



# **TOWN OF TIBURON**

## **MUNICIPAL BUDGET**

**Fiscal Year 2020-21**

**PRESENTED TO:**

**Mayor Alice Fredericks**

**Vice Mayor Holli Thier**

**Councilmember David Kulik**

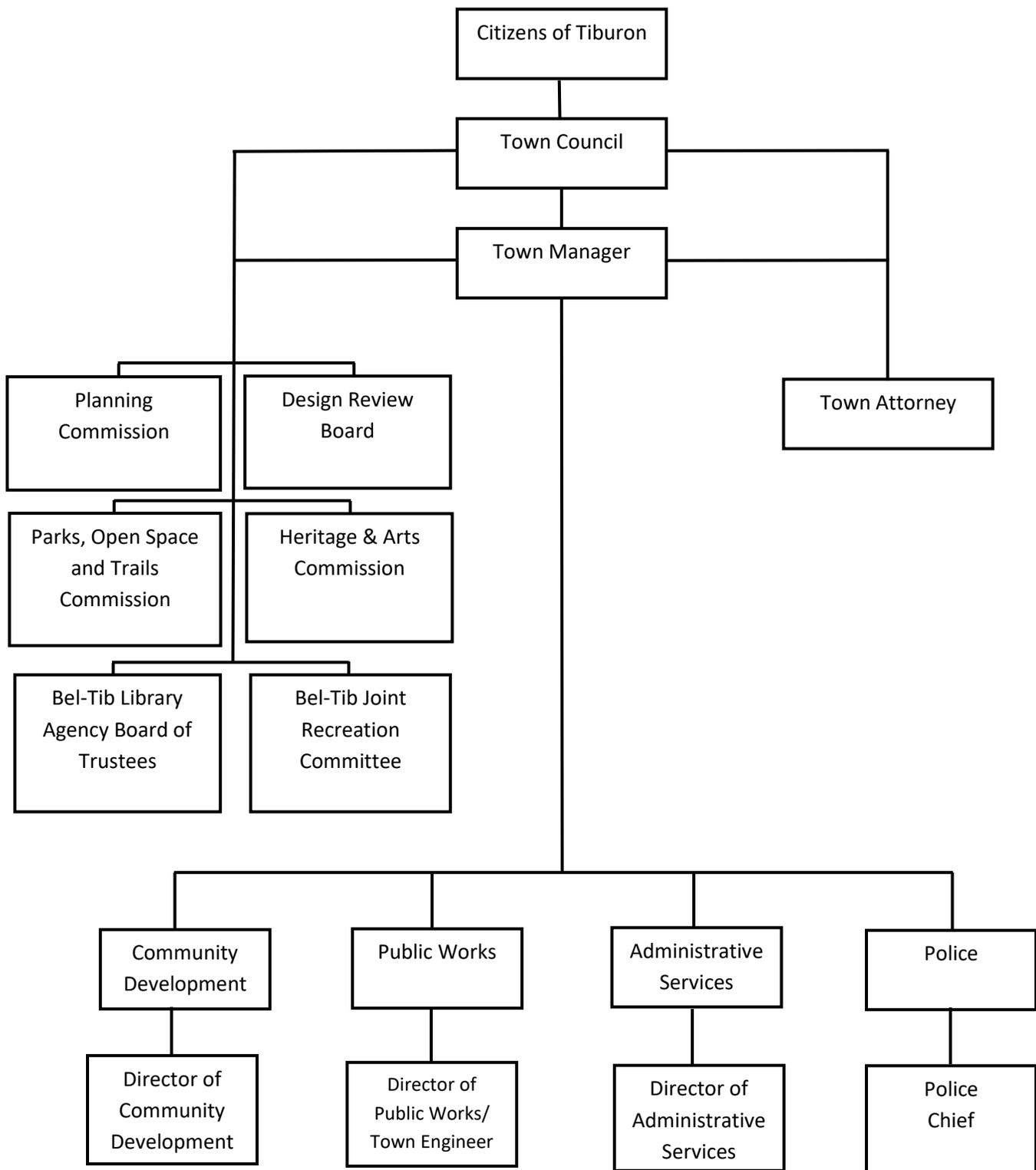
**Councilmember Jon Welner**

**Councilmember Jack Ryan**

*Photo by Vasily Spirin*

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# Directory of Town Officials

TOWN MANAGER	Gregory Chanis
TOWN ATTORNEY	Benjamin Stock
CHIEF OF POLICE	Mike Cronin
DIRECTOR OF COMMUNITY DEVELOPMENT	Dina Tasini
DIRECTOR OF PUBLIC WORKS & TOWN ENGINEER	Steven Palmer
DIRECTOR OF ADMINISTRATIVE SERVICES	Suzanne Creekmore
TOWN CLERK	Lea Stefani
BUILDING OFFICIAL	Clay Salzman

# Town Council, Commission & Board Members

## TOWN COUNCIL

**ALICE FREDERICKS, MAYOR**  
**HOLLI THIER, VICE-MAYOR**  
**DAVID KULIK**  
**JACK RYAN**  
**JON WELNER**

## PLANNING COMMISSION

Daniel Amir, Chair  
Kathleen Defever, Vice Chair  
Jeff Tsai  
Erica Williams  
Eric Woodward

## DESIGN REVIEW BOARD

Suzanne Kim, Chair  
Cedric Barringer, Vice Chair  
Miles Berger  
Bryan Chong  
Paolo Crescini

## PARKS, OPEN SPACE & TRAILS COMMISSION

Angela McInerney, Chair  
Isaac Nikfar, Vice Chair  
Park Allen  
Chuck Hornbrook  
Tim Burr (not yet seated)

## HERITAGE & ARTS COMMISSION

Victoria Fong, Chair  
Jaleh Etemad  
Fran Hall  
Patricia Ferrin (not yet seated)  
Leonor Noguez  
Kenna Norris  
Azita Mujica-Beavers

Victoria Arnett, Commissioner Emeritus  
Town Historian: David M. Gotz

## BELVEDERE/TIBURON JOINT RECREATION COMMITTEE

Julianne Schaefer, Chair (Belvedere)  
Jason Rosell, Vice Chair (Tiburon)  
Jon Welner (Tiburon Town Council)  
Bob McCaskill (Belvedere City Council)  
Erin Burns (Tiburon)  
Jerry Riessen (Tiburon)  
Melissa Feder (Belvedere)  
Peyton Stein (Belvedere)  
Sherry Wangenheim  
(Reed Union School District)

## BELVEDERE/TIBURON LIBRARY AGENCY BOARD OF TRUSTEES

Bill Smith, Chair (Belvedere)  
Niran Amir, Vice Chair (RUSD)  
Ken Weil (Tiburon)  
Jeff Slavitz (Tiburon)  
Vacant Seat (Tiburon)  
Tom Cromwell (Belvedere)  
Maureen Johnson (Belvedere)

## BELVEDERE/TIBURON JOINT DISASTER ADVISORY COUNCIL

Tom Cromwell, Chair  
Holli Thier (Tiburon Town Council)  
Bob McCaskill (Belvedere City Council)  
Ellen Rony (Tiburon)  
James Sherman (Tiburon)  
Jerry Butler (Belvedere)

# **FUND RESOURCES OVERVIEW**

**Overview of Total Appropriations**

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

**Changes to Fund Balance**

**Fiscal Year 2020/21**

**Capital & Special Project Fund Descriptions**

Overview of Total Appropriations

		Appropriation
<b>Operating Program</b>		
Town Administration		2,027,322
Community Development		1,632,821
Police		3,750,367
Public Works		2,174,862
Non-Departmental		3,226,259
Subtotal:		\$ 12,811,630
<b>Capital &amp; IT Outlay Program</b>		
		\$ 427,195
<b>Capital Improvement Program</b>		
Street Improvements		1,461,191
Drainage Improvements		380,000
Community Development Improvements		1,076,862
Subtotal:		\$ 2,918,053
<b>Debt Service Program</b>		
2016 Consolidated Reassessment District		647,189
TPFA 2016 Refunding Revenue Bonds		645,480
Virginia Undergrounding District Series A		40,000
Virginia Undergrounding District Series B		41,863
Subtotal:		\$ 1,374,531
Total Appropriation		\$ 17,531,410

## FUND RESOURCES OVERVIEW

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

FUND/ RESERVE	2017/18 Actual	2018/19 Actual	2019/20 Projected	2020/21 Projected
<b>GENERAL FUND</b>				
Operating (Policy Requires 25% Reserve)	6,577,396	5,975,687	6,281,954	6,102,906
Employee Compensated Leave	262,507	-	250,000	250,000
Self Insurance	250,004	484,177	250,004	125,004
Capital Equipment Replacement	458,361	171,952	514,824	404,224
Technology Fund	587,011	610,233	622,168	569,073
CalPERS Side Fund Repayment	800,000	-	-	-
Other Post Employment Benefits	250,000	250,004	-	-
Sub-Total	\$ 9,185,279	\$ 7,492,054	\$ 7,918,950	\$ 7,451,207
<b>DISCRETIONARY SET-ASIDES</b>				
PW Corp Yard Improvement	3,111,633	3,581,633	3,497,788	3,497,788
Park Development & ORT	150,628	603,766	570,851	510,851
Open Space Management	25,141	25,141	25,141	25,141
Emergency Repairs	100,000	47,277	100,000	100,000
Streets & Drainage	1,640,748	1,847,880	1,325,361	940,361
Infrastructure & Facility Replacement	1,241,371	1,151,126	1,151,126	1,111,126
Sub-total	\$ 6,269,521	\$ 7,256,823	\$ 6,670,267	\$ 6,185,267
Total General Fund:	\$ 15,454,800	\$ 14,748,877	\$ 14,589,217	\$ 13,636,474
<b>OTHER RESTRICTED FUNDS</b>				
Cypress Hollow District	30,370	22,402	-	69,430
Paula Little Flower		27,211	68,404	28,901
County Measure A Funds (Parks)	69,649	63,385	28,901	90,281
State Gas Tax	1,601,273	1,747,613	-	1,449,409
RMRA (SB1 Funding)	35,729	152,565	2,007,216	150,296
County Measure A Transportation (Sales)	269,011	336,889	212,472	309,010
County Measure B Funds	110,849	113,532	32,266	32,750
TAM Safe Routes to Schools			100,463	90,281
Town Owned Housing Fund	393,661	179,109	-	255,245
Heritage & Arts Donation Fund	4,309	5,450	221,088	7,604
Low & Moderate Housing	1,215,003	1,221,450	6,604	1,217,316
Tiburon Playground Improvements	2,030	2,030	1,222,529	2,030
Tiburon Parks In-Lieu	38,083	39,433	2,030	41,457
Open Space Acquisition	198,745	203,538	40,844	210,804
Tiburon Planning Area Mitigation	189,970	194,474	207,689	201,412
Tiburon Street Impact	2,930,168	2,683,891	198,436	1,147,270
Tiburon Drainage Impact	24,666	73,597	2,205,381	103,979
Tiburon Circ System Improvement	112,128	132,337	89,634	165,475
Tiburon Bunch Grass Mitigation	134,528	137,767	163,030	142,684
Tiburon Long Range Planning	306,250	363,268	-	93,255
Planning State Grant			400,251.35	160,000
State Per Capita Grant (Parks)	-	-	0	200,000
Street Frontage Improvement	2	2	2,205,381	-
Suppl Law Enforcement (COPS)	-	37,234	-	-
Total Restricted Funds:	\$ 7,666,424	\$ 7,699,944	\$ 9,412,619	\$ 6,168,889

## FUND RESOURCE OVERVIEW

### Changes to Fund Balance, projected June 30, 2021

FUND/RESERVE	Estimated Fund Balance 7/1/2020	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Transfers In	Transfers Out	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2021
<b>GENERAL FUND RESERVES</b>								
<b>POLICY RESTRICTED</b>								
Operating Reserve (25%)	\$ 6,281,954	10,290,267	10,289,315	30,000	-	150,000	(179,048)	\$ 6,102,906
Employee Compensated Leave	\$ 250,000	-	-	-	-	-	-	250,000
Employee Housing Assistance	\$ -	-	-	-	-	-	-	-
CalPERS Liability Reserve	\$ -	-	-	-	-	-	-	-
OPEB Fund (GASB 45)	\$ -	-	-	-	-	-	-	-
Self Insurance	\$ 250,004	-	125,000	-	-	-	(125,000)	125,004
Capital Equipment Replacement	\$ 514,824	-	-	235,000	124,400	-	(110,600)	\$ 404,224
Technology Fund	\$ 622,168	80,000	-	192,195	59,100	-	(53,095)	569,073
<b>Sub-Total</b>	<b>7,918,950</b>	<b>10,370,267</b>	<b>10,414,315</b>	<b>457,195</b>	<b>183,500</b>	<b>150,000</b>	<b>(467,743)</b>	<b>7,451,207</b>
<b>DISCRETIONARY SET-ASIDES</b>								
PW Corp Yard Improvement	\$ 3,497,788	-	-	-	-	-	-	3,497,788
Park Development & ORT	\$ 570,851	-	40,000	20,000	-	-	(60,000)	510,851
Open Space Management	\$ 25,141	-	-	-	-	-	-	25,141
Emergency Repairs	\$ 100,000	-	-	-	-	-	-	100,000
Streets & Drainage	\$ 1,325,361	70,000	-	455,000	-	-	(385,000)	940,361
Infrastructure & Facility Replacement	\$ 1,151,126	-	-	40,000	-	-	(40,000)	1,111,126
Retirement Surplus Assets	-	-	-	-	-	-	-	-
<b>Sub-Total</b>	<b>6,670,267</b>	<b>70,000</b>	<b>40,000</b>	<b>515,000</b>	<b>-</b>	<b>-</b>	<b>(485,000)</b>	<b>6,185,267</b>
<b>Total General Fund</b>	<b>\$ 14,589,217</b>	<b>\$ 10,440,267</b>	<b>\$ 10,454,315</b>	<b>\$ 972,195</b>	<b>\$ 183,500</b>	<b>\$ 150,000</b>	<b>\$ (952,743)</b>	<b>\$ 13,636,474</b>
<b>RESTRICTED FUNDS</b>								
Planning State Grant (SB-2)	0	160,000	-	-	-	-	160,000	160,000
Supplemental Law Enforcement	\$ -	-	-	-	-	-	-	\$ -
Cypress Hollow District	68,404	17,526	16,500	-	-	-	1,026	69,430
Paula Little Flower	28,901	-	-	-	-	-	-	28,901
County Measure A Funds (Parks)	100,463	58,163	68,344	-	-	-	(10,182)	90,281
TAM Safe Routes to School	-	68,000	-	68,000	-	-	-	-
State Gas Tax (HUTA)	2,007,216	236,055	-	793,862	-	-	(557,807)	1,449,409
County Measure A Transportation (Sales Tax)	212,472	146,538	-	50,000	-	-	96,538	309,010
County Measure B Funds	32,266	484	-	-	-	-	484	32,750
RMRA (SB1 Funding)	-	150,296	-	-	-	-	150,296	150,296
Town Owned Housing Units	221,088	147,856	113,700	-	-	-	34,156	255,245
Heritage & Arts Project Fund	6,604	1,000	-	-	-	-	1,000	7,604
Low & Moderate Housing	1,222,529	18,338	23,552	-	-	-	(5,214)	1,217,316
Tiburon Playground Improvements	2,030	-	-	-	-	-	-	2,030
Tiburon Parks In-Lieu	40,844	613	-	-	-	-	613	41,457
Open Space Acquisition	207,689	3,115	-	-	-	-	3,115	210,804
Tiburon Planning Area Mitigation	198,436	2,977	-	-	-	-	2,977	201,412
Tiburon Street Impact	2,205,381	453,081	50,000	1,461,191	-	-	(1,058,110)	1,147,270
Tiburon Drainage Impact	89,634	14,345	-	-	-	-	14,345	103,979
Tiburon Circ System Improvement	163,030	2,445	-	-	-	-	2,445	165,475
Tiburon Bunch Grass Mitigation	140,575	2,109	-	-	-	-	2,109	142,684
Street Frontage Improvement	-	-	-	-	-	-	-	\$ -
Tiburon Long Range Planning	400,251	48,004	355,000	-	-	-	(306,996)	93,255
Belvedere/Tiburon Library Agency	\$ 0	1,730,219	1,730,219	-	-	-	-	0
State Per Capita Grant (Parks)	\$ -	200,000	-	-	-	-	200,000	200,000
Lyford Cove Undergrounding	-	-	-	-	-	-	-	-
<b>Total Restricted Funds</b>	<b>7,347,814</b>	<b>3,461,163</b>	<b>2,357,315</b>	<b>2,373,053</b>	<b>-</b>	<b>-</b>	<b>(1,269,206)</b>	<b>\$ 6,078,608</b>
<b>Total Town Funds</b>	<b>\$ 21,937,031</b>	<b>\$ 13,901,430</b>	<b>\$ 12,811,630</b>	<b>\$ 3,345,248</b>	<b>\$ 183,500</b>	<b>\$ 150,000</b>	<b>(1,921,949)</b>	<b>\$ 19,715,082</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 2020/21**

Overview of Operating Budget Revenues & Expenditures

REVENUE & SOURCES	AMOUNT	EXPENDITURES	AMOUNT
<b>GENERAL FUND REVENUES</b>		<b>TOWN ADMINISTRATIVE SERVICES</b>	
Property Taxes	6,315,635	Town Administration	1,336,522
Other Taxes	1,110,136	Legal Services	356,000
Licenses & Permits	873,250	Legislative	80,550
Intergovernment & Agency	282,844	Town Hall Facility	254,250
Franchises	729,897		
Charges for Service	496,500	<b>NON DEPARTMENTAL</b>	3,226,259
Investment Earnings	285,000	<b>COMMUNITY DEVELOPMENT</b>	
Fines & Forfeitures	100,000	Planning & Design Review	618,028
Other Revenues	97,005	Building Inspection	659,793
		Advance Planning	355,000
Subtotal	\$ 10,290,267	<b>POLICE</b>	
		Police Services	3,679,767
<b>OTHER SOURCES</b>		Police/EOC Facility	70,600
Other Fund Sources	\$ 2,522,315	<b>PUBLIC WORKS</b>	
		Administration & Engineering	586,885
		Streets Maintenance	678,300
		Parks Maintenance	768,077
		Street & Signal Light System	36,000
		Corporation Yard	89,100
		Cypress Hollow	16,500
<b>TOTAL REVENUE &amp; SOURCES</b>	<b>\$ 12,812,582</b>	<b>TOTAL EXPENDITURES:</b>	<b>\$ 12,811,630</b>
<b>NET OPERATING SURPLUS (DEFICIENCY)</b>	<b>\$ 952</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

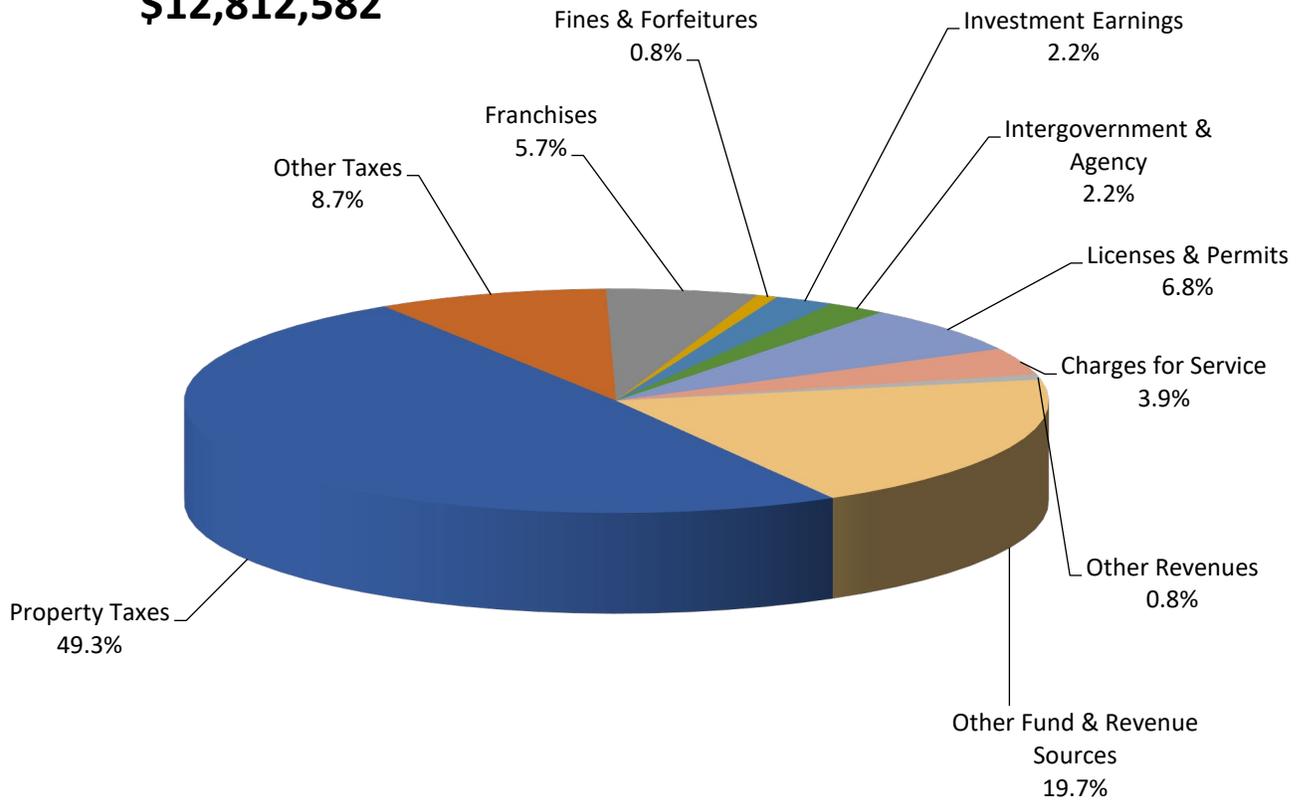
Peninsula Library JPA Fund

Long Range Planning Fund

Cypress Hollow Fund

Overview of Operating Budget Sources of Funding

**Planned Operating Revenues  
& Sources of Funds for 2020/21**  
**\$12,812,582**



Property Taxes	\$ 6,315,635
Other Taxes	\$ 1,110,136
Franchises	\$ 729,897
Fines & Forfeitures	\$ 100,000
Investment Earnings	\$ 285,000
Intergovernment & Agency	\$ 282,844
Licenses & Permits	\$ 873,250
Charges for Service	\$ 496,500
Other Revenues	\$ 97,005
Other Fund & Revenue Sources	<u>\$ 2,522,315</u>
	<b>\$ 12,812,582</b>

