

City of Belvedere
Annual Operating & Capital Budget
Fiscal Year 2015/2016

CITY of BELVEDERE

City Officials

City Council

Bob McCaskill, Mayor
Claire McAuliffe, Vice Mayor
Sandra Donnell, Council Member
James Campbell, Council Member
Marty Winter, Councilmember

Principal City Staff

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

City of Belvedere Fiscal Year 2015/16 Operating & Capital Budget

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CITY OF BELVEDERE

Memorandum

DATE: July 1, 2015

TO: Mayor McCaskill and Members of the City Council

FROM: Mary Neilan, City Manager

SUBJECT: Transmittal of FY15/16 Operating and Capital Budget

It is my pleasure to present the FY15/16 Operating and Capital Budget to the City Council.

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.

The Budget for the upcoming year is balanced, with a small surplus in the General Fund. As discussed during the budget hearing, it fully funds department operations and maintains a Reserve equal to 40% of General Fund appropriations, but allocates little to capital projects or enhanced services. This is due in large part to two circumstances that can be viewed as positive for the community overall, but have a negative impact on the City's ability to address major infrastructure improvements or fund other unmet needs.

One is the effort being made by staff in the Planning and Building Department to see that large, impactful projects are completed within the approved Construction Time Limit (CTL). In

FY15/16, staff does not foresee any project exceeding that time limit in any significant way. This is good news for the neighbors of such projects, who bear the brunt of the noise, dust, road closures and general disruption resulting from the construction. But whereas in prior years the City collected substantial CTL fines, this year we cannot include that revenue in our budget projections.

The second circumstance of note is the decision by the Tiburon Fire Protection District to accelerate the payoff of their unfunded pension liability. A fiscally sound decision by them that will benefit both City and District in the long term, but one that significantly increases the City's cost for fire protection services for the next 10 years.

General Fund Budget highlights include:

Revenue

- An increase in property tax revenue of 5%
- An 8% increase in development related revenue
- New revenue from a shared services contract with Town of Tiburon for Police Administration
- Reduction in Construction Time Limit fines (from FY14/15) of \$330,000

Expenditures

- Reclassification of City Clerk/Risk Manager to City Clerk/ Management Analyst
- Elimination of Administrative Clerk position
- 1% salary increase for all employees
- Slight increase in County contract for police dispatch and Police Chief services
- An increase in the contract with Tiburon Fire Protection District of \$260,000
- Addition of contribution to countywide Community Homeless Fund
- A modest \$14,715 contribution to capital projects

It is anticipated that the General Fund will generate \$5.6 million in revenues during FY15/16. Expenditures are estimated at \$4.7 million for Administration, Planning & Building, Police, Public Works, Recreation (The Ranch) & Non-departmental. \$914,029 will be transferred from the General Fund to other funds.

Summary FY15/16 General Fund Budget

Revenue

Property taxes	4,406,034
Other Taxes	273,000
Licenses and Permits	418,000
Fines and Forfeitures	38,000
Charges for Services	314,197
Investment and Rental Income	20,450
Revenue from Other Agencies	123,742
Misc. Other	<u>45,000</u>
Total General Fund Revenue	5,638,423

<u>Expense</u>		
General Administration		688,916
Planning and Building Dept.		1,058,963
Police Dept.		1,703,434
Public Works Dept.		833,628
Recreation		59,685
Non-Departmental		<u>354,975</u>
Total General Fund Expense		4,699,601
 <u>Transfers to Other Funds</u>		
Fire Protection		760,620
Pension Reserve		100,000
Equipment Replacement Fund		38,694
Capital Improvement Fund		<u>14,715</u>
Total Transfers from General Fund		914,029
 Total General Fund Expense and Transfers		 5,613,630
 Net General Fund Surplus (Deficit)		 24,793

General Fund Reserve and Five Year Forecast

The City will start the upcoming fiscal year with a General Fund Reserve of \$2.2M. If fiscal year activity (revenue and expenditures) occurs exactly as forecast, the General Fund Reserve at the end of FY15/16 will remain at \$2.2M. However, the proposed budget is fairly conservative. It is likely the City will be able recognize additional revenue during the year and that departments will under spend their budget allocations. One such opportunity is the contract with the Town of Tiburon for Police Administration services. The model to share the services of the Belvedere Police Chief is being evaluated over the next three months and should it prove to be advantageous for both City and Town, the agencies may enter into a long term agreement resulting in additional revenue for Belvedere. Other opportunities for shared services may present themselves during the fiscal year.

General Fund Reserve		
Beginning Fund Balance 7/1/15		\$2,202,276
Revenues	\$5,638,423	
Expenses	(4,699,601)	
Transfers Out	(941,029)	
Surplus/(Deficit)		24,793
Ending Fund Balance 6/30/16		\$2,227,068

A \$2.2M GF Reserve falls short of the Council's policy of maintaining a reserve equal to 50% of GF operating expense plus the transfer to fund fire protection services. In FY15/16, the City would need \$2.8M to fully fund the GF Reserve. The shortfall is due primarily to the decision in 2013 to pay off a portion of the City's unfunded pension liability (the Side Fund). The Five Year Forecast projects the GF Reserve will meet the Council's policy goal by the end of FY19/20.

Fire Fund

Revenue generated from the fire tax will be \$778,543. Payments to the Tiburon Fire Protection District are estimated to be \$1,539,163 in Fiscal Year 2015/16. A General Fund transfer of \$760,620 is included in the budget to fully fund the contract with TFPD, an increase of \$262,000 over the previous fiscal year.

Pension Reserve

The proposed FY15/16 Budget includes a transfer of \$100,000 from the General Fund to the Pension Reserve Fund, bringing the balance in that reserve to \$200,000.

Equipment Replacement Fund

The General Fund transfer to the Equipment Replacement Fund includes \$34,194 for the purchase/replacement of video and computer equipment in the police vehicles.

Capital Improvement

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.

Biannual Slurry Seal Program - \$75,000

Every other year a group of streets are selected for the slurry program. Decisions of streets to be included in the program are based on pavement analysis information provided by the pavement management program survey. San Rafael Ave. is a primary candidate for slurry in FY15/16.

Lower Golden Gate Street Paving - \$100,000

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. Lower Golden Gate Avenue will be the focus of pavement repairs in FY15/16.

Handrails at Various Lanes - \$40,000

This project will provide for the installation of handrails for public safety and convenience. The Belvedere Community Foundation has provided a matching grant to construct this project.

Acacia/Laurel Utility Undergrounding Design - \$180,600

This project is being funded from the General Fund Reserve and will be reimbursed in the future when the underground district is formed. Should the district not be formed, the City will absorb this expense.

Sidewalk Repair Program - \$35,000

The City will inspect all sidewalks/curbs/gutters and partner with property owners to make repairs to meet safety and risk management standards.

Challenges and Opportunities

Belvedere depends primarily on property tax revenue to fund City services and maintain and improve the City's infrastructure. Real property in Belvedere held its value during the recession and continues to increase in worth as properties are improved and the overall economy strengthens. But the marginal annual increase in property tax revenue will not, overtime, keep pace with the rising cost of providing service using the model the City has employed for many years.

In the near term, opportunities should be examined that reduce department expense by focusing resources where demand is greatest, partnering with other agencies, and adopting best practices that meet the demands of the community in a financially sustainable way. Overtime this will free up funds needed to finance capital projects, improve workflow and enhance communication with our constituents, replace the City's rolling stock and other capital equipment and fully fund the General Fund Reserve.

As noted earlier in this report, the City Council began this process in FY14/15 by entering into an agreement with the Town of Tiburon to share police administrative services, assigning the Chief of Police to assist the Chief in Tiburon as needed. The initial trial appears to be successful and we anticipate continuing this partnership into the future. During FY15/16, the City will need to continue to explore and implement changes where appropriate that maintain essential services at a reduced cost.

Conclusion

The recommended FY15/16 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. And as usual, staff will closely monitor revenues and manage resources throughout the year, and will update the Council at regular intervals.

It has been my pleasure to work with a talented City staff to produce this Budget. In particular, I want to thank the City's 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.

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, 2014.

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.

2013/14 Limit	\$2,601,322
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Adjustment Factors

Population	1.0042
Inflation	.9977
Total Adjustment	1.0019
2014/2015 Limit	\$2,606,239

City of Belvedere – Position Allocation

<u>TITLE</u>	<u>FY 2015/16</u>
City Manager	1
Finance Officer	1
Public Works Manager	1
City Planner	1
Building Official	1
Management Analyst/City Clerk	1
Associate Planner	1
Building Inspector	1
Maintenance Supervisor	1
Police Secretary	1
Department Secretary II	2
Maintenance Worker II	2
Police Sergeant	2
Police Officer	4
	Total 20
 <u>Contract Staff</u>	
Police Chief	1
City Engineer	1



Belvedere Residents

City Council

Bob McCaskill, Mayor
Claire McAuliffe, Vice Mayor
City Councilors: Sandra Donnell, James Campbell, Marty Winter

City Attorney
Rob Epstein
Deputy City Attorney
Emily Longfellow

City Manager
Mary Neilan

Public Safety

Police Chief
Tricia Seyler
Contract for Services

Tiburon Fire Protection District
Contract for Services

Police Secretary
Lylene Phillips

Police Sergeants
Chris Pool,
Tom Marksbury

Police Officers
Andy Rosas, Paul Sims
Mike Celiberti,
Charles Wayshak

Planning & Building

City Planner
Irene Borba

Associate Planner
Rebecca Markwick

Department Secretary II
Nancy Miller

Building Official
Eric Banvard

Building Inspector
Genaro Muniz

Department Secretary II
Lorrie Duffy

Administration

Finance Officer
Becky Eastman

IT Coordinator
Marin IT

Mgmt Analyst/ City Clerk
Alison Foulis

Public Works

Public Works Manager
Scott Derdenger

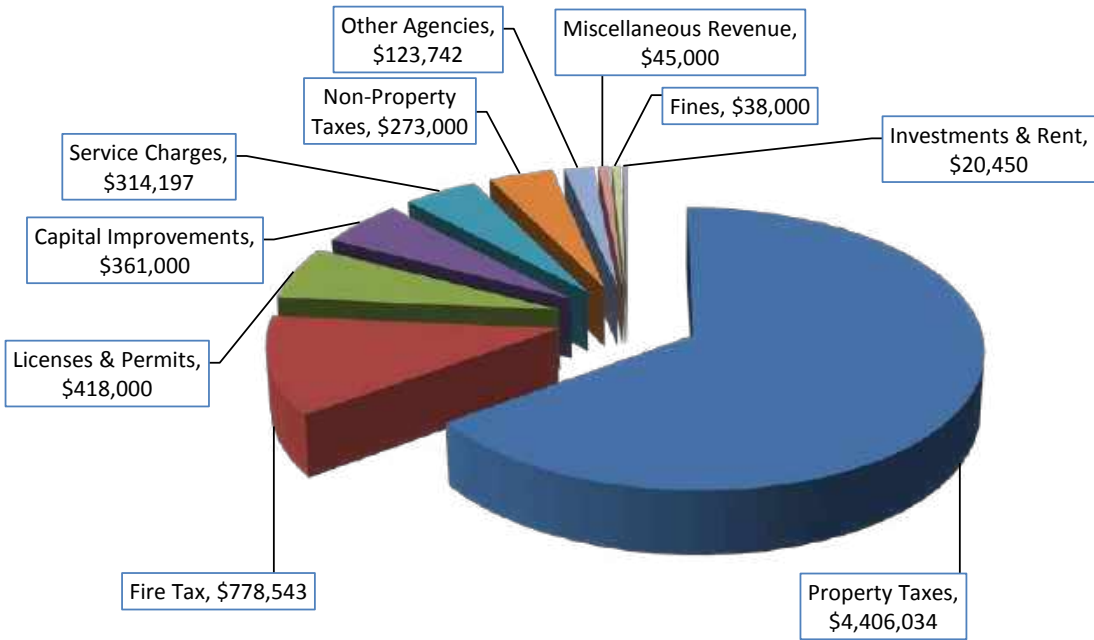
Maintenance Supervisor
Gerhard Laufer

Maintenance Workers
Max Sandoval
Shane Rodgers

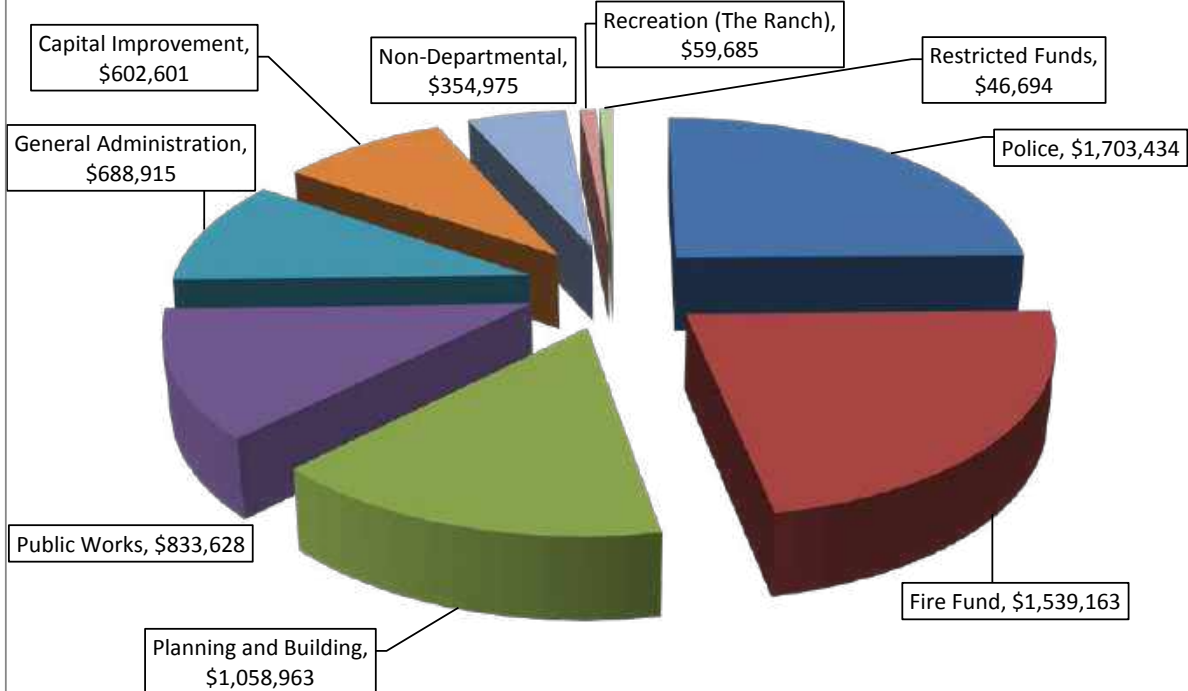
City Engineer
John Moe
Contract for Services

