

**City of Belvedere
Annual Operating & Capital Budget
Fiscal Year 2014/2015**

CITY of BELVEDERE

City Officials

City Council

Tom Cromwell, Mayor
Bob McCaskill, Vice Mayor
Sandra Donnell, Council Member
Claire McAuliffe, Council Member
James Campbell, Councilmember

Principal City Staff

Mary Neilan, City Manager
Tricia Seyler, Police Chief
Becky Eastman, Finance Officer
Leslie Carpentiers, City Clerk
Irene Borba, City Planner
Eric Banvard, Building Official
Scott Derdenger, Public Works Manager
Robert Epstein, City Attorney

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CITY of BELVEDERE

Mary Neilan, City Manager

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DATE: June 9, 2014

TO: Mayor Cromwell and Members of the City Council

FROM: Mary Neilan, City Manager

SUBJECT: Transmittal of Recommended FY14/15 Operating and Capital Budget

It is my pleasure to present the FY14/15 Operating and Capital Budget for City Council approval.

The annual Budget is a document that identifies the resources available to the City in the coming year and authorizes the expenditure of funds to pay for the services, projects and programs required to meet the needs of the community and achieve the City Council's goals. The City's finances are segregated into a number of funds, as a way to insure that assets designated for a specific purpose are spent as intended. The Budget is constructed to mirror that financial reporting system.

In addition to current year activity, the Budget includes five years of General Fund revenue and expenditures, projects revenue 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 Department operations, as well as transfers to the Fire Fund, Capital Projects Fund, Equipment Replacement Fund and Pension Reserve Fund.

General Fund Revenue

Belvedere depends primarily on property tax revenue to fund basic city services. Beyond the statutory 2% annual increase, this revenue stream grows only as a result of properties selling for more than their current assessed value, or from properties being improved and reassessed to reflect the value added. In FY14/15, staff expects Current Secured Property Tax revenue to increase by

4%, a relatively conservative estimate that recognizes the unpredictability of the real estate market and the difficulty in predicting what kind of improvement projects will be proposed and approved.

Revenue from Permits and Service Charges is projected to increase by 5.5% reflecting steady Planning/Building activity and a full year of the fee increases that went into effect last Fall.

\$290,000 is projected in the Fines and Forfeitures category accounting for accrued Construction Time Limit fines. This figure is less than the actual fines owed, allowing for the possibility of successful appeals. Miscellaneous revenue includes a reimbursement from Lower Golden Gate Underground District of \$123,038, the amount the City is advancing to facilitate formation of the District. Provided the District is approved, the General Fund will be reimbursed that amount from bond proceeds.

Total General Fund revenue is projected at \$5.8M, up nearly 10% from FY13/14 estimated. A majority of that increase is the result of extraordinary CTL revenue and the reimbursement from LGG Underground District.

General Fund Expenditures

The General Fund budget has been restructured this year to more accurately identify the actual cost of department operations and to segregate those expenses not associated with a specific department. Department budgets now include a pro rata share of the cost of IT services (software, maintenance, system administration), utilities, office supplies and the cost per employee of workers compensation insurance. In addition, a "Non-Departmental" section of the budget was created that includes citywide property and liability insurance, retiree health benefits, contributions to community activities and annual payments to a number of JPAs and other regional organizations to which the City belongs. Previously all these expenses were allocated to the General Administration and Planning & Building departments.

The Planning and Building Department budget reflects the shift away from contract planners to in-house staff. Funding for the full time Associate Planner hired last year is offset by a significant reduction in Contract Services. \$30,000 has been allocated for a Housing Element update that must be completed by December 31, and \$20,000 is budgeted for a permit tracking system that will improve workflow and provide staff and residents with easy access to information on building permits, planning applications, encroachment permits and road closures.

Only one staffing change is contemplated in next year's budget – the elimination of a Police Officer position, vacant since January 1. Other changes in the Police Department budget include a reduction in the cost of dispatch and records management provided by the County, and a 3.4% increase in the contract for the Police Chief, the first increase in several years.

The Public Works budget accounts for a slight uptick in the cost of various services, materials and supplies and includes \$10,000 for the Lyford Parking Lot Landscape, a project put on hold as a result of the statewide water shortage.

The Community Center budget has been renamed Recreation (The Ranch) to more accurately reflect the beneficiary of that allocation. In FY14/15, the City will spend a total of \$75,350,

including \$30,750 paid to the Town of Tiburon pursuant to the Dairy Knoll Facility Agreement and \$15,000 to The Ranch to offset increased operating costs associated with the new facility. The remaining allocation funds the cost of operating and maintaining the Belvedere Community Center, which is leased to The Ranch at no cost.

The citywide liability insurance included in the Non-Departmental budget, as well as the workers compensation premiums that appear in each department budget reflect a combined increase of \$107,000 (about 20%) over last year. In the coming months, staff will investigate other JPAs, specifically their governance model, policies, rate structure, membership and premium history and will bring a recommendation to the City Council.

Total General Fund expense (before transfers) in FY14/15 is estimated at \$4.8M, just about what was spent in FY11/12.

General Fund Transfers

\$460,802 will be transferred from the General Fund to the Fire Fund in FY14/15 and combined with Fire Tax revenue of \$755,072 to provide Fire and EMS services in Belvedere. \$349,388 will be transferred to the Capital Improvement Fund to pay for a variety of necessary capital projects. Lastly, a transfer of \$51,835 to the Equipment Replacement Fund will pay for a new police vehicle (offset in part by the sale of two surplus vehicles) and routine replacement of computers and furnishings.

A Pension Reserve Fund has been established and will be funded by transferring \$100,000 each year beginning in FY14/15 from the General Fund. Accumulated funds will be used in the future to pay down the City's Unfunded Accrued Actuarial Liability (UAAL).

FY14/15 General Fund Budget			
Revenues			\$5,825,644
Expenses		(4,828,775)	
Transfers:	Fire Fund	(460,802)	
	Capital Projects	(349,388)	
	Equipment Replacement	(51,835)	
	Pension Reserve	(100,000)	
Total Transfers Out		(962,025)	
Surplus/(Deficit)			\$34,844

General Fund Reserve

The Council's policy is to maintain a GF Reserve equal to 50% of the annual operating budget. The operating budget is defined as department expense plus the General Fund's contribution to fire protection services.

When the FY13/14 budget was adopted, it included an estimated Fund Balance (GF Reserve) at June 30, 2014 of \$2,613,266. During the fiscal year, the Council agreed to use a portion of the Reserve to pay down the City's pension liability (CalPERS Side Funds). As a result, the estimated Fund Balance at 6/30/14 is now expected to be \$1,926,506.

The preliminary FY14/15 budget results in a General Fund surplus of \$34,844 and projects an ending Fund Balance at June 30, 2015 of \$1,961,351.

General Fund Reserve		
Beginning Fund Balance 7/1/14		\$1,926,506
Revenues	5,825,644	
Expenses	(4,828,775)	
Transfers Out	(962,025)	
Surplus/(Deficit)		34,844
Ending Fund Balance 6/30/15		\$1,961,351

The projected Ending Fund Balance of \$1,961,351 is 34% of the annual operating budget, short of the Council policy by \$683,438.

Fire Fund

The City contracts with the Tiburon Fire Protection District to provide fire protection and emergency medical services to the citizens of Belvedere. In FY14/15, those services will cost \$1,213,775, of which \$755,072 will be collected and remitted to the District through a voter approved assessment on real property (Measure C). The General Fund will contribute \$460,802, shown as a transfer to the Fire Fund, to fully fund the contract.

Capital Improvement Fund

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

The following significant projects are included in this year's Capital Improvement Program.

Beach Road Seawall Stabilization - \$240,000

The seawall on Beach Road between Cove and Main has eroded to the point of needing significant repair. In FY13/14, staff undertook a structural analysis of the seawall and is now ready to proceed with the necessary improvements. Project scope includes design, permitting, preparation of bid documents, construction and project management. This may be the first phase of a larger project to strengthen and improve the seawall to mitigate flood risk.

Toyon Ave. Retaining Wall - \$65,000

This project replaces a deteriorated wood retaining wall constructed using old railroad track as support posts. The middle support has corroded and is missing. Design of this project occurred in FY13/14; construction is anticipated in FY14/15.

Community Rd./Mallard Rd. Storm Drain Re-Line Project - \$82,500

Recent video inspections of sections of pipe from Community Rd. to the Lagoon have located deteriorated sections of pipe that must be relined.

City Hall ADA Improvements - \$50,000

This funding would pay for several projects to improve access to City Hall from San Rafael Ave. and the Community Center parking lot.

Flood Mitigation: Structural and GeoTechnical Analysis of San Rafael Ave and Beach Rd.; Conceptual Design of Flood Protection Improvements - \$150,000

This project would explore the structural integrity of the seawalls and conceptual design of improvements that would mitigate Belvedere's flood risk.

Lower Golden Gate Underground District: Project Management and Street Paving - \$150,000

Previously, the City Council allocated \$50,000 to the LGGUD to offset Project Management expense. In addition, undergrounding projects have historically been accompanied by street paving projects that cannot be directly associated with the undergrounding (and therefore not funded by bond proceeds), but make economic sense to do at the same time. \$100,000 is a rough estimate based on scope of the undergrounding and condition of adjacent streets.

Equipment Replacement Fund

\$42,835 is budgeted in this fund for purchase of a police vehicle to replace a 2006 patrol car and \$15,000 will be used to replace computers and furniture as needed during the year.

Insurance Reserve Fund

(aka Legal Damages and Settlements)

The budget allocates \$10,000 from this fund for claims or other settlements that would not be covered by the City's property/liability insurance. No specific expenditure is anticipated at this time.

Five Year Projections

The Budget document includes a forecast of revenue and expenditures over the next five years and tracks the status of the General Fund Reserve. Key assumptions used in the projections include annual increases of 3%-4% in property tax, 2% in construction permits, 2% in planning and design review fees, 1% in personnel expense, 1.5%-5% in pension expense, 2% in non-personnel operating expense and 4% in the City's contribution to the Fire Fund. The projections also make annual transfers to the Pension Fund, fully fund the capital projects planned for the next five years and anticipate a Reserve balance at June 30, 2019 of \$2.1M.

Conclusion

The recommended FY14/15 Budget maintains essential staffing levels and allocates resources necessary to insure the health and safety of Belvedere residents, protect the City's assets, and provide the resources staff needs to do their jobs. 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. Revenue projections are conservative and I anticipate that by midyear we will be able to identify additional resources that can be used to further enhance the services provided to the community.

It has been my pleasure to serve as your City Manager for the last 18 months, and to work with a very dedicated Finance Committee and a talented City staff to produce this Budget for your review. In particular, I want to thank the City's Finance Officer, Becky Eastman, for her patience, her knowledge of Belvedere's organization and history and her financial expertise. I look forward to working with the City Council in the coming year to insure this community remains the unique and beautiful place its residents treasure.

City of Belvedere - Budget Guidelines

Budget Guidelines & Principles

I. City Government Reporting Entities and Services

The budget includes all of the funds and account groups of the City Belvedere. The City provides the following municipal services either directly or through contracts with the County or private entities:

- Building Permit/Plan Approval
- Emergency Services
- Engineering
- Library Services
- Recreation Services
- Parks & Open Space Maintenance
- Planning/Zoning/Design Review
- Public Safety (Police/Fire)
- Street and Infrastructure Maintenance

II. Financial Structure

A. 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.

City of Belvedere - Budget Guidelines

B. 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

C. 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.

D. 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.

City of Belvedere - Budget Guidelines

E. 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.

F. Account Groups

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

General Fixed Assets Account Group – this account group is used to maintain control and cost information on capital assets owned by the City.

General Long-Term Account Group – this account group is used to account for all long-term debt of the City.

III. Budget Policies and Procedures

A. Policy

The City's budget reflects careful preparation according to City Council goals, and citywide objectives. The budget serves as a principal management tool for the City administration, and is used to allocate the City's resources. The budget preparation process is a cooperative effort of the entire City organization. Departmental budgets originate within each department and Department Heads are responsible for operating within their budget amount as approved by the City Manager and authorized by the City Council. The budget document will be helpful to citizens in understanding the operations and costs of City services. Fund balances will be maintained at levels which will protect the City from future uncertainties. Each year, the City Manager submits a proposed budget to the City Council. It is the stated policy of the Council and City Manager that ongoing revenues match or exceed ongoing appropriations.

B. Budget Basis

The budgets of general government type funds (for example, the general fund itself, 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.

City of Belvedere - Budget Guidelines

The Annual Financial Audit Report 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 Audit Report.

C. Responsibility

The City Manager is responsible for preparing a budget in accordance with the guidelines established by the City Council.

D. Budget Preparation

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

E. Operating Budget

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 corollaries to this policy:

- Fund balances or contingency accounts should be used only 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.
- Fluctuating federal grants should not be used to fund ongoing programs.

F. Revenue Policies

A diversified and stable revenue system will be maintained to ensure fiscal health and absorb short run fluctuations in any one 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 budget.

City of Belvedere - Budget Guidelines

G. Minimum Year End Cash Balance Policy

The City shall insure that the General Fund Cash Balance will at year end be no less than one half 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.

H. Capital Budget

The Five-Year Capital Improvement Plan shall be prepared and updated each year. Although this plan may include "unfunded" projects that carry out the City's strategic and general plans, it must also include a capital spending plan that identifies projects that can be completed with known funding sources. Each department must, when planning capital projects, estimate the project's impact on the City's operating budget.

I. Budget Review

During the budget review phase, the City Manager's Office analyzes new positions, operating and capital budget requests. The Finance Committee which consists of four members chosen by the City Council from the community, the Mayor, the Vice-Mayor and the City Manager, reviews the draft budget and makes a recommendation to the City Council for adoption.

J. Budget Adoption

The City Manager presents the budget to the City Council. A public hearing is held and the budget is adopted by resolution.

K. Budget Implementation

A budgetary control system will be maintained to ensure compliance with the budget. The Finance Officer is responsible for setting up the budget for tracking purposes and is charged with ensuring funds availability during the year to cover expenditures and appropriations. Reports comparing the budget with expenditures are generated on a monthly basis.

L. Budget Revision

The City Council approves total budgeted appropriations throughout the year. Actual expenditures may not exceed budgeted appropriations. The City Manager or his designee is authorized to transfer budgeted amounts at the category level. The City has the following programs accounted for through its governmental funds: general government, public safety, public works, parks and open space, community development, streets & storm drain maintenance, and capital expenditures. Use of unappropriated reserves must be specifically approved by the City Council.

City of Belvedere - Budget Guidelines

IV. Financial Policies

A. General

The financial policies establish the framework for overall fiscal planning and management. The policies set forth guidelines for both current activities and long range planning. The policies will be reviewed annually to assure the highest standards of fiscal management.

B. Overall Goals

The overall financial goals underlying these financial policies are:

Fiscal Conservatism: To ensure that the City is at all times in a solid financial condition. This can be defined as:

Cash solvency - ability to pay bills.

Budgetary solvency - ability to balance the budget.

Long run solvency - ability to pay future costs.

Service level solvency - ability to provide needed and desired services.

Flexibility: to ensure that the City is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.

Adherence to the Highest Accounting and Management Practices: as set by the Governments Finance Officers' Association standards for financial reporting and budgeting, by the Governmental Accounting Standards Board and other professional standards.

C. Cash Management

1. Purpose

An investment policy has been adopted by resolution. The investment policy provides guidelines for the prudent investment of temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.

2. Objective

The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

City of Belvedere - Budget Guidelines

3. Policy

In order to maximize interest earnings, the City commingles the cash of all funds, except those funds held in trust for the City by various financial institutions in accordance with applicable trust agreements related to debt issues. Interest revenue derived from commingled cash is allocated monthly to the participating funds based on the relative cash balance of each fund.

4. Procedures

Criteria for selecting investments and the order of priority are:

Safety. The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The City only operates in those investments that are considered very safe and are allowable under Government Code Section 53601.

Liquidity. This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the need for unexpected funds occasionally occurs.

Yield. This is the dollar earnings an investment can provide, and sometimes is described as the rate of return.

5. Risk Management

The City maintains a comprehensive risk assessment program and annual hazard survey to identify areas that may pose liability issues. Furthermore, the City has a policy of vigorously defending claims filed against the City of Belvedere and continues to maintain an excellent loss history.

6. Annual Audit

Sound accounting practices suggest that an annual audit is a prudent business decision. The City requires an annual audit by a qualified independent accountant of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters. In compliance with the requirement of an annual audit, Odenberg, Ullako & Muranishi a firm of Certified Public Accountants, completed the audit for the fiscal year ending June 30, 2013.

City of Belvedere - Budget Guidelines

Annual Appropriations Limit

The Appropriations Limit, established by the State of California per Article XIII(B) of the California State Constitution, sets a limit for the annual appropriations of tax proceeds for all municipalities.

Article XIII(B) was amended by Proposition 111 to change the method of calculating the annual appropriations limit. Prior to Proposition 111, the annual appropriations limit was adjusted annually by the change in the cost of living or by the change in California per capita personal income, whichever was less, and by the percentage change in the population of the City.

Under the guidelines set forth by Proposition 111, the annual appropriations limit will not exceed a base year adjusted by the change in population of the City or the County combined with either the change in California per capita personal income or the change in the local assessment roll due to local nonresidential construction. Proposition 111 also changed the base year for all municipalities to 1986-87.

2012/13 Limit	\$2,464,271
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Adjustment Factors

Population	1.0042
Inflation	1.0512

Total Adjustment	1.0556
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2013/2014 Limit	\$2,601,322
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City of Belvedere – Position Allocation

<u>TITLE</u>	<u>FY 2014/15</u>
City Manager	1
Finance Officer	1
Public Works Manager	1
City Planner	1
Building Official	1
City Clerk	1
Associate Planner	1
Building Inspector	1
Maintenance Supervisor	1
Police Secretary	1
Department Secretary II	2
Maintenance Worker I	1
Maintenance Worker II	1
Admin Clerk	1
Police Sergeant	2
Police Officer	4
	Total 21
 <u>Contract Staff</u>	
Police Chief	1
City Engineer	1



Belvedere Residents

City Council
Tom Cromwell, Mayor
Bob McCaskill, Vice Mayor
City Councilors: Sandra Donnell, Claire McAulliffe, James Campbell

City Attorney
Rob Epstein
Deputy City Attorney
Erin Longfellow

City Manager
Mary Neilan

Public Safety

Police Chief
Tricia Seyler
Contract for Services

Tiburon Fire Protection District
Contract for Services

Police Sergeants
Chris Pool,
Tom Marksbury

Police Secretary
Lylene Phillips

Police Officers
Andy Rosas, Paul Sims
Mike Celeberti,
Janessa Gapinski

Planning & Building

City Planner
Irene Borba

Building Official
Eric Banvard

Associate Planner
Jocelyn Drake

Building Inspector
Genaro Muniz

Department Secretary II
Nancy Miller

Department Secretary II
Lorrie Duffy

Administration

Finance Officer
Becky Eastman

City Clerk
Leslie Carpentiers

IT Coordinator
Marin IT
Contract for Services

Admin Clerk
Allison Foutis

Public Works

Public Works Manager
Scott Derdenger

Maintenance Supervisor
Gerhard Laufer

Maintenance Workers
Max Sandoval
Shane Rodgers

City Engineer
John Moe
Contract for Services

City of Belvedere
Fiscal Year 2014/15 Revenues

Property Taxes	\$4,146,371
Local Non-Property Taxes	\$374,718
Service Charges	\$284,700
Licenses & Permits	\$426,000
Fines & Forfeitures	\$303,000
Investments & Property	\$17,767
Revenue from Other Agencies	\$123,550
Fire Protection Charge	\$755,072
Capital Improvement Revenue	\$368,507
Miscellaneous Other	\$149,538
TOTAL REVENUES	\$6,949,224

Fiscal Year 2014/15 Appropriations

General Administration	\$757,994
Planning and Building	\$1,177,154
Police	\$1,641,147
Public Works	\$819,787
Recreation (The Ranch)	\$75,350
Non-Departmental	\$357,343
Fire Fund	\$1,215,875
Restricted Funds	\$67,835
Capital Improvement	\$930,751
TOTAL APPROPRIATIONS	\$7,043,236

CITY of BELVEDERE - FY2014-2015 ANNUAL OPERATING BUDGET

Citywide Salary & Benefit Information - Budget Year + Four Year History

	FY2010/11	FY2011/12	FY2012/13	FY2013/14	FY2014/15
Regular Salaries	\$ 1,820,141	\$ 1,864,012	\$ 1,765,340	\$ 1,858,511	\$ 1,929,235
Contract Staff	\$ 518,815	\$ 381,052	\$ 635,253	\$ 347,372	\$ 341,715
CalPERS Retirement	\$ 466,234	\$ 492,162	\$ 412,878	\$ 1,117,176	\$ 281,683
Health Insurance	\$ 322,978	\$ 367,498	\$ 377,078	\$ 435,616	\$ 436,320
Other Fringe Benefits	\$ 344,490	\$ 432,108	\$ 403,302	\$ 418,410	\$ 490,527
Total Salary & Benefits	\$ 3,472,658	\$ 3,536,832	\$ 3,593,851	\$ 4,177,085	\$ 3,479,480



