

# TOWN OF TIBURON

## MUNICIPAL BUDGET

Fiscal Year 2018-19



PRESENTED TO:

Mayor Jim Fraser

Vice Mayor David Kulik

Councilmember Alice Fredericks

Councilmember Holli Thier

Councilmember Jon Welner

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TOWN OF TIBURON  
1505 Tiburon Boulevard  
Tiburon, CA 94920

## MEMORANDUM

**Date:** June 6, 2018  
**To:** Mayor and Town Council  
**From:** Greg Chanis, Town Manager  
**Subject:** Fiscal Year 2019 Proposed Municipal Budget

### INTRODUCTION

I am pleased to present the proposed Fiscal Year 2019 (FY 19) Municipal Budget Plan (Proposed Budget). It includes staff's recommendations related to reallocation of fund reserves, a projection of revenues and expenditures for the coming year, and a proposed Capital Improvement Plan.

Overall, the Town's financial situation remains strong, with the Proposed Budget projecting an operating surplus of \$137,834 at the close of FY 2019, while allocating the resources necessary to continue providing residents with exceptional municipal services, continued maintenance of Town infrastructure, and enhancements to the community through the Capital Improvement Program. The Proposed Budget also includes making significant investments in the irrevocable trusts the Town has established with Public Agency Retirement Services (PARS) to pre-fund its long-term liabilities associated with CalPERS pension benefits and Other Post-Employment Benefits (OPEB).

The Town of Tiburon has enjoyed an appropriate balance of revenue and expenditures for many years. This is a result of prudent management and a focus on having the Town operate within its means, while maintaining essential services. Additionally, the Town maintains robust fund reserves to weather the next economic downturn or respond to an unforeseen natural disaster.

The budget document provides detailed information about all aspects of the Proposed Budget, with this memo providing a broad overview in the following areas:

- Fund Reserves and Proposed Transfers
- Budget Overview
- Revenues and Expenditures Overview
- Capital Equipment/Technology Outlay
- Capital Improvement Program

**FUND RESERVES AND PROPOSED TRANSFERS**

The Town continues to maintain sufficient General Fund Reserves despite investment in several large projects over the past few years. The Town is estimated to begin next Fiscal Year with approximately \$6.83 million in our General Fund policy restricted reserves, \$8.12 million in Discretionary Set-Asides, and \$1.83 million in the Unallocated General Fund Reserve for a total of \$16.79 million. In addition, there are \$7.47 million in restricted fund reserves.

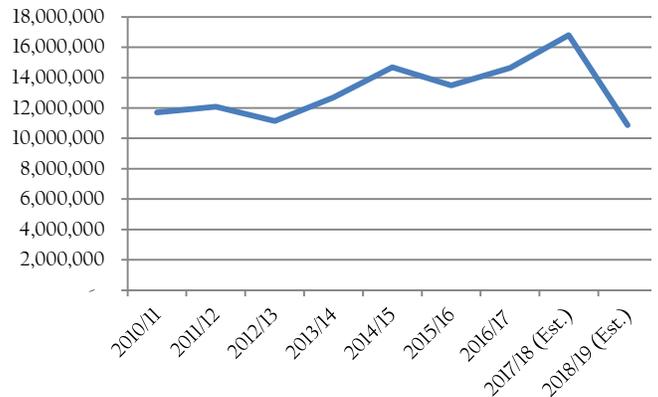
The Proposed Budget includes recommendations for reallocating various reserve funds as summarized in Table 1 below:

**Table1**

	Transfer Out	Transfer In
CalPERS Liability Reserve	(800,000)	
OPEB Liability Reserve	(250,000)	
PARS CalPERS Trust		800,000
PARS OPEB Trust		250,000
General Fund Unallocated Reserve	(2,400,000)	
Streets and Drainage Reserve		\$500,000
PW Corp Yard Improvement Reserve		\$500,000
Park Development & ORT Reserve		\$750,000
PARS OPEB Trust		\$400,000
PARS CalPERS Trust		\$250,000
<b>TOTAL</b>	<b>(\$3,450,000)</b>	<b>\$3,450,000</b>

Implementation of these recommendations will result in an estimated FY 19 year-end balance in unallocated General Fund Reserves of \$499,974, a total of \$1,050,000 transferred to the PARS CalPERS Trust, and a total of \$650,000 transferred to the PARS OPEB Trust. Finally, the Town will continue to maintain the General Fund Operating Reserve Fund at the Council set policy level of 25% of operating expenditures.

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.



**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 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).

Looking specifically at the Operating Budget, Table 2 below compares the current (FY 17-18) adopted operating budget to the Proposed Budget.

TABLE 2

<b>Overall Operating Budget</b>				
	<b>2017/18 Adopted</b>	<b>2017/18 Estimated Year End</b>	<b>2018/19 Proposed</b>	<b>% Change</b>
<b>Revenues</b>	\$11,752,247	\$12,476,699	\$12,499,259	6.4%
<b>Expenditures</b>	\$11,566,825	\$10,933,738	\$12,361,425	6.9%

**Operating Revenue / Expenditure Overview**

The economy, as it relates to projected revenue, appears to be relatively stable. Staff is projecting overall operating revenues to increase by 6.4% over the current year’s adopted budget. The Town is anticipating its single largest revenue source, secured property taxes, to increase by 6.0% over the budgeted amount for the prior Fiscal Year.

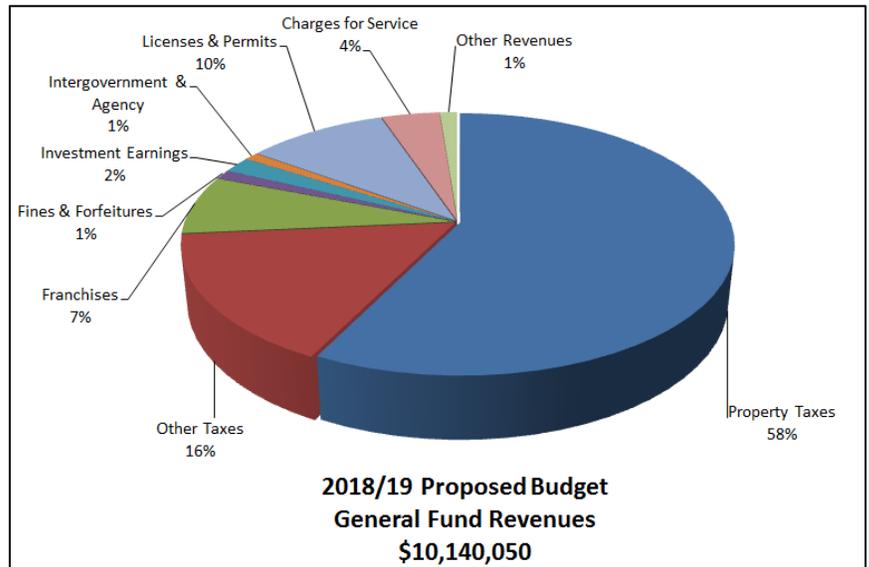
Operating expenditures are proposed to increase by 6.9% (\$794,600) over the FY 2017 adopted budget. Of this increase, 70.4% (\$359,283) is due to salary and benefit increases and another 29.6% (\$235,317) of the increase is in Supplies and Services. The increase in salary and benefit expenditures includes the addition of an IT Coordinator in the Administration Department as well as an additional Police Officer. Capital Project Expenses are expected to remain flat at \$27,500. These changes will be detailed in the individual departmental budgets below.

## Revenues

For Fiscal Year 2019, Staff projects overall operating revenues to increase by 6.4%, or \$747,011, and General Fund operating revenues to increase by 5.5%, or \$530,959.

Per an annual State determination, assessed property valuation will increase by 2.0%, the maximum allowable under applicable provisions of Proposition 13. However, guidance provided by the Marin County Assessor’s Office indicates, due to improvements on properties and sales of existing homes, the overall increase in secured property taxes will be 5.14%. ERAF Property Taxes are expected to increase 18.15%. Overall, staff is anticipating all sources of property taxes to increase 7.05% over the adopted FY 2018 budget. Property tax receipts have historically been the Town’s “bread and butter” revenue, representing approximately 51.3% of General Fund Operating Revenues in FY 2018-19.

The pie chart to the right shows the breakdown by revenue category of the projected FY 2019 General Fund Operating Revenues of \$10,140,050.



The category of Other Taxes, which includes sales, property transfer and transient occupancy taxes, is projected to decrease by 0.7% over this year’s adopted budget. This decrease is primarily based on an

expected decline in Transient Occupancy Tax revenues, which are projected to decrease by 3.0% in the coming fiscal year. Sales tax growth is projected to decrease by 2.4 % to account for lost sales tax revenues from the Corinthian Yacht Club, which was reapportioned to the City of Belvedere by the State Board of Equalization in the current Fiscal Year.

Franchise Fee revenues are anticipated to increase 3.9% over the adopted FY 2018 budget. Pacific Gas & Electric franchise fees are projected to increase 16.4%, followed by an increase in cable franchise fees of 4.8%.

Investment Earnings are projected to increase 99.9% in FY 2018. Local Agency Investment Funds rates have been steadily increasing and the Town is expecting a 1.5% return in FY 2019.

Intergovernmental Revenue is proposed to decrease by 2.9% over the adopted FY 2018 budget. Overall, this is a relatively small group of revenue sources. Moderate increases are expected from State and County grants, as well as the State Motor Vehicle License Fees. Revenues for the Tiburon Peninsula Soccer League are conservative due to anticipated field downtime related to McKegey Green field improvements.

Charges for Services are proposed to increase by 9.5% or \$35,600. This includes a new apportionment of \$40,000 for IT Coordinator cost recovery services and an increase of \$25,000 for plan checking revenue. A decrease of \$28,500 in cost recovery for Police Services is proposed.

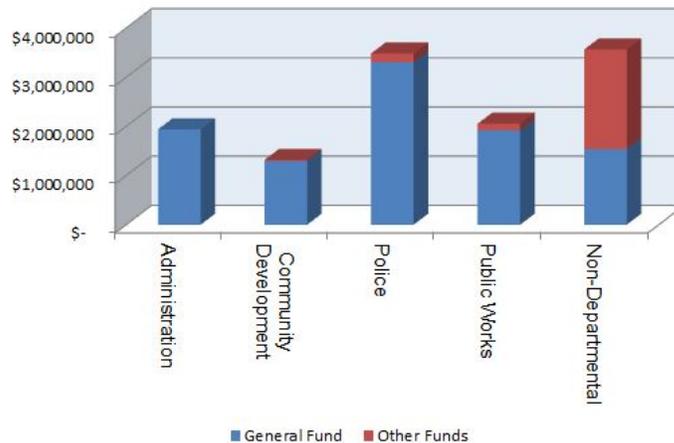
### Expenditures by Department

Overall operating expenditures are projected to increase by 6.9%, or \$794,600, over the adopted FY 2018 budget. General Fund operating expenditures are proposed to increase by 6.31%, or \$593,547.

Staff is currently in contract negotiations with employees represented by the Service Employees International Union (SEIU), as well as those represented by the Tiburon Police Officers Association (TPOA). As a result, the amount included in the Proposed Budget for salary increases is an estimate. If additional funds are required as a result of these negotiations, staff will return to Council at a future meeting for authorization to adjust the budget accordingly. Also included in the Proposed Budget is a 10% increase in health insurance rates. This is a high estimate as the Town is not advised of the actual increase until mid-June. Additional notable expenditure increases include \$75,000 for anticipated litigation expenses, and \$40,000 for roadside vegetation management in Caltrans ROW along Tiburon Boulevard.

The bar chart below shows the FY 2019 Operating Budget by department. Further clarification of department expenditure variations follows:

The **Administration Department's** overall budget is proposed to increase by 8.1% or \$145,551 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 6.23% or \$74,911. Included in this increase are the annual salary and benefits costs for the IT Coordinator position, which was approved by Council and filled in FY 2018. The IT Coordinator salary is offset by a reduction in IT Consulting Services, which is reduced by 82.4%, or \$70,000. IT Coordinator cost recovery revenue is reflected in the Operating Revenue section of the FY 2019 budget and totals \$40,000. Also included in FY 2019 is \$7,500 for video technician services to record council meetings. Election costs are proposed to decrease \$15,000 over the current year to reflect costs associated with a normal election year.

The Legal Services Division are proposed to increase 21.7%. This includes a \$5,000 increase in Contract Town Attorney fees as well as \$75,000 for anticipated general litigation.

The Legislative Support Division's total appropriation is being increased by 23.7%, or \$21,500. This increase is due to appropriating \$25,000 towards the Holiday Lights and Festival expenditure as well as increases to special events and functions.

The Town Hall Facility Division is proposed to decrease by 3.9% or \$6,360. Several improvements to Town Hall were completed in FY 2018 and have been removed from the proposed budget, including clock tower repairs, fire line testing, crawl space ventilation, and new hand driers for the restroom facilities. An overall increase in Utility and Communication expenditures of \$4,500 as well as \$3,600 for improved network bandwidth and \$3,700 for additional janitorial services are included in the Proposed Budget.

The **Community Development Department**, which includes the Planning, Building and the Long Range Planning Division, budget is proposed to increase by 4.6% or \$54,415.

The Planning Division budget is proposed to increase 9.1% or \$52,258, due primarily to an increase of \$30,000 in casual hire for extended leave coverage of Planning Staff as well as salary and benefit increases for the division. The Community Development Aide position is proposed to be reclassified as a Planning Technician. This reclassification is not expected to incur any additional cost in salary or benefits in the upcoming fiscal year. Contractual Services are expected to decrease \$5,000, returning this item to normal costs with the completion of the Hillside Design Guidelines in FY 2018.

The Building Division budget is scheduled to increase by 1.5% or \$10,157. This reflects salary and benefit increases as well as reductions in Fuel and Oil and Employee Development and Training expenditures.

The Long Range Planning Division budget is proposed to decrease by \$5,000 to reflect General Plan updates made in the current fiscal year.

The **Police Department** budget is projected to increase by 4.3% or \$142,340. Salary and benefit costs are proposed to increase \$237,117. This includes the addition of a Police Officer, which accounts for \$120,567 of the increase, as well as salary and benefit increases for department staff. The cost of services provided by the County of Marin, including the Major Crimes Task Force JPA fees and dispatch services, increased \$42,776 over the prior fiscal year. A proposed decrease of 77.25% or \$111,255 in Contractual Services is due to non-renewal of services provided by Belvedere for the Chief of Police and Lexipol for policy manual maintenance. Supplies and Services are expected to decrease by 19.3%, or \$19,500, due to decreased fuel, oil, and safety equipment expenses as well as a reduction in maintenance costs for the license plate reader cameras and department vehicles. Range and Weapons expenditures as well as Special Investigation expenses are proposed to decrease \$2,000 each, accounting for the majority of the 3.8% decrease in Supplies and Expenses. Also included is a new appropriation of \$3,000 for the replacement of office chairs in the Emergency Operations Center budget. The remaining portion of the Police Department budget is relatively unchanged over FY 2018.

The **Public Works Department**, which includes Administration, Streets, Parks, and Street Lights budget, is proposed to increase by 9.5% or \$177,974 from FY 2018. Salary and benefits are proposed to increase \$67,074.

The Administration and Engineering Division is proposed to increase 3.8% or \$21,534. This is due to proposed salary and benefit increases. The costs for all other expenditures in this division remain unchanged from FY 2018.

The Street Maintenance Division is proposed to increase 5.7% or \$28,252. Salaries and benefits are anticipated to increase by approximately \$31,252 in FY 2019. Employee development is expected to increase by \$1,000 and membership costs will rise by \$1,600. The Division will reduce costs in storm drain and culvert maintenance by \$5,000 and operating supplies by \$600. All other expenses in this division are essentially unchanged.

The Parks Division is proposed to increase by 20.5% or \$129,289. Besides salary and benefit adjustments, new funding of \$40,000 is proposed for vegetation maintenance in the CalTrans right-of-way. Annual maintenance costs for McKegney Green have increased to \$55,000, or 450% of the previous year's allocation. An additional \$20,000 has been included for tree maintenance, \$15,000 of which is apportioned to the trees at McKegney Knoll. Electrical improvements for the Fountain Plaza and relocation of the electrical panel at Blackie's Pasture restroom have been completed and removed from the FY 2019 budget. The cost of potable water provided by MMWD has increased by \$45,000, which is slightly offset by the eliminating the \$25,000 cost of reclaimed water currently provided Richardson Bay sanitary District.

The Public Works Corporation Yard budget is proposed to decrease \$9,600 or 8.3%. This is due to the completion of the material storage area and fuel pump rebuild, which were apportioned at \$10,000 and \$3,000 respectively in FY 2018. Vehicle maintenance is proposed to increase \$2,000 and telecommunication services are expected to increase \$2,250. Rental tools and equipment are proposed to decrease by \$1,400.

The Cypress Hollow Lighting and Landscape District is proposed to increase \$6,500 to include additional costs for tree maintenance that occurs every 5 years.

The remaining Division of the Public Works Department, Street Lights, is essentially unchanged from FY 2018.

The **Non-Departmental** budget is proposed to increase 8.24% or \$271,319 in FY 2019. 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 pass-through payment made to the Library Agency increased approximately \$150,000 and JPA dues are estimated to increase 8.9% or \$126,134, including an increase in JPA fees for Richardson Bay Regional Agency of \$11,717 and Stormwater Runoff (MCSTOPPP) for \$9,216. The Town has very little control over the remaining expenses in this Department budget.

## **CAPITAL EXPENDITURES**

In the Proposed Budget, Capital Expenditures are grouped into 2 broad categories, Capital Outlay and Allowance, and the Capital Improvement Plan.

### **Capital Outlay and Allowance**

The Capital Outlay and Allowance category includes proposed expenditures for capital equipment acquisition and/or replacement (Planned Capital Outlay Purchases) , and proposed expenditures related to technology (Planned Technology Outlay Purchases).

Proposed expenditures for Planned Capital Outlay total \$128,000 and includes funding to purchase the equipment necessary to maintain McKegey Green as well as well as the purchase of electric vehicles for both the Community Development and Public Works departments.

Proposed expenditures for Planned Technology Outlay total \$205,320, and include funding for new laptops for the EOC, implementation and maintenance of modules for the Town's permit tracking system, Trakit, and installation of a new phone system for the Police Department and Corporation yard, which is carried over from the current fiscal year.

## **Capital Improvement Plan**

The FY 2019 Capital Improvement Program (CIP) budget is proposed at \$8,029,074. There is carry-over funding from the current fiscal year in the amount of \$5,447,319 for projects that will not be completed prior to June 30, 2017.

The Drainage Improvement Program includes \$1,156,000 in total appropriations, of which \$1 million is for the annual storm drain improvement program; \$126,500 for the design of Beach Road Drainage; and \$30,000 for design of a culvert on the Old Rail Trail at San Rafael Avenue. All projects in the program are carried over from FY 2018.

The Community Projects Division of the CIP Program allocates \$5,161,755 in projects. There is \$2,725,000 in carry-over projects in this division. New projects include construction and related activities for the Virginia Drive Undergrouding district, ferry dock pile replacement, flooring and paint upgrades for the Police Department building, a scoping study for the design of the Public Works Corporation Yard, design for both Elephant Rock repairs and Shoreline Park pathway lights, and construction of an equipment storage facility at Blackie's Pasture which will be used to store equipment related to the maintenance of McKegney Green.

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. Careful management over many years, coupled with relative economic stability, allows staff to propose a Fiscal Year 2019 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 expenditures are carefully managed.

I would like to take this opportunity to thank the entire management team for their assistance in developing the Proposed Budget, and for their sound budget stewardship throughout the current Fiscal Year. And a special thanks to Management Analyst Suzanne Creekmore who once again led the budget development process this year.

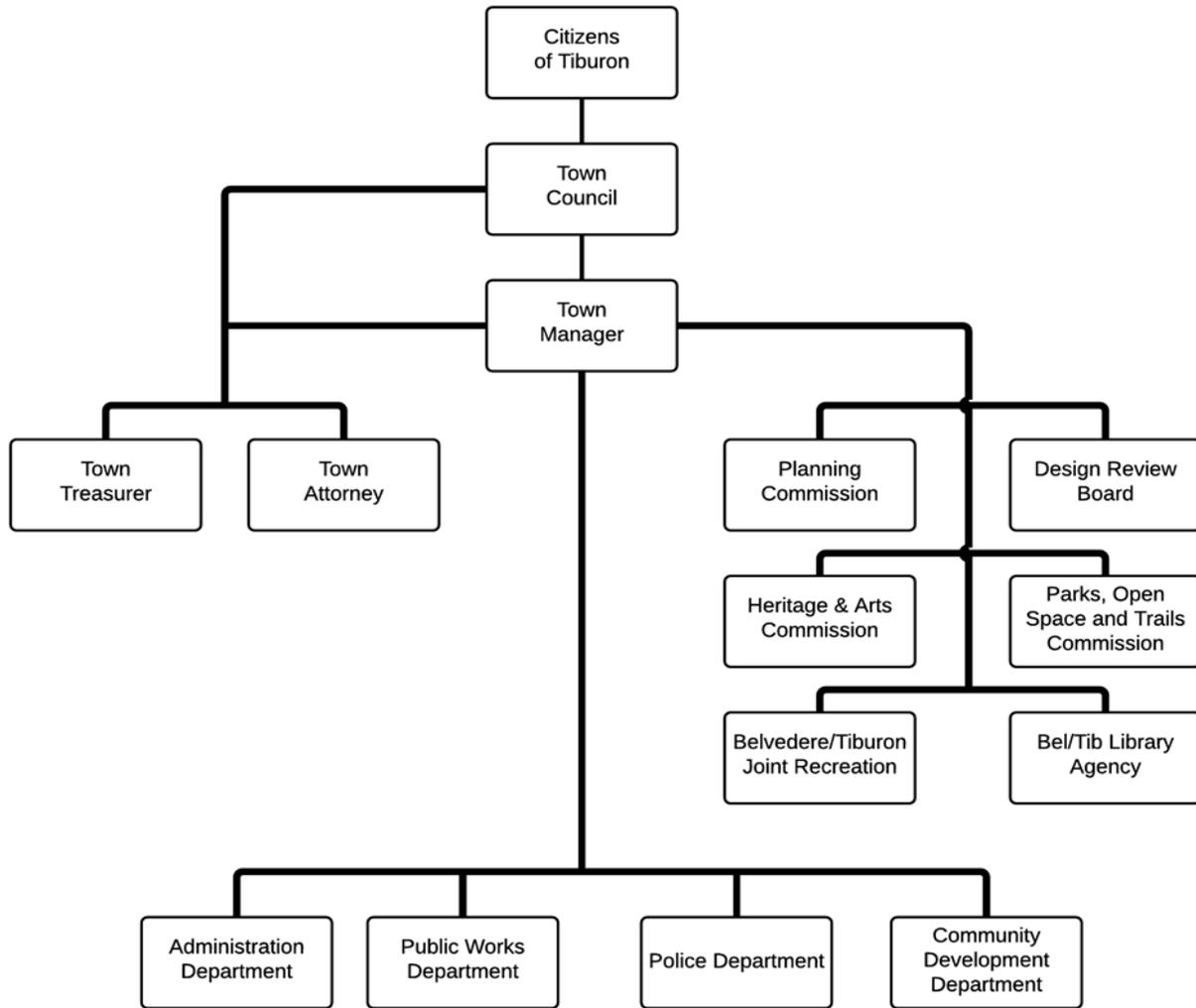
Finally, we all wish to thank the Town Council's Finance Committee, Vice-

Mayor Jim Fraser and Vice Mayor David Kulik, for their review, comment and good counsel during the budget preparation process. We look forward to a dialogue with the Town Council on the Proposed 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**  
**DAVID KULIK, VICE-MAYOR**  
**ALICE FREDERICKS**  
**HOLLI THIER**  
**JON WELNER**

## PLANNING COMMISSION

John Corcoran, Chair  
Erica Williams, Vice Chair  
Daniel Amir  
Kathleen Defever  
Jeff Tsai

## DESIGN REVIEW BOARD

Linda Emberson, Chair  
Bryan Chong, Vice Chair  
Gordon Cousins  
Suzanne Kim  
John Kricensky

## PARKS, OPEN SPACE & TRAILS COMMISSION

Park Allen, Chair  
Phillip Feldman, Vice Chair  
Angela McInerney  
Isaac Nikfar  
Jim Wood

## HERITAGE & ARTS COMMISSION

Lily Smith, Chair  
Victoria Fong  
Francella Hall  
Azita Mujica-Beavers  
Leonor Noguez  
Kenna Norris  
Vacant  
Victoria Arnett, Commissioner Emeritus

Town Historian: David M. Gotz

## BELVEDERE/TIBURON JOINT RECREATION COMMITTEE

Peyton Stein, Chair  
Melissa Feder, Vice Chair  
Jim Fraser (Tiburon Town Council)  
Bob McCaskill (Belvedere City Council)  
Erin Burns  
Jane Jacobs  
Jerry Riessen  
Afsaneh Zolfaghari  
Sherry Wangenheim  
(Reed Union School District)

## BELVEDERE/TIBURON LIBRARY AGENCY BOARD OF TRUSTEES

Jeff Foran, Chair  
Tom Cromwell, Vice Chair  
Tom Gram  
Ric Postle  
George Bo-Linn  
Bill Smith  
Niran Amir (Reed Union School District)

## BELVEDERE/TIBURON JOINT DISASTER ADVISORY COUNCIL

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

# **FUND RESOURCES OVERVIEW**

**Overview of Total Appropriations**

**Statement of Fund Balances, June 30th Closing**

**Changes to Fund Balance**

**Fiscal Year 2018/19**

**Capital & Special Project Fund Descriptions**

Overview of Total Appropriations

**Appropriation**

**Operating Program**

Town Administration	1,940,700
Community Development	1,318,290
Police	3,484,389
Public Works	2,054,143
Non-Departmental	3,563,903
Subtotal:	\$ 12,361,425

<b>Capital &amp; IT Outlay Program</b>	\$ 333,320
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**Capital Improvement Program**

Street Improvements	1,710,819
Drainage Improvements	1,156,500
Community Development Improvements	5,081,755
Subtotal:	\$ 7,949,074

2016 Consolidated Reassessment District	646,471
Subtotal:	\$ 646,471

<b>Total Appropriation</b>	<b>\$ 21,290,290</b>
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Statement of Fund Balances, June 30th Closing

<b>FUND/ RESERVE</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Estimated</b>	<b>2018/19 Projected</b>
<b>GENERAL FUND</b>				
Operating Reserve (25%)	\$ 3,000,000	\$ 3,000,000	\$ 4,573,807	\$ 3,137,834
Capital Equipment Replacement	\$ 409,513	\$ 390,445	\$ 454,645	\$ 448,845
Employee Compensated Leave	\$ 297,823	\$ 294,224	\$ 294,224	\$ 294,224
Employee Housing Assistance	\$ 800,000	\$ 800,000	\$ -	\$ -
CalPERS Side Fund Repayment	\$ -	\$ -	\$ 800,000	\$ -
Other Post Employment Benefits	\$ 1,252,019	\$ -	\$ 250,000	\$ -
Self Insurance	\$ 174,004	\$ 100,004	\$ 100,004	\$ 100,004
Technology Fund	\$ 592,593	\$ 612,965	\$ 358,315	\$ 287,395
Sub-Total	6,525,952	5,197,638	\$ 6,830,995	4,268,302
<b>DISCRETIONARY SET-ASIDES</b>				
Infrastructure & Facility Replacement	655,958	620,469	1,170,469	416,469
PW Corp Yard Improvement	2,111,633	211,633	3,111,633	3,581,633
Park Development	810,532	753,302	1,903,302	688,302
Streets & Drainage	1,224,955	1,146,469	1,827,976	1,271,476
Emergency Repairs	100,000	100,000	100,000	100,000
Open space Management	25,141	25,141	25,141	25,141
Sub-total	4,928,219	2,857,014	8,138,521	6,083,021
Unallocated Balance	3,658,627	5,726,167	1,826,167	499,974
			-	
Total General Fund:	\$ 15,112,798	\$ 13,780,819	\$ 16,795,683	\$ 10,851,297
<b>OTHER RESTRICTED FUNDS</b>				
Belvedere/Tiburon Library Agency	\$ -	\$ -	\$ -	\$ -
Police Suppl Law Enforcement	\$ -	\$ -	\$ -	\$ -
Cypress Hollow District	\$ 30,418	\$ 29,987	\$ 29,425	\$ 23,186
Town Owned Housing Fund	\$ 337,708	\$ 345,711	\$ 394,930	\$ 430,667
Heritage & Arts Donation Fund	\$ 5,333	\$ 5,612	\$ 6,612	\$ 7,612
Low & Moderate Housing	\$ 1,224,780	\$ 1,217,055	\$ 1,365,696	\$ 1,362,807
Open Space Acquisition	\$ 194,500	\$ 195,953	\$ 197,903	\$ 200,872
State Gas Tax	\$ 1,241,807	\$ 1,402,590	\$ 1,661,590	\$ 1,683,354
RMRA (SB1 Funding)	\$ -	\$ -	\$ -	\$ 107,376
County Measure A Funds	\$ 208,079	\$ 209,964	\$ 249,914	\$ 253,663
County Measure B Funds	\$ 22,147	\$ 109,349	\$ 110,437	\$ 112,094
County Measure A Funds (Parks)	\$ 47,455	\$ 70,918	\$ 65,090	\$ 66,065
Street Frontage Improvement	\$ 30,002	\$ 2	\$ 30,002	\$ 30,002
Tiburon Circ System Improvement	\$ 89,991	\$ 109,827	\$ 115,227	\$ 146,955
Tiburon Long Range Planning	\$ 240,317	\$ 258,958	\$ 302,849	\$ 332,392
Bunch Grass Mitigation Fund	\$ 131,945	\$ 132,818	\$ 134,141	\$ 136,153
Tiburon Parks In-Lieu	\$ 13,329	\$ 13,496	\$ 13,628	\$ 13,832
Tiburon Planning Area Mitigation	\$ 186,084	\$ 187,420	\$ 128,435	\$ 130,362
Tiburon Street Impact	\$ 2,039,769	\$ 2,594,971	\$ 2,643,169	\$ 1,512,475
Drainage Impact Fund	\$ 79,694	\$ 38,168	\$ 23,168	\$ 8,168
Total Restricted Funds:	\$ 6,123,358	\$ 6,922,799	\$ 7,472,216	\$ 6,558,035

