

**City of Belvedere**  
**Annual Operating & Capital Budget**  
**Fiscal Year 2016/2017**

# CITY of BELVEDERE

## City Officials

### City Council

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

### Principal City Staff

Mary Neilan, City Manager  
Tricia Seyler, Police Chief  
Becky Eastman, Director of Administrative Services  
Alison Foulis, Management Analyst/City Clerk  
Irene Borba, Director of Planning & Building  
Eric Banvard, Building Official  
Scott Derdenger, Public Works Manager  
Robert Epstein, City Attorney

**City of Belvedere**  
**Operating & Capital Budget**  
**Fiscal Year 2016/17**

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**City of Belvedere**  
**Operating & Capital Budget**  
**Fiscal Year 2016/17**

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# CITY OF BELVEDERE

## Memorandum

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**DATE:** July 1, 2016

**TO:** Mayor McAuliffe and Members of the City Council

**FROM:** Mary Neilan, City Manager

**SUBJECT:** Transmittal of FY16/17 Operating and Capital Budget

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It is my pleasure to present the FY16/17 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.

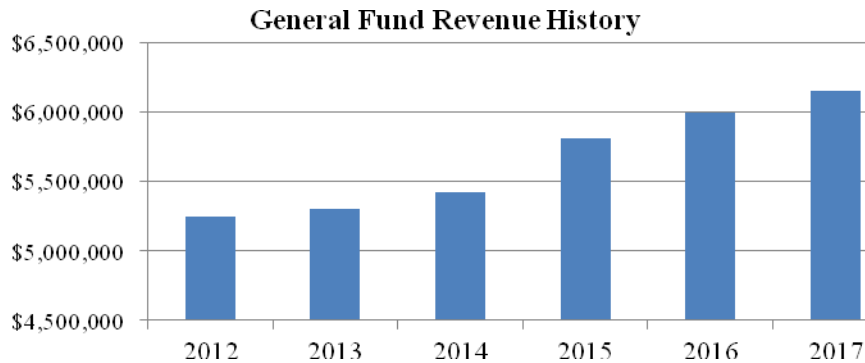
### **General Fund**

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.

### **General Fund Revenue Projections**

The City depends primarily on property tax revenue to fund department operations. Thanks to a robust real estate market and a steady stream of renovation projects, the assessed value of real property in Belvedere, and resultant property tax revenue, continues to rise. The budget projects an increase in secured property tax revenue of 6% in FY16/17, a fairly conservative estimate given the 8.2% increase realized in FY15/16. Other General Fund revenues are projected to remain steady. A Council approved increase in Planning, Building, Public Works and Administrative fees is expected to generate an additional \$10,000 in the upcoming year.

The FY16/17 General Fund budget anticipates total revenue in the amount of **\$6,151,909**, an increase of 2.5% from what we will receive in the current fiscal year.



**General Fund Expenditures**

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

- Salary increase of 2% (Cost of Living Adjustment) for all employees; Equity adjustment for Chief of Police to bring base salary closer to average salary of Police Chiefs in Marin County; Reclassification of Finance Officer to Administrative Services Director and City Planner to Director of Planning and Building with salary adjustments of 5% and 3% respectively.
- Reduced costs for Workers Compensation and Liability Insurance, primarily due to a significant decrease in the retrospective payment due to our previous carrier.
- Participation in the Tiburon Peninsula Traffic Relief JPA (Yellow Bus Challenge).
- Second year of a three year commitment to contribute to the Countywide Homeless Fund.

**General Fund Transfers**

In FY16/17, **\$754,976** will be transferred from the General Fund to the Fire Fund, combined with estimated Fire Tax revenue of \$823,776, and paid to Tiburon Fire Protection District to provide fire protection services in Belvedere. **\$117,534** will be transferred to the Capital Improvement Fund to pay for a variety of necessary capital projects (see below). **\$79,500** will be transferred to the Equipment Replacement Fund to pay for a new police vehicle (offset in part by the sale of a surplus vehicle) as well as routine replacement of computers and furnishings. (\$25,000 of that transfer will be added to \$100,000 already set aside to replace the City’s aging street sweeper.) Lastly, **\$100,000** will move from the General Fund to the Pension Reserve Fund, pursuant to Council policy.

The FY16/17 General Fund budget anticipates total expenses in the amount of **\$4,794,924**, as well as transfers out of **\$1,027,010**. The budget forecasts a surplus at year-end of **\$329,975**.

<b>Preliminary FY16/17 General Fund Budget</b>			
Revenues			\$6,151,909
Expenses		(4,794,924)	
Transfers:	Fire Fund	(754,976)	
	Capital Projects	(117,534)	
	Equipment Replacement	(54,500)	
	Pension Reserve	(100,000)	
Total Transfers Out		(1,027,010)	
Expenses plus Transfers Out			(5,811,934)
Surplus/(Deficit)			\$329,975

### **General Fund Reserve**

The Council has established a policy to maintain a General Fund Reserve equal to 50% of annual operating expense plus the General Fund transfer to the Fire Fund. If revenues are received and funds expended as anticipated in the FY16/17 budget, the reserve policy goal of \$2,769,950 will be met this fiscal year.

FY16/17 General Fund Expenses + Fire Transfer	\$5,549,900
General Fund Reserve Policy 50%	2,774,950
Projected General Fund Balance 6/30/17	2,850,148
Over/(Under) Policy	\$65,198

### **Capital Improvement Projects**

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.

Several important Capital Improvement Projects are funded in this year's budget.

- The City will undertake a geotechnical and structural evaluation of the San Rafael Avenue and Beach Road Seawalls, develop alternatives to improve flood protection in Belvedere, and prepare cost estimates. This project will be funded in part by a grant from the State Department of Water Resources.
- A new guardrail will be installed at 110 Bella Vista Avenue/
- Curb and gutter will be replaced on Britton Avenue.
- Stairs will be replaced on Upper Cedar Lane.

- An improvement project is being planned for Land Company Park.
- The downstairs carpet at City Hall will be replaced.
- The City will complete the design/bid phase of the Acacia-Laurel Utility Undergrounding Assessment District project.

### **Future Projects; Upcoming Issues**

There are a number of projects and challenges that may need to be addressed during the course of FY16/17 or within the next few years. If revenues remain strong and expenses are controlled, the City will be well positioned to address these needs as they arise.

- Additional matching funds will be needed over the next two years to complete the pre-development work contemplated in the Department of Water Resources grant on the San Rafael Avenue and Beach Road Seawalls, with additional funding needed to actually construct any improvements, should the structural evaluations reveal deficiencies.
- The drainage system encompassing the culvert under the Tiburon bike path, the private property at 6 San Rafael Avenue, and the City's culvert under San Rafael Avenue will need to be addressed. The Town and City are sharing in the cost of a system wide analysis to determine project scope and precise costs estimates. Cost unknown.
- Belvedere and the other members of the Richardson Bay Regional Agency (RBRA) continue to struggle with a solution to the impacts of the increased number of vessels in the anchorage. Significant additional funding may be required to fully address the problem.
- The play equipment in Community Park will need to be replaced in a few years, as various components wear out and replacement parts become scarce. New equipment will likely cost at least \$200,000.
- The roof at City Hall is nearing the end of its useful life. A recent evaluation estimated the cost of a new roof at \$125,000.
- New stormwater regulations will require installation of "trash capture devices" on all the City's storm drain grates within three years, estimated to cost \$40,000.

### **Use of Pension Reserve**

Pursuant to Council direction, the budget includes a payment to CalPERS of \$300,000 from the Pension Reserve to reduce the City's unfunded pension liability. The goal is to continue to make annual payments that would eliminate the liability in 15 years.

### **Five Year Forecast; Fund Balance Summary**

The Five Year Forecast assumes a 5% increase in property tax each year, a 4% increase overall in department operating expense, a 3% increase in the cost of fire protection, and capital costs as outlined in the Five Year CIP. Using these assumptions, the Forecast demonstrates that the General Fund Reserve will continue to grow over the next five years and provide significant protection for the City against an economic downturn or unanticipated capital expense.



## **Conclusion**

The FY16/17 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 Administrative Services Director, 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

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## **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

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## **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

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## **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

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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

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## **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

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## **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, 2015.



# City of Belvedere - Budget Guidelines

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## **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.

2014/15 Limit            \$3,384,782

### Adjustment Factors

Population	1.0073
Inflation	1.0382
Total Adjustment	1.0458
2015/16 Limit	\$3,504,093

City of Belvedere – Position Allocation

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<u>TITLE</u>	<u>FY 2016/17</u>
City Manager	1
Police Chief	1
Director of Administrative Services	1
Director of Planning & Building	1
Public Works Manager	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
	21
 <u>Contract Staff</u>	
City Engineer	1



**Belvedere Residents**

**City Council**

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

**City Attorney**  
Rob Epstein  
**Deputy City Attorney**  
Emily Longfellow

**City Manager**  
Mary Neilan

**Public Safety**

**Police Chief**  
Tricia Seyler

**Tiburon Fire Protection District**  
*Contract for Services*

**Police Secretary**  
Lylene Phillips

**Police Sergeants**  
Chris Pool,  
Tom Marksbury

**Police Officers**  
Andy Rosas, Paul Sims  
Charles Wayshak  
Vacant

**Planning & Building**

**Director of Planning & Building**  
Irene Borba

**Building Official**  
Eric Banvard

**Building Inspector**  
Genaro Muniz

**Associate Planner**  
Rebecca Markwick

**Department Secretary II**  
Nancy Miller

**Department Secretary II**  
Lorrie Duffy

**Administration**

**Director of Administrative Services**  
Becky Eastman

**Mgmt Analyst/ City Clerk**  
Alison Foulis

**IT Coordinator**  
Marin IT

**Public Works**

**Public Works Manager**  
Scott Derdenger

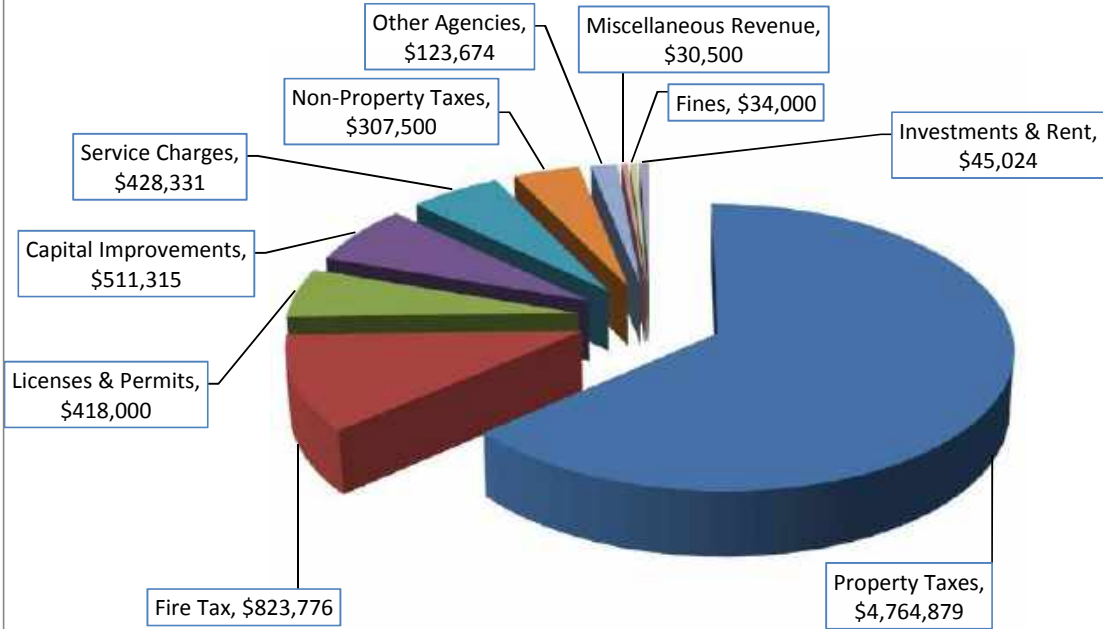
**Maintenance Supervisor**  
Gerhard Laufer

**Maintenance Workers**  
Max Sandoval  
Alberto Carranza

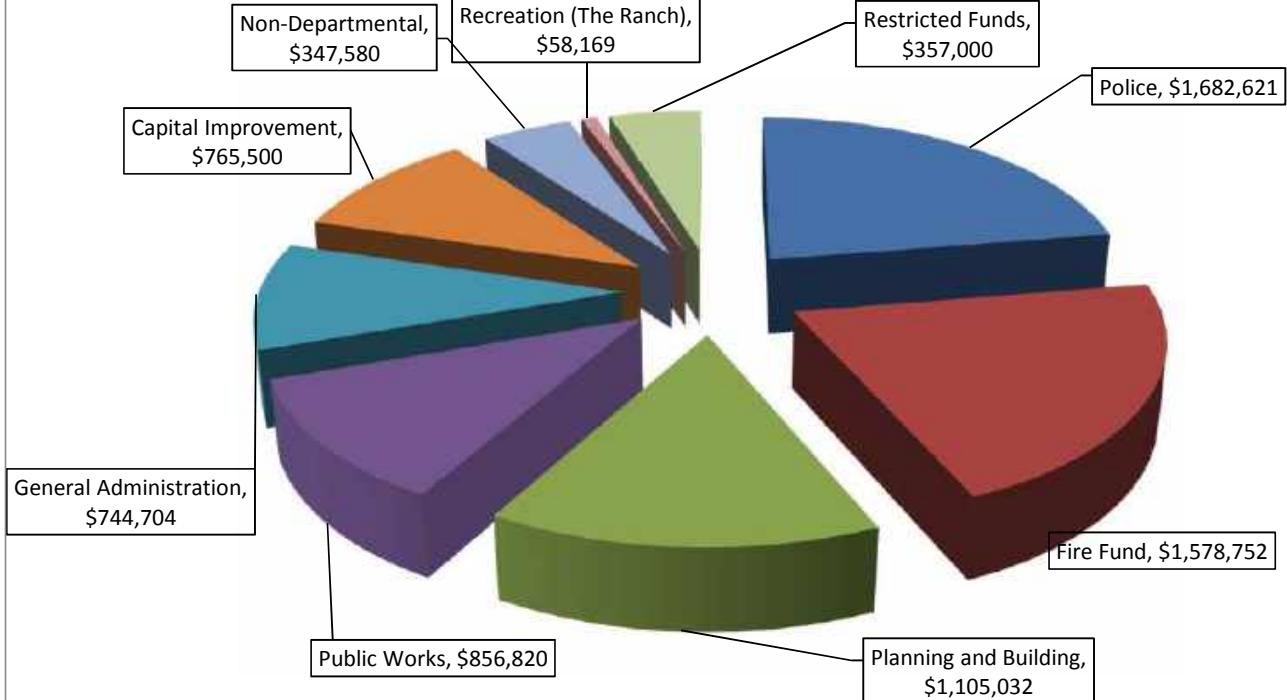
**City Engineer**  
John Moe  
*Contract for Services*

# City of Belvedere

## Fiscal Year 2016/17 Total Revenues \$7,486,999



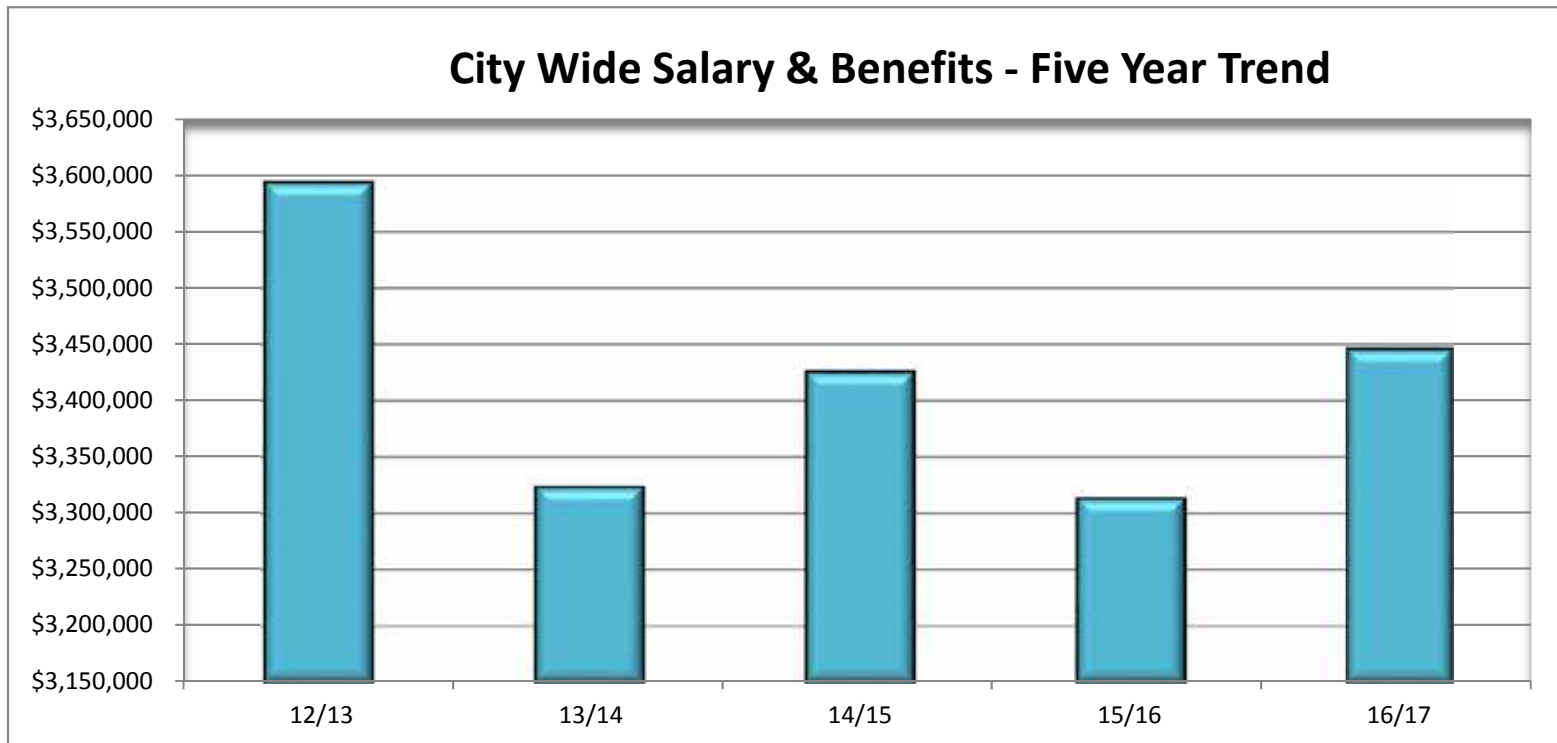
## Fiscal Year 2016/17 Total Appropriations \$7,496,176



# CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET

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

	FY2012/13	FY2013/14	FY2014/15	FY2015/16	FY2016/17
<b>Regular Salaries</b>	\$ 1,765,340	\$ 1,858,511	\$ 1,819,278	\$ 1,879,599	\$ 1,987,816
<b>Contract Staff</b>	\$ 635,253	\$ 347,372	\$ 333,011	\$ 134,857	\$ 116,000
<b>CalPERS Retirement</b>	\$ 412,878	\$ 263,447	\$ 280,813	\$ 328,440	\$ 382,420
<b>Health Insurance</b>	\$ 377,078	\$ 435,616	\$ 394,599	\$ 414,888	\$ 427,420
<b>Other Fringe Benefits</b>	\$ 403,302	\$ 418,410	\$ 597,851	\$ 555,483	\$ 532,184
<b>Total Salary &amp; Benefits</b>	<b>\$ 3,593,851</b>	<b>\$ 3,323,356</b>	<b>\$ 3,425,552</b>	<b>\$ 3,313,267</b>	<b>\$ 3,445,839</b>



