

# TOWN OF TIBURON ADOPTED BUDGET



Fiscal Year 2009-10

Tiburon Blvd. at Trestle Glen circa 1940s  
Photo courtesy of Landmarks Society

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TOWN OF TIBURON  
1505 Tiburon Boulevard  
Tiburon, CA 94920

## MEMORANDUM

**Date:** June 3, 2009  
**To:** Mayor and Town Council  
**From:** Peggy Curran, Town Manager  
**Subject:** Fiscal Year 2009-2010 Proposed Municipal Budget Plan

### INTRODUCTION

I am pleased to present the Proposed Fiscal Year 2009-10 Municipal Budget Plan. It represents staff's best efforts at projecting revenues and expenditures for the coming year. As presented, your budget is balanced and represents a reduced expenditure plan over FY 2008-09. The proposed budget allows Council and Town staff to continue to provide the residents of the Town of Tiburon with exceptional municipal services along with accelerated maintenance of Town infrastructure and the completion of some community projects.

The Town's financial position remains good. By the end of Fiscal Year 2009-10, the Town anticipates an operating surplus of \$18,830. We will begin the 2009-10 Fiscal Year with over \$20.2 million in total reserves and a balanced spending plan. As was the case last year, Tiburon, and all local agencies in California, await further word as to how the State's budget crisis will impact us. We are unlikely to have an answer to this question until months after the Town Council considers and adopts this budget. This issue is addressed later in this memorandum.

### BUDGET OVERVIEW

With every budget we define a few terms to allow a better understanding of the document.

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

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

The *Overall Budget* reflects all funding sources for operations. Included are restricted funds from other governmental sources for specific uses (e.g., grant funding for steps, lanes and path improvements). Also include are Town Council adopted fees which must be used for the purpose identified (e.g., long-range planning fee for the purpose of updating the General Plan).

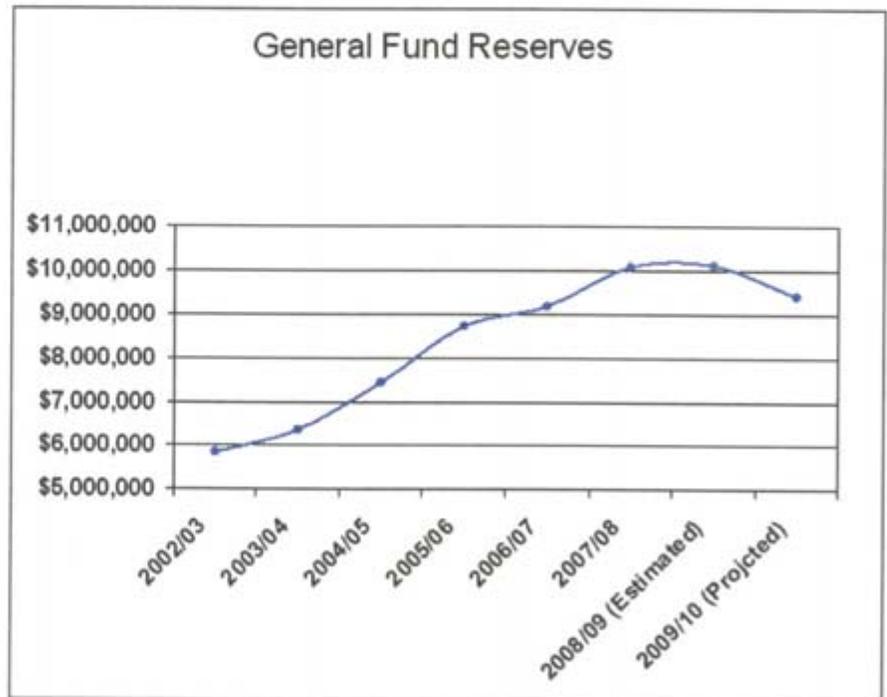
Below is an overview comparing the present adopted budget to that proposed for 2009-2010.

	Overall Operating Budget				General Fund Operating Budget			
	2008/09 Adopted	2008/09 Estimated	2009/10 Proposed	% Change	2008/09 Adopted	2008/09 Estimated	2009/10 Proposed	% Change
Revenues	\$8,922,653	\$9,268,710	\$8,857,590	-0.73%	\$7,448,233	\$7,684,770	\$7,255,425	-2.59%
Expenditures	\$8,909,073	\$8,587,199	\$8,838,760	-0.79	\$7,434,653	\$7,112,906	\$7,236,595	-2.66%

## FINANCIAL HEALTH OF THE TOWN

Staff believes the current economic and housing downturn, along with potential impacts to the Town from the State's budget crisis, will impact the operating and general fund surpluses we have enjoyed over the last several years. We can, however, continue to provide high-quality services to our residents while being financially prudent with our expenditures.

With this proposed budget we anticipate an operating surplus of a modest \$18,830. We find ourselves in this desirable position due to a long history of careful fiscal management. We will begin Fiscal Year 2009-10 with approximately \$10.1 million in our General Fund



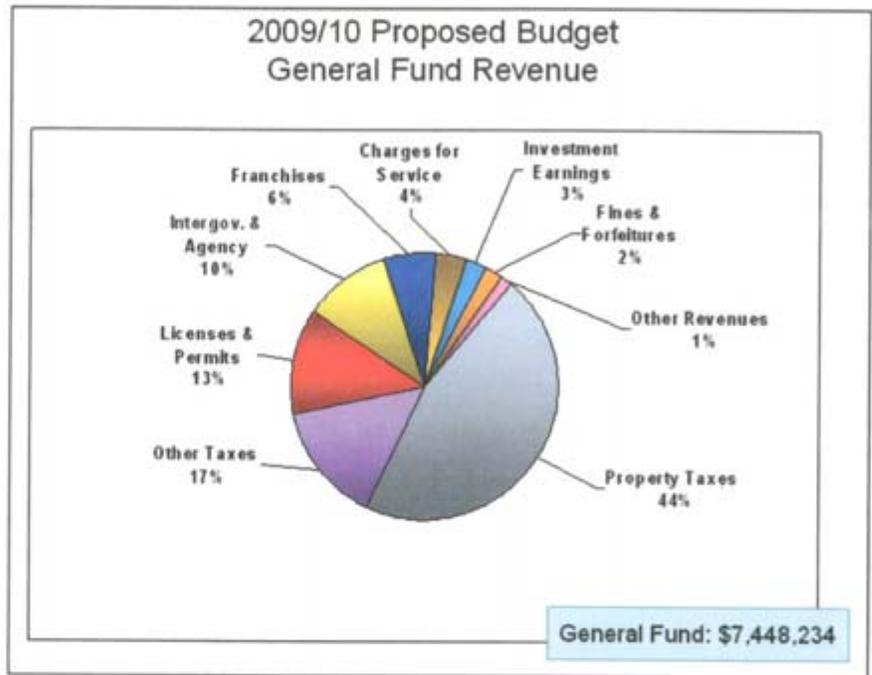
reserves plus an additional \$10.1 million in restricted reserves. To put this into perspective, the proposed budget includes General Fund expenditures totaling approximately \$7.25 million, which means the Town could continue to operate for approximately 16.5 months without receiving any additional revenue. Clearly, the Town's financial cushion is quite adequate.

## CHANGES TO MUNICIPAL BUDGET PLAN

### Revenues

For Fiscal Year 2009-10, staff projects revenues will decline slightly in the Overall Budget compared to the adopted FY 2008-09 budget. Staff anticipates that the housing market and related recession will continue to negatively impact revenues associated with secured property tax, transfer tax, sales tax, hotel tax, and certain building revenues.

The draft budget reflects a 1% increase in secured property tax revenues over the current year's estimated actual. This compares to a 7% increase from FY 2008-09 estimated over FY 2007-08 actuals. Property tax receipts have historically been the Town's bread and butter revenue, representing 44% of General Fund operating revenue for FY 2009-10. Consequently, the Town is highly dependent upon the health of its housing base. Should the current housing and building market slowdown last beyond FY 2009-10, staff will need to look carefully at increasing other revenues or decreasing expenditures in FY 2010-11.



The pie chart above shows the breakdown by revenue category of the projected FY 2009-10 General Fund revenues of \$7,255,425. As of the date of writing this message, the State of California is faced with a \$21 billion deficit. Though the State's ability to take certain revenues from the Town is limited by Proposition 1A, it appears likely that the State will evoke its right to "borrow" up to 8% of the Town's revenues related to property tax. This could amount to a \$369,000 reduction in projected revenues for FY 2009-10. This last comment must be tempered with the understanding that this would be a one-time revenue reduction and, by law, must be repaid with interest within three years. Should this become reality, the Town has sufficient reserves to cover this one-time loss until repaid by the State.

### Expenditures

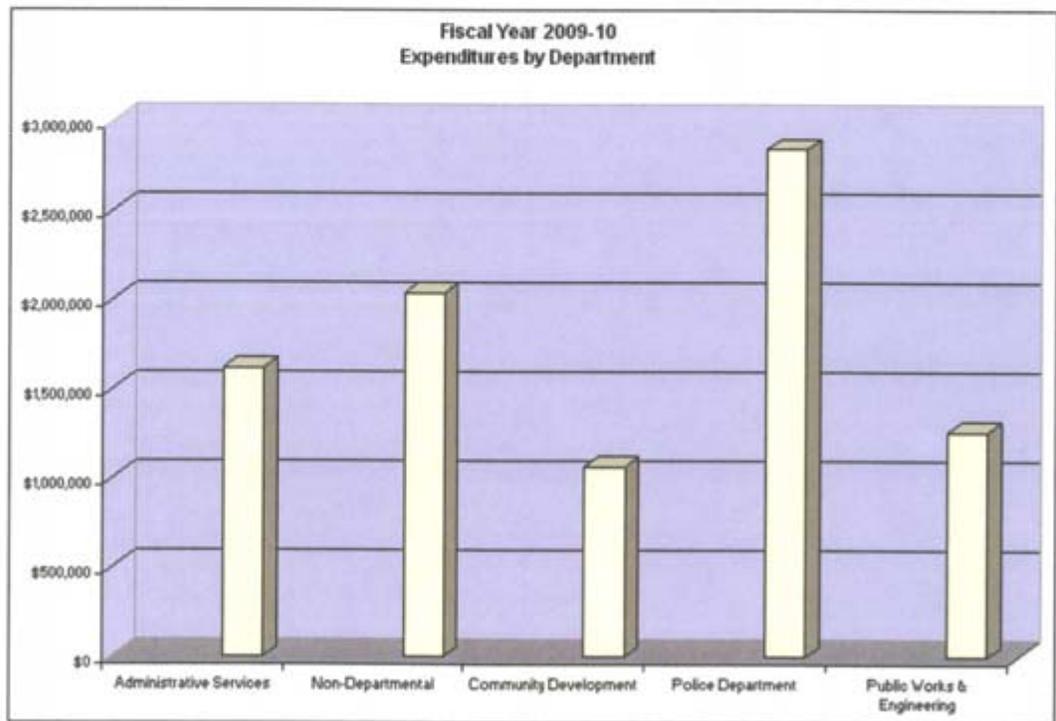
Overall operating expenditures are projected to decrease by 0.79%. Across the board, changes in the projected expenditures reflect not filling two vacant police officer positions, funding negotiated increases for the Town's two bargaining units and freezing salary and benefits for the Town's 18 management and mid-management employees. The bar chart below shows the FY 2009-10 Operating Budget by department. Further clarification of department expenditure variations are explained below.

The Administrative Services Department's overall budget is proposed to increase by 4% or \$63,700 over the current year. All divisions within Administrative Services achieved their required 3% reduction with the exception of Legal Services. During the previous two fiscal years there has been a significant increase in litigation caseloads which require the Town to retain outside legal counsel. The Town has had to request budget amendments during the past two years, and this year's proposed budget is in keeping with the last two year's trend. The Administration Division is proposed to decrease by 4.3% (\$42,351). Legal Services has been increased 39.8% (\$124,056), a consequence of increasing the appropriation for outside legal counsel. The Legislative Support division is decreased by 7.1% (\$3,000). The Town Hall Facility division will decrease by 7% (\$15,000), achieved by reducing costs associated with employee special events and position recruitments.

The Community Development Department budget is proposed to decrease by 4.5% or \$49,939. This is primarily achieved by reducing contractual services to reflect a downturn in outside plan checking and bringing the digitizing of building records in-house.

The Police Department budget is projected to decrease by 3.5% or \$102,268. This reduction includes costs associated with negotiated salary and benefit increases for members of the Tiburon Police Association. The overall reduction is achieved by "freezing" two currently vacant police officer positions and supplementing overtime to fill shifts that fall below minimum staffing (2) from the vacant positions, and increasing staff training.

The Public Works Department budget is proposed to decrease by 3.3% or \$43,527 over last year. Included in this overall reduction are increased salary and benefit costs for the five represented employee within the Streets and Parks Divisions. This reduction is achieved by reducing several line-items within the various division of the Public Works



Department. The Town also continues to realize savings through the addition of the position of Engineering Technician earlier this fiscal year which reduces the amount of contractual services needed by the department.

Non-Departmental – The Non-Departmental budget is proposed to increase 3.1% or \$61,716 in FY 2009-10. These expenses reflect insurance premiums (workers; comp, liability, property), Joint Power Agreements, Town-owned housing units and the Belvedere-Tiburon Library Agency property tax pass-through. Staff has very little control over the majority of expenses in the Non-Departmental budget. The proposed increase to the Belvedere-Tiburon Library Agency property tax pass-through accounts for \$28,275 of the overall \$61,716 increase.

## **Infrastructure Improvements and Capital Projects**

The FY 2009-10 Capital Improvement Program (CIP) budget is quite ambitious due to the carry forward of \$2 million in streets and community improvement projects from FY 2008-09 for projects that will be completed later this summer and fall. The proposed budget reflects some new and a number of ongoing infrastructure improvement projects for the Town. The total \$10.8.5 million CIP budget for FY 2009-10 calls for \$2.4 million in street enhancements, \$215,000 in drainage projects, and \$8.2 million in community projects. This latter expense is principally the Del Mar Valley Undergrounding Assessment District which is budgeted to proceed in FY 2009-10 despite the fact that litigation could continue to stymie such efforts.

Because street resurfacing continues to be a Council priority, staff proposes that another \$360,000 be dedicated to the reconstruction of “failed” streets, defined as streets with a Pavement Condition Index (PCI) of 20 or less. The increased annual street resurfacing program as well as addressing “failed” streets will help the Town reach its goal of achieving and maintaining a Town-wide PCI of 70.

The proposed FY 2009-10 budget includes a five-year Capital Improvement Program Plan. This provides Council and staff with a glimpse into the future of CIP projects. It should be noted that the Council is not being asked to adopt this five year outlook, and it will surely shift and change as needs and resources come into clearer focus. Rather, its purpose is to help anticipate future expenditures and demands on the budget.

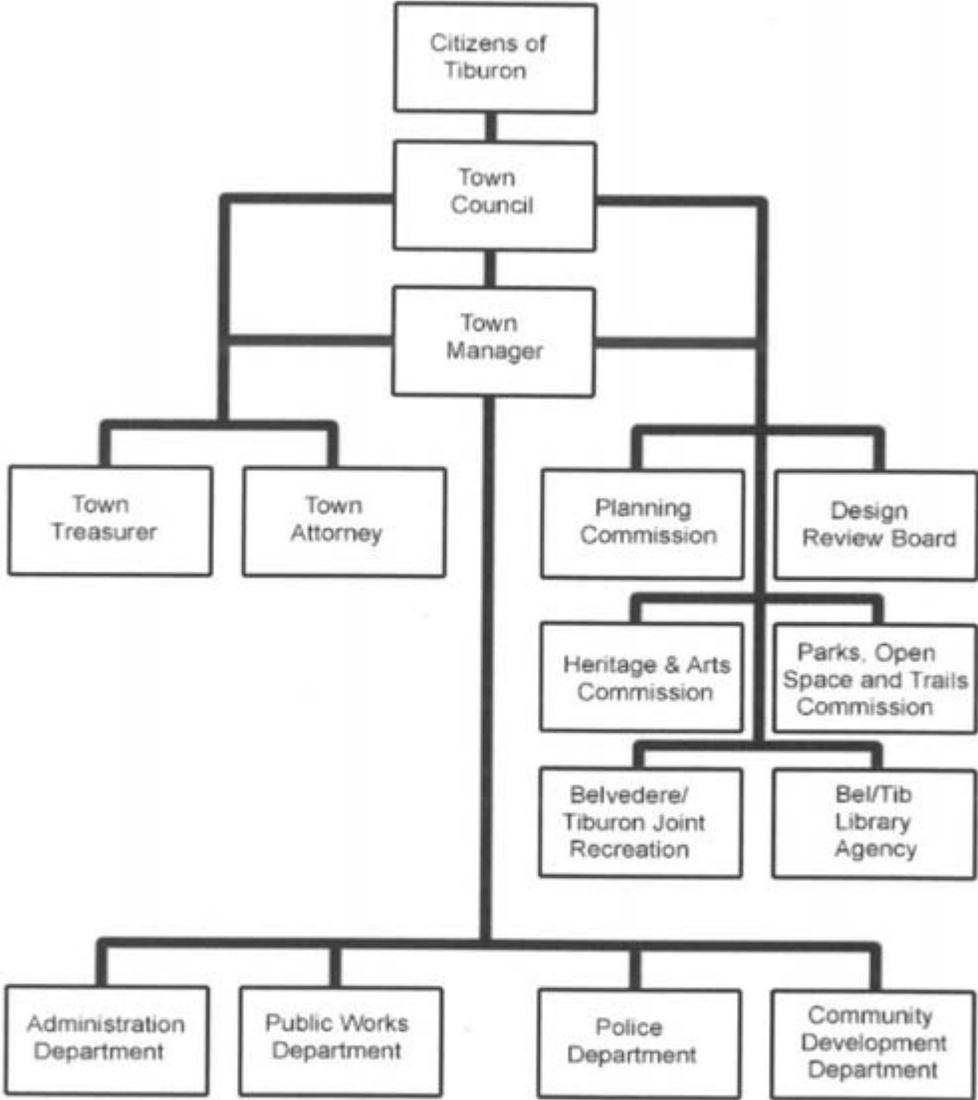
Finally, there will be shortly and presented separately, a summary of the 2009-2010 Fiscal Year work program in matrix format. This tool is intended to assist both staff and the Council in monitoring progress toward our goals.

## **CONCLUSION**

The Town Council and community can once again be assured that the Town of Tiburon is financially sound. The Town has done a tremendous job of saving for the “rainy day” over the years, so even in this year of continued economic slowdown our fiscal outlook is stable and positive. Town staff will continue to aggressively manage the Town’s finances to assure that revenues are collected in a timely and appropriate manner and that expenses are carefully scrutinized.

Administrative Services Director Heidi Bigall in particular and the entire management team are to be commended for their assistance in developing the Town’s Municipal Budget Plan. I also wish to thank Councilmembers Slavitz and Gram for their review and comment during the budget preparation process. We look forward to a dialogue with the Town Council on the budget and its timely adoption for the July 1, 2009 start of the new fiscal year.

Town Organization Chart



## Directory of Town Officials

TOWN MANAGER	Margaret A. Curran
TOWN ATTORNEY	Ann R. Danforth
DIRECTOR OF ADMINISTRATIVE SERVICES	Heidi Bigall
DIRECTOR OF COMMUNITY DEVELOPMENT	Scott Anderson
CHIEF OF POLICE	Mike Cronin
DIRECTOR OF PUBLIC WORKS & TOWN ENGINEER	Nick Nguyen
TOWN CLERK	Diane Crane Iacopi
BUILDING OFFICIAL	Dean Bloomquist
TOWN TREASURER	William Osher

# Town Council, Commission & Board Members

## TOWN COUNCIL

ALICE FREDERICKS, MAYOR  
MILES BERGER, VICE-MAYOR  
RICHARD COLLINS  
TOM GRAM  
JEFF SLAVITZ

### PLANNING COMMISSION

Emmett O'Donnell, Chair  
John Kunzweiler, Vice-Chair  
Jim Fraser  
Cathy Frymier  
John Corcoran

### DESIGN REVIEW BOARD

Frank Doyle, Chair  
Bryan Chong, Vice-Chair  
Michael Tollini  
Grover Wilson  
John Kricensky

### PARKS, OPEN SPACE & TRAILS COMMISSION

Peter Winkler, Chair  
Jill Sperber, Vice-Chair  
Ralph Leighton  
Michael McMullen  
Phillip Feldman

### HERITAGE & ARTS COMMISSION

Peggy Bremer, Chair  
Patricia Navone, Vice-Chair  
Ida Mae Berg  
David Gotz  
Anne Thull  
Elizabeth Schmidt  
Marlene Rice  
Victoria Arnett, Commissioner Emeritus

### BELVEDERE/TIBURON JOINT RECREATION COMMITTEE

Robert McCaskill, Chair  
Jerry Riessen, Vice-Chair  
Jennifer Muller  
Jean Howard  
Merrill Boyce (RUSD)  
Erin Tollini  
Jane Jacobs

### BELVEDERE/TIBURON LIBRARY AGENCY BOARD OF TRUSTEES

Mary Falk, Chair  
Lois Epstein, Vice-Chair  
Beverlee Johnson  
Heather Lobdell  
Ann Otter  
Steger Johnson  
William Kuhns

### BELVEDERE/TIBURON JOINT DISASTER ADVISORY COUNCIL

Tom Cromwell, Chair (Belvedere Council)  
Alice Fredericks (Tiburon Council)  
Chuck Auerbach  
Ellen Rony  
Al Haussener  
James Sherman

# **FUND RESOURCES OVERVIEW**

## **Overview of Total Appropriations**

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

## **Changes to Fund Balance**

**Fiscal Year 2009/10**

## **Capital & Special Project Fund Descriptions**

This section includes schedules that provide fund balance information for General Fund Reserves, restricted Capital Project, and Redevelopment Agency funds of the Town.

The Changes to Fund Balance Schedule provides an overview of the changes in revenues, expenditures, and fund balance for the General Fund and other restricted project and Redevelopment Agency funds.

The Fund Description Schedule provides a brief description of certain restricted Capital Project and Special Revenue Funds. Generally, wherein use of the assets of these funds is restricted according to federal, state or local legislation, provisions of development agreements, or other private or special contractual agreements.