City of Belvedere

Fiscal Year 2015/16 Total Revenues \$6,777,966



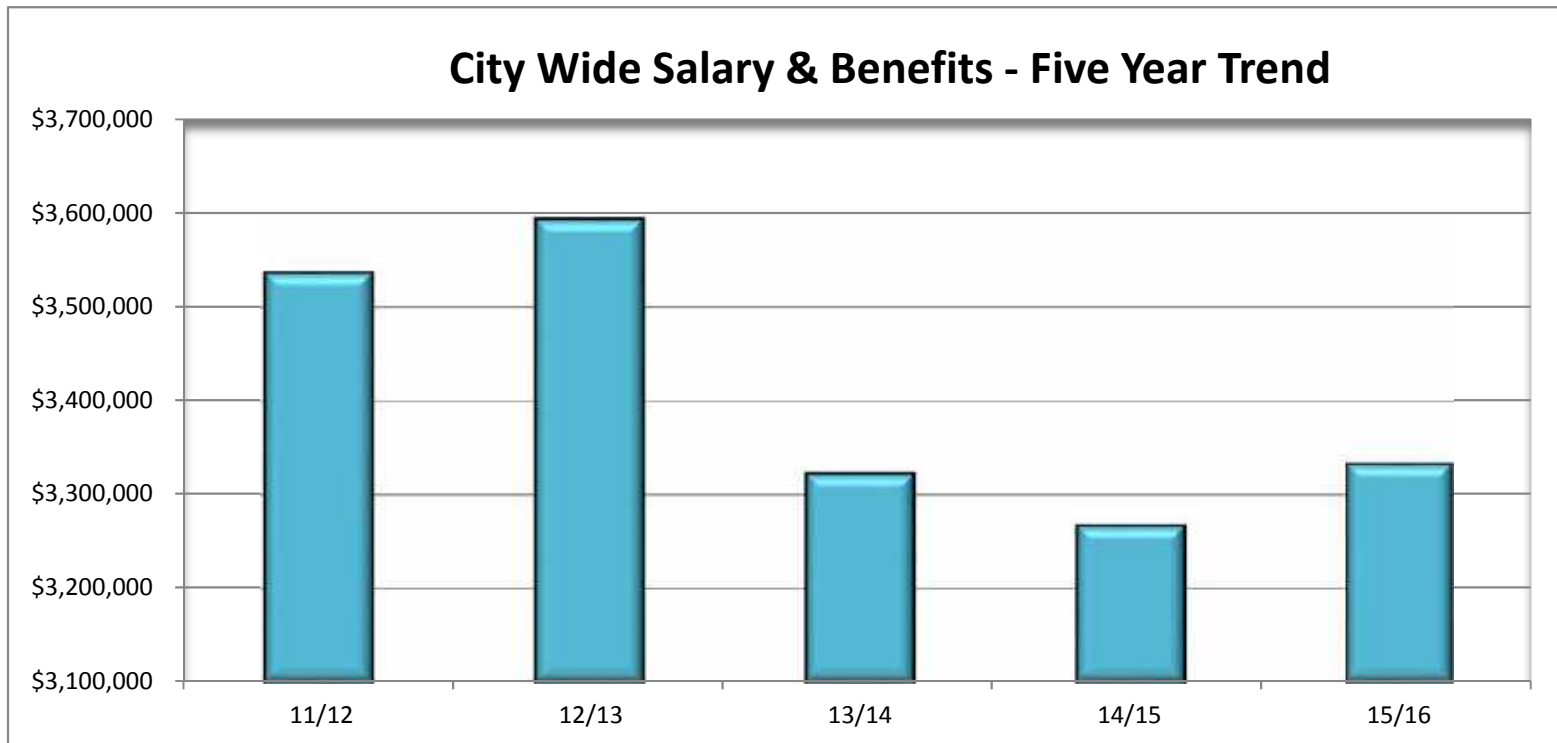
Fiscal Year 2015/16 Total Appropriations \$6,888,058



CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET

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

	FY2011/12	FY2012/13	FY2013/14	FY2014/15	FY2015/16
Regular Salaries	\$ 1,864,012	\$ 1,765,340	\$ 1,858,511	\$ 1,869,403	\$ 1,889,385
Contract Staff	\$ 381,052	\$ 635,253	\$ 347,372	\$ 316,715	\$ 380,444
CalPERS Retirement	\$ 492,162	\$ 412,878	\$ 263,447	\$ 279,165	\$ 302,739
Health Insurance	\$ 367,498	\$ 377,078	\$ 435,616	\$ 396,736	\$ 395,092
Other Fringe Benefits	\$ 432,108	\$ 403,302	\$ 418,410	\$ 406,304	\$ 366,288
Total Salary & Benefits	\$ 3,536,832	\$ 3,593,851	\$ 3,323,356	\$ 3,268,323	\$ 3,333,948



CITY OF BELVEDERE

CAPITAL IMPROVEMENTS PROJECT LIST FY 2015/16

PROJECT	Total Project \$	Source of Funds						
		General Fund	Road Impact	Gas Tax	Co Transp	Reimb	Cell Site Rent	Co Parks
Pavement Spot Repair	40,000		40,000					
Street Paving	100,000		100,000					
Pavement Crack Sealing	11,000		11,000					
Pavment Traffic Markings	7,500		7,500					
Roadway Shoulder Berms	5,000		5,000					
Pavement Survey - PTAP	4,000		4,000					
Slurry Seal Program	75,000		75,000					
Emergency Drainage Repairs	10,000			10,000				
Bayview Ave Drainage Improvements	15,000			15,000				
Handrails	40,000	20,000					20,000	
Land Company Park Improvements	15,000	7,500						7,500
Basketball Court Repairs	7,000							7,000
Misc Maintenance & Improvements	50,000	7,215		29,911		10,000	2,874	
Community Center Kitchen Fire System	7,500	7,500						
Acacia/Laurel Utility Undergrounding Design	180,600	180,600						
Sidewalk Repair Program	35,000			5,089	29,911			
Totals	602,600	222,815	242,500	60,000	29,911	10,000	22,874	14,500

Source of Funds-General Fund

CIP Beginning Balance	\$	208,100
Transfer from General Fund		14,715
	\$	<u>222,815</u>

CITY OF BELVEDERE
FY2015-16 Projected Fund Balances

	General Fund	Fire Fund	Equipment Replacement Fund	Insurance Reserve Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Pension Reserve	Totals
Projected Fund Balance 7/1/15	\$2,202,276	\$0	\$115,000	\$56,339	\$208,100	\$220,865	\$3,155	\$100,000	\$2,905,735
<i>Plus Estimated 15/16 Revenue</i>	5,638,423	778,543	500	0	172,785	175,000	12,715	0	6,777,965
<i>Less Estimated 15/16 Expenditures</i>	(4,699,601)	(1,539,163)	(44,194)	(2,500)	(345,600)	(242,500)	(14,500)	0	(6,888,058)
Fund Balance Before Transfers	\$3,141,098	(\$760,620)	\$71,306	\$53,839	\$35,285	\$153,365	\$1,370	\$100,000	\$2,795,642
General Fund Transfers	(914,029)	760,620	38,694	0	14,715	0	0	100,000	0
Surplus/(Deficit)	24,793	0	0	(2,500)	(158,100)	(67,500)	(1,785)	100,000	(110,092)
Estimated 6-30-16 Fund Balances	\$2,227,068	\$0	\$110,000	\$53,839	\$50,000	\$153,365	\$1,370	\$200,000	\$2,795,642

General Fund Reserve	
General Fund Expenses + Fire Transfer	5,460,221
General Fund Reserve Policy 50%	2,730,111
Projected General Fund Balance 6/30/15	41% 2,227,068
Over (Under) Policy	(503,042)

**CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS**

FUND/ACTIVITY	FY11-12 ACTUAL REVENUES	FY12-13 ACTUAL REVENUES	FY13-14 ACTUAL REVENUES	FY14-15 ESTIMATED REVENUES	FY15-16 APPROVED BUDGET
GENERAL FUND					
Property Taxes:					
Current Secured	\$3,006,205	\$3,121,274	\$3,296,437	\$3,457,175	\$3,630,034
Supplemental Assessments	37,150	50,569	81,011	81,000	90,000
Unsecured	73,384	72,983	76,141	80,750	81,000
Excess ERAF	315,693	306,217	398,105	332,311	330,000
VLF Swap	173,491	179,241	188,021	196,296	198,000
Real Property Transfer	74,783	69,503	73,460	75,000	77,000
Subtotal	<u>\$3,680,706</u>	<u>\$3,799,787</u>	<u>\$4,113,175</u>	<u>\$4,222,532</u>	<u>\$4,406,034</u>
Local Non-Property Taxes:					
Sales Taxes	\$87,755	\$117,690	\$69,256	\$30,000	\$30,000
Triple Flip	11,888	44,018	44,278	8,004	0
Sales Taxes - SB509	15,005	15,913	16,511	17,000	17,000
Business Licenses	65,694	70,136	69,412	70,000	70,000
PG&E Franchise	23,098	23,175	25,778	25,898	26,000
CATV Franchise	43,018	51,255	63,732	63,550	64,000
Garbage Franchise	62,220	95,451	69,161	65,122	66,000
Subtotal	<u>\$308,678</u>	<u>\$417,638</u>	<u>\$358,128</u>	<u>\$279,574</u>	<u>\$273,000</u>
Licenses & Permits:					
Construction Permits	\$349,324	\$372,949	\$335,272	\$310,000	\$350,000
Encroachment Permits	40,031	58,075	60,067	55,000	55,000
Revocable Licenses	9,000	4,800	5,911	5,500	5,500
Parking Permits	5,035	2,079	4,790	2,500	3,000
Miscellaneous Licenses and Permits	6,600	4,250	5,560	4,500	4,500
Subtotal	<u>\$409,990</u>	<u>\$442,153</u>	<u>\$411,600</u>	<u>\$377,500</u>	<u>\$418,000</u>
Fines & Forfeitures:					
Vehicle Code Fines Planning & Building Penalties	\$13,787	\$9,352	\$18,012	\$28,000	\$28,000
	219,093	113,419	4,913	341,000	10,000
Subtotal	<u>\$232,880</u>	<u>\$122,771</u>	<u>\$22,925</u>	<u>\$369,000</u>	<u>\$38,000</u>

**CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS**

FUND/ACTIVITY	FY11-12 ACTUAL REVENUES	FY12-13 ACTUAL REVENUES	FY13-14 ACTUAL REVENUES	FY14-15 ESTIMATED REVENUES	FY15-16 APPROVED BUDGET
Investments & Property:					
Investments	\$20,863	\$14,217	\$3,858	\$3,800	\$3,800
Rent	15,117	14,760	15,117	16,500	16,500
Community Center Rentals	150	150	150	150	150
Subtotal	<u>\$36,130</u>	<u>\$29,127</u>	<u>\$19,125</u>	<u>\$20,450</u>	<u>\$20,450</u>
Revenue From Other Agencies:					
Motor Vehicle In Lieu	\$1,076	\$1,115	\$923	\$891	\$900
HOPTR	21,900	22,022	22,070	22,100	22,292
POST Reimb	3,236	1,589	79	500	500
Supplemental Law Enforcement Funding	100,204	100,050	100,049	100,050	100,050
Subtotal	<u>\$126,416</u>	<u>\$124,776</u>	<u>\$123,121</u>	<u>\$123,541</u>	<u>\$123,742</u>
Service Charges:					
Road Closure Signs	\$14,508	\$24,105	\$20,241	\$12,000	\$12,000
Plan Reviews	236,695	136,363	163,403	155,000	165,000
Technology Fee	7,179	8,172	6,600	7,000	7,000
Zoning/Subdivision Fees	7,500	0	0	1,000	1,000
Variances and Use Permits	11,650	15,800	5,525	6,500	6,500
Design Review/Design Review Exceptions	62,370	61,517	42,858	60,000	60,000
Appeals	2,300	1,200	1,350	1,000	1,000
Residential Building Reports	13,500	13,500	13,200	13,000	13,000
Maps, Publications, and Copies	164	692	218	650	650
Special Police Services	3,478	2,470	1,921	28,041	32,047
Financial Services	9,923	10,080	10,920	12,000	12,000
Miscellaneous Charges for Services	4,959	4,100	1,182	7,000	4,000
Subtotal	<u>\$374,226</u>	<u>\$277,999</u>	<u>\$267,418</u>	<u>\$303,191</u>	<u>\$314,197</u>

**CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS**

FUND/ACTIVITY	FY11-12 ACTUAL REVENUES	FY12-13 ACTUAL REVENUES	FY13-14 ACTUAL REVENUES	FY14-15 ESTIMATED REVENUES	FY15-16 APPROVED BUDGET
Miscellaneous Other Revenue:					
Golf Tournament	\$20,560	\$18,595	\$3,210	\$0	\$0
Concert-in-the-Park Series	21,832	25,348	24,702	24,902	25,000
Miscellaneous Other Revenue:	7,818	6,059	19,054	26,500	5,000
Grant Proceeds	0	0	7,416	0	0
Contributions/Private Grants	0	15,000	26,398	10,000	15,000
Subtotal	<u>\$50,210</u>	<u>\$65,002</u>	<u>\$80,780</u>	<u>\$61,402</u>	<u>\$45,000</u>
Total General Fund Revenue	<u>\$5,219,236</u>	<u>\$5,279,253</u>	<u>\$5,396,272</u>	<u>\$5,757,190</u>	<u>\$5,638,423</u>
FIRE FUND					
Fire Protection Charge	\$669,903	\$702,019	\$744,998	\$744,447	\$778,543
Total Fire Fund Revenue	<u>\$669,903</u>	<u>\$702,019</u>	<u>\$744,998</u>	<u>\$744,447</u>	<u>\$778,543</u>
EQUIPMENT REPLACEMENT FUND					
Contribution - Trailer Cover	\$0	\$0	\$0	\$2,300	\$0
Sale of Property	12,036	1,058	632	8,968	500
Total Equip. Repl. Fund Revenue	<u>\$12,036</u>	<u>\$1,058</u>	<u>\$632</u>	<u>\$11,268</u>	<u>\$500</u>

**CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET
REVENUE HISTORY - ALL FUNDS**

FUND/ACTIVITY	FY11-12 ACTUAL REVENUES	FY12-13 ACTUAL REVENUES	FY13-14 ACTUAL REVENUES	FY14-15 ESTIMATED REVENUES	FY15-16 APPROVED BUDGET
CAPITAL IMPROVEMENT FUND					
Contributions/Private Grants	\$8,900	\$2,500	\$21,209	\$46,840	\$0
Measure A/B Transportation Sales Tax	21,880	45,759	48,623	33,681	29,911
Gas Tax Revenue	67,563	57,668	79,922	73,521	60,000
Grant-Bicycle Parking	1,570	0	0	0	0
Sidewalk Repair Reimbursement	0	0	14,709	0	10,000
FEMA CTP Project	58,478	51,940	37,312	2,265	0
Rental Income (Cell Site)	25,274	25,024	22,874	22,874	22,874
BLC Contribution-ADA Improvements	0	0	0	0	50,000
Misc. Other Revenue	720	225	18,091	0	0
Total Cap. Improvement Fund Revenue	\$184,385	\$183,116	\$242,740	\$179,181	\$172,785
ROAD IMPACT FUND					
Road Impact Fee	\$190,732	\$187,460	\$154,487	\$175,000	\$175,000
MARIN COUNTY PARKS & OPEN SPACE SALES TAX FUND					
Measure A Parks Sales Tax	\$0	\$0	\$15,267	\$12,433	\$12,715
TOTAL REVENUE - ALL FUNDS	\$6,276,292	\$6,352,906	\$6,554,396	\$6,879,519	\$6,777,965

CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET

EXPENDITURE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
GENERAL FUND:					
General Administration	\$1,045,551	\$1,143,753	\$770,756	\$734,224	\$688,915
Planning and Building	1,420,825	1,551,205	1,331,384	1,040,619	1,058,963
Police	1,587,011	1,722,318	1,562,101	1,636,036	1,703,434
Public Works Operations & Maintenance	704,080	756,046	733,652	761,116	833,628
Recreation (The Ranch)	18,293	317,975	46,141	71,599	59,685
Non-Departmental	0	0	0	402,179	354,975
CalPERS Side Fund Payoff	0	0	853,729	0	0
TOTAL GENERAL FUND	\$4,775,760	\$5,491,297	\$5,297,763	\$4,645,773	\$4,699,601
FIRE FUND:					
	\$1,109,096	\$1,138,237	\$1,169,439	\$1,242,340	\$1,539,163
RESTRICTED FUNDS:					
Equipment Replacement	\$25,000	\$9,949	\$12,926	\$57,835	\$44,194
Legal Damages and Settlements	96,323	41,465	3,374	2,500	2,500
TOTAL RESTRICTED FUNDS	\$121,323	\$51,414	\$16,300	\$60,335	\$46,694

CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET

EXPENDITURE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
CAPITAL IMPROVEMENT FUND:					
Drainage	\$42,267	\$46,062	\$1,000	\$42,500	\$25,000
Lanes	4,993	0	35,032	0	40,000
Parks & Open Space	271,720	13,250	0	0	7,500
Community Buildings	324,669	30,106	48,773	0	\$7,500
Miscellaneous Other	222,822	172,453	152,270	421,773	85,000
Utility Underground Districts	129,743	22,897	97,555	61,448	180,600
TOTAL CAPITAL IMPROVEMENT FUND	\$996,214	\$284,768	\$334,630	\$525,721	\$345,600
ROAD IMPACT FEE FUND					
Streets	\$277,903	\$136,500	\$191,490	\$106,047	\$242,500
MEASURE A PARKS FUND					
Parks & Open Space	\$0	\$0	\$0	\$24,545	\$14,500
TOTAL ALL FUNDS	\$7,002,393	\$6,965,716	\$6,818,132	\$6,604,761	\$6,888,058