1 This amount is net of the revenue received from Tiburon for Admin Services.

2. Workers' Comp was added to Fringe Benefits in FY14/15.

**CITY OF BELVEDERE  
FUND BALANCE SUMMARY  
FY 2016-17**

<b>Fund</b>	<b>Fund Balance 6/30/2016</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers in/(out)</b>	<b>Fund Balance 6/30/2017</b>	<b>Fund Balance inc/(dec)</b>	<b>Fund Balance inc/(dec)</b>
100 General Fund	2,510,173	6,151,909	(4,794,924)	(1,027,010)	2,840,148	329,975	13%
130 Fire Fund	0	823,776	(1,578,752)	754,976	0	0	0%
160 Insurance Reserve Fund	55,592	0	(2,000)	0	53,592	(2,000)	-4%
100 Pension Reserve Fund	200,000	0	(300,000)	100,000	0	(200,000)	-100%
900 Capital Improvement Fund	152,100	330,366	(600,000)	117,534	0	(152,100)	-100%
901 Road Impact Fee Fund	141,794	165,000	(143,000)	(25,000)	138,794	(3,000)	-2%
902 Measure A Parks Fund	11,340	15,448	(22,500)	0	4,288	(7,052)	-62%
210 Equipment Replacement Fund	110,000	500	(55,000)	79,500	135,000	25,000	23%
<b>Total City Funds</b>	<b>3,180,999</b>	<b>7,486,999</b>	<b>(7,496,176)</b>	<b>0</b>	<b>3,171,822</b>	<b>(9,177)</b>	<b>0%</b>

<b>General Fund Reserve</b>	
General Fund Expenses + Fire Transfer	5,549,900
General Fund Reserve Policy 50%	2,774,950
Projected General Fund Balance 6/30/17	51% 2,840,148
Over (Under) Policy	65,198

**CITY OF BELVEDERE  
SCHEDULE OF INTERFUND TRANSFERS  
FISCAL YEAR 2016-17**

<u>FUND</u>	<u>TRANSFERS IN</u>	<u>TRANSFERS OUT</u>	
100 General Fund		\$ 754,976	1
100 General Fund		100,000	2
100 General Fund		117,534	3
100 General Fund		54,500	4
901 Road Impact Fee Fund		25,000	5
130 Fire Fund	754,976		1
100 Pension Reserve Fund	100,000		2
900 Capital Improvement Fund	117,534		3
210 Equipment Replacement Fund	54,500		4
210 Equipment Replacement Fund	25,000		5
Total	<u>\$ 1,052,010</u>	<u>\$ 1,052,010</u>	

- 1 Fire expenditures not covered by Parcel Tax
- 2 Annual transfer from General Fund to Pension Reserve Fund
- 3 CIP expenditures not covered by other revenue sources
- 4 Equipment Replacement expenditures not covered by other funds
- 5 Transfer to Equipment Replacement for future street sweeper replacement

**CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET**  
**REVENUE HISTORY - ALL FUNDS**

FUND/ACTIVITY	FY12-13 ACTUAL REVENUES	FY13-14 ACTUAL REVENUES	FY14-15 ACTUAL REVENUES	FY15-16 ESTIMATED REVENUES	FY16-17 APPROVED BUDGET
<b><u>GENERAL FUND</u></b>					
<b><u>Property Taxes:</u></b>					
Current Secured	\$3,121,274	\$3,296,437	\$3,448,212	\$3,731,018	\$3,954,879
Supplemental Assessments	50,569	81,011	100,514	100,000	100,000
Unsecured	72,983	76,141	80,750	80,000	80,000
Excess ERAF	306,217	398,105	332,312	315,000	315,000
VLF Swap	179,241	188,021	196,295	210,858	215,000
Real Property Transfer	69,503	73,460	90,415	130,000	100,000
Subtotal	\$3,799,787	\$4,113,175	\$4,248,498	\$4,566,876	\$4,764,879
<b><u>Local Non-Property Taxes:</u></b>					
Sales Taxes	\$117,690	\$69,256	\$26,647	\$50,000	\$50,000
Triple Flip	44,018	44,278	8,004	0	0
Sales Taxes - SB509	15,913	16,511	16,549	18,500	18,500
Business Licenses	70,136	69,412	64,008	70,000	70,000
PG&E Franchise	23,175	25,778	25,898	26,000	26,000
CATV Franchise	51,255	63,732	63,484	67,500	68,000
Garbage Franchise	95,451	69,161	62,871	69,000	75,000
Subtotal	\$417,638	\$358,128	\$267,461	\$301,000	\$307,500
<b><u>Licenses &amp; Permits:</u></b>					
Construction Permits	\$372,949	\$335,272	\$301,710	\$350,000	\$350,000
Encroachment Permits	58,075	60,067	45,585	55,000	55,000
Revocable Licenses	4,800	5,911	10,444	4,500	5,000
Parking Permits	2,079	4,790	2,860	6,500	3,000
Miscellaneous Licenses and Permits	4,250	5,560	6,460	5,000	5,000
Subtotal	\$442,153	\$411,600	\$367,059	\$421,000	\$418,000
<b><u>Fines &amp; Forfeitures:</u></b>					
Vehicle Code Fines	\$9,352	\$18,012	\$25,905	\$23,000	\$24,000
Planning & Building Penalties	113,419	4,913	342,881	10,000	10,000
Subtotal	\$122,771	\$22,925	\$368,786	\$33,000	\$34,000



**CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET**  
**REVENUE HISTORY - ALL FUNDS**

<b>FUND/ACTIVITY</b>	<b>FY12-13 ACTUAL REVENUES</b>	<b>FY13-14 ACTUAL REVENUES</b>	<b>FY14-15 ACTUAL REVENUES</b>	<b>FY15-16 ESTIMATED REVENUES</b>	<b>FY16-17 APPROVED BUDGET</b>
<b><u>Investments &amp; Property:</u></b>					
Investments	\$14,217	\$3,858	\$4,475	\$5,500	\$5,500
Rent	39,934	38,141	39,293	39,524	39,524
Subtotal	<u>\$54,151</u>	<u>\$41,999</u>	<u>\$43,768</u>	<u>\$45,024</u>	<u>\$45,024</u>
<b><u>Revenue From Other Agencies:</u></b>					
Motor Vehicle In Lieu	\$1,115	\$923	\$891	\$856	\$850
HOPTR	22,022	22,070	21,581	22,000	22,000
POST Reimb	1,589	79	348	500	500
Supplemental Law Enforcement Funding	100,050	100,049	107,178	100,324	100,324
Subtotal	<u>\$124,776</u>	<u>\$123,121</u>	<u>\$129,998</u>	<u>\$123,680</u>	<u>\$123,674</u>
<b><u>Service Charges:</u></b>					
Road Closure Signs	\$24,105	\$20,241	\$6,962	\$12,000	\$12,000
Plan Reviews	136,363	163,403	145,938	175,000	175,000
Technology Fee	8,172	6,600	6,555	7,000	7,000
Variances and Use Permits	15,800	5,525	12,580	17,000	15,000
Design Review/Design Review Exceptions	61,517	42,858	78,610	75,000	75,000
Appeals	1,200	1,350	848	1,000	1,000
Residential Building Reports	13,500	13,200	12,600	16,000	15,000
Building Inspection Services	0	0	977	3,694	0
Special Police Services	2,470	1,921	27,337	96,996	111,281
Financial Services	10,080	10,920	11,675	12,400	12,400
Miscellaneous Charges for Services	4,792	1,400	7,605	4,650	4,650
Subtotal	<u>\$277,999</u>	<u>\$267,418</u>	<u>\$311,687</u>	<u>\$420,740</u>	<u>\$428,331</u>

**CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET  
REVENUE HISTORY - ALL FUNDS**

<b>FUND/ACTIVITY</b>	<b>FY12-13 ACTUAL REVENUES</b>	<b>FY13-14 ACTUAL REVENUES</b>	<b>FY14-15 ACTUAL REVENUES</b>	<b>FY15-16 ESTIMATED REVENUES</b>	<b>FY16-17 APPROVED BUDGET</b>
<b><u>Miscellaneous Other Revenue:</u></b>					
Golf Tournament	\$18,595	\$3,210	\$0	\$0	\$0
Concert-in-the-Park Series	25,348	24,702	24,902	25,230	25,500
Miscellaneous Other Revenue:	6,059	19,054	26,513	41,000	5,000
Grant Proceeds	0	7,416	0	7,019	0
Contributions/Private Grants	15,000	26,398	25,000	15,000	0
Subtotal	<u>\$65,002</u>	<u>\$80,780</u>	<u>\$76,415</u>	<u>\$88,249</u>	<u>\$30,500</u>
<b>Total General Fund Revenue</b>	<u>\$5,304,277</u>	<u>\$5,419,146</u>	<u>\$5,813,672</u>	<u>\$5,999,569</u>	<u>\$6,151,909</u>
<b><u>FIRE FUND</u></b>					
Fire Protection Charge	\$702,019	\$744,998	\$745,338	\$778,543	\$823,776
<b>Total Fire Fund Revenue</b>	<u>\$702,019</u>	<u>\$744,998</u>	<u>\$745,338</u>	<u>\$778,543</u>	<u>\$823,776</u>
<b><u>EQUIPMENT REPLACEMENT FUND</u></b>					
Contribution	\$0	\$0	\$2,300	\$14,727	\$0
Sale of Property	1,058	632	9,430	500	500
<b>Total Equip. Repl. Fund Revenue</b>	<u>\$1,058</u>	<u>\$632</u>	<u>\$11,730</u>	<u>\$15,227</u>	<u>\$500</u>

**CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET  
REVENUE HISTORY - ALL FUNDS**

<b>FUND/ACTIVITY</b>	<b>FY12-13 ACTUAL REVENUES</b>	<b>FY13-14 ACTUAL REVENUES</b>	<b>FY14-15 ACTUAL REVENUES</b>	<b>FY15-16 ESTIMATED REVENUES</b>	<b>FY16-17 APPROVED BUDGET</b>
<b><u>CAPITAL IMPROVEMENT FUND</u></b>					
Contributions/Private Grants	\$2,500	\$21,209	\$31,840	\$0	\$0
Measure A/B Transportation Sales Tax	45,759	48,623	33,681	29,911	56,521
OBAG	0	0	0	0	19,595
Gas Tax Revenue	57,668	79,922	67,711	52,627	60,000
Sidewalk Repair Reimbursement	0	14,709	0	0	10,000
FEMA CTP Project	51,940	37,312	2,265	0	0
DWR Grant	0	0	0	0	184,250
Misc. Other Revenue	225	18,091	0	0	0
<b>Total Cap. Improvement Fund Revenue</b>	<b>\$158,092</b>	<b>\$219,866</b>	<b>\$135,497</b>	<b>\$82,538</b>	<b>\$330,366</b>
<b><u>ROAD IMPACT FUND</u></b>					
Road Impact Fee	\$187,460	\$154,487	\$161,070	\$165,000	\$165,000
<b><u>MARIN COUNTY PARKS &amp; OPEN SPACE SALES TAX FUND</u></b>					
Measure A Parks Sales Tax	\$0	\$15,267	\$7,738	\$15,307	\$15,448
<b>TOTAL REVENUE - ALL FUNDS</b>	<b>\$6,352,906</b>	<b>\$6,554,396</b>	<b>\$6,875,045</b>	<b>\$7,056,184</b>	<b>\$7,486,999</b>

# CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET

## EXPENDITURE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b>GENERAL FUND:</b>					
General Administration	\$1,143,753	\$770,756	\$752,425	\$717,841	\$744,704
Planning and Building	1,551,205	1,331,384	1,029,395	1,062,206	1,105,032
Police	1,722,318	1,562,101	1,624,789	1,610,121	1,682,621
Public Works Operations & Maintenance	756,046	733,652	769,864	809,992	856,820
Recreation (The Ranch)	317,975	46,141	70,380	55,363	58,169
Non-Departmental	241,641	298,472	401,902	376,401	347,580
CalPERS Side Fund/UAL Payoff	0	853,729	0	0	0
<b>TOTAL GENERAL FUND</b>	<b>\$5,732,938</b>	<b>\$5,596,235</b>	<b>\$4,648,755</b>	<b>\$4,631,924</b>	<b>\$4,794,924</b>
<b>FIRE FUND:</b>	<b>\$1,138,237</b>	<b>\$1,169,439</b>	<b>\$1,239,940</b>	<b>\$1,532,501</b>	<b>\$1,578,752</b>
<b>RESTRICTED FUNDS:</b>					
Equipment Replacement	\$9,949	\$12,926	\$51,651	\$44,194	\$55,000
Pension Reserve Payment	0	0	0	0	300,000
Legal Damages and Settlements	41,465	3,374	1,247	2,000	2,000
<b>TOTAL RESTRICTED FUNDS</b>	<b>\$51,414</b>	<b>\$16,300</b>	<b>\$52,898</b>	<b>\$46,194</b>	<b>\$357,000</b>

# CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET

## EXPENDITURE HISTORY - ALL FUNDS

FUND/ACTIVITY	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b>CAPITAL IMPROVEMENT FUND:</b>					
Drainage	\$46,062	\$1,000	\$43,194	\$16,227	\$30,000
Streets	0	0	0	100,000	15,000
Lanes	0	35,032	0	40,000	40,000
Parks & Open Space	13,250	0	0	0	7,500
Community Buildings	30,106	48,773	0	\$6,000	30,000
Miscellaneous Other	172,453	152,270	424,363	85,000	410,000
Utility Underground Districts	22,897	97,555	62,934	85,000	60,000
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>	<b>\$284,768</b>	<b>\$334,630</b>	<b>\$530,491</b>	<b>\$332,227</b>	<b>\$592,500</b>
<b>ROAD IMPACT FEE FUND</b>					
Streets	\$136,500	\$191,490	\$108,901	\$230,410	\$143,000
<b>MEASURE A PARKS FUND</b>					
Parks & Open Space	\$0	\$0	\$22,472	\$4,500	\$30,000
<b>TOTAL ALL FUNDS</b>	<b>\$7,207,357</b>	<b>\$7,116,604</b>	<b>\$6,603,457</b>	<b>\$6,777,756</b>	<b>\$7,496,176</b>

# **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 Director of Administrative Services. 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.

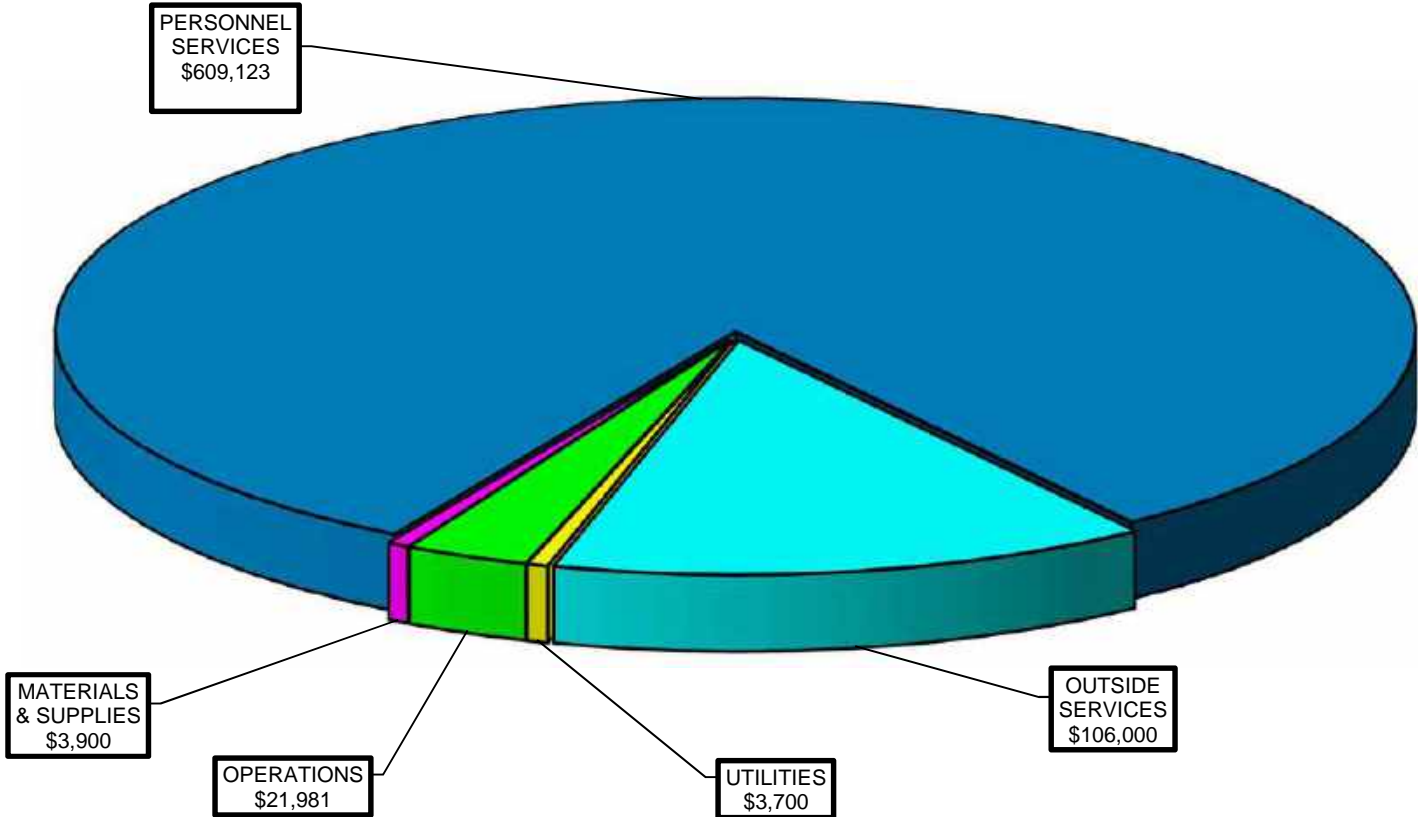
Direct responsibilities of the Department include, but are not limited to: preparation of the City's Annual Operating Budget; finance administration, accounts receivable and payable, payroll processing, emergency preparedness, public information, implementation and enforcement of the City's human resources 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 FY16/17 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 2016-2017 ANNUAL OPERATING BUDGET

General Administration  
Total Budget: \$744,704





# CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - GENERAL ADMINISTRATION

MAJOR ACCOUNT CLASSIFICATION	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
PERSONNEL SERVICES	\$327,983	\$443,089	\$465,317	\$443,159	\$462,706
FRINGE BENEFITS	127,104	140,163	152,094	138,787	146,417
SUBTOTAL	<u>\$455,087</u>	<u>\$583,252</u>	<u>\$617,411</u>	<u>\$581,946</u>	<u>\$609,123</u>
OUTSIDE SERVICES	\$459,683	\$246,005	\$106,567	\$105,867	\$106,000
UTILITIES	13,662	12,820	3,790	3,700	3,700
OPERATIONS	198,064	(85,043)	21,142	22,428	21,981
MATERIALS AND SUPPLIES	17,257	13,722	3,515	3,900	3,900
SUBTOTAL	<u>\$688,666</u>	<u>\$187,504</u>	<u>\$135,014</u>	<u>\$135,895</u>	<u>\$135,581</u>
GRAND TOTAL	<u><u>\$1,143,753</u></u>	<u><u>\$770,756</u></u>	<u><u>\$752,425</u></u>	<u><u>\$717,841</u></u>	<u><u>\$744,704</u></u>

