City Manager: The master pay schedule will reflect a 4.5% pay increase, resulting in $158.25 per hour.

• Confidential Management Employees: The classifications in this group will receive a 4.5% pay increase and the current filled positions in this group and their respective top step pay rates include: Assistant City Manager at $145.04 per hour, Finance Director at $120.69 per hour and Human Resources Director at $118.45 per hour.

• Executive Management: The classifications in this group will receive a 4.5% pay increase and the current positions filled in this group and their respective top step pay rates include: Assistant to the City Manager at $96.65 per hour, City Clerk at $78.20 per hour, Community Development Director at $121.97 per hour, Parks and Recreation Director at $116.29 per hour and Public Works Director/City Engineer at $142.79 per hour.

• Police Chief: This classification will receive a 4.5% pay increase and the new pay rate will be $142.31 per hour at the top step.

• The following bargaining groups will also receive a 4.5% pay increase: Brisbane Fire Management, Confidential Employees, General Employees Association, International Association of Firefighters, Local 2400, Mid-Management/Professional Employees, Police Commander, and Police Officers Association.

DRAFT

Human Resources Director Partin recommends that the City Council approves the attached resolution, so that the City is in compliance with GC Section 20636 and CCR section 570.5, and able to work towards retaining and attracting the quality and expertise of staff required by Council and the community.

Mayor Lentz reported that as is noted in the agenda report for Item I, state law and regulation, as well as CalPERS guidance, require that the City post a Master Pay Schedule that accurately reflects all of the City's pay schedules in a single document. Specifically, the Council must amend the schedule to reflect the City Manager's new compensation to be the following: Hourly: $158.25 and Annual: $329,160. He added that a revised Master Pay Schedule that reflects these changes is included in the agenda packet under Item I as Appendix A.

Councilmember Davis made a motion, seconded by Councilmember Mackin, to approve a resolution to amend the Master Pay Schedule. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz
Noes: None
Absent: None
Abstain: None

PUBLIC HEARING

H. Consider Adoption of Resolutions to Approve the Budget for Fiscal Years 2026 and 2027

i. Adopt Resolution adopting the annual budget for Fiscal Years 2026 & 2027 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority

ii. Adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Years 2026 & 2027 and making appropriations for the amounts budgeted

Councilmembers resumed the meeting after a brief break.

Finance Director Yuen provided a general overview of the proposed Budget for Fiscal Years (FY) 2025/26 and 2026/27. The overall expenses from the General Fund are expected to total $32,300,517 in FY2025/26 and $33,379,170 in FY2026/27. The General Fund budget for Fiscal Year 2025/26 and 2026/27 are balanced within available resources. The anticipated Net Use of Fund Balance, which is the difference between revenues and expenditures, is $1,023,080 for FY2025/26 and $1,752,452 for FY2026/27.

After Council questions and due to time constraints, staff were unable to initiate reviews of departmental budgets. Councilmembers requested to continue the Public Hearing on June 26, 2025, with departmental budgets including variances from previous year and budgeted requests. Councilmember Mackin also requested a pie chart of the General Fund Department Breakdown.

Councilmember O'Connell made a motion, seconded by Councilmember Mackin, to extend the City Council Meeting until 9:45 p.m. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

DRAFT

Noes: None
Absent: None
Abstain: None

STAFF REPORTS

K. City Manager's Report- City Updates and Upcoming Activities

Due to the late hour, there was no report from the City Manager.

MAYOR/COUNCIL MATTERS

L. Countywide Assignments and Subcommittee Reports
   i. Report Out on Subcommittee Meetings
   ii. Upcoming Subcommittee Meetings

Councilmembers provided a quick update on their County assignments and Subcommittee Meetings.

M. Written Communications

Written communication was received from the following members of the public:

- Ennis (05-16-2025) Permit Parking on Thomas Ave.
- Dettmer (05-19-2025) Resignation
- Vechhione, et. al (05-27-2025) Quarry
- Anonymous (05-20-2025) Quarry
- Lara (05-21-2025) Quarry
- Liddle (05-21-2025) Quarry
- Swan (05-19-2025) Quarry
- Miller (05-30-2025) Concerns About Warehouse Light Shielding and Development Priorities in Brisbane
- Hickey (06-02-25) Prothena Warn Notice
- Carlino (06-02-2025) Sparks at Our Park
- Linda (05-20-2025) Quarry
- Green (05-30-2025) Quarry
- Duffy (06-05-2025) Agenda Item J
- Zavodnik (06-05-2025) Shuttle
- Hoen (06-04-2025) Shuttle
- Wilson (06-05-2025) Shuttle
- Anonymous (06-05-2025) Shuttle
- Lacsamana (06-05-2025) Shuttle
- Viray (06-04-2025) Shuttle
- Dejoya (06-04-2025) Shuttle
- Tolentino (06-04-2025) Shuttle
- Contrera (06-04-2025) Shuttle
- Lall (06-04-2025) Shuttle

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- Ocampo (06-05-2025) Shuttle
- Larson (06-05-2025) Shuttle
- Florkowski (06-05-2025) Shuttle
- Arbore (06-04-2025) Shuttle
- Albino (06-04-2025) Shuttle
- Ennis (06-04-2025) Shuttle

ORAL COMMUNICATIONS NO. 2

Maria Ruiz Hidalgo, Senior Representative Local Government Affairs, from PG&E introduced herself to the City Council.
Paul Bouscal made a request to share an idea with San Francisco Mayor Lurie.
Michele Samon requested the City enacts a 20 miles per hour speed limit in all of the residential areas.

ADJOURNMENT
Mayor Lentz adjourned the meeting at 9:48 P.M.

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Ingrid Padilla
City Clerk

DRAFT

File Attachments for Item:

D. Approve Minutes of City Council Closed Session Meeting of June 5, 2025

BRISBANE CITY COUNCIL

ACTION MINUTES

CITY COUNCIL CLOSED SESSION MEETING AGENDA
THURSDAY, JUNE 5, 2025

HYBRID MEETING, 50 PARK PLACE LARGE CONFERENCE ROOM,
BRISBANE, CA 94005

6:15 P.M. CLOSED SESSION (To Be Held in the Large Conference Room)

A. Approval of the Closed Session Agenda

B. Public Comment. Members of the public may address the Councilmembers on any item on the closed session agenda

C. Adjournment into Closed Session

D. Conference With Real Property Negotiator Under Government Code Section 54956.8

Unrecorded Lot #	Assessor's Parcel No.	Owner
Lot 96	07-502-090	Jagdish Dayal

NEGOTIATOR: City Manager Jeremy Dennis
UNDER NEGOTIATION: Price and other terms and conditions of sale

Mayor Lentz called the meeting to order at 6:17 P.M.

Councilmember Mackin made a motion, seconded by Councilmember Kern to approve the Closed Session Meeting agenda as it stands. The motion passed unanimously by all present.
Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz
Noes: None
Absent: None
Abstain: None

There was no public comment. Mayor Lentz adjourned the meeting into Closed Session.

REPORT OUT OF CLOSED SESSION

City Attorney McMorrow reported that Councilmembers provided directions to staff on how to proceed regarding the Real Property Negotiation Item D.

ADJOURNMENT

The meeting was adjourned at 6:18 P.M.

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Ingrid Padilla, City Clerk

DRAFT

File Attachments for Item:

E. Approve Investment Report as of May 2025

E.

CITY OF BRISBANE
CASH BALANCES & INVESTMENTS
SOURCE OF FUNDING
May 31, 2025

NAME OF DEPOSITORY	INVESTMENT TYPE	DATE OF INVESTMENT	FACE VALUE OF INVESTMENT	CARRY VALUE OF INVESTMENT	MARKET VALUE OF INVESTMENT	COUPON INTEREST RATE %	MATURITY DATE	RATING/ COLLATERAL
WELLS FARGO	Checking A/C		$ 5,245,051	$ 5,245,051	$ 5,245,051	0.000		110% collateral
STATE FUND (LAIF)	Deposit on call	continuous	$ 4,649,268	$ 4,649,268	$ 4,649,268	4.280	on call	no rating
Other Investments								
	FHLB	7/28/2022	$ 1,000,000	$ 1,000,000	$ 999,440	4.050	07/28/2025	
	FHLB	12/31/2021	$ 1,000,000	$ 1,000,000	$ 990,000	1.300	09/30/2025	
	FHLB	10/27/2022	$ 1,000,000	$ 1,000,000	$ 1,002,210	4.750	10/27/2025	
	FFCB	9/12/2022	$ 1,000,000	$ 1,000,000	$ 998,040	4.125	12/12/2025	
	FFCB	12/1/2023	$ 1,000,000	$ 1,000,000	$ 1,002,150	5.060	12/01/2026	
	FHLB	3/25/2022	$ 1,000,000	$ 1,000,000	$ 974,020	2.600	03/25/2027	
	FHLB	5/26/2022	$ 1,000,000	$ 1,000,000	$ 990,200	3.750	05/26/2027	
	FHLB	11/19/2024	$ 1,000,000	$ 1,000,000	$ 999,380	4.650	11/19/2027	
	FHLB	12/20/2024	$ 1,000,000	$ 1,000,000	$ 998,570	4.800	12/20/2027	
	FNMA	3/24/2025	$ 1,000,000	$ 1,000,000	$ 997,990	4.625	03/24/2028	
	FHLM	6/25/2024	$ 1,000,000	$ 1,000,000	$ 999,360	5.500	06/25/2029	
	FHLB	7/29/2024	$ 1,000,000	$ 1,000,000	$ 998,370	5.150	07/25/2029	
	FHLM	11/19/2024	$ 1,000,000	$ 1,000,000	$ 998,400	5.000	11/19/2029	
	FHLM	3/27/2025	$ 1,000,000	$ 1,000,000	$ 997,680	5.000	03/27/2030	
	FHLB	4/30/2025	$ 1,000,000	$ 1,000,000	$ 993,320	5.000	04/17/2030	
	FHLB	4/29/2025	$ 1,000,000	$ 1,000,000	$ 992,500	4.800	04/29/2030	
BNY Mellon	Treasury Obligations	continuous	$ 7,366,322	$ 7,366,322	$ 7,366,322	4.240	on call	110% collateral
Sub-total			$ 23,366,322	$ 23,366,322	$ 23,297,952			
U.S. Bank	2014 BGPGA Bond (330)	Improvements	Fed Treas Obl	$ -	*10031*			
		Reserve Fund	Fed Treas Obl	$ 1	*10032*			
		Revenue Fund	Fed Treas Obl	$ -	*10034*			
		Expense Fund	Fed Treas Obl	$ -	*10035*			
		Principal	Fed Treas Obl	$ 1	*10036*			
		Interest Fund	Fed Treas Obl	$ 0	*10037*			
U.S. Bank	2015 Utility Capital (545)	Improvements	Fed Treas Obl	$ -	*10031*			
		Reserve	Fed Treas Obl	$ 93	*10032*			
		Expense Fund	Fed Treas Obl	$ -	*10035*			
BNY Mellon	2023 BGVMIDFA Bond (328)	Improvements	Fed Treas Obl	$ 64	*10031*			
		Reserve / Project	Fed Treas Obl	$ 1,834,315	*10032*			
		Expense Fund	Fed Treas Obl	$ -	*10035*			
		Principal	Fed Treas Obl	$ -	*10036*			
		Interest Fund	Fed Treas Obl	$ -	*10037*			
PARS	OPEB Trust	Trust Cash	Investments	$ 4,419,009	*13050*			
PARS	Retirement Trust	Trust Cash	Investments	$ 1,718,437	*13050*			
Sub-total	Cash with Fiscal Agents			**$ 7,971,920**				
	Total other investments		$ 31,338,243	**$ 31,338,243**	$ 23,297,952			
TOTAL INVESTMENTS & CASH BALANCES			$ 41,232,562	$ 41,232,562	$ 33,192,272			

Outstanding Loans to Department Heads / Former Employees

	Date of loan	Amount	Amount Remaining	Interest Rate
Stuart Schillinger	**4/1/2002**	**318,750**	**$ 318,750**	**Variable, LAIF + 1%**

FFCB - Federal Farm Credit Bank
FHLB - Federal Home Loan Bank
FHLM - Federal Home Loan Mortage Corporation
FNMA -Federal National Mortgage Association

Two year Treasury	4.11%	
Weighted Interest	3.68%	
Weighted maturity	1.43	Years

TREASURER'S CERTIFICATE

These are all the securities in which the city funds, including all trust funds and oversight agencies funds, are invested and that (excluding approved deferred compensation plans) all these investments are in securities as permitted by adopted city policy.

It is also certified that enough liquid resources (including maturities and anticipated revenues) are available to meet the next six months' cash flow.

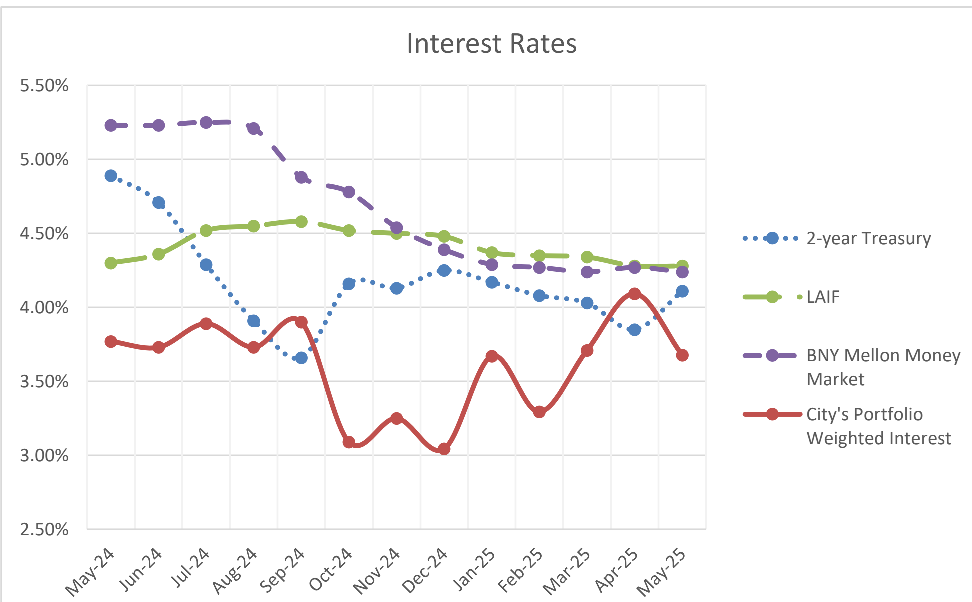
Carolina Yuen

CITY TREASURER

E.

CITY OF BRISBANE
CASH BALANCES & INVESTMENTS
Comparative Review
May 31, 2025

NAME OF DEPOSITORY	INVESTMENT TYPE	FACE VALUE OF INVESTMENT	MARKET VALUE OF INVESTMENT	Previous Month: FACE VALUE OF INVESTMENT	Previous Month: Change in Face Value		Previous Year: FACE VALUE OF INVESTMENT	Previous Year: Change in Face Value	
WELLS FARGO	Checking A/C	$ 5,245,051	$ 5,245,051	$ 1,946,351	$ 3,298,700	169.5%	$ 3,945,095	$ 1,299,956	33.0%
STATE FUND (LAIF)	Deposit on call	$ 4,649,268	$ 4,649,268	$ 6,649,268	$ (2,000,000)	(30.1%)	$ 1,580,260	$ 3,069,008	194.2%
Other Investments									
Sub-total	BNY Mellon	$ 23,366,322	$ 23,297,952	$ 23,256,981	$ 109,341	0.5%	$ 25,386,856	$ (2,020,533)	(8.0%)
Sub-total	Cash with Fiscal Agents	$ 7,971,920		$ 8,114,366	$ (142,445)	(1.8%)	$ 9,874,862	$ (1,902,942)	(19.3%)
	Total other investments	$ 31,338,243		$ 31,371,347	$ (33,104)		$ 35,261,718	$ (3,923,476)	
TOTAL INVESTMENTS & CASH BALANCES		**$ 41,232,562**	**$ 33,192,272**	**$ 39,966,967**	**$ 1,265,595**	3.2%	**$ 40,787,074**	**$ 445,488**	1.1%



May 2025 Review

The City's overall investments and cash balances had a net increase of $1.3M over the previous month. At month-end, the Wells Fargo ending balance of $3.3M included payments of Sales and Use Taxes ($1.7M) and Property Taxes ($1.6M) received on the last day and could not be moved. The decrease in LAIF was due to moving funds to WFB to replenish funds used for operations earlier in the month.

As reflected on Page 1, the BNY Mellon subtotal started the month with $17M. One $1M bond earning 5.0% was called in May, transfering to the money market account leaving a balance of $7M earning 4.24%. The increase in the Wells Fargo balance, combined with drop in LAIF balance and shift within the BNY Mellon accounts resulted in an overall decrease in the portfolio weighted interest compared to the prior month, and lower than the 2-year Treasury rate.

The City's Cash with Fiscal Agents May 2025 $8M balance is primarily comprised of $6.1M of the PARS trust accounts and $1.8M of the 2023 Bond proceeds held in trust, as reflected on Page 1. The month-to-month net decrease of $142K is comprised of $290K in May debt service payments issued on the 2023 Bond trust accounts offset with net interest of $5K earned on the 2023 Bond trust accounts, and net $141K earned on the PARS trust accounts.

File Attachments for Item:

F. Approve Co-Sponsorship of Excelsior Running Club Event

CITY COUNCIL AGENDA REPORT

Meeting Date: 6/26/2025

From: Jeff Franco, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

Subject: Approve the Excelsior Running Club's 2025 Star City San Bruno Mountain Half Marathon for Event Cosponsorship

Community Goal/Result
Community Building & Fundraising

Purpose
Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

Recommendation
Approve Excelsior Running Club's Star City San Bruno Mountain Half Marathon as a cosponsored event.

Background
The Excelsior Running Club has promoted health & wellness in Brisbane through running since 2013. Their organization has received a permit from the County to use San Bruno Mountain trails for the majority of its Star City San Bruno Mountain Half Marathon on October 4th, 2025 between 7:00am and 1:00pm. The run will begin on Visitacion Avenue at 9:00am and will conclude on Quarry Road Trail near the park. It is anticipated that the fastest runners should be done by 10:30am and the last of the runners will be done by 1:00pm. Registration for the event is $80-$100/runner. A portion of registration fees collected will be donated to support the San Mateo County Parks Department and San Bruno Mountain Watch.

Discussion
The City will need to partially close a number of streets at the beginning of the event. This includes all of Visitacion Avenue from San Francisco to Mariposa (8:45am-9:15am), then the westbound lane only to Mendocino, Mendocino from Visitacion Avenue to Solano (8:45am-9:15am), from the top of the stairway at Humboldt turning left to San Mateo, then right on San Mateo, then left on Kings, right on Margaret, and right on Paul to the trailhead (9:00am-9:30am). Staff time from the Public Works team will be necessary to place public notices onsite prior and to conduct the closure itself on the day of the event. A permit for doing so will be routed by City staff in accordance with the City's policies for traffic encroachment permits. Event registration will take place on Old Quarry Road. The Club is also requesting support from the Public Works Department to place the American flags along Visitacion Avenue before the start of the race, and for "No Parking" signs to be placed in front of both stairway entrances at Huckleberry Ct. Finally, the Club is also requesting to borrow tables and chairs from the P&R department.

The staffing needs of the City are for one Public Works employee to oversee the set-up of the lane closures, set-up American flags, and then oversee taking down the lane closures and removing the American flags. This will require approximately 6 hours of labor. 2 police officers will also be needed in the area from 7:00am when the set-up starts until 10:00am when the traffic lanes are reopened.

Finally, the City will need to post public notices informing the community of the street closures and the impact the event will have on travel within the community. Given that this event will be taking place at the same time as the annual Day in the Park and Derby, City staff intend to advertise to the entire City and not just those who are located along the race route. This information will be shared on the City's social media accounts and in printed materials where possible.

Fiscal Impact
Excelsior Running Club is requesting support from the City as summarized in the table below.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Public Works Staff OT for set up/take down of flags on Visitacion & street closures	Approximately 6 hours on OT @ $52.50/hour = $315	Requesting to be waived
Borrowing City Equipment (7 tables, 14 chairs)	Requesting to be waived	
Promotional and Marketing Support	Waived	

Attachments
1. Cosponsorship event application

Jeff Franco
Jeff Franco, Recreation Coordinator

Noreen Leek
Noreen Leek, Parks & Recreation Director

Jeremy Dennis
Jeremy Dennis, City Manager

F.

CITY OF BRISBANE
COSPONSORSHIP APPLICATION

This application must be submitted to the Parks & Recreation Department at least **(90) working days** prior to the requested event.

