

**AGENDA – REGULAR MEETING  
BELVEDERE CITY COUNCIL  
JUNE 14, 2021, at 6:30 P.M  
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](mailto: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: June 14, 2021, 6:30 P.M.**

**Join Zoom Meeting:**

**<https://us02web.zoom.us/j/84705750877?pwd=Sk5XanpXdXNCak5oaWdqZXVjMGc5UT09>**

**Webinar ID: 847 0575 0877**

**Passcode: 948698**

**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](mailto:clerk@cityofbelvedere.org), who will use her best efforts to provide assistance.**

**AGENDA – REGULAR MEETING  
BELVEDERE CITY COUNCIL  
JUNE 14, 2021, at 6:30 P.M.  
VIA REMOTE ZOOM MEETING**

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**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.*

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**6:30 PM      CALL TO ORDER**

**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 agendized for further discussion at a later meeting.*

**REPORTS & PRESENTATIONS**

1. City Council reports.
2. City Manager report.

**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.*

3. Approve minutes of the May 10th, 2021 regular meeting.
4. Approve warrants of May 2021.
5. Adopt the resolution establishing the Gann (Proposition 4) appropriations limit for Fiscal Year 2021/2022.
6. Resolution authorizing the City Manager to file an appeal on behalf of the City of Belvedere pursuant to Government Code Section 65584.5 to modify its Draft Regional Housing Needs Allocation (RHNA) for the City of Belvedere as determined by Association of Bay Area Governments & Metropolitan Transportation Commission (ABAG/MTC)
7. Adopt a resolution to amend the City of Belvedere Administrative Policy Manual to incorporate revised Personnel Policies.
8. Adopt a resolution to amend the City of Belvedere Administrative Policy Manual to incorporate revision to Procurement Policy.

9. Adopt resolution to amend the City of Belvedere Administrative Policy Manual, Part 15, Planning Department Policies, Policy 15.6 regarding Appropriate Colors and Materials and adding Policy 16, Rear Yard Setbacks in the R-1L (Lagoon Zoning).
10. Award of Contract for the 2021 Pavement Maintenance Project.
11. Adopt resolution to authorize City Manager to grant a utility easement to Marin Municipal Water District for the purposes of fire safety and supply.
12. Approve recommendation from the Historic Preservation Committee for the City to enter into a Mills Act Agreement for the property at 308 Golden Gate Avenue. The Mills Act is a tax abatement program for the purposes of historic preservation. CEQA status: categorically exempt pursuant to Section 15331.
13. Adopt resolution Accepting the Designation of the City of Belvedere to Represent the City of Mill Valley on the Board of Directors of Marin Clean Energy and to Vote on Its Behalf and Designating Councilmember Sally Wilkinson as the Representative.
14. Reappoint Jean Bordon and Kathy Pearson to the Parks and Open Space Committee.
15. Adopt resolution to amend the City of Belvedere Administrative Policy Manual to include a Flag Policy, and adopt resolution authorizing the display of Rainbow Pride Flag for Remainder of June 2021.

<b>PUBLIC HEARING</b>
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16. Consider resolution approving the City of Belvedere Annual Operating and Capital Budget for Fiscal Year 2021-2022 and the Five-Year Capital Plan.

Staff recommendation: Adopt the resolution appropriating funds for the 2021-2022 Fiscal Year.

17. Adopt resolution levying previously-approved special tax for Fire and Emergency Medical Services and fixing the rates thereof for the fiscal year 2021/2022.

Staff recommendation: Adopt the resolution establishing the assessment.

18. Consider resolution updating the City's Master Schedule of Fees, Charges, and Application Fees. Changes include decrease in overhead rate used in certain Planning Fee calculations, and addition of the City Attorney's time and materials to certain Planning Fees.

Staff recommendation: Adopt the resolution approving changes to the City's Master Schedule of Fees, Charges and Application Fees.

19. Consider recommendations by the Belvedere Historic Preservation Committee and the Planning Commission to designate 428 Golden Gate Avenue, Belvedere, a local historic property.

Staff recommendation: Adopt the resolution approving the designation of the property at 428 Golden Gate Avenue as a City of Belvedere Historic Property.

20. Consider recommendations by the Belvedere Historic Preservation Committee and the Planning Commission to designate 304 Golden Gate Avenue, Belvedere, a local historic property.

Staff recommendation: Adopt the resolution approving the designation of the property at 304 Golden Gate Avenue as a City of Belvedere Historic Property.

21. Consideration of Collection Rate Application submitted by Mill Valley Refuse Service, Inc. (MVRS) for the collection of trash, recycling, and compostable materials, and possible adoption of Resolution authorizing increased collection rate.

Staff recommendation: Adopt the draft resolution approving solid waste collection rates for the 2021/2022 rate year.

### **OTHER SCHEDULED ITEMS**

22. Adoption of resolution for the period July 1, 2021, through June 30, 2023, establishing salaries and benefits for Miscellaneous (non-represented) employees of the City of Belvedere.
23. Consider the Belvedere-Tiburon Joint Recreation Committee's ("The Ranch") request for a financial contribution due to COVID-related hardships.
24. Consideration of request for funding from the Belvedere Concerts-in-the-Park Committee.

### **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](http://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  
JUNE 14, 2021**

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To: Mayor and City Council

From: Beth Haener, City Clerk

Subject: **Approve minutes of the May 10, 2021 Regular City Council meeting**

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**Recommended Motion/Item Description**

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

**Attachments**

Minutes.

**REGULAR MEETING  
BELVEDERE CITY COUNCIL  
May 10, 2021  
6:00 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 Administrative Services Manager Amber Johnson.

*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 6:00 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**

**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.**

**RECONVENE IN OPEN SESSION**

The meeting reconvened in open session via Zoom at 6:34 P.M. The following staff members joined the meeting: Police Chief Jason Wu, Public Works Director Robert Zadnik, Planning and Building Director Irene Borba, City Attorney Emily Longfellow, and City Clerk Beth Haener.

Mayor Campbell announced that no reportable actions were taken in the closed session.

**OPEN FORUM**

No one wished to speak.

**REPORTS & PRESENTATIONS**

**2. City Council Reports**

Councilmember Kemnitzer reported that she represents Belvedere on the Marin County Council of Mayors and Council Members (MCCMC) Sustainability Committee and the Executive Committee of BayWAVE. Both groups are addressing climate change, sea level rise, infrastructure, energy, and public safety related issues. Councilmember Kemnitzer stated that many jurisdictions are in the process of updating their climate action plans and policies. She requested that Council agendaize the issue, after giving staff the opportunity to review actions in neighboring jurisdictions, and asked staff to update the Council

on the climate action planning.

Councilmember Kemnitzer also reported that Belvedere has earned a designation as an Age-Friendly City by the World Health Organization and, as such, the City is conducting a community assessment of needs and services that benefit seniors by launching a survey. Councilmember Kemnitzer urged residents to participate in the survey.

**3. City Manager Report**

City Manager Middleton reported that about 35% of Belvedere’s streets will be resurfaced beginning in June and July, and announced that the City is also planning a street rehabilitation project for the summer and fall in anticipation of new Capital Improvement Plan funds. City Manager Middleton reported that, in preparation for fire season, the City, along with Tiburon, held its first Chipper Day, which collected sixty tons of potentially flammable organic material. Middleton stated that the City’s Curbside Pickup Program is also kicking off to help remove flammable material from the island before the driest months of the year are here.

**4. Water Conservation Presentation from Paul Sellier, Marin Municipal Water District (MMWD) Operations Director.**

Paul Sellier, Marin Municipal Water District (MMWD) Operations Director, along with MMWD’s Board Member Larry Russell, gave a presentation on Marin’s current water supply, water use restrictions, and conservation tips for the residents of Belvedere.

**CONSENT CALENDAR**

**MOTION:** Move to adopt the Consent Calendar.

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

The Consent Calendar consisted of the following Items:

- 5. Approve minutes of the April 12, 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 CALANDAR**

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

**MOTION:** To adopt the Individual Consent Calendar.

**MOVED:** By Block, seconded by Kemnitzer; approved.

**VOTE:**

**AYES:** Wilkinson, Block, Kemnitzer, and Mayor Campbell

**NOES:** None

**ABSENT:** None

**RECUSED:** Lynch

**OTHER SCHEDULED ITEMS**

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

City Manager Craig Middleton and Administrative Services Manager Amber Johnson presented the staff report and took questions from Council. There were no questions or comment from public.

**12. Funding of the Library Project.**

Bill Smith, chair of the Belvedere-Tiburon Library Agency Board, along with Bonnie Spiesberger, chair of the Library Capital Campaign, presented on behalf of the library and took questions from Council.

Mayor Campbell called for public comment and, seeing no one wishing to speak, closed it, and brought the item back to Council for discussion. Councilmember Wilkinson stated that, despite sitting in on the Finance Committee’s deliberations on the library project, she was unable to establish that the funds are needed, and was therefore not convinced that a contribution would be the best use of the City’s funds. Councilmember Kemnitzer stated that she is in favor of the recommendation from the Finance Committee and discussed the services provided by the library for the community. The Council discussed the language of the Finance Committee’s recommendation.

**MOTION:** The Council grants a contribution to the Library Expansion Project in the amount of \$150,000, and the Council also states that this contribution is contingent upon qualifying for receipt of federal American Rescue Plan funds in the amount of \$150,000 or greater, which would be used to fund other priorities thereby freeing up resources for the library request.

**MOVED:** By Block, seconded by Kemnitzer, approved

**VOTE:**

- AYES:** Block, Lynch, Kemnitzer, and Mayor Campbell
- NOES:** None
- ABSTAIN:** Wilkinson
- RECUSED:** None

**ADJOURN**

The meeting was adjourned at 8:12 P.M.

**THE FOREGOING MINUTES** were approved at a regular meeting of the Belvedere City Council on June 14, 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  
JUNE 14, 2021**

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

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**Recommended Motion/Item Description**

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

**Attachments**

Warrants.

CITY OF BELVEDERE  
WARRANTS REPORT  
MAY 2021  
**BANK ACCOUNT 1000**  
**OPERATING CHECKING ACCOUNT**

Check Number	Check Date	Vendor # (Name)	Net Amount	Check Description
26856	05/11/21	BERTRAND, FOX, ELLIOT, OSMAN & WENZEL	4,453.50	Automatic Generated Check
26857	05/11/21	FORSTER PUMP & WELL	6,310.00	Automatic Generated Check
26858	05/11/21	GENARO MUNIZ	28.98	Automatic Generated Check
26859	05/18/21	AMMI PUBLISHING COMP. INC	535.00	Automatic Generated Check
26860	05/18/21	ARMOR LOCKSMITH SERVICES	215.00	Automatic Generated Check
26861	05/18/21	AT&T MOBILITY	216.55	Automatic Generated Check
26862	05/18/21	BAY AREA PHLEBOTOMY & LABORATORY SERVICES	70.20	Automatic Generated Check
26863	05/18/21	BEHAVIORAL ANALYSIS TRAINING INC	481.00	Automatic Generated Check
26864	05/18/21	CINTAS CORPORATION #626	210.00	Automatic Generated Check
26865	05/18/21	COUNTY OF MARIN	53,636.37	Automatic Generated Check
26866	05/18/21	COUNTY OF MARIN-MARIN.ORG	1,393.94	Automatic Generated Check
26867	05/18/21	CPCA	200.00	Automatic Generated Check
26868	05/18/21	CROMB ASSOCIATES	3,600.00	Automatic Generated Check
26869	05/18/21	DATA TICKET	15.32	Automatic Generated Check
26870	05/18/21	FLYERS ENERGY, LLC	1,891.98	Automatic Generated Check
26871	05/18/21	GCS ENVIRONMENTAL EQUIPME	508.79	Automatic Generated Check
26872	05/18/21	HANK BRUCE	499.00	Automatic Generated Check
26873	05/18/21	HERZOG GEOTECHNICAL	770.00	Automatic Generated Check
26874	05/18/21	IWORQ	4,500.00	Automatic Generated Check
26875	05/18/21	KYOCERA DOCUMENT SOLUIONS NO. CAL	47.67	Automatic Generated Check
26876	05/18/21	MARIN CO TAX COLLECTOR	876.13	Automatic Generated Check
26877	05/18/21	MARIN COUNTY HAZARDOUS MA	850.00	Automatic Generated Check
26878	05/18/21	MARIN COUNTY SHERIFF'S OF	50,010.53	Automatic Generated Check
26879	05/18/21	MARIN INDEPENDENT JOURNAL	242.08	Automatic Generated Check
26880	05/18/21	MARIN MUNICIPAL WATER DIS	1,272.94	Automatic Generated Check
26881	05/18/21	MOE ENGINEERING, INC.	26,917.50	Automatic Generated Check
26882	05/18/21	PG&E	2,500.00	Automatic Generated Check
26883	05/18/21	SANTA ROSA JUNIOR COLLEGE	946.00	Automatic Generated Check
26884	05/18/21	TOM SABIDO	342.00	Automatic Generated Check
26885	05/18/21	U.S. BANK CORPORATE PAYME	7,646.84	Automatic Generated Check
26886	05/18/21	VERIZON	130.18	Automatic Generated Check
26887	05/18/21	WAGeworks INC.	106.00	Automatic Generated Check
26888	05/18/21	W.K. MCLELLAN CO.	7,310.99	Automatic Generated Check
26889	05/18/21	ZERO WASTE USA, INC.	597.15	Automatic Generated Check
26890	05/19/21	ADAM GAVZER	1,433.67	Automatic Generated Check
A-815	05/03/21	GLOBAL PAYMENTS	384.04	Electronic Payment
A-816	05/06/21	EFTPS	14,591.02	Electronic Payment
A-817	05/06/21	CA EDD	4,835.95	Electronic Payment
A-818	05/06/21	CALPERS	18,111.66	Electronic Payment
A-819	05/11/21	PACIFIC GAS & ELECTRIC	3,128.66	Electronic Payment
A-820	05/17/21	WESTAMERICA BANK	505.08	Electronic Payment

CITY OF BELVEDERE  
WARRANTS REPORT  
MAY 2021  
**BANK ACCOUNT 1000**  
**OPERATING CHECKING ACCOUNT**

Check Number	Check Date	Vendor # (Name)	Net Amount	Check Description
A-821	05/18/21	COMCAST	48.80	Electronic Payment
A-822	05/12/21	EFTPS	1,374.20	Electronic Payment
A-823	05/12/21	CA EDD	380.26	Electronic Payment
A-824	05/12/21	CALPERS	2,538.80	Electronic Payment
A-825	05/20/21	PITNEY BOWES	500.00	Electronic Payment
A-826	05/20/21	EFTPS	14,384.88	Electronic Payment
A-827	05/20/21	CA EDD	4,631.50	Electronic Payment
A-828	05/20/21	CALPERS	18,229.12	Electronic Payment
A-829	05/24/21	DELTA DENTAL	2,823.72	Electronic Payment
A-830	05/24/21	LINCOLN LTD	2,142.90	Electronic Payment
A-831	05/24/21	AT&T	194.72	Electronic Payment
A-832	05/24/21	AFLAC INSURANCE CO	102.58	Electronic Payment
A-833	05/25/21	CALPERS	32,094.04	Electronic Payment
A-834	05/25/21	RELIANT STANDARD LIFE/ADD	404.53	Electronic Payment
A-835	05/25/21	AT&T	64.20	Electronic Payment
A-836	05/27/21	U.S. BANK COPIER	918.13	Electronic Payment
A-837	05/27/21	TAKE CARE/WAGE WORKS	120.00	Electronic Payment
051821-01	05/18/21	ALHAMBRA & SIERRA SPRINGS	17.20	Electronic Payment
051821-02	05/18/21	ALISON FOULIS	750.00	Electronic Payment
051821-03	05/18/21	ARBORSCIENCE	300.00	Electronic Payment
051821-04	05/18/21	ARMOUR PETROLEUM SERVICE	1,424.95	Electronic Payment
051821-05	05/18/21	BELVEDERE-TIBURON LIBRARY	4,296.90	Electronic Payment
051821-06	05/18/21	DC ELECTRIC GROUP, INC.	535.60	Electronic Payment
051821-07	05/18/21	DIEGO TRUCK REPAIR	2,580.37	Electronic Payment
051821-08	05/18/21	EDMUND H. SAN DIEGO	619.50	Electronic Payment
051821-09	05/18/21	EPSTEIN + HOLTZAPPLE	4,239.50	Electronic Payment
051821-10	05/18/21	EPSTEIN + HOLTZAPPLE	5,136.00	Electronic Payment
051821-11	05/18/21	EPSTEIN + HOLTZAPPLE	975.00	Electronic Payment
051821-12	05/18/21	FIREMASTER	514.00	Electronic Payment
051821-13	05/18/21	FIREMASTER	116.19	Electronic Payment
051821-14	05/18/21	MARIN IT, INC.	531.50	Electronic Payment
051821-15	05/18/21	MARY NEILAN	556.94	Electronic Payment
051821-16	05/18/21	MAZE & ASSOCIATES	11,500.00	Electronic Payment
051821-17	05/18/21	PARS	600.00	Electronic Payment
051821-18	05/18/21	RAFAEL FLOORS	20,506.00	Electronic Payment
051821-19	05/18/21	RICHARD NOLEN CONSTRUCTIO	7,130.00	Electronic Payment
051821-20	05/18/21	TIBURON FIRE PROTECTION	146,262.33	Electronic Payment
Total for Bank Account 1000 ----->			511,866.08	

CITY OF BELVEDERE  
WARRANTS REPORT  
MAY 2021  
**BANK ACCOUNT 1010**  
**PAYROLL CHECKING ACCOUNT**

Check Number	Check Date	Vendor # (Name)	Net Amount	Check Description
100	05/06/21	DIRECT DEPOSIT	65,736.86	Electronic Payment
101	05/12/21	DIRECT DEPOSIT	8,752.45	Electronic Payment
103	05/20/21	DIRECT DEPOSIT	68,288.97	Electronic Payment
P-072	05/06/21	MASS MUTUAL	276.92	Electronic Payment
P-073	05/20/21	MASS MUTUAL	276.92	Electronic Payment
PR050621-01	05/06/21	BPOA	92.30	Electronic Payment
PR050621-02	05/06/21	ICMA-RC	4,681.02	Electronic Payment
PR050621-03	05/06/21	PATRICIA ROSAS	1,141.38	Electronic Payment
PR052021-01	05/20/21	BPOA	92.30	Electronic Payment
PR052021-02	05/20/21	ICMA-RC	4,681.02	Electronic Payment
PR052021-03	05/20/21	PATRICIA ROSAS	1,141.38	Electronic Payment
Total for Bank Account 1010 ----->			155,161.52	
<b>Grand Total of all Bank Accounts -----&gt;</b>			<b>667,027.60</b>	

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To: Mayor and City Council

From: Amber Johnson, Administrative Services Manager

**Subject: Establish Appropriations limit for Fiscal Year 2021/2022**

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**Recommended Motion/Item Description**

Adopt the resolution establishing the Gann (Proposition 4) appropriations limit for Fiscal Year 2021/2022.

**Background**

Article XIII B of the California State Constitution was approved by California voters in November 1979, and modified by Proposition 111 in 1990. This article, more commonly known as the Gann Limit, places limits on the amount of tax proceeds that government agencies can receive and spend each year. Each year the City Council must adopt, by resolution, an appropriations limit.

The appropriations limit is different for each agency, and the limit changes each year. The limit is based on the actual appropriations that were authorized to be spent in fiscal year 1978-79 for each agency and is modified for changes in inflation and population in each subsequent year. Not all revenues are restricted by the Gann Limit, only those that are defined as “proceeds of taxes.” Additional appropriations to the budget funded by non-tax sources, such as charges for services, restricted revenues or grants, are not affected by the Appropriations Limit.

The factors used to compute the Gann Limit are:

- (1) The percentage change in California per capita personal income, and
- (2) The greater of either the City's own population growth *or* the population growth of the entire County.

The State of California Department of Finance annually provides the California per capita personal income change percentage for purposes of calculating the Gann Limit. For 2021/2022, California per capita personal income increased by 5.73%. The County's population decline of -0.43% is less than the City's population decline of -0.58%. Therefore, the calculation for the FY 2021/2022 Gann Limit is based on the percentage change in California per capita personal income and the *County's* population decline. Attachment 2 details the calculation of the Gann Limit for FY 2021/2022.

**Findings**

In Fiscal Year 2021/2022 the overall limit increases to \$4,501,589. This is \$590,392 more than the City estimates it will collect in revenue subject to the limit.

**Attachments**

1. Resolution
2. FY 2021/2022 Gann Limit Calculation

**CITY OF BELVEDERE**

**RESOLUTION NO. XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
ADOPTING THE 2021/2022 FISCAL YEAR GANN APPROPRIATIONS LIMIT**

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**WHEREAS**, Article XIII B of the Constitution of the State of California (Proposition 4 on the November 6, 1979 ballot) requires governmental jurisdictions to establish appropriation limits each fiscal year; and

**WHEREAS**, Proposition 111, passed by the voters in June of 1990, expands the choices for making annual adjustments to the appropriations limit based on various growth factors; and

**WHEREAS**, the City Council has determined that the growth factors of (1) the percentage change in California per capita personal income and (2) the percentage change in the County's population will be used to establish the 2021/2022 appropriation limit; and

**WHEREAS**, selecting these growth factors will result in a new limit for 2021/2022 of \$4,501,589.

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

1. The growth factors selected for fiscal year 2021/2022 for determining the City's Proposition 4 appropriations limit are (1) the percentage change in California per capita personal income and (2) the percentage change in the County's population.
2. The sum of \$4,501,589 is hereby established as the appropriations limit for the City of Belvedere.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 14, 2021 by the following vote:

**AYES:** \_  
**NOES:** \_  
**ABSENT:** \_  
**ABSTAIN:** \_

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk

Attachment 2

	<u>AMOUNT</u>	<u>SOURCE</u>
A. PRIOR YEAR LIMIT	\$ 3,328,300	
B. ADJUSTMENT FACTORS		
		Greater of City <i>or</i> County
1. Population %	0.9957	population percent increase
2. Inflation%	1.0573	State Finance/Assessor
3. Total Adjustment %	<u>1.0527</u>	(B1*B2)
C. THIS YEAR'S LIMIT		
1. Current year limit calculation	3,503,701	(A*B3)
2. Voter approved additional amt	997,888	Fire Tax Assessment
D. TOTAL CURRENT YEAR LIMIT	<u>\$ 4,501,589</u>	(C1+C2)

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RESOURCES SUBJECT TO LIMITATION:

PROCEEDS OF TAXES

Property Taxes	\$ 6,272,254
Sales Taxes	82,617
Business Licenses	53,762
HOPTR	21,585
Interest Income Earned from Taxes	<u>10,767</u>

TOTAL SUBJECT TO LIMITATIONS \$ 6,440,985

EXCLUSIONS \$ (2,529,787)

APPROPRIATIONS SUBJECT TO LIMITATION \$ 3,911,198

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Maximum allowable appropriation subject to limitations 2021-2022 fiscal year:	\$ 4,501,589
Less: Total appropriation subject to limitation for 2021-2022 fiscal year:	<u>(3,911,198)</u>
BALANCE UNDER ARTICLE XIIB LIMIT:	<u>\$ 590,392</u>



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To: Mayor and City Council

From: Irene Borba, Director of Planning & Building

Subject: **Resolution authorizing the City Manager to file an appeal on behalf of the City of Belvedere pursuant to Government Code Section 65584.5 to modify its Draft Regional Housing Needs Allocation (RHNA) for the City of Belvedere as determined by Association of Bay Area Governments & Metropolitan Transportation Commission (ABAG/MTC)**

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**Recommended Motion/Item Description**

Adopt a resolution authorizing the City Manager to file an appeal on behalf of the City of Belvedere with the Association of Bay Area Governments & Metropolitan Transportation Commission (ABAG/MTC) appealing Belvedere’s Draft Regional Housing Needs Allocation (RHNA) (**Attachment 1**).

**Background**

*What Is RHNA-Regional Housing Needs Allocation*

The Regional Housing Needs Allocation (“RHNA”) is a State-mandated process that identifies the number of housing units by affordability level<sup>1</sup> that each California jurisdiction must accommodate in its Housing Element. Since 1969, State law requires that all jurisdictions must plan to meet their “fair share” of housing for the community.

The objectives of RHNA are:

- Increase housing supply and mix of housing types, tenure, and affordability in all cities and counties in an equitable manner.
- Promote infill development and socioeconomic equity, protect environmental and agricultural resources, encourage efficient development patterns, and achieve GHG reduction targets.
- Promote intraregional jobs-housing relationships, including balance between low-wage jobs and affordable housing.
- Balance disproportionate household income distributions (more high-income RHNA to lower- income areas and vice-versa).

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<sup>1</sup> Affordable housing levels are defined as a percentage of Area Median Income (“AMI”), established by HCD and include very low income (30%-50% AMI), low income (50%-80% AMI), and moderate income (“80%-120% AMI).

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California Housing and Community Development (“HCD”) identifies the total number of units, across all income groups for which the region must plan for during the eight (8) -year RHNA cycle. The next cycle is 2023- 2031.

The Association of Bay Area Governments & Metropolitan Planning Commission (“ABAG/MTC”) is responsible for allocating RHNA numbers among Bay Area jurisdictions. On June 9, 2020, HCD released its Regional Housing Needs Determination for the current Housing Element cycle to ABAG/MTC. A total of 441,176 housing units were allocated to the Bay Area for the 2023-2031 Housing Element cycle, almost doubling the needs determination from the most recent 2012 cycle.

Marin’s increased RHNA numbers reflect changes to State law and the methodology used in allocation calculations. For example, SB 828, adopted in 2018, allows the HCD to consider both existing and future housing need. Additionally, ABAG identified “high resource” and “high opportunity” areas, as a way to address racial equity concerns, and allotted increased units to these areas.<sup>2</sup> A high opportunity and resource area is one that is near public transit, contains amenities conducive to childhood development and economic mobility, including low poverty rates, high home values, high education values, and high employment rates. Belvedere, along with most of Marin County, qualifies as a high opportunity and resource area for purposes of RHNA allocation. Additionally, State law now prohibits stable population numbers or prior housing underproduction as justifications for reducing a jurisdiction’s RHNA allocation.

A city accommodates its RHNA numbers by identifying housing sites in its Housing Element. This does not indicate that development proposals are under review, or will necessarily be submitted; rather, the Housing Element indicates possible housing site availability. HCD must certify each jurisdiction’s Housing Element and, if unapproved, a city may challenge HCD’s determination. A city without a compliant Housing Element may face legal action from the State Attorney General, which may result in fines of \$10,000 to \$600,000 per month until a legal Element is adopted.

### *RHNA Appeals Process*

On May 20, 2021, the ABAG Executive Board approved the Final Regional Housing Needs Allocation (RHNA) Methodology and the Draft Allocations for each jurisdiction. Approval of the Final RHNA Methodology followed findings in April 2021 by the California Department of Housing & Community Development (HCD) that ABAG’s Draft Methodology furthered the RHNA objectives. The Draft Regional Housing Needs Allocation Plan for the San Francisco Bay Area 2023-2031 can be found using the following link:

[https://abag.ca.gov/sites/default/files/documents/2021-05/ABAG\\_2023-2031\\_Draft\\_RHNA\\_Plan.pdf](https://abag.ca.gov/sites/default/files/documents/2021-05/ABAG_2023-2031_Draft_RHNA_Plan.pdf)

Pursuant to the Plan, Belvedere was allocated a total of 160 units, up from 16 units in the last housing cycle. Belvedere’s units include:

- 1) 49 very low income units (<50% AMI);
  - 2) 28 low income units (50-80% AMI);
  - 3) 23 moderate income units (80-120% AMI);
  - 4) 60 units above moderate income (> 120% AMI).
-

The below tables indicate the Draft RHNA for all jurisdictions in Marin County.

Jurisdiction	VERY LOW INCOME (<50% AMI)	LOW INCOME (50-80% AMI)	MOODERATE INCOME (80-120% AMI)	ABOVE MODERATE INCOME (>120% AMI)	TOTAL
<b>MARIN COUNTY</b>					
Belvedere	49	28	23	60	<b>160</b>
Corte Madera	213	123	108	281	<b>725</b>
Fairfax	149	86	71	184	<b>490</b>
Larkspur	291	168	145	375	<b>979</b>
Mill Valley	262	151	126	326	<b>865</b>
Novato	570	328	332	860	<b>2,090</b>
Ross	34	20	16	41	<b>111</b>
San Anselmo	253	145	121	314	<b>833</b>
San Rafael	857	492	521	1,350	<b>3,220</b>
Sausalito	200	115	114	295	<b>724</b>
Tiburon	193	110	93	243	<b>639</b>
Unincorporated Marin	1,100	634	512	1,323	<b>3,569</b>
<b>TOTAL</b>					<b>14,405</b>

The release of the Draft RHNA Allocations initiates the period in which a local jurisdiction or HCD can submit an appeal to ABAG requesting a change to any Bay Area jurisdiction’s allocation. Key dates in the appeal process include:

- May 25, 2021: official release of Draft RHNA Allocations.
- **July 9, 2021: deadline for a jurisdiction or HCD to submit an appeal of a jurisdiction’s Draft Allocation.**
- August 30, 2021: deadline for comments on appeals submitted.
- September and/or October: ABAG conducts public hearing to consider appeals and comments received.
- October or November: ABAG ratifies written final determination on each appeal and issues Final RHNA Allocations with any adjustments resulting from successful appeals.
- November or December: ABAG Executive Board conducts public hearing to adopt Final RHNA Plan.

Planning for 160 additional residential units during the next 8-year housing cycle is likely to be unachievable under the City’s current Zoning Code, given the fact that Belvedere is essentially built out. Each of the towns and cities, as well as the county, are concerned about the impracticality of these allocations; a number of Marin jurisdictions intend to file RHNA appeals. Should a jurisdiction be granted an appeal and receive a reduction in its unit allocation, those units would be allotted to another jurisdiction in the County. The total number of housing units assigned to Marin County will not be reduced; rather the allocations would be shifted among Marin County jurisdictions.

The RHNA appeal procedures and process require the preparation of an appeal based on evidentiary information that meets one of three statutory criteria for formulating an appeal. Based on a review of these criteria, staff notes it *may* be possible to prepare an appeal that meets the eligibility requirements of state law. For example, jurisdictions are allowed to make an appeal based on evidentiary information that ABAG failed to consider certain local constraints to development of additional housing, including the availability of land suitable for development. Environmental constraints were considered in the RHNA methodology process, but it is unclear what level of analysis was afforded to Belvedere local conditions with respect to potential flooding, sea level rise and lack of water resources.

While an appeal application could be pursued, there are other factors that should be considered:

- The resources required to develop and present a credible appeal application are significant. In reviewing the appeal applications recently submitted to the Southern California Association of Governments (SCAG), appeal applications range from simple letters to thoroughly researched documents and reports. Appeal applications to SCAG can be viewed here: <https://scag.ca.gov/rhna-appeals-filed>;
- Other Marin jurisdictions have significant environmental constraints similar to Belvedere. Given the fact that the overall number within the County would remain constant, and that a number of Marin jurisdictions are considering filing appeals, it will be difficult for Belvedere to obtain significant relief.
- While each appeal board is different, only a limited number of appeals have been granted to date. Two of the 48 appeals filed at SCAG were partially upheld; three of the eight appeals filed with ABAG in 2013, in advance of the 5<sup>th</sup> cycle Housing Element planning period, were partially upheld.

### **Fiscal Impacts**

Staff time would be required to file the appropriate appeal and go through the appeal process.

### **Conclusion/Recommended Action**

As indicated above, planning for 160 additional housing units during the next housing cycle is likely to be unachievable under the City's current Zoning Code. The tenfold increase in Belvedere's allocation is significant and unwarranted.

Staff recommends that the Council adopt a resolution authorizing the City Manager to file an appeal with the Association of Bay Area Governments (ABAG) appealing Belvedere's Draft Regional Housing Needs Allocation (RHNA) (**Attachment 1**).

### **Attachments**

- Resolution Authorizing the City Manager to file an Appeal

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021 -XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
AUTHORIZING THE CITY MANAGER TO FILE AN APPEAL ON BEHALF OF THE  
CITY PURSUANT TO GOVERNMENT CODE SECTION 65584.5 TO MODIFY ITS  
DRAFT REGIONAL HOUSING NEEDS ALLOCATION (RHNA) AS DETERMINED BY  
ASSOCIATION OF BAY AREA GOVERNMENTS & METROPOLITAN PLANNING  
COMMISSION (ABAG/MTC)**

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**WHEREAS**, the Regional Housing Needs Allocation (RHNA) is a State-mandated process that identifies the number of housing units by affordability level that each California jurisdiction must accommodate in their Housing Elements; and

**WHEREAS**, the Association of Bay Area Governments & Metropolitan Planning Commission (ABAG/MTC) is the responsible agency for allocating RHNA numbers among the Bay Area jurisdictions; and

**WHEREAS**, the City of Belvedere was allotted 160 new residential units, an increase from the 16 units allotted in the current housing cycle; and

**WHEREAS**, the City Council of the City of Belvedere desires to submit an appeal on behalf of the City of Belvedere pursuant to Government Code Section 65584.5 to the Association of Bay Area Governments & Metropolitan Planning Commission (ABAG/MTC) to modify its Draft Regional Housing Needs Allocation (RHNA).

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELVEDERE  
RESOLVES AS FOLLOWS:**

SECTION 1. The City Manager is hereby authorized and directed to submit an appeal on behalf of the City of Belvedere pursuant to Government Code Section 65584.5 to the Association of Bay Area Governments & Metropolitan Planning Commission (ABAG/MTC) to modify its Draft Regional Housing Needs Allocation (RHNA)

**PASSED AND ADOPTED** this 14th day of June, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

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James Campbell, Mayor

ATTEST:

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Beth Haener, City Clerk

**To:** Mayor and City Council

**From:** Amber Johnson, Administrative Services Manager

**Reviewed by:** Craig Middleton, City Manager

**Subject:** **Adopt resolution to amend the City of Belvedere Administrative Policy Manual to incorporate revised Personnel Policies.**

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**Recommended Action**

Adopt resolution to amend the City of Belvedere Administrative Policy Manual to incorporate revised Personnel Policies.

**Background**

Belvedere’s Personnel Rules & Regulations are contained in Part 9 of the Administrative Policy Manual and were last updated in December 2018. The Administrative Policy Manual is adopted and amended by resolution of the City Council.

**Findings**

Certain amendments are proposed to the Personnel Rules and regulations:

- Policy 9.19 – Employee Compensation and Payroll: Modification to section 9.19.9 which removes the 6-month step increase (pay increase) for non-represented employees. No changes are being proposed for represented employees.
- Policy 9.32 – Retirement Benefits: Addition of section 9.32.2 to clarify the City’s current Other Post Employment Benefit (OPEB) plan.

A red-lined version of each affected policy is included as an attachment to this report.

**Fiscal Impact**

There is no fiscal impact associated with the adoption of the Revised Personnel Policies.

**Attachments:**

- A. Resolution to amend the Administrative Policy Manual
- B. Red-lined Policies 9.14, 9.19 and 9.32

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
APPROVING THE FOLLOWING SECTIONS OF THE  
BELVEDERE ADMINISTRATIVE POLICY MANUAL**

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**WHEREAS**, Belvedere City Staff prepared updates to the City of Belvedere Administrative Policy Manual and presented the text of these updates in a Staff Report for the City Council; and

**WHEREAS**, the City Council reviewed these updates at its regular meeting on June 14, 2021; and

**WHEREAS**, the Administrative Policy Amendments are exempt from the provisions of the California Environmental Quality Act (“CEQA”) per CEQA Guidelines Section 15061(b)(3), as the Policy Amendments can be seen with certainty to have no possibility for causing a significant effect on the environment; and

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


1. Administrative Policy Manual Section 9.19.9 is hereby modified to read as presented in Exhibit B.
2. Administrative Policy Manual Section 9.32.2 is hereby added to read as presented in Exhibit B.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 14, 2021, by the following vote:

**AYES:**            —  
**NOES:**            —  
**ABSENT:**        —  
**ABSTAIN:**       —

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk

	<b>CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL</b> <b>POLICY 9.19</b> <b>EMPLOYEE COMPENSATION AND PAYROLL</b>		
	<b>Adoption Date:</b>	1/10/2006	<b>Adopted by:</b>
<b>Revised Date:</b>	12/10/2018	<b>Revised by:</b>	City Council Resolution 2018-35
<b>Authority:</b>	City Council		

### **9.19.1**     **WORK SCHEDULES**

Work schedules are determined at the discretion of the department head and are subject to change with or without notice, according to the needs of the department or City. An overtime-eligible employee shall be in attendance and at work during the hours specified by the supervisor.

### **9.19.2**     **MEAL AND REST PERIODS**

A one hour non-compensated meal period will be provided to all full-time overtime-eligible employees who work at least an eight hour work day. A 30-minute non-compensated meal period will be provided to all overtime-eligible full-time employees who work more than five hours, but less than eight hours, during the work day. Overtime-eligible employees are responsible for taking their meal period at a time designated by the supervisor.

A 15-minute compensated rest period will be provided to all overtime-eligible employees for each four-hour period of service. The rest period shall be taken at a time designated by the employee's supervisor. Rest periods may not be combined to shorten the workday or to extend the meal period.

An overtime-eligible employee is required to seek advance permission from his or her supervisor for any foreseeable absence or deviation from regular working, break, and meal times.

### **9.19.3**     **LACTATION BREAKS**

An overtime-eligible employee who wishes to express breast milk for her infant child during her scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. (Labor Code § 1030; 29 USC § 207(r).) Those desiring to take a lactation break must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. (Labor Code § 1032.) Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The City will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. The City will attempt to find a location in close proximity to



the employee's work area, and the location will be other than a toilet stall. (Labor Code § 1031; 29 USC § 207(r).) Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance. Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

Any employee storing expressed milk in any authorized refrigerated area within the City shall clearly label it as such. No expressed milk shall be stored at the City beyond the employee's work day/shift.

#### **9.19.4 NOTIFICATION OF UNFORESEEN LATE ARRIVAL OR ABSENCE**

An overtime-eligible employee who is unexpectedly unable to report for work as scheduled must notify his or her immediate supervisor no later than the beginning of the employee's scheduled work time and report the expected time of arrival or absence. If the immediate supervisor is not available, the employee must notify the department head.

#### **9.19.5 UNAUTHORIZED ABSENCE IS PROHIBITED**

Arriving late to work or leaving early in connection with scheduled work times, breaks, or meal periods is prohibited, absent authorization. An overtime-eligible employee who fails to timely notify the supervisor of any absences as required by this Policy, or who is not present and ready to work during all scheduled work times, will be deemed to have an unauthorized tardy or absence and will not receive compensation for the period of absence.

#### **9.19.6 EXCESSIVE TARDINESS/ABSENTEEISM AND ABUSE OF LEAVE**

Excessive tardiness occurs when an overtime-eligible employee who, without authorization, is late to work or late to return from breaks more than three times during any 30-day period. Excessive absenteeism occurs when the number of unapproved absences for reasons that are not permitted by state or federal law, exceeds three days in any three-month period. Excessive tardiness or absenteeism may be grounds for discipline, up to and including termination.

Abuse of leave is a claim of entitlement to leave when the employee does not meet the requirements for taking the leave, and may be grounds for discipline, up to and including termination. Should the City suspect that there is an abuse of leave by an employee, the City may require that the employee submit a physician's certificate to support the absence.

#### **9.19.7 EMPLOYEE COMPENSATION PLAN**

An employee compensation plan shall be established to provide salary schedules, salary rates,

salary ranges and steps, and time intervals for salary review. Each class in the classification plan shall be assigned to a salary rate or range in the compensation plan. All persons employed by the City shall be compensated in accordance with the compensation plan then in effect.

### **9.19.8      RATES OF COMPENSATION**

The rates of compensation for salary for all employees are in the salary resolution adopted by City Council on an annual basis.

The City Manager may provide time-limited increases to compensate an employee for time-limited extra duties, provided that such increases cannot exceed 10% of current salary for the employee and the duration of the arrangement cannot exceed 9 months.

### **9.19.9      ADVANCEMENT**

For employees not represented by the Belvedere Peace Officers Association (“BPOA”):

- A. Appointments are normally made at the first step.
- B. An employee is eligible to advance to the next step after ~~six months~~ one year of satisfactory service and approval of the City Manager. ~~This does not however constitute successful completion of the one-year probationary requirement.~~
- C. The time frames required for advancement to higher steps within a given pay range are fixed. Advancement of more than one step within a given pay range is possible provided the department Director, City Manager or his or her designee, and City Manager approve of this advancement.
- D. Advancements are based upon acceptable work performance as evidenced in the employee performance appraisals. Advancements are recommended by the supervisor/director and approved by the City Manager ~~at six-month intervals in the first year of employment and, at yearly intervals thereafter.~~
- E. An employee who is appointed at Step A within a given salary range becomes eligible for advancement:
  - To Step B after ~~6~~ 1 year months;
  - To Step C after ~~an additional 6 months~~ another year;
  - To Step D after ~~an additional 1~~ another year;
  - To Step E after another year.
- ~~F. An employee who is appointed at Step B will be eligible for advancement to Step “C” after 6 months.~~
- ~~G. An employee who is appointed at Step “C” or “D” will be eligible for advancement to the succeeding step after 1 year.~~

It will take an employee appointed at Step A ~~three~~ four years to advance to Step E of a given pay range.

For employees represented by the BPOA:

- A. Appointments are normally made at the first step.
- B. An employee is eligible to advance to the next step after six months of satisfactory service and approval of the City Manager. This does not however constitute successful completion of the one-year probationary requirement.
- C. The time frames required for advancement to higher steps within a given pay range are fixed. Advancement of more than one step within a given pay range is possible provided the department Director, City Manager or his or her designee, and City Manager approve of this advancement.
- D. Advancements are based upon acceptable work performance as evidenced in the employee performance appraisals. Advancements are recommended by the supervisor/director and approved by the City Manager at six-month intervals in the first year of employment and, at yearly intervals thereafter.
- E. An employee who is appointed at Step A within a given salary range becomes eligible for advancement:
- To Step B after 6 months;
  - To Step C after an additional 6 months;
  - To Step D after an additional 1 year;
  - To Step E after another year.
- F. An employee who is appointed at Step B will be eligible for advancement to Step “C” after 6 months.
- G. An employee who is appointed at Step “C” or “D” will be eligible for advancement to the succeeding step after 1 year.

It will take an employee appointed at Step A three years to advance to Step E of a given pay range.

#### **9.19.10 EXEMPT EMPLOYEES**

Nothing in these rules and regulations shall be construed to prevent the City Manager from making special provisions for exempt personnel by written contract.



CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL

**POLICY 9.32  
RETIREMENT BENEFITS**

<b>Adoption Date:</b>	1/10/2006	<b>Adopted by:</b>	City Council motion
<b>Revised Date:</b>	6/9/2014 12/10/2018	<b>Revised by:</b>	City Council Resolution 2014-20 City Council Resolution 2018-35
<b>Authority:</b>	City Council		

**9.32.1 PENSIONS**

The City provides retirement benefits under the California Public Employee's Retirement System (PERS) for all regular employees. Part-time employees must work a minimum number of hours as stipulated under the retirement program provisions to be eligible.

To be eligible for service retirement, a Miscellaneous employee defined as “Classic” by CalPERS and all Safety employees must be at least age 50 and have a minimum of five years of CalPERS credited service. A Miscellaneous employee defined as “New” by CalPERS must be at least 52 and have a minimum of five years of CalPERS-credited service to be eligible for service retirement.

In a defined benefit retirement plan, a retiree will receive a benefit determined by a set formula. CalPERS uses the member’s years of service, age at retirement, and highest one-year compensation while employed to determine retirement benefits.

More information regarding retirement benefits can be found at the CalPERS website located at [www.calpers.ca.gov](http://www.calpers.ca.gov).

**9.32.2 OTHER POST EMPLOYMENT BENEFITS (OPEB)**

The City currently offers certain post-employment medical benefits (the “OPEB Plan”) to retirees of the City, subject to eligibility requirements set by CalPERS. The City reserves the power to revise all rules and procedures related to the OPEB Plan, including the power to terminate or change the coverage for any person or class of persons.

**To:** Mayor and City Council

**From:** Craig Middleton, City Manager

**Subject:** **Adopt resolution to amend the City of Belvedere Administrative Policy Manual to incorporate a revision to the Procurement Policy relating to Professional Services contracts.**

---

**Recommended Action**

Adopt resolution to amend the City of Belvedere Administrative Policy Manual to incorporate a revision to the Procurement Policy relating to professional services contracts.

**Background**

It is considered to be a best practice to review ongoing contracts for professional services on a regular basis and also to re-compete such contracts at regular intervals.

The City of Belvedere contracts for a number of professional services, including but not limited to audit, legal, engineering, and environmental analysis. It is the City’s current practice to re-compete audit services every five years. There is no such practice or requirement relating to other professional services.

**Findings**

An amendment to the City’s Procurement Policy (Policy 2.7.7 Procurement of Professional Services) would:

- Require the City Manager to re-compete ongoing professional services contracts at least every five years, and
- Require the City Manager to conduct a mid-contract review at month 30 after the start date of an ongoing professional services contract.

These requirements would be incorporated as a new paragraph “D” to the section:

*“D. The City Manager shall issue a request for proposals for ongoing professional services contracts not less frequently than every five years, and shall conduct mid-service reviews of professional services contractors at thirty months into their contracts.”*

**Fiscal Impact**

There is no fiscal impact associated with the adoption of the Revised Procurement Policy.

**Attachments:**

- A. Resolution to amend the Administrative Policy Manual
- B. Exhibit A – Amended Manual - Procurement section

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
AMENDING ADMINISTRATIVE POLICY MANUAL SECTION 2.7 REGARDING REVIEW  
OF PROFESSIONAL SERVICES CONTRACTS**

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**WHEREAS**, the Belvedere Administrative Policy Manual is a resource that contains the published statements of the City’s standards, policies, and procedures, and is adopted and amended by City Council Resolution; and

**WHEREAS**, Administrative Policy Manual, Policy number 2.7, contains the City’s policies regarding the procurement of specialized services; and

**WHEREAS**, the City desires to provide for the regular review of ongoing professional services contracts; and

**WHEREAS**, Belvedere City Staff prepared an amendment to Administrative Policy Manual Section 2.7 to provide for the regular review of ongoing professional services contracts (the “Administrative Policy Amendment”), and presented the text of these updates in a Staff Report for the City Council; and

**WHEREAS**, the City Council considered the Administrative Policy Amendment at its regularly scheduled public meeting on June 14, 2021; and

**WHEREAS**, the Administrative Policy Amendment is exempt from the provisions of the California Environmental Quality Act (“CEQA”) per CEQA Guidelines Section 15061(b)(3), as the Policy Amendments can be seen with certainty to have no possibility for causing a significant effect on the environment; and

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

1. Administrative Policy Manual Section 2.7.7 is hereby amended to include a new Paragraph D to read as presented in Exhibit A.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 14, 2021, by the following vote:

**AYES:**            —

Resolution No. 2021-xx

Belvedere City Council

Page 2

**NOES:** \_

**ABSENT:** \_

**ABSTAIN:** \_

**APPROVED:** \_\_\_\_\_


James Campbell, Mayor

**ATTEST:** \_\_\_\_\_

Beth Haener, City Clerk



## Exhibit A

	<b>CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL</b>  <b>POLICY 2.7</b> <b>PROCUREMENT</b>		
	<b>Adoption Date:</b>	11/13/2018	<b>Adopted by:</b>
<b>Revised Date:</b>	-	<b>Revised by:</b>	-
<b>Authority:</b>	City Council		

### **2.7.7 PROCUREMENT OF SPECIALIZED SERVICES**

- A. Professional services are advisory, consulting, architectural, engineering, computer, data processing, telecommunications, legal, financial, surveying or any service which involves the exercise of professional discretion or independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience.
- B. Whenever practicable as determined by the Purchasing Agent in his or her sole discretion, a minimum of three (3) proposals shall be obtained from separate firms for professional services.
- C. The Purchasing Agent is authorized to award professional services contracts of \$175,000 or less, with the exception of contracts for independent financial audits. Contracts for services for independent financial audits shall be awarded by the City Council. The City Council shall award professional services contracts of more than \$175,000.
  1. Award of contracts for architectural, landscape architectural, engineering, environmental, land surveying, or construction project management services the emphasis in the selection process shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.
- D. **The City Manager shall issue a request for proposals for ongoing professional services contracts not less frequently than every five years, and shall conduct mid-service reviews of professional services contractors at thirty months into their contracts.**

To: Mayor and City Council

From: Rebecca Marwick, Senior Planner

Reviewed: Irene Borba, Director of Planning & Building  
Emily Longfellow, City Attorney

Subject: **Proposed Amendments to Administrative Policy Manual regarding appropriate colors (Policy 15.6) and rear setbacks (addition of Policy 16) for properties on the lagoon.**

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**Recommended Motion**

Approve resolution authorizing the Administrative Policy Amendments.

**Introduction and Background**

At the July 21, 2020 Planning Commission meeting, an ad hoc subcommittee was formed to review rear yard setbacks in the Lagoon area and to review the design review process for colors that are not considered to be earth tones. Pursuant to the subcommittee meetings, the subcommittee recommended to the Planning Commission at the May 18, 2021 Planning Commission hearing the attached amendment and addition to the Administrative Policy Manual. The Planning Commission conducted the public hearing, received no comments from the public, and approved Resolution 2021-126 recommending a City Council amendment to Belvedere Administrative Policy Manual Policy 15.6, “Appropriate Colors and Materials,” regarding earth tone colors, and adding Policy 16 regarding rear setbacks in the Lagoon area.

**Code Changes**

**Earth Tone Colors:**

The Belvedere Municipal Code, chapter 20 states:

Chapter 20.04.010 (C) Materials and Colors used states:

*C. Soft and muted colors in the earth tone and wood tone range are preferred and generally should predominate. Other colors and materials are acceptable only if the Planning Commission determines they are appropriate for the building setting and are compatible with those of other buildings in the vicinity. Trim and window colors should be compatible with and complementary to the other building colors.*

In 2008 and 2009, the Planning Commission reviewed a written interpretation of the above policy and determined that applicants and residents may request Planning Commission approval for any project color that is not earth tone, on a case-by-case basis.

In recent years, staff has seen an increase in applications for black roofs and requests to paint homes black or white, which are not considered earth tones and therefore require Planning Commission approval.

The ad hoc subcommittee determined that the Design Review Exception (DRE) process was sufficient for reviewing colors that are not considered earth tones. Given the influx in applications, and the sufficiency of the Design Review Exception process, the subcommittee developed new APM language to replace policy 15.6.3 number 1. The paragraph would be amended in whole by replacing the current paragraph with the following:

#### 15.6.3

1. “A color that is not considered “earth tone” and “wood tone,” specifically white and black, can be reviewed as a Design Review Exception, provided that the color is compatible with the building setting and compatible with the surrounding neighborhood, and that the color does not stand out. Bright whites should be avoided in favor of soft muted whites. Black roofs may be approved if they fit with the surroundings and do not cause reflection. Staff shall have the authority to elevate the review to a full Planning Commission review at its discretion.”

### **Rear Yard Setbacks – Lagoon Zoning**

The rear yard setback in the R-1L Lagoon Zoning states:

#### *19.48.010 (D)*

*In the R-1L zone, when a rear or side property line is located in the water, setbacks shall be measured from and parallel to the edge of the water as measured at summer-level high tide. (Ord. 2016-4 § 3 (part), 2016; Ord. 2013-2 § 24 (part), 2013; Ord. 92-8 § 6, 1992; Ord. 89-1 § 1 (part), 1989.)*

It came to the Planning Commission’s attention that there could be unintended consequences of the current code, specifically where rear yard setbacks are measured in the lagoon zoning to gain a larger buildable envelope.

The subcommittee discussed whether new language was needed to prevent homeowners from expanding their bulkhead, beach, or rip rap to qualify for a larger buildable envelope. The subcommittee recommends Policy 16 be added to the Administrative Policy Manual.

#### Policy 16

*“In the R-1L zone, when a rear or side property line is located in the water, setbacks shall be measured from and parallel to the edge of the water as measured at summer-level high tide. (Ord. 2016-4 § 3 (part), 2016; Ord. 2013-2 § 24 (part), 2013; Ord. 92-8 § 6, 1992; Ord. 89-1 § 1 (part), 1989.)* Based on the definition above, the summer level high tide water lines in the lagoon are determined by either by bulkhead, beach, or rip rap.

In order to prevent the arbitrary expansion of an R-1L buildable lot area by changing the location of the water/land interface this policy seeks to provide clarity for City Staff and Commissioners. The intention of this policy amendment is to prevent homeowners from applying to move their bulkhead, beach, or rip rap (summer level high tide water line) to create a larger buildable envelope, should their property line extend beyond the summer level high tide water line. In some instances, in the lagoon, property lines extend beyond the bulkhead, beach, or rip rap. The goal of this policy is that the existing summer level high tide water line remain in its present location, thereby “fixing” the setback location, as is the case for all other properties in Belvedere. Should a project come in for review, the summer level high tide water line shall not be changed, whether defined by bulkhead, beach, or rip rap.

All proposed bulkheads, for repair and/or new construction, shall be located in the same location as existing bulkheads. In cases where no bulkhead exists, the proposed bulkhead must be located at the summer level high tide water line as it makes contact with dry land.”

### **Environmental Review**

Staff has determined that the adoption of the proposed Code amendments are statutorily exempt from the California Environmental Quality Act (“CEQA”), CEQA Guideline section 15378 because they do not constitute a project under CEQA; and CEQA Guideline section 15061(b)(3) as it can be seen with certainty that the proposed amendments would not have a significant effect on the environment.

### **Correspondence**

A copy of the public hearing notice for this item was published in *The Ark* newspaper. As of the writing of this report, Staff has not received any written comments.

### **Recommendation**

Motion to approve resolution approving the Administrative Policy Amendments.

### **ATTACHMENTS**

- Resolution recommending City Council amendment to the Belvedere Administrative Policy Manual, Policy 15.6 “Appropriate Colors and Materials” regarding earth tones and adding Policy 16 regarding rear setbacks in the lagoon.

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
AMENDING BELVEDERE ADMINISTRATIVE POLICY MANUAL  
SECTION 15.6 AND ADDING SECTION 16 TO THE ADMINSTRATIVE POLICY  
MANUAL**

---

**WHEREAS**, an ad hoc subcommittee was formed to discuss the unintended consequences that result from measuring rear yard setbacks in the lagoon zoning as defined in Title 19; and

**WHEREAS**, the subcommittee also discussed the Design Review process for colors not considered earth tone; and

**WHEREAS**, the subcommittee was formed to consider suggestions for rear setbacks in the lagoon zoning, and colors not considered earth tone; and

**WHEREAS**, the subcommittee completed a thorough review of the definition of rear yard setback in the R1-L Zoning in Title 19 and the Administrative Policy Manual provisions and policies related to setbacks and earth tones colors, and prepared proposed amendments (the “Administrative Policy Amendments”); and

**WHEREAS**, the Planning Commission is responsible for providing a recommendation to the City Council for proposed Administrative Policy Manual amendments pursuant to the Belvedere Municipal Code; and

**WHEREAS**, the Planning Commission did hold duly noticed and advertised public hearings, and approved the proposed Administrative Policy Amendments on May 18, 2021; and

**WHEREAS**, the proposed Administrative Policy Amendments provide that the summer level high tide water line shall not be changed, whether defined by bulkhead, beach or rip rap, and colors not considered earth tone can be reviewed through the Design Review Exception process and;

**WHEREAS**, the Administrative Policy Amendments are exempt from the provisions of the California Environmental Quality Act (“CEQA”) per CEQA Guidelines Section 15061(b)(3), as the Policy Amendments can be seen with certainty to have no possibility for causing a significant effect on the environment; and

**WHEREAS**, the Planning Commission is responsible for providing a recommendation to the City Council for proposed Administrative Policy Manual amendments pursuant to the Belvedere Municipal Code; and

**WHEREAS**, the Administrative Policy Amendments are adopted to protect and promote the public health, safety, and general welfare of residents, and to preserve and enhance the environmental setting, unique characteristics, and aesthetic quality of the City of Belvedere; and

**WHEREAS**, the Planning Commission did hold a duly noticed and advertised public hearings on May 18, 2021, and considered all evidence in the record and any testimony received during the public hearing; and

**WHEREAS**, at its May 18, 2021 meeting, the Planning Commission recommended that the City Council approved the Administrative Policy Amendments and determined that they are consistent with the goals, policies, and programs of the Belvedere General Plan and are consistent with the objectives of the Zoning Ordinance.