# CITY of BELVEDERE - FY 2016-2017 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			
<b>REGULAR SALARIES:</b>										
City Manager	Mary Neilan	--	12	\$15,529				\$186,348	\$71,601	\$257,949
City Clerk/Mgmt Analyst	Alison Foulis	C	12	\$7,252				\$87,024	\$31,834	\$118,858
Dir. of Admin Services	Becky Eastman	E	12	\$12,239				\$146,868	\$85,448	\$232,316
<b>GRAND TOTAL</b>								\$420,240	\$188,883	\$609,123

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>PERSONNEL SERVICES:</u></b>						
4000 10	<b>REGULAR SALARIES</b> Provides for a full-time City Manager, City Clerk/Management Analyst & Director of Administrative Services.	\$299,538	\$407,826	\$419,184	\$401,722	\$420,240
4030 10	<b>EMPLOYEE LEAVE CONVERSION</b> Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	8,168	10,672	21,199	16,580	17,123
4091 10	<b>DEFERRED COMPENSATION</b> 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 in deferred compensation.	6,469	9,600	9,600	9,600	9,600
4095 10	<b>LONGEVITY PAY</b> 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.	10,208	11,391	11,734	6,857	7,343
4090 10	<b>AUTO ALLOWANCE</b> This line item provides for the augmentation to the salary of the the City Manager and the Finance Officer to compensate for the use of their personal vehicle while engaged in City-related business.	3,600	3,600	3,600	8,400	8,400
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$327,983</b>	<b>\$443,089</b>	<b>\$465,317</b>	<b>\$443,159</b>	<b>\$462,706</b>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
	<b><u>FRINGE BENEFITS:</u></b>					
4100 10	<b>INSURANCE BENEFITS</b> The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$60,293	\$74,441	\$67,656	\$59,022	\$61,256
4110 10	<b>RETIREMENT</b> The pension contribution for employees in the PERS Classic plan is 8.88% of salaries and the formula for new PERS employees is 6.25% of salaries. In addition, this department's annual payment towards the City's unfunded pension liability is \$18,972. The City does not participate in Social Security.	55,466	52,314	49,650	45,880	54,918
4114 10	<b>PARS SUPPLEMENTAL RETIREMENT</b> 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.	6,628	7,009	9,240	7,017	7,315
4121 10	<b>INSURANCE - WORKERS COMP</b> This is the portion of the workers' compensation expense for the employees in the Administration Department.	0	0	18,791	20,405	16,219
4130 10	<b>MEDICARE</b> 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.	4,717	6,399	6,757	6,463	6,709
	<b>TOTAL FRINGE BENEFITS</b>	<u>\$127,104</u>	<u>\$140,163</u>	<u>\$152,094</u>	<u>\$138,787</u>	<u>\$146,417</u>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>OUTSIDE SERVICES:</u></b>						
5010 10	<b>FINANCIAL SERVICES</b> This account covers the cost of the annual audit of the city's financial statements and CAFR preparation (\$26,500), maintenance for the accounting software (\$6,500), bank charges (\$6,000) and preparation of the actuarial valuation reports for defined benefit pension plans (GASB 68) (\$2,200).	\$49,659	\$47,639	\$52,580	\$43,500	\$43,500
5016 10	<b>SOFTWARE MAINTENANCE</b> 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.	10,072	9,599	5,673	5,367	5,500
5012 10	<b>LEGAL SERVICES</b> 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.	106,999	34,886	30,031	45,000	45,000
5013 10	<b>INTERIM CITY MANAGER</b> An Interim City Manager was hired for six months in FY12/13 during the recruitment for a new City Manager.	86,456	0	0	0	0
5015 10	<b>IT SUPPORT</b> The City contracts with Marin IT for IT support. This is the Administration Department portion of those expenses.	71,505	70,368	10,000	11,000	11,000
5981 10	<b>RECRUITMENT</b> In FY12/13 the City recruited for and hired a new City Manager.	23,912	0	0	0	0

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5990 10	<b>OTHER CONTRACT/OUTSIDE SERVICES</b> This account provides for unanticipated miscellaneous contractual and outside costs that are encountered during the year.	9,825	12,223	8,283	1,000	1,000
Note	<b>ACCOUNTS MOVED TO NON-DEPARTMENTAL</b> The following outside services have been moved to the Non-Departmental budget.  Richardson Bay Regional Agency Hazardous Materials Response Unit Animal Control JPA Congestion Mgmt Plan Affordable Housing Assistance Marin General Services Agency Emergency Preparedness Services (moved to Police Dept) MCCMC Lobbyist Marin Telecommunications Agency LAFCO Membership	101,255	71,290	0	0	0
<b>TOTAL OUTSIDE SERVICES</b>		<u>\$459,683</u>	<u>\$246,005</u>	<u>\$106,567</u>	<u>\$105,867</u>	<u>\$106,000</u>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>UTILITIES:</u></b>						
6000 10	<b>COMMUNICATIONS</b> This line item covers a portion of the monthly service charges for landline & cellular phone usage.	\$5,651	\$5,326	\$2,164	\$2,200	\$2,200
6020 10	<b>POWER</b> This account provides for a portion of gas and electricity for City Hall.	8,011	7,494	1,626	1,500	1,500
<b>TOTAL UTILITIES</b>		<u>\$13,662</u>	<u>\$12,820</u>	<u>\$3,790</u>	<u>\$3,700</u>	<u>\$3,700</u>
<b><u>OPERATIONS:</u></b>						
6110 10	<b>ADMINISTRATIVE OVERHEAD</b> This account will not be used this year.	(\$277,420)	(\$410,850)	\$0	\$0	\$0
6120 10	<b>COMMUNITY ACTIVITIES</b> This expenditure has been moved to the Non-Departmental Department budget.	26,024	22,940	0	0	0
6122 10	<b>CONCERTS IN THE PARK</b> This expenditure has been moved to the Non-Departmental Department budget	27,238	26,339	0	0	0
6121 10	<b>GOLF TOURNAMENT</b> This account will not be used this year.	18,704	3,210	0	0	0
6125 10	<b>ELECTIONS</b> No election will be held in FY2016/17.	0	1,009	0	2,700	0

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
6140 10	<b>INSURANCE</b> Account has been moved to Non-Departmental Budget	172,372	241,163	0	0	0
6150 10	<b>MEMBERSHIPS AND DUES</b> This line item provides for the memberships and dues that are recommended for inclusion in the FY 16/17 budget. The detail can be found on the Dues page of this budget.	6,198	5,648	5,521	6,928	6,530
6160 10	<b>NOTICES AND ADS</b> This account provides for all public notices and ads that are required to be published by the City, as well as necessary recruitment ads.	5,077	7,701	3,616	2,500	2,500
6170 10	<b>CONFERENCES, MEETINGS, &amp; TRAINING</b> See the detailed breakdown of Conferences, Meetings and Training request costs for FY 16/17 that is attached to this budget.	11,464	8,045	9,785	7,000	9,651
6180 10	<b>EQUIPMENT LEASES</b> 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.	12,050	9,604	2,214	2,800	2,800
6988 10	<b>LOSS ON FORMER CITY MANAGER HOME LOAN</b> In FY12/13 the City booked a loss on a home loan to the former City Manager.	195,695	0	0	0	0
6990 10	<b>OTHER OPERATING EXPENSES</b> This account is used for unforeseen expenses that may come up during the year.	662	148	6	500	500
<b>TOTAL OPERATIONS</b>		<b>\$198,064</b>	<b>(\$85,043)</b>	<b>\$21,142</b>	<b>\$22,428</b>	<b>\$21,981</b>



# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>MATERIALS AND SUPPLIES:</u></b>						
7000 10	<b>SUPPLIES</b> This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$14,417	\$12,087	\$1,904	\$2,400	\$2,400
7030 10	<b>PRINTING AND REPRODUCTION</b> 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.	2,840	1,635	1,611	1,500	1,500
<b>TOTAL MATERIALS AND SUPPLIES</b>		<u>\$17,257</u>	<u>\$13,722</u>	<u>\$3,515</u>	<u>\$3,900</u>	<u>\$3,900</u>
<b>GENERAL ADMIN DEPARTMENT TOTALS</b>		<u>\$1,143,753</u>	<u>\$770,756</u>	<u>\$752,425</u>	<u>\$717,841</u>	<u>\$744,704</u>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## CONFERENCES, MEETINGS & TRAINING DETAIL- GENERAL ADMINISTRATION

PURPOSE	LOCATION OF CONFERENCE / TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	EXPENSE S	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<b><u>CONFERENCES:</u></b>										
LofCC Clerk New Law & Elect	Monterey	City Clerk	Auto	Dec	3	100	450	150	450	1,150
LofCC City Mgrs Dept.	Monterey	City Manager	Auto	Jan	3	200	450	0	650	1,300
LofCC New Councilmembers	Sacramento	CM/City Council	Auto	Jan	3	300	726	0	1,150	2,176
LofCC City Attorney's Conf										625
<b><u>MEETINGS &amp; TRAINING:</u></b>										
MCCMC	Marin Co.	Council/Mgr.	Auto	Monthly						2,500
Local Meetings	Marin Co.	Council/Mgr.	Auto	Varies						900
Training	Local	Staff	Auto	Varies						1,000
<b>GRAND TOTAL</b>										<b>\$9,651</b>

## CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

ORGANIZATION	MEMBER	AMOUNT	NOTES
ABAG	City	\$1,115	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	1,400	Annual membership
No.Bay Div.of League of California Cities	City	300	Annual membership
MCCMC	City	950	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	90	Annual Membership
Int'l Insitute of Municipal Clerks	City Clerk	155	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>\$6,530</u>	

# **PLANNING & BUILDING DEPARTMENT**

**CITY OF BELVEDERE  
PLANNING & BUILDING DEPARTMENTS  
GOALS & OVERALL ORGANIZATION**

Together, the Planning and Building Departments are responsible for managing the planning, physical development and implementation of the overall goals of the city in accordance with the General Plan, Zoning Ordinances, Municipal Codes, State Building Codes, other city policies, as well as other State and Federal regulations.

The Planning Department consists of a Director of Planning & Building, 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.

The Building Department consists of a Building Official, a Building Inspector and a 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. The Building Department ensures that construction in the city is compliant with the California Building Standards and in conformance with acceptable building practices. The Department performs plan check reviews, issues permits, and conducts regular permit inspections during construction. The department also conducts residential resale inspections, as well as code enforcement actions.

Planning and Building Staff efficiency and service to the public is promoted through regular inter-departmental meetings and discussions with department staff members to ensure effective communication and transfer of information between each of the departments.

Accomplishments this past year include:

- Adopted General Plan and Zoning Ordinance Amendments to modify the height limit and the measurement of height in the R1-L and the R-2 zoning districts to accommodate for the new FEMA finished floor height requirements for new construction and substantial remodels.

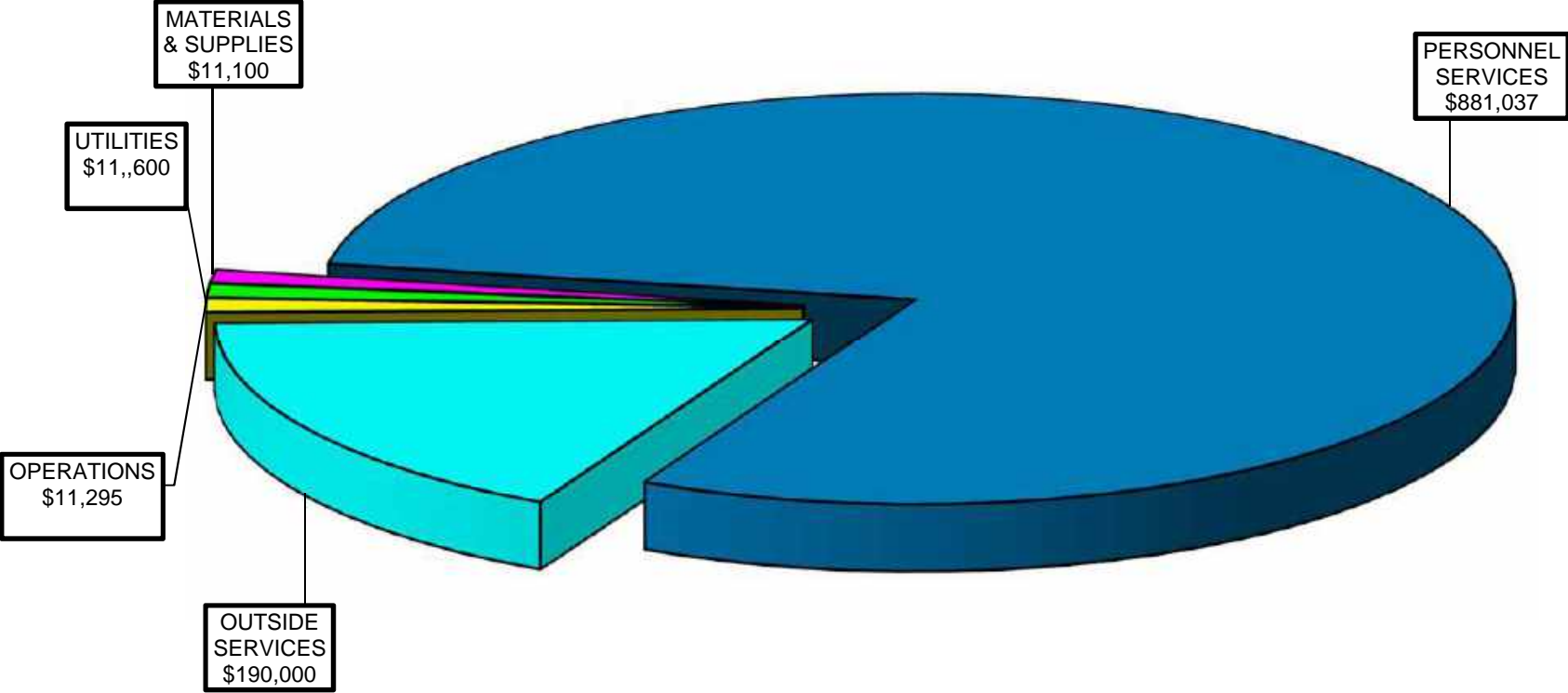
- Updated Chapter 16.20 of the Belvedere Municipal Code, Floodplain Management, to reflect the March 16, 2016 FEMA map revisions for the Special Hazard Flood Zones in Belvedere.
- Updated the City of Belvedere General Plan Housing Element and certified by HCD.
- Developed Standard Operating Procedures to assist staff with the effects of Assembly Bill 52 and new CEQA requirements and to provide guidance when consulting with the local Native American Tribe – Federated Indians of Graton Rancheria.

Major projects and or goals in the coming year include:

- Update the Local Hazard Mitigation Plan
- Review and implement improvements to the Design Review and Zoning Ordinances.
- 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).
- 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 to enhance communication and accountability of permit processing timeline goals, and explore opportunities for more efficient computer database information applications, whether self-built or vendor supplied.
- 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.

CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

Planning & Building  
Total Budget: \$1,105,032



# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - PLANNING AND BUILDING INSPECTION

MAJOR ACCOUNT CLASSIFICATION	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
PERSONNEL SERVICES	\$581,086	\$555,769	\$599,502	\$586,736	\$610,712
FRINGE BENEFITS	200,141	210,713	246,297	265,000	270,325
SUBTOTAL	<u>\$781,227</u>	<u>\$766,482</u>	<u>\$845,799</u>	<u>\$851,736</u>	<u>\$881,037</u>
OUTSIDE SERVICES	\$477,516	\$151,963	\$152,566	\$178,962	\$190,000
UTILITIES	1,973	2,110	11,466	11,600	11,600
OPERATIONS	280,287	403,965	9,783	9,808	11,295
MATERIALS AND SUPPLIES	10,202	6,864	9,781	10,100	11,100
SUBTOTAL	<u>\$769,978</u>	<u>\$564,902</u>	<u>\$183,596</u>	<u>\$210,470</u>	<u>\$223,995</u>
GRAND TOTAL	<u><u>\$1,551,205</u></u>	<u><u>\$1,331,384</u></u>	<u><u>\$1,029,395</u></u>	<u><u>\$1,062,206</u></u>	<u><u>\$1,105,032</u></u>



# CITY of BELVEDERE - FY 2016-2017 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			
<b>REGULAR SALARIES:</b>										
Dir of Planning & Building	Irene Borba	E	12	\$11,242				\$134,904	\$61,889	\$196,793
Building Official	Eric Banvard	D	12	\$9,673				\$116,076	\$54,714	\$170,790
Building Inspector II	Genaro Muniz	E	12	\$7,457				\$89,484	\$60,367	\$149,851
Associate Planner	Rebecca Markwick	C	6	\$7,024	1/1/2017	6	\$7,375	\$86,394	\$49,462	\$135,856
Department Secretary II	Nancy Miller	E	12	\$5,788				\$69,456	\$49,353	\$118,809
Department Secretary II	Lorrie Duffy	E	12	\$5,788				\$69,456	\$39,481	\$108,937
<b>GRAND TOTAL</b>								\$565,770	\$315,267	\$881,037

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>PERSONNEL SERVICES:</u></b>						
4000 20	<b>REGULAR SALARIES</b> Regular full-time salaries included in this budget are for the Director of Planning & Building , Building Official, Associate Planner, Building Inspector, and two Secretaries.	\$413,080	\$506,073	\$555,451	\$543,946	\$565,770
4010 20	<b>PART-TIME SALARIES &amp; WAGES</b> This account will not be used this year.	103,135	12,792	0	0	0
4020 20	<b>OVERTIME</b> Overtime worked by the Department Secretary and the Associate Planner who attend all Planning Commission meetings.	4,364	1,281	2,952	2,500	2,500
4030 20	<b>EMPLOYEE LEAVE CONVERSION</b> 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.	35,213	8,174	12,465	12,895	14,822
4091 20	<b>DEFERRED COMPENSATION</b> City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	6,500	9,488	10,350	9,000	9,000
4095 20	<b>LONGEVITY PAY</b> 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.	13,769	10,761	11,084	11,195	11,420

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
4090 20	<b>AUTO ALLOWANCE</b> This line item covers the monthly auto allowance granted to the the Building Official and the City Planner.	5,025	7,200	7,200	7,200	7,200
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$581,086</u>	<u>\$555,769</u>	<u>\$599,502</u>	<u>\$586,736</u>	<u>\$610,712</u>
<b><u>FRINGE BENEFITS:</u></b>						
4100 20	<b>INSURANCE BENEFITS</b> The City offers the following insurance coverage benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$87,400	\$129,981	\$128,617	\$128,192	\$132,756
4110 20	<b>RETIREMENT</b> The pension contribution for employees in the PERS Classic plan is 8.88% of salaries and the rate for new PERS employees is 6.25% of salaries. In additon the Department's annual payment towards the City's unfunded pension liability is \$37,944. The City does not participate in Social Security.	77,640	57,045	56,435	76,333	85,650
4114 20	<b>PARS SUPPLEMENTAL RETIREMENT</b> The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 2013 are not eligible for this benefit.	10,893	6,621	8,819	10,479	10,624
4120 20	<b>UNEMPLOYMENT</b> The City paid unemployment benefits for two former employees in FY12/13 and 13/14.	15,103	9,000	0	0	0