## OPERATING REVENUES

### Operating Budget Revenues - Summary

Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>GENERAL FUND</b>					
Property Taxes	5,697,027	6,023,400	6,042,474	6,322,790	6,315,635
Other Taxes	1,792,821	1,746,561	1,684,397	1,397,458	1,110,136
Franchises	710,840	665,216	712,652	734,293	729,897
Fines & Forfeitures	147,607	408,687	110,000	179,795	100,000
Investment Earnings	240,191	329,964	260,050	333,360	285,000
Intergovernment & Agency	104,818	223,138	286,994	362,236	282,844
Licenses & Permits	1,105,935	991,374	917,943	858,786	873,250
Charges for Service	573,836	654,145	424,211	819,370	496,500
Other Revenues	312,743	90,763	139,846	121,647	97,005
<b>Subtotal General Fund</b>	<b>\$ 10,685,818</b>	<b>\$ 11,133,249</b>	<b>\$ 10,578,568</b>	<b>\$ 11,129,735</b>	<b>\$ 10,290,267</b>
<b>OTHER FUND &amp; RESERVE SOURCES</b>					
Employee Comp. Leave Reserve	-	-	-	-	-
Self Insured Reserve Fund	-	-	-	-	125,000
Low/Moderate Income Housing Fund	23,374	23,374	23,324	10,800	23,552
Town Owned Housing	72,264	72,264	102,340	113,700	113,700
Belvedere-Tiburon Library JPA Fund	1,789,481	1,789,481	1,716,415	1,663,673	1,730,219
Long Range Planning Fund	5,542	-	165,000	-	355,000
Police COPS/SLESF Fund	122,442	118,167	-	-	-
Gas Tax	-	40,000	40,000	40,000	40,000
Street Impact Fund	-	-	-	-	50,000
Measure "A" Parks	71,242	74,898	75,541	75,541	68,344
Park Development & ORT	-	-	20,000	-	-
Cypress Hollow Fund	16,489	16,544	16,500	16,610	16,500
General Fund Operating Reserve	-	-	-	-	-
<b>Subtotal Other Sources</b>	<b>\$ 2,100,834</b>	<b>\$ 2,134,729</b>	<b>\$ 2,159,118</b>	<b>\$ 1,920,324</b>	<b>\$ 2,522,315</b>
<b>Totals:</b>	<b>\$ 12,786,652</b>	<b>\$ 13,267,978</b>	<b>\$ 12,737,686</b>	<b>\$ 13,050,059</b>	<b>\$ 12,812,582</b>

## OPERATING REVENUES

### Operating Budget Revenues - Detail

Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>GENERAL FUND</b>					
<b>PROPERTY TAXES</b>					
Secured	3,867,655	4,180,494	4,201,710	4,274,148	4,423,743
Unsecured	73,529	77,342	80,887	85,610	85,610
Supplemental	92,918	53,662	63,914	92,252	75,000
Other	46,661	25,030	40,000	29,526	25,000
HOPTR State	19,425	16,337	18,993	18,890	18,890
ERAF Rebate	713,881	740,608	668,955	838,610	675,000
Property Tax In-Lieu of VLF	943,690	993,108	1,032,833	1,040,783	1,077,210
County Fees	(60,732)	(63,180)	(64,818)	(57,030)	(64,818)
<b>Total:</b>	<b>5,697,027</b>	<b>6,023,400</b>	<b>6,042,474</b>	<b>6,322,790</b>	<b>6,315,635</b>
<b>OTHER TAXES</b>					
Sales Tax	610,139	568,472	570,379	468,887	400,000
Sales Tax-Public Safety	84,413	88,856	80,498	78,579	63,450
Transient Occupancy Tax	848,521	907,773	848,521	621,637	466,686
TOT Seasonal Rentals	217	-	-	-	-
Real Property Transfer	249,532	181,460	185,000	228,354	180,000
<b>Total:</b>	<b>1,792,821</b>	<b>1,746,561</b>	<b>1,684,397</b>	<b>1,397,458</b>	<b>1,110,136</b>
<b>FRANCHISES</b>					
Energy-PG&E	128,758	120,907	113,652	127,397	127,397
Refuse-Mill Valley Refuse	355,290	379,153	369,000	411,903	410,000
Debris Boxes - Grange	28,029	14,029	25,000	14,815	17,500
Cable-AT&T	198,762	151,128	205,000	180,179	175,000
<b>Total:</b>	<b>710,840</b>	<b>665,216</b>	<b>712,652</b>	<b>734,293</b>	<b>729,897</b>
<b>FINES &amp; FORFEITURES</b>					
Vehicle Code	15,171	16,161	12,000	12,561	12,000
Parking Code	41,462	45,753	45,000	47,452	45,000
False Alarm Fines	7,650	8,308	3,000	5,265	3,000
Permit Reactivation Fines	24,488	56,802	20,000	150	10,000
Other Fines	58,837	281,662	30,000	114,367	30,000
<b>Total:</b>	<b>147,607</b>	<b>408,687</b>	<b>110,000</b>	<b>179,795</b>	<b>100,000</b>
<b>INVESTMENT EARNINGS</b>					
Interest-LAIF	240,042	329,922	260,000	333,360	285,000
Interst - Investments	132	42	50	-	-
Interest - Other	17	-	-	-	-
<b>Total:</b>	<b>240,191</b>	<b>329,964</b>	<b>260,050</b>	<b>333,360</b>	<b>285,000</b>
<b>INTERGOVERNMENT &amp; AGENCY</b>					
State Motor Vehicle License Fees	5,005	4,631	4,500	7,410	6500
State POST	1,867	1,538	2,000	-	12,000
State Abandoned Vehicle	4,941	4,835	4,800	5,827	4,800
Police COPS/SLESF Fund	-	118,167	150,000	221,814	150,000
Belvedere (Dairy Knoll Capital \$30K)	35,786	34,007	35,334	35,334	35,334
Reed Union School District	-	-	5,000	7,661	5,000
Tiburon Sanitary District	6,921	13,422	7,210	11,378	7,210
Tiburon Fire District	16,186	12,254	11,000	29,833	12,000
TPSL McKegney Fees	-	8,715	42,000	22,308	35,000
State Grants	5,000	10,000	5,000	5,000	-
County Grants	15,569	15,569	15,000	15,672	15,000

## OPERATING REVENUES

### Operating Budget Revenues - Detail

Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
Other Grants/Gifts (Risk Management)	13,544	-	5,150	-	
<b>Total:</b>	104,818	223,138	286,994	362,236	282,844
<b>LICENSES &amp; PERMITS</b>					
Business License-Regular	203,149	194,202	205,000	190,000	180,000
Business License-Construction	69,420	69,058	65,980	62,675	60,000
Dog Walker Permits	650	150	-	1,333	750
Solar Panel Permits	3,120	1,890	1,545	-	-
Film Permits				1,000	-
Building Permits	578,971	512,841	485,978	410,608	475,000
CEQA EIR Initial Study	550	14,177	300	400	-
Design Review	86,250	81,299	76,950	53,546	70,000
Home Occupation Permit	5,450	5,650	5,000	6,800	5,000
Lot Line Adjustment	3,460	180	100	720	-
Master & Precise Plan	-	1,300	-	1,300	-
Sign Permit	305	360	3,000	767	1,500
Subdivision Permit	9,860	-	-	13,680	-
Tree Permit	7,685	8,285	6,500	6,827	6,000
Use Permit	12,150	11,710	7,500	13,180	7,500
Variance Amendment	24,130	16,490	10,000	9,047	9,000
Zoning (Pre, Re)	-		-	-	-
Other Planning Permits	7,005	6,780	1,000	25,540	2,500
Alarm System Permit	20,940	15,975	16,000	14,840	14,000
Encroachment Permit - Staff Review	69,860	48,285	30,000	43,731	40,000
Park Usage Permit	-		-	-	-
Drainage Review Fee	-		-	-	-
Misc. Engineering Fees	-	150	1,030	-	-
Parking Permit (Residential)	2,981	2,590	2,060	2,793	2,000
<b>Total:</b>	1,105,935	991,374	917,943	858,786	873,250

## OPERATING REVENUES

### Operating Budget Revenues - Detail

Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>CHARGES FOR SERVICE</b>					
Cost Recovery - IT Services	13,860	35,965	40,000	38,040	35,000
Cost Recovery-Housing Administration	9,014	9,439	9,600	8,977	9,600
Refuse Franchise Admin. Fee	6,500	6,000	6,000	6,000	6,000
Miscellaneous-Administration Charges	4,317	3,687	2,000	3,464	2,000
Appeal	1,100	2,050	900	533	900
Plan Checking	316,963	401,948	250,000	563,526	275,000
Plan Checking-Outside			-	36,189	50,000
Records & Document Storage	52,831	41,815	30,000	35,040	30,000
RBR Residential Resale Report	40,825	39,970	27,000	38,333	27,500
Staff Research	-	-	-	-	-
Street Name/Address Change	340	680	170	-	-
Noticing Of Applications	1,000	500	400	1,200	500
Sale Publications & Documents	108	113	100	-	-
Cost Recovery-Community Dev.	9,824	18,828	5,000	-	-
Cost Recovery - Building	7,443	30,135	-	33,014	-
Certified Access Specialist Fee (CAS)		-	-	-	-
Miscellaneous-Planning Charges	-	-	-	191	-
Cost Recovery-Police	58,764	24,456	36,041	39,454	38,000
Police Overtime Reimbursement	23,852	3,888	5,000	5,818	10,000
Miscellaneous-Police Charges	8,160	13,187	5,000	6,244	5,000
Sign Placement & Impound Fees	-	144	-	-	-
Sign Fees	-	-	-	-	-
Cost Recovery-Public Works	18,934	21,342	7,000	3,346	7,000
<b>Total:</b>	<b>573,836</b>	<b>654,145</b>	<b>424,211</b>	<b>819,370</b>	<b>496,500</b>
<b>OTHER REVENUES</b>					
Refunds & Reimbursements	39,544	5,893	1,000	2,514	1,000
Other Revenues	176,616	548	5,000		5,000
Litigation Settlement	-	-	-	-	-
Administrative Fees-Assessment Dist	12,700	-	47,700	35,000	10,000
Rent-Antenna Site & Utility	65,413	73,976	74,214	76,853	78,005
Rent-Downtown Restroom	11,816	8,836	11,432	6,240	2,500
Rent-Other	1,520	460	500	1,040	500
Sale-Property Equipment	5,134	1,050	-	-	-
<b>Total:</b>	<b>312,743</b>	<b>90,763</b>	<b>139,846</b>	<b>121,647</b>	<b>97,005</b>
<b>Total General Fund:</b>	<b>\$ 10,685,818</b>	<b>\$ 11,133,249</b>	<b>\$ 10,578,568</b>	<b>\$ 11,129,735</b>	<b>\$ 10,290,267</b>

## OPERATING REVENUES

### Operating Budget Revenues - Detail

(0.37)

Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>OTHER SOURCES OF FUNDS</b>					
<b>Restricted Fund Contributions/Transfers</b>					
Self Insurance Reserve					125,000
Employee Compensated Leave Reserve	-	-	-		
Low/Moderate Income Housing Fund	23,374	23,374	23,324	10,800	23,552
Town Owned Housing Units	72,264	72,264	102,340	113,700	113,700
Peninsula Library JPA Fund	1,789,481	1,789,481	1,716,415	1,663,673	1,730,219
Long Range Planning Fund	5,542		165,000	-	355,000
PERS Surplus Asset Fund					
Police COPS/SLESF Fund	122,442	118,167	-	-	
Street Impact Fund					50,000
State Gas Tax Fund 290		40,000	40,000	40,000	40,000
Measure "A" Parks	71,242	74,898	75,541	75,541	68,344
Park Development & ORT	-		20,000		-
Cypress Hollow Fund	16,489	16,544	16,500	16,610	16,500
<b>Total:</b>	<b>2,100,834</b>	<b>2,134,729</b>	<b>2,159,120</b>	<b>1,920,324</b>	<b>2,522,315</b>
<b>Total Revenues (All Funds):</b>	<b>\$ 12,786,652</b>	<b>\$ 13,267,978</b>	<b>\$ 12,737,688</b>	<b>\$ 13,050,059</b>	<b>\$ 12,812,582</b>

# **OVERVIEW OF OPERATING EXPENDITURES**

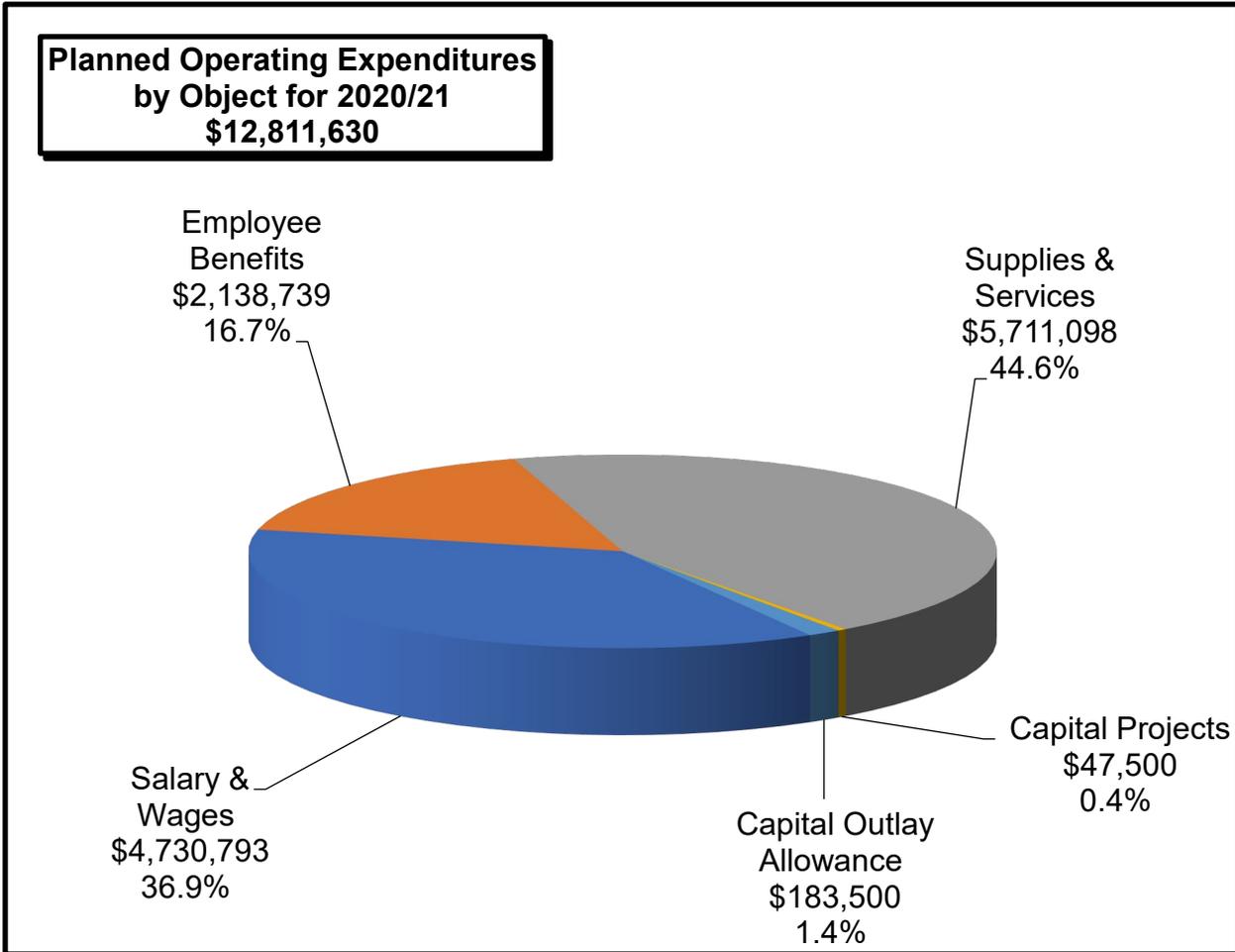


**Expenditures by Department**

**Fund Sources for Expenditures**

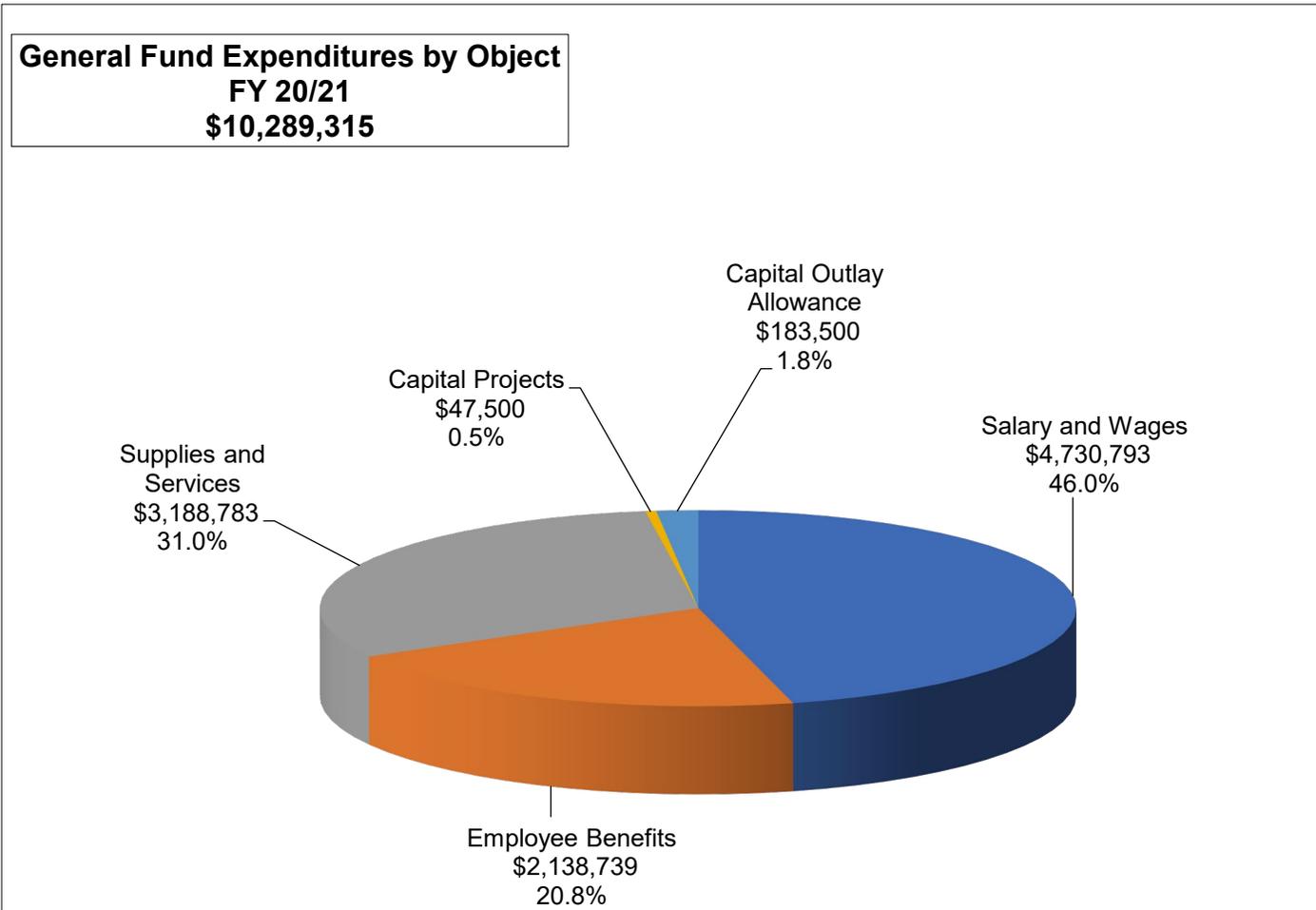
**Expenditures by Object**

Overview of Operating Expenditures by Object



Salary & Wages	\$	4,730,793
Employee Benefits	\$	2,138,739
Supplies & Services	\$	5,711,098
Capital Projects	\$	47,500
Capital Outlay Allowance	\$	183,500
<b>Total Operating Expenditures</b>		<b>\$12,811,630</b>

Overview of Operating Expenditures



Salary and Wages	\$	4,730,793
Employee Benefits	\$	2,138,739
Supplies and Services	\$	3,188,783
Capital Projects	\$	47,500
Capital Outlay Allowance	\$	183,500
<b>Total General Fund Operating Expenditures</b>		<b>\$10,289,315</b>

**OPERATING EXPENDITURES**

**Fiscal Year 2020/21**

Summary of Department Expenditures

Department/Division	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>ALL DEPARTMENTS/DIVISIONS</b>					
<b>TOWN ADMINISTRATIVE SERVICES</b>					
Administration	1,059,508	1,102,234	1,262,434	1,151,790	1,336,522
Legal Services	291,131	280,612	356,500	341,500	356,000
Legislative	68,495	75,656	83,550	81,658	80,550
Town Hall Facility	211,790	169,071	236,776	274,291	254,250
<b>subtotal</b>	<b>\$ 1,630,924</b>	<b>\$ 1,627,573</b>	<b>\$ 1,939,260</b>	<b>\$ 1,849,239</b>	<b>\$ 2,027,322</b>
<b>NON-DEPARTMENTAL</b>					
Insurances and Governmental Agreements	1,308,855	1,465,385	1,484,061	1,698,833	1,358,788
Housing	23,374	22,673	23,324	23,324	23,552
Town Owned Housing	72,264	110,333	102,340	88,056	113,700
Belvedere-Tiburon Library Agency	1,789,481	1,879,966	1,716,415	1,663,673	1,730,219
<b>subtotal</b>	<b>\$ 3,193,974</b>	<b>\$ 3,478,357</b>	<b>\$ 3,326,140</b>	<b>\$ 3,473,886</b>	<b>\$ 3,226,259</b>
<b>COMMUNITY DEVELOPMENT</b>					
Planning & Design Review	561,828	599,977	565,357	564,424	618,028
Building Inspection	616,872	611,856	741,286	708,234	659,793
Advance Planning	5,542	-	165,000	5,000	355,000
<b>subtotal</b>	<b>\$ 1,184,242</b>	<b>\$ 1,211,832</b>	<b>\$ 1,471,643</b>	<b>\$ 1,277,658</b>	<b>\$ 1,632,821</b>
<b>POLICE SERVICES</b>					
Police Department	3,077,291	3,104,928	3,595,287	3,346,584	3,679,767
Police EOC/Facility	60,253	55,049	72,502	77,216	70,600
<b>subtotal</b>	<b>\$ 3,137,544</b>	<b>\$ 3,159,977</b>	<b>\$ 3,667,789</b>	<b>\$ 3,423,800</b>	<b>\$ 3,750,367</b>
<b>PUBLIC WORKS &amp; ENGINEERING</b>					
Administration & Engineering	360,767	358,353	694,437	682,780	586,885
Streets Maintenance	467,806	524,332	562,189	579,641	678,300
Parks Maintenance	596,544	655,807	783,263	697,708	768,077
Street & Signal Light System	36,182	44,592	36,000	25,469	36,000
Corporation Yard	108,150	101,454	113,030	108,352	89,100
Cypress Hollow	16,489	25,193	16,500	34,491	16,500
<b>subtotal</b>	<b>\$ 1,585,937</b>	<b>\$ 1,709,730</b>	<b>\$ 2,205,419</b>	<b>\$ 2,128,441</b>	<b>\$ 2,174,862</b>
<b>TOTALS</b>	<b>\$ 10,732,622</b>	<b>\$ 11,187,469</b>	<b>\$ 12,610,253</b>	<b>\$ 12,153,024</b>	<b>12,811,630</b>

**OPERATING EXPENDITURES**

**FY 2020/21**

Summary of Funding Sources  
for Department Expenditures

	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>ALL FUNDS</b>					
General Fund	\$ 8,703,049	\$ 9,149,305	\$ 10,451,130	\$ 10,130,046	\$ 10,289,315
Employee Compensated Leave Reserve	-	-	-	92,894	-
Self Insurance Reserve	-	-	-	-	125,000
Low & Moderate Income Housing	23,374	22,673	23,324	23,324	23,552
Town Owned Housing	72,264	110,333	102,340	88,056	113,700
Belvedere-Tiburon Library Agency	-	-	1,716,415	1,663,673	1,730,219
Long Range Planning	5,542	-	165,000	5,000	355,000
Police COPS/SLESF	122,422	-	-	-	-
Cypress Hollow Fund	16,489	25,193	16,500	34,491	16,500
Park Development & ORT	-	-	20,000	-	40,000
Gas Tax Fund	-	-	40,000	40,000	-
Street Impact Fund	-	-	-	-	50,000
Measure "A" Parks	-	-	75,541	75,541	68,344
<b>Totals</b>	<b>\$ 8,943,141</b>	<b>\$ 9,307,504</b>	<b>\$ 12,610,250</b>	<b>\$ 12,153,025</b>	<b>\$ 12,811,630</b>

**OPERATING EXPENDITURES**

**FY 2020/21**

Summary of Expenditures by Object

Expenditure Object	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
<b>SALARY &amp; WAGES</b>	\$ 4,017,500	\$ 4,229,077	\$ 4,521,468	\$ 4,553,677	\$ 4,730,793
<b>EMPLOYEE BENEFITS</b>	\$ 1,704,412	\$ 1,830,853	\$ 2,293,078	\$ 2,114,442	\$ 2,138,739
<b>SUPPLIES &amp; SERVICES</b>					
Department Supplies & Expenses	177,628	172,455	220,050	204,642	208,810
Conferences & Memberships	43,226	45,191	73,950	69,786	82,305
Contractual Services	771,483	566,560	859,582	610,756	678,719
Insurances	341,892	403,210	415,755	577,575	495,578
Intergovernmental & Agency	2,653,741	2,860,063	2,646,743	2,705,447	2,652,936
Equipment Supplies & Maintenance	495,850	495,914	762,420	733,708	818,250
Utility & Communication	237,894	263,610	286,478	284,294	316,950
Special Department Administrative	97,808	93,225	310,026	96,253	457,250
Allocated Costs	15,047	15,047	300	300	300
<b>Total Supplies &amp; Services</b>	\$ 4,834,568	\$ 4,915,274	\$ 5,575,304	\$ 5,282,761	\$ 5,711,098
<b>CAPITAL OUTLAY EXPENSE</b>	\$ 968	\$ 6,644	\$ 12,500	\$ 7,500	\$ 17,500
<b>CAPITAL OUTLAY ALLOWANCE</b>	\$ 177,599	\$ 177,600	\$ 177,900	\$ 177,900	\$ 183,500
<b>CAPITAL PROJECT EXPENSES</b>	\$ 12,622	\$ 28,021	\$ 30,000	\$ 16,744	\$ 30,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,747,669</b>	<b>\$ 11,187,469</b>	<b>\$ 12,610,250</b>	<b>\$ 12,153,024</b>	<b>12,811,630</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 remains staffed with 6.7 full-time equivalent employees in FY 20-21. The total proposed appropriation for Town Administration is \$2,075,822.