CITY OF BELVEDERE

CIP PROJECT LIST FY 2014/15

PROJECT	Total Project \$	Source of Funds						
		General Fund	Road Impact	Gas Tax	Co Transp	Cell Site Rent	Co Parks	FEMA Grant
Beach Rd Seawall Stabilization	240,000	29,551	120,000	60,000	30,449			
Misc Maint & Improv projects	65,000	42,126				22,874		
Emergency Drainage Repairs	10,000	10,000						
City Hall ADA	50,000	50,000						
Lower Golden Gate UGD	50,000		50,000					
Community Rd/Mallard Pipe re-line	82,500	82,500						
Wood Weir - Lagoon Rd Silt Basin	20,000	20,000						
Flood Mitigation	150,000	150,000						
Spot paving repairs	45,000		45,000					
Crack sealing	11,000		11,000					
Traffic Marking	7,500		7,500					
Shoulder Berms	5,000		5,000					
Lower Golden Gate UGD Paving	100,000		100,000					
Toyon Avenue Retaining Wall	65,000		65,000					
Painting Park Restroom	5,500						5,500	
Repair/Replace Rubber playground mat	7,500						7,500	
Playground Fiber Addition	5,000						5,000	
FEMA CTP	11,751							11,751
Totals	930,751	384,177	403,500	60,000	30,449	22,874	18,000	11,751

Source of Funds-General Fund

CIP Beginning Balance	\$	34,789
Transfer from General Fund		349,388
	\$	384,177

CITY OF BELVEDERE
FY2014-15 Projected Fund Balances

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Equipment Replacement Fund	Pension Reserve	Insurance Reserve Fund	Totals
Projected Fund Balance 7/1/14	\$1,926,506	\$0	\$34,789	\$249,261	\$8,067	\$115,000	\$0	\$57,212	\$2,390,835
<i>Plus Estimated 14/15 Revenue</i>	5,825,644	755,072	175,074	175,000	12,433	6,000	0	0	6,949,224
<i>Less Estimated 14/15 Expenditures</i>	(4,828,775)	(1,215,875)	(509,251)	(403,500)	(18,000)	(57,835)	0	(10,000)	(7,043,236)
Fund Balance Before Transfers	\$2,923,376	(\$460,802)	(\$299,388)	\$20,761	\$2,500	\$63,165	\$0	\$47,212	\$2,296,823
General Fund Transfers	(962,025)	460,802	349,388	0	0	51,835	100,000	0	0
Surplus/(Deficit)	34,844		15,211	(228,500)	(5,567)		100,000	(10,000)	
Estimated 6-30-15 Fund Balances	\$1,961,351	\$0	\$50,000	\$20,761	\$2,500	\$115,000	\$100,000	\$47,212	\$2,296,823

General Fund Reserve		
General Fund Expenses + Fire Transfer		5,289,577
General Fund Reserve Policy 50%		2,644,789
Projected General Fund Balance 6/30/15	37%	1,961,351
Over (Under) Policy		(683,438)

CITY of BELVEDERE - FY2014-2015 ANNUAL OPERATING BUDGET

REVENUE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY10-11 ACTUAL REVENUES	FY11-12 ACTUAL REVENUES	FY12-13 ACTUAL REVENUES	FY13-14 ESTIMATED REVENUES	FY14-15 APPROVED REVENUES
<u>GENERAL FUND</u>					
<u>Property Taxes:</u>					
Current Secured	\$2,936,875	\$3,006,205	\$3,121,274	\$3,306,126	\$3,438,371
Supplemental Assessments	36,859	37,150	50,569	67,000	67,000
Unsecured	72,560	73,384	72,983	76,141	76,000
Excess ERAF	327,388	315,693	306,217	374,599	305,000
VLF Swap	170,055	173,491	179,241	188,021	190,000
Real Property Transfer	58,993	74,783	69,503	80,000	70,000
Subtotal	<u>\$3,602,730</u>	<u>\$3,680,706</u>	<u>\$3,799,787</u>	<u>\$4,091,887</u>	<u>\$4,146,371</u>
<u>Local Non-Property Taxes:</u>					
Sales Taxes	\$42,485	\$87,755	\$117,690	\$80,000	\$80,000
Triple Flip	16,890	11,888	44,018	44,278	44,500
Sales Taxes - SB509	14,072	15,005	15,913	16,500	16,500
Business Licenses	70,406	65,694	70,136	71,000	70,000
PG&E Franchise	24,951	23,098	23,175	25,778	25,000
CATV Franchise	42,980	43,018	51,255	62,418	62,000
Garbage Franchise	55,097	62,220	95,451	56,214	76,718
Subtotal	<u>\$266,881</u>	<u>\$308,678</u>	<u>\$417,638</u>	<u>\$356,188</u>	<u>\$374,718</u>
<u>Licenses & Permits:</u>					
Construction Permits	\$279,871	\$349,324	\$372,949	\$340,000	\$350,000
Encroachment Permits	39,360	40,031	58,075	58,000	63,000
Revocable Licenses	6,900	9,000	4,800	6,000	6,000
Parking Permits	2,670	5,035	2,079	4,500	3,000
Miscellaneous Licenses and Permits	1,350	6,600	4,250	4,000	4,000
Subtotal	<u>\$330,151</u>	<u>\$409,990</u>	<u>\$442,153</u>	<u>\$412,500</u>	<u>\$426,000</u>
<u>Fines & Forfeitures:</u>					
Vehicle Code Fines	\$12,702	\$13,787	\$9,352	\$13,000	\$13,000
Planning & Building Penalties	10,371	219,093	113,419	4,000	290,000
Subtotal	<u>\$23,073</u>	<u>\$232,880</u>	<u>\$122,771</u>	<u>\$17,000</u>	<u>\$303,000</u>

CITY of BELVEDERE - FY2014-2015 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY10-11 ACTUAL REVENUES	FY11-12 ACTUAL REVENUES	FY12-13 ACTUAL REVENUES	FY13-14 ESTIMATED REVENUES	FY14-15 APPROVED REVENUES
<u>Investments & Property:</u>					
Investments	\$27,331	\$20,863	\$14,217	\$2,500	\$2,500
Rent	15,117	15,117	14,760	14,760	15,117
Community Center Rentals	150	150	150	150	150
Subtotal	\$42,598	\$36,130	\$29,127	\$17,410	\$17,767
<u>Revenue From Other Agencies:</u>					
Motor Vehicle In Lieu	\$9,928	\$1,076	\$1,115	\$923	\$900
HOPTR	21,573	21,900	22,022	22,070	22,100
POST Reimb	2,709	3,236	1,589	500	500
Supplemental Law Enforcement Funding	100,120	100,204	100,050	100,050	100,050
Subtotal	\$134,330	\$126,416	\$124,776	\$123,543	\$123,550
<u>Service Charges:</u>					
Road Closure Signs	\$9,624	\$14,508	\$24,105	\$25,000	\$30,000
Plan Reviews	143,164	236,695	136,363	150,000	155,000
Technology Fee	7,080	7,179	8,172	7,000	7,000
Zoning/Subdivision Fees	0	7,500	0	0	1,000
Variances and Use Permits	9,270	11,650	15,800	6,500	6,500
Design Review/Design Review Exceptions	54,634	62,370	61,517	42,000	55,000
Appeals	150	2,300	1,200	1,000	1,000
Residential Building Reports	11,700	13,500	13,500	13,000	13,000
Maps, Publications, and Copies	481	164	692	200	200
Special Police Services	9,186	3,478	2,470	2,000	2,000
Financial Services	10,385	9,923	10,080	10,000	10,000
Miscellaneous Charges for Services	5,485	4,959	4,100	4,000	4,000
Subtotal	\$261,159	\$374,226	\$277,999	\$260,700	\$284,700

**CITY of BELVEDERE - FY2014-2015 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS**

FUND/ACTIVITY	FY10-11 ACTUAL REVENUES	FY11-12 ACTUAL REVENUES	FY12-13 ACTUAL REVENUES	FY13-14 ESTIMATED REVENUES	FY14-15 APPROVED REVENUES
<u>Miscellaneous Other Revenue:</u>					
Golf Tournament	\$17,740	\$20,560	\$18,595	\$3,210	\$0
Concert-in-the-Park Series	24,646	21,832	25,348	24,702	24,000
Miscellaneous Other Revenue:	868	7,818	6,059	20,000	2,500
Grant Proceeds	0	0	0	7,416	0
Bond Proceeds Reimb-Lower GG UAD	0	0	0	0	123,038
Contributions/Private Grants	0	0	15,000	25,419	0
Subtotal	<u>\$43,254</u>	<u>\$50,210</u>	<u>\$65,002</u>	<u>\$80,747</u>	<u>\$149,538</u>
Total General Fund Revenue	<u>\$4,704,176</u>	<u>\$5,219,236</u>	<u>\$5,279,253</u>	<u>\$5,359,975</u>	<u>\$5,825,644</u>
<u>FIRE FUND</u>					
Fire Protection Charge	\$647,914	\$669,903	\$702,019	\$746,857	\$755,072
Total Fire Fund Revenue	<u>\$647,914</u>	<u>\$669,903</u>	<u>\$702,019</u>	<u>\$746,857</u>	<u>\$755,072</u>
<u>CAPITAL IMPROVEMENT FUND</u>					
Contributions/Private Grants	\$545	\$8,900	\$2,500	\$21,209	\$0
Measure A/B Transportation Sales Tax	21,354	21,880	45,759	26,438	30,449
Grant-Bicycle Parking	0	1,570	0	0	0
Sidewalk Repair Reimbursement	0	0	0	14,709	0
FEMA CTP Project	0	58,478	51,940	27,831	11,751
Rental Income (Cell Site)	24,581	25,274	25,024	22,874	22,874
BLC Contribution-ADA Improvements	0	0	0	0	50,000
Misc. Other Revenue	953	720	225	18,591	0
Total Cap. Improvement Fund Revenue	<u>\$47,433</u>	<u>\$116,822</u>	<u>\$125,448</u>	<u>\$131,652</u>	<u>\$115,074</u>
<u>ROAD IMPACT FUND</u>					
Road Impact Fee	126,096	190,732	187,460	175,000	175,000
	<u>\$126,096</u>	<u>\$190,732</u>	<u>\$187,460</u>	<u>\$175,000</u>	<u>\$175,000</u>

CITY of BELVEDERE - FY2014-2015 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY10-11 ACTUAL REVENUES	FY11-12 ACTUAL REVENUES	FY12-13 ACTUAL REVENUES	FY13-14 ESTIMATED REVENUES	FY14-15 APPROVED REVENUES
<u>MARIN COUNTY PARKS & OPEN</u>					
<u>SPACE SALES TAX FUND</u>					
Measure A Parks Sales Tax	0	0	0	8,067	12,433
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$8,067</u>	<u>\$12,433</u>
<u>GAS TAX FUND</u>					
Investment Earnings	\$109	\$132	\$87	\$40	\$43
Section 2103	17,392	28,977	19,266	29,312	22,737
Section 2105	11,187	9,999	9,213	10,487	10,449
Section 2106	13,006	12,689	12,936	12,962	12,932
Section 2107	14,933	14,766	15,166	12,887	12,839
Section 2107.5	1,000	1,000	1,000	1,000	1,000
Total Gas Tax Fund Revenue	<u>\$57,627</u>	<u>\$67,563</u>	<u>\$57,668</u>	<u>\$66,688</u>	<u>\$60,000</u>
<u>EQUIPMENT REPLACEMENT FUND</u>					
Sale of Property	\$4,625	\$12,036	\$1,058	\$632	\$6,000
Total Equip. Repl. Fund Revenue	<u>\$4,625</u>	<u>\$12,036</u>	<u>\$1,058</u>	<u>\$632</u>	<u>\$6,000</u>
TOTAL REVENUE - ALL FUNDS	<u>\$5,461,775</u>	<u>\$6,085,560</u>	<u>\$6,165,446</u>	<u>\$6,488,871</u>	<u>\$6,949,224</u>

CITY of BELVEDERE - FY2014-2015 ANNUAL OPERATING BUDGET

EXPENDITURE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED EXPENDITURES
GENERAL FUND:					
General Administration	\$839,580	\$1,045,551	\$1,143,753	\$815,800	\$757,994
Planning and Building	1,457,820	1,420,825	1,551,205	1,370,604	1,177,154
Police	1,560,867	1,587,011	1,722,318	1,564,994	1,841,147
Public Works Operations & Maintenance	798,721	704,080	756,046	748,656	819,787
Recreation (The Ranch)	16,344	18,293	317,975	44,800	75,350
Non-Departmental	0	0	0	0	357,343
CalPERS Side Fund Payoff	0	0	0	853,729	0
TOTAL GENERAL FUND	\$4,673,332	\$4,775,760	\$5,491,297	\$5,398,584	\$4,828,775
CAPITAL IMPROVEMENT FUND:					
Streets	\$334,339	\$277,903	\$123,936	\$239,917	\$233,500
Drainage	23,163	42,267	46,062	10,000	92,500
Lanes	0	4,993	0	40,000	0
Parks & Open Space	58,552	271,720	13,250	0	18,000
Community Buildings	87,996	324,669	30,106	\$48,023	\$0
Miscellaneous Other	104,711	222,822	172,453	147,831	536,751
Utility Underground Districts	82,902	129,743	22,897	113,000	50,000
TOTAL CAPITAL IMPROVEMENT FUND	\$357,324	\$896,214	\$284,768	\$598,771	\$930,751
FIRE FUND:					
	\$1,116,752	\$1,109,096	\$1,136,605	\$1,167,091	\$1,215,875
RESTRICTED FUNDS:					
Equipment Replacement	25,000	27,190	9,949	15,000	57,835
Legal Damages and Settlements	0	96,323	41,465	5,000	10,000
TOTAL RESTRICTED FUNDS	\$25,000	\$123,513	\$51,414	\$20,000	\$67,835
TOTAL ALL FUNDS	\$6,172,408	\$7,004,583	\$6,964,084	\$7,184,445	\$7,043,236

CITY of BELVEDERE
FY 2013-14 - FY 2018-19 Projections
Revenues

FUND/ACTIVITY	FY2013-14 Est. Revenues	FY2014-15 Approved Bud.	FY2015-16 Projections	FY2016-17 Projections	FY2017-18 Projections	FY2018-19 Projections
<u>GENERAL FUND</u>						
Property Taxes:						
Current Secured	\$3,306,126	\$3,438,371	\$3,575,906	\$3,718,942	\$3,867,700	\$4,022,408
Supplemental Assessments	67,000	67,000	69,010	71,080	73,213	75,409
Unsecured	76,141	76,000	77,520	79,070	80,652	82,265
ERAF	374,599	305,000	305,000	305,000	305,000	305,000
VLF Swap	188,021	190,000	193,800	197,676	201,630	205,662
Real Property Transfer	80,000	70,000	71,400	72,828	74,285	75,770
<i>Subtotal</i>	<u>\$4,091,887</u>	<u>\$4,146,371</u>	<u>\$4,292,636</u>	<u>\$4,444,597</u>	<u>\$4,602,478</u>	<u>\$4,766,514</u>
Local Non-Property Taxes:						
Sales Taxes	\$80,000	\$80,000	\$81,600	\$83,232	\$84,897	\$86,595
Triple Flip	44,278	44,500	45,390	46,298	47,224	48,168
Sales Taxes - SB509	16,500	16,500	16,830	17,167	17,510	17,860
Business Licenses	71,000	70,000	71,400	72,828	74,285	75,770
PG&E Franchise	25,778	25,000	25,500	26,010	26,530	27,061
CATV Franchise	62,418	62,000	63,240	64,505	65,795	67,111
Garbage Franchise	56,214	76,718	78,253	79,818	81,414	83,042
<i>Subtotal</i>	<u>\$356,188</u>	<u>\$374,718</u>	<u>\$382,213</u>	<u>\$389,857</u>	<u>\$397,654</u>	<u>\$405,607</u>

CITY of BELVEDERE
FY 2013-14 - FY 2018-19 Projections
Revenues

FUND/ACTIVITY	FY2013-14 Est. Revenues	FY2014-15 Approved Bud.	FY2015-16 Projections	FY2016-17 Projections	FY2017-18 Projections	FY2018-19 Projections
Licenses & Permits:						
Construction Permits	\$340,000	\$350,000	\$357,000	\$364,140	\$371,423	\$378,851
Encroachment Permits	58,000	63,000	63,000	63,000	63,000	63,000
Revocable Licenses	6,000	6,000	6,000	6,000	6,000	6,000
Parking Permits	4,500	3,000	4,000	3,000	4,000	3,000
Miscellaneous Licenses and Permits	4,000	4,000	4,000	4,000	4,000	4,000
<i>Subtotal</i>	<u>\$412,500</u>	<u>\$426,000</u>	<u>\$434,000</u>	<u>\$440,140</u>	<u>\$448,423</u>	<u>\$454,851</u>
Fines & Forfeitures:						
Vehicle Code Fines	\$13,000	\$13,000	\$15,000	\$15,000	\$15,000	\$15,000
Planning & Building Penalties	4,000	290,000	100,000	100,000	100,000	100,000
<i>Subtotal</i>	<u>\$17,000</u>	<u>\$303,000</u>	<u>\$115,000</u>	<u>\$115,000</u>	<u>\$115,000</u>	<u>\$115,000</u>
Investments & Property:						
Investments	\$2,500	\$2,500	\$3,000	\$3,500	\$4,000	\$4,500
Rent	14,760	15,117	15,873	15,873	16,666	16,666
Community Center Rentals	150	150	150	150	150	150
<i>Subtotal</i>	<u>\$17,410</u>	<u>\$17,767</u>	<u>\$19,023</u>	<u>\$19,523</u>	<u>\$20,816</u>	<u>\$21,316</u>
Revenue From Other Agencies:						
Motor Vehicle In Lieu	\$923	\$900	\$927	\$955	\$983	\$1,013
HOPTR	22,070	22,100	22,200	22,300	22,400	22,500
POST Reimb	500	500	500	500	500	500
Supplemental Law Enforcement Funding	100,050	100,050	100,500	100,500	100,500	100,500
<i>Subtotal</i>	<u>\$123,543</u>	<u>\$123,550</u>	<u>\$124,127</u>	<u>\$124,255</u>	<u>\$124,383</u>	<u>\$124,513</u>

CITY of BELVEDERE
FY 2013-14 - FY 2018-19 Projections
Revenues

FUND/ACTIVITY	FY2013-14 Est. Revenues	FY2014-15 Approved Bud.	FY2015-16 Projections	FY2016-17 Projections	FY2017-18 Projections	FY2018-19 Projections
Service Charges:						
Road Closure Signs	\$25,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Plan Reviews	150,000	155,000	158,100	161,262	164,487	167,777
Technology Fee	7,000	7,000	7,000	7,000	7,000	7,000
Zoning/Subdivision Fees	0	1,000	1,000	1,000	1,000	1,000
Variances and Use Permits	6,500	6,500	7,000	7,500	8,000	8,500
Design Review/Design Review Exceptions	42,000	55,000	56,100	57,222	58,366	59,534
Appeals	1,000	1,000	1,000	1,000	1,000	1,000
Residential Building Reports	13,000	13,000	13,000	13,000	13,000	13,000
Maps, Publications, and Copies	200	200	200	200	200	200
Special Police Services	2,000	2,000	2,500	3,000	3,500	4,000
Financial Services	10,000	10,000	10,000	10,000	10,000	10,000
Miscellaneous Charges for Services	4,000	4,000	4,000	4,000	4,000	4,000
<i>Subtotal</i>	<u>\$260,700</u>	<u>\$284,700</u>	<u>\$289,900</u>	<u>\$295,184</u>	<u>\$300,554</u>	<u>\$306,011</u>
Miscellaneous Other Revenue:	<u>\$80,747</u>	<u>\$149,538</u>	<u>\$26,000</u>	<u>\$26,000</u>	<u>\$26,000</u>	<u>\$26,000</u>
Total GF Revenue	<u>\$5,359,975</u>	<u>\$5,825,644</u>	<u>\$5,682,898</u>	<u>\$5,854,555</u>	<u>\$6,035,309</u>	<u>\$6,219,813</u>
<u>FIRE FUND</u>	<u>\$746,857</u>	<u>\$755,072</u>	<u>\$792,826</u>	<u>\$832,467</u>	<u>\$874,091</u>	<u>\$917,795</u>
<u>CAPITAL IMPROVEMENT FUND</u>	<u>\$198,340</u>	<u>\$175,074</u>	<u>\$120,000</u>	<u>\$120,000</u>	<u>\$120,000</u>	<u>\$120,000</u>
<u>ROAD IMPACT FEE FUND</u>	<u>\$175,000</u>	<u>\$175,000</u>	<u>\$178,500</u>	<u>\$182,070</u>	<u>\$185,711</u>	<u>\$189,426</u>
<u>MEASURE A FUND</u>	<u>\$8,067</u>	<u>\$12,433</u>	<u>\$12,682</u>	<u>\$12,935</u>	<u>\$13,194</u>	<u>\$13,458</u>
TOTAL REVENUE - ALL FUNDS	<u>\$6,488,239</u>	<u>\$6,943,224</u>	<u>\$6,786,906</u>	<u>\$7,002,028</u>	<u>\$7,228,305</u>	<u>\$7,460,491</u>

