

**AGENDA – REGULAR MEETING
BELVEDERE CITY COUNCIL
MAY 10, 2021
6:00 P.M. CLOSED SESSION
6:30 P.M. OPEN SESSION
REMOTE MEETING**

COVID-19 ADVISORY NOTICE

Due to Covid concerns and consistent with State Executive Orders No. 25-20 and No. 29-20, the meeting will not be physically open to the public. Members of the City Council and staff will participate in this meeting remotely.

Members of the public are encouraged to participate remotely via Zoom or telephone pursuant to the information and link below. Public comment will be accepted during the meeting. The public may also submit comments in advance of the meeting by emailing the City Clerk at: clerk@cityofbelvedere.org. Please write “Public Comment” in the subject line. Comments submitted one hour prior to the commencement of the meeting will be presented to the City Council and included in the public record for the meeting. Those received after this time will be added to the record and shared with City Councilmembers after the meeting.

City of Belvedere is inviting you to a scheduled Zoom meeting.

Topic: Belvedere Regular City Council Meeting

Time: May 10 06:00 PM

Join Zoom Meeting:

<https://us02web.zoom.us/j/81888740588?pwd=S3dHSmR2eUVmVjFZMVVNYmpya1VkUT09>

Webinar ID: 818 8874 0588

Passcode: 003578

877 853 5247 US Toll-free

888 788 0099 US Toll-free

The City encourages that comments be submitted in advance of the meeting.

However, for members of the public using the Zoom video conference function, those who wish to comment on an agenda item should write “I wish to make a public comment” in the chat section of the remote meeting platform. At the appropriate time, the city clerk will allow oral public comment through the remote meeting platform. Any member of the public who needs special accommodations to access the public meeting should email the city clerk at clerk@cityofbelvedere.org, who will use her best efforts to provide assistance.

**AGENDA – REGULAR MEETING
BELVEDERE CITY COUNCIL
MAY 10, 2021
6:00 P.M. CLOSED SESSION
6:30 P.M. OPEN SESSION
VIA REMOTE ZOOM MEETING**

COMMENTS ON AGENDA ITEMS BY MEMBERS OF THE AUDIENCE

The audience will be given an opportunity to speak on each agenda item when it is called. Upon being recognized by the Mayor, please state your name and address, and limit your oral statement to no more than three minutes. The Council welcomes comments and questions raised by interested citizens but typically does not respond during the comment period.

**6:00 PM CALL TO ORDER
PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEM
ADJOURN TO CLOSED SESSION**

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATOR
Unrepresented and represented employees: All City employees.
The closed session is to instruct the City's designated representative, City Manager Craig Middleton, regarding salaries and/or compensation paid in the form of fringe benefits to City employees. Closed session permitted pursuant to § 54957.6(a) of the California Government Code.

6:30 PM RECONVENE IN OPEN SESSION

OPEN FORUM

This is an opportunity for any citizen to briefly address the City Council on any matter that does not appear on this agenda. Upon being recognized by the Mayor, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a more lengthy presentation or Council consideration may be agendaized for further discussion at a later meeting.

REPORTS & PRESENTATIONS

2. City Council reports.
3. City Manager report.
4. Water Conservation Presentation from Paul Sellier, Marin Municipal Water District (MMWD) Operations Director.

CONSENT CALENDAR

The Consent Calendar consists of items that the City Council considers to be non-controversial. Unless any item is specifically removed by any member of the City Council, staff, or audience, the Consent Calendar will be adopted by one motion. Items removed will be considered in the sequence as they appear

below. If any member of the audience wishes to have an item removed, please step to the microphone, state your name, and indicate the item.

5. Approve minutes of the April 12th, 2021 regular meeting.
6. Approve warrants of April 2021.
7. Fiscal Year Investment Report for the quarter ending March 31, 2021.
8. Adoption of an Ordinance of the City of Belvedere removing and replacing section 10.36.200 of chapter 10.36 “stopping, standing, and parking” of the Belvedere Municipal Code regarding 72-hour parking rule.
9. Adoption of a resolution for the period of July 1, 2020, through June 30, 2023, ratifying a memorandum of understanding between the City and the Belvedere Peace Officers Association (BPOA) establishing salary and benefits for those personnel.

INDIVIDUAL CONSENT CALENDAR ITEM(S)

Individual Consent Calendar Items are considered non-controversial but require individual motions for approval due to necessary recusals.

10. Approve Resolution of Acceptance for Portion of Property located at 431 Golden Gate Avenue per Previously Approved Property Transfer Agreement with the City.

OTHER SCHEDULED ITEMS

11. Preliminary review of annual operating budget and capital improvement program for the City for Fiscal Year 2021/2022.

Staff recommendation: Consider the preliminary Fiscal Year 2021/2022 Operating and Capital Budget and provide direction to staff.

12. Funding of the Library Project.

Staff recommendation: Consider the Library’s request for a financial contribution towards its expansion project.

ADJOURN

NOTICE: WHERE TO VIEW AGENDA MATERIALS

Staff reports and other materials distributed to the City Council are available for public inspection at the following locations:

- Online at www.cityofbelvedere.org/archive.aspx
- Belvedere City Hall, 450 San Rafael Avenue, Belvedere. *(Materials distributed to the City Council after the Thursday before the meeting are available for public inspection at this location only.)*
- Belvedere-Tiburon Library, 1501 Tiburon Boulevard, Tiburon.

To request automatic mailing of agenda materials, please contact the City Clerk at (415) 435-3838.

NOTICE: AMERICANS WITH DISABILITIES ACT

The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats and special assistance needed to attend or participate in this meeting. Please make your request at the Office of the City Clerk or by calling 415/435-3838. Whenever possible, please make your request four working days in advance.

CONSENT CALENDAR

**BELVEDERE CITY COUNCIL
MAY 10, 2021**

To: Mayor and City Council

From: Beth Haener, City Clerk

Subject: Approve minutes of the April 12, 2021 Regular City Council meeting

Recommended Motion/Item Description

That the City Council approve the minutes as part of the Consent Calendar.

Attachments

Minutes.

**REGULAR MEETING
BELVEDERE CITY COUNCIL
APRIL 12, 2021
5:30 P.M CLOSED SESSION
6:30 P.M. OPEN SESSION
REMOTE VIA ZOOM
MINUTES**

COUNCIL PRESENT: Steve Block, James Lynch, Nancy Kemnitzer, Sally Wilkinson, and James Campbell.

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Craig Middleton and City Attorney Emily Longfellow

These minutes are intended to reflect the general content of the regular meeting. An audio file of the meeting is available: <https://www.cityofbelvedere.org/agendacenter>.

CALL TO ORDER IN REMOTE OPEN SESSION

The meeting was called to order by Mayor Campbell at 5:30 PM via remote Zoom meeting. COVID-19 disclaimer was read. City Manager Middleton took roll call.

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

No one wished to speak. Mayor Campbell called to adjourn to Closed Session.

ADJOURN TO CLOSED SESSION

1A. Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): (One potential case) Claims filed by Yema Khalif and Hawi Awash on January 25, 2012, on file with the City Clerk's Office.

1B. Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) and (e)(1): (One potential case).

RECONVENE IN OPEN SESSION

The meeting reconvened in open session via Zoom at 6:42 P.M. The following staff members joined the meeting: Police Chief Jason Wu, Public Works Director Robert Zadnik, Administrative Services Manager Amber Johnson, Planning and Building Director Irene Borba, Senior Planner Rebecca Markwick, and City Clerk Beth Haener.

City Attorney Longfellow announced that no reportable actions were taken in the closed session.

OPEN FORUM

Dr. William Rothman stated his concern about materials that will be used in the Community Park playground remodel and informed the Council that a campaign has been created to stop the use of these materials.

REPORTS & PRESENTATIONS

2. City Council Reports

Council member Wilkinson reported that the Yellow Bus Program will return next school year, and the County's Health Department and Education Department have issued guidelines for the operation. Council member Wilkinson affirmed that the Tiburon Peninsula Traffic Relief Joint Powers Authority meeting will be later in the week.

Council member Block reported that Police Chief Wu will be presenting shortly on a policing template that he developed in consultation with the Ad Hoc Committee. The report is intended to add transparency to the work of the Police Department and provide the public with valuable information as required by the Racial Identity Profiling Act (RIPA). The Chief will report quarterly to the Council.

3. City Manager Report

City Manager Middleton reported on plans to more fully reopen City Hall to the public. He stated that the timing is still uncertain and dependent on continued progress in Marin against COVID-19. Middleton noted that most staff are fully vaccinated and that staff is present at City Hall during the work week. Middleton added that the City is looking into technology options that would enable the Council to conduct in-person meetings while also allowing people to participate via Zoom.

City Manager Middleton announced that the Acacia/Laurel undergrounding district work is complete. The final set of utility poles were removed by PG&E and the street lighting has been installed. Middleton thanked Public Works Director Zadnik for his work and thanked the residents for their patience. Middleton mentioned that the upper Golden Gate Avenue undergrounding is moving closer to completion.

City Manager Middleton reported that the City will be emphasizing the clearing of potentially flammable vegetation throughout Belvedere and will be co-sponsoring the debris collection at Blackie's Pasture. Middleton stated that the City will be offering a number of curbside pickup opportunities starting in May, which will run throughout the summer.

Mayor Campbell called for public comment. William Rothman stated his support for allowing people to participate in Council meetings by using Zoom when Council meetings return to an in-person format.

4. Police Department quarterly report.

Police Chief Wu delivered the Police Department's first quarterly report for 2021. Chief Wu stated that the report provides a snapshot of the department's proactive efforts to ensure that Belvedere remains a safe, low-crime environment. Chief Wu discussed in detail the Racial Identity Profiling Act (RIPA) and how the department will implement this. Chief Wu indicated that, due to the size of the department, Belvedere Police is not required to report RIPA data to the California Department of Justice until April 1, 2023; nonetheless, it is providing this information now to enhance transparency.

CONSENT CALENDAR

Council member Block removed Item 7 from the Consent Calendar for further discussion.

MOTION: Move to adopt the Consent Calendar, with the exception of Item 7.

MOVED: By Kemnitzer, seconded by Block; approval was unanimous.

The Consent Calendar consisted of the following Items:

- 5. Approve minutes of the March 8, 2021 regular meeting.**
 - 6. Approve warrants of March 2021.**
 - 8. Approve resolution allocating Road Repair and Accountability Act (SB1) funds to be included in the 2021/22 Fiscal Year (FY) Capital Improvement Plan Budget.**
 - 9. Second Reading of Ordinance Amendment to Belvedere Municipal Code Chapter 20.04, Design Review, adding Section 20.04.200 regarding Analysis of "Substantial Improvement" for Floodplain Regulation Purposes; and Adopt Resolution Amending Administrative Policy Manual, Section 14.7, Administration of Substantial Improvement Requirements for Projects within Designated Floodplains.**
-
- 7. Declare the cost to provide Fire Protection and Emergency Services in Fiscal Year 2021-2022 will exceed \$450,000.**

Council member Block asked for clarification as to when \$450,000 was last spent by the City on fire protection. Administrative Services Manager Johnson responded that it has been many years since the City has spent this amount. She indicated that this limit is in the Municipal Code and that this resolution must be adopted each year, so long as fire

department expenditures exceed \$450,000.

MOTION: Move to adopt the resolution declaring that the cost to provide Fire Protection and Emergency Medical Services for Fiscal Year 2021-2022 will exceed \$450,000

MOVED: By Block, seconded by Wilkinson; approval was unanimous.

PUBLIC HEARING

10. Consider recommendations by the Belvedere Historic Preservation Committee and the Planning Commission to designate 308 Golden Gate Avenue as a City of Belvedere Historic Property, pursuant to Title 21 of the Belvedere Municipal Code.

Senior Planner Markwick presented the staff report. There were no questions from Council and no public comment.

MOTION: To adopt the resolution approving the designation of the property at 308 Golden Gate Avenue as a City of Belvedere Historic Property.

MOVED: By Kemnitzer, seconded by Block; approval was unanimous.

11. Introduction and first reading of an Ordinance of the City of Belvedere removing and replacing section 10.36.200 of chapter 10.36 “stopping, standing, and parking” of the Belvedere Municipal Code regarding 72-hour parking rule.

City Attorney Longfellow presented the staff report, and Traffic, Safety and Circulation Committee Chair Michele Kyrouz was present for questions. Council member Block asked whether the Traffic, Safety and Circulation Committee had considered exempting people who display handicap placards from enforcement. Traffic, Safety and Circulation Committee Chair Kyrouz responded that it was not recommended as an exemption. Chief Wu stated that, under the California vehicle code, having a handicap placard does not exempt the holder from compliance with established traffic or parking regulations; the placard simply allows the holder to park in areas designated specifically for handicap parking.

Mayor Campbell opened the public hearing.

Ms. Jaime F. stated her concern about residents finding loopholes in the proposed parking rule and stated that this rule needs to be spelled out very clearly.

Richard Snyder stated that there are no handicap-designated parking spots on the Island. Mr. Snyder urged that exemptions be made for people with disabled placards and for those with no garages.

Mayor Campbell closed the public hearing and brought it back to Council for further discussion. Council member Block proposed an amendment to the Ordinance to accommodate handicap placards. Mayor Campbell asked Police Chief Wu if he intended to change the enforcement policy as to vehicle parking on the street. Chief Wu responded that, with regard to this type of enforcement, it is and has always been complaint driven. Mayor Campbell stated that there might be a solution of carving out exceptions for specific circumstances. Chair Kyrouz stated she would be happy to address the idea of carving out exceptions for specific circumstances. Chair Kyrouz reiterated that this is a complaint-driven process and explained how the committee came to its recommendations. Council member Kemnitzer stated that the Traffic Committee’s recommendation reflects months and months of work. She indicated her support for its adoption.

MOTION: To read the Ordinance by title only

MOVED: By Lynch, seconded by Wilkinson, approved

VOTE:

AYES: Lynch, Kemnitzer, Wilkinson, and Mayor Campbell

NOES: Block

ABSENT: None
RECUSED: None

City Clerk Haener read aloud the full title of the ordinance.

MOTION: Motion to approve the first reading of the Ordinance and waive future readings of the Ordinance in its entirety.

MOVED: By Lynch, seconded by Wilkinson, approved

VOTE:

AYES: Lynch, Kemnitzer, Wilkinson, and Mayor Campbell
NOES: Block
ABSENT: None
RECUSED: None

OTHER SCHEDULED ITEMS

- 12. First reading of a resolution for the period of July 1, 2020, through June 30, 2023, ratifying a memorandum of understanding between the City and the Belvedere Peace Officers Association (BPOA) establishing salary and benefits for those personnel.**

Staff recommendation: Review and approve first reading of the resolution establishing salaries and benefits for BPOA employees. Pursuant to Belvedere Administrative Policy 20.5.2, the resolution will also appear on the May 10, 2021, regular City Council agenda for final approval.

City Manager Middleton presented the staff report. There were no questions from Council and no public comment. No actions were needed.

- 13. Adoption of a Pension Funding Policy, including creation of a 115 Pension Trust, various revisions to the Administrative Policy Manual, and a budget amendment for the 2020/21 Fiscal Year.**

City Manager Middleton, Administrative Services Manager Amber Johnson and Finance Committee Chair Bob McCaskill presented the staff report. Administrative Services Manager Amber Johnson took questions from Council. No public comment was made. Mayor Campbell and the Council thanked everyone for their hard work and stated that the City is very grateful for this work.

MOTION: Motion to adopt two Resolutions authorizing the establishment of a Section 115 Trust for pension-related purposes and delegating authority to request disbursements from the Section 115 Trust.

MOVED: By Block, seconded by Wilkinson, approval was unanimous.

MOTION: Motion to adopt a Resolution amending the FY20/21 budget and five-year projection to reflect an investment of \$1.5M in the Section 115 Trust.

MOVED: By Wilkinson, seconded by Lynch, approval was unanimous.

MOTION: Motion to adopt Resolution amending the Administrative Policy Manual, section 2.2 (fund balance and reserve policies), section 2.3 (pension/OPEB funding) and section 2.5 (investments).

MOVED: By Block, seconded by Lurch, approval was unanimous.

ADJOURN

The meeting was adjourned at 8:16 P.M.

THE FOREGOING MINUTES were approved at a regular meeting of the Belvedere City Council on May 10, 2021, by the following vote:

AYES: Steve Block, James Lynch, Nancy Kemnitzer, Sally Wilkinson, and Mayor Campbell

NOES: None

ABSENT: None

RECUSED: None

Approve: _____
James Campbell, Mayor

Attest: _____
Beth Haener, City Clerk

CONSENT CALENDAR

**BELVEDERE CITY COUNCIL
MAY 10, 2021**

To: Mayor and City Council
From: Amber Johnson, Administrative Services Manager
Subject: **Approve warrants of April 2021**

Recommended Motion/Item Description

That the City Council approve the April 2021 warrants as part of the Consent Calendar.

Attachments

Warrants.

CITY OF BELVEDERE
WARRANTS REPORT
APRIL 2021
BANK ACCOUNT 1000
OPERATING CHECKING ACCOUNT

Check Number	Check Date	Vendor # (Name)	Net Amount	Check Description
26823	4/30/2021	AMMI PUBLISHING COMP. INC	130.00	Automatic Generated Check
26824	4/30/2021	AT&T	254.62	Automatic Generated Check
26825	4/30/2021	BARTEL ASSOCIATES LLC	3,325.00	Automatic Generated Check
26826	4/30/2021	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL	12,997.25	Automatic Generated Check
26827	4/30/2021	BROOKS TREE CARE	1,950.00	Automatic Generated Check
26828	4/30/2021	CALIFORNIA BUILDING STAND	191.42	Automatic Generated Check
26829	4/30/2021	CINTAS CORPORATION #626	280.00	Automatic Generated Check
26830	4/30/2021	COUNTY OF MARIN	593.00	Automatic Generated Check
26831	4/30/2021	COUNTY OF MARIN-MARIN.ORG	1,393.94	Automatic Generated Check
26832	4/30/2021	DEPT. OF CONSERVATION	546.58	Automatic Generated Check
26833	4/30/2021	ENGINEERING SOLUTIONS SERVICES	17,213.75	Automatic Generated Check
26834	4/30/2021	FLYERS ENERGY, LLC	1,048.40	Automatic Generated Check
26835	4/30/2021	FORSTER PUMP & ENGINEERIN	5,375.00	Automatic Generated Check
26836	4/30/2021	GARY BELL	525.00	Automatic Generated Check
26837	4/30/2021	HORIZON	219.94	Automatic Generated Check
26838	4/30/2021	LIEBERT CASSIDY WHITMORE	1,392.00	Automatic Generated Check
26839	4/30/2021	LINE DRIVEN STRATEGIES LLC	450.00	Automatic Generated Check
26840	4/30/2021	MARIN CO TAX COLLECTOR	901.34	Automatic Generated Check
26841	4/30/2021	NAZEM AHMADI	849.00	Automatic Generated Check
26842	4/30/2021	QUILL CORPORATION	47.61	Automatic Generated Check
26843	4/30/2021	ROTO-ROOTER PLUMBERS	1,101.00	Automatic Generated Check
26844	4/30/2021	SANTA ROSA UNIFORM &	283.35	Automatic Generated Check
26845	4/30/2021	SHRED-IT USA - CONCORD	119.81	Automatic Generated Check
26846	4/30/2021	STETSON ENGINEERS, INC.	12,396.00	Automatic Generated Check
26847	4/30/2021	STRIPING GRAPHICS	3,500.00	Automatic Generated Check
26848	4/30/2021	TIBURON PENINSULA	1,250.00	Automatic Generated Check
26849	4/30/2021	TOWN OF TIBURON	10,547.93	Automatic Generated Check
26850	4/30/2021	TPX COMMUNICATIONS	774.57	Automatic Generated Check
26851	4/30/2021	UPS	23.28	Automatic Generated Check
26852	4/30/2021	U.S. BANK CORPORATE PAYME	1,944.51	Automatic Generated Check
26853	4/30/2021	VERIZON	605.73	Automatic Generated Check
26854	4/30/2021	WAGeworks INC.	106.00	Automatic Generated Check
26855	4/30/2021	WELLS FARGO VENDOR FINANCIAL SERVICES LLC	78.30	Automatic Generated Check
A-793	4/1/2021	TAKE CARE/WAGE WORKS	1,384.56	Electronic Payment
A-794	4/2/2021	GLOBAL PAYMENTS	320.45	Electronic Payment
A-795	4/2/2021	TAKE CARE/WAGE WORKS	195.99	Electronic Payment
A-796	4/8/2021	EFTPS	37,652.33	Electronic Payment
A-797	4/8/2021	PACIFIC GAS & ELECTRIC	2,749.63	Electronic Payment
A-798	4/15/2021	WESTAMERICA BANK	342.08	Electronic Payment
A-799	4/19/2021	COMCAST	48.80	Electronic Payment
A-800	4/21/2021	U.S. BANK COPIER	1,814.48	Electronic Payment

CITY OF BELVEDERE
WARRANTS REPORT
APRIL 2021
BANK ACCOUNT 1000
OPERATING CHECKING ACCOUNT

Check Number	Check Date	Vendor # (Name)	Net Amount	Check Description
A-801	4/21/2021	AT&T	194.72	Electronic Payment
A-802	4/22/2021	EFTPS	15,274.44	Electronic Payment
A-803	4/22/2021	CA EDD	5,087.46	Electronic Payment
A-804	4/22/2021	CALPERS	18,097.78	Electronic Payment
A-805	4/26/2021	AT&T	64.20	Electronic Payment
A-806	4/27/2021	WESTAMERICA BANK	737.59	Electronic Payment
A-807	4/27/2021	PITNEY BOWES	158.64	Electronic Payment
A-808	4/30/2021	CALPERS	32,094.04	Electronic Payment
A-809	4/30/2021	DELTA DENTAL	2,823.72	Electronic Payment
A-810	4/30/2021	DELTA DENTAL	2,823.72	Electronic Payment
A-811	4/30/2021	LINCOLN LTD	937.96	Electronic Payment
A-812	4/30/2021	RELIANT STANDARD LIFE/ADD	354.57	Electronic Payment
A-813	4/30/2021	RELIANT STANDARD LIFE/ADD	354.57	Electronic Payment
A-814	4/30/2021	AFLAC INSURANCE CO	102.58	Electronic Payment
AP043021-01	4/30/2021	ALISON FOULIS	825.00	Electronic Payment
AP043021-02	4/30/2021	ARBORSCIENCE	300.00	Electronic Payment
AP043021-03	4/30/2021	AXON ENTERPRISE INC	11,482.48	Electronic Payment
AP043021-04	4/30/2021	BAY ALARM COMPANY	350.73	Electronic Payment
AP043021-05	4/30/2021	BELVEDERE-TIBURON LIBRARY	335,779.44	Electronic Payment
AP043021-06	4/30/2021	CARBONITE INC.	4,167.96	Electronic Payment
AP043021-07	4/30/2021	DC ELECTRIC GROUP, INC.	312.43	Electronic Payment
AP043021-08	4/30/2021	DC ELECTRIC GROUP, INC.	229.14	Electronic Payment
AP043021-09	4/30/2021	DIEGO TRUCK REPAIR	1,698.46	Electronic Payment
AP043021-10	4/30/2021	EDMUND H. SAN DIEGO	619.50	Electronic Payment
AP043021-11	4/30/2021	EPSTEIN + HOLTZAPPLE	8,568.00	Electronic Payment
AP043021-12	4/30/2021	EPSTEIN + HOLTZAPPLE	2,376.00	Electronic Payment
AP043021-13	4/30/2021	FORSTER & KROEGER LANDSCA	4,515.00	Electronic Payment
AP043021-14	4/30/2021	HADLEY GENERAL CONTRACTORS INC	850.70	Electronic Payment
AP043021-15	4/30/2021	JESUS ARGUELLES	1,280.00	Electronic Payment
AP043021-16	4/30/2021	JESUS ARGUELLES	541.38	Electronic Payment
AP043021-17	4/30/2021	JESUS ARGUELLES	2,018.00	Electronic Payment
AP043021-18	4/30/2021	MARIN IT, INC.	187.50	Electronic Payment
AP043021-19	4/30/2021	MARIN IT, INC.	531.50	Electronic Payment
AP043021-20	4/30/2021	MARY NEILAN	556.94	Electronic Payment
AP043021-21	4/30/2021	PARS	600.00	Electronic Payment
AP043021-22	4/30/2021	SPTJ CONSULTING	1,800.00	Electronic Payment
AP043021-23	4/30/2021	SPTJ CONSULTING	5,760.00	Electronic Payment
AP043021-24	4/30/2021	TIBURON FIRE PROTECTION	146,262.33	Electronic Payment
AP043021-25	4/30/2021	WILLDAN FINANCIAL SERVICE	7,098.75	Electronic Payment
Total for Bank Account 1000 ----->			744,739.88	

CITY OF BELVEDERE
WARRANTS REPORT
APRIL 2021
BANK ACCOUNT 1010
PAYROLL CHECKING ACCOUNT

Check Number	Check Date	Vendor # (Name)	Net Amount	Check Description
096	04/08/21	DIRECT DEPOSIT	65,753.72	Electronic Payment
097	04/22/21	DIRECT DEPOSIT	67,450.61	Electronic Payment
P-070	04/08/21	MASS MUTUAL	276.92	Electronic Payment
P-071	04/22/21	MASS MUTUAL	276.92	Electronic Payment
PR040821-01	04/08/21	BPOA	92.30	Electronic Payment
PR040821-02	04/08/21	ICMA-RC	4,681.02	Electronic Payment
PR040821-03	04/08/21	GARNISHMENT	1,141.38	Electronic Payment
PR042221-01	04/22/21	BPOA	92.30	Electronic Payment
PR042221-02	04/22/21	ICMA-RC	4,681.02	Electronic Payment
PR042221-03	04/22/21	GARNISHMENT	1,141.38	Electronic Payment
Total for Bank Account 1010 ----->			145,587.57	
Grand Total of all Bank Accounts ----->			890,327.45	

CONSENT CALENDAR

**BELVEDERE CITY COUNCIL
MAY 10, 2021**

To: Mayor and City Council
From: Amber Johnson, Administrative Services Manager
Subject: **Receive Investment Report as of March 31, 2021**

Recommended Motion/Item Description

That the City Council receive the City's Investment Report for the quarter-ending March 31, 2021 as part of the Consent Calendar.

Attachments

Investment Report.

CITY OF BELVEDERE
 REPORT ON INVESTMENTS
 FISCAL YEAR 2020/21

QUARTER-ENDED 3/31/20

<u>Investment</u>	<u>As-of</u>	<u>Ending Balance</u>	<u>Interest Earned</u>	<u>Interest Rate</u>	<u>Maturity</u>
Local Agency Investment Fund (LAIF)	09/30/20	\$ 4,164,472.15	\$ 11,908.95	0.84%	Liquid
Local Agency Investment Fund (LAIF)	12/31/20	\$ 6,926,381.10	\$ 6,786.60	0.63%	Liquid
Local Agency Investment Fund (LAIF)	03/31/21	\$ 6,433,167.70	\$ 7,356.57	0.44%	Liquid
			<u>\$ 26,052.12</u>		

To: Mayor and City Council

From: Beth Haener, City Clerk

Subject: Adoption of an Ordinance of the City of Belvedere Repealing and Replacing Section 10.36.200 of Chapter 10.36 “Stopping, Standing and Parking” of the Belvedere Municipal Code Regarding 72-Hour Parking Rule

Recommended Motion/Item Description

That the City Council adopt the ordinance as part of the Consent Calendar.

Background

This ordinance was introduced at the April 12th, 2021, regular City Council meeting. The first reading was approved with Council member Block voting against. It is being presented tonight for final adoption.

Attachments

Ordinance.

CITY OF BELVEDERE

ORDINANCE NO. 2021-02

AN ORDINANCE OF THE CITY OF BELVEDERE REPEALING AND REPLACING SECTION 10.36.200 OF CHAPTER 10.36 “STOPPING, STANDING AND PARKING” OF THE BELVEDERE MUNICIPAL CODE REGARDING 72-HOUR PARKING RULE

WHEREAS, given Belvedere’s unique topography and narrow streets, on-street public parking is in short supply and must necessarily be shared by all community members and visitors; and

WHEREAS, vehicles that are parked on public streets for long periods of time prevent the shared use of public parking spaces and can inhibit emergency vehicle access; and

WHEREAS, the City of Belvedere regulates parking pursuant to Belvedere Municipal Code Chapter 10.36 and Section 10.36.200 prohibits parking for 72 or more consecutive hours; and

WHEREAS, drivers often move their vehicles very short distances to evade a violation of the 72-hour rule, which causes the parking to remain limited and impacted; and

WHEREAS, on October 14, 2019, the City Council considered an Ordinance Amendment regarding the City’s 72-hour parking rule and directed that the issue be considered by the Traffic Safety Committee for further analysis and review; and

WHEREAS, the Traffic Safety Committee held a series of meetings from late 2019 through February 2021 and developed a proposed Ordinance Amendment regarding the 72-hour parking rule, which it has recommended for City Council adoption; and

WHEREAS, in order to increase compliance with the 72-hour parking rule, maintain availability of on-street parking for the community, and provide for emergency vehicle access, the City wishes to repeal and replace Belvedere Municipal Code section 10.36.200 to require substantive compliance and prevent avoidance by moving vehicles a short distance, while also providing that Belvedere residents may receive a temporary residential parking permit allowing on-street parking in excess of 72-hours for a total of 6 weeks per year (the “Ordinance Amendment”); and

WHEREAS, State of California Vehicle Code section 22651(K) allows a police officer to remove a vehicle parked upon a public street for 72 or more or more consecutive hours in violation of a local ordinance; and

WHEREAS, pursuant to Article XI, section 7 of the California Constitution and sections 36931 *et seq.* of the California Government Code, the City Council may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

WHEREAS, on April 12, 2021, the City Council held a duly noticed public hearing on the Ordinance Amendment and considered all information in the record including public testimony at the hearing; and

WHEREAS, the City Council finds that the Ordinance Amendment is categorically exempt from the California Environmental Quality Act (“CEQA”) under CEQA Guideline section 15061(b)(3) (common sense exemption), because it can be seen with certainty that there is no possibility that the Ordinance Amendment could have a significant environmental effect; and

WHEREAS, the City Council finds that the Ordinance Amendment furthers the public health, safety, and welfare by providing shared on-street parking and facilitating emergency vehicle access.

