



TOWN OF TIBURON
Tiburon Town Hall
1505 Tiburon Boulevard
Tiburon, CA 94920

TIBURON TOWN COUNCIL

June 1, 2016

Regular Meeting - 7:30 p.m

[The Town Council will adjourn at 7:40 p.m. to conduct a meeting of the Tiburon Parking Authority. After transacting the business of the Tiburon Parking Authority, the Town Council will reconvene its regular meeting.]

AGENDA

CALL TO ORDER AND ROLL CALL

Councilmember Doyle, Councilmember Fredericks, Councilmember O'Donnell, Vice Mayor Fraser, Mayor Tollini

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on subjects not on the agenda may do so at this time. Please note however, that the Town Council is not able to undertake extended discussion or action on items not on the agenda. Matters requiring action will be referred to the appropriate Commission, Board, Committee or staff for consideration or placed on a future Town Council meeting agenda. Please limit your comments to three (3) minutes.

CONSENT CALENDAR

All items on the Consent Calendar may be approved by one motion of the Town Council unless a request is made by a member of the Town Council, public or staff to remove an item for separate discussion and consideration. If you wish to speak on a Consent Calendar item, please seek recognition by the Mayor and do so at this time.

CC-1. Town Council Minutes

Adopt minutes of May 18, 2016 regular meeting (Town Clerk Crane Iacopi)

Documents: [CC-1 DRAFT MINUTES.PDF](#)

CC-2. Library Agency Joint Powers Agreement

Recommendation to adopt First Amendment to the Joint Powers Agreement for the Belvedere - Tiburon Library to change the terms of service for appointed board

members from three to four years (Town Clerk Crane Iacopi/ Library Director Mazzolini)

Documents: [CC-2 LIBRARY JPA.PDF](#)

CC-3. Police Department Administrative Services

Recommendation to approve renewal of Agreement for Police Department Administrative Services with the City of Belvedere, effective July 1, 2016 through June 30, 2017 (Chief of Police Cronin)

Documents: [CC-3 POLICE SERVICES CONTRACT.PDF](#)

ACTION ITEMS

AI-1. Public Finance Authority

Adopt resolutions creating the Tiburon Parking Authority and approve execution of a Joint Exercise of Powers Agreement between the Town of Tiburon and the Tiburon Parking Authority to create a public finance authority for the purpose of bond refinance (Town Manager Chanis)

Documents: [AI-1. CREATION OF PUBLIC FINANCE AUTHORITY.PDF](#)

AI-1. Public Finance Authority (Meeting Of The Tiburon Parking Authority At 7:40 P.m. - Then Town Council Reconvenes)

Adopt a resolution authorizing the execution of a Joint Exercise of Powers Agreement relating to the Tiburon Public Financing Authority (Tiburon Parking Authority)

Documents: [AI-1. TIBURON PARKING AUTHORITY RESOLUTION.PDF](#)

PUBLIC HEARINGS

PH-1. FY 2016-17 Municipal Budget

Introduction of Fiscal Year 2016-17 Municipal Budget and Capital Improvement Program (Town Manager Chanis/ Director of Administrative Services Bigall)

Documents: [PH-1 MUNICIPAL BUDGET \(PART 1\).PDF](#), [PH-1 MUNICIPAL BUDGET \(PART 2\).PDF](#)

PH-2. Marin Municipal Water District (MMWD) Water Efficient Landscaping

Amend Title IV, Chapter 13E (Water Efficient Landscape) of the Tiburon Municipal Code to adopt by reference the most current MMWD ordinance regarding water-efficient landscapes and water conservation (Community Development Department) - second reading and adoption of ordinance

Documents: [PH-2 WATER EFFICIENT LANDSCAPE ORDINANCE.PDF](#)

TOWN COUNCIL REPORTS

TOWN MANAGER REPORT

WEEKLY DIGESTS

ADJOURNMENT

GENERAL PUBLIC INFORMATION

ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (415) 435-7377. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Belvedere-Tiburon Library located adjacent to Town Hall. Agendas and minutes are posted on the Town's website, www.ci.tiburon.ca.us.

Upon request, the Town will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to the Office of the Town Clerk at the above address.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

TIMING OF ITEMS ON AGENDA

While the Town Council attempts to hear all items in order as stated on the agenda, it reserves the right to take items out of order. No set times are assigned to items appearing on the Town Council agenda.

**TOWN COUNCIL
SPECIAL AND REGULAR MEETING
MINUTES**

CALL TO ORDER – Special Meeting (7 p.m.)

Mayor Tollini called the Council to order at 7 p.m. on Wednesday, May 18, 2016, for a special meeting in the Town Hall Conference Room, located at 1505 Tiburon Boulevard, Tiburon California.

ROLL CALL

Councilmembers Doyle, Fraser Fredericks and Tollini were present. Councilmember O'Donnell was absent.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of Subdivision (d) of Section 54956.9: One potential case

ADJOURNMENT – to regular meeting

CALL TO ORDER – Regular Meeting (7:30 p.m.)

Mayor Tollini called the regular meeting of the Tiburon Town Council to order at 7:30 p.m. on Wednesday, May 18, 2016, in Town Council Chambers, 1505 Tiburon Boulevard, Tiburon, California.

ROLL CALL

PRESENT: COUNCILMEMBERS: Doyle, Fraser, Fredericks, O'Donnell, Tollini

PRESENT: EX OFFICIO: Town Manager Chanis, Town Attorney Stock, Director of Community Development Anderson, Director of Administrative Services Bigall, Chief of Police Cronin, Town Clerk Crane Iacopi

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION , IF ANY

Mayor Tollini said there was nothing to report from closed session.

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ORAL COMMUNICATIONS

Angela McInerney of Round Hill Road said she was working on improving safety for bicyclists and pedestrians on Round Hill Road. She said an immediate goal was to cut back vegetation to improve sight lines; another goal was to reduce the speed limit, and have it painted onto the road after the upcoming slurry seal project. Ms. McInerney asked the Council to consider these recommendations, on behalf of her and her neighbors. She also said that having a sidewalk would be the ultimate goal (and perhaps to install “Botts’ dots”) but she understood that sidewalks were an expensive undertaking.

PRESENTATION OF ANNUAL ART EDUCATOR AWARD

(Presentation of award by Heritage & Arts Commission Chair Fran Hall)

- Chyah Weitzman, Arts Educator, Saint Hilary School

Chair Hall said the award recognized excellent in the arts and education. She presented a plaque to Chyah Weitzman of Saint Hilary School and described her achievements. Hall said Chyah Weitzman had joined the faculty of Saint Hilary’s in 1998. She noted that in addition to teaching art, Ms. Weitzman has spearheaded two global programs – Pencils for Africa, and another, a quilting project that connected the students to children in orphanages in South America and India. Ms. Weitzman accepted the award and said her work combined the study of art with global leadership and education. She thanked her Saint Hilary family for allowing her to undertake these projects. Mayor Tollini commended Ms. Weitzman for her inspiring work.

CONSENT CALENDAR

1. **Town Council Minutes** – Adopt minutes of May 4, 2016 regular meeting (Town Clerk Crane Iacopi)
2. **Town Investment Summary** – Accept report for month ending April 2016 (Director of Administrative Services Bigall)

MOTION: To adopt Consent Calendar Items 1 and 2, as written.

Moved: Doyle, seconded by Fredericks

Vote: AYES: Unanimous

ACTION ITEMS

Mayor Tollini asked to take the Farmer’s Market Item first.

3. **Farmer’s Market on Main** – Consider approval of Main Street closure for a weekly farmer’s market during the summer and fall months (Office of the Town Manager/ Mayor Tollini)

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Tollini said that the idea of a Farmer's Market had come about during the planning for this year's Summertime on Main. She said last year's events had improved merchant exposure in the downtown area. However, when the question arose this year of how to improve the event overall, she said a different format was proposed, in the form of a farmer's market.

Mayor Tollini said the market would enhance the experience of coming to downtown Tiburon, and she proposed the idea to the Council.

The Mayor said the farmer's market would be organized and operated by Kelly Smith, who runs 12 other farmer's markets through an organization called Agricultural Community Events Farmers' Markets (ACEFM). She said the idea was to close Main Street on Thursday afternoons for 20 weeks, from approximately 1 until 7 p.m. [tentative], beginning June 16. She asked the Council to authorize the Town to enter into an agreement with ACEFM, as well as authorize the street closure.

Councilmember O'Donnell raised the question of whether the duration of the market was too long. He said that Friday Nights on Main had originally been every Friday during the summer and into Fall. He said that although it proved to be very popular, it had been scaled back to a four to five monthly events, and was tailored to school calendars and the like. He said that sometimes "less is more".

Mayor Tollini noted that the Summertime on Main events had taken place every other week. But she said more continuity was needed for the overall effectiveness of the farmer's market.

Councilmember Fredericks wondered whether a farmer's market would undermine our local grocery stores which also sell local and organic produce.

Mayor Tollini said the farmer's market would offer a wider array of items and might serve different people, or serve people who liked to shop in both kinds of venues. Fredericks asked if the markets had been consulted because it would have been nice to have their feedback. Mayor Tollini said that we could still do that.

Vice Mayor Fraser said that the idea deserved vetting; that there was lots of energy from the merchants and it would be a positive experience for the community and visitors. He said the farmer's market fit within the framework of the ongoing efforts to help define our downtown, and to bring people downtown to utilize our local businesses.

Mayor Tollini opened the hearing to public comment.

Steve Sears said he had spoken with the General Manager of Woodlands Market who was all in favor of the Farmer's Market. Sears said his comments mirrored the comments of the downtown merchants; that "anything we can do to bring people downtown" would be a good idea.

Sears said that Ms. Kelly’s markets have a good reputation in the community, and he said he thought 100% of the merchants would be in favor of the proposal. He also said there would be food trucks, as well, as part of the weekly event.

There being no additional speakers, Mayor Tollini closed the matter to public comment.

Councilmember O’Donnell asked about the proposal for vendors on the plaza areas (Fountain and Ferry Plaza). Mayor Tollini said the purpose was to have vendors and food “upfront” to bring interest and bring people in.

Councilmember Fredericks said she was happy to hear that our grocery stores had been part of the conversation because the Council would not want to create competition with local merchants. She said that citizens had asked for farmer’s markets to be considered in the past. But she also said it was important to keep an eye on possible effects on other local businesses.

Councilmember O’Donnell suggested that Woodlands Market might want to have their own booth at the farmer’s market. He said that he, too, was in favor of making our downtown more lively. But he acknowledged the realities of shopping – that people buy goods on the internet now more than ever. He also expressed concern about the viability of a 20-week program during the “dog days of summer”.

Vice Mayor Fraser said that he, too, had met with Woodlands market representatives – owner Don Santa, as well as the general manager. He said he hoped Steve Sears’ meeting tomorrow with the downtown merchants would be as successful.

Councilmember Doyle said that a farmer’s market would have a different kind of variety and not impact the local markets. He said it would be great to see this take place.

MOTION: To approve the street closure of Main Street for the duration of the Farmer’s Market and to authorize Mayor Tollini to sign the agreement for its operation, as submitted.
Moved: Fredericks, seconded by Doyle
Vote: AYES: Unanimous

1. **Tiburon Taps Beer Festival** – Consideration of a special event permit application to stage Tiburon Taps festival on Shoreline Park (Town Manager Chanis) – *continued from April 20, 2016*

Town Manager Chanis noted Councils’ request for information about possible alternative locations for the festival at the last meeting. He said Ranch Director, Cathleen Andreucci, would provide the report.

Ms. Andreucci said that since the last Council meeting, she had explored alternate locations for the festival at Council's request. She said that closing either Main Street or Ark Row would be problematic, as it would require separating casual pedestrians and shoppers from the festival attendees. The net result, after installing fencing, and setting up tents and booths, would be 12-15 feet of usable space on the street on Ark Row, without room for tables and chairs. She said Mrs. Zelinsky, one of the major downtown properties owners, said Mrs. Zelinsky said she would not be in favor of having the festival on Ark Row or Main Street because of the loss of parking on the street and other negative impacts to the local businesses.

Ms. Andreucci offered, instead, to reduce the size of the beer festival along Shoreline Park to about half of the previously requested area of use. She said instead of stretching from the turnaround to the Donahue Building, the organizers could use about half of that length by tenting on both sides of the street. She said the band would also be moved from in front of the closest residences, and nearer to Main Street. Andreucci said the portable restrooms would be moved out of the Donahue Parking lot and brought closer in, as well but that they would be delivered and removed in the same day.

Ms. Andreucci said she had heard the concerns of the residents of Point Tiburon and had attempted to address them. She said the sidewalk would remain open along Shoreline Park for use by residents and other visitors. She said she hoped the Council would support this compromise plan for the festival which was devised to lessen the impact on the surrounding neighbors.

Director Andreucci added that Blackie's Pasture had also been considered. And even though there is currently an event scheduled to take place there that day, the location would not bring people to the downtown area which would be highlighted by the festival, and hopefully create an impression for visitors who would return. Andreucci said that visitor access to the festival via ferry was important, as well, and the location adjacent to the ferry was ideal.

The Director also noted that most of The Ranch events state they are "open to the public" while charging some sort of fee. She said Tiburon Taps was no different. She said the event would bring 800-1,000 people to Tiburon.

Councilmember O'Donnell asked how much money was made on the event. Ms. Andreucci said it was The Ranch's largest fundraiser of the year and brought in \$13,000. She said this paid for the utilities at Dairy Knoll, plus scholarships to some of its programs.

Mayor Tollini opened the matter to public comment.

The following people spoke:

1. Hank McWhinney, President of Point Tiburon Bayside homeowners, said the issue of the contractual agreement between the Town and their homeowners specified the types of uses to be made of the park; said that after consulting two attorneys, both concluded that the event would be improper and in violation of the agreement and dedication documents; said that no

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action had been taken by the homeowners at this juncture but that it remained a concern. He also said the festival had not been invited back to the commercial area of Point Tiburon because it was not adequately cleaned up; said if it was problematic there, what would happen at Shoreline Park.

2. EC Grayson, Bayside resident, said we reside in the umbrella of a “sanctuary city” and the event would attract gangs from San Francisco; said that car shows and fine wine tastings are okay but beer is different, noting that college fraternities are in danger of being thrown off campuses because of beer events.
3. Betty Beale, former and current resident, said she loved Tiburon dearly and that a beer festival did not typify the community; said it was not something to be proud of; said that residents should come first.
4. Jay Key, 29-year resident of Point Tiburon, said the neighbors had never objected to other special events at Shoreline Park such as the Car Show, the Chili Festival, and Town Anniversary party, among others; and noted the Chili Festival had been held in the parking lot at Town Hall. He wondered about the park behind Town Hall as a possible location for the festival. Also noted there were many other non-sponsored events, such as Fleet Week and the 4th of July fireworks also brought many people to Shoreline Park, but he said a beer festival goes against the covenant governing use of the area.
5. Steve Sears, resident and business owner, said the festival was being cast in a bad light; said this was inaccurate based on his experience from the previous two festivals where he said he had not seen gangs or drugs or out-of-hand behavior. Sears said beer is the “in thing” and although they had not served tap beer in his restaurant for the past 38 years, they were now installing it based on demand. He said the festival would draw a sophisticated crowd and most would come by ferry. Sears said Mrs. Chong (owner of Point Tiburon Plaza) had called him after last year’s event, and he went to inspect the area and found it to be clean. He said that there was [a lingering] odor of beer and he understood that some people find it objectionable. He said he didn’t think this odor would affect the residents of Point Tiburon, and wondered whether people might be overthinking a festival that lasted only four hours. He asked that people give it a chance in the new location, and if it did not work out, to revisit the matter.
6. Ed Lederer, resident and voter, pointed out that the festival had not been invited back to Point Tiburon for a reason; also said that relocating it to in front of the Point Tiburon residences was in violation of the agreement.
7. Jerry Riessen, resident and volunteer at the last two festivals, said he was part of last year’s clean-up crew and could certify that the area had been cleaned up. He did say that some beer had been spilled on the pavement; he said this should not be an issue in the park. He said that the previous Council discussion had centered on bringing people downtown; he said this was a way to do it, and to use mass transit (the ferry system), as well. He said beer was as “elite” as wine nowadays, and beer festivals were not like fraternity parties.
8. Julie Jacobs, Bayside resident, spoke about appreciating and respecting the beauty of this area; said the use of the area should be appropriate to this beauty and noted a “bottomless” beer festival did sound like a fraternity party. She asked the Council to please allow the area to be used and shared with others who appreciate and respect it, as well.

Mayor Tollini closed the hearing and opened the discussion to Council deliberation.

In response to a question from the Council, Town Attorney Stock said that Town staff had looked at the documents mentioned by the speakers and had concluded that the proposed use fit within the confines of the dedication documents. He said that the final [subdivision] map was what governed; and that it says we can use Shoreline Park for recreational and other uses. He said the latter was within the Town's discretion. He said these dedication documents are incorporated into the Town's [Shoreline Park] policy and staff thinks the policy encompasses the activities proposed in the permit application.

Attorney Stock also noted that just because an event is fenced and charges an admission fee, did not mean that it was not a "public" event.

Councilmember O'Donnell asked when the Shoreline Park policy was last revised – before or after the Town's 50th Anniversary party at Shoreline Park. Attorney Stock said it was revised last summer, after the aforementioned event. He said the policy incorporates various restrictions on public use for recreational purposes; he said the Town is guided by this policy.

Councilmember Fredericks asked what type of event would not qualify under the policy, for instance would a for-profit, non-recreational, and closed to the public event qualify. It was noted that an entrance fee does not make it a non-public event. The lack of permanent structures and the temporary duration of the use were also noted.

Town Attorney Stock said the Town's [Shoreline Park] policy restricts uses more so than the dedication documents.

Vice Mayor Fraser complimented The Ranch for doing a great job in bringing programs and events to the community. However, he said the Council's has the responsibility to approve or disapprove a permit under its policy. He said the beer festival had created angst in the community; he said he thought Point Tiburon Plaza was a perfect location and the property owner had been a supporter until last year. He said he had attended the first year but not last year. He said he still thought Main Street might work, and perhaps expanding it to the Ferry and Fountain Plaza area. But he acknowledged that this would not be ideal.

Vice Mayor Fraser said he had asked one of his colleagues on the Belvedere City Council whether they would support the festival taking place in the Belvedere Community Park. He said the response was that it would be a "non-starter" because it's in a residential area. So the Vice Mayor concluded it was all about the location. He commented that he was not sure the wine festival would work in Shoreline Park, either.

Councilmember Fredericks agreed with the Vice Mayor's conclusions. She said that independent of the arguments about legality, she thought the event seemed incompatible with the location.

Fredericks also expressed distaste for “branding” Tiburon as a place for alcohol festivals. She said this is the Town’s stellar park, with views of San Francisco and the Golden Gate Bridge, with a large, accessible area. So she said her reservation centered around location, and a desire for our “brand” to be other than alcohol-related events. Fredericks said she understood that alcohol made money but she would like the festival to have a lower profile (and location).

Councilmember O’Donnell commented that this was more of a “craft beer” festival. He said special attention should be paid to allay the fears regarding how it was run and managed, as well as clean-up. He said he thought this location would provide the best opportunity for the festival’s success, as well as the success of downtown Tiburon. He said The Ranch had just entered its first year of being self-funding and that money was an important consideration. He agreed that The Ranch does wonderful things and events for the community; he also said there were “good people” on both sides of the issue. He said that moving the logistics 200 yards was not too much of a burden; he also said that there was no legal issue, in his opinion.

Councilmember Doyle noting that he did not drink, or drink much, said he had been to both the beer and wine festivals and observed that some people “overused”. However, he said that being part of a community meant not always getting your way. He said that four hours out of 8,600 in a year did not seem too much to ask, especially noting how much The Ranch does for seniors, kids, and other members of the community.

Doyle said he would allow The Ranch to stage the festival in his front yard. He jokingly said perhaps there was another way to raise the same amount of money, e.g. everyone at Point Tiburon could contribute \$100 and not have to stage the festival. On the other hand, he said he might consider leaving town for the day if it bothered him.

The Councilmember said the Tiburon “brand” was a community that shares itself with people who appreciate it. He said if the festival could reasonably be held elsewhere, he might still consider it. But Doyle also noted the compromises made by The Ranch to cut the usage area way back, and he said he would support the event going forward.

Mayor Tollini also said she heard the concerns of the neighbors who had a truly beautiful “front yard”. She said that part of having such a beautiful front yard is that people want to congregate there. She said the Town had met with the Bayside neighbors in formulating its Shoreline Park Policy and had set parameters on use based on these meetings. She said the beer festival fits within these parameters, and would have the added benefit of doing good things for the community by bringing people downtown. In her mind, Tollini said that four hours of inconvenience is outweighed by the benefit to the community overall.

Councilmember Fredericks said she would not vote against the event, but rather, the location.

Councilmember O’Donnell said that the Town should be vigilant but see how it works out this year.

Councilmember Doyle said that all the Town's events are vetted and we feel responsible for them.

Vice Mayor Fraser said he agreed with Councilmember Fredericks' comments about location. He also said that the Council had discussed the possibility of reducing the hours of the event.

Councilmember Doyle said he was oaky with this suggestion, while Councilmember O'Donnell thought it better to let the organizers (Director) run the event the way they it had been projected, that is, from 1 until 5 p.m. He said they should make sure it's run properly, respectfully, and cleaned up afterwards.

Vice Mayor Fraser suggested that they try three hours versus four, on a trial basis.

MOTION: To approve the permit for Tiburon Taps, as amended and presented by Director Andreucci in her report.

Vice Mayor Fraser asked to amend the motion to reduce the hours of operation from four to three hours (either 1 – 4 p.m. or 2 – 5 p.m.).

Moved, as amended: O'Donnell, seconded by Doyle

Vote: AYES: Doyle, O'Donnell, Tollini

NAYES: Fraser, Fredericks

2. **Town Refuse Contract Extension** – Discussion of Mill Valley Refuse Service contract renewal terms; provide direction to staff (Director of Administrative Services Bigall)

In her report, Director of Administrative Services Bigall said that an extension of the Town's contract with Mill Valley Refuse Service (MVRS) would occur automatically under the terms of the franchise agreement, unless Council took action to cancel it by June 30, 2016.

Director Bigall said the Town has had an exclusive franchise agreement for solid waste collection with Mill Valley Refuse Service (MVRS) since 1965. She said the current franchise agreement was approved by Council in 2011 (with an effective date of July 1, 2011). She said the initial term of the agreement was for 10 years, with two optional five-year extension periods. She said these two extensions will occur automatically, unless the Town Council chooses not to extend the agreement.

Bigall said if the Council determines it **does not** wish to exercise its option for the first five-year extension period it must provide written notice to MVRS by June 30, 2016. This would result in the agreement terminating on June 30, 2021. Should the Council determine it **does** wish to exercise its option for first five year extension period, Bigall said it will have an opportunity to consider the second five-year extension by June 30, 2021.

Director Bigall said the Town has enjoyed a good relationship with MVRS, with the latter providing competitive rates and a willingness to adapt to the Town's evolving needs and resident preferences. She said MVRS is responsive to requests of individual citizens and Town staff relating to all aspects of its refuse collection services. She said the current agreement is the result of significant hours of staff, contract attorney, and Council time to negotiate. Other than concerns with annual rate increase requests, she said the agreement appears to be working well in providing this vital service to Town residents and businesses.

Bigall said the purpose of bringing the item to the Council is to provide the Council with an opportunity to exercise its rights under the agreement in a timely manner should it have significant concerns with any portion of the current agreement with MVRS.

She said no formal action is required if the Council is satisfied with the current agreement and wishes to allow the first five-year extension period to proceed; however, she said Council may choose to acknowledge this decision through a motion.

Finally, Bigall said that if the Council determines it does not wish the first five-year extension period to proceed, it should direct staff to deliver a Notice of Non-Extension as required by the agreement.

Vice Mayor Fraser asked if the contract would be voided as of the "drop dead" date.

Town Attorney Stock said it would be terminated at the end of five years, if the non-extension notice was delivered. He said the Council would not be able to re-enter an agreement on new terms if that action was taken; rather, it would have to go out to bid on new service.

Fraser asked whether the notice period might be changed to three years, or the like. Town Attorney Stock said the Town did not have unilateral ability to change the terms of the contract.

Councilmember Fredericks said her understanding of "evergreen contracts" was they were necessary so that businesses could have long-term guarantees in order to not put the viability of the business at risk. Director Bigall concurred with this understanding.

Jim Iavarone, MVRS principal, said this was true. He said, for instance, that the company had just purchased new trucks and would like 10 years to amortize the cost. However, he also said that alone was not a reason to keep a contract intact; rather, he said the reason is what had been previously stated; that MVRS provides good service to the Town's residents and is responsive to their changing needs. He said there seemed to be a level of satisfaction with the contract as evidenced by the lack of public speaking in favor of termination. He said that if there is something that is not working, he would be willing to talk with the Town about it at any time, without having the company's "feet held to the fire".

Mayor Tollini opened the public hearing. There being no public comment, Tollini closed the public hearing.

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Councilmember Doyle responded to Mr. Iavarone's comments by saying there is simply a "feeling" sometimes of "nickel and diming" of services. He used the example of Marin Municipal Water District raising its rates even though its ratepayers had cut back on water usage. He said it seems, sometimes, that rates continue to go up, while services go down. But Doyle agreed that MVRs provides great service; he said the challenge is rates and how to manage them. He suggested an improvement might be to better explain to the ratepayers what they are paying for.

Councilmember O'Donnell said the nature of the problem with evergreen contracts was that they lead to a monopoly provider, and that this leads to a "cost plus" mentality when it comes to setting rates. As a businessman, O'Donnell agreed that costs such as health care, fuel, and the like, do go up, which can drive rate increases. He said if there were five or six providers out there for garbage service, it would be different.

O'Donnell said the fiduciary responsibility of the Council is to the taxpayer and the ratepayer. He noted there were not a lot of options for providers in Southern Marin. He said MVRs provides great service and it would be destructive to residents to lose this service. So, he said the process was to find a balance.

Councilmember O'Donnell said he helped write the current agreement, along with former Councilmember Collins. He said he was satisfied with the contract extension based on the excellent service provided by MVRs, as well as extra benefits in the contract, such as porta potties and dumpsters provided free of charge for Town events.

No action was taken by the Council, thereby allowing the extension of the MVRs franchise agreement, as written.

3. **Farmer's Market on Main** – Consider approval of Main Street closure for a weekly farmer's market during the summer and fall months (Office of the Town Manager/ Mayor Tollini) - *Heard first on agenda.*
4. **Appointments to Boards, Commissions & Committees** – Consider appointment to fill pending vacancy on Belvedere-Tiburon Library Agency Board of Trustees (Town Clerk Crane Iacopi)

Town Clerk Crane Iacopi gave the report. She said that Tiburon appointee Jeff Foran was interested in, and eligible for, a second term on the Board. She also said there were no other applicants.

There were no Council questions or public comments.

MOTION: To reappoint Jeff Foran to the Library Agency Board for a second term, effective July 1, 2016.

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Moved: Fredericks, seconded by Doyle
Vote: AYES: Unanimous

TOWN COUNCIL REPORTS

Councilmember O'Donnell reported that Marin Clean Energy had expanded to all the cities and towns in Napa County, as well as to the City of Lafayette. He said MCE was also poised to reduce rates to its customers, which had been achieved through cost savings of various types. He said the rates would not be much cheaper than PG&E, however, due to the PCIA fee [a customer departure fee it is allowed to assess]. He said MCE is "carrying the torch" to eliminate these fees. He said the state legislature is also interested in the elimination of the fee.

O'Donnell also reported on a meeting of the Town's budget subcommittee. He said one idea that had been floated by Town Manager Chanis was to control costs through the use of seasonal hires in the parks and recreation areas. He said this would be discussed in more detail going forward.

TOWN MANAGER REPORT

Town Manager Chanis said that this issue and a full presentation of the Town's FY 2016-17 budget would come to the Council at the June 1 and June 15, 2016 regular meetings.

WEEKLY DIGESTS

- Town Council Weekly Digests – May 6 & 13, 2016

ADJOURNMENT

There being no further business before the Town Council of the Town of Tiburon, Mayor Tollini adjourned the meeting at 9:05 p.m.

ERIN TOLLINI, MAYOR

ATTEST:

DIANE CRANE IACOPI, TOWN CLERK

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Town Council Minutes #10-2016

May 18, 2016

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TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting

June 1, 2016

Agenda Item: CC-2

STAFF REPORT

To: Mayor and Members of the Town Council
From: Office of the Town Clerk
Subject: **Library Agency Joint Powers Agreement:** Agency Request to Amend Agreement
Reviewed By: *gil.*

BACKGROUND

The Town of Tiburon and City of Belvedere entered into a Joint Powers Agreement in 1995 to form the Belvedere-Tiburon Library. The agreement has remained in effect without amendments since that time.

The Library Agency is now requesting that the term of office of its appointed members be changed from three to four years. The reasons for the request are more fully outlined in the letter from Library Director Deborah Mazzolini, but they center on the agency's desire for greater continuity for members of its board, its governing body.

The Town of Tiburon appoints three members to the board, the City of Belvedere appoints three members, and the Reed Union School District appoints one member. Each member is appointed for one three-year term and has the option of seeking reappointment to a second three-year term. The proposed change to the agreement would change the terms of office from three to four years, and would apply to seated members as well as new appointees.

The Agency is also requesting some clean-up amendments to the JPA to eliminate outdated language pertaining to the Library Foundation (see Section 3 amending Paragraph 4 of the original JPA).

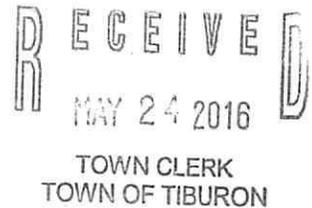
RECOMMENDATION

Staff recommends that the Town Council consider the proposed amendments and authorize the Mayor to sign the First Amendment to the Joint Powers Agreement for Belvedere-Tiburon Library.

Exhibits:

- 1) Letter and memo from Belvedere-Tiburon Library Agency Director Mazzolini
- 2) First Amendment to the Joint Powers Agreement for Belvedere-Tiburon Library

Prepared By: Diane Crane Iacopi, Town Clerk



Date: May 24, 2016
To: Erin Tollini, Mayor, Tiburon Town Council
From: Deborah Mazzolini, Belvedere Tiburon Library Director
Re: Joint Powers Agreement: Agency Request to Change the Term of Office

The Belvedere Tiburon Library Agency is requesting that the term of office of an Agency Board Member be changed from a three year to a four year term.

At the May 16, 2016, meeting of the Belvedere Tiburon Library Agency, an item was placed on the agenda regarding the Agency's term limits as written in the Joint Powers Agreement (JPA). The Agency voted to move forward and ask that the Tiburon Town Council, Belvedere City Council, and the Reed Union School District Board change the term limit from a three year to a four year term. What would remain in the JPA is "each member may be reappointed for only one successive term at the discretion of the appointing authority."

The Agency is also requesting that the lines in the JPA, Agreement, #4 - Membership of the Library Board, sections 'a' and 'b' be updated, eliminating the phrase regarding the Peninsula Library Foundation. This aspect has not been actively applied for fifteen years. The Foundation has been restructured and renamed.

Library Counsel, Riley Hurd, has written an amendment to the JPA for your Council's consideration. Also included, is a copy of the Joint Powers Agreement, and a document from the Agency's meeting explaining the reasoning for this request.

If any further information is required, please contact me.

Thank you.

On behalf of the Belvedere Tiburon Library Agency
Deborah Mazzolini, Library Director
dmazzolini@beltibrary.org
415.789.2656



Belvedere
Tiburon
Library

Date: May 16, 2016
To: Belvedere Tiburon Library Agency
From: Deborah Mazzolini, Library Director
Re: Library Agency Board Terms of Office

Agenda: Consideration of making a recommendation to the Tiburon Town Council and the Belvedere City Council that the term limits be changed from three years to four years, effective immediately, for library board members.

Reasoning: The Joint Powers Agency (JPA) agreement specifies terms of appointment for the Agency. In order to change the terms of office, the Town and City Councils need to vote to make that change to the JPA.

At the request of the Agency Executive Committee, a recommendation is being made to the full Agency Board. Currently an appointment to the Agency is for a three year term. A second three year term can be requested. After discussion, the Executive Committee suggests that the Town and City Councils be approached to change the term limits in the Joint Powers Agreement from three year terms to four year terms. Terms of both Belvedere the City Council and Tiburon Town Council are four years. This term of office coincides with both Tiburon Town Council and Belvedere City Council terms.

The Executive Committee believes that a 4 year term, plus one renewal, allows a new member more time to familiarize herself/himself with the Library structure and issues, and thereby become a more constructive Agency member. The Committee felt that currently just when a Member has gotten up to 'speed' they are required to leave the Board. Changing the terms will support the long term goal of stability and continuity.

Further, the Executive Committee stated that there is much at stake in the next few years and having an Agency that is knowledgeable about the Library, the coming expansion, and the history of the Library, is crucial. Continuity of leadership will be essential during this transition phase for the library.

Note on Belvedere: The City Council has five members. Elections are held in June in even-numbered years. The mayor and vice mayor are chosen by vote of council at the regular July meeting and they serve for one year in that capacity. Council members serve a four-year term. There are no term limits.

Note on Tiburon: The five members of the Town Council are elected for staggered, four-year terms in odd-numbered years. The Town Council appoints one of its members to be Mayor during the December Town Council meeting. It is an honorary position that is rotated each year.

**FIRST AMENDMENT TO THE
JOINT POWERS AGREEMENT FOR
BELVEDERE-TIBURON LIBRARY**

This First Amendment to the Joint Powers Agreement For Belvedere-Tiburon Library ("Amendment") is entered into by and between the City of Belvedere ("Belvedere") and the Town of Tiburon ("Tiburon") and shall be effective on the date it is fully executed. Belvedere and Tiburon may be referred to herein as the "Parties."

RECITALS

WHEREAS, in 1995 the Parties entered into a Joint Powers Agreement For Belvedere-Tiburon Library ("JPA Agreement") for the purpose of establishing a new entity to construct, own, and operate, and maintain a new public municipal library under the authority of Education Code Section 18900 et seq.;

WHEREAS, the JPA Agreement established a Library Board of Trustees ("Board") with each appointed Board member serving a 3-year term with the opportunity to be reappointed for one successive term;

WHEREAS, the JPA Agreement referenced certain members of the Board being chosen from a list prepared by the "Peninsula Library Foundation," an organization that no longer exists in the same form as the time when the JPA Agreement was first entered into;

WHEREAS, the Parties seek to amend the JPA Agreement such that:

1. Each Board member would instead serve a 4-year term with the opportunity to be reappointed for one successive term,
2. This Amendment regarding 4-year terms would be effective immediately and apply to currently sitting Board members, and,
3. The provision regarding selection of certain Board members from a list submitted by the "Peninsula Library Foundation" is deleted.

AGREEMENT

NOW, THEREFORE, the Parties do hereby agree as follows:

1. That Paragraph 6 of the original JPA Agreement is hereby deleted and replaced with the following:

"6. Term. The term of office for each Library Board member shall be four (4) years. The terms of the members shall be staggered so that no more than three terms expire during any one year. Members may be reappointed for only one successive term at the discretion of the appointing authority."

2. That the 4-year terms of office for Board members shall be effective immediately and apply to currently sitting members of the Board.

3. That Paragraphs 4 (a) and (b) of the original JPA Agreement are amended as follows:

“4.Membership of the Library Board: The governing board (Library Board of Trustees) shall consist of seven members, residents of Belvedere and Tiburon, appointed as follows:

(a.) The Town Council of the Town of Tiburon shall appoint three (3) members of the Library Board, ~~one of whom shall be chosen from a list submitted by the Peninsula Library Foundation.~~

(b.) The City Council of the City of Belvedere shall appoint three (3) members of the Library Board, ~~one of whom shall be chosen from a list submitted by the Peninsula Library Foundation.”~~

4. That all other terms of the original JPA Agreement shall remain in full force and effect.

[Original JPA was adopted on April 19, 1995 by the Town Council of the Town of Tiburon, and on May 1, 1995 by the City Council of the City of Belvedere.]

I do hereby certify that the foregoing First Amendment to the Joint Powers Agreement For Belvedere-Tiburon Library was approved by the Town Council of the Town of Tiburon on _____, 2016.

[Seal]

By: _____
ERIN TOLLINI, MAYOR
Town of Tiburon

Attest: _____
Diane Crane Iacopi, Town Clerk

I do hereby certify that the foregoing Joint Powers Agreement For Belvedere-Tiburon Library was approved by the City Council of the City of Belvedere on _____, 2016.

[Seal]

By: _____
CLAIRE McAULIFFE, MAYOR
City of Belvedere

Attest: _____
Alison Foulis, City Clerk

JOINT POWERS AGREEMENT
FOR BELVEDERE-TIBURON LIBRARY

This Joint Powers Agreement (hereinafter "Agreement") is entered into by Belvedere and Tiburon for the purpose of establishing a new entity to construct, own, and operate, and maintain a new public municipal library under the authority of Education Code Section 18900 et seq.

NOW, THEREFORE, the parties hereto do agree as follows:

1. Purpose of Agreement. The Joint Powers Agreement (hereinafter "Agreement") is entered into for the purpose of establishing an agency to construct, own, operate, and maintain a new public library conveniently located for the residents of Belvedere and Tiburon

2. Administering Agency. Pursuant to California Government Code Section 6500 et seq. there is hereby created a public entity to administer and execute this Agreement. This entity shall be known as the Belvedere-Tiburon Library Agency (hereinafter the "Library Agency").

3. Powers of Library Agency. The Library Agency shall have all necessary powers and authority provided to municipal libraries under Education Code Section 18900 et seq. and all other powers necessary to operate and maintain a library, including but not limited to:

- (A) The power to own or lease property and to plan, construct and hold title to a library (located at the corner of Mar West and Tiburon Boulevard and or other appropriate sites.)
- (B) The power to incur debt or borrow money as necessary for the needs of the Agency; to accept donations, gifts or other funds from all sources; and to invest and deposit funds of the Agency in accord with adopted investment policies.
- (C) The power to contract with the Marin County Library System and/or with any other entities for professional library services and for other services if appropriate.
- (D) The power to appoint or employ officers, employees, and agents and establish the terms of their employment.
- (E) The power to contract for professional and other services as may from time to time appear reasonable and appropriate.