CITY of BELVEDERE
FY 2013-14 - FY 2018-19 Projections
Expenditures

FUND/ACTIVITY	FY2013-14 Est. Expenditures	FY2014-15 Approved Bud.	FY2015-16 Projections	FY2016-17 Projections	FY2017-18 Projections	FY2018-19 Projections
<u>GENERAL FUND</u>						
General Administration:						
Personnel Services	\$443,089	\$457,997	\$462,577	\$467,202	\$471,874	\$476,593
Fringe Benefits	138,182	155,618	157,952	161,111	165,139	170,093
<i>Subtotal</i>	<u>\$581,271</u>	<u>\$613,614</u>	<u>\$620,529</u>	<u>\$628,313</u>	<u>\$637,013</u>	<u>\$646,686</u>
Outside Services	\$275,363	\$104,401	\$106,489	\$108,619	\$110,791	\$113,007
Utilities	14,000	5,478	\$5,588	\$5,699	\$5,813	\$5,930
Operations	(73,334)	24,364	\$24,851	\$25,348	\$25,855	\$26,372
Materials & Supplies	18,500	10,137	10,340	10,547	10,757	10,973
<i>Subtotal</i>	<u>\$234,529</u>	<u>\$144,380</u>	<u>\$147,268</u>	<u>\$150,213</u>	<u>\$153,217</u>	<u>\$156,282</u>
<i>Total GA Expenditures</i>	<u><u>\$815,800</u></u>	<u><u>\$757,994</u></u>	<u><u>\$767,796</u></u>	<u><u>\$778,526</u></u>	<u><u>\$790,230</u></u>	<u><u>\$802,968</u></u>
Planning & Building:						
Personnel Services	\$555,825	\$627,339	\$633,613	\$639,949	\$646,348	\$652,812
Fringe Benefits	209,062	261,818	265,745	271,060	277,836	286,171
<i>Subtotal</i>	<u>\$764,887</u>	<u>\$889,157</u>	<u>\$899,358</u>	<u>\$911,009</u>	<u>\$924,185</u>	<u>\$938,983</u>
Outside Services	\$180,000	\$247,669	\$252,622	\$257,675	\$262,828	\$268,085
Utilities	1,967	10,722	\$10,936	\$11,155	\$11,378	\$11,606
Operations	415,250	16,288	\$16,614	\$16,946	\$17,285	\$17,631
Materials & Supplies	8,500	13,318	13,584	13,856	14,133	14,416
<i>Subtotal</i>	<u>\$605,717</u>	<u>\$287,997</u>	<u>\$293,757</u>	<u>\$299,632</u>	<u>\$305,625</u>	<u>\$311,737</u>
<i>Total P&B Expenditures</i>	<u><u>\$1,370,604</u></u>	<u><u>\$1,177,154</u></u>	<u><u>\$1,193,115</u></u>	<u><u>\$1,210,641</u></u>	<u><u>\$1,229,809</u></u>	<u><u>\$1,250,720</u></u>

CITY of BELVEDERE
FY 2013-14 - FY 2018-19 Projections
Expenditures

FUND/ACTIVITY	FY2013-14 Est. Expenditures	FY2014-15 Approved Bud.	FY2015-16 Projections	FY2016-17 Projections	FY2017-18 Projections	FY2018-19 Projections
Police:						
Personnel Services	\$768,016	\$769,391	\$777,085	\$784,856	\$792,704	\$800,632
Fringe Benefits	350,460	381,519	387,242	394,986	406,836	427,178
<i>Subtotal</i>	<u>\$1,118,476</u>	<u>\$1,150,910</u>	<u>\$1,164,327</u>	<u>\$1,179,842</u>	<u>\$1,199,540</u>	<u>\$1,227,809</u>
Outside Services	\$396,539	\$431,394	\$440,022	\$448,822	\$457,799	\$466,955
Utilities	11,800	11,920	\$12,158	\$12,402	\$12,650	\$12,903
Operations	19,779	23,980	\$24,439	\$24,928	\$25,427	\$25,935
Materials & Supplies	18,400	22,963	23,422	23,891	24,369	24,856
<i>Subtotal</i>	<u>\$446,518</u>	<u>\$490,237</u>	<u>\$500,042</u>	<u>\$510,043</u>	<u>\$520,243</u>	<u>\$530,648</u>
<i>Total PD Expenditures</i>	<u>\$1,564,994</u>	<u>\$1,641,147</u>	<u>\$1,664,368</u>	<u>\$1,689,885</u>	<u>\$1,719,784</u>	<u>\$1,758,458</u>
Public Works Operations & Maintenance:						
Personnel Services	\$335,268	\$342,970	\$346,399	\$349,863	\$353,362	\$356,896
Fringe Benefits	121,407	145,974	148,164	151,127	154,905	159,552
<i>Subtotal</i>	<u>\$456,675</u>	<u>\$488,944</u>	<u>\$494,563</u>	<u>\$500,990</u>	<u>\$508,267</u>	<u>\$516,448</u>
Outside Services	\$176,775	\$206,004	\$210,124	\$214,327	\$218,613	\$222,985
Utilities	32,100	38,300	\$39,066	\$39,847	\$40,644	\$41,457
Operations	48,656	46,357	\$47,284	\$48,230	\$49,194	\$50,178
Materials & Supplies	34,450	40,182	40,986	41,805	42,641	43,494
<i>Subtotal</i>	<u>\$291,981</u>	<u>\$330,843</u>	<u>\$337,460</u>	<u>\$344,209</u>	<u>\$351,093</u>	<u>\$358,115</u>
<i>Total PW Expenditures</i>	<u>\$748,656</u>	<u>\$819,787</u>	<u>\$832,023</u>	<u>\$845,199</u>	<u>\$859,360</u>	<u>\$874,563</u>

CITY of BELVEDERE
FY 2013-14 - FY 2018-19 Projections
Expenditures

FUND/ACTIVITY	FY2013-14 Est. Expenditures	FY2014-15 Approved Bud.	FY2015-16 Projections	FY2016-17 Projections	FY2017-18 Projections	FY2018-19 Projections
Recreation (The Ranch)						
Outside Services	\$28,700	\$59,950	\$61,149	\$62,372	\$63,619	\$64,892
Utilities	7,300	3,900	\$3,978	\$4,058	\$4,139	\$4,221
Operations	8,800	11,500	\$11,730	\$11,965	\$12,204	\$12,448
<i>Total CC Expenditures</i>	<u>\$44,800</u>	<u>\$75,350</u>	<u>\$76,857</u>	<u>\$78,394</u>	<u>\$79,962</u>	<u>\$81,561</u>
Non-Departmental						
Outside Services	\$0	\$74,331	\$66,074	\$66,735	\$64,402	\$65,046
CalPERS Side Fund Payoff	853,729	0	0	0	0	0
Operations	0	283,012	345,733	352,648	359,701	366,895
	<u>\$853,729</u>	<u>\$357,343</u>	<u>\$411,807</u>	<u>\$419,383</u>	<u>\$424,103</u>	<u>\$431,941</u>
TOTAL GF EXPENDITURES	<u>\$5,398,584</u>	<u>\$4,828,775</u>	<u>\$4,945,966</u>	<u>\$5,022,028</u>	<u>\$5,103,249</u>	<u>\$5,200,211</u>

CITY of BELVEDERE
FY 2013-14 - FY 2018-19 Projections
Expenditures

FUND/ACTIVITY	FY2013-14 Est. Expenditures	FY2014-15 Approved Bud.	FY2015-16 Projections	FY2016-17 Projections	FY2017-18 Projections	FY2018-19 Projections
<u>FIRE FUND</u>						
TFPD Contract	\$1,167,091	\$1,215,875	\$1,264,510	\$1,315,090	\$1,367,694	\$1,422,401
Operations	0	0	2,100	2,100	2,100	2,100
TOTAL FF EXPENDITURES	\$1,167,091	\$1,215,875	\$1,266,610	\$1,317,190	\$1,369,794	\$1,424,501
<u>CAPITAL IMPROVEMENT FUND</u>	\$374,771	\$509,251	\$336,500	\$274,500	\$523,000	\$351,000
<u>ROAD IMPACT FEE FUND</u>	\$224,000	\$403,500	\$175,000	\$175,000	\$175,000	\$175,000
<u>MEASURE A FUND</u>	\$0	\$18,000	\$12,000	\$12,000	\$12,000	\$12,000
<u>EQUIPMENT REPLACEMENT FUND</u>	\$15,000	\$57,835	\$15,000	\$15,000	\$15,000	\$15,000
<u>INSURANCE RESERVE FUND</u>	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL EXPENDITURES - ALL SELECT FUNDS	\$7,184,445	\$7,043,236	\$6,761,076	\$6,825,718	\$7,208,043	\$7,187,712

CITY OF BELVEDERE
FY2014-15 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Equipment Replacement Fund	Pension Reserve	Insurance Reserve Fund	Totals
Projected Fund Balance 7/1/14	\$1,926,506	\$0	\$18,873	\$265,177	\$8,067	\$115,000	\$0	\$57,212	\$2,390,835
<i>Plus Estimated FY14-15 Revenue</i>	5,825,644	755,072	175,074	175,000	12,433	6,000	0	0	6,949,224
<i>Less Estimated FY14-15 Expenditures</i>	(\$4,828,775)	(\$1,215,875)	(\$509,251)	(\$403,500)	(\$18,000)	(\$57,835)	\$0	(\$10,000)	(\$7,043,236)
Fund Balance Before Transfers	\$2,923,376	(\$460,802)	(\$315,305)	\$36,677	\$2,500	\$63,165	\$0	\$47,212	\$2,296,823
<i>General Fund Transfers</i>	(962,025)	460,802	349,388	0	0	51,835	100,000	0	0
Surplus/Deficit	34,844	0	15,211	(228,500)	(5,567)	0	100,000	(10,000)	(94,012)
Estimated 6/30/15 Fund Balances	\$1,961,351	\$0	\$34,083	\$36,677	\$2,500	\$115,000	\$100,000	\$47,212	\$2,296,823

General Fund Reserve	
General Fund Expenses + Fire Transfer	\$5,289,577
General Fund Reserve Policy 50%	\$2,644,789
Projected General Fund Balance 6/30/15	37% \$1,961,351
Over (Under) Policy	(\$683,438)

CITY OF BELVEDERE
FY2015-16 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Equipment Replacement Fund	Pension Reserve	Insurance Reserve Fund	Totals
Projected Fund Balance 7/1/15	\$1,961,351	\$0	\$34,083	\$36,677	\$2,500	\$115,000	\$100,000	\$47,212	\$2,296,823
<i>Plus Estimated FY15/16 Revenue</i>	5,682,898	792,826	120,000	178,500	12,682	50	0	0	6,786,956
<i>Less Estimated FY15/16 Expenditures</i>	(\$4,945,966)	(\$1,266,610)	(\$336,500)	(\$175,000)	(\$12,000)	(\$15,000)	\$0	(\$10,000)	(\$6,761,076)
Fund Balance Before Transfers	\$2,698,283	(\$473,784)	(\$182,417)	\$40,177	\$3,182	\$100,050	\$100,000	\$37,212	\$2,322,703
<i>General Fund Transfers</i>	(771,150)	473,784	182,417	0	0	14,950	100,000	0	0
Surplus/Deficit	(34,218)	0	(34,083)	3,500	682	0	100,000	(10,000)	25,880
Estimated 6/30/16 Fund Balances	\$1,927,133	\$0	\$0	\$40,177	\$3,182	\$115,000	\$200,000	\$37,212	\$2,322,703

General Fund Reserve	
General Fund Expenses + Fire Transfer	\$5,419,750
General Fund Reserve Policy 50%	\$2,709,875
Projected General Fund Balance 6/30/16	36% \$1,927,133
Over (Under) Policy	(\$782,742)

CITY OF BELVEDERE

FY2016-17 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Equipment Replacement Fund	Pension Reserve	Insurance Reserve Fund	Totals
Projected Fund Balance 7/1/16	\$1,927,133	\$0	\$0	\$40,177	\$3,182	\$115,000	\$200,000	\$37,212	\$2,322,703
<i>Plus Estimated FY16/17 Revenue</i>	5,854,555	832,467	120,000	182,070	12,935	50	0	0	7,002,078
<i>Less Estimated FY16/17 Expenditures</i>	(\$5,022,028)	(\$1,317,190)	(\$274,500)	(\$175,000)	(\$12,000)	(\$15,000)	\$0	(\$10,000)	(\$6,825,718)
Fund Balance Before Transfers	\$2,759,660	(\$484,723)	(\$154,500)	\$47,247	\$4,117	\$100,050	\$200,000	\$27,212	\$2,499,063
<i>General Fund Transfers</i>	(754,173)	484,723	154,500	0	0	14,950	100,000	0	0
Surplus/Deficit	78,355	0	0	7,070	935	0	100,000	(10,000)	176,360
Estimated 6/30/17 Fund Balances	\$2,005,487	\$0	\$0	\$47,247	\$4,117	\$115,000	\$300,000	\$27,212	\$2,499,063

General Fund Reserve	
General Fund Expenses + Fire Transfer	\$5,506,751
General Fund Reserve Policy 50%	\$2,753,375
Projected General Fund Balance 6/30/17	36% \$2,005,487
Over (Under) Policy	(\$747,888)

CITY OF BELVEDERE
FY2017-18 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Equipment Replacement Fund	Pension Reserve	Insurance Reserve Fund	Totals
Projected Fund Balance 7/1/17	\$2,005,487	\$0	\$0	\$47,247	\$4,117	\$115,000	\$300,000	\$27,212	\$2,499,063
<i>Plus Estimated FY17/18 Revenue</i>	6,035,309	874,091	120,000	185,711	13,194	50	0	0	7,228,355
<i>Less Estimated FY17/18 Expenditures</i>	(\$5,103,249)	(\$1,369,794)	(\$523,000)	(\$175,000)	(\$12,000)	(\$15,000)	\$0	(\$10,000)	(\$7,208,043)
Fund Balance Before Transfers	\$2,937,547	(\$495,703)	(\$403,000)	\$57,958	\$5,311	\$100,050	\$300,000	\$17,212	\$2,519,375
<i>General Fund Transfers</i>	(1,013,653)	495,703	403,000	0	0	14,950	100,000	0	0
Surplus/Deficit	(81,593)	0	0	10,711	1,194	0	100,000	(10,000)	20,312
Estimated 6/30/18 Fund Balances	\$1,923,894	\$0	\$0	\$57,958	\$5,311	\$115,000	\$400,000	\$17,212	\$2,519,375

General Fund Reserve	
General Fund Expenses + Fire Transfer	\$5,598,952
General Fund Reserve Policy 50%	\$2,799,476
Projected General Fund Balance 6/30/18	34% \$1,923,894
Over (Under) Policy	(\$875,582)

CITY OF BELVEDERE
FY2018-19 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Equipment Replacement Fund	Pension Reserve	Insurance Reserve Fund	Totals
Projected Fund Balance 7/1/18	\$1,923,894	\$0	\$0	\$57,958	\$5,311	\$115,000	\$400,000	\$17,212	\$2,519,375
<i>Plus Estimated FY18/19 Revenue</i>	6,219,813	917,795	120,000	189,426	13,458	50	0	0	7,460,541
<i>Less Estimated FY18/19 Expenditures</i>	(\$5,200,211)	(\$1,424,501)	(\$351,000)	(\$175,000)	(\$12,000)	(\$15,000)	\$0	(\$10,000)	(\$7,187,712)
Fund Balance Before Transfers	\$2,943,496	(\$506,706)	(\$231,000)	\$72,384	\$6,769	\$100,050	\$400,000	\$7,212	\$2,792,204
<i>General Fund Transfers</i>	(852,656)	506,706	231,000	0	0	14,950	100,000	0	0
Surplus/Deficit	166,946	0	0	14,426	1,458	0	100,000	(10,000)	272,829
Estimated 6/30/19 Fund Balances	\$2,090,840	\$0	\$0	\$72,384	\$6,769	\$115,000	\$500,000	\$7,212	\$2,792,204

General Fund Reserve	
General Fund Expenses + Fire Transfer	\$5,706,917
General Fund Reserve Policy 50%	\$2,853,459
Projected General Fund Balance 6/30/19	37% \$2,090,840
Over (Under) Policy	(\$762,619)

GENERAL ADMINISTRATION DEPARTMENT

**CITY OF BELVEDERE
GENERAL ADMINISTRATION
GOALS & OVERALL ORGANIZATION**

In support of General Administration, staffing consists of the City Manager, the City Clerk and the Finance Officer. The City Manager is the City's chief administrative officer appointed by the City Council and is responsible for the day-to-day operations of the City and oversight of all departments. The Department's activities cover a wide range of functions. Its customers consist of the public, community groups, and local organizations, as well as all the other City departments.

Direct responsibilities of the Department include, but are not limited to: preparation of the City's Annual Operating Budget; finance administration, accounts receivable and payable, payroll processing, emergency preparedness, public information, implementation and enforcement of the City's human resources and administrative policies and programs; city clerk functions such as records management in accordance with approved retention schedules, election administration, preparation of City Council agendas and minutes, certification of official actions taken by the Council, and codification of City ordinances; oversight of various contracts and inter-agency agreements; coordination of certain community activities and organizations; computer systems administration and information technology support; coordination of City services; and employee safety and risk management.

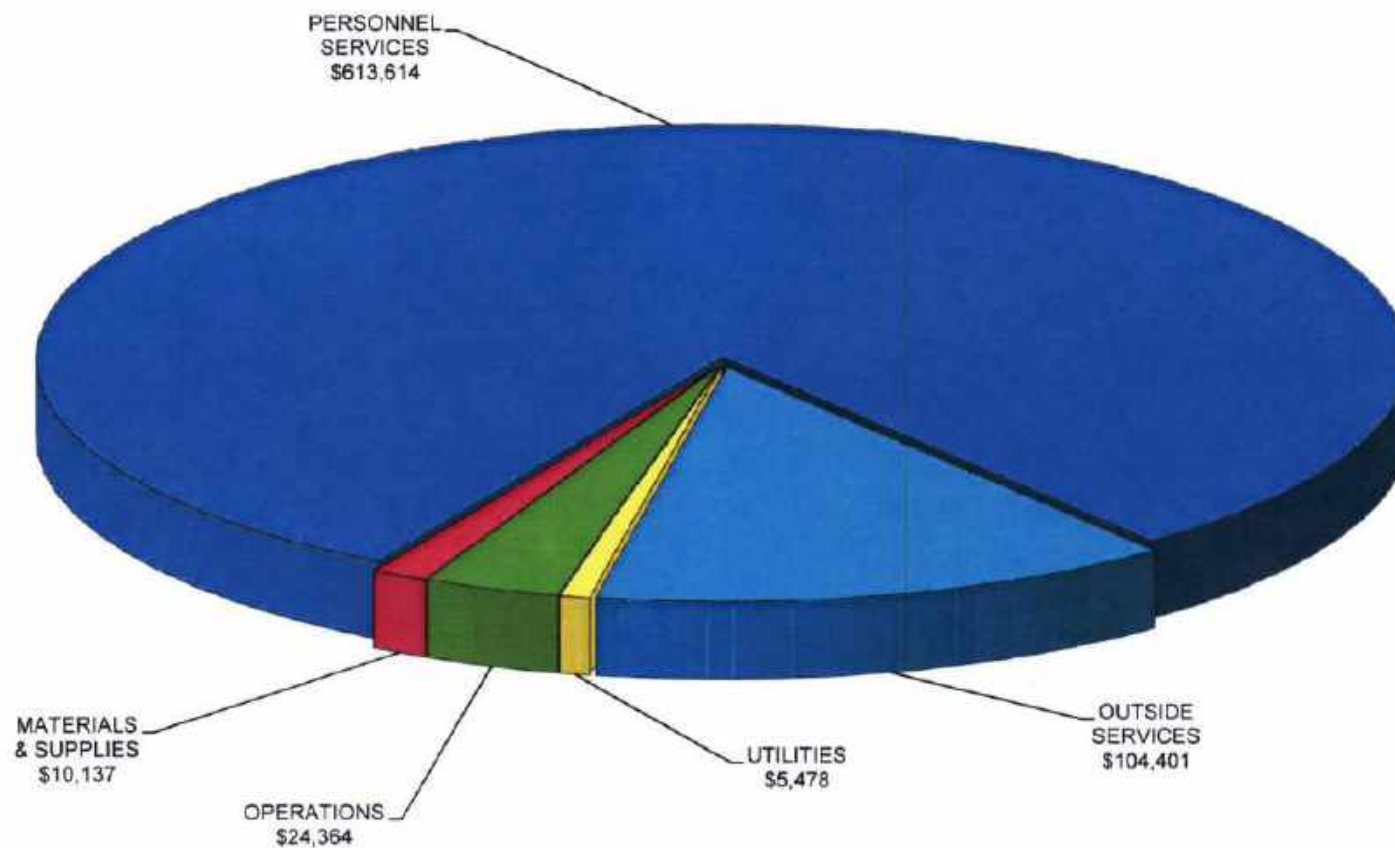
The Department's goals for FY14/15 are:

- Effective and efficient implementation of the goals, policies, and objectives of the City Council.
- Encourage innovation, quality customer service, and a strong sense of fiscal and ethical responsibility in the organization.
- Review and analyze existing fees and charges for service and recommend increases that are fair, equitable, and efficient.
- Produce for public review exemplary accounting and financial reporting that is thorough, accurate, and timely.
- Provide quality customer service to the community and continuously strive to improve public access, public information, and public communication through enhanced use of the City's website and print media.

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

General Administration

Total Budget: \$757,994



CITY of BELVEDERE - FY2014-2015 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - GENERAL ADMINISTRATION

MAJOR ACCOUNT CLASSIFICATION	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
PERSONNEL SERVICES	\$441,298	\$581,113	\$327,983	\$443,089	\$457,997
FRINGE BENEFITS	170,117	207,329	127,104	138,182	155,618
SUBTOTAL	<u>\$611,415</u>	<u>\$788,442</u>	<u>\$455,087</u>	<u>\$581,271</u>	<u>\$613,614</u>
OUTSIDE SERVICES	\$307,095	\$361,458	\$459,683	\$275,363	\$104,401
UTILITIES	18,984	19,617	13,662	14,000	5,478
OPERATIONS	(124,331)	(150,977)	198,064	(73,334)	24,364
MATERIALS AND SUPPLIES	26,417	27,011	17,257	18,500	10,137
SUBTOTAL	<u>\$228,165</u>	<u>\$257,109</u>	<u>\$688,666</u>	<u>\$234,529</u>	<u>\$144,380</u>
GRAND TOTAL	<u><u>\$839,580</u></u>	<u><u>\$1,045,551</u></u>	<u><u>\$1,143,753</u></u>	<u><u>\$815,800</u></u>	<u><u>\$757,994</u></u>

****Note**

1.) Beginning with FY14/15, several of the accounts in the "Outside Services" classification have been moved to a new Non-Departmental category. This resulted in a reduction to the General Administration department budget.

