

TOWN OF TIBURON

ADOPTED

MUNICIPAL BUDGET

Fiscal Year 2017-18



PRESENTED TO:

Mayor Jim Fraser

Vice Mayor Emmett O'Donnell

Councilmember Alice Fredericks

Councilmember Erin Tollini

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TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: June 7, 2017
To: Mayor and Town Council
From: Greg Chanis, Town Manager
Subject: Fiscal Year 2018 Proposed Municipal Budget Plan

INTRODUCTION

I am pleased to present the proposed Fiscal Year 2018 Municipal Budget Plan (Proposed Budget). 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 Vice Mayor O'Donnell and Councilmember Tollini.

Overall, the Town's financial situation remains strong, with the Proposed Budget projecting an operating surplus of \$200,422 at the close of Fiscal Year 2018, while providing the resources necessary 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 prudent management and current and past Town Council's focus on having the Town operate within its means, while maintaining essential services. Additionally, the Town maintains healthy fund reserves should it need to weather another economic downturn, or suffer an unforeseen natural disaster.

The proposed budget proposes several key changes from the current years adopted budget including:

- Appropriations for annual storm drain flushing (\$50,000), traffic calming (\$20,000), and curb/sidewalk improvements (\$20,000) have shifted from the Capital Improvement Program budget to the operating budget.
- The Public Works operating budget contains new appropriations in the

Parks Division for electrical improvements at Fountain Plaza and relocation of the Blackie's Pasture Restroom electrical panel at \$5,000 each. The Corporation Yard operating budget includes a fuel pump rebuild and material storage area at \$3,000 and \$10,000 respectively.

- Salaries and benefits for the three Police Service Aide positions in the Police budget are proposed to increase from part-time (35 hours per week) to full-time (40 hours per week). The Town anticipates the increase to be offset by a shared services agreement with the City of Belvedere.
- The additional payment of \$200,000 towards the CalPERS unfunded liability is proposed to continue in FY 2018 but has been moved from the Insurance section of individual departmental budgets to the Non-Departmental budget as a single lump sum amount. Removing this item from departmental Insurances has the effect of reducing the net year-to-year difference of combined salary and insurance totals when comparing the current year's budget to FY 2018.
- The proposed budget includes a recommendation to reallocate \$800,000 from the Employee Housing Allowance to the General Fund Unallocated Balance and \$3.7 million to the following policy restricted and discretionary funds: CalPERS Liability Reserve (\$800,000), OPEB Liability Reserve (\$250,000), Self-Insurance (\$150,000), Infrastructure & Facility Replacement (\$750,000), Public Works Corporation Yard Improvement (\$1M), Park Development & Old Rail Trail (\$750,000), and Streets & Drainage (\$1M). In total, the transfers will reduce the estimated \$4.89 million unallocated balance to \$987,568. The Town continues to maintain General Fund Operating Reserves slightly above the Council policy level of 25% of expenditures.

The economy, as it relates to projected revenue, appears to be stable. Staff is projecting overall operating revenues to increase by 5.9% over the current year's adopted budget. The Town is anticipating its single largest revenue source, secured property taxes, to increase by 6.2% over the budgeted amount for the prior Fiscal Year.

Operating expenditures are proposed to increase by 6.6% (\$713,368) over the FY 2017 adopted budget. Of this increase, 12.6% (\$90,000), is due to the shift of expenditures previously budgeted in Capital Projects to the operating budget as previously described, combined with 47.0% (\$335,627) in salary and benefit increases and another 56.0% (\$399,241) of the increase is in Supplies and Services (which includes the above mentioned appropriation of \$90,000 in Public Works). Capital Project Expenses are expected to decrease \$22,500. Capital Project Expenses, related primarily to Town Owned Housing, are proposed to decrease \$22,500 and the Capital Outlay Allowance will increase \$1,000. 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 2017-18.

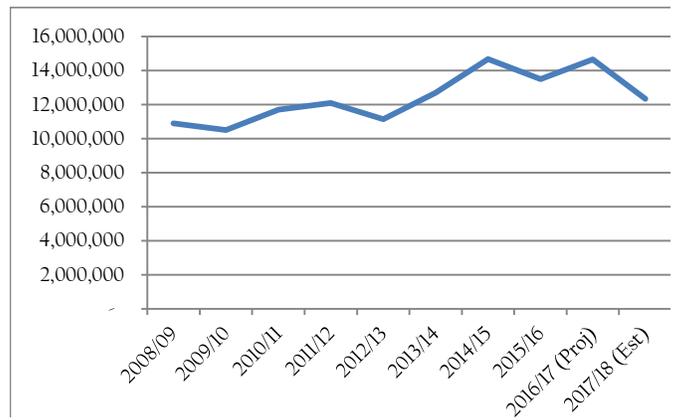
Overall Operating Budget				
	2016/17 Proposed	2016/17 Estimated	2017/18 Proposed	% Change
Revenues	\$11,092,307	\$11,801,604	\$11,752,247	5.9%
Expenditures	\$10,838,457	\$10,295,248	\$11,551,825	6.6%

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 slightly above the Council policy level of 25% of expenditures, and the Town will begin next Fiscal Year with approximately \$5.08 million in our General Fund policy restricted reserves, \$4.68 million in Discretionary Set-Asides, and \$4.89 million in the Unallocated General Fund Reserve for a total of \$14.65 million. In addition, there are \$6.56 million in restricted fund reserves.

The chart to the right presents a history of total General Fund reserves from FY 2009 through projected FY 2018. The proposed budget calls for spending down General Fund Discretionary Reserves by approximately \$1.6 million in capital improvement projects, principally for McKegney Green field improvements, annual drainage improvements, utility undergrounding between Lyford Drive and Ned’s Way, and various smaller projects. The pavement management program, which was reprogrammed to occur bi-annually with construction beginning FY 2018, will be postponed to FY 2019 due to the prioritization of other projects within the Town’s right-of-way.



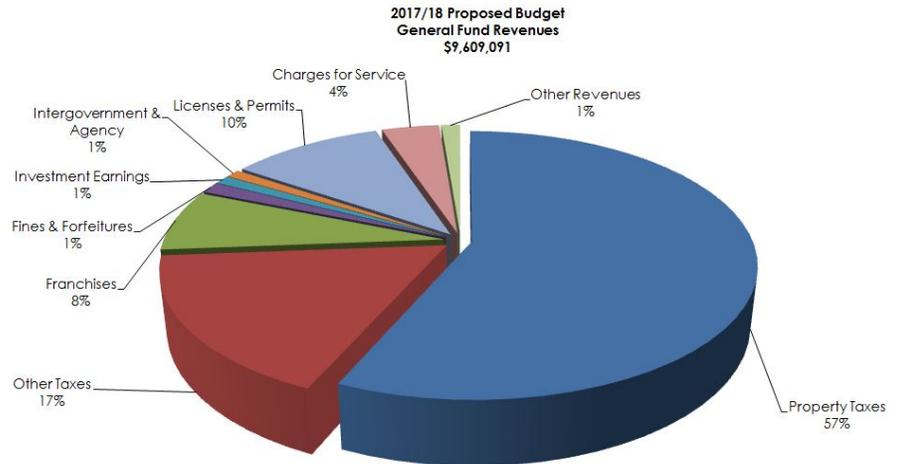
The unallocated balance of the General Fund is estimated to reach \$4.89 million at the end of the current year. The Town is proposing to reallocate \$4.7 million to reduce the unallocated balance to \$987,568. The reallocation consists of an \$800,000 transfer from the Employee Housing Assistance Fund along with a combined total of \$3.9 million in transfers to the following policy restricted and discretionary funds: \$800,000 to the CalPERS Liability Reserve, \$250,000 to the OPEB Fund, \$150,000 to Self-Insurance, \$750,000 to Infrastructure & Facility Replacement, \$1 million to Public Works Corporation Yard Improvement, \$750,000 to Park Development and Old Rail Trail, and \$1 million to Streets and Drainage.

CHANGES TO MUNICIPAL BUDGET PLAN
Revenues

For Fiscal Year 2018, Staff projects overall operating revenues to increase by 5.9%, or \$659,940, and General Fund operating revenues to increase by 5.3%, or \$484,995.

Staff anticipates the economy will moderate from the strength shown in recent years. Per a State determination, assessed property valuation will increase by 2.0%, 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 expected to increase 7%. Overall, staff is anticipating all sources of property taxes to increase 5.85% over the adopted FY 2017 budget. Property tax receipts have historically been the Town’s “bread and butter” revenue, representing approximately 56.6% of General Fund Operating Revenues in FY 2017-18.

The pie chart to the right shows the breakdown by revenue category of the projected FY 2017 General Fund Operating Revenues of \$9,609,961.



The category of Other Taxes, which includes sales, property transfer and transient occupancy taxes, is projected to increase by 3.88% 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. Transient Occupancy Taxes are projected to increase 5.8% in the coming fiscal year, however, the Town expects this revenue category to soften in years to come as occupancy and room rates reach their maximums. Sales tax growth is projected to increase by 1.7 %.

Franchise Fees are anticipated to increase 1.4% over the adopted FY 2017 budget. Cable fees are projected to increase 5% and will carry the increase in this revenue classification. MVRs is not proposing a rate increase this year and PG&E franchise fees have been relatively flat the past couple of years.

Investment Earnings are projected to increase 142% in FY 2017. Local Agency Investment Funds rates have been steadily increasing and the Town is expecting a 1% return in FY 2018.

Intergovernmental Revenue is proposed to decrease by 9.9% over the adopted FY 2017 budget. Overall, this is a relatively small group of revenue sources. Reimbursement from State Peace Officer Standards and Training has been decreased to align with previous years’ trends. Revenues for the Tiburon Peninsula Soccer League are conservative due to possible field downtime related to McKegney Green field improvements.

Staff believes the national, state and local economies remain stable, which allows a relatively high level of confidence in our revenue projections.

Expenditures

Overall operating expenditures are projected to increase by 6.6%, or \$713,368, over the adopted FY 2017 budget. General Fund operating expenditures are proposed to increase by 6.1%, or \$538,422. The FY 2018 budget includes negotiated salary increases of 2.7% for all employee groups as well as step increases of up to 5% for eligible S.E.I.U and Police employee and 4% “merit” increases for

eligible unrepresented employees not currently at the top of their range. 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. Although the Additional PERS Unfunded Liability Payment remains the same at \$200,000, it has been moved from the Insurance section of individual departmental budgets to a single item in the Non-Departmental budget for ease of budgeting purposes. Additional notable expenditure increases over the FY 2017 budget includes the \$90,000 appropriation shifted from the CIP to the Public Works operating budget, an additional \$33,000 in tree maintenance, \$25,000 in open space vegetation management, \$23,000 in new appropriations for Public Works Parks Division and Corporation Yard maintenance, \$23,000 in Town Hall facility improvements, \$30,000 in increased election costs, and \$40,000 in outside plan checking and record management in the Community Development Department to align with an increase in permit activity.

The bar chart below shows the FY 2018 Operating Budget by department. Further clarification of department expenditure variations follows:

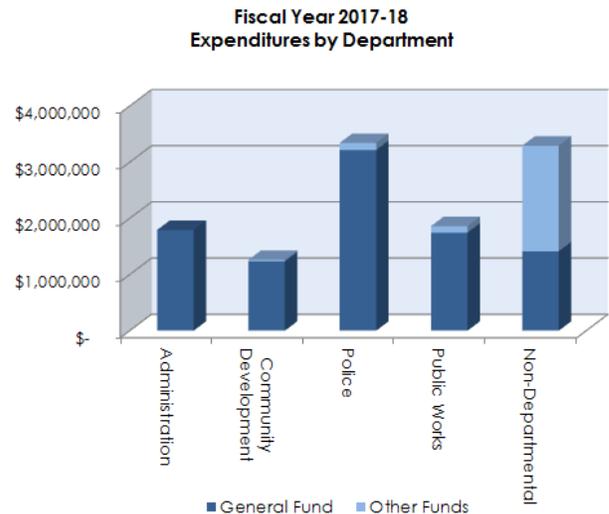
The **Administration Department's** overall budget is proposed to increase by 6.3% or \$107,310 over the current year. Included in Administration are the Legal Services, Legislative Support, Administrative Services and Town Hall divisions.

The Administrative Services Division is proposed to increase by 6.34% or \$71,634. Included in this division are election costs, which are proposed to increase \$30,000 over the current year.

The Legal Services Division is proposed to remain flat, with budgeted contract Town Attorney services remaining the same as the current year.

The Legislative Support Division's total appropriation is being increased by 14%, or \$10,500. This increase is due to appropriating \$12,500 towards Bicycle Pedestrian Education Signage and an update to the Heritage & Arts Walking Guide brochure. A decrease of \$2,500 was made to the cost of Downtown Holiday Lights.

The Town Hall Facility Division is proposed to increase by 12.6% or \$24,176. This increase is due to anticipated crawl space ventilation improvements and a new contract for janitorial services. Also included are hand driers for Town Hall restrooms, which are reimbursable through the County of Marin Zero Waste Grant.



The **Community Development Department**, which includes the Planning, Building and the Long Range Planning Division, budget is proposed to increase by 2.5% or \$31,255.

The Planning Division budget is proposed to increase 1.2% or \$6,509, due primarily to negotiated salary and benefit increases. An additional appropriation of \$5,000 is proposed in the Contractual Services, which includes an update to the Hillside Design Guidelines.

The Building Division budget is scheduled to increase by 7.8% or \$47,746. Negotiated salary and benefit increases and an increased appropriation of \$30,000 in outside plan checking services and \$10,000 in records scanning services align with an increase in building permit activity. Casual Hire is being increased \$5,000 to align with current year spending.

The Long Range Planning Division budget is proposed to decrease by \$23,000 due to completion of the Circulation Element and base map updates of the General Plan.

The **Police Department** budget is projected to increase by 1.9% or \$63,091. As previously stated, the additional CalPERS unfunded liability payment is being moved from individual departmental budgets to the non-departmental budget in FY 2018. This had the effect of lowering the Police Department budget by \$115,385. Had this shift not occurred, the projected increase would have been \$178,476, or 6.1%. Salary and benefit costs are proposed to increase \$40,783 after removing the CalPERS additional unfunded liability payment. This includes increasing the Police Service Aide headcount to 3 full-time equivalents, anticipated unemployment insurance payments, and adjustments to overtime expenses. Other appropriations to the FY 2018 budget include \$4,000 for statutory rifle training and an increase in Marin County dispatch fees. The remaining portion of the Police Department budget is relatively unchanged over FY 2017.

The **Public Works Department**, which includes Administration, Streets, Parks, and Street Lights budget, is proposed to increase by 10.5% or \$176,921 from FY 2017. Salary and benefits are proposed to increase \$21,451.

The Administration and Engineering Division is proposed to increase 24.2% or \$108,049. Driving this increase is the shift of \$90,000 from the CIP for annual storm drain flushing, traffic calming, and curb/sidewalk replacements. An additional \$25,000 has been included for open space vegetation management. The increase has been offset by completing the project management software implementation and shifting the street speed survey to a bi-annual budget expense.

The Street Maintenance Division is proposed to increase .01% or \$3,220. Salaries are scheduled to increase by approximately \$12,000 in FY 2018 due to the

promotion of the Asst. Superintendent of Public Works to Superintendent of Public Works. Benefits are expected to decrease due to an anticipated reduction in tuition reimbursement and removal of the automobile allowance for the Superintendent of Public Works. Fuel and oil expenses have been reduced to align with previous years' actual expenses. All other expenses in this division are essentially unchanged.

The Parks Division is proposed to increase by 8.8% or \$51,171. Besides salary and benefit adjustments, new funding of \$33,000 is proposed for tree maintenance. Electrical improvements for the Fountain Plaza and relocation of the electrical panel at Blackie's Pasture restroom are included at \$5,000 each.

The Corporation Yard budget is proposed to increase \$20,580 or 21.5%. New to the budget are appropriations for a fuel pump rebuild at \$3,000 and janitorial services for \$2,500. Construction of a material storage area has been included at \$10,000 and is reimbursable through the County of Marin's Zero Waste grant. Utility and communication services for the Corporation Yard are proposed to increase \$5,100 over the current year.

The remaining Divisions of the Public Works Department, Street Lights, and Cypress Hollow are essentially unchanged from FY 2017.

The **Non-Departmental** budget is proposed to increase 11.32% or \$334,792 in FY 2018. 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 majority of the increase is due to shifting the additional \$200,000 PERS Unfunded Liability payment from individual departmental budgets to the Non-Departmental budget. The pass-through payment made to the Library Agency increased approximately \$131,000 and the downtown restroom lease is proposed to increase 30.3%, or \$2,648. The Town has very little control over the remaining expenses in this Department budget.

Infrastructure Improvements and Capital Projects

The FY 2018 Capital Improvement Program (CIP) budget is proposed at \$4,464,755. There is carry-over funding from the current fiscal year in the amount of \$754,568 for projects that will not be commenced prior to June 30, 2017. In FY 2017 the Town transitioned 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. Due to storm drain and undergrounding projects included in the FY 2018 CIP, we propose delaying the street improvement program until FY 2019 to avoid scheduling conflicts in the Town's right-of-way.

To continue maintenance of the Town's streets, an appropriation of \$330,000 is included for the repair of large potholes.

The Drainage Improvement Program includes \$1,345,000 in total appropriations, of which \$1.1 million is for the annual storm drain improvement program; \$150,000 for slide and drainage repair at Sugarloaf Drive; \$65,000 for pre-design of the Beach Road drainage project; and \$30,000 for design of a culvert on the Old Rail Trail at San Rafael Avenue.

The Community Projects Division of the CIP Program allocates \$2,604,755 in projects. There is \$614,568 in carry-over projects in this division. New projects include construction for McKegey Green field improvements, Shoreline Park bench replacement, and lighting and tree design at the Fountain Plaza.

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 financial condition of the Town of Tiburon remains strong. Prudent management over many years, coupled with relative economic stability, allows staff to propose a Fiscal Year 2018 Municipal Budget Plan which: projects a modest operating surplus, maintains ample General Fund reserves, and continues to proactively address the Town's CalPERS and OPEB liabilities. As always, staff will continue to carefully manage the Town's finances to ensure revenues are collected in a timely manner and that all expenses are carefully managed.

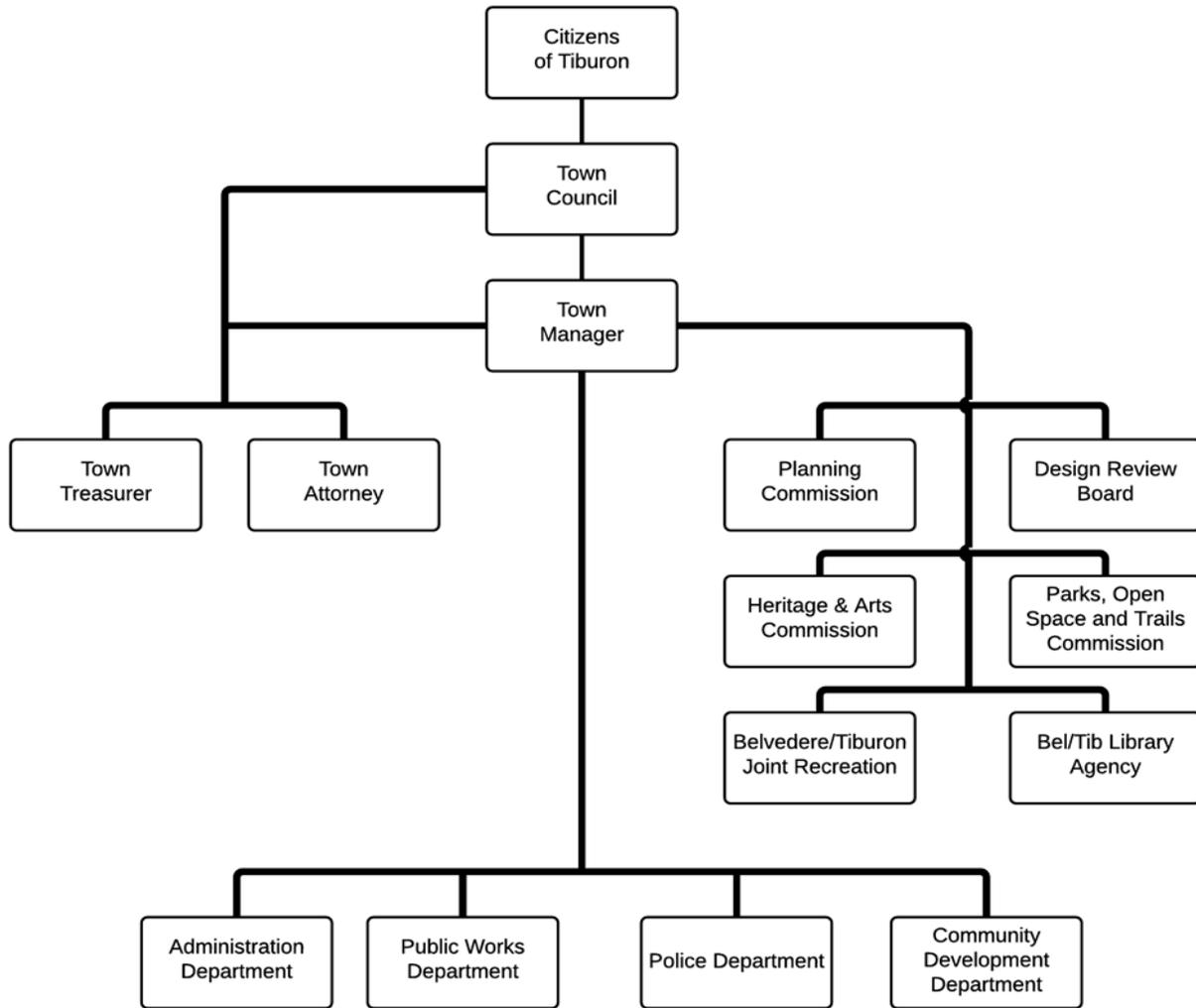
I would like to take this opportunity to thank the entire management team for their assistance in developing the Town's Municipal Budget Plan, and for their sound budget stewardship throughout this Fiscal Year. And a special thanks to Management Analyst Suzanne Creekmore who, exhibiting an abundance of skill, enthusiasm and patience, led the budget development process this year.

Finally, we all wish to thank the Town Council's Budget Committee, Vice-Mayor Emmett O'Donnell and Councilmember Erin Tollini, 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.