Changes to Fund Balance, projected June 30, 2019

FUND/RESERVE	Estimated Fund Balance 7/1/2018	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Transfers In (Out)	Other Sources In (Out)	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2019
<b>GENERAL FUND RESERVES</b>								
<b>POLICY RESTRICTED</b>								
Operating Reserve (25%)	\$ 4,573,807	10,140,050	10,002,216	-	(1,573,807)	-	(1,435,973)	\$ 3,137,834
Capital Equipment Replacement	454,645	-	-	128,000	-	122,200	(5,800)	\$ 448,845
Employee Compensated Leave	294,224	-	-	-	-	-	-	294,224
Employee Housing Assistance	-	-	-	-	-	-	-	-
CalPERS Liability Reserve	800,000	-	-	-	250,000	(1,050,000)	(800,000)	-
OPEB Fund (GASB 45)	250,000	-	-	-	400,000	(650,000)	(250,000)	-
Self Insurance	100,004	-	-	-	-	-	-	100,004
Technology Fund	358,315	80,000	-	205,320	-	54,400	(70,920)	287,395
<b>Sub-Total</b>	<b>6,830,995</b>	<b>10,220,050</b>	<b>10,002,216</b>	<b>333,320</b>	<b>(923,807)</b>	<b>(1,523,400)</b>	<b>(2,562,693)</b>	<b>4,268,302</b>
<b>DISCRETIONARY SET-ASIDES</b>								
Infrastructure & Facility Replacement	1,170,469	-	-	754,000	-	-	(754,000)	416,469
PW Corp Yard Improvement	3,111,633	-	-	30,000	500,000	-	470,000	3,581,633
Park Development & ORT	1,903,302	-	-	1,965,000	750,000	-	(1,215,000)	688,302
Streets & Drainage	1,827,976	70,000	-	1,126,500	500,000	-	(556,500)	1,271,476
Emergency Repairs	100,000	-	-	-	-	-	-	100,000
Open Space Management	25,141	-	-	-	-	-	-	25,141
<b>Sub-Total</b>	<b>8,138,521</b>	<b>70,000</b>	<b>-</b>	<b>3,875,500</b>	<b>1,750,000</b>	<b>-</b>	<b>(2,055,500)</b>	<b>6,083,021</b>
<b>Unallocated Balance</b>	<b>1,826,167</b>	<b>-</b>	<b>-</b>	<b>500,000</b>	<b>(2,400,000)</b>	<b>1,573,807</b>	<b>(1,326,193)</b>	<b>499,974</b>
<b>Total General Fund</b>	<b>\$ 16,795,683</b>	<b>\$ 10,290,050</b>	<b>\$ 10,002,216</b>	<b>\$ 4,708,820</b>	<b>\$ (1,573,807)</b>	<b>\$ 50,407</b>	<b>\$ (5,944,386)</b>	<b>\$ 10,851,297</b>
<b>RESTRICTED FUNDS</b>								
Belvedere/Tiburon Library Agency	\$ -	1,908,900	1,908,900	-	-	-	-	\$ -
Supplemental Law Enforcement	\$ -	180,000	180,000	-	-	-	-	\$ -
Cypress Hollow District	29,425	16,761	23,000	-	-	-	(6,239)	23,186
Town Owned Housing Units	394,930	127,304	91,567	-	-	-	35,737	430,667
Heritage & Arts Project Fund	6,612	1,000	-	-	-	-	1,000	7,612
Low & Moderate Housing	1,365,696	20,485	23,374	-	-	-	(2,889)	1,362,807
Open Space Acquisition	197,903	2,969	-	-	-	-	2,969	200,872
State Gas Tax	1,661,590	252,519	40,000	190,755	-	-	21,764	1,683,354
RMRA (SB1 Funding)	-	161,069	-	53,693	-	-	107,376	107,376
County Measure A Funds (Sales Tax)	249,914	117,749	-	114,000	-	-	3,749	253,663
County Measure B Funds	110,437	1,657	-	-	-	-	1,657	112,094
County Measure A Funds (Parks)	65,090	73,343	72,368	-	-	-	975	66,065
Street Frontage Improvement	30,002	-	-	-	-	-	-	30,002
Tiburon Circ System Improvement	115,227	31,728	-	-	-	-	31,728	146,955
Tiburon Long Range Planning	302,849	49,543	20,000	-	-	-	29,543	332,392
Tiburon Bunch Grass Mitigation	134,141	2,012	-	-	-	-	2,012	136,153
Tiburon Parks In-Lieu	13,628	204	-	-	-	-	204	13,832
Tiburon Planning Area Mitigation	128,435	1,927	-	-	-	-	1,927	130,362
Tiburon Street Impact	2,643,169	451,432	-	1,582,126	-	-	(1,130,694)	1,512,475
Tiburon Drainage Impact	23,168	15,000	-	30,000	-	-	(15,000)	8,168
<b>Total Restricted Funds</b>	<b>7,472,216</b>	<b>3,415,602</b>	<b>2,359,209</b>	<b>1,970,574</b>	<b>-</b>	<b>-</b>	<b>(914,181)</b>	<b>\$ 6,558,035</b>
<b>Total Town Funds</b>	<b>\$ 24,267,899</b>	<b>\$ 13,705,651</b>	<b>\$ 12,361,425</b>	<b>\$ 6,679,394</b>	<b>\$ (1,573,807)</b>	<b>\$ 50,407</b>	<b>(6,858,568)</b>	<b>\$ 17,409,331</b>

## 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 2018/19**

**OPERATING REVENUES & EXPENDITURES****Fiscal Year 2018-19****Overview of Operating Budget Revenues & Expenditures**

<b>REVENUE &amp; SOURCES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
<b>GENERAL REVENUES</b>		<b>TOWN ADMINISTRATIVE SERVICES</b>	
Property Taxes	5,824,784	Town Administration	1,277,034
Other Taxes	1,634,876	Legal Services	346,500
Licenses & Permits	995,900	Legislative	106,750
Intergovernment & Agency	96,008	Town Hall Facility	210,416
Franchises	738,000		
Charges for Service	410,800	<b>NON DEPARTMENTAL</b>	<b>3,563,903</b>
Investment Earnings	200,050		
Fines & Forfeitures	116,000	<b>COMMUNITY DEVELOPMENT</b>	
Other Revenues	123,633	Planning & Design Review	626,221
		Building Inspection	672,069
Subtotal	\$ 10,140,050	Advance Planning	20,000
<b>OTHER SOURCES</b>		<b>POLICE</b>	
Other Fund Sources	\$ 2,359,209	Police Services	3,411,889
		Police/EOC Facility	72,500
		<b>PUBLIC WORKS</b>	
		Administration & Engineering	590,392
		Streets Maintenance	536,511
		Parks Maintenance	761,461
		Corporation Yard	106,780
		Street & Signal Light System	36,000
		Cypress Hollow	23,000
<b>TOTAL REVENUE &amp; SOURCES</b>	<b>\$ 12,499,259</b>	<b>TOTAL EXPENDITURES:</b>	<b>\$ 12,361,425</b>
<b>NET OPERATING SURPLUS (DEFICIENCY)</b>	<b>\$ 137,834</b>		

# **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

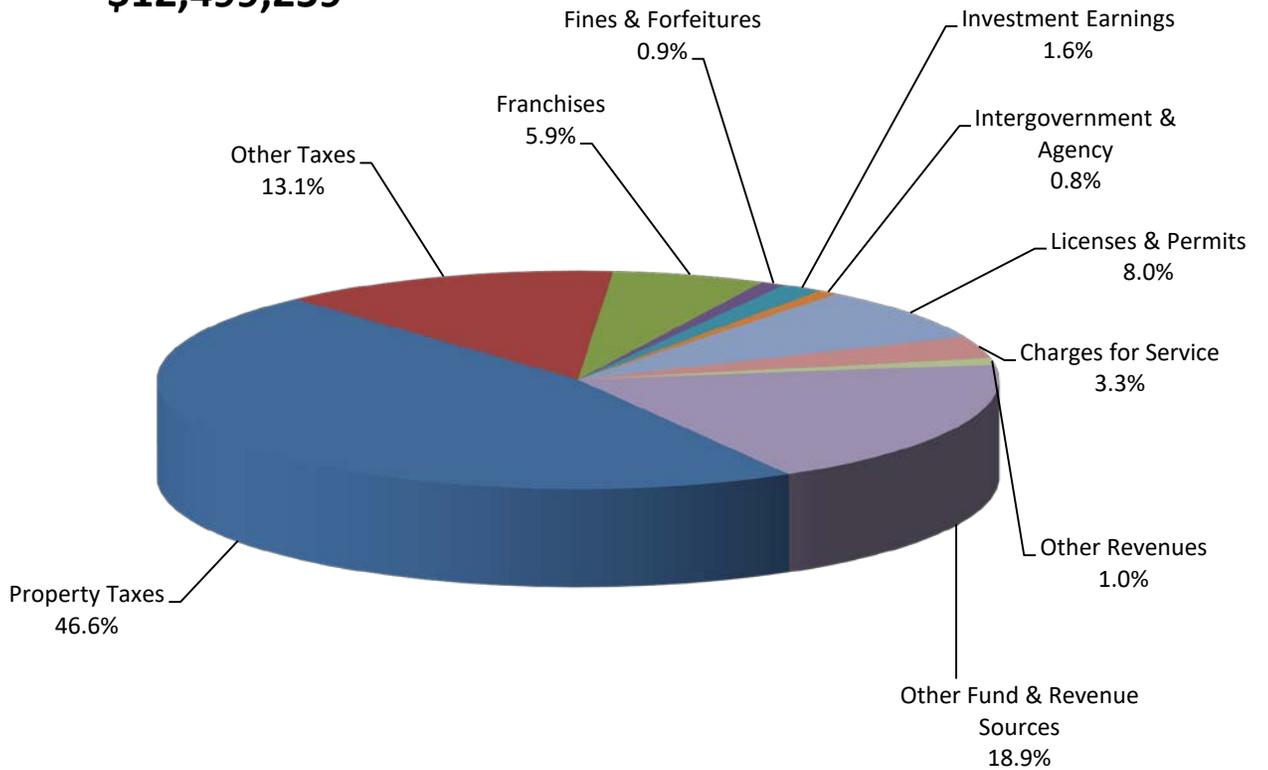
Long Range Planning Fund

Police COPS/SLESF Fund

Cypress Hollow Fund

Overview of Operating Budget Sources of Funding

**Planned Operating Revenues  
& Sources of Funds for 2018/19  
\$12,499,259**



Property Taxes	\$ 5,824,784
Other Taxes	\$ 1,634,876
Franchises	\$ 738,000
Fines & Forfeitures	\$ 116,000
Investment Earnings	\$ 200,050
Intergovernment & Agency	\$ 96,008
Licenses & Permits	\$ 995,900
Charges for Service	\$ 410,800
Other Revenues	\$ 123,633
Other Fund & Revenue Sources	\$ 2,359,209
	<u>\$12,499,259</u>

**OPERATING REVENUES**

**FY 2018-19**

Operating Budget Revenues - Summary

Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>GENERAL FUND</b>					
Property Taxes	5,035,073	5,451,486	5,441,260	5,633,947	5,824,784
Other Taxes	1,768,514	1,723,923	1,647,068	1,736,545	1,634,876
Franchises	688,034	718,867	710,000	720,882	738,000
Fines & Forfeitures	109,900	174,508	129,000	138,910	116,000
Investment Earnings	65,159	114,676	100,100	183,750	200,050
Intergovernment & Agency	125,559	105,480	93,324	87,293	96,008
Licenses & Permits	1,084,780	1,191,006	992,100	996,246	995,900
Charges for Service	494,649	447,282	375,200	475,680	410,800
Other Revenues	113,044	226,403	121,040	293,068	123,633
<i>Subtotal General Fund</i>	<b>\$ 9,484,712</b>	<b>\$ 10,153,631</b>	<b>\$ 9,609,091</b>	<b>\$ 10,266,321</b>	<b>\$ 10,140,050</b>
<b>OTHER FUND &amp; RESERVE SOURCES</b>					
Employee Comp. Leave Reserve	-	-	-	-	-
Low/Moderate Income Housing Fund	23,270	23,270	33,033	23,374	23,374
Town Owned Housing	61,035	96,317	87,078	71,576	91,567
Belvedere-Tiburon Library JPA Fund	1,603,870	1,724,508	1,758,545	1,818,000	1,908,900
Long Range Planning Fund	29,370	33,713	25,000	5,542	20,000
Police COPS/SLESF Fund	127,441	100,000	125,000	180,000	180,000
Gas Tax	-	-	40,000	21,715	40,000
Measure "A" Parks	45,115	-	58,000	73,000	72,368
Cypress Hollow Fund	17,101	17,101	16,500	17,171	23,000
<i>Subtotal Other Sources</i>	<b>\$ 1,907,202</b>	<b>\$ 1,994,909</b>	<b>\$ 2,143,157</b>	<b>\$ 2,210,378</b>	<b>\$ 2,359,209</b>
	-	-	-	-	-
<b>Totals:</b>	<b>\$ 11,391,914</b>	<b>\$ 12,148,540</b>	<b>\$ 11,752,247</b>	<b>\$ 12,476,699</b>	<b>\$ 12,499,259</b>

**OPERATING REVENUES**

**FY 2018-19**

**Operating Budget Revenues - Detail**

Description	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Estimated	2018-19 Proposed
<b>GENERAL FUND</b>					
<b>PROPERTY TAXES</b>					
Secured	3,465,322	3,684,744	3,835,994	3,873,060	4,066,713
Unsecured	71,013	72,159	72,159	73,529	75,767
Supplemental	99,387	89,962	81,799	86,343	80,163
Other	39,717	44,948	40,000	39,009	40,000
HOPTR State	19,776	19,513	19,285	19,285	19,166
ERAF Rebate	539,693	699,785	519,696	660,263	614,000
Property Tax In-Lieu of VLF	847,650	899,352	935,326	943,690	990,875
County Fees	(47,485)	(58,977)	(63,000)	(61,232)	(61,900)
<b>Total:</b>	<b>5,035,073</b>	<b>5,451,486</b>	<b>5,441,260</b>	<b>5,633,947</b>	<b>5,824,784</b>
<b>OTHER TAXES</b>					
Sales Tax	644,626	615,867	605,000	621,763	590,675
Sales Tax-Public Safety	77,455	81,105	81,411	84,261	82,514
Transient Occupancy Tax	831,706	804,905	800,657	817,565	776,687
TOT Seasonal Rentals	4,694	2,871	-	217	-
Real Property Transfer	210,033	219,175	160,000	212,739	185,000
<b>Total:</b>	<b>1,768,514</b>	<b>1,723,923</b>	<b>1,647,068</b>	<b>1,736,545</b>	<b>1,634,876</b>
<b>FRANCHISES</b>					
Energy-PG&E	111,111	125,247	110,000	110,000	128,000
Refuse-Mill Valley Refuse	360,276	346,097	355,000	359,275	360,000
Debris Boxes - Grange	27,310	27,940	35,000	29,849	30,000
Cable-AT&T	189,337	219,583	210,000	221,758	220,000
<b>Total:</b>	<b>688,034</b>	<b>718,867</b>	<b>710,000</b>	<b>720,882</b>	<b>738,000</b>
<b>FINES &amp; FORFEITURES</b>					
Vehicle Code	8,659	10,097	11,000	12,240	12,000
Parking Code	81,284	56,667	71,000	49,834	56,000
False Alarm Fines	-	3,502	2,000	6,980	3,000
Permit Reactivation Fines	7,652	67,880	20,000	19,880	20,000
Other Fines	12,305	36,362	25,000	49,976	25,000
<b>Total:</b>	<b>109,900</b>	<b>174,508</b>	<b>129,000</b>	<b>138,910</b>	<b>116,000</b>
<b>INVESTMENT EARNINGS</b>					
Interest-LAIF	62,388	113,431	100,000	183,650	200,000
Interest-Notes/Loans	2,647	1,111	-	-	-
Interst - Investments	-	61	-	100	50
Interest - Other	124	73	100	-	-
<b>Total:</b>	<b>65,159</b>	<b>114,676</b>	<b>100,100</b>	<b>183,750</b>	<b>200,050</b>

**OPERATING REVENUES**

**FY 2018-19**

**Operating Budget Revenues - Detail**

Description	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Estimated	2018-19 Proposed
<b>INTERGOVERNMENT &amp; AGENCY</b>					
State Motor Vehicle License Fees	3,712	4,257	4,000	5,004	4,500
State POST	1,615	-	2,000	1,867	2,000
State Abandoned Vehicle	5,282	4,928	5,000	5,204	5,000
ISB 90 Reimbursements	37,959	-	1,000	-	-
Belvedere (Dairy Knoll Capital \$30K)	7,376	37,945	32,824	32,985	34,008
Belvedere-Tiburon Library Agency	14,464	-	-	-	-
Tiburon Sanitary District	6,848	4,998	7,000	5,897	7,000
Tiburon Fire District	10,629	13,351	11,000	10,767	11,000
State Grants	5,000	-	5,000	-	5,000
County Grants	13,741	18,419	13,500	5,000	15,000
TPSL McKegney Fees	3,308	14,630	7,000	15,569	7,500
Other Grants/Gifts (ABAG)	15,625	6,952	5,000	5,000	5,000
<b>Total:</b>	<b>125,559</b>	<b>105,480</b>	<b>93,324</b>	<b>87,293</b>	<b>96,008</b>
<b>LICENSES &amp; PERMITS</b>					
Business License-Regular	237,879	209,951	200,000	200,000	200,000
Business License-Construction	65,807	76,952	62,000	60,808	60,000
Dog Walker Permits	500	300	-	350	-
Solar Panel Permits		120		2,120	1,500
Building Permits	545,744	632,979	525,000	499,232	525,000
CEQA EIR Initial Study	500	400	300	450	300
Design Review	89,136	88,711	90,000	81,167	81,000
Home Occupation Permit	6,600	5,350	5,000	5,000	5,000
Lot Line Adjustment	1,580	1,670	-	1,440	100
Master & Precise Plan	4,140	(1,520)	2,500		1,000
Sign Permit	755	785	1,000	90	500
Subdivision Permit	-	-	1,500	-	1,000
Tree Permit	15,460	11,425	9,000	8,073	9,000
Use Permit	11,820	4,281	7,500	7,500	7,500
Variance Amendment	21,220	19,630	15,000	27,870	15,000
Other Planning Permits	7,433	9,404	300	5,000	1,000
Alarm System Permit	22,105	25,150	20,000	20,000	20,000
Encroachment Permit	51,403	89,920	50,000	74,840	65,000
Park Usage Permit	-	12,948	-	-	-
Misc. Engineering Fees	480	-	1,000	-	1,000
Parking Permit (Residential)	2,218	2,550	2,000	2,306	2,000
<b>Total:</b>	<b>1,084,780</b>	<b>1,191,006</b>	<b>992,100</b>	<b>996,246</b>	<b>995,900</b>

**OPERATING REVENUES**

**FY 2018-19**

**Operating Budget Revenues - Detail**

Description	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Estimated	2018-19 Proposed
<b>CHARGES FOR SERVICE</b>					
Cost Recovery-Administration	8,450	8,749	5,000	8,837	7,500
Cost Recovery - IT					40,000
Refuse Franchise Admin. Fee	6,000	5,500	6,000	6,000	6,000
Miscellaneous-Administration Charges	10,686	3,350	2,000	4,150	2,000
Appeal	2,250	2,690	1,600	1,700	1,600
Plan Checking	305,615	268,485	200,000	283,053	225,000
Records & Document Storage	43,130	43,950	30,000	31,290	30,000
RBR Residential Resale Report	39,475	36,600	25,000	34,767	27,000
Staff Research	-	-	500	-	-
Street Name/Address Change	340	170	100	170	100
Noticing Of Applications	1,300	700	1,000	500	500
Sale Publications & Documents	16	2	1,000	144	100
Cost Recovery-Community Dev.	1,643	8,935	5,000	7,953	5,000
Cost Recovery - Building	-	2,904	-	4,270	-
Miscellaneous-Planning Charges	(54)	-	-	-	-
Cost Recovery-Police	35,682	26,273	63,000	63,000	34,500
Police Overtime Reimbursement	10,524	10,312	15,000	5,000	10,000
Miscellaneous-Police Charges	2,970	4,909	3,500	8,212	5,000
Sign Fees	-	75	-	-	-
Cost Recovery-Public Works	26,622	23,678	16,500	16,634	16,500
<b>Total:</b>	<b>494,649</b>	<b>447,282</b>	<b>375,200</b>	<b>475,680</b>	<b>410,800</b>
<b>OTHER REVENUES</b>					
Refunds & Reimbursements	11,293	27,333	15,000	19,520	15,000
Other Revenues	8,550	180	5,000	176,616	5,000
Litigation Settlement	-	-	-	-	-
Administrative Fees-Assessment Dist	16,041	105,050	14,000	12,700	12,700
Rent-Antenna Site & Utility	64,810	68,804	70,000	71,360	73,501
Rent-Downtown Restroom	11,020	11,040	11,040	11,432	11,432
Rent-Other	685	880	1,000	940	1,000
Sale-Property Equipment	645	13,116	5,000	500	5,000
<b>Total:</b>	<b>113,044</b>	<b>226,403</b>	<b>121,040</b>	<b>293,068</b>	<b>123,633</b>
<b>Total General Fund:</b>	<b>\$ 9,484,712</b>	<b>\$ 10,153,631</b>	<b>\$ 9,609,091</b>	<b>\$ 10,266,321</b>	<b>\$ 10,140,050</b>

**OPERATING REVENUES**

**FY 2018-19**

Operating Budget Revenues - Detail

Description	2015-16 Actual	2016-17 Actual	2017-18 Adopted	2017-18 Estimated	2018-19 Proposed
<b>OTHER FUND SOURCES</b>					
<b>Restricted Fund Contributions</b>					
Employee Compensated Leave Reserve					
Low/Moderate Income Housing Fund	23,270	23,270	33,033	23,374	23,374
Town Owned Housing Units	61,035	96,317	87,078	71,576	91,567
Peninsula Library JPA Fund	1,603,870	1,724,508	1,758,545	1,818,000	1,908,900
Long Range Planning Fund	29,370	33,713	25,000	5,542	20,000
Police COPS/SLESF Fund	127,441	100,000	125,000	180,000	180,000
Gas Tax Fund	-	-	40,000	21,715	40,000
Measure "A" Parks	45,115	-	58,000	73,000	72,368
Cypress Hollow Fund	17,101	17,101	16,500	17,171	23,000
<b>Total:</b>	<b>1,907,202</b>	<b>1,994,909</b>	<b>2,143,157</b>	<b>2,210,378</b>	<b>2,359,209</b>
<b>Total Revenues (All Funds):</b>					
	<b>\$ 11,391,914</b>	<b>\$ 12,148,540</b>	<b>\$ 11,752,247</b>	<b>\$ 12,476,699</b>	<b>\$ 12,499,259</b>

# **OVERVIEW OF OPERATING EXPENDITURES**

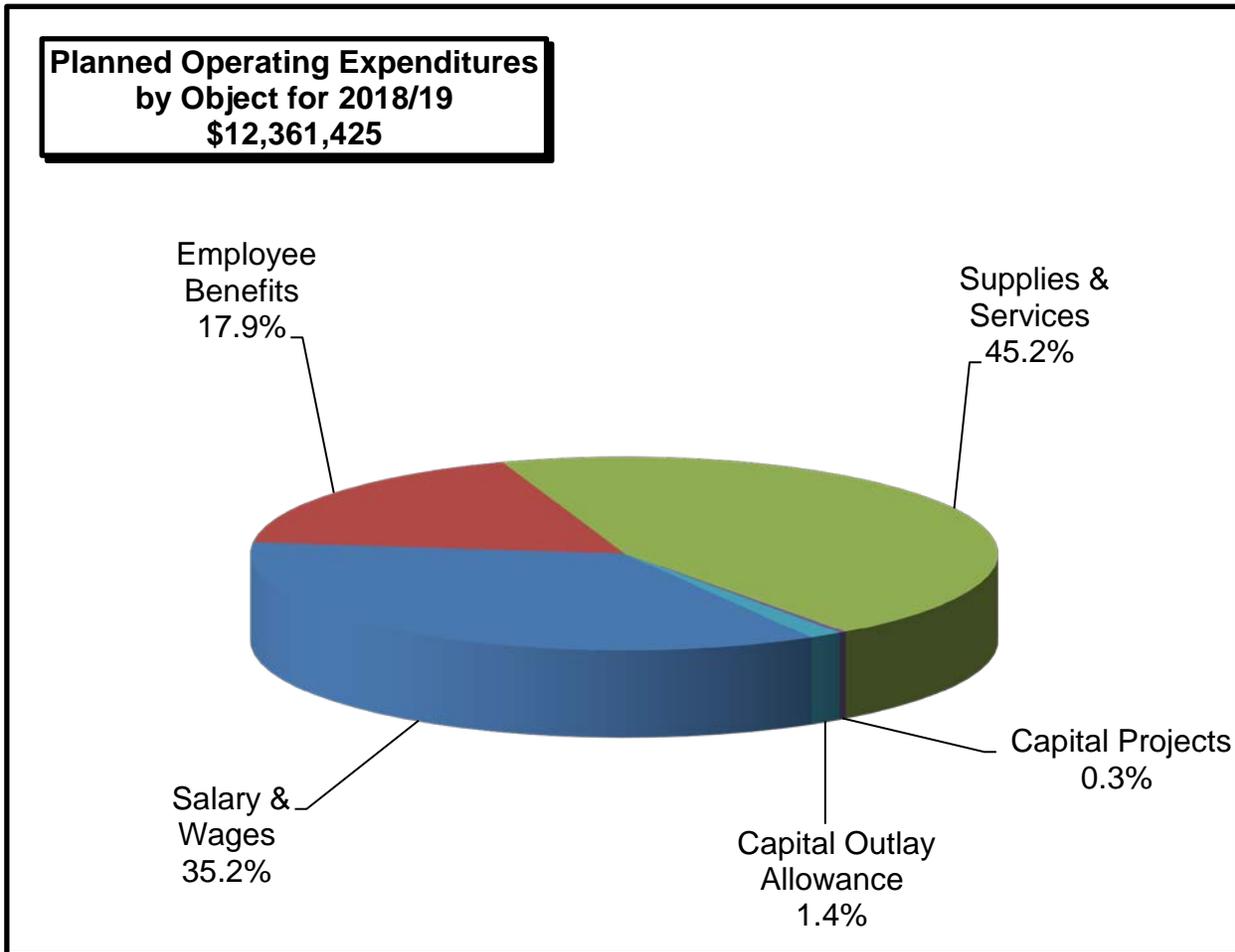


**Expenditures by Department**

**Fund Sources for Expenditures**

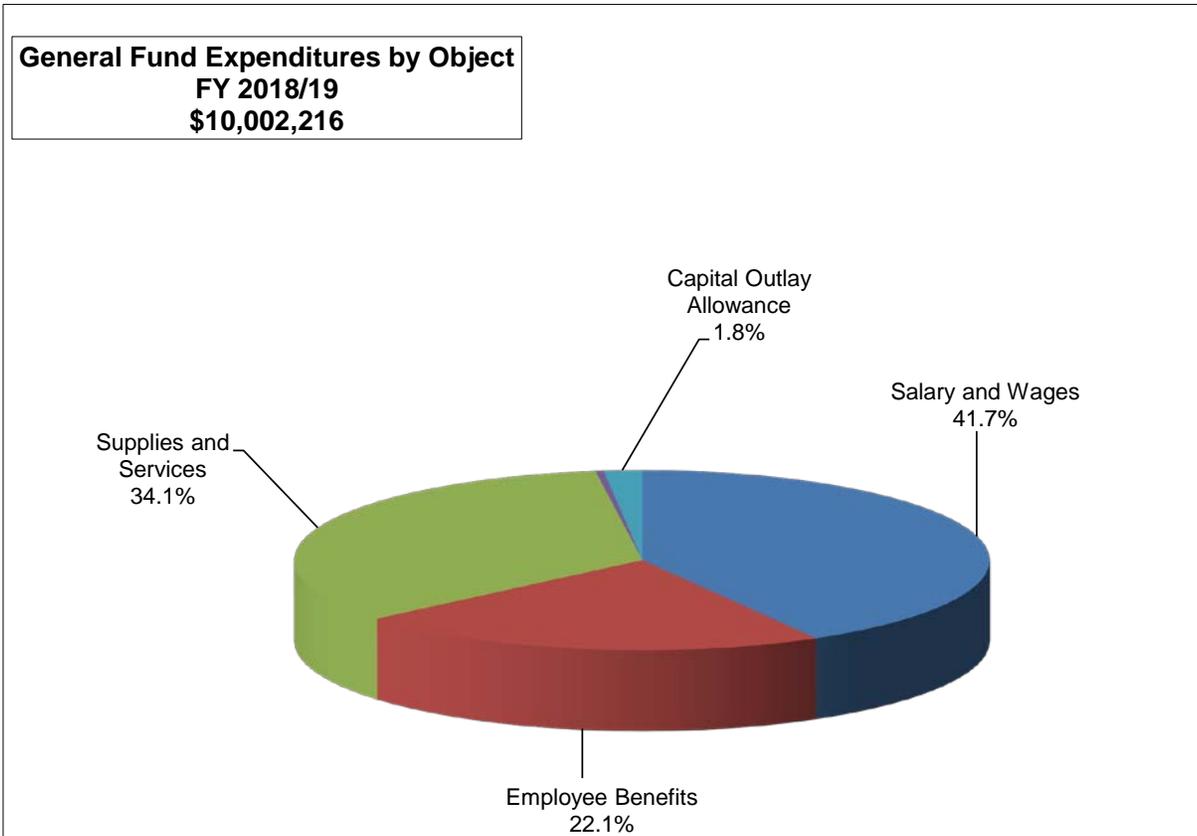
**Expenditures by Object**

Overview of Operating Expenditures by Object



Salary & Wages	\$4,349,816
Employee Benefits	2,207,067
Supplies & Services	5,589,442
Capital Projects	37,500
Capital Outlay Allowance	177,600
<b>Total Operating Expenditures</b>	<b>\$12,361,425</b>