2.) In order to display a more accurate presentation of the costs of each department, accounts that have been budgeted in General Administration in previous years such as supplies, utilities & workers' compensation are now allocated to each department based on the number of employees in the department.

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

SALARY DETAIL - GENERAL ADMINISTRATION

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL FOR YEAR
			MONTHS	RATE		MONTHS	RATE	
REGULAR SALARIES:								
City Manager	Mary Neilan	--	12	\$15,000				\$180,000
City Clerk	Leslie Carpentiers	E	12	\$8,242				\$98,904
Finance Officer	Becky Eastman	E	12	\$11,315				\$135,780
GRAND TOTAL								\$414,684

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 10	REGULAR SALARIES Provides for a full-time City Manager, City Clerk & Finance Officer.	\$406,001	\$487,183	\$299,536	\$407,826	\$414,684
4030 10	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	8,783	56,667	8,168	10,672	9,378
4091 00	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month. The City Manager receives an additional \$350/month deferred compensation.	5,400	10,688	6,469	9,600	9,600
4095 10	LONGEVITY PAY Employees who have worked for the City for 5 consecutive years are eligible for 2.5% longevity pay and employees who have worked for the City for 10 consecutive years are eligible for 5% longevity pay.	12,114	15,287	10,208	11,391	11,734
4090 10	AUTO ALLOWANCE This line item provides for the augmentation to the salary of the the Finance Officer to compensate for the use of her personal vehicle while engaged in City-related business.	9,000	11,288	3,600	3,600	3,600
4092 10	HOUSING ALLOWANCE The City Manager is eligible for a housing allowance.	0	0	0	0	9,000
TOTAL PERSONNEL SERVICES		\$441,298	\$581,113	\$327,983	\$443,089	\$457,997

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
	<u>FRINGE BENEFITS:</u>					
4100 10	INSURANCE BENEFITS The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$62,184	\$86,973	\$60,293	\$74,244	\$71,781
4110 10	RETIREMENT The pension contribution for non-safety employees is 11.522% of salaries. The City does not participate in Social Security.	101,594	112,089	62,094	57,513	49,132
4110 10	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 2.93% of covered salaries. Employees hired after 1/1/13 are not eligible for this benefit. Previously this amount was included in the Retirement line item.					9,364
4121 10	INSURANCE - WORKERS COMP This is the portion of the workers' compensation expense for the three employees in the Administration Department.	0	0	0	0	18,700
4130 10	MEDICARE Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% and is split evenly between the employer and employee with both parties paying 1.45% of payroll.	6,339	8,267	4,717	6,425	6,641
	TOTAL FRINGE BENEFITS	\$170,117	\$207,329	\$127,104	\$138,182	\$165,618

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>						
5010 10	FINANCIAL SERVICES This account covers the cost of the annual audit of the city's financial statements and CAFR preparation which will be \$32,000. Maintenance for the accounting software will be \$8,500 and bank charges will be \$6,000. The annual SSL certificate which is required to accept credit card payments over the internet is \$1,000	\$38,172	\$42,185	\$49,659	\$49,000	\$49,000
5016 10	SOFTWARE MAINTENANCE This account covers the cost of annual support and upgrades for the City's business license software, a portion of the cost of Laserfiche document management system, and the City's website software.	6,126	9,786	10,072	10,072	5,037
5012 10	LEGAL SERVICES This account is used for City Attorney expenses that are related to general matters. Expenses for Attorney matters related to Planning & Building department activities are charged to that department separately.	49,982	46,537	106,999	40,000	40,000
5013 10	INTERIM CITY MANAGER An Interim City Manager was hired for six months in FY12/13 during the recruitment for a new City Manager. The new City Manager was hired in January 2013.	0	0	86,456	0	0
5015 10	IT SUPPORT The City contracts with Marin IT, Inc. for IT support. This is the Administration Department portion of those expenses. Beginning in FY14/15, expenses will no longer be charged only to the Administration Department. They will be divided between the four departments.	85,798	72,854	71,505	70,000	8,864

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
5981 10	RECRUITMENT In FY12/13 the City recruited for and hired a new City Manager.	0	0	23,912	0	0
5990 10	OTHER CONTRACT/OUTSIDE SERVICES This account provides for those unanticipated miscellaneous contractual and outside costs that are encountered during the year.	36,129	99,150	9,825	10,000	1,500
Note	ACCOUNTS MOVED TO NON-DEPARTMENTAL The following outside services have been moved to the Non-Departmental budget. Richardson Bay Regional Agency Hazardous Materials Response Unit Animal Control JPA Congestion Mgmt Plan Affordable Housing Assistance Marin General Services Agency Emergency Preparedness Services (moved to Police Dept) MCCMC Lobbyist Marin Telecommunications Agency Lafo Membership	90,888	90,948	101,255	98,291	0
	TOTAL OUTSIDE SERVICES	\$307,095	\$361,458	\$459,683	\$275,363	\$104,401

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>UTILITIES:</u>						
6000 10	COMMUNICATIONS This line item covers a portion of the monthly service charges for landline & cellular phone usage.	\$10,898	\$10,885	\$5,651	\$6,000	\$3,018
6020 10	POWER This account provides for a portion of gas and electricity for City Hall.	8,086	8,731	8,011	8,000	2,460
TOTAL UTILITIES		<u>\$18,984</u>	<u>\$19,617</u>	<u>\$13,662</u>	<u>\$14,000</u>	<u>\$5,478</u>
<u>OPERATIONS:</u>						
6110 10	ADMINISTRATIVE OVERHEAD This account will not be used this year.	(\$371,363)	(\$431,952)	(\$277,420)	(\$410,850)	\$0
6120 10	COMMUNITY ACTIVITIES This expenditure has been moved to the Non-Departmental Department budget.	27,643	42,963	26,024	25,000	0
6122 10	CONCERTS IN THE PARK This expenditure has been moved to the Non-Departmental Department budget	27,116	24,413	27,238	26,339	0
6121 10	GOLF TOURNAMENT This cost covering event will be held in September and benefit Recreation and Landmarks.	25,542	21,160	18,704	3,210	0
6125 10	ELECTIONS There is no election scheduled in FY14/15.	1,230	2,689	0	2,700	0

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
6140 10	INSURANCE Account has been moved to Non-Departmental Budget	128,137	149,713	172,372	248,344	0
6150 10	MEMBERSHIPS AND DUES This line item provides for the memberships and dues that are recommended for inclusion in the FY 14-15 budget. The detail can be found on the Dues page of this budget.	5,534	5,782	6,198	5,923	6,123
6160 10	NOTICES AND ADS This account provides for all public notices and ads that are required to be published by the City, as well as necessary recruitment ads.	6,944	6,992	5,077	4,000	4,000
6170 10	CONFERENCES, MEETINGS, & TRAINING See the detailed breakdown of Conferences, Meetings and Training request costs for FY 14-15 that is attached to this budget. Attendance at major conferences will be budget dependent.	10,448	14,955	11,464	9,000	11,605
6180 10	EQUIPMENT LEASES This account covers a portion of the cost of the copier/printer/scanner and the postage meter the City leases, as well as service contracts for these machines.	14,371	12,076	12,050	12,000	1,636
6988 10	LOSS ON FORMER CITY MANAGER HOME LOAN In FY12/13 the City booked a loss on a home loan to the former City Manager.	0	0	195,695	0	0
6990 10	OTHER OPERATING EXPENSES This account is used for unforeseen expenses that may come up during the year.	69	232	662	1,000	1,000
TOTAL OPERATIONS		<u>(\$124,331)</u>	<u>(\$150,977)</u>	<u>\$198,064</u>	<u>(\$73,334)</u>	<u>\$24,364</u>

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
	<u>MATERIALS AND SUPPLIES:</u>					
7000 10	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$23,113	\$23,477	\$14,417	\$15,500	\$3,137
7030 10	PRINTING AND REPRODUCTION This account covers costs of any specialized material that must be sent to an outside printer. Examples include forms, maps, plans, special announcements, public notices, City newsletters, letterhead stationary, payroll and accounts payable checks and tax forms.	3,304	3,534	2,840	3,000	7,000
	TOTAL MATERIALS AND SUPPLIES	\$26,417	\$27,011	\$17,257	\$18,500	\$10,137
	GENERAL ADMIN DEPARTMENT TOTALS	\$839,580	\$1,046,551	\$1,143,753	\$815,800	\$757,994

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS & TRAINING DETAIL- GENERAL ADMINISTRATION

PURPOSE	LOCATION OF CONFERENCE / TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<u>CONFERENCES:</u>										
LofCC City Mgrs Dept.	San Francisco	CM	Auto	Jan	3	200	400	50	200	850
LofCC Annual Conference	Los Angeles	CM/City Council	Air	Sept.	3	600	1,200	1,200	600	3,600
LofCC New Mayor & CC Members	Sacramento	Council Member	Auto	Jan	3	200	400	50	200	850
LofCC Municipal Finance Inst.	Monterey	Finance Officer	Auto	Dec	2	0	400	200	200	800
CSMFO	Monterey	Finance Officer	Auto	Feb	3	0	400	200	200	800
<u>MEETINGS & TRAINING:</u>										
MCCMC	Marin Co.	Council/Mgr.	Auto	Mthly						2,585
Local Meetings	Marin Co.	Council/Mgr.	Auto	Varies						720
Training	Local	Staff	Auto	Varies						1,200
Health & Safety Training	Various	Staff	Auto	Varies						200
GRAND TOTAL										\$11,605

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

ORGANIZATION	MEMBER	AMOUNT	NOTES
ABAG	City	\$1,060	Annual membership in ABAG provides the city with access to regional planning information.
Tiburon Chamber of Commerce	City	200	Annual membership
League of California Cities	City	1,318	Annual membership
No.Bay Div.of League of California Cities	City	250	Annual membership
MCCMC	City	750	Meets periodically to discuss issues concerning all cities and towns and includes our share of the lobbyist hired to represent MCCMC in Sacramento.
ICMA	City Manager	1,400	Annual membership
Marin County City Managers Association	City Manager	250	Annual membership
California City Manager's Association	City Manager	400	Annual membership
City Clerk's Association of California	City Clerk	80	Annual Membership
Int'l Insitute of Municipal Clerks	City Clerk	145	Annual Membership
Californina Society of Municipal Finance Officers	Finance Officer	110	Annual membership
Gov't Finance Officer's Association	Finance Officer	160	Annual membership
TOTAL		<u><u>\$6,123</u></u>	

PLANNING & BUILDING DEPARTMENT

**CITY OF BELVEDERE
PLANNING DEPARTMENT
GOALS & OVERALL ORGANIZATION**

The Planning Department consists of a City Planner, Associate Planner, Administrative Clerk and the Department Secretary. Supplemental planning staff is provided for by contract. The Department's mission is to serve the citizens of Belvedere and assist the Planning Commission in implementing planning law, the Belvedere General Plan, and the Belvedere Municipal Code. Planning staff reviews applications for compliance with local, state and federal regulations including the California Environmental Quality Act (CEQA), and the City's Zoning Code and Design Review Ordinance. Planning serves as a clearinghouse for review, comments and conditions of approval from other City departments, state and federal agencies. Planning staff works closely with applicants, other City staff, outside agencies and the community to address the potential impacts of new development. The planning staff prepares and presents analysis and recommendations in the form of written reports and oral presentations to the City Council, Planning Commission and the Historic Preservation Committee. Staff also provides zoning and other planning related information to the public by phone, e-mail and counter assistance during regular City Hall hours.

Major projects in the coming year include:

- Review and implement improvements to the Design Review and Zoning Ordinances.
- Process code changes to address the measurement of height in Belvedere Lagoon.
- Update the City of Belvedere General Plan Housing Element.
- Prepare a Conservation Specific Plan to address potential environmental impacts associated with typical Belvedere development.
- Partner with the community to educate planning and building applicants about the project development path in Belvedere.
- 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.
- Update Commission and staff on the General Plan goals, policies, and background. Continue to develop better communication between staff, Planning Commission members, residents, and applicants.

**CITY OF BELVEDERE
BUILDING DEPARTMENT
GOALS & OVERALL ORGANIZATION**

The Building Department consists of a Building Official, a Building Inspector and Department Secretary. The Building Department provides professional and efficient services to the public and permit applicants when addressing public enquiries, processing permit applications and during the inspection process.

Building Department staff competency is assured through the maintenance of multiple professional certifications and by acquiring continuing educational units (CEU) in the maintenance of the certifications. Professional knowledge is further enhanced through membership and participation in professional associations, as well as through a well-budgeted year-around training program. Staff efficiency and service to the public is promoted through regular inter-departmental meetings with Planning Department staff members.

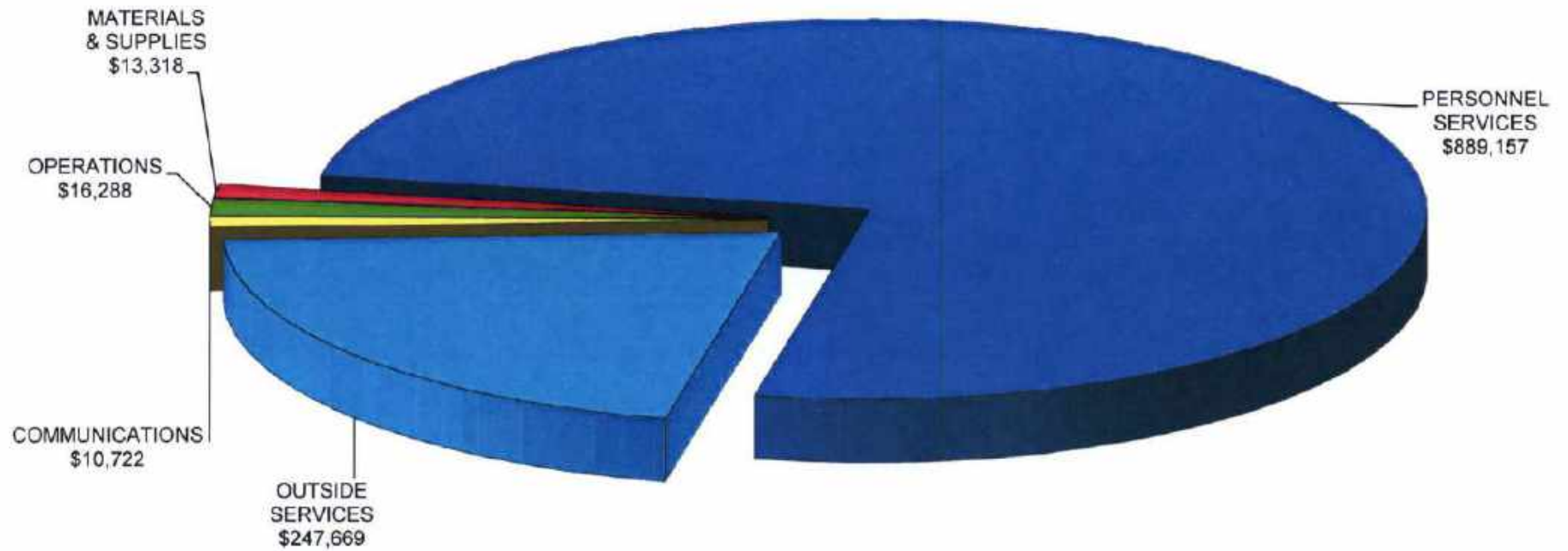
Major goals in the coming year include:

- Enhance and improve permit tracking processes for clarity and efficiency for staff, applicants and the public to determine current status of plan review steps and approvals prior to permit issuance.
- Work closely with the Planning Department to enhance communication and accountability of permit processing timeline goals.
- Continue ongoing efforts to improve office efficiencies for plan review of minor permits.
- Continue assessment and evaluation of computer permit tracking and information systems with goal of selecting a vendor and beginning implementation of selected system during this fiscal year. The system will serve and be utilized by citizens, applicants and all relevant City Departments. The goal is for a highly interactive and open web-based modern system to improve and augment current activities and flow of information for the community.
- Continue providing permit applicants, contractors, architects, engineers and property owners with resource referrals and education on the 2013 California Building Standards Code and changes that became effective for applications submitted on or after January 1st 2014.
- Continue ongoing work on review and eventual implementation of changes involved with the pending FEMA map revisions for the Special Hazard Flood Zones in Belvedere.

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

Planning & Building

Total Budget: \$1,177,154



CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - PLANNING AND BUILDING INSPECTION

MAJOR ACCOUNT CLASSIFICATION	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
PERSONNEL SERVICES	\$495,497	\$473,491	\$581,086	\$555,825	\$827,339
FRINGE BENEFITS	196,707	175,578	200,141	209,062	261,818
SUBTOTAL	<u>\$692,204</u>	<u>\$649,069</u>	<u>\$781,227</u>	<u>\$764,887</u>	<u>\$889,157</u>
OUTSIDE SERVICES	\$368,630	\$322,620	\$477,516	\$180,000	\$247,669
UTILITIES	2,840	2,621	1,973	1,967	10,722
OPERATIONS	385,218	439,352	280,287	415,250	16,288
MATERIALS AND SUPPLIES	8,928	7,163	10,202	8,500	13,318
SUBTOTAL	<u>\$765,616</u>	<u>\$771,756</u>	<u>\$769,978</u>	<u>\$605,717</u>	<u>\$287,997</u>
GRAND TOTAL	<u>\$1,457,820</u>	<u>\$1,420,825</u>	<u>\$1,551,205</u>	<u>\$1,370,604</u>	<u>\$1,177,154</u>

****NOTES**

1.) In order to display a more accurate presentation of the costs of each department, accounts that have been budgeted in General Administration in previous years such as supplies, utilities & workers' compensation are now allocated to each department based on the number of employees in the department.

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

SALARY DETAIL - PLANNING AND BUILDING INSPECTION

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL FOR YEAR
			MONTHS	RATE		MONTHS	RATE	
REGULAR SALARIES:								
City Planner	Irene Borba	C	5	\$9,610	12/1/2014	7	\$10,080	\$118,680
Building Official	Eric Banvard	C	7	\$8,943	1/28/2015	5	\$9,390	\$109,551
Building Inspector II	Genaro Muniz	E	12	\$7,238				\$86,856
Associate Planner	Jocelyn Drake	C	9	\$6,819	3/30/2015	3	\$7,159	\$62,848
Department Secretary II	Nancy Miller	E	12	\$5,618				\$67,416
Department Secretary II	Lorrie Duffy	E	12	\$5,618				\$67,416
Administrative Clerk	Alison Foulis	C	4	\$3,959	11/5/2014	8	\$4,157	\$49,092
GRAND TOTAL								\$581,859

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 20	REGULAR SALARIES Regular full-time salaries included in this budget are for the City Planner, Building Official, Associate Planner, Building Inspector, Planning Secretary, Building Secretary and the Admin Clerk.	\$376,973	\$330,147	\$413,080	\$505,798	\$581,859
4010 20	PART-TIME SALARIES & WAGES This account will not be used this year.	89,960	109,270	103,135	12,792	0
4020 20	OVERTIME Overtime worked by the Department Secretary and the Associate Planner who attend all Planning Commission meetings.	2,932	5,075	4,364	1,610	4,000
4030 20	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	4,375	5,219	35,213	8,174	12,396
4091 20	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	7,734	7,305	8,500	9,488	10,800
4095 20	LONGEVITY PAY Employees who have worked for the City for five consecutive years are eligible for 2.5% longevity pay and employees who have worked for the City for ten consecutive years are eligible for 5% longevity pay.	7,821	11,265	13,769	10,763	11,084

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
4090 20	AUTO ALLOWANCE This line item covers the monthly auto allowance granted to the the Building Official and the City Planner.	5,712	5,210	5,025	7,200	7,200
TOTAL PERSONNEL SERVICES		\$495,497	\$473,491	\$581,086	\$555,825	\$627,339
<u>FRINGE BENEFITS:</u>						
4100 20	INSURANCE BENEFITS The City offers the following insurance coverage benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$79,647	\$71,588	\$87,400	\$130,180	\$140,994
4110 20	RETIREMENT The pension contribution for non-safety employees is 11.522% of salaries. The City does not participate in Social Security.	109,986	97,119	88,533	61,823	59,474
4110 10	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 2.93% of covered salaries. Employees hired after 1/1/13 are not eligible for this benefit. Previously this amount was included in the Retirement line item.					8,620
4120 20	UNEMPLOYMENT The City paid unemployment benefits for two former employees in FY12/13 and 13/14.	0	0	15,103	9,000	0
4121 10	INSURANCE - WORKERS COMP The department's portion of the City's workers comp premium.	0	0	0	0	43,633

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
4130 20	MEDICARE Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% and is split evenly between the employer and employee with both parties paying 1.45% of payroll.	7,074	6,871	9,105	8,059	9,096
TOTAL FRINGE BENEFITS		\$196,707	\$175,578	\$200,141	\$209,062	\$261,818
<u>OUTSIDE SERVICES:</u>						
5015 10	IT SUPPORT The department's portion of the City's contract with Marin IT for technical support.	\$0	\$0	\$0	\$0	\$20,682
5016 20	SOFTWARE MAINTENANCE The department will begin using permit tracking software at an estimated cost of \$20,000. In addition, this account covers the department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	0	0	0	21,987
5101 20	PLAN REVIEW SERVICES This account provides for outside plan review services that cannot be done in house, and inspection coverage when the City Inspector is ill or on vacation. Services in this account include review of Building Code conformance, as well as conformance to Planning approvals and completion of required conditions of approval.	57,212	79,933	90,988	60,000	85,000
5012 20	LEGAL SERVICES This account is used for City Attorney expenses that are related to planning and building matters.	28,875	61,094	38,543	60,000	40,000

