

TOWN OF TIBURON

MUNICIPAL BUDGET PLAN

FISCAL YEAR 2012-13

PRESENTED TO

**MAYOR JIM FRASER
VICE MAYOR EMMETT O'DONNELL
COUNCILMEMBER RICHARD COLLINS
COUNCILMEMBER ALICE FREDERICKS
COUNCILMEMBER FRANK DOYLE**

PREPARED BY

**MARGARET A. CURRAN, TOWN MANAGER
HEIDI BIGALL, DIRECTOR OF ADMINISTRATIVE SERVICES**

ADOPTED JUNE 20, 2012

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TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: June 6, 2012
To: Mayor and Town Council
From: Peggy Curran, Town Manager
Subject: Fiscal Year 2012-13 Proposed Municipal Budget Plan

INTRODUCTION

I am pleased to present the proposed Fiscal Year 2012-13 Municipal Budget Plan. It represents Staff's best effort at projecting revenues and expenditures for the coming year within the guidelines set by the Council and with great assistance from the Town Council Budget Committee of Mayor Fraser and Councilmember Fredericks. As presented, your budget is balanced. No new programs or service enhancements are proposed for next year, so it essentially represents status quo revenues and spending.

The Town's financial situation remains strong. At the end of Fiscal Year 2012-13, the Town anticipates an operating surplus of \$73,481. We will begin the year with an estimated \$16.9 million in total fund resources. The proposed budget allows the Town to continue to provide the residents with exceptional municipal services, the maintenance of Town infrastructure and the completion of two significant community projects which have been in the planning for several years now.

The Town of Tiburon has enjoyed a fiscally sound balance of revenue and expenditures for several decades. The Council's focus has been to operate within its means while maintaining basic services. Since incorporation, the Town has been fortunate in that it has not had to borrow funds for operations or use restricted reserves to fund personnel. Additionally, the Town maintains sufficient reserves should it need to weather another fiscal crisis or suffer a natural disaster.

The Town's long-term fiscal conservatism has allowed it to weather the significant economic downturn that began five years ago. Since Fiscal Year 2007-08 operating revenues have declined by \$769,001, based on revenue estimates for the fiscal year ending June 30, 2012. In response, Staff began reducing revenue projections and expenditures in FY 2007-08. Staffing has been reduced by approximately 5% (2.6 FTE "full time equivalent") through attrition and restructuring, and several employee contract changes were negotiated to realize immediate and substantial budget savings and to reduce long-term liabilities.

This fiscal year we have begun to experience a slow recovery of revenues. We believe it is likely that Fiscal Year 2010-11 will have been the bottom of the downward revenue trend. Staff is projecting overall operating revenues to increase by 3.86% over the current year's adopted budget. We believe we should treat the current economic recovery as fragile, however, and not be overly optimistic in our projections lest the greater economy suffer another downturn. For that reason and in our general abundance of caution, Staff recommends the Town continue its pattern of conservative revenue forecasts.

Operating expenditures are proposed to increase by 2.93% over the current year's adopted budget. This increase is a combination of negotiated salary and benefit increases, fully funding the Town's capital Equipment Replacement Program, and increases in Joint Power Agency dues or fees that the Town has no control over.

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 include street paving, installation of sidewalks and park or facility improvements.

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

The overview below compares the current adopted budget to that proposed for FY 2012-13.

	Overall Operating Budget				General Fund Operating Budget			
	2011/12 Adopted	2011/12 Estimated	2012/13 Proposed	% Change	2011/12 Adopted	2011/12 Estimated	2012/13 Proposed	% Change
Revenues	\$8,558,731	\$8,863,787	\$8,882,981	3.86%	\$6,949,003	\$7,300,586	\$7,262,739	4.15%
Expenditures	\$8,558,731	\$8,333,739	\$8,809,500	2.93%	\$6,949,003	6,700,538	7,189,258	3.46%

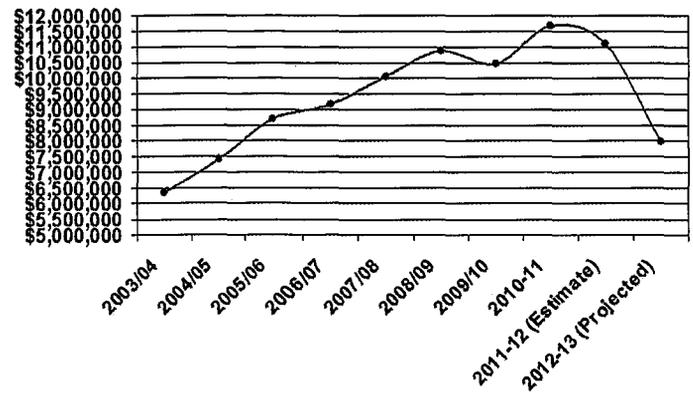
FINANCIAL HEALTH OF THE TOWN

General Fund Reserves

The Town's overall financial health remains strong. We continue to provide high-quality services to our residents while showing a small operating surplus. We find ourselves in this desirable position due to prudent fiscal management, both presently and historically.

While operating surpluses experienced prior to the economic downturn have ebbed, the Town still continues to have sufficient General Fund Reserves. We continue to maintain our Council policy-driven General Fund Operating Reserve at 25% of expenditures, along with

several other General Fund policy restricted and discretionary set-asides. We will begin Fiscal Year 2012-13 with approximately \$5.27 million in our General Fund policy restricted reserves and an additional \$5.85 million in General Fund discretionary set-asides for a total of \$11.12 million. In addition, the Town begins the fiscal year with \$5.79 million in restricted fund revenues. Before the economic downturn, the Town was able to rely upon large annual General Fund year-end operating surpluses to replenish reserves, but this has not been the case for some time. Consequently, current capital spending plans will impact future spending options absent a significant turn-around in revenues. Of course, we will continue to strive for year-end surpluses to build reserves, and a measured, thoughtful capital spending program for community benefit remains within our grasp. The chart above presents a history of total General Fund reserves.



As presented, the Fiscal Year 2012-13 budget calls for spending down General Fund Discretionary Reserves by nearly \$3 million in capital improvement projects, largely for the new recreation facility and Lyford Drive parking lot (much of this expenditure was budgeted in the current year but not expended so is reappropriated in the new budget).

During Fiscal Year 2011-12, the Town Council authorized the payoff of the Town's CalPERS side-funds with General Fund Unallocated Reserves. As directed by Council, the Operating Budget will repay the reserves until the entire \$650,000 has been replenished. Paying off the side-funds has eliminated the 7.75% interest rate that was being charged by CalPERS to amortize the liability.

The Town is fortunate that its balanced operating plan currently does not require any reductions in workforce and cuts in services that many other jurisdictions have had to endure. I must also give special thanks to the Town's employees who have been willing to make salary and benefit concessions over the past several years to enable the Town to maintain a balanced budget throughout these challenging times.

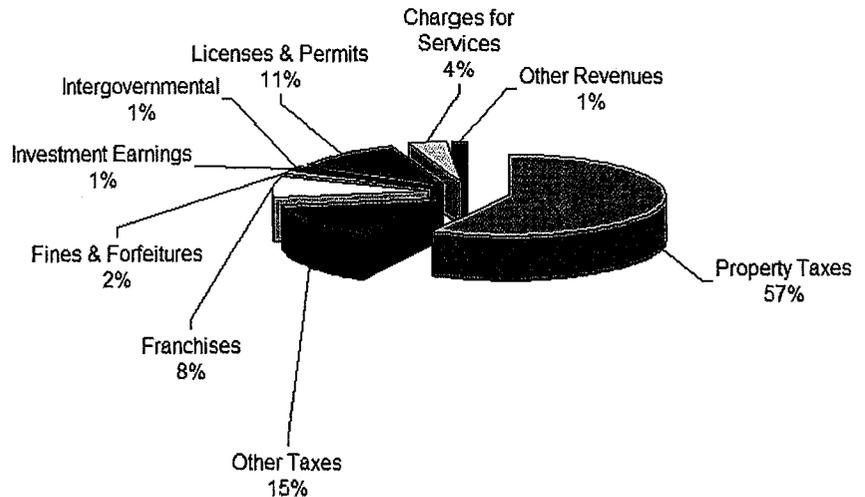
CHANGES TO MUNICIPAL BUDGET PLAN

Revenues

For Fiscal Year 2012-13, Staff projects overall operating revenues to increase by 3.86%, or \$324,250, compared to the adopted FY 2011-12 budget. General Fund Operating Revenues are projected to increase 4.15%, or \$313,736. To put this into perspective, if Staff's projected revenues for FY 2012-13 hold true, the Town will have experienced a 10.0%, or \$859,522 in General Fund revenue loss since the high in FY 2007-08.

Staff anticipates that the economic recovery that has been underway will continue through FY 2012-13. Per a State determination, assessed property valuation will increase by the maximum allowable under Proposition 13, which will have the positive effect of a 2% increase in secured property taxes. ERAF property taxes are expected to decline by 7.2% from this year's adopted budget. Overall, Staff is anticipating all sources of property taxes to increase 3.1% over the adopted FY 2011-12. Property tax receipts have historically been the Town's "bread and butter" revenue, representing approximately 57% of General Fund Operating Revenues for FY 2012-13. The housing market appears to have reached its bottom in prices; this is expected to have a continued positive effect on property taxes as homes are reassessed upwards upon transfer. The pie chart above shows the breakdown by revenue category of the projected FY 2012-13 General Fund Operating Revenues of \$7,262,739.

2012/13 Proposed Budget
General Fund Revenues
\$7,262,739



The category of Other Taxes, which includes sales, property transfer and transient occupancy taxes, is projected to increase by 13.8% over this year's adopted budget. These increases are based on actual receipts the Town is experiencing from these sources.

Franchise Fees are anticipated to increase 13.1% over the adopted FY 2011-12 budget due to the increased Franchise Fee negotiated with Mill Valley Refuse Service last June.

Investment Earnings are projected to decrease by 14.7% due to low interest earnings and the reduction of invested funds during the year as we pay for capital improvement projects.

Intergovernmental Revenue is proposed to decrease 37.7% over the adopted FY 2011-12 budget due to the elimination of the payment of Vehicle License Fees from the State. This projection accounts for a \$25,000 loss.

As of this date, the State of California is faced with a projected \$16 billion deficit. The State's ability to take certain revenues from the Town is limited by Proposition 1A. In FY 2009-10 the State suspended Proposition 1A, allowing it to "borrow" 8% of the Town's secured property tax receipts. The State is unable to borrow property tax revenues in FY 2012-13. Based on the Governor's May Revise, it is not anticipated that the State will take any additional revenue from the Town. As proposed, the FY 2012-13 budget includes State funding for the Citizens Option for Public Safety (COPS) grant.

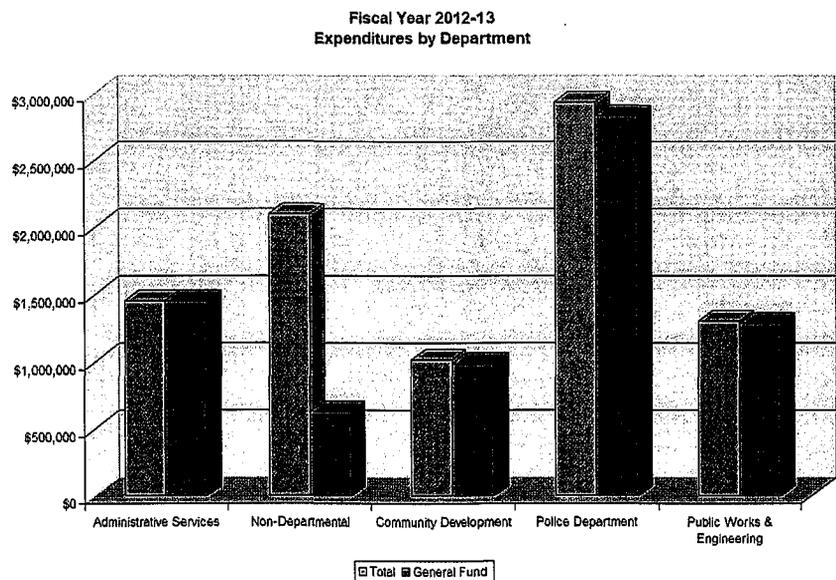
Expenditures

Overall operating expenditures are projected to increase by 2.93%, or \$250,769, over the adopted FY 2011-12 budget. General Fund operating expenditures are proposed to increase by 3.46%, or \$240,255. There are no Staff or service level changes proposed for FY 2012-13. Approximately \$110,000 of the increased expenditure is related to salary and benefit increases. These increases partially return Staff to their fiscal position prior to the requirement made several years ago that employees pay 100% of their share of PERS costs, an effective average pay reduction of 4%. Police dispatching services, which are provided by the County of Marin, will increase \$30,000 over current costs. In order to balance the FY 2011-12 Operating Budget, Capital Equipment and Technology depreciation allowances were budgeted at 80% of normal. Staff has increased these allocations back to full funding, which represents a \$35,000 increase in appropriations over FY 2011-12. The remaining expenditure increases are due primarily to increases in JPA dues and other costs that the Town has little control over.

Beginning in FY 2012-13, each department has a new expenditure line item entitled "CalPERS Side Fund Repayment". This amount represents the difference between what the Town is required to pay as an employer to CalPERS and what the Town would have been paying had we not paid off the side-funds in November 2011. The amount budgeted for each department will be transferred into a new General Fund Reserve until the original \$650,000 is repaid.

The bar chart below shows the FY 2012-13 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 2.9% or \$40,992 over the current year.



The Administration Division is proposed to increase by 3.9%. Staff is proposing \$15,000 in the Professional Consultant line item for an Organizational and Operational Review of the Department. \$3,000 is being appropriated to have personnel records dating back to 1964 digitized from its current micro film format.

The Legal Services Division is proposed to decrease by 0.27%. This is due to reducing contractual service in anticipation of returning to a more normal spending pattern for litigation and related expenses.

The Legislative Support Division's total appropriation is being increased by \$2,000. This is based on estimated expenditures for the current year. There are no notable changes recommended to the Town Hall Facility Division.

The Community Development Department budget is proposed to increase by 2.47%, or \$24,510. Additional funding of \$7,500 is proposed in contractual services in anticipation of costs associated with processing the Soroko development. All other appropriations are mainly status quo.

The Police Department budget is projected to increase by 3.33% or \$94,385. This increase is due to the previously mentioned \$30,000 increase in Dispatching Services, and an increase of \$8,000 in Records Management Fees paid to the County. The remaining increases are due to fully funding the equipment allowances (\$18,000) and salary and benefit increases.

The Public Works Department budget is proposed to increase by 3.15% or \$39,904 over last year. Fully funding the equipment allowances adds an additional \$8,500. Staff is recommending an appropriation of \$7,500 for casual hire. All other line items remain relatively status quo.

The Non-Departmental budget is proposed to increase 2.49% or \$50,977 in FY 2012-13. Expenses in the Non-Departmental budget relate to insurance premiums (workers compensation, liability, and property), Joint Power Agreements, Town-owned housing units and the Belvedere-Tiburon Library Agency property tax pass-through. The Town has very little control over most expenses in this budget.

Infrastructure Improvements and Capital Projects

The FY 2012-13 Capital Improvement Program (CIP) budget is a significant undertaking due to several large projects becoming ripe for construction in FY 2012-13. As proposed the overall CIP program totals \$6.42 million. Community CIP projects total \$5.2 million and includes completion of the Del Mar Valley utility undergrounding project, the Ned's Way recreation facility and the Lyford Drive parking lot project. Also included are several smaller projects associated with the downtown revitalization report, and other ongoing park, streets, drainage and facility maintenance projects.

During the past several years street resurfacing was a Council priority. In FY 2012-13 Staff is appropriating \$1.1 million for reconstruction and overlay of streets in the Del Mar undergrounding district. This will complete the reconstruction of all "failed" streets identified in the mid-2000s. It is anticipated that going forward the Town will need to expend \$750,000 per year to maintain its street infrastructure at its current level.

The FY 2012-13 Capital Improvement Budget allocated \$100,000 in drainage improvement projects. The Town has limited restricted fund resources to fund drainage improvement projects. It is anticipated in future years the Town will need to appropriate General Fund Reserves to provide adequate funding to maintain the Town's storm drainage system.