**FUND RESOURCES OVERVIEW**

**Fiscal Year 2009/10**

**Overview of Total Appropriations**

	Town of Tiburon	Tiburon Redevelopment Agency	TOTAL Appropriation
<b>Operating Program</b>			
Town Administration	1,620,054	2,500	1,622,554
Community Development	1,067,667	-	1,067,667
Police	2,847,769	-	2,847,769
Public Works	1,266,566	-	1,266,566
Non-Departmental	2,039,704		2,039,704
Subtotal:	\$ 8,841,760	\$ 2,500	\$ 8,844,260
<b>Capital &amp; IT Outlay Program</b>	\$ 1,250	\$ -	\$ 1,250
<b>Capital Improvement Program</b>			
Street Improvements	2,435,000	-	2,435,000
Drainage Improvements	215,000	-	215,000
Community Development Improvements	8,232,000	-	8,232,000
Subtotal:	\$ 10,882,000	\$ -	\$ 10,882,000
<b>Debt Service Program</b>			
Del Mar Assessment District	273,770		273,770
Lyford Cove Assessment District	261,011		261,011
Main Street Assesmsent District	39,659	-	39,659
Stewart Drive Underground Assessment District	110,193	-	110,193
Tiburon Public Facilities Financing Authority	17,300	-	17,300
Via Capistrano Assessment District	17,316	-	17,316
Subtotal:	\$ 719,249	\$ -	\$ 719,249
<b>Total Appropriation</b>	\$ 20,444,259	\$ 2,500	\$ 20,446,759

FUND RESOURCES OVERVIEW

Fiscal Year 2009/10

Statement of Fund Balances, June 30th Closing

FUND/ RESERVE	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Projected
<b>GENERAL FUND</b>				
Unallocated Reserve	\$ 3,058,415	\$ 3,228,659	4,261,128	\$ 3,229,458
Designated Reserves				
Capital Equipment Replacement	147,337	190,014	245,179	205,379
Infrastructure & Facility Replacement	918,947	806,596	786,088	446,088
Employee Compensated Leave	230,511	268,052	266,773	366,773
Employee Housing Assistance	800,000	800,000	800,000	800,000
Other Post Employment Benefits		150,000	150,000	300,000
PW Corp Yard Improvement	931,367	1,501,172	1,461,383	2,041,383
Park Development	684,493	672,610	539,861	459,861
Self Insurance	54,805	101,465	101,465	151,465
Streets & Drainage	1,493,310	1,421,061	1,261,581	1,043,627
Storm Damage	100,000	100,000	100,000	100,000
Traffic System	450,000	450,000	450,000	450,000
Technology Fund	263,616	291,278	320,398	329,098
Open space Management	50,000	100,000	59,206	69,206
Total Designated Reserves	\$ 6,124,386	\$ 6,852,248	\$ 6,541,934	\$ 6,762,880
Total General Fund:	\$ 9,182,801	\$ 10,080,907	\$ 10,803,062	\$ 9,992,338
<b>OTHER RESTRICTED FUNDS</b>				
Belvedere/Tiburon Library Agency	\$ -	\$ -	\$ -	\$ -
Cypress Hollow District	68,884	72,791	\$ 70,874	\$ 72,424
Town Owned Housing Fund	50,294	74,305	\$ 114,447	\$ 132,347
Heritage & Arts Donation Fund	9,775	14,080	\$ 12,262	\$ 13,262
Low & Moderate Housing	1,416,126	1,317,257	\$ 1,327,888	\$ 1,315,163
Open Space Acquisition	177,459	183,959	\$ 189,407	\$ 191,307
Police Asset Forfeiture	88	88	\$ 88	\$ 88
Police Suppl Law Enforcement	-2,204	37,919	\$ 37,919	\$ 37,919
Property Development Tax	3,352	4,283	\$ 4,349	\$ 4,389
State Gas Tax	456,640	309,287	\$ 457,935	\$ 276,104
State Traffic Congestion Relief	33,613	35,105	\$ 32,893	\$ (15,276)
CA Proposition 1B Funds	-	403,110	\$ 405,003	\$ 5,003
County Measure A Funds	77,730	92,084	\$ 94,753	\$ 94,753
Street Frontage Improvement	2,267	2,365	\$ 2,416	\$ 2,416
Tiburon Circ System Improvement	89,589	20,792	\$ 27,771	\$ 12,771
Tiburon Long Range Planning	66,468	115,229	\$ 150,811	\$ 157,811
Bunch Grass Mitigation Fund	120,535	125,889	\$ 128,650	\$ 129,950
Tiburon Parks In-Lieu	-1,263	1,319	\$ 1,347	\$ 1,347
Tiburon Planning Area Mitigation	160,053	172,634	\$ 176,910	\$ 178,710
Tiburon Playground Improvement	-234	53,281	\$ (6,426)	\$ (6,426)
Tiburon Street Impact	1,188,228	917,061	\$ 1,647,118	\$ 1,052,118
Police TECH	2,051	-	\$ -	\$ -
Downtown Art Project	206,417	2,051	\$ 2,051	\$ 2,051
Drainage Impact Fund	904,274	225,570	\$ 206,417	\$ 66,417
Lyford Cove Undergrounding	4,182,000	904,061	\$ 904,274	\$ 904,274
Del Mar Undergrounding	0	4,182,000	\$ 4,182,000	\$ -
Total Restricted Funds:	\$ 9,212,142	\$ 9,266,520	\$ 10,171,157	\$ 4,628,922

FUND RESOURCES OVERVIEW

Fiscal Year 2009/10

Statement of Fund Balances, June 30th Closing

FUND/ RESERVE	2006/07 Actual	2007/08 Actual	2008/09 Actual	2009/10 Projected
<b>REDEVELOPMENT AGENCY</b>				
General Increment	247,120	290,080	\$ 290,080	4,534
Housing Set-Aside	1,456,320	1,518,508	\$ 1,518,508	1,558,732
Total Redevelopment Agency:	\$ 1,703,440	\$ 1,808,588	\$ 1,808,588	\$ 1,563,266

FUND RESOURCES OVERVIEW

Fiscal Year 2009/10

Changes to Fund Balance, projected June 30, 2010

FUND/RESERVE	Actual Fund Balance 7/1/2009	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Other Sources In (Out)	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2010
<b>GENERAL RESERVES</b>							
1 General Unallocated	\$ 4,261,128	7,255,425	7,239,595	60,000	(987,500)	(1,031,670)	\$ 3,229,458
2 Capital Equipment Replacement	245,179	122,200	162,000	-	-	(39,800)	205,379
3 Infrastructure & Facility Replacement	786,088	-	-	90,000	(250,000)	(340,000)	446,088
4 Employee Compensated Leave	266,773	-	-	-	100,000	100,000	366,773
5 Employee Housing Assistance	800,000	-	-	-	-	-	800,000
6 OPEB Fund (GASB 45)	150,000	-	-	-	150,000	150,000	300,000
7 PW Corp Yard Improvement	1,461,383	-	-	120,000	700,000	580,000	2,041,383
8 Park Development	539,861	-	-	365,000	285,000	(80,000)	459,861
10 Self Insurance	101,465	-	-	-	50,000	50,000	151,465
11 Streets & Drainage	1,261,581	-	-	880,000	662,046	(217,954)	1,043,627
12 Storm Damage	100,000	-	-	-	-	-	100,000
13 Traffic System	450,000	-	-	-	-	-	450,000
14 Technology Fund	320,398	125,000	116,300	-	-	8,700	329,098
15 Open Space Management	59,206	-	-	40,000	50,000	10,000	69,206
<b>Total General Fund</b>	<b>\$ 10,803,062</b>	<b>7,502,625</b>	<b>7,517,895</b>	<b>1,555,000</b>	<b>759,546</b>	<b>(810,724)</b>	<b>\$ 9,992,338</b>
<b>OTHER RESTRICTED FUNDS</b>							
16 Belvedere/Tiburon Library Agency	\$ -	1,377,490	1,377,490	-	-	-	\$ -
17 Cypress Hollow District	70,874	17,000	15,450	-	-	1,550	72,424
18 Town Owned Housing Units	114,447	77,400	59,500	-	-	17,900	132,347
19 Heritage & Arts Project Fund	12,262	1,000	-	-	-	1,000	13,262
20 Low & Moderate Housing	1,327,888	12,000	24,725	-	-	(12,725)	1,315,163
21 Open Space Acquisition	189,407	1,900	-	-	-	1,900	191,307
22 Police Asset Forfeiture	88	-	-	-	-	-	88
23 Police Suppl Law Enforcement	37,919	100,000	100,000	-	-	-	37,919
24 Property Development Tax	4,349	40	-	-	-	40	4,389
25 State Gas Tax	457,935	190,000	-	420,000	48,169	(181,831)	276,104
26 State Traffic Congestion Relief	32,893	-	-	-	(48,169)	(48,169)	(15,276)
26 State Proposition 1B Funds	405,003	-	-	400,000	-	(400,000)	5,003
27 County Measure A Funds	94,753	-	-	-	-	-	94,753
28 Street Frontage Improvement	2,416	-	-	-	-	-	2,416
29 Tiburon Circ System Improvement	27,771	-	-	15,000	-	(15,000)	12,771
30 Tiburon Long Range Planning	150,811	32,000	25,000	-	-	7,000	157,811
31 Tiburon Bunch Grass Mitigation	128,650	1,300	-	-	-	1,300	129,950
32 Tiburon Parks In-Lieu	1,347	-	-	-	-	-	1,347
33 Tiburon Planning Area Mitigation	176,910	1,800	-	-	-	1,800	178,710
34 Tiburon Playground Improvement	(6,426)	-	-	-	-	-	(6,426)
35 Tiburon Street Impact	1,647,118	325,000	-	920,000	-	(595,000)	1,052,118
36 Downtown Art Project	2,051	-	-	-	-	-	2,051
37 Tiburon Drainage Impact	206,417	60,000	-	200,000	-	(140,000)	66,417
38 Lyford Cove Undergrounding	904,274	-	-	-	-	-	904,274
39 Del Mar Undergrounding	4,182,000	3,000,000	-	7,182,000	-	(4,182,000)	-
<b>Total Other Funds</b>	<b>10,171,157</b>	<b>5,196,930</b>	<b>1,602,165</b>	<b>9,137,000</b>	<b>-</b>	<b>(5,542,235)</b>	<b>\$ 4,628,922</b>
<b>REDEVELOPMENT AGENCY</b>							
41 General Increment	\$ 290,080	9,000	4,500	-	(290,046)	(285,546)	\$ 4,534
42 Housing Set-Aside	1,518,508	42,040	1,816	-	-	40,224	1,558,732
<b>Total Redevelopment</b>	<b>\$ 1,808,588</b>	<b>51,040</b>	<b>6,316</b>	<b>-</b>	<b>(290,046)</b>	<b>(245,322)</b>	<b>\$ 1,563,266</b>

# **OPERATING BUDGET OVERVIEW**



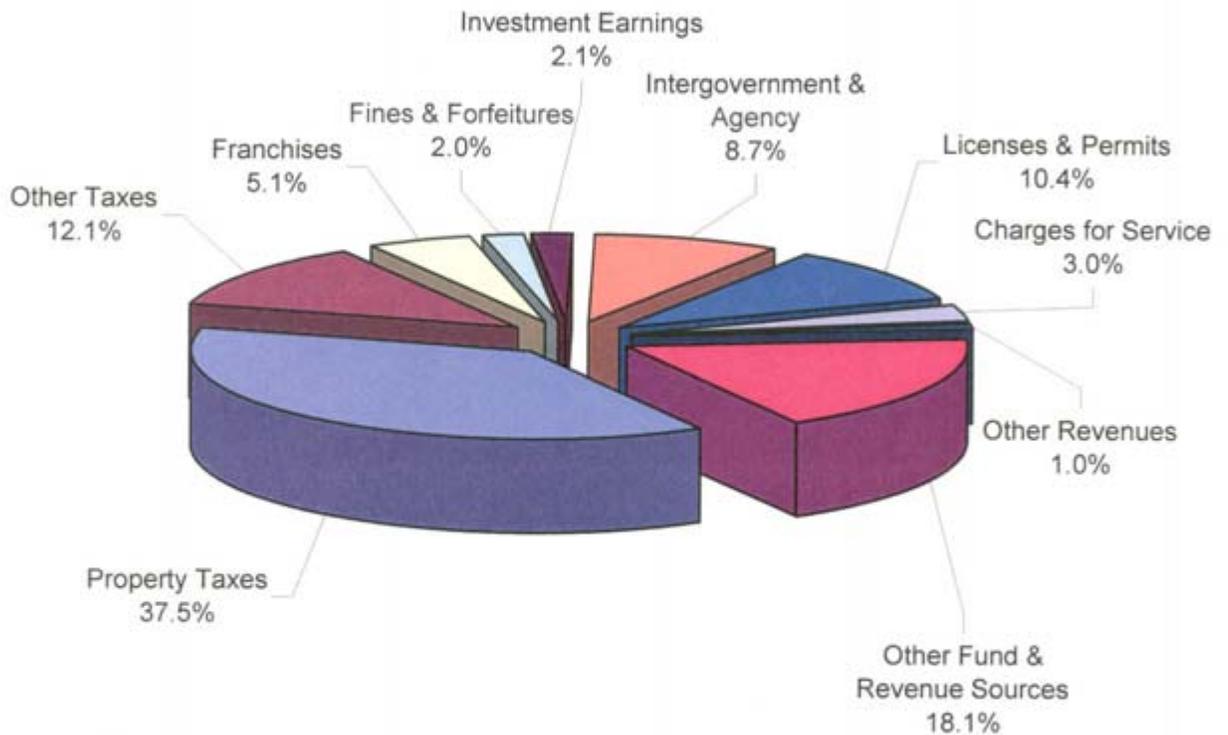
**Overview of Revenues & Expenditures  
Fiscal Year 2009/2010**

Overview of Operating Budget Revenues & Expenditures

REVENUE & SOURCES	AMOUNT	EXPENDITURES	AMOUNT
<b>GENERAL REVENUES</b>		<b>TOWN ADMINISTRATIVE SERVICES</b>	
Property Taxes	3,324,475	Town Administration	946,426
Other Taxes	1,070,000	Legal Services	435,828
Licenses & Permits	922,150	Legislative	39,500
Intergovernment & Agency	773,800	Town Hall Facility	198,300
Franchises	450,000		
Charges for Service	266,600	<b>NON DEPARTMENTAL</b>	<b>2,039,704</b>
Investment Earnings	182,400	<b>COMMUNITY DEVELOPMENT</b>	
Fines & Forfeitures	175,000	Planning & Design Review	528,815
Other Revenues	91,000	Building Inspection	513,852
		Advance Planning	25,000
Subtotal	\$ 7,255,425	<b>POLICE</b>	
		Police Services	2,776,769
<b>OTHER SOURCES</b>		Police/EOC Facility	71,000
Other Fund Sources	\$ 1,602,165	<b>PUBLIC WORKS</b>	
		Administration & Engineering	307,207
		Streets Maintenance	453,699
		Parks Maintenance	366,210
		Corporation Yard	86,600
		Street & Signal Light System	37,400
		Cypress Hollow	15,450
<b>TOTAL REVENUE &amp; SOURCES</b>	<b>\$ 8,857,590</b>	<b>TOTAL EXPENDITURES:</b>	<b>\$ 8,841,760</b>
<b>NET OPERATING SURPLUS (DEFICIENCY)</b>	<b>\$ 15,830</b>		

Overview of Operating Budget Sources of Funding

**Planned Operating Revenues  
& Sources of Funds for 2009/10  
\$8,857,590**



Property Taxes	\$ 3,324,475
Other Taxes	\$ 1,070,000
Franchises	\$ 450,000
Fines & Forfeitures	\$ 175,000
Investment Earnings	\$ 182,400
Intergovernment & Agency	\$ 773,800
Licenses & Permits	\$ 922,150
Charges for Service	\$ 266,600
Other Revenues	\$ 91,000
Other Fund & Revenue Sources	\$ 1,602,165

**OPERATING REVENUES**

**FY 2009/10**

**Operating Budget Revenues - Summary**

Description	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008-09 Adopted	FY 2008-09 Actual	2009/10 Adopted
<i>GENERAL FUND</i>					
Property Taxes	3,027,317	3,467,825	3,211,926	3,391,686	3,324,475
Other Taxes	1,275,886	1,331,471	1,245,000	1,157,840	1,070,000
Franchises	470,670	442,170	458,200	468,852	450,000
Fines & Forfeitures	227,549	199,893	175,000	167,990	175,000
Investment Earnings	443,483	404,772	240,000	233,209	182,400
Intergovernment & Agency	673,579	716,751	758,107	781,855	773,800
Licenses & Permits	1,147,948	1,140,401	950,900	1,240,399	922,150
Charges for Service	454,579	367,857	316,600	351,703	266,600
Other Revenues	104,844	88,968	92,500	138,581	91,000
<i>Subtotal General Fund</i>	<b>\$ 7,825,855</b>	<b>\$ 8,160,108</b>	<b>\$ 7,448,233</b>	<b>\$ 7,932,115</b>	<b>\$ 7,255,425</b>
<i>OTHER FUND &amp; RESERVE SOURCES</i>					
Employee Comp. Leave Reserve	47,197	-	-	-	-
Low/Moderate Income Housing Fund	7,260	15,649	24,725	15,646	24,725
Town Owned Housing	58,399	37,328	59,500	40,712	59,500
Belvedere-Tiburon Library JPA Fund	1,219,946	1,297,322	1,349,215	1,354,058	1,377,490
Long Range Planning Fund	15,000	7,000	25,000	18,060	25,000
PERS Surplus Assets	195,124	-	-	-	-
Police COPS/SLESF Fund	100,000	100,000	-	75,000	100,000
Cypress Hollow Fund	8,565	15,381	15,980	19,982	15,450
<i>Subtotal Other Sources</i>	<b>\$ 1,651,491</b>	<b>\$ 1,472,680</b>	<b>\$ 1,474,420</b>	<b>\$ 1,523,458</b>	<b>\$ 1,602,165</b>
	-	-	-	-	-
<b>Totals:</b>	<b>\$ 9,477,346</b>	<b>\$ 9,632,788</b>	<b>\$ 8,922,653</b>	<b>\$ 9,455,573</b>	<b>\$ 8,857,590</b>

**OPERATING REVENUES**

**Fiscal Year 2009/10**

**Operating Budget Revenues - Detail**

Description	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Adopted	FY 2008-09 Actual	FY 2009-10 Adopted
<b>GENERAL FUND</b>					
<b>PROPERTY TAXES</b>					
Secured	2,398,619	2,558,719	2,641,326	2,725,854	2,768,975
Unsecured	55,112	59,534	60,000	60,905	60,000
Supplemental	119,004	96,584	70,000	70,942	40,000
Other	8,478	28,276	5,500	12,998	5,500
HOPTR State	20,071	24,689	20,100	20,111	20,000
ERAF Rebate	472,860	755,960	465,000	559,364	500,000
County Fees	(46,827)	(55,937)	(50,000)	(58,488)	(70,000)
<b>Total:</b>	<b>\$ 3,027,317</b>	<b>3,467,825</b>	<b>\$ 3,211,926</b>	<b>3,391,686</b>	<b>3,324,475</b>
<b>OTHER TAXES</b>					
Sales Tax	521,014	569,429	550,000	544,862	490,000
Sales Tax-Public Safety	87,019	60,031	-	64,313	55,000
Transient Occupancy Tax	445,746	548,840	550,000	458,095	450,000
Real Property Transfer	222,107	153,171	145,000	90,570	75,000
<b>Total:</b>	<b>\$ 1,275,886</b>	<b>1,331,471</b>	<b>\$ 1,245,000</b>	<b>1,157,840</b>	<b>1,070,000</b>
<b>FRANCHISES</b>					
Energy-PG&E	125,106	124,671	132,000	128,913	125,000
Refuse-Mill Valley Refuse	183,749	177,914	189,200	195,571	195,000
Cable-AT&T	161,815	139,585	137,000	144,368	130,000
<b>Total:</b>	<b>\$ 470,670</b>	<b>442,170</b>	<b>\$ 458,200</b>	<b>468,852</b>	<b>450,000</b>
<b>FINES &amp; FORFEITURES</b>					
Vehicle Code	33,481	29,316	35,000	30,496	35,000
Parking Code	37,699	50,241	50,000	49,562	50,000
False Alarm Fines	4,370	5,000	5,000	4,750	5,000
Other Fines	151,999	115,336	85,000	83,182	85,000
<b>Total:</b>	<b>\$ 227,549</b>	<b>199,893</b>	<b>\$ 175,000</b>	<b>167,990</b>	<b>175,000</b>
<b>INVESTMENT EARNINGS</b>					
Interest-LAIF	443,483	374,080	200,000	194,866	160,000
Interest-Notes/Loans	-	30,692	40,000	26,800	22,400
Interest - Other	-	-	-	11,543	-
<b>Total:</b>	<b>\$ 443,483</b>	<b>404,772</b>	<b>\$ 240,000</b>	<b>233,209</b>	<b>182,400</b>
<b>INTERGOVERNMENT &amp; AGENCY</b>					
State Motor Vehicle License Fees	58,631	37,883	60,000	25,626	30,000
State Motor Vehicle Back-Fill	588,542	629,141	654,307	671,868	685,000
State Off Highway	-	-	300	-	300
State POST	3,094	9,664	15,000	9,740	15,000
State Abandoned Vehicle	198	5,343	1,000	5,266	1,000
Belvedere	308	-	-	-	-
Reed Union School District	60	-	-	-	-
Richardson Bay Sanitary District	-	-	-	-	-
Tiburon Sanitary District	4,531	6,380	5,500	6,960	5,500
Tiburon Fire District	8,215	18,081	12,000	13,418	12,000
Private Gifts/Grants/Donations	10,000	10,000	-	-	-
Other Grants/Gifts (ABAG)	-	259	10,000	48,977	25,000
<b>Total:</b>	<b>\$ 673,579</b>	<b>716,751</b>	<b>\$ 758,107</b>	<b>781,855</b>	<b>773,800</b>