- (F) The power to establish a volunteer system which permits volunteers to serve in any role deemed appropriate by the Board.
- (G) The power to prepare and administer an annual budget using a combination of public, private, and fee-for-service funds.
- (H) The power to pursue and receive funds from private sources and through the Peninsula Library Foundation.
- (D) The power to sue or be sued in its own name.
- <D) The power to purchase personal property, including books and other necessary materials.

4. Membership fo the Library Board: The governing board (Library Board of Trustees) shall consist of seven members, residents of Belvedere and Tiburon, appointed as follows:

- (a.) The Town Council of the Town of Tiburon shall appoint three (3) members of the Library Board, one of whom shall be chosen from a list submitted by the Peninsula Library Foundation.
- (b.) The City Council of the City of Belvedere shall appoint three (3) members of the Library Board, one of whom shall be chosen from a list submitted by the Peninsula Library Foundation.
- (c.) A seventh member who is designated an "at large" member and shall be recommended by the Reed Union School District Board of Trustees and approved by the Parties hereto.
- (d.) Each member shall be subject to removal and replacement at the pleasure of the appointing government body(ies). It will require action by both councils to 'remove the at-large member.
- (e.) For the initial seven members three members (including the at-large member) shall serve only until the end of the first fiscal year after the creation of the Joint Powers Agency, two shall serve until the end of the second fiscal year and two until the end of the third fiscal year. (Initial appointments will be eligible for two additional full terms.)
- (f.) Initial appointments should give due consideration to the selection of individuals who have made significant efforts toward making the new library a reality.

5. Compensation. The members of the Library Board shall serve without compensation.

6. Term. The term of office for each Library Board member shall be three (3) years. The terms of the members shall be staggered so that no more than three terms expire during any one year. Members may be reappointed for only one successive term at the discretion of the appointing authority.

7. Library Board Officers. The Library Board shall select a chairperson and vice chairperson whose terms shall run for one (1) year, commencing on the first meeting of the fiscal year. The Library Board shall hold regular meetings at least monthly and special meetings as may be called pursuant to the Bylaws. Four members shall constitute a quorum.

8. Bylaws. The Library Board shall adopt Bylaws which make provision for the calling and conduct of meetings, casting of votes, appointment of officers and other matters normally contained in Bylaws, all to be consistent with the Ralph M. Brown Act (Section 54900, et seq. of the Government Code) and all other applicable state statutes.

9. Financial Responsibility. The Library Agency shall be responsible for all debts, liabilities and obligations arising from the exercise of the Agency's powers.

10. Annual Reports. The Library Agency shall submit an annual written report on the state of the library to the two appointing parties. In addition, the minutes of all Library Agency meetings will be forwarded to Belvedere and Tiburon.

11. Treasurer and Controller. Pursuant to the provisions of Government Code Section 6505.6, the Treasurer of the Library Board shall be an officer or an employee of the Library Board. The treasurer shall receive and have custody of all monies of the Library Board, shall be responsible for the safekeeping and disbursement of all such monies and shall pay all sums due when appropriately presented to the Library Board. All withdrawals from the Agency's bank accounts shall be made by check signed by officers or employees designated by the Library Board by resolution. Pursuant to this section, the Treasurer shall cause an independent annual audit to be made by a certified public accountant, or public accountant in compliance with Government Code Section 6505.5. The Treasurer shall obtain a public official surety bond. The premium for this bond shall be *paid* by the Library Board.

12. Independent Contractors. The Library Board may, within its discretion, contract with independent consultants or individuals to perform administrative and/or operational functions of the Library Board.

The Library Board may in its discretion require independent contractors to provide liability insurance in appropriate amounts.

13. Budget. The Library Board shall prepare an annual budget using a July 1 through June 30 fiscal year. This budget will identify proposed revenues and proposed expenditures.

14. Transfer of funds. All public funds provided by the county tax collector for library purposes, including any portion of the property tax levied for library purposes shall be transferred by the parties as soon as received and without diminution to the Library Agency.

15. Liability of Library Board and Board Members, Employees and Independent Contractors. The Library Agency shall obtain appropriate liability insurance for the Agency, Board Members, employees, volunteers and independent contractors. Notwithstanding the above, the Agency may in its discretion require independent contractors to indemnify, defend and hold harmless the Agency.

16. Term: Termination. This agreement shall be for an indefinite term, and may be terminated only with at least one year's written notice by either party to the other party.

17. Disposition of Assets Upon Termination. While this Agreement is in effect all property and monies received by the Library Agency shall be held by the Library Agency. If this Agreement is terminated as provided for in paragraph 13, the building, its contents, and all other assets of the Library Agency will be held in trust by the Peninsula Library Foundation or its successor local non-profit organization. If the building ceases to be used as a library, the facility and all other assets should continue to be used to provide cultural, educational, and recreational benefits to the residents of Belvedere and Tiburon at the sole discretion of Belvedere and Tiburon.

18. Entire Agreement. This document constitutes the entire agreement between the parties as to the subject matter thereof, and may be altered or amended only by an agreement in writing duly executed by both parties.

19. Successors. This Agreement shall be binding upon and shall inure to the benefit of successors to the parties hereto.

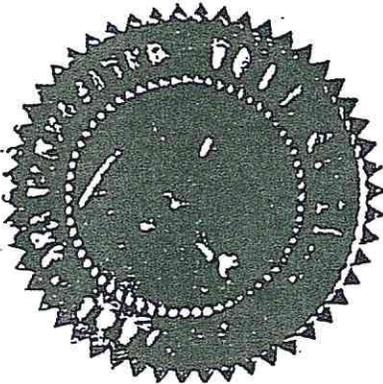
20. Modification or Suspension. In the event State or Federal laws or regulations enacted after the effective date of this Agreement, prevent or preclude compliance with one or more provisions herein, such provisions shall be modified or suspended as may be necessary to comply with such laws or regulations.

20. Notice Pursuant to Government Code §6503.5. Within thirty (30) days after the adoption of this agreement, the parties shall cause a notice of the Agreement to be prepared and filed with the Office of the Secretary of State, as required by California Government Code §6503.5.

21. Effective Date. This Agreement shall become effective on the first day of the month immediately following adoption of this Agreement by the governing bodies of Belvedere and Tiburon.

22. Assumption of Liability by Agency. Pursuant to Government Code Section 895.4, the parties agree that the Agency shall be solely liable for any damages or liabilities arising out of the performance of this agreement and shall indemnify, defend and hold harmless Belvedere and Tiburon.

I do hereby certify that the foregoing Agreement for Joint Exercise of Powers was approved by the Town Council of the Town of Tiburon on April 19, 1995



Andrew Thompson

Mayor, Town of Tiburon

[Signature]

Town Clerk, Town of Tiburon

do hereby certify that the foregoing Agreement for Joint Exercise of Powers was approved by the City Council of the City of Belvedere on May 1, 1995.



Seal

[Signature]

Mayor, City of Belvedere
[Signature]

City Clerk, City of Belvedere



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting

June 1, 2016

Agenda Item: CC-3

STAFF REPORT

To: Mayor and Members of the Town Council
From: Police Chief Michael J. Cronin
Subject: Consideration of Agreement between Town of Tiburon and City of Belvedere for Police Department Administrative Services
Reviewed By: *MC*

BACKGROUND

On December 31, 2014, Captain David M. Hutton retired from the Town of Tiburon. Rather than replace his position with a new hire, the Town took the opportunity to evaluate the needs and services of the Tiburon Police Department at that time. This analysis led to a proposal to share administrative services with the Belvedere Police Department, for the mutual benefit of both agencies. An agreement was developed whereby Belvedere Police Chief Patricia Seyler would divide her time between the two jurisdictions, beginning in April of 2015.

Under the terms of this agreement, Chief Seyler performs the duties and/or provides services including police report review and other communications; oversees management of officer training and scheduling; oversees management of patrol operations; provides occasional representation of the Town at police-related meetings, and assumes the role of Tiburon Police Chief in the absence of Tiburon Police Chief Michael Cronin.

The agreement has proved advantageous to both communities and its continuance has the support of both Police Chiefs. The current contract for services expires on June 30, 2016.

FISCAL IMPACT

The total compensation for the Tiburon Police Captain's position, if it had been filled, would be \$191,160 for Fiscal Year 2016-17. The total cost to the Town of Tiburon for the services of Chief Seyler for Fiscal Year 2016-17 will be \$109,416, as proposed, representing a net savings of \$81,744.00 for the Town.

RECOMMENDATION

Staff recommends that the Town Council authorize the Town Manager to execute the attached Amended and Restated Agreement for Police Department Services for the Fiscal Year 2016-17.

EXHIBIT: Amended and Restated Agreement for Police Department Administrative Services

Prepared by: Michael Cronin, Chief of Police

**AMENDED AND RESTATED AGREEMENT FOR
POLICE DEPARTMENT ADMINISTRATIVE SERVICES**

This Agreement is made and entered into this ____ day of _____, 2016, by and between the TOWN OF TIBURON (hereinafter "TOWN"), and the CITY OF BELVEDERE (hereinafter "CITY").

RECITALS

WHEREAS, City employs a Police Chief ("City Chief") in a full time, FLSA exempt position; and

WHEREAS, Town has a need for supervisor-level administrative assistance in its Police Department; and

WHEREAS, City Chief can efficiently assist Town with administrative services similar in nature to services that City Chief routinely performs for City, without affecting the services that City Chief performs for City.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

The Town Police Chief is hereby designated the PROJECT MANAGER for Town, and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

2. **DUTIES OF CITY CHIEF.**

CITY CHIEF shall perform the duties and/or provide services as follows: Review Police reports and other communications; oversee officer training and other scheduling; assist with managing patrol operations; occasionally represent Town at countywide meetings and other regional activities and assume the role of Town Police Chief in the absence of the Town Police Chief.

3. **DUTIES OF TOWN.**

Town shall pay the compensation as provided in Paragraph 4, and continue to maintain sole and primary responsibility for all aspects of, and all services provided by, the Town Police Department.

4. COMPENSATION.

For the full performance of the services described herein by City Chief, Town will pay City a monthly payment of fifty percent (50%) of the total amount of City Chief's monthly costs, as set forth in Exhibit "A" ("Monthly Costs). Said compensation shall be due the first working day of every month. Exhibit "A" may be updated from time to time by the City in the event Monthly Costs are changed.

5. TERM OF AGREEMENT.

The Term of this Agreement shall be from July 1, 2016 through June 30, 2017. Upon mutual agreement of the parties, and subject to the approval of the City Manager and Town Manager, the Term of this Agreement may be extended for additional renewal periods to be determined by both Managers.

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

7. HOLD HARMLESS.

A. Town shall defend, hold harmless and indemnify City, its officers, agents, and/ or employees from any and all claims for injuries to persons and/ or damage to property which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of Town, its officers, agents and/ or employees. In addition, Town shall defend, hold harmless and indemnify City, its officers, agents, and/or employees from any and all claims for injuries to persons and/ or damage to property caused by or alleged to be caused by Town, its officers, agents and/ or employees and which occurred prior to the effective date of this Agreement.

B. City shall defend, hold harmless and indemnify Town, its officers, agents and/ or employees from any and all claims for injuries to persons and/ or damage to

property, which arise out of the terms and conditions of this Agreement and which result from the negligent acts or omissions of City, its officers, agents, and/ or employees.

C. In the event of the concurrent negligence of Town, its officers, agents and/ or employees, and City, its officers, agents and/ or employees, then the liability for any and all claims for injuries or damages which arise out of the terms and conditions of this Agreement shall be apportioned under California's Theory of Comparative negligence as presently established or may be hereafter modified.

8. INSURANCE.

Both parties shall maintain sufficient insurance, self-insurance or a combination thereof to comply with the following requirements, and, if requested, each party shall furnish the other party with certificates of insurance evidencing the required coverage. Thirty (30) days' notice must be given, in writing, to City of any pending change in the limits of liability or of any cancellation or modification of the policy.

A. Worker's Compensation and Employer's Liability Insurance. Both parties shall have in effect during the entire life of this Agreement Worker's Compensation and Employer's Liability Insurance, or an acceptable program of self-insurance providing full statutory coverage. In signing this Agreement, both parties certify that they are aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake e self-insurance in accordance with the provisions of the Code, and parties will comply with such provisions before commencing the performance of the work of this Agreement.

B. Liability Insurance. Town and City shall secure and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance for services covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Town's and City's operations under this Agreement, whether such operations be by himself / herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified on the following page.

9. INDEMNIFICATION.

Town shall, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by City, and hold harmless City, its officers, agents, employees

and volunteers, from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation arising out of City Chief's performance of the services under this Agreement.

The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

9. NOTICES.

All notices and other communications required or permitted to be given under this Agreement shall be in writing and given by personal delivery to the Town Manager or the City Manager.

10. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, City Police Chief shall act in the capacity of an Independent Contractor for Town, and not as an employee of Town.

11. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter of this Agreement.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the Town Manager and the City Manager.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

TOWN OF TIBURON

CITY OF BELVEDERE

GREG CHANIS, Town Manager

MARY NEILAN, City Manager

ATTEST:

DIANE IACOPI, Town Clerk

ALISON FOULIS, City Clerk

APPROVED AS TO FORM:

ROBERT F. EPSTEIN, Belvedere City Attorney

BENJAMIN L. STOCK, Tiburon Town Attorney



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
June 1, 2016

Agenda Item: *AI-1*

STAFF REPORT

To: Mayor and Members of the Town Council
From: Office of the Town Manger
Subject: Recommendation to Adopt a resolution activating the Tiburon Parking Authority and the resolution approving the joint exercise of powers agreement establishing the Tiburon Public Financing Authority.
Reviewed By: *gc*

BACKGROUND

Staff has been exploring the possibility of refinancing the Town's previously-formed undergrounding assessment districts by issuing refunding bonds with lower interest rates. Depending on interest rates, this could reduce annual property assessment payments for property owners in the affected districts, which include the following:

- 1999 Main Street District
- 2001 Stewart Drive Undergrounding District
- 2005 Del Mar Valley Utility Undergrounding District
- 2010 Del Mar Supplemental Undergrounding District
- 2005 Lyford Cove Undergrounding District 1&2
- 2006 Lyford Cove Supplemental Undergrounding District

Preliminary analysis indicates if market interest rates do not change significantly in the near term, debt service savings as a result of the refinancing are available.

ANALYSIS

The process to refinance the outstanding bonds previously issued by the Town for the existing assessment districts, payable from assessments levied by Town annually on owners of property in the assessment districts, involves the formation of a single reassessment district and the levy by the Town of reassessments that will supplant the current property owner assessments. To proceed with the formation of the new reassessment district, the levy of reassessments and the issuance of refunding bonds without the need for an otherwise-required elongated notice and public hearing process, relevant State law requires that three tests be met:

1. effectively, each annual property owner reassessment must be less than the property owner's corresponding original annual assessments being superseded and supplanted (the "Reduced Assessment Requirement");
2. the final maturity of the bonds payable from the reassessments cannot be later than the

- final maturity of the original assessment bonds being refunded (the “No Extension of Maturity Requirement”); and
3. the reduction in the annual assessment payments by reason of the reassessments must be the same percentage for each property owner (the “Proportional Reduction Requirement”).

The No Extension of Maturity Requirement (#2 above) and the Proportional Reduction Requirement (#3 above) can be met by properly structuring the proposed refunding bonds, so long as interest rates generally remain at current levels. However, the Reduced Assessment Requirement (#1 above) can only be met if both (a) interest rates remain at levels that provide for savings (individual assessment district bonds are at varying interest rates, and increases in interest rates may not make a refunding for one or more of the assessment districts economically feasible so any such district could be dropped from the refunding program in that event); and (b) the Town utilizes a Joint Exercise of Powers Authority, hereinafter called the “Financing Authority”, to assist in the financing and refinancing of public capital improvements. The latter is necessary in order to pay the costs of issuance of the refunding transaction and fully fund a reserve fund for the refunding bonds, yet still be able to decrease the annual assessment installments of the property owners.

The proposed refunding structure using the Financing Authority would operate as follows: The Financing Authority would issue refunding revenue bonds that are sold to the public at market interest rates. The proceeds of the refunding revenue bonds will be used by the Financing Authority to purchase a pooled reassessment bond issue of the Town, fund the reserve fund for the Financing Authority bonds and pay the costs of issuance of the refinancing transaction. The Town will use the proceeds of the Financing Authority’s purchase of the reassessment bonds to retire the currently outstanding assessment bonds. The interest rate on the reassessment bonds will be set at a rate necessary to provide sufficient income (made up of principal and interest payments) to the Financing Authority, as owner of the reassessment bonds, so the Financing Authority can pay debt service payments on the refunding revenue bonds.

With proceeds of the Financing Authority’s refunding bonds funding the reserve fund and costs of issuance for the refunding transaction, the reassessment liens on the properties in the assessment districts can be reduced to below the present assessment liens and the Reduced Assessment Requirement can be satisfied.

Use of this type of financing structure is common in public finance. Some representative local examples include:

- Sanitary District 5 in the sale of its bonds in 2013.
- Marin County’s issuance of \$80 million in Certificates of Participation early in 2015.
- Mill Valley for its recent Community Center, Library, and Sewer improvement projects.
- Marin County Open Space District to refinance a combination of assessment districts and Mello-Roos CFD bonds (Old St. Hilary’s) in 2013.
- Tiburon to fund, and subsequently refinance, public improvements for the Point Tiburon project.

Under California law, a Joint Powers Authority has the authority to issue revenue bonds secured by a pool of underlying obligations, such as assessment bonds. However, California law requires

that at least two independent parties enter into the agreement creating a Joint Powers Authority (referred to as the Financing Authority in this Staff Report). In order that the Financing Authority proposed for the refunding bonds remains wholly controlled by the Town Council (similar to the agreement between the Town and the former Redevelopment Agency), staff proposes that the Town form a new entity, the Tiburon Parking Authority, to serve as the other member of the new Financing Authority. The new Parking Authority entity would essentially replace the former Redevelopment Agency as a partner to the new Financing Authority. It is expected that the Town Council, as the governing board of the new Parking Authority, would limit the activities of the Parking Authority to its membership in the new Financing Authority, and it would not be expected that the new Parking Authority would have any other property or operations.

By creating the new Financing Authority, the Town will have an entity that can issue refunding revenue bonds and purchase reassessment bonds, as well as participate in future financings to the extent such a need arises.

The Town can create the Parking Authority by adoption of a resolution declaring the need for the Parking Authority to function. Creating the new Financing Authority requires the adoption of a resolution by the Town Council and a resolution by the members of the Parking Authority (which will consist of the members of the Town Council) to form the Financing Authority. All resolutions can be adopted at a single meeting in the following steps:

1. Town Council adopts the resolution creating the Parking Authority (Exhibit 1), and approving the JPA Agreement (Exhibit 2), and then adjourns its meeting.
2. The Town Council then convenes as the governing board of the Parking Authority, adopts a resolution approving the JPA agreement (Exhibit 3), and then adjourns its meeting.
3. The Town Council then reconvenes, and continues with its agenda.

FINANCIAL IMPACT

As previously mentioned, the financial benefit derived from the proposed refinancing will be to the affected property owners. Staff anticipates no significant financial impact to the Town as a result of Council approving the staff recommendation.

RECOMMENDATION

Staff recommends that the Town Council:

Adopt the resolution activating the Tiburon Parking Authority and the resolution approving the joint exercise of powers agreement establishing the Tiburon Public Financing Authority. A resolution related to the establishment of the Tiburon Public Financing Authority is on the agenda for the Parking Authority.

Exhibits:

- 1) A resolution of the Town Council of the Town of Tiburon Declaring that there is a need for a Parking Authority to function in the Town, Declaring that the Town Council shall be the Legislative Body of the Parking Authority, and Designating Officers of the Parking Authority;
- 2) A Resolution of the Town Council of the Town of Tiburon authorizing the Execution of a Joint Exercise of Powers Agreement establishing the Tiburon Public Financing Authority;
- 3) A resolution of the Members of the Tiburon Parking Authority authorizing the Execution of a Joint Exercise of Powers Agreement Establishing the Tiburon Public Financing Authority.

Prepared by: Greg Chanis, Town Manager

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF TIBURON DECLARING THAT THERE IS A NEED FOR A
PARKING AUTHORITY TO FUNCTION IN THE TOWN,
DECLARING THAT THE TOWN COUNCIL SHALL BE THE
LEGISLATIVE BODY OF THE PARKING AUTHORITY, AND
DESIGNATING OFFICERS OF THE PARKING AUTHORITY**

WHEREAS, the Parking Law of 1949 is codified in California Streets & Highways Code Sections 32500 and following (the "Law"); and

WHEREAS, Section 32650 of the Law provides that in each city, including the Town of Tiburon (the "Town"), there is a public body corporate and politic known as the parking authority of the city (with respect to the Town, the "Parking Authority"); and

WHEREAS, Section 32651 of the Law additionally provides in effect that the Parking Authority shall not transact business or exercise its power unless the Town Council, as the legislative body of the Town, declares by resolution that there is a need for the Parking Authority to function in the Town; and

WHEREAS, Section 32661.1 of the Law effectively provides that the Town Council may declare itself to be the legislative body of the Parking Authority; and

WHEREAS, the Town Council now desires to declare the need for the Parking Authority to function in the Town, to declare itself to be the legislative body of the Parking Authority, and to designate a Chair, a Vice Chair, an Executive Director, a Finance Officer and a Secretary for the Parking Authority.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Tiburon as follows:

1. **Findings.** The Town Council finds that there is a need for the Parking Authority to function in the Town, which Parking Authority shall be known as the "Tiburon Parking Authority."
2. **Town Councilmembers to Serve as Members of the Parking Authority.** Pursuant to Section 32661.1 of the Law, the Town Council finds that the appointment of the members of the Town Council as the members of the Parking Authority will serve the public interest and promote the public welfare in an effective manner and, therefore, the members of the Town Council are hereby declared to be members of the Parking Authority and all the rights, powers, duties, privileges and immunities that are vested by the Law in the Parking Authority shall be vested in such members, except as otherwise provided by the Law.

Exhibit 1

3. **Designation of Officers.** The Mayor of the Town shall serve as the Chair of the Parking Authority, the Vice Mayor shall serve as the Vice Chair of the Parking Authority, the Town Manager shall serve as the Executive Director of the Parking Authority, the Town Director of Administrative Services shall serve as the Finance Officer of the Parking Authority and the Town Clerk shall serve as the Secretary to the Parking Authority.

4. **Effective.** This Resolution shall be effective upon its adoption by the Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Tiburon on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____
Mayor

ATTEST: _____
Town Clerk

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
TIBURON AUTHORIZING THE EXECUTION OF A JOINT
EXERCISE OF POWERS AGREEMENT ESTABLISHING THE
TIBURON PUBLIC FINANCING AUTHORITY**

WHEREAS, the Town of Tiburon (the “Town”) and the Tiburon Parking Authority (the “Parking Authority”) desire to establish a joint exercise of powers agency under Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the “Act”) to be known as the “Tiburon Public Financing Authority” (the “JPA”);

WHEREAS, there has been presented to this meeting a form of a Joint Exercise of Powers Agreement (the “JPA Agreement”), by and between the Parking Authority and the Town establishing the JPA; and

WHEREAS, under the Act and as provided in the JPA Agreement, the JPA will be a public entity separate and apart from its members, and the debts, liabilities and obligations of the JPA will not be the debts, liabilities or obligations of its members.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Tiburon as follows:

- 1. Approval of JPA Agreement.** The JPA Agreement, in the form placed on file with the Town Clerk, is hereby approved. The Mayor and the Town Manager (each, a “Designated Officer”), each acting alone, are hereby authorized and directed, for and on behalf of the Town, to execute, and the Town Clerk is hereby authorized to attest and deliver, the JPA Agreement in said form, together with such changes thereto that the Designated Officer executing the JPA Agreement, with the advice of counsel, may approve, such approval to be conclusively evidenced by the execution and delivery of the JPA Agreement by a Designated Officer.
- 2. Official Actions and Filings.** The Designated Officers, as well as the Town Finance Director, are hereby authorized and directed, for and on behalf of the Town, to take any and all other actions related to the establishment of the JPA and the JPA Agreement consistent with the purposes of this Resolution, including but not limited to the filing of a notice with the Secretary of State as required by Sections 6503.5 and 6503.7 of the Act.

Exhibit 2

3. **Effective.** This Resolution shall be effective upon its adoption by the Town Council.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Tiburon on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____
Mayor

ATTEST: _____
Town Clerk

20034.01:J14063
5/23/16

**JOINT EXERCISE OF POWERS AGREEMENT
TIBURON PUBLIC FINANCING AUTHORITY**

THIS JOINT EXERCISE OF POWERS AGREEMENT (the "Agreement"), dated as of _____, 2016, is between the TOWN OF TIBURON, a municipal corporation and political subdivision duly organized and existing under the Constitution and laws of the State of California (the "Town"), and the TIBURON PARKING AUTHORITY, a public, corporate instrumentality duly organized and existing under the laws of the State of California (the "Parking Authority").

BACKGROUND:

The Town and the Parking Authority desire to enter into this Agreement to establish a joint exercise of powers authority under Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the "Act"), in order to assist in the financing and refinancing of certain public programs (including but not limited to the undergrounding assessment district program of the Town) and projects, and assist in the financing and refinancing of public capital improvements, as defined in the Act, for the benefit of the Town and the Parking Authority.

AGREEMENT:

For and in consideration of the premises and the material covenants hereinafter contained, the parties hereto hereby formally covenant, agree and bind themselves as follows:

Section 1. Definitions. Unless the context otherwise requires, the terms defined in this Section 1 have the meanings herein specified.

"Act" means Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, as amended.

"Agreement" means this Joint Exercise of Powers Agreement establishing the Authority, as originally executed by the Town and the Parking Authority and as it thereafter may be amended from time to time by the Members.

"Authority" means the Tiburon Public Financing Authority established by this Agreement.

"Board of Directors" means the governing board of the Authority.

"Bonds" means bonds and any other evidence of indebtedness of the Authority duly authorized and issued by the Authority.

"Brown Act" means the Ralph M. Brown Act (Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California), or any successor legislation hereinafter enacted.

"Town" means the Town of Tiburon, a municipal corporation and political subdivision duly organized and existing under the Constitution and laws of the State of California.

"Member" or "Members" means the members of the Authority from time to time as may be modified in accordance with this Agreement. As of the date of this Agreement, the sole Members are the Town and the Parking Authority.

"Parking Authority" means the Tiburon Parking Authority, a public, corporate instrumentality duly organized and existing under the laws of the State of California.

Section 2. Purpose. This Agreement is entered into under the Act for the purpose of assisting in the financing and refinancing of certain public programs (including but not limited to the undergrounding assessment district program of the Town) and projects of the Members, and assisting in the financing and refinancing of public capital improvements, as defined in the Act, for the benefit of the Members by exercising the powers of the Authority described in Section 5 and otherwise conferred by the Act.

Section 3. Term. This Agreement shall effect upon its execution by the Town and the Parking Authority and shall remain in full force and effect until terminated by the Members, as evidenced by a resolution adopted by the governing board of each respective Member. However, in no event shall this Agreement terminate while any Bonds or other obligations of the Authority remain outstanding under the terms of any indenture, trust agreement, contract, agreement, lease, sublease or other instrument under which such Bonds are issued or other obligations are incurred.

The Authority shall administer this Agreement and shall cause all records regarding its formation, existence, any Bonds issued by it, obligations incurred by it and proceedings pertaining to its termination to be retained for at least six years following termination of the Authority or final payment of any Bonds, whichever is later.

Section 4. The Authority.

(a) Status of Authority. There is hereby established under the Act an agency and public entity to be known as the "Tiburon Public Financing Authority." As provided in the Act, the Authority is a public entity separate and apart from the Members. The debts, liabilities and obligations of the Authority do not and shall not constitute debts, liabilities or obligations of the Members.

Within 30 days after the effective date of this Agreement, and of any further amendment hereto in the future, the Authority, or the Town on behalf of the Authority, will cause a notice of this Agreement or any future amendment to be prepared and filed with the office of the California Secretary of State in the manner required by Section 6503.5 of the Act, as amended.

(b) Governing Board. The Authority shall be administered by the Board of Directors whose members shall be, at all times, the members of the Town Council of the Town from time to time. The term of office as a member of the Board of Directors will terminate when such member of the Board of Directors ceases to be a member of the Town Council of the Town; and the successor to such member of the Town Council of the Town will become a member of the Board of Directors upon assuming such office.

Members of the Board of Directors will not receive any compensation for serving as such, but are entitled to reimbursement for any expenses actually incurred in connection with serving as a member if the Board of Directors determines that such expenses will be reimbursed, and unencumbered funds are available for that purpose.

(c) Meetings of the Board of Directors.

(i) Time and Place. The time and place for holding Board of Directors meetings shall be established, and may be changed at any time, by resolution of the Board of Directors. Initially, meetings shall be held as follows:

(1) The Board of Directors shall conduct regular meetings on the same date, at the same time and at the same location as the regular meetings of the Town Council of the Town. Such regular meetings may occur either during or after the regular meetings of the Town Council of the Town, but may not commence earlier than the starting time for the regular meetings of the Town Council of the Town. If the Secretary does not post an agenda for a regular meeting pursuant to the Brown Act, then such failure to post shall be deemed to be a determination by the Chair that no items required discussion and, therefore, that the regular meeting of the Board of Directors has been cancelled, except as otherwise provided in the Brown Act.

(2) The Board of Directors may hold special meetings at any time and from time to time in accordance with law.

(ii) Legal Notice. All meetings of the Board of Directors will be called, noticed, held and conducted in accordance with the provisions of the Brown Act.

(iii) Minutes. The Board of Directors will cause minutes of all meetings of the Board of Directors to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each member of the Board of Directors and to the Members.

(iv) Quorum. A majority of the members of the Board constitute a quorum for the transaction of business, except that less than a quorum may adjourn meetings from time to time.

(v) Voting. Each Director shall have one vote. The affirmative vote of the Directors at a meeting at which a quorum is present shall be required to take any action by the Board of Directors.

(d) Officers; Duties; Bonds. The Officers of the Authority shall be the Chair, Vice-Chair, Executive Director, Secretary and Treasurer.

(i) The Chair shall be the person serving as the mayor of the Town; the Vice-Chair shall be the person serving as the vice-mayor of the Town; the Executive Director shall be the person serving as the Town Manager of the Town; and the Secretary shall be the person serving as the Town Clerk. The officers shall perform the duties normal to their respective offices. The Chair or the Executive Director shall sign all contracts on behalf of the Authority, and shall perform such other duties as may be imposed by the Board of Directors. The Vice Chair shall act, sign contracts, and perform all of the Chair's duties in the absence of the Chair. The Secretary shall perform such duties as may be imposed by the Board of Directors and cause a copy of this Agreement to be filed with the California Secretary of State pursuant to the Act. These officers shall have such additional powers and duties as may be determined by the Board of Directors from time to time by resolution.

(ii) Pursuant to Section 6505.6 of the Act, the chief financial officer of the Town (currently the Director of Administrative Services of the Town) is hereby designated as the Treasurer of the Authority. The Treasurer shall be the depository, shall have the duties and obligations set forth in sections 6505 and 6505.5 of the Act and shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Authority. Pursuant to section 6505.1 of the Act, the Treasurer shall have charge of, handle and have access to all accounts, funds, and money of the Authority and all records of the Authority relating thereto; and the Secretary shall have charge of, handle and have access to all other records of the Authority.

(iii) So long as required by Section 6505 and Section 6505.5 of the Act, the Treasurer shall prepare or cause to be prepared a special audit as required under Section 6505 of the Act every year during the term of this Agreement, which may be incorporated into the audited financial statements of the Town.

(iv) The Town shall determine the charges, if any, to be made against the Authority for the services of the Treasurer and the other officers of the Authority.

(v) The Board of Directors shall have the power to appoint such other officers and employees as it may deem necessary and to retain independent counsel, consultants and accountants.

(vi) All of the privileges and immunities from liability, exemptions from laws, ordinances and rules, all pension, relief, disability, worker's compensation and other benefits which apply to the activities of officers, agents or employees of the Members when performing their respective functions within the territorial limits of their respective Member, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this Agreement.

(vii) None of the officers, agents or employees directly employed by the Authority shall be deemed, by reason of their employment by the Authority, to be employed by any Member or, by reason of their employment by the Authority, to be subject to any of the requirements of any Member.

Section 5. Powers. The Authority shall have the following powers: (a) all powers separately conferred upon joint exercise of powers authorities under California law, including without limitation the Act, and (b) any and all powers that are common powers of the Members. All such powers, whether separately conferred by law or common to the Members, are specified as powers of the Authority except any such powers that are specifically prohibited to the Authority by law. The Authority's exercise of its powers is subject to the restrictions upon the manner of exercising the powers of the Town.

The Authority is authorized, in its own name, to do all acts necessary for the exercise of its powers. Notwithstanding the foregoing, the Authority has any additional powers conferred under the Act or under applicable law, insofar as such additional powers may be necessary to accomplish the purposes described in Section 2.

Section 6. Fiscal Year. Unless and until changed by resolution of the Board of Directors, the fiscal year of the Authority is the period from July 1 of each year to and including the following June 30.

Section 7. Disposition of Assets. Upon termination of this Agreement under Section 3, any surplus money in possession of the Authority or on deposit in any fund or account of the Authority will be returned in proportion to any contributions made to the Authority as required by Section 6512 of the Act. The Board of Directors is vested with all powers of the Authority for the purpose of concluding and dissolving the business affairs of the Authority. After rescission or termination of this Agreement under Section 3, all property of the Authority, both real and personal, shall be distributed to the Town, subject to Section 8.

Section 8. Contributions and Advances. Contributions or advances of public funds and of personnel, equipment, or property may be made to the Authority by the Members for any of the purposes of this Agreement. Payment of public funds may be made to defray the cost of any such contribution. Any such advance made in respect of a revenue-producing facility shall be made subject to repayment, and will be repaid, in the manner agreed upon by the respective Member making the contribution and the Authority as provided by 6512.1 of the Act. It is mutually understood and agreed that no Member has any obligation to make advances or contributions to the Authority to provide for the costs and expenses of administration of the Authority, even though a member may do so. Any Member may allow the use of personnel, equipment or property in lieu of other contributions or advances to the Authority.

Section 9. Conflict of Interest Code. The Authority hereby adopts the conflict of interest code of the Town, as it may exist from time to time, as the conflict of interest code governing the Authority.

Section 10. Notices. Notices and other communications hereunder to the Members shall be sufficient if delivered to the clerk or secretary of each Member.

Section 11. Addition of Member.

(a) Any public agency may be added as a party to this Agreement, and become a Member, by filing with the Board of Directors a certified copy of a resolution of the governing body of such public agency whereby it agrees to the provisions of this Agreement and requests to become a Member. The Board of Directors may accept or reject any such proposal in its sole and absolute discretion, and if accepted, such public agency shall become a Member when (i) its admission is approved by a vote of a majority of the Board of Directors voting on the matter and (ii) such public agency deposits or agrees to deposit with the Authority an amount equal to such share of the costs and expenses incurred by the Authority prior to the date of admission of such public agency as a Member, as determined by the Board of Directors in its discretion.

(b) Upon satisfaction of the provisions of subsection (a) above, such public agency shall be a Member for all purposes of this Agreement. The effectiveness of such membership shall not constitute an amendment or modification of this Agreement.

Section 12. Withdrawal or Exclusion of a Member.

(a) Any Member may withdraw from the Authority by filing with the Board of Directors a certified copy of a resolution of the governing body of the Member expressing its desire to so withdraw, whereupon the withdrawing Member shall no longer be considered a Member for any reason or purpose under this Agreement and its rights and obligations under this Agreement shall terminate.

Any Member that is dissolved or ceases to exist for any reason shall be deemed to have withdrawn from this Agreement as of the date of such Member's dissolution.

The withdrawal of a Member shall not affect any obligations of such Member under any contract between the withdrawing Member and the Authority.

(b) No withdrawal from membership shall constitute an amendment or modification of this Agreement.

(c) Notwithstanding the foregoing, no Member may withdraw from the Authority so long as there are only two members of the Authority.

Section 13. Severability. If any part, term, or provision of this Agreement is decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms or provisions hereof will not be affected thereby.

Section 14. Successors; Assignment. This Agreement is binding on and inures to the benefit of the successors of the Members. No Member may assign any right or obligation hereunder without the written consent of the other Members.

Section 15. Amendment. This Agreement may be amended at any time by supplemental agreement executed by all of the Members. However, any such supplemental agreement is subject to any restrictions contained in any documents related to outstanding Bonds or other obligations of the Authority.

Section 16. Waiver of Personal Liability. No member of the Board of Directors, officer or employee of the Authority or any Member is individually or personally liable for any Bonds or any claims, losses, damages, costs, injury or liability of any kind, nature or description arising from the actions of the Authority or the actions undertaken under or pursuant to this Agreement.

To the full extent permitted by law, the Board of Directors shall provide for indemnification by the Authority of any person who is or was a member of the Board of Directors, or an officer, employee or other agent of the Authority, and who was or is a party or is threatened to be made a party to a proceeding by reason of the fact that such person is or was such a member of the Board of Directors, or an officer, employee or other agent of the Authority, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding, if such person acted in good faith and in the course and scope of his or her office, employment or agency. In the case of a criminal proceeding, the Board of Directors may provide for indemnification and defense of a member of the Board of Directors, or an officer, employee, or other agent of the Authority to the extent permitted by law.

Section 17. Miscellaneous. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Where reference is made to duties to be performed for the Authority by a public official or employee, such duties may be performed by that person's duly authorized deputy or assistant. Where reference is made to actions to be taken by a Member, such action may be exercised through the officers, staff or employees of that Member in the manner provided by law.

All section headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers as of the day and year first above written.