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	Lea Stefani
BUILDING OFFICIAL	Clay Salzman
TOWN TREASURER	Vacant

Town Council, Commission & Board Members

TOWN COUNCIL

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

PLANNING COMMISSION

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

DESIGN REVIEW BOARD

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

PARKS, OPEN SPACE & TRAILS COMMISSION

Peter Winkler, Chair
Park Allen, Vice Chair
Phillip Feldman
Michael McMullen
Holli Thier

HERITAGE & ARTS COMMISSION

Francella Hall, Chair
Vince De Quattro, Vice Chair
Daniel Amir
Lily Smith
Azita Mujica-Beavers
Victoria Fong
Kenna Norris
Victoria Arnett, Commissioner Emeritus

BELVEDERE/TIBURON JOINT RECREATION COMMITTEE

Jerry Riessen Chair
Jim Fraser (Tiburon Council)
Bob McCaskill (Belvedere Council)
Erin Burns
Melissa Feder
Jane Jacobs
Peyton Stein
Afsaneh Zolfaghari

BELVEDERE/TIBURON LIBRARY AGENCY BOARD OF TRUSTEES

Tom Gram, Chair
Ann Aylwin
George Bo-Linn
Tom Cromwell
Jeff Foran
Ric Postle
Bonnie Spiesberger

BELVEDERE/TIBURON JOINT DISASTER ADVISORY COUNCIL

Tom Cromwell, Chair
Jim Fraser (Tiburon Council)
Chuck Auerbach
Ellen Rony
James Sherman
Bob McCaskill (Belvedere Council)
Vacant

FUND RESOURCES OVERVIEW

Overview of Total Appropriations

Statement of Fund Balances, June 30th Closing

Changes to Fund Balance

Fiscal Year 2017/18

Capital & Special Project Fund Descriptions

Overview of Total Appropriations

		Appropriation
Operating Program		
Town Administration		1,795,149
Community Development		1,260,875
Police		3,342,049
Public Works		1,876,169
Non-Departmental		3,292,584
Subtotal:		\$ 11,566,825
Capital & IT Outlay Program		
		\$ 423,050
Capital Improvement Program		
Street Improvements		515,000
Drainage Improvements		1,345,000
Community Development Improvements		2,604,755
Subtotal:		\$ 4,464,755
2016 Consolidated Reassessment District		635,965
Subtotal:		\$ 635,965
Total Appropriation		\$ 17,090,596

Statement of Fund Balances, June 30th Closing

FUND/ RESERVE	2014/15 Actual	2015/16 Actual	2016/17 Estimated	2017/18 Projected
GENERAL FUND				
Operating Reserve (25%)	\$ 2,700,000	\$ 3,000,000	\$ 3,000,000	\$ 3,200,422
Capital Equipment Replacement	\$ 376,938	\$ 409,513	\$ 382,713	\$ 446,913
Employee Compensated Leave	\$ 316,380	\$ 297,823	\$ 297,823	\$ 297,823
Employee Housing Assistance	\$ 800,000	\$ 800,000	\$ 800,000	\$ -
CalPERS Side Fund Repayment	\$ 175,063	\$ -	\$ -	\$ 800,000
Other Post Employment Benefits	\$ 1,045,153	\$ 1,252,019	\$ -	\$ 289,255
Self Insurance	\$ 160,004	\$ 174,004	\$ 174,004	\$ 324,004
Technology Fund	\$ 556,546	\$ 592,593	\$ 421,712	\$ 191,062
Sub-Total	\$ 6,130,084	6,525,952	\$ 5,076,252	5,549,479
DISCRETIONARY SET-ASIDES				
Infrastructure & Facility Replacement	302,494	655,958	615,974	790,974
PW Corp Yard Improvement	2,111,633	2,111,633	2,111,633	3,111,633
Park Development	298,859	810,532	720,532	470,532
Streets & Drainage	374,400	1,224,955	1,110,118	865,118
Emergency Repairs	100,000	100,000	100,000	100,000
Open space Management	25,141	25,141	25,141	25,141
Sub-total	3,212,527	4,928,219	4,683,398	5,363,398
Unallocated Balance	5,330,919	3,658,627	4,887,568	987,568
			-	
Total General Fund:	\$ 14,673,530	\$ 15,112,798	\$ 14,647,218	\$ 11,900,445
OTHER RESTRICTED FUNDS				
Belvedere/Tiburon Library Agency	\$ -	\$ -	\$ -	\$ 70,342
Police Suppl Law Enforcement	\$ -	\$ -	\$ -	\$ -
Cypress Hollow District	\$ 29,130	\$ 30,418	\$ 28,784	\$ 28,893
Town Owned Housing Fund	\$ 291,108	\$ 337,708	\$ 337,475	\$ 371,192
Heritage & Arts Donation Fund	\$ 7,522	\$ 5,333	\$ 6,283	\$ 7,283
Low & Moderate Housing	\$ 1,236,510	\$ 1,224,780	\$ 1,201,467	\$ 1,340,449
Open Space Acquisition	\$ 193,678	\$ 194,500	\$ 194,975	\$ 196,925
State Gas Tax	\$ 1,170,810	\$ 1,241,807	\$ 1,404,626	\$ 1,504,586
County Measure A Funds	\$ 193,680	\$ 208,079	\$ 194,961	\$ 316,404
County Measure B Funds	\$ 53,025	\$ 22,147	\$ 108,828	\$ 109,916
County Measure A Funds (Parks)	\$ 26,206	\$ 47,455	\$ 37,172	\$ 31,344
Street Frontage Improvement	\$ 2	\$ -	\$ -	\$ -
Tiburon Circ System Improvement	\$ 84,353	\$ 89,991	\$ 89,991	\$ 95,391
Tiburon Long Range Planning	\$ 222,058	\$ 240,317	\$ 243,317	\$ 267,750
Bunch Grass Mitigation Fund	\$ 131,469	\$ 131,945	\$ 132,270	\$ 133,593
Tiburon Parks In-Lieu	\$ 13,180	\$ 13,329	\$ 13,239	\$ 13,371
Tiburon Planning Area Mitigation	\$ 185,326	\$ 186,084	\$ 186,534	\$ 189,849
Tiburon Street Impact	\$ 2,446,249	\$ 2,039,769	\$ 2,319,769	\$ 2,447,967
Drainage Impact Fund	\$ 176,921	\$ 79,694	\$ 60,108	\$ 45,108
Total Restricted Funds:	\$ 6,461,227	\$ 6,093,356	\$ 6,559,799	\$ 7,170,362

FUND RESOURCE OVERVIEW

Fiscal Year 2017/18

Changes to Fund Balance, projected June 30, 2018

FUND/RESERVE	Estimated Fund Balance 7/1/2017	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Transfers In (Out)	Other Sources In (Out)	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2018
GENERAL FUND RESERVES								
POLICY RESTRICTED								
Operating Reserve (25%)	\$ 3,000,000	9,609,091	9,408,669	-	-	-	200,422	\$ 3,200,422
Capital Equipment Replacement	382,713	-	-	58,000	-	122,200	64,200	\$ 446,913
Employee Compensated Leave	297,823	-	-	-	-	-	-	297,823
Employee Housing Assistance	800,000	-	-	-	(800,000)	-	(800,000)	-
CalPERS Liability Reserve	-	-	-	-	800,000	-	800,000	800,000
OPEB Fund (GASB 45)	-	-	-	-	250,000	39,255	289,255	289,255
Self Insurance	174,004	-	-	-	150,000	-	150,000	324,004
Technology Fund	421,712	80,000	-	365,050	-	54,400	(230,650)	191,062
Sub-Total	5,076,252	9,689,091	9,408,669	423,050	400,000	215,855	473,227	5,549,479
DISCRETIONARY SET-ASIDES								
Infrastructure & Facility Replacement	615,974	-	-	575,000	750,000	-	175,000	790,974
PW Corp Yard Improvement	2,111,633	-	-	-	1,000,000	-	1,000,000	3,111,633
Park Development & ORT	720,532	-	-	1,400,000	750,000	400,000	(250,000)	470,532
Streets & Drainage	1,110,118	70,000	-	1,315,000	1,000,000	-	(245,000)	865,118
Emergency Repairs	100,000	-	-	-	-	-	-	100,000
Open Space Management	25,141	-	-	-	-	-	-	25,141
Sub-Total	4,683,398	70,000	-	3,290,000	3,500,000	400,000	680,000	5,363,398
Unallocated Balance	4,887,568	-	-	-	(3,900,000)	-	-	987,568
Total General Fund	\$ 14,647,218	\$ 9,759,091	\$ 9,408,669	\$ 3,713,050	\$ -	\$ 615,855	\$ 1,153,227	\$ 11,900,445
RESTRICTED FUNDS								
Belvedere/Tiburon Library Agency	\$ -	1,828,887	1,758,545	-	-	-	70,342	\$ 70,342
Supplemental Law Enforcement	\$ -	125,000	125,000	-	-	-	-	\$ -
Cypress Hollow District	28,784	16,609	16,500	-	-	-	109	28,893
Town Owned Housing Units	337,475	120,795	87,078	-	-	-	33,717	371,192
Heritage & Arts Project Fund	6,283	1,000	-	-	-	-	1,000	7,283
Low & Moderate Housing	1,201,467	172,015	33,033	-	-	-	138,982	1,340,449
Open Space Acquisition	194,975	1,950	-	-	-	-	1,950	196,925
State Gas Tax	1,404,626	229,715	40,000	229,755	-	140,000	99,960	1,504,586
County Measure A Funds (Sales Tax)	194,961	121,443	-	-	-	-	121,443	316,404
County Measure B Funds	108,828	1,088	-	-	-	-	1,088	109,916
County Measure A Funds (Parks)	37,172	67,172	73,000	-	-	-	(5,828)	31,344
Street Frontage Improvement	-	-	-	-	-	-	-	-
Tiburon Circ System Improvement	89,991	5,400	-	-	-	-	5,400	95,391
Tiburon Long Range Planning	243,317	49,433	25,000	-	-	-	24,433	267,750
Tiburon Bunch Grass Mitigation	132,270	1,323	-	-	-	-	1,323	133,593
Tiburon Parks In-Lieu	13,239	132	-	-	-	-	132	13,371
Tiburon Planning Area Mitigation	186,534	3,315	-	-	-	-	3,315	189,849
Tiburon Street Impact	2,319,769	423,198	-	295,000	-	-	128,198	2,447,967
Tiburon Drainage Impact	60,108	15,000	-	30,000	-	-	(15,000)	45,108
Total Restricted Funds	6,559,799	3,183,475	2,158,157	554,755	-	140,000	610,563	\$ 7,170,362
Total Town Funds	\$ 21,207,017	\$ 12,942,566	\$ 11,566,825	\$ 4,267,805	\$ -	\$ 755,855	(2,136,210)	\$ 19,070,807

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 2017/18**

Overview of Operating Budget Revenues & Expenditures

REVENUE & SOURCES	AMOUNT	EXPENDITURES	AMOUNT
GENERAL REVENUES		TOWN ADMINISTRATIVE SERVICES	
Property Taxes	5,441,260	Town Administration	1,202,123
Other Taxes	1,647,068	Legal Services	291,000
Licenses & Permits	992,100	Legislative	85,250
Intergovernment & Agency	93,324	Town Hall Facility	216,776
Franchises	710,000		
Charges for Service	375,200	NON DEPARTMENTAL	3,292,584
Investment Earnings	100,100		
Fines & Forfeitures	129,000	COMMUNITY DEVELOPMENT	
Other Revenues	121,040	Planning & Design Review	573,963
		Building Inspection	661,912
Subtotal	\$ 9,609,091	Advance Planning	25,000
OTHER SOURCES		POLICE	
Other Fund Sources	\$ 2,143,157	Police Services	3,276,517
		Police/EOC Facility	65,532
		PUBLIC WORKS	
		Administration & Engineering	568,858
		Streets Maintenance	508,259
		Parks Maintenance	632,172
		Corporation Yard	116,380
		Street & Signal Light System	34,000
		Cypress Hollow	16,500
TOTAL REVENUE & SOURCES	\$ 11,752,247	TOTAL EXPENDITURES:	\$ 11,566,825
NET OPERATING SURPLUS (DEFICIENCY)	\$ 185,422		

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

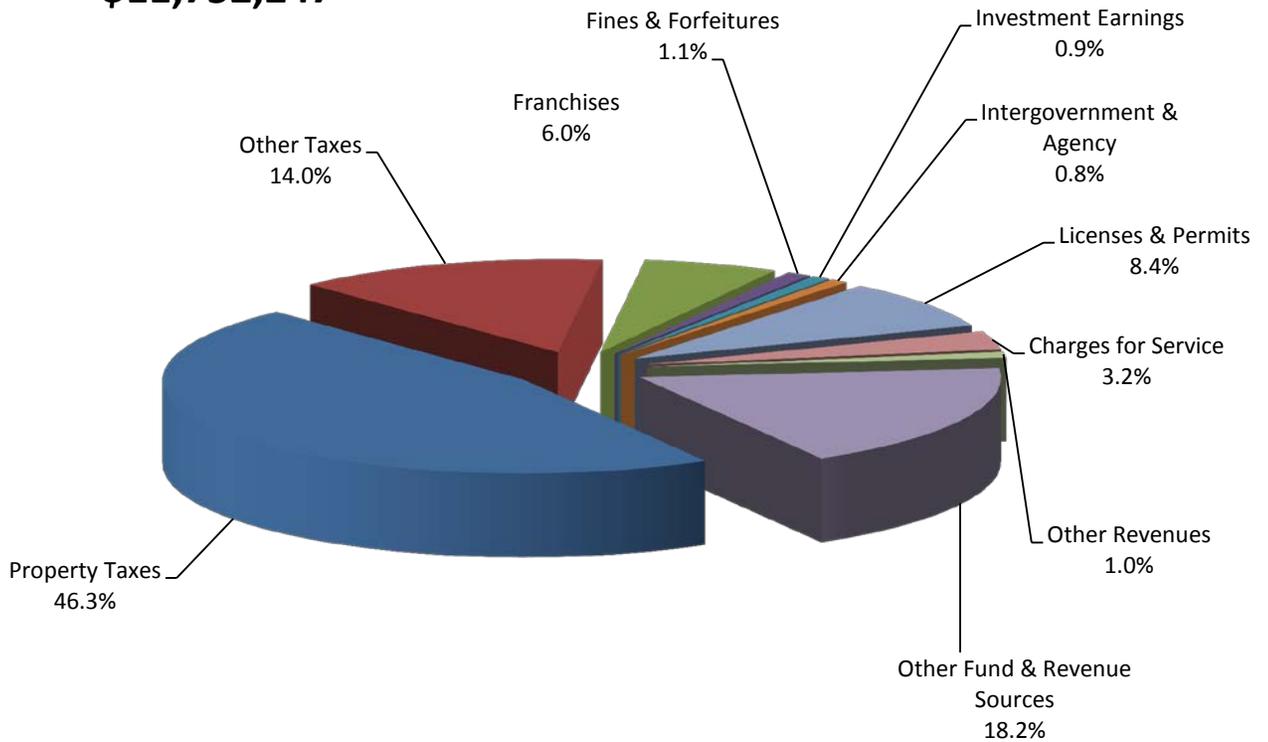
Long Range Planning Fund

Police COPS/SLESF Fund

Cypress Hollow Fund

Overview of Operating Budget Sources of Funding

**Planned Operating Revenues
& Sources of Funds for 2017/18
\$11,752,247**



Property Taxes	\$ 5,441,260
Other Taxes	\$ 1,647,068
Franchises	\$ 710,000
Fines & Forfeitures	\$ 129,000
Investment Earnings	\$ 100,100
Intergovernment & Agency	\$ 93,324
Licenses & Permits	\$ 992,100
Charges for Service	\$ 375,200
Other Revenues	\$ 121,040
Other Fund & Revenue Sources	\$ 2,143,157
	<u>\$ 11,752,247</u>

OPERATING REVENUES

FY 2017-18

Operating Budget Revenues - Summary

Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
GENERAL FUND					
Property Taxes	4,781,845	5,035,073	5,140,705	5,411,180	5,441,260
Other Taxes	1,734,576	1,768,514	1,585,614	1,747,711	1,647,068
Franchises	667,057	688,034	700,000	696,838	710,000
Fines & Forfeitures	700,320	109,900	124,500	174,379	129,000
Investment Earnings	38,465	65,159	41,350	98,490	100,100
Intergovernment & Agency	319,327	125,559	103,617	91,152	93,324
Licenses & Permits	1,350,029	1,084,780	977,600	949,250	992,100
Charges for Service	447,276	494,649	337,400	400,538	375,200
Other Revenues	125,890	113,044	113,310	211,256	121,040
<i>Subtotal General Fund</i>	\$ 10,164,785	\$ 9,484,712	\$ 9,124,096	\$ 9,780,792	\$ 9,609,091
OTHER FUND & RESERVE SOURCES					
Employee Comp. Leave Reserve	-	-	-	-	-
Low/Moderate Income Housing Fund	10,890	23,270	33,126	32,120	33,033
Town Owned Housing	97,761	61,035	109,603	96,079	87,078
Belvedere-Tiburon Library JPA Fund	1,525,216	1,603,870	1,627,982	1,690,909	1,758,545
Long Range Planning Fund	95,000	29,370	48,000	48,000	25,000
Police COPS/SLESF Fund	100,000	127,441	100,000	100,000	125,000
Gas Tax	-	-	-	-	40,000
Measure "A" Parks	-	45,115	33,000	33,000	58,000
Cypress Hollow Fund	22,368	15,374	16,500	20,704	16,500
<i>Subtotal Other Sources</i>	\$ 1,851,235	\$ 1,905,475	\$ 1,968,211	\$ 2,020,812	\$ 2,143,157
	-	-	-	-	-
Totals:	\$ 12,016,020	\$ 11,390,187	\$ 11,092,307	\$ 11,801,604	\$ 11,752,247

OPERATING REVENUES

FY 2017-18

Operating Budget Revenues - Detail

Description	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Estimated	2017-18 Proposed
GENERAL FUND					
PROPERTY TAXES					
Secured	3,208,567	3,465,322	3,613,180	3,688,456	3,835,994
Unsecured	73,351	71,013	72,818	72,159	72,159
Supplemental	93,761	99,387	82,098	83,469	81,799
Other	43,193	39,717	40,768	44,000	40,000
HOPTR State	19,860	19,776	19,562	19,285	19,285
ERAF Rebate	609,057	539,693	485,724	658,538	519,696
Property Tax In-Lieu of VLF	785,600	847,650	881,556	899,352	935,326
County Fees	(51,544)	(47,485)	(55,000)	(54,079)	(63,000)
Total:	4,781,845	5,035,073	5,140,705	5,411,180	5,441,260
OTHER TAXES					
Sales Tax	623,943	644,626	595,000	657,912	605,000
Sales Tax-Public Safety	77,698	77,455	78,882	79,039	81,411
Transient Occupancy Tax	811,294	831,706	756,732	842,797	800,657
TOT Seasonal Rentals	12,996	4,694	-	-	-
Real Property Transfer	208,645	210,033	155,000	167,962	160,000
Total:	1,734,576	1,768,514	1,585,614	1,747,711	1,647,068
FRANCHISES					
Energy-PG&E	107,193	111,111	110,000	110,000	110,000
Refuse-Mill Valley Refuse	333,248	360,276	355,000	344,845	355,000
Debris Boxes - Grange	44,291	27,310	35,000	33,993	35,000
Cable-AT&T	182,325	189,337	200,000	208,000	210,000
Total:	667,057	688,034	700,000	696,838	710,000
FINES & FORFEITURES					
Vehicle Code	12,515	8,659	11,000	10,771	11,000
Parking Code	93,711	81,284	71,000	54,965	71,000
False Alarm Fines	1,805	-	2,500	2,575	2,000
Permit Reactivation Fines	557,961	7,652	15,000	66,382	20,000
Other Fines	34,328	12,305	25,000	39,686	25,000
Total:	700,320	109,900	124,500	174,379	129,000
INVESTMENT EARNINGS					
Interest-LAIF	36,121	62,388	40,000	97,275	100,000
Interest-Notes/Loans	2,241	2,647	1,200	1,111	-
Interest - Other	103	124	150	104	100
Total:	38,465	65,159	41,350	98,490	100,100

OPERATING REVENUES

FY 2017-18

Operating Budget Revenues - Detail

Description	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Estimated	2017-18 Proposed
INTERGOVERNMENT & AGENCY					
State Motor Vehicle License Fees	3,725	3,712	3,500	4,257	4,000
State POST	-	1,615	10,000	2,500	2,000
State Abandoned Vehicle	10,147	5,282	5,000	5,065	5,000
ISB 90 Reimbursements	158,774	37,959	1,000	1,000	1,000
Belvedere (Dairy Knoll Capital \$30K)	33,501	7,376	32,117	32,117	32,824
Belvedere-Tiburon Library Agency	15,937	14,464	16,000	-	-
Tiburon Sanitary District	7,051	6,848	8,000	4,497	7,000
Tiburon Fire District	14,953	10,629	13,000	8,705	11,000
State Grants	5,000	5,000	5,000	-	5,000
County Grants	52,968	13,741		15,568	13,500
TPSL McKegney Fees	10,170	3,308	5,000	12,443	7,000
Other Grants/Gifts (ABAG)	7,101	15,625	5,000	5,000	5,000
Total:	319,327	125,559	103,617	91,152	93,324
LICENSES & PERMITS					
Business License-Regular	204,955	237,879	200,000	189,195	200,000
Business License-Construction	117,040	65,807	62,000	61,626	62,000
Dog Walker Permits	-	500	-	300	-
Building Permits	781,400	545,744	525,000	439,767	525,000
CEQA EIR Initial Study	1,300	500	300	300	300
Design Review	109,828	89,136	85,000	97,569	90,000
Home Occupation Permit	5,550	6,600	5,000	5,550	5,000
Lot Line Adjustment	720	1,580	-	720	-
Master & Precise Plan	8,160	4,140	2,500	(1,519)	2,500
Sign Permit	450	755	1,500	593	1,000
Subdivision Permit	720	-	1,500	-	1,500
Tree Permit	9,080	15,460	9,000	13,538	9,000
Use Permit	7,429	11,820	7,500	4,089	7,500
Variance Amendment	25,500	21,220	15,000	21,330	15,000
Other Planning Permits	(685)	7,433	300	11,114	300
Alarm System Permit	20,320	22,105	20,000	20,520	20,000
Encroachment Permit	54,821	51,403	40,000	82,800	50,000
Misc. Engineering Fees	1,275	480	1,000	-	1,000
Parking Permit (Residential)	2,166	2,218	2,000	1,759	2,000
Total:	1,350,029	1,084,780	977,600	949,250	992,100