NOW THEREFORE, the City Council of the City of Belvedere does ordain as follows:

SECTION 1. Amendment. Belvedere Municipal Code section 10.36.200 is hereby repealed in its entirety and replaced as follows:

10.36.200 Parking longer than seventy-two hours prohibited

A. No person who owns or has possession, custody, or control of any vehicle shall park such vehicle upon any public street for more than a consecutive period of seventy-two hours unless allowed under a temporary residential parking permit pursuant to this Section. For purposes of this Section, a vehicle must be moved at least 300 feet every seventy-two hours, and not returned to the same location sooner than 12 hours from departure or it shall be considered parked for that period of time. Section 10.48.010 of the Belvedere Municipal Code provides for enforcement of violations of this Section.

B. A Belvedere resident may seek an exception to this rule for up to six weeks per calendar year per household address. To seek an exception, a resident may apply to the Belvedere Police Department for a temporary residential parking permit that allows vehicles owned or controlled by the resident to be parked on a public street in excess of seventy-two hours for specified dates, not to exceed a cumulative total of six weeks per calendar year per household address. Unless an emergency applies, requests for a temporary residential parking permit shall be submitted to the Belvedere Police Department in advance and only for the duration required. In cases of emergency, requests for a temporary residential parking permit shall be submitted to the Belvedere Police Department within a reasonable time following the emergency.

SECTION 2. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence,

clause or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or effective. To this end the provisions of this Ordinance are declared to be severable.

SECTION 3. Effective Date. This Ordinance shall take effect and be in force thirty (30) days after the date of its passage. Within fifteen (15) days following its passage, a summary of the Ordinance shall be published with the names of those City Council members voting for and against the Ordinance and the City Clerk shall post in the office of the City Clerk a certified copy of the full text of the adopted Ordinance along with the names of the members voting for and against the Ordinance.

INTRODUCED AT A PUBLIC HEARING on April 12, 2021, and adopted at a regular meeting of the Belvedere City Council on May 10, 2021, by the following vote:

AYES: Steve Block, James Lynch, Nancy Kemnitzer, Sally Wilkinson, and Mayor Campbell

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED: _____
James Campbell, Mayor

ATTEST: _____
Beth Haener, City Clerk

To: Mayor and City Council

From: Craig Middleton, City Manager

Subject: **Adoption of a resolution for the period July 1, 2020, through June 30, 2023, ratifying a memorandum of understanding between the City and the Belvedere Peace Officers Association establishing salaries and benefits for those personnel**

Recommended Motion/Item Description

Review the Memorandum of Understanding (MOU) between the Belvedere Peace Officers Association and the City establishing salaries and benefits for represented employees.

Review the Resolution ratifying the MOU.

Note: Pursuant to Administrative Policy 20.5.2 – “All City labor agreements shall be placed on two consecutive public City Council meeting agendas. The first meeting shall be for discussion of the tentative agreement. The second meeting shall be for a vote by the City Council to approve or disapprove the agreement.” The resolution will also appear on the May 10, 2021 City Council agenda.

Background

Sworn personnel in the Police Department belong to the Belvedere Peace Officers Association (BPOA) and bargain collectively with the City to establish salaries, benefits and working conditions. The BPOA and the City Manager have reached a tentative agreement on a Memorandum of Understanding (MOU), presented here for City Council review and ratification.

Findings

- For Fiscal Year 2020/2021, represented employees will receive a two percent (2%) increase to base salary (Cost of Living Adjustment – COLA), effective July 1, 2020.
- For Fiscal Year 2021/2022, represented employees will receive a two percent (2%) increase to base salary (Cost of Living Adjustment – COLA), effective July 1, 2021.
- For Fiscal Year 2022/2023, represented employees will receive a two percent (2%) increase to base salary (Cost of Living Adjustment – COLA), effective July 1, 2022.

All other terms and conditions of the BPOA MOU will remain the same, with the following exceptions:

- **Section 13.** Deferred Compensation. Effective July 1, 2021, the amount contributed to each employee's deferred compensation account by the City will be \$185 per month, irrespective of the employee's contribution.

Fiscal Impact

The proposed adjustments will cost the City \$89,411 (cumulative) over the three-year period (FY20/21, FY21/22 and FY22/23). Adjustments for the current fiscal year can be accommodated within the current personnel budget. All adjustments for future years are included in the proposed budget for FY21/22 and in the 5-year projections that accompany the proposed budget.

Attachments

- Resolution ratifying Memorandum of Understanding (MOU) with Belvedere Peace Officers Association (BPOA)
- Memorandum of Understanding (MOU) with Belvedere Peace Officers Association (BPOA)
- Salary & Benefit Table - BPOA

CITY OF BELVEDERE

RESOLUTION NO. 2021-08

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE
RATIFYING MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND
THE BELVEDERE PEACE OFFICERS ASSOCIATION
ESTABLISHING SALARIES AND BENEFITS FOR THOSE PERSONNEL
EFFECTIVE JULY 1, 2020, THROUGH JUNE 30, 2023**

WHEREAS, the City Manager, representing the City, has met and conferred with the Belvedere Peace Officers Association and has in good faith negotiated a Memorandum of Understanding between the City and said employees (Attachment A).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belvedere that the Memorandum of Understanding attached hereto as Attachment A is hereby ratified and the City Manager is authorized and directed to sign said memorandum on behalf of the City.

PASSED AND ADOPTED at a regular meeting of the Belvedere City Council on May 10, 2021, by the following vote:

AYES: Steve Block, James Lynch, Nancy Kemnitzer, Sally Wilkinson, and Mayor Campbell

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED: _____
James Campbell, Mayor

ATTEST: _____
Beth Haener, City Clerk

**ATTACHMENT A TO RESOLUTION
MEMORANDUM OF UNDERSTANDING**

WHEREAS, the Belvedere Peace Officers' Association (BPOA) and the City of Belvedere (City) have met and conferred in good faith on wages and hours and terms and conditions of employment for the period beginning July 1, 2020, through June 30, 2023; and

WHEREAS, the representatives of the BPOA and the City Manager have represented the BPOA and the City respectively in the meet and confer process and have reached a tentative agreement, the tenants of which are embodied in this MOU; and

WHEREAS, the BPOA and the City wish to have said tentative agreement rendered in writing herein;

NOW, THEREFORE, THE PARTIES DO HEREBY SET FORTH THE TERMS AND CONDITIONS OF THEIR UNDERSTANDING AS FOLLOWS:

1. **Salaries**: The monthly salaries for the term of this Memorandum shall be as follows.

Effective July 1, 2020:

Position	STEP A	STEP B	STEP C	STEP D	STEP E
Police Officer	6,811	7,152	7,510	7,885	8,279
Police Sergeant	8,012	8,413	8,834	9,275	9,739

Effective July 1, 2021:

Position	STEP A	STEP B	STEP C	STEP D	STEP E
Police Officer	6,948	7,295	7,660	8,043	8,445
Police Sergeant	8,173	8,581	9,010	9,461	9,934

Effective July 1, 2022:

Position	STEP A	STEP B	STEP C	STEP D	STEP E
Police Officer	7,087	7,441	7,813	8,204	8,614
Police Sergeant	8,336	8,753	9,190	9,650	10,132

2. **Longevity Pay:** In addition to the base salaries for each position as found above, each employee hired prior to June 30, 2018, shall be eligible for longevity pay based on the following table. Each employee shall become eligible for longevity pay at the below rates on the date following completion of each year of service to the City.

2+ years of service	1.0% above base salary
3+ years of service	1.5% above base salary
4+ years of service	2.0% above base salary
5+ years of service	2.5% above base salary
6+ years of service	3.0% above base salary
7+ years of service	3.5% above base salary
8+ years of service	4.0% above base salary
9+ years of service	4.5% above base salary
10+ years of service	5.0% above base salary

Employees hired after July 1, 2018, shall not be eligible for longevity pay.

3. **Educational Incentive:** An additional 2.5% over the base salary each month shall be provided to any employee who has earned or receives an Associate Degree or achieves upper division standing at an accredited college or university or has been granted the Intermediate POST Certificate. An employee who has received a Bachelor's Degree from an accredited college or university or has been granted the Advanced POST Certificate shall be entitled to an additional 5% over base salary each month.
4. **Insurance Benefits:** The following benefits shall be provided to the employees covered by this Resolution in the following manner:
- A. **Workers' Compensation Insurance** as required by law, premiums paid entirely by the City.
 - B. **Unemployment Insurance** as required by law, premiums paid entirely by the City.
 - C. **Health Insurance** shall be made available to each employee. The City Contribution towards the health plan is as follows:

<u>Family Status</u>	<u>City Contribution</u>
Employee only	Maximum City contribution equals the premium for Kaiser Permanente or for PERS Choice, which includes the MEC, for employee only.
Employee + one dependent	Maximum City contribution equals the premium for Kaiser Permanente or for PERS Choice, which includes the MEC, for employee + one dependent.
Employee + two or more dependents	Maximum City contribution equals the premium for Kaiser Permanente or for PERS Choice, which includes the MEC, for employee + two or more dependents.

An employee may use any benefit allowance stated above toward the cost of employer-provided PERS Health Insurance for the employee and eligible dependents. An employee may not use the benefit allowance for other reasons.

- D. **Dental Insurance** shall be made available to each employee. The City will pay the full cost of dental insurance for each employee and their dependents.
- E. **Life Insurance** shall be made available to each employee. The City will pay the full cost of life insurance to employees on the basis of 100% of the employee's annual salary up to a maximum of \$100,000.
- F. **Long Term Disability Insurance** shall be made available to each employee, premiums paid entirely by the City.
- G. **Medical Insurance Rebate** shall be provided to employees who are currently enrolled under a medical insurance program through a spouse or other source, and who elect to exchange their City-provided insurance for a cash rebate. The rebate shall equal \$250 per month if one or more family members are or would be covered in the City's plan and \$175 per month if the employee is or would be covered as a single in the program. The employee must demonstrate to the City Manager's satisfaction that the employee has, at a minimum, adequate health coverage in force at the point in time when the rebate is requested, and provided further that the employee provides evidence on an annual basis and to the City Manager's satisfaction that demonstrates the employee's adequate health coverage. If such evidence of coverage is not provided, then the rebate shall be discontinued until evidence is provided. As in the past, the City reserves the right to select the providers of the aforementioned insurance programs.

5. **Participation in PORAC Trust:** The City agrees to allow members of the Belvedere Police Officer's Association (BPOA) to participate in the Peace Officers Research Association of California (PORAC) Medical Expense Reimbursement Trust. The City agrees to contribute \$150 monthly on behalf of each BPOA member.
6. **Uniform & Equipment Allowance:** A uniform allowance to be provided to employees covered by this MOU shall be \$60/month. An equipment allowance of \$200/year shall be provided to employees covered by this MOU. The City shall defray 100% of the cost of personal body armor (i.e., bullet-resistant vests).
7. **Retirement:** The City shall continue as an employer under the provisions of the Public Employees Retirement System of the State of California (PERS). All employees hired on or after January 1, 2013, will be provided PERS retirement benefits in compliance with the 2012 Public Employees Pension Reform Act (PEPRA) as follows:
 - Employees classified as "New" under PEPRA will be covered by the PERS 2.7% at 57 plan.
 - Employees classified as "Classic" under PEPRA will be covered by the PERS 2.0% at 50 plan.

All employees hired on or after January 1, 2013, classified as "New" under PEPRA will pay at least fifty percent (50%) of the Normal Cost of their Plan as calculated annually by PERS.

Employees classified as "Classic" under PEPRA will pay the full PERS employee contribution amount of 9%. The City shall contribute 100% of the required employer contribution.

The City shall provide a supplemental retirement benefit for employees hired prior to January 1, 2013 through the Public Agency Retirement Services (PARS). Contributions for the PARS supplemental retirement system shall be paid by the City.

8. **Sick Leave:** Sick leave shall accrue at the rate of 8 hours per month and shall continue to accrue to a maximum of 1040 hours regardless of years of service.

The City further agrees to continue to have employees credited with additional service time for pension computation purposes upon retirement on a day-for-day basis with the credit based on accrued sick leave, not to exceed 1040 hours.

In the event a member of the BPOA suffers a non-work related catastrophic injury or illness and has exhausted all of his or her accrued sick leave credits, the City shall permit other individual members of the Belvedere BPOA to contribute up to 50% of their accrued sick leave to the seriously injured or gravely ill BPOA member, provided however that any such individual's contribution shall not exceed 40 hours in any given calendar year.

9. **Attendance Recognition Program:** The City recognizes employees who demonstrate an outstanding attendance record over a prior calendar year. Under this program, employees are allowed to convert a portion of their unused sick leave to pay or compensatory time-off. In order to be eligible for this recognition, an employee must have been a regular full-time or part-time paid employee of the City for the full preceding calendar year; and must have used 48 or fewer hours of sick leave during the preceding calendar year.

Employees have the option of buying back specified unused sick leave or converting that same amount to compensatory time on a straight time basis.

a. **Recognition Levels**

- i. Level 1: Employees who have not used any sick leave hours over the past year have the option to buy-back up to 40 hours of unused sick leave. The option to buy-back all 40 hours is subject to the requirement that the employee have a minimum balance prior to buyback of 80 hours of combined leave (vacation, sick, and floating leave). Those employees maintaining a combined account balance of more than 120 hours may buy-back up to 60 hours per year of sick leave.
- ii. Level 2: Employees who have used more than 0 but less than 24 sick leave hours over the past calendar year have the option to buy-back up to 24 hours of unused sick leave.
- iii. Level 3: Employees who have used more than 24 but less than 48 sick leave hours over the past calendar year have the option to buy-back up to 15 hours of unused sick leave.

Eligible employees will be provided with a letter in January from the Finance Department regarding the prior year's conversion options. Employees will be required to respond in writing to the Finance Department by the due date on the eligibility letter.

10. **Call Outs:** Employees who are called to work overtime on their regularly scheduled day off or during other off-duty hours shall be compensated for a minimum of four (4) hours, except when the call-out occurs within the four hour period immediately preceding a scheduled duty shift, in which event the employee shall be compensated only for the hours worked. Overtime shall commence at the time the employee arrives at the place he/she is directed to report and shall continue until he/she is released or the scheduled duty shift begins. Call outs shall not apply to firing-range qualification duty except in the case of the employee regularly assigned to the 2300 to 0700 hour shift. The term 'call-out' includes confirmed off-duty court appearances. A 'confirmed' court appearance is one whereby the employee telephones the D.A.'s office by 5 pm the day before the scheduled court appearance, in order to confirm the necessity of the appearance. The officer will so note the confirmation on his/her subpoena, and the subpoena will be attached to the Request for Overtime slip at the time of submission. If the court appearance is cancelled after the 5 pm confirmation is received, the employee will be compensated four (4) hours of overtime.

11. **Vacation Leave:** Vacation accrual rates shall be computed as follows:

Months of Service	Monthly Accrual Rate
0-12 months	6.67 hours
13-36 months	8.00 hours
37-120 months	10.00 hours
121-132 months	12.00 hours
132+ months	13.33 hours
180+ months	15 hours

The City shall count as years of service all full-time service a sworn peace officer has worked for the City.

12. **Hours of Work-Overtime:** The Belvedere Police Department will continue to work an alternative shift schedule. The alternative shift schedule shall consist of a total of 84 hours of work completed by each employee during each 14 consecutive calendar day period. The 84 hours of work may be completed by working a combination of four 12 hour and four 8 hour work shifts, or by working eight 10 hour work shifts during each 14 day period. For the purposes of the alternative shift schedule, the City elects to avail itself of the Federal Labor Standards Act public safety exception, (fourteen day work cycle). Overtime will be paid for those hours worked beyond an employee's assigned shift or for hours worked in excess of 84 hours during each 14 day work cycle. In computing whether an officer has worked overtime in any 14 day work cycle, vacation leave, sick leave, and compensatory time-off shall be included in the tabulation. Overtime compensation and compensatory time-off shall continue to be calculated at the time-and-a-half rate. Compensatory time shall be allowed to accrue to a maximum of 144 hours. The maximum of 144 hours of compensatory leave time may carry forward from year to year, provided the total accumulation never exceeds 144 hours.

Compensatory leave may be taken by the Police Officer, in increments he/she chooses, with prior permission from either the Sergeant or the Chief of Police. Police Officers shall request to be compensated either in cash or compensatory leave at the time the Overtime Request slip is submitted. Police Officers electing to be compensated in cash payment rather than in compensatory leave time will receive any accumulated overtime pay on their regular monthly paychecks.

13. **Deferred Compensation:** The City shall contribute up to \$150 per month on behalf of each employee into a City authorized deferred compensation program on a matching basis. Effective July 1, 2021, the City shall contribute \$185 per month on behalf of each employee into a City authorized deferred compensation program.

14. **Field Training Officer Incentive:** A Police Officer who undertakes the responsibility of a POST certified Field Training Officer shall be entitled to receive an additional 5 percent over base salary during the specific period that the police officer is engaged in conducting a field-training program. The Police Sergeant shall be entitled to an additional 3 percent over base salary during the specific period that the Police Sergeant is engaged in supervising a field-training program.
15. **Meals:** Whenever an employee is required to work 4 or more hours consecutive to his or her assigned shift, the City shall reimburse the officer for meal expenses up to a maximum of \$10.00 per occurrence upon submission of a proper receipt to the Chief.
16. **Holiday Pay:** All Holiday pay earned by the employees during the course of employment shall be paid as the holidays occur throughout the year. Employees shall be paid annually for 11 fixed holidays at 12 hours per holiday and will be paid whether or not the employee actually works on the holiday. In addition to the payment for the 11 fixed holidays recognized by the City, employees shall be entitled to 24 hours of paid floating personal leave days per year to be taken in accordance with established City personnel policies. In the event that floating personal leave days are cancelled pursuant to city business, they may carry over into the following year.
17. **Shift Differential Pay:** Police officers assigned to work the “Night Shift” (1900–0700 hours) shall be entitled to receive an additional 5% of base salary as shift differential pay. Police officers assigned to the “Cover Shift” shall be entitled to receive an additional 2.5% of base salary as shift differential regardless of hours worked; except if the cover officer is assigned to cover a “Night Shift” (1900-0700 hours). If the cover officer is assigned to work the “Night Shift” (1900-0700 hours) the rate will be paid at the night shift differential of 5%. Such shift differentials shall be paid only to police officers regularly assigned to work the above referenced shifts and shall not apply to officers working said shifts on an overtime basis, nor shall it apply to Police Sergeant or Trainee positions.
18. **Watch Commander Pay:** The Police Sergeant position shall be entitled to an additional 3% over base salary during the specific periods that the Police Sergeant is engaged as Watch Commander for the Police Department.
19. **Mileage Allowance:** All employees hired prior to June 30, 2016 shall be entitled to a monthly allowance of \$200 to offset travel/commute costs. Any position utilizing a City-issued vehicle shall not be entitled to the allowance. Employees hired after July 1, 2016 are not eligible for this benefit.
20. **Payroll Deduction for Dues:** The current method of payroll deduction for dues for the BPOA shall continue pursuant to Section 12.12 of the City of Belvedere Personnel Rules and Regulations.

21. **BPOA Use of City Resources**: The current practice of the BPOA using City resources for the purposes of representing the interests of the BPOA in relation to the City shall continue to be limited to the use of City paid time, facilities, and equipment in the furthering of employer-employee relations, and not for the purpose of internal employee organization business such as soliciting membership, campaigning for office, elections, and meetings of the membership, as long as such use does not interfere with the efficiency, safety and security of City operations.
22. **Bargaining Unit**: The provisions of Chapter 12 of the City Personnel Rules and Regulations notwithstanding, the bargaining unit represented by the BPOA shall include only sworn peace officers and no miscellaneous positions in the City.
23. **General Provisions**: Both parties understand that federal law, state law, City Ordinances, City of Belvedere Personnel Rules and Regulations, and written Police Department policy determine procedures and policy relating to the terms and conditions of employment, except as provided by this Memorandum of Understanding. Any and all prior provisions applicable to the positions covered under this resolution which are contained in any but the aforementioned sources and in this Memorandum are hereby made null and void.
24. **Special Details**: It is understood that the official policy of the City regarding contract details as covered by City Council Resolution 77-12 is as follows:
 - a. Unless the Chief of Police determines that a particular private function, party or activity constitutes a potential threat to the public peace and safety, the City will not contract to provide police personnel for security at a private function, party or activity.
 - b. Reserve or Explorer personnel would not be precluded from serving contract details through the City with approval of the Chief of Police.
25. **Duration**: Upon approval pursuant to Section 28 below, this Memorandum shall be effective July 1, 2020 and shall terminate June 30, 2023.
26. **Approval by Council**: This Memorandum shall be effective when signed by the President of the BPOA and the City Manager and ratified by the Belvedere City Council.
27. **Department Policy Manual**: The City agrees to have the BPOA review any prospective changes to the Department's policy manual before they are put into effect. Such review shall not diminish the City's right to impose changes to the manual whenever deemed appropriate by the City.
28. **Changes**: No changes or modifications shall be offered, urged or otherwise presented by the BPOA or the City during the term of this Memorandum.

**BELVEDERE PEACE OFFICERS
ASSOCIATION**

By: _____
Officer Andy Rosas
Belvedere Peace Officers Association

Dated: _____

CITY OF BELVEDERE

By: _____
Craig Middleton
City Manager

Dated: _____

Table 1 – Salary and Benefit Table - BPOA (with proposed increases)
Based on current demographics of employees

Pay item	Notes	Eligible Employees (of 5)	Calculation	Amount (\$)			
				Current	FY 2020/21	FY 2021/22	FY 2022/23
1. Salaries	N/A	5	by position and step	516,726	527,060	537,601	548,353
2. Longevity	Employees hired prior to 6/30/18	2	up to 5.0% of base pay	10,599	10,811	11,027	11,248
3. Educational Incentive	For 2 year degree or Intermediate POST	0	2.5% of base pay	-	-	-	-
3. Educational Incentive	For 4 year degree or Advanced POST	4	5.0% of base pay	20,966	21,385	21,813	22,249
4. Insurance Benefits	<i>Not relevant for this comparison</i>						
5. PORAC Trust	N/A	5	\$150/month	9,000	9,000	9,000	9,000
6. Uniform and Equipment	For uniforms	5	\$60/month	3,600	3,600	3,600	3,600
6. Uniform and Equipment	For equipment	5	\$200/year	1,000	1,000	1,000	1,000
7. Retirement	CalPERS Normal Cost for Classic members - Employer share	2	18.15% FY21 18.19% FY22 18.20% FY23 (projected)	38,474	39,244	40,117	40,942
7. Retirement	CalPERS Normal Cost for PEPRAs members - Employer share	3	13.04% FY21 13.13% FY22 13.10% FY23 (projected)	39,739	40,534	41,630	42,365
8. Sick leave	Included in base pay calculations	5	N/A	-	-	-	-
9. Attendance Recognition	Maximum possible benefit shown	5	60 hours at straight pay	14,906	15,204	15,508	15,818
10. Call Outs	Rarely used - included in overtime calculation	varies	N/A	-	-	-	-
11. Vacation Leave	Included in base pay calculations	5	N/A	-	-	-	-
12. Overtime	<i>Too variable to fairly compare</i>						
13. Deferred Comp	Calculation modified at FY 2021/22	5	\$150/month \$185/month at FY22	9,000	9,000	11,100	11,100
14. FTO Incentive - Officer	Current year <i>estimates</i> plus 2% escalator	varies	5.0% of base pay	300	306	312	318
14. FTO Incentive - Sergeant	Current year <i>estimates</i> plus 2% escalator	varies	3.0% of base pay	200	204	208	212
15. Meals	Rarely used	varies	\$10 per meal	-	-	-	-
16. Holiday Pay	N/A	5	11 days at 12 hours each	32,792	33,448	34,117	34,799
17. Shift Differential	Current year <i>estimates</i> plus 2% escalator	varies	5.0% of base pay	10,151	10,354	10,561	10,773
17. Shift Differential	Current year <i>estimates</i> plus 2% escalator	varies	2.5% of base pay	3,384	3,451	3,520	3,591
18. Watch Commander	Sergeants only	2	3.0% of base pay	6,875	7,012	7,152	7,295
19. Mileage Allowance	Employees hired prior to 6/30/16	2	\$200/month	400	400	400	400
TOTAL PERSONNEL COST				718,111	732,013	748,667	763,064

Base salary	516,726	527,060	537,601	548,353
Pay add-ons	105,172	107,176	109,219	111,304
Retirement benefits	96,213	97,777	101,847	103,407
	718,111	732,013	748,667	763,064

Increase over base year		13,902	30,556	44,953	89,411
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**INDIVIDUAL CONSENT
CALENDAR**

**BELVEDERE CITY COUNCIL
May 10, 2021**

To: Mayor and City Council

From: Robert Zadnik, Director of Public Works

Subject: Approve Resolution of Acceptance for Portion of Property located at 431 Golden Gate Avenue per Previously-Approved Property Transfer Agreement with the City.

RECOMMENDATION

1. That Council Member Jim Lynch state for the record that his residence is within 500 feet of the subject property and therefore he must recuse himself from this item.
2. That the City Council approve as part of the Consent Calendar a Resolution of Acceptance for a portion of property located at 431 Golden Gate pursuant to a previously-approved property transfer agreement between the property owners, Marshall Miller and Linda Applewhite, and City.

BACKGROUND AND DISCUSSION

Marshall Miller and Linda Applewhite are the owners of 431 Golden Gate Avenue. On May 13, 2019, the City Council gave final approval to a lot line adjustment, street vacation, and approval of a property transfer agreement, which authorized the transfer of certain portions of 431 Golden Gate Avenue to the City in exchange for portions of unused City right-of-way. (*See: <https://www.cityofbelvedere.org/DocumentCenter/View/5870/Item-12>.*) The City retained a permanent nonexclusive public utility easement over the vacated property for the benefit of the City of Belvedere and other utilities, as set forth in the transfer agreement between the City and the property owners.

Pursuant to the property owners' request, on February 8, 2021, the City Council approved a slight modification to the utility easement, allowing the property owners to construct minor landscape improvements that do not interfere with the maintenance of operation of the utilities within the utility easement.

The Marin County Recorder's Office is now requiring a Resolution of Acceptance from the City Council in order to record the documents associated with the transfer agreement. Although the transfer agreement itself indicates that the City is accepting the portion of the Miller-Applewhite's property, the County Recorder has the authority to require the additional Resolution as requested.

Please note that the Resolution before the Council does not change the substance of the transaction. Rather, it is a formality required by the County Recorder's Officer.

RECOMMENDED ACTION

Staff recommends that the City Council adopt the attached Resolution of Acceptance as part of the consent calendar.

ENVIRONMENTAL DETERMINATION

Adoption of the proposed Resolution is not a "project" subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378.

ATTACHMENTS

1. Proposed Resolution of Acceptance and direction to execute Certificate of Acceptance for filing with the County of Marin Recorder's Office.

CITY OF BELVEDERE

RESOLUTION NO. 2021-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE
ACCEPTING A PORTION OF PROPERTY LOCATED AT 431 GOLDEN GATE
AVENUE, BELVEDERE, CALIFORNIA, AND DIRECTING EXECUTION OF
CERTIFICATE OF ACCEPTANCE.**

WHEREAS, Marshall Miller and Linda Applewhite, as Trustees of the Miller and Applewhite Trust, are owners of that certain real property located at 431 Golden Gate Avenue, Belvedere California (the “Miller-Applewhites”); and

WHEREAS, the City of Belvedere (the “City”) is the owner of a certain unused portion of real property located along Golden Gate Avenue abutting the Miller-Applewhite’s property; and

WHEREAS, the City Council of the City of Belvedere desired to transfer a portion of unused said City property to the Miller-Applewhites in exchange for a portion of the Miller-Applewhite’s property; and

WHEREAS, to effectuate said property exchange on May 13, 2019, the City Council approved a Resolution pursuant to Streets and Highways Code section 8340 vacating the City’s interest in said unused City property, and authorizing the City Manager to enter into a property transfer agreement between the City and the Miller-Applewhites, reserving a utility easement; (the “Property Transfer Agreement”, Exhibit “A”); and

WHEREAS, pursuant to the Miller-Applewhite’s request, on February 8, 2021, the City Council approved a modification to the reserved utility agreement under the Property Transfer Agreement allowing the construction of minor landscaping improvements that do not interfere with utility use (Exhibit “B”); and

WHEREAS, the Marin County Recorder’s Office has requested that the City Council adopt a Resolution accepting the portion of the Miller-Applewhite’s property, as agreed to pursuant to the executed Property Transfer Agreement, and as more particularly described Exhibit “C” Miller to the City of Belvedere; and

WHEREAS, the City Council desires to formally accept the Miller-Applewhite Property pursuant to Government Code section 27281, and desires that all documents associated with the Property Transfer Agreement be properly recorded with the Marin County Recorder’s Office; and

WHEREAS, the subject Resolution does not constitute a “project” under the California Environmental Quality Act (“CEQA”) per CEQA Guidelines section 15378.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belvedere that:

1. The City hereby accepts the Miller-Applewhite Property as set forth in Exhibit “C” attached hereto and incorporated herein; and
2. The City Manager is hereby authorized and directed to execute a Certificate of Acceptance for the Miller-Applewhite Property pursuant to Government Code section 27281; and
3. The City Clerk shall cause this Resolution of Acceptance, the Certificate of Acceptance, the Property Transfer Agreement, and all associated documents to be recorded with the Marin County Recorder’s Office.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Belvedere on May 10, 2021, by the following vote:

AYES: Steve Block, James Lynch, Nancy Kemnitzer, Sally Wilkinson, and Mayor Campbell

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED: _____
James Campbell, Mayor

ATTEST: _____
Beth Haener, City Clerk

EXHIBIT A

Property Transfer Agreement

RECORDING REQUESTED BY:
City Clerk, City of Belvedere
RECORD WITHOUT FEE PER G.C. 27383

AND WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF BELVEDERE
450 SAN RAFAEL AVE
BELVEDERE CA 94920-2336

PROPERTY TRANSFER AGREEMENT

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION

**AGREEMENT REGARDING PROPERTY TRANSFER BETWEEN
CITY OF BELVEDERE AND
THE MILLER AND APPLEWHITE REVOCABLE TRUST**

This Agreement regarding property transfer (the "Agreement") is executed this 2nd day of April, 2021 by and between the City of Belvedere (the "City") and Marshall Miller and Linda Applewhite, as Trustees of the Miller and Applewhite Revocable Trust (the "Miller-Applewhites") (collectively, the "Parties").

