



CITY OF BELVEDERE

FINANCE COMMITTEE AGENDA

April 20, 2021
Via Zoom
9:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/87121735080?pwd=ZEluZDdxOEhhZGZYUVM3SDkyRVIIUT09>

Meeting ID: 871 2173 5080

Passcode: Belvedere

Dial by your location

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Meeting ID: 871 2173 5080

Passcode: 748066599

1. Approve minutes of March 26, 2021 Finance Committee meeting.
2. Review FY20/21 recommended budget & five-year projections.
3. Discuss Library request for financial assistance.
4. Adjourn.

NOTICE: WHERE TO VIEW AGENDA MATERIALS

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Date posted: April 15, 2021

**SPECIAL MEETING
FINANCE COMMITTEE
Friday, March 26, 2021
9:00 AM
on Zoom remote platform**

MINUTES

COMMITTEE PRESENT: Bob McCaskill, Greg Ostroff, David Walker, John Wilton, Sally Wilkinson, Steve Block

COMMITTEE ABSENT: Justin Faggioli

OTHERS PRESENT: City Manager – Craig Middleton,
Admin. Services Manager – Amber Johnson

CALL TO ORDER OF REGULAR MEETING

The meeting was called to order at 9:03 a.m.

SCHEDULED ITEMS

1. The Committee approved the minutes of the January 12, 2021 meeting.
2. The Committee discussed the analysis performed and the recommendations made by the Taskforce on Pensions and OPEB regarding the creation of a 115 Pension Trust and adoption of a pension funding policy. The Committee unanimously agreed to endorse the Taskforce's recommendations on this matter to the City Council.

ADJOURN

The meeting was adjourned at 11:08 a.m.

THE FOREGOING MINUTES were approved at a regular meeting of the Finance Committee on April 20, 2021 by the following vote:

AYES: —
NOES: —
ABSENT: —
ABSTAIN: —

APPROVED _____
Bob McCaskill, Chair

ATTEST _____
Amber Johnson, Admin. Services Manager

CITY OF BELVEDERE

Memorandum

To: Finance Committee

From: Craig Middleton, City Manager
Amber Johnson, Administrative Services Manager

Date: April 20, 2021

Subject: Preliminary Review of FY21/22 Operating and Capital Budget

General Fund Revenue

The City depends primarily on property tax to fund department operations. Marin County assesses and collects property tax on the City's behalf and has estimated a 3.5% increase in FY21/22. The budget anticipates a slightly more conservative 3% increase over current year actuals (a 4% increase over prior year budget).

Certain other property taxes collected (VLF Swap and ERAF) have been trending higher than budgeted amounts over the past few years, so the FY21/22 budget anticipates a more realistic level of collections while still remaining conservative. Real property taxes saw a large bump in FY20/21, but as this is a volatile revenue source, the FY21/22 estimates use prior year budgeted amounts.

Sales and use taxes are projected to remain lower than average due to COVID-related impacts. Building permit revenue collection has been steady, and is expected to remain steady in the budgeted year. No significant adjustments to planning department fees have been made until staff has the opportunity to assess the impacts of the new fee structure.

Staff has been monitoring the U.S. Treasury's communications regarding eligibility requirements for the American Rescue Plan (ARP) funding. Since the guidance and rules have not yet been fully developed, the FY21/22 budget does not incorporate these funds.

Total General Fund revenue for FY21/22 is projected at \$7,619,898, an increase of 5% from the current year budget, and an increase of 1.1% from current year projected actuals.

General Fund Expenditures and Transfers

In addition to anticipated increases in the cost of goods and services, memberships in various JPAs and contracts for services, the draft budget incorporates the following assumptions:

- Continued deferral of one Police Officer position through FY23/24 (approximately \$190,000 per year savings).
- 2% COLA for represented and non-represented staff.
- CalPERS required Unfunded Accrued Liability (UAL) payments are calculated at 4% rate of return.
- Increased consultant expenditures for housing elements and seawall project.
- Purchase of a new street sweeper (\$350,000). The current sweeper (purchased in 2005) has far outlived its useful life. Recent maintenance bills and scarcity of parts have caused increased expenditures and equipment downtime, resulting in a reduced level of service to the community.
- Purchase of a new police vehicle in FY22/23 (\$60,000). The fleet's oldest vehicle (purchased in 2008) has been requiring increasing levels of maintenance and a replacement is recommended in year 2 of the 5 year forecast.
- Continued deferral of lanes initiative (pre-pandemic, this program matched \$100,000 in City funds with \$200,000 in private fundraising).
- Elimination of the Pension Reserve Fund and associated \$100,000 per year transfer from the General Fund.
- Addition of the new 115 Pension Trust Fund and \$300,000 per year transfer from the General Fund.
- Proposed creation of a new Seawall Fund and \$600,000 in total transfers from the General Fund over a two year period.

Total General Fund expenditures and transfers are estimated at \$8,292,499, a 13% increase over the current year budget, primarily due to the new fund reserves being formed this year.

Capital Revenue

Recurring capital revenue primarily consists of road impact fees generated during the building permit process. As previously stated, building permit fee collection has remained strong despite the pandemic. Therefore, road impact fees are projected to remain strong in the budgeted year.

Other capital revenue comes in the form of grant proceeds, both from intergovernmental and private grants. Capital revenue is always linked to certain restricted expenditures, and as such, is tracked in separate funds within the accounting system. Property tax revenue is transferred to Capital funds when the expenditure in a certain fund exceeds its starting balance plus revenue collected.

Capital Expenditures

Each year the City budgets for capital projects that improve existing infrastructure, repair and replace aging facilities, meet regulatory requirements, preserve property values and enhance the quality of life for Belvedere residents. With limited resources and a long list of needs, projects must be chosen carefully. Large projects must be planned for over a period of years.

The primary focus of this year's capital budget is in two areas:

1. Road maintenance: pavement repairs, crack sealing, crack sealing, traffic marking, slurry seal, and other road stabilization projects.
2. Beach Road/San Rafael Ave Levee Stabilization: feasibility-level design work, environmental analysis and legal support, and other consultant assistance (funded partially with Department of Water Resources Grant and partially with City funds).

General Fund Reserve

As of the mid-year Budget review presented to Council in February 2021, the estimated Fund Balance (GF Reserve) was \$4,532,596. With new revenue and expenditure estimates and the incorporation of new fund reserve policies, the City expects to start FY21/22 with a GF Reserve of \$3,857,816. As presented, the General Fund operating budget for FY21/22 anticipates a surplus at year-end of \$55,811 (Table 1).

Table 1: FY21/22 General Fund Summary

City of Belvedere	
General Fund Summary	
	<u>Prelim Budget</u>
Beginning Balance 7/1/21	4,189,816
Revenue	7,619,898
Expenditures	(5,804,702)
Transfers	(2,487,797)
<i>Fire Fund</i>	(868,501)
<i>Capital Improvement</i>	(330,500)
<i>Debt Service</i>	(249,603)
<i>Equipment Replacement</i>	(339,193)
<i>115 Pension Trust Reserve</i>	(300,000)
<i>Seawall Fund</i>	(400,000)
Surplus/(Deficit)	(672,602)
Ending Balance 6/30/22	3,517,214
Reserve Calculations:	
General Fund Expenses + Fire Transfer + Debt Service	6,922,806
General Fund Reserve Policy 50%	3,461,403
Projected General Fund Balance 6/30/20	3,517,214
Over (Under) Policy in Dollars	55,811
Over (Under) Policy as percentage	51%

Five Year Projections

The following table (Table 2) summarizes the assumptions used in calculating years 2 through 5 of the five-year forecast that accompanies the budget document.

Table 2: Forecast Assumptions

Revenue Assumptions	Y2	Y3	Y4	Y5
	FY23	FY24	FY25	FY26
Property Taxes	3.00%	4.00%	5.00%	
Local Non-Property Taxes	4.00%		5.00%	
Licenses & Permits	4.00%		5.00%	
Fines & Forfeitures	flat			
Investments & Property	flat			
Revenue From Other Agencies	4.00%		5.00%	
Service Charges	4.00%		5.00%	
Miscellaneous Other Revenue	4.00%		5.00%	
Fire Fund	3.80%			
Capital Improvement Fund	4.00%		5.00%	
Road Impact Fee Fund	4.00%		5.00%	
Equipment Replacement Fund	flat			
Measure A (Parks) Fund	4.00%		5.00%	
Expenditure Assumptions	Y2	Y3	Y4	Y5
	FY23	FY24	FY25	FY26
Salaries	2.00%	3.00%		
Fringe Benefits	3.00%			
PERS UAL	30.38%	34.67%	34.84%	27.31%
Other Operating	3.00%			
Tiburon Fire Contract	5.00%			
Pension-related Debt	per schedule			
Equipment Replacement	per schedule			
Capital Improvement	per schedule			

Unfunded Expenditures

The preliminary budget maintains current staffing levels and allocates resources necessary to ensure the health and safety of Belvedere residents, protect the City's assets, and provide the necessary resources for staff to perform their duties. However, there are expenditures that have been deferred, requests for funding from community partners, and other potential large expenditures on the horizon that are not included in the preliminary document. The City must weigh these additional expenditures against available resources and consider what trade-offs might be necessary when considering whether or not to include these expenditures in the FY21/22 Budget. These unfunded expenditures are as follows:

1. Deferral of Police Officer for three more years (FY21/22 to FY23/24). Fully-loaded cost: approximately \$190,000 per year.
2. Deferral of Lanes Initiative projects. Cost: \$100,000 per lane, matched with \$200,000 in private fundraising.

3. Library expansion request. The Belvedere-Tiburon Library has asked the City to contribute \$400,000 to its expansion project to close a fundraising gap.
4. Tiburon Fire Protection District (TFPD) Trestle Glen Station remodel. The TFPD may include a rebuild of the Trestle Glen station in their FY22/23 budget. Belvedere's share of this \$12 million project would be approximately \$84,000 per year for 30 years.

Attachments

1. Detailed Preliminary Budget document

City of Belvedere

Annual Operating & Capital Budget

Fiscal Year 2021/2022

City Council

James Campbell, Mayor
Sally Wilkinson, Vice Mayor
Steve Block, Councilmember
Nancy Kemnitzer, Councilmember
Jim Lynch, Councilmember

Prepared By

Craig Middleton, City Manager
Amber Johnson, Administrative Services Manager



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Five Year Forecast (Continued)

Five Year Fund Balance Projections

- Fiscal Year 2021/202244
- Fiscal Year 2022/202345
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Appendix

- Annual Appropriations Limit (under development)* A-1
- Finance Policies (under development)* A-3

Preliminary

Introduction

Preliminary

(Placeholder for budget message)

Preliminary

The City of Belvedere (the "City") was incorporated in 1896. Belvedere is a General Law City, serving a population of just over 2,000. The City is approximately 4 miles north of San Francisco, in Marin County, California. Consisting of two islands and a lagoon, the City is connected to the Tiburon Peninsula by two causeways.

The City is completely built out with single-family homes and approximately 100 rental units. The terrain is predominantly hilly and lush. Many residences were designed by famous architects and are considered historically significant. There are spectacular views of San Francisco, Angel Island, the Golden Gate Bridge, Sausalito, and Mt. Tamalpais.

Weather

The weather in Belvedere is temperate. Coastal breezes keep the air fresh and clear and the temperatures moderate all year. The average low in January is 42.9 degrees, the average high in July only 74.9. The city has mostly sunny conditions 260 days out of the year.

Population

The median age in Belvedere is 53. With more young families moving in, the median age is trending downward. The city hosts swarms of children at its playground, the most popular children's park in southern Marin.

Employment

Most of Belvedere's working population commutes to San Francisco. Many residents work as consultants out of their homes. There is no downtown in Belvedere. Shoppers find the usual products and services immediately outside the city limits in the Town of Tiburon's shopping centers and stores.

Volunteer Opportunities

Volunteerism is a major way of life in Belvedere. Belvedere's residents roll up their sleeves to help restore historic structures, plant community gardens, mend books for the library, help design the renovation of parks, and serve on the PTA. Residents actively serve on the boards of dozens of Marin County and San Francisco museums, performing arts groups, charities, and community foundations.





Belvedere Residents

City Council

James Campbell, Mayor
Sally Wilkinson, Vice Mayor
City Councilors: Steve Block, Nancy Kemnitzer, Jim Lynch

City Attorney

Epstein + Holtzapfle
Contract for Services

City Manager

Craig Middleton

Public Safety

Police Chief
Jason Wu

Tiburon Fire Protection District
Contract for Services

Police Sergeants
Chris Pool,
Tom Sabido

Police Officers
Andy Rosas, Jeremy Clark,
Brandon Novotny
(1 deferred vacancy)

Planning & Building

Director of Planning & Building
Irene Borba

Senior Planner
Rebecca Markwick

Building & Planning Technician
Nancy Miller

Building Official
Brian Van Son

Building Inspector II
Genaro Muniz

Administration

Administrative Services Manager
Amber Johnson

Office Coordinator
Christina Cook

IT Coordinator
SPTJ Consulting
Contract for Services

Mgmt Analyst/ City Clerk
Beth Haener

Public Works

Director of Public Works/Emergency Services Manager
Robert Zadnik

Associate Engineer
Chris Barry

Maintenance Supervisor
Gerhard Laufer

Maintenance Workers II
Max Sandoval
Alberto Carranza

City Engineer
Moe Engineering
Contract for Services

March	<ul style="list-style-type: none"> ➤ Finance Department distributes preliminary budget documents to Department Heads
April	<ul style="list-style-type: none"> ➤ Operating & Capital budgets due to Finance Department ➤ City Manager review begins ➤ Finance Committee meets to review and discuss Preliminary Budget
May	<ul style="list-style-type: none"> ➤ Preliminary Operating & Capital Budget presented to City Council
June	<ul style="list-style-type: none"> ➤ Budget adopted following Public Hearing at City Council Meeting ➤ Finance Department implements adopted Budget
July	<ul style="list-style-type: none"> ➤ Budget is monitored internally through monthly financial statements to City Manager and Department Heads
February	<ul style="list-style-type: none"> ➤ Mid-year budget review is presented to City Council

(Placeholder for picture of award)

Preliminary

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Belvedere, California, for its Annual Budget for the fiscal year beginning July 1, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Budget Summaries

Preliminary

OPERATING

Operating Revenues	
General Fund Revenues	\$ 7,619,898
Fire Fund Revenues	\$ 983,953
Total Operating Revenues	<u>\$ 8,603,851</u>
Operating Expenses	
City Operations	\$ 5,804,702
Fire Contract	\$ 1,852,454
Debt Payments (Pension-related)	\$ 249,603
Legal Damages/Settlements	\$ -
Total Operating Expenses	<u>\$ 7,906,759</u>
Other Deductions from Operating Funds	
Contribution to 115 Pension Trust	\$ 300,000
Contribution to Seawall Reserve	\$ 200,000
Adjusted Net Operating Revenue	<u>\$ 197,091</u>

CAPITAL

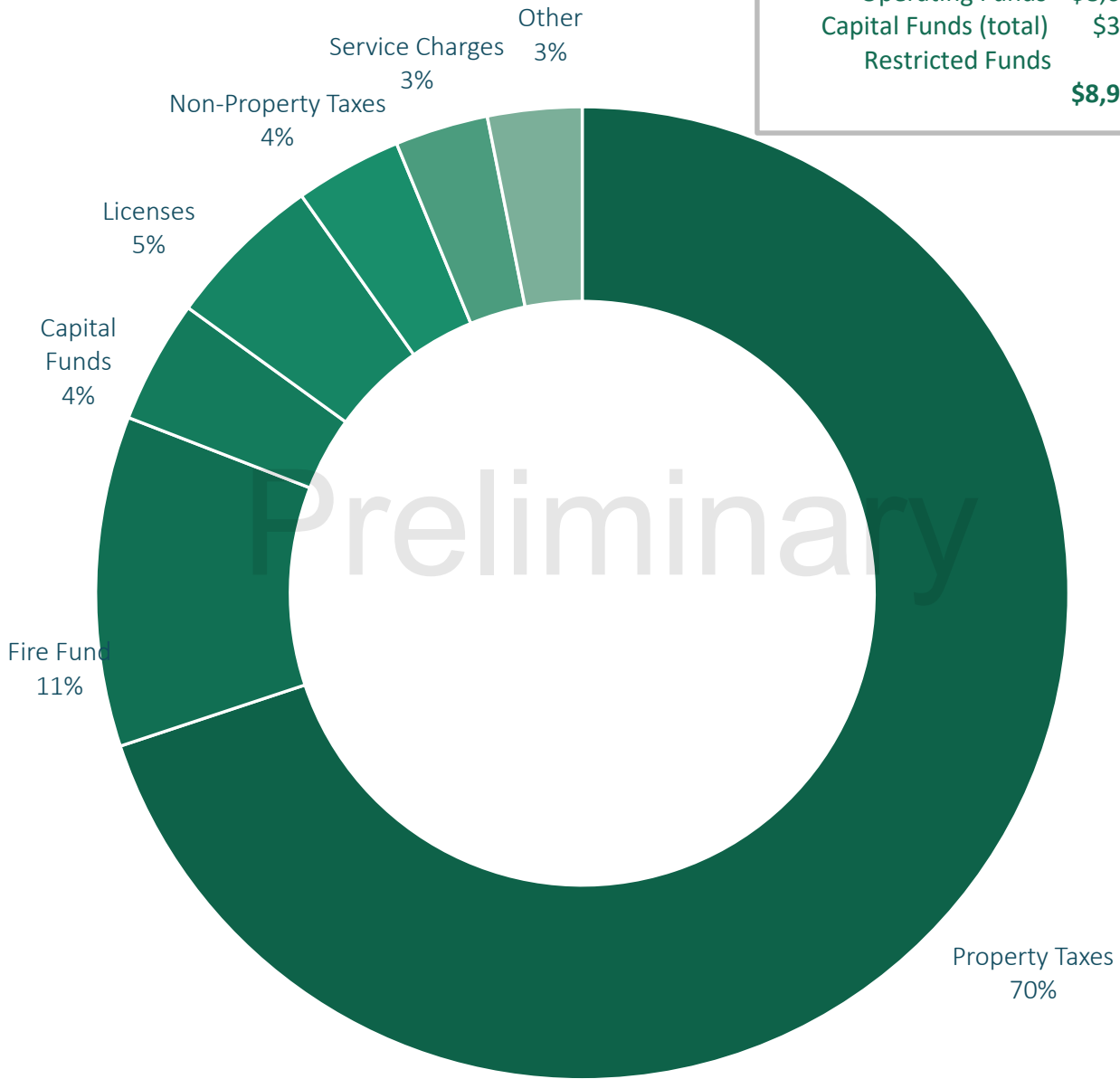
Capital Revenues	
Capital Funds available for current year projects	\$ 366,750
Restricted Funds	\$ 1,000
Total Capital Revenues	<u>\$ 367,750</u>
Other Capital Funding Sources	
From Net Operating Revenues	\$ 197,091
Prior year excess reserves	\$ 485,504
Total Other Sources	<u>\$ 713,750</u>
Total Revenue to Support Capital Projects	<u>\$ 1,081,500</u>
Capital Project Expenditures	
Capital Projects	\$ 701,500
Equipment Replacement	\$ 380,000
Total Capital Project Expenditures	<u>\$ 1,081,500</u>