Overview of Operating Expenditures



Salary and Wages	\$4,169,816
Employee Benefits	2,207,067
Supplies and Services	3,410,233
Capital Projects	37,500
Capital Outlay Allowance	177,600
<b>Total General Fund Operating Expenditures</b>	<b>\$10,002,216</b>

Summary of Department Expenditures

Department/Division	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>ALL DEPARTMENTS/DIVISIONS</b>					
<b>TOWN ADMINISTRATIVE SERVICES</b>					
Administration	1,090,006	1,054,373	1,202,123	1,063,436	1,277,034
Legal Services	277,930	188,500	291,000	256,331	346,500
Legislative	35,690	59,345	85,250	90,718	106,750
Town Hall Facility	167,610	161,728	216,776	211,855	210,416
<b>subtotal</b>	<b>\$ 1,571,236</b>	<b>\$ 1,463,946</b>	<b>\$ 1,795,149</b>	<b>\$ 1,622,340</b>	<b>\$ 1,940,700</b>
<b>NON-DEPARTMENTAL</b>					
Insurances and Governmental Agreements	833,225	1,052,043	1,413,927	1,313,276	1,540,062
Housing	23,270	23,270	33,033	23,374	23,374
Town Owned Housing	61,035	96,317	87,078	71,576	91,567
Belvedere-Tiburon Library Agency	1,603,870	1,724,508	1,758,545	1,818,000	1,908,900
<b>subtotal</b>	<b>\$ 2,521,400</b>	<b>\$ 2,896,138</b>	<b>\$ 3,292,583</b>	<b>\$ 3,226,226</b>	<b>\$ 3,563,903</b>
<b>COMMUNITY DEVELOPMENT</b>					
Planning & Design Review	519,970	532,789	573,963	538,328	626,221
Building Inspection	588,040	598,377	661,912	621,750	672,069
Advance Planning	29,370	33,713	25,000	5,542	20,000
<b>subtotal</b>	<b>\$ 1,137,380</b>	<b>\$ 1,164,879</b>	<b>\$ 1,260,875</b>	<b>\$ 1,165,620</b>	<b>\$ 1,318,290</b>
<b>POLICE SERVICES</b>					
Police Department	2,870,872	3,062,056	3,276,517	3,086,628	3,411,889
Police EOC/Facility	73,742	53,257	65,532	59,166	72,500
<b>subtotal</b>	<b>\$ 2,944,614</b>	<b>\$ 3,115,313</b>	<b>\$ 3,342,049</b>	<b>\$ 3,145,794</b>	<b>\$ 3,484,389</b>
<b>PUBLIC WORKS &amp; ENGINEERING</b>					
Administration & Engineering	328,910	395,763	568,858	520,337	590,392
Streets Maintenance	472,706	437,566	508,259	478,517	536,511
Parks Maintenance	488,214	518,510	632,172	616,786	761,461
Street & Signal Light System	35,547	34,192	34,000	36,092	36,000
Corporation Yard	97,860	100,581	116,380	104,855	106,780
Cypress Hollow	15,374	17,101	16,500	17,171	23,000
<b>subtotal</b>	<b>\$ 1,438,611</b>	<b>\$ 1,503,713</b>	<b>\$ 1,876,169</b>	<b>\$ 1,773,758</b>	<b>\$ 2,054,143</b>
<b>TOTALS</b>	<b>\$ 9,613,241</b>	<b>\$ 10,143,989</b>	<b>\$ 11,566,825</b>	<b>\$ 10,933,738</b>	<b>\$ 12,361,425</b>

Summary of Funding Sources  
for Department Expenditures

	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>ALL FUNDS</b>					
<b>General Fund</b>	\$ 7,780,322	\$ 8,149,078	\$ 9,408,669	\$ 8,723,360	\$ 10,002,216
<b>Employee Compensated Leave Reserve</b>	-	-	-	-	-
<b>Low &amp; Moderate Income Housing</b>	23,270	23,270	33,033	23,374	23,374
<b>Town Owned Housing</b>	61,035	96,317	87,078	71,576	91,567
<b>Belvedere-Tiburon Library Agency</b>	1,603,870	1,724,508	1,758,545	1,818,000	1,908,900
<b>Long Range Planning</b>	29,370	25,000	33,713	5,542	20,000
<b>Police COPS/SLESF</b>	100,000	100,000	125,000	180,000	180,000
<b>Cypress Hollow Fund</b>	15,374	17,101	16,500	17,171	23,000
<b>Gas Tax Fund</b>	-	-	40,000	21,715	40,000
<b>Measure "A" Parks</b>	-	-	73,000	72,368	72,368
<b>Totals</b>	<b>\$ 9,613,241</b>	<b>\$ 10,135,274</b>	<b>\$ 11,575,538</b>	<b>\$ 10,933,106</b>	<b>\$ 12,361,425</b>

Summary of Expenditures by Object

<b>Expenditure Object</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Budget</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>EXPENDITURES</b>					
<b>SALARY &amp; WAGES</b>	\$ 3,725,923	\$ 3,787,631	\$ 4,022,931	\$ 3,989,044	\$ 4,349,816
<b>EMPLOYEE BENEFITS</b>	\$ 1,512,028	\$ 1,581,434	\$ 1,974,669	\$ 1,697,323	\$ 2,207,067
<b>SUPPLIES &amp; SERVICES</b>					
Department Supplies & Expenses	158,123	166,012	205,025	184,780	223,790
Conferences & Memberships	37,606	43,996	58,850	42,941	58,950
Contractual Services	776,940	692,564	907,604	780,988	803,815
Insurances	308,780	338,049	349,490	312,236	412,672
Intergovernmental & Agency	2,184,626	2,532,969	2,697,915	2,715,925	2,921,842
Equipment Supplies & Maintenance	396,982	464,522	725,841	645,476	746,223
Utility & Communication	202,869	216,462	229,750	244,432	262,650
Special Department Administrative	128,410	103,658	179,350	125,693	159,200
Allocated Costs	0	0	300	300	300
<b>Total Supplies &amp; Services</b>	\$ 4,194,336	\$ 4,558,232	\$ 5,354,125	\$ 5,052,771	\$ 5,589,442
<b>CAPITAL OUTLAY EXPENSE</b>	\$ 1,260	\$ 2,371	\$ 10,000	\$ 10,000	\$ 10,000
<b>CAPITAL OUTLAY ALLOWANCE</b>	\$ 177,600	\$ 177,600	\$ 177,600	\$ 177,600	\$ 177,600
<b>CAPITAL PROJECT EXPENSES</b>	\$ 2,094	\$ 36,719	\$ 27,500	\$ 7,001	\$ 27,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,613,241</b>	<b>\$ 10,143,987</b>	<b>\$ 11,566,825</b>	<b>\$ 10,933,738</b>	<b>\$ 12,361,425</b>

# 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 increased its number of FTE employees from 5.8 to 6.8 in FY 2017-18 with the addition of an IT Coordinator. The total proposed appropriation for Town Administration is \$1,940,700.

### **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

	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>DEPARTMENT FUNDING</b>					
General Fund	1,571,236	1,463,946	1,795,149	1,622,340	1,940,700
Employee Compensated Leave Reserve	-	-	-	-	-
<b>Total Department Funding</b>	<b>\$ 1,571,236</b>	<b>\$ 1,463,946</b>	<b>\$ 1,795,149</b>	<b>\$ 1,622,340</b>	<b>\$ 1,940,700</b>
<b>DIVISION FUNDING</b>					
<b><u>Administration</u></b>					
General Fund	1,090,006	1,054,373	1,202,123	1,063,436	1,277,034
Total Administration	\$ 1,090,006	\$ 1,054,373	\$ 1,202,123	\$ 1,063,436	\$ 1,277,034
<b><u>Legal Services</u></b>					
General Fund	277,930	188,500	291,000	256,331	346,500
Total Legal Services	\$ 277,930	\$ 188,500	\$ 291,000	\$ 256,331	\$ 346,500
<b><u>Town Hall Facility</u></b>					
General Fund	167,610	161,728	216,776	211,855	210,416
Total Town Hall	\$ 167,610	\$ 161,728	\$ 216,776	\$ 211,855	\$ 210,416
<b><u>Legislative</u></b>					
General Fund	35,690	59,345	85,250	90,718	106,750
Total Legislative	\$ 35,690	\$ 59,345	\$ 85,250	\$ 90,718	\$ 106,750
<b>Total Division Funding</b>	<b>\$ 1,571,236</b>	<b>\$ 1,463,946</b>	<b>\$ 1,795,149</b>	<b>\$ 1,622,340</b>	<b>\$ 1,940,700</b>

## Town Administration

### ALL DIVISIONS

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 652,615	\$ 634,618	\$ 675,694	\$ 667,187	\$ 781,020
EMPLOYEE BENEFITS	214,995	208,052	220,379	184,626	289,714
SUPPLIES & SERVICES					
Department Supplies & Expenses	96,620	97,077	132,700	121,141	152,540
Conferences & Memberships	17,049	23,376	30,250	27,392	31,250
Contractual Services	414,297	333,449	463,300	364,368	443,300
Equipment Supplies & Maintenance	44,593	65,581	89,176	98,971	74,876
Utility & Communication	34,950	38,361	46,300	44,799	50,800
Special Department Administrative	66,857	33,061	104,350	80,856	84,200
Total Supplies & Services	674,366	590,905	866,076	737,527	836,966
CAPITAL OUTLAY EXPENSE	1,260	2,371	5,000	5,000	5,000
CAPITAL OUTLAY ALLOWANCE	28,000	28,000	28,000	28,000	28,000
CAPITAL PROJECT EXPENSES	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,571,236</b>	<b>\$ 1,463,946</b>	<b>\$ 1,795,149</b>	<b>\$ 1,622,340</b>	<b>\$ 1,940,700</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,571,236	1,463,946	1,795,149	1,622,340	1,940,700
<b>TOTAL FUNDING</b>	<b>\$ 1,571,236</b>	<b>\$ 1,463,946</b>	<b>\$ 1,795,149</b>	<b>\$ 1,622,340</b>	<b>\$ 1,940,700</b>
<b>STAFFING LEVEL</b>					
Town Manager	1.00	1.00	1.00	1.00	1.00
Town Attorney	-	-	-	-	-
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Information Technology Coordinator	-	-	-	-	1.00
Town Clerk	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Office Assistant	0.90	0.90	0.90	1.00	1.00
Management Assistant	0.80	0.80	0.80	0.80	0.80
<b>TOTAL STAFFING</b>	<b>5.70</b>	<b>5.70</b>	<b>5.70</b>	<b>5.80</b>	<b>6.80</b>

## Town Administration

### ADMINISTRATIVE SERVICES

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 652,615	\$ 634,618	\$ 675,694	\$ 667,187	\$ 781,020
EMPLOYEE BENEFITS	\$ 214,995	\$ 208,052	\$ 220,379	\$ 184,626	\$ 289,714
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,991	7,123	6,000	4,683	6,000
Conferences & Memberships	12,926	17,145	22,500	17,567	22,500
Contractual Services	137,524	146,339	173,300	109,273	98,300
Utility & Communication	748	-	-	-	-
Special Department Administrative	39,207	15,096	78,250	54,100	53,500
Total Supplies & Services	\$ 196,396	\$ 185,703	\$ 280,050	\$ 185,623	\$ 180,300
CAPITAL OUTLAY ALLOWANCE	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,090,006</b>	<b>\$ 1,054,373</b>	<b>\$ 1,202,123</b>	<b>\$ 1,063,436</b>	<b>\$ 1,277,034</b>
Positions	5.70	5.70	5.70	5.80	6.80
<b>TOTAL STAFFING</b>	<b>5.70</b>	<b>5.70</b>	<b>5.70</b>	<b>5.80</b>	<b>6.80</b>

## Town Administration

### ADMINISTRATIVE SERVICES

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SALARY</b>					
511100	Town Manager	207,263	198,846	202,114	196,799	209,988
511350	Administrative Services Director	136,289	139,313	143,193	141,549	148,208
511400	Town Clerk	91,321	85,758	79,837	79,067	92,400
511450	Information Technology Coordinator	-	-	-	28,422	86,394
511700	Finance/HR Assistant (.857 FTE)	64,533	67,063	72,656	71,281	70,179
511550	Management Analyst	77,394	83,060	90,103	89,237	96,342
511600	Office Assistant	44,343	51,878	61,791	60,830	66,509
515100	Overtime	-	111	1,000	-	1,000
517100	Vacation Conversion	30,302	5,901	-	-	-
516990	Retention Bonus	-	-	-	-	-
518100	Casual Hire	1,170	2,688	25,000	-	10,000
	Total:	\$ 652,615	\$ 634,618	\$ 675,694	\$ 667,187	\$ 781,020
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	71,786	74,408	112,335	75,898	140,026
521200	Employee Accruing Fringe	21,800	22,364	-	22,980	-
522200	PERS - Employer Normal Cost	59,357	37,042	42,255	34,481	53,274
522250	PERS - Employer Unfunded Liability Pmt.	-	21,697	31,835	16,516	52,417
522550	PERS - Add'l Payment Unfunded Liability	-	24,615	-	-	-
522300	PST 3.75%	2,562	2,659	2,543	2,818	2,632
522400	Other Retirement Benefits (GASB 45) 1.0%	30,262	6,323	6,425	6,425	7,700
523100	FICA-Medicare	7,649	7,383	9,386	7,619	11,165
524100	Auto Allowance	6,579	6,600	6,600	6,600	8,400
524200	Housing Allowance	-	3,461	9,000	9,750	12,000
524400	Relocation Expenses	15,000	1,500	-	-	-
524500	Cell Phone Allowance	-	-	1,500	1,539	2,100
	Total:	\$ 214,995	\$ 208,052	\$ 220,379	\$ 184,626	\$ 289,714
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531050	Bank Charges & Fees	2,418	2,501	1,500	1,200	1,500
531060	Noticing & Publication	3,329	3,838	3,500	2,755	3,500
531140	Publications & Subscriptions	244	784	1,000	728	1,000
	Subtotal:	\$ 5,991	\$ 7,123	\$ 6,000	\$ 4,683	\$ 6,000
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences (Inc/ld ICMA), Meetings, Travel	3,846	3,637	7,500	7,608	7,500
532020	Employee Development/Training/Retreat	863	3,781	3,000	2,804	3,000
532040	Memberships	8,217	9,727	12,000	7,155	12,000
	Subtotal:	\$ 12,926	\$ 17,145	\$ 22,500	\$ 17,567	\$ 22,500
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services	7,110	7,318	13,800	10,985	13,800
533012	Contractual Video Technician	-	-	-	-	7,500
533250	IT Consulting Services	76,973	74,865	85,000	32,936	15,000
533020	Financial Audit	28,000	31,031	32,000	29,350	32,000
533060	Consulting Services	4,600	11,318	20,000	10,002	20,000
533200	Systems/Technical Support	20,841	21,807	22,500	26,000	10,000
	Subtotal:	\$ 137,524	\$ 146,339	\$ 173,300	\$ 109,273	\$ 98,300

**Town Administration**

**ADMINISTRATIVE SERVICES**

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>UTILITY &amp; COMMUNICATION</b>					
537300	Telecommunication	\$ 748		\$ -		
	Subtotal:	\$ 748	\$ -	\$ -	\$ -	\$ -
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538010	Election	12,471	3,746	45,000	23,550	20,000
538030	Municipal Code Section Maintenance	3,483	4,343	5,000	4,105	5,000
538040	Newsletter Production & Mailing	1,020	1,118	750	712	1,000
538240	Records Management	1,500	324	2,500	733	2,500
538900	Contingency Provision	20,733	5,565	25,000	25,000	25,000
	Subtotal:	\$ 39,207	\$ 15,096	\$ 78,250	\$ 54,100	\$ 53,500
	Total Supplies & Services:	\$ 196,396	\$ 185,703	\$ 280,050	\$ 185,623	\$ 180,300
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559020	Technology Allowance	26,000	26,000	26,000	26,000	26,000
	Total:	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 1,090,006</b>	<b>\$ 1,054,373</b>	<b>\$ 1,202,123</b>	<b>\$ 1,063,436</b>	<b>\$ 1,277,034</b>

## Town Administration

### LEGAL SERVICES

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	100	390	-	236	500
Conferences & Memberships	57	-	-	-	-
Contractual Services	276,773	187,110	290,000	255,095	345,000
Total Supplies & Services	\$ 276,930	\$ 187,500	\$ 290,000	\$ 255,331	\$ 345,500
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 277,930</b>	<b>\$ 188,500</b>	<b>\$ 291,000</b>	<b>\$ 256,331</b>	<b>\$ 346,500</b>
<b>STAFFING LEVEL</b>					
Positions	Contract	Contract	Contract	Contract	Contract
<b>TOTAL STAFFING</b>	<b>Contract</b>	<b>Contract</b>	<b>Contract</b>	<b>Contract</b>	<b>Contract</b>

## Town Administration

### LEGAL SERVICES

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SALARY</b>					
511200	Town Attorney (75%)					
517100	Vacation Conversion					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance					
521200	Employee Accruing Fringe					
522100	PERS-Employee (7%)					
522200	PERS-Town (11.522%)					
522400	Other Retirement Benefits (GASB 45) 4.717%					
522500	PERS Side Fund Repayment (1.717%)					
523100	FICA-Medicare					
524100	Auto Allowance					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531140	Publications & Subscriptions	100	390	-	236	500
	Subtotal:	\$ 100	\$ 390	\$ -	\$ 236	\$ 500
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	57	-	-	-	-
532040	Memberships	-	-	-	-	-
	Subtotal:	\$ 57	\$ -	\$ -	\$ -	\$ -
	<b>CONTRACTUAL SERVICES</b>					
533500	Contract - Town Attorney	216,070	187,110	210,000	213,000	215,000
533510	Legal Services - Other			-	17,500	-
533520	Litigation-ABAG PLAN	35,621	-	50,000	24,595	50,000
533530	Litigation-General	3,264	-	25,000	-	75,000
533590	Legal Settlements	21,818	-	5,000	-	5,000
	Subtotal:	\$ 276,773	\$ 187,110	\$ 290,000	\$ 255,095	\$ 345,000
	Total Supplies & Services:	276,930	187,500	290,000	255,331	345,500
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559020	Technology Allowance	1,000	1,000	1,000	1,000	1,000
	Total:	1,000	1,000	1,000	1,000	1,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 277,930</b>	<b>\$ 188,500</b>	<b>\$ 291,000</b>	<b>\$ 256,331</b>	<b>\$ 346,500</b>

## Town Administration

### LEGISLATIVE SUPPORT

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Department Supplies & Expenses	18,559	49,449	65,500	67,237	86,000
Conferences & Memberships	4,066	6,231	7,750	9,825	8,750
Equipment Supplies & Maintenance	-	285	500	2,500	500
Special Department Administrative	12,065	2,380	10,500	10,156	10,500
Total Supplies & Services	\$ 34,690	\$ 58,345	\$ 84,250	\$ 89,718	\$ 105,750
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,690</b>	<b>\$ 59,345</b>	<b>\$ 85,250</b>	<b>\$ 90,718</b>	<b>\$ 106,750</b>

## Town Administration

### LEGISLATIVE SUPPORT

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531130	Special Events, Awards, Functions	18,479	49,053	22,000	24,885	25,000
531130	Community Events (Farmers' Market)			20,000	20,000	20,000
531130	Downtown Holiday Festival & Lights			7,500	9,115	25,000
531150	Council/Commission Functions	-	299	5,500	3,000	5,500
531990	Department Expenses	80	97	500	237	500
536350	Bicycle Pedestrian Education Signage			10,000	10,000	10,000
	Subtotal:	\$ 18,559	\$ 49,449	\$ 65,500	\$ 67,237	\$ 86,000
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	2,156	1,929	3,500	3,000	3,500
532030	MCCMC Functions	660	3,052	3,000	5,500	4,000
532040	Memberships	1,250	1,250	1,250	1,325	1,250
	Subtotal:	\$ 4,066	\$ 6,231	\$ 7,750	\$ 9,825	\$ 8,750
536010	Operating Supplies		285	500	360	500
	Subtotal:	\$ -	\$ 285	\$ 500	\$ 2,500	\$ 500
	<b>SPECIAL DEPT ADMINISTRATION</b>					
538050	Walking Guide Brochure (Heritage & Arts)	-		2,500	2,500	2,500
538510	Planning Commission			500	280	500
538520	Design Review Board			250	-	250
538530	Parks, Open Space & Trails Commission			250	295	250
538540	Heritage & Arts Commission	2,065	2,380	2,000	2,081	2,000
538900	Contingency	10,000	-	5,000	5,000	5,000
	Subtotal:	\$ 12,065	\$ 2,380	\$ 10,500	\$ 10,156	\$ 10,500
	Total Supplies & Services:	\$ 34,690	\$ 58,345	\$ 84,250	\$ 89,718	\$ 105,750
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
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
	<b>TOTAL DEPARTMENT</b>	<b>\$ 35,690</b>	<b>\$ 59,345</b>	<b>\$ 85,250</b>	<b>\$ 90,718</b>	<b>\$ 106,750</b>

## Town Administration

### TOWN HALL FACILITY

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
<b>SUPPLIES &amp; SERVICES</b>					
Department Supplies & Expenses	71,970	40,115	61,200	48,985	60,040
Equipment Supplies & Maintenance	44,593	65,296	88,676	96,471	74,376
Utility & Communication	34,202	38,361	46,300	44,799	50,800
Special Department Administrative Allocated Costs	15,585	15,585	15,600	16,600	20,200
Special Department Administrative	15,585	15,585	15,600	16,600	20,200
Total Supplies & Services	\$ 166,350	\$ 159,357	\$ 211,776	\$ 206,855	\$ 205,416
<b>CAPITAL OUTLAY EXPENSE</b>	\$ 1,260	\$ 2,371	\$ 5,000	\$ 5,000	\$ 5,000
<b>CAPITAL PROJECT EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 167,610</b>	<b>\$ 161,728</b>	<b>\$ 216,776</b>	<b>\$ 211,855</b>	<b>\$ 210,416</b>
<b>STAFFING LEVEL</b>					
Positions	-	-	-	-	-
<b>TOTAL STAFFING</b>	-	-	-	-	-

# Town Administration

## TOWN HALL FACILITY

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531010	Office & Copier Supplies	18,845	17,965	25,000	21,111	25,000
531080	Postage	3,921	9,797	10,000	10,000	10,000
531090	Printing & Reproduction	862	1,431	5,000	4,342	5,000
531120	Recruiting & Background	31,121	541	5,000	3,032	5,000
531130	Special Events, Awards, Functions	11,521	4,981	10,000	5,537	10,000
533070	Parking Lease	5,700	5,400	6,200	4,963	5,040
	Subtotal:	\$ 71,970	\$ 40,115	\$ 61,200	\$ 48,985	\$ 60,040
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	17,991	29,680	25,000	33,000	25,000
536030	Building/Facility Supplies	5,392	5,338	5,000	4,096	5,000
536060	Inspection & Testing	52	242	500	250	500
536070	Janitorial Services	13,000	12,155	18,576	19,467	22,276
536080	Landscape Grounds Materials	23	225	1,000	500	1,000
536100	Pest Control	390	478	600	297	600
536290	Misc. Facility Improvements	86	5,350	28,000	28,000	10,000
536285	Dairy Knoll Maintenance	7,659	11,828	10,000	10,861	10,000
	Subtotal:	\$ 44,593	\$ 65,296	\$ 88,676	\$ 96,471	\$ 74,376
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	19,109	21,730	25,000	26,067	27,500
537200	Water-MMWD	1,152	1,872	2,000	3,575	4,000
537300	Telecommunications	13,941	14,135	17,500	14,054	17,500
537600	Cable Communication Services		624	1,800	1,103	1,800
	Subtotal:	\$ 34,202	\$ 38,361	\$ 46,300	\$ 44,799	\$ 50,800
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
537700	MIDAS Network Charges	\$ 15,585	\$ 15,585	\$ 15,600	\$ 16,600	\$ 20,200
	Subtotal	\$ 15,585	\$ 15,585	\$ 15,600	\$ 16,600	\$ 20,200
	Total Supplies & Services:	\$ 166,350	\$ 159,357	\$ 211,776	\$ 206,855	\$ 205,416
	<b>CAPITAL OUTLAY EXPENSES</b>					
543030	Office Furniture/Equipment	1,260	2,371	5,000	5,000	5,000
	Total:	\$ 1,260	\$ 2,371	\$ 5,000	\$ 5,000	\$ 5,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 167,610</b>	<b>\$ 161,728</b>	<b>\$ 216,776</b>	<b>\$ 211,855</b>	<b>\$ 210,416</b>

# 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 \$1,318,290 primarily with resources of the General Fund. Staffing of the Department totals eight employees; four in Planning Division and four in Building Division. The FY 2018/19 budget includes the reclassification of the Community Development Aide position to Planning Technician.