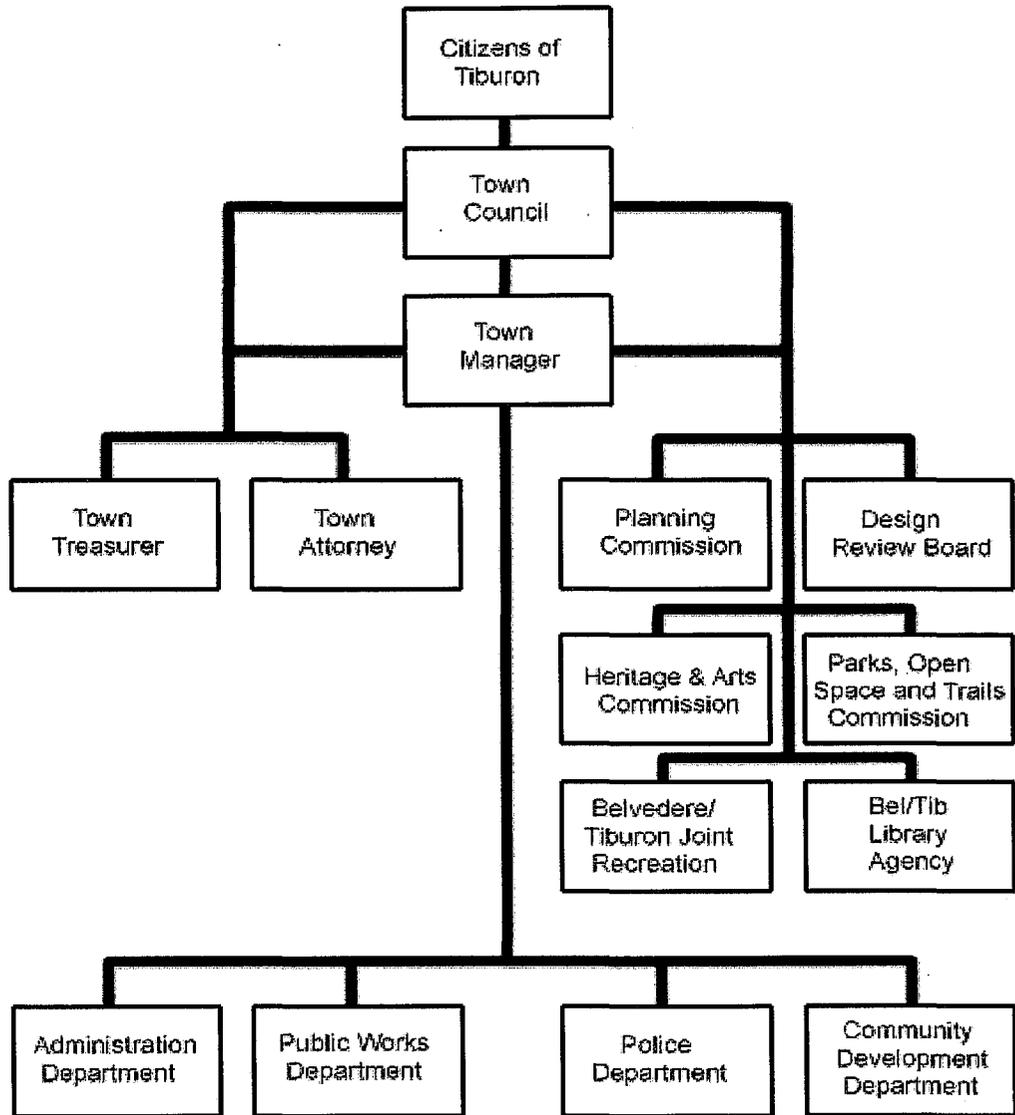
Included with the budget is a five-year Capital Improvement Program Plan projection. This provides Council and Staff with a glimpse into the future of CIP projects. It should be noted that the Council is not being asked to adopt this five-year outlook, as it will surely shift as needs and resources come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

CONCLUSION

The Town Council and community can once again be assured that the Town of Tiburon is financially sound. Additionally, the Town can proudly say that during this long economic downturn, the Town Council and Staff have made the tough decisions to make cuts and concessions that helped us weather the immediate challenges and will only make the Town financially stronger in the years to come. As a result of these policies and decisions, the Town is emerging from the Great Recession more quickly than many other local agencies, and our financial outlook is stable. As always, Town Staff will continue to carefully manage the Town's finances to assure that revenues are collected in a timely manner and that all expenses are 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 and for their assistance all year long in sound budget stewardship. I also wish to thank the Town Council's Budget Committee, Mayor Jim Fraser and Councilmember Alice Fredericks, for their review, comment and good counsel during the budget preparation process. We look forward to a dialogue with the Town Council on the budget and its timely adoption for the start of the new fiscal year on July 1, 2012.

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	Fred Lustenberger
TOWN TREASURER	William Osher

Town Council, Commission & Board Members

TOWN COUNCIL

JIM FRASER, MAYOR
EMMETT O'DONNELL, VICE-MAYOR
RICHARD COLLINS
FRANK DOYLE
ALICE FREDERICKS

PLANNING COMMISSION

John Corcoran, Chair
Erin Tollini, Vice-Chair
John Kunzweiler
Lou Weller
Jon Welner

DESIGN REVIEW BOARD

John Kricensky, Chair
Linda Emberson, Vice Chair
Brian Chong
Michael Tollini
Greg Johnson

PARKS, OPEN SPACE & TRAILS COMMISSION

Peter Winkler, Chair
Michael McMullen
Phillip Feldman
Robert McDermott
Park Allen

HERITAGE & ARTS COMMISSION

Marlene Halden Rice, Chair
Jaleh Etemad
David Gotz
Azita de Mujica
Ric Postel
Daniel Amir

Victoria Arnett, Commissioner Emeritus

BELVEDERE/TIBURON JOINT RECREATION COMMITTEE

Jane Jacobs, Chair
Jennifer Ringewald, Vice-Chair
Jerry Riessen
Tina Warren
Robert McCaskill
Jennifer Muller
Howard Block (RUSD)

BELVEDERE/TIBURON LIBRARY AGENCY BOARD OF TRUSTEES

Beverlee Johnson, Chair
Ann Aylwin, Vice-Chair
Lois Epstein
Rick Postle
Bonnie Spiesberger
Ron Helow
William Kuhns

BELVEDERE/TIBURON JOINT DISASTER ADVISORY COUNCIL

Tom Cromwell, Chair (Belvedere Council)
Jim Fraser (Tiburon Council)
Sia Barmand (Belvedere Council)
Chuck Auerbach
Ellen Rony
Barbara Bookins
James Sherman

FUND RESOURCES OVERVIEW

Overview of Total Appropriations Statement of Fund Balances, June 30th Closing Changes to Fund Balance Fiscal Year 2012/13 Capital & Special Project Fund Descriptions

This section includes schedules that provide fund balance information for General Fund Reserves and restricted Capital Project funds.

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 2012/13

Overview of Total Appropriations

	Appropriation
Operating Program	
Town Administration	1,452,566
Community Development	1,017,764
Police	2,932,981
Public Works	1,304,845
Non-Departmental	2,101,344
Subtotal:	<u>\$ 8,809,500</u>
Capital & IT Outlay Program	\$ 199,200
Capital Improvement Program	
Street Improvements	1,125,000
Drainage Improvements	100,000
Community Development Improvements	5,143,500
Subtotal:	<u>\$ 6,368,500</u>
Debt Service Program	
Del Mar Assessment District	341,563
Lyford Cove Assessment District	373,347
Main Street Assesment District	39,312
Stewart Drive Underground Assessment District	108,339
Subtotal:	<u>\$ 862,561</u>
Total Appropriation	<u><u>\$ 16,239,761</u></u>

FUND RESOURCES OVERVIEW

FISCAL YEAR 2012/13

Statement of Fund Balances, June 30th Closing

FUND/ RESERVE	2009/10 Actual	2010/11 Actual	2011/12 Estimated	2012/13 Projected
GENERAL FUND				
Operating Reserve (25%)	\$ 3,239,098	\$ 2,139,683	\$ 2,668,683	\$ 2,274,164
Capital Equipment Replacement	265,324	\$ 353,371	\$ 404,371	\$ 392,571
Employee Compensated Leave	294,462	\$ 346,462	\$ 294,462	\$ 419,462
Employee Housing Assistance	800,000	\$ 800,000	\$ 800,000	\$ 800,000
CalPERS Side-Fund Repayment	-	\$ -	\$ -	\$ 85,000
Other Post Employment Benefits	300,000	\$ 378,012	\$ 460,000	\$ 540,000
Self Insurance	114,589	\$ 83,763	\$ 151,645	\$ 151,645
Technology Fund	362,237	\$ 446,027	\$ 489,982	\$ 410,182
Sub-Total	5,375,710	4,547,318	5,269,143	5,073,024
DISCRETIONARY SET-ASIDES				
Infrastructure & Facility Replacement	447,033	265,083	1,814,783	64,783
PW Corp Yard Improvement	2,161,383	2,161,383	2,161,383	1,911,383
Park Development	440,484	535,597	455,597	368,097
Streets & Drainage	1,370,965	1,483,232	1,145,680	152,680
Emergency Repairs	100,000	100,000	100,000	100,000
Traffic System	450,000	450,000	-	-
Open space Management	98,222	75,141	50,141	25,141
Unallocated Balance	-	2,079,027	128,939	296,939
Sub-Total	\$ 5,068,087	\$ 7,149,463	\$ 5,856,523	\$ 2,919,023
Total General Fund:	\$ 10,443,797	\$ 11,696,781	\$ 11,125,666	\$ 7,992,047
OTHER RESTRICTED FUNDS				
Belvedere/Tiburon Library Agency	\$ -	\$ -	\$ -	\$ -
Cypress Hollow District	\$ 30,548	\$ 32,290	\$ 67,424	\$ 68,974
Town Owned Housing Fund	\$ 138,583	\$ 169,457	\$ 171,281	\$ 185,581
Heritage & Arts Donation Fund	\$ 11,134	\$ 8,448	\$ 11,282	\$ 12,282
Low & Moderate Housing	\$ 1,139,706	\$ 1,135,978	\$ 1,137,512	\$ 1,118,787
Open Space Acquisition	\$ 190,650	\$ 191,684	\$ 191,155	\$ 191,905
Police Asset Forfeiture	\$ 88	\$ 88	\$ 88	\$ 88
Police Suppl Law Enforcement	\$ 11,966	\$ (12,939)	\$ -	\$ -
Property Development Tax	\$ 4,355	\$ 4,355	\$ 4,349	\$ 4,349
State Gas Tax	\$ 506,524	\$ 498,242	\$ 411,610	\$ 623,239
State Traffic Congestion Relief	\$ 24,580	\$ 24,672	\$ -	\$ -
CA Proposition 1B Funds	\$ 7,992	\$ 7,992	\$ -	\$ -
County Measure A Funds	\$ 86,197	\$ 67,898	\$ 67,817	\$ 49,817
Street Frontage Improvement	\$ 2,431	\$ 2,445	\$ 2,416	\$ 2,416
Tiburon Circ System Improvement	\$ 27,953	\$ 28,054	\$ 28,020	\$ 28,020
Tiburon Long Range Planning	\$ 180,764	\$ 161,603	\$ 163,104	\$ 170,104
Bunch Grass Mitigation Fund	\$ 129,436	\$ 130,106	\$ 129,950	\$ 131,250
Tiburon Parks In-Lieu	\$ 1,354	\$ 1,360	\$ 1,347	\$ 1,347
Tiburon Planning Area Mitigation	\$ 178,059	\$ 179,089	\$ 178,878	\$ 180,678
Tiburon Playground Improvement	\$ 14,166	\$ 2,030	\$ -	\$ -
Tiburon Street Impact	\$ 2,010,324	\$ 2,069,145	\$ 1,968,854	\$ 1,250,854
Police TECH	\$ 1,422	\$ 1,422	\$ 1,422	\$ 1,422
Downtown Art Project	\$ 2,051	\$ -	\$ -	\$ -
Drainage Impact Fund	\$ 159,885	\$ 138,874	\$ 55,331	\$ (29,669)
Del Mar Undergrounding	\$ 4,638,700	\$ 4,670,320	\$ 1,200,000	\$ -
Total Restricted Funds:	\$ 9,498,868	\$ 9,512,613	\$ 5,791,840	\$ 3,991,444
Total All Sources	\$ 19,942,665	\$ 21,209,394	\$ 16,917,506	\$ 11,983,491

FUND RESOURCE OVERVIEW

Fiscal Year 2012/13

Changes to Fund Balance, projected June 30, 2013

FUND/RESERVE	Estimated Fund Balance 7/1/2012	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Transfers In (Out)	Other Sources In (Out)	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2013
GENERAL FUND RESERVES								
POLICY RESTRICTED								
Operating Reserve (25%)	\$ 2,668,683	7,262,739	7,189,258	-	(468,000)	-	(394,519)	\$ 2,274,164
Capital Equipment Replacement	404,371	-	-	84,000	(50,000)	122,200	(11,800)	392,571
Employee Compensated Leave	294,462	-	-	-	125,000	-	125,000	419,462
Employee Housing Assistance	800,000	-	-	-	-	-	-	800,000
CalPERS Side Fund Repayment Res.	-	-	-	-	-	85,000	85,000	85,000
OPEB Fund (GASB 45)	460,000	-	-	-	-	80,000	80,000	540,000
Self Insurance	151,645	-	-	-	-	-	-	151,645
Technology Fund	489,982	55,000	-	115,200	(75,000)	55,400	(79,800)	410,182
Sub-Total	5,269,143	7,317,739	7,189,258	199,200	(468,000)	342,600	(196,119)	5,073,024
DISCRETIONARY SET-ASIDES								
Infrastructure & Facility Replacement	1,814,783	-	-	2,250,000	200,000	300,000	(1,750,000)	64,783
PW Corp Yard Improvement	2,161,383	-	-	50,000	(200,000)	-	(250,000)	1,911,383
Park Development	455,597	-	-	87,500	-	-	(87,500)	368,097
Streets & Drainage	1,145,680	-	-	1,307,000	-	314,000	(993,000)	152,680
Emergency Repairs	100,000	-	-	-	-	-	-	100,000
Traffic System	-	-	-	-	-	-	-	-
Open Space Management	50,141	-	-	25,000	-	-	(25,000)	25,141
Unallocated Balance	128,939	-	-	300,000	468,000	-	168,000	296,939
Sub-Total	5,856,523	-	-	4,019,500	468,000	614,000	(2,937,500)	2,919,023
Total General Fund	\$ 11,125,666	\$ 7,317,739	\$ 7,189,258	\$ 4,218,700	\$ -	\$ 956,600	(3,133,619)	7,992,047
RESTRICTED FUNDS								
Belvedere/Tiburon Library Agency	\$ -	1,363,715	1,363,715	-	-	-	-	\$ -
Cypress Hollow District	67,424	17,000	15,450	-	-	-	1,550	68,974
Town Owned Housing Units	171,281	93,300	61,500	17,500	-	-	14,300	185,581
Heritage & Arts Project Fund	11,282	1,000	-	-	-	-	1,000	12,282
Low & Moderate Housing	1,137,512	6,000	24,725	-	-	-	(18,725)	1,118,787
Open Space Acquisition	191,155	750	-	-	-	-	750	191,905
Police Asset Forfeiture	88	-	-	-	-	-	-	88
Property Development Tax	4,349	-	-	-	-	-	-	4,349
State Gas Tax	411,610	253,979	-	10,000	-	(32,350)	211,629	623,239
State Traffic Congestion Relief	-	-	-	-	-	-	-	-
County Measure A Funds	67,817	68,000	-	86,000	-	-	(18,000)	49,817
Street Frontage Improvement	2,416	-	-	-	-	-	-	2,416
Tiburon Circ System Improvement	28,020	-	-	-	-	-	-	28,020
Tiburon Long Range Planning	163,104	32,000	25,000	-	-	-	7,000	170,104
Tiburon Bunch Grass Mitigation	129,950	1,300	-	-	-	-	1,300	131,250
Tiburon Parks In-Lieu	1,347	-	-	-	-	-	-	1,347
Tiburon Planning Area Mitigation	178,878	1,800	-	-	-	-	1,800	180,678
Tiburon Street Impact	1,968,854	325,000	-	1,043,000	-	-	(718,000)	1,250,854
Police TECH	1,422	-	-	-	-	-	-	1,422
Tiburon Drainage Impact	55,331	15,000	-	100,000	-	-	(85,000)	(29,669)
Del Mar Undergrounding	1,200,000	-	-	1,200,000	-	-	(1,200,000)	-
Total Restricted Funds	5,791,840	2,178,844	1,490,390	2,456,500	-	(32,350)	(1,800,396)	\$ 3,991,444
Total Town Funds	\$ 16,917,506	\$ 9,496,583	\$ 8,679,648	\$ 6,675,200	\$ -	\$ 924,250	\$ (4,934,015)	\$ 11,983,491

OPERATING BUDGET OVERVIEW



**Overview of Revenues & Expenditures
Fiscal Year 2012/13**

Overview of Operating Budget Revenues & Expenditures

REVENUE & SOURCES	AMOUNT	EXPENDITURES	AMOUNT
GENERAL REVENUES		TOWN ADMINISTRATIVE SERVICES	
Property Taxes	4,189,092	Town Administration	968,646
Other Taxes	1,080,925	Legal Services	243,121
Licenses & Permits	810,250	Legislative	41,500
Intergovernment & Agency	45,500	Town Hall Facility	199,300
Franchises	593,587		
Charges for Service	290,600	NON DEPARTMENTAL	2,101,344
Investment Earnings	39,500		
Fines & Forfeitures	113,500	COMMUNITY DEVELOPMENT	
Other Revenues	99,785	Planning & Design Review	474,304
		Building Inspection	511,460
Subtotal	\$ 7,262,739	Advance Planning	32,000
OTHER SOURCES		POLICE	
Other Fund Sources	\$ 1,620,242	Police Services	2,868,681
		Police/EOC Facility	64,300
		PUBLIC WORKS	
		Administration & Engineering	306,889
		Streets Maintenance	479,616
		Parks Maintenance	379,589
		Corporation Yard	84,600
		Street & Signal Light System	37,400
		Cypress Hollow	16,750
TOTAL REVENUE & SOURCES	\$ 8,882,981	TOTAL EXPENDITURES:	\$ 8,809,500
NET OPERATING SURPLUS (DEFICIENCY)	\$ 73,481		