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
4121 20	<b>INSURANCE - WORKERS COMP</b> The department's portion of the City's workers comp premium.	0	0	43,724	41,578	32,439
4130 20	<b>MEDICARE</b> 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.	9,105	8,066	8,702	8,418	8,855
<b>TOTAL FRINGE BENEFITS</b>		<u>\$200,141</u>	<u>\$210,713</u>	<u>\$246,297</u>	<u>\$265,000</u>	<u>\$270,325</u>
<b><u>OUTSIDE SERVICES:</u></b>						
5015 20	<b>IT SUPPORT</b> The department's portion of the City's contract with Marin IT for technical support.	\$0	\$0	\$21,319	\$22,000	\$23,000
5016 20	<b>SOFTWARE MAINTENANCE</b> The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	0	2,039	1,962	2,000
5101 20	<b>PLAN REVIEW SERVICES</b> This account provides for outside plan review services that cannot be done in house. Services in this account include review of Building Code conformance, as well as conformance to Planning approvals and completion of required conditions of approval.	90,988	36,587	17,045	20,000	25,000
5102 20	<b>LEGAL SERVICES</b> This account is used for City Attorney expenses that are related to planning and building matters.	36,543	51,009	48,418	55,000	50,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5990 20	<b>OTHER CONTRACT/OUTSIDE SERVICES</b> This account covers additional Planning services in response to seasonal increases in applications.	349,985	64,367	63,745	80,000	90,000
	<b>TOTAL OUTSIDE SERVICES</b>	<u>\$477,516</u>	<u>\$151,963</u>	<u>\$152,566</u>	<u>\$178,962</u>	<u>\$190,000</u>
	<b><u>UTILITIES:</u></b>					
6000 20	<b>COMMUNICATIONS</b> This line item is used for cell phone expenses of the Planning & Building Department staff and a portion of the landline at City Hall.	\$1,973	\$2,110	\$5,910	\$6,000	\$6,000
6020 20	<b>POWER</b> This account provides for a portion of gas and electricity for City Hall.	0	0	5,556	5,600	5,600
	<b>TOTAL COMMUNICATIONS</b>	<u>\$1,973</u>	<u>\$2,110</u>	<u>\$11,466</u>	<u>\$11,600</u>	<u>\$11,600</u>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>OPERATIONS:</u></b>						
6110 20	<b>ADMINISTRATIVE OVERHEAD</b> This account will not be used this year.	\$268,864	\$401,967	\$0	\$0	\$0
6150 20	<b>MEMBERSHIPS AND DUES</b> A detailed list of organizations that are associated with this department can be found at the end of this section.	125	445	0	795	795
6160 20	<b>NOTICES AND ADS</b> This account provides for publishing of legal notices in the local newspapers regarding Planning Commission public hearings and actions.	1,390	680	1,186	1,000	1,000
6170 20	<b>CONFERENCES, MEETINGS, &amp; TRAINING</b> See the detailed breakdown of Conferences, Meetings and Training request costs for FY 15/16 that is attached to this budget.	9,871	706	3,976	2,000	3,000
6180 20	<b>EQUIPMENT LEASES</b> 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	4,551	5,000	5,000
6190 20	<b>VEHICLE MAINTENANCE</b> 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.	37	167	70	1,013	1,500
<b>TOTAL OPERATIONS</b>		<b>\$280,287</b>	<b>\$403,965</b>	<b>\$9,783</b>	<b>\$9,808</b>	<b>\$11,295</b>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>MATERIALS AND SUPPLIES:</u></b>						
7000 20	<b>SUPPLIES</b> This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$2,222	\$343	\$5,435	\$6,000	\$6,000
7030 20	<b>PRINTING AND REPRODUCTION</b> This account covers printing and reproduction expenditures for specialized forms and flyers for this department.	2,923	1,793	685	1,000	1,600
7080 20	<b>FUEL</b> This account covers the cost of gasoline used by the Building Inspector during the course of his daily inspections throughout the City.	5,057	4,728	3,661	3,100	3,500
<b>TOTAL MATERIALS AND SUPPLIES</b>		<u>\$10,202</u>	<u>\$6,864</u>	<u>\$9,781</u>	<u>\$10,100</u>	<u>\$11,100</u>
<b>PLANNING &amp; BUILDING DEPARTMENT TOTALS</b>		<u>\$1,551,205</u>	<u>\$1,331,384</u>	<u>\$1,029,395</u>	<u>\$1,062,206</u>	<u>\$1,105,032</u>

# CITY of BELVEDERE - FY 2016-2017 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
<b><u>CONFERENCES:</u></b>								
CCAPA Conference	Pasadena	City Planner	Air	Oct	750	300	525	1,575
CALBO-ABM	TBD	BO	Car		1,000	100	400	1,500
Planning Commissioners Academy	Los Angeles	Commissioners	Air	March	1,000	400	800	1,500
<b><u>TRAINING</u></b>								
Various Re-certifications	Various	City Planner BO/BI	Auto Auto			200	500 800	500 1,000
<b><u>MEETINGS:</u></b>								
MCCAB		BO	Auto	Mthly.				300
Marin Planning Directors	Marin Co.	City Planner	Auto	Mthly.				260
MCEP Meetings	Marin Co.	City Planner	Auto	Mthly.				260
<b>TOTAL</b>								<b>\$6,895</b>



# CITY of BELVEDERE - FY 2016-2017 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:

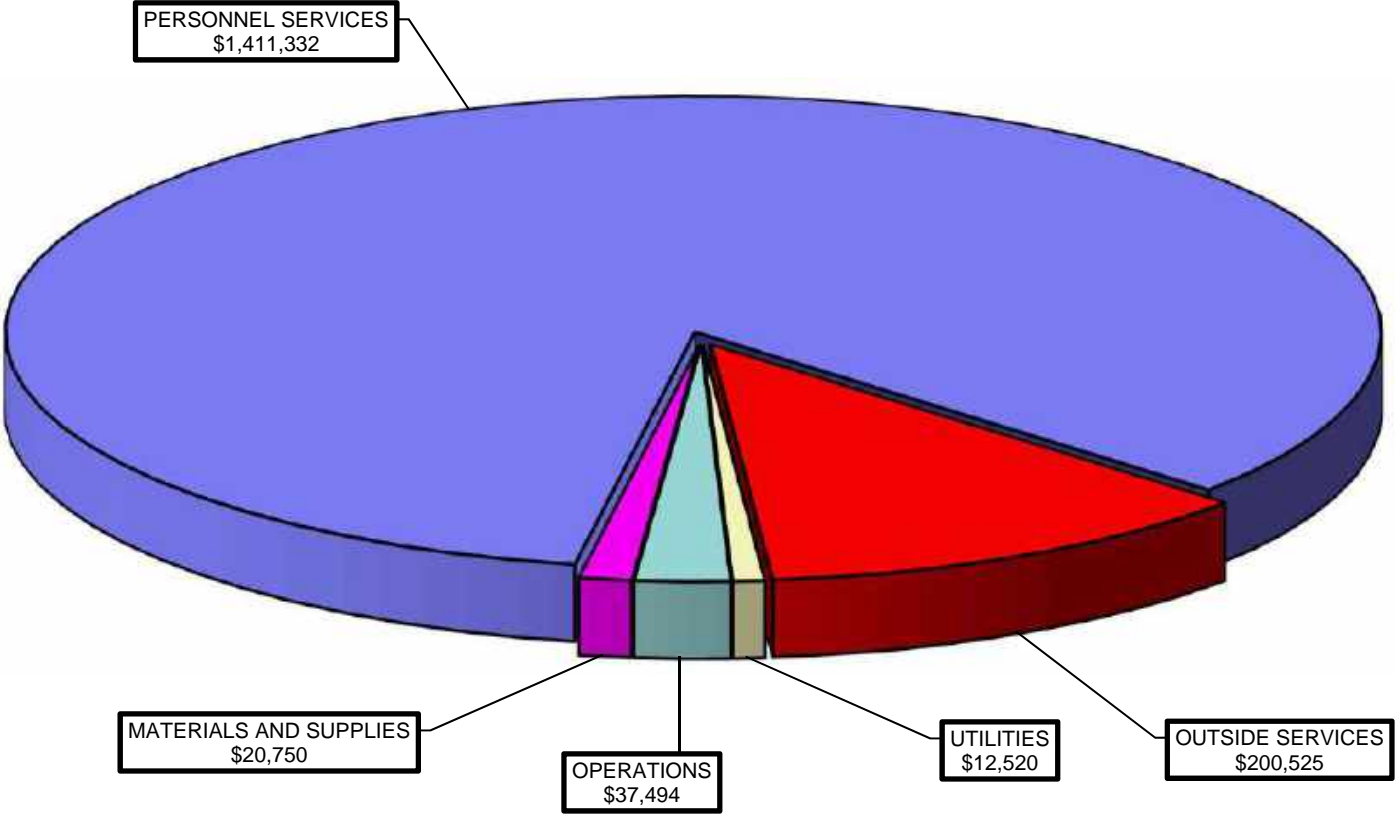
- Maintain the city's very low crime rate with proactive patrol and citizen education.
- Work in concert with other city departments to meet overall goals and objectives.
- Strive to help improve the quality of life and safety within the city.
- Aggressively work to prepare the city and its citizens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

- Hire and train new officer to replace retired officer Michael Celiberti.
- Stay abreast of current law enforcement trends by participating in training of Police Department personnel. Local training with allied agencies will keep training costs down.
- Participate in the annual county wide disaster exercise that includes working in conjunction with all Belvedere and Tiburon City staff to improve disaster response.
- Participate in Public Safety Fairs and School Events as the opportunity arises.

CITY of BELVEDERE - FY 2016-17 ANNUAL OPERATING BUDGET

Police  
Total Budget: \$1,682,621



# CITY of BELVEDERE - FY 2016-17 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - POLICE

<u>MAJOR ACCOUNT CLASSIFICATION</u>	<u>FY12-13 ACTUAL EXPENDITURES</u>	<u>FY13-14 ACTUAL EXPENDITURES</u>	<u>FY14-15 ACTUAL EXPENDITURES</u>	<u>FY15-16 ESTIMATED EXPENDITURES</u>	<u>FY16-17 APPROVED BUDGET</u>
PERSONNEL SERVICES	\$794,595	\$763,418	\$775,627	\$916,707	\$979,293
FRINGE BENEFITS	440,142	356,678	368,798	416,739	432,038
<b>SUBTOTAL</b>	<b>\$1,234,737</b>	<b>\$1,120,096</b>	<b>\$1,144,425</b>	<b>\$1,333,446</b>	<b>\$1,411,332</b>
OUTSIDE SERVICES	\$430,684	\$392,350	\$421,983	\$221,263	\$200,525
UTILITIES	11,711	11,283	10,318	12,400	12,520
OPERATIONS	26,814	19,724	25,803	23,115	37,494
MATERIALS AND SUPPLIES	18,372	18,648	22,260	19,897	20,750
<b>SUBTOTAL</b>	<b>\$487,581</b>	<b>\$442,005</b>	<b>\$480,364</b>	<b>\$276,675</b>	<b>\$271,289</b>
<b>GRAND TOTAL</b>	<b>\$1,722,318</b>	<b>\$1,562,101</b>	<b>\$1,624,789</b>	<b>\$1,610,121</b>	<b>\$1,682,621</b>

# CITY of BELVEDERE - FY 2016-2017 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			
<b><u>REGULAR SALARIES:</u></b>										
Police Chief	Tricia Seyler	E	12	\$13,184				\$158,208	\$64,355	\$222,563
Police Secretary	Lylene Phillips	E	12	\$5,998				\$71,976	\$43,859	\$115,835
Police Sergeant	Chris Pool	E	12	\$8,667				\$104,004	\$102,918	\$206,922
Police Sergeant	Tom Marksbury	E	12	\$8,667				\$104,004	\$94,433	\$198,437
Police Officer	Andy Rosas	E	12	\$7,374				\$88,488	\$90,897	\$179,385
Police Officer	Paul Sims	E	12	\$7,374				\$88,488	\$94,010	\$182,498
Police Officer	Charles Wayshak	E	12	\$7,374				\$88,488	\$75,092	\$163,580
Police Officer	vacant	A	12	\$6,067				\$72,804	\$69,309	\$142,113
<b>GRAND TOTAL</b>								<b>\$776,460</b>	<b>\$634,872</b>	<b>\$1,411,332</b>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>PERSONNEL SERVICES:</u></b>						
4000 30	<b>REGULAR SALARIES</b> This account pays salaries for the Police Chief, a secretary two sergeants and four officers. By agreement, the Chief position will be shared with Tiburon. The payment from Tiburon is shown in the revenue section under "Police Services"	\$647,607	\$599,851	\$529,401	\$720,557	\$776,460
4010 30	<b>TEMP/PART TIME EMPLOYEES</b> Temporary staff used to cover absences in the department.	0	0	44,924	0	0
4020 30	<b>OVERTIME</b> Overtime is incurred for such duties as court appearances, unexpected illnesses, backfill for officers at training, during criminal investigations and other emergencies.	14,193	30,813	54,158	50,000	50,000
4030 30	<b>EMPLOYEE LEAVE CONVERSION</b> 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.	7,921	8,302	15,804	10,759	16,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
4040 30	<b>HOLIDAY PAY</b> 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.	36,547	36,740	36,622	34,863	34,668
4060 30	<b>EDUCATION INCENTIVE</b> An incentive of 2.5% or 5% of salary is given to eligible employees who qualify through a combination of education and training.	19,403	21,210	24,303	32,869	35,224
4070 30	<b>SHIFT DIFFERENTIAL PAY</b> Police officers assigned to a regular shift that involves working between 1900 & 0700 hours receive an additional 5% of base salary.	14,350	13,140	13,774	14,000	14,000
4080 30	<b>FIELD TRAINING OFFICER</b> Experienced Police Officers receive a 5% increase while training and evaluating probationary officers.	0	0	0	583	2,350
4081 30	<b>EVIDENCE AND PROPERTY MANAGER</b> Monthly incentive of \$105 to hold certification in, and manage the property and evidence held by the Police Department. Requires current POST training and certification. The Police Secretary holds this position.	1,257	1,257	1,257	1,257	1,257



# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
4082 30	<p><b>SECURE LAW ENFORCEMENT AUTO SYS MGR</b>                      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><b>RECORDS MANAGER</b>                      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><b>DEFERRED COMPENSATION</b>                      City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.</p>	13,725	12,953	11,925	11,048	12,600
4090 30	<p><b>MILEAGE ALLOWANCE</b>                      Police Officers each receive a monthly allowance of \$200 to offset travel/commute costs.</p>	12,000	10,744	14,276	13,600	12,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
4095 30	<p><b>LONGEVITY PAY</b> 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.</p>	25,706	26,522	27,297	25,285	22,848
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$794,595</u>	<u>\$763,418</u>	<u>\$775,627</u>	<u>\$916,707</u>	<u>\$979,293</u>
<b><u>FRINGE BENEFITS:</u></b>						
4100 30	<p><b>INSURANCE BENEFITS</b> The City offers the following insurance coverage benefits to its employees: Health, Dental, Long Term Disability and Life Insurance.</p>	\$152,122	\$159,349	\$129,715	\$150,784	\$152,004
4110 30	<p><b>RETIREMENT</b> The pension contribution for non-safety employees is 8.88% of salaries. The pension contribution for safety employees in the Classic PERS plan is 14.785% of salaries and the contribution for new PERS Safety is 12.082%. In addition the departments annual payment towards the City's unfunded pension liability is \$64,967. The City does not participate in Social Security.</p>	235,628	146,887	139,472	160,465	187,124
4114 30	<p><b>PARS SUPPLEMENTAL RETIREMENT</b> The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 2013 are not eligible for this benefit.</p>	21,181	21,181	22,649	20,480	18,458
4111 30	<p><b>PORAC TRUST</b> 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.</p>	12,600	11,700	10,500	10,200	10,800

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
4121 30	<b>INSURANCE - WORKERS COMP</b> The department's portion of the City's Workers' Comp premium.	0	0	49,958	54,924	43,252
4130 30	<b>MEDICARE</b> 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	11,631	10,966	10,481	13,376	14,200
4140 30	<b>UNIFORM ALLOWANCE</b> 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	6,595	6,023	6,510	6,200
<b>TOTAL FRINGE BENEFITS</b>		<u>\$440,142</u>	<u>\$356,678</u>	<u>\$368,798</u>	<u>\$416,739</u>	<u>\$432,038</u>
<b><u>OUTSIDE SERVICES:</u></b>						
5015 30	<b>IT SUPPORT</b> This line item is for the department's portion of the City's IT contract with Marin IT.	\$0	\$0	\$23,679	\$25,000	\$26,000
5016 30	<b>SOFTWARE MAINTENANCE</b> The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	0	1,500	2,207	2,207

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5080 30	<p><b>EMERGENCY PREPAREDNESS SERVICES</b></p> <p>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, develops, modifies, and updates the Emergency Operations Plan and the multi jurisdictional Hazard Mitigation 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>	39,531	27,891	22,552	29,500	29,500
5210 30	<p><b>POLICE DISPATCH</b></p> <p>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>	62,455	71,521	67,883	77,327	73,239
5220 30	<p><b>MAJOR CRIMES TASK FORCE</b></p> <p>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	12,842	13,012	9,588	14,292

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5240 30	<b>POLICE CHIEF AGREEMENT</b> This account will not be used in FY16/17.	235,504	235,504	243,715	22,858	0
5250 30	<b>MARIN EMERGENCY RADIO AUTHORITY</b> The funds budgeted cover the Police Department's share for MERA operating costs and debt service.	25,785	26,239	26,624	27,440	27,971
5241 30	<b>MEDICAL OVERSIGHT</b> A medical doctor is required to serve as the Police Department's Medical Director to provide oversight of our first aid and early defibrillation program.	3,000	0	3,000	3,000	3,000
5242 30	<b>REPORTS AND RECORDS AUTOMATION</b> 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.	6,788	8,181	9,182	9,829	9,613
5990 30	<b>OTHER OUTSIDE SERVICES</b> Annual maintenance costs associated with the peninsula license plate reader cameras, the City's share of the countywide child sex assault program and other outside services.	38,222	3,154	3,505	7,334	7,334

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5266 30	<b>SECURE INFORMATION &amp; DATA ACCESS SYSTEMS</b> 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	<b>MOBILE DATA TERMINAL MAINTENANCE AGREEMENT</b> 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.	2,004	2,398	2,711	2,560	2,749
<b>TOTAL OUTSIDE SERVICES</b>		\$430,684	\$392,350	\$421,983	\$221,263	\$200,525
<b><u>UTILITIES:</u></b>						
6000 30	<b>COMMUNICATIONS</b> 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.	\$10,031	\$9,483	\$8,398	\$10,000	\$10,000
6020 30	<b>POWER (Gas and Electric)</b> This account provides for gas and electricity for the Department.	1,680	1,800	1,920	2,400	2,520
<b>TOTAL UTILITIES</b>		\$11,711	\$11,283	\$10,318	\$12,400	\$12,520
<b><u>OPERATIONS:</u></b>						
6130 30	<b>EQUIPMENT MAINTENANCE</b> Maintenance for the copy machine, police radios and re-certification of the radar equipment .	\$1,427	\$1,186	\$1,750	\$2,000	\$2,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
6150 30	<b>MEMBERSHIP DUES</b> This account covers memberships in various professional organizations (see attached detail sheet).	560	645	865	1,025	1,235
6170 30	<b>CONFERENCES &amp; MEETINGS</b> 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.	7,158	2,636	912	3,090	4,895
6175 30	<b>TRAINING (POST REIMBURSABLE)</b> 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.	1,944	206	1,566	1,000	2,000
6176 30	<b>INTEROPERABILITY LAW ENFORCEMENT FUNCTIONS</b> 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.	1,558	4,026	4,042	4,000	8,000
6180 30	<b>EQUIPMENT LEASES</b> 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	4,853	4,000	4,364

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
6190 30	<p><b>VEHICLE MAINTENANCE</b></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>	14,167	11,025	11,815	8,000	15,000
<b>TOTAL OPERATIONS</b>		<u>\$26,814</u>	<u>\$19,724</u>	<u>\$25,803</u>	<u>\$23,115</u>	<u>\$37,494</u>
<b><u>MATERIALS AND SUPPLIES:</u></b>						
7000 30	<p><b>SUPPLIES</b></p> <p>This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.</p>	\$3,155	\$3,179	\$5,233	\$6,000	\$6,000
7030 30	<p><b>PRINTING AND REPRODUCTION</b></p> <p>This line item covers the costs associated with printing citations and other miscellaneous departmental forms.</p>	894	412	1,302	750	750



# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
7050 30	<b>AMMUNITION AND WEAPONS</b> 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.	1,177	965	5,786	2,147	1,500
7080 30	<b>GAS AND OIL SUPPLIES</b> This line item provides for the fuel used by the department's vehicles during the year.	12,713	11,704	9,399	10,000	10,000
7090 30	<b>PROTECTIVE CLOTHING/SAFETY EQUIPMENT</b> 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.	433	2,388	540	1,000	2,500
<b>TOTAL MATERIALS AND SUPPLIES</b>		<u>\$18,372</u>	<u>\$18,648</u>	<u>\$22,260</u>	<u>\$19,897</u>	<u>\$20,750</u>
<b>POLICE DEPARTMENT TOTALS</b>		<u>\$1,722,318</u>	<u>\$1,562,101</u>	<u>\$1,624,789</u>	<u>\$1,610,121</u>	<u>\$1,682,621</u>

# CITY of BELVEDERE - FY 2016-2017 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
<b><u>MEETINGS:</u></b>										
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
Cal Chief's Conference	Monterey	Chief	Auto	March	5	200	875	100	625	1,805
Various Meetings	Various	Chief	Auto	Monthly						2,400
<b>TOTAL</b>										<b>\$4,895</b>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## MEMBERSHIP AND DUES DETAIL - POLICE

ORGANIZATION	MEMBER	AMOUNT	NOTES
Marin County Police Chiefs Assn.	Chief	\$300	A professional police management group which addresses mutual issues of statewide concern.
California Police Chiefs Assn.	Chief	315	To develop and disseminate professional administrative practices and to promote their use in the police profession.
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>\$1,235</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, Landscape and Facility upgrades and Utility Underground projects. Contract service providers are used to augment City Staff in areas requiring specialty services.