Phone: (415) 508-2140 | Email: brisbanerec@brisbaneca.org | Office: 50 Park Place, Brisbane, CA 94005

APPLICANT INFORMATION

Name of Contact Person: Cliff Lentz **Phone:** 650-219-0293

Email: cliffordlentz@gmail.com

Name of Organization: Excelsior Running Club **Organization Website:** https://runexcelsior.org

Organization Address or P.O. Box: 311 Lexington Way, Burlingame, CA 94010

Circle ONE of the following descriptions below that best describes your organization:

a. Brisbane Non-Profit Organization
b. Non-resident, Non-Profit Organization (Outside of Brisbane)
c. School District, School, or School Affiliated Group (ex. PTO)
d. Private Group, Club, or Organization

What year did your organization begin serving the Brisbane community? 2013

How has your organization added value to the Brisbane community in the past?

Contribute financially to Brisbane organizations such as San Bruno Mountain Watch and the Brisbane Lions Club. Promoted health and wellness through our races to the community.

What is your organization's mission and/or purpose?

Excelsior Running Club was founded in 1973 after a group of individuals decided to turn their shared interes into an official Running Club. Since then we've grown as a fitness-loving community. Our goal to to promote health and actiive lifestyles trhough running.

EVENT DETAILS

(If you are requesting multiple days & times, please attach those details on a separate sheet of paper.)

Name of Event: Star City San Bruno Mountain Half Marathon & 5K

Event Set-up Start Time: 7:00AM

Event Date (mm/dd/yy): ~~[illegible]~~ 10/4/25

Event Start Time: 9:00AM

Event Day of Week: Saturday

Event End Time: 1:00PM

Event Location: See attached map of course routes.

Describe what can be expected at this event? (ex. Performance, Dinner, Activities, etc.)

Participants will be running in Brisbane on Quarry Trail and Crocker Trail, as well as on San Bruno Mountain.

Will there be any fundraising at this event? Yes **If yes, what will the funds raised be used for?** El Camino HS, Brisbane Lions, SBMW

Are there any admission fees for this event? Yes **If yes, please list them here:** Registrant fee range $25-$110

If this event is NOT open to the general public, what are the restrictions for who may attend? (ex. age, membership, residency, etc.)

The event is open to the public.

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F. INDOOR FACILITY ACCESS REQUEST

City Staff must be present to accommodate the use of any indoor facilities. The below requested times will be used to ensure staff will be available when you need to access the facility. (If you are not requesting indoor facility use, you may skip to the next section.)

Date of Facility Access (mm/dd/yy): ____________ **Opening Time:** ________ **Closing Time:** ________

Date of Facility Access (mm/dd/yy): ____________ **Opening Time:** ________ **Closing Time:** ________

Date of Facility Access (mm/dd/yy): ____________ **Opening Time:** ________ **Closing Time:** ________

EQUIPMENT USE REQUEST

If you would like to request any equipment for an **outdoor event**, please include those details below. (If your event is at one of our indoor facilities, you my indicate your equipment needs on the rental layout.)

Quantity:	Item:
7	6ft Long Rectangle Tables
14	Chairs
______	10ft x 10ft Canopy/Pop-up Tent
______	Weighted Sandbags

Mission Blue Center ONLY

If your event will be at the Mission Blue Center, please indicate if you wish to request any of the equipment listed below.

Bluetooth Speaker? ______ with Microphone? ______

Projector & Screen? ______

*Theatrical Lighting? ______ with *Lighting Technician? ______

*Theater Risers? ______

*Any additional fees associated with reservation of special equipment will be the responsibility of the applicant, and may require additional planning time.

PERMITS

Alcoholic Beverage Permit
Will alcoholic beverages (beer/wine) be sold at your event? No **If yes, you must attach a copy of an Alcoholic Beverage Permit**

*Full Liquor Liability: If beer or wine is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability premiums are necessary.

Food & Beverage Permits - *Outdoor Events Only*
Will any food or non-alcoholic beverages be sold at your event? No **If yes, this permit is required smchealth.org/food-program**

Traffic Permits
Will this event require any street or parking closures? Yes **If yes, you must obtain a Brisbane Encroachment Permit**

Amplified Sound Permits - *Outdoor Events Only*
Do you wish to use amplified sound at this event? No **If yes, you must submit an Brisbane Amplified Sound Permit Application**

Brisbane Business License
Do you intend to sell goods of any kind at your event? No **If yes, you must have a valid Brisbane Business License**

ADDITIONAL SUPPORT

To request promotional support, please circle the specific areas you would like support with. (Please note: promotional support is not guaranteed. Any graphics or content for your event are expected to be provided by the applicant.)

a. Brisbane Signboards b. Social Media c. City Website d. City Publications Other: ____________

USE AGREEMENT & LIABILITY RELEASE

To the fullest extent allowed by law, I agree to indemnify and defend the City of Brisbane, its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

Applicant Signature ____________ **Date** 5/20/25

ADMINISTRATIVE SECTION

Facility Application? ____ **Permit #** ________ **CC Report Due** ______ **CC Meeting Date:** ________

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File Attachments for Item:

G. Approve Co-Sponsorship of Sierra Point Yacht Club Regatta

CITY COUNCIL AGENDA REPORT

Meeting Date: 6/26/2025

From: Jeff Franco, Recreation Coordinator
Noreen Leek, Parks & Recreation Director

Subject: Approve the Sierra Point Yacht Club's 2025 Regatta for Event Cosponsorship

Community Goal/Result

Community Building & Fundraising

Purpose

Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

Recommendation

Approve the Sierra Point Yacht Club's 2025 Regatta as a cosponsored event.

Background

The Sierra Point Yacht Club was established in 1984 to promote social interaction among the membership and other yacht clubs with the intent of encouraging safe, enjoyable pleasure-boating.

Discussion

The Regatta is scheduled to be held at the Brisbane Marina on September 20, 2025, from 12:00-5:00pm. The event will be open to the public with no admission fees. The event will feature two live bands, food, drinks, games, and races. The Coast Guard will provide a search & rescue demonstration. The purpose of the event is to promote responsible boating and community engagement in Brisbane.

The City has been asked to supply (10) 6 foot tables, 40 chairs, 10 pop-up tents and 20 weighted sandbags. Sierra Point Yacht Club has also requested to block the lower parking lot at 500 Sierra Point Way, to use sound amplifying equipment, and they anticipate more than 100 participants/spectators. They also intend to permit the sale and consumption of food and alcohol.

The staffing needs of the City are for one Public Works employee to set out "No Parking" signs and remove them after the event. One Police Officer will also be needed in the area from when the event begins at 12:00pm until it ends at 5:00pm. One Parks & Recreation employee will need to gather the requested equipment the day before the event, transport and drop off the equipment at the event location, then pick up and return the equipment to their stored locations.

Fiscal Impact

Sierra Point Yacht Club is requesting support from the city as summarized in the table below.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Parks & Recreation department staff time	Approximately 4 hours of labor @ $50/hour = $200	Requesting to be waived
Borrowing City Equipment (10 tables, 40 chairs, 10 tents, 20 sandbags)	Requesting to be waived	
Public Works Staff OT for "No Parking" closures	Approximately 1 hour on OT @ $52.50/hour = $52.50	Requesting to be waived
Police Department support	1 police officer for 5 hours on OT @ $81.56/hour = $407.80	Requesting to be waived
Promotional and Marketing Support	Waived	

Attachments

1. Cosponsorship event application

Jeff Franco

Jeff Franco, Recreation Coordinator

Noreen Leek

Noreen Leek, Parks & Recreation Director

Jeremy Dennis

Jeremy Dennis, City Manager

G.

City of Brisbane

CO-SPONSORSHIP APPLICATION

This application must be submitted to the Parks & Recreation Department at least **(90) working days** prior to the requested event.

Phone: 415-508-2140 | Email: brisbanerec@brisbaneca.org | Office: 50 Park Place, Brisbane, CA 94005

APPLICANT INFORMATION

Name of Contact Person: _Meg Chandler_____________________ **Contact Person's Phone:** ____415-730-7030_________________

Contact Person's Email: _____emchandler1227@gmail.com____

Name of Organization: _______Sierra Point Yacht Club_______ **Organization's Website:** __spyc.clubexpress.com____________________

Organization's Address or P.O. Box: __500 Sierra Point Pkwy, Brisbane, CA 94005____

Circle ONE of the following items below that best describes your organization.

- **a. Brisbane Non-Profit Organization**
- **b. Non-resident, Non-Profit Organization (Outside of Brisbane)**
- **c. School District, School, or School Affiliated Group (ex. PTO)**
- **d. Private Group, Club, or Organization**

What year did your organization begin serving the Brisbane community? _______1984____________

How has your organization contributed to the Brisbane community in the past 2 years?

SPYC has held The Regatta for the last 3 years. Bringing the Brisbane Community together to share in a day of music, food and beverage educational booth to learn about the Marina

What is your organization's mission and/or purpose?

The SPYC was established to promote social interactions, with the intent of encouraging, safe enjoyable pleasure boating and build relationships with Brisbane and the surrounding yacht Clubs

EVENT DETAILS

Name of Event: The Regatta Day

Event Set-up Start Time: 9am

Event Date (mm/dd/yy): 09/20/25

Event Start Time: 12noon

Event Day of Week: Saturday

Event Close Time : 5:00pm

Event Location: 500 Sierra Point Parkway, Brisbane, CA 94005

Reservation Permit Number (if applicable): __________________________

Describe what can be expected from this event? (ex. Performance, shopping, activities, etc.) Music, Food and Beverage, Brisbane Booth, boat knot training, games, and fun

Will there be any fundraising at this event? ___no__ **If yes, what will the funds raised be used for?** _______________________________

Are there any admission fees for this event? ____no **If yes, please list them here:** ____

If this event is NOT open to the general public, what are the restrictions for who may attend? (ex. Age, membership, residency, etc.)

____

INDOOR FACILITY ACCESS REQUEST

City Staff must be present to accommodate the use of any of our indoor facilities. The following schedule will be used to ensure someone is available when you need access. (If you are not requesting indoor facility use, you may skip to the next section)

G.

Date of Facility Access (mm/dd/yy):____________________________ Opening Time: ______________ Closing Time: ______________

Date of Facility Access (mm/dd/yy):____________________________ Opening Time: ______________ Closing Time: ______________

Date of Facility Access (mm/dd/yy):____________________________ Opening Time: ______________ Closing Time: ______________

EQUIPMENT USE REQUEST

<Insert Equipment Use Liability Notice>
Indicate the equipment you wish to borrow for this event.

Bluetooth Speaker? ______ **with Microphone?** ______

Projector & Screen? *(Mission Blue Only)* ______

Other: ____

Quantity:	Item:
_____8-10_______	6ft Long Rectangle Tables
____________	5ft Diameter Round Tables
_____30-40__	Chairs
____10______	10ft x 10ft Canopy/Pop-up Tent
_____20_____	Weighted Sandbags

PERMITS

Food & Beverage Permits

Will any food or non-alcoholic beverages be sold at your event? ___X___ If yes, this permit is required smchealth.org/food-program

Will alcoholic beverages be served or sold at your event? __X___ If yes, you must attach a copy of an Alcoholic Beverage Permit
***Full Liquor Liability: If beer or wine is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability premiums are necessary.**

Traffic Permits

Will this event require any street or parking closures? __X___ If yes, you must obtain a Brisbane Encroachment Permit

Amplified Sound Permits

Do you wish to use amplified sound at this event? __X__ If yes, you must submit an Brisbane Amplified Sound Permit Application

ADDITIONAL SUPPORT

Do you need any promotional support for this event?

Signboards? YES **Social Media? YES**

Digital Graphics / Flyers? **Programs?**

Other: ____________________________

USE AGREEMENT & LIABILITY RELEASE

To the fullest extent allowed by law, I agree to indemnify and defend the City of Brisbane, its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

Applicant Signature___ *E Meg Chandler*_________________________ Date___5/20/25_______

File Attachments for Item:

H. Adopt a Resolution establishing the Appropriation Limit for Fiscal Year 2025-2026

CITY COUNCIL AGENDA REPORT

Meeting Date: June 26, 2025

From: Carolina Yuen, Finance Director

Subject: Adoption of Resolution Establishing Appropriation Limit for Fiscal Year 2025/26

Community Goal/Result

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

Purpose

To ensure the City's taxes are not too great a burden on the Community.

Recommendation

Adopt Resolution establishing the Appropriation Limit for Fiscal Year 2025/26.

Background

Proposition 4 was adopted by California voters in November 1979. This measure codified Article XIII B of the California Constitution, (Government Code 7901). This section specifies that governmental entities must calculate and adopt annually an appropriation limit beginning with fiscal year 1978-79. These limits are also referred to as "Gann Limits" in reference to one of the measure's co-authors. The fundamental purpose of the appropriation limit is to keep real per-person government spending under 1978-79 levels, adjusted for inflation, and to measure if the City has revenues that cannot be appropriated because of the limit – meaning the City has "excess revenues."

In June of 1990, California voters approved Proposition 111, which amended Government Code Section 7901 as it applies to the Appropriation Limit. According to Proposition 111, cities are permitted to adjust their appropriation limit annually by the following two factors:

1. Either the percentage change in the California per capita personal income for the preceding year or the percentage change in the growth of non-residential assessed valuation due to non-residential construction; and
2. The greater of either the percentage change in population of the City or the County.

Attached is the calculation of the appropriation limit as allowed by Proposition 111.

Discussion

The indexes used in calculating the appropriation limit for FY 2025/26 are the percentage change in the California Per Capita Personal Income, 6.44%, and the greater of either the County's or City's population growth/(reduction) (0.07% and -0.51%, respectively). The County's growth of 0.07% is higher and therefore combined with the California Per Capital Personal Income, totaling a combined growth rate of 1.07%. The City's resulting Appropriation Limit is $29,254,798. The tax proceeds expected to be received, including for the Guadalupe Valley Municipal Improvement District, is $24,979,475 or 85.4% of the limit. Therefore, the City is below the maximum allowable appropriation limit and in compliance with State Law.

Fiscal Impact

There is no financial impact associated with the adoption of this Resolution. The City expects to receive approximately $4,275,323 less in taxes than is allowed under the appropriation limit. If tax proceeds received are determined to exceed the limit, such revenues in excess must be returned to the taxpayers of the City of Brisbane in accordance with the procedures directed by the City Council.

Measure of Success

The City is able to meet the needs of the Community while abiding by the Appropriation (Gann) Limit.

Attachments

Resolution for FY2025/26 Appropriation Limit
Appropriation Limit Calculation for FY 2025/26

Carolina Yuen

Carolina Yuen, Finance Director

Jeremy Dennis

Jeremy Dennis, City Manager

RESOLUTION NO. 2025-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE ESTABLISHING THE APPROPRIATION LIMIT FOR THE FISCAL YEAR 2025/2026 PURSUANT TO ARTICLE XIII B AS AMENDED OF THE CALIFORNIA STATE CONSTITUTION

WHEREAS, Proposition 4 was approved by the California voters on November 6, 1979, thereby adding Article XIII B of the California State Constitution; and

WHEREAS, on June 4, 1990, the California Voters amended Article XIII B and the California Constitution by approving Proposition 111 which became effective July 1, 1990; and

WHEREAS, it is the desire of the City Council of the City of Brisbane to establish the Appropriation Limit for the Fiscal Year 2025/26 pursuant to Article XIII B as amended of the California State Constitution; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brisbane hereby finds and determines;

1. That the California Per Capita Income (CPCPI) to be utilized to calculate the Appropriations Limit for Fiscal Year 2025/26, increased by 6.44% and that the Non-Residential Construction growth factor was not available from the County Assessor.
2. That during Calendar Year 2024 the percentage increase in the County of San Mateo and decrease in the City of Brisbane population was 0.07% and -0.51% respectively.
3. That the higher percentage shown in 1 and 2 above be applied to determine the appropriation limit for Fiscal Year 2025/26.
4. That the 2025/26 appropriation limit for the City of Brisbane is calculated to be $29,254,798.
5. The 2025/26 budget anticipates tax revenues of $24,979,475, which is $4,275,323 less than the appropriation limit.

BE IT FURTHER RESOLVED THAT any revenues from proceeds of taxes and user fees in excess of costs received during the Fiscal Year 2025/26 over and above the appropriated limit of $29,254,798 must be returned to the taxpayers of the City of Brisbane in accordance with the procedure to be adopted by the City Council of the City of Brisbane when such an amount of refund is determined.

____

Cliff Lentz, Mayor

I hereby certify that the foregoing Resolution No. 2025-____ was duly and regularly adopted at a meeting of the Brisbane City Council on June 26, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

____

Ingrid Padilla, City Clerk

H.

CITY OF BRISBANE
COMPUTATION OF APPROPRIATION LIMIT
FOR FISCAL YEAR 2025/26

		(1)	(2)	(3)
		% Change in CPCPI	% Change in Non-Residential Construction	The Greater % Change
1	% Change in CPCPI or Non-Residential Construction	**6.44%**	**NA**	**6.44%**
		% Change In County Population	% Change In City Population	The Higher Growth %
2	% Change in County or City Population	**0.07%**	**-0.51%**	**0.07%**

C A L C U L A T I O N S

a	Prior year's Appropriation Limit	$27,465,552
b	Multiply 1+Line 1 by 1+Line 2	106.51%
c	Multiply Line (a) by Line (b), and subtract Line (a)	$1,789,246
d	Add Lines (a), and (c) and enter total here	$29,254,798
e	**APPROPRIATION LIMIT FOR 2025/26**	**$29,254,798**
	Estimated tax proceeds as budgeted for fiscal year 2025/26	**$24,979,475**
	Estimated tax proceeds to Limit	**85.39%**
	Estimated Excess Limit Capacity	**$4,275,323**

File Attachments for Item:

I. Approve Sierra Point Landscaping and Lighting District Annual Appointments, Preliminary Approval of Engineer’s Report and Intention to Order the Levy and Collection of Assessments

1. Approve Resolution “Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2025-2026”

2. Approve Resolution “Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2025-2026”

3. Approve Resolution, “A Resolution of Preliminary Approval of Engineer's Report -Fiscal Year 2025-2026 - Sierra Point Landscaping and Lighting District”

4. Approve Resolution “A Resolution of Intention to order the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2025-2026 - Sierra Point Landscaping and Lighting District”

CITY COUNCIL AGENDA REPORT Meeting

Date: June 26, 2025

From: Karen Kinser, Deputy Director of Public Works

Subject: Sierra Point Landscape and Lighting District Annual Appointments, Preliminary Approval of Engineer's Report and Intention to Order the Levy and Collection of Assessments

Community Goal/Result

Economic Development

Purpose

To begin the process that will ultimately provide a public hearing to consider imposition of annual tax roll charges that fund Sierra Point's Landscape and Lighting Assessment District, which provides for maintenance of the landscaping, irrigation and lighting installed in 1989.

Recommendation

Adopt the following resolutions:

1. Proposed Resolution, "Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2025-2026."
2. Proposed Resolution, "Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2025-2026."
3. Proposed Resolution, "A Resolution of Preliminary Approval of Engineer's Report - Fiscal Year 2025-2026 - Sierra Point Landscaping and Lighting District"
4. Proposed Resolution, "A Resolution of Intention to order the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2025-2026 - Sierra Point Landscaping and Lighting District"

Background

These four resolutions are part of the required annual process for the Sierra Point Landscaping and Lighting District. In order, they appoint an Attorney and an Engineer of Record for the landscaping and lighting district, preliminarily approve the Engineer's Report (which specifies the work to be completed, the cost of the work, and the proportionate share of the costs within the district for the next fiscal year) and indicate intention to order the levy and collection of assessments for said district.

Discussion

The requested actions begin the annual process that provides funding for the operation and maintenance of the Sierra Point Landscaping and Lighting District. At a later meeting, a Public Hearing will be held to confirm and order the Improvements/Assessments.

If the Council chooses to not approve these Resolutions, then the city will most likely not have a mechanism to collect the assessments which fund the operation and maintenance of the landscaping, irrigation and lighting at Sierra Point.

Fiscal Impact

There is no direct fiscal impact as a result of approving the recommended resolutions; all work to be completed in this phase of the process will be completed by existing staff.

Measure of Success

Approval of the Engineer's Report and confirming the assessments will allow for ongoing maintenance and improvements of the landscaping, lighting and pathways at Sierra Point.

Attachments

1. Proposed Resolutions (4)
2. Draft Engineer's Report

Karen Kinser
Karen Kinser, Deputy Director of Public Works

RJ Breault
____
Randy Breault, Director of Public Works/City Engineer

Jeremy Dennis
____
Jeremy Dennis, City Manager

RESOLUTION NO. 2025-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE APPOINTING ATTORNEY FOR THE SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT FISCAL YEAR 2025-2026

WHEREAS, the City Council of the City of Brisbane has determined to undertake proceedings for the levy and collection of assessments upon the several lots or parcels of land in the Sierra Point Landscaping and Lighting District pursuant to the Landscaping and Lighting Act of 1972 for the construction or installation of improvements, including the maintenance or servicing, or both, thereof for the fiscal year 2025-2026; and

WHEREAS, the public interest and general welfare will be served by appointing and employing an attorney for the preparation and conduct of said proceedings;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brisbane as follows:

Thomas McMorrow, Attorney at Law, or his successor, is hereby appointed and employed to do and perform all legal services required for said proceedings.

