

TOWN OF TIBURON
ADOPTED MUNICIPAL BUDGET
FISCAL YEAR 2013-14

PRESENTED TO

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

JUNE 19, 2013



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

MEMORANDUM

Date: June 5, 2013
To: Mayor and Town Council
From: Peggy Curran, Town Manager
Subject: Fiscal Year 2013-14 Proposed Municipal Budget Plan

INTRODUCTION

I am pleased to present the proposed Fiscal Year 2013-14 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 assistance from the Town Council Budget Committee of Mayor O'Donnell and Vice Mayor Fredericks. As presented, the budget is balanced. No new programs are proposed for next year, so it essentially represents status quo revenues and spending. There is a redeployment of personnel in the Administrative Services Division, which is explained further in this narrative, but the budget does not add any new employees.

The Town's financial situation remains strong. At the end of Fiscal Year 2013-14, the Town anticipates an operating surplus of \$93,877. The Town will begin the year with an estimated \$13,769,169 in total fund resources. The proposed budget allows the Town to continue to provide the residents with exceptional municipal services, continued maintenance of Town infrastructure and enhancements to the community through the Capital Improvement Program.

The Town of Tiburon has enjoyed a balance of revenue and expenditures for 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 healthy 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 in FY 2007-08. Based on proposed general fund revenue projections for FY 2013-14, revenues are still \$458,000 less than actual receipts for Fiscal Year 2007-08. This is, however, very good news as just two years ago general fund revenues were down \$1,468,544 from FY 2007-08.

The economic recovery that the Town began experiencing in FY 2011-12 is gaining momentum. However, it is Staff's opinion that it may be several years until the Town reaches prior revenue levels. Staff is projecting overall operating revenues to increase by 6.3% over the current year's adopted budget. Staff continues to believe the Town should treat the economic recovery as fragile and not be overly optimistic in its projections. Continuing our general abundance of caution, Staff recommends the Town maintain its pattern of conservative revenue forecasts.

Operating expenditures are proposed to increase by 6.1% over the current year's adopted budget. This increase is a combination of negotiated salary and benefit increases, moving open space vegetation maintenance from the capital budget to the operating budget, providing seed money for the Town's 50th anniversary celebration festivities, and increases in Joint Power Agency dues and insurance premiums over which the Town has no control.

BUDGET OVERVIEW

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

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

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

The overview below compares the current adopted operating budget to that proposed for FY 2013-14.

Overall Operating Budget				
	2012/13 Adopted	2012/13 Estimated	2013/14 Proposed	% Change
Revenues	\$8,882,981	\$9,169,824	\$9,441,795	6.3%
Expenditures	\$8,809,500	\$8,333,739	\$9,347,919	6.1%

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FINANCIAL HEALTH OF THE

The Town’s overall financial health strong and continues to provide high-quality to its residents while showing a small operating surplus. The Town finds itself in this desirable position prudent Council financial policy, both presently historically, and careful budget management.

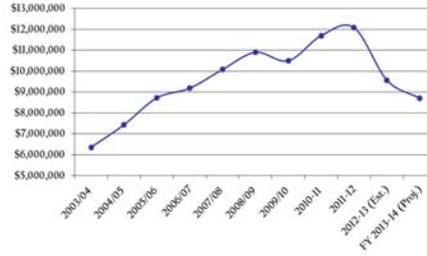
While operating surpluses experienced prior to the economic downturn have ebbed, the Town continues to have sufficient General Fund Reserves. General Fund Operating Reserve remains at the Council policy level of 25% of expenditures, along with several other General Fund policy restricted and discretionary set-asides. The Town will begin next Fiscal Year with approximately \$5.29 million in our General Fund policy restricted reserves and an additional \$4.28 million in General Fund discretionary set-asides for a total of \$9.57 million. In addition, there are \$4.23 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 been less so for some time. The Town undertook two large capital improvement projects over the past two years with funding from reserves which were accumulated over the past several years. Predictably, this has drawn down the discretionary general fund reserve balance by approximately \$3 million and impacts future spending options absent a significant turn-around in revenues. The chart above presents a history of total General Fund reserves.

As presented, the Fiscal Year 2013-14 budget calls for spending down General Fund Discretionary Reserves by another \$1.25 million in capital improvement projects, principally for proposed undergrounding of overhead utility lines along Tiburon Boulevard between Mar West Street and San Rafael Avenue, an accelerated drainage improvement program and various smaller improvements to the downtown area.

Through the operating budget, the Town continues to repay itself for the payoff of the CalPERS side-funds in Fiscal Year 2011-12. It is anticipated the entire \$655,000 will be reimbursed to the General Fund in FY 2018-19. Paying off the side-funds has eliminated the 7.75% interest rate that was being charged by CalPERS to amortize the liability and saving the Town approximately \$200,000 in interest expense.

General Fund Reserves



TOWN

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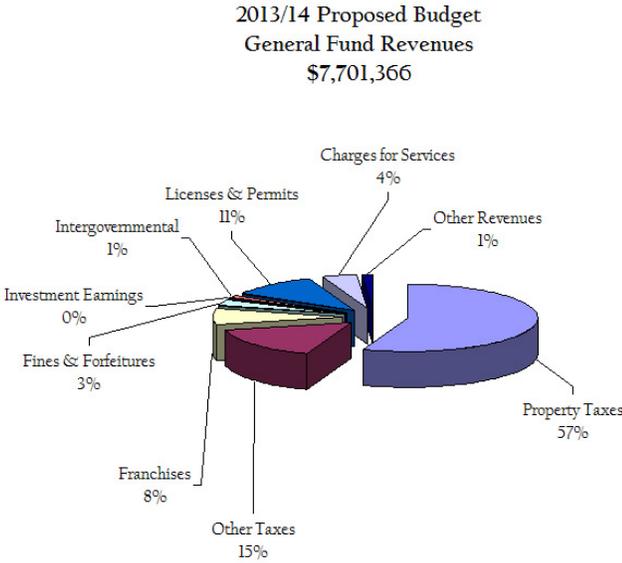
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CHANGES TO MUNICIPAL BUDGET PLAN

Revenues

For Fiscal Year 2013-14, Staff projects overall operating revenues to increase by 6.3%, or \$558,814, compared to the adopted FY 2012-13 budget. General Fund Operating Revenues are projected to increase 6.0%, or \$438,313,736. To put this into perspective, if Staff's projected revenues for FY 2013-14 hold true, the Town will be within 5.5% from the high reached in FY 2007-08.

Staff anticipates the economy will continue to slowly improve. 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 1.9% from this year's adopted budget. Overall, Staff is anticipating all sources of property taxes to increase 2.4% over the adopted FY 2012-13 budget. Property tax receipts have historically been the Town's "bread and butter" revenue, representing approximately 56% of General Fund Operating Revenues for FY 2013-14. The housing market appears to be recovering quite nicely, having reached its bottom in prices in 2011, which in turn is expected to have a continued positive effect on property taxes as homes are reassessed upwards upon transfer or revaluation. The pie chart above shows the breakdown by revenue category of the projected FY 2013-14 General Fund Operating Revenues of \$7,701,366.



The category of Other Taxes, which includes sales, property transfer and transient occupancy taxes, is projected to increase by 9.4% 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 decrease 2.1% over the adopted FY 2012-13 budget due to the decreased franchise fees from PG&E due to energy conservation. MVRS will be increasing rates by 2.7% on July 1st, which will have a positive effect on their franchise fee remittances.

Investment Earnings are projected to decrease by 20.8% due to low interest earnings and the reduction of invested funds. This is the one revenue classification that continues to decline over the last few years. Since FY 2007-08 investment earnings have decreased by \$370,000.

Intergovernmental Revenue is proposed to increase 74.5% over the adopted FY 2012-13 budget

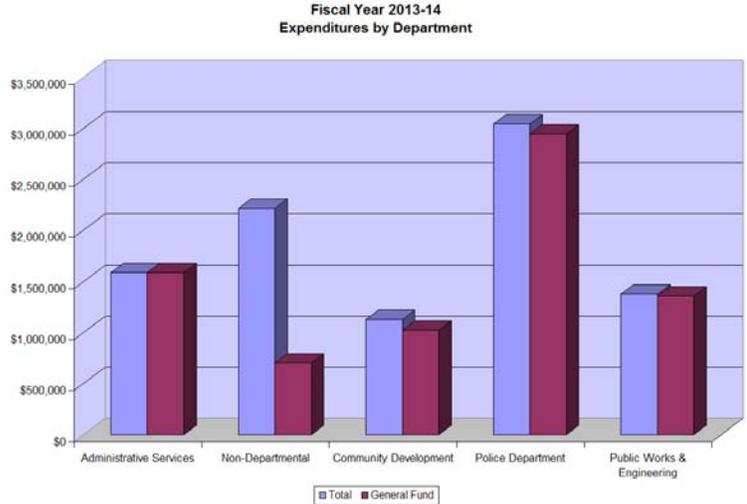
due to accounting for Belvedere’s annual capital payment of \$30,000 towards the Dairy Knoll improvements.

For the first time in many years, the State of California is projecting a budget surplus, alleviating the Town’s uncertainty regarding the receipt of revenues from the State of California. This allows the Town to move forward more with its revenue projections without having to anticipate any “what if” scenarios should the State need to withhold or borrow any revenue sources from the Town.

Expenditures

Overall operating expenditures are projected to increase by 6.1%, or \$538,419, over the adopted FY 2012-13 budget. General Fund operating expenditures are proposed to increase by 5.9%, or \$420,231. As proposed, the only staffing change is in the Administration Department. The Office Assistant III (Joan Palmero) position has been reduced to half-time and a new part-time position of Desktop/IT Tech Support has been added. This reorganization allows for additional help in the

expanding IT arena while maintaining sufficient front counter coverage. Also, the part-time Finance/HR Assistant’s work schedule is increased by 2 hours per week to allow for the transfer of business license duties from the Office Assistant III. Approximately \$109,000 of the increased expenditure is related to salary increases. These increases 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%. Employee benefits increases account for \$165,265 of the operating budget increase. Though the increase to health insurance costs will not be known until after the beginning of the fiscal year, staff did budget an overall increase of 7%. Due to anticipated retirements during the fiscal year, the appropriation for retiree health benefit allowance has been increased \$23,000 over the current fiscal year. Additional expenditure increases over the current fiscal year include \$15,000 towards the bi-annual election costs, \$20,000 towards open space vegetation maintenance, \$20,000 towards the 50th Anniversary festivities and \$73,000 towards updates to the General Plan. The remaining expenditure increases are due primarily to increases in JPA and liability and worker’s compensation insurance payments costs that the Town has little control over.



The bar chart below shows the FY 2013-14 Operating Budget by department. Further clarification of department expenditure variations are explained below.

The Administration Department’s overall budget is proposed to increase by 9.4% or \$135,866 over

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the current year. Included in Administration are the Legal Services, Legislative Support, Administrative Services and Town Hall divisions.

The Administrative Services Division is proposed to increase by 7.1% or \$68,547. Salary and benefit increases accounts for \$50,547 of the division's expenditure increases. As stated above, there is a proposed reorganization of positions that accounts for a net increase of \$17,600 in wages and the remaining \$32,947 is for negotiated salary and benefit increases for the remaining positions. The November 2013 election cost of \$15,000 is also contained in the Administrative Services division.

The Legal Services Division is proposed to increase by 0.9% or \$22,318. This is due to a combination of salary and benefit adjustments and increasing contractual services for ABAG covered litigation expenses.

The Legislative Support Division's total appropriation is being increased by \$20,000. The entire increase is due to the appropriation of \$20,000 towards the town's 50th anniversary celebration.

The Town Hall Facility Division is proposed to increase by 12.5% or \$25,000. This increase is related to building maintenance expenses that are anticipated when the BTJRC staff relocates to Dairy Knoll.

The Community Development Department budget is proposed to increase by 10.5%, or \$107,463. A total of \$105,000, which is \$73,000 more than the current year's budget, is proposed to update the Housing Element. The entire \$105,000 appropriation is funded through the Long Range Planning restricted fund and is therefore not a General Fund expenditure. The remaining \$34,463 increase is related to salary and benefit increases.

The Police Department budget is projected to increase by 3.8% or \$108,511. This entire increase is due to previously negotiated salary and benefit increases.

The Public Works Department budget is proposed to increase by 5.4% or \$70,694 over last year. This increase consists of an additional \$5,000 towards park restroom facility maintenance, \$5,000 for tree safety maintenance, \$5,000 in MMWD costs and \$20,000 towards open space vegetation removal. Most of the remaining \$35,000 increase is related to salary and benefit expenses.

The Non-Departmental budget is proposed to increase 5.5% or \$115,884 in FY 2013-14. 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. As proposed, the cost of retiree medical insurance costs are increased by \$32,992, liability, workers' comp and JPA fees are increased by \$35,705, and the Library property tax pass-through payments are anticipated to increase by \$42,012.

Infrastructure Improvements and Capital Projects

The FY 2013-14 Capital Improvement Program (CIP) budget is a significantly reduced program

over the current fiscal year. This is due to the completion of three large projects in FY 2012-13, namely the Del Mar Undergrounding District, Lyford Drive parking improvements and Dairy Knoll facility. As proposed, the overall CIP program totals \$2,307,500, which is \$4.1 million less than the current year. Community CIP projects total \$857,500 and includes funding towards undergrounding overhead utility lines along Tiburon Boulevard between Mar West and San Rafael Avenue, carry-over funding for a major downtown restroom renovation, preliminary engineering costs towards median improvements along Tiburon Boulevard from Cecilia Way to Bay Vista, and carry-over funding for downtown improvements and marketing efforts. There are also small projects associated with Town Hall improvements. The Town continues its aggressive street improvement efforts and has increased funding towards drainage improvement projects.

