

City of Belvedere

Annual Operating & Capital Budget

Fiscal Year 2018/2019



City Council

Marty Winter, Mayor

Bob McCaskill, Vice Mayor

James Campbell, Councilmember

Claire McAuliffe, Councilmember

Nancy Kemnitzer, Councilmember



Prepared By

Craig Middleton, City Manager

Amber Johnson, Administrative Services Manager



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CITY OF BELVEDERE

Memorandum

DATE: June 11, 2018

TO: Mayor Winter and City Council

FROM: Craig Middleton, City Manager

SUBJECT: Transmittal of Fiscal Year 2018/2019 Operating and Capital Budget

I am pleased to present the budget for Fiscal Year 2018/2019, the year beginning July 1, 2018. The budget includes an Operating Budget, a Capital Improvement Plan and Budget, and a Five-Year forecast of revenues and expenditures. In general, Management has taken a conservative approach to forecasting.

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

Key Priorities:

Protecting our City -- Our People and Our Community Assets

- Provides for a full-service police department, fire protection and emergency services.
- Funds an essential repair to the seawall that supports Beach Road and protects a substantial percentage of our residences.
- Continues investments to encourage the undergrounding of utilities on Belvedere Island.
- Invests, along with the California Department of Water Resources, in the development of a plan to control potential flooding and mitigate the effects of sea level rise on our community.
- Funds the clearing of brush and other flammable "fuels" from city rights of way and open spaces.
- Replaces the roof on City Hall.

Supporting Kids and the Environment

- Funds school bus contract that will provide for new, more reliable, buses on all routes. The "yellow bus" program also relieves congestion on Tiburon Boulevard by reducing car trips to and from schools.

- Continues efforts to encourage the use of clean energy throughout Belvedere; funds additional charging stations at City Hall and adjacent to Tom Price Park.
- Invests in new software that will make planning and building processes more efficient and customer-friendly, and will reduce the use of paper at City Hall.

Encouraging Investment in Lanes and Walkways

- Funds a program to develop new lanes and upgrade existing lanes. Encourages private giving by providing funds to match contributions (1 city dollar leverages 2 private dollars) for improvements to our character-defining network of city lanes.
- Invests in sidewalk improvements and repairs, and in a multi-year effort to improve accessibility along pedestrian routes.

The Budget

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

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

General Fund

The General Fund is the chief operating fund for the City, receiving and disbursing all revenue that is not required to be accounted for separately. The General Fund budget includes funding for departmental operations, as well as transfers to the Fire Fund, Capital Projects Fund, Equipment Replacement Fund and Pension Reserve 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 4.5% in FY18/19, a fairly conservative estimate given the 5.5% increase realized in FY17/18. Other General Fund revenues are projected to remain steady.

The FY18/19 General Fund budget anticipates total revenue in the amount of \$6,754,397, a decrease of 1% over what is projected for the current fiscal year. The change is due primarily to a revenue received in FY17/18 but not expected in FY18/19 from the following sources: a substantial CTL penalty; revenue from the Tiburon Police Department; and grant funds and donations received in FY17/18 but not anticipated for FY18/19.

General Fund Revenue History



General Fund Expenditures

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

- Salary increase of 3% (Cost of Living Adjustment) for all employees except City Manager;
- Participation in the Tiburon Peninsula Traffic Relief JPA (Yellow Bus Challenge);
- Contribution to the Countywide Homeless Fund;
- Richardson Bay Regional Agency (RBRA) contribution of \$47,748, an increase of about \$8,000 over the prior year, primarily due to increased costs of enforcement on the Bay;
- Unfunded pension liability of \$69,830, which is a decrease from the prior year. The amount of the City's unfunded liability fluctuates with factors such as actuarial projections and CalPERS investment income. The City's exposure to fluctuating unfunded liability amounts was reduced significantly in FY17/18 through a pay down and refinancing of most of the City's unfunded pension liability.

General Fund Transfers

In FY18/19, \$762,667 will be transferred from the General Fund to the Fire Fund, combined with estimated Fire Tax revenue of \$889,933, and paid to Tiburon Fire Protection District to provide fire protection services in Belvedere. \$720,137 will be transferred to the Capital Improvement Fund to pay for a variety of important capital projects (see below). \$45,000 will be transferred to the Equipment Replacement Fund primarily for technology improvements at City Hall, such as audio-visual equipment and staff computers. \$254,176 will be transferred to the Pension-related Debt Obligation Fund, and \$100,000 will be transferred to the Pension Reserve Fund for current or future unfunded pension liabilities and/or OPEB liabilities.

The FY18/19 General Fund budget anticipates total expenses in the amount of \$5,145,686, as well as transfers out of \$1,880,694. The budget forecasts a deficit at year-end of \$271,984.

FY18/19 GENERAL FUND BUDGET SUMMARY

REVENUES

Property taxes	\$5,402,899
Other Taxes	331,650
Licenses and Permits	452,950
Fines and Forfeitures	21,225
Charges for Services	330,250
Investment and Rental Income	56,000
Revenue from Other Agencies	127,423
Misc. Other	<u>32,000</u>
Total General Fund Revenue	6,754,397

EXPENSES

General Administration	781,076
Planning and Building Dept.	1,123,041
Police Dept.	1,845,183
Public Works Dept.	933,627
Recreation	57,502
Non-Departmental	<u>405,258</u>
Total General Fund Expense	5,145,686

TRANSFERS TO OTHER FUNDS

Fire Protection	762,667
Pension Reserve	100,000
Capital Improvement Fund	720,137
Equipment Replacement Fund	45,000
Pension-related Debt Obligation Fund	<u>254,176</u>
Total Transfers from General Fund	1,881,980

Total General Fund Expense and Transfers **7,027,666**

Net General Fund Surplus (Deficit) **(273,269)**

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 FY18/19 budget, the general fund balance will fall slightly short of the reserve policy goal of \$2,954,177.

FY18/19 General Fund Expenses + Fire Transfer	\$5,908,353
General Fund Reserve Policy 50%	2,954,177
Projected General Fund Balance 6/30/17	49% 2,906,451
Over/(Under) Policy	(\$47,726)

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.

- Repair the seawall at Beach Road to improve stability and address a serious issue of structural undermining caused by wave action.
- Continue the project that began in the prior year of a geotechnical and structural evaluation of the San Rafael Avenue and Beach Road Seawalls, develop alternatives to improve flood protection and resiliency in Belvedere, and prepare cost estimates. This project will be funded in part by a grant from the State Department of Water Resources.
- Build Eucalyptus Lane on Belvedere Island (assumes private contributions in addition to City funding).
- Underground utilities in the Acacia/Laurel/Beach Road area (assumes support of a majority of neighborhood residents).
- Refurbish tennis courts at Lagoon Road.
- Upsize drainage culvert under San Rafael Avenue and divert storm water flows away from residential properties.
- Replace roof on City Hall.

Future Projects; Upcoming Issues

There are a number of projects and challenges that may need to be addressed during the course of FY18/19 or within the next few years.

- Provided, as expected, that the current engineering studies result in a recommendation to increase the height of the levees at Beach Road and San Rafael Avenue to protect the City from flooding and sea level rise, significant funds will be required for a project or series of related projects. Given the potential magnitude of costs, a city-backed financing may be required.
- Lagoon Road flood mitigation is estimated at \$150,000;
- Belvedere and the other members of the Richardson Bay Regional Agency (RBRA) are moving toward consensus on a set of actions to improve conditions on Richardson Bay and manage an optimal number of vessels anchored in the Bay. Additional funds will likely be required for enforcement and the potential development of a mooring field in the Bay.
- 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 \$225,000.
- Americans with Disability act (ADA) improvements are funded annually; a significant capital outlay will be required for accessibility improvements on San Rafael Avenue.
- Belvedere's roads will require annual investment in order to keep them in good condition. Some road funds have been diverted to support seawall repair; the City will have to continue to prioritize investments in roads to ensure against deterioration.

Five Year Forecast; Fund Balance Summary

The Five Year Forecast assumes a 4.5% increase in property tax each year, a 5% increase overall in department operating expense plus the estimated increased unfunded liability retirement costs based on the formula provided by CalPERS, a 5% annual increase in the cost of fire protection, and capital costs as outlined in the Five Year Capital Improvement Plan. It is projected that the general fund balance will fall slightly short of the 50% reserve policy goal over the next five years.

Conclusion

The FY18/19 Budget maintains essential staffing levels and allocates resources necessary to ensure the health and safety of Belvedere residents, protect the City's assets, and provide the resources to operate and maintain the City. As with any financial planning tool, the Budget makes assumptions that may need to be adjusted over time, as new information becomes available or the Council adopts new priorities. Management will closely monitor revenues and manage resources throughout the year and will update the Council at regular intervals.

It has been my pleasure to work with a talented City staff to produce this Budget. In particular, I want to thank the City's Administrative Services Manager, Amber Johnson, for her patience and financial expertise. I look forward to working with the City Council in the coming year to ensure this community remains the unique and beautiful place its residents treasure.

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.

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. The City does not have any proprietary funds.

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. Fiduciary funds are not incorporated in the City's budget.

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.

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

C. Responsibility

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

D. Budget Preparation and Timeline

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. The following timeline was utilized during the FY18/19 Budget cycle:

March 1, 2018	Finance gives budget worksheets to Department Heads
April 4, 2018	Department Heads turn in budgets to Finance
April 11, 2018	Finance gives draft budget document to City Manager for review
May 3, 2018	Staff report and draft budget to City Clerk for packet
May 14, 2018	City Council preliminary review at City Council meeting
Late May 2018	Finance Committee meets to review draft budget
June 11, 2018	Budget adopted by Public Hearing at City Council meeting

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.

G. General Fund Reserve and Balanced Budget

The City shall aim to maintain a General Fund Reserve at year end which is 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. A balanced budget is achieved when this reserve target is met.

H. Pension Reserve

It is the practice of the City to set aside up to \$100,000 per year in the Pension Reserve Fund for current or future unfunded pension liability and/or other post-employment benefit (OPEB) liability payments.

I. 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.

J. 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 five 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.

K. Budget Adoption

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

L. Budget Implementation

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

I. Budget Revision

The City Manager is authorized to transfer budget appropriations within the same fund. Additional appropriations or interfund transfers not included in the original budget resolution require approval by the City Council. 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.

3. *Policy*

In order to maximize interest earnings, the City pools 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 pooled 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*

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, 2017.

D. *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.

2016/2017 Limit	\$3,705,165
Adjustment Factors	
Population	1.0018
Inflation	1.0369
Total Adjustment	1.0388
2017/2018 Limit	\$3,850,031



Belvedere Residents

City Council

Marty Winter, Mayor

Bob McCaskill, Vice Mayor

City Councilors: Claire McAuliffe, James Campbell, Nancy Kemnitzer

City Attorney

Epstein Law Firm

Contract for Services

City Manager

Craig Middleton

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
Michael Blasi

Planning & Building

Director of Planning & Building

Irene Borba

Building Official

Brian Van Son

Building Inspector

Genaro Muniz

Associate Planner

Rebecca Markwick

Department Secretary II

Nancy Miller

Department Secretary II

Lorrie Duffy

Administration

Administrative Services Manager

Amber Johnson

Mgmt Analyst/ City Clerk

Alison Foulis

IT Coordinator

Town of Tiburon
Shared Services Agreement

Public Works

Public Works Manager

Robert Zadnik

Maintenance Supervisor

Gerhard Laufer

Maintenance Workers

Max Sandoval
Alberto Carranza

City Engineer

Moe Engineering
Contract for Services

Salary Chart with Position Allocations

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2018/2019

Department & Position	Step A	Step B	Step C	Step D	Step E	FTE
General Administration						
City Manager					15,583	1
Administrative Services Manager	10,677	11,211	11,771	12,360	12,978	1
City Clerk/Management Analyst	6,995	7,345	7,712	8,098	8,503	1
Administrative Clerk	3,887	4,081	4,285	4,500	4,725	-
Planning & Building						
Director of Planning and Building	9,745	10,232	10,744	11,281	11,845	1
Building Official	8,779	9,218	9,679	10,163	10,671	1
Associate Planner	6,693	7,028	7,380	7,749	8,136	1
Building Inspector II	6,257	6,570	6,899	7,244	7,834	1
Department Secretary II	5,002	5,252	5,515	5,791	6,080	2
Department Secretary	4,462	4,685	4,920	5,166	5,424	-
Police						
Police Chief	11,566	12,144	12,751	13,389	14,058	1
Police Sergeant	7,626	8,008	8,408	8,829	9,270	2
Police Officer	6,484	6,808	7,148	7,506	7,881	4
Police Secretary	5,184	5,444	5,716	6,001	6,302	1
Public Works						
Public Works Manager	9,660	10,143	10,650	11,183	11,742	1
Maintenance Supervisor	6,421	6,743	7,080	7,434	7,805	1
Maintenance Worker II	4,745	4,983	5,232	5,493	5,768	2
Maintenance Worker	4,237	4,449	4,671	4,905	5,150	-
Total Employees						21

Contract Staff	
City Attorney	Professional Services Contract with Epstein Law Firm
City Engineer	Professional Services Contract with Moe Engineering
Fire and Emergency Services	Contract for Services with Tiburon Fire Protection District
IT Coordinator	Shared Services Agreement with Town of Tiburon

Chart of Revenues and Appropriations

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

Total Revenues \$8,075,696

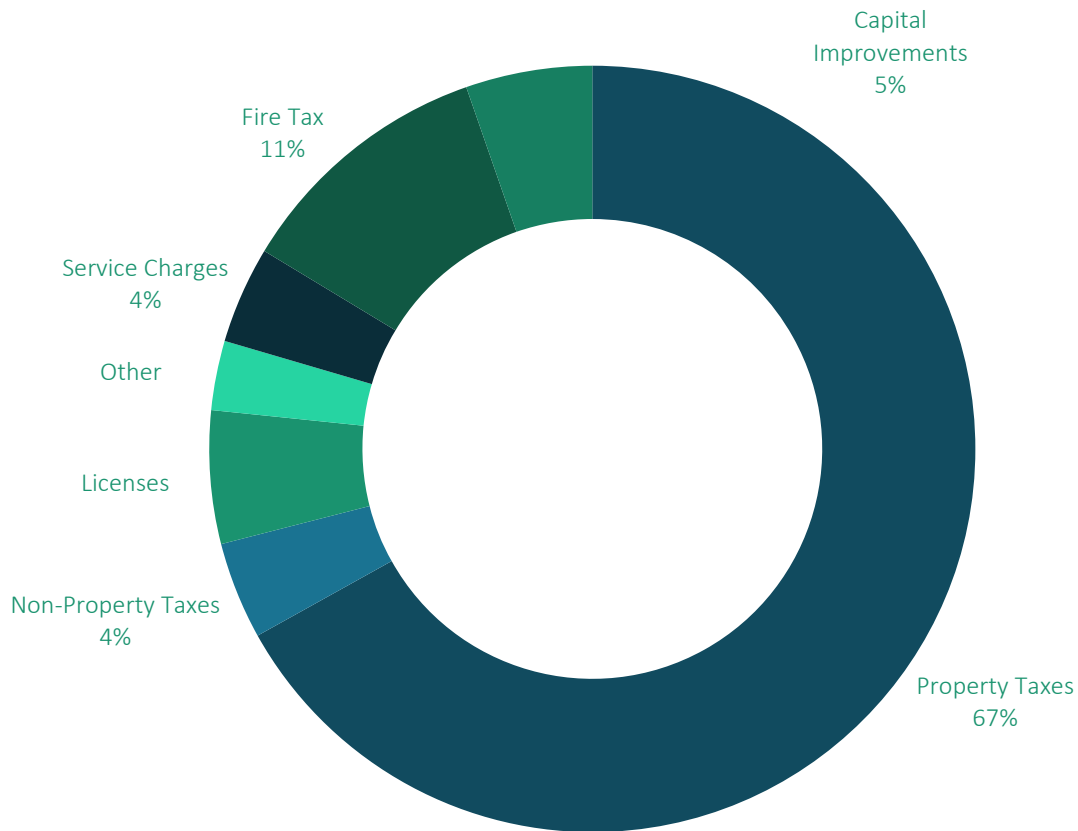
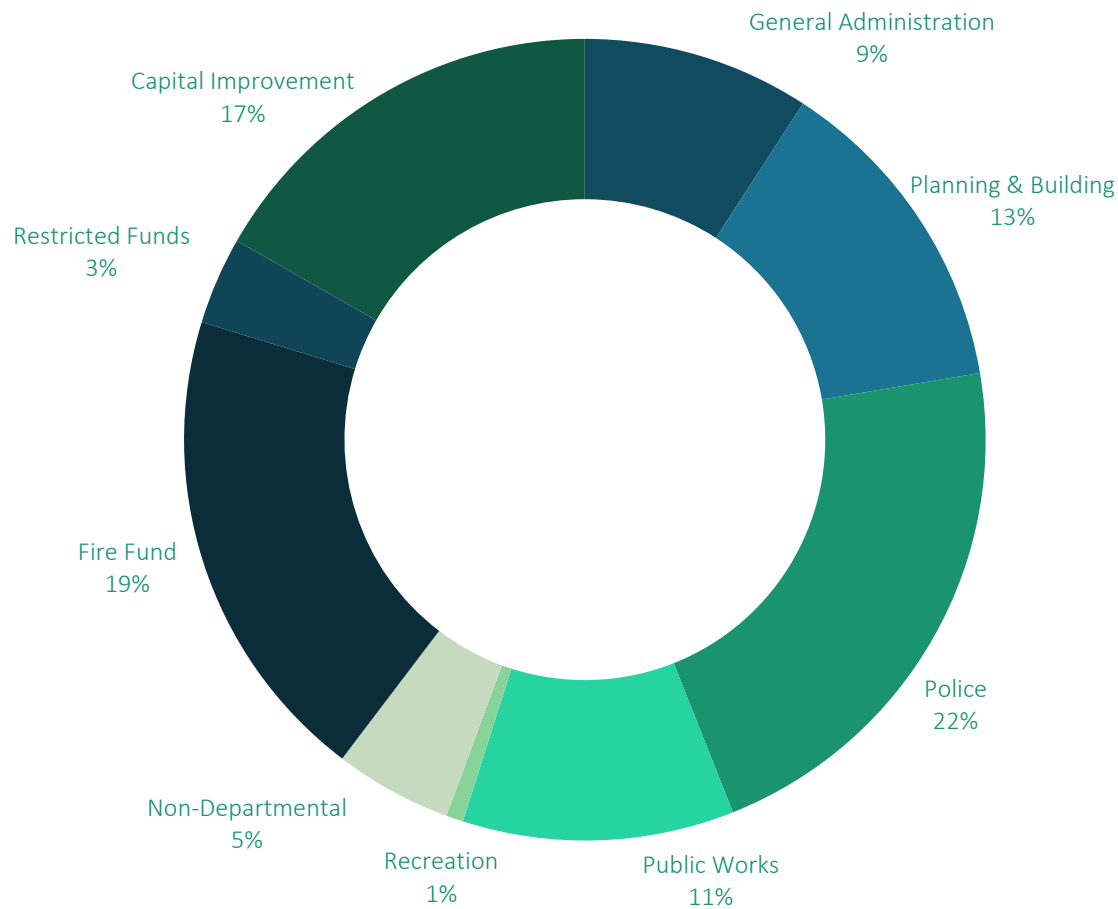