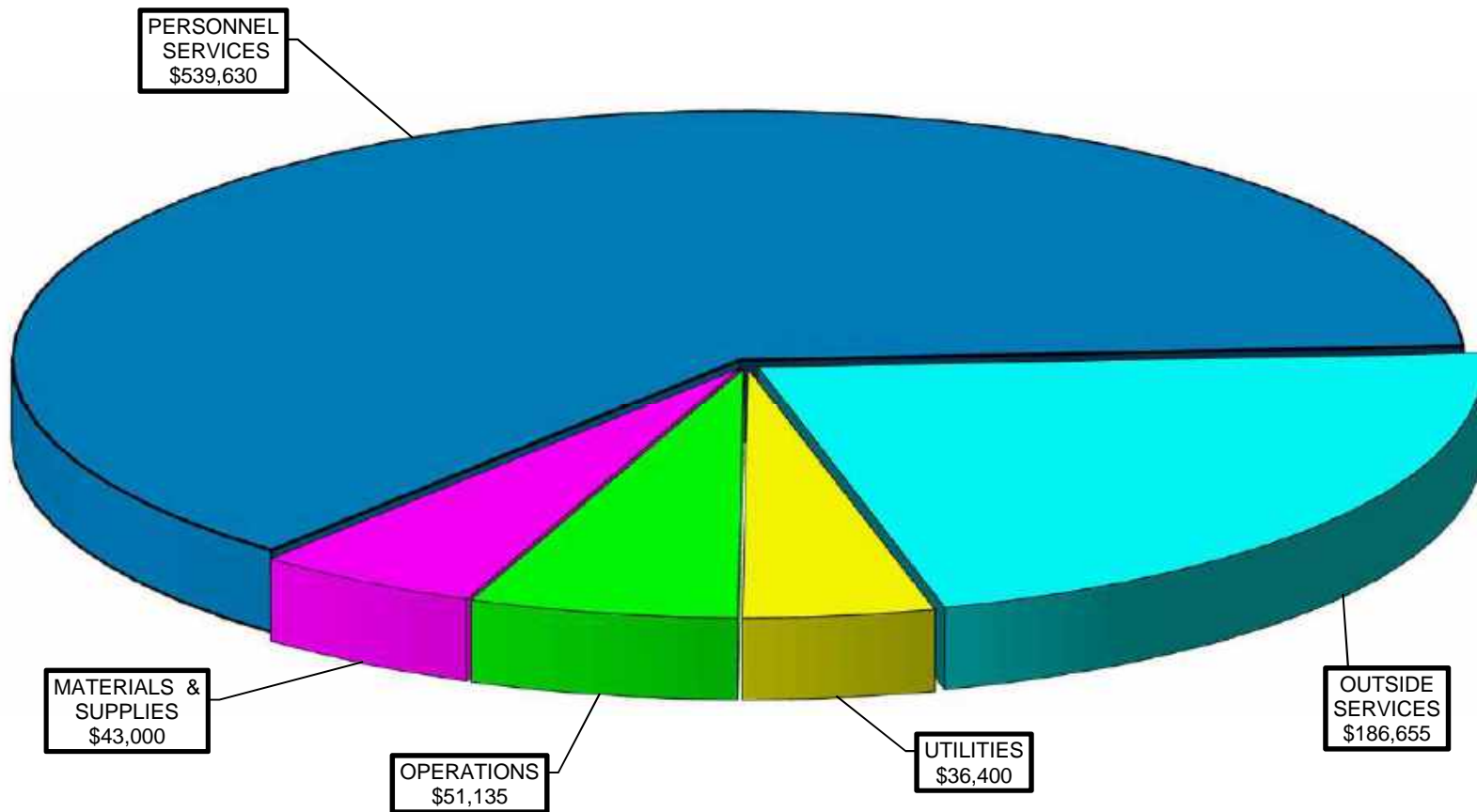
Major projects and goals for Public Works in Fiscal Year 2016/17 include:

- Beach Rd and San Rafael Ave Levee Stabilization Analysis
- City wide Sidewalk Repair Program
- Major Pavement Repairs on lower Bayview Ave
- Land Company Park Landscape Improvements
- Britton Ave Curb & Gutter Drainage Repairs
- ADA Compliance Upgrades
- City Hall Carpet Replacement
- Upper Cedar Lane Stair Replacement
- Selected Painting at City Hall and Corporation Yard
- Repairs to Historic Iron Guardrails on Beach Rd @ Bella Vista
- Installation of Wood Guardrail along Roadway on Bella Vista

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## Public Works Operations & Maintenance

Total Budget: \$856,820



# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - PUBLIC WORKS OPERATIONS & MAINTENANCE

MAJOR ACCOUNT CLASSIFICATION	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
PERSONNEL SERVICES	\$327,059	\$330,381	\$341,211	\$341,218	\$365,785
FRINGE BENEFITS	149,647	138,487	143,695	167,060	173,845
SUBTOTAL	<u>\$476,706</u>	<u>\$468,868</u>	<u>\$484,906</u>	<u>\$508,278</u>	<u>\$539,630</u>
OUTSIDE CONTRACT SERVICES	\$163,356	\$162,347	\$179,081	\$184,999	\$186,655
UTILITIES	28,580	26,911	29,432	33,200	36,400
OPERATIONS	52,680	41,271	41,619	46,133	51,135
MATERIALS AND SUPPLIES	34,724	34,255	34,826	37,382	43,000
SUBTOTAL	<u>\$279,340</u>	<u>\$264,784</u>	<u>\$284,958</u>	<u>\$301,714</u>	<u>\$317,190</u>
GRAND TOTAL	<u><u>\$756,046</u></u>	<u><u>\$733,652</u></u>	<u><u>\$769,864</u></u>	<u><u>\$809,992</u></u>	<u><u>\$856,820</u></u>

# CITY of BELVEDERE - FY 2016-2017 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			
<b><u>REGULAR SALARIES:</u></b>										
Public Works Manager	Scott Derdenger	E	12	\$10,915				\$130,980	\$57,397	\$188,377
Maintenance Supervisor	Gerhard Laufer	C	6	\$6,543	D	6	\$6,870	\$80,478	\$54,576	\$135,054
Maint. Worker II	Max Sandoval	E	12	\$5,318				\$63,816	\$48,378	\$112,194
Maint. Worker I	Alberto Carranza	C	3	\$4,325	1/1/2016	9	\$4,542	\$53,853	\$42,652	\$96,505
Temporary Seasonal Staff	Vacant							\$7,500	\$0	\$7,500
<b>GRAND TOTAL</b>								<b>\$336,627</b>	<b>\$203,003</b>	<b>\$539,630</b>



# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>PERSONNEL SERVICES:</u></b>						
4000 40	<b>REGULAR SALARIES</b> This line item covers regular full-time salaries for the Public Works Manager, the Maintenance Supervisor, and two Maintenance Workers.	\$301,980	\$300,016	\$315,242	\$310,370	\$329,127
4010 40	<b>PART-TIME WAGES (SEASONAL)</b> During the summer, a temporary seasonal worker will be hired to assist regular full time staff with the workload. This position will be limited to 120 days/year.	0	7,772	0	8,399	7,500
4020 40	<b>OVERTIME</b> Overtime is paid at the rate of time and a half and is used on an emergency basis or to assist with Concerts in the Park.	147	106	0	500	500
4030 40	<b>EMPLOYEE LEAVE CONVERSION</b> 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.	7,044	5,312	8,758	5,022	9,494

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
4091 40	<b>DEFERRED COMPENSATION</b> City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	7,200	6,825	7,125	5,400	5,400
4095 40	<b>LONGEVITY PAY</b> 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.	10,688	10,350	10,086	11,527	13,764
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$327,059</b>	<b>\$330,381</b>	<b>\$341,211</b>	<b>\$341,218</b>	<b>\$365,785</b>
<b><u>FRINGE BENEFITS:</u></b>						
4100 40	<b>INSURANCE BENEFITS</b> The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$77,263	\$73,950	\$68,612	\$76,890	\$81,404
4110 40	<b>RETIREMENT</b> The pension contribution for employees in the PERS Classic plan is 8.88% of salaries and the rate for new PERS employees is 6.25% of salaries. In addition this department's annual payment towards the City's unfunded pension liability is \$25,296. The City does not participate in Social Security.	58,564	39,044	34,996	45,762	54,727
4114 40	<b>PARS SUPPLEMENTAL RETIREMENT</b> The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 2013 are not eligible for this benefit.	9,066	8,506	10,132	11,477	10,784

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
4120 40	<b>UNEMPLOYMENT</b> Paid out when a former employee files a claim with the State.	0	11,700	0	0	0
4121 40	<b>INSURANCE - WORKERS COMP</b> The department's portion of the City's workers comp premium.	0	0	25,024	27,463	21,626
4130 40	<b>MEDICARE</b> 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.	4,754	5,287	4,931	5,468	5,304
<b>TOTAL FRINGE BENEFITS</b>		<u>\$149,647</u>	<u>\$138,487</u>	<u>\$143,695</u>	<u>\$167,060</u>	<u>\$173,845</u>
<b><u>OUTSIDE CONTRACT SERVICES:</u></b>						
5015 40	<b>IT SUPPORT</b> The department's portion of the City's contract with Marin IT for technical support.	\$0	\$0	\$11,958	\$12,000	\$13,000
5016 40	<b>SOFTWARE MAINTENANCE</b> The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	0	0	1,455	1,104	1,200
5250 40	<b>MERA MEMBER CONTRIBUTION</b> This account pays for the department's share of operating costs for the Marin Emergency Radio Authority system.	8,076	8,186	8,344	8,527	8,755

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5301 40	<b>CITY ENGINEER SERVICES</b> 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 engineering tasks that come up.	53,564	53,291	31,573	32,000	36,000
5320 40	<b>DRAINAGE MAINTENANCE</b> Contract cleaning of City storm drain systems prior to and during the winter season.	8,325	6,038	8,020	9,000	10,000
5321 40	<b>REED WATERSHED SILT REMOVAL</b> 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 removal.	0	6,910	8,582	7,618	10,000
5322 40	<b>STORM DRAIN SYSTEM VIDEOTAPING</b> This account provides information for the evaluation of existing storm drain pipes. This information assists staff in planning for repairs or replacement.	0	1,545	2,960	2,000	3,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5330 40	<p><b>LANDSCAPE MAINTENANCE</b></p> <p>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.</p>	43,668	43,668	44,369	45,000	45,000
5350 40	<p><b>STREET TREES</b></p> <p>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>	23,975	20,018	25,860	30,000	35,000
5360 40	<p><b>POISON OAK CONTROL</b></p> <p>Due to the City ordinance restricting the use of herbicides, this line item provides for the cost to attempt to eradicate poison oak from the public right of way.</p>	640	1,149	1,100	1,000	1,200
5370 40	<p><b>MARINMAP MEMBERSHIP FEE</b></p> <p>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>	6,000	6,000	6,067	6,000	6,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5980 40	<b>JANITORIAL MAINTENANCE</b> 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.	6,930	6,848	6,786	6,750	7,500
5371 40	<b>FUEL STORAGE TANK COMPLIANCE</b> This project was completed in a prior year.	0	3160	0	0	0
5372 40	<b>LYFORD DRIVE PARKING LOT LANDSCAPING</b> This project was completed during FY15/16	0	0	10,000	14,500	0
5990 40	<b>OTHER CONTRACT/OUTSIDE SERVICES</b> 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.	12,178	5,534	12,007	9,500	10,000
<b>TOTAL OUTSIDE CONTRACT SERVICES</b>		<u>\$163,356</u>	<u>\$162,347</u>	<u>\$179,081</u>	<u>\$184,999</u>	<u>\$186,655</u>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>UTILITIES:</u></b>						
6000 40	<b>COMMUNICATIONS</b> 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.	\$5,112	\$4,421	\$5,498	\$5,500	\$6,000
6020 40	<b>POWER (GAS AND ELECTRIC)</b> 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.	3,466	3,363	7,392	7,500	8,000
6030 40	<b>POWER (STREET LIGHTS)</b> This line item provides for costs associated with electricity that is needed to power the street lights.	7,962	8,317	8,696	8,200	8,400
6040 40	<b>POWER (TRAFFIC SIGNAL)</b> 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.	896	1,648	0	1,500	1,500

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
6050 40	<b>WATER</b> Metered water for City buildings and landscaping is included in this account.	11,144	9,162	7,846	10,500	12,500
<b>TOTAL UTILITIES</b>		<u>\$28,580</u>	<u>\$26,911</u>	<u>\$29,432</u>	<u>\$33,200</u>	<u>\$36,400</u>
<b><u>OPERATIONS:</u></b>						
6110 40	<b>ADMIN OVERHEAD</b> This account will not be used this year.	\$8,556	\$8,883	\$0	\$0	\$0
6131 40	<b>EQUIPMENT MAINTENANCE</b> 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.	159	475	525	473	500
6150 40	<b>MEMBERSHIPS &amp; DUES</b> 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.	841	915	2,200	850	2,100
6170 40	<b>CONFERENCES, MEETINGS, &amp; TRAINING</b> 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 16/17 that follows this departmental budget.	212	383	732	250	1,000



# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
6180 40	<b>EQUIPMENT RENTAL</b> This line item provides for equipment rentals used by in-house forces that are used so infrequently or are so costly as to make purchase of that equipment unjustifiable. Examples include ariel lifting devices, ladders, jackhammers, compressors, skidsteer loaders, airless paint sprayers and emergency pumps.	0	0	3,073	4,500	4,000
6191 40	<b>VEHICLE MAINTENANCE</b> 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.	4,862	1,389	3,564	4,800	5,000
6200 40	<b>BUILDING MAINTENANCE</b> 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.	11,999	9,864	7,449	11,500	12,000
6210 40	<b>IRRIGATION SYSTEM MAINTENANCE</b> 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.	3,099	1,581	3,072	2,750	3,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
6220 40	<b>STREET LIGHT MAINTENANCE</b> Contract and non-contract maintenance of all City street lights under the contract negotiated by MGSA. This line item does not provide for knockdown repairs or replacement.	4,051	3,376	4,967	3,800	4,000
6230 40	<b>PERMITS</b> 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 by as much as 20% with little notice to agencies. A detailed breakdown by agency can be found on the page titled "Permits".	9,779	9,795	10,784	10,210	13,535
6240 40	<b>STREET SWEEPING</b> 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.	4,071	4,610	5,253	7,000	6,000
6250 40	<b>RECYCLING DISBURSEMENT</b> This account will not be used this year.	5,051	0	0	0	0
<b>TOTAL OPERATIONS</b>		<b>\$52,680</b>	<b>\$41,271</b>	<b>\$41,619</b>	<b>\$46,133</b>	<b>\$51,135</b>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>MATERIALS AND SUPPLIES:</u></b>						
7000 10	<b>OFFICE SUPPLIES/POSTAGE</b> This line item covers the Department's portion of the cost of all miscellaneous supplies including paper and computer related supplies.	\$0	\$0	\$1,975	\$2,182	\$2,250
7080 40	<b>FUEL</b> 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.	10,562	9,410	7,452	9,000	11,500
7090 40	<b>PROTECTIVE CLOTHING/SAFETY EQUIPMENT</b> Annual safety boot allowance and weekly uniform costs for Public Works personnel. Other safety related items include: jackets, rain gear, ear protection and first aid supplies.	4,451	5,365	5,496	6,500	6,750
7100 40	<b>CONSTRUCTION SUPPLIES</b> This line item provides for the purchase of miscellaneous materials including hardware, lumber, concrete, electrical and other small items required to perform basic maintenance functions in and around the City.	3,541	2,967	2,854	3,500	4,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
7110 40	<p><b>JANITORIAL SUPPLIES</b></p> <p>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 and replacement of janitorial equipment is also included.</p>	1,992	2,722	2,653	2,600	3,000
7120 40	<p><b>PARK AND LANDSCAPE SUPPLIES</b></p> <p>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>	3,338	4,189	4,225	3,500	4,000
7140 40	<p><b>SMALL TOOLS</b></p> <p>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>	2,646	2,490	2,502	2,300	2,500
7150 40	<p><b>TRAFFIC CONTROL SUPPLIES</b></p> <p>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>	3,987	4,004	4,894	5,000	5,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
7190 40	<b>OTHER MATERIALS AND SERVICES</b> 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.	4,207	3,108	2,775	2,800	4,000
<b>TOTAL MATERIALS AND SUPPLIES</b>		\$34,724	\$34,255	\$34,826	\$37,382	\$43,000
<b>PUBLIC WORKS DEPARTMENT TOTALS</b>		\$756,046	\$733,652	\$769,864	\$809,992	\$856,820