During the past several years street resurfacing was a Council priority. In FY 2012-13 the Town completed its reconstruction of all "failed" streets. In FY 2013-14 the Town is appropriating \$750,000 towards street overlays, which is the anticipated annual expenditure needed to maintain the Town's road infrastructure at its current level.

The FY 2013-14 Capital Improvement Budget allocates \$500,000 in drainage improvement projects, of which \$100,000 is for storm drain flushing, \$100,000 for culvert repairs, and \$300,000 towards storm drain infrastructure repairs. As indicated in last year's message, the Town has limited restricted fund resources to fund drainage improvement projects, and this year the entire storm drain maintenance program is funded through General Fund Reserves. The Town may be unable to maintain the proposed level of funding with General Fund resources and drainage improvements may have to be prioritized.

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

CONCLUSION

The 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 made the Town financially stronger now and into the future. As a result of these policies and decisions, the Town has emerged from the great recession more quickly than many other local agencies, and our financial outlook is stable. There does appear to be a storm cloud related to pension expenses on the horizon. CalPERS recently adopted new actuarial assumptions that will have a negative effect on employer rates beginning in FY 2015-16 and increasing incrementally for five years. Staff has begun discussions with the Town's Budget ad-hoc committee regarding this issue and will present recommendations regarding the budgetary impacts of pension costs in the coming fiscal year. 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 Emmett O'Donnell and Vice Mayor 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, 2013.

FUND RESOURCES OVERVIEW

Overview of Total Appropriations

Statement of Fund Balances, June 30th Closing

Changes to Fund Balance

Fiscal Year 2013/14

Capital & Special Project Fund Descriptions

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

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

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

FUND RESOURCES OVERVIEW

Fiscal Year 2013/14

Overview of Total Appropriations

	Appropriation
Operating Program	
Town Administration	\$ 1,588,432
Community Development	1,125,227
Police	3,041,492
Public Works	1,375,539
Non-Departmental	2,217,228
Subtotal:	\$ 9,347,919
Capital & IT Outlay Program	
	\$ 178,800
Capital Improvement Program	
Street Improvements	950,000
Drainage Improvements	500,000
Community Development Improvements	857,500
Subtotal:	\$ 2,307,500
Debt Service Program	
Del Mar Assessment District	342,521
Lyford Cove Assessment District	373,311
Main Street Assessment District	39,926
Stewart Drive Underground Assessment District	106,303
Subtotal:	\$ 862,061
Total Appropriation	\$ 12,696,279

FUND RESOURCES OVERVIEW

FISCAL YEAR 2013/14

Statement of Fund Balances, June 30th Closing

FUND/ RESERVE	2010/11 Actual	2011/12 Actual	2012/13 Estimated	2013/14 Projected
GENERAL FUND				
Operating Reserve (25%)	\$ 2,139,683	\$ 2,250,000	\$ 2,325,000	\$ 2,416,877
Capital Equipment Replacement	\$ 353,371	\$ 396,045	\$ 384,245	\$ 464,445
Employee Compensated Leave	\$ 346,462	\$ 294,462	\$ 381,604	\$ 381,604
Employee Housing Assistance	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
CalPERS Side Fund Repayment	\$ -	\$ -	\$ 86,375	\$ 175,063
Other Post Employment Benefits	\$ 378,012	\$ 456,024	\$ 736,024	\$ 843,975
Self Insurance	\$ 83,763	\$ 164,004	\$ 164,004	\$ 164,004
Technology Fund	\$ 446,027	\$ 500,229	\$ 415,000	\$ 388,600
Sub-Total	4,547,318	4,860,764	5,292,252	5,634,568
DISCRETIONARY SET-ASIDES				
Infrastructure & Facility Replacement	265,083	1,881,528	166,528	64,028
PW Corp Yard Improvement	2,111,383	2,161,383	2,111,383	2,111,383
Park Development	535,597	458,664	409,164	359,164
Streets & Drainage	1,483,232	1,522,551	739,228	215,828
Emergency Repairs	100,000	100,000	100,000	100,000
Traffic System	450,000	-	-	-
Open space Management	75,141	50,141	25,141	25,141
Unallocated Balance	2,079,027	1,044,617	725,000	125,000
Sub-Total	\$ 7,099,463	\$ 7,218,884	\$ 4,276,444	\$ 3,000,544
Total General Fund:	\$ 11,646,781	\$ 12,079,648	\$ 9,568,696	\$ 8,635,112
OTHER RESTRICTED FUNDS				
Belvedere/Tiburon Library Agency	\$ -	\$ -	\$ -	\$ -
Police Suppl Law Enforcement	\$ -	\$ -	\$ -	\$ -
Cypress Hollow District	\$ 32,290	\$ 33,472	\$ 33,410	\$ 33,660
Town Owned Housing Fund	\$ 169,457	\$ 228,320	\$ 265,541	\$ 287,531
Heritage & Arts Donation Fund	\$ 8,448	\$ 11,692	\$ 10,108	\$ 11,108
Low & Moderate Housing	\$ 1,135,978	\$ 1,094,607	\$ 1,074,192	\$ 1,056,002
Open Space Acquisition	\$ 191,684	\$ 192,112	\$ 192,862	\$ 193,437
State Gas Tax	\$ 498,242	\$ 589,397	\$ 778,841	\$ 815,470
County Measure A Funds	\$ 67,898	\$ 11,699	\$ 11,346	\$ 12,346
County Measure B Funds	\$ -	\$ -	\$ -	\$ 76,000
Street Frontage Improvement	\$ 2,445	\$ -	\$ -	\$ -
Tiburon Circ System Improvement	\$ 28,054	\$ 33,780	\$ 33,780	\$ 33,780
Tiburon Long Range Planning	\$ 161,603	\$ 188,207	\$ 161,603	\$ 167,603
Bunch Grass Mitigation Fund	\$ 130,106	\$ 130,564	\$ 131,864	\$ 132,214
Tiburon Parks In-Lieu	\$ 1,360	\$ 1,364	\$ 1,364	\$ 1,364
Tiburon Planning Area Mitigation	\$ 179,089	\$ 180,177	\$ 181,977	\$ 182,527
Tiburon Street Impact	\$ 2,069,145	\$ 2,193,932	\$ 1,352,095	\$ 994,095
Drainage Impact Fund	\$ 138,874	\$ 68,980	\$ (1,510)	\$ 13,490
Total Restricted Funds:	\$ 4,814,673	\$ 4,958,303	\$ 4,227,473	\$ 4,010,627

FUND RESOURCE OVERVIEW

Fiscal Year 2013/14

Changes to Fund Balance, projected June 30, 2014

FUND/RESERVE	Estimated Fund Balance 7/1/2013	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Transfers In (Out)	Other Sources In (Out)	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2014
GENERAL FUND RESERVES								
POLICY RESTRICTED								
Operating Reserve (25%)	\$ 2,325,000	7,701,366	7,609,489	-	-	-	91,877	\$ 2,416,877
Capital Equipment Replacement	384,245	-	-	42,000	-	122,200	80,200	\$ 464,445
Employee Compensated Leave	381,604	-	-	-	-	-	-	381,604
Employee Housing Assistance	800,000	-	-	-	-	-	-	800,000
CalPERS Side Fund Repayment Res.	86,375	-	-	-	-	88,688	88,688	175,063
OPEB Fund (GASB 45)	736,024	-	-	-	-	107,951	107,951	843,975
Self Insurance	164,004	-	-	-	-	-	-	164,004
Technology Fund	415,000	55,000	-	136,800	-	55,400	(26,400)	388,600
Sub-Total	5,292,252	7,756,366	7,609,489	178,800	-	374,239	342,316	5,634,568
DISCRETIONARY SET-ASIDES								
Infrastructure & Facility Replacement	166,528	-	-	452,500	350,000	-	(102,500)	64,028
PW Corp Yard Improvement	2,111,383	-	-	-	-	-	-	2,111,383
Park Development	409,164	-	-	50,000	-	-	(50,000)	359,164
Streets & Drainage	739,228	73,600	-	597,000	-	-	(523,400)	215,828
Emergency Repairs	100,000	-	-	-	-	-	-	100,000
Open Space Management	25,141	-	-	-	-	-	-	25,141
Unallocated Balance	725,000	-	-	250,000	(350,000)	-	(600,000)	125,000
Sub-Total	4,276,444	73,600	-	1,349,500	-	-	(1,275,900)	3,000,544
Total General Fund	\$ 9,568,696	\$ 7,829,966	\$ 7,609,489	\$ 1,528,300	\$ -	\$ 374,239	(933,584)	8,635,112
RESTRICTED FUNDS								
Belvedere/Tiburon Library Agency	\$ -	1,426,179	1,426,179	-	-	-	-	\$ -
Supplemental Law Enforcement	\$ -	100,000	100,000	-	-	-	-	\$ -
Cypress Hollow District	33,410	17,000	16,750	-	-	-	250	33,660
Town Owned Housing Units	265,541	93,300	71,310	-	-	-	21,990	287,531
Heritage & Arts Project Fund	10,108	1,000	-	-	-	-	1,000	11,108
Low & Moderate Housing	1,074,192	3,000	21,190	-	-	-	(18,190)	1,056,002
Open Space Acquisition	192,862	575	-	-	-	-	575	193,437
State Gas Tax	778,841	253,979	-	185,000	-	(32,350)	36,629	815,470
County Measure A Funds	11,346	91,000	-	90,000	-	-	1,000	12,346
County Measure B Funds	-	76,000	-	-	-	-	76,000	76,000
Street Frontage Improvement	-	-	-	-	-	-	-	-
Tiburon Circ System Improvement	33,780	-	-	-	-	-	-	33,780
Tiburon Long Range Planning	161,603	32,000	26,000	-	-	-	6,000	167,603
Tiburon Bunch Grass Mitigation	131,864	350	-	-	-	-	350	132,214
Tiburon Parks In-Lieu	1,364	-	-	-	-	-	-	1,364
Tiburon Planning Area Mitigation	181,977	550	-	-	-	-	550	182,527
Tiburon Street Impact	1,352,095	325,000	-	683,000	-	-	(358,000)	994,095
Tiburon Drainage Impact	(1,510)	15,000	-	-	-	-	15,000	13,490
Total Restricted Funds	4,227,473	2,434,933	1,661,429	958,000	-	(32,350)	(216,846)	\$ 4,010,627
Total Town Funds	\$ 13,796,169	\$ 10,264,899	\$ 9,270,918	\$ 2,486,300	\$ -	\$ 341,889	\$ (1,150,430)	\$ 12,645,739