#### 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

	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>DEPARTMENT FUNDING</b>					
General Fund	1,108,010	1,131,164	1,235,875	1,160,078	1,298,290
Long Range Planning Fund	29,370	33,713	25,000	5,542	20,000
<b>Total Department Funding</b>	<b>\$ 1,137,380</b>	<b>\$ 1,164,878</b>	<b>\$ 1,260,875</b>	<b>\$ 1,165,620</b>	<b>\$ 1,318,290</b>
<b>DIVISION FUNDING</b>					
<u><b>Planning &amp; Design Review</b></u>					
General Fund	519,970	532,788	573,963	538,328	626,221
Total Planning & Design Review	\$ 519,970	\$ 532,789	\$ 573,963	\$ 538,328	\$ 626,221
<u><b>Building Inspection</b></u>					
General Fund	588,040	598,376	661,912	621,750	672,069
Total Building Inspection	\$ 588,040	\$ 598,377	\$ 661,912	\$ 621,750	\$ 672,069
<u><b>Advance Planning</b></u>					
Long Range Planning Fund	29,370	33,713	25,000	5,542	20,000
Total Advance Planning	\$ 29,370	\$ 33,713	\$ 25,000	\$ 5,542	\$ 20,000
<b>Total Division Funding</b>	<b>\$ 1,137,380</b>	<b>\$ 1,164,879</b>	<b>\$ 1,260,875</b>	<b>\$ 1,165,620</b>	<b>\$ 1,318,290</b>

# Community Development

## ALL DIVISIONS

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 710,419	\$ 711,000	\$ 761,923	\$ 761,393	\$ 809,402
EMPLOYEE BENEFITS	\$ 244,064	\$ 263,996	\$ 276,802	\$ 241,328	\$ 301,488
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 6,848	\$ 8,941	\$ 8,700	\$ 4,732	\$ 8,500
Conferences & Memberships	\$ 4,854	\$ 7,541	\$ 13,500	\$ 7,483	\$ 10,000
Contractual Services	\$ 88,238	\$ 82,888	\$ 100,000	\$ 84,500	\$ 95,000
Equipment Supplies & Maintenance	\$ 5,426	\$ 3,498	\$ 8,950	\$ 4,642	\$ 7,900
Special Department Administrative	\$ 56,531	\$ 66,013	\$ 70,000	\$ 40,542	\$ 65,000
Total Supplies & Services	\$ 161,897	\$ 168,881	\$ 201,150	\$ 141,899	\$ 186,400
CAPITAL OUTLAY ALLOWANCE	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,137,380</b>	<b>\$ 1,164,877</b>	<b>\$ 1,260,875</b>	<b>\$ 1,165,620</b>	<b>\$ 1,318,290</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,108,010	1,131,164	1,235,875	1,160,078	1,298,290
Long Range Planning Fund	29,370	33,713	25,000	5,542	20,000
<b>TOTAL FUNDING</b>	<b>\$ 1,137,380</b>	<b>\$ 1,164,878</b>	<b>\$ 1,260,875</b>	<b>\$ 1,165,620</b>	<b>\$ 1,318,290</b>
<b>STAFFING LEVEL</b>					
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	-
Planning Technician	-	-	-	-	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
Permit Clerk	1.00	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00	1.00
<b>TOTAL STAFFING</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

## Community Development

### PLANNING & DESIGN REVIEW

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 360,205	\$ 371,232	\$ 390,527	\$ 395,756	\$ 436,042
EMPLOYEE BENEFITS	\$ 132,352	\$ 138,561	\$ 142,386	\$ 122,410	\$ 155,179
SUPPLIES & SERVICES					
Department Supplies & Expenses	6,571	7,046	7,500	4,232	7,500
Conferences & Memberships	2,261	1,467	6,000	2,624	5,000
Contractual Services	11,912	7,633	20,000	6,500	15,000
Insurances	-	-	-	-	-
Intergovernmental & Agency					
Equipment Supplies & Maintenance	569	749	1,450	706	1,400
Utility & Communication	-	-	-	-	-
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 21,313	\$ 16,895	\$ 34,950	\$ 14,062	\$ 28,900
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 519,970</b>	<b>\$ 532,788</b>	<b>\$ 573,963</b>	<b>\$ 538,328</b>	<b>\$ 626,221</b>
<b>STAFFING LEVEL</b>					
Positions	4.00	4.00	4.00	4.00	4.00
<b>TOTAL STAFFING</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

## Community Development

### PLANNING & DESIGN REVIEW

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SALARY</b>					
512100	Director of Community Development	138,060	141,123	145,053	144,866	150,133
512200	Planning Manager	97,731	101,616	104,446	109,351	105,719
512300	Associate Planner	67,813	74,748	81,593	78,352	82,826
512400	Assistant Planner	2,420	-	-	-	-
512600	Community Development Aide	47,543	42,532	49,435	30,219	57,364
515100	Overtime	288	105	1,000	-	1,000
517100	Vacation Conversion	-	-	-	8,644	-
518100	Casual Hire (DRB/PC Minutes)	6,350	11,108	9,000	24,324	39,000
	Total:	\$ 360,205	\$ 371,232	\$ 390,527	\$ 395,756	\$ 436,042
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	54,068	52,572	77,472	47,119	82,368
521200	Employee Accruing Fringe	12,878	12,095	-	11,686	-
522200	PERS-Employer Normal Cost	41,519	26,932	28,323	27,230	31,356
522250	PERS-Employer Unfunded Liability Pmt.	-	20,848	25,468	25,468	29,952
522550	PERS-Add'tl Unfunded Liability Pmt.	-	15,385	-	-	-
522400	Other Retirement Benefits (GASB 45) 1.0%	16,933	3,681	3,805	3,805	3,960
523100	FICA-Medicare	5,154	5,248	5,518	5,301	5,743
534050	Unemployment Insurance	-	-	-	-	-
524100	Auto Allowance	1,800	1,800	1,800	1,801	1,800
	Total:	\$ 132,352	\$ 138,561	\$ 142,386	\$ 122,410	\$ 155,179
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531060	Noticing & Publication	6,105	6,936	7,000	4,221	7,000
531140	Publications & Subscriptions	466	110	500	11	500
	Subtotal:	\$ 6,571	\$ 7,046	\$ 7,500	\$ 4,232	\$ 7,500
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	1,466	510	2,500	1,153	2,500
532020	Employee Development/Training	237	399	2,500	558	1,500
532040	Memberships	558	558	1,000	913	1,000
	Subtotal:	\$ 2,261	\$ 1,467	\$ 6,000	\$ 2,624	\$ 5,000
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services	11,912	7,633	20,000	6,500	15,000
	Subtotal:	\$ 11,912	\$ 7,633	\$ 20,000	\$ 6,500	\$ 15,000
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536050	Fuel & Oil	569	613	950	555	900
536250	Vehicle Maintenance	-	136	500	151	500
	Subtotal:	\$ 569	\$ 749	\$ 1,450	\$ 706	\$ 1,400
	Total Supplies & Services:	\$ 21,313	\$ 16,895	\$ 34,950	\$ 14,062	\$ 28,900
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
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
	<b>TOTAL DEPARTMENT</b>	<b>\$ 519,970</b>	<b>\$ 532,788</b>	<b>\$ 573,963</b>	<b>\$ 538,328</b>	<b>\$ 626,221</b>

## Community Development

### BUILDING INSPECTION

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 350,214	\$ 339,768	\$ 371,396	\$ 365,637	\$ 373,360
EMPLOYEE BENEFITS	\$ 111,712	\$ 125,435	\$ 134,416	\$ 118,918	\$ 146,309
SUPPLIES & SERVICES					
Department Supplies & Expenses	277	1,895	1,200	500	1,000
Conferences & Memberships	2,593	6,074	7,500	4,859	5,000
Contractual Services	76,326	75,255	80,000	78,000	80,000
Equipment Supplies & Maintenance	4,857	2,749	7,500	3,936	6,500
Utility & Communication	-	-	-	-	-
Special Department Administrative Allocated Costs	27,161	32,300	45,000	35,000	45,000
Total Supplies & Services	\$ 111,214	\$ 118,273	\$ 141,200	\$ 122,295	\$ 137,500
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 588,040</b>	<b>\$ 598,376</b>	<b>\$ 661,912</b>	<b>\$ 621,750</b>	<b>\$ 672,069</b>
<b>STAFFING LEVEL</b>					
Positions	4.00	4.00	4.00	4.00	4.00
<b>TOTAL STAFFING</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

## Community Development

### BUILDING INSPECTION

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SALARY</b>					
512700	Building Official	122,837	125,530	129,156	128,893	133,676
512800	Building Inspector	67,442	86,970	93,923	93,794	101,100
512850	Building Permit Technician	64,970	69,410	74,024	68,895	63,654
512900	Building Permit Clerk	46,843	42,556	53,293	50,914	53,930
515100	Overtime	175	275	1,000	55	1,000
517100	Vacation Conversion	2,505	-	-	3,086	-
518100	Casual Hire	45,442	15,027	20,000	20,000	20,000
	Total:	\$ 350,214	\$ 339,768	\$ 371,396	\$ 365,637	\$ 373,360
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	37,008	43,863	77,472	48,312	82,368
521200	Employee Accruing Fringe	17,866	15,693	-	14,119	-
522200	PERS-Employer Normal Cost	35,665	21,388	22,891	22,375	25,356
522250	PERS-Unfunded Liability		20,848	25,468	25,468	29,952
522255	PERS-Add'tl Unfunded Liability Pmt.		15,385	-	-	-
522400	Other Retirement Benefits (GASB 45) 1.0%	16,495	3,362	3,504	3,504	3,524
523100	FICA-Medicare	4,678	4,896	5,081	5,140	5,109
	Total:	\$ 111,712	\$ 125,435	\$ 134,416	\$ 118,918	\$ 146,309
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531140	Publications & Subscriptions	277	1,895	1,200	500	1,000
531170	Document Storage	-	-	-	-	-
	Subtotal:	\$ 277	\$ 1,895	\$ 1,200	\$ 500	\$ 1,000
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	105	2,422	1,500	1,000	1,500
532020	Employee Development/Training	2,273	3,437	5,000	2,859	2,500
532040	Memberships	215	215	1,000	1,000	1,000
	Subtotal:	\$ 2,593	\$ 6,074	\$ 7,500	\$ 4,859	\$ 5,000
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual (Outside Plan Check)	76,326	75,255	80,000	78,000	80,000
	Subtotal:	\$ 76,326	\$ 75,255	\$ 80,000	\$ 78,000	\$ 80,000
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	2,156	616	4,000	2,527	4,000
536050	Fuel & Oil	1,706	1,839	2,000	820	1,000
536250	Vehicle Maintenance	995	294	1,500	589	1,500
	Subtotal:	\$ 4,857	\$ 2,749	\$ 7,500	\$ 3,936	\$ 6,500

## Community Development

### BUILDING INSPECTION

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538240	Records Management-Outside Scanning	27,161	32,300	45,000	35,000	45,000
	Subtotal:	\$ 27,161	\$ 32,300	\$ 45,000	\$ 35,000	\$ 45,000
	Total Supplies & Services:	\$ 111,214	\$ 118,273	\$ 141,200	\$ 122,295	\$ 137,500
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
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
	<b>TOTAL DEPARTMENT</b>	<b>\$ 588,040</b>	<b>\$ 598,376</b>	<b>\$ 661,912</b>	<b>\$ 621,750</b>	<b>\$ 672,069</b>

## Community Development

### ADVANCE PLANNING

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	-	-	-	-	-
Utility & Communication	-	-	-	-	-
Special Department Administrative	29,370	33,713	25,000	5,542	20,000
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 29,370	\$ 33,713	\$ 25,000	\$ 5,542	\$ 20,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 29,370</b>	<b>\$ 33,713</b>	<b>\$ 25,000</b>	<b>\$ 5,542</b>	<b>\$ 20,000</b>

## Community Development

### ADVANCE PLANNING

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SALARY</b>					
512210	Advance Planner					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance					
521200	Employee Accruing Fringe					
522100	PERS-Employee (7%)					
522200	PERS-Town (11.776%)					
523100	FICA-Medicare					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531060	Noticing & Publication					
531090	Printing & Reproduction					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel					
532040	Memberships					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538220	Housing Element Update					
538230	Climate Action Plan			10,000	-	10,000
538230	General Plan Update (Misc.)	29,370	33,713	15,000	5,542	10,000
	Subtotal:	\$ 29,370	\$ 33,713	\$ 25,000	\$ 5,542	\$ 20,000
	<b>ALLOCATED COSTS</b>					
539010	Insurance-Liability					
539020	Insurance-Workers' Compensation					
	Town Hall Facility					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Supplies & Services:	\$ 29,370	\$ 33,713	\$ 25,000	\$ 5,542	\$ 20,000
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance					
559020	Technology Allowance					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL DEPARTMENT</b>	<b>\$ 29,370</b>	<b>\$ 33,713</b>	<b>\$ 25,000</b>	<b>\$ 5,542</b>	<b>\$ 20,000</b>

# 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 \$3,484,389. Staffing is comprised of 13 sworn personnel, 4 civilian personnel and approximately 4 volunteer and reserve police officers.

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

#### Police Services

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

#### Police/Emergency Operations Center (EOC) Facility

The Police/Emergency Operations Center Facility Division serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. All costs related to maintaining the 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

	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>DEPARTMENT FUNDING</b>					
General Fund	2,844,614	3,015,313	3,217,049	2,965,794	3,304,389
Police COPS/SLESF Fund	100,000	100,000	125,000	180,000	180,000
<b>Total Department Funding</b>	<b>\$ 2,944,614</b>	<b>\$ 3,115,313</b>	<b>\$ 3,342,049</b>	<b>\$ 3,145,794</b>	<b>\$ 3,484,389</b>
<b>DIVISION FUNDING</b>					
<b><u>Police Services</u></b>					
General Fund	2,770,872	2,962,056	3,151,517	2,906,628	3,231,889
Police COPS/SLESF Fund	100,000	100,000	125,000	180,000	180,000
Total Police Services	<b>\$ 2,870,872</b>	<b>\$ 3,062,056</b>	<b>\$ 3,276,517</b>	<b>\$ 3,086,628</b>	<b>\$ 3,411,889</b>
<b><u>Police Facility</u></b>					
General Fund	73,742	53,257	65,532	59,166	72,500
Total Facility	<b>\$ 73,742</b>	<b>\$ 53,257</b>	<b>\$ 65,532</b>	<b>\$ 59,166</b>	<b>\$ 72,500</b>
<b>Total Division Funding</b>	<b>\$ 2,944,614</b>	<b>\$ 3,115,313</b>	<b>\$ 3,342,049</b>	<b>\$ 3,145,794</b>	<b>\$ 3,484,389</b>

# Police Department

## ALL DIVISIONS

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 1,659,648	\$ 1,728,688	\$ 1,815,096	\$ 1,817,972	\$ 1,949,660
EMPLOYEE BENEFITS	\$ 645,575	\$ 712,991	\$ 805,662	\$ 653,206	\$ 908,215
SUPPLIES & SERVICES					
Department Supplies & Expenses	45,530	50,253	53,000	48,016	51,000
Conferences & Memberships	11,605	6,287	9,000	3,588	10,000
Contractual Services	126,682	137,066	144,020	142,378	32,765
Intergovernmental & Agency	180,763	206,889	215,389	231,635	246,399
Equipment Supplies & Maintenance	118,555	121,985	138,432	97,296	116,600
Utility & Communication	65,234	60,570	67,950	61,182	71,250
Special Department Administrative	5,022	4,584	5,000	4,295	10,000
Total Supplies & Services	\$ 553,391	\$ 587,634	\$ 632,791	\$ 588,390	\$ 538,014
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ 2,500	\$ 226	\$ 2,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,944,614</b>	<b>\$ 3,115,313</b>	<b>\$ 3,342,049</b>	<b>\$ 3,145,794</b>	<b>\$ 3,484,389</b>
<b>SOURCE OF FUNDING</b>					
General Fund	2,844,614	3,015,313	3,217,049	2,965,794	3,304,389
Police COPS/SLESF Fund	100,000	100,000	125,000	180,000	180,000
<b>TOTAL FUNDING</b>	<b>\$ 2,944,614</b>	<b>\$ 3,115,313</b>	<b>\$ 3,342,049</b>	<b>\$ 3,145,794</b>	<b>\$ 3,484,389</b>
<b>STAFFING LEVEL</b>					
Chief	1.00	1.00	1.00	1.00	1.00
Captain	1.00	1.00	0.50	0.50	-
Sergeant	4.00	4.00	4.00	4.00	4.00
Investigator	-	-	-	-	-
Patrol Officers	7.00	7.00	7.00	7.00	8.00
Police Service Aide	2.00	2.00	3.00	3.00	3.00
Emergency Services Coordinator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	-	-	-
<b>TOTAL STAFFING</b>	<b>17.00</b>	<b>17.00</b>	<b>16.50</b>	<b>16.50</b>	<b>17.00</b>

# Police Department

## POLICE SERVICES

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 1,659,648	\$ 1,728,688	\$ 1,815,096	\$ 1,817,972	\$ 1,949,660
EMPLOYEE BENEFITS	\$ 645,575	\$ 712,991	\$ 805,662	\$ 653,206	\$ 908,215
SUPPLIES & SERVICES					
Department Supplies & Expenses	45,530	50,253	53,000	48,016	51,000
Conferences & Memberships	11,605	6,287	9,000	3,588	10,000
Contractual Services	126,682	137,066	144,020	142,378	32,765
Intergovernmental & Agency	180,763	206,889	215,389	231,635	246,399
Equipment Supplies & Maintenance	73,097	96,431	101,000	66,065	81,500
Utility & Communication	41,972	37,451	47,350	37,768	46,350
Total Supplies & Services	\$ 479,649	\$ 534,377	\$ 569,759	\$ 529,450	\$ 468,014
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,870,872</b>	<b>\$ 3,062,056</b>	<b>\$ 3,276,517</b>	<b>\$ 3,086,628</b>	<b>\$ 3,411,889</b>
<b>STAFFING LEVEL</b>					
Positions	17.00	17.00	16.50	16.50	17.00
<b>TOTAL STAFFING</b>	<b>17.00</b>	<b>17.00</b>	<b>16.50</b>	<b>16.50</b>	<b>17.00</b>

# Police Department

## POLICE SERVICES

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SALARY</b>					
513100	Police Chief	169,828	173,604	178,439	182,043	190,796
513200	Captain	-	-	-	-	-
513400	Sergeants (4)	398,269	453,881	465,749	434,170	470,570
513500	Patrol Officer (8)	669,486	649,551	668,309	672,640	774,824
513600	Secretary	7,933	-	-	-	-
531650	Emergency Services Coordinator	74,382	77,408	83,542	79,456	86,462
513950	Police Service Aide (3)	121,735	147,737	191,051	189,340	189,548
515100	Overtime	123,461	129,942	115,000	116,474	120,000
515200	Overtime (Special Events)	5,766	2,780	15,000	18,903	10,000
516200	Education Incentive Pay	14,829	14,076	14,400	13,300	15,000
516300	Holiday Pay	48,803	49,534	54,356	56,528	59,685
516400	Special Pay	2,529	3,333	2,400	3,388	7,200
516600	Longevity Pay	9,790	10,945	12,450	9,175	11,175
516700	Shift Differential	6,241	9,830	14,400	10,447	14,400
517100	Vacation Conversion	6,596	6,067	-	32,108	-
	<b>Total:</b>	<b>\$ 1,659,648</b>	<b>\$ 1,728,688</b>	<b>\$ 1,815,096</b>	<b>\$ 1,817,972</b>	<b>\$ 1,949,660</b>
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	166,584	154,248	336,432	153,734	383,724
521200	Employee Accruing Fringe	28,152	32,541	-	30,141	-
522200	PERS-Employer Normal Cost	290,870	195,928	210,991	196,755	236,309
522250	PERS-Employer Unfunded Liability Pmt.		154,756	188,716	188,369	227,062
522255	PERS-Add'tl Unfunded Liability Pmt.		115,385	-	-	-
522300	PST-Part-time (3.75%)	2,355	751	-	-	-
522400	Other Post Employment Benefits (GASB 45)	110,000	17,341	18,151	18,151	19,497
522500	CalPERS Side Fund Repayment	-	-	-	-	-
523100	FICA-Medicare	24,426	25,117	24,434	25,858	26,385
524100	Automobile Allowance	2,400	2,400	2,400	2,400	2,400
524110	Automobile Fast Trak	-	75	-	-	-
524300	Medical Allowance	12,838	12,838	12,838	12,838	12,838
525300	Tuition Reimbursement	1,200	1,611	-	1,560	-
526100	Unemployment Insurance	6,750		11,700	23,400	-
	<b>Total:</b>	<b>\$ 645,575</b>	<b>\$ 712,991</b>	<b>\$ 805,662</b>	<b>\$ 653,206</b>	<b>\$ 908,215</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531010	Office & Copier Supplies	9,179	11,498	14,000	14,210	14,500
531040	Evidence Supplies	1,689	788	2,000	1,049	1,500
531080	Postage	2,661	2,734	3,000	3,707	4,000
531090	Printing & Reproduction	4,943	4,164	4,000	5,041	5,000
531110	Range & Weapons	6,378	11,537	12,000	12,000	10,000
531120	Recruiting & Investigation	12,221	8,712	5,000	1,835	5,000
531121	Special Investigation	5,768	7,480	10,000	7,174	8,000
531140	Publications & Subscriptions	2,691	3,340	3,000	3,000	3,000
	<b>Subtotal:</b>	<b>\$ 45,530</b>	<b>\$ 50,253</b>	<b>\$ 53,000</b>	<b>\$ 48,016</b>	<b>\$ 51,000</b>

**Police Department**

**POLICE SERVICES**

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>CONFERENCES &amp; MEMBERSHIPS</b>						
532010	Conferences, Meetings & Travel	3,016	538	2,000	459	1,000
532020	Employee Development/Training	-	-	-	-	-
532040	Memberships	1,400	1,486	2,500	1,950	2,000
532060	POST-Reimbursed Training	4,721	3,358	2,000	278	5,000
532070	POST-Non Reimbursed Training	1,904	171	2,000	51	1,000
532090	Special Meal Allowance (MOU)	564	734	500	850	1,000
	<b>Subtotal:</b>	<b>\$ 11,605</b>	<b>\$ 6,287</b>	<b>\$ 9,000</b>	<b>\$ 3,588</b>	<b>\$ 10,000</b>
<b>CONTRACTUAL SERVICES</b>						
533010	Contractual Services (Belvedere Chief)	95,966	109,416	112,248	112,248	-
533080	Records Management System (Tech)	25,066	20,239	23,840	16,026	24,688
533090	Lexipol Policy Manual Maintenance	5,650	5,150	3,025	5,425	-
533200	Systems Support (MDC, CAD Maint)	-	2,261	4,907	8,679	8,077
	<b>Subtotal:</b>	<b>\$ 126,682</b>	<b>\$ 137,066</b>	<b>\$ 144,020</b>	<b>\$ 142,378</b>	<b>\$ 32,765</b>
<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>						
535080	Marin County Jail Booking	-	-	-	-	-
535090	Marin County Major Crimes Task Force	27,422	28,971	29,938	46,557	49,555
535131	Marin County Dispatch	150,214	171,583	181,951	181,951	193,717
535170	Marin County DA-Prandi Center	3,127	6,335	3,500	3,127	3,127
	<b>Subtotal:</b>	<b>\$ 180,763</b>	<b>\$ 206,889</b>	<b>\$ 215,389</b>	<b>\$ 231,635</b>	<b>\$ 246,399</b>
<b>EQ SUPPLIES &amp; MAINTENANCE</b>						
536020	Equipment Maintenance	1,634	2,126	1,000	3,017	2,000
536050	Fuel & Oil	20,610	22,262	27,000	19,837	22,000
536120	Radar Maintenance	-	-	500	500	500
536130	Radio Maintenance	974	880	2,000	936	1,000
536210	Safety Equipment	2,655	11,541	15,000	4,304	10,000
536220	Uniform Maintenance	5,039	5,209	6,000	5,263	6,000
536230	Uniform Purchase/Replacement	9,902	13,513	7,500	8,188	8,000
536240	Vehicle Supplies	495	1,067	1,000	353	1,000
536250	Vehicle Maintenance	20,747	30,766	30,000	15,932	25,000
536270	Safety Equipment (MOU)	573	150	1,000	-	1,000
536320	License Plate Camera Maintenance	10,468	8,917	10,000	7,735	5,000
	<b>Subtotal:</b>	<b>\$ 73,097</b>	<b>\$ 96,431</b>	<b>\$ 101,000</b>	<b>\$ 66,065</b>	<b>\$ 81,500</b>
<b>UTILITY &amp; COMMUNICATION</b>						
537300	Telecommunication	26,551	20,749	31,000	22,005	30,000
537600	Cable Communication Services		401	750	685	750
537700	MIDAS Internet Connection	15,421	16,301	15,600	15,078	15,600
	<b>Subtotal:</b>	<b>\$ 41,972</b>	<b>\$ 37,451</b>	<b>\$ 47,350</b>	<b>\$ 37,768</b>	<b>\$ 46,350</b>
	Total Supplies & Services:	\$ 479,649	\$ 534,377	\$ 569,759	\$ 529,450	\$ 468,014
<b>CAPITAL OUTLAY ALLOWANCE</b>						
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
	<b>Total:</b>	<b>\$ 86,000</b>	<b>\$ 86,000</b>	<b>\$ 86,000</b>	<b>\$ 86,000</b>	<b>\$ 86,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 2,870,872</b>	<b>\$ 3,062,056</b>	<b>\$ 3,276,517</b>	<b>\$ 3,086,628</b>	<b>\$ 3,411,889</b>

**Police Department****POLICE FACILITY**

<b>OBJECT SUMMARY</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	45,458	25,554	37,432	31,231	35,100
Utility & Communication	23,262	23,119	20,600	23,414	24,900
Special Department Administrative	5,022	4,584	5,000	4,295	10,000
Total Supplies & Services	\$ 73,742	\$ 53,257	\$ 63,032	\$ 58,940	\$ 70,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ 2,500	\$ 226	\$ 2,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 73,742</b>	<b>\$ 53,257</b>	<b>\$ 65,532</b>	<b>\$ 59,166</b>	<b>\$ 72,500</b>

## Police Department

### POLICE FACILITY

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	23,271	4,772	10,000	10,012	10,000
536030	Building/Facility Supplies	8,979	7,620	11,000	6,291	8,000
536050	Fuel & Oil (Generator)	-	-	500	-	500
536060	Inspection & Testing (Generator)	-	242	500	-	500
536070	Janitorial Services	13,000	12,175	13,932	14,153	14,500
536100	Pest Control	208	407	500	575	600
536280	Special Maintenance	-	338	1,000	200	1,000
	<b>Subtotal:</b>	<b>\$ 45,458</b>	<b>\$ 25,554</b>	<b>\$ 37,432</b>	<b>\$ 31,231</b>	<b>\$ 35,100</b>
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	21,474	21,692	20,000	22,595	24,000
537200	Water-MMWD	1,788	1,427	600	819	900
	<b>Subtotal:</b>	<b>\$ 23,262</b>	<b>\$ 23,119</b>	<b>\$ 20,600</b>	<b>\$ 23,414</b>	<b>\$ 24,900</b>
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538020	Emergency & Disaster Planning	5,022	4,584	5,000	4,295	5,000
543030	Office Furniture/Equipment		-	2,000	-	5,000
	<b>Subtotal:</b>	<b>\$ 5,022</b>	<b>\$ 4,584</b>	<b>\$ 5,000</b>	<b>\$ 4,295</b>	<b>\$ 10,000</b>
	Total Supplies & Services:	\$ 73,742	\$ 53,257	\$ 63,032	\$ 58,940	\$ 70,000
	<b>CAPITAL PROJECT EXPENSES</b>					
561140	EOC Equipment Upgrades	-		2,500	226	2,500
	<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 226</b>	<b>\$ 2,500</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 73,742</b>	<b>\$ 53,257</b>	<b>\$ 65,532</b>	<b>\$ 59,166</b>	<b>\$ 72,500</b>

# **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 \$2,054,143, 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

	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>DEPARTMENT FUNDING</b>					
General Fund	1,423,237	1,486,612	1,746,669	1,661,872	1,918,775
Gas Tax	-	-	40,000	21,715	40,000
Measure "A" Parks	-	-	73,000	73,000	72,368
Cypress Hollow Fund	15,374	17,101	16,500	17,171	23,000
<b>Total Department Funding</b>	<b>\$ 1,438,611</b>	<b>\$ 1,503,713</b>	<b>\$ 1,876,169</b>	<b>\$ 1,773,758</b>	<b>\$ 2,054,143</b>
<b>DIVISION FUNDING</b>					
<b><u>Administration &amp; Engineering</u></b>					
General Fund	328,910	395,763	455,858	425,622	478,024
Gas Tax			40,000	21,715	40,000
Measure "A" Parks	-	-	73,000	73,000	72,368
Total Administration & Engineering	\$ 328,910	\$ 395,763	\$ 568,858	\$ 520,337	\$ 590,392
<b><u>Streets Maintenance</u></b>					
General Fund	472,706	437,566	508,259	478,517	536,511
Total Streets Maintenance	\$ 472,706	\$ 437,566	\$ 508,259	\$ 478,517	\$ 536,511
<b><u>Parks Maintenance</u></b>					
General Fund	488,214	518,510	632,172	616,786	761,461
Total Parks Maintenance	\$ 488,214	\$ 518,510	\$ 632,172	\$ 616,786	\$ 761,461
<b><u>Street &amp; Signal Light Maintenance</u></b>					
General Fund	35,547	34,192	34,000	36,092	36,000
Total Street & Signal Light Maintenance	\$ 35,547	\$ 34,192	\$ 34,000	\$ 36,092	\$ 36,000
<b><u>Cypress Hollow</u></b>					
Cypress Hollow Fund	15,374	17,101	16,500	17,171	23,000
Total Cypress Hollow	\$ 15,374	\$ 17,101	\$ 16,500	\$ 17,171	\$ 23,000
<b><u>Corporation Yard</u></b>					
General Fund	97,860	100,581	116,380	104,855	106,780
Total Corporation Yard	\$ 97,860	\$ 100,581	\$ 116,380	\$ 104,855	\$ 106,780
<b>Total Division Funding</b>	<b>\$ 1,438,611</b>	<b>\$ 1,503,713</b>	<b>\$ 1,876,169</b>	<b>\$ 1,773,758</b>	<b>\$ 2,054,143</b>

# Public Works

## ALL DIVISIONS

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 703,241	\$ 713,325	\$ 770,218	\$ 742,492	\$ 809,734
EMPLOYEE BENEFITS	272,338	273,327	311,821	273,388	339,379
SUPPLIES & SERVICES					
Department Supplies & Expenses	4,098	4,569	5,350	5,717	6,450
Conferences & Memberships	4,098	6,792	6,100	4,478	7,700
Contractual Services	126,657	118,137	178,400	167,992	208,400
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	182,894	227,432	441,180	393,640	494,280
Utility & Communication	102,685	117,531	115,500	138,451	140,600
Allocated Costs	-	-	-	-	-
Total Supplies & Services	420,432	474,461	746,530	710,278	857,430
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	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,438,611</b>	<b>\$ 1,503,713</b>	<b>\$ 1,876,169</b>	<b>\$ 1,773,758</b>	<b>\$ 2,054,143</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,423,237	1,486,612	1,746,669	1,661,872	1,918,775
Cypress Hollow Fund	15,374	17,101	16,500	17,171	23,000
State Gas Tax Fund	-	-	40,000	21,715	40,000
Measure "A" Parks	-	-	73,000	73,000	72,368
<b>TOTAL FUNDING</b>	<b>\$ 1,438,611</b>	<b>\$ 1,503,713</b>	<b>\$ 1,876,169</b>	<b>\$ 1,773,758</b>	<b>\$ 2,054,143</b>
<b>STAFFING LEVEL</b>					
Public Works Director/ Town Engineer		1.00	1.00	1.00	1.00
Associate Engineer	-	-	-	-	-
Engineer Technician	1.00	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
<b>TOTAL STAFFING</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

## Public Works

### ADMINISTRATION & ENGINEERING

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 216,603	\$ 252,502	\$ 268,387	\$ 260,849	\$ 284,752
EMPLOYEE BENEFITS	\$ 61,691	\$ 71,905	\$ 84,021	\$ 67,680	\$ 89,190
SUPPLIES & SERVICES					
Department Supplies & Expenses	3,106	900	2,250	644	2,250
Conferences & Memberships	1,991	2,537	3,500	464	3,500
Contractual Services	42,819	13,264	17,000	20,000	17,000
Equipment Supplies & Maintenance	100	52,055	191,100	168,100	191,100
Total Supplies & Services	\$ 48,016	\$ 68,756	\$ 213,850	\$ 189,208	\$ 213,850
CAPITAL OUTLAY ALLOWANCE	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
<b>TOTAL EXPENDITURES</b>	<b>\$ 328,910</b>	<b>\$ 395,763</b>	<b>\$ 568,858</b>	<b>\$ 520,337</b>	<b>\$ 590,392</b>
<b>STAFFING LEVEL</b>					
Positions	2.00	2.00	2.00	2.00	2.00
<b>TOTAL STAFFING</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

