

**CITY COUNCIL
AGENDA REPORT**



CITY OF MILLBRAE
621 Magnolia Avenue
Millbrae, CA 94030

SUBJECT: Second Budget Study Session for Fiscal Year 2015-16 Budget ATTACHMENTS: Final Preliminary Budget and Supporting Attachments for the Fiscal Year 2015-16	Report No. <u>5626</u>
	For Agenda of: June 9, 2015
	Department: Finance
	Originator: Kenneth Spray <u>AW</u>
	Approved: <u>MR</u>
Budget Action Yes: <u>X</u> No: _____ Finance Review: _____	

REPORT TYPE: ACTION <u>X</u> INFORMATIONAL _____
ITEM TYPE: CONSENT ___ PUBLIC HEARING ___ EXISTING BUSINESS <u>X</u> NEW BUSINESS ___

RECOMMENDATION:

Staff recommends that the City Council Approve the Final Preliminary Budget for the Fiscal Year 2015-16 as submitted.

BACKGROUND:

City staff has prepared a preliminary budget for the fiscal year 2015-16 and reviewed it with the City Council in its budget workshop on May 26, 2015. Comments were received and have been incorporated into the attached final preliminary budget. Millbrae's budget has been under heavy stress for the past few years with increasing expenditures and declining revenues. The City has taken strong measures to adjust its cost structure, while revenues have shown some improvement. The fiscal year 2013-14 showed the most improvement in revenues posting a \$4.4M increase in the general fund for a total fund balance of approximately \$15M. The City is entering the 2015-16 fiscal year in a strong financial position and is completing transition of several of its more significant financial changes with labor and dissolution of the redevelopment agency followed by the Successor Agency. This year's budget utilizes fund balance as a financing source to complete these changes while leaving a projected fund balance of approximately \$11.9M well in conformity with the Government Finance Officers Association's guideline for general fund balance in the amount of approximately six months' expenditures.

ANALYSIS:

The attached preliminary budget presents City-Wide funding requirements and sources for the fiscal year 2015-16. Also attached are supporting schedules for personnel costs, services, supplies, debt service and insurance (included in other operating expenditures), capital, revenues and other financing sources, and fund balance reconciliation. Amounts have been carefully considered subject to review by the City Manager and Finance Director. Upon review and comment after the budget study session of May 26, 2015, a final budget document has been prepared and submitted for approval at the regularly scheduled meeting of the City Council on June 9, 2015.

Highlights

- Budgeted base salaries reflect adopted salary schedules for the fiscal year 2015-16
- Position control changes in total by transfer of Fire employees to Central County Fire District
- Payouts amounting to approximately \$525K are included for known retirements within the fiscal year
- Retirement costs increase approximately 8% for current active employees in the miscellaneous group, with ongoing payments, expressed as a cash amount, for public safety past service costs
- Health care costs flat at capped employer share with employee share for amounts in excess of cap
- Retired medical expense includes provision amounting to \$500K for funding retiree medical benefits
- One-time payment to Successor Agency of approximately \$2.3M for prior disallowed RDA activity
- Materials & supplies expense accounts reflect consistency with prior year
- Other operating expenses decrease to reflect removal of previously budgeted depreciation
- Operating transfers decreased reflecting the one-time transfer to OPEB, approximately \$4.9M
- RDA Successor Agency debt service will decrease at completion of the refinancing transaction
- Property taxes are up 3% over prior year actual, but prior year budget was high
- Hotel taxes show a strong increase over the prior year for occupancy
- Interest earnings continue to be low at approximately 30 to 60 basis points for shorter or slightly longer term investments, respectively.
- Rate-based revenues for utilities are stable and may increase for proposed wastewater rate increases
- Other revenues and transfers decrease correspondingly with other expenses and transfers
- The capital program will be financed from proposed debt proceeds, carryover funding, and fund balance usage.

Additions

Additions to the preliminary budget received from the budget workshop of May 26, 2015 are as follows:

- Two-Year budget – beginning with the next budget cycle, the City will prepare a two-year budget for the fiscal years 2016-17 and 2017-18
- Match grant – a \$10,000 match grant has been added in support of city programs
- Sister City – \$1,000 has been added for promotion of sister city international festivals and activities
- Housing Plan and Help for the Elderly – recent approval of the City's housing element contains a policy for consideration of up to 15% of affordable housing per development site. The housing element also contains provision for special needs such as adaptable units for physically disabled, elderly, etc. These policies are considered during the development process
- Code Enforcement Officer – the City will further evaluate the position duties and responsibilities
- Economic Development – provision for economic development has been increased to \$100,000.

Personnel (Attachments A and E)

Funded positions decreased by sixteen for the transfer of Fire employees to the Central County Fire District for a change in headcount from a total of 100.65 FTE's to a total of 84.35 FTE's. Four additional Fire employees will retire in December 2015 for a final headcount of 80.35 FTE's to the end of the fiscal year. The City carefully monitors its organizational position-structure and strives to modify responsibilities where possible to meet changing needs without increasing total staff headcount. Two new positions in the budget were created for organizational development purposes, the Management Assistant and the Assistant/Associate/Senior Planner, as reclassifications of existing headcount. The City further utilizes temporary staffing for certain of its administrative and recreation staffing needs as a cost effective means to keep personnel costs down. Personnel costs increase overall from the fiscal year 2014-15 to 2015-16 for payouts and other known changes in personnel related cost structures.

Retirement costs for the miscellaneous plan increased from 24.547% to 32.643% employer rate for the fiscal year 2015-16. Employees cost share 5.5% of the employer cost for an effective employer rate of 27.143%. The large increase was due to actuarial assumption changes adopted by the CalPERS Board of Administration in February 2014 as part of a goal to fully fund its retirement plans that includes employer rate increases of 50% phased-in over a period of six years beginning in 2015-16. The assumption changes maintain the assumed 7.5% rate of return on investment assets and are spread in total over a twenty year amortization period. These projections could change should there be positive market changes that improve PERS's investment position. Two components make up the employer rate, the "normal cost" for current active employees and the "past service cost" to fund benefit plan increases. Public safety partners with the San Mateo County Sheriff and the Central County Fire Department pay the normal cost for employee retirement while the City retains responsibility for payment of past service costs. Provision for public safety past service costs are included within this budget.

Health care costs continue to increase at approximately 8% per year, but are capped at the maximum allowance per labor agreements for represented and unrepresented groups. The excess over the capped amount is paid for by the employee thereby reducing the City's cost. Capped amounts are roughly 60% of total health insurance premiums and did not change for the 2015-16 fiscal year. There were only minor changes in costs of other employee benefits for EAP, vision, and life insurance plans. Represented employees pay amounts for state disability insurance (SDI) for non-work related disability claims and the City provides a fully insured program for the unrepresented management group. The City self-insures for unemployment insurance claims administered through the Employment Development Department. The budget includes provision for these programs.

In the area of workers' compensation for work-related injuries, the City self-insures these claims through a dedicated internal service fund. The City retains risk to the extent of \$300K per injury and transfers risk to commercial insurance for claims in excess of \$300K. The City periodically receives an actuarial valuation from the workers' compensation administrator, California State Association of Counties (CSAC), wherein contains the actuarially accrued liability for what is known as the "ultimate cost of claims". The City fully funds its' claims liability to the amount determined by the actuary. The budget includes amounts for the excess insurance premium as well as estimates of budgeted claims paid in connection with the 2015-16 fiscal year. The number of on-the-job injuries has decreased from prior years as well as incident severity of certain claims per review of program information. This trend will continue with the transfer of public safety employees to the San Mateo County Sheriff and the Central County Fire Department. Human resources is working actively with the administrator, CSAC, to close claims sooner, thereby reducing costs. There is various recent legislation that affects the development of loss claims liabilities contained in AB749, AB227, SB228, SB899, SB863 and recent Workers Compensation Adjustment Board (WCAB) court decisions based upon information provided by the Workers' Compensation Insurance Rating Bureau (WCIRB). All claims liabilities have taken into account the new legislation.

The City is subject to the provisions of the Governmental Accounting Standards Board's Statement Number 45 (GASB 45) – *Accounting and Financial Reporting by Employers for Post Employment Benefits Other than Pensions*. Under this Statement, governments are required to actuarially calculate an annual amount called the Actuarially Required Contribution (ARC) to fund retiree benefit obligations. Through collective bargaining agreements, the City has agreed to provide medical insurance benefits to its retirees who meet certain eligibility requirements. GASB 45 requires calculation of the ARC, requires financial statement footnote disclosure of the funding status of the plan, and requires recording a liability for portions of the ARC not paid as full funding of the ARC is not required. The City reflects a liability on its balance sheet for amounts not paid that over time will decrease and go to zero when plan assets

exceed the benefit obligation at which time the plan will be fully funded. The schedule of plan funding is provided in the Notes to the Comprehensive Annual Financial Report (CAFR). We estimate full funding in approximately ten years. The total budgeted personnel costs amount includes a provision for annual funding of the ARC in the amount of \$500K. Certain actuarial assumptions within the calculation of the ARC are based upon a maximum 30-year amortization to reduce the ARC's annual amount.

Statement No. 68 of the Governmental Accounting Standards Board is effective for the fiscal year ended June 30, 2015 and will be included in the respective annual audit report. Statement 68 requires reporting the net pension liability, i.e., the excess of pension benefit obligation over assets available to pay benefits, on the face of the balance sheet, a change from past reporting that did not require said disclosure. The Statement will also require more robust disclosures in the notes to the financial statements. The new disclosures will enhance transparency particularly with respect to the funded status of the plan. As assets available to pay benefits rises, the liability for unfunded benefit obligations decreases. Fiscal year 2014-15 will be the first year of implementation of the new financial reporting standard and will require what is called a prior-period adjustment to beginning net assets for the period. The prior-period adjustment is necessary to begin reporting under the new standard, is for financial reporting purposes only, and has no effect on annual budgeting for the City. Employer rates for pension benefit obligations are actuarially determined by CalPERS actuaries and are reflected in each annual actuarial valuation received.