WHEREAS, the City is the owner of that certain portion of real property located on Golden Gate Avenue situated in the City of Belvedere, County of Marin, State of California, more particularly described in the legal description attached as Exhibit "C" and as shown in the map attached as Exhibit "D" (the "City Property"); and

WHEREAS, the Miller-Applewhites are the owners of that certain real property adjacent to Golden Gate Avenue situated in the City of Belvedere, County of Marin, State of California, more particularly described in the legal description attached as Exhibit "A" and as shown in the map attached as Exhibit "B" (the "Miller-Applewhite Property"); and

WHEREAS, the City desires to transfer the City Property to the Miller-Applewhites, and in exchange, the Miller-Applewhites desire to transfer the Miller-Applewhite Property to the City; and

WHEREAS, pursuant to Streets and Highways Code section 8340, the City has vacated the City's interest in the City Property as evidenced by City Council Resolution No. 2019-15, attached hereto as Exhibit "E"; and

WHEREAS, Pursuant to Streets and Highways Code section 8340, the City of Belvedere has reserved a permanent easement on the City Property, as evidenced by City Council Resolution No. 2019-15, attached hereto as Exhibit "E", and modified by City Council Resolution 2021-01, attached hereto as Exhibit "F", for the benefit of the City of Belvedere and other utilities as defined in California Public Utilities Code section 216, reserving the right at any time and from time to time to construct, reconstruct, maintain, operate, replace, remove, repair, renew, and enlarge lines of pipes, conduits, cables, wires, poles, electrical conductors, and other equipment, fixtures, appurtenances and for the operation of electric, gas, and communication facilities, including access, and also the rights to trim and cut down trees and brush that may be hazardous to the facilities; said area shall be kept open and free of buildings, permanent structures and wells, with the exception of minor landscaping improvements including fencing. The underlying property owners may be required to remove any such improvements at their sole cost and expense as necessary for the maintenance, repair, or installation of public utilities; and

WHEREAS, the Lender on the Miller-Applewhite Property, has reconveyed, Full Reconveyance attached hereto as Exhibit "G", the interest held by a Deed of Trust and therefore removes the need for a subordination agreement from the lender.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the City and the Miller-Applewhites agree as herein set forth:

1. Property Exchange.

A. The City hereby does remise, release, and quitclaim unto the Miller-Applewhites, all right, title, and interest in and to that certain real property of Golden Gate Avenue, more particularly described in Exhibits "C" and "D" (the "City Property"), subject to the City's reservation of easement, which the City does not remise, release, and quitclaim, and subject to any other valid easement interests that may exist.

B. The Miller-Applewhites hereby do remise, release, and quitclaim unto the City all right, title, and interest in and to that certain real property adjacent to Golden Gate Avenue and Belvedere Avenue, more particularly described in Exhibits "A" and "B", subject to any and all valid easement interests (the "Miller-Applewhite Property").

C. It is the Parties' intent that a lot line adjustment will be completed in order to merge the City Property with the adjacent property of Miller-Applewhites, as described by deed recorded under document no. 2016-0024004, Marin County Official Records, assessor's parcel no. 060-232-07.

2. Miscellaneous Provisions.

A. In the event any legal action is commenced to enforce this Agreement, the prevailing party is entitled to reasonable attorneys' fees, costs, and expenses incurred.

B. The Miller-Applewhites shall release and defend, indemnify, and hold harmless the City and its officers, employees, and agents, from and against, any litigation, claim, or legal proceeding and all losses, liabilities, fines, penalties, damages, or judgments, including attorneys' fees, arising out of or resulting in any way from the City Property and/or the Miller-Applewhite Property, the alleged ownership thereof, and/or any condition thereof (collectively, "Claims") provided that said Claims arise from the alleged ownership or control of the property.

C. This Agreement is solely between the City and the Miller-Applewhites. No other party is a third party beneficiary of this Agreement.

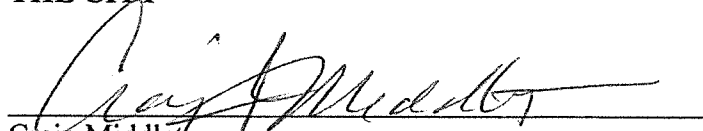
D. The laws of the State of California shall govern the interpretation, validity, and enforcement of this Agreement. Any suit, Claim, or legal proceeding of any kind related to this Agreement shall be filed and heard in a court of competent jurisdiction in the County of Marin.

E. This Agreement constitutes the entire Agreement and understanding between the Parties and may not be modified orally or in any manner other than by an agreement in writing signed by both Parties.

F. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the City and the Miller and Applewhite Revocable Trust. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns


In witness whereof, the undersigned have executed this Agreement as of the day and year first above written.

THE CITY

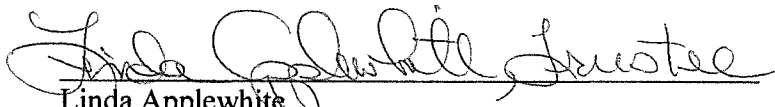


Craig Middleton
City Manager, City of Belvedere

THE MILLER-APPLEWHITES



Marshall Miller
Trustee of the Miller and Applewhite Revocable Trust



Linda Applewhite
Trustee of the Miller and Applewhite Revocable Trust

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

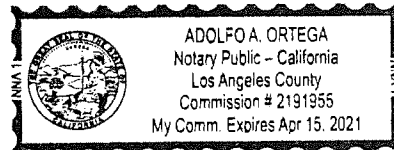
State of California
County of Marin)

On March 29, 2021 before me, Adolfo Ortega
(insert name and title of the officer)

personally appeared Marshall Miller and Linda Applewhite,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.



Signature  (Seal)

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Marin
City of Belvedere

On April 2, 2021, before me, Beth Haener, City Clerk of the City of Belvedere, personally appeared Craig Middleton, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the entity upon behalf of which the person acted executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and the city seal of the City of Belvedere.



B Haener



EXHIBIT A
LEGAL DESCRIPTION
MILLER TO THE CITY OF BELVEDERE

ALL THAT CERTAIN property situated in the City of Belvedere, County of Marin, State of California described as follows;

BEING A PORTION of that land described in the quit claim deed to the Miller and Applewhite revocable trust recorded June 1, 2016, in Document No. 2016-0024004, Marin County Official Records, more particularly described as follows:

PARCEL No. 1

Beginning at the Northwest corner of said parcel as shown on Record of Survey in Book 2000, Page 07 of Marin County Records; Thence from said Point of Beginning (POB) along the North line thereof, South 76° 27' 00" East, 41.18 Feet to a non-tangent curve having a radius of 75.00 Feet and being concave to the Northeast, having a radial bearing of North 76° 17' 27" East; thence along said curve through a central angle of 12° 04' 39", an arc length of 15.81 Feet; Thence leaving Northerly line of said parcel, North 51° 02' 58" West, 12.89 Feet, to a curve having a radius of 24.00 Feet and being concave to the Southwest; Thence along said curve through a central angle of 21° 16' 25" and an arc length of 8.91 Feet; Thence North 72° 06' 23" West, 10.70 Feet; Thence North 72° 28' 10" West, 19.73 Feet; Thence North 26° 05' 30" East, 3.27 Feet to the Point of Beginning.

Parcel No. Contains 241.35 Sq. Ft. (See **Exhibit B Attached**)

PARCEL No. 2

Beginning at the most Southerly Corner of said parcel, Document No. 2016-0024004 as shown on Record of Survey in Book 2000, Page 07 of Marin County Records (POB); Thence North 19° 47' 00" West, 11.34; Thence S 84° 16' 00" East, 9.77 Feet; Thence South 31° 15' 00" West, 11.34 Feet to the Point of Beginning.

Parcel No. 2 Contains 50.00 Sq. Ft. (See **Exhibit B Attached**)

Prepared By:



J. Boone Haynes PLS

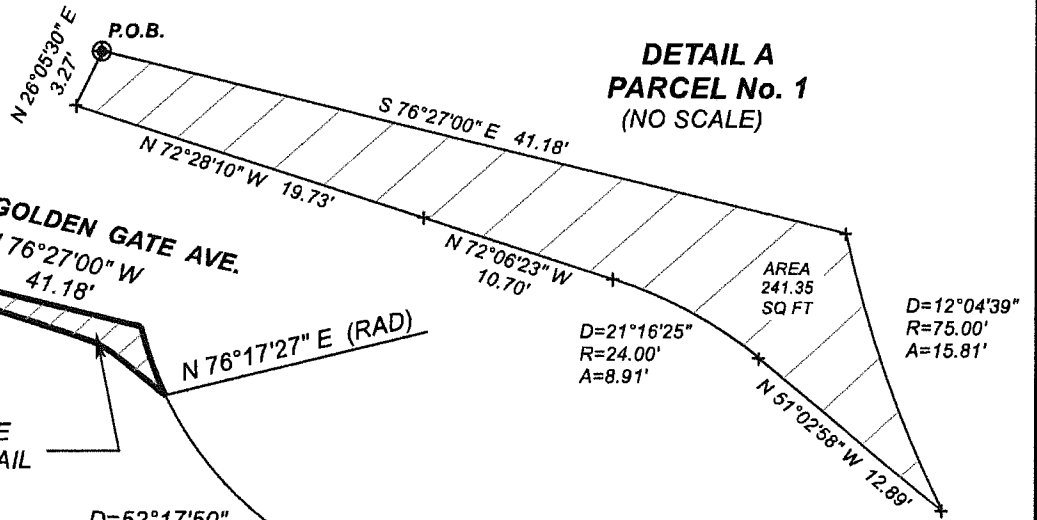
APRIL 18, 2019
Date



EXHIBIT B

**MILLER TO THE CITY OF BELVEDERE
(PLAT)**

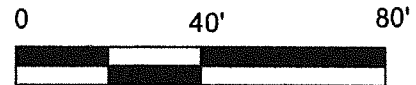
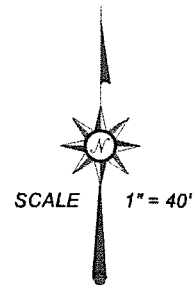
**DETAIL A
PARCEL No. 1
(NO SCALE)**



SEE
DETAIL
A

D=52°17'50"
R=75.00'
A=68.46'

**MILLER-APPLEWHITE TRUST
DOC No. 2016-0024004**



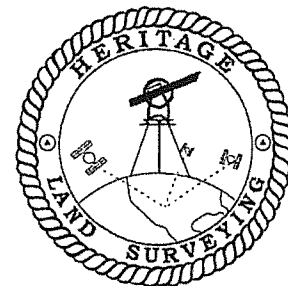
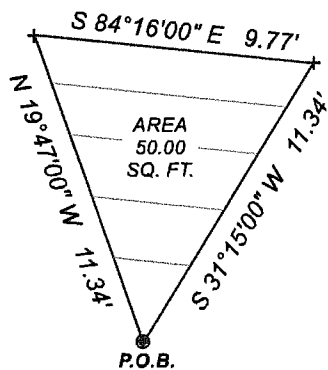
NOTES

1. P.O.B. INDICATES POINT OF BEGINNING.
2. BASIS OF BEARING IS RECORD OF SURVEY BOOK 2000, PAGE 07, MARIN COUNTY RECORDS.

**DETAIL B
PARCEL No.2
(NO SCALE)**

BELVEDERE AVE

SEE
DETAIL
B



HERITAGE LAND SURVEYING
HERITAGELANDSURVEYS.COM
(707) 583-4066 MAY, 2019

EXHIBIT C
LEGAL DESCRIPTION
THE CITY OF BELVEDERE TO MILLER

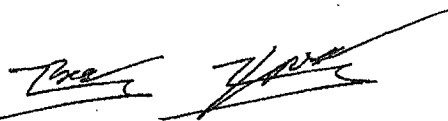
ALL THAT CERTAIN property situated in the City of Belvedere, County of Marin, State of California described as follows:

BEING A PORTION of that land described in the quit claim deed to the Miller and Applewhite revocable trust recorded June 1, 2016, in Document No. 2016-0024004, Marin County Official Records, more particularly described as follows:

Commencing at the Northwest corner of said parcel as shown on Record of Survey in Book 2000, Page 07 of Marin County Records; Thence along the North line thereof, South $76^{\circ} 27' 00''$ East, 41.18 Feet to a non-tangent curve having a radius of 75.00 Feet and being concave to the Northeast, having a radial bearing of North $76^{\circ} 17' 27''$ East thence along said curve through a central angle of $12^{\circ} 04' 39''$ and an arc length of 15.81 Feet to the **Point of Beginning (POB)**; Thence continuing along said curve through a central angle of $40^{\circ} 13' 11''$ and an arc length of 52.65 Feet; Thence North $31^{\circ} 15' 00''$ East, 5.46 Feet; Thence North $56^{\circ} 07' 34''$ West, 16.30 Feet; Thence North $50^{\circ} 43' 15''$ West, 5.13 Feet; Thence North $51^{\circ} 01' 44''$ West, 11.00 Feet; Thence North $49^{\circ} 05' 03''$ West, 18.27 Feet to the Point of Beginning.

Parcel Contains 260.80 Sq. Ft. (See **Exhibit D** Attached)

Prepared By:



J. Boone Haynes PLS

APRIL 18, 2019

Date

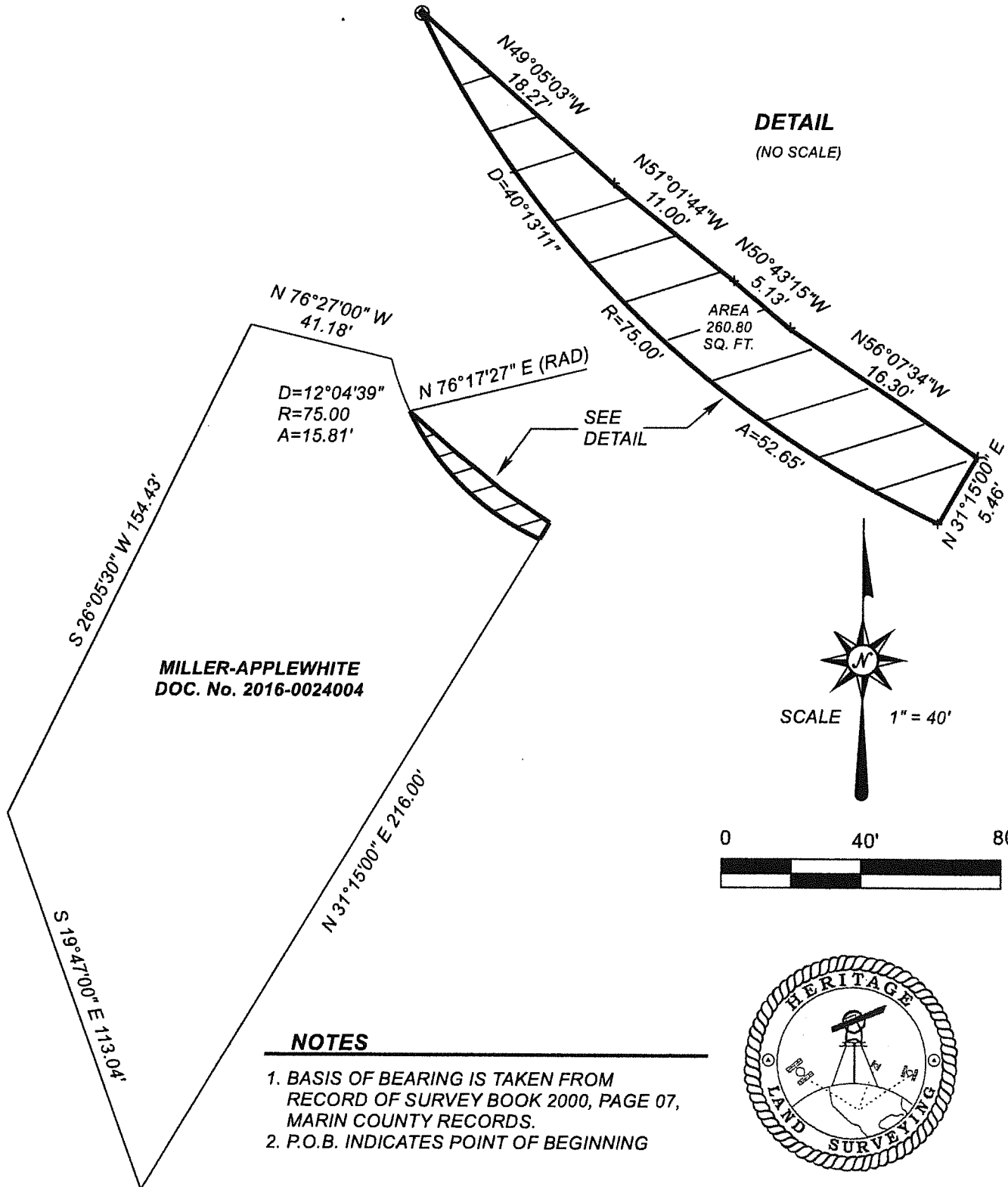


EXHIBIT D

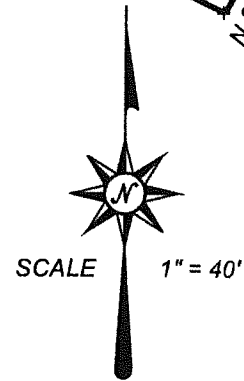
**THE CITY OF BELVEDERE TO MILLER
(PLAT)**

P.O.B.

DETAIL
(NO SCALE)



MILLER-APPLEWHITE
DOC. No. 2016-0024004



SCALE 1" = 40'



NOTES

1. BASIS OF BEARING IS TAKEN FROM RECORD OF SURVEY BOOK 2000, PAGE 07, MARIN COUNTY RECORDS.
2. P.O.B. INDICATES POINT OF BEGINNING



HERITAGE LAND SURVEYING

HERITAGELANDSURVEYS.COM
(707) 582-4066 MAY, 2019

EXHIBIT E

CITY OF BELVEDERE

RESOLUTION NO. 2019-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE
ORDERING VACATION OF AN UNIMPROVED PORTION OF CITY PROPERTY ON
GOLDEN GATE AVENUE AND AUTHORIZING THE CITY MANAGER TO ENTER
INTO AN AGREEMENT WITH PROPERTY OWNERS TO TRANSFER PROPERTY
AND EXECUTE A QUITCLAIM DEED ON BEHALF OF THE CITY**

WHEREAS, the City owns that certain real property consisting of an unimproved portion of Golden Gate Avenue, more particularly described in the legal description attached as Exhibit C and as shown in the map attached as Exhibit D (the “City Property”); and

WHEREAS, the City finds that the City Property is not needed for any public use and no public use will be required in the future; and

WHEREAS, Marshall Miller and Linda Applewhite, as Trustees of the Miller and Applewhite Revocable Trust, (the “Miller-Applewhites”) are the owners of record of that certain real property adjacent to Golden Gate Avenue and Belvedere Avenue, more particularly described in the legal description attached as Exhibit A and as shown on the map attached as Exhibit B (the “Miller-Applewhite Property”); and

WHEREAS, the City desires to transfer the City Property to the Miller-Applewhites, and in exchange, the Miller-Applewhites desire to transfer the Miller-Applewhite Property to the City; and

WHEREAS, the City also desires to enter into an agreement with the Miller-Applewhites to effectuate said property transfer (the “Transfer Agreement”); and

WHEREAS, in order for the City to transfer the City Property to the Miller-Applewhites, the City must first vacate the City Property pursuant to California Streets and Highways Code section 8300 *et seq.*; and

WHEREAS, the City Clerk of the City of Belvedere set a City Council hearing for the purpose of considering evidence related to the proposed vacation of the City Property; and

WHEREAS, notices of the proposed vacation were published in *The Marin Independent Journal* and were posted conspicuously along the City Property at least two weeks prior to the date set for the public hearing of evidence offered by an and all interested persons, pursuant to California Streets and Highways Code section 8300 *et seq.*; and

WHEREAS, pursuant to City of Belvedere Resolution No. 75-12, the City Council is designated as the planning agency having jurisdiction under Government Code section 65402 to pass upon the location, purpose, and extent of the disposal and acquisition of real property, and to pass upon the conformity of such actions with the General Plan; and

WHEREAS, the Planning Department of the City of Belvedere has reviewed the proposed vacation, has compared the proposal to the applicable General Plan Elements, Maps, and Policies, and has found the proposed right-of-way vacation conforms with the City of Belvedere's General Plan; and

WHEREAS, on May 13, 2019, the City Council heard an and all persons interested in the proposed vacation of the City Property and received and considered all evidence submitted; and

WHEREAS, on May 13, 2019, the City Council had before it a report from the Planning Department of the City of Belvedere finding that the proposed vacation of the City Property is consistent with the City's General Plan; and

WHEREAS, public utilities may exist or be desired within the City Property and the City Council desires to reserve a public utility easement over the City Property.

NOW, THEREFORE, BE IT RESOLVED based on the findings stated above and incorporated herein, by the City Council of the City of Belvedere as follows:

1. The City Council of the City of Belvedere finds, from all of the evidence submitted, that the proposed vacation of the City Property, consisting of the unimproved portion of Golden Gate Avenue more particularly described in the legal description attached as Exhibit C and as shown in the map attached as Exhibit D is in conformity with the City of Belvedere's General Plan.
2. The City Council of the City of Belvedere finds, from all of the evidence submitted, that the right-of-way consisting of the unimproved portion of Golden Gate Avenue more particularly described in the legal description attached as Exhibit C and as shown in the map attached as Exhibit D is unnecessary for present or prospective public use, and that the City Council should make its order vacating said property.
3. The City Council of the City of Belvedere hereby orders the vacation of the right-of-way consisting of that portion of real property more particularly described in Exhibits C and D.
4. The City Council of the City of Belvedere hereby orders that pursuant to Streets and Highways Code section 8340, a permanent nonexclusive easement (the "Easement") be reserved and excepted from vacation over the City Property, described in the legal description attached as

Exhibit "C" and as shown in the map attached as Exhibit "D" for the benefit of the City of Belvedere and other utilities as defined in California Public Utilities Code section 216 , reserving the right at any time and from time to time to construct, reconstruct, maintain, operate, replace, remove, repair, renew, and enlarge lines of pipes, conduits, cables, wires, poles, electrical conductors, and other equipment, fixtures, appurtenances and for the operation of electric, gas, and communication facilities, including access, and also the rights to trim and cut down trees and brush that may be hazardous to the facilities; said area shall be kept open and free of buildings, structures wells, and other improvements of any kind.

5. The City Clerk shall cause a certified copy of this Resolution, containing the foregoing order, to be recorded in the Office of the County Recorder of the County of Marin within a reasonable time from its adoption.

6. The City Council hereby authorizes the City Manager to enter into a Transfer Agreement on behalf of the City, in a form approved by the City Attorney's office, which shall detail the terms of the agreement between the City and the Marshall-Applewhites regarding the transfer of property between the parties.

7. The City Council hereby authorizes the City Manager to execute a quitclaim deed on behalf of the City in order to transfer the City Property to the Marshall-Applewhites, pursuant to the terms in the Transfer Agreement.

PASSED AND ADOPTED at a public hearing of the City Council of the City of Belvedere on May 13, 2019, by the following vote:

AYES: James Campbell, Nancy Kemnitzer, Claire McAuliffe, Marty Winter, and Mayor Robert McCaskill

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: _____

Alison Foulis, City Clerk

APPROVED: _____

Robert McCaskill, Mayor

EXHIBIT A
LEGAL DESCRIPTION
MILLER TO THE CITY OF BELVEDERE

ALL THAT CERTAIN property situated in the City of Belvedere, County of Marin, State of California described as follows;

BEING A PORTION of that land described in the quit claim deed to the Miller and Applewhite revocable trust recorded June 1, 2016, in Document No. 2016-0024004, Marin County Official Records, more particularly described as follows:

PARCEL No. 1

Beginning at the Northwest corner of said parcel as shown on Record of Survey in Book 2000, Page 07 of Marin County Records; Thence from said Point of Beginning (POB) along the North line thereof, South 76° 27' 00" East, 41.18 Feet to a non-tangent curve having a radius of 75.00 Feet and being concave to the Northeast, having a radial bearing of North 76° 17' 27" East; thence along said curve through a central angle of 12° 04' 39", an arc length of 15.81 Feet; Thence leaving Northerly line of said parcel, North 51° 02' 58" West, 12.89 Feet, to a curve having a radius of 24.00 Feet and being concave to the Southwest; Thence along said curve an arc length of 8.91 Feet; Thence North 72° 06' 23" West, 10.70 Feet; Thence North 72° 28' 10" West, 19.73 Feet; Thence North 26° 05' 30" East, 3.27 Feet to the Point of Beginning.


Parcel No. Contains 241.35 Sq. Ft. (See Exhibit B Attached)

PARCEL No. 2

Beginning at the most Southerly Corner of said parcel, Document No. 2016-0024004 as shown on Record of Survey in Book 2000, Page 07 of Marin County Records (POB); Thence North 19°47'00" West, 11.34; Thence S 84°16'00" East, 9.77 Feet; Thence South 31°15'00" West, 11.34 Feet to the Point of Beginning.

Parcel No. 2 Contains 50.00 Sq. Ft. (See Exhibit B Attached)

Prepared By:



J. Boone Haynes PLS

APRIL 15, 2019

Date

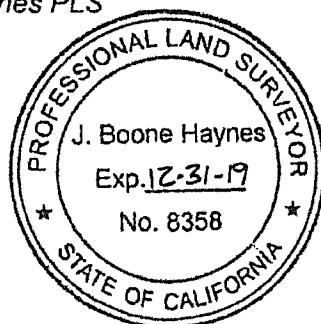
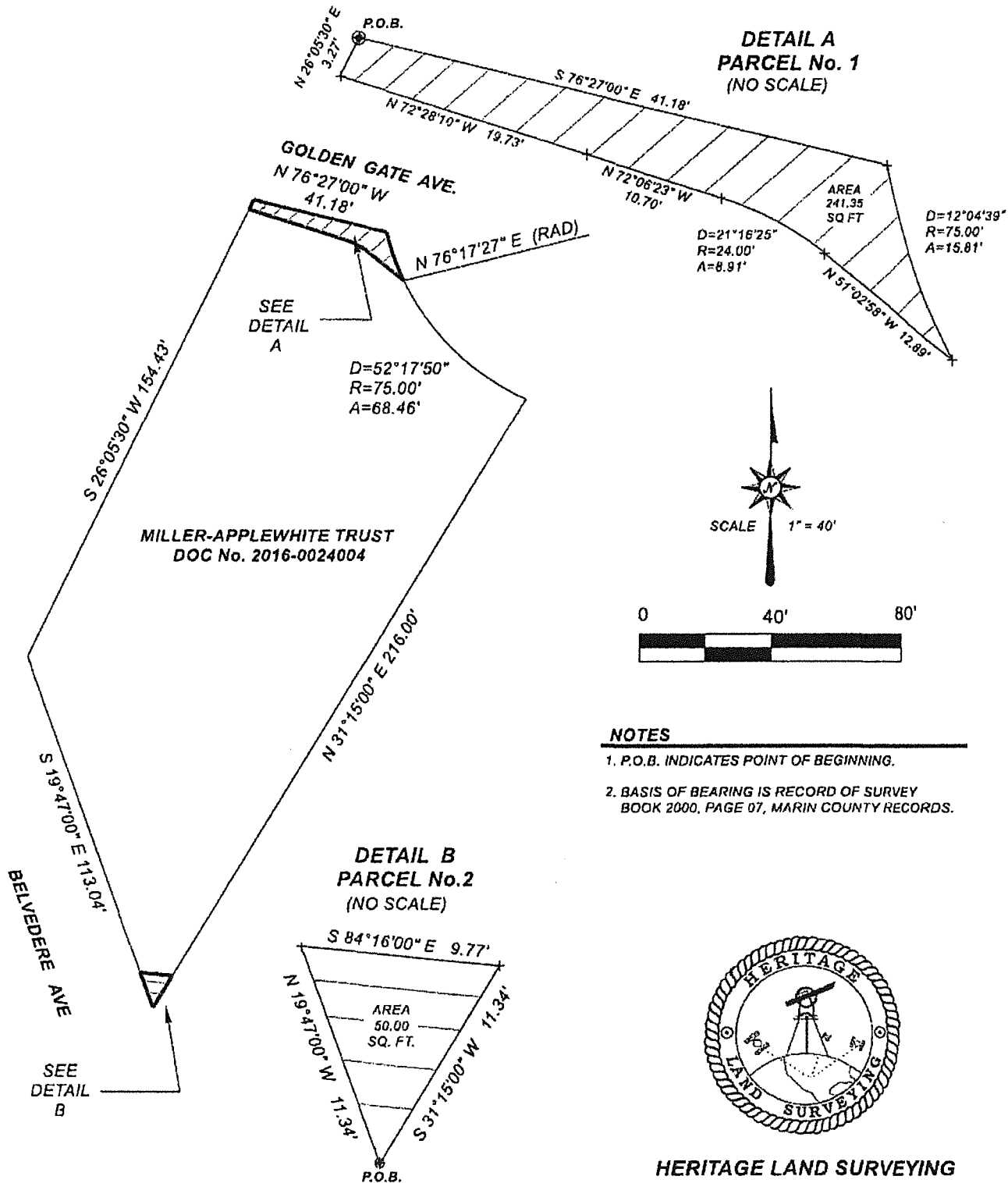
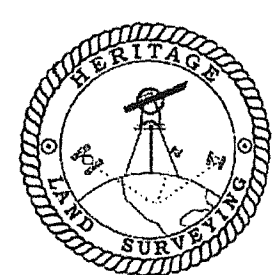


EXHIBIT B

**MILLER TO THE CITY OF BELVEDERE
 (PLAT)**



- NOTES**
1. P.O.B. INDICATES POINT OF BEGINNING.
 2. BASIS OF BEARING IS RECORD OF SURVEY BOOK 2000, PAGE 07, MARIN COUNTY RECORDS.