Chart of Revenues and Appropriations

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

Total Appropriations \$8,525,087

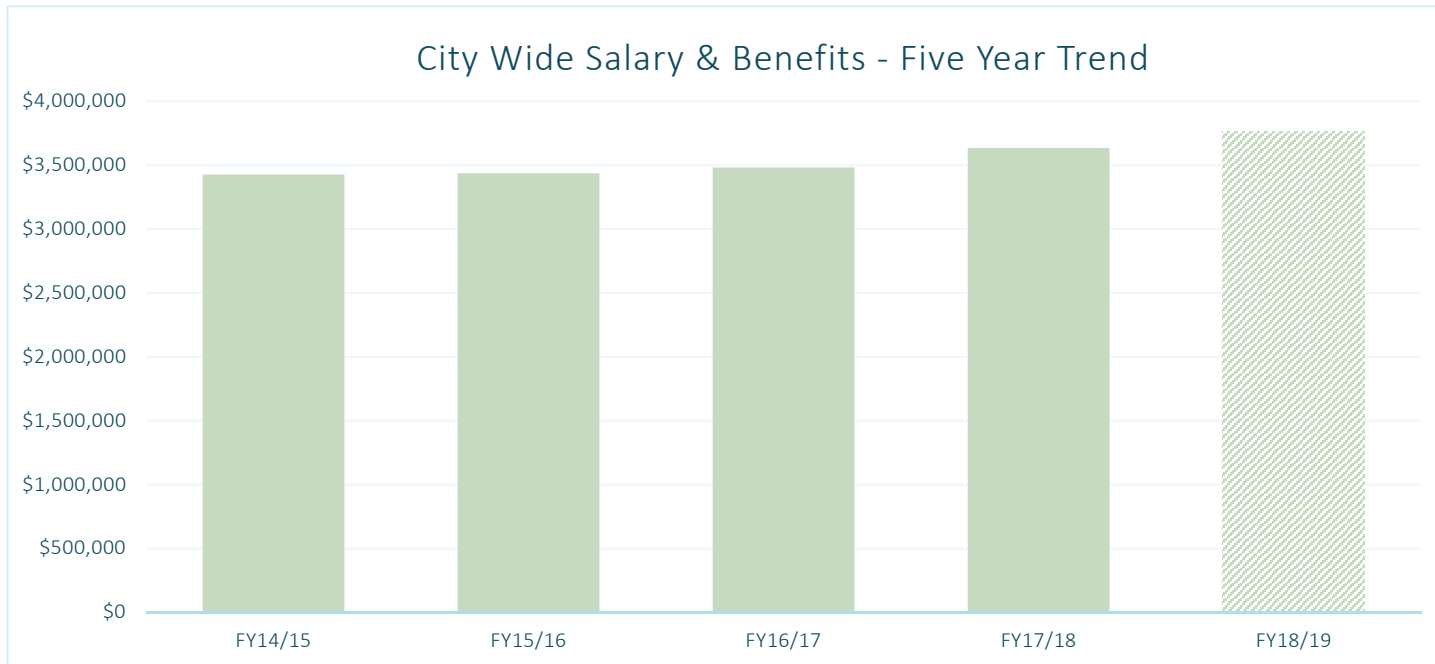


Citywide Salary and Benefit History

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2018/2019

Citywide Salary and Benefit Information Budget Year + Four Year History

	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19
Regular Salaries*	\$ 1,819,278	\$ 1,976,063	\$ 1,952,975	\$ 2,135,597	\$ 2,275,874
Contract Staff	\$ 333,011	\$ 134,857	\$ 222,520	\$ 136,000	\$ 115,000
CalPERS Retirement	\$ 280,813	\$ 339,245	\$ 356,395	\$ 396,279	\$ 329,133
Health Insurance	\$ 394,599	\$ 392,191	\$ 394,783	\$ 413,632	\$ 439,702
Other Fringe Benefits	\$ 597,851	\$ 594,486	\$ 555,385	\$ 551,891	\$ 603,500
Total Salary & Benefits	\$ 3,425,552	\$ 3,436,842	\$ 3,482,058	\$ 3,633,399	\$ 3,763,209



* Prior year budgets displayed this amount net of shared Police Services contribution.

Fund Balance Summary
FY18/19

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

Fund	Fund Balance 7/1/2018	Revenues	Expenditures	Transfers (out)/in	Fund Balance 6/30/2019	Fund Balance inc/(dec)	Fund Balance inc/-dec
100 General Fund	3,179,721	6,754,397	(5,145,686)	(1,881,980)	2,906,451	(273,270)	-9%
130 Fire Fund	0	889,933	(1,652,600)	762,667	0	0	0%
160 Insurance Reserve Fund	55,779	0	(525)	0	55,254	(525)	-1%
101 Pension Reserve Fund	0	0	0	100,000	100,000	100,000	--
500 Pension-related Debt Obligation Fund	0	0	(254,176)	254,176	0	0	0%
900 Capital Improvement Fund	50,000	229,662	(949,799)	720,137	50,000	0	0%
901 Road Impact Fee Fund	286,701	185,000	(471,701)	0	(0)	(286,701)	-100%
902 Measure A Parks Fund	38,139	16,104	(5,000)	0	49,243	11,104	29%
210 Equipment Replacement Fund	116,457	600	(45,600)	45,000	116,457	0	0%
Total City Funds	3,726,796	8,075,696	(8,525,087)	0	3,277,404	(449,392)	-12%

General Fund Reserve	
General Fund Expenses + Fire Transfer	5,908,353
General Fund Reserve Policy 50%	2,954,177
Projected General Fund Balance 6/30/19	49% 2,906,451
Over (Under) Policy	(47,726)

Schedule of Interfund Transfers

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2018/2019

FUND		TRANSFERS IN	TRANSFERS OUT
100	General Fund		\$ 762,667 ¹
100	General Fund		100,000 ²
100	General Fund		720,137 ³
100	General Fund		45,000 ⁴
100	General Fund		254,176 ⁵
130	Fire Fund	762,667	
100	Pension Reserve Fund	100,000	
900	Capital Improvement Fund	720,137	
210	Equipment Replacement Fund	45,000	
500	Pension-related Debt Obligation Fund	254,176	
	Total	<u>\$ 1,881,980</u>	<u>\$ 1,881,980</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 Pension-related debt service payments

Revenue History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

FUND/ACTIVITY	FY14/15 ACTUAL REVENUES	FY15/16 ACTUAL REVENUES	FY16/17 ACTUAL REVENUES	FY17/18 ESTIMATED REVENUES	FY18/19 RECOMMENDED BUDGET
GENERAL FUND					
<u>Property Taxes:</u>					
Current Secured	\$3,448,212	\$3,720,091	\$4,113,120	\$4,329,090	\$4,523,899
Supplemental Assessments	100,514	108,635	103,709	100,000	100,000
Unsecured	80,750	78,400	85,196	85,000	87,000
Excess ERAF	332,312	324,944	413,725	340,000	370,000
VLF Swap	196,295	210,858	232,953	235,000	235,000
Real Property Transfer	90,415	127,498	113,831	110,000	87,000
Subtotal	<u>\$4,248,498</u>	<u>\$4,570,426</u>	<u>\$5,062,534</u>	<u>\$5,199,090</u>	<u>\$5,402,899</u>
<u>Local Non-Property Taxes:</u>					
Sales Taxes	\$26,647	\$53,449	\$79,496	\$70,000	\$73,150
Triple Flip	8,004	5,387	0	0	0
Sales Taxes - SB509	16,549	17,859	18,452	19,000	19,000
Business Licenses	64,008	65,784	63,730	66,000	66,000
PG&E Franchise	25,898	28,013	29,262	30,000	30,000
CATV Franchise	63,484	66,629	60,507	67,500	67,500
Garbage Franchise	62,871	75,347	73,553	76,000	76,000
Subtotal	<u>\$267,461</u>	<u>\$312,468</u>	<u>\$324,999</u>	<u>\$328,500</u>	<u>\$331,650</u>
<u>Licenses & Permits:</u>					
Construction Permits	\$301,710	\$380,005	\$351,124	\$410,000	\$375,750
Encroachment Permits	45,585	56,892	66,361	60,000	60,000
Revocable Licenses	10,444	5,247	9,762	7,500	8,000
Parking Permits	2,860	7,160	3,389	4,000	4,200
Miscellaneous Licenses and Permits	6,460	4,100	12,975	5,000	5,000
Subtotal	<u>\$367,059</u>	<u>\$453,404</u>	<u>\$443,611</u>	<u>\$486,500</u>	<u>\$452,950</u>

Revenue History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

FUND/ACTIVITY	FY14/15 ACTUAL REVENUES	FY15/16 ACTUAL REVENUES	FY16/17 ACTUAL REVENUES	FY17/18 ESTIMATED REVENUES	FY18/19 RECOMMENDED BUDGET
<u>Fines & Forfeitures:</u>					
Vehicle Code Fines	\$25,905	\$15,576	\$19,086	\$16,000	\$16,000
Planning & Building Penalties	342,881	6,210	4,037	136,457	5,225
Subtotal	\$368,786	\$21,786	\$23,123	\$152,457	\$21,225
<u>Investments & Property:</u>					
Investments	\$4,475	\$8,896	\$21,584	\$11,000	\$16,000
Rent	39,293	38,601	40,879	39,524	40,000
Subtotal	\$43,768	\$47,497	\$62,463	\$50,524	\$56,000
<u>Revenue From Other Agencies:</u>					
Motor Vehicle In Lieu	\$891	\$856	\$969	\$900	\$900
HOPTR	21,581	21,441	22,046	21,500	21,500
POST Reimb	348	0	0	0	0
Supplemental Law Enforcement Funding	107,178	127,867	130,263	100,500	105,023
Subtotal	\$129,998	\$150,164	\$153,278	\$122,900	\$127,423
<u>Service Charges:</u>					
Road Closure Signs	\$6,962	\$15,714	\$15,201	\$16,000	\$16,000
Plan Reviews	145,938	214,083	198,769	175,000	175,000
Technology Fee	6,555	7,485	7,601	7,500	7,500
Variances and Use Permits	12,580	22,619	37,260	25,000	25,000
Design Review/Design Review Exceptions	78,610	69,577	94,478	75,000	75,000
Appeals	848	1,171	3,508	1,000	1,000
Residential Building Reports	12,600	17,700	14,023	16,000	16,000
Building Inspection Services	977	3,694	0	0	0
Special Police Services	27,337	97,050	10,835	115,042	0

Revenue History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

FUND/ACTIVITY	FY14/15 ACTUAL REVENUES	FY15/16 ACTUAL REVENUES	FY16/17 ACTUAL REVENUES	FY17/18 ESTIMATED REVENUES	FY18/19 RECOMMENDED BUDGET
<u>Service Charges (continued):</u>					
Financial Services	11,675	11,748	101,359	11,750	11,750
Miscellaneous Charges for Services	7,605	2,139	3,763	3,000	3,000
Subtotal	<u>\$311,687</u>	<u>\$462,980</u>	<u>\$486,797</u>	<u>\$445,292</u>	<u>\$330,250</u>
<u>Miscellaneous Other Revenue:</u>					
Concert-in-the-Park Series	\$24,902	\$25,230	\$29,600	\$27,000	\$27,000
Miscellaneous Other Revenue:	26,513	40,164	6,645	5,000	5,000
Grant Proceeds	0	13,496	0	0	0
Contributions/Private Grants	25,000	15,000	0	25,000	0
Subtotal	<u>\$76,415</u>	<u>\$93,890</u>	<u>\$36,245</u>	<u>\$57,000</u>	<u>\$32,000</u>
Total General Fund Revenue	<u><u>\$5,813,672</u></u>	<u><u>\$6,112,615</u></u>	<u><u>\$6,593,050</u></u>	<u><u>\$6,842,263</u></u>	<u><u>\$6,754,397</u></u>
<u>CAPITAL IMPROVEMENT FUND</u>					
Contributions/Private Grants	\$31,840	\$50,000	\$11,042	\$35,183	\$0
Measure A/B Transportation Sales Tax	33,681	29,911	56,315	30,000	33,875
Gas Tax Revenue	67,711	45,574	47,425	65,787	65,787
FEMA CTP Project	2,265	0	0	0	0
DWR Grant	0	0	0	65,000	130,000
Misc. Other Revenue	0	684	0	0	0
Total Cap. Improvement Fund Revenue	<u><u>\$135,497</u></u>	<u><u>\$126,169</u></u>	<u><u>\$114,782</u></u>	<u><u>\$195,970</u></u>	<u><u>\$229,662</u></u>

Revenue History - All Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

FUND/ACTIVITY	FY14/15 ACTUAL REVENUES	FY15/16 ACTUAL REVENUES	FY16/17 ACTUAL REVENUES	FY17/18 ESTIMATED REVENUES	FY18/19 RECOMMENDED BUDGET
<u>ROAD IMPACT FUND</u>					
Road Impact Fee	\$161,070	\$179,282	\$176,784	\$170,000	\$185,000
<u>MARIN COUNTY PARKS & OPEN SPACE SALES TAX FUND</u>					
Measure A Parks Sales Tax	\$7,738	\$15,331	\$15,508	\$15,600	\$16,104
<u>FIRE FUND</u>					
Fire Protection Charge	\$745,338	\$779,575	\$825,824	\$856,941	\$889,933
<u>EQUIPMENT REPLACEMENT FUND</u>					
Contribution	\$2,300	\$10,000	\$15,250	\$0	\$0
Sale of Property	9,430	0	5,588	500	600
Total Equip. Repl. Fund Revenue	\$11,730	\$10,000	\$20,838	\$500	\$600
TOTAL REVENUE - ALL FUNDS	\$6,875,045	\$7,222,972	\$7,746,786	\$8,081,274	\$8,075,696

Expenditure History - All Funds

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2018/2019

FUND/ACTIVITY	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
GENERAL FUND					
General Administration	\$752,425	\$723,169	\$764,494	\$769,995	\$781,076
Planning and Building	1,029,395	1,064,239	1,136,026	1,118,837	1,123,041
Police	1,624,789	1,634,332	1,593,052	1,803,937	1,845,183
Public Works Operations & Maintenance	769,864	828,347	804,365	921,080	933,627
Recreation (The Ranch)	70,380	53,019	54,133	56,956	57,502
Non-Departmental	401,902	371,349	336,040	400,274	405,258
TOTAL GENERAL FUND	\$4,648,755	\$4,674,455	\$4,688,110	\$5,071,080	\$5,145,686
CAPITAL IMPROVEMENT FUND					
Infrastructure	\$43,194	\$12,227	\$30,000	\$73,000	\$63,299
Streets	0	0	0	0	0
Lanes	0	41,070	3,500	105,000	120,000
Parks & Open Space	0	0	11,300	53,550	26,500
Community Buildings	0	5,999	\$25,000	15,000	156,000
Miscellaneous Other	424,363	38,277	145,000	231,000	412,000
Utility Underground Districts	62,934	59,036	40,000	119,000	172,000
TOTAL CAPITAL IMPROVEMENT FUND	\$530,491	\$156,609	\$254,800	\$596,550	\$949,799
ROAD IMPACT FEE FUND					
Streets	\$108,901	\$290,527	\$68,000	\$186,000	\$471,701
MEASURE A PARKS FUND					
Parks & Open Space	\$22,472	\$4,000	\$0	\$5,000	\$5,000

Expenditure History - All Funds

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2018/2019

FUND/ACTIVITY	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
FIRE FUND	\$1,239,940	\$1,532,694	\$1,575,903	\$1,458,434	\$1,652,600
RESTRICTED FUNDS					
Equipment Replacement	\$51,651	\$27,212	\$121,728	\$122,000	\$45,600
Pension Reserve Payment	0	0	300,000	1,000,000	0
Legal Damages and Settlements	1,247	0	113	500	525
Debt Service	0	0	0	119,535	254,176
TOTAL RESTRICTED FUNDS	\$52,898	\$27,212	\$421,841	\$1,242,035	\$300,301
TOTAL ALL FUNDS	\$6,603,457	\$6,685,497	\$7,008,654	\$8,559,099	\$8,525,087

General Administration – Goals and Overall Organization

In support of General Administration, staffing consists of the City Manager, the Management Analyst - City Clerk and the Administrative Services Manager. 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.