FUND RESERVES

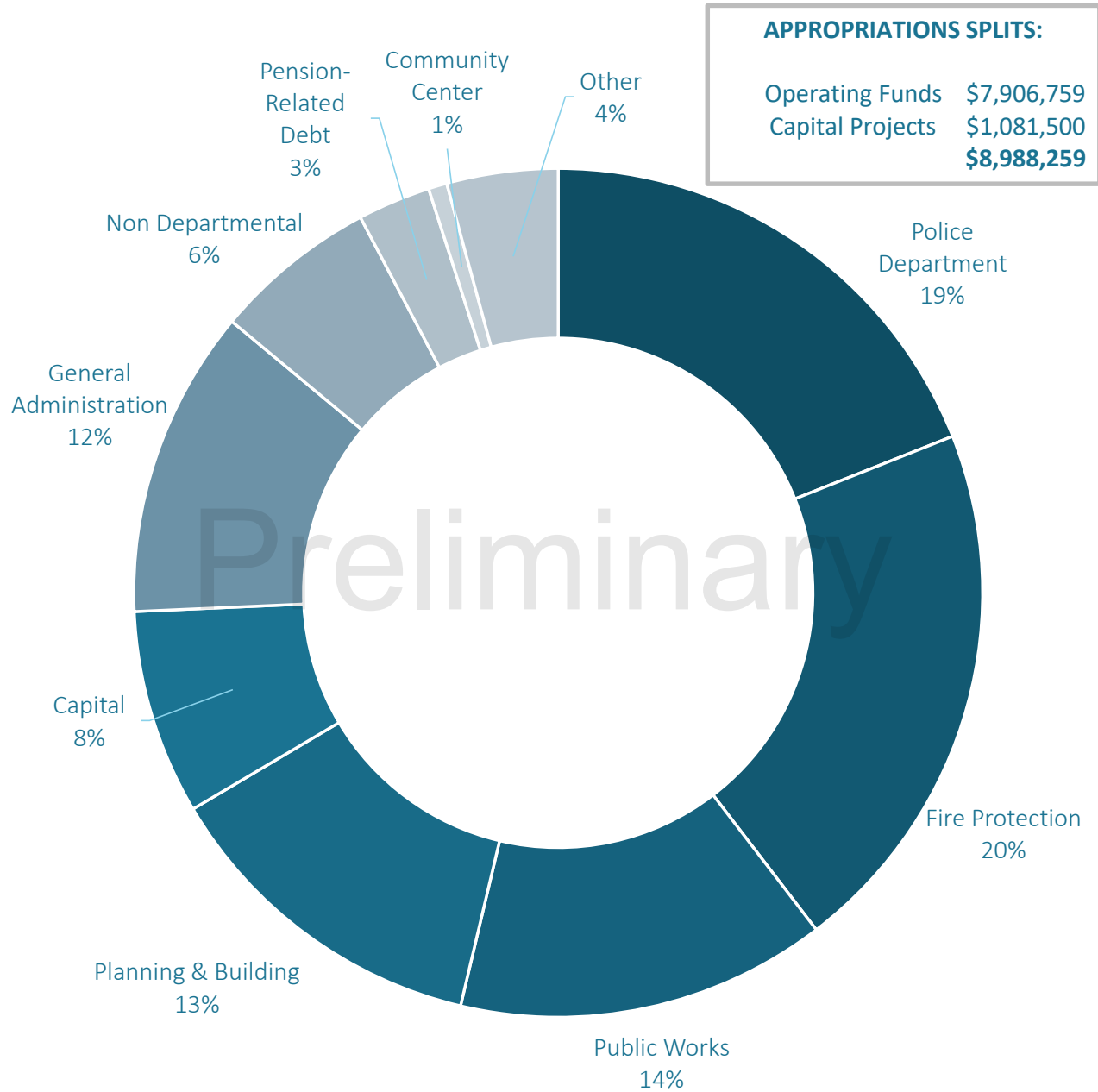
Fund Balances - Projected at June 30, 2022	
General Fund Reserve	\$ 3,517,215
Insurance Reserve Fund	\$ 57,329
115 Pension Trust	\$ 1,800,000
Road Impact Fund	\$ 150,223
Seawall Fund	\$ 400,000
Total City Funds	<u>\$ 5,924,766</u>
General Fund Reserve	\$ 3,517,215
General Fund Reserve Policy Goal	\$ 3,461,403
Reserve Funds Over/(Under) Policy	<u>\$ 55,811</u>

Total Revenues \$8,971,600

REVENUE SPLITS:	
Operating Funds	\$8,603,850
Capital Funds (total)	\$366,750
Restricted Funds	\$1,000
Total	\$8,971,600



Total Appropriations \$8,988,259



Schedule of Interfund Transfers

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2021/2022

FUND		TRANSFERS IN	TRANSFERS OUT
100	General Fund		\$ 868,501 ¹
100	General Fund		300,000 ²
100	General Fund		249,603 ³
100	General Fund		330,500 ⁴
100	General Fund		400,000 ⁵
100	General Fund		339,193 ⁶
130	Fire Fund	868,501	¹
100	115 Pension Trust	300,000	²
500	Pension-related Debt Obligation Fund	249,603	³
900	Capital Improvement Fund	330,500	⁴
903	Seawall Fund	400,000	⁵
210	Equipment Replacement Fund	339,193	⁶
	Total	<u>\$ 2,487,797</u>	<u>\$ 2,487,797</u>

Preliminary

¹ Fire expenditures not funded by Parcel Tax.

² Annual transfer from General Fund to Pension Reserve Fund.

³ Pension-related debt service payments.

⁴ CIP expenditures not funded by other revenue sources.

⁵ Planned transfer from General Fund to Seawall Fund

Revenue History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

FUND/ACTIVITY	FY16/17 ACTUAL REVENUES	FY17/18 ACTUAL REVENUES	FY18/19 ACTUAL REVENUES	FY19/20 ACTUAL REVENUES	FY20/21 ESTIMATED REVENUES	FY21/22 RECOMMENDED BUDGET
OPERATING REVENUE						
GENERAL FUND						
Property Taxes:						
Current Secured	\$4,113,120	\$4,340,484	\$4,657,434	\$4,848,606	\$5,057,000	\$5,210,242
Supplemental Assessments	103,709	92,218	104,431	105,830	99,000	105,981
Unsecured	85,196	87,234	89,828	99,495	101,749	99,000
Excess ERAF	413,725	425,151	490,139	491,186	500,000	490,000
VLF Swap	232,953	244,585	259,935	277,014	290,184	284,380
Real Property Transfer	113,831	86,621	112,324	56,828	138,162	82,650
Subtotal	\$5,062,534	\$5,276,292	\$5,714,091	\$5,878,959	\$6,186,095	\$6,272,254
% Change over prior year		4.2%	8.3%	2.9%	5.2%	1.4%
Local Non-Property Taxes:						
Sales Taxes	\$79,496	\$105,446	\$106,363	\$70,565	\$62,493	\$62,493
Sales Taxes - SB509	18,452	19,283	19,663	19,319	20,124	20,124
Business Licenses	63,730	74,804	68,611	72,352	53,762	53,762
PG&E Franchise	29,262	32,965	29,451	32,803	35,322	30,000
CATV Franchise	60,507	83,098	61,000	66,904	67,500	67,500
Garbage Franchise	73,553	72,697	80,861	89,894	85,000	85,000
Subtotal	\$324,999	\$388,294	\$365,949	\$351,837	\$324,201	\$318,879
% Change over prior year		19.5%	-5.8%	-3.9%	-7.9%	-1.6%
Licenses & Permits:						
Construction Permits	\$351,124	\$493,806	\$384,069	\$478,274	\$400,000	\$400,000
Encroachment Permits	66,361	68,244	61,114	45,667	64,511	64,511
Revocable Licenses	9,762	11,368	6,664	6,664	3,728	3,728
Parking Permits	3,389	8,844	5,360	7,260	1,000	1,000
Miscellaneous Licenses and Permits	12,975	3,187	1,666	1,261	696	696
Subtotal	\$443,611	\$585,449	\$458,873	\$539,126	\$469,935	\$469,935
% Change over prior year		32.0%	-21.6%	17.5%	-12.8%	0.0%

Revenue History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

FUND/ACTIVITY	FY16/17 ACTUAL REVENUES	FY17/18 ACTUAL REVENUES	FY18/19 ACTUAL REVENUES	FY19/20 ACTUAL REVENUES	FY20/21 ESTIMATED REVENUES	FY21/22 RECOMMENDED BUDGET
Fines & Forfeitures:						
Vehicle Code Fines	\$19,086	\$11,253	\$8,582	\$7,416	\$924	\$924
Planning & Building Penalties	4,037	141,336	25,054	29,000	133	133
Subtotal	\$23,123	\$152,588	\$33,636	\$36,416	\$1,057	\$1,057
% Change over prior year		559.9%	-78.0%	8.3%	-97.1%	0.0%
Investments & Property:						
Investments	\$21,584	\$44,713	\$98,805	\$91,816	\$25,000	\$25,000
Rent	40,879	39,469	14,561	43,517	45,171	45,171
Subtotal	\$62,463	\$84,182	\$113,366	\$135,333	\$70,171	\$70,171
% Change over prior year		34.8%	34.7%	19.4%	-48.1%	0.0%
Revenue From Other Agencies:						
Motor Vehicle In Lieu	\$969	\$1,143	\$1,025	-	\$900	\$900
HOPTR	22,046	21,976	21,960	22,073	20,735	21,585
Supplemental Law Enforcement Funding	130,263	144,934	155,402	163,435	150,000	150,000
Subtotal	\$153,278	\$168,053	\$178,387	\$185,508	\$171,635	\$172,485
% Change over prior year		9.6%	6.1%	4.0%	-7.5%	0.5%
Service Charges:						
Road Closure Signs	\$15,201	\$17,959	\$26,065	\$19,666	\$23,468	\$23,468
Plan Reviews	198,769	312,969	228,811	204,809	147,155	147,155
Technology Fee	7,601	6,927	6,541	8,759	8,681	8,681
Variances and Use Permits	37,260	8,345	18,900	11,534	7,592	7,592
Design Review/Design Review Exceptions	94,478	36,988	79,973	42,041	56,051	56,051
Appeals	3,508	3,415	1,753	3,199	1,000	1,000
Residential Building Reports/Inspections	14,023	12,609	14,006	12,600	22,800	22,800
Financial Services	10,835	11,341	5,434	6,456	5,000	5,000
Special Police Services	101,359	113,499	1,317	2,000	0	0
Electric Vehicle Charging Fees	0	1,048	4,753	2,660	3,371	3,371
Miscellaneous Charges for Services	3,763	7,490	15,201	15,947	13,864	3,000
Subtotal	\$486,797	\$532,589	\$402,754	\$329,671	\$288,981	\$278,117
% Change over prior year		9.4%	-24.4%	-18.1%	-12.3%	-3.8%

Revenue History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

FUND/ACTIVITY	FY16/17 ACTUAL REVENUES	FY17/18 ACTUAL REVENUES	FY18/19 ACTUAL REVENUES	FY19/20 ACTUAL REVENUES	FY20/21 ESTIMATED REVENUES	FY21/22 RECOMMENDED BUDGET
Miscellaneous Other Revenue:						
Concert-in-the-Park Series	\$29,600	\$33,828	\$32,047	\$32,420	\$11,971	\$32,000
Miscellaneous Other Revenue:	6,645	46,949	4,154	2,618	6,214	5,000
Grant Proceeds	11,042	10,143	0	0	6,723	0
Contributions/Private Grants	0	0	0	0	0	0
Subtotal	\$47,287	\$90,920	\$36,201	\$35,038	\$24,908	\$37,000
% Change over prior year		92.3%	-60.2%	-3.2%	-28.9%	48.5%
Total General Fund Revenue	\$6,604,092	\$7,278,369	\$7,303,257	\$7,491,888	\$7,536,983	\$7,619,898
% Change over prior year		10.2%	0.3%	2.6%	0.6%	1.1%
FIRE FUND						
Fire Tax Proceeds	\$825,824	\$853,108	\$886,256	\$919,435	\$947,932	\$983,953
% Change over prior year		3.3%	3.9%	3.7%	3.1%	3.8%
TOTAL OPERATING REVENUE	\$7,429,916	\$8,131,477	\$8,189,513	\$8,411,323	\$8,484,915	\$8,603,851
% Change over prior year		9.4%	0.7%	2.7%	0.9%	1.4%

Revenue History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

FUND/ACTIVITY	FY16/17 ACTUAL REVENUES	FY17/18 ACTUAL REVENUES	FY18/19 ACTUAL REVENUES	FY19/20 ACTUAL REVENUES	FY20/21 ESTIMATED REVENUES	FY21/22 RECOMMENDED BUDGET
CAPITAL REVENUE						
CAPITAL IMPROVEMENT FUNDS						
General Capital Improvements						
Contributions/Private Grants		\$35,184	\$31,329		\$0	\$0
Measure A/B Transportation Sales Tax	56,315	33,875	32,427	60,969	50,000	50,000
Gas Tax Revenue	47,425	64,610	85,219	98,154	60,000	60,000
DWR Grant		95,874	20,260	137,110	194,500	0
Prop 68 Park Bond					132,000	68,000
Total Cap. Improvement Fund Revenue	\$103,740	\$229,542	\$169,235	\$296,233	\$436,500	\$178,000
<i>% Change over prior year</i>		121.3%	-26.3%	75.0%	47.4%	-59.2%
Road Impact Funds						
Road Impact Fee	\$176,784	\$222,750	\$173,862	\$262,130	\$175,750	\$175,750
<i>% Change over prior year</i>		26.0%	-21.9%	50.8%	-33.0%	0.0%
Marin County Parks & Open Space Fund						
Measure A Parks Sales Tax	\$15,508	\$24,281	\$8,970	\$17,214	\$13,000	\$13,000
<i>% Change over prior year</i>		56.6%	-63.1%	91.9%	-24.5%	0.0%
SUBTOTAL CAPITAL IMPROVEMENT FUNDS	\$296,032	\$476,573	\$352,067	\$575,577	\$625,250	\$366,750
<i>% Change over prior year</i>		61.0%	-26.1%	63.5%	8.6%	-41.3%
EQUIPMENT REPLACEMENT FUND						
Contribution	\$15,250				\$0	\$0
Grant					34,285	0
Sale of Property	5,588	3,285	409	40,251	10,807	1,000
Total Equip. Repl. Fund Revenue	\$20,838	\$3,285	\$409	\$40,251	\$45,092	\$1,000
<i>% Change over prior year</i>		-84.2%	-87.5%	9741.3%	12.0%	-97.8%
TOTAL CAPITAL REVENUE	\$316,870	\$479,858	\$352,476	\$615,828	\$670,342	\$367,750
<i>% Change over prior year</i>		51.4%	-26.5%	74.7%	8.9%	-45.1%
TOTAL REVENUES	\$7,746,786	\$8,611,335	\$8,541,989	\$9,027,151	\$9,155,257	\$8,971,600
<i>% Change over prior year</i>		11.2%	-0.8%	5.7%	1.4%	-2.0%

Expenditure History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

FUND/ACTIVITY	FY17/18 ACTUAL EXPENSES	FY18/19 ACTUAL EXPENSES	FY19/20 ACTUAL EXPENSES	FY20/21 ESTIMATED EXPENSES	FY21/22 RECOMMENDED BUDGET
OPERATING EXPENDITURES					
GENERAL FUND					
General Administration	\$764,731	\$807,507	\$972,064	\$946,053	\$1,055,484
Planning and Building	1,012,727	1,084,628	934,615	1,039,676	1,150,330
Police	1,730,073	1,835,363	1,455,352	1,566,582	1,706,704
Public Works Operations & Maintenance	922,537	941,347	1,076,890	1,227,095	1,267,467
Recreation (The Ranch)	52,364	53,902	75,107	61,602	63,450
Non-Departmental	347,054	404,712	440,472	416,136	561,267
TOTAL GENERAL FUND	\$4,829,486	\$5,127,459	\$4,954,500	\$5,257,144	\$5,804,702
<i>% Change over prior year</i>	1.1%	6.2%	-3.4%	6.1%	10.4%
FIRE FUND					
Fire Protection	\$1,454,028	\$1,530,482	\$1,690,022	\$1,751,130	\$1,852,454
<i>% Change over prior year</i>	-7.6%	5.3%	10.4%	3.6%	5.8%
RESTRICTED FUNDS					
Pension Reserve Payment				0	0
Legal Damages and Settlements	0	3,500	11,458	0	0
Debt Service	174,535	254,176	238,044	247,023	249,603
TOTAL RESTRICTED FUNDS	\$174,535	\$257,676	\$249,502	\$247,023	\$249,603
<i>% Change over prior year</i>	13197.9%	47.6%	-3.2%	-1.0%	1.0%
TOTAL OPERATING EXPENDITURES	\$6,458,049	\$6,915,617	\$6,894,024	\$7,255,297	\$7,906,759
<i>% Change over prior year</i>	1.7%	7.1%	-0.3%	5.2%	9.0%