____
Clifford Lentz, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2025- was adopted at a regular meeting of the City Council of the City of Brisbane on the 25th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:

____
Ingrid Padilla, City Clerk
City of Brisbane

RESOLUTION NO. 2025-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE APPOINTING ENGINEER FOR THE SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT FISCAL YEAR 2025-2026

WHEREAS, the City Council of the City of Brisbane has determined to undertake proceedings for the levy and collection of assessments upon the several lots or parcels of land in the Sierra Point Landscaping and Lighting District, pursuant to the Landscaping and Lighting Act of 1972 for the construction or installation of improvements, including the maintenance or servicing, or both, thereof for fiscal year 2025-2026;

WHEREAS, the public interest and general welfare will be served by appointing and employing an engineer for the preparation and conduct of said proceedings;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brisbane as follows:

Karen A. Kinser, P.E., Deputy Director of Public Works, is hereby appointed and employed as Engineer of Work, employed in order to perform all engineering work necessary in and for said proceedings.

____
Clifford Lentz, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2025- was adopted at a regular meeting of the City Council of the City of Brisbane on the 25th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:

____
Ingrid Padilla, City Clerk
City of Brisbane

RESOLUTION NO. 2025-__

RESOLUTION OF PRELIMINARY APPROVAL OF ENGINEER'S REPORT FISCAL YEAR 2025 – 2026

SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT

RESOLVED, by the City Council of the City of Brisbane, California, that

WHEREAS, the Engineer of Work has prepared and filed with the Clerk of said City a report, in writing, all as therein more particularly described, under and pursuant to the Landscaping and Lighting Act of 1972;

WHEREAS, under and pursuant to said Act, the report has been presented to this Council for consideration; and

WHEREAS, said Council has duly considered said report and each and every part thereof, and finds that each and every part of said report is sufficient, and that neither said report, nor any part thereof should be modified in any respect.

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED, as follows:

1. That the plans and specifications for the existing improvements and the proposed new improvements to be made within the assessment district or within any zone thereof, contained in said report, be, and they are hereby, preliminarily approved.

2. That the Engineer's estimate of the itemized and total costs and expenses of said improvements, maintenance and servicing thereof, and of the incidental expenses in connection therewith, contained in said report, be, and each of them are hereby, preliminarily approved.

3. That the diagram showing the exterior boundaries of the assessment district referred to and described in said Engineer's Report and also the boundaries of any zones therein and the lines and dimensions of each lot or parcel of land within said district as such lot or parcel of land is shown on the County Assessor's maps for the fiscal year to which the report applies, each of which lot or parcel of land has been given a separate number upon said diagram, as contained in said report, be, and it is hereby, preliminarily approved.

4. That the proposed assessment of the total amount of the estimated costs and expenses of the proposed improvements upon the several lots or parcels of land in said district in proportion to the estimated benefits to be received by such lots or parcels, respectively, from said improvements including the maintenance or servicing,

or both, thereof, and of the expenses incidental thereto, as contained in said report, be, and they are hereby, preliminarily approved.

5. That said report shall stand as the Engineer's Report for the purpose of all subsequent proceedings to be had.

____
Clifford Lentz, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2025- was adopted at a regular meeting of the City Council of the City of Brisbane on the 25th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:

____
Ingrid Padilla, City Clerk
City of Brisbane

RESOLUTION NO. 2025-__

A RESOLUTION OF INTENTION TO ORDER THE LEVY AND COLLECTION OF ASSESSMENTS PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 FISCAL YEAR 2025-2026

SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT

RESOLVED, by the City Council of the City of Brisbane, California, as follows:

WHEREAS, pursuant to the Landscaping and Lighting Act of 1972, the Engineer of Work of said City has prepared and filed with the Clerk of this City the written report, which said submitted report has been preliminarily approved by this Council in accordance with said Act;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED, as follows:

1. In its opinion the public interest and convenience require and it is the intention of this Council to order the levy and collection of assessments for Fiscal Year 2025-2026 pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the Streets and Highways Code of the State of California, for the construction or installation of the improvements, including the maintenance or servicing, or both, thereof, more particularly described in Exhibit “A” hereto attached and by reference incorporated herein.

2. The cost and expenses of said improvements, including the maintenance or servicing, or both, thereof, are to be made chargeable upon the assessment district designated as Sierra Point Landscaping and Lighting District, the exterior boundaries of which district are the composite and consolidated area as more particularly described on a map thereof on file in the office of the Clerk of said City, to which reference is hereby made for further particulars. Said map indicates by a boundary line the extent of the territory included in the district and of any zone thereof and the general location of said district.

3. Said Engineer's Report prepared by the Engineer of Work of said City, preliminarily approved by this Council, and on file with the Clerk of this City is hereby referred to for a full and detailed description of the improvements, the boundaries of the assessment district and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the district.

4. Notice is hereby given that on July 17, 2025, or as soon thereafter as the matter may be heard, at the Brisbane Community Meeting Room, Brisbane City Hall, 50 Park Place, Brisbane, California, the City Council shall convene and hold a public

meeting to receive public testimony with respect to said assessments, pursuant to Government Code Section 59954.6. The City Clerk is authorized to cause publication of notice of said public meeting pursuant to Government Code 6063 and to mail such notice by first-class mail to the owners of the property to be assessed as shown by the last equalized assessment roll said notice shall contain the information as specified by Government Code Section 54954.6 (C)(2).

5. Notice is hereby given that on July 17, 2025, or as soon thereafter as the matter may be heard, at the Brisbane Community Meeting Room, Brisbane City Hall, 50 Park Place, Brisbane, California, be and the same are hereby appointed and fixed as the time and place for a hearing by this Council on the question of the levy and collection of the proposed assessment for the construction or installation of said improvements, including the maintenance and servicing, or both, thereof, and when and where it will consider all oral statements and all written protests made or filed by any interested person at or before the conclusion of said hearing, against said improvements, the boundaries of the assessment district and any zone therein, the proposed diagram or the proposed assessment, to the Engineer's estimate of the cost thereof, and when and where it will consider and finally act upon the Engineer's Report.

6. The Clerk of said City is hereby directed to give notice of said hearing by causing a copy of this Resolution to be published once in the San Mateo Times, a newspaper published and circulated in San Mateo County, there being no newspaper published in said City, and by conspicuously posting a copy thereof upon the official bulletin board customarily used by the City for the posting of notices, said posting and publication to be had and completed at least ten (10) days prior to the date of hearing specified herein.

7. The office of the City Manager of said City is hereby designated as the office to answer inquiries regarding any protest proceedings to be had herein and may be contacted during regular office hours at City Hall, 50 Park Place, Brisbane, California 94005 or by calling (415) 508-2110.

____
Clifford Lentz, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2025- was adopted at a regular meeting of the City Council of the City of Brisbane on the 25th day of June, 2025 by the following vote:

AYES:
NOES:
ABSENT:

____
Ingrid Padilla, City Clerk

City of Brisbane

EXHIBIT "A" to Resolution No. 2025-__

Description of District Purpose

SIERRA POINT
LANDSCAPING AND LIGHTING DISTRICT

a) The construction or installation, including the maintenance or servicing, or both, thereof, of public landscaping, including irrigation, trees, shrubs, grass, or other vegetation.

b) The construction or installation, including the maintenance or servicing, or both, thereof, of public lighting facilities, including standards, poles and electric current or energy.

I.

CITY OF BRISBANE

SIERRA POINT

LANDSCAPING AND LIGHTING DISTRICT

ENGINEER'S REPORT

on the
Levy of an Assessment
for the
2025 - 2026 Fiscal Year

Prepared by

Karen Kinser, P.E.
Deputy Director of Public Works

June 11, 2025

I. BACKGROUND

In 1983, the Brisbane City Council determined to undertake proceedings under the provisions of Division 15, Part 2, of the California Streets and Highways Code, entitled “Landscaping and Lighting Act of 1972”, for the formation of an assessment district for the purpose of constructing, installing, maintaining and servicing the following facilities within said district:

a) Public landscaping, including trees, shrubs, grass, other vegetation, and irrigation facilities.

b) Public lighting facilities, including standards, poles, and electric current or energy.

The proposed district was designated the “Sierra Point Landscaping and Lighting District”.

This report was prepared as part of an annually occurring process to detail the assessment charges and district expenses covering the 2025 - 2026 fiscal year.

II. PLANS AND SPECIFICATIONS

The original plans and specifications for this assessment district have been separately bound but are incorporated herein by this reference thereto.

III. ESTIMATE OF COSTS

The costs of this assessment district for the 2025 - 2026 fiscal year are estimated to be as follows:

ZONE l & 2 CONSTRUCTION & MAINTENANCE COSTS

		FY 25/26
	Employee costs	124,057
	Supplies and services	320,106
	Administrative costs	174,547
	TOTAL ZONE 1 & 2	**$618,710**

Supplies and services include 165safety clothing, maintenance of vehicles and equipment, small tools and supplies, landscape and irrigation maintenance including materials, electricity, and water.

Administrative charges are indirect, overhead costs to manage the district.

A detailed breakdown of these costs is available to assessees upon request.

Costs associated with this assessment district for the 2025 - 2026 fiscal year are to be paid as follows:

ZONE l & 2 FUNDING SOURCES

		FY 25/26
	Assessment charges	591,719
	Carryover from prior years	26,991
	TOTAL ZONE 1 & 2	**$618,710**

IV. DIAGRAM

The assessment diagrams for Zones 1 and 2 are attached hereto and are a part of this report.

V. ASSESSMENT

The assessments to be made against the assessable lots and parcels of land within this assessment district are attached hereto and are a part of this report.

Respectfully submitted,

Dated ____________________

____
Karen Kinser, P.E.
Deputy Director of Public Works

Filed in the office of the City Clerk of the City of Brisbane, San Mateo County, California, this __________ day of _________, 2025.

____
Ingrid Padilla
City Clerk

Filed in the office of the County Controller-Auditor of the County of San Mateo, California, this _________ day of ____________________, 2025.

____
Juan Raigoza
County Controller

ASSESSMENT ROLL

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER	PARCEL AREA, AC.	ASSESSMENT
ZONE 1			
A 1	007—165—210	4.41	$24,464
A 2	007—165—230	8.97	49,760
A 3	007—165—110	3.44	19,083
A 4	007—165—050	6.13	34,005
A 5	007—164—020	5.66	31,398
A 6	007—164—010	10.20	56,583
A 7	007—165—240	10.21	56,639
A 8	007—165—140	7.13	39,553
A 9	007—165—150	5.93	32,896
A 10	007—163—030	3.52	19,527
A 11	007—163—040	3.08	17,086
A 12	007—165—120	4.56	25,296
C 1	015—011—090	Note[1]	0
C 2	015—011—100	6.92	38,388
C 3	015—011—130	8.57	47,541
C 4	015—011—120	8.56	47,486
C 5	015—011—140	2.41	13,369
	Subtotal Zone 1	99.70	$553,074

[1] Although previously assessed, this parcel is owned by California State Lands Commission, which is exempt from local assessments.

ZONE 2

B	1	None (placeholder only)		-0-
B	2	005—162—430 (Ptn)	15.2	7,190
B	3	005—162—300	66.5	31,455
B	4	005—162—400 (Ptn)	Note[2]	-0-
B	5	005—162—410 (Ptn)	0.2[3]	-0-
B	6	005—162—390	Note[4]	-0-
B	7	005—162—420 (Ptn)	Note[4]	-0-
		Subtotal Zone 2	81.7	$ 38,645
		Total	180.99	$591,719

METHOD OF ASSESSMENT SPREAD

The amounts to be assessed against the parcels of property to pay the costs and expenses of the work and improvements shall be based on the estimated benefits to be derived by the various properties within the assessment district.

Construction and maintenance costs shall be segregated by zone, and costs are then spread to the parcels within each zone in proportion to the area of the benefited parcels within the zone.

Incidental expenses shall be spread proportionally to the area of benefited parcels within the assessment district.

Due to the County Auditor's requirement that individual parcel assessments be rounded to the nearest even cent, the total of said individual assessments may not exactly equal the total estimate of costs.

[2] This portion of this parcel is private land over which the public has been granted access for use as the street, Tunnel Avenue.
[3] No assessment has been imposed for a value less than $100.
[4] B6 and B7 are publicly owned portions of Tunnel Avenue.

NAMES AND ADDRESSES OF OWNERS

ASSESSMENT NUMBER	APN NUMBER	ASSESSEE
A-1	007-165-210	BP3 SF4 1000 Marina LLC PO Box 927729 San Diego, CA 92192
A-2	007-165-230	BP3 SF5 3000 3500 Marina LLC PO Box 927729 San Diego, CA 92192
A-3	007-165-110	SNH Brisbane Ca LLC 255 Washington St Newton, MA 02458
A-12	007-165-120	PPF OFF 7000 Marina Blvd LP C/O Morgan Stanley Real Estate Advisor 555 California St. 21st Floor San Francisco, CA 94101
A-4	007-165-050	Grand Sierra Properties, Inc. 150 Executive Park Blvd. #4000 San Francisco, CA 94134
A-5	007-164-020	HCP Life Science REIT, Inc. 1920 Main St, Suite 1200 Irvine, CA 92614
A-6	007-164-010	HCP Life Science REIT, Inc. 1920 Main St, Suite 1200 Irvine, CA 92614
A-7 A-8 A-9	007-165-240 007-165-140 007-165-150	HCP LS Brisbane LLC FKA Slough Brisbane LLC 1920 Main St. Suite 1200 Irvine, CA 92614
A-10	007-163-030	Summit Hospitality 114 LLC 12600 Hill Country Blvd., #R-100 Austin, TX 78738
A-11	007-163-040	Bre Sh Brisbane Owner LLC PO Box A-3956 Chicago, IL 60690-3956

B-2 B-3 B-4 B-5	005-162-430 005-162-300 005-162-400 005-162-410	Oyster Point Properties, Inc. 150 Executive Park Blvd. #4200 San Francisco, CA 94134-3332
B-6 B-7	005-162-390 005-162-420	City of Brisbane 50 Park Place Brisbane, CA 94005
C-1	015-011-090	State of California C/O State Lands Commission Attn: Title Unit 100 Howe Ave., Ste. 100 Sacramento, CA 95825
C-2	015-011-100	HCP Life Sciences REIT, Inc. 3000 Meridian Boulevard #200 Franklin, TN 37067
C-3	015-011-130	DW LSP 5000 Shoreline LLC C/O Divco West Real Estate Group Attn: Sam Hamilton PO Box 130667 Carlsbad, CA 92013
C-4	015-011-120	DW LSP 5000 Shoreline LLC C/O Divco West Real Estate Group Attn: Sam Hamilton PO Box 130667 Carlsbad, CA 92013
C-5	015-011-140	GNS Shoreline LP PO Box 71970 Phoenix, AZ 85050

File Attachments for Item:

J. Consider Adoption of Resolutions to Approve the Budget for Fiscal Year 2026 and Fiscal Year 2027

(This item was continued from the Joint City Council Meeting of June 5, 2025)

i. Adopt Resolution adopting the annual budget for Fiscal Year 2026 and Fiscal Year 2027 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority

ii. Adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2026 and Fiscal Year 2027 and making appropriations for the amounts budgeted

CITY COUNCIL AGENDA REPORT

Meeting Date: June 26, 2025

From: Carolina Yuen, Finance Director

Subject: Adoption of Resolutions to Approve the Budgets for Fiscal Year 2025/26 and Fiscal Year 2026/27

Recommendation

Adopt the attached resolutions to approve the budgets for Fiscal Year 2025/26 and Fiscal Year 2026/27.

Background

On June 5, 2025, Staff presented an overview of the budget to the City Council. Due to time constraints, staff was unable to initiate reviews of departmental budgets. Council requested staff come back on June 26, 2025, with departmental budgets including variances from previous year and budgeted requests.

Discussion

At the June 5, 2025, meeting, Staff presented an overview of the budget for Fiscal Years 2025/26 and 2026/27 to result in a use of funds in the amount of $1.023 million and $1.752 million, respectively. However, between meetings, additional information became known to staff which warranted adjustments be made to two departments – City Manager (#2100) decreased in FY25/26 and FY26/27 by $173K and $177K, respectively, and Central Services (#8001) increased in FY26 by $50K and no change in FY26/27. The adjustments resulted in an overall reduction to General Fund FY25/26 expenses from $32,301,000 to $32,178,000 and a reduction of the FY26/27 expenses from $33,379,000 to $33,202,000.

in 000s	Budget FY2025/26	Budget FY2025/26 (revised)	change	Budget FY2026/27	Budget FY2026/27 (revised)	change
Revenue	$31,277	$31,277	$0	$31,627	$31,627	$0
Expenses	$32,301	$32,178	$(123)	$33,379	$33,202	$(177)
Use of Funds	$(1,023)	$(901)	$(123)	$(1,752)	$(1,575)	$(177)

Any additional changes to the proposed budgets are unknown currently unknown as reviews are scheduled for the same meeting.

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 ahead. Staff will continue to seek ways to provide services for 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

The General Fund budget for Fiscal Year 2025/26 is balanced within available resources. The anticipated Net Use of Fund Balance is $901,000. The General Fund budget for Fiscal Year 2026/27 is balanced within available resources. The anticipated Net Use of Fund Balance is $1,575,000.

Attachments

A. Resolution Adopting the Annual Budget for the Fiscal Year 2025/26
B. Resolution Adopting the GVMID Annual Budget for the Fiscal Year 2026/27
C. FY26 and FY27 Budget Overview (revised)
D. Department Expense Summary and Graphs
E. Department Expense Detail
F. Staff Report from the City Council Meeting of June 5, 2025

Carolina Yuen
Carolina Yuen, Finance Director

Jeremy Dennis
Jeremy Dennis, City Manager

ATTACHMENT A

RESOLUTION NO. 2025-_____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BRISBANE
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR 2025-2026 and FISCAL YEAR 2026-2027 AND
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED**

WHEREAS, a proposed annual budget for the City of Brisbane for the Fiscal Year commencing July 1, 2025 and ending June 30, 2026 and July 1, 2026 and ending June 30, 2027 was submitted to the City Council

NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, that the proposed budget, as submitted is adopted as the annual budget for the Fiscal Year commencing July 1, 2025 and ending June 30, 2026 and commencing July 1, 2026 and ending June 30, 2027 and thereby appropriates the amounts budgeted.

PASSED, APPROVED AND ADOPTED this 26th day of June 2025.

____
Cliff Lentz
Mayor

I hereby certify that the foregoing **Resolution No. 2025-_____** was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 26th, 2025 by the following vote:

AYES:
NOES:
ABSENT:

____
Ingrid Padilla
City Clerk

ATTACHMENT B

RESOLUTION NO. GVMID 2025-_____

A RESOLUTION OF GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT (GVMID) ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEARS 2025-2026 and 2026-2027 MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED

WHEREAS, a proposed annual budget for the Guadalupe Valley Municipal District (GVMID) for the Fiscal Year commencing July 1, 2025 and ending June 30, 2026 and commencing on July 1, 2026 and ending June 30, 2027 was submitted to the Board of Directors, and

WHEREAS, a public hearing and proceedings for the adoption of said budget have been duly held and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the GVMID that the proposed budget, as submitted, is adopted as the annual budget for the Fiscal Year commencing July 1, 2025 and ending June 30, 2026 and Fiscal Year commencing July 1, 2026 and ending June 30, 2027 and thereby appropriates the amounts budgeted.

PASSED, APPROVED AND ADOPTED this 26th day of June 2025.