<b>Public Works</b>						
<b>ADMINISTRATION &amp; ENGINEERING</b>						
<b>Acct No.</b>	<b>Account Description</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
	<b>SALARY</b>					
514100	Public Works Director/Town Engineer	146,973	157,602	168,710	166,084	181,584
514900	Engineering Technician	48,177	-	-	-	-
514150	Associate Engineer	19,368	94,900	99,677	94,765	103,168
517100	Vacation Conversion	1,297	-	-	-	-
518100	Casual Hire	788	-	-	-	-
	Total:	\$ 216,603	\$ 252,502	\$ 268,387	\$ 260,849	\$ 284,752
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	17,249	20,453	38,736	20,774	41,184
521200	Employee Accruing Fringe	4,800	4,800	-	4,800	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	22,444	18,476	19,875	19,347	22,453
522250	PERS-Unfunded Liability Payment	-	10,424	12,734	12,734	14,976
522550	PERS-Add'tl Unfunded Liability Pmt.	-	7,692	-	-	-
522400	Other Retirement Benefits (GASB 45) 1.0%	10,410	2,504	2,684	2,684	2,848
523100	FICA-Medicare	3,188	3,656	3,892	3,741	4,129
525300	Tuition Reimbursement	-	-	2,500	-	-
524100	Auto Allowance	3,600	3,600	3,600	3,600	3,600
524500	Cell Phone Allowance	-	300	-	-	-
	Total:	\$ 61,691	\$ 71,905	\$ 84,021	\$ 67,680	\$ 89,190
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531060	Noticing and Publication	2,874	830	2,000	545	2,000
531140	Publications & Subscriptions	232	70	250	99	250
	Subtotal:	\$ 3,106	\$ 900	\$ 2,250	\$ 644	\$ 2,250
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	491	1,083	1,000	287	1,000
532020	Employee Development/Training	1,500	1,090	2,000	177	2,000
532040	Memberships	-	364	500	-	500
	Subtotal:	\$ 1,991	\$ 2,537	\$ 3,500	\$ 464	\$ 3,500
	<b>CONTRACTUAL SERVICES</b>					
533200	Technical Support (Project Software)	-	-	-	-	-
533700		32,266	13,264	17,000	20,000	17,000
538080	Street Speed Survey	10,553	-	-	-	-
	Subtotal:	\$ 42,819	\$ 13,264	\$ 17,000	\$ 20,000	\$ 17,000
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536190	Street Striping	-	\$ -	\$ 8,000	\$ -	\$ 8,000
537300	Telecommunication	\$ 100	\$ -	\$ 100	\$ 100	\$ 100
536095	Open Space Vegetation Management	-	\$ 52,055	\$ 93,000	\$ 98,000	\$ 93,000
536165	Storm Drain Flushing	\$ -	-	\$ 50,000	\$ 50,000	\$ 50,000
536195	Traffic Calming	\$ -	-	\$ 20,000	\$ 20,000	\$ 20,000
536185	Curb/Sidewalk Improvements	-	-	\$ 20,000	\$ -	\$ 20,000
	Subtotal:	\$ 100	\$ 52,055	\$ 191,100	\$ 168,100	\$ 191,100
	Total Supplies & Services:	\$ 48,016	\$ 68,756	\$ 213,850	\$ 189,208	\$ 213,850
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559020	Technology Allowance	2,600	2,600	2,600	2,600	2,600
	Total:	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
	<b>TOTAL DEPARTMENT</b>	<b>\$ 328,910</b>	<b>\$ 395,763</b>	<b>\$ 568,858</b>	<b>\$ 520,337</b>	<b>\$ 590,392</b>

## Public Works

### STREETS MAINTENANCE

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 297,542	\$ 264,946	\$ 299,700	\$ 288,441	\$ 318,104
EMPLOYEE BENEFITS	\$ 115,126	\$ 106,919	\$ 129,959	\$ 116,569	\$ 142,807
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ -	\$ 102	\$ 100	\$ 200	\$ 200
Conferences & Memberships	\$ 907	\$ 3,555	\$ 1,400	\$ 3,350	\$ 3,000
Equipment Supplies & Maintenance	\$ 59,131	\$ 62,044	\$ 72,100	\$ 64,957	\$ 67,400
Utility & Communication	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies & Services	\$ 60,038	\$ 65,701	\$ 73,600	\$ 68,507	\$ 70,600
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 472,706</b>	<b>\$ 437,566</b>	<b>\$ 508,259</b>	<b>\$ 478,517</b>	<b>\$ 536,511</b>
<b>STAFFING LEVEL</b>					
Positions	4.00	4.00	4.00	4.00	4.00
<b>TOTAL STAFFING</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

## Public Works

### STREETS MAINTENANCE

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SALARY</b>					
514200	Superintendent of Public Works	97,893	44,485	102,946	101,444	103,748
514300	Asst. Superintendent of Pubic Works	19,711	48,333	-	-	-
514400	Foreman	-	-	-	-	-
514700	Senior Maintenance Worker	57,403	60,705	65,516	65,996	74,764
514500	Maintenance Worker II (0)	-	-	-	-	-
514600	Maintenance Worker (2)	107,263	106,851	125,638	116,982	133,992
515100	Overtime	1,635	1,122	2,000	419	2,000
516400	Special Shift Pay	3,450	3,450	3,600	3,600	3,600
517100	Vacation Compensation	10,187	-	-	-	-
518100	Casual Hire	-	-	-	-	-
	Total:	\$ 297,542	\$ 264,946	\$ 299,700	\$ 288,441	\$ 318,104
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	49,844	44,932	77,472	48,190	82,368
521200	Employee Accruing Fringe	13,385	16,431	-	16,421	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	32,367	17,184	19,214	18,582	21,631
522250	PERS-Unfunded Liability	-	20,848	25,468	25,468	29,952
522400	Other Retirement Benefits (GASB 45) 1.0%	13,783	2,880	2,941	2,941	3,125
523100	FICA-Medicare	4,411	4,044	4,264	4,420	4,531
524100	Auto Allowance	1,336	-	-	-	-
524500	Cell Phone Allowance	-	600	-	547	600
525300	Tuition Reimbursement	-	-	600	-	600
534030	Unemployment Insurance	-	-	-	-	-
	Total:	\$ 115,126	\$ 106,919	\$ 129,959	\$ 116,569	\$ 142,807
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531140	Publications & Subscriptions	-	102	100	200	200
	Subtotal:	\$ -	\$ 102	\$ 100	\$ 200	\$ 200
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	55	196	400	1,240	1,000
532020	Employee Development/Training	852	3,359	1,000	2,110	2,000
532040	Memberships	-	-	-	-	-
	Subtotal:	\$ 907	\$ 3,555	\$ 1,400	\$ 3,350	\$ 3,000
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536010	Operating Supplies	226	1,296	1,200	189	600
536020	Equipment Maintenance	346	1,113	500	2,588	1,100
536050	Fuel & Oil	22,752	24,516	25,000	22,218	25,000
536100	Pest Control Downtown	1,250	1,500	1,400	1,500	1,500
536150	Small Tools	862	121	2,500	2,500	2,500
536160	Storm Drain & Culvert Maintenance	11,384	8,439	15,000	10,000	10,000
536180	Street Materials & Signs	15,497	19,041	20,000	20,000	20,000

**Public Works**

**STREETS MAINTENANCE**

<b>Acct No.</b>	<b>Account Description</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
536210	Safety Equipment & Apparel	881	521	1,500	1,584	1,500
536220	Uniform Maintenance Service	4,979	4,337	4,000	3,707	4,000
536230	Uniform Purchase/Replacement	-	20	-	-	-
536270	Safety Equipment (MOU)	954	1,140	1,000	671	1,200
	Subtotal:	\$ 59,131	\$ 62,044	\$ 72,100	\$ 64,957	\$ 67,400
	Total Supplies & Services:	\$ 60,038	\$ 65,701	\$ 73,600	\$ 68,507	\$ 70,600
	<b>OTHER EQUIPMENT</b>					
549010	Street Light Pole Replacement	-	-	5,000	5,000	5,000
	Total:	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 472,706</b>	<b>\$ 437,566</b>	<b>\$ 508,259</b>	<b>\$ 478,517</b>	<b>\$ 536,511</b>

## Public Works

### PARKS MAINTENANCE

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 189,096	\$ 195,877	\$ 202,131	\$ 193,202	\$ 206,878
EMPLOYEE BENEFITS	\$ 95,521	\$ 94,503	\$ 97,841	\$ 89,139	\$ 107,383
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	1,200	700	1,200	664	1,200
Contractual Services	69,838	90,873	147,400	133,992	177,400
Equipment Supplies & Maintenance	64,860	57,189	102,100	98,572	166,600
Utility & Communication	67,699	79,368	81,500	101,217	102,000
Total Supplies & Services	\$ 203,597	\$ 228,130	\$ 332,200	\$ 334,445	\$ 447,200
<b>TOTAL EXPENDITURES</b>	<b>\$ 488,214</b>	<b>\$ 518,510</b>	<b>\$ 632,172</b>	<b>\$ 616,786</b>	<b>\$ 761,461</b>
<b>STAFFING LEVEL</b>					
Positions	3.00	3.00	3.00	3.00	3.00
<b>TOTAL STAFFING</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

# Public Works

## PARKS MAINTENANCE

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SALARY</b>					
514600	Maintenance Worker (2)	116,783	121,298	125,289	116,398	127,384
514700	Senior Maintenance Worker	71,973	73,779	75,842	75,735	78,494
515100	Overtime	340	800	1,000	-	1,000
517100	Vacation Conversion	-	-	-	1,069	-
	Total:	\$ 189,096	\$ 195,877	\$ 202,131	\$ 193,202	\$ 206,878
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	52,593	52,956	58,104	50,365	61,776
521200	Employee Accruing Fringe	-	-	-	391	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	29,957	14,709	15,109	14,541	17,499
522250	PERS-Unfunded Liability	-	10,424	19,101	19,101	22,464
522255	PERS-Add'tl Unfunded Liability Pmt.	-	11,538	-	-	-
522400	Other Retirement Benefits (GASB 45) 1.0%	8,983	1,907	2,011	2,011	2,059
523100	FICA-Medicare	2,638	2,767	2,916	2,730	2,985
525300	Tuition Reimbursement	-	202	600	-	600
534030	Unemployment Insurance	1,350	-	-	-	-
	Total:	\$ 95,521	\$ 94,503	\$ 97,841	\$ 89,139	\$ 107,383
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	-	-	400	-	400
532020	Employee Development/Training	1,050	410	500	226	500
532040	Memberships	150	290	300	438	300
	Subtotal:	\$ 1,200	\$ 700	\$ 1,200	\$ 664	\$ 1,200
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services (Medians & Restrooms)	34,958	37,349	30,000	30,000	70,000
533010	Contractual Services (Knoll Tree Survey)			10,000	3,500	10,000
533720	Contract - Seasonal Maintenance		46,471	50,000	50,914	50,000
536070	Janitorial Services			2,400	2,400	2,400
536330	ORT Special Maintenance	12,263		15,000	15,000	15,000
533015	Fountain Maintenance	10,354	2,103	5,000	4,001	5,000
536340	Old Rail Trail DG & Pavement Maint.	12,263	4,950	25,000	20,238	25,000
536360	Fountain Plaza Electrical Improvement			5,000	4,972	-
536370	Blackie's Pasture Electrical Panel			5,000	2,967	-
	Subtotal:	\$ 69,838	\$ 90,873	\$ 147,400	\$ 133,992	\$ 177,400
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	4,612	1,271	2,000	4,892	3,000
536080	Landscape Grounds & Materials	22,767	21,305	30,000	25,682	30,000
536085	McKegney Green Maintenance	3,218	3,605	10,000	10,000	55,000
536180	Street Materials & Signs	1,310	135	1,600	-	600
536200	Tree Maintenance	29,343	27,220	30,000	30,000	35,000
536200	Tree Maintenance (Knoll Tree Mtce)			25,000	25,000	40,000
536210	Safety Equipment & Apparel	165	3,653	-	-	-
536220	Uniform Maintenance Service	3,445		3,500	2,998	3,000
	Subtotal:	\$ 64,860	\$ 57,189	\$ 102,100	\$ 98,572	\$ 166,600

**Public Works****PARKS MAINTENANCE**

<b>Acct No.</b>	<b>Account Description</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	5,401	7,287	6,500	7,093	7,000
537200	Water-MMWD	36,635	47,948	50,000	64,217	95,000
537210	Water-RBSD Reclaimed	25,663	24,133	25,000	29,907	-
	Subtotal:	\$ 67,699	\$ 79,368	\$ 81,500	\$ 101,217	\$ 102,000
	Total Supplies & Services:	\$ 203,597	\$ 228,130	\$ 332,200	\$ 334,445	\$ 447,200
	<b>TOTAL DEPARTMENT</b>	<b>\$ 488,214</b>	<b>\$ 518,510</b>	<b>\$ 632,172</b>	<b>\$ 616,786</b>	<b>\$ 761,461</b>

## Public Works

### CORPORATION YARD

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	992	3,567	3,000	4,873	4,000
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	42,672	39,982	58,380	43,840	45,180
Utility & Communication	14,196	17,032	15,000	16,142	17,600
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 57,860	\$ 60,581	\$ 76,380	\$ 64,855	\$ 66,780
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 97,860</b>	<b>\$ 100,581</b>	<b>\$ 116,380</b>	<b>\$ 104,855</b>	<b>\$ 106,780</b>

**Public Works**

**CORPORATION YARD**

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531010	Office & Copier Supplies	798	1,558	1,000	2,520	2,000
531070	Permit/Application Fees	194	2,009	2,000	2,353	2,000
	Subtotal:	\$ 992	\$ 3,567	\$ 3,000	\$ 4,873	\$ 4,000
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536010	Operating Supplies	6,056	3,749	4,500	1,690	4,000
536020	Equipment Maintenance	6,482	2,333	4,500	3,905	4,000
536030	Building/Facility Supplies	5,628	3,887	4,500	5,749	4,500
536050	Fuel & Oil	11,660	13,470	13,000	11,387	13,000
536070	Janitorial Services	-	-	2,580	680	2,580
536100	Pest Control	-	-	100	100	100
536150	Small Tools/Implements	5,707	6,611	5,000	1,861	5,000
536250	Vehicle Maintenance	4,483	8,001	8,000	10,271	10,000
536290	Facility - Alteration/Improvements	180	634	600	888	800
536300	Rental-Equipment & Tools	2,476	1,297	2,600	-	1,200
436380	Corporation Yard Fuel Pump Rebuild			3,000	2,824	-
536390	Material Storage Area			10,000	4,485	-
	Subtotal:	\$ 42,672	\$ 39,982	\$ 58,380	\$ 43,840	\$ 45,180
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	4,242	5,170	4,500	3,974	4,500
537200	Water-MMWD	607	830	750	1,168	1,100
537300	Telecommunication	9,347	9,684	9,500	8,408	9,500
537600	Cable Communication Services		1,348	250	2,592	2,500
	Subtotal:	\$ 14,196	\$ 17,032	\$ 15,000	\$ 16,142	\$ 17,600
	Total Supplies & Services:	\$ 57,860	\$ 60,581	\$ 76,380	\$ 64,855	\$ 66,780
559010	Depreciation Allowance	40,000	40,000	40,000	40,000	40,000
	Total:	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 97,860</b>	<b>\$ 100,581</b>	<b>\$ 116,380</b>	<b>\$ 104,855</b>	<b>\$ 106,780</b>

**Public Works****STREET & SIGNAL LIGHT SYSTEM**

<b>OBJECT SUMMARY</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	15,594	13,667	16,000	16,000	16,000
Utility & Communication	19,953	20,525	18,000	20,092	20,000
Total Supplies & Services	\$ 35,547	\$ 34,192	\$ 34,000	\$ 36,092	\$ 36,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,547</b>	<b>\$ 34,192</b>	<b>\$ 34,000</b>	<b>\$ 36,092</b>	<b>\$ 36,000</b>

**Public Works**

**STREET & SIGNAL LIGHT SYSTEM**

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>EQUIP SUPPLIES &amp; MAINTENANCE</b>					
536170	Street/Signal Light Maint. (Cal/TRANS)	15,594	13,667	16,000	16,000	16,000
	Subtotal:	\$ 15,594	\$ 13,667	\$ 16,000	\$ 16,000	\$ 16,000
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	19,953	20,525	18,000	20,092	20,000
	Subtotal:	\$ 19,953	\$ 20,525	\$ 18,000	\$ 20,092	\$ 20,000
	Total Supplies & Services:	\$ 35,547	\$ 34,192	\$ 34,000	\$ 36,092	\$ 36,000
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
	<b>TOTAL DEPARTMENT</b>	<b>\$ 35,547</b>	<b>\$ 34,192</b>	<b>\$ 34,000</b>	<b>\$ 36,092</b>	<b>\$ 36,000</b>

**Public Works****CYPRESS HOLLOW SPECIAL DISTRICT**

<b>OBJECT SUMMARY</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Contractual Services	14,000	14,000	14,000	14,000	14,000
Equipment Supplies & Maintenance	537	2,495	1,500	2,171	8,000
Utility & Communication	837	606	1,000	1,000	1,000
Total Supplies & Services	\$ 15,374	\$ 17,101	\$ 16,500	\$ 17,171	\$ 23,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,374</b>	<b>\$ 17,101</b>	<b>\$ 16,500</b>	<b>\$ 17,171</b>	<b>\$ 23,000</b>

**Public Works**

**CYPRESS HOLLOW SPECIAL DISTRICT**

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>CONTRACTUAL SERVICES</b>					
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
	<b>EQUIP SUPPLIES &amp; MAINTENANCE</b>					
536080	Landscape Grounds & Materials	537	2,495	1,500	2,171	8,000
536200	Tree Maintenance	-	-	-	-	-
	Subtotal:	\$ 537	\$ 2,495	\$ 1,500	\$ 2,171	\$ 8,000
	<b>UTILITY &amp; COMMUNICATION</b>					
537200	Water-MMWD	837	606	1,000	1,000	1,000
	Subtotal:	\$ 837	\$ 606	\$ 1,000	\$ 1,000	\$ 1,000
	Total Supplies & Services:	\$ 15,374	\$ 17,101	\$ 16,500	\$ 17,171	\$ 23,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 15,374</b>	<b>\$ 17,101</b>	<b>\$ 16,500</b>	<b>\$ 17,171</b>	<b>\$ 23,000</b>

# 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**

	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>DEPARTMENT FUNDING</b>					
General Fund	833,225	1,052,043	1,413,927	1,313,276	1,540,062
Low/Moderate Income Housing	23,270	23,270	33,033	23,374	23,374
Town Owned Housing	61,035	96,317	87,078	71,576	91,567
Peninsula Library JPA	1,603,870	1,724,508	1,758,545	1,818,000	1,908,900
<b>Total Department Funding</b>	<b>\$ 2,521,400</b>	<b>\$ 2,896,138</b>	<b>\$ 3,292,583</b>	<b>\$ 3,226,226</b>	<b>\$ 3,563,903</b>

# Non-Departmental

## ALL DIVISIONS

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ 135,056	\$ 123,068	\$ 360,005	\$ 344,774	\$ 368,271
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,027	5,172	5,275	5,174	5,300
Conferences & Memberships	-	-	-	-	-
Contractual Services	21,066	21,024	21,884	21,750	24,350
Insurances	308,780	338,049	349,490	312,236	412,672
Intergovernmental & Agency	2,003,863	2,326,080	2,482,526	2,484,290	2,675,443
Equipment Supplies & Maintenance	45,514	46,026	48,103	50,927	52,567
Allocated Costs	-	-	300	300	300
Total Supplies & Services	\$ 2,384,250	\$ 2,736,351	\$ 2,907,578	\$ 2,874,677	\$ 3,170,632
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 2,094	\$ 36,719	\$ 25,000	\$ 6,775	\$ 25,000
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,521,400</b>	<b>\$ 2,896,138</b>	<b>\$ 3,292,583</b>	<b>\$ 3,226,226</b>	<b>\$ 3,563,903</b>
<b>SOURCE OF FUNDING</b>					
General Fund	833,225	1,052,043	1,413,927	1,313,276	1,540,062
Low/Moderate Housing Fund	23,270	23,270	33,033	23,374	23,374
Town Owned Housing	61,035	96,317	87,078	71,576	91,567
Peninsula Library JPA Fund	1,603,870	1,724,508	1,758,545	1,818,000	1,908,900
<b>TOTAL FUNDING</b>	<b>\$ 2,521,400</b>	<b>\$ 2,896,138</b>	<b>\$ 3,292,583</b>	<b>\$ 3,226,226</b>	<b>\$ 3,563,903</b>

## Non-Departmental

### INSURANCES AND INTER-GOVERNMENTAL AGREEMENTS

OBJECT SUMMARY	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>EXPENDITURES</b>					
EMPLOYEE BENEFITS	\$ 135,056	\$ 123,068	\$ 360,005	\$ 344,774	\$ 368,271
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	12,666	12,624	13,484	13,350	15,950
Insurances	308,780	338,049	349,490	312,236	412,672
Intergovernmental & Agency	376,723	578,302	690,948	642,916	743,169
Equipment Supplies & Maintenance	-	-	-	-	-
Utility & Communication	-	-	-	-	-
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 698,169	\$ 928,975	\$ 1,053,922	\$ 968,502	\$ 1,171,791
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 833,225</b>	<b>\$ 1,052,043</b>	<b>\$ 1,413,927</b>	<b>\$ 1,313,276</b>	<b>\$ 1,540,062</b>
<b>STAFFING LEVEL</b>					
Positions	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Non-Departmental**

**INSURANCES AND INTERGOVERNMENTAL**

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>EMPLOYEE BENEFITS</b>					
521300	Retiree Health Benefits	110,119	123,068	160,005	144,774	168,271
522550	PERS AAUL Extra Payment	24,937		200,000	200,000	200,000
	<b>Subtotal:</b>	<b>\$ 135,056</b>	<b>\$ 123,068</b>	<b>\$ 360,005</b>	<b>\$ 344,774</b>	<b>\$ 368,271</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>SUPPLIES &amp; EXPENSES</b>					
	<b>CONTRACTUAL SERVICES</b>					
533050	Health Benefit Plan Administration	1,863	1,852	2,100	2,100	2,200
533100	Downtown Restroom Lease	10,803	10,772	11,384	11,250	13,750
	<b>Subtotal:</b>	<b>\$ 12,666</b>	<b>\$ 12,624</b>	<b>\$ 13,484</b>	<b>\$ 13,350</b>	<b>\$ 15,950</b>
	<b>INSURANCE</b>					
534010	Liability (ABAG PLAN)	120,103	128,254	134,666	106,516	148,645
534010	Liability (Dairy Knoll)			8,000		8,000
534020	Worker's Compensation (Bay Cities)	163,672	185,400	182,554	180,701	223,770
534030	Property (ABAG PLAN)	9,453	7,075	7,782	8,283	15,300
534040	Public Officials EO (ABAG PLAN)	949	949	1,000	949	1,000
534060	Employment Practices Liability	14,603	16,371	15,488	15,787	15,957
	<b>Subtotal:</b>	<b>\$ 308,780</b>	<b>\$ 338,049</b>	<b>\$ 349,490</b>	<b>\$ 312,236</b>	<b>\$ 412,672</b>
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535010	Animal Control JPA	79,924	89,349	97,030	97,029	96,371
535020	Cable Telecommunication JPA-Media Center Cor	17,887	(21)	31,000	31,000	18,000
535030	Chamber of Commerce TOT 5%	31,924	30,696	31,000	30,937	31,500
535035	Destination:Tiburon TOT 5%	28,774	30,696	31,000	30,937	31,500
535040	Transportation Authority of Marin JPA	19,137	19,327	20,697	19,327	19,907
535050	MERA Radio Acquisition JPA (Bond)	44,312	44,360	44,334	44,334	44,378
535055	MERA Radio Acquisition JPA (Operating)	40,857	42,591	44,521	43,393	43,584
535060	Emergency Management Planning JPA	4,758	4,758	5,000	4,558	5,000
535070	Hazardous Materials JPA	3,650	2,805	4,000	2,805	4,000
535120	Richardson Bay Regional Agency JPA	26,910	28,910	53,283	53,283	65,000
535140	Stormwater Runoff (MCSTOPP) JPA	29,675	29,756	29,549	35,241	38,765
535150	Street Light Acquisition Dues	195	199	199	199	199
535180	MCCMC Lobbyist & Legislative Support	3,415	3,579	3,608	3,682	3,682
535200	LAFCO	4,445	5,517	6,037	7,548	8,152
535210	Marin Map	9,000	9,000	9,000	9,000	9,000
535220	Marin General Services Authority	7,033	4,816	4,848	4,848	10,240
535270	Cal Fire Contract (Angel Island)	18,979	20,137	20,652	20,652	24,000
535100	Marin Mediation Services	3,848	3,944	2,790	2,790	2,391
535240	ICLEI Contribution	2,000	-	400	-	-
535250	Marin Clean Energy JPA	-	2,000	2,000	2,000	2,500
535300	Yellow School Bus Contribution		205,883	250,000	199,353	285,000
	<b>Subtotal:</b>	<b>\$ 376,723</b>	<b>\$ 578,302</b>	<b>\$ 690,948</b>	<b>\$ 642,916</b>	<b>\$ 743,169</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 833,225</b>	<b>\$ 1,052,043</b>	<b>\$ 1,413,927</b>	<b>\$ 1,313,276</b>	<b>\$ 1,540,062</b>

**Non-Departmental Low-Moderate Income Housing Fund**

**NON-DEPARTMENTAL HOUSING**

<b>OBJECT SUMMARY</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Contractual Services	-	-	-	-	-
Intergovernmental & Agency	23,270	23,270	33,033	23,374	23,374
Equipment Supplies & Maintenance	-	-	-	-	-
Total Supplies & Services	\$ 23,270	\$ 23,270	\$ 33,033	\$ 23,374	\$ 23,374
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,270</b>	<b>\$ 23,270</b>	<b>\$ 33,033</b>	<b>\$ 23,374</b>	<b>\$ 23,374</b>
<b>STAFFING LEVEL - None</b>					

**NON-DEPARTMENTAL-HOUSING**

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531050	Bank Charges & Fees	-	-	-		
531100	Property Tax Payments	-	-	-		
	<b>Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual services (Cost Recovery)	-			-	
	<b>Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535230	Marin Housing Authority JPA	10,746	10,746	10,746	10,850	10,850
535290	Marin Homelessness Contribution	12,524	12,524	13,287	12,524	12,524
535260	Homeward Bound Contribution	-		9,000	-	-
	<b>Subtotal:</b>	\$ 23,270	\$ 23,270	\$ 33,033	\$ 23,374	\$ 23,374
	<b>Total Supplies &amp; Services:</b>	\$ 23,270	\$ 23,270	\$ 33,033	\$ 23,374	\$ 23,374
	Total:					
	<b>TOTAL DEPARTMENT</b>	\$ 23,270	\$ 23,270	\$ 33,033	\$ 23,374	\$ 23,374

**Non-Departmental**

**Town-Owned Housing Fund**

**NON-DEPARTMENTAL HOUSING**

<b>OBJECT SUMMARY</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>EXPENDITURES</b>					
<b>SUPPLIES &amp; SERVICES</b>					
Department Supplies & Expenses	5,027	5,172	5,275	5,174	5,300
Conferences & Memberships	-	-	-	-	-
Contractual Services	8,400	8,400	8,400	8,400	8,400
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	45,514	46,026	48,103	50,927	52,567
Utility & Communication	-	-	-	-	-
Allocated Costs	-	-	300	300	300
Total Supplies & Services	\$ 58,941	\$ 59,598	\$ 62,078	\$ 64,801	\$ 66,567
<b>CAPITAL PROJECT EXPENSES</b>	\$ 2,094	\$ 36,719	\$ 25,000	\$ 6,775	\$ 25,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 61,035</b>	<b>\$ 96,317</b>	<b>\$ 87,078</b>	<b>\$ 71,576</b>	<b>\$ 91,567</b>
<b>STAFFING LEVEL</b>					
None	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Non-Departmental**

**Town-Owned Housing Fund**

**NON-DEPARTMENTAL-HOUSING**

Acct No.	Account Description	2015/16 Actual	2016/17 Actual	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531100	Property Tax Payments	5,027	5,172	5,275	5,174	5,300
	Subtotal:	\$ 5,027	\$ 5,172	\$ 5,275	\$ 5,174	\$ 5,300
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual services (Cost Recovery)	8,400	8,400	8,400	8,400	8,400
	Subtotal:	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536110	Property Management (HOA)	45,514	46,026	48,103	50,927	52,567
	Subtotal:	\$ 45,514	\$ 46,026	\$ 48,103	\$ 50,927	\$ 52,567
	<b>ALLOCATED COSTS</b>					
539010	Insurance-Property	-	-	300	300	300
	Subtotal:	\$ -	\$ -	\$ 300	\$ 300	\$ 300
	Total Supplies & Services:	\$ 58,941	\$ 59,598	\$ 62,078	\$ 64,801	\$ 66,567
	<b>CAPITAL EXPENSES</b>					
561140-	Facility Alteration/Improvement					
-640120	Unit-2	-	14,792	2,500	-	2,500
-640103	Unit-3	981	1,462	2,500	-	2,500
-640105	Unit-4	41	26	2,500	-	2,500
-640106	Unit 6	580	541	2,500	1,700	2,500
-640111	Unit-11	-	1,479	10,000	-	10,000
-640114	Unit-14	-	18,419	2,500	75	2,500
-640118	Unit-18	492	-	2,500	5,000	2,500
	Total:	\$ 2,094	\$ 36,719	\$ 25,000	\$ 6,775	\$ 25,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 61,035</b>	<b>\$ 96,317</b>	<b>\$ 87,078</b>	<b>\$ 71,576</b>	<b>\$ 91,567</b>

**Non-Departmental**

**BELVEDERE-TIBURON LIBRARY AGENCY**

<b>OBJECT SUMMARY</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Intergovernmental & Agency	1,603,870	1,724,508	1,758,545	1,818,000	1,908,900
Total Supplies & Services	\$ 1,603,870	\$ 1,724,508	\$ 1,758,545	\$ 1,818,000	\$ 1,908,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,603,870</b>	<b>\$ 1,724,508</b>	<b>\$ 1,758,545</b>	<b>\$ 1,818,000</b>	<b>\$ 1,908,900</b>

**Non-Departmental**

**BELVEDERE-TIBURON LIBRARY AGENCY**

<b>Acct No.</b>	<b>Account Description</b>	<b>2015/16 Actual</b>	<b>2016/17 Actual</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535900	Payment to Library Agency (Property Tax proceeds)	1,603,870	1,724,508	1,758,545	1,818,000	1,908,900
	<b>Subtotal:</b>	<b>\$ 1,603,870</b>	<b>\$ 1,724,508</b>	<b>\$ 1,758,545</b>	<b>\$ 1,818,000</b>	<b>\$ 1,908,900</b>
	Total Supplies & Services:	\$ 1,603,870	\$ 1,724,508	\$ 1,758,545	\$ 1,818,000	\$ 1,908,900
	<b>TOTAL DEPARTMENT</b>	<b>\$ 1,603,870</b>	<b>\$ 1,724,508</b>	<b>\$ 1,758,545</b>	<b>\$ 1,818,000</b>	<b>\$ 1,908,900</b>

# CAPITAL OUTLAY & ALLOWANCE

## **Planned Capital Outlay Purchases**

## **Planned Technology Outlay Purchases**

## **Depreciation Allowance Schedule**

Total proposed Department capital outlay purchases equal \$128,000. This amount is \$5,800 greater than the proposed total Depreciation Allowance charged to the Departments. Periodically 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, which include heavy equipment for the maintenance of McKegney Green and the purchase of electric vehicles to replace vehicles in the Public Works and Community Development fleet that are near their ten-year replacement date.