Services and Supplies (Attachment A)

The large increase in services is reclassification of fire services as city employees to contracted service with the Central County Fire Department. The overall budget increase in the amount of approximately \$5M for the total of personnel costs and services consists of a one-time payment of approximately \$2.3M to the Successor Agency for disallowed transactions in connection with the former redevelopment agency, payouts for known retirements within the fiscal year of \$525K, increases in personnel costs in the amount of approximately \$1.25M, increases in Community Development contracted service for approximately \$400K, and various other items such as tree service, fees and assessments, audit, and legal expenses in the amount of approximately \$365K. The sum of these items account for the majority of the overall increase in personnel costs and services combined. Contracted services are utilized in the Community Development department for planning and permitting processes in connection with the BART and Site 1 projects. There are no significant revenues to be recognized for these projects for the 2015-16 fiscal year and will most likely add revenue for the 2016-17 fiscal year. Department managers manage their own budgets and meet with the City Manager and Finance Director to review and approve budgets. Accounts increase where there are specific reasons to do so and decrease where it appears that account funding may be reduced because amounts are not being fully utilized. Departments may transfer amounts between accounts within the same department authorized by the City Manager, but may not exceed the department budget without approval of the City Council. Most department amounts are consistent between years or have minor budget amount variations.

Budgeting for the supplies accounts is very consistent between years with very little variation. The most significant account within supplies is the wholesale purchase of water for distribution and sale to water connections within the City. With the ongoing drought conditions, we can expect an increase of 20% to 25% for the wholesale purchase of water from the San Francisco Public Utilities District. Adequate provision has been included within the budget for estimated water units and estimated unit prices.

Other Operating Expenditures (Attachment B)

Other operating expenditures consist mainly of debt service costs and insurance. Debt service costs are amortized on a level debt service basis for consistency and ease of budgeting. For 2015-16, budgeted debt service is very consistent with the prior year. The City is working with the Successor Agency to the

Millbrae Redevelopment Agency together with financial advisors and bond counsel for the refinancing of the series 2005 Tax Allocation Refunding Bonds. The 2015 bonds will be used to refinance the previously issued Millbrae Redevelopment Agency Tax Allocation Bonds for economic savings in the amount of approximately \$60K per year through 2035. The net present value savings of the refinancing amounts to approximately \$325K or 4.5% of the par value of the 2005 bonds refunded. The 2005 bonds are callable on any date on or after August 1, 2015 at par with no call premium. For accounting purposes, the transaction is considered a current refunding wherein the refunded bonds will be cancelled and replaced by the 2015 refunding bonds. The 2015 refunding bonds will be secured by the property tax revenues from the Agency's project area in accordance with provisions of the RDA Dissolution Act.

The City utilizes an internal service fund to account for its general liability insurance, and participates in ABAG, the Association of Bay Area Governments, a pooled risk management authority, to manage its general liability needs. The City has ongoing and pending liability type claims that occur in the normal course of operating activity. The City has a \$100K deductible and pays claims below the deductible, while the pool shares and retains the risks of loss for claims above \$100K. Except in rare instances, settled claims in any one fiscal year have not exceeded the budget provision of \$95K. Should this occur, there would be an assessment to each participating city fund to make the difference.

Operating Transfers (Attachment C)

Operating transfers consist of debt service transfer amounts from the general fund to other applicable funds. All transfer amounts are per debt amortization schedules. OPEB funding also represents transfer from various funds to the OPEB fund. The City as yet does not have an OPEB administrator, but is in the process of selecting one at such time the City will transfer all accumulated OPEB funding to the administrator for investment management. A full description of the details of OPEB and the role and responsibilities of the OPEB administrator will be forthcoming with the proposed selection of an OPEB administrator.

Capital Program (Attachment D)

There are numerous capital projects scheduled for commencement on the five-year summary of the capital improvement program (CIP) shown as Attachment D. The CIP lists nine separate tables for street improvements, storm drains, water system, sewer collection system, water pollution control plant, public facilities, parks, studies and technology, and garage. Keeping streets resurfaced and in good condition is a high priority for most citizens. Street improvements are budgeted at \$10.7M with the majority of funding coming from outside sources. System reliability is a key issue in connection with the support of 24 / 7 / 365 uninterrupted service for user-fee based utilities. For this reason, there are extensive system improvements and upgrades scheduled for the water and wastewater utility systems. For water, the larger projects are a water main replacement at \$8.8M and the water tank replacement at \$2.8M. For sewer, there is also a sewer main replacement at \$11.3M, lift station upgrades to increase capacity for \$7M, sewer lateral replacements at \$2.3M, and construction of a storage basin in the amount of \$2.1M. There is also need for refurbishment of certain equipment to effectively reuse methane gas from the plant digester to cogenerate electricity. Funding for the utility system improvements will be exclusively from utility fees from rates. There are numerous other projects for public facilities and parks that are important but smaller in dollar value. Some of the more significant projects from studies and technology that are non-routine in nature are system replacement and conversion of the City's aging financial hardware / software, installation of an electric vehicle charging station at the library, and installation of a WiFi system at various points within the City Hall complex. The garage fund also schedules replacement of utility vehicles, equipment, and heavy equipment for the term of the rolling five-year CIP.

The City entered into a settlement agreement with the San Francisco Bay Keeper for issues as they relate to sanitary sewer overflows. Line replacements and rehabilitation within the sanitary sewer collection system are for the purpose of reducing sources of inflow & infiltration (I&I) into the system to reduce or eliminate sewer overflows, and to improve conveyance and system capacity. Financing sources for wastewater improvements are from two sources, internal financing from fund reserves in the amount of approximately \$3.5M and anticipated proceeds from debt issuance in the amount of approximately \$27M in the 2016-17 fiscal year. Fund reserves will be utilized in the 2015-16 fiscal year. Annual debt service is estimated at approximately \$2.3M in accordance with the consultant report. User fee rates to support the increase in debt service will be discussed in revenues and rates.

Revenues and Rates

Revenues and rates in total are generally very consistent between years with small increases in many of the revenues. The decrease in other revenues and financing sources is the corresponding decrease in other expenses and transfers. Transfers represent an expenditure in one fund and a revenue to another fund. Property taxes have shown slight gains over the prior year of approximately 3%. The reason for the decrease in property taxes is that the prior year amount was budgeted high. Sales taxes are projected to increase 3% based upon economic information received by the City. Franchise taxes are expected to increase somewhat based upon increased cell phone usage. Hotel taxes have shown the largest increase due to detailed trend analysis and increased expectations for the Superbowl in Santa Clara in winter 2015-16. Revenues for sanitation have been held consistent between years because sewer charges are generally a flat rate for each fiscal year with no rate increase currently scheduled for the 2015-16 fiscal year. Rates may adjust with the upcoming and proposed wastewater rate increase. Similar to sanitation, water also has no scheduled rate increase for the 2015-16 fiscal year. Water consumption, however, will decrease an estimated additional ten percent due to mandatory drought regulations coming into effect beginning with the 2015-16 fiscal year.

The general fund is healthy with a projected ending fund balance of approximately \$11.8M. The sanitation and water funds also are healthy with projected fund balances in the amount of approximately \$7.9M for each fund respectively. The storm drain fund is a problem in that rate-based revenues do not cover the operating costs of the fund, as is a basic principle of enterprise funds. Currently the general fund subsidizes the storm drain fund to perform its operating, maintenance, and capital activities. Changing the rate for the storm drain fund requires majority approval versus majority protest required to change water and wastewater rates. Further work will be required to restructure the revenue-cost structure of the storm drain fund. Some further work with other funds will be to establish policies for reserve levels in connection with the general fund and enterprise funds, and to establish policies for funding levels for the internal service funds. Through establishing policies for reserve levels and funding levels, where applicable, funds can work to their greatest effectiveness.

Attached is Attachment F which is the Classification and Compensation Plan for the Fiscal Year 2015-16, which the City Council will be asked to approve with adoption of the 2015-16 budget anticipated for June 9, 2015.

FISCAL IMPACT:

Revenues and expenditures per fund as budgeted.

COUNCIL ACTION:

Approve the Final Preliminary Budget and the Classification and Compensation Plan for the Fiscal Year 2015-16 as submitted.