OPERATING REVENUES

FY 2017-18

Operating Budget Revenues - Detail

Description	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Estimated	2017-18 Proposed
CHARGES FOR SERVICE					
Cost Recovery-Administration	4,429	8,450	5,000	8,689	5,000
Refuse Franchise Admin. Fee	6,000	6,000	6,000	6,000	6,000
Miscellaneous-Administration Charges	1,089	10,686	2,000	2,740	2,000
Appeal	2,285	2,250	1,800	1,890	1,600
Plan Checking	295,315	305,615	200,000	247,794	200,000
Records & Document Storage	40,558	43,130	30,000	39,961	30,000
RBR Residential Resale Report	40,950	39,475	25,000	30,184	25,000
Staff Research	-	-	500	-	500
Street Name/Address Change	-	340	100	170	100
Noticing Of Applications	470	1,300	1,000	700	1,000
Sale Publications & Documents	1,610	16	1,000	(107)	1,000
Cost Recovery-Community Dev.	280	1,643	5,000	5,790	5,000
Miscellaneous-Planning Charges	330	(54)	-	-	-
Cost Recovery-Police	19,549	35,682	25,000	27,244	63,000
Police Overtime Reimbursement	13,034	10,524	15,000	6,485	15,000
Miscellaneous-Police Charges	6,402	2,970	3,500	4,230	3,500
Cost Recovery-Public Works	14,975	26,622	16,500	18,768	16,500
Total:	447,276	494,649	337,400	400,538	375,200
OTHER REVENUES					
Refunds & Reimbursements	23,943	11,293	15,000	14,752	15,000
Other Revenues	6,123	8,550	5,000	265	5,000
Litigation Settlement	-	-	-	-	-
Administrative Fees-Assessment Dist	16,998	16,041	15,000	105,050	14,000
Rent-Antenna Site & Utility	62,318	64,810	64,810	68,804	70,000
Rent-Downtown Restroom	13,300	11,020	10,800	11,040	11,040
Rent-Other	700	685	700	720	1,000
Sale-Property Equipment	2,508	645	2,000	10,626	5,000
Total:	125,890	113,044	113,310	211,256	121,040
Total General Fund:	\$ 10,164,785	\$ 9,484,712	\$ 9,124,096	\$ 9,780,792	\$ 9,609,091

OPERATING REVENUES

FY 2017-18

Operating Budget Revenues - Detail

Description	2014-15 Actual	2015-16 Actual	2016-17 Adopted	2016-17 Estimated	2017-18 Proposed
OTHER FUND SOURCES					
Restricted Fund Contributions					
Employee Compensated Leave Reserve					
Low/Moderate Income Housing Fund	10,890	23,270	33,126	32,120	33,033
Town Owned Housing Units	97,761	61,035	109,603	96,079	87,078
Peninsula Library JPA Fund	1,525,216	1,603,870	1,627,982	1,690,909	1,758,545
Long Range Planning Fund	95,000	29,370	48,000	48,000	25,000
Police COPS/SLESF Fund	100,000	127,441	100,000	100,000	125,000
Gas Tax Fund					40,000
Measure "A" Parks	-	45,115	33,000	33,000	58,000
Cypress Hollow Fund	22,368	15,374	16,500	20,704	16,500
Total:	1,851,235	1,905,475	1,968,211	2,020,812	2,143,157
Total Revenues (All Funds):					
	\$ 12,016,020	\$ 11,390,187	\$ 11,092,307	\$ 11,801,604	\$ 11,752,247

OVERVIEW OF OPERATING EXPENDITURES

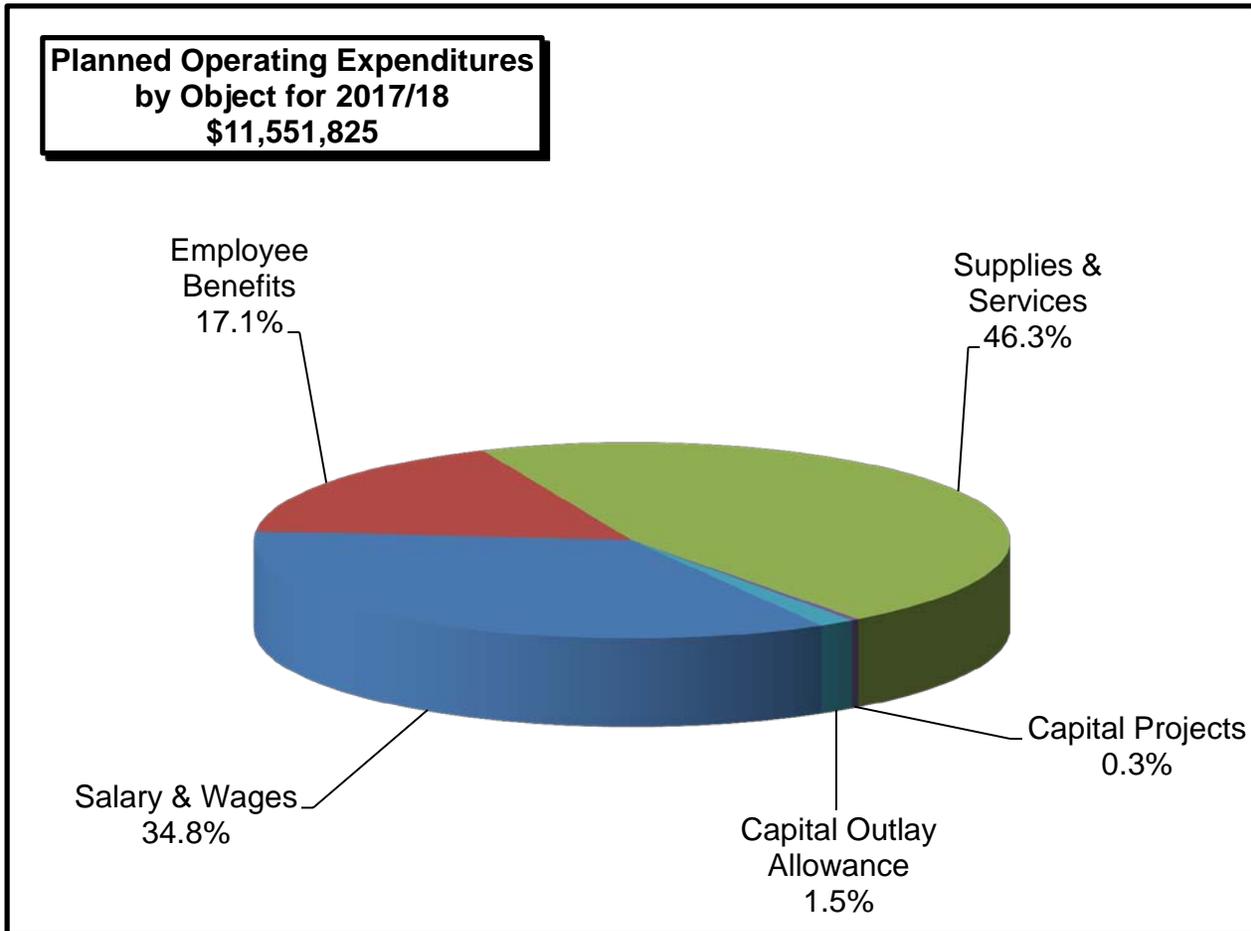


Expenditures by Department

Fund Sources for Expenditures

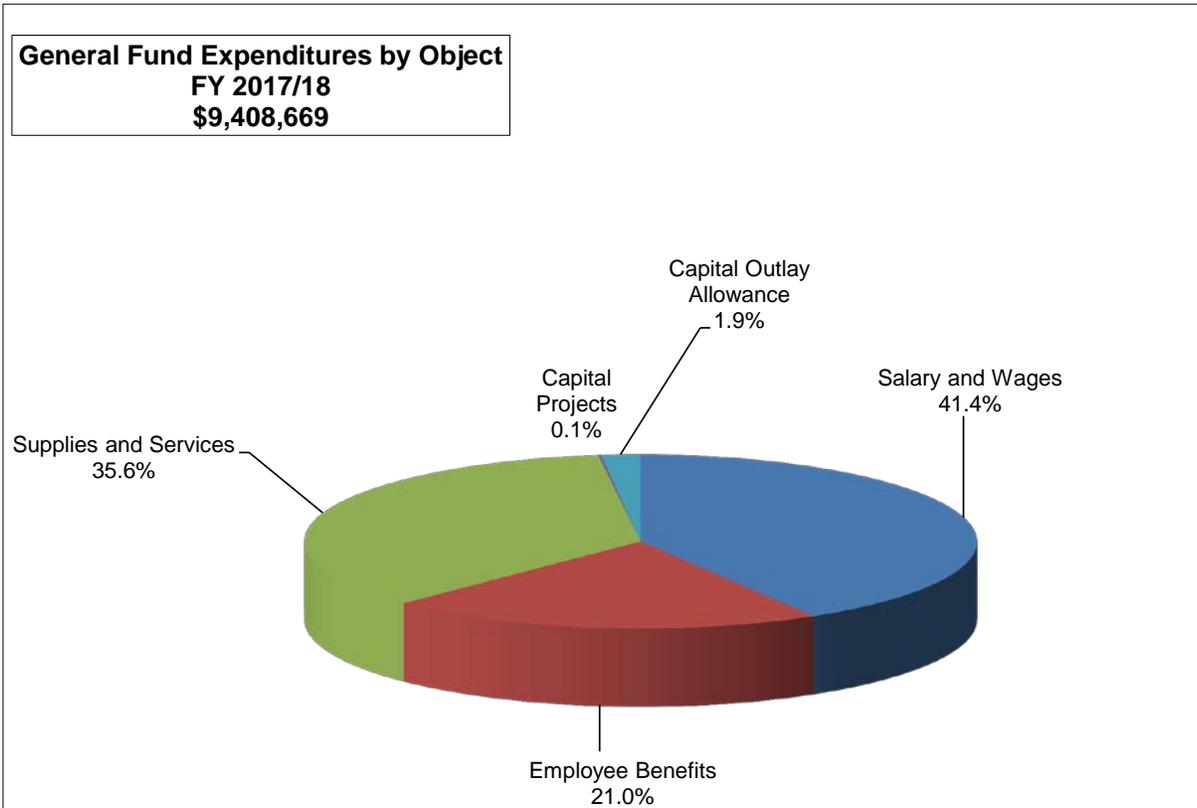
Expenditures by Object

Overview of Operating Expenditures by Object



Salary & Wages	\$4,022,931
Employee Benefits	1,974,669
Supplies & Services	5,354,125
Capital Projects	37,500
Capital Outlay Allowance	177,600
Total Operating Expenditures	\$11,566,825

Overview of Operating Expenditures



Salary and Wages	\$3,897,931
Employee Benefits	1,974,669
Supplies and Services	3,345,969
Capital Projects	12,500
Capital Outlay Allowance	177,600
Total Operating Expenditures	\$9,408,669

Summary of Department Expenditures

Department/Division	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
ALL DEPARTMENTS/DIVISIONS					
TOWN ADMINISTRATIVE SERVICES					
Administration	969,107	1,090,006	1,130,489	1,050,386	1,202,123
Legal Services	245,903	277,930	290,000	193,667	291,000
Legislative	33,525	35,690	74,750	57,155	85,250
Town Hall Facility	237,328	167,610	192,600	173,323	216,776
subtotal	\$ 1,485,863	\$ 1,571,236	\$ 1,687,839	\$ 1,474,530	\$ 1,795,149
NON-DEPARTMENTAL					
Insurances and Governmental Agreements	761,094	833,225	1,187,081	1,117,911	1,413,927
Housing	10,890	23,270	33,126	32,120	33,033
Town Owned Housing	97,761	61,035	109,603	96,079	87,078
Belvedere-Tiburon Library Agency	1,525,216	1,603,870	1,627,982	1,690,909	1,758,545
subtotal	\$ 2,394,961	\$ 2,521,400	\$ 2,957,791	\$ 2,937,019	\$ 3,292,584
COMMUNITY DEVELOPMENT					
Planning & Design Review	479,119	519,970	567,454	542,248	573,963
Building Inspection	653,448	588,040	614,166	605,234	661,912
Advance Planning	95,000	29,370	48,000	37,000	25,000
subtotal	\$ 1,227,567	\$ 1,137,380	\$ 1,229,620	\$ 1,184,482	\$ 1,260,875
POLICE SERVICES					
Police Department	2,856,766	2,870,872	3,214,358	3,097,155	3,276,517
Police EOC/Facility	55,564	73,742	64,600	47,540	65,532
subtotal	\$ 2,912,330	\$ 2,944,614	\$ 3,278,958	\$ 3,144,695	\$ 3,342,049
PUBLIC WORKS & ENGINEERING					
Administration & Engineering	298,889	328,910	412,809	403,862	568,858
Streets Maintenance	428,666	472,706	505,039	451,100	508,259
Parks Maintenance	451,646	475,951	581,001	552,909	632,172
Street & Signal Light System	32,604	35,547	40,100	31,618	34,000
Corporation Yard	87,146	97,860	95,800	94,328	116,380
Cypress Hollow	22,368	15,374	16,500	20,704	16,500
subtotal	\$ 1,321,319	\$ 1,426,348	\$ 1,651,248	\$ 1,554,521	\$ 1,876,169
TOTALS	\$ 9,342,040	\$ 9,600,978	\$ 10,805,457	\$ 10,295,248	\$ 11,566,825

Summary of Funding Sources
for Department Expenditures

	2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Estimated	2017/18 Proposed
ALL FUNDS					
General Fund	\$ 7,490,805	\$ 7,768,059	\$ 8,870,247	\$ 8,285,436	\$ 9,408,669
Employee Compensated Leave Reserve	-	-	-	-	-
Low & Moderate Income Housing	10,890	23,270	33,126	32,120	33,033
Town Owned Housing	97,761	61,035	109,603	96,079	87,078
Belvedere-Tiburon Library Agency	1,525,216	1,603,870	1,627,982	1,690,909	1,758,545
Long Range Planning	95,000	29,370	48,000	37,000	25,000
Police COPS/SLESF	100,000	100,000	100,000	100,000	125,000
Cypress Hollow Fund	22,368	15,374	16,500	20,704	16,500
Gas Tax Fund					40,000
Measure "A" Parks	-	-	-	33,000	73,000
Totals	\$ 9,342,040	\$ 9,600,978	\$ 10,805,457	\$ 10,295,248	\$ 11,566,825

Summary of Expenditures by Object

Expenditure Object	2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 3,831,669	\$ 3,725,923	\$ 3,832,962	\$ 3,786,818	\$ 4,022,931
EMPLOYEE BENEFITS	\$ 1,416,424	\$ 1,512,028	\$ 1,829,011	\$ 1,660,550	\$ 1,974,669
SUPPLIES & SERVICES					
Department Supplies & Expenses	159,555	158,123	190,150	143,533	205,025
Conferences & Memberships	33,038	37,606	66,550	44,974	58,850
Contractual Services	458,228	764,677	872,071	729,386	907,604
Insurances	298,864	308,780	346,483	380,349	349,490
Intergovernmental & Agency	2,089,743	2,184,626	2,548,378	2,541,482	2,697,915
Equipment Supplies & Maintenance	451,331	396,982	540,203	475,349	725,841
Utility & Communication	216,597	202,869	215,900	211,349	229,750
Special Department Administrative	128,070	128,410	159,850	100,213	179,350
Allocated Costs	300	0	300	300	300
Total Supplies & Services	\$ 3,835,726	\$ 4,182,073	\$ 4,939,884	\$ 4,626,935	\$ 5,354,125
CAPITAL OUTLAY EXPENSE	\$ 34,204	\$ 1,260	\$ 10,000	\$ 7,500	\$ 10,000
CAPITAL OUTLAY ALLOWANCE	\$ 177,600	\$ 177,600	\$ 176,600	\$ 177,267	\$ 177,600
CAPITAL PROJECT EXPENSES	\$ 46,417	\$ 2,094	\$ 50,000	\$ 36,178	\$ 27,500
TOTAL EXPENDITURES	\$ 9,342,040	\$ 9,600,978	\$ 10,838,457	\$ 10,295,248	\$ 11,566,825

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 two years with approximately 5.7 FTE employees. In FY 2016-17 the Office Assistant position was increased to full-time, and the entire Administration Department is now staffed with 5.9 FTE. The total proposed appropriation for Town Administration is \$1,795,149.

Administrative Services

The Administrative Services 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

	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
DEPARTMENT FUNDING					
General Fund	1,485,863	1,571,236	1,687,839	1,474,530	1,795,149
Employee Compensated Leave Reserve	-	-	-		
Total Department Funding	\$ 1,485,863	\$ 1,571,236	\$ 1,687,839	\$ 1,474,530	\$ 1,795,149
DIVISION FUNDING					
<u>Administration</u>					
General Fund	969,107	1,090,006	1,130,489	1,050,386	1,202,123
Total Administration	\$ 969,107	\$ 1,090,006	\$ 1,130,489	\$ 1,050,386	\$ 1,202,123
<u>Legal Services</u>					
General Fund	245,903	277,930	290,000	193,667	291,000
Total Legal Services	\$ 245,903	\$ 277,930	\$ 290,000	\$ 193,667	\$ 291,000
<u>Town Hall Facility</u>					
General Fund	237,328	167,610	192,600	173,323	216,776
Total Town Hall	\$ 237,328	\$ 167,610	\$ 192,600	\$ 173,323	\$ 216,776
<u>Legislative</u>					
General Fund	33,525	35,690	74,750	57,155	85,250
Total Legislative	\$ 33,525	\$ 35,690	\$ 74,750	\$ 57,155	\$ 85,250
Total Division Funding	\$ 1,485,863	\$ 1,571,236	\$ 1,687,839	\$ 1,474,530	\$ 1,795,149

Town Administration

ALL DIVISIONS

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 704,219	\$ 652,615	\$ 633,259	\$ 636,588	\$ 675,694
EMPLOYEE BENEFITS	207,602	214,995	224,480	208,990	220,379
SUPPLIES & SERVICES					
Department Supplies & Expenses	86,460	96,620	125,200	96,305	132,700
Conferences & Memberships	22,063	17,049	29,250	27,675	30,250
Contractual Services	247,549	414,297	460,000	336,888	463,300
Equipment Supplies & Maintenance	95,328	44,593	65,600	68,896	89,176
Utility & Communication	36,415	34,950	46,200	42,113	46,300
Special Department Administrative	24,023	66,857	71,850	26,909	104,350
Total Supplies & Services	511,838	674,366	798,100	598,786	866,076
CAPITAL OUTLAY EXPENSE	34,204	1,260	5,000	2,500	5,000
CAPITAL OUTLAY ALLOWANCE	28,000	28,000	27,000	27,667	28,000
CAPITAL PROJECT EXPENSES	-	-	-	-	-
TOTAL EXPENDITURES	\$ 1,485,863	\$ 1,571,236	\$ 1,687,839	\$ 1,474,530	\$ 1,795,149
SOURCE OF FUNDING					
General Fund	1,485,863	1,571,236	1,687,839	1,474,530	1,795,149
TOTAL FUNDING	\$ 1,485,863	\$ 1,571,236	\$ 1,687,839	\$ 1,474,530	\$ 1,795,149
STAFFING LEVEL					
Town Manager	1.00	1.00	1.00	1.00	1.00
Town Attorney	0.75	-	-	-	-
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Information Technology Coordinator	-	-	-	-	-
Town Clerk	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	0.91	0.91	0.91	1.00
Management Assistant	0.72	0.80	0.80	0.80	0.86
IT Desktop/Analyst Support	-	-	-	-	-
TOTAL STAFFING	6.47	5.71	5.71	5.71	5.86

Town Administration

ADMINISTRATIVE SERVICES

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 583,408	\$ 652,615	\$ 633,259	\$ 636,588	\$ 675,694
EMPLOYEE BENEFITS	\$ 175,714	\$ 214,995	\$ 224,480	\$ 208,990	\$ 220,379
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,633	5,991	6,000	4,567	6,000
Conferences & Memberships	12,456	12,926	22,500	20,781	22,500
Contractual Services	159,764	137,524	170,000	143,888	173,300
Utility & Communication	-	748	-	563	-
Special Department Administrative	6,132	39,207	48,250	9,009	78,250
Total Supplies & Services	\$ 183,985	\$ 196,396	\$ 246,750	\$ 178,808	\$ 280,050
CAPITAL OUTLAY ALLOWANCE	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
TOTAL EXPENDITURES	\$ 969,107	\$ 1,090,006	\$ 1,130,489	\$ 1,050,386	\$ 1,202,123
Positions	5.70	5.70	5.70	5.70	5.86
TOTAL STAFFING	5.70	5.70	5.70	5.70	5.86

Town Administration

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SALARY					
511100	Town Manager	215,127	207,263	196,224	198,846	202,114
511350	Administrative Services Director	131,182	136,289	139,429	139,251	143,193
511400	Town Clerk	87,501	91,321	93,427	85,758	79,837
511450	Information Technology Coordinator	-	-	-	-	-
511700	Finance/HR Assistant (.857 FTE)	58,435	64,533	66,023	67,611	72,656
511550	Management Analyst	51,112	77,394	83,568	83,061	90,103
511600	Office Assistant	31,227	44,343	48,588	51,879	61,791
515100	Overtime	-	-	1,000	170	1,000
517100	Vacation Conversion	132	30,302	-	5,901	-
516990	Retention Bonus	7,500	-	-	-	-
518100	Casual Hire	1,192	1,170	5,000	4,111	25,000
	Total:	\$ 583,408	\$ 652,615	\$ 633,259	\$ 636,588	\$ 675,694
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	60,588	71,786	97,485	74,924	112,335
521200	Employee Accruing Fringe	16,679	21,800	15,000	22,248	-
522200	PERS - Employer Normal Cost	53,833	59,357	42,237	36,478	42,255
522250	PERS - Employer Unfunded Liability Pmt.	-	-	26,060	21,697	31,835
522550	PERS - Add'l Payment Unfunded Liability	-	-	19,231	24,615	-
522300	PST 3.75%	3,066	2,562	2,476	2,680	2,543
522400	Other Retirement Benefits (GASB 45) 1.0%	28,279	30,262	6,323	6,323	6,425
523100	FICA-Medicare	6,669	7,649	9,069	7,425	9,386
524100	Auto Allowance	6,600	6,579	6,600	6,600	6,600
524200	Housing Allowance	-	-	-	4,500	9,000
524400	Relocation Expenses	-	15,000	-	-	-
524500	Cell Phone Allowance	-	-	-	1,500	1,500
	Total:	\$ 175,714	\$ 214,995	\$ 224,480	\$ 208,990	\$ 220,379
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	1,198	2,418	1,500	1,361	1,500
531060	Noticing & Publication	4,380	3,329	3,500	2,206	3,500
531140	Publications & Subscriptions	55	244	1,000	1,000	1,000
	Subtotal:	\$ 5,633	\$ 5,991	\$ 6,000	\$ 4,567	\$ 6,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences (Inc'd ICMA), Meetings, Travel	2,925	3,846	7,500	5,000	7,500
532020	Employee Development/Training/Retreat	166	863	3,000	3,781	3,000
532040	Memberships	9,365	8,217	12,000	12,000	12,000
	Subtotal:	\$ 12,456	\$ 12,926	\$ 22,500	\$ 20,781	\$ 22,500
	CONTRACTUAL SERVICES					
533010	Contractual Services	12,509	7,110	16,000	8,822	13,800
533250	IT Consulting Services	85,058	76,973	85,000	67,509	85,000
533020	Financial Audit	26,350	28,000	29,000	29,400	32,000
533060	Consulting Services	13,910	4,600	20,000	17,416	20,000
533200	Systems/Technical Support	21,937	20,841	20,000	20,741	22,500
	Subtotal:	\$ 159,764	\$ 137,524	\$ 170,000	\$ 143,888	\$ 173,300