Total proposed Department technology outlay purchases equal \$205,320. This amount is approximately \$150,920 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
<b>TOWN ADMINISTRATION</b>	
	0
<b>Total Town Administration</b>	<b>\$ -</b>
<b>COMMUNITY DEVELOPMENT</b>	
New Electric Vehicle to Replace Planning Division Honda Civic	35,000
<b>Total Community Development</b>	<b>\$ 35,000</b>
<b>POLICE</b>	
	0
<b>Total Police</b>	<b>\$ -</b>
<b>PUBLIC WORKS</b>	
Landscape Utility Tractor	48,000
Flail Mower Attachment	6,000
Walk-behind Aerator	5,000
Truck-mounted Paint Sprayer	5,000
Wayfinding Signs	4,000
Electric Utility Vehicle	25,000
<b>Total Public Works</b>	<b>\$ 93,000</b>
<b>Total Planned Capital Outlay Purchases:</b>	<b>\$ 128,000</b>

**Planned Technology Outlay Purchases**

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
<b>TOWN ADMINISTRATION</b>	
Miscellaneous Computer Parts (8)	2,000
Desktop Computer Replacement (2)	3,000
Laserfiche Annual Maintenance & Licenses	5,500
Licenses (Unidata, Progressive, Granicus, CivicPlus, Antispam)	15,500
Microsoft Office 360 License	4,200
Financial Accounting Software - Annual Maintenance	8,600
Tyler Incode Software - Fixed Asset and ESS Module Implementation	7,500
Battery Back up for Server	1,500
Total Town Administration	<u>47,800</u>
<b>COMMUNITY DEVELOPMENT</b>	
Miscellaneous Computer Parts (8)	2,000
Desktop Computer Replacements (2)	3,000
CRW Trak-It System Modifications and Upgrades	35,000
CRW VoiceTrak Implementation	11,250
CRW Trak-It Annual Maintenance (e-Trak, Permit-Trak, VoiceTrak modules)	28,700
Total Community Development	<u>79,950</u>
<b>POLICE</b>	
Miscellaneous Computer Parts (10)	2,500
Desktop Computer Replacements (6)	9,000
License Plate Camera Software Support	3,600
EOC Laptops	8,000
Phone System Upgrade	30,000
Total Police	<u>53,100</u>
<b>PUBLIC WORKS</b>	
Miscellaneous Computer Parts (5)	1,250
Desktop Computer Replacements (1)	1,500
Maintenance Scheduling Software - Annual Fee	9,220
Maintenance Scheduling Software - Implementation	7,500
Phone System Upgrade	5,000
Total Public Works	<u>24,470</u>
<b>Total Planned Capital Outlay Purchases:</b>	<b><u>205,320</u></b>

*Program:* **CAPITAL IMPROVEMENT PLAN**

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

The Town's total proposed Capital Improvement Plan is funded with a blend of general fund and restricted fund resources, grants. The total planned improvements for FY 2018/19 are \$8,029,074 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 \$225,000 annually and the Street Impact Fund is expected to receive \$425,000 in Fiscal Year 2018/19. A total of \$1,710,819 is allocated for planned street improvements in Fiscal Year 2018/19. Of this amount, \$1,565,819 is carried over from the FY 2017/18 Budget.

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 \$1,156,500 is allocated for planned drainage improvements and maintenance in Fiscal Year 2018/19, all of which is carried over from the FY 2017/18 Budget.

Community Development Improvements

The Town will undertake \$5,161,755 in community projects through the FY 2018/19 Capital Improvement Program. Of this amount \$2,725,000 is carried over from the FY 2017/18 Budget.

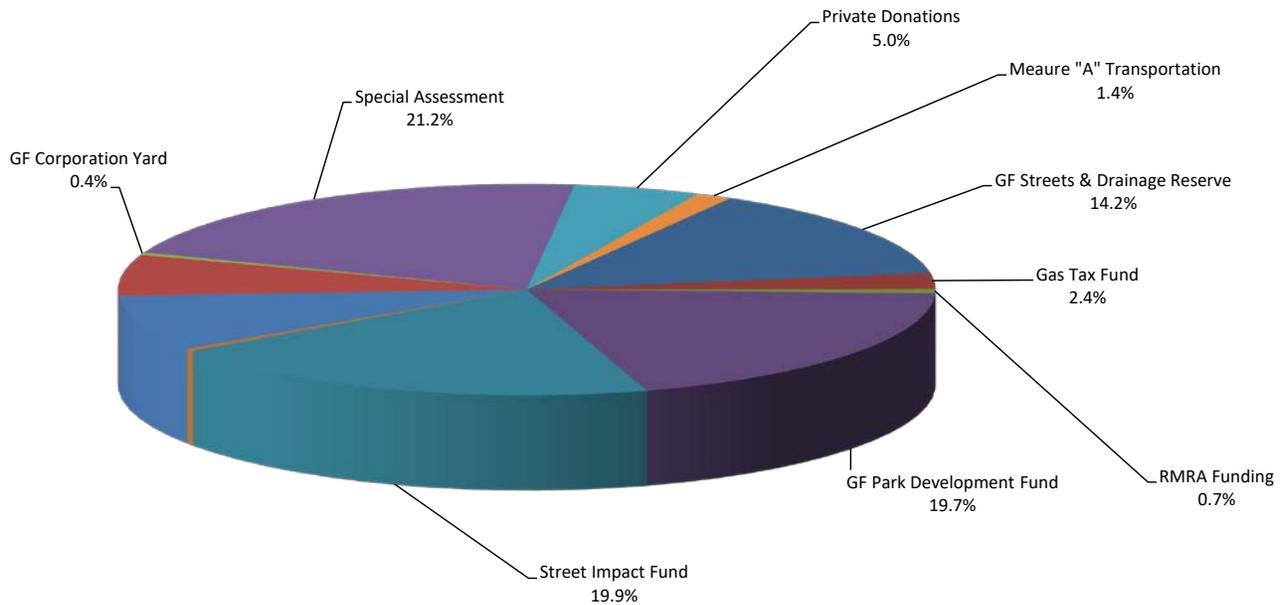
New projects in the FY 2018/19 Capital Improvement Plan include Hawthorne Drive and Virginia Drive undergrounding. The Town is also beginning to examine its shore facilities, including replacement of the ferry dock piles and repairs to Elephant Rock and the Main Street seawall.

CAPITAL PROJECTS FUNDING - ALL CATEGORIES

Planned Capital Projects Funding

GF Streets & Drainage Reserve	1,126,500	-
Gas Tax Fund	190,755	
RMRA Funding	53,693	
GF Park Development Fund	1,565,000	
Street Impact Fund	1,582,126	
Drainage Impact Fund	30,000	
GF Infrastructure & Facilities	674,000	
GF Unallocated	500,000	
GF Corporation Yard	30,000	
Special Assessment	1,683,000	
Private Donations	400,000	
Measure "A" Transportation	114,000	
Technology Fund	0	
Measure "A" Open Space	0	
Grant Funding	-	
Street Frontage Improvement Fund	-	
<b>Total Funding</b>	<b>7,949,074</b>	

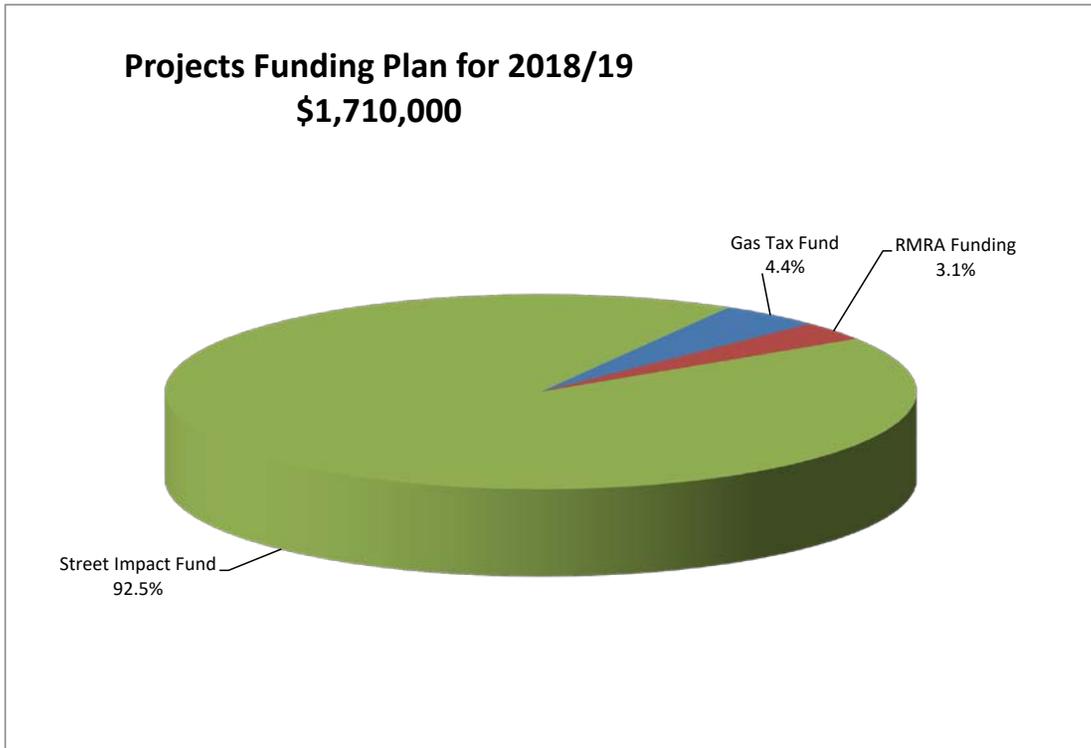
**Capital Projects Funding Plan for 2018/19**  
**\$8,029,074**



Overview of Streets Project Funding

Planned Streets Projects Funding

Gas Tax Fund	\$ 75,000
RMRA Funding	\$ 53,693
Street Impact Fund	\$ 1,582,126
Grant Funding	-
<b>Total Funding:</b>	<b>\$ 1,710,819</b>



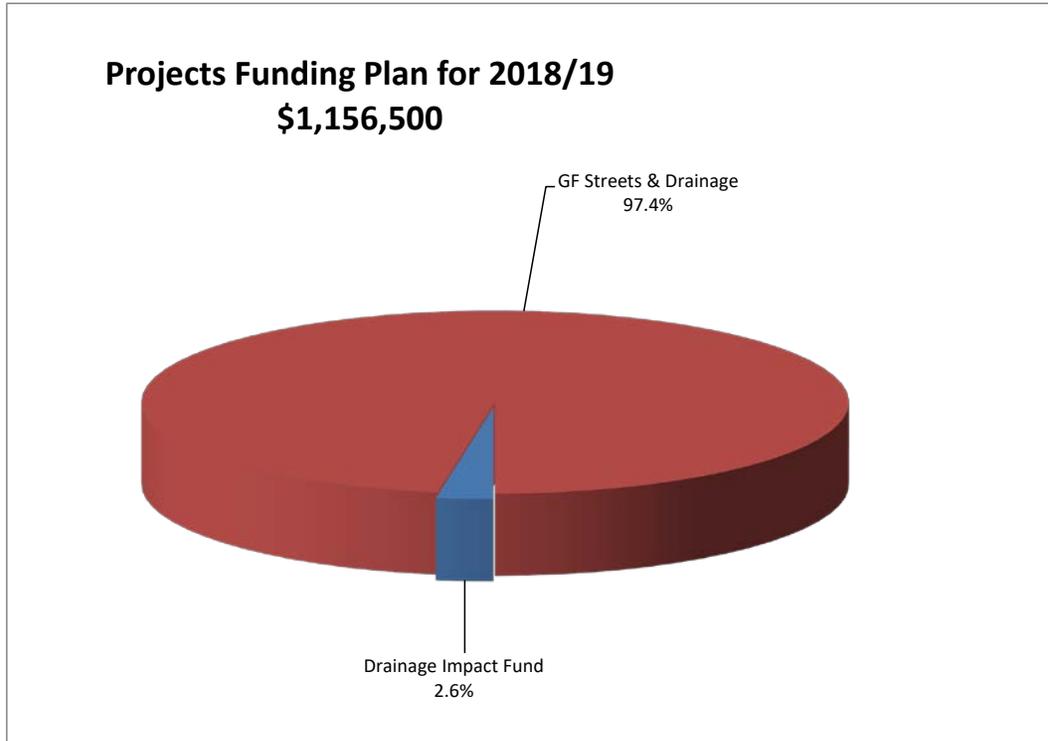
Street Improvement Projects

Project	Notes	Status	Proposed Funding Source	AMOUNT
<b>Streets Resurfacing &amp; Improvement</b>				
Annual Pavement Management Program	Construction	Carry-over	RMRA: \$53,693 Street Impact Fund: \$1,342,126	1,395,819
Paving Hawthorne Undergrounding District	Per Town Policy	New	Street Impact Fund	47,000
Slurry Seal Virginia	Construction (Per Town Policy)	New	Street Impact Fund	8,000
Main Street Seawall	Design (Per Town Policy)	New	Gas Tax	30,000
Contingency Provision	Emergency, Non-Scheduled	Funded Annually	Street Impact Fund	45,000
LED Street Lights	Construction	Carry-over	State Gas Tax Reserve	30,000
2020 Paradise Drive	Foundation Improvements	Carry-over	Street Impact Fund	140,000
Stewart Drive Study	Traffic Study	New	Gas Tax	15,000
<b>Total Proposed Streets Projects</b>				<b>\$ 1,710,819</b>

Overview of Drainage Project Funding

Planned Drainage Project Funding

Drainage Impact Fund	\$	30,000
GF Streets & Drainage		<u>1,126,500</u>
Total Funding:	\$	1,156,500



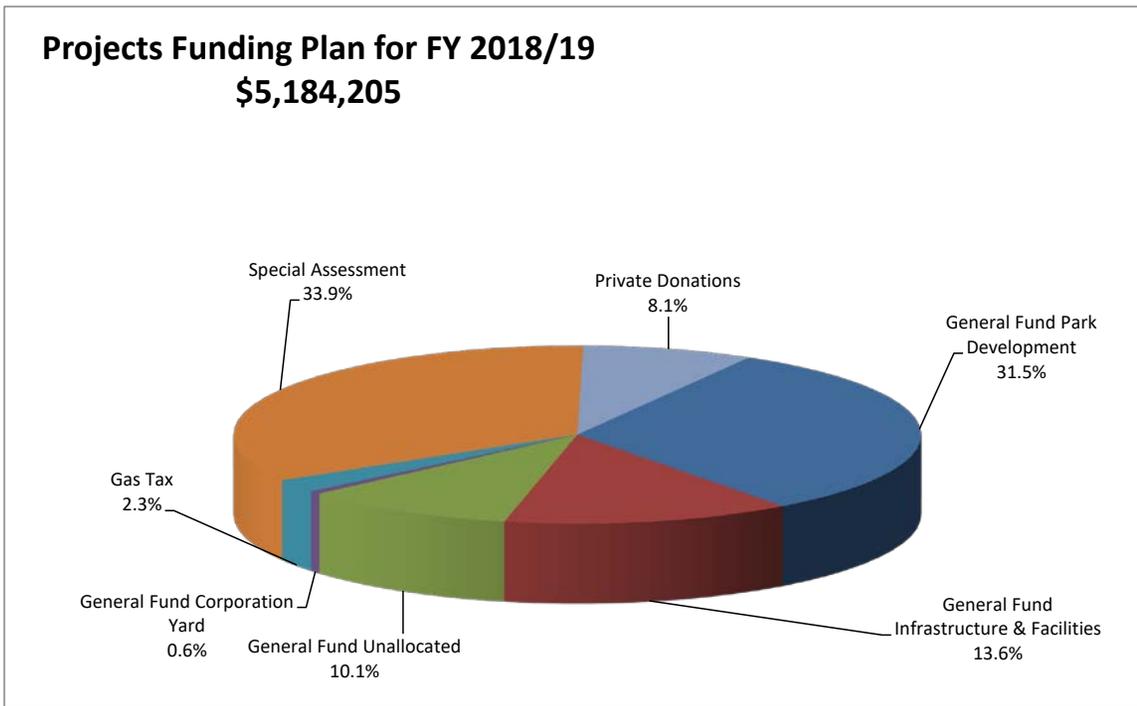
Drainage Improvement Projects

Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Annual Drainage Improvements	Repair storm drain pipes; Construction phase	Carry-over	General Fund Streets & Drainage	1,000,000
Beach Road Drainage	Pre-design and construction	Carry-over	General Fund Streets & Drainage	126,500
Culvert Old Rail Trail at San Rafael Avenue	Old Rail Trail at San Rafael Avenue; Design phase	Carry-over	Drainage Impact Fund	30,000
<b>Total Proposed Drainage Projects</b>				<b>\$ 1,156,500</b>

Overview of Community Project Funding

Planned Community Development Project Funding

General Fund Park Development	\$ 1,565,000
General Fund Infrastructure & Facilities	674,000
General Fund Unallocated	500,000
General Fund Corporation Yard	30,000
Gas Tax	115,755
Special Assessment	1,683,000
Private Donations	400,000
General Fund Drainage Reserve	-
Technology Fund	-
Measure "A" Transportation	114,000
Measure "A" "Open Space	-
Street Frontage Improvement Fund	-
<i>Total Funding:</i> \$ 5,081,755	



**Community & Miscellaneous Projects**

Project	Project Notes	Status	Proposed Funding Source	AMOUNT
<b>Miscellaneous Projects</b>				
Hawthorne Undergrounding General Benefit	Design	Carry-over	General Fund Unallocated	500,000
Virginia Undergrounding	Construction and related activities	New	Special Assessment	1,683,000
<b>Accessibility</b>				
Ferry Dock Pile Replacement	Construction	New	Measure A Transportation: \$114,000 Gas Tax: \$66,000	180,000
<b>Buildings &amp; Facilities</b>				
Police Department - EOC Flooring	Replace flooring	New	General Fund Infrastructure	39,000
Police Department - EOC Painting	Paint interior	New	General Fund Infrastructure	5,000
Solar Array	Police Department	Carry-over	General Fund Infrastructure	260,000
Public Works Corporation Yard Design	Scoping Study	New	General Fund Corp Yard	30,000
<b>Park Facilities</b>				
Elephant Rock	Design	New	General Fund Infrastructure	170,000
Shoreline Park Pathway Lights	Design & Construction	New	General Fund Infrastructure	180,000
Blackie's Pasture Storage Building	Construction	New	General Fund Infrastructure	20,000
McKegney Green	Field Improvements	Carry-over	General Fund Parks \$1,565,000; Private Donations \$400,000	1,965,000
<b>Downtown Program</b>				
Street Frontage Improvements	New Morning Café Project	Carry-over	Gas Tax	49,755
<b>Total Proposed Projects</b>				<b>\$ 5,081,755</b>

# Five Year Capital Improvement Program

FY 2019-2023

	Anticipated FY 2018/19	Anticipated FY 2019/20	Anticipated FY 2020/21	Anticipated FY 2021/22	Anticipated FY 2022/23
<b>Street Improvements</b>					
Annual Pavement Management Program	1,395,819			1,300,000	
Paving Hawthorne Undergrounding District	47,000	500,000			
Slurry Virginia Undergrounding District	8,000	100,000			
Paradise Drive Foundation	140,000				
Main Street Seawall	30,000	100,000	600,000		
LED Streetlights	30,000				
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
Stewart Drive Study	15,000				
<b>Street Improvements</b>	<b>\$1,710,819</b>	<b>\$745,000</b>	<b>\$645,000</b>	<b>\$1,510,000</b>	<b>\$545,000</b>
<b>Drainage Improvements</b>					
Annual Drainage Improvements	1,000,000		100,000	500,000	
Beach Road Drainage	126,500	1,250,000			
Storm Drain Master Plan					250,000
Culvert ORT @ San Rafael Ave.	30,000	125,000			
<b>Drainage Improvements</b>	<b>\$1,156,500</b>	<b>\$1,375,000</b>	<b>\$100,000</b>	<b>\$500,000</b>	<b>\$250,000</b>
<b>Community Improvements</b>					
<b>Miscellaneous</b>					
Rail Road Marsh Maintenance			30,000	150,000	
Hawthorne Undergrounding General Benefit	500,000				
Hawthorne Undergrounding		11,846,006			
Virginia Undergrounding	1,683,000				
<b>Accessibility</b>					
Ferry Dock Pile Replacement	180,000				
<b>Buildings/Facilities</b>					
Solar Array	260,000				
EOC Flooring	39,000				
EOC Painting	5,000				
Town Hall HVAC Replacement			30,000	260,000	
Public Works Corp Yard Design	30,000	300,000			
Public Works Corp Yard (New)			3,200,000		
<b>Park Facilities</b>					
McKegney/Blackie's Storage Area	20,000				
Elephant Rock	170,000	800,000			
McKegney Green	1,965,000				
Pathway Lights	180,000				
<b>Downtown Program</b>					
Street Frontage Improvements New Morning Café	49,755	230,000			
<b>Community Improvements</b>	<b>\$5,081,755</b>	<b>\$13,176,006</b>	<b>\$3,260,000</b>	<b>\$410,000</b>	<b>\$0</b>
<b>TOTAL ALL CAPITAL IMPROVEMENTS</b>	<b>\$7,949,074</b>	<b>\$15,296,006</b>	<b>\$4,005,000</b>	<b>\$2,420,000</b>	<b>\$795,000</b>

# Tiburon Project Data Sheet



<b>Project Name</b>	Street Paving		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	Aug-17	<b>End Date</b>	Oct-18

<b>Project Number</b>	
<b>Project Rank Score</b>	0

**Description**

Pavement Maintenance. This is paving done every two years. This project will overlay a number of roadways in Tiburon. The list of roadways is shown on page 2. This is part of the commitment made by Council to fund roadways to increase the Pavement Condition Index (PCI) in Tiburon.



**Status**

Contract awarded, construction to start in June 2018. As this project is active the funding below reflects expenditures from previous years.



**Net Impact on Operating Budget**

No effect on operating budget

<b>Funding</b>						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
Street Impact Fund	108,000	1,342,126				1,450,126
SB-1		53,693				53,693
						0
<b>TOTAL</b>	108,000	1,395,819	0	0	91 0	1,503,819

<b>Estimated Project Costs</b>	
<b>Preliminary</b>	
Design	108,000
<b>Acquisition Costs</b>	
Construction	1,395,819
<b>Other</b>	
<b>Total Cost</b>	1,503,819

Description (continued)	NOTES
LAS LOMAS LANE from MAR WEST to END APOLLO ROAD from MERCURY to MERCURY BEACH ROAD from MARSH to MAR WEST JUNO ROAD from MERCURY to VENUS BLACKFIELD DRIVE from 1075 FT N/O VIA SAN FERNANDO to END PLACE MOULIN from SUGARLOAF to END HEATHCLIFF DRIVE from SUGARLOAF to END VIA SAN FERNANDO from BLACKFIELD to PASEO MIRASOL UPPER CECILIA WAY from CECILIA to CUL DE SAC VIA SAN FERNANDO from PASEO MIRASOL to PASEO MIRASOL HACIENDA DRIVE from TRESTLE GLEN to 300 FT E/O ACACIA	

<u>Project Criteria Ranking</u>			<u>Sea Level Rise</u>
Criteria	Score	Weighted Score	This project will not be affected by sea level rise
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

# Tiburon Project Data Sheet



<b>Project Name</b>	Hawthorne Undergrounding Resurfacing		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>		<b>End Date</b>	

<b>Project Number</b>	
<b>Project Rank Score</b>	0

**Description**

Because of the extensive trenching required as part of the proposed Hawthorne undergrounding project, a significant portion of the street will require restoration. Depending on the trench restoration requirements and existing street pavement width, one-third to one-half of the total surface area of the street may require resurfacing. This presents an opportunity for the Town to resurface the entire street by contributing the cost difference between patching, and fully resurfacing the street, particularly those streets which are identified by the Pavement Management Program (PMP) for an overlay within 5 years of the undergrounding. Current policy provides that Town-maintained streets with a Pavement Condition Index (PCI) of 70 or greater will receive a slurry seal fully funded solely by the Town. This would include Hilary, Palmer Ct and the upper parts of Rock Hill. Current policy also provides that projects on the CIP list will receive an overlay. This includes Hawthorne and the lower part of Rock Hill. Streets with a PCI of 20 or less are paid for solely by the Town. That would include part of Hawthorne. The remainder of the street segments are on a cost share basis where the trench restoration costs are put toward the overlay, with the remainder paid by the Town.



**Status**

If the Hawthorne project progresses, this work will be designed as part of the project.



**Net Impact on Operating Budget**

None

<b>Funding</b>						
Source of Funds	2018-19	2019-20	2020-21	2021-22	2022-23	Project Total
Street Impact Fund	47,000	322,561				369,561
SB-1		177,439				177,439
						0
<b>TOTAL</b>	47,000	500,000	0	0	0	547,000

<b>Estimated Project Costs</b>	
<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	47,000
<b>Construction</b>	500,000
<b>Other</b>	
<b>Total Cost</b>	547,000

Description (continued)			NOTES
<u>Project Criteria Ranking</u>			<u>Sea Level Rise</u>
Criteria	Score	Weighted Score	This project will not be affected by sea level rise.
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

# Tiburon Project Data Sheet



<b>Project Name</b>	Virginia Undergrounding Resurfacing		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>		<b>End Date</b>	

<b>Project Number</b>	
<b>Project Rank Score</b>	0

**Description**

Because of the extensive trenching required as part of the proposed Virginia undergrounding project, a significant portion of the street will require restoration. Current policy provides that Town-maintained streets with a Pavement Condition Index (PCI) of 70 or greater will receive a slurry seal fully funded solely by the Town. This would include Virginia



**Status**

This work will be designed as part of the project.



**Net Impact on Operating Budget**

None

**Estimated Project Costs**

<b>Funding</b>						
Source of Funds	2018-19	2019-20	2020-21	2021-22	2022-23	Project Total
Street Impact Fund	8,000	100,000				108,000
						0
						0
<b>TOTAL</b>	8,000	100,000	0	0	0	108,000

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	8,000
<b>Construction</b>	100,000
<b>Other</b>	
<b>Total Cost</b>	108,000

Description (continued)			NOTES
<u>Project Criteria Ranking</u>			<u>Sea Level Rise</u>
Criteria	Score	Weighted Score	This project will not be affected by sea level rise.
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

# Tiburon Project Data Sheet



<b>Project Name</b>	Paradise Drive Retaining Wall		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 3



**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 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.

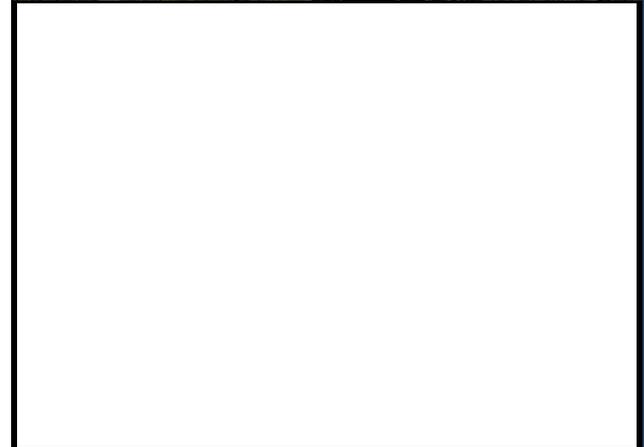
**Status**

Project is currently on hold.

**Net Impact on Operating Budget**

None

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



<b>Estimated Project Costs</b>	
Preliminary	
Acquisition Costs	
Design	30,000
Construction	110,000
Other	
<b>Total Cost</b>	<b>140,000</b>

Description (continued)			NOTES
<p>In 2014 Miller Pacific updated the cost for a soil nail wall to \$112,000. The cost for a CIDH solution was estimated at \$102,000 with the condition that the existing dead man anchors in Paradise Drive would need to be located and avoided in the construction of the CIDH retaining wall. This option would need design.</p> <p>This project has been on the project list for a nearly a decade. It was put on the list because it was felt that it was a potential long term safety problem, yet the project has not received permission to move forward. It was originally delayed because of site access problems. An alternative design to avoid these access problems was not funded even though it would be a lower cost construction project. If there is a need for this project it should be done. If there is not a need, it should be removed from the project list.</p>			
Project Criteria Ranking			Sea Level Rise
Criteria	Score	Weighted Score	This project will not be affected by sea level rise
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

# Tiburon Project Data Sheet



<b>Project Name</b>	Main Street Seawall		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	0

**Description**

The seawall at Main Street has deteriorating concrete and exposed rebar and structural flanges. This seawall holds up the sidewalk and part of Main Street. Maintenance is needed to assure the continued structural capacity of the seawall.