OPERATING REVENUES & SOURCES OF FUNDS

Overview of Operating Revenue Plan

Summary of Operating Revenues

Operating Budget Revenues

General Fund

Employee Compensated Leave Reserve

Low/Moderate Income Housing Fund

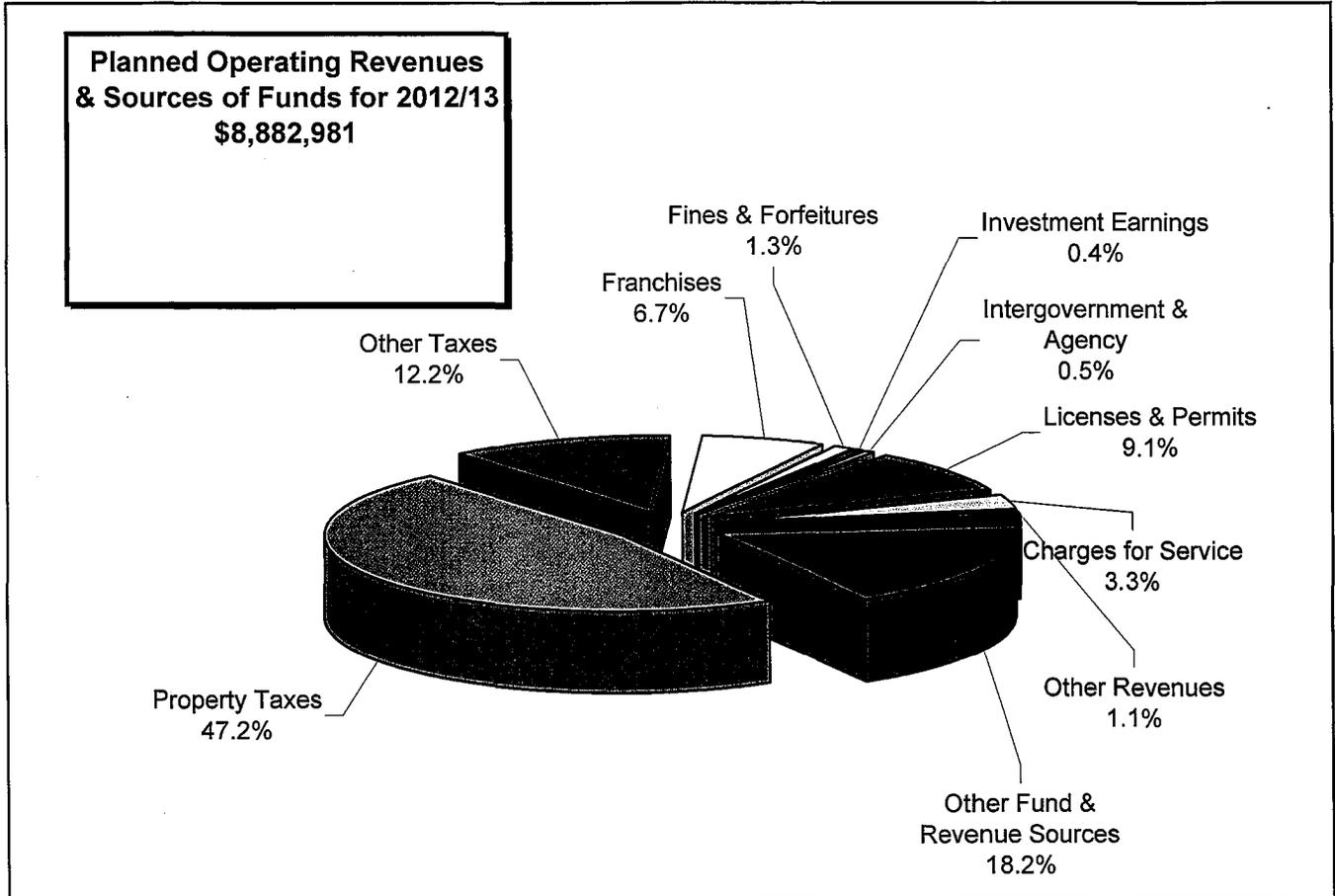
Peninsula Library JPA Fund

Long Range Planning Fund

Police COPS/SLESF Fund

Cypress Hollow Fund

Overview of Operating Budget Sources of Funding



Property Taxes	\$ 4,189,092
Other Taxes	\$ 1,080,925
Franchises	\$ 593,587
Fines & Forfeitures	\$ 113,500
Investment Earnings	\$ 39,500
Intergovernment & Agency	\$ 45,500
Licenses & Permits	\$ 810,250
Charges for Service	\$ 290,600
Other Revenues	\$ 99,785
Other Fund & Revenue Sources	\$ 1,620,242
	\$ 8,882,981

OPERATING REVENUES

FY 2012/13

Operating Budget Revenues - Summary

Description	2009/10	2010/11	2011/12		2012/13
	Actual	Actual	Budget	Estimate	Budget
GENERAL FUND					
Property Taxes	4,205,205	4,078,461	4,062,353	4,141,430	4,189,092
Other Taxes	970,991	1,041,976	950,000	1,115,750	1,080,925
Franchises	410,133	479,163	525,000	589,951	593,587
Fines & Forfeitures	96,708	168,204	96,000	125,250	113,500
Investment Earnings	89,024	65,779	46,300	41,428	39,500
Intergovernment & Agency	66,411	101,770	73,000	50,605	45,500
Licenses & Permits	892,895	841,596	820,250	807,682	810,250
Charges for Service	404,361	352,360	283,600	311,462	290,600
Other Revenues	281,210	394,305	92,500	117,028	99,785
Subtotal General Fund	\$ 7,416,938	\$ 7,523,614	\$ 6,949,003	\$ 7,300,586	\$ 7,262,739
OTHER FUND & RESERVE SOURCES					
Employee Comp. Leave Reserve	-	-	-	-	-
Low/Moderate Income Housing Fund	24,725	24,725	7,896	39,863	24,725
Town Owned Housing	59,500	59,500	61,068	46,024	62,600
Belvedere-Tiburon Library JPA Fund	1,377,490	1,363,715	1,363,715	1,357,027	1,384,167
Long Range Planning Fund	25,000	75,000	60,000	20,915	32,000
Police COPS/SLESF Fund	100,000	100,000	83,838	83,838	100,000
Gas Tax	-	-	-	-	-
Street Impact Fund	-	-	-	-	-
Cypress Hollow Fund	15,450	15,450	15,450	15,534	16,750
Subtotal Other Sources	\$ 1,602,165	\$ 1,638,390	\$ 1,591,967	\$ 1,563,201	\$ 1,620,242
Totals:	\$ 9,019,103	\$ 9,162,004	\$ 8,540,970	\$ 8,863,787	\$ 8,882,981

OPERATING REVENUES

Fiscal Year 2012/13

Operating Budget Revenues - Detail

Description	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Estimated	FY 2012-13 Proposed
GENERAL FUND					
PROPERTY TAXES					
Secured	2,802,096	2,744,699	2,766,725	2,826,241	2,882,767
Unsecured	58,128	66,082	66,512	61,783	63,019
Supplemental	44,633	39,968	25,000	43,938	44,817
Other	13,797	21,030	6,000	7,690	8,000
HOPTR State	20,191	19,874	19,784	19,784	19,784
ERAF Rebate	636,466	573,386	570,932	542,798	530,000
Property Tax In-Lieu of VLF	694,415	680,820	677,400	691,868	705,705
County Fees	(64,521)	(67,398)	(70,000)	(52,672)	(65,000)
Total:	4,205,205	4,078,461	4,062,353	4,141,430	4,189,092
OTHER TAXES					
Sales Tax	386,110	391,246	365,000	417,525	417,525
Sales Tax-Public Safety	49,286	58,227	50,000	58,400	58,400
Transient Occupancy Tax	416,139	471,078	425,000	505,715	480,000
Real Property Transfer	119,456	121,425	110,000	134,110	125,000
Total:	970,991	1,041,976	950,000	1,115,750	1,080,925
FRANCHISES					
Energy-PG&E	119,956	124,566	125,000	125,000	125,000
Refuse-Mill Valley Refuse	179,470	198,021	255,000	317,243	323,587
Cable-AT&T	110,707	156,576	145,000	147,708	145,000
Total:	410,133	479,163	525,000	589,951	593,587
FINES & FORFEITURES					
Vehicle Code	17,166	26,750	18,000	28,074	25,000
Parking Code	39,439	60,761	50,000	51,034	50,000
False Alarm Fines	3,500	500	3,000	4,186	3,500
Other Fines	36,603	80,193	25,000	41,956	35,000
Total:	96,708	168,204	96,000	125,250	113,500
INVESTMENT EARNINGS					
Interest-LAIF	65,502	41,562	40,000	37,632	35,000
Interest-Notes/Loans	5,705	5,064	4,800	3,250	4,000
Interest - Other	17,817	19,153	1,500	546	500
Total:	89,024	65,779	46,300	41,428	39,500
INTERGOVERNMENT & AGENCY					
State Motor Vehicle License Fees	26,407	47,738	25,000	4,468	-
State POST	5,862	617	10,000	1,272	10,000
State Abandoned Vehicle	4,620	5,849	3,500	5,465	4,500
Richardson Bay Sanitary District	-	-	-	6,720	-
Tiburon Sanitary District	6,041	7,839	6,500	8,064	8,000
Tiburon Fire District	11,107	13,956	13,000	9,616	13,000
Other Grants/Gifts (ABAG)	12,374	25,771	15,000	15,000	10,000
Total:	66,411	101,770	73,000	50,605	45,500

OPERATING REVENUES

Fiscal Year 2012/13

Operating Budget Revenues - Detail

Description	FY 2009-10	FY 2010-11	FY 2011-12		FY 2012-13
	Actual	Actual	Adopted	Estimated	Proposed
LICENSES & PERMITS					
Business License-Regular	156,522	160,771	155,000	161,454	160,000
Business License-Construction	71,250	57,540	55,000	43,887	45,000
Building Permits	471,386	426,200	450,000	442,332	450,000
CEQA EIR Initial Study	600	-	300	3,622	300
Design Review	89,475	81,491	75,000	72,940	72,500
Home Occupation Permit	6,360	5,650	5,000	5,000	5,000
Lot Line Adjustment	-	-	-	-	-
Master & Precise Plan	7,959	7,300	2,500	2,500	2,500
Sign Permit	460	2,045	750	1,130	1,200
Subdivision Permit	(6,161)	11,430	5,000	2,880	2,500
Tree Permit	11,035	7,795	8,000	8,082	8,000
Use Permit	7,751	5,375	6,000	7,602	6,000
Variance Amendment	17,191	12,900	10,000	7,602	10,000
Other Planning Permits	640	371	600	-	-
Alarm System Permit	22,975	22,315	20,000	19,676	20,000
Encroachment Permit	28,865	38,463	25,000	26,320	25,000
Park Usage Permit	4,231	-	-	-	-
Drainage Review Fee	-	-	-	-	-
Misc. Engineering Fees	132	50	100	1,075	250
Parking Permit (Residential)	2,224	1,900	2,000	1,580	2,000
Total:	892,895	841,596	820,250	807,682	810,250
CHARGES FOR SERVICE					
Cost Recovery-Administration	9,251	6,079	3,000	5,007	5,000
Refuse Franchise Admin. Fee	-	-	-	6,000	6,000
Miscellaneous-Administration Charges	347	1,795	500	1,336	500
Appeal	1,500	2,200	1,500	2,350	1,500
Plan Checking	196,615	189,939	175,000	154,666	155,000
Records & Document Storage	24,312	27,813	20,000	24,005	20,000
RBR Residential Resale Report	23,625	31,000	19,500	30,930	22,500
Staff Research	-	650	-	-	-
Street Name/Address Change	170	-	-	170	100
Noticing Of Applications	1,300	900	700	5,704	1,500
Sale Publications & Documents	2,172	1,826	1,000	3,485	1,500
Cost Recovery-Community Dev.	79,185	10,504	1,500	500	500
Miscellaneous-Planning Charges	-	-	-	-	-
Cost Recovery-Police	43,916	57,595	40,000	56,612	30,000
Police Overtime Reimbursement	-	-	-	-	25,000
Miscellaneous-Police Charges	5,324	4,494	5,000	3,597	5,000
Cost Recovery-Public Works	16,644	17,565	15,900	17,100	16,500
Total:	404,361	352,360	283,600	311,462	290,600

OPERATING REVENUES

Fiscal Year 2012/13

Operating Budget Revenues - Detail

Description	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Adopted	FY 2011-12 Estimated	FY 2012-13 Proposed
OTHER REVENUES					
Refunds & Reimbursements	40,446	13,859	20,000	37,230	25,000
Other Revenues	87	1,293	500	-	500
Litigation Settlement	176,095	310,000	-	-	-
Administrative Fees-Assessment Dist	8,098	13,311	9,000	18,430	12,000
Rent-Antenna Site & Utility	48,677	54,347	55,500	55,400	56,785
Rent-Other	2,280	1,495	2,500	250	500
Sale-Property Equipment	5,527	-	5,000	5,718	5,000
Total:	281,210	394,305	92,500	117,028	99,785
Total General Fund:	\$ 7,416,938	\$ 7,523,614	\$ 6,949,003	\$ 7,300,586	\$ 7,262,739
OTHER FUND SOURCES					
Restricted Fund Contributions					
Employee Compensated Leave Reserve	-	-	-	-	-
Low/Moderate Income Housing Fund	24,725	24,725	7,896	39,863	24,725
Town Owned Housing Units	59,500	59,500	61,068	46,024	62,600
Peninsula Library JPA Fund	1,377,490	1,363,715	1,363,715	1,357,027	1,384,167
Long Range Planning Fund	25,000	75,000	60,000	20,915	32,000
Police COPS/SLESF Fund	100,000	100,000	-	83,838	100,000
General Fund Unallocated Reserve	-	-	-	-	-
Gas Tax Fund	-	-	50,000	-	-
Street Impact Fund	-	-	33,838	-	-
Cypress Hollow Fund	15,450	15,450	15,450	15,534	16,750
Total:	1,602,165	1,638,390	1,591,967	1,563,201	1,620,242
Total Revenues (All Funds):	\$ 9,019,103	\$ 9,162,004	\$ 8,540,970	\$ 8,863,787	\$ 8,882,981

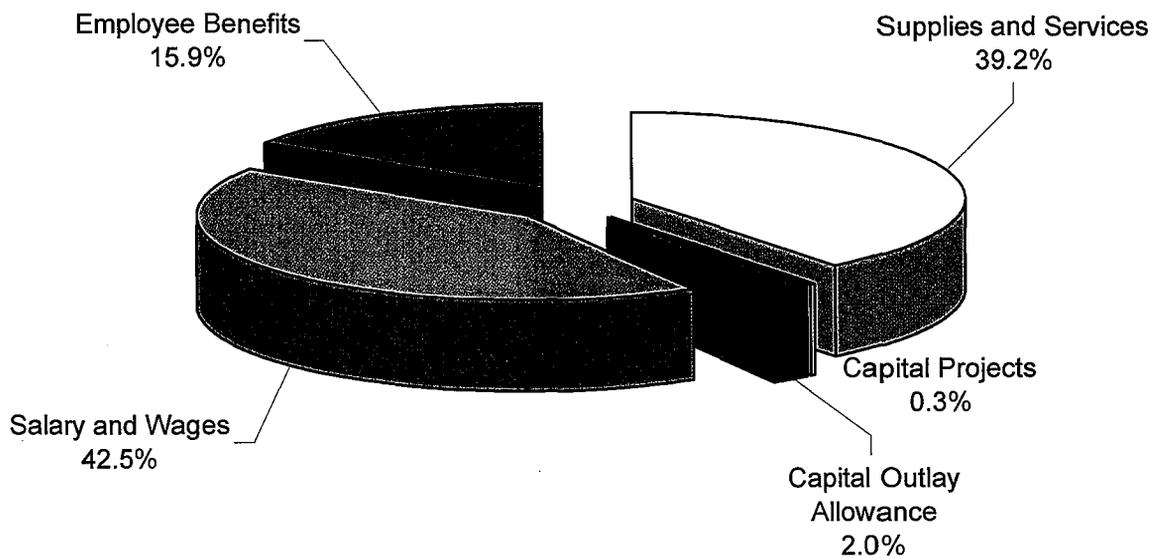
OVERVIEW OF OPERATING EXPENDITURES



Expenditures by Department
Fund Sources for Expenditures
Expenditures by Object

Overview of Operating Expenditures

**Planned Operating Expenditures
by Object for 2012/13
\$8,809,500**



Salary and Wages	\$ 3,746,996
Employee Benefits	1,403,566
Supplies and Services	3,455,838
Capital Projects	25,500
Capital Outlay Allowance	177,600
Total Operating Expenditures	\$ 8,809,500