CITY of BELVEDERE
FY 2014-15 - FY 2019-20 Projections
Revenues

FUND/ACTIVITY	FY2014-15 Est. Revenues	FY2015-16 Approved Budget	FY2016-17 Projections	FY2017-18 Projections	FY2018-19 Projections	FY2019-20 Projections
<u>GENERAL FUND</u>						
Property Taxes:	\$4,222,532	\$4,406,034	\$4,597,355	\$4,797,976	\$5,008,353	\$5,228,970
Local Non-Property Taxes:	279,574	273,000	278,460	284,029	289,710	295,504
Licenses & Permits:	377,500	418,000	426,000	432,140	440,423	446,851
Fines & Forfeitures:	369,000	38,000	124,000	124,000	124,000	124,000
Investments & Property:	20,450	20,450	20,475	20,975	22,341	22,841
Revenue From Other Agencies:	123,541	123,742	124,127	124,255	124,383	124,513
Service Charges:	303,191	314,197	289,600	295,190	300,872	306,647
Miscellaneous Other Revenue:	61,402	45,000	45,000	45,000	45,000	45,000
Total GF Revenue	\$5,757,190	\$5,638,423	\$5,905,017	\$6,123,565	\$6,355,082	\$6,594,327
<u>FIRE FUND</u>	744,447	778,543	817,470	858,343	901,260	946,323
<u>CAPITAL IMPROVEMENT FUND</u>	190,449	173,285	353,335	173,335	173,335	173,335
<u>ROAD IMPACT FEE FUND</u>	175,000	175,000	178,500	182,070	185,711	189,426
<u>MEASURE A (Parks) FUND</u>	12,433	12,715	12,969	13,229	13,493	13,763
TOTAL REVENUE - ALL FUNDS	\$6,879,519	\$6,777,965	\$7,267,292	\$7,350,542	\$7,628,883	\$7,917,174

CITY of BELVEDERE
FY 2014-15 - FY 2019-20 Projections
Expenditures

FUND/ACTIVITY	FY2014-15 Est. Expenditures	FY2015-16 Approved Budget	FY2016-17 Projections	FY2017-18 Projections	FY2018-19 Projections	FY2019-20 Projections
<u>GENERAL FUND</u>						
General Administration:	\$734,224	\$688,915	\$698,380	\$707,992	\$717,753	\$727,665
Planning & Building:	1,040,619	1,058,963	1,074,255	1,089,794	1,105,584	1,121,630
Police:	1,636,036	1,703,434	1,729,522	1,756,051	1,783,031	1,810,468
Public Works Operations & Maintenance:	761,116	833,628	846,838	860,276	873,949	887,860
Recreation (The Ranch)	71,599	59,685	60,879	62,096	63,338	64,605
Non-Departmental	402,179	354,975	428,429	436,170	441,059	449,066
TOTAL GF EXPENDITURES	\$4,645,773	\$4,699,601	\$4,838,302	\$4,912,380	\$4,984,713	\$5,061,293
FIRE FUND	\$1,242,340	\$1,539,163	\$1,600,646	\$1,664,587	\$1,731,087	\$1,800,246
CAPITAL IMPROVEMENT FUND	525,721	345,600	472,500	475,000	312,000	232,000
ROAD IMPACT FEE FUND	106,047	242,500	166,500	187,500	163,000	289,000
MEASURE A (parks) FUND	24,545	14,500	6,000	18,000	12,000	12,000
EQUIPMENT REPLACEMENT FUND	57,835	44,194	10,000	10,000	10,000	10,000
INSURANCE RESERVE FUND	2,500	2,500	2,500	2,500	2,500	2,500
TOTAL EXPENDITURES - ALL FUNDS	\$6,604,761	\$6,888,058	\$7,096,448	\$7,269,968	\$7,215,300	\$7,407,039

CITY OF BELVEDERE
FY2016-17 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Equipment Replacement Fund	Insurance Reserve Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Pension Reserve	Totals
Projected Fund Balance 7/1/16	\$2,227,068	\$0	\$110,000	\$53,839	\$50,000	\$153,365	\$1,370	\$200,000	\$2,795,642
<i>Plus Estimated FY16/17 Revenue</i>	5,905,017	817,470	50	0	353,285	178,500	12,969	0	7,267,292
<i>Less Estimated FY16/17 Expenditures</i>	(4,838,302)	(1,600,646)	(10,000)	(2,500)	(452,500)	(166,500)	(6,000)	0	(7,076,448)
Fund Balance Before Transfers	\$3,293,783	(\$783,176)	\$100,050	\$51,339	(\$49,215)	\$165,365	\$8,339	\$200,000	\$2,986,486
<i>General Fund Transfers</i>	(942,341)	783,176	9,950	0	49,215	0	0	100,000	0
Surplus/Deficit	124,374	0	0	(2,500)	(50,000)	12,000	6,969	100,000	190,844
Estimated 6/30/17 Fund Balances	\$2,351,443	\$0	\$110,000	\$51,339	\$0	\$165,365	\$8,339	\$300,000	\$2,986,486

General Fund Reserve	
General Fund Expenses + Fire Transfer	\$5,621,478
General Fund Reserve Policy 50%	\$2,810,739
Projected General Fund Balance 6/30/17	42% \$2,351,443
Over (Under) Policy	(\$459,296)

CITY OF BELVEDERE
FY2017-18 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Equipment Replacement Fund	Insurance Reserve Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Pension Reserve	Totals
Projected Fund Balance 7/1/17	\$2,351,443	\$0	\$110,000	\$51,339	\$0	\$165,365	\$8,339	\$300,000	\$2,986,486
<i>Plus Estimated FY17/18 Revenue</i>	6,123,565	858,343	50	0	173,285	182,070	13,229	0	7,350,542
<i>Less Estimated FY17/18 Expenditures</i>	(4,912,380)	(1,664,587)	(10,000)	(2,500)	(479,000)	(187,500)	(18,000)	0	(7,273,968)
Fund Balance Before Transfers	\$3,562,627	(\$806,244)	\$100,050	\$48,839	(\$305,715)	\$159,935	\$3,568	\$300,000	\$3,063,060
<i>General Fund Transfers</i>	(1,221,909)	806,244	9,950	0	305,715	0	0	100,000	0
Surplus/Deficit	(10,725)	0	0	(2,500)	0	(5,430)	(4,771)	100,000	76,574
Estimated 6/30/18 Fund Balances	\$2,340,718	\$0	\$110,000	\$48,839	\$0	\$159,935	\$3,568	\$400,000	\$3,063,060

General Fund Reserve	
General Fund Expenses + Fire Transfer	\$5,718,624
General Fund Reserve Policy 50%	\$2,859,312
Projected General Fund Balance 6/30/18	41% \$2,340,718
Over (Under) Policy	(\$518,594)

CITY OF BELVEDERE
FY2018-19 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Equipment Replacement Fund	Insurance Reserve Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Pension Reserve	Totals
Projected Fund Balance 7/1/18	\$2,340,718	\$0	\$110,000	\$48,839	\$0	\$159,935	\$3,568	\$400,000	\$3,063,060
<i>Plus Estimated FY18/19 Revenue</i>	6,355,082	901,260	50	0	173,285	185,711	13,493	0	7,628,883
<i>Less Estimated FY18/19 Expenditures</i>	(4,984,713)	(1,731,087)	(10,000)	(2,500)	(290,000)	(163,000)	(12,000)	0	(7,193,300)
Fund Balance Before Transfers	\$3,711,088	(\$829,826)	\$100,050	\$46,339	(\$116,715)	\$182,646	\$5,061	\$400,000	\$3,498,643
<i>General Fund Transfers</i>	(1,056,491)	829,826	9,950	0	116,715	0	0	100,000	(0)
Surplus/Deficit	313,878	0	0	(2,500)	0	22,711	1,493	100,000	435,583
Estimated 6/30/19 Fund Balances	\$2,654,596	\$0	\$110,000	\$46,339	\$0	\$182,646	\$5,061	\$500,000	\$3,498,643

General Fund Reserve		
General Fund Expenses + Fire Transfer		\$5,814,539
General Fund Reserve Policy 50%		\$2,907,270
Projected General Fund Balance 6/30/19	46%	\$2,654,596
Over (Under) Policy		(\$252,673)

CITY OF BELVEDERE
FY2019-20 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Equipment Replacement Fund	Insurance Reserve Fund	Capital Improvement Fund	Road Impact Fees	Parks Measure A	Pension Reserve	Totals
Projected Fund Balance 7/1/19	\$2,654,596	\$0	\$110,000	\$46,339	\$0	\$182,646	\$5,061	\$500,000	\$3,498,643
<i>Plus Estimated FY19/20 Revenue</i>	6,594,327	946,323	50	0	173,285	189,426	13,763	0	7,917,174
<i>Less Estimated FY19/20 Expenditures</i>	(5,061,293)	(1,800,246)	(10,000)	(2,500)	(220,000)	(289,000)	(12,000)	0	(7,395,039)
Fund Balance Before Transfers	\$4,187,630	(\$853,923)	\$100,050	\$43,839	(\$46,715)	\$83,072	\$6,824	\$500,000	\$4,020,778
<i>General Fund Transfers</i>	(1,010,588)	853,923	9,950	0	46,715	0	0	100,000	0
Surplus/Deficit	522,446	0	0	(2,500)	0	(99,574)	1,763	100,000	522,135
Estimated 6/30/20 Fund Balances	\$3,177,043	\$0	\$110,000	\$43,839	\$0	\$83,072	\$6,824	\$600,000	\$4,020,778

General Fund Reserve	
General Fund Expenses + Fire Transfer	\$5,915,216
General Fund Reserve Policy 50%	\$2,957,608
Projected General Fund Balance 6/30/20	54% \$3,177,043
Over (Under) Policy	\$219,435

**GENERAL ADMINISTRATION
DEPARTMENT**

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

In support of General Administration, staffing consists of the City Manager, the Management Analyst - 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.

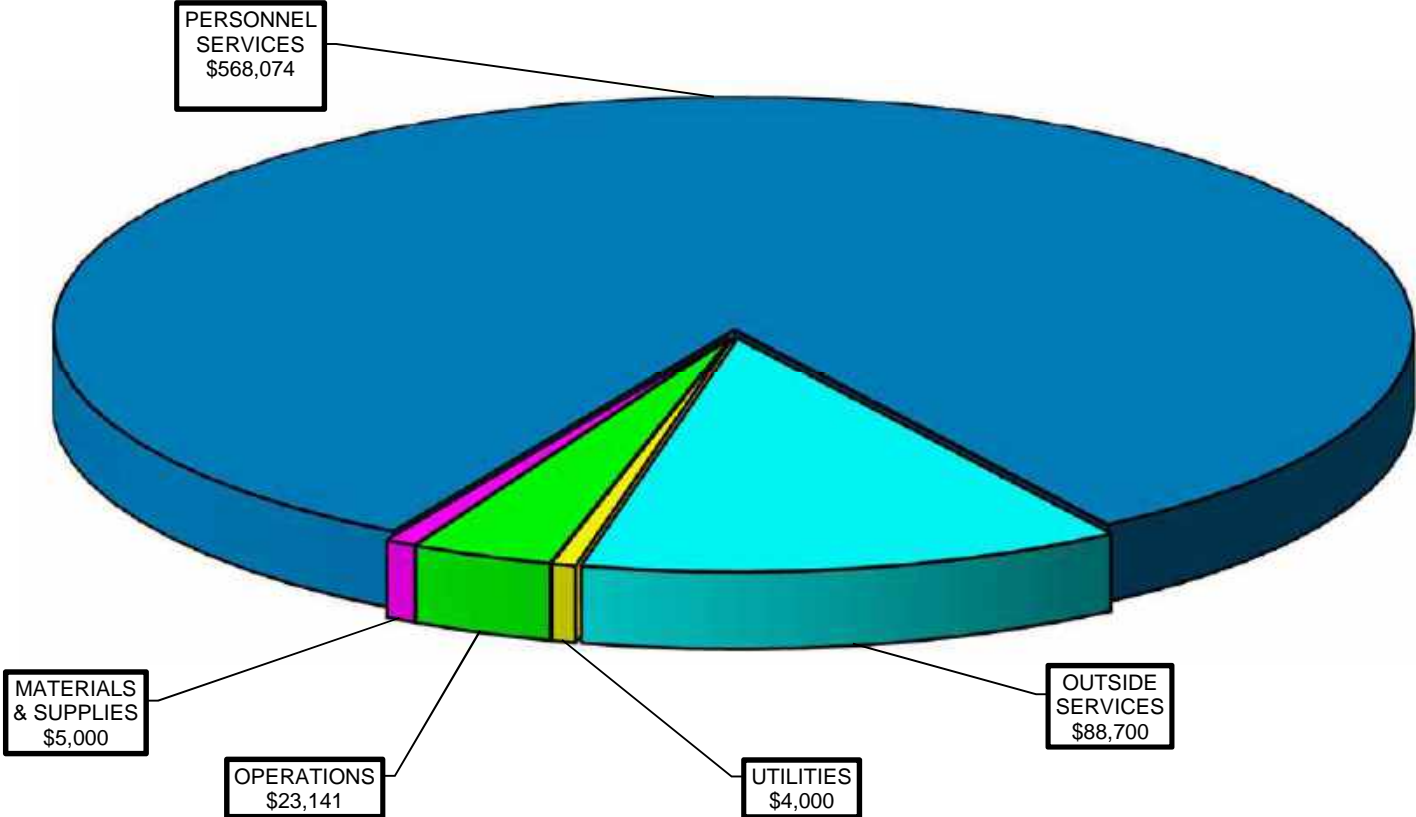
Direct responsibilities of the Department include, but are not limited to: preparation of the City's Annual Operating Budget; finance administration, accounts receivable and payable, payroll processing, emergency preparedness, public information, implementation and enforcement of the City's human resources 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 FY15/16 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 2015-2016 ANNUAL OPERATING BUDGET

General Administration
Total Budget: \$688,915



CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - GENERAL ADMINISTRATION

MAJOR ACCOUNT CLASSIFICATION	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
PERSONNEL SERVICES	\$581,113	\$327,983	\$443,089	\$452,740	\$431,257
FRINGE BENEFITS	207,329	127,104	140,163	152,107	136,817
SUBTOTAL	<u>\$788,442</u>	<u>\$455,087</u>	<u>\$583,252</u>	<u>\$604,847</u>	<u>\$568,074</u>
OUTSIDE SERVICES	\$361,458	\$459,683	\$246,005	\$99,956	\$88,700
UTILITIES	19,617	13,662	12,820	4,000	4,000
OPERATIONS	(150,977)	198,064	(85,043)	20,421	23,141
MATERIALS AND SUPPLIES	27,011	17,257	13,722	5,000	5,000
SUBTOTAL	<u>\$257,109</u>	<u>\$688,666</u>	<u>\$187,504</u>	<u>\$129,377</u>	<u>\$120,841</u>
GRAND TOTAL	<u><u>\$1,045,551</u></u>	<u><u>\$1,143,753</u></u>	<u><u>\$770,756</u></u>	<u><u>\$734,224</u></u>	<u><u>\$688,915</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 were 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 2015-2016 ANNUAL OPERATING BUDGET

SALARY DETAIL - GENERAL ADMINISTRATION

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL SALARY FOR YEAR	BENEFITS	TOTAL SALARY & BENEFITS
			MONTHS	RATE		MONTHS	RATE			
REGULAR SALARIES:										
City Manager	Mary Neilan	--	12	\$15,375	1/1/2016	6	6,771	\$184,500	\$61,766	\$246,266
City Clerk/Mgmt Analyst	Alison Foulis	A	6	\$6,449				\$79,320	\$26,290	\$105,610
Finance Officer	Becky Eastman	E	12	\$11,428				\$137,136	\$78,801	\$215,937
GRAND TOTAL								\$400,956	\$166,857	\$567,813

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 10	REGULAR SALARIES Provides for a full-time City Manager, City Clerk/Management Analyst & Finance Officer.	\$487,183	\$299,538	\$407,826	\$419,184	\$400,956
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.	56,667	8,168	10,672	8,622	10,244
4091 10	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.	10,688	6,469	9,600	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.	15,287	10,208	11,391	11,734	6,857
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.	11,288	3,600	3,600	3,600	3,600
TOTAL PERSONNEL SERVICES		\$581,113	\$327,983	\$443,089	\$452,740	\$431,257

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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.	\$86,973	\$60,293	\$74,441	\$67,711	\$55,580
4110 10	RETIREMENT The pension contribution for non-safety employees is 14.065% of salaries. The City does not participate in Social Security.	99,628	55,466	52,314	49,650	50,117
4114 10	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 1/1/13 are not eligible for this benefit.	12,461	6,628	7,009	9,390	4,243
4121 10	INSURANCE - WORKERS COMP This is the portion of the workers' compensation expense for the employees in the Administration Department.	0	0	0	18,791	20,624
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.	8,267	4,717	6,399	6,565	6,253
	TOTAL FRINGE BENEFITS	<u>\$207,329</u>	<u>\$127,104</u>	<u>\$140,163</u>	<u>\$152,107</u>	<u>\$136,817</u>