### **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

	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>DEPARTMENT FUNDING</b>					
General Fund	1,630,924	1,627,573	1,939,259	1,849,239	2,027,322
Employee Compensated Leave Reserve	-	-	-	-	-
<b>Total Department Funding</b>	<b>\$ 1,630,924</b>	<b>\$ 1,627,573</b>	<b>\$ 1,939,259</b>	<b>\$ 1,849,239</b>	<b>\$ 2,027,322</b>
<b>DIVISION FUNDING</b>					
<b><u>Administration</u></b>					
General Fund	1,059,508	1,102,234	1,262,434	1,151,790	1,336,522
Total Administration	\$ 1,059,508	\$ 1,102,234	\$ 1,262,434	\$ 1,151,790	\$ 1,336,522
<b><u>Legal Services</u></b>					
General Fund	291,131	280,612	356,500	341,500	356,000
Total Legal Services	\$ 291,131	\$ 280,612	\$ 356,500	\$ 341,500	\$ 356,000
<b><u>Town Hall Facility</u></b>					
General Fund	211,790	169,071	236,776	274,291	254,250
Total Town Hall	\$ 211,790	\$ 169,071	\$ 236,776	\$ 274,291	\$ 254,250
<b><u>Legislative</u></b>					
General Fund	68,495	75,656	83,550	81,658	80,550
Total Legislative	\$ 68,495	\$ 75,656	\$ 83,550	\$ 81,658	\$ 80,550
<b>Total Division Funding</b>	<b>\$ 1,630,924</b>	<b>\$ 1,627,573</b>	<b>\$ 1,939,259</b>	<b>\$ 1,849,239</b>	<b>\$ 2,027,322</b>

# Town Administration

## ALL DIVISIONS

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 674,541	\$ 723,795	\$ 769,349	\$ 752,573	\$ 840,675
EMPLOYEE BENEFITS	191,866	248,542	293,285	246,846	308,097
SUPPLIES & SERVICES					
Department Supplies & Expenses	102,078	108,523	130,600	138,229	126,000
Conferences & Memberships	29,082	23,143	32,650	40,902	33,150
Contractual Services	400,554	337,445	444,050	411,772	446,500
Insurances					-
Intergovernmental & Agency					-
Equipment Supplies & Maintenance	107,903	54,561	97,000	110,278	112,200
Utility & Communication	40,244	46,771	51,800	68,778	59,250
Special Department Administrative	55,689	52,623	85,026	44,363	65,950
Allocated Costs					
Total Supplies & Services	735,550	623,067	841,126	814,321	843,050
CAPITAL OUTLAY EXPENSE	968	4,169	7,500	7,500	7,500
CAPITAL OUTLAY ALLOWANCE	28,000	28,000	28,000	28,000	28,000
CAPITAL PROJECT EXPENSES					
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,630,924</b>	<b>\$ 1,627,573</b>	<b>\$ 1,939,259</b>	<b>\$ 1,849,239</b>	<b>\$ 2,027,322</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,630,924	1,627,573	1,939,259	1,849,239	2,027,322
<b>TOTAL FUNDING</b>	<b>\$ 1,630,924</b>	<b>\$ 1,627,573</b>	<b>\$ 1,939,259</b>	<b>\$ 1,849,239</b>	<b>\$ 2,027,322</b>
<b>STAFFING LEVEL</b>					
Town Manager		1.00	1.00	1.00	1.00
Town Attorney		-	-	-	-
Director of Administrative Services		1.00	1.00	1.00	1.00
Accounting & Finance Manager		-	1.00	1.00	1.00
Information Technology Coordinator		1.00	1.00	1.00	1.00
Town Clerk		1.00	1.00	1.00	1.00
Management Analyst		1.00	-	-	-
Office Assistant		1.00	1.00	1.00	1.00
Finance & HR Clerk		-	0.70	0.70	0.70
Management Assistant		0.80	-	-	-
<b>TOTAL STAFFING</b>		<b>6.80</b>	<b>6.70</b>	<b>6.70</b>	<b>6.70</b>

## Town Administration

### ALL DIVISIONS

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 674,541	\$ 723,795	\$ 769,349	\$ 752,573	\$ 840,675
EMPLOYEE BENEFITS	\$ 191,866	\$ 248,542	\$ 293,285	\$ 246,846	\$ 308,097
<b>SUPPLIES &amp; SERVICES</b>					
Department Supplies & Expenses	2,946	3,009	6,000	4,750	6,000
Conferences & Memberships	19,076	11,493	23,750	23,750	24,250
Contractual Services	110,590	57,833	89,050	71,772	91,500
Utility & Communication	-	-	-	-	-
Special Department Administrative	34,488	31,562	55,000	26,100	40,000
Total Supplies & Services	\$ 167,101	\$ 103,897	\$ 173,800	\$ 126,372	\$ 161,750
CAPITAL OUTLAY ALLOWANCE	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,059,508</b>	<b>\$ 1,102,234</b>	<b>\$ 1,262,434</b>	<b>\$ 1,151,790</b>	<b>\$ 1,336,522</b>
Positions	6.80	7.80	8.80	9.80	10.80
<b>TOTAL STAFFING</b>	<b>6.80</b>	<b>7.80</b>	<b>8.80</b>	<b>9.80</b>	<b>10.80</b>

## Town Administration

### ADMINISTRATIVE SERVICES

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SALARY</b>					
Town Manager	202,457	212,807	216,288	216,288	222,777
Dir. of Admin. Services	141,446	139,150	134,328	134,328	143,886
Town Clerk	79,475	86,596	95,765	95,765	104,850
IT Coordinator	25,263	87,138	94,210	95,311	104,764
Administrative Analyst	90,748	70,526	-	-	-
Administrative Assistant	61,173	64,051	67,955	67,839	69,995
Accounting/Finance Manager	-	51,692	104,813	104,813	127,113
Finance/HR Assistant	73,978	7,597	44,990	38,228	46,790
Overtime	-	-	1,000	-	500
Casual/Temporary Hire	-	4,238	10,000	-	20,000
Total:	\$ 674,541	\$ 723,795	\$ 769,349	\$ 752,573	\$ 840,675
<b>EMPLOYEE BENEFITS</b>					
Medical & Insurance	78,162	80,960	136,549	98,166	124,944
Employee Accruing Fringe	24,289	28,077	-	-	18,928
PERS-Town Normal Cost & Survivor Ben.	37,535	45,948	49,828	42,475	60,172
PERS AAUL Payment	16,516	52,417	56,858	56,858	67,477
PST-Parttime 3.75%	2,918	534	1,687	921	1,583
OPEB - GASB 45/75 Allowanc	6,425	7,700	14,267	14,267	-
FICA-Medicare Tax	8,113	9,538	10,996	10,967	11,893
Automobile Allowance	6,600	9,192	9,000	9,050	9,000
Housing Allowance	9,808	12,000	12,000	12,000	12,000
Cell Phone Allowance	1,500	2,175	2,100	2,141	2,100
Subtotal:	\$ 191,866	\$ 248,542	\$ 293,285	\$ 246,846	\$ 308,097
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Bank Charges & Fees	512	1,151	1,500	1,000	1,500
Noticing & Publication	1,918	1,858	3,500	3,000	3,500
Publications & Subscriptions	516	-	1,000	750	1,000
Subtotal:	\$ 2,946	\$ 3,009	\$ 6,000	\$ 4,750	\$ 6,000
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel	5,594	2,844	8,500	8,500	9,000
Employee Development	3,483	275	3,000	3,000	3,000
Memberships	9,999	8,374	12,250	12,250	12,250
Subtotal:	\$ 19,076	\$ 11,493	\$ 23,750	\$ 23,750	\$ 24,250
<b>CONTRACTUAL SERVICES</b>					
Contractual Services	11,489	5,822	14,050	9,000	12,500
Financial Services Audit	29,350	31,900	32,000	36,000	36,000
Professional Consultants	9,585	8,075	20,000	7,350	20,000
Systems/Technical Support	27,453	11,942	13,000	10,000	13,000
IT Consulting Services	32,714	94	10,000	9,422	10,000
Subtotal:	\$ 110,590	\$ 57,833	\$ 89,050	\$ 71,772	\$ 91,500

## Town Administration

### ADMINISTRATIVE SERVICES

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
Election	23,450	96	20,000	15,000	20,000
Emergency & Disaster Planning					
Municipal Code Section Maintenance	3,830	3,940	5,000	4,000	5,000
Newsletter Production & Mailing	699	367	2,500	1,500	2,500
MERA Antenna Site					
Records Management	1,009	7,931	2,500	2,000	2,500
Contingency Provision	5,500	19,227	25,000	3,600	10,000
Subtotal:	\$ 34,488	\$ 31,562	\$ 55,000	\$ 26,100	\$ 40,000
Total Supplies & Services:	\$ 167,101	\$ 103,897	\$ 173,800	\$ 126,372	\$ 161,750
<b>CAPITAL OUTLAY ALLOWANCE</b>					
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>\$ 1,059,508</b>	<b>\$ 1,102,234</b>	<b>\$ 1,262,434</b>	<b>\$ 1,151,790</b>	<b>\$ 1,336,522</b>

## Town Administration

### LEGAL SERVICES

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	167	-	500	500	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	289,964	279,612	355,000	340,000	355,000
Total Supplies & Services	\$ 290,131	\$ 279,612	\$ 355,500	\$ 340,500	\$ 355,000
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 291,131</b>	<b>\$ 280,612</b>	<b>\$ 356,500</b>	<b>\$ 341,500</b>	<b>\$ 356,000</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

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Publications & Subscriptions	167	-	500	500	
Subtotal:	\$ 167	\$ -	\$ 500	\$ 500	\$ -
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel					
Memberships					
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL SERVICES</b>					
Contract - Town Attorney	240,562	252,545	250,000	280,000	250,000
Legal Services - Other	15,000	27,067	-		50,000
Legal Services - Employment	-	-	-	-	25,000
Litigation - Contingency	17,327	-	50,000		25,000
Litigation - General	1,075	-	50,000	60,000	-
Legal Settlements	16,000	-	5,000		5,000
Subtotal:	\$ 289,964	\$ 279,612	\$ 355,000	\$ 340,000	\$ 355,000
Total Supplies & Services:	290,131	279,612	355,500	340,500	355,000
<b>CAPITAL OUTLAY ALLOWANCE</b>					
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>\$ 291,131</b>	<b>\$ 280,612</b>	<b>\$ 356,500</b>	<b>\$ 341,500</b>	<b>\$ 356,000</b>

## Town Administration

### LEGISLATIVE SUPPORT

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES					
EMPLOYEE BENEFITS					
SUPPLIES & SERVICES					
Department Supplies & Expenses	51,707	58,935	63,000	60,419	61,000
Conferences & Memberships	10,006	11,650	8,900	17,152	8,900
Contractual Services					
Insurances					
Intergovernmental & Agency					
Equipment Supplies & Maintenance	482	-	400	325	400
Utility & Communication				25	
Special Department Administrative	5,301	4,071	10,250	2,763	9,250
Allocated Costs					
Total Supplies & Services	\$ 67,495	\$ 74,656	\$ 82,550	\$ 80,658	\$ 79,550
CAPITAL OUTLAY EXPENSE					
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
CAPITAL PROJECT EXPENSES					
DEBT SERVICE EXPENSES					
<b>TOTAL EXPENDITURES</b>	<b>\$ 68,495</b>	<b>\$ 75,656</b>	<b>\$ 83,550</b>	<b>\$ 81,658</b>	<b>\$ 80,550</b>

# Town Administration

## LEGISLATIVE SUPPORT

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Special Events, Awards, Functions	49,418	56,630	25,000	22,500	25,000
Community Events (Farmers Market)	-	-	2,000	-	-
Holiday Festival & Lights	-	-	30,000	37,456	30,000
Council/Commission Functions	-	2,305	5,500	133	5,500
Department Expenses	288	-	500	330	500
Bicycle Pedestrian Education Signage	2,001	-	-	-	-
Subtotal:	\$ 51,707	\$ 58,935	\$ 63,000	\$ 60,419	\$ 61,000
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel	3,305	2,871	3,500	2,500	3,500
MCCMC Functions	5,376	7,284	4,000	5,500	4,000
Memberships	1,325	1,495	1,400	9,152	1,400
Subtotal:	\$ 10,006	\$ 11,650	\$ 8,900	\$ 17,152	\$ 8,900
<b>CONTRACTUAL SERVICES</b>					
Contractual Services					
Subtotal:					
<b>INTERGOVERNMENTAL, AGENCY &amp; JPA</b>					
MCCMC Lobbyist					
Subtotal:				\$ -	\$ -
<b>EQUIPMENT, SUPPLIES &amp; MAINTENANCE</b>					
Operating Supplies	482	-	400	325	400
Subtotal:	\$ 482	\$ -	\$ 400	\$ 325	\$ 400
<b>SPECIAL DEPT ADMINISTRATION</b>					
Walking Guide Brochure (Heritage & Arts)	2,500	2,085	-	-	-
Planning Commission	223	325	500	50	500
Design Review Board	-	-	250	50	250
Parks, Open Space & Trails Commission	209	-	1,000	100	1,000
Heritage & Arts Commission	2,369	1,661	3,500	2,563	3,500
Contingency	-	-	5,000	-	4,000
Subtotal:	\$ 5,301	\$ 4,071	\$ 10,250	\$ 2,763	\$ 9,250
Total Supplies & Services:	\$ 67,495	\$ 74,656	\$ 82,550	\$ 80,658	\$ 79,550
<b>CAPITAL OUTLAY ALLOWANCE</b>					
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>\$ 68,495</b>	<b>\$ 75,656</b>	<b>\$ 83,550</b>	<b>\$ 81,658</b>	<b>\$ 80,550</b>

# Town Administration

## TOWN HALL FACILITY

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES					
EMPLOYEE BENEFITS					
SUPPLIES & SERVICES					
Department Supplies & Expenses	47,258	46,579	61,100	72,560	59,000
Equipment Supplies & Maintenance	107,421	54,561	96,600	109,953	111,800
Utility & Communication	40,244	46,771	51,800	68,778	59,250
Special Department Administrative	15,900	16,991	19,776	15,500	16,700
Total Supplies & Services	\$ 210,822	\$ 164,902	\$ 229,276	\$ 266,791	\$ 246,750
CAPITAL OUTLAY EXPENSE	\$ 968	\$ 4,169	\$ 7,500	\$ 7,500	\$ 7,500
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES					
<b>TOTAL EXPENDITURES</b>	<b>\$ 211,790</b>	<b>\$ 169,071</b>	<b>\$ 236,776</b>	<b>\$ 274,291</b>	<b>\$ 254,250</b>
<b>STAFFING LEVEL</b>					
Positions	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Town Administration

### TOWN HALL FACILITY

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Office & Copier Supplies	24,802	24,668	26,000	25,000	26,000
Postage	6,489	6,068	10,000	10,070	10,000
Printing & Reproduction	975	914	5,000	4,250	5,000
Recruiting & Background	3,103	2,844	5,000	4,500	5,000
Special Events, Awards, Functions	5,666	8,004	10,000	20,947	10,000
Contractual Services	-	481	-	293	500
Parking Lease	6,223	3,600	5,100	7,500	2,500
Subtotal:	\$ 47,258	\$ 46,579	\$ 61,100	\$ 72,560	\$ 59,000
<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
Equipment Maintenance	36,192	16,510	25,000	40,682	35,000
Building/Facility Supplies	4,563	5,357	5,500	7,121	7,200
Inspection & Testing	467	-	500	400	500
Janitorial Services	19,872	18,951	24,000	24,000	27,500
Landscape Grounds Materials	166	-	1,000	750	1,000
Pest Control	429	170	600	500	600
Dairy Knoll Epenses	18,892	2,239	30,000	30,000	30,000
Misc. Facility Improvements	26,841	11,335	10,000	6,500	10,000
Subtotal:	\$ 107,421	\$ 54,561	\$ 96,600	\$ 109,953	\$ 111,800
<b>UTILITY &amp; COMMUNICATION</b>					
Energy-PG&E	20,594	26,573	28,500	45,533	35,000
Water-MMWD	4,114	2,385	4,000	3,250	4,000
Telecommunications	14,449	16,681	17,500	18,862	19,000
Cable Communication Services	1,086	1,132	1,800	1,133	1,250
Subtotal:	\$ 40,244	\$ 46,771	\$ 51,800	\$ 68,778	\$ 59,250
MIDAS Network Charges	\$ 15,900	\$ 16,991	\$ 19,776	15,500	\$ 16,700
Total Supplies & Services:	\$ 210,822	\$ 164,902	\$ 229,276	\$ 266,791	\$ 246,750
<b>CAPITAL OUTLAY EXPENSES</b>					
Office Furniture/Equipment	968	4,169	7,500	7,500	7,500
<b>TOTAL DEPARTMENT</b>	<b>\$ 211,790</b>	<b>\$ 169,071</b>	<b>\$ 236,776</b>	<b>\$ 274,291</b>	<b>\$ 254,250</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 of \$1,662,821 for the Community Development Department is primarily funded with resources of the General Fund. Staffing of the Department remains at eight employees; four in the Planning Division and four in the Building Division. The FY 2020/21 budget includes an appropriation of \$355,000 for the General Plan Update, funded entirely by the Long Range Planning Fund.

#### 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, McKegney 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

	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>DEPARTMENT FUNDING</b>					
General Fund	1,178,700	1,211,832	1,306,643	1,272,658	1,277,821
Long Range Planning Fund	5,542	-	165,000	5,000	355,000
<b>Total Department Funding</b>	<b>\$ 1,184,242</b>	<b>\$ 1,211,832</b>	<b>\$ 1,471,643</b>	<b>\$ 1,277,658</b>	<b>\$ 1,632,821</b>
<b>DIVISION FUNDING</b>					
<b><u>Planning &amp; Design Review</u></b>					
General Fund	561,828	599,977	565,357	564,424	618,028
Employee Compensated Leave	-	-	-	-	-
Total Planning & Design Review	\$ 561,828	\$ 599,977	\$ 565,357	\$ 564,424	\$ 618,028
<b><u>Building Inspection</u></b>					
General Fund	616,872	611,856	741,286	708,234	659,793
Total Building Inspection	\$ 616,872	\$ 611,856	\$ 741,286	\$ 708,234	\$ 659,793
<b><u>Advance Planning</u></b>					
Long Range Planning Fund	5,542	-	165,000	5,000	355,000
Total Advance Planning	\$ 5,542	\$ -	\$ 165,000	\$ 5,000	\$ 355,000
<b>Total Division Funding</b>	<b>\$ 1,184,242</b>	<b>\$ 1,211,832</b>	<b>\$ 1,471,643</b>	<b>\$ 1,277,658</b>	<b>\$ 1,632,821</b>

# Community Development

## ALL DIVISIONS

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 791,089	\$ 813,777	\$ 770,411	\$ 783,112	\$ 833,028
EMPLOYEE BENEFITS	\$ 241,459	\$ 253,235	\$ 309,232	\$ 305,989	\$ 315,143
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 5,548	\$ 4,446	\$ 9,700	\$ 10,248	\$ 8,500
Conferences & Memberships	\$ 7,698	\$ 7,579	\$ 14,500	\$ 14,242	\$ 13,000
Contractual Services	\$ 73,192	\$ 71,021	\$ 125,000	\$ 87,970	\$ 55,000
Equipment Supplies & Maintenance	\$ 6,368	\$ 4,393	\$ 6,500	\$ 4,798	\$ 6,250
Special Department Administrative	\$ 37,889	\$ 36,381	\$ 215,000	\$ 50,000	\$ 375,000
Total Supplies & Services	\$ 130,695	\$ 123,820	\$ 370,700	\$ 167,257	\$ 457,750
CAPITAL OUTLAY ALLOWANCE	\$ 21,000	\$ 21,000	\$ 21,300	\$ 21,300	\$ 26,900
CAPITAL PROJECT EXPENSES	\$ -	\$ 1	\$ 2	\$ 3	\$ 4
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,184,242</b>	<b>\$ 1,211,832</b>	<b>\$ 1,471,643</b>	<b>\$ 1,277,658</b>	<b>\$ 1,632,821</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,178,700	1,211,832	1,306,643	1,272,658	1,277,821
Long Range Planning Fund	5,542	-	165,000	5,000	355,000
<b>TOTAL FUNDING</b>	<b>\$ 1,184,242</b>	<b>\$ 1,211,832</b>	<b>\$ 1,471,643</b>	<b>\$ 1,277,658</b>	<b>\$ 1,632,821</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	-	-
Senior Planner	-	-	-	1.00	1.00
Associate Planner	-	-	-	-	-
Assistant Planner	1.00	1.00	-	-	-
Community Development Aide	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	1.00
Permits Clerk	1.00	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00	1.00
Planning Technician	-	-	1.00	1.00	1.00
Planning Intern (PST)	-	-	-	-	-
<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	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 415,873	\$ 445,690	\$ 382,861	\$ 397,423	\$ 428,097
EMPLOYEE BENEFITS	\$ 126,033	\$ 128,447	\$ 156,896	\$ 142,242	\$ 161,431
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,548	4,301	7,500	6,432	6,300
Conferences & Memberships	2,352	3,843	6,500	6,754	5,000
Contractual Services	4,983	10,713	5,000	5,000	5,000
Equipment Supplies & Maintenance	939	884	500	473	500
Total Supplies & Services	\$ 13,821	\$ 19,740	\$ 19,500	\$ 18,658	\$ 16,800
CAPITAL OUTLAY ALLOWANCE	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 11,700
<b>TOTAL EXPENDITURES</b>	<b>\$ 561,828</b>	<b>\$ 599,977</b>	<b>\$ 565,357</b>	<b>\$ 564,424</b>	<b>\$ 618,028</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