OPERATING BUDGET OVERVIEW

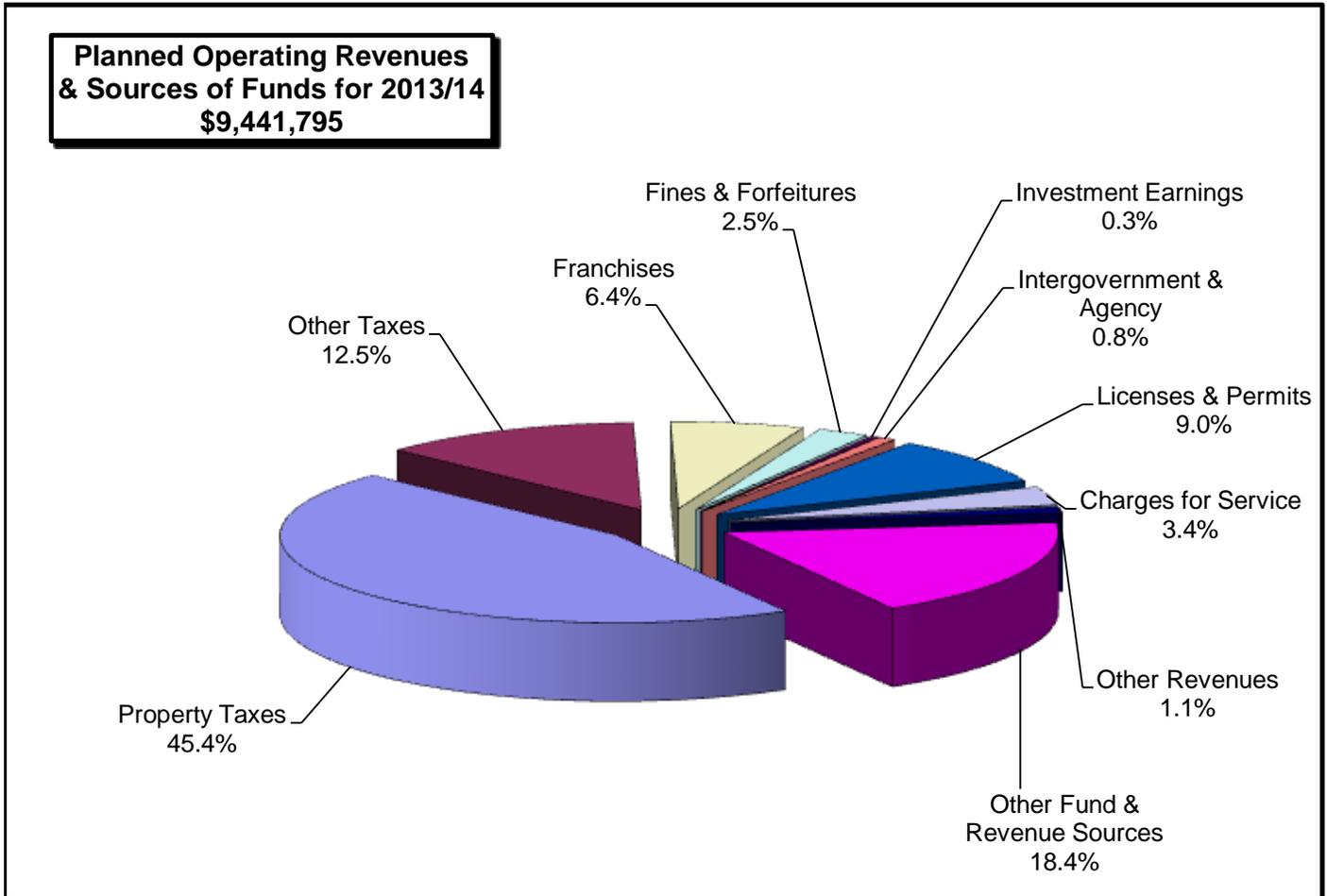


**Overview of Revenues & Expenditures
Fiscal Year 2013/14**

Overview of Operating Budget Revenues & Expenditures

REVENUE & SOURCES	AMOUNT	EXPENDITURES	AMOUNT
GENERAL REVENUES		TOWN ADMINISTRATIVE SERVICES	
Property Taxes	\$ 4,289,150	Town Administration	\$ 1,037,193
Other Taxes	1,183,000	Legal Services	265,439
Licenses & Permits	848,350	Legislative	61,500
Intergovernment & Agency	79,400	Town Hall Facility	224,300
Franchises	606,147		
Charges for Service	324,800	NON DEPARTMENTAL	2,217,228
Investment Earnings	31,300	COMMUNITY DEVELOPMENT	
Fines & Forfeitures	237,469	Planning & Design Review	488,950
Other Revenues	101,750	Building Inspection	531,277
		Advance Planning	105,000
Subtotal	\$ 7,701,366	POLICE	
		Police Services	2,979,192
OTHER SOURCES		Police/EOC Facility	62,300
Other Fund Sources	\$ 1,740,429	PUBLIC WORKS	
		Administration & Engineering	343,987
		Streets Maintenance	482,448
		Parks Maintenance	410,955
		Corporation Yard	81,300
		Street & Signal Light System	40,100
		Cypress Hollow	16,750
TOTAL REVENUE & SOURCES	\$ 9,441,795	TOTAL EXPENDITURES:	\$ 9,347,919
NET OPERATING SURPLUS (DEFICIENCY)	\$ 93,877		

Overview of Operating Budget Sources of Funding



Property Taxes	\$ 4,289,150
Other Taxes	1,183,000
Franchises	606,147
Fines & Forfeitures	237,469
Investment Earnings	31,300
Intergovernment & Agency	79,400
Licenses & Permits	848,350
Charges for Service	324,800
Other Revenues	101,750
Other Fund & Revenue Sources	1,740,429
	\$ 9,441,795

OPERATING REVENUES

Operating Budget Revenues - Summary

Description	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
GENERAL FUND					
Property Taxes	4,078,461	4,125,763	4,189,092	4,232,227	4,289,150
Other Taxes	1,041,976	1,127,573	1,080,925	1,186,113	1,183,000
Franchises	479,163	593,842	593,587	606,881	606,147
Fines & Forfeitures	168,204	141,677	113,500	130,721	237,469
Investment Earnings	65,779	44,873	39,500	41,040	31,300
Intergovernment & Agency	101,770	64,431	45,500	47,009	79,400
Licenses & Permits	841,596	967,512	810,250	841,426	848,350
Charges for Service	352,360	383,207	290,600	334,704	324,800
Other Revenues	394,305	124,065	99,785	104,525	101,750
Subtotal General Fund	\$ 7,523,614	\$ 7,572,943	\$ 7,262,739	\$ 7,524,646	\$ 7,701,366
OTHER FUND & RESERVE SOURCES					
Employee Comp. Leave Reserve	-	-	-	-	-
Low/Moderate Income Housing Fund	24,725	49,829	24,725	41,935	21,190
Town Owned Housing	59,500	46,873	62,600	56,278	71,310
Belvedere-Tiburon Library JPA Fund	1,363,715	1,341,451	1,384,167	1,398,215	1,426,179
Long Range Planning Fund	75,000	15,965	32,000	32,000	105,000
Police COPS/SLESF Fund	100,000	83,838	100,000	100,000	100,000
Gas Tax	-	-	-	-	-
Street Impact Fund	-	-	-	-	-
Cypress Hollow Fund	15,450	15,534	16,750	16,750	16,750
Subtotal Other Sources	\$ 1,638,390	\$ 1,553,490	\$ 1,620,242	\$ 1,645,178	\$ 1,740,429
	-	-	-	-	-
Totals:	\$ 9,162,004	\$ 9,126,433	\$ 8,882,981	\$ 9,169,824	\$ 9,441,795

OPERATING REVENUES

Fiscal Year 2013/14

Operating Budget Revenues - Detail

Description	FY 2010-11	FY 2011-12	FY 2012-13		2013-14
	Actual	Actual	Budget	Estimated	Proposed
GENERAL FUND					
PROPERTY TAXES					
Secured	2,744,699	2,791,808	2,882,767	2,892,187	2,950,031
Unsecured	66,082	61,908	63,019	62,012	63,344
Supplemental	39,968	48,017	44,817	46,568	45,713
Other	21,030	15,355	8,000	7,816	8,000
HOPTR State	19,874	19,295	19,784	20,010	19,784
ERAF Rebate	573,386	550,695	530,000	532,235	520,000
Property Tax In-Lieu of VLF	680,820	691,867	705,705	708,116	722,278
County Fees	(67,398)	(53,182)	(65,000)	(36,717)	(40,000)
Total:	4,078,461	4,125,763	4,189,092	4,232,227	4,289,150
OTHER TAXES					
Sales Tax	391,246	393,876	417,525	425,000	435,000
Sales Tax-Public Safety	58,227	65,055	58,400	68,897	68,000
Transient Occupancy Tax	471,078	516,782	480,000	540,133	530,000
Real Property Transfer	121,425	151,860	125,000	152,083	150,000
Total:	1,041,976	1,127,573	1,080,925	1,186,113	1,183,000
FRANCHISES					
Energy-PG&E	124,566	116,074	125,000	125,000	115,000
Refuse-Mill Valley Refuse	198,021	321,092	323,587	324,876	333,647
Debris Boxes - Grange	-	5,213	-	6,854	7,500
Cable-AT&T	156,576	151,463	145,000	150,151	150,000
Total:	479,163	593,842	593,587	606,881	606,147
FINES & FORFEITURES					
Vehicle Code	26,750	26,141	25,000	28,334	27,500
Parking Code	60,761	48,932	50,000	57,886	55,000
False Alarm Fines	500	3,140	3,500	3,000	3,500
Permit Reactivization Fines	-	-	-	-	116,469
Other Fines	80,193	63,464	35,000	41,501	35,000
Total:	168,204	141,677	113,500	130,721	237,469
INVESTMENT EARNINGS					
Interest-LAIF	41,562	40,759	35,000	36,582	28,000
Interest-Notes/Loans	5,064	3,442	4,000	4,278	2,800
Interest - Other	19,153	672	500	180	500
Total:	65,779	44,873	39,500	41,040	31,300

OPERATING REVENUES

Fiscal Year 2013/14

Operating Budget Revenues - Detail

Description	FY 2010-11	FY 2011-12	FY 2012-13		2013-14
	Actual	Actual	Budget	Estimated	Proposed
INTERGOVERNMENT & AGENCY					
State Motor Vehicle License Fees	47,738	4,468	-	5,667	-
State POST	617	6,451	10,000	2,500	10,000
State Abandoned Vehicle	5,849	4,346	4,500	4,948	4,500
Belvedere (Dairy Knoll Capital \$30K)	-	4,345	-	1,212	30,000
Richardson Bay Sanitary District	-	6,720	-	3,900	3,900
Tiburon Sanitary District	7,839	10,788	8,000	7,476	8,000
Tiburon Fire District	13,956	14,144	13,000	11,306	13,000
Other Grants/Gifts (ABAG)	25,771	13,169	10,000	10,000	10,000
Total:	101,770	64,431	45,500	47,009	79,400
LICENSES & PERMITS					
Business License-Regular	160,771	165,537	160,000	165,000	170,000
Business License-Construction	57,540	74,179	45,000	50,000	55,000
Building Permits	426,200	531,991	450,000	450,000	450,000
CEQA EIR Initial Study	-	3,972	300	300	300
Design Review	81,491	95,920	72,500	84,007	85,000
Home Occupation Permit	5,650	4,250	5,000	5,000	5,000
Lot Line Adjustment	-	-	-	-	-
Master & Precise Plan	7,300	1,060	2,500	2,600	2,500
Sign Permit	2,045	1,310	1,200	430	1,500
Subdivision Permit	11,430	2,020	2,500	6,441	1,500
Tree Permit	7,795	9,275	8,000	8,107	9,000
Use Permit	5,375	12,063	6,000	6,000	9,000
Variance Amendment	12,900	12,635	10,000	15,396	12,000
Other Planning Permits	371	-	-	460	300
Alarm System Permit	22,315	21,324	20,000	20,408	20,000
Encroachment Permit	38,463	28,690	25,000	23,895	25,000
Misc. Engineering Fees	50	1,487	250	1,382	250
Parking Permit (Residential)	1,900	1,799	2,000	2,000	2,000
Total:	841,596	967,512	810,250	841,426	848,350
CHARGES FOR SERVICE					
Cost Recovery-Administration	6,079	4,462	5,000	5,298	5,000
Refuse Franchise Admin. Fee	-	6,000	6,000	6,000	6,000
Miscellaneous-Administration Charges	1,795	1,844	500	3,920	1,000
Appeal	2,200	3,300	1,500	400	1,500
Plan Checking	189,939	187,235	155,000	169,824	180,000
Records & Document Storage	27,813	31,054	20,000	23,653	25,000
RBR Residential Resale Report	31,000	40,000	22,500	34,080	22,500
Staff Research	650	-	-	702	500
Street Name/Address Change	-	170	100	170	100
Noticing Of Applications	900	6,304	1,500	600	1,200

OPERATING REVENUES**Fiscal Year 2013/14**

Operating Budget Revenues - Detail

Description	FY 2010-11	FY 2011-12	FY 2012-13		2013-14
	Actual	Actual	Budget	Estimated	Proposed
Sale Publications & Documents	1,826	4,176	1,500	1,474	1,500
Cost Recovery-Community Dev.	10,504	18,961	500	8,854	500

OPERATING REVENUES

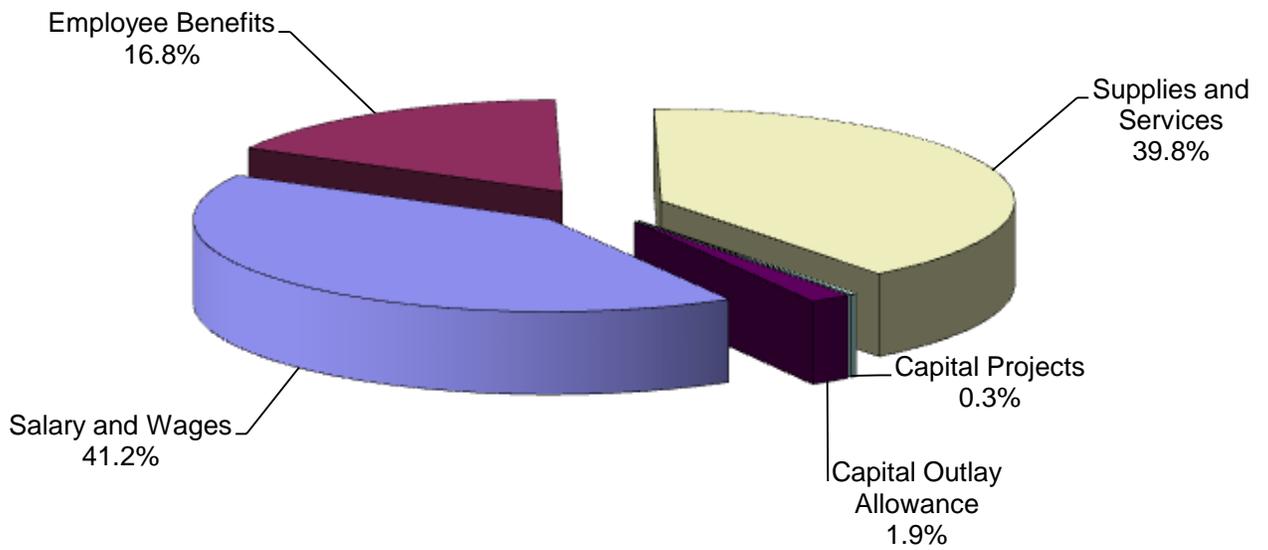
Fiscal Year 2013/14

Operating Budget Revenues - Detail

Description	FY 2010-11	FY 2011-12	FY 2012-13		2013-14
	Actual	Actual	Budget	Estimated	Proposed
Miscellaneous-Planning Charges	-	-	-	-	-
Cost Recovery-Police	57,595	59,415	30,000	35,285	35,000
Police Overtime Reimbursement	-	-	25,000	25,000	25,000
Miscellaneous-Police Charges	4,494	4,111	5,000	2,944	3,500
Cost Recovery-Public Works	17,565	16,175	16,500	16,500	16,500
Total:	352,360	383,207	290,600	334,704	324,800
OTHER REVENUES					
Refunds & Reimbursements	13,859	39,299	25,000	29,448	25,000
Other Revenues	1,293	4,988	500	500	500
Litigation Settlement	310,000	-	-	-	-
Administrative Fees-Assessment Dist	13,311	18,430	12,000	13,988	12,000
Rent-Antenna Site & Utility	54,347	55,400	56,785	57,616	58,750
Rent-Other	1,495	230	500	1,465	500
Sale-Property Equipment	-	5,718	5,000	1,508	5,000
Total:	394,305	124,065	99,785	104,525	101,750
Total General Fund:	\$ 7,523,614	\$ 7,572,943	\$ 7,262,739	\$ 7,524,646	\$ 7,701,366
OTHER FUND SOURCES					
Restricted Fund Contributions					
Low/Moderate Income Housing Fund	24,725	49,829	24,725	41,935	21,190
Town Owned Housing Units	59,500	46,873	62,600	56,278	71,310
Peninsula Library JPA Fund	1,363,715	1,341,451	1,384,167	1,398,215	1,426,179
Long Range Planning Fund	75,000	15,965	32,000	32,000	105,000
Police COPS/SLESF Fund	100,000	83,838	100,000	100,000	100,000
Cypress Hollow Fund	15,450	15,534	16,750	16,750	16,750
Total:	1,638,390	1,553,490	1,620,242	1,645,178	1,740,429
Total Revenues (All Funds):	\$ 9,162,004	\$ 9,126,433	\$ 8,882,981	\$ 9,169,824	\$ 9,441,795