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

1. The above recitals are true and correct and are incorporated as findings herein; and
2. Policy 15 of the Belvedere Administrative Policy Manual is hereby amended as set forth in Exhibit A

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 14, 2021, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**


**ABSTAIN:**

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk

**EXHIBIT A**

Amended Language in Underline

	<b>CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL</b>  <b>POLICY 15.6</b> <b>APPROPRIATE COLORS &amp; MATERIALS</b>		
	<b>Adoption Date:</b>	5/11/2009 <sup>1</sup>	<b>Adopted by:</b>
<b>Revised Date:</b>	9/9/2013 <sup>2</sup> 3/11/2019 <sup>3</sup> 3/11/2019	<b>Revised by:</b>	City Council Resolution No. 2013-32 City Council Resolution No. 2019-07 City Council Resolution No. 2019-04
<b>Authority:</b>	City Council		

**15.6.1**    **BACKGROUND**

On December 16, 2008, and January 20, 2009, the Planning Commission reviewed a written interpretation of Belvedere Municipal Code Section 20.04.140, “Materials and Colors Used,” which was developed to clarify appropriate direction to applicants regarding administrative or staff-level Design Review determinations. The policy maintains applicants’ and residents’ ability to request Planning Commission approval for any project color or material on a case-by-case basis. The policy also addressed long-standing procedures used by the City in the construction of street repairs, park improvements, and utility projects. One resident addressed the Commission and raised concerns about the possibility that the policy could guide Planning Commission decisions. The Commission adopted a motion recommending the policy with changes, including wording to clarify that the policy is for administrative decisions only.

**15.6.2**    **COMMENTS**

Staff approvals of new colors and materials are necessarily conservative. The Planning Commission has greater leeway under the Belvedere Municipal Code to review project colors and materials. A succinct policy that defines staff’s interpretation of the Code that is reviewed and approved by the Planning Commission and City Council, such as the attached, will encourage a consistent application of the criteria and will provide further guidance to applicants seeking City approvals.

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**15.6.3 INTERPRETATION OF SECTION 20.04.140 FOR STAFF LEVEL APPROVALS ONLY**

These guidelines for interpretation of shall apply to Staff Level approvals only, and not to consideration by the Planning Commission, who shall consider all factors described by the Architectural and Environmental Design Review Code.

- ~~1. “Earhtone” colors appropriate for use on Belvedere structures fall within the sandy beige, brown and grey ranges. “Woodtones” include colors in the brown and muted green ranges. Only the Planning Commission can approve the use of colors outside of the “earthtone” or “woodtone” range if they determine “that [the colors/materials] are compatible with the building setting and are compatible with those of other buildings in the vicinity.”~~
1. Colors that are not considered “earth tone” and “wood tone”, specifically white and black can be reviewed as a Design Review Exception, provided that the color is compatible with building setting, compatible with the surrounding neighborhood, and that the color does not stand out. Bright whites should be avoided in favor of soft muted whites. Black roofs may be approved if they fit with in the surroundings and do not cause reflection. Staff shall have the authority to elevate the review to a full Planning Commission review at its discretion.
2. The predominant color of a structure should not cause a structure to stand out.
3. As the Design Review criteria require, trim colors and window colors should be compatible with the other building colors. White and off-white are considered complementary trim colors and may be used on house trim, including windows and doors, as well as on garage doors, fences, and other architectural elements.
4. Metals which develop an attractive, naturally-oxidized finish may be left unpainted, but may not be clear-coated to enhance shine. Brush metal finishes without an oxidized patina may be deemed appropriate for use in certain circumstances. Other exposed metal should be: painted flat black, painted to resemble a naturally oxidized finish, or painted a color which minimizes their visibility. This includes fences, railings, metal roof vents, flashing, conduit and other appurtenances.
5. Stone pavers and veneers should be primarily darker colors in the grey, brown, or serpentine range. Manufactured stone is discouraged.
6. Applicants may view the selection of samples and identify the sample that most closely matches their proposed color. Concrete pavement on public property, such as in the right-of-way or public easement, shall meet Public Works Department standards and specifications.
7. Decorative features, such as streetlights, flagpoles, and permanent park installations, such as stone benches, that are located on public property are subject to Design Review and other Planning approvals. Major Public Works projects, such as the San Rafael Avenue Seawall and Beach Road median improvements, are subject to Design Review and other Planning approvals. Other Public Works projects located in the public right of way are exempt from Design Review under the following conditions:
  - a) Incorporate landscape screening whenever possible.



- b) Retaining walls are constructed of wood, stone or concrete and generally complement adjacent building and paving materials
  - c) Existing retaining walls are replaced or repaired in kind.
  - d) Utilities are placed below grade whenever possible.
  - e) Minor landscape projects, street furniture and park furniture are reviewed by the Parks and Open Space Committee.
8. Large, unbroken expanses of window glazing is generally discouraged as it may cause excessive glare and light reflection during the day, and light transmission during the night. In determining whether window glazing is appropriate, mitigating factors include, but are not limited to, the property's location near water and risk of light reflection off water, effectiveness of landscape screening, use of light reduction glass, and use of architectural elements to reduce light impacts.

	<b>CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL</b>  <b>POLICY 16</b> <b>REAR YARD STBACKS IN R-1L ZONING</b>		
	<b>Adoption Date:</b>		<b>Adopted by:</b>
<b>Authority:</b>	City Council		

**16.1 BACKGROUND**

On May 18, 2021, the Planning Commission reviewed Belvedere Municipal Code Section 19.48.010 “Yard and setbacks-Requirements generally,” which describes how setbacks are measured in all zones, however the Planning Commission reviews 19.48.010 (D) which specifically describes how rear and side yard setbacks are measured in the R-1L Zoning. The policy addressed a possible unintended consequence of the definition that could allow homeowners to create a larger buildable envelope.

**16.2 INTERPRETATION OF 19.48.010 (D)**

*19.48.010 (D)*

*In the R-1L zone, when a rear or side property line is located in the water, setbacks shall be measured from and parallel to the edge of the water as measured at summer-level high tide. (Ord. 2016-4 § 3 (part), 2016; Ord. 2013-2 § 24 (part), 2013; Ord. 92-8 § 6, 1992; Ord. 89-1 § 1 (part), 1989.)* Based on the definition above, the summer level high tide water lines in the lagoon are determined by either by bulkhead, beach, or rip rap.

In order to prevent the arbitrary expansion of an R-1L buildable lot area by changing the location of the water/land interface this policy seeks to provide clarity for City Staff and Commissioners. The intention of this policy amendment is to prevent homeowners from applying to move their bulkhead, beach, or rip rap (summer level high tide water line) to create a larger buildable envelope, should their property line extend beyond the summer level high tide water line. In some instances, in the lagoon, property lines extend beyond the bulkhead, beach, or rip rap. The goal of this policy is that the existing summer level high tide water line remain in its present location, thereby “fixing” the setback location, as is the case for all other properties in Belvedere. Should a project come in for review, the summer level high tide water line shall not be changed, whether defined by bulkhead, beach or rip rap.

All proposed bulkheads, for repair and/or new construction, shall be located in the same location as existing bulkheads. In cases where no bulkhead exists, the proposed bulkhead must be located at the summer level high tide water line as it makes contact with dryland.

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To: Mayor and City Council

From: Robert Zadnik, Public Works Director  
John Moe, City Engineer

Subject: Award Contract for “2021 Pavement Maintenance Project”.

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**Recommended Motion/Item Description**

That the City Council award the construction contract for “2021 Pavement Maintenance Project” in the amount of \$254,580.80 to Dryco Construction, Inc.

**Background**

In April of 2021, DPW publicly advertised the Annual Pavement Maintenance Project. This work is part of a 5-year Capital program focused on significant investment in the maintenance and repair of Belvedere’s roadways.

The establishment of priority streets and their necessary treatments are outlined in a consultant-led pavement condition assessment that is performed periodically at a county-wide level. All of Belvedere’s roadways are surveyed in this effort which occurs once every three years.

Four competitive bids were submitted by separate construction companies. Upon review of the bids and accompanying certifications, Dryco Construction was deemed the lowest responsive bidder.

**Fiscal Impact**

\$400,000 was earmarked for pavement repairs in the 2020/21 FY Capital Improvement Budget. The Engineer’s estimate for this project was \$385,000. Dryco’s low bid came in at \$254,580.80. Remaining funds will be allocated towards repairing asphalt base failures and other structural rehab work.

**Recommendation**

That the City Council award the construction contract for “2021 Pavement Maintenance Project” in the amount of \$254,580.80 to Dryco Construction, Inc.

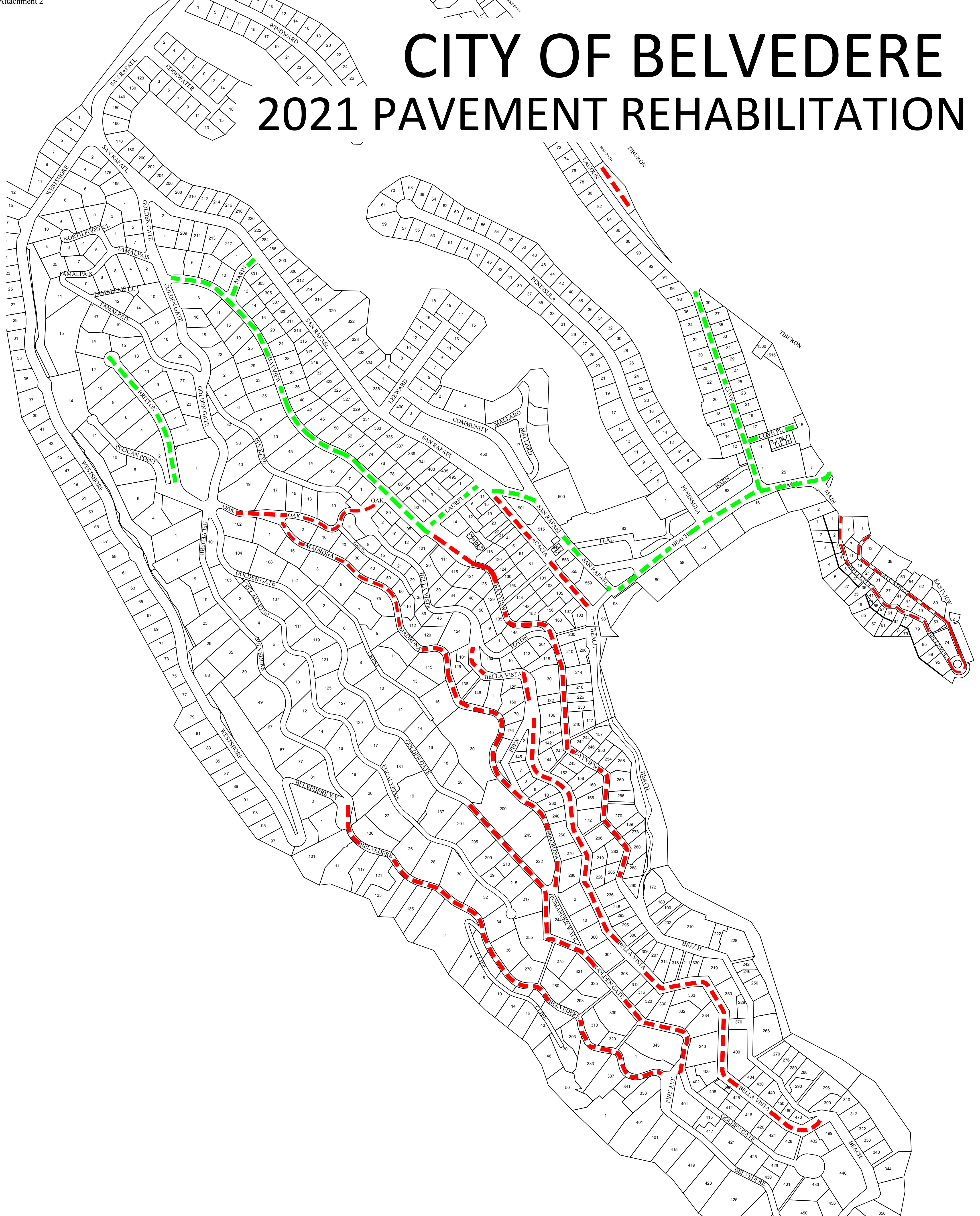
**Attachments**

1. Bid Summary
2. Exhibit from Contract Plans (Map of slurry seal and micro seal locations)

Engineer's Estimate - 2021 Pavement Maintenance Project

Item No.	Description	Quantity	Unit	Engineer's Estimate		Dryco		VSS International		Bond Blacktop, Inc.		Pavement Coatings	
				Unit Price	Estimated Cost	Unit Price2	Estimated Cost2	Unit Price3	Estimated Cost3	Unit Price4	Estimated Cost4	Unit Price5	Estimated Cost5
1	Mobilization	1	LS	\$ -	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 8,677.79	\$ 8,677.79	\$ 11,500.00	\$ 11,500.00	\$ 30,000.00	\$ 30,000.00
2	Traffic Control	1	LS	\$ -	\$ 31,750.00	\$ 31,750.00	\$ 31,750.00	\$ 56,500.00	\$ 56,500.00	\$ 43,200.00	\$ 43,200.00	\$ 42,000.00	\$ 42,000.00
3	Place Type II Slurry Seal on Britton Ave	20,460	Sq. Ft.	\$ -	\$ 0.33	\$ 6,751.80	\$ 6,751.80	\$ 0.45	\$ 9,207.00	\$ 0.345	\$ 7,058.70	\$ 0.65	\$ 13,299.00
4	Place Type II Slurry Seal on Cove Rd	31,500	Sq. Ft.	\$ -	\$ 0.33	\$ 10,395.00	\$ 10,395.00	\$ 0.45	\$ 14,175.00	\$ 0.345	\$ 10,867.50	\$ 0.65	\$ 20,475.00
5	Place Type II Slurry Seal on Cove Rd Pl	3,080	Sq. Ft.	\$ -	\$ 0.33	\$ 1,016.40	\$ 1,016.40	\$ 0.45	\$ 1,386.00	\$ 0.345	\$ 1,062.60	\$ 0.65	\$ 2,002.00
6	Place Type II Slurry Seal on Marin Ave	6,600	Sq. Ft.	\$ -	\$ 0.33	\$ 2,178.00	\$ 2,178.00	\$ 0.45	\$ 2,970.00	\$ 0.345	\$ 2,277.00	\$ 0.65	\$ 4,290.00
7	Place Type II Slurry Seal on Bayview Ave between Golden Gate Ave & Laurel Ave	47,500	Sq. Ft.	\$ -	\$ 0.33	\$ 15,675.00	\$ 15,675.00	\$ 0.45	\$ 21,375.00	\$ 0.345	\$ 16,387.50	\$ 0.65	\$ 30,875.00
8	Place Type II Slurry Seal on Laurel Ave	9,720	Sq. Ft.	\$ -	\$ 0.33	\$ 3,207.60	\$ 3,207.60	\$ 0.45	\$ 4,374.00	\$ 0.345	\$ 3,353.40	\$ 0.65	\$ 6,318.00
9	Place Type II Slurry Seal on San Rafael Ave between Laurel Ave & Beach Rd	26,550	Sq. Ft.	\$ -	\$ 0.33	\$ 8,761.50	\$ 8,761.50	\$ 0.45	\$ 11,947.50	\$ 0.345	\$ 9,159.75	\$ 0.65	\$ 17,257.50
10	Place Type II Slurry Seal on Beach Rd between Tiburon Town Line & San Rafael Ave	65,000	Sq. Ft.	\$ -	\$ 0.33	\$ 21,450.00	\$ 21,450.00	\$ 0.45	\$ 29,250.00	\$ 0.345	\$ 22,425.00	\$ 0.65	\$ 42,250.00
11	Place Type II Micro-Surfacing on Acacia Ave	13,000	Sq. Ft.	\$ -	\$ 0.34	\$ 4,420.00	\$ 4,420.00	\$ 0.45	\$ 5,850.00	\$ 0.382	\$ 4,966.00	\$ 0.72	\$ 9,360.00
12	Place Type II Micro-Surfacing on Alcatraz Ave	11,400	Sq. Ft.	\$ -	\$ 0.34	\$ 3,876.00	\$ 3,876.00	\$ 0.45	\$ 5,130.00	\$ 0.382	\$ 4,354.80	\$ 0.72	\$ 8,208.00
13	Place Type II Micro-Surfacing on Bella Vista Ave between Toyon Ave & Beach Rd	51,800	Sq. Ft.	\$ -	\$ 0.34	\$ 17,612.00	\$ 17,612.00	\$ 0.45	\$ 23,310.00	\$ 0.382	\$ 19,787.60	\$ 0.72	\$ 37,296.00
14	Place Type II Micro-Surfacing on Bellevue Ave	12,600	Sq. Ft.	\$ -	\$ 0.34	\$ 4,284.00	\$ 4,284.00	\$ 0.45	\$ 5,670.00	\$ 0.382	\$ 4,813.20	\$ 0.72	\$ 9,072.00
15	Place Type II Micro-Surfacing on Madrona Ave	44,160	Sq. Ft.	\$ -	\$ 0.34	\$ 15,014.40	\$ 15,014.40	\$ 0.45	\$ 19,872.00	\$ 0.382	\$ 16,869.12	\$ 0.72	\$ 31,795.20
16	Place Type II Micro-Surfacing on Belvedere Avenue between Belvedere Way & Pine	41,600	Sq. Ft.	\$ -	\$ 0.34	\$ 14,144.00	\$ 14,144.00	\$ 0.45	\$ 18,720.00	\$ 0.382	\$ 15,891.20	\$ 0.72	\$ 29,952.00
17	Place Type II Micro-Surfacing on Golden Gate Avenue between Madrona & Pine	20,000	Sq. Ft.	\$ -	\$ 0.34	\$ 6,800.00	\$ 6,800.00	\$ 0.45	\$ 9,000.00	\$ 0.382	\$ 7,640.00	\$ 0.72	\$ 14,400.00
18	Place Type II Micro-Surfacing on Oak Ave	29,260	Sq. Ft.	\$ -	\$ 0.34	\$ 9,948.40	\$ 9,948.40	\$ 0.45	\$ 13,167.00	\$ 0.382	\$ 11,177.32	\$ 0.72	\$ 21,067.20
19	Place Type II Micro-Surfacing on Bayview Ave between Laurel Ave & Beach Rd	37,500	Sq. Ft.	\$ -	\$ 0.34	\$ 12,750.00	\$ 12,750.00	\$ 0.45	\$ 16,875.00	\$ 0.382	\$ 14,325.00	\$ 0.72	\$ 27,000.00
20	Place Type II Micro-Surfacing of Corporation Yard	12,540	Sq. Ft.	\$ -	\$ 0.34	\$ 4,263.60	\$ 4,263.60	\$ 0.45	\$ 5,643.00	\$ 0.382	\$ 4,790.28	\$ 0.72	\$ 9,028.80
21	Remove and Replace Caltrans A24G white thermoplastic Stop line, 21 locations	339	LF	\$ -	\$ 7.50	\$ 2,542.50	\$ 2,542.50	\$ 7.42	\$ 2,515.38	\$ 7.00	\$ 2,373.00	\$ 4.80	\$ 1,627.20
22	Remove and Replace Caltrans A24F white thermoplastic crosswalk (12" wide), 7 locations	289	LF	\$ -	\$ 7.50	\$ 2,167.50	\$ 2,167.50	\$ 7.42	\$ 2,144.38	\$ 7.00	\$ 2,023.00	\$ 4.80	\$ 1,387.20
23	Remove and Replace Caltrans Detail 27B white thermoplastic right edgeline, 2 locations	82	LF	\$ -	\$ 2.40	\$ 196.80	\$ 196.80	\$ 2.39	\$ 195.98	\$ 2.25	\$ 184.50	\$ 2.40	\$ 196.80
24	Remove existing markers and Replace with Caltrans Detail 21 yellow thermoplastic centerline, 2 locations	434	LF	\$ -	\$ 3.75	\$ 1,627.50	\$ 1,627.50	\$ 3.71	\$ 1,610.14	\$ 3.50	\$ 1,519.00	\$ 4.80	\$ 2,083.20
25	Remove existing markers and Replace with Caltrans Detail 22 yellow thermoplastic centerline w/reflectors, 5 locations	1328	LF	\$ -	\$ 4.80	\$ 6,374.40	\$ 6,374.40	\$ 4.77	\$ 6,334.56	\$ 4.50	\$ 5,976.00	\$ 5.40	\$ 7,171.20
26	Remove existing markers and Replace with Caltrans Detail 38A white thermoplastic Channelizing, 2 locations	153	LF	\$ -	\$ 3.20	\$ 489.60	\$ 489.60	\$ 3.18	\$ 486.54	\$ 3.00	\$ 459.00	\$ 2.88	\$ 440.64
27	Remove and Replace various arrows, text & speeds white thermoplastic, 50 locations	963	SF	\$ -	\$ 7.50	\$ 7,222.50	\$ 7,222.50	\$ 7.42	\$ 7,145.46	\$ 7.00	\$ 6,741.00	\$ 4.80	\$ 4,622.40
28	Remove and Replace Caltrans Detail A90A HC Parking Stall, 1 location	1	LS	\$ -	\$ 375.00	\$ 375.00	\$ 375.00	\$ 371.00	\$ 371.00	\$ 350.00	\$ 350.00	\$ 420.00	\$ 420.00
29	Remove and Replace Caltrans Detail HC curbside Parking Stall, 2 stalls, 1 location	1	LS	\$ -	\$ 450.00	\$ 450.00	\$ 450.00	\$ 477.00	\$ 477.00	\$ 450.00	\$ 450.00	\$ 840.00	\$ 840.00
30	Remove and Replace 4" wide white thermoplastic diagonal Parking Stall lines, 7 locations	111	LF	\$ -	\$ 2.70	\$ 299.70	\$ 299.70	\$ 2.65	\$ 294.15	\$ 2.50	\$ 277.50	\$ 6.00	\$ 666.00
31	Remove and Replace white thermoplastic designated parking (see Section E Traffic Markings, of Technical Specifications for details), 92 locations	3648	LF	\$ -	\$ 3.20	\$ 11,673.60	\$ 11,673.60	\$ 4.24	\$ 15,467.52	\$ 3.00	\$ 10,944.00	\$ 7.20	\$ 26,265.60
32	Remove and Replace Caltrans Detail Blue reflector at Fire hydrant locations	54	EA	\$ -	\$ 16.00	\$ 864.00	\$ 864.00	\$ 15.90	\$ 858.60	\$ 15.00	\$ 810.00	\$ 30.00	\$ 1,620.00
<b>Total Bid</b>				\$ 385,000.00		\$ 254,580.80		\$ 321,000.00		\$ 264,012.97		\$ 453,285.94	
						<b>Bid Document</b>	\$ 254,610.80						
						<b>Difference</b>	\$ 30.00						

# CITY OF BELVEDERE 2021 PAVEMENT REHABILITATION



### SLURRY SEAL

- Bayview Avenue (between Golden Gate and Laurel)
- Beach Road (btwn Tiburon Twn Line and San Rafael Ave.)
- Britton Avenue
- Cove Road
- Cove Road Place
- Laurel Avenue
- Marin Avenue
- San Rafael Avenue (between Laurel and Beach)

### MICRO-SURFACING

- Acacia Avenue
- Alcatraz Avenue
- Bayview Avenue (between Laurel and Beach)
- Bella Vista Avenue (between Toyon and Beach)
- Bellevue Avenue
- Belvedere Avenue (between Belvedere Way and Pine)
- Corporation Yard
- Golden Gate Avenue (between 200 Golden Gate and Pine)
- Madrona Avenue
- Oak Avenue

**To:** Mayor and City Council

**From:** Robert Zadnik, Director of Public Works  
John Moe, City Engineer  
Reviewed by:  
Emily Longfellow, City Attorney  
Craig Middleton, City Manger

**Subject:** **Approve Resolution granting a water line easement within Tom Price Park for the purposes of fire-safety and supply.**

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**RECOMMENDATION**

That the City Council approve as part of the Consent Calendar a Resolution authorizing the City Manager to execute an Easement Agreement with MMWD (Marin Municipal Water District) for installation of a water main within Tom Price Park.

**BACKGROUND**

The Water District is in the process of upgrading water supply lines throughout the Peninsula. A segment of water main on Tiburon Boulevard was installed in 1921 using cast iron pipe. As witnessed by recent ruptures on Cove Road, this old pipe has a history of catastrophic leaks and has reached the end of its useful life. The District proposes to abandon a 1,700 foot segment of this line on Tiburon Boulevard.

The new pipeline will upsize the flow capacity from the existing 6-inch main to a 10-inch main, greatly improving flows and reliability for fire protection. By installing this 10-inch main across Tom Price Park, the District will be able to connect a newer 12-inch welded steel pipe installed on Lagoon Road in 2008.

The District realizes the threat of earthquakes on their supply lines. This new conduit is High Density Polyethylene (HDPE) pipe, a fuse welded and seismically resilient material that is capable of withstanding significant seismic events.

Various alignment and routing options were considered in early discussions with the District and Tiburon. For example, routing the pipeline along the Tiburon multi-use pathway would not require an easement from the City; however, existing sewer main and other utility conflicts made this route infeasible. The only viable alternative would require the District to install approximately 1,950 feet of pipe along Tiburon Blvd between Lyford Drive and Egret Court. This route would considerably impact vehicle traffic and be significantly more expensive for the District, and ultimately ratepayers, to achieve the same result.

**PROPOSED EASEMENT**

The attached resolution authorizes the City Manager to execute the negotiated agreement with the District. In summary, this agreement grants the District non-exclusive rights to install a buried water main through an approximated 200-foot long segment of City property known as Tom Price Park. As it is shown on the attached plat map, the easement is 10 feet wide and abuts the southern property line of the subject parcel (one of the many parcels that make up the park).

The District has agreed to compensate the City in the amount of \$10,000 for the easement. This amount represents fair market value and was determined based on typical factors including the size of the easement (in sf), easement restrictions, current zoning of the land, and prior comparable rates for similar easement acquisitions throughout Marin.

The Agreement allows the City to grant future easements for other utilities and purposes that do not conflict with the maintenance of the water main. Installation of non-permanent structures including benches, hardscape, and landscape are allowable under the Agreement.

The method of installation will be directional boring to minimize environmental impacts to the park, grass, and irrigation.

**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
2. Negotiated Agreement (including Plat Map and Legal Description for the subject parcel)



**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
AUTHORIZING THE CITY MANAGER TO EXECUTE AN EASEMENT  
AGREEMENT WITH MMWD (MARIN MUNICIPAL WATER DISTRICT) FOR  
INSTALLATION OF A WATER MAIN WITHIN TOM PRICE PARK.**

---

**WHEREAS**, MMWD (the “District”) desires an easement for the installation of a water service line through Tom Price Park for the purposes of fire safety and supply; and

**WHEREAS**, the City of Belvedere (the “City”) is the owner of real property along Lagoon Road (APN# 060-061-07); and

**WHEREAS**, the City Council of the City of Belvedere desires to grant a non-exclusive easement to a 10-foot-wide strip of land for the purposes of installation and maintenance of said mainline; and

**WHEREAS**, to effectuate said agreement, the District agrees to compensate the City in the amount of \$10,000; and

**WHEREAS**, the water main will be constructed with earthquake resistant materials to improve the City’s seismic resilience; and

**WHEREAS**, the City Council desires to grant the Easement Agreement to limit traffic disruptions and financial impacts for Belvedere ratepayers; and

**WHEREAS**, the easement 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 a significant effect on the environment.

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

1. The City Manager is hereby authorized and directed to execute the Easement Agreement according to Government Code section 27281; and
2. The City Clerk shall cause this Resolution 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 June 14, 2021, by the following vote:

**AYES:**  
**NOES:**

**ABSENT:**  
**ABSTAIN:**

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk

Recording for the Benefit of MMWD, No Fee, Gov't. Code 27383.  
Value less than \$100.00

**Recording Requested By:**  
Stanley Graham  
Real Property Agent

When recorded return to:  
Stanley Graham  
Marin Municipal Water District  
220 Nellen Avenue  
Corte Madera CA 94925-1169

## **EASEMENT AGREEMENT**

APN 060-061-07

**THIS EASEMENT AGREEMENT** (“Agreement”), is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the **CITY OF BELVEDERE**, a municipal corporation (“Grantor”), and the **MARIN MUNICIPAL WATER DISTRICT**, a municipal corporation (“District”).

For valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

### Section 1. Recitals:

- A. Grantor is the owner of a certain piece of real property described as APN 060-061-07, (the “Property”), which is incorporated herein by reference.
- B. District’s Southern Marin Pipeline Replacement Project D20022 (the “Project”) shall install new water mains and appurtenances in the Town of Tiburon, and the Cities of Belvedere and Sausalito.
- C. Project shall replace an aging, leak prone water main with new eight-inch and ten-inch welded steel and high density polyethylene pipe and appurtenances on the Property.
- D. District has asked Grantor to grant the District an easement on the Property as described in Exhibit A, attached hereto.
- E. Grantor desires to convey a non-exclusive underground easement over a portion of the Property to the District for the purposes described below.

### Section 2. Grant of Easements:

- A. As owners of the Property, Grantor hereby grants to the District and its successors and assigns in interest, a non-exclusive easement described in “Exhibit A”, attached hereto and incorporated herein as if fully set forth (“Easement”).
- B. The Easement described in Section 2(A) shall be held subject to the following terms and conditions:

- i. The Easement granted herein is non-exclusive. The District is granted the right to lay, maintain, repair, remove, replace and operate a subterranean pipeline or pipelines of such dimension or dimensions as the District elects to install including reasonable ingress and egress over paved adjoining lands for the construction, repair and maintenance of such pipeline(s) and facilities (“Improvements”).
- ii. Grantor reserves the right to use the Easement for any and all purposes that will not interfere with the District’s use of the Easement and operation of the Improvements. No permanent structures, permanent fill, or other permanent improvements shall be placed on or over the Easement that interferes with or impedes access to the use, repair, replacement, or maintenance of the installations in the Easement. Provided there is no interference with the District’s use as described herein, Grantor may use or grant additional easements to other property owners for uses including, but not limited to, ingress and egress.
- iii. Grantor reserves and shall have the right to revise the grade of the surface or the location of the Easement, if and when Grantor shall first pay to the District the full expense of changing the grade or location of the pipeline(s) and other installations of the District therein. In the event of a change in grade, the District will determine if the grade change requires the raising or lowering of the pipeline or other installation. The District, in its sole reasonable discretion, shall determine all costs associated with the change in grade. If Grantor desires a change in the location of the Easement, Grantor shall first grant a suitable new easement acceptable to the District.
- iv. The District is under no obligation to install or to maintain any additional paving or other surfacing on the Easement, unless it is a condition of improving District access to repair, replace, maintain, or to use the installations in the Easement. The District will not be responsible for non-standard hardscape surfacing and will only restore hardscape surfaces with standard asphaltic concrete (Uniform Standards All Cities and County of Marin Drawing No. 330) and concrete (brush or exposed finish with 2.0 lb. lampblack per yard) that meets construction industry standards, or as required by local encroachment permits. The District shall not be liable for any contribution under the provisions of California Civil Code Section 845.

### Section 3. Construction of Improvements:

Any Improvements constructed by District in the Easement shall be limited to those Improvements described in Section 2(B)(i), herein. The District shall give Grantor at least twenty (20) business days written notice prior to the commencement of construction of the Improvements in the Easement. If any portion of the Property is damaged by the District during the duration of the construction project, the District shall assume the loss and repair the Property as reasonably as possible to its prior condition.

The District will make reasonable efforts to minimize construction impacts on the Property and in the Easement area, including but not limited to consideration of the use of horizontal boring or other trenchless methods where determined feasible and practicable by District.

### Section 4. Damages to the Property:

If any portion of the Property is damaged by reason of leakage or other failure of any part of the underlying existing or future District pipelines or facilities, or by reason of the District, its officers', agents', employees' and/or contractors' actions in gaining access to the Easement, District facilities, or underlying pipelines for purposes of installation, repair, maintenance, connection, or for any other purpose, then the District shall assume the loss and pay for the reasonable repair of such damage taking into consideration issues of depreciation and betterment.

If the District undertakes any repair on any portion of the Property, the District's work shall conform to applicable standards of the construction industry. The District shall replace or repair any portion of the Property, damaged by the District, as reasonably as possible, to the conditions that previously existed subtracting any reasonable depreciation taking into consideration issues of depreciation and betterment.

Section 5. Damages to the Improvements:

Any damage to the Improvements by Grantor, directly or indirectly, to (a) the District's pipelines or other District facilities maintained in the Easement, or (b) to property in the Easement for which the District is held responsible, shall be assumed by Grantor, and Grantor agrees to and will pay the entire cost of the loss sustained by the District.

Section 6. Mutual Hold Harmless:

Each party for themselves, their heirs, executors, administrators, successors, assigns and for any person or company in the Easement by invitation expressed or implied, shall indemnify, hold harmless, release and defend the other party, its officers, directors, volunteers, agents and employees, from any and all liability, actions, claims, damages, costs or expenses, including attorneys' fees and costs and expenses of suit which may be asserted by any person, including the party, arising out of or in connection with this Agreement, except an action to enforce the terms of this Agreement.

Section 7. Representation:

This Agreement is executed voluntarily by each of the parties hereto, all of whom have had the opportunity to obtain legal advice by independent counsel of their choice as to the content and effect of this Agreement.

Section 8. Authorization:

Each signatory to this Agreement warrants that he or she has full authority to execute this Agreement on behalf of and thus bind the individual, or entity represented.

Section 9. Entire Agreement:

This Agreement contains the entire agreement and understanding between the parties.

Section 10. Binding on Successors:

This Agreement shall bind and inure to the benefit of the respective successors, assigns, legatees, heirs, executors, administrators and estates of each of the parties; provided, that Grantor and each succeeding owner of the property and the easements granted herein shall have no liability

hereunder with respect to matters arising from and after the date when they cease to be owner of the Property and said easements. In the event Grantor, or the successors and assigns in interest of Grantor, fail to make a payment reasonably required therein to be made by them to the District, and such failure continues for sixty (60) calendar days following the date that the District notifies Grantor or such successors and assigns in writing of their liability, the District shall secure Grantor or their successors' and assigns' obligation to pay by filing a lien on the Property.

Section 11. Paragraph Headings:

Paragraph headings are used for reference purposes only and are not intended to describe, interpret, define or limit the scope or extent of this Agreement or any of its provisions.

Section 12. Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the state of California.

Section 13. Counterparts:

This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which taken together, shall constitute one instrument.

Section 14. No Presumption Regarding Drafter:

The parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the parties and their attorneys, and this Agreement reflects their mutual agreement regarding the same. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Agreement, and therefore no presumption for or against validity or as to any interpretation hereto, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

Section 15. Mediation:

Any dispute or claim in law or equity between Grantor and the District arising out of this Agreement, if not resolved by informal negotiation between the parties, shall be mediated by referring it to the nearest office of Judicial Arbitration and Mediation Services, Inc. (JAMS) for mediation. Each party shall provide the others with a list of four mediators. The parties shall confer on the list and select a mutually agreeable mediator. Mediation shall consist of an informal, non-binding conference or conferences between the parties and the judge-mediator jointly, then in separate caucuses wherein the judge will seek to guide the parties to a resolution of the case. If the parties cannot agree to a mutually acceptable member from the JAMS panel of retired judges, a list and resumes of available mediators with substantial experience in mediating claims of the type at issue between the parties, numbering one more than there are parties, will be sent to the parties, each of whom will strike one name leaving the remaining name as the mediator. If more than one name remains, JAMS arbitration administrator will choose a mediator from the remaining names. The mediation process shall continue until the case is resolved or until such time as the mediator makes a finding that there is no possibility of resolution.

Section 16. Arbitration:

At the election of the District or Grantor, any dispute or claim in law or equity between Grantor and the District arising out of this Agreement which is not settled through mediation shall be decided by neutral binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings. If the election is made, the arbitration shall be conducted in accordance with the rules of Judicial Arbitration Mediation Services, Inc. (JAMS). The parties to an arbitration may agree in writing to use different rules and/or arbitrators. Any election for binding arbitration must be made by the electing party delivering a written notice to the other party at any time within sixty (60) days after the mediator makes a finding that there is no possibility of the resolution of the matter in dispute.

**OWNER: CITY OF BELVEDERE**

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Craig Middleton  
City Manager

Witness: \_\_\_\_\_  
Emily Longfellow  
City Attorney

**DISTRICT: MARIN MUNICIPAL WATER DISTRICT**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Bennett Horenstein  
General Manager

Attest: \_\_\_\_\_  
Secretary

Attachments:

- Exhibit A – Legal description
- Exhibit B – Record Map

**MMWD Seal:**

## Certificate of Acceptance

**THIS IS TO CERTIFY** that the interest in the real property conveyed by the Easement Agreement, dated \_\_\_\_\_, 2021, from the **CITY OF BELVEDERE** to the **MARIN MUNICIPAL WATER DISTRICT**, a local public agency, was hereby accepted by order of the BOARD OF DIRECTORS of the **MARIN MUNICIPAL WATER DISTRICT** on \_\_\_\_\_, subject to the terms and conditions of said Easement Deed, and the **MARIN MUNICIPAL WATER DISTRICT** consents to the recordation thereof by its duly authorized Officer.

DATED: \_\_\_\_\_ BY: \_\_\_\_\_  
Stanley Graham, Real Property Agent



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 \_\_\_\_\_ before me, \_\_\_\_\_,

Notary Public, personally appeared \_\_\_\_\_,

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 \_\_\_\_\_

# EXHIBIT A

## EXHIBIT A

### Legal Description

**Marin Municipal Water District 10 Foot Pipeline Easement  
Lands of the City of Belvedere, APN 60-061-07  
City of Belvedere, County of Marin, State of California**

A nonexclusive 10 foot wide easement for a municipal water pipeline and/or pipelines and access over a portion of the lands of the City of Belvedere, said lands lying situate in the City of Belvedere, County of Marin, State of California, said lands of the City of Belvedere, a Municipal Corporation, being described in the Director's Deed from the State of California, to the City of Belvedere, recorded on December 10, 1976, and filed under Instrument No. 1976-0055415, Marin County Records, said lands of the City of Belvedere also being shown as lot 47 on the map titled "Lagoon Subdivision No. 7", recorded on November 11, 1955, and filed in Volume 8 of Maps, at page 104, Marin County Records, said nonexclusive 10 foot wide easement for a municipal water pipeline and/or pipelines and access lying 10.00 feet southeasterly of the following described line:

**Beginning** at the most westerly corner of said lot 47, as lot 47 is shown on said map titled, "Lagoon Subdivision No. 7", recorded on November 11, 1955, and filed in Volume 8 of Maps, at page 104, Marin County Records, said most westerly corner being at the intersection of the courses South 36° 26' 00" East, a distance of 70.00 feet, and North 53° 34' 00" East, a distance of 110.88 feet, as shown on said map titled, "Lagoon Subdivision No. 7";

Thence, from said most westerly corner of lot 47, North 53° 34' 00" East along the northwesterly line of said lot 47, a distance of 110.88 feet to **terminate** at the most northerly corner of lot 47;

The southeasterly sideline of the above described 10 foot wide easement for a municipal water pipeline and/or pipelines and access, is to be lengthened or shortened to terminate at the southwesterly line and northeasterly line of lot 47, as shown on said map titled, "Lagoon Subdivision No. 7".

### End of Legal Description

Attached hereto is a plat (Exhibit B) to accompany Legal Description, and by this reference made a part hereof.

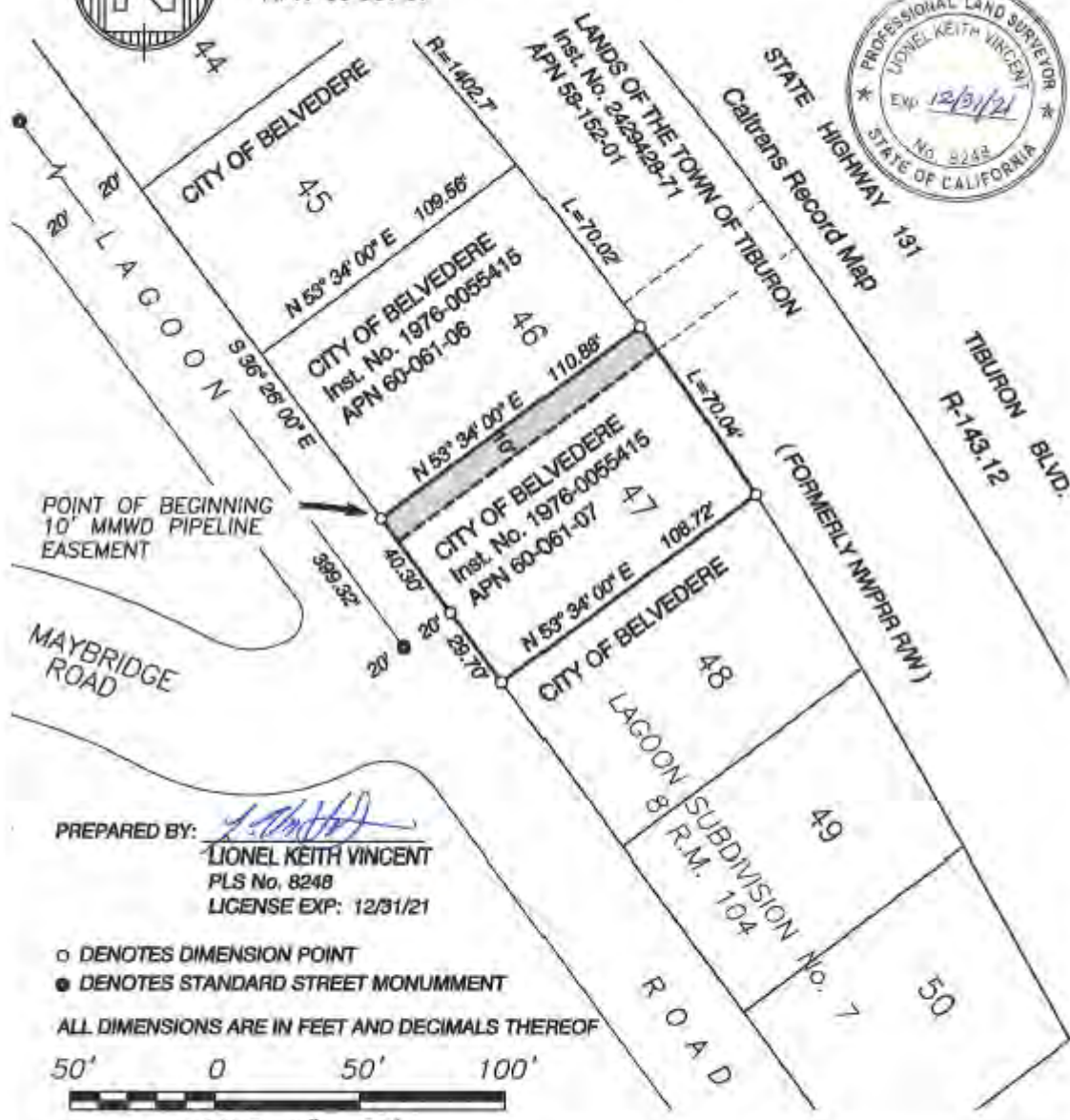
This Legal Description was prepared by Lionel Keith Vincent:



PLS 8248  
License Expires: 12/31/21

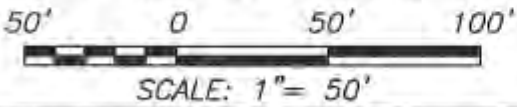
# EXHIBIT B

10 FOOT MMWD PIPELINE EASEMENT  
 LANDS OF THE CITY OF BELVEDERE  
 CITY OF BELVEDERE, COUNTY OF MARIN, STATE OF CALIFORNIA  
 APN 60-061-07



PREPARED BY: *L. Vincent*  
 LIONEL KEITH VINCENT  
 PLS No. 8248  
 LICENSE EXP: 12/31/21

○ DENOTES DIMENSION POINT  
 ● DENOTES STANDARD STREET MONUMENT  
 ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF



**MARIN MUNICIPAL WATER DISTRICT**  
 220 HELLEN AVE., CORTE MADERA, CA 94925 (415) 924-4500

DATE: MAY 2021 JOB NO: D20022 SHEET: 1 of 1  
 PREPARED BY: KV DESIGN BY: JM

**10' MMWD PIPELINE EASEMENT**  
**LANDS OF THE CITY OF BELVEDERE**  
**BELVEDERE, MARIN COUNTY, CALIF.**  
**APN 60-061-07**

D20022 LYFORD DRIVE.dwg 5/11/21 3:13 PM

To: Mayor and City Council

From: Rebecca Markwick, Senior Planner

Reviewed By: Craig Middleton, City Manager  
Irene Borba, Director of Planning and Building

**Subject: Mills Act Agreement requested by owners of 308 Golden Gate Avenue**

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**Recommended Motion/Item Description**

That the City Council approve the Mills Act Agreement for the property at 308 Golden Gate Avenue and authorize the Mayor to execute the agreement on behalf of the City.

**Background**

The Mills Act Property Tax Abatement Program was established by the state of California in 1972 to encourage the preservation of historic properties. Local jurisdictions decide if and when to participate. The City of Belvedere formally joined the program in 1993 with the adoption of the Historic Preservation Ordinance, Title 21 of the Belvedere Municipal Code. The Mills Act Program can greatly reduce the assessed value of historic properties and thereby reduce the owner's property taxes. In return, the City benefits from the preservation of important historic or cultural resources.

On October 13, 2020, the property owners applied for historic designation of their property. After conducting a survey of the structure, the Historic Preservation Committee recommended Planning Commission approval of the application at their meeting on February 9, 2021. On March 16, 2021, the Planning Commission recommended City Council approval of the request for historic designation. On April 12, 2021 the Belvedere City Council designated the property at 308 Golden Gate Avenue a landmark designation property through City Council Resolution No. 2021-06 (Attachment 2). This action made the property eligible for a Mills Act Agreement, and on April 19, 2021, the property owners submitted a fee for the Mills Act Agreement application.

California Government Code §50281(2) requires an inspection of the interior and exterior of the property prior to the issuance of a new Mills Act Agreement to determine the owner's compliance with the contract. In accordance with past City policy, when a Mills Act application is received, an inspection of the residence is conducted by the Building Official for the purpose of evaluating the condition of the property, such as any obvious signs of disrepair, structural failure, or deterioration. On May 17, 2021, the Building Official and Senior Planner conducted an inspection of the property and found no sign of disrepair, structural failure or deterioration. (Attachment 3)

At its May 24, 2021 meeting, the Historic Preservation Committee reviewed the application and voted to recommend City Council approval of a Mills Act Agreement with the property owner at 308 Golden Gate Avenue in order to preserve the historic resource. The draft minutes of the May 24, 2021 Historic Preservation Committee meeting are included as Attachment 4.

**Analysis**

Pursuant to Section 21.20.120, Historical property incentives, of the Belvedere Municipal Code, “The City may enter into an historical property contract as authorized by the Mills Act (Government Code 50281.1 et seq.) for tax relief for any property owner of a designated property/structure who requests the contract. Additional incentives may be adopted by the City Council as appropriate. (Ord. 2006-6 § 1 (part), 2006; Ord. 93-5 § 1 (part), 1993.)” The City Council may authorize an agreement upon recommendation by the Historic Preservation Committee. Mills Act benefits last a maximum of 15 years.

**Fiscal Impact**

Once a property owner enters into the Mills Act Agreement (MAA), on the anniversary of the agreement the MAA renews automatically. At year five of the MAA, the City sends the property owner a letter of non-renewal. Once such a notice is issued, the property tax savings begin to decrease and ultimately return to the normal assessed value at the termination of the Agreement. It has been past City policy to issue the Notice of Non-Renewal 60 days prior to the fifth anniversary of the Agreement, providing for a total of 15 years of tax benefits for the property owner

The Belvedere City Council has set a limit on the total tax losses that can be associated with Mills Act Properties. On September 6, 2005, the Belvedere City Council increased the cap on Mills Act revenue incentive losses from \$10,000 to \$25,000, to be adjusted annually in an amount equivalent to the percentage change in overall assessed valuation of the City for the previous year. On April 14, 2008, the City Council adopted a resolution excluding from the cap on Mills Act tax losses those properties to which a Notice of Non-Renewal has been issued. Therefore, the adjusted annual cap is now \$54,094, and the net remaining tax loss available for new properties is approximately \$7,073 (after deducting the cost of this Mills Act Agreement).

A Mills Act Agreement requires the County Tax Assessors’ Office to determine the value of the property based upon its current potential income, rather than the Prop 13 formula generally applied. The County of Marin Assessor’s Office estimates that a Mills Act Agreement for 308 Golden Gate Avenue would represent a reduction in the assessed valuation of the property by 5,493,000. This would result in an approximate \$11,535 annual loss in tax revenue to the City of Belvedere.

Historic Property Address	Estimated 2020/21 Roll Value	Estimated 2020/21 Mills Act Value	Estimated Owner Savings per year	Estimated City Tax Loss per year
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308 Golden Gate Avenue	\$7,493,000	\$2,000,000	\$54,930	\$11,535
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**Recommendation:**

Staff supports the proposed application for a Mills Act Agreement with property located at 308 Golden Gate Avenue in order to preserve the cultural resource. Staff recommends that the Historic Preservation Committee conduct the public hearing and take the following action:

MOTION: To recommend that the City Council enter into a Mills Act Agreement with the property owners of 308 Golden Gate Avenue, to help maintain this City of Belvedere Historically Designated Property.

**Attachments:**

1. Application for Mills Act Agreement
2. City Council Resolution 2021-06
3. City Inspection Report
4. Draft minutes of the May 24,2021 Historic Preservation Committee meeting.
5. Draft Mills Act Agreement



RECEIVED

APR 19 2021

City of Belvedere

# APPLICATION FOR MILLS ACT AGREEMENT

CITY OF BELVEDERE • BELVEDERE CITY COUNCIL  
450 SAN RAFAEL AVE • BELVEDERE, CA 94920-2336  
PH. 415-435-3838 • FAX 415-435-0430 • WWW.CITYOFBELVEDERE.ORG

## FOR STAFF USE ONLY

Date: 4.14.2021 Rec'd. by: NSM  
Amount: \$/307- Receipt No.: #1003  
Parcel No.: 060-211-05 Zone: R15

## TO BE COMPLETED BY PROPERTY OWNER

Address of Property: 308 Golden Gate Ave.

Historical Name of Property, If Known: \_\_\_\_\_

Record Owner of Property: The James & Suzanne Du Molin AB Trust

Mailing PO Box 1220 Daytime Phone: 415.435.5870

Address: Tiburon, CA 94920 Fax: 415-435-5870

Email: sdumolin@drs1.com

Owner's Representative: \_\_\_\_\_

Mailing \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date Property/Structure Received Historic Designation and City Council Resolution Number: \_\_\_\_\_

4/12/21 Resolution No. 2021-06

- Attach legal description.

**STATEMENT OF PROPERTY OWNERSHIP,  
CERTIFICATION OF APPLICATION, & DESIGNATION OF REPRESENTATIVE**

All property owners must complete this Section.

Street address of subject property: 308 Golden Gate Ave.

Assessor's Parcel No(s). of subject property: 060-211-05

➤ **Properties Owned by Individuals**

I, \_\_\_\_\_, state under penalty of perjury under the laws of the State of California that I am the record owner of the above-described subject property.

I have read and understood the attached Mills Act Agreement Facts and the specimen Mills Act Agreement and agree to the terms described therein.

I understand that the contents of this document are a public record.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Belvedere, California.

Signature \_\_\_\_\_

➤ **Properties Owned by a Trust, LLC, Corporation, Partnership, or Other Entity**

For properties owned by a trust, please attach the trust document or a certificate of trust, including any attachments thereto. For an LLC, corporation, partnership, or other entity, please attach proof of ownership and certification of the signer's authorization to enter into contracts on behalf of the entity.

I, Suzanne DuMolin, state under penalty of perjury under the laws of the State of California that the above-described subject property is owned by a trust, LLC, corporation, partnership, or other entity and that my signature on this application has been authorized by all necessary action required by the LLC, corporation, partnership, or other entity.

I have read and understood the attached Mills Act Agreement Fact Sheet and the specimen Mills Act Agreement and agree to the terms described therein.

I understand that the contents of this document are a public record.

Signed this 14 day of April, 2021, at Belvedere, California.

Signature Suzanne DuMolin Signature \_\_\_\_\_

Title(s) Trustee Title(s) \_\_\_\_\_

Trustee(s)     Partners:  Limited or  General     Corporation     Other \_\_\_\_\_

Name of trust, LLC, corporation, or other entity: The James & Suzanne DuMolin AB Living Trust



**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
DESIGNATING THE PROPERTY LOCATED AT 308 GOLDEN GATE AVENUE  
A CITY OF BELVEDERE HISTORIC PROPERTY**

---

**WHEREAS**, a proper application for Historical Status Designation pursuant to Belvedere Municipal Code Chapter 21.20 for the property located at 308 Golden Gate Avenue has been submitted; and

**WHEREAS**, the project has been determined to be categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that the Historical Designation of the property will not cause a significant adverse impact on the environment; and

**WHEREAS**, a home may be designated as an Historic Belvedere Property if three or more of the following findings of facts per to Belvedere Municipal Code section 21.20.070(A) can be made; and

**WHEREAS**, the City of Belvedere Historic Preservation Committee made a favorable recommendation to the Planning Commission on the Historical Designation application on February 9, 2021; and

**WHEREAS**, the Planning Commission held duly a noticed public hearing on the Historical Designation application on March 16, 2021, and approved a motion recommending that the City Council designate the property at 308 Golden Gate Avenue a City of Belvedere Historic Property; and

**WHEREAS**, the City Council held a duly noticed public hearing on the Historical Designation application on April 12, 2021; and

**WHEREAS**, the City Council made the following findings of fact pursuant to Section 21.20.070(A) 1, 2, 5, 6, 7 and 8 of the Belvedere Municipal Code for the property at 308 Golden Gate Avenue:

*1. Architecture: It is an outstanding example of a particular style, construction method or material.*

The house can be loosely characterized as being in the Italian Villa style. The red clay tile roof is complemented by an extraordinary amount of red brick hardscape which begins at the front courtyard with a working fountain, flows around and down the side of the house to a shaded patio, continues to a larger balustraded patio with sweeping views of the Bay and Tiburon peninsula. The original wood beams and herringbone-pattern wood parquet floors remain in the living room, dining room and family room.

*2. Architecture: It is outstanding because of age.*

The 113-year-old house was built in 1907.

*3. Architecture: It is outstanding because it is the work of a significant architect or builder.*

Not applicable

*4. Architecture: It is outstanding because it is the first, last, only or most significant architectural property of its type in the city.*

Not applicable.

*5. Design: It has a unique or original design or demonstrates outstanding craftsmanship*

The original exterior design has been mostly retained. The interior has been remodeled over time but retains or replicates original details such as small-paned transoms in the upper portion of exterior windows and interior doors, extensive moldings and millwork. The original beamed ceilings and herringbone-patterned wood floors have been retained in the living room, dining room, and family room. The five working fireplaces that originally heated the house remain functional and in use today. The family room retains its original and unique set of three bay windows that rotate approximately 180-degrees to open for maintenance.

When the current owners restored and refreshed the house, they went out of their way to maintain or replicate the original style of windows, crown moldings, doors and hardware. The interior has been remodeled over time but retains or replicates the original details such as small-paned transoms above the windows and doors and moldings.

*6. History: It is associated with a person, group or event significant to the city, state or nation, or shows broad cultural, political, social or economic patterns, or embodies and expresses the history of the city.*

First, a previous owner of the home is a figure of national significance: Admiral Morton Douglas Willcutts, M.D. (1889-1976) owned the home from 1956 until his demise in 1976.

Admiral Willcutts is renowned on a number of counts, including the following:

a. Adm. Willcutts headed up and published The Willcutts Report, the official government inquiry and report on the sensational death of the United States' first Secretary of Defense, James Forrestal, on May 22, 1949.