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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 \$26,500. Maintenance for the accounting software will be \$6,500 and bank charges will be \$6,000. Preparation of the actuarial valuation reports for defined benefit pension plans (GASB 68) will be \$2,200.	\$42,185	\$49,659	\$47,639	\$49,000	\$45,000
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 the Laserfiche document management system, and the City's website software.	9,786	10,072	9,599	5,673	5,700
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.	46,537	106,999	34,886	28,000	28,000
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.	0	86,456	0	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.	72,854	71,505	70,368	9,000	9,000
5981 10	RECRUITMENT In FY12/13 the City recruited for and hired a new City Manager.	0	23,912	0	0	0
5990 10	OTHER CONTRACT/OUTSIDE SERVICES	99,150	9,825	12,223	8,283	1,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY11-12 ACTUAL EXPENDITURES</u>	<u>FY12-13 ACTUAL EXPENDITURES</u>	<u>FY13-14 ACTUAL EXPENDITURES</u>	<u>FY14-15 ESTIMATED EXPENDITURES</u>	<u>FY15-16 APPROVED BUDGET</u>
	This account provides for those unanticipated miscellaneous contractual and outside costs that are encountered during the year.					
Note	ACCOUNTS MOVED TO NON-DEPARTMENTAL The following outside services have been moved to the Non-Departmental budget.	90,946	101,255	71,290	0	0
	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					
	LAFCO Membership					
	TOTAL OUTSIDE SERVICES	<u>\$361,458</u>	<u>\$459,683</u>	<u>\$246,005</u>	<u>\$99,956</u>	<u>\$88,700</u>

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<u>UTILITIES:</u>						
6000 10	COMMUNICATIONS This line item covers a portion of the monthly service charges for landline & cellular phone usage.	\$10,886	\$5,651	\$5,326	\$2,000	\$2,000
6020 10	POWER This account provides for a portion of gas and electricity for City Hall.	8,731	8,011	7,494	2,000	2,000
TOTAL UTILITIES		<u>\$19,617</u>	<u>\$13,662</u>	<u>\$12,820</u>	<u>\$4,000</u>	<u>\$4,000</u>
<u>OPERATIONS:</u>						
6110 10	ADMINISTRATIVE OVERHEAD This account will not be used this year.	(\$431,952)	(\$277,420)	(\$410,850)	\$0	\$0
6120 10	COMMUNITY ACTIVITIES This expenditure has been moved to the Non-Departmental Department budget.	42,963	26,024	22,940	0	0
6122 10	CONCERTS IN THE PARK This expenditure has been moved to the Non-Departmental Department budget	24,413	27,238	26,339	0	0
6121 10	GOLF TOURNAMENT This cost covering event will be held in September and benefit Recreation and Landmarks.	21,160	18,704	3,210	0	0
6125 10	ELECTIONS There will be an election in June 2016.	2,689	0	1,009	0	2,500

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
6140 10	INSURANCE Account has been moved to Non-Departmental Budget	149,713	172,372	241,163	0	0
6150 10	MEMBERSHIPS AND DUES This line item provides for the memberships and dues that are recommended for inclusion in the FY 15/16 budget. The detail can be found on the Dues page of this budget.	5,782	6,198	5,648	5,921	6,146
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.	6,992	5,077	7,701	3,000	3,000
6170 10	CONFERENCES, MEETINGS, & TRAINING See the detailed breakdown of Conferences, Meetings and Training request costs for FY 15/16 that is attached to this budget. Attendance at major conferences will be budget dependent.	14,955	11,464	8,045	9,000	8,995
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.	12,076	12,050	9,604	2,000	2,000
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	195,695	0	0	0
6990 10	OTHER OPERATING EXPENSES This account is used for unforeseen expenses that may come up during the year.	232	662	148	500	500
TOTAL OPERATIONS		(\$150,977)	\$198,064	(\$85,043)	\$20,421	\$23,141

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY11-12 ACTUAL EXPENDITURES</u>	<u>FY12-13 ACTUAL EXPENDITURES</u>	<u>FY13-14 ACTUAL EXPENDITURES</u>	<u>FY14-15 ESTIMATED EXPENDITURES</u>	<u>FY15-16 APPROVED BUDGET</u>
<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.	\$23,477	\$14,417	\$12,087	\$2,500	\$2,500
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.	3,534	2,840	1,635	2,500	2,500
TOTAL MATERIALS AND SUPPLIES		<u>\$27,011</u>	<u>\$17,257</u>	<u>\$13,722</u>	<u>\$5,000</u>	<u>\$5,000</u>
GENERAL ADMIN DEPARTMENT TOTALS		<u>\$1,045,551</u>	<u>\$1,143,753</u>	<u>\$770,756</u>	<u>\$734,224</u>	<u>\$688,915</u>

CITY of BELVEDERE - FY 2015-2016 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.	So Cal	City Manager	Air	Jan	3	200	400	200	300	1,100
LofCC Annual Conference	San Jose	CM/City Council	Auto	Sept.	3	600	1,200	300	600	2,700
LofCC City Attorney's Conf										595
<u>MEETINGS & TRAINING:</u>										
MCCMC	Marin Co.	Council/Mgr.	Auto	Mthly						2,500
Local Meetings	Marin Co.	Council/Mgr.	Auto	Varies						900
Training	Local	Staff	Auto	Varies						1,000
Health & Safety Training	Various	Staff	Auto	Varies						200
GRAND TOTAL										\$8,995

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

ORGANIZATION	MEMBER	AMOUNT	NOTES
ABAG	City	\$1,083	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 Belvedere's 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
Califorina Society of Municipal Finance Officers	Finance Officer	110	Annual membership
Gov't Finance Officer's Association	Finance Officer	160	Annual membership
TOTAL		<u>\$6,146</u>	

PLANNING & BUILDING DEPARTMENT

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

The Planning Department consists of a City Planner, Associate Planner, 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.

Accomplishments this past year include:

- Update of the City of Belvedere General Plan Housing Element.
- Adopted Plastic Bag Ordinance
- Adopted Ordinances in order to meet State requirements for Transitional & Supportive Housing, Reasonable Accommodations and Density Bonuses.

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.
- Implementation of Housing Element programs, such as Junior Second Units.
- Update the City's Climate Action Plan.
- 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.
- Work on developing a process to examine/screen structures for potential historic resources when a building is at least 50 years of age and is proposed for a major remodel or demolition. As part of we will determine what if any the benefits there are in becoming a Certified Local Government (CLG).

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

The Building Department consists of a Building Official, a Building Inspector and the 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.

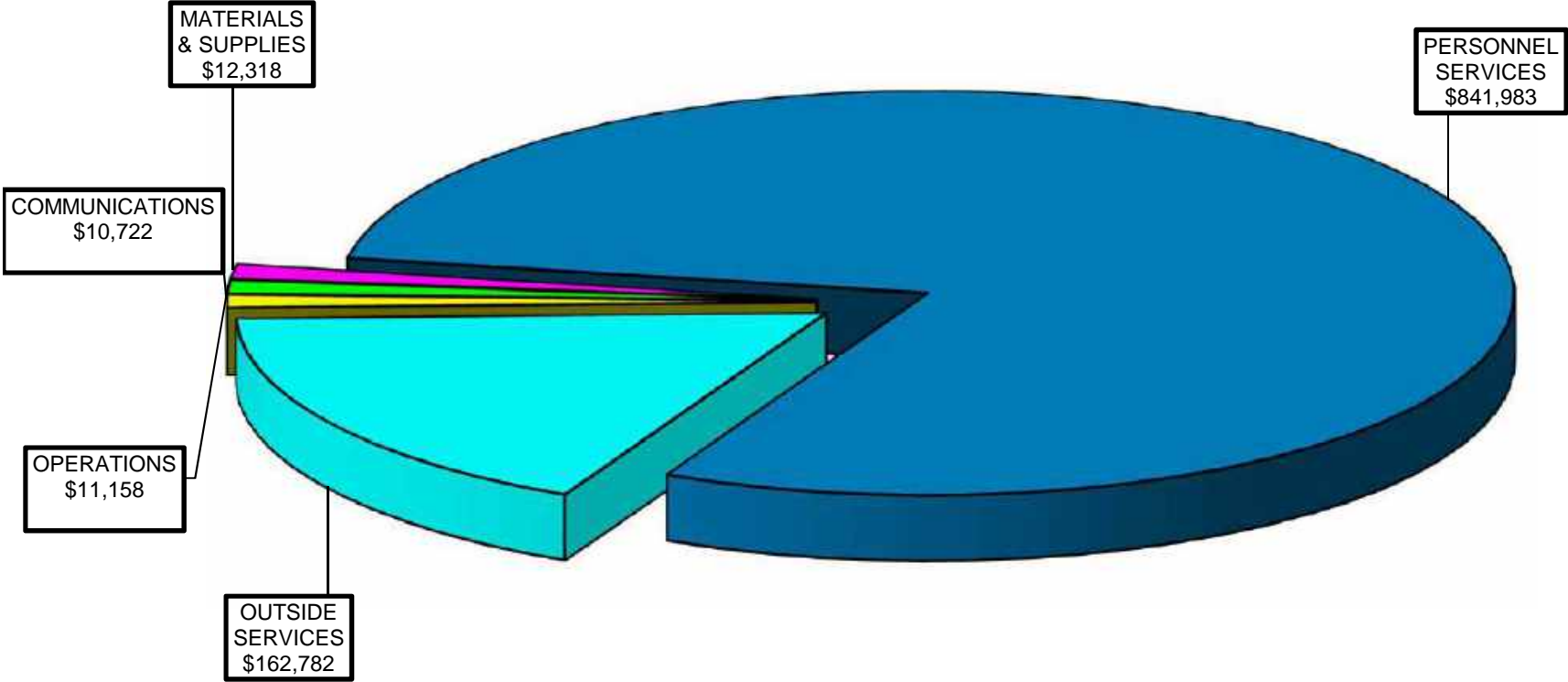
Building Department staff competency is assured through the maintenance of multiple professional certifications and by acquiring continuing educational units (CEU) in the maintenance of the certifications. Professional knowledge is further enhanced through membership and participation in professional 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 California Building Standards Codes and other State and Local requirements.
- 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. Chapter 16.20 of the Belvedere Municipal Code, Floodplain Management, will be amended to reference the new map prior to the required effective date.

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

Planning & Building
Total Budget: \$1,058,963



CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - PLANNING AND BUILDING INSPECTION

MAJOR ACCOUNT CLASSIFICATION	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
PERSONNEL SERVICES	\$473,491	\$581,086	\$555,769	\$599,550	\$588,756
FRINGE BENEFITS	175,578	200,141	210,713	246,440	253,228
SUBTOTAL	\$649,069	\$781,227	\$766,482	\$845,990	\$841,983
OUTSIDE SERVICES	\$322,620	\$477,516	\$151,963	\$159,721	\$182,782
UTILITIES	2,621	1,973	2,110	10,722	10,722
OPERATIONS	439,352	280,287	403,965	11,868	11,158
MATERIALS AND SUPPLIES	7,163	10,202	6,864	12,318	12,318
SUBTOTAL	\$771,756	\$769,978	\$564,902	\$194,629	\$216,980
GRAND TOTAL	\$1,420,825	\$1,551,205	\$1,331,384	\$1,040,619	\$1,058,963

****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 2015-2016 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	BENEFITS	SALARY & BENEFITS
			MONTHS	RATE		MONTHS	RATE			
REGULAR SALARIES:										
City Planner	Irene Borba	D	5	\$10,191	12/1/2015	7	\$10,701	\$125,862	\$54,082	\$179,944
Building Official	Eric Banvard	D	12	\$9,483				\$113,796	\$55,624	\$169,420
Building Inspector II	Genaro Muniz	E	12	\$7,310				\$87,720	\$58,541	\$146,261
Associate Planner	Rebecca Markwick	B	6	\$6,558	1/1/2016	6	\$6,819	\$80,262	\$49,023	\$129,285
Department Secretary II	Nancy Miller	E	12	\$5,674				\$68,088	\$46,321	\$114,409
Department Secretary II	Lorrie Duffy	E	12	\$5,674				\$68,088	\$34,576	\$102,664
GRAND TOTAL								\$543,816	\$298,167	\$841,983

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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, & the Building Secretary.	\$330,147	\$413,080	\$506,073	\$555,451	\$543,816
4010 20	PART-TIME SALARIES & WAGES This account will not be used this year.	109,270	103,135	12,792	0	0
4020 20	OVERTIME Overtime worked by the Department Secretary and the Associate Planner who attend all Planning Commission meetings.	5,075	4,364	1,281	3,000	3,000
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.	5,219	35,213	8,174	12,465	14,545
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.	7,305	6,500	9,488	10,350	9,000
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.	11,265	13,769	10,761	11,084	11,195

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
4090 20	AUTO ALLOWANCE This line item covers the monthly auto allowance granted to the the Building Official and the City Planner.	5,210	5,025	7,200	7,200	7,200
TOTAL PERSONNEL SERVICES		<u>\$473,491</u>	<u>\$581,086</u>	<u>\$555,769</u>	<u>\$599,550</u>	<u>\$588,756</u>
<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.	\$71,588	\$87,400	\$129,981	\$128,625	\$127,040
4110 20	RETIREMENT The pension contribution for non-safety employees is 14.065% of salaries. The City does not participate in Social Security.	87,912	77,640	57,045	56,435	67,361
4114 20	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 1/1/13 are not eligible for this benefit.	9,207	10,893	6,621	8,969	9,041
4120 20	UNEMPLOYMENT The City paid unemployment benefits for two former employees in FY12/13 and 13/14.	0	15,103	9,000	0	0
4121 20	INSURANCE - WORKERS COMP The department's portion of the City's workers comp premium.	0	0	0	43,724	41,249

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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.	6,871	9,105	8,066	8,687	8,537
TOTAL FRINGE BENEFITS		<u>\$175,578</u>	<u>\$200,141</u>	<u>\$210,713</u>	<u>\$246,440</u>	<u>\$253,228</u>
<u>OUTSIDE SERVICES:</u>						
5015 20	IT SUPPORT The department's portion of the City's contract with Marin IT for technical support.	\$0	\$0	\$0	\$20,682	\$20,682
5016 20	SOFTWARE MAINTENANCE The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	0	0	2,039	2,100
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.	79,933	90,988	36,587	25,000	35,000
5012 20	LEGAL SERVICES This account is used for City Attorney expenses that are related to planning and building matters.	61,094	36,543	51,009	47,000	45,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
5104 20	BUILDING OFFICIAL In FY12/13, the City hired a full time salaried Building Official.	135,938	0	0	0	0
5990 20	OTHER CONTRACT/OUTSIDE SERVICES This account covers additional Planning services in response to seasonal increases in applications.	45,655	349,985	64,367	65,000	80,000
TOTAL OUTSIDE SERVICES		<u>\$322,620</u>	<u>\$477,516</u>	<u>\$151,963</u>	<u>\$159,721</u>	<u>\$182,782</u>
<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.	\$2,621	\$1,973	\$2,110	\$4,982	\$4,982
6020 20	POWER This account provides for a portion of gas and electricity for City Hall.	0	0	0	5,740	5,740
TOTAL COMMUNICATIONS		<u>\$2,621</u>	<u>\$1,973</u>	<u>\$2,110</u>	<u>\$10,722</u>	<u>\$10,722</u>

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<u>OPERATIONS:</u>						
6110 20	ADMINISTRATIVE OVERHEAD This account will not be used this year.	\$431,952	\$268,864	\$401,967	\$0	\$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.	1,570	125	445	350	795
6160 20	NOTICES AND ADS This account provides for publishing of legal notices in the local newspapers regarding Planning Commission public hearings and actions.	1,547	1,390	680	1,500	1,500
6170 20	CONFERENCES, MEETINGS, & TRAINING See the detailed breakdown of Conferences, Meetings and Training request costs for FY 15/16 that is attached to this budget.	4,283	9,871	706	5,500	4,345
6180 20	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	3,818	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.	0	37	167	700	700
TOTAL OPERATIONS		\$439,352	\$280,287	\$403,965	\$11,868	\$11,158

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<u>MATERIALS AND SUPPLIES:</u>						
7000 20	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$1,345	\$2,222	\$343	\$5,818	\$5,818
7030 20	PRINTING AND REPRODUCTION This account covers printing and reproduction expenditures for specialized forms and flyers for this department.	\$273	\$2,923	\$1,793	\$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.	5,545	5,057	4,728	4,500	4,500
TOTAL MATERIALS AND SUPPLIES		<u>\$7,163</u>	<u>\$10,202</u>	<u>\$6,864</u>	<u>\$12,318</u>	<u>\$12,318</u>
PLANNING & BUILDING DEPARTMENT TOTALS		<u>\$1,420,825</u>	<u>\$1,551,205</u>	<u>\$1,331,384</u>	<u>\$1,040,619</u>	<u>\$1,058,963</u>