HERITAGE LAND SURVEYING
 HERITAGELANDSURVEYS.COM
 (707) 583-4066 MAY, 2019

EXHIBIT C
LEGAL DESCRIPTION
THE CITY OF BELVEDERE TO MILLER

ALL THAT CERTAIN property situated in the City of Belvedere, County of Marin, State of California described as follows:

BEING A PORTION of Golden Gate Avenue as shown on "Map No. 3 of the Belvedere Peninsula, Marin Co. Cal", Filed for Record June 26th, 1891 in Rack1 of Maps at Pull 8 of Marin County Official Records and more particularly described as follows:

Commencing at the Northwest corner of that certain parcel quit claimed to Miller and Applewhite's revocable trust, recorded June 1, 2016 in Document No. 2016-0024004, Marin County Official Records and as shown on Record of Survey Book 2000, Page 07 of Marin County Records; Thence along the North line thereof, South 76° 27' 00" East, 41.18 Feet to a non-tangent curve having a radius of 75.00 Feet and being concave to the Northeast, having a radial bearing of North 76° 17' 27" East thence along said curve through a central angle of 12° 04' 39" and an arc length of 15.81 Feet to the **Point of Beginning (POB)**; Thence continuing along said curve through a central angle of 40°13'11" and an arc length of 52.65 Feet; Thence North 31°15'00" East, 5.46 Feet; Thence North 56°07'34" West, 16.30 Feet; Thence North 50°43'15" West, 5.13 Feet; Thence North 51°01'44" West, 11.00 Feet; Thence North 49°05'03" West, 18.27 Feet to the Point of Beginning.

Parcel Contains 260.80 Sq. Ft. (See Exhibit D Attached)

Prepared By:



J. Boone Haynes PLS

MAY 5, 2019

Date

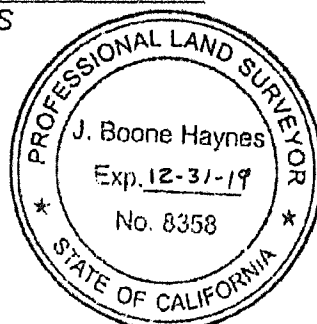
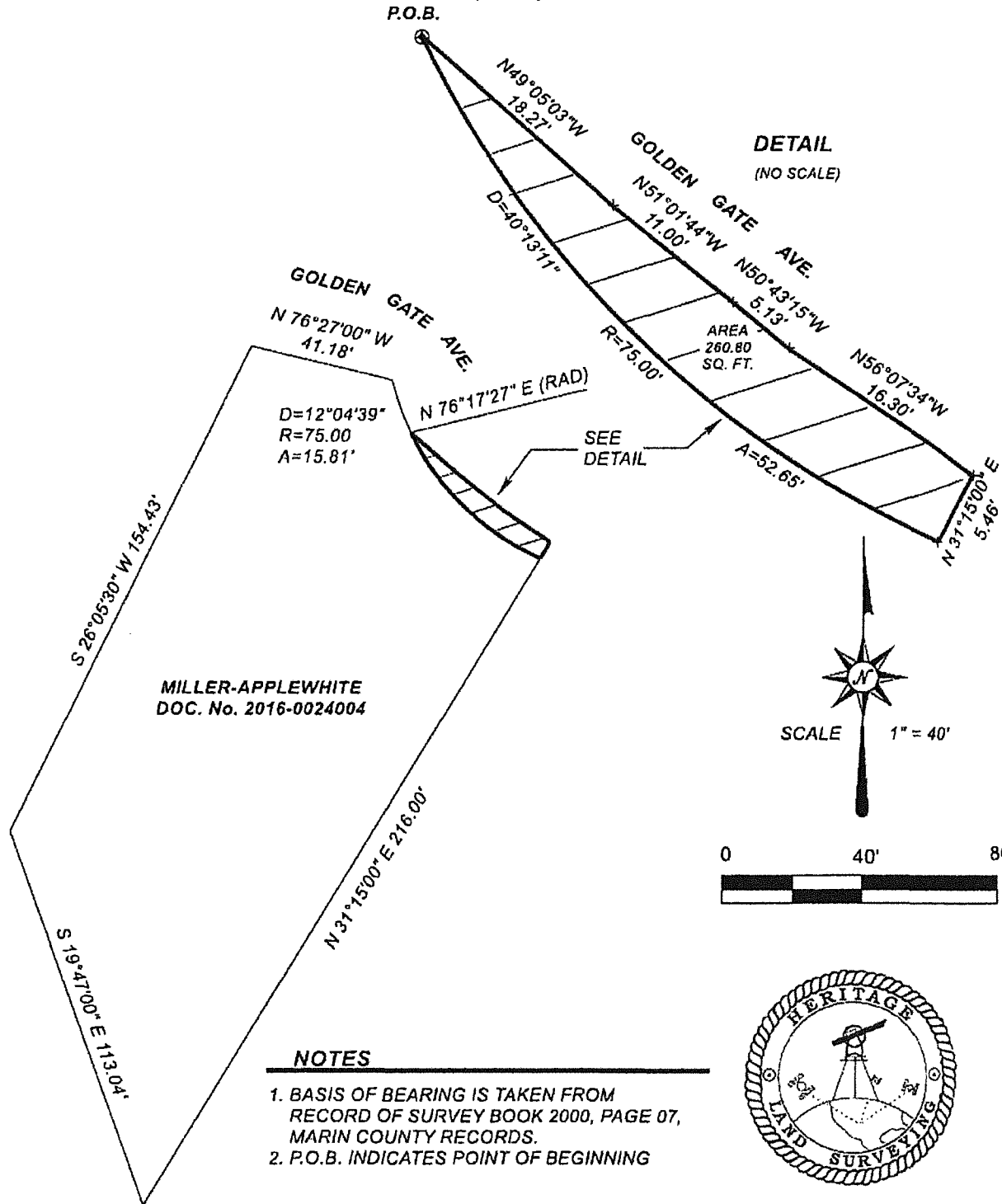


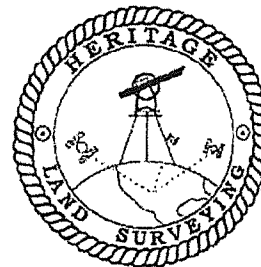
EXHIBIT D

**THE CITY OF BELVEDERE TO MILLER
 (PLAT)**



NOTES

1. BASIS OF BEARING IS TAKEN FROM RECORD OF SURVEY BOOK 2000, PAGE 07, MARIN COUNTY RECORDS.
2. P.O.B. INDICATES POINT OF BEGINNING



HERITAGE LAND SURVEYING

HERITAGELANDSURVEYS.COM
 (707) 582-4066 MAY, 2019

I certify under PENALTY OF PERJURY under the laws of the State of California that the former is a true and correct copy of City Council Resolution No. 2019-15.

WITNESS my hand and the city seal of the City of Belvedere.

Alison Foulis

5/15/2019

Alison Foulis
City Clerk
City of Belvedere, California

Date

(Seal)



State of California }
County of Marin } ss.
City of Belvedere }

On May 13, 2019, before me, Alison Foulis, City Clerk of the City of Belvedere, personally appeared Robert McCaskill, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and the city seal of the City of Belvedere.

Alison Foulis

Alison Foulis



CITY OF BELVEDERE

RESOLUTION NO. 2021-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE

**MODIFYING ORDER VACATING AN UNIMPROVED PORTION OF CITY PROPERTY ON
GOLDEN GATE AVENUE TO ALLOW MINOR LANDSCAPING IMPROVEMENTS IN
UTILITY EASEMENT AREA**

WHEREAS, at a duly noticed and public hearing on May 13, 2019 and pursuant to State law vacation procedures (Streets and Highways Code, §§ 8320 *et seq.*), the City Council adopted a Resolution ordering vacation of an unimproved portion of Golden Gate Avenue, Resolution 2019-15; and

WHEREAS, said vacation reserved a permanent, nonexclusive public utility easement pursuant to Streets and Highways Code section 8340, which included a condition that the area be kept free and open from improvements of any kind (Resolution 2019-15, Condition 4. See Exhibit "A" attached hereto); and

WHEREAS, the property owners of 431 Golden Gate Avenue desire to construct minor landscaping and fencing improvements within the reserved public utility area; and

WHEREAS, it has been determined that such minor improvements would not interfere with the maintenance or operation of any utilities within the easement area; and

WHEREAS, Streets and Highways Code section 8340 allows the reservation from vacation of a utility easement necessary to maintain, operate, replace, remove, or renew public utility facilities; and

WHEREAS, the City desires to make a modification to the utility easement reservation to allow minor landscaping improvements within the easement area, to the extent that the improvements do not interfere with the maintenance and operation of utilities within the easement area; and

WHEREAS, this Resolution is exempt from the California Environmental Quality Act ("CEQA") under the common sense exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that it will not have an adverse effect on the environment; and

WHEREAS, with the exception of the public utility easement modification contained herein, all remaining terms and conditions of Resolution 2019-15 remain in full force and effect, and are incorporated herein by reference; and

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

1. The findings stated above are true and correct and incorporated herein by reference.
2. Condition 4 in Resolution 2019-15 is hereby modified as follows, with additional language in underline:

“The City Council of the City of Belvedere hereby orders that pursuant to Streets and Highways Code section 8340, a permanent nonexclusive easement (the "Easement") be reserved and excepted from vacation over the City Property, described in the legal description attached as Exhibit "C" and as shown in the map attached as Exhibit "D" for the benefit of the City of Belvedere and other utilities as defined in California Public Utilities Code section 216 , reserving the right at any time and from time to time to construct, reconstruct, maintain, operate, replace, remove, repair, renew, and enlarge lines of pipes, conduits, cables, wires, poles, electrical conductors, and other equipment, fixtures, appurtenances and for the operation of electric, gas, and communication facilities, including access, and also the rights to trim and cut down trees and brush that may be hazardous to the facilities; said area shall be kept open and free of buildings, permanent structures and wells, with the exception of minor landscaping improvements including fencing. The underlying property owners may be required to remove any such improvements at their sole cost and expense as necessary for the maintenance, repair, or installation of public utilities.

3. With the exception of the above-referenced utility easement modification, Resolution 2019-15 remains in full force and effect, and is incorporated herein by reference. (Exhibit “A”)
4. The City Clerk shall cause a certified copy of this Resolution to be recorded in the Office of the County Recorder of the County of Marin within a reasonable time from its adoption.

PASSED AND ADOPTED at a public hearing of the City Council of the City of Belvedere on February 8, 2021, by the following vote:

AYES: Steve Block, Nancy Kemnitzer, Vice Mayor Wilkinson, and Mayor Campbell

NOES: None

ABSENT: None

ABSTAIN: Jim Lynch

APPROVED: James Campbell

James Campbell, Mayor

ATTEST: Beth Haener

Beth Haener, City Clerk

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Marin
City of Belvedere

On February 9, 2021 before me, Beth Haener, City Clerk of the City of Belvedere, personally appeared James Campbell who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the entity upon behalf of which the person acted executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and the city seal of the City of Belvedere.

B. Haener

B Haener



I certify under PENALTY OF PERJURY under the laws of the State of California that the former is the true and correct copy of City Council Resolution No. 2021-01

WITNESS my hand and the city seal of the City of Belvedere.

Beth Haener

Beth Haener
City Clerk
City of Belvedere

2/9/2021
Date

(seal)



EXHIBIT G

RECORDING REQUESTED BY: CSC/INGEO

WHEN RECORDED MAIL TO:
MARSHALL R MILLER
431 GOLDEN GATE AVENUE
BELVEDERE, CA 94920
CALIFORNIA
COUNTY OF MARIN

RECORD 2ND



FULL RECONVEYANCE

FIRST AMERICAN TITLE INSURANCE COMPANY, as Trustee, or Successor Trustee, or Substitute Trustee, under a Deed of Trust dated MARCH 22, 2011 executed by LINDA B. APPLEWHITE AND MARSHALL R. MILLER, WIFE AND HUSBAND AS JOINT TENANTS, Trustor, to FIRST AMERICAN TITLE COMPANY, Original Trustee, for the benefit of MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC., AS BENEFICIARY, AS NOMINEE FOR CMG MORTGAGE, INC., ITS SUCCESSORS AND ASSIGNS, the Original Beneficiary, and recorded on APRIL 01, 2011 as Instrument No. 2011-0017893 in the Official Records of the County Recorder's Office of the County of MARIN, State of CALIFORNIA.

LEGAL DESCRIPTION: AS DESCRIBED IN SAID DEED OF TRUST REFERRED TO HEREIN
COMMONLY KNOWN AS: 431 GOLDEN GATE AVENUE, BELVEDERE, CALIFORNIA 94920

WHEREAS, having received from the holder of said Deed of Trust a written request to reconvey, stating that the indebtedness secured by said Deed of Trust has been paid in full. NOW THEREFORE, the Undersigned, as Successor Trustee, pursuant to the written request of the Beneficiary, does hereby grant and reconvey, without warranty, implied or expressed, to the PERSONS LEGALLY ENTITLED THERETO all the estate and interest held by it, as Trustee under said Deed of Trust.

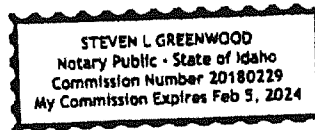
IN WITNESS WHEREOF, the Undersigned has caused this Instrument to be executed this FEBRUARY 22, 2021.
FIRST AMERICAN TITLE INSURANCE COMPANY

LAURA L. STUMPP, VICE PRESIDENT

STATE OF IDAHO COUNTY OF BONNEVILLE) ss.

On FEBRUARY 22, 2021, before me, STEVEN L. GREENWOOD, personally appeared LAURA L. STUMPP known to me to be the VICE PRESIDENT of FIRST AMERICAN TITLE INSURANCE COMPANY the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

STEVEN L. GREENWOOD (COMM. EXP. 02/05/2024)
NOTARY PUBLIC



POD: 20191120
SL81201121M - LR - CA

DOCUMENT 2 of 2

MIN: 100072400000448681
MERS PHONE: 1-888-679-6377

EXHIBIT A
LEGAL DESCRIPTION
THE CITY OF BELVEDERE TO MILLER

ALL THAT CERTAIN property situated in the City of Belvedere, County of Marin, State of California described as follows:

BEING A PORTION of that land described in the quit claim deed to the Miller and Applewhite revocable trust recorded June 1, 2016, in Document No. 2016-0024004, Marin County Official Records, more particularly described as follows:

Commencing at the Northwest corner of said parcel as shown on Record of Survey in Book 2000, Page 07 of Marin County Records; Thence along the North line thereof, South $76^{\circ} 27' 00''$ East, 41.18 Feet to a non-tangent curve having a radius of 75.00 Feet and being concave to the Northeast, having a radial bearing of North $76^{\circ} 17' 27''$ East thence along said curve through a central angle of $12^{\circ} 04' 39''$ and an arc length of 15.81 Feet to the **Point of Beginning** (POB); Thence continuing along said curve through a central angle of $40^{\circ} 13' 11''$ and an arc length of 52.65 Feet; Thence North $31^{\circ} 15' 00''$ East, 5.46 Feet; Thence North $56^{\circ} 07' 34''$ West, 16.30 Feet; Thence North $50^{\circ} 43' 15''$ West, 5.13 Feet; Thence North $51^{\circ} 01' 44''$ West, 11.00 Feet; Thence North $49^{\circ} 05' 03''$ West, 18.27 Feet to the Point of Beginning.

Parcel Contains 260.80 Sq. Ft. (See **Exhibit B** Attached)

Prepared By:



 J. Boone Haynes PLS

APRIL 15, 2019

 Date



EXHIBIT A
LEGAL DESCRIPTION
MILLER TO THE CITY OF BELVEDERE

ALL THAT CERTAIN property situated in the City of Belvedere, County of Marin, State of California described as follows;

BEING A PORTION of that land described in the quit claim deed to the Miller and Applewhite revocable trust recorded June 1, 2016, in Document No. 2016-0024004, Marin County Official Records, more particularly described as follows:

PARCEL No. 1

Beginning at the Northwest corner of said parcel as shown on Record of Survey in Book 2000, Page 07 of Marin County Records; Thence from said Point of Beginning (POB) along the North line thereof, South $76^{\circ} 27' 00''$ East, 41.18 Feet to a non-tangent curve having a radius of 75.00 Feet and being concave to the Northeast, having a radial bearing of North $76^{\circ} 17' 27''$ East; thence along said curve through a central angle of $12^{\circ} 04' 39''$, an arc length of 15.81 Feet; Thence leaving Northerly line of said parcel, North $51^{\circ} 02' 58''$ West, 12.89 Feet, to a curve having a radius of 24.00 Feet and being concave to the Southwest; Thence along said curve an arc length of 8.91 Feet; Thence North $72^{\circ} 06' 23''$ West, 10.70 Feet; Thence North $72^{\circ} 28' 10''$ West, 19.73 Feet; Thence North $26^{\circ} 05' 30''$ East, 3.27 Feet to the Point of Beginning.

Parcel No. Contains 241.35 Sq. Ft. (See **Exhibit B Attached**)

PARCEL No. 2

Beginning at the most Southerly Corner of said parcel, Document No. 2016-0024004 as shown on Record of Survey in Book 2000, Page 07 of Marin County Records (POB); Thence North $19^{\circ} 47' 00''$ West, 11.34; Thence S $84^{\circ} 16' 00''$ East, 9.77 Feet; Thence South $31^{\circ} 15' 00''$ West, 11.34 Feet to the Point of Beginning.

Parcel No. 2 Contains 50.00 Sq. Ft. (See **Exhibit B Attached**)

Prepared By:



J. Boone Haynes PLS

APRIL 15, 2019

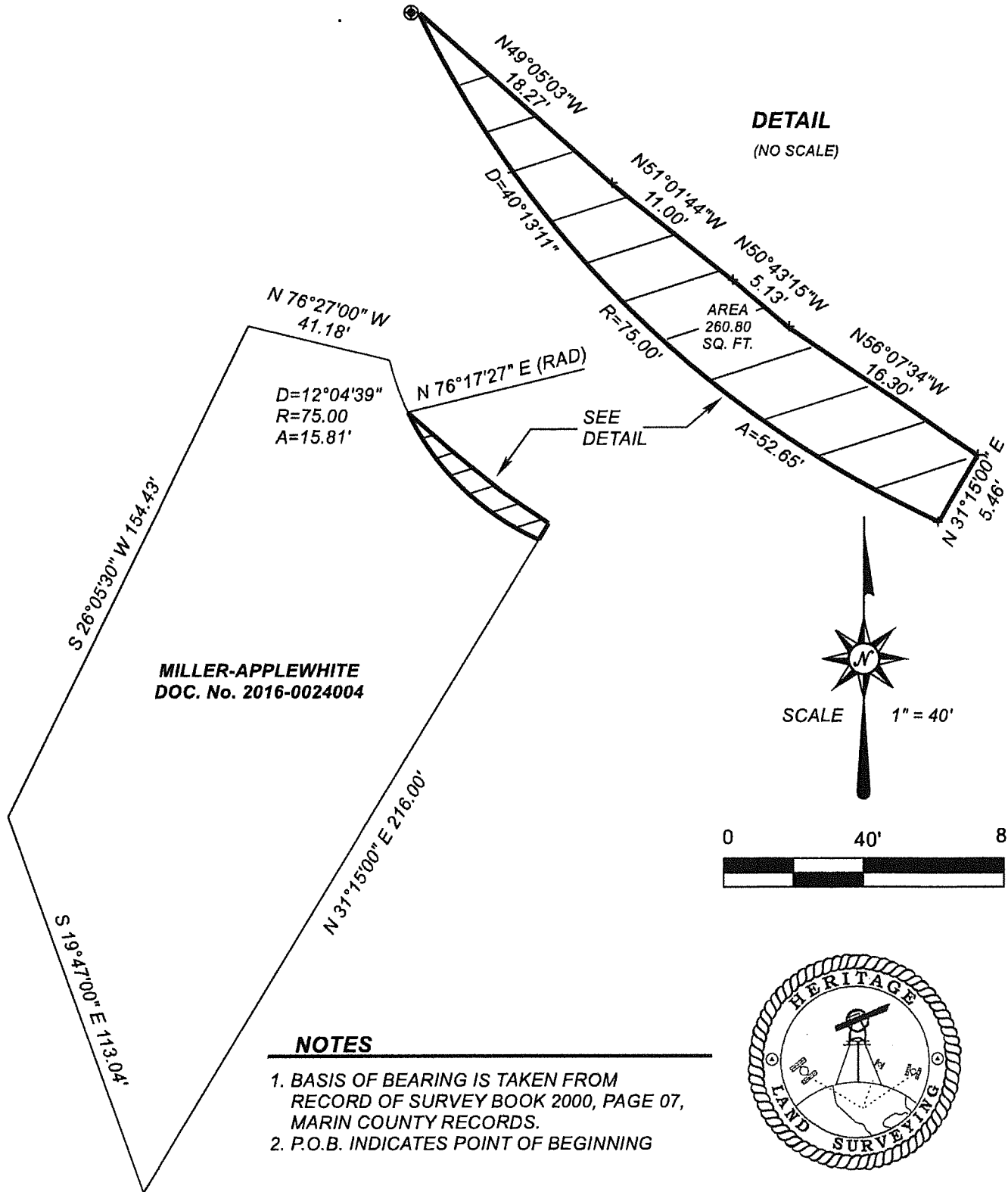
Date



EXHIBIT B

**THE CITY OF BELVEDERE TO MILLER
(PLAT)**

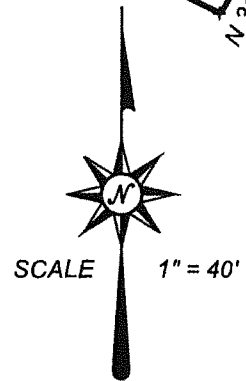
P.O.B.



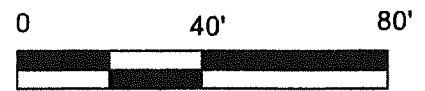
DETAIL

(NO SCALE)

**MILLER-APPLEWHITE
DOC. No. 2016-0024004**

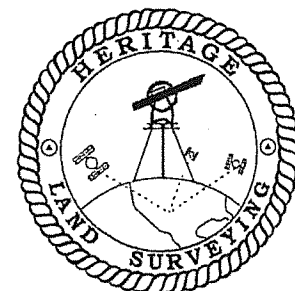


SCALE 1" = 40'



NOTES

1. BASIS OF BEARING IS TAKEN FROM RECORD OF SURVEY BOOK 2000, PAGE 07, MARIN COUNTY RECORDS.
2. P.O.B. INDICATES POINT OF BEGINNING



HERITAGE LAND SURVEYING

HERITAGELANDSURVEYS.COM

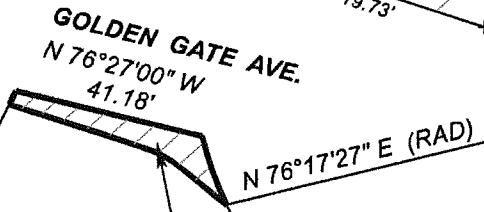
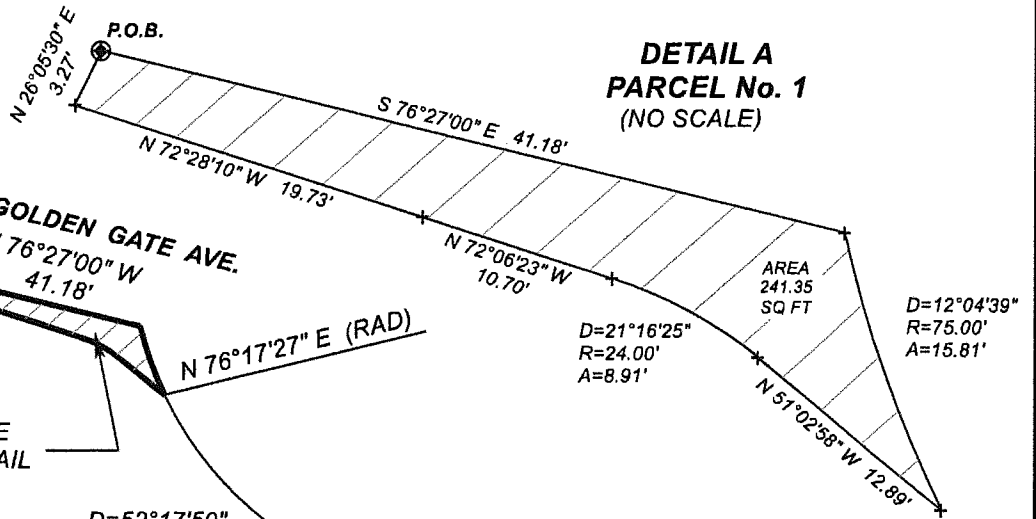
(707) 582-4066

MAY, 2019

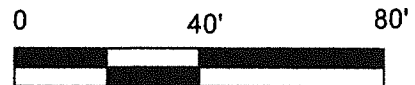
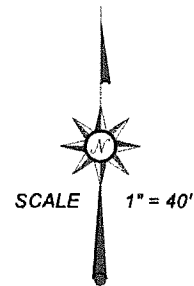
EXHIBIT B

**MILLER TO THE CITY OF BELVEDERE
(PLAT)**

**DETAIL A
PARCEL No. 1
(NO SCALE)**



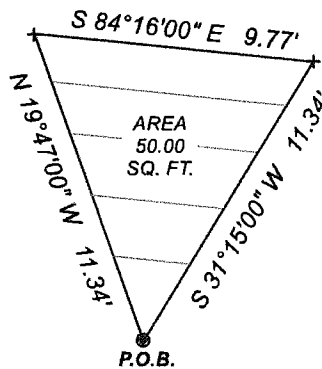
MILLER-APPLEWHITE TRUST
DOC No. 2016-0024004



NOTES

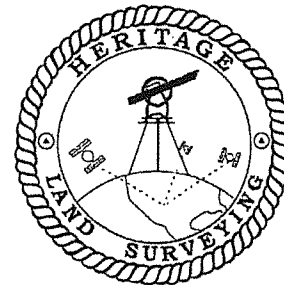
1. P.O.B. INDICATES POINT OF BEGINNING.
2. BASIS OF BEARING IS RECORD OF SURVEY BOOK 2000, PAGE 07, MARIN COUNTY RECORDS.