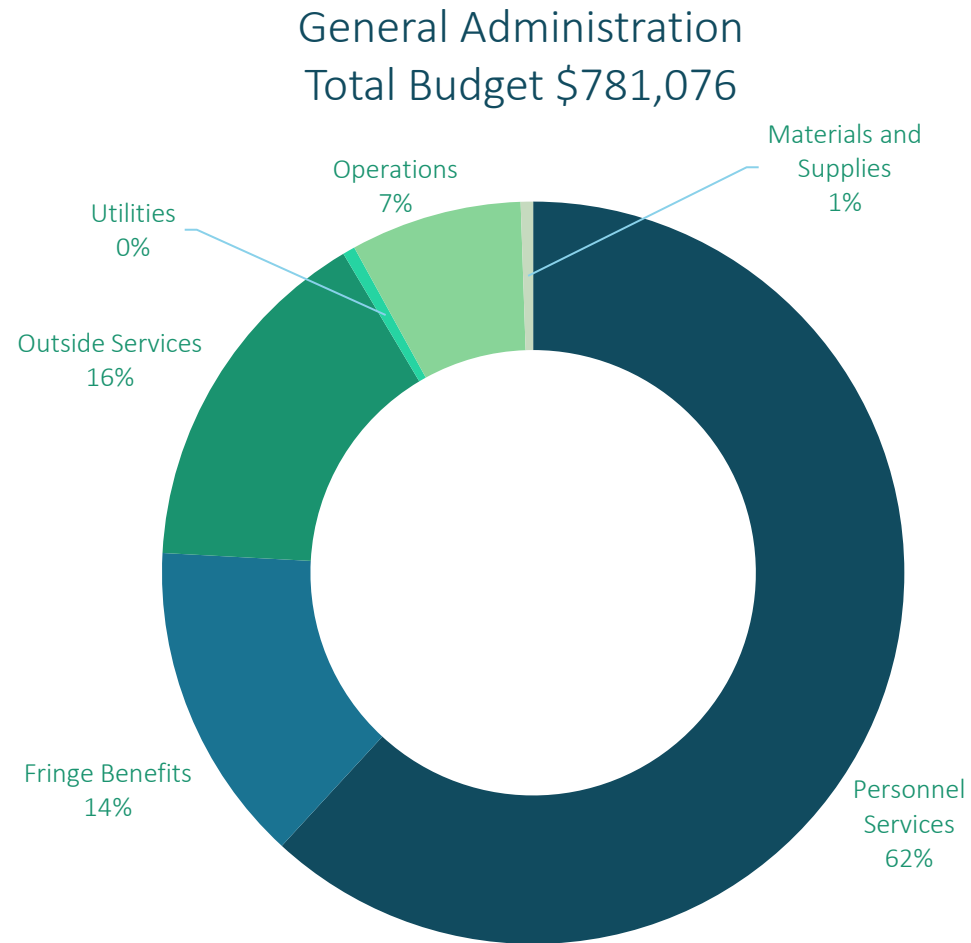
Direct responsibilities of the Department include, but are not limited to: preparation of the City's Annual Operating Budget; finance administration, accounts receivable and payable, payroll processing, emergency preparedness, public information, implementation and enforcement of the City's human resources 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 FY18/19 are:

- Finalize and launch redesigned City website.
- Continued modernization of the City's systems to reduce reliance on paper processing and streamline processes.
- Continued review of Municipal Code and Administrative Policy Manual to revise and create new policies where needed.
- Effective and efficient implementation of the goals and objectives of the City Council.
- Encourage a strong sense of fiscal and ethical responsibility in the organization.
- Continually review and analyze existing fees and charges for service and recommend increases that are fair, equitable, and efficient.
- Produce financial reporting that is transparent, accurate, and timely.
- Provide quality customer service to the community and continuously strive to improve public access, public information, and public communication.

General Administration Budget Summary Chart

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019



General Administration
Budget Summary

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

MAJOR ACCOUNT CLASSIFICATION	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
Personnel Services	\$465,317	\$443,159	\$473,617	\$486,073	\$483,020
Fringe Benefits	152,094	139,343	124,866	122,497	109,411
Subtotal	\$617,411	\$582,502	\$598,483	\$608,571	\$592,431
Outside Services	\$106,567	\$113,414	\$132,644	\$119,000	\$121,925
Utilities	3,790	3,276	4,045	4,000	4,200
Operations	21,142	19,862	24,132	34,425	58,310
Materials and Supplies	3,515	4,115	3,540	4,000	4,210
Subtotal	\$135,014	\$140,667	\$164,361	\$161,425	\$188,645
GRAND TOTAL	\$752,425	\$723,169	\$762,844	\$769,995	\$781,076

General Administration
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 10	REGULAR SALARIES Provides for a full-time City Manager, City Clerk/Management Analyst & Administrative Services Manager.	\$419,184	\$401,722	\$359,241	\$430,012	\$450,662
4010 10	TEMPORARY/PART TIME This account will not be used in FY19. FY17 expenses were for the Interim City Manager.	0	0	56,128	0	0
4030 10	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	21,199	16,580	37,178	34,918	16,000
4091 10	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	9,600	9,600	6,900	5,400	5,400

General Administration
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4095 10	LONGEVITY PAY Employees who have worked for the City for 5 consecutive years are eligible for 2.5% longevity pay and employees who have worked for the City for 10 consecutive years are eligible for 5% longevity pay. Employees hired after July 1, 2016 are not eligible for this benefit.	11,734	6,857	7,344	7,343	2,558
4090 10	AUTO ALLOWANCE This line item provides for the augmentation to the salary of the the City Manager and the Admin Services Manager to compensate for the use of their personal vehicle while engaged in City-related business.	3,600	8,400	6,826	8,400	8,400
TOTAL PERSONNEL SERVICES		\$465,317	\$443,159	\$473,617	\$486,073	\$483,020
<u>FRINGE BENEFITS:</u>						
4100 10	INSURANCE BENEFITS The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$67,656	\$58,956	\$51,370	\$37,532	\$40,738

General Administration
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4110 10	RETIREMENT The Employer Normal Cost Rate for the PERS Classic plan is 9.409% of salaries and the rate for new PERS employees is 6.842% of salaries. In addition, this department's annual payment towards the City's unfunded pension liability is \$8,747. The City does not participate in Social Security.	49,650	45,879	48,105	52,464	42,448
4114 10	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after January 1, 2013 are not eligible for this benefit.	9,240	7,640	6,429	7,405	0
4121 10	INSURANCE - WORKERS COMP This is the portion of the workers' compensation expense for the employees in the Administration Department.	18,791	20,405	12,073	18,380	19,299
4130 10	MEDICARE Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% and is split evenly between the employer and employee with both parties paying 1.45% of payroll.	6,757	6,463	6,889	6,716	6,925
TOTAL FRINGE BENEFITS		\$152,094	\$139,343	\$124,866	\$122,497	\$109,411

General Administration
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>OUTSIDE SERVICES:</u>						
5010 10	FINANCIAL SERVICES This account covers the cost of the annual audit of the city's financial statements and CAFR preparation, maintenance for the accounting software, bank charges, and preparation of the actuarial valuation reports for other post employment benefits (GASB 75).	\$52,580	\$43,051	\$44,235	\$44,000	\$52,000
5016 10	SOFTWARE MAINTENANCE 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.	5,673	5,367	5,501	7,500	8,500
5012 10	LEGAL SERVICES This account is used for City Attorney expenses that are related to general matters. Expenses for Attorney matters related to Planning & Building department activities are charged to that department separately.	30,031	51,936	40,925	38,500	40,425
5015 10	IT SUPPORT The City contracts with the Town of Tiburon and Marin IT for IT support. This is the Administration Department portion of those expenses.	10,000	9,861	10,224	10,000	11,000

General Administration
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5981 10	RECRUITMENT In FY17 the City recruited for and hired a new City Manager.	0	0	29,966	0	0
5990 10	OTHER CONTRACT/OUTSIDE SERVICES This account provides for unanticipated miscellaneous contractual and outside costs that are encountered during the year	8,283	3,199	1,793	19,000	10,000
	TOTAL OUTSIDE SERVICES	<u>\$106,567</u>	<u>\$113,414</u>	<u>\$132,644</u>	<u>\$119,000</u>	<u>\$121,925</u>
	<u>UTILITIES:</u>					
6000 10	COMMUNICATIONS This line item covers a portion of the monthly service charges for landline and cellular phone usage	\$2,164	\$1,958	\$2,691	\$2,500	\$2,625
6020 10	POWER This account provides for a portion of gas and electricity for City Hall.	1,626	1,318	1,354	1,500	1,575
	TOTAL UTILITIES	<u>\$3,790</u>	<u>\$3,276</u>	<u>\$4,045</u>	<u>\$4,000</u>	<u>\$4,200</u>

General Administration
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
	<u>OPERATIONS:</u>					
6125 10	ELECTIONS No election will be held in FY18/19.	0	2,023	0	2,000	0
6150 10	MEMBERSHIPS AND DUES This line item provides for the memberships and dues that are recommended for inclusion in the FY 18/19 budget.	5,521	6,023	5,786	7,150	7,500
6160 10	NOTICES AND ADS This account provides for all public notices and ads that are required to be published by the City, as well as necessary recruitment ads.	3,616	3,997	6,096	7,000	7,350
6170 10	CONFERENCES, MEETINGS, & TRAINING This line item provides for conferences, meetings and trainings at a level sufficient to ensure City staff are up to date on various regulatory and industry standards.	9,785	4,710	7,368	13,075	20,000
6180 10	EQUIPMENT LEASES This account covers the Department's share of the lease for copiers at City Hall.	2,214	2,798	4,882	4,700	4,935

General Administration
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
6990 10	OTHER OPERATING EXPENSES This account is used for unforeseen expenses that may come up during the year.	6	311	0	500	18,525
TOTAL OPERATIONS		\$21,142	\$19,862	\$24,132	\$34,425	\$58,310
<u>MATERIALS AND SUPPLIES:</u>						
7000 10	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$1,904	\$2,024	\$2,106	\$2,200	\$2,310
7030 10	PRINTING AND REPRODUCTION This account covers costs of any specialized material that must be sent to an outside printer. Examples include forms, maps, plans, special announcements, public notices, letterhead stationary, payroll and accounts payable checks and tax forms.	1,611	2,091	1,434	1,800	1,900
TOTAL MATERIALS AND SUPPLIES		\$3,515	\$4,115	\$3,540	\$4,000	\$4,210
GENERAL ADMIN DEPARTMENT TOTALS		\$752,425	\$723,169	\$762,844	\$769,995	\$781,076

Planning & Building Departments – Goals and 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-round 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:

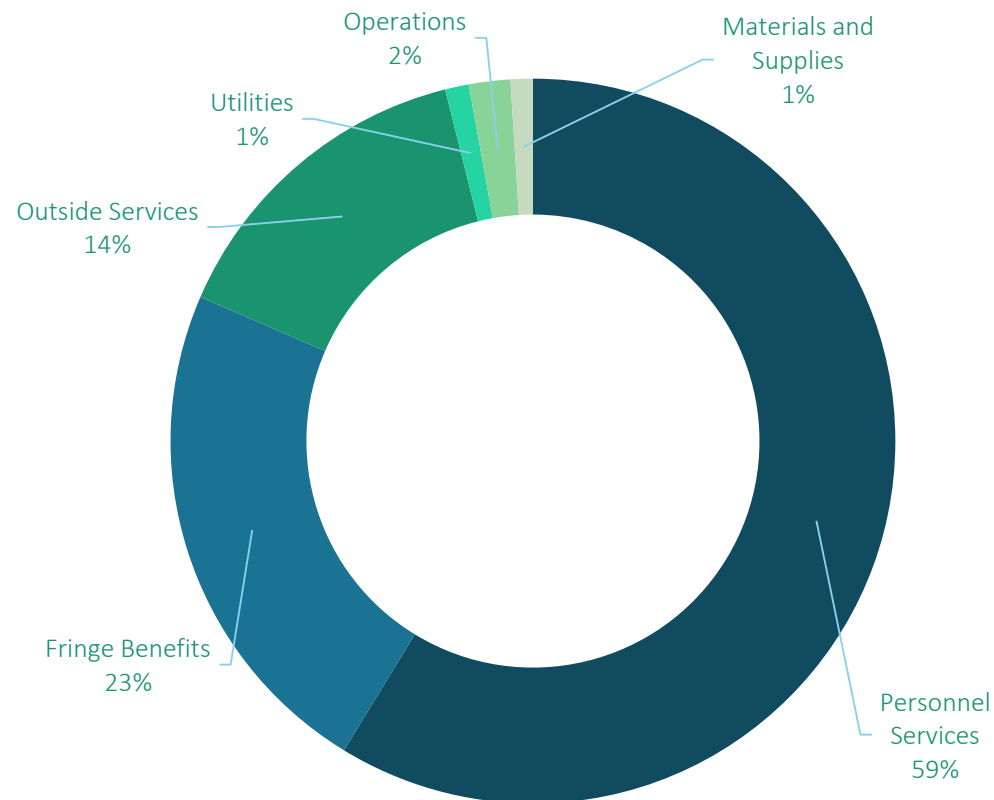
- Hired a full-time Building Official-Code Enforcement Officer to replace our former Building Official who retired at the end of last year.
- Greenhouse Gas Emissions (GHG's): It was reported this year that Belvedere has made significant progress in reducing GHG emissions since 2005 and met its 15% 2020 reduction target.
- Formation of the Deer Fencing Task Force to review and make recommendations on regulations and procedures for fences installed to deter deer from entering properties in the City.

- Zoning ordinance revisions to amend the code to comply with new California state laws for accessory dwelling units and junior second units.
- Adopted an Ordinance amending Title 19 “Zoning” regarding marijuana regulations (Prop 64).
- Formation of an Ad Hoc Subcommittee to review the Construction Time Limit Ordinance (CTL).

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.
- 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).
- Continue to 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.
- Process Design Review and Conditional Use Permit applications for the Corinthian Yacht Club.
- Continue work on preparation of the information and application for joining the Community Rating System (CRS) program administered by the Federal Emergency Management Agency (FEMA).

Planning and Building
Total Budget \$1,123,041



Planning and Building
Budget Summary

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

MAJOR ACCOUNT CLASSIFICATION	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
Personnel Services	\$599,502	\$585,673	\$571,330	\$606,416	\$659,540
Fringe Benefits	246,297	266,705	258,389	285,329	255,805
Subtotal	\$845,799	\$852,378	\$829,719	\$891,745	\$915,345
Outside Services	\$152,566	\$181,276	\$274,982	\$189,000	\$163,950
Utilities	11,466	11,261	11,325	11,325	11,891
Operations	9,783	10,078	10,000	16,167	20,725
Materials and Supplies	9,781	9,246	10,000	10,600	11,130
Subtotal	\$183,596	\$211,861	\$306,307	\$227,092	\$207,696
GRAND TOTAL	\$1,029,395	\$1,064,239	\$1,136,026	\$1,118,837	\$1,123,041

Planning and Building
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 20	REGULAR SALARIES Regular full-time salaries included in this budget are for the Director of Planning & Building , Building Official, Associate Planner, Building Inspector, and two Secretaries.	\$555,451	\$543,946	\$519,526	\$565,356	\$607,754
4020 20	OVERTIME Overtime worked by the Department Secretary and the Associate Planner who attend all Planning Commission meetings.	2,952	1,437	1,500	1,500	1,500
4030 20	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	12,465	12,895	24,933	11,713	16,735
4091 20	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	10,350	9,000	8,250	9,000	10,800

Planning and Building
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4095 20	LONGEVITY PAY Employees who have worked for the City for 5 consecutive years are eligible for 2.5% longevity pay and employees who have worked for the City for 10 consecutive years are eligible for 5% longevity pay. Employees hired after July 1, 2016 are not eligible for this benefit.	11,084	11,195	11,421	11,647	15,550
4090 20	AUTO ALLOWANCE This line item provides for the augmentation to the salary of the the Director of Planning & Building and the Building Official to compensate for the use of their personal vehicle while engaged in City-related business.	7,200	7,200	5,700	7,200	7,200
TOTAL PERSONNEL SERVICES		\$599,502	\$585,673	\$571,330	\$606,416	\$659,540
<u>FRINGE BENEFITS:</u>						
4100 20	INSURANCE BENEFITS The City offers the following insurance coverage benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$128,617	\$128,025	\$124,851	\$140,538	\$125,157

Planning and Building
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4110 20	RETIREMENT The Employer Normal Cost Rate for the PERS Classic plan is 9.409% of salaries and the rate for new PERS employees is 6.842% of salaries. In addition, this department's annual payment towards the City's unfunded pension liability is \$17,494. The City does not participate in Social Security.	56,435	76,332	82,336	88,466	71,646
4114 20	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after January 1, 2013 are not eligible for this benefit.	8,819	12,356	10,479	10,771	10,996
4121 20	INSURANCE - WORKERS COMP This is the portion of the workers' compensation expense for the employees in the Planning & Building Department.	43,724	41,578	32,439	36,761	38,599
4130 20	MEDICARE Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% and is split evenly between the employer and employee with both parties paying 1.45% of payroll.	8,702	8,414	8,284	8,793	9,407
TOTAL FRINGE BENEFITS		\$246,297	\$266,705	\$258,389	\$285,329	\$255,805

Planning and Building
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>OUTSIDE SERVICES:</u>						
5015 20	IT SUPPORT The City contracts with the Town of Tiburon and Marin IT for IT support. This is the Administration Department portion of those expenses.	\$21,319	\$22,374	\$22,500	\$23,000	\$24,150
5016 20	SOFTWARE MAINTENANCE The department's portion of the annual software maintenance for the Laserfiche software and the City's website. PLAN REVIEW SERVICES This account provides for outside plan review services that cannot	2,039	1,962	1,962	2,000	2,100
5101 20	PLAN REVIEW SERVICES 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.	17,045	25,938	25,000	25,000	26,250
5014 20	BUILDING OFFICIAL Contract Building Official hired in FY16/17 on a temporary basis. This account will not be used in FY18/19.	0	0	91,520	0	0