**OPERATING REVENUES**

**Fiscal Year 2009/10**

**Operating Budget Revenues - Detail**

Description	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Adopted	FY 2008-09 Actual	FY 2009-10 Adopted
<b>LICENSES &amp; PERMITS</b>					
Business License-Regular	157,394	174,316	175,000	189,729	160,000
Business License-Construction	91,215	89,340	70,000	121,353	70,000
Building Permits	653,385	619,440	475,000	686,878	500,000
CEQA EIR Initial Study	1,400	2,350	1,200	667	1,200
Design Review	116,250	128,159	125,000	108,795	90,000
Home Occupation Permit	2,380	5,275	3,500	9,520	5,000
Lot Line Adjustment	1,400	900	1,400	-	1,400
Master & Precise Plan	19,753	14,383	7,500	10,140	7,500
Sign Permit	1,535	2,077	1,500	1,265	1,500
Subdivision Permit	-	2,072	-	10,710	7,500
Tree Permit	7,940	15,665	8,000	7,305	8,000
Use Permit	3,720	13,784	6,500	5,368	6,500
Variance Amendment	31,270	23,730	25,000	14,730	15,000
Other Planning Permits	-	250	1,000	1,110	1,000
Alarm System Permit	27,246	23,585	20,000	24,125	20,000
Encroachment Permit	30,455	21,989	25,000	46,668	25,000
Park Usage Permit	-	-	3,000	-	-
Drainage Review Fee	410	830	300	48	300
Parking Permit (Residential)	2,195	2,256	2,000	1,988	2,250
<b>Total:</b>	<b>\$ 1,147,948</b>	<b>1,140,401</b>	<b>\$ 950,900</b>	<b>1,240,399</b>	<b>922,150</b>
<b>CHARGES FOR SERVICE</b>					
Cost Recovery-Administration	78,762	3,718	5,000	4,017	2,500
Miscellaneous-Administraton Charges	205	411	500	425	500
Appeal	1,100	2,500	1,500	1,400	1,500
Plan Checking	256,734	224,076	210,000	232,071	165,000
Records & Document Storage	29,808	28,461	25,000	25,555	20,000
RBR Residential Resale Report	27,975	20,850	18,000	14,250	18,000
Staff Research	-	70	-	-	-
Street Name/Address Change	950	170	-	-	-
Noticing Of Applications	995	1,220	1,000	900	1,000
Sale Publications & Documents	1,636	763	1,500	2,597	1,500
Cost Recovery-Community Dev.	1,653	15,703	1,500	150	1,500
Miscellaneous-Planning Charges	6,708	2,091	2,000	3	2,000
Cost Recovery-Police (\$20K Em. Svsc.)	31,695	40,197	27,500	49,482	30,000
Miscellaneous-Police Charges	3,265	4,648	3,000	4,494	3,000
Sign Placement & Impound Fees	-	190	100	-	100
Cost Recovery-Public Works	13,293	22,789	20,000	16,359	20,000
<b>Total:</b>	<b>\$ 454,579</b>	<b>367,857</b>	<b>\$ 316,600</b>	<b>351,703</b>	<b>266,600</b>
<b>OTHER REVENUES</b>					
Refunds & Reimbursements	27,955	16,715	20,000	34,048	20,000
Other Revenues	-	25	-	23,631	1,500
Litigation Settlement	-	-	-	5,000	-
Administrative Fees-Assessment Dist	15,595	18,147	15,000	15,990	12,000
Rent-Antenna Site & Utility	47,052	46,466	50,000	45,828	50,000
Rent-Other	4,050	3,255	2,500	3,285	2,500
Sale-Property Equipment	10,192	4,360	5,000	10,799	5,000
<b>Total:</b>	<b>\$ 104,844</b>	<b>88,968</b>	<b>\$ 92,500</b>	<b>138,581</b>	<b>91,000</b>
<b>Total General Fund:</b>	<b>\$ 7,825,855</b>	<b>\$ 8,160,108</b>	<b>\$ 7,448,233</b>	<b>\$ 7,932,115</b>	<b>\$ 7,255,425</b>

**OPERATING REVENUES**

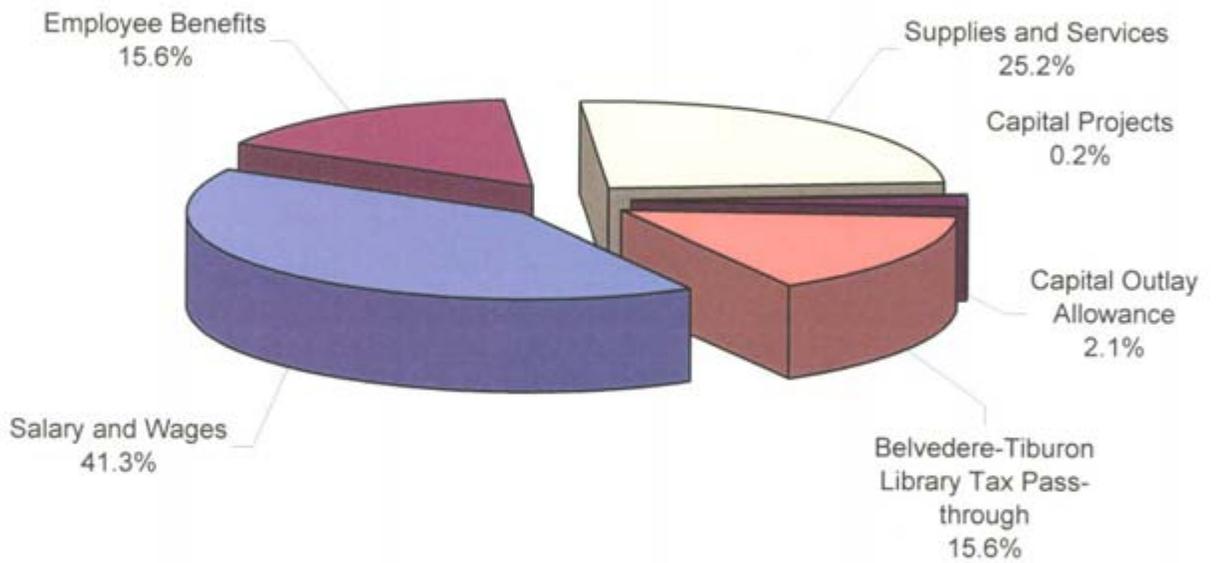
**Fiscal Year 2009/10**

**Operating Budget Revenues - Detail**

Description	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Adopted	FY 2008-09 Actual	FY 2009-10 Adopted
<b>OTHER FUND SOURCES</b>					
Restricted Fund Contributions					
Employee Compensated Leave Reserve	47,197	-	-		
Low/Moderate Income Housing Fund	7,260	15,649	24,725	15,646	24,725
Town Owned Housing Units	58,399	37,328	59,500	40,712	59,500
Peninsula Library JPA Fund	1,219,946	1,297,322	1,349,215	1,354,058	1,377,490
Long Range Planning Fund	15,000	7,000	25,000	18,060	25,000
PERS Surplus Asset Fund	195,124	-	-	-	-
Police COPS/SLESF Fund	100,000	100,000	-	75,000	100,000
Cypress Hollow Fund	8,565	15,381	15,980	19,982	15,450
<b>Total:</b>	<b>\$ 1,651,491</b>	<b>1,472,680</b>	<b>1,474,420</b>	<b>1,523,458</b>	<b>1,602,165</b>
<b>Total Revenues (All Funds):</b>	<b>\$ 9,477,346</b>	<b>9,632,788</b>	<b>\$ 8,922,653</b>	<b>\$ 9,455,573</b>	<b>\$ 8,857,590</b>

Overview of Operating Expenditures

**Planned Operating Expenditures  
by Object for 2009/10  
\$8,838,760**



Salary and Wages	\$ 3,653,986
Employee Benefits	\$ 1,376,755
Supplies and Services	\$ 2,229,429
Capital Projects	\$ 19,500
Capital Outlay Allowance	\$ 184,600
Belvedere-Tiburon Library Tax Pass-through	\$ 1,377,490

## Summary of Department Expenditures

Department/Division	FY 2006/07 Actual	FY 2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
<b>ALL DEPARTMENTS/DIVISIONS</b>					
<b>TOWN ADMINISTRATIVE SERVICES</b>					
Administration	951,206	848,013	988,777	870,493	946,426
Legal Services	531,474	604,846	311,772	515,471	435,828
Legislative	38,041	35,865	42,500	34,446	39,500
Town Hall Facility	43,021	126,809	213,300	155,418	198,300
<b>subtotal</b>	<b>1,563,742</b>	<b>1,615,533</b>	<b>1,556,349</b>	<b>1,575,828</b>	<b>1,620,054</b>
<b>NON-DEPARTMENTAL</b>					
Insurances and Governmental Agreements	470,546	479,680	544,548	529,702	577,989
Housing	7,260	15,649	24,725	15,646	24,725
Town Owned Housing	58,399	37,328	59,500	55,212	59,500
Belvedere-Tiburon Library Agency	1,219,946	1,297,322	1,349,215	1,354,058	1,377,490
<b>subtotal</b>	<b>\$ 1,756,151</b>	<b>\$ 1,829,979</b>	<b>\$ 1,977,988</b>	<b>\$ 1,954,618</b>	<b>\$ 2,039,704</b>
<b>COMMUNITY DEVELOPMENT</b>					
Planning & Design Review	525,933	538,962	538,163	528,798	528,815
Building Inspection	547,903	516,312	554,442	478,403	513,852
Advance Planning	-	5,000	25,000	18,060	25,000
<b>subtotal</b>	<b>\$ 1,073,836</b>	<b>\$ 1,060,274</b>	<b>\$ 1,117,606</b>	<b>\$ 1,025,261</b>	<b>\$ 1,067,667</b>
<b>POLICE SERVICES</b>					
Police Department	2,677,573	2,634,592	2,867,037	2,702,441	2,776,769
Police EOC/Facility	74,249	59,383	83,000	56,868	71,000
<b>subtotal</b>	<b>\$ 2,751,822</b>	<b>\$ 2,693,975</b>	<b>\$ 2,950,037</b>	<b>\$ 2,759,309</b>	<b>\$ 2,847,769</b>
<b>PUBLIC WORKS &amp; ENGINEERING</b>					
Administration & Engineering	509,369	339,267	285,330	279,924	307,207
Streets Maintenance	428,769	433,034	463,483	423,320	453,699
Parks Maintenance	377,676	298,172	375,234	338,756	366,210
Street & Signal Light System	36,092	35,891	42,400	40,074	37,400
Corporation Yard	99,541	93,099	90,600	82,087	86,600
Cypress Hollow	8,565	15,711	15,980	19,982	15,450
<b>subtotal</b>	<b>\$ 1,460,011</b>	<b>\$ 1,215,174</b>	<b>\$ 1,273,027</b>	<b>\$ 1,184,143</b>	<b>\$ 1,266,566</b>
<b>TOTALS</b>	<b>\$ 8,605,562</b>	<b>\$ 8,414,935</b>	<b>\$ 8,875,007</b>	<b>\$ 8,499,159</b>	<b>\$ 8,841,760</b>

Summary of Funding Sources  
for Department Expenditures

	FY 2006/07 Actual	FY 2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
<b>ALL FUNDS</b>					
General Fund	6,482,460	6,923,925	7,400,587	7,036,201	7,239,595
Employee Compensated Leave Reserve	47,197	20,000	-	-	-
Low & Moderate Income Housing	7,260	15,649	24,725	15,646	24,725
Town Owned Housing	58,399	37,328	59,500	55,212	59,500
Belvedere-Tiburon Library Agency	1,219,946	1,297,322	1,349,215	1,354,058	1,377,490
Long Range Planning	-	5,000	25,000	18,060	25,000
PERS Surplus Asset Fund	209,125	-	-	-	-
Police COPS/SLESF	102,064	100,000	-	-	100,000
Cypress Hollow Fund	8,565	15,711	15,980	19,982	15,450
<b>Totals</b>	<b>\$ 8,135,016</b>	<b>\$ 8,414,935</b>	<b>\$ 8,875,007</b>	<b>\$ 8,499,159</b>	<b>\$ 8,841,760</b>

Summary of Expenditures by Object

Expenditure Object	FY 2006/07 Actual	FY 2007/08 Actual	FY 2008/09 Adopted	FY 2008/09 Actual	2009/10 Adopted
<b>EXPENDITURES</b>					
<b>SALARY &amp; WAGES</b>	\$ 3,296,114	\$ 3,406,486	\$ 3,690,653	\$ 3,515,951	\$ 3,653,986
<b>EMPLOYEE BENEFITS</b>	\$ 1,136,733	\$ 1,207,051	\$ 1,397,728	\$ 1,329,126	\$ 1,376,755
<b>SUPPLIES &amp; SERVICES</b>					
Department Supplies & Expenses	\$ 148,807	\$ 133,159	\$ 187,825	\$ 124,368	\$ 177,375
Conferences & Memberships	\$ 55,071	\$ 65,159	\$ 95,050	\$ 43,825	\$ 74,800
Contractual Services	\$ 657,454	\$ 798,210	\$ 458,950	\$ 593,973	\$ 521,135
Insurances	\$ 174,921	\$ 160,136	\$ 194,400	\$ 187,403	\$ 219,900
Intergovernmental & Agency	\$ 1,865,599	\$ 1,821,209	\$ 1,905,208	\$ 1,897,672	\$ 1,928,359
Equipment Supplies & Maintenance	\$ 391,704	\$ 415,940	\$ 434,800	\$ 356,398	\$ 409,600
Utility & Communication	\$ 170,759	\$ 178,000	\$ 182,250	\$ 171,918	\$ 173,450
Special Department Administrative	\$ 24,550	\$ 32,185	\$ 109,500	\$ 61,275	\$ 102,000
Allocated Costs	\$ (4,071)	\$ -	\$ -	\$ -	\$ 300
<b>Total Supplies &amp; Services</b>	\$ 3,484,794	\$ 3,603,998	\$ 3,567,983	\$ 3,436,832	\$ 3,606,919
<b>CAPITAL OUTLAY EXPENSE</b>	\$ 823	\$ -	\$ 11,000	\$ 9,447	\$ 7,000
<b>CAPITAL OUTLAY ALLOWANCE</b>	\$ 182,624	\$ 197,400	\$ 184,600	\$ 181,100	\$ 177,600
<b>CAPITAL PROJECT EXPENSES</b>	\$ 33,929	\$ -	\$ 40,280	\$ 26,703	\$ 19,500
<b>TOTAL EXPENDITURES</b>	\$ 8,135,016	\$ 8,414,935	\$ 8,892,244	\$ 8,499,159	\$ 8,841,760

# 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 functions with 6.75 FTE employees.

The total proposed appropriation for Town Administration is \$1,620,054. In FY 2008-09 all appropriations related to Joint Powers Authority's were transferred to the newly created Non-Departmental category.

### **Administrative Services**

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

### **Legal Services**

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

### **Legislative Support**

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

### **Town Hall Facility**

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

**Town Administration**

**All Funding Sources**

**ALL DIVISIONS**

OBJECT SUMMARY	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 579,389	\$ 638,360	\$ 686,531	\$ 671,467	\$ 678,852
EMPLOYEE BENEFITS	193,167	238,264	237,018	226,743	246,402
SUPPLIES & SERVICES					
Department Supplies & Expenses	93,843	80,233	128,500	78,331	118,500
Conferences & Memberships	25,497	25,800	46,000	25,643	38,500
Contractual Services	452,953	505,612	247,000	413,715	345,000
Equipment Supplies & Maintenance	38,688	34,158	63,600	42,175	60,600
Utility & Communication	41,000	48,109	41,200	44,738	41,200
Special Department Administrative	16,420	16,708	72,500	38,589	62,000
Total Supplies & Services	668,401	710,620	598,800	643,191	665,800
CAPITAL OUTLAY EXPENSE	823	-	1,000	1,457	1,000
CAPITAL OUTLAY ALLOWANCE	33,024	28,000	28,000	28,000	28,000
CAPITAL PROJECT EXPENSES	8,948	-	5,000	4,970	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,483,752</b>	<b>\$ 1,615,244</b>	<b>\$ 1,556,349</b>	<b>\$ 1,575,828</b>	<b>\$ 1,620,054</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,446,192	1,615,533	1,556,349	1,575,828	1,620,054
Employee Compensated Leave Reserve	8,834	-	-	-	-
PERS Surplus Asset Fund	28,726	-	-	-	-
<b>TOTAL FUNDING</b>	<b>\$ 1,483,752</b>	<b>\$ 1,615,533</b>	<b>\$ 1,556,349</b>	<b>\$ 1,575,828</b>	<b>\$ 1,620,054</b>
<b>STAFFING LEVEL</b>					
Town Manager	1.00	1.00	1.00	1.00	1.00
Town Attorney	0.75	0.75	0.75	0.75	0.75
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Financial & Administrative Analyst	1.00	-	-	-	-
Information Technology Coordinator	1.00	1.00	1.00	1.00	1.00
Town Clerk	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Account Clerk	-	1.00	1.00	1.00	1.00
<b>TOTAL STAFFING</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>

## ADMINISTRATIVE SERVICES

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
511100	Town Manager	151,240	178,827	183,411	184,322	180,864
511350	Administrative Services Director	88,049	97,980	103,857	103,563	106,476
511400	Town Clerk	67,021	72,448	79,833	79,308	77,940
511450	Information Technology Coordinator	77,996	83,211	86,086	85,629	84,048
511650	Account Clerk	6,988	39,217	43,432	43,290	44,465
511600	Office Assistant III	44,557	45,896	48,245	48,025	49,311
515100	Overtime	1,299	1,225	2,000	1,107	2,000
517100	Vacation Conversion		2,268	7,000	3,343	7,000
518100	Casual Hire	27,762	1,670	6,000	400	-
	Total:	\$ 464,912	\$ 522,742	\$ 559,864	\$ 548,987	\$ 552,104
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	47,140	58,556	60,468	60,470	60,468
521200	Employee Accruing Fringe	13,080	12,015	13,382	12,930	16,032
521300	Retiree Health Benefits	7,278	6,061	8,400	-	-
522100	PERS-Employee (7%)	30,958	37,019	38,140	38,990	38,017
522200	PERS-Town (10.387%)	43,906	51,624	56,579	56,692	56,412
523100	FICA-Medicare	4,586	5,865	8,344	6,640	6,462
524100	Auto Allowance	4,685	5,954	6,600	6,600	9,000
524200	Housing Allowance	6,404	9,000	9,000	9,000	9,000
524400	Relocation Expenses	3,855	11,145		-	-
525200	Incentive Bonus Pay		7,500		-	-
	Total:	\$ 161,892	\$ 204,739	\$ 200,913	\$ 191,322	\$ 210,322
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531050	Bank Charges & Fees	3,621	751	1,500	2,673	1,500
531060	Noticing & Publication	3,608	4,646	4,500	2,451	4,500
531140	Publications & Subscriptions	1,667	948	1,500	753	1,500
	Subtotal:	\$ 8,896	\$ 6,345	\$ 7,500	\$ 5,877	\$ 7,500
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences (Inc'd ICMA), Meetings, Travel	4,154	6,188	12,000	4,543	10,000
532020	Employee Development/Training/Retreat	600	199	8,000	766	5,000
532040	Memberships	9,926	9,839	10,500	9,268	10,500
	Subtotal:	\$ 14,680	\$ 16,226	\$ 30,500	\$ 14,577	\$ 25,500

## ADMINISTRATIVE SERVICES

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services	30,119	9,572	25,000	21,300	20,000
533020	Financial Audit	19,920	25,000	26,000	24,250	25,000
533050	Health & Benefit Plan Administration	1,546	1,029		0	
533060	Consulting Services	-	-	35,000	-	15,000
533200	Systems/Technical Support	19,052	21,833	20,000	20,000	20,000
533400	Economic Development Program	-	-			
	Subtotal:	\$ 70,637	\$ 57,434	\$ 106,000	\$ 65,550	\$ 80,000
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	4,826	1,427	7,500	-	3,500
536025	System License & Maintenance	1,312	-	2,500	1,360	2,500
	Subtotal:	\$ 6,138	\$ 1,427	\$ 10,000	\$ 1,360	\$ 6,000
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538010	Election	-	29	-	-	9,500
538030	Municipal Code Section Maintenance	1,402	2,204	3,500	3,809	3,500
538040	Newsletter Production & Mailing	10,677	6,945	2,000	6,520	1,000
538240	Records Management	1,888	3,922	17,500	1,134	-
538900	Contingency Provision	-	-	25,000	5,357	25,000
	Subtotal:	\$ 13,967	\$ 13,100	\$ 48,000	\$ 16,820	\$ 39,000
	Total Supplies & Services:	\$ 114,318	\$ 94,532	\$ 202,000	\$ 104,184	\$ 158,000
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
543050	Downtown Video Camera	4,685		-		
559020	Technology Allowance	26,339	26,000	26,000	26,000	26,000
	Total:	\$ 31,024	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 772,146</b>	<b>\$ 848,013</b>	<b>\$ 988,777</b>	<b>\$ 870,493</b>	<b>\$ 946,426</b>

## LEGAL SERVICES

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
511200	Town Attorney (75%)	104,900	115,618	122,667	122,480	122,748
517100	Vacation Conversion		-	4,000	-	4,000
518100	Casual / Temporary Hire	743				
	Total:	\$ 105,643	\$ 115,618	\$ 126,667	\$ 122,480	\$ 126,748
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	1,234	993	1,037	871	1,037
521200	Employee Accruing Fringe	7,846	8,356	8,863	8,551	8,863
522100	PERS-Employee (7%)	7,343	8,093	8,587	8,574	8,592
522200	PERS-Town (10.387%)	10,470	11,525	12,738	12,700	12,750
523100	FICA-Medicare	1,382	1,558	1,880	1,725	1,838
524100	Auto Allowance	3,000	3,000	3,000	3,000	3,000
	Total:	\$ 31,275	\$ 33,525	\$ 36,105	\$ 35,421	\$ 36,080
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531140	Publications & Subscriptions	3,454	4,992	4,500	6,739	5,000
	Subtotal:	\$ 3,454	\$ 4,992	\$ 4,500	\$ 6,739	\$ 5,000
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	1,193	1,133	2,500	1,196	1,500
532040	Memberships	475	400		470	500
	Subtotal:	\$ 1,668	\$ 1,533	\$ 2,500	\$ 1,666	\$ 2,000
	<b>CONTRACTUAL SERVICES</b>					
533500	Contract - Deputy Town Attorney	139,788	5,557	15,000	-	10,000
533510	Legal Services	4,463	-	4,000	18,810	-
533520	Litigation-ABAG PLAN	-	1,300	5,000	9,528	50,000
533530	Litigation-General	216,026	430,217	100,000	313,377	200,000
533540	Litigation-Martha Property	22,039	6,552	12,000	5,658	-
533590	Legal Settlements	-	4,552	5,000	792	5,000
	Subtotal:	\$ 382,316	\$ 448,178	\$ 141,000	\$ 348,165	\$ 265,000
	Total Supplies & Services:	387,438	454,703	148,000	356,570	272,000
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance	-	-	-		
559020	Technology Allowance	1,000	1,000	1,000	1,000	1,000
	Total:	1,000	1,000	1,000	1,000	1,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 525,356</b>	<b>\$ 604,846</b>	<b>\$ 311,772</b>	<b>\$ 515,471</b>	<b>\$ 435,828</b>