“President Truman relieved Forrestal of his position in late March of 1949. Within a few days he was committed, apparently against his will, to Bethesda Naval Hospital suffering from ‘exhaustion.’ ... At around 1:45am, May 22, some seven weeks after his admission to the hospital, Forrestal plunged from a 16th floor window of the hospital to his death. A belt or cord, said to be from his dressing gown, was tied tightly around his neck.”

Adm. Willcutts was charged with overseeing this investigation and report because he was the surgeon in charge of Bethesda Naval Hospital at the time (1948-1951). Adding to the suspicious circumstances of Forrestal's death, the Report was not made publicly available until 55 years later, in April 2004. At the time of Forrestal's death, only a brief summary was released, following a delay of 4.5 months after the review board had completed its work.

“The summary concluded that Forrestal had died from the fall, but it had nothing to say about what caused the fall.” Curious minds have since published articles and a book (David Martin,

The Assassination of James Forrestal, 2019) addressing the question of what forces may have wanted to see Forrestal dead.

b. While Franklin D. Roosevelt was President of the United States, Commander Willcutts performed emergency surgery on the fiancé of the President's son, Franklin D. Roosevelt, Jr. The young lady was Miss Ethel Du Pont, of the Delaware manufacturing firm of the same name. The Boston Daily Record reported on Feb. 22, 1937 that Miss Du Pont was "rushed from the White House to Emergency Hospital" in Washington, D.C. with a case of acute appendicitis. Please see Appendix 2.

c. Dr. Willcutts served as the head of the U.S. Navy Hospital in San Diego. On July 21, 1944 he escorted President Franklin D. Roosevelt, First Lady Eleanor Roosevelt and their son Col. James Roosevelt on a tour of the hospital and other U.S. Navy facilities in the area. The Hospital had 9000 patients, most of them veterans of the Central and Western Pacific war campaigns.

A photo of Capt. Willcutts with the First Lady and First Son appeared in newspapers across the country.

d. In 1934, while China was at war at Peiping Base Hospital and reported on the situation there.

e. Dr. Willcutts' final position was as Chief Medical Officer for San Quentin Federal Prison, beginning on April 16, 1951.

f. Adm. Willcutts is interred at Arlington National Cemetery.

Secondly, one of the immediate neighbors indicated that, that the home at 308 Golden Gate Avenue was the site during World War II where the ladies of the community, working with the Red Cross, gathered to roll bandages for the U.S. war effort. The homeowner contacted Andrew Allen, who confirmed that he did remember hearing about this effort while growing up in Belvedere, and he further confirmed it very recently with his mother, although neither of them could say with certainty that it was our home. However, the neighbor who first told me about this insisted that according to what she was told by the previous elderly resident, it was our home at 308 Golden Gate Avenue where this bandage rolling took place.

*7. Environment: It contributes to the character of the street or neighborhood area or has significance as a visual landmark owing to its unique location.*

The house is a landmark piece of architecture on an historical block at the top of Belvedere, visible from both downtown Tiburon and Sausalito.

Anecdotally, it has been suggested to us that the home most likely served initially as a summer home for a wealthy citizen of San Francisco.

*8. Integrity: It retains most of its original materials and design features*

The exterior of 308 Golden Gate Avenue has retained most of its original design features. The interior has been remodeled over time but for the most part retains or replicates original details such as windows and window style, some of the original wood floors, wood beams and moldings.

*9. National Register of Historic Places: It is a site or structure listed on the National Register of Historic Places.*

Not applicable.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belvedere does hereby grant approval of Historical Designation status to the residence located at 308 Golden Gate Avenue pursuant to the findings stated above and incorporated herein.

**PASSED AND ADOPTED** at a public hearing of the City Council of the City of Belvedere on April 12, 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



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# CITY OF BELVEDERE

450 San Rafael Avenue λ Belvedere, CA 94920  
Tel: 415 / 435-3838 λ Fax: 415 / 435-0430 [www.cityofbelvedere.org](http://www.cityofbelvedere.org)

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Date: May 20, 2021  
To: Rebecca Markwick, City of Belvedere Senior Planner  
CC: James & Suzanne Du Molin  
From: Brian Van Son, City of Belvedere Building Official  
Re: 308 Golden Gate Ave. – Mills Act Maintenance Inspection

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On May 18, 2021, I performed a building inspection at 308 Golden Gate Ave., pursuant to the provisions contained in the Mills Act Agreement requested by the property owners, Mr. and Mrs. Du Molin, with the City of Belvedere. I was accompanied by Mr. and Mrs. Du Molin, property owners, and Rebecca Markwick, Senior Planner for the City of Belvedere. Mrs. Markwick took numerous photos to record the condition of the structures.

Research through Marin County Assessor's Office and City of Belvedere records indicate that the original construction was circa 1907. There have been multiple building permits issued to this property since it was constructed. Notably:

- 1985 era permit to remodel the entire residence.
- 1986 era permit to remodel the garage and construct a carport.
- 1987 era permit for a basement remodel and deck addition.
- 1988 era permit to construct a swimming pool, site retaining walls, and other various site improvements.
- 2000 era permit for foundation repairs and seismic retrofit.
- 2007 era permit to replace exterior lighting, replace doors, and construct balconies.
- 2007 era permit to replace windows in two separate sunrooms.
- 2008 era permit to repair the garage and add pillars to the entry.

Please note, records for this property prior to 1985 could not be located in the City of Belvedere database.

All habitable areas were inspected, as well as, all accessible attic space, underfloor crawlspace, and the exterior of the structure. We found the structure to be in very good condition and well maintained, with no signs of stress or deterioration. As a result, there are no apparent aspects of the building which appear in a deteriorated state nor require any repairs or rehabilitation.

**SPECIAL MEETING  
HISTORIC PRESERVATION COMMITTEE  
MONDAY MAY 24, 2021, 5:30 P.M.  
ZOOM MEETING  
450 SAN RAFAEL AVENUE, BELVEDERE, CA**

**MINUTES**

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**COMMITTEE PRESENT:** Mel Owen, Jeanne Price, George Gness, Robert Griffin, Marshall Butler, Diana Bradley.

**COMMITTEE ABSENT:** John Sheehy

**OTHERS PRESENT:** Senior Planner Rebecca Markwick

*These minutes are intended to reflect the general content of the regular meeting. An audio file of the meeting is available on the City website at [www.cityofbelvedere.org](http://www.cityofbelvedere.org)*

**CALL TO ORDER OF REGULAR MEETING**

Chair Owen called the meeting to order at 5:30 P.M.

**OPEN FORUM**

No one wished to speak.

**REPORTS**

There were no reports.

**SCHEDULED ITEMS**

1. Approve Minutes of the April 13, 2021 meeting.

A Motion was made and seconded to approve the Minutes. The Minutes were approved unanimously.

2. Public Hearing for consideration of Mills Act Agreement for property at **308 Golden Gate Avenue** pursuant to Section 21.20.120 of the Belvedere Municipal Code. The Mills Act is a tax abatement program for the purposes of historic preservation. CEQA Status: categorically exempt pursuant to Section 15331. Applicants/Property Owners: The James and Suzanne DuMolin AB Living Trust

Senior Planner presented the staff report. She stated she is available to answer questions.

Committee discussed the item. Questions about how financing of the Mills Act were discussed and answered. Chair Owen requested that staff return at the next meeting with a report on the Mills Act.

**MOTION:** To recommend that the City Council enter into a Mills Act Agreement with the property owners of **308 Golden Gate Avenue** to help maintain this City of Belvedere Historically Designated Property.

**MOVED and SECONDED.** Approved Unanimously. (Absent, John Sheehy)

3. Future agenda items.

There were no items.

**Adjourn**

The meeting was adjourned at 5:40 P.M.

**THE FOREGOING MINUTES** were approved at a regular meeting of the Historic Preservation Committee on \_\_\_\_\_, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**APPROVED:** \_\_\_\_\_  
Mel Owen, Chairman

**ATTEST:** \_\_\_\_\_  
Rebecca Markwick, Senior Planner

DRAFT

## MILLS ACT AGREEMENT

This Agreement is made this 14th day of June 2021 between the City of Belvedere, a municipal corporation of the State of California ("City") and the James and Suzanne Du Molin AB Trust.

### RECITALS

- a) Owner possesses and owns real property located at 308 Golden Gate Avenue within City and more particularly described in Exhibit A (attached) and made a part hereof ("the Property").
- b) The Property is a qualified historic property within the meaning of Government Code Section 50280.1, in that it is a privately owned property which is not exempt from property taxation and is listed in the City of Belvedere Register of Landmarks.
- c) Both Owner and City desire to protect and preserve the Property so as to retain its characteristics of historical and architectural significance.

### AGREEMENT

NOW THEREFORE, both Owner and City, in consideration of the mutual promises, covenants and conditions contained herein and the substantial public benefit to be derived therefrom, do hereby agree as follows:

1. **AUTHORITY.** This Agreement is made pursuant to California Government Code Sections 50280-50290 and Article 1.9 (commencing with Section 439) of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code and is subject to all of the provisions of those statutes.
2. **TERM.** This Agreement shall be effective commencing on June 14, 2021 and shall remain in effect for a period of ten years therefrom. It is the intent of the City that subsequent automatic renewals pursuant to Paragraph 7 shall not extend the maximum allowable term of the Agreement beyond a total of fifteen years
3. **PRESERVATION OF PROPERTY.** Owner shall preserve and maintain the property and grounds as a qualified historically designated property. Any restoration or rehabilitation work undertaken on the property shall conform to the rules and regulations of the Office of Historic Preservation of the Department of Parks and Recreation, the United States Secretary of the Interior's Standards for Rehabilitation, and the State Historic Building Code. (See Exhibit B, The Secretary of the Interior's Standards for Historic Rehabilitation.)
4. **FURNISHING OF INFORMATION.** Owner shall furnish City with any information City shall require to enable City to determine the Property's present state as well as its continuing eligibility as a qualified history property.
5. **INSPECTIONS.** There shall be an initial detailed inspection of the property by the City Building Inspector and a member or members of the Preservation Committee. A written report with photos shall be made for the owner and for the record detailing conditions which need to be met for its continuing eligibility as a qualified historically designated property. The report shall be attached to this Agreement as Exhibit C and shall serve as the basis for future inspections. Owner agrees to permit such inspections, by appointment, of the interior and exterior of the property by the City and a member or members of the Historic Preservation Committee, and where necessary, by the Assessor, the Department of Parks and Recreation and the State Board of Equalization to determine Owner's compliance with this Agreement.
6. **PAYMENT OF FEE.** As a condition to entering in to the Agreement, Owner shall pay City a fee of one-thousand, two-hundred and forty-five dollars (\$1,245) or as may be established from time to



## Mills Act Agreement

time by resolution of the City Council, which fee shall not and does not exceed the reasonable cost of administering the City's landmark property agreement program.

7. **AUTOMATIC RENEWAL.** On the anniversary date of this Agreement, one year shall be automatically added to the initial term of this Agreement, unless notice of nonrenewal is given as provided in this Agreement.
8. **NOTICE OF NONRENEWAL.** If in any year either Owner or City desires not to renew the Agreement, that party shall serve written notice of nonrenewal on the other party in advance of the annual renewal date of the Agreement. Unless such notice is served by Owner at least 90 days, or by City at least 60 days prior to the renewal date, one year shall automatically be added to the term of this Agreement. Upon receipt by Owner of the notice of nonrenewal from City, Owner may make a written protest to the City Council. At any time prior to the renewal date, City may withdraw its notice to Owner of nonrenewal. It is the intent of the City to issue a notice of nonrenewal pursuant to this Paragraph at the fifth year anniversary of the Agreement.
9. **EFFECT OF NOTICE NOT TO RENEW.** If in any year either party serves notice of intent not to renew this Agreement, this Agreement shall remain in effect for the balance of the period since the original execution, or the last renewal of the Agreement, as the case may be. Thereafter, this Agreement shall terminate.
10. **CANCELLATION.** City may cancel this Agreement if City determines that Owner has breached any of the conditions or covenants of the Agreement, or has allowed the property to deteriorate to the point that it no longer meets the standards for a qualified landmark property. City may also cancel this Agreement if it determines that Owner has failed to restore or rehabilitate the property in the manner specified in this Agreement.
11. **NOTICE OF CANCELLATION.** This Agreement may not be canceled pursuant to Paragraph 10 above until after City has given notice of, and has held, a public hearing as required by Government Code Section 50285.
12. **CANCELLATION FEE.** If City cancels this Agreement in accordance with Paragraph 10 above, Owner shall pay a cancellation fee of twelve and one-half percent (12.5%) of the full value of the property at the time of cancellation. The full value shall be determined by the County Assessor, without regard to any restriction on the Property imposed pursuant to this Agreement. The cancellation fee shall be paid to the State Controller at such time and in such manner as the Controller shall prescribe and shall be deposited in the State General Fund.
13. **NOTICES.** All notices required by or provided for in this Agreement shall be given in writing and may be mailed or delivered in person. If mailed, notice by mail shall be deemed to have been given upon deposit of notice in the mail, postage prepaid, addressed as appropriate, to Owner at Owner's last known address on the City records, or to the City at 450 San Rafael Avenue, Belvedere, California 94920-2336.
14. **NO COMPENSATION.** Owner shall not receive any payment from City in consideration of the obligations imposed under this Agreement, it being recognized and agreed that the consideration for the execution of this Agreement is the substantial public benefit to be derived therefrom and the advantage that will accrue to Owner as a result of the effect upon the Property's assessed value on account of the restrictions required for the preservation of the Property.
15. **EMINENT DOMAIN PROCEEDING.** In the event that during the term of this Agreement, the Property is acquired in whole or in part by eminent domain or other acquisition by any entity authorized to exercise the power of eminent domain, and the acquisition is determined by the City

## Mills Act Agreement

Council to frustrate the purpose of this Agreement, the Agreement shall be canceled and no fee shall be imposed pursuant to Paragraph 12 hereof. In such event, this Agreement shall be deemed null and void for all purposes of determining the value of the Property so acquired.

If subsequent to the filing of an action in eminent domain, the proposed condemnation is abandoned by the condemning agency as to all or a portion of the Property subject to the Agreement, the restriction of the use of the Property included in this Agreement shall, without further agreement of the parties, be reinstated and the terms of this Agreement shall be in full force and effect.

16. **REMEDIES AND ENFORCEMENT OF AGREEMENT.** In lieu of and/or addition to any provisions to cancel this Agreement herein, City may specifically enforce, or enjoin the breach of, the terms of this Agreement. In the event that it is determined this Agreement does not constitute an enforceable restriction within the meaning of the applicable provisions of the California Government Code and the California Revenue and Taxation Code, except for an unenforceability arising from the cancellation or nonrenewal of this Agreement, for any tax year during the term or any renewal of this Agreement, then this Agreement shall be null and void and without further effect and the Property subject to this Agreement shall from that time be free from any restriction whatsoever under this Agreement, without any payment or further act of the parties to the Agreement.
17. **NOTICE OF RECORDATION OF AGREEMENT.** Owner or his/her agent shall provide written notice of this Agreement to the State Office of Historic Preservation within six (6) months of entering into the Agreement. No later than twenty (20) days after the parties execute and enter into this Agreement, City shall cause this Agreement to be recorded in the office of the County Recorder in the County of Marin.
18. **SUCCESSORS AND ASSIGNS.** This Agreement is binding upon all successors in interest or title of Owner. A successor in interest or title shall have the same rights and obligations under the Agreement as Owner.
19. **NONWAIVER.** No acts or omissions by City, or by any agent(s) of City, shall waive any or all of the City's rights under this Agreement.
20. **ATTORNEY'S FEES.** In the event legal proceedings are brought by any party or parties hereto, to enforce or restrain a violation of any of the covenants, reservations, or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover its reasonable attorney's fees in addition to court costs and other relief ordered by the court.

Mills Act Agreement

IN WITNESS WHEREOF, the parties to this Agreement have caused their names to be affixed hereto by the proper officer thereof on the date first set forth above.

OWNER OF RECORD

CITY OF BELVEDERE

By: \_\_\_\_\_  
Owner, James Du Molin

By: \_\_\_\_\_  
James Campbell, Mayor

By: \_\_\_\_\_  
Owner, Suzanne Du Molin

APPROVED AS TO FORM

\_\_\_\_\_  
Emily Longfellow, City Attorney

DRAFT

**EXHIBIT A**

**PROPERTY DESCRIPTION**

The land referred to is situated in the County of Marin, City of Belvedere, State of California, and is described as follows:

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## EXHIBIT B

### THE SECRETARY OF THE INTERIOR'S STANDARDS FOR HISTORIC REHABILITATION, 1995, AS AMENDED (CURRENT TO 9/11/2008)

Department of Interior Regulations  
Standards for the Treatment of Historic Properties  
Title 36: Parks, Forests, and Public Property  
Part 67—Historic Preservation Certifications Pursuant To Sec. 48(G) And Sec. 170(H) Of The  
Internal Revenue Code Of 1986  
§ 67.7 Standards for Rehabilitation.

(a) The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located.

(b) The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility. (The application of these Standards to rehabilitation projects is to be the same as under the previous version so that a project previously acceptable would continue to be acceptable under these Standards.)

(1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

(2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

(3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

(4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

(5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

(6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

## Mills Act Agreement

(7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

(8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

(9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

(10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(c) The quality of materials and craftsmanship used in a rehabilitation project must be commensurate with the quality of materials and craftsmanship of the historic building in question. Certain treatments, if improperly applied, or certain materials by their physical properties, may cause or accelerate physical deterioration of historic buildings. Inappropriate physical treatments include, but are not limited to: improper repointing techniques; improper exterior masonry cleaning methods; or improper introduction of insulation where damage to historic fabric would result. In almost all situations, use of these materials and treatments will result in denial of certification. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will result in denial of certification. For further information on appropriate and inappropriate rehabilitation treatments, owners are to consult the Guidelines for Rehabilitating Historic Buildings published by the NPS. "Preservation Briefs" and additional technical information to help property owners formulate plans for the rehabilitation, preservation, and continued use of historic properties consistent with the intent of the Secretary's Standards for Rehabilitation are available from the SHPOs and NPS regional offices. Owners are responsible for procuring this material as part of property planning for a certified rehabilitation.

(d) In certain limited cases, it may be necessary to dismantle and rebuild portions of a certified historic structure to stabilize and repair weakened structural members and systems. In such cases, the Secretary will consider such extreme intervention as part of a certified rehabilitation if:

(1) The necessity for dismantling is justified in supporting documentation;

(2) Significant architectural features and overall design are retained; and

(3) Adequate historic materials are retained to maintain the architectural and historic integrity of the overall structure.

Section 48(g) of the Internal Revenue Code of 1986 exempts certified historic structures from meeting the physical test for retention of external walls and internal structural framework specified therein for other rehabilitated buildings. Nevertheless, owners are cautioned that the Standards for Rehabilitation require retention of distinguishing historic materials of external and internal walls as well as structural systems. In limited instances, rehabilitations involving removal of existing external walls, *i.e.*, external walls that detract from the historic character of the structure such as in the case

## Mills Act Agreement

of a nonsignificant later addition or walls that have lost their structural integrity due to deterioration, may be certified as meeting the Standards for Rehabilitation.

(e) Prior approval of a project by Federal, State, and local agencies and organizations does not ensure certification by the Secretary for Federal tax purposes. The Secretary's Standards for Rehabilitation take precedence over other regulations and codes in determining whether the rehabilitation project is consistent with the historic character of the property and, where applicable, the district in which it is located.

(f) The qualities of a property and its environment which qualify it as a certified historic structure are determined taking into account all available information, including information derived from the physical and architectural attributes of the building; such determinations are not limited to information contained in National Register or related documentation.

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**EXHIBIT C  
PROPERTY INSPECTION REPORT**



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# CITY OF BELVEDERE

450 San Rafael Avenue λ Belvedere, CA 94920  
Tel: 415 / 435-3838 λ Fax: 415 / 435-0430 [www.cityofbelvedere.org](http://www.cityofbelvedere.org)

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Date: May 20, 2021  
To: Rebecca Markwick, City of Belvedere Senior Planner  
CC: James & Suzanne Du Molin  
From: Brian Van Son, City of Belvedere Building Official  
Re: 308 Golden Gate Ave. – Mills Act Maintenance Inspection

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On May 18, 2021, I performed a building inspection at 308 Golden Gate Ave., pursuant to the provisions contained in the Mills Act Agreement requested by the property owners, Mr. and Mrs. Du Molin, with the City of Belvedere. I was accompanied by Mr. and Mrs. Du Molin, property owners, and Rebecca Markwick, Senior Planner for the City of Belvedere. Mrs. Markwick took numerous photos to record the condition of the structures.

Research through Marin County Assessor's Office and City of Belvedere records indicate that the original construction was circa 1907. There have been multiple building permits issued to this property since it was constructed. Notably:

- 1985 era permit to remodel the entire residence.
- 1986 era permit to remodel the garage and construct a carport.
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- 2007 era permit to replace windows in two separate sunrooms.
- 2008 era permit to repair the garage and add pillars to the entry.



Mills Act Agreement

Please note, records for this property prior to 1985 could not be located in the City of Belvedere database.

All habitable areas were inspected, as well as, all accessible attic space, underfloor crawlspace, and the exterior of the structure. We found the structure to be in very good condition and well maintained, with no signs of stress or deterioration. As a result, there are no apparent aspects of the building which appear in a deteriorated state nor require any repairs or rehabilitation.

DRAFT

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To: Mayor and City Council

From: Beth Haener, City Clerk

Reviewed: Craig Middleton, City Manager  
Emily Longfellow, City Attorney

**Subject: Consideration of a Resolution Accepting the Designation of the City of Belvedere to Represent the City of Mill Valley on the Board of Directors of Marin Clean Energy and to Vote on Its Behalf, and Designating Councilmember Sally Wilkinson as the Representative**

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**Recommended Motion/Item Description**

That the City Council adopt a resolution accepting the City of Mill Valley’s designation of the City of Belvedere to represent it on the Board of Directors of Marin Clean Energy and vote on its behalf, and to designate Sally Wilkinson as the representative.

**Discussion**

Staff recommends the City Council adopt a Resolution accepting Mill Valley’s designation of the City of Belvedere as its representative on the MCE Board, and designating Councilmember Wilkinson as the representative.

Section 4.2.1 of the MCE Joint Powers Agreement provides that the governing body of a party may designate another party within the same county to represent it on the Board with both the Director and alternate Director selected by the designated party.

In the past, the City of Mill Valley has designated its representation to MCE to other cities. On May 6, 2019, the Mill Valley City Council adopted a Resolution designating the City of Sausalito to represent Mill Valley on the Board of Directors of MCE and to vote on its behalf. This designation expired on January 31, 2021.

Recently, in April 2021, the City of Mill Valley adopted a Resolution designating its MCE representation to the City of Belvedere. (See exhibit A to Attachment 1.)

Staff suggests that the City of Belvedere adopt the attached Resolution accepting the City of Mill Valley’s designation to Belvedere, and that the Belvedere Council designate Sally Wilkinson as the representative. The designation will terminate on April 30, 2023, unless revoked at an earlier time, as set forth in Attachment 1.

**Recommendation**

To adopt the Resolution

**Attachment**

1. Proposed Resolution accepting the City of Mill Valley's designation of the City of Belvedere to represent it on the Board of Directors of Marin Clean Energy and vote on its behalf, and to designate Sally Wilkinson as the representative.

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
ACCEPTING THE CITY OF MILL VALLEY'S DESIGNATION OF THE CITY  
OF BELVEDERE AS ITS REPRESENTATIVE TO  
MARIN CLEAN ENERGY; AND DESIGNATING  
COUNCILMEMBER SALLY WILKINSON AS THE REPRESENTATIVE**

---

**WHEREAS**, on December 19, 2008, Marin Clean Energy ("MCE"), (formerly Marin Energy Authority) was established as a joint powers authority pursuant to a Joint Powers Agreement ("MCE JPA"); and

**WHEREAS**, over the years, MCE has evolved and grown, currently providing renewable energy to more than 485,000 customer accounts and more than 1 million residents and businesses in 36 member communities across 4 Bay Area counties: Napa, Marin, Contra Costa, and Solano; and

**WHEREAS**, the initial participants, which included Mill Valley, adopted an ordinance electing to implement through the authority a Community Choice Aggregation program pursuant to California Public Utilities Code Section 366.2 ("CCA Program"); and

**WHEREAS**, the Mill Valley City Council joined MCE in December of 2008 and the City of Belvedere is a member of MCE; and

**WHEREAS**, since its inception, the Mill Valley City Council has appointed and designated a Councilmember to act as a voting member of the MCE Board of Directors.; and

**WHEREAS**, section 4.2.1 of the MCE Joint Powers Authority agreement provides that the governing body of a party may designate another party within the same county to represent it on the Board with both the Director and alternate Director selected by the designated party; and

**WHEREAS**, on April 29, 2021, pursuant to said Section 4.2.1, the City of Mill Valley adopted a Resolution formally designated its representation on MCD to the City of Belvedere expiring on April 30, 2023 unless revoked earlier by the City Council of the City of Sausalito; and

**WHEREAS**, the City of Belvedere desires to accept Mill Valley's designation and appoint Councilmember Sally Wilkinson as the representative.

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

1. The City of Belvedere accepts the designation by Mill Valley to Marin Clean Energy and designates Sally Wilkinson to represent the City of Mill Valley on the Board of Directors of MCE and vote on its behalf pursuant to Section 4.2.1 of the MCE Joint Powers Authority Agreement until April 30, 2023, unless otherwise revoked at an earlier date

2. During the time that the delegation to the City of Belvedere remains in place, the City of Belvedere shall work with the City of Mill Valley to schedule a presentation by the City of Belvedere's member of the MCE Board to the Mill Valley City Council approximately every six months to provide an update on MCE activities and significant pending or future issues affecting MCE and its members.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 14, 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

**RESOLUTION NO. 21-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL VALLEY DESIGNATING THE CITY OF BELVEDERE TO REPRESENT THE CITY OF MILL VALLEY ON THE BOARD OF DIRECTORS OF MARIN CLEAN ENERGY AND TO VOTE ON ITS BEHALF**

**THE CITY COUNCIL OF THE CITY OF MILL VALLEY HEREBY FINDS AND RESOLVES AS FOLLOWS:**

**SECTION 1.** On December 19 2008, Marin Clean Energy (“MCE”), (formerly Marin Energy Authority) was established as a joint powers authority pursuant to a Joint Powers Agreement ("MCE JPA").

**SECTION 2.** The initial participants, which included Mill Valley, adopted an ordinance electing to implement through the authority a Community Choice Aggregation program pursuant to California Public Utilities Code Section 366.2 (“CCA Program”).

**SECTION 3.** The Mill Valley City Council joined MCE in December of 2008.

**SECTION 4.** Since its inception, the City Council has appointed and designated a Councilmember to act as a voting member of the MCE Board of Directors.

**SECTION 5.** Over the years, MCE has evolved and grown - currently providing renewable energy to more than 485,000 customer accounts and more than 1 million residents and businesses in 36 member communities across 4 Bay Area counties: Napa, Marin, Contra Costa, and Solano.

**SECTION 6.** It has been suggested that the City of Mill Valley formally delegate representation on the Board of Directors to the City of Belvedere to help streamline communications and policy setting.

**SECTION 7.** Section 4.2.1 of the MCE JPA provides that the governing body of a party may designate another party within the same county to represent it on the Board with both the Director and alternate Director selected by the designated party.

**SECTION 8.** The designated party will have the combined votes and voting shares of the consolidated parties; and

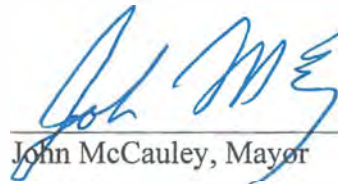
**SECTION 9.** The City Council desires to delegate its representation on the MCE Board of Directors to the City of Belvedere expiring on April 30, 2023, unless revoked earlier by the City Council.

**NOW, THEREFORE, THE CITY COUNCIL HEREBY FINDS, RESOLVES AND ORDERS AS FOLLOWS:**

1. The City of Mill Valley designates the City of Belvedere to represent the City of Mill Valley on the Board of Directors of MCE and vote on its behalf pursuant to Section 4.2.1 of the MCE JPA until April 30, 2023, unless the City Council decides to revoke this designation earlier.
2. Prior to April 30, 2023, the City Council shall discuss and determine whether to continue to delegate its representation on the MCE Board of Directors to the City of Belvedere, delegate its representation to another Marin city or town or the County of Marin, or request that the City of Belvedere delegate its representation on the MCE Board of Directors to Mill Valley for a stated period of time.
3. During the time that the delegation to the City of Belvedere remains in place, the City Manager shall work with the City of Belvedere to schedule a presentation by the City of Belvedere's member of the MCE Board to the City Council approximately every six months to provide an update on MCE activities and significant pending or future issues affecting MCE and its members.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Mill Valley on the 19<sup>th</sup> day of **April, 2021**, by the following vote:

**AYES:** Councilmembers: McEntee, Ossa, Carmel, Wickham, McCauley  
**NOES:** None  
**ABSENT:** None.  
**ABSTAIN:** None.

  
\_\_\_\_\_  
John McCauley, Mayor

ATTEST:  
  
\_\_\_\_\_  
Kelsey Rogers, City Clerk/Administrative Analyst

---

To: Mayor and City Council

From: Beth Haener, City Clerk

**Subject: Reappoint Jean Bordon and Kathy Pearson to the Parks and Open Space Committee.**

---

**Recommended Motion/Item Description**

That the Council reappoint Jean Bordon and Kathy Pearson to the Parks and Open Space Committee for their third terms.

**Background**

The terms of Parks and Open Space Committee members, Jean Bordon and Kathy Pearson, expired on May 31, 2021. Bordon and Pearson have each served two terms on the Committee and have asked to be reappointed to a third term. The City Council has a soft policy recommending a 3-term limit on this Committee. Per established policy, the Council does not require incumbents to interview for their positions. To date, no additional applications have been received.

**Recruitment Efforts**

Recruitment advertisements for the Parks and Open Space Committee were run in *The Ark* and on the City’s website throughout May and the beginning of June. Incumbents eligible to serve another term were contacted regarding whether they would like to be reappointed.

**Recommendation**

That the Council reappoint Jean Bordon and Kathy Pearson to the Parks and Open Space Committee for their third terms.

**Attachments**

- Applications or reappointment requests received:
  - Jean Bordon
  - Kathy Pearson



**Jean Bordon**  
**49 Belvedere Ave.**  
**Belvedere, CA 94920**

May 24, 2021

James Campbell  
Mayor  
City of Belvedere

Dear Mayor Campbell and Members of the City Council,

My second term on the Belvedere Parks and Open Space Committee will expire on May 31, 2021. I would like to apply and be considered for reappointment for a third term.

The POSC evaluates and makes recommendations on many projects, large and small, which are very important to the quality of life in Belvedere. These are very important to me, and I would like to be able to continue to be involved as a member of the Parks and Open Space Committee.

Thank you for considering my request for reappointment.

Sincerely,

Jean Bordon

cc Craig Middleton, City Manager

**From:**  
**To:**  
**Subject:** Re: Parks and Open Space Committee: Term Reappointment  
**Date:** Wednesday, May 5, 2021 11:39:13 AM

---

Dear Belvedere Mayor and City Council,

I am still interesting in being on the Belvedere Parks and Open Space Committee for a third and final term.

Kathy Pearson

---

To: Mayor and City Council

From: Emily Longfellow, City Attorney

**Subject: Flag Policy and Display of Rainbow Pride Flag for Remainder of June 2021**

---

**Recommended Motions**

That the City Council approve the following Resolutions as part of the consent calendar:

1. Resolution amending the Administrative Policy Manual to include a Flag Policy, Section 20.6; and
2. Resolution authorizing the display of the Rainbow Pride flag for the remainder of the month of June 2021 in honor of LGBTQ+ Pride month.

**Discussion**

**1. Flag Policy**

The City has historically displayed flags at the City Hall flagpole including the United States Flag, the State of California Flag, and the City of Belvedere Flag. The City does not currently have a flag display policy and does not display commemorative flags. It is suggested that the City Council adopt a flag policy to allow the display of commemorative flags in a way addresses First Amendment issues.

The display of flags on government property can raise First Amendment concerns depending on whether it is considered private speech or governmental speech. Without an appropriate flag policy, the display of a commemorative flag on government property may be considered private speech and create a First Amendment “limited public forum”. As a limited public forum, a city has little control over the types of commemorative flags displayed, and may regulate only on a content-neutral basis. In contrast, a flag policy ensures that the display of flags represents governmental speech, which allows a city to choose the type of commemorative flags that will be displayed. As governmental speech, a city may display a commemorative flag in its discretion so long as it does not show a religious preference or encourage a certain vote in an election.

Here, the proposed amendment to the Administrative Policy Manual is a flag policy that prevents the inadvertent creation of a limited public forum, and establishes that the display of flags constitutes governmental speech. Commemorative flags can be displayed at City property if authorized by the City Council. Requests to display commemorative flags must be made by a member of the City Council.

## **2. Display of Rainbow Pride Flag**

The month of June is marked each year to celebrate and recognize the LGBTQ+ community, and honor the 1969 Stonewall Uprising in Manhattan. In recognition of the importance and value of the LGBTQ+ community to the City of Belvedere and beyond, it is suggested that the City Council adopt the proposed Resolution authorizing the display of the Rainbow Pride flag at City Hall for the remainder of the month of June 2021.

### **Environmental Review**

Adoption of the Resolutions are exempt from the requirements of the California Environmental Quality Act (“CEQA”) because they do not constitute a “project”. The Resolutions are also exempt from CEQA under the “common sense” exemption, CEQA Guideline section 15061(b)(3).

### **Recommended Action**

That the City Council approve the following Resolutions as part of the consent calendar:

1. Resolution amending the Administrative Policy Manual to include a Flag Policy, Section 20.6; and
2. Resolution authorizing the display of the Rainbow Pride flag for the remainder of the month of June 2021 in honor of LGBTQ+ month.

### **Attachments**

- Proposed Resolution of amending Administrative Policy Manual to include flag policy as Section 20.6
- Proposed Resolution authorizing the display of the Rainbow Pride flag for the remainder of the month of June 2021.

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
ADDING SECTION 20.6 TO THE ADMINISTRATIVE POLICY MANUAL ESTABLISHING A  
CITY FLAG POLICY**

---

**WHEREAS**, the City of Belvedere displays the United States Flag, the State of California Flag, and the City of Belvedere Flag at the flag pole outside of City Hall; and

**WHEREAS**, the City does not currently have a flag policy regarding the display of governmental flags or commemorative flags; and

**WHEREAS**, the City desires to establish a flag policy to provide standards and guidance regarding the display of governmental flags and commemorative flags at City facilities; and

**WHEREAS**, the City declares that flags displayed at City property do not create a public forum for public speech, and that such flags constitute governmental speech; and

**WHEREAS**, the City Council finds that the Administrative Policy Amendment is exempt from the California Environmental Quality Act (“CEQA”) because it does not constitute a “project” subject to CEQA, and under the “common sense” exemption, CEQA Guideline section 15051(b)(3) because it can be seen with certainty that there is no possibility that the proposed amendment could have a significant adverse environmental effect.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Belvedere that Part 20 of the Administrative Policy Manual is hereby amended to add Section 20.6 “Flag Policy” as set forth in Exhibit “A”.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 14, 2021 by the following vote:

**AYES:**

Resolution No. 2021-xx

Belvedere City Council

Page 2

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:** \_\_\_\_\_

James Campbell, Mayor

**ATTEST:** \_\_\_\_\_

Beth Haener, City Clerk

**EXHIBIT "A"**

Section 20.6 is hereby added to the Administrative Policy Manual as follows:

20.6.1 **PURPOSE**

The City desires to establish a flag policy providing standards and guidance for the display of the United States Flag, the State of California Flag, the City of Belvedere Flag, and commemorative flags at City property. The display of flags on City property shall not create a public forum for the expression of public speech. The display of flags on City property, including commemorative flags as may be authorized by the City Council, constitutes governmental speech and serves as an expression of the City. This Policy does not apply to the indoor display of flags on City property.

20.6.2 **STANDARD**

All flags shall be displayed at City property in compliance with this Administrative Policy and consistent with all applicable Federal and State laws, including Title 4, Chapter 1 of the United States Code, and Sections 430 through 439 of the California Government Code.

20.6.3 **DISPLAY OF FLAGS**

- A. The City shall display the United States Flag and the State of California Flag outside City Hall. The City Manager may direct the display of the City of Belvedere Flag at City Hall.
- B. Flags shall be displayed on all days that the City of Belvedere is open for business, and on Federal and State holidays. Flags may be displayed twenty-four (24) hours per day if they are illuminated during darkness. Flags shall not be displayed during inclement weather.
- C. Flags on City property shall be displayed in the following order:
  - 1. The United States Flag shall be displayed in the first position of honor.
  - 2. The California State Flag shall be displayed in the second position of honor.
  - 3. The City of Belvedere Flag shall be displayed in the third position of honor.
  - 4. Commemorative flags shall be displayed in the fourth position of honor, unless otherwise authorized by the City Council and if consistent with Federal and State law.

20.6.4 **COMMEMORATIVE FLAGS**

- A. The City may display commemorative flags on City property. A commemorative flag is any flag other than the United States Flag, the State of California Flag, or the City of Belvedere Flag.
- B. The display of commemorative flags constitutes governmental speech. The display of commemorative flags serves solely as an expression of the City's official sentiment and shall not create or serve as a forum for public expression.
- C. The City may display commemorative flags only if authorized by City Council Resolution at a duly noticed public meeting. The City Council shall consider requests to display a commemorative flag if the request is made by a member of the City Council.
- D. Commemorative flags shall be displayed for a period of time that is reasonable or customary, but no longer than thirty-one (31) continuous days.



**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
AUTHORIZING THE DISPLAY OF THE RAINBOW PRIDE FLAG IN HONOR OF LGBTQ+  
PRIDE MONTH IN JUNE 2021**

---

**WHEREAS**, the month of June is marked to honor and celebrate the LGBTQ+ community and in commemoration of the 1969 Stonewall Uprising in Manhattan; and

**WHEREAS**, the City of Belvedere is committed to supporting the equity and dignity of all people in the community; and

**WHEREAS**, LGBTQ+ individuals are a vital part of the Belvedere community; and

**WHEREAS**, the City of Belvedere desires to honor and recognize the LGBTQ+ community in Belvedere and beyond; and

**WHEREAS**, the City has adopted a flag policy that allows the display of commemorative flags if authorized by the City Council as a means to reflect the City's viewpoint; and

**WHEREAS**, the Rainbow flag has long been recognized as a symbol of LGBTQ+ pride; and

**WHEREAS**, members of the City Council have requested that the City of Belvedere display the Rainbow flag for the month of June 2021 to further the City's viewpoint of celebrating, honoring, and supporting the LGBTQ+ community; and

**WHEREAS**, this Resolution is exempt from the California Environmental Quality Act ("CEQA") because it does not constitute a "project" subject to CEQA.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Belvedere directs City staff to display the Rainbow Pride flag at City Hall for the remainder of the month of June 2021.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 14, 2021 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:** \_\_\_\_\_

James Campbell, Mayor

**ATTEST:** \_\_\_\_\_

Beth Haener, City Clerk

**PUBLIC HEARING**

**BELVEDERE CITY COUNCIL  
JUNE 14, 2021**

---

To: Mayor and City Council

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

**Subject: Consider resolution approving the City of Belvedere Annual Operating and Capital Budget for FY21/22 and the Five-Year Capital Plan**

---

**Recommended Motion/Item Description**

1. Conduct the Public Hearing.
2. Adopt the attached Resolution appropriating funds necessary for Fiscal Year 2021/2022.

**Background**

In April of 2021, the Finance Committee reviewed a preliminary operating and capital budget for FY21/22 and voted unanimously to recommend its adoption by the City Council. At its meeting of May 10, 2021, the City Council also reviewed the preliminary budget document. A revised budget document has been prepared for Council consideration following the scheduled public hearing.

**Revisions**

There have been a few minor revisions to the operating and capital budget for FY21/22 since it was reviewed by the Finance Committee and City Council.

The anticipated fire tax revenue for the year was adjusted upward from \$983,953 to \$997,888, an increase of \$13,935. The fire tax revenue in the preliminary budget was prepared using best available estimates. Since that time, the price and population data were released by the State of California, resulting in a higher escalation rate for the fire tax assessment than previously estimated.

An updated budget has been provided by the Marin General Services Authority (MGSA), resulting in a decrease of \$5,768 in expenditures. In addition, revised insurance premium costs have been received by the City's risk management pool, CIRA (formerly PARSAC), resulting in a net increase of \$22,000 in general liability premiums.

**Findings**

The FY21/22 budget presented for adoption utilizes a carry forward of prior fund balance to offset the budget year deficit in the General Fund at 6/30/22 of \$682,900. The budget anticipates the following:

**General Fund Revenue**

- Property tax increase of 3%
- Other revenues to remain flat due to Covid-related impacts
- No large Construction Time Limit fines anticipated
- Potential Federal “American Rescue Plan” funding not incorporated

**General Fund Expenditures**

- Continued participation in the Tiburon Peninsula Traffic Relief JPA
- Continued participation in the Richardson’s Bay Regional Agency (RBRA)
- CalPERS required Unfunded Accrued Liability (UAL) payments are calculated at 4% rate of return
- Continued deferral of one Police Officer position
- Increased consultant expenditures for housing elements and seawall project
- Transfers out to newly created 115 Pension Trust and Seawall Fund

**FY21/22 GENERAL FUND BUDGET SUMMARY**

**General Fund Reserve and Five Year Forecast**

The City will start the upcoming fiscal year with a General Fund Balance of \$4.2M. If fiscal year activity (revenue and expenditures) occurs exactly as forecast, the General Fund Balance at the end of FY21/22 will be \$3.5M.

The Council has established a policy of maintaining a General Fund Reserve equal to 50% of annual operating expense, plus the transfer to the Fire Fund, plus pension-related debt payments. If revenues and expenses are as anticipated in the FY21/22 budget, the City will be over the reserve policy amount of \$3,462,552.

**REVENUES**

Property taxes	6,272,254
Other Taxes	318,879
Licenses and Permits	469,935
Fines and Forfeitures	1,057
Charges for Services	278,117
Investment and Rental Income	70,171
Revenue from Other Agencies	172,485
Misc. Other	<u>37,000</u>

<b>Total General Fund Revenue</b>	<b>7,619,898</b>
<u>EXPENSES</u>	
General Administration	1,055,484
Planning and Building Dept.	1,150,330
Police Dept.	1,706,704
Public Works Dept.	1,267,467
Recreation	63,450
Non-Departmental	<u>577,499</u>
<b>Total General Fund Expense</b>	<b>5,820,935</b>
<u>TRANSFERS TO OTHER FUNDS</u>	
Fire Protection	854,566
115 Pension Trust	300,000
Capital Improvement Fund	338,500
Seawall Fund	400,000
Equipment Replacement Fund	339,193
Pension-related Debt Obligation Fund	<u>249,603</u>
Total Transfers from General Fund	<b>2,481,862</b>
<b>Total General Fund Expense and Transfers</b>	<b>8,302,797</b>
<b>Net General Fund Surplus (Deficit)</b>	<b>(682,900)</b>

**Other Fund Activity*****Fire Fund***

Revenue generated from the fire tax will be \$997,888. Payments to the Tiburon Fire Protection District, plus fire-related expenses are estimated to be \$1,852,454 in FY21/22. A General Fund transfer of \$854,566 is included in the budget to fully fund the contract with TFPD.

***115 Pension Trust***

\$300,000 will be transferred in from the General Fund to set aside an appropriate level of funds to fully fund accrued pension obligations at a more prudential rate.

***Capital Improvement Projects***

Capital Improvement & Road Impact Fee expenditures in FY21/22 total \$805,750. Of this total, \$344,250 has been allocated to repair and maintain City streets. Feasibility-level design work, environmental analysis and legal support, and other consultant assistance on the Beach Road/San Rafael Avenue Levee Stabilization amounts to \$175,000 (funded partially with Department of Water Resources Grant and partially with City funds). Other infrastructure improvements include

guardrail installation and repairs and emergency drainage repairs, budgeted at \$25,000 in total. Improvements to City Hall and the Corporation Yard include exterior and interior painting, and ADA compliance and office modifications. Total improvements to City Hall and the Corp Yard are budgeted at \$34,000. Parks and open space projects for the coming year include new fencing, gates and picnic tables at the Belvedere Playground, refurbishment of steel railings throughout the City, and design work on a potential Beach Road Park. These projects total \$125,000 and will be partially funded by a Prop 68 Park Bond allocation. A rebuild of the Hawthorn Lane stairs, plus other lane maintenance, repairs and design are budgeted at \$50,000 and utilize Measure A transportation funding. Lastly, a sidewalk repair program and miscellaneous capital improvements are included at \$52,500.

***Seawall Fund***

\$400,000 will be transferred to the newly created Seawall Fund. These funds will be made 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.

***Equipment Replacement Fund***

The FY21/22 Equipment Replacement Fund includes \$30,000 for ongoing technology and other equipment needs at City Hall, plus \$350,000 to provide for a street sweeper or to fund an alternative approach for delivering street sweeping.

***Pension-Related Debt Obligation Fund***

\$249,603 will be transferred in from the General Fund to make the debt service payments for the 2017 restructuring of the City's unfunded pension liability.

**Fiscal Impact**

Recommended expenditures (all funds) total \$9.1 million and combined available revenue and fund carryovers total \$12.6 million. As the budget is currently proposed, it is anticipated the City will end FY21/22 with total reserves of \$3.51 million, of which \$3.46 million is General Fund Reserve.

**Recommendation**

1. Conduct the Public Hearing.
2. Adopt the attached Resolution appropriating funds necessary for Fiscal Year 2021/2022.

**Attachments**

- Resolution
- Proposed Annual Operating Budget

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
ADOPTING THE ANNUAL OPERATING BUDGET AND APPROPRIATING FUNDS  
FOR EXPENDITURE FOR THE FISCAL YEAR 2021-2022**

---

**WHEREAS**, an annual budget for the City of Belvedere has been fully prepared for Fiscal Year 2021-2022 and was presented to the City Council pursuant to Section 2.04.170 of the Belvedere Municipal Code; and

**WHEREAS**, on June 14, 2021 the City Council of the City of Belvedere held a public hearing on the recommended Fiscal Year 2021-2022 budget as presented by the City Manager.

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

**SECTION 1.** The City Council hereby identifies and authorizes a total estimated operations and capital improvement budget of \$9,108,742 and appropriates said money from the various funds to each account set forth in said budget. The City Manager is authorized and empowered to expend such sum for the purpose of such account.

**SECTION 2.** The City Council finds and determines that the City’s proposed budget for Fiscal Year 2021-2022 is in compliance with the City’s appropriations limitation, and hereby approves this budget in its entirety, text and amounts, as the Annual Budget for the City of Belvedere for Fiscal Year 2021-2022, commencing July 1, 2021 and ending June 30, 2022.

**PASSED AND ADOPTED** at a regular meeting of the Belvedere City Council on June 14, 2021, by the following vote:

**AYES:** \_  
**NOES:** \_  
**ABSENT:** \_  
**ABSTAIN:** \_

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk



# City of Belvedere

Annual Operating & Capital Budget

Fiscal Year 2021-2022





# 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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# Introduction



# CITY OF BELVEDERE

## Budget Message

### Fiscal Year 2021-2022



June 14, 2021

#### **TO THE HONORABLE MAYOR CAMPBELL AND MEMBERS OF THE CITY COUNCIL**

I am pleased to present the budget for Fiscal Year 2021/2022, the year beginning July 1, 2021. 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 FY21/22 budget that meets the City's operational needs and 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.

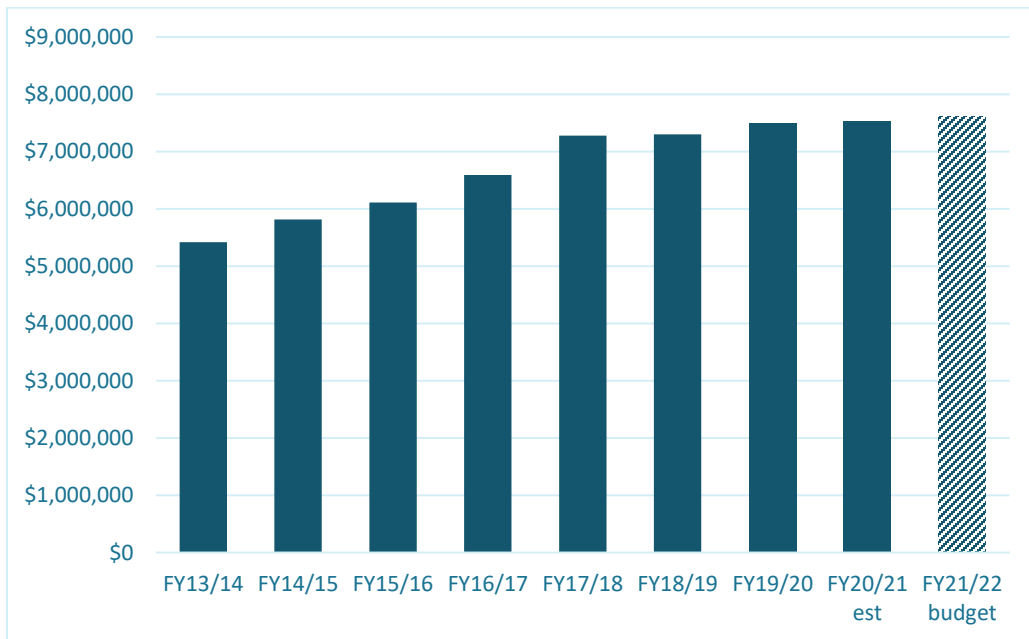
**General Fund Revenue Projections**

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.
- 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, \$854,566 will be transferred from the General Fund to the Fire Fund, combined with estimated Fire Tax revenue of \$997,888, 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 \$5,820,935, as well as transfers out of \$2,481,862. The budget forecasts a deficit at year-end of \$682,900.

# BUDGET MESSAGE

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

<b>Preliminary FY21/22 General Fund (GF) Budget</b>			
Revenues			\$ 7,619,898
Expenses		(5,820,935)	
Transfers Out			
<i>Fire Fund</i>	(854,566)		
<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		(2,481,862)	
Expenses plus Transfers Out			(8,302,797)
Surplus/(Deficit)			\$ (682,900)

## 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 \$3,462,552 will be exceeded.

FY21/22 GF Expenses + Fire Transfer + Debt Payment		\$ 6,925,104
General Fund Reserve Policy 50%		3,462,552
Projected General Fund Balance 6/30/20	51%	3,514,916
Over/(Under) Policy		\$ 52,364

## 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 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, 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)

## 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.

## CONCLUSION

The FY21/22 Budget maintains essential staffing levels and allocates resources necessary to ensure the health and safety of Belvedere residents, protect the City's assets, and provide the resources to operate and maintain the City. As with any financial planning tool, the Budget makes assumptions that may need to be adjusted over time, as new information becomes available or the Council adopts new priorities. Management will closely monitor revenues and manage resources throughout the year and will update the Council at regular intervals.

## BUDGET MESSAGE

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

It has been my pleasure to work with a talented City staff to produce this Budget. In particular, I want to thank the City's Administrative Services Manager, Amber Johnson, for her efforts. I look forward to working with the City Council in the coming year to ensure that Belvedere continues to thrive as a unique and beautiful place treasured by its residents.

Respectfully,

A handwritten signature in blue ink that reads "Craig Middleton". The signature is fluid and cursive, with the first name "Craig" being more prominent than the last name "Middleton".