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
5104 20	BUILDING OFFICIAL In FY12/13, the City hired a full time salaried Building Official. This account will not be used in FY14/15.	122,756	135,938	0	0	0
5990 20	OTHER CONTRACT/OUTSIDE SERVICES This account covers additional Planning services in response to seasonal increases in applications, 20 hours per week of onsite planning support, preparation of the Housing Element update, and implementation of General Plan action programs. General Plan action programs include preparation of a conservation specific plan to streamline CEQA review; update of the City's Climate Action Plan; and other program priorities as may be identified by the Council.	161,787	45,655	349,985	60,000	100,000
TOTAL OUTSIDE SERVICES		\$368,630	\$322,620	\$477,516	\$180,000	\$247,669
<u>UTILITIES:</u>						
6000 20	COMMUNICATIONS This line item is used for cell phone expenses of the Planning & Building Department staff and a portion of the landline at City Hall.	\$2,840	\$2,621	\$1,973	\$1,967	\$4,982
6020 10	POWER This account provides for a portion of gas and electricity for City Hall.	0	0	0	0	5,740
TOTAL COMMUNICATIONS		\$2,840	\$2,621	\$1,973	\$1,967	\$10,722

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>OPERATIONS:</u>						
6110 20	ADMINISTRATIVE OVERHEAD This account will not be used this year.	\$371,363	\$431,952	\$268,864	\$410,850	\$0
6150 20	MEMBERSHIPS AND DUES A detailed list of organizations that are associated with this department can be found at the end of this section.	1,840	1,570	125	500	1,250
6160 20	NOTICES AND ADS This account provides for publishing of legal notices in the local newspapers regarding Planning Commission public hearings and actions.	1,660	1,547	1,390	1,400	1,500
6170 20	CONFERENCES, MEETINGS, & TRAINING See the detailed breakdown of Conferences, Meetings and Training request costs for FY 13/14 that is attached to this budget	10,221	4,283	9,871	2,000	9,020
6180 10	EQUIPMENT LEASES This account covers the cost of the Department's share of the copier/printer/scanner and the postage meter the City leases, as well as service contracts for these machines.	0	0	0	0	3,818
6190 20	VEHICLE MAINTENANCE This item covers corrective and preventive maintenance for the vehicle used by the Building Inspector and the electric vehicle used by Building and Planning staff.	134	0	37	500	700
TOTAL OPERATIONS		\$385,218	\$439,352	\$280,287	\$415,250	\$16,288

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
	<u>MATERIALS AND SUPPLIES:</u>					
7000 10	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$3,424	\$1,345	\$2,222	\$1,500	\$5,618
7030 20	PRINTING AND REPRODUCTION This account covers printing and reproduction expenditures for specialized Building Division forms such as "Stop Work" orders and building permit forms. This line item includes Planning Division printing such as flyers and maps.	\$522	\$273	\$2,923	\$2,000	\$2,000
7080 20	FUEL This account covers the cost of gasoline used by the Building Inspector during the course of his daily inspections throughout the City.	4,982	5,545	5,057	5,000	5,500
	TOTAL MATERIALS AND SUPPLIES	\$8,928	\$7,163	\$10,202	\$8,500	\$13,318
	PLANNING & BUILDING DEPARTMENT TOTALS	\$1,457,820	\$1,420,825	\$1,551,205	\$1,370,604	\$1,177,154

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS AND TRAINING DETAIL - PLANNING

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
CONFERENCES:										
CCAPA Conference	Anaheim	City Planner	Air	Sept	4	100	700	300	525	1,625
CCAPA Conference	Anaheim	Associate Planner	Air	Sept	4	100	700	300	525	1,625
TRAINING										
Various		City Planner	Auto						500	500
MEETINGS:										
Marin Planning Directors	Marin Co.	City Planner	Auto	Mthly.						260
MCEP Meetings	Marin Co.	City Planner	Auto	Mthly.						260
TOTAL										\$4,270

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS AND TRAINING DETAIL - BUILDING

ORGANIZATION	EMPLOYEE	LOCATION OF TRAINING	REG. FEE	TRAVEL COSTS	LODGING	MEALS	TOTAL BUDGET REQUEST
<u>Conferences</u>							
CALBO-ABM	BO	TBD	400	0	1,000	100	1,500
<u>Training</u>							
Various	BO/BI	Various	2,600	200	0	0	3,000
<u>Meetings</u>							
MCCAB	BO	San Rafael	250	0	0	0	250
TOTAL							\$4,750

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

MEMBERSHIPS AND DUES DETAIL - PLANNING & BUILDING

ORGANIZATION	MEMBER	AMOUNT	NOTES
CACEO	BO	75	Annual membership
ICC	BO	125	Annual membership
CALBO	BO	215	Annual membership
American Planning Association	City Planner	<u>835</u>	Annual membership
Total		<u><u>\$1,250</u></u>	

POLICE DEPARTMENT

**CITY OF BELVEDERE
POLICE DEPARTMENT
GOALS & OVERALL ORGANIZATION**

It is the mission of the Belvedere Police Department to provide safety and security through police services; enforce the laws in the interest of justice; cultivate a strong feeling of community and promote a sense of compassion and concern for the quality of life for all who visit and live in the City of Belvedere. The Belvedere Police Department consists of a Chief of Police, two Police Sergeants, four Patrol Officers, and a Confidential Chief's Secretary.

The department provides 24 hour a day patrol that is dispatched by the Marin County Sheriff's Office through contractual agreement. Police officers enforce federal, state and local laws including parking and traffic laws. We also investigate traffic accidents and respond to all emergencies and medical calls. Belvedere PD is a well-trained, full service organization using modern police practices and equipment. The department operates under the compliance and certification of the California Peace Officer's Standards and Training (POST). Each department member is dedicated to serving the citizens of Belvedere.

The Belvedere Police Department has several long term, continuous goals:

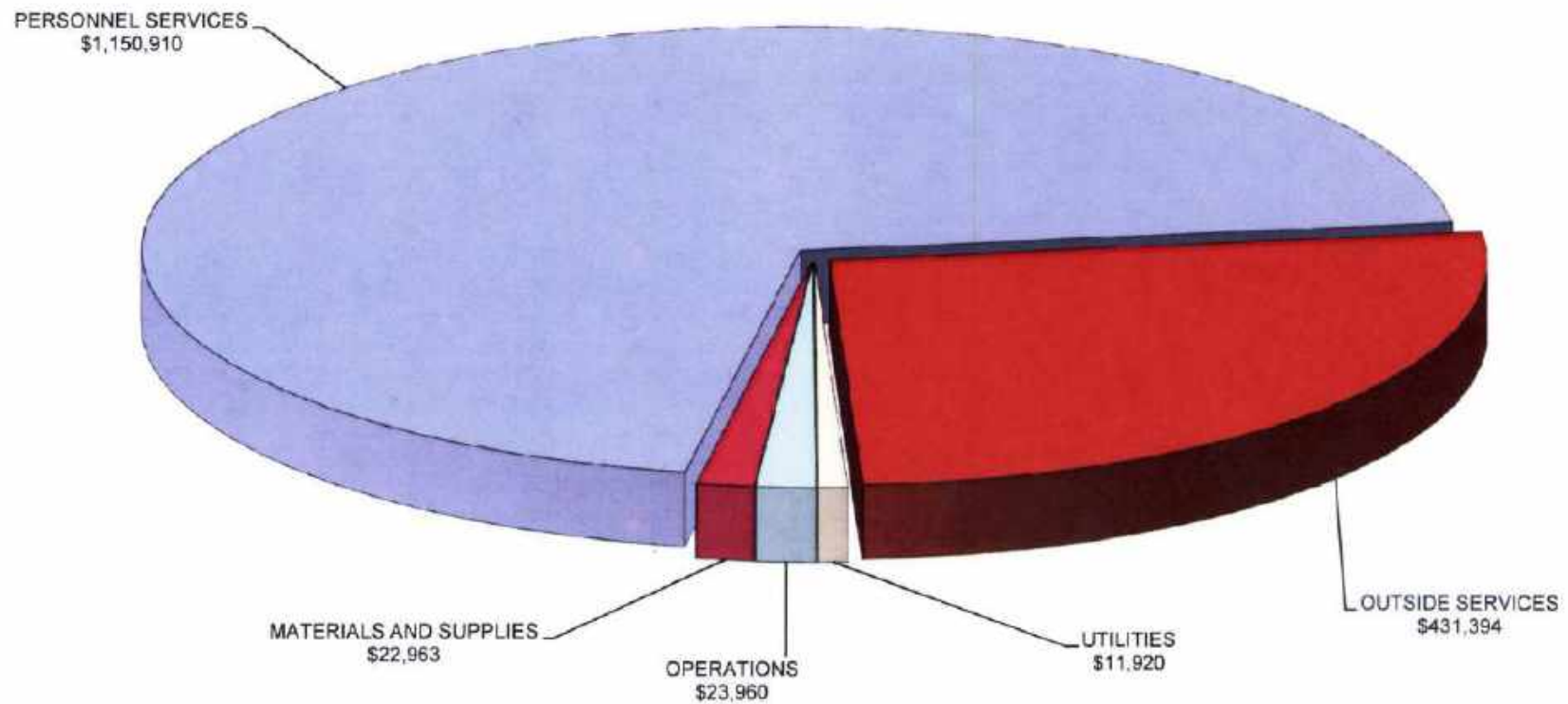
- Maintain the city's very low crime rate with proactive patrol and citizen education.
- Reduce traffic accidents and "near misses." Improve bicycle and vehicle traffic safety through education and enforcement.
- Work in concert with other city departments to meet overall goals and objectives.
- Strive 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.

Major projects in the coming year include:

- Stay abreast of current law enforcement trends by participating in training of Police Department personnel. Local training with the Sheriff's Office will be utilized to minimize costs.
- Complete an update of the Belvedere/Tiburon Peninsula Emergency Operation Plan with the assistance of the Marin County Sheriff's Office of Emergency Services
- Participate in Public Safety Fairs and School Events as the opportunity arises.

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

Police
Total Budget: \$1,641,147



CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - POLICE

MAJOR ACCOUNT CLASSIFICATION	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
PERSONNEL SERVICES	\$714,829	\$759,701	\$794,595	\$768,016	\$769,391
FRINGE BENEFITS	409,154	443,270	440,142	350,460	381,519
SUBTOTAL	<u>\$1,123,983</u>	<u>\$1,202,971</u>	<u>\$1,234,737</u>	<u>\$1,118,476</u>	<u>\$1,150,910</u>
OUTSIDE SERVICES	\$383,822	\$328,652	\$430,612	\$396,539	\$431,394
UTILITIES	13,731	12,526	11,711	11,800	11,920
OPERATIONS	18,198	23,072	26,886	19,779	23,960
MATERIALS AND SUPPLIES	21,133	19,790	18,372	18,400	22,963
SUBTOTAL	<u>\$436,884</u>	<u>\$384,040</u>	<u>\$487,581</u>	<u>\$446,518</u>	<u>\$490,237</u>
GRAND TOTAL	<u><u>\$1,560,867</u></u>	<u><u>\$1,587,011</u></u>	<u><u>\$1,722,318</u></u>	<u><u>\$1,564,994</u></u>	<u><u>\$1,641,147</u></u>

****NOTES**

1.) In order to display a more accurate presentation of the costs of each department, accounts that have been budgeted in General Administration in previous years such as supplies, utilities & workers' compensation are now allocated to each department based on the number of employees in the department.

2.) Emergency Preparedness expenses have been moved to the Police Department from the General Administration Department beginning in FY14/15.

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

SALARY DETAIL - POLICE

BUDGETED POSITIONS CLASS TITLE	Employees' Name	Step	Present Salary		Increase Date	Salary Increase		TOTAL FOR YEAR
			Months	Rate		Months	Rate	
REGULAR SALARIES:								
Police Secretary	Lylene Phillips	E	12	\$5,822				\$69,864
Police Sergeant	Chris Pool	E	12	\$8,413				\$100,956
Police Sergeant	Tom Marksbury	E	12	\$8,413				\$100,956
Police Officer	Michael Celiberti	E	12	\$7,157				\$85,884
Police Officer	Andy Rosas	E	12	\$7,157				\$85,884
Police Officer	Paul Sims	E	12	\$7,157				\$85,884
Police Officer	Janessa Gapinski	E	12	\$7,157				\$85,884
GRAND TOTAL								\$615,312

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 30	REGULAR SALARIES This account pays salaries for two sergeants, a secretary and four officers. Chief Seyter's salary and benefits can be found in account 5240-30 as the city contracts with the Sheriff's department for its Police Chief.	\$577,599	\$621,400	\$647,607	\$619,420	\$615,312
4020 30	OVERTIME Overtime is incurred for such duties as court appearances, unexpected illnesses, backfill for officers at training, during criminal investigations and other emergencies.	38,325	9,720	14,193	16,000	15,000
4030 30	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	2,201	10,512	7,921	8,302	10,187
4040 30	HOLIDAY PAY Because of the need to provide public safety services every day of the year, police officers are not able to take holidays off as are other employees. To compensate the sworn personnel for this, they receive holiday pay which is paid at straight time. The six sworn officers assigned to work the holidays will receive holiday pay during the fiscal year.	24,322	32,940	36,547	36,740	34,616

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
4080 30	EDUCATION INCENTIVE An incentive of 2.5% or 5% of salary is given to eligible employees who qualify through a combination of education and training.	11,728	18,620	19,403	21,213	22,978
4070 30	SHIFT DIFFERENTIAL PAY Police officers assigned to a regular shift that involves working between 1900 & 0700 hours receive an additional 5% of base salary.	14,345	13,611	14,350	13,000	13,000
4081 30	EVIDENCE AND PROPERTY MANAGER Monthly incentive of \$105 to hold certification in, and manage the property and evidence held by the Police Department. Requires current POST training and certification. The Police Secretary holds this position.	1,257	1,257	1,257	1,257	1,257
4082 30	SECURE LAW ENFORCEMENT AUTO SYS MGR Monthly incentive of \$105 to hold certification in, and maintain a high skill level in the use and management of all securely regulated law enforcement information systems. These systems include, but are not limited to CLETS, CAD, AAS, and radio communications. Must represent department in annual DOJ audits and conduct annual training to other PD members. The Police Secretary holds this position.	1,257	1,257	1,257	1,257	1,257
4083 30	RECORDS MANAGER Monthly incentive of \$52 to hold supervisory certification in, and current expertise in the management of the Police Department's information and records. Requires POST training and certification in public records management. Responsible for the proper release, retention, and destruction and sealing of reports and information. The Police Secretary holds this position.	629	629	629	629	629

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
4091 30	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	9,600	14,381	13,725	12,953	12,600
4090 30	MILEAGE ALLOWANCE Police Officers each receive a monthly allowance of \$200 to offset travel/commute costs.	11,588	12,000	12,000	10,744	14,400
4095 30	LONGEVITY PAY The six sworn officers and the Police Secretary are eligible for longevity pay in varying increments, up to 5% of base salary for time in service with the department. The benefit continues an effort to retain high quality employees.	21,978	23,374	25,706	26,501	28,155
TOTAL PERSONNEL SERVICES		\$714,829	\$759,701	\$794,595	\$768,016	\$769,391
<u>FRINGE BENEFITS:</u>						
4100 30	INSURANCE BENEFITS The City offers the following insurance coverage benefits to its employees: Health, Dental, Long Term Disability and Life Insurance.	\$122,652	\$141,402	\$152,122	\$157,697	\$152,805
4110 30	RETIREMENT The pension contribution for non-safety employees is 11.522% of salaries. The pension contribution for safety employees is 20.083% of salaries. The City does not participate in Social Security.	242,959	271,096	256,809	164,733	137,676

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
4110 10	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 2.93% of covered salaries. Employees hired after 1/1/13 are not eligible for this benefit. Previously this amount was included in the Retirement line item.					14,354
4111 30	PORAC TRUST The City will make a contribution of \$150/month per officer to the the Peace Officer's Research Association of California Medical Expense Reimbursement Trust.	11,850	12,600	12,600	11,700	10,800
4120 30	UNEMPLOYMENT Paid when a claim is approved by the State of California.	11,696	0	0	0	0
4121 30	INSURANCE - WORKERS COMP The department's portion of the City's Workers' Comp premium.	0	0	0	0	48,867
4130 30	MEDICARE Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% of salaries and is split evenly between the employer and employee with both parties paying 1.45% of payroll	10,466	11,192	11,631	11,239	11,156
4140 30	UNIFORM ALLOWANCE All department employees are provided a uniform allowance to maintain a professional uniform appearance. Pursuant to the MOU with the BPOA and the salary resolutions with the Miscellaneous Employees, the rate is \$60.00 per month for officers and \$45.00 per month for the police secretary.	9,531	6,980	6,980	5,091	4,860
TOTAL FRINGE BENEFITS		\$409,154	\$443,270	\$440,142	\$350,460	\$381,519

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>						
5015 30	IT SUPPORT This line item is for the department's portion of the City's IT contract with Marin IT.	\$0	\$0	\$0	\$0	\$23,636
5016 30	SOFTWARE MAINTENANCE The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	0	0	0	2,271
5080 30	EMERGENCY PREPAREDNESS SERVICES This line item provides for 25% of the cost of the Belvedere-Tiburon Emergency Preparedness Coordinator position. This position is an employee of the Town of Tiburon and provides emergency preparedness support for the Disaster Advisory Council and assists with the organization, training, and development of volunteers. This position also coordinates with neighborhood and business watch programs, and develops, modifies, and updates the Emergency Operations Plan. The account also provides funding for emergency preparedness supplies for the joint position as well as for Belvedere specifically to include funding in support of Disaster Service Worker kits.	38,647	26,335	39,531	25,000	27,500
5210 30	POLICE DISPATCH The City contracts for dispatch services with the Marin County Communications Center. The cost is 9.2% of 5.5 FTE's shared by Southern Marin Police agencies.	44,016	55,182	62,455	71,521	67,883

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
5220 30	MAJOR CRIMES TASK FORCE Most Cities within Marin County contribute to the funding of this investigative unit. The unit investigates all types of Major Crimes. The task force operates under the command of the Marin County Sheriff's Office. It is staffed with Sheriff's deputies and officers from the Marin agencies.	12,876	12,775	12,775	12,842	13,012
5240 30	POLICE CHIEF AGREEMENT The City has contracted with the County to provide a Sheriff's Department Lieutenant to serve as the Belvedere Police Chief since 1996. This amount covers salary, benefits, retirement and a 5% merit adjustment.	210,203	210,203	235,504	235,504	243,715
5250 30	MARIN EMERGENCY RADIO AUTHORITY The funds budgeted cover Belvedere's share for MERA operating costs for this fiscal year and debt service.	27,126	12,656	25,786	26,239	26,630
5241 30	MEDICAL OVERSIGHT A medical doctor is required to serve as the Police Department's Medical Director to provide oversight of our first aid and early defibrillation program.	3,000	3,000	3,000	3,000	3,000
5242 30	REPORTS AND RECORDS AUTOMATION These funds are for Belvedere's 2.37% share of the total cost to maintain a county wide, fully automated report writing and records management system. The system is maintained by the County. A hardware upgrade and salary increase for personnel is the reason for the increase.	736	2,593	6,788	8,181	9,182

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
5990 30	OTHER OUTSIDE SERVICES Annual maintenance costs associated with the peninsula license plate reader cameras, the City's share of the countywide child sex assault program and other outside services.	38,145	1,288	38,150	7,234	7,234
5981 30	RECRUITMENT Expenses associated with hiring a new officer.	5,458	0	0	0	0
5266 30	SECURE INFORMATION & DATA ACCESS SYSTEMS The County provides the Police Department with a high speed, secure network that allows the department access to critical local, state and federal law enforcement networks. It also provides internet access.	4,620	4,620	4,620	4,620	4,620
5267 30	MOBILE DATA TERMINAL MAINTENANCE AGREEMENT This contract provides maintenance to the department's three mobile computers in the patrol cars. It is a 2% share of the total consortium share of costs.	995	0	2,004	2,398	2,711
TOTAL OUTSIDE SERVICES		\$383,822	\$328,652	\$430,612	\$396,539	\$431,394
<u>UTILITIES:</u>						
6000 30	COMMUNICATIONS This account is used for land-line phones, cell phones, the City's AM radio advisory system and air time for the mobile data transmitters which are in each vehicle.	\$12,231	\$10,966	\$10,031	\$10,000	\$10,000
6020 30	POWER (Gas and Electric) This account provides for gas and electricity for the Department.	1,500	1,560	1,680	1,800	1,920
TOTAL UTILITIES		\$13,731	\$12,526	\$11,711	\$11,800	\$11,920

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
	<u>OPERATIONS:</u>					
6130 30	EQUIPMENT MAINTENANCE Miscellaneous unplanned repairs to department equipment such as computers, typewriters, rechargeable flashlights, etc., are provided for in this account. This account also provides for miscellaneous preventative maintenance to department equipment including routine maintenance of police radios, the mandatory annual re-certification of the radar equipment used for enforcement by the department and maintenance of the copy machine.	\$593	\$1,723	\$1,427	\$1,460	\$2,400
6150 30	MEMBERSHIP DUES This account covers memberships in various professional organizations (see attached detail sheet).	1,059	1,110	560	806	806
6160 30	NOTICES AND ADS This account covers costs associated with found property ads, personnel recruitment ads, etc.	0	36	72	100	100
6170 30	CONFERENCES & MEETINGS This account provides for departmental travel and meetings which are not POST reimbursable. It covers reimbursements for mileage, bridge fares and parking fees incurred in the use of personal vehicles while department personnel are engaged in city business.	3,089	4,687	7,158	4,013	3,090
6175 30	TRAINING (POST REIMBURSABLE) In order to field well-trained generalist officers, each officer receives ongoing specialized training each year, some of which is mandated by the state. Also included are costs for participating in POST mandated firearms qualification. A portion of this training is reimbursed by the State of California.	6,192	3,648	1,944	1,200	1,000