TOWN OF TIBURON

By _____
Mayor

Attest:

By _____
Town Clerk

TIBURON PARKING AUTHORITY

By _____
Chair

Attest:

By _____
Secretary

**A RESOLUTION OF THE MEMBERS OF THE TIBURON PARKING
AUTHORITY AUTHORIZING THE EXECUTION OF A JOINT
EXERCISE OF POWERS AGREEMENT ESTABLISHING THE
TIBURON PUBLIC FINANCING AUTHORITY**

WHEREAS, the Town of Tiburon (the “Town”) and the Tiburon Parking Authority (the “Parking Authority”) desire to establish a joint exercise of powers agency under Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the “Act”) to be known as the “Tiburon Public Financing Authority” (the “JPA”);

WHEREAS, there has been presented to this meeting a form of a Joint Exercise of Powers Agreement (the “JPA Agreement”), by and between the Parking Authority and the Town, establishing the JPA; and

WHEREAS, under the Act and as provided in the JPA Agreement, the JPA will be a public entity separate and apart from its members, and the debts, liabilities and obligations of the JPA will not be the debts, liabilities or obligations of its members.

NOW, THEREFORE, BE IT RESOLVED by the Members of the Tiburon Parking Authority as follows:

- 1. Approval of JPA Agreement.** The JPA Agreement, in the form placed on file with the Secretary, is hereby approved. The Chair, the Vice Chair and the Executive Director (each, a “Designated Officer”), each acting alone, are hereby authorized and directed, for and on behalf of the Parking Authority, to execute and deliver the JPA Agreement in said form, together with such changes thereto that the Designated Officer executing the JPA Agreement, with the advice of counsel, may approve, such approval to be conclusively evidenced by the execution and delivery of the JPA Agreement by a Designated Officer.
- 2. Official Actions and Filings.** The Designated Officers, as well as the Finance Officer and the Secretary, are hereby authorized and directed, for and on behalf of the Parking Authority, to take any and all other actions related to the establishment of the JPA and the JPA Agreement consistent with the purposes of this Resolution.

Exhibit 3

3. **Effective.** This Resolution shall be effective upon its adoption by the Members.

PASSED AND ADOPTED at a special meeting of the Members of the Tiburon Parking Authority on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____
Chair

ATTEST: _____
Secretary

20034.01:J14064
5/23/16

**JOINT EXERCISE OF POWERS AGREEMENT
TIBURON PUBLIC FINANCING AUTHORITY**

THIS JOINT EXERCISE OF POWERS AGREEMENT (the "Agreement"), dated as of _____, 2016, is between the TOWN OF TIBURON, a municipal corporation and political subdivision duly organized and existing under the Constitution and laws of the State of California (the "Town"), and the TIBURON PARKING AUTHORITY, a public, corporate instrumentality duly organized and existing under the laws of the State of California (the "Parking Authority").

BACKGROUND:

The Town and the Parking Authority desire to enter into this Agreement to establish a joint exercise of powers authority under Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the "Act"), in order to assist in the financing and refinancing of certain public programs (including but not limited to the undergrounding assessment district program of the Town) and projects, and assist in the financing and refinancing of public capital improvements, as defined in the Act, for the benefit of the Town and the Parking Authority.

AGREEMENT:

For and in consideration of the premises and the material covenants hereinafter contained, the parties hereto hereby formally covenant, agree and bind themselves as follows:

Section 1. Definitions. Unless the context otherwise requires, the terms defined in this Section 1 have the meanings herein specified.

"Act" means Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, as amended.

"Agreement" means this Joint Exercise of Powers Agreement establishing the Authority, as originally executed by the Town and the Parking Authority and as it thereafter may be amended from time to time by the Members.

"Authority" means the Tiburon Public Financing Authority established by this Agreement.

"Board of Directors" means the governing board of the Authority.

"Bonds" means bonds and any other evidence of indebtedness of the Authority duly authorized and issued by the Authority.

"Brown Act" means the Ralph M. Brown Act (Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California), or any successor legislation hereinafter enacted.

"Town" means the Town of Tiburon, a municipal corporation and political subdivision duly organized and existing under the Constitution and laws of the State of California.

"Member" or "Members" means the members of the Authority from time to time as may be modified in accordance with this Agreement. As of the date of this Agreement, the sole Members are the Town and the Parking Authority.

"Parking Authority" means the Tiburon Parking Authority, a public, corporate instrumentality duly organized and existing under the laws of the State of California.

Section 2. Purpose. This Agreement is entered into under the Act for the purpose of assisting in the financing and refinancing of certain public programs (including but not limited to the undergrounding assessment district program of the Town) and projects of the Members, and assisting in the financing and refinancing of public capital improvements, as defined in the Act, for the benefit of the Members by exercising the powers of the Authority described in Section 5 and otherwise conferred by the Act.

Section 3. Term. This Agreement shall effect upon its execution by the Town and the Parking Authority and shall remain in full force and effect until terminated by the Members, as evidenced by a resolution adopted by the governing board of each respective Member. However, in no event shall this Agreement terminate while any Bonds or other obligations of the Authority remain outstanding under the terms of any indenture, trust agreement, contract, agreement, lease, sublease or other instrument under which such Bonds are issued or other obligations are incurred.

The Authority shall administer this Agreement and shall cause all records regarding its formation, existence, any Bonds issued by it, obligations incurred by it and proceedings pertaining to its termination to be retained for at least six years following termination of the Authority or final payment of any Bonds, whichever is later.

Section 4. The Authority.

(a) Status of Authority. There is hereby established under the Act an agency and public entity to be known as the "Tiburon Public Financing Authority." As provided in the Act, the Authority is a public entity separate and apart from the Members. The debts, liabilities and obligations of the Authority do not and shall not constitute debts, liabilities or obligations of the Members.

Within 30 days after the effective date of this Agreement, and of any further amendment hereto in the future, the Authority, or the Town on behalf of the Authority, will cause a notice of this Agreement or any future amendment to be prepared and filed with the office of the California Secretary of State in the manner required by Section 6503.5 of the Act, as amended.

(b) Governing Board. The Authority shall be administered by the Board of Directors whose members shall be, at all times, the members of the Town Council of the Town from time to time. The term of office as a member of the Board of Directors will terminate when such member of the Board of Directors ceases to be a member of the Town Council of the Town; and the successor to such member of the Town Council of the Town will become a member of the Board of Directors upon assuming such office.

Members of the Board of Directors will not receive any compensation for serving as such, but are entitled to reimbursement for any expenses actually incurred in connection with serving as a member if the Board of Directors determines that such expenses will be reimbursed, and unencumbered funds are available for that purpose.

(c) Meetings of the Board of Directors.

(i) Time and Place. The time and place for holding Board of Directors meetings shall be established, and may be changed at any time, by resolution of the Board of Directors. Initially, meetings shall be held as follows:

(1) The Board of Directors shall conduct regular meetings on the same date, at the same time and at the same location as the regular meetings of the Town Council of the Town. Such regular meetings may occur either during or after the regular meetings of the Town Council of the Town, but may not commence earlier than the starting time for the regular meetings of the Town Council of the Town. If the Secretary does not post an agenda for a regular meeting pursuant to the Brown Act, then such failure to post shall be deemed to be a determination by the Chair that no items required discussion and, therefore, that the regular meeting of the Board of Directors has been cancelled, except as otherwise provided in the Brown Act.

(2) The Board of Directors may hold special meetings at any time and from time to time in accordance with law.

(ii) Legal Notice. All meetings of the Board of Directors will be called, noticed, held and conducted in accordance with the provisions of the Brown Act.

(iii) Minutes. The Board of Directors will cause minutes of all meetings of the Board of Directors to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each member of the Board of Directors and to the Members.

(iv) Quorum. A majority of the members of the Board constitute a quorum for the transaction of business, except that less than a quorum may adjourn meetings from time to time.

(v) Voting. Each Director shall have one vote. The affirmative vote of the Directors at a meeting at which a quorum is present shall be required to take any action by the Board of Directors.

(d) Officers; Duties; Bonds. The Officers of the Authority shall be the Chair, Vice-Chair, Executive Director, Secretary and Treasurer.

(i) The Chair shall be the person serving as the mayor of the Town; the Vice-Chair shall be the person serving as the vice-mayor of the Town; the Executive Director shall be the person serving as the Town Manager of the Town; and the Secretary shall be the person serving as the Town Clerk. The officers shall perform the duties normal to their respective offices. The Chair or the Executive Director shall sign all contracts on behalf of the Authority, and shall perform such other duties as may be imposed by the Board of Directors. The Vice Chair shall act, sign contracts, and perform all of the Chair's duties in the absence of the Chair. The Secretary shall perform such duties as may be imposed by the Board of Directors and cause a copy of this Agreement to be filed with the California Secretary of State pursuant to the Act. These officers shall have such additional powers and duties as may be determined by the Board of Directors from time to time by resolution.

(ii) Pursuant to Section 6505.6 of the Act, the chief financial officer of the Town (currently the Director of Administrative Services of the Town) is hereby designated as the Treasurer of the Authority. The Treasurer shall be the depository, shall have the duties and obligations set forth in sections 6505 and 6505.5 of the Act and shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Authority. Pursuant to section 6505.1 of the Act, the Treasurer shall have charge of, handle and have access to all accounts, funds, and money of the Authority and all records of the Authority relating thereto; and the Secretary shall have charge of, handle and have access to all other records of the Authority.

(iii) So long as required by Section 6505 and Section 6505.5 of the Act, the Treasurer shall prepare or cause to be prepared a special audit as required under Section 6505 of the Act every year during the term of this Agreement, which may be incorporated into the audited financial statements of the Town.

(iv) The Town shall determine the charges, if any, to be made against the Authority for the services of the Treasurer and the other officers of the Authority.

(v) The Board of Directors shall have the power to appoint such other officers and employees as it may deem necessary and to retain independent counsel, consultants and accountants.

(vi) All of the privileges and immunities from liability, exemptions from laws, ordinances and rules, all pension, relief, disability, worker's compensation and other benefits which apply to the activities of officers, agents or employees of the Members when performing their respective functions within the territorial limits of their respective Member, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this Agreement.

(vii) None of the officers, agents or employees directly employed by the Authority shall be deemed, by reason of their employment by the Authority, to be employed by any Member or, by reason of their employment by the Authority, to be subject to any of the requirements of any Member.

Section 5. Powers. The Authority shall have the following powers: (a) all powers separately conferred upon joint exercise of powers authorities under California law, including without limitation the Act, and (b) any and all powers that are common powers of the Members. All such powers, whether separately conferred by law or common to the Members, are specified as powers of the Authority except any such powers that are specifically prohibited to the Authority by law. The Authority's exercise of its powers is subject to the restrictions upon the manner of exercising the powers of the Town.

The Authority is authorized, in its own name, to do all acts necessary for the exercise of its powers. Notwithstanding the foregoing, the Authority has any additional powers conferred under the Act or under applicable law, insofar as such additional powers may be necessary to accomplish the purposes described in Section 2.

Section 6. Fiscal Year. Unless and until changed by resolution of the Board of Directors, the fiscal year of the Authority is the period from July 1 of each year to and including the following June 30.

Section 7. Disposition of Assets. Upon termination of this Agreement under Section 3, any surplus money in possession of the Authority or on deposit in any fund or account of the Authority will be returned in proportion to any contributions made to the Authority as required by Section 6512 of the Act. The Board of Directors is vested with all powers of the Authority for the purpose of concluding and dissolving the business affairs of the Authority. After rescission or termination of this Agreement under Section 3, all property of the Authority, both real and personal, shall be distributed to the Town, subject to Section 8.

Section 8. Contributions and Advances. Contributions or advances of public funds and of personnel, equipment, or property may be made to the Authority by the Members for any of the purposes of this Agreement. Payment of public funds may be made to defray the cost of any such contribution. Any such advance made in respect of a revenue-producing facility shall be made subject to repayment, and will be repaid, in the manner agreed upon by the respective Member making the contribution and the Authority as provided by 6512.1 of the Act. It is mutually understood and agreed that no Member has any obligation to make advances or contributions to the Authority to provide for the costs and expenses of administration of the Authority, even though a member may do so. Any Member may allow the use of personnel, equipment or property in lieu of other contributions or advances to the Authority.

Section 9. Conflict of Interest Code. The Authority hereby adopts the conflict of interest code of the Town, as it may exist from time to time, as the conflict of interest code governing the Authority.

Section 10. Notices. Notices and other communications hereunder to the Members shall be sufficient if delivered to the clerk or secretary of each Member.

Section 11. Addition of Member.

(a) Any public agency may be added as a party to this Agreement, and become a Member, by filing with the Board of Directors a certified copy of a resolution of the governing body of such public agency whereby it agrees to the provisions of this Agreement and requests to become a Member. The Board of Directors may accept or reject any such proposal in its sole and absolute discretion, and if accepted, such public agency shall become a Member when (i) its admission is approved by a vote of a majority of the Board of Directors voting on the matter and (ii) such public agency deposits or agrees to deposit with the Authority an amount equal to such share of the costs and expenses incurred by the Authority prior to the date of admission of such public agency as a Member, as determined by the Board of Directors in its discretion.

(b) Upon satisfaction of the provisions of subsection (a) above, such public agency shall be a Member for all purposes of this Agreement. The effectiveness of such membership shall not constitute an amendment or modification of this Agreement.

Section 12. Withdrawal or Exclusion of a Member.

(a) Any Member may withdraw from the Authority by filing with the Board of Directors a certified copy of a resolution of the governing body of the Member expressing its desire to so withdraw, whereupon the withdrawing Member shall no longer be considered a Member for any reason or purpose under this Agreement and its rights and obligations under this Agreement shall terminate.

Any Member that is dissolved or ceases to exist for any reason shall be deemed to have withdrawn from this Agreement as of the date of such Member's dissolution.

The withdrawal of a Member shall not affect any obligations of such Member under any contract between the withdrawing Member and the Authority.

(b) No withdrawal from membership shall constitute an amendment or modification of this Agreement.

(c) Notwithstanding the foregoing, no Member may withdraw from the Authority so long as there are only two members of the Authority.

Section 13. Severability. If any part, term, or provision of this Agreement is decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms or provisions hereof will not be affected thereby.

Section 14. Successors; Assignment. This Agreement is binding on and inures to the benefit of the successors of the Members. No Member may assign any right or obligation hereunder without the written consent of the other Members.

Section 15. Amendment. This Agreement may be amended at any time by supplemental agreement executed by all of the Members. However, any such supplemental agreement is subject to any restrictions contained in any documents related to outstanding Bonds or other obligations of the Authority.

Section 16. Waiver of Personal Liability. No member of the Board of Directors, officer or employee of the Authority or any Member is individually or personally liable for any Bonds or any claims, losses, damages, costs, injury or liability of any kind, nature or description arising from the actions of the Authority or the actions undertaken under or pursuant to this Agreement.

To the full extent permitted by law, the Board of Directors shall provide for indemnification by the Authority of any person who is or was a member of the Board of Directors, or an officer, employee or other agent of the Authority, and who was or is a party or is threatened to be made a party to a proceeding by reason of the fact that such person is or was such a member of the Board of Directors, or an officer, employee or other agent of the Authority, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding, if such person acted in good faith and in the course and scope of his or her office, employment or agency. In the case of a criminal proceeding, the Board of Directors may provide for indemnification and defense of a member of the Board of Directors, or an officer, employee, or other agent of the Authority to the extent permitted by law.

Section 17. Miscellaneous. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Where reference is made to duties to be performed for the Authority by a public official or employee, such duties may be performed by that person's duly authorized deputy or assistant. Where reference is made to actions to be taken by a Member, such action may be exercised through the officers, staff or employees of that Member in the manner provided by law.

All section headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers as of the day and year first above written.

TOWN OF TIBURON

By _____
Mayor

Attest:

By _____
Town Clerk

TIBURON PARKING AUTHORITY

By _____
Chair

Attest:

By _____
Secretary

**A RESOLUTION OF THE MEMBERS OF THE TIBURON PARKING
AUTHORITY AUTHORIZING THE EXECUTION OF A JOINT
EXERCISE OF POWERS AGREEMENT ESTABLISHING THE
TIBURON PUBLIC FINANCING AUTHORITY**

WHEREAS, the Town of Tiburon (the “Town”) and the Tiburon Parking Authority (the “Parking Authority”) desire to establish a joint exercise of powers agency under Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the “Act”) to be known as the “Tiburon Public Financing Authority” (the “JPA”);

WHEREAS, there has been presented to this meeting a form of a Joint Exercise of Powers Agreement (the “JPA Agreement”), by and between the Parking Authority and the Town, establishing the JPA; and

WHEREAS, under the Act and as provided in the JPA Agreement, the JPA will be a public entity separate and apart from its members, and the debts, liabilities and obligations of the JPA will not be the debts, liabilities or obligations of its members.

NOW, THEREFORE, BE IT RESOLVED by the Members of the Tiburon Parking Authority as follows:

- 1. Approval of JPA Agreement.** The JPA Agreement, in the form placed on file with the Secretary, is hereby approved. The Chair, the Vice Chair and the Executive Director (each, a “Designated Officer”), each acting alone, are hereby authorized and directed, for and on behalf of the Parking Authority, to execute and deliver the JPA Agreement in said form, together with such changes thereto that the Designated Officer executing the JPA Agreement, with the advice of counsel, may approve, such approval to be conclusively evidenced by the execution and delivery of the JPA Agreement by a Designated Officer.
- 2. Official Actions and Filings.** The Designated Officers, as well as the Finance Officer and the Secretary, are hereby authorized and directed, for and on behalf of the Parking Authority, to take any and all other actions related to the establishment of the JPA and the JPA Agreement consistent with the purposes of this Resolution.

3. **Effective.** This Resolution shall be effective upon its adoption by the Members.

PASSED AND ADOPTED at a special meeting of the Members of the Tiburon Parking Authority on _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: _____
Chair

ATTEST: _____
Secretary

**JOINT EXERCISE OF POWERS AGREEMENT
TIBURON PUBLIC FINANCING AUTHORITY**

THIS JOINT EXERCISE OF POWERS AGREEMENT (the "Agreement"), dated as of _____, 2016, is between the TOWN OF TIBURON, a municipal corporation and political subdivision duly organized and existing under the Constitution and laws of the State of California (the "Town"), and the TIBURON PARKING AUTHORITY, a public, corporate instrumentality duly organized and existing under the laws of the State of California (the "Parking Authority").

BACKGROUND:

The Town and the Parking Authority desire to enter into this Agreement to establish a joint exercise of powers authority under Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the "Act"), in order to assist in the financing and refinancing of certain public programs (including but not limited to the undergrounding assessment district program of the Town) and projects, and assist in the financing and refinancing of public capital improvements, as defined in the Act, for the benefit of the Town and the Parking Authority.

AGREEMENT:

For and in consideration of the premises and the material covenants hereinafter contained, the parties hereto hereby formally covenant, agree and bind themselves as follows:

Section 1. Definitions. Unless the context otherwise requires, the terms defined in this Section 1 have the meanings herein specified.

"Act" means Articles 1, 2 and 4 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California, as amended.

"Agreement" means this Joint Exercise of Powers Agreement establishing the Authority, as originally executed by the Town and the Parking Authority and as it thereafter may be amended from time to time by the Members.

"Authority" means the Tiburon Public Financing Authority established by this Agreement.

"Board of Directors" means the governing board of the Authority.

"Bonds" means bonds and any other evidence of indebtedness of the Authority duly authorized and issued by the Authority.

"Brown Act" means the Ralph M. Brown Act (Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code of the State of California), or any successor legislation hereinafter enacted.

"Town" means the Town of Tiburon, a municipal corporation and political subdivision duly organized and existing under the Constitution and laws of the State of California.

"Member" or "Members" means the members of the Authority from time to time as may be modified in accordance with this Agreement. As of the date of this Agreement, the sole Members are the Town and the Parking Authority.

"Parking Authority" means the Tiburon Parking Authority, a public, corporate instrumentality duly organized and existing under the laws of the State of California.

Section 2. Purpose. This Agreement is entered into under the Act for the purpose of assisting in the financing and refinancing of certain public programs (including but not limited to the undergrounding assessment district program of the Town) and projects of the Members, and assisting in the financing and refinancing of public capital improvements, as defined in the Act, for the benefit of the Members by exercising the powers of the Authority described in Section 5 and otherwise conferred by the Act.

Section 3. Term. This Agreement shall effect upon its execution by the Town and the Parking Authority and shall remain in full force and effect until terminated by the Members, as evidenced by a resolution adopted by the governing board of each respective Member. However, in no event shall this Agreement terminate while any Bonds or other obligations of the Authority remain outstanding under the terms of any indenture, trust agreement, contract, agreement, lease, sublease or other instrument under which such Bonds are issued or other obligations are incurred.

The Authority shall administer this Agreement and shall cause all records regarding its formation, existence, any Bonds issued by it, obligations incurred by it and proceedings pertaining to its termination to be retained for at least six years following termination of the Authority or final payment of any Bonds, whichever is later.

Section 4. The Authority.

(a) Status of Authority. There is hereby established under the Act an agency and public entity to be known as the "Tiburon Public Financing Authority." As provided in the Act, the Authority is a public entity separate and apart from the Members. The debts, liabilities and obligations of the Authority do not and shall not constitute debts, liabilities or obligations of the Members.

Within 30 days after the effective date of this Agreement, and of any further amendment hereto in the future, the Authority, or the Town on behalf of the Authority, will cause a notice of this Agreement or any future amendment to be prepared and filed with the office of the California Secretary of State in the manner required by Section 6503.5 of the Act, as amended.

(b) Governing Board. The Authority shall be administered by the Board of Directors whose members shall be, at all times, the members of the Town Council of the Town from time to time. The term of office as a member of the Board of Directors will terminate when such member of the Board of Directors ceases to be a member of the Town Council of the Town; and the successor to such member of the Town Council of the Town will become a member of the Board of Directors upon assuming such office.

Members of the Board of Directors will not receive any compensation for serving as such, but are entitled to reimbursement for any expenses actually incurred in connection with serving as a member if the Board of Directors determines that such expenses will be reimbursed, and unencumbered funds are available for that purpose.

(c) Meetings of the Board of Directors.

(i) Time and Place. The time and place for holding Board of Directors meetings shall be established, and may be changed at any time, by resolution of the Board of Directors. Initially, meetings shall be held as follows:

(1) The Board of Directors shall conduct regular meetings on the same date, at the same time and at the same location as the regular meetings of the Town Council of the Town. Such regular meetings may occur either during or after the regular meetings of the Town Council of the Town, but may not commence earlier than the starting time for the regular meetings of the Town Council of the Town. If the Secretary does not post an agenda for a regular meeting pursuant to the Brown Act, then such failure to post shall be deemed to be a determination by the Chair that no items required discussion and, therefore, that the regular meeting of the Board of Directors has been cancelled, except as otherwise provided in the Brown Act.

(2) The Board of Directors may hold special meetings at any time and from time to time in accordance with law.

(ii) Legal Notice. All meetings of the Board of Directors will be called, noticed, held and conducted in accordance with the provisions of the Brown Act.

(iii) Minutes. The Board of Directors will cause minutes of all meetings of the Board of Directors to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each member of the Board of Directors and to the Members.

(iv) Quorum. A majority of the members of the Board constitute a quorum for the transaction of business, except that less than a quorum may adjourn meetings from time to time.

(v) Voting. Each Director shall have one vote. The affirmative vote of the Directors at a meeting at which a quorum is present shall be required to take any action by the Board of Directors.

(d) Officers; Duties; Bonds. The Officers of the Authority shall be the Chair, Vice-Chair, Executive Director, Secretary and Treasurer.

(i) The Chair shall be the person serving as the mayor of the Town; the Vice-Chair shall be the person serving as the vice-mayor of the Town; the Executive Director shall be the person serving as the Town Manager of the Town; and the Secretary shall be the person serving as the Town Clerk. The officers shall perform the duties normal to their respective offices. The Chair or the Executive Director shall sign all contracts on behalf of the Authority, and shall perform such other duties as may be imposed by the Board of Directors. The Vice Chair shall act, sign contracts, and perform all of the Chair's duties in the absence of the Chair. The Secretary shall perform such duties as may be imposed by the Board of Directors and cause a copy of this Agreement to be filed with the California Secretary of State pursuant to the Act. These officers shall have such additional powers and duties as may be determined by the Board of Directors from time to time by resolution.

(ii) Pursuant to Section 6505.6 of the Act, the chief financial officer of the Town (currently the Director of Administrative Services of the Town) is hereby designated as the Treasurer of the Authority. The Treasurer shall be the depository, shall have the duties and obligations set forth in sections 6505 and 6505.5 of the Act and shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Authority. Pursuant to section 6505.1 of the Act, the Treasurer shall have charge of, handle and have access to all accounts, funds, and money of the Authority and all records of the Authority relating thereto; and the Secretary shall have charge of, handle and have access to all other records of the Authority.

(iii) So long as required by Section 6505 and Section 6505.5 of the Act, the Treasurer shall prepare or cause to be prepared a special audit as required under Section 6505 of the Act every year during the term of this Agreement, which may be incorporated into the audited financial statements of the Town.

(iv) The Town shall determine the charges, if any, to be made against the Authority for the services of the Treasurer and the other officers of the Authority.

(v) The Board of Directors shall have the power to appoint such other officers and employees as it may deem necessary and to retain independent counsel, consultants and accountants.

(vi) All of the privileges and immunities from liability, exemptions from laws, ordinances and rules, all pension, relief, disability, worker's compensation and other benefits which apply to the activities of officers, agents or employees of the Members when performing their respective functions within the territorial limits of their respective Member, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this Agreement.

(vii) None of the officers, agents or employees directly employed by the Authority shall be deemed, by reason of their employment by the Authority, to be employed by any Member or, by reason of their employment by the Authority, to be subject to any of the requirements of any Member.

Section 5. Powers. The Authority shall have the following powers: (a) all powers separately conferred upon joint exercise of powers authorities under California law, including without limitation the Act, and (b) any and all powers that are common powers of the Members. All such powers, whether separately conferred by law or common to the Members, are specified as powers of the Authority except any such powers that are specifically prohibited to the Authority by law. The Authority's exercise of its powers is subject to the restrictions upon the manner of exercising the powers of the Town.

The Authority is authorized, in its own name, to do all acts necessary for the exercise of its powers. Notwithstanding the foregoing, the Authority has any additional powers conferred under the Act or under applicable law, insofar as such additional powers may be necessary to accomplish the purposes described in Section 2.

Section 6. Fiscal Year. Unless and until changed by resolution of the Board of Directors, the fiscal year of the Authority is the period from July 1 of each year to and including the following June 30.

Section 7. Disposition of Assets. Upon termination of this Agreement under Section 3, any surplus money in possession of the Authority or on deposit in any fund or account of the Authority will be returned in proportion to any contributions made to the Authority as required by Section 6512 of the Act. The Board of Directors is vested with all powers of the Authority for the purpose of concluding and dissolving the business affairs of the Authority. After rescission or termination of this Agreement under Section 3, all property of the Authority, both real and personal, shall be distributed to the Town, subject to Section 8.

Section 8. Contributions and Advances. Contributions or advances of public funds and of personnel, equipment, or property may be made to the Authority by the Members for any of the purposes of this Agreement. Payment of public funds may be made to defray the cost of any such contribution. Any such advance made in respect of a revenue-producing facility shall be made subject to repayment, and will be repaid, in the manner agreed upon by the respective Member making the contribution and the Authority as provided by 6512.1 of the Act. It is mutually understood and agreed that no Member has any obligation to make advances or contributions to the Authority to provide for the costs and expenses of administration of the Authority, even though a member may do so. Any Member may allow the use of personnel, equipment or property in lieu of other contributions or advances to the Authority.

Section 9. Conflict of Interest Code. The Authority hereby adopts the conflict of interest code of the Town, as it may exist from time to time, as the conflict of interest code governing the Authority.

Section 10. Notices. Notices and other communications hereunder to the Members shall be sufficient if delivered to the clerk or secretary of each Member.

Section 11. Addition of Member.

(a) Any public agency may be added as a party to this Agreement, and become a Member, by filing with the Board of Directors a certified copy of a resolution of the governing body of such public agency whereby it agrees to the provisions of this Agreement and requests to become a Member. The Board of Directors may accept or reject any such proposal in its sole and absolute discretion, and if accepted, such public agency shall become a Member when (i) its admission is approved by a vote of a majority of the Board of Directors voting on the matter and (ii) such public agency deposits or agrees to deposit with the Authority an amount equal to such share of the costs and expenses incurred by the Authority prior to the date of admission of such public agency as a Member, as determined by the Board of Directors in its discretion.

(b) Upon satisfaction of the provisions of subsection (a) above, such public agency shall be a Member for all purposes of this Agreement. The effectiveness of such membership shall not constitute an amendment or modification of this Agreement.

Section 12. Withdrawal or Exclusion of a Member.

(a) Any Member may withdraw from the Authority by filing with the Board of Directors a certified copy of a resolution of the governing body of the Member expressing its desire to so withdraw, whereupon the withdrawing Member shall no longer be considered a Member for any reason or purpose under this Agreement and its rights and obligations under this Agreement shall terminate.

Any Member that is dissolved or ceases to exist for any reason shall be deemed to have withdrawn from this Agreement as of the date of such Member's dissolution.

The withdrawal of a Member shall not affect any obligations of such Member under any contract between the withdrawing Member and the Authority.

(b) No withdrawal from membership shall constitute an amendment or modification of this Agreement.

(c) Notwithstanding the foregoing, no Member may withdraw from the Authority so long as there are only two members of the Authority.

Section 13. Severability. If any part, term, or provision of this Agreement is decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining parts, terms or provisions hereof will not be affected thereby.

Section 14. Successors; Assignment. This Agreement is binding on and inures to the benefit of the successors of the Members. No Member may assign any right or obligation hereunder without the written consent of the other Members.

Section 15. Amendment. This Agreement may be amended at any time by supplemental agreement executed by all of the Members. However, any such supplemental agreement is subject to any restrictions contained in any documents related to outstanding Bonds or other obligations of the Authority.

Section 16. Waiver of Personal Liability. No member of the Board of Directors, officer or employee of the Authority or any Member is individually or personally liable for any Bonds or any claims, losses, damages, costs, injury or liability of any kind, nature or description arising from the actions of the Authority or the actions undertaken under or pursuant to this Agreement.

To the full extent permitted by law, the Board of Directors shall provide for indemnification by the Authority of any person who is or was a member of the Board of Directors, or an officer, employee or other agent of the Authority, and who was or is a party or is threatened to be made a party to a proceeding by reason of the fact that such person is or was such a member of the Board of Directors, or an officer, employee or other agent of the Authority, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding, if such person acted in good faith and in the course and scope of his or her office, employment or agency. In the case of a criminal proceeding, the Board of Directors may provide for indemnification and defense of a member of the Board of Directors, or an officer, employee, or other agent of the Authority to the extent permitted by law.

Section 17. Miscellaneous. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Where reference is made to duties to be performed for the Authority by a public official or employee, such duties may be performed by that person's duly authorized deputy or assistant. Where reference is made to actions to be taken by a Member, such action may be exercised through the officers, staff or employees of that Member in the manner provided by law.

All section headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers as of the day and year first above written.

TOWN OF TIBURON

By _____
Mayor

Attest:

By _____
Town Clerk

TIBURON PARKING AUTHORITY

By _____
Chair

Attest:

By _____
Secretary

TOWN OF TIBURON

PRELIMINARY

MUNICIPAL BUDGET

Fiscal Year 2016-17



PRESENTED TO:

Mayor Erin Tollini

Vice Mayor Jim Fraser

Councilmember Alice Fredericks

Councilmember Emmet O'Donnell

Councilmember Frank X. Doyle

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TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: June 1, 2016
To: Mayor and Town Council
From: Greg Chanis, Town Manager
Subject: Fiscal Year 2017 Proposed Municipal Budget Plan

INTRODUCTION

I am pleased to present the proposed Fiscal Year 2017 Municipal Budget Plan. It represents Staff's best effort at projecting revenues and expenditures for the coming year within the guidelines set by the Council and with assistance from the Town Council Budget Committee comprised of Mayor Tollini and Councilmember O'Donnell.

Overall, the Town's financial situation remains strong, with the proposed budget anticipating an operating surplus of \$253,850 at the close of Fiscal Year 2017, while allowing the Town to continue providing residents with exceptional municipal services, maintenance of Town infrastructure, and enhancements to the community through the Capital Improvement Program. The Town of Tiburon has enjoyed a balance of revenue and expenditures for many years, a result of excellent management and current and past Town Council's focus on having the Town operate within its means while maintaining essential services. Since incorporation, the Town has been fortunate in that it has not had to borrow funds or use restricted reserves to fund day to day operations. Additionally, the Town maintains healthy reserves should it need to weather another fiscal crisis or suffer an unforeseen natural disaster.

The proposed budget is balanced, and proposes several key changes from the current years adopted budget including:

- Additional funding in the amount of \$50,000 is earmarked for the Public Works Department to provide for part time personnel support to the Parks Division during the summer months. Staff considered

adding a new full-time employee, but felt it made better economic sense to provide funding for part time/seasonal help as opposed to an additional full time employee at nearly \$95,000 per year in salary and benefits.

- The proposed budget also includes a recommendation to reduce the contribution to the OPEB GASB 45 Reserve by \$200,000, and instead, accelerate the payments towards the Town's CalPERS pension liability by the same amount. Providing the Town continues to make these additional annual contributions of \$200,000 to the CalPERS unfunded liability, this strategy could save the Town approximately \$3,000,000 in interest that is charged by CalPERS on the unfunded liability over the remaining 28 year amortization period.
- The Town's appropriations to the Yellow School Bus program (\$260,000), open space vegetation management (\$33,000) and Old Rail Trail maintenance (\$25,000) have been moved from the Capital Improvement Program budget to the operating budget. Had this shift not been included in the proposed budget, the projected operating surplus of \$253,850 would have instead totaled \$571,850.

The economy, as it relates to Town revenue, appears to be stable. Staff is projecting overall operating revenues to increase by 4.0% over the current year's adopted budget. The Town is anticipating its single largest revenue source, secured property taxes, to increase by 8.1% in FY 2017. This increase is being driven by two factors. The first being reassessment as a result of property sales or property improvements, and the second, under estimating secured property tax revenue in FY 2016.

Operating expenditures are proposed to increase by 6.9% (\$703,655) over the FY 2016 adopted budget. Of this increase, 45.1% (\$318,000), is due to the shift of Capital Projects to the operating budget as previously described, combined with 27.5% (\$193,672) in salary and benefit increases and the remaining 27.5% (\$191,983) of the increase is in Supplies and Services – including the new appropriation of \$50,000 in Public Works. These changes will be detailed in the individual departmental budgets below.

BUDGET OVERVIEW

The Operating Budget includes all of those programs that involve ongoing costs associated with running the Town. These include personnel, services, and supplies, as well as certain minor capital equipment purchases.

The Capital Budget includes programs or projects that result in long term physical improvement for the community. These projects are typically funded through the Town's restricted funds and designated reserve funds. Examples include street paving, installation of sidewalks and park or facility improvements.

The Overall Budget is comprised of all funding sources for operations. Included here are restricted funds from other governmental sources for specific uses (e.g., grant funding) and Town Council adopted fees that must be used for specific purposes (e.g., long range planning fee for the purpose of updating the General Plan).

The overview below compares the current adopted operating budget to that proposed for FY 2016-17.

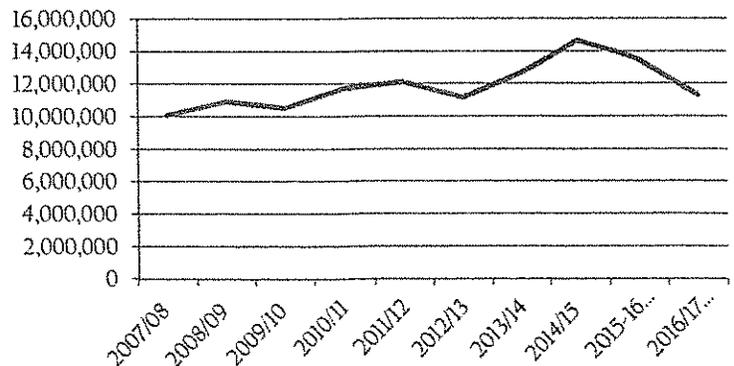
Overall Operating Budget				
	2015/16 Proposed	2015/16 Estimated	2016/17 Proposed	% Change
Revenues	\$10,602,188	\$10,941,422	\$11,092,307	4.0%
Expenditures	\$10,066,387	\$ 9,860,598	\$10,838,457	6.9%

FINANCIAL HEALTH OF THE TOWN

The Town's overall financial health remains strong, allowing staff to continue providing high-quality services to residents while producing consistent operating surpluses. This strong financial position is a result of prudent, long term Council financial policy, and careful budget management.

The Town continues to maintain sufficient General Fund Reserves despite investment in several large projects over the past few years. The General Fund Operating Reserve remains at the Council policy level of 25% of expenditures, and the Town will begin next Fiscal Year with approximately \$6.98 million in our General Fund policy restricted reserves, \$4.51 million in Discretionary Set-Asides, and \$2 million in the Unallocated General Fund Reserve for a total of \$13.49 million. In addition, there are \$5.25 million in restricted fund reserves.

The chart to the right presents a history of total General Fund reserves from FY 2008 through projected FY 2017. The proposed budget calls for spending down General Fund Discretionary Reserves by approximately \$875,000 in capital improvement projects, principally for storm drain repairs, Lyford to Ned's Way undergrounding, McKegney Green design, and various smaller projects.