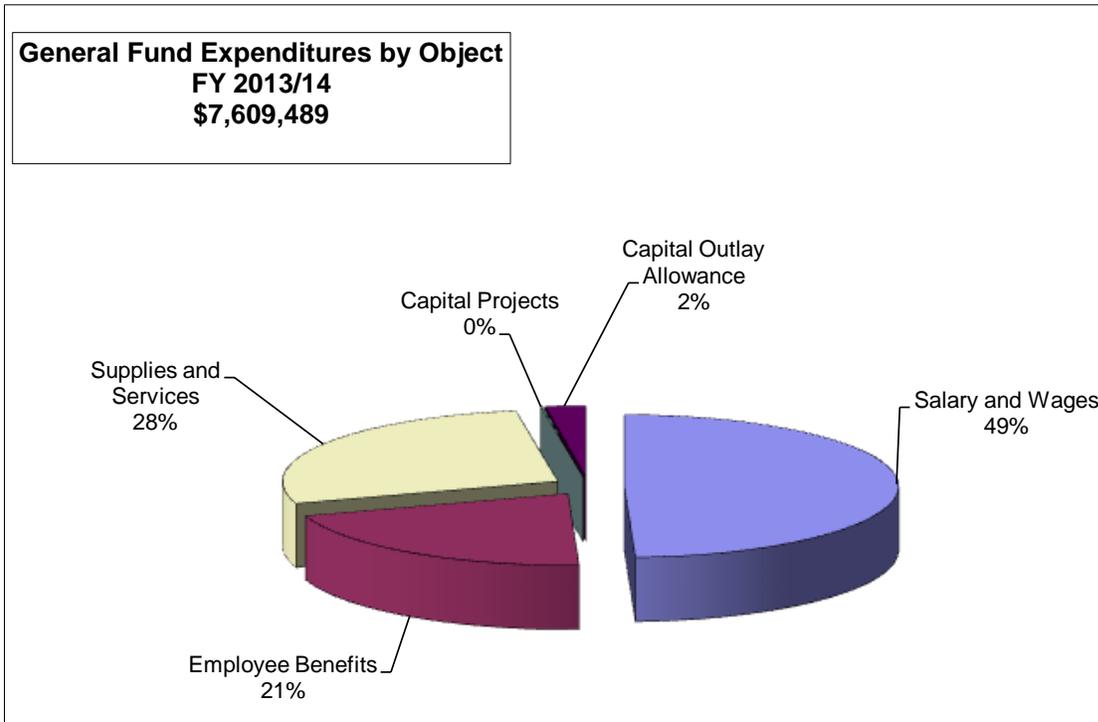
Overview of Operating Expenditures

**Planned Operating Expenditures
by Object for 2013/14
\$9,349,919**



Salary and Wages	\$ 3,856,057
Employee Benefits	1,568,831
Supplies and Services	3,721,930
Capital Projects	25,500
Capital Outlay Allowance	177,600
Total Operating Expenditures	<u>\$ 9,349,919</u>

Overview of Operating Expenditures



Salary and Wages	\$3,756,057
Employee Benefits	1,568,831
Supplies and Services	2,098,501
Capital Projects	8,500
Capital Outlay Allowance	177,600
Total Operating Expenditures	\$7,609,489

Summary of Department Expenditures

Department/Division	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
ALL DEPARTMENTS/DIVISIONS					
TOWN ADMINISTRATIVE SERVICES					
Administration	893,407	856,903	968,646	918,560	1,037,193
Legal Services	219,594	242,386	243,121	227,004	265,439
Legislative	28,954	35,295	41,500	33,887	61,500
Town Hall Facility	125,636	130,960	199,300	150,965	224,300
subtotal	\$ 1,267,591	\$ 1,265,544	\$ 1,452,566	\$ 1,330,416	\$ 1,588,432
NON-DEPARTMENTAL					
Insurances and Governmental Agreements	494,352	523,064	629,852	661,995	698,549
Housing	7,896	49,829	24,725	41,935	21,190
Town Owned Housing	61,068	46,873	62,600	56,278	71,310
Belvedere-Tiburon Library Agency	1,354,482	1,341,451	1,384,167	1,398,215	1,426,179
subtotal	\$ 1,917,798	\$ 1,961,217	\$ 2,101,344	\$ 2,158,423	\$ 2,217,228
COMMUNITY DEVELOPMENT					
Planning & Design Review	467,277	439,913	474,304	466,059	488,950
Building Inspection	459,814	462,777	511,460	495,967	531,277
Advance Planning	950	15,965	32,000	32,000	105,000
subtotal	\$ 928,041	\$ 918,655	\$ 1,017,764	\$ 994,026	\$ 1,125,227
POLICE SERVICES					
Police Department	2,572,942	2,685,517	2,868,681	2,771,076	2,979,192
Police EOC/Facility	78,030	58,411	64,300	60,318	64,300
subtotal	\$ 2,650,972	\$ 2,743,928	\$ 2,932,981	\$ 2,831,394	\$ 3,043,492
PUBLIC WORKS & ENGINEERING					
Administration & Engineering	294,968	284,697	306,889	302,450	343,987
Streets Maintenance	450,805	458,418	479,616	457,485	482,448
Parks Maintenance	359,586	389,245	379,589	386,292	410,955
Street & Signal Light System	33,568	33,803	37,400	42,500	40,100
Corporation Yard	84,628	77,958	84,600	88,358	81,300
Cypress Hollow	14,980	15,534	16,750	16,750	16,750
subtotal	\$ 1,238,535	\$ 1,259,655	\$ 1,304,845	\$ 1,293,835	\$ 1,375,539
TOTALS	\$ 8,002,937	\$ 8,148,999	\$ 8,809,500	\$ 8,608,094	\$ 9,349,919

Summary of Funding Sources
for Department Expenditures

	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
ALL FUNDS					
General Fund	\$ 6,463,561	\$ 6,595,509	\$ 7,189,258	\$ 6,962,916	\$ 7,609,489
Employee Compensated Leave Reserve	-	-	-	-	-
Low & Moderate Income Housing	7,896	49,829	24,725	41,935	21,190
Town Owned Housing	61,068	46,873	62,600	56,278	71,310
Belvedere-Tiburon Library Agency	1,354,482	1,341,451	1,384,167	1,398,215	1,426,179
Long Range Planning	950	15,965	32,000	32,000	105,000
Police COPS/SLESF	100,000	83,838	100,000	100,000	100,000
Cypress Hollow Fund	14,980	15,534	16,750	16,750	16,750
Totals	\$ 8,002,937	\$ 8,148,999	\$ 8,809,500	\$ 8,608,094	\$ 9,349,919

Summary of Expenditures by Object

Expenditure Object	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 3,647,158	\$ 3,653,262	\$ 3,746,996	\$ 3,703,271	\$ 3,856,057
EMPLOYEE BENEFITS	\$ 1,206,582	\$ 1,226,296	\$ 1,403,566	\$ 1,338,320	\$ 1,568,831
SUPPLIES & SERVICES					
Department Supplies & Expenses	120,691	121,185	169,825	124,287	194,825
Conferences & Memberships	41,603	42,716	67,750	45,085	67,700
Contractual Services	218,380	280,613	299,306	278,241	320,406
Insurances	173,434	202,162	221,442	294,839	254,442
Intergovernmental & Agency	1,839,020	1,849,671	1,982,145	1,950,691	2,023,727
Equipment Supplies & Maintenance	351,724	375,920	399,150	387,172	455,310
Utility & Communication	178,438	207,153	198,920	203,984	203,720
Special Department Administrative	41,995	43,755	117,000	96,956	201,500
Allocated Costs	0	0	300	300	300
Total Supplies & Services	\$ 2,965,285	\$ 3,123,175	\$ 3,455,838	\$ 3,381,555	\$ 3,721,930
CAPITAL OUTLAY EXPENSE	1,248	1,837	6,000	750	6,000
CAPITAL OUTLAY ALLOWANCE	\$ 177,600	\$ 142,080	\$ 177,600	\$ 177,600	\$ 177,600
CAPITAL PROJECT EXPENSES	\$ 5,064	\$ 2,349	\$ 19,500	\$ 6,598	\$ 19,500
TOTAL EXPENDITURES	\$ 8,002,937	\$ 8,148,999	\$ 8,809,500	\$ 8,608,094	\$ 9,349,919

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 655 FTE employees. The total proposed appropriation for Town Administration is \$1,588,432.

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.

DEPARTMENT SUMMARY

	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
DEPARTMENT FUNDING					
General Fund	1,267,591	1,265,544	1,452,566	1,330,416	1,588,432
Total Department Funding	\$ 1,267,591	\$ 1,265,544	\$ 1,452,566	\$ 1,330,416	\$ 1,588,432
DIVISION FUNDING					
<u>Administration</u>					
General Fund	893,407	856,903	968,646	918,560	1,037,193
Total Administration	\$ 893,407	\$ 856,903	\$ 968,646	\$ 918,560	\$ 1,037,193
<u>Legal Services</u>					
General Fund	219,594	242,386	243,121	227,004	265,439
Total Legal Services	\$ 219,594	\$ 242,386	\$ 243,121	\$ 227,004	\$ 265,439
<u>Town Hall Facility</u>					
General Fund	125,636	130,960	199,300	150,965	224,300
Total Town Hall	\$ 125,636	\$ 130,960	\$ 199,300	\$ 150,965	\$ 224,300
<u>Legislative</u>					
General Fund	28,954	35,295	41,500	33,887	61,500
Total Legislative	\$ 28,954	\$ 35,295	\$ 41,500	\$ 33,887	\$ 61,500
Total Division Funding	\$ 1,267,591	\$ 1,265,544	\$ 1,452,566	\$ 1,330,416	\$ 1,588,432

Town Administration

All Funding Sources

ALL DIVISIONS

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 724,565	\$ 716,572	\$ 733,214	\$ 732,019	\$ 774,148
EMPLOYEE BENEFITS	210,405	196,543	216,452	210,148	233,384
SUPPLIES & SERVICES					
Department Supplies & Expenses	66,843	70,163	116,500	71,186	136,500
Conferences & Memberships	24,921	20,845	37,600	25,401	37,600
Contractual Services	105,429	134,146	157,000	130,279	173,500
Equipment Supplies & Maintenance	36,856	35,521	59,600	47,619	84,600
Utility & Communication	40,381	45,918	46,200	48,058	46,200
Special Department Administrative	28,943	21,599	57,000	36,956	73,500
Total Supplies & Services	303,373	328,192	473,900	359,499	551,900
CAPITAL OUTLAY EXPENSE	1,248	1,837	1,000	750	1,000
CAPITAL OUTLAY ALLOWANCE	28,000	22,400	28,000	28,000	28,000
TOTAL EXPENDITURES	\$ 1,267,591	\$ 1,265,544	\$ 1,452,566	\$ 1,330,416	\$ 1,588,432
SOURCE OF FUNDING					
General Fund	1,267,591	1,265,544	1,452,566	1,330,416	1,588,432
TOTAL FUNDING	\$ 1,267,591	\$ 1,265,544	\$ 1,452,566	\$ 1,330,416	\$ 1,588,432
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	0.50
Management Assistant	0.60	0.71	0.71	0.71	0.72
IT Desktop/Analyst Support					0.57
TOTAL STAFFING	6.35	6.46	6.46	6.46	6.54

ADMINISTRATIVE SERVICES

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 592,800	\$ 588,528	\$ 602,990	\$ 600,599	\$ 640,000
EMPLOYEE BENEFITS	\$ 178,156	\$ 165,418	\$ 181,656	\$ 177,012	\$ 195,193
SUPPLIES & SERVICES					
Department Supplies & Expenses	8,372	7,076	7,500	3,329	7,500
Conferences & Memberships	16,548	10,915	24,500	17,058	24,500
Contractual Services	58,940	59,695	87,000	74,878	88,500
Equipment Supplies & Maintenance	374	-	5,000	3,000	5,000
Special Department Administrative	12,217	4,471	34,000	16,684	50,500
Total Supplies & Services	\$ 96,451	\$ 82,157	\$ 158,000	\$ 114,949	\$ 176,000
CAPITAL OUTLAY ALLOWANCE	\$ 26,000	\$ 20,800	\$ 26,000	\$ 26,000	\$ 26,000
TOTAL EXPENDITURES	\$ 893,407	\$ 856,903	\$ 968,646	\$ 918,560	\$ 1,037,193
STAFFING LEVEL					
Positions	5.75	5.70	5.70	5.70	5.70
TOTAL STAFFING	5.75	5.70	5.70	5.70	5.70