City of Millbrae
Preliminary Budget for the Fiscal Year 2015-2016
City-Wide Revenues & Expenditures by Fund

6/3/2015 10:09

Account Type	Total All Funds	General Fund	Other Governmental Funds	Enterprise Funds		
				SANITATION	WATER	STORM DRAIN
301 - Taxes	10,873,605	9,629,455	1,244,150	-	-	-
302 - Other Taxes Revenues	3,042,220	2,554,000	488,220	-	-	-
303 - Franchise Taxes	1,030,000	1,030,000	-	-	-	-
304 - Hotel Taxes	7,640,000	7,640,000	-	-	-	-
310 - Licenses	346,000	346,000	-	-	-	-
320 - Permits	1,733,534	948,534	779,000	6,000	-	-
325 - Fines/Forfeitures	1,034,500	1,034,500	-	-	-	-
330 - Use of Money & Property	874,897	403,102	357,795	73,000	41,000	-
335 - State, Co., Fed. Grants	902,400	158,600	743,800	-	-	-
340 - Recreation Fees	719,380	-	719,380	-	-	-
345 - Engineer & Planning Fee	839,650	602,650	235,000	2,000	-	-
350 - Pub. Safety Services	639,595	528,817	110,778	-	-	-
355 - Water & Sanitation Svc	14,807,882	121,500	-	8,639,854	5,791,148	255,380
370 - Other Revenues	2,879,579	882,101	1,971,878	10,000	15,100	500
380 - Rev.- Other Fin. Source	2,671,747	-	1,681,698	-	-	990,049
300 - Revenues	50,034,988	25,879,259	8,331,699	8,730,854	5,847,248	1,245,929
410 - Personnel Costs	14,086,446	5,872,836	2,152,923	3,743,341	2,087,580	229,767
411 - Services	23,677,519	18,755,699	1,810,388	2,250,389	726,016	135,026
412 - Supplies	4,807,805	193,445	144,723	156,496	4,307,742	5,400
413 - Other Operating Exp.	5,964,408	(426,907)	3,149,097	2,839,034	395,613	7,571
480 - Operating Transfers	2,671,747	1,970,436	507,401	119,460	65,480	8,970
Operating Expenses	51,207,925	26,365,509	7,764,532	9,108,721	7,582,430	386,733
Revenues less Operating Expenses	(1,172,937)	(486,250)	567,167	(377,867)	(1,735,182)	859,196
415 - Capital Expenditures	13,643,000	3,534,000	980,000	4,824,000	3,625,000	680,000
400 - Total Expenditures	64,850,925	29,899,509	8,744,532	13,932,721	11,207,430	1,066,733
Net Activity	(14,815,937)	(4,020,250)	(412,833)	(5,201,867)	(5,360,182)	179,196
Fund Balance - Beginning (projected)	56,320,960	16,648,691	13,002,957	13,275,014	12,911,400	482,898
Fund Balance - Ending (projected)	41,505,023	12,628,441	12,590,124	8,073,147	7,551,218	662,093

CITY OF MILLBRAE
Preliminary Budget for the Fiscal Year 2015-16
CITY-WIDE FUNDING REQUIREMENTS AND SOURCES SUMMARY

6/3/2015 10:21

	Fiscal Year 2014-15 Budget	Fiscal Year 2015-16 Budget	Amount Increase / (Decrease)	Percent Increase / (Decrease)
<u>Funding Requirements</u>				
Operating:				
Personnel Costs (Attach A & E)	\$ 17,336,870	\$ 14,086,446	\$ (3,250,424)	(18.75%)
Services (Attach A)	15,377,285	23,677,519	8,300,234	53.98%
Supplies (Attach A)	4,792,925	4,807,805	14,881	0.31%
Other Operating Exp. (Attach A & B)	8,244,461	5,964,408	(2,280,054)	(27.66%)
Operating Transfers (Attach C)	7,518,539	2,671,747	(4,846,793)	(64.46%)
Subtotal Operating	<u>53,270,080</u>	<u>51,207,925</u>	<u>(2,062,155)</u>	<u>(3.87%)</u>
Capital Expenditures (Attach D)	13,491,449	13,643,000	151,551	1.12%
Total Requirements	<u>\$ 66,761,530</u>	<u>\$ 64,850,925</u>	<u>\$ (1,910,604)</u>	<u>(3%)</u>
<u>Funding Sources</u>				
Taxes	\$ 11,527,980	\$ 10,873,605	\$ (654,375)	(5.68%)
Other Taxes Revenues	2,956,981	3,042,220	85,239	2.88%
Franchise Taxes	890,000	1,030,000	140,000	15.73%
Hotel Taxes	5,530,000	7,640,000	2,110,000	38.16%
Licenses	346,000	346,000	-	0.00%
Permits	576,534	1,733,534	1,157,000	200.68%
Fines & Forfeitures	1,111,500	1,034,500	(77,000)	(6.93%)
Use of Money & Property	866,997	874,897	7,900	0.91%
State, County, Federal Grants	962,830	902,400	(60,430)	(6.28%)
Recreation Fees	719,380	719,380	-	0.00%
Engineer & Planning Fee	546,010	839,650	293,640	53.78%
Public Safety Services	370,095	639,595	269,500	72.82%
Water & Sanitation Services	15,453,468	14,807,882	(645,586)	(4.18%)
Other Revenues	4,148,293	2,879,579	(1,268,715)	(30.58%)
Rev. & Other Financing Sources	7,037,003	2,671,747	(4,365,257)	(62.03%)
Subtotal Funding Sources	<u>53,043,072</u>	<u>50,034,988</u>	<u>(3,008,084)</u>	<u>(5.67%)</u>
Fund Balance (Increase) Usage	<u>13,718,457</u>	<u>14,815,937</u>	<u>1,097,480</u>	<u>8.00%</u>

CITY OF MILLBRAE
Preliminary Budget for the Fiscal Year 2015-16
SCHEDULE OF CITY-WIDE EXPENDITURES

6/3/2015 10:27

Account Description	Fiscal Year 2014-15	Fiscal Year 2015-16	Amount Increase (Decrease)	Percent Increase (Decrease)
410101 - SALARY: REGULAR	9,442,679	7,105,848	-2,336,831	(24.7%)
410102 - SALARY: TEMP AND PART TIME	146,567	315,262	168,696	115.1%
410103 - SALARY: SPECIAL	10,000	10,000	0	(0.0%)
410104 - SALARY: HOLIDAY	105,294	0	-105,294	(100.0%)
410105 - SALARY: FINAL SICK LEAVE PAY	0	285,500	285,500	
410106 - SALARY: FINAL VACATION LEAVE PAY	78,658	291,081	212,423	270.1%
410107 - SALARY: OVERTIME	572,300	162,300	-410,000	(71.6%)
410149 - RETIREMENT HEALTH SAVING PLAN (RHS)	0	5,100	5,100	
410150 - WORKER'S COMPENSATION	860,720	0	-860,720	(100.0%)
410151 - P.E.R.S.: GENERAL	1,892,985	2,284,751	391,766	20.7%
410152 - PART TIME: LINCOLN NATIONAL RETIREMENT	1,555	2,650	1,095	70.4%
410153 - INSURANCE: HEALTH	1,920,678	1,407,047	-513,632	(26.7%)
410154 - INSURANCE: DENTAL	72,576	43,104	-29,472	(40.6%)
410155 - INSURANCE: VISION CARE	20,135	10,751	-9,383	(46.6%)
410156 - INSURANCE: LIFE	38,672	32,177	-6,495	(16.8%)
410157 - INSURANCE: SDI & LTD	32,933	33,612	679	2.1%
410158 - INSURANCE: MEDICARE	125,765	104,826	-20,939	(16.6%)
410159 - INSURANCE: UNEMPLOYMENT	29,065	23,631	-5,434	(18.7%)
410160 - ALLOWANCE: UNIFORM	25,183	14,529	-10,654	(42.3%)
410161 - ALLOWANCE: CELL PHONE	3,000	1,800	-1,200	(40.0%)
410162 - PART TIME: PARS RETIREMENT	0	4,290	4,290	
410163 - PAYROLL: RETIREE HEALTH INSURANCE	694,105	694,105	0	0.0%
410187 - SALARY: OVERTIME SHARED STAFFING	60,000	10,080	-49,920	(83.2%)
410190 - P.E.R.S.: PENSION OBLIGATION/TRANSFER IN	960,000	1,000,000	40,000	4.2%
410191 - OPEB: OTHER POST EMPLOYMENT BENEFITS LIABILITY	244,000	244,000	0	0.0%
- 410 - PERSONNEL COSTS	\$ 17,336,870	\$ 14,086,446	\$ (3,250,424)	(18.7%)
411201 - ADVERTISING	10,756	11,958	1,202	11.2%
411202 - COMMUNICATIONS	330,405	319,025	-11,381	(3.4%)
411203 - CONTRACTUAL SERVICES	8,594,186	14,591,098	5,996,912	69.8%
411204 - DUES & PUBLICATIONS	75,150	59,408	-15,742	(20.9%)
411205 - CONFERENCE & MEETINGS	35,369	44,125	8,756	24.8%
411206 - MAINTENANCE: BUILDING & GROUNDS	190,459	187,034	-3,425	(1.8%)
411207 - MAINTENANCE: VEHICLE	94,209	70,700	-23,509	(25.0%)
411208 - MAINTENANCE: OTHER EQUIPMENT	415,088	380,218	-34,870	(8.4%)
411209 - EQUIPMENT RENTAL (CITY OWNED)	605,720	300,000	-305,720	(50.5%)
411211 - LAUNDRY AND LINEN SERVICE	21,128	21,128	0	0.0%
411212 - PRINTING AND POSTAGE	81,486	119,415	37,929	46.5%
411213 - RENTS, LEASES & TAXES	328,911	341,722	12,811	3.9%
411214 - TRAINING AND SAFETY	75,183	87,053	11,870	15.8%
411215 - CREDIT CARD SERVICE CHARGE	36,146	50,000	13,854	38.3%
411216 - SOFTWARE LICENSE AND MAINTENANCE	116,512	147,947	31,435	27.0%
411217 - MAINTENANCE: INFRASTRUCTURE	860,907	782,015	-78,892	(9.2%)
411220 - REBATE: WATER CONSERVATION	42,315	37,315	-5,000	(11.8%)
411230 - SPECIAL DEPARTMENT EXPENSE	404,315	2,725,651	2,321,335	574.1%
411231 - COMMERCIAL WASTE PREVENTION	1,962	1,962	0	0.0%
411232 - FEES AND ASSESSMENTS	1,094,923	1,193,223	98,300	9.0%
411233 - VIDEO SUPPLIES	1,637	1,637	0	0.0%
411240 - LEGAL SERVICE: GENERAL	547,929	620,929	73,000	13.3%
411241 - LEGAL SERVICE: LABOR RELATION	120,000	120,000	0	0.0%
411242 - TREE SERVICES	79,100	159,268	80,168	101.3%
411250 - AUDIT SERVICES	151,800	176,200	24,400	16.1%
411251 - ADMINISTRATION	177,662	177,662	0	0.0%
411261 - ELECTRICITY	458,903	445,074	-13,829	(3.0%)