# CITY of BELVEDERE - FY 2016-2017 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
<b><u>CONFERENCE:</u></b> APWA Streets Conf.	Nor Cal	PW Mgr. Staff	Auto	Oct	2	0	0	50	300	\$350
<b><u>MEETINGS:</u></b> Marin Public Works Assn.	Local	PW Mgr.	Auto	Monthly						150
<b><u>TRAINING:</u></b> Misc. Specialized Trng. Dept. Safety Lunches	Various Loc.	Staff	Auto	---	---	---	---	---	---	500
<b>TOTAL</b>										<b>\$1,000</b>

# CITY of BELVEDERE - FY 2016-2017 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 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 2016-2017 ANNUAL OPERATING BUDGET**

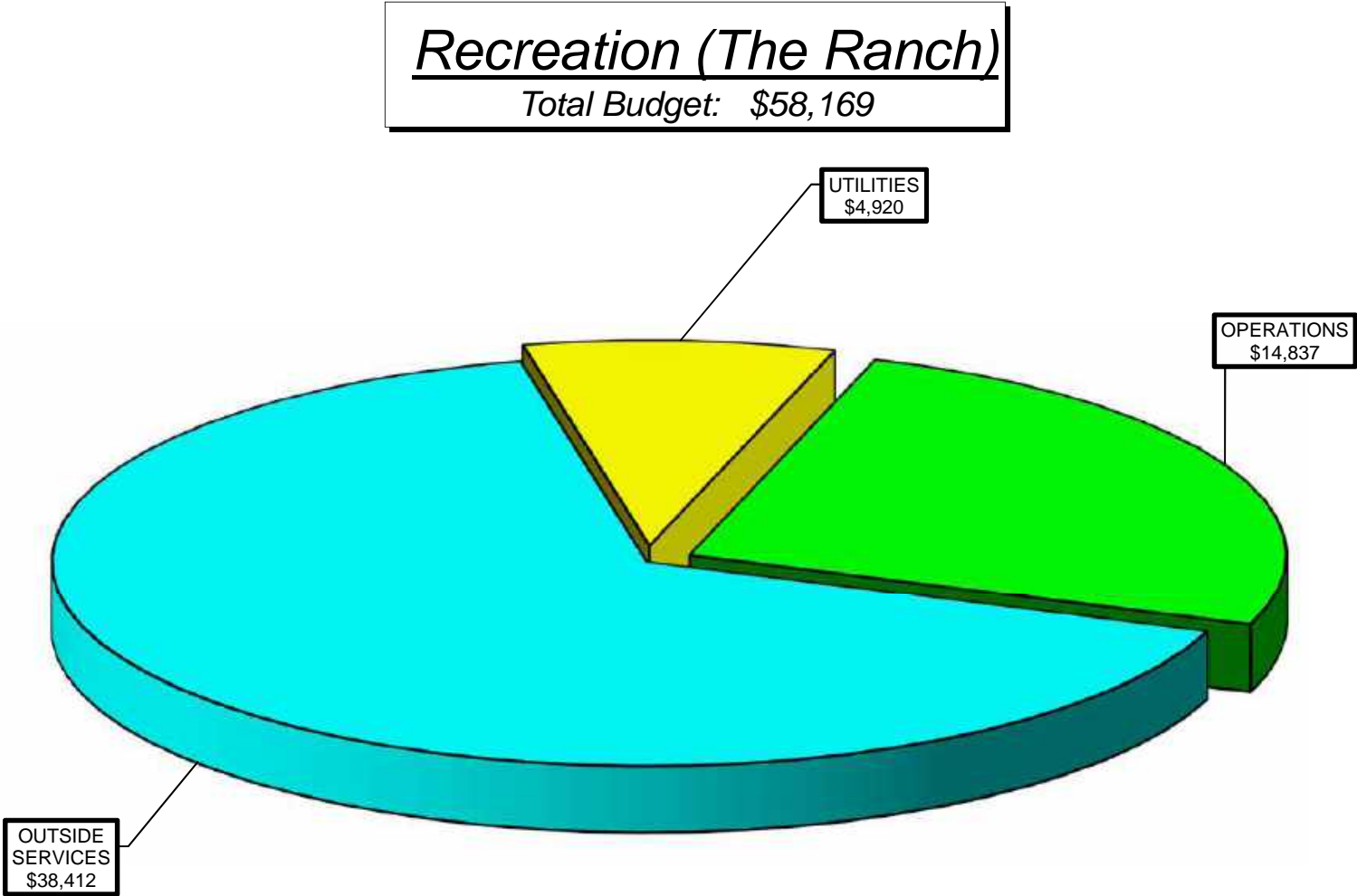
**PERMITS - PUBLIC WORKS OPERATIONS & MAINTENANCE**

<b>ORGANIZATION</b>	<b>AMOUNT</b>
Regional Water Quality Control Board	7,674
Marin County Stormwater Program	4,506
Marin County Hazardous Materials	1,150
Bay Area Air Quality Mgmt District	205
<b>TOTAL</b>	<b><u><u>\$13,535</u></u></b>



# **RECREATION (THE RANCH)**

CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET



**CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET**

**BUDGET SUMMARY - RECREATION (THE RANCH)**

<b>MAJOR ACCOUNT CLASSIFICATION</b>	<b>FY12-13 ACTUAL EXPENDITURES</b>	<b>FY13-14 ACTUAL EXPENDITURES</b>	<b>FY14-15 ACTUAL EXPENDITURES</b>	<b>FY15-16 ESTIMATED EXPENDITURES</b>	<b>FY16-17 APPROVED BUDGET</b>
<b>OUTSIDE SERVICES</b>	\$305,908	\$33,330	\$53,960	\$37,176	\$38,412
<b>UTILITIES</b>	5,425	6,801	4,680	4,800	4,920
<b>OPERATIONS</b>	6,642	6,010	11,740	13,387	14,837
<b>GRAND TOTAL</b>	<b>\$317,975</b>	<b>\$46,141</b>	<b>\$70,380</b>	<b>\$55,363</b>	<b>\$58,169</b>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>OUTSIDE SERVICES:</u></b>						
5980 50	<b>JANITORIAL CONTRACT SERVICES</b> 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.	\$4,860	\$4,751	\$4,609	\$4,750	\$5,000
5990 50	<b>OTHER CONTRACT/OUTSIDE SERVICES</b> 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.	1,048	1,519	1,140	1,000	1,200
5374 50	<b>COMMUNITY CENTER FURNACE REPLACEMENT</b> The Furnace was replaced in FY14/15.	0	0	6,060	0	0
5982 50	<b>DAIRY KNOLL FACILITY CONTRIBUTION</b> The City made an initial contribution toward Dairy Knoll of \$300,000 and 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%.	300,000	22,500	30,473	31,426	32,212

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5984 50	<b>RECREATION (THE RANCH) CONTRIBUTION</b> This account will not be used in FY16/17	0	4,560	11,678	0	0
<b>TOTAL OUTSIDE SERVICES</b>		<u>\$305,908</u>	<u>\$33,330</u>	<u>\$53,960</u>	<u>\$37,176</u>	<u>\$38,412</u>
<b><u>UTILITIES:</u></b>						
6020 50	<b>POWER (GAS &amp; ELECTRIC)</b> 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.	\$5,425	\$6,801	\$4,680	\$4,800	\$4,920
<b>TOTAL UTILITIES</b>		<u>\$5,425</u>	<u>\$6,801</u>	<u>\$4,680</u>	<u>\$4,800</u>	<u>\$4,920</u>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - RECREATION (THE RANCH)

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>OPERATIONS:</u></b>						
6200 50	<b>BUILDING MAINTENANCE</b> 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.	\$4,397	\$4,456	\$6,582	\$6,500	\$7,000
6140 50	<b>INSURANCE</b> Liability Insurance for Bel Tib Recreation (The Ranch). This is a shared expense with the Town of Tiburon.	0	0	3,718	4,337	4,337
7110 50	<b>JANITORIAL SUPPLIES</b> 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 reflects an increase in the use of supplies.	2,245	1,053	1,440	1,750	2,000
7190 50	<b>OTHER MATERIALS &amp; SUPPLIES</b> This account is used for materials and miscellaneous specialty items that do not fall into well-defined categories.	0	501	0	800	1,500
		<u>\$6,642</u>	<u>\$6,010</u>	<u>\$11,740</u>	<u>\$13,387</u>	<u>\$14,837</u>
<b>RECREATION (THE RANCH) TOTALS</b>		<u>\$317,975</u>	<u>\$46,141</u>	<u>\$70,380</u>	<u>\$55,363</u>	<u>\$58,169</u>

**NON DEPARTMENTAL**

**CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET**

**BUDGET SUMMARY - NON-DEPARTMENTAL**

<b>MAJOR ACCOUNT CLASSIFICATION</b>	<b>FY12-13 ACTUAL EXPENDITURES</b>	<b>FY13-14 ACTUAL EXPENDITURES</b>	<b>FY14-15 ACTUAL EXPENDITURES</b>	<b>FY15-16 ESTIMATED EXPENDITURES</b>	<b>FY16-17 APPROVED BUDGET</b>
<b>OUTSIDE SERVICES</b>	\$61,724	\$71,291	\$119,722	\$99,526	\$148,339
<b>OPERATIONS</b>	179,917	227,181	282,180	276,875	199,241
<b>GRAND TOTAL</b>	<b>\$241,641</b>	<b>\$298,472</b>	<b>\$401,902</b>	<b>\$376,401</b>	<b>\$347,580</b>



# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>OUTSIDE SERVICES:</u></b>						
5020 60	<b>RICHARDSON BAY REGIONAL AGENCY</b> 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.	\$17,960	\$18,350	\$18,901	\$20,183	\$20,183
5030 60	<b>HAZARDOUS MATERIAL RESPONSE UNIT</b> This account covers the City's share of the County's hazardous material response team.	686	754	750	750	750
5040 60	<b>ANIMAL CONTROL JOINT POWERS AGREEMENT</b> 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.	17,476	20,127	18,500	19,941	20,539
5050 60	<b>TRANSPORTATION AUTHORITY OF MARIN</b> Payment is made to the Transportation Authority of Marin (TAM) to cover a portion of the costs related to regional transportation planning and programming.	4,257	4,257	4,214	5,482	5,482
5060 60	<b>AFFORDABLE HOUSING ASSISTANCE</b> A donation of \$10,000/year for three years was made to Farley Place Senior Housing.	10,000	10,000	0	0	0

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5061 60	<b>HOMEWARD BOUND OF MARIN</b> Homeward Bound of Marin is the chief provider of transitional and long-term housing and support services for the homeless in Marin County.	0	4,300	4,300	2,000	2,000
5062 60	<b>COUNTYWIDE COMMUNITY HOMELESS FUND</b> Annual contribution for three years to a new Community Homeless Fund at the Marin Community Foundation.	0	0	0	9,186	9,186
5071 60	<b>MARIN GENERAL SERVICES AGENCY</b> The City is a member of the Marin General Services Agency (MGSA). The MGSA administers, finances, and governs various assigned governmental functions to include:  Streetlights MGSA General Costs Mediation Program Marin Climate & Energy	6,893	5,883	4,378	5,808	5,808
5081 60	<b>TRAFFIC STUDY - INCREASE SCHOOL BUS RIDERSHIP</b> The City has committed to participate with the Town of Tiburon in a subsidy for school bus riders.	0	0	58,100	22,000	0
5083 60	<b>TIBURON PENINSULA TRAFFIC RELIEF JPA</b> Expenses related to the bus program as well as the City's proportionate share of the bus pass subsidy and program administration.	0	0	0	0	70,000
5082 60	<b>MCCMC LOBBYIST</b> Belvedere shares the cost of lobbyists for legislative advocacy services and a legislative analyst with the other ten Marin County cities.	0	0	1,578	1,593	1,608

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
5090 60	<b>MARIN TELECOMMUNICATIONS AGENCY</b> 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.	1,930	5,202	6,355	9,735	9,735
5091 60	<b>LAFCO MEMBERSHIP</b> The cities and towns in Marin are required by legislation to pay a portion of the costs associated with LAFCO.	2,522	2,418	2,646	2,848	3,047
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$61,724</b>	<b>\$71,291</b>	<b>\$119,722</b>	<b>\$99,526</b>	<b>\$148,339</b>

### OPERATIONS:

4100 60	<b>RETIREE HEALTH INSURANCE BENEFIT</b> The City pays a portion of the health insurance premium for 7 retirees. The amount paid is \$125/month each for 6 retirees and \$816/month for one retiree.	\$0	\$0	\$14,950	\$18,823	\$19,500
6120 60	<b>COMMUNITY ACTIVITIES</b> This account covers all community promotional activities such as awards, celebrations, the annual town meeting and the volunteer holiday party. Included are payments for the following:	26,024	22,940	28,463	24,500	37,000
	Blackie's Brigade	\$1,250				
	Tiburon Blvd Median	\$3,500				
	Redwood Grad Night	\$500				
	Labor Day Parade (Ranch)	\$5,000				
	Golf Tourney (Ranch)	\$500				
	Volunteer Event	\$10,500				
	Trestle Trail Contribution	\$10,000				

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - NON-DEPARTMENTAL

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
6122 60	<b>CONCERTS IN THE PARK</b> 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 \$25,000 and a carryover of unexpended revenue from previous years.	27,238	26,339	30,095	38,215	32,000
6140 60	<b>INSURANCE - LIABILITY &amp; PROPERTY</b> 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.	126,655	177,902	208,672	195,337	110,741
	PARSAC - Liability		\$82,442			
	Property		\$10,556			
	Earthquake - City Hall		\$31,810			
	Crime Bond		\$774			
	CJPIA Retrospective		(\$15,484)			
	Special Events		\$643			
		\$179,917	\$227,181	\$282,180	\$276,875	\$199,241
	<b>NON-DEPARTMENTAL TOTALS</b>	\$241,641	\$298,472	\$401,902	\$376,401	\$347,580

# **FIRE FUND**

# CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - FIRE FUND

MAJOR ACCOUNT CLASSIFICATION	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b>OUTSIDE SERVICES</b>	\$1,136,606	\$1,167,091	\$1,239,940	\$1,530,101	\$1,576,352
<b>OPERATIONS</b>	1,631	2,348	0	2,400	2,400
<b>GRAND TOTAL</b>	<b>\$1,138,237</b>	<b>\$1,169,439</b>	<b>\$1,239,940</b>	<b>\$1,532,501</b>	<b>\$1,578,752</b>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - FIRE FUND

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>OUTSIDE SERVICES:</u></b>						
5400 00	<b>TIBURON FIRE PROTECTION DISTRICT CONTRACT</b> It is estimated that the City's obligation in FY 16/17 will be \$1,576,352 which represents an approximate 3% increase over what was expended in FY 15/16.	\$1,136,606	\$1,167,091	\$1,239,940	\$1,530,101	\$1,576,352
<b>TOTAL OUTSIDE SERVICES</b>		<u>\$1,136,606</u>	<u>\$1,167,091</u>	<u>\$1,239,940</u>	<u>\$1,530,101</u>	<u>\$1,576,352</u>
<b><u>OPERATIONS:</u></b>						
5410 00	<b>FIRE SYSTEM PARTS &amp; SUPPLIES</b> This line item accounts for parts and supplies that are necessary to maintain the City's fire hydrants and for other hydrant related expenses.	\$1,631	\$2,348	\$0	\$2,400	\$2,400
<b>TOTAL OPERATIONS</b>		<u>\$1,631</u>	<u>\$2,348</u>	<u>\$0</u>	<u>\$2,400</u>	<u>\$2,400</u>
<b>FIRE FUND TOTALS</b>		<u>\$1,138,237</u>	<u>\$1,169,439</u>	<u>\$1,239,940</u>	<u>\$1,532,501</u>	<u>\$1,578,752</u>

# **RESTRICTED FUNDS**



# CITY of BELVEDERE - FY2016-2017 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - RESTRICTED FUNDS

MAJOR ACCOUNT CLASSIFICATION	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
EQUIPMENT REPLACEMENT	\$9,949	\$12,926	\$51,651	\$44,194	\$55,000
PENSION RESERVE PAYMENT	0	0	0	0	300,000
LEGAL DAMAGES AND SETTLEMENTS	41,465	3,374	1,247	2,000	2,000
<b>GRAND TOTAL</b>	<b>\$51,414</b>	<b>\$16,300</b>	<b>\$52,898</b>	<b>\$46,194</b>	<b>\$357,000</b>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - RESTRICTED FUNDS

ACCOUNT	ITEM	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>EQUIPMENT REPLACEMENT:</u></b>						
8090 00	<b>EQUIPMENT/FURNISHINGS</b> Requests for FY 16/17 are for replacement or refurbishment of small, short-term assets such as computers, furnishings and other similar items.	\$9,949	\$12,926	\$51,651	\$44,194	\$10,000
8090 00	<b>POLICE VEHICLE</b> Replace 2008 Crown Vic that would require many repairs if kept in service.					45,000
<b>TOTAL EQUIPMENT REPLACEMENT</b>		<u>\$9,949</u>	<u>\$12,926</u>	<u>\$51,651</u>	<u>\$44,194</u>	<u>\$55,000</u>
<b><u>RETIREMENT UAL PAYMENTS</u></b>						
XXXX 00	<b>PENSION RESERVE PAYMENT</b> Annual lump sum payment to CalPERS to be applied proportionately between the UAL of the City's Safety and Miscellaneous Plans.	0	0	0	0	300,000
<b>TOTAL LEGAL DAMAGES AND SETTLEMENTS</b>		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$300,000</u>
<b><u>LEGAL DAMAGES AND SETTLEMENTS:</u></b>						
8040 00	<b>LEGAL DAMAGES AND SETTLEMENTS</b> This account covers legal fees or damages the City is required to pay during the year.	41,465	3,374	1,247	2,000	2,000
<b>TOTAL LEGAL DAMAGES AND SETTLEMENTS</b>		<u>\$41,465</u>	<u>\$3,374</u>	<u>\$1,247</u>	<u>\$2,000</u>	<u>\$2,000</u>

# **CAPITAL IMPROVEMENT FUND**

**CITY OF BELVEDERE**

**CAPITAL IMPROVEMENTS PROJECT LIST FY 2016/17**

PROJECT	Total Project \$	Source of Funds						
		General Fund	DWR Grant	Road Impact	Gas Tax	Co Transp	Misc	Co Parks
Pavement Spot Repair	40,000			40,000				
Street Paving	80,000			80,000				
Pavement Crack Sealing	11,000			11,000				
Pavment Traffic Markings	7,000			7,000				
Roadway Shoulder Berms	5,000			5,000				
Iron Guardrail Repair	5,000					5,000		
Roadway Guardrail Installation	10,000					10,000		
Emergency Drainage Repairs	10,000	5,089			4,911			
Britton Ave Curb & Gutter Replacement	20,000					20,000		
Upper Cedar Lane Stairs Replacement	40,000	40,000						
San Rafael Ave Mulch Improvements	7,500	2,411			5,089			
Land Company Park Improvements	30,000	7,500						22,500
City Hall Carpet Replacement	15,000	15,000						
Exterior Painting - City Hall	10,000	10,000						
Exterior Painting - Corp Yard Building	5,000	5,000						
City Hall ADA	25,000	8,884					16,116	
Miscellaneous Maint & Improvements	50,000				50,000			
Belvedere Lagoon Coastal Levee Eval	300,000	115,750	184,250					
Sidewalk Repair Program	35,000	-				21,521	13,479	
Acacia/Laurel Utility Undergrounding	60,000	60,000						
<b>Totals</b>	<b>765,500</b>	<b>269,634</b>	<b>184,250</b>	<b>143,000</b>	<b>60,000</b>	<b>56,521</b>	<b>29,595</b>	<b>22,500</b>