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SALARY</b>					
Director of Community Development	144,909	80,285	138,516	100,720	169,243
Planning Manager 101-512200-210	109,558	-	-	-	-
Senior Planner	-	114,408	93,610	50,714	102,489
Associate Planner	78,377	83,430	-	-	-
Assistant Planner	-	-	-	-	3,406
Planning Technician	-	42,535	64,154	56,006	68,113
Community Development Aide	35,544	18,251	53,581	52,470	56,846
Planning Intern (PST)	-	4,670	5,000	-	-
Overtime	-	138	1,000	-	1,000
Vacation Leave Compensation	8,644	-	-	12,513	-
Casual Hire (DRB/PC Minutes)	38,842	101,974	27,000	125,000	27,000
Subtotal:	\$ 415,873	\$ 445,690	\$ 382,861	\$ 397,423	\$ 428,097
<b>EMPLOYEE BENEFITS</b>					
Medical & Insurance	49,809	51,141	77,329	54,050	66,312
Employee Accruing Fringe	12,035	9,567	-	10,144	5,100
PERS-Employer Normal Cost	27,599	26,507	27,575	26,242	37,433
PERS-Employer Unfunded Liability Pmt.	25,468	29,952	37,905	37,905	44,985
PST 3.75% Employer Contribution	-	175	188	-	-
Other Retirement Benefits (GASB 45)	3,805	3,960	6,997	6,997	-
FICA-Medicare	5,517	5,346	5,102	4,887	5,801
Unemployment Insurance	-	-	-	-	-
Auto Allowance	1,800	1,800	1,800	2,018	1,800
Subtotal:	\$ 126,033	\$ 128,447	\$ 156,896	\$ 142,242	\$ 161,431
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Noticing & Publication	5,332	4,301	7,000	6,182	6,000
Publications & Subscriptions	216	-	500	250	300
Subtotal:	\$ 5,548	\$ 4,301	\$ 7,500	\$ 6,432	\$ 6,300
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel	1,310	2,806	4,000	4,000	3,000
Employee Development/Training	395	390	1,500	1,500	1,000
Memberships	647	647	1,000	1,254	1,000
Subtotal:	\$ 2,352	\$ 3,843	\$ 6,500	\$ 6,754	\$ 5,000
<b>CONTRACTUAL SERVICES</b>					
Contractual Services	4,983	10,713	5,000	5,000	5,000
Subtotal:	\$ 4,983	\$ 10,713	\$ 5,000	\$ 5,000	\$ 5,000
<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
Fuel & Oil	668	505	-	457	-
Vehicle Maintenance	271	379	500	-	500
Subtotal:	\$ 939	\$ 884	\$ 500	\$ 473	\$ 500
Total Supplies & Services:	\$ 13,821	\$ 19,740	\$ 19,500	\$ 18,658	\$ 16,800
<b>CAPITAL OUTLAY ALLOWANCE</b>					
Capital Equipment Allowance	2,000	2,000	2,000	2,000	4,200
Technology Allowance	4,100	4,100	4,100	4,100	7,500
Subtotal:	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 11,700
<b>TOTAL DEPARTMENT</b>	<b>\$ 561,828</b>	<b>\$ 599,977</b>	<b>\$ 565,357</b>	<b>\$ 564,424</b>	<b>\$ 618,028</b>

## Community Development

### BUILDING INSPECTION

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 375,215	\$ 368,088	\$ 387,550	\$ 385,688	\$ 404,931
EMPLOYEE BENEFITS	\$ 115,426	\$ 124,788	\$ 152,336	\$ 163,746	\$ 153,712
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	145	2,200	3,816	2,200
Conferences & Memberships	5,346	3,736	8,000	7,488	8,000
Contractual Services	68,209	60,308	120,000	82,970	50,000
Equipment Supplies & Maintenance	5,429	3,510	6,000	4,325	5,750
Utility & Communication	-	-	-	-	-
Special Department Administrative Allocated Costs	32,347	36,381	50,000	45,000	20,000
Total Supplies & Services	\$ 111,331	\$ 104,080	\$ 186,200	\$ 143,599	\$ 85,950
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 14,900	\$ 14,900	\$ 15,200	\$ 15,200	\$ 15,200
<b>TOTAL EXPENDITURES</b>	<b>\$ 616,872</b>	<b>\$ 611,856</b>	<b>\$ 741,286</b>	<b>\$ 708,234</b>	<b>\$ 659,793</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

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SALARY</b>					
Building Official	128,963	131,892	137,023	136,793	141,139
Building Inspector	93,829	100,951	104,269	104,089	107,396
Building Permit Technician	50,347	49,232	68,255	64,387	69,902
Building Permits Clerk	57,724	64,095	56,003	56,499	62,994
Overtime	40	251	1,000	460	1,000
Vacation Conversion	2,255		-	-	-
Casual/Temporary Hire	42,056	21,667	21,000	23,460	22,500
Subtotal:	\$ 375,215	\$ 368,088	\$ 387,550	\$ 385,688	\$ 404,931
<b>EMPLOYEE BENEFITS</b>					
Medical & Insurance	46,627	47,841	76,099	53,072	63,917
Employee Accruing Fringe	13,272	14,400	-	14,400	9,600
PERS-Employer Normal Cost	21,608	23,891	25,721	25,578	29,679
PERS-Unfunded Liability	25,468	29,952	37,905	57,972	44,985
Other Retirement Benefits (GASB 45)	3,504	3,524	7,311	7,311	-
FICA-Medicare	4,948	5,180	5,300	5,412	5,531
Subtotal:	\$ 115,426	\$ 124,788	\$ 152,336	\$ 163,746	\$ 153,712
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Publications & Subscriptions	-	145	2,200	3,816	2,200
Subtotal:	\$ -	\$ 145	\$ 2,200	\$ 3,816	\$ 2,200
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel	73	3,091	4,500	4,500	4,500
Employee Development/Training	4,971	645	2,500	2,500	2,500
Memberships	303	-	1,000	488	1,000
Subtotal:	\$ 5,346	\$ 3,736	\$ 8,000	\$ 7,488	\$ 8,000
<b>CONTRACTUAL SERVICES</b>					
Contractual (Marin Builders Survey)	-	60,308	40,000	40,000	-
Contractual (Outside Plan Check)	68,209		80,000	42,970	50,000
Subtotal:	\$ 68,209	\$ 60,308	\$ 120,000	\$ 82,970	\$ 50,000
<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
Equipment Maintenance	2,196	1,306	2,500	2,594	2,500
Fuel & Oil	2,004	1,514	2,000	1,370	1,750
Vehicle Maintenance	1,229	690	1,500	362	1,500
Subtotal:	\$ 5,429	\$ 3,510	\$ 6,000	\$ 4,325	\$ 5,750
<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
Records Management-Outside Scanning	32,347	36,381	50,000	45,000	20,000
Subtotal:	\$ 32,347	\$ 36,381	\$ 50,000	\$ 45,000	\$ 20,000
Total Supplies & Services:	\$ 111,331	\$ 104,080	\$ 186,200	\$ 143,599	\$ 85,950
<b>CAPITAL OUTLAY ALLOWANCE</b>					
Capital Equipment Allowance	4,200	4,200	4,200	4,200	4,200
Technology Allowance	10,700	10,700	11,000	11,000	11,000
Total:	\$ 14,900	\$ 14,900	\$ 15,200	\$ 15,200	\$ 15,200
<b>TOTAL DEPARTMENT</b>	<b>\$ 616,872</b>	<b>\$ 611,856</b>	<b>\$ 741,286</b>	<b>\$ 708,234</b>	<b>\$ 659,793</b>

# Community Development

## ADVANCE PLANNING

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 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	5,542	-	165,000	5,000	355,000
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 5,542	\$ -	\$ 165,000	\$ 5,000	\$ 355,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,542</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ 5,000</b>	<b>\$ 355,000</b>

# Community Development

## ADVANCE PLANNING

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SALARY</b>					
Advance Planner					
Total:	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Associate Planner</b>					
Medical & Insurance					
Employee Accruing Fringe					
PERS-Employee (7%)					
PERS-Town (11.776%)					
FICA-Medicare					
Total:	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Noticing & Publication					
Printing & Reproduction					
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel					
Memberships					
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL SERVICES</b>					
Contractual Services					
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
Housing Element Update	-	-	-	-	-
Climate Action Plan	-	-	5,000	5,000	5,000
General Plan Update (Misc.)	5,542	-	160,000		350,000
Subtotal:	\$ 5,542	\$ -	\$ 165,000	\$ 5,000	\$ 355,000
<b>ALLOCATED COSTS</b>					
Insurance-Liability	-	-	-	-	-
Insurance-Workers' Compensation	-	-	-	-	-
Town Hall Facility	-	-	-	-	-
Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies & Services:	\$ 5,542	\$ -	\$ 165,000	\$ 5,000	\$ 355,000
<b>CAPITAL OUTLAY ALLOWANCE</b>					
Capital Equipment Allowance	-	-	-	-	-
Technology Allowance	-	-	-	-	-
Total:	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL DEPARTMENT</b>	<b>\$ 5,542</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ 5,000</b>	<b>\$ 355,000</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 \$3,750,367. 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 policy 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

	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>DEPARTMENT FUNDING</b>					
General Fund	3,015,122	3,159,977	3,667,787	3,423,800	3,750,367
Police COPS/SLESF Fund	122,422	-	-	-	-
<b>Total Department Funding</b>	<b>\$ 3,137,544</b>	<b>\$ 3,159,977</b>	<b>\$ 3,667,787</b>	<b>\$ 3,423,800</b>	<b>\$ 3,750,367</b>
<b>DIVISION FUNDING</b>					
<b><u>Police Services</u></b>					
General Fund	2,954,869	3,104,928	3,595,287	3,346,584	3,679,767
Police COPS/SLESF Fund	122,422	-	-	-	-
Total Police Services	\$ 3,077,291	\$ 3,104,928	\$ 3,595,287	\$ 3,346,584	\$ 3,679,767
<b><u>Police Facility</u></b>					
General Fund	60,253	55,049	72,500	77,216	70,600
Total Facility	\$ 60,253	\$ 55,049	\$ 72,500	\$ 77,216	\$ 70,600
<b>Total Division Funding</b>	<b>\$ 3,137,544</b>	<b>\$ 3,159,977</b>	<b>\$ 3,667,787</b>	<b>\$ 3,423,800</b>	<b>\$ 3,750,367</b>

# Police Department

## ALL DIVISIONS

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 1,807,728	\$ 1,883,568	\$ 2,090,860	\$ 2,034,987	\$ 2,142,422
EMPLOYEE BENEFITS	\$ 656,402	\$ 682,994	\$ 925,311	\$ 845,632	\$ 947,499
SUPPLIES & SERVICES					
Department Supplies & Expenses	59,332	49,751	65,000	44,439	63,500
Conferences & Memberships	3,223	9,130	16,000	10,141	24,000
Contractual Services	128,722	28,172	46,087	150	53,924
Intergovernmental & Agency	222,222	251,068	249,001	234,350	244,122
Equipment Supplies & Maintenance	106,475	102,648	109,600	115,887	110,600
Utility & Communication	63,050	62,425	67,428	50,325	65,800
Special Department Administrative	4,230	4,221	10,000	1,890	10,000
Total Supplies & Services	\$ 587,254	\$ 507,415	\$ 563,116	\$ 457,182	\$ 571,946
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
CAPITAL PROJECT EXPENSES	\$ 160	\$ -	\$ 2,500	\$ -	\$ 2,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,137,544</b>	<b>\$ 3,159,977</b>	<b>\$ 3,667,787</b>	<b>\$ 3,423,800</b>	<b>\$ 3,750,367</b>
<b>SOURCE OF FUNDING</b>					
General Fund	3,015,122	3,159,977	3,667,787	3,423,800	3,750,367
Police COPS/SLESF Fund	122,422	-	-	-	-
<b>TOTAL FUNDING</b>	<b>\$ 3,137,544</b>	<b>\$ 3,159,977</b>	<b>\$ 3,667,787</b>	<b>\$ 3,423,800</b>	<b>\$ 3,750,367</b>
<b>STAFFING LEVEL</b>					
Chief	1.00	1.00	1.00	1.00	1.00
Captain	-	-	-	-	-
Sergeant	4.00	4.00	4.00	4.00	4.00
Investigator	-	-	-	-	-
Patrol Officers	7.00	8.00	8.00	8.00	8.00
Police Service Aide	3.00	3.00	3.00	3.00	3.00
Emergency Services Coordinator	1.00	1.00	1.00	1.00	1.00
Secretary	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>

# Police Department

## POLICE SERVICES

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 1,807,728	\$ 1,883,568	\$ 2,090,860	\$ 2,034,987	\$ 2,142,422
EMPLOYEE BENEFITS	\$ 656,402	\$ 682,994	\$ 925,311	\$ 845,632	\$ 947,499
SUPPLIES & SERVICES					
Department Supplies & Expenses	59,332	49,751	65,000	44,439	63,500
Conferences & Memberships	3,223	9,130	16,000	10,141	24,000
Contractual Services	128,722	28,172	46,087	150	53,924
Intergovernmental & Agency	222,222	251,068	249,001	234,350	244,122
Equipment Supplies & Maintenance	74,472	73,280	74,500	59,974	76,000
Utility & Communication	39,190	40,966	42,528	30,912	42,300
Total Supplies & Services	\$ 527,161	\$ 452,366	\$ 493,116	\$ 379,966	\$ 503,846
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,077,291</b>	<b>\$ 3,104,928</b>	<b>\$ 3,595,287</b>	<b>\$ 3,346,584</b>	<b>\$ 3,679,767</b>
<b>STAFFING LEVEL</b>					
Positions	16.00	17.00	17.00	17.00	17.00
<b>TOTAL STAFFING</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>

# Police Department

## POLICE SERVICES

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SALARY</b>					
Police Chief	182,574	189,663	195,572	195,241	202,700
Sergeants (4)	440,726	410,159	485,862	464,448	505,232
Patrol Officer (8)	671,101	773,528	820,843	758,124	805,245
Emergency/Admin Services Coordinator	79,480	81,856	88,627	88,544	94,934
Police Service Aide (3)	186,060	179,663	208,113	205,023	221,189
Overtime	118,022	150,903	123,600	140,830	145,055
Overtime-Special Svcs	14,541	2,266	10,000	6,234	10,000
ORT Patrol	-	-	20,000	15,764	25,000
Education Incentive Pay	13,368	24,093	27,300	27,997	30,300
Holiday Pay	47,391	43,939	63,483	58,572	63,487
Special Pay	2,831	2,305	9,000	5,849	6,000
Bilingual Pay	-	-	6,000	-	4,500
Longevity Pay	9,308	12,529	14,460	12,049	10,780
Shift Differential	10,219	12,665	18,000	12,275	18,000
Vacation Leave Compensation	32,108	-	-	44,037	-
<b>Total:</b>	<b>\$ 1,807,728</b>	<b>\$ 1,883,568</b>	<b>\$ 2,090,860</b>	<b>\$ 2,034,987</b>	<b>\$ 2,142,422</b>
<b>EMPLOYEE BENEFITS</b>					
Medical & Insurance	159,445	159,710	286,709	211,649	272,089
Employee Accruing Fringe	30,145	29,406	-	23,952	9,600
PERS-Employer Normal Cost	196,515	215,239	267,754	236,476	280,631
PERS-Employer Unfunded Liability Pmt.	188,369	216,455	287,339	287,341	340,297
PST-Part-time (3.75%)	19	-	-	-	-
Other Retirement Benefits (GASB 45) 2%	18,151	19,497	41,817	41,817	-
FICA-Medicare	25,006	25,272	25,254	29,159	28,444
Automobile Allowance	2,400	2,400	2,400	2,400	2,400
Medical Allowance	12,838	12,838	12,838	12,838	12,838
Tuition Reimbursement	1,015	1,200	1,200	-	1,200
Unemployment Insurance	22,500	977	-	-	-
<b>Total:</b>	<b>\$ 656,402</b>	<b>\$ 682,994</b>	<b>\$ 925,311</b>	<b>\$ 845,632</b>	<b>\$ 947,499</b>
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Office & Copier Supplies	34,390	12,783	14,000	12,902	14,000
Evidence Supplies	743	756	1,500	967	1,500
Postage	4,638	737	4,000	231	1,000
Printing, Reproduction	4,783	3,330	5,000	3,227	4,000
Range & Weapons	4,087	9,908	10,000	1,785	10,000
Recruiting & Investigation	1,375	7,970	10,000	12,458	12,000
Special Investigation	1,572	768	8,000	2,269	6,000
DOJ Live Scan	4,255	8,697	8,000	3,581	8,000
Publications & Subscriptions	3,489	4,801	4,500	7,021	7,000
<b>Subtotal:</b>	<b>\$ 59,332</b>	<b>\$ 49,751</b>	<b>\$ 65,000</b>	<b>\$ 44,439</b>	<b>\$ 63,500</b>

# Police Department

## POLICE SERVICES

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel	359	2,115	2,000	2,437	3,000
Memberships	1,181	1,499	2,000	-	2,000
POST-Reimbursed Training	197	557	-	-	12,000
POST-Non Reimbursed Training	637	3,154	10,000	6,207	5,000
Special Meal Allowance (MOU)	849	1,805	2,000	1,497	2,000
<b>Subtotal:</b>	<b>\$ 3,223</b>	<b>\$ 9,130</b>	<b>\$ 16,000</b>	<b>\$ 10,141</b>	<b>\$ 24,000</b>
<b>CONTRACTUAL SERVICES</b>					
Contractual Services	84,186	-	-	150	-
Records Management System (Tech)	26,568	23,512	37,515	-	38,487
Lexipol Policy Manual Maintenance	5,425	-	-	-	4,000
Systems Support (MDC, CAD Maint)	12,543	4,660	8,572	-	11,437
<b>Subtotal:</b>	<b>\$ 128,722</b>	<b>\$ 28,172</b>	<b>\$ 46,087</b>	<b>\$ 150</b>	<b>\$ 53,924</b>
<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
Marin County Major Crimes Task Force	46,558	49,555	50,994	53,625	52,063
Marin County Dispatch	172,537	198,386	194,880	180,725	188,932
Marin County DA-Prandi Center	3,127	3,127	3,127	-	3,127
<b>Subtotal:</b>	<b>\$ 222,222</b>	<b>\$ 251,068</b>	<b>\$ 249,001</b>	<b>\$ 234,350</b>	<b>\$ 244,122</b>
<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
Equipment Maintenance	2,803	2,103	2,000	2,407	2,500
Fuel & Oil	23,879	17,979	22,000	24,310	25,000
Radar Maintenance	-	-	500	-	-
Radio Maintenance	1,602	4,076	2,000	363	2,000
Safety Equipment	3,049	2,290	10,000	1,745	5,000
Uniform Maintenance	6,015	3,993	6,000	4,962	7,000
Uniform Purchase/Replacement	16,522	14,604	10,000	12,718	15,000
Vehicle Supplies	250	1,061	1,000	5,004	1,000
Vehicle Maintenance	13,584	16,997	15,000	7,469	15,000
Safety Equipment (MOU)	-	183	1,000	188	1,000
License Plate Camera Maintenance	6,768	9,994	5,000	807	2,500
<b>Subtotal:</b>	<b>\$ 74,472</b>	<b>\$ 73,280</b>	<b>\$ 74,500</b>	<b>\$ 59,974</b>	<b>\$ 76,000</b>
<b>UTILITY &amp; COMMUNICATION</b>					
Telecommunication	22,681	26,516	25,000	19,750	25,000
Cable Communication Services	658	601	800	303	600
MIDAS Internet Connection	15,850	13,849	16,728	10,859	16,700
<b>Subtotal:</b>	<b>39,190</b>	<b>40,966</b>	<b>42,528</b>	<b>30,912</b>	<b>42,300</b>
<b>Total Supplies &amp; Services:</b>	<b>527,161</b>	<b>452,366</b>	<b>493,116</b>	<b>379,966</b>	<b>503,846</b>
<b>CAPITAL OUTLAY ALLOWANCE</b>					
ALLC-Depreciation Allw	75,000	75,000	75,000	75,000	75,000
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>\$ 3,077,291</b>	<b>\$ 3,104,928</b>	<b>\$ 3,595,287</b>	<b>\$ 3,346,584</b>	<b>\$ 3,679,767</b>

# Police Department

## POLICE FACILITY

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	32,003	29,368	35,100	55,913	34,600
Utility & Communication	23,861	21,459	24,900	19,413	23,500
Special Department Administrative	4,230	4,221	10,000	1,890	10,000
Total Supplies & Services	\$ 60,093	\$ 55,049	\$ 70,000	\$ 77,216	\$ 68,100
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 160	\$ -	\$ 2,500	\$ -	\$ 2,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,253</b>	<b>\$ 55,049</b>	<b>\$ 72,500</b>	<b>\$ 77,216</b>	<b>\$ 70,600</b>

# Police Department

## POLICE FACILITY

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SUPPLIES &amp; SERVICES</b>					
<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
Equipment Maintenance	9,497	9,946	10,000	26,069	10,000
Building/Facility Supplies	7,133	6,141	8,000	8,206	8,000
Fuel & Oil	-	-	500	-	500
Inspection & Testing	242	-	500	-	500
Janitorial Services	14,503	13,071	14,500	14,967	15,000
Landscape Grounds & Material	166	-	-	-	-
Pest Control Service	407	210	600	-	600
Vehicle Maintenance	-	-	-	6,670	-
Special Maintenance	55	-	1,000	-	-
<b>Subtotal:</b>	<b>\$ 32,003</b>	<b>\$ 29,368</b>	<b>\$ 35,100</b>	<b>\$ 55,913</b>	<b>\$ 34,600</b>
<b>UTILITY &amp; COMMUNICATION</b>					
Energy-PG&E	23,042	20,462	24,000	18,549	22,500
Water-MMWD	819	997	900	865	1,000
<b>Subtotal:</b>	<b>\$ 23,861</b>	<b>\$ 21,459</b>	<b>\$ 24,900</b>	<b>\$ 19,413</b>	<b>\$ 23,500</b>
<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
Emergency & Disaster Planning	4,230	893	5,000	1,890	5,000
Office Furniture	-	3,328	5,000	-	5,000
<b>Subtotal:</b>	<b>\$ 4,230</b>	<b>\$ 4,221</b>	<b>\$ 10,000</b>	<b>\$ 1,890</b>	<b>\$ 10,000</b>
<b>ALLOCATED COSTS</b>					
Insurance-Property					
Subtotal:					
Total Supplies & Services:	\$ 60,093	\$ 55,049	\$ 70,000	\$ 77,216	\$ 68,100
<b>CAPITAL PROJECT EXPENSES</b>					
Facility Alteration/Improvement	160	-	2,500	-	2,500
<b>Total:</b>	<b>\$ 160</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ 2,500</b>
<b>TOTAL DEPARTMENT</b>	<b>\$ 60,253</b>	<b>\$ 55,049</b>	<b>\$ 72,500</b>	<b>\$ 77,216</b>	<b>\$ 70,600</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 \$2,174,862 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