Account Description	Fiscal Year 2014-15	Fiscal Year 2015-16	Amount Increase (Decrease)	Percent Increase (Decrease)
411262 - NATURAL GAS	132,100	132,730	630	0.5%
411263 - WATER AND SEWER	180,768	180,768	0	0.0%
411276 - GRADING AND HAULING	77,900	77,900	0	0.0%
411280 - PAYROLL PROCESSING	34,354	114,354	80,000	232.9%
- 411 - SERVICES	\$ 15,377,285	\$ 23,677,519	\$ 8,300,234	54.0%
412301 - MOTOR FUEL	177,722	160,600	-17,122	(9.6%)
412302 - PARTS AND TIRES	500	500	0	0.0%
412303 - SMALL TOOLS AND EQUIPMENT	68,605	66,487	-2,118	(3.1%)
412304 - OFFICE SUPPLIES	52,811	48,203	-4,608	(8.7%)
412305 - WEARING APPAREL	19,047	9,900	-9,147	(48.0%)
412306 - WATER PURCHASE: SFPUD	4,261,100	4,261,100	0	0.0%
412307 - SCHOOL EDUCATION RECYCLE PROGRAM	5,145	5,145	0	0.0%
412308 - CONSERVATION SUPPLIES	11,359	16,359	5,000	44.0%
412309 - IRRIGATION SUPPLIES	2,000	25,000	23,000	1,150.0%
412310 - PUBLIC EDUCATION MATERIAL	4,996	1,000	-3,996	(80.0%)
412311 - MEDICAL AND LABORATORY SUPPLIES	119,096	119,596	500	0.4%
412330 - SPECIAL DEPARTMENT SUPPLIES	48,561	49,194	633	1.3%
412331 - OFFICE EQUIPMENT (UNDER 5,000)	21,982	44,721	22,739	103.4%
- 412 - SUPPLIES	\$ 4,792,925	\$ 4,807,805	\$ 14,881	0.3%
413330 - DEBT SERVICE: ADMINISTRATION FEE	10,795	10,800	5	0.0%
413401 - INSURANCE: GENERAL LIABILITY	449,624	449,624	0	0.0%
413402 - CLAIMS SETTLEMENT	832,466	315,000	-517,466	(62.2%)
413403 - INSURANCE: PREMIUM	387,564	390,000	2,436	0.6%
413405 - BOND & LOAN: PRINCIPLE PAYMENT	2,932,914	3,072,886	139,972	4.8%
413406 - BOND & LOAN: INTEREST PAYMENT	1,798,225	1,690,486	-107,739	(6.0%)
413407 - DEPRECIATION	1,210,582	0	-1,210,582	(100.0%)
413409 - OVERHEAD ALLOCATION	576,071	0	-576,071	(100.0%)
413410 - BAD DEBTS / WRITE OFFS	9,612	9,612	0	0.0%
413421 - REBATE: SOLAR ENERGY	1,000	1,000	0	0.0%
413422 - REBATE: SEWER LATERAL	25,000	25,000	0	0.0%
413430 - CONTINGENCY	10,609	0	-10,609	(100.0%)
- 413 - OTHER OPERATING EXP.	\$ 8,244,461	\$ 5,964,408	\$ (2,280,054)	(27.7%)
415203 - CAPITAL: CONTRACTUAL SERVICE	1,851,393	2,261,000	409,607	22.1%
415240 - CAPITAL: LEGAL SERVICES	0	0	0	
415502 - CAPITAL: BUILDING IMPROVEMENT	672,420	490,000	-182,420	(27.1%)
415504 - CAPITAL: EQUIPMENT, MACHINE AND FURNITURE	845,000	909,000	64,000	7.6%
415505 - CAPITAL: IMPROVEMENT OTHER THAN BUILDING	10,008,522	8,800,000	-1,208,522	(12.1%)
415506 - CAPITAL: ENGINEERING AND DESIGN	107,729	763,000	655,272	608.3%
415507 - CAPITAL: FLEET	0	420,000	420,000	
415510 - CAPITAL: NEW CONSTRUCTION	0	0	0	
415522 - CAPITAL: SITE STUDIES	6,386	0	-6,386	(100.0%)
- 415 - CAPITAL EXPENDITURES	\$ 13,491,449	\$ 13,643,000	\$ 151,551	1.1%
480970 - OPERATING TRANSFER OUT	7,518,539	2,671,747	-4,846,793	(64.5%)
- 480 - OPERATING TRANSFERS	\$ 7,518,539	\$ 2,671,747	\$ (4,846,793)	(64.5%)
- 400 - Total Expenditures	\$ 66,761,530	\$ 64,850,925	\$ (1,910,604)	(2.9%)

City of Millbrae
Preliminary Budget for the Fiscal Year 2015-16
SCHEDULE OF ANNUAL DEBT SERVICE

Description	Principal Outstanding	Date of Maturity	Interest Rate	Annual Debt Service
<i>Governmental Activity Debt:</i>				
2004 Pension Obligation Bonds Series A-2	\$ 12,114,318	06/01/34	4.35% - 6.58%	\$ 995,000
2011 Direct Lender Tax Exempt Loan	1,923,000	03/01/24	4.25%	261,727
2013 General Obligation Refunding Bonds	9,375,000	08/01/37	1% - 5%	583,963
Total governmental activity debt	<u>\$ 23,412,318</u>			<u>\$ 1,840,689</u>
<i>Business-Type Activity Debt:</i>				
2009 State Revolving Fund Loan	24,657,831	04/01/32	1.00%	1,584,464
2009-A Certificates of Participation	5,560,000	12/01/39	7.42%	412,719
2009-B Certificates of Participation	6,555,000	12/01/34	2% - 5.125%	487,981
Total business-type activity debt	<u>\$ 36,772,831</u>			<u>\$ 2,485,164</u>
<i>Successor Agency Obligations</i>				
2005 Tax Allocation Bonds: Redevelopment Agency	<u>\$ 7,205,000</u>	08/01/35	3.0% - 4.7%	<u>\$ 529,038</u>
Grand total city-wide debt service	<u>\$ 67,390,149</u>			<u>\$ 4,854,891</u>

City of Millbrae

ATTACHMENT C

Budget Fiscal Year 2015/2016

OPERATING TRANSFERS

GF: General Fund	DS: Debt Service	DS: Debt Service
SR: Special Revenue	IS: Internal Service	IS: Internal Service
RDA: RDA	EF: Enterprise	EF: Enterprise

Fund Number	Description of Transaction	General Fund	Special Revenue	Special Revenue	Debt Service	RDA	Enterprise	Enterprise	RDA	Internal	Internal
		Expenditure	Revenue	Expenditure	Revenue	Successor	Funds	Funds	Successor	Service	Service
		Transfer Out	Transfer In	Transfer Out	Transfer In	Transfer Out	Transfer In	Transfer Out	Transfer In	Transfer Out	Transfer In
		480970	380970	480970	380970	480970	380970	480970	380970	480970	380970
1101	General Fund (GF) / Joint Fire Training (SR)	244,400									
1120	General Fund (GF) / Joint Fire Training (SR)		244,400								
1101	General Fund (GF) / Fields Maintenance (SR)	121,012									
1530	General Fund (GF) / Fields Maintenance (SR)		121,012								
1101	General Fund (GF) / 1999 COP (Certificates of Participation) Bonds (DS)	266,623									
1354	General Fund (GF) / 1999 COP (Certificates of Participation) Bonds (DS)				266,623						
1101	General Fund (GF) / Storm Drain (EF)	990,049									
1664	General Fund (GF) / Storm Drain (EF)						990,049				
1101	General Fund (GF) / Recreation (SR)	93,602									
1215	General Fund (GF) / Recreation (SR)		93,602								
1280	Senior Donation (SR) / Recreation (SR)			1,000							
1215	Senior Donation (SR) / Recreation (SR)		1,000								
2326	RDA / Field License Agreement (SR)										
1530	RDA / Field License Agreement (SR)										
1790	OPEB Funding										500,000
1101	OPEB Funding	254,750									
1120	OPEB Funding			10,490							
1211	OPEB Funding			6,370							
1215	OPEB Funding			15,990							
1227	OPEB Funding			5,590							
1250	OPEB Funding			870							
1530	OPEB Funding			3,530							
1661	OPEB Funding							119,460			
1662	OPEB Funding							65,480			
1664	OPEB Funding							8,970			
1770	OPEB Funding									3,450	
1771	OPEB Funding									2,780	
1773	OPEB Funding									2,270	
2326	RDA / Operations (SR)					455,061					
2416	RDA / Operations (SR)								455,061		
Grand Total		1,970,436	460,014	43,840	266,623	455,061	990,049	193,910	455,061	8,500	500,000

Total Transfers In: Revenue Account 380970 2,671,747
 Total Transfers Out: Expenditure Account 480970 2,671,747

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM

FIVE YEAR SUMMARY

TABLE 1

CAPITAL IMPROVEMENT CATEGORIES		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
		Thousands of Dollars					
STREET IMPROVEMENTS	Table 2	\$ 550	\$ 3,540	\$ 3,450	\$ 2,720	\$ 450	\$ 10,710
STORM DRAINS	Table 3	\$ 680	\$ 620	\$ 575	\$ 350	\$ 350	\$ 2,575
WATER SYSTEM	Table 4	\$ 3,625	\$ 1,005	\$ 3,630	\$ 3,230	\$ 2,930	\$ 14,420
SEWER COLLECTION SYSTEM	Table 5	\$ 3,915	\$ 9,285	\$ 5,175	\$ 2,550	\$ 2,550	\$ 23,475
WATER POLLUTION CONTROL PLANT	Table 6	\$ 909	\$ 350	\$ 300	\$ 150	\$ 5,000	\$ 6,709
PUBLIC FACILITIES	Table 7	\$ 590	\$ 475	\$ 265	\$ 260	\$ 335	\$ 1,925
PARKS	Table 8	\$ 410	\$ 150	\$ -	\$ -	\$ -	\$ 560
STUDIES AND TECHNOLOGY	Table 9	\$ 2,544	\$ 242	\$ 335	\$ 45	\$ 45	\$ 3,211
GARAGE	Table 10	\$ 420	\$ 240	\$ 320	\$ 220	\$ 470	\$ 1,670
Total		\$ 13,643	\$ 15,907	\$ 14,050	\$ 9,525	\$ 12,130	\$ 65,255