OPERATING EXPENDITURES

Fiscal Year 2012/13

Summary of Department Expenditures

Department/Division	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Estimate	2012/13 Proposed
ALL DEPARTMENTS/DIVISIONS					
TOWN ADMINISTRATIVE SERVICES					
Administration	874,985	900,698	932,187	874,752	968,646
Legal Services	1,060,761	240,827	243,787	252,110	243,121
Legislative	32,210	28,954	39,300	35,074	41,500
Town Hall Facility	139,532	165,094	196,300	168,148	199,300
subtotal	\$ 2,107,488	\$ 1,335,574	\$ 1,411,574	\$ 1,330,084	\$ 1,452,566
NON-DEPARTMENTAL					
Insurances and Governmental Agreements	513,057	494,352	599,927	554,005	629,852
Housing	15,030	7,896	24,725	39,863	24,725
Town Owned Housing	56,772	61,068	62,000	46,024	62,600
Belvedere-Tiburon Library Agency	1,377,490	1,354,482	1,363,715	1,357,027	1,384,167
subtotal	\$ 1,962,349	\$ 1,917,798	\$ 2,050,367	\$ 1,996,919	\$ 2,101,344
COMMUNITY DEVELOPMENT					
Planning & Design Review	483,010	465,651	452,106	441,382	474,304
Building Inspection	490,297	468,945	481,149	469,608	511,460
Advance Planning	13,400	950	60,000	20,915	32,000
subtotal	\$ 986,707	\$ 935,546	\$ 993,254	\$ 931,905	\$ 1,017,764
POLICE SERVICES					
Police Department	2,741,891	2,572,942	2,773,196	2,729,272	2,868,681
Police EOC/Facility	54,776	78,030	65,400	64,019	64,300
subtotal	\$ 2,796,667	\$ 2,650,972	\$ 2,838,596	\$ 2,793,291	\$ 2,932,981
PUBLIC WORKS & ENGINEERING					
Administration & Engineering	298,421	294,968	289,463	288,405	306,889
Streets Maintenance	429,416	450,805	468,212	485,885	479,616
Parks Maintenance	340,635	359,586	377,816	380,597	379,589
Street & Signal Light System	42,065	33,568	37,400	34,519	37,400
Corporation Yard	80,296	84,628	76,600	76,600	84,600
Cypress Hollow	14,402	14,980	15,450	15,534	16,750
subtotal	\$ 1,205,235	\$ 1,238,535	\$ 1,264,940	\$ 1,281,540	\$ 1,304,845
TOTALS	\$ 9,058,446	\$ 8,078,424	\$ 8,558,731	\$ 8,333,739	\$ 8,809,500

Summary of Funding Sources
for Department Expenditures

	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Estimate	2012/13 Proposed
ALL FUNDS					
General Fund	\$ 7,481,352	\$ 6,539,048	\$ 6,949,003	\$ 6,770,538	\$ 7,189,258
Employee Compensated Leave Reserve	-	-	-	-	-
Low & Moderate Income Housing	15,030	7,896	24,725	39,863	24,725
Town Owned Housing	56,772	61,068	62,000	46,024	62,600
Belvedere-Tiburon Library Agency	1,377,490	1,354,482	1,363,715	1,357,027	1,384,167
Long Range Planning	13,400	950	60,000	20,915	32,000
Gas Tax Fund	-	-	50,000	-	-
Street Impact Fund	-	-	33,838	-	-
Police COPS/SLESF	100,000	100,000	-	83,838	100,000
Cypress Hollow Fund	14,402	14,980	15,450	15,534	16,750
Totals	\$ 9,058,446	\$ 8,078,424	\$ 8,558,731	\$ 8,333,739	\$ 8,809,500

Summary of Expenditures by Object

Expenditure Object	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Estimate	2012/13 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 3,564,305	\$ 3,645,886	\$ 3,644,645	\$ 3,679,795	\$ 3,746,996
EMPLOYEE BENEFITS	\$ 1,340,654	\$ 1,201,259	\$ 1,364,119	\$ 1,261,966	\$ 1,403,566
SUPPLIES & SERVICES					
Department Supplies & Expenses	143,463	144,599	173,475	137,818	169,825
Conferences & Memberships	44,309	40,884	63,050	47,424	67,750
Contractual Services	1,131,250	252,831	269,960	279,443	299,306
Insurances	186,666	173,434	216,442	197,483	221,442
Intergovernmental & Agency	1,886,779	1,839,020	1,922,900	1,899,200	1,982,145
Equipment Supplies & Maintenance	333,326	363,865	403,550	413,669	399,150
Utility & Communication	170,898	180,122	189,710	210,917	198,920
Special Department Administrative	60,915	52,860	142,000	59,724	117,000
Allocated Costs	300	0	300	300	300
Total Supplies & Services	\$ 3,957,906	\$ 3,047,615	\$ 3,381,387	\$ 3,245,978	\$ 3,455,838
CAPITAL OUTLAY EXPENSE	156	1,000	7,000	2,000	6,000
CAPITAL OUTLAY ALLOWANCE	\$ 177,600	\$ 177,600	\$ 142,080	\$ 142,080	\$ 177,600
CAPITAL PROJECT EXPENSES	\$ 17,825	\$ 5,064	\$ 19,500	\$ 1,920	\$ 19,500
TOTAL EXPENDITURES	\$ 9,058,446	\$ 8,078,424	\$ 8,558,731	\$ 8,333,739	\$ 8,809,500

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 6.45 FTE employees. The total proposed appropriation for Town Administration is \$1,452,566.

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.

ALL DIVISIONS

OBJECT SUMMARY	2009/10	2010/11	2011/12		2012/13
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 670,577	\$ 720,391	\$ 710,965	\$ 717,317	\$ 733,214
EMPLOYEE BENEFITS	226,674	208,433	211,909	200,648	216,452
SUPPLIES & SERVICES					
Department Supplies & Expenses	73,209	87,784	115,500	83,206	116,500
Conferences & Memberships	25,994	24,138	36,000	23,554	37,600
Contractual Services	959,035	133,920	146,000	145,846	157,000
Equipment Supplies & Maintenance	39,600	50,035	60,600	50,743	59,600
Utility & Communication	43,160	42,065	43,200	56,127	46,200
Special Department Administrative	41,083	39,808	64,000	29,243	57,000
Total Supplies & Services	1,182,081	377,750	465,300	388,719	473,900
CAPITAL OUTLAY EXPENSE	156	1,000	1,000	1,000	1,000
CAPITAL OUTLAY ALLOWANCE	28,000	28,000	22,400	22,400	28,000
CAPITAL PROJECT EXPENSES	-	-	-	-	-
TOTAL EXPENDITURES	\$ 2,107,488	\$ 1,335,574	\$ 1,411,574	\$ 1,330,084	\$ 1,452,566
SOURCE OF FUNDING					
General Fund	2,107,488	1,335,574	1,411,574	1,330,084	1,452,566
TOTAL FUNDING	\$ 2,107,488	\$ 1,335,574	\$ 1,411,574	\$ 1,330,084	\$ 1,452,566
STAFFING LEVEL					
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
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	-	-	-	-
Management Assistant	-	0.60	0.71	0.71	0.71
TOTAL STAFFING	6.75	6.35	6.46	6.46	6.46

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SALARY					
511100	Town Manager	185,018	203,976	196,512	197,512	201,420
511350	Administrative Services Director	108,195	120,210	116,808	117,808	122,122
511400	Town Clerk	77,940	83,733	80,664	81,664	82,680
511450	Information Technology Coordinator	84,048	90,296	86,988	87,988	92,292
511650	Account Clerk	37,731	-	-	-	-
511700	Finance/HR Assistant (.72 FTE)	-	32,000	49,900	50,987	51,168
511600	Office Assistant III	49,262	52,973	51,036	52,036	52,308
515100	Overtime	1,001	1,000	2,000	875	1,000
517100	Vacation Conversion	3,218	3,851	-	-	-
518100	Casual Hire	-	-	-	390	-
	Total:	\$ 546,413	\$ 588,039	\$ 583,908	\$ 589,260	\$ 602,990
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	58,063	61,332	58,956	69,393	86,184
521200	Employee Accruing Fringe	16,813	8,340	7,744	6,559	-
522100	PERS-Employee (7%)	38,908	1,384	-	-	-
522200	PERS-Town (10.238%)	57,399	59,242	64,706	59,524	56,393
522300	PST 3.75%	-	1,200	1,871	1,925	1,919
522400	Other Retirement Benefits (GASB 45)	-	12,000	12,000	12,000	12,000
422500	PERS - Side Fund Repayment (1.717%)	-	-	-	-	9,458
523100	FICA-Medicare	6,529	6,320	6,702	6,822	6,702
524100	Auto Allowance	8,331	9,000	9,000	9,000	9,000
524200	Housing Allowance	4,846	-	-	-	-
534050	Unemployment Insurance	-	17,571	17,000	3,900	-
	Total:	\$ 190,889	\$ 176,388	\$ 177,979	\$ 169,123	\$ 181,656
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	4,395	6,117	2,500	4,970	3,000
531060	Noticing & Publication	2,272	1,630	4,500	2,728	3,500
531140	Publications & Subscriptions	551	620	1,500	640	1,000
	Subtotal:	\$ 7,218	\$ 8,367	\$ 8,500	\$ 8,338	\$ 7,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences (Inc'd ICMA), Meetings, Travel	2,824	4,825	7,500	1,672	7,500
532020	Employee Development/Training/Retreat	2,245	-	5,000	590	5,000
532040	Memberships	9,454	10,879	10,500	10,875	12,000
	Subtotal:	\$ 14,523	\$ 15,704	\$ 23,000	\$ 13,137	\$ 24,500

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	CONTRACTUAL SERVICES					
533010	Contractual Services	21,023	12,505	10,000	10,000	16,000
533020	Financial Audit	26,900	26,000	26,000	23,500	26,000
533060	Consulting Services	-	6,939	15,000	7,354	25,000
533200	Systems/Technical Support	18,727	20,000	20,000	18,586	20,000
	Subtotal:	\$ 66,650	\$ 65,444	\$ 71,000	\$ 59,440	\$ 87,000
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	1,793	874	3,500	1,536	2,500
536025	System License & Maintenance	-	2,500	2,500	2,500	2,500
	Subtotal:	\$ 1,793	\$ 3,374	\$ 6,000	\$ 4,036	\$ 5,000
	SPECIAL DEPT. ADMINISTRATIVE					
538010	Election	10,015	-	11,000	92	-
538030	Municipal Code Section Maintenance	1,424	4,474	3,500	3,859	4,500
538040	Newsletter Production & Mailing	2,552	2,008	1,500	352	1,500
538240	Records Management	-	-	-	-	3,000
538900	Contingency Provision	7,508	10,900	25,000	6,315	25,000
	Subtotal:	\$ 21,499	\$ 17,382	\$ 41,000	\$ 10,618	\$ 34,000
	Total Supplies & Services:	\$ 111,683	\$ 110,271	\$ 149,500	\$ 95,569	\$ 158,000
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	26,000	26,000	20,800	20,800	26,000
	Total:	\$ 26,000	\$ 26,000	\$ 20,800	\$ 20,800	\$ 26,000
	TOTAL DEPARTMENT	\$ 874,985	\$ 900,698	\$ 932,187	\$ 874,752	\$ 968,646

Town Administration

General Fund

LEGAL SERVICES

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimated	
	SALARY					
511200	Town Attorney (75%)	122,748	132,352	127,057	\$ 128,057	130,224
517100	Vacation Conversion	1,416	-	-	\$ -	-
518100	Casual / Temporary Hire					
	Total:	\$ 124,164	\$ 132,352	\$ 127,057	\$ 128,057	\$ 130,224
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	880	1,037	960	\$ 984	11,340
521200	Employee Accruing Fringe	8,557	8,863	9,165	\$ 8,557	-
522100	PERS-Employee (7%)	8,692	-	-	\$ -	-
522200	PERS-Town (10.238%)	12,897	14,225	14,962	\$ 14,204	13,332
522400	Other Retirement Benefits (GASB 45)	-	3,000	3,000	\$ 3,000	3,000
522500	PERS Side Fund Repayment (1.717%)					2,236
523100	FICA-Medicare	1,759	1,919	1,842	\$ 1,780	1,888
524100	Auto Allowance	3,000	3,000	3,000	\$ 3,000	3,000
534050	Unemployment Insurance	-	-	1,000	\$ -	-
	Total:	\$ 35,785	\$ 32,044	\$ 33,930	\$ 31,525	\$ 34,797
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	6,016	5,200	5,000	\$ 3,897	5,000
	Subtotal:	\$ 6,016	\$ 5,200	\$ 5,000	\$ 3,897	\$ 5,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,001	1,255	1,500	\$ 915	1,500
532040	Memberships	410	500	500	\$ 510	600
	Subtotal:	\$ 1,411	\$ 1,755	\$ 2,000	\$ 1,425	\$ 2,100
	CONTRACTUAL SERVICES					
533500	Contract - Deputy Town Attorney	-	-	10,000	\$ 2,500	5,000
533510	Legal Services	-	-	-	\$ -	-
533520	Litigation-ABAG PLAN	19,248	-	35,000	\$ 24,956	35,000
533530	Litigation-General	214,825	68,476	25,000	\$ 55,950	25,000
533540	Litigation-Martha Property	-	-	-	\$ -	-
533590	Legal Settlements	658,312	-	5,000	\$ 3,000	5,000
	Subtotal:	\$ 892,385	\$ 68,476	\$ 75,000	\$ 86,406	\$ 70,000
	Total Supplies & Services:	899,812	75,431	82,000	\$ 91,728	77,100
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance					
559020	Technology Allowance	1,000	1,000	800	\$ 800	1,000
	Total:	1,000	1,000	800	\$ 800	1,000
	TOTAL DEPARTMENT	\$ 1,060,761	\$ 240,827	\$ 243,787	\$ 252,110	\$ 243,121

LEGISLATIVE SUPPORT

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531130	Special Events, Awards, Functions	15,782	16,259	17,500	19,064	19,500
531150	Council/Commission Functions	2,332	1,321	5,500	3,500	5,500
531990	Department Expenses	270	500	500	150	500
	Subtotal:	\$ 18,384	\$ 18,080	\$ 23,500	\$ 22,714	\$ 25,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	7,416	4,587	8,000	6,648	8,000
532030	MCCMC Functions	1,894	1,117	2,000	1,384	2,000
532040	Memberships	750	975	1,000	960	1,000
	Subtotal:	\$ 10,060	\$ 6,679	\$ 11,000	\$ 8,992	\$ 11,000
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	483	769	1,000	563	1,000
	Subtotal:	\$ 483	\$ 769	\$ 1,000	\$ 563	\$ 1,000
	SPECIAL DEPT ADMINISTRATION					
538510	Planning Commission	132	150	500	52	500
538520	Design Review Board	12	18	250	19	250
538530	Parks, Open Space & Trails Commission	-	125	250	-	250
538540	Heritage & Arts Commission	2,139	2,133	2,000	1,934	2,000
538900	Contingency Provision					
	Subtotal:	\$ 2,283	\$ 2,426	\$ 3,000	\$ 2,005	\$ 3,000
	Total Supplies & Services:	\$ 31,210	\$ 27,954	\$ 38,500	\$ 34,274	\$ 40,500
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	1,000	1,000	800	800	1,000
	Total:	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ 1,000
	TOTAL DEPARTMENT	\$ 32,210	\$ 28,954	\$ 39,300	\$ 35,074	\$ 41,500

TOWN HALL FACILITY

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	16,216	15,753	25,000	19,197	25,000
531080	Postage	11,234	12,843	15,000	10,282	15,000
531090	Printing & Reproduction	5,166	3,541	10,000	2,778	10,000
531120	Recruiting & Background	980	500	5,000	-	5,000
531130	Special Events, Awards, Functions	-	10,000	10,000	2,500	10,000
533070	Parking Lease	7,995	13,500	13,500	13,500	13,500
	Subtotal:	\$ 41,591	\$ 56,137	\$ 78,500	\$ 48,257	\$ 78,500
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	11,124	22,527	15,000	15,555	15,000
536030	Building/Facility Supplies	3,681	4,386	8,500	5,235	8,500
536060	Inspection & Testing	105	250	1,500	1,500	1,500
536070	Janitorial Services	13,600	13,000	15,000	12,640	15,000
536080	Landscape Grounds Materials	100	147	500	696	500
536100	Pest Control	589	600	600	388	600
536290	Misc. Facility Improvements	7,538	2,500	5,000	2,630	5,000
536280	Special Maintenance	587	2,482	7,500	7,500	7,500
	Subtotal:	\$ 37,324	\$ 45,892	\$ 53,600	\$ 46,144	\$ 53,600
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	19,541	21,664	22,000	35,418	25,000
537200	Water-MMWD	234	570	1,200	360	1,200
537300	Telecommunications	23,385	19,831	20,000	20,349	20,000
	Subtotal:	\$ 43,160	\$ 42,065	\$ 43,200	\$ 56,127	\$ 46,200
	SPECIAL DEPT. ADMINISTRATIVE					
537700	MIDAS Network Charges	\$ 17,301	\$ 20,000	\$ 20,000	\$ 16,620	\$ 20,000
	Subtotal	\$ 17,301	\$ 20,000	\$ 20,000	\$ 16,620	\$ 20,000
	Total Supplies & Services:	\$ 139,376	\$ 164,094	\$ 195,300	\$ 167,148	\$ 198,300
	CAPITAL OUTLAY EXPENSES					
543030	Office Furniture/Equipment	156	1,000	1,000	1,000	1,000
	Total:	\$ 156	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	CAPITAL PROJECT EXPENSES					
561140	Facility Alteration & Improvement	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 139,532	\$ 165,094	\$ 196,300	\$ 168,148	\$ 199,300