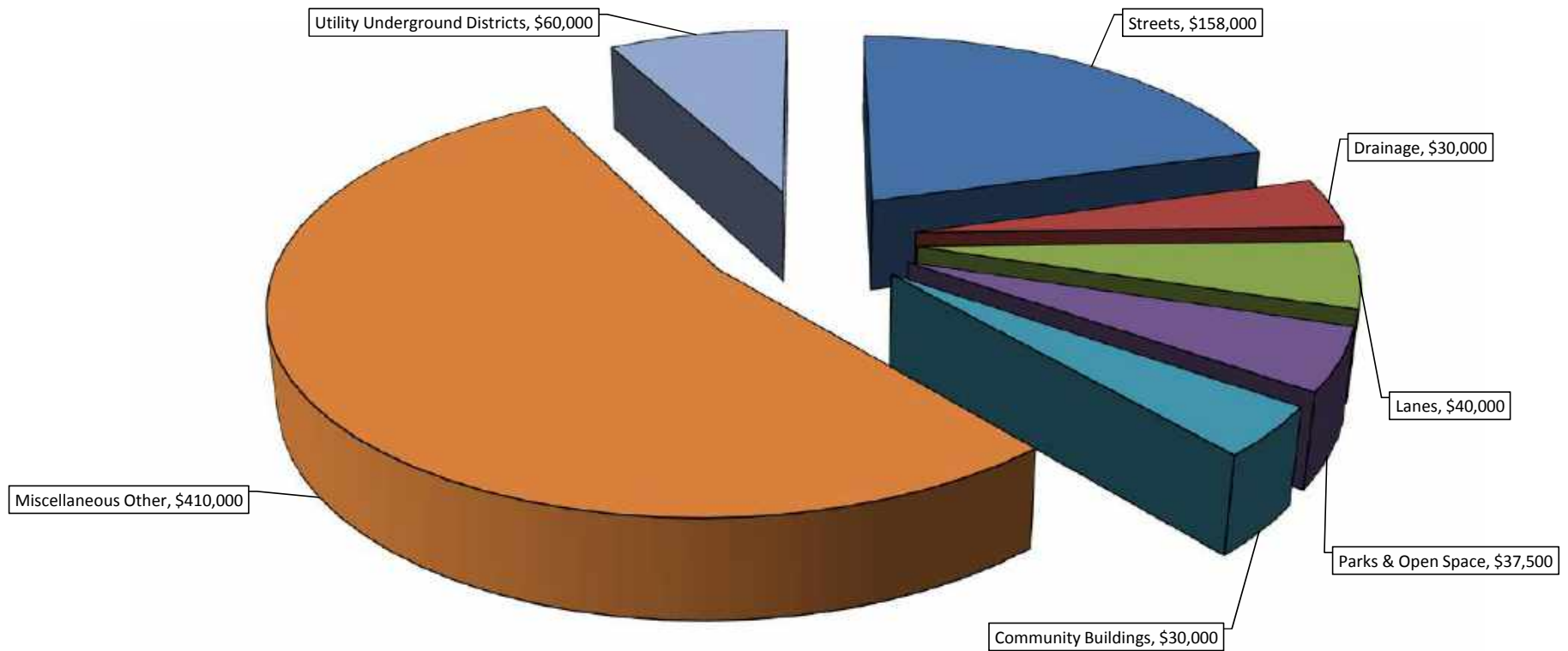
**Source of Funds-General Fund**

CIP Beginning Balance	\$	152,100
Transfer from General Fund		117,534
	\$	<u>269,634</u>

# CITY of BELVEDERE - FY 2016-17 ANNUAL CAPITAL IMPROVEMENT BUDGET

## CAPITAL IMPROVEMENTS

Total Budget \$765,500



# CITY of BELVEDERE - FY 2016-2017 ANNUAL CAPITAL IMPROVEMENT BUDGET

## BUDGET SUMMARY - CAPITAL IMPROVEMENT PROGRAM

MAJOR ACCOUNT CLASSIFICATION	FY12-13 ACTUAL EXPENDITURES	FY13-14 ACTUAL EXPENDITURES	FY14-15 ACTUAL EXPENDITURES	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
STREETS	\$136,500	\$191,490	\$108,901	\$330,410	\$158,000
DRAINAGE	46,062	1,000	43,194	16,227	30,000
LANES	0	35,032	0	40,000	40,000
PARKS AND OPEN SPACE	13,250	0	22,472	4,500	37,500
COMMUNITY BUILDINGS	30,106	48,773	0	6,000	30,000
MISCELLANEOUS OTHER	172,453	152,270	424,363	85,000	410,000
UTILITY UNDERGROUND DISTRICTS	22,897	97,555	62,934	85,000	60,000
<b>GRAND TOTAL</b>	<b>\$421,268</b>	<b>\$526,120</b>	<b>\$661,864</b>	<b>\$567,137</b>	<b>\$765,500</b>

# CITY of BELVEDERE - FY 2016-2017 ANNUAL CAPITAL IMPROVEMENT BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>STREETS</u></b>			
9000 00	<b>PAVEMENT - SPOT REPAIR</b> This account is used to fund small spot repairs of pavement failures.	\$38,000	\$40,000
9001 00	<b>STREET PAVING</b> 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. Nearly 13,000 sq ft of repairs were made to Lower Golden Gate in FY15/16. Lower Bayview Ave will be the focus in FY16/17.	200,000	80,000
9030 00	<b>PAVEMENT CRACK SEALING</b> 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.	5,500	11,000
9040 00	<b>PAVEMENT TRAFFIC MARKING</b> 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.	6,200	7,000
9069 00	<b>ROADWAY SHOULDER BERMS</b> This work involves constructing and repairing asphalt drainage berms along the edge of the roadway that helps direct water to the nearest catch basin.	1,710	5,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL CAPITAL IMPROVEMENT BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY15-16 ESTIMATED EXPENDITURES</u>	<u>FY16-17 APPROVED BUDGET</u>
XXXX XX	<b>IRON GUARDRAIL REPAIRS</b> This project would repair the deteriorating historic iron guardrails at Bella Vista Avenue.	0	5,000
XXXX XX	<b>ROADWAY GUARDRAIL INSTALLATION</b> A guardrail is needed at 110 Bella Vista so cars do not drive off edge of pavement and roll over down the hill into private property.	0	10,000
9066 00	<b>PAVEMENT CONDITION SURVEY (P-TAP GRANT)</b> This work was completed in FY15/16.	4,000	0
9020 00	<b>SLURRY SEAL PROGRAM</b> 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.	75,000	0
<b>TOTAL ROAD IMPACT FUND</b>		<b>\$330,410</b>	<b>\$158,000</b>
 <b><u>DRAINAGE:</u></b>			
9100 00	<b>EMERGENCY DRAINAGE REPAIRS</b> This line item provides for emergency repairs to storm drains.	\$4,000	\$10,000
9161 00	<b>DRAINAGE IMPROVEMENTS-BAYVIEW AVENUE</b> These drainage improvements were completed in FY15/16.	12,227	0
XXXX XX	<b>BRITTON AVENUE CURB &amp; GUTTER REPLACEMENT</b> This project is needed to direct water to a nearby stormdrain eliminating erosion.	0	20,000
<b>TOTAL DRAINAGE</b>		<b>\$16,227</b>	<b>\$30,000</b>



# CITY of BELVEDERE - FY 2016-2017 ANNUAL CAPITAL IMPROVEMENT BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY15-16 ESTIMATED EXPENDITURES</u>	<u>FY16-17 APPROVED BUDGET</u>
<b><u>LANES:</u></b>			
9225 00	<b>HANDRAILS</b> These handrail improvements were completed in Fy15/16.	40,000	0
XXXX XX	<b>UPPER CEDAR LANE STAIRS REPLACEMENT</b> Replace two flights of deteriorated stairs and handrails between Bayview & Bella Vista Avenue.	0	40,000
<b>TOTAL LANES</b>		\$40,000	\$40,000
<b><u>PARKS &amp; OPEN SPACE</u></b>			
9337 00	<b>SAN RAFAEL AVENUE MULCH IMPROVEMENTS</b> This project will add mulch to the seawall landscaping in an effort to reduce weeds.	\$0	\$7,500
9311 00	<b>LAND COMPANY PARK IMPROVEMENTS</b> 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 \$7,500 grant.	0	30,000
9350 00	<b>RE-COAT AND STRIPE BASKETBALL COURT</b> This project was completed in FY15/16.	4,500	0
<b>TOTAL PARKS &amp; OPEN SPACE</b>		\$4,500	\$37,500

# CITY of BELVEDERE - FY 2016-2017 ANNUAL CAPITAL IMPROVEMENT BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY15-16 ESTIMATED EXPENDITURES	FY16-17 APPROVED BUDGET
<b><u>COMMUNITY BUILDINGS:</u></b>			
XXXX XX	<b>CITY HALL CARPET REPLACEMENT</b> The carpet on the main floor and stairs will be replaced.	0	\$15,000
XXXX XX	<b>EXTERIOR PAINTING - CITY HALL</b> Specific exterior areas around City Hall need repainting	0	10,000
XXXX XX	<b>EXTERIOR PAINTING - CORP YARD BUILDING</b> The wood building was last painted in 2002. Many areas are in need of paint.	0	5,000
9493 00	<b>COMMUNITY CENTER KITCHEN FIRE SYSTEM REPLACEMENT</b> This project was completed in FY15/16.	6,000	0
<b>TOTAL COMMUNITY BUILDINGS</b>		<b>\$6,000</b>	<b>\$30,000</b>
<b><u>MISCELLANEOUS OTHER:</u></b>			
9509 00	<b>CITY HALL ADA</b> Design existing frontage sidewalk to be accessible to patio.	\$0	\$25,000
9582 00	<b>MISCELLANEOUS MAINTENANCE &amp; IMPROVEMENTS</b> 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.	50,000	50,000

# CITY of BELVEDERE - FY 2016-2017 ANNUAL CAPITAL IMPROVEMENT BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY15-16 ESTIMATED EXPENDITURES</u>	<u>FY16-17 APPROVED BUDGET</u>
XXXX XX	<b>BELVEDERE LAGOON COASTAL LEVEE EVALUATION</b> Structural evaluation of San Rafael Avenue & Beach Road levees to develop alternatives for 100 year flood protection. This expenditure will be partially offset by a DWR grant of 55% of expenditures.	35,000	300,000
9522 00	<b>SIDEWALK REPAIR PROGRAM</b> Every three years City staff performs an inspection of all sidewalks in town. When hazards are identified the City Engineer prepares a repair project for bid. Private property owners are noticed of deficiencies & invoiced for repair work. This program reduces the City's liability for trip and fall claims.	0	35,000
<b>TOTAL MISCELLANEOUS OTHER</b>		<b>\$85,000</b>	<b>\$410,000</b>
 <b><u>UTILITY UNDERGROUND DISTRICTS:</u></b>			
9581 00	<b>ACACIA/LAUREL UTILITY UNDERGROUNDING</b> This district is currently in the design phase. Once a design has been completed, an Engineer's estimate will be prepared. The City Engineer will prepare bid documents and prepare for assessment engineering. All expenditures will be refunded to the City from bond proceeds once the district is formed.	85,000	60,000
<b>TOTAL UTILITY UNDERGROUND DISTRICTS</b>		<b>\$85,000</b>	<b>\$60,000</b>

# City of Belvedere – 5 Year Capital Improvement Plan

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## **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 2016/17– 2020/21

Ongoing pavement repairs of the City's largest asset are necessary to keep the roadways free of potholes and road surface condition at a high level expected by the community. Large areas of pavement distress must be repaired to avoid failure requiring emergency repairs during inclement weather. At one time, repairs coincided with utility undergrounding projects. This was at great cost savings to the City. Most recently lower Golden Gate Ave required major pavement repairs after years of waiting for a decision on the utility underground project. In the near future, distressed pavement on lower Bayview Ave will need repairs. Large paving repair projects are put out to public bid increasing savings due to economy of scale. Projected costs associated with future pavement repair needs are determined by analysis during the Pavement Management Program Survey.

### Slurry Seal 2017/18 – 2019/20

A Slurry seal is a 3/8" protective treatment applied to a road surface to provide a uniform appearance. The preventative maintenance coating seals the aging surface and fills minor cracks, unfortunately it has little structural value. Frequent applications are much less expensive than the cost of major repairs or overlaying with new asphalt. City staff programs Slurry Seal treatments every other fiscal year. Higher volume streets with direct sunlight exposure may require more frequent applications. City staff considers roads for slurry coating following utility projects to restore a smooth and uniform road surface. Streets are selected for treatment based on criteria outlined in the Pavement Management System Data collected during pavement condition surveys.

### Pavement Condition Survey 2018/19

Belvedere updates its Pavement Management System every 3 years by performing a survey of streets. The 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 MTC. The City provides a contribution to this survey by way of MTC membership. The program provides analysis based on a Pavement Condition Index rating (PCI) and recommends the most cost efficient way to maintain City roads. Belvedere has often been rated some of the best roads in the Bay Area.

## City of Belvedere – 5 Year Capital Improvement Plan

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### Historic Iron Guardrail Repairs – Beach Rd & Bella Vista 2016/17

The historic Iron pipe guardrails along Beach Rd at Bella Vista and Bayview are more than 75 years old and show signs of deterioration due to the exposure to the marine environment. Occasional repairs are needed to keep them functional. Replacement of the barriers would be expensive.

### Roadway Guardrail Installations 2016/17

From time to time Public Works receives requests to install wood barriers for safety on roads around the community. Wood Safety barriers keep vehicles on the road and are accepted in the community over metal beam type guardrails used along highways. City staff evaluates locations for guardrail installation. Following review and recommendations by the Traffic Safety Committee, Measure A funds are used to construct sections in areas identified.

### Retaining Wall Opposite 172 Beach Road 2019/20

Portions of the existing concrete wall at 172 Beach are showing signs of deterioration and lateral offset. City staff monitors the movement by measuring the offset. A Geotechnical Engineer has evaluated the site and suggested stabilization as funds are available. Stabilization of this wall is needed to avoid a failure. The project would likely be split into 2 phases. Depending on the amount of movement observed this project might be moved up in priority.

### Recoat Steel Railings – Beach Rd & Corinthian Island & 2017/18 & 2019/20

The existing powder-coated rails have deteriorated due to exposure to the corrosive marine environment. Investigation into how these railing can be recoated will need to occur. These railing could be replaced as part of a Seawall Improvement project along Beach Rd.

## **B. STORM DRAINAGE**

### Emergency Drainage Repairs 2016/17 – 2020/21

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

## City of Belvedere – 5 Year Capital Improvement Plan

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### Britton Ave Curb & Gutter Drainage Repairs 2016/17

A section of curb and gutter has been damaged by tree roots and is unable to direct street runoff to nearby storm drain inlets during rainy weather. This project would replace approximately 125' of curb & gutter on Britton Ave and properly channel water to the storm drain. Residents on Pelican Point have complained about water flows over and down the hillside causing erosion on private property.

### Lagoon Rd Flood Mitigation Projects – Unknown

In December 2014 and during previous rainy seasons, residents on Lagoon Rd have encountered flooding on their properties due to capacity issues with the current channel and pipe system. During peak volume events water carries debris down the channel plugging a culvert under the Old Rail Trail. Water then overflows the banks and travel south on the trail towards lagoon Rd where flooding occurs. A recent report prepared by Stetson Engineering suggests drainage improvements along the creek in an effort to keep water in the channel during peak events. City staff continues to work with the Town of Tiburon on a solution that is affordable and mutually beneficial.

### Drainage Repairs – Lining of Deteriorated Pipe Below 49 Belvedere Ave - Westshore 2017/18

This project lines 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 be inadequate and in need of replacement.

### Drainage Improvements – San Rafael Ave 2018/19

Properties along San Rafael Ave that back up to lots on Bayview Ave 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 gutter along San Rafael eventually reaching the City storm drain system. Property owners often complain to Public Works 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 peak periods of rain, the drainage system at upper Laurel Avenue is unable to accept flows from Bayview Ave causing overflows of excessive water to drain above ground and into private property. Community Rd and Mallard properties have received damage during heavy periods of rain. This proposed project would increase

## City of Belvedere – 5 Year Capital Improvement Plan

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capacity of the system and direct water in a larger underground pipe to existing facilities that drain into the Lagoon. The first phase of this project would be to identify issues and develop a design. Following design, a project estimate would be needed to provide a budget figure. A drainage project is best designed in conjunction with the Acacia/Laurel Utility Underground District to avoid conflicts with new utilities.

### C. LANES

#### Upper Cedar Lane 2016/17

The public has expressed concern about the steep and uneven stairs on the lower part of Upper Cedar Lane (between Bayview and Bella Vista). Members of the Parks and Open Space have suggested this section be replaced. Two sections of deteriorated concrete stairs and a landing would be replaced to improve public safety. A new section of handrail would be installed on the stairs during construction.

#### Handrails additions at Various Lanes 2018/19

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

#### Handrail Painting 2017/18

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

#### Unimproved Lane Upgrades (Unknown time period)

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

#### 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 was developed and the City Engineer estimated project costs at \$450,000 in 2014. The Belvedere Community Foundation expressed interest in

# City of Belvedere – 5 Year Capital Improvement Plan

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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.*

### Land Company Park Renovations

Located at the intersection of Beach Rd and San Rafael Ave, this passive park is a center piece of the community. The existing Escallonia hedge has been evaluated and is diseased. Replacement is imminent. The area has been identified as a high sensitivity location for cultural resources and any project where the soil will be disturbed must be reviewed by Native American tribal groups before approval.

### San Rafael Avenue Seawall Landscape Mulch Addition 2016/17

This project consists of adding mulch to the landscape planting along the seawall pathway to reduce weeds and maintain plant health.

### Playground Structure Repairs

The current Community Park Playground was renovated in FY 2003/04. Certain components are showing signs of wear and need replacement to continue to remain safe. The coating on the wire rope climbing structure is worn and should be replaced. Planning for the replacement of other playground structures should be considered and begin in FY2018/19 as it reaches its useful lifecycle.

### Community Park Well Rehabilitation 2017/18

During the past few watering seasons the current water well was unable to provide adequate flows for irrigation of the turf and landscape at Community Park during peak watering season. This could be contributed to the drought. Staff will evaluate the production during FY 16/17 and determine if a new well is needed. A new water well should be located near the park. Installation of a new well would require a professional study and permitting before construction.

### Repair & Refurbish Lagoon Road Tennis Courts 2017/18

The tennis courts will be evaluated and re-coated/striped as needed.



# City of Belvedere – 5 Year Capital Improvement Plan

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## **E. COMMUNITY BUILDINGS**

### City Hall Carpet Replacement 2016/17

Carpet on the main floor in high traffic areas is showing signs of wear. Seams are beginning to ravel on the stairs and present a hazardous condition. This project would provide for the replacement of carpet on the main floor and stairs of City Hall to keep the building presentable to the community.

### Refinish Wood Floors in Council Chambers 2017/18

The wood floors in the Council Chambers need refinishing. Periodic preventative maintenance keeps the wood from being damaged and requiring expensive sanding to remove deep scratching and/or replacement. This project requires sanding down the current finish and applying a new protective coating.