Expenditure History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

FUND/ACTIVITY	FY17/18 ACTUAL EXPENSES	FY18/19 ACTUAL EXPENSES	FY19/20 ACTUAL EXPENSES	FY20/21 ESTIMATED EXPENSES	FY21/22 RECOMMENDED BUDGET
CAPITAL EXPENDITURES					
CAPITAL IMPROVEMENT FUNDS					
General Capital Improvements					
Streets	\$112,338	\$26,172	\$58,866	\$406,134	\$240,000
Infrastructure	\$37,986	\$434,931	\$271,146	\$661,552	\$200,000
Lanes	35,652	135,326	442,846	152,125	50,000
Parks & Open Space	38,389	38,585	27,924	108,000	125,000
Community Buildings	\$12,475	82,990	69,065	433,000	34,000
Miscellaneous Other	207,623	114,507	14,607	180,387	52,500
Utility Underground Districts	117,962	60,539	4,010	143,490	0
Total Capital Improvements	\$562,425	\$893,050	\$888,464	\$2,084,688	\$701,500
<i>% Change over prior year</i>	110.7%	58.8%	-0.5%	134.6%	-66.3%
RESTRICTED FUNDS					
Equipment Replacement	\$83,189	\$94,865	\$154,858	\$30,285	\$380,000
<i>% Change over prior year</i>	-33.2%	14.0%	63.2%	-80.4%	1154.7%
TOTAL CAPITAL EXPENDITURES	\$645,614	\$987,915	\$1,043,322	\$2,114,973	\$1,081,500
<i>% Change over prior year</i>	64.9%	53.0%	5.6%	102.7%	-48.9%
TOTAL EXPENDITURES	\$7,103,663	\$7,903,532	\$7,937,346	\$9,370,270	\$8,988,259
<i>% Change over prior year</i>	5.4%	11.3%	0.4%	18.1%	-4.1%

City-Wide Salary & Benefit Information

Preliminary

Salary Chart with Position Allocations

Rates in effect as of 7/1/2020

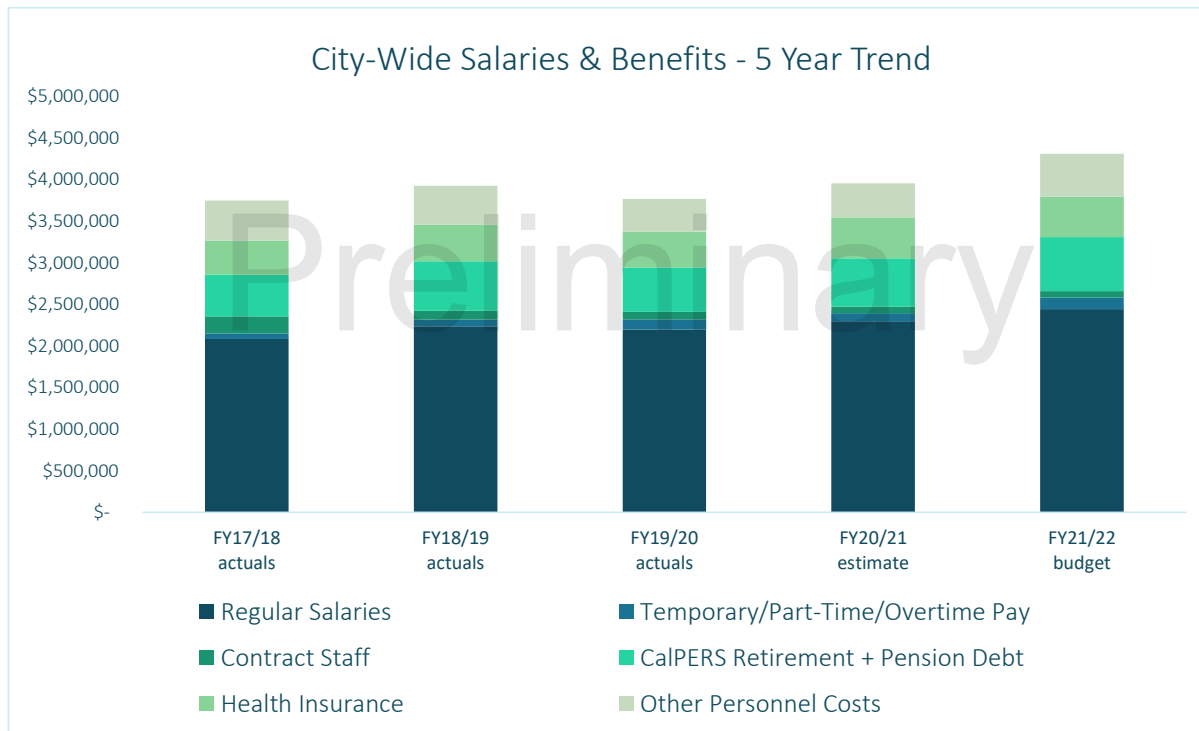
Department & Position	Step A	Step B	Step C	Step D	Step E	FTE
General Administration						
City Manager					17,817	1
Administrative Services Manager	11,107	11,663	12,246	12,858	13,501	1
City Clerk/Management Analyst	7,278	7,642	8,024	8,425	8,846	1
Office Coordinator	6,290	6,605	6,935	7,282	7,646	1
Planning & Building						
Director of Planning and Building	11,152	11,709	12,295	12,910	13,555	1
Building Official	9,133	9,589	10,069	10,572	11,101	1
Senior Planner	8,061	8,464	8,887	9,331	9,798	1
Associate Planner	6,963	7,312	7,677	8,061	8,464	-
Building Inspector II	6,705	7,040	7,392	7,762	8,150	1
Building & Planning Technician	5,737	6,024	6,325	6,641	6,973	1
Police						
Police Chief	12,032	12,634	13,265	13,929	14,625	1
Police Sergeant	8,012	8,413	8,834	9,275	9,739	2
Police Officer	6,811	7,152	7,509	7,885	8,279	4*
Public Works						
Director of Public Works	11,272	11,835	12,427	13,049	13,701	1
Associate Engineer	7,646	8,029	8,430	8,851	9,294	1
Maintenance Supervisor	6,680	7,014	7,365	7,733	8,120	1
Maintenance Worker II	4,936	5,183	5,442	5,714	6,000	2
Maintenance Worker	4,408	4,628	4,860	5,103	5,358	-
Total Employees						17

Contract Staff	
City Attorney	Professional Services Contract with Epstein Law Firm
City Engineer	Professional Services Contract with Moe Engineering
Fire and Emergency Services	Contract for Services with Tiburon Fire Protection District
IT Coordinator	Professional Services Contract with SPTJ Consulting

Citywide Salary and Benefit History

Citywide Salary and Benefit Information Budget Year + Four Year History

Salary & Benefit Costs	FY17/18 actuals	FY18/19 actuals	FY19/20 actuals	FY20/21 estimate	FY21/22 budget
Regular Salaries	\$ 2,083,294	\$ 2,235,839	\$ 2,196,397	\$ 2,296,593	\$ 2,441,169
Temporary/Part-Time/Overtime Pay	\$ 66,316	\$ 79,632	\$ 123,847	\$ 97,570	\$ 138,983
Contract Staff	\$ 205,013	\$ 106,888	\$ 89,140	\$ 76,283	\$ 77,071
CalPERS Retirement + Pension Debt	\$ 500,814	\$ 594,691	\$ 533,180	\$ 582,674	\$ 650,244
Health Insurance	\$ 410,904	\$ 438,780	\$ 430,667	\$ 491,459	\$ 484,930
Other Personnel Costs	\$ 479,568	\$ 470,157	\$ 393,764	\$ 408,142	\$ 517,267
Total Salary & Benefits	\$ 3,745,909	\$ 3,925,987	\$ 3,766,995	\$ 3,952,721	\$ 4,309,664



Position Counts by Department	FY17/18 actuals	FY18/19 actuals	FY19/20 actuals	FY20/21 estimate	FY21/22 budget
General Administration	3	4	4	4	4
Planning & Building	6	5	5	5	5
Police Department	8	6	5	6	6 *
Public Works	4	4	5	5	6
TOTAL	21	19	19	20	21

* Including one deferred FTE position

Operating Expenditures

Preliminary

General Administration
Department Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
4000	Regular Salaries	577,283	535,491	585,189
4010	Temp & Part Time Employees	2,000	1,350	1,350
4030	Sick Leave Conversion	22,652	13,360	22,880
4090	Auto Allowance	8,400	8,185	8,400
4091	Deferred Comp	7,200	7,015	8,880
4092	Technology Allowance	0	277	0
4095	Longevity Pay	0	0	0
	PERSONNEL	617,535	565,678	626,699
4100	Insurance Benefits	53,688	54,696	55,556
4110	PERS	48,590	41,610	51,245
4114	PARS	1,800	1,400	1,800
4121	Workers' Comp	24,825	24,960	27,619
4130	FICA/Medicare	8,718	8,371	8,772
	FRINGE BENEFITS	137,621	131,037	144,993
5010	Financial Services	60,000	58,362	61,800
5012	Legal Services	66,950	42,776	45,000
5015	IT Support	10,300	28,999	35,000
5016	Software Maintenance	7,725	24,000	15,000
5981	Recruitment	0	0	0
5990	Other Contract/Outside Services	10,000	11,604	10,000
	OUTSIDE SERVICES	154,975	165,741	166,800
6000	Communications & Alarms	3,719	3,491	3,595
6020	Power - Gas & Electric	1,766	1,343	1,383
	UTILITIES	5,485	4,833	4,978
6125	Elections	3,090	3,305	3,404
6150	Membership & Dues	7,725	6,300	6,489
6160	Notices & Ads	4,120	5,761	5,934
6170	Confs, Meetings, Training	21,000	2,537	15,000
6180	Vehicle/Equipment Leases	5,165	4,265	4,393
6990	Other Operating Expenses	70,000	50,000	70,000
	OPERATIONS	111,100	72,169	105,221
7000	Office Supplies	2,575	5,783	5,956
7030	Printing & Reproduction	4,635	812	836
	MATERIALS AND SUPPLIES	7,210	6,595	6,793
TOTAL GENERAL ADMINISTRATION		1,033,926	946,053	1,055,484

Planning Building
Department Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
4000	Regular Salaries	600,800	578,896	606,819
4020	Overtime	1,500	1,389	1,800
4030	Sick Leave Conversion	24,831	14,885	25,004
4090	Auto Allowance	7,200	7,015	7,200
4091	Deferred Comp	9,000	7,015	11,100
4092	Technology Allowance	0	415	0
4095	Longevity Pay	16,239	14,975	16,401
	PERSONNEL	659,570	624,589	668,324
4100	Insurance Benefits	114,428	121,756	119,533
4110	PERS	72,400	73,755	75,892
4114	PARS	7,345	8,793	7,345
4121	Workers' Comp	25,647	19,340	28,640
4130	FICA/Medicare	9,262	9,179	9,331
	FRINGE BENEFITS	229,082	232,823	240,741
5012	Legal Services	54,075	63,611	70,000
5015	IT Support	21,630	18,720	25,000
5016	Software Maintenance	2,163	0	2,163
5101	Plan Review Services-Building Dept	40,000	26,283	27,071
5990	Other Contract/Outside Services	70,000	40,000	60,000
	OUTSIDE SERVICES	187,868	148,613	184,234
6000	Communications & Alarms	6,359	6,297	6,486
6020	Power - Gas & Electric	6,501	5,375	5,536
	UTILITIES	12,860	11,672	12,022
6150	Membership & Dues	927	284	293
6160	Notices & Ads	1,298	6,320	6,510
6170	Confs, Meetings, Training	20,000	100	20,000
6180	Vehicle/Equipment Leases	6,246	4,265	4,393
6190	Vehicle Maintenance - Corr	2,700	27	2,500
	OPERATIONS	31,171	10,996	33,695
7000	Office Supplies	6,636	6,409	6,602
7030	Printing & Reproduction	888	4,573	4,711
7080	Gas & Oil Supplies	0	0	0
	MATERIALS AND SUPPLIES	7,524	10,983	11,312
TOTAL PLANNING & BUILDING		1,128,075	1,039,676	1,150,330

Police
Department Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
4000	Regular Salaries	703,382	664,819	721,432
4010	Temp & Part Time Employees	51,500	10,497	51,500
4020	Overtime	83,333	83,333	83,333
4030	Sick Leave Conversion	29,453	5,358	29,811
4040	Holiday Pay	33,748	33,748	34,423
4060	Educational Incentive	26,590	29,605	22,054
4070	Graveyard Shift Pay	13,459	18,144	15,834
4080	Field Training Pay	1,000	667	1,000
4090	Auto Allowance	4,800	4,677	4,800
4091	Deferred Comp	10,800	10,153	13,320
4095	Longevity Pay	17,400	10,328	11,027
	PERSONNEL	975,465	871,330	988,535
4100	Insurance Benefits	125,025	134,620	124,985
4110	PERS	135,385	120,953	129,965
4111	Post Retirement Health Benefits	9,000	8,600	9,000
4114	PARS	7,346	8,793	7,346
4121	Workers' Comp	32,224	27,319	48,050
4130	FICA/Medicare	16,611	13,344	12,046
4140	Uniform Allowance	4,520	4,780	5,520
	FRINGE BENEFITS	330,111	318,409	336,912
5015	IT Support	20,600	21,021	25,000
5016	Software Maintenance	1,030	1,030	1,061
5080	Emergency Preparedness Services	32,986	32,986	33,976
5210	Police Dispatch	117,825	117,825	128,625
5220	Major Crimes Task Force	18,546	18,546	19,102
5242	Reports & Records Automation	24,002	24,001	24,721
5250	Marin Emergency Radio Authority	27,811	29,460	31,320
5266	Marin Information & Data Access S	8,549	3,516	3,621
5267	Mobile Data Maintenance Agreement	5,719	5,719	5,890
5990	Other Contract/Outside Services	2,000	40,000	27,810
	OUTSIDE SERVICES	259,068	294,105	301,127
6000	Communications & Alarms	10,300	12,033	12,394
6020	Power - Gas & Electric	3,090	2,240	2,307
	UTILITIES	13,390	14,273	14,702

Police
Department Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

<u>Account</u>	<u>Item</u>	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
6130	Equipment Maintenance - Corr	1,751	708	729
6150	Membership & Dues	1,803	787	810
6170	Confs, Meetings, Training	15,000	15,000	15,000
6175	Training (POST) Reimb	10,000	10,000	10,000
6176	Interoperability Law Enforcement f	6,600	15,313	7,000
6180	Vehicle/Equipment Leases	4,841	2,667	2,747
6190	Vehicle Maintenance - Corr	10,815	6,512	11,139
	OPERATIONS	50,810	50,986	47,426
7000	Office Supplies	5,459	5,308	5,467
7030	Printing & Reproduction	1,545	0	0
7050	Ammunition & Weapons	3,605	1,289	1,328
7080	Gas & Oil Supplies	12,360	7,423	7,645
7090	Protective Clothing/Safety	4,120	3,459	3,562
	MATERIALS AND SUPPLIES	27,089	17,479	18,003
TOTAL POLICE		1,655,933	1,566,582	1,706,704

Preliminary

Public Works
Department Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
4000	Regular Salaries	512,256	517,388	527,729
4020	Overtime	1,000	1,000	1,000
4030	Sick Leave Conversion	22,572	14,771	35,223
4090	Auto Allowance	2,400	2,031	2,400
4091	Deferred Comp	9,000	8,769	11,100
4092	Technology Allowance	0	138	0
4095	Longevity Pay	10,374	9,424	10,478
	PERSONNEL	557,602	553,521	587,929
4100	Insurance Benefits	135,676	139,536	141,146
4110	PERS	58,308	59,248	60,735
4112	Relocation Assistance	0	0	0
4114	PARS	7,345	8,793	7,345
4121	Workers' Comp	22,304	16,821	24,907
4130	FICA/Medicare	7,955	8,117	8,208
	FRINGE BENEFITS	231,588	232,516	242,342
5015	IT Support	9,270	13,332	15,000
5016	Software Maintenance	541	305	557
5250	Marin Emergency Radio Authority	8,703	9,219	9,925
5301	City Engineer	50,000	50,000	50,000
5320	Drainage Maintenance	10,300	19,343	19,923
5321	Silt Removal	10,300	10,300	10,609
5322	Videotaping	3,090	3,090	3,183
5335	Annual Vegetation Maintenance	45,000	45,000	46,350
5350	Street Trees (Outside)	55,000	55,000	70,000
5360	Poison Oak Control	1,545	1,545	1,591
5370	Marinmap Membership Fee	6,180	6,180	6,365
5980	Janitorial Contract Services	7,725	14,889	15,336
5990	Other Contract/Outside Services	12,000	12,000	12,360
	OUTSIDE SERVICES	219,654	240,204	261,200
6000	Communications & Alarms	5,871	8,332	8,582
6020	Power - Gas & Electric	10,609	7,619	7,847
6030	Power - Street Lights	12,669	10,483	10,797
6040	Power - Traffic Signal	618	495	510
6050	Water	24,000	29,255	30,132
	UTILITIES	53,767	56,183	57,868

Public Works
Department Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
6131	Equipment Maintenance	15,000	15,000	15,450
6150	Membership & Dues	2,369	1,484	1,529
6170	Confs, Meetings, Training	8,500	0	8,500
6180	Vehicle/Equipment Leases	2,060	4,900	5,047
6191	Vehcl Maint	6,180	6,651	6,850
6200	Building Maintenance	14,000	10,491	10,805
6210	Irrigation Sys Maintenance	2,575	2,575	2,652
6220	Street Light Maintenance	4,120	42,357	4,244
6230	Permits	15,000	15,000	15,450
6240	Street Sweep - In-House	10,000	10,937	11,265
	OPERATIONS	79,804	109,395	81,792
7000	Office Supplies	2,678	3,187	3,282
7080	Gas & Oil Supplies	9,270	4,613	4,752
7090	Protective Clothing/Safety	5,768	4,167	4,292
7100	Construction Supplies	3,090	1,075	1,107
7110	Janitorial Supplies	2,575	331	341
7120	Park & Landscape Supplies	6,695	7,414	7,636
7140	Small Tools	2,060	2,060	2,122
7150	Traffic Control Supplies	2,678	2,678	2,758
7190	Other Materials & Supplies	9,753	9,753	10,046
	MATERIALS AND SUPPLIES	44,567	35,277	36,335
TOTAL PUBLIC WORKS		1,186,982	1,227,095	1,267,467

Recreation (The Ranch)
Department Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
5980	Janitorial Contract Services	5,150	8,387	8,638
5982	Recreation Facility Contribution	36,565	35,334	36,394
5990	Other Contract/Outside Services	1,030	1,030	1,061
	OUTSIDE SERVICES	42,745	44,751	46,093
6020	Power - Gas & Electric	5,150	4,373	4,505
	UTILITIES	5,150	4,373	4,505
6140	Insurance	4,988	3,517	3,623
6200	Building Maintenance	5,871	5,871	6,047
	OPERATIONS	10,859	9,388	9,670
7110	Janitorial Supplies	2,575	2,575	2,652
7190	Other Materials & Supplies	515	515	530
	MATERIALS AND SUPPLIES	3,090	3,090	3,183
TOTAL RECREATION		61,844	61,602	63,450