## LEGISLATIVE SUPPORT

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531130	Special Events, Awards, Functions	16,020	19,362	15,000	14,281	17,500
531150	Council/Commission Functions	6,661	3,854	7,500	213	5,500
531990	Department Expenses	301	-	500	20	500
	Subtotal:	\$ 22,982	\$ 23,216	\$ 23,000	\$ 14,514	\$ 23,500
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	7,718	6,401	10,000	7,564	8,000
532030	MCCMC Functions	681	890	2,000	1,767	2,000
532040	Memberships	750	750	1,000	1,050	1,000
	Subtotal:	\$ 9,149	\$ 8,041	\$ 13,000	\$ 10,381	\$ 11,000
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536010	Operating Supplies	-	-	1,000	2,068	1,000
	Subtotal:	\$ -	\$ -	\$ 1,000	\$ 2,068	\$ 1,000
	<b>SPECIAL DEPT ADMINISTRATION</b>					
538050	Walking Guide Brochure (Heritage & Arts)	-	-	-	-	-
538510	Planning Commission	162	297	1,000	115	500
538520	Design Review Board	-	-	250	-	250
538530	Parks, Open Space & Trails Commission	322	288	250	347	250
538540	Heritage & Arts Commission	1,969	3,023	3,000	2,763	2,000
538900	Contingency Provision	-	-	-	-	-
	Subtotal:	\$ 2,453	\$ 3,608	\$ 4,500	\$ 3,225	\$ 3,000
	Total Supplies & Services:	\$ 34,584	\$ 34,865	\$ 41,500	\$ 30,188	\$ 38,500
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance	1,000	1,000	1,000	1,000	1,000
	Total:	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 35,584</b>	<b>\$ 35,865</b>	<b>\$ 42,500</b>	<b>\$ 31,188</b>	<b>\$ 39,500</b>

## TOWN HALL FACILITY

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531010	Office & Copier Supplies	22,666	18,766	28,000	15,326	25,000
531080	Postage	15,600	6,240	19,000	8,382	17,500
531090	Printing & Reproduction	5,345	10,414	8,000	12,065	11,500
531120	Recruiting & Background	10,000	4,590	10,000	488	5,000
531130	Special Events, Awards, Functions	700	3,900	15,000	1,748	10,000
533070	Parking Lease	4,200	1,770	13,500	8,010	13,500
	Subtotal:	\$ 58,511	\$ 45,680	\$ 93,500	\$ 46,019	\$ 82,500
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	10,096	14,321	9,000	15,569	15,000
536030	Building/Facility Supplies	6,182	5,359	8,500	5,384	8,500
536060	Inspection & Testing	1,453	-	1,500	-	1,500
536070	Janitorial Services	11,112	10,979	15,000	12,990	15,000
536080	Landscape Grounds Materials	640	150	500	530	500
536100	Pest Control	265	327	600	469	600
536290	Misc. Facility Improvements	-	1,160	10,000	196	5,000
536280	Special Maintenance	2,802	435	7,500	5,427	7,500
	Subtotal:	\$ 32,550	\$ 32,731	\$ 52,600	\$ 40,565	\$ 53,600
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	20,000	24,974	20,000	19,338	20,000
537200	Water-MMWD	1,000	1,411	1,200	211	1,200
537300	Telecommunications	20,000	21,724	20,000	25,189	20,000
	Subtotal:	\$ 41,000	\$ 48,109	\$ 41,200	\$ 44,738	\$ 41,200
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
NEW	MIDAS Network Charges			\$ 20,000	\$ 17,669	\$ 20,000
	Subtotal			\$ 20,000	\$ 17,669	\$ 20,000
	Total Supplies & Services:	\$ 132,061	\$ 126,520	\$ 207,300	\$ 148,991	\$ 197,300
	<b>CAPITAL OUTLAY EXPENSES</b>					
543030	Office Furniture/Equipment	823	-	1,000	1,457	1,000
	Total:	\$ 823	\$ -	\$ 1,000	\$ 1,457	\$ 1,000
	<b>CAPITAL PROJECT EXPENSES</b>					
561140	Facility Alteration & Improvement	8,948	-	5,000	4,970	-
	Total:	\$ 8,948	\$ -	\$ 5,000	\$ 4,970	\$ -
	<b>TOTAL DEPARTMENT</b>	<b>\$ 141,832</b>	<b>\$ 126,520</b>	<b>\$ 213,300</b>	<b>\$ 155,418</b>	<b>\$ 198,300</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, Town Council policies as well as State and Federal regulations.

The total proposed appropriation for the Community Development Department is \$1,217,792, primarily with resources of the General Fund. Staffing of the Department totals nine employees.

#### 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, Town Council policies, as well as State and Federal regulations.

#### Advance Planning

The Advance Planning Division was responsible for updating the Town's General Plan, which was completed in October 2005. Until the next comprehensive update, the Advance Planning Division will be updating the various underlying elements of the General Plan, as needed, starting with the Housing element.

#### Building Inspection

The Building Inspection Division ensures that construction in the Town is compliant with adopted Uniform Building Codes and in conformance with accepted building practices. The Division issues permits, conducts regular permit inspections, performs plan check reviews for construction applications, and conducts residential resale inspections.

**Community Development**

**All Funding Sources**

**ALL DIVISIONS**

OBJECT SUMMARY	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 621,237	\$ 634,098	\$ 682,709	\$ 657,300	\$ 672,738
EMPLOYEE BENEFITS	\$ 206,638	\$ 213,346	\$ 236,297	\$ 232,325	\$ 237,529
SUPPLIES & SERVICES					
Department Supplies & Expenses	8,936	12,212	\$ 11,000	\$ 7,747	\$ 11,000
Conferences & Memberships	6,049	3,473	\$ 7,100	\$ 2,292	\$ 7,100
Contractual Services	120,654	154,568	\$ 105,000	\$ 79,392	\$ 80,000
Equipment Supplies & Maintenance	11,829	12,706	\$ 8,300	\$ 7,145	\$ 8,300
Special Department Administrative	2,016	8,871	\$ 30,000	\$ 18,060	\$ 30,000
Total Supplies & Services	\$ 149,484	\$ 191,830	\$ 177,600	\$ 114,636	\$ 136,400
CAPITAL OUTLAY ALLOWANCE	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 998,359</b>	<b>\$ 1,060,274</b>	<b>\$ 1,117,606</b>	<b>\$ 1,025,261</b>	<b>\$ 1,067,667</b>
<b>SOURCE OF FUNDING</b>					
General Fund	959,731	1,055,274	1,092,606	1,007,201	1,042,667
Employee Compensated Leave Reserve	7,524	-	-	-	-
PERS Surplus Asset Fund	31,104	-	-	-	-
Long Range Planning Fund	-	5,000	25,000	18,060	25,000
<b>TOTAL FUNDING</b>	<b>\$ 998,359</b>	<b>\$ 1,060,274</b>	<b>\$ 1,117,606</b>	<b>\$ 1,025,261</b>	<b>\$ 1,067,667</b>
<b>STAFFING LEVEL</b>					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Advance Planner	-	-	-	-	-
Associate Planner	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Planning Secretary	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	1.00
Permits Clerk	-	-	-	-	-
Assistant to Building Official	1.00	1.00	1.00	1.00	1.00
Building Permit Technician	1.00	1.00	1.00	1.00	1.00
Records Management Coordinator	-	-	-	-	-
<b>TOTAL STAFFING</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

## PLANNING &amp; DESIGN REVIEW

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
512100	Director of Community Development	107,742	113,635	117,758	117,134	114,972
512200	Planning Manager	79,559	82,087	83,879	83,342	81,900
512300	Associate Planner	50,155	54,704	58,017	57,599	57,708
512400	Assistant Planner	35,538	49,291	52,233	51,549	51,636
512600	Planning Secretary	44,557	45,896	48,245	48,025	49,311
515100	Overtime	711	-			
517100	Vacation Conversion		4,430	4,784	5,033	6,000
518100	Casual Hire (DRB Minutes, Coverage)	5,673	8,420	9,000	7,122	9,000
	Total:	\$ 323,935	\$ 358,463	\$ 373,916	\$ 369,804	\$ 370,527
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	40,987	43,373	44,592	44,963	44,592
521200	Employee Accruing Fringe	15,756	16,299	18,258	16,923	20,208
522100	PERS-Employee (7%)	22,229	24,503	25,209	25,388	24,887
522200	PERS-Town (10.387%)	31,263	34,057	37,396	36,936	36,929
523100	FICA-Medicare	4,415	5,007	5,291	5,354	5,373
524100	Auto Allowance	1,800	1,800	1,800	1,800	1,800
	Total:	\$ 116,450	\$ 125,039	\$ 132,547	\$ 131,364	\$ 133,788
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531060	Noticing & Publication	8,785	8,905	8,500	7,522	7,500
531140	Publications & Subscriptions	42	310	500	225	500
	Subtotal:	\$ 8,827	\$ 9,215	\$ 9,000	\$ 7,747	\$ 8,000
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	2,523	2,296	3,000	1,459	2,500
532020	Employee Development/Training	1,084	394	1,000	265	1,000
532040	Memberships	388	388	600	448	600
	Subtotal:	\$ 3,995	\$ 3,078	\$ 4,600	\$ 2,172	\$ 4,100
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services	24,537	35,235	10,000	10,853	5,000
	Subtotal:	\$ 24,537	\$ 35,235	\$ 10,000	\$ 10,853	\$ 5,000
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536050	Fuel & Oil	768	1,167	800	692	800
536250	Vehicle Maintenance	551	569	700	66	500
	Subtotal:	\$ 1,319	\$ 1,736	\$ 1,500	\$ 758	\$ 1,300

## PLANNING &amp; DESIGN REVIEW

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538250	Resource Map Maintenance	70	96	500	-	-
538280	Zoning Ordinance Maintenance	-	-	-	-	-
	Subtotal:	\$ 70	\$ 96	\$ 500	\$ -	\$ -
	Total Supplies & Services:	\$ 38,748	\$ 49,360	\$ 25,600	\$ 21,530	\$ 18,400
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance	2,000	2,000	2,000	2,000	2,000
559020	Technology Allowance	4,100	4,100	4,100	4,100	4,100
	Total:	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100
	<b>TOTAL DEPARTMENT</b>	<b>\$ 485,233</b>	<b>\$ 538,962</b>	<b>\$ 538,163</b>	<b>\$ 528,798</b>	<b>\$ 528,815</b>

## BUILDING INSPECTION

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
512700	Building Official	86,946	92,809	98,339	97,640	97,500
512800	Building Inspector	74,574	63,743	80,741	74,848	81,574
512900	Building Technician	56,694	40,833	52,416	49,775	52,416
212920	Records Management Coordinator	-	-	-	-	-
512920	Assistant to Building Official	56,694	61,517	65,221	65,139	65,221
515100	Overtime	-	-	-	94	-
517100	Vacation Conversion	-	4,217	4,575	-	4,000
518100	Casual Hire	14,870	12,516	7,500	-	1,500
	Total:	\$ 289,778	\$ 275,635	\$ 308,792	\$ 287,496	\$ 302,211
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	19,328	19,087	23,544	22,104	23,544
521200	Employee Accruing Fringe	21,453	21,123	24,256	24,448	24,256
521300	Retiree Medical Allowance	-	587	-	-	-
522100	PERS-Employee (7%)	19,244	18,475	20,770	20,118	20,770
522200	PERS-Town (10.384%)	27,439	25,456	30,811	29,768	30,810
523100	FICA-Medicare	2,725	3,579	4,369	4,523	4,360
	Total:	\$ 90,188	\$ 88,307	\$ 103,750	\$ 100,961	\$ 103,741
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531140	Publications & Subscriptions	109	2,997	1,000	-	500
531170	Document Storage	-	-	-	-	2,500
	Subtotal:	\$ 109	\$ 2,997	\$ 1,000	\$ -	\$ 3,000
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	902	-	1,500	20	1,500
532020	Employee Development/Training	1,052	-	1,000	-	1,000
532040	Memberships	100	395	500	100	500
	Subtotal:	\$ 2,054	\$ 395	\$ 3,000	\$ 120	\$ 3,000
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual (Outside Plan Check 02)	96,117	119,333	95,000	68,539	75,000
533060	Professional Consultants (Audit)	-	-	-	-	-
	Subtotal:	\$ 96,117	\$ 119,333	\$ 95,000	\$ 68,539	\$ 75,000
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	5,131	4,530	4,500	4,022	4,000
536050	Fuel & Oil	2,324	3,502	2,000	2,076	1,500
536250	Vehicle Maintenance	3,055	2,938	1,500	289	1,500
	Subtotal:	\$ 10,510	\$ 10,970	\$ 8,000	\$ 6,387	\$ 7,000

## BUILDING INSPECTION

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538240	Records Management-Outside Scanning	1,946	3,775	20,000	-	5,000
	Subtotal:	\$ 1,946	\$ 3,775	\$ 20,000	\$ -	\$ 5,000
	Total Supplies & Services:	\$ 110,736	\$ 137,470	\$ 127,000	\$ 75,046	\$ 93,000
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance	4,200	4,200	4,200	4,200	4,200
559020	Technology Allowance	10,700	10,700	10,700	10,700	10,700
	Total:	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900
	<b>TOTAL DEPARTMENT</b>	<b>\$ 505,602</b>	<b>\$ 516,312</b>	<b>\$ 554,442</b>	<b>\$ 478,403</b>	<b>\$ 513,852</b>

## ADVANCE PLANNING

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
512210	Advance Planner	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	-	-	-	-	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town (9.064%)	-	-	-	-	-
523100	FICA-Medicare	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531060	Noticing & Publication	-	-	-	-	-
531090	Printing & Reproduction	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538220	Housing Element Update	-	5,000	25,000	18,060	25,000
538230	General Plan Update	-	-	-	-	-
	Subtotal:	\$ -	\$ 5,000	\$ 25,000	\$ 18,060	\$ 25,000
	Total Supplies & Services:	\$ -	\$ 5,000	\$ 25,000	\$ 18,060	\$ 25,000
	<b>TOTAL DEPARTMENT</b>	\$ -	\$ 5,000	\$ 25,000	\$ 18,060	\$ 25,000

# POLICE

## Police Services

### Police/EOC Facility

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

The total proposed appropriation for the Police Department is \$2,847,769. Staffing is comprised of 15 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 25% of the funds needed to maintain this function.

**Police Department**

**All Funding Sources**

**ALL DIVISIONS**

OBJECT SUMMARY	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 1,391,329	\$ 1,567,100	\$ 1,676,098	\$ 1,588,527	\$ 1,667,795
EMPLOYEE BENEFITS	\$ 532,939	\$ 570,824	\$ 692,175	\$ 624,122	\$ 641,574
SUPPLIES & SERVICES					
Department Supplies & Expenses	39,786	31,928	38,350	29,880	38,350
Conferences & Memberships	16,304	31,648	32,800	11,067	22,800
Contractual Services	21,271	28,061	29,550	50,954	23,335
Intergovernmental & Agency	351,014	188,969	198,964	201,551	188,815
Equipment Supplies & Maintenance	130,192	139,123	127,800	107,921	122,800
Utility & Communication	36,847	43,716	41,300	47,428	41,300
Special Department Administrative	6,114	6,606	7,000	4,626	10,000
Total Supplies & Services	\$ 601,528	\$ 470,051	\$ 475,764	\$ 453,427	\$ 447,400
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
CAPITAL PROJECT EXPENSES	\$ 1,500	\$ -	\$ 20,000	\$ 7,233	\$ 5,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,613,296</b>	<b>\$ 2,693,975</b>	<b>\$ 2,950,037</b>	<b>\$ 2,759,309</b>	<b>\$ 2,847,769</b>
<b>SOURCE OF FUNDING</b>					
General Fund	2,382,087	2,593,975	2,950,037	2,759,309	2,747,769
Employee Compensated Leave Reserve	21,568	-	-	-	-
PERS Surplus Asset Fund	107,577	-	-	-	-
Police COPS/SLESF Fund	102,064	100,000	-	-	100,000
<b>TOTAL FUNDING</b>	<b>\$ 2,613,296</b>	<b>\$ 2,693,975</b>	<b>\$ 2,950,037</b>	<b>\$ 2,759,309</b>	<b>\$ 2,847,769</b>
<b>STAFFING LEVEL</b>					
Chief	1.00	1.00	1.00	1.00	1.00
Captain	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	4.00
Investigator	1.00	1.00	1.00	1.00	1.00
Patrol Officers	8.00	8.00	8.00	8.00	8.00
Police Service Aide	2.00	2.40	2.40	2.40	2.40
Emergency Services Coordinator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
<b>TOTAL STAFFING</b>	<b>19.00</b>	<b>19.40</b>	<b>19.40</b>	<b>19.40</b>	<b>19.40</b>

**Police Department**

**General Fund**

**POLICE SERVICES**

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
513100	Police Chief	87,541	128,408	135,985	134,775	143,388
513200	Captain	102,427	110,805	117,580	117,415	117,672
513400	Sergeants (4)	312,899	340,456	352,243	369,580	370,906
513500	Patrol Officer (8 Authorized/Two Frozen)	413,681	474,044	552,864	483,148	451,780
513600	Secretary	53,308	56,987	60,389	60,300	60,432
531650	Emergency Services Coordinator	49,039	54,411	64,189	61,648	61,932
513950	Police Service Aide (2.4 FTE)	93,792	102,283	131,043	106,519	137,010
515100	Overtime	116,007	160,348	65,000	90,692	130,000
515200	Overtime (Special Events)	9,314	12,710	12,000	14,902	15,000
516200	Education Incentive Pay	11,635	11,568	19,200	14,240	10,800
516300	Holiday Pay	33,422	34,913	47,359	41,531	43,389
516400	Special Pay	1,764	4,180	3,600	5,756	3,600
516600	Longevity Pay	8,492	9,000	15,300	11,894	16,800
516700	Shift Differential	-	-	9,000	5,596	6,000
517100	Vacation Conversion	-	5,356	10,000	16,244	14,000
	<b>Total:</b>	<b>\$ 1,293,321</b>	<b>\$ 1,505,469</b>	<b>\$ 1,595,752</b>	<b>\$ 1,534,240</b>	<b>\$ 1,582,709</b>
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	137,319	146,338	194,200	170,549	177,870
521200	Employee Accruing Fringe	20,951	24,677	21,500	21,203	21,163
521300	Retiree Medical Insurance	1,652	3,730	1,625	-	-
521400	Legal Defense Fund	625	-	-	-	-
522100	PERS-Employee (9% Sworn, 7% Misc.)	100,746	111,106	129,541	120,955	122,082
522200	PERS-Town (19.555%, 10.387%)	223,627	238,387	279,637	259,222	252,750
522300	PST-Parttime (3.75%)	316	2,245	1,000	1,251	1,000
523100	FICA-Medicare	15,494	18,892	23,138	20,054	22,949
524300	Medical Allowance (PSA)	148	-	-	-	-
525300	Tuition Reimbursement	212	1,111	4,000	1,441	4,000
	<b>Total:</b>	<b>\$ 501,090</b>	<b>\$ 546,486</b>	<b>\$ 654,641</b>	<b>\$ 594,675</b>	<b>\$ 601,814</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531010	Office & Copier Supplies	12,054	10,600	11,000	10,922	11,000
531040	Evidence Supplies	1,600	2,839	6,500	2,667	6,500
531080	Postage	2,753	5,272	3,000	2,644	3,000
531090	Printing & Reproduction	5,029	3,961	5,500	4,825	5,500
531110	Range & Weapons	1,128	816	3,000	5,137	3,000
531120	Recruiting & Investigation	15,094	4,296	5,000	100	5,000
531121	Special Investigation	-	2,425	2,500	1,250	2,500
531140	Publications & Subscriptions	1,838	2,426	1,850	2,335	1,850
531160	Evidence - Photo, Film & Video Supplies	290	(707)	-	-	-
	<b>Subtotal:</b>	<b>\$ 39,786</b>	<b>\$ 31,928</b>	<b>\$ 38,350</b>	<b>\$ 29,880</b>	<b>\$ 38,350</b>

## POLICE SERVICES

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	3,506	3,592	2,500	2,089	2,500
532020	Employee Development/Training	1,664	2,580	3,000	314	3,000
532040	Memberships	1,265	1,885	1,800	1,750	1,800
532060	POST-Reimbursed Training	7,253	19,857	20,000	6,348	10,000
532070	POST-Non Reimbursed Training	2,260	2,795	4,500	228	4,500
532090	Special Meal Allowance (MOU)	356	939	1,000	338	1,000
	<b>Subtotal:</b>	<b>\$ 16,304</b>	<b>\$ 31,648</b>	<b>\$ 32,800</b>	<b>\$ 11,067</b>	<b>\$ 22,800</b>
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services (Reimbursement)	-	-	-	36,867	-
533080	Records Management System (Tech)	11,569	8,980	18,250	400	12,035
533090	Lexipol Policy Manual Maintenance	1,950	1,950	2,000	2,450	2,000
533200	Systems Support (MIDAS)	7,752	17,131	9,300	11,237	9,300
	<b>Subtotal:</b>	<b>\$ 21,271</b>	<b>\$ 28,061</b>	<b>\$ 29,550</b>	<b>\$ 50,954</b>	<b>\$ 23,335</b>
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535080	Marin County Jail Booking	8,250	-	-	-	-
535090	Marin County Major Crimes Task Force	41,805	48,214	50,500	53,460	48,500
535085	Marin County Booking Repayment	171,947	-	-	-	-
535130	Southern Marin Dispatch JPA	1,853	-	-	-	-
535131	Marin County Dispatch	124,032	137,628	144,964	144,964	134,679
535170	Marin County DA-MDIT Program	3,127	3,127	3,500	3,127	5,636
	<b>Subtotal:</b>	<b>\$ 351,014</b>	<b>\$ 188,969</b>	<b>\$ 198,964</b>	<b>\$ 201,551</b>	<b>\$ 188,815</b>
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	1,581	1,495	3,000	1,124	3,000
536050	Fuel & Oil	28,041	42,344	30,000	25,220	30,000
536120	Radar Maintenance	168	450	500	-	500
536130	Radio Maintenance	8,170	4,852	6,000	6,019	6,000
536210	Safety Equipment	9,832	10,377	10,000	5,785	10,000
536220	Uniform Maintenance	5,957	7,582	7,500	8,144	7,500
536230	Uniform Purchase/Replacement	7,687	3,608	5,000	5,149	5,000
536240	Vehicle Supplies	344	512	500	195	500
536250	Vehicle Maintenance	23,753	32,247	25,000	29,211	20,000
536270	Safety Equipment (MOU)	14,265	410	600	567	600
	<b>Subtotal:</b>	<b>\$ 99,798</b>	<b>\$ 103,877</b>	<b>\$ 88,100</b>	<b>\$ 81,414</b>	<b>\$ 83,100</b>