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 \$1,017,764, primarily with resources of the General Fund. Staffing of the Department totals eight 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	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
			Budget	Estimated	
EXPENDITURES					
SALARY & WAGES	\$ 625,280	\$ 647,876	\$ 617,329	\$ 622,209	\$ 637,972
EMPLOYEE BENEFITS	\$ 220,086	\$ 205,448	\$ 212,225	\$ 197,800	\$ 220,842
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 7,846	\$ 8,490	\$ 9,500	\$ 6,732	\$ 9,500
Conferences & Memberships	\$ 4,669	\$ 5,736	\$ 6,600	\$ 3,786	\$ 6,700
Contractual Services	\$ 82,488	\$ 40,160	\$ 52,500	\$ 51,247	\$ 60,000
Equipment Supplies & Maintenance	\$ 11,938	\$ 5,886	\$ 8,300	\$ 7,416	\$ 9,750
Special Department Administrative	\$ 13,400	\$ 950	\$ 70,000	\$ 25,915	\$ 52,000
Total Supplies & Services	\$ 120,341	\$ 61,222	\$ 146,900	\$ 95,096	\$ 137,950
CAPITAL OUTLAY ALLOWANCE	\$ 21,000	\$ 21,000	\$ 16,800	\$ 16,800	\$ 21,000
TOTAL EXPENDITURES	\$ 986,707	\$ 935,546	\$ 993,254	\$ 931,905	\$ 1,017,764
SOURCE OF FUNDING					
General Fund	973,307	934,596	933,254	910,990	985,764
Employee Compensated Leave Reserve	-	-	-	-	-
PERS Surplus Asset Fund	-	-	-	-	-
Long Range Planning Fund	13,400	950	60,000	20,915	32,000
TOTAL FUNDING	\$ 986,707	\$ 935,546	\$ 993,254	\$ 931,905	\$ 1,017,764
STAFFING LEVEL					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	-	-	-	-
Planning Secretary	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	1.00
Permits Clerk	1.00	1.00	1.00	1.00	1.00
Assistant to Building Official	1.00	1.00	1.00	1.00	1.00
TOTAL STAFFING	9.00	8.00	8.00	8.00	8.00

Community Development

General Fund

PLANNING & DESIGN REVIEW

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimated	
	SALARY					
512100	Director of Community Development	114,972	123,517	118,996	119,996	123,768
512200	Planning Manager	81,900	87,988	84,767	85,767	86,892
512300	Associate Planner	58,708	61,998	59,728	60,728	63,360
512400	Assistant Planner	19,860	-	-	-	-
512600	Planning Secretary	49,262	52,973	51,034	52,034	52,308
515100	Overtime					
517100	Vacation Conversion	7,669	6,000	-	-	-
518100	Casual Hire (DRB/PC Minutes)	6,270	7,000	7,000	5,380	7,000
	Total:	\$ 338,641	\$ 339,476	\$ 321,525	\$ 323,905	\$ 333,328
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	41,556	40,020	43,140	44,737	60,480
521200	Employee Accruing Fringe	13,968	12,480	9,060	8,644	-
522100	PERS-Employee (7%)	23,165	-	-	-	-
522200	PERS-Town (10.238%)	33,809	35,090	37,038	35,239	33,409
522400	Other Retirement Benefits (GASB 45)	-	7,100	7,100	7,100	7,100
522500	Repayment - CalPERS Side Fund (1.71%)	-	-	-	-	5,603
523100	FICA-Medicare	4,859	4,922	4,662	4,560	4,833
534050	Unemployment Insurance	-	11,052	9,000	-	-
524100	Auto Allowance	1,800	-	1,800	1,800	1,800
	Total:	\$ 119,157	\$ 110,664	\$ 111,801	\$ 102,080	\$ 113,226
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	7,548	4,990	6,000	4,950	6,000
531140	Publications & Subscriptions	186	500	500	290	500
	Subtotal:	\$ 7,734	\$ 5,490	\$ 6,500	\$ 5,240	\$ 6,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,860	1,487	2,500	1,763	2,500
532020	Employee Development/Training	22	290	500	500	500
532040	Memberships	1,048	600	600	400	700
	Subtotal:	\$ 2,930	\$ 2,377	\$ 3,600	\$ 2,663	\$ 3,700
	CONTRACTUAL SERVICES					
533010	Contractual Services	7,456	300	2,500	1,420	10,000
	Subtotal:	\$ 7,456	\$ 300	\$ 2,500	\$ 1,420	\$ 10,000
	EQ SUPPLIES & MAINTENANCE					
536050	Fuel & Oil	690	744	800	944	950
536250	Vehicle Maintenance	302	500	500	250	500
	Subtotal:	\$ 992	\$ 1,244	\$ 1,300	\$ 1,194	\$ 1,450

Community Development

General Fund

PLANNING & DESIGN REVIEW

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimated	
	SPECIAL DEPT. ADMINISTRATIVE					
538250	Resource Map Maintenance	-	-	-	-	-
538280	Zoning Ordinance Maintenance	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Supplies & Services:	\$ 19,112	\$ 9,411	\$ 13,900	\$ 10,517	\$ 21,650
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	2,000	2,000	1,600	1,600	2,000
559020	Technology Allowance	4,100	4,100	3,280	3,280	4,100
	Total:	\$ 6,100	\$ 6,100	\$ 4,880	\$ 4,880	\$ 6,100
	TOTAL DEPARTMENT	\$ 483,010	\$ 465,651	\$ 452,106	\$ 441,382	\$ 474,304

Community Development

General Fund

BUILDING INSPECTION

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimated	
	SALARY					
512700	Building Official	83,972	92,022	88,654	89,654	94,044
512800	Building Inspector	81,600	87,639	84,431	85,431	86,544
512850	Building Permit Technician	-	-	67,565	68,565	67,560
512900	Building Permit Clerk	51,787	55,692	53,654	54,654	54,996
512920	Assistant to Building Official	65,280	70,132	-	-	-
515100	Overtime	-	-	-	-	-
517100	Vacation Conversion	4,000	1,415	-	-	-
518100	Casual Hire	-	1,500	1,500	-	1,500
	Total:	\$ 286,639	\$ 308,400	\$ 295,804	\$ 298,304	\$ 304,644
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	22,557	24,600	24,600	30,207	60,480
521200	Employee Accruing Fringe	24,620	26,400	26,400	21,574	-
522100	PERS-Employee (7%)	19,785	-	-	-	-
522200	PERS-Town (10.238%)	29,357	32,834	34,657	32,985	31,036
522400	Other Retirement Benefits (GASB 45)	-	6,500	6,500	6,500	6,500
522500	Repayment - CalPERS Side Fund (1.717%)	-	-	-	-	5,205
523100	FICA-Medicare	4,610	4,450	4,267	4,454	4,396
534050	Unemployment Insurance	-	-	4,000	-	-
	Total:	\$ 100,929	\$ 94,784	\$ 100,425	\$ 95,720	\$ 107,616
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	112	500	500	292	500
531170	Document Storage	-	2,500	2,500	1,200	2,500
	Subtotal:	\$ 112	\$ 3,000	\$ 3,000	\$ 1,492	\$ 3,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	188	750	1,500	420	1,500
532020	Employee Development/Training	1,451	2,309	1,000	503	1,000
532040	Memberships	100	300	500	200	500
	Subtotal:	\$ 1,739	\$ 3,359	\$ 3,000	\$ 1,123	\$ 3,000
	CONTRACTUAL SERVICES					
533010	Contractual (Outside Plan Check)	75,032	39,860	50,000	49,827	50,000
	Subtotal:	\$ 75,032	\$ 39,860	\$ 50,000	\$ 49,827	\$ 50,000
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	5,899	2,278	4,000	2,840	4,000
536050	Fuel & Oil	2,070	1,831	1,500	2,830	2,800
536250	Vehicle Maintenance	2,977	533	1,500	552	1,500
	Subtotal:	\$ 10,946	\$ 4,642	\$ 7,000	\$ 6,222	\$ 8,300

Community Development

General Fund

BUILDING INSPECTION

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimated	
	SPECIAL DEPT. ADMINISTRATIVE					
538240	Records Management-Outside Scanning	-	-	10,000	5,000	20,000
	Subtotal:	\$ -	\$ -	\$ 10,000	\$ 5,000	\$ 20,000
	Total Supplies & Services:	\$ 87,829	\$ 50,861	\$ 73,000	\$ 63,664	\$ 84,300
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	4,200	4,200	3,360	3,360	4,200
559020	Technology Allowance	10,700	10,700	8,560	8,560	10,700
	Total:	\$ 14,900	\$ 14,900	\$ 11,920	\$ 11,920	\$ 14,900
	TOTAL DEPARTMENT	\$ 490,297	\$ 468,945	\$ 481,149	\$ 469,608	\$ 511,460

Community Development

Long Range Planning Fund

ADVANCE PLANNING

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Estimated	2012/13 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	-	-	-	-	-
531090	Printing & Reproduction	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	CONTRACTUAL SERVICES					
533010	Contractual Services	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	SPECIAL DEPT. ADMINISTRATIVE					
538220	Housing Element Update	13,400	950	60,000	20,915	5,000
538230	General Plan Update (Circ. Elem+ Maps)	-	-	-	-	27,000
	Subtotal:	\$ 13,400	\$ 950	\$ 60,000	\$ 20,915	\$ 32,000
	Total Supplies & Services:	\$ 13,400	\$ 950	\$ 60,000	\$ 20,915	\$ 32,000
	TOTAL DEPARTMENT	\$ 13,400	\$ 950	\$ 60,000	\$ 20,915	\$ 32,000

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 \$2,932,981. Staffing is comprised of 13 sworn personnel, 4 civilian personnel and approximately 4 volunteer and reserve police officers.

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

Police Services

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

Police/Emergency Operations Center (EOC) Facility

The Police/Emergency Operations Center Facility Division serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. All costs related to maintaining the police 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	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
			Budget	Estimated	
EXPENDITURES					
SALARY & WAGES	\$ 1,646,530	\$ 1,612,224	\$ 1,656,257	\$ 1,666,841	\$ 1,689,325
EMPLOYEE BENEFITS	\$ 634,142	\$ 525,309	\$ 676,419	\$ 610,657	\$ 684,614
SUPPLIES & SERVICES					
Department Supplies & Expenses	54,873	38,597	39,350	39,840	35,000
Conferences & Memberships	10,852	6,015	15,800	12,518	16,500
Contractual Services	17,178	10,865	13,460	14,930	20,946
Intergovernmental & Agency	186,661	179,400	185,250	184,767	211,276
Equipment Supplies & Maintenance	89,115	118,247	118,200	123,271	118,100
Utility & Communication	59,884	62,213	54,560	65,851	60,720
Special Department Administrative	6,432	12,102	8,000	4,566	8,000
Total Supplies & Services	\$ 424,995	\$ 427,439	\$ 434,620	\$ 445,743	\$ 470,542
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 68,800	\$ 68,800	\$ 86,000
CAPITAL PROJECT EXPENSES	\$ 5,000	\$ -	\$ 2,500	\$ 1,250	\$ 2,500
TOTAL EXPENDITURES	\$ 2,796,667	\$ 2,650,972	\$ 2,838,596	\$ 2,793,291	\$ 2,932,981
SOURCE OF FUNDING					
General Fund	2,696,667	2,550,972	2,838,596	2,709,453	2,832,981
Employee Compensated Leave Reserve	-	-	-	-	-
PERS Surplus Asset Fund	-	-	-	-	-
Police COPS/SLESF Fund	100,000	100,000	-	83,838	100,000
TOTAL FUNDING	\$ 2,796,667	\$ 2,650,972	\$ 2,838,596	\$ 2,793,291	\$ 2,932,981
STAFFING LEVEL					
Chief	1.00	1.00	1.00	1.00	1.00
Captain	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	3.00	4.00	4.00
Investigator	1.00	1.00	1.00	1.00	-
Patrol Officers	6.00	6.00	7.00	6.00	7.00
Police Service Aide	2.40	2.00	2.00	2.00	2.00
Emergency Services Coordinator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
TOTAL STAFFING	17.40	17.00	17.00	17.00	17.00

Police Department

General Fund

POLICE SERVICES

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SALARY					
513100	Police Chief	143,388	155,359	149,844	150,844	153,356
513200	Captain	117,672	127,490	122,964	123,964	126,038
513400	Sergeants (4)	379,652	384,350	292,140	260,137	397,368
513500	Patrol Officer (7)	460,298	552,268	650,400	672,199	560,151
513600	Secretary	60,432	64,868	62,547	63,547	64,111
531650	Emergency Services Coordinator	61,932	66,486	64,104	65,104	65,707
513950	Police Service Aide (2)	111,358	81,836	117,071	122,082	124,408
515100	Overtime	135,751	68,209	80,000	84,036	80,000
515200	Overtime (Special Events)	13,210	21,647	20,000	31,464	25,000
516200	Education Incentive Pay	13,645	16,027	17,400	16,531	17,400
516300	Holiday Pay	38,323	40,492	50,087	48,080	46,086
516400	Special Pay	1,392	2,086	3,600	3,314	3,600
516600	Longevity Pay	12,254	13,731	18,600	15,553	18,600
516700	Shift Differential	6,000	6,980	7,500	6,789	7,500
517100	Vacation Conversion	7,605	10,395	-	3,197	-
	Total:	\$ 1,562,912	\$ 1,612,224	\$ 1,656,257	\$ 1,666,841	\$ 1,689,325
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	177,253	176,908	227,960	214,645	274,808
521200	Employee Accruing Fringe	21,020	21,389	21,163	19,932	-
522100	PERS-Employee (9% Sworn, 7% Misc.)	120,898	4,392	-	-	-
522200	PERS-Town (20.057%, 10.238%)	249,933	260,100	342,780	311,927	292,312
522300	PST-Parttime (3.75%)	1,130	2,295	-	2,365	2,250
522400	Other Post Employment Benefits (GASB 45)	-	35,004	35,000	35,000	35,000
522500	CalPERS Side Fund Repayment (1.71/3.6%)	-	-	-	-	52,249
523100	FICA-Medicare	19,950	20,551	24,016	21,707	24,495
524300	Medical Allowance (PSA)	-	4,670	3,500	5,081	3,500
525300	Tuition Reimbursement	1,619	-	4,000	-	-
534050	Unemployment Insurance	-	-	18,000	-	-
	Total:	\$ 591,803	\$ 525,309	\$ 676,419	\$ 610,657	\$ 684,614
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	10,302	9,004	11,000	12,342	11,000
531040	Evidence Supplies	2,771	2,076	5,000	3,208	3,000
531080	Postage	5,081	3,297	3,000	3,000	3,000
531090	Printing & Reproduction	1,611	3,259	5,500	3,466	4,000
531110	Range & Weapons	2,671	1,631	4,000	2,747	4,000
531120	Recruiting & Investigation	9,697	3,200	3,500	9,414	3,500
531121	Special Investigation	20,718	14,069	5,500	3,898	5,000
531140	Publications & Subscriptions	2,022	2,061	1,850	1,765	1,500
	Subtotal:	\$ 54,873	\$ 38,597	\$ 39,350	\$ 39,840	\$ 35,000

POLICE SERVICES

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,736	1,749	1,000	1,912	2,000
532020	Employee Development/Training	-	-	-	155	-
532040	Memberships	1,770	1,895	1,800	2,672	2,000
532060	POST-Reimbursed Training	6,041	1,854	10,000	5,517	10,000
532070	POST-Non Reimbursed Training	670	309	2,000	1,856	2,000
532090	Special Meal Allowance (MOU)	635	208	1,000	406	500
	Subtotal:	\$ 10,852	\$ 6,015	\$ 15,800	\$ 12,518	\$ 16,500
	CONTRACTUAL SERVICES					
533010	Contractual Services (Reimbursement)	-	-	-	-	-
533080	Records Management System (Tech)	10,497	2,479	11,010	11,010	18,496
533090	Lexipol Policy Manual Maintenance	2,450	2,450	2,450	3,920	2,450
533200	Systems Support	4,231	5,936	-	-	-
	Subtotal:	\$ 17,178	\$ 10,865	\$ 13,460	\$ 14,930	\$ 20,946
	INTERGOVERNMENT, AGENCY & JPA					
535080	Marin County Jail Booking	-	-	-	-	-
535090	Marin County Major Crimes Task Force	48,855	37,649	37,600	37,490	37,600
535131	Marin County Dispatch	134,679	138,624	144,150	144,150	170,176
535170	Marin County DA-Prandi Center	3,127	3,127	3,500	3,127	3,500
	Subtotal:	\$ 186,661	\$ 179,400	\$ 185,250	\$ 184,767	\$ 211,276
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	1,094	1,424	3,000	302	1,000
536050	Fuel & Oil	25,690	30,524	30,000	34,987	36,000
536120	Radar Maintenance	349	264	500	576	500
536130	Radio Maintenance	1,954	5,847	5,000	1,379	2,000
536210	Safety Equipment	4,135	8,387	6,000	9,045	6,000
536220	Uniform Maintenance	8,040	9,112	8,000	7,850	7,000
536230	Uniform Purchase/Replacement	2,875	4,082	5,000	7,053	5,000
536240	Vehicle Supplies	317	169	500	500	500
536250	Vehicle Maintenance	19,788	22,997	15,000	19,536	20,000
536270	Safety Equipment (MOU)	571	344	600	902	600
536320	License Plate Camera Maintenance	-	4,855	6,000	5,674	6,000
	Subtotal:	\$ 64,813	\$ 88,005	\$ 79,600	\$ 87,804	\$ 84,600