Planning and Building
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5012 20	LEGAL SERVICES This account is used for City Attorney expenses that are related to planning and building matters.	48,418	45,236	49,000	49,000	51,450
5990 20	OTHER CONTRACT/OUTSIDE SERVICES This account covers additional Planning services in response to seasonal increases in applications.	63,745	85,766	85,000	90,000	60,000
TOTAL OUTSIDE SERVICES		\$152,566	\$181,276	\$274,982	\$189,000	\$163,950
<u>UTILITIES:</u>						
6000 20	COMMUNICATIONS This line item is used for cell phone expenses of the Planning & Building Department staff and a portion of the landlines at City Hall.	\$5,910	\$5,545	\$5,600	\$5,600	\$5,880
6020 20	POWER This account provides for a portion of gas and electricity for City Hall.	5,556	5,716	5,725	5,725	6,011
TOTAL COMMUNICATIONS		\$11,466	\$11,261	\$11,325	\$11,325	\$11,891

Planning and Building
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>OPERATIONS:</u>						
6150 20	MEMBERSHIPS AND DUES This line item provides for the memberships and dues that are recommended for inclusion in the FY18/19 budget.	0	0	0	797	900
6160 20	NOTICES AND ADS This account provides for publishing of legal notices in the local newspapers regarding Planning Commission public hearings and actions.	1,186	913	1,000	1,000	1,050
6170 20	CONFERENCES, MEETINGS, & TRAINING This line item provides for conferences, meetings and trainings at a level sufficient to ensure City staff are up to date on various regulatory and industry standards.	3,976	2,806	2,500	7,370	10,000
6180 20	EQUIPMENT LEASES This account covers the Department's share of the lease for copiers at City Hall.	4,551	4,672	5,500	5,500	5,775
6190 20	VEHICLE MAINTENANCE This item covers corrective and preventive maintenance for the vehicle used by the Building Inspector and the electric vehicle used by Building and Planning staff.	70	1,687	1,000	1,500	3,000
TOTAL OPERATIONS		\$9,783	\$10,078	\$10,000	\$16,167	\$20,725

Planning and Building
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>MATERIALS AND SUPPLIES:</u>						
7000 20	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$5,435	\$5,620	\$6,000	\$6,000	\$6,300
7030 20	PRINTING AND REPRODUCTION This account covers printing and reproduction expenditures for specialized forms and flyers for this department.	685	748	1,000	1,600	1,680
7080 20	FUEL This account covers the cost of gasoline used by the Building Inspector during the course of his daily inspections throughout the City.	3,661	2,878	3,000	3,000	3,150
TOTAL MATERIALS AND SUPPLIES		\$9,781	\$9,246	\$10,000	\$10,600	\$11,130
PLANNING & BUILDING DEPARTMENT TOTALS		\$1,029,395	\$1,064,239	\$1,136,026	\$1,118,837	\$1,123,041

Police Department – Goals and 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 of the City. Dispatch services are provided by the Marin County Sheriff's Office through contractual agreement. Police officers enforce 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:

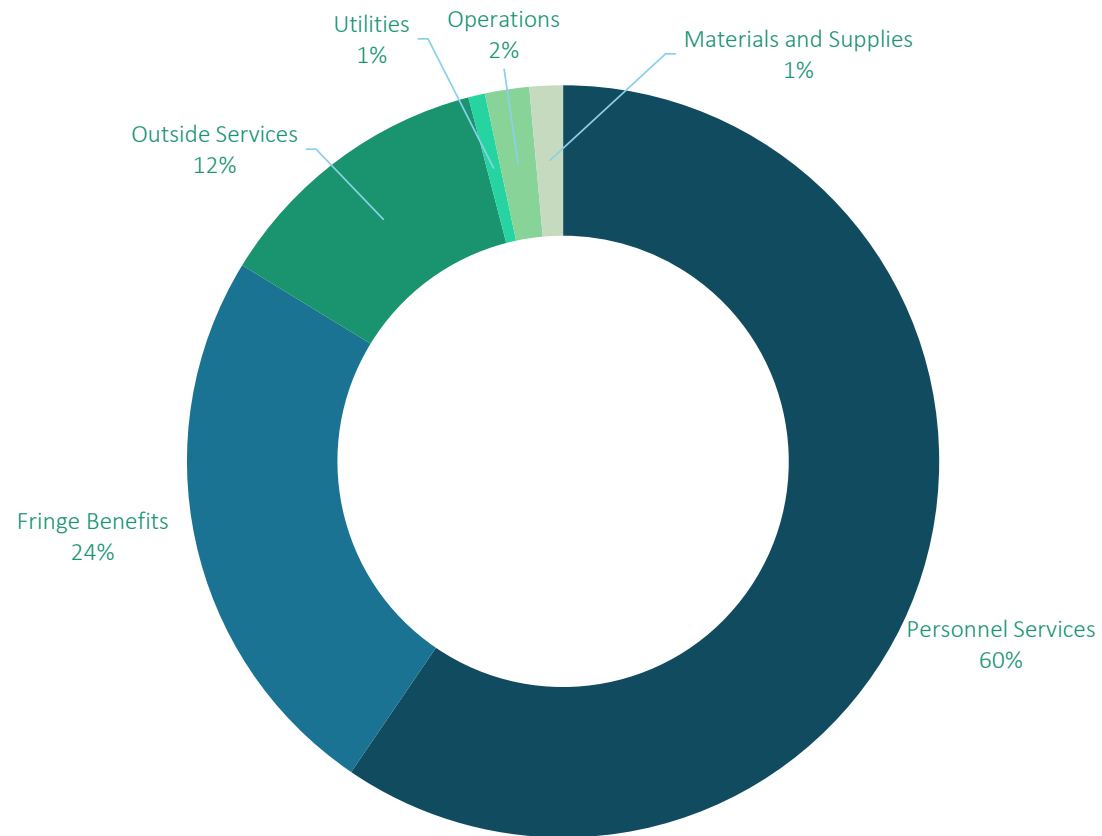
- Maintain the city's very low crime rate with proactive patrol and citizen education.
- Work in concert with other city departments to meet overall goals and objectives.
- Strive to help improve the quality of life and safety within the city.
- Aggressively work to prepare the city and its citizens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

- 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.
- Participate in scheduled Block Captain exercises to educate and prepare for community response during a disaster.

Police
Budget Summary Chart

Police Department
Total Budget \$1,845,183



Police
Budget Summary

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

MAJOR ACCOUNT CLASSIFICATION	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
Personnel Services	\$775,627	\$935,863	\$933,125	\$1,049,767	\$1,098,383
Fringe Benefits	368,798	413,237	402,697	438,935	446,612
Subtotal	\$1,144,425	\$1,349,100	\$1,335,822	\$1,488,702	\$1,544,994
Outside Services	\$421,983	\$230,233	\$200,981	\$244,619	\$225,394
Utilities	10,318	12,310	12,520	12,580	13,209
Operations	25,803	23,520	25,479	32,786	35,073
Materials and Supplies	22,260	19,169	18,250	25,250	26,513
Subtotal	\$480,364	\$285,232	\$257,230	\$315,235	\$300,189
GRAND TOTAL	\$1,624,789	\$1,634,332	\$1,593,052	\$1,803,937	\$1,845,183

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
	<u>PERSONNEL SERVICES:</u>					
4000 30	REGULAR SALARIES 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"	\$529,401	\$719,177	\$722,378	\$807,960	\$844,458
4010 30	TEMP/PART TIME EMPLOYEES This account will not be used in FY18/19.	44,924	0	0	0	0
4020 30	OVERTIME Overtime is incurred for such duties as court appearances, backfill for officers at training, criminal investigations and other emergencies.	54,158	54,791	60,000	80,000	80,000
4030 30	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	15,804	10,759	18,442	35,561	32,359

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4040 30	HOLIDAY PAY Because of the need to provide public safety services every day of the year, police officers are not able to take holidays off as are other employees. To compensate the sworn personnel for this, they receive holiday pay which is paid at straight time. The six sworn officers will be paid in the payperiod the holiday occurs.	36,622	50,931	33,819	36,375	38,124
4060 30	EDUCATION INCENTIVE An incentive of 2.5% or 5% of salary is given to eligible employees who qualify through a combination of education and training.	24,303	32,868	32,870	36,727	30,037
4070 30	SHIFT DIFFERENTIAL PAY Police officers assigned to a regular shift that involves working between 1900 & 0700 hours receive an additional 5% of base salary.	13,774	13,600	14,641	14,934	15,681
4080 30	FIELD TRAINING OFFICER Police Officers receive a 5% increase while training and evaluating probationary officers.	0	658	583	0	0

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4081 30	EVIDENCE AND PROPERTY MANAGER Monthly incentive of \$105 to hold certification in, and manage the property and evidence held by the Police Department. Requires current POST training and certification. The Police Secretary holds this position.	1,257	1,257	1,257	1,257	1,260
4082 30	SECURE LAW ENFORCEMENT AUTO SYS MGR Monthly incentive of \$105 to hold certification in, and maintain a high skill level in the use and management of all securely regulated law enforcement information systems. These systems include, but are not limited to CLETS, CAD, AAS, and radio communications. Must represent department in annual DOJ audits and conduct annual training to other PD members. The Police Secretary holds this position.	1,257	1,257	1,257	1,257	1,260
4083 30	RECORDS MANAGER Monthly incentive of \$52 to hold supervisory certification in, and current expertise in the management of the Police Department's information and records. Requires POST training and certification in public records management. Responsible for the proper release, retention, and destruction and sealing of reports and information. The Police Secretary holds this position.	629	629	629	629	623

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4091 30	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	11,925	11,048	11,400	12,600	14,400
4090 30	MILEAGE ALLOWANCE Police Officers each receive a monthly allowance of \$200 to offset travel/commute costs.	14,276	13,600	12,700	14,400	14,400
4095 30	LONGEVITY PAY City employees are eligible for longevity pay in varying increments, up to 5% of base salary for time in service with the department. The benefit continues an effort to retain high quality employees. Employees hired after 7/1/18 are not eligible for this benefit.	27,297	25,288	23,149	25,109	25,780
TOTAL PERSONNEL SERVICES		\$775,627	\$935,863	\$933,125	\$1,049,767	\$1,098,383
<u>FRINGE BENEFITS:</u>						
4100 30	INSURANCE BENEFITS The City offers the following insurance coverage benefits to its employees: Health, Dental, Long Term Disability and Life Insurance.	\$129,715	\$143,369	\$130,711	\$134,910	\$169,683

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4110 30	RETIREMENT The employer normal cost rate for non-safety employees is 9.409% of salaries. The employer normal cost rate for safety employees in the Classic PERS plan is 15.719% of salaries and the contribution for new PERS Safety is 12.141%. In addition the departments annual payment towards the City's unfunded pension liability is \$31,926. The City does not participate in Social Security.	139,472	158,133	177,624	199,408	169,540
4114 30	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after 2013 are not eligible for this benefit.	22,649	23,998	20,480	22,516	23,542
4111 30	PORAC TRUST The City contributes \$150/month per officer to the Peace Officer's Research Association of California Medical Expense Reimbursement Trust.	10,500	10,200	9,600	10,800	10,800
4121 30	INSURANCE - WORKERS COMP The department's portion of the City's Workers' Comp premium.	49,958	56,463	43,252	49,014	51,465

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4130 30	MEDICARE Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% of salaries and is split evenly between the employer and employee with both parties paying 1.45% of payroll	10,481	13,566	13,530	14,787	15,802
4140 30	UNIFORM ALLOWANCE All department employees are provided a uniform allowance to maintain a professional uniform appearance. Pursuant to the MOU with the BPOA and the salary resolutions with the Miscellaneous Employees, the rate is \$920 per year for the Chief, \$60.00 per month for officers and \$45.00 per month for the police secretary.	6,023	7,508	7,500	7,500	5,780
TOTAL FRINGE BENEFITS		\$368,798	\$413,237	\$402,697	\$438,935	\$446,612
<u>OUTSIDE SERVICES:</u>						
5015 30	IT SUPPORT The City contracts with the Town of Tiburon and Marin IT for IT support. This is the Police Department portion of those expenses.	\$23,679	\$25,466	\$25,000	\$26,000	\$27,300

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5016 30	SOFTWARE MAINTENANCE The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	1,500	2,207	2,373	2,400	2,520
5080 30	EMERGENCY PREPAREDNESS SERVICES This line item provides for 25% of the cost of the Belvedere Tiburon Emergency Preparedness Coordinator position. This position is an employee of the Town of Tiburon and provides emergency preparedness support for the Disaster Advisory Council and assists with the organization, training, and development of volunteers. This position also coordinates with neighborhood and business watch programs, 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.	22,552	41,254	30,000	30,300	31,608
5210 30	POLICE DISPATCH The City contracts for dispatch services with the Marin County Communications Center. The cost is 9.2% of 5.5 FTE's shared by Southern Marin Police agencies.	67,883	77,327	76,902	77,300	82,229

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5220 30	MAJOR CRIMES TASK FORCE Most Cities within Marin County contribute to the funding of this investigative unit. The unit investigates all types of Major Crimes. The task force operates under the command of the Marin County Sheriff's Office. It is staffed with Sheriff's deputies and officers from the Marin agencies.	13,012	9,588	10,116	16,332	17,438
5240 30	POLICE CHIEF AGREEMENT This account will not be used in FY19.	243,715	22,858	0	0	0
5250 30	MARIN EMERGENCY RADIO AUTHORITY The funds budgeted cover the Police Department's share for MERA operating costs and debt service.	26,624	27,440	27,972	28,641	28,240
5241 30	MEDICAL OVERSIGHT A medical doctor is required to serve as the Police Department's Medical Director to provide oversight of our first aid and early defibrillation program.	3,000	3,000	3,000	3,000	3,150
5242 30	REPORTS AND RECORDS AUTOMATION These funds are for Belvedere's 2.37% share of the total cost to maintain a county wide, fully automated report writing and records management system. The system is maintained by the County of Marin.	9,182	9,829	10,094	10,129	10,481

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5990 30	OTHER OUTSIDE SERVICES Annual maintenance costs associated with the peninsula license plate reader cameras, the City's share of the countywide child sex assault program and other outside services.	3,505	4,084	7,334	11,317	11,883
5243 30	PARKING ENFORCEMENT This account will not be used in FY18/19.	0	0	0	30,000	0
5266 30	SECURE INFORMATION & DATA ACCESS SYSTEMS The County provides the Police Department with a high speed, secure network that allows the department access to critical local, state and federal law enforcement networks. It also provides internet access.	4,620	4,620	6,746	6,746	7,083
5267 30	MOBILE DATA TERMINAL SUPPORT 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.	2,711	2,560	1,444	2,454	3,462
TOTAL OUTSIDE SERVICES		\$421,983	\$230,233	\$200,981	\$244,619	\$225,394

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>UTILITIES:</u>						
6000 30	COMMUNICATIONS This account is used for land-line phones, cell phones, the City's AM radio advisory system and air time for the vehicle's mobile data transmitters and the lpr cameras.	\$8,398	\$9,910	\$10,000	\$10,000	\$10,500
6020 30	POWER (Gas and Electric) This account provides for gas and electricity for the Department.	1,920	2,400	2,520	2,580	2,709
TOTAL UTILITIES		\$10,318	\$12,310	\$12,520	\$12,580	\$13,209
<u>OPERATIONS:</u>						
6130 30	EQUIPMENT MAINTENANCE Maintenance for the copy machine, police radios and re-certification of the radar equipment .	\$1,750	\$1,001	\$2,000	\$2,000	\$2,100
6150 30	MEMBERSHIP DUES This line item provides for the memberships and dues that are recommended for inclusion in the FY 18/19 budget.	865	1,671	1,025	1,451	1,591

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
6170 30	CONFERENCES & MEETINGS This account provides for departmental travel and meetings which are not POST reimbursable. It covers reimbursements for mileage, tolls and parking fees incurred in the use of personal vehicles while department personnel are engaged in city business.	912	3,068	3,090	4,971	5,000
6175 30	TRAINING 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.	1,566	92	1,000	4,000	5,000
6176 30	INTEROPERABILITY LAW ENFORCEMENT FUNCTIONS The department participates in several LE functions, working with other organizations, that benefit the City but may not occur within the city limits. These include overtime associated with Friday nights on Main Street, Avoid the 13, Marin Bicycle Coalition, the County Fair, Opening Day on the Bay, & Safe Grad Night. Some overtime is reimbursable through grants & billing to outside agencies.	4,042	3,148	4,000	6,000	6,300

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
6180 30	EQUIPMENT LEASES This account covers the lease payment for the copier used by the Police Department.	4,853	4,281	4,364	4,364	4,582
6190 30	VEHICLE MAINTENANCE The department maintains a fleet of five vehicles, four of which are equipped with full emergency equipment and are assigned to patrol operations. 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.	11,815	10,259	10,000	10,000	10,500
TOTAL OPERATIONS		\$25,803	\$23,520	\$25,479	\$32,786	\$35,073
<u>MATERIALS AND SUPPLIES:</u>						
7000 30	SUPPLIES This line item covers the department's portion of the cost of office supplies, postage, subscriptions, and other miscellaneous supplies.	\$5,233	\$6,469	\$6,500	\$6,500	\$6,825