## POLICE SERVICES

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>UTILITY &amp; COMMUNICATION</b>					
537300	Telecommunication	-	26,185	25,000	28,926	25,000
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ 26,185</b>	<b>\$ 25,000</b>	<b>\$ 28,926</b>	<b>\$ 25,000</b>
	Total Supplies & Services:	\$ 528,173	\$ 410,668	\$ 412,764	\$ 403,792	\$ 381,400
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance	75,000	75,000	75,000	75,000	75,000
559020	Technology Allowance	11,000	11,000	11,000	11,000	11,000
	<b>Total:</b>	<b>\$ 86,000</b>				
	<b>TOTAL DEPARTMENT</b>	<b>\$ 2,408,584</b>	<b>\$ 2,548,623</b>	<b>\$ 2,749,157</b>	<b>\$ 2,618,707</b>	<b>\$ 2,651,923</b>

## POLICE INVESTIGATIONS

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
513510	Investigator	68,569	56,060	73,361	54,287	77,825
515100	Overtime	2,179	1,440			
516200	Education Incentive Pay	2,220	1,750	1,800	-	1,800
516300	Holiday Pay	3,276	1,145	3,385	-	3,661
516600	Longevity Pay	196	1,236	1,800	-	1,800
	<b>Total:</b>	<b>\$ 76,440</b>	<b>\$ 61,631</b>	<b>\$ 80,346</b>	<b>\$ 54,287</b>	<b>\$ 85,086</b>
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	6,445	4,586	12,600	12,600	14,230
521200	Employee Accruing Fringe	1,650	969			
522100	PERS-Employee (9%)	6,831	5,504	7,231	4,886	7,658
522200	PERS-Town (19.555%)	15,792	12,390	16,538	11,174	16,639
523100	FICA-Medicare	1,131	889	1,165	787	1,234
	<b>Total:</b>	<b>\$ 31,849</b>	<b>\$ 24,338</b>	<b>\$ 37,534</b>	<b>\$ 29,447</b>	<b>\$ 39,760</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531020	Computer Supplies	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>CONTRACTUAL SERVICES</b>					
533200	Systems/Technical Support	-	-	-	-	-
new	Records Management System (Tech)	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535050	MERA Radio Acquisition JPA (COPS)	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536220	Uniform Maintenance	606	-	-	-	-
	<b>Subtotal:</b>	<b>\$ 606</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Supplies &amp; Services:</b>	<b>\$ 606</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>ALLOCATED COSTS</b>					
539010	Insurance-Liability	-	-	-	-	-
539020	Insurance-Workers' Compensation	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 108,895</b>	<b>\$ 85,969</b>	<b>\$ 117,880</b>	<b>\$ 83,734</b>	<b>\$ 124,846</b>

## POLICE FACILITY

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	8,149	8,511	11,600	7,418	11,600
536030	Building/Facility Supplies	10,201	13,724	12,000	4,351	12,000
536050	Fuel & Oil (Generator)	-	-	600	-	600
536060	Inspection & Testing (Generator)	-	-	500	-	500
536070	Janitorial Services	11,143	12,675	13,500	13,236	13,500
536080	Landscape, Grounds & Materials	-	-	-	-	-
536100	Pest Control	295	336	500	395	500
536280	Special Maintenance	-	-	1,000	1,107	1,000
	<b>Subtotal:</b>	<b>\$ 29,788</b>	<b>\$ 35,246</b>	<b>\$ 39,700</b>	<b>\$ 26,507</b>	<b>\$ 39,700</b>
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	16,974	17,531	16,000	18,302	16,000
537200	Water-MMWD	-	-	300	200	300
537300	Telecommunication	19,873	-	-	-	-
	<b>Subtotal:</b>	<b>\$ 36,847</b>	<b>\$ 17,531</b>	<b>\$ 16,300</b>	<b>\$ 18,502</b>	<b>\$ 16,300</b>
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538020	Emergency & Disaster Planning	6,114	6,606	7,000	4,626	10,000
	<b>Subtotal:</b>	<b>\$ 6,114</b>	<b>\$ 6,606</b>	<b>\$ 7,000</b>	<b>\$ 4,626</b>	<b>\$ 10,000</b>
	<b>ALLOCATED COSTS</b>					
539040	Insurance-Property	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Supplies &amp; Services:</b>	<b>\$ 72,749</b>	<b>\$ 59,383</b>	<b>\$ 63,000</b>	<b>\$ 49,635</b>	<b>\$ 66,000</b>
	<b>CAPITAL PROJECT EXPENSES</b>					
561140	EOC Equipment Upgrades (\$10k ABAG)	1,500	-	20,000	7,233	5,000
	<b>Total:</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 7,233</b>	<b>\$ 5,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 74,249</b>	<b>\$ 59,383</b>	<b>\$ 83,000</b>	<b>\$ 56,868</b>	<b>\$ 71,000</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 \$1,268,366, 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

## All Funding Sources

## ALL DIVISIONS

OBJECT SUMMARY	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 704,159	\$ 566,928	\$ 611,579	\$ 598,657	\$ 634,601
EMPLOYEE BENEFITS	\$ 203,989	\$ 192,209	\$ 216,469	\$ 232,154	\$ 232,965
SUPPLIES & SERVICES					
Department Supplies & Expenses	1,997	3,633	\$ 4,600	\$ 3,672	\$ 4,150
Conferences & Memberships	7,221	4,238	\$ 9,150	\$ 4,823	\$ 6,400
Contractual Services	59,576	109,969	\$ 72,000	\$ 44,484	\$ 67,000
Intergovernmental & Agency	-	-	\$ -	\$ -	\$ -
Equipment Supplies & Maintenance	180,062	197,953	\$ 199,100	\$ 166,511	\$ 181,900
Utility & Communication	92,912	84,105	\$ 99,750	\$ 79,752	\$ 90,950
Allocated Costs	-	-	\$ -	\$ -	\$ -
Total Supplies & Services	\$ 341,768	399,898.00	\$ 384,600	\$ 299,242	\$ 350,400
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ 10,000	\$ 7,990	\$ 6,000
CAPITAL OUTLAY ALLOWANCE	\$ 42,600	\$ 56,139	\$ 49,600	\$ 46,100	\$ 42,600
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ 780	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,292,516</b>	<b>\$ 1,215,174</b>	<b>\$ 1,273,027</b>	<b>\$ 1,184,143</b>	<b>\$ 1,266,566</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,232,962	1,179,463	1,257,047	1,164,161	1,251,116
Cypress Hollow Fund	8,565	15,711	15,980	19,982	15,450
Employee Compensated Leave Reserve	9,271	20,000	-	-	-
PERS Surplus Asset Fund	41,718	-	-	-	-
<b>TOTAL FUNDING</b>	<b>\$ 1,292,516</b>	<b>\$ 1,215,174</b>	<b>\$ 1,273,027</b>	<b>\$ 1,184,143</b>	<b>\$ 1,266,566</b>
<b>STAFFING LEVEL</b>					
Public Works Director/ Town Engineer	1.00	1.00	1.00	1.00	1.00
Engineer Technician	-	-	1.00	1.00	1.00
Administrative Aide	1.00	1.00	-	-	-
Project Coordinator	1.00	-	-	-	-
Deputy Director of Public Works	1.00	-	-	-	-
Superintendent	-	1.00	1.00	1.00	1.00
Assistant Superintendent	1.00	-	-	-	-
Senior Maintenance Worker	-	1.00	1.00	1.00	1.00
Foreman	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I	3.00	3.00	3.00	3.00	3.00
<b>TOTAL STAFFING</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

## ADMINISTRATION &amp; ENGINEERING

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
514100	Public Works Director/Town Engineer	120,000	128,327	135,167	135,167	135,432
514150	Project Coordinator (Undergrounding)	21,623	-	-	-	-
514800	Administrative Aide	41,005	44,453	-	11,944	-
514900	Engineering Technician	-	-	40,708	40,708	58,800
517100	Vacation Conversion	-	-	3,687	3,687	5,000
518100	Casual Hire (Project Coord FY 2007)	97,375	-	-	-	-
	Total:	\$ 280,003	\$ 172,780	\$ 179,562	\$ 191,506	\$ 199,232
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	8,224	7,375	15,740	17,134	15,440
521200	Employee Accruing Fringe	16,098	14,959	11,360	7,713	11,260
521300	Retiree Medical Insurance	-	2,587	-	-	-
521500	Unemployment Insurance	-	-	-	11,700	-
522100	PERS-Employee (7%)	12,784	12,095	9,462	13,114	13,596
522200	PERS-Town (10.384%)	18,228	17,223	14,036	19,187	20,175
523100	FICA-Medicare	2,456	2,543	2,821	2,895	3,104
524300	Medical Allowance	-	-	-	-	-
524100	Auto Allowance	3,600	3,600	3,600	3,600	3,600
524400	Relocation Expense	-	-	-	-	-
	Total:	\$ 61,390	\$ 60,382	\$ 57,018	\$ 75,343	\$ 67,175
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531060	Noticing & Publication	168	905	1,500	146	1,300
531140	Publications & Subscriptions	302	59	400	-	250
	Subtotal:	\$ 470	\$ 964	\$ 1,900	\$ 146	\$ 1,550
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	1,889	2,599	2,500	2,414	2,150
532020	Employee Development/Training	549	363	1,250	692	900
532040	Memberships	636	684	500	143	600
	Subtotal:	\$ 3,074	\$ 3,646	\$ 4,250	\$ 3,249	\$ 3,650
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services	-	57,535	-	-	-
533060	Professional Consultants (Soil eng/Audit)	17,168	-	-	-	-
533700	Contract - Engineering Services	20,835	21,360	40,000	7,080	33,000
	Subtotal:	\$ 38,003	\$ 78,895	\$ 40,000	\$ 7,080	\$ 33,000
	<b>ALLOCATED COSTS</b>					
539010	Insurance-Liability	10,477	9,267	12,502	12,502	12,502
539020	Insurance-Workers' Compensation	1,367	1,398	1,511	1,511	1,511
New	Risk Management	-	41	-	-	-
	Town Hall Facility	10,901	8,912	9,850	9,850	9,850
	Subtotal:	\$ 22,745	\$ 19,618	\$ 23,863	\$ 23,863	\$ 23,863
	Total Supplies & Services:	\$ 41,547	\$ 83,505	\$ 46,150	\$ 10,475	\$ 38,200

## ADMINISTRATION &amp; ENGINEERING

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Depreciation Allowance	-	-	-	-	-
559020	Technology Allowance	2,600	2,600	2,600	2,600	2,600
	Total:	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
	<b>TOTAL DEPARTMENT</b>	<b>\$ 385,540</b>	<b>\$ 319,267</b>	<b>\$ 285,330</b>	<b>\$ 279,924</b>	<b>\$ 307,207</b>

## STREETS MAINTENANCE

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
514200	Superintendent of Public Works	88,828	84,514	84,560	82,360	82,524
514400	Foreman	61,927	65,070	70,276	66,437	68,204
514500	Maintenance Worker II	51,342	52,873	57,103	55,067	56,531
514600	Maintenance Worker I	47,698	49,121	53,051	51,161	56,531
515100	Overtime	-	-	1,500	-	1,500
516990	Special Compensation	-	6,558	-	-	-
517100	Vacation Leave Conversion	-	785	1,000	788	2,000
	Total:	\$ 249,795	\$ 258,921	\$ 267,489	\$ 255,813	\$ 267,290
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	22,363	29,752	29,820	34,997	29,820
521200	Employee Accruing Fringe	14,798	12,450	15,180	9,573	18,480
522100	PERS-Employee (7%)	17,485	17,459	18,549	17,907	18,465
522200	PERS-Town (10.387%)	24,721	25,075	27,516	26,443	27,400
523100	FICA-Medicare	3,308	3,547	3,879	3,790	4,144
524100	Auto Allowance	-	1,385	-	1,800	-
525300	Tuition Reimbursement	-	-	-	-	200
	Total:	\$ 82,675	\$ 88,283	\$ 94,944	\$ 94,510	\$ 98,509
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531140	Publications & Subscriptions	87	-	100	36	100
	Subtotal:	\$ 87	\$ -	\$ 100	\$ 36	\$ 100
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	27	27	1,000	337	600
532020	Employee Development/Training	2,190	-	1,000	487	600
532040	Memberships	-	-	100	50	100
	Subtotal:	\$ 2,217	\$ 27	\$ 2,100	\$ 874	\$ 1,300
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536010	Operating Supplies	2,714	1,945	6,500	6,049	3,500
536020	Equipment Maintenance	2,988	563	3,500	525	3,000
536050	Fuel & Oil	30,871	47,343	28,000	27,743	28,000
536100	Pest Control Downtown	1,375	1,500	2,000	1,500	1,700
536140	Downtown Cleanup & Restrooms	2,083	2,292	2,850	2,758	3,200
536150	Small Tools-Lift Gate/Generator	-	-	4,500	2,423	500
536160	Storm Drain & Culvert Maintenance	544	4,852	7,500	2,150	6,500
536180	Street Materials & Signs	15,670	12,235	15,000	15,948	13,000
536190	Street Painting	393	8,550	15,000	3,870	15,000
536210	Safety Equipment & Apparel	983	150	2,000	777	1,250
536220	Uniform Maintenance Service	4,205	5,093	4,000	3,269	3,750
536230	Uniform Purchase/Replacement	188	815	2,000	1,415	1,100
536270	Safety Equipment (MOU)	150	465	1,000	670	1,000
	Subtotal:	\$ 62,164	\$ 85,803	\$ 93,850	\$ 69,097	\$ 81,500
	<b>ALLOCATED COSTS</b>					
539010	Insurance-Liability	18,716	15,429	20,811	20,811	20,811
539020	Insurance-Workers' Compensation	13,115	13,174	14,231	14,231	14,231
New	Risk Management	-	-	-	-	-
	Subtotal:	\$ 31,831	\$ 28,603	\$ 35,042	\$ 35,042	\$ 35,042
	Total Supplies & Services:	\$ 64,468	\$ 85,830	\$ 96,050	\$ 70,007	\$ 82,900

## STREETS MAINTENANCE

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>OTHER EQUIPMENT</b>					
549010	Street Light Pole Replacement	-	-	5,000	2,990	5,000
	Total:	\$ -	\$ -	\$ 5,000	\$ 2,990	\$ 5,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 396,938</b>	<b>\$ 433,034</b>	<b>\$ 463,483</b>	<b>\$ 423,320</b>	<b>\$ 453,699</b>

## PARKS MAINTENANCE

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SALARY</b>					
514300	Assistant Superintendent	69,694	-	-	-	-
514600	Maintenance Worker I (2)	95,396	97,888	103,028	93,465	105,042
514700	Senior Maintenance Worker		16,287	60,000	57,040	61,537
515100	Overtime	-	267	500	-	500
517100	Vacation Conversion		785	1,000	833	1,000
	Total:	\$ 165,090	\$ 115,227	\$ 164,528	\$ 151,338	\$ 168,079
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	25,020	16,655	22,320	24,195	22,320
521200	Employee Accruing Fringe	4,823	5,764	10,860	9,573	12,780
522100	PERS-Employee (7%)	11,449	7,992	11,412	10,594	11,661
522200	PERS-Town (10.387%)	16,478	11,381	16,929	15,606	17,298
523100	FICA-Medicare	2,154	1,694	2,386	2,333	2,622
525300	Tuition Reimbursement	-	58	600	-	600
	Total:	\$ 59,924	\$ 43,544	\$ 64,506	\$ 62,301	\$ 67,281
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	855	205	1,000	524	600
532020	Employee Development/Training	1,075	360	1,500	116	600
532040	Memberships	-	-	300	60	250
	Subtotal:	\$ 1,930	\$ 565	\$ 2,800	\$ 700	\$ 1,450
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services (Medians & Restrooms)	14,176	17,015	20,000	25,404	22,000
	Subtotal:	\$ 14,176	\$ 17,015	\$ 20,000	\$ 25,404	\$ 22,000
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	9,412	4,531	4,000	8,518	4,100
536080	Landscape Grounds & Materials	19,919	13,589	16,000	17,477	14,500
536180	Street Materials & Signs	1,657	1,282	1,400	2,254	1,300
536200	Tree Maintenance	19,376	29,430	22,000	8,960	22,000
536220	Uniform Maintenance Service	1,555	1,884	2,000	1,209	2,000
536310	Rental-Facility (Portable Restroom)	-	-	-	-	-
	Subtotal:	\$ 51,919	\$ 50,716	\$ 45,400	\$ 38,418	\$ 43,900
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	5,498	6,578	6,000	6,860	6,500
537200	Water-MMWD	45,251	35,465	50,000	35,875	41,000
537210	Water-RBSA Reclaimed	12,781	15,523	15,000	14,360	15,000
	Subtotal:	\$ 63,530	\$ 57,566	\$ 71,000	\$ 57,095	\$ 62,500
	Total Supplies & Services:	\$ 131,555	\$ 125,862	\$ 139,200	\$ 121,617	\$ 129,850
	<b>CAPITAL OUTLAY EXPENSES</b>					
559020	Technology Allowance	-	-	-	-	-
559010	Park Benches	-	13,539	7,000	3,500	1,000
	Subtotal:	-	13,539	7,000	3,500	1,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 356,569</b>	<b>\$ 298,172</b>	<b>\$ 375,234</b>	<b>\$ 338,756</b>	<b>\$ 366,210</b>

## CORPORATION YARD

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531010	Office & Copier Supplies	363	1,583	1,500	731	1,400
531070	Permit/Application Fees	1,077	1,086	1,100	2,759	1,100
	Subtotal:	\$ 1,440	\$ 2,669	\$ 2,600	\$ 3,490	\$ 2,500
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536010	Operating Supplies	2,364	418	2,500	902	2,000
536020	Equipment Maintenance	5,592	2,040	3,500	3,275	2,500
536030	Building/Facility Supplies	6,617	10,390	10,500	6,285	9,000
536050	Fuel & Oil	16,422	23,932	13,000	14,234	14,000
536070	Janitorial Services	-	-	-	-	-
536100	Pest Control	-	-	600	-	500
536150	Small Tools/Implements	2,181	1,008	1,500	-	1,000
536250	Vehicle Maintenance	11,410	5,273	5,000	7,741	5,000
536290	Facility - Alteration/Improvements	-	431	700	269	600
536300	Rental-Equipment & Tools	1,529	53	2,000	-	1,100
	Subtotal:	\$ 46,115	\$ 43,545	\$ 39,300	\$ 32,706	\$ 35,700
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	3,289	2,645	4,500	2,563	4,200
537200	Water-MMWD	-	-	-	203	-
537300	Telecommunication	8,697	4,240	4,200	3,125	4,200
	Subtotal:	\$ 11,986	\$ 6,885	\$ 8,700	\$ 5,891	\$ 8,400
	Total Supplies & Services:	\$ 59,541	\$ 53,099	\$ 50,600	\$ 42,087	\$ 46,600
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Depreciation Allowance	40,000	40,000	40,000	40,000	40,000
	Total:	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 99,541</b>	<b>\$ 93,099</b>	<b>\$ 90,600</b>	<b>\$ 82,087</b>	<b>\$ 86,600</b>

## STREET &amp; SIGNAL LIGHT SYSTEM

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>EQUIP SUPPLIES &amp; MAINTENANCE</b>					
536170	Street/Signal Light Maint. (Cal/TRANS)	19,344	17,827	19,300	19,890	19,300
	Subtotal:	\$ 19,344	\$ 17,827	\$ 19,300	\$ 19,890	\$ 19,300
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	16,748	18,064	18,100	15,184	18,100
	Subtotal:	\$ 16,748	\$ 18,064	\$ 18,100	\$ 15,184	\$ 18,100
	Total Supplies & Services:	\$ 36,092	\$ 35,891	\$ 37,400	\$ 35,074	\$ 37,400
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
	<b>TOTAL DEPARTMENT</b>	<b>\$ 36,092</b>	<b>\$ 35,891</b>	<b>\$ 42,400</b>	<b>\$ 35,074</b>	<b>\$ 37,400</b>

## CYPRESS HOLLOW SPECIAL DISTRICT

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services (Cost Recovery)	7,397	14,059	12,000	12,000	12,000
	Subtotal:	\$ 7,397	\$ 14,059	\$ 12,000	\$ 12,000	\$ 12,000
	<b>EQUIP SUPPLIES &amp; MAINTENANCE</b>					
536080	Landscape Grounds & Materials	520	62	750	-	750
536200	Tree Maintenance	-	-	500	6,400	750
	Subtotal:	\$ 520	\$ 62	\$ 1,250	\$ 6,400	\$ 1,500
	<b>UTILITY &amp; COMMUNICATION</b>					
537200	Water-MMVD	648	1,590	1,950	1,582	1,950
	Subtotal:	\$ 648	\$ 1,590	\$ 1,950	\$ 1,582	\$ 1,950
	Total Supplies & Services:	\$ 8,565	\$ 15,711	\$ 15,200	\$ 19,982	\$ 15,450
	<b>CAPITAL PROJECT EXPENSES</b>					
559010	Facility - Alteration/Improvements	-	-	780	-	-
	Total:	\$ -	\$ -	\$ 780	\$ -	\$ -
	<b>TOTAL DEPARTMENT</b>	\$ 8,565	\$ 15,711	\$ 15,980	\$ 19,982	\$ 15,450

# NON-DEPARTMENTAL

## **Insurances and Joint Power Authorities Low-Moderate Income Housing Town Owned Housing Belvedere-Tiburon Library Agency**