FUNDING SOURCE:		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
		Thousands of Dollars					
C/CAG	City/County Association of Governments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Developer Fees & Permits		\$ 360	\$ 100	\$ 100	\$ -	\$ -	\$ 560
Garage		\$ 420	\$ 240	\$ 320	\$ 220	\$ 470	\$ 1,670
Gas Tax		\$ 550	\$ 1,300	\$ 450	\$ 1,285	\$ 450	\$ 4,035
General Fund		\$ 2,892	\$ 1,002	\$ 725	\$ 455	\$ 380	\$ 5,454
General Liability		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Plan Fees		\$ 60	\$ 100	\$ -	\$ -	\$ -	\$ 160
Grants		\$ 563	\$ 445	\$ -	\$ -	\$ -	\$ 1,008
Integrated Waste		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Measure A		\$ -	\$ 1,430	\$ -	\$ 1,285	\$ -	\$ 2,715
Prop 42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rule 20A		\$ -	\$ 300	\$ 3,000	\$ -	\$ -	\$ 3,300
Sanitation Fund		\$ 4,824	\$ 9,635	\$ 5,475	\$ 2,700	\$ 7,550	\$ 30,184
Storm Drain		\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 1,300
Traffic Congestion Relief Fund (Measure M)		\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 450
Unemployment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workers Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Fund		\$ 3,625	\$ 1,005	\$ 3,630	\$ 3,230	\$ 2,930	\$ 14,420
Total		\$ 13,643	\$ 15,907	\$ 14,050	\$ 9,525	\$ 12,130	\$ 65,255

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM
STREET IMPROVEMENTS
TABLE 2

DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
	Thousands of Dollars					
5KW Streetlight Conversion	\$ 100	\$ 175				\$ 275
Rule 20A Undergrounding		\$ 300	\$ 3,000			\$ 3,300
Sidewalk Program	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 750
Street Reconstruction/Resurfacing/Repairs*	\$ 300	\$ 2,915	\$ 300	\$ 2,570	\$ 300	\$ 6,385
Total	\$ 550	\$ 3,540	\$ 3,450	\$ 2,720	\$ 450	\$ 10,710

FUNDING SOURCE:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Gas Tax (1211)	\$ 550	\$ 1,300	\$ 450	\$ 1,285	\$ 450	\$ 4,035
OBAG Grant		\$ 445				\$ 445
Measure A (1205)		\$ 1,430		\$ 1,285		\$ 2,715
Gen Fund		\$ 65		\$ 150		\$ 215
Rule 20A		\$ 300	\$ 3,000			\$ 3,300
Total	\$ 550	\$ 3,540	\$ 3,450	\$ 2,720	\$ 450	\$ 10,710

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM

STORM DRAINS

TABLE 3

DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
	Thousands of Dollars					
Canal Cleaning & Repairs	\$ 50	\$ 30	\$ 30	\$ 200	\$ 200	\$ 510
Repair/Replace/New Storm Drains & Inlets	\$ 110	\$ 85	\$ 85	\$ 100	\$ 100	\$ 480
Storm System GIS Mapping/System Inventory	\$ 120	\$ 10	\$ 5			\$ 135
Stormwater Master Plan	\$ 100					\$ 100
Stormwater Pump Station Rehabilitation	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 250
Tide Gates (Study & Environ.)	\$ 100	\$ 250	\$ 200			\$ 550
Trash Capture	\$ 150	\$ 195	\$ 205			\$ 550
	\$ 680	\$ 620	\$ 575	\$ 350	\$ 350	\$ 2,575

FUNDING SOURCE:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Storm Drain (1664)	\$ 260	\$ 260	\$ 260	\$ 260	\$ 260	\$ 1,300
Measure M (1250)	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 450
General Fund	\$ 330	\$ 270	\$ 225			\$ 825
Total	\$ 680	\$ 620	\$ 575	\$ 350	\$ 350	\$ 2,575

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM

WATER SYSTEM

TABLE 4

DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
	Thousands of Dollars					
Fire Hydrant Upgrade/Replacement	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 300
Valve Replacements & Refurbishing	\$ 75	\$ 65	\$ 65	\$ 65	\$ 65	\$ 335
Pump Station Rehabilitation (Larkspur)			\$ 275			\$ 275
Geographic Information System (GIS) and Asset Information Management System (AIMS) for Water Distribution System	\$ 50					\$ 50
Water Main Replacement	\$ 2,900	\$ 300	\$ 2,800	\$ 300	\$ 2,500	\$ 8,800
Water Meter Upgrades/Replacements	\$ 50	\$ 50	\$ 125	\$ 50	\$ 50	\$ 325
Water Service Transfers	\$ 50	\$ 50	\$ 75	\$ 50	\$ 50	\$ 275
Water Tank Replacement		\$ 300		\$ 2,500		\$ 2,800
Water Tanks/Pumps Maintenance & Repair	\$ 275	\$ 150	\$ 200	\$ 175	\$ 175	\$ 975
Capital Equipment Outlay	\$ 40	\$ 30	\$ 30	\$ 30	\$ 30	\$ 160
Water Wise Landscaping	\$ 30					\$ 30
Water Conservation Drought Response Plan	\$ 40					\$ 40
Urban Water Management Plan	\$ 55					\$ 55
Total	\$3,625	\$1,005	\$3,630	\$3,230	\$2,930	\$14,420

FUNDING SOURCE:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Water Fund (1662)	\$ 3,625	\$ 1,005	\$ 3,630	\$ 3,230	\$ 2,930	\$ 14,420
Total	\$ 3,625	\$ 1,005	\$ 3,630	\$ 3,230	\$ 2,930	\$ 14,420

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM

SEWER COLLECTION SYSTEM

TABLE 5

DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
	Thousands of Dollars					
Flow Monitoring	\$ 50					\$ 50
Madrone Lift Station	\$ 300	\$ 6,760				\$ 7,060
Emergency Sewer Lateral & Main Replacements	\$ 325	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,325
Sewer Main Replacement/Repair	\$ 2,900	\$ 1,825	\$ 2,575	\$ 2,000	\$ 2,000	\$ 11,300
Smoke Testing	\$ 50					\$ 50
Storage Basin		\$ 100	\$ 2,000			\$ 2,100
Lift Station Rehab & Repairs	\$ 100	\$ 50	\$ 50			\$ 200
6" Pump and 3500' of Discharge Hose	\$ 140					\$ 140
Capital Equipment Outlay	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 250
Total	\$ 3,915	\$ 9,285	\$ 5,175	\$ 2,550	\$ 2,550	\$ 23,475

FUNDING SOURCE:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Sanitation Fund (1661)	\$ 3,915	\$ 9,285	\$ 5,175	\$ 2,550	\$ 2,550	\$ 23,475
Total	\$ 3,915	\$ 9,285	\$ 5,175	\$ 2,550	\$ 2,550	\$ 23,475

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM

WATER POLLUTION CONTROL PLANT

TABLE 6

DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
	Thousands of Dollars					
#3 Water Pumps			\$ 100			\$ 100
Biogas System & Flare All methane piping flare		\$ 350				\$ 350
Chlorine System	\$ 110					\$ 110
Plant Air System	\$ 165					\$ 165
Dewatering System	\$ 400					\$ 400
Electrical Controls	\$ 100					\$ 100
Secondary Tank Area Repair			\$ 100			\$ 100
Study: Class A Bio-solids			\$ 100			\$ 100
Study: Reclaimed Water	\$ 100	TBD Pending Study Results				\$ 100
Co Gen Refurbishment/Replacement				\$ 150	\$ 5,000	\$ 5,150
Operation and Maintenance Manual	\$ 34					\$ 34
Total	\$ 909	\$ 350	\$ 300	\$ 150	\$ 5,000	\$ 6,709

FUNDING SOURCE:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
	Thousands of Dollars					
Sanitation Fund (Fund 1661)	\$ 909	\$ 350	\$ 300	\$ 150	\$ 5,000	\$ 6,709
Total	\$ 909	\$ 350	\$ 300	\$ 150	\$ 5,000	\$ 6,709

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM

PUBLIC FACILITIES
TABLE 7

DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Thousands of Dollars						
ADA Transition Plan/Implementation	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 550
Facilities Master Plan	\$ 100					\$ 100
Chetcuti Room Flooring	\$ 50					\$ 50
City Hall Bathroom	\$ 10	\$ 50				\$ 60
City Hall Misc. Repairs		TBD Based on Upcoming Facilities Master Plan				\$ -
City Hall Carpet Replacement			\$ 140			\$ 140
City Hall HVAC Equipment Replacement	\$ 50			\$ 20		\$ 70
Community Center Court Yard/Parking/Park ADA		\$ 195				\$ 195
Community Center Misc. Repairs		TBD Based on Upcoming Facilities Master Plan				\$ -
Community Center Kitchen Remodel	\$ 10	\$ 120				\$ 130
Council Chambers Roof				\$ 40		\$ 40
Council Chambers Accessible Entry	\$ 50					\$ 50
Fire Tower Refurbishment			\$ 15		\$ 25	\$ 40
Fire Station 37 Misc. Repairs		TBD Based on Upcoming Facilities Master Plan				\$ -
Fire Station 38 Exterior Repairs	\$ 20					\$ 20
Fire Station 38 Misc. Repairs		TBD Based on Upcoming Facilities Master Plan				\$ -
Police Department Misc. Repairs		TBD Based on Upcoming Facilities Master Plan				\$ -
Library Misc. Repairs		TBD Based on Upcoming Facilities Master Plan				\$ -
Library HVAC Equipment Replacement				\$ 50		\$ 50
Library Carpeting (Childrens Area)	\$ 80					\$ 80
Library Carpeting (Main Area)					\$ 200	\$ 200
Museum Gutters & Downspouts	\$ 10					\$ 10
Museum Misc. Repairs		TBD Based on Upcoming Facilities Master Plan				\$ -
PD Roof				\$ 40		\$ 40
PD Carpeting	\$ 70					\$ 70
Police Department HVAC Replacement	\$ 30					\$ 30
Total	\$590	\$475	\$265	\$260	\$335	\$1,925