Craig Middleton  
City Manager

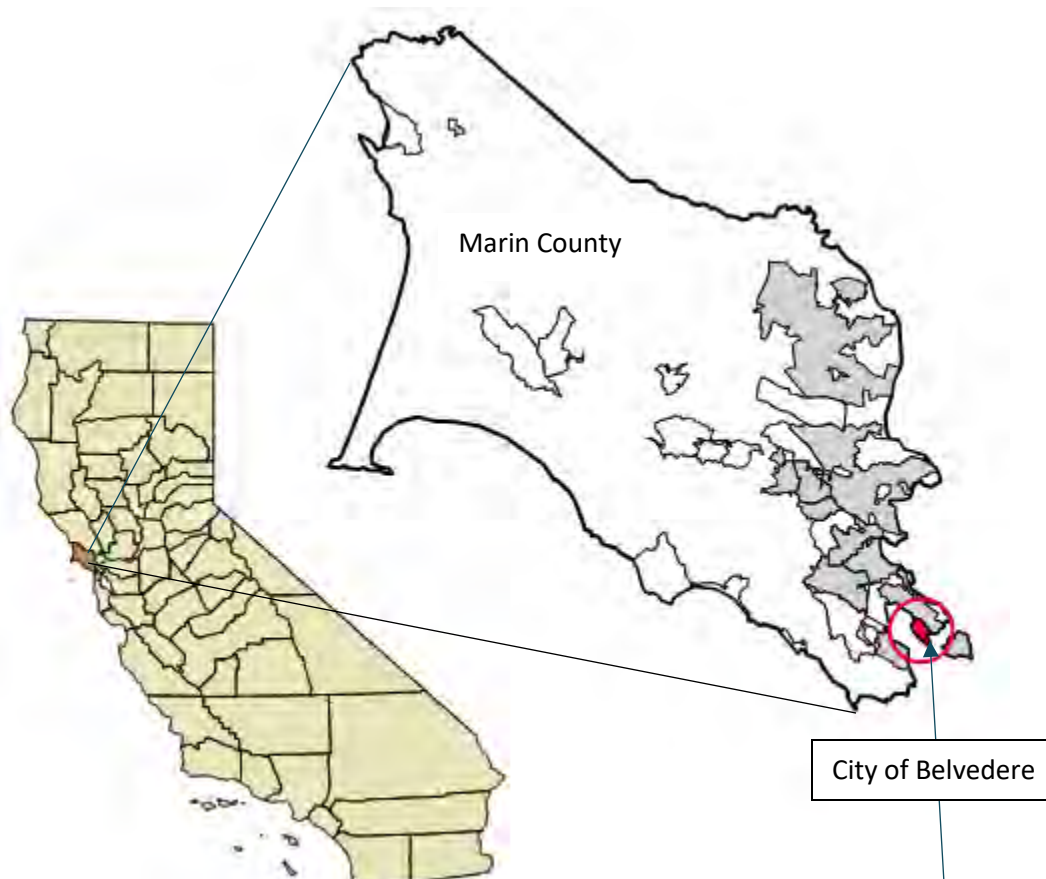
## City Overview

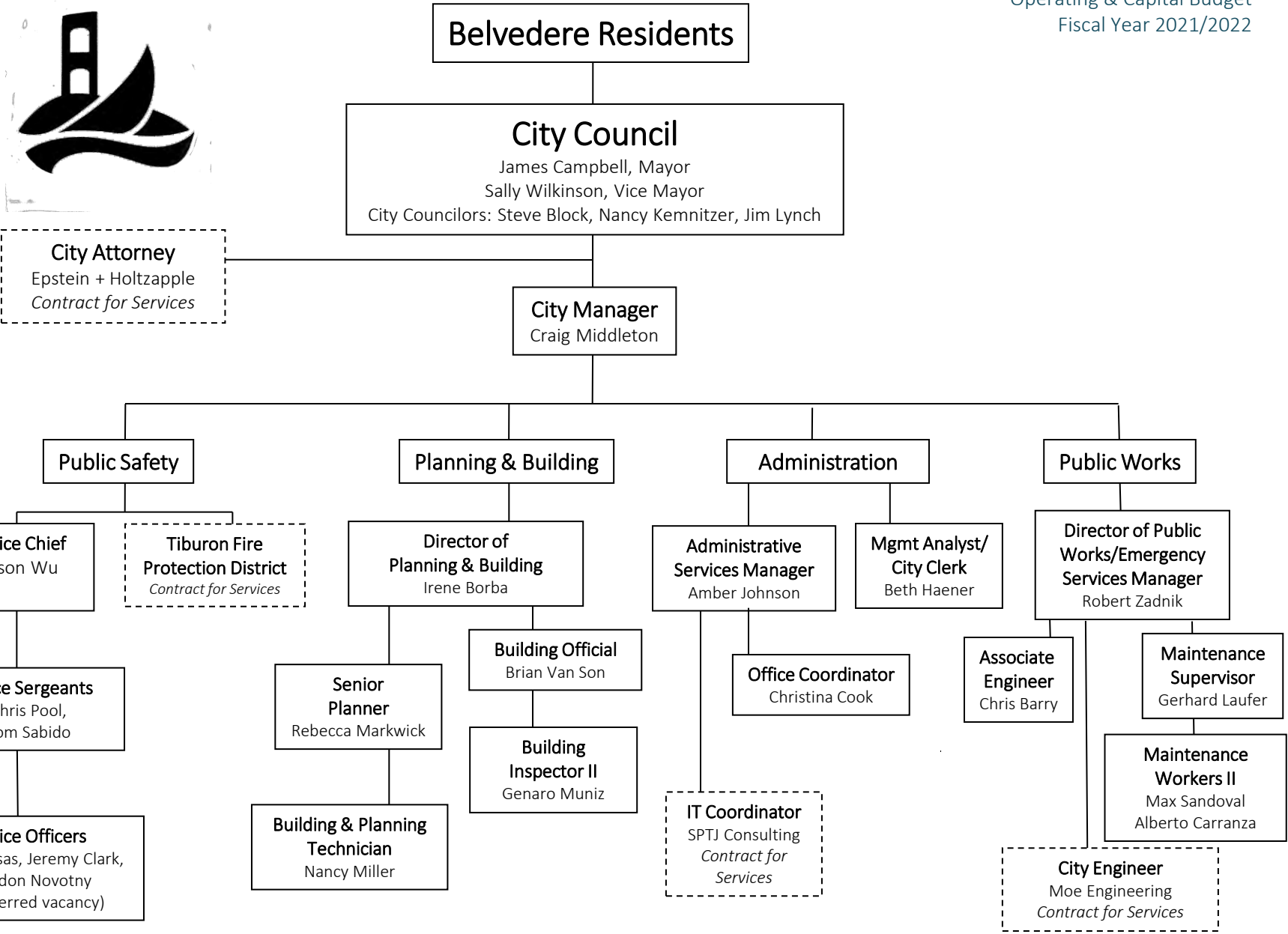
The City of Belvedere (the “City”) was incorporated in 1896. Belvedere is a General Law City, serving a population of just over 2,000. The City is approximately 4 miles north of San Francisco, in Marin County, California. Consisting of two islands and a lagoon, the City is connected to the Tiburon Peninsula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





# Budget Calendar

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



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	\$	997,888
<b>Total Operating Revenues</b>	<b>\$</b>	<b><u>8,617,786</u></b>

**Operating Expenses**

City Operations	\$	5,820,935
Fire Contract	\$	1,852,454
Debt Payments (Pension-related)	\$	249,603
Legal Damages/Settlements	\$	-
<b>Total Operating Expenses</b>	<b>\$</b>	<b><u>7,922,992</u></b>

**Other Deductions from Operating Funds**

Contribution to 115 Pension Trust	\$	300,000
Contribution to Seawall Reserve	\$	400,000
<b>Adjusted Net Operating Revenue</b>	<b>\$</b>	<b><u>(5,206)</u></b>

**CAPITAL****Capital Revenues**

Capital Funds available for current year projects	\$	463,000
Restricted Funds	\$	1,000
<b>Total Capital Revenues</b>	<b>\$</b>	<b><u>464,000</u></b>

**Other Capital Funding Sources**

From Net Operating Revenues	\$	-
Prior year excess reserves	\$	721,750
<b>Total Other Sources</b>	<b>\$</b>	<b><u>721,750</u></b>

**Total Revenue to Support Capital Projects** **\$** **1,185,750**

**Capital Project Expenditures**

Capital Projects	\$	805,750
Equipment Replacement	\$	380,000
<b>Total Capital Project Expenditures</b>	<b>\$</b>	<b><u>1,185,750</u></b>

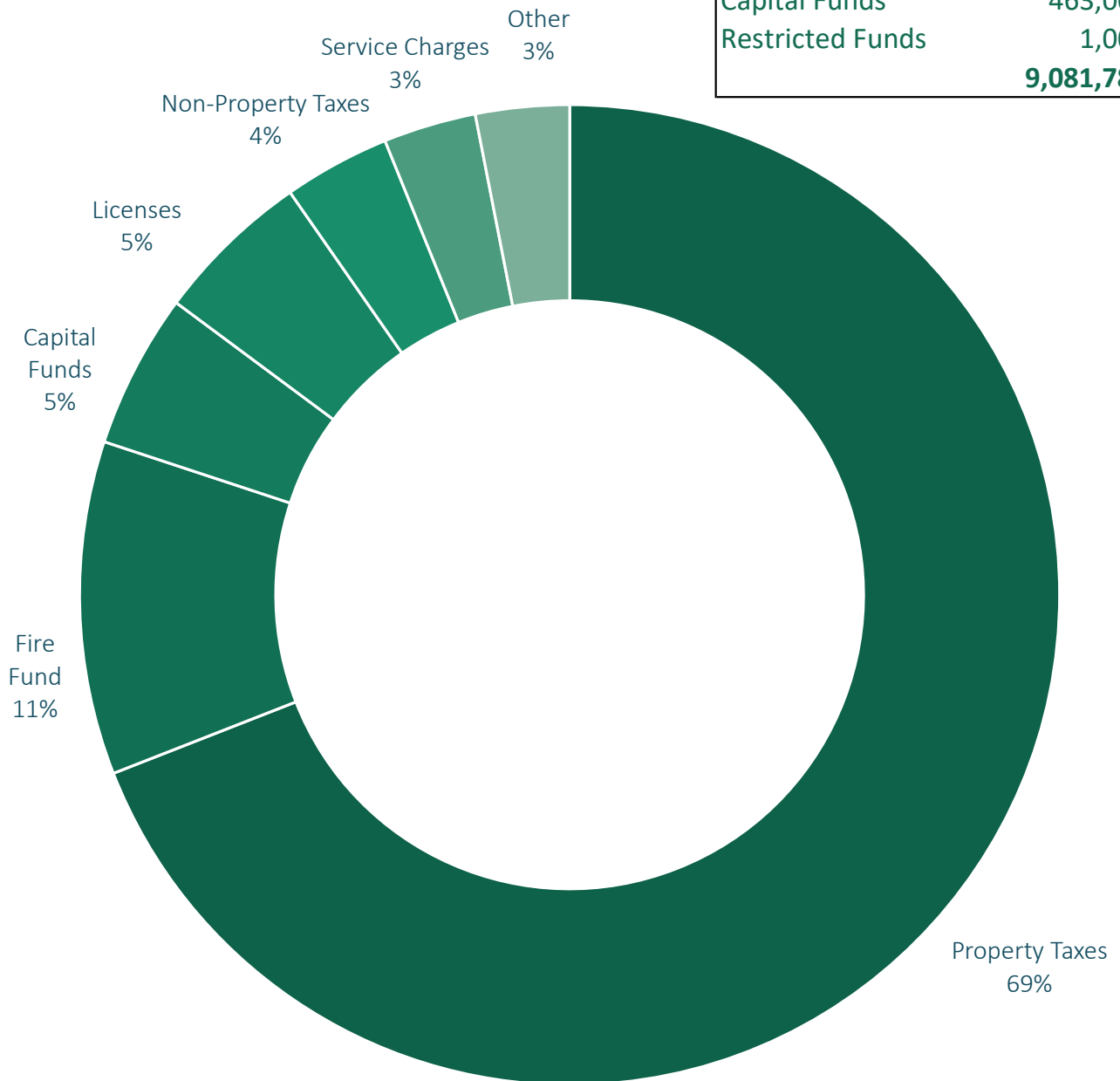
**FUND RESERVES****Fund Balances - Projected at June 30, 2022**

General Fund Reserve	\$	3,514,916
Insurance Reserve Fund	\$	57,329
115 Pension Trust	\$	1,800,000
Road Impact Fund	\$	150,223
Seawall Fund	\$	400,000
<b>Total City Funds</b>	<b>\$</b>	<b><u>5,922,467</u></b>

General Fund Reserve	\$	3,514,916
General Fund Reserve Policy Goal	\$	3,462,552
Reserve Funds Over/(Under) Policy	<b>\$</b>	<b><u>52,364</u></b>

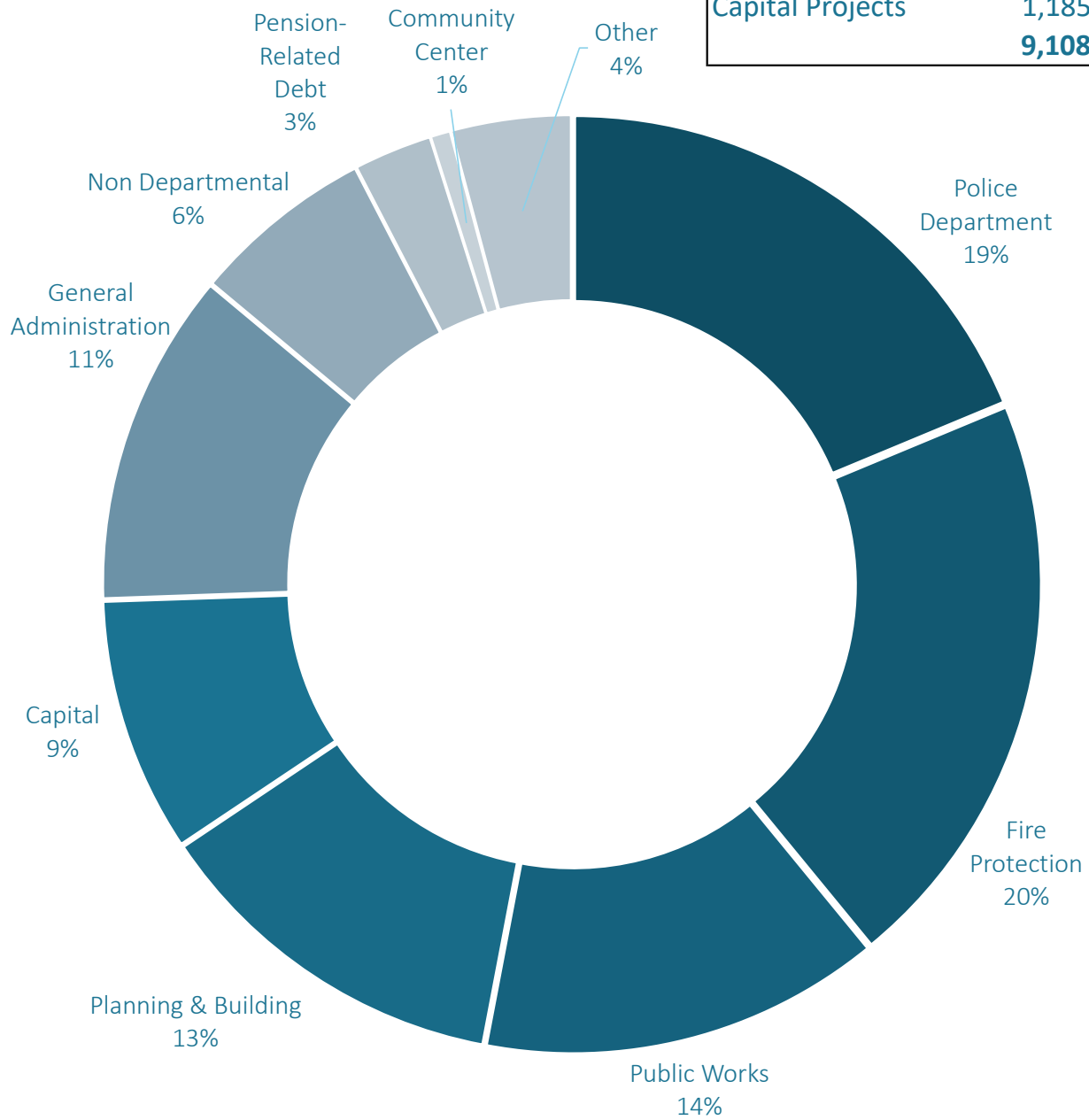
# Total Revenues \$9,081,785

REVENUE SPLITS:	
Operating Funds	8,617,785
Capital Funds	463,000
Restricted Funds	1,000
	<b>9,081,785</b>



# Total Appropriations \$9,108,742

APPROPRIATIONS SPLITS:	
Operating Funds	7,922,992
Capital Projects	1,185,750
<b>Total</b>	<b>9,108,742</b>



# Schedule of Interfund Transfers

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

FUND		TRANSFERS IN	TRANSFERS OUT
100	General Fund		\$ 854,566 <sup>1</sup>
100	General Fund		300,000 <sup>2</sup>
100	General Fund		249,603 <sup>3</sup>
100	General Fund		338,500 <sup>4</sup>
100	General Fund		400,000 <sup>5</sup>
100	General Fund		339,193 <sup>6</sup>
130	Fire Fund	854,566	<sup>1</sup>
100	115 Pension Trust	300,000	<sup>2</sup>
500	Pension-related Debt Obligation Fund	249,603	<sup>3</sup>
900	Capital Improvement Fund	338,500	<sup>4</sup>
903	Seawall Fund	400,000	<sup>5</sup>
210	Equipment Replacement Fund	339,193	<sup>6</sup>
	Total	<u>\$ 2,481,862</u>	<u>\$ 2,481,862</u>

<sup>1</sup> Fire expenditures not funded by Parcel Tax.

<sup>2</sup> Annual transfer from General Fund to 115 Pension Trust Fund.

<sup>3</sup> Pension-related debt service payments.

<sup>4</sup> CIP expenditures not funded by other revenue sources.

<sup>5</sup> Planned transfer from General Fund to Seawall Fund

<sup>6</sup> 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
<b>OPERATING REVENUE</b>					
<b>GENERAL FUND</b>					
<b>Property Taxes:</b>					
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	\$5,276,292	\$5,714,091	\$5,878,959	\$6,186,095	\$6,272,254
<i>% Change over prior year</i>	4.2%	8.3%	2.9%	5.2%	1.4%
<b>Local Non-Property Taxes:</b>					
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	\$388,294	\$365,949	\$351,837	\$324,201	\$318,879
<i>% Change over prior year</i>	19.5%	-5.8%	-3.9%	-7.9%	-1.6%
<b>Licenses &amp; Permits:</b>					
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	\$585,449	\$458,873	\$539,126	\$469,935	\$469,935
<i>% Change over prior year</i>	32.0%	-21.6%	17.5%	-12.8%	0.0%

# Revenue History - All Funds

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

FUND/ACTIVITY	FY17/18 ACTUAL REVENUES	FY18/19 ACTUAL REVENUES	FY19/20 ACTUAL REVENUES	FY20/21 ESTIMATED REVENUES	FY21/22 RECOMMENDED BUDGET
<b>Fines &amp; Forfeitures:</b>					
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%
<b>Investments &amp; Property:</b>					
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%
<b>Revenue From Other Agencies:</b>					
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%
<b>Service Charges:</b>					
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
<b>Miscellaneous Other Revenue:</b>					
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%
<b>Total General Fund Revenue</b>	<b>\$7,278,369</b>	<b>\$7,303,257</b>	<b>\$7,491,888</b>	<b>\$7,536,983</b>	<b>\$7,619,898</b>
<i>% Change over prior year</i>	10.2%	0.3%	2.6%	0.6%	1.1%
<b>FIRE FUND</b>					
Fire Tax Proceeds	\$853,108	\$886,256	\$919,435	\$947,932	\$997,888
<i>% Change over prior year</i>	3.3%	3.9%	3.7%	3.1%	5.3%
<b>TOTAL OPERATING REVENUE</b>	<b>\$8,131,477</b>	<b>\$8,189,513</b>	<b>\$8,411,323</b>	<b>\$8,484,915</b>	<b>\$8,617,786</b>
<i>% Change over prior year</i>	9.4%	0.7%	2.7%	0.9%	1.6%



# 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
<b>CAPITAL REVENUE</b>					
<b>CAPITAL IMPROVEMENT FUNDS</b>					
<b>General Capital Improvements</b>					
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
<b>Total Cap. Improvement Fund Revenue</b>	<b>\$229,542</b>	<b>\$169,235</b>	<b>\$296,233</b>	<b>\$444,500</b>	<b>\$274,250</b>
<i>% Change over prior year</i>	121.3%	-26.3%	75.0%	50.1%	-38.3%
<b>Road Impact Funds</b>					
Road Impact Fee	\$222,750	\$173,862	\$262,130	\$175,750	\$175,750
<i>% Change over prior year</i>	26.0%	-21.9%	50.8%	-33.0%	0.0%
<b>Marin County Parks &amp; Open Space Fund</b>					
Measure A Parks Sales Tax	\$24,281	\$8,970	\$17,214	\$13,000	\$13,000
<i>% Change over prior year</i>	56.6%	-63.1%	91.9%	-24.5%	0.0%
<b>SUBTOTAL CAPITAL IMPROVEMENT FUNDS</b>	<b>\$476,573</b>	<b>\$352,067</b>	<b>\$575,577</b>	<b>\$633,250</b>	<b>\$463,000</b>
<i>% Change over prior year</i>	61.0%	-26.1%	63.5%	10.0%	-26.9%
<b>EQUIPMENT REPLACEMENT FUND</b>					
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
<b>Total Equip. Repl. Fund Revenue</b>	<b>\$3,285</b>	<b>\$409</b>	<b>\$40,251</b>	<b>\$45,092</b>	<b>\$1,000</b>
<i>% Change over prior year</i>	-84.2%	-87.5%	9741.3%	12.0%	-97.8%
<b>TOTAL CAPITAL REVENUE</b>	<b>\$479,858</b>	<b>\$352,476</b>	<b>\$615,828</b>	<b>\$678,342</b>	<b>\$464,000</b>
<i>% Change over prior year</i>	51.4%	-26.5%	74.7%	10.2%	-31.6%
<b>TOTAL REVENUES</b>	<b>\$8,611,335</b>	<b>\$8,541,989</b>	<b>\$9,027,151</b>	<b>\$9,163,257</b>	<b>\$9,081,785</b>
<i>% Change over prior year</i>	11.2%	-0.8%	5.7%	1.5%	-0.9%

# 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
<b>OPERATING EXPENDITURES</b>					
<b>GENERAL FUND</b>					
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	577,499
<b>TOTAL GENERAL FUND</b>	<b>\$4,829,486</b>	<b>\$5,127,459</b>	<b>\$4,954,500</b>	<b>\$5,257,145</b>	<b>\$5,820,935</b>
<i>% Change over prior year</i>	<i>1.1%</i>	<i>6.2%</i>	<i>-3.4%</i>	<i>6.1%</i>	<i>10.7%</i>
<b>FIRE FUND</b>					
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>
<b>RESTRICTED FUNDS</b>					
Legal Damages and Settlements	0	3,500	11,458	0	0
Debt Service	174,535	254,176	238,044	247,023	249,603
<b>TOTAL RESTRICTED FUNDS</b>	<b>\$174,535</b>	<b>\$257,676</b>	<b>\$249,502</b>	<b>\$247,023</b>	<b>\$249,603</b>
<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>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$6,458,049</b>	<b>\$6,915,617</b>	<b>\$6,894,024</b>	<b>\$7,255,298</b>	<b>\$7,922,992</b>
<i>% Change over prior year</i>	<i>1.7%</i>	<i>7.1%</i>	<i>-0.3%</i>	<i>5.2%</i>	<i>9.2%</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
<b>CAPITAL EXPENDITURES</b>					
<b>CAPITAL IMPROVEMENT FUNDS</b>					
<b>General Capital Improvements</b>					
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
<b>Total Capital Improvements</b>	<b>\$562,425</b>	<b>\$893,050</b>	<b>\$888,464</b>	<b>\$2,084,688</b>	<b>\$805,750</b>
<i>% Change over prior year</i>	<i>110.7%</i>	<i>58.8%</i>	<i>-0.5%</i>	<i>134.6%</i>	<i>-61.3%</i>
<b>RESTRICTED FUNDS</b>					
Equipment Replacement	\$83,189	\$94,865	\$154,858	\$30,285	\$380,000
<i>% Change over prior year</i>	<i>-33.2%</i>	<i>14.0%</i>	<i>63.2%</i>	<i>-80.4%</i>	<i>1154.7%</i>
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$645,614</b>	<b>\$987,915</b>	<b>\$1,043,322</b>	<b>\$2,114,973</b>	<b>\$1,185,750</b>
<i>% Change over prior year</i>	<i>64.9%</i>	<i>53.0%</i>	<i>5.6%</i>	<i>102.7%</i>	<i>-43.9%</i>
<b>TOTAL EXPENDITURES</b>	<b>\$7,103,663</b>	<b>\$7,903,532</b>	<b>\$7,937,346</b>	<b>\$9,370,271</b>	<b>\$9,108,742</b>
<i>% Change over prior year</i>	<i>5.4%</i>	<i>11.3%</i>	<i>0.4%</i>	<i>18.1%</i>	<i>-2.8%</i>

# 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
<b>General Administration</b>						
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
<b>Planning &amp; Building</b>						
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
<b>Police</b>						
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*
<b>Public Works</b>						
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	-
<b>Total Employees</b>						<b>17</b>

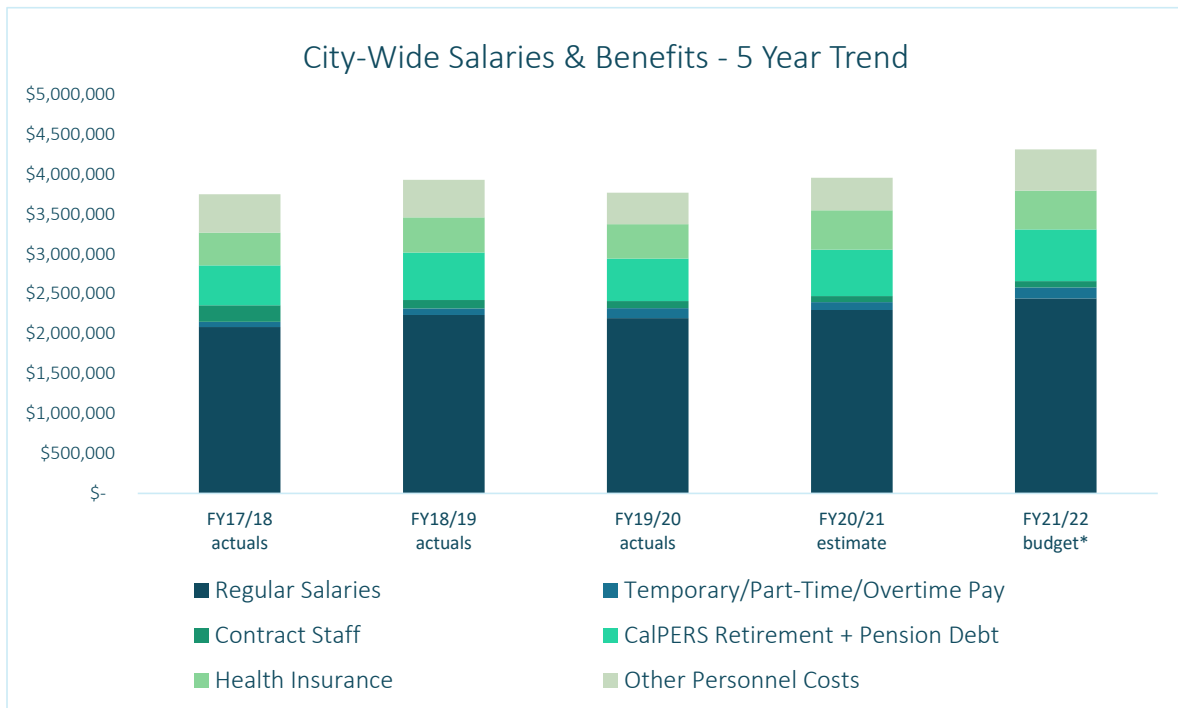
<b>Contract Staff</b>	
City Attorney	Professional Services Contract with Epstein Law Firm
City Engineer	Professional Services Contract with Moe Engineering
Fire and Emergency Services	Contract for Services with Tiburon Fire Protection District
IT Coordinator	Professional Services Contract with SPTJ Consulting

# Citywide Salary and Benefit History

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

## 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
<b>Total Salary &amp; Benefits</b>	<b>\$ 3,745,909</b>	<b>\$ 3,925,987</b>	<b>\$ 3,766,995</b>	<b>\$ 3,952,722</b>	<b>\$ 4,309,664</b>



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
<b>TOTAL</b>	<b>21</b>	<b>19</b>	<b>19</b>	<b>20</b>	<b>21</b>

\* 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](#)

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Select View *(required)*

Employer Name

Valuation Rate Plan

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**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="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Rate % <i>(required)</i></th> <th style="text-align: left;">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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<input type="text" value="6.000"/>	<input type="text" value="20"/>										

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
	<b>PERSONNEL</b>	<b>617,535</b>	<b>565,678</b>	<b>626,699</b>
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
	<b>FRINGE BENEFITS</b>	<b>137,621</b>	<b>127,765</b>	<b>144,993</b>
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
	<b>OUTSIDE SERVICES</b>	<b>154,975</b>	<b>165,741</b>	<b>166,800</b>
6000	Communications & Alarms	3,719	3,491	3,595
6020	Power - Gas & Electric	1,766	1,343	1,383
	<b>UTILITIES</b>	<b>5,485</b>	<b>4,833</b>	<b>4,978</b>
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
	<b>OPERATIONS</b>	<b>111,100</b>	<b>72,169</b>	<b>105,221</b>
7000	Office Supplies	2,575	5,783	5,956
7030	Printing & Reproduction	4,635	812	836
	<b>MATERIALS AND SUPPLIES</b>	<b>7,210</b>	<b>6,595</b>	<b>6,793</b>
	<b>TOTAL GENERAL ADMINISTRATION</b>	<b>1,033,926</b>	<b>942,781</b>	<b>1,055,484</b>

Planning Building  
Department Budget

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

<b>Account</b>	<b>Item</b>	<b>FY21 Budget</b>	<b>FY21 Estimated Actuals</b>	<b>FY22 Recommended Budget</b>
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
	<b>PERSONNEL</b>	<b>659,570</b>	<b>624,589</b>	<b>668,324</b>
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
	<b>FRINGE BENEFITS</b>	<b>229,082</b>	<b>228,733</b>	<b>240,741</b>
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
	<b>OUTSIDE SERVICES</b>	<b>187,868</b>	<b>148,613</b>	<b>184,234</b>
6000	Communications & Alarms	6,359	6,297	6,486
6020	Power - Gas & Electric	6,501	5,375	5,536
	<b>UTILITIES</b>	<b>12,860</b>	<b>11,672</b>	<b>12,022</b>
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
	<b>OPERATIONS</b>	<b>31,171</b>	<b>10,996</b>	<b>33,695</b>
7000	Office Supplies	6,636	6,409	6,602
7030	Printing & Reproduction	888	4,573	4,711
7080	Gas & Oil Supplies	0	0	0
	<b>MATERIALS AND SUPPLIES</b>	<b>7,524</b>	<b>10,983</b>	<b>11,312</b>
<b>TOTAL PLANNING &amp; BUILDING</b>		<b>1,128,075</b>	<b>1,035,586</b>	<b>1,150,330</b>

Police  
Department Budget

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

<u>Account</u>	<u>Item</u>	<b>FY21 Budget</b>	<b>FY21 Estimated Actuals</b>	<b>FY22 Recommended Budget</b>
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
	<b>PERSONNEL</b>	<b>975,465</b>	<b>871,330</b>	<b>988,535</b>
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
	<b>FRINGE BENEFITS</b>	<b>330,111</b>	<b>307,354</b>	<b>336,912</b>
5015	IT Support	20,600	21,021	25,000
5016	Software Maintenance	1,030	1,030	1,061
5080	Emergency Preparedness Services	32,986	32,986	33,976
5210	Police Dispatch	117,825	117,825	128,625
5220	Major Crimes Task Force	18,546	18,546	19,102
5242	Reports & Records Automation	24,002	24,001	24,721
5250	Marin Emergency Radio Authority	27,811	29,460	31,320
5266	Marin Information & Data Access S	8,549	3,516	3,621
5267	Mobile Data Maintenance Agreement	5,719	5,719	5,890
5990	Other Contract/Outside Services	2,000	40,000	27,810
	<b>OUTSIDE SERVICES</b>	<b>259,068</b>	<b>294,105</b>	<b>301,127</b>
6000	Communications & Alarms	10,300	12,033	12,394
6020	Power - Gas & Electric	3,090	2,240	2,307
	<b>UTILITIES</b>	<b>13,390</b>	<b>14,273</b>	<b>14,702</b>



Police  
Department Budget

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

<u>Account</u>	<u>Item</u>	<b>FY21 Budget</b>	<b>FY21 Estimated Actuals</b>	<b>FY22 Recommended Budget</b>
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
	<b>OPERATIONS</b>	<b>50,810</b>	<b>50,986</b>	<b>47,426</b>
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
	<b>MATERIALS AND SUPPLIES</b>	<b>27,089</b>	<b>17,479</b>	<b>18,003</b>
<b>TOTAL POLICE</b>		<b>1,655,933</b>	<b>1,555,527</b>	<b>1,706,704</b>

Public Works  
Department Budget

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

<b>Account</b>	<b>Item</b>	<b>FY21 Budget</b>	<b>FY21 Estimated Actuals</b>	<b>FY22 Recommended Budget</b>
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
	<b>PERSONNEL</b>	<b>557,602</b>	<b>553,521</b>	<b>587,929</b>
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
	<b>FRINGE BENEFITS</b>	<b>231,588</b>	<b>228,426</b>	<b>242,342</b>
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
	<b>OUTSIDE SERVICES</b>	<b>219,654</b>	<b>240,204</b>	<b>261,200</b>
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
	<b>UTILITIES</b>	<b>53,767</b>	<b>56,183</b>	<b>57,868</b>

Public Works  
Department Budget

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

<u>Account</u>	<u>Item</u>	<b>FY21 Budget</b>	<b>FY21 Estimated Actuals</b>	<b>FY22 Recommended Budget</b>
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
	<b>OPERATIONS</b>	<b>79,804</b>	<b>109,395</b>	<b>81,792</b>
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
	<b>MATERIALS AND SUPPLIES</b>	<b>44,567</b>	<b>35,277</b>	<b>36,335</b>
<b>TOTAL PUBLIC WORKS</b>		<b>1,186,982</b>	<b>1,223,005</b>	<b>1,267,467</b>

Recreation (The Ranch)  
Department Budget

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

<b>Account</b>	<b>Item</b>	<b>FY21 Budget</b>	<b>FY21 Estimated Actuals</b>	<b>FY22 Recommended Budget</b>
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
	<b>OUTSIDE SERVICES</b>	<b>42,745</b>	<b>44,751</b>	<b>46,093</b>
6020	Power - Gas & Electric	5,150	4,373	4,505
	<b>UTILITIES</b>	<b>5,150</b>	<b>4,373</b>	<b>4,505</b>
6140	Insurance	4,988	3,517	3,623
6200	Building Maintenance	5,871	5,871	6,047
	<b>OPERATIONS</b>	<b>10,859</b>	<b>9,388</b>	<b>9,670</b>
7110	Janitorial Supplies	2,575	2,575	2,652
7190	Other Materials & Supplies	515	515	530
	<b>MATERIALS AND SUPPLIES</b>	<b>3,090</b>	<b>3,090</b>	<b>3,183</b>
<b>TOTAL RECREATION</b>		<b>61,844</b>	<b>61,602</b>	<b>63,450</b>

Non-Departmental  
Department Budget

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

<b>Account</b>	<b>Item</b>	<b>FY21 Budget</b>	<b>FY21 Estimated Actuals</b>	<b>FY22 Recommended Budget</b>
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
	<b>RETIREE FRINGE BENEFITS</b>	<b>102,876</b>	<b>122,851</b>	<b>146,514</b>
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	23,885
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
	<b>OUTSIDE SERVICES</b>	<b>168,228</b>	<b>125,871</b>	<b>166,985</b>
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	187,000
	<b>OPERATIONS</b>	<b>195,175</b>	<b>189,922</b>	<b>264,000</b>
<b>TOTAL NON DEPARTMENTAL</b>		<b>466,279</b>	<b>438,644</b>	<b>577,499</b>

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

Restricted Funds - Operating  
Expenditure Budget

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

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



# 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
<b>Capital Funds Beginning Balances</b>					154,473				39,807
<b>Current Year Capital Revenue</b>	<b>464,000</b>		96,250	68,000	175,750	60,000	50,000	13,000	1,000
<b>PROJECTS:</b>	<b>Total Project \$</b>								
<b>CAPITAL PROJECTS:</b>									
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							
<b>EQUIPMENT REPLACEMENTS:</b>									
Equipment Replacements	380,000	339,193							40,807
<b>Total Project Expenses</b>	<b>1,185,750</b>	<b>573,443</b>	<b>96,250</b>	<b>68,000</b>	<b>284,250</b>	<b>60,000</b>	<b>50,000</b>	<b>13,000</b>	<b>40,807</b>
<b>Remaining Capital Fund Balance carry-forward</b>	<b>45,973</b>		-	-	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
	<b>STREET IMPROVEMENTS</b>	<b>406,134</b>	<b>406,134</b>	<b>344,250</b>
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
	<b>INFRASTRUCTURE</b>	<b>697,852</b>	<b>661,552</b>	<b>200,000</b>
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
	<b>LANES</b>	<b>217,154</b>	<b>152,125</b>	<b>50,000</b>
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
	<b>PARKS AND OPEN SPACE</b>	<b>108,000</b>	<b>108,000</b>	<b>125,000</b>
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
	<b>COMMUNITY BUILDINGS</b>	<b>443,000</b>	<b>433,000</b>	<b>34,000</b>

Capital  
Department Budget

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

<b>Account</b>	<b>Item</b>	<b>FY21 Budget</b>	<b>FY21 Estimated Actuals</b>	<b>FY22 Recommended Budget</b>
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
	<b>MISCELLANEOUS</b>	<b>214,840</b>	<b>180,387</b>	<b>52,500</b>
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
	<b>UTILITY UNDERGROUNDING</b>	<b>143,490</b>	<b>143,490</b>	<b>0</b>
<b>TOTAL CAPITAL</b>		<b>2,230,470</b>	<b>2,084,688</b>	<b>805,750</b>

Restricted Funds - Capital  
Expenditure Budget

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

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

# 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
<b>STREET IMPROVEMENTS</b>					
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
<b>Total Street Improvements</b>	<b>344,250</b>	<b>355,000</b>	<b>355,000</b>	<b>445,000</b>	<b>440,000</b>
<b>INFRASTRUCTURE</b>					
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
<b>Total Infrastructure</b>	<b>200,000</b>	<b>27,000</b>	<b>70,000</b>	<b>20,000</b>	<b>27,000</b>
<b>LANES</b>					
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
<b>Total Lanes</b>	<b>50,000</b>	<b>40,000</b>	<b>40,000</b>	<b>20,000</b>	<b>40,000</b>

# 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
<b>PARKS AND OPEN SPACE</b>					
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
<b>Total Parks &amp; Open Space</b>	<b>125,000</b>	<b>25,000</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
<b>COMMUNITY BUILDINGS</b>					
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
<b>Total Community Buildings</b>	<b>34,000</b>	<b>12,000</b>	<b>40,000</b>	<b>80,000</b>	<b>22,000</b>
<b>MISCELLANEOUS</b>					
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
<b>Total Miscellaneous</b>	<b>52,500</b>	<b>52,500</b>	<b>40,000</b>	<b>48,000</b>	<b>55,000</b>
<b>TOTALS</b>	<b>805,750</b>	<b>511,500</b>	<b>545,000</b>	<b>623,000</b>	<b>594,000</b>

**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>
<b>Start Date:</b>	July 2021	(FY 22)	TBD
<b>End Date (Estimated):</b>	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:	\$ -	<b>STAFF</b>	STAFF	STAFF	STAFF	STAFF	\$ -
Construction:	\$ 90,208	\$ <b>40,000</b>	\$ 45,000	\$ 45,000	\$ 45,000	\$ 40,000	\$ 305,208
Equipment:	\$ -			\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 90,208	\$ <b>40,000</b>	\$ 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	\$ <b>40,000</b>
<b>Total</b>	\$ 90,208	\$ <b>40,000</b>



**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:**

		<u>Future Projects</u>	
<b>Start Date:</b>	Summer 2021	(FY 22)	TBD
<b>End Date (Estimated):</b>	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	
<b>Planning &amp; Design:</b>	\$ 17,025	<b>\$ 15,000</b>	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 102,025
<b>Insp &amp; Admin:</b>	\$ -	<b>STAFF</b>	STAFF	STAFF	STAFF	STAFF	\$ -
<b>Construction:</b>	\$ 408,597	<b>\$ 289,250</b>	\$ 295,000	\$ 295,000	\$ 380,000	\$ 380,000	\$ 2,047,847
<b>Equipment:</b>	\$ -	<b>\$ -</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 425,622	<b>\$ 304,250</b>	\$ 310,000	\$ 310,000	\$ 400,000	\$ 400,000	\$ 2,149,872

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

**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		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:	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 17,000	\$ 47,000	
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total:</b>	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 17,000	\$ 47,000	

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

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

**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>
<b>Start Date:</b>	April 2023	(FY 23)	TBD
<b>End Date (Estimated):</b>	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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ -	\$ -	\$ -	\$ 17,000	\$ 20,000	\$ 10,000	\$ -	\$ 47,000

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

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

**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.

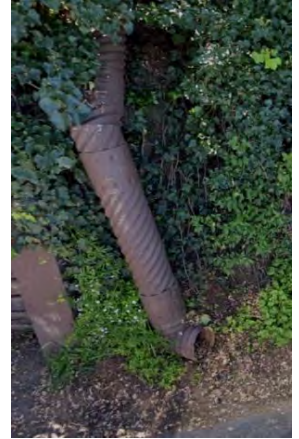
**Projected Timing:** Beach Rd Future Projects  
**Start Date:** Continuous TBD  
**End Date (Estimated):** TBD

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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total:</b>	\$ 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
<b>Total</b>	\$ 17,019	\$ 10,000	\$ 10,000

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

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 16,572</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,572</b>

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

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

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 158,737</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 158,737</b>

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

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

**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	Budgeted	Projected				Total
	Prior	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Planning & Design:	\$ 773,381	<b>\$ 175,000</b>	\$ -	\$ -	\$ -	\$ -	\$ 948,381
Engineering & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 773,381	<b>\$ 175,000</b>	\$ -	\$ -	\$ -	\$ -	\$ 948,381

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

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

**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:	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$	-	<b>\$ 25,000</b>	\$ -	\$ -	\$ -	\$ -	\$ 25,000

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



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

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 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
<b>Total</b>	\$ 41,755	\$ 5,000

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

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 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
<b>Total</b>	\$ 37,135	\$ 20,000

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

**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:	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>

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

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

**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>	
<b>Start Date:</b>	Spring 2023	(FY 23)	TBD
<b>End Date (Estimated):</b>	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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 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	\$ -
<b>Total</b>	\$ 9,000	\$ -

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

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 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
<b>Total</b>	\$ 80,000	\$ 20,000

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

**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 FY 21/22	Projected				Total
	Prior			FY 22/23	FY 23/24	FY 24/25	FY 25/26	
Engineering & Design:	\$ -	-	\$ -		\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	-	\$ -	STAFF	\$ -	\$ -	\$ -	\$ -
Construction:	\$ -	-	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
Equipment:	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ -	-	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000

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

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

**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	Projected				Total
	Prior		FY 21/22	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:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ -		<b>\$ 20,000</b>	\$ -	\$ -	\$ -	\$ 10,000	\$ 30,000

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

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

**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:	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ -		\$ 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
<b>Total</b>	\$ -		\$ 85,000



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

**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 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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 19,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,000</b>

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

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

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ -	<b>\$ 10,000</b>	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 30,000

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

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

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000

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

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

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

**Projected Timing:**

			<u>Future Projects</u>
<b>Start Date:</b>	Sep 2021	(FY 22)	TBD
<b>End Date (Estimated):</b>	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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total:</b>	\$ -	\$ 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
<b>Total</b>	\$ -	\$ 12,000	\$ 12,000

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

**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>
<b>Start Date:</b>	Apr 2021	(FY 21)	TBD
<b>End Date (Estimated):</b>	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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 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
<b>Total</b>	\$ 120,000	\$ 12,000

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

**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
<b>Total:</b>	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000

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

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

**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		Projected					Total
	Prior	Budgeted 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	
<b>Total:</b>	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	

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

**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 affected 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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>

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



**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>	
<b>Start Date:</b>	Summer 2021 (FY 21)		TBD
<b>End Date (Estimated):</b>	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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 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
<b>Total</b>	\$ 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:	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -	
<b>Total:</b>	\$ -	\$ -	\$ -	\$ -	18,000	\$ -	\$ 18,000	

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

**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	Budgeted	Projected				Total
	Prior	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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000

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

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ -	<b>\$ 30,000</b>	\$ 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
<b>Total</b>	\$ -	<b>\$ 30,000</b>

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

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

**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:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insp & Admin:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction:	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Equipment:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000

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



# 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
<b>GENERAL FUND</b>					
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
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$7,619,898</b>	<b>\$7,859,122</b>	<b>\$8,170,637</b>	<b>\$8,575,608</b>	<b>\$9,000,827</b>
<i>% Change over prior year</i>	5.0%	3.1%	4.0%	5.0%	5.0%
<b>FIRE FUND</b>	<b>997,888</b>	<b>1,036,207</b>	<b>1,075,583</b>	<b>1,116,455</b>	<b>1,158,880</b>
<i>% Change over prior year</i>	5.3%	3.8%	3.8%	3.8%	3.8%
<b>CAPITAL IMPROVEMENT FUND</b>	<b>274,250</b>	<b>114,400</b>	<b>118,976</b>	<b>124,925</b>	<b>131,171</b>
<i>% Change over prior year</i>	-42.3%	-58.3%	4.0%	5.0%	5.0%
<b>ROAD IMPACT FEE FUND</b>	<b>175,750</b>	<b>182,780</b>	<b>190,091</b>	<b>199,596</b>	<b>209,576</b>
<i>% Change over prior year</i>	0.0%	4.0%	4.0%	5.0%	5.0%
<b>EQUIPMENT REPLACEMENT FUND</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<i>% Change over prior year</i>	0.0%	0.0%	0.0%	0.0%	0.0%
<b>MEASURE A (Parks) FUND</b>	<b>13,000</b>	<b>13,520</b>	<b>14,061</b>	<b>14,764</b>	<b>15,502</b>
<i>% Change over prior year</i>	0.0%	4.0%	4.0%	5.0%	5.0%
<b>TOTAL REVENUE - ALL FUNDS</b>	<b>9,081,785</b>	<b>9,207,028</b>	<b>9,570,348</b>	<b>10,032,347</b>	<b>10,516,956</b>
<i>% Change over prior year</i>	2.4%	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					
	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
FUND/ACTIVITY	PROPOSED BUDGET	Projections	Projections	Projections	Projections
<b>GENERAL FUND</b>					
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
Non-Departmental	\$577,499	\$614,531	\$664,116	\$727,222	\$793,507
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>5,820,935</b>	<b>5,984,291</b>	<b>6,183,389</b>	<b>6,607,125</b>	<b>6,869,819</b>
<i>% Change over prior year</i>	5.2%	2.8%	3.3%	6.9%	4.0%
<b>FIRE FUND</b>					
	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%
<b>CAPITAL IMPROVEMENT FUND</b>					
	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%
<b>ROAD IMPACT FEE FUND</b>					
	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%
<b>MEASURE A (parks) FUND</b>					
	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%
<b>EQUIPMENT REPLACEMENT FUND</b>					
	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%
<b>PENSION-RELATED DEBT OBLIGATION FUND</b>					
	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%
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>9,108,742</b>	<b>8,773,407</b>	<b>9,041,175</b>	<b>9,651,874</b>	<b>9,985,373</b>
<i>% Change over prior year</i>	-2.8%	-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
<b>Prior Year General Fund Balance</b>	\$ 4,197,815	\$ 3,514,916	\$ 3,558,358	\$ 3,827,934	\$ 3,908,407
General Fund Revenues	7,619,898	7,859,122	8,170,637	8,575,608	9,000,827
General Fund Expenditures	(5,820,935)	(5,984,291)	(6,183,389)	(6,607,125)	(6,869,819)
Transfers out of General Fund	(2,481,862)	(1,831,389)	(1,717,672)	(1,888,009)	(1,899,426)
<b>Projected General Fund Balance</b>	<b>3,514,916</b>	<b>3,558,358</b>	<b>3,827,934</b>	<b>3,908,407</b>	<b>4,139,990</b>
<b>General Fund Reserve Calculations</b>					
GF Expenses + Fire Transfer + Debt Service	6,925,104	7,135,700	7,390,592	7,882,419	8,202,493
Reserve Policy (50% of Operating + Fire)	3,462,552	3,567,850	3,695,296	3,941,209	4,101,247
<b>Over (Under) Reserve Policy</b>	<b>52,364</b>	<b>(9,492)</b>	<b>132,638</b>	<b>(32,802)</b>	<b>38,743</b>
GF balance as % of Operating Expenses	51%	50%	52%	50%	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	(5,820,935)	(2,481,862)	3,514,916
130	Fire Fund	0	997,888	(1,852,454)	854,566	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	9,081,786	(9,108,742)	0	5,922,468

General Fund Expenses + Fire Transfer + Pension debt	6,925,104
General Fund Reserve Policy 50%	3,462,552
Projected General Fund Balance 6/30/22	51% 3,514,916
Over (Under) Policy	52,364

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	3,514,916	7,859,122	(5,984,291)	(1,831,389)	3,558,358
130	Fire Fund	0	1,036,207	(1,944,947)	908,740	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		5,922,468	9,207,029	(8,773,407)	0	6,356,090

General Fund Expenses + Fire Transfer + Pension debt	7,135,700
General Fund Reserve Policy 50%	3,567,850
Projected General Fund Balance 6/30/23	50% 3,558,358
Over (Under) Policy	(9,492)

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	3,558,358	8,170,637	(6,183,389)	(1,717,672)	3,827,934
130	Fire Fund	0	1,075,583	(2,042,064)	966,482	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		6,356,090	9,570,348	(9,041,175)	0	6,885,263

General Fund Expenses + Fire Transfer + Pension debt	7,390,592
General Fund Reserve Policy 50%	3,695,296
Projected General Fund Balance 6/30/24	52% 3,827,934
Over (Under) Policy	132,638

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	3,827,934	8,575,608	(6,607,125)	(1,888,009)	3,908,408
130	Fire Fund	0	1,116,455	(2,144,038)	1,027,583	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		6,885,263	10,032,347	(9,651,874)	0	7,265,737

General Fund Expenses + Fire Transfer + Pension debt	7,882,419
General Fund Reserve Policy 50%	3,941,209
Projected General Fund Balance 6/30/25	50% 3,908,408
Over (Under) Policy	(32,802)



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	3,908,408	9,000,827	(6,869,819)	(1,899,426)	4,139,990
130	Fire Fund	0	1,158,880	(2,251,109)	1,092,229	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		7,265,737	10,516,956	(9,985,373)	0	7,797,319

General Fund Expenses + Fire Transfer + Pension debt	8,202,493
General Fund Reserve Policy 50%	4,101,247
Projected General Fund Balance 6/30/26	50% 4,139,990
Over (Under) Policy	38,742

# Appendix



# APPENDIX

## Annual Appropriations Limit

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 capita 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 2021-22 appropriation limits.

	<u>AMOUNT</u>	<u>SOURCE</u>
A. PRIOR YEAR LIMIT	\$ 3,328,300	
B. ADJUSTMENT FACTORS		
		Greater of City <i>or</i> County
1. Population %	0.9957	population percent increase
2. Inflation%	1.0573	State Finance/Assessor
3. Total Adjustment %	1.0527	(B1*B2)
C. THIS YEAR'S LIMIT		
1. Current year limit calculation	3,503,701	(A*B3)
2. Voter approved additional amt	997,888	Fire Tax Assessment
D. TOTAL CURRENT YEAR LIMIT	<u>\$ 4,501,589</u>	(C1+C2)

**RESOURCES SUBJECT TO LIMITATION:**

**PROCEEDS OF TAXES**

Property Taxes	\$ 6,272,254
Sales Taxes	82,617
Business Licenses	53,762
HOPTR	21,585
Interest Income Earned from Taxes	10,767

TOTAL SUBJECT TO LIMITATIONS \$ 6,440,985

EXCLUSIONS \$ (2,529,787)

APPROPRIATIONS SUBJECT TO LIMITATION \$ 3,911,198

Maximum allowable appropriation subject to limitations 2021-2022 fiscal year:

\$ 4,501,589

Less: Total appropriation subject to limitation for 2021-2022 fiscal year:

(3,911,198)

BALANCE UNDER ARTICLE XIIB LIMIT:

\$ 590,392



## **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 purposed 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.

**PUBLIC HEARING**

**BELVEDERE CITY COUNCIL  
JUNE 14, 2021**

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To: Mayor and City Council

From: Amber Johnson, Administrative Services Manager

**Subject: Adopt resolution levying previously-approved special tax for Fire & Emergency Medical Services and fixing the rates thereof for the fiscal year 2021/2022**

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**Recommended Motion/Item Description**

That the City Council conduct the public hearing and thereafter adopt the attached resolution establishing the Fiscal Year 2021/2022 Fire Protection & Emergency Medical Services Assessment for the City.

**Background**

In 2000, Belvedere voters adopted a fire and emergency services tax. Each year, the City Council must adopt a resolution in order to levy the special property tax assessment for fire protection and emergency medical services. The resolution authorizes the County Tax Collector to collect the property tax override. The City Council declared by resolution on April 8, 2021, that the cost of providing the services in Fiscal Year 2021/2022 will exceed \$400,000. The amount that the City will pay to the Tiburon Fire Protection District for those services is estimated to be \$1,849,854, plus \$2,600 for fire system parts and supplies, for a total of \$1,852,454 in Fire Fund expenses.

With the application of the appropriations limit factor which allows increases each year based on the annual percentage change in population in conjunction with the change in the statewide per capita cost of living, the flat fees per parcel for Fiscal Year 2021/2022 will increase to \$904 for residential dwelling units, \$1,029 for commercial occupancies, and \$181 for vacant parcels. The revenue generated by this special property tax in Fiscal Year 2021/2022 will be \$997,888 and the difference between what the tax assessment will raise and what will be expended for fire services will be the subject of a General Fund transfer of \$854,566.

**Attachments**

Resolution.

**CITY OF BELVEDERE**

**RESOLUTION NO. XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
LEVYING A SPECIAL TAX FOR FIRE AND EMERGENCY MEDICAL SERVICES  
AND FIXING THE RATES THEREOF FOR THE FISCAL YEAR 2021/2022**

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**WHEREAS**, Chapter 3.28 of the Belvedere Municipal Code requires the City to make a determination that the cost in the upcoming fiscal year to provide adequate fire services will exceed \$400,000, and to conduct a public hearing to consider the amount of charges proposed to be raised thereunder; and

**WHEREAS**, the City Council made such a determination by the passage of a Resolution on April 12, 2021 and conducted a duly noticed public hearing on the proposed tax at its June 14, 2021 regular meeting.

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

1. The City Council of the City of Belvedere has determined that the cost to provide fire and emergency medical services will exceed \$400,000 for the 2021/2022 fiscal year and that a special tax shall be levied; and
2. The maximum amount to be derived by this tax in the fiscal year commencing July 1, 2021 shall be \$997,888 as provided in Municipal Code sections 3.28.050 and 3.28.070. The tax rate structure shall be \$904 per dwelling unit; \$1,029 per occupancy in commercial structures; and \$181 per vacant parcel; and
3. Election is hereby made to collect such fire assessment on the general tax rolls, for which the County of Marin may impose an additional fee up to \$2 for each lot or parcel of land assessed. This fee shall be attached to the fire assessment but shall not be considered a part thereof.

**PASSED AND ADOPTED** at a public hearing of the City Council of the City of Belvedere on June 14, 2021, by the following vote:

**AYES:** \_  
**NOES:** \_  
**ABSENT:** \_  
**ABSTAIN:** \_

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk

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To: Mayor and City Council

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

**Subject: Adopt resolution amending the City’s Master Schedule of Fees, Charges & Application Fees**

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**Recommended Motion/Item Description**

1. Conduct the public hearing.
2. Adopt the attached resolution approving changes to the City’s Master Schedule of Fees, Charges and Application Fees.

**Background**

The City’s Master Fee Schedule reflects fees charged by all City departments. Council last approved adjustments to the City’s fee schedule in March 2021.

**Findings**

A user fee, or service fee, is a payment made by an individual for a service that primarily benefits the individual. By law, user fees may not exceed the reasonable cost of the service for which they are collected. The California Mitigation Fee Act allows the City to establish and increase fees to offset the City’s costs in processing permits, licenses, and other services. The City maintains and publishes a Master Fee Schedule that provides for such fees to be charged for various local government services.

The following amendment is recommended for Council consideration, and the proposed updated Master Schedule is attached.

Planning Fees. When the most recent fee schedule amendment was approved in March 2021, most Planning Department fees were converted from a flat rate to a time & materials basis. The time & materials basis included hourly rates for Planning Department staff, plus a 20% overhead rate. The overhead rate was calculated to recover all costs of operating the Planning Department other than salaries and benefits, including City Attorney fees.

After further analysis of this new methodology, Staff is proposing a slightly different approach to the time and materials fee basis. This modified approach would include the City Attorney’s hourly



rate in the hourly billing rate schedule and reduce the overhead rate to 10% to compensate for removing legal expenses from the overhead calculation. The advantage to the revised approach is a more equitable allocation of costs to planning projects that require City Attorney consideration.

**Fiscal Impact**

No significant fiscal impact to the City is anticipated as a result of this minor change to the fee schedule.

**Environmental Review**

The fees authorized by the Resolution are statutorily exempt from the California Environmental Review Act (“CEQA”) per CEQQ Guideline section 15273 as they are for the purposes of meeting operating expenses; and categorically exempt under the “common sense” exemption, CEQA Guideline section 15061 because it can be seen with certainty that it will not have a significant adverse effect on the environment.

**Recommendation**

Staff recommends that the Council amend the Master Schedule of Fees, Charges and Application Fees by conducting a Public Hearing at this City Council meeting.

**Attachments**

Attachment 1: Resolution

Attachment 2: Master Schedule of Fees – Proposed Amendments

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-xx**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
AMENDING THE CITY’S MASTER SCHEDULE OF  
FEES, CHARGES, AND APPLICATION FEES**

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**WHEREAS**, City of Belvedere staff have recommended amendments to the City’s Master Schedule of Fees, Charges and Application fees, as set forth in Exhibit A attached hereto (the “Fee Schedule”); and

**WHEREAS**, on June 14, 2021, the Belvedere City Council held a duly-noticed public hearing on the proposed changes to its Fee Schedule; and

**WHEREAS**, the City Council finds that the Fee Schedule changes are categorically exempt from the California Environmental Quality Act (“CEQA”) under CEQA Guideline section 15061(b)(3) (the “common sense exemption”) as it can be seen with certainty that there is no possibility of a significant adverse environmental effect.

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

1. The City’s Master Schedule of Fees, Charges and Application Fees, as amended (Exhibit A), is adopted.
2. In accordance with the California Government Code, this resolution shall become effective sixty days after the date of its adoption.

**PASSED AND ADOPTED** at a regular meeting of the Belvedere City Council on June 14, 2021, by the following vote:

**AYES:**           —  
**NOES:**           —  
**ABSENT:**       —  
**ABSTAIN:**      —

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk

## Master Schedule of Fees, Charges Application Fees Proposed Amendments for FY 2021

Only Planning Department fees are shown, as no other fees are affected by this change.