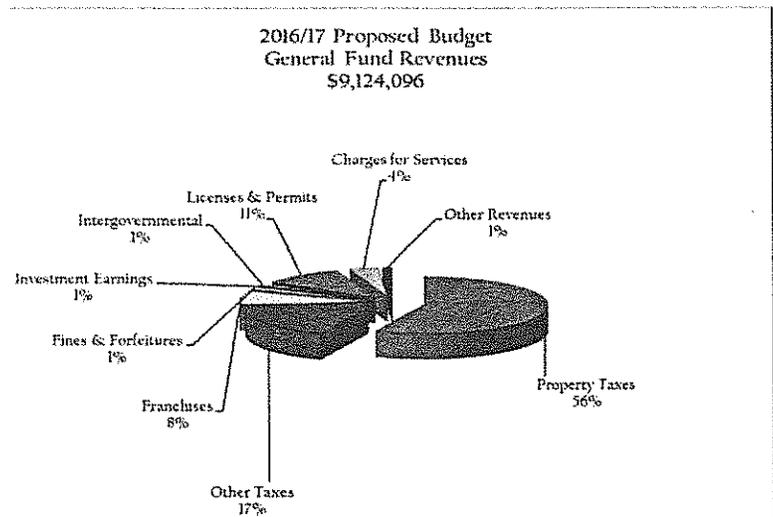


CHANGES TO MUNICIPAL BUDGET PLAN Revenues

For Fiscal Year 2017, Staff projects overall operating revenues to increase by 4.0%, or \$421,703, and General Fund operating revenues to increase by 3.4%, or \$302,993.

Staff anticipates the economy will moderate from the strength shown in the years following the recent recession. Per a State determination, assessed property valuation will increase by 1.52%, the maximum allowable under applicable provisions of

Proposition 13, however reassessments due to improvements on properties and sales of existing homes will have the positive effect of a 4.35% increase in secured property taxes, per the Marin County Assessor's office. ERAF property taxes are projected to remain flat. Overall, staff is anticipating all sources of property taxes to increase 6.0% over the adopted FY 2016 budget. Property tax receipts have historically been the Town's "bread and butter" revenue, representing approximately 56.3% of General Fund Operating Revenues in FY 2016-17. The housing market ongoing recovery from the bottom in 2011 is expected to have a continued positive effect on property taxes as homes are reassessed upwards upon transfer or as a result of property improvements. The pie chart above shows the breakdown by revenue category of the projected FY 2017 General Fund Operating Revenues of \$9,124,307.



The category of Other Taxes, which includes sales, property transfer and transient occupancy taxes, is projected to increase by 1.3% over this year's adopted budget. These increases are based on actual receipts the Town is experiencing from these sources, in particular transient occupancy tax. Sales tax growth is projected to be flat in FY 2017, based on current revenue trends.

Franchise Fees are anticipated to increase 1.4% over the adopted FY 2016 budget. This increase reflects an 11.1% increase in cable franchise fees while a 12.5% decrease in debris box fees from Grange is projected. Mill Valley Refuse and PG&E franchise fees are projected to be flat.

Investment Earnings are projected to increase 11.0% in FY 2017. Though this is a large percentage increase, in dollars the amount is an increase of \$4,100 over the current year. LAIF rates have been slowly, but steadily increasing over the

past six month and it is anticipated this trend will continue into FY 2017.

Intergovernmental Revenue is proposed to decrease by 1.3% over the adopted FY 2016 budget.

The only category that is projected to decline is SB 90 reimbursements. The State is now current in its repayment of these fees after a near decade postponement.

As the economy continues to improve on the national, state and local level, the Town is not currently threatened by any revenues being redirected to the state level. This allows the Town to move forward more confidently with its revenue projections than in prior years in which State take-aways (withholding or borrowing) were a continuous feature of the budgeting process.

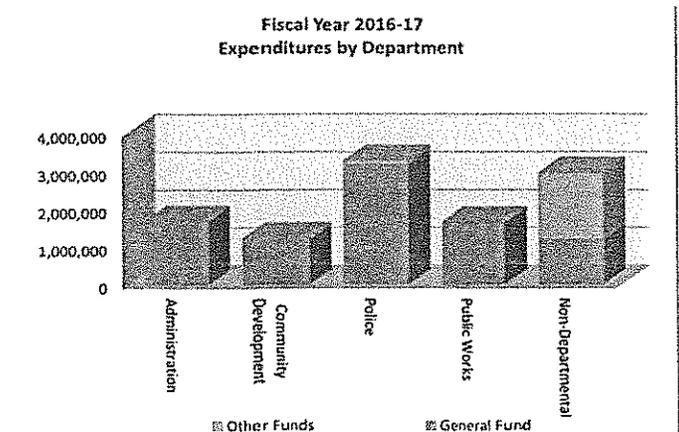
Expenditures

Overall operating expenditures are projected to increase by 6.9%, or \$703,655, over the adopted FY 2016 budget. General Fund operating expenditures are proposed to increase by 7.0%, or \$584,945. The FY 2017 budget includes negotiated salary increases ranging from 2.2% for unrepresented employees, 2.5% for S.E.I.U. employees, and 3% for Tiburon Police Association employees. Also included is a 10% increase in health insurance rates. This is a high estimate as the Town is not advised of the actual increase until mid-June. Additional notable expenditure increases over the FY 2016 budget includes \$50,000 in funding for Public Works summer help, \$260,000 for the Yellow School Bus program, \$33,000 in open space vegetation management, \$25,000 for Old Rail Trail path maintenance, a \$35,000 increase in the Town Attorney budget, and \$20,000 in support of the recently Council approved Farmer's Market. It is also important to note there are also several decreases in operating expenditures. The Town is no longer required to financially assist The Ranch in its new location, which results in a \$35,000 budget reduction. The budget for Casual Hire in the Building Inspection division has been lowered by \$25,000 as the need for outside assistance has been reduced due to a stable workforce.

The bar chart below shows the FY 2017 Operating Budget by department. Further clarification of department expenditure variations follows:

The Administration Department's overall budget is proposed to decrease by 0.57% or \$9,262 over the current year. Included in Administration are the Legal Services, Legislative Support, Administrative Services and Town Hall divisions.

The Administrative Services Division is proposed to decrease by 0.69% or \$7,876. Although salary and benefit increases have



been provided for all employees in the Division, the cost differential between the former and new Town Manager accounts for the net decrease in the Division budget

The Legal Services Division is proposed to increase by 13.7% or \$35,000. FY 2016 was the first year in contracting out legal services and \$175,000 was budgeted. Based on the current years' experience, it appears \$210,000 is closer to what the actual costs will be. There are no other increases proposed in the Legal Division budget.

The Legislative Support Division's total appropriation is being increased by 45.2%, or \$23,250. This increase is due to appropriating \$20,000 towards the Farmer's Market, as well as \$10,000 towards improvements to the downtown holiday lighting system.

The Town Hall Facility Division is proposed to decrease by 23.8% or \$60,000. This decrease is a combination of reducing the Recruiting & Background line-item by \$25,000 and the Dairy Knoll Maintenance line-item by \$35,000. Additional funds were appropriated last year for the recruitment of a new Town Manager and in FY 2017 the Town is not required to financially assist The Ranch in its operations in the new building.

The **Community Development Department**, which includes the Planning, Building and the Long Range Planning Division, budget is proposed to increase by 3.4% or \$40,586

The Planning Division budget is proposed to increase 6.6% or \$35,070, due primarily to negotiated salary and benefit increases. An additional appropriation of \$5,000 is proposed in the Contractual Services line-item to prepare a metes and bounds survey of the proposed Pt. Tiburon stairway easement.

The Building Division budget is scheduled to decrease by 1.2% or \$7,484. Negotiated salary and benefit increases and an increase appropriation of \$10,000 in records scanning services are offset by a \$25,000 decrease in Casual Hire. Casual Hire is being reduced as the Department stabilizes after a 100% turn-over in staff during FY 2015 and 2016.

The Long Range Planning Division budget is proposed to increase by \$13,000 due to planned updates to the Circulation Element and base maps of the General Plan.

The **Police Department** budget is projected to increase by 4.2% or \$134,395. Salary and benefit costs are proposed to increase by 5.4% or \$131,329. The remaining portion of the Police Department budget is relatively unchanged over FY 2016.

The **Public Works Department**, which includes Administration, Streets, Parks, and Street Lights budget, is proposed to increase by 12.5% or \$187,264 from FY 2016. Salary and benefits are proposed to increase 5.1% or \$51,414.

The Administration and Engineering Division is proposed to increase 21.5% or \$79,060. Driving this increase is the replacement of the Engineering Technician with an Associate Engineer at an additional cost of approximately \$20,500, along with shifting \$33,000 in funding towards open space vegetation management from the CIP. A new appropriation for technical support in the amount of \$10,000 is proposed for maintenance of a new facility maintenance software program that is being proposed in the Capital Outlay budget.

The Street Maintenance Division is proposed to increase 3.25% or \$15,918. Salaries are scheduled to decrease by approximately \$5,000 in FY 2017 due to the vacant Supt. of Public Works position currently being filled at the Assistant Supt. of Public Works level. Benefits are scheduled to increase by \$17,000 and the only other notable change is an additional \$5,000 appropriation in Storm Drain Culvert maintenance.

The Parks Division is proposed to increase by 18.4% or \$90,201. Besides salary and benefit adjustments, new funding of \$50,000 is proposed for part time seasonal help to augment the three person division during the spring/summer months. Old Rail Trail Path and Pavement maintenance in the amount of \$25,000 is being brought over from the CIP to the Parks Division.

The remaining Divisions of the Public Works Department, Street Lights, Cypress Hollow and Corporation Yard are essentially unchanged from FY 2016.

The **Non-Departmental** budget is proposed to increase 13.5% or \$351,036 in FY 2017. Expenses in the Non-Departmental budget relate to insurance premiums (workers compensation, liability, and property), Joint Power Agreements, Town-owned housing units and the Belvedere-Tiburon Library Agency property tax pass-through. The Town's share of the Yellow School Bus program in the amount of \$260,000 has been moved from the CIP to the Non-Department Budget, which is the majority of the overall increase. It is also proposed that an additional \$30,000 be appropriated to the Town Owned Housing Division as two of the seven units will turn over in FY 2017 and one will need a significant update. The Town has very little control over the remaining expenses in this Department budget.

Infrastructure Improvements and Capital Projects

The FY 2017 Capital Improvement Program (CIP) budget is proposed at \$1,962,000. There is carry-over funding from the current fiscal year in the amount of \$457,000 for projects that will not be commenced prior to June 30, 2016. In FY 2017 the Town is transitioning from an annual street improvement program of

\$750,000 to a bi-annual program of approximately \$1.5 million in order to achieve savings due to economy of scale in design and engineering costs, combined with the experience that larger projects attract more bidders thereby creating more competition and lower construction costs. FY 2017 will be a “bye” year in the annual street maintenance program.

The Drainage Improvement Program includes \$390,000 in total appropriations, of which \$130,000 is for storm drain flushing and video; \$10,000 for consulting services related to the culvert on the Old Rail Trail at San Rafael Avenue; and \$250,000 for the Mariner Way storm drain project and other smaller drainage projects on the master list.

The Community Projects Division of the CIP Program allocates \$1,042,000 in projects. There is \$199,000 in carry-over projects in this division. New projects include the Lyford Drive to Ned’s Way undergrounding of utilities, Ferry Terminal Walk Way improvements, the railroad trestle trail project proposed by the Landmarks Society, design costs for McKegney Green improvements, and required street frontage improvement required due to the New Morning Café project.

Included with the budget is a five-year Capital Improvement Program Plan projection. This provides Council and Staff with a forecast of CIP projects. It should be noted that the Council is not being asked to adopt this five-year outlook, as it will surely shift as needs and resources come into clearer focus. Rather, its purpose is to help anticipate future expenditures and demands on the budget.

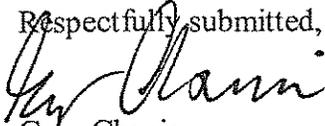
CONCLUSION

The Town Council and its residents can once again be assured that the Town of Tiburon is financially sound. The economy at the National, State and local level appears stable in the near future. Prudent management decisions made over the past several years have helped position the Town to once again project ample General Fund operating reserves. Should the Council approve the concept of diverting \$200,000 annually in OPEB Reserve payments to the CalPERS pension unfunded liability, significant savings will be realized in future years. At the same time, The Town will continue to contribute a modest amount to the OPEB liability. On the revenue front, as always, staff will continue to carefully manage the Town’s finances to assure that revenues are collected in a timely manner and that all expenses are carefully managed.

I would like to take this opportunity to thank the entire management team for their assistance in developing the Town’s Municipal Budget Plan, and for their sound budget stewardship throughout this Fiscal Year. And a special thanks to Administrative Services Director Heidi Bigall and Management Analyst Suzanne Creekmore for all their hard work in crunching the numbers and putting all the

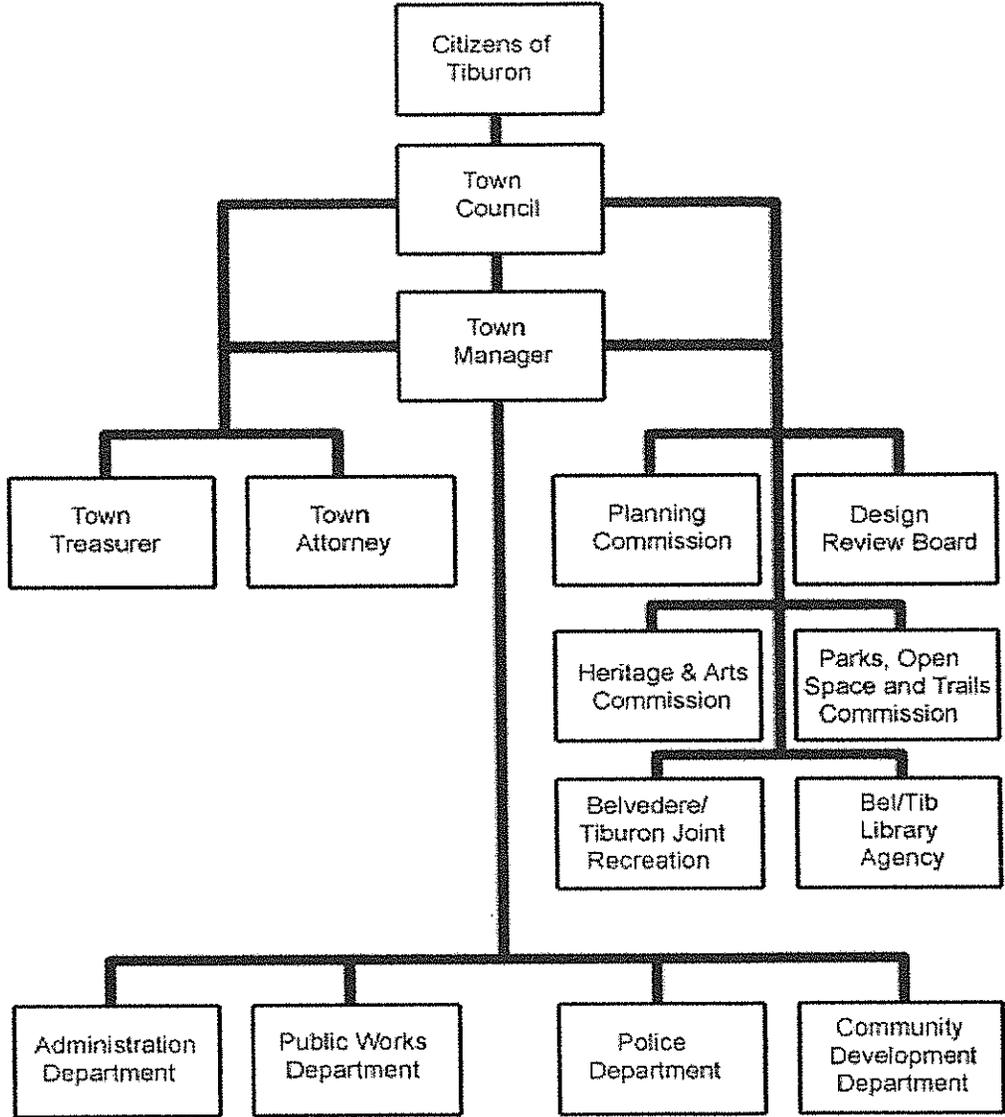
pieces together. Finally, we all wish to thank the Town Council's Budget Committee, Mayor Erin Tollini and Councilmember Emmett O'Donnell, for their review, comment and good counsel during the budget preparation process. We look forward to a dialogue with the Town Council on the budget and its timely adoption for the start of the new fiscal year on July 1, 2016.

Respectfully submitted,



Greg Chanis
Town Manager

Town Organization Chart



Directory of Town Officials

TOWN MANAGER	Gregory Chanis
TOWN ATTORNEY	Benjamin Stock
CHIEF OF POLICE	Mike Cronin
DIRECTOR OF COMMUNITY DEVELOPMENT	Scott Anderson
DIRECTOR OF PUBLIC WORKS & TOWN ENGINEER	Patrick Barnes
DIRECTOR OF ADMINISTRATIVE SERVICES	Heidi Bigall
TOWN CLERK	Diane Crane Iacopi
BUILDING OFFICIAL	Clay Salzman
TOWN TREASURER	Vacant

Town Council, Commission & Board Members

TOWN COUNCIL

ERIN TOLLINI, MAYOR
JIM FRASER, VICE-MAYOR
FRANK DOYLE
ALICE FREDERICKS
EMMETT O'DONNELL

PLANNING COMMISSION

David Kulik, Chair
Erica Williams, Vice Chair
John Corcoran
Lou Weller
Jon Welner

DESIGN REVIEW BOARD

Michael Tollini, Chair
John Kricensky, Vice Chair
Bryan Chong
Gordon Cousins
Linda Emberson

PARKS, OPEN SPACE & TRAILS COMMISSION

Peter Winkler, Chair
Michael McMullen
Phillip Feldman
Park Allen
Holli Their

HERITAGE & ARTS COMMISSION

Francella Hall, Chair
Vince De Quattro, Vice Chair
Daniel Amir
Lisa Cohan
Azita Majica-Beavers
Victoria Fong
Kenna Norris
Vacant
Vacant
Victoria Arnett, Commissioner Emeritus

BELVEDERE/TIBURON JOINT RECREATION COMMITTEE

Jerry Riessen Chair
Erin Burns
Cathy Frymier
Jane Jacobs
Peyton Stein
Afsaneh Zolfaghari
Vacant

BELVEDERE/TIBURON LIBRARY AGENCY BOARD OF TRUSTEES

Ric Postle
Tom Gram
Jeff Foran
Bonnie Spiesberger
Tom Cromwell
Joan Don
Ann Aylwin

BELVEDERE/TIBURON JOINT DISASTER ADVISORY COUNCIL

Tom Cromwell, Chair
Jim Fraser (Tiburon Council)
Chuck Auerbach
Ellen Rony
James Sherman
Barbara Brookins-Schneider
Bob McCaskill (Belvedere Council)

FUND RESOURCES OVERVIEW

Overview of total Appropriations
Statement of Fund Balances, June 30th Closing
Changes to Fund Balance
Fiscal Year 2016/17
Capital & Special Project Fund Descriptions

Overview of Total Appropriations

		Appropriation
Operating Program		
Town Administration		1,687,839
Community Development		1,229,620
Police		3,278,958
Public Works		1,684,248
Non-Departmental		2,957,791
Subtotal:		\$ 10,838,457
Capital & IT Outlay Program		\$ 385,300
Capital Improvement Program		
Street Improvements		330,000
Drainage Improvements		390,000
Community Development Improvements		1,242,000
Subtotal:		\$ 1,962,000
Del Mar Assessment District		344,106
Lyford Cove Assessment District		273,916
Main Street Assessment District		39,189
Stewart Drive Underground Assessment District		105,503
Subtotal:		\$ 762,713
Total Appropriation		\$ 13,948,470

FUND RESOURCES OVERVIEW

FISCAL YEAR 2016/17

Statement of Fund Balances, June 30th Closing

FUND/RESERVE	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Projected
GENERAL FUND				
Operating Reserve (25%)	\$ 2,400,000	\$ 8,870,246	\$ 3,399,199	\$ 3,653,049
Capital Equipment Replacement	\$ 441,379	\$ 376,938	\$ 409,138	\$ 455,338
Employee Compensated Leave	\$ 347,708	\$ 316,380	\$ 316,330	\$ 316,330
Employee Housing Assistance	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
CalPERS Side Fund Repayment	\$ 175,063	\$ 175,063	\$ 175,063	\$ -
Other Post Employment Benefits	\$ 844,147	\$ 1,045,153	\$ 1,252,018	\$ 38,060
Self Insurance	\$ 160,004	\$ 160,004	\$ 160,004	\$ 160,004
Technology Fund	\$ 564,441	\$ 556,546	\$ 470,311	\$ 221,411
Sub-Total	\$ 5,732,742	\$ 12,300,330	6,982,063	5,644,192
DISCRETIONARY SET-ASIDES				

Infrastructure & Facility Replacement	477,104	302,494	612,494	170,494
PW Corp Yard Improvement	2,111,633	2,111,633	2,111,633	2,111,633
Park Development	387,868	298,859	723,124	398,124
Streets & Drainage	746,669	374,400	935,000	828,000
Emergency Repairs	100,000	100,000	100,000	100,000
Open space Management	25,141	25,141	25,141	25,141
Sub-total	3,848,415	3,212,527	4,507,392	3,633,392
Unallocated Balance	3,103,903	5,330,919	2,004,984	2,004,984
Total General Fund:	\$ 12,685,060	\$ 20,843,776	\$ 13,494,439	\$ 11,282,568

OTHER RESTRICTED FUNDS				
Cypress Hollow District	\$ 34,819	\$ 29,130	\$ 33,660	\$ 33,995
Town Owned Housing Fund	\$ 299,720	\$ 291,108	\$ 336,507	\$ 330,704
Heritage & Arts Donation Fund	\$ 7,825	\$ 7,522	\$ 9,010	\$ 10,010
Low & Moderate Housing	\$ 1,237,525	\$ 1,236,510	\$ 1,056,002	\$ 1,058,252
Open Space Acquisition	\$ 193,180	\$ 193,678	\$ 193,437	\$ 193,912
State Gas Tax	\$ 1,070,235	\$ 1,170,810	\$ 895,623	\$ 873,123
County Measure A Funds	\$ 103,014	\$ 193,680	\$ 26,145	\$ 13,027
County Measure B Funds	\$ 76,939	\$ 53,025	\$ 21,000	\$ 107,681
County Measure A Funds (Parks)	\$ 13,499	\$ 26,206	\$ 14,000	\$ 7,800
Street Frontage Improvement	\$ -	\$ 2	\$ 2	\$ 2
Tiburon Circ System Improvement	\$ 45,019	\$ 84,353	\$ 33,780	\$ 33,780
Tiburon Long Range Planning	\$ 211,051	\$ 222,058	\$ 197,672	\$ 181,672
Bunch Grass Mitigation Fund	\$ 131,181	\$ 131,469	\$ 132,214	\$ 132,539
Tiburon Parks In-Lieu	\$ 1,364	\$ 13,180	\$ 1,364	\$ 1,364
Tiburon Planning Area Mitigation	\$ 181,984	\$ 185,326	\$ 182,527	\$ 182,977
Tiburon Street Impact	\$ 1,595,149	\$ 2,446,249	\$ 1,942,180	\$ 2,222,180
Drainage Impact Fund	\$ 69,941	\$ 176,921	\$ 169,823	\$ 44,823
Total Restricted Funds:	\$ 5,272,445	\$ 6,461,227	\$ 5,244,946	\$ 5,427,841

FUND RESOURCE OVERVIEW

Fiscal Year 2016/17

Changes to Fund Balance, projected June 30, 2017

FUND/RESERVE	Estimated Fund Balance 7/1/2016	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Transfers In (Out)	Other Sources In (Out)	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2017
GENERAL FUND RESERVES								
POLICY RESTRICTED								
Operating Reserve (25%)	\$ 3,399,199	9,124,096	8,870,246	-	-	-	253,850	\$ 3,653,049
Capital Equipment Replacement	409,138	-	76,000	-	-	122,200	46,200	\$ 455,338
Employee Compensated Leave	316,330	-	-	-	-	-	-	316,330
Employee Housing Assistance	800,000	-	-	-	-	-	-	800,000
CalPERS Side Fund Repayment Res.	175,063	-	-	-	(175,063)	-	(175,063)	-
OPEB Fund (GASB 45)	1,252,018	-	-	-	(1,252,018)	38,060	(1,213,958)	38,060
Self Insurance	160,004	-	-	-	-	-	-	160,004
Technology Fund	470,311	55,000	309,300	50,000	-	55,400	(248,900)	221,411
Sub-Total	6,982,063	9,179,096	9,255,546	50,000	(1,427,081)	215,660	(1,337,871)	5,644,192
DISCRETIONARY SET-ASIDES								
Infrastructure & Facility Replacement	612,494	-	-	442,000	-	-	(442,000)	170,494
PW Corp Yard Improvement	2,111,633	-	-	-	-	-	-	2,111,633
Park Development & ORT	723,124	-	-	325,000	-	-	(325,000)	398,124
Streets & Drainage	935,000	70,000	-	295,000	-	118,000	(107,000)	828,000
Emergency Repairs	100,000	-	-	-	-	-	-	100,000
Open Space Management	25,141	-	-	-	-	-	-	25,141
Sub-Total	4,507,392	70,000	-	1,062,000	-	118,000	(874,000)	3,633,392
Unallocated Balance	2,004,984	-	-	-	-	-	-	2,004,984
Total General Fund	\$ 13,494,439	\$ 9,249,096	\$ 9,255,546	\$ 1,112,000	\$ (1,427,081)	\$ 333,660	\$ (2,211,871)	\$ 11,282,568
RESTRICTED FUNDS								
Belvedere/Tiburon Library Agency	\$ -	1,627,982	1,627,982	-	-	-	-	\$ -
Supplemental Law Enforcement	\$ -	100,000	100,000	-	-	-	-	\$ -
Cypress Hollow District	33,660	16,835	16,500	-	-	-	335	33,995
Town Owned Housing Units	336,507	103,800	109,603	-	-	-	(5,803)	330,704
Heritage & Arts Project Fund	9,010	1,000	-	-	-	-	1,000	10,010
Low & Moderate Housing	1,056,002	2,250	-	-	-	-	2,250	1,058,252
Open Space Acquisition	193,437	475	-	-	-	-	475	193,912
State Gas Tax	895,623	204,500	-	470,000	-	243,000	(22,500)	873,123
County Measure A Funds (Sales Tax)	26,145	111,862	-	125,000	-	-	(13,118)	13,027
County Measure B Funds	21,000	86,681	-	-	-	-	86,681	107,681
County Measure A Funds (Parks)	14,000	66,800	33,000	40,000	-	-	(6,200)	7,800
Street Frontage Improvement	2	30,000	-	30,000	-	-	-	2
Tiburon Circ System Improvement	33,780	-	-	-	-	-	-	33,780
Tiburon Long Range Planning	197,672	32,000	48,000	-	-	-	(16,000)	181,672
Tiburon Bunch Grass Mitigation	132,214	325	-	-	-	-	325	132,539
Tiburon Parks In-Lieu	1,364	-	-	-	-	-	-	1,364
Tiburon Planning Area Mitigation	182,527	450	-	-	-	-	450	182,977
Tiburon Street Impact	1,942,180	325,000	-	45,000	-	-	280,000	2,222,180
Tiburon Drainage Impact	169,823	15,000	-	140,000	-	-	(125,000)	44,823
Total Restricted Funds	5,244,946	2,724,980	1,935,085	850,000	-	243,000	182,895	\$ 5,427,841
Total Town Funds	\$ 18,739,385	\$ 11,974,076	\$ 11,190,631	\$ 1,962,000	\$ (1,427,081)	\$ 576,660	(2,028,976)	\$ 16,710,409

Capital & Special Projects Funds Descriptions

FUND	Description
Low & Moderate Housing Fund	To account for resources received through collection of in-lieu housing fees which are restricted for expenditure on low and moderate (affordable) income housing programs.
Open Space Acquisition Fund	To account for resources received from issuance of the 1972 Open Space General Obligation Bonds. Funds are restricted for expenditures for the acquisition, maintenance or improvement of open space.
State Gas Tax Fund	To account for State revenues restricted for streets expenditures.
Street Frontage Improvement Fund	Restricted for expenditure on street frontage improvements such as sidewalks and curbs.
Tiburon Circulation System Improvement Fund	To account for resources received through collection of mitigation fees which are for expenditures related to traffic and circulation system improvements located within the Town's corporate limits, and primarily along Tiburon Boulevard consistent with the General Plan..
Tiburon Long Range Planning Fund	To account for resources received through the issuance of building permits and the subsequent collection of a special planning fee, which is used for expenditures related to maintenance of the Town's General Plan.
Tiburon Parks In-Lieu Fund	To account for resources received through collection of in-lieu parks fees which are restricted for expenditure on the acquisition, improvement or maintenance of park and recreational facilities.
Tiburon Planning Area Mitigation Fund	To account for resources received through collection of mitigation fees which are for circulation improvements located outside the Town's corporate limits, but within the Tiburon Planning Area. This fund was previously named the Tiburon Boulevard 101 Wye
Tiburon Playground Improvement Fund	To account for resources received from the community for improvement of playground facilities in Tiburon. Established July 1995 through transfer of resources from the General Fund Park Development Reserve.
Tiburon Street Impact Fund	To account for resources received through the issuance of building permits and the subsequent collection of impact fees which are used for expenditures related to improvement and maintenance of the Town's street system.
Tiburon Drainage Impact fund	To account for resources received through the issuance of building permits and the subsequent collection of impact fees which are used for expenditures related to improvement or maintenance of the Town's drainage system.
Town Owned Housing Fund	To account for resources received through the rental of Town owned Pt. Tiburon Marsh units.
County Measure A Transportation Sales Tax	To account for resources received through the County of Marin from a 1/2 cent sales tax measure passed in 2004 to improve transportation in Marin County. The Transportation Authority of Marin oversees the administration of funding.
County Measure B VLF Fund	To account for resources received through the County of Marin from a \$10 vehicle license registration fee charge for transportation improvements. This fee was approved by voters in November 2010 and is overseen by the Transportation Agency of Marin.
County of Marin Measure A Open Space Sales Tax	To account for resources received through the County of Marin from a 1/4 cent sales tax measure approved by voters in November 2011. Funds are to be used for existing parks and open spaces.

OPERATING BUDGET OVERVIEW



Overview of Revenues & Expenditures
Fiscal Year 2016/17

OPERATING REVENUES & EXPENDITURES**Fiscal Year 2016/17****Overview of Operating Budget Revenues & Expenditures**

REVENUE & SOURCES	AMOUNT	EXPENDITURES	AMOUNT
GENERAL REVENUES		TOWN ADMINISTRATIVE SERVICES	
Property Taxes	5,140,705	Town Administration	1,130,489
Other Taxes	1,585,614	Legal Services	290,000
Licenses & Permits	977,600	Legislative	74,750
Intergovernment & Agency	103,617	Town Hall Facility	192,600
Franchises	700,000		
Charges for Service	337,400	NON DEPARTMENTAL	2,957,791
Investment Earnings	41,350		
Fines & Forfeitures	124,500	COMMUNITY DEVELOPMENT	
Other Revenues	113,310	Planning & Design Review	567,454
		Building Inspection	614,166
Subtotal	\$ 9,124,096	Advance Planning	48,000
OTHER SOURCES		POLICE	
Other Fund Sources	\$ 1,968,211	Police Services	3,214,358
		Police/EOC Facility	64,600
		PUBLIC WORKS	
		Administration & Engineering	445,809
		Streets Maintenance	505,039
		Parks Maintenance	581,001
		Corporation Yard	95,800
		Street & Signal Light System	40,100
		Cypress Hollow	16,500
TOTAL REVENUE & SOURCES	\$ 11,092,307	TOTAL EXPENDITURES:	\$ 10,838,457
NET OPERATING SURPLUS (DEFICIENCY)	\$ 253,850		

OPERATING REVENUES & SOURCES OF FUNDS

Overview of Operating Revenue Plan

Summary of Operating Revenues

Operating Budget Revenues

General Fund

Employee Compensated Leave Reserve

Low/Moderate Income Housing Fund

Peninsula Library JPA Fund

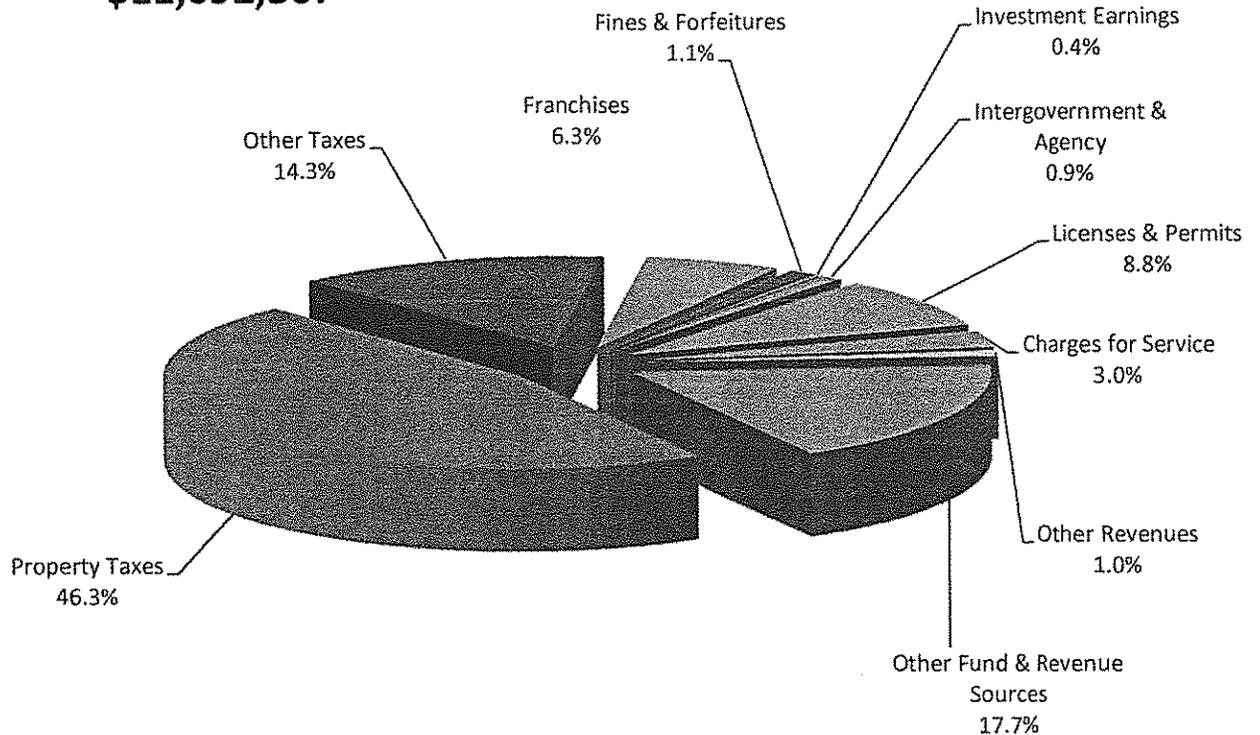
Long Range Planning Fund

Police COPS/SLESF Fund

Cypress Hollow Fund

Overview of Operating Budget Sources of Funding

**Planned Operating Revenues
& Sources of Funds for 2016/17
\$11,092,307**



Property Taxes	\$ 5,140,705
Other Taxes	\$ 1,585,614
Franchises	\$ 700,000
Fines & Forfeitures	\$ 124,500
Investment Earnings	\$ 41,350
Intergovernment & Agency	\$ 103,617
Licenses & Permits	\$ 977,600
Charges for Service	\$ 337,400
Other Revenues	\$ 113,310
Other Fund & Revenue Sources	\$ 1,968,211
Total Operating Revenue	\$ 11,092,307

OPERATING REVENUES

FY 2016-17

Operating Budget Revenues - Summary

Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
GENERAL FUND					
Property Taxes	4,609,431	4,781,845	4,845,153	5,030,586	5,140,705
Other Taxes	1,611,087	1,734,576	1,565,500	1,639,516	1,585,614
Franchises	676,029	667,057	690,000	693,518	700,000
Fines & Forfeitures	614,282	700,320	144,500	103,329	124,500
Investment Earnings	36,328	38,465	37,250	48,541	41,350
Intergovernment & Agency	92,632	319,327	101,500	136,500	103,617
Licenses & Permits	963,442	1,350,029	975,100	1,011,108	977,600
Charges for Service	461,167	447,276	336,800	364,013	337,400
Other Revenues	503,183	125,890	125,300	117,061	113,310
Subtotal General Fund	\$ 9,567,581	\$ 10,164,785	\$ 8,821,103	\$ 9,144,172	\$ 9,124,096
OTHER FUND & RESERVE SOURCES					
Employee Comp. Leave Reserve	-	-	-	-	-
Low/Moderate Income Housing Fund	11,117	10,890	33,774	32,120	33,126
Town Owned Housing	53,832	97,761	78,002	66,571	109,603
Belvedere-Tiburon Library JPA Fund	1,489,839	1,525,216	1,586,225	1,560,059	1,627,982
Long Range Planning Fund	62,613	95,000	35,000	22,000	48,000
Police COPS/SLESF Fund	100,000	100,000	100,000	100,000	100,000
Measure "A" Parks	-	-	-	-	33,000
Cypress Hollow Fund	15,739	22,368	16,500	16,500	16,500
Subtotal Other Sources	\$ 1,733,140	\$ 1,851,235	\$ 1,849,501	\$ 1,797,250	\$ 1,968,211
Totals:	\$ 11,300,721	\$ 12,016,020	\$ 10,670,604	\$ 10,941,422	\$ 11,092,307