**Status**

Conceptual stage. The project would begin with an evaluation by a structural engineer.



**Net Impact on Operating Budget**

None

**Estimated Project Costs**

<b><u>Funding</u></b>						
<b>Source of Funds</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Project Total</b>
Gas Tax	30,000	100,000	600,000			<b>730,000</b>
						<b>0</b>
						<b>0</b>
<b>TOTAL</b>	<b>30,000</b>	<b>100,000</b>	<b>600,000</b>	<b>0</b>	<b>0</b>	<b>730,000</b>

<b>Preliminary</b>	30,000
<b>Acquisition Costs</b>	
<b>Design</b>	100,000
<b>Construction</b>	600,000
<b>Other</b>	
<b>Total Cost</b>	<b>730,000</b>

Description (continued)			NOTES
<u>Project Criteria Ranking</u>			<u>Sea Level Rise</u>
Criteria	Score	Weighted Score	This project will be affected by sea level rise
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

# Tiburon Project Data Sheet



<b>Project Name</b>	LED Streetlights		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>		<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	

**Description**

The LED streetlight project replaces 129 HPS cobra head streetlights with LED streetlights. This will save electrical costs and maintenance costs and reduce greenhouse gas emissions. The lights provide better visibility to drivers and will increase safety.

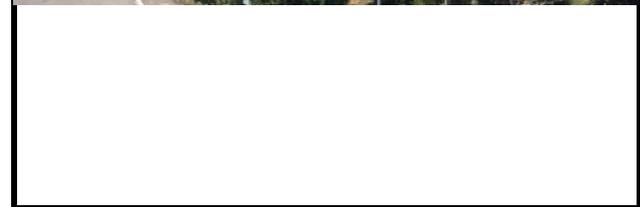


**Status**

A test of streetlights of two colors and two brightness levels is currently underway on Blackfield Drive and Mar West.

**Net Impact on Operating Budget**

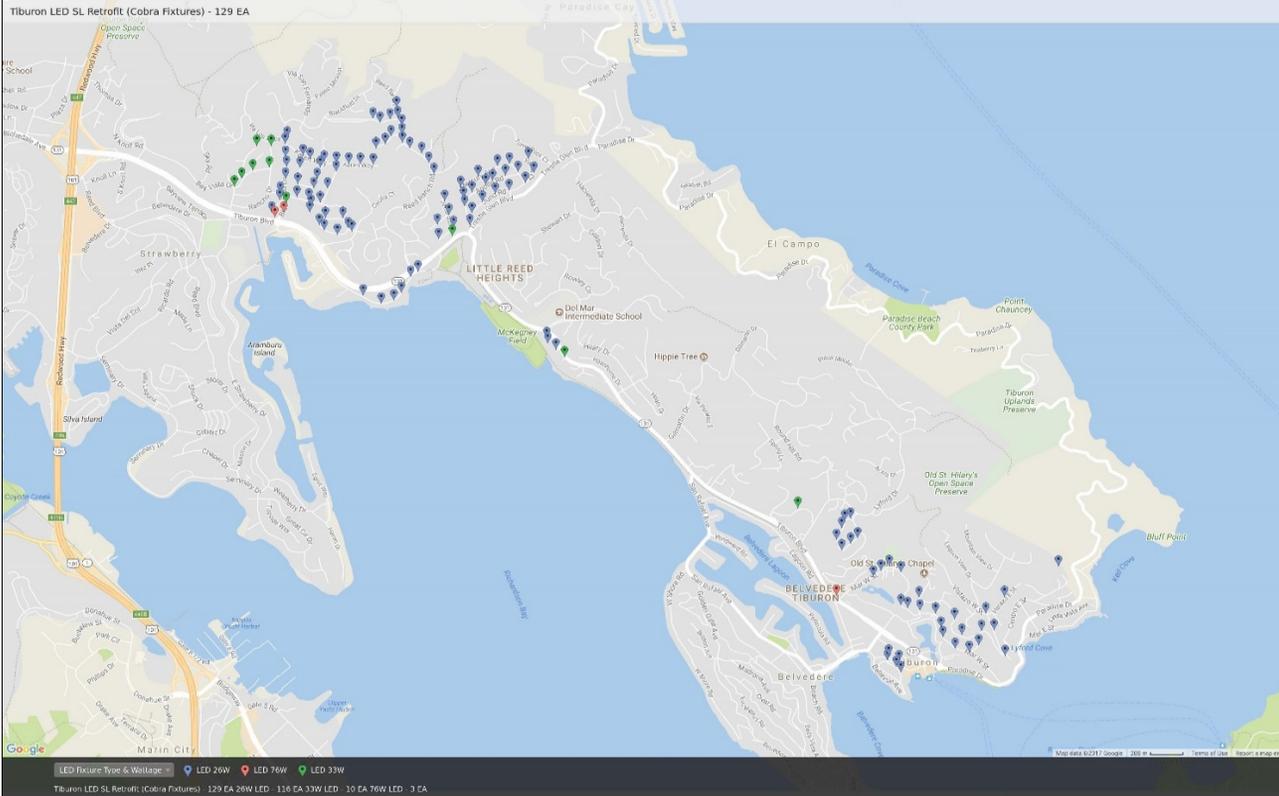
No impact



<b>Funding</b>						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
Gas Tax	3,729	30,000				33,729
						0
						0
<b>TOTAL</b>	3,729	30,000	0	0	0	33,729

<b>Estimated Project Costs</b>	
<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	
<b>Construction</b>	33,729
<b>Other</b>	
<b>Total Cost</b>	33,729

**NOTES**



**Project Criteria Ranking**

**Sea Level Rise**

Criteria	Score	Weighted Score
Removes/Reduces Threats to Health & Safety (4)		0
Required by Legal Mandate (3)		0
Avoid Consequences of Deferred Maintenance (2)		0
Large Functional Benefit to Residents/Town Businesses (2)		0
Large Aesthetic Benefit to Residents (1)		0
Dedicated or Non-GF source of funding available (1)		0
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0
<b>Total</b>		<b>0</b>

This project will not be affected by sea level rise

# Tiburon Project Data Sheet



<b>Project Name</b>	Contingency Provision - Pothole Repairs		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	Jun-17

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 1



**Description**

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

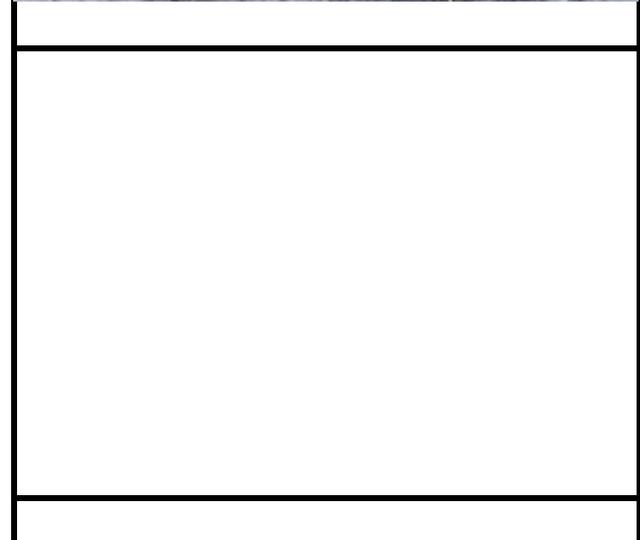
**Status**

Funded annually as a minor project

**Net Impact on Operating Budget**

None

<b>Funding</b>						
Source of Funds	2018-19	2019-20	2020-21	2021-22	2022-23	Project Total
Street Impact Fund	45,000	45,000	45,000	45,000	45,000	225,000
						0
						0
<b>TOTAL</b>	45,000	45,000	45,000	45,000	45,000	225,000



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

Description (continued)			NOTES
<u>Project Criteria Ranking</u>			<u>Sea Level Rise</u>
Criteria	Score	Weighted Score	This project will not be affected by sea level rise
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

# Tiburon Project Data Sheet



<b>Project Name</b>	Stewart Drive and Tiburon Blvd Intersection		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>		<b>End Date</b>	

<b>Project Number</b>	
<b>Project Rank Score</b>	0

**Description**

The Intersection of Stewart Drive and Tiburon Blvd has been a source of complaints from local residents since the 1970s. Early analysis indicated that the only fix is to regrade the roadway to reduce vertical and horizontal curves and increase sight distance. There was a Caltrans project to do this, but the project was rejected by the Town in 1978. Later there were discussions regarding a signalized intersection. The intersection does not warrant a signal and there were concerns regarding increased rear-end accidents should one be put in. Later the Town pressed for a lighted crossing. This was not warranted, but Caltrans agreed to put one in if the Town paid part of the cost. This was completed in 2011. Since that time, residents believe there has been an increase in rear-end accidents. Accident data indicates there may be a small increase depending on the years selected for the analysis, but such an increase does not appear to be statistically significant. This project would study design and construct a new "fix", as yet to be determined, to address neighborhood concerns. The first step in this project is an engineering study to analyze possible solutions.

**Status**

The Town has a proposal for a Traffic Engineering study. Construction costs are not known as the scope of any future project is not known.

**Net Impact on Operating Budget**

None

<b><u>Funding</u></b>						
<b>Source of Funds</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Project Total</b>
Gas Tax	15,000					15,000
						0
						0
<b>TOTAL</b>	15,000	0	0	0	0	15,000

<b><u>Estimated Project Costs</u></b>	
<b>Preliminary</b>	15,000
<b>Acquisition Costs</b>	
<b>Design</b>	
<b>Construction</b>	
<b>Other</b>	
<b>Total Cost</b>	15,000

**Description (continued)**

**NOTES**

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**Project Criteria Ranking**

**Sea Level Rise**

Criteria	Score	Weighted Score
Removes/Reduces Threats to Health & Safety (4)		0
Required by Legal Mandate (3)		0
Avoid Consequences of Deferred Maintenance (2)		0
Large Functional Benefit to Residents/Town Businesses (2)		0
Large Aesthetic Benefit to Residents (1)		0
Dedicated or Non-GF source of funding available (1)		0
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0
<b>Total</b>		<b>0</b>

This project will not be affected by sea level rise



# Tiburon Project Data Sheet



<b>Project Name</b>	Storm Drain Replacement Project		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	Jan-18	<b>End Date</b>	Oct-18

<b>Project Number</b>	
<b>Project Rank Score</b>	<b>Tier 1</b>

**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**

Construction has begun. As this project is active the funding below reflects expenditures from previous years.



**Net Impact on Operating Budget**

Repairing these now could avoid damage to roadways.

<b>Estimated Project Costs</b>	
<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	110,000
<b>Construction</b>	1,000,000
<b>Other</b>	
<b>Total Cost</b>	<b>1,110,000</b>

<b>Funding</b>						
<b>Source of Funds</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>Project Total</b>
GF Streets & Drainage	110,000	1,000,000				<b>1,110,000</b>
						<b>0</b>
						<b>0</b>
<b>TOTAL</b>	<b>110,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>

Description (Table)							NOTES
	Road	Nodes	Name	Est Length (ft)	Existing Diameter (in)	Inspection Report	
Belveron B Watershed	Trestle Glen	301-153	BV301	80	24	2016	
East End 5 Watershed	Paradise	19-20	EE5-19	33	15	2016	
East End 5 Watershed	Paradise & N	20-565	EE5-20	65	10	none	
East End 5 Watershed	Paradise	278-19	EE5-278	125	12	2012	
East End 5 Watershed	Paradise	278-19	EE5-278	125	12	2012	
East End 5 Watershed	Paradise	278-278a	EE5-278	125	12	2012	
Old Landing 1 Watershed	Hacienda Dr	308-307	OL308	247	15	2016	
Rock Hill A Watershed	Hawthorne	656-249	RHA656	55	24	2016	
Mar West-Racoon	Lagoon View	77-76	RC77	51	1	2016	
Old Landing 1 Watershed	Hacienda Dr	310-308	OL310	365	12	2016	
Rock Hill B Watershed	Hawthorne	229-230	RHB229	39	12	2016	
Rock Hill B Watershed	Hawthorne	247-245	RHB247	42	15	2016	
Rock Hill B Watershed	Rock Hill	252-209	RHB252	237	20	2012	
Seafirth	Seafirth Lan	291-160	SE291	129	12	2016	
Seafirth	Seafirth Lan	793-795	SE793	120	18	2016	
Paradise	Paradise	MM5.18	MM5.18	55	12	2016	
Paradise	Paradise	MM5.21	MM5.21	55	18	2016	
Paradise	Paradise	MM5.27	MM5.27	55	18	2016	
Project Criteria Ranking							Sea Level Rise
Criteria					Score	Weighted Score	This project will not be affected by sea level rise
Removes/Reduces Threats to Health & Safety (4)						0	
Required by Legal Mandate (3)						0	
Avoid Consequences of Deferred Maintenance (2)						0	
Large Functional Benefit to Residents/Town Businesses (2)						0	
Large Aesthetic Benefit to Residents (1)						0	
Dedicated or Non-GF source of funding available (1)						0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)						0	
<b>Total</b>						<b>0</b>	

# Tiburon Project Data Sheet



<b>Project Name</b>	Beach Road Drainage		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 1

**Description**

The intersection of Beach Road and Tiburon Blvd. in the Town of Tiburon (Town) has been burdened with regular flooding including up to one foot of water and debris. The flooding is compounded when heavy prolonged rainfall coincides with extreme high tides. This project would reduce or eliminate flooding in the 10 year rain event.



**Status**

Pre-design is ongoing. As this project is active the funding below reflects expenditures from previous years.



**Net Impact on Operating Budget**

Increase due to cost of maintaining and operating pumps.

<b>Estimated Project Costs</b>	
<b>Preliminary</b>	66,000
<b>Acquisition Costs</b>	
<b>Design</b>	90,000
<b>Construction</b>	1,250,000
<b>Other</b>	
<b>Total Cost</b>	<b>1,406,000</b>

<b>Funding</b>						
<b>Source of Funds</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>Project Total</b>
GF Streets & Drainage	33,000	123,000	1,250,000			<b>1,406,000</b>
						<b>0</b>
						<b>0</b>
<b>TOTAL</b>	<b>33,000</b>	<b>123,000</b>	<b>1,250,000</b>	<b>0</b>	<b>0</b>	<b>1,406,000</b>

Description (continued)			NOTES
<u>Project Criteria Ranking</u>			<u>Sea Level Rise</u>
Criteria	Score	Weighted Score	This project will be affected by sea level rise. The consultant will be looking at this as part of the study.
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

# Tiburon Project Data Sheet

<b>Project Name</b>	Old Rail Trail Culvert Replacement		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 1

**Description**

The culvert under the Old Rail Trail carries a 5-year storm event and has minor damage that needs repair. It is part of a system that includes a channel across private property and a culvert in the City of Belvedere. Both of these other elements carry less water than the culvert in Tiburon under the Old Rail Trail. Flooding of roadways occurs in heavy rain event. A 100 year event in 2014 caused minor flooding to three residences. Belvedere wishes to increase the capacity of the system.



**Status**

A pre-design study has been done. It seems that it may be difficult to enlarge the channel in the downstream private property. The Town may need a release and/or indemnification to enlarge our culvert.



**Net Impact on Operating Budget**

<b><u>Funding</u></b>						
<b>Source of Funds</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Project Total</b>
GF Streets & Drainage	30,000	125,000				155,000
						0
						0
<b>TOTAL</b>	30,000	125,000	0	0	0	155,000

<b><u>Estimated Project Costs</u></b>	
<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	30,000
<b>Construction</b>	125,000
<b>Other</b>	
<b>Total Cost</b>	155,000

Description (continued)

NOTES



**Project Criteria Ranking**

**Sea Level Rise**

Criteria	Score	Weighted Score
Removes/Reduces Threats to Health & Safety (4)		0
Required by Legal Mandate (3)		0
Avoid Consequences of Deferred Maintenance (2)		0
Large Functional Benefit to Residents/Town Businesses (2)		0
Large Aesthetic Benefit to Residents (1)		0
Dedicated or Non-GF source of funding available (1)		0
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0
<b>Total</b>		<b>0</b>

This project will not be affected by sea level rise. The downstream area will flood in a 200 cm rise scenario, which could affect flows.

# Tiburon Project Data Sheet



<b>Project Name</b>	Hawthorne Undergrounding		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>		<b>End Date</b>	

<b>Project Number</b>	
<b>Project Rank Score</b>	0

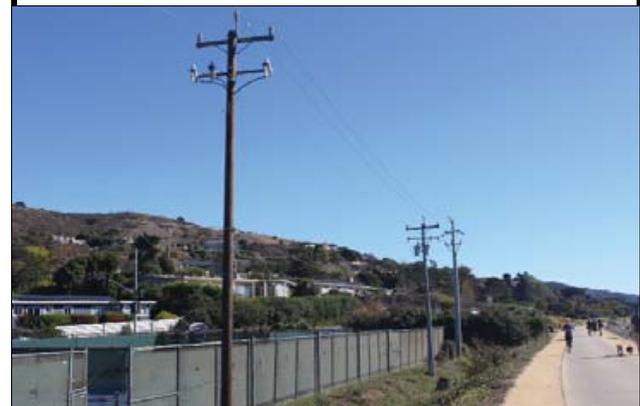
**Description**

Property owners on portions of Rock Hill Drive, Hawthorne Drive, Hillary Drive, Hillary Court, Mara Vista Court, Del Mar Drive, Palmer Court and Tiburon Boulevard have filed petitions to form a utility undergrounding district. The project undergrounds utility poles and lines on these roads and along the Old Rail Trail. The Town has agreed to pay up to \$500,000 towards this project.



**Status**

The project is in design. As this project is active the funding below reflects expenditures from previous years.



**Net Impact on Operating Budget**

None

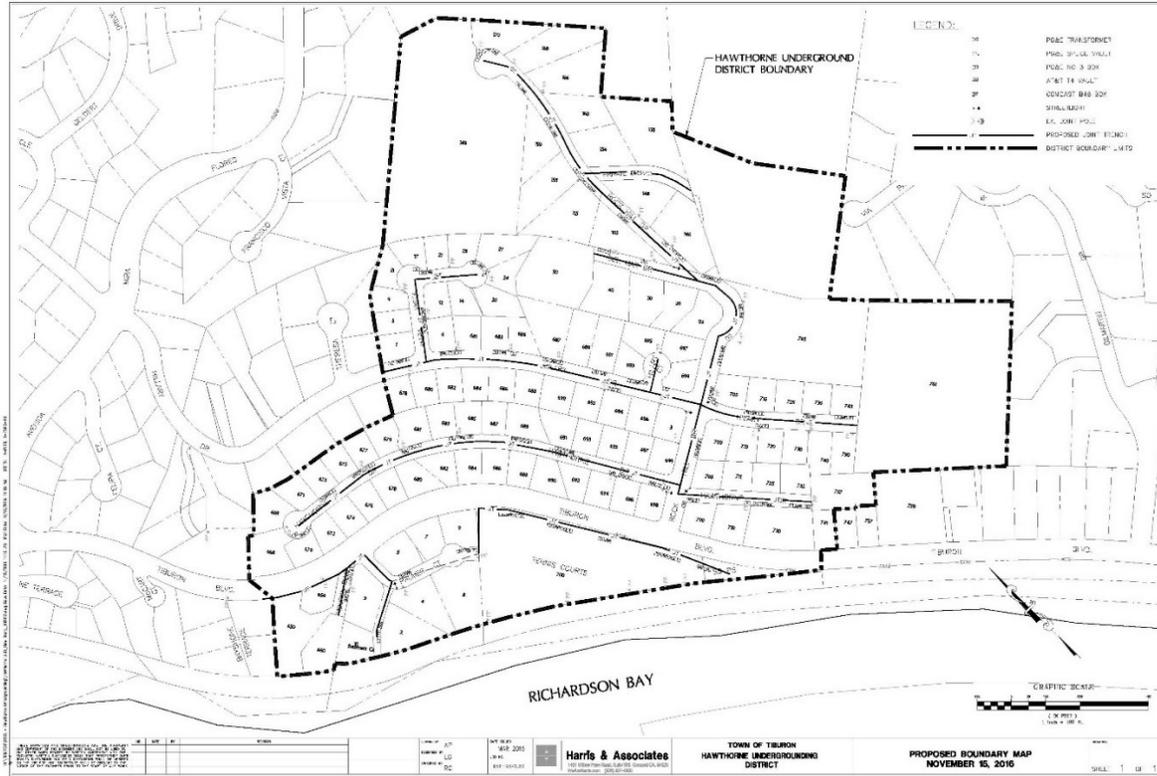
**Estimated Project Costs**

<b>Funding</b>						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
General Fund		500,000				500,000
Assessments	151,000		11,159,007			11,310,007
						0
<b>TOTAL</b>	151,000	500,000	11,159,007	0	0	11,810,007

<b>Preliminary</b>	151,000
<b>Acquisition Costs</b>	
<b>Design</b>	500,000
<b>Construction</b>	9,028,275
<b>Other</b>	2,130,732
<b>Total Cost</b>	12,346,006

**Description (continued)**

**NOTES**



**Project Criteria Ranking**

**Sea Level Rise**

Criteria	Score	Weighted Score
Removes/Reduces Threats to Health & Safety (4)		0
Required by Legal Mandate (3)		0
Avoid Consequences of Deferred Maintenance (2)		0
Large Functional Benefit to Residents/Town Businesses (2)		0
Large Aesthetic Benefit to Residents (1)		0
Dedicated or Non-GF source of funding available (1)		0
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0
<b>Total</b>		<b>0</b>

This project will not be affected by sea level rise.

# Tiburon Project Data Sheet



<b>Project Name</b>	Virginia Undergrounding		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>		<b>End Date</b>	

<b>Project Number</b>	
<b>Project Rank Score</b>	0

**Description**

Property owners on Virginia Drive have filed petitions to form a utility undergrounding district. The project undergrounds utility poles and lines on Virginia Drive. The estimated cost of this project is about \$1,683,000.



**Status**

The project is currently in design. As this project is active the funding below reflects expenditures from previous years.

**Net Impact on Operating Budget**

None

<b><u>Funding</u></b>						
<b>Source of Funds</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>Project Total</b>
Assessments	109,000		1,574,000			1,683,000
						0
<b>TOTAL</b>	109,000	0	1,574,000	0	0	1,683,000

<b><u>Estimated Project Costs</u></b>	
<b>Preliminary</b>	109,000
<b>Acquisition Costs</b>	
<b>Design</b>	141,927
<b>Construction</b>	912,151
<b>Other</b>	519,922
<b>Total Cost</b>	1,683,000

**Description (continued)**

**NOTES**



**Project Criteria Ranking**

**Sea Level Rise**

Criteria	Score	Weighted Score
Removes/Reduces Threats to Health & Safety (4)		0
Required by Legal Mandate (3)		0
Avoid Consequences of Deferred Maintenance (2)		0
Large Functional Benefit to Residents/Town Businesses (2)		0
Large Aesthetic Benefit to Residents (1)		0
Dedicated or Non-GF source of funding available (1)		0
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0
<b>Total</b>		<b>0</b>

This project will not be affected by sea level rise.

# Tiburon Project Data Sheet

<b>Project Name</b>	Ferry Dock Pile Replacement		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 1

**Description**

When completing the ferry dock redocking project, staff discovered pile deterioration. This deterioration is severe, with as much as an 80% loss in section in some piles. This is a project to fix the piles.



**Status**

Design is currently underway. As this project is active the funding below reflects expenditures from previous years.

**Net Impact on Operating Budget**

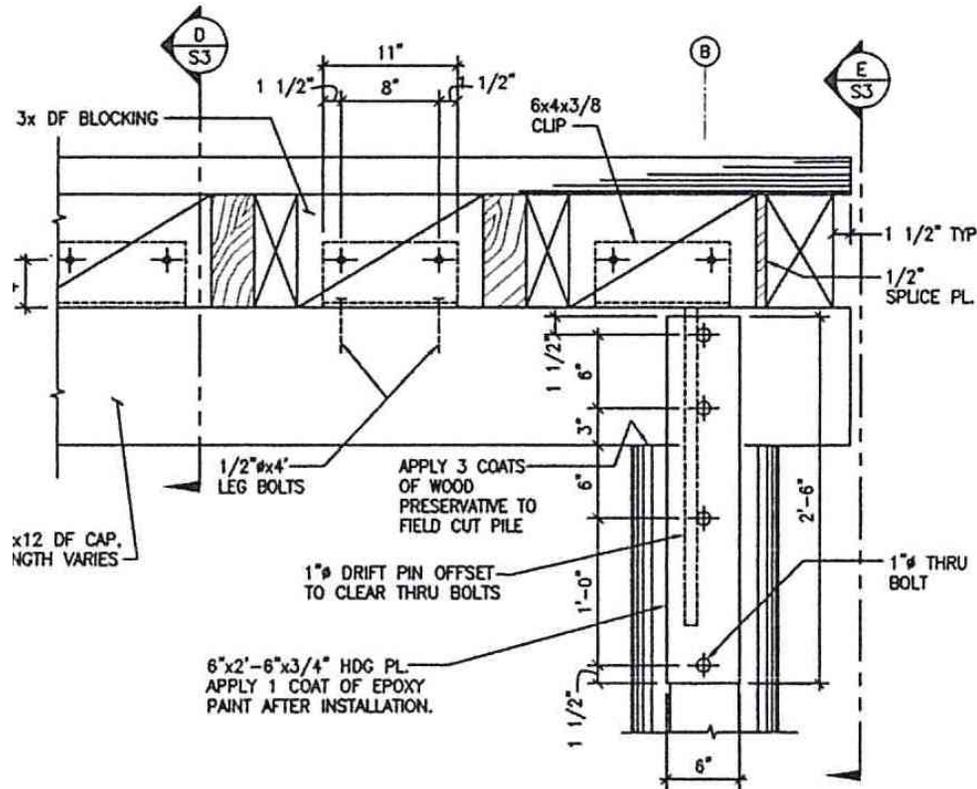
None

<b><u>Funding</u></b>						
<b>Source of Funds</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>Project Total</b>
General Fund	42,000	66,000				<b>108,000</b>
Measure A Roads		114,000				<b>114,000</b>
						<b>0</b>
<b>TOTAL</b>	<b>42,000</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>222,000</b>

<b><u>Estimated Project Costs</u></b>	
<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	42,000
<b>Construction</b>	180,000
<b>Other</b>	
<b>Total Cost</b>	<b>222,000</b>

**Description (continued)**

**NOTES**



**Project Criteria Ranking**

**Sea Level Rise**

Criteria	Score	Weighted Score
Removes/Reduces Threats to Health & Safety (4)		0
Required by Legal Mandate (3)		0
Avoid Consequences of Deferred Maintenance (2)		0
Large Functional Benefit to Residents/Town Businesses (2)		0
Large Aesthetic Benefit to Residents (1)		0
Dedicated or Non-GF source of funding available (1)		0
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0
<b>Total</b>		<b>0</b>

This project will not be affected by sea level rise as the piles themselves are already under water. However, the entire dock at least in the lower area will need to be reconstructed when water levels rise.

# Tiburon Project Data Sheet



<b>Project Name</b>	Solar on Police Station		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	

<b>Project Number</b>	
<b>Project Rank Score</b>	

**Description**  
 This project will put a solar array on a new parking structure in front of the Police Station. The 46.5kW photovoltaic system will supply 72% of the Police Station energy and reduce electric costs by \$18,512 (91%) per year. The project is estimated to have an 11 year payback.



TOWN OF TIBURON - POLICE STATION  
FRONT VIEW



**Status**  
 Design is currently underway. As this project is active the funding below reflects expenditures from previous years.