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SALARY					
511100	Town Manager	203,814	197,512	201,420	208,920	205,452
511350	Administrative Services Director	121,149	117,808	122,122	123,384	127,200
511400	Town Clerk	83,662	81,664	82,680	82,624	84,336
511450	Information Technology Coordinator	90,221	87,988	92,292	92,144	94,140
511700	Finance/HR Assistant (.72 FTE)	36,120	50,660	51,168	51,538	55,452
511600	Office Assistant III (.5 FTE)	52,988	52,036	52,308	40,130	28,320
511800	Desktop/Tech Support (.57 FTE)	-	-	-	-	41,600
515100	Overtime	995	470	1,000	540	1,000
517100	Vacation Conversion	3,851	-	-	-	-
518100	Casual Hire	-	390	-	1,319	2,500
	Total:	\$ 592,800	\$ 588,528	\$ 602,990	\$ 600,599	\$ 640,000
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	62,945	68,281	86,184	69,527	87,193
521200	Employee Accruing Fringe	8,402	6,227	-	12,119	-
522100	PERS-Employee (7%)	1,384	-	-	-	-
522200	PERS-Town (10.781%)	59,234	57,906	56,393	55,445	61,083
522300	PST 3.75%	1,373	1,910	1,919	2,258	3,639
522400	Other Retirement Benefits (GASB 45) 3%	12,000	12,000	12,000	12,000	17,847
422500	PERS - Side Fund Repayment (1.717%)	-	-	9,458	9,458	9,728
523100	FICA-Medicare	6,781	6,794	6,702	7,205	6,702
524100	Auto Allowance	8,723	8,400	9,000	9,000	9,000
534050	Unemployment Insurance	17,314	3,900	-	-	-
	Total:	\$ 178,156	\$ 165,418	\$ 181,656	\$ 177,012	\$ 195,193
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	5,799	3,790	3,000	471	3,000
531060	Noticing & Publication	1,768	2,355	3,500	2,115	3,500
531140	Publications & Subscriptions	805	931	1,000	743	1,000
	Subtotal:	\$ 8,372	\$ 7,076	\$ 7,500	\$ 3,329	\$ 7,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences (Inc'ld ICMA), Meetings, Travel	3,034	661	7,500	3,763	7,500
532020	Employee Development/Training/Retreat	2,500	244	5,000	1,295	5,000
532040	Memberships	11,014	10,010	12,000	12,000	12,000
	Subtotal:	\$ 16,548	\$ 10,915	\$ 24,500	\$ 17,058	\$ 24,500
	CONTRACTUAL SERVICES					
533010	Contractual Services	11,233	15,693	16,000	15,212	16,000
533020	Financial Audit	23,500	23,500	26,000	26,150	27,500
533060	Consulting Services	6,426	1,471	25,000	15,000	25,000
533200	Systems/Technical Support	17,781	19,031	20,000	18,516	20,000
	Subtotal:	\$ 58,940	\$ 59,695	\$ 87,000	\$ 74,878	\$ 88,500

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	374	-	2,500	1,500	2,500
536025	System License & Maintenance	-	-	2,500	1,500	2,500
	Subtotal:	\$ 374	\$ -	\$ 5,000	\$ 3,000	\$ 5,000
	SPECIAL DEPT. ADMINISTRATIVE					
538010	Election	-	92	-	-	15,000
538030	Municipal Code Section Maintenance	5,830	2,412	4,500	5,322	6,000
538040	Newsletter Production & Mailing	1,399	520	1,500	450	1,500
538240	Records Management	-	-	3,000	2,500	3,000
538900	Contingency Provision	4,988	1,447	25,000	8,412	25,000
	Subtotal:	\$ 12,217	\$ 4,471	\$ 34,000	\$ 16,684	\$ 50,500
	Total Supplies & Services:	\$ 96,451	\$ 82,157	\$ 158,000	\$ 114,949	\$ 176,000
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	26,000	20,800	26,000	26,000	26,000
	Total:	\$ 26,000	\$ 20,800	\$ 26,000	\$ 26,000	\$ 26,000
	TOTAL DEPARTMENT	\$ 893,407	\$ 856,903	\$ 968,646	\$ 918,560	\$ 1,037,193

LEGAL SERVICES

OBJECT SUMMARY	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
			Budget	Estimated	
EXPENDITURES					
SALARY & WAGES	\$ 131,765	\$ 128,044	\$ 130,224	\$ 131,420	\$ 134,148
EMPLOYEE BENEFITS	\$ 32,249	\$ 31,125	\$ 34,797	\$ 33,136	\$ 38,191
SUPPLIES & SERVICES					
Department Supplies & Expenses	6,397	5,948	5,000	4,457	5,000
Conferences & Memberships	1,694	2,018	2,100	1,590	2,100
Contractual Services	46,489	74,451	70,000	55,401	85,000
Total Supplies & Services	\$ 54,580	\$ 82,417	\$ 77,100	\$ 61,448	\$ 92,100
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL EXPENDITURES	\$ 219,594	\$ 242,386	\$ 243,121	\$ 227,004	\$ 265,439
STAFFING LEVEL					
Positions	0.75	0.75	0.75	0.75	0.75
TOTAL STAFFING	0.75	0.75	0.75	0.75	0.75

LEGAL SERVICES

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SALARY					
511200	Town Attorney (75%)	131,765	\$ 128,044	130,224	131,420	134,148
	Total:	\$ 131,765	\$ 128,044	\$ 130,224	\$ 131,420	\$ 134,148
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	935	\$ 959	11,340	896	12,456
521200	Employee Accruing Fringe	8,886	\$ 8,557	-	8,557	
522100	PERS-Employee (7%)	330	\$ -	-	-	-
522200	PERS-Town (10.781%)	14,145	\$ 13,821	13,332	13,565	14,462
522400	Other Retirement Benefits (GASB 45) 3%	3,000	\$ 3,000	3,000	3,000	4,024
522500	PERS Side Fund Repayment (1.717%)			2,236	2,236	2,303
523100	FICA-Medicare	1,838	\$ 1,788	1,888	1,882	1,945
524100	Auto Allowance	3,115	\$ 3,000	3,000	3,000	3,000
	Total:	\$ 32,249	\$ 31,125	\$ 34,797	\$ 33,136	\$ 38,191
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	6,397	\$ 5,948	5,000	4,457	5,000
	Subtotal:	\$ 6,397	\$ 5,948	\$ 5,000	\$ 4,457	\$ 5,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,694	\$ 1,508	1,500	1,080	1,500
532040	Memberships	-	\$ 510	600	510	600
	Subtotal:	\$ 1,694	\$ 2,018	\$ 2,100	\$ 1,590	\$ 2,100
	CONTRACTUAL SERVICES					
533500	Contract - Deputy Town Attorney	2,003	\$ 545	5,000	5,401	5,000
533520	Litigation-ABAG PLAN	81	\$ 45,950	35,000	35,000	50,000
533530	Litigation-General	44,405	\$ 24,956	25,000	10,000	25,000
533590	Legal Settlements	-	\$ 3,000	5,000	5,000	5,000
	Subtotal:	\$ 46,489	\$ 74,451	\$ 70,000	\$ 55,401	\$ 85,000
	Total Supplies & Services:	54,580	\$ 82,417	77,100	61,448	92,100
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	1,000	\$ 800	1,000	1,000	1,000
	Total:	1,000	\$ 800	1,000	1,000	1,000
	TOTAL DEPARTMENT	\$ 219,594	\$ 242,386	\$ 243,121	\$ 227,004	\$ 265,439

LEGISLATIVE SUPPORT

OBJECT SUMMARY	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
			Budget	Estimated	
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	18,080	23,403	25,500	22,794	45,500
Conferences & Memberships	6,679	7,912	11,000	6,753	11,000
Equipment Supplies & Maintenance	769	352	1,000	897	1,000
Special Department Administrative	2,426	2,828	3,000	2,443	3,000
Total Supplies & Services	\$ 27,954	\$ 34,495	\$ 40,500	\$ 32,887	\$ 60,500
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL EXPENDITURES	\$ 28,954	\$ 35,295	\$ 41,500	\$ 33,887	\$ 61,500

LEGISLATIVE SUPPORT

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Budget
				Budget	Estimated	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531130	Special Events, Awards, Functions	16,259	19,962	19,500	19,401	19,500
531130	Town's 50th Anniversary Celebration	-	-	-	-	20,000
531150	Council/Commission Functions	1,716	3,410	5,500	3,143	5,500
531990	Department Expenses	-	31	500	250	500
	Subtotal:	\$ 17,975	\$ 23,403	\$ 25,500	\$ 22,794	\$ 45,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	8,260	5,797	8,000	4,285	8,000
532030	MCCMC Functions	1,385	1,515	2,000	1,268	2,000
532040	Memberships	650	600	1,000	1,200	1,000
	Subtotal:	\$ 10,295	\$ 7,912	\$ 11,000	\$ 6,753	\$ 11,000
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	705	352	1,000	897	1,000
	Subtotal:	\$ 705	\$ 352	\$ 1,000	\$ 897	\$ 1,000
	SPECIAL DEPT ADMINISTRATION					
538510	Planning Commission	-	33	500	243	500
538520	Design Review Board	12	562	250	100	250
538530	Parks, Open Space & Trails Commission	13	-	250	100	250
538540	Heritage & Arts Commission	2,100	2,233	2,000	2,000	2,000
538900	Contingency Provision					
	Subtotal:	\$ 2,125	\$ 2,828	\$ 3,000	\$ 2,443	\$ 3,000
	Total Supplies & Services:	\$ 31,100	\$ 34,495	\$ 40,500	\$ 32,887	\$ 60,500
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	1,000	800	1,000	1,000	1,000
	Total:	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	\$ 1,000
	TOTAL DEPARTMENT	\$ 32,100	\$ 35,295	\$ 41,500	\$ 33,887	\$ 61,500

TOWN HALL FACILITY

OBJECT SUMMARY	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
			Budget	Estimated	
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	33,994	33,736	78,500	40,606	78,500
Equipment Supplies & Maintenance	35,713	35,169	53,600	43,722	78,600
Utility & Communication	40,381	45,918	46,200	48,058	46,200
Special Department Administrative	14,300	14,300	20,000	17,829	20,000
Total Supplies & Services	\$ 124,388	\$ 129,123	\$ 198,300	\$ 150,215	\$ 223,300
CAPITAL OUTLAY EXPENSE	\$ 1,248	\$ 1,837	\$ 1,000	\$ 750	\$ 1,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 125,636	\$ 130,960	\$ 199,300	\$ 150,965	\$ 224,300
STAFFING LEVEL					
Positions	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

TOWN HALL FACILITY

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	15,082	16,316	25,000	16,502	25,000
531080	Postage	9,022	7,694	15,000	9,268	15,000
531090	Printing & Reproduction	1,970	1,116	10,000	2,128	10,000
531120	Recruiting & Background	-	-	5,000	1,500	5,000
531130	Special Events, Awards, Functions	-	-	10,000	1,908	10,000
533070	Parking Lease	7,920	8,610	13,500	9,300	13,500
	Subtotal:	\$ 33,994	\$ 33,736	\$ 78,500	\$ 40,606	\$ 78,500
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	19,158	16,046	15,000	19,610	15,000
536030	Building/Facility Supplies	2,852	3,525	8,500	4,212	8,500
536060	Inspection & Testing	-	-	1,500	1,500	1,500
536070	Janitorial Services	12,517	13,000	15,000	12,500	15,000
536080	Landscape Grounds Materials	98	654	500	300	500
536100	Pest Control	-	300	600	600	600
536290	Misc. Facility Improvements	365	-	5,000	2,500	5,000
536280	Special Maintenance (Incl. Dairy Knoll)	723	1,644	7,500	2,500	32,500
	Subtotal:	\$ 35,713	\$ 35,169	\$ 53,600	\$ 43,722	\$ 78,600
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	18,767	27,165	25,000	28,341	25,000
537200	Water-MMWD	542	337	1,200	557	1,200
537300	Telecommunications	21,072	18,416	20,000	19,160	20,000
	Subtotal:	\$ 40,381	\$ 45,918	\$ 46,200	\$ 48,058	\$ 46,200
	SPECIAL DEPT. ADMINISTRATIVE					
537700	MIDAS Network Charges	\$ 14,300	\$ 14,300	\$ 20,000	\$ 17,829	\$ 20,000
	Subtotal	\$ 14,300	\$ 14,300	\$ 20,000	\$ 17,829	\$ 20,000
	Total Supplies & Services:	\$ 124,388	\$ 129,123	\$ 198,300	\$ 150,215	\$ 223,300
	CAPITAL OUTLAY EXPENSES					
543030	Office Furniture/Equipment	1,248	1,837	1,000	750	1,000
	Total:	\$ 1,248	\$ 1,837	\$ 1,000	\$ 750	\$ 1,000
	CAPITAL PROJECT EXPENSES					
561140	Facility Alteration & Improvement	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 125,636	\$ 130,960	\$ 199,300	\$ 150,965	\$ 224,300

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 \$1,125,227, 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