OPERATING REVENUES

FY 2016-17

Operating Budget Revenues - Detail

Description	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Proposed
GENERAL FUND					
PROPERTY TAXES					
Secured	2,998,125	3,208,567	3,343,897	3,474,212	3,613,180
Unsecured	63,256	73,351	71,915	72,818	72,818
Supplemental	95,053	93,761	66,866	83,773	82,098
Other	70,360	43,193	30,000	40,364	40,768
HOPTR State	19,843	19,860	19,844	19,562	19,562
ERAF Rebate	679,412	609,057	566,319	539,693	485,724
Property Tax In-Lieu of VLF	735,000	785,600	801,312	847,650	881,556
County Fees	(51,618)	(51,544)	(55,000)	(47,486)	(55,000)
Total:	4,609,431	4,781,845	4,845,153	5,030,586	5,140,705
OTHER TAXES					
Sales Tax	546,329	623,943	595,000	575,000	595,000
Sales Tax-Public Safety	71,514	77,698	79,000	76,584	78,882
Transient Occupancy Tax	700,336	811,294	725,000	796,560	756,732
TOT Seasonal Rentals		12,996	11,500	4,694	-
Real Property Transfer	292,908	208,645	155,000	186,678	155,000
Total:	1,611,087	1,734,576	1,565,500	1,639,516	1,585,614
FRANCHISES					
Energy-PG&E	113,428	107,193	115,000	110,000	110,000
Refuse-Mill Valley Refuse	329,305	333,248	355,000	345,000	355,000
Debris Boxes - Grange	31,771	44,291	40,000	33,924	35,000
Cable-AT&T	201,525	182,325	180,000	204,594	200,000
Total:	676,029	667,057	690,000	693,518	700,000
FINES & FORFEITURES					
Vehicle Code	21,756	12,515	11,000	9,518	11,000
Parking Code	78,468	93,711	71,000	66,499	71,000
False Alarm Fines	1,140	1,805	2,500	500	2,500
Permit Reactivation Fines	466,272	557,961	25,000	10,354	15,000
Other Fines	46,646	34,328	35,000	16,458	25,000
Total:	614,282	700,320	144,500	103,329	124,500
INVESTMENT EARNINGS					
Interest-LAIF	28,501	36,121	35,000	45,784	40,000
Interest-Notes/Loans	2,341	2,241	2,100	2,647	1,200
Interest - Other	5,486	103	150	110	150
Total:	36,328	38,465	37,250	48,541	41,350

OPERATING REVENUES

FY 2016-17

Operating Budget Revenues - Detail

Description	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Proposed
INTERGOVERNMENT & AGENCY					
State Motor Vehicle License Fees	3,843	3,725	-	3,712	3,500
State POST	1,805	-	10,000	1,500	10,000
State Abandoned Vehicle	5,177	10,147	5,000	5,398	5,000
ISB 90 Reimbursements		158,774	2,500	37,959	1,000
Belvedere (Dairy Knoll Capital \$30K)	23,549	33,501	32,000	31,426	32,117
Belvedere-Tiburon Library Agency	15,745	15,937	16,000	12,514	16,000
Richardson Bay Sanitary District	-	-	-	-	-
Tiburon Sanitary District	6,153	7,051	8,000	6,621	8,000
Tiburon Fire District	11,506	14,953	13,000	10,320	13,000
State Grants	5,000	5,000	5,000	5,000	5,000
County Grants	4,353	52,968		13,742	-
TPSL McKegney Fees	15,501	10,170	5,000	3,308	5,000
Other Grants/Gifts (ABAG)	-	7,101	5,000	5,000	5,000
Total:	92,632	319,327	101,500	136,500	103,617
LICENSES & PERMITS					
Business License-Regular	189,394	204,955	190,000	203,410	200,000
Business License-Construction	62,458	117,040	82,000	65,369	62,000
Dog Walker Permits	170	-	-	-	-
Building Permits	467,133	781,400	525,000	522,000	525,000
CEQA EIR Initial Study	600	1,300	300	350	300
Design Review	106,810	109,828	85,000	82,077	85,000
Home Occupation Permit	4,450	5,550	5,000	5,635	5,000
Lot Line Adjustment	-	720	-	860	-
Master & Precise Plan	7,750	8,160	2,500	4,140	2,500
Sign Permit	2,480	450	1,500	548	1,500
Subdivision Permit	5,597	720	1,500	-	1,500
Tree Permit	9,535	9,080	9,000	16,088	9,000
Use Permit	5,695	7,429	5,000	14,955	7,500
Variance Amendment	11,900	25,500	15,000	19,305	15,000
Zoning (Pre, Re)					
Other Planning Permits	2,175	(685)	300	4,343	300
Alarm System Permit	21,945	20,320	20,000	20,000	20,000
Encroachment Permit	62,054	54,821	30,000	49,028	40,000
Park Usage Permit					
Drainage Review Fee					
Misc. Engineering Fees	1,341	1,275	1,000	1,000	1,000
Parking Permit (Residential)	1,955	2,166	2,000	2,000	2,000
Total:	963,442	1,350,029	975,100	1,011,108	977,600

OPERATING REVENUES

FY 2016-17

Operating Budget Revenues - Detail

Description	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Proposed
CHARGES FOR SERVICE					
Cost Recovery-Administration	4,545	4,429	5,000	8,450	5,000
Refuse Franchise Admin. Fee	6,000	6,000	6,000	6,000	6,000
Miscellaneous-Administration Charges	2,885	1,089	2,000	3,110	2,000
Appeal	2,650	2,285	1,200	3,400	1,800
Plan Checking	282,442	295,315	195,000	223,301	200,000
Records & Document Storage	31,772	40,558	25,000	33,330	30,000
RBR Residential Resale Report	49,460	40,950	25,000	28,770	25,000
Staff Research	-	-	500	-	500
Street Name/Address Change	340	-	100	340	100
Noticing Of Applications	1,350	470	1,000	1,067	1,000
Sale Publications & Documents	289	1,610	1,000	100	1,000
Cost Recovery-Community Dev.	10,370	280	5,000	1,000	5,000
Miscellaneous-Planning Charges	-	330	-	-	-
Cost Recovery-Police	28,502	19,549	35,000	26,710	25,000
Police Overtime Reimbursement	19,456	13,034	15,000	8,780	15,000
Miscellaneous-Police Charges	3,206	6,402	3,500	2,730	3,500
Sign Placement & Impound Fees	-	-	-	-	-
Cost Recovery-Public Works	17,900	14,975	16,500	16,925	16,500
Total:	461,167	447,276	336,800	364,013	337,400
OTHER REVENUES					
Refunds & Reimbursements	60,641	23,943	25,000	14,510	15,000
Other Revenues	5,000	6,123	5,000	8,200	5,000
Litigation Settlement	332,553	-	-	-	-
Administrative Fees-Assessment Dist	16,998	16,998	14,000	16,041	15,000
Rent-Antenna Site & Utility	61,166	62,318	64,000	64,810	64,810
Rent-Downtown Restroom	7,500	13,300	10,800	10,800	10,800
Rent-Other	1,712	700	1,500	700	700
Sale-Property Equipment	17,613	2,508	5,000	2,000	2,000
Total:	503,183	125,890	125,300	117,061	113,310
Total General Fund:	\$ 9,567,581	\$ 10,164,785	\$ 8,821,103	\$ 9,144,172	\$ 9,124,096

OPERATING REVENUES

FY 2016-17

Operating Budget Revenues - Detail

Description	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Estimated	2016-17 Proposed
OTHER FUND SOURCES					
Restricted Fund Contributions					
Employee Compensated Leave Reserve					
Low/Moderate Income Housing Fund	11,117	10,890	33,774	32,120	33,126
Town Owned Housing Units	53,832	97,761	78,002	66,571	109,603
Peninsula Library JPA Fund	1,489,839	1,525,216	1,586,225	1,560,059	1,627,982
Long Range Planning Fund	62,613	95,000	35,000	22,000	48,000
PERS Surplus Asset Fund					
Police COPS/SLESF Fund	100,000	100,000	100,000	100,000	100,000
General Fund Unallocated Reserve	-	-	-	-	-
Gas Tax Fund	-	-	-	-	-
Street Impact Fund	-	-	-	-	-
Measure "A" Parks	-	-	-	-	33,000
Cypress Hollow Fund	15,739	22,368	16,500	16,500	16,500
Total:	1,733,140	1,851,235	1,849,501	1,797,250	1,968,211
Total Revenues (All Funds):					
	\$ 11,300,721	\$ 12,016,020	\$ 10,670,604	\$ 10,941,422	\$ 11,092,307

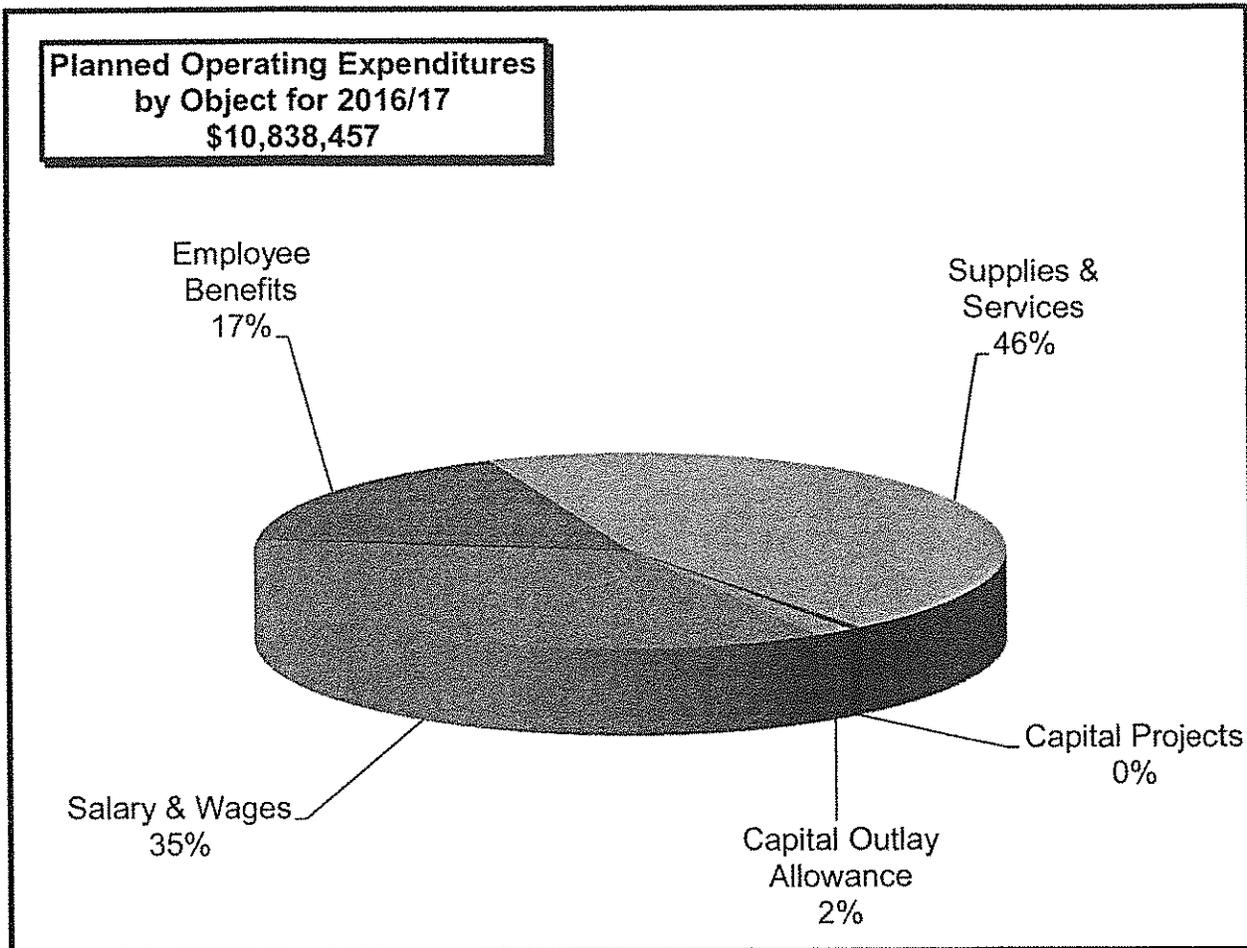
OVERVIEW OF OPERATING EXPENDITURES

Expenditures by Department

Fund Sources for Expenditures

Expenditures by Object

Overview of Operating Expenditures by Object

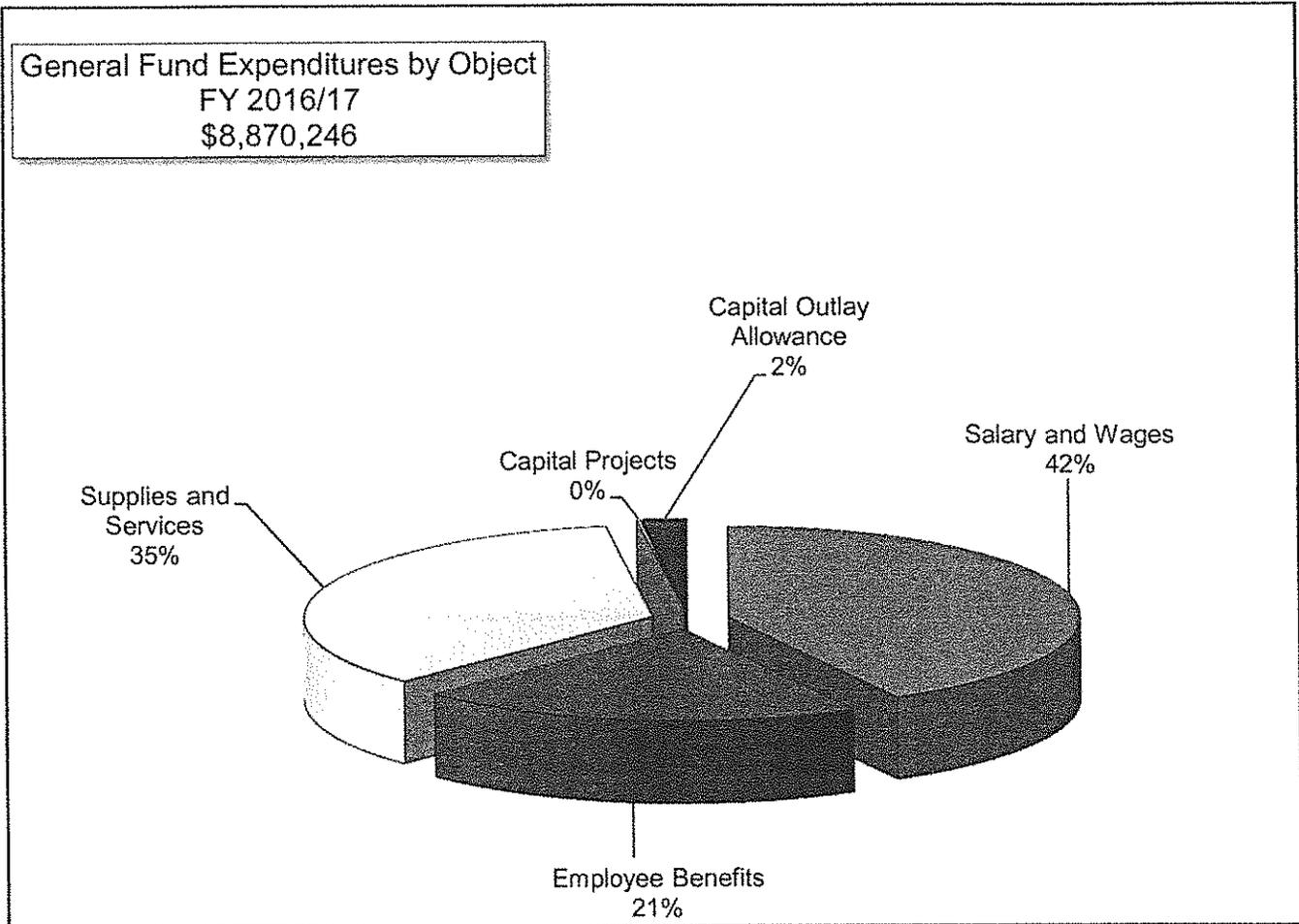


Salary & Wages	\$3,832,962
Employee Benefits	1,829,010
Supplies & Services	4,939,884
Capital Projects	60,000
Capital Outlay Allowance	176,600
Total Operating Expenditures	\$10,838,457

OPERATING EXPENDITURES

Fiscal Year 2016-17

Overview of Operating Expenditures



Salary and Wages	\$3,732,962
Employee Benefits	1,829,010
Supplies and Services	3,119,173
Capital Projects	12,500
Capital Outlay Allowance	176,600
Total Operating Expenditures	<u>\$8,870,246</u>

OPERATING EXPENDITURES

Fiscal Year 2016-17

Summary of Department Expenditures

Department/Division	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
ALL DEPARTMENTS/DIVISIONS					
TOWN ADMINISTRATIVE SERVICES					
Administration	916,537	969,107	1,138,366	1,119,824	1,130,489
Legal Services	203,238	245,903	255,000	314,700	290,000
Legislative	87,512	33,525	51,500	45,455	74,750
Town Hall Facility	163,149	237,328	252,600	212,411	192,600
subtotal	\$ 1,370,436	\$ 1,485,863	\$ 1,697,466	\$ 1,692,390	\$ 1,687,839
NON-DEPARTMENTAL					
Insurances and Governmental Agreements	769,020	761,094	908,754	845,867	1,187,081
Housing	11,117	10,890	33,774	32,120	33,126
Town Owned Housing	53,832	97,761	78,002	66,571	109,603
Belvedere-Tiburon Library Agency	1,489,839	1,525,216	1,586,225	1,560,059	1,627,982
subtotal	\$ 2,323,808	\$ 2,394,961	\$ 2,606,755	\$ 2,504,617	\$ 2,957,791
COMMUNITY DEVELOPMENT					
Planning & Design Review	488,049	479,119	532,384	521,669	567,454
Building Inspection	584,786	653,448	621,650	595,810	614,166
Advance Planning	62,613	95,000	35,000	22,000	48,000
subtotal	\$ 1,135,448	\$ 1,227,567	\$ 1,189,034	\$ 1,139,479	\$ 1,229,620
POLICE SERVICES					
Police Department	2,868,837	2,856,766	3,081,963	2,971,597	3,214,358
Police EOC/Facility	55,567	55,564	62,600	72,137	64,600
subtotal	\$ 2,924,404	\$ 2,912,330	\$ 3,144,563	\$ 3,043,734	\$ 3,278,958
PUBLIC WORKS & ENGINEERING					
Administration & Engineering	300,919	298,889	366,763	355,248	445,809
Streets Maintenance	442,494	428,666	489,121	484,030	505,039
Parks Maintenance	394,800	451,646	490,800	490,800	581,001
Street & Signal Light System	37,659	32,604	40,100	40,100	40,100
Corporation Yard	95,101	87,146	93,700	93,700	95,800
Cypress Hollow	15,739	22,368	16,500	16,500	16,500
subtotal	\$ 1,286,712	\$ 1,321,319	\$ 1,496,984	\$ 1,480,378	\$ 1,684,248
TOTALS	\$ 9,040,808	\$ 9,342,040	\$ 10,134,802	\$ 9,860,598	\$ 10,838,457

Summary of Funding Sources
for Department Expenditures

Fund	2013/4 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
ALL FUNDS					
General Fund	\$ 7,307,668	\$ 7,490,805	\$ 8,285,301	\$ 8,063,348	\$ 8,870,246
Employee Compensated Leave Reserve	-	-	-	-	-
Low & Moderate Income Housing	11,117	10,890	33,774	32,120	33,126
Town Owned Housing	53,832	97,761	78,002	66,571	109,603
Belvedere-Tiburon Library Agency	1,489,839	1,525,216	1,586,225	1,560,059	1,627,982
Long Range Planning	62,613	95,000	35,000	22,000	48,000
Police COPS/SLESF	100,000	100,000	100,000	100,000	100,000
Cypress Hollow Fund	15,739	22,368	16,500	16,500	16,500
Measure "A" Parks	-	-	-	-	33,000
Totals	\$ 9,040,808	\$ 9,342,040	\$ 10,134,802	\$ 9,860,598	\$ 10,838,457

OPERATING EXPENDITURES

Fiscal Year 2016-17

Summary of Expenditures by Object

Expenditure Object	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 3,682,625	\$ 3,831,669	\$ 3,818,284	\$ 3,769,798	\$ 3,832,962
EMPLOYEE BENEFITS	\$ 1,376,238	\$ 1,416,424	\$ 1,650,016	\$ 1,568,432	\$ 1,829,010
SUPPLIES & SERVICES					
Department Supplies & Expenses	182,905	159,555	183,775	177,872	190,150
Conferences & Memberships	36,764	33,038	68,300	46,318	66,550
Contractual Services	397,773	458,228	740,703	792,537	872,071
Insurances	284,939	298,864	345,582	331,610	346,483
Intergovernmental & Agency	2,073,412	2,089,743	2,248,790	2,189,441	2,548,378
Equipment Supplies & Maintenance	447,858	451,331	518,602	431,008	540,203
Utility & Communication	219,132	216,597	211,000	204,524	215,900
Special Department Administrative	107,845	128,070	142,850	113,869	159,850
Allocated Costs	0	300	300	300	300
Total Supplies & Services	\$ 3,750,628	\$ 3,835,726	\$ 4,459,902	\$ 4,287,479	\$ 4,939,884
CAPITAL OUTLAY EXPENSE	53,717	34,204	10,000	3,500	10,000
CAPITAL OUTLAY ALLOWANCE	\$ 177,600	\$ 177,600	\$ 176,600	\$ 176,500	\$ 176,600
CAPITAL PROJECT EXPENSES	\$ -	\$ 46,417	\$ 20,000	\$ 9,800	\$ 50,000
TOTAL EXPENDITURES	\$ 9,040,808	\$ 9,342,040	\$ 10,134,802	\$ 9,815,509	\$ 10,838,457

TOWN ADMINISTRATION

Administrative Services

Legal Services

Legislative Support

Town Hall Facility

Town Administration is comprised of a series of support-related activities and functions. The activities are performed by the Town Manager, Town Attorney, Director of Administrative Services and other personnel. The Department has functioned over the past five years with approximately 6.4 FTE employees. In FY 2015-16 Town Attorney services changed from in-house to outside contract, and the entire Administration Department is now staffed with 5.71 FTE. The total proposed appropriation for Town Administration is \$1,687,939.

Administrative Services

The division is responsible for management oversight of all departments; financial management of Town resources; debt and special assessment management; payroll, personnel and benefit administration; risk management; records management; elections; participation and oversight of inter-governmental relations that affect the Town; and coordination and direction of Town activities and service delivery systems to ensure that services are provided efficiently.

Legal Services

The Town Attorney provides legal counsel and advice to Town Council and Town Staff; coordinates all legal representation of the Town should outside counsel be required; and prepares or reviews ordinances, contracts and agreements.

Legislative Support

This division provides funding for legislative activities and bodies including the Town Council, Planning Commission, Design Review Board, Heritage & Arts Commission and the Parks and Open Space Commission.

Town Hall Facility

This division consolidates all non-specific operational funding for the Town Hall. Expenses for building utilities and maintenance, insurance costs, and operating supplies are reflected here.

Town Administration

DEPARTMENT SUMMARY

	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
DEPARTMENT FUNDING					
General Fund	1,370,436	1,485,863	1,697,466	1,692,390	1,687,839
Total Department Funding	\$ 1,370,436	\$ 1,485,863	\$ 1,697,466	\$ 1,692,390	\$ 1,687,839
DIVISION FUNDING					
<u>Administration</u>					
General Fund	916,537	969,107	1,138,366	1,119,824	1,130,489
Total Administration	\$ 916,537	\$ 969,107	\$ 1,138,366	\$ 1,119,824	\$ 1,130,489
<u>Legal Services</u>					
General Fund	203,238	245,903	255,000	314,700	290,000
Total Legal Services	\$ 203,238	\$ 245,903	\$ 255,000	\$ 314,700	\$ 290,000
<u>Town Hall Facility</u>					
General Fund	163,149	237,328	252,600	212,411	192,600
Total Town Hall	\$ 163,149	\$ 237,328	\$ 252,600	\$ 212,411	\$ 192,600
<u>Legislative</u>					
General Fund	87,512	33,525	51,500	45,455	74,750
Total Legislative	\$ 87,512	\$ 33,525	\$ 51,500	\$ 45,455	\$ 74,750
Total Division Funding	\$ 1,370,436	\$ 1,485,863	\$ 1,697,466	\$ 1,692,390	\$ 1,687,839

Town Administration

ALL DIVISIONS

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 706,180	\$ 704,219	\$ 642,545	\$ 658,525	\$ 633,259
EMPLOYEE BENEFITS	196,926	207,602	219,571	229,300	224,480
SUPPLIES & SERVICES					
Department Supplies & Expenses	127,729	86,460	120,200	113,692	125,200
Conferences & Memberships	17,505	22,063	31,000	23,512	29,250
Contractual Services	154,880	247,549	428,500	458,245	460,000
Equipment Supplies & Maintenance	68,372	95,328	100,600	70,821	65,600
Utility & Communication	40,810	36,415	46,200	39,524	46,200
Special Department Administrative	28,817	24,023	76,850	68,271	71,850
Total Supplies & Services	438,113	511,838	803,350	774,065	798,100
CAPITAL OUTLAY EXPENSE	1,217	34,204	5,000	3,500	5,000
CAPITAL OUTLAY ALLOWANCE	28,000	28,000	27,000	27,000	27,000
CAPITAL PROJECT EXPENSES	-	-	-	-	-
TOTAL EXPENDITURES	\$ 1,370,436	\$ 1,485,863	\$ 1,697,466	\$ 1,692,390	\$ 1,687,839
SOURCE OF FUNDING					
General Fund	1,370,436	1,485,863	1,697,466	1,692,390	1,687,839
TOTAL FUNDING	\$ 1,370,436	\$ 1,485,863	\$ 1,697,466	\$ 1,692,390	\$ 1,687,839
STAFFING LEVEL					
Town Manager	1.00	1.00	1.00	1.00	1.00
Town Attorney	0.75	0.75	-	-	-
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Information Technology Coordinator	1.00	-	-	-	-
Town Clerk	1.00	1.00	1.00	1.00	1.00
Management Analyst		1.00	1.00	1.00	1.00
Office Assistant	0.50	1.00	1.00	0.91	0.91
Management Assistant	0.72	0.72	0.80	0.80	0.80
IT Desktop/Analyst Support	0.57	-	-	-	-
TOTAL STAFFING	6.54	6.47	5.80	5.71	5.71

Town Administration

ADMINISTRATIVE SERVICES

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 572,082	\$ 583,408	\$ 642,545	\$ 658,525	\$ 633,259
EMPLOYEE BENEFITS	\$ 161,530	\$ 175,714	\$ 219,571	\$ 222,040	\$ 224,480
SUPPLIES & SERVICES					
Department Supplies & Expenses	4,222	5,633	6,000	4,671	6,000
Conferences & Memberships	10,903	12,456	22,500	17,205	22,500
Contractual Services	131,902	159,764	173,500	151,012	170,000
Special Department Administrative	9,898	6,132	48,250	40,371	48,250
Total Supplies & Services	\$ 156,925	\$ 183,985	\$ 250,250	\$ 213,259	\$ 246,750
CAPITAL OUTLAY ALLOWANCE	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
TOTAL EXPENDITURES	\$ 916,537	\$ 969,107	\$ 1,138,366	\$ 1,119,824	\$ 1,130,489
Positions	5.70	5.70	5.70	5.70	5.70
TOTAL STAFFING	5.70	5.70	5.70	5.70	5.70

Town Administration

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
	SALARY					
511100	Town Manager	214,800	215,127	222,376	211,571	196,224
511350	Administrative Services Director	127,831	131,182	136,494	136,239	139,429
511400	Town Clerk	84,304	87,501	90,528	91,286	93,427
511450	Information Technology Coordinator	36,172	-	-	-	-
511700	Finance/HR Assistant (.8 FTE)	57,523	58,435	65,208	64,507	66,023
511550	Management Analyst		51,112	77,875	78,906	83,568
511600	Office Assistant (.9 FTE)	25,119	31,227	44,064	43,914	48,588
515100	Overtime	1,000	-	1,000	300	1,000
517100	Vacation Conversion	11,071	132	-	30,302	-
516990	Retention Bonus	-	7,500	-	-	-
518100	Casual Hire	14,262	1,192	5,000	1,500	5,000
	Total:	\$ 572,082	\$ 583,408	\$ 642,545	\$ 658,525	\$ 633,259
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	55,332	60,588	103,300	70,829	97,485
521200	Employee Accruing Fringe	11,496	16,679	-	21,261	15,000
522200	PERS - Employer Normal Cost	50,368	53,833	67,647	67,647	42,237
522250	PERS - Employer Unfunded Liability Pmt.	-	-	-	-	26,060
522550	PERS - Add'l Payment Unfunded Liability	-	-	-	-	19,231
522300	PST 3.75%	3,195	3,066	2,445	2,560	2,476
522400	Other Retirement Benefits (GASB 45) 1.0%	17,847	28,279	30,262	30,262	6,323
522500	PERS - Add'l Payment CalPERS Liability	9,728	-	-	-	-
523100	FICA-Medicare	6,272	6,669	9,317	7,881	9,069
524100	Auto Allowance	7,292	6,600	6,600	6,600	6,600
524400	Relocation Expenses	-	-	-	15,000	-
	Total:	\$ 161,530	\$ 175,714	\$ 219,571	\$ 222,040	\$ 224,480
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	556	1,198	1,500	1,500	1,500
531060	Noticing & Publication	3,363	4,380	3,500	2,646	3,500
531140	Publications & Subscriptions	303	55	1,000	525	1,000
	Subtotal:	\$ 4,222	\$ 5,633	\$ 6,000	\$ 4,671	\$ 6,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences (Inc'd ICMA), Meetings, Travel	261	2,925	7,500	4,500	7,500
532020	Employee Development/Training/Retreat	362	166	3,000	2,000	3,000
532040	Memberships	10,280	9,365	12,000	10,705	12,000
	Subtotal:	\$ 10,903	\$ 12,456	\$ 22,500	\$ 17,205	\$ 22,500
	CONTRACTUAL SERVICES					
533010	Contractual Services	62,611	12,509	16,000	8,736	16,000
533250	IT Consulting Services	-	85,058	85,000	83,363	85,000
533020	Financial Audit	26,350	26,350	27,500	28,000	29,000
533060	Consulting Services	23,500	13,910	25,000	8,500	20,000
533200	Systems/Technical Support	19,441	21,937	20,000	22,413	20,000
	Subtotal:	\$ 131,902	\$ 159,764	\$ 173,500	\$ 151,012	\$ 170,000

Town Administration

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
	SPECIAL DEPT. ADMINISTRATIVE					
538010	Election	114	-	15,000	12,471	15,000
538030	Municipal Code Section Maintenance	2,024	2,280	5,000	3,563	5,000
538040	Newsletter Production & Mailing	660	836	750	750	750
538240	Records Management	-	1,734	2,500	2,000	2,500
538900	Contingency Provision	7,100	1,282	25,000	21,587	25,000
	Subtotal:	\$ 9,898	\$ 6,132	\$ 48,250	\$ 40,371	\$ 48,250
	Total Supplies & Services:	\$ 156,925	\$ 183,985	\$ 250,250	\$ 213,259	\$ 246,750
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	26,000	26,000	26,000	26,000	26,000
	Total:	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
	TOTAL DEPARTMENT	\$ 916,537	\$ 969,107	\$ 1,138,366	\$ 1,119,824	\$ 1,130,489

Town Administration

LEGAL SERVICES

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 134,098	\$ 120,811	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ 35,396	\$ 31,888	\$ -	\$ 7,260	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	6,967	3,759	-	150	-
Conferences & Memberships	2,799	660	-	57	-
Contractual Services	22,978	87,785	255,000	307,233	290,000
Total Supplies & Services	\$ 32,744	\$ 92,204	\$ 255,000	\$ 307,440	\$ 290,000
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 203,238	\$ 245,903	\$ 255,000	\$ 314,700	\$ 290,000
STAFFING LEVEL					
Positions	0.75	0.75	Contract	Contract	Contract
TOTAL STAFFING	0.75	0.75	Contract	Contract	Contract

Town Administration

LEGAL SERVICES

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
SALARY						
511200	Town Attorney (75%)	134,098	105,193	-	-	-
517100	Vacation Conversion	-	15,618	-	-	-
	Total:	\$ 134,098	\$ 120,811	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS						
521100	Medical & Insurance	1,016	762	-	-	-
521200	Employee Accruing Fringe	8,557	6,582	-	-	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town (11.522%)	14,457	13,920	-	-	-
522400	Other Retirement Benefits (GASB 45) 4.717%	4,024	6,454	-	7,260	-
522500	PERS Side Fund Repayment (1.717%)	2,303	-	-	-	-
523100	FICA-Medicare	2,039	1,862	-	-	-
524100	Auto Allowance	3,000	2,308	-	-	-
	Total:	\$ 35,396	\$ 31,888	\$ -	\$ 7,260	\$ -
SUPPLIES & SERVICES						
DEPARTMENT SUPPLIES & EXPENSES						
531140	Publications & Subscriptions	6,967	3,759	-	150	-
	Subtotal:	\$ 6,967	\$ 3,759	\$ -	\$ 150	\$ -
CONFERENCES & MEMBERSHIPS						
532010	Conferences, Meetings & Travel	2,279	230	-	57	-
532040	Memberships	520	430	-	-	-
	Subtotal:	\$ 2,799	\$ 660	\$ -	\$ 57	\$ -
CONTRACTUAL SERVICES						
533500	Contract - Town Attorney	1,502	25,730	175,000	229,466	210,000
533520	Litigation-ABAG PLAN	9,237	14,172	50,000	53,432	50,000
533530	Litigation-General	12,239	15,923	25,000	2,517	25,000
533590	Legal Settlements	-	31,960	5,000	21,818	5,000
	Subtotal:	\$ 22,978	\$ 87,785	\$ 255,000	\$ 307,233	\$ 290,000
	Total Supplies & Services:	32,744	92,204	255,000	307,440	290,000
CAPITAL OUTLAY ALLOWANCE						
559020	Technology Allowance	1,000	1,000	-	-	-
	Total:	1,000	1,000	-	-	-
	TOTAL DEPARTMENT	\$ 203,238	\$ 245,903	\$ 255,000	\$ 314,700	\$ 290,000

Town Administration**LEGISLATIVE SUPPORT**

OBJECT SUMMARY	2013/14 Actual	2014/15 Estimate	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	80,856	21,287	28,000	25,655	58,000
Conferences & Memberships	3,803	8,947	8,500	6,250	6,750
Equipment Supplies & Maintenance	-	-	1,000	250	1,000
Special Department Administrative	1,853	2,291	13,000	12,300	8,000
Total Supplies & Services	\$ 86,512	\$ 32,525	\$ 50,500	\$ 44,455	\$ 73,750
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL EXPENDITURES	\$ 87,512	\$ 33,525	\$ 51,500	\$ 45,455	\$ 74,750

Town Administration

LEGISLATIVE SUPPORT

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531130	Special Events, Awards, Functions	18,000	20,612	22,000	21,905	22,000
531130	Community Events (Summertime on Main)	60,979	-	-	-	20,000
531130	Downtown Holiday Lights	-	-	-	-	10,000
531150	Council/Commission Functions	1,776	348	5,500	3,500	5,500
531990	Department Expenses	101	327	500	250	500
	Subtotal:	\$ 80,856	\$ 21,287	\$ 28,000	\$ 25,655	\$ 58,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,498	3,335	5,500	3,500	3,500
532030	MCCMC Functions	1,155	4,545	2,000	1,500	2,000
532040	Memberships	1,150	1,067	1,000	1,250	1,250
	Subtotal:	\$ 3,803	\$ 8,947	\$ 8,500	\$ 6,250	\$ 6,750
536010	Operating Supplies	-	-	1,000	250	1,000
	Subtotal:	\$ -	\$ -	\$ 1,000	\$ 250	\$ 1,000
	SPECIAL DEPT ADMINISTRATION					
538510	Planning Commission	109	80	500	100	500
538520	Design Review Board	-	19	250	100	250
538530	Parks, Open Space & Trails Commission	14	109	250	100	250
538540	Heritage & Arts Commission	1,730	2,083	2,000	2,000	2,000
538900	Contingency	-	-	10,000	10,000	5,000
	Subtotal:	\$ 1,853	\$ 2,291	\$ 13,000	\$ 12,300	\$ 8,000
	Total Supplies & Services:	\$ 86,512	\$ 32,525	\$ 50,500	\$ 44,455	\$ 73,750
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	1,000	1,000	1,000	1,000	1,000
	Total:	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	TOTAL DEPARTMENT	\$ 87,512	\$ 33,525	\$ 51,500	\$ 45,455	\$ 74,750

Town Administration

TOWN HALL FACILITY

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	35,684	55,781	86,200	83,216	61,200
Equipment Supplies & Maintenance	68,372	95,328	99,600	70,571	64,600
Utility & Communication	40,810	36,415	46,200	39,524	46,200
Special Department Administrative	17,066	15,600	15,600	15,600	15,600
Allocated Costs					
Special Department Administrative	17,066	15,600	15,600	15,600	15,600
Total Supplies & Services	\$ 161,932	\$ 203,124	\$ 247,600	\$ 208,911	\$ 187,600
CAPITAL OUTLAY EXPENSE	\$ 1,217	\$ 34,204	\$ 5,000	\$ 3,500	\$ 5,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 163,149	\$ 237,328	\$ 252,600	\$ 212,411	\$ 192,600
STAFFING LEVEL					
Positions	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

Town Administration

TOWN HALL FACILITY

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimated	2016/17 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	14,857	22,045	25,000	21,763	25,000
531080	Postage	4,600	14,458	10,000	7,368	10,000
531090	Printing & Reproduction	250	2,260	5,000	1,500	5,000
531120	Recruiting & Background	2,998	3,697	30,000	35,000	5,000
531130	Special Events, Awards, Functions	6,139	7,831	10,000	11,385	10,000
533070	Parking Lease	6,840	5,490	6,200	6,200	6,200
	Subtotal:	\$ 35,684	\$ 55,781	\$ 86,200	\$ 83,216	\$ 61,200
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	22,470	19,033	25,000	18,171	25,000
536030	Building/Facility Supplies	2,101	2,409	5,000	4,472	5,000
536060	Inspection & Testing	225	-	500	78	500
536070	Janitorial Services	12,480	12,120	15,000	12,500	15,000
536080	Landscape Grounds Materials	82	818	1,000	750	1,000
536100	Pest Control	395	376	600	600	600
536290	Misc. Facility Improvements	5,027	22,627	5,000	2,500	5,000
536280	Special Maintenance	24,457	1,488	2,500	1,500	2,500
536285	Dairy Knoll Maintenance	1,135	36,457	45,000	30,000	10,000
	Subtotal:	\$ 68,372	\$ 95,328	\$ 99,600	\$ 70,571	\$ 64,600
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	22,061	19,871	25,000	24,108	25,000
537200	Water-MMWD	298	1,304	1,200	176	1,200
537300	Telecommunications	18,451	15,240	20,000	15,240	20,000
	Subtotal:	\$ 40,810	\$ 36,415	\$ 46,200	\$ 39,524	\$ 46,200
	SPECIAL DEPT. ADMINISTRATIVE					
537700	MIDAS Network Charges	\$ 17,066	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600
	Subtotal	\$ 17,066	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600
	Total Supplies & Services:	\$ 161,932	\$ 203,124	\$ 247,600	\$ 208,911	\$ 187,600
	CAPITAL OUTLAY EXPENSES					
543030	Office Furniture/Equipment	1,217	34,204	5,000	3,500	5,000
	Total:	\$ 1,217	\$ 34,204	\$ 5,000	\$ 3,500	\$ 5,000
	TOTAL DEPARTMENT	\$ 163,149	\$ 237,328	\$ 252,600	\$ 212,411	\$ 192,600

COMMUNITY DEVELOPMENT

Planning & Design Review

Advance Planning

Building Inspection

The Community Development Department is responsible for managing the planning, development and implementation of the overall community goals in accordance with the General Plan, Zoning Ordinance, Municipal Codes, Building Codes, and Town Council policies.