Town Administration

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	UTILITY & COMMUNICATION					
537300	Telecommunication		\$ 748	\$ -	\$ 563	\$ -
	Subtotal:	\$ -	\$ 748	\$ -	\$ 563	\$ -
	SPECIAL DEPT. ADMINISTRATIVE					
538010	Election	-	12,471	15,000	-	45,000
538030	Municipal Code Section Maintenance	2,280	3,483	5,000	3,453	5,000
538040	Newsletter Production & Mailing	836	1,020	750	932	750
538240	Records Management	1,734	1,500	2,500	74	2,500
538900	Contingency Provision	1,282	20,733	25,000	4,550	25,000
	Subtotal:	\$ 6,132	\$ 39,207	\$ 48,250	\$ 9,009	\$ 78,250
	Total Supplies & Services:	\$ 183,985	\$ 196,396	\$ 246,750	\$ 178,808	\$ 280,050
	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	\$ 969,107	\$ 1,090,006	\$ 1,130,489	\$ 1,050,386	\$ 1,202,123

Town Administration

LEGAL SERVICES

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 120,811	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ 31,888	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	3,759	100	-	-	-
Conferences & Memberships	660	57	-	-	-
Contractual Services	87,785	276,773	290,000	193,000	290,000
Total Supplies & Services	\$ 92,204	\$ 276,930	\$ 290,000	\$ 193,000	\$ 290,000
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ -	\$ 667	\$ 1,000
TOTAL EXPENDITURES	\$ 245,903	\$ 277,930	\$ 290,000	\$ 193,667	\$ 291,000
STAFFING LEVEL					
Positions	0.75	Contract	Contract	Contract	Contract
TOTAL STAFFING	0.75	Contract	Contract	Contract	Contract

Town Administration

LEGAL SERVICES

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SALARY					
511200	Town Attorney (75%)	105,193		-		
517100	Vacation Conversion	15,618		-		
	Total:	\$ 120,811	\$ -	\$ -	\$ -	\$ -
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	762		-		
521200	Employee Accruing Fringe	6,582		-		
522100	PERS-Employee (7%)	-		-		
522200	PERS-Town (11.522%)	13,920		-		
522400	Other Retirement Benefits (GASB 45) 4.717%	6,454		-		
522500	PERS Side Fund Repayment (1.717%)	-		-		
523100	FICA-Medicare	1,862		-		
524100	Auto Allowance	2,308		-		
	Total:	\$ 31,888	\$ -	\$ -	\$ -	\$ -
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	3,759	100	-		
	Subtotal:	\$ 3,759	\$ 100	\$ -	\$ -	\$ -
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	230	57	-		
532040	Memberships	430		-		
	Subtotal:	\$ 660	\$ 57	\$ -	\$ -	\$ -
	CONTRACTUAL SERVICES					
533500	Contract - Town Attorney	25,730	216,070	210,000	153,000	210,000
533520	Litigation-ABAG PLAN	14,172	35,621	50,000	25,000	50,000
533530	Litigation-General	15,923	3,264	25,000	12,500	25,000
533590	Legal Settlements	31,960	21,818	5,000	2,500	5,000
	Subtotal:	\$ 87,785	\$ 276,773	\$ 290,000	\$ 193,000	\$ 290,000
	Total Supplies & Services:	92,204	276,930	290,000	193,000	290,000
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	1,000	1,000	-	667	1,000
	Total:	1,000	1,000	-	667	1,000
	TOTAL DEPARTMENT	\$ 245,903	\$ 277,930	\$ 290,000	\$ 193,667	\$ 291,000

Town Administration

LEGISLATIVE SUPPORT

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	21,287	18,559	58,000	46,771	65,500
Conferences & Memberships	8,947	4,066	6,750	6,894	7,750
Equipment Supplies & Maintenance	-	-	1,000	190	500
Special Department Administrative	2,291	12,065	8,000	2,300	10,500
Total Supplies & Services	\$ 32,525	\$ 34,690	\$ 73,750	\$ 56,155	\$ 84,250
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL EXPENDITURES	\$ 33,525	\$ 35,690	\$ 74,750	\$ 57,155	\$ 85,250

Town Administration

LEGISLATIVE SUPPORT

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531130	Special Events, Awards, Functions	20,612	18,479	22,000	25,012	22,000
531130	Community Events (Farmers' Market)	-		20,000	13,710	20,000
531130	Downtown Holiday Lights	-		10,000	7,904	7,500
531150	Council/Commission Functions	348	-	5,500	-	5,500
531990	Department Expenses	327	80	500	145	500
New	Bicycle Pedestrian Education Signage					10,000
	Subtotal:	\$ 21,287	\$ 18,559	\$ 58,000	\$ 46,771	\$ 65,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	3,335	2,156	3,500	2,702	3,500
532030	MCCMC Functions	4,545	660	2,000	2,942	3,000
532040	Memberships	1,067	1,250	1,250	1,250	1,250
	Subtotal:	\$ 8,947	\$ 4,066	\$ 6,750	\$ 6,894	\$ 7,750
536010	Operating Supplies	-		1,000	190	500
	Subtotal:	\$ -	\$ -	\$ 1,000	\$ 190	\$ 500
	SPECIAL DEPT ADMINISTRATION					
538050	Walking Guide Brochure (Heritage & Arts)	-	-	-	-	2,500
538510	Planning Commission	80		500	100	500
538520	Design Review Board	19		250	100	250
538530	Parks, Open Space & Trails Commission	109		250	100	250
538540	Heritage & Arts Commission	2,083	2,065	2,000	2,000	2,000
538900	Contingency	-	10,000	5,000	-	5,000
	Subtotal:	\$ 2,291	\$ 12,065	\$ 8,000	\$ 2,300	\$ 10,500
	Total Supplies & Services:	\$ 32,525	\$ 34,690	\$ 73,750	\$ 56,155	\$ 84,250
	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	\$ 33,525	\$ 35,690	\$ 74,750	\$ 57,155	\$ 85,250

Town Administration

TOWN HALL FACILITY

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	55,781	71,970	61,200	44,967	61,200
Equipment Supplies & Maintenance	95,328	44,593	64,600	68,706	88,676
Utility & Communication	36,415	34,202	46,200	41,550	46,300
Special Department Administrative Allocated Costs	15,600	15,585	15,600	15,600	15,600
Special Department Administrative	15,600	15,585	15,600	15,600	15,600
Total Supplies & Services	\$ 203,124	\$ 166,350	\$ 187,600	\$ 170,823	\$ 211,776
CAPITAL OUTLAY EXPENSE	\$ 34,204	\$ 1,260	\$ 5,000	\$ 2,500	\$ 5,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 237,328	\$ 167,610	\$ 192,600	\$ 173,323	\$ 216,776
STAFFING LEVEL					
Positions	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

Town Administration

TOWN HALL FACILITY

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	22,045	18,845	25,000	19,265	25,000
531080	Postage	14,458	3,921	10,000	9,804	10,000
531090	Printing & Reproduction	2,260	862	5,000	1,443	5,000
531120	Recruiting & Background	3,697	31,121	5,000	812	5,000
531130	Special Events, Awards, Functions	7,831	11,521	10,000	7,433	10,000
533070	Parking Lease	5,490	5,700	6,200	6,210	6,200
	Subtotal:	\$ 55,781	\$ 71,970	\$ 61,200	\$ 44,967	\$ 61,200
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	19,033	17,991	25,000	29,144	25,000
536030	Building/Facility Supplies	2,409	5,392	5,000	3,951	5,000
536060	Inspection & Testing	-	52	500	363	500
536070	Janitorial Services	12,120	13,000	15,000	12,233	18,576
536080	Landscape Grounds Materials	818	23	1,000	338	1,000
536100	Pest Control	376	390	600	402	600
536290	Misc. Facility Improvements	22,627	86	5,000	6,699	28,000
536280	Special Maintenance	1,488	-	2,500	-	-
536285	Dairy Knoll Maintenance	36,457	7,659	10,000	15,576	10,000
	Subtotal:	\$ 95,328	\$ 44,593	\$ 64,600	\$ 68,706	\$ 88,676
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	19,871	19,109	25,000	27,162	25,000
537200	Water-MMWD	1,304	1,152	1,200	1,461	2,000
537300	Telecommunications	15,240	13,941	20,000	12,927	17,500
537600	Cable Communication Services					1,800
	Subtotal:	\$ 36,415	\$ 34,202	\$ 46,200	\$ 41,550	\$ 46,300
	SPECIAL DEPT. ADMINISTRATIVE					
537700	MIDAS Network Charges	\$ 15,600	\$ 15,585	\$ 15,600	\$ 15,600	\$ 15,600
	Subtotal	\$ 15,600	\$ 15,585	\$ 15,600	\$ 15,600	\$ 15,600
	Total Supplies & Services:	\$ 203,124	\$ 166,350	\$ 187,600	\$ 170,823	\$ 211,776
	CAPITAL OUTLAY EXPENSES					
543030	Office Furniture/Equipment	34,204	1,260	5,000	2,500	5,000
	Total:	\$ 34,204	\$ 1,260	\$ 5,000	\$ 2,500	\$ 5,000
	TOTAL DEPARTMENT	\$ 237,328	\$ 167,610	\$ 192,600	\$ 173,323	\$ 216,776

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 \$1,260,875, 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

	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
DEPARTMENT FUNDING					
General Fund	1,132,567	1,108,010	1,181,620	1,147,482	1,235,875
Long Range Planning Fund	95,000	29,370	48,000	37,000	25,000
Total Department Funding	\$ 1,227,567	\$ 1,137,380	\$ 1,229,620	\$ 1,184,482	\$ 1,260,875
DIVISION FUNDING					
<u>Planning & Design Review</u>					
General Fund	479,119	519,970	567,454	542,248	573,963
Total Planning & Design Review	\$ 479,119	\$ 519,970	\$ 567,454	\$ 542,248	\$ 573,963
<u>Building Inspection</u>					
General Fund	653,448	588,040	614,166	605,234	661,912
Total Building Inspection	\$ 653,448	\$ 588,040	\$ 614,166	\$ 605,234	\$ 661,912
<u>Advance Planning</u>					
Long Range Planning Fund	95,000	29,370	48,000	37,000	25,000
Total Advance Planning	\$ 95,000	\$ 29,370	\$ 48,000	\$ 37,000	\$ 25,000
Total Division Funding	\$ 1,227,567	\$ 1,137,380	\$ 1,229,620	\$ 1,184,482	\$ 1,260,875

Community Development

ALL DIVISIONS

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 797,937	\$ 710,419	\$ 730,298	\$ 715,602	\$ 761,923
EMPLOYEE BENEFITS	\$ 210,863	\$ 244,064	\$ 298,372	\$ 260,599	\$ 276,802
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 12,874	\$ 6,848	\$ 8,000	\$ 8,044	\$ 8,700
Conferences & Memberships	\$ 2,867	\$ 4,854	\$ 14,200	\$ 7,077	\$ 13,500
Contractual Services	\$ 77,644	\$ 88,238	\$ 65,000	\$ 95,421	\$ 100,000
Equipment Supplies & Maintenance	\$ 5,995	\$ 5,426	\$ 9,750	\$ 4,082	\$ 8,950
Special Department Administrative	\$ 98,387	\$ 56,531	\$ 83,000	\$ 72,657	\$ 70,000
Total Supplies & Services	\$ 197,767	\$ 161,897	\$ 179,950	\$ 187,281	\$ 201,150
CAPITAL OUTLAY ALLOWANCE	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,227,567	\$ 1,137,380	\$ 1,229,620	\$ 1,184,482	\$ 1,260,875
SOURCE OF FUNDING					
General Fund	1,132,567	1,108,010	1,181,620	1,147,482	1,235,875
Long Range Planning Fund	95,000	29,370	48,000	37,000	25,000
TOTAL FUNDING	\$ 1,227,567	\$ 1,137,380	\$ 1,229,620	\$ 1,184,482	\$ 1,260,875
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	1.00
Permit Technician	1.00	1.00	1.00	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	2014/15 Actual	2014/15 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 339,904	\$ 360,205	\$ 377,136	\$ 373,376	\$ 390,527
EMPLOYEE BENEFITS	\$ 120,220	\$ 132,352	\$ 153,068	\$ 137,045	\$ 142,386
SUPPLIES & SERVICES					
Department Supplies & Expenses	7,800	6,571	7,500	7,544	7,500
Conferences & Memberships	1,520	2,261	7,200	1,733	6,000
Contractual Services	2,847	11,912	15,000	15,000	20,000
Insurances	-	-	-	-	-
Intergovernmental & Agency					
Equipment Supplies & Maintenance	728	569	1,450	1,450	1,450
Utility & Communication	-	-	-	-	-
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 12,895	\$ 21,313	\$ 31,150	\$ 25,727	\$ 34,950
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 479,119	\$ 519,970	\$ 567,454	\$ 542,248	\$ 573,963
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	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SALARY					
512100	Director of Community Development	132,828	138,060	141,244	141,062	145,053
512200	Planning Manager	92,167	97,731	101,422	101,571	104,446
512300	Associate Planner		67,813	74,934	74,748	81,593
512400	Assistant Planner	62,324	2,420	-	-	-
512600	Community Development Aide	41,495	47,543	50,536	42,531	49,435
515100	Overtime	-	288	-	162	1,000
517100	Vacation Conversion	-	-	-	-	-
518100	Casual Hire (DRB/PC Minutes)	11,090	6,350	9,000	13,302	9,000
	Total:	\$ 339,904	\$ 360,205	\$ 377,136	\$ 373,376	\$ 390,527
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	50,161	54,068	78,800	51,419	77,472
521200	Employee Accruing Fringe	13,477	12,878	-	11,913	-
522200	PERS-Employer Normal Cost	34,078	41,519	27,243	26,797	28,323
522250	PERS-Employer Unfunded Liability Pmt.			20,848	20,848	25,468
522550	PERS-Add'tl Unfunded Liability Pmt.			15,385	15,385	-
522400	Other Retirement Benefits (GASB 45) 1.0%	15,926	16,933	3,681	3,681	3,805
523100	FICA-Medicare	4,778	5,154	5,311	5,202	5,518
534050	Unemployment Insurance	-	-	-	-	-
524100	Auto Allowance	1,800	1,800	1,800	1,800	1,800
	Total:	\$ 120,220	\$ 132,352	\$ 153,068	\$ 137,045	\$ 142,386
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	7,642	6,105	7,000	7,044	7,000
531140	Publications & Subscriptions	158	466	500	500	500
	Subtotal:	\$ 7,800	\$ 6,571	\$ 7,500	\$ 7,544	\$ 7,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	787	1,466	2,500	497	2,500
532020	Employee Development/Training	175	237	3,500	399	2,500
532040	Memberships	558	558	1,200	837	1,000
	Subtotal:	\$ 1,520	\$ 2,261	\$ 7,200	\$ 1,733	\$ 6,000
	CONTRACTUAL SERVICES					
533010	Contractual Services	2,847	11,912	15,000	15,000	20,000
	Subtotal:	\$ 2,847	\$ 11,912	\$ 15,000	\$ 15,000	\$ 20,000
	EQ SUPPLIES & MAINTENANCE					
536050	Fuel & Oil	625	569	950	950	950
536250	Vehicle Maintenance	103	-	500	500	500
	Subtotal:	\$ 728	\$ 569	\$ 1,450	\$ 1,450	\$ 1,450
	Total Supplies & Services:	\$ 12,895	\$ 21,313	\$ 31,150	\$ 25,727	\$ 34,950
	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	4,100	4,100
	Total:	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100
	TOTAL DEPARTMENT	\$ 479,119	\$ 519,970	\$ 567,454	\$ 542,248	\$ 573,963

Community Development

BUILDING INSPECTION

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 458,033	\$ 350,214	\$ 353,162	\$ 342,226	\$ 371,396
EMPLOYEE BENEFITS	\$ 90,643	\$ 111,712	\$ 145,304	\$ 123,554	\$ 134,416
SUPPLIES & SERVICES					
Department Supplies & Expenses	74	277	500	500	1,200
Conferences & Memberships	1,347	2,593	7,000	5,344	7,500
Contractual Services	74,797	76,326	50,000	80,421	80,000
Equipment Supplies & Maintenance	5,267	4,857	8,300	2,632	7,500
Utility & Communication	-	-	-	-	-
Special Department Administrative Allocated Costs	8,387	27,161	35,000	35,657	45,000
Total Supplies & Services	\$ 89,872	\$ 111,214	\$ 100,800	\$ 124,554	\$ 141,200
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900
TOTAL EXPENDITURES	\$ 653,448	\$ 588,040	\$ 614,166	\$ 605,234	\$ 661,912
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	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SALARY					
512700	Building Official	91,397	122,837	125,755	125,409	129,156
512800	Building Inspector	45,018	67,442	87,835	85,918	93,923
512850	Building Permit Technician	69,112	64,970	68,563	68,601	74,024
512900	Building Permit Clerk	58,010	46,843	54,009	42,556	53,293
515100	Overtime	6,906	175	2,000	421	1,000
517100	Vacation Conversion	8,891	2,505	-	-	-
518100	Casual Hire	178,699	45,442	15,000	19,321	20,000
	Total:	\$ 458,033	\$ 350,214	\$ 353,162	\$ 342,226	\$ 371,396
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	22,974	37,008	78,800	41,762	77,472
521200	Employee Accruing Fringe	22,820	17,866		16,377	-
522200	PERS-Employer Normal Cost	25,209	35,665	22,035	20,996	22,891
522250	PERS-Unfunded Liability			20,848	20,848	25,468
522255	PERS-Add'l Unfunded Liability Pmt.			15,385	15,385	-
522400	Other Retirement Benefits (GASB 45) 1.0%	15,158	16,495	3,362	3,362	3,504
523100	FICA-Medicare	4,482	4,678	4,874	4,824	5,081
	Total:	\$ 90,643	\$ 111,712	\$ 145,304	\$ 123,554	\$ 134,416
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	74	277	500	500	1,200
531170	Document Storage	-	-	-	-	-
	Subtotal:	\$ 74	\$ 277	\$ 500	\$ 500	\$ 1,200
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	160	105	1,500	1,497	1,500
532020	Employee Development/Training	1,101	2,273	5,000	3,347	5,000
532040	Memberships	86	215	500	500	1,000
	Subtotal:	\$ 1,347	\$ 2,593	\$ 7,000	\$ 5,344	\$ 7,500
	CONTRACTUAL SERVICES					
533010	Contractual (Outside Plan Check)	74,797	76,326	50,000	80,421	80,000
	Subtotal:	\$ 74,797	\$ 76,326	\$ 50,000	\$ 80,421	\$ 80,000
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	2,501	2,156	4,000	794	4,000
536050	Fuel & Oil	1,875	1,706	2,800	1,590	2,000
536250	Vehicle Maintenance	891	995	1,500	248	1,500
	Subtotal:	\$ 5,267	\$ 4,857	\$ 8,300	\$ 2,632	\$ 7,500

Community Development

BUILDING INSPECTION

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SPECIAL DEPT. ADMINISTRATIVE					
538240	Records Management-Outside Scanning	8,387	27,161	35,000	35,657	45,000
	Subtotal:	\$ 8,387	\$ 27,161	\$ 35,000	\$ 35,657	\$ 45,000
	Total Supplies & Services:	\$ 89,872	\$ 111,214	\$ 100,800	\$ 124,554	\$ 141,200
	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	\$ 653,448	\$ 588,040	\$ 614,166	\$ 605,234	\$ 661,912

Community Development

ADVANCE PLANNING

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,000	-	-	-	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	-	-	-	-	-
Utility & Communication	-	-	-	-	-
Special Department Administrative	90,000	29,370	48,000	37,000	25,000
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 95,000	\$ 29,370	\$ 48,000	\$ 37,000	\$ 25,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 95,000	\$ 29,370	\$ 48,000	\$ 37,000	\$ 25,000

Community Development

ADVANCE PLANNING

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 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	5,000				
	Subtotal:	\$ 5,000	\$ -	\$ -	\$ -	\$ -
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	-				
532040	Memberships	-				
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	CONTRACTUAL SERVICES					
533010	Contractual Services	-				
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	SPECIAL DEPT. ADMINISTRATIVE					
538220	Housing Element Update	20,000				
New	Climate Action Plan					10,000
538230	General Plan Update (Misc.)	70,000	29,370	48,000	37,000	15,000
	Subtotal:	\$ 90,000	\$ 29,370	\$ 48,000	\$ 37,000	\$ 25,000
	ALLOCATED COSTS					
539010	Insurance-Liability	-				
539020	Insurance-Workers' Compensation	-				
	Town Hall Facility	-				
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Supplies & Services:	\$ 95,000	\$ 29,370	\$ 48,000	\$ 37,000	\$ 25,000
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	-				
559020	Technology Allowance	-				
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 95,000	\$ 29,370	\$ 48,000	\$ 37,000	\$ 25,000

POLICE

Police Services

Police/EOC Facility

The Police Department provides law enforcement services for ensuring the safety of 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 \$3,342,049. Staffing is comprised of 12 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 exist to this date.

Police Services

The Police 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 police facility which also serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. section. Belvedere contributes 12.5% of the funds needed to maintain this function.