Preliminary

Non-Departmental
Department Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
4100	Insurance Benefits	42,000	40,851	43,710
4110	PERS	41,465	40,085	82,804
4114	PARS	19,411	19,407	20,000
	RETIREE FRINGE BENEFITS	102,876	100,343	146,514
5020	Richardson Bay Reg Agency	66,000	65,963	67,942
5030	Hazardous Material Response	850	850	876
5040	Animal Control JPA	28,789	28,789	29,653
5050	Congestion Mgmt Plan	5,490	5,490	5,655
5061	Homeward Bound of Marin	2,000	2,000	2,000
5062	Countywide Community Homeless	9,186	9,186	9,186
5071	Marin General Services Agency	5,415	5,415	5,415
5082	MCCMC Lobbyist	4,000	4,000	4,000
5083	Tiburon Peninsula Traffic Relief JPA	42,450	0	43,724
5090	Marin Telecommunications Agency	0	0	0
5091	LAFCO	4,048	4,178	4,303
	OUTSIDE SERVICES	168,228	125,871	172,753
6120	Community Activities	35,000	20,000	35,000
6122	Concerts in the Park	42,000	1,939	42,000
6140	Insurance	118,175	167,983	165,000
	OPERATIONS	195,175	189,922	242,000
TOTAL NON DEPARTMENTAL		466,279	416,136	561,267

Restricted Funds - Operating
Expenditure Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
5400	TFPD Contact	1,772,400	1,748,530	1,849,854
5410	Fire System Parts & Supplies	2,600	2,600	2,600
	FIRE FUND EXPENSES	1,775,000	1,751,130	1,852,454
2410	Pension-Related Debt	247,023	247,023	249,603
8040	Legal Damages/Settlements	525	0	0
	OTHER RESTRICTED FUNDS	247,548	247,023	249,603

Preliminary

Capital Expenditures

Preliminary

Item 2
 Capital Improvements
 Sources of Funds

		Source of Funds							
		General Fund Transfer	DWR Grant	Prop 68 Grant	Road Impact	Gas Tax	Co Transp	Co Parks	Equipment
Capital Funds Beginning Balances					154,473				39,807
Current Year Capital Revenue	367,750		-	68,000	175,750	60,000	50,000	13,000	1,000
PROJECTS:	Total Project \$								
CAPITAL PROJECTS:									
Spot Surface Repairs	40,000	-				40,000			
Paving	200,000	-		180,000	20,000				
Guardrail Installation and Repairs	15,000	15,000							
Emergency Drainage Repairs	10,000	10,000							
Levee Evaluation	175,000	175,000							
Hawthorn Lane Stair Rebuild	25,000	-					25,000		
Lane Maintenance/Minor Repairs	5,000	-					5,000		
Lane Design & Engineering	20,000	-					20,000		
Playground Renovation	20,000	20,000							
Refurbish Steel Railings	20,000	20,000							
Beach Road Park	85,000	4,000	68,000					13,000	
City Hall ADA	12,000	12,000							
Selected Painting of City Hall and Community Center	10,000	10,000							
Misc. Exterior Painting-Corp Yard Building	12,000	12,000							
Miscellaneous Maintenance & Improvements	30,000	30,000							
Sidewalk Repair Program	22,500	22,500							
EQUIPMENT REPLACEMENTS:									
Equipment Replacements	380,000	339,193							40,807
Total Project Expenses	1,081,500	669,693	-	68,000	180,000	60,000	50,000	13,000	40,807
Remaining Capital Fund Balance carry-forward	150,223		-	-	150,223	-	-	-	-

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
9000	Spot Surface Repairs	45,000	45,000	40,000
9001	Paving	361,134	361,134	200,000
	STREET IMPROVEMENTS	406,134	406,134	240,000
xxxx	Guardrail Installation and Repairs	0	0	15,000
9055	Wooden Retaining Walls	17,000	0	0
9084	Retaining Wall	136,632	136,632	0
9100	Emergency Drainage Repairs	19,220	8,348	10,000
9099	Corrugated Metal Pipe Replacement	25,000	16,572	0
9511	Lagoon Rd	150,000	150,000	0
9513	Levee Evaluation	350,000	350,000	175,000
	INFRASTRUCTURE	697,852	661,552	200,000
9201	Lanes Initiative Program	90,538	90,538	0
9227	Eucalyptus Lane	32,313	0	0
9216	Park Lane Stair and Seating Area	20,000	20,000	0
xxxx	Hawthorn Lane Stair Rebuild	0	0	25,000
9228	Lane Maintenance/Minor Repairs	44,465	31,600	5,000
9229	Lane Design & Engineering	29,838	9,987	20,000
	LANES	217,154	152,125	50,000
9527	Community Park Water Well	19,000	19,000	0
9357	Playground Renovation	80,000	80,000	20,000
9358	San Rafael Ave Seawall Landscape Mulch	9,000	9,000	0
xxxx	Refurbish Steel Railings	0	0	20,000
xxxx	Beach Road Park	0	0	85,000
	PARKS AND OPEN SPACE	108,000	108,000	125,000
9434	Install EV Charging Station at City Hall	115,000	115,000	0
9436	Solar Electric and EV Charging Stations near Corp Yard	130,000	130,000	0
9492	City Hall Renovations	25,000	25,000	0
9494	Refurbish Council Chamber Audience Chairs	13,000	13,000	0
9495	City Hall Security Upgrade	15,000	5,000	0
9435	City Hall Foundation Drainage Repairs	25,000	25,000	0
9509	City Hall ADA	120,000	120,000	12,000
xxxx	Selected Painting of City Hall and Community Center	0	0	10,000
xxxx	Misc. Exterior Painting-Corp Yard Building	0	0	12,000
	COMMUNITY BUILDINGS	443,000	433,000	34,000

Capital
Department Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
9585	Sidewalk Repair Program	22,500	17,047	22,500
9586	Retaining Curbs	29,000	0	0
9587	San Rafael Ave and City Hall Safety Improvements	50,000	50,000	0
9588	Evacuation Assessment and Radio Purchase	65,000	65,000	0
9582	Miscellaneous Maintenance & Improvements	48,340	48,340	30,000
	MISCELLANEOUS	214,840	180,387	52,500
9583	Golden Gate/Belvedere Utility Underground District	15,990	15,990	0
9584	Lower Golden Gate Utility Underground Redesign	10,000	10,000	0
9591	Lower Golden Gate UUD20A Credit Option	69,000	69,000	0
9590	Undergrounding - Other Expenses	48,500	48,500	0
	UTILITY UNDERGROUNDING	143,490	143,490	0
TOTAL CAPITAL		2,230,470	2,084,688	701,500

Preliminary

Restricted Funds - Capital
Expenditure Budget

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

Account	Item	FY21 Budget	FY21 Estimated Actuals	FY22 Recommended Budget
8090	Equipment Replacements	30,285	30,285	380,000
	OTHER RESTRICTED FUNDS	30,285	30,285	380,000

Preliminary

Five Year Capital Expenditure Plan

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

BUDGET ITEM	Year 1 FY21/22	Year 2 FY22/23	Year 3 FY23/24	Year 4 FY24/25	Year 5 FY25/26
STREET IMPROVEMENTS					
Pavement Spot Repairs	40,000	45,000	45,000	45,000	40,000
Street Improvement Program	200,000	310,000	310,000	400,000	400,000
Total Street Improvements	\$ 240,000	\$ 355,000	\$ 355,000	\$ 445,000	\$ 440,000
INFRASTRUCTURE					
Guardrail Installation and Repairs	15,000		15,000		17,000
Wooden Retaining Walls		17,000	20,000	10,000	
Emergency Drainage Repairs (CA State Requirement)	10,000	10,000	10,000	10,000	10,000
Corrugated Metal Pipe Replacement			25,000		
Levee Evaluation & Stabilization	175,000				
Total Infrastructure	\$ 200,000	\$ 27,000	\$ 70,000	\$ 20,000	\$ 27,000
LANES					
Lanes Initiative Program	-	-	-	-	-
Hawthorn Lane (Centennial Park) Stair Rebuild	25,000				
Lane Maintenance/ Minor Repairs	5,000	20,000	20,000	20,000	20,000
Lane Design and Engineering	20,000	20,000	20,000		20,000
Total Lanes	\$ 50,000	\$ 40,000	\$ 40,000	\$ 20,000	\$ 40,000

Five Year Capital Expenditure Plan

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

BUDGET ITEM	Year 1 FY21/22	Year 2 FY22/23	Year 3 FY23/24	Year 4 FY24/25	Year 5 FY25/26
PARKS AND OPEN SPACE					
San Rafael Avenue Seawall Landscape Mulch		9,000		10,000	
Playground Renovation	20,000				
Repair & Refurbish Community Park Basketball Courts		16,000			
Refurbish Steel Railings	20,000				10,000
Beach Road Park	85,000				
Total Parks & Open Space	\$ 125,000	\$ 25,000	\$ -	\$ 10,000	\$ 10,000
COMMUNITY BUILDINGS					
Selected Painting of City Hall and Community Center	10,000			10,000	10,000
Refinish Wood Floors in Council Chambers				5,000	
Misc. Exterior Painting-Corp Yard Building	12,000		10,000		
City Hall ADA	12,000	12,000			12,000
CC. Kitchen Remodel				65,000	
CC. Founder's Room Furniture Replacement			30,000		
Total Community Buildings	\$ 34,000	\$ 12,000	\$ 40,000	\$ 80,000	\$ 22,000
MISCELLANEOUS					
Sidewalk Repair Program	22,500	22,500			25,000
Traffic Engineer Study				18,000	
Survey Monuments			10,000		
San Rafael Avenue and City Hall Safety Improvements					
Evacuation Assessment and Radio Purchase					
Misc. Maintenance & Improvements	30,000	30,000	30,000	30,000	30,000
Total Miscellaneous	\$ 52,500	\$ 52,500	\$ 40,000	\$ 48,000	\$ 55,000
TOTALS	701,500	511,500	545,000	623,000	594,000

(Placeholder for CIP Sheets)

Preliminary

Five Year Forecast

Preliminary

Five Year Revenue and Expenditure Projections
FY21/22 to FY25/26

City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

REVENUES					
	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
FUND/ACTIVITY	PROPOSED BUDGET	Projections	Projections	Projections	Projections
GENERAL FUND					
Property Taxes:	\$6,272,254	\$6,460,421	\$6,718,838	\$7,054,780	\$7,407,519
Local Non-Property Taxes:	318,879	331,634	344,899	362,144	380,251
Licenses & Permits:	469,935	488,732	508,281	533,695	560,380
Fines & Forfeitures:	1,057	1,057	1,057	1,057	1,057
Investments & Property:	70,171	70,171	70,171	70,171	70,171
Revenue From Other Agencies:	172,485	179,384	186,560	195,888	205,682
Service Charges:	278,117	289,242	300,812	315,852	331,645
Miscellaneous Other Revenue:	37,000	38,480	40,019	42,020	44,121
TOTAL GENERAL FUND REVENUE	\$7,619,898	\$7,859,122	\$8,170,637	\$8,575,608	\$9,000,827
<i>% Change over prior year</i>	5.0%	3.1%	4.0%	5.0%	5.0%
FIRE FUND	983,953	1,021,344	1,060,155	1,100,441	1,142,257
<i>% Change over prior year</i>	3.8%	3.8%	3.8%	3.8%	3.8%
CAPITAL IMPROVEMENT FUND	178,000	114,400	118,976	124,925	131,171
<i>% Change over prior year</i>	-62.5%	-35.7%	4.0%	5.0%	5.0%
ROAD IMPACT FEE FUND	175,750	182,780	190,091	199,596	209,576
<i>% Change over prior year</i>	0.0%	4.0%	4.0%	5.0%	5.0%
EQUIPMENT REPLACEMENT FUND	1,000	1,000	1,000	1,000	1,000
<i>% Change over prior year</i>	0.0%	0.0%	0.0%	0.0%	0.0%
MEASURE A (Parks) FUND	13,000	13,520	14,061	14,764	15,502
<i>% Change over prior year</i>	0.0%	4.0%	4.0%	5.0%	5.0%
TOTAL REVENUE - ALL FUNDS	8,971,600	9,192,165	9,554,920	10,016,333	10,500,333
<i>% Change over prior year</i>	1.1%	2.5%	3.9%	4.8%	4.8%

Five Year Revenue and Expenditure Projections
FY21/22 to FY25/26

EXPENDITURES					
	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
FUND/ACTIVITY	PROPOSED BUDGET	Projections	Projections	Projections	Projections
GENERAL FUND					
General Administration	\$1,055,484	\$1,083,154	\$1,111,968	\$1,147,003	\$1,185,343
Planning & Building	\$1,150,330	\$1,181,109	\$1,213,567	\$1,252,750	\$1,295,246
Police	\$1,706,704	\$1,753,042	\$1,804,205	\$2,051,246	\$2,119,601
Public Works	\$1,267,467	\$1,287,102	\$1,322,739	\$1,360,647	\$1,406,380
Recreation (The Ranch)	\$63,450	\$65,354	\$66,794	\$68,257	\$69,743
Non-Departmental	\$561,267	\$600,780	\$652,992	\$718,877	\$788,098
TOTAL GENERAL FUND EXPENDITURES	5,804,702	5,970,540	6,172,265	6,598,780	6,864,410
<i>% Change over prior year</i>	4.9%	2.9%	3.4%	6.9%	4.0%
FIRE FUND	1,852,454	1,944,947	2,042,064	2,144,038	2,251,109
<i>% Change over prior year</i>	4.4%	5.0%	5.0%	5.0%	5.0%
CAPITAL IMPROVEMENT FUND	508,500	205,380	240,835	231,377	210,046
<i>% Change over prior year</i>	-72.4%	-59.6%	17.3%	-3.9%	-9.2%
ROAD IMPACT FEE FUND	180,000	292,600	290,104	376,859	368,452
<i>% Change over prior year</i>	-48.0%	62.6%	-0.9%	29.9%	-2.2%
MEASURE A (parks) FUND	13,000	13,520	14,061	14,764	15,502
<i>% Change over prior year</i>	-70.6%	4.0%	4.0%	5.0%	5.0%
EQUIPMENT REPLACEMENT FUND	380,000	90,000	30,000	30,000	30,000
<i>% Change over prior year</i>	1154.7%	-76.3%	-66.7%	0.0%	0.0%
PENSION-RELATED DEBT OBLIGATION FUND	249,603	242,669	240,722	247,711	240,445
<i>% Change over prior year</i>	1.0%	-2.8%	-0.8%	2.9%	-2.9%
TOTAL EXPENDITURES - ALL FUNDS	8,988,259	8,759,656	9,030,050	9,643,528	9,979,964
<i>% Change over prior year</i>	-4.1%	-2.5%	3.1%	6.8%	3.5%

Five Year Revenue and Expenditure Projections
 FY21/22 to FY25/26

GENERAL FUND RESERVE PROJECTIONS					
	FY21/22 PROPOSED BUDGET	FY22/23 Projections	FY23/24 Projections	FY24/25 Projections	FY25/26 Projections
Prior Year General Fund Balance	\$ 4,189,816	\$ 3,517,214	\$ 3,559,544	\$ 3,824,816	\$ 3,897,621
General Fund Revenues	7,619,898	7,859,122	8,170,637	8,575,608	9,000,827
General Fund Expenditures	(5,804,702)	(5,970,540)	(6,172,265)	(6,598,780)	(6,864,410)
Transfers out of General Fund	(2,487,797)	(1,846,252)	(1,733,101)	(1,904,023)	(1,916,048)
Projected General Fund Balance	3,517,214	3,559,544	3,824,816	3,897,621	4,117,990
General Fund Reserve Calculations					
GF Expenses + Fire Transfer + Debt Service	6,922,806	7,136,812	7,394,896	7,890,087	8,213,707
Reserve Policy (50% of Operating + Fire)	3,461,403	3,568,406	3,697,448	3,945,044	4,106,854
Over (Under) Reserve Policy	55,811	(8,862)	127,369	(47,422)	11,136
GF balance as % of Operating Expenses	51%	50%	52%	49%	50%

Preliminary

Fund Balance Summaries

FY21/22 Budget

Fund	Fund Balance 7/1/2021	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2022
100 General Fund	4,189,816	7,619,898	(5,804,702)	(2,487,797)	3,517,215
130 Fire Fund	0	983,953	(1,852,454)	868,501	0
160 Insurance Reserve Fund	57,329	0	0	0	57,329
115 115 PENSION TRUST	1,500,000	0	0	300,000	1,800,000
500 Pension-related Debt Obligation Fund	0	0	(249,603)	249,603	0
900 Capital Improvement Fund	0	178,000	(508,500)	330,500	0
901 Road Impact Fee Fund	154,473	175,750	(180,000)		150,223
902 Measure A Parks Fund	(0)	13,000	(13,000)		(0)
903 Seawall Fund	0	0	0	400,000	400,000
210 Equipment Replacement Fund	39,807	1,000	(380,000)	339,193	0
Total City Funds	5,941,425	8,971,601	(8,988,259)	0	5,924,766
		0	0		

General Fund Expenses + Fire Transfer + Pension debt	6,922,806
General Fund Reserve Policy 50%	3,461,403
Projected General Fund Balance 6/30/21	51% 3,517,215
Over (Under) Policy	55,811

Fund Balance Summaries
 FY22/23 Projection (Year 2)

Fund	Fund Balance 7/1/2022	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2023
100 General Fund	3,517,215	7,859,122	(5,970,540)	(1,846,252)	3,559,544
130 Fire Fund	0	1,021,344	(1,944,947)	923,603	0
160 Insurance Reserve Fund	57,329	0	0	0	57,329
115 115 PENSION TRUST	1,800,000	0	0	300,000	2,100,000
500 Pension-related Debt Obligation Fund	0	0	(242,669)	242,669	0
900 Capital Improvement Fund	0	114,400	(205,380)	90,980	0
901 Road Impact Fee Fund	150,223	182,780	(292,600)		40,403
902 Measure A Parks Fund	(0)	13,520	(13,520)		(0)
903 Seawall Fund	400,000	0	0	200,000	600,000
210 Equipment Replacement Fund	0	1,000	(90,000)	89,000	0
Total City Funds	5,924,766	9,192,165	(8,759,656)	0	6,357,276
		0	0		