	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>DEPARTMENT FUNDING</b>					
General Fund	1,728,263	1,684,537	2,053,378	1,978,409	2,000,017
Gas Tax	-	-	40,000	40,000	-
Street Impact Fund					50,000
Measure "A" Parks	-	-	75,541	75,541	68,344
Park Development & ORT	-	-	20,000	-	40,000
Cypress Hollow Fund	16,489	25,193	16,500	34,491	16,500
<b>Total Department Funding</b>	<b>\$ 1,744,752</b>	<b>\$ 1,709,730</b>	<b>\$ 2,205,419</b>	<b>\$ 2,128,441</b>	<b>\$ 2,174,862</b>
<b>DIVISION FUNDING</b>					
<b><u>Administration &amp; Engineering</u></b>					
General Fund	519,582	358,353	578,896	567,239	518,541
Gas Tax	-	-	40,000	40,000	-
Measure "A" Parks	-	-	75,541	75,541	68,344
Total Administration & Engineering	\$ 519,582	\$ 358,353	\$ 694,437	\$ 682,780	\$ 586,885
<b><u>Streets Maintenance</u></b>					
General Fund	467,806	524,332	562,189	579,641	628,300
Street Impact Fund	-	-	-	-	50,000
Total Streets Maintenance	\$ 467,806	\$ 524,332	\$ 562,189	\$ 579,641	\$ 678,300
<b><u>Parks Maintenance</u></b>					
General Fund	596,544	655,807	763,263	697,709	728,077
Park Development & ORT	-	-	20,000	-	40,000
Total Parks Maintenance	\$ 596,544	\$ 655,807	\$ 783,263	\$ 697,709	\$ 768,077
<b><u>Street &amp; Signal Light Maintenance</u></b>					
General Fund	36,182	44,592	36,000	25,469	36,000
Total Street & Signal Light Maintenance	\$ 36,182	\$ 44,592	\$ 36,000	\$ 25,469	\$ 36,000
<b><u>Cypress Hollow</u></b>					
Cypress Hollow Fund	16,489	25,193	16,500	34,491	16,500
Total Cypress Hollow	\$ 16,489	\$ 25,193	\$ 16,500	\$ 34,491	\$ 16,500
<b><u>Corporation Yard</u></b>					
General Fund	108,150	101,454	113,030	108,352	89,100
Total Corporation Yard	\$ 108,150	\$ 101,454	\$ 113,030	\$ 108,352	\$ 89,100
<b>Total Division Funding</b>	<b>\$ 1,744,752</b>	<b>\$ 1,709,730</b>	<b>\$ 2,205,419</b>	<b>\$ 2,128,441</b>	<b>\$ 2,174,862</b>

## Public Works

### ALL DIVISIONS

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 744,142	\$ 807,936	\$ 890,848	\$ 983,007	\$ 914,668
EMPLOYEE BENEFITS	279,609	294,735	371,391	384,671	373,529
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,496	4,037	6,450	5,091	5,510
Conferences & Memberships	3,223	5,339	10,800	4,502	12,155
Contractual Services	147,390	117,932	218,400	89,251	130,400
Equipment Supplies & Maintenance	387,691	280,263	492,680	454,129	515,800
Utility & Communication	134,600	154,414	167,250	165,190	175,200
Total Supplies & Services	678,401	561,984	895,580	718,164	839,065
CAPITAL OUTLAY EXPENSE	-	2,475	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>\$ 1,744,752</b>	<b>\$ 1,709,730</b>	<b>\$ 2,205,419</b>	<b>\$ 2,128,441</b>	<b>\$ 2,174,862</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,728,263	1,684,537	2,053,378	1,978,409	2,000,017
Cypress Hollow Fund	16,489	25,193	16,500	34,491	16,500
State Gas Tax Fund	-	-	40,000	40,000	-
Street Impact Fund	-	-	-	-	50,000
Park Development & ORT	-	-	20,000	-	40,000
Measure "A" Parks	-	-	75,541	75,541	68,344
<b>TOTAL FUNDING</b>	<b>\$ 1,744,752</b>	<b>\$ 1,709,730</b>	<b>\$ 2,205,419</b>	<b>\$ 2,128,441</b>	<b>\$ 2,174,862</b>
<b>STAFFING LEVEL</b>					
Public Works Director/ Town Engineer	1.00	1.00	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00	1.00
Engineer Technician	-	-	-	-	-
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>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

## Public Works

### ADMINISTRATION & ENGINEERING

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 262,171	\$ 263,218	\$ 334,850	\$ 379,093	\$ 307,812
EMPLOYEE BENEFITS	\$ 74,650	\$ 71,095	\$ 107,137	\$ 130,687	\$ 101,608
SUPPLIES & SERVICES					
Department Supplies & Expenses	524	540	2,250	804	810
Conferences & Memberships	856	1,636	3,500	1,596	6,055
Contractual Services	5,846	7,460	19,000	7,500	43,000
Equipment Supplies & Maintenance	172,935	11,804	225,100	160,500	125,000
Total Supplies & Services	\$ 180,161	\$ 21,440	\$ 249,850	\$ 170,401	\$ 174,865
CAPITAL OUTLAY ALLOWANCE	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
<b>TOTAL EXPENDITURES</b>	<b>\$ 519,582</b>	<b>\$ 358,353</b>	<b>\$ 694,437</b>	<b>\$ 682,780</b>	<b>\$ 586,885</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>

## Public Works

### ADMINISTRATION & ENGINEERING

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SALARY</b>					
Public Works Director/Town Engineer	166,788	173,565	186,132	188,702	192,816
Public Works Director/Town Engineer	-	-	42,669	30,000	-
Associate Engineer	95,383	88,993	106,049	104,577	114,996
Project Coordinitor		-		26,983	
Administrative Aide				946	
Vacation Conversion	-	-	-	26,938	-
Casual Hire	-	660	-	946	-
Total:	\$ 262,171	\$ 263,218	\$ 334,850	\$ 379,093	\$ 307,812
<b>EMPLOYEE BENEFITS</b>					
Medical & Insurance	20,916	20,250	42,156	26,344	42,840
Employee Accruing Fringe	4,800	4,800	-	4,800	-
Retiree Medical Insurance				27,086	
Unemployment Insurance				28,987	
PERS-Employee (7%)	-		-	10,242	
PERS-Town Normal Cost	19,443	21,286	30,876	4,257	26,432
PST - Part time (3.75%)				3,600	
PERS-Unfunded Liability Payment	19,443	14,476	18,953	918	22,492
Other Retirement Benefits (GASB 45) 2.0%	2,684	2,848	6,697	10,242	-
CALPERS Side Fund Repayment (1.717%)				4,257	
FICA-Medicare	3,765	3,834	4,855	3,600	4,444
Medical Allowance				918	
Auto Allowance	3,600	3,600	3,600	3,600	2,400
Relocation Expense				918	
Cell Phone Allowance	-	-	-	918	3,000
Total:	\$ 74,650	\$ 71,095	\$ 107,137	\$ 130,687	\$ 101,608
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Noticing and Publication	455	471	2,000	804	810
Publications & Subscriptions	70	70	250	-	-
Subtotal:	\$ 524	\$ 540	\$ 2,250	\$ 804	\$ 810
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel	403	582	1,000	815	3,900
Employee Development/Training	452	255	2,000	-	900
Memberships	-	800	500	781	1,255
Subtotal:	\$ 856	\$ 1,636	\$ 3,500	\$ 1,596	\$ 6,055
<b>CONTRACTUAL SERVICES</b>					
Contract - Engineering Services	5,846	7,460	17,000	7,500	15,000
Street Speed Survey	-		2,000		28,000
Subtotal:	\$ 5,846	\$ 7,460	\$ 19,000	\$ 7,500	\$ 43,000
<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
Open Space Management	\$ 93,000	3,193	\$ 49,459	120,000	\$ 56,656
Open Space Management (Measure A)			\$ 75,541		\$ 68,344
Storm Drain Flushing	\$ 45,815	-	\$ 50,000	35,000	\$ -
Slide Repairs		(1,780)	\$ -	-	\$ -
Curb/Sidewalk Improvements	\$ 20,000		\$ 20,000	\$ 5,500	\$ -
Street Striping	\$ -	10,390	\$ 10,000	-	\$ -
Traffic Calming	\$ 14,120		\$ 20,000		\$ -

**Public Works****ADMINISTRATION & ENGINEERING**

<b>Account Description</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
Telecommunication	\$ -	-	\$ 100	-	\$ -
Subtotal:	\$ 172,935	\$ 11,804	\$ 225,100	\$ 160,500	\$ 125,000
Total Supplies & Services:	\$ 180,161	\$ 21,440	\$ 249,850	\$ 170,401	\$ 174,865
<b>CAPITAL OUTLAY ALLOWANCE</b>					
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>\$ 519,582</b>	<b>\$ 358,353</b>	<b>\$ 694,437</b>	<b>\$ 682,780</b>	<b>\$ 586,885</b>

## Public Works

### STREETS MAINTENANCE

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 292,944	\$ 323,179	\$ 343,962	\$ 347,522	\$ 364,391
EMPLOYEE BENEFITS	\$ 118,417	\$ 132,525	\$ 142,727	\$ 144,389	\$ 152,809
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 200	\$ -	\$ 200	\$ -	\$ -
Conferences & Memberships	\$ 737	\$ 2,177	\$ 4,000	\$ 1,376	\$ 4,000
Equipment Supplies & Maintenance	\$ 55,508	\$ 63,976	\$ 66,300	\$ 86,354	\$ 152,100
Total Supplies & Services	\$ 56,445	\$ 66,153	\$ 70,500	\$ 87,730	\$ 156,100
CAPITAL OUTLAY EXPENSE	\$ -	\$ 2,475	\$ 5,000	\$ -	\$ 5,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 467,806</b>	<b>\$ 524,332</b>	<b>\$ 562,189</b>	<b>\$ 579,641</b>	<b>\$ 678,300</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

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SALARY</b>					
Superintendent of Public Works	103,697	113,516	121,328	118,728	131,197
Maintenance Worker (2)	118,781	132,934	140,112	137,170	144,316
Senior Maintenance Worker	66,309	71,468	76,622	76,501	82,878
Overtime	558	1,660	2,300	2,047	2,400
Vacation Leave Compensasion				9,406	
Special Shift Pay	3,600	3,600	3,600	3,671	3,600
Total:	\$ 292,944	\$ 323,179	\$ 343,962	\$ 347,522	\$ 364,391
<b>EMPLOYEE BENEFITS</b>					
Medical & Insurance	50,732	50,505	70,745	41,366	63,840
Employee Accruing Fringe	15,323	20,289	-	23,586	9,600
PERS-Employee (7%)	18,895		-		
PERS-Town Normal Cost	25,468	21,928	23,614	23,514	27,478
PERS-Unfunded Liability		29,952	37,905	37,905	44,985
Other Retirement Benefits (GASB 45)	2,941	3,125	6,761	10,340	-
CalPERS Side Fund Repayment (1.717%)					
FICA-Medicare	4,457	4,976	1,902	5,230	5,106
Auto Allowance	-		-		
Cell Phone Allowance	600	550	600	612	600
Tuition Reimbursement	-	1,200	1,200	1,835	1,200
Unemployment Insurance			-		
Total:	\$ 118,417	\$ 132,525	\$ 142,727	\$ 144,389	\$ 152,809
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Publications & Subscriptions	200	-	200	-	-
Subtotal:	\$ 200	\$ -	\$ 200	\$ -	\$ -
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel	305	1,787	1,500	1,376	1,500
Employee Development/Training	432	390	2,500	-	2,500
Memberships	-		-		
Subtotal:	\$ 737	\$ 2,177	\$ 4,000	\$ 1,376	\$ 4,000
<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
Operating Supplies	611	1,297	1,500	2,855	2,900
Equipment Maintenance	3,017	78	1,100	1,088	1,100
Library Expansion				3,515	-
Fuel & Oil	26,722	20,190	25,000	27,391	14,000
Pest Control Downtown	1,500	1,500	1,500	1,500	1,500
Downtown Cleanup & Restrooms					
Small Tools	879	1,130	1,000	48	1,000
Storm Drain & Culvert Maintenance	2,135	6,689	10,000	20,000	30,000
Street Materials & Signs	14,174	26,513	20,000	23,546	35,000

**Public Works****STREETS MAINTENANCE**

<b>Account Description</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
Safety Equipment & Apparel	1,122	2,230	2,000	1,091	1,200
Uniform Maintenance Service	3,178	1,598	3,000	-	4,200
Uniform Purchase/Replacement	1,094	2,391	-	4,105	-
Vehicle Maintenance				497	10,000
Safety Equipment (MOU)	1,075	359	1,200	718	1,200
Contingency (Streets)					50,000
Tara View Landslide Repair					
Subtotal:	\$ 55,508	\$ 63,976	\$ 66,300	\$ 86,354	\$ 152,100
<b>UTILITY &amp; COMMUNICATION</b>					
Emergency PG&E PSPS			-	29,797	-
Total Supplies & Services:	\$ 56,445	\$ 66,153	\$ 70,500	\$ 87,730	\$ 156,100
<b>OTHER EQUIPMENT</b>					
Street Light Pole Replacement	-	2,475	5,000	-	5,000
Total:	\$ -	\$ 2,475	\$ 5,000	\$ -	\$ 5,000
<b>TOTAL DEPARTMENT</b>	<b>\$ 467,806</b>	<b>\$ 524,332</b>	<b>\$ 562,189</b>	<b>\$ 609,437</b>	<b>\$ 678,300</b>

## Public Works

### PARKS MAINTENANCE

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 189,027	\$ 221,539	\$ 212,036	\$ 256,392	\$ 242,465
EMPLOYEE BENEFITS	\$ 86,542	\$ 91,116	\$ 121,527	\$ 109,595	\$ 119,112
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	1,630	1,525	3,300	1,530	2,100
Contractual Services	127,544	96,472	192,400	74,751	80,400
Equipment Supplies & Maintenance	96,028	131,112	130,000	121,734	189,000
Utility & Communication	95,773	114,043	124,000	133,707	135,000
Total Supplies & Services	\$ 320,974	\$ 343,152	\$ 449,700	\$ 331,721	\$ 406,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 596,544</b>	<b>\$ 655,807</b>	<b>\$ 783,263</b>	<b>\$ 697,709</b>	<b>\$ 768,077</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

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SALARY</b>					
Maintenance Worker (2)	112,346	122,895	130,572	130,347	128,285
Senior Maintenance Worker	75,763	77,945	80,464	80,326	78,180
Seasonal Maintenance Worker-PST	-	20,299	-	45,000	35,000
Overtime	137	400	1,000	719	1,000
Vacation Conversion	781				
Total:	\$ 189,027	\$ 221,539	\$ 212,036	\$ 256,392	\$ 242,465
<b>EMPLOYEE BENEFITS</b>					
Medical & Insurance	48,241	46,803	63,986	54,177	53,011
Employee Accruing Fringe	286		-		9,600
PERS-Town Normal Cost	14,228	15,835	18,294	17,896	17,948
PERS-Unfunded Liability	19,101	22,464	28,429	28,429	33,739
PST 3.75% Employer Contribution	-	761	2,813	1,315	1,313
Other Retirement Benefits (GASB 45)	2,011	2,059	4,221	4,213	
FICA-Medicare Tax	2,676	3,194	3,785	3,565	3,501
Total:	\$ 86,542	\$ 91,116	\$ 121,527	\$ 109,595	\$ 119,112
<b>SUPPLIES &amp; SERVICES</b>					
<b>CONFERENCES &amp; MEMBERSHIPS</b>					
Conferences, Meetings & Travel	140	-	400	-	400
Employee Development/Training	1,180	1,115	2,500	1,065	1,200
Memberships	310	410	400	465	500
Subtotal:	\$ 1,630	\$ 1,525	\$ 3,300	\$ 1,530	\$ 2,100
<b>CONTRACTUAL SERVICES</b>					
Contractual Services (Medians & Restrooms)	38,589	84,693	70,000	70,000	70,000
Downtown Fountain Maint	3,532	6,679	5,000	2,351	5,000
Contract - Seasonal Maintenance	45,182	-	75,000	-	-
Janitorial Services	-	-	2,400	2,400	5,400
ORT Special Maintenance	10,876	5,100	15,000	-	-
Old Rail Trail DG & Pavement Maint.	21,298	-	25,000	-	-
Fountain Plaza Electrical Improvement	4,972	-	-	-	-
Blackie's Pasture Electrical Panel	3,095	-	-	-	-
Subtotal:	\$ 127,544	\$ 96,472	\$ 192,400	\$ 74,751	\$ 80,400

## Public Works

### PARKS MAINTENANCE

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
Equipment Maintenance	4,240	4,218	5,000	26,760	10,000
Building/Facility Supplies	-	-	-	57	-
Fuel & Oil	-	-	-	-	14,000
Landscape Grounds & Materials	29,504	39,769	30,000	27,500	30,000
McKegney Green Maintenance	4,076	6,791	30,000	28,000	30,000
Street Materials & Signs	-	4,431	1,000	226	1,000
Tree Maintenance	54,772	71,615	40,000	35,000	40,000
Fencing					10,000
Fencing	-	-	20,000	-	0
Safety Equipment & Apparel	760	-	-	-	-
Uniform Maintenance Service	2,675	1,897	4,000	568	4,000
Uniform Purchase/Replacement	-	2,391	-	3,622	-
Vehicle Maintenance	-	-	-	-	10,000
Contingency (Parks)	-	-	-	-	40,000
Subtotal:	\$ 96,028	\$ 131,112	\$ 130,000	\$ 121,734	189,000
<b>UTILITY &amp; COMMUNICATION</b>					
Energy-PG&E	7,580	8,509	11,000	9,000	10,000
Water-MMWD	56,838	90,472	113,000	124,707	125,000
Water-RBSD Reclaimed	31,355	15,062	-	-	-
Subtotal:	\$ 95,773	\$ 114,043	\$ 124,000	\$ 133,707	\$ 135,000
Total Supplies & Services:	\$ 320,974	\$ 343,152	\$ 449,700	\$ 331,721	\$ 406,500
<b>TOTAL DEPARTMENT</b>	<b>\$ 596,544</b>	<b>\$ 655,807</b>	<b>\$ 783,263</b>	<b>\$ 697,709</b>	<b>\$ 768,077</b>

## Public Works

### CORPORATION YARD

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	4,772	3,497	4,000	4,287	4,700
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	46,998	38,132	47,280	48,050	25,700
Utility & Communication	16,380	19,825	21,750	16,015	18,700
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 68,150	\$ 61,454	\$ 73,030	\$ 68,352	\$ 49,100
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>\$ 108,150</b>	<b>\$ 101,454</b>	<b>\$ 113,030</b>	<b>\$ 108,352</b>	<b>\$ 89,100</b>

**Public Works**  
**CORPORATION YARD**

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Office & Copier Supplies	3,105	1,602	2,000	1,172	1,500
Permit/Application Fees	1,667	1,895	2,000	3,115	3,200
Subtotal:	\$ 4,772	\$ 3,497	\$ 4,000	\$ 4,287	\$ 4,700
<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
Operating Supplies	1,298	785	3,000	5,978	6,000
Equipment Maintenance	2,856	2,604	3,000	-	3,000
Building/Facility Supplies	5,897	4,666	5,000	3,504	5,000
Fuel & Oil	13,695	10,348	13,500	14,038	2,500
Janitorial Services	1,342	2,580	2,580	2,580	2,600
	72		-	-	-
Pest Control	43	-	100	-	-
Small Tools/Implements	2,707	1,862	3,500	184	3,500
Vehicle Maintenance	12,768	15,265	15,000	17,823	-
Facility - Alteration/Improvements	629	22	600	1,793	600
Rental-Equipment & Tools	514	-	1,000	2,149	2,500
Corporation Yard Fuel Pump Rebuild	2,000		-	-	-
Material Storage Area	3,177		-	-	-
Subtotal:	\$ 46,998	\$ 38,132	\$ 47,280	\$ 48,050	\$ 25,700
<b>UTILITY &amp; COMMUNICATION</b>					
Energy-PG&E	4,241	3,690	4,300	3,260	4,300
Water-MMWD	1,110	1,928	1,250	3,199	3,200
Telecommunication	8,350	11,473	13,000	7,046	8,000
Cable Communication Services	2,678	2,734	3,200	2,510	3,200
Subtotal:	\$ 16,380	\$ 19,825	\$ 21,750	\$ 16,015	\$ 18,700
Total Supplies & Services:	\$ 68,150	\$ 61,454	\$ 73,030	\$ 68,352	\$ 49,100
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>\$ 108,150</b>	<b>\$ 101,454</b>	<b>\$ 113,030</b>	<b>\$ 108,352</b>	<b>\$ 89,100</b>

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

<b>OBJECT SUMMARY</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	14,685	25,447	16,000	11,776	16,000
Utility & Communication	21,497	19,145	20,000	13,693	20,000
Total Supplies & Services	\$ 36,182	\$ 44,592	\$ 36,000	\$ 25,469	\$ 36,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,182</b>	<b>\$ 44,592</b>	<b>\$ 36,000</b>	<b>\$ 25,469</b>	<b>\$ 36,000</b>

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

<b>Account Description</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
<b>SUPPLIES &amp; SERVICES</b>					
<b>EQUIP SUPPLIES &amp; MAINTENANCE</b>					
Street/Signal Light Maint. (Cal/TRANS)	14,685	25,447	16,000	11,776	16,000
Subtotal:	\$ 14,685	\$ 25,447	\$ 16,000	\$ 11,776	\$ 16,000
<b>UTILITY &amp; COMMUNICATION</b>					
Energy-PG&E	21,497	19,145	20,000	13,693	20,000
Subtotal:	\$ 21,497	\$ 19,145	\$ 20,000	\$ 13,693	\$ 20,000
Total Supplies & Services:	\$ 36,182	\$ 44,592	\$ 36,000	\$ 25,469	\$ 36,000
<b>CAPITAL OUTLAY ALLOWANCE</b>					
<b>TOTAL DEPARTMENT</b>	<b>\$ 36,182</b>	<b>\$ 44,592</b>	<b>\$ 36,000</b>	<b>\$ 25,469</b>	<b>\$ 36,000</b>

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

<b>OBJECT SUMMARY</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Contractual Services	14,000	14,000	7,000	7,000	7,000
Equipment Supplies & Maintenance	1,538	9,793	8,000	25,715	8,000
Utility & Communication	951	1,400	1,500	1,775	1,500
Total Supplies & Services	\$ 16,489	\$ 25,193	\$ 16,500	\$ 34,491	\$ 16,500
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,489</b>	<b>\$ 25,193</b>	<b>\$ 16,500</b>	<b>\$ 34,491</b>	<b>\$ 16,500</b>