**DETAIL B
PARCEL No. 2
(NO SCALE)**



BELVEDERE AVE

SEE DETAIL B



HERITAGE LAND SURVEYING

HERITAGELANDSURVEYS.COM
(707) 583-4066 MAY, 2019

EXHIBIT B

Resolution No. 2021-01

CITY OF BELVEDERE

RESOLUTION NO. 2021-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE

**MODIFYING ORDER VACATING AN UNIMPROVED PORTION OF CITY PROPERTY ON
GOLDEN GATE AVENUE TO ALLOW MINOR LANDSCAPING IMPROVEMENTS IN
UTILITY EASEMENT AREA**

WHEREAS, at a duly noticed and public hearing on May 13, 2019 and pursuant to State law vacation procedures (Streets and Highways Code, §§ 8320 *et seq.*), the City Council adopted a Resolution ordering vacation of an unimproved portion of Golden Gate Avenue, Resolution 2019-15; and

WHEREAS, said vacation reserved a permanent, nonexclusive public utility easement pursuant to Streets and Highways Code section 8340, which included a condition that the area be kept free and open from improvements of any kind (Resolution 2019-15, Condition 4. See Exhibit “A” attached hereto); and

WHEREAS, the property owners of 431 Golden Gate Avenue desire to construct minor landscaping and fencing improvements within the reserved public utility area; and

WHEREAS, it has been determined that such minor improvements would not interfere with the maintenance or operation of any utilities within the easement area; and

WHEREAS, Streets and Highways Code section 8340 allows the reservation from vacation of a utility easement necessary to maintain, operate, replace, remove, or renew public utility facilities; and

WHEREAS, the City desires to make a modification to the utility easement reservation to allow minor landscaping improvements within the easement area, to the extent that the improvements do not interfere with the maintenance and operation of utilities within the easement area; and

WHEREAS, this Resolution is exempt from the California Environmental Quality Act (“CEQA”) under the common sense exemption, CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that it will not have an adverse effect on the environment; and

WHEREAS, with the exception of the public utility easement modification contained herein, all remaining terms and conditions of Resolution 2019-15 remain in full force and effect, and are incorporated herein by reference; and

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

1. The findings stated above are true and correct and incorporated herein by reference.
2. Condition 4 in Resolution 2019-15 is hereby modified as follows, with additional language in underline:

“The City Council of the City of Belvedere hereby orders that pursuant to Streets and Highways Code section 8340, a permanent nonexclusive easement (the "Easement") be reserved and excepted from vacation over the City Property, described in the legal description attached as Exhibit "C" and as shown in the map attached as Exhibit "D" for the benefit of the City of Belvedere and other utilities as defined in California Public Utilities Code section 216 , reserving the right at any time and from time to time to construct, reconstruct, maintain, operate, replace, remove, repair, renew, and enlarge lines of pipes, conduits, cables, wires, poles, electrical conductors, and other equipment, fixtures, appurtenances and for the operation of electric, gas, and communication facilities, including access, and also the rights to trim and cut down trees and brush that may be hazardous to the facilities; said area shall be kept open and free of buildings, permanent structures and wells, with the exception of minor landscaping improvements including fencing. The underlying property owners may be required to remove any such improvements at their sole cost and expense as necessary for the maintenance, repair, or installation of public utilities.

3. With the exception of the above-referenced utility easement modification, Resolution 2019-15 remains in full force and effect, and is incorporated herein by reference. (Exhibit “A”)
4. The City Clerk shall cause a certified copy of this Resolution to be recorded in the Office of the County Recorder of the County of Marin within a reasonable time from its adoption.

PASSED AND ADOPTED at a public hearing of the City Council of the City of Belvedere on February 8, 2021, by the following vote:

AYES: Steve Block, Nancy Kemnitzer, Vice Mayor Wilkinson, and Mayor Campbell

NOES: None

ABSENT: None

ABSTAIN: Jim Lynch

APPROVED: James Campbell

James Campbell, Mayor

ATTEST: Beth Haener

Beth Haener, City Clerk

EXHIBIT C

Legal Description and Plat Map

EXHIBIT A
LEGAL DESCRIPTION
MILLER TO THE CITY OF BELVEDERE

ALL THAT CERTAIN property situated in the City of Belvedere, County of Marin, State of California described as follows;

BEING A PORTION of that land described in the quit claim deed to the Miller and Applewhite revocable trust recorded June 1, 2016, in Document No. 2016-0024004, Marin County Official Records, more particularly described as follows:

PARCEL No. 1

Beginning at the Northwest corner of said parcel as shown on Record of Survey in Book 2000, Page 07 of Marin County Records; Thence from said Point of Beginning (POB) along the North line thereof, South $76^{\circ} 27' 00''$ East, 41.18 Feet to a non-tangent curve having a radius of 75.00 Feet and being concave to the Northeast, having a radial bearing of North $76^{\circ} 17' 27''$ East; thence along said curve through a central angle of $12^{\circ} 04' 39''$, an arc length of 15.81 Feet; Thence leaving Northerly line of said parcel, North $51^{\circ} 02' 58''$ West, 12.89 Feet, to a curve having a radius of 24.00 Feet and being concave to the Southwest; Thence along said curve through a central angle of $21^{\circ} 16' 25''$ and an arc length of 8.91 Feet; Thence North $72^{\circ} 06' 23''$ West, 10.70 Feet; Thence North $72^{\circ} 28' 10''$ West, 19.73 Feet; Thence North $26^{\circ} 05' 30''$ East, 3.27 Feet to the Point of Beginning.

Parcel No. Contains 241.35 Sq. Ft. (See **Exhibit B Attached**)

PARCEL No. 2

Beginning at the most Southerly Corner of said parcel, Document No. 2016-0024004 as shown on Record of Survey in Book 2000, Page 07 of Marin County Records (POB); Thence North $19^{\circ} 47' 00''$ West, 11.34; Thence S $84^{\circ} 16' 00''$ East, 9.77 Feet; Thence South $31^{\circ} 15' 00''$ West, 11.34 Feet to the Point of Beginning.

Parcel No. 2 Contains 50.00 Sq. Ft. (See **Exhibit B Attached**)

Prepared By:



J. Boone Haynes PLS

APRIL 18, 2019
Date

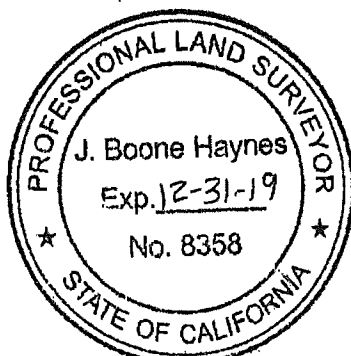
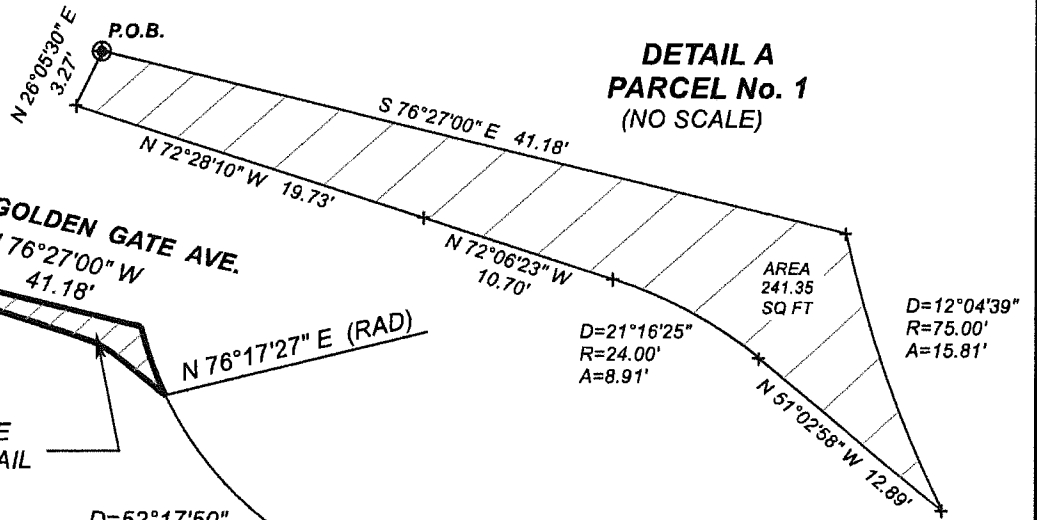


EXHIBIT B

**MILLER TO THE CITY OF BELVEDERE
(PLAT)**

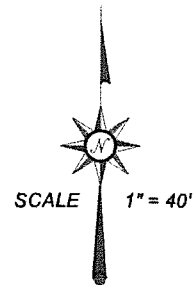
**DETAIL A
PARCEL No. 1
(NO SCALE)**



SEE
DETAIL
A

D=52°17'50"
R=75.00'
A=68.46'

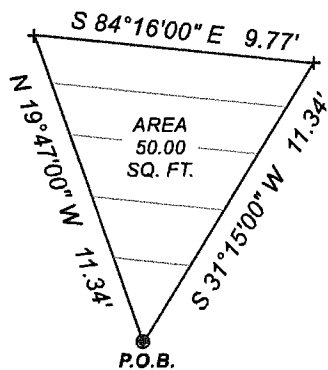
**MILLER-APPLEWHITE TRUST
DOC No. 2016-0024004**



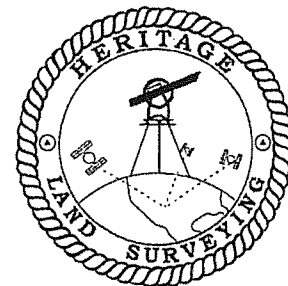
NOTES

1. P.O.B. INDICATES POINT OF BEGINNING.
2. BASIS OF BEARING IS RECORD OF SURVEY BOOK 2000, PAGE 07, MARIN COUNTY RECORDS.

**DETAIL B
PARCEL No.2
(NO SCALE)**



SEE
DETAIL
B



HERITAGE LAND SURVEYING
 HERITAGELANDSURVEYS.COM
 (707) 583-4066 MAY, 2019

OTHER SCHEDULED ITEMS

**BELVEDERE CITY COUNCIL
MAY 10, 2021**

To: Mayor and City Council

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

Subject: Preliminary Fiscal Year 2021/22 Operating and Capital Budget

Recommended Motion/Item Description

Consider preliminary FY21/22 Operating and Capital Budget. Provide direction to staff.

Background

A preliminary FY21/22 Operating and Capital Budget is presented for Council review and comment. This initial review provides an opportunity for the Council to ask questions or provide input prior to the budget being finalized and presented for adoption in June. The preliminary budget has been reviewed by the Finance Committee, which voted unanimously to recommend its adoption by the City Council.

The budget includes an Operating Budget, a Capital Improvement Plan and Budget, and a Five-Year forecast of revenues and expenditures. In general, Management has taken a conservative approach to forecasting while still presenting a budget that meets the City's reserve policy.

COVID-19 BUDGETARY IMPACTS

We present this budget in the wake of an eventful year, during which an unprecedented pandemic upended life in Belvedere and around the world. While we are still dealing with restrictions intended to limit the devastation wrought by the COVID-19 virus, and with economic impacts resulting from these restrictions, the widespread availability of effective vaccines gives us confidence to use somewhat less conservative revenue assumptions in this budget than we used last year at the beginning of the pandemic.

In comparing expenditures between the current year (FY20/21) and the coming year (FY21/22), it is important to recognize that, while it was necessary to make some one-time expenditures to adapt to shelter-in-place and work-from-home pandemic necessities, a number of normal expenses were not needed. For example, travel restrictions limited our ability to send our personnel to in-person trainings or conferences. In addition, federal funds became available during the fiscal year that were used to reimburse the City for some of the one-time COVID-related expenses, such as technology improvements. It is worth noting that, for these reasons, FY20/21 was an anomaly and is not therefore particularly relevant for year over year comparison purposes.

ADDRESSING PENSION-RELATED ISSUES

The proposed budget reflects a tremendous effort undertaken this year to improve the City's fiscal situation as regards its pension obligations. The City ultimately decided to bolster its pension reserves by calculating an annual reserve amount based on a lower projected rate of return than is employed by CalPERS, and by establishing a Section 115 Trust into which annual payments will be made. These reserved funds will be available for pension-related expenses only. Further, the City seeded the fund with \$1.5M. If adopted, this budget would allocate an additional \$300,000 in FY21/22 to the Section 115 Trust for this purpose. These actions will help to ensure that ever-growing pension-related expenses will not crowd out important City funding priorities in the future.

KEY PRIORITIES:

The budget is, in essence, a reflection of priorities. In addition to providing adequate funding for City operations and maintenance, the budget includes a number of significant capital projects that advance priorities established at City Council retreats and through the work of citizens' committees.

Protecting our City -- Our People and Our Community Assets

- Provide for a full-service police department, fire protection and emergency services.
- Increase our level of preparation for fire events by supporting additional Chipper Days; funding removal of flammable vegetation on city properties; and improving evacuation routes, procedures and related technology.
- Design project to enhance seawalls, levees and key utilities, and ensure emergency access. Complete a feasibility-level design and CEQA analysis needed to achieve a shovel-ready project. Continue efforts to obtain outside funding to support the project, and develop a funding strategy. Establish a reserve for the project (the budget seeds this reserve with \$400,000).
- Complete the undergrounding of utilities in the Golden Gate/Belvedere undergrounding district in furtherance of the City's goal to enhance safety by burying all utilities within the next few years.
- Ensure that the City's streets and sidewalks are well maintained and safe. This means adding safe pedestrian crossings and/or improving segments of sidewalk near school bus stops and City Hall.
- Continue to support activities of the Richardson's Bay Regional Agency in developing long-term approaches to the management of the Bay.

Improving Quality of Life – Lanes, Parks, Traffic Reduction, Public Infrastructure

- Support upgrades to the playground at Community Park and manage the community-funded reconstruction project.
- Continue to support the "Yellow Bus" school bus program, which will resume its operation in the coming school year after suspending during the pandemic. The program has proven successful in reducing traffic during certain peak periods throughout the school year.
- Manage a significant multi-year road enhancement program.

- Improve public accessibility and functionality of City Hall and the Community Center.
- Enhance the capacity of the Community Center and Founder's Room to serve the public as a re-charging station, information hub, and gathering center during planned power shutoffs in fire season.

Planning for Belvedere's Future

- Engage in the development of an updated Housing Element to the General Plan.
- Guide the design process for redevelopment of Mallard Pointe.
- Begin work on an update to the City's Climate Action Plan.
- Consider enhancements to the community's water and fire suppression infrastructure.

DEPARTMENT GOALS

In furtherance of the above priority initiatives, and to guide work during the year, City departments have established the following goals and objectives.

ADMINISTRATION

- Implement new fee schedule to include time and materials billing on Planning projects. Monitor billing and revenue impacts of the new schedule closely.
- Develop financing mechanisms to support anticipated capital improvements in response to sea level rise/seismic concerns, including the preparation of City finances to achieve a high credit rating score.
- Continue modernization of the City's systems to make it easier for residents and businesses to interact with the City, and to reduce reliance on paper processing.
- Establish electronic accounts payable process to further reduce reliance on paper at City Hall.
- Continue efforts to transition City vendors from paper checks to electronic payments.
- Continue review of Municipal Code and Administrative Policy Manual; revise procedures and create new policies where needed.
- Implement the goals and objectives of the City Council as cost-effectively as possible.
- Encourage a strong sense of fiscal and ethical responsibility in the organization.
- Continually review and analyze existing fees and charges for service, and recommend increases that are fair, equitable, and efficient.
- Produce financial reporting that is transparent, accurate, and timely.
- Provide quality customer service to the community and continuously strive to improve public access, public information, and public communication.

PLANNING AND BUILDING

- Begin an update to the Climate Action Plan.
- Begin the process of updating the City of Belvedere Housing Element.
- Complete and adopt the Objective Design & Development Standards for multi-family housing utilizing funds awarded through the SB2 planning grant (awarded \$160,000).
- Review and implement improvements to Design Review and Zoning Ordinances.

- Continue to work with the Public Works Department to develop administrative policies regarding work in the public right-of-way, such as sidewalk installation standards, utility equipment, ADA compliance, landscape maintenance and responsibility, view issues, driver and pedestrian sight line issues, roadway obstructions, and revocable license standards.
- Work on developing a process to examine/screen structures for potential historic resources when a building is at least 50 years of age and is proposed for a major remodel or demolition. Determine whether there are benefits in becoming a Certified Local Government (CLG).
- Work to enhance communication and permit processing timeline goals, and explore opportunities for more efficient computer database information applications.
- Continue providing permit applicants, contractors, architects, engineers and property owners with resource referrals and education on the California Building Standards Codes and other State and Local requirements.
- Continue work on information and application process for joining the Community Rating System (CRS) program administered by the Federal Emergency Management Agency (FEMA)
- Implement policies and procedures for cost recovery.

POLICE

Ongoing Goals:

- Maintain the city's very low crime rate with proactive patrol and citizen education.
- Work in concert with other city departments to meet overall goals and objectives.
- Strive to help improve the quality of life and safety within the city.
- Aggressively work to prepare the City and its citizens to be ready in case of a disaster.
- Participate in community events to enhance relationships with the citizens of Belvedere.

Near-Term Goals:

- Stay abreast of current law enforcement trends by participating in the training of Police Department personnel. Local training with allied agencies will keep training costs down.
- Participate in the annual county-wide disaster exercise that includes working in conjunction with all Belvedere and Tiburon City staff to improve disaster response.
- Participate in Public Safety Fairs and School Events as the opportunity arises.
- Help to lead Block Captain training exercises that educate and prepare the community for response during a disaster.

PUBLIC WORKS

- Oversee an aggressive 5-year Pavement Management Program.
- Implement Fire Dept. & Public Works Annual Fire Risk Reduction Program.
- Plan, Design and Engineer Beach Rd. & San Rafael Ave. Levee Stabilization project.
- Oversee the design and construction of the Belvedere Playground.

- Provide communications and administrative assistance to the Block Captain Program.
- Oversee evacuation program and community-wide training.
- Complete Golden Gate/Belvedere Utility Undergrounding District Project.
- Administer second phase of the Sidewalk Repair Program.

THE BUDGET

The City's finances are segregated into a number of funds, as a way of ensuring that assets designated for a specific purpose are spent as intended. The Budget is constructed to mirror the financial reporting system.

In addition to current year activity, the Budget projects revenues and expenditures for each fund for the next five years and forecasts capital projects to be undertaken during that same time period.

GENERAL FUND

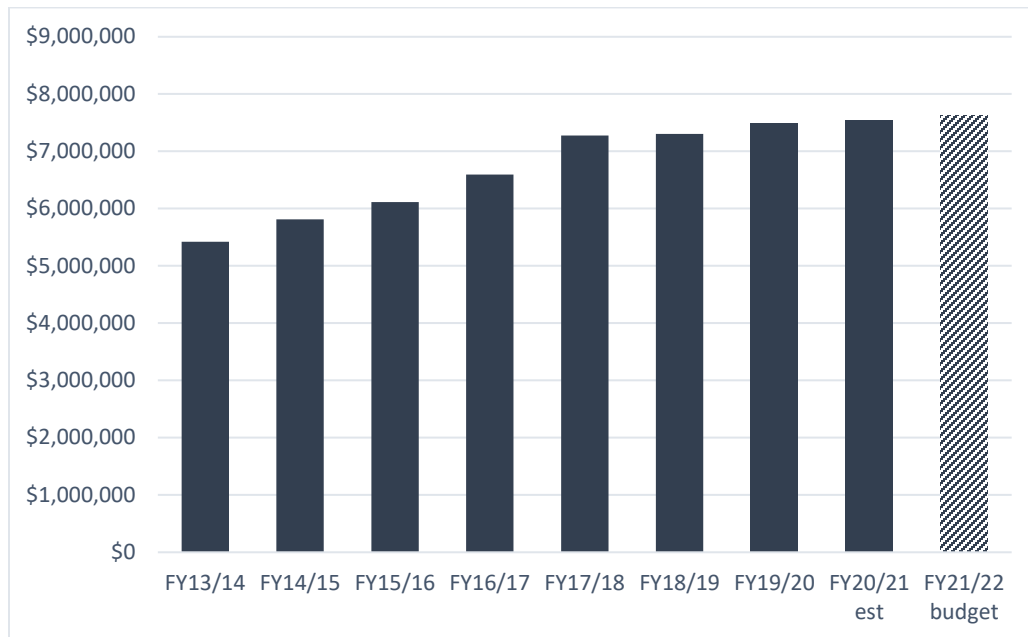
The General Fund is the chief operating fund for the City, receiving and disbursing all revenue that is not required to be accounted for separately. The General Fund budget includes funding for departmental operations, as well as transfers to the Fire Fund, Capital Projects Fund, Equipment Replacement Fund and Pension Reserve and Pension-related Debt Fund.

General Fund Revenue Projections

The City depends primarily on property tax revenue to fund department operations. Thanks to a robust real estate market and a steady stream of renovation projects, the assessed value of real property in Belvedere, and resultant property tax revenue, continues to rise. The Budget projects an increase in secured property tax revenue of 3% over the prior year actual amount, based on projections from the County of Marin Tax Assessor's Office. Other General Fund revenues are projected to achieve 98%-100% of FY21 estimated actual receipts.

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.

The FY21/22 General Fund budget anticipates total revenue in the amount of \$7,619,898, a 1.1% increase over what is projected for the current fiscal year. This increase is primarily due to the projected 3% increase in property tax revenue, combined with relatively flat general fund revenues other than property tax.

General Fund Revenue History**General Fund Expenditures**

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

- 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 the Lanes Initiative. Pre-pandemic, this program was designed each year to match \$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.

General Fund Transfers

In FY21/22, \$868,501 will be transferred from the General Fund to the Fire Fund, combined with estimated Fire Tax revenue of \$983,953, and paid to Tiburon Fire Protection District to provide fire protection services in Belvedere. \$338,500 will be transferred to the Capital Improvement Fund to pay for a variety of important capital projects (see below). \$339,193 will be transferred to the Equipment Replacement Fund for routine equipment needs, such as computers and other office equipment, plus the purchase of a street sweeper.

The FY21/22 General Fund budget anticipates total expenses in the amount of \$5,802,702, as well as transfers out of \$2,495,797. The budget forecasts a deficit at year-end of \$680,602.

Preliminary FY21/22 General Fund (GF) Budget			
Revenues			\$ 7,619,898
Expenses		(5,804,702)	
Transfers Out			
<i>Fire Fund</i>	(868,501)		
<i>Insurance Fund</i>	-		
<i>115 Pension Trust Fund</i>	(300,000)		
<i>Capital Projects</i>	(338,500)		
<i>Equipment Replacement</i>	(339,193)		
<i>Pension-related Debt Obligation</i>	(249,603)		
<i>Seawall Fund</i>	(400,000)		
Total Transfers Out		(2,495,797)	
Expenses plus Transfers Out			(8,300,499)
Surplus/(Deficit)			\$ (680,602)

General Fund Reserve

The Council has established a policy of maintaining a General Fund Reserve equal to 50% of annual operating expense plus the General Fund transfer to the Fire Fund, plus the amount of Pension-related Debt Service payments. If revenues are received and funds expended as anticipated in the FY21/22 budget, the reserve policy goal of \$3,461,403 will be exceeded..

FY21/22 GF Expenses + Fire Transfer + Debt Payment		\$ 6,922,806
General Fund Reserve Policy 50%		3,461,403
Projected General Fund Balance 6/30/20	51%	3,517,213
Over/(Under) Policy		\$ 55,810

OTHER FUNDS

The City has other funds, including other operating funds, capital funds, debt service funds, and special reserve funds.

Fire Fund – Other Operating (130)

This fund accounts for revenue levied by the City's special fire tax, and expenditures by the City to provide fire protection and emergency medical services to the City's residents. Funds from the General Fund are transferred to the Fire Fund annually to balance the fund.

Capital Improvement Fund – Capital (900)

This is the primary Capital Fund for the City, and is utilized to account for capital activities with one-time and multiple funding sources. Within the fund, each capital project is accounted for separately. Revenues are in the form of grants with specific expenditure requirements. General Fund transfers are made to this fund to provide local matching funds on grant-funded projects, and to fund capital projects without designated revenue sources.

Road Impact Fee Fund – Capital (901)

This fund is part of the City's Capital Funds group, and accounts for road impact fees collected on building permits, and expended on capital activities related to improving the City's roads.

Measure A Parks Fund – Capital (902)

This fund is part of the City's Capital Funds group, and is used to track County of Marin Measure A Parks revenue and expenditures. Measure A helps cities, towns, and special districts maintain parks, open space, and recreational programming.

Seawall Fund (PROPOSED) – Capital (903)*

The Seawall Reserve is available to provide resources for a potential future seawall and levee maintenance projects at Beach Road and San Rafael Avenue – for both planned and emergency repair projects. The reserve is designed to reduce the City's future needs for borrowing or bonding on these projects and could also be used as required grant matching funds. If these projects do not come to fruition, these funds would be returned to the general fund.

Equipment Replacement Fund - Capital (210)

This fund is part of the City's Capital Funds group. The purpose of this fund is to provide vehicles and equipment for the City's operational needs. Equipment lease payments for large equipment are also tracked in this fund. Proceeds from the sale of surplus property are credited to this fund, with the remainder of the expenditures supported by a General Fund transfer.

Pension-Related Debt Fund – Debt Service (500)

This Fund accounts for debt service payments on the lease-leaseback arrangement on the City's Corporation Yard and adjacent property. This lease arrangement was entered into in August 2017 as a means of restructuring some of the City's unfunded pension liability with CalPERS. This is the City's only debt, and the debt service payments are funded by transfers from the General Fund.

Insurance Reserve Fund – Special Reserve (160)

This Fund is designed to cover claims and deductibles related to property and casualty insurance claims. Funds are transferred from the General Fund to ensure this fund continues to meet its target goal of \$50,000 to \$100,000.

115 Pension Trust Fund – Special Reserve (115)*

The purpose of the 115 Pension Trust is to set aside an appropriate level of funds to fully fund accrued pension obligations at a more prudential rate. City Council approval is required for use of accumulated funds in the 115 Pension Trust to CalPERS as an additional discretionary payment or to offset a portion of the actuarially determined contribution.

*Denotes new fund that has been established since the FY20/21 Budget.

CAPITAL PROJECTS

Capital expenditures are defined as projects that address the building, upgrading or replacement of the City's infrastructure. Maintaining and improving the infrastructure is a key component of the viability of the City. The Public Works Department manages the all of the capital projects in the City. Capital projects often cross fiscal years due to the timing of design, bids, award, and construction.

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. It is worth noting that, in recent years, utility undergrounding projects have required extensive staff management and are funded primarily through assessments on residents. Some capital projects have been delayed as a result of limited project management capacity; most of these projects will commence this fiscal year and will be funded with unspent money that is carried into the coming fiscal year.

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

- Road maintenance: pavement repairs, crack sealing, crack sealing, traffic marking, slurry seal, and other road stabilization projects.
- 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).

FUTURE PROJECTS & FUNDING CONSTRAINTS

There are a number of projects and challenges that may need to be addressed during the course of FY21/22 or within the next few years. In many cases, there are needs for which funding has not been identified.

The City is engaged in the development of a project to provide seismic protection, flood prevention, and assured emergency vehicle access to all parts of Belvedere. This project will require financial resources that are beyond what can be allocated through the City's budget. A financing strategy will be developed for this project.

A noticeable shifting of the Beach Road seawall caused the City to spend nearly \$500,000 to stabilize the wall by installing sheet piles to support a vulnerable portion of it. Given the time that may be needed to develop and finance the more comprehensive seawall/levee/utility protection project, the City may need to fund other such emergency fixes to the Beach Road seawall. The budget establishes a new seawall reserve and sets aside \$600,000 during the next two years that can be used to repair the seawall, or to reduce future borrowing on a larger project. It is possible that a more expensive fix could be needed, depending on conditions over the next few years.

Additional projects for which funding has not yet been identified are:

- Sustainability Plan implementation (Sustainable Fleet, LED lighting, etc.)
- Belvedere Island Emergency Evacuation Plan—possible roadway adjustments
- Utility Undergrounding along West Shore Road and Lagoon Road
- Retaining Walls and Hillside Stability Projects (Belvedere Island and Corinthian Island)
- Urban Tree Maintenance Program (to evaluate all Public trees and budget for annual maintenance)
- Workforce Housing
- Police Department building upgrades
- Police Officer (deferred for 3 years)
- Lanes Initiative projects (deferred)
- Tiburon Fire Protection District (TFPD) Trestle Glen Station remodel

FIVE-YEAR FORECAST AND FUND BALANCE SUMMARY

The five-year forecast makes the following assumptions in years two through five: a gradual increase in property tax revenue from 3% to 5% over the period, an annual 3% increase overall in department operating expenses, a 5% annual increase in the cost of fire protection, and capital costs as outlined in the five-year capital improvement plan. It is projected that the 50% reserve policy goal will be met at the end of the forecast period.

Recommendation

Consider preliminary FY21/22 Operating and Capital Budget; Provide direction to staff.

Attachments

Fiscal Year 2021/22 Preliminary Budget

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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Appendix

Annual Appropriations Limit (under development) A-1

Finance Policies A-3

Introduction

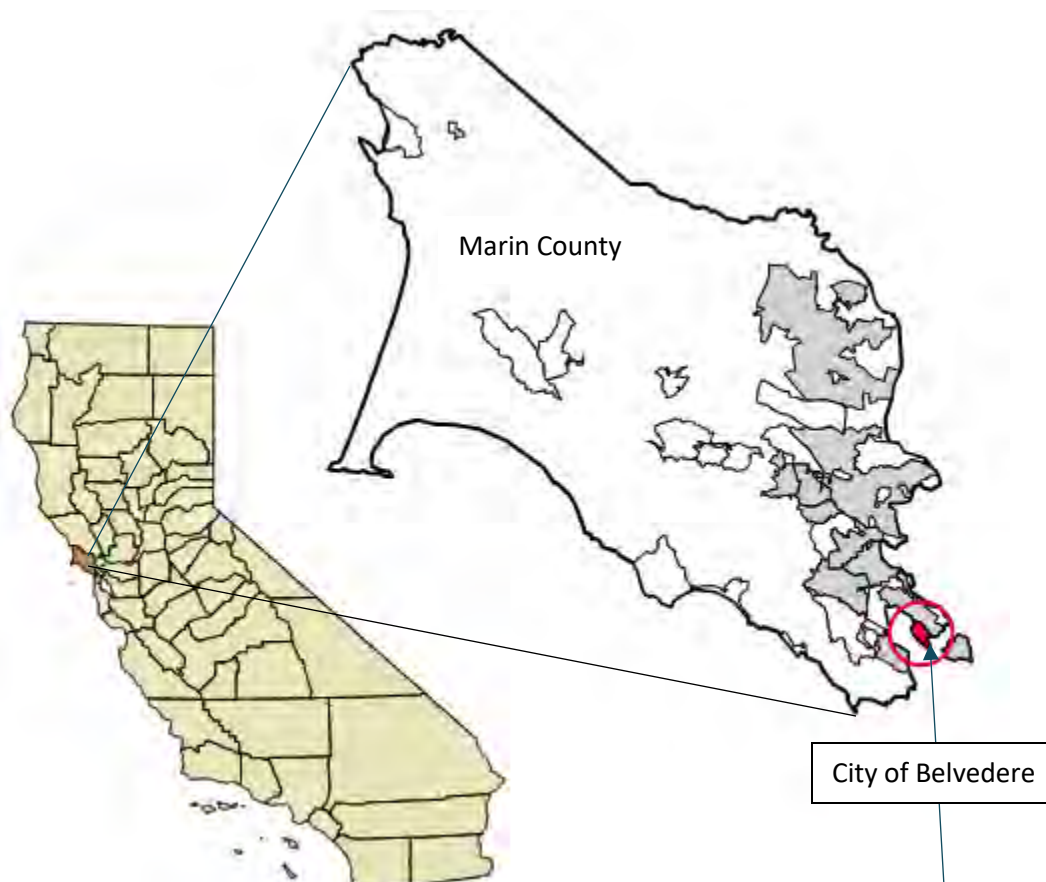
City Overview

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.