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
6176 30	INTEROPERABILITY LAW ENFORCEMENT FUNCTIONS The department participates in several LE functions, working with other organizations, that benefit the City but may not occur within the city limits. These include overtime associated with Friday nights on Main Street, Avoid the 13, Marin Bicycle Coalition, the county fair, opening day on the bay, safe grad night and Lexipol updates not covered by CJPJA. Some overtime is reimbursable through grants & billing to outside agencies.	125	2,707	1,558	4,200	4,200
6180 10	EQUIPMENT LEASES This account covers the cost of the copier/printer/scanner and the postage meter the City leases, as well as service contracts for these machines.	0	0	0	0	4,364
6190 30	VEHICLE MAINTENANCE The department maintains a fleet of six vehicles, three of which are equipped with full emergency equipment and are assigned to patrol operations. One patrol car is not fully equipped and is used as a decoy car. Two vehicles are hybrid utilities that are unmarked but have emergency equipment. This line item provides for any corrective measures that are necessary to keep the vehicles running, such as replacement of batteries, repair of tires, etc. The department currently has a preventative maintenance program wherein the vehicles are serviced every 5,000 miles in accordance with the manufacturer's recommendations for vehicles in heavy-duty service.	7,140	9,161	14,167	8,000	8,000
TOTAL OPERATIONS		\$18,198	\$23,072	\$26,886	\$19,779	\$23,960

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>MATERIALS AND SUPPLIES:</u>						
7000 30	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$4,380	\$2,914	\$3,155	\$3,400	\$7,463
7030 30	PRINTING AND REPRODUCTION This line item covers the costs associated with printing citations and other miscellaneous departmental forms.	1,697	634	894	750	750
7050 30	AMMUNITION AND WEAPONS This account provides for ammunition and weapons used by the police department. All sworn officers are required to demonstrate proficiency four times each year at the range with their sidearm and carbine. Funds are used from this account to purchase ammunition, service weapons and to purchase less than lethal munitions deployed by the Department.	601	1,311	1,177	1,250	1,250
7080 30	GAS AND OIL SUPPLIES This line item provides for the fuel used by the department's vehicles during the year. Gasoline stored at the corporation yard provides fuel for the patrol vehicles.	12,535	13,194	12,713	12,000	12,000
7090 30	PROTECTIVE CLOTHING/SAFETY EQUIPMENT By law, the City is mandated to provide officers with safety equipment (e.g. firearms, holsters, duty belt, rain gear, handcuffs, etc.) The MOU between the City and the BPOA requires that safety equipment and bullet resistant vests be provided.	1,920	1,737	433	1,000	1,500
TOTAL MATERIALS AND SUPPLIES		\$21,133	\$19,790	\$18,372	\$18,400	\$22,963
POLICE DEPARTMENT TOTALS		\$1,560,867	\$1,587,011	\$1,722,318	\$1,564,994	\$1,641,147

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS AND TRAINING DETAIL - POLICE

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODG- ING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<u>MEETINGS:</u>										
Liaison pick-up and deliveries to various agencies/DA/Courts	Marin County	Designated Personnel	Auto	Daily						100
Cal Law Enforcement Assoc. of Records Supervisors	Bay Area	Chief/Sect	Auto	Bimonthly						240
Calif Assoc of Property & Evidence	Various	Chief/Sect	Auto	Quarterly						200
Marin Chief's Association	Marin County	Chief	Auto	Monthly						150
Various Meetings	Various	Chief	Auto	Monthly						2,400
TOTAL										<u><u>\$3,090</u></u>

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

MEMBERSHIP AND DUES DETAIL - POLICE

ORGANIZATION	MEMBER	AMOUNT	NOTES
Marin County Police Chiefs Assoc.	Chief	\$300	A professional police management group which addresses mutual issues of statewide concern.
California State Sheriff's Assoc.	Chief	100	To support the role of sheriff as the chief law enforcement officer in each California County and to speak as a collective voice on matters of public safety.
Calif. Law Enforcement Records Assn.	Chief/Sec	85	Includes professional journal. Addresses issues of mutual concern. \$50 for Police Secretary/\$35 for Police Chief.
Calif. CLETS Users Group	Sec.	75	CCUG is a professional organization for CLETS users. We are committed to providing quality training related to the use of CLETS and other computer information systems.
North Bay Criminal Investigators Assoc.	Sergeant	36	Meets monthly to share information regarding crime in Marin Co.
Marin County Child Sexual Abuse Task Force	Sergeant	25	Permits the pooling of investigative resources in complex cases.
No. Cal Training Managers Assoc.	Chief	100	Annual membership/dues/meeting expenses.
Calif. Peace Officers Assn.	Dept.	<u>85</u>	Provides legal update training and sharing of information Reduced tuition fees for all department members while attending CPOA courses.
		<u><u>\$806</u></u>	

PUBLIC WORKS DEPARTMENT

**CITY OF BELVEDERE
DEPARTMENT OF PUBLIC WORKS
GOALS & OVERALL ORGANIZATION**

The Public Works Department is responsible for the Maintenance, Operations and Improvement of the City's infrastructure.

Under the direction of the City Manager, the Public Works Manager, one Maintenance Supervisor and two Maintenance Workers inspect, manage and maintain the City's network of streets, storm drainage system, inventory of traffic signs, pavement striping & markings, Parks, Community Playground, lanes, median landscaping, irrigation systems, city buildings and other public facilities. The department is responsible for ensuring compliance with all regulatory requirements including Storm Water, Air Quality Management and Accessibility. The Public Works Manager provides oversight of a contract engineering firm in the design and administration of Capital Improvement Projects (CIP) such as Utility Underground Districts and Street and Drainage Improvement projects. Other types of contractors are used to augment City Staff in areas requiring specialty services.

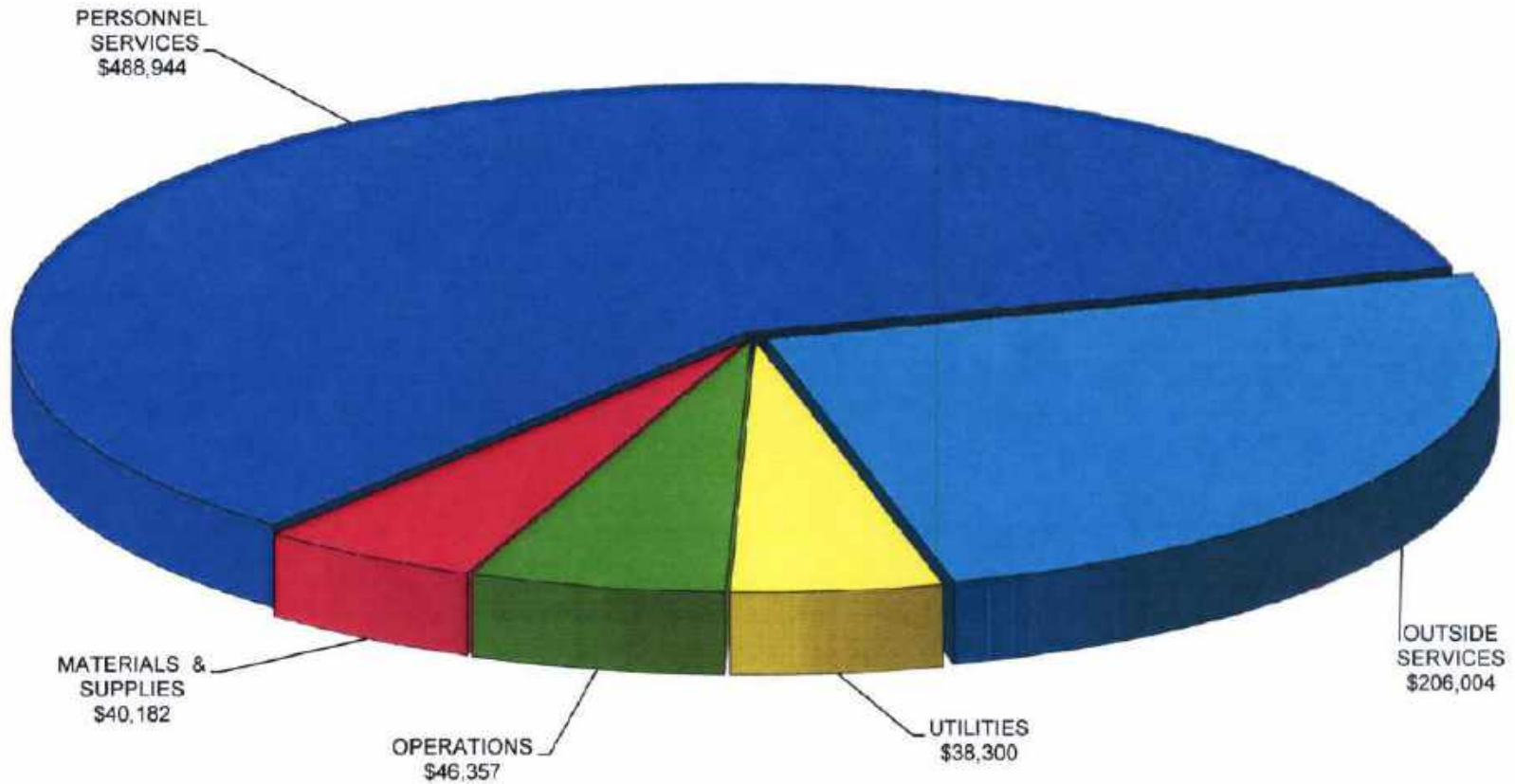
Major projects and goals for Public Works in Fiscal Year 2014/15 include:

- Construction of Lower Golden Gate Ave Underground District (removal of poles and wires)
- Major Pavement Repairs on lower Golden Gate Ave
- ADA Compliance Upgrades
- Re-line deteriorated storm drain line – Community Rd
- Construction of Toyon Ave Retaining Wall.
- Design and Construct Beach Rd Seawall Stabilization project.
- FEMA Flood Mitigation work.
- Replace Wood Weir at Lagoon Rd silt basin
- Community Playground safety matting improvements
- Community Playground Fiber addition
- Repaint Community Park Bathroom facility

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

Public Works Operations & Maintenance

Total Budget: \$819,787



CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - PUBLIC WORKS OPERATIONS & MAINTENANCE

MAJOR ACCOUNT CLASSIFICATION	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
PERSONNEL SERVICES	\$385,166	\$338,174	\$327,059	\$335,268	\$342,970
FRINGE BENEFITS	135,811	139,282	149,647	121,407	145,974
SUBTOTAL	<u>\$520,977</u>	<u>\$477,456</u>	<u>\$476,706</u>	<u>\$456,675</u>	<u>\$488,944</u>
OUTSIDE CONTRACT SERVICES	\$191,949	\$121,005	\$163,356	\$176,775	\$206,004
UTILITIES	24,314	26,226	28,580	32,100	38,300
OPERATIONS	31,513	40,328	52,680	48,656	46,357
MATERIALS AND SUPPLIES	29,968	39,065	34,724	34,450	40,182
SUBTOTAL	<u>\$277,744</u>	<u>\$226,624</u>	<u>\$279,340</u>	<u>\$291,981</u>	<u>\$330,843</u>
GRAND TOTAL	<u><u>\$798,721</u></u>	<u><u>\$704,080</u></u>	<u><u>\$756,046</u></u>	<u><u>\$748,656</u></u>	<u><u>\$819,787</u></u>

****NOTES**

1.) In order to display a more accurate presentation of the costs of each department, accounts that have been budgeted in General Administration in previous years such as supplies, utilities & workers' compensation are now allocated to each department based on the number of employees in the department.

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

SALARY DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL FOR YEAR
			MONTHS	RATE		MONTHS	RATE	
REGULAR SALARIES:								
Public Works Manager	Scott Derdenger	E	12	\$10,595				\$127,140
Maintenance Supervisor	Gerhard Laufer	C	6	\$6,351	1/1/2015	6	\$6,669	\$78,120
Maint. Worker II	Max Sandoval	E	12	\$5,182				\$61,944
Maint. Worker I	Shane Rodgers	B	1	\$3,998	7/30/2014	11	\$4,198	\$50,176
GRAND TOTAL								\$317,380

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 40	REGULAR SALARIES This line item covers regular full-time salaries for the Public Works Manager, the Maintenance Supervisor, and two Maintenance Workers.	\$276,780	\$282,324	\$301,980	\$304,903	\$317,380
4010 40	PART-TIME WAGES This Account will not be used this year.	\$2,838	33,688	0	7,772	0
4020 40	OVERTIME Overtime is paid at the rate of time and a half and is only used on an emergency basis or to assist with Concerts in the Park.	0	0	147	106	500
4030 40	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	3,205	5,094	7,044	5,312	7,708
4091 40	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	5,600	7,100	7,200	6,825	7,200

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
4095 40	LONGEVITY PAY Employees with 5 or more years of service are entitled to a 2.5% longevity pay adjustment above base salary. Employees with 10 or more years of service are entitled to a 5% adjustment.	5,743	9,968	10,688	10,350	10,182
	TOTAL PERSONNEL SERVICES	\$385,166	\$338,174	\$327,059	\$335,268	\$342,970
	<u>FRINGE BENEFITS:</u>					
4100 40	INSURANCE BENEFITS The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$58,495	\$67,535	\$77,263	\$73,495	\$70,740
4110 40	RETIREMENT The pension contribution for non-safety employees is 11.522% of salaries. The City does not participate in Social Security.	71,720	65,565	67,630	43,051	35,401
4110 10	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 2.93% of covered salaries. Employees hired after 1/1/13 are not eligible for this benefit. Previously this amount was included in the Retirement line item.					9,927
4121 40	INSURANCE - WORKERS COMP The department's portion of the City's workers comp premium.	0	0	0	0	24,933
4130 40	MEDICARE The same requirement for Medicare contributions applies to public works employees as it does for employees in other departments. The City pays 1.45% of gross wages.	5,596	6,182	4,754	4,861	4,973
	TOTAL FRINGE BENEFITS	\$135,811	\$139,282	\$149,647	\$121,407	\$145,974

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>OUTSIDE CONTRACT SERVICES:</u>						
5015 40	IT SUPPORT The department's portion of the City's contract with Marin IT for technical support.	\$0	\$0	\$0	\$0	\$11,818
5016 40	SOFTWARE MAINTENANCE The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	0	0	0	1,135
5250 40	MERA MEMBER CONTRIBUTION This account pays for the department's share of operating costs for the Marin Emergency Radio Authority system.	3,924	3,932	8,076	8,186	8,851
5301 40	CITY ENGINEER SERVICES This line item provides for general engineering services not associated with specific construction projects, such as plan review, Revocable Licenses and other engineering tasks.	89,402	13,480	53,564	53,291	48,000
5320 40	DRAINAGE MAINTENANCE This line item covers the contract cleaning of City storm drain systems prior to and during the winter season.	10,535	8,784	8,325	10,000	10,000
5321 40	REED WATERSHED SILT REMOVAL This item covers removal of silt from two silt basins and siltation structures that are associated with Reed Watershed runoff. The Town of Tiburon and the BLPOA each contribute 25% towards the costs of removing materials from these areas. This expenditure was charged to CIP in prior years.	0	0	0	6,910	10,000

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
5322 40	STORM DRAIN SYSTEM VIDEOTAPING This account provides information for the evaluation of existing storm drain pipes. This information assists staff in planning for repairs or replacement. This expenditure was charged to CIP in prior years.	0	0	0	2,500	5,000
5330 40	LANDSCAPE MAINTENANCE This line item provides for a maintenance contract at four landscaped areas around the City. Areas included in the contract are: Community Park, Tom Price Park, Land Company Park and the San Rafael Avenue Seawall. Services include: mowing, edging, trimming, pruning and hand weeding due to the ban of pesticides. This work requires expensive specialized equipment that is not owned by the City.	36,488	35,694	43,668	43,668	45,000
5350 40	STREET TREES This line item provides for contract work by professional arborists for tree maintenance, safety pruning and the removal of hazardous City trees. City staff continues to have a certified arborist evaluate the health of all City trees and removes large trees that present a dangerous condition to the public.	27,220	33,228	23,975	28,000	30,000
5360 40	POISON OAK CONTROL This line item covers the cost of attempting to eradicate poison oak from City-owned property. The budgeted amount reflects the cost of manually removing poison oak due to the city ordinance restricting the use of herbicides.	800	0	640	1,000	1,200
5370 40	MARINMAP MEMBERSHIP FEE Provides access to the GIS mapping system information developed by MarinMap. Participation in the program is essential to enable City staff to continue using the service.	6,000	0	6,000	6,000	6,000

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
5980 40	JANITORIAL MAINTENANCE This account provides for the contract costs associated with the cleaning of City Hall offices, lobby, Council Chambers, Police Department and public restrooms servicing the park.	5,708	6,000	6,930	6,936	7,000
5371 00	FUEL STORAGE TANK COMPLIANCE The fuel storage tank located at the City Corp Yard is inspected and regulated by the Bay Area Air Quality Mgmt District. New air quality regulations require that the tank be recoated to be in compliance. This specialty work must be performed by a licensed and certified contractor.	0	0	0	3,500	0
5981 40	RECRUITMENT This line item was added to the budget to pay for the costs associated with recruitment for a replacement employee in Public Works.	0	0	0	75	0
XXXX 40	LYFORD DRIVE PARKING LOT LANDSCAPING This City is party to an Agreement with the Town of Tiburon to install landscaping & irrigation adjacent to the Lyford parking lot.	0	0	0	0	10,000
5990 40	OTHER CONTRACT/OUTSIDE SERVICES This line item provides for contract work that is not covered under other specific line items. This unanticipated work is specialized and requires contracting for services by professionals. Examples of work are GIS consulting, locksmithing, emergency generator service, annual fire extinguisher servicing and regulatory testing for the Corp Yard fuel tanks. Special services including Geotechnical and Architectural investigations and reports are charged to this account. For FY 14/15 Consulting Engineer costs have been moved to a separate line item.	11,872	19,887	12,178	6,709	12,000
TOTAL OUTSIDE CONTRACT SERVICES		\$191,949	\$121,005	\$163,358	\$176,775	\$206,004

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
	<u>UTILITIES:</u>					
6000 40	COMMUNICATIONS This line item provides for the telecommunications costs for the Corporation Yard and a portion of the City Hall offices that are attributable to public works activities as well as telephone alarm lines for City Hall. Additionally, this line item provides for costs related to mobile phones for Public Works.	\$5,546	\$5,170	\$5,112	\$5,100	\$6,000
6020 40	POWER (GAS AND ELECTRIC) Heating and electrical costs for the Corporation Yard and other PG&E meters that supply electricity to irrigation pumps in parks and landscaped areas. In addition, the cost to supply electricity to the electric vehicle charging stations at City Hall.	3,203	3,124	3,466	3,500	7,400
6030 40	POWER (STREET LIGHTS) This line item provides for costs associated with electricity that is needed to power the street lights. The average monthly cost for street light power is \$693.	8,013	8,455	7,962	8,000	8,400
6040 40	POWER (TRAFFIC SIGNAL) This line item provides for costs associated with the shared maintenance and power costs of the traffic signal located at San Rafael Ave @ Tiburon Blvd. There was an overage in this budget line item due to unanticipated repairs. This line item has been increased in FY 14/15 to pay for additional repairs needed.	437	527	896	2,000	1,500

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
6050 40	WATER Metered water for City buildings and landscaping is included in this account. The account also provides for costs associated with a water lease agreement to supply water for landscape irrigation to Community Park. A new water metered was added to 13/14 budget providing irrigation at Lyford parking lot landscaping.	7,115	8,950	11,144	13,500	15,000
TOTAL UTILITIES		\$24,314	\$26,226	\$28,580	\$32,100	\$38,300
<u>OPERATIONS:</u>						
6110 40	ADMIN OVERHEAD This account will not be used this year.	\$0	\$0	\$8,556	\$8,556	\$0
6131 40	EQUIPMENT MAINTENANCE This account provides for costs associated with minor repairs and maintenance of equipment used by Public Works such as chainsaws, trimmers, weed eaters, pole saws, emergency generators, pumps and brush chippers.	528	221	159	400	500
6150 40	MEMBERSHIPS & DUES This budget item covers memberships & dues for the staff who belong to professional organizations. The City is a member of Underground Services Alert (USA), annual & monthly ticket costs are provided for by this line item. A detailed breakdown of memberships follows this budget.	779	611	841	1,000	2,075
6170 40	CONFERENCES, MEETINGS, & TRAINING Attendance at major conferences will be budget dependant pending approval by the City Manager. See the detailed breakdown of Conferences, Meetings and Training requests for FY 14/15 that follows this departmental budget.	877	277	212	500	1,100