____
Cliff Lentz
President of the Board

I hereby certify that the foregoing **Resolution No. GVMID 2025-_____** was duly and regularly adopted at a regular meeting of the Guadalupe Valley Municipal Improvement District on June 26th, 2025 by the following vote:

AYES:
NOES:
ABSENT:

____
Ingrid Padilla
District Secretary

ATTACHMENT C

General Fund

	FY22/23	FY23/24	FY24/25	revised FY25/26	FY26/27
June Adopted/Proposed Budgeted Revenue	21,816,001	26,695,707	28,639,787	31,277,438	31,626,718
June Adopted/Proposed Budgeted Exp, net of transfers	25,013,662	28,599,443	31,339,180	32,178,072	33,201,559
Budgeted Surplus (Use of Fund Balance)	(3,197,661)	(1,903,736)	(2,699,392)	(900,634)	(1,574,841)
Mid-Year Amended/Reviewed Budgeted Revenues	26,244,277	28,891,077	29,297,899		
Mid-Year Amended/Reviewed Budgeted Exp, net of trsfs	25,573,882	28,599,443	30,678,147		
Amended Surplus (Use of Fund Balance)	670,395	291,634	(1,380,248)		
Actual / Anticipated Revenues	28,562,247	29,657,011	31,892,957		
Actual / Anticipated Expenses, net of transfers	28,127,479	28,078,493	30,678,147		
Actual / Reprojected Surplus (Use of Fund Balance)	434,768	1,578,518	1,214,810		
Beginning Fund Balance	15,200,290	15,635,058	17,213,576	18,428,386	17,527,752
Ending Fund Balance	15,635,058	17,213,576	18,428,386	17,527,752	15,952,911
Reserve Policy:					
Recession Reserve	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Unanticipated Events	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000
Annual Fluctuation (5% Revenues/5% Expenses)	2,834,486	2,886,775	2,998,948	3,172,775	3,241,414
Total Required Reserve	8,834,486	8,886,775	8,998,948	9,172,775	9,241,414
Fund Balance Above Required Balance	6,800,572	8,326,801	9,429,438	8,354,976	6,711,497
Additional Restrictions on Fund Balance	5,810,028	6,500,000	5,500,000	4,200,000	4,260,000
Available Fund Balance	990,544	1,826,801	3,929,438	4,154,976	2,451,497

ATTACHMENT D
City of Brisbane
Department Budgets

Fund	Cost Center Name	FY24 Actual (unaudited)	FY25 Budget Total	FY25 Projected Total	FY26 Budget Total	YOY FY26 to FY25B Change %%	FY27 Budget Total	YOY FY27 Change %%
General Fund								
100	1000 - City Council	$ 237,195	$ 248,347	$ 232,866	$ 221,289	-11%	$ 225,220	2%
100	2100 - City Manager	$ 1,584,721	$ 1,621,099	$ 1,339,950	$ 1,990,440	23%	$ 2,095,187	5%
100	2110 - City Clerk	$ 389,978	$ 474,479	$ 459,479	$ 471,065	-1%	$ 500,498	6%
100	2111 - Co-Sponsorships	$ 17,960	$ 26,894	$ 26,894	$ 29,294	9%	$ 29,294	0%
100	2112 - Open Space	$ 456,123	$ 526,357	$ 516,357	$ 785,547	49%	$ 952,945	21%
100	2200 - Finance	$ 1,670,027	$ 2,089,225	$ 1,854,760	$ 2,005,055	-4%	$ 2,052,784	2%
100	2210 - Human Resources	$ 763,997	$ 942,673	$ 942,673	$ 976,847	4%	$ 1,140,679	17%
100	2300 - Legal	$ 517,072	$ 450,000	$ 450,000	$ 225,000	-50%	$ 225,000	0%
100	3000 - Community Development	$ 2,925,721	$ 2,404,150	$ 2,365,150	$ 2,370,864	-1%	$ 2,459,031	4%
100	4101 - Police Administration	$ 1,190,184	$ 1,149,551	$ 1,149,551	$ 1,179,906	3%	$ 1,218,304	3%
100	4110 - Police Records	$ 792,630	$ 773,845	$ 758,845	$ 960,212	24%	$ 1,007,510	5%
100	4120 - Patrol	$ 4,994,878	$ 5,351,161	$ 5,351,161	$ 5,809,230	9%	$ 6,010,920	3%
100	4501 - Fire	$ 5,046,127	$ 4,978,361	$ 4,834,923	$ 5,010,989	1%	$ 5,181,777	3%
100	6001 - Public Works Admin	$ 820,991	$ 799,509	$ 799,509	$ 842,861	5%	$ 862,211	2%
100	6005 - Streets and Storm Drains	$ 1,127,528	$ 1,231,080	$ 1,181,080	$ 1,166,398	-5%	$ 1,173,845	1%
100	6010 - Building and Grounds	$ 429,050	$ 445,100	$ 445,100	$ 501,821	13%	$ 461,020	-8%
100	6015 - Parks Maintenance	$ 285,171	$ 275,993	$ 242,993	$ 346,043	25%	$ 255,725	-26%
100	6020 - Landscape Maintenance	$ 305,758	$ 296,509	$ 296,509	$ 334,101	13%	$ 339,084	1%
210	6035 - SPLLD (PY included in GF)		$ 499,373	$ 499,373	$ -	-100%		

J.

City of Brisbane
Department Budgets

Fund	Cost Center Name	FY24 Actual (unaudited)	FY25 Budget Total	FY25 Projected Total	FY26 Budget Total	YOY FY26 to FY25B Change %%	FY27 Budget Total	YOY FY27 Change %%
100	6300 - Emergency Operations Center	$ 158,122	$ 160,419	$ 160,419	$ 165,790	3%	$ 168,637	2%
100	7001 - P&R Administration	$ 838,021	$ 884,024	$ 884,024	$ 945,204	7%	$ 975,290	3%
100	7002 - Recreation Facilities	$ 360,858	$ 413,758	$ 405,758	$ 411,820	0%	$ 453,285	10%
100	7003 - Youth	$ 720,395	$ 938,338	$ 938,338	$ 959,118	2%	$ 989,662	3%
100	7004 - Adult	$ 45,413	$ 88,612	$ 88,612	$ 90,769	2%	$ 92,564	2%
100	7005 - Seniors	$ 225,100	$ 160,892	$ 160,892	$ 167,681	4%	$ 170,296	2%
100	7006 - Special Events	$ 128,727	$ 137,370	$ 137,370	$ 151,065	10%	$ 154,488	2%
100	7007 - Teens	$ 89,392	$ 105,673	$ 105,673	$ 109,544	4%	$ 111,034	1%
100	7008 - Aquatics	$ 635,874	$ 725,976	$ 721,976	$ 801,608	10%	$ 821,398	2%
100	7100 - Library	$ 89,498	$ 101,300	$ 101,300	$ 107,200	6%	$ 107,200	0%
100	8001 - Central Services Administration	$ 1,251,873	$ 1,390,880	$ 1,578,380	$ 1,406,604	1%	$ 1,337,688	-5%
	Subtotal	**$ 28,098,382**	**$ 29,690,947**	**$ 29,029,914**	**$ 30,543,365**	**3%**	**$ 31,572,576**	**3%**
	6035 - SPLLD (previously included in GF)							
	Transfers							
	LIRA at 25%	$ 42,357	$ 46,350	$ 46,350	$ 47,000	1%	$ 47,000	0%
	Reimb & Other Accounting adjustm	$ (2,215,250)						
	Vehicle Replacement	$ 300,000	$ 300,000	$ 300,000	$ 300,000	0%	$ 300,000	0%
	9015 - Debt Service	$ 1,853,004	$ 1,301,883	$ 1,301,883	$ 1,287,707	-1%	$ 1,281,983	0%
	Subtotal General Fund with Transfers	**$ 28,078,493**	**$ 31,339,180**	**$ 30,678,147**	**$ 32,178,072**	**3%**	**$ 33,201,559**	**3%**

City of Brisbane
Department Budgets

Fund	Cost Center Name	FY24 Actual (unaudited)	FY25 Budget Total	FY25 Projected Total	FY26 Budget Total	YOY FY26 to FY25B Change %%	FY27 Budget Total	YOY FY27 Change %%
Utilities								
540	6110 - Water	$ 2,859,620	$ 2,342,296	$ 2,342,296	$ 2,500,308	7%	$ 2,636,837	5%
540	6120 - GVMID	$ 2,469,250	$ 2,249,751	$ 2,249,751	$ 2,433,382	8%	$ 2,355,542	-3%
540	6130 - Sewer	$ 2,365,577	$ 2,387,355	$ 2,387,355	$ 2,340,934	-2%	$ 2,437,907	4%
547	6115 - Water Quality Monitoring	$ 196,155	$ 290,310	$ 290,310	$ 262,005	-10%	$ 265,893	1%
	Subtotal	**$ 7,890,602**	**$ 7,269,712**	**$ 7,269,712**	**$ 7,536,629**	**4%**	**$ 7,696,179**	**2%**
	Transfers							
	Vehicle Replacement	$ 65,000	$ 65,000	$ 65,000	$ 65,000	0%	$ 65,000	0%
	Indirect Costs	$ 1,567,823	$ 1,567,823	$ 1,567,823	$ 1,567,823	0%	$ 1,567,823	0%
	Subtotal Utilities with Transfers	**$ 9,523,425**	**$ 8,902,535**	**$ 8,902,535**	**$ 9,169,452**	**3%**	**$ 9,329,002**	**2%**
Marina								
550	7009 - Marina	$ 1,812,762	$ 1,552,886	$ 1,552,886	$ 1,802,477	16%	$ 1,587,468	-12%
	Subtotal	**$ 1,812,762**	**$ 1,552,886**	**$ 1,552,886**	**$ 1,802,477**	**16%**	**$ 1,587,468**	**-12%**
	Transfers							
	Vehicle Replacement	$ 17,000	$ 17,000	$ 17,000	$ 17,000	0%	$ 17,000	0%
	Indirect Costs	$ 380,769	$ 380,769	$ 380,769	$ 380,769	0%	$ 380,769	0%
	Admin Fee	$ 170,000	$ 180,000	$ 180,000	$ -	-100%	$ -	
	Subtotal Marina with Transfers	**$ 2,380,531**	**$ 2,130,656**	**$ 2,130,656**	**$ 2,200,246**	**3%**	**$ 1,985,237**	**-10%**

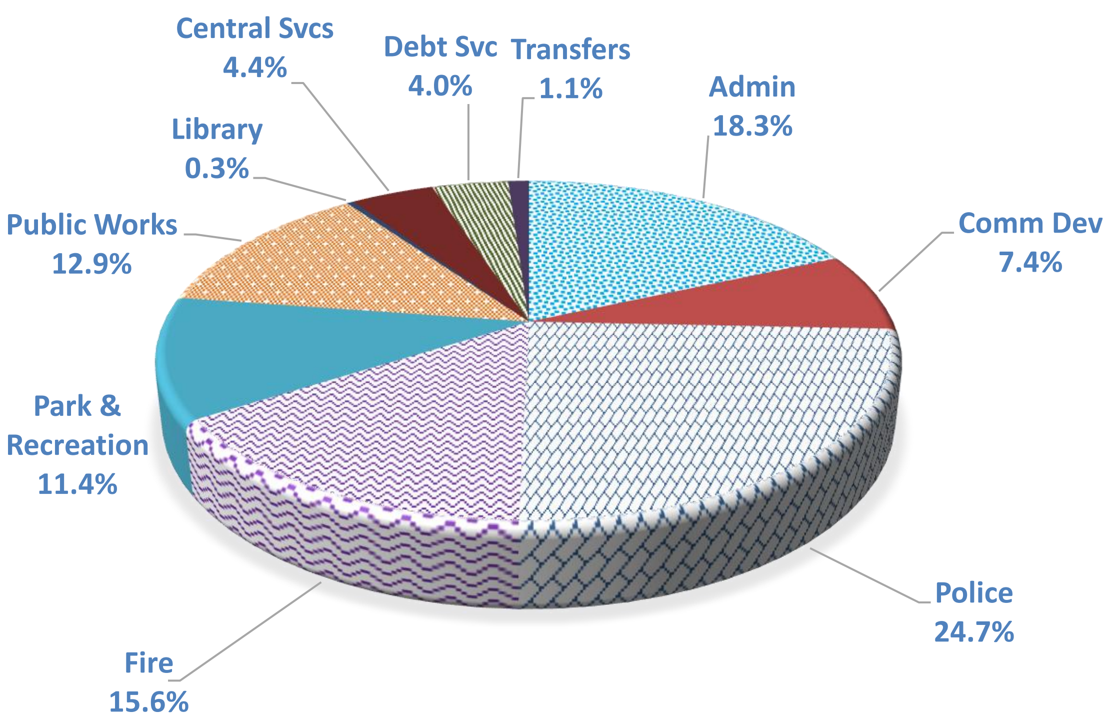
J.

City of Brisbane
Department Budgets

Fund	Cost Center Name	FY24 Actual (unaudited)	FY25 Budget Total	FY25 Projected Total	FY26 Budget Total	YOY FY26 to FY25B Change %%	FY27 Budget Total	YOY FY27 Change %%
Other								
180	8900 - SA Administration	$ 196,620	$ 32,010	$ 32,010	$ 38,270	20%	$ 40,162	5%
210	6035 - SPLLD	$ 456,582	$ 499,373	$ 499,373	$ 444,163	-11%	$ 438,489	-1%
220	6140 - NPDES	$ 558,712	$ 461,887	$ 461,887	$ 479,823	4%	$ 486,545	1%
285	8910 - Housing Authority	$ 160,503	$ 5,000	$ 5,000	$ 71,650	1333%	$ 71,650	0%
	Subtotal	**$ 1,372,417**	**$ 998,270**	**$ 998,270**	**$ 1,033,906**	**4%**	**$ 1,036,846**	**0%**
	Transfers							
	Indirect Costs	$ 310,343	$ 310,343	$ 310,343	$ 310,343	0%	$ 310,343	0%
	Subtotal Other with Transfers	**$ 1,682,760**	**$ 1,308,614**	**$ 1,308,614**	**$ 1,344,249**	**3%**	**$ 1,347,189**	**0%**
	GRAND TOTAL	**$ 41,665,209**	**$ 43,680,983**	**$ 43,019,950**	**$ 44,892,020**	3%	**$ 45,862,987**	2%

General Fund Department Breakdown FY26

Overall Budget - $32,178,072

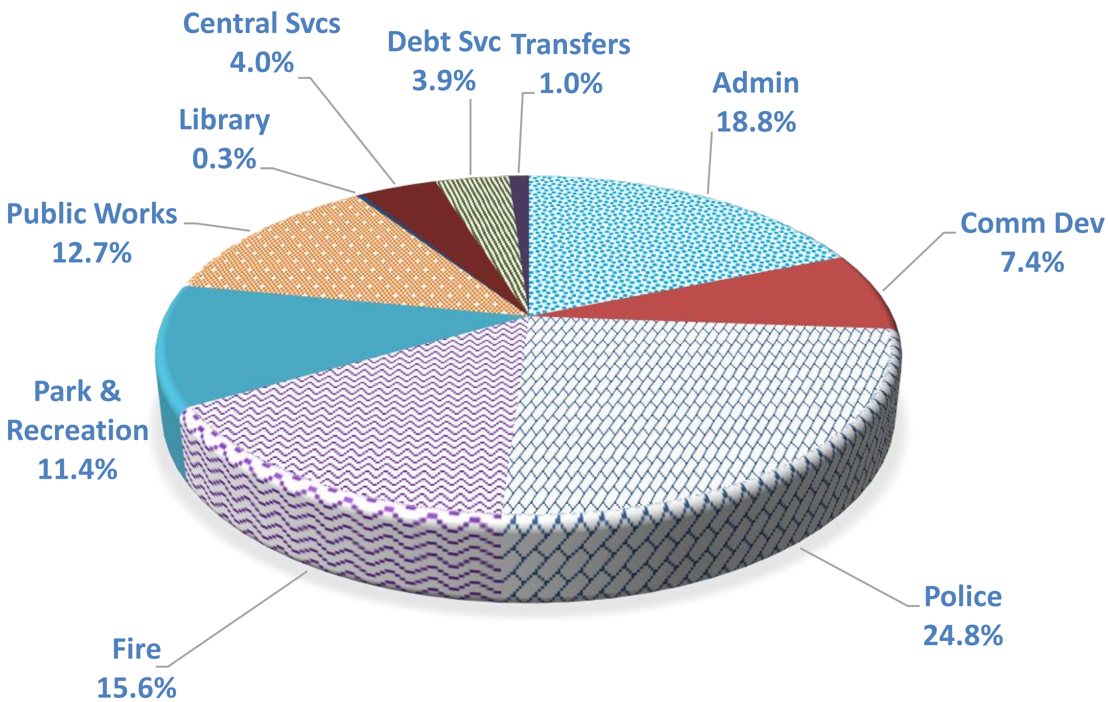


Administration includes:

City Council	0.7%
City Manager	6.2%
City Clerk	1.5%
Finance	6.2%
Human Resources	3.0%
Legal	0.7%
	18.3%

General Fund Department Breakdown FY27

Overall Budget - $33,201,559



Administration includes:

City Council	0.7%
City Manager	6.3%
City Clerk	1.5%
Finance	6.2%
Human Resources	3.4%
Legal	0.7%
	18.8%

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	**FY26**	**$221,289**
	FY27	**$225,220**
Number of Positions		5 Council Members
Areas Covered		City Policy, Special Events, History Project

General Fund

Fund 100

Department/Division: 1000 City Council

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	205,140	193,647	164,989	-14.80%	168,920	2.38%
Total Salaries & Benefits	**205,140**	**193,647**	**164,989**	**-5.60%**	**168,920**	**0.00%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	-	1,800	1,800	0.00%	1,800	0.00%
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	-	-				
52025 Office Expense	6,400	6,400	7,100	10.94%	7,100	0.00%
52030 Professional Services	35,000	2,500		-100.00%		
52035 Equipment Rental	-	-				
52045 Special Department Expense	47,700	30,300	32,800	8.25%	32,800	0.00%
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	13,700	13,700	14,600	6.57%	14,600	0.00%
52060 Utilities	-	-				
Total Services & Supplies	**102,800**	**54,700**	**56,300**	**2.93%**	**56,300**	**0.00%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$307,940**	**$248,347**	**$221,289**	**-10.90%**	**$225,220**	**1.78%**

J.

City of Brisbane

FY26 & FY27 Budget Variances

Department/Division: 1000 City Council

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Staffing: Eliminate History Project Asst until needed	(30,961)		none
Office Expenses: Council meeting refreshments	700		2,500
Professional Services: Goal & Priority Setting	(2,500)		0
Special Dept Exp: Council celebrations	1,000		1,000
Special Dept Exp: Volunteer projects	1,500		1,500
Travel & Training: misc association dinners & meetings	900		1,500
	(29,361)	-	

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	**FY26**	**$1,990,440**
	FY27	**$2,095,187**
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:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	1,438,070	1,501,029	1,883,166	25.46%	1,984,884	5.40%
Total Salaries & Benefits	**1,438,070**	**1,501,029**	**1,883,166**	**25.46%**	**1,984,884**	**5.40%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	-	3,600	3,600	0.00%	3,600	0.00%
52010 Equipment Maintenance	100	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	3,460	3,460	2,440	-29.48%	2,440	0.00%
52025 Office Expense	4,000	4,000	4,000	0.00%	4,000	0.00%
52030 Professional Services	62,500	70,000	78,234	11.76%	81,263	3.87%
52035 Equipment Rental	-	-				
52045 Special Department Expense	36,000	26,000	13,000	-50.00%	13,000	0.00%
52046 Marketing Expenses	-	2,000		-100.00%		
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	4,010	11,010	6,000	-45.50%	6,000	0.00%
52060 Utilities						
Total Services & Supplies	**110,070**	**120,070**	**107,274**	**-10.66%**	**110,303**	**2.82%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 1,548,140**	**$ 1,621,099**	**$ 1,990,440**	**22.78%**	**$ 2,095,187**	**5.26%**

City of Brisbane
FY26 & FY27 Budget Variances
Department/Division: 2100 City Manager

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Staffing: Full year of Asst City Manager	221,000		
Memberships: Alliance for Innovations removed	(1,020.00)	-	none
Professional Services - Economic Development Contract annual increases; PY budgeted too low	15,734.00	3,029.00	78,763.00
Professional Services - City Manager Evaluation services	(2,500.00)	-	none
Special Dept Exp - Annual Yard Waste Clean-up weekend costs moved to Open Space	(16,000.00)	-	none
Special Dept Exp - Innovations Projects & Training	(2,000.00)	-	8,000
Special Dept Exp - One time projects	5,000.00	-	5,000
Marketing Expenses - for Betsy - moved to Central Services	(2,000.00)		none
	218,214	3,029	

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	FY26	**$471,065**
	FY27	**$500,498**
Number of Positions		Full Time 1; Part-time 1
Areas Covered		Council Support, Agenda Administration, Records Management

J.