POLICE SERVICES

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	UTILITY & COMMUNICATION					
537300	Telecommunication	27,042	26,527	25,000	28,766	25,000
537700	MIDAS Internet Connection	13,800		13,260	14,349	15,420
	Subtotal:	\$ 40,842	\$ 26,527	\$ 38,260	\$ 43,115	\$ 40,420
	Total Supplies & Services:	\$ 375,219	\$ 349,409	\$ 371,720	\$ 382,974	\$ 408,742
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	75,000	75,000	60,000	60,000	75,000
559020	Technology Allowance	11,000	11,000	8,800	8,800	11,000
	Total:	\$ 86,000	\$ 86,000	\$ 68,800	\$ 68,800	\$ 86,000
	TOTAL DEPARTMENT	\$ 2,615,934	\$ 2,572,942	\$ 2,773,196	\$ 2,729,272	\$ 2,868,681

POLICE FACILITY

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Budget
				Budget	Estimate	
	SUPPLIES & SERVICES					
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	8,462	7,067	10,000	6,850	7,000
536030	Building/Facility Supplies	3,187	11,316	12,500	13,562	11,000
536050	Fuel & Oil (Generator)	-	-	600	600	500
536060	Inspection & Testing (Generator)	-	255	500	255	500
536070	Janitorial Services	12,400	11,150	13,500	13,200	13,000
536100	Pest Control	253	454	500	500	500
536280	Special Maintenance	-	-	1,000	500	1,000
	Subtotal:	\$ 24,302	\$ 30,242	\$ 38,600	\$ 35,467	\$ 33,500
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	18,664	20,550	16,000	22,357	20,000
537200	Water-MMWD	378	308	300	379	300
537300	Telecommunication	-	693	-	-	-
537700	Midas Internet Access	-	14,135	-	-	-
	Subtotal:	\$ 19,042	\$ 35,686	\$ 16,300	\$ 22,736	\$ 20,300
	SPECIAL DEPT. ADMINISTRATIVE					
538020	Emergency & Disaster Planning	6,432	12,102	8,000	4,566	8,000
	Subtotal:	\$ 6,432	\$ 12,102	\$ 8,000	\$ 4,566	\$ 8,000
	ALLOCATED COSTS					
539040	Insurance-Property	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Supplies & Services:	\$ 49,776	\$ 78,030	\$ 62,900	\$ 62,769	\$ 61,800
	CAPITAL PROJECT EXPENSES					
561140	EOC Equipment Upgrades	5,000	-	2,500	1,250	2,500
	Total:	\$ 5,000	\$ -	\$ 2,500	\$ 1,250	\$ 2,500
	TOTAL DEPARTMENT	\$ 54,776	\$ 78,030	\$ 65,400	\$ 64,019	\$ 64,300

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 \$1,304,845, 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.

ALL DIVISIONS

OBJECT SUMMARY	2009/10	2010/11	2011/12		2012/13
	Actual	Actual	Budget	Estimate	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 619,841	\$ 665,395	\$ 660,094	\$ 673,428	\$ 686,485
EMPLOYEE BENEFITS	\$ 243,158	\$ 241,098	\$ 231,966	\$ 227,345	\$ 237,900
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 2,858	\$ 2,919	\$ 3,550	\$ 2,665	\$ 3,450
Conferences & Memberships	\$ 2,794	\$ 4,995	\$ 8,900	\$ 7,566	\$ 6,950
Contractual Services	\$ 66,998	\$ 61,173	\$ 52,250	\$ 50,032	\$ 54,760
Intergovernmental & Agency	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Supplies & Maintenance	\$ 157,055	\$ 144,511	\$ 176,150	\$ 196,485	\$ 175,700
Utility & Communication	\$ 69,931	\$ 75,844	\$ 91,950	\$ 88,939	\$ 92,000
Allocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies & Services	\$ 299,636	\$ 289,442	\$ 332,800	\$ 345,687	\$ 332,860
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ 6,000	\$ 1,000	\$ 5,000
CAPITAL OUTLAY ALLOWANCE	\$ 42,600	\$ 42,600	\$ 34,080	\$ 34,080	\$ 42,600
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,205,235	\$ 1,238,535	\$ 1,264,940	\$ 1,281,540	\$ 1,304,845
SOURCE OF FUNDING					
General Fund	1,190,833	1,223,555	1,165,652	1,182,168	1,288,095
Cypress Hollow Fund	14,402	14,980	15,450	15,534	16,750
State Gas Tax Fund	-	-	-	-	-
Street Impact Fees	-	-	-	-	-
TOTAL FUNDING	\$ 1,205,235	\$ 1,238,535	\$ 1,181,102	\$ 1,197,702	\$ 1,304,845
STAFFING LEVEL					
Public Works Director/ Town Engineer	1.00	1.00	1.00	1.00	1.00
Engineer Technician	1.00	1.00	1.00	1.00	1.00
Administrative Aide	-	-	-	-	-
Project Coordinator	-	-	-	-	-
Deputy Director of Public Works	-	-	-	-	-
Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Superintendent	-	-	-	-	-
Senior Maintenance Worker	1.00	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
TOTAL STAFFING	9.00	9.00	9.00	9.00	9.00

ADMINISTRATION & ENGINEERING

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SALARY					
514100	Public Works Director/Town Engineer	137,932	145,381	140,172	146,224	155,028
514800	Administrative Aide	-	-	-	-	-
514900	Engineering Technician	58,164	63,114	60,585	61,585	62,376
517100	Vacation Conversion	-	2,958	-	-	-
	Total:	\$ 196,096	\$ 211,453	\$ 200,757	\$ 207,809	\$ 217,404
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	20,787	21,229	21,490	22,227	30,240
521200	Employee Accruing Fringe	5,628	5,380	4,910	4,751	-
521500	Unemployment Insurance	8,402	-	2,000	-	-
522100	PERS-Employee (7%)	13,771	523	-	-	-
522200	PERS-Town (10.238%)	20,175	22,483	23,641	22,672	22,258
522400	Other Retirement Benefits (GASB 45)	-	4,500	4,500	4,500	4,500
522500	CALPERS Side Fund Repayment (1.717%)	-	-	-	-	3,733
523100	FICA-Medicare	2,886	3,090	3,034	2,975	3,205
524100	Auto Allowance	3,600	3,738	3,600	3,600	3,600
	Total:	\$ 75,249	\$ 60,943	\$ 63,176	\$ 60,725	\$ 67,535
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	724	956	1,100	225	1,000
531140	Publications & Subscriptions	42	199	250	240	250
	Subtotal:	\$ 766	\$ 1,155	\$ 1,350	\$ 465	\$ 1,250
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,389	2,184	1,450	1,200	1,450
532020	Employee Development/Training	473	364	1,400	920	1,000
532040	Memberships	352	456	500	688	650
	Subtotal:	\$ 2,214	\$ 3,004	\$ 3,350	\$ 2,808	\$ 3,100
	CONTRACTUAL SERVICES					
533700	Contract - Engineering Services	21,496	15,813	18,750	14,518	15,000
	Subtotal:	\$ 21,496	\$ 15,813	\$ 18,750	\$ 14,518	\$ 15,000
	Total Supplies & Services:	\$ 24,476	\$ 19,972	\$ 23,450	\$ 17,791	\$ 19,350
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	2,600	2,600	2,080	2,080	2,600
	Total:	\$ 2,600	\$ 2,600	\$ 2,080	\$ 2,080	\$ 2,600
	TOTAL DEPARTMENT	\$ 298,421	\$ 294,968	\$ 289,463	\$ 288,405	\$ 306,889

STREETS MAINTENANCE

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2011/12 Proposed
				Budget	Estimate	
	SALARY					
514200	Superintendent of Public Works	82,524	91,010	89,808	90,808	92,052
514400	Foreman	68,204	72,535	72,360	73,360	72,360
514500	Maintenance Worker II	56,531	60,122	59,973	60,973	59,973
514600	Maintenance Worker I	52,468	55,852	58,509	59,509	58,509
515100	Overtime	-	-	1,500	-	1,500
516990	Special Compensation	-	-	-	-	-
518100	Casual Hire	-	-	-	-	7,500
517100	Vacation Leave Conversion	2,633	-	-	-	-
	Total:	\$ 262,360	\$ 279,519	\$ 282,150	\$ 284,650	\$ 291,894
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	36,212	37,777	38,870	40,420	55,620
521200	Employee Accruing Fringe	11,755	12,493	11,830	11,343	-
522100	PERS-Employee (7%)	18,358	13,418	-	-	-
522200	PERS-Town (10.238%)	27,156	30,007	33,049	31,155	28,963
522400	Other Retirement Benefits (GASB 45)	-	6,000	6,000	6,000	6,000
522500	CalPERS Side Fund Repayment (1.717%)	-	-	-	-	4,857
523100	FICA-Medicare	3,902	4,147	4,263	4,164	4,232
524100	Auto Allowance	1,800	1,869	1,800	1,800	1,800
525300	Tuition Reimbursement	617	-	200	-	200
534030	Unemployment Insurance	-	-	4,000	4,000	-
	Total:	\$ 99,800	\$ 105,711	\$ 100,012	\$ 98,882	\$ 101,672
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	475	-	100	100	100
	Subtotal:	\$ 475	\$ -	\$ 100	\$ 100	\$ 100
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	-	242	500	250	500
532020	Employee Development/Training	-	600	2,500	2,500	1,500
532040	Memberships	-	-	100	159	100
	Subtotal:	\$ -	\$ 842	\$ 3,100	\$ 2,909	\$ 2,100
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	4,410	2,377	2,500	2,925	2,500
536020	Equipment Maintenance	-	1,964	10,000	5,000	7,500
536050	Fuel & Oil	27,603	33,171	28,000	37,728	30,000
536100	Pest Control Downtown	1,500	1,510	1,500	1,600	1,600
536140	Downtown Cleanup & Restrooms	2,860	1,040	4,200	3,120	4,200
536150	Small Tools	391	460	3,500	322	2,500
536160	Storm Drain & Culvert Maintenance	3,541	7,227	6,500	9,339	8,000
536180	Street Materials & Signs	9,711	8,438	10,000	8,883	10,000
536190	Street Painting	12,280	3,338	5,000	7,920	6,000
536210	Safety Equipment & Apparel	129	103	1,250	1,152	1,250
536220	Uniform Maintenance Service	2,974	3,820	3,300	3,437	3,300
536230	Uniform Purchase/Replacement	368	297	1,100	499	1,000
536270	Safety Equipment (MOU)	1,014	988	1,000	798	1,000
536920	Tar View Landslide Repair	-	-	-	16,621	-
	Subtotal:	\$ 66,781	\$ 64,733	\$ 77,850	\$ 99,344	\$ 78,850

STREETS MAINTENANCE

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2011/12 Proposed
				Budget	Estimate	
	Total Supplies & Services:	\$ 67,256	\$ 65,575	\$ 81,050	\$ 102,353	\$ 81,050
	OTHER EQUIPMENT					
549010	Street Light Pole Replacement	-	-	5,000	-	5,000
	Total:	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
	TOTAL DEPARTMENT	\$ 429,416	\$ 450,805	\$ 468,212	\$ 485,885	\$ 479,616

PARKS MAINTENANCE

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SALARY					
514600	Maintenance Worker I (2)	98,445	107,186	111,407	114,689	111,407
514700	Senior Maintenance Worker	61,589	65,439	65,280	66,280	65,280
515100	Overtime	-	-	500	-	500
517100	Vacation Conversion	1,351	1,798	0	0	0
	Total:	\$ 161,385	\$ 174,423	\$ 177,187	\$ 180,969	\$ 177,187
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	27,776	29,538	30,702	31,851	40,500
521200	Employee Accruing Fringe	9,633	7,655	7,098	6,783	-
522100	PERS-Employee (7%)	11,297	12,209	-	-	-
522200	PERS-Town (10.238%)	16,622	18,531	20,807	19,556	18,089
522400	Other Retirement Benefits (GASB 445)		3,900	3,900	3,900	3,900
522500	CalPERS Side Fund Repayment (1.717%)		-	-	-	3,034
523100	FICA-Medicare	2,469	2,611	2,672	2,648	2,569
525300	Tuition Reimbursement	312	-	600	-	600
534030	Unemployment Insurance	-	-	3,000	3,000	-
	Total:	\$ 68,109	\$ 74,444	\$ 68,779	\$ 67,738	\$ 68,692
	SUPPLIES & SERVICES					
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	120	249	600	249	500
532020	Employee Development/Training	420	820	1,600	1,600	1,000
532040	Memberships	40	80	250	-	250
	Subtotal:	\$ 580	\$ 1,149	\$ 2,450	\$ 1,849	\$ 1,750
	CONTRACTUAL SERVICES					
533010	Contractual Services (Medians & Restrooms)	33,502	33,360	21,500	21,714	20,000
533015	Fountain Maintenance	-	-	-	-	5,760
	Subtotal:	\$ 33,502	\$ 33,360	\$ 21,500	\$ 21,714	\$ 25,760
	EQUIP, SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	1,837	616	6,100	845	4,000
536080	Landscape Grounds & Materials	21,388	22,625	17,500	33,194	24,000
536180	Street Materials & Signs	244	212	1,300	-	1,200
536200	Tree Maintenance	5,740	4,140	15,000	8,564	12,000
536220	Uniform Maintenance Service	1,100	973	2,000	893	1,500
536310	Rental-Facility (Portable Restroom)	-	-	1,500	331	-
	Subtotal:	\$ 30,309	\$ 28,566	\$ 43,400	\$ 43,827	\$ 42,700

PARKS MAINTENANCE

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	6,745	7,437	6,500	6,500	6,500
537200	Water-MMWD	26,221	29,868	40,000	40,000	40,000
537210	Water-RBSA Reclaimed	13,784	10,339	17,000	17,000	17,000
	Subtotal:	\$ 46,750	\$ 47,644	\$ 63,500	\$ 63,500	\$ 63,500
	Total Supplies & Services:	\$ 111,141	\$ 110,719	\$ 130,850	\$ 130,890	\$ 133,710
	CAPITAL OUTLAY EXPENSES					
559010	Park Benches	-	-	1,000	1,000	-
	Subtotal:	-	-	1,000	1,000	-
	TOTAL DEPARTMENT	\$ 340,635	\$ 359,586	\$ 377,816	\$ 380,597	\$ 379,589

CORPORATION YARD

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	279	422	1,000	1,000	1,000
531070	Permit/Application Fees	1,338	1,342	1,100	1,100	1,100
	Subtotal:	\$ 1,617	\$ 1,764	\$ 2,100	\$ 2,100	\$ 2,100
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	1,286	2,478	1,000	1,000	1,000
536020	Equipment Maintenance	3,048	3,028	3,000	3,000	3,000
536030	Building/Facility Supplies	7,035	4,103	6,000	6,000	6,000
536050	Fuel & Oil	14,146	16,955	14,000	14,000	14,000
536100	Pest Control	-	-	500	500	500
536150	Small Tools/Implements	-	692	2,500	2,500	2,500
536250	Vehicle Maintenance	5,866	6,095	5,000	5,000	5,000
536290	Facility - Alteration/Improvements	391	500	1,500	1,500	1,500
536300	Rental-Equipment & Tools	-	873	600	600	600
	Subtotal:	\$ 31,772	\$ 34,724	\$ 34,100	\$ 34,100	\$ 34,100
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	3,478	3,876	4,200	4,200	4,200
537200	Water-MMWD	-	50	-	-	-
537300	Telecommunication	3,429	4,214	4,200	4,200	4,200
	Subtotal:	\$ 6,907	\$ 8,140	\$ 8,400	\$ 8,400	\$ 8,400
	Total Supplies & Services:	\$ 40,296	\$ 44,628	\$ 44,600	\$ 44,600	\$ 44,600
	CAPITAL OUTLAY ALLOWANCE					
559010	Depreciation Allowance	40,000	40,000	32,000	32,000	40,000
	Total:	\$ 40,000	\$ 40,000	\$ 32,000	\$ 32,000	\$ 40,000
	TOTAL DEPARTMENT	\$ 80,296	\$ 84,628	\$ 76,600	\$ 76,600	\$ 84,600

STREET & SIGNAL LIGHT SYSTEM

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SUPPLIES & SERVICES					
	EQUIP SUPPLIES & MAINTENANCE					
536170	Street/Signal Light Maint. (Cal/TRANS)	27,088	14,929	19,300	19,214	19,300
	Subtotal:	\$ 27,088	\$ 14,929	\$ 19,300	\$ 19,214	\$ 19,300
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	14,977	18,639	18,100	15,305	18,100
	Subtotal:	\$ 14,977	\$ 18,639	\$ 18,100	\$ 15,305	\$ 18,100
	Total Supplies & Services:	\$ 42,065	\$ 33,568	\$ 37,400	\$ 34,519	\$ 37,400
	CAPITAL OUTLAY ALLOWANCE					
	TOTAL DEPARTMENT	\$ 42,065	\$ 33,568	\$ 37,400	\$ 34,519	\$ 37,400