Police Department

DEPARTMENT SUMMARY

	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
DEPARTMENT FUNDING					
General Fund	2,812,330	2,844,614	3,178,958	3,044,695	3,217,049
Police COPS/SLESF Fund	100,000	100,000	100,000	100,000	125,000
Total Department Funding	\$ 2,912,330	\$ 2,944,614	\$ 3,278,958	\$ 3,144,695	\$ 3,342,049
DIVISION FUNDING					
<u>Police Services</u>					
General Fund	2,756,766	2,770,872	3,114,358	2,997,155	3,151,517
Police COPS/SLESF Fund	100,000	100,000	100,000	100,000	125,000
Total Police Services	\$ 2,856,766	\$ 2,870,872	\$ 3,214,358	\$ 3,097,155	\$ 3,276,517
<u>Police Facility</u>					
General Fund	55,564	73,742	64,600	47,540	65,532
Total Facility	\$ 55,564	\$ 73,742	\$ 64,600	\$ 47,540	\$ 65,532
Total Division Funding	\$ 2,912,330	\$ 2,944,614	\$ 3,278,958	\$ 3,144,695	\$ 3,342,049

Police Department

ALL DIVISIONS

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 1,690,982	\$ 1,659,648	\$ 1,734,100	\$ 1,720,642	\$ 1,815,096
EMPLOYEE BENEFITS	\$ 648,685	\$ 645,575	\$ 845,875	\$ 789,403	\$ 805,662
SUPPLIES & SERVICES					
Department Supplies & Expenses	55,410	45,530	48,000	30,074	53,000
Conferences & Memberships	6,117	11,605	17,000	5,031	9,000
Contractual Services	53,929	126,682	143,075	134,464	144,020
Intergovernmental & Agency	190,278	180,763	192,708	215,076	215,389
Equipment Supplies & Maintenance	111,313	118,555	137,500	107,853	138,432
Utility & Communication	63,812	65,234	67,200	55,505	67,950
Special Department Administrative	5,660	5,022	5,000	647	5,000
Total Supplies & Services	\$ 486,519	\$ 553,391	\$ 610,483	\$ 548,650	\$ 632,791
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
CAPITAL PROJECT EXPENSES	\$ 144	\$ -	\$ 2,500	\$ -	\$ 2,500
TOTAL EXPENDITURES	\$ 2,912,330	\$ 2,944,614	\$ 3,278,958	\$ 3,144,695	\$ 3,342,049
SOURCE OF FUNDING					
General Fund	2,812,330	2,844,614	3,178,958	3,044,695	3,217,049
Police COPS/SLESF Fund	100,000	100,000	100,000	100,000	125,000
TOTAL FUNDING	\$ 2,912,330	\$ 2,944,614	\$ 3,278,958	\$ 3,144,695	\$ 3,342,049
STAFFING LEVEL					
Chief	1.00	1.00	1.00	1.00	1.00
Captain	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	3.00
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	16.00

Police Department

POLICE SERVICES

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 1,690,982	\$ 1,659,648	\$ 1,734,100	\$ 1,720,642	\$ 1,815,096
EMPLOYEE BENEFITS	\$ 648,685	\$ 645,575	\$ 845,875	\$ 789,403	\$ 805,662
SUPPLIES & SERVICES					
Department Supplies & Expenses	55,410	45,530	48,000	30,074	53,000
Conferences & Memberships	6,117	11,605	17,000	5,031	9,000
Contractual Services	53,929	126,682	143,075	134,464	144,020
Intergovernmental & Agency	190,278	180,763	192,708	215,076	215,389
Equipment Supplies & Maintenance	82,391	73,097	101,000	81,744	101,000
Utility & Communication	42,974	41,972	46,600	34,721	47,350
Total Supplies & Services	\$ 431,099	\$ 479,649	\$ 548,383	\$ 501,110	\$ 569,759
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
TOTAL EXPENDITURES	\$ 2,856,766	\$ 2,870,872	\$ 3,214,358	\$ 3,097,155	\$ 3,276,517
STAFFING LEVEL					
Positions	17.00	17.00	17.00	17.00	16.00
TOTAL STAFFING	17.00	17.00	17.00	17.00	16.00

Police Department

POLICE SERVICES

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SALARY					
513100	Police Chief	162,685	169,828	173,744	173,599	178,439
513200	Captain	71,517	-	-	-	-
513400	Sergeants (4)	402,034	398,269	453,513	453,212	465,749
513500	Patrol Officer (7)	581,781	669,486	655,519	632,668	668,309
513600	Secretary	66,678	7,933	-	-	-
531650	Emergency Services Coordinator	69,721	74,382	77,472	77,411	83,542
513950	Police Service Aide (3)	125,977	121,735	161,035	145,031	191,051
515100	Overtime	94,032	123,461	95,000	129,485	115,000
515200	Overtime (Special Events)	9,037	5,766	25,000	3,450	15,000
516200	Education Incentive Pay	14,165	14,829	11,400	13,841	14,400
516300	Holiday Pay	45,870	48,803	52,917	65,907	54,356
516400	Special Pay	2,180	2,529	2,400	2,259	2,400
516600	Longevity Pay	9,300	9,790	11,700	10,545	12,450
516700	Shift Differential	6,259	6,241	14,400	9,675	14,400
517100	Vacation Conversion	29,746	6,596	-	3,559	-
	Total:	\$ 1,690,982	\$ 1,659,648	\$ 1,734,100	\$ 1,720,642	\$ 1,815,096
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	199,902	166,584	305,279	155,336	336,432
521200	Employee Accruing Fringe	23,088	28,152	15,756	32,670	-
522200	PERS-Employer Normal Cost	278,100	290,870	199,073	180,781	210,991
522250	PERS-Employer Unfunded Liability Pmt.			154,756	154,756	188,716
522255	PERS-Add'tl Unfunded Liability Pmt.			115,385	115,385	-
522300	PST-Part-time (3.75%)	3,156	2,355	-	443	-
522400	Other Post Employment Benefits (GASB 45)	103,409	110,000	17,341	17,341	18,151
522500	CalPERS Side Fund Repayment	-	-	-	-	-
523100	FICA-Medicare	22,606	24,426	23,057	115,385	24,434
524100	Automobile Allowance	1,108	2,400	2,400	2,400	2,400
524300	Medical Allowance	16,116	12,838	12,828	12,828	12,838
525300	Tuition Reimbursement	1,200	1,200	-	2,078	-
526100	Unemployment Insurance	-	6,750	-	-	11,700
	Total:	\$ 648,685	\$ 645,575	\$ 845,875	\$ 789,403	\$ 805,662
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	15,266	9,179	14,000	9,737	14,000
531040	Evidence Supplies	2,208	1,689	2,000	1,182	2,000
531080	Postage	3,095	2,661	3,000	3,924	3,000
531090	Printing & Reproduction	4,204	4,943	4,000	2,565	4,000
531110	Range & Weapons	15,366	6,378	8,000	1,268	12,000
531120	Recruiting & Investigation	3,823	12,221	5,000	3,167	5,000
531121	Special Investigation	9,688	5,768	10,000	5,184	10,000
531140	Publications & Subscriptions	1,760	2,691	2,000	3,047	3,000
	Subtotal:	\$ 55,410	\$ 45,530	\$ 48,000	\$ 30,074	\$ 53,000

Police Department

POLICE SERVICES

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,420	3,016	2,000	155	2,000
532020	Employee Development/Training	-	-	-	-	-
532040	Memberships	1,685	1,400	2,500	1,761	2,500
532060	POST-Reimbursed Training	2,451	4,721	10,000	2,310	2,000
532070	POST-Non Reimbursed Training	126	1,904	2,000	257	2,000
532090	Special Meal Allowance (MOU)	435	564	500	548	500
	Subtotal:	\$ 6,117	\$ 11,605	\$ 17,000	\$ 5,031	\$ 9,000
	CONTRACTUAL SERVICES					
533010	Contractual Services (Belvedere Chief)	26,041	95,966	112,000	109,416	112,248
533080	Records Management System (Tech)	25,348	25,066	19,582	13,931	23,840
533090	Lexipol Policy Manual Maintenance	2,540	5,650	2,450	7,725	3,025
533200	Systems Support (MDC, CAD Maint)	-	-	9,043	3,392	4,907
	Subtotal:	\$ 53,929	\$ 126,682	\$ 143,075	\$ 134,464	\$ 144,020
	INTERGOVERNMENT, AGENCY & JPA					
535080	Marin County Jail Booking	-	-	-	-	-
535090	Marin County Major Crimes Task Force	35,417	27,422	29,938	28,971	29,938
535131	Marin County Dispatch	151,734	150,214	159,270	182,978	181,951
535170	Marin County DA-Prandi Center	3,127	3,127	3,500	3,127	3,500
	Subtotal:	\$ 190,278	\$ 180,763	\$ 192,708	\$ 215,076	\$ 215,389
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	-	1,634	1,000	983	1,000
536050	Fuel & Oil	22,703	20,610	27,000	19,314	27,000
536120	Radar Maintenance	351	-	500	-	500
536130	Radio Maintenance	944	974	2,000	321	2,000
536210	Safety Equipment	11,066	2,655	15,000	14,036	15,000
536220	Uniform Maintenance	6,479	5,039	6,000	4,322	6,000
536230	Uniform Purchase/Replacement	4,063	9,902	7,500	5,000	7,500
536240	Vehicle Supplies	19	495	1,000	501	1,000
536250	Vehicle Maintenance	30,811	20,747	30,000	29,106	30,000
536270	Safety Equipment (MOU)	606	573	1,000	200	1,000
536320	License Plate Camera Maintenance	5,349	10,468	10,000	7,961	10,000
	Subtotal:	\$ 82,391	\$ 73,097	\$ 101,000	\$ 81,744	\$ 101,000
	UTILITY & COMMUNICATION					
537300	Telecommunication	27,554	26,551	31,000	19,505	31,000
537600	Cable Communication Services				402	750
537700	MIDAS Internet Connection	15,420	15,421	15,600	14,814	15,600
	Subtotal:	\$ 42,974	\$ 41,972	\$ 46,600	\$ 34,721	\$ 47,350
	Total Supplies & Services:	\$ 431,099	\$ 479,649	\$ 548,383	\$ 501,110	\$ 569,759

Police Department**POLICE SERVICES**

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	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	\$ 2,856,766	\$ 2,870,872	\$ 3,214,358	\$ 3,097,155	\$ 3,276,517

Police Department**POLICE FACILITY**

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	28,922	45,458	36,500	26,109	37,432
Utility & Communication	20,838	23,262	20,600	20,784	20,600
Special Department Administrative	5,660	5,022	5,000	647	5,000
Total Supplies & Services	\$ 55,420	\$ 73,742	\$ 62,100	\$ 47,540	\$ 63,032
CAPITAL PROJECT EXPENSES	\$ 144	\$ -	\$ 2,500	\$ -	\$ 2,500
TOTAL EXPENDITURES	\$ 55,564	\$ 73,742	\$ 64,600	\$ 47,540	\$ 65,532

Police Department

POLICE FACILITY

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SUPPLIES & SERVICES					
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	14,023	23,271	10,000	4,295	10,000
536030	Building/Facility Supplies	2,216	8,979	11,000	8,070	11,000
536050	Fuel & Oil (Generator)	-	-	500	-	500
536060	Inspection & Testing (Generator)	-	-	500	363	500
536070	Janitorial Services	12,000	13,000	13,000	12,263	13,932
536100	Pest Control	516	208	500	611	500
536280	Special Maintenance	167	-	1,000	507	1,000
	Subtotal:	\$ 28,922	\$ 45,458	\$ 36,500	\$ 26,109	\$ 37,432
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	20,322	21,474	20,000	19,113	20,000
537200	Water-MMWD	516	1,788	600	1,671	600
	Subtotal:	\$ 20,838	\$ 23,262	\$ 20,600	\$ 20,784	\$ 20,600
	SPECIAL DEPT. ADMINISTRATIVE					
538020	Emergency & Disaster Planning	5,660	5,022	5,000	647	5,000
543030	Office Furniture/Equipment			2,000		2,000
	Subtotal:	\$ 5,660	\$ 5,022	\$ 5,000	\$ 647	\$ 5,000
	Total Supplies & Services:	\$ 55,420	\$ 73,742	\$ 62,100	\$ 47,540	\$ 63,032
	CAPITAL PROJECT EXPENSES					
561140	EOC Equipment Upgrades	144	-	2,500	-	2,500
	Total:	\$ 144	\$ -	\$ 2,500	\$ -	\$ 2,500
	TOTAL DEPARTMENT	\$ 55,564	\$ 73,742	\$ 64,600	\$ 47,540	\$ 65,532

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 \$1,876,169, 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

	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
DEPARTMENT FUNDING					
General Fund	1,298,951	1,410,974	1,634,748	1,500,817	1,746,669
Gas Tax	-	-	-	-	40,000
Measure "A" Parks	-	-	-	-	73,000
Cypress Hollow Fund	22,368	15,374	16,500	20,704	16,500
Total Department Funding	\$ 1,321,319	\$ 1,426,348	\$ 1,651,248	\$ 1,521,521	\$ 1,876,169
DIVISION FUNDING					
<u>Administration & Engineering</u>					
General Fund	298,889	328,910	412,809	370,862	455,858
Gas Tax					40,000
Measure "A" Parks	-	-	33,000	33,000	73,000
Total Administration & Engineering	\$ 298,889	\$ 328,910	\$ 445,809	\$ 403,862	\$ 568,858
<u>Streets Maintenance</u>					
General Fund	428,666	472,706	505,039	451,100	508,259
Total Streets Maintenance	\$ 428,666	\$ 472,706	\$ 505,039	\$ 451,100	\$ 508,259
<u>Parks Maintenance</u>					
General Fund	451,646	475,951	581,001	552,909	632,172
Total Parks Maintenance	\$ 451,646	\$ 475,951	\$ 581,001	\$ 552,909	\$ 632,172
<u>Street & Signal Light Maintenance</u>					
General Fund	32,604	35,547	40,100	31,618	34,000
Total Street & Signal Light Maintenance	\$ 32,604	\$ 35,547	\$ 40,100	\$ 31,618	\$ 34,000
<u>Cypress Hollow</u>					
Cypress Hollow Fund	22,368	15,374	16,500	20,704	16,500
Total Cypress Hollow	\$ 22,368	\$ 15,374	\$ 16,500	\$ 20,704	\$ 16,500
<u>Corporation Yard</u>					
General Fund	87,146	97,860	95,800	94,328	116,380
Total Corporation Yard	\$ 87,146	\$ 97,860	\$ 95,800	\$ 94,328	\$ 116,380
Total Division Funding	\$ 1,321,319	\$ 1,426,348	\$ 1,684,248	\$ 1,554,521	\$ 1,876,169

Public Works

ALL DIVISIONS

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 638,531	\$ 703,241	\$ 735,305	\$ 713,986	\$ 770,218
EMPLOYEE BENEFITS	260,724	272,338	325,283	279,986	311,821
SUPPLIES & SERVICES					
Department Supplies & Expenses	3,999	4,098	3,450	3,938	5,350
Conferences & Memberships	1,991	4,098	6,100	5,191	6,100
Contractual Services	63,751	114,394	184,760	141,600	178,400
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	193,353	182,894	279,250	248,489	441,180
Utility & Communication	116,370	102,685	102,500	113,731	115,500
Allocated Costs	-	-	-	-	-
Total Supplies & Services	379,464	408,169	576,060	512,949	746,530
CAPITAL OUTLAY EXPENSE	-	-	5,000	5,000	5,000
CAPITAL OUTLAY ALLOWANCE	42,600	42,600	42,600	42,600	42,600
CAPITAL PROJECT EXPENSES	-	-	-	-	-
TOTAL EXPENDITURES	\$ 1,321,319	\$ 1,426,348	\$ 1,684,248	\$ 1,554,521	\$ 1,876,169
SOURCE OF FUNDING					
General Fund	1,298,951	1,410,974	1,634,748	1,500,817	1,746,669
Cypress Hollow Fund	22,368	15,374	16,500	20,704	16,500
State Gas Tax Fund	-	-	-	-	40,000
Measure "A" Parks	-	-	33,000	33,000	73,000
TOTAL FUNDING	\$ 1,321,319	\$ 1,426,348	\$ 1,684,248	\$ 1,554,521	\$ 1,876,169
STAFFING LEVEL					
Public Works Director/ Town Engineer	1.00	1.00	1.00	1.00	1.00
Associate Engineer	-	-	-	-	1.00
Engineer Technician	1.00	1.00	1.00	1.00	-
Superintendent	1.00	1.00	1.00	1.00	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	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 203,675	\$ 216,603	\$ 250,364	\$ 250,711	\$ 268,387
EMPLOYEE BENEFITS	\$ 70,629	\$ 61,691	\$ 86,095	\$ 71,646	\$ 84,021
SUPPLIES & SERVICES					
Department Supplies & Expenses	3,540	3,106	2,250	820	2,250
Conferences & Memberships	1,014	1,991	3,500	2,085	3,500
Contractual Services	8,193	42,819	40,000	15,000	17,000
Equipment Supplies & Maintenance	9,238	100	61,000	61,000	191,100
Total Supplies & Services	\$ 21,985	\$ 48,016	\$ 106,750	\$ 78,905	\$ 213,850
CAPITAL OUTLAY ALLOWANCE	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
TOTAL EXPENDITURES	\$ 298,889	\$ 328,910	\$ 445,809	\$ 403,862	\$ 568,858
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	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SALARY					
514100	Public Works Director/Town Engineer	137,500	146,973	157,964	157,601	168,710
514900	Engineering Technician	66,175	48,177	-	-	-
514150	Associate Engineer		19,368	92,400	93,110	99,677
517100	Vacation Conversion	-	1,297	-	-	-
518100	Casual Hire	-	788	-	-	-
	Total:	\$ 203,675	\$ 216,603	\$ 250,364	\$ 250,711	\$ 268,387
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	25,390	17,249	39,400	20,532	38,736
521200	Employee Accruing Fringe	4,800	4,800	-	4,801	-
522100	PERS-Employee (7%)			-	-	-
522200	PERS-Town Normal Cost	23,468	22,444	18,793	18,462	19,875
522250	PERS-Unfunded Liability Payment	-	-	10,424	10,424	12,734
522550	PERS-Add'l Unfunded Liability Pmt.			7,692	7,692	-
522400	Other Retirement Benefits (GASB 45) 1.0%	10,420	10,410	2,504	2,504	2,684
523100	FICA-Medicare	2,951	3,188	3,682	3,631	3,892
525300	Tuition Reimbursement					2,500
524100	Auto Allowance	3,600	3,600	3,600	3,600	3,600
	Total:	\$ 70,629	\$ 61,691	\$ 86,095	\$ 71,646	\$ 84,021
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	3,288	2,874	2,000	570	2,000
531140	Publications & Subscriptions	252	232	250	250	250
	Subtotal:	\$ 3,540	\$ 3,106	\$ 2,250	\$ 820	\$ 2,250
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	572	491	1,000	1,000	1,000
532020	Employee Development/Training	100	1,500	2,000	585	2,000
532040	Memberships	342	-	500	500	500
	Subtotal:	\$ 1,014	\$ 1,991	\$ 3,500	\$ 2,085	\$ 3,500
	CONTRACTUAL SERVICES					
533200	Technical Support (Project Software)			10,000	-	-
533700	Contract - Engineering Services	8,193	32,266	15,000	15,000	17,000
538080	Street Speed Survey	-	10,553	15,000	-	-
	Subtotal:	\$ 8,193	\$ 42,819	\$ 40,000	\$ 15,000	\$ 17,000
	EQUIP, SUPPLIES & MAINTENANCE					
536190	Street Striping	\$ -		\$ 8,000	\$ 8,000	\$ 8,000
537300	Telecommunication	\$ -	\$ 100		\$ -	\$ 100
536095	Open Space Vegetation Management	\$ 9,238		\$ 53,000	\$ 53,000	\$ 93,000
New	Storm Drain Flushing	\$ -	\$ -	\$ -	\$ -	\$ 50,000
New	Traffic Calming	\$ -	\$ -	\$ -	\$ -	\$ 20,000
New	Curb/Sidewalk Improvements					\$ 20,000
	Subtotal:	\$ 9,238	\$ 100	\$ 61,000	\$ 61,000	\$ 191,100
	Total Supplies & Services:	\$ 21,985	\$ 48,016	\$ 106,750	\$ 78,905	\$ 213,850
	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	\$ 298,889	\$ 328,910	\$ 445,809	\$ 403,862	\$ 568,858

Public Works

STREETS MAINTENANCE

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 256,134	\$ 297,542	\$ 287,989	\$ 268,151	\$ 299,700
EMPLOYEE BENEFITS	\$ 100,475	\$ 115,126	\$ 132,800	\$ 108,232	\$ 129,959
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ -	\$ -	\$ 100	\$ 102	\$ 100
Conferences & Memberships	\$ 432	\$ 907	\$ 1,400	\$ 2,316	\$ 1,400
Equipment Supplies & Maintenance	\$ 71,625	\$ 59,131	\$ 77,750	\$ 67,299	\$ 72,100
Utility & Communication	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies & Services	\$ 72,057	\$ 60,038	\$ 79,250	\$ 69,717	\$ 73,600
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL EXPENDITURES	\$ 428,666	\$ 472,706	\$ 505,039	\$ 451,100	\$ 508,259
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	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SALARY					
514200	Superintendent of Public Works	97,655	97,893		44,485	102,946
514300	Asst. Superintendent of Pubic Works		19,711	90,000	48,333	-
514400	Foreman	-	-	-	-	-
514700	Senior Maintenance Worker	61,283	57,403	73,849	60,705	65,516
514500	Maintenance Worker II (0)	-	-	-	-	-
514600	Maintenance Worker (2)	91,633	107,263	119,140	109,945	125,638
515100	Overtime	2,263	1,635	2,000	1,683	2,000
516400	Special Shift Pay	3,300	3,450	3,000	3,000	3,600
517100	Vacation Compensation	-	10,187	-	-	-
518100	Casual Hire	-	-	-	-	-
	Total:	\$ 256,134	\$ 297,542	\$ 287,989	\$ 268,151	\$ 299,700
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	47,587	49,844	78,800	46,850	77,472
521200	Employee Accruing Fringe	13,477	13,385	-	14,965	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	20,858	32,367	21,573	17,186	19,214
522250	PERS-Unfunded Liability	-	-	20,848	20,848	25,468
522400	Other Retirement Benefits (GASB 45) 1.0%	12,936	13,783	2,880	2,880	2,941
523100	FICA-Medicare	3,817	4,411	4,399	4,253	4,264
524100	Auto Allowance	1,800	1,336	1,800	-	-
524500	Cell Phone Allowance	-	-	-	-	-
525300	Tuition Reimbursement	-	-	2,500	1,250	600
534030	Unemployment Insurance	-	-	-	-	-
	Total:	\$ 100,475	\$ 115,126	\$ 132,800	\$ 108,232	\$ 129,959
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	-	-	100	102	100
	Subtotal:	\$ -	\$ -	\$ 100	\$ 102	\$ 100
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	-	55	400	264	400
532020	Employee Development/Training	432	852	1,000	2,052	1,000
532040	Memberships	-	-	-	-	-
	Subtotal:	\$ 432	\$ 907	\$ 1,400	\$ 2,316	\$ 1,400
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	1,214	226	1,300	750	1,200
536020	Equipment Maintenance	385	346	500	500	500
536050	Fuel & Oil	26,172	22,752	30,000	21,204	25,000
536100	Pest Control Downtown	1,375	1,250	1,600	1,313	1,400
536150	Small Tools	2,364	862	3,500	3,500	2,500
536160	Storm Drain & Culvert Maintenance	9,429	11,384	15,000	15,000	15,000
536180	Street Materials & Signs	22,053	15,497	20,000	20,000	20,000