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

### **Insurances and Joint Power Authorities**

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

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

### **Town Owned Housing**

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

### **Low-Moderate Income Housing**

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

### **Tiburon Peninsula Library Agency**

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

**Non-Departmental**

**All Funding Sources**

**ALL DIVISIONS**

OBJECT SUMMARY	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
<b>EXPENDITURES</b>					
SALARY & WAGES					
EMPLOYEE BENEFITS			\$ 15,769	\$ 13,782	\$ 18,285
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 4,245	\$ 5,153	\$ 5,375	\$ 4,738	\$ 5,375
Conferences & Memberships	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ 3,000	\$ -	\$ 5,400	\$ 5,428	\$ 5,800
Insurances	\$ 174,921	\$ 160,136	\$ 194,400	\$ 187,403	\$ 219,900
Intergovernmental & Agency	\$ 1,519,571	\$ 1,632,240	\$ 1,706,244	\$ 1,696,121	\$ 1,739,544
Equipment Supplies & Maintenance	\$ 30,933	\$ 32,000	\$ 36,000	\$ 32,646	\$ 36,000
Utility & Communication	\$ -	\$ -	\$ -	\$ -	\$ -
Special Department Administrative	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Costs	\$ -	\$ 300	\$ 300	\$ -	\$ 300
Total Supplies & Services	\$ 1,732,670	\$ 1,829,829	\$ 1,947,719	\$ 1,926,336	\$ 2,006,919
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 23,481	\$ 150	\$ 14,500	\$ 14,500	\$ 14,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,756,151</b>	<b>\$ 1,829,979</b>	<b>\$ 1,977,988</b>	<b>\$ 1,954,618</b>	<b>\$ 2,039,704</b>
<b>SOURCE OF FUNDING</b>					
General Fund	470,546	479,680	544,548	529,702	577,989
Low/Moderate Housing Fund	7,260	15,649	24,725	15,646	24,725
Town Owned Housing	58,399	37,328	59,500	55,212	59,500
Peninsula Library JPA Fund	1,219,946	1,297,322	1,349,215	1,354,058	1,377,490
<b>TOTAL FUNDING</b>	<b>\$ 1,756,151</b>	<b>\$ 1,829,979</b>	<b>\$ 1,977,988</b>	<b>\$ 1,954,618</b>	<b>\$ 2,039,704</b>

**Non-Departmental**

**General Fund**

**Insurances and Intergovernmental**

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	201 Adopted
	<b>EMPLOYEE BENEFITS</b>					
521300	Retiree Health Benefits			15,769	13,782	18,285
	<b>Subtotal:</b>			<b>15,769</b>	<b>13,782</b>	<b>18,285</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>SUPPLIES &amp; EXPENSES</b>					
	<b>CONTRACTUAL SERVICES</b>					
533050	Health Benefit Plan Administration	1,546	1,070	1,800	1,828	2,200
	<b>Subtotal:</b>	<b>1,546</b>	<b>1,070</b>	<b>1,800</b>	<b>1,828</b>	<b>2,200</b>
	<b>INSURANCE</b>					
534010	Liability (ABAG PLAN)	83,810	65,532	90,000	79,288	90,000
534020	Worker's Compensation (Bay Cities)	86,841	88,946	95,000	102,347	120,000
534030	Property (ABAG PLAN)	3,500	4,888	5,000	4,998	5,500
534040	Public Officials EO (ABAG PLAN)	770	770	800	770	800
534070	Risk Management	-	-	3,600	0	3,600
	<b>Subtotal:</b>	<b>\$ 174,921</b>	<b>\$ 160,136</b>	<b>\$ 194,400</b>	<b>\$ 187,403</b>	<b>\$ 219,900</b>
	<b>INTERGOVERNMENT, AGNECY &amp; JPA</b>					
535010	Animal Control JPA	80,000	83,100	85,000	84,885	84,476
535020	Cable Telecommunication JPA	12,500	18,500	21,098	23,808	21,098
535030	Chamber of Commerce TOT 1%	30,000	32,500	37,008	35,878	35,000
535040	Transportation Authority of Marin JPA	14,011	14,011	14,000	14,618	14,000
535050	MERA Radio Acquisition JPA (Bond)	39,304	44,342	45,672	44,352	45,672
	MERA Radio Acquisition JPA (Operating)	36,628	38,729	40,278	37,152	42,578
535060	Emergency Management Planning JPA	5,118	5,118	5,120	5,118	5,646
535070	Hazardous Materials JPA	876	1,385	1,400	3,999	3,800
535120	Richardson Bay Regional Agency JPA	16,363	17,863	20,763	20,763	20,763
535140	Stormwater Runoff (MCSTOPP) JPA	23,461	23,461	25,000	24,556	25,000
535180	MCCMC Lobbyist	2,500	2,500	2,500	2,449	2,500
535200	LAFCO	4,064	7,235	7,300	4,505	7,300
535210	Marin Map	9,000	9,000	9,000	9,000	9,000
535220	Marin General Services Authority	20,000	20,000	12,040	12,956	14,371
535100	Marin Mediation Services	1,800	1,800	1,800	-	1,800
535240	ICLEI Contribution	-	-	2,600	600	2,600
535250	Marin Clean Energy JPA			2,000	2,050	2,000
	<b>Subtotal:</b>	<b>\$ 295,625</b>	<b>\$ 319,544</b>	<b>332,579</b>	<b>326,689</b>	<b>337,604</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 472,092</b>	<b>\$ 480,750</b>	<b>\$ 544,548</b>	<b>\$ 529,702</b>	<b>\$ 577,989</b>

## NON-DEPARTMENTAL

## Low-Moderate Income Housing Fund

## HOUSING

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531050	Bank Charges & Fees	260	275	275	272	275
531100	Property Tax Payments	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ 260</b>	<b>\$ 275</b>	<b>\$ 275</b>	<b>\$ 272</b>	<b>\$ 275</b>
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual services (Cost Recovery)	3,000	-	-	-	-
	<b>Subtotal:</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535110	Marin Renters Rebate (MHA)	4,000	4,018	4,100	4,018	4,100
535230	Marin Housing Authority JPA	-	11,356	11,500	11,356	11,500
535260	Homeward Bound Contribution			8,850	-	8,850
	<b>Subtotal:</b>	<b>\$ 4,000</b>	<b>\$ 15,374</b>	<b>\$ 24,450</b>	<b>\$ 15,374</b>	<b>\$ 24,450</b>
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536110	Property Management (HOA)	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Supplies &amp; Services:</b>	<b>\$ 7,260</b>	<b>\$ 15,649</b>	<b>\$ 24,725</b>	<b>\$ 15,646</b>	<b>\$ 24,725</b>
	<b>Total:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 7,260</b>	<b>\$ 15,649</b>	<b>\$ 24,725</b>	<b>\$ 15,646</b>	<b>\$ 24,725</b>

**NON-DEPARTMENTAL-HOUSING**

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531100	Property Tax Payments	3,985	4,878	5,100	4,466	5,100
	Subtotal:	\$ 3,985	\$ 4,878	\$ 5,100	\$ 4,466	\$ 5,100
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual services (Cost Recovery)	-	3,000	3,600	3,600	3,600
	Subtotal:	\$ -	\$ 3,000	\$ 3,600	\$ 3,600	\$ 3,600
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536110	Property Management (HOA)	30,933	32,000	36,000	32,646	36,000
	Subtotal:	\$ 30,933	\$ 32,000	\$ 36,000	\$ 32,646	\$ 36,000
	<b>ALLOCATED COSTS</b>					
539010	Insurance-Property	-	300	300	-	300
	Subtotal:	\$ -	\$ 300	\$ 300	\$ -	\$ 300
	Total Supplies & Services:	\$ 34,918	\$ 40,178	\$ 45,000	\$ 40,712	\$ 45,000
	<b>CAPITAL EXPENSES</b>					
561140-	Facility Alteration/Improvement	-	-	-	-	-
-640120	Unit-2	9,708	-	2,500	-	2,500
-640103	Unit-3	5,663	-	2,500	-	2,500
-640106	Unit 6	-	-	2,500	-	2,500
-640111	Unit-11	2,281	-	2,500	-	2,500
-640114	Unit-14	943	150	2,500	-	2,500
-640118	Unit-18	4,886	-	2,000	-	2,000
-640132	Unit-32 (Sold 2005)	-	-	-	-	-
	Total:	\$ 23,481	\$ 150	\$ 14,500	\$ -	\$ 14,500
	<b>TOTAL DEPARTMENT</b>	<b>\$ 58,399</b>	<b>\$ 37,328</b>	<b>\$ 59,500</b>	<b>\$ 40,712</b>	<b>\$ 59,500</b>

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

Acct No.	Account Description	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Actual	2009/10 Adopted
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535900	Payment to Library Agency (Property Tax proceeds)	1,219,946	1,265,680	1,316,307	1,354,058	1,377,490
	<b>Subtotal:</b>	<b>\$ 1,219,946</b>	<b>\$ 1,265,680</b>	<b>\$ 1,316,307</b>	<b>\$ 1,354,058</b>	<b>\$ 1,377,490</b>
	Total Supplies & Services:	\$ 1,219,946	\$ 1,265,680	\$ 1,316,307	\$ 1,354,058	\$ 1,377,490
	<b>TOTAL DEPARTMENT</b>	<b>\$ 1,219,946</b>	<b>\$ 1,265,680</b>	<b>\$ 1,316,307</b>	<b>\$ 1,354,058</b>	<b>\$ 1,377,490</b>

# **CAPITAL OUTLAY & ALLOWANCE**

## **Planned Capital Outlay Purchases**

## **Planned Technology Outlay Purchases**

## **Depreciation Allowance Schedule**

Total proposed Department capital outlay purchases equal \$156,000. This amount is \$34,000 more than the total Depreciation Allowance charged to the Departments. On occasion the depreciation allowance is less than the planned purchases and there are sufficient funds to cover the planned purchases.

Total proposed Department technology outlay purchases equal \$123,500. This amount is less 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. 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.

# CAPITAL OUTLAY

Fiscal Year 2008/09

## Planned Capital Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
<b>TOWN ADMINISTRATION</b>	
Total Town Administration	\$ -
<b>COMMUNITY DEVELOPMENT</b>	
Replace Building Inspector Vehicle with Hybrid	30,000
Total Community Development	\$ 30,000
<b>POLICE</b>	
Replace Patrol Vehicle and Set Up Portable Radios (2)	\$40,000
Video Cameras at Tiburon Blvd. & Paradise Drive @ Trestle Glen	8,000
	30,000
Total Police	\$ 78,000
<b>PUBLIC WORKS</b>	
2008 Toyota Tacoma Pick Up	\$23,000
Vehicle Light Bars (6)	\$3,000
New Brush Chipper	10,000
Total Public Works	\$ 36,000
<b>Total Planned Capital Outlay Purchases:</b>	<b>\$ 144,000</b>

# CAPITAL OUTLAY

Fiscal Year 2008/09

## Planned Technology Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
<b>TOWN ADMINISTRATION</b>	
Replacement of Accounting Server (Including Consultation w/Software Vendor)	9000
Miscellaneous Computer Parts (7)	1750
2 Computer Replacements (Town Manager & IT Coordinator)	3500
UPS Battery Upgrades	600
Digital Camera	200
Outside Consultant for Special Projects	4000
Upgrade License Microsoft Office 2007/Windows Vista (IT Coordinator)	400
Total Town Administration	<u>\$ 19,450</u>
<b>COMMUNITY DEVELOPMENT</b>	
1 Computer Replacment (Building Official)	1000
3 Printers (Building Permits & 2 Receipt)	1400
Miscellaneous Computer Parts (9)	2250
Scanner for LaserFische Program	2500
Digital Cameras (1)	300
Permit Tracking Software (Carry Forward from FY 2007/08)	80,000
LaserFische Annual License	3,000
Total Community Development	<u>\$ 90,450</u>
<b>POLICE</b>	
Miscellaneous Computer Parts (10)	2500
4 Desktop Computer Replacements (Chief, Captain, Sergeants, Patrol)	4000
2 UPS Battery Upgrades	600
Replacement Laptop Computer	1400
Replace Color Laser Printer	800
Total Police	<u>\$ 9,300</u>
<b>PUBLIC WORKS</b>	
Miscellaneous Computer Parts (5)	1,250
Replace Department's Ruggedised Nextel Phones (10)	1,000
1 Desktop Computer (Foreman & Group Shared)	1,400
Printer - Fuel System	500
Upgrade Corporation Yard Internet Access (Roll Over from FY 2006-07)	500
Total Public Works	<u>\$ 4,650</u>
<b>Total Planned Capital Outlay Purchases:</b>	<u><b>\$ 123,850</b></u>

*Program:* **CAPITAL IMPROVEMENT PLAN**

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

The Town's proposed Capital Improvement Plan is funded with a blend of Town resources, grants, and improvement bond financing. Total planned improvements are \$10,882,000, of which 65% or \$7,182,000 will be funded by assessment district funds. A total of \$3,658,000 will be allocated from Town reserves and restricted funds, with the remaining \$60,000 being allocated from the General Fund.

Streets Improvements

The Town's regular street maintenance program is funded primarily with State Gas Tax, General Fund Streets & Drainage and Tiburon Street Impact funds. The Gas Tax Fund receives approximately \$200,000 annually and the Street Impact Fund is expected to receive \$325,000 in Fiscal Year 2009/10. A total of \$2,435,000 is allocated for planned street improvements in Fiscal Year 2009/10. Of this, \$960,000 is funding carried forward from FY 2009-10.

Drainage Improvements

Current and proposed Drainage Improvements are funded primarily with resources of the General Fund Streets & Drainage Reserve and the Drainage Impact Fund. A total of \$215,000 is allocated for planned drainage improvements in Fiscal Year 2009/10.

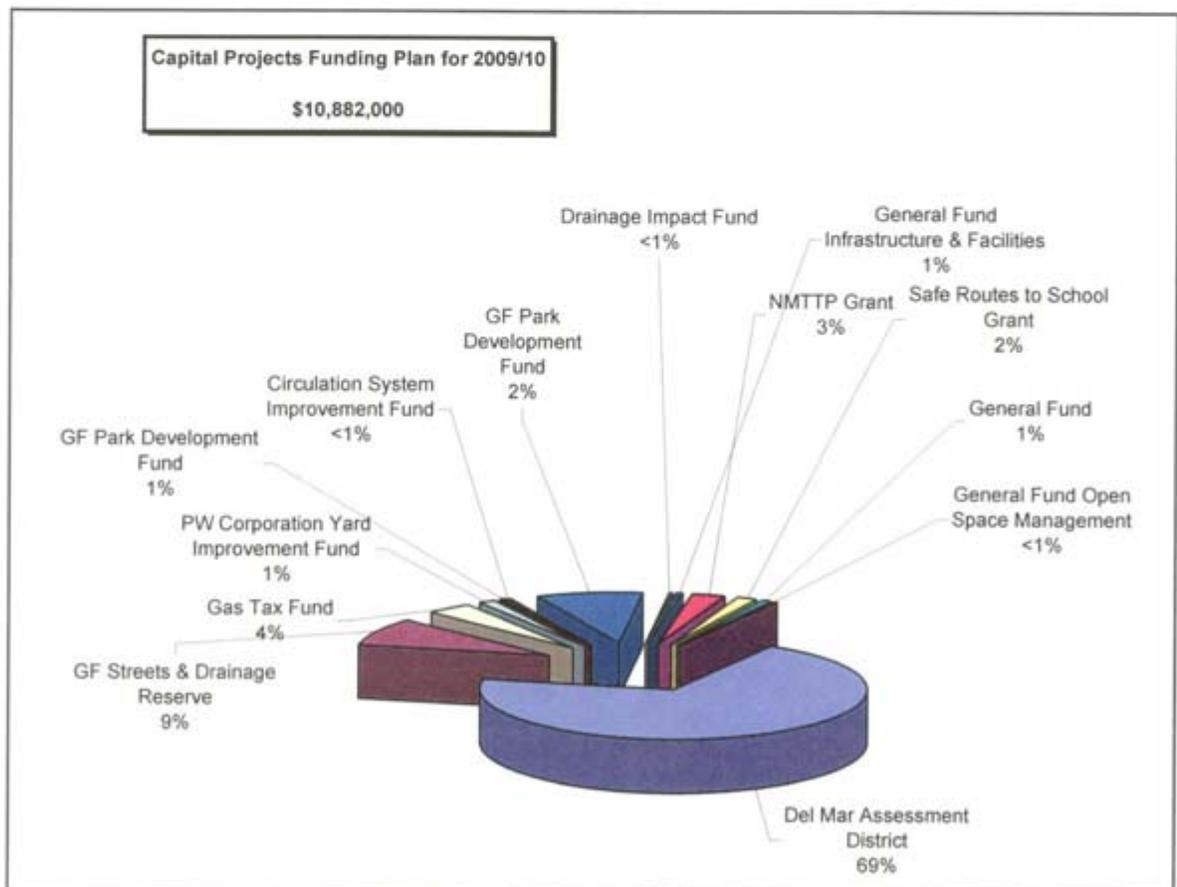
Community Development Improvements

The Del Mar Undergrounding Utility project comprise the major portion of the Community Development Improvement funding in FY 2009/10. In addition other funding sources include the General Fund Infrastructure & Facility Fund, Public Works Corporation Yard Improvement Fund, Park Development, Streets and Drainage, and the General Fund. A total of \$8,232,000 is allocated for planned community development improvements in Fiscal Year 2009/10.

CAPITAL PROJECTS FUNDING - ALL CATEGORIES

Planned Capital Projects Funding

Del Mar Assessment District	7,182,000
GF Streets & Drainage Reserve	893,000
Gas Tax Fund	420,000
PW Corporation Yard Improvement Fund	120,000
GF Park Development Fund	80,000
Circulation System Improvement Fund	15,000
Street Impact Fund	920,000
Drainage Impact Fund	15,000
General Fund Infrastructure & Facilities	80,000
NMTTP Grant	285,000
Safe Routes to School Grant	\$ 172,000
General Fund	60,000
General Fund Open Space Management	40,000
Federal Stimulus Grant	200,000
Prop. 1B	400,000
<b>Total Funding</b>	<b>10,882,000</b>



Street Improvement Projects

Project	Notes	Status	Proposed Funding Source	AMOUNT
<b>Streets Resurfacing &amp; Improvement</b>				
Streets selected from PMS List Maintaining PCI	Annual Street Improvement List Plus Reed Ranch and Ridge Road	Funded Annually	Gas Tax Fund \$200,000 Street Impact Fund \$200,000 Federal Stimulus Funding \$200,000 General Fund Streets & Drainage \$250,000	850,000
Streets Selected from PMS List - FY 2008/09	Annual Street Improvement List Carry Over from FY 2008-09	Carry Forward	Gas Tax \$180,000 TCR Funds \$20,000 Prop 1B \$100,000	300,000
Mar West Phase II Overlay - Carry Forward from FY 2009-10	Esperanza to Paradise Drive	Carry Forward	Prop 1B	300,000
Failed Streets	Annual Engineering & Construction	Funded Annually	Street Impact Fund	360,000
Failed Streets - FY 2008-09	Annual Program Carry Over from FY 2008-09	Carry Forward	Street Impact Fund	360,000
Contingency Provision	Emergency, Non-Scheduled	Funded Annually	Gas Tax	20,000
Foundation Repair	Paradise Drive @ 2000	Carry Forward	General Fund Streets & Drainage	50,000
<b>Traffic Safety Improvements</b>				
Safe Routes to School	Del Mar - Striping, Signage & Curb Enhancements	Carry Forward	Safe Routes to School Grant	172,000
Tiburon Blvd. @ Stewart Drive	Town Contributions to CAL/TRANS project	Carry Forward	Circulation System Improvement Fund	15,000
Traffic Calming Improvements	Various Locations	Funded Annually	General Fund Streets & Drainage	8,000
<b>Total Proposed Streets Projects</b>				<b>\$ 2,435,000</b>

Drainage Improvement Projects

Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Drainage Improvement Program	Various Location from Master Plan	Funded Annually	Drainage Impact Fund	200,000
Catch Basin/Inlet Repairs	Various Locations	Funded Annually	General Fund Streets & Drainage Fund	15,000
<b>Total Proposed Drainage Projects</b>				<b>\$ 215,000</b>

Community & Miscellaneous Projects

Location/Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Del Mar Utility Undergrounding	Utility Undergrounding Project	Carry Forward	Del Mar Assessment District - Assumes Second Bond Sale	7,182,000
Formalize Parking Lot	Lyford Parking Lot	Carry Forward \$275,000	General Fund Streets & Drainage	370,000
Paths, Lanes & Steps	Lower Racoon Lane, Cayford path, Jefferson Steps	Carry Forward	Non-Motorized Transportation Grant	285,000
Open Space Management	Vegetation Clearance	Funded Annually	General Fund Open Space Mgmt.	30,000
Open Space Management Plan	Consultant Services	Carry Forward	General Fund Open space Mgmt.	10,000
Recreation Master Plan	Consultant Services	Carry Forward	General Fund (Belvedere \$12,500)	50,000
Paradise Drive Maintenance Agreement	Consultant for Financial Analysis	Carry Forward	General Fund	10,000
San Rafael Avenue Seawall	Tiburon Portion of Belvedere Seawall Project	Carry Forward	General Fund Park Development	40,000
Railroad Marsh Maintenance	Bi-Annual Vegetation Clearance	Funded Bi-Annually	General Fund Infrastructure & Facility	20,000
Median Rehab. and Maintenance	Various Locations	Funded Annually	General Fund Infrastructure & Facility	30,000

Accessibility

Curb Ramps and Misc. Sidewalk Imp	Various Locations	On-going	General Fund Streets & Drainage	15,000
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Buildings & Facilities

HVAC Capital Upgrades	Annual Allocation	Funded Annually	GF Infrastructure & Facility	10,000
Public Works Corporation Yard	Design	Carry forward	General Fund Public Works Corp Yard	120,000
Town Hall	Interior Painting	New	General Fund Infrastructure & Facility	20,000

Park Facilities

Belveron Mini-Park	Planting & Path Restoration	New	General Fund Park Development	20,000
Blackie's Pasture	Irrigation Upgrade of Planters	New	General Fund Park Development	12,000
Blackie's Pasture	Rebuild/Restore Bridge	New	General Fund Park Development	8,000