General Fund Expenses + Fire Transfer + Pension debt	7,136,812
General Fund Reserve Policy 50%	3,568,406
Projected General Fund Balance 6/30/21	50% 3,559,544
Over (Under) Policy	(8,862)

Fund Balance Summaries
 FY23/24 Projection (Year 3)

Fund	Fund Balance 7/1/2023	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2024
100 General Fund	3,559,544	8,170,637	(6,172,265)	(1,733,101)	3,824,817
130 Fire Fund	0	1,060,155	(2,042,064)	981,910	0
160 Insurance Reserve Fund	57,329	0	0	0	57,329
115 115 PENSION TRUST	2,100,000	0	0	300,000	2,400,000
500 Pension-related Debt Obligation Fund	0	0	(240,722)	240,722	0
900 Capital Improvement Fund	0	118,976	(240,835)	121,859	0
901 Road Impact Fee Fund	40,403	190,091	(290,104)	59,610	0
902 Measure A Parks Fund	(0)	14,061	(14,061)		(0)
903 Seawall Fund	600,000	0	0	0	600,000
210 Equipment Replacement Fund	0	1,000	(30,000)	29,000	0
Total City Funds	6,357,276	9,554,920	(9,030,050)	0	6,882,146
		(0)		0	

General Fund Expenses + Fire Transfer + Pension debt	7,394,896
General Fund Reserve Policy 50%	3,697,448
Projected General Fund Balance 6/30/21	52% 3,824,817
Over (Under) Policy	127,369

Fund Balance Summaries
 FY24/25 Projection (Year 4)

Fund	Fund Balance 7/1/2024	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2025
100 General Fund	3,824,817	8,575,608	(6,598,780)	(1,904,023)	3,897,622
130 Fire Fund	0	1,100,441	(2,144,038)	1,043,597	0
160 Insurance Reserve Fund	57,329	0	0	0	57,329
115 115 PENSION TRUST	2,400,000	0	0	300,000	2,700,000
500 Pension-related Debt Obligation Fund	0	0	(247,711)	247,711	0
900 Capital Improvement Fund	0	124,925	(231,377)	106,452	0
901 Road Impact Fee Fund	0	199,596	(376,859)	177,263	0
902 Measure A Parks Fund	(0)	14,764	(14,764)		(0)
903 Seawall Fund	600,000	0	0	0	600,000
210 Equipment Replacement Fund	0	1,000	(30,000)	29,000	0
Total City Funds	6,882,146	10,016,333	(9,643,528)	0	7,254,951
		(0)		0	

General Fund Expenses + Fire Transfer + Pension debt	7,890,087
General Fund Reserve Policy 50%	3,945,044
Projected General Fund Balance 6/30/21	49% 3,897,622
Over (Under) Policy	(47,422)

Fund Balance Summaries
 FY25/26 Projection (Year 5)

Fund	Fund Balance 7/1/2025	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2026
100 General Fund	3,897,622	9,000,827	(6,864,410)	(1,916,048)	4,117,990
130 Fire Fund	0	1,142,257	(2,251,109)	1,108,852	0
160 Insurance Reserve Fund	57,329	0	0	0	57,329
115 115 PENSION TRUST	2,700,000	0	0	300,000	3,000,000
500 Pension-related Debt Obligation Fund	0	0	(240,445)	240,445	0
900 Capital Improvement Fund	0	131,171	(210,046)	78,875	0
901 Road Impact Fee Fund	0	209,576	(368,452)	158,877	0
902 Measure A Parks Fund	(0)	15,502	(15,502)		(0)
903 Seawall Fund	600,000	0	0	0	600,000
210 Equipment Replacement Fund	0	1,000	(30,000)	29,000	0
Total City Funds	7,254,951	10,500,333	(9,979,964)	0	7,775,319
		(0)		0	

General Fund Expenses + Fire Transfer + Pension debt	8,213,707
General Fund Reserve Policy 50%	4,106,854
Projected General Fund Balance 6/30/21	50% 4,117,990
Over (Under) Policy	11,137

Appendix

Preliminary

CITY OF BELVEDERE

Memorandum

To: Finance Committee

From: Craig Middleton, City Manager

Date: April 20, 2021

Subject: Library Request for Funding

At the March City Council meeting, the Library Foundation made a request for \$400,000 from the City to support its expansion project. The Council referred the matter to the Finance Committee for its recommendation as to what the City might be able to afford, given its various budgetary obligations.

The Library Foundation followed up with an email, which is attached, reiterating its request and indicating that the Town of Tiburon had provided \$600,000 to the expansion effort, to be paid in four annual installments.

At the request of the Finance Committee, the Library Agency has provided financial documents (attached) related to its operations and fiscal projections.

It is anticipated that the Finance Committee recommendation would be considered by the City Council at its May 10 meeting, at which time the Council will also review the proposed City budget for Fiscal Year 2021/2022.

At the Finance Committee meeting, staff will present the draft FY20/21 budget, and will be prepared to discuss potential options for providing funds to the library and/or other projects and programs.

We look forward to the conversation on April 20th.

Amber Johnson - Finance

From: William Smith <bill@williamjsmith.com>
Sent: Wednesday, April 14, 2021 9:23 AM
To: Craig Middleton - City Manager
Cc: Amber Johnson - Finance; Niran Amir; Jeff Slavitz
Subject: [EXTERNAL] Re: Library

Craig,

On behalf of the Belvedere Tiburon Library Agency, we are requesting that the City of Belvedere contribute \$400,000 to the library expansion budget. The Town of Tiburon has committed \$600,000 made in four payments. Two have been made. The City of Belvedere may spread the donation over four payments as Tiburon has done if so desired.

Thank you.

Bill Smith
Luxury Property Specialist
DRE# 01229913
m 415.902.4456
bill@billsmithrealestate.com
billsmithrealestate.com

Compass
36 Main Street
Tiburon, CA 94920
compass.com

Amber Johnson - Finance

From: William Smith <bill@williamjsmith.com>
Sent: Thursday, March 11, 2021 5:10 PM
To: Craig Middleton - City Manager
Cc: Amber Johnson - Finance; Debbie Mazzolini
Subject: [EXTERNAL] BTLA Financial Data
Attachments: BTLA APPROVED FY21 BUDGET 20-6-15.pdf; BTLA FY2019-2020 Audit.pdf; ERAF.docx

Craig and Amber,

Here is some helpful information about the library financials.

Detail of Taxes, including ERAF can be found on Page 7 (page 11 of audit document). Detail of Foundation fund can be found on page 35 (page 39 of audit document).

We have had a balanced budget for years, clean audited statements for years too. And even though the BTLA was created by the City of Belvedere and the Town of Tiburon, we have never asked either for any funding. The only reason we are asking now, is to close the last gap on expansion fundraising so as not to use the line of credit we needed to start construction. Tiburon required us to be fully funded before building permits. Tiburon donated \$600,000 paid over four payments (three years), two of which have been made.

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BELVEDERE TIBURON LIBRARY AGENCY		
		2020/2021
		Approved
		BUDGET
REVENUES:		
5010	Basic Library Tax*	2,067,703
5020	Parcel Tax	275,000
5025	ERAF	400,000
5032	BTLF Grants from Annual Appeal	60,000
5035	BTLF Grants from Endowment Fund	-
5036	BTLF Grants from Restricted Endow.	2,820
5051	BTLF Grants from Corner Books	-
5052	BTLA Bookmarks Program Funds	-
5040	Book Fines & Reserves	2,640
5050	Book Sales	4,289
5065	Reference Desk Income	2,147
5070	Commission on Copier	754
5090	E-Scrip Revenue	30
5099	Interest Income	31,329
	Total Revenue	2,846,712
8915	Principal Repayment	(80,000)
8910	Bond Interest	(37,500)
8920	Fiscal Agent Fees	(12,500)
	Total Debt Service	(130,000)
	Total Revenue after Debt Serv	2,716,712
EXPENDITURES:		
Personnel:		
7010	Salaries & Wages	1,299,486
7015	Medical Reimbursement	27,968
7020	Part-Time Wages	163,166
	Subtotal Salaries & Wages	1,490,620
7100	PERS Retirement Benefits	251,688
7110	PERS Health Benefits	177,723
7120	Worker's Comp Insurance	5,384
7125	Employment Practices Insurance	4,795
7130	Payroll Tax Expense	31,326
7200	Professional Development	2,800
	Total Personnel	1,964,336

BELVEDERE TIBURON LIBRARY AGENCY		
		2020/2021
		Approved
		BUDGET
Books, Services & Supplies:		
7601	Books & Other Materials	120,000
7602	Processing Costs & Fees	7,000
7603	Supplies-Processing	3,000
7606	Digital content	65,000
7607	MARINet/NN Annual Cost	94,670
	Total Books, Services & Supplies	289,670
Technology Services:		
8020	Online Services	13,000
8030	Equipment Maintenance & Rep	5,000
8035	Computers & Equipment	27,500
8040	Technical Support	25,000
8050	Telecommunications	2,000
8070	Software	5,000
8071	Website maintenance	20,000
8080	Maker Space	9,000
8090	Technology Training	4,800
	Total Technology Services	111,300
Services & Supplies:		
8210	Copier Expenses	14,500
8220	Postage & Freight	10,500
8225	Public Relations	23,500
8230	Office Supplies	10,000
8240	Library Services & Supplies	7,000
8250	Children's Programs	16,000
8251	Young Adult Programs	7,000
8260	Telephone	11,500
8270	AV Equipment & Peripherals	5,500
	Total Services & Supplies	105,500

BELVEDERE TIBURON LIBRARY AGENCY		
		2020/2021
		Approved
		BUDGET
Building Expenses:		
8410	Insurance	20,000
8430	Building Maintenance	15,000
8440	Grounds Maintenance	12,000
8450	Janitorial Expense	41,400
8460	Custodial Supplies	6,050
8480	Trash	3,661
8490	Electricity/Gas	30,575
8491	Parking	10,000
8492	Maintenance Contracts	8,000
8500	Water	8,223
8501	Furniture & Fixtures	4,000
	Total Building Expense	158,909
Agency Administration:		
8810	Bank Charges	1,000
8815	Credit Card Charges	2,000
8820	Cash Short/(Over)	120
8830	Accounting	12,300
8835	Auditing	26,000
8840	Legal Services	15,000
8850	Office & Commemorative	5,000
	Total Administration	61,420
	Total Operating Expenses	2,691,135
	Net Operating Revenue	25,577

BELVEDERE TIBURON LIBRARY AGENCY		
		2019/20
		Approved
		BUDGET
Projected Beginning Cash Balance - All Funds		\$ 4,916,346
Net Operating Revenue from above		25,579
Non-Operating Transfers & Expenses:		
Transfer from General Fund to Building Reserve		
Res	Transfer from Unreserved to Bldg Res	0
	No Transfer this year due to Expansion	
Uses of Building Reserve		
200-9010	Technology & Equipment	(8,000)
200-9020	Building Furniture & Fixtures	(10,000)
	Total use of Building Reserve	(18,000)
Expansion Activity		
200-5978	Foundation Expansion Grants	13,000,000
200-9046	Expansion-Construction	(13,000,000)
	Interest Expense on Expansion Loan	(24,750)
	Total Expansion Activity	(24,750)
Ending Cash Balance - Before BS & Designated Fund Activity		4,899,175
NOTE	Balance Sheet (BS) Activity Estimate (for cash)	50,000

BELVEDERE TIBURON LIBRARY AGENCY		
		2020/2021
		Budget Estimate
		Restricted Funds
Designated Fund Activity		
320-5500	Snelling Trust	4,595
340-5700	Program Committee	-
342-5702	Film Series	-
343-5701	Tea Committee	-
351-5801	Epstein Book Fund	-
360-5850	Art Committee	-
361-5852	Art Books	-
372-5971	Foundation Credit Card Receipts	-
373-5855	Lost books	966
350-5820	Donations Restricted for Books	-
350-5800	Misc & Donations	3,326
	Archive	-
	Total Designated Receipts	8,887
320-9500	Snelling Trust	(3,888)
340-9700	Program Committee	(1,125)
342-9702	Film Series	-
343-9701	Tea Committee	(2,584)
351-9851	Epstein Book Fund	(250)
360-9850	Art Committee	(758)
361-9852	Art Books	(1,615)
372-9871	Foundation Credit Card Reimbursements	-
373-9855	Lost books	(435)
350-9820	Donations Restricted for Books	-
350-9800	Misc & Donations	(1,983)
	Archive	-
	Total Designated Expenditures	(12,638)
	Net Designated Fund In(Out)Flow	(3,751)
Estimated Ending Cash Balance - All Funds		\$ 4,945,424

BELVEDERE-TIBURON LIBRARY AGENCY
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020

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**BELVEDERE-TIBURON LIBRARY AGENCY
BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Belvedere-Tiburon Library Agency
Tiburon, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and General Fund of the Belvedere-Tiburon Library Agency (Agency), California, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and General Fund of the Agency as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and other required supplementary information as listed in the Table of Contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Maze & Associates

Pleasant Hill, California

October 30, 2020

BELVEDERE TIBURON LIBRARY AGENCY
(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

FINANCIAL HIGHLIGHTS

From the Statement of Net Position on page 14

The Government-Wide Statement of Net Position shows the Agency's assets of \$12,719,101; deferred outflows of \$430,386; liabilities of \$2,363,120; deferred inflows of \$213,578; and a net position of \$10,572,789 as of June 30, 2020.

The Agency's cash, cash equivalents, and investments totaled \$4,760,067 and net capital assets totaled \$7,772,345 at June 30, 2020, representing 37% and 61% of the Agency's total assets, respectively.

The Agency's liabilities totaled \$2,363,120 as of June 30, 2020 and consist primarily of accounts payable, accrued bonds and capital lease, compensated absences, postemployment benefit obligation and net pension liability.

From the Statement of Activities on page 15

Total Agency revenues were \$5,857,176 (general revenues of \$2,859,796 and program revenues of \$2,996,380 (which included expansion grants of \$2,893,523)) compared with total operating expenses of \$2,949,485, resulting in an increase in net position of \$2,906,691 (which includes \$2,776,672 in additions to construction in progress) for the fiscal year ended June 30, 2020.

From the Governmental Funds Statements on pages 16 and 18

General fund balances increased by \$413,245. Key factors affecting operating results were the receipt of library tax revenue in excess of budget by \$151,879, interest earnings in excess of budget by \$11,245, and operating expenses under budget by \$137,780. In addition, due to timing differences, Foundation Expansion grants exceeded Expansion capital outlay by \$116,851. Expansion activity was budgeted at \$7,000,000 for both Grant revenue and for Expenditures. Expansion expenses were under budget, due to a later than expected start, and minor COVID delays, by \$4,223,328. Grants from the Library Foundation were requested based on actual expenditures, so were also lower than budget.

Grants from the Belvedere Tiburon Library Foundation totaled \$2,956,435 for the fiscal year, including \$2,893,523 in Expansion grants. Details of this grant money are found in Note 10 of the financial statements.

Salaries and Benefits costs include Staffing, Retirement and Health Benefits, Payroll Tax Expense, Insurance, and Professional Development Costs. The total Salaries and Benefits were \$1,743,970 in 2019 and \$1,913,391 in 2020, a 9.7% increase over the prior year mostly due to an increase in required CalPERS retirement employer contributions, increased health benefit participation, and vacation payouts to 2 retirees.

Services and Supplies include materials and other resource purchases, except for book acquisitions which were capitalized for the fiscal year, i.e., included in capital assets on the balance sheet rather than in expenditures. The capitalized collection is depreciated over 7 years. Capitalized resource costs totaled \$107,382 in 2019 and \$118,681 in 2020. (Total resource expenditures before this capitalization of books were \$369,651 in 2019 and \$383,956 in 2020, a 4% increase in total purchases). The remaining expensed resource collection costs including print subscriptions, digital content, and database costs were included in Services and Supplies. Costs included in Services and Supplies were \$262,269 in 2019 and \$265,275 in 2020, a 1% increase.

Item 3

The Services and Supplies category also includes Programs, Facilities, and non-capitalized Technology and Equipment and Maintenance costs. The total Services and Supplies was \$649,203 in 2019 and \$609,499 in, a 6% decrease from the prior year due to COVID-19 related service closures.

Debt service cost for the year on the limited obligation bonds was \$117,150 for principal and interest, plus \$11,489 in fiscal agent fees in accordance with the CFD1995-1 Bond Issue Agreement.

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR
THE FISCAL YEAR ENDED JUNE 30, 2020

OVERVIEW OF FINANCIAL STATEMENTS

The Agency's basic financial statements are comprised of four components: government-wide financial statements, governmental funds financial statements, notes to the financial statements, and supplementary information.

Government-wide financial statements are found on pages 14 - 15.

The Government-wide financial statements are designed to provide readers with a broad overview of the Agency's finances in a manner similar to a private-sector business. There are two government-wide financial statements - The Statement of Net Position and the Statement of Activities and Changes in Net Position.

The Statement of Net Position presents information on all of the Agency's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating.

The Statement of Activities presents information showing how the Agency's net position changed during the fiscal year. Accruals of revenue and expenses are taken into account regardless of when cash is received or paid.

As in a private-sector business, capital assets are depreciated, principal payments on debt are not an expense, and compensated absences and other post-employment benefits are expensed in the period earned.

Governmental funds financial statements are found on pages 16 & 18.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities.

Reconciliations between the two types of financial statements are found on pages 17 & 19.

The major differences between fund financial statements and government-wide financial statements are the ways in which capital outlay, debt service, bond issuance costs, compensated absences, retirement costs, and other post-employment benefits are recorded.

Notes to the basic financial statements are found on pages 20-39.

The notes provide additional information and detail that is essential to a full understanding of the data provided in the financial statements.

Required supplementary information is found on pages 40-44.

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information: A Budget-to-Actual Results Comparison, CalPERS Pension Plan Information, and CalPERS Post-Employment Health Plan Information.