DEPARTMENT SUMMARY

	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
DEPARTMENT FUNDING					
General Fund	927,091	902,690	985,764	962,026	1,020,227
Long Range Planning Fund	950	15,965	32,000	32,000	105,000
Total Department Funding	\$ 928,041	\$ 918,655	\$ 1,017,764	\$ 994,026	\$ 1,125,227
DIVISION FUNDING					
<u>Planning & Design Review</u>					
General Fund	467,277	439,913	474,304	466,059	488,950
Total Planning & Design Review	\$ 467,277	\$ 439,913	\$ 474,304	\$ 466,059	\$ 488,950
<u>Building Inspection</u>					
General Fund	459,814	462,777	511,460	495,967	531,277
Total Building Inspection	\$ 459,814	\$ 462,777	\$ 511,460	\$ 495,967	\$ 531,277
<u>Advance Planning</u>					
Long Range Planning Fund	950	15,965	32,000	32,000	105,000
Total Advance Planning	\$ 950	\$ 15,965	\$ 32,000	\$ 32,000	\$ 105,000
Total Division Funding	\$ 928,041	\$ 918,655	\$ 1,017,764	\$ 994,026	\$ 1,125,227

Community Development

All Funding Sources

ALL DIVISIONS

OBJECT SUMMARY	2010/11	2011/12	2011/12		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 644,974	\$ 625,418	\$ 637,972	\$ 642,991	\$ 649,868
EMPLOYEE BENEFITS	\$ 208,798	\$ 194,067	\$ 220,842	\$ 210,929	\$ 243,409
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 5,523	\$ 7,354	\$ 9,500	\$ 7,755	\$ 14,500
Conferences & Memberships	\$ 5,672	\$ 1,578	\$ 6,700	\$ 6,082	\$ 6,700
Contractual Services	\$ 34,200	\$ 49,253	\$ 60,000	\$ 45,777	\$ 60,000
Equipment Supplies & Maintenance	\$ 6,924	\$ 7,218	\$ 9,750	\$ 7,492	\$ 9,750
Special Department Administrative	\$ 950	\$ 16,967	\$ 52,000	\$ 52,000	\$ 120,000
Total Supplies & Services	\$ 53,269	\$ 82,370	\$ 137,950	\$ 119,106	\$ 210,950
CAPITAL OUTLAY ALLOWANCE	\$ 21,000	\$ 16,800	\$ 21,000	\$ 21,000	\$ 21,000
TOTAL EXPENDITURES	\$ 928,041	\$ 918,655	\$ 1,017,764	\$ 994,026	\$ 1,125,227
SOURCE OF FUNDING					
General Fund	927,091	902,690	985,764	962,026	1,020,227
Long Range Planning Fund	950	15,965	32,000	32,000	105,000
TOTAL FUNDING	\$ 928,041	\$ 918,655	\$ 1,017,764	\$ 994,026	\$ 1,125,227
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	-
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
Permit Technician	1.00	1.00	1.00	1.00	1.00
TOTAL STAFFING	8.00	8.00	8.00	8.00	8.00

PLANNING & DESIGN REVIEW

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 339,431	\$ 327,118	\$ 333,328	\$ 330,092	\$ 337,212
EMPLOYEE BENEFITS	\$ 113,081	\$ 99,862	\$ 113,226	\$ 111,882	\$ 123,988
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,174	5,652	6,500	5,005	6,500
Conferences & Memberships	2,462	1,036	3,700	3,363	3,700
Contractual Services	136	321	10,000	8,870	10,000
Equipment Supplies & Maintenance	893	1,044	1,450	747	1,450
Total Supplies & Services	\$ 8,665	\$ 8,053	\$ 21,650	\$ 17,985	\$ 21,650
CAPITAL OUTLAY ALLOWANCE	\$ 6,100	\$ 4,880	\$ 6,100	\$ 6,100	\$ 6,100
TOTAL EXPENDITURES	\$ 467,277	\$ 439,913	\$ 474,304	\$ 466,059	\$ 488,950
STAFFING LEVEL					
Positions	4.00	4.00	4.00	4.00	4.00
TOTAL STAFFING	4.00	4.00	4.00	4.00	4.00

PLANNING & DESIGN REVIEW

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SALARY					
512100	Director of Community Development	123,414	119,996	123,768	123,636	126,240
512200	Planning Manager	87,918	85,767	86,892	86,821	88,620
512300	Associate Planner	61,944	60,728	63,360	52,750	
512400	Assistant Planner	-	-	-	-	60,000
512600	Planning Secretary	52,932	52,034	52,308	52,273	53,352
515100	Overtime					-
517100	Vacation Conversion	6,533	-	-	7,065	-
518100	Casual Hire (DRB/PC Minutes)	6,690	8,593	7,000	7,547	9,000
	Total:	\$ 339,431	\$ 327,118	\$ 333,328	\$ 330,092	\$ 337,212
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	41,251	43,822	60,480	60,480	66,432
521200	Employee Accruing Fringe	10,963	8,332	-	-	
522100	PERS-Employee (7%)	818	-	-	-	-
522200	PERS-Town (10.781%)	35,229	34,270	33,409	32,299	35,385
522400	Other Retirement Benefits (GASB 45) 3%	7,104	7,104	7,100	7,100	9,846
522500	Repayment - CalPERS Side Fund (1.71%)	-	-	5,603	5,417	5,635
523100	FICA-Medicare	4,795	4,534	4,833	4,786	4,890
534050	Unemployment Insurance	11,052	-	-	-	-
524100	Auto Allowance	1,869	1,800	1,800	1,800	1,800
	Total:	\$ 113,081	\$ 99,862	\$ 113,226	\$ 111,882	\$ 123,988
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	4,797	5,346	6,000	4,755	6,000
531140	Publications & Subscriptions	377	306	500	250	500
	Subtotal:	\$ 5,174	\$ 5,652	\$ 6,500	\$ 5,005	\$ 6,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,216	681	2,500	1,500	2,500
532020	Employee Development/Training	290	155	500	1,116	500
532040	Memberships	956	200	700	747	700
	Subtotal:	\$ 2,462	\$ 1,036	\$ 3,700	\$ 3,363	\$ 3,700
	CONTRACTUAL SERVICES					
533010	Contractual Services	136	321	10,000	8,870	10,000
	Subtotal:	\$ 136	\$ 321	\$ 10,000	\$ 8,870	\$ 10,000
	EQ SUPPLIES & MAINTENANCE					
536050	Fuel & Oil	837	922	950	267	950
536250	Vehicle Maintenance	56	122	500	480	500
	Subtotal:	\$ 893	\$ 1,044	\$ 1,450	\$ 747	\$ 1,450

PLANNING & DESIGN REVIEW

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	Total Supplies & Services:	\$ 8,665	\$ 8,053	\$ 21,650	\$ 17,985	\$ 21,650
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	2,000	1,600	2,000	2,000	2,000
559020	Technology Allowance	4,100	3,280	4,100	4,100	4,100
	Total:	\$ 6,100	\$ 4,880	\$ 6,100	\$ 6,100	\$ 6,100
	TOTAL DEPARTMENT	\$ 467,277	\$ 439,913	\$ 474,304	\$ 466,059	\$ 488,950

BUILDING INSPECTION

OBJECT SUMMARY	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
			Budget	Estimated	
EXPENDITURES					
SALARY & WAGES	\$ 305,543	\$ 298,300	\$ 304,644	\$ 312,899	\$ 312,656
EMPLOYEE BENEFITS	\$ 95,717	\$ 94,205	\$ 107,616	\$ 99,047	\$ 119,421
SUPPLIES & SERVICES					
Department Supplies & Expenses	349	1,702	3,000	2,750	3,000
Conferences & Memberships	3,210	542	3,000	2,719	3,000
Contractual Services	34,064	48,932	50,000	36,907	50,000
Equipment Supplies & Maintenance	6,031	6,174	8,300	6,745	8,300
Special Department Administrative	-	1,002	20,000	20,000	20,000
Total Supplies & Services	\$ 43,654	\$ 58,352	\$ 84,300	\$ 69,121	\$ 84,300
CAPITAL OUTLAY ALLOWANCE	\$ 14,900	\$ 11,920	\$ 14,900	\$ 14,900	\$ 14,900
TOTAL EXPENDITURES	\$ 459,814	\$ 462,777	\$ 511,460	\$ 495,967	\$ 531,277
STAFFING LEVEL					
Positions	4.00	4.00	4.00	4.00	4.00
TOTAL STAFFING	4.00	4.00	4.00	4.00	4.00

BUILDING INSPECTION

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SALARY					
512700	Building Official	90,842	89,656	94,044	93,895	100,724
512800	Building Inspector	87,569	85,432	86,544	86,486	88,272
New	Building Permit Technician	-	68,560	67,560	67,560	67,560
512900	Building Permit Clerk	55,646	54,652	54,996	54,958	56,100
512920	Assistant to Building Official	70,071	-	-	-	-
515100	Overtime					
517100	Vacation Conversion	1,415	-	-	-	-
518100	Casual Hire	-	-	1,500	10,000	
	Total:	\$ 305,543	\$ 298,300	\$ 304,644	\$ 312,899	\$ 312,656
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	28,396	29,594	60,480	29,847	66,432
521200	Employee Accruing Fringe	22,548	21,595	-	21,713	
522100	PERS-Employee (7%)	766	-	-	-	
522200	PERS-Town (10.781%)	32,919	32,076	31,036	31,259	33,707
522400	Other Retirement Benefits (GASB 45) 3%	6,504	6,504	6,500	6,500	9,380
522500	Repayment - CalPERS Side Fund (1.717%)	-	-	5,205	5,205	5,368
523100	FICA-Medicare	4,584	4,436	4,396	4,523	4,534
	Total:	\$ 95,717	\$ 94,205	\$ 107,616	\$ 99,047	\$ 119,421
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	134	222	500	250	500
531170	Document Storage	215	1,480	2,500	2,500	2,500
	Subtotal:	\$ 349	\$ 1,702	\$ 3,000	\$ 2,750	\$ 3,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	474	75	1,500	1,500	1,500
532020	Employee Development/Training	2,531	127	1,000	869	1,000
532040	Memberships	205	340	500	350	500
	Subtotal:	\$ 3,210	\$ 542	\$ 3,000	\$ 2,719	\$ 3,000
	CONTRACTUAL SERVICES					
533010	Contractual (Outside Plan Check)	34,064	48,932	50,000	36,907	50,000
	Subtotal:	\$ 34,064	\$ 48,932	\$ 50,000	\$ 36,907	\$ 50,000
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	2,770	2,992	4,000	1,643	4,000
536050	Fuel & Oil	2,481	2,766	2,800	2,700	2,800
536250	Vehicle Maintenance	780	416	1,500	2,402	1,500
	Subtotal:	\$ 6,031	\$ 6,174	\$ 8,300	\$ 6,745	\$ 8,300

BUILDING INSPECTION

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SPECIAL DEPT. ADMINISTRATIVE					
538240	Records Management-Outside Scanning	-	1,002	20,000	20,000	20,000
	Subtotal:	\$ -	\$ 1,002	\$ 20,000	\$ 20,000	\$ 20,000
	Total Supplies & Services:	\$ 43,654	\$ 58,352	\$ 84,300	\$ 69,121	\$ 84,300
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	4,200	3,360	4,200	4,200	4,200
559020	Technology Allowance	10,700	8,560	10,700	10,700	10,700
	Total:	\$ 14,900	\$ 11,920	\$ 14,900	\$ 14,900	\$ 14,900
	TOTAL DEPARTMENT	\$ 459,814	\$ 462,777	\$ 511,460	\$ 495,967	\$ 531,277

ADVANCE PLANNING

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	5,000
Special Department Administrative	950	15,965	32,000	32,000	100,000
Total Supplies & Services	\$ 950	\$ 15,965	\$ 32,000	\$ 32,000	\$ 105,000
TOTAL EXPENDITURES	\$ 950	\$ 15,965	\$ 32,000	\$ 32,000	\$ 105,000

ADVANCE PLANNING

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531090	Printing & Reproduction	-	-	-	-	5,000
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	SPECIAL DEPT. ADMINISTRATIVE					
538220	Housing Element Update	950	15,965	5,000	5,000	50,000
538230	General Plan Update (Circ. Elem+ Maps)	-	-	27,000	27,000	50,000
	Subtotal:	\$ 950	\$ 15,965	\$ 32,000	\$ 32,000	\$ 100,000
	Total Supplies & Services:	\$ 950	\$ 15,965	\$ 32,000	\$ 32,000	\$ 105,000
	TOTAL DEPARTMENT	\$ 950	\$ 15,965	\$ 32,000	\$ 32,000	\$ 105,000

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 \$3,041,492. 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 policy facility which also serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. section. Belvedere contributes 25% of the funds needed to maintain this function.