<b>Total Proposed Projects</b>				<b>\$ 8,232,000</b>
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## Five Year Capital Improvement Program

FY 2010 - 2014

	Anticipated FY 2009/10	Anticipated FY 2010/11	Anticipated FY 2011/12	Anticipated FY 2012/13	Anticipated FY 2013/14
<b>Street Improvements</b>					
Mar West - Esperanza to Paradise	300,000				
Annual Pavement Management Program	650,000	650,000	650,000	650,000	650,000
Federal Stimulus Projects	200,000				
Annual Streets Carry Over FY 2008-09	300,000				
Annual Failed Street Program	360,000				
Carry Over FY 2008-09 Failed Streets Program	360,000				
Paradise Drive Foundation Repair	50,000				
Del Mar A/D Overlay		500,000	500,000		
Contingency Street Repairs	20,000	15,000	15,000	15,000	15,000
Reed School Bridge on Tiburon Blvd.		80,000			
Stewart Drive @ Tiburon Blvd. Intersection	15,000				
Annual Traffic Calming	8,000	5,000	5,000	5,000	5,000
Safe Routes to School - Del Mar	172,000				
<b>Street Improvements</b>	<b>\$2,435,000</b>	<b>\$1,250,000</b>	<b>\$1,170,000</b>	<b>\$670,000</b>	<b>\$670,000</b>

## Drainage Improvements

Annual Drainage Improvements	200,000	200,000	250,000	250,000	250,000
Annual Culvert/Inlet Improvements	15,000	15,000	15,000	15,000	15,000
<b>Drainage Improvements</b>	<b>\$215,000</b>	<b>\$215,000</b>	<b>\$265,000</b>	<b>\$265,000</b>	<b>\$265,000</b>

## Community Improvements

### Miscellaneous

Del Mar Utility Underground District	7,182,000				
Path Improvements - Teather Park to Judge Field; Lower Raccoon; Cayford; Jefferson to Reed Ranch	285,000				
Shoreline Park Rip Rap Restoration		50,000			
San Rafael Avenue Seawall (Contribution)	40,000				
Rehab Pedestrian Bridge on MUP		15,000			
Formalized Parking Lot @ Lyford Dr.	370,000				
Town Wide Signage					
Open Space Master Plan	10,000				
Open Space Maintenance Program	30,000	30,000	30,000	30,000	30,000
Paradise Drive Maintenance Agreement	10,000				
Recreation Master Plan	50,000				
Rail Road March Maintenance (Bi-Annual)	20,000		20,000		20,000
Median Rehabilitation & Maintenance	30,000	20,000	20,000	20,000	20,000

### Accessibility

Curb Ramps/Misc Sidewalk Improvements	15,000	7,500	7,500	7,500	7,500
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## Five Year Capital Improvement Program

FY 2010 - 2014

	Anticipated FY 2009/10	Anticipated FY 2010/11	Anticipated FY 2011/12	Anticipated FY 2012/13	Anticipated FY 2013/14
<b>Buildings/Facilities</b>					
Town Hall Interior Painting and Woodwork	20,000				
Refinish Council Chamber Floors					
Town Hall Carpet Replacement				12,000	12,000
Replace Tower Clocks		16,000			
Repairs to Lyford's Tower		35,000			
Repave Donahue Building Parking Lot		12,000			
Public Works Corp Yard Design	120,000				
Public Works Corporation Yard Construction		2,500,000			
HVAC Upgrades	10,000				
<b>Park Facilities</b>					
Cypress Hollow Playground Renovation					
Replace Cypress Hollow Park Fence					
Zelinsky Park Renovation					
MUP Path Renovation		30,000			
Belveron Mini-Park Renovation	20,000				
Blackie's Pasture Parking Lot Repavement		30,000			
Blackie's Pasture Garden Irrigation Upgrade	12,000				
Restore Blackie's Pasture Road Bridge	8,000				
<b>Community Improvements</b>	<b>\$8,232,000</b>	<b>\$2,745,500</b>	<b>\$77,500</b>	<b>\$69,500</b>	<b>\$89,500</b>
<b>TOTAL ALL CAPITAL IMPROVEMENTS</b>	<b>\$10,882,000</b>	<b>\$4,210,500</b>	<b>\$1,512,500</b>	<b>\$1,004,500</b>	<b>\$1,024,500</b>

*Program:* **DEBT SERVICE PROGRAM**

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

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

Debt Service Program

Fiscal Year 2009/10

Principal, Interest & Fees

Bond Issue	Principal	Interest	Fiscal Fees	TOTAL
Main Street Assessment District	18,000	18,459	3,200	39,659
Stewart Drive Assessment District	40,000	63,193	7,000	110,193
Tiburon Public Facilities Financing Authority	10,000	4,800	2,500	17,300
Via Capistrano Assessment District	11,000	4,216	2,100	17,316
Lyford Cove Assessment District	75,000	174,011	12,000	261,011
Del Mar Valley Assessment District	80,000	179,770	14,000	273,770
<b>Total Debt Service:</b>	<b>\$ 234,000</b>	<b>\$ 444,449</b>	<b>\$ 40,800</b>	<b>\$ 719,249</b>

## Bond Issue Information

Issue	Description
Del Mar Valley Undergrounding Assessment District	Del Mar Valley Undergrounding Assessment District – Dated July 2005. Limited obligation 1915 Improvement Bonds. Amount, at \$4,084,700, with an interest rate range of 2.7% to 4.85% for 30 years. The bonds were issued to finance the relocation of utility services to below ground locations for approximately 220 home in the Del Mar Valley residential area.
Lyford Cove Undergrounding Assessment District	Dated March 2005. Limited Obligation 1915 Improvement Bonds. Amount \$3,800,000 with an interest range from 2.250 to 5.100%. Term 2006 to 2034. The bonds were issued to finance utility services to below ground locations in the Lyford Cove residential area.
Main Street Assessment District	Dated December 1999. 1913 Act Improvement Bonds. Amount \$408,513, at 6.30%. Term 2000 to 2020. The bonds were issued to finance the construction and acquisition of public improvements - primarily street and sidewalk reconstruction on Main Street.
Stewart Drive Undergrounding Assessment District	Dated July 2001. Limited Obligation, 1913 and 1915 Improvement Bonds. Amount \$1,465,500, Interest Rate range from 3.250% to 5.300%. Term 2002 to 2029. The bonds were issued to finance the relocation of utility services to below ground locations in the Stewart Drive residential area.
Tiburon Public Facilities Financing Authority - Marks-Roos Revenue Bonds	Dated May 1990. Marks-Roos Local Bond Pooling Act Bonds. Amount \$7,948,000, at 6.60% to 7.90%. Term 1991 to 2015. The Marks-Roos bonds are secured with special assessment and tax revenues of the Via Capistrano, Hillhaven, Cibrian Drive, and Point Tiburon districts. In May 1990, the Town formed the Tiburon Public Facilities Financing Authority (TPFFA), issued and sold \$7,948,000 of Marks-Roos for the purpose of financing and acquiring public improvements. In September 1996, the Town Council, acting as the TPFFA, authorized refunding of the 1990 Marks-Roos Revenue Bonds. A total of \$4,125,000 of refunding revenues bonds were issued, and the bonds of the aforementioned districts were refinanced, and the term of the Point Tiburon Bonds was reduced by two years.
Via Capistrano Assessment District	Dated July 1990. 1915 Act Improvement Bonds. Amount \$225,000, at 7.70% to 7.90%. Term 1991 to 2015. The bonds were issued to finance the widening of Via Capistrano and for changing the street from one-way to two-way access. Special assessment revenues of the district are used for debt service requirements of the Marks-Roos bonds. The 1996 refunding of the TPFFA bonds resulted in the bond issuance of \$177,000, with a term 1997 to 2015, at 4.75% to 5.05%

# TIBURON REDEVELOPMENT AGENCY

## Fund Statements

### General Tax Increment Fund

### Housing Set-Aside Fund

The Redevelopment Project Area comprises approximately fifty-five (55) acres of land in downtown Tiburon, including the thirty-eight (38) acre Southern Pacific property, the former Town Hall site (now Chandler's Gate), Reed School, and portions of the Tiburon Peninsula Club property and Tiburon Boulevard.

The objective of the Agency was to stimulate development of the former downtown Southern Pacific property in a manner consistent with the Tiburon Downtown Plan, and maintain a balance of uses for residential, office and commercial, open space and public facilities in keeping with the goals of the Town's General Plan. The Redevelopment Agency was to assist in financing a portion of the cost of the public infrastructure improvements and site preparation activities essential to the full development of the property.

In April 1985, Tiburon formed a Community Facilities District for the purpose of assisting in the financing of the Point Tiburon public improvements. The District authorized the Town Council to annually levy a Special Tax, within specified limits, solely to service bonded indebtedness. The annual Special Tax represented the difference in the amount of funds available from general tax increment proceeds and the annual debt service requirement cost.

In any year in which the Redevelopment Agency received the full amount of annual tax increment to which it was entitled pursuant to the Fiscal Agreement, the Agency paid \$472,500 to the Point Tiburon Community Facilities District. In Fiscal Year 2001-02 the Agency made its final payment in the amount of \$379,863.

However, State law requires that the Redevelopment Agency achieve its housing goals. The Agency is required to produce at least an additional four Very Low Income housing units. Given the local cost of developing housing and the current fund balance in the Housing Set-Aside fund, the Agency it is uncertain when it will have sufficient revenues to fund its housing obligation, but has maintained an up-to-date Housing Implementation Plan that identified suitable locations for the creation of such housing within the Redevelopment Project Area.

Agency General Increment Fund

Overview of Revenues, Expenditures & Changes in Fund Balance

	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Projected	2009/10 Proposed
<b>REVENUES</b>					
Tax Increment	-	30,039	-	-	-
Investment Earnings	13,142	10,387	7,500	5,500	-
Other Revenue	-	-	-	-	-
Total Revenue:	\$ 13,142	\$ 40,426	\$ 7,500	\$ 5,500	\$ -
<b>EXPENDITURES</b>					
Salary & Wages	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Supplies & Services	-	-	-	-	-
Legal Services	-	-	-	-	-
Financial Services	2,000	-	1,000	1,000	-
ERAF Shift	-	-	-	-	-
Administrative Charge	-	2,000	-	-	-
Debt Service Pmt CFD	-	-	-	-	-
Capital Outlay Allowance	-	-	-	-	-
Capital Outlay Equipment	-	-	-	-	-
Capital Projects	-	-	-	-	-
Total Expenditures:	\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,000	\$ -
OPERATING NET	11,142	38,426	6,500	4,500	-
<b>OTHER SOURCES (USES)</b>					
Advances to Other Fund	-	-	-	-	-
Total Sources (Uses):	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND BALANCE</b>					
Opening, July 1	\$ 235,977	\$ 247,119	\$ 253,119	\$ 259,619	\$ 264,119
Closing, June 30	\$ 247,119	\$ 285,545	\$ 259,619	\$ 264,119	\$ -

Agency Housing Set-Aside Fund  
 Overview of Revenues, Expenditures & Changes in Fund Balance

	2006/07 Actual	2007/08 Actual	2008/09 Adopted	2008/09 Projected	2009/10 Proposed
<b>REVENUES</b>					
Tax Increment	-	10,793	-	-	-
Investment Earnings	42,040	34,772	21,000	17,500	12,500
Other Revenue					
Total Revenue:	\$ 42,040	\$ 45,565	\$ 21,000	\$ 17,500	\$ 12,500
<b>EXPENDITURES</b>					
Salary & Wages					
Employee Benefits					
Supplies & Services					
Legal Services	1,816	-	1,500	1,500	1,500
Financial Services	-	-	1,000	1,000	1,000
Administrative Charge	-	-	-	-	-
Other - Special Deposit					
Capital Outlay Allowance					
Capital Outlay Equipment					
Capital Projects	-	-	-	-	-
Total Expenditures:	\$ 1,816	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
OPERATING NET	40,224	45,565	18,500	15,000	10,000
<b>OTHER SOURCES (USES)</b>					
Advances to Other Fund	-	-	-	-	-
Total Sources (Uses):	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND BALANCE</b>					
Opening, July 1	\$ 1,416,096	\$ 1,456,320	\$ 1,478,820	\$ 1,478,820	\$ 1,493,820
Closing, June 30	\$ 1,456,320	\$ 1,501,885	\$ 1,497,320	\$ 1,493,820	\$ 1,503,820

## FISCAL YEAR 2009-2010 WORK PROGRAM [ ANNUAL OBJECTIVES AND MAJOR CAPITAL PROJECTS ]

*Each year, in addition to Town Staff's everyday work of providing public services, staff and Town Council develop a work program designed to improve the infrastructure of the Town, or upgrade the efficiency and productivity of staff and service provision within the context of a balanced budget. This list sets forth the major objectives and capital projects for the 09-10 fiscal year. It does not include ongoing maintenance workloads.*

1.	2.	3.	4.	5.	6.
Project or Program	Description of 09-10 Objective	Dept	Milestones in FY 2009-2010	Comments	Budget FY 09-10
Annual PMS Street List Improvements	Remaining work from prior fiscal year slated for completion in fall of 2009	PW	<ul style="list-style-type: none"> <li>▪ Completed in Sept/Oct 2009</li> </ul>	Carry forward	\$300,000 CIP
Failed Street Improvement	Remaining work from prior fiscal year slated for completion in fall of 2009	PW	<ul style="list-style-type: none"> <li>▪ Completed in Sept/Oct 2009</li> </ul>	Carry forward	\$360,000 CIP
Mar West Phase II Overlay	Esperanza to Paradise Dr. originally funded in 08-09 but slated for completion in fall of 2009	PW	<ul style="list-style-type: none"> <li>▪ Completed in Sept/Oct 2009</li> </ul>	Carry forward	\$300,000 CIP
Annual PMS Street List Improvements	Annual street improvement project, consisting of streets selected from the PMS list and staff observations; includes Reed Ranch Rd and Ridge Rd funded through fed (ARRA) grant	PW	<ul style="list-style-type: none"> <li>▪ Completion planned for late spring 2010</li> </ul>	Funded annually; \$204,000 in ARRA grant funding	\$850,000 CIP
Failed Street Improvement	Street improvement for road segments with PCI less than 20	PW	<ul style="list-style-type: none"> <li>▪ Completion planned for late spring 2010</li> </ul>	Funded annually	\$360,000 CIP
Del Mar School Safe Routes to School	Pedestrian safety enhancement project consisting of repainting various crosswalks and improving curb ramps and sidewalks.	PW	<ul style="list-style-type: none"> <li>▪ Before Council for award of contract on Nov 4, 2009</li> <li>▪ Construction in Spring 2010</li> </ul>	Carry forward	\$172,000 CIP
Drainage Improvement	Selected improvements from Drainage Master Plan	PW	<ul style="list-style-type: none"> <li>▪ Replacement of various inlets</li> <li>▪ Cleaning and flushing of various lines</li> </ul>	Funded annually	\$200,000 CIP

<b>Paths, Lanes and Steps Projects</b>	Potential projects to enhance paths on Cayford, Lower Raccoon and Jefferson to Reed Ranch	PW	<ul style="list-style-type: none"> <li>Before Council for award of contract on Nov 4, 2009</li> <li>Construction in Spring 2010</li> </ul>	Carry forward; Non-motorized transit grant funded	\$285,000 CIP
<b>Parking at Lyford Drive &amp; Tib Blvd</b>	Engineering and construction of improvements to parking area on south side of Tiburon Blvd - paved parking and landscaped median; CalTrans approval required	PW	<ul style="list-style-type: none"> <li>Caltrans discussions (ongoing)</li> <li>Council direction Nov 4</li> <li>Final concepts &amp; prelim estimates</li> <li>Detail design Caltrans</li> <li>encroachment review</li> <li>Construction by end of 2010</li> </ul>	Carry forward	\$370,000 plus anticipated grant for \$317,000
<b>Paradise Dr Foundation Repair</b>	Rehabilitate foundation supporting Paradise Dr near 2002 Paradise Dr.	PW	<ul style="list-style-type: none"> <li>Work stalled due to lack of agreement with adjacent owner; proceed if mutually agreeable path can be identified</li> </ul>	Carry forward	\$50,000 CIP
<b>Public Works Corporation Yard Remodel or Reconstruction</b>	Detail design and planning for the new Corporation Yard; two concepts for redevelopment of site created, but costs were substantially above available budget so approach needs to be reconsidered	PW	<ul style="list-style-type: none"> <li>Establish new council committee to pursue options for project</li> <li>Return to Town Council for discussion and direction</li> </ul>	Carry forward; (\$2,041,000 allocated in reserve fund for project)	\$120,000 CIP
<b>Belveron Mini-Park</b>	Planting and path restoration	PW	<ul style="list-style-type: none"> <li>Work to be completed by Spring 2010</li> </ul>		\$20,000 CIP
<b>Blackie's Pasture Improvements</b>	Irrigation upgrades; bridge restoration	PW	<ul style="list-style-type: none"> <li>Work to be completed by Spring 2010</li> </ul>		\$8,000 CIP
<b>Open Space Management Plan</b>	Development of a management plan for the 250+ acres of Town-owned open space	CDD	<ul style="list-style-type: none"> <li>Second draft of OSMMP due in Dec.</li> <li>CEQA review required</li> <li>POST review and recommendation</li> <li>Council consideration</li> </ul>		\$10,000 CIP
<b>Open Space Management</b>	Maintenance activities per Open Space Plan recommendations	PW	<ul style="list-style-type: none"> <li>Identify sites and techniques based on OS Master Plan</li> <li>Engage CCC or other to complete work as weather permits</li> </ul>	Funded annually	\$30,000 CIP
<b>Paradise Dr. Maintenance Agreement with County</b>	Consultant services to development cost-sharing agreement maintaining road and for land annexed in future	CDD/ PW	<ul style="list-style-type: none"> <li>Draft agreement sent to County in August 2009</li> <li>Pursue discussions with County to resolve outstanding issues</li> </ul>		\$10,000 CIP

Marsh Maintenance	Clearing of reeds and other plant materials from marsh	PW	<ul style="list-style-type: none"> <li>Notice already out</li> <li>Work conducted by end of 2009</li> </ul>	Funded bi-annually	\$20,000 CIP
Median Rehab and Maintenance	Maintenance and upgrades to selected medians	PW	<ul style="list-style-type: none"> <li>Reed Ranch median complete</li> <li>Collaborating with Del Mar HOA on upgrade of Avenida Miraflores median</li> </ul>	Funded annually	\$30,000 CIP
Del Mar Utility Undergrounding	Undergrounding project (stalled due to litigation)	PW, TA	<ul style="list-style-type: none"> <li>Attorney and outside counsel engaged in legal process; if resolved satisfactorily, project will be bid out and constructed</li> </ul>	Assessment District	\$7,182,000 CIP
Admin. Services Organizational & Operational Review	Engage outside firm to conduct organizational review of Administrative Services Department similar to previous analyses of other departments	ASD	<ul style="list-style-type: none"> <li>Issue RFP</li> <li>Select consultant</li> <li>Review Report</li> <li>Implement recommendations</li> </ul>		\$15,000 ASD Contractual Services
Create Use Policy for McKeney Green	Create a standardized manner of handling the growing demands on McKeney Green considering the needs of user groups, the neighborhood and protection of the resource from overuse	ASD/TM	<ul style="list-style-type: none"> <li>Develop draft policy</li> <li>Review draft with POST Commission</li> <li>Bring policy to Council for adoption</li> </ul>		\$0
Improve Special Event Permit Process	Improve permit application, processing and follow-up reporting for special event permits, especially for use of Blackie's Pasture and other sensitive resources	ASD/TM	<ul style="list-style-type: none"> <li>Revamp application</li> <li>Develop administrative policy</li> <li>Discuss use of Blackie's with Council as necessary</li> </ul>		\$0
Video Cameras on Tiburon Blvd & Paradise Drive	Install video cameras covering the two routes into and out of Tiburon for use in development of leads in post crime investigations	PD	<ul style="list-style-type: none"> <li>Before Town Council Nov 18</li> <li>Resolve issues with Caltrans</li> <li>Bid installation</li> <li>Install cameras</li> </ul>	Cost to be shared by Belvedere, County and ABAG grant	\$50,000 PD Capital outlay
Performance evaluation program	Rewrite and implement revised performance evaluation program	PD	<ul style="list-style-type: none"> <li>Write policy</li> <li>Implement</li> </ul>	Will be finalized Nov. 4 Implementation will begin Dec. 13.	\$0
Permit Tracking System	Install and implement computerized permit-tracking system for the Community Development Department	CDD/ASD	<ul style="list-style-type: none"> <li>Planning Div. launched last FY</li> <li>Building Div. Launch anticipated November 2009</li> </ul>	Funded \$80,000 in last FY	\$0

Ferry Service	Continue discussions with GCBHTD re ferry service for peninsula	TM	<ul style="list-style-type: none"> <li>Periodic meetings with GCBHTD regarding their provision of ferry service to the peninsula using B&amp;G as a contract provider</li> </ul>		\$0
Policy Overhaul	Pull myriad disparate and widely varied public and administrative policies into more coherent and usable format	ASD/ TM	<ul style="list-style-type: none"> <li>Review existing policies</li> <li>Rewrite policies as necessary</li> <li>Council approval for changes to established policy as necessary</li> </ul>		\$0
Marin Clean Energy Joint Powers Authority	Participate in planning process for MCE throughout county; make recommendation to Town Council	TM/ TA	<ul style="list-style-type: none"> <li>Council presentation of proposed power contract on 10-21-09</li> <li>Participate in Public Informational Meeting on regional basis in Dec 09</li> <li>Council consideration of whether to participate in CCA 1-20- 10</li> </ul>		\$0
Mill Valley Refuse Contract	Negotiate new long-term contract with MVRs	ASD/ TA	<ul style="list-style-type: none"> <li>Engaged consultant from Corte Madera agreed in 2007; staff-developed contract modeled on CM agreement; negotiations underway</li> <li>staff will convene council committee to review; anticipate bringing contract forward 1-6-10</li> </ul>	Costs will be reimbursed through contract	\$20,000 ASD Professional/ Consultants
Smoking Ordinance Update	Work with Council sub-committee to determine if revisions to the smoking ordinance to tighten up restrictions on smoking in multi-family buildings are appropriate	CDD/ TA	<ul style="list-style-type: none"> <li>Seek appointment of council ad hoc committee</li> <li>Convene committee</li> <li>Return as appropriate to Council with recommendations</li> </ul>		\$0
Martha Property Development Agreement	Building on the negotiations of 2009, work with Martha sub-committee, Martha Company and County of Marin on development agreement and related agreements ultimately leading to annexation of the property	CDD/ TM/ TA	<ul style="list-style-type: none"> <li>MOU approved by Council 10-26-09</li> <li>Track County EIR process and approvals of Reduced Density Alternative</li> <li>Return to Council as appropriate if EIR necessitates changes</li> </ul>		\$0
Housing Element Update	Comprehensive update of General Plan Housing Element and Regional Housing Needs Requirements (state-mandated)	CDD	<ul style="list-style-type: none"> <li>Draft due from consultant in Dec 09</li> <li>CEQA review</li> <li>Planning Commission</li> <li>Town Council</li> </ul>	Long range planning funds	\$25,000 CDD