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR
THE FISCAL YEAR ENDED JUNE 30, 2020

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Analysis of Net Position

	Governmental Activities		Total Percent
	2020	2019	Change
Cash, cash equivalents and investments	\$ 4,760,067	\$ 4,281,901	11%
Capital assets, net	7,772,345	5,158,301	51%
Other assets	186,689	275,920	(32)%
Total assets	12,719,101	9,716,122	31%
Deferred outflows (Pension & OPEB)	430,386	380,910	13%
Total deferred outflows	430,386	380,910	13%
Series 1996 bonds & capital lease, net	678,867	761,994	(11)%
Net Pension liability	1,172,442	1,037,322	13%
Net Postemployment benefit (OPEB)	235,217	234,345	0%
Other liabilities	276,594	261,971	6%
Total liabilities	2,363,120	2,295,632	3%
Deferred inflows (Pension & OPEB)	213,578	135,302	58%
Total deferred outflows	213,578	135,302	58%
Net investment in capital assets	7,093,478	4,396,307	61%
Restricted and Unrestricted	3,479,311	3,269,791	6%
Net position	\$ 10,572,789	\$ 7,666,098	38%

Net position serves over time as a useful indicator of the Agency's financial position: Assets exceeded liabilities by \$10,572,789 as of June 30, 2020. This number is comprised of three components:

Net investment in capital assets	\$7,093,478
Restricted Assets	1,270,682
Unrestricted assets	<u>2,208,629</u>
Total net position	<u>\$10,572,789</u>

Net investment in capital assets consists of fixed assets less any related debt that is still outstanding. Unrestricted assets are used to finance day-to-day operations, including debt service.

**MANAGEMENT'S DISCUSSION AND ANALYSIS FOR
THE FISCAL YEAR ENDED JUNE 30, 2020**

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Analysis of Changes in Net Position

	Governmental		\$	%
	Activities			
	2020	2019	Change	Change
PROGRAM EXPENSES:				
Library Services				
Personnel Cost	\$ 1,899,206	\$ 1,743,970	\$ 155,236	9%
Pension and OPEB Adjustments	217,910	182,341	35,569	20%
Total Personnel Services	2,117,116	1,926,311	190,805	10%
Materials and Programs	474,691	538,821	(64,130)	(12)%
Depreciation and Amortization	304,039	288,484	15,555	5%
Bond Interest & Fiscal Agent Fees	53,639	53,029	610	1%
Total Program Expenses	2,949,485	2,806,645	142,840	5%
PROGRAM REVENUES:				
Charges for Services	13,930	26,690	(12,760)	(48)%
Private Grants and Contributions	2,982,450	1,054,345	1,928,105	183%
Total Program Revenues	2,996,380	1,081,035	1,915,345	177%
GENERAL REVENUES:				
Property Taxes	2,794,251	2,678,139	116,112	4%
Investment Earnings	65,545	75,704	(10,159)	(13)%
Total General Revenues	2,859,796	2,753,843	105,953	4%
Increase in Net Position	2,906,691	1,028,233	1,878,458	183%
Net Position - Beginning of Year	7,666,098	6,637,865	1,028,233	15%
Adjustment for Pension & OPEB Liabilities	-			
Net Position - End of Year	10,572,789	7,666,098	2,906,691	38%

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR
THE FISCAL YEAR ENDED JUNE 30, 2020

GOVERNMENTAL FUNDS ANALYSIS

The following schedule presents a comparison of general fund revenues and expenditures for the fiscal year ended June 30, 2020 to the prior fiscal year.

	Governmental Funds Analysis		\$	%
	2020	2019	Change	Change
Basic Library Tax	\$ 1,997,105	\$ 1,932,650	\$ 64,455	3%
Parcel Tax	277,360	277,886	(526)	0%
ERAF	519,786	467,603	52,183	11%
Total intergovernmental	2,794,251	2,678,139	116,112	4%
Private Grants & Contributions:				
Belvedere Tiburon Library Foundation	2,956,435	1,016,522	1,939,913	191%
Miscellaneous Grants & Contributions	26,015	37,823	(11,808)	(31)%
Charges for Services	13,930	26,690	(12,760)	(48)%
Investment Earnings	65,545	75,704	(10,159)	(13)%
Total Revenues	5,856,176	3,834,878	2,021,298	53%
Salaries and Benefits	1,913,391	1,743,970	169,421	10%
Services and Supplies	609,499	649,203	(39,704)	(6)%
Principal	75,000	70,000	5,000	7%
Interest and Fiscal Agent Fees	53,639	59,615	(5,976)	(10)%
Capital Outlay	2,791,402	911,771	1,879,631	206%
Total Expenditures	5,442,931	3,434,559	2,008,372	58%
Excess of Revenues over Expenditures	413,245	400,319	12,926	3%
Fund Balances, Beginning of Year	4,497,196	4,096,877	400,319	10%
Fund Balances, End of Year	\$ 4,910,441	\$ 4,497,196	\$ 413,245	9%

**MANAGEMENT'S DISCUSSION AND ANALYSIS FOR
THE FISCAL YEAR ENDED JUNE 30, 2020**

GOVERNMENTAL FUNDS ANALYSIS

	June 30, 2019	Increase/ (Decrease)	June 30, 2020
Nonspendable deposits	\$ 15,898	\$ 15,832	\$ 31,730
Restricted for building expansion	1,000,000	0	1,000,000
Restricted for debt service	207,334	(107,178)	100,156
Restricted for library programs	63,348	20,310	83,658
Committed for operations	2,843,822	484,281	3,328,103
Committed for Insurance	50,000	0	50,000
Committed for building maintenance	316,794	0	316,794
	<u>\$ 4,497,196</u>	<u>\$ 413,245</u>	<u>\$ 4,910,441</u>

COMMENTS ON BUDGET COMPARISONS
see Required supplementary information on page 40

Total operating revenues exceeded the amount budgeted by \$4,711. This was mainly due to a positive \$151,879 variance in tax revenues, a negative variance in Foundation operating grants of \$(139,282) and a positive \$11,245 variance in investment earnings. Foundation Operating Grants were smaller due to focus on the Library Expansion.

Total operating expenditures were less than the amount budgeted by \$137,778. This was mainly due to closures during the COVID-19 pandemic and the Library Expansion construction.

The budget for the Library Expansion was \$7,000,000 for both grant revenue and capital outlay. Actual Foundation grants received were \$2,893,523 and actual Capital Outlay totaled \$2,776,672.

HISTORY AND ECONOMIC FACTORS

The history of the Agency organization is described in Note 1 of the financial statements. The main source of revenue for the Agency is property taxes as described in Note 1 of the financial statements. The return of excess ERAF is not assured on an annual basis into the future. The Agency also relies on annual grants from the Belvedere Tiburon Library Foundation, which may vary from year to year.

Building reserves are normally being funded on a yearly basis to pay for building upgrades and maintenance, including roofing, carpeting, or other important facility items. In Fiscal Year 2020, no amount was added to the Building Reserve, as financial focus was on the building expansion. In Fiscal Year 2018, \$500,000 of the Building Reserve and \$500,000 of previously Unassigned Reserves were transferred to a newly established Library Expansion Reserve of \$1,000,000, and any remaining funds each year will be reserved for operations via Agency Resolution No. 235-2017.

The Agency is presently investing time and resources into the expansion of the library. The final environmental impact report for this project was approved in August 2011. The Tiburon Town Council approved the site plan and architectural drawings in August 2012. Completion of the expansion is expected in summer of 2021. For additional information regarding the progress of the expansion project, please refer to the Agency's website under "Library Expansion."

MANAGEMENT'S DISCUSSION AND ANALYSIS FOR
THE FISCAL YEAR ENDED JUNE 30, 2020

REQUEST FOR INFORMATION

This financial report is designed to provide a general overview of the Agency's finances for all those with an interest in the Agency's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Library Director
Belvedere Tiburon Library Agency
1501 Tiburon Blvd
Tiburon, CA 94920.

BELVEDERE-TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

**STATEMENT OF NET POSITION
JUNE 30, 2020**

ASSETS	<u>Governmental Activities</u>
Current assets:	
Cash, cash equivalents and investments (Note 3)	\$4,760,067
Accounts and interest receivable (Note 4)	154,959
Prepays	31,580
Security deposit	150
Total current assets	<u>4,946,756</u>
Noncurrent assets:	
Nondepreciable capital assets (Note 5)	6,781,894
Depreciable capital assets, net (Note 5)	990,451
Total capital assets, net of accumulated depreciation	<u>7,772,345</u>
Total Assets	<u>12,719,101</u>
DEFERRED OUTFLOWS OF RESOURCES	
Related to pension (Note 8)	415,531
Related to OPEB (Note 9)	14,855
Total Deferred Outflows of Resources	<u>430,386</u>
LIABILITIES	
Current liabilities:	
Accounts payable and accrued liabilities	36,315
Long-term debt - due within one year (Note 6)	90,028
Total current liabilities	<u>126,343</u>
Non-current liabilities:	
Compensated absences (Note 2F)	240,279
Long-term debt - due in more than one year (Note 6)	588,839
Net Pension Liability (Note 8)	1,172,442
Net OPEB Liability (Note 9)	235,217
Total Liabilities	<u>2,363,120</u>
DEFERRED INFLOWS OF RESOURCES	
Related to pension (Note 8)	154,414
Related to OPEB (Note 9)	59,164
Total Deferred Inflows of Resources	<u>213,578</u>
NET POSITION (Note 7A)	
Net investments in capital assets	7,093,478
Restricted	1,183,814
Unrestricted	2,295,497
Total Net Position	<u><u>\$10,572,789</u></u>

See accompanying notes to financial statements

BELVEDERE-TIBURON LIBRARY AGENCY
(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	<u>Governmental Activities</u>
PROGRAM EXPENSES:	
Library services:	
Personnel services	\$2,117,116
Materials and services	474,691
Depreciation and amortization	304,039
Interest	53,639
Total Program Expenses	<u>2,949,485</u>
PROGRAM REVENUES:	
Charges for services	13,930
Operating grants and contributions	88,927
Capital grants and contributions	2,893,523
Total Program Revenues	<u>2,996,380</u>
Net Program Income	<u>46,895</u>
GENERAL REVENUES:	
Property taxes	2,794,251
Investment earnings	65,545
Total General Revenues	<u>2,859,796</u>
Increase in Net Position	2,906,691
Net position - beginning of year	<u>7,666,098</u>
Net position - end of the year	<u><u>\$10,572,789</u></u>

See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY
(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

BALANCE SHEET
GOVERNMENTAL FUND - GENERAL FUND
JUNE 30, 2020

ASSETS

Cash, cash equivalents and investments (Note 3)	\$4,760,067
Accounts and interest receivable (Note 4)	154,959
Prepays	31,580
Security deposit	150
	<hr/>
Total Assets	\$4,946,756
	<hr/> <hr/>

LIABILITIES AND FUND BALANCES**Liabilities:**

Accounts payable and accrued liabilities	\$36,315
	<hr/>
Total Liabilities	36,315
	<hr/>

Fund Balances (Note 7B):

Nonspendable for prepaids and security deposit	31,730
Restricted for:	
Building expansion	1,000,000
Debt service	100,156
Library programs	83,658
Committed for:	
Operations	3,328,103
Insurance	50,000
Building maintenance	316,794
	<hr/>
Total Fund Balances	4,910,441
	<hr/>
Total Liabilities and Fund Balances	\$4,946,756
	<hr/> <hr/>

See accompanying notes to basic financial statements

BELVEDERE-TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

**Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Statement of Net Position
June 30, 2020**

Total Fund Balances - Governmental Funds		\$4,910,441
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not current financial resources. Therefore, they are not reported in the Governmental Funds Balance Sheet.		
Capital assets	\$12,459,007	
Less: Accumulated depreciation	<u>(4,686,662)</u>	7,772,345
Deferred outflows of resources related to pension		415,531
Deferred outflows of resources related to OPEB		14,855
Long-term liabilities and deferred inflows of resources are not due and payable in the current period and therefore are not reported in the Governmental Funds Balance Sheet.		
Long-term debt	(678,867)	
Compensated absences	(240,279)	
Net Pension Liability	(1,172,442)	
Net OPEB Liability	(235,217)	
Deferred inflows of resources related to pension	(154,414)	
Deferred inflows of resources related to OPEB	<u>(59,164)</u>	<u>(2,540,383)</u>
Net Position - Governmental Activities		<u><u>\$10,572,789</u></u>

See accompanying notes to basic financial statements

BELVEDERE-TIBURON LIBRARY AGENCY
(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

REVENUES

Intergovernmental:	
Basic library tax	\$1,997,105
Parcel tax	277,360
ERAF	519,786
	<hr/>
Total Intergovernmental	2,794,251
Private grants and contributions:	
Belvedere-Tiburon Library Foundation (Note 10)	2,956,435
Miscellaneous gifts and donations (Note 10)	26,015
Charges for service	13,930
Investment earnings	65,545
	<hr/>
Total Revenues	5,856,176
	<hr/>

EXPENDITURES

Current - Library Services:	
Personnel costs	1,913,391
Services and supplies	609,499
Debt service:	
Principal	75,000
Interest	53,639
Capital outlay	2,791,402
	<hr/>
Total Expenditures	5,442,931
	<hr/>
Excess of Revenues over Expenditures	413,245
Fund Balances, Beginning of Year	4,497,196
	<hr/>
Fund Balances, End of Year	<u><u>\$4,910,441</u></u>

See accompanying notes to basic financial statements.

BELVEDERE-TIBURON LIBRARY AGENCY

(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)

**Reconciliation of the Governmental Funds – Statement of Revenues,
Expenditures and Changes in Fund Balances to the
Government-Wide Statement of Activities and Changes in Net Position
For the Fiscal Year Ended June 30, 2020**

Net Changes in Fund Balances - Governmental Funds \$413,245

Amounts reported for governmental activities in the Statement of Activities and Changes in Net Position are different because:

Governmental funds report capital outlays as expenditures.

However, in the Statement of Activities and Change in Net Position the cost of these assets is allocated over their estimated useful lives and recorded as depreciation expense.

Capital outlay	\$2,791,402	
Services and supplies (Books)	126,681	
Depreciation and amortization expense	<u>(304,039)</u>	2,614,044

Some expenses reported in the Statement of Activities and Changes in Net Position do not require the use of financial resources and therefore are not reported as expenditures in governmental funds.

Change in compensated absences		(38,933)
Change in pension liabilities		(142,566)
Change in OPEB liabilities		(22,226)

Series 1996 bond and capital lease proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.

Principal repayments on Series 1996 Bonds		75,000
Principal repayments on capital lease		<u>8,127</u>

Changes in Net Position - Governmental Activities \$2,906,691

See accompanying notes to basic financial statements.

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BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 1 – ORGANIZATION

The Belvedere-Tiburon Library Agency (the “Agency”), and Community Facilities District No. 1995-1 (“CFD”), were organized in 1995 by a joint power agreement between the Town of Tiburon and the City of Belvedere. The Agency was created to construct and operate a library facility which was completed April 13, 1997. Financing for the construction of the facility was primarily through a grant from the Belvedere-Tiburon Library Foundation and the issuance of limited obligation bonds. The Agency is governed by a Board of Trustees, which adopted a resolution authorized by a registered-voter election to levy a special tax against parcels of land within the CFD. This tax and other property taxes will provide for repayment of the bonds and provide operational funding for the Agency which receives payments from the County of Marin Tax Collector through the Town of Tiburon and the City of Belvedere. The Agency is subject to the laws, regulations and guidelines that are set forth by the California State Controller’s Office.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Agency have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental agencies. The Governmental Accounting Standards Boards (“GASB”) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant accounting principles are described below.

A. *Government-Wide Financial Statements*

The government-wide financial statements include all of the activities of the Agency. The Agency has no component units (other governments under the Agency’s oversight or control). The statement of net position and the statement of activities display information about the reporting government as a whole. They display the Agency’s activities on a full accrual accounting basis and economic resource measurement focus.

The statement of net position includes long-term assets as well as long-term debt and other obligations. The Agency’s net position is reported in two parts: (1) net investment in capital assets and (2) unrestricted net position.

The activities of the Agency are supported primarily by general government revenues (property taxes and intergovernmental revenues). The statement of activities presents gross program expenses (including depreciation) and deducts related program revenues, operating and capital grants to indicate the net cost of operations. Program revenues include (a) fees and charges paid by recipients for services and (b) operating grants include operating-specific and discretionary (either operating or capital) grants while capital grants reflect capital- specific grants.

The government-wide focus is more on the sustainability of the Agency as an entity and the change in the Agency’s net position resulting from the current year’s activities.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Fund Financial Statements

The financial transactions of the government are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues and expenditures. The Agency only reports one fund as follows:

General Fund is the general operating fund of the Agency. It is used to account for all financial resources and activities of the Agency.

C. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

Accrual

The governmental activities in the government-wide financial statements are presented on the full accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. “Available” means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

D. Budget Process and Expenditures in Excess of Appropriations

The Library Director, with the assistance of the Agency Treasurer and the Administrative Assistant to the Library Director, annually prepare a preliminary budget for review by the Board of Directors and the Library Foundation. The final budget is voted on by the full Board at the June board meeting, prior to the beginning of the new fiscal year on July 1st of every year.

During fiscal year ended June 30, 2020, the Agency incurred debt service interest and fiscal charges and services and supplies expenditures in excess of its budget in the amounts of \$489 and \$51,084, respectively, primarily due to capital expenditures related to the library expansion. The excess expenditures were funded by available financial resources and other financing resources.

E. Cash and Cash Equivalents

The Agency has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with maturity dates within three months of the acquisition date.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Compensated Absences

Earned vacation payable upon termination or retirement are accrued as a compensated absences liability. Regular employees earn vacation hours based on years of continuous service and scheduled weekly hours worked. Also, regular employees are given credit for seven- and one-half hours of sick leave each month of employment with a maximum pro-rated accumulation of 90 days. During fiscal year ended June 30, 2020, as a result of the COVID-19 pandemic, the Agency allowed employees to accrue more than their maximum hours. This allowance is expected to be temporary.

At the close of each fiscal year, a liability is recorded based on the accumulated time for employees at their current salary. The General Fund has been used to liquidate compensated absences. The balance of accrued compensated absences as of June 30, 2020 was \$240,279.

G. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position and governmental funds balance sheet sometimes reports a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of net position and governmental funds balance sheet report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

H. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

I. Property taxes

Operation of the library facility is funded by that portion of County ad valorem real estate taxes which previously was funding County of Marin library services. The 1996 Special Tax Bonds (discussed in Note 6) are to be repaid through the collection of a special library tax which is \$66 per parcel per annum in the City of Belvedere and the Town of Tiburon. Any portion of the special parcel tax which is not needed to service the bonds is used for operations.

The County of Marin, which collects all taxes paid to the Agency, levies property taxes each November 1 on the assessed value of real property as of prior March 1. Taxes are due in two equal installments on December 10 and April 10 following the levy date. The County operates under the permission of Section 4701-4717 of the California Revenue and Taxation Code (the “Teeter Plan”). In accordance with the Teeter Plan, all subdivisions of the County for which the County collects tax revenues are credited with 100% of their respective treasuries’ cash positions and are additionally protected by a special fund into which all County-wide delinquent penalties are deposited.