General Fund

Fund 100

Department/Division: 2110 City Clerk

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	344,181	383,354	394,525	2.91%	408,958	3.66%
Total Salaries & Benefits	**344,181**	**383,354**	**394,525**	**2.91%**	**408,958**	**3.66%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	-	-	540		540	0.00%
52010 Equipment Maintenance	225	225		-100.00%		
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	1,100	1,100	1,100	0.00%	1,100	0.00%
52025 Office Expense	12,900	12,900	13,000	0.78%	13,000	0.00%
52030 Professional Services	-	-				
52035 Equipment Rental	-	-				
52045 Special Department Expense	51,300	66,300	51,300	-22.62%	66,300	29.24%
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	10,600	10,600	10,600	0.00%	10,600	0.00%
52060 Utilities	-	-				
Total Services & Supplies	**76,125**	**91,125**	**76,540**	**-16.01%**	**91,540**	**19.60%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 420,306**	**$ 474,479**	**$ 471,065**	**-0.72%**	**$ 500,498**	**6.25%**

City of Brisbane
FY26 & FY27 Budget Variances
Department/Division: 2110 City Clerk

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Special Department Expense: Election costs change for election years	(15,000)	15,000	
	(15,000)	15,000	

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	**FY26**	**$2,005,055**
	FY27	**$2,052,774**
Number of Positions		7 Full Time (exclude 1FTE in UB/PW)
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:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	1,427,383	1,781,535	1,716,146	-3.67%	1,811,909	0.055801196
Total Salaries & Benefits	**1,427,383**	**1,781,535**	**1,716,146**	**-3.67%**	**1,811,909**	**5.58%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	2,800	-	3,100		3,100	0.00%
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	1,640	2,060	2,125	3.16%	2,125	0.00%
52025 Office Expense	9,300	4,500	4,800	6.67%	4,800	0.00%
52030 Professional Services	188,880	273,236	258,834	-5.27%	209,955	-18.88%
52035 Equipment Rental	-	-				
52045 Special Department Expense	17,675	-				
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	29,290	27,894	20,050	-28.12%	20,885	4.16%
52060 Utilities	-	-				
Total Services & Supplies	**249,585**	**307,690**	**288,909**	**-6.10%**	**240,865**	**-16.63%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$1,676,968**	**$2,089,225**	**$2,005,055**	**-4.03%**	**$ 2,052,774**	**2.38%**

City of Brisbane
FY26 & FY27 Budget Variances
Department/Division: 2200 Finance

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Staffing: Deputy Finance Director	21,744		
Staffing: Sr Management Analyst	22,338		
Staffing: Admin Management Analyst	13,464		
Staffing: Reduction for Info Systems Administrator	(156,310)		
Non Personnel Related Variance:			
Communications: increase in phone service	3,100		3,100
Prof. Svcs: Artificial Intelligence (AI) implementation costs reduced in FY27		(4,500)	2,500
Prof. Svcs: misc audit prep services	1,285	1,847	55,632
Prof. Svcs: misc Business License administration costs and business license study ($50K in FY26)	62,450	(49,645)	18,105
Prof. Svcs: budget & forecasting software replacement	(28,535)	(9,768)	22,957
Prof. Svcs: compliance reporting costs	2,280		6,750
Prof. Svcs: labor and retirement costing & reporting	(4,351)	10,980	29,400
Prof. Svcs: Investment Custodial fees	2,700		8,000
Prof. Svcs: Master Fee Study conducted in FY25	(55,000)	-	
Prof. Svcs: Software maintenance for Tyler financial software	4,569	2,491	52,310
Training: prioritize local and virtual trainings	(13,066)	835	20,885
Total Non Personnel related requests	(123,332)	(47,760)	

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." The Human Resources Department is committed to providing excellent customer service and supporting the needs of our staff and community to ensure they continue to feel valued and happy.

Overall Budget	**FY26**	**$976,847**
	FY27	**$1,140,679**
Number of Positions		3 full-time, 1 part-time
Areas Covered		Human Resources

General Fund

Fund 100

Department/Division: 2210 Human Resources

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	732,273	817,233	839,407	3%	1,007,239	20%
Total Salaries & Benefits	**732,273**	**817,233**	**839,407**	**3%**	**1,007,239**	**20%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	-	-				
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	1,440	1,540	1,540	0%	1,540	0%
52025 Office Expense	4,200	4,200	4,700	12%	5,200	11%
52030 Professional Services	79,000	85,000	95,500	12%	91,000	-5%
52035 Equipment Rental	-	-				
52045 Special Department Expense	8,500	8,500	9,500	12%	9,500	0%
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	26,200	26,200	26,200	0%	26,200	0%
52060 Utilities	-	-				
Total Services & Supplies	**119,340**	**125,440**	**137,440**	**10%**	**133,440**	**-3%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$851,613**	**$942,673**	**$976,847**	**4%**	**$1,140,679**	**17%**

City of Brisbane
FY26 & FY27 Budget Variances
Department/Division: 2210 Human Resources

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Staffing: Convert PT Office Specialist to FT Admin Assistant		135,099	
Office Expense: increase to supplies	500	500	3,000
Professional Svcs: CalOpps	500	500	5,500
Professional Svcs: Labor legal costs		5,000	35,000
Professional Svcs: Comp Study update	10,000	(10,000)	
Special Dept Exp: Employee Recognition Program	1,000		4,000
	12,000	131,099	

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	**FY26**	**$2,370,864**
	FY27	**$2,459,031**
Number of Positions		8 Full-time
Areas Covered		Planning Services, Building Development, Housing

General Fund

Fund 100

Department/Division: 3000 Community Development

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	1,572,524	1,742,142	1,978,503	13.57%	2,068,250	4.54%
Total Salaries & Benefits	**1,572,524**	**1,742,142**	**1,978,503**	**13.57%**	**2,068,250**	**4.54%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	-	-				
52010 Equipment Maintenance	1,540	4,140	10,920	163.77%	10,920	0.00%
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	-	2,128	2,321	9.07%	2,321	0.00%
52025 Office Expense	5,560	6,600	8,180	23.94%	6,600	-19.32%
52030 Professional Services	1,115,880	622,980	363,940	-41.58%	363,940	0.00%
52035 Equipment Rental	-	-				
52045 Special Department Expense	4,160	4,160		-100.00%		
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	22,000	22,000	7,000	-68.18%	7,000	0.00%
52060 Utilities	-	-				
Total Services & Supplies	**1,149,140**	**662,008**	**392,361**	**-40.73%**	**390,781**	**-0.40%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$2,721,664**	**$2,404,150**	**$2,370,864**	**-11.67%**	**$2,459,031**	**7.17%**

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City of Brisbane
FY26 & FY27 Budget Variances
Department/Division: 3000 Community Development

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Staffing: Office specialist - Focused on records management and general office support	136,009	146,320	146,320
Equip Maint: Bluebeam licenses	180		1,980
Equip Maint: Azure Server	6,600		6,600
Memberships: misc changes	193		none
Office Exp: Books & Publications	1,580	(1,580)	420
Prof Svcs: misc rate increases	(200)		161,200
Prof Svcs: Planning Assistance	14,500		40,000
Prof Svcs: Planning Commission minutes for appeals	(1,040)		1,040
Prof Svcs: Granicus - STR Monitoring handled in-house	(12,500)		none
Prof Svcs: Legal counsel	(20,800)		none
Prof Svcs: BoA/Parkside Planning Program	(150,000)		none
Prof Svcs: NCRO-2 ODDs	(50,000)		none
Prof Svcs: Housing Consultant - Housing Programs Administration moved to Housing Fund	(39,000)		none
Special Dpt Exp: Environmental Review filing fees for the State Department of Fish and Game	(2,080)		None
Special Dpt Exp: Strong Motion Instrumentation Fees - pass thru pmts now budgeted as reduction from revenue	(2,080)		None
Travel & Training: CEQA Training - not needed	(15,000)		None
	(133,638)	144,740	

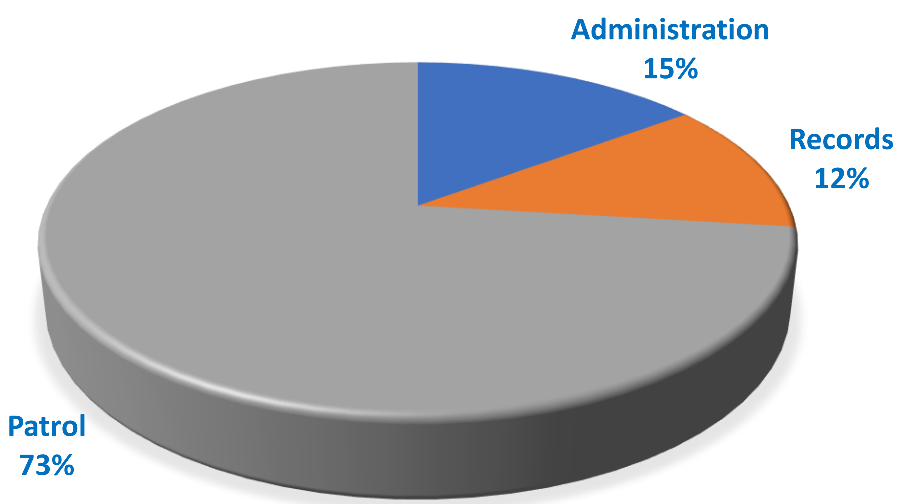
Department Background

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	**FY26**	**$7,949,348**
	FY27	**$8,236,734**
Number of Positions		21 Full-time
Areas Covered		Patrol, Investigative Services, Traffic Enforcement, Parking Enforcement, Records Management, Code Enforcement



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General Fund

Fund 100

Department/Division: 4101 Police Administration

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	1,017,523	1,125,154	1,166,046	4%	1,204,444	
Total Salaries & Benefits	**1,017,523**	**1,125,154**	**1,166,046**	**11%**	**1,204,444**	
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				0%
52005 Communications	-	-				
52010 Equipment Maintenance	320	320		0%		
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	1,530	2,937	3,550	92%	3,550	
52025 Office Expense	944	1,090	3,960	15%	3,960	
52030 Professional Services	-	-				0%
52035 Equipment Rental	-	-				0%
52045 Special Department Expense	-	-				
52050 Small Tools & Supplies	320	320	320	0%	320	
52055 Travel & Training	3,610	4,730	6,030	31%	6,030	
52060 Utilities	-	-				
Total Services & Supplies	**6,724**	**9,397**	**13,860**	**40%**	**13,860**	**0%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	13,450	15,000		12%		
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**13,450**	**15,000**	**-**	**12%**	**-**	**0%**
TOTAL BUDGET	**$ 1,037,697**	**$ 1,149,551**	**$ 1,179,906**	**11%**	**$ 1,218,304**	**34%**

General Fund
Fund 100
Department/Division: 4110 Police Records

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	333,397	349,211	493,668	41%	514,912	
Total Salaries & Benefits	**333,397**	**349,211**	**493,668**	**41%**	**514,912**	
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				0%
52005 Communications	27,120	47,070	47,750	1%	47,750	
52010 Equipment Maintenance	2,238	2,388	1,560	-35%	1,560	
52015 Maint. Structures/Improvement.Grounds	-	-				0%
52020 Memberships	260	260	260	0%	260	0%
52025 Office Expense	2,550	2,550	2,550	0%	2,550	
52030 Professional Services	323,165	360,806	401,384	11%	427,438	10021%
52035 Equipment Rental	-	-				0%
52045 Special Department Expense	-	-				0%
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	7,840	11,560	13,040	13%	13,040	
52060 Utilities	-	-				
Total Services & Supplies	**363,173**	**424,634**	**466,544**	**10%**	**492,598**	**200%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	145,000	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**145,000**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 841,570**	**$ 773,845**	**$ 960,212**	**24%**	**$ 1,007,510**	

J.

General Fund
Fund 100
Department/Division: 4120 Patrol

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	3,781,814	4,888,436	5,310,440	9%	5,512,130	
Total Salaries & Benefits	**3,781,814**	**4,888,436**	**5,310,440**	**9%**	**5,512,130**	
SERVICES AND SUPPLIES						0%
52001 Safety Clothing	21,650	22,075	22,350	1%	22,350	0%
52005 Communications	-	-				
52010 Equipment Maintenance	77,890	101,590	136,800	35%	136,800	0%
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	570	1,260	1,760	40%	1,760	0%
52025 Office Expense	3,890	3,890	3,980	2%	3,980	
52030 Professional Services	131,730	142,230	152,030	7%	152,030	0%
52035 Equipment Rental	27,500	45,800	45,800	0%	45,800	0%
52045 Special Department Expense	296,620	60,320	32,200	-47%	32,200	0%
52049 K-9 Expense			13,700		13,700	0%
52050 Small Tools & Supplies	520	520	520	0%	520	0%
52055 Travel & Training	25,740	25,740	33,850	32%	33,850	0%
52060 Utilities	-	-				0%
Total Services & Supplies	**586,110**	**403,425**	**442,990**	**10%**	**442,990**	**0%**
OTHER						
53010 Improvements	-	-				-
53030 Equipment	102,100	59,300	55,800	-6%	55,800	
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				-
55961 Transfers to Other Funds	-	-				
Total Other	**102,100**	**59,300**	**55,800**	**-6%**	**55,800**	
TOTAL BUDGET	**$ 4,470,024**	**$ 5,351,161**	**$ 5,809,230**	**9%**	**$ 6,010,920**	

City of Brisbane
FY26 & FY27 Budget Variances
Department/Division: Police

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Admin:			
Equipment Maintenance	(320)		0
Memberships: miscellaneous	613		
Office Expense	2,870		
Misc Training	1,300		
Equipment: Server upgrade	(15,000)		0
Total Admin	($10,537)	$0	
Records:			
Staffing: Office Specialist	136,349		
Communications: microwave line and message switch	680		
Equipment Maint: Certified shredding of police records	(828)		
Professional Svcs: City of SM Records, Dispatch	18,915	10,035	260,700
Professional Svcs: SMCo Warrants	5,623	5,607	260,700
Professional Svcs: IT Maintenance Contract	6,888	8,712	95,832
Professional Svcs: Law Net Router/Server	470	500	10,000
Professional Svcs: RIMS Maint contract	4,582	700	17,500
Professional Svcs: TEA Radio Base station	400	500	1,000
Misc training	1,480		
Total Records	174,559	26,054	

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Patrol:			
Safety Clothing: Uniform cleaning	275	-	1,000
Misc Equipment Maintenance incl. fuel	35,210	-	136,800
Memberships: miscellaneous	500	-	500
Prof. Svcs: Crime Prevention Community Outreach	1,460	-	5,000
Prof. Svcs: Specialized Health & wellness counseling for PD personnel - Better Help	6,000		8,000
Prof. Svcs: misc	1,512		14,200
Special Dept Exp: Ammunition / range supplies	1,900		20,000
Special Dept Exp: Homeless Encampment Clean up	2,800		6,000
Special Dept Exp: Tactical equipment	800		3,500
Misc training	8,110		31,050
Total Patrol	58,567	-	

Note on Patrol Staffing:
In FY25, PD was authorized to have 4 corporal positions. They were included in the headcount, but not in the budgeted cost.
That has been corrected for FY26 & FY27.

Department Background

Department/Division: 4501 Fire

Mission Statement –
Be Kind. Always prepared. Care for others.

Overall Budget	**FY26**	**$5,196,144**
	FY27	**$5,181,777**
Number of Positions		15 Full-time (analyst, fire marshall, 13 shift personnel)
Areas Covered		Fire Response, Medical Response, Fire Code Compliance, Administration, Personnel Training, Public Education and Community Outreach

J.

General Fund

Fund 100

Department/Division: 4501 Fire

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	3,541,557	3,880,870	4,062,470	4.68%	4,205,039	4%
Total Salaries & Benefits	**3,541,557**	**3,880,870**	**4,062,470**	**4.68%**	**4,205,039**	**4%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	21,790	21,790	21,790	0.00%	21,790	0%
52005 Communications	37,670	48,640	48,640	0.00%	48,640	0%
52010 Equipment Maintenance	117,350	117,350	122,500	4.39%	122,500	0%
52015 Maint. Structures/Improvement.Grounds	39,750	39,750	39,750	0.00%	39,750	0%
52020 Memberships	1,900	1,900	1,900	0.00%	1,900	0%
52025 Office Expense	7,650	7,650	7,650	0.00%	7,650	0%
52030 Professional Services	501,400	555,154	572,977	3.21%	600,196	5%
52035 Equipment Rental	-	-				
52045 Special Department Expense	564,677	214,677	47,882	-77.70%	48,882	2%
52050 Small Tools & Supplies	5,150	5,150		-100.00%		
52055 Travel & Training	18,000	18,000	18,000	0.00%	18,000	0%
52060 Utilities	17,430	17,430	17,430	0.00%	17,430	0%
Total Services & Supplies	**1,332,767**	**1,047,491**	**898,519**	**-14.22%**	**926,738**	**3%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
53040 Sinking Fund Equipment	40,000	50,000	50,000	0.00%	50,000	0%
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**40,000**	**50,000**	**50,000**	**0.00%**	**50,000**	**0%**
TOTAL BUDGET	**4,914,324**	**4,978,361**	**5,010,989**	**0.66%**	**5,181,777**	**3%**

J.

City of Brisbane
FY26 & FY27 Budget Variances
Department/Division: 4501 Fire

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Communications: Station alert monitoring & tech svcs	26,120		27,840
Communications: Prior Year projects	(26,120)		-
Equipment Maint: medical equipment repairs	5,150		5,150
Prof. Svcs: Hep B & TB Testing, OSHA medical reviews	800		2,597
Prof. Svcs: North County JPA	5,823	25,079	526,656
Prof. Svcs: North Zone Paramedic Coordinator	12,000	2,140	44,943
Special Dept Exp: prior year equipment purchases	(25,000)		
Special Dept Exp: Fire Prevention, public education, outreach	25,000		26,282
Special Dept Exp: vegetation management	3,500	1,000	44,943
Special Dept Exp: prior year projects	(170,295)		-
Small Tools & supplies: move to office exp	(5,150)		-
	(148,172)	28,219	

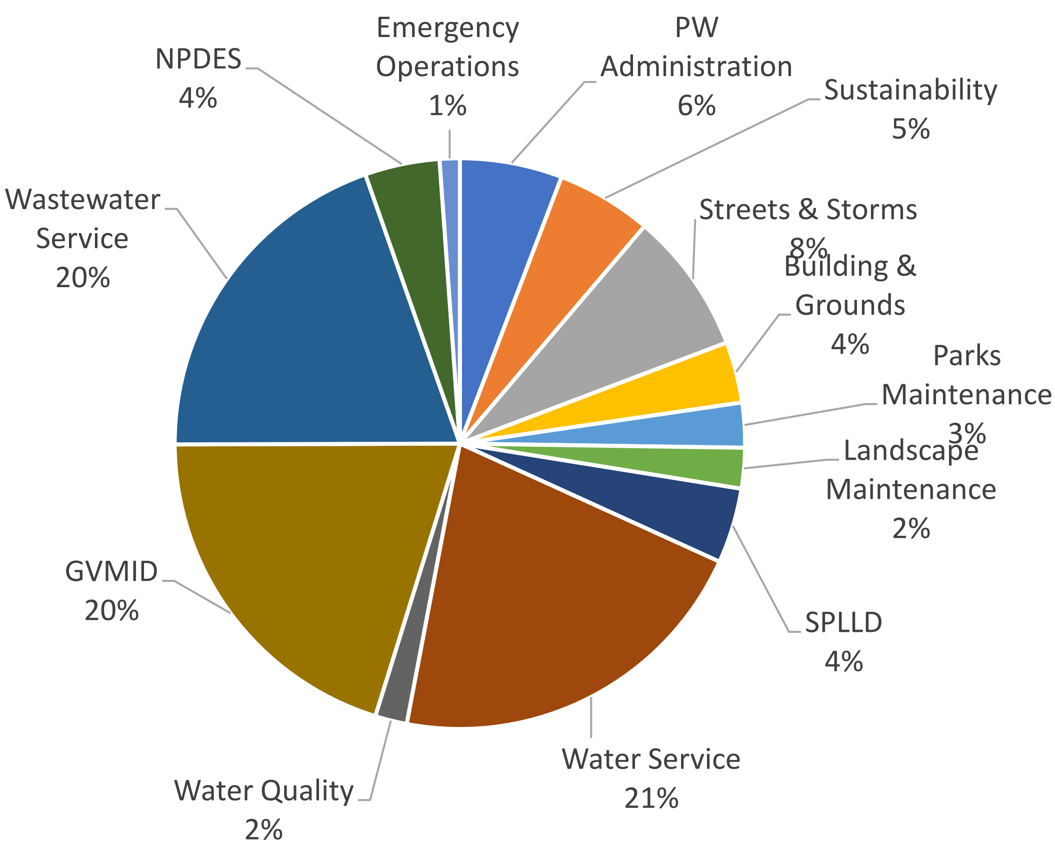
Department Background

Department/Division: Public Works & Utilities

Mission Statement –

Mission Statement - To provide overall management of the Engineering and Operations & Maintenance Divisions, and the implemenatation 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	**FY26**	**$14,525,641**
	FY27	**$14,701,563**
Number of Positions		27 Full-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: 2112 Open Space

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	321,413	318,857	322,147	1%	524,545	63%
Total Salaries & Benefits	**321,413**	**318,857**	**322,147**	**1%**	**524,545**	**63%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-					
52005 Communications	-					
52010 Equipment Maintenance						
52015 Maint. Structures/Improvement.Grounds	-					
52020 Memberships	5,250	6,000	6,900	15%	6,900	0%
52025 Office Expense	500	14,500	14,500	0%	14,500	0%
52030 Professional Services	40,000	115,000	369,000	221%	335,000	-9%
52035 Equipment Rental	-					
52045 Special Department Expense	154,500	63,000	64,000	2%	63,000	-2%
52050 Small Tools & Supplies	-					
52055 Travel & Training	2,500	2,500	2,500	0%	2,500	0%
52060 Utilities	6,500	6,500	6,500	0%	6,500	0%
Total Services & Supplies	**209,250**	**207,500**	**463,400**	**123%**	**428,400**	**-8%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	-					
55961 Transfers to Other Funds	-					
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**530,663**	**526,357**	**785,547**	**49%**	**952,945**	**21%**

J.