Public Works

STREETS MAINTENANCE

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
536210	Safety Equipment & Apparel	1,679	881	1,500	417	1,500
536220	Uniform Maintenance Service	6,078	4,979	3,100	4,019	4,000
536230	Uniform Purchase/Replacement	-	-	250	-	-
536270	Safety Equipment (MOU)	876	954	1,000	596	1,000
	Subtotal:	\$ 71,625	\$ 59,131	\$ 77,750	\$ 67,299	\$ 72,100
	Total Supplies & Services:	\$ 72,057	\$ 60,038	\$ 79,250	\$ 69,717	\$ 73,600
	OTHER EQUIPMENT					
549010	Street Light Pole Replacement	-	-	5,000	5,000	5,000
	Total:	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
	TOTAL DEPARTMENT	\$ 428,666	\$ 472,706	\$ 505,039	\$ 451,100	\$ 508,259

Public Works

PARKS MAINTENANCE

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 178,722	\$ 189,096	\$ 196,952	\$ 195,124	\$ 202,131
EMPLOYEE BENEFITS	\$ 89,620	\$ 95,521	\$ 106,389	\$ 100,108	\$ 97,841
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	545	1,200	1,200	790	1,200
Contractual Services	41,558	57,575	130,760	112,600	147,400
Equipment Supplies & Maintenance	54,148	64,860	73,200	64,156	102,100
Utility & Communication	87,053	67,699	72,500	80,131	81,500
Total Supplies & Services	\$ 183,304	\$ 191,334	\$ 277,660	\$ 257,677	\$ 332,200
TOTAL EXPENDITURES	\$ 451,646	\$ 475,951	\$ 581,001	\$ 552,909	\$ 632,172
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	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SALARY					
514600	Maintenance Worker (2)	108,940	116,783	122,603	120,334	125,289
514700	Senior Maintenance Worker	68,558	71,973	73,849	73,779	75,842
515100	Overtime	1,224	340	500	1,011	1,000
517100	Vacation Conversion	-	-	-	-	-
	Total:	\$ 178,722	\$ 189,096	\$ 196,952	\$ 195,124	\$ 202,131
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	53,262	52,593	59,100	53,033	58,104
521200	Employee Accruing Fringe	-	-	-	-	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	17,954	29,957	14,696	14,620	15,109
522250	PERS-Unfunded Liability	-	-	15,636	15,943	19,101
522255	PERS-Add'tl Unfunded Liability Pmt.	-	-	11,538	11,538	-
522400	Other Retirement Benefits (GASB 45) 1.0%	8,424	8,983	1,970	1,907	2,011
523100	FICA-Medicare	2,501	2,638	2,849	2,764	2,916
525300	Tuition Reimbursement	-	-	600	303	600
534030	Unemployment Insurance	7,479	1,350	-	-	-
	Total:	\$ 89,620	\$ 95,521	\$ 106,389	\$ 100,108	\$ 97,841
	SUPPLIES & SERVICES					
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	-	-	400	-	400
532020	Employee Development/Training	365	1,050	500	500	500
532040	Memberships	180	150	300	290	300
	Subtotal:	\$ 545	\$ 1,200	\$ 1,200	\$ 790	\$ 1,200
	CONTRACTUAL SERVICES					
533010	Contractual Services (Medians & Restrooms)	36,758	34,958	35,000	35,000	30,000
533010	Contractual Services (Knoll Tree Survey)					10,000
533720	Contract - Seasonal Maintenance			50,000	35,000	50,000
536070	Janitorial Services					2,400
536330	ORT Special Maintenance	-	12,263	15,000	15,000	15,000
533015	Fountain Maintenance	4,800	10,354	5,760	2,600	5,000
536340	Old Rail Trail DG & Pavement Maint.		12,263	25,000	25,000	25,000
New	Fountain Plaza Electrical Improvement					5,000
New	Blackie's Pasture Electrical Panel					5,000
	Subtotal:	\$ 41,558	\$ 57,575	\$ 130,760	\$ 112,600	\$ 147,400
	EQUIP, SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	1,711	4,612	2,500	1,500	2,000
536080	Landscape Grounds & Materials	39,117	22,767	30,000	27,000	30,000
536085	McKegney Green Maintenance	1,303	3,218	15,000	4,751	10,000
536180	Street Materials & Signs	524	1,310	600	203	1,600
536200	Tree Maintenance	9,720	29,343	22,000	27,000	30,000
536200	Tree Maintenance (Knoll Tree Mtce)					25,000
536210	Safety Equipment & Apparel		165		-	-
536220	Uniform Maintenance Service	1,773	3,445	3,100	3,702	3,500
	Subtotal:	\$ 54,148	\$ 64,860	\$ 73,200	\$ 64,156	\$ 102,100

Public Works**PARKS MAINTENANCE**

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	6,978	5,401	6,500	6,260	6,500
537200	Water-MMWD	55,887	36,635	45,000	48,980	50,000
537210	Water-RBSA Reclaimed	24,188	25,663	21,000	24,891	25,000
	Subtotal:	\$ 87,053	\$ 67,699	\$ 72,500	\$ 80,131	\$ 81,500
	Total Supplies & Services:	\$ 183,304	\$ 191,334	\$ 277,660	\$ 257,677	\$ 332,200
	TOTAL DEPARTMENT	\$ 451,646	\$ 475,951	\$ 581,001	\$ 552,909	\$ 632,172

Public Works

CORPORATION YARD

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	459	992	1,100	3,016	3,000
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	37,351	42,672	44,800	36,144	58,380
Utility & Communication	9,336	14,196	9,900	15,168	15,000
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 47,146	\$ 57,860	\$ 55,800	\$ 54,328	\$ 76,380
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 87,146	\$ 97,860	\$ 95,800	\$ 94,328	\$ 116,380

Public Works

CORPORATION YARD

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	274	798	750	1,007	1,000
531070	Permit/Application Fees	185	194	350	2,009	2,000
	Subtotal:	\$ 459	\$ 992	\$ 1,100	\$ 3,016	\$ 3,000
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	2,105	6,056	3,500	4,503	4,500
536020	Equipment Maintenance	4,572	6,482	4,500	1,944	4,500
536030	Building/Facility Supplies	4,321	5,628	4,800	3,834	4,500
536050	Fuel & Oil	12,811	11,660	15,000	12,225	13,000
536070	Janitorial Services	-	-	-	-	2,580
536100	Pest Control	125	-	200	-	100
536150	Small Tools/Implements	1,674	5,707	2,800	4,668	5,000
536250	Vehicle Maintenance	8,712	4,483	10,000	6,786	8,000
536290	Facility - Alteration/Improvements	366	180	1,000	525	600
536300	Rental-Equipment & Tools	2,665	2,476	3,000	1,659	2,600
New	Corporation Yard Fuel Pump Rebuild					3,000
New	Material Storage Area					10,000
	Subtotal:	\$ 37,351	\$ 42,672	\$ 44,800	\$ 36,144	\$ 58,380
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	3,503	4,242	4,000	4,772	4,500
537200	Water-MMWD	-	607	-	725	750
537300	Telecommunication	5,833	9,347	5,900	9,408	9,500
537600	Cable Communication Services				263	250
	Subtotal:	\$ 9,336	\$ 14,196	\$ 9,900	\$ 15,168	\$ 15,000
	Total Supplies & Services:	\$ 47,146	\$ 57,860	\$ 55,800	\$ 54,328	\$ 76,380
	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	\$ 87,146	\$ 97,860	\$ 95,800	\$ 94,328	\$ 116,380

Public Works**STREET & SIGNAL LIGHT SYSTEM**

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	14,541	15,594	22,000	13,705	16,000
Utility & Communication	18,063	19,953	18,100	17,913	18,000
Total Supplies & Services	\$ 32,604	\$ 35,547	\$ 40,100	\$ 31,618	\$ 34,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 32,604	\$ 35,547	\$ 40,100	\$ 31,618	\$ 34,000

Public Works

STREET & SIGNAL LIGHT SYSTEM

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SUPPLIES & SERVICES					
	EQUIP SUPPLIES & MAINTENANCE					
536170	Street/Signal Light Maint. (Cal/TRANS)	14,541	15,594	22,000	13,705	16,000
	Subtotal:	\$ 14,541	\$ 15,594	\$ 22,000	\$ 13,705	\$ 16,000
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	18,063	19,953	18,100	17,913	18,000
	Subtotal:	\$ 18,063	\$ 19,953	\$ 18,100	\$ 17,913	\$ 18,000
	Total Supplies & Services:	\$ 32,604	\$ 35,547	\$ 40,100	\$ 31,618	\$ 34,000
	CAPITAL OUTLAY ALLOWANCE					
	TOTAL DEPARTMENT	\$ 32,604	\$ 35,547	\$ 40,100	\$ 31,618	\$ 34,000

Public Works**CYPRESS HOLLOW SPECIAL DISTRICT**

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Contractual Services	14,000	14,000	14,000	14,000	14,000
Equipment Supplies & Maintenance	6,450	537	500	6,185	1,500
Utility & Communication	1,918	837	2,000	519	1,000
Total Supplies & Services	\$ 22,368	\$ 15,374	\$ 16,500	\$ 20,704	\$ 16,500
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 22,368	\$ 15,374	\$ 16,500	\$ 20,704	\$ 16,500

Public Works

CYPRESS HOLLOW SPECIAL DISTRICT

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 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	6,450	537	500	6,185	1,500
536200	Tree Maintenance		-	-	-	-
	Subtotal:	\$ 6,450	\$ 537	\$ 500	\$ 6,185	\$ 1,500
	UTILITY & COMMUNICATION					
537200	Water-MMWD	1,918	837	2,000	519	1,000
	Subtotal:	\$ 1,918	\$ 837	\$ 2,000	\$ 519	\$ 1,000
	Total Supplies & Services:	\$ 22,368	\$ 15,374	\$ 16,500	\$ 20,704	\$ 16,500
	TOTAL DEPARTMENT	\$ 22,368	\$ 15,374	\$ 16,500	\$ 20,704	\$ 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**

	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
DEPARTMENT FUNDING					
General Fund	761,094	833,225	1,187,081	1,117,911	1,413,927
Low/Moderate Income Housing	10,890	23,270	33,126	32,120	33,033
Town Owned Housing	97,761	61,035	109,603	96,079	87,078
Peninsula Library JPA	1,525,216	1,603,870	1,627,982	1,690,909	1,758,545
Total Department Funding	\$ 2,394,961	\$ 2,521,400	\$ 2,957,791	\$ 2,937,019	\$ 3,292,584

Non-Departmental

ALL DIVISIONS

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ 88,550	\$ 135,056	\$ 135,000	\$ 121,572	\$ 360,005
SUPPLIES & SERVICES					
Department Supplies & Expenses	812	5,027	5,500	5,172	5,275
Conferences & Memberships	-	-	-	-	-
Contractual Services	15,355	21,066	19,236	21,013	21,884
Insurances	298,864	308,780	346,483	380,349	349,490
Intergovernmental & Agency	1,899,465	2,003,863	2,355,670	2,326,406	2,482,526
Equipment Supplies & Maintenance	45,342	45,514	48,103	46,029	48,103
Allocated Costs	300	-	300	300	300
Total Supplies & Services	\$ 2,260,138	\$ 2,384,250	\$ 2,775,291	\$ 2,779,269	\$ 2,907,578
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 46,273	\$ 2,094	\$ 47,500	\$ 36,178	\$ 25,000
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 2,394,961	\$ 2,521,400	\$ 2,957,791	\$ 2,937,019	\$ 3,292,584
SOURCE OF FUNDING					
General Fund	761,094	833,225	1,187,081	1,117,911	1,413,927
Low/Moderate Housing Fund	10,890	23,270	33,126	32,120	33,033
Town Owned Housing	97,761	61,035	109,603	96,079	87,078
Peninsula Library JPA Fund	1,525,216	1,603,870	1,627,982	1,690,909	1,758,545
TOTAL FUNDING	\$ 2,394,961	\$ 2,521,400	\$ 2,957,791	\$ 2,937,019	\$ 3,292,584

Non-Departmental

INSURANCES AND INTER-GOVERNMENTAL AGREEMENTS

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
EMPLOYEE BENEFITS	\$ 88,550	\$ 135,056	\$ 135,000	\$ 121,572	\$ 360,005
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	10,177	12,666	10,836	12,613	13,484
Insurances	298,864	308,780	346,483	380,349	349,490
Intergovernmental & Agency	363,503	376,723	694,762	603,377	690,948
Equipment Supplies & Maintenance	-	-	-	-	-
Utility & Communication	-	-	-	-	-
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 672,544	\$ 698,169	\$ 1,052,081	\$ 996,339	\$ 1,053,922
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 761,094	\$ 833,225	\$ 1,187,081	\$ 1,117,911	\$ 1,413,927
STAFFING LEVEL					
Positions	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

Non-Departmental

INSURANCES AND INTERGOVERNMENTAL

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	EMPLOYEE BENEFITS					
521300	Retiree Health Benefits	88,550	110,119	135,000	121,572	160,005
522550	PERS AAUL Extra Payment		24,937			200,000
	Subtotal:	\$ 88,550	\$ 135,056	\$ 135,000	\$ 121,572	\$ 360,005
	SUPPLIES & SERVICES					
	SUPPLIES & EXPENSES					
	CONTRACTUAL SERVICES					
533050	Health Benefit Plan Administration	1,942	1,863	2,100	1,841	2,100
533100	Downtown Restroom Lease	8,235	10,803	8,736	10,772	11,384
	Subtotal:	\$ 10,177	\$ 12,666	\$ 10,836	\$ 12,613	\$ 13,484
	INSURANCE					
534010	Liability (ABAG PLAN)	147,658	120,103	155,040	128,254	134,666
534010	Liability (Dairy Knoll)					8,000
534020	Worker's Compensation (Bay Cities)	126,622	163,672	165,000	227,700	182,554
534030	Property (ABAG PLAN)	9,288	9,453	9,926	7,075	7,782
534040	Public Officials EO (ABAG PLAN)	797	949	800	949	1,000
534060	Employment Practices Liability	14,499	14,603	15,717	16,371	15,488
	Subtotal:	\$ 298,864	\$ 308,780	\$ 346,483	\$ 380,349	\$ 349,490
	INTERGOVERNMENT, AGENCY & JPA					
535010	Animal Control JPA	79,682	79,924	83,920	89,349	97,030
535020	Cable Telecommunication JPA-Media Center Cont	14,979	17,887	30,849	30,849	31,000
535030	Chamber of Commerce TOT 5%	53,944	31,924	30,000	28,938	31,000
535035	Destination:Tiburon TOT 5%	13,381	28,774	30,000	28,938	31,000
535040	Transportation Authority of Marin JPA	14,706	19,137	19,711	19,327	20,697
535050	MERA Radio Acquisition JPA (Bond)	44,309	44,312	44,361	44,360	44,334
535055	MERA Radio Acquisition JPA (Operating)	38,520	40,857	42,591	42,591	44,521
535060	Emergency Management Planning JPA	4,536	4,758	5,872	4,758	5,000
535070	Hazardous Materials JPA	2,475	3,650	3,800	2,805	4,000
535120	Richardson Bay Regional Agency JPA	25,201	26,910	52,000	26,910	53,283
535140	Stormwater Runoff (MCSTOPP) JPA	27,343	29,675	32,643	29,756	29,549
535150	Street Light Acquisition Dues	-	195	205	199	199
535180	MCCMC Lobbyist & Legislative Support	3,371	3,415	3,517	3,579	3,608
535200	LAFCO	3,790	4,445	5,335	5,517	6,037
535210	Marin Map	9,000	9,000	9,000	9,000	9,000
535220	Marin General Services Authority	3,078	7,033	12,600	4,816	4,848
535270	Cal Fire Contract (Angel Island)	18,834	18,979	19,858	19,858	20,652
535100	Marin Mediation Services	3,754	3,848	3,900	3,944	2,790
535240	ICLEI Contribution	2,600	2,000	2,600	-	400
535250	Marin Clean Energy JPA	-	-	2,000	2,000	2,000
535300	Yellow School Bus Contribution			260,000	205,883	250,000
	Subtotal:	\$ 363,503	\$ 376,723	\$ 694,762	\$ 603,377	\$ 690,948
	TOTAL DEPARTMENT	\$ 761,094	\$ 833,225	\$ 1,187,081	\$ 1,117,911	\$ 1,413,927

Non-Departmental

Low-Moderate Income Housing Fund

HOUSING

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	144	-	200	-	-
Contractual Services	-	-	-	-	-
Intergovernmental & Agency	10,746	23,270	32,926	32,120	33,033
Equipment Supplies & Maintenance	-	-	-	-	-
Total Supplies & Services	\$ 10,890	\$ 23,270	\$ 33,126	\$ 32,120	\$ 33,033
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 10,890	\$ 23,270	\$ 33,126	\$ 32,120	\$ 33,033
STAFFING LEVEL - None					

HOUSING

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	144	-	200		-
531100	Property Tax Payments	-	-	-		-
	Subtotal:	\$ 144	\$ -	\$ 200	\$ -	\$ -
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)	-	-	-		
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	INTERGOVERNMENT, AGENCY & JPA					
535230	Marin Housing Authority JPA	10,746	10,746	11,176	10,746	10,746
535290	Marin Homelessness Contribution		12,524	12,900	12,524	13,287
535260	Homeward Bound Contribution	-	-	8,850	8,850	9,000
	Subtotal:	\$ 10,746	\$ 23,270	\$ 32,926	\$ 32,120	\$ 33,033
	Total Supplies & Services:	\$ 10,890	\$ 23,270	\$ 33,126	\$ 32,120	\$ 33,033
	Total:	\$ -		\$ -		
	TOTAL DEPARTMENT	\$ 10,890	\$ 23,270	\$ 33,126	\$ 32,120	\$ 33,033

Non-Departmental

Town-Owned Housing Fund

HOUSING

OBJECT SUMMARY	2014/15 Actual	2014/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	668	5,027	5,300	5,172	5,275
Conferences & Memberships	-	-	-	-	-
Contractual Services	5,178	8,400	8,400	8,400	8,400
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	45,342	45,514	48,103	46,029	48,103
Utility & Communication	-	-	-	-	-
Allocated Costs	300	-	300	300	300
Total Supplies & Services	\$ 51,488	\$ 58,941	\$ 62,103	\$ 59,901	\$ 62,078
CAPITAL PROJECT EXPENSES	\$ 46,273	\$ 2,094	\$ 47,500	\$ 36,178	\$ 25,000
TOTAL EXPENDITURES	\$ 97,761	\$ 61,035	\$ 109,603	\$ 96,079	\$ 87,078
STAFFING LEVEL					
None	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

Non-Departmental

Town-Owned Housing Fund

NON-DEPARTMENTAL-HOUSING

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531100	Property Tax Payments	668	5,027	5,300	5,172	5,275
	Subtotal:	\$ 668	\$ 5,027	\$ 5,300	\$ 5,172	\$ 5,275
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)	5,178	8,400	8,400	8,400	8,400
	Subtotal:	\$ 5,178	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400
	EQ SUPPLIES & MAINTENANCE					
536110	Property Management (HOA)	45,342	45,514	48,103	46,029	48,103
	Subtotal:	\$ 45,342	\$ 45,514	\$ 48,103	\$ 46,029	\$ 48,103
	ALLOCATED COSTS					
539010	Insurance-Property	300	-	300	300	300
	Subtotal:	\$ 300	\$ -	\$ 300	\$ 300	\$ 300
	Total Supplies & Services:	\$ 51,488	\$ 58,941	\$ 62,103	\$ 59,901	\$ 62,078
	CAPITAL EXPENSES					
561140-	Facility Alteration/Improvement	-	-	-	-	-
-640120	Unit-2	218	-	15,000	14,792	2,500
-640103	Unit-3	7,480	981	2,500	1,462	2,500
-640105	Unit-4	7,762	41	2,500	26	2,500
-640106	Unit 6	23,754	580	2,500	-	2,500
-640111	Unit-11	506	-	2,500	1,479	10,000
-640114	Unit-14	-	-	20,000	18,419	2,500
-640118	Unit-18	6,553	492	2,500	-	2,500
	Total:	\$ 46,273	\$ 2,094	\$ 47,500	\$ 36,178	\$ 25,000
	TOTAL DEPARTMENT	\$ 97,761	\$ 61,035	\$ 109,603	\$ 96,079	\$ 87,078

Non-Departmental

BELVEDERE-TIBURON LIBRARY AGENCY

OBJECT SUMMARY	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Intergovernmental & Agency	1,525,216	1,603,870	1,627,982	1,690,909	1,758,545
Total Supplies & Services	\$ 1,525,216	\$ 1,603,870	\$ 1,627,982	\$ 1,690,909	\$ 1,758,545
TOTAL EXPENDITURES	\$ 1,525,216	\$ 1,603,870	\$ 1,627,982	\$ 1,690,909	\$ 1,758,545

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

Acct No.	Account Description	2014/15 Actual	2015/16 Actual	2016/17 Adopted	2016/17 Estimated	2017/18 Proposed
	SUPPLIES & SERVICES					
	INTERGOVERNMENT, AGENCY & JPA					
535900	Payment to Library Agency (Property Tax proceeds)	1,525,216	1,603,870	1,627,982	1,690,909	1,758,545
	Subtotal:	\$ 1,525,216	\$ 1,603,870	\$ 1,627,982	\$ 1,690,909	\$ 1,758,545
	Total Supplies & Services:	\$ 1,525,216	\$ 1,603,870	\$ 1,627,982	\$ 1,690,909	\$ 1,758,545
	TOTAL DEPARTMENT	\$ 1,525,216	\$ 1,603,870	\$ 1,627,982	\$ 1,690,909	\$ 1,758,545

CAPITAL OUTLAY & ALLOWANCE

Planned Capital Outlay Purchases

Planned Technology Outlay Purchases

Depreciation Allowance Schedule

Total proposed Department capital outlay purchases equal \$58,000. This amount is \$64,200 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 \$365,050. This amount is approximately \$285,000 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 Equipment Replacement Reserve.