FUNDING SOURCE:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
General Fund (1101)	\$ 590	\$ 475	\$ 265	\$ 260	\$ 335	\$ 1,925
General Fund / ABAG Grant	\$ -					\$ -
Total	\$ 590	\$ 475	\$ 265	\$ 260	\$ 335	\$ 1,925

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM

PARKS
TABLE 8

DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Thousands of Dollars						
Lights: Taylor Field / Wire Replacement/Timers	\$ 75					\$ 75
Park: Central Playground	\$ 50	\$ 150				\$ 200
Park: Master Plan / Implementation	\$ 100	TBD Based on Upcoming Parks Master Plan				\$ 100
Park: Meadows Playground		TBD Based on Upcoming Parks Master Plan				
Park: Mills Park		TBD Based on Upcoming Parks Master Plan				\$ -
Park: Tennis Court Resurfacing	\$ 160					\$ 160
Tree: Master Plan / Inventory	\$ 25					\$ 25
Total	\$ 410	\$ 150	\$ -	\$ -	\$ -	\$ 560

FUNDING SOURCE	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Thousands of Dollars						
Developer Fees & Permits	\$ 75					\$ 75
General Fund	\$ 335	\$ 150				\$ 485
Total	\$ 410	\$ 150	\$ -	\$ -	\$ -	\$ 560

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM
STUDIES AND TECHNOLOGY
TABLE 9

DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Thousands of Dollars						
AD: Document Management	\$ 50		\$ 25	\$ 25	\$ 25	\$ 125
AD: Social Media Implementation						\$ -
AD: Website Update	\$ 26		\$ 10	\$ 10	\$ 10	\$ 56
Citywide: GIS (Mapping)		\$ 100	\$ 100	\$ 10	\$ 10	\$ 220
ED: Economic Development Plan	\$ 100					\$ 100
ED: Tourism SFO Project	\$ 60					\$ 60
ED: Way Finding Signage	\$ 202					\$ 202
FD: Fee	\$ 100					\$ 100
FD: Financial Software	\$ 400					\$ 400
IT: IT Upgrades			\$ 200			\$ 200
IT: WiFi	\$ 25					\$ 25
Update: Bicycle Pedestrian Plan	\$ 113					\$ 113
Update: Circulation Element	\$ 125					\$ 125
Update: General Plan	\$ 350	\$ 100				\$ 450
Update: Housing Element	\$ 10					\$ 10
Update: PDA	\$ 600	\$ 42				\$ 642
Update: Specific Plan	\$ 110					\$ 110
BID Formation	\$ 40					\$ 40
Zoning Ordinance Updates	\$ 30					\$ 30
Citywide Parking Studies	\$ 125					\$ 125
Electric Vehicle Charging Station	\$ 78					\$ 78
Total	\$ 2,544	\$ 242	\$ 335	\$ 45	\$ 45	\$ 3,211

FUNDING SOURCE:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Thousands of Dollars						
Developer Fees & Permits	\$ 285	\$ 100	\$ 100			\$ 485
General Fund	\$ 1,637	\$ 42	\$ 235	\$ 45	\$ 45	\$ 2,004
General Plan Fees	\$ 60	\$ 100				\$ 160
Grant	\$ 563					\$ 563
Sanitation Fund						\$ -
Water Fund						\$ -
Gas Tax						\$ -
Recreation						\$ -
Integrated Waste						\$ -
Traffic Congestion Relief Fund						\$ -
Workers Comp						\$ -
General Liability						\$ -
Unemployment						\$ -
Garage						\$ -
Total	\$ 2,544	\$ 242	\$ 335	\$ 45	\$ 45	\$ 3,211

CITY OF MILLBRAE
CAPITAL IMPROVEMENT PROGRAM

GARAGE
TABLE 10

DESCRIPTION	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Thousands of Dollars						
Backhoe (Replace VEH#468)			\$ 75			\$ 75
Compressor (Replace VEH#484)	\$ 30					\$ 30
Ford F150 Super Cab Pick-up (Replace VEH#480)	\$ 25					\$ 25
Ford F150 Super Cab Pick-up (Replace VEH#634)			\$ 30			\$ 30
Ford F250 Super Cab Pick-up Truck (Replace VEH#485)		\$ 30				\$ 30
Ford F250 Super Cab Pick-up Truck w/ Lift Gate (Replace VEH#479)		\$ 30				\$ 30
Ford F250 Super Cab Pick-up Truck w/ Lift Gate (Replace VEH#508)				\$ 30		\$ 30
Ford F250 Super Cab Pick-up Truck w/ Lift Gate (Replace VEH#627)				\$ 30		\$ 30
Ford F250 Super Cab Pick-up Truck w/ Lift Gate (Replace VEH#709)				\$ 30		\$ 30
Ford F350 Crew Cab Utility Truck (Replace VEH#628)		\$ 60				\$ 60
Ford F350 Crew Cab Utility Truck (Replace VEH#755)		\$ 60				\$ 60
Ford F350 Crew Cab Utility Truck w/ Crane (Replace VEH#481)	\$ 60					\$ 60
Ford F550 Dump Truck (Replace VEH#326)	\$ 55					\$ 55
Ford F550 Dump Truck (Replace VEH#629)		\$ 60				\$ 60
Ford F650 Dump Truck (Replace VEH#328)			\$ 65			\$ 65
Generator (Replace VEH#383)			\$ 150			\$ 150
Generator (Replace VEH#482)				\$ 90		\$ 90
Street Sweeper (Replace VEH#304)	\$ 250					\$ 250
Utility Van (Replace VEH#635)				\$ 40		\$ 40
Ford F250 Super Cab Pick-up Truck w/ Lift Gate (Replace VEH#309)					\$ 30	\$ 30
VacCon Hydrostatic Combination Machine (Replace VEH#342)					\$ 350	\$ 350
Compressor (Replace VEH#384)					\$ 30	\$ 30
Ford F250 Super Cab Pick-up Truck w/ Lift Gate (Replace VEH#388)					\$ 30	\$ 30
Ford F250 Super Cab Pick-up Truck (Replace VEH#636)					\$ 30	\$ 30
Total	\$420	\$240	\$320	\$220	\$470	\$1,670

FUNDING SOURCE:	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	TOTAL ALL FY
Garage Revolving (1773)	\$ 420	\$ 240	\$ 320	\$ 220	\$ 470	\$ 1,670
Total	\$ 420	\$ 240	\$ 320	\$ 220	\$ 470	\$ 1,670

**City of Millbrae
Position Control Table**

Department	Job Title / Classification	Approved Budget 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013	Approved Budget 2013-2014	Approved Budget 2014-2015	Proposed Budget 2015-2016
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CITY ADMINISTRATION

Council Member		5.00	5.00	5.00	5.00	5.00	5.00
City Manager		1.00	1.00	1.00	1.00	1.00	1.00
Administrative Services / Human Resource					1.00	1.00	1.00
Administrative Analyst					1.00	1.00	1.00
Assistant City Manager		1.00	1.00			1.00	1.00
City Clerk		1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant		1.00	1.00	1.00	1.00	1.00	
Administrative Assistant / Human Resource							
Deputy City Clerk / Administrative Assistant							
Information Systems Supervisor							
Administrative Assistant (1 day a week)							0.20
Management Assistant							1.00
Total		9.00	9.00	8.00	10.00	11.00	11.20
Part Time Temporary Positions / Full Time Equivalent							
Office Assistant I	(1/2 Time Position)						
Total - Part Time		0.00	0.00	0.00	0.00	0.00	0.00

COMMUNITY DEVELOPMENT

Community Development Director		0.75	0.75	0.75	1.00	1.00	1.00
City Planner		1.00	1.00	1.00	1.00	1.00	
Building Official	(1/2 Time Position)	0.50	0.50	0.50	0.50	0.50	0.50
Plan Checker / Building Inspector		1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant		1.00	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	(1/2 Time Position)	0.50	0.50	0.50	0.50	0.50	0.50
Associate Planner	(.80 Position)						
Assistant/Assoc/Senior Planner							1.00
Total		4.75	4.75	4.75	5.00	5.00	5.00
Part Time Temporary Positions / Full Time Equivalent							
Project Manager - Housing	(1/2 Time Position)	0.50	0.50	0.50	0.25	0.25	0.25
Total - Part Time		0.50	0.50	0.50	0.25	0.25	0.25

FINANCE

Finance Director		1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Manager			1.00	1.00	1.00	1.00	1.00
Financial System Analyst II		1.00	1.00	1.00	1.00	1.00	1.00
Accounting Technician		3.00	3.00	3.00	3.00	3.00	3.00
Senior Accounting Technician		1.00	1.00	1.00	1.00	1.00	1.00
Information Systems Supervisor		1.00	1.00	1.00	1.00	1.00	1.00
Permits Officer	(Moved to Police)			1.00	1.00		
Office Assistant	(1/2 Time Position)			0.65	0.65	0.65	0.65
Accounting Clerk III							
Senior Accountant							
City Treasurer							
Total		7.00	8.00	9.65	9.65	8.65	8.65
Part Time Temporary Positions / Full Time Equivalent							
Project Manager	(1/2 Time Position)	1.00	0.50	0.50	0.50		
Total - Part Time		1.00	0.50	0.50	0.50	0.00	0.00