Current: May 2021

PROPOSED

N/C = No Change

Item/Purpose	Fee	Fee
Planning Department		
Architectural Consultant Deposit	\$2,500	N/C
Appraisal Deposit	\$1,000	N/C
Design Review - Staff Level	\$500	N/C
Design Review - Exception	T&M* with an initial deposit of \$1,000.	N/C
Design Review - Planning Commission Approval (remodel 251 - 500 sf)	T&M with an initial deposit of \$1,000.	N/C
Design Review - Planning Commission Approval (remodel 501 - 1,500 sf)	T&M with an initial deposit of \$2,000.	N/C
Design Review - Planning Commission Approval (=> 1,501 sf)	T&M with an initial deposit of \$3,000.	N/C
Design Review - Planning Commission Approval (new residence)	T&M with an initial deposit of \$4,000.	N/C
Design Review - Continuance (redesign or revision)	T&M with an initial deposit of \$1,000.	N/C
Design Review - Application for a Previously Approved Project	1/2 total fees	N/C
Design Review - Extension (1st Time)	\$200	N/C
Design Review - Extension (2nd and each subsequent time)	\$500	N/C
Retroactive Approval	2X total fees + \$500 min. fine	N/C
Planning Commission Noticing Fee (applicant-requested continuance)	\$105	N/C
Variance Application	T&M with an initial deposit of \$1,000.	N/C
Appeal of Planning Commission Action	\$1,000 applicant; \$750 non-applicant	N/C
Appeal of Staff Action	\$500 applicant; \$250 non-applicant	N/C
Conditional Use Permit	T&M with an initial deposit of \$1,000.	N/C
Demolition Permit (Planning Only)	T&M with an initial deposit of \$1,000.	N/C
Environmental Review Deposit - Initial Study/Negative Declaration. For the filing of a Notice of Determination for either a Negative Declaration or Mitigated Negative Declaration. - \$2,500 City fee - Pass-through fee as set by State Fish & Wildlife Dept - Pass-through fee as set by County of Marin	T&M with an initial deposit of \$2,500 + pass through fees as set by State Fish & Wildlife Dept. and County of Marin	N/C
Environmental Review Deposit - Environmental Impact Report. For the filing of an Environmental Impact Report. - \$5,000 City fee - Pass-through fee as set by State Fish & Wildlife Dept - Pass-through fee as set by County of Marin.	T&M with an initial deposit of \$5,000 + pass through fees as set by State Fish & Wildlife Dept. and County of Marin	N/C
Development Agreement	T&M with an initial deposit of \$10,000.	N/C
Floor Area Exception	T&M with an initial deposit of \$1,000.	N/C
Housing - Preliminary Housing Development Application (SB 330)	T&M with an initial deposit of \$5,000.	N/C
Housing - Affordable Housing Streamlined Application (SB 35)	T&M with an initial deposit of \$5,000.	N/C
Lot Line Adjustment	T&M with an initial deposit of \$1,000.	N/C
Lot Merger	T&M with an initial deposit of \$1,000.	N/C
Reasonable Accommodations Requests for Disabled	\$500	N/C
Revocable License	\$500	N/C
Second Unit and Junior Second Unit	Free	N/C
Study Session (Planning Commission or City Council)	T&M with an initial deposit of \$1,000.	N/C
Subdivision - Tentative Map	T&M with an initial deposit of \$2,000.	N/C
Subdivision - Final Map	T&M with an initial deposit of \$2,000.	N/C
Subdivision - Improvement Plan	T&M with an initial deposit of \$2,000.	N/C
Subdivision - Minor - Tentative Map (Lot Split)	T&M with an initial deposit of \$1,000.	N/C
Subdivision - Minor - Final Map (Lot Split)	T&M with an initial deposit of \$1,000.	N/C
Historic Preservation Application	\$53	N/C
Mills Act Contract Application (\$105 non-refundable deposit + \$1,202 application)	T&M with an initial deposit of \$2,000.	N/C
Work in Inundated Lands	\$300	N/C
Zoning Ordinance Amendment	T&M with an initial deposit of \$2,000.	N/C
Planned Unit Development Rezone/Planned Unit Development Permit	Time & materials with an initial deposit of \$5,000.	N/C
Second Kitchen Agreement	\$500	N/C
Planning Permit Tracking/Technology Fee	\$26	N/C
Hourly Billing Rates for Deposit-Based Services: a) Director of Planning & Building b) Senior Planner c) Building & Planning Technician d) City Attorney	a) \$110 b) \$80 c) \$60	a) \$110 b) \$80 c) \$60 d) \$240
	NOTES:	NOTES:
	*T&M = Time and Material for staff time (hourly rate plus 20% overhead) to provide service. If costs exceed the deposit, the applicant will be billed for the overruns.	*T&M = Time and Material for staff time (hourly rate plus 10% overhead) to provide service. If costs exceed the deposit, the applicant will be billed for the overruns.
	When more than one Planning application is required (except environmental), the application fee/deposit that is greatest shall be required, plus an additional \$1,000 deposit. The Director of Planning may require a larger deposit when warranted by the size and scope of a project.	N/C

To: Mayor and City Council

From: Rebecca Markwick, Senior Planner

Subject: **Consider recommendations by the Belvedere Historic Preservation Committee and the Planning Commission to designate 428 Golden Gate Avenue a City of Belvedere Historic Property, pursuant to Title 21 of the Belvedere Municipal Code**

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**Recommended Motion/Item Description**

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 conduct the public hearing; and
3. That the City Council adopt the resolution approving the designation of the property at 428 Golden Gate Avenue as a City of Belvedere Historic Property.

**Background**

The applicants and property owner, Shawn and Debbie Bennett/Bennet Family Rev. Trust, have requested that their home at 428 Golden Gate Avenue receive the City’s designation of Historic Property, pursuant to Title 21 of the Belvedere Municipal Code.

On April 13, 2021, the Belvedere Historic Preservation Committee voted to recommend designation of the home at 428 Golden Gate Avenue as a City of Belvedere Historically Designated Property.

At the May 18, 2021, Planning Commission meeting, the Commission considered the recommendation of the Historic Preservation Committee and the material prepared by the Committee as the basis for the recommendation. The Planning Commission approved a motion recommending that the City Council designate the residence at 428 Golden Gate Avenue as a City of Belvedere Historic Property.

**Analysis**

Under Chapter 21.20 of the Belvedere Municipal Code, a property owner may initiate the process to apply for the Historical Designation of his or her home. After a complete application is received, the Historical Preservation Committee holds a public hearing to consider the Historical Designation application and makes a recommendation to the Planning Commission.

Subsequently, the Planning Commission reviews the application and makes its recommendation to the City Council. Only the City Council can designate a residence as a Belvedere Historically Designated Property.

428 Golden Gate Avenue is located in Belvedere's Historic Resource Sensitivity Map area.

Commissioned by Valentine Joseph Antoine Rey, Esq., The Rey House (428 Golden Gate Avenue) is on the National Register of Historic Places in Marin County and was the first home built on top of Belvedere Island. It is a Willis Polk-designed Mission Revival home (Spanish/Mediterranean), designed and constructed in 1892-1893. The property is located at the southeast tip of the island at the end of Golden Gate Avenue. The home enjoys views of the Belvedere Cove and Tiburon hills on one side and, on the other, the Bay and San Francisco skyline, including both towers of the Golden Gate Bridge.

The home is 3,503 square feet on 3 levels with 4 bedrooms, 4 bathrooms on an 11,465 square foot (0.26 acre) lot. The house design was envisioned as a villa on the North Bay's own Riviera, to which the topography and climate are similar. The design follows the contour of the land with a series of split-levels unified on the interior by a grand wood staircase under a soaring light well. The home's comparatively simple, wood framed, stucco exterior, with no one dominant elevation, was a dramatic contrast to the splendor and scale of the interior central hall and its grand staircase framed with Iconic columns and rounded arches – all milled from old growth (prior to the turn of the 20th century) clear-heart redwood.

Straddling the single, rustic front door are two miniaturized interpretations of the famous rose windows (and light fixtures) from the Texas basilica, San Antonio's Mission San Jose y San Miguel de Aguayo.

Pursuant to Title 21 of the Belvedere Municipal Code, the Landmarks Preservation Ordinance lists the following criteria for designation of a structure as a landmark.

1. Architecture: *It is an outstanding example of a particular style, construction method or material.*

From the National Register of Historic Places, "The Valentine Rey House is a masterwork by one of northern California's most important architects, Willis Polk (1867-19240).

Conceived in the mode of a villa on the Riviera, to which the topography [and climate] are similar, the Rey House uses Mediterranean and Hispanic imagery in its materials and forms. The Rey House may be the best-preserved work from Polk's first very creative period, the early 1890's, when he advocated Mission Revival, manipulated interior spaces, used the then-developed Bay Area Shingle style's natural redwood interiors, and tended to build modest but unique residences for fellow artists."

2. Architecture: *It is outstanding because of age.*

The Valentine Rey house was built in 1893. It was the first home built on top of Belvedere Island in Marin County. This 128-year-old house is located just before the circle at the southeastern crest of Belvedere Island.

3. Architecture: *It is outstanding because it is the work of a significant architect or builder.*

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Architect Willis Polk (1867-1924) is the architect of 428 Golden Gate Avenue.

Architect Willis Polk, along with Bernard Maybeck, are among the most famous architects to have built homes on Belvedere Island. Polk's Spanish Mission style home for Valentine Rey House in 1893 is his early work before he was famous as an important California architect. He was chairman of the Architectural Commission for the Panama-Pacific International Exposition complex 1915-1916 in San Francisco.

Willis Polk became internationally famous for the Hallidie Building (1916-1918) at 130 Sutter Street in San Francisco. Every once in a while a building is so advanced as to be futuristic. Polk employed a full-blown suspended glass curtain wall 4 decades before the rise of the New York Chicago curtain walls of Mies van der Rohe and others.

In 1889, Polk joined the office of A. Page Brown and moved with Brown's firm to San Francisco. After Polk's family moved to San Francisco in 1892, they formed the firm of Polk & Polk with Willis providing the creativity, Daniel doing the drafting, and their father supervising construction.

In 1901 Polk and his wife moved to Chicago to work with Daniel H. Burnham who had inspired the American Renaissance known as the City Beautiful Movement. Burnham's firm had already designed two important building in San Francisco, the Chronicle Building in 1889 and the Mills Building in 1890.

Polk returned to San Francisco in 1903 and worked with Burnham on a master plan for San Francisco following the precepts of the City Beautiful Movement. The 1906 Earthquake and Fire ended any hope of implementing the plan. Polk was placed in charge of Burnham's west coast office after the catastrophe. The association lasted until 1910 when Polk converted the office to his name.

Polk and his partners completed more than one hundred major commercial buildings and residences in the Bay Area.

4. *Architecture*: It is outstanding because it is the first, last, only or most significant architectural property of its type in the city.

The architecture is significant because the architect, Willis Polk, for this Belvedere villa designed in 1892, took his cues from Spanish Colonial architecture, pre-empting the Mission Revival movement to follow. Belvedere's Mediterranean terrain and climate coupled with his client's aspirations channeled not the New England Colonial influence of its East Coast counterpart but the conventions of California's own ambient styles.

From the NRHP: "The Valentine Rey house is a fancifully asymmetrical but restrained residence just before the circle at the southeastern crest of Belvedere Island. Because of the view possibilities, the hillside's ten-foot drop at the house location and, probably, the artist-owner's desire for light, the plan is arranged in two rectangles, roughly 50x25' and 30x22', which adjoin on their longer sides but appear to have separate foundations at different levels. Both rectangular wings have two stories and partly exposed basement,

but the levels in one wing are approximately half a story below those in the other. The smaller, lower, northerly wing is wrapped on east, north and partly west with a four-foot-wide wooden balcony sheltered under the eaves and supported on wooden braces. Each wing has its own gently sloping, stucco chimneyed, hipped roof which extends into four-foot-wide eaves supported on exposed 2"x8" rafters shaped in profile.

The building is a frame structure covered with off-white stucco and trimmed in dark brown painted wood. Its main entrance is Mission Revival style with churrigueresque sidelights. The exterior features round-headed arcades and matching windows."

5. Design: *It has a unique or original design or demonstrates outstanding craftsmanship*

Straddling the single, rustic front door are two miniaturized interpretations of the famous rose windows and light fixtures from the Texas basilica, San Antonio's Mission San Jose y San Miguel de Aguayo.

As per the NRHP: "the interior is even more significant than the exterior."

The Belvedere icon's defining architectural feature: A central staircase in a soaring lightwell, unifying the home's 3,502 square feet. The split-level layout includes four bedrooms and the skylit art studio where Mrs. Rey once painted under the pseudonym Nellie (or Helen) Lavery.

The central staircase is finished in natural, oiled clear-heart redwood, a Bay Area Shingle Style trademark. Again, from the NRHP, "The different levels are unified by the rectangular central staircase of grand proportions, produced in perfect miniature scale." Wood is used for floors, walls, ceilings and beams throughout the house as well as for the central staircase.

6. History: *It is associated with a person, group or event significant to the city, state or nation, or shows broad cultural, political, social or economic patterns, or embodies and expresses the history of the city.*

The Valentine Rey House was commissioned in 1892 by **Valentine Joseph Antoine Rey** (1857 -1937) and his wife **Helen Lavery Rey** (1865-1908). Both Mr. and Mrs. Rey were artists. Mrs. Rey painted under the pseudonym Nellie (or Helen) Lavery. They originally lived in San Francisco, in the same neighborhood as the architect they commissioned to design The Valentine Rey House, Willis Polk. The couple moved to Belvedere in 1893 with Valentine J. A. Rey's uncle, **Joseph Britton** (1825-1901). (Valentine's father Jacques Joseph Rey married Britton's sister Jane Ann Britton Rey).

*History Details:*

In 1889/1890 the **Belvedere Land Company** was formed and purchased the island of Belvedere from Thomas B. Valentine (1865-1945). Belvedere Island was then subdivided.

Valentine Joseph Rey (1857- 1937) was President of Belvedere's Board of Trustees about the turn of the century. His uncle, Joseph Britton (1825-1908) was an early President of the Belvedere Land Company.

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Valentine J.A. Rey was one of the earliest fulltime residents on the top of Belvedere Island. He selected his desired site and purchased the property (428 Golden Gate Avenue) on Belvedere Island on September 9, 1892.

Joseph Britton (1825-1901), was the partner of Valentine's father, Alsace-born printmaker Jacques Joseph Rey (1820-1892). Joseph Britton and Jacques J. Rey founded the renowned San Francisco Lithography studio, Britton and Rey. Jacques J. Rey married Britton's sister Jane Ann Britton Rey. In 1892 the son of J. J. Rey, Valentine Joseph Antoine Rey, joined the firm and would eventually become sole heir of the Britton and Rey fortune.

Valentine J. A. Rey's son, **Britton Rey** (1898-1974) was born in and lived in The Valentine House while he was a Vice President of Belvedere Land Company and served as Belvedere City Manager from 1954-1964. Audrey and Britton Rey are listed as the owners of 428 Golden Gate from 1946-1959, however the Grant Deed for 428 Golden Gate from **Marjorie Rey** to Britton and Audrey is dated 11-1944.

Marjorie Rey (1893-1968) daughter of Valentine J.A., was born on Belvedere Island on Oct. 17, 1893. Marjorie Rey Rickard was a painter active in the Belvedere-Tiburon area as a conservationist, artist and local history buff prior to her marriage to a Mendocino rancher. She died in Mendocino, CA on Oct. 17, 1968. Marjorie Rey is listed as the owner of 428 Golden Gate Avenue from 1938-1945.

7. Environment: *It contributes to the character of the street or neighborhood area or has significance as a visual landmark owing to its unique location.*

428 Golden Gate Avenue is located in Belvedere's Historic Resource Sensitivity Map as a parcel of High Historic Sensitivity. The house is a contributing piece of architecture in this historic neighborhood and contributes to the unity and diversity of the Island. However, the house has little visibility from the street and from the Cove. As it contributes only marginally to the character of the neighborhood and does not serve as a visual landmark, the house would not qualify for criteria #7.

8. Integrity: *It retains most of its original materials and design features.*

The exterior of 428 Golden Gate Avenue has retained most of its original design features. However, the original ceramic roof tiles, removed by the '50s, were not replaced. In 1979, the roof was again replaced with dark brown fiberglass shingles. Plans are underway by the current owner to replace the roof with ceramic roof tiles.

The house has the original floor plan with the exception of a porch that was enclosed. Gas lamps were replaced with electric ones when the island was connected to the grid. A front arbor was added when Golden Gate first was paved. In the early sixties Lawrence Halprin, a celebrated American landscape architect designed a pool and terrace for the property. A modern kitchen design was introduced by Charles Warren Callister, an American architect based in Tiburon known for his leadership in the Second Bay Area Tradition. Other interior renovations were undertaken but the important historical redwood stairway core is fully intact as originally built.

9. National Register of Historic Places: *It is a site or structure listed on the National Register of*



*Historic Places.*

The Rey House, 428 Golden Gate Avenue is listed on the National Register of Historic Places in Marin County. The Rey, Valentine House at 428 Golden Gate Avenue, Belvedere, CA was added to the National Register of Historic Places in 1982 (National Register # 82002203).

A structure and site being proposed for historic designation must satisfy at least three of the above-listed criteria. As discussed in detail on the attached reports form, the property at 428 Golden Gate Avenue satisfies criteria 1, 2, 3, 4, 5, 6, 8 and 9. Once designated, modifications to an historic property are subject to the regulations of the Historic Preservation Ordinance. Pursuant to Section 21.20.090, the Historic Preservation Committee must review the application and make a recommendation to the Planning Commission on the merits of the application & then the Planning Commission makes a recommendation to the Council. Only the City Council can designate a residence as a Belvedere Historically Designated Property.

If designated, the property would become eligible for local and county tax reductions under the Mills Act program. Additionally, once designated, modifications to an historic property are subject to the local Belvedere regulations under the Historic Preservation Ordinance, and the State Secretary of Interior Standards for the Treatment of Historic Properties. Finally, a designated historic property will constitute an “historic resource” under CEQA and be subject to additional environmental review and potential developmental constraints.

**Recommendation**

1. That the City Council conduct the public hearing; and
2. That the City Council adopt the resolution approving the designation of the property at 428 Golden Gate Avenue as a City of Belvedere Historic Property.

**Attachments**

1. Resolution approving the designation of the property located at 428 Golden Gate Avenue as a City of Belvedere Historic Property.
2. Application for Historic Designation.
3. Belvedere Historic Designation Survey Form prepared by subcommittee of the Historic Preservation Committee.

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
DESIGNATING THE PROPERTY LOCATED AT 428 GOLDEN GATE AVENUE  
A CITY OF BELVEDERE HISTORIC PROPERTY**

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**WHEREAS**, a proper application for Historical Status Designation pursuant to Belvedere Municipal Code Chapter 21.20 for the property located at 428 Golden Gate Avenue has been submitted; and

**WHEREAS**, the project has been determined to be categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that the Historical Designation of the property will not cause a significant adverse impact on the environment; and

**WHEREAS**, a home may be designated as an Historic Belvedere Property if three or more of the following findings of facts per to Belvedere Municipal Code section 21.20.070(A) can be made; and

**WHEREAS**, the City of Belvedere Historic Preservation Committee made a favorable recommendation to the Planning Commission on the Historical Designation application on April 13, 2021; and

**WHEREAS**, the Planning Commission held duly a noticed public hearing on the Historical Designation application on May 18, 2021, and approved a motion recommending that the City Council designate the property at 428 Golden Gate Avenue a City of Belvedere Historic Property; and

**WHEREAS**, the City Council held a duly noticed public hearing on the Historical Designation application on June 14, 2021; and

**WHEREAS**, the City Council made the following findings of fact pursuant to Section 21.20.070(A) 1, 2, 3, 4, 5, 6, 8 and 9 of the Belvedere Municipal Code for the property at 428 Golden Gate Avenue:

1. Architecture: *It is an outstanding example of a particular style, construction method or material.*

From the National Register of Historic Places, “The Valentine Rey House is a masterwork by one of northern California’s most important architects, Willis Polk (1867-19240). Conceived in the mode of a villa on the Riviera, to which the topography [and climate] are similar, the Rey House uses Mediterranean and Hispanic imagery in its materials and forms. The Rey House may be the best-preserved work from Polk’s first very creative period, the early 1890’s, when he advocated Mission Revival, manipulated interior

spaces, used the then-developed Bay Area Shingle style's natural redwood interiors, and tended to build modest but unique residences for fellow artists.”

2. Architecture: *It is outstanding because of age.*

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Architect Willis Polk (1867-1924) is the architect of 428 Golden Gate Avenue.

Architect Willis Polk along with Bernard Maybeck are among the most famous architects to have built homes on Belvedere island. Polk's Spanish Mission style home for Valentine Rey House in 1893 is his early work before he was famous as an important California architect. He was chairman of the Architectural Commission for the Panama-Pacific International Exposition complex 1915-1916 in San Francisco.

Willis Polk became internationally famous for the Hallidie Building (1916-1918) at 130 Sutter Street in San Francisco. Every once in a while, a building is so advanced as to be futuristic. Polk employed a full-blown suspended glass curtain wall 4 decades before the rise of the New York Chicago curtain walls of Mies van der Rohe and others.

In 1889, Polk joined the office of A. Page Brown and moved with Brown's firm to San Francisco. After Polk's family moved to San Francisco in 1892, they formed the firm of Polk & Polk with Willis providing the creativity, Daniel doing the drafting, and their father supervising construction.

In 1901 Polk and his wife moved to Chicago to work with Daniel H. Burnham who had inspired the American Renaissance known as the City Beautiful Movement. Burnham's firm had already designed two important building in San Francisco, the Chronicle Building in 1889 and the Mills Building in 1890.

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*architectural property of its type in the city.*

The architecture is significant because the architect, Willis Polk, for this Belvedere villa designed in 1892, took his cues from Spanish Colonial architecture, pre-empting the Mission Revival movement to follow. Belvedere's Mediterranean terrain and climate, coupled with his client's aspirations, channeled not the New England Colonial influence of its East Coast counterpart but the conventions of California's own ambient styles.

From the NRHP: "The Valentine Rey house is a fancifully asymmetrical but restrained residence just before the circle at the southeastern crest of Belvedere Island. Because of the view possibilities, the hillside's ten-foot drop at the house location and, probably, the artist-owner's desire for light, the plan is arranged in two rectangles, roughly 50x25' and 30x22', which adjoin on their longer sides but appear to have separate foundations at different levels. Both rectangular wings have two stories and partly exposed basement, but the levels in one wing are approximately half a story below those in the other. The smaller, lower, northerly wing is wrapped on east, north and partly west with a four-foot-wide wooden balcony sheltered under the eaves and supported on wooden braces. Each wing has its own gently sloping, stucco chimneyed, hipped roof which extends into four-foot-wide eaves supported on exposed 2"x8" rafters shaped in profile.

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7. *Environment: It contributes to the character of the street or neighborhood area or has significance as a visual landmark owing to its unique location.*

428 Golden Gate Avenue is located in Belvedere's Historic Resource Sensitivity Map as a parcel of High Historic Sensitivity. The house is a contributing piece of architecture in this historic neighborhood and contributes to the unity and diversity of the Island. However, the house has little visibility from the street and from the Cove. As it contributes only marginally to the character of the neighborhood and does not serve as a visual landmark, the house would not qualify for criteria #7.

8. *Integrity: It retains most of its original materials and design features.*

The exterior of 428 Golden Gate Avenue has retained most of its original design features.

However, the original ceramic roof tiles, removed by the '50s, were not replaced. In 1979 the roof was again replaced with dark brown fiberglass shingles. Plans are underway by the current owner to replace the roof with ceramic roof tiles.

The house has the original floor plan with the exception of a porch that was enclosed. Gas lamps were replaced with electric ones when the island was connected to the grid. A front arbor was added when Golden Gate first was paved. In the early sixties Lawrence Halprin, a celebrated American landscape architect designed a pool and terrace for the property. A modern kitchen design was introduced by Charles Warren Callister, an American architect based in Tiburon known for his leadership in the Second Bay Area Tradition. Other interior renovations were undertaken but the important historical redwood stairway core is fully intact as originally built.

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The Rey House, 428 Golden Gate Avenue is listed on the National Register of Historic Places in Marin County. The Rey, Valentine House at 428 Golden Gate Avenue, Belvedere, CA was added to the National Register of Historic Places in 1982 (National Register # 82002203).

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belvedere does hereby grant approval of Historical Designation status to the residence located at 428 Golden Gate Avenue pursuant to the findings stated above and incorporated herein.

**PASSED AND ADOPTED** at a public hearing of the City Council of the City of Belvedere on June 14, 2021, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk



# APPLICATION FOR HISTORIC DESIGNATION

CITY OF BELVEDERE • HISTORIC PRESERVATION COMMITTEE  
450 SAN RAFAEL AVE • BELVEDERE, CA 94920-2336  
PH. 415-435-3838 • FAX 415-435-0430 • WWW.CITYOFBELVEDERE.ORG

## FOR STAFF USE ONLY

Date: \_\_\_\_\_ Rec'd. by: \_\_\_\_\_  
Amount: \_\_\_\_\_ Receipt No.: \_\_\_\_\_  
Parcel No.: \_\_\_\_\_ Zone: \_\_\_\_\_

## TO BE COMPLETED BY PROPERTY OWNER

Address of Property: 428 Golden Gate Avenue

Historical Name of Property, If Known: Valentine Rey House

Record Owner of Property: Shawn + Debbie Bennett (through their trust)

Mailing 428 Golden Gate Ave. Daytime Phone: 510-504-3918

Address: Belvedere, CA Fax: \_\_\_\_\_  
94920 Email: debbie.h.bennett@gmail.com

Owner's Representative: \_\_\_\_\_

Mailing \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Description and History of Property/Structure: From the Belvedere Pictorial History™  
"Belvedere's First Mission Revival house, the U.D.A. Rey home  
at 428 Golden Gate Avenue, was designed in 1893 by  
Willis Folk in collaboration with Mrs. Rey, a trained artist.  
Inspired by the west's Spanish heritage, the revival was  
popularized at the Columbian International Exposition in  
Chicago, 1892." The house is already on the  
National Registry. The house has the original floorplan,  
with the exception of a porch that was enclosed.  
The redwood stairway core is fully intact as originally built.

Property/Structure Address: 428 Golda Gate Avenue

**STATEMENT OF PROPERTY OWNERSHIP,  
CERTIFICATION OF APPLICATION, & DESIGNATION OF REPRESENTATIVE**

All property owners must complete this Section.

Street address of subject property: 428 Golda Gate Avenue

Assessor's Parcel No(s). of subject property: 060-223-08

➤ **Properties Owned by Individuals**

I, \_\_\_\_\_, state under penalty of perjury under the laws of the State of California that I am the record owner of the above-described subject property.

I have read and understood the provisions of Title 21, "Historic Preservation," of the Belvedere Municipal Code and agree to the terms described therein.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Belvedere, California.

Signature \_\_\_\_\_

➤ **Properties Owned by a Trust, LLC, Corporation, Partnership, or Other Entity**

For properties owned by a trust, please attach the trust document or a certificate of trust, including any attachments thereto. For an LLC, corporation, partnership, or other entity, please attach proof of ownership and certification of the signer's authorization to enter into contracts on behalf of the entity.

I, Pebbie Behnett, state under penalty of perjury under the laws of the State of California that the above-described subject property is owned by a trust, LLC, corporation, partnership, or other entity and that my signature on this application has been authorized by all necessary action required by the LLC, corporation, partnership, or other entity.

I have read and understood the provisions of Title 21, "Historic Preservation," of the Belvedere Municipal Code and agree to the terms described therein.

Signed this 3 day of December, 2020, at Belvedere, California.

Signature [Signature]

Signature [Signature]

Title(s) Deborah H. Behnett

Title(s) Shawn A. Bennett

Trustee(s)     Partners:  Limited or  General     Corporation     Other \_\_\_\_\_

Name of trust, LLC, corporation, or other entity: Bennett Family Revocable Trust



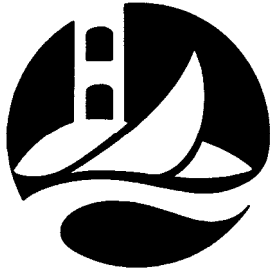
Property/Structure Address: \_\_\_\_\_

➤ **Designation of Owner's Representative (Optional)**

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to file on my behalf any applications, plans, papers, data, or documents necessary to obtain the historic designation requested, and I further authorize said person to appear on my behalf before the Historic Preservation Committee, Planning Commission and City Council. This designation is valid until the historic designation is finally approved by the City or until this designation of owner's representative is rescinded in writing.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF BELVEDERE

## BELVEDERE HISTORIC DESIGNATION SURVEY FORM

The following criteria shall be used when considering structures or sites for historic designation:

1. Architecture It is an outstanding example of a particular style, construction method or material.
2. Architecture It is outstanding because of age.
3. Architecture It is outstanding because it is the work of a significant architect or builder.
4. Architecture It is outstanding because it is the first, last, only or most significant architectural property of its type in the city.
5. Design It has a unique or original design or demonstrates outstanding craftsmanship.
6. History It is associated with a person, group or event significant to the city, state or nation, or shows broad cultural, political, social or economic patterns, or embodies and expresses the history of the city
7. Environment It contributes to the character of the street or neighborhood area or has significance as a visual landmark owing to its unique location.
8. Integrity It retains most of its original materials and design features.
9. National Register of Historic Places It is a site or structure listed on the National Register of Historic Places.



Street Address: 428 Golden Gate Avenue

Assessor's Parcel Number: 060-223-08

Common Name of Property: Valentine Rey House

Historic Name of Property: Valentine Rey House

Owner: Shawn A. & Deborah H. Bennett

Owner's Address: 428 Golden Gate Avenue Belvedere California 94920

428 Golden Gate Avenue Belvedere, California 94920

**Description:**

Commissioned by Valentine Joseph Antoine Rey, Esq., The Rey House (428 Golden Gate Avenue) is on the National Register of Historic Places in Marin County and was the first home built on top of Belvedere Island. It is a Willis Polk- designed Mission Revival home (Spanish/Mediterranean), designed and constructed in 1892-1893. The property is located at the southeast tip of the island at the end of Golden Gate Avenue. The home enjoys views of the Belvedere Cove and Tiburon hills on one side and on the other, the Bay and San Francisco skyline including both towers of the Golden Gate Bridge.

The home is 3,503 square feet on 3 levels with 4 bedrooms, 4 bathrooms on an 11,465 square foot (0.26 acre) lot. The house design was envisioned as a villa on the North Bay’s own Riviera, to which the topography and climate are similar. The design follows the contour of the land with a series of split-levels unified on the interior by a grand wood staircase under a soaring light well. The home’s comparatively simple, wood framed, stucco exterior, with no one dominant elevation, was a dramatic contrast to the splendor and scale of the interior central hall and its grand staircase framed with Iconic columns and rounded arches – all milled from old growth (prior to the turn of the 20<sup>th</sup> century) clear-heart redwood.

Straddling the single, rustic front door are two miniaturized interpretations of the famous rose windows (and light fixtures) from the Texas basilica, San Antonio’s Mission San Jose y San Miguel de Aguayo.

**Property Chronology:**

From the original sale of the property in 1892 by the Belvedere Land Company, the developer of the Island, 428 Golden Gate Avenue has been owned by only three families as their primary residence: the Rey family for 67 years (from 1892-1959); the Hahn family for 61 years (from 1959-2020) and since 2020 the Bennett family.

Research shows various dates of additions to the house: in 1943, in the early 1960’s and in 1997. Assessor records indicate a residence had been built on the property in 1893.

**428 Golden Gate Avenue Belvedere, California 94920**

Lot Parcel number: 060-223-08 ZONE: RI5

<b>Date:</b>	<b>Owner:</b>	<b>Notes</b>
1892	Valentine J.A. Rey	Purchased the property
1893-1908	Valentine J.A. Rey and Helen Lavery Rey	Original House built
1908-1936	Valentine J.A. Rey	
1936-1938	Valentine J.A. Rey Estate	
1938-1945	Marjorie Rey Rickard	

1946-1959	Audrey and Britton Rey
1959-2013	Richard S. and Gloria J. Hahn
2013-2019	Melanie S. Hahn
2019-2020	Fricke Matthew & ETAL Hahn
2020-Present	Shawn A. and Deborah H. Bennett

## **SIGNIFICANCE AND EVALUATION**

The Marin County Parcel 060-223-08 property at 428 Golden Gate, known as The Valentine Rey House, meets the following criteria for Historic Designation:

1. Architecture: *It is an outstanding example of a particular style, construction method or material.*

From the National Register of Historic Places, "The Valentine Rey House is a masterwork by one of northern California's most important architects, Willis Polk (1867-1924). Conceived in the mode of a villa on the Riviera, to which the topography [and climate] are similar, the Rey House uses Mediterranean and Hispanic imagery in its materials and forms. The Rey House may be the best-preserved work from Polk's first very creative period, the early 1890's, when he advocated Mission Revival, manipulated interior spaces, used the then-developed Bay Area Shingle style's natural redwood interiors, and tended to build modest but unique residences for fellow artists."

2. Architecture: *It is outstanding because of age.*

The Valentine Rey house was built in 1893. It was the first home built on top of Belvedere Island in Marin County. This 128-year old house is located just before the circle at the southeastern crest of Belvedere Island.

3. Architecture: *It is outstanding because it is the work of a significant architect or builder.*

Architect Willis Polk (1867-1924) is the architect of 428 Golden Gate Avenue.

Architect Willis Polk along with Bernard Maybeck are among the most famous architects to have built homes on Belvedere island. Polk's Spanish Mission style home for Valentine Rey House in 1893 is his early work before he was famous as an important California architect. He was chairman of the Architectural Commission for the Panama-Pacific International Exposition complex 1915-1916 in San Francisco.

Willis Polk became internationally famous for the Hallidie Building (1916-1918) at 130 Sutter Street in San Francisco. Every once in a while a building is so advanced as to be futuristic. Polk employed a full-blown suspended glass curtain wall 4 decades before the rise of the New York Chicago curtain walls of Mies van der Rohe and others.

In 1889, Polk joined the office of A. Page Brown and moved with Brown's firm to San Francisco. After Polk's family moved to San Francisco in 1892, they formed the firm of Polk & Polk with Willis providing the creativity, Daniel doing the drafting, and their father supervising construction.

In 1901 Polk and his wife moved to Chicago to work with Daniel H. Burnham who had inspired the American Renaissance known as the City Beautiful Movement. Burnham's firm had already designed two important buildings in San Francisco, the Chronicle Building in 1889 and the Mills Building in 1890.

Polk returned to San Francisco in 1903 and worked with Burnham on a master plan for San Francisco following the precepts of the City Beautiful Movement. The 1906 Earthquake and Fire ended any hope of implementing the plan. Polk was placed in charge of Burnham's west coast office after the catastrophe. The association lasted until 1910 when Polk converted the office to his name.

Polk and his partners completed more than one hundred major commercial buildings and residences in the Bay Area.

4. *Architecture: It is outstanding because it is the first, last, only or most significant architectural property of its type in the city.*

The architecture is significant because the architect, Willis Polk, for this Belvedere villa designed in 1892, took his cues from Spanish Colonial architecture, preempting the Mission Revival movement to follow. Belvedere's Mediterranean terrain and climate coupled with his client's aspirations channeled not the New England Colonial influence of its East Coast counterpart but the conventions of California's own ambient styles.

From the NRHP: "The Valentine Rey house is a fancifully asymmetrical but restrained residence just before the circle at the southeastern crest of Belvedere Island. Because of the view possibilities, the hillside's ten-foot drop at the house location and, probably, the artist-owner's desire for light, the plan is arranged in two rectangles., roughly 50x25' and 30x22', which adjoin on their longer sides but appear to have separate foundations at different levels. Both rectangular wings have two stories and partly exposed basement, but the levels in one wing are approximately half a story below those in the other. The smaller, lower, northerly wing is wrapped on east, north and partly west with a four-foot-wide wooden balcony sheltered under the eaves and supported on wooden braces. Each wing has its own gently sloping, stucco-chimneyed, hipped roof which extends into four-foot-wide eaves supported on exposed 2"x8" rafters shaped in profile.

The building is a frame structure covered with off-white stucco and trimmed in dark brown painted wood. Its main entrance is Mission Revival style with churrigueresque sidelights. The exterior features round-headed arcades and matching windows."

5. Design: *It has a unique or original design or demonstrates outstanding craftsmanship*

Straddling the single, rustic front door are two miniaturized interpretations of the famous rose windows and light fixtures from the Texas basilica, San Antonio's Mission San Jose y San Miguel de Aguayo.

As per the NRHP: "the interior is even more significant than the exterior." The Belvedere icon's defining architectural feature: A central staircase in a soaring lightwell, unifying the home's 3,502 square feet. The splitlevel layout includes four bed rooms and the skylit art studio where Mrs. Rey once painted under the pseudonym Nellie (or Helen) Lavery.

The central staircase is finished in natural, oiled clear-heart redwood, a Bay Area Shingle Style trademark. Again, from the NRHP, "The different levels are unified by the rectangular central staircase of grand proportions, produced in perfect miniature scale." Wood is used for floors, walls, ceilings and beams throughout the house as well as for the central staircase.

6. History: *It is associated with a person, group or event significant to the city, state or nation, or shows broad cultural, political, social or economic patterns, or embodies and expresses the history of the city.*

The Valentine Rey House was commissioned in 1892 by **Valentine Joseph Antoine Rey** (1857 -1937) and his wife **Helen Lavery Rey** (1865-1908). Both Mr. and Mrs. Rey were artists. Mrs. Rey painted under the pseudonym Nellie (or Helen) Lavery. They originally lived in San Francisco, in the same neighborhood as the architect they commissioned to design The Valentine Rey House, Willis Polk. The couple moved to Belvedere in 1893 with Valentine J. A. Rey's uncle, **Joseph Britton** (1825-1901). (Valentine's father Jacques Joseph Rey married Britton's sister Jane Ann Britton Rey).

*History Details:*

In 1889/1890 the **Belvedere Land Company** was formed and purchased the island of Belvedere from Thomas B. Valentine (1865-1945). Belvedere Island was then subdivided.

Valentine Joseph Rey (1857- 1937) was President of Belvedere's Board of Trustees about the turn of the century. His uncle, Joseph Britton (1825-1908) was an early President of the Belvedere Land Company.

Valentine J.A. Rey was one of the earliest fulltime residents on the top of Belvedere Island. He selected his desired site and purchased the property (428 Golden Gate Avenue) on Belvedere Island on September 9, 1892.

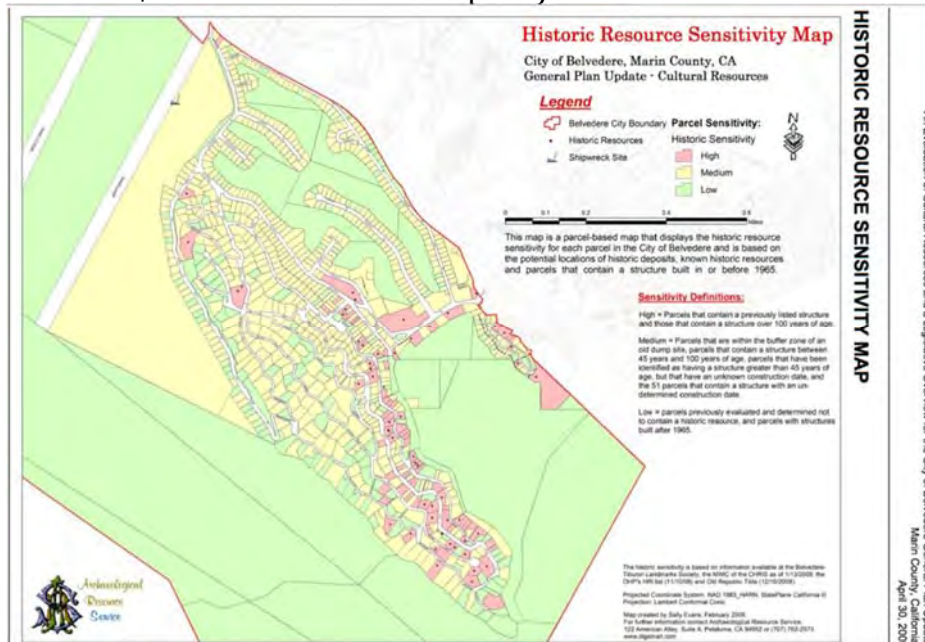
Joseph Britton (1825-1901), was the partner of Valentine's father, Alsace-born printmaker Jacques Joseph Rey (1820-1892). Joseph Britton and Jacques J. Rey founded the renowned San Francisco Lithography studio, Britton and Rey. Jacques J. Rey married Britton's sister Jane Ann Britton Rey. In 1892 the son of J. J. Rey, Valentine Joseph Antoine Rey, joined the firm and would eventually become sole heir of the Britton and Rey fortune.

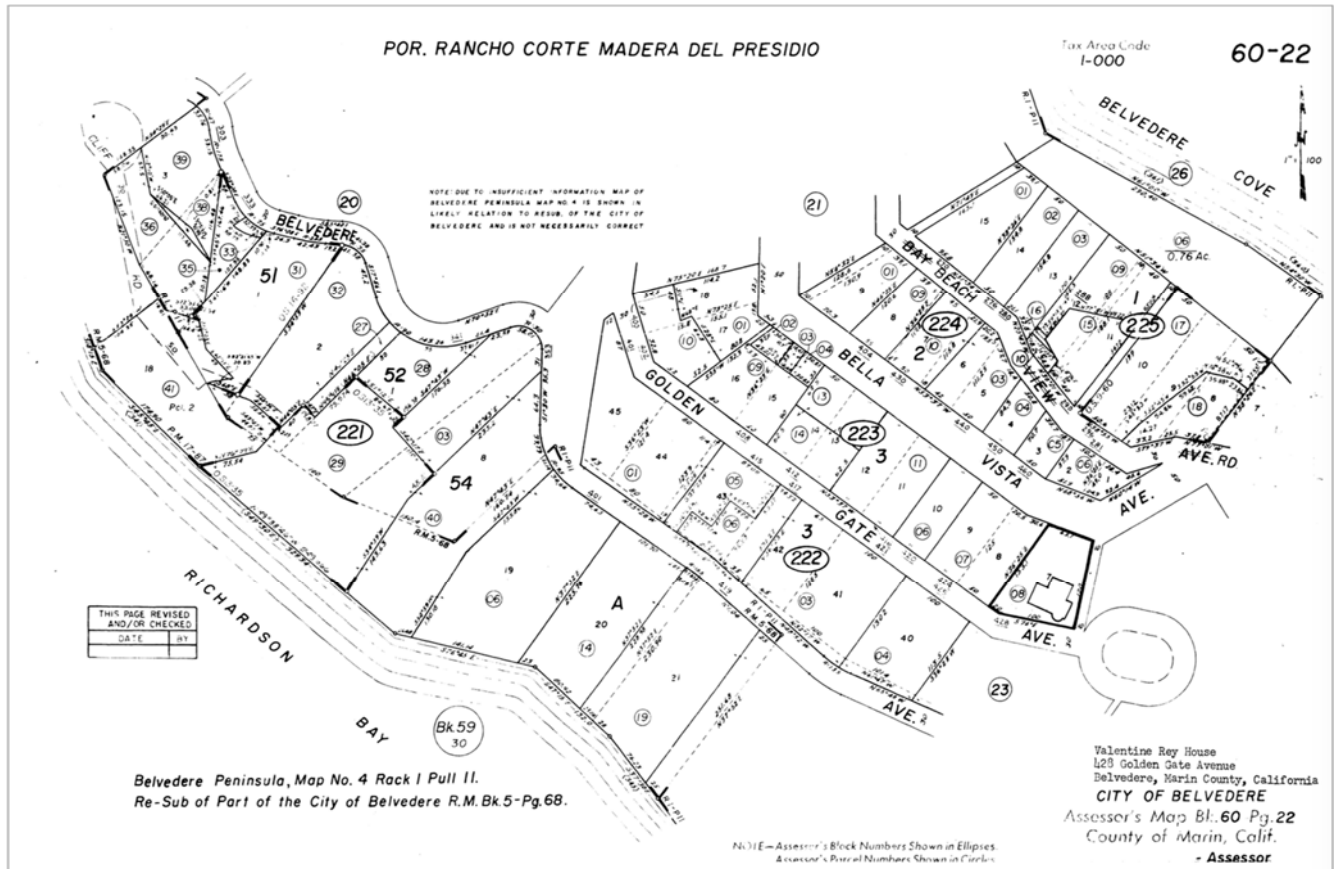
Valentine J. A. Rey's son, **Britton Rey** (1898-1974) was born in and lived in The Valentine House while he was a Vice President of Belvedere Land Company and served as Belvedere City Manager from 1954-1964. Audrey and Britton Rey are listed as the owners of 428 Golden Gate from 1946-1959, however the Grant Deed for 428 Golden Gate from **Marjorie Rey** to Britton and Audrey is dated 11-1944.

Marjorie Rey (1893-1968) daughter of Valentine J.A., was born on Belvedere Island on Oct. 17, 1893. Marjorie Rey Rickard was a painter active in the Belvedere-Tiburon area as a conservationist, artist and local history buff prior to her marriage to a Mendocino rancher. She died in Mendocino, CA on Oct. 17, 1968. Marjorie Rey is listed as the owner of 428 Golden Gate Avenue from 1938-1945.

*7. Environment: It contributes to the character of the street or neighborhood area or has significance as a visual landmark owing to its unique location.*

428 Golden Gate is located in Belvedere's Historic Resource Sensitivity Map as a parcel of High Historic Sensitivity. The house is a contributing piece of architecture in this historic neighborhood and contributes to the unity and diversity of the Island. However, the house has little visibility from the street and from the Cove. As it contributes only marginally to the character of the neighborhood and does not serve as a visual landmark, the house would not qualify for criteria #7.





8. Integrity: It retains most of its original materials and design features.

The exterior of 428 Golden Gate has retained most of its' original design features. However, the original ceramic roof tiles, removed by the '50s, were not replaced. In 1979 the roof was again replaced with dark brown fiberglass shingles. Plans are underway by the current owner to replace the roof with ceramic roof tiles.

The house has the original floor plan with the exception of a porch that was enclosed. Gas lamps were replaced with electric ones when the island was connected to the grid. A front arbor was added when Golden Gate first was paved. In the early sixties Lawrence Halprin, a celebrated American landscape architect designed a pool and terrace for the property. A modern kitchen design was introduced by Charles Warren Callister, an American architect based in Tiburon known for his leadership in the Second Bay Area Tradition. Other interior renovations were undertaken but the important historical redwood stairway core is fully intact as originally built. See the National Register #82002203 for a detailed description of the original materials and design features and subsequent renovations.



*9. National Register of Historic Places: It is a site or structure listed on the National Register of Historic Places.*

The Rey House, 428 Golden Gate Avenue is listed on the National Register of Historic Places in Marin County. The Rey, Valentine House at 428 Golden Gate Avenue, Belvedere, CA was added to the National Register of Historic Places in 1982 (National Register # 82002203).





428 Golden Gate Avenue Belvedere, California 94920



428 Golden Gate Avenue Belvedere, California 94920



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428 Golden Gate Avenue Belvedere, California 94920



428 Golden Gate Avenue Belvedere, California 94920



428 Golden Gate Avenue Belvedere, California 94920



**Historical Information:**

Construction year: 1893                      Significant Architect: Willis Polk

**Recommendation:**

The Valentine Rey House at 428 Golden Gate Avenue and now the home of Shawn A. and Deborah H. Bennett meets the criteria for categories 1,2,3,4,5,6,8 and 9. Committee members John Sheehy and George Gness will recommend historic designation to The Historic Preservation Committee.

**Date of Survey:**        March 16, 2021

**Prepared by:**            George Gness and John P. Sheehy, FAIA, RIBA

**Organization:**          Historic Preservation Committee, City of Belvedere



## REFERENCES:

- National Register of Historic Places in 1982 (National Register # 82002203).  
National Register of Historic Places Inventory – Nomination Form United States Department of the Interior Heritage Conservation and Recreation Service; Form Prepared by Anne Bloomfield, consultant, November 5 1981.
- Longstreth, Richard W. On the Edge of the World: Four Architects (Polk, Coxhead, Schweinfurth and Maybeck) in San Francisco at the Turn of the Century. 1983
- A. Carlisle & Co. San Francisco: A. Carlisle & Co., 1953.  
Hool & Lockett "Topography of Lot 7- Block 3, Map # 4 of Belvedere," May 1958 blueprint in owner's possession.
- Peters, Harry T. California on Stone Garden City, NY: Doubleday, 1935: 9, 11, 13-14.
- Polk, Willis "Residence of V.J.A. Rey," California Architect & Building News, 25: 38 (April 1894)
- Both Sides of the Track A Collection of Oral Histories from Belvedere and Tiburon.* The Landmarks Society. Edited by James Heig and Shirley Mitchell. Scottwall Associates. San Francisco, 1985
- American Homes An Illustrated Encyclopedia of Domestic Architecture.* Lester Walker. Black Dog & Leventhal Publishers, New York, 2009. Cape Cod p. 88.
- The Atlas of American Architecture.* Tom Martinson. Rizzoli International, New York 2009. p 109.
- Dave Gotz, Archivist of the Belvedere Landmarks History Collection
- Marin County Recorder Office
- Belvedere Land Company *A Pictorial History of Belvedere 1890-1990.* The Landmarks Society. Edited by Beverly W. Bastion & Barbara B. Gnos.

To: Mayor and City Council

From: Rebecca Markwick, Senior Planner

Subject: **Consider recommendations by the Belvedere Historic Preservation Committee and the Planning Commission to designate 304 Golden Gate Avenue a City of Belvedere Historic Property, pursuant to Title 21 of the Belvedere Municipal Code**

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**Recommended Motion/Item Description**

1. That the City Council conduct the public hearing; and
2. That the City Council adopt the resolution approving the designation of the property at 304 Golden Gate Avenue as a City of Belvedere Historic Property.

**Background**

The applicants and property owner, The Jody A. Harris and Robert C. Harris Jr. Revocable Trust, have requested that their home at 304 Golden Gate Avenue receive the City’s designation of Historic Property, pursuant to Title 21 of the Belvedere Municipal Code.

On April 6, 2021, the Belvedere Historic Preservation Committee voted to recommend designation of the home at 304 Golden Gate Avenue as a City of Belvedere Historically Designated Property.

At the May 18, 2021 Planning Commission meeting, the Commission considered the recommendation of the Historic Preservation Committee and the material prepared by the Committee as the basis for the recommendation. The Planning Commission approved a motion recommending that the City Council designate the residence at 304 Golden Gate Avenue as a City of Belvedere Historic Property.

**Analysis**

Under Chapter 21.20 of the Belvedere Municipal Code, a property owner may initiate the process to apply for the Historical Designation of his or her home. After a complete application is received, the Historical Preservation Committee holds a public hearing to consider the Historical Designation application and makes a recommendation to the Planning Commission. Subsequently, the Planning Commission reviews the application and makes its recommendation to the City Council. Only the City Council can designate a residence as a Belvedere Historically Designated Property.

304 Golden Gate Avenue is located in Belvedere's Historic Resource Sensitivity Map area.

The project site is a 16,250 SF parcel with downward sloping topography within the R-15 Zoning District, Belvedere Island. The property slopes downward from Golden Gate Avenue. The site is adjacent to single-family homes to the north, south, east and west. The site is developed with a 5,323 square foot residence. The property owners have applied for historic designation and two members of the historic preservation committee have reviewed the home and the criteria for designation below.

Pursuant to Title 21 of the Belvedere Municipal Code, the Landmarks Preservation Ordinance lists the following criteria for designation of a structure as a landmark.

1. Architecture: *It is an outstanding example of a particular style, construction method or material.*

The architectural style, according to committee member John Sheehy, is either Arts & Crafts (Craftsman) or First Bay Region Tradition. Because the owner that had the house built was a director of and attorney for the Belvedere Land Company, he was very familiar with Albert Farr's style, as the Farr apartments and Land Company offices were being built about the same time in the late 1890's.

2. Architecture: *It is outstanding because of age.*

Having been built 122 years ago, in 1899, the house clearly qualifies as historic based on age.

3. Architecture: *It is outstanding because it is the work of a significant architect or builder.*

The name of the architect or builder is not known, but it is possible that Albert Farr may have been involved, or at least influenced the design, especially with the multiple peaked roofs so similar to the Farr Cottages.

4. Architecture: *It is outstanding because it is the first, last, only or most significant architectural property of its type in the city.*

304 is in a block on Golden Gate Avenue of large older homes that create what could be called an historic district. The home next door, 308, was just designated Historic, and others close by are early Belvedere homes.

5. Design: *It has a unique or original design or demonstrates outstanding craftsmanship*

While not unique or original, it does demonstrate outstanding craftsmanship.

6. History: *It is associated with a person, group or event significant to the city, state or nation, or shows broad cultural, political, social or economic patterns, or embodies and expresses the history of the city.*

304 Golden Gate Avenue has been home to significant early Belvedere families. It was built by an original director of the Belvedere Land Company, Edgar M. Wilson. He was also the first attorney for the Belvedere Land Company and Vice President of the Belvedere Golf and Country Club. The Wilsons sold the property to Frank Watt Dickson and his wife Minerva in 1904. The Dickson family owned the house until Minerva died in

1953.

7. Environment: *It contributes to the character of the street or neighborhood area or has significance as a visual landmark owing to its unique location.*

Contribution of house to location/neighborhood. As mentioned in #4, this house does significantly contribute to the neighborhood visually and has what some would call an Old Belvedere look. It contributes significantly to that neighborhood and to the City.

8. Integrity: *It retains most of its original materials and design features.*

The exterior of 304 Golden Gate Avenue has retained most of its original design features. The applicants, Robert and Jody Harris, purchased the property in 2014 and have done an outstanding job of preserving and enhancing the original look and feel of the property. For example, the original brick chimney that dominates the front of the house was totally restored to match the original brick chimney. The original foundation was an 8-foot brick wall which they replaced with a cement foundation with piers to secure the home to the hillside. They have updated systems and replaced windows but matching the pre-existing windows.

9. National Register of Historic Places: *It is a site or structure listed on the National Register of Historic Places.*

304 Golden Gate Avenue is not listed on the National Register of Historic

A structure and site being proposed for historic designation must satisfy at least three of the above-listed criteria. As discussed in detail on the attached reports form, the property at 304 Golden Gate Avenue satisfies criteria 1, 2, 4, 6, and 8. Once designated, modifications to an historic property are subject to the regulations of the Historic Preservation Ordinance. Pursuant to Section 21.20.090, the Historic Preservation Committee must review the application and make a recommendation to the Planning Commission on the merits of the application & then the Planning Commission makes a recommendation to the Council. Only the City Council can designate a residence as a Belvedere Historically Designated Property

If designated, the property would become eligible for local and county tax reductions under the Mills Act program. Additionally, once designated, modifications to an historic property are subject to the local Belvedere regulations under the Historic Preservation Ordinance, and the Secretary of the Interior Standards for the Treatment of Historic Properties. Finally, a designated historic property will constitute an "historic resource" under CEQA and be subject to additional environmental review and potential developmental constraints.

### **Recommendation**

1. That the City Council conduct the public hearing; and
2. That the City Council adopt the resolution approving the designation of the property at 304 Golden Gate Avenue as a City of Belvedere Historic Property.

**Attachments**

1. Resolution approving the designation of the property located at 304 Golden Gate Avenue as a City of Belvedere Historic Property.
2. Application for Historic Designation.
3. Belvedere Historic Designation Survey Form prepared by subcommittee of the Historic Preservation Committee.

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021- XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
DESIGNATING THE PROPERTY LOCATED AT 304 GOLDEN GATE AVENUE  
A CITY OF BELVEDERE HISTORIC PROPERTY**

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**WHEREAS**, a proper application for Historical Status Designation pursuant to Belvedere Municipal Code Chapter 21.20 for the property located at 304 Golden Gate Avenue has been submitted; and

**WHEREAS**, the project has been determined to be categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that the Historical Designation of the property will not cause a significant adverse impact on the environment; and

**WHEREAS**, a home may be designated as an Historic Belvedere Property if three or more of the following findings of facts per to Belvedere Municipal Code section 21.20.070(A) can be made; and

**WHEREAS**, the City of Belvedere Historic Preservation Committee made a favorable recommendation to the Planning Commission on the Historical Designation application on April 6, 2021; and

**WHEREAS**, the Planning Commission held duly a noticed public hearing on the Historical Designation application on May 18, 2021, and approved a motion recommending that the City Council designate the property at 304 Golden Gate Avenue a City of Belvedere Historic Property; and

**WHEREAS**, the City Council held a duly noticed public hearing on the Historical Designation application on April 12, 2021; and

**WHEREAS**, the City Council made the following findings of fact pursuant to Section 21.20.070(A) 1, 2, 4, 6, and 8 of the Belvedere Municipal Code for the property at 304 Golden Gate Avenue:

1. Architecture: *It is an outstanding example of a particular style, construction method or material.*

The architectural style, according to committee member John Sheehy, is either Arts & Crafts (Craftsman) or First Bay Region Tradition. Because the owner that had the house built was a director of and attorney for the Belvedere Land Company, he was very familiar with Albert Farr's style, as the Farr apartments and Land Company offices were being built about the same time in the late 1890s.