General Fund

Fund 100

Department/Division: 6001 Public Works Administration

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	732,149	756,634	774,081	2%	802,001	4%
Total Salaries & Benefits	**732,149**	**756,634**	**774,081**	**2%**	**802,001**	**4%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	500	800	800	0%	800	0%
52005 Communications	1,600	2,600	2,850	10%	2,850	0%
52010 Equipment Maintenance	4,425	4,425	6,800	54%	6,800	0%
52015 Maint. Structures/Improvement.Grounds	-					
52020 Memberships	940	1,000	1,280	28%	1,280	0%
52025 Office Expense	6,900	6,900	6,900	0%	6,900	0%
52030 Professional Services	5,000	5,400	1,800	-67%	1,800	0%
52035 Equipment Rental	3,500	3,500	3,500	0%	3,500	0%
52045 Special Department Expense	2,900	12,400	39,000	215%	30,430	-22%
52050 Small Tools & Supplies						
52055 Travel & Training	3,850	5,850	5,850	0%	5,850	0%
52060 Utilities						
Total Services & Supplies	**29,615**	**42,875**	**68,780**	**60%**	**60,210**	**-12%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	-					
55961 Transfers to Other Funds	-					
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**761,764**	**799,509**	**842,861**	**5%**	**862,211**	**2%**

General Fund

Fund 100

Department/Division: 6005 Streets & Storms

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	533,095	645,130	653,998	1%	689,445	5%
Total Salaries & Benefits	**533,095**	**645,130**	**653,998**	**1%**	**689,445**	**5%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	800	800	850	6%	850	0%
52005 Communications	1,650	1,650	2,050	24%	2,050	0%
52010 Equipment Maintenance	7,100	7,100	7,500	6%	7,500	0%
52015 Maint. Structures/Improvement.Grounds	104,900	115,200	127,800	11%	127,800	0%
52020 Memberships	620	620	620	0%	620	0%
52025 Office Expense	1,280	1,280	1,280	0%	1,280	0%
52030 Professional Services	160,200	154,200	116,200	-25%	113,200	-3%
52035 Equipment Rental	1,200	1,200	1,200	0%	1,200	0%
52045 Special Department Expense	222,400	222,400	153,400	-31%	128,400	-16%
52050 Small Tools & Supplies	300	300	300	0%	300	0%
52055 Travel & Training	1,200	1,200	1,200	0%	1,200	0%
52060 Utilities		80,000	100,000	25%	100,000	0%
Total Services & Supplies	**501,650**	**585,950**	**512,400**	**-13%**	**484,400**	**-5%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	-					
55961 Transfers to Other Funds	-					
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**1,034,745**	**1,231,080**	**1,166,398**	**-5%**	**1,173,845**	**1%**

J.

General Fund

Fund 100

Department/Division: 6010 Building & Grounds

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	226,570	294,150	297,171	1%	311,370	5%
Total Salaries & Benefits	**226,570**	**294,150**	**297,171**	**1%**	**311,370**	**5%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	1,800	1,800	1,850	3%	1,850	0%
52005 Communications	2,750	2,750	3,450	25%	3,450	0%
52010 Equipment Maintenance	10,500	10,500	5,700	-46%	5,700	0%
52015 Maint. Structures/Improvement.Grounds	57,900	56,800	46,800	-18%	46,800	0%
52020 Memberships	-					
52025 Office Expense	200	200	200	0%	200	0%
52030 Professional Services	84,400	76,800	109,550	43%	89,550	-18%
52035 Equipment Rental	-	-	-		-	
52045 Special Department Expense	15,000	-	35,000		-	-100%
52050 Small Tools & Supplies	2,100	2,100	2,100	0%	2,100	0%
52055 Travel & Training	-	-	-		-	
52060 Utilities	-	-	-		-	
Total Services & Supplies	**174,650**	**150,950**	**204,650**	**36%**	**149,650**	**-27%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	-					
55961 Transfers to Other Funds	-					
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**401,220**	**445,100**	**501,821**	**13%**	**461,020**	**-8%**

General Fund

Fund 100

Department/Division: 6015 Parks Maintenance

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	198,975	182,235	182,235	0%	182,235	0%
Total Salaries & Benefits	**198,975**	**182,235**	**182,235**	**0%**	**182,235**	**0%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	1,450	1,450	1,650	14%	1,650	0%
52005 Communications	1,500	1,500	2,200	47%	2,200	0%
52010 Equipment Maintenance	4,300	4,300	8,500	98%	8,500	0%
52015 Maint. Structures/Improvement.Grounds	27,660	24,160	27,660	14%	27,660	0%
52020 Memberships	200	200	200	0%	200	0%
52025 Office Expense	-					
52030 Professional Services	9,900	10,900	11,650	7%	11,650	0%
52035 Equipment Rental	3,499	7,000	7,000	0%	7,000	0%
52045 Special Department Expense	18,000	41,000	124,000	202%	-	-100%
52050 Small Tools & Supplies	3,040	3,248	3,040	-6%	3,040	0%
52055 Travel & Training	208		208		208	0%
52060 Utilities	-					
Total Services & Supplies	**69,757**	**93,758**	**186,108**	**98%**	**62,108**	**-67%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	-					
55961 Transfers to Other Funds	-					
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**268,732**	**275,993**	**368,343**	**33%**	**244,343**	**-34%**

General Fund
Fund 100
Department/Division: 6020 Landscape Maintenance

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	50,008	95,459	93,351	-2%	98,334	5%
Total Salaries & Benefits	**50,008**	**95,459**	**93,351**	**-2%**	**98,334**	**5%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	350	350	350	0%	350	0%
52005 Communications	250	250	350	40%	350	0%
52010 Equipment Maintenance	3,100	3,100	2,700	-13%	2,700	0%
52015 Maint. Structures/Improvement.Grounds	10,400	10,400	10,400	0%	10,400	0%
52020 Memberships	300	300	300	0%	300	0%
52025 Office Expense						
52030 Professional Services	144,400	144,400	164,400	14%	164,400	0%
52035 Equipment Rental	1,000	1,000	1,000	0%	1,000	0%
52045 Special Department Expense	-	-	-		-	
52050 Small Tools & Supplies	1,000	1,000	1,000	0%	1,000	0%
52055 Travel & Training	250	250	250	0%	250	0%
52060 Utilities		40,000	60,000	50%	60,000	0%
Total Services & Supplies	**161,050**	**201,050**	**240,750**	**20%**	**240,750**	**0%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	-					
55961 Transfers to Other Funds	-					
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**211,058**	**296,509**	**334,101**	**13%**	**339,084**	**1%**

Sierra Point Light & Landscape District Fund

Fund 210

Department/Division: 6035 Sierra Point Light & Landscape District

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	116,230	122,223	124,057	2%	128,183	3%
Total Salaries & Benefits	**116,230**	**122,223**	**124,057**	**2%**	**128,183**	**3%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	330	330	380	15%	380	0%
52005 Communications	300	300	400	33%	400	0%
52010 Equipment Maintenance	1,500	1,500	1,675	12%	1,675	0%
52015 Maint. Structures/Improvement.Grounds	76,000	76,000	76,000	0%	76,000	0%
52020 Memberships	200	200	-	-100%	-	
52025 Office Expense	251	251	251	0%	251	0%
52030 Professional Services	138,000	128,000	141,200	10%	131,400	-7%
52035 Equipment Rental	-					
52045 Special Department Expense	80,269	90,269	-	-100%	-	
52050 Small Tools & Supplies	200	200	200	0%	200	0%
52055 Travel & Training	100	100	-	-100%	-	
52060 Utilities	80,000	80,000	100,000	25%	100,000	0%
Total Services & Supplies	**377,150**	**377,150**	**320,106**	**-15%**	**310,306**	**-3%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	174,547	174,547	174,547	0%	174,547	0%
55961 Transfers to Other Funds	-					
Total Other	**174,547**	**174,547**	**174,547**	**0%**	**174,547**	**0%**
TOTAL BUDGET	**667,927**	**673,920**	**618,710**	**-8%**	**613,036**	**-1%**

Utilities Fund

Fund 540

Department/Division: 6110 Water

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	876,484	729,496	876,178	20%	920,250	5%
Total Salaries & Benefits	**876,484**	**729,496**	**876,178**	**20%**	**920,250**	**5%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	2,550	2,550	2,600	2%	2,600	0%
52005 Communications	4,450	4,450	5,400	21%	5,400	0%
52010 Equipment Maintenance	11,400	24,100	13,900	-42%	13,900	0%
52015 Maint. Structures/Improvement.Grounds	63,563	63,563	65,663	3%	65,663	0%
52020 Memberships	53,443	53,195	50,235	-6%	50,235	0%
52025 Office Expense	20,704	20,704	20,704	0%	20,704	0%
52030 Professional Services	210,620	167,710	97,000	-42%	97,000	0%
52035 Equipment Rental	-					
52045 Special Department Expense	71,500	145,000	50,000	-66%	50,000	0%
52050 Small Tools & Supplies	7,387	7,387	7,387	0%	7,387	0%
52055 Travel & Training	3,241	7,141	6,241	-13%	6,241	0%
52060 Utilities	22,000	22,000	22,000	0%	22,000	0%
52065 Water Purchases	917,000	1,095,000	1,305,000	19%	1,375,457	5%
Total Services & Supplies	**1,387,858**	**1,612,800**	**1,646,130**	**2%**	**1,716,587**	**4%**
OTHER						
53010 Improvements	-			0%		
53030 Equipment	-			0%		
54010 Administrative Charges	-			0%		
54025 Indirect Costs	556,871	556,871	556,871	0%	556,871	0%
55961 Transfers to Other Funds	20,096			-100%		
Total Other	**576,967**	**556,871**	**556,871**	**0%**	**556,871**	**0%**
TOTAL BUDGET	**2,841,309**	**2,899,167**	**3,079,179**	**6%**	**3,193,708**	**4%**

Utilities Fund
Fund 540
Department/Division: 6115 Water Quality Monitoring

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	55,972	33,310	72,005	116%	75,993	6%
Total Salaries & Benefits	**55,972**	**33,310**	**72,005**	**116%**	**75,993**	**6%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-					
52005 Communications	-					
52010 Equipment Maintenance	-					
52015 Maint. Structures/Improvement.Grounds	-					
52020 Memberships	-					
52025 Office Expense	-					
52030 Professional Services	60,000	257,000	190,000	-26%	190,000	0%
52035 Equipment Rental	-					
52045 Special Department Expense	-					
52050 Small Tools & Supplies	-					
52055 Travel & Training	-					
52060 Utilities	-					
52065 Water Purchases	-					
Total Services & Supplies	**60,000**	**257,000**	**190,000**	**-26%**	**190,000**	**0%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	-					
55961 Transfers to Other Funds	-					
Total Other	-	-	-		-	
TOTAL BUDGET	**115,972**	**290,310**	**262,005**	**-10%**	**265,993**	**2%**

J.

Utilities Fund

Fund 540

Department/Division: 6120 GVMID

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	675,383	727,725	848,490	17%	889,750	5%
Total Salaries & Benefits	**675,383**	**727,725**	**848,490**	**17%**	**889,750**	**5%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	2,550	2,550	2,600	2%	2,600	0%
52005 Communications	3,450	3,450	4,350	26%	4,350	0%
52010 Equipment Maintenance	12,000	12,000	16,100	34%	16,100	0%
52015 Maint. Structures/Improvement.Grounds	62,382	57,382	41,673	-27%	41,673	0%
52020 Memberships	36,577	37,577	41,120	9%	41,120	0%
52025 Office Expense	23,929	23,929	23,929	0%	23,929	0%
52030 Professional Services	141,138	167,138	126,970	-24%	126,970	0%
52035 Equipment Rental	-					
52045 Special Department Expense	60,000	85,000	207,200	144%	20,000	-90%
52050 Small Tools & Supplies	2,809	2,809	2,809	0%	2,809	0%
52055 Travel & Training	3,341	7,241	6,241	-14%	6,241	0%
52060 Utilities	65,000	65,000	65,000	0%	65,000	0%
52065 Water Purchases	157,000	157,000	65,000	-59%	67,000	3%
52070 Sewage Treatment	807,000	900,950	981,900	9%	1,048,000	7%
Total Services & Supplies	**1,377,176**	**1,522,026**	**1,584,892**	**4%**	**1,465,792**	**-8%**
OTHER						
53010 Improvements	-					
53030 Equipment	32,000					
54010 Administrative Charges	-					
54025 Indirect Costs	495,541	495,541	495,541	0%	495,541	0%
55961 Transfers to Other Funds	20,096					
Total Other	**515,637**	**495,541**	**495,541**	**0%**	**495,541**	**0%**
TOTAL BUDGET	**2,600,196**	**2,745,292**	**2,928,923**	**7%**	**2,851,083**	**0%**

Utilities Fund

Fund 540

Department/Division: 6130 Sewer

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	521,071	605,928	685,489	13%	717,462	5%
Total Salaries & Benefits	**521,071**	**605,928**	**685,489**	**13%**	**717,462**	**5%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	3,250	3,250	3,300	2%	3,300	0%
52005 Communications	3,600	3,600	4,850	35%	4,850	0%
52010 Equipment Maintenance	11,400	24,100	17,700	-27%	17,700	0%
52015 Maint. Structures/Improvement.Grounds	18,360	18,360	18,360	0%	18,360	0%
52020 Memberships	7,914	9,290	15,477	67%	15,477	0%
52025 Office Expense	17,687	17,687	17,687	0%	17,687	0%
52030 Professional Services	56,666	21,166	51,096	141%	16,096	-68%
52035 Equipment Rental	-					
52045 Special Department Expense	62,000	50,000	20,000	-60%	20,000	0%
52050 Small Tools & Supplies	5,410	5,410	5,410	0%	5,410	0%
52055 Travel & Training	1,664	2,964	2,964	0%	2,964	0%
52060 Utilities	25,600	25,600	25,600	0%	25,600	0%
52065 Water Purchases	-					
52070 Sewage Treatment	1,562,028	1,600,000	1,473,000	-8%	1,573,000	7%
Total Services & Supplies	**1,775,579**	**1,781,427**	**1,655,444**	**-7%**	**1,720,444**	**4%**
OTHER						
53010 Improvements	-					
53030 Equipment	48,000					
54010 Administrative Charges	-					
54025 Indirect Costs	515,411	515,411	515,411	0%	515,411	0%
55961 Transfers to Other Funds	20,096					
Total Other	**583,507**	**515,411**	**515,411**	**0%**	**515,411**	**0%**
TOTAL BUDGET	**2,880,157**	**2,902,766**	**2,856,344**	**-2%**	**2,953,317**	**0%**

NPDES Fund

Fund 220

Department/Division: 6140 NPDES

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	346,980	363,386	369,823	2%	386,545	5%
Total Salaries & Benefits	**346,980**	**363,386**	**369,823**	**2%**	**386,545**	**5%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	1,850	1,850	1,900	3%	1,900	0%
52005 Communications	1,550	1,550	2,400	55%	2,400	0%
52010 Equipment Maintenance	10,100	10,100	16,300	61%	6,300	-61%
52015 Maint. Structures/Improvement.Grounds	18,000	18,000	18,000	0%	18,000	0%
52020 Memberships	15,700	20,000	20,000	0%	20,000	0%
52025 Office Expense	-	-	-		-	
52030 Professional Services	45,001	45,001	48,000	7%	48,000	0%
52035 Equipment Rental	-	-	-		-	
52045 Special Department Expense	6,000	2,000	2,000	0%	2,000	0%
52050 Small Tools & Supplies	-	-	-		-	
52055 Travel & Training	1,400	-	1,400		1,400	0%
52060 Utilities	-					
52065 Water Purchases	-					
52070 Sewage Treatment	-					
Total Services & Supplies	**99,601**	**98,501**	**110,000**	**12%**	**100,000**	**-9%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	135,796	135,796	135,796	0%	135,796	0%
55961 Transfers to Other Funds	-					
Total Other	**135,796**	**135,796**	**135,796**	**0%**	**135,796**	**0%**
TOTAL BUDGET	**582,377**	**597,683**	**615,619**	**3%**	**622,341**	**0%**

J.

General Fund

Fund 100

Department/Division: 6300 Emergency Operations Center

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	92,007	95,119	96,190	1%	99,037	3%
Total Salaries & Benefits	**92,007**	**95,119**	**96,190**	**1%**	**99,037**	**3%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	150	150	150	0%	150	0%
52005 Communications	7,750	7,750	12,400	60%	12,400	0%
52010 Equipment Maintenance	5,850	5,850	5,500	-6%	5,500	0%
52015 Maint. Structures/Improvement.Grounds	-					
52020 Memberships	-					
52025 Office Expense	750	750	750	0%	750	0%
52030 Professional Services	-					
52035 Equipment Rental	-					
52045 Special Department Expense	50,000	50,000	50,000	0%	50,000	0%
52050 Small Tools & Supplies	-					
52055 Travel & Training	800	800	800	0%	800	0%
52060 Utilities	-					
52065 Water Purchases	-					
52070 Sewage Treatment	-					
Total Services & Supplies	**65,300**	**65,300**	**69,600**	**7%**	**69,600**	**0%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	-					
55961 Transfers to Other Funds	-					
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**157,307**	**160,419**	**165,790**	**3%**	**168,637**	**0%**

J.

City of Brisbane

FY26 & FY27 Budget Variances

Department/Division: Public Works

Request Description	FY26 variance	FY27 variance	Division	Purpose
Urban Forestry Plan	$ (6,000)		Open Space	
Public Outdoor Lighting Assessment		$ (34,000)	Open Space	rolled over
City Tree Management	$ 170,000		Open Space	3 yr project
Implement Dark Sky Ord on City lighting	$ 50,000		Open Space	
Implement Invasive Species Regulation on City facilities	$ 40,000		Open Space	15 years
SB 1383 required compost/mulch procurement		$ 9,000	Open Space	
Equip Maint: gas & oil for vehicles	$ 2,175		Public Works Admin	New ongoing costs
ARC GIS License	$ 4,500	$ 5,800	Public Works Admin	New ongoing costs
NearMap Hi-Res Current Aerial Imagery	$ 7,000	$ 630	Public Works Admin	subscription for GIS Integration
GNSS Receiver	$ 15,000	$ (15,000)	Public Works Admin	For data location accuracy to comply with upcoming state regs
Annual weed abatement	$ 50,000	$ 50,000	Streets & Storms	
Storm Drain repairs and repair materials	$ 9,600		Streets & Storms	
Street Repairs and Materials	$ (47,000)		Streets & Storms	One time projects completed in FY25
Mutt mitts, trash bag supplies	$ (51,000)		Streets & Storms	Professional Svc 52030 moved to Maintenance 52015
Sidewalk repairs	$ 10,000		Streets & Storms	2-yr project start in FY26
Striping Mods AB413	$ (60,000)		Streets & Storms	One time projects completed in FY25
Fire Safety Planning	$ (50,000)		Streets & Storms	one time project
SF/San Bruno concrete bulbout	$ 25,000		Streets & Storms	
Annual Yard Waste Cleanup	$ 16,000		Streets & Storms	Moved from City Manager's budget
Corp Yard pump wash rack	$ (10,000)		Buildings & Grounds	Maintenance 52015 moved to Professional Svc 52030
Repair concrete/stucco stair caps at MBC	$ 20,000	$ (20,000)	Buildings & Grounds	not spent from FY24
Paint yard trailers	$ 15,000	$ (15,000)	Buildings & Grounds	
City Hall/Rain Garden Landscape Improvements	$ 20,000	$ (20,000)	Buildings & Grounds	
Equip Maint: gas & oil for vehicles	$ 4,200		Park Maintenance	New ongoing costs
Dog Park Maintenance	$ (4,500)		Park Maintenance	Projects completed reduced to regular rates

J.

Request Description	FY26 variance	FY27 variance	Division	Purpose
Community Park - Bathroom Renovation	$ (18,000)	$ 18,000	Park Maintenance	P/Y one time costs
Community Park - Play Structure Repairs	$ (15,000)	$ 15,000	Park Maintenance	P/Y one time costs
MB & Lipman Tennis Court, strip and recoat surface	$ 124,000	$ (124,000)	Park Maintenance	One time costs
Contract landscape and irrigation maint	$ 20,000		Landscape Maintenance	Increase for Annex, Quarry Road Park
Utilities - Water Charges	$ 20,000		Landscape Maintenance	Captured historical costs (some may be vendor increases)
Staffing: Engineering Technician	$ 159,440	$ 12,220	Water / GVMID / Sewer	
Equip Maint: gas & oil for vehicles	$ (10,200)		Water	moved to other division
Fire Hydrant Painting - 5yr Program	$ 2,100		Water	
Misc Memberships	$ (2,960)			change in rates
Profesional Svcs: Previous year projects	$ (102,000)		Water	Guadalupe Tank Roof; Replace fall RW on waterturnout at San Bruno; Replace water vault lid at
CCCP Site Hazard Assessment Program	$ 25,000		Water	new compliance program
Special Dept Exp: Previous year projects	$ (95,000)		Water	Margaret Tank Roof Safety Rail Replacement; SWRCB Cross Connection Control Policy Plan
Utilties - Water Purchases	$ 210,000		Water	Captured historical costs (some may be vendor increases)
Maintenance Mgmt & Emergency Response Plan	$ (67,000)		Water Quality Monitoring	Genesis Bldg project
Gas & oil for PW Vehicles	$ 4,100		GVMID	Captured historical costs (some may be vendor increases)
Maint Exp: Previous year projects	$ (18,000)		GVMID	Guadalupe Tank Cupola Replacement
Misc Memberships	$ 3,542		GVMID	change in rates
Prof Svcs: Previous year projects	$ (63,000)		GVMID	Streetlight Repair; 1/2 VDLS Pump/Motor Replacement
Cathodic Projection - Water Tank	$ 1,000		GVMID	
CCCP Site Hazard Assessment Program	$ 11,000		GVMID	new compliance program
Sidewalk Repairs	$ 5,000		GVMID	
Special Dept Exp: Previous year projects	$ (65,000)		GVMID	SWRCB Cross Connection Control Policy Plan; All Weather Road Access No Hill Sanitary Sewer junction
Zone 3 Automatic Flushing Unit	$ 48,000		GVMID	New projects
VDLS Flow Totalizer Upgrade	$ 7,000		GVMID	New projects
VDLS Discharge Valve Assembly Upgrade	$ 12,000		GVMID	New projects

J.