Planned Capital Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Total Town Administration	0
	<u>\$ -</u>
COMMUNITY DEVELOPMENT	
Total Community Development	0
	<u>\$ -</u>
POLICE	
Police Vehicles & Set Up (1)	47,000
Total Police	<u>\$ 47,000</u>
PUBLIC WORKS	
Leaf Vacuum	5,000
Wayfinding Signs	6,000
Total Public Works	<u>\$ 11,000</u>
Total Planned Capital Outlay Purchases:	<u>\$ 58,000</u>

Planned Technology Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Miscellaneous Computer Parts (6)	1,500
Desk Top Computer Replacement (2)	3,000
Laserfiche Annual Maintenance & Licenses	5,500
Licenses (Unidata, Progressive, Granicus, CivicPlus, Antispam)	15,500
Printer - Dedicated to Accounting System	750
New Financial Accounting Software	125,000
Battery Back up for Server	1,500
Total Town Administration	152,750
COMMUNITY DEVELOPMENT	
Miscellaneous Computer Parts (8)	2,000
Desk Top Computer Replacements (2)	3,000
CRW Trak-It e-commerce module	30,000
CRW Trak-It Annual Maintenance (e-Trak and Permit-Trak modules)	21,000
iPads for field communication (2)	2,500
TrakiT Upgrades and Modifications	1,500
Scanner	10,000
Monitor for Public Kiosk	250
Total Community Development	70,250
POLICE	
Miscellaneous Computer Parts (10)	2,500
Desktop Computer Replacements (6)	9,000
New License Plate Reader Cameras and Software	75,000
License Plate Camera Software Support	3,600
New Copier to Replace Sharp MX-2610	10,000
Phone System Upgrade	30,000
Total Police	130,100
PUBLIC WORKS	
Miscellaneous Computer Parts (5)	1,250
Desktop Computer Replacements (1)	1,500
Maintenance Scheduling Software - Annual Fee	4,200
Phone System Upgrade	5,000
Total Public Works	11,950
Total Planned Capital Outlay Purchases:	365,050

CAPITAL IMPROVEMENT PLAN

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 2017-18 are \$4,464,755, 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 \$400,000 in Fiscal Year 2017/18. A total of \$515,000 is allocated for planned street improvements in Fiscal Year 2017/18.

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 \$1,345,000 is allocated for planned drainage improvements and maintenance in Fiscal Year 2017/18.

Community Development Improvements

The Town will undertake \$2,604,755 in community projects through the FY 2017-18 Capital Improvement Program. Of this amount \$614,568 is carried over from the FY 2016-17 Budget. New projects in FY 2017-18 include McKegney Green field improvements, Shoreline Park bench replacement, and lighting and tree design at the downtown Fountain Plaza.

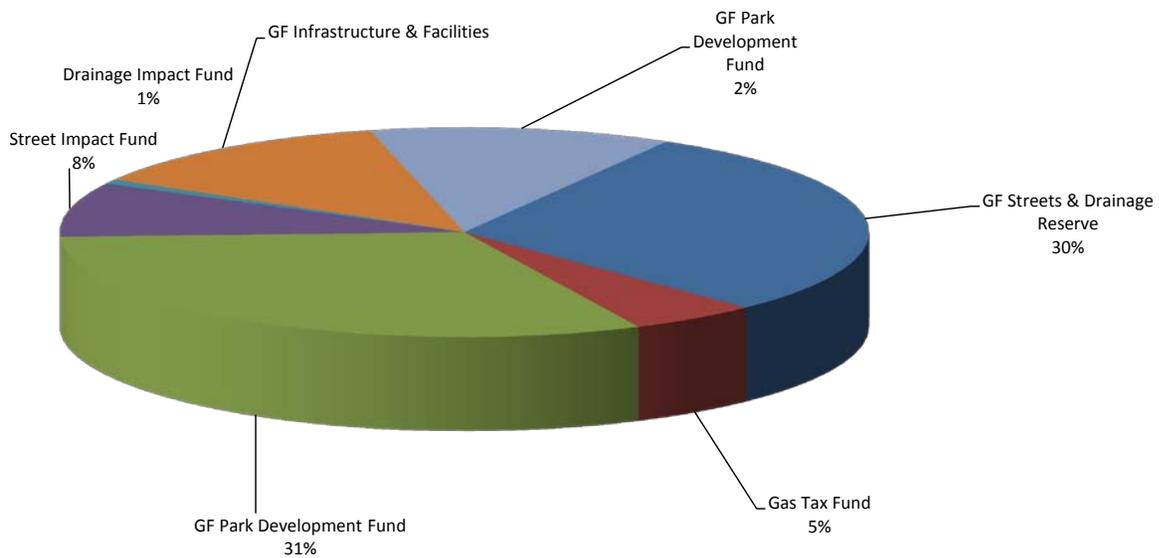
CAPITAL PROJECTS FUNDING - ALL CATEGORIES

Planned Capital Projects Funding

GF Streets & Drainage Reserve	1,315,000	-
Gas Tax Fund	229,755	
GF Park Development Fund	1,400,000	
Street Impact Fund	375,000	
Drainage Impact Fund	30,000	
GF Infrastructure & Facilities	575,000	
Private Donations	540,000	
Technology Fund	0	
Measure "A" Open Space	0	
Measure "A" Transportation	0	
Grant Funding	-	
Street Frontage Improvement Fund	-	
Total Funding	4,464,755	

Capital Projects Funding Plan for 2017/18

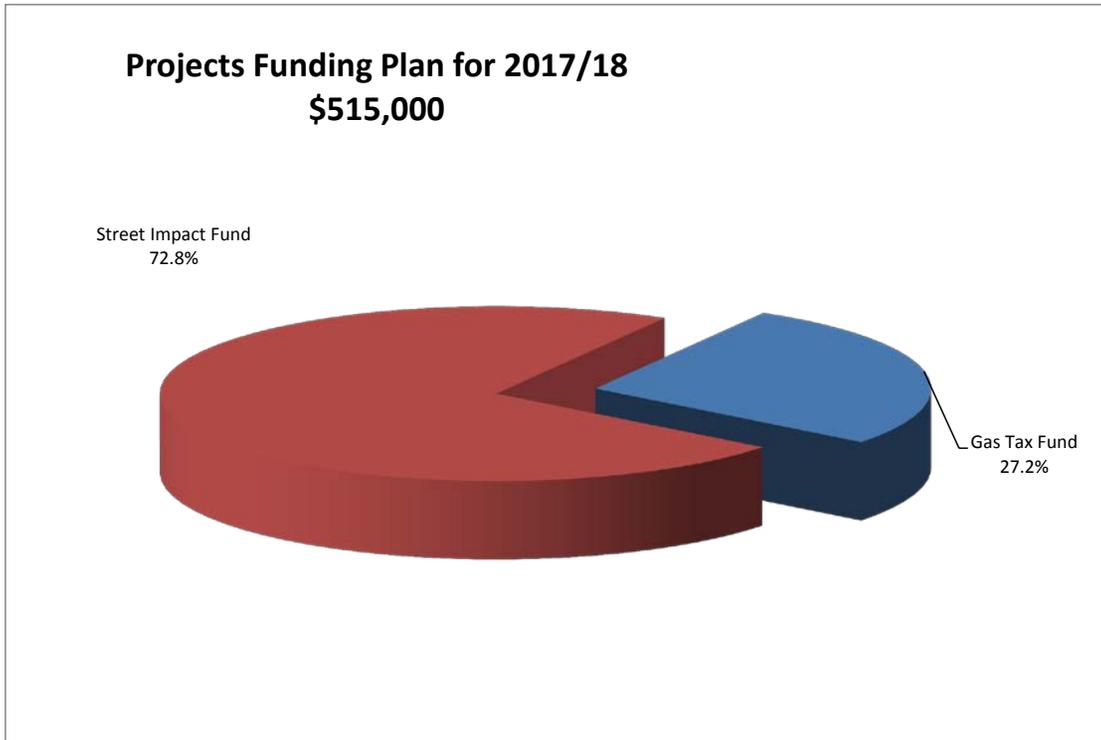
\$4,464,755



Overview of Streets Project Funding

Planned Streets Projects Funding

Gas Tax Fund	\$ 140,000
Street Impact Fund	375,000
Grant Funding	-
<i>Total Funding:</i>	<u>\$ 515,000</u>



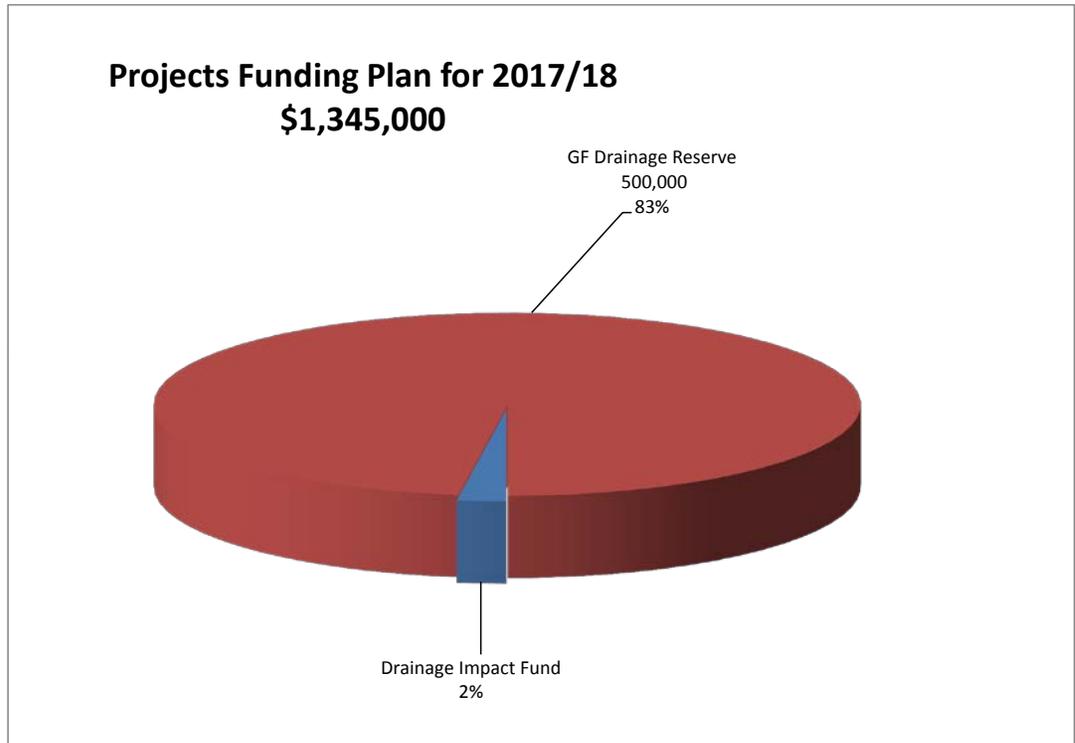
Street Improvement Projects

Project	Notes	Status	Proposed Funding Source	AMOUNT
Streets Resurfacing & Improvement				
Contingency Provision	Emergency, Non-Scheduled	Funded Annually	Street Impact Fund	45,000
Major Pothole Repair Project	Repair potholes on various road segments	New	Street Impact Fund	330,000
2020 Paradise Drive	Foundation Improvements	Carry-over	Gas Tax	140,000
Total Proposed Streets Projects				\$ 515,000

Overview of Drainage Project Funding

Planned Drainage Project Funding

Drainage Impact Fund	\$ 30,000
GF Streets & Drainage	1,315,000
Total Funding:	\$ 1,345,000



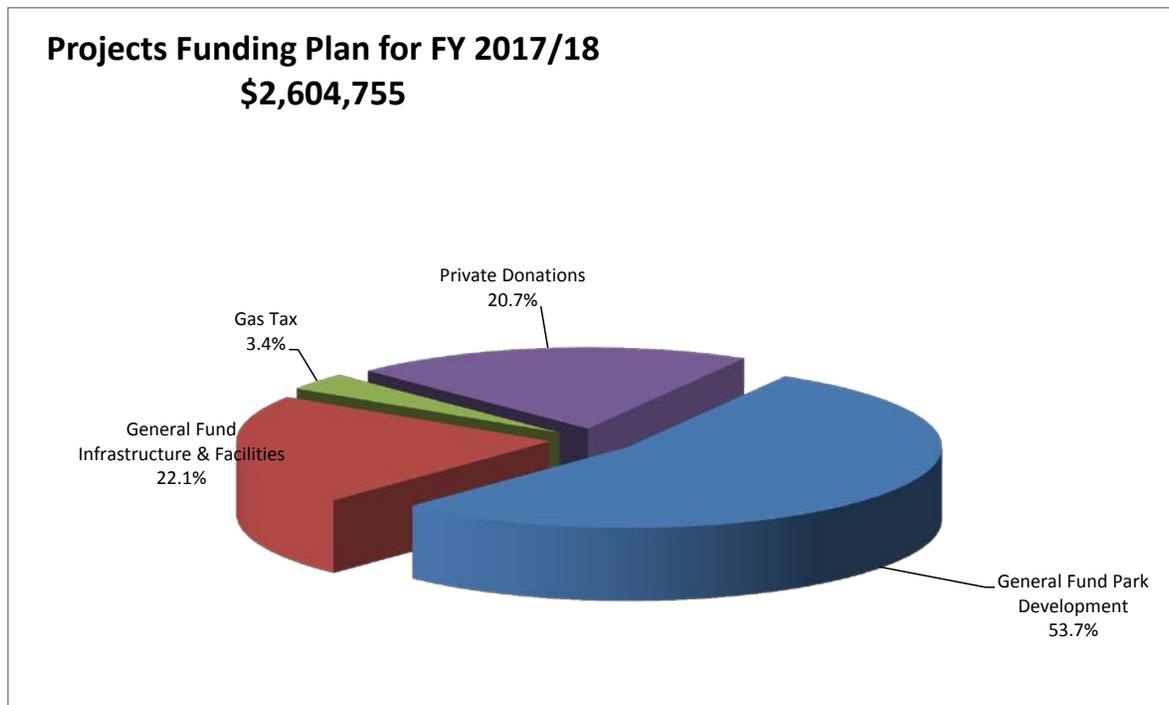
Drainage Improvement Projects

Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Annual Drainage Improvements	Repair storm drain pipes; Construction phase	New	General Fund Streets & Drainage	1,100,000
Sugarloaf Slide and Drainage Repair	Design and build	New	General Fund Streets & Drainage	150,000
Beach Road Drainage	Pre-design	New	General Fund Streets & Drainage	65,000
Culvert Old Rail Trail at San Rafael Avenue	Old Rail Trail at San Rafael Avenue; Design phase	New	Drainage Impact Fund	30,000
Total Proposed Drainage Projects				\$ 1,345,000

Overview of Community Project Funding

Planned Community Development Project Funding

General Fund Park Development	\$ 1,400,000
General Fund Infrastructure & Facilities	575,000
Gas Tax	89,755
Private Donations	540,000
General Fund Drainage Reserve	-
Technology Fund	-
Measure "A" Transportation	-
Measure "A" Open Space	-
Street Frontage Improvement Fund	-
<i>Total Funding:</i>	\$ 2,604,755



Community & Miscellaneous Projects

Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Rule 20A and 20B Undergrounding of Utilities	Lyford Drive to Ned's Way	Carry-over	General Fund Infrastructure	500,000
Bench Replacement	Shoreline Park	New	General Fund Infrastructure	50,000
Fountain Plaza Improvements	Lighting and Tree Design	New	General Fund Infrastructure	25,000

Buildings & Facilities

Solar Array	Police Department	New	General Fund Infrastructure	-
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Park Facilities

Railroad Trestle Trail	Pathway & Related Improvements	Carry-over	Gas Tax \$40,000; Private Donations \$140,000	180,000
McKegney Green	Field Improvements	New	General Fund Parks \$1,400,000, Private Donations \$400,000	1,800,000

Downtown Program

Street Frontage Improvements	New Morning Café Project	Carry-over	Gas Tax	49,755
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Total Proposed Projects				\$ 2,604,755
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Five Year Capital Improvement Program

FY 2018-2022

	Anticipated FY 2017/18	Anticipated FY 2018/19	Anticipated FY 2019/20	Anticipated FY 2020/21	Anticipated FY 2021/22
Street Improvements					
Annual Pavement Management Program		1,300,000		1,300,000	
Engineering Annual Program		175,000	175,000		
Large Pothole Repair Project	300,000				
Paradise Drive Foundation	140,000				
Crosswalk at Cecilia		45,000			
Class 2 Buffered Bike Lane Tiburon Blvd		20,000	100,000		
Contingency Provision	45,000	45,000	45,000	45,000	45,000
Mar West Roundabout & associated improvements				100,000	400,000
Street Improvements	\$485,000	\$1,585,000	\$320,000	\$1,445,000	\$445,000

Drainage Improvements

Annual Drainage Improvements	1,100,000			100,000	500,000
Sugarloaf Slide and Drainageway Repair	150,000				
Beach Road Drainage	65,000	65,000	600,000		
Storm Drain Master Plan			250,000		
Culvert ORT @ San Rafael Ave.	30,000	125,000			
Drainage Improvements	\$1,345,000	\$190,000	\$850,000	\$100,000	\$500,000

Community Improvements

Miscellaneous

Rail Road Marsh Maintenance				30,000	150,000
Street Frontage Improvements New Morning Café	49,755	230,000			
Hawthorne Undergrounding General Benefit		800,000			
Virginia Undergrounding					
Rule 20B to pair with Rule 20A	500,000				
Shoreline Bench Replacement	50,000				
Fountain Plaza Improvements	25,000				

Accessibility

Buildings/Facilities

Town Hall HVAC Replacement				30,000	260,000
Public Works Corp Yard Design			300,000		
Public Works Corp Yard (New)				3,200,000	

Park Facilities

Railroad Trestle Trail	180,000				
Elephant Rock		70,000	550,000		
McKegney Green	1,800,000				

Community Improvements	\$2,604,755	\$1,100,000	\$850,000	\$3,260,000	\$410,000
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TOTAL ALL CAPITAL IMPROVEMENTS	\$4,434,755	\$2,875,000	\$2,020,000	\$4,805,000	\$1,355,000
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Project Name	Contingency Provision - Pothole Repairs		
Category			
Department	Public Works		
Start Date	TBD	End Date	Jun-17

Project Number	
Project Rank Score	Tier 1



Description

This project is used to fix minor pothole repairs. It is necessary to keep roadways serviceable between major repairs.

Status

Funded annually as a minor project

Net Impact on Operating Budget

None

<u>Funding</u>						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
Street Impact Fund	45,000					45,000
						0
						0
TOTAL	45,000	0	0	0	0	45,000

<u>Estimated Project Costs</u>	
Preliminary	
Acquisition Costs	
Design	
Construction	45,000
Other	
Total Cost	45,000

Project Name	Major Pothole Repair Project			
Category				
Department	Public Works			
Start Date	Jul-17	End Date	Oct-17	

Project Number	
Project Rank Score	Tier 1

Description

This project is used to fix potholes and road failures throughout the Town on 50 roadway segments. This will help to keep roadways serviceable and reduce deterioration until future paving or slurry sealing projects.



Status

Design started. Planned for construction summer of 2017.

Net Impact on Operating Budget

None

<u>Funding</u>						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
Street Impact Fund	330,000					330,000
						0
						0
TOTAL	330,000	0	0	0	0	330,000

<u>Estimated Project Costs</u>	
Preliminary	
Acquisition Costs	
Design	
Construction	300,000
Other	30,000
Total Cost	330,000

Project Name	Paradise Drive Retaining Wall		
Category			
Department	Public Works		
Start Date	TBD	End Date	TBD

Description

About 2007 suspected problems were discovered in the retaining wall near #2002 Paradise Drive. In 2008, borings were done on the road to look for suspected problems. A design was completed in 2009 and included the drilling and installing "soil nails" in the slope embankment, installing drainage facilities, and applying a shotcrete wall over the embankment to stabilize the slope. The estimated cost of this work was \$65,000. The property owner would not allow the Town to encroach on his property so the Town could not complete the work.

The Town requested a proposal from Miller Pacific utilizing a CIDH (cast-in-drilled-hole) solution that could be implemented without needing adjacent property encroachment. This proposal was not executed by the Town.

Status

Project is currently on hold.

Net Impact on Operating Budget

None

Funding

Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
Gas Tax	140,000					140,000
						0
						0
TOTAL	140,000	0	0	0	0	140,000

Project Number	
Project Rank Score	Tier 2



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	30,000
Construction	110,000
Other	
Total Cost	140,000

Project Name	Storm Drain Replacement Project		
Category			
Department	Public Works		
Start Date	Jan-17	End Date	Oct-17

Project Number	
Project Rank Score	Tier 1

Description

The 2017 Storm Drain Replacement Project consists of repair or replacement of storm drain pipes. The purpose of the construction is to replace or repair damaged and worn storm drain lines and bring those lines up to an appropriate capacity, preferably the 25-year storm capacity. All the pipes are worn CMP and all of them have at least one hole in them. A list is provided in the continuation sheet.



Status

Currently in Design. Construction planned for FY 2017-18.



Net Impact on Operating Budget

Repairing these now could avoid damage to roadways.

Estimated Project Costs

Funding

Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
GF Streets & Drainage	1,100,000					1,100,000
						0
						0
TOTAL	1,100,000	0	0	0	0	1,100,000

Preliminary	
Acquisition Costs	
Design	110,000
Construction	1,100,000
Other	
Total Cost	1,210,000

Project Name	Sugarloaf Debris Slide Repair		
Category			
Department	Public Works		
Start Date	Jan-17	End Date	Oct-17

Project Number	
Project Rank Score	Tier 1

Description

During the 16-17 winter storms a debris slide occurred near 98 Sugarloaf Drive on Town property below a Town storm drain. In the drainage area and slide there are a primary high-voltage PG&E line and an AT&T fiber optic line. The fence of the neighboring home is affected.



Status

Currently in Design. Construction planned for FY 2017-18 in the summer of 2017 prior to winter rains.

Net Impact on Operating Budget

Funding						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
GF Streets & Drainage	150,000					150,000
						0
						0
TOTAL	150,000	0	0	0	0	150,000

Estimated Project Costs	
Preliminary	
Acquisition Costs	
Design	11,000
Construction	150,000
Other	
Total Cost	161,000

Project Name	Beach Road Drainage		
Category			
Department	Public Works		
Start Date	TBD	End Date	TBD

Project Number	
Project Rank Score	Tier 1

Description

The intersection of Beach Road and Tiburon Boulevard experiences regular flooding, particularly when heavy prolonged rainfall coincides with extreme high tides. In 2009, the Town completed a Drainage Study for this area which identified options for mitigating the recurring flooding. The lowest cost solution identified was to isolate the Beach Road drainage system from the Tiburon Blvd storm drain system and install a pump system with a new outfall through the existing seawall at the intersection of Main Street and Beach Road. The construction would include reconstructing existing culverts on Beach Road and constructing a new outfall and pump station. Staff notes the 2009 proposed design includes no redundancy for either the pump (there would be only one pump) or power source (no backup generator included in proposed design). Adding one or both of these safeguards would likely increase the cost of the project significantly. Staff would also note the estimated project costs listed on this sheet are from the 2009 Study.