2. Architecture: *It is outstanding because of age.*

Having been built 122 years ago, in 1899, the house clearly qualifies as historic based on

age.

3. Architecture: *It is outstanding because it is the work of a significant architect or builder.*

The name of the architect or builder is not known, but Albert Farr may have been involved or at least influenced the design, especially given the multiple peaked roofs so similar to the Farr Cottages.

4. Architecture: *It is outstanding because it is the first, last, only or most significant architectural property of its type in the city.*

304 is in a block on Golden Gate Avenue of large older homes that create what could be called an historic district. The home next door, 308, was recently designated Historic, and others close by are early Belvedere homes.

5. Design: *It has a unique or original design or demonstrates outstanding craftsmanship*

While not unique or original, it does demonstrate outstanding craftsmanship.

6. History: *It is associated with a person, group or event significant to the city, state or nation, or shows broad cultural, political, social or economic patterns, or embodies and expresses the history of the city.*

304 Golden Gate Avenue has been home to significant early Belvedere families. It was built by an original director of the Belvedere Land Company, Edgar M. Wilson. He was also the first attorney for the Belvedere Land Company and Vice President of the Belvedere Golf and Country Club. The Wilsons sold the property to Frank Watt Dickson and his wife Minerva in 1904. The Dickson family owned the house until Minerva died in 1953.

7. Environment: *It contributes to the character of the street or neighborhood area or has significance as a visual landmark owing to its unique location.*

Contribution of house to location/neighborhood. As mentioned in #4, this house does significantly contribute to the neighborhood visually and has what some would call an Old Belvedere look. It contributes significantly to that neighborhood and the City.

8. Integrity: *It retains most of its original materials and design features.*

The exterior of 304 Golden Gate Avenue has retained most of its original design features. The applicants, Robert and Jody Harris, purchased the property in 2014 and have done an outstanding job of preserving and enhancing the original look and feel of the property. For example, the original brick chimney that dominates the front of the house was totally restored to match the original brick chimney. The original foundation was an 8-foot brick wall, which was replaced with a cement foundation with piers to secure the home to the hillside. They have updated systems and replaced windows but matching the pre-existing windows.

9. National Register of Historic Places: *It is a site or structure listed on the National Register of Historic Places.*

304 Golden Gate Avenue is not listed on the National Register of Historic

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belvedere does hereby grant approval of Historical Designation status to the residence located at 304 Golden Gate Avenue pursuant to the findings stated above and incorporated herein.

**PASSED AND ADOPTED** at a public hearing of the City Council of the City of Belvedere on June 14, 2021, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk





# APPLICATION FOR HISTORIC DESIGNATION

CITY OF BELVEDERE • HISTORIC PRESERVATION COMMITTEE  
 450 SAN RAFAEL AVE • BELVEDERE, CA 94920-2336  
 PH. 415-435-3838 • FAX 415-435-0430 • WWW.CITYOFBELVEDERE.ORG

## FOR STAFF USE ONLY

Date: \_\_\_\_\_ Rec'd. by: \_\_\_\_\_

Amount: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Parcel No.: \_\_\_\_\_ Zone: \_\_\_\_\_

## TO BE COMPLETED BY PROPERTY OWNER

Address of Property: 304 GOLDEN GATE AVE

Historical Name of Property, If Known: \_\_\_\_\_

Record Owner of Property: THE JODY A. HARRIS AND ROBERT C HARRIS JR. REVOCABLE TRUSTMailing 304 GOLDEN GATE AVE Daytime Phone: 917 817 8720  
ROBERT C HARRIS and JODY A HARRIS, TRUSTEESAddress: BELVEDERE CA 94920 Fax: \_\_\_\_\_Email: jowen769@yahoo.com

Owner's Representative: \_\_\_\_\_

Mailing \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Description and History of Property/Structure: LOTS 1 AND 2 BLK. 6 MAP 3 PURCHASED BY EDGAR M. WILSON  
(A DIRECTOR OF THE BELVEDERE LAND COMPANY) IN 1895. HOUSE WAS BUILT BY WILSON 1899.IN 1904, WILSON SOLD LOTS AND HOUSE TO FRANK W. DICKSON AND MINERVA BARRY DICKSON.DICKSONS BOUGHT LOT 32 BLK 6 MAP 3 IN 1907 TO ADD TO THE PROPERTY. THEY HAD TWO DAUGHTERSAND WERE FULL TIME RESIDENTS. FRANK WAS IN THE INSURANCE BUSINESS. HE DIED IN 1927.MINERVA LIVED IN THE HOUSE FOR 50 YEARS AND WAS ONE OF THE LONGEST LIVING RESIDENTS OF  
BELVEDERE WHEN SHE DIED. IN 1953 HOUSE WAS SOLD TO WALTER SIMITHE HOUSE IS A GOOD EXAMPLE OF ARTS + CRAFTS ARCHITECTURE. SIMILAR TO  
ALBERT FARR'S WORK. BUT I COULD FIND NO DOCUMENTATION THAT HE WAS THE ARCHITECT.HOUSE WAS BUILT AROUND THE SAME TIME AS FARR COTTAGES AND LAND COMPANY BUILDING  
AND WILSON WAS A DIRECTOR.

**STATEMENT OF PROPERTY OWNERSHIP,  
CERTIFICATION OF APPLICATION, & DESIGNATION OF REPRESENTATIVE**

All property owners must complete this Section.

Street address of subject property: 304 GOLDEN GATE AVE

Assessor's Parcel No(s). of subject property: 060-211-04

➤ **Properties Owned by Individuals**

I, \_\_\_\_\_, state under penalty of perjury under the laws of the State of California that I am the record owner of the above-described subject property.

I have read and understood the provisions of Title 21, "Historic Preservation," of the Belvedere Municipal Code and agree to the terms described therein.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Belvedere, California.

Signature \_\_\_\_\_

➤ **Properties Owned by a Trust, LLC, Corporation, Partnership, or Other Entity**

For properties owned by a trust, please attach the trust document or a certificate of trust, including any attachments thereto. For an LLC, corporation, partnership, or other entity, please attach proof of ownership and certification of the signer's authorization to enter into contracts on behalf of the entity.

I, JODY A HARRIS + ROBERT C. HARRIS JR. <sup>TRUSTEES</sup>, state under penalty of perjury under the laws of the State of California that the above-described subject property is owned by a trust, LLC, corporation, partnership, or other entity and that my signature on this application has been authorized by all necessary action required by the LLC, corporation, partnership, or other entity.

I have read and understood the provisions of Title 21, "Historic Preservation," of the Belvedere Municipal Code and agree to the terms described therein.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Belvedere, California.

Signature Jody A Harris

Signature Robert C Harris Jr

Title(s) Trustee

Title(s) Trustee

Trustee(s)     Partners:  Limited or  General     Corporation     Other \_\_\_\_\_

Name of trust, LLC, corporation, or other entity: THE JODY A. HARRIS AND ROBERT C HARRIS JR. REVOCABLE TRUST

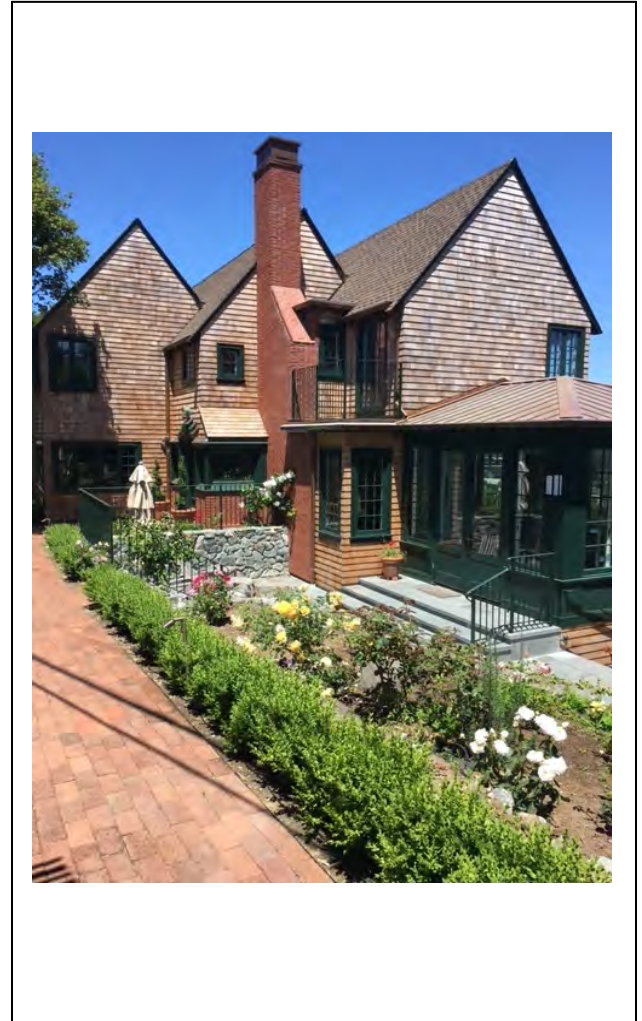


# CITY OF BELVEDERE

## BELVEDERE HISTORIC DESIGNATION SURVEY FORM

The following criteria shall be used when considering structures or sites for historic designation:

1. Architecture It is an outstanding example of a particular style, construction method or material.
2. Architecture It is outstanding because of age.
3. Architecture It is outstanding because it is the work of a significant architect or builder.
4. Architecture It is outstanding because it is the first, last, only or most significant architectural property of its type in the city.
5. Design It has a unique or original design or demonstrates outstanding craftsmanship.
6. History It is associated with a person, group or event significant to the city, state or nation, or shows broad cultural, political, social or economic patterns, or embodies and expresses the history of the city
7. Environment It contributes to the character of the street or neighborhood area or has significance as a visual landmark owing to its unique location.
8. Integrity It retains most of its original materials and design features.
9. National Register of Historic Places It is a site or structure listed on the National Register of Historic Places.



Street Address: 304 Golden Gate Avenue

Assessor's Parcel Number: 060-211-04

Owners: The Jody A. Harris and Robert C. Harris Jr. Revocable Trust

Owner's Address: 304 Golden Gate Avenue Belvedere California 94920

1. Architecture. Style. The architectural style, according to our committee member John Sheehy is either Arts & Crafts (Craftsman), or First Bay Region Tradition. Because the owner that had the house built was a director of, and attorney for the Belvedere Land Company, he was very familiar with Albert Farr's style, as the Farr apartments and Land Company offices were being built about the same time in the late 1890's.
2. Architecture. Age. Having been built 122 years ago, in 1899 the house clearly qualifies as historic based on age.
3. Architecture. Architect/Builder. The name of the architect or builder is not known, but suspicion is that Albert Farr may have been involved, or at least influenced the design especially with the multiple peaked roofs so similar to the Farr Cottages.
4. Architecture. Significant style to the location and City. 304 is in a block on Golden Gate of large older homes that create what could be called an historic district. The next door home, 308 was just designated Historic, and others close by are early Belvedere homes.
5. Design. While not unique or original it does demonstrate outstanding craftsmanship.
6. History. 304 Golden Gate Avenue has been home to significant early Belvedere families. It was built by an original director of the Belvedere Land Company, Edgar M Wilson. He was also the first attorney for the Belvedere Land Company and Vice President of the Belvedere Golf and Country Club. The Wilsons sold the property to Frank Watt Dickson and his wife Minerva in 1904. The Dickson family owned the house till Minerva died in 1953.
7. Environment. Contribution of house to location/neighborhood. As mentioned in 4. This house does significant contribute to the neighborhood visually and is what some would call an Old Belvedere look. It contributes significantly to that neighborhood, and the City.
8. Integrity. Retention of original materials and design features. The applicants, Robert and Jody Harris purchased the property in 2014 and have done an outstanding job of preserving and enhancing the original look and feel of the property. For example, the original brick chimney that dominates the front of the house was totally restored with cement but done to match the original brick chimney. The original foundation was an 8 foot brick wall which they replaced with a cement foundation with piers to secure the home to the hillside. They have updated systems and replaced windows, but matching the preexisting windows.
9. National Register of Historic Places. No, not listed there.



### 304 Golden Gate Timeline

1890 Edgar M Wilson was one of the original directors and the attorney for the Belvedere Land Company. The other directors were Charles Hilton, President; George Bargate, Vice President, WHH Graves, Treasurer; PJ Martin, Treasurer. 10/08/1890 The Morning Call.

1895 Edgar M Wilson purchased lots 1 and 2 Block 6, lots 15 and 16 Block 3 Lot 18 Block 5, lot 1 block 40, and all of block 45 from the Belvedere Land Company for \$10.00. 5/4/1895 Sausalito News.

1899 The house was built on lots 1 and 2 Block 6. Goetz looked at the Assessors' records at the Landmarks Society which showed an improvement indicating a house. The Assessors' records also showed that not much was done to the property because the value did not change much until significantly later (1980's if I am remembering right)

Albert Farr was working on the Farr cottages around this same time and the multiple peaked roofs of 304 Golden Gate Ave are similar to the cottages. I was not able to find any documentation about who was the architect of the house. Wilson probably knew Farr given his position at the Land Company but he could have had someone else create a similar design.

1904 Edgar Wilson and his wife Alice sold lots 1 and 2 block 6 with improvement to Frank Watt Dickson and Minerva Barry Dickson 6/16/1904 Sausalito News. The Dickson's were living in San Rafael at that time. They had two daughters Helen Constance and Marion.

1905 Frank Dickson purchased lot 32 in block 3 from the Belvedere Land Company for \$1,000.

1907 Frank Dickson in an agreement with the Belvedere Land Company acquired the lane that ran between lot 1 of Block 6 and lot 32 of block 3. The lane was relocated to where it is today between lot 32 and lot 31.

1953 Walter Simi purchased 304 Golden Gate after Minerva Dickson's death

1973 James and Elizabeth Crittenden purchased 304 Golden Gate

1983 James Crittenden merged all the parcels

? Stewart Emery owned the property.

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**To:** Mayor and City Council

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

**Subject:** **Consider Collection Rate Application submitted by Mill Valley Refuse Service, Inc. (MVRS) for the collection of trash, recycling, and compostable materials**

---

**Recommended Motion/Item Description**

1. Receive the Base Rate Change Application from MVRS.
2. Conduct a public hearing on the proposed rate increase and if warranted,
3. Adopt the draft resolution approving solid waste collection rates for the 2021/2022 rate year.

**Background**

Pursuant to the 2012 Franchise Agreement (Agreement) between the City of Belvedere and Mill Valley Refuse Service, Inc. (MVRS), MVRS may increase rates each year by the annual percent change in the Consumer Price Index (CPI) without any action of the City Council, except that at least every three years, MVRS must present a Base Rate Change Application in support of any proposed annual increase. Such a rate application was received on April 1, 2021.

This year, the jurisdictions that contract with MVRS hired an independent consultant (R3 Consulting Group, Inc.) to review the rate application to verify that the application is mathematically accurate and logically consistent, that it is consistent with applicable terms and conditions of the Agreement, and that the basis for the projections are reasonable and supported with appropriate documentation. MVRS is allowed to charge rates that provide them with a fair rate of return, defined in Section 6.8 of the Agreement as an operating margin of 10%.

At the regular Belvedere City Council meeting on September 14, 2020, the Council directed Staff to provide notice to MVRS that the City does not wish to extend the agreement beyond the current 10-year term. Notice of cancellation of the Agreement with MVRS was required no later than March 30, 2021 for an effective termination date of June 30, 2031. Staff provided this cancellation notice on in writing to MVRS on March 17, 2021, and receipt was acknowledged.

**Findings**

The Rate Application received on April 1 forecast a revenue shortfall for MVRS in FY21/22 and requested a rate increase for Belvedere customers of 2.34%.

R3 Consulting Group, Inc. (R3CG) reviewed the application; its report summarizes the Rate Application and outlines findings and conclusions. The report outlines some corrections to the rate calculation, and recommends a lesser rate increase of 1.53% for Belvedere customers.

Staff believes the R2CG analysis accurately evaluated the MVRS Rate Application and that the rate increase of 1.53% is justified.

The attached resolution includes updated Rate Sheets for residential and commercial accounts. There have been no changes to the terms and conditions.

**Fiscal Impact**

Residential curbside rates will increase between \$0.77 and \$3.09 per month, depending on the number and size of garbage cans, and frequency of pick-up. Apartment curbside rates will increase up to \$12.18 for the largest size container. Commercial rates will increase up to \$44.64 for the largest container and most frequent pick-ups.

The City receives revenues from MVRS through franchise fees. The City receives a franchise fee of ten percent (10%) of all gross receipts. The 2021/2022 Draft Operating Budget projects franchise fee revenue at \$85,000 for the coming fiscal year.

**Recommendation**

1. Receive the Base Rate Change Application from MVRS.
2. Conduct a public hearing on the proposed rate increase, and if warranted,
3. Adopt the draft resolution approving solid waste collection rates for the 2021/2022 rate year.

**Attachments**

- A. Draft Resolution, including MVRS Rate Sheets
- B. Final R3 Report on MVRS Franchises and Rates
- C. MVRS Franchise Agreement can be found at:  
<http://www.cityofbelvedere.org/DocumentCenter/View/1944>



**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
APPROVING THE 2021 COLLECTION RATE APPLICATION  
FOR MILL VALLEY REFUSE FOR THE PERIOD OF JULY 1, 2021, TO JUNE 30, 2022**

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**WHEREAS**, the City of Belvedere and Mill Valley Refuse Service, Inc. (“MVRS”) entered into a Waste Collection Service Franchise Agreement on July 1, 2012 (“Franchise Agreement”); and

**WHEREAS**, MVRS has submitted a 2021 Rate Application proposing a 1.53% increase in residential and commercial rates; and

**WHEREAS**, the proposed rates are written out in the attached Exhibit A; and

**WHEREAS**, there have been no changes to the Terms and Conditions for Residential or Commercial service; and

**WHEREAS**, the City Council held a duly noticed public hearing during its regular meeting on June 14, 2021 to discuss the rate adjustment;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Belvedere that the rate adjustment is hereby approved and shall be made an addendum to the Franchise Agreement.

**PASSED AND ADOPTED** at a regular meeting of the Belvedere City Council on June 14, 2021, by the following vote:

**AYES:**           —

**NOES:**           —

**ABSENT:**       —

**ABSTAIN:**      —

**APPROVED:** \_\_\_\_\_  
James Campbell, Mayor

**ATTEST:** \_\_\_\_\_  
Beth Haener, City Clerk

# Belvedere

July 1, 2021 1.53% Rate Increase

RESIDENTIAL CURBSIDE RATES *						
2020 Monthly	2020 Quarterly	Base Rate	Recycling Rate	2021 Monthly	2021 Quarterly	# of Cans/Size/1 Pick Up
\$ 50.29	\$ 150.87	\$ 42.54	\$ 8.52	\$ 51.06	\$ 153.18	1-20 Gallon
\$ 62.15	\$ 186.45	\$ 54.58	\$ 8.52	\$ 63.10	\$ 189.30	1-32 Gallon
\$ 105.45	\$ 316.35	\$ 98.54	\$ 8.52	\$ 107.06	\$ 321.18	2-32 Gallon
\$ 148.75	\$ 446.25	\$ 142.51	\$ 8.52	\$ 151.03	\$ 453.09	3-32 Gallon
\$ 75.42	\$ 226.26	\$ 68.05	\$ 8.52	\$ 76.57	\$ 229.71	1-45 Gallon
\$ 132.69	\$ 398.07	\$ 126.20	\$ 8.52	\$ 134.72	\$ 404.16	2-45 Gallon
\$ 189.97	\$ 569.91	\$ 184.35	\$ 8.52	\$ 192.87	\$ 578.61	3-45 Gallon
						<b>#of Cans/Size/2 Pick Ups</b>
\$ 115.23	\$ 345.69	\$ 109.16	\$ 8.52	\$ 116.99	\$ 350.97	1-32 Gallon
\$ 201.82	\$ 605.46	\$ 197.08	\$ 8.52	\$ 204.91	\$ 614.73	2-32 Gallon
\$ 141.76	\$ 425.28	\$ 136.10	\$ 8.52	\$ 143.92	\$ 431.76	1-45 Gallon

APARTMENT CURBSIDE RATES (Per Unit) *					
2020 Monthly	Base Rate	Recycling Rate	2021 Monthly	Container Rental	# of Cans/Size/1 Pick Up
\$ 56.84	\$ 49.19	\$ 8.52	\$ 57.71	n/a	1-32 Gallon
\$ 80.72	\$ 73.44	\$ 8.52	\$ 81.96	n/a	1-45 Gallon
\$ 397.90	\$ 344.35	\$ 59.64	\$ 403.99	\$ 34.57	1-1yd container
\$ 795.80	\$ 688.70	\$ 119.28	\$ 807.98	\$ 69.14	1-2yd container

\* See Residential Miscellaneous Terms and Conditions for additional information & On-Premise Service Rates

# Belvedere

July 1, 2021 1.53% Rate Increase

COMMERCIAL CURBSIDE RATES *					
Extra trash charge: \$44.70 per yard					
1 Yard Container					
2020 Monthly	Base Rate	Recycling Rate	2021 Monthly	Container Rental	# of Pick Ups/Container
\$ 243.30	\$ 206.03	\$ 40.99	\$ 247.02	\$ 34.57	1 Pick Up
\$ 486.60	\$ 412.06	\$ 81.98	\$ 494.04	\$ 34.57	2 Pick Ups
\$ 729.90	\$ 618.09	\$ 122.97	\$ 741.06	\$ 34.57	3 Pick Ups
\$ 973.20	\$ 824.12	\$ 163.96	\$ 988.08	\$ 34.57	4 Pick Ups
\$ 1,216.50	\$ 1,030.15	\$ 204.95	\$ 1,235.10	\$ 34.57	5 Pick Ups
\$ 1,459.80	\$ 1,236.18	\$ 245.94	\$ 1,482.12	\$ 34.57	6 Pick Ups
2 Yard Container					
2020 Monthly	Base Rate	Recycling Rate	2021 Monthly	Container Rental	# of Pick Ups/Container
\$ 486.60	\$ 412.06	\$ 81.98	\$ 494.04	\$ 69.14	1 Pick Up
\$ 973.20	\$ 824.12	\$ 163.96	\$ 988.08	\$ 69.14	2 Pick Ups
\$ 1,459.80	\$ 1,236.18	\$ 245.94	\$ 1,482.12	\$ 69.14	3 Pick Ups
\$ 1,946.40	\$ 1,648.24	\$ 327.92	\$ 1,976.16	\$ 69.14	4 Pick Ups
\$ 2,433.00	\$ 2,060.30	\$ 409.90	\$ 2,470.20	\$ 69.14	5 Pick Ups
\$ 2,919.60	\$ 2,472.36	\$ 491.88	\$ 2,964.24	\$ 69.14	6 Pick Ups
Compacted Trash					
2020 Monthly	Base Rate	Recycling Rate	2021 Monthly	Container Rental	# of Containers/Size/1 Pick Up
\$ 973.20	\$ 824.12	\$ 163.96	\$ 988.08	34.57	1-1 yard
\$ 1,946.40	\$ 1,648.24	\$ 327.92	\$ 1,976.16	69.14	1-2 yard
Trash Cans					
2020 Monthly	Base Rate	Recycling Rate	2021 Monthly	Container Rental	# of Cans/Size/1 Pick Up
\$ 58.67	\$ 51.05	\$ 8.52	\$ 59.57	n/a	1-32 Gallon
\$ 88.08	\$ 80.91	\$ 8.52	\$ 89.43	n/a	1-45 Gallon
Food Service Business Compost Cans					
2020 Monthly	Base Rate	Recycling Rate	2021 Monthly	Container Rental	# of Cans/Size/1 Pick Up
\$ 20.01	n/a	n/a	\$ 20.32	n/a	1-32 Gallon
Saturday Service					
2019 Monthly	Base Rate	Recycling Rate	2020 Monthly	Container Rental	# of Cans/Size/1 Pick Up
n/a	\$ 309.05	\$ 61.49	n/a	n/a	1 Yard Container
n/a	\$ 618.09	\$ 122.97	n/a	n/a	2 Yard Container

\* See Commercial Miscellaneous Terms and Conditions for additional information & On-Premise Service Rates



May 28, 2021

Mr. Eric Erickson  
Director of Finance and Human Services  
City of Mill Valley  
26 Corte Madera Avenue  
Mill Valley, CA 94941

submitted via email: [eerickson@cityofmillvalley.org](mailto:eerickson@cityofmillvalley.org)

**SUBJECT: Review of Mill Valley Refuse's 2021/22 Rate Application**

Dear Mr. Erickson:

R3 Consulting Group, Inc. (R3) was engaged by the City of Mill Valley (City) on behalf of the City, Belvedere, Corte Madera, Tiburon, Alto Sanitary District, Almonte Sanitary District, Homestead Valley Sanitary District, Strawberry Recreation District, and Marin County (collectively, "Contracting Jurisdictions") to assist it and the Contracting Jurisdictions served by Mill Valley Refuse Service (MVRS) with its review of MVRS's Rate Year 2021/22 rate adjustment request, for rate effective July 1, 2021 through June 30, 2022. This letter report presents our findings.

We wish to thank MVRS, including Jennifer Dami and Jim Iavarone and their consultant Claudia Hayes. The Rate Application was well-organized, and we were provided with requested information in a timely manner.

## Objective

To review MVRS's 2021/22 Rate Application to determine whether:

- » It is mathematically accurate and logically consistent;
- » It is consistent with applicable terms and conditions of the franchise agreements; and
- » Its projections are reasonable and supported with appropriate documentation, as applicable.

## Request for Rate Adjustment

MVRS submitted its 2021/22 Rate Application on April 1, 2021, which projected an overall revenue shortfall for the Contracting Jurisdictions of approximately \$530,000, representing a request to increase solid waste rates by 2.55%. Based on MVRS's allocation of revenue and expense projections, MVRS was requesting a 1.89% to 2.98% rate increase, depending on the jurisdiction.

MVRS's Rate Application is included as Attachment 1 to this report. Page 2 of Attachment 1 shows the original rate adjustment calculations for each of the Contracting Jurisdictions.

## Summary of Findings

Based on our review of MVRs's Rate Application, we recommend adjustments that reduce MVRs's projected revenue shortfall from \$530,137 to \$446,279, a decrease of \$83,858 or 0.40% in the overall rate adjustments overall for the Contracting Jurisdictions. The net result is an overall rate increase of 2.15% as compared to MVRs's requested 2.55% rate increase. Attachment 2 demonstrates the impact of adjustments to MVRs's Rate Application, including the specific rate increases by jurisdiction.

## Limitations

MVRs's Rate Application contains projections of revenues and expenses based on various assumptions and estimates. R3 reviewed those projections for reasonableness and compliance with applicable guidelines and prior MVRs practices which met approval of the Contracting Agencies in the past. Actual results of operations will, however, often differ from projections because events and circumstances often do not occur as expected and those differences may be significant.

This is especially true for commercial rate revenues in the wake of the COVID-19 pandemic – while R3 found MVRs's projections of commercial rate revenues for the coming Rate Year to be mathematically sound and reasonable, we cannot attest to whether the reality of potential COVID-19 economic recovery will be in line with those projections. If recovery in the commercial sector is better than experienced in the first quarter of 2021, then MVRs will likely receive more commercial revenues than projected by the Rate Application (and, conversely, if economic recovery reverses, commercial revenues may be less than projected).

## Review of Prior Adjustments

Our review included determining if MVRs properly accounted for non-allowable expenses as specified in the various franchise agreements and other adjustments identified and agreed to as part of the review of its prior rate applications. MVRs prepared their Rate Application to directly address adjustments to disallowable expenses, which were the main recommended changes identified during R3's review of the prior 2018 rate application. By incorporating this into their Rate Application practice, MVRs directly addressed allowable and disallowable expenses with no need for further adjustment by R3.

## Background

MVRs provides solid waste management services to the following nine (9) Contracting Jurisdictions:

- » City of Belvedere
- » City of Mill Valley
- » Town of Corte Madera
- » Town of Tiburon
- » Marin County
- » Almonte Sanitary District
- » Alto Sanitary District
- » Homestead Valley Sanitary District
- » Strawberry Recreational District

Solid waste collection services are provided with rear loading vehicles. Recycling and composting routes use semi-automated vehicles with one-person crews. Garbage routes are manual and are predominantly

one-person crews, although two-person crews are used at times. Bulky waste collection services are provided with the existing scheduled routes.

The process that has been used by the Contracting Jurisdictions to adjust rates is for MVRS to submit a Base Year Change Application not less than once every three (3) years. The Rate Application is then reviewed, and appropriate adjustments are made to the rates prior to Council or Board approval of the requested rates.

In interim years, rates have either been adjusted based on the change in the Consumer Price Index (CPI) or via additional Base Year Change Applications (as was the case in 2020). While these interim Base Year Change Applications could be subject to third-party review by a firm such as R3, in practice the Contracting Jurisdictions have not requested such review in interim years (including in 2020).

Actual reported revenues and expenses for the most recently completed calendar year form the basis for a Base Year Change Application. Those actual results are adjusted to project revenues and expenses for the upcoming Rate Year, which are then allocated among the nine Contracting Jurisdictions. The rate adjustment necessary to achieve the associated revenue requirement<sup>1</sup> for each of the Contracting Jurisdictions is then calculated, based on the projected revenues prior to the rate adjustment.

## Findings

R3 identified the following items that required adjustments:

1. MVRS incorrectly applied the Allocated Debris Net Excess amount. It was applied as a deficiency when it should have been applied as an excess, offsetting the needed rate adjustments for the Contracting Agencies. The resulting adjustment yielded a \$79,282 overall credit to the rates, instead of the opposite.
2. MVRS projected cart revenue service adjustments using the rate change from the 2019/20 to 2020/21 Rate Years, and the change in cart subscription levels over that time period. R3 identified a number of inaccurate rates used in the calculation of cart revenue service adjustments and worked with MVRS to correct and verify those calculations for accuracy. The result changed the revenue projected due to subscription change from \$290,464 to \$194,726, with varying degrees of change by Contracting Jurisdiction.
3. MVRS projected 2021/22 cart revenues at current rates (those adopted October 1, 2020) based on current cart subscriptions and rates. For commercial revenues, MVRS projected 2021/22 revenues based on actual revenues received during first quarter of 2021 (January through March). MVRS annualized the Quarter 1 revenues over a 12-month period to project commercial revenues for the 2021/22 Rate Year.

As with the service adjustment projection described in the prior bullet, R3 identified a number of inaccurate rates used in the calculations of cart revenues and worked with MVRS to correct and verify those calculations for accuracy. The result changed this 2021/22 additional revenue projection from \$1,111,892 to \$1,133,815, with varying degrees of change by Contracting Jurisdiction.

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<sup>1</sup> The revenue requirement is calculated as follows: Allowable Costs (i.e., costs reasonably incurred in connection with providing the required franchise services) plus Pass-Through Costs (i.e., costs that are not subject to profit, such as franchise fees, other governmental fees and excess disposal expense) plus target profit.

4. MVRS identified a subscription account correction which changed the total residential account number from 2,791 to 2,744 for the Town of Tiburon. This affected the allocation percentage calculated using the subscription values across the Contracting Jurisdictions.
5. MVRS originally used the account numbers from 2014 to calculate the allocations for street sweeping expense projections. R3 updated this calculation to the use 2020 account values. While MVRS correctly applied the Street Sweeping expenses to both the Allowable Pass-Through expenses and the Disallowable expense, the values of these expenses changed for the Towns of Tiburon and Corte Madera.

## COVID-19 Impacts

### 2020/2021 Rate Application

MVRS requested a rate adjustment outside of the standard CPI adjustment in the 2020/21 Rate Year. This rate adjustment was requested due to the effects of the COVID-19 pandemic on the economy, which in turn affected the collection operations of MVRS throughout the Contracting Jurisdictions. In order to gather data to properly project the financial expenses of the pandemic, MVRS, with the approval of the jurisdictions, delayed the rate adjustment for one quarter.

MVRS used the financial information gathered during that period to project out for the next nine months. However, because there was a three-month delay in the rate adjustment, MVRS calculated the 2020/21 rate adjustment to factor in the revenue lost due to the delayed rate adjustment. The approved rate adjustment that went into effect on October 1, 2020 was calculated to generate the full twelve months of revenue needed for the full year in the nine months that the rates were in effect.

### 2021/22 Rate Application Adjustment

The Rate Application projects the next Rate Year's revenue expectation by taking the current revenue and adding the following revenue adjustments to it:

1. Residential Service Adjustments

MVRS accounted for the change in revenue due to the change in residential account numbers by jurisdiction from February 29, 2020 to March 17, 2021. This calculated the difference in revenue produced at the current rate between the two subscription numbers. The total of that difference was added as additional (or reduction) of revenue expected in the coming 2021/22 year and is consistent with prior practice. R3 confirmed the accuracy of this projection based on the subscription levels reported by MVRS and the current approved rates.

2. 2021/22 Residential Revenues at Current (October 1, 2020) Rates

Due to COVID-19, prior rates were implemented in October 2020, a full quarter later than the usual rate adjustment date (July 1, 2020). In the Rate Application, MVRS accurately accounted for revenue that would be generated by the current (October 1, 2020) rates for the coming 2020/21 Rate Year. MVRS's methodology for projecting revenues at current rates means that the requested rate adjustments would be applied to the current (October 1, 2020) rates, and not the rates that would have otherwise been implemented on July 1, 2020.

### 3. Projections of 2021/22 Commercial Rate Revenues

MVRS projected commercial rate revenues by taking the average of the first quarter of 2021 (January through March) and annualizing this to represent the expected revenue for the coming year. The difference between this annualized value and the actual revenue generated during the previous 12 months (April 2020 through March 2021) was calculated. This value represents the expected increase in commercial revenue based on the current rates.

It should be noted that MVRS's methodology for projecting commercial rates does not take into account the potential for economic recovery during the Rate Year that may result in increased commercial activity, and thus increased commercial solid waste subscriptions and solid waste revenues. MVRS is not able to accurately predict whether and how commercial solid waste subscriptions may change in the coming Rate Year, and R3 finds that MVRS's projection approach is reasonable and based in the most recent financial information available at the time that the Rate Application was submitted.

## Methodology

During our review of MVRS's 2021/22 Rate Application we:

- » Reviewed the Rate Application for mathematical accuracy and logical consistency;
- » Tied MVRS's calendar year (CY) 2020 draft Schedule of Operating Income to the CY 2020 revenues and expenses reported in the Rate Application;
- » Reviewed the allocation of CY 2020 revenues and expenses among Collection, Street Sweeping (allocated to those jurisdictions that are provided that service) and Portable Toilets (non-franchised service) for general reasonableness and consistency with the Rate Year 2018 and 2015 detailed rate review;
- » Reviewed the adjustment factors applied by MVRS to CY 2020 revenues and expenses to project Rate Year 2021/22 results for reasonableness;
- » Reviewed the factors used by MVRS to allocate Rate Year 2021/22 revenues and expenses among the Contracting Jurisdictions;
- » Documented the following items from the various franchise agreements and reviewed their handling in the Rate Application to determine consistency with the franchise agreements:
  - Profit level;
  - Franchise fee percentage and application (e.g., as a percentage of gross revenues);
  - Free services;
  - Non-allowable expenses; and
  - Pass-through expenses.
- » Reviewed MVRS's handling of adjustments that were made to its 2015 and 2018 Rate Application to determine conformance with those adjustments in this Rate Application, as appropriate;
- » Adjusted MVRS's projected Rate Year 2021/22 revenues and expenses based on the identified adjustments, and recalculated the rate adjustments for each jurisdiction; and



- » Presented the preliminary findings to MVRS for review and comment to ensure that we did not misrepresent information provided by MVRS, and made appropriate revisions based on comments received from MVRS.

## Revised Rate Adjustment

As discussed above, based on our review of MVRS's Rate Application, we recommended adjustments that result in a net decrease in MVRS's projected shortfall of \$83,858, a 0.4% decrease in the overall rate adjustment.

As described above, MVRS used the first quarter of 2021 to project commercial rate revenues for the 2021/22 Rate Year. Given that future economic recovery in the wake of the COVID-19 pandemic is uncertain, R3 recommends that the Contracting Agencies consider conducting a subsequent Base Year Rate Review for rates effective July 1, 2022 in order to capture the effects of potential economic recovery in the rates.

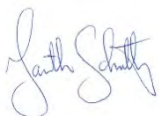
\* \* \* \* \*

We appreciate the opportunity to be of service to the Contracting Jurisdictions. We also look forward to completing a "look back" analysis on behalf of the City and the Contracting Jurisdictions comparing MVRS's projected revenues and expenses from prior Rate Applications to actual revenues and expenses. This additional analysis was recently requested by the City and will be undertaken after completion of this review process.

Please feel free to contact me by phone at (510) 292-0853 or by email at [gschultz@r3cgi.com](mailto:gschultz@r3cgi.com) if you have any questions or comments regarding this submittal.

Sincerely,

**R3 CONSULTING GROUP**



Garth Schultz | Principal

**Attachments:**

- Attachment 1 MVRS's Original 2021/22 Rate Application Dated April 1, 2021
- Attachment 2 R3 Revisions to MVRS's 2021/22 Rate Application

# Mill Valley Refuse Service, Inc.



## 2021 Rate Application

Mill Valley Refuse Services  
The Rate Application

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ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE, INC.

Summary Revenue, Expenses, Pass-through and Exclusions, and Rate Change Necessary

2021/2022	MILL VALLEY	BELVEDERE	CORTE MADERA	ALTO	TIBURON	COUNTY	HOMESTEAD	STRAWBERRY	ALMONTE	DEBRIS	TOTAL	
Projected Net Revenue	5,669,590	903,556	3,617,015	382,454	3,418,840	698,879	606,090	1,870,198	470,000	179,755	17,816,377	Page 3
Franchise Fees	1,106,834	99,922	898,852	16,143	532,783	152,608	25,901	169,922	8,991	-	3,011,955	Page 3
Total Revenue	6,776,424	1,003,477	4,515,866	398,597	3,951,623	851,487	631,991	2,040,120	478,991	179,755	20,828,331	
Operating Costs	5,402,510	853,549	3,538,085	355,880	3,214,732	663,663	569,774	1,723,419	440,742	90,270	16,852,623	Page 7
Franchise Fees	1,106,834	99,922	898,852	16,143	532,783	152,608	25,901	169,922	8,991	-	3,011,955	Page 3
Total Operating Costs	6,509,343	953,470	4,436,937	372,023	3,747,515	816,270	595,676	1,893,340	449,733	90,270	19,864,578	
Less: Pass-through Expenses	219,194	16,387	67,669	6,843	72,092	64,221	10,977	33,243	8,457	1,590	500,672	Page 24
Less: Adjustments and Excluded Expenses	152,553	27,051	212,366	8,611	144,783	15,181	15,976	41,686	10,705	-	628,914	Page 28
Less: Franchise Fees	1,106,834	99,922	898,852	16,143	532,783	152,608	25,901	169,922	8,991	-	3,011,955	Page 3
Profit Basis	5,030,762	810,110	3,258,050	340,426	2,997,857	584,261	542,821	1,648,490	421,580	88,680	15,723,037	
Operating Ratio Allowance (90%)	558,974	90,012	325,805	37,825	333,095	64,918	60,313	183,166	46,842	9,853	1,710,803	Calculation
Add: Pass-through Expenses	219,194	16,387	67,669	6,843	72,092	64,221	10,977	33,243	8,457	1,590	500,672	Page 24
Add: Adjustments After Operating Ratio	13,753	4,229	28,402	733	8,100	1,340	1,162	3,586	901	310	62,516	Page 28
Add: Franchise Fees at Required Rates	1,140,537	101,834	912,881	19,545	624,227	156,600	30,796	207,211	9,167	-	3,202,797	Calculation
Revenue Requirement	6,963,219	1,022,573	4,592,806	405,372	4,035,371	871,339	646,069	2,075,695	486,947	100,434	21,199,826	
Net Excess (Deficiency)	(186,796)	(19,096)	(76,940)	(6,775)	(83,748)	(19,852)	(14,078)	(35,575)	(7,956)	79,321	(371,495)	
Allocated debris deficiency	(15,297)	(4,388)	(29,086)	(778)	(14,717)	(3,864)	(1,670)	(7,657)	(1,862)	(79,321)		
Net Excess (Deficiency)	(202,093)	(23,484)	(106,026)	(7,553)	(98,465)	(23,717)	(15,749)	(43,232)	(9,818)	-	(530,137)	
Percentage Excess (Deficiency)	-2.98%	-2.34%	-2.35%	-1.89%	-2.49%	-2.79%	-2.49%	-2.12%	-2.05%		-2.55%	
Rate Change Request	2.98%	2.34%	2.35%	1.89%	2.49%	2.79%	2.49%	2.12%	2.05%			

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
COLLECTION REVENUES  
ACTUAL FOR THE YEAR OF 2020

	MILL VALLEY	BELVEDERE	CORTE MADERA	ALTO	TIBURON	COUNTY	HOMESTEAD	STRAWBERRY	ALMONTE	OTHER	TOTAL
GARBAGE REVENUES	\$ 4,983,464	\$ 758,829	\$ 3,091,870	\$ 298,553	\$ 2,895,373	\$ 668,396	\$ 495,884	\$ 1,507,560	\$ 339,469	\$ -	\$ 15,039,398
RECYCLING REVENUES	\$ 1,008,988	\$ 111,207	\$ 691,820	\$ 62,304	\$ 496,940	\$ 102,153	\$ 86,463	\$ 330,127	\$ 61,615	\$ -	\$ 2,951,617
DEBRIS REVENUES	\$ 223,281	\$ 64,051	\$ 424,540	\$ 11,352	\$ 214,806	\$ 56,405	\$ 24,382	\$ 111,762	\$ 27,184	\$ 179,284	\$ 1,337,047
SCRAP REVENUES	\$ 18,528	\$ 2,042	\$ 12,704	\$ 1,144	\$ 9,125	\$ 1,876	\$ 1,588	\$ 6,062	\$ 1,131	\$ -	\$ 54,200
COLLECTION REVENUES	\$ 6,234,261	\$ 936,129	\$ 4,220,934	\$ 373,353	\$ 3,616,244	\$ 828,829	\$ 608,317	\$ 1,955,511	\$ 429,400	\$ 179,284	\$ 19,382,262
	32.2%	4.8%	21.8%	1.9%	18.7%	4.3%	3.1%	10.1%	2.2%	0.9%	100.0%
FRANCHISE FEES PAID:											
GARBAGE	977,294	74,406	606,339	14,637	440,048	98,308	24,312	147,822	6,657		2,389,823
DEBRIS	4,466	6,405	84,908		33,295	8,461		11,176			148,711
RECYCLING		11,029	137,223			15,196			1,222		164,670
3% FEE						24,393					24,393
TOTAL	981,760	91,840	828,470	14,637	473,343	146,358	24,312	158,998	7,879		2,727,597
NET COLLECTION REVENUES	\$ 5,252,501	\$ 844,289	\$ 3,392,464	\$ 358,716	\$ 3,142,901	\$ 682,471	\$ 584,005	\$ 1,796,513	\$ 421,521	\$ 179,284	\$ 16,654,665
PERCENTAGE OF TOTAL	31.54%	5.07%	20.37%	2.15%	18.87%	4.10%	3.51%	10.79%	2.53%	1.08%	100.00%
FRANCHISE FEES PERCENTAGES::											
GARBAGE	20.00%	10.00%	20.00%	5.00%	15.50%	18.00%	5.00%	10.00%	2.00%		
DEBRIS	2.00%	10.00%	20.00%	0.00%	15.50%	18.00%	0.00%	10.00%	0.00%		
RECYCLING	0.00%	10.00%	20.00%	0.00%	0.00%	18.00%	0.00%	0.00%	2.00%		

This schedule presents the collection revenues for the Calendar Year 2020 and provides the basis for projecting the expected revenues in the new rate year, July 1, 2021 to June 30, 2022.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
COLLECTION REVENUES  
FORECAST FOR YEAR 2021/2022

	MILL VALLEY	BELVEDERE	CORTE MADERA	ALTO	TIBURON	COUNTY	HOMESTEAD	STRAWBERRY	ALMONTE	DEBRIS	TOTAL	
GARBAGE REVENUES	5,511,841	823,961	3,377,898	322,856	3,222,503	689,262	518,025	1,587,454	387,954		16,441,754	
RECYCLING REVENUES	1,008,988	111,207	691,820			102,153			61,615		1,975,783	
DEBRIS REVENUES	223,281	64,051	424,540		214,806	56,405		111,762			1,094,845	Page 4
SCRAP REVENUES											-	
<b>TOTAL</b>	<b>6,744,110</b>	<b>999,219</b>	<b>4,494,258</b>	<b>322,856</b>	<b>3,437,309</b>	<b>847,820</b>	<b>518,025</b>	<b>1,699,216</b>	<b>449,569</b>	<b>-</b>	<b>19,512,382</b>	
GARBAGE	20.00%	10.00%	20.00%	5.00%	15.50%	18.00%	5.00%	10.00%	2.00%			
DEBRIS	2.00%	10.00%	20.00%	0.00%	15.50%	18.00%	0.00%	10.00%	0.00%			
RECYCLING	0.00%	10.00%	20.00%	0.00%	0.00%	18.00%	0.00%	0.00%	2.00%			
FRANCHISE FEES	1,106,834	99,922	898,852	16,143	532,783	152,608	25,901	169,922	8,991	-	3,011,955	Page 1
Average franchise fee rate	16.41%	10.00%	20.00%	4.83%	15.50%	18.00%	4.78%	10.00%	1.89%			
RECYCLING REVENUES				62,304	496,940		86,463	330,127			975,834	
DEBRIS REVENUES				11,352			24,382		27,184	179,284	242,202	Page 4
SCRAP REVENUES	18,528	2,042	12,704	1,144	9,125	1,876	1,588	6,062	1,131		54,200	
STORAGE BOX RENTALS	13,786	2,216	8,904	942	8,249	1,791	1,533	4,715	1,106	471	43,713	
MISCELLANEOUS INCOME	-	-	-	-	-	-	-	-	-	-	-	
NET COLLECTION REVENUES	5,669,590	903,556	3,617,015	382,454	3,418,840	698,879	606,090	1,870,198	470,000	179,755	17,816,377	Page 1
PERCENTAGE OF NET REVENUES	<b>31.82%</b>	<b>5.07%</b>	<b>20.30%</b>	<b>2.15%</b>	<b>19.19%</b>	<b>3.92%</b>	<b>3.40%</b>	<b>10.50%</b>	<b>2.64%</b>	<b>1.01%</b>	<b>100.00%</b>	
	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
2020 Garbage Revenue	4,983,464	758,829	3,091,870	298,553	2,895,373	668,396	495,884	1,507,560	339,469		15,039,398	Page 2
Plus (Less) Res. Service Adjustments	99,538	17,772	27,022	2,754	126,926	10,266	3,000	(1,261)	4,447		290,464	
Plus (Less) Com'l & Apt Service Adj											-	
Plus Jan to Sept/ Rate Increase Adj	428,839	47,360	259,006	21,549	200,204	10,600	19,141	81,155	44,038		1,111,892	
Expected 2021 Net Garbage Revenue	5,511,841	823,961	3,377,898	322,856	3,222,503	689,262	518,025	1,587,454	387,954	-	16,441,754	

The forecasted revenue is based upon the calendar year results for 2020 adjusted for the changes in service levels and the rate structure. Calendar Year 2020 includes revenues from both the Rate Year ended June 30, 2020 and June 30, 2021. To adjust for Residential Changes, we evaluate the change in the level of service and the rates. We expect that, prior to any necessary rate change, that the revenue will be earned for 9 additional months (since rates changes were not effective until October 1) at the rates effective for the Rate Year ending June 30, 2021. We evaluated the expected revenues from commercial and apartment customers to be the current Q1 results in 2021 annualized, which includes the 2020/2021 rate year rates and our best estimate of service levels for those customers in the new rate year. In 2020, we experienced a general increase in service levels at residential sites (i.e., increasing from weekly 32 gallon can service to weekly 45 gallon can service). Commercial customers, depending on their industry and county and state regulations with respect to COVID, fluctuated erratically.

Plus (Less) Res. Service Adjustments	99,538	17,772	27,022	2,754	126,926	10,266	3,000	(1,261)	4,447		290,464
Plus (Less) Com'l & Apt Service Adj											-
Plus Jan to Sept/ Rate Increase Adj	428,839	47,360	259,006	21,549	200,204	10,600	19,141	81,155	44,038		1,111,892

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

**MILL VALLEY REFUSE SERVICE, INC.  
DEBRIS BOX REVENUES**

	<u>MILL VALLEY</u>	<u>BELVEDERE</u>	<u>CORTE MADERA</u>	<u>ALTO</u>	<u>TIBURON</u>	<u>COUNTY</u>	<u>HOMESTEAD</u>	<u>STRAWBERRY</u>	<u>ALMONTE</u>	<u>MISC. AREAS</u>	<u>TOTAL</u>
<b>2020</b>											
DEBRIS	223,281	64,051	424,540	11,352	214,806	56,405	24,382	111,762	27,184	179,284	1,337,047
4 YARD BOXES	0	0	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL BOX REVENUE</b>	<b>223,281</b>	<b>64,051</b>	<b>424,540</b>	<b>11,352</b>	<b>214,806</b>	<b>56,405</b>	<b>24,382</b>	<b>111,762</b>	<b>27,184</b>	<b>179,284</b>	<b>1,337,047</b>
<b>PERCENTAGE</b>	<b>16.70%</b>	<b>4.79%</b>	<b>31.75%</b>	<b>0.85%</b>	<b>16.07%</b>	<b>4.22%</b>	<b>1.82%</b>	<b>8.36%</b>	<b>2.03%</b>	<b>13.41%</b>	<b>100.00%</b>
Actual Franchise Fees	(4,466)	(6,405)	(84,908)	0	(33,295)	(8,461)	0	(11,176)	0	0	(148,711)
<b>PROJECTED REVENUES</b>											
<b>2021</b>											
TOTAL PROJECTED REVENUES	223,281	64,051	424,540	11,352	214,806	56,405	24,382	111,762	27,184	179,284	1,337,047 Page 3
EST. FRANCHISE FEES	x 2% 4,466	x10% 6,405	x 20% 84,908	x 0% 0	x15.5% 33,295	x18% 10,153	x 0% 0	x 10% 11,176	x 0% 0	x 0% 0	150,403
<b>NET PROJECTED REVENUES</b>	<b>218,815</b>	<b>57,646</b>	<b>339,632</b>	<b>11,352</b>	<b>181,511</b>	<b>46,252</b>	<b>24,382</b>	<b>100,586</b>	<b>27,184</b>	<b>179,284</b>	<b>1,186,644</b>

**MILL VALLEY REFUSE SERVICE**  
**FINANCIAL STATEMENT SUMMARY - SCHEDULE OF OPERATING INCOME (LOSS)**  
**Calendar Year 2020 - Allocations Based upon Expectations and Contract Stipulations**

The actual 2020 expenses form the basis of the projected expenses for 2021/2022 rate year, adjusted for contractual obligations, market changes, and cost of living.