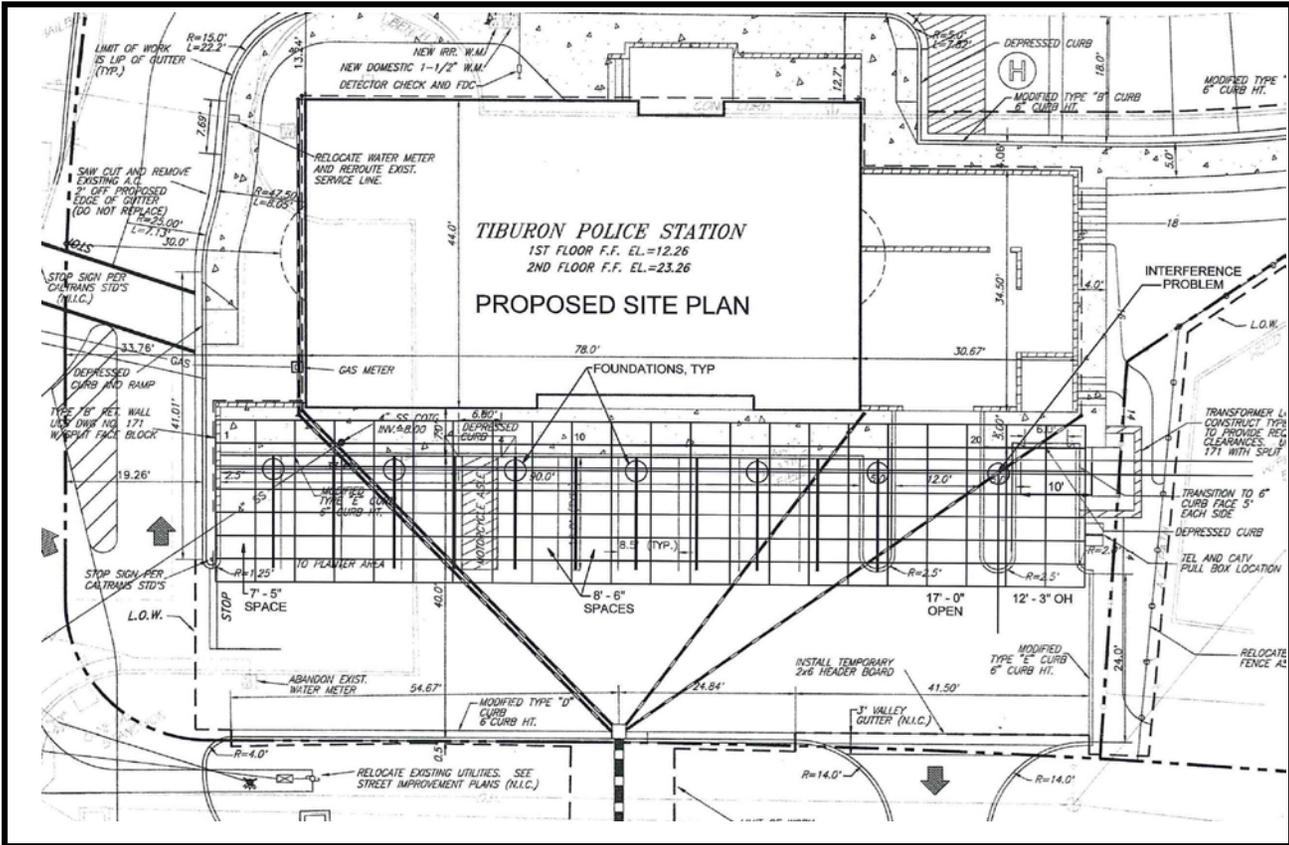
**Net Impact on Operating Budget**  
 None

<b>Funding</b>						
Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
General Fund	3,625	260,000				263,625
						0
						0
<b>TOTAL</b>	3,625	260,000	0	0	0	263,625

<b>Estimated Project Costs</b>	
Preliminary	
Acquisition Costs	
Design	3,625
Construction	260,000
Other	
<b>Total Cost</b>	<b>263,625</b>

**Description (continued)**

**NOTES**



**Project Criteria Ranking**

**Sea Level Rise**

Criteria	Score	Weighted Score
Removes/Reduces Threats to Health & Safety (4)		0
Required by Legal Mandate (3)		0
Avoid Consequences of Deferred Maintenance (2)		0
Large Functional Benefit to Residents/Town Businesses (2)		0
Large Aesthetic Benefit to Residents (1)		0
Dedicated or Non-GF source of funding available (1)		0
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0
<b>Total</b>		<b>0</b>

This project will not be affected by sea level rise.

# Tiburon Project Data Sheet



<b>Project Name</b>	Public Works Corp Yard		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 1

**Description**

The Public Works Corporation yard is on the site of the former Hilarita Dairy, and still utilizes the Dairy residence originally built in 1939. In 1969, the Town of Tiburon signed a lease agreement with the Reed Union School District to establish a joint corporation yard for use by the town and the school district. In 1979, the town acquired parcel containing the corporation yard from the school district. The 1939 era residence was converted to an office and garage/workshop. Town hall was replaced in 1997 and the Police Department Building shortly thereafter. However, the plans to reconstruct the Public Works Corporation Yard stalled.



**Status**



**Net Impact on Operating Budget**

**Estimated Project Costs**

<b>Funding</b>						
Source of Funds	2018-19	2019-20	2020-21	2021-22	2022-23	Project Total
GF Corp Yard	30,000	300,000	3,200,000			3,530,000
						0
						0
<b>TOTAL</b>	30,000	300,000	3,200,000	0	0	3,530,000

Preliminary	30,000
Acquisition Costs	
Design	300,000
Construction	3,200,000
Other	
<b>Total Cost</b>	<b>3,530,000</b>

Description (continued)			NOTES
<p>A topographic survey was completed in 2001.</p> <p>A June 2003 report from ABAG noted that, "The Corporation Yard building, constructed in 1940 is an old on-story dairy that has been raised to allow a second floor to be built underneath.... And should undergo a structural evaluation as soon as feasible for it may be a collapse hazard. If this building houses essential government functions it may need to be replaced." In 2004 there were discussions and searches for an alternative site and discussions of a master plan. It appears these were never completed. In 2007 an RFP for a new Corp Yard Design was sent out. Proposals were received in January 2008. In September 2008 BSA Architects was hired to provide conceptual designs at a cost of \$40,000, significantly less than the original proposal. BSA completed the Corporation Yard Master Plan and Concept Design in January 2009.</p> <p>The proposed size of the preferred option was;</p> <ul style="list-style-type: none"> <li>• Operation building – 3,670 SF</li> <li>• Maintenance Building 3,210 SF</li> <li>• Covered Storage 5,640 SF.</li> </ul> <p>A presentation was given to the Council sub-committee. The project was deemed too expensive and put on hold.</p>			
Project Criteria Ranking			Sea Level Rise
Criteria	Score	Weighted Score	This project will not be affected by sea level rise
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

# Tiburon Project Data Sheet



<b>Project Name</b>	McKegney Playfield Facilities Storage Area		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>		<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	

### Description

The McKegney field project will require the purchase of equipment that can only be used on McKegney Green. Therefore, it makes sense to create a storage area nearby to store this equipment. The proposed project consists of concrete block building to match the existing finish of the adjacent bathrooms. The building would be about 20 to 30 feet long and 12 to 20 feet wide with an 8 foot roll-up door and a single 3 foot door. The work will include a concrete slab floor and minor electrical for lighting and outlets. The exterior may include planting, sidewalk and possibly a driveway. The basic building kit is available on California GSA contract, similar to how the Blackies Pasture restrooms were done.



### Status

Not started

### Net Impact on Operating Budget

No impact

### Funding

Source of Funds	2018-19	2019-20	2020-21	2021-22	2022-23	Project Total
GF Facilities	20,000					20,000
						0
						0
<b>TOTAL</b>	20,000	0	0	0	0	20,000

### Estimated Project Costs

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	20,000
<b>Construction</b>	
<b>Other</b>	
<b>Total Cost</b>	20,000

	<b>NOTES</b>

<b><u>Project Criteria Ranking</u></b>	<b><u>Sea Level Rise</u></b>
--	------------------------------

<b>Criteria</b>	<b>Score</b>	<b>Weighted Score</b>	
Removes/Reduces Threats to Health & Safety (4)		0	This project could be affected by a sea level rise of 500 cm.
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	



# Tiburon Project Data Sheet

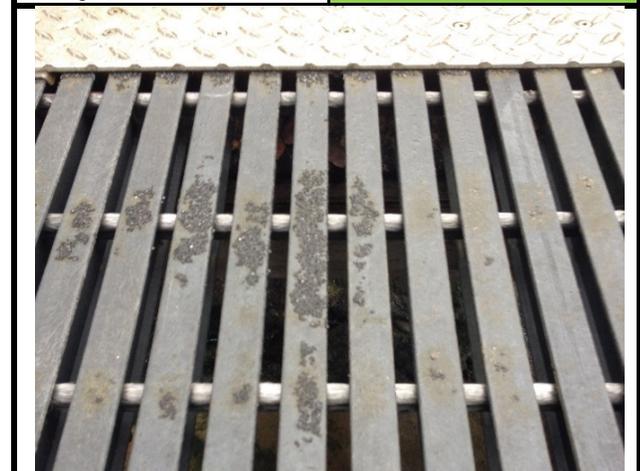


<b>Project Name</b>	Elephant Rock		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>		<b>End Date</b>	

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 1

**Description**

The pier at Elephant Rock was built in 1961. In 1985, after 24 years of use, it was declared structurally unsafe. The pier was then rehabilitated in 1986. During rehabilitation, additional problems were found and a change order was issued to correct these problems. On December 11, 1995, the pier was damaged in a storm. Efforts to rebuild began in 1996, with an estimated cost of \$80,000. The project took significantly longer to design, permit and fund than originally projected. Construction started in January 1999 with an award price of \$145,000, well above the original \$80,000 estimate. By 2004, corrosion had affected the new handrails and surrounding concrete. Rough estimates to replace the handrails and repair the concrete ranged from \$55,000 to \$105,000 (construction costs). Given this cost, the decision was made to instead paint the existing handrails and repair the concrete. This project was completed in 2006 for \$36,000. It has now been 17 years since the last major rehabilitation (70% of the original lifespan, before the original pier was declared structurally unsafe). Some elements of the standing structure date back to the 1986 rehabilitation, such as the timber piles beneath the walkway. These elements are now 30 years old, exceeding the life of the original structure.



**Status**

An initial investigation has been done by a structural engineer



**Net Impact on Operating Budget**

**Estimated Project Costs**

<b><u>Funding</u></b>						
<b>Source of Funds</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Project Total</b>
General Fund	170,000	800,000				<b>970,000</b>
						<b>0</b>
						<b>0</b>
<b>TOTAL</b>	<b>170,000</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>970,000</b>

<b>Preliminary</b>	40,000
<b>Acquisition Costs</b>	
<b>Design</b>	130,000
<b>Construction</b>	800,000
<b>Other</b>	
<b>Total Cost</b>	<b>970,000</b>

Description (continued)			NOTES
<p>A preliminary structural evaluation was completed in 2016. The following aspects were observed which in time could be a hazard if there is continued use of the structure:</p> <ul style="list-style-type: none"> <li>• Deteriorating wood members; especially the posts supported by concrete footing.</li> <li>• Corroding post and beam brackets.</li> <li>• Corroding fasteners.</li> <li>• Cantilevered tube steel and supported bracket with extensive corrosion.</li> <li>• Improper joist hangers for skewed conditions and improper protective finish.</li> <li>• Spalling concrete with exposed reinforcing steel at the rock formation.</li> </ul>			
Project Criteria Ranking			Sea Level Rise
Criteria	Score	Weighted Score	This project will be affected by sea level rise. The Town should consider whether it wants to try to maintain the facility or remove it. As the rock has a certain elevation it is impractical to raise the structure.
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

# Tiburon Project Data Sheet

<b>Project Name</b>	McKegney Green Play Field		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	Started	<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 1

**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**

Construction is started. As this project is active; the funding below reflects expenditures from previous years.



**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.

**Estimated Project Costs**

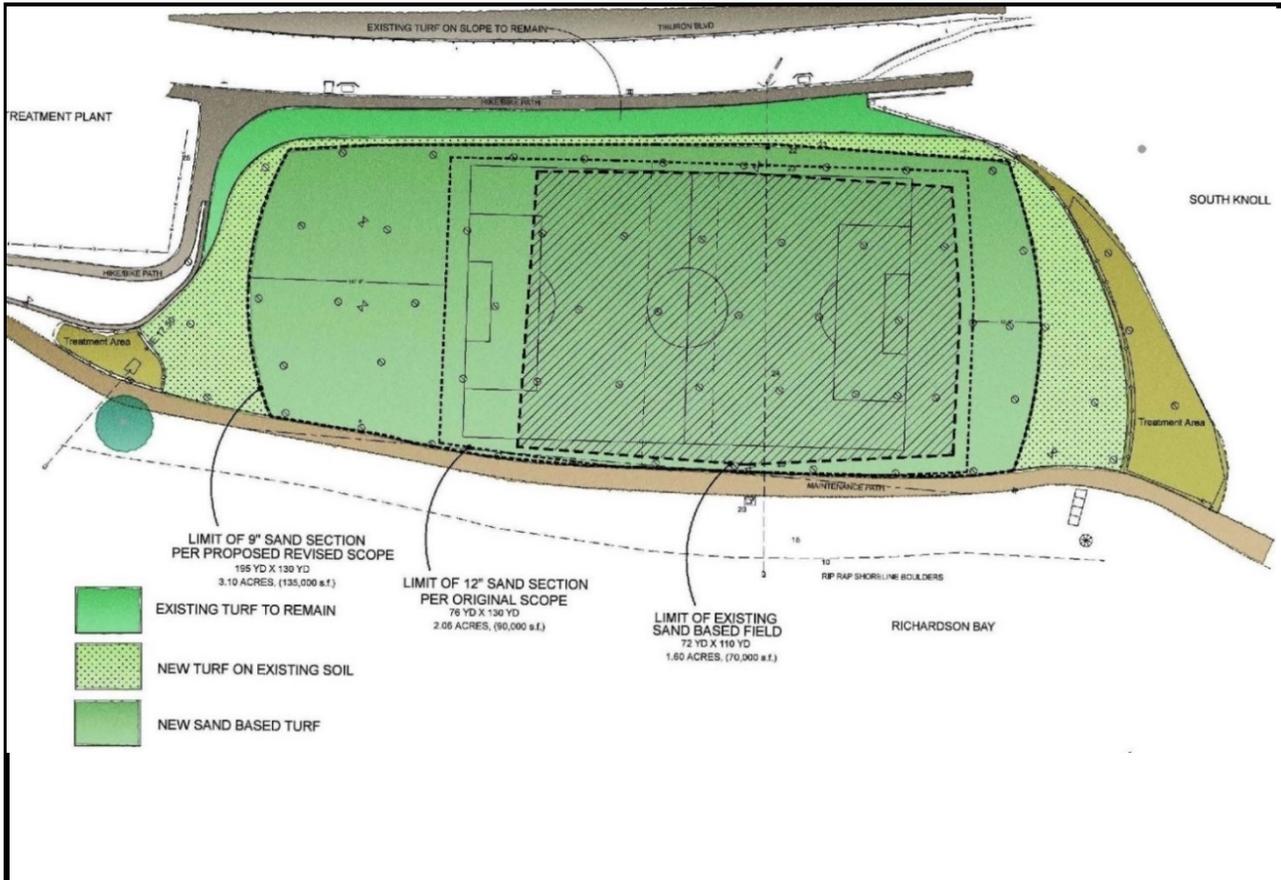
**Funding**

Source of Funds	2017-18	2018-19	2019-20	2020-21	2021-22	Project Total
GF Parks	92,130	1,565,000				1,657,130
Private Donations		400,000				400,000
						0
<b>TOTAL</b>	92,130	1,965,000	0	0	0	2,057,130

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	92,130
<b>Construction</b>	1,653,850
<b>Other</b>	387,000
<b>Total Cost</b>	2,132,980

Description (continued)

NOTES



**Project Criteria Ranking**

**Sea Level Rise**

Criteria	Score	Weighted Score
Removes/Reduces Threats to Health & Safety (4)		0
Required by Legal Mandate (3)		0
Avoid Consequences of Deferred Maintenance (2)		0
Large Functional Benefit to Residents/Town Businesses (2)		0
Large Aesthetic Benefit to Residents (1)		0
Dedicated or Non-GF source of funding available (1)		0
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0
<b>Total</b>		<b>0</b>

This project will not be affected by sea level rise.

# Tiburon Project Data Sheet



<b>Project Name</b>	Shoreline Parks Lighting		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 1

**Description**

There are 45 bronze lights embedded in concrete that run along the Shoreline Park walking path adjacent to Paradise Drive. The lights are fed by a metered power source on the Donahue Building. In the past, the lights operated on several dedicated circuits because of the length of wire run, but now the lights operate on only one or two circuits because the wiring in some of the original circuits degraded and all of the lights were wired together on one circuit to make them operational. The original lights installed in 1985 have been replaced once but when the current brass lights were installed, the existing plastic underground conduits were kept. On an increasingly frequent basis, the lights have malfunctioned and required extensive repairs. These issues have ranged from electrical shorts, burned wires, insulation falling off wires, and faulty fixtures. Unfortunately, there is no way to easily pull replacement wire through the existing conduits to replace the wire to each fixture.

**Status**

Not yet started

**Net Impact on Operating Budget**

Slight decrease as existing system is becoming difficult and expensive to maintain

**Funding**

Source of Funds	2018-19	2019-20	2020-21	2021-22	2022-23	Project Total
General Fund	180,000					180,000
						0
						0
<b>TOTAL</b>	180,000	0	0	0	0	180,000


**Estimated Project Costs**

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	20,000
<b>Construction</b>	160,000
<b>Other</b>	
<b>Total Cost</b>	180,000

**Description (continued)**

**NOTES**

There are three options for addressing these problems:

1. Keep the existing bronze fixtures, repair the conduits and install new wiring. Estimated cost \$115,000. Scope of work to include:
  - a. Excavation around and under each fixture
  - b. Replacement of the flexible conduit sections at each light with rigid plastic conduit sweeps
  - c. Installation of new wiring (includes breaking the wiring run into several circuits)
  - d. Rebuild the light fixtures
  
2. Keep the existing bronze fixtures, install all new conduits and wiring. Estimated cost \$130,000. Scope of work to include:
  - a. Excavation around and under each fixture
  - b. Trenching and replacement of all underground conduits
  - c. Installation of new wiring (includes breaking the wiring run into several circuits)
  - d. Rebuild the light fixtures
  
3. Replace the existing bronze fixtures, install all new conduits and wiring. Estimated cost \$180,000. Scope of work to include:
  - a. Demolition and removal of all fixtures
  - b. Trenching and installation of new underground conduits
  - c. Installation of new wiring (includes breaking the wiring run into several circuits)

**Project Criteria Ranking**

**Sea Level Rise**

Criteria	Score	Weighted Score
Removes/Reduces Threats to Health & Safety (4)		0
Required by Legal Mandate (3)		0
Avoid Consequences of Deferred Maintenance (2)		0
Large Functional Benefit to Residents/Town Businesses (2)		0
Large Aesthetic Benefit to Residents (1)		0
Dedicated or Non-GF source of funding available (1)		0
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0
<b>Total</b>		<b>0</b>

This project could be affected by a sea level rise of 200 cm.

# Tiburon Project Data Sheet



<b>Project Name</b>	New Morning Café Frontage		
<b>Category</b>			
<b>Department</b>	Public Works		
<b>Start Date</b>	Dec-17	<b>End Date</b>	TBD

<b>Project Number</b>	
<b>Project Rank Score</b>	Tier 2

**Description**

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 adjacent building, known as the New Morning Café, is in the process of being redesigned. 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 project would remove the raised area and provide a wider path of travel. Benches would be removed. Ideally there would be room for a trash receptacle or two and perhaps a narrow planter or two.



**Status**

Design was started and then stopped when the building owner stopped work on the building design. It now appears that the building design is moving forward again. As this project is active the funding below reflects expenditures from previous years.



**Net Impact on Operating Budget**

No impact

<b>Estimated Project Costs</b>	
<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	62,680
<b>Construction</b>	230,000
<b>Other</b>	
<b>Total Cost</b>	<b>292,680</b>

<b>Funding</b>						
<b>Source of Funds</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>Project Total</b>
General Fund	12,925	49,755				<b>62,680</b>
Private/Public			230,000			<b>230,000</b>
						<b>0</b>
<b>TOTAL</b>	<b>12,925</b>	<b>49,755</b>	<b>230,000</b>	<b>0</b>	<b>0</b>	<b>292,680</b>

			NOTES
<p>There are a few challenges in this design:</p> <ol style="list-style-type: none"> <li>1. Part of the project area is in the Caltrans right of way. Coordination and approval by Caltrans for the project must be incorporated into the design effort.</li> <li>2. The remainder of the area is on private property. While the property owner is a partner in the project, it is likely Caltrans will want to see some form of agreement allowing the construction.</li> <li>3. Construction of the project should occur during construction of the building, creating potential conflicts and requiring contractor coordination.</li> <li>4. There are existing utility boxes at the corner of Tiburon Blvd and Juanita Lane.</li> <li>5. Currently, the paved area slopes away from the building to the raised area. The raised area slopes toward the building. There is a parking drive lane on the other side of the raised area. The interface between the raised area and the parking drive lane is a 6-inch curb and gutter. Drainage inlets are in the gutter pan. Given the existing elevations, it may be challenging to achieve proper drainage slopes and interface between the driving area and the new sidewalk.</li> <li>6. There are two water meter boxes, a PG&amp;E box and an AT&amp;T vault located roughly in the position of new curb ramp.</li> </ol>			
<u>Project Criteria Ranking</u>			<u>Sea Level Rise</u>
Criteria	Score	Weighted Score	This project could be affected by a sea level rise of 100 cm.
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
<b>Total</b>		<b>0</b>	

*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	294,191	352,280	-	646,471
<b>Total Debt Service:</b>	<b>\$ 294,191</b>	<b>\$ 352,280</b>	<b>\$ -</b>	<b>\$ 646,471</b>

**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

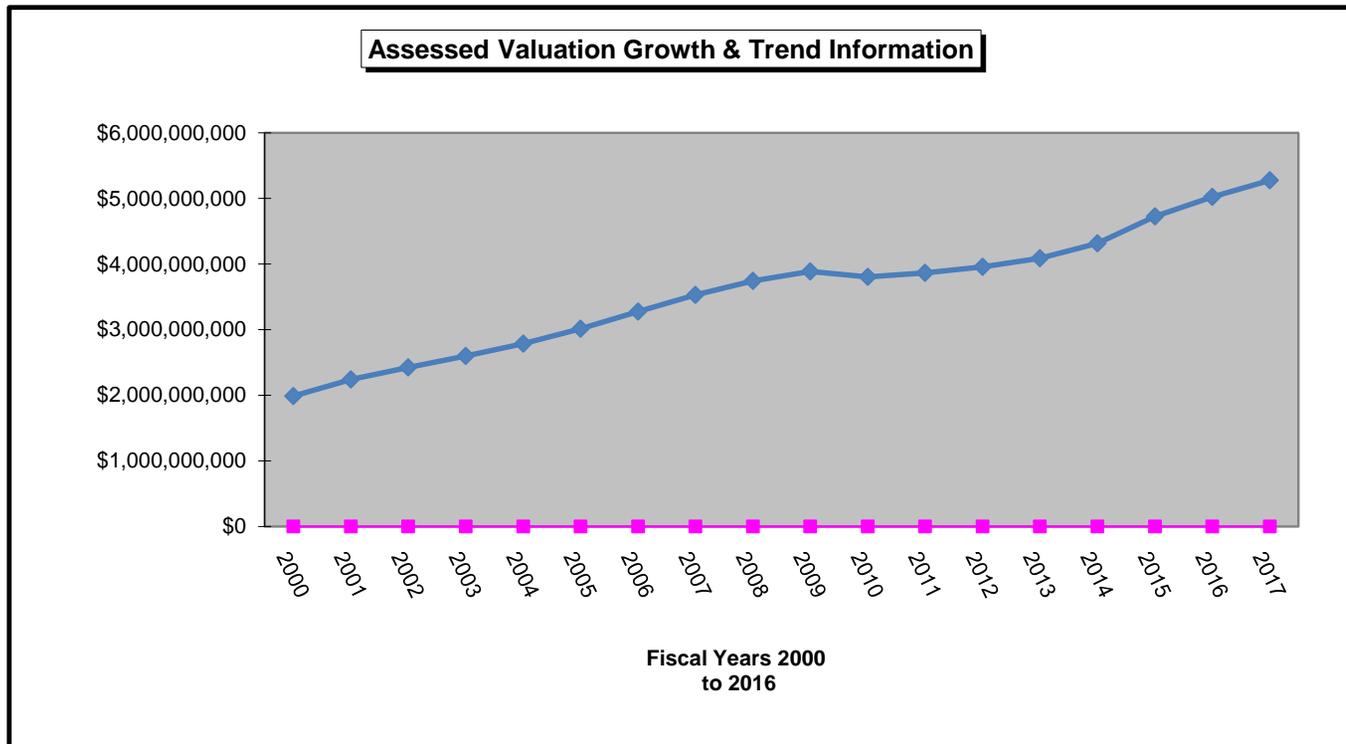
	Land	Improvements	Personal Property & Equipment	Less: Exemptions	Total Taxable Secured Assessed Value (AV)	Percent Change v. Prior Year
1991	513,803,322	579,753,663	910,956	(20,015,563)	\$ 1,074,452,378	11.7%
1992	550,974,479	633,661,850	960,511	(20,382,515)	\$ 1,165,214,325	8.4%
1993	580,036,634	685,964,198	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 3,224 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 8.03%. 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	\$	5,275,563,017
Assessed Valuation on July 1, 1983	\$	395,258,102
Average Annual Growth Since 1983		8.03%



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%	52,605,872	1.0%	427,690
	Improved - Detached	2,455	66.1%	4,321,488,143	81.0%	1,760,280
	Improved - Attached	646	17.4%	543,361,216	10.2%	841,116
MULTIPLE RESIDENTIAL	Unimproved	11	0.3%	1,766,897	0.0%	160,627
	Improved	176	4.7%	253,334,800	4.7%	1,439,402
COMMERCIAL	Unimproved	8	0.2%	417,348	0.0%	52,169
	Improved	49	1.3%	111,465,610	2.1%	2,274,808
INDUSTRIAL LAND	Unimproved	1	0.03%	2,310	0.0000%	2,310
SUBJECT TO EXEMPTION	Unimproved	11	0.3%	289,141	0.0%	26,286
	Improved	33	0.9%	52,131,328	1.0%	1,579,737
TAX EXEMPT		175	4.7%	0	0.0%	0
COMMON AREA PARCEL	Homeowner's Association	26	0.7%	9,388	0.0%	361
<b>Column Totals:</b>		<b>3714</b>	<b>100.0%</b>	<b>\$ 5,336,872,053</b>	<b>100.0%</b>	<b>\$ 1,436,961</b>

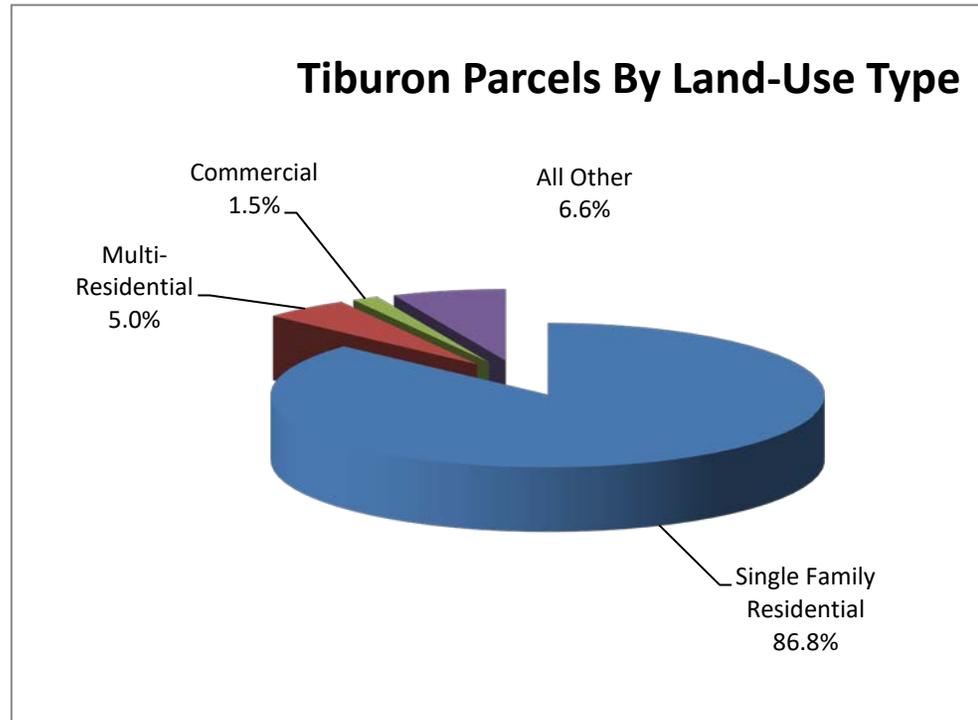
Source: Marin County Office of Assessor-Recorder

## Assessor's Tax Roll Parcel Data

The Town of Tiburon has 3714 parcels of which 3,224 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 \$1,437,735  
 The average assessed value for an improved detached Single-Family parcel is \$1,525,265, for an attached townhouse-type unit it is \$1,364,180.



<i>Parcel Type</i>	<i>Number</i>	<i>Total AV</i>
Single Family Residential	3,224	\$ 4,917,455,231
Multi-Residential	187	255,101,697
Commercial	57	111,882,958
All Other	246	52,432,167
<b>Total Parcels:</b>	<b>3,714</b>	<b>\$ 5,336,872,053</b>

**Staff Positions**

Position	2015/16	2016/17	2017/18	2018/19	Position	2015/16	2016/17	2017/18	2018/19
<b>TOWN ADMINISTRATIVE SERVICES</b>					<b>POLICE DEPARTMENT</b>				
Town Manager	1.00	1.00	1.00	1.00	Chief of Police	1.00	1.00	1.00	1.00
Town Attorney	-	-	-	-	Captain	-	-	-	-
Town Clerk	1.00	1.00	1.00	1.00	Sergeant	4.00	4.00	4.00	4.00
Office Assistant	0.90	0.90	1.00	1.00	Patrol Officers	7.00	7.00	7.00	8.00
Admin. Services Director	1.00	1.00	1.00	1.00	Investigator/Detective	-	-	-	-
IT Coordinator	-	-	-	-	Secretary	-	-	-	-
Management Assistant	0.80	0.80	0.86	0.86	Police Service Aide	2.75	2.65	3.00	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	-	-	-	1.00					
Subtotal:	5.70	5.70	5.86	6.86	Subtotal:	15.75	15.65	16.00	17.00
<b>COMMUNITY DEVELOPMENT</b>					<b>PUBLIC WORKS</b>				
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	-	-	-
Associate Planner	1.00	1.00	1.00	1.00	Associate Civil Engineer	-	1.00	1.00	1.00
Assistant Planner	-	-	-	-	Superintendent of Public Works	1.00	-	1.00	1.00
Community Development Aide	1.00	1.00	1.00	-	Assistant Supt. of Public Works	-	1.00	-	-
Planning Technician	-	-	-	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	<b>TOTAL ALL POSITIONS</b>	<b>39.45</b>	<b>39.35</b>	<b>39.70</b>	<b>40.86</b>