Request Description	FY26 variance	FY27 variance	Division	Purpose
Emergency Backup Generator Replacement (Golden Aster PS)	$ 120,000		GVMID	New projects
Utilties - Water Purchases	$ (92,000)	$ 2,000	GVMID	Captured historical costs (some may be vendor increases)
Utilities - Sewer Treatment	$ 80,950	$ 66,100	GVMID	Captured historical costs (some may be vendor increases)
Gas & oil for PW Vehicles	$ (6,400)		Sewer	Captured historical costs (some may be vendor increases)
Misc Memberships	$ 6,187		Sewer	change in rates; SMC Landfill Gas Monitoring Cat 2 Permit; SMC Site HazMat (CUPA) inspection
Prof Svcs: Maintenance and monitoring	$ (5,070)		Sewer	Sewer Lift Station Genset Maintenance ; Sierra Point Lift Station Methane Monitoring
Prof Svcs: Smoke Test	$ 35,000		Sewer	Smoke Test Field Survey Investigation
Prof Svcs: VDLS related projects	$ 25,200		Sewer	VDLS Flow Totalizer Upgrade; VDLS Discharge Valve Assembly Upgrade
Special Dept Exp: Previous year projects	$ (30,000)		GVMID	1/2 VDLS Pump/Motor Replacement
Utilities - Sewer Treatment	$ (127,000)		Sewer	Captured historical costs (some may be vendor increases)
	$ 432,864	$ (49,250)		

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.

Overall Budget	**FY26**	**$2,200,246**
	FY27	**$1,985,237**
Number of Positions		Full time - 4
Areas Covered		Marina Maintenance, Billing

Marina Fund

Fund 550

Department/Division: 7009 Marina

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	761,736	834,590	835,297	0%	873,513	5%
Total Salaries & Benefits	**761,736**	**834,590**	**835,297**	**0%**	**873,513**	**5%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	2,230	2,230	2,530	13%	2,530	0%
52005 Communications	28,132	28,132	28,200	0%	28,200	0%
52010 Equipment Maintenance	76,712	28,175	28,350	0%	28,425	0%
52015 Maint. Structures/Improvement.Grounds	72,886	73,860	130,100	77%	84,200	-35%
52020 Memberships	1,100	1,100	1,500	36%	1,500	0%
52025 Office Expense	43,764	43,764	44,600	2%	44,600	0%
52030 Professional Services	67,738	82,060	272,800	282%	65,300	-76%
52035 Equipment Rental	2,185	2,185	2,200	1%	2,200	0%
52045 Special Department Expense	180,710	180,540	180,550	0%	180,550	0%
52050 Small Tools & Supplies	3,000	3,500	3,600	3%	3,700	3%
52055 Travel & Training	3,750	3,750	3,750	0%	3,750	0%
52060 Utilities	135,252	269,000	269,000	0%	269,000	0%
52065 Water Purchases	-					
52070 Sewage Treatment	-					
Total Services & Supplies	**617,459**	**718,296**	**967,180**	**35%**	**713,955**	**-26%**
OTHER						
53010 Improvements	-					
53030 Equipment	-					
54010 Administrative Charges	-					
54025 Indirect Costs	380,769		380,769	100%	380,769	0%
55961 Transfers to Other Funds	196,158		17,000	9%	17,000	0%
Total Other	**576,927**	**-**	**397,769**		**397,769**	**0%**
TOTAL BUDGET	**1,956,122**	**1,552,886**	**2,200,246**	**42%**	**1,985,237**	**-10%**

City of Brisbane
FY26 & FY27 Budget Variances
Department/Division: 7009 - Marina

Request Description	FY26 variance	FY27 variance
Maintenance - Structures, Improvements & Grounds		
Building repairs and maintenance, painting supplies	$ 38,000	$ (38,000)
Bulletin boards at dock gates	$ 2,000	$ (2,000)
Tool storage	$ 600	$ (600)
New Dumpsters and concrete pads along promenade	$ 15,500	$ (15,500)
Professional Services		
Bathymetric Survey	$ (11,000)	
Dredging pre design & permitting	$ 202,500	$ (202,500)
	$ 247,600	$ (258,600)

Department Background

Department/Division: 7100 Library

Mission Statement –

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

Overall Budget	**FY26**	**$107,200**
	FY27	**$107,200**
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:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS				0%		0%
Total Salaries & Benefits	**-**	**-**	**-**		**-**	
SERVICES AND SUPPLIES						
52001 Safety Clothing						
52005 Communications						
52010 Equipment Maintenance						
52015 Maint. Structures/Improvement.Grounds	10,900	9,000	9,000	0%	9,000	0%
52020 Memberships						
52025 Office Expense						
52030 Professional Services	29,200	64,300	67,700	5%	67,700	0%
52035 Equipment Rental						
52045 Special Department Expense						
52050 Small Tools & Supplies						
52055 Travel & Training						
52060 Utilities	4,500	28,000	30,500	9%	30,500	0%
52300 Contributions	26,000					
Total Services & Supplies	**70,600**	**101,300**	**107,200**	**6%**	**107,200**	**0%**
OTHER						
53010 Improvements						
53030 Equipment						
54010 Administrative Charges						
54025 Indirect Costs						
55961 Transfers to Other Funds						
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 70,600**	**$ 101,300**	**$ 107,200**	**6%**	**$ 107,200**	**0%**

J.

City of Brisbane

FY26 & FY27 Budget Variances

Department/Division: 7100 Library

Request Description	FY26 variance	FY27 variance
<u>Professional Services:</u>		
Inverter Service	2,650	
Photovoltaic Panel Cleaning	750	
<u>Utilities:</u>		
Update electricity, water, gas & sewer	2,500	
	5,900	-

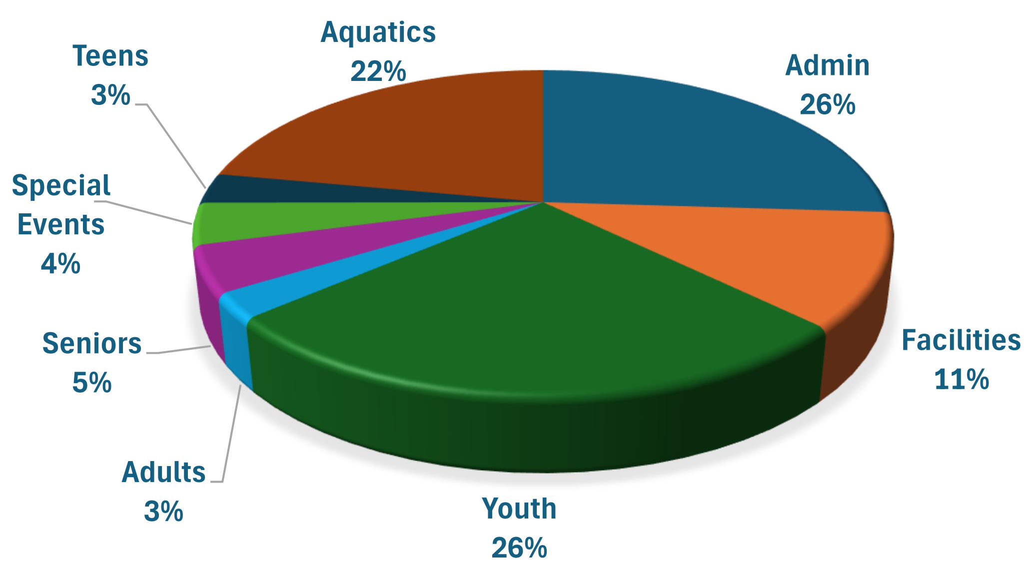
Department Background

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.

Overall Budget	**FY26**	**$3,636,809**
	FY27	**$3,768,017**
Number of Positions		7 Full-time
		70 Part-time (14.9 FTE)
Areas Covered		Administration, Facilities, Youth, Teens, Adults, Special Events, Seniors, Aquatics



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General Fund

Fund 100

Department/Division: 2111 Co-Sponsorships

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	-	-				
Total Salaries & Benefits	-	-	-		-	
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	-	-	70 Part-time (14.!			
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	-	-				
52025 Office Expense	-	-				
52030 Professional Services	17,571	17,571	17,571	0%	17,571	0%
52035 Equipment Rental	-	-				
52045 Special Department Expense	8,323	9,323	11,723	26%	11,723	0%
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	-	-				
52060 Utilities	-	-				
52900 Contributions	-	-				
Total Services & Supplies	**25,894**	**26,894**	**29,294**	**9%**	**29,294**	**0%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	-	-	-		-	
TOTAL BUDGET	**$ 25,894**	**$ 26,894**	**$ 29,294**	**9%**	**$ 29,294**	**0%**

General Fund

Fund 100

Department/Division: 7001 Park & Recreation Administration

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	722,325	833,357	882,490	6%	910,622	3%
Total Salaries & Benefits	**722,325**	**833,357**	**882,490**	**6%**	**910,622**	**3%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	-	-	70 Part-time (14			
52010 Equipment Maintenance	104	104		-100%		
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	1,732	1,940	2,282	18%	2,282	0%
52025 Office Expense	3,488	4,488	4,592	2%	4,592	0%
52030 Professional Services	21,646	21,646	23,000	6%	25,000	9%
52035 Equipment Rental	-	-				
52045 Special Department Expense	3,417	4,283	5,700	33%	5,700	0%
52050 Small Tools & Supplies	204	204	250	23%	204	-18%
52055 Travel & Training	18,002	18,002	26,890	49%	26,890	0%
52060 Utilities	-	-				
Total Services & Supplies	**48,593**	**50,667**	**62,714**	**24%**	**64,668**	**3%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 770,918**	**$ 884,024**	**$ 945,204**	**7%**	**$ 975,290**	**3%**

General Fund

Fund 100

Department/Division: 7002 Recreation Facilities

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	200,744	188,814	146,672	-22%	152,932	4%
Total Salaries & Benefits	**200,744**	**188,814**	**146,672**	**-22%**	**152,932**	**4%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	312	312	315	1%	315	0%
52005 Communications	2,032	2,032	70 Part-time (14		1,616	
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	21,008	21,008	22,327	6%	22,327	0%
52020 Memberships	-	-				
52025 Office Expense	260	260	260	0%	260	0%
52030 Professional Services	89,702	97,702	98,500	1%	98,500	0%
52035 Equipment Rental	7,178	7,178	7,178	0%	7,178	0%
52045 Special Department Expense	20,540	10,540	48,140	357%	48,140	0%
52050 Small Tools & Supplies	2,500	2,500	2,500	0%	2,500	0%
52055 Travel & Training	-	-				
52060 Utilities	82,712	82,712	84,312	2%	119,517	42%
Total Services & Supplies	**226,244**	**224,244**	**263,532**	**18%**	**300,353**	**14%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	500	700		-100%		
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**500**	**700**	**-**	**-100%**	**-**	
TOTAL BUDGET	**$ 427,488**	**$ 413,758**	**$ 410,204**	**-1%**	**$ 453,285**	**11%**

General Fund

Fund 100

Department/Division: 7003 Youth

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	627,162	735,442	754,739	3%	785283	4%
Total Salaries & Benefits	**627,162**	**735,442**	**754,739**	**3%**	**785,283**	**4%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	1,836	1,836	2,500	36%	2,500	0%
52005 Communications	-	-	70 Part-time (14.!			
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	-	-				
52025 Office Expense	-	-				
52030 Professional Services	56,164	58,528	56,528	-3%	56,528	0%
52035 Equipment Rental	22,113	22,113	22,102	0%	22,102	0%
52045 Special Department Expense	76,810	82,318	85,148	3%	85,148	0%
52050 Small Tools & Supplies	2,000	2,000	2,000	0%	2,000	0%
52055 Travel & Training	-	-				
52060 Utilities	-	-				
52900 Contributions	36,101	36,101	36,101	0%	36,101	0%
Total Services & Supplies	**195,024**	**202,896**	**204,379**	**1%**	**204,379**	**0%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	700	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**700**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 822,886**	**$ 938,338**	**$ 959,118**	**2%**	**$ 989,662**	**3%**

General Fund
Fund 100
Department/Division: 7004 Adult

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	16,608	25,959	28,116	8%	29,911	6%
Total Salaries & Benefits	**16,608**	**25,959**	**28,116**	**8%**	**29,911**	**6%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications			70 Part-time (14.9			
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	510	510	510	0%	510	0%
52025 Office Expense	208	208	208	0%	208	0%
52030 Professional Services	55,772	52,727	52,727	0%	52,727	0%
52035 Equipment Rental	-	-				
52045 Special Department Expense	4,835	7,208	7,208	0%	7,208	0%
52050 Small Tools & Supplies	2,000	2,000	2,000	0%	2,000	0%
52055 Travel & Training	-	-				
52060 Utilities	-	-				
52900 Contributions	-	-				
Total Services & Supplies	**63,325**	**62,653**	**62,653**	**0%**	**62,653**	**0%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 79,933**	**$ 88,612**	**$ 90,769**	**2%**	**$ 92,564**	**2%**

J.

General Fund
Fund 100
Department/Division: 7005 Seniors

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	60,545	104,811	104,311	0%	107,426	3%
Total Salaries & Benefits	**60,545**	**104,811**	**104,311**	**0%**	**107,426**	**3%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	1,080	1,080	70 Part-time (14		1,080	
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	-	-				
52025 Office Expense	-	-				
52030 Professional Services	9,364	9,364	10,800	15%	10,800	0%
52035 Equipment Rental	-	-				
52045 Special Department Expense	50,273	45,273	50,490	12%	49,990	-1%
52050 Small Tools & Supplies	500	-	500		500	0%
52055 Travel & Training	-	-				
52060 Utilities	-	-				
52900 Contributions	-	-				
Total Services & Supplies	**61,217**	**55,717**	**61,790**	**11%**	**62,370**	**1%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	364	364	500	37%	500	
54010 Administrative Charges	-	-				-
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**364**	**364**	**500**	**37%**	**500**	**0%**
TOTAL BUDGET	**122,126**	**160,892**	**166,601**	**4%**	**170,296**	**0%**

General Fund
Fund 100
Department/Division: 7006 Special Events

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	60,545	69,290	74,779	8%	78,202	5%
Total Salaries & Benefits	**60,545**	**69,290**	**74,779**	**8%**	**78,202**	**5%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	-	-	70 Part-time (1			
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	-	-				
52025 Office Expense	-	-				
52030 Professional Services	-	-				
52035 Equipment Rental	-	-				
52045 Special Department Expense	67,732	68,080	76,286	12%	76,286	-
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	-	-				
52060 Utilities	-	-				
52900 Contributions	-	-				
Total Services & Supplies	**67,732**	**68,080**	**76,286**	**12%**	**76,286**	**-**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 128,277**	**$ 137,370**	**$ 151,065**	**10%**	**$ 154,488**	**2%**

General Fund
Fund 100
Department/Division: 7007 Teens

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	29,812	44,615	46,780	5%	48,270	3%
Total Salaries & Benefits	**29,812**	**44,615**	**46,780**	**5%**	**48,270**	**3%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-				
52005 Communications	-	-	70 Part-time			
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	-	-				
52020 Memberships	-	-				
52025 Office Expense	-	-				
52030 Professional Services	2,081	2,381	2,500	5%	2,500	0%
52035 Equipment Rental	-	-				
52045 Special Department Expense	8,283	8,177	9,764	19%	9,764	0%
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	500	500	500	0%	500	0%
52060 Utilities	-	-				
52900 Contributions	50,000	50,000	50,000	0%	50,000	0%
Total Services & Supplies	**60,864**	**61,058**	**62,764**	**3%**	**62,764**	**0%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 90,676**	**$105,673**	**$109,544**	**4%**	**$ 111,034**	**1%**

J.

General Fund
Fund 100
Department/Division: 7008 Aquatics

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	384,890	444,482	471,375	6%	485,515	3%
Total Salaries & Benefits	**384,890**	**444,482**	**471,375**	**6%**	**485,515**	**3%**
SERVICES AND SUPPLIES						
52001 Safety Clothing	2,164	2,164	3,000	39%	3,000	0%
52005 Communications	6,158	5,050	70 Part-time		4,800	
52010 Equipment Maintenance	-	-				
52015 Maint. Structures/Improvement.Grounds	47,576	48,500	67,300	39%	66,300	-1%
52020 Memberships	-	-				
52025 Office Expense	1,028	1,197	1,050	-12%	1,050	0%
52030 Professional Services	59,641	80,620	86,620	7%	86,620	0%
52035 Equipment Rental	-	-				
52045 Special Department Expense	7,300	4,200	4,000	-5%	3,700	-8%
52050 Small Tools & Supplies	6,563	4,763	5,413	14%	5,413	0%
52055 Travel & Training	-	-				
52060 Utilities	86,595	135,000	158,000	17%	165,000	4%
52900 Contributions	-	-				
Total Services & Supplies	**217,025**	**281,494**	**325,383**	**16%**	**335,883**	**3%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	-	-				
54010 Administrative Charges	-	-				
54025 Indirect Costs	-	-				
55961 Transfers to Other Funds	-	-				
Total Other	**-**	**-**	**-**		**-**	
TOTAL BUDGET	**$ 601,915**	**$ 725,976**	**$ 796,758**		**$ 821,398**	**3%**

J.

City of Brisbane
FY26 & FY27 Budget Variances
PARKS & RECREATION

Request Description	FY26 variance	FY27 variance
Memberships	342	
Prof. Svcs: online registration costs	1,354	2,000
Special Dept: BMI & ASCAP Music licenses (+SESAC)	850	600
Special Dept: Exp misc items	567	
P&R-7001 Admin	**2,771**	**2,600**
		70 Part-time (14.9 FTE)
Special Dept: banner replacement	3,000	
Special Dept: AED Supplies	1,000	
Special Dept : Sierra Point Association Fees	33,600	
Utilities corrections	1,600	35,205
P&R-7002 Recreation Facilities	**39,200**	**35,205**
Prof. Svcs: ClubRec Enrichment Contractors	(1,000)	
Prof. Svcs: Youth Art	(1,000)	
Special Dept: Seasonal Camp Field Trips	2,000	
Special Dept: Summer camp t-shirts	(1,050)	
Special Dept: Youth Sports	2,000	
P&R-7003 Youth	**950**	**-**
Prof. Svcs: Rodman	(1,800)	
Prof. Svcs: Tennis instructors	1,500	
P&R-7004 Adult	**(300)**	**-**
Special Dept: Day in the Park/Community Festival	3,990	
Special Dept: Festival of Lights	1,880	
Special Dept: Volunteer of the year	1,800	
P&R-7006 Special Events	**7,670**	**-**
Prof. Svcs: Disc Jockey/Teen Dances	419	
Special Dept: Leaders in Training apparel & supplies	1,500	
P&R-7007 Teens	**1,919**	**-**

J.

Request Description	FY26 variance	FY27 variance
Safety Clothing	836	
Communications: telephone costs	(200)	
Maint - Structural: pool chemicals	8,500	
Maint - Structural: solar/thermal system project	(8,500)	
Maint - Structural: general maint & repairs	15,300	
Maint - Structural: LED light replacement	2,500	
Maint - Structural: Bathroom stall repairs	1,000	
Prof. Svcs: Adult private lessons & other aquatics classes	3,250	
Prof. Svcs: Janitorial services	1,430	
Prof. Svcs: Pest control	1,320	
Special Dept: New deep end rope	(500)	
Special Dept: Benches for locker rooms	300	
Small tools & Supplies: Portable fans for bathrooms for ventilation	(1,450)	
Small tools & Supplies: Lane line repairs	500	
Small tools & Supplies: Facility Signage	1,600	
Utilities: PG&E	23,000	3,000
P&R-7008 Aquatics	**48,886**	**3,000**

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.