J. Use of Estimates

The basic financial statements have been prepared in conformity to generally accepted accounting principles and therefore include amounts based on informed estimates and judgments of management. Actual results could differ from those estimates.

NOTE 3 – CASH, CASH EQUIVALENTS AND INVESTMENTS

A. Policies

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Agency’s cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Agency’s name and places the Agency ahead of general creditors of the institution.

The Agency’s investments are carried at fair value, as required by generally accepted accounting principles. The Agency adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

Cash, cash equivalents and investments consist of the following at June 30, 2020:

<i>Held by Agency:</i>	
Petty cash	\$200
Deposits with financial institutions	736,802
Local Agency Investments Fund	3,740,936
<i>Held by Fiscal Agent:</i>	
Money Market Mutual Fund	282,129
	282,129
Total Cash, Cash Equivalents and Investments	\$4,760,067

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 3 – CASH, CASH EQUIVALENTS AND INVESTMENTS Continued)

B. Investments Authorized by the California Government Code and the District's Investment Policy

The Agency's Investment Policy and the California Government Code allow the Agency to invest in the following, provided the credit ratings of the issuers are acceptable to the Agency, and approved percentages and maturities are not exceeded. The table below also identifies certain provisions of the California Government Code, or the Agency's Investment Policy where the Agency's Investment Policy is more restrictive.

Authorized Investment Type	Maximum Maturity	Minimum Credit Quality	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
U.S. Treasury Obligations	5 years	N/A	100%	None
Certificates of Deposit	2 years	N/A	50%	None
State Local Agency Investment Fund	None	N/A	100%	None

C. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Normally, the longer the maturity is of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Agency generally manages its interest rate risk by holding investments to maturity.

All of the Agency's investments mature in less than twelve months. The Agency is a participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The Agency reports its investment in LAIF at the fair value amount provided by LAIF, which is the same as the value of the pool share. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are maintained on an amortized cost basis. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, loans to certain state funds, and floating rate securities issued by federal agencies, government-sponsored enterprises, United States Treasury Notes and Bills, and corporations. At June 30, 2020, these investments matured in an average of 191 days.

D. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. None of the Agency's investments are subject to credit ratings.

E. Custodial Credit Risk

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the Agency would not be able to recover the value of the investment or collateral securities that are in the possession of an outside party. Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the Agency's name, and held by the counterparty. The Agency's investment securities are not exposed to custodial credit risk because all securities are held by the Agency's custodial bank in the Agency's name.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 3 – CASH, CASH EQUIVALENTS AND INVESTMENTS Continued)

F. Fair Value Hierarchy

The Agency categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

The California Local Agency Investment Fund is exempt from the fair value hierarchy and is valued based on the fair value factor provided by the Treasurer of the State of California, which is calculated as the fair value divided by the amortized cost of the investment pool.

NOTE 4 – ACCOUNTS AND INTEREST RECEIVABLE

Accounts and interest receivable consist of the following at June 30, 2020:

Parcel Tax	\$14,192
Basic Tax	105,343
ERAF	18,519
LAIF Interest	12,709
Other Receivables	4,196
	\$154,959

It is the practice of the Agency to expense uncollectibles only after exhausting all efforts to collect the amounts due. No allowance for doubtful accounts is used and management believes all amounts will be collected in full.

NOTE 5 – CAPITAL ASSETS

Governmental activity capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair market value on the date donated.

Depreciation of capital assets is charged as an expense against operations each year and the total amount of depreciation taken over the years, accumulated depreciation, is reported on the Statement of Net Position as a reduction in the book value of capital assets.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 5 – CAPITAL ASSETS (Continued)

Depreciation of capital assets in service is provided using the straight-line method, which means the cost of the asset is divided by its expected useful life in years, and the result is charged to expense each year until the asset is fully depreciated. The Agency has assigned the useful lives listed below to capital assets:

Books	7 years
Building and improvements	30 years
Computers and equipment	3-5 years
Furniture and fixtures	7 years
Website	7 years

Capital asset activity for the year ended June 30, 2020, was as follows:

	<u>Balance June 30, 2019</u>	<u>Additions/ Transfers</u>	<u>Retirements</u>	<u>Balance June 30, 2020</u>
Non-depreciable assets:				
Land	\$1,606,560			\$1,606,560
Construction-in-progress	2,398,662	\$2,776,672		5,175,334
Depreciable assets:				
Books	2,706,550	118,681	(\$55,157)	2,770,074
Buildings and improvements	2,351,952			2,351,952
Computers and equipment	145,685	17,431		163,116
Furniture and fixtures	309,097	5,299		314,396
Website	77,575			77,575
	<u>9,596,081</u>	<u>2,918,083</u>	<u>(55,157)</u>	<u>12,459,007</u>
Accumulated depreciation:				
Books	(2,273,470)	(175,899)	55,157	(2,394,212)
Buildings and improvements	(1,724,757)	(78,398)		(1,803,155)
Computers and equipment	(111,930)	(24,272)		(136,202)
Furniture and fixtures	(272,212)	(14,388)		(286,600)
Website	(55,411)	(11,082)		(66,493)
	<u>(4,437,780)</u>	<u>(304,039)</u>	<u>55,157</u>	<u>(4,686,662)</u>
Capital assets, net of depreciation	<u>\$5,158,301</u>	<u>\$2,614,044</u>		<u>\$7,772,345</u>

Construction in progress costs include planning and pre-development costs (architectural, environmental reporting, planning, etc.) related to the proposed expansion of the existing library facility. The Agency entered into an agreement with the Town of Tiburon in 2007 to transfer the rights to use adjacent property to facilitate the expansion project which expired on July 5, 2013. The Agency amended the agreement on December 5, 2012 which extended the expiration date to August 1, 2017. The Agency subsequently amended the agreement on May 15, 2017 which extended the expiration date to August 1, 2022. The Town shall transfer the title of the property to the Agency within sixty (60) days of written notice of obtaining satisfactory evidence of sufficient funds to complete the expansion project. As of June 30, 2020, construction on the library expansion project is well underway, is on budget, and expected to be completed in Summer of 2021.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 6 – LONG-TERM DEBT

The following is a summary of long-term debt transactions of the governmental activities for the year ended June 30, 2020:

	<u>Balance June 30, 2019</u>	<u>Additions</u>	<u>Payments</u>	<u>Balance June 30, 2020</u>	<u>Due within one year</u>
<i>Governmental Activities:</i>					
Series 1996 Special Tax Bonds	\$740,000		\$75,000	\$665,000	\$80,000
2016 Copier Capital Leases	21,994		8,127	13,867	10,028
	<u>\$761,994</u>	<u>\$0</u>	<u>\$83,127</u>	<u>\$678,867</u>	<u>\$90,028</u>

1996 Special Tax Bonds

In April 1996, the Agency issued \$1.6 million in limited obligation bonds. The bond agreement calls for an interest rate ranging from 4 to 6% per annum, with interest payable semi-annually on March 1 and September 1, beginning March 1, 1998. The bonds mature on varying dates and in varying amounts from September 1, 1999 through September 1, 2026, and are repayable from ad valorem property taxes.

Equipment Lease – Color Copier

In October 2016, the Agency entered into a lease purchase agreement with Discovery Office Systems to finance a Kyocera 4550ci copier/printer. The lease provides for 60 monthly payments of \$924 plus tax, including principal and interest, commencing November 2016 and ending October 2021.

Payments on the bonds for the succeeding five years and thereafter are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$80,000	\$37,500	\$117,500
2022	85,000	32,550	117,550
2023	90,000	27,300	117,300
2024	95,000	21,750	116,750
2025	100,000	15,900	115,900
2026-2027	<u>215,000</u>	<u>13,050</u>	<u>228,050</u>
Total	<u>\$665,000</u>	<u>\$148,050</u>	<u>\$813,050</u>

The total annual minimum annual payments on the capital lease are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	\$10,028	\$2,003	\$12,031
2022	<u>3,839</u>	<u>171</u>	<u>4,010</u>
Total	<u>\$13,867</u>	<u>\$2,174</u>	<u>\$16,041</u>

**BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020**

NOTE 7 – NET POSITION AND FUND BALANCE

A. Net Position

Net Position is the excess of all the Agency's assets and deferred outflows over all its liabilities, deferred inflows, regardless of fund. Net Position is divided into two captions. These captions apply only to Net Position, which is determined only at the Agency-wide level, and are described below:

Net Investment in Capital Assets describes the portion of Net Position which is represented by the current net book value of the Agency's capital assets.

Restricted describes the portion of the Net Position which is restricted by external creditors, grantors, contributors or laws or regulations of other governments.

Unrestricted describes the portion of Net Position which is not restricted to use.

B. Fund Balance

The Agency's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which requires the Agency to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the Agency prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

Nonspendables represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Fund balances required to be maintained intact, such as Permanent Funds, and assets not expected to be converted to cash, such as prepaids, notes receivable, and land held for redevelopment are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

Restricted fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose.

Committed fund balances have constraints imposed by formal action of the Board of Trustees which may be altered only by formal action of the Board of Trustees.

Assigned fund balances are amounts constrained by the Agency's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the Board of Trustees or its designee and may be changed at the discretion of the Board of Trustees or its designee. This category includes nonspendables, when it is the Agency's intent to use proceeds or collections for a specific purpose.

Unassigned fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance and residual fund deficits, if any, of other governmental funds. The Agency strives to maintain 50% of operating expenditures in reserves.

Fund balances classifications at June 30, 2020 are presented on the General Fund Balance Sheet.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 8 – PENSION PLAN

A. Plan Descriptions and Summary of Balances

Plan Description – The Agency only has one defined benefit pension plan, a Miscellaneous Plan. The Miscellaneous Plan is a Cost-Sharing Multiple Employer Plan administered by the California Public Employees’ Retirement System (CalPERS). Benefit provisions under the Plan is established by State statute and Agency Ordinance.

CalPERS Plan - All qualified employees are eligible to participate in the Agency’s Miscellaneous (Classic) or Miscellaneous (PEPRA) cost-sharing multiple employer defined benefit pension plans (“Plan”).

Benefit provisions under the Plan is established by State statute and Agency resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Miscellaneous Plan and additions to/deductions from the Plans’ fiduciary net position have been determined on the same basis as they are reported by the CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Pension liabilities are liquidated by the funds that have recorded the liability. The long-term portion of the governmental activities pension liabilities are liquidated by the General Fund.

The Plan is discussed in detail below.

B. CalPERS Plan (Miscellaneous)

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for the Plan are applied as specified by the Public Employees’ Retirement Law.

Funding Policy – Active plan members in the Plan are required to contribute 6.75% or 7% of their covered salary for the Miscellaneous Plan. The Agency contributes 5% of the 7% CalPERS contribution required of Classic Members. The Agency does not contribute to the employee portion for PEPRA Members. The Agency is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The contribution requirements of plan members are established by State statute and the employer contribution is established and may be amended by CalPERS.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 8 – PENSION PLAN (Continued)

The Plan's provisions and benefits in effect at June 30, 2020 are summarized as follows:

	Miscellaneous	
	<u>Classic</u>	<u>PEPRA</u>
	Prior to <u>January 1, 2013</u>	On or after <u>January 1, 2013</u>
Hire date		
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-67 or older	52-67 or older
Monthly benefits, as a % of eligible compensation	1.426% to 2.418%	1.0% to 2.5%
Required employee contribution rates	7.0%	6.75%
Required employer contribution rates	9.680%	6.985%

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Agency is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2020, the contributions recognized as part of pension expense for the Plan was as follows:

	<u>Miscellaneous</u>
Contributions - employer	<u>\$183,918</u>

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions - As of June 30, 2020, the Agency reported net pension liability for its proportionate share of the net pension liability of the Plan as follows:

	Proportionate Share of Net Pension Liability
Miscellaneous - Classic & PEPRA	<u>\$1,172,442</u>

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 8 – PENSION PLAN (Continued)

The Agency's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2019, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. The Agency's proportion of the net pension liability was based on a projection of the Agency's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The Agency's proportionate share of the net pension liability for the Plan as of June 30, 2018 and 2019 was as follows:

	<u>Miscellaneous</u>
Proportion - June 30, 2018	0.02752%
Proportion - June 30, 2019	<u>0.02928%</u>
Change - Increase (Decrease)	<u>0.00175%</u>

For the year ended June 30, 2020, the Agency recognized pension expense of \$142,566. At June 30, 2020, the Agency reported deferred outflows of resources and deferred inflows of resources related to the Miscellaneous Plan from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$183,918	
Differences between actual and expected experience	81,431	(\$6,309)
Changes in assumptions	55,907	(19,819)
Net differences between projected and actual earnings on plan investments		(20,498)
Net difference in actual contribution and proportion contributions	6,509	(107,788)
Adjustment due to differences in proportions	<u>87,766</u>	
Total	<u>\$415,531</u>	<u>(\$154,414)</u>

\$183,918 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. The Agency does not incur any amount for pension contributions subsequent to measurement date related to deferred outflows of resources. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Fiscal Year Ended June 30</u>	<u>Annual Amortization</u>
2021	\$91,977
2022	(22,223)
2023	3,304
2024	<u>4,141</u>
Total	<u>\$77,199</u>

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 8 – PENSION PLAN (Continued)

Actuarial Assumptions – The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Actuarial Cost Method	Entry-Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table ¹	Derived using CalPERS' Membership Data for all Funds The lesser of contract COLA or 2.50% until Purchasing Power
Post Retirement Benefit Increase	Protection Allowance Floor on Purchasing Power applies, 2.50% thereafter

¹ The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015)

Discount Rate – The discount rate used to measure the total pension liability for each Plan was 7.15%. The projection of cash flows used to determine the discount rate for each Plan assumed that contributions from all plan members in the Public Employees Retirement Fund (PERF) will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, each Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members for all plans in the PERF. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability for each Plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected rate of returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, staff took into account both short-term and long-term market return expectations as well as the expected pension fund (Public Employees' Retirement Fund) cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated. The expected nominal rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 8 – PENSION PLAN (Continued)

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class(1)	Assumed Asset Allocation	Real Return Years 1 - 10(2)	Real Return Years 11+ (3)
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation assets	0%	0.77%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Assets	13.0%	3.75%	4.93%
Liquidity	1.0%	0%	-0.92%
Total	<u>100%</u>		

- (1) In the System's CAFR, Fixed Income is included in Global Debt Securities;
Liquidity is included in Short Term Investments; Inflation Assets are included in both
Global Equity Securities and Global Debt Securities.
- (2) An expected inflation of 2.00% used for this period.
- (3) An expected inflation of 2.92% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the Agency's proportionate share of the net pension liability for each Plan, calculated using the discount rate 7.15%, as well as what the Agency's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous</u>
1% Decrease	6.15%
Net Pension Liability	\$1,956,658
Current Discount Rate	7.15%
Net Pension Liability	\$1,172,442
1% Increase	8.15%
Net Pension Liability	\$525,126

Pension Plan Fiduciary Net Position – Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS

A. General Information about the Agency’s Other Post Employment Benefit (OPEB) Plan

Plan Description – The Agency’s Post Employment Benefit Plan is a single employer OPEB plan. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Governmental Accounting Standards Board Statement No. 75.

Benefits Provided –The following is a summary of Plan benefits as of June 30, 2020:

Eligibility	<ul style="list-style-type: none"> • Retire directly from Library under CalPERS - Service - Age 50 & 5 years CalPERS service, or - Disability 										
Retiree Medical Benefit	<p>Library contributes PEMHCA minimum retirees participating in PEMHCA medical plan:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;">Year</th> <th style="text-align: center; border-bottom: 1px solid black;">PEMHCA Minimum</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2019</td> <td style="text-align: center;">\$ 136</td> </tr> <tr> <td style="text-align: center;">2020</td> <td style="text-align: center;">139</td> </tr> <tr> <td style="text-align: center;">2021</td> <td style="text-align: center;">143</td> </tr> <tr> <td style="text-align: center;">2022+</td> <td style="text-align: center;">Increase at CPI-U Medical</td> </tr> </tbody> </table>	Year	PEMHCA Minimum	2019	\$ 136	2020	139	2021	143	2022+	Increase at CPI-U Medical
Year	PEMHCA Minimum										
2019	\$ 136										
2020	139										
2021	143										
2022+	Increase at CPI-U Medical										
Surviving Spouse Benefit	<ul style="list-style-type: none"> • Surviving spouse coverage based on retirement plan election • Same benefit continues to surviving spouse 										
Other OPEB	<ul style="list-style-type: none"> • No dental, vision, life insurance or Medicare reimbursement 										
Implied Subsidy	<ul style="list-style-type: none"> • Participating retirees pay active rates vs actual cost • Implied subsidy included in valuation 										

For the year ended June 30, 2020, the Agency’s contributions to the Plan were \$4,286.