<b>Zoning Ordinance Update</b>	Major Update of Tiburon Zoning Ordinance	CDD	<ul style="list-style-type: none"> <li>Planning Commission action anticipated Nov 2009</li> <li>Council consideration</li> </ul>		\$0
<b>Recreation Master Plan</b>	Preparation of Recreation Master Plan for Tiburon Peninsula in concert with committee of councilmembers, school, Jr Recreation and Belvedere	CDD	<ul style="list-style-type: none"> <li>RFP issued Oct 09</li> <li>Select consultant</li> <li>Survey/outreach phase</li> <li>CEQA review</li> <li>Public review of draft</li> <li>Council consideration</li> </ul>	25% of funding to be reimbursed by Belvedere	\$50,000 CIP
<b>Angel Island Fire Protection</b>	Work out short and long term resolution of Angel Island fire protection	TM/ TA	<ul style="list-style-type: none"> <li>Continue discussions with Cal Fire re their role in response</li> <li>Bring one-year contract to Council</li> <li>Seek to have AI reclassified as State Responsibility Area to eliminate Town responsibility in the event of fire</li> </ul>	Return to Council for budget appropriation for one-year contract (approx. \$17,000); AI Foundation will participate in funding	\$0

**SUPPLEMENTAL INFORMATION**

**Fiscal Year 2009/10**

**Assessed Value of Property**

	Land	Improvements	Personal Property & Equipment	Less: Exemptions	Total Taxable Secured Assessed Value (AV)	Percent Change v. Prior Year
1989	350,210,541	491,295,359	550,331	(18,687,835)	\$ 823,368,396	12.0%
1990	463,137,436	517,193,716	981,113	(19,451,034)	\$ 961,861,231	16.8%
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%

# SUPPLEMENTAL INFORMATION

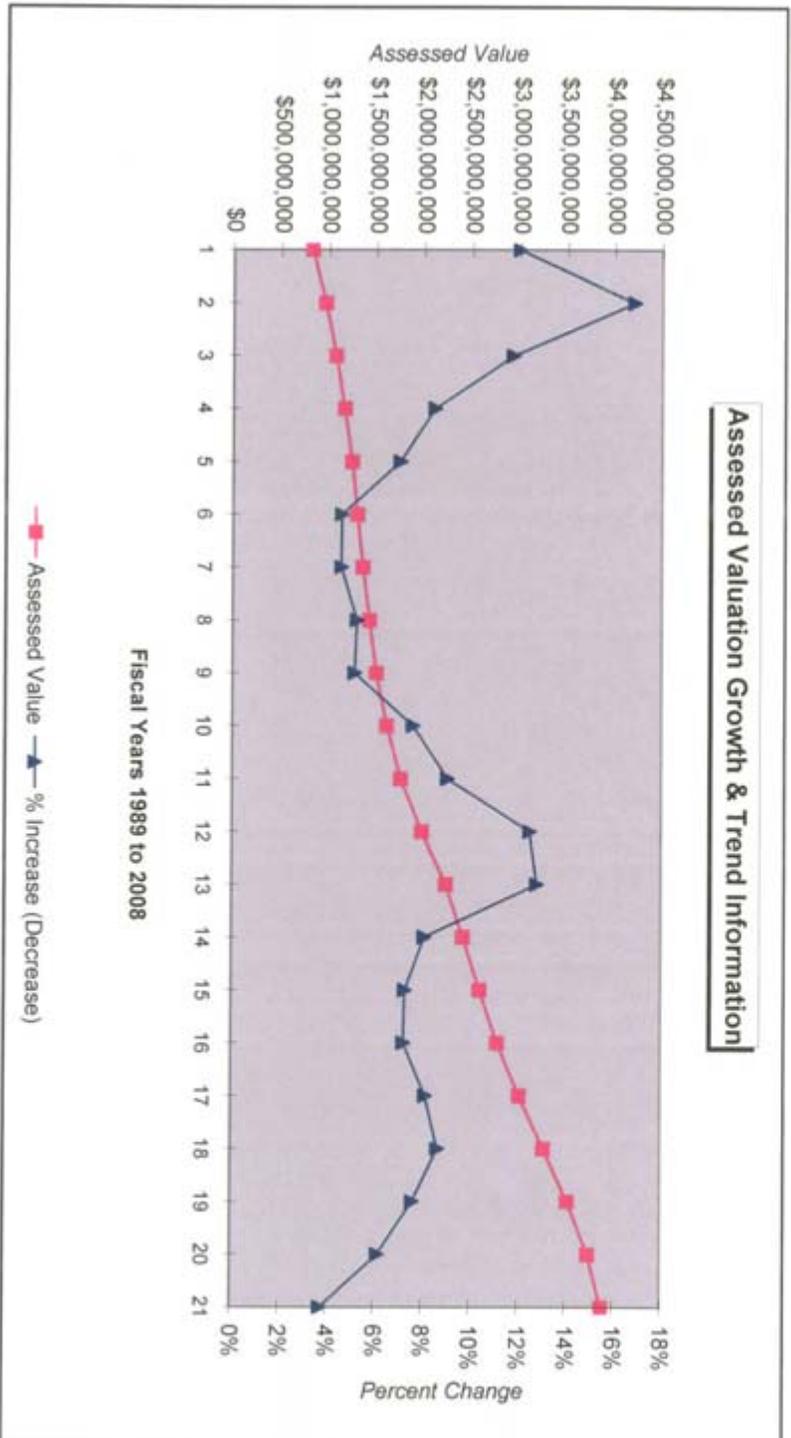
Fiscal Year 2009/10

## Assessed Value of Property

The Town of Tiburon has 3739 parcels of which 3,241 are Single-Family, 205 are Multiple-Family, and 59 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 9.58%. 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	\$	3,930,395,792
Assessed Valuation on July 1, 1983	\$	395,258,102
Average Annual Growth Since 1983		9.30%



**SUPPLEMENTAL INFORMATION**

**Fiscal Year 2009/10**

**Assessor's Tax Roll Parcel Data**

	Use Status	Parcel Count	As Percent of Total Parcels	Total Assessed Value	As Percent of Assessed Value	Average Assessed Value Per Parcel
SINGLE FAMILY RESIDENTIAL	Vacant - Unimproved	163	4.4%	46,561,437	1.2%	285,653
	Improved - Detached	2,441	65.4%	3,119,805,507	79.4%	1,278,085
	Improved - Attached	642	17.2%	423,761,610	10.8%	660,065
MULTIPLE RESIDENTIAL	Unimproved	12	0.3%	849,649	0.0%	70,804
	Improved	184	4.9%	207,481,382	5.3%	1,127,616
COMMERCIAL	Unimproved	8	0.2%	376,141	0.0%	47,018
	Improved	49	1.3%	97,505,218	2.5%	1,989,902
INDUSTRIAL LAND	Unimproved	1	0.03%	2,082	0.0001%	2,082
SUBJECT TO EXEMPTION	Unimproved	11	0.3%	260,952	0.0%	23,723
	Improved	36	1.0%	33,790,467	0.9%	938,624
TAX EXEMPT		173	4.6%	0	0.0%	0
COMMON AREA PARCEL	Homeowner's Association	14	0.4%	1,347	0.0%	96
<b>Column Totals:</b>		<b>3734</b>	<b>100.0%</b>	<b>\$ 3,930,395,792</b>	<b>100.0%</b>	<b>\$ 1,052,597</b>

Source: Marin County Office of Assessor-Recorder

# SUPPLEMENTAL INFORMATION

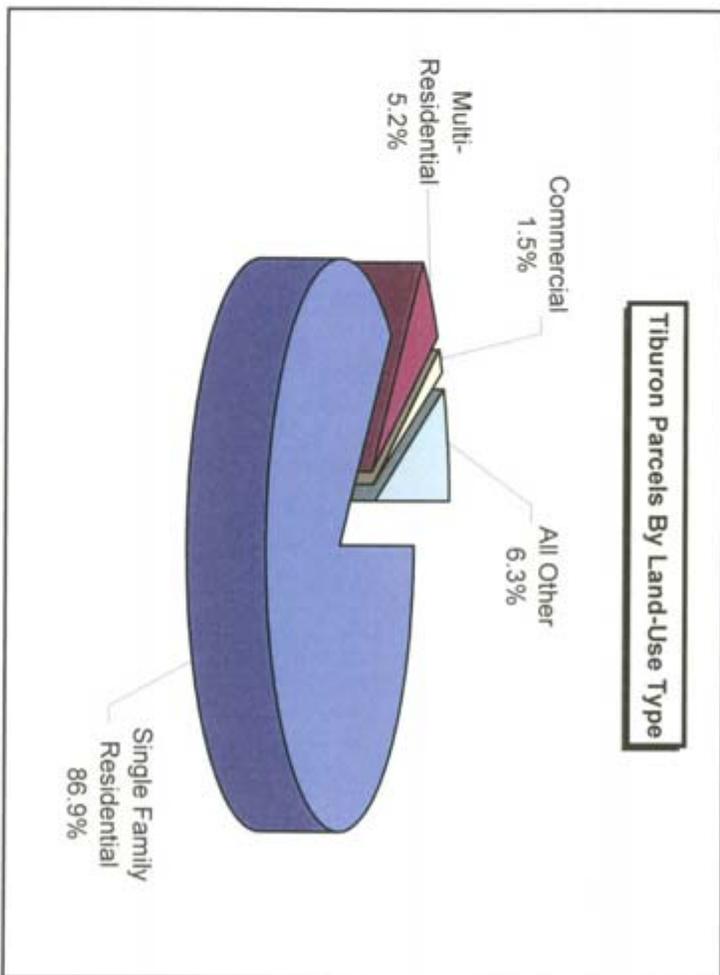
Fiscal Year 2009/10

## Assessor's Tax Roll Parcel Data

The Town of Tiburon has 3734 parcels of which 3,246 are Single-Family, 196 are Multiple-Family, and 57 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

A total of 172 Single-Family parcels are unimproved, some of which are "scraps or "strips" and are undevelopable.

The Town-wide average assessed value per parcel is \$1,052,957. The average assessed value for an improved detached Single-Family parcel is \$1,278,085, for an attached townhouse-type unit it is \$660,065.



Parcel Type	Number	Total AV
Single Family Residential	3,246	\$ 3,590,128,554
Multi-Residential	196	208,331,031
Commercial	57	97,881,359
All Other	235	34,054,848
<b>Total Parcels:</b>	<b>3,734</b>	<b>\$ 3,930,395,792</b>

# SUPPLEMENTAL INFORMATION

## Staff Positions

Position	2006/07	2007/08	2008/09	2009/10	Position	2006/07	2007/08	2008/09	2009/10
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### TOWN ADMINISTRATIVE SERVICES

Town Manager	1.00	1.00	1.00	1.00
Town Attorney	0.75	0.75	0.75	0.75
Town Clerk	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
Admin. Services Director	1.00	1.00	1.00	1.00
IT Coordinator	1.00	1.00	1.00	1.00
Admin & Financial Analyst	1.00	-	1.00	1.00
Account Clerk	-	1.00	1.00	1.00
<b>Subtotal:</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>

### POLICE DEPARTMENT

Chief of Police	1.00	1.00	1.00	1.00
Captain	1.00	1.00	1.00	1.00
Lieutenant	-	-	-	-
Sergeant	4.00	4.00	4.00	4.00
Patrol Officers	8.00	8.00	8.00	6.00*
Investigator/Detective	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Police Service Aide	2.00	2.40	2.40	2.40
Emergency Services Coordinator	1.00	1.00	1.00	1.00
<b>Subtotal:</b>	<b>19.00</b>	<b>19.40</b>	<b>19.40</b>	<b>17.40</b>

### COMMUNITY DEVELOPMENT

Community Dev. Director	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Advance Planner	-	-	-	-
Associate Planner	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Planning Secretary	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00
Permits Clerk	1.00	1.00	1.00	1.00
Assistant to 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>

### PUBLIC WORKS

Director & Town Engineer	1.00	1.00	1.00	1.00
Deputy Director of Public Works	1.00	-	-	-
Supt. of Public Works	-	1.00	1.00	1.00
Assistant Superintendent	1.00	-	-	-
Senior Maintenance Worker	-	1.00	1.00	1.00
Foreman	1.00	1.00	1.00	1.00
Maintenance II	1.00	1.00	1.00	1.00
Maintenance I	3.00	3.00	3.00	3.00
Administrative Aide	1.00	1.00	-	-
Project Coordinator	1.00	-	-	-
Engineering Technician	-	-	1.00	1.00
<b>Subtotal:</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

\*8 Authorized - 6 Funded

<b>TOTAL ALL POSITIONS</b>	<b>44.75</b>	<b>44.15</b>	<b>44.15</b>	<b>42.15</b>
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RESOLUTION NO. 16-2009

A RESOLUTION OF THE TOWN COUNCIL OF  
THE TOWN OF TIBURON ADOPTING A MUNICIPAL  
BUDGET PLAN FOR THE TOWN OF TIBURON AND  
THE TIBURON REDEVELOPMENT AGENCY FOR  
THE FISCAL YEAR ENDING JUNE 30, 2010

WHEREAS, the Town Council conducted a Public Hearing concerning the proposed Municipal Budget Plan for fiscal year 2010 at its regularly scheduled meetings of Wednesday, June 3, 2009 and June 17, 2009; and

WHEREAS, the Town Council now finds that the proposed Municipal Budget Plan, as estimated, provides for all appropriate municipal purposes and services with current fund(s) and resources and estimated revenues for fiscal year 2010; and

NOW, THEREFORE, BE IT RESOLVED; that the proposed Municipal Budget Plan appropriates revenues and other sources of funds for expenditures associated with operations, capital outlays, capital improvements, debt services, and the Redevelopment Agency in the following amounts:

Section 1. Operating Budget Program - The proposed Plan has sufficient resources to finance the planned expenditures:

Revenues and Funding Sources	\$8,857,590
Expenditures	8,841,760
Total Operating Net:	\$ 15,830

Section 1a. Operating Revenue Appropriation – Estimated Revenues and Sources of Funds for fiscal year 2010:

GENERAL FUND	
Property Taxes	\$3,324,475
Other Taxes	1,070,000
Franchise Fees	450,000
Fines & Forfeitures	175,000
Investment Earnings	182,400
Intergovernmental & Agency	773,800
Licenses & Permits	922,150
Charges for Services	266,600
Other Revenues	91,000
Subtotal General Fund Revenues	\$7,255,425
OTHER FUNDING SOURCES	
Employee Compensated Leave	\$ 0

Low/Moderate Housing Fund	24,725
Town Owned Housing Fund	59,500
Peninsula Library Agency	1,377,490
Police COPS/SLESF Fund	100,000
Cypress Hollow Fund	15,450
Long Range Planning Fund	25,000
<b>Total Revenues &amp; Sources</b>	<b>\$8,857,590</b>

Section 1b. General Fund Expenditures Appropriation – Planned Department expenditures for fiscal year 2010:

	AMOUNT
<b>ADMINISTRATION</b>	
Town Attorney	\$ 435,828
Town Administration	946,426
Administration Building	198,300
Legislative	39,500
<b>COMMUNITY DEVELOPMENT</b>	
Planning & Design Review	\$ 528,815
Building Inspection	513,852
Advanced Planning	25,000
<b>POLICE</b>	
Police Department	\$2,776,769
Police Building	71,000
<b>PUBLIC WORKS</b>	
Administration	\$ 307,207
Streets Maintenance	453,699
Parks Maintenance	366,210
Street & Signal Light Maintenance	37,400
Corporation Yard	86,600
Cypress Hollow	15,450
<b>NON-DEPARTMENTAL</b>	
Insurances & JPAs	577,989
Low-Moderate Income Housing	24,725
Town Owned Housing	59,500
Belvedere/Tiburon Library Agency	1,377,490
<b>Total Expenditures:</b>	<b>\$8,841,760</b>

Section 2. Capital Improvement Program – Sources of Funding for Planned Streets, Drainage and Community Development Improvements in fiscal year 2010:

	SOURCES	PROJECTS
Del Mar Assessment District	7,182,000	
Infrastructure & Facility Fund	80,000	
Circulation System Improvement Fund	15,000	
Gas Tax Fund	420,000	
General Fund Streets & Drainage Reserve	797,000	
Drainage Impact Fund	15,000	
General Fund Open Space Management Reserve	40,000	
Street Impact Fund	920,000	
PW Corporation Yard Improvement Fund	120,000	
Measure A Funds	96,000	
General Fund Park Development Fund	80,000	
Non-Motorized Transportation Grant	285,000	
Safe-Routes to School Grant	172,000	
Prop. 1B Fund	400,000	
General Fund	60,000	
Federal Stimulus Funding	200,000	
<b>STREETS</b>		
Resurfacing Engineering & Administration		\$2,240,000
Traffic Safety Improvements		195,000
Subtotal Streets Improvements		\$2,435,000
<b>DRAINAGE</b>		
Culvert Rehabilitation/Replacement		15,000
Drainage Improvements		200,000
Subtotal Drainage Improvements		\$ 215,000
<b>COMMUNITY DEVELOPMENT</b>		
Del Mar Valley Utility Undergrounding		7,182,000
Sidewalk & Curb Ramps (ADA Compliance)		15,000
Railroad Marsh Maintenance		20,000
Paths, Lanes & Steps Improvements		285,000
HVAC Upgrades (Town Hall)		10,000
San Rafael Avenue Seawall		40,000
Parking Improvements @ Tib. Blvd./Lyford Dr.		370,000
Interior Painting (Town Hall)		20,000
Open Space Vegetation Clearance		30,000
Open Space Management Plan (Consultant)		10,000
Paradise Drive Maintenance Agreement		10,000
Recreation Master Plan		50,000
Median Maintenance		30,000

Belveron Mini-Park Restoration		20,000
New Public Works Corp Yard Design Phase		120,000
Blackie's Pasture – Irrigation Upgrades		12,000
Blackie's Pasture – Bridge Restoration		8,000
Subtotal Community Development Projects		\$8,232,000
<b>Total Capital Improvements</b>	<b>\$10,882,000</b>	<b>\$10,882,000</b>

Section 3. Debt Service Program – Planned Debt Service and related expenses for special assessment, community facilities districts, and general obligation bond issues of the Town are as previously planned:

BOND ISSUE	AMOUNT
Main Street Assessment District	39,659
Stewart Drive Assessment District	110,193
Tiburon Public Facilities Financing Authority	17,300
Via Capistrano Assessment District	17,316
Lyford Cove Assessment District	261,011
Del Mar Valley Assessment District	273,770
<b>Total Debt Service</b>	<b>\$ 719,249</b>

Section 4. Redevelopment Agency Budget Plan – The following tables provide overview information for the General Increment and Housing Set-Aside Funds of the Redevelopment Agency in fiscal year 2010.

Redevelopment General Increment Fund:

	AMOUNT
Revenues & Sources	\$ 0
Expenditures	0
Transfer Out	\$ 264,119
Total Operating Net	\$ (264,119)

Redevelopment Agency Housing Set-Aside Fund:

	AMOUNT
Revenues & Sources	\$ 12,500
Expenditures	2,500
Total Operating Net	\$ 10,000

IT IS FURTHER RESOLVED that the Town Manager may make adjustments and activities within the budget provided that no increase or diminishment in salaries result other than that provided by the Town's Personnel System and Master Salary Program, or as authorized by the Town Council, and provided that no expenditure or encumbrance contingent on contract agreement, or other engagement requiring approval of the Town Council shall be made until such contract is first approved by the Town Council.

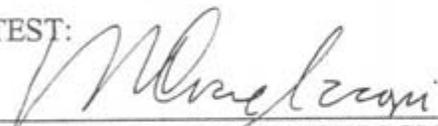
PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Tiburon on June 17, 2009, by the following vote:

AYES:	COUNCILMEMBERS:	Berger, Collins, Fredericks, Slavitz
ABSENT:	COUNCILMEMBERS:	Gram



ALICE FREDERICKS, MAYOR  
TOWN OF TIBURON

ATTEST:

  
DIANE CRANE IACOPI, TOWN CLERK

RESOLUTION NO. 17-2009

A RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF TIBURON ESTABLISHING  
AN APPROPRIATION LIMIT FOR FISCAL YEAR 2009-10  
PURSUANT TO ARTICLE XIII B. OF THE CONSTITUTION  
OF THE STATE OF CALIFORNIA

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WHEREAS, Article XIII B. of the Constitution of the State of California sets a limit for the annual appropriations of tax proceeds for all municipalities, and

WHEREAS, pursuant to Article XIII B of the Constitution of the State of California, the Town Council of the Town of Tiburon deems it to be in the best interest of the Town of Tiburon to establish an appropriations limit for Fiscal Year 2009-10; and

WHEREAS, the previously established limit for Fiscal Year 2008-09 was \$6,677,986, and the State Department of Finance has determined that the 2008 Per Capita Personal Income Factor is 0.62%, and the Population Change Factor is 0.61%; the Director of Administrative Services estimates that legislated pass-through fees of the County will be \$70,000; the Director of Administrative Services of the Town of Tiburon has determined that the appropriations limit in the amount of \$6,830,392 shall be established for Fiscal Year 2009-10.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Tiburon that an appropriations limit in the amount of \$6,830,392 is established for Fiscal Year 2009-10 pursuant to Article XIII B of the Constitution of the State of California.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Tiburon on June 17, 2009 by the following vote:

AYES: COUNCILMEMBERS: Berger, Collins, Fredericks, Slavitz  
ABSENT: COUNCILMEMBERS: Gram

  
ALICE FREDERICKS, MAYOR  
TOWN OF TIBURON

ATTEST:  
  
DIANE CRANE IACOPI, TOWN CLERK