**City of Millbrae
Position Control Table**

Department	Job Title / Classification	Approved Budget 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013	Approved Budget 2013-2014	Approved Budget 2014-2015	Proposed Budget 2015-2016
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FIRE

Fire Chief		0.50	0.50	0.50	0.25		
Millbrae Deputy Chief					0.50	1.50	
Division Chief		2.00	2.00	2.00	2.00		
Division Chief - Fire Marshall		1.00	1.00	1.00	0.50		
Division Chief - Fire Training		1.00	1.00	1.00	1.00		
Fire Captain		6.00	6.00	6.00	6.00	6.00	4.00
Fire Prevention					0.50	0.50	
Firefighter		15.00	13.00	11.00	12.00	12.00	
Total		25.50	23.50	21.50	22.75	20.00	4.00
Part Time Temporary Positions / Full Time Equivalent							
Administrative Assistant	(1/2 Time Position)	0.50	0.50	0.50	0.50	1.00	
Total - Part Time		0.50	0.50	0.50	0.50	1.00	0.00

PARKS

Parks Superintendent	(Moved under PW)	1.00	1.00	1.00	1.00	1.00	*
Parks Field Supervisor	(Moved under PW)	1.00	1.00	1.00	1.00	1.00	*
Parks Maintenance Technician	(Moved under PW)	2.00	2.00	2.00	2.00	2.00	*
Senior Maintenance Worker	(Moved under PW)	1.00	1.00	1.00	1.00	1.00	*
Maintenance Worker	(Moved under PW)	3.00	3.00	3.00	3.00	3.00	*
Office Assistant I	(1/2 Time Position)						
Total		8.00	8.00	8.00	8.00	8.00	0.00
Part Time Temporary Positions / Full Time Equivalent							
Administrative Assistant	(Moved under PW)					0.50	*
Parks Maintenance Worker							
Total - Part Time		0.00	0.00	0.00	0.00	0.50	0.00

* All 8.5 positions moved under Public Works

POLICE

Permits Officer	(Moved from Finance)					1.00	1.00
Total		0.00	0.00	0.00	0.00	1.00	1.00

RECREATION

Recreation Superintendent		1.00	1.00	1.00	1.00	1.00	1.00
Recreation Services Manager		1.00	1.00	1.00	1.00		
Recreation Coordinator		2.00	1.00	1.00	1.00	2.00	2.00
Senior Office Assistant				1.00	1.00	1.00	1.00
Tiny Tot Teacher	(1/2 Time Position)	0.50	0.50	0.50	0.50	0.50	
Administrative Assistant		1.00					
Office Assistant I			1.00				
Office Assistant II							
Total		5.50	4.50	4.50	4.50	4.50	4.00
Part Time Temporary Positions / Full Time Equivalent							
Recreation Specialist (part-time)						0.75	1.25
Recreation Temporary		8.16	8.29	8.29	8.29	8.29	8.29
Total - Part Time		8.16	8.29	8.29	8.29	9.04	9.54

**City of Millbrae
Position Control Table**

Department	Job Title / Classification	Approved Budget 2010-2011	Approved Budget 2011-2012	Approved Budget 2012-2013	Approved Budget 2013-2014	Approved Budget 2014-2015	Proposed Budget 2015-2016
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PUBLIC WORKS

Public Works Director		1.00	1.00	1.00	1.00	1.00	1.00
City Engineer		1.00	1.00	1.00	1.00	1.00	1.00
Associate Engineer					1.00	1.00	1.00
Administrative Assistant		1.00	1.00	1.00	1.00	1.00	1.00
Senior Office Assistant		3.00	2.00	2.00	2.00	2.00	3.00
Office Assistant I		1.00	1.00	1.00	1.00	1.00	
Environmental Programs Manager		0.80	0.80	0.80	1.00	1.00	1.00
Environmental Programs Coordinator	(.50 Position)	0.80	0.80	0.80	0.50	0.50	0.50
Lab and Source Control Supervisor		1.00	1.00	1.00	1.00	1.00	1.00
Senior Industrial Waste Inspector		1.00	1.00	1.00	1.00	1.00	
Laboratory Analyst / Chemist		1.00	1.00	1.00	1.00	1.00	1.00
Plant: Superintendent		1.00	1.00	1.00	1.00	1.00	1.00
Public Works: Superintendent		1.00	1.00	1.00	1.00	1.00	1.00
Parks Superintendent	(Moved from Parks)						1.00
Parks Field Supervisor	(Moved from Parks)						1.00
Public Works: Supervisor I		2.00	2.00	1.00	1.00	2.00	2.00
Public Works: Foreman		1.00	1.00	1.00	1.00		
Plant: Chief Treatment Operator II		1.00	1.00	1.00	1.00	1.00	1.00
Plant: Senior Treatment Operator		1.00	1.00	1.00	1.00	1.00	1.00
Plant: Operator I		1.00	1.00	1.00	1.00	1.00	1.00
Plant: Operator II		3.00	3.00	3.00	3.00	3.00	3.00
Plant: Senior Maintenance Worker		1.00	1.00	1.00	1.00	1.00	1.00
Plant: Maintenance Worker II		1.00	1.00	1.00	1.00	1.00	1.00
Public Works: Lead Worker II		2.00	2.00	2.00	2.00	2.00	3.00
Parks Maintenance Technician	(Moved from Parks)						1.00
Senior Maintenance Worker		5.00	5.00	5.00	5.00	5.00	5.00
Maintenance Worker		9.00	9.00	9.00	9.00	9.00	13.00
Equipment Mechanic III		1.00	1.00	1.00	1.00	1.00	1.00
Pump Mechanic I		1.00	1.00	1.00	1.00	1.00	
Street Sweeper Operator		1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II			1.00	1.00			
Engineering Technician		1.00	1.00	1.00			
Equipment Mechanic I							1.00
Industrial Waste Inspector II							
Industrial Waste Inspector							1.00
Plant Maintenance Worker I							
Public Works: Supervisor II		1.00	1.00	1.00			
Recycling Assistant	(.80 Position)						
Solid Waste/Recycle Manager	(.80 Position)						
Senior Water Maintenance Worker							
Total		45.60	45.60	44.60	42.50	42.50	50.50

Part Time Temporary Positions / Full Time Equivalent							
Maintenance Worker							
Administrative Assistant	(Moved from Parks)					0.50	0.50
Total - Part Time		0.00	0.00	0.00	0.00	0.50	0.50

Grand Total Permanent *	105.35	103.35	101.00	102.40	100.65	84.35
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Grand Total Part Time / Temporary	10.16	9.79	9.79	9.54	11.29	10.29
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CITY OF MILLBRAE
MANAGEMENT AND CONFIDENTIAL
 EFFECTIVE APRIL 15, 2015

POSITION CODE	CLASSIFICATION JOB TITLE	EARNINGS PER HOUR / MONTH				
		A	B	C	D	E
MH 01	CITY MANAGER	19,650				
MA02	ASST CITY MANAGER	12,542	13,169	13,828	14,519	15,245
MA03	CITY CLERK	7,745	8,132	8,539	8,966	9,414
MA04	MANAGEMENT ASSISTANT	5,646	5,929	6,225	6,536	6,863

EARNINGS PER YEAR				
A	B	C	D	E
235,800				
150,505	158,030	165,932	174,229	182,940
92,937	97,584	102,463	107,587	112,966
67,754	71,142	74,699	78,434	82,356

MH11	COMMUNITY DEVELOPMENT DIRECTOR	12,533	13,159	13,817	14,508	15,233
MA13	BUILDING OFFICIAL	8,889	9,334	9,801	10,291	10,805
MA14	PLAN CHECK / BUILDING INSPECTOR	6,939	7,286	7,650	8,032	8,434
MA15	CODE ENFORCEMENT OFFICER	5,399	5,669	5,953	6,250	6,563
MA 16	ASSISTANT PLANNER	6,011	6,311	6,627	6,958	7,306
MA 17	ASSOCIATE PLANNER	6,620	6,951	7,299	7,664	8,047
MA18	SENIOR PLANNER	7,643	8,025	8,426	8,846	9,290

150,390	157,910	165,805	174,095	182,800
106,673	112,007	117,607	123,488	129,662
83,264	87,427	91,799	96,389	101,208
64,792	68,032	71,433	75,005	78,755
72,128	75,734	79,521	83,497	87,672
79,443	83,416	87,586	91,966	96,564
91,715	96,301	101,116	106,171	111,480

MH21	FINANCE DIRECTOR	12,012	12,612	13,243	13,905	14,600
MA22	FINANCIAL SERVICES MANAGER	8,245	8,657	9,090	9,544	10,022
MA23	INFORMATION SYSTEM SUPERVISOR	7,199	7,559	7,937	8,334	8,751
MA24	FINANCIAL SYSTEM ANALYST II	6,209	6,519	6,845	7,187	7,547
MA25	SENIOR ACCOUNTING TECHNICIAN	5,432	5,703	5,988	6,288	6,602

144,141	151,348	158,915	166,861	175,204
98,937	103,883	109,078	114,531	120,258
86,394	90,713	95,249	100,011	105,012
74,503	78,228	82,139	86,246	90,558
65,179	68,438	71,860	75,453	79,226