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
6180 40	EQUIPMENT RENTAL This line item provides for equipment rentals used by in-house forces that are used so infrequently or are so costly as to make purchase of that equipment unjustifiable. Examples include ariel lifting devices, ladders, jackhammers, compressors, skidsteer loaders, airless paint sprayers and emergency pumps.	0	62	0	300	2,882
6191 40	VEHICLE MAINTENANCE This line item provides for the cost of all necessary parts and specialty services for the maintenance of five vehicles and one tractor in the department. Costs associated with annual smog testing of vehicles to comply with the State Bureau of Automotive Repair are included in this account.	3,445	3,794	4,862	4,000	5,000
6200 40	BUILDING MAINTENANCE This budget line item includes the cost for routine and non-routine maintenance to all city buildings such as City Hall, Police Department, Corporation Yard and outside restrooms. The annual elevator maintenance contract and carpet cleaning services are provided for in this budget. Spot painting of the exterior of the City Hall building is also included in this account.	6,940	9,649	11,999	12,000	12,000
6210 40	IRRIGATION SYSTEM MAINTENANCE This line item allows the purchase of parts and specialized services to maintain a proper functioning irrigation system for city parks and landscaped areas. Components of this complex system include; well pumps, control hardware, booster pumps, timers, controllers, sprinkler heads, piping & couplings.	2,324	4,222	3,099	3,000	3,000
6220 40	STREET LIGHT MAINTENANCE This item covers contract and non-contract maintenance of all City street lights under the contract negotiated by MGSA. This line item does not provide for knockdown repairs or replacement.	4,010	5,060	4,051	4,050	4,500

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
6230 40	PERMITS This line item is associated with permit fees set by County and State regulatory agencies and can only be projected based on previous years costs and conversations with officials. The State has historically increased costs associated with the storm water program each years as much as 20% without advanced notice. A detailed breakdown by agency can be found on the page titled "Permits".	7,963	9,963	9,779	9,850	11,000
6240 40	STREET SWEEPING This line item provides for costs associated with the operation of a 2005 Tymo street sweeping machine. Typical expenditures include; brooms, air & oil filters, belts, switches and other items. Staff performs routine maintenance in-house while vendors provide other major services both on and off site. This line item exceeded the budget in FY 13/14 due to unanticipated repairs.	4,647	4,013	4,071	5,000	4,500
6250 40	RECYCLING DISBURSEMENT This account will not be used this year.	0	2,456	5,051	0	0
TOTAL OPERATIONS		\$31,513	\$40,328	\$52,680	\$48,658	\$46,357
<u>MATERIALS AND SUPPLIES:</u>						
7000 10	OFFICE SUPPLIES/POSTAGE This line item covers the Department's portion of the cost of all miscellaneous supplies including paper and computer related supplies.	\$0	\$0	\$0	\$0	\$2,182

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
7080 40	FUEL This line item provides for the purchase of gasoline and diesel fuel that is stored in fuel tanks at the Corporation Yard. This fuel is used in vehicles and equipment used by the Public Works Department during daily operations.	9,512	11,459	10,562	11,000	11,500
7090 40	PROTECTIVE CLOTHING/SAFETY EQUIPMENT This line item provides for the weekly uniform services for Public Works personnel and the annual purchase of safety boots. Other items included are rain gear, safety jackets & vests, ear protection as well as first aid supplies.	3,730	4,057	4,451	4,250	5,000
7100 40	CONSTRUCTION SUPPLIES This line item provides for the purchase of miscellaneous materials including hardware, lumber, concrete, electrical and other small items required to perform basic maintenance functions in and around the City.	3,624	4,515	3,541	3,200	3,500
7110 40	JANITORIAL SUPPLIES This line item provides for the purchase of janitorial supplies that are necessary to keep the City Hall, Police station and Corporation Yard operational. Included are paper goods, soaps, cleaners and other cleaning items such as vacuum bags, brushes, mops and brooms. Replacement of janitorial equipment is also included.	1,431	2,119	1,992	2,400	3,000
7120 40	PARK AND LANDSCAPE SUPPLIES This line item provides for the purchase of organic products that are applied to the turf areas to counteract the effects of using well water to irrigate. Additionally, this account provides for the purchase of flowers and replacement plant material at parks and around City Hall. Parts to repair playground equipment are also purchased from this account.	2,791	3,932	3,338	3,500	3,500

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
7140 40	SMALL TOOLS This line item provides for the replacement of worn tools and the acquisition of new tools which are necessary to continue daily operations in Public Works.	2,010	2,260	2,646	2,500	2,500
7150 40	TRAFFIC CONTROL SUPPLIES This line item provides for traffic related items such as damaged or missing street signs, sign posts, hardware and other traffic safety devices including barricades, lights, cones, marking paint and striping materials.	3,413	5,986	3,987	4,000	5,000
7190 40	OTHER MATERIALS AND SERVICES This line item provides for miscellaneous materials and services that do not fall into well-defined categories. The City provided more than 38,500 Muir Mitts each year to users of the public areas. Bi-annual soil samplings at the parks are performed to ensure that proper PH levels are maintained due to poor quality well water used for irrigation.	3,457	4,757	4,207	3,600	4,000
TOTAL MATERIALS AND SUPPLIES		<u>\$29,968</u>	<u>\$39,065</u>	<u>\$34,724</u>	<u>\$34,450</u>	<u>\$40,182</u>
PUBLIC WORKS DEPARTMENT TOTALS		<u>\$798,721</u>	<u>\$704,080</u>	<u>\$756,046</u>	<u>\$748,656</u>	<u>\$819,787</u>

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS AND TRAINING DETAIL - PUBLIC WORKS

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODGING	TRAVEL COSTS	REG FEE	TOTAL BUDGET REQUEST
<u>CONFERENCE:</u> APWA Streets Conf. Institute	Nor Cal	PW Mgr.	Auto	Sept	2	0	0	100	300	\$400
<u>MEETINGS:</u> Marin Public Works Assn.	Local	City Engr.	Auto	Monthly						200
<u>TRAINING:</u> Misc. Specialized Trng.	Various Loc.	Staff	Auto	---	---	---	---	---	---	500
TOTAL										\$1,100

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

MEMBERSHIPS AND DUES DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ORGANIZATION	MEMBER(S)	AMOUNT	NOTES
California City/County Street Light Association	City	300	Membership required because of City's participation in the countywide street light JPA
Maintenance Superintendent's Association	PW Supv.	75	This organization provides information of value to the maintenance and operations of the public works department.
American Public Works Association APWA	PW Manager	100	This organization provides Public Works personnel with information and opportunities for specific training that are specific to the job.
Underground Service Alert	City	350	Membership in USA provides City staff with information regarding which utility companies are working in the public right-of-way.
MTC Streetsaver membership	City	1,250	Membership is required to submit and be approved for for grant funding available through the Metropolitan Transportation Commission.
TOTAL		<u><u>\$2,075</u></u>	

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

PERMITS - PUBLIC WORKS OPERATIONS & MAINTENANCE

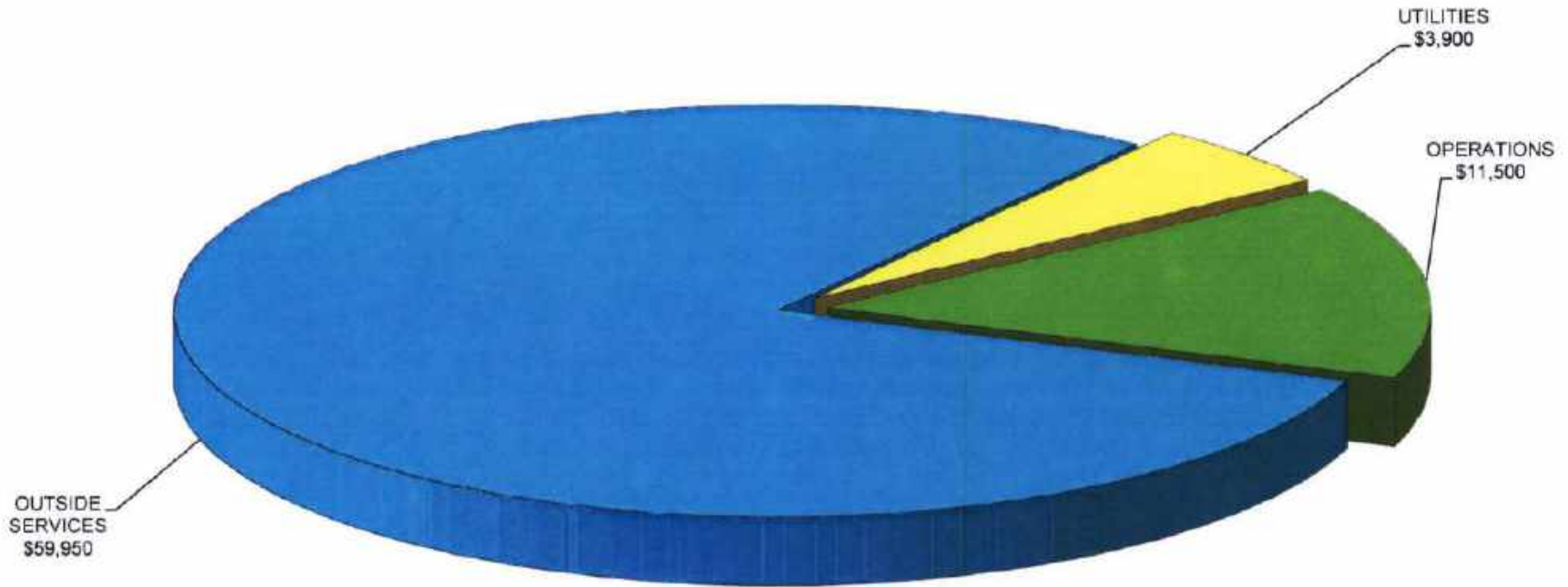
<u>ORGANIZATION</u>	<u>AMOUNT</u>	<u>NOTES</u>
Regional Water Quality Control Board	4,582	
Marin County Stormwater Program	3,705	
Marin County Hazardous Materials	1,067	
Bay Area Air Quality Mgmt District	170	
TOTAL	<u>\$9,524</u>	

RECREATION (THE RANCH)

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

Recreation (The Ranch)

Total Budget: \$75,350



CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - RECREATION (THE RANCH)

MAJOR ACCOUNT CLASSIFICATION	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
OUTSIDE SERVICES	\$5,508	\$5,617	\$305,908	\$28,700	\$59,950
UTILITIES	2,686	3,313	5,425	7,300	3,900
OPERATIONS	8,150	9,363	6,642	8,800	11,500
GRAND TOTAL	\$16,344	\$18,293	\$317,975	\$44,800	\$75,350

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>						
5980 50	JANITORIAL CONTRACT SERVICES This line item covers the weekly janitorial service for the entire Community Center which is primarily used by Recreation (The Ranch) for classes and programs.	\$4,600	\$4,380	\$4,860	\$5,000	\$5,500
5990 50	OTHER CONTRACT/OUTSIDE SERVICES This budget line item provides for miscellaneous and special services that are not provided for in other categories. This work includes bi-annual testing of the fire system in the kitchen, unexpected appliance repairs and the annual re-charging of the fire extinguishers. An extra cleaning of the kitchen is included in this account. Annual food program health permit fees are charged here.	908	1,237	1,048	1,200	1,200
XXXX XX	COMMUNITY CENTER FURNACE REPLACEMENT	0	0	0	0	7,500
5983 50	DAIRY KNOLL FACILITY CONTRIBUTION In FY 12-13, Belvedere contributed \$300,000 to the Dairy Knoll Recreation facility which is located in Tiburon and run by Belvedere-Tiburon Joint Recreation (The Ranch)	0	0	300,000	0	0

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
5982 50	RECREATION FACILITY CONTRIBUTION Beginning in FY 13-14, the City will contribute \$30,000 to the Town of Tiburon annually as stated in the Dairy Knoll Facility Agreement approved in October 2010. The contribution will increase each year by CPI with a cap of 4%.	0	0	0	22,500	30,750
5984 50	RECREATION (THE RANCH) CONTRIBUTION The City's contribution towards the operating costs of the Belvedere-Tiburon Joint Recreation (The Ranch) located at Dairy Knoll in Tiburon for the first three years at that location.	0	0	0	0	15,000
TOTAL OUTSIDE SERVICES		<u>\$5,508</u>	<u>\$5,617</u>	<u>\$305,908</u>	<u>\$28,700</u>	<u>\$59,950</u>
UTILITIES:						
6020 50	POWER (GAS & ELECTRIC) This line item covers the costs associated with providing heating and electric services to the Community Center used by The Ranch for recreation classes and programs.	\$2,688	\$3,313	\$5,425	\$7,300	\$3,900
TOTAL UTILITIES		<u>\$2,686</u>	<u>\$3,313</u>	<u>\$5,425</u>	<u>\$7,300</u>	<u>\$3,900</u>

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>OPERATIONS:</u>						
6200 50	BUILDING MAINTENANCE This account provides for the costs associated with routine and non-routine repairs in the Community Center. Examples of typical expenditures include; repair or replacement of damaged items, paint for touch ups and other misc. supplies to keep the facility attractive. Annual floor re-finishing, carpet cleaning and plumbing repairs are included in this budget line item.	\$5,036	\$7,533	\$4,397	\$4,800	\$7,500
7110 50	JANITORIAL SUPPLIES This item covers the purchase of all supplies that are necessary to keep the Community Center operational. Examples of supplies include paper products, trash liners, cleaners, soap, mops, dusters and brooms.	2,015	1,830	2,245	1,500	1,500
7190 50	OTHER MATERIALS & SUPPLIES This account is used for materials and miscellaneous specialty items that do not fall into well-defined categories.	1,099	0	0	2,500	2,500
		\$8,150	\$9,363	\$6,642	\$8,800	\$11,500
RECREATION (THE RANCH) TOTALS		\$16,344	\$18,293	\$317,975	\$44,800	\$75,350

NON DEPARTMENTAL

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - NON-DEPARTMENTAL

MAJOR ACCOUNT CLASSIFICATION	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
OUTSIDE SERVICES	\$0	\$0	\$0	\$0	\$74,331
OPERATIONS	0	0	0	0	283,012
GRAND TOTAL	\$0	\$0	\$0	\$0	\$357,343

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>						
5020 60	RICHARDSON BAY REGIONAL AGENCY The City participates in the Richardson Bay Regional Agency implementation of the Richardson Bay Special Area Plan. The amount the City agreed to pay to help defray the costs of the Agency is 7.5% of the Agency's budget. Members of the RBRA include Sausalito, Mill Valley, Tiburon, Marin County and Belvedere.	\$15,572	\$17,129	\$17,960	\$18,350	\$18,901
5030 60	HAZARDOUS MATERIAL RESPONSE UNIT This account covers the City's share of the hazardous material response team.	630	628	686	754	754
5040 60	ANIMAL CONTROL JOINT POWERS AGREEMENT The allocation of animal control costs among the cities is based on a combination of two factors that include population and service calls.	15,985	17,052	17,476	20,127	18,500
5050 60	CONGESTION MANAGEMENT PLAN Payment is made to the Transportation Authority of Marin (TAM) for the annual Congestion Management Agency (CMA) contribution which covers a portion of the costs related to transportation planning and programming.	4,288	4,288	4,257	4,257	4,257

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
5060 60	AFFORDABLE HOUSING ASSISTANCE A donation of \$10,000/year for three years was made to Farley Place Senior Housing.	1,004	10,000	10,000	10,000	0
5061 60	HOMEWARD BOUND OF MARIN Homeward Bound of Marin is the chief provider of transitional and long-term housing and support services for the homeless in Marin County.	4,300	4,300	0	4,300	4,300
5071 60	MARIN GENERAL SERVICES AGENCY The City is a member of the Marin General Services Agency (MGSA). The MGSA administers, finances, and governs various assigned governmental functions to include the Marin Street Light Acquisition Joint Powers Authority (MSLAJPA), Marin County Taxicab Regulation Program, Abandoned Vehicle Abatement Program, Marin Climate Energy Partnership (\$2,000) and Marin Mediation Services. Funding for the Agency consists of contributions of the member agencies based on assessed valuation of real property and population.	6,595	6,359	6,893	5,883	5,883
5081 60	TRAFFIC STUDY - INCREASE SCHOOL BUS RIDERSHIP Belvedere will participate with the Town of Tiburon in a joint study of traffic on Tiburon Blvd and possibilities to increase school bus ridership.	0	0	0	0	9,000
5082 60	MCCMC LOBBYIST Belvedere shares the cost of lobbyists for legislative advocacy services and a legislative analyst with the other ten Marin County cities.	0	0	0	0	1,556

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
5090 60	MARIN TELECOMMUNICATIONS AGENCY This line item represents the cost to the City for participation in the joint countywide efforts to manage the cable TV franchise agreement and to deal with the proposed placement of telecommunication devices in the public right-of-way.	3,831	2,837	1,930	5,202	8,699
5091 60	LAFCO MEMBERSHIP The cities and towns in Marin are required by legislation to pay a portion of the costs associated with LAFCO.	2,056	2,018	2,522	2,418	2,481
TOTAL OUTSIDE SERVICES		\$54,241	\$64,611	\$61,724	\$71,291	\$74,331

OPERATIONS:

4100 60	RETIREE HEALTH INSURANCE BENEFIT The City is paying a portion of the health insurance premium for 7 retirees. The amount paid is \$122/month each for 6 retirees and \$655/month for one retiree.	\$0	\$0	\$0	\$0	\$17,000								
6120 60	COMMUNITY ACTIVITIES This account covers all community promotional activities such as awards, celebrations, the annual town meeting, the volunteer holiday party and the city newsletter. Included are payments for the following: <table border="0" style="margin-left: 40px;"> <tr> <td>Blackie's Brigade</td> <td>\$1,200</td> </tr> <tr> <td>Tiburon Art Festival</td> <td>\$1,000</td> </tr> <tr> <td>Redwood Grad Night</td> <td>\$1,500</td> </tr> <tr> <td>Labor Day Parade</td> <td>\$5,000</td> </tr> </table>	Blackie's Brigade	\$1,200	Tiburon Art Festival	\$1,000	Redwood Grad Night	\$1,500	Labor Day Parade	\$5,000	27,643	42,963	26,024	25,000	27,000
Blackie's Brigade	\$1,200													
Tiburon Art Festival	\$1,000													
Redwood Grad Night	\$1,500													
Labor Day Parade	\$5,000													

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
6122 60	CONCERTS IN THE PARK The City's annual summer concert series costs are offset by donations from the public and include a contribution from the City of \$3,000. Expenses are offset by revenues of \$24,000.	27,116	24,413	27,238	26,339	27,000
6140 60	INSURANCE The insurance coverage's listed here are provided through Belvedere's membership in the California Joint Powers Insurance Authority.	93,355	103,440	126,655	177,902	212,012
	General Liability		\$178,623			
	Property & Auto		\$32,619			
	Crime Insurance		\$770			
		<u>\$111,056</u>	<u>\$134,005</u>	<u>\$117,508</u>	<u>\$125,048</u>	<u>\$283,012</u>
NON-DEPARTMENTAL TOTALS		<u>\$165,287</u>	<u>\$198,616</u>	<u>\$179,232</u>	<u>\$196,339</u>	<u>\$357,343</u>

FIRE FUND

CITY of BELVEDERE - FY2014-2015 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - FIRE FUND

MAJOR ACCOUNT CLASSIFICATION	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
OUTSIDE SERVICES	\$1,114,711	\$1,109,096	\$1,136,605	\$1,167,091	\$1,213,775
OPERATIONS	2,041	0	0	0	2,100
GRAND TOTAL	\$1,116,752	\$1,109,096	\$1,136,605	\$1,167,091	\$1,215,875

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

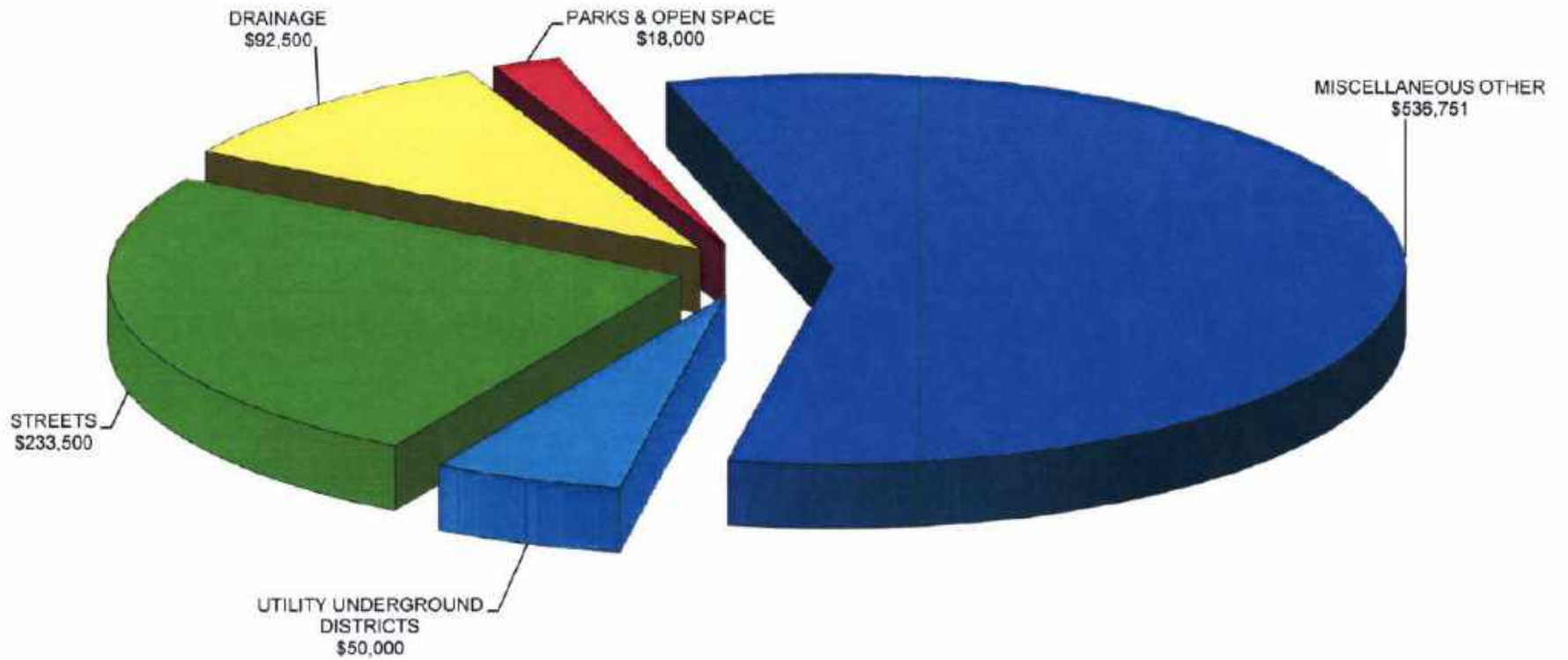
BUDGET DETAIL - FIRE FUND

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>						
5400 00	TIBURON FIRE PROTECTION DISTRICT CONTRACT It is estimated that the City's obligation in FY 14/15 will be \$1,213,775 which represents an approximate 4% increase over what was expended in FY 13/14.	\$1,109,096	\$1,136,605	\$1,178,322	\$1,167,091	\$1,213,775
	TOTAL OUTSIDE SERVICES	\$1,109,096	\$1,136,605	\$1,178,322	\$1,167,091	\$1,213,775
<u>OPERATIONS:</u>						
5410 00	FIRE SYSTEM PARTS & SUPPLIES This line item accounts for parts and supplies that are necessary to maintain the City's fire hydrants and for other hydrant related expenses.	\$0	\$0	\$1,631	\$0	\$2,100
	TOTAL OPERATIONS	\$0	\$0	\$1,631	\$0	\$2,100
	FIRE FUND TOTALS	\$1,109,096	\$1,136,605	\$1,179,953	\$1,167,091	\$1,215,875