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS AND TRAINING DETAIL - PLANNING & BUILDING

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<u>CONFERENCES:</u>								
CCAPA Conference	Oakland	City Planner	Car	Oct	0	0	525	525
CALBO-ABM	TBD	BO	Car		1,000	100	400	1,500
<u>TRAINING</u>								
Various	Various	City Planner	Auto				500	500
Re-certifications		BO/BI	Auto			200	800	1,000
<u>MEETINGS:</u>								
<u>MCCAB</u>								
Marin Planning Directors	Marin Co.	BO	Auto	Mthly.				300
MCEP Meetings	Marin Co.	City Planner	Auto	Mthly.				260
		City Planner	Auto	Mthly.				260
TOTAL								\$4,345

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

MEMBERSHIPS AND DUES DETAIL - PLANNING & BUILDING

<u>ORGANIZATION</u>	<u>MEMBER</u>	<u>AMOUNT</u>	<u>NOTES</u>
ICC	BO	135	Annual membership
CALBO	BO	215	Annual membership
American Planning Association	City Planner	<u>445</u>	Annual membership
Total		<u><u>\$795</u></u>	

POLICE DEPARTMENT

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

It is the mission of the Belvedere Police Department to provide police services consistent with the vision and values of our community, and serve as ambassadors of the city of Belvedere with an increased presence of employees at city meetings and functions. We serve all persons with respect and professionalism

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:

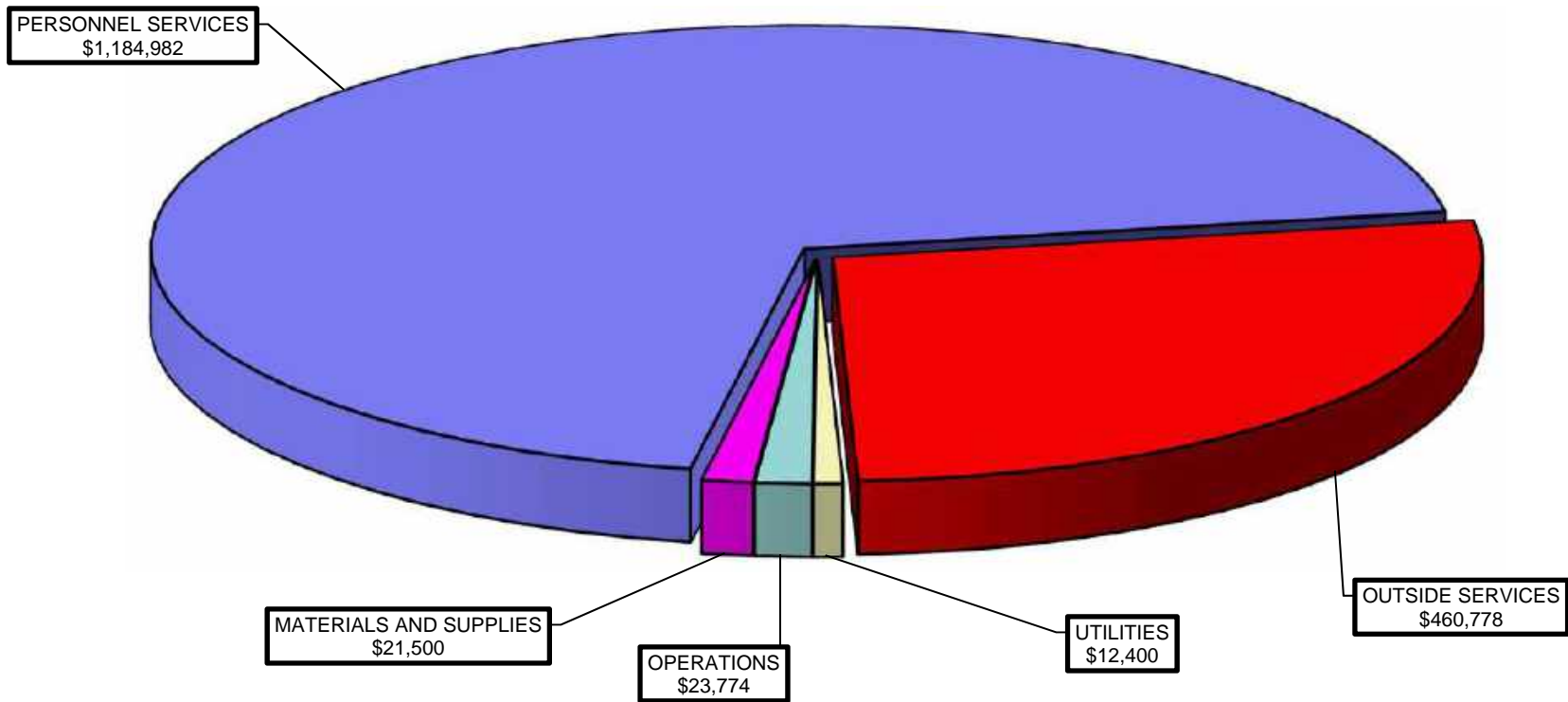
- Maintain the city's very low crime rate with proactive patrol and citizen education.
- Work in concert with other city departments to meet overall goals and objectives.
- Strive to help improve the quality of life and safety within the city.
- Aggressively work to prepare the city and its citizens 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:

- Installation and implementation of the Automated License Plate Reader cameras in locations within the city limits.
- Stay abreast of current law enforcement trends by participating in training of Police Department personnel. Local training with the Marin County Sheriff's Office will be utilized to minimize costs.
- Participate in the annual county wide disaster exercise that includes working in conjunction with all Belvedere and Tiburon City staff to improve disaster response.
- Participate in Public Safety Fairs and School Events as the opportunity arises.

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

Police
Total Budget: \$1,703,434



CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - POLICE

<u>MAJOR ACCOUNT CLASSIFICATION</u>	<u>FY11-12 ACTUAL EXPENDITURES</u>	<u>FY12-13 ACTUAL EXPENDITURES</u>	<u>FY13-14 ACTUAL EXPENDITURES</u>	<u>FY14-15 ESTIMATED EXPENDITURES</u>	<u>FY15-16 APPROVED BUDGET</u>
PERSONNEL SERVICES	\$759,701	\$794,595	\$763,418	\$782,476	\$798,125
FRINGE BENEFITS	443,270	440,142	356,678	369,474	386,857
SUBTOTAL	\$1,202,971	\$1,234,737	\$1,120,096	\$1,151,949	\$1,184,982
OUTSIDE SERVICES	\$328,688	\$430,684	\$392,350	\$428,483	\$460,778
UTILITIES	12,526	11,711	11,283	11,920	12,400
OPERATIONS	23,036	26,814	19,724	23,184	23,774
MATERIALS AND SUPPLIES	19,790	18,372	18,648	20,500	21,500
SUBTOTAL	\$384,040	\$487,581	\$442,005	\$484,087	\$518,452
GRAND TOTAL	\$1,587,011	\$1,722,318	\$1,562,101	\$1,636,036	\$1,703,434

****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 2015-2016 ANNUAL OPERATING BUDGET

SALARY DETAIL - POLICE

BUDGETED POSITIONS CLASS TITLE	Employees' Name	Step	Present Salary		Increase Date	Salary Increase		TOTAL SALARY	TOTAL BENEFITS	SALARY + BENEFITS
			Months	Rate		Months	Rate			
<u>REGULAR SALARIES:</u>										
Police Secretary	Lylene Phillips	E	12	\$5,880				\$70,560	\$41,150	\$111,710
Police Sergeant	Chris Pool	E	12	\$8,497				\$101,964	\$93,234	\$195,198
Police Sergeant	Tom Marksbury	E	12	\$8,497				\$101,964	\$91,103	\$193,067
Police Officer	Michael Celiberti	E	12	\$7,229				\$86,748	\$88,553	\$175,301
Police Officer	Andy Rosas	E	12	\$7,229				\$86,748	\$78,454	\$165,202
Police Officer	Paul Sims	E	12	\$7,229				\$86,748	\$98,930	\$185,678
Police Officer	Charles Wayshak	E	12	\$7,229				\$86,748	\$72,078	\$158,826
GRAND TOTAL								\$621,480	\$563,502	\$1,184,982

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 30	REGULAR SALARIES This account pays salaries for two sergeants, a secretary and four officers. Chief Seyler's salary and benefits can be found in account 5240-30 as the city contracts with the Sheriff's department for its Police Chief.	\$621,400	\$647,607	\$599,851	\$533,067	\$608,584
4010 30	TEMP/PART TIME EMPLOYEES Temporary staff used to cover absences in the department.	0	0	0	44,924	0
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.	9,720	14,193	30,813	57,000	50,000
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.	10,512	7,921	8,302	15,804	8,539

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
4040 30	<p>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.</p>	32,940	36,547	36,740	36,622	32,461
4060 30	<p>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.</p>	18,620	19,403	21,210	24,303	27,546
4070 30	<p>SHIFT DIFFERENTIAL PAY Police officers assigned to a regular shift that involves working between 1900 & 0700 hours receive an additional 5% of base salary.</p>	13,611	14,350	13,140	14,116	14,116
4081 30	<p>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.</p>	1,257	1,257	1,257	1,257	1,257

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
4082 30	<p>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.</p>	1,257	1,257	1,257	1,257	1,257
4083 30	<p>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.</p>	629	629	629	629	629
4091 30	<p>DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.</p>	14,381	13,725	12,953	11,925	12,600
4090 30	<p>MILEAGE ALLOWANCE Police Officers each receive a monthly allowance of \$200 to offset travel/commute costs.</p>	12,000	12,000	10,744	14,276	14,400

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
4095 30	LONGEVITY PAY City employees 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.	23,374	25,706	26,522	27,296	26,737
TOTAL PERSONNEL SERVICES		<u>\$759,701</u>	<u>\$794,595</u>	<u>\$763,418</u>	<u>\$782,476</u>	<u>\$798,125</u>
<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.	\$141,402	\$152,122	\$159,349	\$131,127	\$140,888
4110 30	RETIREMENT The pension contribution for non-safety employees is 14.065% of salaries. The pension contribution for safety employees is 20.335% of salaries. The City does not participate in Social Security.	248,820	235,628	146,887	138,000	143,186
4114 30	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 1/1/13 are not eligible for this benefit.	22,276	21,181	21,181	23,720	20,553
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.	12,600	12,600	11,700	10,500	10,800

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
4121 30	INSURANCE - WORKERS COMP The department's portion of the City's Workers' Comp premium.	0	0	0	49,958	54,998
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	11,192	11,631	10,966	11,346	11,573
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.	6,980	6,980	6,595	4,823	4,860
TOTAL FRINGE BENEFITS		<u>\$443,270</u>	<u>\$440,142</u>	<u>\$356,678</u>	<u>\$369,474</u>	<u>\$386,857</u>
 <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	\$23,636	\$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	1,500	1,500

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
5080 30	<p>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.</p>	26,335	39,531	27,891	29,000	29,500
5210 30	<p>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.</p>	55,182	62,455	71,521	67,883	77,327
5220 30	<p>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.</p>	12,775	12,775	12,842	13,012	9,588

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
5240 30	<p>POLICE CHIEF AGREEMENT The City has contracted with the County of Marin to provide a Sheriff's Department Lieutenant to serve as the Belvedere Police Chief since 1996. The expenditure covers salary & fringe benefits for this position. Beginning in April 2015, the Town of Tiburon agreed to pay Belvedere a portion of the cost of the Police Chief in exchange for administrative services provided to the Town. The amount to be received is shown in the revenue category "Police Services".</p>	210,203	235,504	235,504	243,715	264,444
5250 30	<p>MARIN EMERGENCY RADIO AUTHORITY The funds budgeted cover Belvedere's share for MERA operating costs and debt service.</p>	12,656	25,785	26,239	26,624	27,440
5241 30	<p>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.</p>	3,000	3,000	0	3,000	3,000
5242 30	<p>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.</p>	2,593	6,788	8,181	9,182	9,829
5990 30	<p>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.</p>	1,324	38,222	3,154	3,600	7,334

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
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.	0	2,004	2,398	2,711	2,560
TOTAL OUTSIDE SERVICES		<u>\$328,688</u>	<u>\$430,684</u>	<u>\$392,350</u>	<u>\$428,483</u>	<u>\$460,778</u>
<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.	\$10,966	\$10,031	\$9,483	\$10,000	\$10,000
6020 30	POWER (Gas and Electric) This account provides for gas and electricity for the Department.	1,560	1,680	1,800	1,920	2,400
TOTAL UTILITIES		<u>\$12,526</u>	<u>\$11,711</u>	<u>\$11,283</u>	<u>\$11,920</u>	<u>\$12,400</u>
<u>OPERATIONS:</u>						
6130 30	EQUIPMENT MAINTENANCE Maintenance for the copy machine, police radios and re-certification of the radar equipment .	\$1,723	\$1,427	\$1,186	\$2,400	\$2,400

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
6150 30	MEMBERSHIP DUES This account covers memberships in various professional organizations (see attached detail sheet).	1,110	560	645	920	920
6170 30	CONFERENCES & MEETINGS This account provides for departmental travel and meetings which are not POST reimbursable. It covers reimbursements for mileage, tolls and parking fees incurred in the use of personal vehicles while department personnel are engaged in city business.	4,687	7,158	2,636	2,500	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.	3,648	1,944	206	1,000	1,000
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. Some overtime is reimbursable through grants & billing to outside agencies.	2,707	1,558	4,026	4,000	4,000
6180 30	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	4,364	4,364

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY11-12 ACTUAL EXPENDITURES</u>	<u>FY12-13 ACTUAL EXPENDITURES</u>	<u>FY13-14 ACTUAL EXPENDITURES</u>	<u>FY14-15 ESTIMATED EXPENDITURES</u>	<u>FY15-16 APPROVED BUDGET</u>
6190 30	<p>VEHICLE MAINTENANCE</p> <p>The department maintains a fleet of five vehicles, four of which are equipped with full emergency equipment and are assigned to patrol operations. One vehicle is a hybrid utility vehicle. It is unmarked but contains emergency equipment. This line item provides for maintenance and corrective measures that are necessary to keep the vehicles running. 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.</p>	9,161	14,167	11,025	8,000	8,000
TOTAL OPERATIONS		<u>\$23,036</u>	<u>\$26,814</u>	<u>\$19,724</u>	<u>\$23,184</u>	<u>\$23,774</u>
<u>MATERIALS AND SUPPLIES:</u>						
7000 30	<p>SUPPLIES</p> <p>This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.</p>	\$2,914	\$3,155	\$3,179	\$7,000	\$7,000
7030 30	<p>PRINTING AND REPRODUCTION</p> <p>This line item covers the costs associated with printing citations and other miscellaneous departmental forms.</p>	634	894	412	750	750

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
7050 30	<p>AMMUNITION AND WEAPONS</p> <p>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.</p>	1,311	1,177	965	1,250	1,250
7080 30	<p>GAS AND OIL SUPPLIES</p> <p>This line item provides for the fuel used by the department's vehicles during the year.</p>	13,194	12,713	11,704	10,500	11,000
7090 30	<p>PROTECTIVE CLOTHING/SAFETY EQUIPMENT</p> <p>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.</p>	1,737	433	2,388	1,000	1,500
TOTAL MATERIALS AND SUPPLIES		<u>\$19,790</u>	<u>\$18,372</u>	<u>\$18,648</u>	<u>\$20,500</u>	<u>\$21,500</u>
POLICE DEPARTMENT TOTALS		<u>\$1,587,011</u>	<u>\$1,722,318</u>	<u>\$1,562,101</u>	<u>\$1,636,036</u>	<u>\$1,703,434</u>

CITY of BELVEDERE - FY 2015-2016 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	LODGING	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										\$3,090

CITY of BELVEDERE - FY 2015-2016 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.
SRJC Film Library	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	100	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.
IAPE	Sergeant	50	Annual Membership
Marin County Child Sexual Abuse Task Force	Sergeant	25	Permits the pooling of investigative resources in complex cases.
Critical Reach	Chief	145	Annual membership/dues/meeting expenses.
Calif. Peace Officers Assn.	Dept.	<u>125</u>	Provides legal update training and sharing of information. Reduced tuition fees for all department members while attending CPOA courses.
		<u><u>\$920</u></u>	

PUBLIC WORKS DEPARTMENT

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

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, two parks, community playground, lanes, inventory of traffic signs, pavement markings and striping, 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 Disabled Accessibility. The Public Works Manager provides oversight of an Engineering Consultant in the design and administration of Capital Improvement Projects (CIP) such as Street and Drainage Improvement projects, Landscape and Facility upgrades and Utility Underground projects. Contract service providers are used to augment City Staff in areas requiring specialty services.