MH31	FIRE: CHIEF	12,687	13,322	13,988	14,687	15,421
MA32	FIRE: DIVISION CHIEF	9,531	10,008	10,508	11,034	11,585
MA33	FIRE: DIVISION CHIEF - FIRE MARSHALL	10,484	11,009	11,559	12,137	12,744
MA33	FIRE: DIVISION CHIEF - TRAINING	10,484	11,009	11,559	12,137	12,744
MA34	CENTRAL COUNTY DEPUTY FIRE CHIEF	12,704	13,339	14,006	14,707	15,442

152,247	159,859	167,852	176,245	185,057
114,375	120,093	126,098	132,403	139,023
125,813	132,103	138,708	145,644	152,926
125,813	132,103	138,708	145,644	152,926
152,448	160,071	168,074	176,478	185,302

MA42	PARKS: SUPERINTENDENT	7,517	7,892	8,287	8,701	9,137
MA43	PARKS: FIELD SUPERVISOR	5,469	5,742	6,029	6,331	6,648

90,199	94,709	99,445	104,417	109,638
65,627	68,908	72,354	75,971	79,770

MH61	PUBLIC WORKS DIRECTOR	12,518	13,144	13,801	14,491	15,215
MA62	CITY ENGINEER	9,896	10,391	10,911	11,456	12,029
MA64	PUBLIC WORKS: SUPERINTENDENT	9,628	10,110	10,615	11,146	11,703
MA65	PLANT: SUPERINTENDENT	9,628	10,110	10,615	11,146	11,703
MA66	PUBLIC WORKS: SUPERVISOR II	8,472	8,896	9,341	9,808	10,298
MA67	PUBLIC WORKS: SUPERVISOR I	6,703	7,038	7,390	7,760	8,148
MA68	LAB & SOURCE CONTROL SUPERVISOR	7,459	7,832	8,224	8,635	9,066
MA69	PUBLIC WORKS: FOREMAN	5,822	6,113	6,419	6,740	7,077
MA72	PLANT: CHIEF TREATMENT OPERATOR II	8,233	8,644	9,077	9,530	10,007
MA73	PLANT: CHIEF TREATMENT OPERATOR I	6,811	7,152	7,509	7,885	8,279
MA74	ENVIRONMENTAL PROGRAM MANAGER	7,342	7,709	8,094	8,499	8,924
MA75	ENVIRONMENTAL COORDINATOR	4,414	4,634	4,866	5,109	5,365
MA76	ASSISTANT ENGINEER	6,869	7,213	7,573	7,952	8,350
MA82	RECREATION: SUPERINTENDENT	7,593	7,973	8,371	8,790	9,229
MA84	RECREATION: COORDINATOR	4,493	4,718	4,953	5,201	5,461

150,212	157,723	165,609	173,890	182,584
118,756	124,694	130,929	137,475	144,349
115,538	121,315	127,381	133,750	140,438
115,538	121,315	127,381	133,750	140,438
101,669	106,753	112,090	117,695	123,580
80,440	84,462	88,685	93,119	97,775
89,508	93,984	98,683	103,617	108,798
69,865	73,359	77,027	80,878	84,922
98,793	103,732	108,919	114,365	120,083
81,733	85,820	90,110	94,616	99,347
88,101	92,506	97,131	101,988	107,087
52,964	55,613	58,393	61,313	64,379
82,431	86,552	90,880	95,424	100,195
91,116	95,672	100,455	105,478	110,752
53,916	56,611	59,442	62,414	65,535

PART TIME HOURLY

ADP CODE	CLASSIFICATION JOB TITLE	EARNINGS PER HOUR				
		A	B	C	D	E
PT03	PT - TINY TOT TEACHER	12.97				
PT05	PT - PROJECT MANAGER	43.00				101.00
PT11	PT - RECREATION SPECIALIST II	19.04	20.00	21.00	22.04	23.15
PT12	PT - JUNIOR RECREATION LEADER	9.00	9.45	9.92	10.42	10.94
PT13	PT - RECREATION LEADER I	9.45	9.92	10.42	10.94	11.49
PT14	PT - RECREATION LEADER II	9.92	10.42	10.94	11.49	12.06
PT15	PT - RECREATION LEADER III	10.78	11.31	11.88	12.47	13.10
PT16	PT - RECREATION SPECIALIST I	11.77	12.36	12.97	13.62	14.30
PT24	PT - ADMINISTRATIVE INTERN	20.00	21.00	22.05	23.15	24.31

TEAMSTERS SANITATION

CLASSIFICATION JOB TITLE	EARNINGS PER HOUR / MONTH				
	A	B	C	D	E
INDUSTRIAL WASTE INSPECTOR (TRAINEE)	4,980	5,229	5,490	5,765	6,053
INDUSTRIAL WASTE INSPECTOR I	5,446	5,719	6,005	6,305	6,620
INDUSTRIAL WASTE INSPECTOR II	5,799	6,089	6,393	6,713	7,049
SENIOR INDUSTRIAL WASTE INSPECTOR	6,385	6,704	7,039	7,391	7,761
LABORATORY ANALYST (TECHNICIAN)	5,043	5,295	5,560	5,838	6,130
LABORATORY CHEMIST	5,404	5,674	5,958	6,256	6,569
PLANT: MAINTENANCE WORKER I	4,994	5,244	5,506	5,781	6,070
PLANT: MAINTENANCE WORKER II	5,447	5,720	6,006	6,306	6,621
PLANT: SENIOR MAINTENANCE WORKER	5,992	6,292	6,607	6,937	7,284
PLANT: OPERATOR (TRAINEE)	4,573	4,802	5,042	5,294	5,559
PLANT: OPERATOR I	4,994	5,244	5,506	5,781	6,070
PLANT: OPERATOR II	5,446	5,719	6,005	6,305	6,620
PLANT: SENIOR TREATMENT OPERATOR	5,992	6,292	6,607	6,937	7,284

	EARNINGS PER YEAR				
	A	B	C	D	E
	59,760	62,748	65,886	69,180	72,699
	65,358	68,626	72,057	75,660	79,443
	69,587	73,067	76,720	80,556	84,584
	76,615	80,446	84,469	88,692	93,127
	60,517	63,543	66,720	70,056	73,559
	64,850	68,093	71,497	75,072	78,826
	59,926	62,922	66,069	69,372	72,841
	65,368	68,637	72,069	75,672	79,456
	71,909	75,505	79,280	83,244	87,406
	54,878	57,622	60,503	63,528	66,704
	59,926	62,922	66,069	69,372	72,841
	65,358	68,626	72,057	75,660	79,443
	71,909	75,505	79,280	83,244	87,406

TEAMSTERS					
CLASSIFICATION	COMPENSATION				
JOB TITLE	A	B	C	D	E
PARKS: MAINTENANCE TECHNICIAN	4,368	4,587	4,816	5,057	5,310
MAINTENANCE WORKER	3,797	3,987	4,187	4,396	4,616
SENIOR MAINTENANCE WORKER	4,160	4,368	4,587	4,816	5,057
PUBLIC WORKS: LEAD WORKER II	4,806	5,046	5,298	5,563	5,841
EQUIPMENT MECHANIC III	5,568	5,847	6,139	6,446	6,768
PUMP MECHANIC I	4,807	5,048	5,300	5,565	5,843
STREET SWEEPER OPERATOR	4,344	4,561	4,790	5,029	5,280
EQUIPMENT MECHANIC I	4,335	4,551	4,779	5,018	5,269
SR. WATER MAINTENANCE WORKER	4,368	4,587	4,816	5,057	5,310
ACCOUNTING TECHNICIAN	4,586	4,815	5,056	5,309	5,574
OFFICE ASSISTANT I	3,195	3,355	3,523	3,699	3,884
OFFICE ASSISTANT II	3,943	4,140	4,347	4,564	4,792
OFFICE ASSISTANT II (HALF TIME)	1,972	2,071	2,174	2,283	2,397
SENIOR OFFICE ASSISTANT	4,336	4,553	4,781	5,020	5,271
ADMINISTRATIVE ASSISTANT	4,770	5,009	5,259	5,522	5,798
PERMIT OFFICER	4,825	5,067	5,320	5,586	5,865
OFFICE ASSISTANT SPECIAL SERVICES (65%)	3,137	3,294	3,459	3,632	3,814
TINY TOT TEACHER (HALF TIME)	13.62				

RESOLUTION NO. 15-24
A RESOLUTION TO APPROVE THE FINAL
PRELIMINARY BUDGET AND THE CLASSIFICATION
AND COMPENSATION PLAN FOR THE FISCAL
YEAR 2015-16 AS SUBMITTED

WHEREAS, the City Manager presented a Preliminary Budget and Supporting Attachments for the fiscal year 2015-16 detailing anticipated revenues, expenditures, contributions, debt service, authorized full-time positions, and the Classification and Compensation Plan; and

WHEREAS, the City Council conducted a study session on May 26, 2015 for the purpose of reviewing the fiscal year 2015-16 Preliminary Budget and Supporting Attachments and discussion of the same, and inviting public comment on the same; and

WHEREAS, comments were received and have been incorporated into the attached final preliminary budget; and

WHEREAS, the City Council has now considered the Preliminary Budget and Supporting Attachments for the fiscal year 2015-16 thereto;

NOW, THEREFORE, BE IT RESOLVED, by the Millbrae City Council to approve the Final Preliminary Budget for the fiscal year 2015-16 as submitted, and to approve the Classification and Compensation Plan for the fiscal year 2015-16 as submitted.

REGULARLY PASSED and adopted this 9th day of June, 2015

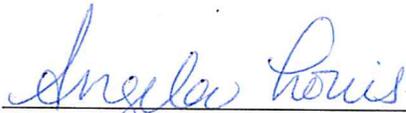

MAYOR

ATTEST:


CITY CLERK

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 9th day of June 2015, by the following vote:

AYES:	COUNCILMEMBERS:	Gottschalk, Oliva, Holober, Colapietro, and Lee
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None



CITY CLERK