The total proposed appropriation for the Community Development Department is \$1,229,620, primarily with resources of the General Fund. Staffing of the Department totals eight employees; four in Planning Division and four in Building Division.

Planning & Design Review

The Planning Division is responsible for managing the physical development of the Town in an orderly manner, in accordance with the General Plan, Zoning Ordinance, Municipal Code, Hillside Design Guidelines, Downtown Design Handbook, and Town Council policies. The Division reviews and issues planning and zoning permits, tree permits, sign permits, and well permits, among others, and performs code enforcement functions for areas under its regulatory purview.

Advance Planning

The Advance Planning Division is responsible for maintaining a comprehensive up-to-date General Plan, as well as conducting studies and producing long-range plans and documents such as the Climate Action Plan, Open Space Resource Management Plan, Recreation Needs Assessment, McGegney Green Management Policy, Bicycle & Pedestrian Master Plan, and Local Hazard Mitigation Plan.

Building Inspection

The Building Inspection Division ensures that construction in the Town is compliant with adopted construction codes, in conformance with accepted building practices, and conforms to the Town's adopted policies and ordinances. The Division issues permits, conducts regular permit inspections, performs plan check reviews for construction applications, conducts residential resale inspections, and performs code enforcement functions for areas under its regulatory purview.

Community Development

DEPARTMENT SUMMARY

	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
DEPARTMENT FUNDING					
General Fund	1,072,835	1,132,567	1,154,034	1,117,479	1,181,620
Employee Compensated Leave Reserve	-	-	-	-	-
PERS Surplus Asset Fund	-	-	-	-	-
Long Range Planning Fund	62,613	95,000	35,000	22,000	48,000
Total Department Funding	\$ 1,135,448	\$ 1,227,567	\$ 1,189,034	\$ 1,139,479	\$ 1,229,620
DIVISION FUNDING					
<u>Planning & Design Review</u>					
General Fund	488,049	479,119	532,384	521,669	567,454
Employee Compensated Leave	-	-	-	-	-
PERS Surplus Asset Fund	-	-	-	-	-
Total Planning & Design Review	\$ 488,049	\$ 479,119	\$ 532,384	\$ 521,669	\$ 567,454
<u>Building Inspection</u>					
General Fund	584,786	653,448	621,650	595,810	614,166
PERS Surplus Asset Fund	-	-	-	-	-
Total Building Inspection	\$ 584,786	\$ 653,448	\$ 621,650	\$ 595,810	\$ 614,166
<u>Advance Planning</u>					
Long Range Planning Fund	62,613	95,000	35,000	22,000	48,000
PERS Surplus Asset Fund	-	-	-	-	-
Total Advance Planning	\$ 62,613	\$ 95,000	\$ 35,000	\$ 22,000	\$ 48,000
Total Division Funding	\$ 1,135,448	\$ 1,227,567	\$ 1,189,034	\$ 1,139,479	\$ 1,229,620

Community Development

ALL DIVISIONS

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 707,541	\$ 797,937	\$ 759,682	\$ 709,792	\$ 730,298
EMPLOYEE BENEFITS	\$ 223,204	\$ 210,863	\$ 256,402	\$ 256,222	\$ 298,372
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 9,532	\$ 12,874	\$ 8,000	\$ 6,849	\$ 8,000
Conferences & Memberships	\$ 5,076	\$ 2,867	\$ 14,200	\$ 10,039	\$ 14,200
Contractual Services	\$ 88,001	\$ 77,644	\$ 60,000	\$ 85,167	\$ 65,000
Equipment Supplies & Maintenance	\$ 6,794	\$ 5,995	\$ 9,750	\$ 7,711	\$ 9,750
Special Department Administrative	\$ 74,300	\$ 98,387	\$ 60,000	\$ 42,799	\$ 83,000
Total Supplies & Services	\$ 183,703	\$ 197,767	\$ 151,950	\$ 152,565	\$ 179,950
CAPITAL OUTLAY ALLOWANCE	\$ 21,000	\$ 21,000	\$ 21,000	\$ 20,900	\$ 21,000
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,135,448	\$ 1,227,567	\$ 1,189,034	\$ 1,139,479	\$ 1,229,620
SOURCE OF FUNDING					
General Fund	1,072,835	1,132,567	1,154,034	1,117,479	1,181,620
Long Range Planning Fund	62,613	95,000	35,000	22,000	48,000
TOTAL FUNDING	\$ 1,135,448	\$ 1,227,567	\$ 1,189,034	\$ 1,139,479	\$ 1,229,620
STAFFING LEVEL					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Advance Planner	-	-	-	-	-
Associate Planner	-	-	1.00	1.00	1.00
Assistant Planner	1.00	1.00	-	-	-
Planning Secretary	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	1.00
Permits Clerk	1.00	1.00	-	1.00	1.00
Permit Technician	1.00	1.00	2.00	1.00	1.00
Building Permit Technician	-	-	-	-	-
Records Management Technician	-	-	-	-	-
Records Management Coordinator	-	-	-	-	-
TOTAL STAFFING	8.00	8.00	8.00	8.00	8.00

Community Development

PLANNING & DESIGN REVIEW

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 338,285	\$ 339,904	\$ 367,982	\$ 360,370	\$ 377,136
EMPLOYEE BENEFITS	\$ 119,197	\$ 120,220	\$ 132,152	\$ 132,461	\$ 153,068
SUPPLIES & SERVICES					
Department Supplies & Expenses	6,306	7,800	7,500	6,349	7,500
Conferences & Memberships	2,627	1,520	7,200	5,039	7,200
Contractual Services	14,747	2,847	10,000	10,000	15,000
Insurances	-	-	-	-	-
Intergovernmental & Agency					
Equipment Supplies & Maintenance	787	728	1,450	1,450	1,450
Utility & Communication	-	-	-	-	-
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 24,467	\$ 12,895	\$ 26,150	\$ 22,838	\$ 31,150
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,000	\$ 6,100
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 488,049	\$ 479,119	\$ 532,384	\$ 521,669	\$ 567,454
STAFFING LEVEL					
Positions	4.00	4.00	4.00	4.00	4.00
TOTAL STAFFING	4.00	4.00	4.00	4.00	4.00

Community Development

PLANNING & DESIGN REVIEW

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
	SALARY					
512100	Director of Community Development	129,459	132,828	138,204	138,008	141,244
512200	Planning Manager	88,587	92,167	99,504	98,367	101,422
512300	Associate Planner			72,684	70,559	74,934
512400	Assistant Planner	58,730	62,324	-	-	-
512600	Community Development Aide	53,332	41,495	48,590	47,586	50,536
515100	Overtime	-	-	-	-	-
517100	Vacation Conversion	-	-	-	-	-
518100	Casual Hire (DRB/PC Minutes)	8,177	11,090	9,000	5,850	9,000
	Total:	\$ 338,285	\$ 339,904	\$ 367,982	\$ 360,370	\$ 377,136
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	50,201	50,161	71,040	54,016	78,800
521200	Employee Accruing Fringe	13,973	13,477		12,886	-
522200	PERS-Employer Normal Cost	32,928	34,078	37,174	41,685	27,243
522250	PERS-Employer Unfunded Liability Pmt.					20,848
522550	PERS-Add'l Unfunded Liability Pmt.					15,385
522400	Other Retirement Benefits (GASB 45) 1.0%	9,846	15,926	16,933	16,933	3,681
522500	Repayment - CalPERS Side Fund (1.71%)	5,635	-	-	-	-
523100	FICA-Medicare	4,814	4,778	5,205	5,141	5,311
534050	Unemployment Insurance	-	-	-	-	-
524100	Auto Allowance	1,800	1,800	1,800	1,800	1,800
	Total:	\$ 119,197	\$ 120,220	\$ 132,152	\$ 132,461	\$ 153,068
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	5,691	7,642	7,000	5,849	7,000
531140	Publications & Subscriptions	615	158	500	500	500
	Subtotal:	\$ 6,306	\$ 7,800	\$ 7,500	\$ 6,349	\$ 7,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,979	787	2,500	1,923	2,500
532020	Employee Development/Training	100	175	3,500	2,000	3,500
532040	Memberships	548	558	1,200	1,116	1,200
	Subtotal:	\$ 2,627	\$ 1,520	\$ 7,200	\$ 5,039	\$ 7,200
	CONTRACTUAL SERVICES					
533010	Contractual Services (\$5K Survey)	14,747	2,847	10,000	10,000	15,000
	Subtotal:	\$ 14,747	\$ 2,847	\$ 10,000	\$ 10,000	\$ 15,000
	EQ SUPPLIES & MAINTENANCE					
536050	Fuel & Oil	740	625	950	950	950
536250	Vehicle Maintenance	47	103	500	500	500
	Subtotal:	\$ 787	\$ 728	\$ 1,450	\$ 1,450	\$ 1,450
	Total Supplies & Services:	\$ 24,467	\$ 12,895	\$ 26,150	\$ 22,838	\$ 31,150

Community Development**PLANNING & DESIGN REVIEW**

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	2,000	2,000	2,000	2,000	2,000
559020	Technology Allowance	4,100	4,100	4,100	4,000	4,100
	Total:	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,000	\$ 6,100
	TOTAL DEPARTMENT	\$ 488,049	\$ 479,119	\$ 532,384	\$ 521,669	\$ 567,454

Community Development

BUILDING INSPECTION

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 369,256	\$ 458,033	\$ 391,700	\$ 349,422	\$ 353,162
EMPLOYEE BENEFITS	\$ 104,007	\$ 90,643	\$ 124,250	\$ 123,761	\$ 145,304
SUPPLIES & SERVICES					
Department Supplies & Expenses	1,872	74	500	500	500
Conferences & Memberships	2,449	1,347	7,000	5,000	7,000
Contractual Services	73,254	74,797	50,000	75,167	50,000
Equipment Supplies & Maintenance	6,007	5,267	8,300	6,261	8,300
Utility & Communication	-	-	-	-	-
Special Department Administrative Allocated Costs	13,041	8,387	25,000	20,799	35,000
Total Supplies & Services	\$ 96,623	\$ 89,872	\$ 90,800	\$ 107,727	\$ 100,800
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ 1	\$ 2
CAPITAL OUTLAY ALLOWANCE	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900
TOTAL EXPENDITURES	\$ 584,786	\$ 653,448	\$ 621,650	\$ 595,810	\$ 614,166
STAFFING LEVEL					
Positions	4.00	4.00	4.00	4.00	4.00
TOTAL STAFFING	4.00	4.00	4.00	4.00	4.00

Community Development

BUILDING INSPECTION

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
	SALARY					
512700	Building Official	100,519	91,397	121,860	122,758	125,755
512800	Building Inspector	94,243	45,018	92,737	68,269	87,835
512850	Building Permit Technician	67,560	69,112	135,103	65,200	68,563
512900	Building Permit Clerk	56,079	58,010	-	49,940	54,009
515100	Overtime	1,398	6,906	2,000	750	2,000
517100	Vacation Conversion		8,891		2,505	
518100	Casual Hire	49,457	178,699	40,000	40,000	15,000
	Total:	\$ 369,256	\$ 458,033	\$ 391,700	\$ 349,422	\$ 353,162
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	29,920	22,974	71,040	45,957	78,800
521200	Employee Accruing Fringe	21,159	22,820		18,103	
522200	PERS-Employer Normal Cost	32,581	25,209	31,615	38,615	22,035
522250	PERS-Unfunded Liability					20,848
522255	PERS-Add'l Unfunded Liability Pmt.					15,385
522400	Other Retirement Benefits (GASB 45) 1.0%	10,460	15,158	16,495	16,495	3,362
522500	Repayment - CalPERS Side Fund (1.717%)	5,368	-	-	-	-
523100	FICA-Medicare	4,519	4,482	5,100	4,591	4,874
	Total:	\$ 104,007	\$ 90,643	\$ 124,250	\$ 123,761	\$ 145,304
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	1,872	74	500	500	500
531170	Document Storage	-	-	-	-	-
	Subtotal:	\$ 1,872	\$ 74	\$ 500	\$ 500	\$ 500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	908	160	1,500	1,000	1,500
532020	Employee Development/Training	1,416	1,101	5,000	3,500	5,000
532040	Memberships	125	86	500	500	500
	Subtotal:	\$ 2,449	\$ 1,347	\$ 7,000	\$ 5,000	\$ 7,000
	CONTRACTUAL SERVICES					
533010	Contractual (Outside Plan Check)	73,254	74,797	50,000	75,167	50,000
	Subtotal:	\$ 73,254	\$ 74,797	\$ 50,000	\$ 75,167	\$ 50,000
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	499	2,501	4,000	2,877	4,000
536050	Fuel & Oil	2,219	1,875	2,800	1,884	2,800
536250	Vehicle Maintenance	3,289	891	1,500	1,500	1,500
	Subtotal:	\$ 6,007	\$ 5,267	\$ 8,300	\$ 6,261	\$ 8,300

Community Development**BUILDING INSPECTION**

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
	SPECIAL DEPT. ADMINISTRATIVE					
538240	Records Management-Outside Scanning	13,041	8,387	25,000	20,799	35,000
	Subtotal:	\$ 13,041	\$ 8,387	\$ 25,000	\$ 20,799	\$ 35,000
	Total Supplies & Services:	\$ 96,623	\$ 89,872	\$ 90,800	\$ 107,727	\$ 100,800
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	4,200	4,200	4,200	4,200	4,200
559020	Technology Allowance	10,700	10,700	10,700	10,700	10,700
	Total:	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900
	TOTAL DEPARTMENT	\$ 584,786	\$ 653,448	\$ 621,650	\$ 595,810	\$ 614,166

Community Development

ADVANCE PLANNING

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Adopted	2015/16 Estimate	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	1,354	5,000	-	-	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	-	-	-	-	-
Utility & Communication	-	-	-	-	-
Special Department Administrative	61,259	90,000	35,000	22,000	48,000
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 62,613	\$ 95,000	\$ 35,000	\$ 22,000	\$ 48,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 62,613	\$ 95,000	\$ 35,000	\$ 22,000	\$ 48,000

Community Development

ADVANCE PLANNING

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
	SALARY					
512210	Advance Planner	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	-	-	-	-	-
521200	Employee Accruing Fringe	-	-	-	-	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town (11.776%)	-	-	-	-	-
523100	FICA-Medicare	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	-	-	-	-	-
531090	Printing & Reproduction	1,354	5,000	-	-	-
	Subtotal:	\$ 1,354	\$ 5,000	\$ -	\$ -	\$ -
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	-	-	-	-	-
532040	Memberships	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	CONTRACTUAL SERVICES					
533010	Contractual Services	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	SPECIAL DEPT. ADMINISTRATIVE					
538220	Housing Element Update	24,950	20,000	-	-	-
538230	General Plan Update (Circ. Elem+ Maps)	36,309	70,000	35,000	22,000	48,000
	Subtotal:	\$ 61,259	\$ 90,000	\$ 35,000	\$ 22,000	\$ 48,000
	ALLOCATED COSTS					
539010	Insurance-Liability	-	-	-	-	-
539020	Insurance-Workers' Compensation	-	-	-	-	-
	Town Hall Facility	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Supplies & Services:	\$ 62,613	\$ 95,000	\$ 35,000	\$ 22,000	\$ 48,000
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	-	-	-	-	-
559020	Technology Allowance	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 62,613	\$ 95,000	\$ 35,000	\$ 22,000	\$ 48,000

POLICE

Police Services

Police/EOC Facility

The Police Department provides of law enforcement services for the ensuring safety and a high quality of life for the community. To that end, the Department strives to enforce all federal, state and local laws without prejudice, preserve the peace and insure that the citizens and merchants that live and work in our community receive the highest level of law enforcement services available.

The total proposed appropriation for the Police Department is \$3,214,358. Staffing is comprised of 13 sworn personnel, 4 civilian personnel and approximately 4 volunteer and reserve police officers.

The Department also coordinates with other Town departments, government agencies and has developed a partnership with the community in planning and implementing safe school programs, neighborhood and business awareness, safe pedestrian and traffic flow on our streets and emergency preparedness programs. Community oriented policing in Tiburon builds on the understanding that it is the community itself that can best say what it needs from its Police Department and the Police and the community must work together to accomplish jointly set goals through cooperative efforts. While the philosophy of community oriented policing has only recently received an official title, this concept has been in place in the Town of Tiburon since the Department's inception in 1972. and continues to exists to this date.

Police Services

The Department Services Division includes patrol, administration, support personnel, investigations, training, parking enforcement and crime prevention program.

Police/Emergency Operations Center (EOC) Facility

The Police/Emergency Operations Center Facility Division serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. All costs related to maintaining the policy facility which also serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. section. Belvedere contributes 25% of the funds needed to maintain this function.

Police Department**DEPARTMENT SUMMARY**

	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
DEPARTMENT FUNDING					
General Fund	2,824,404	2,812,330	3,044,563	2,943,734	3,178,958
Police COPS/SLESF Fund	100,000	100,000	100,000	100,000	100,000
Total Department Funding	\$ 2,924,404	\$ 2,912,330	\$ 3,144,563	\$ 3,043,734	\$ 3,278,958
DIVISION FUNDING					
<u>Police Services</u>					
General Fund	2,768,837	2,756,766	2,981,963	2,871,597	3,114,358
Police COPS/SLESF Fund	100,000	100,000	100,000	100,000	100,000
Total Police Services	\$ 2,868,837	\$ 2,856,766	\$ 3,081,963	\$ 2,971,597	\$ 3,214,358
<u>Police Facility</u>					
General Fund	55,567	55,564	62,600	72,137	64,600
Total Facility	\$ 55,567	\$ 55,564	\$ 62,600	\$ 72,137	\$ 64,600
Total Division Funding	\$ 2,924,404	\$ 2,912,330	\$ 3,144,563	\$ 3,043,734	\$ 3,278,958

Police Department

ALL DIVISIONS

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 1,668,556	\$ 1,690,982	\$ 1,712,744	\$ 1,691,936	\$ 1,734,100
EMPLOYEE BENEFITS	\$ 668,589	\$ 648,685	\$ 735,902	\$ 670,665	\$ 845,875
SUPPLIES & SERVICES					
Department Supplies & Expenses	37,485	55,410	48,000	48,027	48,000
Conferences & Memberships	11,584	6,117	17,000	7,379	17,000
Contractual Services	27,811	53,929	133,543	135,243	143,075
Intergovernmental & Agency	221,021	190,278	208,674	205,849	192,708
Equipment Supplies & Maintenance	125,248	111,313	127,000	125,936	137,500
Utility & Communication	73,382	63,812	67,200	67,400	67,200
Special Department Administrative	4,728	5,660	6,000	2,799	5,000
Total Supplies & Services	\$ 501,259	\$ 486,519	\$ 607,417	\$ 592,633	\$ 610,483
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
CAPITAL PROJECT EXPENSES	\$ -	\$ 144	\$ 2,500	\$ 2,500	\$ 2,500
TOTAL EXPENDITURES	\$ 2,924,404	\$ 2,912,330	\$ 3,144,563	\$ 3,043,734	\$ 3,278,958
SOURCE OF FUNDING					
General Fund	2,824,404	2,812,330	3,044,563	2,943,734	3,178,958
Police COPS/SLESF Fund	100,000	100,000	100,000	100,000	100,000
TOTAL FUNDING	\$ 2,924,404	\$ 2,912,330	\$ 3,144,563	\$ 3,043,734	\$ 3,278,958
STAFFING LEVEL					
Chief	1.00	1.00	1.00	1.00	1.00
Captain	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00
Investigator	-	-	-	-	-
Patrol Officers	7.00	7.00	7.00	7.00	7.00
Police Service Aide	2.00	2.00	2.00	2.00	2.65
Emergency Services Coordinator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	-
TOTAL STAFFING	17.00	17.00	17.00	17.00	16.65

Police Department

POLICE SERVICES

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 1,668,556	\$ 1,690,982	\$ 1,712,744	\$ 1,691,936	\$ 1,734,100
EMPLOYEE BENEFITS	\$ 668,589	\$ 648,685	\$ 735,902	\$ 670,665	\$ 845,875
SUPPLIES & SERVICES					
Department Supplies & Expenses	37,485	55,410	48,000	48,027	48,000
Conferences & Memberships	11,584	6,117	17,000	7,379	17,000
Contractual Services	27,811	53,929	133,543	135,243	143,075
Intergovernmental & Agency	221,021	190,278	208,674	205,849	192,708
Equipment Supplies & Maintenance	100,117	82,391	93,500	80,847	101,000
Utility & Communication	47,674	42,974	46,600	45,651	46,600
Allocated Costs					
Total Supplies & Services	\$ 445,692	\$ 431,099	\$ 547,317	\$ 522,996	\$ 548,383
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
TOTAL EXPENDITURES	\$ 2,868,837	\$ 2,856,766	\$ 3,081,963	\$ 2,971,597	\$ 3,214,358
STAFFING LEVEL					
Positions	19.40	19.40	19.40	19.40	19.40
TOTAL STAFFING	19.40	19.40	19.40	19.40	19.40

Police Department

POLICE SERVICES

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SALARY					
513100	Police Chief	156,601	162,685	170,003	169,764	173,744
513200	Captain	128,508	71,517	-	-	-
513400	Sergeants (4)	349,610	402,034	433,256	432,782	453,513
513500	Patrol Officer (7)	563,794	581,781	634,346	635,103	655,519
513600	Secretary	65,375	66,678	5,781	7,933	-
531650	Emergency Services Coordinator	67,007	69,721	76,527	75,189	77,472
513950	Police Service Aide (2.625 FTE)	130,352	125,977	182,400	150,084	161,035
515100	Overtime	96,306	94,032	85,000	129,258	95,000
515200	Overtime (Special Events)	13,877	9,037	25,000	6,927	25,000
516200	Education Incentive Pay	14,726	14,165	16,200	14,858	11,400
516300	Holiday Pay	42,806	45,870	51,531	48,665	52,917
516400	Special Pay	1,960	2,180	4,800	3,461	2,400
516600	Longevity Pay	10,454	9,300	13,500	9,568	11,700
516700	Shift Differential	6,270	6,259	14,400	8,344	14,400
517100	Vacation Conversion	20,910	29,746	-	-	-
	Total:	\$ 1,668,556	\$ 1,690,982	\$ 1,712,744	\$ 1,691,936	\$ 1,734,100
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	224,360	199,902	313,560	215,644	305,279
521200	Employee Accruing Fringe	24,995	23,088	-	26,525	15,756
522200	PERS-Employer Normal Cost	276,503	278,100	275,502	275,502	199,073
522250	PERS-Employer Unfunded Liability Pmt.					154,756
522255	PERS-Add'l Unfunded Liability Pmt.					115,385
522300	PST-Part-time (3.75%)	2,983	3,156	2,750	3,210	-
522400	Other Post Employment Benefits (GASB 45)	46,117	103,409	110,000	110,000	17,341
522500	CalPERS Side Fund Repayment	53,819	-	-	-	-
523100	FICA-Medicare	21,675	22,606	24,835	24,547	23,057
524100	Automobile Allowance		1,108	2,400	2,400	2,400
524300	Medical Allowance	16,937	16,116	6,855	12,837	12,828
525300	Tuition Reimbursement	1,200	1,200	-	-	-
	Total:	\$ 668,589	\$ 648,685	\$ 735,902	\$ 670,665	\$ 845,875
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	11,007	15,266	14,000	9,170	14,000
531040	Evidence Supplies	1,664	2,208	2,000	1,528	2,000
531080	Postage	1,062	3,095	3,000	3,000	3,000
531090	Printing & Reproduction	2,345	4,204	4,000	3,520	4,000
531110	Range & Weapons	5,603	15,366	8,000	7,518	8,000
531120	Recruiting & Investigation	8,972	3,823	5,000	13,000	5,000
531121	Special Investigation	4,812	9,688	10,000	6,478	10,000
531140	Publications & Subscriptions	2,020	1,760	2,000	3,813	2,000
	Subtotal:	\$ 37,485	\$ 55,410	\$ 48,000	\$ 48,027	\$ 48,000

Police Department						
POLICE SERVICES						
Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	2,224	1,420	2,000	1,924	2,000
532020	Employee Development/Training	-	-	-	-	-
532040	Memberships	1,955	1,685	2,500	2,240	2,500
532060	POST-Reimbursed Training	6,846	2,451	10,000	2,500	10,000
532070	POST-Non Reimbursed Training	42	126	2,000	144	2,000
532090	Special Meal Allowance (MOU)	517	435	500	571	500
	Subtotal:	\$ 11,584	\$ 6,117	\$ 17,000	\$ 7,379	\$ 17,000
	CONTRACTUAL SERVICES					
533010	Contractual Services (Belvedere Chief)	-	26,041	112,000	116,082	112,000
533080	Records Management System (Tech)	25,361	25,348	19,093	16,711	19,582
533090	Lexipol Policy Manual Maintenance	2,450	2,540	2,450	2,450	2,450
533200	Systems Support (MDC, CAD Maint)	-	-	-	-	9,043
	Subtotal:	\$ 27,811	\$ 53,929	\$ 133,543	\$ 135,243	\$ 143,075
	INTERGOVERNMENT, AGENCY & JPA					
535080	Marin County Jail Booking	-	-	-	-	-
535090	Marin County Major Crimes Task Force	38,108	35,417	27,421	27,442	29,938
535131	Marin County Dispatch	179,786	151,734	175,280	175,280	159,270
535170	Marin County DA-Prandi Center	3,127	3,127	5,973	3,127	3,500
	Subtotal:	\$ 221,021	\$ 190,278	\$ 208,674	\$ 205,849	\$ 192,708
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	-	-	1,000	1,600	1,000
536050	Fuel & Oil	27,774	22,703	27,000	21,155	27,000
536120	Radar Maintenance	594	351	500	500	500
536130	Radio Maintenance	274	944	2,000	1,558	2,000
536210	Safety Equipment	5,178	11,066	10,000	10,000	15,000
536220	Uniform Maintenance	6,335	6,479	6,000	5,888	6,000
536230	Uniform Purchase/Replacement	11,235	4,063	5,000	7,894	7,500
536240	Vehicle Supplies	2,623	19	1,000	792	1,000
536250	Vehicle Maintenance	36,324	30,811	30,000	16,950	30,000
536270	Safety Equipment (MOU)	686	606	1,000	1,000	1,000
536320	License Plate Camera Maintenance	9,094	5,349	10,000	13,710	10,000
	Subtotal:	\$ 100,117	\$ 82,391	\$ 93,500	\$ 80,847	\$ 101,000
	UTILITY & COMMUNICATION					
537300	Telecommunication	29,669	27,554	31,000	30,051	31,000
537700	MIDAS Internet Connection	18,005	15,420	15,600	15,600	15,600
	Subtotal:	\$ 47,674	\$ 42,974	\$ 46,600	\$ 45,651	\$ 46,600
	Total Supplies & Services:	\$ 445,692	\$ 431,099	\$ 547,317	\$ 522,996	\$ 548,383
	CAPITAL OUTLAY ALLOWANCE					
546050	Siren System					
559010	Capital Equipment Allowance	75,000	75,000	75,000	75,000	75,000
559020	Technology Allowance	11,000	11,000	11,000	11,000	11,000
	Total:	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
	TOTAL DEPARTMENT	\$ 2,868,837	\$ 2,856,766	\$ 3,081,963	\$ 2,971,597	\$ 3,214,358

Police Department**POLICE FACILITY**

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	25,131	28,922	33,500	45,089	36,500
Utility & Communication	25,708	20,838	20,600	21,749	20,600
Special Department Administrative	4,728	5,660	6,000	2,799	5,000
Total Supplies & Services	\$ 55,567	\$ 55,420	\$ 60,100	\$ 69,637	\$ 62,100
CAPITAL PROJECT EXPENSES	\$ -	\$ 144	\$ 2,500	\$ 2,500	\$ 2,500
TOTAL EXPENDITURES	\$ 55,567	\$ 55,564	\$ 62,600	\$ 72,137	\$ 64,600

Police Department

POLICE FACILITY

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SUPPLIES & SERVICES					
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	6,440	14,023	7,000	23,577	10,000
536030	Building/Facility Supplies	6,340	2,216	11,000	8,462	11,000
536050	Fuel & Oil (Generator)	-	-	500	-	500
536060	Inspection & Testing (Generator)	-	-	500	-	500
536070	Janitorial Services	12,000	12,000	13,000	13,000	13,000
536100	Pest Control	351	516	500	50	500
536280	Special Maintenance	-	167	1,000	-	1,000
	Subtotal:	\$ 25,131	\$ 28,922	\$ 33,500	\$ 45,089	\$ 36,500
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	25,090	20,322	20,000	19,382	20,000
537200	Water-MMWD	618	516	600	2,367	600
	Subtotal:	\$ 25,708	\$ 20,838	\$ 20,600	\$ 21,749	\$ 20,600
	SPECIAL DEPT. ADMINISTRATIVE					
538020	Emergency & Disaster Planning	4,728	5,660	6,000	2,799	5,000
543030	Office Furniture/Equipment					2,000
	Subtotal:	\$ 4,728	\$ 5,660	\$ 6,000	\$ 2,799	\$ 5,000
	Total Supplies & Services:	\$ 55,567	\$ 55,420	\$ 60,100	\$ 69,637	\$ 62,100
	CAPITAL PROJECT EXPENSES					
561140	EOC Equipment Upgrades	-	144	2,500	2,500	2,500
	Total:	\$ -	\$ 144	\$ 2,500	\$ 2,500	\$ 2,500
	TOTAL DEPARTMENT	\$ 55,567	\$ 55,564	\$ 62,600	\$ 72,137	\$ 64,600

PUBLIC WORKS

Administration & Engineering

Streets Maintenance

Parks Maintenance

Cypress Hollow

Corporation Yard

Street & Signal Light System

The Public Works Department is responsible for the construction, maintenance and oversight of the Town's infrastructure and public facilities, including streets and roads, sidewalks, storm drains, park lands, open space lands, street light and signal light system, and Town easements and rights-of-way.

The total proposed appropriation for Public Works is \$1,684,248, primarily from the General Fund. The Department operates with 9.0 FTE employees. Streets Resurfacing and Drainage Improvement projects, as well as some other projects, are authorized in the Capital Improvement Program budget and are not a cost to the Public Works Department budget.

Administration & Engineering

This division oversees the entire public works operation, providing administrative and engineering oversight for Town's Capital Improvement Program (CIP) projects, processing encroachment permits, and coordinating with Caltrans regarding Tiburon Boulevard traffic operations and modifications. This division is also responsible for identifying, securing and administering grants for capital projects.

Street Maintenance

This Division is responsible for maintenance of the Town's nearly 15 miles of sidewalk and 32 centerline miles of streets. This division also performs preventive maintenance on the Town's storm drainage system, which includes over 50 miles of curb & gutter, 13 miles of culverts, 18 miles of v-ditches and over 500 catch basins.

Parks Maintenance

This Division maintains the Town's ten parks (covering nearly 70 acres) as well as the multi-use path and the landscaped medians throughout Town.

Cypress Hollow

This division provides for maintenance of the lighting, landscape and facilities at the Cypress Hollow park and is paid for through a special tax assessment on the parcels located in Cypress Hollow.

Corporation Yard

The Corporation Yard is the Town's garage and workshop. It also provides for storage of maintenance equipment/supplies and engineering project files.

Street & Signal Light System

This division provides for the operational costs for the Town's 300+ street lights; the Town's contribution toward Tiburon Boulevard traffic signal maintenance can be found here.