Municipal Government

The City operates under a Council-Manager form of government, whereby policies of the City Council are administered by a City Manager who is appointed by the City Council. All municipal departments operate under the supervision of the City Manager. The Council consists of five members who are elected at large for 4-year overlapping terms. The Council elects one of the Council members to serve as Mayor each year. The City provides the following services: police, public works, planning and building, and general administration services. The City contracts with the Tiburon Fire Protection District to provide fire services. The City also shares library and recreation services with the neighboring town of Tiburon, with Joint Powers Agreements in place for both types of services.



City-Wide Organizational Chart



Belvedere Residents

City Council

Nancy Kemnitzer, Mayor
 James Campbell, Vice Mayor
 City Councilors: Claire McAuliffe, Marty Winter, Bob McCaskill

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
 (1 vacant)

Planning & Building

Director of Planning & Building
 Irene Borba

Associate 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
 Beth Haener

Mgmt Analyst/ City Clerk
 Christina Cook

IT Coordinator
 Town of Tiburon
Shared Services Agreement

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

Budget Calendar

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Belvedere
California**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director

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

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	\$ 400,000
Adjusted Net Operating Revenue	<u>\$ (2,909)</u>

CAPITAL

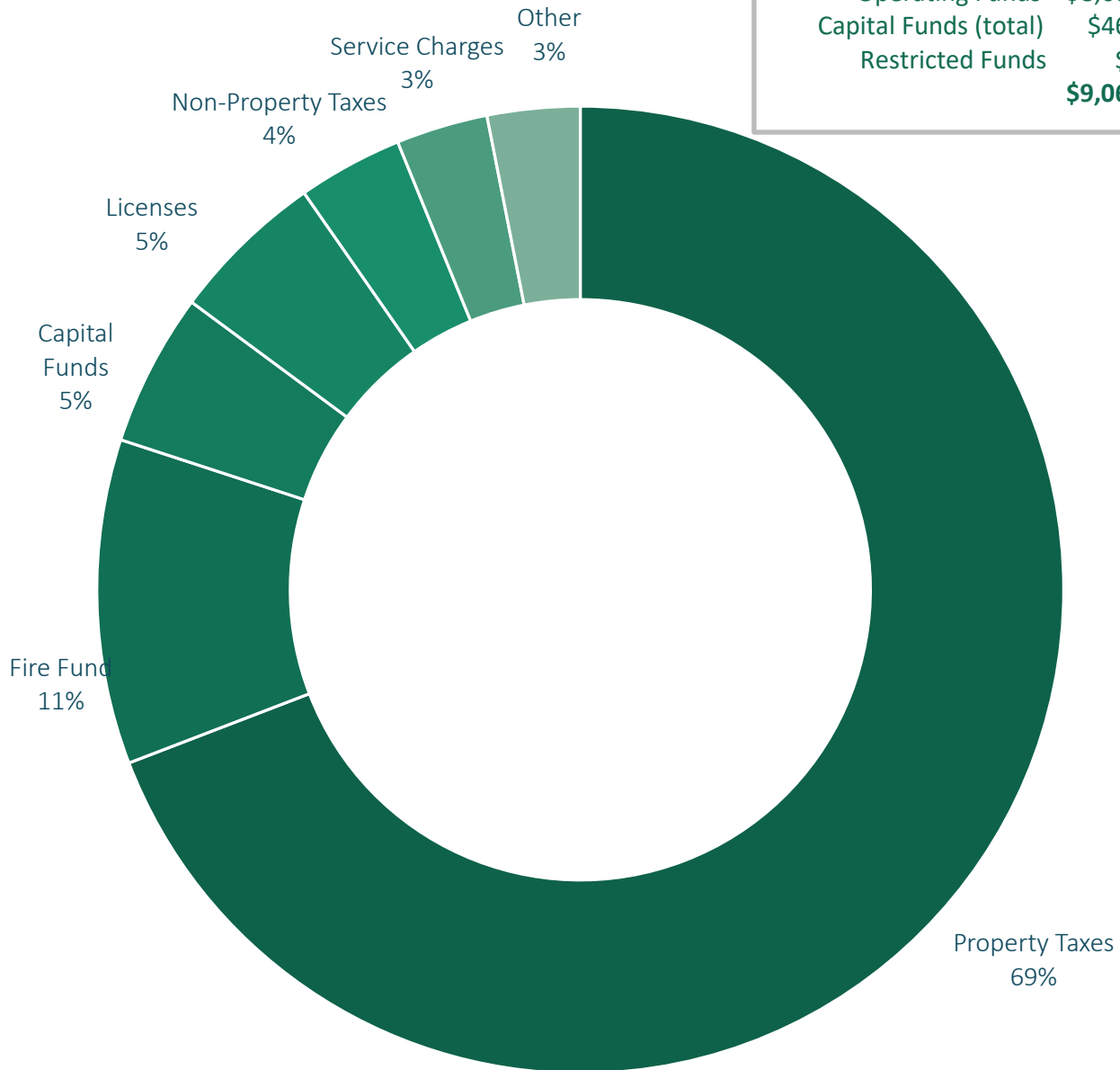
Capital Revenues	
Capital Funds available for current year projects	\$ 463,000
Restricted Funds	\$ 1,000
Total Capital Revenues	<u>\$ 464,000</u>
Other Capital Funding Sources	
From Net Operating Revenues	\$ -
Prior year excess reserves	\$ 721,750
Total Other Sources	<u>\$ 721,750</u>
Total Revenue to Support Capital Projects	<u>\$ 1,185,750</u>
Capital Project Expenditures	
Capital Projects	\$ 805,750
Equipment Replacement	\$ 380,000
Total Capital Project Expenditures	<u>\$ 1,185,750</u>

FUND RESERVES

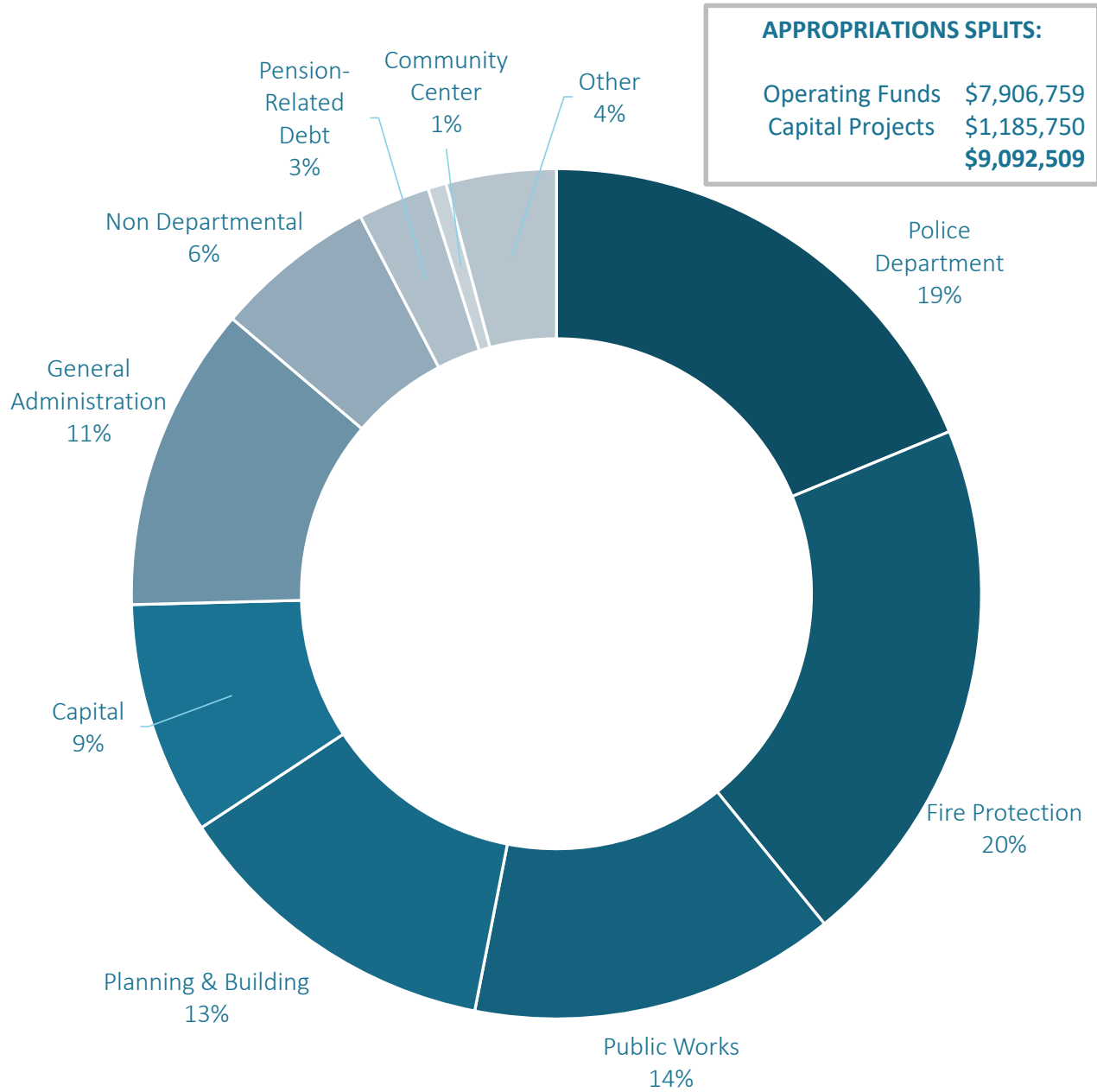
Fund Balances - Projected at June 30, 2022	
General Fund Reserve	\$ 3,517,214
Insurance Reserve Fund	\$ 57,329
115 Pension Trust	\$ 1,800,000
Road Impact Fund	\$ 150,223
Seawall Fund	\$ 400,000
Total City Funds	<u>\$ 5,924,765</u>
General Fund Reserve	\$ 3,517,214
General Fund Reserve Policy Goal	\$ 3,461,403
Reserve Funds Over/(Under) Policy	<u>\$ 55,810</u>

Total Revenues \$9,067,850

REVENUE SPLITS:	
Operating Funds	\$8,603,850
Capital Funds (total)	\$463,000
Restricted Funds	\$1,000
	\$9,067,850



Total Appropriations \$9,092,509



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		338,500 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	338,500	⁴
903	Seawall Fund	400,000	⁵
210	Equipment Replacement Fund	339,193	⁶
	Total	<u>\$ 2,495,797</u>	<u>\$ 2,495,797</u>

¹ Fire expenditures not funded by Parcel Tax.

² Annual transfer from General Fund to 115 Pension Trust 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

⁶ Equipment Replacement expenditures not funded by other sources.

Revenue History - All Funds

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

FUND/ACTIVITY	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	\$4,340,484	\$4,657,434	\$4,848,606	\$5,057,000	\$5,210,242
Supplemental Assessments	92,218	104,431	105,830	99,000	105,981
Unsecured	87,234	89,828	99,495	101,749	99,000
Excess ERAF	425,151	490,139	491,186	500,000	490,000
VLF Swap	244,585	259,935	277,014	290,184	284,380
Real Property Transfer	86,621	112,324	56,828	138,162	82,650
Subtotal	<u>\$5,276,292</u>	<u>\$5,714,091</u>	<u>\$5,878,959</u>	<u>\$6,186,095</u>	<u>\$6,272,254</u>
<i>% Change over prior year</i>	<i>4.2%</i>	<i>8.3%</i>	<i>2.9%</i>	<i>5.2%</i>	<i>1.4%</i>
Local Non-Property Taxes:					
Sales Taxes	\$105,446	\$106,363	\$70,565	\$62,493	\$62,493
Sales Taxes - SB509	19,283	19,663	19,319	20,124	20,124
Business Licenses	74,804	68,611	72,352	53,762	53,762
PG&E Franchise	32,965	29,451	32,803	35,322	30,000
CATV Franchise	83,098	61,000	66,904	67,500	67,500
Garbage Franchise	72,697	80,861	89,894	85,000	85,000
Subtotal	<u>\$388,294</u>	<u>\$365,949</u>	<u>\$351,837</u>	<u>\$324,201</u>	<u>\$318,879</u>
<i>% Change over prior year</i>	<i>19.5%</i>	<i>-5.8%</i>	<i>-3.9%</i>	<i>-7.9%</i>	<i>-1.6%</i>
Licenses & Permits:					
Construction Permits	\$493,806	\$384,069	\$478,274	\$400,000	\$400,000
Encroachment Permits	68,244	61,114	45,667	64,511	64,511
Revocable Licenses	11,368	6,664	6,664	3,728	3,728
Parking Permits	8,844	5,360	7,260	1,000	1,000
Miscellaneous Licenses and Permits	3,187	1,666	1,261	696	696
Subtotal	<u>\$585,449</u>	<u>\$458,873</u>	<u>\$539,126</u>	<u>\$469,935</u>	<u>\$469,935</u>
<i>% Change over prior year</i>	<i>32.0%</i>	<i>-21.6%</i>	<i>17.5%</i>	<i>-12.8%</i>	<i>0.0%</i>

Revenue History - All Funds

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

FUND/ACTIVITY	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	\$11,253	\$8,582	\$7,416	\$924	\$924
Planning & Building Penalties	141,336	25,054	29,000	133	133
Subtotal	<u>\$152,588</u>	<u>\$33,636</u>	<u>\$36,416</u>	<u>\$1,057</u>	<u>\$1,057</u>
<i>% Change over prior year</i>	559.9%	-78.0%	8.3%	-97.1%	0.0%
Investments & Property:					
Investments	\$44,713	\$98,805	\$91,816	\$25,000	\$25,000
Rent	39,469	14,561	43,517	45,171	45,171
Subtotal	<u>\$84,182</u>	<u>\$113,366</u>	<u>\$135,333</u>	<u>\$70,171</u>	<u>\$70,171</u>
<i>% Change over prior year</i>	34.8%	34.7%	19.4%	-48.1%	0.0%
Revenue From Other Agencies:					
Motor Vehicle In Lieu	\$1,143	\$1,025 -		\$900	\$900
HOPTR	21,976	21,960	22,073	20,735	21,585
Supplemental Law Enforcement Funding	144,934	155,402	163,435	150,000	150,000
Subtotal	<u>\$168,053</u>	<u>\$178,387</u>	<u>\$185,508</u>	<u>\$171,635</u>	<u>\$172,485</u>
<i>% Change over prior year</i>	9.6%	6.1%	4.0%	-7.5%	0.5%
Service Charges:					
Road Closure Signs	\$17,959	\$26,065	\$19,666	\$23,468	\$23,468
Plan Reviews	312,969	228,811	204,809	147,155	147,155
Technology Fee	6,927	6,541	8,759	8,681	8,681
Variances and Use Permits	8,345	18,900	11,534	7,592	7,592
Design Review/Design Review Exceptions	36,988	79,973	42,041	56,051	56,051
Appeals	3,415	1,753	3,199	1,000	1,000
Residential Building Reports/Inspections	12,609	14,006	12,600	22,800	22,800
Financial Services	11,341	5,434	6,456	5,000	5,000
Special Police Services	113,499	1,317	2,000	0	0
Electric Vehicle Charging Fees	1,048	4,753	2,660	3,371	3,371
Miscellaneous Charges for Services	7,490	15,201	15,947	13,864	3,000
Subtotal	<u>\$532,589</u>	<u>\$402,754</u>	<u>\$329,671</u>	<u>\$288,981</u>	<u>\$278,117</u>
<i>% Change over prior year</i>	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	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	\$33,828	\$32,047	\$32,420	\$11,971	\$32,000
Miscellaneous Other Revenue:	46,949	4,154	2,618	6,214	5,000
Grant Proceeds	10,143	0	0	6,723	0
Contributions/Private Grants	0	0	0	0	0
Subtotal	\$90,920	\$36,201	\$35,038	\$24,908	\$37,000
<i>% Change over prior year</i>	92.3%	-60.2%	-3.2%	-28.9%	48.5%
Total General Fund Revenue	\$7,278,369	\$7,303,257	\$7,491,888	\$7,536,983	\$7,619,898
<i>% Change over prior year</i>	10.2%	0.3%	2.6%	0.6%	1.1%
FIRE FUND					
Fire Tax Proceeds	\$853,108	\$886,256	\$919,435	\$947,932	\$983,953
<i>% Change over prior year</i>	3.3%	3.9%	3.7%	3.1%	3.8%
TOTAL OPERATING REVENUE	\$8,131,477	\$8,189,513	\$8,411,323	\$8,484,915	\$8,603,851
<i>% Change over prior year</i>	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	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	\$194,500	\$0
Measure A/B Transportation Sales Tax	33,875	32,427	60,969	50,000	50,000
Gas Tax Revenue	64,610	85,219	98,154	60,000	60,000
DWR Grant	95,874	20,260	137,110	140,000	96,250
Prop 68 Park Bond	0	0	0	0	68,000
Total Cap. Improvement Fund Revenue	\$229,542	\$169,235	\$296,233	\$444,500	\$274,250
<i>% Change over prior year</i>	<i>121.3%</i>	<i>-26.3%</i>	<i>75.0%</i>	<i>50.1%</i>	<i>-38.3%</i>
Road Impact Funds					
Road Impact Fee	\$222,750	\$173,862	\$262,130	\$175,750	\$175,750
<i>% Change over prior year</i>	<i>26.0%</i>	<i>-21.9%</i>	<i>50.8%</i>	<i>-33.0%</i>	<i>0.0%</i>
Marin County Parks & Open Space Fund					
Measure A Parks Sales Tax	\$24,281	\$8,970	\$17,214	\$13,000	\$13,000
<i>% Change over prior year</i>	<i>56.6%</i>	<i>-63.1%</i>	<i>91.9%</i>	<i>-24.5%</i>	<i>0.0%</i>
SUBTOTAL CAPITAL IMPROVEMENT FUNDS	\$476,573	\$352,067	\$575,577	\$633,250	\$463,000
<i>% Change over prior year</i>	<i>61.0%</i>	<i>-26.1%</i>	<i>63.5%</i>	<i>10.0%</i>	<i>-26.9%</i>
EQUIPMENT REPLACEMENT FUND					
Contribution	\$0	\$0	\$0	\$0	\$0
Grant	0	0	0	34,285	0
Sale of Property	3,285	409	40,251	10,807	1,000
Total Equip. Repl. Fund Revenue	\$3,285	\$409	\$40,251	\$45,092	\$1,000
<i>% Change over prior year</i>	<i>-84.2%</i>	<i>-87.5%</i>	<i>9741.3%</i>	<i>12.0%</i>	<i>-97.8%</i>
TOTAL CAPITAL REVENUE	\$479,858	\$352,476	\$615,828	\$678,342	\$464,000
<i>% Change over prior year</i>	<i>51.4%</i>	<i>-26.5%</i>	<i>74.7%</i>	<i>10.2%</i>	<i>-31.6%</i>
TOTAL REVENUES	\$8,611,335	\$8,541,989	\$9,027,151	\$9,163,257	\$9,067,850
<i>% Change over prior year</i>	<i>11.2%</i>	<i>-0.8%</i>	<i>5.7%</i>	<i>1.5%</i>	<i>-1.0%</i>

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	\$942,781	\$1,055,484
Planning and Building	1,012,727	1,084,628	934,615	1,035,586	1,150,330
Police	1,730,073	1,835,363	1,455,352	1,555,527	1,706,704
Public Works Operations & Maintenance	922,537	941,347	1,076,890	1,223,005	1,267,467
Recreation (The Ranch)	52,364	53,902	75,107	61,602	63,450
Non-Departmental	347,054	404,712	440,472	438,644	561,267
TOTAL GENERAL FUND	\$4,829,486	\$5,127,459	\$4,954,500	\$5,257,145	\$5,804,702
<i>% Change over prior year</i>	<i>1.1%</i>	<i>6.2%</i>	<i>-3.4%</i>	<i>6.1%</i>	<i>10.4%</i>
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>	<i>-7.6%</i>	<i>5.3%</i>	<i>10.4%</i>	<i>3.6%</i>	<i>5.8%</i>
RESTRICTED FUNDS					
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>	<i>13197.9%</i>	<i>47.6%</i>	<i>-3.2%</i>	<i>-1.0%</i>	<i>1.0%</i>
TOTAL OPERATING EXPENDITURES	\$6,458,049	\$6,915,617	\$6,894,024	\$7,255,298	\$7,906,759
<i>% Change over prior year</i>	<i>1.7%</i>	<i>7.1%</i>	<i>-0.3%</i>	<i>5.2%</i>	<i>9.0%</i>

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	\$344,250
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	\$805,750
<i>% Change over prior year</i>	110.7%	58.8%	-0.5%	134.6%	-61.3%
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	\$1,185,750
<i>% Change over prior year</i>	64.9%	53.0%	5.6%	102.7%	-43.9%
TOTAL EXPENDITURES	\$7,103,663	\$7,903,532	\$7,937,346	\$9,370,271	\$9,092,509
<i>% Change over prior year</i>	5.4%	11.3%	0.4%	18.1%	-3.0%

City-Wide Salary & Benefit Information

Salary Chart with Position Allocations

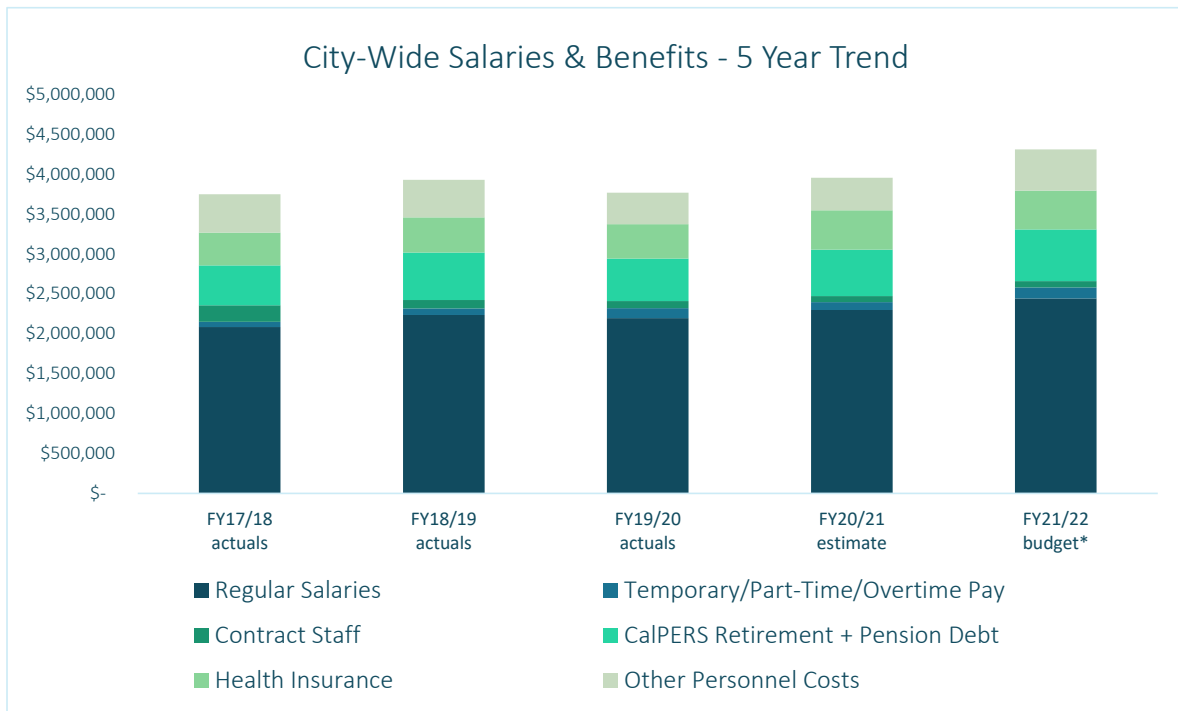
City of Belvedere
Operating and Capital Budget
Fiscal Year 2021/2022

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 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	\$ 582,675	\$ 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	\$ 3,952,722	\$ 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

* Budgeted amounts represent highest possible earnings in each position and category, therefore budgeted amounts appear to increase at a greater rate than actual amounts.

** Including one deferred FTE position.

Pension Funding

The City contracts with the California Public Employees' Retirement System (CalPERS) for its employee defined-benefit pension plans. The City is statutorily required to pay the Annual Required Contribution (ARC) to CalPERS. The ARC comprises two elements; the Normal Cost (NC), which is the annual cost of service accrual, and the Unfunded Accrued Liability (UAL) Payment, which represents the catch-up portion of costs. CalPERS calculates the NC and the UAL based on a 7.0% discount rate, which mirrors its 7.0% expected return on plan assets. The City recognizes that this 7.0% investment target is ambitious and does not align with actual experience, nor necessarily expected experience. As losses mount, annual catch-up costs accelerate. To address this shortcoming, the City's Pension Funding Policy comprises the following elements:

Discount Rate

Commencing FY21-22, the City will use a discount rate of CalPERS' expected return on plan assets minus 100 basis points to value its pension obligations. This will peg the City's discount rate at 6.0% for FY21-22. Recognizing that CalPERS may reduce its own discount rate in coming years, this 6.0% rate will be fixed until the next standing pension funding review (see later). This approach will facilitate sensible budget planning.

Funding Goal and Timeframe

The City's goal is full funding. It seeks to have assets to cover 100% of accrued pension liabilities valued at a prudential discount rate (putatively "CalPERS minus 100") within 20 years. This calibrates with CalPERS own amortization rules, which allow losses (or gains) to be amortized over 20 years.

Funding Calculation

The City will use CalPERS' Pension Outlook Tool (see "Methodology" below) to calculate what the NC and the annual UAL Payment would be if a 6.0% discount rate were applied to the City's four CalPERS' pension plans instead of CalPERS' discount rate. This additional cost will be smoothed over a five-year period and the annual cost included in the City's budget.

Funding Vehicle

The additional funds set aside by the City will be transmitted to a Section 115 pension trust no less than annually. The assets will be managed conservatively, reflecting the City's general risk aversion and pension plan maturity.

Trust Seeding

In Fiscal Year 2020/2021, the City seeded its Section 115 trust with \$1.5 million of funds (on a level dollar basis for 15 months commencing April 2021); \$1.2 from excess reserves and \$300,000 from the City's non-binding pension reserve account, which was dissolved.

Oversight & Review

The City's Finance Committee will conduct a standing pension funding review at least every five years to reset the discount rate (at an appropriate margin to CalPERS' discount rate based on latest available evidence), adjust annual funding costs and fix payments until the next review. It may also recommend transferring money from the 115 trust to CalPERS or making a discretionary payment to the 115 trust or

CalPERS from excess reserves if any exist at that time. The Finance Committee will send its recommendations to the City Council for approval.

Methodology for Calculating the Impact of a Lower Discount Rate on Annual Pension Costs

The City of Belvedere will use CalPERS’ Pension Outlook Tool to estimate the additional annual pension costs associated with its lower discount rate assumption. The City recognizes the limitations of the tool, notably that outputs are one year off-cycle, and that application of a lower discount rate does not “stick”, so the amortization clock restarts every time the model is run. The City is comfortable with these shortcomings, which skew towards modestly overpaying service accrual and UAL amortization costs in the short term.

The inputs outlined in Exhibit 1 were used to calculate the increase in costs commencing FY21-22 associated with the City’s adoption of a 6.0% discount rate assumption, versus CalPERS’ 7.0% baseline assumption. The City plans to make a \$1.5 million discretionary payment to its Section 115 trust no later than June 30, 2021, which is split 50:50 between Miscellaneous and Safety Pools for modeling purposes. CalPERS generated a 4.7% preliminary investment return for the year ending June 30, 2020 which is used as the Year 1 investment return assumption in the model.