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
7030 30	PRINTING AND REPRODUCTION This line item covers the costs associated with printing citations and other miscellaneous departmental forms.	1,302	721	750	750	788
7050 30	AMMUNITION AND WEAPONS This account provides for ammunition and weapons used by the police department. All sworn officers are required to demonstrate proficiency four times each year at the range with their sidearm and carbine. Funds are used from this account to purchase ammunition, service weapons and to purchase less than lethal munitions deployed by the Department.	5,786	2,147	2,000	4,000	4,200
7080 30	GAS AND OIL SUPPLIES This line item provides for the fuel used by the department's vehicles during the year.	9,399	7,975	8,000	9,000	9,450

Police
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
7090 30	PROTECTIVE CLOTHING/SAFETY EQUIPMENT By law, the City is mandated to provide officers with safety equipment (e.g. firearms, holsters, duty belt, rain gear, handcuffs, etc.) The MOU between the City and the BPOA requires that safety equipment and bullet resistant vests be provided.	540	1,857	1,000	5,000	5,250
	TOTAL MATERIALS AND SUPPLIES	\$22,260	\$19,169	\$18,250	\$25,250	\$26,513
	POLICE DEPARTMENT TOTALS	\$1,624,789	\$1,634,332	\$1,593,052	\$1,803,937	\$1,845,183

Public Works Department – Goals and Overall Organization

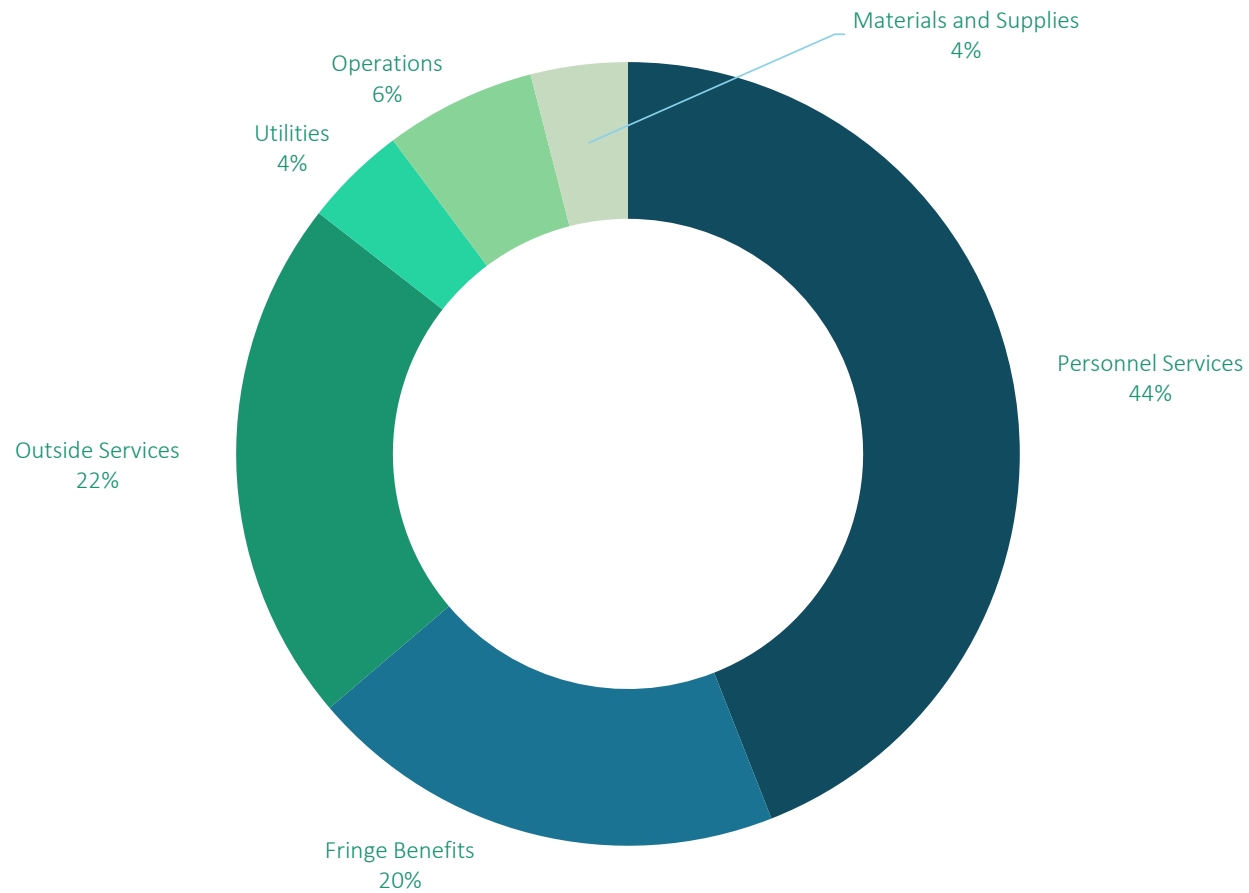
The Public Works Department is responsible for the maintenance & operations and improvement of the City's infrastructure.

Under the direction of the City Manager, the Public Works Manager, one Maintenance Supervisor and two Maintenance Workers inspect, manage and maintain the City's network of streets, storm drainage system, three 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 issuance of encroachment permits in the city right-of-way as well as ensuring compliance with all regulatory mandates for Storm Water, Air Quality Management and Disabled Accessibility. The Public Works Manager provides administration and project management of the city's annual and long-term Capital Improvement Projects (CIP) such as Street and Drainage Improvements, Landscape and Facility upgrades and Utility Underground projects. The Public Works Manager provides oversight of an Engineering Consultant for special projects. Service providers are used to augment City Staff in areas requiring specialty services.

Major projects and goals for Public Works in Fiscal Year 2018/2019 include:

- Beach Rd & San Rafael Ave Levee Stabilization – Design and Engineering.
- Underground District Project Management
- Beach Road Seawall Repair Project
- Lanes Initiative and Construction of Eucalyptus Lane
- Lagoon Road Flood Mitigation Project Construction
- Replacement of City Hall Roof
- ADA Compliance Planning
- Vegetation Management Plan Implementation

Public Works
Total Budget \$933,627



Public Works
Budget Summary

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

MAJOR ACCOUNT CLASSIFICATION	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
Personnel Services	\$341,211	\$350,843	\$316,853	\$367,618	\$411,104
Fringe Benefits	143,695	167,162	166,125	193,669	184,336
Subtotal	<u>\$484,906</u>	<u>\$518,005</u>	<u>\$482,978</u>	<u>\$561,287</u>	<u>\$595,439</u>
Outside Services	\$179,081	\$198,262	\$192,196	\$223,098	\$203,128
Utilities	29,432	32,065	34,300	35,900	39,520
Operations	41,619	45,691	61,591	57,495	58,205
Materials and Supplies	34,826	34,324	33,300	43,300	37,335
Subtotal	<u>\$284,958</u>	<u>\$310,342</u>	<u>\$321,387</u>	<u>\$359,793</u>	<u>\$338,188</u>
GRAND TOTAL	<u><u>\$769,864</u></u>	<u><u>\$828,347</u></u>	<u><u>\$804,365</u></u>	<u><u>\$921,080</u></u>	<u><u>\$933,627</u></u>

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>PERSONNEL SERVICES:</u>						
4000 40	REGULAR SALARIES This line item covers regular full-time salaries for the Public Works Manager, the Maintenance Supervisor, and two Maintenance Workers.	\$315,242	\$311,218	\$289,716	\$332,269	\$373,000
4010 40	PART-TIME WAGES (SEASONAL) During the summer, a temporary seasonal worker may be hired to assist regular full time staff with the workload.	0	8,399	0	7,500	7,500
4020 40	OVERTIME 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.	0	222	500	500	500
4030 40	EMPLOYEE LEAVE CONVERSION Employees may convert a portion of their unused sick leave to pay if they demonstrate an outstanding attendance record in the prior calendar year. Vacation balances are paid off upon separation from employment or when accruals exceed the maximum as stated in the personnel policy.	8,758	14,079	13,024	12,585	14,760
4091 40	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$150 per month.	7,125	5,400	6,300	7,200	7,200

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4095 40	LONGEVITY PAY Employees with 5 or more years of service are entitled to a 2.5% longevity pay adjustment above base salary. Employees with 10 or more years of service are entitled to a 5% adjustment.	10,086	11,525	7,313	7,564	8,144
TOTAL PERSONNEL SERVICES		\$341,211	\$350,843	\$316,853	\$367,618	\$411,104
<u>FRINGE BENEFITS:</u>						
4100 40	INSURANCE BENEFITS The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance.	\$68,612	\$74,918	\$85,931	\$100,652	\$104,124
4110 40	RETIREMENT The Employer Normal Cost Rate for the PERS Classic plan is 9.409% of salaries and the rate for new PERS employees is 6.842% of salaries. In addition this department's annual payment towards the City's unfunded pension liability is \$11,663. The City does not participate in Social Security.	34,996	45,824	47,600	55,941	45,499
4114 40	PARS SUPPLEMENTAL RETIREMENT The City participates in a supplemental retirement program which requires a contribution of 3.08% of covered salaries. Employees hired after January 1, 2013 are not eligible for this benefit.	10,132	13,352	6,406	6,774	7,149

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
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ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
4121 40	INSURANCE - WORKERS COMP The department's portion of the City's workers comp premium.	25,024	27,463	21,626	24,507	21,816
4130 40	MEDICARE Federal law requires that all employees contribute to	4,931	5,605	4,562	5,795	5,748
TOTAL FRINGE BENEFITS		\$143,695	\$167,162	\$166,125	\$193,669	\$184,336
<u>OUTSIDE CONTRACT SERVICES:</u>						
5015 40	IT SUPPORT The City contracts with the Town of Tiburon and Marin IT for	\$11,958	\$12,845	\$13,000	\$13,000	\$13,650
5016 40	SOFTWARE MAINTENANCE The department's portion of the annual software maintenance for the Laserfiche software and the City's website.	1,455	1,104	1,187	1,200	1,260
5250 40	MERA MEMBER CONTRIBUTION This account pays for the department's share of operating costs for the Marin Emergency Radio Authority system.	8,344	8,527	8,755	8,898	8,918
5301 40	CITY ENGINEER SERVICES This line item provides for general engineering services not associated with specific construction projects, such as plan review, Revocable Licenses and miscellaneous other day to day engineering tasks that come up.	31,573	45,852	50,000	46,000	55,000

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5320 40	DRAINAGE MAINTENANCE Contract cleaning of City storm drain systems prior to and during the winter season.	8,020	5,885	9,000	10,000	10,000
5321 40	REED WATERSHED SILT REMOVAL 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.	8,582	8,301	9,254	10,000	10,000
5322 40	STORM DRAIN SYSTEM VIDEOTAPING This account provides information for the evaluation of existing storm drain pipes. This information assists staff in planning for repairs or replacement.	2,960	780	2,000	3,000	3,000
5330 40	PARK LANDSCAPE MAINTENANCE In FY18/19, Public Works will take over these services.	44,369	43,668	45,000	45,500	0
5335 40	ANNUAL VEGETATION MAINTENANCE Contract services for annual trimming and cutting in the Public Right-of-Way.	0	0	0	0	35,000

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5350 40	STREET TREES 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.	25,860	35,222	30,000	40,000	40,000
5360 40	INVASIVE SPECIES REMOVAL Due to the City ordinance restricting the use of herbicides, this line item provides for the cost to attempt to eradicate poison oak, and French Broom from the public right of way.	1,100	1,003	1,000	5,000	500
5370 40	MARINMAP MEMBERSHIP FEE Provides access to the GIS mapping system information developed by MarinMap. Participation in the program is essential to enable City staff to continue using the service.	6,067	6,000	6,000	6,000	6,300
5980 40	JANITORIAL MAINTENANCE This account provides for the contract costs associated with the cleaning of City Hall offices, lobby, Council Chambers, Police Department and public restrooms servicing the park. This project was completed in a prior year.	6,786	7,375	7,500	7,500	7,500
5372 40	LYFORD DRIVE PARKING LOT LANDSCAPING This project was completed during FY15/16.	10,000	10,353	0	0	0

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
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ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5990 40	OTHER CONTRACT/OUTSIDE SERVICES This line item provides for contract work that is not covered under other specific line items. This work is specialized and requires contracting for services by professionals. Examples of work include locksmithing, annual emergency generator and fire extinguisher servicing, and regulatory and compliance testing of the Corp Yard fuel tank. Other special services including Geotechnical and Architectural investigations and reports are charged to this account.	12,007	11,347	9,500	27,000	12,000
TOTAL OUTSIDE CONTRACT SERVICES		\$179,081	\$198,262	\$192,196	\$223,098	\$203,128
<u>UTILITIES:</u>						
6000 40	COMMUNICATIONS This line item provides for the telecommunications costs for the Corporation Yard and a portion of the City Hall offices that are attributable to public works activities as well as telephone alarm lines for City Hall. Additionally, this line item provides for costs related to mobile phones for Public Works.	\$5,498	\$4,816	\$5,500	\$6,000	6,300

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
6020 40	POWER (GAS AND ELECTRIC) Heating and electrical costs for the Corporation Yard and other PG&E meters that supply electricity to irrigation pumps in parks and landscaped areas. In addition, the cost to supply electricity to the electric vehicle charging stations at City Hall. The City is enrolled in MCE 100% Renewable Energy program.	7,392	6,395	7,500	8,000	8,400
6030 40	POWER (STREET LIGHTS) This line item provides for costs associated with electricity that is needed to power the street lights.	8,696	9,182	8,200	8,400	8,820
6040 40	POWER (TRAFFIC SIGNAL) This line item provides for costs associated with the shared maintenance and power costs of the traffic signal located at San Rafael Ave @ Tiburon Blvd.	0	798	600	1,000	1,000
6050 40	WATER Metered water for City buildings and landscaping is included in this account.	7,846	10,874	12,500	12,500	15,000
TOTAL UTILITIES		\$29,432	\$32,065	\$34,300	\$35,900	\$39,520

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>OPERATIONS:</u>						
6131 40	EQUIPMENT MAINTENANCE This account provides for costs associated with minor repairs and maintenance of equipment used by Public Works such as chainsaws, trimmers, weed eaters, pole saws, emergency generators, pumps and brush chippers.	525	473	473	500	500
6150 40	MEMBERSHIPS & DUES This budget item covers memberships & dues for the staff who belong to professional organizations. The City is a member of Underground Services Alert (USA), annual & monthly ticket costs are provided for by this line item. A detailed breakdown of memberships follows this budget.	2,200	774	850	2,100	2,205
6170 40	CONFERENCES, MEETINGS, & TRAINING This line item provides for conferences, meetings and trainings at a level sufficient to ensure City staff are up to date on various regulatory and industry standards.	732	395	250	1,000	3,000
6180 40	EQUIPMENT RENTAL This line item provides for equipment rentals used by in-house forces that are used so infrequently or are so costly as to make purchase of that equipment unjustifiable. Examples include ariel lifting devices, ladders, jackhammers, compressors, skidsteer loaders, airless paint sprayers and emergency pumps.	3,073	5,235	5,300	5,300	5,000

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
6191 40	<p>VEHICLE MAINTENANCE This line item provides for the cost of all necessary parts and specialty services for the maintenance of five vehicles and one tractor in the department. Costs associated with annual smog testing of vehicles to comply with the State Bureau of Automotive Repair are included in this account.</p>	3,564	3,102	3,000	4,000	4,000
6200 40	<p>BUILDING MAINTENANCE This budget line item includes the cost for routine and non-routine maintenance to all city buildings such as City Hall, Police Department, Corporation Yard and outside restrooms. Plumbing repairs and the annual elevator maintenance contract costs are provided for in this budget. Touch up painting of the building is also included in this account.</p>	7,449	10,007	13,000	12,000	11,000
6210 40	<p>IRRIGATION SYSTEM MAINTENANCE This line item allows the purchase of parts and specialized services to maintain a proper functioning irrigation system for city parks and landscaped areas. Components of this complex system include; well pumps, control hardware, booster pumps, timers, controllers, sprinkler heads, piping & couplings.</p>	3,072	3,809	2,750	4,000	4,000

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
6220 40	STREET LIGHT MAINTENANCE 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.	4,967	3,507	3,800	4,000	4,000
6230 40	PERMITS This line item is associated with permit fees set by County and State regulatory agencies and can only be projected based on previous years costs and conversations with officials. The State has historically increased costs associated with the storm water program each years by as much as 20% with little notice to agencies. A detailed breakdown by agency can be found on the page titled "Permits".	10,784	10,210	12,168	14,595	15,000
6240 40	STREET SWEEPING This line item provides for costs associated with the operation of a 2005 Tymco street sweeping machine. Typical expenditures include; brooms, belts, air & oil filters, belts, switches and other items. Staff performs routine maintenance in-house while vendors provide other major services both on and off site. Four new tires are needed to keep the machine operational.	5,253	8,179	20,000	10,000	9,500
TOTAL OPERATIONS		\$41,619	\$45,691	\$61,591	\$57,495	\$58,205

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>MATERIALS AND SUPPLIES:</u>						
7000 40	OFFICE SUPPLIES/POSTAGE This line item covers the Department's portion of the cost of all miscellaneous supplies including paper and computer related supplies.	\$1,975	\$2,532	\$2,600	\$2,600	2,500
7030 40	PRINTING & REPRODUCTION This account will not be used in FY18/19.	0	0	0	5,000	0
7080 40	FUEL This line item provides for the purchase of gasoline and diesel fuel that is stored in fuel tanks at the Corporation Yard. This fuel is used in vehicles and equipment used by the Public Works Department during daily operations.	7,452	6,176	6,000	8,500	8,000
7090 40	PROTECTIVE CLOTHING/SAFETY EQUIPMENT 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.	5,496	6,211	6,500	5,500	5,500
7100 40	CONSTRUCTION SUPPLIES This line item provides for the purchase of miscellaneous materials including hardware, lumber, concrete, electrical and other small items required to perform basic maintenance functions in and around the City.	2,854	3,131	3,000	3,500	3,000

Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
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ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
7110 40	<p>JANITORIAL SUPPLIES</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>	2,653	2,443	2,600	2,700	2,835
7120 40	<p>PARK AND LANDSCAPE SUPPLIES</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>	4,225	4,238	3,500	4,000	4,000
7140 40	<p>SMALL TOOLS</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>	2,502	898	2,300	2,500	2,500

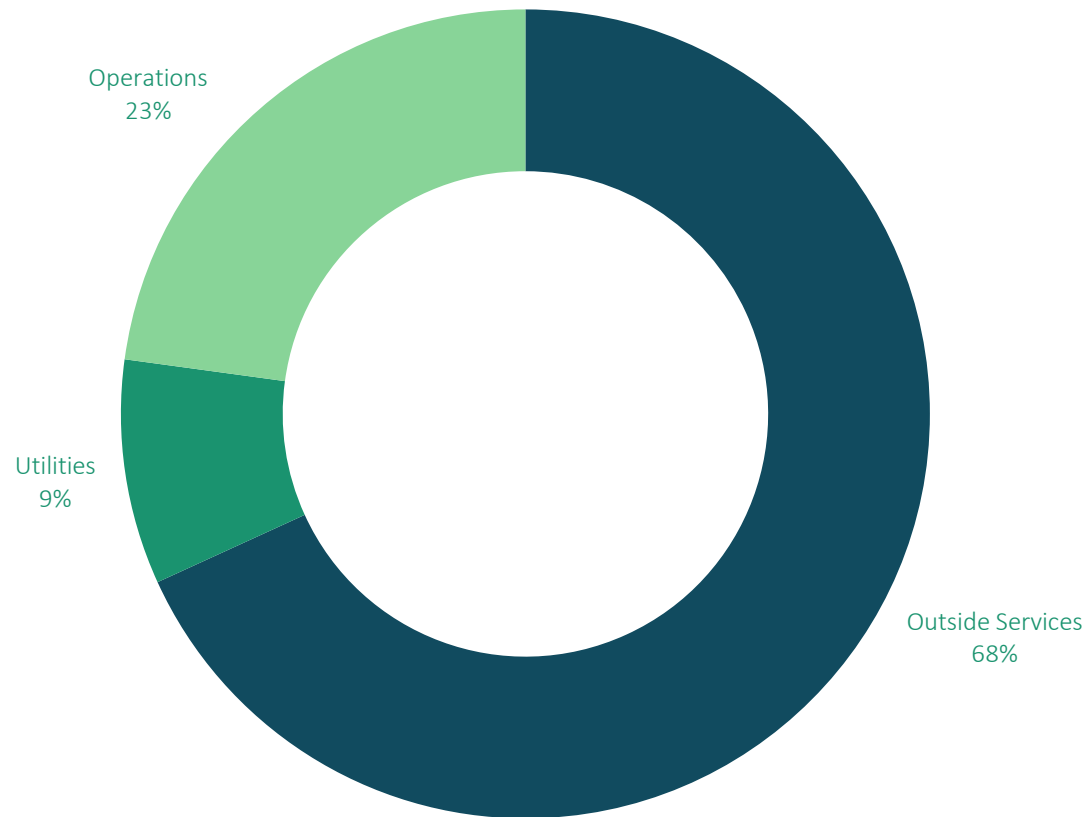
Public Works
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
7150 40	TRAFFIC CONTROL SUPPLIES This line item provides for traffic related items such as damaged or missing street signs, sign posts, hardware and other traffic safety devices including barricades, lights, cones, marking paint reflective pavement markers and striping materials.	4,894	4,778	4,000	5,000	5,000
7190 40	OTHER MATERIALS AND SERVICES This line item provides for miscellaneous materials and services that do not fall into well-defined categories Dog waste bags are provided to the community from this account.	2,775	3,917	2,800	4,000	4,000
TOTAL MATERIALS AND SUPPLIES		\$34,826	\$34,324	\$33,300	\$43,300	\$37,335
PUBLIC WORKS DEPARTMENT TOTALS		\$769,864	\$828,347	\$804,365	\$921,080	\$933,627

Recreation (The Ranch)
Budget Summary Chart

Recreation (The Ranch)
Total Budget \$57,502



Recreation (The Ranch)
Budget Summary

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

BUDGET SUMMARY - RECREATION (THE RANCH)

MAJOR ACCOUNT CLASSIFICATION	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
Outside Services	\$53,960	\$36,572	\$37,868	\$39,121	\$39,200
Utilities	4,680	4,800	4,800	4,920	5,166
Operations	11,740	11,647	11,465	12,915	13,136
GRAND TOTAL	\$70,380	\$53,019	\$54,133	\$56,956	\$57,502

Recreation (The Ranch)
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>OUTSIDE SERVICES:</u>						
5980 50	JANITORIAL CONTRACT SERVICES This line item covers the weekly janitorial service for the entire Community Center which is primarily used by Recreation (The Ranch). Cleaning of the facility following rentals is provided for in this line item.	\$4,609	\$4,567	\$4,750	\$5,000	\$5,000
5990 50	OTHER CONTRACT/OUTSIDE SERVICES This budget line item provides for miscellaneous and special services that are not provided for in other categories. This work includes bi-annual testing of the fire system in the kitchen, unexpected appliance repairs and the annual re-charging of the fire extinguishers. An extra cleaning of the kitchen is included in this account. Annual food program health permit fees are charged here.	1,140	579	1,000	1,200	1,200
5374 50	COMMUNITY CENTER FURNACE REPLACEMENT The Furnace was replaced in FY14/15.	6,060	0	0	0	0
5982 50	DAIRY KNOLL FACILITY CONTRIBUTION 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%.	30,473	31,426	32,118	32,921	33,000

Recreation (The Ranch)
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5984 50	RECREATION (THE RANCH) CONTRIBUTION This account will not be used in FY18/19.	11,678	0	0	0	0
TOTAL OUTSIDE SERVICES		\$53,960	\$36,572	\$37,868	\$39,121	\$39,200
<u>UTILITIES:</u>						
6020 50	POWER (GAS & ELECTRIC) This line item covers the costs associated with providing heating and electric services to the Community Center used by The Ranch for recreation classes and programs.	\$4,680	\$4,800	\$4,800	\$4,920	\$5,166
TOTAL UTILITIES		\$4,680	\$4,800	\$4,800	\$4,920	\$5,166
<u>OPERATIONS:</u>						
6200 50	BUILDING MAINTENANCE This account provides for the costs associated with routine and non-routine repairs in the Community Center. Examples of typical expenditures include; repair or replacement of damaged items, touch up paint work and other misc. supplies to keep the facility attractive. Annual floor re-finishing, carpet cleaning and plumbing repairs are included in this budget line item.	\$6,582	\$4,991	\$6,500	\$7,000	\$7,000

Recreation (The Ranch)
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
6140 50	INSURANCE Liability Insurance for Bel Tib Recreation (The Ranch). This is a shared expense with the Town of Tiburon.	3,718	4,337	2,415	2,415	\$2,536
7110 50	JANITORIAL SUPPLIES This item covers the purchase of all supplies that are necessary to keep the Community Center operational. Examples of supplies include paper products, trash liners, cleaners, soap, mops, dusters and brooms. The increase reflects an increase in the use of supplies.	1,440	1,652	1,750	2,000	\$2,100
7190 50	OTHER MATERIALS & SUPPLIES This account is used for materials and miscellaneous specialty items that do not fall into well-defined categories.	0	667	800	1,500	\$1,500
		\$11,740	\$11,647	\$11,465	\$12,915	\$13,136
RECREATION (THE RANCH) TOTALS		\$70,380	\$53,019	\$54,133	\$56,956	\$57,502

Non-Departmental
Budget Summary

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

MAJOR ACCOUNT CLASSIFICATION	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
OUTSIDE SERVICES	\$119,722	\$87,322	\$130,794	\$187,496	\$180,461
OPERATIONS	282,180	284,027	205,246	212,778	224,797
GRAND TOTAL	\$401,902	\$371,349	\$336,040	\$400,274	\$405,258

Non-Departmental
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
	<u>OUTSIDE SERVICES:</u>					
5020 60	RICHARDSON BAY REGIONAL AGENCY The RBRA manages the anchorage in Richardson Bay. The City pays 11.5% of the agency's costs. Members of the RBRA include Mill Valley, Tiburon, Marin County and Belvedere.	\$18,901	\$20,183	\$21,683	\$39,790	\$47,748
5030 60	HAZARDOUS MATERIAL RESPONSE UNIT This account covers the City's share of the County's hazardous material response team.	750	750	850	850	\$850
5040 60	ANIMAL CONTROL JOINT POWERS AGREEMENT The allocation of County-wide animal control costs among the cities is based on a combination of two factors that include population and service calls.	18,500	19,941	20,295	29,251	27,327
5050 60	TRANSPORTATION AUTHORITY OF MARIN Payment is made to the Transportation Authority of Marin (TAM) to cover a portion of the costs related to regional transportation planning and programming.	4,214	5,482	5,491	5,491	5,500

Non-Departmental
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5061 60	HOMeward BOUND OF MARIN Homeward Bound of Marin is the chief provider of transitional long-term housing and support services for the homeless in Marin County.	4,300	2,000	2,000	2,000	2,000
5062 60	COUNTYWIDE COMMUNITY HOMELESS FUND Annual contribution to a the Community Homelss Fund at the Marin Community Foundation.	0	9,186	9,186	9,186	9,186
5063 60	CONTRIBUTION-TIBURON BLVD WIDENING PROJECT Cost-sharing contribution to help fund permits and design for the Tiburon Blvd. joint improvement project.	0	0	0	15,000	0
5071 60	MARIN GENERAL SERVICES AGENCY The City is a member of the Marin General Services Agency (MGSA). The MGSA administers, finances, and governs various assigned governmental functions to include: Streetlights MGSA General Costs Mediation Program Marin Climate & Energy	4,378	5,808	5,075	5,848	6,000
5083 60	TIBURON PENINSULA TRAFFIC RELIEF JPA Expenses related to the bus program as well as the City's proportionate share of the bus pass subsidy and program administration.	58,100	9,785	51,471	65,000	66,500

Non-Departmental
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
5082 60	MCCMC LOBBYIST Belvedere shares the cost of lobbyists for legislative advocacy services and a legislative analyst with the other ten Marin County cities.	1,578	1,593	1,632	1,650	1,650
5090 60	MARIN TELECOMMUNICATIONS AGENCY This line item represents the cost to the City for participation in the joint countywide efforts to manage the cable TV franchise agreement and to deal with the proposed placement of telecommunication devices in the public right-of-way.	6,355	9,746	9,735	9,735	9,950
5091 60	LAFCO MEMBERSHIP The cities and towns in Marin are required by legislation to pay a portion of the costs associated with LAFCO.	2,646	2,848	3,376	3,695	3,750
TOTAL OUTSIDE SERVICES		\$119,722	\$87,322	\$130,794	\$187,496	\$180,461
<u>OPERATIONS:</u>						
4100 60	RETIREE HEALTH INSURANCE BENEFIT The City pays a portion of the health insurance premium for 10 retirees. The amount paid is \$133/month each for 8 retirees, \$765/month for one retiree, and \$936/month for one retiree. A projected 5% rate increase and allowance for employee retirements mid-year are included in the budgeted amount.	\$14,950	\$18,824	\$23,595	\$30,672	\$35,685

Non-Departmental
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

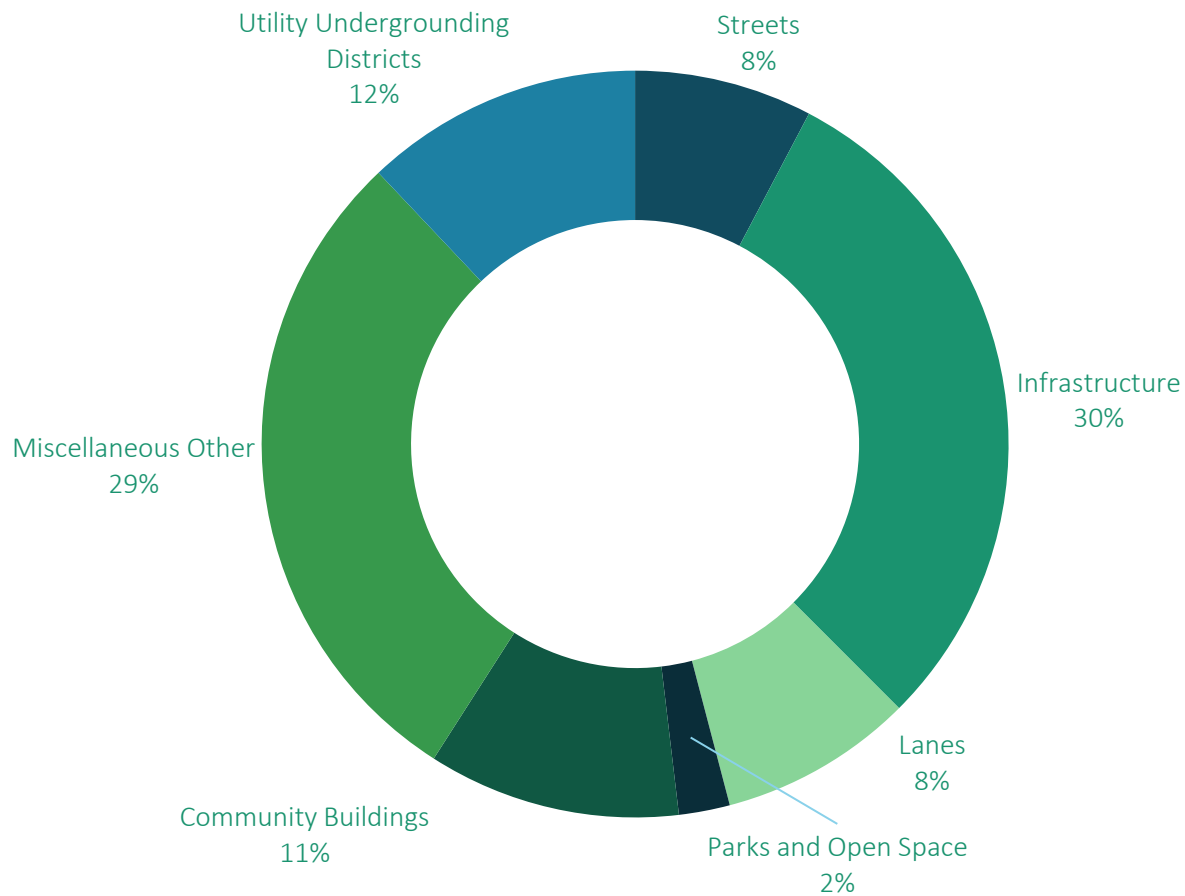
ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
6120 60	COMMUNITY ACTIVITIES This account covers all community promotional activities such as awards, celebrations, the annual town meeting and the volunteer holiday party.	28,463	24,840	36,000	25,000	26,250
6122 60	CONCERTS IN THE PARK The City's annual summer concert series costs are offset by donations from the public and include a contribution from the City of \$4,000. Expenses are offset by revenues of \$25,000 and a carryover of unexpended revenue from previous years.	30,095	38,215	45,703	42,000	42,000
6140 60	INSURANCE - LIABILITY & PROPERTY The annual insurance coverage's listed here are provided through Belvedere's membership in the Public Agency Risk Sharing Authority of California. The City is responsible for making a retrospective payment to our former carrier, CJPIA.	208,672	195,337	99,948	115,106	120,861
7190 60	OTHER MATERIALS & SUPPLIES This account will not be used in FY18/19.	0	6,811	0	0	0
		<u>\$282,180</u>	<u>\$284,027</u>	<u>\$205,246</u>	<u>\$212,778</u>	<u>\$224,797</u>
NON-DEPARTMENTAL TOTALS		<u>\$401,902</u>	<u>\$371,349</u>	<u>\$336,040</u>	<u>\$400,274</u>	<u>\$405,258</u>

Capital Improvements
Sources of Funds

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

PROJECT	Total Project \$	Source of Funds					
		General Fund	DWR Grant	Road Impact	Gas Tax	Co Transp	Co Parks
Pavement Spot Repair	40,000			40,000			
Street Improvement Program	70,000			31,701	38,299		
Wooden Retaining Walls	15,000	1,125				13,875	
Emergency Drainage Repairs	10,000				10,000		
Beach Road Seawall Stabilization	400,000			400,000			
Lanes Initiative Program	100,000	100,000					
Lanes Maintenance/Minor Repairs	20,000	20,000					
Repair and Refurbish Lagoon Rd Tennis Courts	14,000	9,000					5,000
Repair of Community Park Playground Fencing	4,500	4,500					
Rebuild of Park Irrigation Timer Control Sheds	13,000	13,000					
Refinish Wood Floors in Council Chambers	5,000	5,000					
City Hall Roof Replacement	151,000	151,000					
City Hall ADA Improvements Project	12,000	12,000					
Lagoon Road Flood Mitigation Project	150,000	132,512			17,488		
Belvedere Lagoon Coastal Levee Evaluation	200,000	70,000	130,000				
Miscellaneous Maintenance & Improvements	30,000	30,000					
Sidewalk Repair Program	20,000					20,000	
Acacia/Laurel Utility Undergrounding	32,000	32,000					
Golden Gate/Belvedere Utility Undergrounding	40,000	40,000					
Other Expenses Related to Undergrounding	100,000	100,000					
Totals	1,426,500	720,137	130,000	471,701	65,787	33,875	5,000