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

<b>Account Description</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
<b>SUPPLIES &amp; SERVICES</b>					
<b>CONTRACTUAL SERVICES</b>					
Contractual Services (Cost Recovery)	14,000	14,000	7,000	7,000	7,000
Subtotal:	\$ 14,000	\$ 14,000	\$ 7,000	\$ 7,000	\$ 7,000
<b>EQUIP SUPPLIES &amp; MAINTENANCE</b>					
Landscape Grounds & Materials	1,538	9,793	8,000	25,715	8,000
Tree Maintenance	-	-	-	-	-
Subtotal:	\$ 1,538	\$ 9,793	\$ 8,000	\$ 25,715	\$ 8,000
<b>UTILITY &amp; COMMUNICATION</b>					
Water-MMWD	951	1,400	1,500	1,775	1,500
Subtotal:	\$ 951	\$ 1,400	\$ 1,500	\$ 1,775	\$ 1,500
Total Supplies & Services:	\$ 16,489	\$ 25,193	\$ 16,500	\$ 34,491	\$ 16,500
<b>TOTAL DEPARTMENT</b>	<b>\$ 16,489</b>	<b>\$ 25,193</b>	<b>\$ 16,500</b>	<b>\$ 34,491</b>	<b>\$ 16,500</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 eight 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>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
<b>DEPARTMENT FUNDING</b>					
General Fund	1,308,855	1,465,385	1,484,061	1,848,833	1,383,788
Low/Moderate Income Housing	23,374	22,673	23,324	23,324	23,552
Town Owned Housing	72,264	110,333	102,340	88,056	113,700
Self Insurance Reserve					125,000
Peninsula Library JPA	1,789,481	1,879,966	1,716,415	1,663,673	1,730,219
<b>Total Department Funding</b>	<b>\$ 3,193,974</b>	<b>\$ 3,478,357</b>	<b>\$ 3,326,140</b>	<b>\$ 3,623,886</b>	<b>\$ 3,376,259</b>

## Non-Departmental

### ALL DIVISIONS

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
EMPLOYEE BENEFITS	\$ 335,075	\$ 351,346	\$ 393,858	\$ 331,305	\$ 183,122
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,174	5,698	8,300	6,635	8,300
Contractual Services	21,624	12,872	26,045	5,853	23,295
Insurances	341,892	403,210	415,755	577,575	506,928
Intergovernmental & Agency	2,431,519	2,608,995	2,397,742	2,621,097	2,558,814
Equipment Supplies & Maintenance	46,228	53,167	56,640	64,377	68,000
Allocated Costs	-	15,047	300	300	300
Total Supplies & Services	\$ 2,846,437	\$ 3,098,989	\$ 2,904,782	\$ 3,275,837	\$ 3,165,637
CAPITAL PROJECT EXPENSES	\$ 12,462	\$ 28,021	\$ 27,500	\$ 16,744	\$ 27,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,193,974</b>	<b>\$ 3,478,357</b>	<b>\$ 3,326,140</b>	<b>\$ 3,623,886</b>	<b>\$ 3,376,259</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,308,855	1,465,385	1,484,061	1,848,833	1,383,788
Low/Moderate Housing Fund	23,374	22,673	23,324	23,324	23,552
Town Owned Housing	72,264	110,333	102,340	88,056	113,700
Self Insurance Reserve	-	-	-	-	125,000
Peninsula Library JPA Fund	1,789,481	1,879,966	1,716,415	1,663,673	1,730,219
<b>TOTAL FUNDING</b>	<b>\$ 3,193,974</b>	<b>\$ 3,478,357</b>	<b>\$ 3,326,140</b>	<b>\$ 3,623,886</b>	<b>\$ 3,376,259</b>

## Non-Departmental

### INSURANCES AND INTER-GOVERNMENTAL AGREEMENTS

OBJECT SUMMARY	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EXPENDITURES</b>					
EMPLOYEE BENEFITS	\$ 335,075	\$ 351,346	\$ 393,858	\$ 331,305	\$ 183,122
SUPPLIES & SERVICES					
Contractual Services	13,224	4,472	16,445	5,853	13,695
Insurances	341,892	403,210	415,755	577,575	506,928
Intergovernmental & Agency	618,663	706,357	658,003	934,100	805,043
Total Supplies & Services	\$ 973,779	\$ 1,114,039	\$ 1,090,203	\$ 1,517,528	\$ 1,325,666
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,308,855</b>	<b>\$ 1,465,385</b>	<b>\$ 1,484,061</b>	<b>\$ 1,848,833</b>	<b>\$ 1,508,788</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

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>EMPLOYEE BENEFITS</b>					
Retiree Health Benefits	135,075	151,346	193,858	131,305	183,122
PERS AAUL Extra Payment	200,000	200,000	200,000	200,000	-
<b>Subtotal:</b>	<b>\$ 335,075</b>	<b>\$ 351,346</b>	<b>\$ 393,858</b>	<b>\$ 331,305</b>	<b>\$ 183,122</b>
<b>SUPPLIES &amp; SERVICES</b>					
<b>CONTRACTUAL SERVICES</b>					
Health Benefit Plan Administration	2,022	1,568	2,420	2,122	3,695
Benefit Plan Administration - FSA	-	-	-	-	500
Downtown Restroom Lease	11,202	2,904	14,025	3,732	9,500
<b>Subtotal:</b>	<b>\$ 13,224</b>	<b>\$ 4,472</b>	<b>\$ 16,445</b>	<b>\$ 5,853</b>	<b>\$ 13,695</b>
<b>INSURANCE</b>					
Liability Premium (PLAN JPA)	106,516	146,637	119,994	113,298	134,023
Liability Premium - Dairy Knoll			10,000	14,529	15,000
Workers Compensation Premium (Bay Cities)	210,357	244,920	250,000	412,812	177,025
Worker's Compensation SIR					125,000
Property Premium (PLAN JPA)	8,283	-4,360	17,761	13,318	24,160
Public Officials EO (PLAN JPA)	949	-	1,000	-	1,000
Employment Practices Liability (ERMA/Bay Cities)	15,787	16,013	17,000	17,118	19,370
Unemployment Insurance (EDD)	0	0	0	6,500	11,350
<b>Subtotal:</b>	<b>\$ 341,892</b>	<b>\$ 403,210</b>	<b>\$ 415,755</b>	<b>\$ 577,575</b>	<b>\$ 506,928</b>
<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
Animal Control JPA (MGSA)	97,029	95,640	101,905	101,905	110,000
Chamber of Commerce TOT 5%	33,294	28,053	35,000	39,295	27,500
Destination: Tiburon TOT 5%	33,292	28,053	35,000	39,295	27,500
Transportation Authority of Marin JPA	19,327	19,348	20,504	19,348	18,500
MERA Radio Acquisition JPA (Bond)	44,334	44,378	44,378	44,275	44,275
MERA Radio Acquisition JPA (Operating)	43,393	43,584	43,584	44,923	44,923
Emergency Management Planning JPA	4,558	-	5,000	5,000	5,000
Hazardous Materials JPA	2,805	2,805	4,000	2,805	2,945
Richardson Bay Regional Agency JPA	53,283	70,940	71,500	70,334	89,000
Stormwater Runoff (MCSTOPP) JPA	35,241	32,801	42,642	28,118	28,430
Street Light Acquisition Dues (MGSA)	199	198	198	198	500
MCCMC Lobbyist & Legislative Support	3,682	3,738	3,792	4,100	4,250
LAFCO	7,548	5,961	8,804	6,320	7,500
Marin Map (MGSA)	9,000	-	9,000	9,000	6,000
Marin General Services Authority (General)	4,848	8,615	8,644	8,644	9,076
Marin Clean Energy JPA (MGSA)	2,000	11,500	2,500	2,500	1,500
Cal Fire Contract (Angel Island)	22,411	23,925	30,000	30,000	30,000
Marin Fire Chiefs Disaster Preparedness	-	-	3,500	-	-
Marin Mediation Services (MGSA)	2,790	2,909	3,052	3,052	3,144
Yellow School Bus Contribution	199,628	283,908	185,000	169,789	175,000
Contributions/Donations (Welcome Center)	-	-	-	56,000	20,000
Contributions/Donations (Ranch)	-	-	-	99,200	-
Contributions/Donations - (Library)	-	-	-	150,000	150,000
<b>Subtotal:</b>	<b>\$ 618,663</b>	<b>\$ 706,357</b>	<b>\$ 658,003</b>	<b>\$ 934,100</b>	<b>\$ 805,043</b>
<b>TOTAL DEPARTMENT</b>	<b>\$ 1,308,855</b>	<b>\$ 1,465,385</b>	<b>\$ 1,484,061</b>	<b>\$ 1,848,833</b>	<b>\$ 1,508,788</b>

**Non-Departmental****NON-DEPARTMENTAL HOUSING**

<b>OBJECT SUMMARY</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Contractual Services	-	-	-	-	-
Intergovernmental & Agency	23,374	22,673	23,324	23,324	23,552
Total Supplies & Services	\$ 23,374	\$ 22,673	\$ 23,324	\$ 23,324	\$ 23,552
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,374</b>	<b>\$ 22,673</b>	<b>\$ 23,324</b>	<b>\$ 23,324</b>	<b>\$ 23,552</b>
<b>STAFFING LEVEL - None</b>					

## Non-Departmental

### NON-DEPARTMENTAL-HOUSING

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Bank Charges & Fees					
Property Tax Payments					
<b>Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL SERVICES</b>					
Contractual services (Cost Recovery)					
<b>Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
Marin Housing Authority JPA	10,850	10,149	10,800	10,800	11,028
Marin Homelessness Contribution	12,524	12,524	12,524	12,524	12,524
<b>Subtotal:</b>	\$ 23,374	\$ 22,673	\$ 23,324	\$ 23,324	\$ 23,552
<b>Total Supplies &amp; Services:</b>	\$ 23,374	\$ 22,673	\$ 23,324	\$ 23,324	\$ 23,552
Total:					
<b>TOTAL DEPARTMENT</b>	\$ 23,374	\$ 22,673	\$ 23,324	\$ 23,324	\$ 23,552

**NON-DEPARTMENTAL HOUSING**

<b>OBJECT SUMMARY</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
<b>EXPENDITURES</b>					
<b>SUPPLIES &amp; SERVICES</b>					
Department Supplies & Expenses	5,174	5,698	8,300	6,635	8,300
Contractual Services	8,400	8,400	9,600	-	9,600
Equipment Supplies & Maintenance	46,228	53,167	56,640	64,377	68,000
Allocated Costs	-	15,047	300	300	300
Total Supplies & Services	\$ 59,802	\$ 82,312	\$ 74,840	\$ 71,312	\$ 86,200
<b>CAPITAL PROJECT EXPENSES</b>	\$ 12,462	\$ 28,021	\$ 27,500	\$ 16,744	\$ 27,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 72,264</b>	<b>\$ 110,333</b>	<b>\$ 102,340</b>	<b>\$ 88,056</b>	<b>\$ 113,700</b>
<b>STAFFING LEVEL</b>					
None	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Non-Departmental**

**NON-DEPARTMENTAL-HOUSING**

Account Description	2017/18 Actual	2018/19 Actual	2019/20 Adopted	2019/20 Estimated	2020/21 Proposed
<b>SUPPLIES &amp; SERVICES</b>					
<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
Property Tax Payments	5,174	5,698	8,300	6,635	8,300
Subtotal:	\$ 5,174	\$ 5,698	\$ 8,300	\$ 6,635	\$ 8,300
<b>CONTRACTUAL SERVICES</b>					
Contractual services (Cost Recovery)	8,400	8,400	9,600		9,600
Subtotal:	\$ 8,400	\$ 8,400	\$ 9,600	\$ -	\$ 9,600
<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
Property Management (HOA)	46,228	53,167	56,640	64,377	68,000
Subtotal:	\$ 46,228	\$ 53,167	\$ 56,640	\$ 64,377	\$ 68,000
<b>ALLOCATED COSTS</b>					
Insurance-Property	-	15,047	300	300	300
Subtotal:	\$ -	\$ 15,047	\$ 300	\$ 300	\$ 300
Total Supplies & Services:	\$ 59,802	\$ 82,312	\$ 74,840	\$ 71,312	\$ 86,200
<b>PROPERTY ACQUISITION</b>					
Purchase Real Property	-	232,218	-	-	-
<b>CAPITAL EXPENSES</b>					
Facility Alteration/Improvement			-		
Facility Alteration/Improvement /Renovation	-	28,021	-	6,315	7,500
Unit 2	12,462		2,500		2,500
Unit 3			2,500		2,500
Unit 4			2,500		2,500
Unit 6			2,500	10,429	2,500
Unit 7	-		2,500		2,500
Unit 11			10,000		2,500
Unit 14			2,500		2,500
Unit 18			2,500		2,500
Total:	\$ 12,462	\$ 28,021	\$ 27,500	\$ 16,744	\$ 27,500
<b>TOTAL DEPARTMENT</b>	<b>\$ 72,264</b>	<b>\$ 370,571</b>	<b>\$ 102,340</b>	<b>\$ 88,056</b>	<b>\$ 113,700</b>

**Non-Departmental**

**BELVEDERE-TIBURON LIBRARY AGENCY**

<b>OBJECT SUMMARY</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
<b>EXPENDITURES</b>					
SUPPLIES & SERVICES					
Intergovernmental & Agency	1,789,481	1,879,966	1,716,415	1,663,673	1,730,219
Total Supplies & Services	\$ 1,789,481	\$ 1,879,966	\$ 1,716,415	\$ 1,663,673	\$ 1,730,219
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,789,481</b>	<b>\$ 1,879,966</b>	<b>\$ 1,716,415</b>	<b>\$ 1,663,673</b>	<b>\$ 1,730,219</b>

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

<b>Account Description</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Estimated</b>	<b>2020/21 Proposed</b>
<b>SUPPLIES &amp; SERVICES</b>					
<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
Payment to Library Agency (Property Tax proceeds)	1,789,481	1,879,966	1,716,415	1,663,673	1,730,219
<b>Subtotal:</b>	<b>\$ 1,789,481</b>	<b>\$ 1,879,966</b>	<b>\$ 1,716,415</b>	<b>\$ 1,663,673</b>	<b>\$ 1,730,219</b>
Total Supplies & Services:	\$ 1,789,481	\$ 1,879,966	\$ 1,716,415	\$ 1,663,673	\$ 1,730,219
<b>TOTAL DEPARTMENT</b>	<b>\$ 1,789,481</b>	<b>\$ 1,879,966</b>	<b>\$ 1,716,415</b>	<b>\$ 1,663,673</b>	<b>\$ 1,730,219</b>

# CAPITAL OUTLAY & ALLOWANCE

## **Planned Capital Outlay Purchases**

## **Planned Technology Outlay Purchases**

## **Depreciation Allowance Schedule**

Total proposed Department capital outlay purchases equal \$85,000. This amount is \$37,200 less 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 includes upgrades to the Town Hall lobby and replacement of a Public Works Department utility truck.

Total proposed Department technology outlay purchases equal \$192,195. This amount is approximately \$54,695 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.

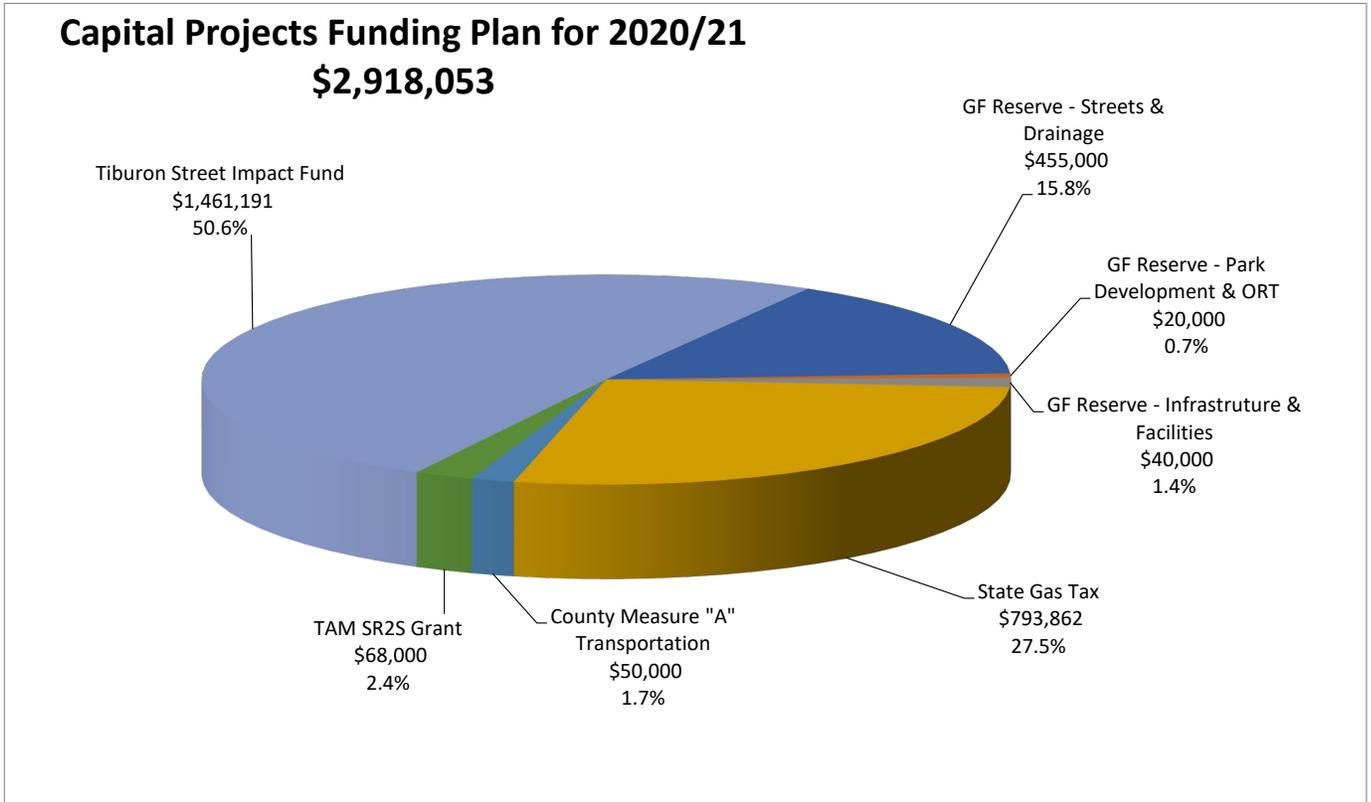
Planned Capital Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
<b>TOWN ADMINISTRATION</b>	
Town Hall Lobby Upgrades	20,000
<b>Total Town Administration</b>	<b>\$ 20,000</b>
<b>COMMUNITY DEVELOPMENT</b>	
<b>Total Community Development</b>	<b>\$ -</b>
<b>POLICE</b>	
Police Department Vehicle replacement	25,000
<b>Total Police</b>	<b>\$ 25,000</b>
<b>PUBLIC WORKS</b>	
ORT Fixture Replacement	40,000
<b>Total Public Works</b>	<b>\$ 40,000</b>
<b>Belvedere Tiburon Library</b>	
Contributions/Donations - (Library)	150,000
<b>Total Belvedere Tiburon Library</b>	<b>\$ 150,000</b>
<b>Total Planned Capital Outlay Purchases:</b>	<b>\$ 235,000</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)	16,000
Microsoft Office 365 License	4,525
Financial Accounting Software - Annual Maintenance (Tyler Incode)	23,500
Financial Accounting Software - Annual Maintenance (Harris)	2,000
Total Town Administration	56,525
<b>COMMUNITY DEVELOPMENT</b>	
Miscellaneous Computer Parts (8)	2,000
Desktop Computer Replacements (2) and Monitor upgrades	6,000
CRW Trak-It System Modifications and Upgrades (Custom Reports)	20,000
CRW VoiceTrak Implementation	7,500
CRW Trak-It Annual Maintenance (Permit-Trak, VoiceTrak modules)	16,000
Total Community Development	51,500
<b>POLICE</b>	
Miscellaneous Computer Parts (10)	2,500
Desktop Computer Replacements (2)	3,000
Body Camera - 5 Year Contract Including Maintenance (FY 19-20 through FY 24-25)	28,100
License Plate Camera Software Support	3,600
Phone System Upgrade	30,000
Total Police	67,200
<b>PUBLIC WORKS</b>	
Miscellaneous Computer Parts (5)	1,250
Desktop Computer Replacements (1)	1,500
Maintenance Scheduling Software - Annual Fee	9,220
Phone System Upgrade	5,000
Total Public Works	16,970
<b>Total Planned Technology Outlay Purchases:</b>	<b>192,195</b>

CAPITAL PROJECTS FUNDING - ALL CATEGORIES



**Planned Capital Projects Funding**

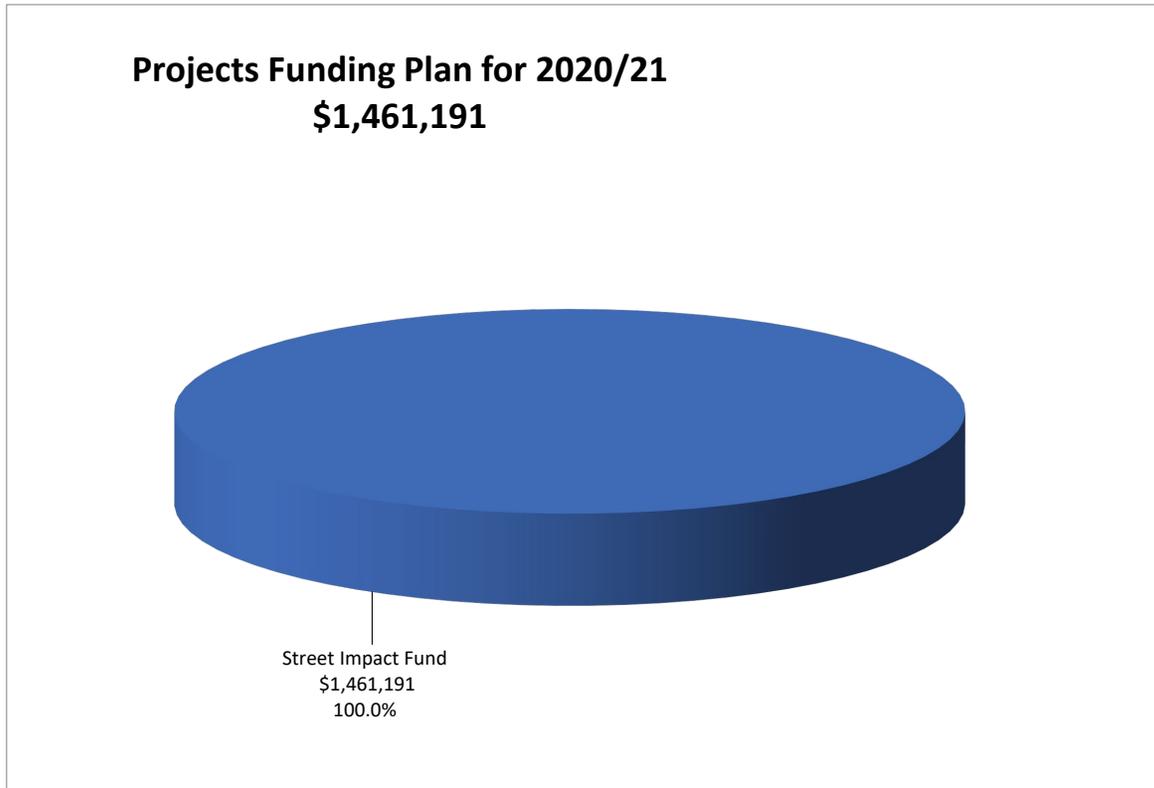
General Fund	\$	30,000
GF Reserve - Streets & Drainage	\$	455,000
GF Reserve - Park Development & ORT	\$	20,000
GF Reserve - Infrastructure & Facilities	\$	40,000
State Gas Tax	\$	793,862
County Measure "A" Transportation	\$	50,000
TAM SR2S Grant	\$	68,000
Tiburon Street Impact Fund	\$	1,461,191
Special Assessment	\$	-
<b>Total Funding All Sources:</b>	<b>\$</b>	<b>2,918,053</b>