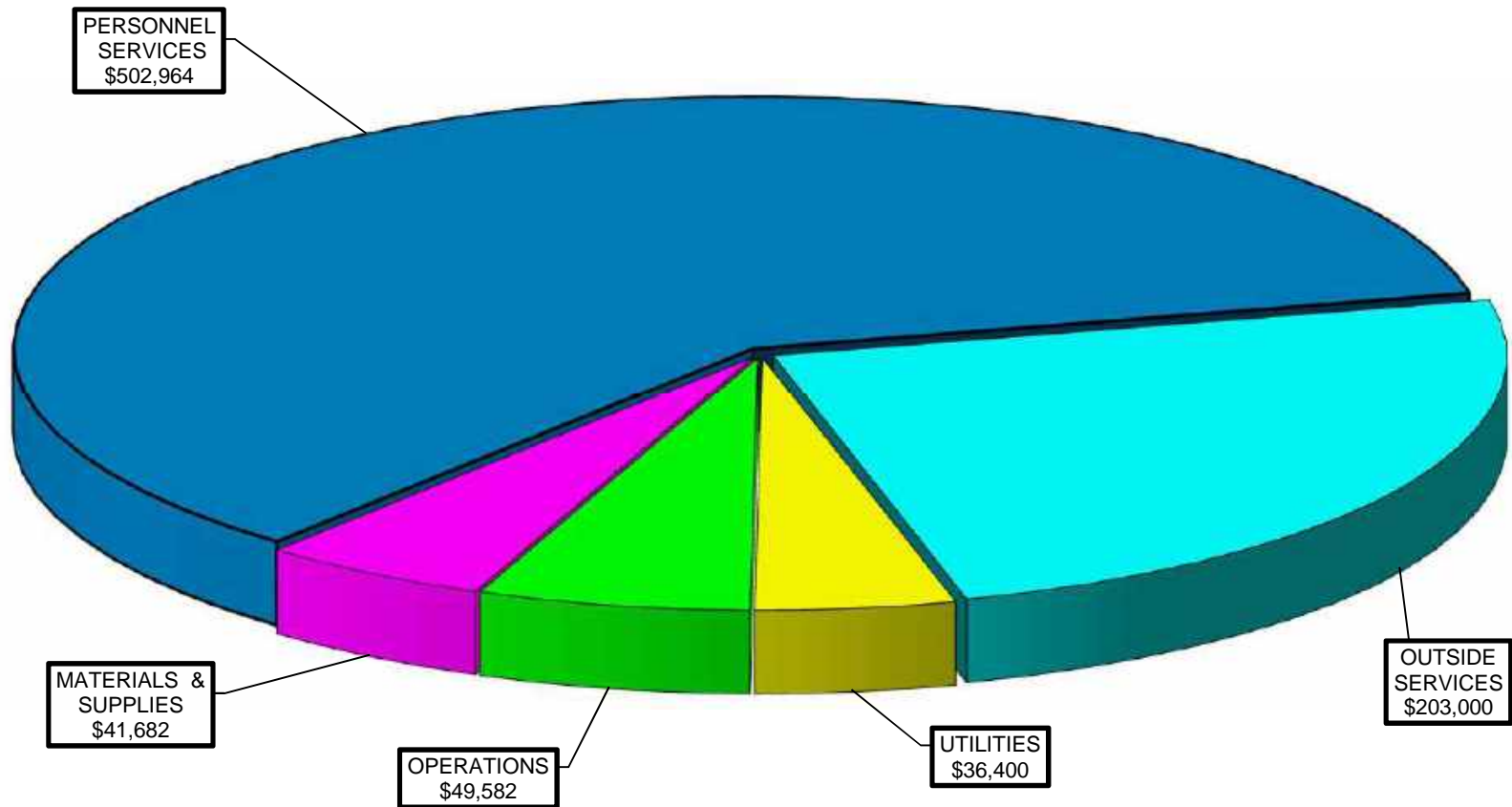
Major projects and goals for Public Works in Fiscal Year 2015/16 include:

- Major Pavement Repairs on lower Golden Gate Ave
- Slurry Seal Program
- Pavement Management Program Survey - PTAP
- FEMA Flood Mitigation
- ADA Compliance Upgrades
- Lane Handrail Improvements
- Replace Community Center Kitchen Fire System
- City wide Sidewalk Repair Program
- Re-Coat and Stripe Basketball Court at Community Park
- Land Company Park Drainage and Landscape Improvements

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

Public Works Operations & Maintenance

Total Budget: \$833,628



CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - PUBLIC WORKS OPERATIONS & MAINTENANCE

MAJOR ACCOUNT CLASSIFICATION	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
PERSONNEL SERVICES	\$338,174	\$327,059	\$330,381	\$341,716	\$346,335
FRINGE BENEFITS	139,282	149,647	138,487	144,602	156,629
SUBTOTAL	\$477,456	\$476,706	\$468,868	\$486,318	\$502,964
OUTSIDE CONTRACT SERVICES	\$121,005	\$163,356	\$162,347	\$163,053	\$203,000
UTILITIES	26,226	28,580	26,911	33,188	36,400
OPERATIONS	40,328	52,680	41,271	42,316	49,582
MATERIALS AND SUPPLIES	39,065	34,724	34,255	36,241	41,682
SUBTOTAL	\$226,624	\$279,340	\$264,784	\$274,798	\$330,664
GRAND TOTAL	\$704,080	\$756,046	\$733,652	\$761,116	\$833,628

****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 2015-2016 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	BENEFITS	SALARY + BENEFITS
			MONTHS	RATE		MONTHS	RATE			
<u>REGULAR SALARIES:</u>										
Public Works Manager	Scott Derdenger	E	12	\$10,701				\$128,412	\$54,740	\$183,152
Maintenance Supervisor	Gerhard Laufer	C	12	\$6,415				\$76,980	\$54,146	\$131,126
Maint. Worker II	Max Sandoval	E	12	\$5,214				\$62,568	\$49,255	\$111,823
Maint. Worker II	Shane Rodgers	B	7	\$4,504	1/1/2016	5	\$4,729	\$55,173	\$21,690	\$76,863
GRAND TOTAL								\$323,133	\$179,831	\$502,964

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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.	\$282,324	\$301,980	\$300,016	\$316,777	\$323,133
4010 40	PART-TIME WAGES This Account will not be used this year.	33,688	0	7,772	0	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	147	106	0	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.	5,094	7,044	5,312	7,653	5,314

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
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.	7,100	7,200	6,825	7,200	7,200
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.	9,968	10,688	10,350	10,086	10,188
TOTAL PERSONNEL SERVICES		<u>\$338,174</u>	<u>\$327,059</u>	<u>\$330,381</u>	<u>\$341,716</u>	<u>\$346,335</u>
<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.	\$67,535	\$77,263	\$73,950	\$69,273	\$71,584
4110 40	RETIREMENT The pension contribution for non-safety employees is 14.065% of salaries. The City does not participate in Social Security.	58,292	58,564	39,044	35,080	42,076
4114 40	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.	7,273	9,066	8,506	10,270	10,448

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
4120 40	UNEMPLOYMENT Paid out when a former employee files a claim with the State.	0	0	11,700	0	0
4121 40	INSURANCE - WORKERS COMP The department's portion of the City's workers comp premium.	0	0	0	25,024	27,499
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.	6,182	4,754	5,287	4,955	5,022
TOTAL FRINGE BENEFITS		<u>\$139,282</u>	<u>\$149,647</u>	<u>\$138,487</u>	<u>\$144,602</u>	<u>\$156,629</u>
 <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	\$11,818	\$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	1,455	1,455
5250 40	MERA MEMBER CONTRIBUTION This account pays for the department's share of operating costs for the Marin Emergency Radio Authority system.	3,932	8,076	8,186	8,344	8,527

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
5301 40	<p>CITY ENGINEER SERVICES This line item provides for general engineering services not associated with specific construction projects, such as plan review, Revocable Licenses and miscellaneous other day to day related engineering tasks that come up.</p>	13,480	53,564	53,291	23,000	36,000
5320 40	<p>DRAINAGE MAINTENANCE This line item covers the contract cleaning of City storm drain systems prior to and during the winter season.</p>	8,784	8,325	6,038	8,000	10,000
5321 40	<p>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. This line item will increase in FY15/16 in anticipation of removing a greater than normal amount of sediment that occurred during the December 2014 storm event.</p>	0	0	6,910	7,000	12,500
5322 40	<p>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.</p>	0	0	1,545	2,500	3,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
5330 40	<p>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 Public Works Department.</p>	35,694	43,668	43,668	43,369	45,000
5350 40	<p>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.</p>	33,228	23,975	20,018	28,000	35,000
5360 40	<p>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.</p>	0	640	1,149	1,000	1,200
5370 40	<p>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.</p>	0	6,000	6,000	6,067	6,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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. This line item has been increased in FY15/16 due to a contract cost increase.	6,000	6,930	6,848	7,000	7,500
5371 40	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	3160	0	0
5372 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	10,000	15,000
5990 40	OTHER CONTRACT/OUTSIDE SERVICES This line item provides for contract work that is not covered under other specific line items. This work is specialized and requires contracting for services by professionals. Examples of work include locksmithing, annual emergency generator and fire extinguisher servicing, and regulatory and compliance testing of the Corp Yard fuel tank. Other special services including Geotechnical and Architectural investigations and reports are charged to this account.	19,887	12,178	5,534	5,500	10,000
TOTAL OUTSIDE CONTRACT SERVICES		\$121,005	\$163,356	\$162,347	\$163,053	\$203,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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.	\$5,170	\$5,112	\$4,421	\$5,000	\$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. The City is enrolled in MCE 100% Renewable Energy program.	3,124	3,466	3,363	7,500	8,000
6030 40	POWER (STREET LIGHTS) This line item provides for costs associated with electricity that is needed to power the street lights.	8,455	7,962	8,317	8,688	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.	527	896	1,648	2,000	1,500

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
6050 40	WATER Metered water for City buildings and landscaping is included in this account.	8,950	11,144	9,162	10,000	12,500
TOTAL UTILITIES		<u>\$26,226</u>	<u>\$28,580</u>	<u>\$26,911</u>	<u>\$33,188</u>	<u>\$36,400</u>
<u>OPERATIONS:</u>						
6110 40	ADMIN OVERHEAD This account will not be used this year.	\$0	\$8,556	\$8,883	\$0	\$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.	221	159	475	600	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.	611	841	915	1,000	2,100
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 15/16 that follows this departmental budget.	277	212	383	700	1,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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.	62	0	0	2,682	2,682
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.	3,794	4,862	1,389	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. Plumbing repairs and the annual elevator maintenance contract costs are provided for in this budget. Touch up painting of the building is also included in this account.	9,649	11,999	9,864	10,000	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.	4,222	3,099	1,581	3,500	3,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
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. Costs may change in coming years due to changes in the contract. More info will be available in FY 16/17.	5,060	4,051	3,376	4,050	4,500
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 20% with little notice to agencies. A detailed breakdown by agency can be found on the page titled "Permits".	9,963	9,779	9,795	10,784	12,800
6240 40	STREET SWEEPING This line item provides for costs associated with the operation of a 2005 Tymco street sweeping machine. Typical expenditures include; brooms, belts, 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. Four new tires are needed to keep the machine operational. Staff is evaluating replacement of the current equipment for FY16/17.	4,013	4,071	4,610	5,000	6,000
6250 40	RECYCLING DISBURSEMENT This account will not be used this year.	2,456	5,051	0	0	0
TOTAL OPERATIONS		\$40,328	\$52,680	\$41,271	\$42,316	\$49,582

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<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	\$2,000	\$2,182
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.	11,459	10,562	9,410	9,000	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.	4,057	4,451	5,365	6,041	6,500
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.	4,515	3,541	2,967	3,200	3,500

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
7110 40	<p>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.</p>	2,119	1,992	2,722	2,400	3,000
7120 40	<p>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.</p>	3,932	3,338	4,189	3,500	3,500
7140 40	<p>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.</p>	2,260	2,646	2,490	2,500	2,500
7150 40	<p>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 reflective pavement markers and striping materials.</p>	5,966	3,987	4,004	4,000	5,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY11-12 ACTUAL EXPENDITURES</u>	<u>FY12-13 ACTUAL EXPENDITURES</u>	<u>FY13-14 ACTUAL EXPENDITURES</u>	<u>FY14-15 ESTIMATED EXPENDITURES</u>	<u>FY15-16 APPROVED BUDGET</u>
7190 40	OTHER MATERIALS AND SERVICES This line item provides for miscellaneous materials and services that do not fall into well-defined categories Dog waste bags are provided to the community from this account.	4,757	4,207	3,108	3,600	4,000
	TOTAL MATERIALS AND SUPPLIES	<u>\$39,065</u>	<u>\$34,724</u>	<u>\$34,255</u>	<u>\$36,241</u>	<u>\$41,682</u>
	PUBLIC WORKS DEPARTMENT TOTALS	<u>\$704,080</u>	<u>\$756,046</u>	<u>\$733,652</u>	<u>\$761,116</u>	<u>\$833,628</u>

CITY of BELVEDERE - FY 2015-2016 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. Staff	Auto	Oct	2	0	0	50	300	\$350
<u>MEETINGS:</u> Marin Public Works Assn.	Local	PW Mgr.	Auto	Monthly						150
<u>TRAINING:</u> Misc. Specialized Trng.	Various Loc.	Staff	Auto	---	---	---	---	---	---	500
TOTAL										\$1,000

CITY of BELVEDERE - FY 2015-2016 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.	50	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	400	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>\$2,100</u>	

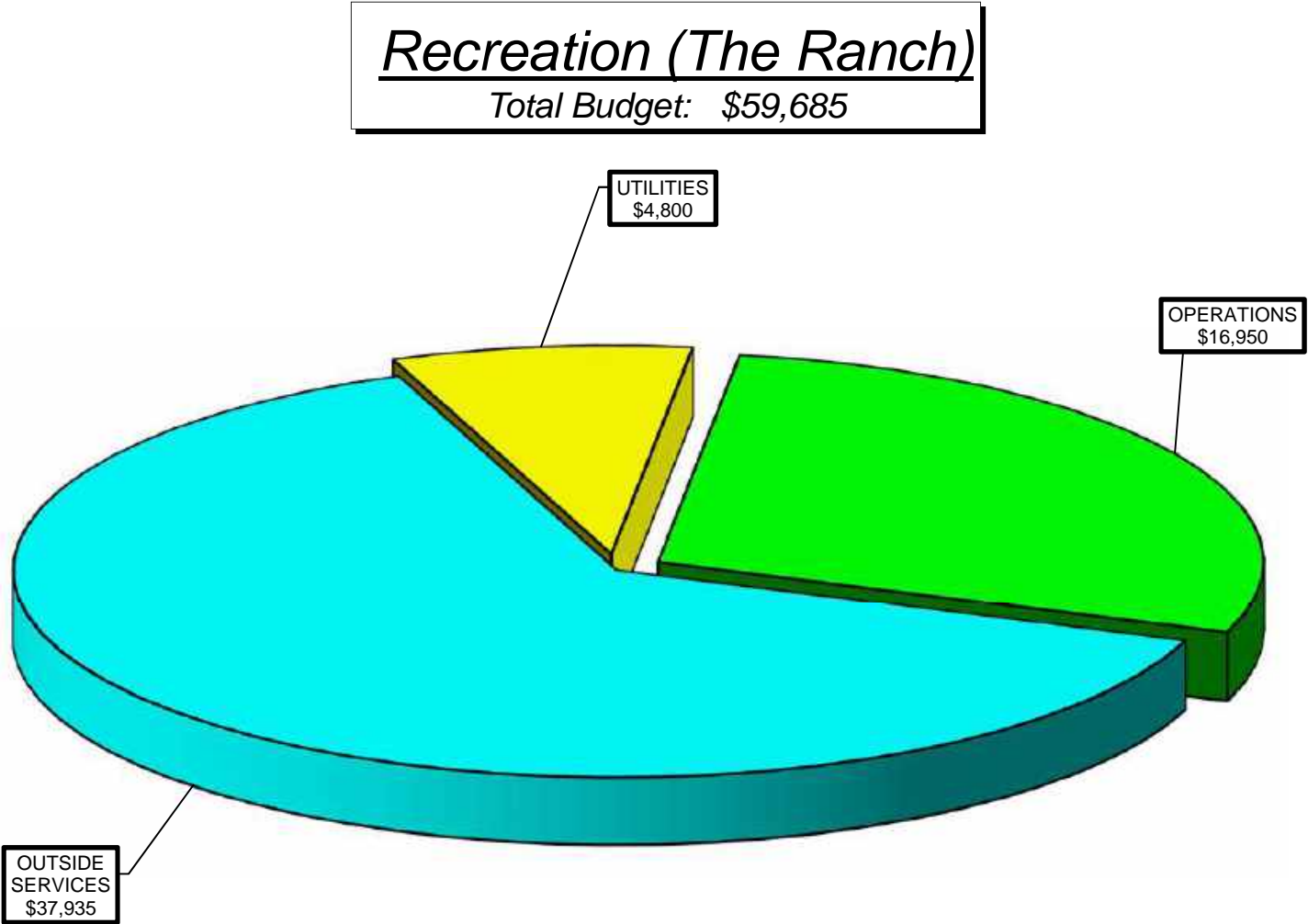
CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