Exhibit 1: Modeling Assumptions

Employer View at 06/30/2019 [Terms & Conditions](#) | [Log Out](#)

Select View *(required)*

Employer Name

Valuation Rate Plan

Modeling Assumptions

<p>Years to Project</p> <p><input type="radio"/> 10</p> <p><input type="radio"/> 20</p> <p><input checked="" type="radio"/> 30</p> <p>Discount Rate % <i>(required)</i></p> <p><input type="text" value="6.00"/></p>	<p>PEPRA</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>PEPRA Transition Years</p> <p><input type="radio"/> 10</p> <p><input checked="" type="radio"/> 15</p> <p><input type="radio"/> 20</p>	<p>Additional Discretionary Payment</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>1% of UAL is \$0.009M</p> <p>ADP Amount (\$M) <i>(required)</i></p> <p><input type="text" value="0.750"/></p> <p>Number of Annual Payments <i>(required)</i></p> <p><input type="text" value="1"/></p>	<p>Random Investment Scenario</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Rate % <i>(required)</i></th> <th>Number of Years <i>(required)</i></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="4.700"/></td> <td><input type="text" value="1"/></td> </tr> <tr> <td><input type="text" value="6.000"/></td> <td><input type="text" value="9"/></td> </tr> <tr> <td><input type="text" value="6.000"/></td> <td><input type="text" value="20"/></td> </tr> </tbody> </table>	Rate % <i>(required)</i>	Number of Years <i>(required)</i>	<input type="text" value="4.700"/>	<input type="text" value="1"/>	<input type="text" value="6.000"/>	<input type="text" value="9"/>	<input type="text" value="6.000"/>	<input type="text" value="20"/>
Rate % <i>(required)</i>	Number of Years <i>(required)</i>										
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Source: CalPERS’ Pension Outlook Tool

The outputs from the model are shown in Exhibit 2. The Normal Cost increases by an average of \$90,000 and the UAL Payment by an average of \$210,000 per annum over baseline for the five years commencing FY22-23. The City thus intends to transmit \$300,000 per year commencing FY21-22 (one year early) to its Section 115 trust for the next five years, or until the next pension funding review, whichever is sooner. Should CalPERS lower its own discount rate between review periods, the City may transmit a portion of this \$300,000 to CalPERS to compensate for the associated increase in ARC payments. All things being equal, CalPERS’ Pension Outlook Tool will be used again as part of the next standing review (using a newly agreed discount rate), and payments fixed for a further multi-year period.

**Exhibit 2: City of Belvedere Increase in Annual Pension Costs
 Associated with a 6.0% Discount Rate Assumption**

\$ millions	Increase in Normal Cost	Increase in UAL Payment	Total Increase
2022-23	0.10	0.19	0.29
2023-24	0.09	0.20	0.29
2024-25	0.09	0.21	0.30
2025-26	0.09	0.21	0.30
2026-27	0.08	0.22	0.30
Average of Period	0.09	0.21	0.30

Operating Expenditures

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	38,338	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	127,765	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	942,781	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	69,665	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	228,733	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	1,035,586	1,150,330

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
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	109,898	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	307,354	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 Agreeme	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	1,555,527	1,706,704

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	55,158	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	228,426	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	Prior year excess reserves	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	1,223,005	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

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	62,593	82,804
4114	PARS	19,411	19,407	20,000
	RETIREE FRINGE BENEFITS	102,876	122,851	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
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	438,644	561,267

*Actuals came in higher than budgetd due to allocation error in prior year budget.

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

Capital Expenditures

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	464,000		96,250	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	304,250	-			284,250	20,000			
Guardrail Installation and Repairs	15,000	15,000							
Emergency Drainage Repairs	10,000	10,000							
Levee Evaluation	175,000	78,750	96,250						
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	1,185,750	573,443	96,250	68,000	284,250	60,000	50,000	13,000	40,807
Remaining Capital Fund Balance carry-forward	45,973		-	-	45,973	-	-	-	-

Capital
Department Budget

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

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	304,250
	STREET IMPROVEMENTS	406,134	406,134	344,250
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	805,750

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

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	304,250	310,000	310,000	400,000	400,000
Total Street Improvements	344,250	355,000	355,000	445,000	440,000
INFRASTRUCTURE					
Guardrail Installation and Repairs	15,000	0	15,000	0	17,000
Wooden Retaining Walls	0	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	0	0	25,000	0	0
Levee Evaluation & Stabilization	175,000	0	0	0	0
Total Infrastructure	200,000	27,000	70,000	20,000	27,000
LANES					
Lanes Initiative Program	0	0	0	0	0
Hawthorn Lane (Centennial Park) Stair Rebuild	25,000	0	0	0	0
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	0	9,000	0	10,000	0
Playground Renovation	20,000	0	0	0	0
Repair & Refurbish Community Park Basketball Courts	0	16,000	0	0	0
Refurbish Steel Railings	20,000	0	0	0	10,000
Beach Road Park	85,000	0	0	0	0
Total Parks & Open Space	125,000	25,000	0	10,000	10,000
COMMUNITY BUILDINGS					
Selected Painting of City Hall and Community Center	10,000	0	0	10,000	10,000
Refinish Wood Floors in Council Chambers	0	0	0	5,000	0
Misc. Exterior Painting-Corp Yard Building	12,000	0	10,000	0	0
City Hall ADA	12,000	12,000	0	0	12,000
CC. Kitchen Remodel	0	0	0	65,000	0
CC. Founder's Room Furniture Replacement	0	0	30,000	0	0
Total Community Buildings	34,000	12,000	40,000	80,000	22,000
MISCELLANEOUS					
Sidewalk Repair Program	22,500	22,500	0	0	25,000
Traffic Engineer Study	0	0	0	18,000	0
Survey Monuments	0	0	10,000	0	0
San Rafael Avenue and City Hall Safety Improvements	0	0	0	0	0
Evacuation Assessment and Radio Purchase	0	0	0	0	0
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	805,750	511,500	545,000	623,000	594,000

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
Draft Budget as of May 10, 2020

Category: STREETS
Project: Pavement Spot Repairs
Description: Ongoing pavement repairs necessary to keep the roadways free of potholes and ensure that road surface conditions remain at the high level expected by the community. Needs are determined by analysis during the Pavement Management Program Survey.



Projected Timing:

		<u>Future Projects</u>	
Start Date:	July 2021	(FY 22)	TBD
End Date (Estimated):	June 2022	(FY 22)	TBD

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	STAFF	STAFF	STAFF	STAFF	STAFF	\$ -
Construction:	\$ 90,208	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 40,000	\$ 305,208
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 90,208	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 40,000	\$ 305,208

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Gas Tax	\$ 90,208	\$ 40,000
Total	\$ 90,208	\$ 40,000

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
Draft Budget as of May 10, 2020

Category: STREETS
Project: Street Improvement Program
Description: Fees collected from Road Impact are used to repair large areas of distressed asphalt and maintain Belvedere roads. Crack sealing, traffic marking, roadway shoulder berms, slurry seal and other road stabilization projects fall under this program.



Projected Timing: Future Projects
Start Date: Summer 2021 (FY 22) TBD
End Date (Estimated): Fall 2021 (FY 22) TBD

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Planning & Design:	\$ 17,025	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 102,025
Insp & Admin:	\$ -	STAFF	STAFF	STAFF	STAFF	STAFF	\$ -
Construction:	\$ 408,597	\$ 289,250	\$ 295,000	\$ 295,000	\$ 380,000	\$ 380,000	\$ 2,047,847
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 425,622	\$ 304,250	\$ 310,000	\$ 310,000	\$ 400,000	\$ 400,000	\$ 2,149,872

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Gas Tax	\$ -	\$ 20,000
Road Impact Fees	\$ 425,622	\$ 284,250
Total	\$ 425,622	\$ 304,250

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
Draft Budget as of May 10, 2020

Category: INFRASTRUCTURE
Project: Guardrail Installation and Repairs
Description: Vehicle barriers are sometimes needed in steep areas to prevent injury and property damage. Funding is reserved for maintenance and new installations.



Projected Timing: Future Projects
Start Date: Spring 2022 (FY 22) TBD
End Date (Estimated): Spring 2022 (FY 22) TBD

Total Budgeted Cost:	Est. Actuals		Budgeted	Projected				Total
	Prior		FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -		STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -		STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -		\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 17,000	\$ 47,000
Equipment:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -		\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 17,000	\$ 47,000

Expenditures by Funding Source:	Est. Actuals		Budgeted
	Prior		FY 21/22
General Fund Transfer	\$ -		\$ 15,000
Total	\$ -		\$ 15,000

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
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Category: INFRASTRUCTURE
Project: Wooden Retaining Walls
Description: Wooden retaining walls are necessary to protect infrastructure (fire hydrants, utility vaults, storm drains, etc.) from hillside erosion. These projects are selected on an as-needed basis in collaboration with The Tiburon Fire Protection District and utility companies.



Projected Timing:

			<u>Future Projects</u>
Start Date:	April 2023	(FY 23)	TBD
End Date (Estimated):	June 2023	(FY 23)	TBD

Total Budgeted Cost:	Est. Actuals		Budgeted	Projected				Total
	Prior		FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	\$ -	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ 17,000	\$ 20,000	\$ 10,000	\$ -	\$ 47,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ 17,000	\$ 20,000	\$ 10,000	\$ -	\$ 47,000

Expenditures by Funding Source:	Est. Actuals		Budgeted
	Prior		FY 21/22
Not Applicable	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

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Category: INFRASTRUCTURE

Project: Emergency Drainage Repairs (CA State Requirement)

Description: This line item is a requirement for the City's annual storm drain discharge permit through the State of California. Funds are earmarked for repair of storm drain system failures that are detected during yearly preventative maintenance activities.

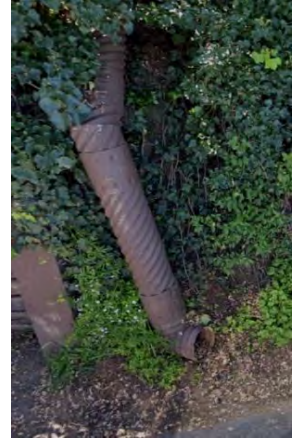
Projected Timing: Beach Rd Future Projects
Start Date: Continuous TBD
End Date (Estimated): TBD

Total Budgeted Cost:	Est. Actuals		Projected					Total
	Prior	Budgeted FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26		
Engineering & Design:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -	
Insp & Admin:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction:	\$ 17,019	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 67,019	
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total:	\$ 17,019	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 67,019	

Expenditures by Funding Source:	Est. Actuals		Budgeted
	Prior	FY 21/22	FY 21/22
General Fund Transfer	\$ 17,019	\$ 10,000	\$ 10,000
Total	\$ 17,019	\$ 10,000	\$ 10,000

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Category: INFRASTRUCTURE
Project: Corrugated Metal Pipe Replacement
Description: CMP has an average lifespan of 50 years. City-owned pipes must be replaced periodically to prevent landslides.



Projected Timing:

Start Date: Summer 2023 (FY 24)
End Date (Estimated): Summer 2023 (FY 24)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500
Insp & Admin:	\$ -	\$ -	\$ -	STAFF	\$ -	\$ -	\$ -
Construction:	\$ 16,572	\$ -	\$ -	\$ 23,500	\$ -	\$ -	\$ 40,072
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 16,572	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 41,572

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
General Fund Transfer	\$ 16,572	\$ -
Total	\$ 16,572	\$ -

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Category: INFRASTRUCTURE
Project: Lagoon Road Flood Mitigation and Sidewalk Improvement
Description: In previous rainy seasons, residents on Lagoon Road encountered flooding on their properties due to capacity issues with the current channel and pipe system. This project aims to implement a solution in conjunction with the Town of Tiburon to manage overflow stormwater and improve pedestrian visibility.

Projected Timing:

Start Date: Spring 2021 (FY 21)
End Date (Estimated): Fall 2021 (FY 22)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Planning & Design:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering & Admin:	\$ 158,737	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,737
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 158,737	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,737

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
General Fund Transfer	\$ 158,737	\$ -
Total	\$ 158,737	\$ -

This is an FY21 project that is anticipated to carry-over to FY22.

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Category: INFRASTRUCTURE
Project: Levee Evaluation & Stabilization
Description: This is a multi-year project using carryforward funds that were unspent in the prior budget cycle, along with new budget funds, to fortify the levees for seismic events, along with other resiliency modifications. This project is partially funded with Department of Water Resources grant funds.



Projected Timing:

Start Date: July 2019 (FY 20)
End Date (Estimated): Winter 2021 (FY 22)

Total Budgeted Cost:	Est. Actuals		Projected				Total
	Prior	Budgeted FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Planning & Design:	\$ 773,381	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 948,381
Engineering & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 773,381	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 948,381

Expenditures by Funding Source:	Est. Actuals		Budgeted
	Prior	FY 21/22	FY 21/22
DWR Grant	\$ 425,360	\$ 96,250	\$ 96,250
General Fund Transfer	\$ 348,021	\$ 78,750	\$ 78,750
Total	\$ 773,381	\$ 175,000	\$ 175,000

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Category: LANES
Project: Hawthorn Lane (Centennial Park) Stair
Description: The upper portion of the Hawthorn Lane stairs are constructed in wood and need replacement. Staff and the POSC will consider other more durable alternatives prior to replacement.



Projected Timing:

Start Date: March 2022 (FY 22)
End Date (Estimated): May 2022 (FY 22)

Total Budgeted Cost:	Est. Actuals		Budgeted FY 21/22	Projected				Total
	Prior			FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$	-	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$	-	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$	-	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Equipment:	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$	-	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Expenditures by Funding Source:	Est. Actuals		Budgeted FY 21/22
	Prior		
Measure A Transportation	\$	-	\$ 25,000
Total	\$	-	\$ 25,000

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Category: LANES
Project: Lane Maintenance/ Minor Repairs
Description: Replace and repair smaller segments of existing lanes, such as hand rails and concrete spot repairs. The POSC and Staff work together to establish priorities.

Projected Timing:

Start Date: October 2021 (FY 22)
End Date (Estimated): October 2021 (FY 22)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ 41,755	\$ 5,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 126,755
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 41,755	\$ 5,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 126,755

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Measure A Transportation	\$ 41,755	\$ 5,000
Total	\$ 41,755	\$ 5,000

City of Belvedere
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Category: LANES
Project: Lane Design & Engineering
Description: Funds in this category are earmarked for planning tasks related to establishing new public lanes. Priorities are identified through collaboration with the Parks and Open Space Committee and residents.

Projected Timing:

Start Date: Ongoing
End Date (Estimated):

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ 37,135	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 117,135
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 37,135	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 117,135

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Measure A Transportation	\$ 37,135	\$ 20,000
Total	\$ 37,135	\$ 20,000

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Category: LANES
Project: Park Lane Stair
Description: The lower segment of the Park Lane stairs must be rebuilt. This work will include the installation of a bench and seating area in a portion of City Right-of-Way near the staircase.

Projected Timing:

Start Date: Jun 2021
End Date (Estimated): Sep 2021

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Measure A Transportation	\$ 4,000	\$ -
Prop 68 Grant	\$ 16,000	\$ -
Total	\$ 20,000	\$ -

This is an FY21 project that is anticipated to carry-over to FY22.

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Category: PARKS AND OPEN SPACE
Project: San Rafael Avenue Seawall Landscape Mulch
Description: This is a periodic maintenance item for weed management and aesthetic improvement of the San Rafael Ave seawall. Work is typically done in the early spring months.

Projected Timing:

		<u>Future Projects</u>	
Start Date:	Spring 2023	(FY 23)	TBD
End Date (Estimated):	Spring 2023	(FY 23)	TBD

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -
Construction:	\$ 9,000	\$ -	\$ 9,000	\$ -	\$ 10,000	\$ -	\$ 28,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 9,000	\$ -	\$ 9,000	\$ -	\$ 10,000	\$ -	\$ 28,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Measure A Parks	\$ 1,089	\$ -
General Fund Transfer	\$ 7,911	\$ -
Total	\$ 9,000	\$ -

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Category: PARKS AND OPEN SPACE

Project: Playground Renovation

Description: The Community Park Playground is being remodeled and is currently in the final design process with the project Architect. Funds below will be used to replace fencing, gates, and picnic tables.

Projected Timing:

Start Date: October 2021 (FY 22)

End Date (Estimated): October 2021 (FY 22)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ 80,000	STAFF	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Insp & Admin:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 80,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Prop 68 Grant	\$ 64,000	\$ -
Measure A Parks	\$ 16,000	\$ -
General Fund Transfer	\$ -	\$ 20,000
Total	\$ 80,000	\$ 20,000

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Category: PARKS AND OPEN SPACE
Project: Repair & Refurbish Community Park Basketball Courts
Description: This work is undertaken approximately every four years. Work includes resurfacing and restriping the outdoor court.



Projected Timing:
Start Date: Spring 2023 (FY 23)
End Date (Estimated): Spring 2023 (FY 23)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Not Applicable	\$ -	\$ -
Total	\$ -	\$ -

This is an FY21 project that is anticipated to carry-over to FY22.

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Category: PARKS AND OPEN SPACE
Project: Refurbish Steel Railings
Description: This work includes sanding, repainting, and weld repair of steel decorative railings throughout the City. These railings are primarily found on Bella Vista Ave. and Corinthian Island.



Projected Timing: Future Projects
Start Date: Nov 2021 (FY 22) TBD
End Date (Estimated): Dec 2021 (FY 22) TBD

Total Budgeted Cost:	Est. Actuals		Budgeted FY 21/22	Projected				Total
	Prior			FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -		N/A	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Insp & Admin:	\$ -		STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -		\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Equipment:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -		\$ 20,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 30,000

Expenditures by Funding Source:	Est. Actuals		Budgeted FY 21/22
	Prior		
General Fund Transfer	\$ -		\$ 20,000
Total	\$ -		\$ 20,000

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Category: PARKS AND OPEN SPACE

Project: Beach Road Park

Description: Design work related to development of landscape and pedestrian improvements within the Beach Road seawall improvement area (Levee Improvement Project). Funds provided by CA Parks Prop 68 (with 20% matching requirement).

Projected Timing:

Start Date: Jul 2021 (FY 22)

End Date (Estimated): Sep 2021 (FY 22)

Total Budgeted Cost:	Est. Actuals		Budgeted	Projected				Total
	Prior		FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -		\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Insp & Admin:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -		\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000

Expenditures by Funding Source:	Est. Actuals		Budgeted
	Prior		FY 21/22
Prop 68 Grant	\$ -		\$ 68,000
Measure A Parks	\$ -		\$ 13,000
General Fund Transfer	\$ -		\$ 4,000
Total	\$ -		\$ 85,000

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Category: PARKS AND OPEN SPACE

Project: Community Park Water Well

Description: During the past few watering seasons, the current water well has been unable to provide adequate flows for irrigation of the turf and landscape at Community Park during peak watering season. Exploration of a new water well should be considered near the park. This project will also be considered in tandem with purchase of an additional water meter and entitlements from MMWD.

Projected Timing:

Start Date: Spring 2021 (FY 21)

End Date (Estimated): Summer 2021 (FY 22)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000
Insp & Admin:	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total:	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Measure A Parks	\$ 13,000	\$ -
General Fund Transfer	\$ 6,000	\$ -
Total	\$ 19,000	\$ -

This is an FY21 project that is anticipated to carry-over to FY22.

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Category: COMMUNITY BUILDINGS
Project: Selected Painting of City Hall and Community Center
Description: Regular painting prolongs the life of wood and maintains visual appeal for the City Hall and Community Center building.

Projected Timing: Future Projects
Start Date: Apr 2022 (FY 22) TBD
End Date (Estimated): May 2022 (FY 22) TBD

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected					Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26		
Engineering & Design:	\$ -	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	
Insp & Admin:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction:	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 30,000	
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 30,000	

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
General Fund Transfer	\$ -	\$ 10,000
Total	\$ -	\$ 10,000

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Category: COMMUNITY BUILDINGS
Project: Refinish Wood Floors in Council Chambers
Description: Refinishing wood floors provides an attractive wear surface for the hardwood. It is anticipated that this work will be necessary in FY 24/25.

Projected Timing:

Start Date: Spring 2025 (FY 25)
End Date (Estimated): Spring 2025 (FY 25)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	STAFF	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Not Applicable	\$ -	\$ -
Total	\$ -	\$ -

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Category: COMMUNITY BUILDINGS
Project: Misc. Exterior Painting-Corp Yard Building
Description: Regular painting prolongs the life of wood and maintains visual appeal.

Projected Timing: Future Projects
Start Date: Sep 2021 (FY 22) TBD
End Date (Estimated): Oct 2021 (FY 22) TBD

Total Budgeted Cost:	Est. Actuals		Projected					Total
	Prior	Budgeted FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26		
Engineering & Design:	\$ -	N/A			\$ -	\$ -	\$ -	
Insp & Admin:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction:	\$ -	\$ 12,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 22,000	
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ 12,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 22,000	

Expenditures by Funding Source:	Est. Actuals		Budgeted
	Prior	FY 21/22	FY 21/22
General Fund Transfer	\$ -	\$ 12,000	\$ 12,000
Total	\$ -	\$ 12,000	\$ 12,000

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Category: COMMUNITY BUILDINGS
Project: City Hall ADA
Description: This fund will address improvements to accessibility within the City Hall and Community Center building.

Projected Timing:

		<u>Future Projects</u>	
Start Date:	Apr 2021	(FY 21)	TBD
End Date (Estimated):	Oct 2021	(FY 22)	TBD

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ 120,000	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ 156,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 120,000	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ 156,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
General Fund Transfer	\$ 120,000	\$ 12,000
Total	\$ 120,000	\$ 12,000

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Category: COMMUNITY BUILDINGS
Project: CC. Kitchen Remodel
Description: The kitchen in the Community Center will require some updates to the appliances and cabinetry. These items are showing wear and should be replaced or refurbished.

Projected Timing:

Start Date: Spring 2025 (FY 25)
End Date (Estimated): Summer 2025 (FY 25)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	\$ -	\$ -	\$ -	STAFF	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	STAFF	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Total:	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Not Applicable	\$ -	\$ -
Total	\$ -	\$ -

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Category: COMMUNITY BUILDINGS
Project: CC. Founder's Room Furniture Replacement
Description: Much of the Founder's Room furniture is mismatched and dated. Funding will be earmarked for replacement chairs, tables, lamps, etc.

Projected Timing:

Start Date: Nov 2023 (FY 24)
End Date (Estimated): Nov 2023 (FY 24)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Total:	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
Not Applicable	\$ -	\$ -
Total	\$ -	\$ -

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
 Draft Budget as of May 10, 2020

Category: COMMUNITY BUILDINGS
Project: City Hall Foundation
Description: An extensive waterproof and drainage project is needed to stop groundwater from entering the lower floors of the City Hall and the Police Department during the rainy season. Due to cracks in the subterranean foundation, water enters the lower portions of the structure during heavy rain events. Areas in the Police Department are most impacted by this water intrusion. This project will likely be combined with disability access upgrades to the front of City Hall.

Projected Timing:

Start Date: Spring 2021 (FY 21)
End Date (Estimated): Summer 2021 (FY 22)

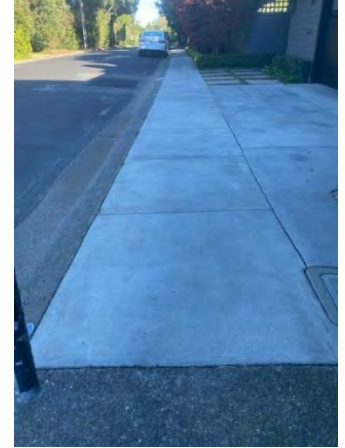
Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
General Fund Transfer	\$ 25,000	\$ -
Total	\$ 25,000	\$ -

This is an FY21 project that is anticipated to carry-over to FY22.

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
 Draft Budget as of May 10, 2020

Category: MISCELLANEOUS
Project: Sidewalk Repair Program
Description: Funds maintenance of sidewalk improvements; majority of costs are passed through to property owners once work is completed. Budgeted amounts represent the City's share of these costs. The city will be entering the second year of a three year repair cycle.



Projected Timing:

		<u>Future Projects</u>	
Start Date:	Summer 2021 (FY 21)		TBD
End Date (Estimated):	Fall 2021 (FY 22)		TBD

Total Budgeted Cost:	Est. Actuals		Budgeted	Projected				Total
	Prior		FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -		\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 12,000	\$ 32,000
Construction:	\$ 17,047		\$ 12,500	\$ 12,500	\$ -	\$ -	\$ 13,000	\$ 55,047
Equipment:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 17,047		\$ 22,500	\$ 22,500	\$ -	\$ -	\$ 25,000	\$ 87,047

Expenditures by Funding Source:	Est. Actuals		Budgeted
	Prior		FY 21/22
General Fund Transfer	\$ 17,047		\$ 22,500
Total	\$ 17,047		\$ 22,500

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
 Draft Budget as of May 10, 2020

Category: MISCELLANEOUS
Project: Traffic Engineer Study
Description: For successful prosecution of traffic citations issued by the PD, it is necessary to have a licensed Traffic Engineer prepare a survey and file a report with the Marin Municipal Court. Work is undertaken every 5 years.

Projected Timing:

Start Date: Apr 2024 (FY 25)
End Date (Estimated): Jun 2024 (FY 25)

Total Budgeted Cost:	Est. Actuals		Projected					Total
	Prior	Budgeted FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26		
Engineering & Design:	\$ -	\$ -	\$ -	\$ -	16,000	\$ -	\$ 16,000	
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	2,000	\$ -	\$ 2,000	
Construction:	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	
Equipment:	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ -	18,000	\$ -	\$ 18,000	

Expenditures by Funding Source:	Est. Actuals		Budgeted
	Prior	FY 21/22	FY 21/22
Not Applicable	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
 Draft Budget as of May 10, 2020

Category: MISCELLANEOUS
Project: Survey Monuments
Description: When funds are available the City moves forward with its program to establish horizontal survey control monuments city-wide.

Projected Timing:

Start Date: Spring 2024 (FY 24)
End Date (Estimated): Spring 2024 (FY 24)

Total Budgeted Cost:	Est. Actuals		Projected					Total
	Prior	Budgeted FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26		
Engineering & Design:	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total:	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	

Expenditures by Funding Source:	Est. Actuals		Budgeted
	Prior	FY 21/22	FY 21/22
Not Applicable	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
 Draft Budget as of May 10, 2020

Category: MISCELLANEOUS
Project: Misc. Maintenance & Improvements
Description: This item reserves funding for major drainage, park, landscape, building, lane, retaining wall and miscellaneous other projects. These are unexpected projects that arise and are brought to the attention of staff during each fiscal year.

Projected Timing:

Start Date: Continuous
End Date (Estimated):

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
General Fund Transfer	\$ -	\$ 30,000
Total	\$ -	\$ 30,000

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
 Draft Budget as of May 10, 2020

Category: MISCELLANEOUS
Project: San Rafael Ave and City Hall Safety Improvements
Description: A key pathway along San Rafael Ave, from Golden Gate Ave to City Hall, has been identified for accessibility improvements. These funds will be used for project development.

Projected Timing:

Start Date: Spring 2021 (FY 21)
End Date (Estimated): Summer 2021 (FY 22)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Insp & Admin:	STAFF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
General Fund Transfer	\$ 50,000	\$ -
Total	\$ 50,000	\$ -

This is an FY21 project that is anticipated to carry-over to FY22.

City of Belvedere
Capital Improvement Projects
Fiscal Year 2021-22
 Draft Budget as of May 10, 2020

Category: MISCELLANEOUS
Project: Evacuation Assessment and Radio Purchase
Description: To better prepare the City for fire and other natural disasters, this line item will fund a consultant’s assessment of current evacuation strengths and vulnerabilities for Belvedere residents. This report will be presented to City Council along with recommended actions. This item will also partially fund the purchase of new 2-way radio equipment for the city’s Block Captain Program.

Status:

Projected Timing:

Start Date: Spring 2021 (FY 21)
End Date (Estimated): Summer 2021 (FY 22)

Total Budgeted Cost:	Est. Actuals	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total:	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000

Expenditures by Funding Source:	Est. Actuals	Budgeted
	Prior	FY 21/22
General Fund Transfer	\$ 65,000	\$ -
Total	\$ 65,000	\$ -

This is an FY21 project that is anticipated to carry-over to FY22.