	12/31/2020 ACTUAL	FRANCHISE COLLECTION	STREET SWEEPING	PORTABLE TOILETS
<b>INCOME</b>				
Collection services revenue	17,999,377	\$ 17,999,377	\$ -	
Debris box revenue	1,350,679	1,350,679		
Storage box revenue	43,713	43,713		
Recycling redemption revenue	54,200	54,200		
Street sweeping income	4,628	0	4,628	
Portable Toilets	1,035,859	-		1,035,859
Damage Waiver	59,846	-		59,846
Miscellaneous revenue	6,662	6,662		
<b>Total revenue</b>	<b>\$ 20,554,965</b>	<b>\$ 19,454,632</b>	<b>\$ 4,628</b>	<b>\$ 1,095,705</b>
<b>EXPENSES</b>				
Accounting	\$ 43,253	\$ 41,090		\$ 2,163
Advertising and promotion	8,405	1,385		7,020
Computer expense	117,715	117,715		
Depreciation	925,345	891,634	100	33,611
Dump expense	2,384,478	2,364,288	506	19,684
Road Impact Fees/Flat	206,510	206,510		
Franchise Fees -%	2,726,943	2,726,943		
Insurance (less Director)	771,884	725,571	7,719	38,594
Insurance - workers comp.	837,062	745,102	12,381	79,579
Interest	137,727	137,727		
Legal and professional	104,121	95,746		8,375
Licenses - trucks	85,558	77,935	1,217	6,406
Licenses - other	42,616	35,683		6,933
Building/Office Maintenance and repairs	41,226	41,226		
General Office Expenses	289,253	271,898	2,893	14,463
JPA Office of waste management fees	233,159	233,159		
Porta Potty Expenses	90,074	-		90,074
Safety Plan/DOT Tests	15,349	15,349		
Salaries and wages - Franchise	4,051,960	4,051,960		
Salaries excluded and non franchise	1,634,794	1,061,952	73,911	498,931
Taxes - payroll	404,932	364,142	5,263	35,527
Taxes - real estate and business property	63,733	59,909	637	3,187
Telephone	28,650	26,931	286	1,432
Truck - parts repairs	640,992	614,935	6,410	19,647
Truck - tires	126,519	118,928	1,265	6,326
Truck - fuel and oil	668,305	628,206	6,683	33,415
Union - health and welfare	1,478,194	1,299,226	23,137	155,831
Union - pension	1,223,609	1,083,460	9,691	130,458
Utilities	54,629	51,351	546	2,731
<b>Total expenses</b>	<b>\$ 19,436,995</b>	<b>\$ 18,089,961</b>	<b>\$ 152,646</b>	<b>\$ 1,194,387</b>
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>\$ 1,117,971</b>	<b>\$ 1,364,671</b>	<b>\$ (148,018)</b>	<b>\$ (98,681)</b>



**MILL VALLEY REFUSE SERVICE  
FINANCIAL STATEMENT SUMMARY - SCHEDULE OF OPERATING INCOME (LOSS)  
Rate Year 2021/2022 - Allocations Based upon Expectations and Contract Stipulations**

The actual 2020 expenses form the basis of the projected expenses for 2021/2022 rate year, adjusted for contractual obligations, market changes, and cost of living. See referenced source for further information

	2021/2022 EXPECTED	FRANCHISE COLLECTION (to Allocation, Page 7)	STREET SWEEPING	PORTABLE TOILETS	Source
<b>INCOME</b>					
Collection services revenue	19,393,371	\$ 19,393,371	\$ -		Page 3
Debris box revenue	1,337,047	1,337,047			Page 3
Storage box revenue	43,713	43,713			Page 3
Recycling redemption revenue	54,200	54,200			Page 3
Street sweeping income	-	-	-		
Portable Toilets	1,035,859	-		1,035,859	
Damage Waiver	59,846	-		59,846	
Miscellaneous revenue	-	-			
<b>Total revenue</b>	<b>\$ 21,924,037</b>	<b>\$ 20,828,331</b>	<b>\$ -</b>	<b>\$ 1,095,705</b>	
<b>EXPENSES</b>					
Accounting	\$ 44,334	\$ 42,117		\$ 2,217	
Advertising and promotion	8,548	1,528		7,020	
Computer expense	119,717	119,717			
Depreciation	1,016,435	982,724	100	33,611	Page 18
Dump expense	2,538,942	2,518,752	506	19,684	Page 20
Road Impact Fees/Flat	210,696	210,696			Page 27
Franchise Fees -%	3,011,955	3,011,955			Page 3
Insurance (less Director)	900,645	846,606	9,006	45,032	Page21
Insurance - workers comp.	1,056,600	962,205	11,721	82,674	Page21
Interest	137,727	137,727			
Legal and professional	130,891	120,891		10,000	
Licenses - trucks	87,012	79,389	1,217	6,406	
Licenses - other	43,340	36,407		6,933	
Building/Office Maintenance and repairs	41,927	41,927			
General Office Expenses	294,171	276,520	2,942	14,709	
JPA Office of waste management fees	315,229	315,229			
Porta Potty Expenses	91,606	-		91,606	
Safety Plan/DOT Tests	15,610	15,610			
Salaries and wages - Franchise	4,349,297	4,349,297			Page 22
Salaries excluded and non franchise	1,781,096	1,085,250	79,909	615,937	Page 22
Taxes - payroll	480,341	425,818	6,261	48,261	Page 22
Taxes - real estate and business property	64,817	60,928	648	3,241	
Telephone	29,137	27,389	291	1,457	
Truck - parts repairs	651,889	625,723	6,519	19,647	
Truck - tires	128,670	120,949	1,287	6,433	
Truck - fuel and oil	733,999	689,959	7,340	36,700	
Union - health and welfare	1,558,064	1,353,906	21,798	182,359	Page 22
Union - pension	1,379,780	1,189,659	13,373	176,748	Page 22
Utilities	55,557	52,224	556	2,778	
<b>Total expenses</b>	<b>\$ 21,278,031</b>	<b>\$ 19,701,103</b>	<b>\$ 163,475</b>	<b>\$ 1,413,453</b>	
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>\$ 646,005</b>	<b>\$ 1,127,228</b>	<b>\$ (163,475)</b>	<b>\$ (317,748)</b>	

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)

FOR THE PROJECTED RATE YEAR : 2021/2022

Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	MILL VALLEY ALLOCATION		
				ITEM #	PERCENT	AMOUNT
INCOME						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			5,669,590.02
EXPENSES						
Accounting	42,117	-	42,117	1	30.94%	13,032.22
Advertising and promotion	1,528	-	1,528	5	31.82%	486.09
Computer expense	119,717	-	119,717	5	31.82%	38,096.64
Depreciation	982,724	-	982,724	8	31.37%	308,249.87
Dump expense	2,518,752	-	2,518,752	9	30.80%	775,702.49
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	143,263.08
Insurance	846,606	-	846,606	2	30.37%	257,086.77
Insurance - workers comp.	962,205	-	962,205	7	31.37%	301,813.64
Interest	137,727	-	137,727	3	29.73%	40,945.86
Legal and professional	120,891	-	120,891	5	31.82%	38,470.48
Licenses - trucks	79,389	-	79,389	3	29.73%	23,602.28
Licenses - other	36,407	-	36,407	5	31.82%	11,585.65
Building/Office Maintenance and repairs	41,927	-	41,927	5	31.82%	13,342.19
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	31.82%	87,995.32
JPA Office of waste management fees	315,229	-	315,229	5	31.82%	100,313.28
Safety Plan/DOT Tests	15,610	-	15,610	7	31.37%	4,896.28
Salaries and wages - franchise	4,349,297	-	4,349,297	6	32.94%	1,432,670.99
Salaries and wages - officers	1,085,250	-	1,085,250	7	31.37%	340,409.02
Taxes - payroll	425,818	-	425,818	7	31.37%	133,565.88
Taxes - real estate and business property	60,928	-	60,928	6	32.94%	20,069.80
Telephone	27,389	-	27,389	1	30.94%	8,474.84
Truck - parts & repairs	625,723	-	625,723	3	29.73%	186,025.76
Truck - tires	120,949	-	120,949	3	29.73%	35,957.93
Truck - fuel	689,959	-	689,959	3	29.73%	205,122.97
Union - health and welfare	1,353,906	-	1,353,906	7	31.37%	424,678.09
Union - pension	1,189,659	-	1,189,659	7	31.37%	373,158.82
Utilities	52,224	-	52,224	1	30.94%	16,159.59
Street Sweeping Costs Allocated	163,475	(163,475)	-		DIRECT	67,333.86
Total expenses to Page 1. from page 6	16,852,623	(374,171)	16,478,452			5,402,509.69
INCOME (LOSS) FROM OPERATIONS	963,753	374,171	1,337,924			267,080.33
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161			
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745			

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)

FOR THE PROJECTED RATE YEAR : 2021/2022  
Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	BELVEDERE ALLOCATION		
				ITEM #	PERCENT	AMOUNT
<b>INCOME</b>						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			903,555.53
<b>EXPENSES</b>						
Accounting	42,117	-	42,117	1	5.86%	2,467.69
Advertising and promotion	1,528	-	1,528	5	5.07%	77.47
Computer expense	119,717	-	119,717	5	5.07%	6,071.41
Depreciation	982,724	-	982,724	8	5.19%	51,049.74
Dump expense	2,518,752	-	2,518,752	9	5.48%	138,029.41
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	-
Insurance	846,606	-	846,606	2	4.88%	41,347.68
Insurance - workers comp.	962,205	-	962,205	7	5.19%	49,983.82
Interest	137,727	-	137,727	3	5.11%	7,037.57
Legal and professional	120,891	-	120,891	5	5.07%	6,130.99
Licenses - trucks	79,389	-	79,389	3	5.11%	4,056.64
Licenses - other	36,407	-	36,407	5	5.07%	1,846.39
Building/Office Maintenance and repairs	41,927	-	41,927	5	5.07%	2,126.33
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	5.07%	14,023.70
JPA Office of waste management fees	315,229	-	315,229	5	5.07%	15,986.80
Safety Plan/DOT Tests	15,610	-	15,610	7	5.19%	810.88
Salaries and wages - franchise	4,349,297	-	4,349,297	6	5.07%	220,709.85
Salaries and wages - officers	1,085,250	-	1,085,250	7	5.19%	56,375.66
Taxes - payroll	425,818	-	425,818	7	5.19%	22,120.05
Taxes - real estate and business property	60,928	-	60,928	6	5.07%	3,091.85
Telephone	27,389	-	27,389	1	5.86%	1,604.74
Truck - parts & repairs	625,723	-	625,723	3	5.11%	31,973.18
Truck - tires	120,949	-	120,949	3	5.11%	6,180.27
Truck - fuel	689,959	-	689,959	3	5.11%	35,255.51
Union - health and welfare	1,353,906	-	1,353,906	7	5.19%	70,331.60
Union - pension	1,189,659	-	1,189,659	7	5.19%	61,799.41
Utilities	52,224	-	52,224	1	5.86%	3,059.87
Street Sweeping Costs Allocated	163,475	(163,475)	-			
<b>Total expenses to Page 1. from page 6</b>	<b>16,852,623</b>	<b>(374,171)</b>	<b>16,478,452</b>			<b>853,548.52</b>
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>963,753</b>	<b>374,171</b>	<b>1,337,924</b>			<b>50,007.01</b>
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161	5	5.07%	1,732.49
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745			

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

**MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)**

FOR THE PROJECTED RATE YEAR : 2021/2022  
Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	CORTE MADERA ALLOCATION		
				ITEM #	PERCENT	AMOUNT
<b>INCOME</b>						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			3,617,014.70
<b>EXPENSES</b>						
Accounting	42,117	-	42,117	1	19.83%	8,350.66
Advertising and promotion	1,528	-	1,528	5	20.30%	310.11
Computer expense	119,717	-	119,717	5	20.30%	24,304.42
Depreciation	982,724	-	982,724	8	22.08%	216,944.66
Dump expense	2,518,752	-	2,518,752	9	21.29%	536,147.31
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	9,000.00
Insurance	846,606	-	846,606	2	22.34%	189,128.15
Insurance - workers comp.	962,205	-	962,205	7	22.08%	212,414.88
Interest	137,727	-	137,727	3	21.54%	29,662.49
Legal and professional	120,891	-	120,891	5	20.30%	24,542.92
Licenses - trucks	79,389	-	79,389	3	21.54%	17,098.24
Licenses - other	36,407	-	36,407	5	20.30%	7,391.27
Building/Office Maintenance and repairs	41,927	-	41,927	5	20.30%	8,511.88
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	20.30%	56,138.16
JPA Office of waste management fees	315,229	-	315,229	5	20.30%	63,996.62
Safety Plan/DOT Tests	15,610	-	15,610	7	22.08%	3,445.98
Salaries and wages - franchise	4,349,297	-	4,349,297	6	19.66%	855,115.83
Salaries and wages - officers	1,085,250	-	1,085,250	7	22.08%	239,578.10
Taxes - payroll	425,818	-	425,818	7	22.08%	94,002.97
Taxes - real estate and business property	60,928	-	60,928	6	19.66%	11,979.02
Telephone	27,389	-	27,389	1	19.83%	5,430.43
Truck - parts & repairs	625,723	-	625,723	3	21.54%	134,762.98
Truck - tires	120,949	-	120,949	3	21.54%	26,049.07
Truck - fuel	689,959	-	689,959	3	21.54%	148,597.61
Union - health and welfare	1,353,906	-	1,353,906	7	22.08%	298,886.24
Union - pension	1,189,659	-	1,189,659	7	22.08%	262,627.24
Utilities	52,224	-	52,224	1	19.83%	10,354.59
Street Sweeping Costs Allocated	163,475	(163,475)	-		DIRECT	43,313.24
<b>Total expenses to Page 1. from page 6</b>	<b>16,852,623</b>	<b>(374,171)</b>	<b>16,478,452</b>			<b>3,538,085.06</b>
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>963,753</b>	<b>374,171</b>	<b>1,337,924</b>			<b>78,929.64</b>
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161			
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745	5	20.30%	6,241.77

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

**MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)**

FOR THE PROJECTED RATE YEAR : 2021/2022  
Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	ALTO ALLOCATION		
				ITEM #	PERCENT	AMOUNT
<b>INCOME</b>						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			382,454.44
<b>EXPENSES</b>						
Accounting	42,117	-	42,117	1	1.96%	823.50
Advertising and promotion	1,528	-	1,528	5	2.15%	32.79
Computer expense	119,717	-	119,717	5	2.15%	2,569.89
Depreciation	982,724	-	982,724	8	2.14%	21,042.13
Dump expense	2,518,752	-	2,518,752	9	2.22%	55,896.21
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	-
Insurance	846,606	-	846,606	2	1.99%	16,821.75
Insurance - workers comp.	962,205	-	962,205	7	2.14%	20,602.77
Interest	137,727	-	137,727	3	2.07%	2,849.93
Legal and professional	120,891	-	120,891	5	2.15%	2,595.11
Licenses - trucks	79,389	-	79,389	3	2.07%	1,642.77
Licenses - other	36,407	-	36,407	5	2.15%	781.53
Building/Office Maintenance and repairs	41,927	-	41,927	5	2.15%	900.03
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	2.15%	5,935.91
JPA Office of waste management fees	315,229	-	315,229	5	2.15%	6,766.85
Safety Plan/DOT Tests	15,610	-	15,610	7	2.14%	334.24
Salaries and wages - franchise	4,349,297	-	4,349,297	6	2.23%	96,825.91
Salaries and wages - officers	1,085,250	-	1,085,250	7	2.14%	23,237.41
Taxes - payroll	425,818	-	425,818	7	2.14%	9,117.64
Taxes - real estate and business property	60,928	-	60,928	6	2.23%	1,356.40
Telephone	27,389	-	27,389	1	1.96%	535.52
Truck - parts & repairs	625,723	-	625,723	3	2.07%	12,947.82
Truck - tires	120,949	-	120,949	3	2.07%	2,502.75
Truck - fuel	689,959	-	689,959	3	2.07%	14,277.02
Union - health and welfare	1,353,906	-	1,353,906	7	2.14%	28,989.89
Union - pension	1,189,659	-	1,189,659	7	2.14%	25,473.02
Utilities	52,224	-	52,224	1	1.96%	1,021.12
Street Sweeping Costs Allocated	163,475	(163,475)	-			
<b>Total expenses to Page 1. from page 6</b>	<b>16,852,623</b>	<b>(374,171)</b>	<b>16,478,452</b>			<b>355,879.92</b>
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>963,753</b>	<b>374,171</b>	<b>1,337,924</b>			<b>26,574.52</b>
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161	5	2.15%	733.32
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745			

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)

FOR THE PROJECTED RATE YEAR : 2021/2022

Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	TIBURON ALLOCATION		
				ITEM #	PERCENT	AMOUNT
<b>INCOME</b>						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			3,418,840.12
<b>EXPENSES</b>						
Accounting	42,117	-	42,117	1	19.47%	8,198.37
Advertising and promotion	1,528	-	1,528	5	19.19%	293.12
Computer expense	119,717	-	119,717	5	19.19%	22,972.79
Depreciation	982,724	-	982,724	8	19.28%	189,501.80
Dump expense	2,518,752	-	2,518,752	9	19.57%	492,799.23
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	6,000.00
Insurance	846,606	-	846,606	2	18.29%	154,806.89
Insurance - workers comp.	962,205	-	962,205	7	19.28%	185,545.02
Interest	137,727	-	137,727	3	18.41%	25,358.52
Legal and professional	120,891	-	120,891	5	19.19%	23,198.22
Licenses - trucks	79,389	-	79,389	3	18.41%	14,617.32
Licenses - other	36,407	-	36,407	5	19.19%	6,986.30
Building/Office Maintenance and repairs	41,927	-	41,927	5	19.19%	8,045.52
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	19.19%	53,062.38
JPA Office of waste management fees	315,229	-	315,229	5	19.19%	60,490.28
Safety Plan/DOT Tests	15,610	-	15,610	7	19.28%	3,010.07
Salaries and wages - franchise	4,349,297	-	4,349,297	6	19.42%	844,665.28
Salaries and wages - officers	1,085,250	-	1,085,250	7	19.28%	209,272.18
Taxes - payroll	425,818	-	425,818	7	19.28%	82,111.87
Taxes - real estate and business property	60,928	-	60,928	6	19.42%	11,832.63
Telephone	27,389	-	27,389	1	19.47%	5,331.39
Truck - parts & repairs	625,723	-	625,723	3	18.41%	115,209.13
Truck - tires	120,949	-	120,949	3	18.41%	22,269.40
Truck - fuel	689,959	-	689,959	3	18.41%	127,036.38
Union - health and welfare	1,353,906	-	1,353,906	7	19.28%	261,078.01
Union - pension	1,189,659	-	1,189,659	7	19.28%	229,405.67
Utilities	52,224	-	52,224	1	19.47%	10,165.75
Street Sweeping Costs Allocated	163,475	(163,475)	-		DIRECT	41,468.87
Total expenses to Page 1. from page 6	16,852,623	(374,171)	16,478,452			3,214,732.42
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>963,753</b>	<b>374,171</b>	<b>1,337,924</b>			<b>204,107.70</b>
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161	5	19.19%	6,555.32
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745			

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)

FOR THE PROJECTED RATE YEAR : 2021/2022

Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	COUNTY ALLOCATION		
				ITEM #	PERCENT	AMOUNT
<b>INCOME</b>						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			698,879.16
<b>EXPENSES</b>						
Accounting	42,117	-	42,117	1	5.04%	2,123.62
Advertising and promotion	1,528	-	1,528	5	3.92%	59.92
Computer expense	119,717	-	119,717	5	3.92%	4,696.10
Depreciation	982,724	-	982,724	8	3.47%	34,088.91
Dump expense	2,518,752	-	2,518,752	9	3.67%	92,399.85
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	52,433.00
Insurance	846,606	-	846,606	2	3.27%	27,660.99
Insurance - workers comp.	962,205	-	962,205	7	3.47%	33,377.14
Interest	137,727	-	137,727	3	3.42%	4,711.10
Legal and professional	120,891	-	120,891	5	3.92%	4,742.18
Licenses - trucks	79,389	-	79,389	3	3.42%	2,715.60
Licenses - other	36,407	-	36,407	5	3.92%	1,428.14
Building/Office Maintenance and repairs	41,927	-	41,927	5	3.92%	1,644.67
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	3.92%	10,847.01
JPA Office of waste management fees	315,229	-	315,229	5	3.92%	12,365.42
Safety Plan/DOT Tests	15,610	-	15,610	7	3.47%	541.47
Salaries and wages - franchise	4,349,297	-	4,349,297	6	3.92%	170,279.72
Salaries and wages - officers	1,085,250	-	1,085,250	7	3.47%	37,645.35
Taxes - payroll	425,818	-	425,818	7	3.47%	14,770.86
Taxes - real estate and business property	60,928	-	60,928	6	3.92%	2,385.39
Telephone	27,389	-	27,389	1	5.04%	1,380.99
Truck - parts & repairs	625,723	-	625,723	3	3.42%	21,403.53
Truck - tires	120,949	-	120,949	3	3.42%	4,137.21
Truck - fuel	689,959	-	689,959	3	3.42%	23,600.80
Union - health and welfare	1,353,906	-	1,353,906	7	3.47%	46,964.55
Union - pension	1,189,659	-	1,189,659	7	3.47%	41,267.10
Utilities	52,224	-	52,224	1	5.04%	2,633.23
Street Sweeping Costs Allocated	163,475	(163,475)	-		DIRECT	11,358.93
<b>Total expenses to Page 1. from page 6</b>	<b>16,852,623</b>	<b>(374,171)</b>	<b>16,478,452</b>			<b>663,662.78</b>
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>963,753</b>	<b>374,171</b>	<b>1,337,924</b>			<b>35,216.38</b>
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161	5	3.92%	1,340.04
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745			

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)

FOR THE PROJECTED RATE YEAR : 2021/2022  
Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	HOMESTEAD ALLOCATION		
				ITEM #	PERCENT	AMOUNT
<b>INCOME</b>						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			606,089.86
<b>EXPENSES</b>						
Accounting	42,117	-	42,117	1	6.21%	2,617.16
Advertising and promotion	1,528	-	1,528	5	3.40%	51.96
Computer expense	119,717	-	119,717	5	3.40%	4,072.60
Depreciation	982,724	-	982,724	8	3.48%	34,150.24
Dump expense	2,518,752	-	2,518,752	9	3.46%	87,266.53
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	-
Insurance	846,606	-	846,606	2	3.25%	27,552.74
Insurance - workers comp.	962,205	-	962,205	7	3.48%	33,437.19
Interest	137,727	-	137,727	3	3.23%	4,449.37
Legal and professional	120,891	-	120,891	5	3.40%	4,112.57
Licenses - trucks	79,389	-	79,389	3	3.23%	2,564.74
Licenses - other	36,407	-	36,407	5	3.40%	1,238.53
Building/Office Maintenance and repairs	41,927	-	41,927	5	3.40%	1,426.31
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	3.40%	9,406.87
JPA Office of waste management fees	315,229	-	315,229	5	3.40%	10,723.68
Safety Plan/DOT Tests	15,610	-	15,610	7	3.48%	542.45
Salaries and wages - franchise	4,349,297	-	4,349,297	6	3.49%	151,775.87
Salaries and wages - officers	1,085,250	-	1,085,250	7	3.48%	37,713.08
Taxes - payroll	425,818	-	425,818	7	3.48%	14,797.44
Taxes - real estate and business property	60,928	-	60,928	6	3.49%	2,126.18
Telephone	27,389	-	27,389	1	6.21%	1,701.94
Truck - parts & repairs	625,723	-	625,723	3	3.23%	20,214.45
Truck - tires	120,949	-	120,949	3	3.23%	3,907.36
Truck - fuel	689,959	-	689,959	3	3.23%	22,289.64
Union - health and welfare	1,353,906	-	1,353,906	7	3.48%	47,049.04
Union - pension	1,189,659	-	1,189,659	7	3.48%	41,341.35
Utilities	52,224	-	52,224	1	6.21%	3,245.21
Street Sweeping Costs Allocated	163,475	(163,475)	-			
<b>Total expenses to Page 1. from page 6</b>	<b>16,852,623</b>	<b>(374,171)</b>	<b>16,478,452</b>			<b>569,774.47</b>
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>963,753</b>	<b>374,171</b>	<b>1,337,924</b>			<b>36,315.38</b>
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161	5	3.40%	1,162.12
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745			

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.



ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)

FOR THE PROJECTED RATE YEAR : 2021/2022  
Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	STRAWBERRY ALLOCATION		
				ITEM #	PERCENT	AMOUNT
<b>INCOME</b>						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			1,870,198.42
<b>EXPENSES</b>						
Accounting	42,117	-	42,117	1	6.32%	2,662.28
Advertising and promotion	1,528	-	1,528	5	10.50%	160.34
Computer expense	119,717	-	119,717	5	10.50%	12,566.74
Depreciation	982,724	-	982,724	8	10.33%	101,553.07
Dump expense	2,518,752	-	2,518,752	9	10.73%	270,355.13
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	-
Insurance	846,606	-	846,606	2	10.15%	85,934.48
Insurance - workers comp.	962,205	-	962,205	7	10.33%	99,432.65
Interest	137,727	-	137,727	3	10.52%	14,482.27
Legal and professional	120,891	-	120,891	5	10.50%	12,690.06
Licenses - trucks	79,389	-	79,389	3	10.52%	8,347.97
Licenses - other	36,407	-	36,407	5	10.50%	3,821.70
Building/Office Maintenance and repairs	41,927	-	41,927	5	10.50%	4,401.12
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	10.50%	29,026.56
JPA Office of waste management fees	315,229	-	315,229	5	10.50%	33,089.82
Safety Plan/DOT Tests	15,610	-	15,610	7	10.33%	1,613.08
Salaries and wages - franchise	4,349,297	-	4,349,297	6	10.62%	461,717.09
Salaries and wages - officers	1,085,250	-	1,085,250	7	10.33%	112,147.92
Taxes - payroll	425,818	-	425,818	7	10.33%	44,003.34
Taxes - real estate and business property	60,928	-	60,928	6	10.62%	6,468.04
Telephone	27,389	-	27,389	1	6.32%	1,731.28
Truck - parts & repairs	625,723	-	625,723	3	10.52%	65,796.04
Truck - tires	120,949	-	120,949	3	10.52%	12,718.08
Truck - fuel	689,959	-	689,959	3	10.52%	72,550.60
Union - health and welfare	1,353,906	-	1,353,906	7	10.33%	139,910.41
Union - pension	1,189,659	-	1,189,659	7	10.33%	122,937.36
Utilities	52,224	-	52,224	1	6.32%	3,301.16
Street Sweeping Costs Allocated	163,475	(163,475)	-			
<b>Total expenses to Page 1. from page 6</b>	<b>16,852,623</b>	<b>(374,171)</b>	<b>16,478,452</b>			<b>1,723,418.59</b>
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>963,753</b>	<b>374,171</b>	<b>1,337,924</b>			<b>146,779.83</b>
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161	5	10.50%	3,585.94
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745			

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)

FOR THE PROJECTED RATE YEAR : 2021/2022  
Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	ALMONTE ALLOCATION		
				ITEM #	PERCENT	AMOUNT
<b>INCOME</b>						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			469,999.72
<b>EXPENSES</b>						
Accounting	42,117	-	42,117	1	4.37%	1,841.60
Advertising and promotion	1,528	-	1,528	5	2.64%	40.30
Computer expense	119,717	-	119,717	5	2.64%	3,158.15
Depreciation	982,724	-	982,724	8	2.66%	26,143.75
Dump expense	2,518,752	-	2,518,752	9	2.79%	70,155.45
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	-
Insurance	846,606	-	846,606	2	2.49%	21,070.05
Insurance - workers comp.	962,205	-	962,205	7	2.66%	25,597.88
Interest	137,727	-	137,727	3	2.60%	3,576.95
Legal and professional	120,891	-	120,891	5	2.64%	3,189.14
Licenses - trucks	79,389	-	79,389	3	2.60%	2,061.85
Licenses - other	36,407	-	36,407	5	2.64%	960.43
Building/Office Maintenance and repairs	41,927	-	41,927	5	2.64%	1,106.05
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	2.64%	7,294.67
JPA Office of waste management fees	315,229	-	315,229	5	2.64%	8,315.81
Safety Plan/DOT Tests	15,610	-	15,610	7	2.66%	415.27
Salaries and wages - franchise	4,349,297	-	4,349,297	6	2.66%	115,536.93
Salaries and wages - officers	1,085,250	-	1,085,250	7	2.66%	28,871.29
Taxes - payroll	425,818	-	425,818	7	2.66%	11,328.19
Taxes - real estate and business property	60,928	-	60,928	6	2.66%	1,618.52
Telephone	27,389	-	27,389	1	4.37%	1,197.59
Truck - parts & repairs	625,723	-	625,723	3	2.60%	16,250.83
Truck - tires	120,949	-	120,949	3	2.60%	3,141.21
Truck - fuel	689,959	-	689,959	3	2.60%	17,919.12
Union - health and welfare	1,353,906	-	1,353,906	7	2.66%	36,018.44
Union - pension	1,189,659	-	1,189,659	7	2.66%	31,648.91
Utilities	52,224	-	52,224	1	4.37%	2,283.53
Street Sweeping Costs Allocated	163,475	(163,475)	-			
<b>Total expenses to Page 1. from page 6</b>	<b>16,852,623</b>	<b>(374,171)</b>	<b>16,478,452</b>			<b>440,741.90</b>
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>963,753</b>	<b>374,171</b>	<b>1,337,924</b>			<b>29,257.82</b>
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161	5	2.64%	901.18
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745			

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)

FOR THE PROJECTED RATE YEAR : 2021/2022  
Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	DEBRIS ALLOCATION		
				ITEM #	PERCENT	AMOUNT
INCOME						
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377			179,754.57
EXPENSES						
Accounting	42,117	-	42,117	1	0.00%	-
Advertising and promotion	1,528	-	1,528	5	1.01%	15.41
Computer expense	119,717	-	119,717	5	1.01%	1,207.86
Depreciation	982,724	-	982,724		DIRECT	-
Dump expense	2,518,752	-	2,518,752		DIRECT	-
Road impact fees/admin fees	210,696	(210,696)	-		DIRECT	-
Insurance	846,606	-	846,606	2	2.98%	25,196.61
Insurance - workers comp.	962,205	-	962,205		DIRECT	-
Interest	137,727	-	137,727	3	3.38%	4,652.94
Legal and professional	120,891	-	120,891	5	1.01%	1,219.71
Licenses - trucks	79,389	-	79,389	3	3.38%	2,682.08
Licenses - other	36,407	-	36,407	5	1.01%	367.32
Building/Office Maintenance and repairs	41,927	-	41,927	5	1.01%	423.01
Office Rent - imputed	see calculation below					
General Office Expenses	276,520	-	276,520	5	1.01%	2,789.89
JPA Office of waste management fees	315,229	-	315,229	5	1.01%	3,180.44
Safety Plan/DOT Tests	15,610	-	15,610		DIRECT	-
Salaries and wages - franchise	4,349,297	-	4,349,297	6	0.00%	-
Salaries and wages - officers	1,085,250	-	1,085,250		DIRECT	-
Taxes - payroll	425,818	-	425,818		DIRECT	-
Taxes - real estate and business property	60,928	-	60,928	6	0.00%	-
Telephone	27,389	-	27,389	1	0.00%	-
Truck - parts & repairs	625,723	-	625,723	3	3.38%	21,139.29
Truck - tires	120,949	-	120,949	3	3.38%	4,086.13
Truck - fuel	689,959	-	689,959	3	3.38%	23,309.43
Union - health and welfare	1,353,906	-	1,353,906		DIRECT	-
Union - pension	1,189,659	-	1,189,659		DIRECT	-
Utilities	52,224	-	52,224	1	0.00%	-
Street Sweeping Costs Allocated	163,475	(163,475)	-			
Total expenses to Page 1. from page 6	16,852,623	(374,171)	16,478,452			90,270.12
INCOME (LOSS) FROM OPERATIONS	963,753	374,171	1,337,924			89,484.45
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161			
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745	5	1.01%	310.20

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF OPERATING INCOME (LOSS)

FOR THE PROJECTED RATE YEAR : 2021/2022  
Franchise Operations Only

	Projected	DIRECT COSTS	SHARED COSTS	ALLOCATION TOTAL
<b>INCOME</b>				
Net Collection Revenues (net of franchise fees)	17,816,377		17,816,377	17,816,376.54
<b>EXPENSES</b>				
Accounting	42,117	-	42,117	42,117.12
Advertising and promotion	1,528	-	1,528	1,527.51
Computer expense	119,717	-	119,717	119,716.61
Depreciation	982,724	-	982,724	982,724.17
Dump expense	2,518,752	-	2,518,752	2,518,751.60
Road impact fees/admin fees	210,696	(210,696)	-	210,696.08
Insurance	846,606	-	846,606	846,606.11
Insurance - workers comp.	962,205	-	962,205	962,205.00
Interest	137,727	-	137,727	137,727.00
Legal and professional	120,891	-	120,891	120,891.38
Licenses - trucks	79,389	-	79,389	79,389.49
Licenses - other	36,407	-	36,407	36,407.27
Building/Office Maintenance and repairs	41,927	-	41,927	41,927.10
Office Rent - imputed	see calculation below			
General Office Expenses	276,520	-	276,520	276,520.47
JPA Office of waste management fees	315,229	-	315,229	315,229.00
Safety Plan/DOT Tests	15,610	-	15,610	15,609.72
Salaries and wages - franchise	4,349,297	-	4,349,297	4,349,297.45
Salaries and wages - officers	1,085,250	-	1,085,250	1,085,250.00
Taxes - payroll	425,818	-	425,818	425,818.25
Taxes - real estate and business property	60,928	-	60,928	60,927.82
Telephone	27,389	-	27,389	27,388.73
Truck - parts & repairs	625,723	-	625,723	625,723.00
Truck - tires	120,949	-	120,949	120,949.41
Truck - fuel	689,959	-	689,959	689,959.08
Union - health and welfare	1,353,906	-	1,353,906	1,353,906.27
Union - pension	1,189,659	-	1,189,659	1,189,658.89
Utilities	52,224	-	52,224	52,224.04
Street Sweeping Costs Allocated	163,475	(163,475)	-	163,474.90
<b>Total expenses to Page 1. from page 6</b>	<b>16,852,623</b>	<b>(374,171)</b>	<b>16,478,452</b>	<b>16,852,623.48</b>
<b>INCOME (LOSS) FROM OPERATIONS</b>	<b>963,753</b>	<b>374,171</b>	<b>1,337,924</b>	<b>963,753.07</b>
Imputed Return on Rent - Operating Margin Method	34,161	-	34,161	16,010.42
Imputed Return on Rent - Cost Plus 10%	30,745	-	30,745	6,551.97
				22,562.39

Expenses are allocated to each jurisdiction based upon what generally drives the cost. For example, fuel costs are allocated based upon truck hours spent in each jurisdiction. We allocate based upon Revenues, Number of Billings, Labor Hours, and Truck Hours. There are also direct costs, such as street sweeping and road impact fees that are allocated directly.

**MILL VALLEY REFUSE SERVICE  
SCHEDULE OF DEPRECIATION**

	DEPRECIATION OF EXISTING ASSETS		DEPRECIATION OF NEW ASSETS	TOTAL
	2020 ACTUAL	2021/2022 Projected	2021/2022 FORECAST	2021/2022 FORECAST
BUILDING	\$ -	\$ -		\$ -
BUILDING IMPROVEMENTS	26,314	24,648	593	25,241
OFFICE EQUIPMENT	7,868	7,443	460	7,903
TRUCKS	528,785	493,925	94,286	588,211
EQUIPMENT (Tippers/Cans)	224,569	215,870	33,639	249,509
SUBTOTAL	<u>787,536</u>	<u>741,886</u>	<u>128,978</u>	<u>870,864</u>
STREET SWEEPING	100	100	-	100
DEBRIS TRUCKS	80,785	80,785	-	80,785
DEBRIS BOXES	23,313	25,304	5,771	31,075
PORTABLE TOILETS TRUCKS	26,985	26,985	-	26,985
PORTABLE TOILETS EQ.	6,626	6,626	-	6,626
TOTAL	<u>\$ 925,345</u>	<u>\$ 881,686</u>	<u>\$ 134,749</u>	<u>\$ 1,016,435</u>

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The depreciation projection is based upon current assets plus new equipment to be added during the rate year.

**MILL VALLEY REFUSE SERVICE  
SCHEDULE OF PROJECTED NEW EQUIPMENT**

2021-2022		Price Per	Basis	Est. life	Annual	
<b>Office</b>						
1	\$2,300.00	<u>\$2,300.00</u>	5	\$	<u>460.00</u>	Shop Toughbook Laptops
		\$2,300.00		\$	460.00	
<b>Building</b>						
1	\$8,900.00	<u>\$8,900.00</u>	15	\$	<u>593.33</u>	Downstairs South Furnace
		\$8,900.00		\$	593.33	
<b>Tippers/Containers</b>						
35	\$540.00	\$18,900.00	7	\$	2,700.00	Con Fab 1 Yd Containers
56	\$720.00	\$40,320.00	7	\$	5,760.00	Con Fab 2 Yd Containers
25	\$55.04	\$1,376.00	7	\$	196.57	Schaefer/20 Gallon Garbage Cans
200	\$42.51	\$8,502.00	7	\$	1,214.57	Schaefer/32 Gallon Brown Can/Brown Lid Cans
200	\$42.51	\$8,502.00	7	\$	1,214.57	Schaefer/32 Gallon Green Cans for Food Waste
50	\$42.51	\$2,125.50	7	\$	303.64	Schaefer/32 Gallon Garbage Cans
500	\$52.65	\$26,325.00	7	\$	3,760.71	Schaefer/65 Gallon Brown Can/Blue Lid Cans
50	\$55.86	\$2,793.00	7	\$	399.00	Schaefer/96 Gallon Tipper Cans
2200	\$52.65	<u>\$115,830.00</u>	7	\$	<u>16,547.14</u>	Schaefer/65 Gallon Brown & Green Cans
		\$224,673.50		\$	32,096.21	
<b>Debris</b>						
8	\$5,049.67	<u>\$40,397.36</u>	7	\$	<u>5,771.05</u>	Con Fab 20 yard debris boxes
		\$40,397.36		\$	5,771.05	
<b>Truck Equipment</b>						
2	\$1,600.00	\$3,200.00	7	\$	457.14	Gray Bottle Jacks
1	\$2,800.00	\$2,800.00	7	\$	400.00	Swamp Cooler (welding shop)
6	\$800.00	<u>\$4,800.00</u>	7	\$	<u>685.71</u>	Two-way Radios
		\$10,800.00		\$	1,542.86	
<b>Trucks</b>						
2	\$330,000.00	<u>\$660,000.00</u>	7	\$	<u>94,285.71</u>	Heil Rear Loader
		\$660,000.00		\$	94,285.71	
<b>Franchise</b>						
		<u>\$947,070.86</u>		\$	<u>134,749.17</u>	
<b>Overall Total</b>						
		<u>947,070.86</u>		\$	<u>134,749.17</u>	Page 18

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE  
SCHEDULE OF DUMP EXPENSES

	2020 TONS	ACTUAL AVG \$ PER TON	2019 AMOUNT	2021/2022 TONS	FORECAST \$ PER TON	2020/2021 AMOUNT				
<b>REDWOOD LANDFILL</b>										
Garbage	16,452.99	58.37	960,360.00	16,452.99	60.55	996,228.54	35,868.54	0.4852	pass through	
Corpyard GW	1,995.63	32.79		2,035.54	34.25	69,717.33	69,717.33	0.04	16.19	266,455
Compost Foodwaste	10,635.59	47.72	507,512.11	10,635.59	50.02	531,992.21	24,480.10	0.43		
Compost	0.00		0.00	0.00		0.00	0.00			
Debris	2,412.44	58.43	140,968.00	2,412.44	60.55	146,073.24	5,105.24		16.19	39,069
Less: N/F Debris	(323.48)	58.43	(18,902.33)	(323.48)	60.55	(19,586.89)	-684.56		16.19	(5,239)
Recycling	13.38	0.00			0.00	0.00	0.00	7,482.62		
Debris (garbage)	0.00		0.00	0.00		0.00	0.00			
Dirt	4,524.75	0.00	0.00	4,570.00	0.00	0.00	0.00			do not pay for dirt dumping
Total	35,711.30		1,589,937.78	35,783.08		1,724,424.44	134,486.66			
<b>MARIN RESOURCE RECOVERY CENTER</b>										
Garbage	10.08	202.54	2,041.64	10.08	125.52	1,265.24	-776.40			
Dirt	7.06	0.00		7.13	0.00	0.00	0.00			do not pay for dirt dumping
Debris	1,469.00	125.34	184,131.00	1,469.00	125.52	184,388.88	257.88		81.16	119,231
Less: N/F Debris	(196.98)	125.34	(24,690.04)	(196.98)	125.52	(24,724.62)	-34.58		81.16	(15,988)
Recycling					0.00	0.00	0.00			10.53
Recycling Single Stream	1,897.41	89.05	168,967.00	1,897.41	98.32	186,553.35				0.17
Recycling Dual Stream	0.00			0.00		0.00				
Mixed				0.00		0.00				
Cardboard	599.00									
Cmmf Foodwaste	0.00			0.00		0.00	0.00			
Yard Waste	15.00	0.00		15.00	98.32	1,474.80	1,474.80			
Total	3,800.57		330,449.60	3,201.64		348,957.66	18,508.05			
<b>MARIN SANITARY SERVICE</b>										
Cmmf Foodwaste	206.05	59.88	12,339.18	206.05	62.02	12,779.22	440.05			
Recycling Dual Stream	5,505.92		330,619.00	5,629.69	75.94	427,518.35				
Trash	2.17	100.38	217.82	2.17	105.00	227.85				
Debris						0.00	0.00		(44.36)	
Total	5,714.14		343,176.00	5,837.91		440,525.43	97,349.43			1% growth; shift tonnage from MRRC to Redwood
<b>RECOLOGY</b>										
Cardboard	612.00	4.00	2,448.00	1,211.00	4.00	4,844.00	2,396.00			
<b>STREET SWEEPING DEBRIS</b>										
Marin Resource Recovery C	0.00	80.00	0.00	4.80	110.00	506.00	506.00		65.64	302
Weighing Charges			0.00			0.00	0.00			
<b>CENTRAL MARIN SANITARY</b>										
Porta Potty	0.00	0.00	19,684.00	0.00	0.00	19,684.00	0.00			
<b>TOTALS</b>	<b>45,838.01</b>		<b>2,285,695.38</b>	<b>46,038.23</b>		<b>2,538,941.52</b>	<b>253,246.14</b>			<b>#####</b>
<b>RECAP RECYCLING</b>										
Recycling	7,416.71	67.36	499,586.00	7,527.10	81.58	614,071.71				488,788.34
Bailed Cardboard	1,211.00	2.02	2,448.00	1,211.00	4.00	4,844.00				
Green Waste	12,852.27	40.45	519,851.29	12,892.18	47.78	615,963.57				585,505.34
Total	21,479.98	47.57	1,021,885.29	21,630.28	57.09	1,234,879.27				1,074,293.68
<b>RECAP</b>										
Garbage	16,465.24		962,619.46	16,465.24		997,721.64				965,401.00
Debris	3,881.44		325,099.00	3,881.44		330,462.12				325,099.00
Less: N/F Debris	(520.46)		(43,592.37)	(520.46)		(44,311.51)				
Sweep Debris	0.00		0.00	4.60		506.00				19,683.92
Porta Potty	0.00		19,684.00	0.00		19,684.00				
Dirt	4,531.81		0.00	4,577.13		0.00				
Total	24,368.03		1,263,810.09	24,407.95		1,304,062.25				1,310,163.92
Total	45,838.01	49.86	2,285,695.38	46,038.23	55.15	2,538,941.52				2,384,477.60

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**MILL VALLEY REFUSE SERVICE  
SCHEDULE OF INSURANCE EXPENSES**

	<b>Actual 2020</b>	<b>Forecast 2021/2022</b>	
Property and General Liability	584,151	667,882	
Umbrella Policy	182,814	228,153	
Director Life - omitted			
Other	4,920	4,610	
	<u>771,884</u>	<u>900,645</u>	
 Total Non WC Insurance	 <u>771,884</u>	 <u>900,645</u>	 Page 6
 Workers Compensation	 837,092	 1,056,600	
 Total Workers Comp	 <u>837,092</u>	 <u>1,056,600</u>	 Page 6
  Total Non Benefit Insurance	  <u>1,608,976</u>	  <u>1,957,245</u>	
 Excludes Director Life Insurance			



**MILL VALLEY REFUSE SERVICE**  
**Schedule of Employee Expenses**

	<b>2020 Annual Paid Actual</b>	<b>2021/2022 Annual Paid Forecast</b>	
Garbage and Debris	1,498,627	1,662,926	
Recycling	1,146,162	1,188,484	
Street Sweeping (separately allocated)	73,911	79,909	
Porta Potties	413,211	529,187	
Shop	827,329	830,509	
Office	555,842	643,379	
Contract	24,000	24,000	
Executive	1,155,516	1,172,000	
Other	(7,844)	-	
<b>Totals</b>	<u><u>5,686,754</u></u>	<u><u>6,130,394</u></u>	Page 6
Payroll taxes	404,932	480,341	Page 6
Health Insurance	1,299,226	1,558,064	Page 6
Pension	1,083,460	1,379,780	Page 6
<b>Total</b>	<u><u>8,474,371</u></u>	<u><u>9,548,579</u></u>	

**MILL VALLEY REFUSE SERVICE, INC. d.b.a.  
MILL VALLEY REFUSE SERVICE  
STREET SWEEPING FORECAST 2021/22**

	<u>12/31/2020</u> <u>ACTUAL</u>	<u>2020/2021</u> <u>FORECAST</u>	
<b>INCOME</b>			
Street sweeping income	4,628	0	
Total revenue	<u>\$ 4,628</u>	<u>\$ -</u>	
<b>EXPENSES</b>			
Accounting	0	0	
Advertising and promotion	0	0	
Computer expense	0	0	
Depreciation	100	100	
Dump expense	506	506	
Road Impact Fees/Flat	0	0	
Franchise Fees -%	0	0	
Insurance (less Director)	7,719	9,006	
Insurance - workers comp.	12,381	11,721	
Interest	0	0	
Legal and professional	0	0	
Licenses - trucks	1,217	1,217	
Licenses - other	0	0	
Building/Office Maintenance and repairs	0	0	
General Office Expenses	2,893	2,942	
JPA Office of waste management fees	0	0	
Porta Potty Expenses	0	0	
Safety Plan/DOT Tests	0	0	
Salaries and wages - Franchise	0	0	
Salaries excluded and non franchise	73,911	79,909	
Taxes - payroll	5,263	6,261	
Taxes - real estate and business property	637	648	
Telephone	286	291	
Truck - parts repairs	6,410	6,519	
Truck - tires	1,265	1,287	
Truck - fuel and oil	6,683	7,340	
Union - health and welfare	23,137	21,798	
Union - pension	9,691	13,373	
Utilities	546	556	
Total expenses	<u>\$ 152,646</u>	<u>\$ 163,475</u>	Page 6
<b>INCOME (LOSS) FROM OPERATIONS</b>	<u>\$ (148,018)</u>	<u>\$ (163,475)</u>	

Allocation:			# of Customers				Total
	Mill Valley	Corte Madera	Billings	Allocation	Salary/Ben	Else	
Mill Valley	62,874	\$ 67,334	4,600	41.19%	49,980	17,354	67,334
Corte Madera	40,444	\$ 43,313	2,959	26.50%	32,150	11,163	43,313 all dis
Tiburon	38,722	\$ 41,469	2,833	25.37%	30,781	10,688	41,469 salary dis
County	10,607	\$ 11,359	776	6.95%	8,431	2,928	11,359
<b>Totals</b>	<u>\$ 152,646</u>	<u>\$ 163,475</u>	<u>11,168</u>		121,342	42,133	163,475

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

**MILL VALLEY REFUSE SERVICE, INC.**

PASS-THROUGH EXPENSES\*

\* Allowable expenses that are not included in the calculation of the Operating Ratio Allowance.

2021/2022	<u>MILL VALLEY</u>	<u>BELVEDERE</u>	<u>CORTE MADERA</u>	<u>ALTO</u>	<u>TIBURON</u>	<u>COUNTY</u>	<u>HOMESTEAD</u>	<u>STRAWBERRY</u>	<u>ALMONTE</u>	<u>DEBRIS</u>	<u>TOTAL</u>	
Less: Pass-through expenses												
(a) Excess Landfill Disposal expense/ton	25,774	8,394	35,671	3,460	31,159	5,605	5,615	16,698	4,299		136,674	Page 26
(b) One-half JPA fees	50,157	7,993	31,998	3,383	30,245	6,183	5,362	16,545	4,158	1,590	157,615	Page 7, Calculation
(c) Road impact fees	143,263	-	-	-	-	39,082	-	-	-	-	182,345	Page 27
(c) Zero Waste Fee						13,351					13,351	Page 27
(d) Tiburon Street Sweeping Allowed					10,688						10,688	Page 23
<b>Total</b>	<b>219,194</b>	<b>16,387</b>	<b>67,669</b>	<b>6,843</b>	<b>72,092</b>	<b>64,221</b>	<b>10,977</b>	<b>33,243</b>	<b>8,457</b>	<b>1,590</b>	<b>500,672</b>	Page 1

Certain expenses are excluded or capped when calculating the amount of profit we are permitted to earn on the investment made in expenses. Those expenses are shown as a reduction of the expenses then added back after the Operating Ratio is calculated.

- (a) The amount of disposals fees that can be considered when calculating the Operating Ratio Allowance is capped at a rate that increases with CPI. Different jurisdictions have different caps.
- (b) Only one-half of the Joint Powers Authority fees are included when calculating the Operating Ratio Percentage.
- (c) Road impact and zero waste fees, like franchise fees, are excluded when calculating the Operating Ratio Allowance.
- (d) In Tiburon, the allowable street sweeping costs are excluded when calculating the Operating Ratio Allowance.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE, INC. d.b.a.  
SCHEDULE OF PROVIDED SERVICES

	MILL VALLEY	BELVEDERE	CORTE MADERA	ALTO	TIBURON	COUNTY	HOMESTEAD	STRAWBERRY	ALMONTE	TOTAL
DEBRIS BOXES	221,267	30,693	69,039		119,640	4,339	20,324			465,302
Less: Franchise Fees at %	4,425	3,069	13,808		18,544	781				40,628
Less: 10% Profit Allowance	22,127	3,069	6,904	-	11,964	434	2,032	-	-	46,530
Adjustment for Contract Services	26,552	6,139	20,712	-	30,508	1,215	2,032	-	-	87,158
Overweight Charges in Prior Year	13,753	2,497	4,515		1,544					22,309

Per the various contracts, jurisdictions are provided with certain services that are included at no additional cost. We adjust the debris box services to omit expected franchise fees and the profit allowance before allocation to remove the need to recover these costs that will not be incurred. Overweight charges on services are still the responsibility of the city and are charged annually in the rate application.

**MILL VALLEY REFUSE SERVICE, INC. d.b.a.  
MILL VALLEY REFUSE SERVICE  
DISPOSAL EXPENSE PASS-THROUGH**

	Garbage	Debris	Sweep Debris	Total	Green Waste	Recycling
<u>TOTAL TONNAGE</u>	16,465.24	3,360.98	4.60	19,830.82	12,877.18	7,527.10
RATE FOR PROFIT ALLOWANCE	<u>\$56.62</u>	<u>\$56.62</u>	<u>\$56.62</u>			
TOTAL FOR PROFIT ALLOWANCE	\$932,241	\$190,294	\$260	\$1,122,795		
TOTAL DUMP EXPENSE	<u>\$997,722</u>	<u>\$286,151</u>	<u>\$506</u>	<u>\$1,284,378</u>	<u>615,963.57</u>	<u>614,071.71</u>
TOTAL FOR PASS-THROUGH	<u>\$65,481</u>	<u>\$95,856</u>	<u>\$246</u>	<u>\$161,583</u>		
Rate Cap for Profit Mill Valley	\$ 60.76	\$ 60.76	\$ 60.76		\$ 50.19	\$ 90.04
TOTAL FOR PROFIT ALLOWANCE	\$1,000,396	\$204,207	\$279	\$1,204,882	\$646,336	\$677,710
TOTAL DUMP EXPENSE	<u>\$997,722</u>	<u>\$286,151</u>	<u>\$506</u>	<u>\$1,284,378</u>	<u>\$615,964</u>	<u>\$614,072</u>
TOTAL FOR PASS THROUGH	<u>\$0</u>	<u>\$81,944</u>	<u>\$227</u>	<u>\$82,171</u>	<u>\$0</u>	<u>\$0</u>

<u>GARBAGE ALLOCATION</u>						
Mill Valley	31.37%	\$ 25,774	* Page 23	\$ 25,774	*	0.00
Belvedere	5.19%	\$ 8,394	Page 23	\$ 8,394		
Corte Madera	22.08%	\$ 35,671	Page 23	\$ 35,671		
Alto	2.14%	\$ 3,460	Page 23	\$ 3,460		
Tiburon	19.28%	\$ 31,159	Page 23	\$ 31,159		
County	3.47%	\$ 5,605	Page 23	\$ 5,605		
Homestead	3.48%	\$ 5,615	Page 23	\$ 5,615		
Strawberry	10.33%	\$ 16,698	Page 23	\$ 16,698		
Almonte	2.66%	\$ 4,299	Page 23	\$ 4,299		
				\$ -		
	<u>100.00%</u>	<u>\$ 136,674</u>		<u>\$ 136,674</u>		

\* Calculation based upon separate rate

Mill Valley Refuse Services  
 Schedule of Road Impact Fees and Other Flat Fees  
 Included in Franchise Fees

2021/2022

Road Impact Fees

Jurisdiction	Amount		
Mill Valley	143,263.08		Escalating at 2%
County	39,082.00	182,345.08	Page 24
Tiburon Admin Fee	6,000.00	6,000.00	Page 28
Corte Madera Admin. Fee	9,000.00	9,000.00	Page 28
County Zero Waste Fee	13,351.00	<u>13,351.00</u>	Page 24
Total Fees		<u><u>210,696.08</u></u>	Page 6

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

**MILL VALLEY REFUSE SERVICE, INC.**

ADJUSTMENTS AND DISALLOWED EXPENSES

\* Expenses which are contractually disallowed from the rate setting calculations

2021/2022	MILL VALLEY	BELVEDERE	CORTE MADERA	ALTO	TIBURON	COUNTY	HOMESTEAD	STRAWBERRY	ALMONTE	DEBRIS	TOTAL	
Adjustments and Disallowed Before Operating Ratio												
Debris and street cans/(ff and profit)	26,552	6,139	20,712	-	30,508	1,215	2,032	-	-	-	87,158	Page 25
Corte Madera Officer Pension 3c			20,851								20,851	
Administrative Fees			9,000		6,000						15,000	Page 27
Interest on Financing			29,662								29,662	
Cap on Executive Compensation	118,791	19,673	83,605	8,109	73,029	13,137	13,161	39,136	10,075	-	378,716	Page 38, Calculation
Disallowed Owner Vehicles	7,210	1,239	5,223	502	4,465	830	783	2,550	630	819	24,252	
Street Sweeping Costs			43,313		30,781						74,094	Page 23
											-	
											-	
											-	
Total Adjustments and Disallowed Expenses	152,553	27,051	212,366	8,611	144,783	15,181	15,976	41,686	10,705	819	629,733	Page 1
Adjustments After Operating Ratio												
Overweight Charges from prior year	13,753	2,497	4,515	-	1,544	-	-	-	-	-	22,309	Page 25
Portable Toilet Overage			17,645								17,645	Page 38
Return on Imputed Rental Investment		1,732	6,242	733	6,555	1,340	1,162	3,586	901	310	22,562	Page 39
Adjustments After Operating Ratio	13,753	4,229	28,402	733	8,100	1,340	1,162	3,586	901	310	62,516	Page 1

In addition to the specific costs listed above, we are not permitted to include any entertainment costs, contributions, fines, late fees and penalties in our expected costs.