DEPARTMENT SUMMARY

	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
DEPARTMENT FUNDING					
General Fund	2,550,972	2,660,090	2,832,981	2,731,394	2,941,492
Police COPS/SLESF Fund	100,000	83,838	100,000	100,000	100,000
Total Department Funding	\$ 2,650,972	\$ 2,743,928	\$ 2,932,981	\$ 2,831,394	\$ 3,041,492
DIVISION FUNDING					
<u>Police Services</u>					
General Fund	2,472,942	2,601,679	2,768,681	2,671,076	2,879,192
Police COPS/SLESF Fund	100,000	83,838	100,000	100,000	100,000
Total Police Services	\$ 2,572,942	\$ 2,685,517	\$ 2,868,681	\$ 2,771,076	\$ 2,979,192
<u>Police Facility</u>					
General Fund	78,030	58,411	64,300	60,318	62,300
Total Facility	\$ 78,030	\$ 58,411	\$ 64,300	\$ 60,318	\$ 62,300
Total Division Funding	\$ 2,650,972	\$ 2,743,928	\$ 2,932,981	\$ 2,831,394	\$ 3,041,492

Police Department

All Funding Sources

ALL DIVISIONS

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 1,612,224	\$ 1,644,232	\$ 1,689,325	\$ 1,641,034	\$ 1,740,797
EMPLOYEE BENEFITS	\$ 525,309	\$ 594,884	\$ 684,614	\$ 641,263	\$ 743,653
SUPPLIES & SERVICES					
Department Supplies & Expenses	38,597	37,233	35,000	38,233	35,000
Conferences & Memberships	6,015	10,425	16,500	9,111	16,500
Contractual Services	10,865	9,468	20,946	20,946	20,946
Intergovernmental & Agency	179,400	189,950	211,276	210,785	211,276
Equipment Supplies & Maintenance	118,247	115,871	118,100	111,448	118,100
Utility & Communication	62,213	66,197	60,720	62,074	60,720
Special Department Administrative	12,102	5,189	8,000	8,000	6,000
Total Supplies & Services	\$ 427,439	\$ 434,333	\$ 470,542	\$ 460,597	\$ 468,542
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 68,800	\$ 86,000	\$ 86,000	\$ 86,000
CAPITAL PROJECT EXPENSES	\$ -	\$ 1,679	\$ 2,500	\$ 2,500	\$ 2,500
TOTAL EXPENDITURES	\$ 2,650,972	\$ 2,743,928	\$ 2,932,981	\$ 2,831,394	\$ 3,041,492
SOURCE OF FUNDING					
General Fund	2,550,972	2,660,090	2,832,981	2,731,394	2,941,492
Police COPS/SLESF Fund	100,000	83,838	100,000	100,000	100,000
TOTAL FUNDING	\$ 2,650,972	\$ 2,743,928	\$ 2,932,981	\$ 2,831,394	\$ 3,041,492
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	4.00	4.00	4.00
Investigator	1.00	1.00	-	-	-
Patrol Officers	6.00	6.00	7.00	7.00	7.00
Police Service Aide	2.00	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	17.00	17.00	17.00	17.00	17.00

POLICE SERVICES

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 1,612,224	\$ 1,644,232	\$ 1,689,325	\$ 1,641,034	\$ 1,740,797
EMPLOYEE BENEFITS	\$ 525,309	\$ 594,884	\$ 684,614	\$ 641,263	\$ 743,653
SUPPLIES & SERVICES					
Department Supplies & Expenses	38,597	37,233	35,000	38,233	35,000
Conferences & Memberships	6,015	10,425	16,500	9,111	16,500
Contractual Services	10,865	9,468	20,946	20,946	20,946
Intergovernmental & Agency	179,400	189,950	211,276	210,785	211,276
Equipment Supplies & Maintenance	88,005	87,136	84,600	80,927	84,600
Utility & Communication	26,527	43,389	40,420	42,777	40,420
Allocated Costs					
Total Supplies & Services	\$ 349,409	\$ 377,601	\$ 408,742	\$ 402,779	\$ 408,742
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 68,800	\$ 86,000	\$ 86,000	\$ 86,000
TOTAL EXPENDITURES	\$ 2,572,942	\$ 2,685,517	\$ 2,868,681	\$ 2,771,076	\$ 2,979,192
STAFFING LEVEL					
Positions	19.40	19.40	19.40	19.40	19.40
TOTAL STAFFING	19.40	19.40	19.40	19.40	19.40

POLICE SERVICES

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SALARY					
513100	Police Chief	155,359	150,844	153,356	153,484	156,660
513200	Captain	127,490	123,964	126,038	125,951	128,556
513400	Sergeants (4)	384,350	290,098	397,368	376,091	403,248
513500	Patrol Officer (7)	552,268	637,344	560,151	552,483	589,092
513600	Secretary	64,868	63,544	64,111	64,061	65,400
531650	Emergency Services Coordinator	66,486	65,104	65,707	65,667	67,032
513950	Police Service Aide (.21 FTE)	81,836	120,416	124,408	122,860	127,260
515100	Overtime	68,209	76,775	80,000	82,182	85,000
515200	Overtime (Special Events)	21,647	29,098	25,000	16,560	25,000
516200	Education Incentive Pay	16,027	16,007	17,400	15,388	17,400
516300	Holiday Pay	40,492	43,702	46,086	42,429	48,549
516400	Special Pay	2,086	2,562	3,600	2,167	3,600
516600	Longevity Pay	13,731	15,000	18,600	15,000	15,000
516700	Shift Differential	6,980	6,577	7,500	6,711	9,000
517100	Vacation Conversion	10,395	3,197	-	-	-
	Total:	\$ 1,612,224	\$ 1,644,232	\$ 1,689,325	\$ 1,641,034	\$ 1,740,797
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	176,908	211,155	274,808	224,820	300,642
521200	Employee Accruing Fringe	21,389	19,723	-	21,354	-
522100	PERS-Employee (9% Sworn, 7% Misc.)	4,392	-	-	-	-
522200	PERS-Town (20.774%, 10.781%)	260,100	300,344	292,312	279,182	312,083
522300	PST-Part-time (3.75%)	2,295	2,333	2,250	2,597	2,250
522400	Other Post Employment Benefits (GASB 45)	35,004	35,004	35,000	35,000	46,117
522500	CalPERS Side Fund Repayment (1.71/3.6%)	-	-	52,249	52,249	53,819
523100	FICA-Medicare	20,551	21,231	24,495	20,933	25,242
524300	Medical Allowance (PSA)	4,670	5,094	3,500	5,128	3,500
525300	Tuition Reimbursement	-	-	-	-	-
534050	Unemployment Insurance	-	-	-	-	-
	Total:	\$ 525,309	\$ 594,884	\$ 684,614	\$ 641,263	\$ 743,653
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	9,004	12,167	11,000	12,624	11,000
531040	Evidence Supplies	2,076	2,910	3,000	3,480	3,000
531080	Postage	3,297	2,774	3,000	2,370	3,000
531090	Printing & Reproduction	3,259	5,392	4,000	3,536	4,000
531110	Range & Weapons	1,631	4,055	4,000	3,500	4,000
531120	Recruiting & Investigation	3,200	5,984	3,500	5,412	3,500
531121	Special Investigation	14,069	2,436	5,000	4,969	5,000
531140	Publications & Subscriptions	2,061	1,515	1,500	2,342	1,500
	Subtotal:	\$ 38,597	\$ 37,233	\$ 35,000	\$ 38,233	\$ 35,000

POLICE SERVICES

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,749	1,790	2,000	1,658	2,000
532020	Employee Development/Training	-	-	-	-	-
532040	Memberships	1,895	1,730	2,000	2,693	2,000
532060	POST-Reimbursed Training	1,854	4,816	10,000	3,500	10,000
532070	POST-Non Reimbursed Training	309	1,760	2,000	1,000	2,000
532090	Special Meal Allowance (MOU)	208	329	500	260	500
	Subtotal:	\$ 6,015	\$ 10,425	\$ 16,500	\$ 9,111	\$ 16,500
	CONTRACTUAL SERVICES					
533010	Contractual Services (Reimbursement)	-	-	-	-	-
533080	Records Management System (Tech)	2,479	-	18,496	18,496	18,496
533090	Lexipol Policy Manual Maintenance	2,450	2,450	2,450	2,450	2,450
533200	Systems Support	5,936	7,018	-	-	-
	Subtotal:	\$ 10,865	\$ 9,468	\$ 20,946	\$ 20,946	\$ 20,946
	INTERGOVERNMENT, AGENCY & JPA					
535080	Marin County Jail Booking	-	-	-	-	-
535090	Marin County Major Crimes Task Force	37,649	37,490	37,600	37,490	37,600
535131	Marin County Dispatch	138,624	149,333	170,176	170,168	170,176
535170	Marin County DA-Prandi Center	3,127	3,127	3,500	3,127	3,500
	Subtotal:	\$ 179,400	\$ 189,950	\$ 211,276	\$ 210,785	\$ 211,276
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	1,424	1,087	1,000	1,000	1,000
536050	Fuel & Oil	30,524	35,019	36,000	30,000	36,000
536120	Radar Maintenance	264	836	500	500	500
536130	Radio Maintenance	5,847	2,062	2,000	2,000	2,000
536210	Safety Equipment	8,387	6,026	6,000	5,500	6,000
536220	Uniform Maintenance	9,112	7,749	7,000	7,086	7,000
536230	Uniform Purchase/Replacement	4,082	6,795	5,000	4,994	5,000
536240	Vehicle Supplies	169	-	500	276	500
536250	Vehicle Maintenance	22,997	21,898	20,000	20,337	20,000
536270	Safety Equipment (MOU)	344	850	600	600	600
536320	License Plate Camera Maintenance	4,855	4,814	6,000	8,634	6,000
	Subtotal:	\$ 88,005	\$ 87,136	\$ 84,600	\$ 80,927	\$ 84,600

POLICE SERVICES

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	UTILITY & COMMUNICATION					
537300	Telecommunication	26,527	29,281	25,000	27,357	25,000
537700	MIDAS Internet Connection		14,108	15,420	15,420	15,420
	Subtotal:	\$ 26,527	\$ 43,389	\$ 40,420	\$ 42,777	\$ 40,420
	Total Supplies & Services:	\$ 349,409	\$ 377,601	\$ 408,742	\$ 402,779	\$ 408,742
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	75,000	60,000	75,000	75,000	75,000
559020	Technology Allowance	11,000	8,800	11,000	11,000	11,000
	Total:	\$ 86,000	\$ 68,800	\$ 86,000	\$ 86,000	\$ 86,000
	TOTAL DEPARTMENT	\$ 2,572,942	\$ 2,685,517	\$ 2,868,681	\$ 2,771,076	\$ 2,979,192

POLICE FACILITY

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	30,242	28,735	33,500	30,521	33,500
Utility & Communication	35,686	22,808	20,300	19,297	20,300
Special Department Administrative	12,102	5,189	8,000	8,000	6,000
Total Supplies & Services	\$ 78,030	\$ 56,732	\$ 61,800	\$ 57,818	\$ 59,800
CAPITAL PROJECT EXPENSES	\$ -	\$ 1,679	\$ 2,500	\$ 2,500	\$ 2,500
TOTAL EXPENDITURES	\$ 78,030	\$ 58,411	\$ 64,300	\$ 60,318	\$ 62,300

POLICE FACILITY

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	7,067	6,676	7,000	6,726	7,000
536030	Building/Facility Supplies	11,316	10,203	11,000	9,556	11,000
536050	Fuel & Oil (Generator)	-	100	500	197	500
536060	Inspection & Testing (Generator)	255	-	500	-	500
536070	Janitorial Services	11,150	11,350	13,000	13,000	13,000
536100	Pest Control	454	195	500	542	500
536280	Special Maintenance	-	211	1,000	500	1,000
	Subtotal:	\$ 30,242	\$ 28,735	\$ 33,500	\$ 30,521	\$ 33,500
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	20,550	22,484	20,000	18,623	20,000
537200	Water-MMWD	308	324	300	674	300
537300	Telecommunication	693	-	-	-	-
537700	Midas Internet Access	14,135	-	-	-	-
	Subtotal:	\$ 35,686	\$ 22,808	\$ 20,300	\$ 19,297	\$ 20,300
	SPECIAL DEPT. ADMINISTRATIVE					
538020	Emergency & Disaster Planning	12,102	5,189	8,000	8,000	6,000
	Subtotal:	\$ 12,102	\$ 5,189	\$ 8,000	\$ 8,000	\$ 6,000
	Total Supplies & Services:	\$ 78,030	\$ 56,732	\$ 61,800	\$ 57,818	\$ 59,800
	CAPITAL PROJECT EXPENSES					
561140	EOC Equipment Upgrades	-	1,679	2,500	2,500	2,500
	Total:	\$ -	\$ 1,679	\$ 2,500	\$ 2,500	\$ 2,500
	TOTAL DEPARTMENT	\$ 78,030	\$ 58,411	\$ 64,300	\$ 60,318	\$ 62,300

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 \$1,375,539, 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.