CYPRESS HOLLOW SPECIAL DISTRICT

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SUPPLIES & SERVICES					
	CONTRACTUAL SERVICES					
533010	Contractual Services (Cost Recovery)	12,000	12,000	12,000	13,800	14,000
	Subtotal:	\$ 12,000	\$ 12,000	\$ 12,000	\$ 13,800	\$ 14,000
	EQUIP SUPPLIES & MAINTENANCE					
536080	Landscape Grounds & Materials	1,105	1,559	750	-	750
536200	Tree Maintenance	-	-	750	-	-
	Subtotal:	\$ 1,105	\$ 1,559	\$ 1,500	\$ -	\$ 750
	UTILITY & COMMUNICATION					
537200	Water-MMWD	1,297	1,421	1,950	1,734	2,000
	Subtotal:	\$ 1,297	\$ 1,421	\$ 1,950	\$ 1,734	\$ 2,000
	Total Supplies & Services:	\$ 14,402	\$ 14,980	\$ 15,450	\$ 15,534	\$ 16,750
	TOTAL DEPARTMENT	\$ 14,402	\$ 14,980	\$ 15,450	\$ 15,534	\$ 16,750

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, property, and employment practices 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	2009/10	2010/11	2011/12		2012/13
	Actual	Actual	Budget	Estimate	Proposed
EXPENDITURES					
SALARY & WAGES					
EMPLOYEE BENEFITS	\$ 16,594	\$ 20,972	\$ 31,600	\$ 25,516	\$ 43,758
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 4,677	\$ 6,809	\$ 5,375	\$ 5,375	\$ 5,375
Conferences & Memberships	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ 5,551	\$ 6,713	\$ 6,000	\$ 17,388	\$ 6,600
Insurances	\$ 186,666	\$ 173,434	\$ 216,442	\$ 197,483	\$ 221,442
Intergovernmental & Agency	\$ 1,700,118	\$ 1,659,620	\$ 1,737,650	\$ 1,714,433	\$ 1,770,869
Equipment Supplies & Maintenance	\$ 35,618	\$ 45,186	\$ 36,000	\$ 35,754	\$ 36,000
Utility & Communication	\$ -	\$ -	\$ -	\$ -	\$ -
Special Department Administrative	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Costs	\$ 300	\$ -	\$ 300	\$ 300	\$ 300
Total Supplies & Services	\$ 1,932,930	\$ 1,891,762	\$ 2,001,767	\$ 1,970,733	\$ 2,040,586
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 12,825	\$ 5,064	\$ 17,000	\$ 670	\$ 17,000
TOTAL EXPENDITURES	\$ 1,962,349	\$ 1,917,798	\$ 2,050,367	\$ 1,996,919	\$ 2,101,344
SOURCE OF FUNDING					
General Fund	513,057	494,352	599,927	554,005	629,852
Low/Moderate Housing Fund	15,030	7,896	24,725	39,863	24,725
Town Owned Housing	56,772	61,068	62,000	46,024	62,600
Peninsula Library JPA Fund	1,377,490	1,354,482	1,363,715	1,357,027	1,384,167
TOTAL FUNDING	\$ 1,962,349	\$ 1,917,798	\$ 2,050,367	\$ 1,996,919	\$ 2,101,344

Non-Departmental

General Fund

Insurances and Intergovernmental

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	EMPLOYEE BENEFITS					
521300	Retiree Health Benefits	16,594	20,972	31,600	25,516	43,758
	Subtotal:	16,594	20,972	31,600	25,516	43,758
	SUPPLIES & SERVICES					
	SUPPLIES & EXPENSES					
	CONTRACTUAL SERVICES					
533050	Health Benefit Plan Administration	1,951	1,629	2,400	1,828	2,400
	Subtotal:	1,951	1,629	2,400	1,828	2,400
	INSURANCE					
534010	Liability (ABAG PLAN)	75,382	73,921	85,000	83,770	90,000
534020	Worker's Compensation (Bay Cities)	104,858	93,258	110,000	94,752	110,000
534030	Property (ABAG PLAN)	5,621	5,450	5,500	5,699	5,500
534040	Public Officials EO (ABAG PLAN)	805	805	800	786	800
534060	Employment Practices Liability	0	0	15,142	12,476	15,142
	Subtotal:	\$ 186,666	\$ 173,434	\$ 216,442	\$ 197,483	\$ 221,442
	INTERGOVERNMENT, AGENCY & JPA					
535010	Animal Control JPA	84,788	85,693	87,320	84,360	87,320
535020	Cable Telecommunication JPA	15,123	13,984	21,098	21,098	21,098
535030	Chamber of Commerce TOT 1%	32,122	33,322	35,000	44,974	40,000
535040	Transportation Authority of Marin JPA	14,618	14,485	14,000	14,485	14,500
535050	MERA Radio Acquisition JPA (Bond)	44,403	34,183	45,672	44,269	45,672
535055	MERA Radio Acquisition JPA (Operating)	37,039	38,823	42,578	33,827	42,578
535060	Emergency Management Planning JPA	-	5,646	5,646	5,646	5,646
535070	Hazardous Materials JPA	2,088	2,077	3,800	3,260	3,800
535120	Richardson Bay Regional Agency JPA	20,763	20,763	20,763	22,839	23,980
535140	Stormwater Runoff (MCSTOPP) JPA	24,535	18,929	19,150	24,002	25,200
535180	MCCMC Lobbyist & Legislative Support	2,426	2,318	2,958	2,958	2,958
535200	LAFCO	3,970	3,322	7,300	2,997	7,300
535210	Marin Map	9,000	9,000	9,000	9,000	9,000
535220	Marin General Services Authority	11,468	13,172	12,600	12,863	12,600
535240	Cal Fire Contract (Angel Island)	-	-	18,000	-	18,000
535100	Marin Mediation Services	3,503	-	-	-	-
535240	ICLEI Contribution	-	2,600	2,600	2,600	2,600
535250	Marin Clean Energy JPA	2,000	-	2,000	-	-
	Subtotal:	307,846	298,317	349,485	329,178	362,252
	TOTAL DEPARTMENT	\$ 513,057	\$ 494,352	\$ 599,927	\$ 554,005	\$ 629,852

NON-DEPARTMENTAL		Low-Moderate Income Housing Fund				
HOUSING						
Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	248	191	275	275	275
531100	Property Tax Payments	-	-	-	-	-
	Subtotal:	\$ 248	\$ 191	\$ 275	\$ 275	\$ 275
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)	-	884	-	11,360	-
	Subtotal:	\$ -	\$ 884	\$ -	\$ 11,360	\$ -
	INTERGOVERNMENT, AGENCY & JPA					
535110	Marin Renters Rebate (MHA)	4,018	4,018	4,100	4,100	4,100
535230	Marin Housing Authority JPA	10,764	2,803	11,500	21,528	11,500
535260	Homeward Bound Contribution	-	-	8,850	2,600	8,850
	Subtotal:	\$ 14,782	\$ 6,821	\$ 24,450	\$ 28,228	\$ 24,450
	Total Supplies & Services:	\$ 15,030	\$ 7,896	\$ 24,725	\$ 39,863	\$ 24,725
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 15,030	\$ 7,896	\$ 24,725	\$ 39,863	\$ 24,725

Non-Departmental

Town Owned Housing

NON-DEPARTMENTAL-HOUSING

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531100	Property Tax Payments	4,429	6,618	5,100	5,100	5,100
	Subtotal:	\$ 4,429	\$ 6,618	\$ 5,100	\$ 5,100	\$ 5,100
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)	3,600	4,200	3,600	4,200	4,200
	Subtotal:	\$ 3,600	\$ 4,200	\$ 3,600	\$ 4,200	\$ 4,200
	EQ SUPPLIES & MAINTENANCE					
536110	Property Management (HOA)	35,618	45,186	36,000	35,754	36,000
	Subtotal:	\$ 35,618	\$ 45,186	\$ 36,000	\$ 35,754	\$ 36,000
	ALLOCATED COSTS					
539010	Insurance-Property	300	-	300	300	300
	Subtotal:	\$ 300	\$ -	\$ 300	\$ 300	\$ 300
	Total Supplies & Services:	\$ 43,947	\$ 56,004	\$ 45,000	\$ 45,354	\$ 45,600
	CAPITAL EXPENSES					
561140-	Facility Alteration/Improvement	-	-	-	-	-
-640120	Unit-2	-	-	2,500	-	2,500
-640103	Unit-3	-	5,064	2,500	574	2,500
-640105	Unit-5	12,532	-	2,500	96	2,500
-640106	Unit 6	-	-	2,500	-	2,500
-640111	Unit-11	88	-	2,500	-	2,500
-640114	Unit-14	205	-	2,500	-	2,500
-640118	Unit-18	-	-	2,000	-	2,000
	Total:	\$ 12,825	\$ 5,064	\$ 17,000	\$ 670	\$ 17,000
	TOTAL DEPARTMENT	\$ 56,772	\$ 61,068	\$ 62,000	\$ 46,024	\$ 62,600

Non-Departmental

BELVEDERE-TIBURON LIBRARY AGENCY

Acct No.	Account Description	2009/10 Actual	2010/11 Actual	2011/12		2012/13 Proposed
				Budget	Estimate	
	SUPPLIES & SERVICES					
	INTERGOVERNMENT, AGENCY & JPA					
535900	Payment to Library Agency (Property Tax proceeds)	1,327,181	1,354,482	1,363,715	1,357,027	1,384,167
	Subtotal:	\$ 1,327,181	\$ 1,354,482	\$ 1,363,715	\$ 1,357,027	\$ 1,384,167
	Total Supplies & Services:	\$ 1,327,181	\$ 1,354,482	\$ 1,363,715	\$ 1,357,027	\$ 1,384,167
	TOTAL DEPARTMENT	\$ 1,327,181	\$ 1,354,482	\$ 1,363,715	\$ 1,357,027	\$ 1,384,167

CAPITAL OUTLAY & ALLOWANCE

Planned Capital Outlay Purchases

Planned Technology Outlay Purchases

Depreciation Allowance Schedule

Total proposed Department capital outlay purchases equal \$84,000. This amount is \$38,000 less than the proposed total Depreciation Allowance charged to the Departments . On occasion, the depreciation allowance is more than the planned purchases and excess funds are held in the Reserve for years when the allowance is less than the proposed purchases. There are sufficient funds to cover the planned purchases.

Total proposed Department technology outlay purchases equal \$115,200. This amount is approximately \$6,000 more than the total amount of revenues anticipated for the Technology Fund.

Operating Departments are charged a "Depreciation Allowance" that is paid from the Operating Fund to the General Fund Capital Equipment Replacement Reserve. 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 2012/13

Planned Capital Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Total Town Administration	\$ -
COMMUNITY DEVELOPMENT	
Total Community Development	\$ -
POLICE	
Replace One Patrol Vehicle and Set Up	\$42,000
Replace Patrol Motorcycle	22,000
Total Police	\$ 64,000
PUBLIC WORKS	
New Ford F-150	20,000
Total Public Works	\$ 20,000
Total Planned Capital Outlay Purchases:	\$ 84,000

CAPITAL OUTLAY**Fiscal Year 2012/13****Planned Technology Outlay Purchases**

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Miscellaneous Computer Parts (7)	1,750
Desktop Computer Replacements (Total of 6 - 3 Carried Over From FY 2012)	7,800
Outside Consultant for Special Projects (Website Redesign, Misc.)	10,000
Upgrade Town Hall Wireless System	2,000
Desk Telephone Replacements (8)	2,400
Total Town Administration	<u>23,950</u>
COMMUNITY DEVELOPMENT	
Desktop Computer Replacements (Total of 6 - 3 Carried Over from FY 2012)	7,800
Miscellaneous Computer Parts (8)	2,000
Receipt Printers (2)	1,000
ArcView License (2)	5,600
LaserFische Annual License & Maintenance	5,000
PermitSoft Annual Maintenance Fee	14,400
Color Copy Machine Replacement	10,000
Ddesk Telephone Replacements (10)	3,000
Outside Consulting Services	10,000
Total Community Development	<u>58,800</u>
POLICE	
Miscellaneous Computer Parts (10)	2,500
Desktop Computer Replacements (5)	6,500
Replacement Routers (2) - License Plate Cameras	3,000
Upgrade Building WiFi Capabilities	2,000
Total Police	<u>14,000</u>
PUBLIC WORKS	
Miscellaneous Computer Parts (5)	1,250
Desktop Computer (1)	1,300
Desk Telephone Replacements (3)	900
Replace Cardlock Fuel System Hardware and Software	15,000
Total Public Works	<u>18,450</u>
Total Planned Capital Outlay Purchases:	<u>115,200</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 \$6,418,500. This is approximately \$2 million less than appropriated in previous years, due to the winding down of the Del Mar Utility Undergrounding District. This District work had been budgeted over the past several years, but not until last fiscal year was the Town able to move forward with the project due to on-going litigation.

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 2012/13. A total of \$1,125,000 is allocated for planned street improvements in Fiscal Year 2012/13. The Town's entire program is dedicated to overlaying and/or reconstructing the streets within the Del Mar Utility Undergrounding District. After the completion of the Del Mar Valley Utility Undergrounding streets project, the Town will have completed the reconstruction of all streets that were considered in a "failed" condition back in the mid 2000's.

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 \$100,000 is allocated for planned drainage improvements in Fiscal Year 2012/13.

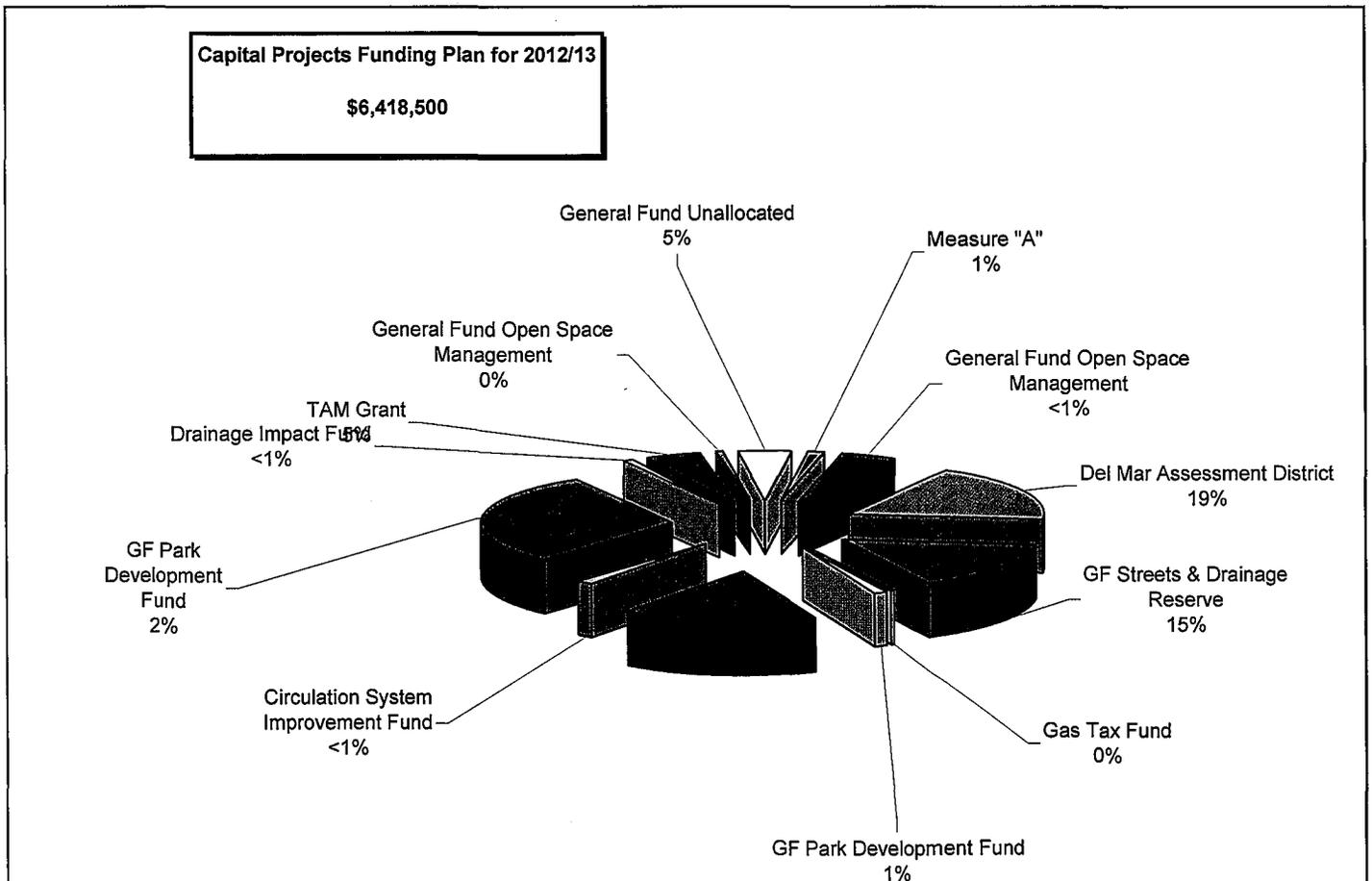
Community Development Improvements

The Recreation Facility to be constructed on Ned's Way accounts for 43% of the total Community Improvement Projects for FY 2012-13. Also appropriated for FY 2012-13 is \$1,250,000 for the construction of the parking area at the bottom of Lyford Drive. The Town is proposing a total of \$5,143,500 in Community Improvement Projects.