Status

Drainage Study was completed in 2009. No design work has been done. The work planned for FY 17-18 is to complete a pre-design that evaluates the project options and costs including some assumptions made in the earlier report.



Net Impact on Operating Budget

There would be additional costs to maintain and operate the pump station estimated at \$12,000 per year over the life of the system.

Estimated Project Costs	
Preliminary	
Acquisition Costs	
Design	65,000
Construction	600,000
Other	
Total Cost	665,000

Funding						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
GF Streets & Drainage	65,000					65,000
						0
						0
TOTAL	65,000	0	0	0	0	65,000

Project Name	Culvert Old Rail Trail at San Rafael Avenue		
Category			
Department	Public Works		
Start Date	TBD	End Date	TBD

Project Number	
Project Rank Score	Tier 1

Description

During very heavy rains there have been flooding problems associated with storm flow in the Rock Hill Drainage G system. The last of these was a 100 year design storm in 2014. The Town has been working with the City of Belvedere to address this problem. There are three segments of concern: the Town's culvert under the ORT at San Rafael Ave, a private channel in Belvedere and a culvert in Belvedere on San Rafael Ave which empties into the bay. The Town's culvert has the greatest capacity of these three segments and the construction should proceed from the outfall upstream. Nonetheless, all these segments are undersized and any upgrade would be only marginally effective without the Town increasing the size of its culvert. Further, the existing Town culvert is damaged. The Town standard for replacement of a culvert is to size it for a 25 year storm event. According to a study by Stetson Engineers, the marginal difference between a 25 year flow culvert and a 100 year culvert is only about 6%, therefore staff believes that it makes sense to size the replacement culvert in this location for the 100 year storm event. Another option we may consider is replacing the existing culvert with a pre-fabricated bridge.



Status

A pre-design study has been conducted. Prior to proceeding further Belvedere must work with the adjacent property owner to ensure that property can receive the increased flows. Design work is planned for FY 2017-18



Net Impact on Operating Budget

None

Estimated Project Costs

Funding						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
GF Streets & Drainage	30,000	120,000				150,000
						0
						0
TOTAL	30,000	120,000	0	0	0	150,000

Preliminary	
Acquisition Costs	
Design	30,000
Construction	120,000
Other	
Total Cost	150,000

Project Name	Rule 20A/20B Undergrounding Lyford to Ned's Way		
Category			
Department	Public Works		
Start Date	Started	End Date	Oct-17

Project Number	
Project Rank Score	Tier 3

Description

In 2005, Council set undergrounding project priorities along Tiburon Blvd. These priorities are:

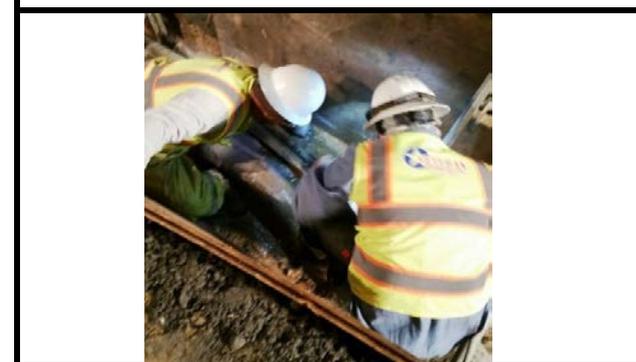
1. Mar West to Ned's Way
2. Ned's Way to San Rafael Avenue, and
3. Reed Ranch Road to Trestle Glen Boulevard.

This project is the second of these priorities, running from Lyford Drive to Ned's Way. The Town desires to use its Rule 20A money for this project. The rule 20 A project boundary includes a utility running through the school property. As this property is within the undergrounding district boundary it must be undergrounded. This significantly increased the estimated cost of construction. The undergrounding district included approximately 1,781' of main trenching, 25' of service lateral trenching (trenching from property line to the panel on the property), and 1 panel conversion. Since the project estimate exceeds the available Rule 20A work credits the Town has available the Town asked whether we could supplement these Rule 20A funds with general fund Rule 20B money. PG&E has affirmed we can do this, although there are still a few details to work out during design.



Status

The project has entered the design phase at PG&E.



Net Impact on Operating Budget

None

Funding

Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
GF Infrastructure	500,000					500,000
Rule 20A	831,000					831,000
						0
TOTAL	1,331,000	0	0	0	0	

Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	
Construction	
Other	
Total Cost	1,331,000

Project Name	Replace Benches/Trash Receptacles at Shoreline Park		
Category			
Department	Public Works		
Start Date	Jul-17	End Date	Jun-18

Project Number	
Project Rank Score	Tier 2

Description

Replace Benches/Trash Receptacles at Shoreline Park



Status

Replacement planned for FY 17-18



Net Impact on Operating Budget

<u>Funding</u>						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
GF Infrastructure	50,000					50,000
						0
						0
TOTAL	50,000	0	0	0	0	50,000

<u>Estimated Project Costs</u>	
Preliminary	
Acquisition Costs	
Design	
Construction	50,000
Other	
Total Cost	50,000

Project Name	Fountain Plaza Lighting /Electrical Repairs and Tree Replacement		
Category			
Department	Public Works		
Start Date	TBD	End Date	TBD

Description

There is currently no lighting at the Fountain Plaza area, and it has been pointed out several times that the area is very dark. The existing tree wells do have electricity running to them, but many of electrical outlets are worn and there are also several broken conduits. This project fixes the existing electrical problems and adds new lighting for pedestrians. In addition, the existing trees planted in the four tree wells are not thriving and should be replaced with more suitable specimens. If new lighting is not desired, repairs to the existing electrical and tree replacement could be funded through the annual operating budget.

Status

This project is in the concept stage, with no design work completed. Project cost estimate is very rough. Pre-design planned for FY 17-18

Net Impact on Operating Budget

Small increase for electricity and maintenance of the new infrastructure.

Funding

Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
GF Infrastructure	25,000	45,000				70,000
						0
						0
TOTAL	25,000	45,000	0	0	0	70,000

Project Number	
Project Rank Score	Tier 2



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	25,000
Construction	45,000
Other	
Total Cost	70,000

Project Name	Trestle Berm Trail		
Category			
Department	Public Works		
Start Date	Started	End Date	Oct-17

Description

The trestle trail project is a decorative path on the old trestle mount near Tiburon Blvd and Trestle Glen Road. The Trestle Trail departs from a paved spur of the existing Old Rail Trail. It will be the width of an actual railroad track (4' 8") and be bordered on both sides by compacted gravel. It travels over 600-feet and, at 10-foot intervals along the way, there will heavy redwood cross members, or "ties." These "Donor Ties" will contain commemorative or representative plaques. At Trestle Trail's terminus, there will be a 160-square-foot turn-around area with viewing benches, informative plaques followed by 40-feet of historic track—rails, ties and spikes—from the Northwestern Pacific Railroad.

Status

The project is currently in design and funds are being raised for construction.

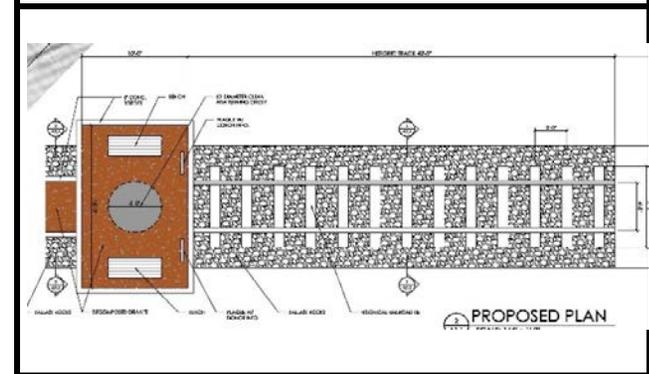
Net Impact on Operating Budget

None

Funding

Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
Gas Tax	40,000					40,000
Private donations	140,000					140,000
						0
TOTAL	180,000	0	0	0	0	180,000

Project Number	
Project Rank Score	Tier 3



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	
Construction	180,000
Other	
Total Cost	180,000

Project Name	McKegney Green Play Field		
Category			
Department	Public Works		
Start Date	Started	End Date	TBD

Description

The McKegney Green Playfield Project is a 135,000 square foot, 9-inch-deep sand based field with potable water. It replaces the existing 75,000 square foot field which is over 40 years old and in poor condition. The larger sand based area is needed because the existing soil in the areas outside the existing sand based field are so poor that they cannot be successfully amended and used for sports.

Status

The project design is complete in FY 2016-17. Construction planned for FY 2017-18

Net Impact on Operating Budget

\$45,000 per year increase in maintenance and water over existing maintenance. Cost to resod every 10 years, about \$10,000 annually.

Funding

Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
GF Parks	1,400,000					1,400,000
Private Donations	400,000					400,000
						0
TOTAL	1,800,000	0	0	0	0	1,800,000

Project Number	
Project Rank Score	Tier 1



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	
Construction	1,800,000
Other	
Total Cost	1,800,000

Project Name	New Morning Café Street Frontage Improvements		
Category			
Department	Public Works		
Start Date	Dec-17	End Date	TBD

Project Number	
Project Rank Score	Tier 2

Description

The New Morning Café, (1694-1696 Tiburon Boulevard) is in the process of being redesigned. The existing building will be removed and a new building put in its place. The New Morning Café Frontage Project consists of removal of existing concrete pavement and appurtenances and constructing a new concrete sidewalk. The purpose of the construction is to provide a wider path of travel for pedestrians. The owners of the building own a portion of the sidewalk area in front of the building, the property line extends about 7'-8" from the face of the building. This area will be used for outside seating. Approximately 3'-5" from this property line, the existing concrete area is raised and currently contains street furniture including benches and trash receptacles. This creates a very compressed area for pedestrians to pass. This is a specific project in the Town's General Plan. The approval documents for the New Morning Cafe building included a requirement the developer contribute to the frontage project, but the amount is not named.



The project is currently in design. The design is on hold. Funding for FY 17-18 is to complete the design.



Net Impact on Operating Budget

None

Funding

Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
General Fund	49,755					49,755
Private/Public		200,000				200,000
						0
TOTAL	49,755	200,000	0	0	0	249,755

Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	63,000
Construction	200,000
Other	
Total Cost	263,000

Program: **DEBT SERVICE PROGRAM**

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

Commentary: The Town's Debt Service Program is comprised of a consolidated municipal bond 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
2016 Consolidated Reassessment District	273,050	362,915	-	635,965
Total Debt Service:	\$ 273,050	\$ 362,915	\$ -	\$ 635,965

Bond Issue Information

2016 Consolidated Reassessment District - Dated August 25, 2016. Amount \$9,889,321 with an interest range of .75% to 3.5%. Term 2016 to 2040. The bond was issued to refinance several assessment bonds to reduce payments to property owners. The refinanced bonds include the Del Mar Valley Undergrounding Assessment District, 2010 Del Mar Valley Supplemental Assessment District, Lyford Cove Undergrounding Assessment District, Main Street Assessment District, and Stewart Drive Undergrounding Assessment District.

Bond Issue Information

Issue	Description
2016 Consolidated Reassessment District	2016 Consolidated Reassessment District - Dated August 25, 2016. Amount \$9,889,321 with an interest range of .75% to 3.5%. Term 2016 to 2040. The bond was issued to refinance several assessment bonds to reduce payments to property owners. The refinanced bonds include the Del Mar Valley Undergrounding Assessment District, 2010 Del Mar Valley Supplemental Assessment District, Lyford Cove Undergrounding Assessment District, Main Street Assessment District, and Stewart Drive Undergrounding Assessment District.

Section

SUPPLEMENTAL INFORMATION

Schedules:

Population, Tax Rate & Indebtedness

Assessed Value of Property

Assessor's Tax Roll Parcel Data

Staff Positions

Assessed Value of Property

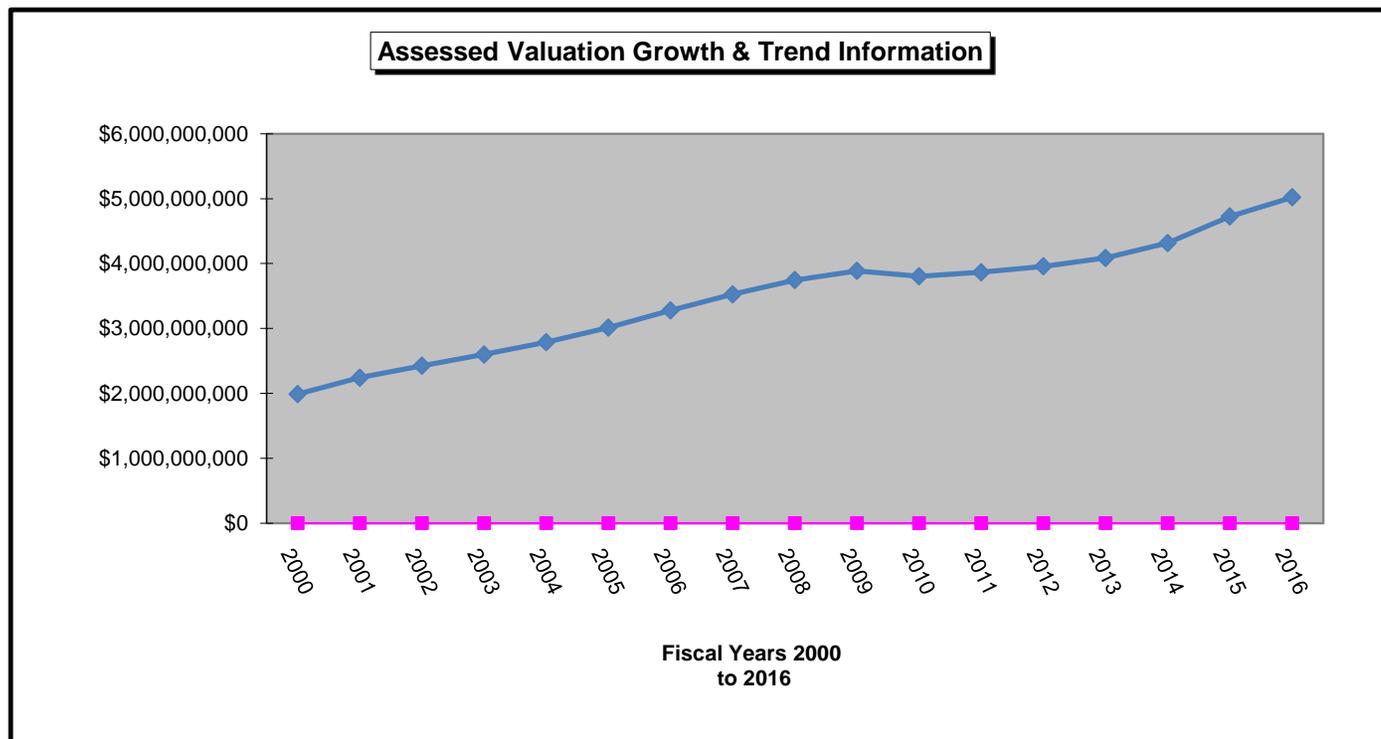
	Land	Improvements	Personal Property & Equipment	Less: Exemptions	Total Taxable Secured Assessed Value (AV)	Percent Change v. Prior Year
1991	513,803,322	579,753,663	910,956	(20,015,563)	\$ 1,074,452,378	11.7%
1992	550,974,479	633,661,850	960,511	(20,382,515)	\$ 1,165,214,325	8.4%
1993	580,036,634	685,964,198	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	(49,308,259)	\$ 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%
2016	2,734,875,260	2,344,504,943	3,921,636	(62,308,812)	\$ 5,020,993,027	6.2%

Assessed Value of Property

The Town of Tiburon has 3714 parcels of which 3,229 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 8.12%. 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.

Current Assessed Valuation	\$	5,020,993,027
Assessed Valuation on July 1, 1983	\$	395,258,102
Average Annual Growth Since 1983		8.12%



Assessor's Tax Roll Parcel Data

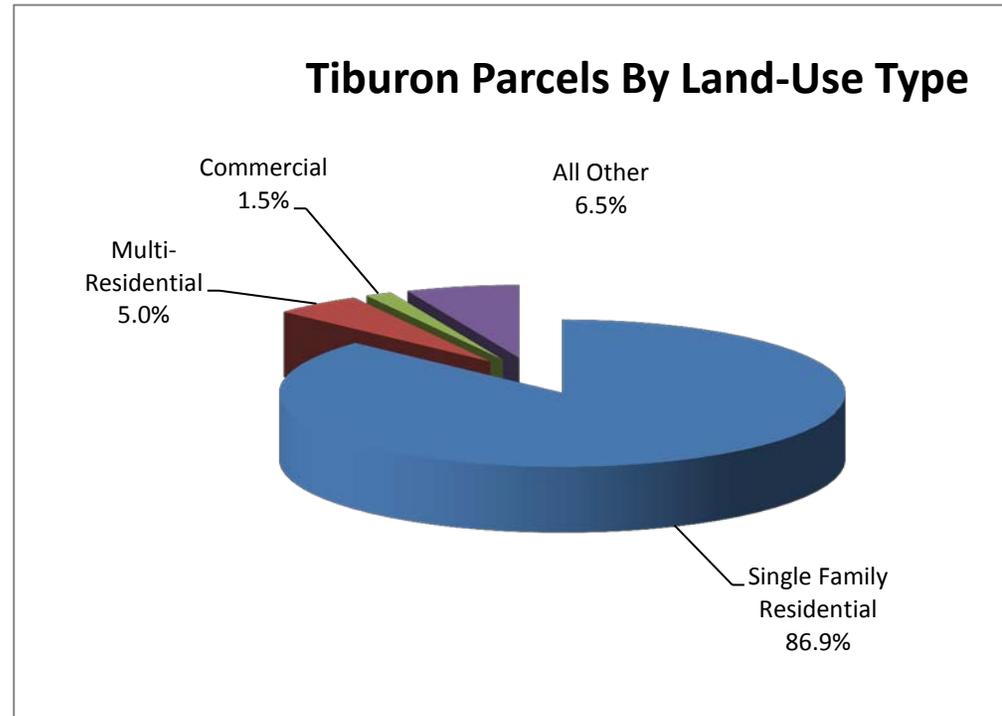
	Use Status	Parcel Count	As Percent of Total Parcels	Total Assessed Value	As Percent of Assessed Value	Average Assessed Value Per Parcel
SINGLE FAMILY RESIDENTIAL	Vacant - Unimproved	123	3.3%	48,350,316	1.0%	393,092
	Improved - Detached	2,458	66.2%	4,105,381,748	80.8%	1,670,212
	Improved - Attached	648	17.4%	517,256,341	10.2%	798,235
MULTIPLE RESIDENTIAL	Unimproved	11	0.3%	1,732,259	0.0%	157,478
	Improved	176	4.7%	247,458,680	4.9%	1,406,015
COMMERCIAL	Unimproved	8	0.2%	409,165	0.0%	51,146
	Improved	49	1.3%	111,553,624	2.2%	2,276,605
INDUSTRIAL LAND	Unimproved	1	0.03%	2,265	0.0000%	2,265
SUBJECT TO EXEMPTION	Unimproved	11	0.3%	283,472	0.0%	25,770
	Improved	29	0.8%	50,864,763	1.0%	1,753,957
TAX EXEMPT		175	4.7%	0	0.0%	0
COMMON AREA PARCEL	Homeowner's Association	25	0.7%	9,206	0.0%	368
Column Totals:		3714	100.0%	\$ 5,083,301,839	100.0%	\$ 1,368,687

Assessor's Tax Roll Parcel Data

The Town of Tiburon has 3714 parcels of which 3,229 are Single-Family, 187 are Multiple-Family, and 57 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

A total of 123 Single-Family parcels are unimproved, some of which are "scraps or "strips" and are undevelopable.

The Town-wide average assessed value per parcel is \$1,368,318. The average assessed value for an improved detached Single-Family parcel is \$1,670,212, for an attached townhouse-type unit it is \$798,235.



<i>Parcel Type</i>	<i>Number</i>	<i>Total AV</i>
Single Family Residential	3,229	\$ 4,670,988,405
Multi-Residential	187	249,190,939
Commercial	57	111,962,789
All Other	241	51,159,706
Total Parcels:	3,714	\$ 5,083,301,839

Staff Positions

Position	2014/15	2015/16	2016/17	2017/18	Position	2014/15	2015/16	2016/17	2017/18
TOWN ADMINISTRATIVE SERVICES					POLICE DEPARTMENT				
Town Manager	1.00	1.00	1.00	1.00	Chief of Police	1.00	1.00	1.00	1.00
Town Attorney	0.75	-	-	-	Captain	1.00	-	-	-
Town Clerk	1.00	1.00	1.00	1.00	Sergeant	4.00	4.00	4.00	4.00
Office Assistant	1.00	0.90	0.90	1.00	Patrol Officers	7.00	7.00	7.00	7.00
Admin. Services Director	1.00	1.00	1.00	1.00	Investigator/Detective	-	-	-	-
IT Coordinator	-	-	-	-	Secretary	1.00	-	-	-
Management Assistant	0.72	0.80	0.80	0.86	Police Service Aide	2.10	2.75	2.65	3.00
Management Analyst	1.00	1.00	1.00	1.00	Emergency Services Coordinator	1.00	1.00	1.00	1.00
IT/Desktop Support	-	-	-	-					
Subtotal:	6.47	5.70	5.70	5.86	Subtotal:	17.10	15.75	15.65	16.00
COMMUNITY DEVELOPMENT					PUBLIC WORKS				
Community Dev. Director	1.00	1.00	1.00	1.00	Director & Town Engineer	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	Engineering Technician	1.00	1.00	-	-
Associate Planner	-	1.00	1.00	1.00	Associate Civil Engineer	-	-	1.00	1.00
Assistant Planner	1.00	-	-	-	Superintendent of Public Works	1.00	1.00	-	1.00
Community Development Aide	1.00	1.00	1.00	1.00	Assistant Supt. of Public Works	-	-	1.00	-
Building Official	1.00	1.00	1.00	1.00	Senior Maintenance Worker	2.00	2.00	2.00	2.00
Building Inspector	1.00	1.00	1.00	1.00	Maintenance Worker	4.00	4.00	4.00	4.00
Permit Technician	1.00	1.00	1.00	1.00	Subtotal:	9.00	9.00	9.00	9.00
Permit Clerk	1.00	1.00	1.00	1.00					
Subtotal:	9.00	9.00	9.00	9.00	TOTAL ALL POSITIONS	41.57	39.45	39.35	39.86