PERMITS - PUBLIC WORKS OPERATIONS & MAINTENANCE

ORGANIZATION	AMOUNT
Regional Water Quality Control Board	6,992
Marin County Stormwater Program	4,369
Marin County Hazardous Materials	1,150
Bay Area Air Quality Mgmt District	205
TOTAL	<u><u>\$12,716</u></u>

RECREATION (THE RANCH)

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET



CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - RECREATION (THE RANCH)

MAJOR ACCOUNT CLASSIFICATION	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
OUTSIDE SERVICES	\$5,617	\$305,908	\$33,330	\$54,101	\$37,935
UTILITIES	3,313	5,425	6,801	4,680	4,800
OPERATIONS	9,363	6,642	6,010	12,818	16,950
GRAND TOTAL	\$18,293	\$317,975	\$46,141	\$71,599	\$59,685

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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). Cleaning of the facility following rentals is provided for in this line item.	\$4,380	\$4,860	\$4,751	\$4,700	\$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.	1,237	1,048	1,519	1,200	1,200
5374 50	COMMUNITY CENTER FURNACE REPLACEMENT The Furnace was replaced in FY14-15.	0	0	0	6,060	0
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	300,000	0	0	0

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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	22,500	30,473	31,235
5984 50	RECREATION (THE RANCH) CONTRIBUTION The contribution will not be needed in FY15/16	0	0	4,560	11,668	0
TOTAL OUTSIDE SERVICES		<u>\$5,617</u>	<u>\$305,908</u>	<u>\$33,330</u>	<u>\$54,101</u>	<u>\$37,935</u>
<u>UTILITIES:</u>						
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.	\$3,313	\$5,425	\$6,801	\$4,680	\$4,800
TOTAL UTILITIES		<u>\$3,313</u>	<u>\$5,425</u>	<u>\$6,801</u>	<u>\$4,680</u>	<u>\$4,800</u>

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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, touch up paint work 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.	\$7,533	\$4,397	\$4,456	\$6,800	\$7,500
6140 50	INSURANCE Liability Insurance for Bel Tib Recreation.	0	0	0	3,718	6,200
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. The increase is reflects an increase in the use of supplies.	1,830	2,245	1,053	1,500	1,750
7190 50	OTHER MATERIALS & SUPPLIES This account is used for materials and miscellaneous specialty items that do not fall into well-defined categories.	0	0	501	800	1,500
		<u>\$9,363</u>	<u>\$6,642</u>	<u>\$6,010</u>	<u>\$12,818</u>	<u>\$16,950</u>
RECREATION (THE RANCH) TOTALS		<u>\$18,293</u>	<u>\$317,975</u>	<u>\$46,141</u>	<u>\$71,599</u>	<u>\$59,685</u>

NON DEPARTMENTAL

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - NON-DEPARTMENTAL

MAJOR ACCOUNT CLASSIFICATION	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
OUTSIDE SERVICES	\$0	\$0	\$0	\$120,617	\$81,877
OPERATIONS	0	0	0	281,562	273,098
GRAND TOTAL	\$0	\$0	\$0	\$402,179	\$354,975

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>						
5020 60	RICHARDSON BAY REGIONAL AGENCY The RBRA manages the anchorage in Richardson Bay. The City pays 7.5% of the agency's costs. Members of the RBRA include Sausalito, Mill Valley, Tiburon, Marin County and Belvedere. The program will be expanded in FY15/16 to develop a Mooring Field to better manage and serve the anchorage in the Bay.	\$17,129	\$17,960	\$18,350	\$18,901	\$27,008
5030 60	HAZARDOUS MATERIAL RESPONSE UNIT This account covers the City's share of the County's hazardous material response team.	628	686	754	750	750
5040 60	ANIMAL CONTROL JOINT POWERS AGREEMENT The allocation of County-wide animal control costs among the cities is based on a combination of two factors that include population and service calls.	17,052	17,476	20,127	18,500	19,858
5050 60	TRANSPORTATION AUTHORITY OF MARIN Payment is made to the Transportation Authority of Marin (TAM) to cover a portion of the costs related to regional transportation planning and programming.	4,288	4,257	4,257	4,214	5,482
5060 60	AFFORDABLE HOUSING ASSISTANCE A donation of \$10,000/year for three years was made to Farley Place Senior Housing.	10,000	10,000	10,000	0	0

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
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	0	4,300	4,300	2,000
5062 60	COUNTYWIDE COMMUNITY HOMELESS FUND Annual contribution for three years to a new Community Homeless Fund at the Marin Community Foundation.	0	0	0	0	9,186
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.	6,359	6,893	5,883	4,378	5,808
5081 60	TRAFFIC STUDY - INCREASE SCHOOL BUS RIDERSHIP In FY14/15 the City has committed to participate with the Town of Tiburon in a subsidy for school bus riders.	0	0	0	58,100	0
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	1,578	1,578

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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.	2,837	1,930	5,202	7,250	7,250
5091 60	LAFCO MEMBERSHIP The cities and towns in Marin are required by legislation to pay a portion of the costs associated with LAFCO.	2,018	2,522	2,418	2,646	2,957
TOTAL OUTSIDE SERVICES		\$64,611	\$61,724	\$71,291	\$120,617	\$81,877

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 \$125/month each for 6 retirees and \$738/month for one retiree.	\$0	\$0	\$0	\$14,586	\$18,048
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:	42,963	26,024	22,940	28,209	26,000
	Blackie's Brigade	\$1,250				
	Tiburon Blvd Median	\$3,500				
	Redwood Grad Night	\$1,500				
	Labor Day Parade	\$5,000				
	Golf Tourney	\$500				
	Volunteer Event	\$10,500				
	Newsletter	\$2,000				

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 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.	24,413	27,238	26,339	30,095	27,000
6140 60	INSURANCE - LIABILITY & PROPERTY The annual insurance coverage's listed here are provided through Belvedere's membership in the Public Agency Risk Sharing Authority of California. The City is responsible for making a retrospective payment to our former carrier, CJPIA.	103,440	126,655	177,902	208,672	202,050
	PARSAC - Liability	\$71,457				
	Employment Practices	\$13,000				
	Property	\$5,632				
	Earthquake - City Hall	\$28,820				
	Auto	\$3,007				
	CJPIA Retrospective	\$80,134				
		\$170,816	\$179,917	\$227,181	\$281,562	\$273,098
	NON-DEPARTMENTAL TOTALS	\$235,427	\$241,641	\$298,472	\$402,179	\$354,975

FIRE FUND

CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - FIRE FUND

MAJOR ACCOUNT CLASSIFICATION	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
OUTSIDE SERVICES	\$1,109,096	\$1,136,606	\$1,167,091	\$1,239,940	\$1,537,063
OPERATIONS	0	1,631	2,348	2,400	2,100
GRAND TOTAL	\$1,109,096	\$1,138,237	\$1,169,439	\$1,242,340	\$1,539,163

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - FIRE FUND

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY11-12 ACTUAL EXPENDITURES</u>	<u>FY12-13 ACTUAL EXPENDITURES</u>	<u>FY13-14 ACTUAL EXPENDITURES</u>	<u>FY14-15 ESTIMATED EXPENDITURES</u>	<u>FY15-16 APPROVED BUDGET</u>
<u>OUTSIDE SERVICES:</u>						
5400 00	TIBURON FIRE PROTECTION DISTRICT CONTRACT It is estimated that the City's obligation in FY 15/16 will be \$1,537,063 which represents an approximate 24% increase over what was expended in FY 14/15.	\$1,109,096	\$1,136,606	\$1,167,091	\$1,239,940	\$1,537,063
TOTAL OUTSIDE SERVICES		\$1,109,096	\$1,136,606	\$1,167,091	\$1,239,940	\$1,537,063
<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	\$1,631	\$2,348	\$2,400	\$2,100
TOTAL OPERATIONS		\$0	\$1,631	\$2,348	\$2,400	\$2,100
FIRE FUND TOTALS		\$1,109,096	\$1,138,237	\$1,169,439	\$1,242,340	\$1,539,163

RESTRICTED FUNDS

CITY of BELVEDERE - FY2015-2016 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - RESTRICTED FUNDS

MAJOR ACCOUNT CLASSIFICATION	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
EQUIPMENT REPLACEMENT	\$25,000	\$9,949	\$12,926	\$57,835	\$44,194
LEGAL DAMAGES AND SETTLEMENTS	96,323	41,465	3,374	2,500	2,500
GRAND TOTAL	<u>\$121,323</u>	<u>\$51,414</u>	<u>\$16,300</u>	<u>\$60,335</u>	<u>\$46,694</u>

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RESTRICTED FUNDS

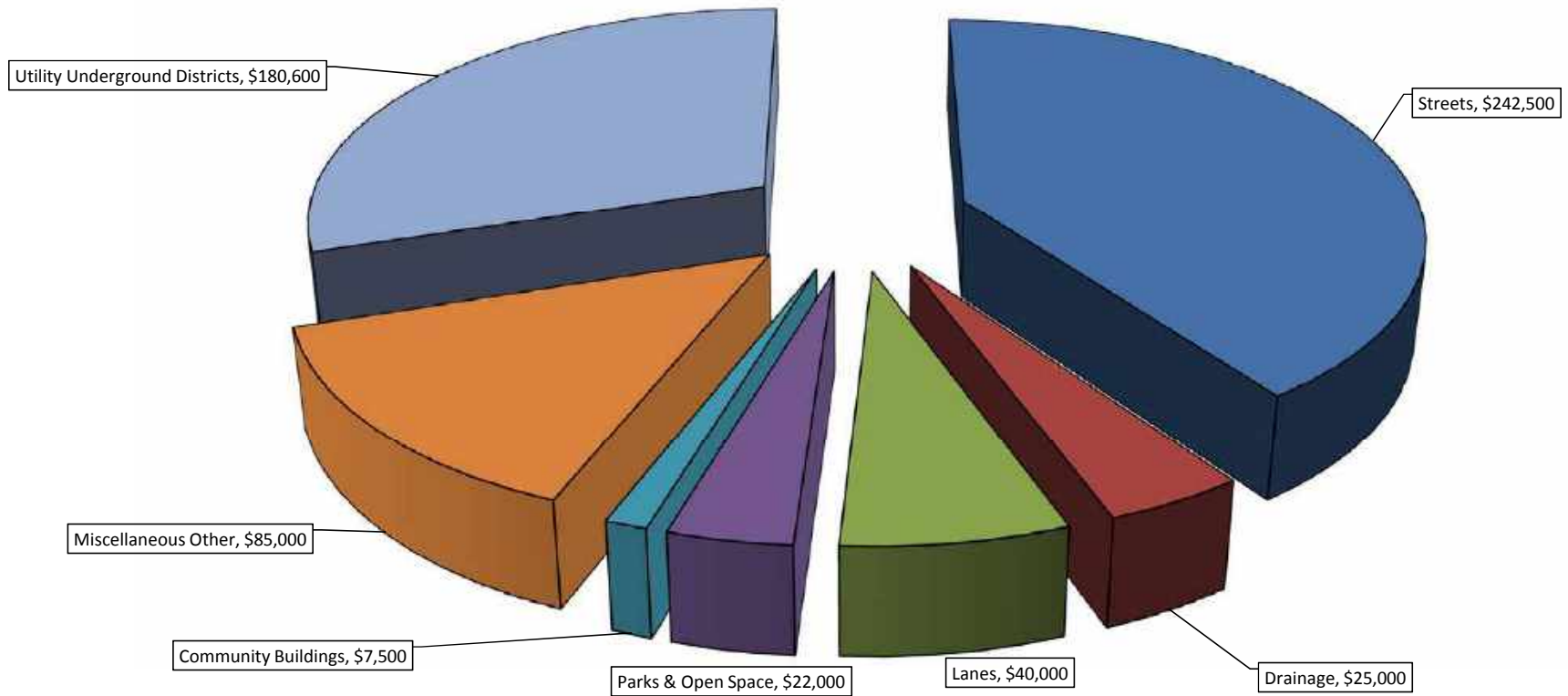
ACCOUNT	ITEM	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<u>EQUIPMENT REPLACEMENT:</u>						
8090 00	EQUIPMENT/FURNISHINGS Requests for FY 15/16 are for replacement or refurbishment of small, short-term assets such as computers, furnishings and other similar items.	\$27,190	\$9,949	\$12,926	\$57,835	\$10,000
8093 00	COMPUTERS FOR POLICE VEHICLES Each Police vehicle has a mobile data computer and they are over 10 years old. They need to be upgraded in order to be compatible with the Marin County Sherrif's Office new dispatch equipment.					18,795
8093 00	PATROL VEHICLE IN CAR VIDEO SYSTEMS Each Police vehicle has a car video system and they need to be upgraded and replaced.					15,399
TOTAL EQUIPMENT REPLACEMENT		<u>\$25,000</u>	<u>\$9,949</u>	<u>\$12,926</u>	<u>\$57,835</u>	<u>\$44,194</u>
<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.	96,323	41,465	3,374	2,500	2,500
TOTAL LEGAL DAMAGES AND SETTLEMENTS		<u>\$96,323</u>	<u>\$41,465</u>	<u>\$3,374</u>	<u>\$2,500</u>	<u>\$2,500</u>

CAPITAL IMPROVEMENT FUND

CITY of BELVEDERE - FY 2015-16 ANNUAL OPERATING BUDGET

CAPITAL IMPROVEMENTS

Total Budget \$602,600



CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - CAPITAL IMPROVEMENT PROGRAM

MAJOR ACCOUNT CLASSIFICATION	FY11-12 ACTUAL EXPENDITURES	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
STREETS	\$277,903	\$136,500	\$191,490	\$106,047	\$242,500
DRAINAGE	42,267	46,062	1,000	42,500	25,000
LANES	4,993	0	35,032	0	40,000
PARKS AND OPEN SPACE	271,720	13,250	0	24,545	22,000
COMMUNITY BUILDINGS	324,669	30,106	48,773	0	7,500
MISCELLANEOUS OTHER	222,822	172,453	152,270	421,773	85,000
UTILITY UNDERGROUND DISTRICTS	129,743	22,897	97,555	61,448	180,600
GRAND TOTAL	\$1,274,117	\$421,268	\$526,120	\$656,313	\$602,600