CAPITAL IMPROVEMENT FUND

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

Capital Improvements Total Budget: \$930,751



CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - CAPITAL IMPROVEMENT PROGRAM

MAJOR ACCOUNT CLASSIFICATION	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
STREETS	\$334,339	\$277,903	\$136,500	\$239,917	\$233,500
DRAINAGE	23,163	42,267	46,062	10,000	92,500
LANES	0	4,993	0	40,000	0
PARKS AND OPEN SPACE	58,552	271,720	13,250	0	18,000
COMMUNITY BUILDINGS	87,996	324,669	30,106	48,023	0
MISCELLANEOUS OTHER	104,711	222,822	172,453	147,831	536,751
UTILITY UNDERGROUND DISTRICTS	82,902	129,743	22,697	113,000	50,000
GRAND TOTAL	\$691,663	\$1,274,117	\$421,268	\$598,771	\$930,751

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>STREETS</u>			
9000 00	PAVEMENT - SPOT REPAIR This account is used to fund small spot repairs of pavement failures.	\$37,000	\$45,000
9001 00	STREET PAVING This item is funded by the Road Impact Fee account for street paving not covered by grants or other non-City funding. It is used to repair large areas of distressed paving and for project trench paving.	75,000	100,000
9030 00	PAVEMENT CRACK SEALING This item covers the cost of sealing pavement cracks that occur due to settling of the subgrade (at utility trenches, etc.). The work consists of filling cracks with a rubberized asphalt material by specialized contractors. This is done on an as needed basis during the year.	10,000	11,000
9040 00	PAVEMENT TRAFFIC MARKING This item covers the cost of installing and maintaining the City's thermo-plastic and raised pavement markings, including the designated restricted parking program. Most work is at the direction of the Traffic Safety Committee.	5,000	7,500
9069 00	ROADWAY SHOULDER BERMS This work involves constructing and repairing asphalt drainage berms along the edge of the roadway that helps direct water to the nearest catch basin.	2,000	5,000
9084 00	TOYON AVENUE RETAINING WALL This retaining wall was originally constructed using wood plank and railroad track. It will be replaced by a concrete retaining wall. FY 13/14 expenses were for design.	10,000	65,000

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
9020 00	SLURRY SEAL PROGRAM This work was completed in FY13/14	75,000	0
9073 00	ROADWAY GUARDRAIL INSTALLATIONS This project was completed in FY13/14	25,917	0
TOTAL ROAD IMPACT FUND		\$239,917	\$233,500
<u>DRAINAGE:</u>			
9100 00	EMERGENCY DRAINAGE REPAIRS This line item provides for emergency repairs to storm drains and pipes that are found each year.	\$10,000	\$10,000
9151 00	COMMUNITY ROAD/MALLARD - PIPE RELINE This pipe was inspected and found to be in need of relining	0	82,500
TOTAL DRAINAGE		\$10,000	\$92,500
<u>LANES:</u>			
9225 00	MISC HANDRAIL INSTALLATIONS This project was completed in FY13/14.	40,000	0
TOTAL LANES		\$40,000	\$0

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>PARKS & OPEN SPACE</u>			
9337 00	PAINTING - COMMUNITY PARK RESTROOM The restrooms will be painted inside and outside using proceeds from the Marin County Parks & Open Space Sales Tax revenue.	\$0	\$5,500
9349 00	COMMUNITY PARK PLAYGROUND RUBBER MAT The rubber mat in the playground will be replaced using proceeds from the Marin County Parks & Open Space Sales Tax revenue.	0	\$7,500
9348 00	PLAYGROUND FIBER ADDITION Additional fiber will be added to the ground in the playground at Community Park. The project will be funded by proceeds from the Marin County Parks & Open Space Sales Tax revenue.	0	\$5,000
TOTAL MEASURE A PARKS & OPEN SPACE FUND EXPENDITURES		\$0	\$18,000
 <u>COMMUNITY BUILDINGS:</u>			
9402 00	CITY HALL SPRINKLER CHECK VALVE REPL & 5 YR CERTIFICATION This project was completed in FY13/14	21,075	0
9442 00	CITY HALL PATIO ENTRANCE DRAINAGE MITIGATION This project was completed in FY13/14	26,948	0
TOTAL COMMUNITY BUILDINGS		\$48,023	\$0

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
	<u>MISCELLANEOUS OTHER:</u>		
9509 00	CITY HALL ADA Design existing frontage sidewalk to be accessible to patio	\$0	\$50,000
9511 00	WOOD WEIR - LAGOON ROAD SILT BASIN Replace deteriorated wooden structure.	0	20,000
9506 00	FEMA CTP PROJECT This project was not completed in FY 13/14 as expected. Additional work will be performed in FY 14/15. The expenditures are covered by a FEMA grant.	27,831	11,751
9582 00	MISCELLANEOUS MAINTENANCE & IMPROVEMENTS This line item provides funding for minor drainage, lane, park, landscape, building, retaining wall and other misc. unanticipated projects that arise during the budget cycle.	65,000	65,000
9504 00	ADA WORK PLAN This line item was not used in the prior year.	0	0
9512 00	FLOOD MITIGATION Predevelopment and predesign work for flood mitigation.	0	150,000
9507 00	BEACH ROAD STABILIZATION In FY12/13 emergency repairs were performed on a section of sidewalk and seawall along Beach Road due to erosion from wave action. The City Engineer has identified additional repairs that are needed in an adjacent section	50,000	240,000
9508 00	COMMUNITY CENTER PARKING LOT RESURFACING & STRIPING This project was completed in FY13/14	5,000	0
	TOTAL MISCELLANEOUS OTHER	\$147,831	\$536,751

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
	<u>UTILITY UNDERGROUND DISTRICTS:</u>		
9579 00	LOWER GOLDEN GATE UTILITY UNDERGROUNDING This potential district includes Golden Gate Avenue between San Rafael Avenue and the five corners intersection. Initial Design began in FY13/14. If approved by the residents, the project will be funded by the sale of bonds. The City Council committed to funding construction management costs for this district.	113,000	50,000
	TOTAL UTILITY UNDERGROUND DISTRICTS	<u>\$113,000</u>	<u>\$50,000</u>

City of Belvedere – 5 Year Capital Improvement Plan

A. STREETS

Most of these projects are funded from the Road Impact Fee account. Basic annual maintenance (crack filling, pavement marking, etc.) is funded primarily with gas tax revenues. Others have State or County funding as noted.

Roadway Guardrails 2015/16 & 2017/18

Timber guardrails have been constructed along many of the City's streets with steep side slopes to protect vehicles from driving off the edge of the road causing injury to motorists. Additional guardrails are programmed in fiscal year 2015/16 & 2017/18-locations TBD. Funding is provided by County Measure A.

Slurry Seal 2015/16 & 2017/18

All programmed undergrounding projects will be followed with a slurry seal to restore a smooth and uniform road surface. The slurry seal programs will also include other streets which are in need of sealing. Partial funding is available from County Measure A allocations.

Retaining Wall Opposite 172 Beach Road 2018/19

Portions of the existing concrete wall at this location are showing signs of deterioration. Stabilization of this wall is anticipated in the next 5-year budget cycle.

Replace Iron Guardrails 2015/16 & 2017/18

Iron guardrails on Bella Vista and Bayview Avenues have corroded and band-aid spot repairs are proving to be insufficient. There is approximately 550 feet of railing at 3 locations on Bayview Ave and Bella Vista Ave. A Measure B Grant may be obtained to replace sections of this guardrail.

Pavement Condition Survey 2015/16

Every 3 years Belvedere updates its Pavement Management System. This program provides analysis which recommends the most cost efficient way to maintain City roads which are currently rated as the best in the Bay Area. The cost of this survey is usually funded through a Grant from the Metropolitan Transportation Commission.

Replace Retaining Wall – Toyon Ave Below Bella Vista Ave 2014/15

This project would replace a deteriorating retaining wall that was constructed using old railroad track as support posts. The middle support has corroded and is missing. Design of this project would occur in FY 2013/14 and construction in 2014/15.

City of Belvedere – 5 Year Capital Improvement Plan

Recoat Steel Railings – Corinthian & Beach Rd 2016/17 & 2018/19

The existing powder-coating is showing signs of deterioration due to its close proximity with the corrosive marine environment. Investigation in to how these railing can be recoated will need to occur.

B. STORM DRAINAGE

Drainage Repairs – Replacement of Wood Weir at the Lagoon Rd Silt Basin 2014/15

This project will replace the deteriorated wood weir in the Lagoon Rd silt basin.

Community Rd/Mallard Rd Pipe Re-Lining Project 2014/15

The drainage pipe in this location was inspected and found to be in need of repair.

Drainage Repairs – Lining of CMP Below 49 Belvedere Ave - Westshore 2016-18

This project will line sections of rusted corrugated metal pipe that direct storm water from catch basins on Belvedere Ave, thru private property via an easement to Westshore Rd. To complete this work concrete turning structures may need to be replaced during the project.

Drainage Improvements – Laurel Avenue (Unknown time period)

During heavy periods of rain, the drainage system at upper Laurel Avenue is inadequate causing water to drain onto private property. This project would increase capacity of the existing system and direct water in a larger underground pipe to existing facilities that drain into the Lagoon. Work would best be combined with the Acacia/Laurel Utility Undergrounding. The first phase of this project would be to identify issues and develop a design. Following design, a project estimate would provide a budget figure. If the drainage project is constructed separate from the Acacia/Laurel underground project it may be more costly.

C. LANES

Handrail Painting 2015/16

This project would prepare and paint various hand railings on lanes that have become chipped and/or that are peeling and in need of attention.

City of Belvedere – 5 Year Capital Improvement Plan

Upper Cedar Lane 2016/17

Two sections of deteriorated concrete steps and a landing are in need of replacement.

Handrails at Various Lanes 2015/16 – 2017/18

Handrails will be added for public convenience and so safety can be improved. An inventory of lanes needing such handrails has been created. The Belvedere Community Foundation has expressed interest in providing a Grant to the City of matching funds for a handrail project in various locations.

Eucalyptus Lane (Unknown time period)

A new lane would be constructed between 335 Golden Gate and 298 Belvedere Avenue. Stairs and landings for access to properties adjacent to the proposed stairs will add a much-needed connection for residents on the west side of the Island. The City Engineer has estimated project costs at \$250,000-\$350,000. The Belvedere Community Foundation has expressed interest in funding a portion of this project through a grant. The City would provide additional funding to make up the difference. The first phase would be design; a more accurate construction budget estimate would be calculated following the design of this project.

D. PARKS & OPEN SPACE

These projects are usually funded from the General Fund and/or the annual rent from the Lagoon Road cell site. Priorities are recommended by the Parks and Open Space Committee.

Community Park Well Rehabilitation 2017/18

The current water well is not providing adequate flows to irrigate the turf and landscape at Community Park. Due to the diminished water production, a new water well may need to be drilled at the park.

Community Road Park & Playground Repairs 2014/15

Projects included in the 2014/15 budget include playground rubber matting repairs, bathroom painting and playground fiber addition.

Recoat/Restripe Basketball Court 2015/16

The basketball court at Community Road Park will be recoated.

City of Belvedere – 5 Year Capital Improvement Plan

San Rafael Avenue Seawall Landscape Mulch Addition 2015/16

Mulch will be added to the landscape in this area.

Repair & Refurbish Lagoon Road Tennis Courts 2016/17

The tennis courts will be repaired.

E. COMMUNITY BUILDINGS

City Hall Patio Drainage Mitigation 2017/18 & 2018/19

This project will mitigate the current water drainage from the stairs by capturing the water in a drain under the concrete stairs and redirecting it under the sidewalk to the street gutter.

Selected Exterior Painting of City Hall 2015/16 & 2017/18

Due to variations in sunlight and weather exposures, some elevations and areas of the building require more frequent repainting than others.

Corporation Yard Generator Improvements 2017/18

A permanent natural gas supplied generator similar to the City Hall Emergency Generator would be installed. This unit would activate immediately upon the loss of power similar to the City Hall. The additional of a generator would support emergency operations at the Corp Yard during a disaster.

City Hall Security Upgrade 2015/16

This project would re-key the City Facility wide lock system.

Painting of Exterior of Corporation Yard Building 2015/16

This structure was last painted in 2000. There are areas that are peeling and chipping. Minor spot painting is needed in 2015/16; however the building will need complete painting by 2016/17.

City of Belvedere – 5 Year Capital Improvement Plan

F. MISCELLANEOUS

ADA Compliance Projects 2014/15 – 2017/18

Funds will be set aside to bring various City facilities into compliance with Americans with Disabilities Act (ADA). The initial major project will be the east sidewalk of San Rafael Avenue from Golden Gate to City Hall.

Sidewalk Repair Program 2015/16

Property owners are responsible for maintaining the sidewalk along their frontage. Every 3 years the City performs a City-wide inspection of all sidewalks. Residents are notified of deficiencies. Owners can participate in a city-managed project to affect the work. Property owners must reimburse the City for completion of work and notification of repair costs.

Survey Monuments 2015/16 & 2018/19

When funds are available, the City has continued its program to establish horizontal survey control monuments City-wide. This item would seek to complete the program at streets that remain without monuments.

Traffic Engineer Study 2018/19

In order for the Police Department to successfully prosecute contested traffic citations for speeding, it is necessary that a traffic survey be prepared by a licensed Traffic Engineer and be filed with the Marin Municipal Court. Reports must be performed every 5 years. The last current report was performed in 2014.

Retaining Curbs 2015/16

The installation of 18” high concrete curbs and monolithic gutter has been successful in stabilizing the uphill edge of pavement at a few Belvedere Island locations. This project would target new locations along Belvedere Ave. The minor sloughing and erosion would be minimized; additionally the installation would stop erosion from entering catch basin inlets causing storm water pollution in the bay.

Misc. Maintenance and Improvement Projects

This item includes funding for minor drainage, park, landscape, building, lane, retaining wall and miscellaneous other projects.

City of Belvedere – 5 Year Capital Improvement Plan

San Rafael Avenue ADA Improvements 2016-19

Improvements will be made along San Rafael Avenue to conform to ADA requirements.

Beach Road Seawall Stabilization 2014/15

The seawall along Beach Road is deteriorated due to tidal activity and needs to be stabilized.

Flood Mitigation 2014/15

Predevelopment and Pre-design of flood mitigation measures will begin in 2014/15.

G. UNDERGROUND UTILITY ASSESSMENT DISTRICTS

The costs of these projects are primarily funded by the sale of bonds by each District. The City does contribute staff time for administration and management. When the City owns property within a district, an appropriate contribution is made.

Lower Golden Gate Ave 2015/16

Petitions to form this District have been gathered. The City Council has approved staff to budget for the design of the District. Pending approval by Council for staff to move forward with the design, a cost for Construction will not be available until FY 2014/15. The project will be put out for Public Bid. When construction costs are known and final approval from the residents occurs, the City Council will authorize staff to move forward with construction. It is anticipated that construction of this district will occur in FY 2014/15.

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19
STREET IMPROVEMENTS					
Roadway Guardrail Installation		25,000		25,000	
Slurry Seal		75,000		80,000	
Retaining Wall at 172 Beach Road					100,000
Pavement Condition Survey		4,000			
Replace Iron Guardrails - Bayview & Bella Vista Avenues		10,000		5,000	
Replace Toyon Avenue Retaining Wall	65,000				
Recoat Steel Railings - Corinthian & Beach Road			20,000		20,000
Spot Repairs	45,000	40,000	40,000	40,000	40,000
Street Paving	100,000	50,000	50,000	50,000	50,000
Crack Sealing	11,000	10,500	11,000	11,500	12,000
Traffic Marking	7,500	6,000	6,500	6,500	7,000
Shoulder Berms	5,000	5,000	5,000	5,000	5,000
Total Street Improvements	\$ 233,500	\$ 225,500	\$ 132,500	\$ 223,000	\$ 234,000

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19
STORM DRAINAGE					
Lagoon Road Silt Basin Weir Replacement	20,000				
Community Rd/Mallard Rd Pipe Re-Lining Project	82,500				
Drainage Pipe Repairs Below 49 Belvedere			50,000	75,000	
Emergency Drainage Repairs	10,000	10,000	10,000	10,000	10,000
Drainage Improvements-Laurel Avenue			-		
Total Storm Drainage	\$ 112,500	\$ 10,000	\$ 60,000	\$ 85,000	\$ 10,000
LANES					
Handrail Painting		10,000			
Cedar Lane Stair Replacement			25,000		
Handrail Installation-Various Lanes		20,000		20,000	
Total Lanes	\$ -	\$ 30,000	\$ 25,000	\$ 20,000	\$ -

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19
PARKS AND OPEN SPACE					
Community Playground Rubber Matting Repairs	7,500				
Community Park Bathroom Painting	5,500				
Playground Fiber Addition	5,000				
Recoat/Restripe Basketball Court		5,000			
San Rafael Ave Seawall Landscape Mulch Addition		6,000			
Community Park Well Rehabilitation				50,000	
Repair & Refurbish Lagoon Road Tennis Courts			12,000		
Total Parks & Open Space	\$ 18,000	\$ 11,000	\$ 12,000	\$ 50,000	\$ -
COMMUNITY BUILDINGS					
Selected Exterior Painting of City Hall		20,000		20,000	
City Hall Foundation Drainage Repairs				100,000	100,000
City Hall Security Upgrade		15,000			
Misc Exterior Painting-Corp Yard Building		15,000			
Refurbish Council Chambers Audience Chairs		10,000			
Corporation Yard Generator Improvements				30,000	
Total Community Buildings	\$ -	\$ 60,000	\$ -	\$ 150,000	\$ 100,000

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19
MISCELLANEOUS					
Beach Road Seawall Stabilization	240,000				
Sidewalk Repair Program		35,000			
Traffic Engineering Study					12,000
Retaining Curbs		25,000			
FEMA CTP Project	11,751				
Flood Mitigation	150,000				
Survey Monuments		25,000			25,000
ADA Compliance Projects	50,000	25,000		25,000	
San Rafael Avenue ADA Improvements			150,000	75,000	75,000
Lower Golden Gate Ave (Proposed)	50,000				
Misc. Maintenance & Improvements	65,000	65,000	70,000	70,000	70,000
Total Miscellaneous	\$ 566,751	\$ 175,000	\$ 220,000	\$ 170,000	\$ 182,000
<hr/>					
TOTALS	\$ 930,751	\$ 511,500	\$ 449,500	\$ 698,000	\$ 526,000

RESTRICTED FUNDS

CITY of BELVEDERE - FY2014-2015 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - RESTRICTED FUNDS

MAJOR ACCOUNT CLASSIFICATION	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
EQUIPMENT REPLACEMENT	\$25,000	\$27,190	\$9,949	\$15,000	\$57,835
LEGAL DAMAGES AND SETTLEMENTS	0	96,323	41,465	5,000	10,000
GRAND TOTAL	\$25,000	\$123,513	\$51,414	\$20,000	\$67,835

CITY of BELVEDERE - FY 2014-2015 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RESTRICTED FUNDS

ACCOUNT	ITEM	FY10-11 ACTUAL EXPENDITURES	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ESTIMATED EXPENDITURES	FY14-15 APPROVED BUDGET
<u>EQUIPMENT REPLACEMENT:</u>						
8090 00	EQUIPMENT/FURNISHINGS Requests for FY 14/15 are for replacement or refurbishment of small, short-term assets such as computers, furnishings and other similar items.	\$14,991	\$27,190	\$9,949	\$15,000	\$15,000
	POLICE VEHICLE Purchase a Ford Police Interceptor Utility Vehicle to replace a 2006 Ford Crown Vic that will be sold at auction. Base price \$28,771, equipment to outfit vehicle \$14,064 for a total of \$42,835.					42,835
TOTAL EQUIPMENT REPLACEMENT		\$25,000	\$27,190	\$9,949	\$15,000	\$57,835
<u>LEGAL DAMAGES AND SETTLEMENTS:</u>						
8040 00	LEGAL DAMAGES AND SETTLEMENTS This account covers legal fees or damages the City is required to pay during the year.	0	96,323	41,465	5,000	10,000
TOTAL LEGAL DAMAGES AND SETTLEMENTS		\$0	\$96,323	\$41,465	\$5,000	\$10,000