CAPITAL PROJECTS FUNDING - ALL CATEGORIES

Planned Capital Projects Funding

Del Mar Assessment District	1,200,000
GF Streets & Drainage Reserve	993,000
Gas Tax Fund	10,000
GF Park Development Fund	82,500
Street Impact Fund	1,043,000
Drainage Impact Fund	100,000
General Fund Infrastructure & Facilities	1,915,000
GF Public Works Corp Yard Fund	50,000
TAM Grant	314,000
General Fund Open Space Management	25,000
General Fund Unallocated	300,000
Measure "A"	86,000
City of Belvedere (\$250,000-\$300,000)	300,000
Total Funding	6,418,500



Street Improvement Projects

Project	Notes	Status	Proposed Funding Source	AMOUNT
Streets Resurfacing & Improvement				
Del Mar Valley Undergrounding District Pavement Improvement Project	Resurfacing and/or street reconstruction	New	Street Impact Fund \$1,014,000 Measure "A" Funds - \$86,000	\$1,100,000
Contingency Provision	Emergency, Non-Scheduled	Funded Annually	Street Impact Fund	15,000
Traffic Safety Improvements				
RetrofitTraffic Signs	Various Locations	Annual	Gas Tax	5,000
Traffic Calming Improvements	Various Locations	Funded Annually	Gas Tax	5,000
Total Proposed Streets Projects				\$ 1,125,000

Drainage Improvement Projects

Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Drainage Improvement Program	Various Location from Master Plan	Funded Annually	Drainage Impact Fund	85,000
Misc. Culvert/Inlet Improvements	Various Locations	Funded Annual	Drainage Impact Fund	15,000
Total Proposed Drainage Projects				\$ 100,000

Community & Miscellaneous Projects

Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Del Mar Utility Undergrounding	Utility Undergrounding Project	Carry Forward	Bond Proceeds	1,200,000
Lyford Parking Lot	Formalize Parking Lot Along Tiburon Boulevard	Carry Forward		1,250,000
		Total Project \$1.52 Million	GF Streets & Drainage TAM Grant	936,000 314,000
Open Space Management	Vegetation Clearance	Annual	GF Open Space Management Reserve	25,000
Rehab Pedestrian Bridge on MUP Near Police Building	Upgrade and Refurbish	New	GF Park Development Reserve	10,000
Railroad Marsh Vegetation Removal	Cattail Removal	Bi-Annual	GF Streets & Drainage Fund	40,000
Way finding Signage Program	Fabrication and Installation of Signs	Carry Forward	General Fund Unallocated	50,000
Street Light Replacement	Shoreline Park	New	GF Park Development Reserve	20,000
Public Works Corp Yard	Minor Renovations	New	Public Works Building Reserve	50,000
Donahue Parking Lot	Slurry Seal	New	Street Impact Fees	7,000
Elephant Rock Parking Lot	Slurry Seal	New	Street Impact Fees	7,000
Park & Public Ways Impvts	New Handrails Racoon Lane	New	GF Park Development Reserve	15,000
Accessibility				
Curb Ramps and Misc. Sidewalk Improvements	Various Locations	Funded Annually	General Fund Streets & Drainage	17,000
Buildings & Facilities				
Recreation Facility on Ned's Way	Construct Building and Site Improvements	Carry Forward Total project \$2.39 Million	GF Infrastruct. & Facility \$1,915,000 City of Belvedere \$250,000 - 300,000	2,215,000
Park Facilities				
Blackie's Pasture Restroom	Upgrade Original Restroom	New	GF Park Development Reserve	15,000
Rip-Rap Restoration	Shoreline Park	New	GF Park Development Reserve	15,000
Turf Renovation	McKegney Green	New	GF Park Development Reserve/TPSL	7,500
Downtown Program				
Marketing Implementation	Marketing Assistance, Collateral Materials, Website Development	New	General Fund Unallocated	100,000
Downtown Improvements	Restroom Upgrade, Downtown Signage, Physical Improvements as approved by Council	New	General Fund Unallocated	150,000
Total Proposed Projects				\$ 5,193,500

Five Year Capital Improvement Program

FY 2013-2018

	Anticipated FY 2013/14	Anticipated FY 2014/15	Anticipated FY 2015/16	Anticipated FY 2016/17	Anticipated FY 2017/18
Street Improvements					
Annual Pavement Management Program	650,000	650,000	650,000	650,000	650,000
Annual Street/Sign/Maintenance	25,000	25,000	25,000	25,000	25,000
Street Improvements	\$675,000	\$675,000	\$675,000	\$675,000	\$675,000
Drainage Improvements					
Annual Drainage Improvements	200,000	200,000	200,000	200,000	200,000
Annual Culvert/Inlet Improvements	15,000	15,000	15,000	15,000	15,000
Drainage Improvements	\$215,000	\$215,000	\$215,000	\$215,000	\$215,000
Community Improvements					
Miscellaneous					
Open Space Maintenance Program	30,000	30,000	30,000	30,000	30,000
Trail Head Fencing Gilmartin		15,000			
Rail Road Marsh Maintenance	100,000	40,000		40,000	
Accessibility					
Curb Ramps/Misc Sidewalk Improvements	17,000	17,000	17,000	17,000	
Buildings/Facilities					
Town Hall HVAC Replacement	40,000				
Town Hall Carpet Replacement	12,000				
Replace Tower Clocks	7,500				
Public Works Corp Yard Design	120,000				
Public Works Corp Yard (New)		1,000,000	2,700,000		
Paint Town Hall	35,000				
Town Hall Trash Enclosure Improvements	10,000				
Park Facilities					
McKegney Green Turf Renovation	15,000	15,000	15,000	15,000	
MUP Renovation		50,000			
New DG MUP San Rafael Ave to Mar West	400,000				
Shade Structure So. Knoll/Town Hall		15,000			
Slurry Seal Blackie's Pasture Parking Lot	8,000				
Elephant Rock Pier (Scale & Paint)	10,000				
Town Wide Irrigation System Upgrade	90,000				
Community Improvements	\$894,500	\$1,182,000	\$2,762,000	\$102,000	\$30,000
TOTAL ALL CAPITAL IMPROVEMENTS	\$1,784,500	\$2,072,000	\$3,652,000	\$992,000	\$920,000

Program: **DEBT SERVICE PROGRAM**

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

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

Debt Service Program

Fiscal Year 2012/13

Principal, Interest & Fees

Bond Issue	Principal	Interest	Fiscal Fees	TOTAL
Main Street Assessment District	22,000	14,112	3,200	39,312
Stewart Drive Assessment District	45,000	54,839	8,500	108,339
Lyford Cove Assessment District	85,000	269,347	19,000	373,347
Del Mar Valley Assessment District-2005	65,000	128,592	17,521	211,113
2010 Del Mar Valley Supplemental District	15,000	100,450	15,000	130,450
Total Debt Service:	\$ 232,000	\$ 567,340	\$ 63,221	\$ 862,561

Bond Issue Information

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

Section

SUPPLEMENTAL INFORMATION

Schedules:

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

Assessed Value of Property

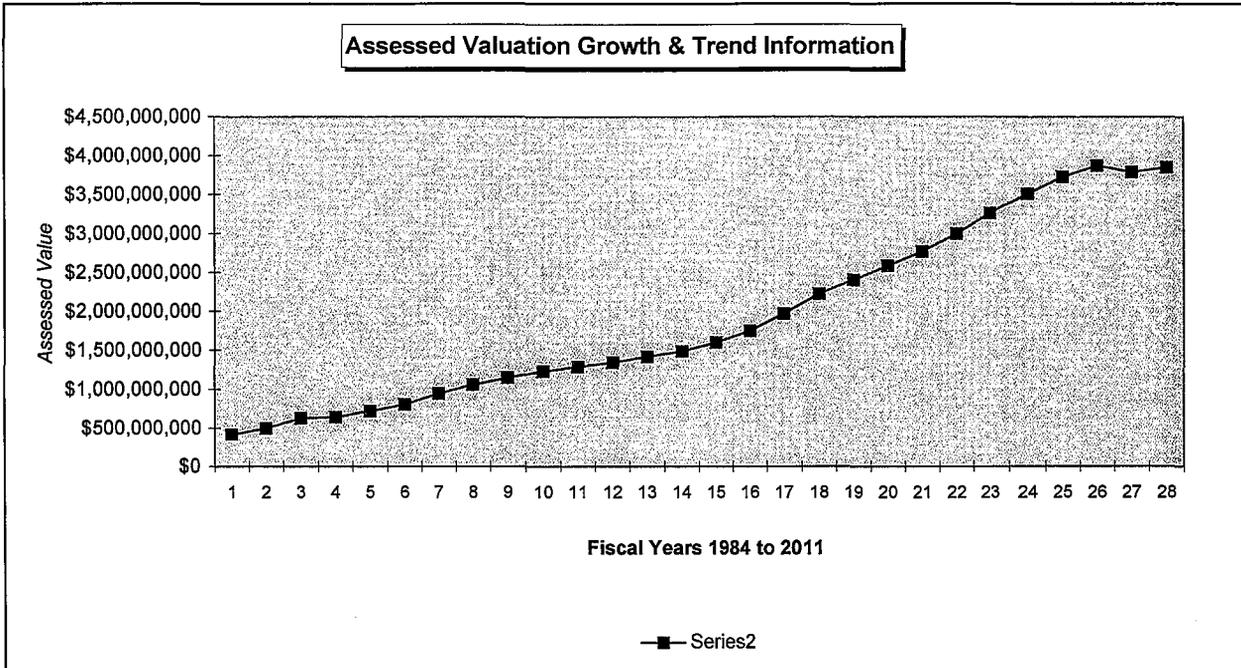
	Land	Improvements	Personal Property & Equipment	Less: Exemptions	Total Taxable Secured Assessed Value (AV)	Percent Change v. Prior Year
1982	150,000,000	231,105,914	301,962	(14,813,807)	\$ 366,594,069	
1983	166,936,948	242,463,733	380,865	(14,523,444)	\$ 395,258,102	7.8%
1984	190,515,476	258,720,189	572,135	(14,860,295)	\$ 434,947,505	10.0%
1985	230,900,314	301,076,888	595,709	(16,348,654)	\$ 516,224,257	18.7%
1986	274,837,304	388,870,988	851,904	(16,985,388)	\$ 647,574,808	25.4%
1987	285,890,121	390,609,559	455,629	(17,310,156)	\$ 659,645,153	1.9%
1988	320,184,575	432,507,135	524,738	(17,925,195)	\$ 735,291,253	11.5%
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%
2010	2,035,208,969	1,812,129,624	4,659,876	(48,887,108)	\$ 3,803,111,361	-2.1%
2011	2,069,090,894	1,851,327,620	4,377,679	(57,846,502)	\$ 3,866,949,691	1.7%

Assessed Value of Property

The Town of Tiburon has 3722 parcels of which 3,238 are Single-Family, 189 are Multiple-Family, and 58 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

Since Fiscal Year 1983 assessed value has grown at an average annual rate of 8.84%. 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	\$	3,866,949,691
Assessed Valuation on July 1, 1983	\$	395,258,102
Average Annual Growth Since 1983		8.84%



SUPPLEMENTAL INFORMATION

Fiscal Year 2012/13

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	152	4.1%	48,348,631	1.2%	318,083
	Improved - Detached	2,446	65.7%	3,103,195,924	79.1%	1,268,682
	Improved - Attached	640	17.2%	422,374,281	10.8%	659,960
MULTIPLE RESIDENTIAL	Unimproved	11	0.3%	854,016	0.0%	77,638
	Improved	178	4.8%	207,839,146	5.3%	1,167,636
COMMERCIAL	Unimproved	8	0.2%	378,073	0.0%	47,259
	Improved	49	1.3%	92,702,232	2.4%	1,891,882
INDUSTRIAL LAND	Unimproved	1	0.03%	2,093	0.0001%	2,093
SUBJECT TO EXEMPTION	Unimproved	11	0.3%	261,931	0.0%	23,812
	Improved	36	1.0%	48,839,851	1.2%	1,356,663
TAX EXEMPT		176	4.7%	0	0.0%	0
COMMON AREA PARCEL	Homeowner's Association	14	0.4%	1,344	0.0%	96
Column Totals:		3722	100.0%	\$ 3,924,797,522	100.0%	\$ 1,054,486

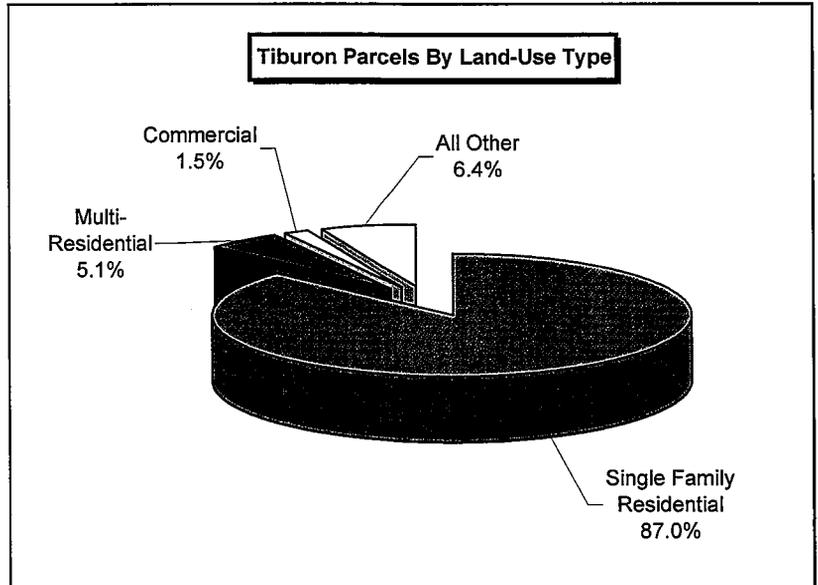
Source: Marin County Office of Assessor-Recorder

Assessor's Tax Roll Parcel Data

The Town of Tiburon has 3722 parcels of which 3,238 are Single-Family, 189 are Multiple-Family, and 57 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

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

The Town-wide average assessed value per parcel is \$1,054,468. The average assessed value for an improved detached Single-Family parcel is \$1,268,682, for an attached townhouse-type unit it is \$659,960.



<i>Parcel Type</i>	<i>Number</i>	<i>Total AV</i>
Single Family Residential	3,238	\$ 3,573,918,836
Multi-Residential	189	208,693,162
Commercial	57	93,080,305
All Other	238	49,105,219
Total Parcels:	3,722	\$ 3,924,797,522

SUPPLEMENTAL INFORMATION

Staff Positions

Position	2009/10	2010/11	2011/12	2012/13	Position	2009/10	2010/11	2011/12	2012/13
TOWN ADMINISTRATIVE SERVICES					POLICE DEPARTMENT				
Town Manager	1.00	1.00	1.00	1.00	Chief of Police	1.00	1.00	1.00	1.00
Town Attorney	0.75	0.75	0.75	0.75	Captain	1.00	1.00	1.00	1.00
Town Clerk	1.00	1.00	1.00	1.00	Sergeant	4.00	4.00	3.00	4.00
Office Assistant	1.00	1.00	1.00	1.00	Patrol Officers	6.00	6.00	7.00	7.00
Admin. Services Director	1.00	1.00	1.00	1.00	Investigator/Detective	1.00	1.00	1.00	-
IT Coordinator	1.00	1.00	1.00	1.00	Secretary	1.00	1.00	1.00	1.00
Management Assistant	-	0.60	0.70	0.70	Police Service Aide	2.40	2.10	2.10	2.10
Account Clerk	1.00	1.00	-	-	Emergency Services Coordinator	1.00	1.00	1.00	1.00
Subtotal:	6.75	7.35	6.45	6.45	Subtotal:	17.40	17.10	17.10	17.10
COMMUNITY DEVELOPMENT					PUBLIC WORKS				
Community Dev. Director	1.00	1.00	1.00	1.00	Director & Town Engineer	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	Deputy Director of Public Works	-	-	-	-
Advance Planner					Supt. of Public Works	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	Assistant Superintendent	-	-	-	-
Assistant Planner	1.00				Senior Maintenance Worker	1.00	1.00	1.00	1.00
Planning Secretary	1.00	1.00	1.00	1.00	Foreman	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	Maintenance II	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	Maintenance I	3.00	3.00	3.00	3.00
Permits Clerk	1.00	1.00	1.00	1.00	Administrative Aide	-	-	-	-
Assistant to Building Official	1.00	1.00			Project Coordinator				
Building Permit Technician			1.00	1.00	Engineering Technician	1.00	1.00	1.00	1.00
Subtotal:	9.00	8.00	8.00	8.00	Subtotal:	9.00	9.00	9.00	9.00
TOTAL ALL POSITIONS						42.15	41.45	40.55	40.55