### City Hall Roof Replacement

The existing roof on City Hall was installed in 2002. Currently the westerly exposure is showing signs of deterioration. Shingles are curling and beginning to fall off during inclement weather events. A roofing contractor has inspected and suggested this section be replaced in the near future to avoid leaks in the building.

### Selected Exterior Painting of City Hall 2017/18

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

### Selected Painting of Exterior of Corporation Yard Building 2016/17

This structure was last painted in 2000. There are areas that are peeling and chipping. Minor spot painting is needed.

### Refurbish Council Chambers Audience Chairs 2017/18

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 in 2009. Staff has determined reupholstering instead of replacement is a less expensive alternative.

### 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 providing access to the corporation yard when power is

## City of Belvedere – 5 Year Capital Improvement Plan

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lost. Currently electric gates must be manually operated to access the yard, then a portable generator deployed to operate. The addition of a generator would support emergency operations at the Corp Yard during a disaster.

### 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.

### Corporation Yard Environmental Improvements (unknown)

To bring the Corporation into compliance with Stormwater requirements a new storage and loading area is needed to retain water during rain events. Additionally, the vehicle and equipment wash area needs to be updated to direct run off waters into a sediment trap and sewer connection point.

### 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 2016/17 – 2020/21

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.

## City of Belvedere – 5 Year Capital Improvement Plan

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### Radar Trailer/Speed Signage 2017/18

The current speed display trailer is more than 20 years old and the technology is outdated. Major repairs are anticipated of this equipment in future. Due to the size of the equipment it's often difficult to deploy in locations on the island as requested by the community. Many different options are available to fit the needs of the community. City staff has researched smaller options available that could be placed in locations requested by citizens. A smaller unit that could be deployed more easily by staff would be most effective.

### Sidewalk Repair Program 2017/18

Property owners are responsible for maintaining the sidewalk improvements 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 correct deficiencies. Property owners must reimburse the City for repair costs following notification and completion of work.

### Survey Monuments 2017/18 & 2019/20

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 to have a licensed Traffic Engineer to prepare a survey and file a report with the Marin Municipal Court. Survey's and reports must be performed every 5 years. The last current report was performed during FY 2014.

### Retaining Curbs 2017/18

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 Beach Rd and 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.

# City of Belvedere – 5 Year Capital Improvement Plan

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## San Rafael Avenue ADA Improvements 2017/18 -19

An accessible pathway along San Rafael Ave from Golden Gate Ave to City Hall has been identified. A design was developed and plans prepared. This project was estimated at \$400,000 in FY 12/13.

## Beach Rd/ San Rafael Ave Levee Stabilization Analysis 2016/17

Stetson Engineering Group has developed a work plan to evaluate the Beach Rd and San Rafael Ave Levees for stabilization during this budget cycle. The geotechnical analysis will be used to design a project for the Phase 2 Beach Rd Seawall repairs.

## Beach Road Seawall Stabilization – Phase 2 Design and Permitting 2016/17

Erosion along the Beach Rd seawall continues to occur. Tidal activity has caused undermining of the footing. A design is needed to stop the erosion. Any project along the seawall would require approval through the regulatory agencies. Design would be needed to submit before approval of such a project could occur. The geotechnical work on Beach Rd to evaluate the stability of the levee provides information that can be used to design a repair project.

## **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.*

### Acacia/Laurel Utility Undergrounding 2016/17 & 2017/18

The City Council has approved the expenditure for design of this proposed district. When a design is completed, an Engineer's estimate of costs will be prepared. Actual construction costs are unknown and only estimated until a design is completed and put out for public bid. Once bids are received and assessments calculated City Council could authorize staff to move forward with a vote for the proposed district. It is anticipated that construction of this district would not likely occur before FY 2017/18.

### Lower Golden Gate Undergrounding (Unknown)

Design of this district was completed in FY 2014/15. PG&E costs were determined and the project was put out for bid. Assessments were calculated and provided to property owners before a vote. Due to lack of support, formation of a district was not approved by owners. If there is interest in the future, plans can be used to re-bid the project to determine updated assessment costs per parcel.

**CITY of BELVEDERE**  
**5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS**

BUDGET ITEM	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21
<b>STREET IMPROVEMENTS</b>					
Roadway Guardrail Installation	10,000		25,000		
Slurry Seal		75,000		75,000	75,000
Retaining Wall at 172 Beach Road			25,000	100,000	100,000
Pavement Condition Survey			4,000		
Iron Guardrail repairs - Bella Vista Ave	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	80,000	50,000	50,000	50,000	50,000
Crack Sealing	11,000	11,000	11,500	12,000	12,000
Traffic Marking	7,000	7,000	7,000	7,500	7,500
Shoulder Berms	5,000	5,000	5,000	5,000	5,000
<b>Total Street Improvements</b>	<b>\$ 158,000</b>	<b>\$ 208,000</b>	<b>\$ 167,500</b>	<b>\$ 309,500</b>	<b>\$ 289,500</b>

**CITY of BELVEDERE**  
**5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS**

<b>BUDGET ITEM</b>	<b>FY16-17</b>	<b>FY17-18</b>	<b>FY18-19</b>	<b>FY19-20</b>	<b>FY20-21</b>
<b>STORM DRAINAGE</b>					
Britton Ave Curb & Gutter Drainage Repairs	20,000				
Pipe lining 49 Belvedere-Westshore		50,000		75,000	
Drainage Improvements - San Rafael Avenue			75,000		
Drainage Improvements - Laurel Avenue				50,000	50,000
Emergency Drainage Repairs	10,000	10,000	10,000	10,000	10,000
<b>Total Storm Drainage</b>	<b>\$ 30,000</b>	<b>\$ 60,000</b>	<b>\$ 85,000</b>	<b>\$ 135,000</b>	<b>\$ 60,000</b>
<b>LANES</b>					
Handrail Improvements			10,000		10000
Handrail Painting		10,000		10,000	
Upper Cedar Lane Stair Replacement	40,000				
<b>Total Lanes</b>	<b>\$ 40,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

**CITY of BELVEDERE**  
**5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS**

BUDGET ITEM	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21
<b>PARKS AND OPEN SPACE</b>					
Land Company Parks Landscape & Drainage	30,000				
San Rafael Avenue Seawall Landscape Mulch	7,500				
Refurbish Playground Fiber		5,000			
Playground Climbing Structure Repairs			20,000		
Playground Renovation					225,000
Repair & Refurbish Lagoon Rd Tennis Courts		12,000			
<b>Total Parks &amp; Open Space</b>	<b>\$ 37,500</b>	<b>\$ 17,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 225,000</b>
<b>COMMUNITY BUILDINGS</b>					
Selected Exterior Painting of City Hall	10,000	5,000	10,000		
Refinish Wood Floors in Council Chambers		7,500			
City Hall Roof Replacement			120,000		
City Hall Carpet Replacement	15,000				
Refurbish Council Chambers Audience Chairs		10,000			
City Hall Security Upgrade			15,000		
Misc Exterior Painting-Corp Yard Building	5,000	5,000			
City Hall Foundation Drainage Repairs				100,000	100,000
Corporation Yard Generator Improvements			30,000		
<b>Total Community Buildings</b>	<b>\$ 30,000</b>	<b>\$ 27,500</b>	<b>\$ 175,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

**CITY of BELVEDERE**  
**5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS**

BUDGET ITEM	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21
<b>MISCELLANEOUS</b>					
ADA Compliance Projects	25,000	25,000	25,000	25,000	25,000
Sidewalk Repair Program	35,000				
Radar Trailer/Speed Signage		10,000		12,000	12,000
Community Park Water Well		50,000			
Traffic Engineer Study			12,000		
Retaining Curbs		25,000			
Survey Monuments			25,000		25,000
San Rafael Avenue ADA Improvements				50,000	500,000
Beach Rd/San Rafael Ave Levee Stabilization Evaluation	300,000				
Acacia/Laurel Utility Undergrounding Design	60,000				
Misc. Maintenance & Improvements	50,000	50,000	50,000	50,000	50,000
<b>Total Miscellaneous</b>	<b>\$ 470,000</b>	<b>\$ 160,000</b>	<b>\$ 112,000</b>	<b>\$ 137,000</b>	<b>\$ 612,000</b>
<hr/>					
<b>TOTALS</b>	<b>\$ 765,500</b>	<b>\$ 482,500</b>	<b>\$ 569,500</b>	<b>\$ 691,500</b>	<b>\$ 1,296,500</b>



**CITY of BELVEDERE**  
**FY 2015-16 - FY 2020-21 Projections**  
**Revenues**

FUND/ACTIVITY	FY2015-16 Est. Revenues	FY2016-17 Proposed	FY2017-18 Projections	FY2018-19 Projections	FY2019-20 Projections	FY2020-21 Projections
<b><u>GENERAL FUND</u></b>						
Property Taxes:	\$4,566,876	\$4,764,879	\$4,973,523	\$5,192,302	\$5,421,717	\$5,662,292
Local Non-Property Taxes:	301,000	307,500	313,650	319,923	326,321	332,848
Licenses & Permits:	421,000	418,000	429,500	433,140	443,923	447,851
Fines & Forfeitures:	33,000	34,000	35,000	35,000	35,000	35,000
Investments & Property:	45,024	45,024	45,124	45,224	45,324	45,424
Revenue From Other Agencies:	123,680	123,674	124,076	124,202	124,329	124,457
Service Charges:	420,740	428,331	435,157	442,527	450,045	457,713
Miscellaneous Other Revenue:	88,249	30,500	45,000	45,000	45,000	45,000
<b>Total GF Revenue</b>	<b>\$5,999,569</b>	<b>\$6,151,909</b>	<b>\$6,401,030</b>	<b>\$6,637,318</b>	<b>\$6,891,659</b>	<b>\$7,150,584</b>
<b><u>FIRE FUND</u></b>	<b>778,543</b>	<b>823,776</b>	<b>864,965</b>	<b>908,213</b>	<b>953,624</b>	<b>1,001,305</b>
<b><u>CAPITAL IMPROVEMENT FUND</u></b>	<b>82,538</b>	<b>330,366</b>	<b>353,285</b>	<b>173,285</b>	<b>173,285</b>	<b>173,285</b>
<b><u>ROAD IMPACT FEE FUND</u></b>	<b>165,000</b>	<b>165,000</b>	<b>168,300</b>	<b>171,666</b>	<b>175,099</b>	<b>178,601</b>
<b><u>EQUIPMENT REPLACEMENT FUND</u></b>	<b>15,227</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b><u>MEASURE A (Parks) FUND</u></b>	<b>15,307</b>	<b>15,448</b>	<b>15,757</b>	<b>16,072</b>	<b>16,394</b>	<b>16,721</b>
<b>TOTAL REVENUE - ALL FUNDS</b>	<b>\$7,056,184</b>	<b>\$7,486,999</b>	<b>\$7,803,837</b>	<b>\$7,907,055</b>	<b>\$8,210,561</b>	<b>\$8,520,997</b>

**CITY of BELVEDERE**  
**FY 2015-16 - FY 2020-21 Projections**  
**Expenditures**

FUND/ACTIVITY	FY2015-16 Est. Expenditures	FY2016-17 Proposed	FY2017-18 Projections	FY2018-19 Projections	FY2019-20 Projections	FY2020-21 Projections
<b><u>GENERAL FUND</u></b>						
General Administration:	\$717,841	\$744,704	\$774,492	\$805,472	\$837,691	\$871,198
Planning & Building:	1,062,206	1,105,032	1,149,233	1,195,202	1,243,010	1,292,731
Police:	1,610,121	1,682,621	1,749,925	1,819,922	1,892,719	1,968,428
Public Works Operations & Maintenance:	809,992	856,820	891,092	926,736	963,805	1,002,358
Recreation (The Ranch)	55,363	58,169	60,495	62,915	65,432	68,049
Non-Departmental	376,401	347,580	361,483	375,942	390,980	406,619
<b>TOTAL GF EXPENDITURES</b>	<b>\$4,631,924</b>	<b>\$4,794,924</b>	<b>\$4,986,721</b>	<b>\$5,186,190</b>	<b>\$5,393,637</b>	<b>\$5,609,383</b>
<b>FIRE FUND</b>	<b>\$1,532,501</b>	<b>\$1,578,752</b>	<b>\$1,626,043</b>	<b>\$1,674,752</b>	<b>\$1,724,922</b>	<b>\$1,776,598</b>
<b>CAPITAL IMPROVEMENT FUND</b>	<b>332,227</b>	<b>592,500</b>	<b>259,500</b>	<b>387,000</b>	<b>368,000</b>	<b>992,000</b>
<b>ROAD IMPACT FEE FUND</b>	<b>230,410</b>	<b>143,000</b>	<b>208,000</b>	<b>167,500</b>	<b>308,500</b>	<b>289,500</b>
<b>MEASURE A (parks) FUND</b>	<b>4,500</b>	<b>30,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>EQUIPMENT REPLACEMENT FUND</b>	<b>44,194</b>	<b>55,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>PENSION RESERVE FUND</b>	<b>0</b>	<b>300,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>INSURANCE RESERVE FUND</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>TOTAL EXPENDITURES - ALL FUNDS</b>	<b>\$6,777,756</b>	<b>\$7,196,176</b>	<b>\$7,107,263</b>	<b>\$7,442,442</b>	<b>\$7,822,060</b>	<b>\$8,694,481</b>

**CITY OF BELVEDERE  
FUND BALANCE SUMMARY  
FY 2017-18**

<b>Fund</b>	<b>Fund Balance 6/30/2017</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers in/(out)</b>	<b>Fund Balance 6/30/2018</b>	<b>Fund Balance inc/(dec)</b>	<b>Fund Balance inc/(dec)</b>
100 General Fund	2,840,148	6,401,030	(4,986,721)	(776,792)	3,477,664	637,516	22%
130 Fire Fund	0	864,965	(1,626,043)	761,077	0	0	0%
160 Insurance Reserve Fund	53,592	0	(2,000)	0	51,592	(2,000)	-4%
100 Pension Reserve Fund	0	0	(100,000)	100,000	0	0	0%
900 Capital Improvement Fund	0	353,285	(259,500)	(93,785)	0	0	0%
901 Road Impact Fee Fund	138,794	168,300	(208,000)	0	99,094	(39,700)	-29%
902 Measure A Parks Fund	4,288	15,757	(15,000)	0	5,045	757	18%
210 Equipment Replacement Fund	135,000	500	(10,000)	9,500	135,000	0	0%
<b>Total City Funds</b>	<b>3,171,822</b>	<b>7,803,837</b>	<b>(7,207,263)</b>	<b>0</b>	<b>3,768,395</b>	<b>596,573</b>	<b>19%</b>

<b>General Fund Reserve</b>	
General Fund Expenses + Fire Transfer	5,747,798
General Fund Reserve Policy 50%	2,873,899
Projected General Fund Balance 6/30/18	61% 3,477,664
Over (Under) Policy	603,765

**CITY OF BELVEDERE  
FUND BALANCE SUMMARY  
FY 2018-19**

<b>Fund</b>	<b>Fund Balance 6/30/2018</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers in/(out)</b>	<b>Fund Balance 6/30/2019</b>	<b>Fund Balance inc/(dec)</b>	<b>Fund Balance inc/(dec)</b>
100 General Fund	3,477,664	6,637,318	(5,186,190)	(1,089,753)	3,839,039	361,375	10%
130 Fire Fund	0	908,213	(1,674,752)	766,538	0	0	0%
160 Insurance Reserve Fund	51,592	0	(2,000)	0	49,592	(2,000)	-4%
100 Pension Reserve Fund	0	0	(100,000)	100,000	0	0	0%
900 Capital Improvement Fund	0	173,285	(387,000)	213,715	0	0	0%
901 Road Impact Fee Fund	99,094	171,666	(167,500)	0	103,260	4,166	4%
902 Measure A Parks Fund	5,045	16,072	(15,000)	0	6,117	1,072	21%
210 Equipment Replacement Fund	135,000	500	(10,000)	9,500	135,000	0	0%
<b>Total City Funds</b>	<b>3,768,395</b>	<b>7,907,055</b>	<b>(7,542,442)</b>	<b>0</b>	<b>4,133,008</b>	<b>364,613</b>	<b>10%</b>

<b>General Fund Reserve</b>	
General Fund Expenses + Fire Transfer	5,952,728
General Fund Reserve Policy 50%	2,976,364
Projected General Fund Balance 6/30/19	64% 3,839,039
Over (Under) Policy	862,675

**CITY OF BELVEDERE  
FUND BALANCE SUMMARY  
FY 2019-20**

<b>Fund</b>	<b>Fund Balance 6/30/2019</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers in/(out)</b>	<b>Fund Balance 6/30/2020</b>	<b>Fund Balance inc/(dec)</b>	<b>Fund Balance inc/(dec)</b>
100 General Fund	3,839,039	6,891,659	(5,393,637)	(1,105,654)	4,231,406	392,367	10%
130 Fire Fund	0	953,624	(1,724,922)	771,298	0	0	0%
160 Insurance Reserve Fund	49,592	0	(2,000)	0	47,592	(2,000)	-4%
100 Pension Reserve Fund	0	0	(100,000)	100,000	0	0	0%
900 Capital Improvement Fund	0	173,285	(398,141)	224,856	0	0	0%
901 Road Impact Fee Fund	103,260	175,099	(278,359)	0	0	(103,260)	-100%
902 Measure A Parks Fund	6,117	16,394	(15,000)	0	7,511	1,394	23%
210 Equipment Replacement Fund	135,000	500	(10,000)	9,500	135,000	0	0%
<b>Total City Funds</b>	<b>4,133,008</b>	<b>8,210,561</b>	<b>(7,922,060)</b>	<b>0</b>	<b>4,421,509</b>	<b>288,501</b>	<b>7%</b>

<b>General Fund Reserve</b>	
General Fund Expenses + Fire Transfer	6,164,936
General Fund Reserve Policy 50%	3,082,468
Projected General Fund Balance 6/30/20	69% 4,231,406
Over (Under) Policy	1,148,939

**CITY OF BELVEDERE  
FUND BALANCE SUMMARY  
FY 2020-21**

<b>Fund</b>	<b>Fund Balance 6/30/2020</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Transfers in/(out)</b>	<b>Fund Balance 6/30/2021</b>	<b>Fund Balance inc/(dec)</b>	<b>Fund Balance inc/(dec)</b>
100 General Fund	4,231,406	7,150,584	(5,609,383)	(1,814,407)	3,958,201	(273,205)	-6%
130 Fire Fund	0	1,001,305	(1,776,598)	775,293	0	0	0%
160 Insurance Reserve Fund	47,592	0	(2,000)	0	45,592	(2,000)	-4%
100 Pension Reserve Fund	0	0	(100,000)	100,000	0	0	0%
900 Capital Improvement Fund	0	173,285	(1,102,899)	929,614	0	0	0%
901 Road Impact Fee Fund	0	178,601	(178,601)	0	(0)	0	96%
902 Measure A Parks Fund	7,511	16,721	(15,000)	0	9,232	1,721	23%
210 Equipment Replacement Fund	135,000	500	(10,000)	9,500	135,000	0	0%
<b>Total City Funds</b>	<b>4,421,509</b>	<b>8,520,997</b>	<b>(8,794,481)</b>	<b>0</b>	<b>4,148,026</b>	<b>(273,484)</b>	<b>-6%</b>

<b>General Fund Reserve</b>	
General Fund Expenses + Fire Transfer	6,384,676
General Fund Reserve Policy 50%	3,192,338
Projected General Fund Balance 6/30/21	62% 3,958,201
Over (Under) Policy	765,863