Overview of Streets Project Funding

*Planned Streets Projects Funding*

Street Impact Fund \$ 1,461,191

**Total Funding: \$ 1,461,191**



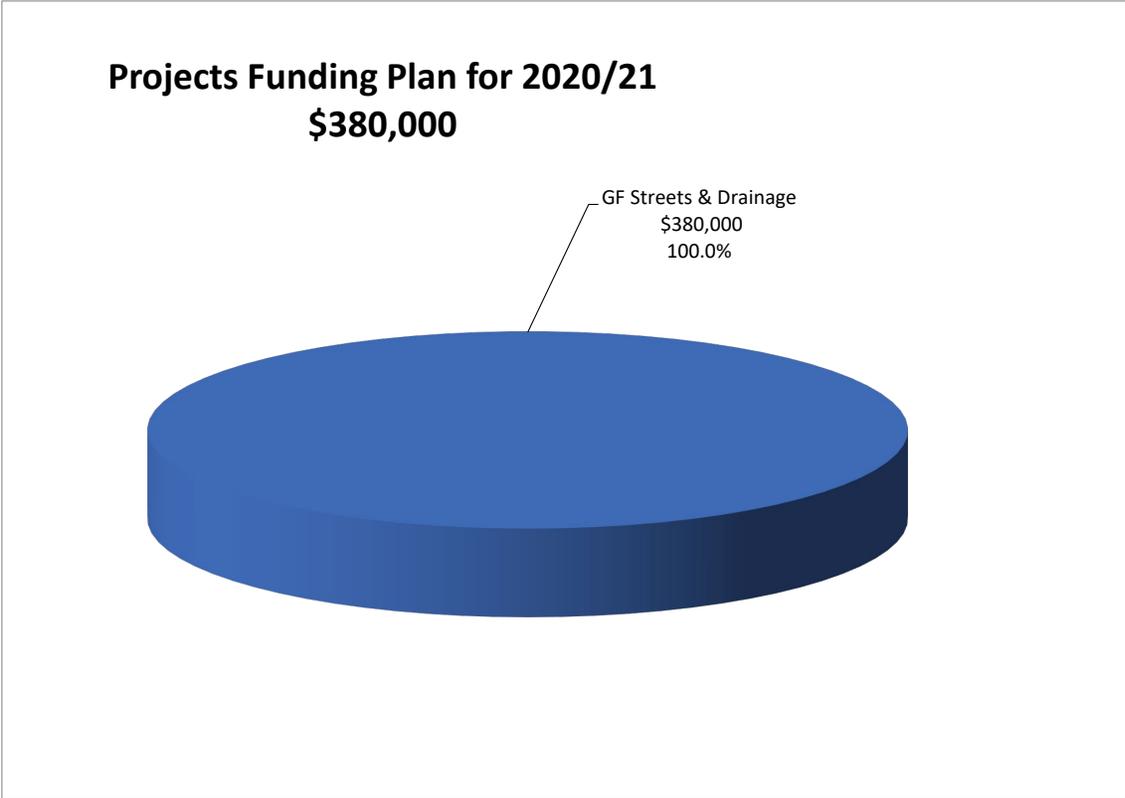
Street Improvement Projects

Project	Notes	Status	Proposed Funding Source	AMOUNT
<b>Streets Resurfacing &amp; Improvement</b>				
Pavement Maintenance & Rehabilitation	Construction Phase I	Carry-forward	Street Impact Fund	1,461,191
<b>Total Proposed Streets Projects</b>				<b>\$ 1,461,191</b>

Overview of Drainage Project Funding

Planned Drainage Project Funding

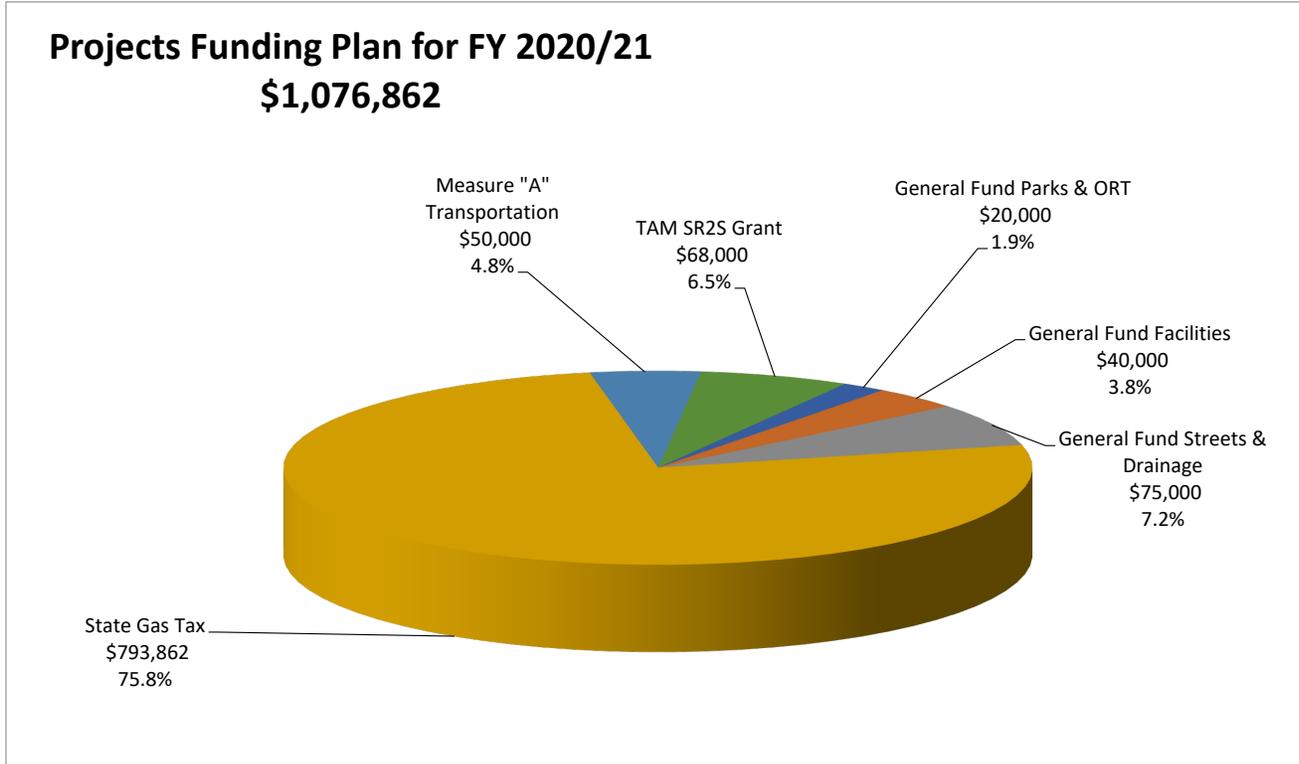
GF Streets & Drainage	\$	380,000
<b>Total Funding:</b>	<b>\$</b>	<b>380,000</b>



Drainage Improvement Projects

Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Storm Drain Maintenance & Rehabilitiaton	Repair storm drain pipes; Construction phase	Carry-over	General Fund Streets & Drainage	350,000
Old Rail Trail Culvert Rehabilitation	Old Rail Trail at San Rafael Avenue; Design phase	Carry-over	General Fund Streets & Drainage	30,000
<b>Total Proposed Drainage Projects</b>				<b>\$ 380,000</b>

Overview of Community Project Funding



*Planned Community Development Project Funding*

General Fund	\$	30,000
General Fund Parks & ORT	\$	20,000
General Fund Facilities	\$	40,000
General Fund Streets & Drainage	\$	75,000
State Gas Tax	\$	793,862
Measure "A" Transportation	\$	50,000
TAM SR2S Grant	\$	68,000
<b>Total Funding:</b>	<b>\$</b>	<b>1,076,862</b>

**Community & Miscellaneous Projects**

<b>Project</b>	<b>Project Notes</b>	<b>Status</b>	<b>Proposed Funding Source</b>	<b>AMOUNT</b>
<b>Miscellaneous Projects</b>				
Railroad Marsh Basin Rehabilitation	3-Year Maintenance	New	GF Streets & Drainage	75,000
Hawthorne Undergrounding Town Contribution	Design	Carry-over	General Fund	30,000
<b>Accessibility</b>				
Annual Pedestrian Improvements	Various Improvements	Annual	County Measure A Transportation	25,000
Annual Bicycle Improvements	Various Improvements	Annual	County Measure A Transportation	25,000
Class III Bikeway-Greenwood Beach	Maintenance - Striping & Signs	New	State Gas Tax	10,000
Safe Routes to School-Del Mar	Maintenance - Striping & Signs	New	TAM SR2S Grant	68,000
<b>Buildings &amp; Facilities</b>				
Town Hall HVAC Rehabilitation	Installation	New	General Fund Facilities	40,000
<b>Park Facilities</b>				
ORT Maintenance & Rehabilitation	Construction	Carry-over	State Gas Tax	696,930
Teather Park Tennis Court Rehabilitation	Resurfacing	New	General Fund Parks & ORT	20,000
<b>Downtown Program</b>				
Traffic Signal Upgrades	Installation	New	State Gas Tax	52,000
Street Frontage Improvements	New Morning Café Project	Carry-over	State Gas Tax	34,932
<b>Total Proposed Projects</b>				<b>\$ 1,076,862</b>

**Five Year Capital Improvement Plan Projects**

<b>Project</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Five Year Total</b>
Pavement Maintenance & Rehabilitation	\$ 1,461,191	\$ 1,242,010	\$ 157,810	\$ 1,254,690	\$ 157,810	\$ 4,273,511
Paradise Drive Stabilization	\$ -	\$ -	\$ 290,000	\$ -	\$ -	\$ 290,000
ORT Rehabilitation	\$ 696,930	\$ -	\$ -	\$ -	\$ -	\$ 696,930
New Morning Café Street Frontage	\$ 34,932	\$ -	\$ -	\$ -	\$ -	\$ 34,932
Greenwood Beach Road Class III Bikeway	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Del Mar Safe Routes to School	\$ 68,000	\$ 332,000	\$ -	\$ -	\$ -	\$ 400,000
Hawthorne Resurfacing	\$ -	\$ 471,615	\$ -	\$ -	\$ -	\$ 471,615
Virginia Resurfacing	\$ -	\$ 88,000	\$ -	\$ -	\$ -	\$ 88,000
Brick Crosswalk Rehabilitation	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
Traffic Signal Upgrades	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ 52,000
Main Street Seawall	\$ -	\$ 185,000	\$ -	\$ -	\$ -	\$ 185,000
Brick Sidewalk Installation	\$ -	\$ 40,000	\$ 150,000	\$ -	\$ -	\$ 190,000
Annual Pedestrian Improvements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Annual Bicycle Improvements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Storm Drain Maintenance & Rehabilitation	\$ 350,000	\$ 50,000	\$ 350,000	\$ 50,000	\$ 350,000	\$ 1,150,000
ORT Culvert Rehabilitation	\$ 30,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 155,000
Beach Road Drainage Improvements	\$ -	\$ -	\$ 120,000	\$ 590,000	\$ -	\$ 710,000
Railroad Marsh Basin Rehabililitation	\$ 75,000	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 195,000
Corporation Yard Rehabilitation	\$ -	\$ 115,000	\$ 371,000	\$ 4,156,500	\$ 4,156,500	\$ 8,799,000
Town Hall HVAC Rehabilitation	\$ 40,000	\$ 310,000	\$ -	\$ -	\$ -	\$ 350,000
Elephant Rock Rehabilitation	\$ -	\$ 80,000	\$ 900,000	\$ -	\$ -	\$ 980,000
Teather Park Tennis Court	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Rehabilitation Virginia Undergrounding	\$ 130,040	\$ -	\$ -	\$ -	\$ -	\$ 130,040
Hawthorne Undergrounding	\$ 11,725,006	\$ -	\$ -	\$ -	\$ -	\$ 11,725,006

*Total* \$ 14,743,099 \$ 3,218,625 \$ 2,448,810 \$ 6,101,190 \$ 4,714,310 \$ 31,226,034

### Five Year Capital Improvement Plan Funding

Source of Funds	2020-21	2021-22	2022-23	2023-24	2024-25	Five Year Total
<b>State/Regional</b>						
Gas Tax	\$ 793,862	\$ 727,176	\$ 910,000	\$ 640,000	\$ -	\$ 3,071,038
RMRA (SB1)	\$ -	\$ 354,259	\$ -	\$ 172,500	\$ -	\$ 526,759
Transportation Sales Tax	\$ 50,000	\$ 400,000	\$ 50,000	\$ 400,000	\$ 50,000	\$ 950,000
<b>Town</b>						
Street Impact Fund	\$ 1,461,191	\$ 715,190	\$ 157,810	\$ 732,190	\$ 157,810	\$ 3,224,191
GF Corp Yard	\$ -	\$ 115,000	\$ 371,000	\$ 4,156,500	\$ 4,156,500	\$ 8,799,000
GF Parks	\$ 20,000	\$ 80,000	\$ 900,000	\$ -	\$ -	\$ 1,000,000
GF Streets & Drainage	\$ 485,000	\$ 185,000	\$ 60,000	\$ -	\$ 350,000	\$ 1,080,000
GF Facilities	\$ 40,000	\$ 310,000	\$ -	\$ -	\$ -	\$ 350,000
<b>Other</b>						
Grant (TAM SR2S)	\$ 68,000	\$ 332,000	\$ -	\$ -	\$ -	\$ 400,000
Assessments (UG)	\$ 11,695,006	\$ -	\$ -	\$ -	\$ -	\$ 11,695,006
Private	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 14,613,059</b>	<b>\$ 3,218,625</b>	<b>\$ 2,448,810</b>	<b>\$ 6,101,190</b>	<b>\$ 4,714,310</b>	<b>\$ 31,095,994</b>

# Tiburon Project Data Sheet



<b>Project Name</b>	Pavement Maintenance		
<b>Category</b>	Street		
<b>Department</b>	Public Works		
<b>Start Date</b>	Ongoing	<b>End Date</b>	Ongoing

**Project Number**

**Description**

This project is the annual pavement maintenance program. The program performs maintenance activities such as slurry seal and asphalt overlay as recommended in the town's pavement management program. Streets and treatments are determined annually. This is part of the commitment made by Council to fund roadways to increase the Pavement Condition Index (PCI) in Tiburon.



**Status**

2020 Project is scheduled to be awarded in May 2020 with construction starting in June.



**Net Impact on Operating Budget**

Avoid Consequences of Deferred Maintenance

**Funding**

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax							0
RMRA (SB1)	160,000		176,820		172,500		509,320
Measure A Trans	214,862		350,000		350,000		914,862
Street Impact Fund	501,408	1,461,191	715,190	157,810	732,190	157,810	3,725,599
GF Corp Yard							
GF Parks							
GF Streets & Drainage							0
Other							
<b>TOTAL</b>	876,270	1,461,191	1,242,010	157,810	1,254,690	157,810	<b>5,149,781</b>

<b>Estimated Project Costs</b>	
<b>Preliminary</b>	
<b>Design</b>	473,430
<b>Acquisition Costs</b>	
<b>Construction</b>	4,196,761
<b>Other</b>	479,590
<b>Total Cost</b>	<b>5,149,781</b>

**Description (continued)**

**NOTES**

RMRA Maintenance of Effort requirement is \$851,754 per year of local funds.

**Sea Level Rise**

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>	Storm Drain		
<b>Department</b>	Public Works		
<b>Start Date</b>	Ongoing	<b>End Date</b>	Ongoing

<b>Project Number</b>	
-----------------------	--

**Description**

The 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.



**Status**

Design was completed in FY2019/20 and put out to bid in January 2020 for construction in the late Spring of 2020.



**Net Impact on Operating Budget**

Repairing these now could avoid damage to roadways.

<b>Funding</b>							
Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax			50,000	350,000	50,000		450,000
RMRA (SB1)							
Measure A Trans							
Street Impact Fund							
GF Corp Yard							
GF Parks							
GF Streets & Drainage	592,519	350,000				350,000	1,292,519
Other							
<b>Total</b>	592,519	350,000	50,000	350,000	50,000	350,000	1,742,519

<b>Estimated Project Costs</b>	
<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	202,715
<b>Construction</b>	1,489,804
<b>Other</b>	50,000
<b>Total Cost</b>	1,742,519



# Tiburon Project Data Sheet



<b>Project Name</b>	Old Rail Trail Culvert Replacement		
<b>Category</b>	Storm Drain		
<b>Department</b>	Public Works		
<b>Start Date</b>	7/1/2020	<b>End Date</b>	6/30/2022

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

### 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. Enlarging the downstream channel requires cooperation of the private property owner.



### Net Impact on Operating Budget

### Funding

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax							
RMRA (SB1)							
Measure A Trans							
Street Impact Fund							
GF Corp Yard							
GF Parks							
GF Streets & Drainage		30,000	125,000				155,000
Other							
<b>TOTAL</b>	0	30,000	125,000	0	0	0	155,000

### Estimated Project Costs

<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



**Sea Level Rise**

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

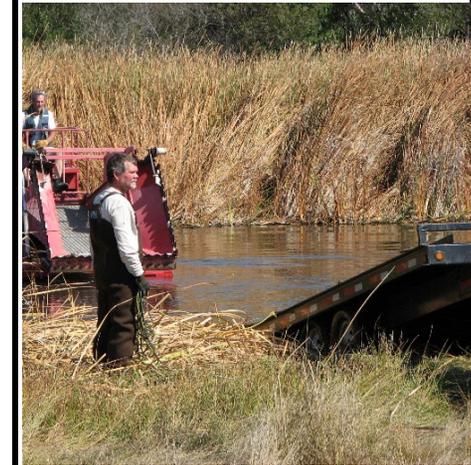


<b>Project Name</b>	Railroad Marsh Rehabilitation		
<b>Category</b>	Park		
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	

### Description

In 2016 the Town completed a three year project to remove biomass as an alternative to a much more expensive dredging project. This project helped to maintain the detention capabilities of Railroad Marsh at a cost of about \$40,000 per year. The Town continues to do in-house maintenance to the detention basin but cattail biomass has grown significantly since the last cutting. This project is for another three year round of biomass removal. The first year includes permitting (JARPA permit).



### Status



### Net Impact on Operating Budget

### Funding

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax							
RMRA (SB1)							
Measure A Trans							
Street Impact Fund							
GF Corp Yard							
GF Parks							
GF Streets & Drainage		75,000	60,000	60,000			195,000
Other							
<b>TOTAL</b>	0	75,000	60,000	60,000	0	0	195,000

### Estimated Project Costs

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	15,000
<b>Construction</b>	180,000
<b>Other</b>	
<b>Total Cost</b>	<b>195,000</b>

Description (continued)	NOTES		

# Tiburon Project Data Sheet



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

### 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.

### Net Impact on Operating Budget

### Funding

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax							
RMRA (SB1)							
Measure A Trans							
Street Impact Fund							
GF Corp Yard							
GF Parks							
GF Streets & Drainage	470,000	30,000					500,000
Assessments	151,000	11,695,006					11,846,006
<b>TOTAL</b>	621,000	11,725,006	0	0	0	0	12,346,006

### Project Number

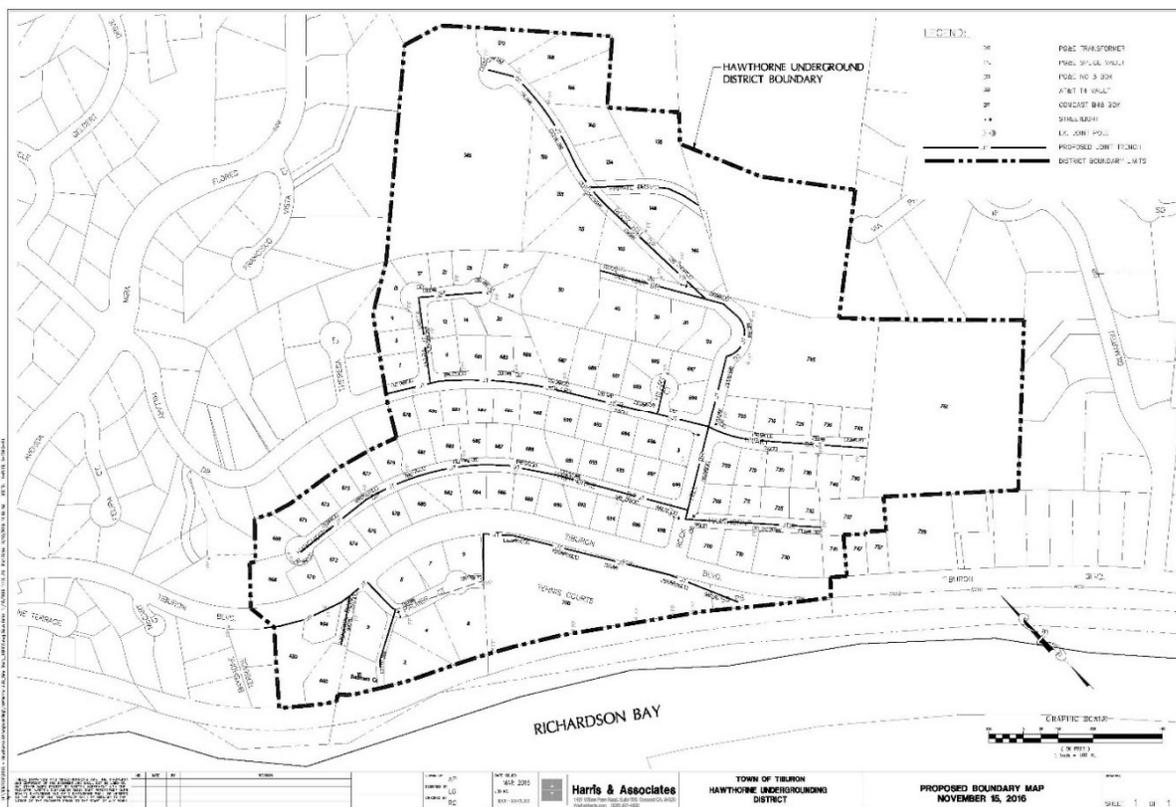


### Estimated Project Costs

<b>Preliminary</b>	1,562,620
<b>Acquisition Costs</b>	
<b>Design</b>	600,000
<b>Construction</b>	9,028,275
<b>Other</b>	1,155,111
<b>Total Cost</b>	<b>12,346,006</b>

Description (continued)

NOTES



**Sea Level Rise**

This project will not be affected by sea level rise.



Description (continued)				NOTES				
				<p><b><u>Sea Level Rise</u></b></p> <p>This project will not be affected by sea level rise.</p>				

# Tiburon Project Data Sheet



<b>Project Name</b>	Various Bicycle Improvements							<b>Project Number</b>		
<b>Category</b>	Street									
<b>Department</b>	Public Works									
<b>Start Date</b>	TBD	<b>End Date</b>		TBD						
<b><u>Description</u></b>										
Various bicycle improvements. Includes improvements identified in 2016 Bicycle/Pedestrian Masterplan: Class IV Bikeway Blackies Grove to Blackies Pasture, Class II Trestle Glen Boulevard, Class I to II transition on Tiburon Boulevard at Mar West Street, Class II Paradise Drive, Class II Tiburon Boulevard, Class IV Tiburon Boulevard Hwy 101 to Trestle Glen										
<b><u>Status</u></b>										
<b><u>Net Impact on Operating Budget</u></b>										
<b><u>Funding</u></b>										
<b>Source of Funds</b>	<b>Prior</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Total</b>			
Gas Tax							0			
RMRA (SB1)										
Measure A Trans		25,000	25,000	25,000	25,000	25,000	125,000			
Street Impact Fund										
GF Corp Yard										
GF Parks										
GF Streets & Drainage										
Other							0			
<b>TOTAL</b>	0	25,000	25,000	25,000	25,000	25,000	125,000			
									<b><u>Estimated Project Costs</u></b>	
									<b>Preliminary</b>	
									<b>Acquisition Costs</b>	
									<b>Design</b>	
									<b>Construction</b>	125,000
									<b>Other</b>	
									<b>Total Cost</b>	125,000

Description (continued)	NOTES		
	<b><u>Sea Level Rise</u></b>		

This project will not be affected by sea level rise.