Employees Covered by Benefit Terms – Membership in the plan consisted of the following at the measurement date of June 30, 2019:

Active employees	17
Inactive employees or beneficiaries currently receiving benefit payments	2
Inactive employees entitled to but not yet receiving benefit payments	3
Total	22

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS (Continued)

B. Total OPEB Liability

Actuarial Methods and Assumptions – The Agency’s total OPEB liability was measured as of June 30, 2019 and was determined by an actuarial valuation dated June 30, 2019 to determine the June 30, 2020 total OPEB liability as of June 30, 2019, based on the following actuarial methods and assumptions:

	Actuarial Assumptions
Actuarial Valuation Date	June 30, 2019
Measurement Date	June 30, 2019
Actuarial Assumptions:	
Discount Rate	- 3.50% at June 30, 2019 (Bond Buyer 20-bond Index) - 3.87% at June 30, 2018 (Bond Buyer 20-bond Index)
General Inflation	2.75% per annum
Salary Increases	- Aggregate - 3.00% - Merit - CalPERS 1997-2015 Experience Study
Mortality, Retirement, Disability, Termination	CalPERS 1997-2015 Experience Study
Mortality Improvement	Mortality projected fully generational with Scale MP-2019
Medical Trend	- Non-Medicare - 7.25% for 2021, decreasing to an ultimate rate of 4.0% in 2076 - Medicare - 6.30% for 2021, decreasing to an ultimate rate of 4.0% in 2076
PEMHCA Minimum Increase	4.25% per year
Medical Participation at Retirement	- Currently covered - 60% - Currently waived - 30%
Medical Plan at Retirement	- Currently covered - same as current election - Currently waived - Kaiser

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS (Continued)

C. Changes in Total OPEB Liability

The changes in the total OPEB liability follows:

	Total OPEB Liability
Balance at July 1, 2019 Reporting Date	\$234,345
Changes Recognized for the Measurement Period:	
Service cost	25,387
Interest on the total OPEB liability	9,968
Actual vs. expected experience	(40,637)
Changes of assumptions	10,440
Benefit payments	(4,286)
Net changes	872
Balance at June 30, 2020 Reporting Date	\$235,217

D. Sensitivity of the Total OPEB Liability to Changes in the Discount Rate and Healthcare Cost Trend Rates

The following presents the total OPEB liability of the Agency, as well as what the Agency's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.58%) or 1-percentage-point higher (4.58%) than the current discount rate:

Total OPEB Liability/(Asset)		
Discount Rate -1%	Current Discount Rate	Discount Rate +1%
(2.50%)	(3.50%)	(4.50%)
\$274,239	\$235,217	\$203,671

The following presents the total OPEB liability of the Agency, as well as what the Agency's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

Total OPEB Liability/(Asset)		
Current Healthcare Cost		
1% Decrease	Trend Rates	1% Increase
\$193,997	\$235,217	\$288,642

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 9 – POST-EMPLOYMENT HEALTH CARE BENEFITS (Continued)

E. OPEB Expenses and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2020, the Agency recognized OPEB expense of \$22,226. At June 30, 2020, the Agency reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
	<u> </u>	<u> </u>
Employer contributions made subsequent to the measurement date	\$5,562	
Differences between actual and expected experience		\$36,171
Changes of assumptions	9,293	22,993
Total	<u>\$14,855</u>	<u>\$59,164</u>

\$5,562 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as part of OPEB expense as follows:

Fiscal Year Ended June 30	Annual Amortization
<u> </u>	<u> </u>
2021	(\$7,585)
2022	(7,585)
2023	(7,585)
2024	(7,585)
2025	(7,585)
Thereafter	(11,946)
Total	<u>(\$49,871)</u>

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 10 – FOUNDATION GRANTS

Major funding for the building and for equipping the library facility is from the nonprofit Belvedere-Tiburon Library Foundation which has been formed through contributions and bequests from community members. Grants committed by the Foundation (from inception through June 30, 2020) consist of the following:

	Grant Revenue		
	Inception-to-Date June 30, 2019	Total Grants Fiscal Year 2020	Inception-to-Date June 30, 2020
Construction: Original Building 1997	\$1,959,581		\$1,959,581
Construction: Library Expansion 2019	1,585,152	\$2,893,523	4,478,675
Collection - Original Book Collection 1997-2001	882,534		882,534
Collection -BTLF (Foundation) Annual Appeal	1,258,138	60,000	1,318,138
Collection - BTLF's Corner Books	224,000		224,000
Programs & Operations - BTLF Endowments	1,191,564	2,912	1,194,476
Programs - BTLF's Bookmarks	324,412		324,412
Total Belvedere Tiburon Library Foundation Grants	<u>\$7,425,381</u>	<u>\$2,956,435</u>	<u>\$10,381,816</u>

Grant revenues for the fiscal year ended June 30, 2020 were as follows:

Belvedere Tiburon Library Foundation (BTLF)

Construction: Library Expansion	\$2,893,523
Collection -BTLF (Foundation) Annual Appeal	60,000
Programs - BTLF Endowments	2,912
Sub-Total Belvedere Tiburon Library Foundation Grants	<u>2,956,435</u>

Miscellaneous Gift and Donations

BTLA Art Committee	4,700
Miscellaneous Donations	21,315
Total Private Grants and Contributions	<u>\$2,982,450</u>

BELVEDERE-TIBURON LIBRARY AGENCY
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2020

NOTE 11 – RISK MANAGEMENT

The Agency is a member of the Pooled Liability Assurance Network (PLAN), through the Town of Tiburon, which provides general liability coverage of \$30,000,000 above the Agency's deductible of \$50,000 per occurrence, risk property insurance of \$1,000,000,000 above the Agency's deductible of \$5,000 for property damage and \$5,000 for auto/vehicle damage. PLAN is governed by a board consisting of representatives from member municipalities. The board controls the operations of PLAN, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on the Board. The Agency has paid \$13,765 in premiums during fiscal year ended June 30, 2020. Audited financial statements may be obtained from PLAN Services, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833.

The Agency is also a member of Republic Indemnity Company of America, which provides workers compensation and employment practices liability coverage of \$1,000,000. The Agency has no deductible for the claims and has paid \$7,987 in premiums during fiscal year ended June 30, 2020. Audited financial statements may be obtained from Republic Indemnity Company of America, 15821 Ventura Blvd, Suite 370, Encino, CA 91436.

The Agency does not have any liability for uninsured claims, including estimated claims incurred but not reported for fiscal year ended June 30, 2020. Settlements have not exceeded insurance coverage in the past three years.

NOTE 12 – COMMITMENTS AND CONTINGENCIES

Library Expansion Project

The Agency entered into a cost-sharing agreement with the Town of Tiburon in June 2019, for a total contribution of \$600,000 from the Town toward the Library Expansion Project, split over a period of four years. The Town will be making four (4) contributions of \$150,000 each over four fiscal years starting in August 2019.

In September 2019, the Agency awarded a bid for the Library Expansion project construction services to Alten Construction, Inc. for \$12,633,800. The construction began during fiscal year ended June 30, 2020. Funds will come from the Library Foundation and the Mechanics Bank line of credit. Fundraising by the Foundation continues in order to avoid using the line of credit.

REQUIRED SUPPLEMENTARY INFORMATION

BELVEDERE-TIBURON LIBRARY AGENCY**(A California Joint Exercise of Powers Agency of the
Town of Tiburon and the City of Belvedere and
A California Community Facilities District)****REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

	Original and Final Budgeted Amounts	Actual Amounts	Variance Positive (Negative)
Revenues:			
Intergovernmental:			
Basic library tax	\$1,967,372	\$1,997,105	\$29,733
Parcel tax	275,000	277,360	2,360
ERAF	400,000	519,786	119,786
Total intergovernmental	<u>2,642,372</u>	<u>2,794,251</u>	<u>151,879</u>
Private grants & contributions:			
Belvedere-Tiburon Library Foundation - Operating	202,194	62,912	(139,282)
Belvedere-Tiburon Library Foundation - Expansion	7,000,000	2,893,523	(4,106,477)
Miscellaneous gifts & donations	32,195	26,015	(6,180)
Charges for services	26,881	13,930	(12,951)
Investment earnings	54,300	65,545	11,245
Total Revenues	<u>9,957,942</u>	<u>5,856,176</u>	<u>(4,101,766)</u>
Expenditures:			
Current - Library Services:			
Personnel costs	1,926,704	1,913,391	13,313
Services and supplies	731,182	609,499	121,683
Debt service:			
Principal	75,000	75,000	
Interest and fiscal charges	53,150	53,639	(489)
Capital outlay:			
Expansion	7,000,000	2,776,672	4,223,328
Other	18,000	14,730	3,270
Total Expenditures	<u>9,804,036</u>	<u>5,442,931</u>	<u>4,361,105</u>
Excess of revenues over expenditures	<u>\$153,906</u>	413,245	<u>\$259,339</u>
Fund balances, beginning of year		<u>4,497,196</u>	
Fund balances, end of year		<u>\$4,910,441</u>	

BELVEDERE-TIBURON LIBRARY AGENCY

**Miscellaneous Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Years***

**SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
AND RELATED RATIOS AS OF THE MEASUREMENT DATE**

Measurement Date	Miscellaneous Plan					
	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019
Plan's proportion of the Net Pension Liability (Asset)	0.01024%	0.02324%	0.02544%	0.02698%	0.02752%	0.02928%
Plan's proportion share of the Net Pension Liability (Asset)	\$637,621	\$637,654	\$883,572	\$1,063,688	\$1,037,322	\$1,172,442
Plan's Covered Payroll	\$1,057,330	\$1,081,598	\$1,129,322	\$1,139,794	\$1,186,789	\$1,223,832
Plan's Proportionate Share of the Net Pension Liability/(Asset) as a Percentage of its Covered Payroll	60.30%	58.95%	78.24%	93.32%	87.41%	95.80%
Plan's Fiduciary Net Position as a Percentage of the Total Pension Liability	79.82%	78.40%	74.06%	73.31%	75.26	77.73%

* Fiscal year 2015 was the first year of implementation, therefore only six years are shown.

BELVEDERE-TIBURON LIBRARY AGENCY

**Miscellaneous Cost-Sharing Multiple-Employer Defined Benefit Pension Plan
Last 10 Years***

SCHEDULE OF CONTRIBUTIONS

Fiscal Year Ended June 30	Miscellaneous Plan					
	2015	2016	2017	2018	2019	2020
Contractually required contribution (actuarially determined)	\$116,149	\$115,449	\$138,093	\$110,838	\$103,885	\$183,918
Contributions in relation to the actuarially determined contributions	<u>(116,149)</u>	<u>(115,449)</u>	<u>(138,093)</u>	<u>(110,838)</u>	<u>(103,885)</u>	<u>(183,918)</u>
Contribution deficiency (excess)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Covered payroll	\$1,081,598	\$1,129,322	\$1,139,794	\$1,186,789	\$1,223,832	\$1,297,054
Contributions as a percentage of covered payroll	10.74%	10.22%	12.12%	9.34%	8.49%	14.18%

Notes to Schedule Contributions

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method Entry-Age Normal Cost in accordance with the requirements of
GASB Statement No.68

Actual Assumptions:

Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	3.00%
Investment Rate of Return	7.15% (1)
Mortality	Derived using CalPERS Membership Data for all Funds (2)

(1) Net of pension plan investment expenses, including inflation

(2) The mortality table used was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015)

* Fiscal year 2015 was the first year of implementation, therefore only six years are shown.

BELVEDERE-TIBURON LIBRARY AGENCY

**Other Post-Employment Benefits (OPEB)
Last 20 Fiscal Years ***

SCHEDULE OF CHANGES IN THE TOTAL OPEB LIABILITY AND RELATED RATIOS

Measurement period	<u>June 30, 2018</u>	<u>June 30, 2019</u>	<u>June 30, 2020</u>
Total OPEB Liability			
Service Cost	\$29,649	\$26,163	\$25,387
Interest	6,625	8,510	9,968
Benefit changes			
Differences between expected and actual experience			(40,637)
Assumption changes	(24,569)	(9,989)	10,440
Benefit payments	(2,286)	(3,734)	(4,286)
Changes of benefit terms			
Net change in total OPEB liability	<u>9,419</u>	<u>20,950</u>	<u>872</u>
Total OPEB liability - beginning	<u>203,976</u>	<u>213,395</u>	<u>234,345</u>
Total OPEB liability - ending	<u><u>\$213,395</u></u>	<u><u>\$234,345</u></u>	<u><u>\$235,217</u></u>
Covered payroll	<u>\$1,129,395</u>	<u>\$1,192,875</u>	<u>\$1,375,610</u>
Total OPEB liability as a percentage of covered payroll	<u>18.9%</u>	<u>19.6%</u>	<u>17.1%</u>

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A portion of property tax revenue goes to the Educational Revenue Augmentation Fund (ERAF) to support local school districts.

When the amount contributed to ERAF is more than the minimum cost of funding local schools, excess funds are returned to the County, Cities, and Special Districts.

What is ERAF?

It is a mechanism, enacted in July of 1992 by the State Legislature, to shift local tax revenues from cities, counties, and special districts to a state controlled Education Revenue Augmentation Fund. The state uses this fund to reduce their obligation to the schools. ERAF funds have been used by the State to help school and community college districts meet minimum funding requirements.

Why was ERAF created?

Proposition 13, the 1978 ballot measure capped property taxes in the state and thereby sharply diminished the property tax revenues that counties, cities, and special districts had to provide services. ERAF allowed the legislature to reallocate the property tax among local governments. In the midst of the recession in 1991-92, the State Legislature exercised this power to take city, county, and special district property taxes to fund the state government's obligation to support schools. The amount of the estimated shift for fiscal year 2010-11 and the prior two fiscal years from Marin County local agencies to ERAF is as shown below.

County of Marin ERAF Contributions by Local Agencies Fiscal Year 2017-18

	Gross Contribution	Excess ERAF	Net Contribution	Percent
County	\$ 71,002,329	\$44,173,925	\$26,828,404	66.9%
Cities	\$ 17,678,216	\$10,998,459	\$ 6,679,757	16.7%
Districts	\$ 17,454,108	\$10,859,030	\$ 6,595,078	16.4%
Total	\$106,134,653	\$66,031,414	\$40,103,239	100.0%

County of Marin ERAF Contributions by Local Agencies Fiscal Year 2018-19

	Gross Contribution	Excess ERAF	Net Contribution	Percent
County	\$ 74,884,742	\$47,929,424	\$26,955,318	66.9%
Cities	\$ 18,664,713	\$11,946,211	\$ 6,718,502	16.7%
Districts	\$ 18,381,553	\$11,764,977	\$ 6,616,576	16.4%
Total	\$111,931,008	\$70,640,612	\$40,290,396	100.0%

County of Marin ERAF Contributions by Local Agencies Fiscal Year 2019-20

	Gross Contribution	Excess ERAF	Net Contribution	Percent
County	\$ 78,675,104	\$47,943,308	\$ 30,731,796	66.9%
Cities	\$ 19,634,504	\$11,964,942	\$ 7,669,562	16.7%
Districts	\$ 19,281,343	\$11,749,732	\$ 7,531,611	16.4%
Total	\$117,590,951	\$71,657,982	\$ 45,932,969	100.0%

The information above is based on first period of distribution of excess ERAF for FY2019-20

Amber Johnson - Finance

From: William Smith <bill@williamsmith.com>
Sent: Tuesday, March 30, 2021 3:53 PM
To: Craig Middleton - City Manager; Amber Johnson - Finance
Cc: Niran Amir; Jeff Slavitz
Subject: [EXTERNAL] Belvedere Tiburon Library
Attachments: BTLA 7 year forecast as of 21-3-30.pdf

Craig and Amber,
Attached you will find budget forecasts for the BTLA.

I hope this is sufficient in your endeavor.

Bill Smith
Luxury Property Specialist
DRE# 01229913
m 415.902.4456
bill@billsmithrealestate.com
billsmithrealestate.com

Compass
36 Main Street
Tiburon, CA 94920
compass.com

BTLA FORECAST 3/19/21	2019/2020	2020-2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2026/2027
	Audit TB	Projected at 2-28	Projected	Projected	Projected	Projected	Projected	Projected	Projected
GENERAL FUND REVENUES									
Basic Library Tax	1,997,104	2,070,642	2,126,789	2,211,861	2,300,335	2,392,348	2,488,042	2,587,564	2,691,067
Parcel Tax	277,360	274,287	275,000	275,000	275,000	275,000	275,000	275,000	275,000
ERAF	501,267	525,357	400,000	375,000	375,000	375,000	375,000	375,000	375,000
Grants	62,912	61,291	122,820	207,820	212,820	212,820	212,820	212,820	212,820
Other Income	12,765	3	10,030	10,030	10,030	10,030	10,030	10,030	10,030
Interest Income	65,545	24,695	36,932	38,576	40,997	43,073	44,652	45,642	45,970
Total General Fund Revenues	2,916,953	2,956,275	2,971,571	3,118,286	3,214,182	3,308,272	3,405,544	3,506,056	3,609,887
Debt Service									
Principal Repayment	(75,000)	(80,000)	(85,000)	(90,000)	(95,000)	(100,000)	(105,000)	(110,000)	0
Bond Interest	(42,150)	(37,500)	(32,550)	(27,300)	(21,750)	(15,900)	(9,750)	(3,300)	0
Fiscal Agent Fees	(11,489)	(11,892)	(12,130)	(12,372)	(12,620)	(12,872)	(13,130)	(13,392)	0
Total Debt Service	(128,639)	(129,392)	(129,680)	(129,672)	(129,370)	(128,772)	(127,880)	(126,692)	0
TOTAL GF REVENUES AFTER DEBT SERVICE	2,788,314	2,826,883	2,841,891	2,988,614	3,084,813	3,179,500	3,277,665	3,379,364	3,609,887
<i>% change over prior year</i>		1.4%	0.5%	5.2%	3.2%	3.1%	3.1%	3.1%	6.8%
			NEW BUILDING						
			POST-COVID						
OPERATING EXPENDITURES		COVID YEAR							
Personnel	1,917,748	1,911,299	2,016,004	2,095,276	2,178,473	2,265,854	2,359,206	2,457,560	2,561,269
<i>% change over prior year</i>		-0.3%	5.5%	3.9%	4.0%	4.0%	4.1%	4.2%	4.2%
Books, Services & Supplies	265,275	265,285	270,591	276,003	281,523	287,153	292,896	298,754	304,729
<i>% change over prior year</i>		0.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Technology Services	55,629	122,649	134,914	148,405	163,246	179,570	197,527	217,280	239,008
<i>% change over prior year</i>		120.5%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Services & Supplies	83,737	56,849	86,249	88,837	91,502	94,247	97,074	99,986	102,986
<i>% change over prior year</i>		-32.1%	51.7%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Building Operating Expenses	120,480	154,253	185,846	190,912	196,130	201,505	207,041	212,743	218,616
<i>% change over prior year</i>		28.0%	20.5%	2.7%	2.7%	2.7%	2.7%	2.8%	2.8%
Agency Administration	64,188	52,344	66,114	68,097	70,140	72,244	74,411	76,644	78,943
<i>% change over prior year</i>		-18.5%	26.3%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
TOTAL OPERATING EXPENSES	2,507,057	2,562,679	2,759,717	2,867,530	2,981,013	3,100,574	3,228,157	3,362,968	3,505,551
<i>% change over prior year</i>		2.2%	7.7%	3.9%	4.0%	4.0%	4.1%	4.2%	4.2%
OPERATING SURPLUS (Deficit)	281,257	264,204	82,175	121,084	103,800	78,926	49,508	16,396	104,335
* November is the low cash balance point in the Fiscal Year		11/30/2020	Projected	Projected	Projected	Projected	Projected	Projected	Projected
OPERATING & LIABILITY RESERVE IN NOVEMBER (LOW)*		1,846,616	1,928,791	2,049,875	2,153,674	2,232,600	2,282,108	2,298,504	2,402,840