Capital Improvements Total Budget \$1,426,500



Capital Improvements
Budget Summary

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

MAJOR ACCOUNT CLASSIFICATION	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
Streets	\$108,901	\$290,527	\$46,521	\$141,000	\$110,000
Infrastructure	43,194	12,227	8,588	118,000	425,000
Lanes	0	41,070	3,620	105,000	120,000
Parks and Open Space	22,472	4,000	33,763	58,550	31,500
Community Buildings	0	5,999	15,797	15,000	156,000
Miscellaneous Other	424,363	38,277	94,649	231,000	412,000
Utility Undergrounding Districts	62,934	59,036	54,187	119,000	172,000
GRAND TOTAL	\$661,864	\$451,136	\$257,125	\$787,550	\$1,426,500

Capital Improvements
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
	<u>STREETS</u>		
9000	PAVEMENT - SPOT REPAIR This account is used to fund small spot repairs of pavement failures.	\$40,000	\$40,000
9001	STREET IMPROVEMENT PROGRAM This item is funded by the Road Impact Fee account along with other state grants. It is used to repair large areas of distressed asphalt and maintain Belvedere roads. Crack Sealing, Traffic Marking, Roadway Shoulder Berms, Shoulder Berms, Slurry Seal, and other road stabilization projects fall under this account.	0	70,000
9020	SLURRY SEAL PROJECT Every other year a group of streets are selected for the slurry seal program. Streets are assigned priorities based largely off the Pavement Condition Survey.	78,000	0
	PAVEMENT CRACK SEALING This item covers the cost of sealing pavement cracks that occur due to settling of the subgrade (at utility trenches, etc.). The work consists of filling cracks with a rubberized asphalt material by specialized contractors. This is done on an as needed basis during the year.	11,000	0
9040	PAVEMENT TRAFFIC MARKING This item covers the cost of installing and maintaining the City's thermo-plastic and raised pavement markings, including the designated restricted parking program. Most work is at the direction of the Traffic Safety Committee.	7,000	0

Capital Improvements
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
9069	ROADWAY SHOULDER BERMS This work involves constructing and repairing asphalt drainage berms along the edge of the roadway that helps direct water to the nearest catch basin.	5,000	0
TOTAL STREET IMPROVEMENT		141,000	110,000
<u>INFRASTRUCTURE</u>			
9050	GUARDRAIL INSTALLATION AND REPAIRS This project would repair the deteriorating historic iron guardrails at Bella Vista Avenue.	5,000	0
9055	WOODEN RETAINING WALLS Retaining walls are needed at various locations. These walls are used to stabilize the soil to accommodate narrow roads, drainage, and fire hydrants.	0	15,000
9073	ROADWAY GUARDRAIL INSTALLATION A guardrail is needed at 110 Bella Vista. This work was budgeted in FY16/17 and will be completed in FY17/18.	10,000	0
9084	RETAINING WALL REPAIRS 200 BEACH ROAD Repairs to existing retaining walls along Beach Road are needed. This line item will fund stabilization of a 40' sections of hillside and retrofit the adjacent concrete wall.	0	0
9100	EMERGENCY DRAINAGE REPAIRS This line item provides for emergency repairs to storm drains. This is a state mandate under our current permit NPDES Phase II Permit.	10,000	10,000
9089	BEACH ROAD SEAWALL STABILIZATION Stabilization of a 100' segment of Seawall along Beach Road. FY17/18 Funds will be carried over into FY18/19 to fully fund the project.	80,000 (220,000 carryforward)	400,000

Capital Improvements
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
9151	PIPE LINING 49 BELVEDERE AVE. TO WESTSHORE RD. This project will rehab and replace sections of corroded metal pipe near 49 Belvedere Ave.	0	0
9158	REPLACE CORRODED STORM DRAIN FLAP GATES This project will include replacement of two worn and corroded flap gates along San Rafael Ave. These gates are designed to reduce inflow of bay water into the Lagoon during high tides.	13,000	0
TOTAL INFRASTRUCTURE		\$118,000	\$425,000
<u>LANES:</u>			
9215	UPPER CEDAR LANE STAIRS REPLACEMENT Replace two flights of deteriorated stairs and handrails between Bayview & Bella Vista Avenue. This project was approved in the prior year budget and is currently in the design phase. This project was completed in FY17/18.	\$45,000	\$0
9201	LANES INITIATIVE PROGRAM This 5-year program that will fund through a 2:1, (community to City) match, with a focus on development of new lanes in Belvedere. The City is prepared to fund \$100,000 per year to this program.	0	100,000
9225	HANDRAILS Replace handrails on Upper and Lower Cedar Lane, Corinthian Lane and Upper McLean Lane as funds allow. Historically the BCF has contributed through a match donation.	30,000	0

Capital Improvements
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
9227	EUCALYPTUS LANE This line item will cover pre-design work (geotechnical and survey) for future development of this lane.	30,000	0
9228	LANE MAINTENANCE/ MINOR REPAIRS Replace and repair smaller segments of existing lanes. This item funds handrails and spot repairs.	0	20,000
TOTAL LANES		\$105,000	\$120,000
 <u>PARKS & OPEN SPACE</u>			
9311	LAND COMPANY PARK IMPROVEMENTS The existing park has poor drainage allowing disease to cause damage to plantings. This project would improve site drainage and provide for new plantings and irrigation upgrades. The Belvedere Community Foundation has provided a \$7,500 grant. This project is currently out to bid and will be completed in FY17/18.	\$3,850	\$0
9331	TOM PRICE PARK IMPROVEMENTS This line item will fund work to the Tom Price Memorials site and a conceptual design for potential improvements to the north end of the park. This work was completed in 2017-18.	5,000	0

Capital Improvements
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
9336	CENTENNIAL PARK XERISCAPE GARDEN Design work for a low water use garden has been completed. This line item will fund the purchase of low water use plantings and related materials. This work was completed in 2017-18.	2,700	0
9337	COMMUNITY PARK PING PONG TABLE The project will fund the flatwork and labor necessary to complete the project. This project assumes a \$10,000 donation from the Belvedere Community Foundation.	5,000	0
9342	DEER RESISTANT LANDSCAPING Remove and replace landscaping with deer resistant plantings.	30,000	0
9344	RECONFIGURE IRRIGATION AT COMMUNITY PARK Irrigation at the Community Park grass field produces wet and dry spots throughout the spring and summer months. This project will reconfigure the sprinkler heads and irrigation banks to remedy the project.	12,000	0
9354	REPAIR AND REFURBISH LAGOON RD TENNIS COURTS Weather seal cracks and apply a new surface to the tennis courts on Lagoon Road.	0	14,000
9355	REPAIR OF COMMUNITY PARK PLAYGROUND FENCING & GATES This line item will fund upgraded closing hardware on the playground gates, and repair segments of the redwood fence.	0	4,500

Capital Improvements
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
9356	REBUILD OF PARK IRRIGATION TIMER CONTROL SHEDS These sheds house the sensitive irrigation equipment for Tom Price Park and Community Park. The existing sheds are in poor condition.	0	13,000
TOTAL PARKS & OPEN SPACE		\$58,550	\$31,500
<u>COMMUNITY BUILDINGS:</u>			
9450	EXTERIOR PAINTING - CITY HALL The front of City Hall was repainted in FY16/17. This will fund new paint for the rear of City Hall and the Community Center.	5,000	0
9431	EXTERIOR PAINTING - CORP YARD BUILDING The wood building was last painted in 2002. Many areas are in need of paint.	10,000	0
9432	REFINISH WOOD FLOORS IN COUNCIL CHAMBERS Buff and apply a new surface coating to the hardwood floors in the Council Chamber.	0	5,000

Capital Improvements
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
9433	CITY HALL ROOF REPLACEMENT	0	151,000
	Portions of the cedar shake roof on City Hall are beginning to deteriorate and slough off. This line item will fund removal and replacement of the roof with a typical fire-resistant shingle. Staff will also evaluate the feasibility of solar panels.		
	TOTAL COMMUNITY BUILDINGS	\$15,000	\$156,000
	<u>MISCELLANEOUS OTHER:</u>		
9170	RETAINING CURBS Installation of 18" curb and gutter to address road-edge erosion at various locations.	\$25,000	\$0
9509	ADA PROJECTS This year's annual project will focus on identifying ADA deficiencies and developing a Annual ADA improvement plan.	\$25,000	\$12,000
9511	LAGOON ROAD FLOOD MITIGATION PROJECT This line item will fund anticipated expenses for environmental permitting, engineering, and construction associated with upsizing the Tiburon/Belvedere. drainage pipe.	40,000	150,000
9513	BELVEDERE LAGOON COASTAL LEVEE EVALUATION 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.	100,000 (200,000 carryforward)	200,000

Capital Improvements
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
9582	<p>MISCELLANEOUS MAINTENANCE & IMPROVEMENTS This line item provides funding for minor drainage, lane, park, landscape, building, retaining wall and other misc. unanticipated projects that arise during the budget cycle.</p>	41,000	30,000
9522	<p>SIDEWALK REPAIR PROGRAM 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.</p>	0	20,000
TOTAL MISCELLANEOUS OTHER		\$231,000	\$412,000
<u>UTILITY UNDERGROUND DISTRICTS:</u>			
9581	<p>ACACIA/LAUREL UTILITY UNDERGROUNDING 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.</p>	89,000	32,000
9583	<p>GOLDEN GATE/BELVEDERE UTILITY UNDERGROUNDING Currently in the design phase, this line item funds work associated with developing the plans and specifications to underground the remaining wires within the project boundary map. All expenditures will be refunded to the City from bond proceeds once the district is formed.</p>	30,000 (40,000 carryforward)	40,000

Capital Improvements
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
9590	OTHER EXPENSES RELATED TO UNDERGROUNDING Necessary due to the general benefit to the community, this line item will be retained for variable costs associated with undergrounding projects.	0	100,000
		(100,000 carryforward)	
	TOTAL UTILITY UNDERGROUND DISTRICTS	<u>\$119,000</u>	<u>\$172,000</u>
	TOTAL CAPITAL IMPROVEMENTS BUDGET	<u>\$787,550</u>	<u>\$1,426,500</u>

Five Year Capital Plan Discussion

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.

Pavement Spot Repair (annually)

Ongoing pavement repairs are necessary to keep the roadways free of potholes and ensure that road surface conditions remain at the high level expected by the community. Large areas of pavement distress must be repaired in order to avoid failure, often resulting in the need for emergency repairs during inclement weather. Projected costs associated with future pavement repair needs are determined by analysis during the Pavement Management Program Survey.

Street Improvement Program (annually)

These funds are used to repair large areas of distressed asphalt and maintain Belvedere roads. Crack sealing, traffic marking, roadway shoulder berms, slurry seal, and other road stabilization projects fall under this program. In FY18/19, these items are consolidated within the Street Improvement Program category to provide greater flexibility to staff in setting priorities as the year progresses and needs arise.

B. INFRASTRUCTURE

Guardrail Installations FY19/20

From time to time, Public Works receives requests to install wooden barriers for safety on roads around the community. Wooden safety barriers keep vehicles on the road and are preferred by the community over the metal beam type guardrails used along highways. City staff evaluates locations for guardrail installation.

Wooden Retaining Walls FY18/19, FY20/21, FY22/23

Retaining walls are needed at various locations. These walls are used to stabilize the soil to accommodate narrow roads, drainage, and fire hydrants.

Retaining Wall at 200 block of Beach Road FY19/20

Portions of the existing concrete wall at 200 Beach are showing signs of deterioration and lateral offset. Staff monitors the movement by measuring the offset. A Geotechnical Engineer has evaluated the site and suggested stabilization. The project will be completed in two phases. Depending on the amount of movement observed, this project might be moved up in priority.

Seawall Stabilization at Beach Road FY18/19

A segment of the Beach Road seawall has presented measurable movement during 2017. The City Council has identified stabilization of this wall as a priority project for 2018 and has authorized staff to begin the design and permitting phase of the project. Carryover funds from FY17/18 will be supplemented with new funds in FY18/19 for the construction phase.

Emergency Drainage Repairs FY18/19 – FY22/23

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

Corrugated Metal Pipe Replacement FY19/20 – FY22/23

Much of Belvedere's storm drainage system was constructed with galvanized metal pipe that has a lifespan of 40-50 years. These pipes need to be systematically replaced or re-lined to ensure that storm water does not erode the surrounding soil and hillsides.

C. LANES

Lanes Initiative Program FY18/19 – FY22/23

This new 5-year program is intended to leverage public funds with community-derived funds to construct new lanes, and upgrade others throughout the City. Matching funds of up to \$100,000/year (2:1 ratio - community to city) will be provided for the project. The Parks and Open Space Committee, residents, and City Council will assist in the prioritization of lane projects. The development of Eucalyptus Lane will initiate the program in FY18/19.

Lane Maintenance and Minor Repairs FY18/19 – FY22/23

Funds to replace and repair smaller segments of existing lanes, such as handrails and spot repairs.

Lane Design and Engineering FY19/20 – FY22/23

Necessary to fund surveys and geotechnical reports, this account will be directed towards identifying future lane construction projects.

D. PARKS & OPEN SPACE

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

San Rafael Avenue Seawall Landscape Mulch Addition FY19/20 & FY21/22

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

Repair & Refurbish Lagoon Road Tennis Courts FY18/19 & FY22/23

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

Repair of Community Park Playground Fencing and Gates FY18/19

Funds will be used to upgrade hardware on the playground gates, and repair segments of the redwood fence.

Rebuild Park Irrigation Timer Control Sheds FY18/19

The sheds that house the sensitive irrigation equipment for Tom Price Park and Community Park are in poor condition and need to be rebuilt.

Recoat Steel Railings – Corinthian and Beach Road FY21/22

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

E. COMMUNITY BUILDINGS

Selected Painting of City Hall and Community Center FY20/21 & FY21/22

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

Refinish Wood Floors in Council Chambers FY18/19

The wood floors in the Council Chambers need refinishing. Periodic preventative maintenance keeps the wood from being damaged, which would require expensive sanding to remove deep scratches or even replacement of floor segments. This project involves sanding down the current finish and applying a new protective coating to the floors.

City Hall Roof Replacement FY18/19

The existing roof on City Hall was installed in 2002. Currently, its westerly exposure is showing signs of deterioration. Shingles are curling and beginning to fall off during inclement weather events. A roofing contractor has inspected the roof and has recommended replacement.

Community Park Bathroom Roof Replacement FY20/21

The existing roofing material on the public bathroom matches that of City Hall. However, this roof is newer than the main building roof, and is generally in better condition. Replacement will not be necessary until FY20/21.

City Hall Carpet Replacement FY19/20

Carpet on the main floor in high traffic areas is showing signs of wear. This project will provide for the replacement of carpet on the main floor and stairs of City Hall to keep the building presentable to the community.

Refurbish Council Chambers Audience Chairs FY19/20

The fabric on the audience chairs in the Council Chambers is more than 15 years old and has been damaged by sunlight. The chairs were not replaced during the remodel in 2009. Staff has determined that re-upholstering is a less expensive alternative to replacement.

City Hall Security Upgrade FY20/21

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

Miscellaneous Exterior Painting of Corporation Yard Building FY21/22

A large portion of the Corporation Yard was painted in 2017. Minor spot painting is still needed to complete the second phase of the work.

City Hall Foundation Drainage Repair Project FY20/21 & FY21/22

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

F. MISCELLANEOUS

ADA Compliance Projects FY18/19 – FY22/23

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 as well as access to City buildings. An initial project will focus on the main access to City Hall from San Rafael Ave.

Sidewalk Repair Program FY18/19, FY20/21, FY22/23

Property owners are responsible for maintaining 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 then 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.

Community Park Well Rehabilitation FY19/20 & FY20/21

During the past few watering seasons, the current water well has been unable to provide adequate flows for irrigation of the turf and landscape at Community Park during peak watering season. A new water well should be located near the park. Installation of a new well would require a professional study and permitting before construction.

Traffic Engineer Study FY19/20

In order for the Police Department to successfully prosecute contested traffic citations for speeding, it is necessary to have a licensed Traffic Engineer prepare a survey and file a report with the Marin Municipal Court. Surveys and reports must be performed every 5 years. The last report was performed during FY13/14.

Retaining Curbs FY20/21 & FY22/23

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 will focus on new locations along Beach Rd and Belvedere Ave. The sloughing and erosion will be minimized; additionally, the installation will stop erosion from entering catch basin inlets, which causes storm water pollution in the Bay.

Survey Monuments FY21/22

When funds are available, the City moves forward with its program to establish horizontal survey control monuments city-wide.

San Rafael Avenue ADA Improvements FY20/21 & FY22/23

A key pathway along San Rafael Ave, from Golden Gate Ave to City Hall, has been identified for accessibility improvements. A design for the project has been developed and plans have been prepared.

Beach Rd/San Rafael Ave Levee Stabilization Analysis FY18/19 - FY21/22

This project is a continuation from FY17/18; it uses carryforward funds that were unspent in that budget cycle. Stetson Engineering Group has developed a work plan for evaluating 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 and begin the environmental permitting process.

Lagoon Road Flood Mitigation FY18/19

In December 2014 and during previous rainy seasons, residents on Lagoon Road 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, which lodges in a culvert under the Old Rail Trail. Water then overflows the banks and travels south on the trail towards Lagoon Road where flooding occurs. A recent report prepared by Stetson Engineering recommends installing 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.

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.

G. UNDERGROUND UTILITY ASSESSMENT DISTRICTS

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

Acacia/Laurel Utility Undergrounding FY18/19

The City Council has approved an expenditure for design of this proposed district. When the 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, the City Council could authorize a vote of property owners within the proposed district.

Golden Gate/Belvedere Utility Undergrounding FY18/19

During the FY17/18 budget cycle, the City Council approved the formation of a new utility underground assessment district near the top of Belvedere Island. Project engineering will be funded through this line item. Once the project is bid and actual costs are known, affected property owners will have the opportunity to vote to approve the assessment and start construction. The construction window for this project is late fall 2018.

Other Expenses Related to Utility Undergrounding FY18/19

These funds are retained for miscellaneous costs associated with undergrounding projects. Carryforward funds from FY17/18 undergrounding projects are being applied to this category.