Five Year Forecast

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	274,250	114,400	118,976	124,925	131,171
<i>% Change over prior year</i>	-42.3%	-58.3%	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	9,067,851	9,192,165	9,554,920	10,016,333	10,500,333
<i>% Change over prior year</i>	2.2%	1.4%	3.9%	4.8%	4.8%

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

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

EXPENDITURES					
FUND/ACTIVITY	FY21/22 PROPOSED BUDGET	FY22/23 Projections	FY23/24 Projections	FY24/25 Projections	FY25/26 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	612,750	205,380	240,835	231,377	210,046
<i>% Change over prior year</i>	-66.7%	-66.5%	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	9,092,509	8,759,656	9,030,050	9,643,528	9,979,964
<i>% Change over prior year</i>	-3.0%	-3.7%	3.1%	6.8%	3.5%

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

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

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	\$ 4,197,815	\$ 3,517,213	\$ 3,559,543	\$ 3,824,815	\$ 3,897,620
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	(2,495,797)	(1,846,252)	(1,733,101)	(1,904,023)	(1,916,048)
Projected General Fund Balance	3,517,213	3,559,543	3,824,815	3,897,620	4,117,989
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	55,810	(8,863)	127,368	(47,423)	11,135
GF balance as % of Operating Expenses	51%	50%	52%	49%	50%

Fund Balance Summaries

FY21/22 Budget

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

Fund #	Fund Name	Fund Balance 7/1/2021	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2022
100	General Fund	4,197,815	7,619,898	(5,804,702)	(2,495,797)	3,517,214
130	Fire Fund	0	983,953	(1,852,454)	868,501	0
160	Insurance Reserve Fund	57,329	0	0	0	57,329
115	Pension 115 Trust Fund	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	274,250	(612,750)	338,500	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		5,949,424	9,067,851	(9,092,509)	0	5,924,765

General Fund Expenses + Fire Transfer + Pension debt	6,922,806
General Fund Reserve Policy 50%	3,461,403
Projected General Fund Balance 6/30/22	51% 3,517,214
Over (Under) Policy	55,810

Fund Balance Summaries
 FY22/23 Projection (Year 2)

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

Fund #	Fund Name	Fund Balance 7/1/2022	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2023
100	General Fund	3,517,214	7,859,122	(5,970,540)	(1,846,252)	3,559,543
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	Pension 115 Trust Fund	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		5,924,765	9,192,165	(8,759,656)	0	6,357,275

General Fund Expenses + Fire Transfer + Pension debt	7,136,812
General Fund Reserve Policy 50%	3,568,406
Projected General Fund Balance 6/30/23	50% 3,559,543
Over (Under) Policy	(8,863)

Fund Balance Summaries
 FY23/24 Projection (Year 3)

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

Fund #	Fund Name	Fund Balance 7/1/2023	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2024
100	General Fund	3,559,543	8,170,637	(6,172,265)	(1,733,101)	3,824,816
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	Pension 115 Trust Fund	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		6,357,275	9,554,920	(9,030,050)	0	6,882,145

General Fund Expenses + Fire Transfer + Pension debt	7,394,896
General Fund Reserve Policy 50%	3,697,448
Projected General Fund Balance 6/30/24	52% 3,824,816
Over (Under) Policy	127,368

Fund Balance Summaries
 FY24/25 Projection (Year 4)

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

Fund #	Fund Name	Fund Balance 7/1/2024	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2025
100	General Fund	3,824,816	8,575,608	(6,598,780)	(1,904,023)	3,897,621
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	Pension 115 Trust Fund	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		6,882,145	10,016,333	(9,643,528)	0	7,254,950

General Fund Expenses + Fire Transfer + Pension debt	7,890,087
General Fund Reserve Policy 50%	3,945,044
Projected General Fund Balance 6/30/25	49% 3,897,621
Over (Under) Policy	(47,423)

Fund Balance Summaries
 FY25/26 Projection (Year 5)

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

Fund #	Fund Name	Fund Balance 7/1/2025	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2026
100	General Fund	3,897,621	9,000,827	(6,864,410)	(1,916,048)	4,117,989
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	Pension 115 Trust Fund	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		7,254,950	10,500,333	(9,979,964)	0	7,775,318

General Fund Expenses + Fire Transfer + Pension debt	8,213,707
General Fund Reserve Policy 50%	4,106,854
Projected General Fund Balance 6/30/26	50% 4,117,989
Over (Under) Policy	11,135

Appendix

APPENDIX

Annual Appropriations Limit

Note – at the time of this report, the FY 2021-22 price and population data were not yet available. This page will be updated for the final budget version in June.

In 1979, California voters approved Proposition 4 (Article XIII-B of the California State Constitution). Informally known as the “Gann Initiative,” Article XIII-B provides limits to the amount of tax proceeds state and local governments can spend each year. In 1980, the State Legislature added Section 9710 of the Government Code stating that the governing body of each City must establish, by resolution, an appropriations limit for the following year. The limit for any fiscal year is equal to the previous year’s limit, adjusted for population changes and the change in the U.S. Consumer Price Index (or California per capital personal income, if smaller). The necessary statistical information is provided by the California Department of Finance.

In 1990, Proposition 111 modified Article XIII-B. A city may choose which annual adjustments to use. The adjustment factors include the growth in the California Per Capita Income or the growth in the nonresidential assessed valuation due to construction within the city, and the population growth within the city or county. The table below illustrates the computation used to derive the FY 2020-21 appropriation limits.

	AMOUNT	SOURCE
A. PRIOR YEAR LIMIT	\$ 3,227,994	
B. ADJUSTMENT FACTORS		Greater of City <i>or</i> County
1. Population %	0.9940	population percent increase
2. Inflation%	1.0373	State Finance/Assessor
3. Total Adjustment %	1.0311	(B1*B2)
C. THIS YEAR'S LIMIT		
1. Current year limit calculation	3,328,300	(A*B3)
2. Voter approved additional amt	947,932	Fire Tax Assessment
D. TOTAL CURRENT YEAR LIMIT	\$ 4,276,232	(C1+C2)

RESOURCES SUBJECT TO LIMITATION:

PROCEEDS OF TAXES		
Property Taxes	\$ 5,911,829	
Sales Taxes	97,090	
Business Licenses	66,000	
HOPTR	20,735	
Interest Income Earned from Taxes	10,898	
TOTAL SUBJECT TO LIMITATIONS	\$ 6,106,552	
EXCLUSIONS	\$ (2,239,540)	
APPROPRIATIONS SUBJECT TO LIMITATION	\$ 3,867,012	

Maximum allowable appropriation subject to limitations 2020-2021 fiscal year:	\$ 4,276,232
Less: Total appropriation subject to limitation for 2020-2021 fiscal year:	(3,867,012)
BALANCE UNDER ARTICLE XIIB LIMIT:	\$ 409,220

POLICY 2.1 – FINANCIAL STRUCTURE

2.1.1 ACCOUNTING SYSTEM AND BUDGETARY CONTROL

In developing and evaluating the City’s accounting systems, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding: 1) the safeguarding of assets against loss from unauthorized use or disposition; and 2) the reliability of financial records for preparing financial statements and maintaining accountability for assets.

The concept of reasonable assurance recognizes that: 1) the cost of a specific control should not exceed the benefits likely to be derived; and 2) the evaluation of costs and benefits require estimates and judgments by management. All evaluations of the City’s system of internal control will continue to occur within the above framework. The City’s internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

2.1.2 FUND DESCRIPTIONS

The City’s accounting records are organized and operate on a “fund” basis, which is the basic fiscal accounting entity in governmental accounting. Each fund is designated by fund type and classification:

- Governmental Funds - General, Special Revenue, and Capital Projects
- Proprietary Fund - Internal Service
- Fiduciary Funds - Trust and Agency
- Account Groups - General Fixed Assets and General Long-Term Debt

2.1.3 GOVERNMENTAL FUNDS

Governmental Funds are used to account for the City’s expendable financial resources and related current liabilities, except for those accounted for in proprietary funds. The basic financial statements necessary to fairly present financial position and operating results for governmental funds are the balance sheet and the statement of revenues, expenditures, and changes in fund balance. Governmental funds are maintained using the modified accrual basis of accounting.

- General Fund – The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital improvement costs which are not paid through other funds.
- Special Revenue Fund – The Special Revenue Funds are used to account for revenues derived from specific sources, which are usually required by law or administrative regulation to be accounted for in a separate fund.

- Capital Improvement Fund – The Capital Improvement Fund is used to account for financial resources used for the acquisition or construction of major capital facilities.

2.1.4 PROPRIETARY FUNDS

Generally accepted accounting principles applicable to a private commercial business are applicable to proprietary funds of a governmental entity. The accrual basis of accounting is utilized. The measurement focus is based upon a determination of net income, financial position and cash flows. Accordingly, basic financial statements are required, such as balance sheet, statement of revenues, expenses and changes in retained earnings (deficit), and the statement of cash flows. The City does not have any proprietary funds.

2.1.5 FIDUCIARY FUNDS

Fiduciary Funds are used to account for money and property held by the City as trustee or custodian for individuals, organizations and other governmental units. Fiduciary funds are not incorporated in the City's budget.

2.1.6 ACCOUNT GROUPS

Account Groups are used to establish accounting control and accountability for the City's general fixed assets and general long-term debt.

- a. General Fixed Assets Account Group – this account group is used to maintain control and cost information on capital assets owned by the City.
- b. General Long-Term Account Group – this account group is used to account for all long-term debt of the City.

POLICY 2.2 – FUND BALANCE AND RESERVE POLICIES

2.2.1 FUND BALANCE – CLASSIFICATIONS

The City has adopted the provisions of GASB Statement No. 54, Fund Balance and Governmental Fund Type Definitions. GASB 54 establishes Fund Balance classifications based largely upon the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The Governmental Fund statements conform to this new classification.

The Fund Financial Statements consist of Nonspendable, Restricted, Committed, Assigned and Unassigned amounts as described below:

Nonspendable:

Items that cannot be spent because they are not in spendable form, such as prepaid items, or items that are legally or contractually required to be maintained intact, such as principal of an endowment or revolving loan fund.

Restricted:

Restricted fund balances encompass the portion of net fund resources subject to externally enforceable legal restrictions. This includes externally imposed restrictions by creditors (such as through debt covenants), grantors, contributors, laws or regulations of other governments, as well as restrictions imposed by law through constitutional provisions or enabling legislation.

Committed:

Committed fund balances encompass the portion of net fund resources, the use of which is constrained by limitations that the government imposes upon itself at its highest level of decision making (normally the governing body) and that remain binding unless removed in the same manner. The City Council is considered the highest authority for the City and can commit funds through resolutions.

Assigned:

Assigned fund balances encompass the portion of net fund resources reflecting the government's intended use of resources. Assignment of resources can be done by the highest level of decision making or by a committee or official designated for that purpose. The City Council has the authority to assign funds in Belvedere and can assign funds through the budgetary process.

Unassigned:

This category is for any balances that have no restrictions placed upon them. The general fund is the only fund that reports a positive unassigned fund balance amount. In other governmental funds it is not appropriate to report a positive unassigned fund balance amount. However, in governmental funds other than the general fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

2.2.2 FUND RESERVES

The City Council may elect to establish General Fund Reserve Policy/Guidelines. These Policy/Guidelines may be updated, modified and revised as determined by the Council. At the time of adoption of this Finance Policy, there are three such Policies/Guidelines: General Fund Reserve, 115 Pension Trust Reserve, and Insurance Reserve.

A. General Fund Reserve:

- Target: The City shall endeavor to achieve at year end a General Fund Reserve that totals six months of the current fiscal year's General Fund expenditures, plus one half of the current fiscal year's General Fund transfer to the Fire Fund, plus one half of the current fiscal year's debt service payments. In calculating the six months of the current fiscal year's expenditures, transfers to the City's 115 Pension Trust and/or any additional discretionary payments made to CalPERS will not be included because they are discretionary in nature.
- Purpose: Funds reserved under this category shall be used in case of catastrophic events, for budget stabilization purposes, or for capital and special projects:
 - Catastrophic events: Funds reserved shall be used to mitigate costs associated with unforeseen emergencies, including natural disasters or catastrophic events. Should unforeseen and unavoidable events occur that require the expenditure of City resources beyond those provided for in the annual budget, the City Manager or designee shall have authority to approve Catastrophic General Fund Reserve appropriations. The City Manager or designee shall then present to the City Council a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds.
 - Budget stabilization: Funds reserved shall be used to mitigate, should they occur, annual budget revenue shortfalls (actual revenues less than projected revenues) due to changes in the economic environment and/or one-time expenditures that will result in future efficiencies and/or budgetary savings. Examples of "economic triggers" and one-time uses include, but are not limited to:
 - Significant decrease in property tax, or other economically sensitive revenues;
 - Reductions in revenue due to actions by the state/federal government;
 - Workflow/technical system improvements to reduce ongoing, personnel costs and enhance customer service;

- One-time maintenance of service levels due to significant economic/budget constraints; and
- One-time transitional costs associated with organizational restructuring to secure long-term personnel cost savings.
- Capital and Special Projects: Funds reserved may be designated by the City Council for key infrastructure and capital/special projects as identified in the City 5-year Capital Improvement Plan, as there is no ongoing funding source to support the City's capital needs.
- Classification: The General Fund Reserve is classified as "Assigned" in the City's financial statements.

B. 115 Pension Trust Reserve:

- Target: An annual amount as determined by the funding calculation prescribed in Policy 2.3.1.5.
- Purpose: The purpose of the 115 Pension Trust is to set aside an appropriate level of funds to fully fund accrued pension obligations at a more prudential rate. City Council approval is required to transfer accumulated funds in the 115 Pension Trust to CalPERS as an additional discretionary payment or to offset a portion of the actuarially determined contribution.
- Classification: The 115 Pension Trust Reserve Fund is classified as "Restricted" in the City's financial statements.

C. Insurance Reserve:

- Target: Reserves shall be maintained between \$50,000 and \$100,000 to allow for emergencies and numerous or large claims. Reserves shall be replenished through subsequent charges to the appropriate user departments.
- Purpose: This Fund is designed to cover claims and deductibles related to property and casualty insurance claims.
- Classification: The Insurance Reserve Fund is classified as "Assigned" in the City's financial statements.

D. Seawall Reserve (PROPOSED):

- Target: This reserve does not have a specific dollar target.
- Purpose: The Seawall Reserve is available to provide resources for potential future seawall and levee maintenance projects at Beach Road and San Rafael Avenue; both planned and emergency repair projects. The reserve is designed to reduce the City's future needs for borrowing or bonding on these projects and could also be used as required grant matching funds. If these projects do not come to fruition, these funds would be returned to the general fund.
- Classification: The Seawall Reserve Fund is classified as "Assigned" in the City's financial statements.

POLICY 2.3 – PENSION/OPEB FUNDING

2.3.1 PENSIONS

2.3.1.1 Purpose and Goals

The City of Belvedere is committed to fiscal sustainability. In keeping with this principle, it maintains minimal debt and generous reserves to cope with exogenous shocks. The City is also committed to honoring its pension obligations. One of the biggest threats to the City's ongoing fiscal sustainability is its rising pension costs. The overarching goal of this Policy is to avoid the risk of crowding out vital public services in future years, and to provide balance sheet space to finance essential infrastructure projects in the years ahead, by funding its accrued pension obligations at a more prudential rate. This Policy also formalizes a past practice of using excess reserves to make discretionary payments to CalPERS whenever affordable.

Development of the City's Pension Funding Policy was guided by the following five tenets:

- The cost of employee benefits should be paid by the generation of taxpayers who receives services.
- Actuarial assumptions should be prudential to ensure that promised benefits can be paid.
- Funding shortfalls should be closed expeditiously. The goal is full funding.
- Large swings in employer contribution rates are undesirable. Smoothing is desirable.
- Funding policies and underlying assumptions should be clearly delineated and regularly reviewed.

2.3.1.2 Policy

The City shall seek to achieve full funding, over twenty years, of its pension obligations. This means that the City shall seek to have assets to cover 100% of accrued pension liabilities valued at a prudential discount rate (CalPERS discount rate adjusted to reflect real anticipated performance) by 2031 and beyond. This calibrates with CalPERS own amortization rules, which allow losses (or gains) to be amortized over 20 years.

2.3.1.3 Establishing and Funding a Section 115 Trust

The City shall establish a Section 115 Trust ("Trust") into which it will invest funds reserved for future pension-related expenses. The City has elected to participate in the California Employers' Pension Prefunding Trust (CEPPT) Fund 115 Trust program. The City will provide an initial investment using a dollar average formula into this Trust during a fifteen-month period beginning in Fiscal Year 20/21 and will make annual contributions to the Trust in amounts determined by the Finance Committee and approved by the City Council beginning in Fiscal Year 21/22. Funds set aside by the City for this purpose will be transmitted to the Trust no less than annually. The assets will be managed conservatively; the City has selected CEPPT investment Strategy 1 which reflects the City's general risk aversion and pension plan maturity.

2.3.1.4 Role of the Finance Committee

The City's Finance Committee will conduct a standing pension funding review at least every five years to reset the discount rate (adjusting for CalPERS' discount rate based on latest available evidence), set annual funding costs, and fix payments until the next review. The Finance Committee will also review the investment strategy utilized in the 115 Pension Trust and recommend changes if deemed appropriate. It may also recommend transferring money from the Trust to CalPERS or making a discretionary payment to the Trust or CalPERS from excess reserves if any exist at that time. The Finance Committee will send its recommendations to the City Council for its consideration.

2.3.1.5 Determination of Funding Amounts

In developing its recommendations to the City Council, the Finance Committee will review CalPERS' current discount rate (i.e. expected rate of return on its investments), CalPERS' actual investment performance during the review period, and other relevant factors. The Committee will set an adjusted discount rate (or putative rate) that it believes to be more realistic than the discount rate set by CalPERS, and will determine the amounts that should be set aside in the Trust to ensure full funding over the requisite period. These amounts will be determined by using the CalPERS Pension Outlook Tool or substantially similar methodology. Should CalPERS require additional payments from the City due to a reduction in CalPERS' discount rate, the City may elect to reduce its transfers to the 115 Trust by an equal amount.

2.3.1.6 Financial Reporting

The City recognizes the importance of ensuring that pension obligations included in the City's financial statements, particularly its Comprehensive Annual Financial Report, are consistent with CalPERS, and will continue to use CalPERS' discount rate for these purposes. This facilitates easy comparison with other agencies and avoids possible negative impacts on perceived credit quality. The City equally recognizes the importance of communicating its pension stewardship. It will therefore include an annual pension update, describing its pension funding policy, Trust assets and adjusted funded status in its annual budget report. Appropriate disclosures of the 115 Trust investments will be reported in the City's financial statements, consistent with GASB required standards.

2.3.1.7 Effect on Reserve Requirements

The City maintains a robust minimum reserve policy, with reserves required to equal no less than six months of general fund operating expenses, debt financing costs and fire contract costs net of fire tax revenues. Transfers to the Trust and additional discretionary payments made to CalPERS will be excluded from the reserve requirement calculation (denominator) because they are discretionary in nature. This is consistent with the City's existing treatment of discretionary payments to CalPERS and internal money transfers.

2.3.1.8 Employee Contributions

In accordance with PEPRA guidelines and compatible with other local agencies, the City will work over time to increase Classic employee contribution rates to 8.0% of salary for Miscellaneous employees and to 12.0% of salary for Safety workers.

2.3.2 OTHER POST EMPLOYMENT BENEFIT (OPEB)

The City offers OPEB health benefits to employees who meet CalPERS vesting requirements. The benefit provided to City retirees is the minimum amount allowable under the CalPERS health plan, with the exception of certain City Manager retirees, who receive a more generous benefit. This benefit is funded on a pay-go method, with no funds set aside in a trust for this purpose.”

POLICY 2.4 – BUDGET AND LONG-TERM PLANNING

2.4.1 POLICY

The budget shall serve as a principal management tool for the City administration and be used to allocate the City's resources. The budget document should also serve as a helpful tool for citizens in understanding the operations and costs of City services. In general, ongoing appropriations should be supported by ongoing revenues, and the City should maintain healthy reserves.

Each year, the City Manager develops and presents an annual budget to the City Council for its consideration. The development of the budget is a cooperative effort involving the participation of each department head. Each department head is then accountable to the budget, as enacted by the City Council, meaning that he/she must ensure that departmental spending is in accordance with the budget. Department heads may seek approval from the City Manager to adjust departmental spending, and the City Manager is authorized to transfer appropriations within each fund.

2.4.2 BUDGET BASIS

The budgets of general government-type funds (for example, the general fund, and gas tax funds) are prepared on a spending measurement focus. Briefly, this means that only current assets and current liabilities are included on the balance sheets. The modified accrual basis of accounting is followed. Under the modified accrual basis of accounting, revenues are susceptible to accrual when they become both measurable and available. Expenditures, other than interest on long-term debt, are recorded when a current liability is incurred.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases, this conforms to the way the City prepares the budget. One exception is the treatment of compensated absences. Compensated absences, including accrued but unused administrative leave, compensatory time and vacation leave, are treated slightly different in the budget than in the CAFR.

2.4.3 RESPONSIBILITY

The City Manager is responsible for preparing an annual budget for consideration by the City Council.

2.4.4 BUDGET PREPARATION AND TIMELINE

The process of developing the operating budget begins in March of each year. The budget preparation process provides department heads an opportunity to examine programs; propose changes in current services; recommend revisions in organizations and methods; and outline

requirements for capital outlay items. The City's executive team reviews departmental budget proposals and recommends adjustments to the City Manager.

During budget review, the City Manager assesses requests for new positions, and prioritizes operating and capital budget requirements. The Finance Committee, which consists of five members chosen by the City Council, the Mayor, the Vice-Mayor and the City Manager, then reviews the draft budget and makes a recommendation to the City Council.

In May of each year, the City Manager presents the draft budget and 5-year projection to the City Council for its consideration, along with the recommendation of the Finance Committee. Generally, a final budget is adopted, by resolution, in June. Each fiscal year begins on July 1.

2.4.5 OPERATING BUDGET OBJECTIVES

In general, ongoing operating costs should be supported by ongoing stable revenue sources. This protects the City from fluctuating services levels and avoids crises when one-time revenues are reduced or removed. Listed below are some additional considerations:

- End of year fund balances or contingency accounts should only be used for one-time expenditures, such as capital equipment and capital improvements.
- Ongoing maintenance costs, such as street resurfacing and parks maintenance, should be financed through recurring operating revenues rather than through bond issuance.
- One-time federal grants should not be used to fund ongoing programs.

2.4.6 REVENUE OBJECTIVES

The City will seek to maintain a diversified and stable revenue system to ensure ongoing fiscal health and the capacity for absorbing short-run fluctuations in any single revenue source.

The City Manager shall review the encumbrances and continuing appropriations to be submitted to the City Council for approval from one fiscal year to the next fiscal year. These encumbrances and continuing appropriations shall become a part of the City's budget.

2.4.7 CAPITAL BUDGET

The Budget shall include a Capital Improvement Plan (CIP) with a discussion of capital projects that are to be funded over a five-year period. Consistent with the CIP, the Budget shall also include a one-year Capital Improvement Budget, which details capital expenditures for the upcoming fiscal year. Although the CIP may identify "unfunded" projects that carry out the City's strategic and general plans, the Capital Improvement Budget must be fully funded with funds projected to be available during the fiscal year. Management should assess the ongoing impact that any given capital project may have on current and future operating budgets when considering whether to include the project in the budget.

2.4.8 BUDGET IMPLEMENTATION

A budgetary control system is maintained to ensure compliance with the budget. The Administrative Services Manager is responsible for setting up the budget for tracking purposes, and is charged with ensuring that funds remain available during the year to cover expenditures and appropriations. Reports comparing the budget with expenditures are generated on a monthly basis and are provided to department heads and the City Manager.

2.4.9 BALANCED BUDGET

A balanced budget is achieved when the General Fund Reserve Policy (Policy 2.2.2.A) is met.

2.4.10 BUDGET REVISION

The City Manager is authorized to transfer budget appropriations within the same fund. Additional appropriations, or inter-fund transfers not included in the original budget resolution, require approval by the City Council. Use of unappropriated reserves must be approved by the City Council.

2.4.11 LONG-TERM PLANNING

Each annual budget will be accompanied by a five-year financial forecast. This forecast will be integrated with the City's General Plan and Strategic Plan. The forecast will also be reviewed with respect to the City's long-term financial goals and policies.

POLICY 2.6 – DEBT

2.6.1 PURPOSE

This Debt Policy is intended to comply with Government Code Section 8855(i), effective on January 1, 2017, and may be amended by the City Council as it deems appropriate from time to time in the prudent management of the debt of the City. This Debt Policy shall govern all debt undertaken by the City, the Authority (defined below), and any other subordinate entities of the City for which the City Council serves as the governing board.

2.6.2 BELVEDERE PUBLIC FINANCING AUTHORITY

The Belvedere Public Financing Authority (the “Authority”) was formed in May 2016 and is a joint exercise of powers authority organized and existing under and by virtue of Articles 1 through 4 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the California Government Code. The Authority is authorized to issue its revenue bonds pursuant to the Marks-Roos Local Bond Pooling Act of 1985, being Article 4 of Chapter 5 of Division 7 of Title 1 of the California Government Code. As the legislative body of the City, the Belvedere Council acts as the Governing Board of the Authority.

2.6.3 IN GENERAL

The City recognizes that a fiscally-prudent debt policy is required in order to:

- Maintain the City’s sound financial position;
- Ensure that the City has the flexibility to respond to changes in future service priorities, revenue levels and operation expenses;
- Protect the City’s creditworthiness;
- Ensure that debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City;
- Ensure that the City’s debt profile is consistent with the City’s planning goals and capital improvement needs.

2.6.4 PURPOSES FOR WHICH DEBT MAY BE ISSUED

Long-Term Debt

Long-term debt may be issued to finance the construction, acquisition and rehabilitation of capital improvements and facilities, equipment and land to be owned and operation by the City.

Long-term debt financings are appropriate when the following conditions exist:

- The project to be financed is necessary for providing basic services;
- The project to be financed will provide benefit to constituents over multiple years;
- Total debt does not constitute an unreasonable burden on the City and its taxpayers;

- The new debt is used to refinance outstanding debt in order to produce debt service savings or realize the benefits of a debt restructuring – for example, in the case of using pension obligation bonds to restructure obligations associated with defined-benefit pensions.

Long-term debt will not generally be considered appropriate for current operation expenses or routine maintenance expenses.

The City may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the City Council;
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed 120% of the average reasonably expected economic life of the project to be financed.
- The City estimates that sufficient revenues will be available to service the debt through its maturity;
- The City determines that the issuance of the debt will comply with applicable state and federal law.

Short-Term Debt

Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake a lease-purchase financing for equipment.

Financings on Behalf of Other Entities

The City may also find it beneficial to issue debt on behalf of other governmental agencies in order to further the public purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

2.6.5 TYPES OF DEBT

The following types of debt are allowable:

- General Obligation bonds (GO Bonds)
- Bond or grant anticipation notes (BANs)
- Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
- Other revenue bonds and COPs
- Tax and revenue anticipation notes (TRANS)

- Land-secured financings, such as special tax bonds issued under the Mello-Roos Community Facilities Act of 1982, and limited obligation bonds issued under applicable assessment statutes
- Tax-increment financing to the extent permitted by State law

Debt shall be issued as fixed rate debt unless the City makes a specific determination as to why a variable rate issue would be beneficial to the City in a specific circumstance.

2.6.6 RELATIONSHIP OF DEBT TO CAPITAL IMPROVEMENT PROGRAM AND BUDGET

The City is committed to long-term capital planning. The City could issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City's capital budget and capital improvement plan.

The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The City shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

2.6.7 POLICY GOALS RELATED TO PLANNING GOALS AND OBJECTIVES

The City is committed to long-term financial planning, maintaining appropriate reserve levels and employing prudent practices in governance, management and budget administration. The City would issue debt for the purposes stated in this Debt Policy and in order to implement policy decisions incorporated in the City's annual operations budget.

It is a policy goal of the City to protect taxpayers, ratepayers (if applicable), and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates, or charges.

When refinancing debt, it shall be a policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

2.6.8 INTERNAL CONTROL PROCEDURES

When issuing debt, in addition to complying with the terms of this Debt Policy, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

Without limiting the foregoing, the City will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings entered into by the City in accordance with SEC Rule 15c2-12;
- Annual debt transparency report obligations under Government Code section 8855(k);
- Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance;
- The City's investment policies as they relate to the use and investment of bond proceeds.

Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the City upon the submission of one or more written requisitions by the Administrative Services Manager, or (b) by the City, to be held and accounted for in a separate fund account, the expenditure of which will be carefully documented by the City.

2.6.9 BOND DISCLOSURE

Official Statements

The City's chief financial officer, city manager and other appropriate City staff members shall review any Official Statement prepared in connection with any debt issuance by the City in order to ensure there are no misstatements or omissions of material information in any sections that contain descriptions of information prepared by the City.

In connection with its review of the Official Statement, the appropriate City staff members shall consult with third parties, including outside professionals assisting the City, and all members of City staff, to the extent needed to ensure that the Official Statement will include all "material" information (as defined for purposes of federal securities law).

All Official Statements shall be submitted to the City Council for approval as a new business matter and not as a consent item. The City Council shall undertake such review as deemed

necessary by the City Council, following consultation with appropriate City staff members, to fulfill the City Council's responsibilities under applicable securities laws.

Continuing Disclosure Filings

Under the continuing disclosure undertakings that the City has entered into in connection with its debt offerings, the City is required each year to file annual reports with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") system in accordance with such undertakings. Such annual reports are required to include certain updated financial and operating information, and the City's audited financial statements. The City is also required under its continuing disclosure undertakings to file notices of certain events with EMMA.

The City's Chief Financial Officer shall establish a system (which may involve the retention or one or more consultants) by which the City will:

- Make the annual filings required by its continuing disclosure undertakings on a complete and timely basis, and
- File notices of enumerated events on a timely basis.

Public Statements

Whenever the City makes statements or releases information relating to its finances to the public that are reasonably expected to reach investors and the trading markets, the City is obligated to ensure that such statements and information are complete, true, and accurate in all material respects.

Training

The members of the City staff involved in the initial or continuing disclosure process shall be properly trained to understand and perform their responsibilities.

To: Mayor and City Council
From: Craig Middleton, City Manager
Subject: **Library Request for Funding**

Recommended Motion/Item Description

Consider the Library’s request for a financial contribution towards its expansion project.

Background

At the March City Council meeting, the Library Foundation requested a contribution of \$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.

Findings

The Finance Committee met on April 20 to review the Fiscal Year 2021/2022 Preliminary Operating and Capital Budget, and to weigh the Library’s request against the City’s available resources.

In the context of the draft budget for next year and the associated forecast, the Finance Committee recommends that the City Council consider a contribution to the Library expansion project in an amount not to exceed \$150,000. Due to the constrained budgetary outlook, the Committee recommends that such a contribution shall be contingent upon qualifying for receipt of Federal American Rescue Plan funds in the amount of \$150,000 or greater, which will be used to fund other priorities thereby freeing up resources for the Library request. The Committee also noted that as there is no basis for the size of the requested amount, other than there is a large funding gap, the recommended amount of \$150,000 is in keeping with the long-standing traditional split of 80/20 on joint projects with the Town of Tiburon.

Fiscal Impact

Because this recommendation is contingent upon receipt of new Federal funding, there is no impact to the City’s current budget. To the extent that funds received from the American Rescue Plan Act are committed to the Library expansion, they would not be available for other purposes.

Recommendation

Consider the Library's request for a financial contribution towards its expansion project.