# Tiburon Project Data Sheet



<b>Project Name</b>	Class 3 Bike Lane on Greenwood Beach Road		
<b>Category</b>	Street		
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	
-----------------------	--

### Description

This is a Class III bicycle lane along Greenwood Beach Road as included in the Bicycle Pedestrian Master Plan. Class III bike route signs should be changed to advise bicyclists of a neighborhood 'slow zone'; signs should direct faster bicyclists to use Tiburon Boulevard.; and explore the use of different pavement textures to help slow bicycle traffic on Greenwood Beach Road or alert bicyclist to slow zone signs. Install Safe Routes to School signage and pavement markings along Greenwood Beach Road.

(Additional Information Provided on Other Side of Sheet)

### Status

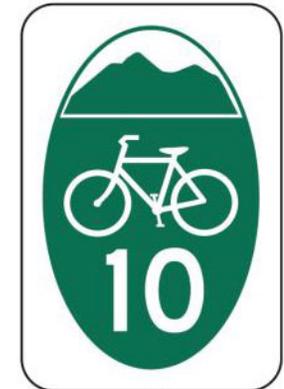
Included as a concept in the Bicycle Pedestrian Master Plan. County and Town agreed to do the project next year with signs only using school bike route signs.

### Net Impact on Operating Budget

Small increase maintaining striping and or signs

### Funding

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax		10,000					10,000
RMRA (SB1)							0
Measure A Trans							0
Street Impact Fund							0
GF Corp Yard							0
GF Parks							0
GF Streets & Drainage							0
Private Funding							0
<b>TOTAL</b>	0	10,000	0	0	0	0	10,000



Proposed Bicycle Route  
"SLOW ZONE" Sign

### Estimated Project Costs

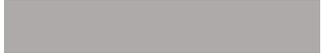
<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	
<b>Construction</b>	10,000
<b>Other</b>	
<b>Total Cost</b>	10,000

Description (continued)

NOTES



Sea Level Rise



# Tiburon Project Data Sheet



<b>Project Name</b>	Del Mar Safe Pathways to School		
<b>Category</b>	Street		
<b>Department</b>	Public Works		
<b>Start Date</b>	7/1/2020	<b>End Date</b>	6/30/2022

**Project Number**

**Description**

The Project will install improvements intended to improve pedestrian safety at the following intersections: Howard Drive and Hillary Drive, Howard Drive and Rowley Circle, Rowley Circle and Gelder Court, Hillary Drive and Rowley Circle, Avenida Miraflores and Hillary Drive, Avenida Miraflores and Felipa Court. Improvements vary by interesction, and include improved pavement striping, markings, and signage; curb ramps; pedestrian bulb outs; and median refuge islands. The Project is 100% funded by a grant from the Transporation Authority of Marin Safe Pathways to School Funding Program.

**Status**

Grant awarded by TAM in October 2019. Town Council approved agreement in April 2020. Funding for Design in FY20/21 and Construction in FY21/22

**Net Impact on Operating Budget**

Small increase maintaining striping and or signs

**Funding**

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax							
RMRA (SB1)							
Measure A Trans							
Street Impact Fund							
GF Corp Yard							
GF Parks							
GF Streets & Drainage							0
Grant (TAM)		68,000	332,000				400,000
<b>TOTAL</b>	0	68,000	332,000	0	0	0	400,000

**Estimated Project Costs**

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	68,000
<b>Construction</b>	332,000
<b>Other</b>	
<b>Total Cost</b>	400,000



# Tiburon Project Data Sheet



<b>Project Name</b>	Town Hall HVAC Rehabilitation		
<b>Category</b>	Facility		
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	
-----------------------	--

### Description

This project replaces the HVAC system in Town Hall. Seven of the eight mechanical/electrical components are over their median service life. Improvements are needed to bring the system in compliance with current code, and accomodate changes in the floor plan.

Recently, Staff has replaced the sensors, controllers, outside air dampers and one condenser fan. Despite this the system is still working poorly with some staff bringing in heaters and other opening windows.



### Status

In 2015, the Town had a pre-design study completed for the HVAC system. The least expensive and most efficient system is the basis for the cost estimate.



### Net Impact on Operating Budget

### Funding

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax							
RMRA (SB1)							
Measure A Trans							
Street Impact Fund							
GF Corp Yard							
GF Parks							
GF Streets & Drainage							
GF Facilities		40,000	310,000				350,000
<b>TOTAL</b>	0	40,000	310,000	0	0	0	350,000

### Estimated Project Costs

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	40,000
<b>Construction</b>	310,000
<b>Other</b>	
<b>Total Cost</b>	350,000

Description (continued)				NOTES				
				<b><u>Sea Level Rise</u></b>  This project will not be affected by sea level rise				

# Tiburon Project Data Sheet



<b>Project Name</b>	ORT Trail Maintenance Improvements		
<b>Category</b>	Street		
<b>Department</b>	Public Works		
<b>Start Date</b>	Spring 2020	<b>End Date</b>	6/30/2021

<b>Project Number</b>	

**Description**

This is a large project to rehabilitate parts of the Old Rail Trail Class I Bikeway and Pedestrian pathway. It will include patch paving, slurry seal and striping.



**Status**

Design complete and build in summer 2020.



**Net Impact on Operating Budget**

None

**Funding**

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax	25,440	696,930					722,370
RMRA (SB1)							0
Measure A Trans							0
Street Impact Fund							0
GF Corp Yard							0
GF Parks							0
GF Streets & Drainage							0
Other							0
<b>TOTAL</b>	25,440	696,930	0	0	0	0	722,370

**Estimated Project Costs**

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	25,440
<b>Construction</b>	600,230
<b>Other</b>	96,700
<b>Total Cost</b>	722,370

Description (continued)	NOTES		
	<b>Sea Level Rise</b>		
	This project could be affected by a sea level rise.		

# Tiburon Project Data Sheet



<b>Project Name</b>		Teather Park Tennis Park Resurfacing						<b>Project Number</b>	
<b>Category</b>		Park							
<b>Department</b>		Public Works							
<b>Start Date</b>		Jul-20		<b>End Date</b>		Jun-21			
<b><u>Description</u></b>									
Tape cracks and resurface tennis courts at Teather Park.									
<b><u>Status</u></b>									
Cost estimate received from contractor									
<b><u>Net Impact on Operating Budget</u></b>									
<b><u>Funding</u></b>									
<b>Source of Funds</b>	<b>Prior</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Total</b>		
Gas Tax									
RMRA (SB1)									
Measure A Trans									
Street Impact Fund									
GF Corp Yard									
GF Parks		20,000					20,000		
GF Streets & Drainage									
Other									
<b>TOTAL</b>	0	20,000	0	0	0	0	20,000		
								<b><u>Estimated Project Costs</u></b>	
								<b>Preliminary</b>	
								<b>Acquisition Costs</b>	
								<b>Design</b>	
								<b>Construction</b>	20,000
								<b>Other</b>	
								<b>Total Cost</b>	20,000

Description (continued)	NOTES		

# Tiburon Project Data Sheet



<b>Project Name</b>	Retrofit Traffic Signals for Backup Generators		
<b>Category</b>	Street		
<b>Department</b>	Public Works		
<b>Start Date</b>	TBD	<b>End Date</b>	TBD

<b>Project Number</b>	

**Description**

During the recent PG&E Public Safety Power Shut-off in 2019, the Town installed temporary generators at signals along Tiburon Blvd. This project will provide infrastructure to allow Public Works to respond quicker and more efficiently to a future PSPS. This work will be done at 8 critical traffic signals. The project consists of installing Alpha Universal Automatic Transfer Switch (UATS) and a small enclosure for the generator. The generators were purchased in a previous year. This work will need to be coordinated with and approved by Caltrans.

**Status**

**Net Impact on Operating Budget**

**Funding**

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax	8,000	52,000					60,000
RMRA (SB1)							
Measure A Trans							0
Street Impact Fund							
GF Corp Yard							
GF Parks							
GF Streets & Drainage							
Other							
<b>TOTAL</b>	8,000	52,000	0	0	0	0	60,000



**Estimated Project Costs**

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	
<b>Construction</b>	60,000
<b>Other</b>	
<b>Total Cost</b>	60,000

Description (continued)				NOTES				
				<p><b><u>Sea Level Rise</u></b></p> <p>This project will not be affected by sea level rise.</p>				

# Tiburon Project Data Sheet



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

**Project Number**



### 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

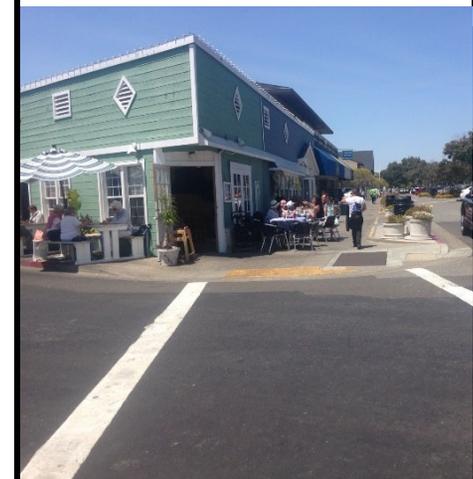
Permit is at Caltrans. Design is 95%. Building Permit for New Morning Café is issued. This project will be constructed by the New Morning Café Developer with no construction cost to the Town.

### Net Impact on Operating Budget

No impact

### Funding

Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Gas Tax	21,368	34,932					56,300
RMRA (SB1)							0
Measure A Trans							0
Street Impact Fund							0
GF Corp Yard							0
GF Parks							0
GF Streets & Drainage							0
Private Funding							0
<b>TOTAL</b>	21,368	34,932	0	0	0	0	56,300



### Estimated Project Costs

<b>Preliminary</b>	
<b>Acquisition Costs</b>	
<b>Design</b>	56,300
<b>Construction</b>	
<b>Other</b>	
<b>Total Cost</b>	56,300

<u>Description</u>	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>				
<b><u>Sea Level Rise</u></b>				
				<p>This project could be affected by a sea level rise of 100 cm.</p>

# 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>	

**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.

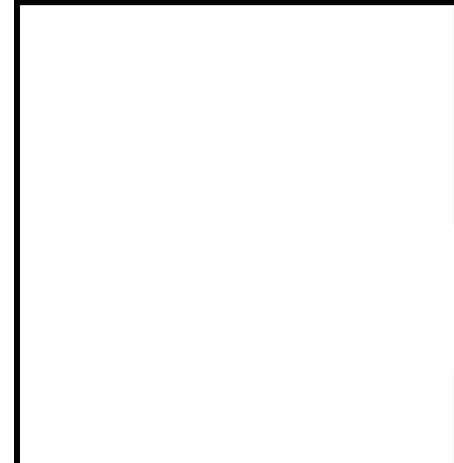


**Status**

Construction is nearly complete pending work by PG&E and final connections

**Net Impact on Operating Budget**

<b>Funding</b>							
Source of Funds	Prior	2020-21	2021-22	2022-23	2023-24	2024-25	Project Total
Gas Tax							
RMRA (SB1)							
Measure A Trans							
Street Impact Fund							
GF Corp Yard							
GF Parks							
GF Streets & Drainage							0
Assessments	1,144,960	130,040					1,275,000
<b>TOTAL</b>	1,144,960	130,040	0	0	0	0	1,275,000



<b>Estimated Project Costs</b>	
<b>Preliminary</b>	109,000
<b>Acquisition Costs</b>	
<b>Design</b>	141,927
<b>Construction</b>	912,151
<b>Other</b>	111,922
<b>Total Cost</b>	1,275,000



*Program:* **DEBT SERVICE PROGRAM**

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

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

**Principal, Interest & Fees**

<b>Bond Issue</b>	<b>Principal</b>	<b>Interest</b>	<b>Administration Fees</b>	<b>TOTAL</b>
2016 Consolidated Reassessment District Refunding Bonds <sup>1</sup>	319,458	327,730	-	647,189
TPFA 2016 Refunding Revenue Bonds <sup>1</sup>	390,000	255,480	-	645,480
Virginia Underground District, Series A	30,000	10,000	-	40,000
Virginia Underground District, Series A	-	41,863	-	41,863
<b>Total Debt Service:</b>	<b>\$ 739,458</b>	<b>\$ 635,073</b>	<b>\$ -</b>	<b>\$ 1,374,531</b>

**Bond Issue Information**

2016 Consolidated Reassessment District Refunding Bonds & TPFA 2016 Refunding Revenue Bonds- 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.

1. Assessments on properties within the 2016 Consolidated Reassessment District are based upon the annual debt service due on the 2016 Consolidated Reassessment District Refunding Bonds. Those assessments are then funneled up to pay the annual debt service on the TPFA 2016 Refunding Revenue Bonds.

## 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

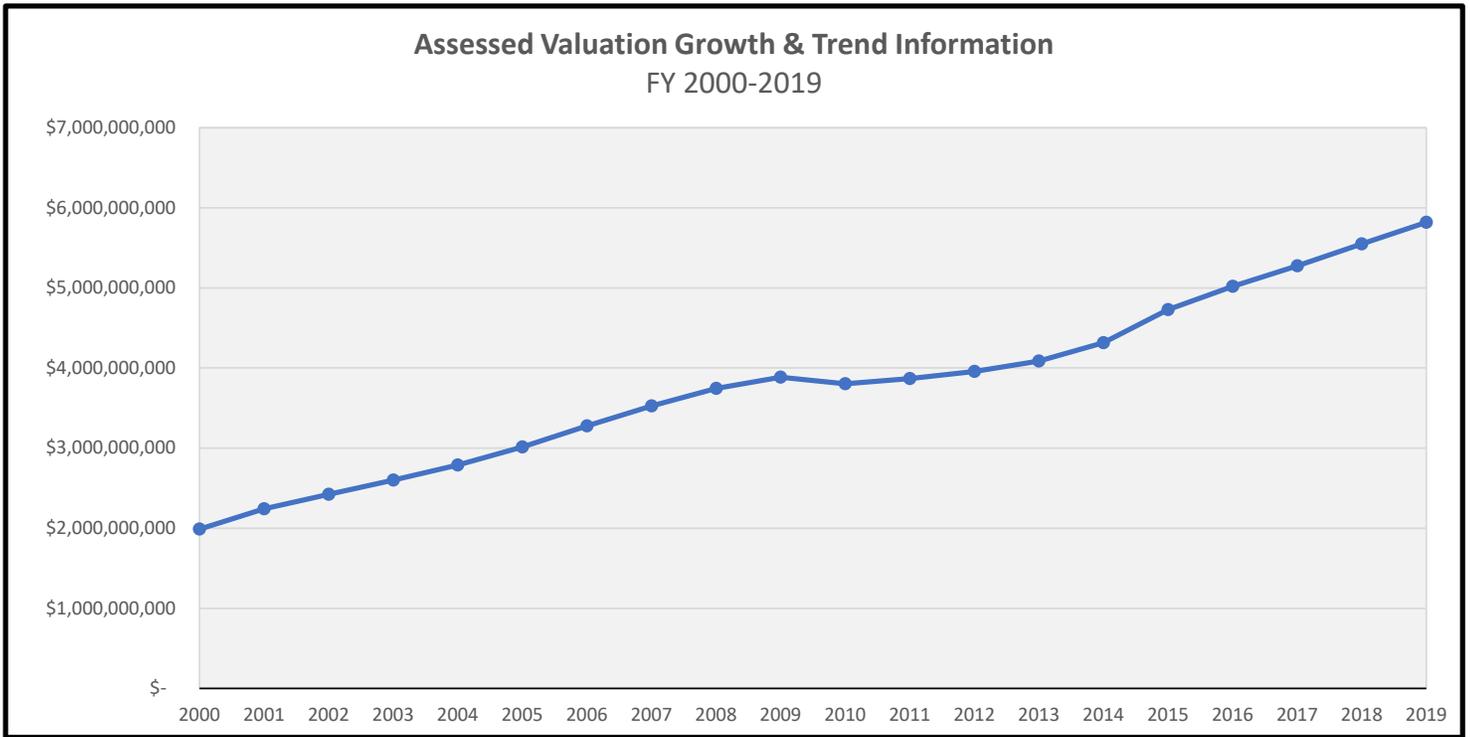
	Land	Improvements	Personal Property & Equipment	Less: Exemptions	Total Taxable Secured Assessed Value (AV)	Percent Change v. Prior Year
1991	513,803,322	579,753,663	910,956	(20,015,563)	\$ 1,074,452,378	11.7%
1992	550,974,479	633,661,850	960,511	(20,382,515)	\$ 1,165,214,325	8.4%
1993	580,036,634	685,964,198	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%
2017	2,874,838,575	2,462,033,479	3,683,071	(63,848,344)	\$ 5,276,706,781	5.1%
2018	3,024,124,880	2,586,022,990	3,675,142	(64,698,340)	\$ 5,549,124,672	5.2%

## Assessed Value of Property

The Town of Tiburon has 3713 parcels of which 3,224 are Single-Family, 183 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	\$	5,819,084,326
Assessed Valuation on July 1, 1983	\$	395,258,102
Average Annual Growth Since 1983		8.03%



Assessor's Tax Roll Parcel Data

Use Code	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	117	3.2%	52,139,387	0.9%	445,636
	Improved - Detached	2,462	66.4%	4,789,943,507	81.4%	1,945,550
	Improved - Attached	644	17.4%	597,511,683	10.2%	927,813
MULTIPLE RESIDENTIAL	Unimproved	7	0.2%	1,649,168	0.0%	235,595
	Improved	172	4.6%	265,904,861	4.5%	1,545,958
COMMERCIAL	Unimproved	8	0.2%	434,204	0.0%	54,276
	Improved	49	1.3%	119,529,088	2.0%	2,439,369
INDUSTRIAL LAND	Unimproved	1	0.03%	2,403	0.0000%	2,403
SUBJECT TO EXEMPTION	Unimproved	11	0.3%	300,820	0.0%	27,347
	Improved	37	1.0%	58,033,076	1.0%	1,568,462
TAX EXEMPT		175	4.7%	0	0.0%	0
COMMON AREA PARCEL	Homeowner's Association	27	0.7%	9,769	0.0%	362
<b>Column Totals:</b>		<b>3710</b>	<b>100.0%</b>	<b>\$ 5,885,457,966</b>	<b>100.0%</b>	<b>\$ 1,586,377</b>

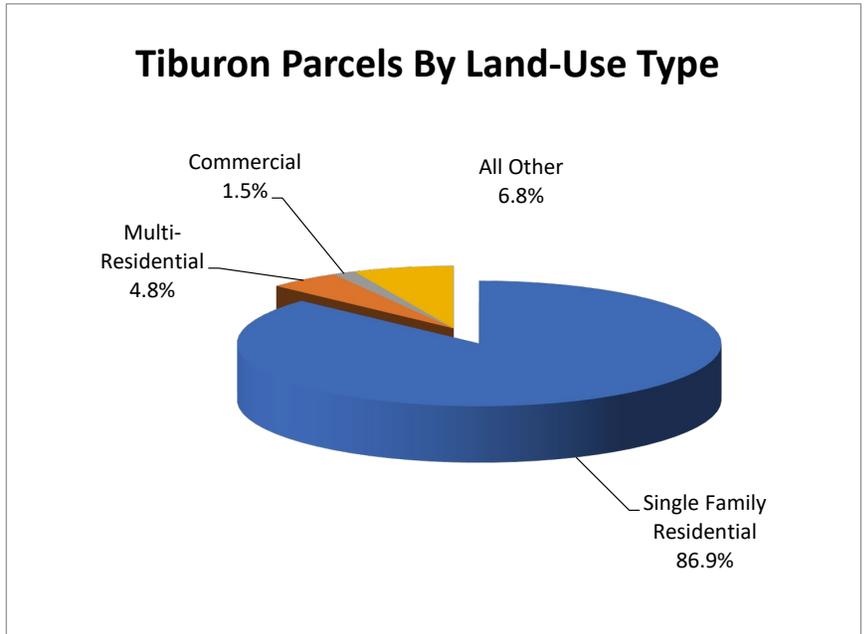
Source: Marin County Office of Assessor-Recorder

## Assessor's Tax Roll Parcel Data

The Town of Tiburon has 3713 parcels of which 3,223 are Single-Family, 179 are Multiple-Family, and 57 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

A total of 117 Single-Family parcels are unimproved, some of which are "scraps or "strips" and are undevelopable.

The Town-wide average assessed value per parcel is \$1,586,377. The average assessed value for an improved detached Single-Family parcel is \$1,945,550 for an attached townhouse-type unit it is \$927,813.



<i>Parcel Type</i>	<i>Number</i>	<i>Total AV</i>
Single Family Residential	3,223	\$ 5,439,594,577
Multi-Residential	179	267,554,029
Commercial	57	119,963,292
All Other	251	58,346,068
<b>Total Parcels:</b>	<b>3,710</b>	<b>\$ 5,885,457,966</b>

**Staff Positions**

Position	2017/18	2018/19	2019/20	2020/21	Position	2017/18	2018/19	2019/20	2020/21
<b>TOWN ADMINISTRATIVE SERVICES</b>					<b>POLICE DEPARTMENT</b>				
Town Manager	1.00	1.00	1.00	1.00					
Town Attorney	-	-	-	-	Chief of Police	1.00	1.00	1.00	1.00
Town Clerk	1.00	1.00	1.00	1.00	Captain	-	-	-	-
Office Assistant	1.00	1.00	1.00	1.00	Sergeant	4.00	4.00	4.00	4.00
Admin. Services Director	1.00	1.00	1.00	1.00	Patrol Officers	7.00	8.00	8.00	8.00
Finance & Accounting Manager	-	-	1.00	1.00	Investigator/Detective	-	-	-	-
IT Coordinator	-	1.00	1.00	1.00	Secretary	-	-	-	-
Accounting & HR Technician	-	-	0.70	0.70	Police Service Aide	3.00	3.00	3.00	3.00
Management Assistant	0.86	0.86	-	-	Emergency Services Coordinator	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	-	-	<b>Subtotal:</b>	<b>16.00</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>
<b>Subtotal:</b>	<b>5.86</b>	<b>6.86</b>	<b>6.70</b>	<b>6.70</b>					
<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	-	-	Engineering Technician	-	-	-	-
Senior Planner	-	-	1.00	1.00	Associate Civil Engineer	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	-	-	Superintendent of Public Works	1.00	1.00	1.00	1.00
Assistant Planner	-	-	-	-	Assistant Supt. of Public Works	-	-	-	-
Community Development Aide	1.00	-	1.00	1.00	Senior Maintenance Worker	2.00	2.00	2.00	2.00
Planning Technician	-	1.00	1.00	1.00	Maintenance Worker	4.00	4.00	4.00	4.00
Building Official	1.00	1.00	1.00	1.00	<b>Subtotal:</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
Building Inspector	1.00	1.00	1.00	1.00					
Permit Technician	1.00	1.00	1.00	1.00					
Permit Clerk	1.00	1.00	1.00	1.00					
<b>Subtotal:</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>					