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICES, INC.  
ALLOCATION STATISTICS

Historical - 2019														
	MILL VALLEY		CORTE MADERA			ALTO	TIBURON	COUNTY	HOMESTEAD	STRAWBERRY	ALMONTE	DEBRIS	CLEAN UP	TOTAL
1 # OF BILLINGS	4,583	873	2,932	283	2,824	750	913	932	652	0	0	14,742		
2 LABOR HOURS	19,855	3,345	15,157	1,498	12,492	2,465	2,311	6,971	1,633	2,080	0	67,808		
3 TRUCK HOURS	16,965	3,068	12,766	1,326	11,089	2,262	2,067	6,370	1,495	2,080	0	59,488		
4 CLEAN UP LABOR	0	0	0	0	0	0	0	0	0	0	0	0		
5 REVENUES (W/DEBRIS, W/O )	4,825,056	822,767	3,254,458	368,787	2,995,348	658,552	577,197	1,623,570	409,243	14,471	0	15,549,449		
6 REVENUES (W/O DEBRIS,)	4,614,729	752,576	2,978,800	365,475	2,845,397	601,296	541,470	1,470,254	381,072	0	0	14,551,069		
7 LABOR HRS (W/O DEBRIS & C/U)	18,597	3,251	13,609	1,450	11,990	2,400	2,245	6,435	1,592	0	0	61,568		
8 LABOR HRS (W/O DEBRIS)	18,597	3,251	13,609	1,450	11,990	2,400	2,245	6,435	1,592	0	0	61,568		
9 TRUCK HRS (W/O DEBRIS )	16,341	3,068	11,726	1,326	10,985	2,262	2,067	6,058	1,495	0	0	55,328		
	3	4	5	6	7	8	9	10	11	12	13			
1 # OF BILLINGS	31.09%	5.92%	19.89%	1.92%	19.16%	5.09%	6.19%	6.32%	4.42%	0.00%	0.00%	100.00%		
2 LABOR HOURS	29.28%	4.93%	22.35%	2.21%	18.42%	3.64%	3.41%	10.28%	2.41%	3.07%	0.00%	100.00%		
3 TRUCK HOURS	28.52%	5.16%	21.46%	2.23%	18.64%	3.80%	3.47%	10.71%	2.51%	3.50%	0.00%	100.00%		
4 CLEAN UP LABOR												0.00%		
5 REVENUES (W/DEBRIS)	31.03%	5.29%	20.93%	2.37%	19.26%	4.24%	3.71%	10.44%	2.63%	0.09%	0.00%	100.00%		
6 REVENUES (W/O DEBRIS,)	31.71%	5.17%	20.47%	2.51%	19.55%	4.13%	3.72%	10.10%	2.62%	0.00%	0.00%	100.00%		
7 LABOR HRS (W/O DEBRIS & C/U)	30.20%	5.28%	22.10%	2.35%	19.47%	3.90%	3.65%	10.45%	2.59%	0.00%	0.00%	100.00%		
8 LABOR HRS (W/O DEBRIS)	30.20%	5.28%	22.10%	2.35%	19.47%	3.90%	3.65%	10.45%	2.59%	0.00%	0.00%	100.00%		
9 TRUCK HRS (W/O DEBRIS )	29.53%	5.55%	21.19%	2.40%	19.85%	4.09%	3.74%	10.95%	2.70%	0.00%	0.00%	100.00%		
2021/2022 FORECAST														
	MILL VALLEY		CORTE MADERA			ALTO	TIBURON	COUNTY	HOMESTEAD	STRAWBERRY	ALMONTE	DEBRIS	CLEAN UP	TOTAL
1 # OF BILLINGS	4,621	875	2,961	292	2,907	753	928	944	653	0	0	14,934		
2 LABOR HOURS-All cans	21,223	3,413	15,613	1,389	12,779	2,283	2,275	7,094	1,739	2,080	0	69,888		
3 TRUCK HOURS	18,304	3,146	13,260	1,274	11,336	2,106	1,989	6,474	1,599	2,080	0	61,568		
4 CLEAN UP LABOR	0	0	0	0	0	0	0	0	0	0	0	0		
5 REVENUES (W/DEBRIS, W/O )	5,669,590	903,556	3,617,015	382,454	3,418,840	698,879	606,090	1,870,198	470,000	179,755	0	17,816,377		
6 REVENUES (W/O DEBRIS,)	5,490,965	845,910	3,277,383	371,102	3,237,329	652,627	581,708	1,769,612	442,816	0	0	16,669,452		
7 LABOR HRS (W/O DEBRIS & C/U)	19,964	3,306	14,051	1,363	12,273	2,208	2,212	6,577	1,693	0	0	63,648		
8 LABOR HRS (W/O DEBRIS)	19,964	3,306	14,051	1,363	12,273	2,208	2,212	6,577	1,693	0	0	63,648		
9 TRUCK HRS (W/O DEBRIS )	17,680	3,146	12,220	1,274	11,232	2,106	1,989	6,162	1,599	0	0	57,408		
	3	4	5	6	7	8	9	10	11	12	13			
1 # OF BILLINGS	30.94%	5.86%	19.83%	1.96%	19.47%	5.04%	6.21%	6.32%	4.37%	0.00%	0.00%	100.00%		
2 LABOR HOURS	30.37%	4.88%	22.34%	1.99%	18.29%	3.27%	3.25%	10.15%	2.49%	2.98%	0.00%	100.00%		
3 TRUCK HOURS	29.73%	5.11%	21.54%	2.07%	18.41%	3.42%	3.23%	10.52%	2.60%	3.38%	0.00%	100.00%		
4 CLEAN UP LABOR												0.00%		
5 REVENUES (W/DEBRIS, W/O )	31.82%	5.07%	20.30%	2.15%	19.19%	3.92%	3.40%	10.50%	2.64%	1.01%	0.00%	100.00%		
6 REVENUES (W/O DEBRIS,)	32.94%	5.07%	19.66%	2.23%	19.42%	3.92%	3.49%	10.62%	2.66%	0.00%	0.00%	100.00%		
7 LABOR HRS (W/O DEBRIS & C/U)	31.37%	5.19%	22.08%	2.14%	19.28%	3.47%	3.48%	10.33%	2.66%	0.00%	0.00%	100.00%		
8 LABOR HRS (W/O DEBRIS)	31.37%	5.19%	22.08%	2.14%	19.28%	3.47%	3.48%	10.33%	2.66%	0.00%	0.00%	100.00%		
9 TRUCK HRS (W/O DEBRIS )	30.80%	5.48%	21.29%	2.22%	19.57%	3.67%	3.46%	10.73%	2.79%	0.00%	0.00%	100.00%		



ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE (Garbage Collection)  
DRIVERS ROUTES AND HOURS

Route	Mill Valley #1	Belvedere #2	Corte Madera #3	Alto #4	Tiburon #5	County #6 & #9	Homestead #7	Strawberry #8	Almonte #10	Total
Route # 00										
Man Hours	3.50	0.00	15.00	0.00	1.00	0.00	0.00	0.50	0.00	20.00
Truck Hours - pick up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Route # 1										
Man Hours	8.00	0.00	30.00	0.00	9.00	0.00	0.00	0.00	1.00	48.00
Truck Hours	8.00	0.00	22.00	0.00	9.00	0.00	0.00	0.00	1.00	40.00
Route # 2										
Man Hours	0.00	0.00	30.00	0.00	0.00	2.00	0.00	0.00	0.00	32.00
Truck Hours	0.00	0.00	30.00	0.00	0.00	2.00	0.00	0.00	0.00	32.00
Route # 3										
Man Hours	0.00	0.00	16.00	0.00	0.00	0.00	0.00	16.00	0.00	32.00
Truck Hours	0.00	0.00	16.00	0.00	0.00	0.00	0.00	16.00	0.00	32.00
Route # 4										
Man Hours	14.00	0.00	13.00	0.00	3.00	1.00	0.00	1.00	0.00	32.00
Truck Hours	14.00	0.00	13.00	0.00	3.00	1.00	0.00	1.00	0.00	32.00
Route # 5										
Man Hours	33.50	0.00	0.00	0.00	0.00	4.50	10.00	0.00	0.00	48.00
Truck Hours	25.50	0.00	0.00	0.00	0.00	4.50	10.00	0.00	0.00	40.00
Route # 6										
Man Hours	34.00	0.00	0.00	2.50	0.00	3.00	0.50	0.00	0.00	40.00
Truck Hours	34.00	0.00	0.00	2.50	0.00	3.00	0.50	0.00	0.00	40.00
Route # 7										
Man Hours	6.00	7.50	2.00	0.00	30.50	0.00	0.00	2.00	0.00	48.00
Truck Hours	6.00	7.50	1.50	0.00	23.00	0.00	0.00	2.00	0.00	40.00
Route # 8										
Man Hours	5.00	0.00	0.00	0.50	6.50	0.50	0.00	19.00	0.50	32.00
Truck Hours	5.00	0.00	0.00	0.50	6.50	0.50	0.00	19.00	0.50	32.00
Route # 9										
Man Hours	19.00	0.00	14.00	0.00	0.00	1.00	3.50	0.00	10.50	48.00
Truck Hours	13.00	0.00	14.00	0.00	0.00	1.00	1.50	0.00	10.50	40.00

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

**MILL VALLEY REFUSE SERVICE (Garbage Collection)  
DRIVERS ROUTES AND HOURS**

Route	Mill Valley #1	Belvedere #2	Corte Madera #3	Alto #4	Tiburon #5	County #6 & #9	Homestead #7	Strawberry #8	Almonte #10	Total
Route # 10										
Man Hours	0.00	0.50	0.00	0.00	29.00	1.50	0.00	1.00	0.00	32.00
Truck Hours	0.00	0.50	0.00	0.00	29.00	1.50	0.00	1.00	0.00	32.00
Route # 11										
Man Hours	24.50	10.00	0.00	4.00	6.00	0.00	0.00	3.50	0.00	48.00
Truck Hours	17.50	10.00	0.00	4.00	6.00	0.00	0.00	2.50	0.00	40.00
Route # 40										
Man Hours	0.00	11.00	9.00	0.00	16.50	1.00	0.00	2.50	0.00	40.00
Truck Hours	0.00	11.00	9.00	0.00	16.50	1.00	0.00	2.50	0.00	40.00
Route # 41										
Man Hours	20.50	0.00	10.00	0.00	0.00	6.00	3.00	0.00	0.50	40.00
Truck Hours	20.50	0.00	10.00	0.00	0.00	6.00	3.00	0.00	0.50	40.00
Saturday Route										
Man Hours	1.00	0.00	2.50	0.00	3.50	0.00	0.00	9.00	0.00	16.00
Truck Hours	1.00	0.00	2.50	0.00	3.50	0.00	0.00	9.00	0.00	16.00
Sunday Route										
Man Hours	3.00	0.00	0.00	0.00	4.00	0.00	0.00	1.00	0.00	8.00
Truck Hours	3.00	0.00	0.00	0.00	4.00	0.00	0.00	1.00	0.00	8.00
<b>TOTALS</b>										
Man Hours Per Week	172.00	29.00	141.50	7.00	109.00	20.50	17.00	55.50	12.50	564.00
Truck Hours per Week	147.50	29.00	118.00	7.00	100.50	20.50	15.00	54.00	12.50	504.00

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

**MILL VALLEY REFUSE SERVICE (Garbage Collection)  
DRIVERS ROUTES AND HOURS**

Route	Mill Valley #1	Belvedere #2	Corte Madera #3	Alto #4	Tiburon #5	County #6 & #9	Homestead #7	Strawberry #8	Almonte #10	Total
<b>SUMMARY</b>										
Man Hours Per Week	172.00	29.00	141.50	7.00	109.00	20.50	17.00	55.50	12.50	564.00
multiply by Weeks in Year	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00
Total Man Hours Per Year	8,944.00	1,508.00	7,358.00	364.00	5,668.00	1,066.00	884.00	2,886.00	650.00	29,328.00
Debris driver hours on Routes	624.00	0.00	1,040.00	0.00	104.00	0.00	0.00	312.00	0.00	2,080.00
Clean up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spare/Swing Hours	634.33	106.95	521.84	25.82	401.99	75.60	62.70	204.68	46.10	2,080.00
<b>TOTAL Labor Hours per Year</b>	<b>10,202.33</b>	<b>1,614.95</b>	<b>8,919.84</b>	<b>389.82</b>	<b>6,173.99</b>	<b>1,141.60</b>	<b>946.70</b>	<b>3,402.68</b>	<b>696.10</b>	<b>33,488.00</b>
Truck Hours per Week	147.50	29.00	118.00	7.00	100.50	20.50	15.00	54.00	12.50	504.00
multiply by Weeks in Year	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00
Total Truck Hours per Year	7,670.00	1,508.00	6,136.00	364.00	5,226.00	1,066.00	780.00	2,808.00	650.00	26,208.00
Clean up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debris driver hours on Routes	624.00	0.00	1,040.00	0.00	104.00	0.00	0.00	312.00	0.00	2,080.00
<b>Total Truck Hours per Year</b>	<b>8,294.00</b>	<b>1,508.00</b>	<b>7,176.00</b>	<b>364.00</b>	<b>5,330.00</b>	<b>1,066.00</b>	<b>780.00</b>	<b>3,120.00</b>	<b>650.00</b>	<b>28,288.00</b>
<b>Debris</b>										<b>Total Hours</b>
(100% single driver)										
Total Labor Hours										6,240.0
less: Debris hours on Route										2,080
Total Truck Hours										<u>4,160.00</u>
<b>Spare/Swing</b>										<b>Total Hours</b>
(one man at all times, no additional truck hours)										
Labor Hours										2,080.0
One Man										1.0
Total Labor Hours										<u>2,080.0</u>

ATTACHMENT 1 - MVRs ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE (Compost Collection)  
DRIVERS ROUTES AND HOURS

Route	Mill Valley #1	Belvedere #2	Corte Madera #3	Alto #4	Tiburon #5	County #6 & #9	Homestead #7	Strawberry #8	Almonte #10	Total
Route # G1										
Man Hours										0.00
Truck Hours										0.00
Route # G2										
Man Hours	3.00	0.00	8.00	0.00	20.00	0.00	0.00	9.00	0.00	40.00
Truck Hours	3.00	0.00	8.00	0.00	20.00	0.00	0.00	9.00	0.00	40.00
Route # G3										
Man Hours	15.50	0.00	0.00	6.00	1.00	0.50	2.75	11.50	2.75	40.00
Truck Hours	15.50	0.00	0.00	6.00	1.00	0.50	2.75	11.50	2.75	40.00
Route # G4										
Man Hours	3.00	0.00	30.50	0.00	4.00	2.50	0.00	0.00	0.00	40.00
Truck Hours	3.00	0.00	30.50	0.00	4.00	2.50	0.00	0.00	0.00	40.00
Route # G5										
Man Hours	35.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	2.00	40.00
Truck Hours	35.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	2.00	40.00
Route # G6										
Man Hours	0.00	13.00	0.00	1.50	19.00	2.50	0.00	4.00	0.00	40.00
Truck Hours	0.00	13.00	0.00	1.50	19.00	2.50	0.00	4.00	0.00	40.00
Route # G7										
Man Hours	14.00	2.00	8.00	1.00	3.00	3.00	6.00	0.00	3.00	40.00
Truck Hours	14.00	2.00	8.00	1.00	3.00	3.00	6.00	0.00	3.00	40.00
TOTALS										
Man Hours Per Week	70.50	15.00	46.50	8.50	47.00	9.50	10.75	24.50	7.75	240.00
Truck Hours per Week	70.50	15.00	46.50	8.50	47.00	9.50	10.75	24.50	7.75	240.00

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

**MILL VALLEY REFUSE SERVICE (Compost Collection)  
DRIVERS ROUTES AND HOURS**

Route	Mill Valley #1	Belvedere #2	Corte Madera #3	Alto #4	Tiburon #5	County #6 & #9	Homestead #7	Strawberry #8	Almonte #10	Total
<b>SUMMARY</b>										
Man Hours Per Week	70.50	15.00	46.50	8.50	47.00	9.50	10.75	24.50	7.75	240.00
multiply by Weeks in Year	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00
Total Man Hours Per Year	3,666.00	780.00	2,418.00	442.00	2,444.00	494.00	559.00	1,274.00	403.00	12,480.00
Debris driver hours on Routes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clean up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spare/Swing Hours	305.50	65.00	201.50	36.83	203.67	41.17	46.58	106.17	33.58	1,040.00
TOTAL Labor Hours per Year	3,971.50	845.00	2,619.50	478.83	2,647.67	535.17	605.58	1,380.17	436.58	13,520.00
	0.29	0.06	0.19	0.04	0.20	0.04	0.04	0.10	0.03	1.00
	0.28	0.07	0.21	0.02	0.21	0.04	0.04	0.10	0.03	1.00
	0.01	0.00	-0.02	0.02	-0.02	0.00	0.01	0.00	0.01	0.00
Truck Hours per Week	70.50	15.00	46.50	8.50	47.00	9.50	10.75	24.50	7.75	240.00
multiply by Weeks in Year	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00
Total Truck Hours per Year	3,666.00	780.00	2,418.00	442.00	2,444.00	494.00	559.00	1,274.00	403.00	12,480.00
Clean up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debris driver hours on Routes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Truck Hours per Year	3,666.00	780.00	2,418.00	442.00	2,444.00	494.00	559.00	1,274.00	403.00	12,480.00

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE (Recycling Collection)  
DRIVERS ROUTES AND HOURS

Route	Mill Valley #1	Belvedere #2	Corte Madera #3	Alto #4	Tiburon #5	County #6 & #9	Homestead #7	Strawberry #8	Almonte #10	Total	
Route # 1	Man Hours	2.00	0.00	0.00	0.00	28.00	0.00	0.00	10.00	0.00	40.00
	Truck Hours	2.00	0.00	0.00	0.00	28.00	0.00	0.00	10.00	0.00	40.00
Route # 2	Man Hours	18.00	0.00	0.00	5.00	0.00	0.00	7.00	6.00	4.00	40.00
	Truck Hours	18.00	0.00	0.00	5.00	0.00	0.00	7.00	6.00	4.00	40.00
Route # 3	Man Hours	5.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
	Truck Hours	5.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
Route # 4	Man Hours	38.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	40.00
	Truck Hours	38.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	40.00
Route # 5	Man Hours	0.00	12.00	8.00	0.00	13.50	3.00	0.00	3.50	0.00	40.00
	Truck Hours	0.00	12.00	8.00	0.00	13.50	3.00	0.00	3.50	0.00	40.00
Route # 6	Man Hours	18.00	2.00	6.00	0.50	3.50	3.50	4.50	0.00	2.00	40.00
	Truck Hours	18.00	2.00	6.00	0.50	3.50	3.50	4.50	0.00	2.00	40.00
Route # 7	Man Hours	27.00	0.00	8.00	1.50	0.00	1.00	0.00	1.00	1.50	40.00
	Truck Hours	27.00	0.00	8.00	1.50	0.00	1.00	0.00	1.00	1.50	40.00
Route # 8	Man Hours	4.50	2.00	4.00	1.00	18.50	0.00	0.00	9.00	1.00	40.00
	Truck Hours	4.50	2.00	4.00	1.00	18.50	0.00	0.00	9.00	1.00	40.00
Route # R9	Man Hours	9.50	0.50	9.50	1.00	5.00	2.00	0.00	10.50	2.00	40.00
	Truck Hours	9.50	0.50	9.50	1.00	5.00	2.00	0.00	10.50	2.00	40.00

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

MILL VALLEY REFUSE SERVICE (Recycling Collection)  
DRIVERS ROUTES AND HOURS

Route	Mill Valley #1	Belvedere #2	Corte Madera #3	Alto #4	Tiburon #5	County #6 & #9	Homestead #7	Strawberry #8	Almonte #10	Total
Man Hours Per Week	122.00	16.50	70.50	9.00	68.50	10.50	12.50	40.00	10.50	360.00
<b>TOTALS</b>										
Truck Hours per Week	122.00	16.50	70.50	9.00	68.50	10.50	12.50	40.00	10.50	360.00

**SUMMARY**

Man Hours Per Week	122.00	16.50	70.50	9.00	68.50	10.50	12.50	40.00	10.50	360.00
multiply by Weeks in Year	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00
Total Man Hours Per Year	6,344.00	858.00	3,666.00	468.00	3,562.00	546.00	650.00	2,080.00	546.00	18,720.00
Debris driver hours on Routes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clean up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spare/Swing Hours	704.89	95.33	407.33	52.00	395.78	60.67	72.22	231.11	60.67	2,080.00
<b>TOTAL</b>										
Labor Hours per Year	7,048.89	953.33	4,073.33	520.00	3,957.78	606.67	722.22	2,311.11	606.67	20,800.00

ATTACHMENT 1 - MVRS ORIGINAL 4/1/2021 RATE APPLICATION

**MILL VALLEY REFUSE SERVICES, INC.**  
**ALLOCATION STATISTICS**  
**BILLINGS:**

	MILL VALLEY	BELVEDERE	CORTE MADERA	ALTO	TIBURON	COUNTY	HOMESTEAD	STRAWBERRY	ALMONTE	DEBRIS	TOTAL
As of 2/28											
Residential	4,308	857	2,794	265	2,791	736	922	873	634	0	14,180
Commercial	263	10	126	12	62	16	4	45	15	0	553
Apartments	50	8	41	15	54	1	2	26	4	0	201
<b>2020 ACTUAL</b>	<b>4,621</b>	<b>875</b>	<b>2,961</b>	<b>292</b>	<b>2,907</b>	<b>753</b>	<b>928</b>	<b>944</b>	<b>653</b>	<b>0</b>	<b>14,934</b>
Residential	4,308	857	2,794	265	2,791	736	922	873	634	0	14,180
Commercial	263	10	126	12	62	16	4	45	15	0	553
Apartments	50	8	41	15	54	1	2	26	4	0	201
<b>2021/2022 PROJECTED</b>	<b>4,621</b>	<b>875</b>	<b>2,961</b>	<b>292</b>	<b>2,907</b>	<b>753</b>	<b>928</b>	<b>944</b>	<b>653</b>	<b>0</b>	<b>14,934</b>



**MILL VALLEY REFUSE SERVICES  
CPI**

Base		Director	CM Porta	Landfill	Landfill	GW	Recycling	CPI %*
		Salary	Potty Allow	Disposal CM	MV	MV	MV	
		471,075	12,000	37.75				
2005	1.0200	480,497	12,000	38.51				
2006	1.0320	495,872	12,384	39.74				
2007	1.0330	512,236	12,793	41.05				3.30
2008	1.0310	528,115	13,189	42.32				3.10
2009	1.0074	532,024	13,287	42.63				0.70
2010	1.0140	539,472	13,473	43.23				1.40
2011	1.0260	553,498	13,823	44.36				2.60
2012	1.0270	568,443	14,196	45.55				2.70
2013	1.0220	580,948	14,509	46.55				2.20
2014	1.0280	597,215	14,915	47.86				2.80
2015	1.0260	612,742	15,303	49.10				2.60
2016	1.0300	631,125	15,762	50.58				3.00
2017	1.0320	651,321	16,266	52.19	56.01	46.27	83.00	3.20
2018	1.0390	676,722	16,901	54.23	58.19	48.07	86.24	3.90
2019	1.0330	699,054	17,458	56.02	60.11	49.66	89.08	3.30
2020	1.0107	706,534	17,645	56.62	60.76	50.19	90.04	1.70

\*Confirmed to Bureau of Labor Statistics

Mill Valley Refuse Services  
 Analysis of Imputed Rent for Fair Return on Investment

114 Front Street location is owned by MVRS yet the only costs that provide any return are:

Building Deprecation	25,241
Commercial Property Insurance	46,023
Property Taxes	<u>60,928</u>
	132,192

	Monthly	Annual
Fair Market Rent	36,637	439,644 est. 2015
Bldg Depreciation		25,241
Insurance		46,023
Property Taxes		<u>60,928</u>
Avoided Costs		132,192
Net Cost		307,452

Fair return on Investment

CM	Cost + 10%	30,745
All Others	OM	34,161

	AllocCost	Billings
Mill Valley	30.94%	10,570
Belvedere	5.86%	2,002
Corte Madera	19.83%	6,096
Alto	1.96%	668
Tiburon	19.47%	6,650
County	5.04%	1,722
Homestead	6.21%	2,123
Strawberry	6.32%	2,159
Almonte	4.37%	1,494

ATTACHMENT 2 - R3 ADJUSTMENTS TO MVRS RATE APPLICATION 05/28/21

**MILL VALLEY REFUSE SERVICE, INC.**  
**Summary Revenue, Expenses, Pass-through and Exclusions, and Rate Change Necessary**

2021/2022	MILL VALLEY	BELVEDERE	CORTE MADERA	ALTO	TIBURON	COUNTY	HOMESTEAD	STRAWBERRY	ALMONTE	DEBRIS	TOTAL	
Projected Net Revenue	5,669,558	904,518	3,617,033	383,392	3,343,979	726,679	606,094	1,868,486	451,016	179,755	17,750,509	Page 3
Franchise Fees	1,106,826	100,029	898,856	16,192	519,051	158,710	25,902	169,731	8,604	-	3,003,900	Page 3
<b>Total Revenue</b>	<b>6,776,383</b>	<b>1,004,547</b>	<b>4,515,889</b>	<b>399,584</b>	<b>3,863,029</b>	<b>885,389</b>	<b>631,996</b>	<b>2,038,217</b>	<b>459,620</b>	<b>179,755</b>	<b>20,754,409</b>	
Operating Costs	5,409,603	854,936	3,542,219	356,647	3,195,033	672,949	570,525	1,725,113	435,295	90,304	16,852,623	Page 7
Franchise Fees	1,106,826	100,029	898,856	16,192	519,051	158,710	25,902	169,731	8,604	-	3,003,900	Page 3
<b>Total Operating Costs</b>	<b>6,516,429</b>	<b>954,965</b>	<b>4,441,075</b>	<b>372,839</b>	<b>3,714,084</b>	<b>831,659</b>	<b>596,427</b>	<b>1,894,844</b>	<b>443,899</b>	<b>90,304</b>	<b>19,856,524</b>	
Less: Pass-through Expenses	219,380	16,425	67,788	6,864	71,615	64,491	10,997	33,289	8,303	1,596	500,748	Page 24
Less: Adjustments and Excluded Expenses	152,553	27,051	212,374	8,611	145,002	15,181	15,976	41,686	10,705	-	629,140	Page 28
Less: Franchise Fees	1,106,826	100,029	898,856	16,192	519,051	158,710	25,902	169,731	8,604	-	3,003,900	Page 3
<b>Profit Basis</b>	<b>5,037,670</b>	<b>811,459</b>	<b>3,262,057</b>	<b>341,172</b>	<b>2,978,416</b>	<b>593,277</b>	<b>543,552</b>	<b>1,650,138</b>	<b>416,286</b>	<b>88,708</b>	<b>15,722,736</b>	
Operating Ratio Allowance (90%)	559,741	90,162	326,206	37,908	330,935	65,920	60,395	183,349	46,254	9,856	1,710,725	Calculation
Add: Pass-through Expenses	219,380	16,425	67,788	6,864	71,615	64,491	10,997	33,289	8,303	1,596	500,748	Page 24
Add: Adjustments After Operating Ratio	13,753	4,238	28,425	738	7,980	1,399	1,166	3,596	868	311	62,474	Page 28
Add: Franchise Fees at Required Rates	1,142,078	102,005	914,013	19,590	620,177	158,858	30,838	207,419	9,027	-	3,204,006	Calculation
<b>Revenue Requirement</b>	<b>6,972,622</b>	<b>1,024,290</b>	<b>4,598,488</b>	<b>406,272</b>	<b>4,009,123</b>	<b>883,944</b>	<b>646,948</b>	<b>2,077,791</b>	<b>480,739</b>	<b>100,472</b>	<b>21,200,688</b>	
Net Excess (Deficiency)	(196,239)	(19,742)	(82,599)	(6,688)	(146,093)	1,444	(14,952)	(39,574)	(21,119)	79,282	(446,279)	
<b>Allocated debris excess</b>	<b>15,290</b>	<b>4,386</b>	<b>29,072</b>	<b>777</b>	<b>14,710</b>	<b>3,863</b>	<b>1,670</b>	<b>7,653</b>	<b>1,862</b>	<b>(79,282)</b>	<b>-</b>	
Net Excess (Deficiency)	(180,949)	(15,356)	(53,527)	(5,910)	(131,384)	5,307	(13,282)	(31,920)	(19,257)	-	(446,279)	
Percentage Excess (Deficiency)	-2.67%	-1.53%	-1.19%	-1.48%	-3.40%	0.60%	-2.10%	-1.57%	-4.19%		-2.15%	
<b>R3 Revised 05-24-21 Rate Change Request</b>	<b>2.67%</b>	<b>1.53%</b>	<b>1.19%</b>	<b>1.48%</b>	<b>3.40%</b>	<b>-0.60%</b>	<b>2.10%</b>	<b>1.57%</b>	<b>4.19%</b>		<b>2.15%</b>	
<b>Original MVRS 04-1-21 Rate Change Request</b>	<b>2.98%</b>	<b>2.34%</b>	<b>2.35%</b>	<b>1.89%</b>	<b>2.49%</b>	<b>2.79%</b>	<b>2.49%</b>	<b>2.12%</b>	<b>2.05%</b>		<b>2.55%</b>	
Revised Compared to Original	-0.31%	-0.81%	-1.16%	-0.42%	<b>0.91%</b>	-3.38%	-0.39%	-0.55%	<b>2.14%</b>		-0.40%	

**To:** Mayor and City Council

**From:** Craig Middleton, City Manager

**Reviewed by:** Amber Johnson, Administrative Services Manager

**Subject:** **Adoption of a resolution for the period July 1, 2021 through June 30, 2023, establishing salaries and benefits for Miscellaneous (non-represented) employees of the City of Belvedere**

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**Recommended Action**

Consider the staff report and resolution.

**Background**

Salaries and benefits for non-safety employees in the General Administration, Planning/Building, Public Works and Police Departments are established by City Council resolution and are set to expire on June 30, 2021. The proposed action would establish salaries and benefits for this group of employees for the coming two fiscal years.

This year, a subcommittee empaneled by the City’s Finance Committee, reviewed current and projected liabilities related to employee pension obligations and other post-employment benefits (OPEB). As a result, additional funds have been set aside for pension costs. The subcommittee also reviewed contribution rates for employees in the classic and PEPRAs categories and noted that Belvedere’s employee contribution rates to pensions for classic members are lower than in many other jurisdictions. While this observation did not result in a recommended change to either the MOU with the Belvedere Peace Officers Association or the attached Resolution on Salaries and Benefits for Non-Represented Employees, it should be noted and may be reconsidered in the future. As to OPEB, which are provided at the option of the employer, it should also be noted that no action to alter these post-retirement benefits is recommended at this time, but that changes could be considered in the future.

The Administrative Services Manager is a member of the City Manager’s Executive Team, and is responsible for all financial accounting, reporting, revenue collection and disbursement, tax filing, investment and money management functions for the City. This position also assists the City Manager in the development of the annual budget, conducts financial analyses, and performs risk management and human resources functions for the City. Over time, the position has grown to include oversight of the City’s Information Technology (IT) systems and management of the Office Coordinator with no corresponding change in title or salary. A title change and salary adjustment are proposed.

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**Findings**

The following changes to staff positions and salaries are proposed:

- For Fiscal Year 2021/2022 – effective July 1, 2021:
  - Miscellaneous (non-represented) employees will receive a two percent (2%) increase to base salary (Cost of Living Adjustment – COLA).
  - The Administrative Services Manager position will be retitled as Director of Administrative Services. The base salary for the new position would result in an increase of 2%.
- For Fiscal Year 2022/2023 – effective July 1, 2022:
  - Miscellaneous (non-represented) employees will receive a two percent (2%) increase to base salary (Cost of Living Adjustment – COLA).

Benefits will remain the same as in previous years, with the following exception:

- Section 15. Deferred Compensation. Effective July 1, 2021, the amount contributed to each employee's deferred compensation amount by the City will be \$185 per month, irrespective of the employee's contribution.

**Fiscal Impact**

The proposed adjustments will cost the City \$128,135 (cumulative) over the two-year period (FY21/22 and FY22/23). All adjustments are included in the proposed budget for FY21/22 and in the 5-year projections that accompany the proposed budget.

**Attachments:**

- A. Resolution setting salaries and benefits for non-represented employees
- B. Salary & Benefit Table – Non-represented

**CITY OF BELVEDERE**

**RESOLUTION NO. 2021-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
ESTABLISHING SALARIES AND BENEFITS  
FOR NON-REPRESENTED SAFETY AND NON-SAFETY EMPLOYEES  
FOR THE PERIOD JULY 1, 2021, THROUGH JUNE 30, 2023**

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**BE IT HEREBY RESOLVED** by the City Council of the City of Belvedere as follows:

1. Unless otherwise stated, all adjustments herein described will be made effective July 1, 2021.
2. Unless specifically identified in this Resolution, the employment benefits provided to the City Manager shall be controlled pursuant to a separate Employment Agreement.
3. **Salaries:** The following monthly salary rates are effective July 1, 2021:

<b>Position</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
Maintenance Worker I	4,496	4,721	4,957	5,204	5,465
Maintenance Worker II	5,035	5,287	5,551	5,829	6,120
Building & Planning Technician	5,852	6,144	6,452	6,774	7,113
Office Coordinator	6,416	6,737	7,074	7,428	7,799
Maintenance Supervisor	6,814	7,154	7,512	7,888	8,282
Building Inspector II	6,839	7,181	7,540	7,917	8,313
Associate Planner	7,102	7,458	7,831	8,222	8,633
City Clerk/Sr. Mgmt. Analyst	7,423	7,794	8,184	8,593	9,023
Associate Engineer	7,799	8,189	8,599	9,028	9,480
Senior Planner	8,222	8,633	9,065	9,518	9,994
Building Official	9,315	9,781	10,270	10,784	11,323
Director of Planning & Building	11,374	11,943	12,540	13,167	13,826
Director of Public Works	11,497	12,072	12,675	13,309	13,975
Director of Admin. Services	11,556	12,134	12,741	13,378	14,046
Police Chief	12,272	12,886	13,530	14,207	14,917

The following monthly salary rates are effective July 1, 2022:

<b>Position</b>	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
Maintenance Worker I	4,586	4,815	5,056	5,309	5,574
Maintenance Worker II	5,136	5,393	5,662	5,946	6,243
Building & Planning Technician	5,969	6,267	6,581	6,910	7,255
Office Coordinator	6,545	6,872	7,216	7,576	7,955
Maintenance Supervisor	6,950	7,297	7,662	8,045	8,448
Building Inspector II	6,976	7,324	7,691	8,075	8,479
Associate Planner	7,245	7,607	7,987	8,386	8,806
City Clerk/Sr. Mgmt. Analyst	7,571	7,950	8,347	8,765	9,203
Associate Engineer	7,955	8,353	8,771	9,209	9,669
Senior Planner	8,387	8,806	9,246	9,708	10,194
Building Official	9,502	9,977	10,476	11,000	11,550
Director of Planning & Building	11,602	12,182	12,791	13,431	14,102
Director of Public Works	11,727	12,313	12,929	13,575	14,254
Director of Admin. Services	11,787	12,376	12,995	13,645	14,327
Police Chief	12,518	13,144	13,801	14,491	15,215

4. **Insurance Benefits:** The following benefits shall be provided to the employees covered by this Resolution:
- 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 Minimum Employer Contribution (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. 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 that the employee participates in the City’s dental insurance program at the single subscriber level or greater so long as the City’s dental insurance program requires mandatory participation. Continuation of the rebate shall be predicated on the maintenance of such adequate health coverage as determined by the City Manager. As in the past, the City reserves the right to select the providers of the aforementioned insurance programs.
- e. Dental Insurance shall be made available to each employee. The City will pay the full cost of dental insurance for each full-time employee and his/her dependents.
- d. 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.
- e. Long Term Disability Insurance shall be made available to each full-time employee, premiums paid entirely by the City.



f. Health, Dental, Life, and Long-Term Disability Insurance shall be made available to permanent part-time employees on a pro-rata basis, in the same manner as to full-time employees.

5. **Retirement Benefits:** 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 2.0% at 62 plan.

Employees classified as “Classic” under PEPRA will be covered by the PERS 2.0% at 55 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 7% or 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.

The Chief of Police shall be provided retirement benefits in accordance with the following:

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.

6. **Sick Leave Benefits:** Pursuant to current Personnel Rules, sick leave for full-time employees shall accrue at the rate of 8 hours per month (12 days per year), and shall continue to accrue to a maximum of 1040 hours (130 days) regardless of years of service. Sick leave shall be provided to permanent part-time employees on a pro-rata basis, providing however, that the part-time employee works in excess of an average of 20 hours per week.

In the event an employee 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 employees to contribute up to 50% of their accrued sick leave to the seriously injured or gravely ill employee, provided however that any such individual's contribution shall not exceed 40 hours in any given calendar year.

7. **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.

Participation of part-time employees in this benefit shall be on a pro-rata basis, providing however, that the regular part-time employee works in excess of an average of 20 hours per week.

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 leave 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.

- 8. **Standard Work Week:** The standard work week shall begin at 12:01 a.m. on Saturday and end at 12:00 midnight on the following Friday. Scheduling of working hours shall be done by department heads and/or supervisors. The standard work week shall consist of forty (40) hours normally broken into five (5) eight (8) hour days.
- 9. **Alternative Work Schedule:** For employees using the 9-80 work schedule, the standard work week shall begin at noon on Friday and end at 11:59 a.m. on the following Friday. The workday begins at noon on any given day and continues until 11:59 a.m. on the following day. The 9-80 schedule is consistent and repeatable every two weeks.

Employees using the 9-80 work schedule are required to work nine hours for eight work days, and eight hours on a ninth work day. Employees participating in a 9-80 work schedule will have alternate Fridays off.

The workweek thus defined herein continues to provide a normal schedule of 40 hours in a work week although the employee works 44 hours in one calendar week and 36 hours in the second calendar week of the two-week period. Overtime will not be paid unless an employee exceeds 80 hours of work in the two-week period.

- 10. **Vacation Leave Benefits:** Vacation leave shall accrue at the following rates:

<b>Months of Service</b>	<b>Monthly Accrual Rate</b>
0 – 36 months (0-3 years)	6.67 hours per month
37 – 60 months (3-5years)	10 hours per month
61 – 72 months (5-6 years)	10.67 hours per month
73 – 84 months (6-7 years)	11.34 hours per month
85 – 96 months (7-8 years)	12 hours per month
97 – 108 months (8-9 years)	12.67 hours per month
109+ months (9+ years)	13.33 hours per month

Total accumulated vacation for any employee may not exceed twice the employee's annual rate of accrual. Should an employee accumulate vacation hours in excess of the maximum allowed as of the end of a given calendar year, the employee shall be paid for any excess hours, at the rate of compensation for that calendar year. Vacation leave shall be provided to permanent part-time employees on a pro-rata basis.

11. **Mileage Allowance:** The following positions shall be entitled to \$300/month to offset travel/commute costs: Administrative Services Manager, Director of Planning & Building, Building Official. The Director of Public Works shall also be entitled to a pro-rated mileage allowance during the periods he/she is using his/her own personal vehicle for commuting.

Employees provided with an auto allowance shall not be eligible for any other form of reimbursement for personal auto usage, without prior approval, except for travel in excess of 100 miles each direction on City business. Employees provided with the use of a City vehicle for the purposes of commuting to and from work and for use while on duty shall not be eligible for mileage reimbursement or auto allowance unless an alternative arrangement is approved by the City Manager. Said vehicle shall be returned to the City for departmental use for whatever duration the employee is absent from the City while on vacation and as soon as practicable while on extended sick leave. Employees not provided with an auto allowance or a City vehicle that use their personal vehicle while engaged in City-related business shall be reimbursed at the prevailing IRS rate for mileage reimbursement.

12. **Housing Stipend.** A housing stipend of \$700 per month shall be provided to the Director of Public Works/Emergency Preparedness Manager if this individual resides in Marin County.
13. **Administrative Leave Benefits:** The following employees are exempt employees and shall not be eligible for overtime. In lieu of overtime, the following employees shall be eligible for up to forty hours of administrative leave benefits per year, subject to the prior approval of the City Manager. Administrative leave shall not accrue from one calendar year to the next.

<b>Title</b>
City Manager
Police Chief
Administrative Services Manager
Director of Planning & Building
Director of Public Works
Building Official
Management Analyst - City Clerk
Senior Planner

14. **Longevity Pay Benefits:** In addition to the base salaries for each position, employees hired on or before June 30, 2016 shall be eligible for longevity pay on the following basis:

<b>Years of Service</b>	<b>Amount to be applied</b>
At the end of Year 5	2.5% above base salary
At the end of Year 10	5% above base salary

15. **Deferred Compensation:** The City shall contribute \$185 per month on behalf of each employee into a City authorized deferred compensation program.
16. **Holidays:** *Regular Holidays.* City employees covered by this Resolution shall receive the following eleven fixed holidays. If a holiday falls on a Saturday, the preceding Friday shall be the holiday. If a holiday falls on a Sunday, the following Monday shall be the holiday.

<b>Holiday</b>
New Year's Day - January 1 <sup>st</sup>
Martin Luther King, Jr. Day – 3 <sup>rd</sup> Monday in January
President's Day – 3 <sup>rd</sup> Monday in February
Memorial Day – last Monday in May
Independence Day – 4 <sup>th</sup> of July
Labor Day – 1 <sup>st</sup> Monday in September
Veterans Day – November 11 <sup>th</sup>
Thanksgiving Day and the day following
Christmas Day and the day preceding

*Floating Holidays.* Employees covered by this Resolution who have worked for the City at least 6 months shall be entitled to 24 hours of floating holidays per year in addition to the other paid holidays they are currently entitled to take. Any employee who fails to take his/her floating holidays during the calendar year shall forfeit the holidays effective January 1 of the following year.

17. **Uniform Allowance:** The Chief of Police shall receive a uniform allowance of \$75 per month. For employees in the Maintenance Worker classifications, the City shall continue to provide and maintain uniforms as specified and shall provide each worker with an annual boot allowance of \$200.
18. **Mobile Phone Allowance:** The following employees, subject to the approval of the City Manager, shall be eligible for a monthly mobile phone allowance for use of their personal mobile phones while engaged in City business:

<b>Title</b>	<b>Amount</b>
Administrative Services Manager	\$50.00
Director of Planning & Building	\$50.00
Building Official	\$50.00
Mgmt. Analyst/City Clerk	\$50.00
Maintenance Supervisor	\$25.00
Maintenance Worker I & II	\$25.00

19. **Standby Pay:** Any employee covered under the provisions of this Resolution shall receive  $\frac{1}{2}$  a normal day's pay, i.e.,  $\frac{1}{2} \times$  (base hourly wage  $\times$  8 hours), for every 24 hours the employee is required to be on standby. Standby shall be defined as that period of time when the City requires an employee to remain either at his/her place of residence or at a location where he/she may be contacted by phone for potential call back to work. Policies and procedures specifying when, how, and how long an employee may be placed on standby shall be developed in consultation with affected employees and their supervisors and shall be included in the City's Personnel Rules and Regulations. When an employee is called back to work, he/she shall be compensated at the overtime rate with opportunity to take compensatory leave as provided in this Resolution. On duty time in the case of a call back shall begin at the time the employee leaves to report to duty and until he/she leaves the work site after release from duty. Exempt employees shall not be eligible for standby pay.
20. **Educational Incentive Pay:** Educational reimbursement shall be provided to all employees covered by this Resolution pursuant to the City's Employment Development Policy in the City's Personnel Rules.

The Police Chief shall receive 5% over base salary each month for holding the Advanced POST Certificate.

21. **Part-time Employees:** The City Manager may hire, on a part-time basis, positions identified as full-time according to the current salary resolution. Such positions shall only be hired when filling in temporarily for an existing full-time position. Permanent part-time employees are to be compensated at a rate fixed on the following schedule:

<b>Position Title</b>	<b>Hourly Rate</b>
Administrative Clerk	\$24.00 to \$36.40
Associate Planner	\$40.17 to \$50.78
Intern	Variable
Maintenance Worker	\$25.43 to \$36.00
Police Aide	\$24.00 to \$36.40
Police Officer Trainee	\$20.00 to \$26.00
Public Works Inspector	Determined by project
Reserve Police Officer	\$38.91 to \$49.19

22. **Overtime/Compensatory Leave:** Overtime shall be defined as any time worked by an employee beyond the standard 40-hour work hours in a given week. The standard workweek shall be from 12:00 midnight Saturday to 11:59:59 PM the following Friday, and assumes a standard work-day of 8 hours. In computing whether an employee has worked overtime in any given work week, all hours worked plus all leave taken (including compensatory leave, vacation leave, sick leave, etc.) shall be included in the

tabulation. Any and all overtime worked must be approved in advance by the employee's supervisor.

An employee covered by this Resolution who is required to work overtime may elect to be paid at the rate of time and one-half for the overtime hours worked or be credited with compensatory leave at the rate of time and one-half for each hour of overtime worked. Compensatory leave for overtime may not be taken in increments greater than 16 hours (2 days) at one time. Once an employee elects to be credited with compensatory time, the choice is irrevocable. All compensatory time accrued in any given fiscal year must be taken by June 30 and may not be carried forward into the next fiscal year.

23. **General Provisions:** It is hereby understood that federal law, state law, City ordinances, City of Belvedere Personnel Rules, written department policies, and written administrative policies determine procedures and policies relating to the terms and conditions of employment, except as provided by this Resolution. Any and all prior provisions applicable to the positions covered under this Resolution that are contained in any but the aforementioned sources and in this Resolution are hereby declared null and void.
24. **Duration:** Upon adoption, this Resolution shall be effective July 1, 2021, and shall terminate June 30, 2023.

**PASSED AND ADOPTED** at a regular meeting of the Belvedere City Council on June 14, 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

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

Pay item	Notes	Eligible Employees (of 14)	Calculation	Amount (\$)		
				Current	FY 2021/22	FY 2022/23
3. Salaries	N/A	14	by position and step	1,633,254	1,669,224	1,702,608
4. Insurance Benefits	Not relevant for this comparison					
5. Retirement	CalPERS Normal Cost for Misc Classic members - Employer share	9	7.73% FY21 7.59% FY22 7.6% FY23 (projected)	77,360	77,478	79,131
5. Retirement	CalPERS Normal Cost for Misc PEPRAs members - Employer share	4	11.03% FY21 10.88% FY22 10.90% FY23 (projected)	50,406	51,074	52,191
5. Retirement	CalPERS Normal Cost for Safety PEPRAs members - Employer share	1	13.04% FY21 13.13% FY22 13.10% FY23 (projected)	22,884	23,342	23,973
6. Sick leave	Included in base pay calculations	14	N/A	-	-	-
7. Attendance Recognition	Maximum possible benefit shown	14	60 hours at straight pay	47,113	48,151	49,114
8. Standard Work Week	Not relevant for this comparison					
9. Alternative Work Schedule	Not relevant for this comparison					
10. Vacation Leave	Included in base pay calculations	14	N/A	-	-	-
11. Mileage Allowance	For certain positions	4	\$300/month	1,200	1,200	1,200
12. Housing Stipend	Not being utilized	0	\$700/month	-	-	-
13. Admin Leave	Included in base pay calculations	7	N/A	-	-	-
14. Longevity	Employees hired prior to 6/30/16	7	up to 5.0% of base pay	26,352	26,879	27,416
15. Deferred Comp	Calculation modified at FY 2021/22	14	\$150/month \$185/month at FY22	25,200	31,080	31,080
16. Floating Holidays	Included in base pay calculations	14	N/A	-	-	-
17. Uniform and Equipment	For uniforms	1	\$75/month	900	900	900
17. Uniform and Equipment	For equipment	3	\$200/year	600	600	600
18. Mobile Phone Allowance	For certain positions	7	\$25 to \$50/month	275	275	275
19. Standby pay	Rarely used	varies	1/2 normal day's pay	-	-	-
20. Educational Incentive	For Advanced POST	1	5.0% of base pay	8,775	8,950	9,129
21. Part-time employees	Not relevant for this comparison					
22. Overtime	Too variable to fairly compare					
<b>TOTAL PERSONNEL COST</b>				<b>1,894,318</b>	<b>1,939,153</b>	<b>1,977,619</b>

Base salary	1,633,254	1,669,224	1,702,608
Pay add-ons	110,415	118,035	119,714
Retirement benefits	150,650	151,894	155,296
	<b>1,894,318</b>	<b>1,939,153</b>	<b>1,977,619</b>

Increase over base year **44,835** **83,301** **128,135**



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To: Mayor and City Council  
From: Craig Middleton, City Manager  
Subject: **Contribution to The Ranch**

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**Recommended Motion/Item Description**

Consider the Belvedere-Tiburon Joint Recreation Committee’s (“The Ranch”) request for a financial contribution due to COVID-related hardships.

**Background and Discussion**

The Ranch is a JPA formed by the Town of Tiburon and City of Belvedere, tasked with formulating, administering, and operating recreation and education programs and facilities for the residents of the Tiburon Peninsula.

The City received a request for financial assistance from The Ranch which is included as an attachment to this report.

Staff has analyzed the request received by The Ranch and finds it to be factually and mathematically correct. The American Rescue Plan (“ARP”) funding rules explicitly include personal protective equipment (PPE) and “rebuilding public sector capacity to pre-pandemic levels” as eligible uses of funds. However, The Ranch is not recognized as an entity that can receive direct ARP funding. Therefore, the only method by which The Ranch can request ARP funds is to request a portion of funding from an eligible state, territory, city, county, or Tribal government. The City of Belvedere, Town of Tiburon, and County of Marin are all eligible entities under which The Ranch may be considered as a sub-recipient of ARP funds.

Staff has been closely monitoring ARP guidance as it becomes available. The City is considered a non-entitlement unit (NEU), and as such, will receive its share of funding through the State of California. The timing of the receipt of funds, and the amount of funds the City will be eligible to request is still yet unknown.

The Ranch is asking for a total of \$68,600 in funds, which equates to a request to the City of \$13,720 using the traditional 80/20 split with the Town of Tiburon. The Ranch needs these funds as soon as possible so they can rebuild their staffing levels. Due to the urgent nature and small size of the request, Staff recommends that the request be considered in the current year budget. Once the City is able to request its share of ARP funds, this contribution can be captured as an eligible expenditure.

**Fiscal Impact**

The request of \$13,720 can be accommodated in the current fiscal year (FY20/21) budgeted operating expenditures.

**Recommendation**

Consider the Belvedere-Tiburon Joint Recreation Committee's ("The Ranch") request for a financial contribution due to COVID-related hardships.

**Attachments**

- Request for financial assistance from The Ranch
- Resolution approving contribution to The Ranch



June 7, 2021

Dear Town of Tiburon and City of Belvedere,

I am writing to request that the Town and the City assist The Ranch in accessing funds from the American Rescue Plan Act (ARPA) to help mitigate the devastating financial impact of COVID-19 on our agency. As a Joint Powers Authority (JPA) of the Town and the City, The Ranch is not eligible for direct ARPA assistance, but is permitted to receive an allocation of ARPA funds through the Town and the City.

The Ranch began its 2021-22 financial year on March 1, 2021 with reserves down to an estimated \$124,000 (equivalent to approximately 1.5 months operating expenses), before interest income. We expect a loss of \$57,000 in 2021-22 as ongoing pandemic restrictions restrict our ability to normalize our program offerings. We are working hard to create new revenue streams, including introducing credit card processing fees, which are not in the budget.

Despite the harsh financial backdrop, we also need to gear up for a more normal program year. The Ranch proactively reduced hours and compensation for all employees early in the pandemic to offset the anticipated drop in revenues and reduce our net loss. Despite this, staff continued to pour their hearts into our modified programs. As we prepare for a full slate of program offerings, we are gradually bringing staff back full time, but we do not have the financial capacity to increase salaries commensurately.

I am therefore requesting that the Town and the City allocate \$68,600 of their ARPA funds to The Ranch according to the usual 80:20 split. \$2,500 will be used to reimburse The Ranch for essential PPE purchased during the pandemic and \$66,100 will be used to raise salaries back to pre-pandemic levels starting July 1, 2021. With other recreation departments in Marin now actively hiring, we run the risk of losing some of our most talented staff to better paying jobs. As an example, San Rafael is currently recruiting for both a Rec Coordinator and a Rec Supervisor at rates well above our current salary levels.

Before the pandemic hit, The Ranch was a self-sufficient, fiscally-sound agency, providing top notch recreation services to our community without relying on any direct tax dollars. We are grateful to be allowed to use certain Tiburon, Belvedere, RUSD and other local facilities to host some of our most popular programs and appreciate the \$125,000 cash injection the Town and the City gave at the beginning of the pandemic. This assistance was critical in keeping our agency afloat during these difficult times.

Your support will allow us to compensate our staff fairly and ensure that we can build back our youth and adult programs to the benefit of the entire community.

Sincerely,

Jessica Hotchkiss,  
THE RANCH Recreation Director

Belvedere Tiburon Joint Recreation Committee

## THE RANCH Profit and Loss Before Depreciation

US\$	FY13-14	FY14-15	FY15-16	FY16-17
Operating revenue	1,297,453	1,517,195	1,616,022	1,745,701
Operating expenses	1,305,755	1,519,529	1,592,002	1,715,632
Net operating income	-8,302	-2,334	24,020	30,069
Contributions <sup>1</sup>	79,113	20,495	46,780	-
Interest income	-	303	423	1,724
<b>Net income</b>	<b>70,811</b>	<b>18,464</b>	<b>71,223</b>	<b>31,793</b>
Reserve balance	164,221	159,828	212,940	240,639

US\$	FY17-18	FY18-19	FY19-20	FY20-21 Estimate	FY21-22 Budget
Operating revenue	1,778,297	1,805,455	1,915,445	691,454	1,277,890
Operating expenses	1,826,632	1,868,483	1,834,965	906,825	1,335,226
Net operating income	-48,335	-63,028	80,480	-215,371	-57,336
Contributions <sup>1</sup>	500	500	-	125,000	-
Interest income	3,745	5,895	8,446	n/a	n/a
<b>Net income</b>	<b>-44,090</b>	<b>-56,633</b>	<b>88,926</b>	<b>-90,641</b>	<b>-57,336</b>
Reserve balance	196,307	125,359	214,285	123,644	66,308

<sup>1</sup>Prior to FY20-21, contributions were private donations related to a fundraising campaign to buy furniture and equipment for Dairy Knoll.

## THE RANCH Employee Matrix

	Pre-Pandemic		Current		Difference		
	# of Staff	Salary	# of Staff	Salary	# of Staff	Salary	Benefits <sup>1</sup>
Director	1	\$82,000	1	\$65,000	0	\$17,000	\$1,522
Youth Recreation Supervisor I	1	\$72,000	1	\$65,000	0	\$7,000	\$627
Youth Recreation Supervisor II	1	\$65,000	1	\$65,000	0	\$0	\$0
Youth Recreation Coordinator	1	\$60,000	0	--	1	\$60,000	\$5,370
Adult Recreation Supervisor	1	\$72,000	1	\$65,000	0	\$7,000	\$627
Office Administrator	1	\$60,000	1	\$60,000	0	\$0	\$0
<b>Total Pool</b>	<b>6</b>	<b>\$411,000</b>	<b>5</b>	<b>\$320,000</b>	<b>1</b>	<b>\$91,000</b>	<b>\$8,145</b>

Total *annual* cost to return to pre-pandemic staffing      \$99,145

Adjusted for balance of fiscal year (8 months)      \$66,096

<sup>1</sup>Full-time employees receive 7.5% of base pay in a Deferred Compensation account; Medicare contributions are 1.45% of salary.

**CITY OF BELVEDERE**

**RESOLUTION NO.2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
APPROVING CONTRIBUTION TO THE RANCH**

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**WHEREAS**, the Belvedere-Tiburon Joint Recreation Committee (“The Ranch”) is a JPA formed by the Town of Tiburon and City of Belvedere, tasked with formulating, administering, and operating recreation and education programs and facilities for the residents of the Tiburon Peninsula; and

**WHEREAS**, The Ranch has experienced financial hardship due to the COVID-19 pandemic; and

**WHEREAS**, the federally funded American Rescue Plan (ARP) will provide the City with funding to respond to the financial impacts of COVID-19; and

**WHEREAS**, The Ranch is not eligible to receive direct ARP funding and has requested \$13,720 in funds from the City’s ARP allocation; and

**WHEREAS**, the ARP allows Cities to pass through these funds to other government agencies as subrecipients; and

**WHEREAS**, the City desires to contribute \$13,720 to The Ranch in June 2021; and

**WHEREAS**, said contribution is not a gift of public funds as it directly benefits the community of Belvedere and its residents; and

**WHEREAS**, on June 14, 2021 the City Council held a duly noticed public meeting and considered the funding request for The Ranch; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Belvedere that the amount of \$13,720 shall be contributed to The Ranch from the General Fund in Fiscal Year 2020-2021.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 14, 2021, by the following vote:

**AYES:**            —  
**NOES:**            —  
**ABSENT:**         —  
**ABSTAIN:**        —

Resolution No. 2021-xx

Belvedere City Council

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**APPROVED:** \_\_\_\_\_

James Campbell, Mayor

**ATTEST:** \_\_\_\_\_

Beth Haener, City Clerk

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To: Mayor and City Council  
From: Craig Middleton, City Manager  
Subject: **Contribution to the Belvedere Concerts-in-the-Park**

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**Recommended Motion/Item Description**

Consider the Belvedere Concerts-in-the-Park Committee’s request for a financial contribution.

**Background and Discussion**

The Belvedere Concerts-in-the-Park Committee (the “Committee”) typically brings an annual donation request to the City to support its efforts to bring free summer concerts to the community. Last year, because of COVID restrictions, the Committee was unable to host concerts, and therefore did not bring a donation request to the City.

The City has received a request for funding (attached) in the amount of \$4,000 from the Committee to support 2021 Concerts in the Parks. The amount of this request is consistent with previous years. The requested donation does not constitute a gift of public funds as it benefits the community and its residents.

**Fiscal Impact**

This request was anticipated and has been included in the draft budgeted operating expenses for Fiscal Year 2021-2022.

**Recommendation**

Consider the Belvedere Concerts-in-the-Park Committee’s request for a financial contribution.

**Attachments**

- Request for financial assistance from the Committee
- Resolution Authorizing Contribution to Concerts-in-the-Park



May 25, 2021

Mayor James Campbell  
Belvedere City Hall  
450 San Rafael Avenue  
Belvedere, CA 94920

Dear Mayor Campbell,

This year marks our 24<sup>th</sup> year of bringing free summer concerts to our community. We are appreciative of the City's support and are excited to announce that we will return to the Park for our August and Labor Day Concerts! Covid has affected all of us and we are ready for some music. The Committee is eager to make any adjustments in the park you request to keep our community safe., i.e. social distancing, etc.

**Concerts 2021 – We are Back!**

Sunday, August 15 – Dirty Cello and Opener.

Sunday, September 5 (Labor Day Weekend) - More music in the Park.

- Tim Hockenberry will perform at 3pm.
- Foreverland will follow at 4:30pm.
- Wilford Kelly, Base Baritone with San Francisco Opera Chorus, will entertain us with a Medley during the break.

In the past, The City has helped us with expenses by generously contributing \$4000. We respectfully ask for this amount again this year. Our fundraising efforts have been reduced during Covid and, like everything else, our expenses have increased.

We are prepared to appear at the Council Meeting of your choice to answer any questions your Council members may have about this season. Thank you for your consideration. We hope we can continue to include you in the program as one of our sponsors.

Respectfully,

Concerts in the Park Volunteer Committee

Sally Burr, Jerry Butler, Mimi Cornelius, Christina Decker, Ginny Doyle, Roger Felton, Adam Gavzer, Nena Hart, Maureen Johnson, Petey Stein.

Cc: Craig Middleton



**CITY OF BELVEDERE**

**RESOLUTION NO.2021-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELVEDERE  
APPROVING CONTRIBUTION TO CONCERTS-IN-THE-PARK**

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**WHEREAS**, the City of Belvedere has historically made an annual contribution to the Belvedere Concerts-in-the-Park program, which provides free summer concerts that benefit the community; and

**WHEREAS**, the Concerts-in-the-Park Committee has requested a City donation to the program for the year 2021 in the amount of \$4,000; and

**WHEREAS**, the City desires to contribute to the Concerts-in-the-Park program for the year 2021; and

**WHEREAS**, said contribution is not a gift of public funds as it directly benefits the community of Belvedere and its residents; and

**WHEREAS**, on June 14, 2021 the City Council held a duly noticed public meeting and considered the funding request for Concerts-in-the-Park; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Belvedere that the amount of \$4,000 shall be contributed to the Concerts-in-the-Park Program from the General Fund in Fiscal Year 2021-2022.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Belvedere on June 14, 2021, by the following vote:

**AYES:**            —

**NOES:**           —

**ABSENT:**       —

**ABSTAIN:**      —

**APPROVED:** \_\_\_\_\_

James Campbell, Mayor

**ATTEST:** \_\_\_\_\_

Beth Haener, City Clerk