Public Works

DEPARTMENT SUMMARY

	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
DEPARTMENT FUNDING					
General Fund	1,270,973	1,298,951	1,480,484	1,463,878	1,634,748
Cypress Hollow Fund	15,739	22,368	16,500	16,500	16,500
Total Department Funding	\$ 1,286,712	\$ 1,321,319	\$ 1,496,984	\$ 1,480,378	\$ 1,651,248
DIVISION FUNDING					
<u>Administration & Engineering</u>					
General Fund	300,919	298,889	366,763	355,248	412,809
Measure "A" Parks	-	-	-	-	33,000
Total Administration & Engineering	\$ 300,919	\$ 298,889	\$ 366,763	\$ 355,248	\$ 445,809
<u>Streets Maintenance</u>					
General Fund	442,494	428,666	489,121	484,030	505,039
Total Streets Maintenance	\$ 442,494	\$ 428,666	\$ 489,121	\$ 484,030	\$ 505,039
<u>Parks Maintenance</u>					
General Fund	394,800	451,646	490,800	490,800	581,001
Total Parks Maintenance	\$ 394,800	\$ 451,646	\$ 490,800	\$ 490,800	\$ 581,001
<u>Street & Signal Light Maintenance</u>					
General Fund	37,659	32,604	40,100	40,100	40,100
Total Street & Signal Light Maintenance	\$ 37,659	\$ 32,604	\$ 40,100	\$ 40,100	\$ 40,100
<u>Cypress Hollow</u>					
Cypress Hollow Fund	15,739	22,368	16,500	16,500	16,500
Total Cypress Hollow	\$ 15,739	\$ 22,368	\$ 16,500	\$ 16,500	\$ 16,500
<u>Corporation Yard</u>					
General Fund	95,101	87,146	93,700	93,700	95,800
Total Corporation Yard	\$ 95,101	\$ 87,146	\$ 93,700	\$ 93,700	\$ 95,800
Total Division Funding	\$ 1,286,712	\$ 1,321,319	\$ 1,496,984	\$ 1,480,378	\$ 1,684,248

Public Works

ALL DIVISIONS

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 600,348	\$ 638,531	\$ 703,313	\$ 709,545	\$ 735,305
EMPLOYEE BENEFITS	217,806	260,724	305,861	299,947	325,283
SUPPLIES & SERVICES					
Department Supplies & Expenses	2,143	3,999	2,200	4,277	3,450
Conferences & Memberships	2,599	1,991	6,100	5,388	6,100
Contractual Services	112,712	63,751	99,760	94,735	184,760
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	203,564	193,353	234,550	226,286	279,250
Utility & Communication	104,940	116,370	97,600	97,600	102,500
Allocated Costs	-	-	-	-	-
Total Supplies & Services	425,958	379,464	440,210	428,286	576,060
CAPITAL OUTLAY EXPENSE	-	-	5,000	-	5,000
CAPITAL OUTLAY ALLOWANCE	42,600	42,600	42,600	42,600	42,600
CAPITAL PROJECT EXPENSES	-	-	-	-	-
TOTAL EXPENDITURES	\$ 1,286,712	\$ 1,321,319	\$ 1,496,984	\$ 1,480,378	\$ 1,684,248
SOURCE OF FUNDING					
General Fund	1,270,973	1,298,951	1,480,484	1,463,878	1,634,748
Cypress Hollow Fund	15,739	22,368	16,500	16,500	16,500
Measure "A" Parks	-	-	-	-	33,000
TOTAL FUNDING	\$ 1,286,712	\$ 1,321,319	\$ 1,496,984	\$ 1,480,378	\$ 1,684,248
STAFFING LEVEL					
Public Works Director/ Town Engineer	1.00	1.00	1.00	1.00	1.00
Engineer Technician	1.00	1.00	1.00	1.00	-
Associate Engineer	-	-	-	-	1.00
Superintendent	1.00	1.00	1.00	1.00	-
Assistant Supt. of Public Works	-	-	-	-	1.00
Senior Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Foreman	-	-	-	-	-
Maintenance Worker II	-	-	-	-	-
Maintenance Worker I	4.00	4.00	4.00	4.00	4.00
TOTAL STAFFING	9.00	9.00	9.00	9.00	9.00

Public Works

ADMINISTRATION & ENGINEERING

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 166,539	\$ 203,675	\$ 220,686	\$ 219,685	\$ 250,364
EMPLOYEE BENEFITS	\$ 53,599	\$ 70,629	\$ 80,977	\$ 74,123	\$ 86,095
SUPPLIES & SERVICES					
Department Supplies & Expenses	785	3,540	1,000	3,077	2,250
Conferences & Memberships	1,809	1,014	3,500	2,788	3,500
Contractual Services	56,337	8,193	30,000	24,975	40,000
Equipment Supplies & Maintenance	19,250	9,238	28,000	28,000	61,000
Total Supplies & Services	\$ 78,181	\$ 21,985	\$ 62,500	\$ 58,840	\$ 106,750
CAPITAL OUTLAY ALLOWANCE	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
TOTAL EXPENDITURES	\$ 300,919	\$ 298,889	\$ 366,763	\$ 355,248	\$ 445,809
STAFFING LEVEL					
Positions	2.00	2.00	2.00	2.00	2.00
TOTAL STAFFING	2.00	2.00	2.00	2.00	2.00

Public Works

ADMINISTRATION & ENGINEERING

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SALARY					
514100	Public Works Director/Town Engineer	80,462	137,500	148,742	146,323	157,964
514900	Engineering Technician	63,600	66,175	71,944	48,177	-
514150	Associate Engineer				23,100	92,400
517100	Vacation Conversion	22,477	-	-	1,297	-
518100	Casual Hire	-	-	-	788	-
	Total:	\$ 166,539	\$ 203,675	\$ 220,686	\$ 219,685	\$ 250,364
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	21,045	25,390	35,520	23,956	39,400
521200	Employee Accruing Fringe	2,483	4,800	-	4,800	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	15,531	23,468	28,195	28,195	18,793
522250	PERS-Unfunded Liability Payment	-	-	-	-	10,424
522255	PERS-Add'tl Unfunded Liability Pmt.					7,692
522400	Other Retirement Benefits (GASB 45) 1.0%	6,597	10,420	10,410	10,410	2,504
522500	CALPERS Side Fund Repayment (1.717%)	3,776				
523100	FICA-Medicare	2,367	2,951	3,252	3,162	3,682
524100	Auto Allowance	1,800	3,600	3,600	3,600	3,600
	Total:	\$ 53,599	\$ 70,629	\$ 80,977	\$ 74,123	\$ 86,095
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	720	3,288	750	2,177	2,000
531140	Publications & Subscriptions	65	252	250	900	250
	Subtotal:	\$ 785	\$ 3,540	\$ 1,000	\$ 3,077	\$ 2,250
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	474	572	1,000	788	1,000
532020	Employee Development/Training	998	100	2,000	2,000	2,000
532040	Memberships	337	342	500	-	500
	Subtotal:	\$ 1,809	\$ 1,014	\$ 3,500	\$ 2,788	\$ 3,500
	CONTRACTUAL SERVICES					
533200	Technical Support (Project Software)					10,000
533700	Contract - Engineering Services	56,337	8,193	15,000	9,975	15,000
538080	Street Speed Survey	-	-	15,000	15,000	15,000
	Subtotal:	\$ 56,337	\$ 8,193	\$ 30,000	\$ 24,975	\$ 40,000
	EQUIP, SUPPLIES & MAINTENANCE					
536190	Street Striping	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000
536095	Open Space Vegetation Management	\$ 19,250	\$ 9,238	\$ 20,000	\$ 20,000	\$ 53,000
	Subtotal:	\$ 19,250	\$ 9,238	\$ 28,000	\$ 28,000	\$ 61,000
	Total Supplies & Services:	\$ 78,181	\$ 21,985	\$ 62,500	\$ 58,840	\$ 106,750
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	2,600	2,600	2,600	2,600	2,600
	Total:	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
	TOTAL DEPARTMENT	\$ 300,919	\$ 298,889	\$ 366,763	\$ 355,248	\$ 445,809

Public Works

STREETS MAINTENANCE

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 274,744	\$ 256,134	\$ 292,189	\$ 299,422	\$ 287,989
EMPLOYEE BENEFITS	\$ 96,652	\$ 100,475	\$ 115,782	\$ 116,722	\$ 132,800
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ -	\$ -	\$ 100	\$ 100	\$ 100
Conferences & Memberships	\$ 300	\$ 432	\$ 1,400	\$ 1,400	\$ 1,400
Equipment Supplies & Maintenance	\$ 70,798	\$ 71,625	\$ 74,650	\$ 66,386	\$ 77,750
Utility & Communication	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies & Services	\$ 71,098	\$ 72,057	\$ 76,150	\$ 67,886	\$ 79,250
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
TOTAL EXPENDITURES	\$ 442,494	\$ 428,666	\$ 489,121	\$ 484,030	\$ 505,039
STAFFING LEVEL					
Positions	4.00	4.00	4.00	4.00	4.00
TOTAL STAFFING	4.00	4.00	4.00	4.00	4.00

Public Works

STREETS MAINTENANCE

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SALARY					
514200	Superintendent of Public Works	93,853	97,655	105,149	97,893	
514300	Asst. Superintendent of Pubic Works				24,913	90,000
514400	Foreman	1,420	-	-	-	-
514700	Senior Maintenance Worker	44,154	61,283	68,272	49,558	73,849
514500	Maintenance Worker II (0)	5,882	-	-	-	-
514600	Maintenance Worker (2)	97,331	91,633	113,768	111,872	119,140
515100	Overtime	943	2,263	2,000	2,000	2,000
516400	Special Shift Pay	3,050	3,300	3,000	3,000	3,000
517100	Vacation Compensation	25,015			10,186	
518100	Casual Hire	3,096	-	-	-	-
	Total:	\$ 274,744	\$ 256,134	\$ 292,189	\$ 299,422	\$ 287,989
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	41,033	47,587	71,040	53,139	78,800
521200	Employee Accruing Fringe	13,108	13,477	-	14,389	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	23,065	20,858	24,723	30,298	21,573
522250	PERS-Unfunded Liability	-	-	-	-	20,848
522400	Other Retirement Benefits (GASB 45) 1.0%	8,650	12,936	13,783	13,783	2,880
522500	CalPERS Side Fund Repayment (1.717%)	4,925	-	-	-	-
523100	FICA-Medicare	4,071	3,817	4,237	3,577	4,399
524100	Auto Allowance	1,800	1,800	1,800	1,336	1,800
525300	Tuition Reimbursement	-	-	200	200	2,500
534030	Unemployment Insurance	-	-	-	-	-
	Total:	\$ 96,652	\$ 100,475	\$ 115,782	\$ 116,722	\$ 132,800
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	-	-	100	100	100
	Subtotal:	\$ -	\$ -	\$ 100	\$ 100	\$ 100
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	50	-	400	400	400
532020	Employee Development/Training	250	432	1,000	1,000	1,000
532040	Memberships	-	-	-	-	-
	Subtotal:	\$ 300	\$ 432	\$ 1,400	\$ 1,400	\$ 1,400
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	1,238	1,214	1,300	305	1,300
536020	Equipment Maintenance	-	385	500	38	500
536050	Fuel & Oil	29,584	26,172	30,000	21,987	30,000
536100	Pest Control Downtown	1,375	1,375	1,600	1,313	1,600
536150	Small Tools	2,315	2,364	3,500	3,500	3,500
536160	Storm Drain & Culvert Maintenance	4,995	9,429	10,000	14,271	15,000
536180	Street Materials & Signs	23,887	22,053	20,000	18,432	20,000

Public Works**STREETS MAINTENANCE**

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
536210	Safety Equipment & Apparel	865	1,679	1,500	939	1,500
536220	Uniform Maintenance Service	5,900	6,078	5,000	4,481	3,100
536230	Uniform Purchase/Replacement	339	-	250	250	250
536270	Safety Equipment (MOU)	300	876	1,000	870	1,000
	Subtotal:	\$ 70,798	\$ 71,625	\$ 74,650	\$ 66,386	\$ 77,750
	Total Supplies & Services:	\$ 71,098	\$ 72,057	\$ 76,150	\$ 67,886	\$ 79,250
	OTHER EQUIPMENT					
549010	Street Light Pole Replacement	-	-	5,000	-	5,000
	Total:	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
	TOTAL DEPARTMENT	\$ 442,494	\$ 428,666	\$ 489,121	\$ 484,030	\$ 505,039

Public Works

PARKS MAINTENANCE

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 159,065	\$ 178,722	\$ 190,438	\$ 190,438	\$ 196,952
EMPLOYEE BENEFITS	\$ 67,555	\$ 89,620	\$ 109,102	\$ 109,102	\$ 106,389
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	490	545	1,200	1,200	1,200
Contractual Services	42,375	41,558	55,760	55,760	130,760
Equipment Supplies & Maintenance	52,029	54,148	65,800	65,800	73,200
Utility & Communication	73,286	87,053	68,500	68,500	72,500
Total Supplies & Services	\$ 168,180	\$ 183,304	\$ 191,260	\$ 191,260	\$ 277,660
TOTAL EXPENDITURES	\$ 394,800	\$ 451,646	\$ 490,800	\$ 490,800	\$ 581,001
STAFFING LEVEL					
Positions	3.00	3.00	3.00	3.00	3.00
TOTAL STAFFING	3.00	3.00	3.00	3.00	3.00

Public Works

PARKS MAINTENANCE

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SALARY					
514600	Maintenance Worker (2)	90,762	108,940	118,584	118,584	122,603
514700	Senior Maintenance Worker	66,589	68,558	71,354	71,354	73,849
515100	Overtime	1,003	1,224	500	500	500
517100	Vacation Conversion	711	-	-	-	-
	Total:	\$ 159,065	\$ 178,722	\$ 190,438	\$ 190,438	\$ 196,952
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	34,973	53,262	71,040	71,040	59,100
521200	Employee Accruing Fringe	4,882	-	-	-	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	15,647	17,954	25,718	25,718	14,696
522250	PERS-Unfunded Liability	-	-	-	-	15,636
522255	PERS-Add'l Unfunded Liability Pmt.	-	-	-	-	11,538
522400	Other Retirement Benefits (GASB 45) 1.0%	6,570	8,424	8,983	8,983	1,970
522500	CalPERS Side Fund Repayment (1.717%)	3,134	-	-	-	-
523100	FICA-Medicare	2,349	2,501	2,761	2,761	2,849
525300	Tuition Reimbursement	-	-	600	600	600
534030	Unemployment Insurance	-	7,479	-	-	-
	Total:	\$ 67,555	\$ 89,620	\$ 109,102	\$ 109,102	\$ 106,389
	SUPPLIES & SERVICES					
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	-	-	400	400	400
532020	Employee Development/Training	490	365	500	500	500
532040	Memberships	-	180	300	300	300
	Subtotal:	\$ 490	\$ 545	\$ 1,200	\$ 1,200	\$ 1,200
	CONTRACTUAL SERVICES					
533010	Contractual Services (Medians & Restrooms)	38,535	36,758	35,000	35,000	35,000
533720	Contract - Seasonal Maintenance	-	-	-	-	50,000
536330	ORT Special Maintenance	-	-	15,000	15,000	15,000
533015	Fountain Maintenance	3,840	4,800	5,760	5,760	5,760
New	Old Rail Trail DG & Pavement Maint.	-	-	-	-	25,000
	Subtotal:	\$ 42,375	\$ 41,558	\$ 55,760	\$ 55,760	\$ 130,760
	EQUIP, SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	1,167	1,711	2,000	2,000	2,500
536080	Landscape Grounds & Materials	35,568	39,117	25,000	25,000	30,000
536085	McKegney Green Maintenance	-	1,303	15,000	15,000	15,000
536180	Street Materials & Signs	615	524	600	600	600
536200	Tree Maintenance	13,010	9,720	22,000	22,000	22,000
536220	Uniform Maintenance Service	1,669	1,773	1,200	1,200	3,100
	Subtotal:	\$ 52,029	\$ 54,148	\$ 65,800	\$ 65,800	\$ 73,200

Public Works

PARKS MAINTENANCE

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	6,438	6,978	6,500	6,500	6,500
537200	Water-MMWD	49,920	55,887	45,000	45,000	45,000
537210	Water-RBSA Reclaimed	16,928	24,188	17,000	17,000	21,000
	Subtotal:	\$ 73,286	\$ 87,053	\$ 68,500	\$ 68,500	\$ 72,500
	Total Supplies & Services:	\$ 168,180	\$ 183,304	\$ 191,260	\$ 191,260	\$ 277,660
	TOTAL DEPARTMENT	\$ 394,800	\$ 451,646	\$ 490,800	\$ 490,800	\$ 581,001

Public Works

CORPORATION YARD

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	1,358	459	1,100	1,100	1,100
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	44,354	37,351	43,600	43,600	44,800
Utility & Communication	9,389	9,336	9,000	9,000	9,900
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 55,101	\$ 47,146	\$ 53,700	\$ 53,700	\$ 55,800
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 95,101	\$ 87,146	\$ 93,700	\$ 93,700	\$ 95,800

Public Works

CORPORATION YARD

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	911	274	750	750	750
531070	Permit/Application Fees	447	185	350	350	350
	Subtotal:	\$ 1,358	\$ 459	\$ 1,100	\$ 1,100	\$ 1,100
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	5,056	2,105	2,900	2,900	3,500
536020	Equipment Maintenance	3,467	4,572	3,000	3,000	4,500
536030	Building/Facility Supplies	6,783	4,321	6,000	6,000	4,800
536050	Fuel & Oil	15,162	12,811	15,000	15,000	15,000
536100	Pest Control	188	125	200	200	200
536150	Small Tools/Implements	2,745	1,674	2,500	2,500	2,800
536250	Vehicle Maintenance	9,814	8,712	10,000	10,000	10,000
536290	Facility - Alteration/Improvements	998	366	1,000	1,000	1,000
536300	Rental-Equipment & Tools	141	2,665	3,000	3,000	3,000
	Subtotal:	\$ 44,354	\$ 37,351	\$ 43,600	\$ 43,600	\$ 44,800
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	3,935	3,503	4,000	4,000	4,000
537200	Water-MMWD	126	-	-	-	-
537300	Telecommunication	5,328	5,833	5,000	5,000	5,900
	Subtotal:	\$ 9,389	\$ 9,336	\$ 9,000	\$ 9,000	\$ 9,900
	Total Supplies & Services:	\$ 55,101	\$ 47,146	\$ 53,700	\$ 53,700	\$ 55,800
	CAPITAL OUTLAY ALLOWANCE					
559010	Depreciation Allowance	40,000	40,000	40,000	40,000	40,000
	Total:	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
	TOTAL DEPARTMENT	\$ 95,101	\$ 87,146	\$ 93,700	\$ 93,700	\$ 95,800

Public Works**STREET & SIGNAL LIGHT SYSTEM**

OBJECT SUMMARY	2013/14 Actual	2014-15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	17,053	14,541	22,000	22,000	22,000
Utility & Communication	20,606	18,063	18,100	18,100	18,100
Total Supplies & Services	\$ 37,659	\$ 32,604	\$ 40,100	\$ 40,100	\$ 40,100
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 37,659	\$ 32,604	\$ 40,100	\$ 40,100	\$ 40,100

Public Works

STREET & SIGNAL LIGHT SYSTEM

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SUPPLIES & SERVICES					
	EQUIP SUPPLIES & MAINTENANCE					
536170	Street/Signal Light Maint. (Cal/TRANS)	17,053	14,541	22,000	16,342	22,000
	Subtotal:	\$ 17,053	\$ 14,541	\$ 22,000	\$ 16,342	\$ 22,000
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	20,606	18,063	18,100	21,594	18,100
	Subtotal:	\$ 20,606	\$ 18,063	\$ 18,100	\$ 21,594	\$ 18,100
	Total Supplies & Services:	\$ 37,659	\$ 32,604	\$ 40,100	\$ 37,936	\$ 40,100
	CAPITAL OUTLAY ALLOWANCE					
	TOTAL DEPARTMENT	\$ 37,659	\$ 32,604	\$ 40,100	\$ 37,936	\$ 40,100

Public Works

CYPRESS HOLLOW SPECIAL DISTRICT

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimate	2016/17 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Contractual Services	14,000	14,000	14,000	14,000	14,000
Equipment Supplies & Maintenance	80	6,450	500	500	500
Utility & Communication	1,659	1,918	2,000	2,000	2,000
Total Supplies & Services	\$ 15,739	\$ 22,368	\$ 16,500	\$ 16,500	\$ 16,500
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 15,739	\$ 22,368	\$ 16,500	\$ 16,500	\$ 16,500

Public Works

CYPRESS HOLLOW SPECIAL DISTRICT

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SUPPLIES & SERVICES					
	CONTRACTUAL SERVICES					
533010	Contractual Services (Cost Recovery)	14,000	14,000	14,000	14,000	14,000
	Subtotal:	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
	EQUIP SUPPLIES & MAINTENANCE					
536080	Landscape Grounds & Materials	80	6,450	500	500	500
536200	Tree Maintenance	-	-	-	-	-
	Subtotal:	\$ 80	\$ 6,450	\$ 500	\$ 500	\$ 500
	UTILITY & COMMUNICATION					
537200	Water-MMWD	1,659	1,918	2,000	2,000	2,000
	Subtotal:	\$ 1,659	\$ 1,918	\$ 2,000	\$ 2,000	\$ 2,000
	Total Supplies & Services:	\$ 15,739	\$ 22,368	\$ 16,500	\$ 16,500	\$ 16,500
	TOTAL DEPARTMENT	\$ 15,739	\$ 22,368	\$ 16,500	\$ 16,500	\$ 16,500

NON-DEPARTMENTAL

Insurances and Joint Power Authorities

Low-Moderate Income Housing

Town Owned Housing

Belvedere-Tiburon Library Agency

The non-departmental section of the budget entails those projects and costs that are not part of the regular operations of any specific department.

Insurances and Joint Power Authorities

This section includes the appropriations for liability, workers' compensation, and property insurance premiums, which are then allocated out to the various operating departments based on risk analysis. The Town is self-insured for the first \$150,000 for each workers' compensation claim and \$50,000 for each liability claim. After the deductible is reached the Town is insured for \$5 million per occurrence for liability and \$2 million for workers' compensation.

The Town voluntarily participates in several Joint Power Authorities which provide specialized services that the Town would not be able to provide on its own. The JPAs provide an economy of scale to the Town and to the participating members of each JPA. These services include animal control, cable telecommunications, mediation, LAFCO, MERA and storm water run-off services to name a few.

Town Owned Housing

The Town currently owns six below market rate (BMR) condominium units at the Point Tiburon Marsh complex. Proceeds of the rent income and investment earnings support the general maintenance, tax, and homeowners' association costs of operating the units.

Low-Moderate Income Housing

This section provides for appropriations connected with the Marin Renter's Rebate program and the Marin Housing Authority JPA. This restricted fund receives funding through in-lieu fees paid by developers.

Tiburon Peninsula Library Agency

This section provides for a pass through of property taxes the Town receives on behalf of the Peninsula Library Agency.

NON-DEPARTMENTAL**COMBINING SUMMARY TOTALS**

	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
DEPARTMENT FUNDING					
General Fund	769,020	761,094	908,754	845,867	1,187,081
Low/Moderate Income Housing	11,117	10,890	33,774	32,120	33,126
Town Owned Housing	53,832	97,761	78,002	66,571	109,603
Peninsula Library JPA	1,489,839	1,525,216	1,586,225	1,560,059	1,627,982
Total Department Funding	\$ 2,323,808	\$ 2,394,961	\$ 2,606,755	\$ 2,504,617	\$ 2,957,791

Non-Departmental

ALL DIVISIONS

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ 69,713	\$ 88,550	\$ 132,280	\$ 112,298	\$ 135,000
SUPPLIES & SERVICES					
Department Supplies & Expenses	6,016	812	5,375	5,027	5,500
Conferences & Memberships	-	-	-	-	-
Contractual Services	14,369	15,355	18,900	19,147	19,236
Insurances	284,939	298,864	345,582	331,610	346,483
Intergovernmental & Agency	1,852,391	1,899,465	2,040,116	1,983,592	2,355,670
Equipment Supplies & Maintenance	43,880	45,342	46,702	45,343	48,103
Allocated Costs	-	300	300	300	300
Total Supplies & Services	\$ 2,201,595	\$ 2,260,138	\$ 2,456,975	\$ 2,385,019	\$ 2,775,291
CAPITAL OUTLAY EXPENSE	\$ 52,500	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ -	\$ 46,273	\$ 17,500	\$ 7,300	\$ 47,500
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 2,323,808	\$ 2,394,961	\$ 2,606,755	\$ 2,504,617	\$ 2,957,791
SOURCE OF FUNDING					
General Fund	769,020	761,094	908,754	845,867	1,187,081
Low/Moderate Housing Fund	11,117	10,890	33,774	32,120	33,126
Town Owned Housing	53,832	97,761	78,002	66,571	109,603
Peninsula Library JPA Fund	1,489,839	1,525,216	1,586,225	1,560,059	1,627,982
TOTAL FUNDING	\$ 2,323,808	\$ 2,394,961	\$ 2,606,755	\$ 2,504,617	\$ 2,957,791

Non-Departmental

INSURANCES AND INTER-GOVERNMENTAL AGREEMENTS

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
EMPLOYEE BENEFITS	\$ 69,713	\$ 88,550	\$ 132,280	\$ 112,298	\$ 135,000
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	10,169	10,177	10,500	10,546	10,836
Insurances	284,939	298,864	345,582	331,610	346,483
Intergovernmental & Agency	351,699	363,503	420,392	391,413	694,762
Equipment Supplies & Maintenance	-	-	-	-	-
Utility & Communication	-	-	-	-	-
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 646,807	\$ 672,544	\$ 776,474	\$ 733,569	\$ 1,052,081
CAPITAL OUTLAY	\$ 52,500	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 769,020	\$ 761,094	\$ 908,754	\$ 845,867	\$ 1,187,081
STAFFING LEVEL					
Positions	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

Non-Departmental

INSURANCES AND INTERGOVERNMENTAL

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	EMPLOYEE BENEFITS					
521300	Retiree Health Benefits	69,713	88,550	132,280	112,298	135,000
	Subtotal:	\$ 69,713	\$ 88,550	\$ 132,280	\$ 112,298	\$ 135,000
	SUPPLIES & SERVICES					
	SUPPLIES & EXPENSES					
	CONTRACTUAL SERVICES					
533050	Health Benefit Plan Administration	1,769	1,942	2,100	1,855	2,100
533100	Downtown Restroom Lease	8,400	8,235	8,400	8,691	8,736
	Subtotal:	\$ 10,169	\$ 10,177	\$ 10,500	\$ 10,546	\$ 10,836
	INSURANCE					
534010	Liability (ABAG PLAN)	140,971	147,658	155,040	143,303	155,040
534020	Worker's Compensation (Bay Cities)	117,771	126,622	165,000	163,302	165,000
534030	Property (ABAG PLAN)	9,031	9,288	9,752	9,453	9,926
534040	Public Officials EO (ABAG PLAN)	797	797	800	949	800
534060	Employment Practices Liability	16,369	14,499	14,990	14,603	15,717
	Subtotal:	\$ 284,939	\$ 298,864	\$ 345,582	\$ 331,610	\$ 346,483
	INTERGOVERNMENT, AGENCY & JPA					
535010	Animal Control JPA	80,015	79,682	87,320	79,924	83,920
535020	Cable Telecommunication JPA-Media Cente	17,233	14,979	29,950	29,950	30,849
535030	Chamber of Commerce TOT 5%	54,515	53,944	30,000	32,763	30,000
535035	Destination:Tiburon TOT 5%	-	13,381	30,000	27,363	30,000
535040	Transportation Authority of Marin JPA	14,749	14,706	14,749	19,137	19,711
535050	MERA Radio Acquisition JPA (Bond)	44,299	44,309	44,312	44,312	44,361
535055	MERA Radio Acquisition JPA (Operating)	37,252	38,520	40,857	40,857	42,591
535060	Emergency Management Planning JPA	4,536	4,536	5,646	5,646	5,872
535070	Hazardous Materials JPA	3,665	2,475	3,800	3,650	3,800
535120	Richardson Bay Regional Agency JPA	24,467	25,201	52,000	26,910	52,000
535140	Stormwater Runoff (MCSTOPP) JPA	24,366	27,343	24,200	29,675	32,643
535150	Street Light Acquisition Dues	-	-	205	205	205
535180	MCCMC Lobbyist & Legislative Support	3,306	3,371	3,914	3,415	3,517
535200	LAFCO	4,050	3,790	4,175	4,445	5,335
535210	Marin Map	9,000	9,000	9,000	9,000	9,000
535220	Marin General Services Authority	11,248	3,078	12,600	7,033	12,600
535270	Cal Fire Contract (Angel Island)	16,398	18,834	19,280	19,280	19,858
535100	Marin Mediation Services	-	3,754	3,784	3,848	3,900
535240	ICLEI Contribution	2,600	2,600	2,600	2,000	2,600
535250	Marin Clean Energy JPA	-	-	2,000	2,000	2,000
New	Yellow School Bus Contribution					260,000
	Subtotal:	\$ 351,699	\$ 363,503	\$ 420,392	\$ 391,413	\$ 694,762
	CAITAL OUTLAY					
546050	Peninsula Siren System Contribution	52,500	-	-	-	-
	Subtotal:	52,500	-	-	-	-
	TOTAL DEPARTMENT	\$ 769,020	\$ 761,094	\$ 908,754	\$ 845,867	\$ 1,187,081

HOUSING

OBJECT SUMMARY	203/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	264	144	275	-	200
Contractual Services	-	-	-	-	-
Intergovernmental & Agency	10,853	10,746	33,499	32,120	32,926
Equipment Supplies & Maintenance	-	-	-	-	-
Total Supplies & Services	\$ 11,117	\$ 10,890	\$ 33,774	\$ 32,120	\$ 33,126
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 11,117	\$ 10,890	\$ 33,774	\$ 32,120	\$ 33,126
STAFFING LEVEL - None					

HOUSING

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	264	144	275	-	200
531100	Property Tax Payments	-	-	-	-	-
	Subtotal:	\$ 264	\$ 144	\$ 275	\$ -	\$ 200
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	INTERGOVERNMENT, AGENCY & JPA					
535230	Marin Housing Authority JPA	10,853	10,746	12,065	10,746	11,176
New	Marin Homelessness Contribution			12,584	12,524	12,900
535260	Homeward Bound Contribution	-	-	8,850	8,850	8,850
	Subtotal:	\$ 10,853	\$ 10,746	\$ 33,499	\$ 32,120	\$ 32,926
	Total Supplies & Services:	\$ 11,117	\$ 10,890	\$ 33,774	\$ 32,120	\$ 33,126
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 11,117	\$ 10,890	\$ 33,774	\$ 32,120	\$ 33,126

HOUSING

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,752	668	5,100	5,027	5,300
Conferences & Memberships	-	-	-	-	-
Contractual Services	4,200	5,178	8,400	8,601	8,400
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	43,880	45,342	46,702	45,343	48,103
Utility & Communication	-	-	-	-	-
Allocated Costs	-	300	300	300	300
Total Supplies & Services	\$ 53,832	\$ 51,488	\$ 60,502	\$ 59,271	\$ 62,103
CAPITAL PROJECT EXPENSES	\$ -	\$ 46,273	\$ 17,500	\$ 7,300	\$ 47,500
TOTAL EXPENDITURES	\$ 53,832	\$ 97,761	\$ 78,002	\$ 66,571	\$ 109,603
STAFFING LEVEL					
None	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

NON-DEPARTMENTAL-HOUSING

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531100	Property Tax Payments	5,752	668	5,100	5,027	5,300
	Subtotal:	\$ 5,752	\$ 668	\$ 5,100	\$ 5,027	\$ 5,300
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)	4,200	5,178	8,400	8,601	8,400
	Subtotal:	\$ 4,200	\$ 5,178	\$ 8,400	\$ 8,601	\$ 8,400
	EQ SUPPLIES & MAINTENANCE					
536110	Property Management (HOA)	43,880	45,342	46,702	45,343	48,103
	Subtotal:	\$ 43,880	\$ 45,342	\$ 46,702	\$ 45,343	\$ 48,103
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	ALLOCATED COSTS					
539010	Insurance-Property	-	300	300	300	300
	Subtotal:	\$ -	\$ 300	\$ 300	\$ 300	\$ 300
	Total Supplies & Services:	\$ 53,832	\$ 51,488	\$ 60,502	\$ 59,271	\$ 62,103
	CAPITAL EXPENSES					
561140-	Facility Alteration/Improvement	-	-	-	-	-
-640120	Unit-2	-	218	2,500	1,000	15,000
-640103	Unit-3	-	7,480	2,500	1,300	2,500
-640105	Unit-4	-	7,762	2,500	1,000	2,500
-640106	Unit 6	-	23,754	2,500	1,000	2,500
-640111	Unit-11	-	506	2,500	1,000	2,500
-640114	Unit-14	-	-	2,500	1,000	20,000
-640118	Unit-18	-	6,553	2,500	1,000	2,500
	Total:	\$ -	\$ 46,273	\$ 17,500	\$ 7,300	\$ 47,500
	TOTAL DEPARTMENT	\$ 53,832	\$ 97,761	\$ 78,002	\$ 66,571	\$ 109,603

Non-Departmental**BELVEDERE-TIBURON LIBRARY AGENCY**

OBJECT SUMMARY	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Intergovernmental & Agency	1,489,839	1,525,216	1,586,225	1,560,059	1,627,982
Total Supplies & Services	\$ 1,489,839	\$ 1,525,216	\$ 1,586,225	\$ 1,560,059	\$ 1,627,982
TOTAL EXPENDITURES	\$ 1,489,839	\$ 1,525,216	\$ 1,586,225	\$ 1,560,059	\$ 1,627,982

Non-Departmental**BELVEDERE-TIBURON LIBRARY AGENCY**

Acct No.	Account Description	2013/14 Actual	2014/15 Actual	2015/16 Budget	2015/16 Estimated	2016/17 Proposed
	SUPPLIES & SERVICES					
	INTERGOVERNMENT, AGENCY & JPA					
535900	Payment to Library Agency (Property Tax proceeds)	1,489,839	1,525,216	1,586,225	1,560,059	1,627,982
	Subtotal:	\$ 1,489,839	\$ 1,525,216	\$ 1,586,225	\$ 1,560,059	\$ 1,627,982
	Total Supplies & Services:	\$ 1,489,839	\$ 1,525,216	\$ 1,586,225	\$ 1,560,059	\$ 1,627,982
	TOTAL DEPARTMENT	\$ 1,489,839	\$ 1,525,216	\$ 1,586,225	\$ 1,560,059	\$ 1,627,982

CAPITAL OUTLAY & ALLOWANCE

Planned Capital Outlay Purchases

Planned Technology Outlay Purchases

Depreciation Allowance Schedule

Total proposed Department capital outlay purchases equal \$76,000. This amount is \$46,000 less than the proposed total Depreciation Allowance charged to the Departments . On occasion the depreciation allowance is more than the planned purchases and excess funds are held in the Reserve for years when the allowance is less than the proposed purchases. There are sufficient funds to cover the planned purchases.

Total proposed Department technology outlay purchases equal \$309,300. This amount is approximately \$200,000 more than the total amount of revenues anticipated for the Technology Fund.

Operating Departments are charged a "Depreciation Allowance" that is paid from the Operating Fund to the General Fund Capital Equipment Replacement Reserve and the Technology Reserve. The Depreciation Allowance represents an estimate of the annual amount that Departments are to be assessed in order to fund future equipment purchases. Planned Department Capital Outlay purchases are made from the Capital

Planned Capital Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Total Town Administration	<u>\$ -</u>
COMMUNITY DEVELOPMENT	
Building Inspector Vehicle (Replace 2001 Altima)	29,000
Total Community Development	<u>\$ 29,000</u>
POLICE	
Police Vehicles & Set Up (1)	47,000
Total Police	<u>\$ 47,000</u>
PUBLIC WORKS	
Total Public Works	<u>\$ -</u>
Total Planned Capital Outlay Purchases:	<u>\$ 76,000</u>

Planned Technology Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Miscellaneous Computer Parts (6)	1,500
Laserfiche Annual Maintenance & Licenses	5,500
Licenses (Unidata, Dell, Progressive Business)	7,500
High Speed Copier (Replace 2008 Sharp)	15,000
Printer - Dedicated to Accounting System	750
Desk Top Computer Replacement (3)	4,500
New Financial Accounting Software	125,000
Total Town Administration	<u>159,750</u>
COMMUNITY DEVELOPMENT	
Miscellaneous Computer Parts (8)	2,000
Desk Top Computer Replacements (2)	3,000
CRW Trak-It e-commerce module	33,000
CRW Trak-It Annual Maintenance (e-Trak, i-Trak, and Permit-Trak modules)	23,500
CRW Track-It I-Trak Module	17,000
iPads for i-Trak Module (2)	1,000
ArcView Licenses (2)	6,000
Micro-Film Reader Maintenance & License	3,000
Scan Pro 1100 Microfiche Reader	7,500
Total Community Development	<u>96,000</u>
POLICE	
Miscellaneous Computer Parts (10)	2,500
Desktop Computer Replacements (6)	7,800
Alarm Permit Tracking Software	10,000
Body Cameras (8) and NAS Backup System	14,000
Total Police	<u>34,300</u>
PUBLIC WORKS	
Miscellaneous Computer Parts (5)	1,250
Maintenance Scheduling Software	15,000
Desktop Computer (2)	3,000
Total Public Works	<u>19,250</u>
Total Planned Capital Outlay Purchases:	<u>309,300</u>

Program: **CAPITAL IMPROVEMENT PLAN**

Schedules: **Overview of Project Funding**
Street Improvements
Drainage Improvements
Community Development Improvements

The Town's total proposed Capital Improvement Plan is funded with a blend of general fund and restricted fund resources, grants. The total planned improvements for FY 2016-17 are \$1,762,000, as described below.

Streets Improvements

The Town's regular street maintenance program is funded primarily with State Gas Tax, General Fund Streets & Drainage and Tiburon Street Impact funds. The Gas Tax Fund receives approximately \$200,000 annually and the Street Impact Fund is expected to receive \$325,000 in Fiscal Year 2016/17. A total of \$330,000 is allocated for planned street improvements in Fiscal Year 2016/17.

Drainage Improvements

Current and proposed Drainage Improvements are funded primarily with resources of the General Fund Streets & Drainage Reserve and the Drainage Impact Fund. A total of \$390,000 is allocated for planned drainage improvements and maintenance in Fiscal Year 2016/17.

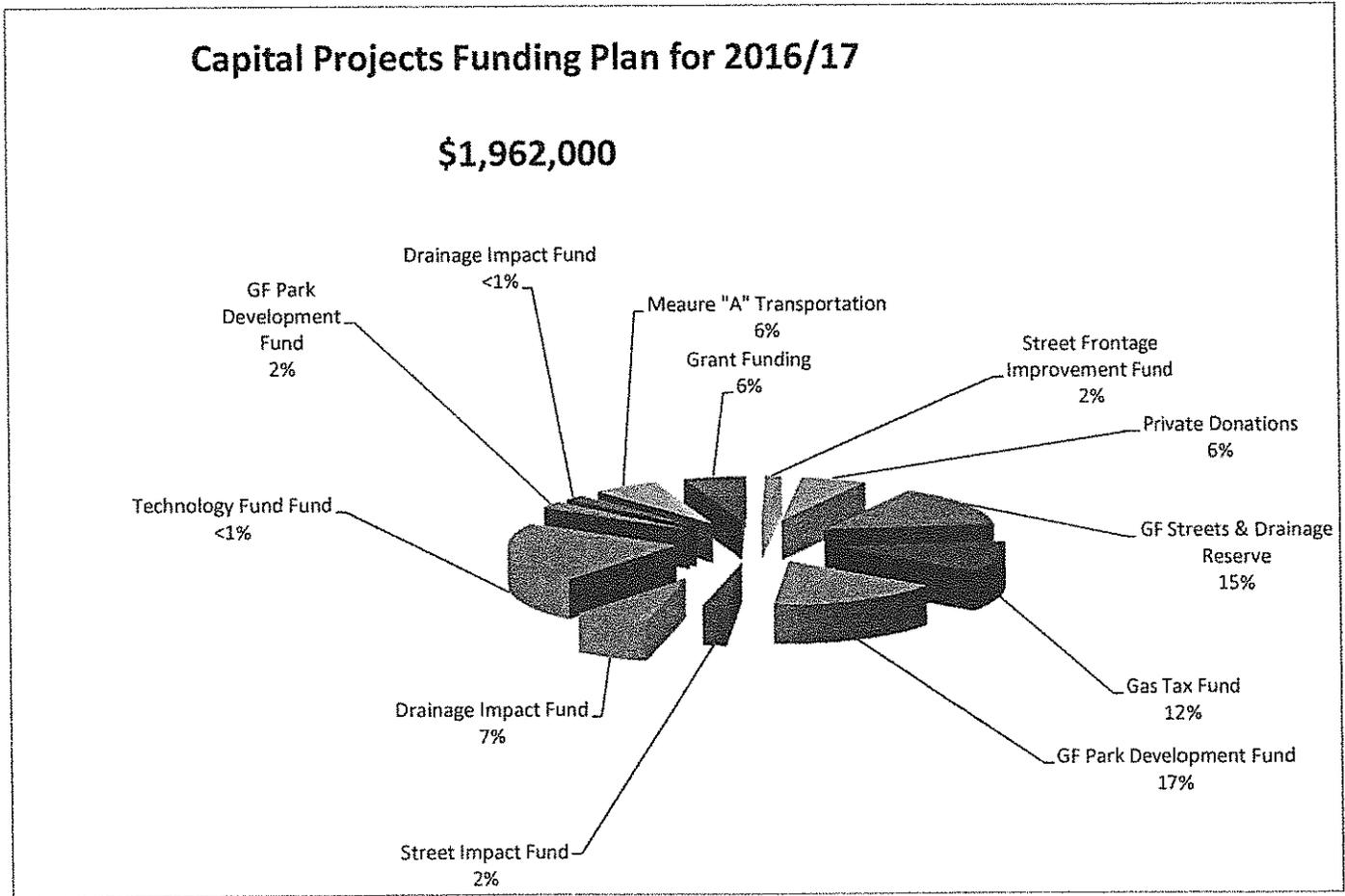
Community Development Improvements

The Town will undertake \$1,242,000 in community projects through the FY 2016-17 Capital Improvement Program. Of this amount \$199,000 is in projects that are carried over from the FY 2015-16 Budget. New projects in FY 2016-17 includes the undergrounding of utility poles along Tiburon Boulevard from Lyford Drive to Ned's Way, ADA improvements on the ferry terminal walkway, design costs related to McKegney Green improvements, and construction of the railroad trestle pathway.