Five Year Capital Expenditure Plan

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2018/2019

BUDGET ITEM	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23
STREET IMPROVEMENTS					
Pavement Spot Repair	40,000	40,000	45,000	40,000	45,000
Street Improvement Program	70,000	300,000	300,000	300,000	300,000
Total Street Improvements	\$ 110,000	\$ 340,000	\$ 345,000	\$ 340,000	\$ 345,000
INFRASTRUCTURE					
Guardrail Installation and Repairs	-	15,000			
Wooden Retaining Walls	15,000		17,000		17,000
Retaining Wall - Beach Road		150,000			
Seawall Stabilization Beach Road	400,000				
Emergency Drainage Repairs (CA State Requirement)	10,000	10,000	10,000	10,000	10,000
Corrugated Metal Pipe Replacement		25,000	25,000	25,000	25,000
Total Infrastructure	\$ 425,000	\$ 200,000	\$ 52,000	\$ 35,000	\$ 52,000
LANES					
Matching Funds - New & Existing Lane Development	100,000	100,000	100,000	100,000	100,000
Lane Maintenance/ Minor Repairs	20,000	20,000	20,000	20,000	20,000
Lane Design and Engineering	-	20,000	20,000	20,000	20,000
Total Lanes	\$ 120,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
PARKS AND OPEN SPACE					
San Rafael Avenue Seawall Landscape Mulch		9,000		9,000	
Repair & Refurbish Lagoon Rd Tennis Courts	14,000				16,000
Repair of Community Park Playground Fencing & Gates	4,500				
Rebuild of Park Irrigation Timer Control Sheds	13,000				
Recoat Steel Railings- Corinthian & Beach Road				20,000	
Total Parks & Open Space	\$ 31,500	\$ 9,000	\$ -	\$ 29,000	\$ 16,000

Five Year Capital Expenditure Plan

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

BUDGET ITEM	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23
COMMUNITY BUILDINGS					
Selected Painting of City Hall and Community Center		10,000		10,000	
Refinish Wood Floors in Council Chambers	5,000				
City Hall Roof Replacement	151,000				
Community Park Bathroom Roof Replacement			35,000		
City Hall Carpet Replacement		18,000			
Refurbish Council Chambers Audience Chairs		10,000			
City Hall Security Upgrade			15,000		
Misc. Exterior Painting-Corp Yard Building				12,000	
City Hall Foundation Drainage Repairs			25,000	80,000	
Total Community Buildings	\$ 156,000	\$ 38,000	\$ 75,000	\$ 102,000	\$ -
MISCELLANEOUS					
ADA Compliance Projects	12,000	12,000	25,000	12,000	12,000
Sidewalk Repair Program	20,000		22,500		22,500
Community Park Water Well		50,000	19,000		
Traffic Engineer Study		12,000			
Retaining Curbs			29,000		25,000
Survey Monuments				10,000	
San Rafael Avenue ADA Improvements			50,000		375,000
Beach Rd/San Rafael Ave Levee Stabilization	200,000	150,000	200,000	300,000	
Lagoon Road Flood Mitigation Project	150,000				
Misc. Maintenance & Improvements	30,000	30,000	30,000	30,000	30,000
Total Miscellaneous	\$ 412,000	\$ 254,000	\$ 375,500	\$ 352,000	\$ 464,500

Five Year Capital Expenditure Plan

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2018/2019

BUDGET ITEM	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23
UTILITY UNDERGROUNDING DISTRICTS					
Acacia/Laurel Utility Undergrounding Design	32,000				
Golden Gate/Belvedere Utility Underground District	40,000				
Other Expenses Related to Utility Undergrounding	100,000				
Total Utility Undergrounding	\$ 172,000	\$ -	\$ -	\$ -	\$ -
TOTALS	1,426,500	981,000	987,500	998,000	1,017,500

Fire Fund
Budget Summary

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

MAJOR ACCOUNT CLASSIFICATION	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
Outside Services	\$1,239,940	\$1,530,101	\$1,573,303	\$1,455,834	\$1,650,000
Operations	0	2,593	2,600	2,600	2,600
GRAND TOTAL	\$1,239,940	\$1,532,694	\$1,575,903	\$1,458,434	\$1,652,600

Fire Fund
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>OUTSIDE SERVICES:</u>						
5400 00	TIBURON FIRE PROTECTION DISTRICT CONTRACT It is estimated that the City's obligation in FY 17/18 will be \$1,651,968 which represents an approximate 5% increase over what was expended in FY 16/17.	\$1,239,940	\$1,530,101	\$1,573,303	\$1,455,834	\$1,650,000
	TOTAL OUTSIDE SERVICES	\$1,239,940	\$1,530,101	\$1,573,303	\$1,455,834	\$1,650,000
<u>OPERATIONS:</u>						
5410 00	FIRE SYSTEM PARTS & SUPPLIES This line item accounts for parts and supplies that are necessary to maintain the City's fire hydrants and for other hydrant related expenses.	\$0	\$2,593	\$2,600	\$2,600	\$2,600
	TOTAL OPERATIONS	\$0	\$2,593	\$2,600	\$2,600	\$2,600
	FIRE FUND TOTALS	\$1,239,940	\$1,532,694	\$1,575,903	\$1,458,434	\$1,652,600

Restricted Funds
Budget Summary

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

MAJOR ACCOUNT CLASSIFICATION	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
Equipment Replacement	\$51,651	\$27,212	\$121,728	\$122,000	\$45,600
Pension Reserve Payment	0	0	300,000	1,000,000	0
Legal Damages and Settlements	1,247	0	113	500	525
GRAND TOTAL	\$52,898	\$27,212	\$421,841	\$1,122,500	\$46,125

Restricted Funds
Budget Detail

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

ACCOUNT	ITEM	FY14/15 ACTUAL EXPENDITURES	FY15/16 ACTUAL EXPENDITURES	FY16/17 ACTUAL EXPENDITURES	FY17/18 ESTIMATED EXPENDITURES	FY18/19 RECOMMENDED BUDGET
<u>EQUIPMENT REPLACEMENT:</u>						
8090 00	EQUIPMENT/FURNISHINGS Requests for FY18/19 are for replacement or refurbishment of small, short-term assets such as computers, furnishings and other similar items.	\$51,651	\$27,212	\$121,728	\$113,000	\$45,600
8090 00	RADAR TRAILER Replace radar trailer.	0	0	0	9,000	0
TOTAL EQUIPMENT REPLACEMENT		\$51,651	\$27,212	\$121,728	\$122,000	\$45,600
<u>RETIREMENT UAL PAYMENTS</u>						
8093 00	PENSION RESERVE PAYMENT One time lump sum payment to CalPERS for unfunded actuarial liability (UAL)	0	0	300,000	1,000,000	0
TOTAL PENSION RESERVE PAYMENT		\$0	\$0	\$300,000	\$1,000,000	\$0
<u>LEGAL DAMAGES AND SETTLEMENTS:</u>						
8040 00	LEGAL DAMAGES AND SETTLEMENTS This account covers legal fees or damages the City is required to pay during the year.	1,247	0	113	500	525
TOTAL LEGAL DAMAGES AND SETTLEMENTS		\$1,247	\$0	\$113	\$500	\$525

Five Year Revenue and Expenditure Projections
 FY18/19 to FY22/23

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2018/2019

REVENUES					
FUND/ACTIVITY	FY18/19 RECOMMENDED BUDGET	FY19/20 Projections	FY20/21 Projections	FY21/22 Projections	FY22/23 Projections
GENERAL FUND					
Property Taxes:	\$5,402,899	\$5,646,030	\$5,900,101	\$6,165,605	\$6,443,058
Local Non-Property Taxes:	331,650	346,574	362,170	378,468	395,499
Licenses & Permits:	452,950	473,333	494,633	516,891	540,151
Fines & Forfeitures:	21,225	22,180	23,178	24,221	25,311
Investments & Property:	56,000	58,520	61,153	63,905	66,781
Revenue From Other Agencies:	127,423	133,157	139,149	145,410	151,954
Service Charges:	330,250	345,111	360,641	376,870	393,829
Miscellaneous Other Revenue:	32,000	33,440	34,945	36,517	38,161
Total GF Revenue	\$6,754,397	\$7,058,344	\$7,375,970	\$7,707,889	\$8,054,744
FIRE FUND	889,933	929,980	971,829	1,015,561	1,061,262
CAPITAL IMPROVEMENT FUND	229,662	239,997	239,997	239,997	239,997
ROAD IMPACT FEE FUND	185,000	193,325	202,025	211,116	220,616
EQUIPMENT REPLACEMENT FUND	600	627	655	685	716
MEASURE A (Parks) FUND	16,104	16,829	17,586	18,377	19,204
TOTAL REVENUE - ALL FUNDS	\$8,075,696	\$8,439,102	\$8,808,062	\$9,193,624	\$9,596,538

Five Year Revenue and Expenditure Projections
 FY18/19 to FY22/23

City of Belvedere
 Operating and Capital Budget
 Fiscal Year 2018/2019

EXPENDITURES					
FUND/ACTIVITY	FY18/19 RECOMMENDED BUDGET	FY19/20 Projections	FY20/21 Projections	FY21/22 Projections	FY22/23 Projections
GENERAL FUND					
General Administration	\$781,076	\$800,303	\$833,877	\$869,705	\$908,145
Planning & Building	\$1,123,041	\$1,157,540	\$1,205,740	\$1,256,828	\$1,311,191
Police	\$1,845,183	\$1,926,035	\$2,015,317	\$2,111,654	\$2,216,316
Public Works Operations & Maintenance	\$933,627	\$969,473	\$1,013,106	\$1,059,543	\$1,109,172
Recreation (The Ranch)	57,502	\$60,377	\$63,396	\$66,565	\$69,894
Non-Departmental	\$405,258	\$425,520	\$446,797	\$469,136	\$492,593
TOTAL GF EXPENDITURES	\$5,145,686	\$5,339,249	\$5,578,232	\$5,833,430	\$6,107,312
FIRE FUND	\$1,652,600	\$1,735,230	\$1,821,992	\$1,913,091	\$2,008,746
CAPITAL IMPROVEMENT FUND	949,799	775,750	771,988	771,712	779,897
ROAD IMPACT FEE FUND	471,701	200,000	210,000	220,500	231,525
MEASURE A (parks) FUND	5,000	5,250	5,513	5,788	6,078
EQUIPMENT REPLACEMENT FUND	45,600	25,220	26,481	27,805	29,195
PENSION RESERVE FUND	0	0	0	0	0
PENSION-RELATED DEBT OBLIGATION FUND	254,176	238,044	247,023	250,556	250,556
INSURANCE RESERVE FUND	525	551	579	608	638
TOTAL EXPENDITURES - ALL FUNDS	\$8,525,087	\$8,319,294	\$8,661,806	\$9,023,490	\$9,413,946

Fund Balance Summary
FY18/19

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

Fund	Fund Balance 7/1/2018	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2019	Fund Balance inc/(dec)	Fund Balance inc/-dec
100 General Fund	3,179,721	6,754,397	(5,145,686)	(1,881,980)	2,906,451	(273,270)	-9%
130 Fire Fund	0	889,933	(1,652,600)	762,667	0	0	0%
160 Insurance Reserve Fund	55,779	0	(525)	0	55,254	(525)	-1%
100 Pension Reserve Fund	0	0	0	100,000	100,000	100,000	--
500 Pension-related Debt Obligation Fund	0	0	(254,176)	254,176	0	0	0%
900 Capital Improvement Fund	50,000	229,662	(949,799)	720,137	50,000	0	0%
901 Road Impact Fee Fund	286,701	185,000	(471,701)	0	(0)	(286,701)	-100%
902 Measure A Parks Fund	38,139	16,104	(5,000)	0	49,243	11,104	29%
210 Equipment Replacement Fund	116,457	600	(45,600)	45,000	116,457	0	0%
Total City Funds	3,726,796	8,075,696	(8,525,087)	0	3,277,404	(449,392)	-12%

General Fund Reserve	
General Fund Expenses + Fire Transfer	5,908,353
General Fund Reserve Policy 50%	2,954,177
Projected General Fund Balance 6/30/19	49% 2,906,451
Over (Under) Policy	(47,726)

Fund Balance Summary
FY19/20

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

Fund	Fund Balance 7/1/2019	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2020	Fund Balance inc/(dec)	Fund Balance inc/(dec)
100 General Fund	2,906,451	7,058,344	(5,339,249)	(1,710,315)	2,915,232	8,781	0%
130 Fire Fund	0	929,980	(1,735,230)	805,250	0	0	0%
160 Insurance Reserve Fund	55,254	0	(551)	0	54,703	(551)	-1%
100 Pension Reserve Fund	100,000	0	0	100,000	200,000	100,000	0%
500 Pension-related Debt Obligation Fund	0	0	(238,044)	238,044	0	0	0%
900 Capital Improvement Fund	50,000	239,997	(782,425)	542,428	50,000	0	0%
901 Road Impact Fee Fund	(0)	193,325	(193,325)	0	(0)	0	0%
902 Measure A Parks Fund	49,243	16,829	(5,250)	0	60,821	11,579	24%
210 Equipment Replacement Fund	116,457	627	(25,220)	24,593	116,457	0	0%
Total City Funds	3,277,404	8,439,102	(8,319,294)	(0)	3,397,213	119,808	4%

General Fund Reserve	
General Fund Expenses + Fire Transfer	6,144,499
General Fund Reserve Policy 50%	3,072,249
Projected General Fund Balance 6/30/20	47% 2,915,232
Over (Under) Policy	(157,017)

Fund Balance Summary
FY20/21

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

Fund	Fund Balance 7/1/2020	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2021	Fund Balance inc/(dec)	Fund Balance inc/(dec)
100 General Fund	2,915,232	7,375,970	(5,578,232)	(1,762,977)	2,949,993	34,761	1%
130 Fire Fund	0	971,829	(1,821,992)	850,162	0	0	0%
160 Insurance Reserve Fund	54,703	0	(579)	0	54,124	(579)	-1%
100 Pension Reserve Fund	200,000	0	0	100,000	300,000	100,000	0%
500 Pension-related Debt Obligation Fund	0		(247,023)	247,023	0	0	0%
900 Capital Improvement Fund	50,000	239,997	(779,963)	539,966	50,000	0	0%
901 Road Impact Fee Fund	(0)	202,025	(202,025)	0	(0)	0	0%
902 Measure A Parks Fund	60,821	17,586	(5,513)	0	72,895	12,073	0%
210 Equipment Replacement Fund	116,457	655	(26,481)	25,826	116,457	0	0%
Total City Funds	3,397,213	8,808,062	(8,661,806)	0	3,543,468	146,255	4%

General Fund Reserve	
General Fund Expenses + Fire Transfer	6,428,395
General Fund Reserve Policy 50%	3,214,197
Projected General Fund Balance 6/30/21	46% 2,949,993
Over (Under) Policy	(264,205)

Fund Balance Summary
FY21/22

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

Fund	Fund Balance 7/1/2021	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2022	Fund Balance inc/(dec)	Fund Balance inc/(dec)
100 General Fund	2,949,993	7,707,889	(5,833,430)	(1,816,305)	3,008,146	58,153	2%
130 Fire Fund	0	1,015,561	(1,913,091)	897,530	0	0	0%
160 Insurance Reserve Fund	54,124	0	(608)	0	53,516	(608)	-1%
100 Pension Reserve Fund	300,000	0	0	100,000	400,000	100,000	0%
500 Pension-related Debt Obligation Fund	0		(250,556)	250,556	0	0	0%
900 Capital Improvement Fund	50,000	239,997	(781,096)	541,099	50,000	0	0%
901 Road Impact Fee Fund	(0)	211,116	(211,116)	0	(0)	(1)	0%
902 Measure A Parks Fund	72,895	18,377	(5,788)	0	85,484	12,589	17%
210 Equipment Replacement Fund	116,457	685	(27,805)	27,120	116,457	0	0%
Total City Funds	3,543,468	9,193,624	(9,023,490)	0	3,713,603	170,134	5%

General Fund Reserve	
General Fund Expenses + Fire Transfer	6,730,960
General Fund Reserve Policy 50%	3,365,480
Projected General Fund Balance 6/30/22	45% 3,008,146
Over (Under) Policy	(357,334)

Fund Balance Summary
FY22/23

City of Belvedere
Operating and Capital Budget
Fiscal Year 2018/2019

Fund	Fund Balance 7/1/2022	Revenues	Expenditures	Transfers in/(out)	Fund Balance 6/30/2023	Fund Balance inc/(dec)	Fund Balance inc/(dec)
100 General Fund	3,008,146	8,054,744	(6,107,312)	(1,877,329)	3,078,249	70,103	2%
130 Fire Fund	0	1,061,262	(2,008,746)	947,484	0	0	0%
160 Insurance Reserve Fund	53,516	0	(638)	0	52,878	(638)	-1%
100 Pension Reserve Fund	400,000	0	0	100,000	500,000	100,000	0%
500 Pension-related Debt Obligation Fund	0		(250,556)	250,556	0	0	0%
900 Capital Improvement Fund	50,000	239,997	(790,806)	550,810	50,000	0	0%
901 Road Impact Fee Fund	(0)	220,616	(220,616)	0	(0)	0	0%
902 Measure A Parks Fund	85,484	19,204	(6,078)	0	98,611	13,127	0%
210 Equipment Replacement Fund	116,457	716	(29,195)	28,480	116,457	0	0%
Total City Funds	3,713,603	9,596,538	(9,413,946)	0	3,896,194	182,592	5%

General Fund Reserve	
General Fund Expenses + Fire Transfer	7,054,796
General Fund Reserve Policy 50%	3,527,398
Projected General Fund Balance 6/30/23	44% 3,078,249
Over (Under) Policy	(449,149)