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
	<u>STREETS</u>		
9000 00	PAVEMENT - SPOT REPAIR This account is used to fund small spot repairs of pavement failures.	\$38,000	\$40,000
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. Lower Golden Gate Avenue will be the focus of pavement repairs in FY15/16.	0	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.	7,000	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.	5,000	5,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY14-15 ESTIMATED EXPENDITURES</u>	<u>FY15-16 APPROVED BUDGET</u>
9084 00	TOYON AVENUE RETAINING WALL This work was completed in FY14/15	46,047	0
9066 00	PAVEMENT CONDITION SURVEY (P-TAP GRANT) This work is completed by a consultant working under a grant from the Metropolitan Transportation Commission every 3 years. The survey is necessary so the City can remain eligible to apply for grants and other transportation funds.	0	4,000
9020 00	SLURRY SEAL PROGRAM Every other year a group of streets are selected for the slurry program. Decisions of streets to be included in the program are based on pavement analysis information provided by the pavement management program survey.	0	75,000
TOTAL ROAD IMPACT FUND		\$106,047	\$242,500
 <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.	\$0	\$10,000
9161 00	BAYVIEW AVE DRAINAGE IMPROVEMENTS This project would channel surface water run-off to a nearby storm drain inlet. Water currently accumulates and drains off side of the road through private property causing an erosion problem.	0	15,000
9151 00	COMMUNITY ROAD/MALLARD - PIPE RELINE This work was completed in FY14/15	42,500	0
TOTAL DRAINAGE		\$42,500	\$25,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<u>LANES:</u>			
9225 00	HANDRAILS This project would provide for the installation of handrails for public safety and convenience. The Belvedere Community Foundation has provided a matching grant to construct this project.	0	40,000
TOTAL LANES		\$0	\$40,000
<u>PARKS & OPEN SPACE</u>			
9337 00	PAINTING - COMMUNITY PARK RESTROOM This project was completed in FY 14/15	\$5,000	\$0
9349 00	COMMUNITY PARK PLAYGROUND RUBBER MAT This project was completed in FY 14/15	6,861	0
9348 00	PLAYGROUND FIBER ADDITION This project was completed in FY 14/15	5,000	0
9582 00	PLAYGROUND BOAT REPAIRS	7,684	0
9311 00	LAND COMPANY PARK IMPROVEMENTS The existing park has poor drainage allowing disease to cause damage to plantings. This project would improve site drainage and provide for new plantings and irrigation upgrades. The Belvedere Community Foundation has provided a matching grant.	0	15,000
9350 00	RE-COAT AND STRIPE BASKETBALL COURT The existing coating is faded and worn. The project would provide for re-coating & restriping of the court.	0	7,000
TOTAL PARKS & OPEN SPACE		\$24,545	\$22,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY14-15 ESTIMATED EXPENDITURES	FY15-16 APPROVED BUDGET
<u>COMMUNITY BUILDINGS:</u>			
9493 00	COMMUNITY CENTER KITCHEN FIRE SYSTEM REPLACEMENT In order for the kitchen to remain operational, this line item provides for the replacement of the 30 year old fire system over the stove and grill.	0	7,500
TOTAL COMMUNITY BUILDINGS		\$0	\$7,500
<u>MISCELLANEOUS OTHER:</u>			
9509 00	CITY HALL ADA Design existing frontage sidewalk to be accessible to patio	\$0	\$0
9511 00	WOOD WEIR - LAGOON ROAD SILT BASIN This project was completed in FY 14/15	20,000	0
9506 00	FEMA CTP PROJECT This work was completed in FY14/15	2,092	0
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.	55,000	50,000

CITY of BELVEDERE - FY 2015-2016 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY14-15 ESTIMATED EXPENDITURES</u>	<u>FY15-16 APPROVED BUDGET</u>
9512 00	FLOOD MITIGATION This project was completed in FY 14/15	50,000	0
9507 00	BEACH ROAD STABILIZATION This project was completed in FY 14/15	226,296	0
9522 00	SIDEWALK REPAIR PROGRAM Every three years City staff performs an inspection of all sidewalks in town. An inventory is collected and the City Engineer prepares the project to go out to bid. Private property owners are invoiced for repair work. This program reduces the City's liability for trip and fall claims.	0	35,000
9508 00	LICENSE PLATE READER CAMERAS This project was completed in FY 14/15	68,385	0
TOTAL MISCELLANEOUS OTHER		\$421,773	\$85,000
 <u>UTILITY UNDERGROUND DISTRICTS:</u>			
9579 00	LOWER GOLDEN GATE UTILITY UNDERGROUNDING This account will not be used in FY15/16.	\$61,448	\$0
9581 00	ACACIA/LAUREL UTILITY UNDERGROUNDING This district will be designed in FY15/16 and the expenditure will be refunded to the City from Bond proceeds when the district is formed.	0	180,600
TOTAL UTILITY UNDERGROUND DISTRICTS		\$61,448	\$180,600

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.

Street Paving 2015/16 – 2019/20

Large areas of pavement distress must be repaired to avoid emergency repairs caused by failures. In previous years these sections were often addressed during utility undergrounding projects at a great cost savings to the City. Larger projects are put out to bid to increase savings due to economy of scale. Ongoing pavement repairs of the City's largest asset are necessary to keep the pavement condition at the high level expected by the community and keep the roadways free of potholes that can cause claims. All projected costs associated with future pavement repair needs are determined by analysis during the Pavement Management Program Survey.

Slurry Seal 2015/16 & 2017/18

City staff programs Slurry Seal Treatments every other fiscal year. Slurry seal is a 3/8" protective treatment applied to a road surface. It is of little structural value; however it is much less expensive than the cost of repaving. Higher volume streets with direct sunlight exposure may require applications more frequently than others. City staff attempts to treat roads with a slurry coating following utility undergrounding projects to restore a smooth and uniform road surface. Decisions as to the streets that receive treatment are based on factors identified in the pavement management program survey.

Pavement Condition Survey 2015/16

Belvedere updates its Pavement Management System every 3 years by performing a survey of streets. This survey is performed by a Consultant selected through a process outlined by the Metropolitan Transportation Commission (MTC). A major portion of the cost of this survey is funded through a Grant (P-TAP) from the MTC. The City provides a contribution to this survey by way of MTC membership. This program provides analysis based on a Pavement Condition Index rating (PCI) and recommends the most cost efficient way to maintain City roads. Belvedere often has some of the best rated roads in the Bay Area.

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 into how these railing can be recoated will need to occur. These railing may be replaced as part of a larger flood mitigation project along Beach Rd.

City of Belvedere – 5 Year Capital Improvement Plan

Retaining Wall Opposite 172 Beach Road 2019/20

Portions of the existing concrete wall at this location are showing signs of deterioration and lateral offset. City staff has consulted with the Geotechnical Engineer and will continue monitoring movement. Stabilization of this wall is anticipated in the next 5-year budget cycle. The project would likely be split into 2 phases. Depending on the amount of movement observed this project might be moved up in priority.

B. STORM DRAINAGE

Emergency Drainage Repairs

This provides for the repair of storm drain system failures that are detected during the year, including the replacement of drain inlet grates and other miscellaneous repairs on components of the drainage network.

Lagoon Rd Flood Mitigation Projects

During December 2014 and in previous years, residents on Lagoon Rd have had their properties flooded due to drainage issues related to a creek that flows under Tiburon's Old Rail Trail. Storm runoff during peak events carry silt and debris down the creek and clog at the inlet of the pipe under the trail. Water flows down the asphalt pathway and onto Lagoon Rd. The City Engineer has developed a list of potential mitigation projects that would need to be constructed in Tiburon to combat the flooding problems. A Hydrology Engineer should first review the upstream development reports and determine the priority of suggested mitigation projects.

Drainage Repairs – Lining of Deteriorated Pipe Below 49 Belvedere Ave - Westshore 2016/17

This project will line sections of deteriorated corrugated metal pipe that direct storm water from catch basins on Belvedere Ave, thru private property via an easement to the drainage system on Westshore Rd. The project will require the installation of a concrete turning structure at the junction of 2 sections of pipe. The current 90 degree joint in the pipe has been determined to need replacement.

Britton Ave Curb & Gutter Drainage Repairs 2016/17

A section of curb and gutter has been damaged due to tree roots and erosion. Street water runoff no longer can be directed to a nearby storm drain during rainy weather. During heavy storms the water flows over and down the hillside causing damage on private property. This project would replace approximately 125' of curb & gutter on Britton Ave to properly channel water to the storm drain.

City of Belvedere – 5 Year Capital Improvement Plan

Drainage Improvements – San Rafael Ave 2017/18

Homes along San Rafael Ave back up to properties on Bayview Ave and have historically had a considerable amount of ground and standing water located in back yards on the property. This water is directed through private drainage systems out to the city gutter along San Rafael. Property owners often complain to city staff about an excessive amount of standing water in the gutter throughout the year. This project would allow water to drain in a subsurface pipe below the gutter and direct it to the city drainage system.

Drainage Improvements – Laurel Avenue (Unknown time period)

During heavy periods of rain, the drainage system at upper Laurel Avenue is unable to accept peak flows from Bayview Ave causing overflows of excessive 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 an 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 could be more costly.

C. LANES

Handrails additions at Various Lanes 2015/16 – 2017/18

Handrails will be added to various lanes to improve safety and for public convenience. An inventory of lanes needing such handrails has been developed. The Belvedere Community Foundation has provided a Grant to the City of matching funds for the installation of handrails at various locations.

Handrail Painting 2016/17

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.

Upper Cedar Lane 2016/17

Two sections of deteriorated concrete steps and a landing need to be replaced to improve public safety. A new section of handrail would be added.

City of Belvedere – 5 Year Capital Improvement Plan

Unimproved Lane Upgrades (Unknown time period)

Interest has been generated by Council and Committee members to make unimproved lanes accessible to the public in the area of Beach Rd. There are a number of areas that have improvements; however some of these public right-of-ways have been vacated by the City.

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. A conceptual design has been performed and the City Engineer has estimated project costs at \$450,000. The Belvedere Community Foundation has expressed interest in funding a portion of this project through a grant. The City would need to provide additional funding to make up the difference.

D. PARKS & OPEN SPACE

These projects are usually funded from the General Fund and a Countywide sales tax override for parks. Priorities are recommended by the Parks and Open Space Committee.

Recoat/Restripe Basketball Court 2015/16

The current surface of the basketball court at Community Park is more than 10 years old and will be recoated and re-striped.

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.

San Rafael Avenue Seawall Landscape Mulch Addition 2016/17

Mulch will be added to the landscape along the seawall pathway to reduce weeds and maintain plant health.

Repair & Refurbish Lagoon Road Tennis Courts 2017/18

The tennis courts will be re-coated and striped.

City of Belvedere – 5 Year Capital Improvement Plan

E. COMMUNITY BUILDINGS

Community Center Kitchen Fire System Replacement 2015/16

The current system is nearing 30 years old and during the last bi-annual inspection and certification it was determined that the system is out of compliance and must be replaced in order for the kitchen to be certified and remain operational.

Refinish Wood Floors in Council Chambers 2016/17

The wood floors in the Council Chambers need to be refinished. This project requires sanding down the current finish and applying a new coating.

City Hall Carpet Replacement 2017/18

Carpet on the main floor in high traffic areas is showing signs of wear. The seams are raveling and could create a hazardous condition. This project would provide for the replacement of carpet on the main floor of City Hall to keep the building presentable to the community.

Selected Exterior Painting of City Hall 2017/18

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

Selected 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.

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 addition of a generator would support emergency operations at the Corp Yard during a disaster.

Refurbish Council Chambers Audience Chairs 2016/17

The fabric on the audience chairs in the Council Chambers is more than 15 years old and has been damaged by sunlight. They were not replaced during the remodel and staff determined they can be reupholstered instead of replaced.

City of Belvedere – 5 Year Capital Improvement Plan

City Hall Security Upgrade 2017/18

Due to changes in staff and key distribution, this project would re-key the City facility wide lock system to ensure security.

City Hall Foundation Drainage Repair Project 2019/20

An extensive waterproof and drainage project is needed to stop ground water from entering the lower floors of the City Hall building and Police Department during the rainy season. Due to cracks in the subterranean foundation, water enters the lower portions of the structure during heavy rain events. Areas in the Police Department are most affected by this water intrusion. Due to access needs to perform work this project would likely be combined with disability access upgrades to the front of City Hall.

F. MISCELLANEOUS

Misc. Maintenance and Improvement Projects (Annually)

This item includes funding for minor drainage, park, landscape, building, lane, retaining wall and miscellaneous other projects. These are unexpected projects that arise and are brought to the attention of staff during each fiscal year.

ADA Compliance Projects 2015/16– 2018/19

Funds will be set aside to bring various City facilities into compliance with the Americans with Disabilities Act (ADA). This includes signage and other smaller projects to assist those with disabilities and giving access to City buildings. An initial major project should be focused around the main access to City Hall from San Rafael Ave.

Radar Trailer/Speed Signage 2016/17

The current speed display trailer is more than 20 years old and uses old technology. Major repairs are anticipated in the near future. Due to the size of the equipment it's difficult to place in many locations on the island as requested by the community. City staff has researched additional options available to meet the needs of requests by citizens. A smaller unit that could be deployed more easily by staff would be purchased.

City of Belvedere – 5 Year Capital Improvement Plan

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 and curb/gutters. Residents are notified of deficiencies. The City partners with residents and repairs curb/gutters as necessary. Owners can participate in a city-managed project to efficiently make repairs. Property owners must reimburse the City for completion of work and notification of repair costs.

Survey Monuments 2016/17 & 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 2016/17

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.

San Rafael Avenue ADA Improvements 2016-19

Improvements will be made along San Rafael Avenue to conform to ADA requirements. A plan for an accessible pathway along San Rafael Ave from Golden Gate Ave to City Hall has been designed.

Beach Road Seawall Stabilization – Phase 2 (Unknown time)

Erosion under the footing of the Beach Rd seawall continues to occur due to tidal activity. A design is needed to stop the erosion. This project would require approval through the regulatory agencies. A project would likely occur as part of a Levee stabilization or Flood Mitigation project.

City of Belvedere – 5 Year Capital Improvement Plan

Flood Mitigation Predevelopment and design 2015/16

Stetson Engineering is working on predevelopment and Pre-design of flood mitigation measures during this budget cycle.

Levee Stabilization (as determined by Funds available)

A project would be designed to meet FEMA requirements.

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 Undergrounding (Unknown)

Design of this district was completed in FY 2014/15. PG&E costs have been determined driving up individual assessments. Formation of a district was not approved by voters. A new vote by those in the proposed district would need to occur in order for this district to proceed.

Acacia/Laurel Utility Undergrounding (Unknown)

The City Council has approved the expenditure for the design of this district. When the design is completed a preliminary estimate will be available. Actual construction costs are only estimated until the project is designed and put out for bid. The City Council could authorize staff to move forward with a vote of the proposed district. It is anticipated that construction of this district would not occur before FY 2017/18.

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
STREET IMPROVEMENTS					
Roadway Guardrail Installation		25,000		25,000	
Slurry Seal	75,000		75,000		75,000
Retaining Wall at 172 Beach Road					100,000
Pavement Conditon Survey	4,000				
Replace Iron Guardrails - Bayview & Bella Vista Avenues		10,000		5,000	
Recoat Steel Railings - Corinthian & Beach Road		20,000		20,000	
Spot Repairs	40,000	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	\$ 242,500	\$ 166,500	\$ 187,500	\$ 163,000	\$ 289,000

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BUDGET ITEM	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
STORM DRAINAGE					
Britton Ave Curb & Gutter Drainage Repairs		45,000			
Pipe lining 49 Belvedere-Westshore		50,000	75,000		
Drainage Improvements - San Rafael Avenue			75,000		
Drainage Improvements - Laurel Avenue					50,000
Bayview Avenue Drainage Improvements	15,000		50,000	75,000	
Emergency Drainage Repairs	10,000	10,000	10,000	10,000	10,000
			-		
Total Storm Drainage	\$ 25,000	\$ 105,000	\$ 210,000	\$ 85,000	\$ 60,000
LANES					
Handrail Improvements	40,000	10,000	10,000		
Handrail Painting		10,000			
Upper Cedar Lane		25,000			
Total Lanes	\$ 40,000	\$ 45,000	\$ 10,000	\$ -	\$ -

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5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
PARKS AND OPEN SPACE					
Re-Coat & Stripe Basketball Court	7,000				
Land Company Parks Landscape & Drainage	15,000				
Community Park Well Rehab			50,000		
San Rafael Avenue Seawall Landscape Mulch		6,000			
Repair & Refurbish Lagoon Rd Tennis Courts			12,000		
Total Parks & Open Space	\$ 22,000	\$ 6,000	\$ 62,000	\$ -	\$ -
COMMUNITY BUILDINGS					
Selected Exterior Painting of City Hall		10,000		10,000	
Community Center Kitchen Fire System Replacement	7,500				
Refinish Wood Floors in Council Chambers		7,500			
City Hall Carpet Replacement			10,000		
Corporation Yard Generator Improvements			30,000		
Refurbish Council Chambers Audience Chairs		10,000			
City Hall Security Upgrade			15,000		
Misc Exterior Painting-Corp Yard Building		10,000			
City Hall Foundation Drainage Repairs					100,000
Corporation Yard Generator Improvements				30,000	
Total Community Buildings	\$ 7,500	\$ 37,500	\$ 55,000	\$ 40,000	\$ 100,000

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20
MISCELLANEOUS					
Sidewalk Repair Program	35,000				
Radar Trailer/Speed Signage		10,000			12,000
Community Park Water Well					10,000
Traffic Engineer Study				12,000	
Retaining Curbs		25,000			
Survey Monuments		25,000		25,000	
ADA Compliance Projects		25,000	25,000	25,000	
San Rafael Avenue ADA Improvements		150,000	75,000	75,000	
Beach Road Seawall Stabilization					
Flood Mitigation Predevelopment & Design					
Acacia/Laurel Utility Undergrounding Design	180,600				
Levee Stabilization					
Misc. Maintenance & Improvements	50,000	50,000	50,000	50,000	50,000
Total Miscellaneous	\$ 265,600	\$ 285,000	\$ 150,000	\$ 187,000	\$ 72,000
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TOTALS	\$ 602,600	\$ 645,000	\$ 674,500	\$ 475,000	\$ 521,000