CAPITAL PROJECTS FUNDING - ALL CATEGORIES

Planned Capital Projects Funding

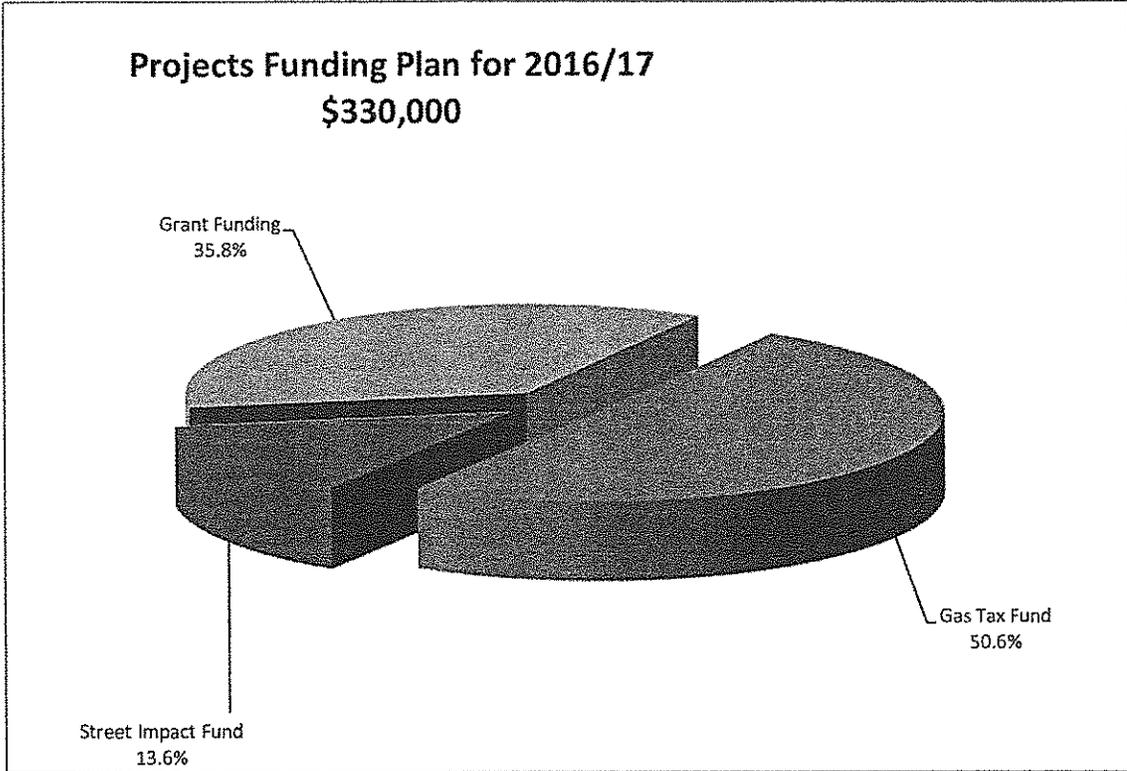
GF Streets & Drainage Reserve	295,000
Gas Tax Fund	227,000
GF Park Development Fund	325,000
Street Impact Fund	45,000
Drainage Impact Fund	140,000
General Fund Infrastructure & Facilities	442,000
Technology Fund	50,000
Measure "A" Open Space	40,000
Measure "A" Transportation	125,000
Grant Funding	118,000
Street Frontage Improvement Fund	30,000
Private Donations	125,000
Total Funding	1,962,000



Overview of Streets Project Funding

Planned Streets Projects Funding

Gas Tax Fund	\$ 167,000
Street Impact Fund	45,000
Grant Funding	118,000
<i>Total Funding:</i>	<u>\$ 330,000</u>



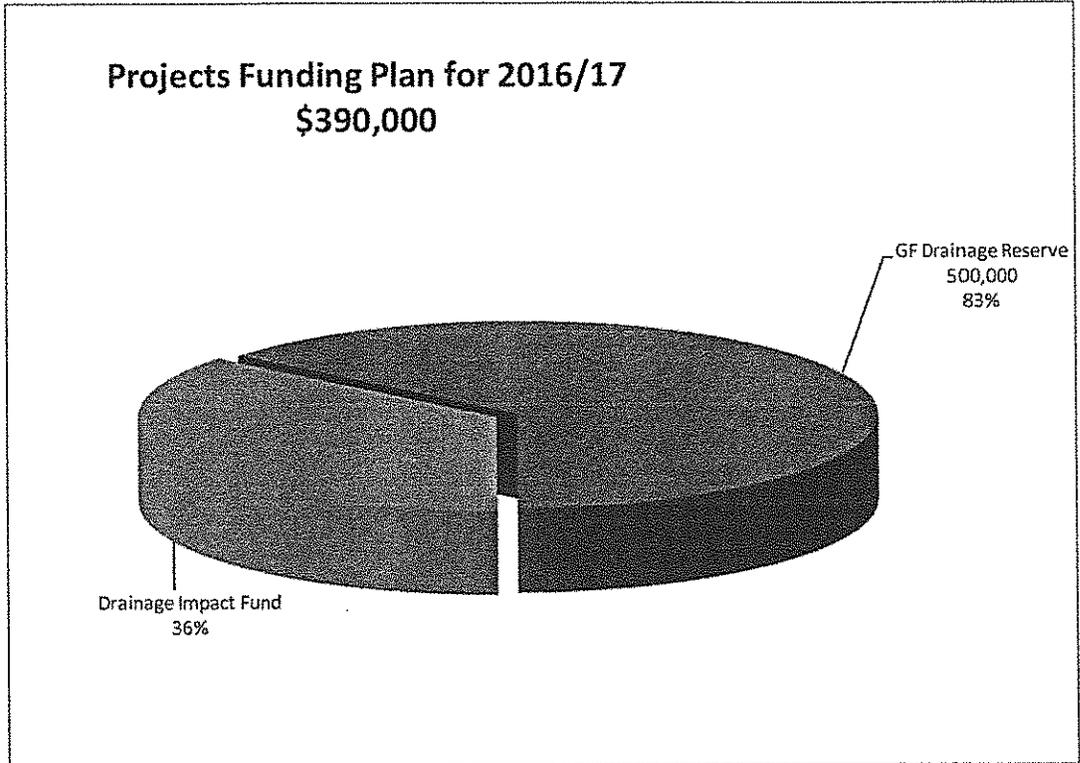
Street Improvement Projects

Project	Notes	Status	Proposed Funding Source	AMOUNT
Streets Resurfacing & Improvement				
Contingency Provision	Emergency, Non-Scheduled	Funded Annually	Street Impact Fund	45,000
Blackfield Drive Crossing	Safety Improvements	Carry Over	Safe Routes to School Grant \$118,000, \$7,000 Gas Tax	125,000
2020 Paradise Drive	Foundation Improvements	Carry-Forward	Gas Tax	140,000
Traffic Safety Improvements				
Traffic Calming Improvements	Various Locations	Funded Annually	Gas Tax	20,000
Total Proposed Streets Projects				\$ 330,000

Overview of Drainage Project Funding

Planned Drainage Project Funding

Drainage Impact Fund	\$	140,000
GF Streets & Drainage		250,000
<i>Total Funding:</i>	\$	<u>390,000</u>



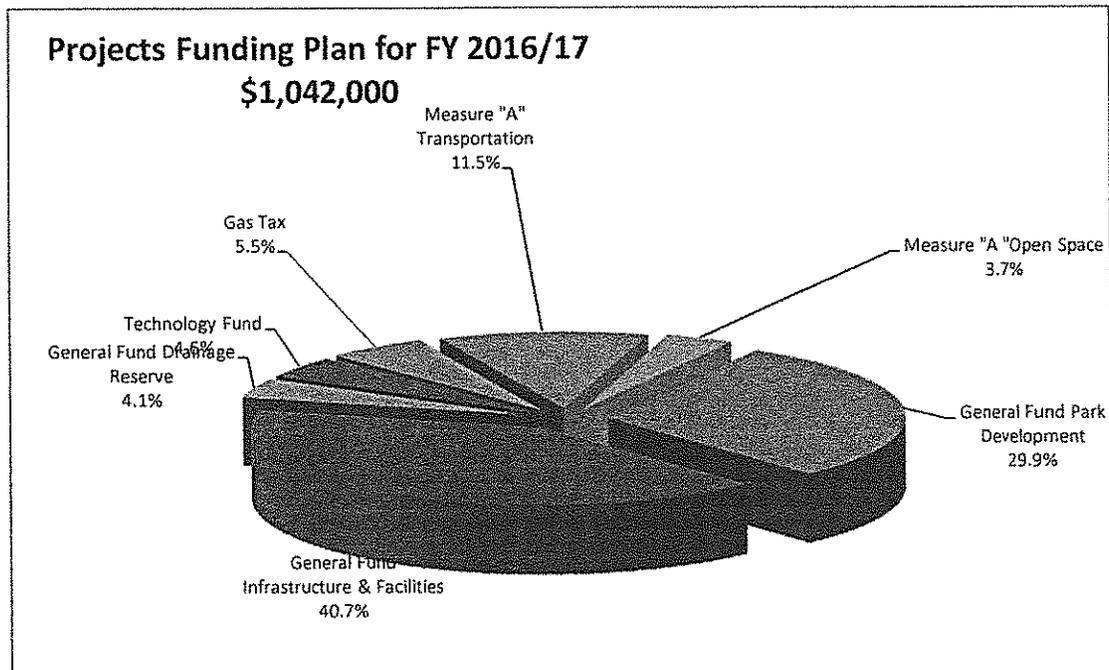
Drainage Improvement Projects

Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Storm Drain Flushing/CCTV	Various Segments from Master Plan	Funded Annually	Drainage Impact Fund	130,000
Special Consulting Services	Culvert - Old Rail Trail @ San Rafael Ave.	New	Drainage Impact Fund	10,000
Storm Drain Improvements/Repairs	Mariner Way and	New	GF Drainage Reserve	250,000
Total Proposed Drainage Projects				\$ 390,000

Overview of Community Project Funding

Planned Community Development Project Funding

General Fund Park Development	\$ 325,000
General Fund Infrastructure & Facilities	442,000
General Fund Drainage Reserve	45,000
Technology Fund	50,000
Gas Tax	60,000
Measure "A" Transportation	125,000
Measure "A" Open Space	40,000
Street Frontage Improvement Fund	30,000
Private Donations	125,000
<i>Total Funding:</i>	\$ 1,242,000



Community & Miscellaneous Projects

Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Railroad Marsh	Bi-Annual Maintenance	On-going	General Fund Drainage	45,000
Rule 20A and 20B Undergrounding of Utilities	Lyford Drive to Ned's Way	New	General Fund Infrastructure	427,000
Hacienda Drive Trailhead	Trail Improvements and signage	Carry_over	General Fund Parks	125,000

Accessibility

Ferry Terminal Walk Way	ADA Upgrades	New	Measure "A" Transportation	125,000
Curb Ramps and Misc. Sidewalk Improvements	Various Locations	Funded Annually	Gas Tax	20,000

Buildings & Facilities

Police Facility	Replace Upstairs Common Area Carpet	New	General Fund Infrastructure	15,000
Town Council Chambers	Audio and Video Improvements	\$44,000 Carry Over \$6,000 New Funding	Technology Fund	50,000

Park Facilities

Railroad Trestle Trail	Pathway & Related Improvements	New	Gas Tax \$40,000; Private Donations \$125,000	165,000
Tennis Court Resurfacing	Teather Parks Courts	Carry Over	Measure "A" Parks	15,000
McKegney Green	Design Phase	New	General Fund Parks	200,000
Los Lomas Path	Purchase Easement Rights	Carry Over	Measure "A" Parks	15,000
Las Lomas Path	Maintenance to Pathway	New	Measure "A" Parks \$10,000	10,000

Downtown Program

Street Frontage Improvements	New Morning Café Project	New	Street Frontage Impvt. Fund	30,000
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Total Proposed Projects				\$ 1,242,000
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Five Year Capital Improvement Program

FY 2017-2021

	Adopted FY 2015/16	Anticipated FY 2016/17	Anticipated FY 2017/18	Anticipated FY 2018/19	Anticipated FY 2019/20	Anticipated FY 2020/21
Street Improvements						
Annual Pavement Management Program	650,000		1,300,000		1,300,000	
Engineering Annual Program	100,000		175,000		175,000	
Paradise Drive Foundation	140,000	140,000				
Ned's Way Crossing	25,000					
Blackfield Drive Crossing	117,000					
Contingency Provision	30,000	45,000	30,000	30,000	30,000	30,000
MarWest Roundabout & associated improvements		-	-	100,000	400,000	
Blackfield Drive Crossing (Grant funded 100%)	117,000	125,000				
Traffic Calming	20,000	20,000	20,000	20,000	20,000	20,000
Street Improvements	\$1,199,000	\$330,000	\$1,525,000	\$150,000	\$1,925,000	\$50,000

Drainage Improvements

Annual Storm Drain Flushing	100,000	130,000	50,000	50,000	50,000	50,000
Annual Drainage Improvements	500,000	250,000	200,000	200,000	200,000	200,000
Consulting - Culvert ORT @ San Rafael Ave.		10,000				
Drainage Improvements	\$600,000	\$390,000	\$250,000	\$250,000	\$250,000	\$250,000

Community Improvements

Miscellaneous

Las Lomas Path Easement Purchase		15,000				
Las Lomas Path Maintenance		10,000				
Rail Road Marsh Maintenance	50,000	45,000	150,000			
SR 131 PSSR and Cost/Benefit Analysis	133,000					
Street Frontage Improvements New Morning Café		30,000				
Downtown Improvements	80,000					
Open Space Vegetation Management	26,000					Moved to Operating Budget FY 2017
Hacienda Trail Improvements (Rabin)		125,000				
Rule 20B to pair with Rule 20A		427,000		600,000		
Accessibility						
Curb Ramps/Misc Sidewalk Improvements	19,000	20,000	20,000	21,000	22,000	22,000
Ferry Terminal Walk Way Improvements		125,000				
Yellow Bus Subsidy	250,000					Moved to Operating Budget FY 2017
Buildings/Facilities						
Town Hall HVAC Replacement			100,000			
Council Chambers Audio Video Impvts	50,000	50,000				
Public Works Corp Yard Design			300,000			
Public Works Corp Yard (New)				2,880,000		
Paint Town Hall	40,000					
Police Building Carpet Replacment	-	15,000				
Park Facilities						
ORT Maintenance/Improvements	125,000		50,000		50,000	50,000
Railroad Trestle Trail	-	165,000				
Blackie's Pasture Frontage Improvements	25,000					
Blackie's Two	160,000					
ORT and Wayfinding signage	15,000					
Tennis Court Resurfacing	8,000	15,000				
McKegney Green Design		200,000				
Project Set-Aside	400,000					
Replace Waste Receptacles & Benches	18,000					
Community Improvements	\$1,399,000	\$1,242,000	\$620,000	\$3,501,000	\$72,000	\$72,000

TOTAL ALL CAPITAL IMPROVEMENTS \$3,198,000 \$1,962,000 \$2,395,000 \$3,901,000 \$2,247,000 \$372,000

Program: **DEBT SERVICE PROGRAM**

Schedules: **Bond Issue Information
Principal, Interest & Fiscal Fees**

Commentary: The Town's Debt Service Program is comprised of municipal bond issues associated with the financing of public improvements in specific neighborhood, subdivision or development areas. Such issues have generally included 1915 Act, Mello-Roos Community Facilities Act, and Marks-Roos Local Bond Pooling Act bonds.

Principal, Interest & Fees

Bond Issue	Principal	Interest	Administration Fees	TOTAL
Main Street Assessment District	27,000	8,789	3,400	39,189
Stewart Drive Assessment District	50,000	46,803	8,700	105,503
Lyford Cove Assessment District	100,000	154,716	19,200	273,916
Del Mar Valley Assessment District-2005	80,000	117,258	17,721	214,979
2010 Del Mar Valley Supplemental District	15,000	98,928	15,200	129,128
Total Debt Service:	\$ 272,000	\$ 426,492	\$ 64,221	\$ 762,713

Bond Issue Information

Issue	Description
Del Mar Valley Undergrounding Assessment District	Del Mar Valley Undergrounding Assessment District – Dated July 2005. Limited obligation 1915 Improvement Bonds. Amount, at \$4,084,700, with an interest rate range of 2.7% to 4.85% for 30 years. The bonds were issued to finance the relocation of utility services to below ground locations for approximately 220 home in the Del Mar Valley residential area.
2010 Del Mar Valley Supplemental Assessment District	2010 Del Mar Valley Supplemental Assessment District - Dated September 9, 2010. Limited Obligation 1915 Improvement Bonds. These bonds are subordinate to the Original Del Mar Valley Assessment of July 2005. \$1,962,600 issue with an interest rate range of 0.75% to 5.5% for 30 years. The bonds were issued to finance the relocation of utility services to below ground locations for approximately 163 homes in the Del Mar Valley residential area. This is a revised boundary area from the original issue after settlement of litigation that occurred from 2005 through 2010.
Lyford Cove Undergrounding Assessment District	Dated March 2005. Limited Obligation 1915 Improvement Bonds. Amount \$3,800,000 with an interest range from 2.250 to 5.100%. Term 2006 to 2034. The bonds were issued to finance utility services to below ground locations in the Lyford Cove residential area.
Main Street Assessment District	Dated December 1999. 1913 Act Improvement Bonds. Amount \$408,513, at 6.30%. Term 2000 to 2020. The bonds were issued to finance the construction and acquisition of public improvements - primarily street and sidewalk reconstruction on Main Street.
Stewart Drive Undergrounding Assessment District	Dated July 2001. Limited Obligation, 1913 and 1915 Improvement Bonds. Amount \$1,465,500, Interest Rate range from 3.250% to 5.300%. Term 2002 to 2029. The bonds were issued to finance the relocation of utility services to below ground locations in the Stewart Drive residential area.

Section **SUPPLEMENTAL INFORMATION**

Schedules: **Population, Tax Rate & Indebtedness
Assessed Value of Property
Assessor's Tax Roll Parcel Data
Staff Positions**

SUPPLEMENTAL INFORMATION

Fiscal Year 2016/17

Assessed Value of Property

	Land	Improvements	Personal Property & Equipment	Less: Exemptions	Total Taxable Secured Assessed Value (AV)	Percent Change v. Prior Year
1991	513,803,322	579,753,663	910,956	(20,015,563)	\$ 1,074,452,378	11.7%
1992	550,974,479	633,661,850	960,511	(20,382,515)	\$ 1,165,214,325	8.4%
1993	580,036,634	685,964,198	767,891	(20,038,790)	\$ 1,246,729,933	7.0%
1994	607,025,342	717,542,008	693,717	(21,702,817)	\$ 1,303,558,250	4.6%
1995	632,679,605	751,381,562	793,189	(22,003,337)	\$ 1,362,851,019	4.5%
1996	662,009,290	794,222,148	856,475	(23,131,360)	\$ 1,433,956,553	5.2%
1997	709,708,290	830,039,705	439,623	(32,804,037)	\$ 1,507,383,581	5.1%
1998	768,658,271	886,685,487	752,144	(34,489,632)	\$ 1,621,606,270	7.6%
1999	851,060,826	952,604,769	668,114	(36,381,893)	\$ 1,767,951,816	9.0%
2000	983,203,674	1,042,445,017	687,260	(37,928,443)	\$ 1,988,407,508	12.5%
2001	1,136,860,012	1,142,045,841	480,811	(36,993,288)	\$ 2,242,393,376	12.8%
2002	1,237,267,545	1,223,991,571	520,673	(38,234,059)	\$ 2,423,545,730	8.1%
2003	1,341,460,513	1,297,041,856	704,006	(39,277,601)	\$ 2,599,928,774	7.3%
2004	1,449,203,886	1,366,238,078	676,266	(28,193,704)	\$ 2,787,924,526	7.2%
2005	1,607,302,317	1,453,572,748	642,894	(46,438,387)	\$ 3,015,079,572	8.1%
2006	1,763,414,311	1,559,587,235	687,936	(46,777,350)	\$ 3,276,912,132	8.7%
2007	1,890,794,244	1,651,068,179	736,286	(15,579,200)	\$ 3,527,019,509	7.6%
2008	2,031,517,663	1,760,127,679	1,084,650	(47,953,926)	\$ 3,744,776,066	6.2%
2009	2,093,406,131	1,836,636,003	4,933,773	(49,308,299)	\$ 3,885,667,648	3.8%
2010	2,035,208,969	1,812,129,624	4,659,876	(48,887,108)	\$ 3,803,111,361	-2.1%
2011	2,069,090,894	1,851,327,620	4,377,679	(57,846,502)	\$ 3,866,949,691	1.7%
2012	2,116,679,985	1,893,908,155	4,478,366	(59,176,972)	\$ 3,955,889,534	2.3%
2013	2,192,029,753	1,953,851,145	1,999,655	(60,583,319)	\$ 4,087,297,234	3.3%
2014	2,304,779,555	2,066,907,583	5,308,617	(60,164,047)	\$ 4,316,831,708	5.6%
2015	2,564,572,545	2,219,244,471	4,643,185	(60,652,395)	\$ 4,727,807,806	9.5%

Fiscal Year 2016/17

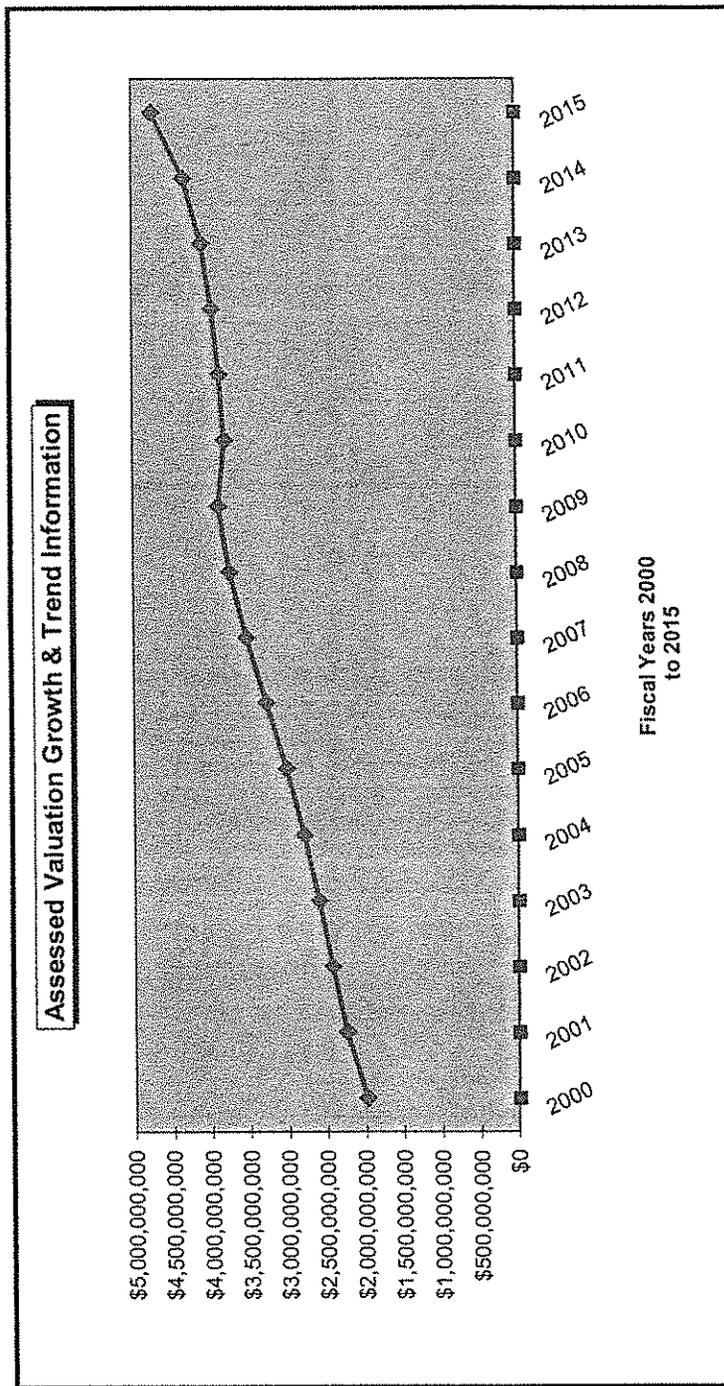
SUPPLEMENTAL INFORMATION

Assessed Value of Property

Current Assessed Valuation	\$	4,316,831,708
Assessed Valuation on July 1, 1983	\$	395,258,102
Average Annual Growth Since 1983		8.18%

The Town of Tiburon has 3711 parcels of which 3,228 are Single-Family, 187 are Multiple-Family, and 57 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

Since Fiscal Year 1983 assessed value has grown at an average annual rate of 8.14. Some of the growth is due to occasional annexation, a portion to in-fill construction and development, and a share is attributable to Bay Area real estate market conditions.



SUPPLEMENTAL INFORMATION

Fiscal Year 2016/17

Assessor's Tax Roll Parcel Data

	Use Status	Parcel Count	As Percent of Total Parcels	Total Assessed Value	As Percent of Assessed Value	Average Assessed Value Per Parcel
SINGLE FAMILY RESIDENTIAL	Vacant - Unimproved	136	3.7%	55,501,612	1.2%	408,100
	Improved - Detached	2,445	65.9%	3,840,283,867	80.2%	1,570,668
	Improved - Attached	647	17.4%	490,966,594	10.3%	758,836
MULTIPLE RESIDENTIAL	Unimproved	11	0.3%	819,607	0.0%	74,510
	Improved	176	4.7%	238,738,452	5.0%	1,356,468
COMMERCIAL	Unimproved	8	0.2%	403,021	0.0%	50,378
	Improved	49	1.3%	110,183,441	2.3%	2,248,642
INDUSTRIAL LAND	Unimproved	1	0.03%	2,213	0.0000%	2,213
SUBJECT TO EXEMPTION	Unimproved	11	0.3%	279,214	0.0%	25,383
	Improved	28	0.8%	51,274,213	1.1%	1,831,222
TAX EXEMPT		176	4.7%	0	0.0%	0
COMMON AREA PARCEL	Homeowner's Association	21	0.6%	7,967	0.0%	379
Column Totals:		3709	100.0%	\$ 4,788,460,201	100.0%	\$ 1,291,038

SUPPLEMENTAL INFORMATION

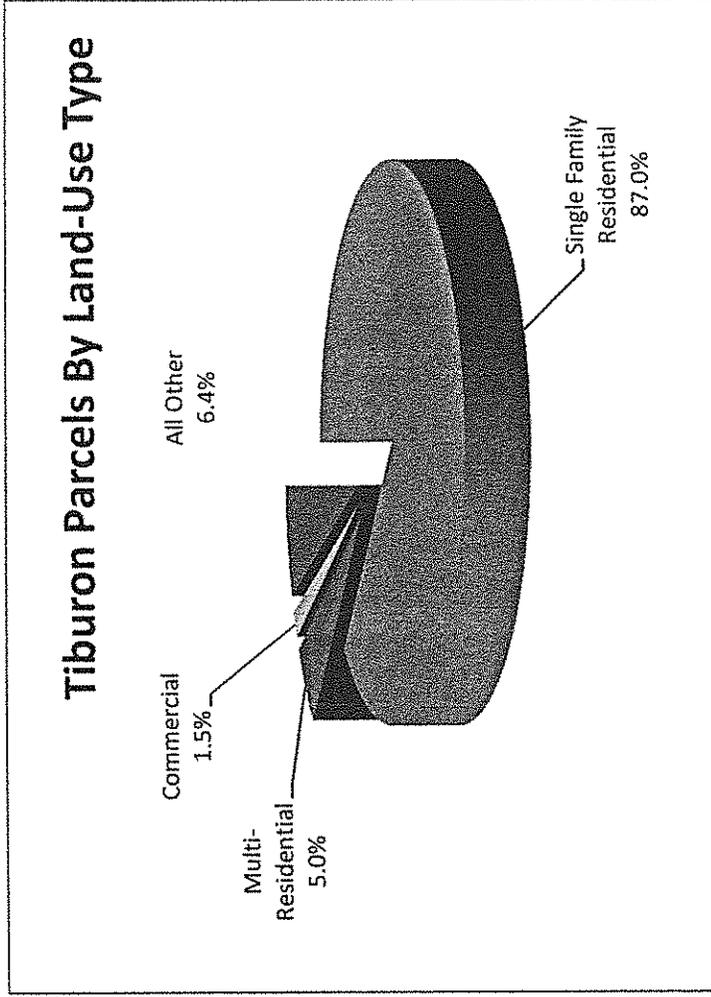
Fiscal Year 2016/17

Assessor's Tax Roll Parcel Data

The Town of Tiburon has 3709 parcels of which 3,237 are Single-Family, 190 are Multiple-Family, and 57 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

A total of 178 Single-Family parcels are unimproved, some of which are "scraps or "strips" and are undevelopable.

The Town-wide average assessed value per parcel is \$1,193,481. The average assessed value for an improved detached Single-Family parcel is \$1,455,193, for an attached townhouse-type unit it is \$723,351.



Parcel Type	Number	Total AV
Single Family Residential	3,228	\$ 4,386,752,073
Multi-Residential	187	239,558,059
Commercial	57	110,586,462
All Other	237	51,563,607
Total Parcels:	3,709	\$ 4,788,460,201

SUPPLEMENTAL INFORMATION

Staff Positions

Position	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
TOWN ADMINISTRATIVE SERVICES									
Town Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Town Attorney	0.75	0.75	-	-	-	-	-	-	-
Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant	0.50	1.00	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Admin. Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
IT Coordinator	1.00	-	-	-	-	-	-	-	-
Management Assistant	0.72	0.72	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Administration Analyst	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
IT/Desktop Support	0.57	-	-	-	-	-	-	-	-
Subtotal:	6.54	6.47	5.70						
POLICE DEPARTMENT									
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Captain	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Patrol Officers	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Investigator/Detective	-	-	-	-	-	-	-	-	-
Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Service Aide	2.10	2.10	2.10	2.10	2.10	2.10	2.10	2.10	2.10
Emergency Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Subtotal:	17.10								
COMMUNITY DEVELOPMENT									
Community Dev. Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Planner	-	1.00	-	-	-	-	-	-	-
Planning Aide	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Permit Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Subtotal:	9.00								
PUBLIC WORKS									
Director & Town Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	-	-	-	-	-	-	-	-	-
Supt. of Public Works	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Supt. of Public Works	-	-	-	-	-	-	-	-	-
Senior Maintenance Worker	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Worker	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Subtotal:	9.00								
TOTAL ALL POSITIONS	41.64	41.57	39.45	39.35	39.35	39.35	39.35	39.35	39.35



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Town Council Meeting
June 1, 2016
Agenda Item:

PH-2

STAFF REPORT

To: Mayor and Members of the Town Council

From: Community Development Department

Subject: Amend Title IV, Chapter 13E (Water Efficient Landscape) of the Tiburon Municipal Code to Incorporate and Adopt by Reference Provisions of the Current Marin Municipal Water District Ordinance Regarding Water Efficient Landscape; (Ordinance, Second Reading and Adoption)

Reviewed By: h.c.

BACKGROUND

The Town Council held first reading of this ordinance at its meeting on May 4, 2016. There was no public comment. Pursuant to state law, when adopting another agency's regulations by reference, a second public hearing is required as well as a second reading prior to adoption. The item now comes to the Town Council for a second reading and adoption.

RECOMMENDATION

Staff recommends that the Town Council:

1. Hold a public hearing and consider any testimony.
2. Move to read by title only and pass the motion.
3. Mayor reads by title only and calls for a roll call vote.

EXHIBITS

1. Draft Ordinance

Prepared by: Kyra O'Malley, Associate Planner

ORDINANCE NO. 565 N.S. DRAFT

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TIBURON
AMENDING TITLE IV, CHAPTER 13E (WATER EFFICIENT LANDSCAPE)
OF THE MUNICIPAL CODE AND ADOPTING BY REFERENCE MARIN
MUNICIPAL WATER DISTRICT (MMWD) ORDINANCE NO. 430
REGARDING WATER CONSERVATION**

The Town Council of the Town of Tiburon does hereby ordain as follows:

Section 1. Findings.

- A. The Town Council has held public hearings on May 4, 2016 and June 1, 2016 and has heard and considered any public testimony on this matter.
- B. The Town Council finds that all notices and procedures required by law attendant to the adoption of this Ordinance have been followed.
- C. The Town Council finds that the amendment actions made by this Ordinance are necessary for the protection of the public health, safety, and welfare, and are necessary to comply with state law.
- D. The Town Council has found that the amendment actions made by this Ordinance are consistent with the goals and policies of the Tiburon General Plan and other adopted ordinances and regulations of the Town of Tiburon.
- E. The Town Council finds that this project is categorically exempt from the requirements of the California Environmental Quality Act per Section 15308 of the CEQA Guidelines because these regulations constitute an action by a regulatory agency to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment. The Town Council further finds that this project qualifies for an exemption under the General Rule section 15061(b)(3) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Section 2. Amendment.

Title IV, Chapter 13E of the Tiburon Municipal Code is amended as follows:

- A. Section 13E-1 is amended to read as follows:

Section 13E-1. Purpose and Authority.

As mandated under State Government Code Section 65595(c), certain new construction, remodel, and rehabilitation projects that include landscape and irrigation improvements are required to comply with water-efficient landscape requirements and monitoring of water usage for irrigation. The purpose of this chapter is to comply with this state mandate regarding water-efficient landscaping. For the purpose of administering this State mandate, the Town of Tiburon will herein adopt by reference the most current Marin Municipal Water District (MMWD) Ordinance No. 430 (Water Conservation), and any amendments or successors thereto, and designate MMWD, the local water provider, to implement, enforce, and monitor its requirements. The MMWD ordinance contains provisions that include but are not limited to, the following:

- (1) The application and monitoring of a “maximum applied water allowance” that is established for applicable projects.
- (2) The review of required landscape and irrigation plans, specifications and supportive documents prepared for applicable projects for compliance with water-efficient landscape restrictions, including limitations on the type and amount of landscape materials and plant species.
- (3) The review, inspection and approval of landscape and irrigation that is installed for applicable projects to ensure compliance with the approved landscape and irrigation plans and specifications.
- (4) The post-installation monitoring of water usage for irrigation by applicable projects.

B. Section 13E-2 is amended to read as follows:

Section 13E-2. Adoption by Reference of Marin Municipal Water District Water Efficient Landscape Regulations.

(a) Pursuant to Government Code Section 50022.2, Marin Municipal Water District Ordinance No. 430, including amendments and successors thereto, is hereby adopted by reference and shall be in full force and effect within the Town of Tiburon. Said Ordinance, and amendments and successors thereto shall be applicable to projects that are subject to the water efficient landscape requirements set forth therein, which projects include, without limitation:

- (1) New construction projects with an aggregate landscape area equal to or greater than 500 square feet requiring a building or landscape permit, plan check or design review; and
- (2) Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 1,000 square feet requiring a building or landscape permit, plan check or design review; and
- (3) Any project with an aggregate landscape area of less than 1,000 square feet requiring a building or landscape permit, plan check, or design review shall comply with the performance requirements of the ordinance or conform to the prescriptive measures contained therein.

(b) For the purpose of administering these regulations, the Town of Tiburon hereby designates MMWD, the local water provider, to implement, enforce, and monitor the requirements therein.

(c) Town review of applicable projects shall be processed as follows:

(1) Projects requiring approval of a Site Plan and Architectural Review (a.k.a. Design Review) permit. When an applicable project is subject to Site Plan & Architectural Review approval pursuant to Title IV, Chapter 16 of the Tiburon Municipal Code, the landscape and irrigation plans required by and submitted with this permit application shall be designed and prepared to comply with the provisions and requirements of the applicable MMWD regulations adopted by reference herein. The process for application review of applicable projects and compliance with applicable MMWD regulations shall be as follows:

- a. The application and plans submitted to the Town shall be designed in accordance with the most current MMWD Ordinance provisions regarding water efficient landscape;
- b. The permit approval shall include a condition or conditions that include the following:
 1. The final landscape and irrigation plans must comply with the current water efficient landscape requirements of MMWD.
 2. The construction plans submitted to the Town for the issuance of a building permit/grading permit must be pre-approved by MMWD with the submitted plans stamped as approved by MMWD.

3. The building permit application must be accompanied by a letter from MMWD approving the landscape and irrigation plans.

4. If the MMWD-approved plans substantially differ from the Town-approved plans, these differences may require additional review through the Town's design review permit process and/or a revision to the Town's permit.

5. The applicant is responsible for contacting MMWD for all inspections, approval and sign-off on landscape and irrigation installation. Upon approval, MMWD shall issue a Certificate of Completion, which must be submitted to the Planning Division before building permit final sign-off or a Certificate of Occupancy is issued by the Tiburon Community Development Department.

2) Projects requiring a Building Permit and/or Grading Permit only. When an applicable project is not subject to a Site Plan and Architectural Review permit but is required to secure a Building Permit and/or Grading Permit pursuant to Title IV, Chapter 13 of the Tiburon Municipal Code, such permit(s) shall not be issued until the applicant has secured, in writing, MMWD approval of the landscape and irrigation plans confirming compliance with the most current MMWD Ordinance provisions regarding water efficient landscape.

(d) Inspections and Post-Installation Monitoring and Enforcement. MMWD shall be responsible for:

(1) Inspecting and approving all landscape and irrigation installed for applicable projects prior to project permit final and/or occupancy; and

(2) Monitoring water usage for installed landscapes to ensure compliance with the most current MMWD Ordinance provisions regarding water efficient landscape. All enforcement actions for ordinance non-compliance or violations shall be administered by MMWD.

C. Section 13E-3 is amended to read as follows:

13E-3. Designation of Marin Municipal Water District for Enforcement.

The Marin Municipal Water District, as the Town's local water provider, is hereby designated as the implementing and enforcement agency for provisions of Ordinance No. 430 and any amendments or successors thereto.

D. Section 13E-4 is amended to read as follows:

13E-4. Availability of Copies.

Three (3) copies of Marin Municipal Water District Ordinance No. 430, and any amendments or successors thereto, shall be kept on file for public review in the office of the Tiburon Town Clerk.

Section 3. Severability.

Should any part or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of this Ordinance as a whole, or any part thereof except that part or provision so declared invalid or unconstitutional.

Section 4. Effective Date.

This Ordinance is to take effect and be in force at the expiration of thirty (30) days from and after its passage, and before the expiration of fifteen (15) days after its passage, the same, or its legally required equivalent, shall be published with the names of the members voting for and against the same at least once in a newspaper of general circulation published in the Town of Tiburon.

This Ordinance was first read and introduced at a regular meeting of the Town Council of the Town of Tiburon on May 4, 2016, and was adopted at a regular meeting of the Town Council of the Town of Tiburon on June 1, 2016, which was noticed pursuant to Government Code Sections 6066 and 50022.3, by the following vote:

AYES: COUNCILMEMBERS:

NAYS: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ERIN TOLLINI, MAYOR
TOWN OF TIBURON

ATTEST:

DIANE CRANE IACOPI, TOWN CLERK