Overall Budget	**FY26**	**$1,406,604**
	FY27	**$1,337,688**
Number of Positions		None
Areas Covered		General Citywide issues and services

General Fund

Fund 100

Department/Division: 8001 Central Services

Account and Title:	2023/24 Budget	2024/25 Budget	2025/26 Budget	Change %%	2026/27 Budget	Change %%
SALARIES & BENEFITS	-	-	-		-	
Total Salaries & Benefits	**-**	**-**	**-**		**-**	
SERVICES AND SUPPLIES						
52001 Safety Clothing	-	-	-		-	
52005 Communications	70,000	80,000	104,808	31.01%	104,808	0.00%
52010 Equipment Maintenance	3,000	-				
52015 Maint. Structures/Improvement.Grounds	57,000	67,500	101,040	49.69%	101,040	0.00%
52020 Memberships	60,850	47,680	69,180	45.09%	69,180	0.00%
52025 Office Expense	42,700	70,200	75,500	7.55%	75,500	0.00%
52030 Professional Services	508,941	541,400	461,140	-14.82%	381,140	-17.35%
52033 Office Space Rental	300,000	323,000	332,736	3.01%	342,720	3.00%
52035 Equipment Rental	48,600	38,600	38,600	0.00%	38,600	0.00%
52045 Special Department Expense	13,500	13,500	14,600	8.15%	14,700	0.68%
52050 Small Tools & Supplies	-	-				
52055 Travel & Training	-	-				
52060 Utilities	70,000	125,000	128,000	2.40%	129,000	0.78%
52900 Contributions	21,000	21,000	21,000	0.00%	21,000	0.00%
Total Services & Supplies	**1,195,591**	**1,327,880**	**1,346,604**	**11.37%**	**1,277,688**	**-5.12%**
OTHER						
53010 Improvements	-	-				
53030 Equipment	77,700	63,000	60,000	-4.76%	60,000	0.00%
54010 Administrative Charges	-	-	-		-	
54025 Indirect Costs	-	-	-		-	
55961 Transfers to Other Funds	-	-	-		-	
Total Other	**77,700**	**63,000**	**60,000**	**-4.76%**	**60,000**	**0.00%**
TOTAL BUDGET	**1,273,291**	**1,390,880**	**1,406,604**	**1.13%**	**1,337,688**	**-4.90%**

City of Brisbane

FY26 & FY27 Budget Variances

Department/Division: 8001 Central Services

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Communications: cost of the majority of the city telephone lines	24,808		104,808
Maintenance: Janitorial Services incl City Hall and Annex	28,140		92,640
Maintenance: add back window washing, carpet cleaning incl City Hall and Annex	5,400		5,400
Memberships: Peninsula Conflict Reso Ctr	2,500		2,500
Memberships: Misc changes	(6,000)		none
Memberships: OneShore	25,000		25,000
Office Exp: change in Credit Card Processing, Network access, banking fees	2,000		52,000
Office Exp: Office & Kitchen supplies	1,300		7,300
Office Exp: Postage Brisbane STAR	1,000		7,200
Office Exp: Postage misc	1,000		1,000
Prof. Svcs: Eliminate Social Media Archiving	(4,200)		-
Prof. Svcs: Citizen Engagement s/w (Citizenlab)	500		9,500
Prof. Svcs: CPPG Grant Writing Assistance	1,000		55,000
Prof. Svcs: Endsight Server support	30,000		180,000
Prof. Svcs: reduce Endsight on-site Tech Support (from 3 to 1 day/week)	(100,000)	(50,000)	-
Prof. Svcs: special projects (Cyber Policy)	15,000	(15,000)	-
Prof. Svcs: move misc processing fees to Office Expense	(16,000)		-
Prof. Svcs: Laserfiche converted to maintenance	(46,700)		5,300
Prof. Svcs: Printing STAR Newsletter	11,940		32,940
Prof. Svcs: City of Brisbane Website support	28,200	(15,000)	20,000
Office Space Rental Exp - 25 Park Place	9,736	9,984	342,720
Special Dept Exp - Filing fees eliminated	(1,000)		
Special Dept Exp - Staff events & hospitality supplies	2,100	100	4,700

J.

Request Description	FY26 variance	FY27 variance	Ongoing annual cost
Utilities: Gas/Electricity/Water (City Hall & Annex)	3,000	1,000	129,000
Equipment: Computer Replacements & Contingencies	4,000		25,000
Equipment: Server	(7,000)		2,000
	15,724	(68,916)	

ATTACHMENT F

CITY COUNCIL AGENDA REPORT

Meeting Date: June 5, 2025

From: Carolina Yuen

Subject: Consider Adoption of Resolutions to Approve the Budget for Fiscal Years 2025/26 and 2026/27

Goal

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

Purpose

To provide a sound 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 fiscal sustainability.

Recommendation

It is recommended that the City Council receive a general overview and department presentations of the proposed Budget for Fiscal Years (FY) 2025/26 and 2026/27 and consider for approval.

Background

For several years, the City has adopted two-year budgets. The most recent biennial budget for FY2020-22 was approved on June 4th, 2020, through Resolution 2020-23. During this period, the City and local economy faced the impacts of COVID-19 and other volatile economic conditions. Additionally, City staff were implementing a new Priority Based Budgeting software program for the following year. Consequently, the City Manager proposed a one-year budget for FY2022/23 which was adopted on June 16, 2022, and another one-year budget for FY2023/24, adopted on June 29, 2023.

With the City Manager's retirement announcement for the end of 2023, another one-year budget covering the period of July 1, 2024, through June 30, 2025 (FY2024/25) was proposed and adopted on June 6, 2024, with the recommendation to return to a biennial budget schedule starting the subsequent fiscal year. Starting with FY 2025/26, the City Manager recommends reimplementing a two-year budget process covering the periods of July 1, 2025, through June 30, 2026 (FY2025/26), and July 1, 2026, through June 30, 2027 (FY2026/27).

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 transfers 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.

Staff's presentation 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 Overview

The City Council received the FY2024/25 Budget Review Report on March 6, 2025. At that time, General Fund total revenues and resources were projected at $29,298,000, while expenditures were projected at $30,678,000 net of transfers, with a projected General Fund deficit of approximately $1,380,000.

The original budgeted Net Use of Fund Balance was $2,699,000. At the June 6, 2024 FY2024/25 Budget Adoption, staff provided a list of expenses to target and identified $466,000 in potential savings. Staff was able to reduce the projected deficit, by postponing back-filling open positions, delaying projects where not critical, and continuing to find creative ways to reduce program costs.

General Fund Revenues:

Although revenues remain strong for FY2025/26, staff is projecting that revenues will decrease from the current year's projected results by approximately $616,000, although increasing from the FY2024/25 budget by $2.6 million. The City expects Sales Taxes, Business Licenses, Fees and Charges and Investments to grow in FY25/26 over the current year, but is setting conservative targets for Property Taxes, Transient Occupancy Taxes, and Franchises Taxes.

For FY2026/27, staff is budgeting an overall revenue increase from FY2025/26 of 1% to $31.6 million, primarily driven by increases to Property Taxes (2%), Sales Taxes (2%) and Business Licenses (3%), offset with a reduction in investment income (-33%).

Property Taxes: Staff is projecting an annual 2% increase to secured property taxes, but staff projects a decrease overall in this category due to the offset from the reductions in ERAF and other miscellaneous county-related tax distributions for a total decrease in FY2025/26 of $354,000 or 4% from mid-year FY25 projections. Budgeted Total Property Taxes of $7.6 million is 19% over the FY25 Budget. The 2% increase in FY2026/27 results in a budgeted Total Property Tax amount of $7.8 million.

Sales Taxes overall are budgeted at $9.2 million for FY2025/26 and $9.4 million in FY2026/27. Sales Taxes imposed through the Bradley-Burns tax law are expected to increase from current year results of $7.2 million to a target of $7.8 million and $7.9 million for each respective budget year. This increase is primarily due to the expanded Amazon business and the impact to our County Pool percentage. The City implemented the Transaction and Use Sales Tax in 2023, and we have more history to review a trend. Although the results are below the original expectation of $2 million, this revenue line is still contributing strong revenues. Staff is budgeting $1.4 million for each budget year.

Transient Occupancy Tax (TOT): Although we are projecting a slight increase in (TOT) to $2 million, this revenue source is still projected to be well below our pre-COVID-19 average of $3 million, which appears to be the new normal. Short Term Rentals are providing additional TOT, but they can be challenging to project.

Business License revenue is expected to increase from mid-year projections by $186,000 driven by the annual increase to taxes related to recycling businesses and the expansion of the discovery program by HdL, the City's Business License Tax administrator, offset by the known reduction in liquid storage revenues. The City has now collected two full years of the business license tax on hotels, raising our Business License revenue to $5.5 million which is 3% above the FY2024/25 budget. The budgeted amount for FY2026/27 increases to $5.7 million in anticipation of results from the Business License Tax Study.

Fees & Charges: The City has seen growth in Park and Recreation charges due to expanded programming, but Building and Planning fees are historically kept rather flat for budgeting purposes and expected construction for larger developments is not expected in the next few years. Therefore, staff is budgeting a slight increase of $94,000 from mid-year 2025 projections to $2 million which is a decrease of 4% over prior year's budget. In correlation with the Master Fee Study, Staff is not proposing significant increases for FY2026/27 until further information becomes available.

Following is a comparison of the proposed Budget of our major revenue sources in comparison to previous years coming out of COVID:

Major Revenue Source	Actual FY2022/23 Recovery	Actual FY2023/24 (unaudited)	Budget FY2024/25	Projected FY2024/25	Budget FY2025/26	Budget FY2026/27
in 000s						
Property Tax	$6,201	$6,781	$6,432	$7,998	$7,644	$7,780
Sales Tax	$6,908	$7,488	$7,767	$8,704	$9,240	$9,400
Franchise Taxes	$1,149	$1,193	$1,105	$1,297	$1,301	$1,313
TOT	$2,151	$1,818	$1,902	$2,118	$2,010	$2,010
Business License	$5,778	$5,390	$5,441	$5,327	$5,513	$5,705
Fees & Services	$3,602	$3,352	$2,908	$1,921	$2,015	$2,017

Budgeted Revenue for FY2025/26 does not include any reimbursements from federal and/or state grants in response to the 2022/23 New Year's Atmospheric River Storms. A portion of the granted funds were issued and received in FY2023/24. Staff is actively working with FEMA and CalOES for final payouts but timing of receipt is unknown. Staff is expecting to receive at least $1.9 million in reimbursements when fully collected.

General Fund Expenses:

Considering the revenues are not budgeted to outpace expenses in FY2025/26 or FY2026/27, staff is making the following recommendations and comments regarding expenses:

- Staff recommends the City continue to provide necessary services for FY2025/26 and FY2026/27
- Open positions should continue to be actively filled.
- In order to support critical succession planning efforts that are especially important for a small organization such as Brisbane, there are requests for additional staffing in FY2025/26, primarily to address succession planning, and proposed promotions to expand program responsibilities and provide job retention through career advancement. The proposed staffing changes are as follows:

Position	Division
New position(s) for FY2025/26:	
Office Specialist	Community Development
Office Specialist	Police Records
Engineering Technician	Utilities
New position(s) for FY2026/27:	
Admin Managementt Analyst	Open Space & Sustainability
Retention:	
Deputy Finance Director	Finance
Senior Management Analyst	Finance
Admin Management Analyst	Finance
Admin Assistant to commence in FY2026/27	Human Resources

Staff recommends recruiting for these new positions and proceed with retention advancements in respective years outlined for FY2025/26 and FY2026/27.

- The City updated its labor agreements with the various bargaining groups in 2022 to cover the period of July 2022 through June 2026. The agreements included one final agreed-upon rate increase effective July 2026 between the range of 4% and 6% based off a CPI review. Preliminary outcomes based on CPI resulted in a proposed rate increase of 4.5% for FY2026/27. Without labor agreements in place, staff is including a 3% increase for FY2026/27 for budgeting purposes only, which is a standard increase. These rate increases are driving the majority of the increases to the Salaries and Benefits line of each department.
- Once again with this budget, staff has used labor costing software to better predict and measure the impact of the 2022 labor agreements. Also, this software allowed us to include costs associated with our part-time labor force that was challenging to measure in the past.
- Increases in insurance coverage has also impacted salaries and benefits. Each department is absorbing an increase to the City's General Liability and Workers Comp coverage of 7%.

- We recommend the City delay funding pension reserves until mid-year results are projected, 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 $32,300,517 in FY2025/26 and $33,379,170 in FY2026/27. Therefore, staff recommends the use of available resources as required to meet the established programs and initiatives.

Individual departments will highlight their programs and discuss expenditure variances compared to prior year.

Fund Balance:

The net use of Fund Balance (difference between revenues and expenditures) for FY2025/26 is therefore anticipated to be $1,023,000, and $1,752,000 for FY2026/27. As part of the Mid-Year Budget Review, staff anticipated the ending fund balance for FY2024/25 to be $15,067,000. Based on additional months of activity to review since then, Staff now projects an ending fund Balance to be $18,428,000, where a portion is restricted for existing loans receivable, contract commitments, and encumbrances, leaving an unrestricted and available amount of $3,929,000 which we recommend be used in FY2025/26.

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.

The City's reserve policy has resulted in a healthy fund balance and the City fared well through the COVID-19 event, and recent supply-chain shortages and volatile markets. It's important to note, focusing on the City's health primarily based on a year-over-year review of budgeted amounts can distort perceptions about the overall fiscal health of the City. Staff will, through its mid-year update and other tools, provide new ways for the City's fiscal health to be considered in context with actual revenue and expenditure results. 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 6/30/2023	Actual (unaudited) 6/30/2024	Projected 6/30/2025	Projected 6/30/2026	Projected 6/30/2027
In 000s					
Recession Reserve	$2,500	$2,500	$2,500	$2,500	$2,500
Emergency Reserve	$3,500	$3,500	$3,500	$3,500	$3,500
Annual Reserve	$2,834	$2,887	$3,000	$3,179	$3,250

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

<u>Other Considerations and Budget Threats</u>:

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

- The labor agreements currently in place expire on June 30, 2026. The proposed budget for FY2026/27 includes an assumed COLA increase of 3%. Negotiations will directly impact the Salaries and Benefits expenses, representing 73% of the overall General Fund FY2026/27 budget.
- The City is anticipating several retirements in key executive positions over the next three years. Change in management may have unforeseen transitional costs.
- 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, and there has been no change to the discount rate announced since then. 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 recommended resuming funding the reserves as part of the FY2023/24 Mid-Year review. The goal was to reach $5 million 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 prepayment of the annual cost versus monthly payments should be considered for transfer to the Pension Trust in FY2025/26 and FY2026/27. Resuming annual funding would be $500,000.

- The Council has identified three council priorities for FY2025/26, one being the need to address long-term facility use and related maintenance needs. The goals were discussed at the April 17, 2025, Council meeting and the related staff report can be found here.
- Healthcare, Liability Insurance and Workers' Compensation costs have been rising in recent years. Any additional increases will need to immediately be implemented.
- Because Staff is currently engaged in a Master Fee Study, Staff is recommending to postpone the annual Master Fee Schedule review typically reviewed in conjunction with the Budget adoption and instead wait for the thorough report expected to be available for the Council's review in the fall of 2025. Any adopted rate changes should be able to be implemented by early 2026. Part of this study is also expected to evaluate the Indirect Fees charged to various City funds for services provided by the General Fund's operations.
- Council has authorized staff to conduct a Business License Tax Study to explore current and potential methodologies for the evolving local business segments. The Study is expected to commence this summer.
- Staff continues to review its investment portfolio to explore additional strategies to address volatile markets and maximize the City's investment returns.
- While they do not directly address general fund opportunities, the City will consider the implementation of four impact fees in the fall of 2025.
- Other revenue opportunities will be considered.

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 as efficiently as possible to provide 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

The General Fund budget for Fiscal Year 2025/26 and 2026/27 are balanced within available resources. The anticipated Net Use of Fund Balance is $1,023,080 for FY2025/26 and $1,752,452 for FY2026/27.

Attachments

Attachment 1 Budget Overview Summary

Attachment 2 Proposed Department Expenses

Attachment 3 Resolution Adopting the Annual Budget for the Fiscal Years 2025/26 and 2026/27

Attachment 4 Resolution Adopting the GVMID Annual Budget for the Fiscal Years 2025/26 and 2026/27

Carolina Yuen

Carolina Yuen, Finance Director

Jeremy Dennis

Jeremy Dennis, City Manager

File Attachments for Item:

L. Recruitment for City Committees and Commissions

CITY COUNCIL AGENDA REPORT

Meeting Date: 06/26/2025

From: City Clerk Padilla

Subject: Recruitment for Committee and Commission Vacancies

Recommendation

Staff recommend that the City Council consider starting recruitment for seats on City Committees/Commissions and direct staff on recruitment timeline.

Background

Due to resignations, terms expiring by January of 2026 and unfilled seats, staff shall recruit volunteers to fill 18 seats on the following City Committees and Commissions:

- Complete Streets and Safety Committee: 3 seats
- Planning Commission: 2 seats
- Parks and Recreation Commission: 4 seats
- Open Space and Ecology Committee: 4 seats
- IDEA Committee: 5 seats

Discussion

During the recruitment period, staff will table at City events and post ads on social media, community boards and City newsletters. One of the additional outreach strategies to educate the community about City Commissions and Committees is to host a Brisbane 101 Academy in the Fall, for community members and residents.

Fiscal Impact

This item has no fiscal impact.

Attachments

Sample of the Brisbane 101 Agenda from 2021.

Ingrid Padilla

Ingrid Padilla, City Clerk

Jeremy Dennis

Jeremy Dennis, City Manager

Attachment 1

BRISBANE 101 Agenda

1. **9:45 am**
   Welcome

   - Coffee and pastries
   - Sign in/name tags
   - Info tables

2. **10am-10:30 am**
   Introduction/Overview

   - Mayor Karen Cunningham - Welcome
   - Assistant City Manager Stuart Schillinger - Overview of Brisbane
   - City Clerk Ingrid Padilla - 'Stand Up Sit Down' Icebreaker

3. **10:30am - 11am**
   Fiscally Prudent - Brisbane's fiscal vitality will reflect sound decisions which also speak to the values of the community

   - Finance (Finance Director Carolina Yuen- slideshow presentation and budget activity)

4. **11am-11:45am**
   Safe Community - Residents and visitors will experience a sense of safety

   - Police (Police Chief Lisa Macias- presentation and trivia)
   - Complete Streets (Deputy Public Works Director Karen Kinser- presentation)
   - Fire (Fire Chief Ron Myers- presentation and activity)
   - Question & Answer

5. **11:45 am-12:15 pm**
   Lunch Break - Boxed Sandwiches and Salads

Please visit in the Parking Lot the Fire Department's Fire Engines, Fire Truck, an Urban Search and Rescue and the Battalion Chief's Command Vehicle.

6. **12:15pm-12:45 pm**
   Community Building - Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation

- Park and Rec (Parks and Recreation Director Noreen Leek - presentation and Escape Box activity)

7. **12:45 pm-1:15 pm**
Ecological Sustainability - Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological

- Open Space and Ecology Committee (Sustainability Manager Adrienne Etherton - presentation and Jeopardy)

8. **1:15pm-1:45 pm**
Economic Development - Brisbane will work with the businesses and residents to provide for economic vitality/diversity

- Planning/Baylands (Community Development Director John Swiecki - presentation)
- Chamber (Brisbane Chamber of Commerce President and CEO Madison Davis - presentation)

9. **1:45pm-2:30 pm**
Closing and Certificates

- City Commissions and Committees, application process overview (City Clerk Ingrid Padilla - interview activity)
- Certificate Distributions
- Group Picture

File Attachments for Item:

M. Countywide Assignments and Subcommittee Reports

i. Report Out on Subcommittee Meetings

ii. Upcoming Subcommittee Meetings

M.

CITY *of* BRISBANE

Council Subcommittee Update

From June 1st, 2025 to June 20th, 2025

1. Report Out on Subcommittees/Committees

A. Public Art Advisory Committee 6/16 Davis, O'Connell

The committee discussed introducing an artfully designed bench program throughout the City. Aside from bringing art to the community, it would provide opportunities for local artists, increase civic engagement, and contribute to a more vibrant and welcoming streetscape. They discussed how the program would work, what opportunities there are, whether local businesses could be involved in some way, and budget and funding. The Committee decided to focus on refurbishing three current benches and commissioning three new benches.

Next Steps #1: Staff will bring options of current benches that may need some refurbishment and also bring back some potential locations for new benches. Staff will reach out to NinedotArt about appropriate budget.

The Committee discussed the art pieces at Firth Park – the Turtle and the Tree Form. Both pieces have been restored and are ready for an artist, or artists, to revitalize them. After learning about the history of the two pieces, the Committee felt that it would be a disservice to paint them, and they would prefer to keep them in their restored state.

Next Steps #2: Staff will work on potential other artful opportunities at Firth Park, such as revitalizing the Firth Park Mosaic and some type of barrier separating the park and Glen Parkway.

The Committee had a Reorganization Discussion, and all were in favor of reappointing Diane Glazman as Chair and Tom Seawell appointed Vice-Chair.

Meeting agenda:
https://www.brisbaneca.org/bc-artadvisory/meeting/public-art-advisory-committee-meeting-22

2. Upcoming Subcommittees:

Age Friendly Subcommittee	7/1	3:30pm	Lentz, Kern
Session Four is to organize priorities			
Public Art Advisory Committee	7/21	5:15pm	Davis, O'Connell
Review Firth Park opportunities and Bench program in town; discuss the boulders at Skatepark.			

3. Proposed Subcommittees:

Does any councilmember wish to propose any items for a subcommittee to discuss?