DEPARTMENT SUMMARY

	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
DEPARTMENT FUNDING					
General Fund	1,223,555	1,160,283	1,288,095	1,277,085	1,358,789
PERS Surplus Asset Fund	-	83,838	-	-	-
Cypress Hollow Fund	14,980	15,534	16,750	16,750	16,750
Total Department Funding	\$ 1,238,535	\$ 1,259,655	\$ 1,304,845	\$ 1,293,835	\$ 1,375,539
DIVISION FUNDING					
<u>Administration & Engineering</u>					
General Fund	294,968	234,697	306,889	302,450	343,987
State Gas Tax	-	50,000	-	-	-
Total Administration & Engineering	\$ 294,968	\$ 284,697	\$ 306,889	\$ 302,450	\$ 343,987
<u>Streets Maintenance</u>					
General Fund	450,805	424,580	479,616	457,485	482,448
Street Impact Fund	-	33,838	-	-	-
Total Streets Maintenance	\$ 450,805	\$ 458,418	\$ 479,616	\$ 457,485	\$ 482,448
<u>Parks Maintenance</u>					
General Fund	359,586	389,245	379,589	386,292	410,955
Total Parks Maintenance	\$ 359,586	\$ 389,245	\$ 379,589	\$ 386,292	\$ 410,955
<u>Street & Signal Light Maintenance</u>					
General Fund	33,568	33,803	37,400	42,500	40,100
Total Street & Signal Light Maintenance	\$ 33,568	\$ 33,803	\$ 37,400	\$ 42,500	\$ 40,100
<u>Cypress Hollow</u>					
Cypress Hollow Fund	14,980	15,534	16,750	16,750	16,750
Total Cypress Hollow	\$ 14,980	\$ 15,534	\$ 16,750	\$ 16,750	\$ 16,750
<u>Corporation Yard</u>					
General Fund	84,628	77,958	84,600	88,358	81,300
Total Corporation Yard	\$ 84,628	\$ 77,958	\$ 84,600	\$ 88,358	\$ 81,300
Total Division Funding	\$ 1,238,535	\$ 1,259,655	\$ 1,304,845	\$ 1,293,835	\$ 1,375,539

Public Works

All Funding Sources

ALL DIVISIONS

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ 665,395	\$ 667,040	\$ 686,485	\$ 687,227	\$ 691,244
EMPLOYEE BENEFITS	\$ 241,098	\$ 215,888	\$ 237,900	\$ 231,724	\$ 271,635
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 2,919	\$ 1,608	\$ 3,450	\$ 1,795	\$ 3,450
Conferences & Memberships	\$ 4,995	\$ 9,868	\$ 6,950	\$ 4,491	\$ 6,900
Contractual Services	\$ 61,173	\$ 56,283	\$ 54,760	\$ 54,113	\$ 59,760
Intergovernmental & Agency	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Supplies & Maintenance	\$ 144,511	\$ 179,850	\$ 175,700	\$ 178,033	\$ 198,150
Utility & Communication	\$ 75,844	\$ 95,038	\$ 92,000	\$ 93,852	\$ 96,800
Allocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies & Services	\$ 289,442	\$ 342,647	\$ 332,860	\$ 332,284	\$ 365,060
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
CAPITAL OUTLAY ALLOWANCE	\$ 42,600	\$ 34,080	\$ 42,600	\$ 42,600	\$ 42,600
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,238,535	\$ 1,259,655	\$ 1,304,845	\$ 1,293,835	\$ 1,375,539
SOURCE OF FUNDING					
General Fund	1,223,555	1,160,283	1,288,095	1,277,085	1,358,789
Cypress Hollow Fund	14,980	15,534	16,750	16,750	16,750
TOTAL FUNDING	\$ 1,238,535	\$ 1,175,817	\$ 1,304,845	\$ 1,293,835	\$ 1,375,539
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
Superintendent	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00	2.00
Foreman	1.00	1.00	1.00	1.00	-
Maintenance Worker II	1.00	1.00	1.00	1.00	-
Maintenance Worker I	3.00	3.00	3.00	3.00	4.00
TOTAL STAFFING	9.00	9.00	9.00	9.00	9.00

ADMINISTRATION & ENGINEERING

OBJECT SUMMARY	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
			Budget	Estimated	
EXPENDITURES					
SALARY & WAGES	\$ 211,453	\$ 207,284	\$ 217,404	\$ 216,957	\$ 219,900
EMPLOYEE BENEFITS	\$ 60,943	\$ 59,543	\$ 67,535	\$ 67,643	\$ 74,137
SUPPLIES & SERVICES					
Department Supplies & Expenses	1,155	804	1,250	625	1,250
Conferences & Memberships	3,004	2,969	3,100	2,216	3,100
Contractual Services	15,813	12,017	15,000	12,409	15,000
Equipment Supplies & Maintenance	-	-	-	-	28,000
Total Supplies & Services	\$ 19,972	\$ 15,790	\$ 19,350	\$ 15,250	\$ 47,350
CAPITAL OUTLAY ALLOWANCE	\$ 2,600	\$ 2,080	\$ 2,600	\$ 2,600	\$ 2,600
TOTAL EXPENDITURES	\$ 294,968	\$ 284,697	\$ 306,889	\$ 302,450	\$ 343,987
STAFFING LEVEL					
Positions	2.00	2.00	2.00	2.00	2.00
TOTAL STAFFING	2.00	2.00	2.00	2.00	2.00

ADMINISTRATION & ENGINEERING

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SALARY					
514100	Public Works Director/Town Engineer	145,381	145,432	155,028	153,302	156,276
514900	Engineering Technician	63,114	61,852	62,376	62,052	63,624
517100	Vacation Conversion	2,958	-	-	1,603	-
	Total:	\$ 211,453	\$ 207,284	\$ 217,404	\$ 216,957	\$ 219,900
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	21,229	21,475	30,240	25,627	33,216
521200	Employee Accruing Fringe	5,380	4,655	-	4,800	-
522100	PERS-Employee (7%)	523	-	-	-	-
522200	PERS-Town (10.781%)	22,483	22,313	22,258	22,249	23,707
522400	Other Retirement Benefits (GASB 45)	4,500	4,500	4,500	4,500	6,597
522500	CALPERS Side Fund Repayment (1.717%)	-	-	3,733	3,733	3,776
523100	FICA-Medicare	3,090	3,000	3,205	3,134	3,241
524100	Auto Allowance	3,738	3,600	3,600	3,600	3,600
	Total:	\$ 60,943	\$ 59,543	\$ 67,535	\$ 67,643	\$ 74,137
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	956	622	1,000	500	1,000
531140	Publications & Subscriptions	199	182	250	125	250
	Subtotal:	\$ 1,155	\$ 804	\$ 1,250	\$ 625	\$ 1,250
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	2,184	1,064	1,450	1,045	1,450
532020	Employee Development/Training	364	1,475	1,000	500	1,000
532040	Memberships	456	430	650	671	650
	Subtotal:	\$ 3,004	\$ 2,969	\$ 3,100	\$ 2,216	\$ 3,100
	CONTRACTUAL SERVICES					
533700	Contract - Engineering Services	15,813	12,017	15,000	12,409	15,000
	Subtotal:	\$ 15,813	\$ 12,017	\$ 15,000	\$ 12,409	\$ 15,000
	EQUIP, SUPPLIES & MAINTENANCE					
536190	Street Striping	\$ -	\$ -	\$ -	\$ -	\$ 8,000
536095	Open Space Vegetation Management	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ 28,000
	Total Supplies & Services:	\$ 19,972	\$ 15,790	\$ 19,350	\$ 15,250	\$ 47,350
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	2,600	2,080	2,600	2,600	2,600
	Total:	\$ 2,600	\$ 2,080	\$ 2,600	\$ 2,600	\$ 2,600
	TOTAL DEPARTMENT	\$ 294,968	\$ 284,697	\$ 306,889	\$ 302,450	\$ 343,987

STREETS MAINTENANCE

OBJECT SUMMARY	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
			Budget	Estimated	
EXPENDITURES					
SALARY & WAGES	\$ 279,519	\$ 281,857	\$ 291,894	\$ 289,899	\$ 288,336
EMPLOYEE BENEFITS	\$ 105,711	\$ 92,931	\$ 101,672	\$ 94,825	\$ 117,112
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ -	\$ 380	\$ 100	\$ 100	\$ 100
Conferences & Memberships	\$ 842	\$ 3,859	\$ 2,100	\$ 1,250	\$ 2,000
Equipment Supplies & Maintenance	\$ 64,733	\$ 79,391	\$ 78,850	\$ 71,411	\$ 69,900
Total Supplies & Services	\$ 65,575	\$ 83,630	\$ 81,050	\$ 72,761	\$ 72,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
TOTAL EXPENDITURES	\$ 450,805	\$ 458,418	\$ 479,616	\$ 457,485	\$ 482,448
STAFFING LEVEL					
Positions	4.00	4.00	4.00	4.00	4.00
TOTAL STAFFING	4.00	4.00	4.00	4.00	4.00

STREETS MAINTENANCE

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SALARY					
514200	Superintendent of Public Works	91,010	90,808	92,052	91,989	93,888
514400	Foreman	72,535	73,360	72,360	72,715	73,812
514500	Maintenance Worker II	60,122	60,973	59,973	60,269	61,176
514600	Maintenance Worker I	55,852	56,716	58,509	57,069	57,960
515100	Overtime	-	-	1,500	1,960	1,500
518100	Casual Hire	-	-	7,500	5,897	-
	Total:	\$ 279,519	\$ 281,857	\$ 291,894	\$ 289,899	\$ 288,336
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	37,777	39,640	55,620	36,159	66,432
521200	Employee Accruing Fringe	12,493	11,060	-	12,698	-
522100	PERS-Employee (7%)	13,418	-	-	-	-
522200	PERS-Town (10.781%)	30,007	30,292	28,963	29,106	30,924
522400	Other Retirement Benefits (GASB 45)	6,000	6,000	6,000	6,000	8,650
522500	CalPERS Side Fund Repayment (1.717%)	-	-	4,857	4,857	4,925
523100	FICA-Medicare	4,147	4,139	4,232	4,205	4,181
524100	Auto Allowance	1,869	1,800	1,800	1,800	1,800
525300	Tuition Reimbursement	-	-	200	-	200
534030	Unemployment Insurance	-	-	-	-	-
	Total:	\$ 105,711	\$ 92,931	\$ 101,672	\$ 94,825	\$ 117,112
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	-	380	100	100	100
	Subtotal:	\$ -	\$ 380	\$ 100	\$ 100	\$ 100
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	242	-	500	150	400
532020	Employee Development/Training	600	3,700	1,500	1,000	1,500
532040	Memberships	-	159	100	100	100
	Subtotal:	\$ 842	\$ 3,859	\$ 2,100	\$ 1,250	\$ 2,000
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	2,377	2,090	2,500	1,589	2,500
536020	Equipment Maintenance	1,964	-	7,500	5,875	8,000
536050	Fuel & Oil	33,171	36,873	30,000	30,843	30,000
536100	Pest Control Downtown	1,510	1,375	1,600	1,500	1,600
536140	Downtown Cleanup & Restrooms	1,040	1,300	4,200	3,120	3,500
536150	Small Tools	460	110	2,500	513	3,500
536160	Storm Drain & Culvert Maintenance	7,227	6,397	8,000	10,676	8,000
536180	Street Materials & Signs	8,438	8,522	10,000	7,215	6,500
536190	Street Painting (Moved Dept 430 FY 2014)	3,338	7,700	6,000	6,257	-
536210	Safety Equipment & Apparel	103	-	1,250	755	1,000
536220	Uniform Maintenance Service	3,820	3,649	3,300	1,668	3,300
536230	Uniform Purchase/Replacement	297	312	1,000	800	1,000
536270	Safety Equipment (MOU)	988	799	1,000	600	1,000
536920	Tar View Landslide Repair	-	10,264	-	-	-
	Subtotal:	\$ 64,733	\$ 79,391	\$ 78,850	\$ 71,411	\$ 69,900

STREETS MAINTENANCE

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	Total Supplies & Services:	\$ 65,575	\$ 83,630	\$ 81,050	\$ 72,761	\$ 72,000
	OTHER EQUIPMENT					
549010	Street Light Pole Replacement	-	-	5,000	-	5,000
	Total:	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
	TOTAL DEPARTMENT	\$ 450,805	\$ 458,418	\$ 479,616	\$ 457,485	\$ 482,448

PARKS MAINTENANCE

OBJECT SUMMARY	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
			Budget	Estimated	
EXPENDITURES					
SALARY & WAGES	\$ 174,423	\$ 177,899	\$ 177,187	\$ 180,371	\$ 183,008
EMPLOYEE BENEFITS	\$ 74,444	\$ 63,414	\$ 68,692	\$ 69,256	\$ 80,387
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	1,149	3,040	1,750	1,025	1,800
Contractual Services	33,360	30,466	25,760	27,704	30,760
Equipment Supplies & Maintenance	28,566	44,146	42,700	42,620	46,500
Utility & Communication	47,644	70,280	63,500	65,316	68,500
Total Supplies & Services	\$ 110,719	\$ 147,932	\$ 133,710	\$ 136,665	\$ 147,560
TOTAL EXPENDITURES	\$ 359,586	\$ 389,245	\$ 379,589	\$ 386,292	\$ 410,955
STAFFING LEVEL					
Positions	3.00	3.00	3.00	3.00	3.00
TOTAL STAFFING	3.00	3.00	3.00	3.00	3.00

PARKS MAINTENANCE

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SALARY					
514600	Maintenance Worker I (2)	107,186	111,619	111,407	114,136	115,920
514700	Senior Maintenance Worker	65,439	66,280	65,280	65,599	66,588
515100	Overtime	-	-	500	636	500
517100	Vacation Conversion	1,798	-	-	-	-
	Total:	\$ 174,423	\$ 177,899	\$ 177,187	\$ 180,371	\$ 183,008
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	29,538	31,203	40,500	33,689	49,824
521200	Employee Accruing Fringe	7,655	6,597	-	7,456	-
522100	PERS-Employee (7%)	12,209	-	-	-	-
522200	PERS-Town (10.238%)	18,531	19,077	18,089	18,487	18,685
522400	Other Retirement Benefits (GASB 445)	3,900	3,900	3,900	3,900	5,490
522500	CalPERS Side Fund Repayment (1.717%)	-	-	3,034	3,034	3,134
523100	FICA-Medicare	2,611	2,637	2,569	2,690	2,654
525300	Tuition Reimbursement	-	-	600	-	600
534030	Unemployment Insurance	-	-	-	-	-
	Total:	\$ 74,444	\$ 63,414	\$ 68,692	\$ 69,256	\$ 80,387
	SUPPLIES & SERVICES					
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	249	-	500	250	400
532020	Employee Development/Training	820	3,040	1,000	400	1,000
532040	Memberships	80	-	250	375	400
	Subtotal:	\$ 1,149	\$ 3,040	\$ 1,750	\$ 1,025	\$ 1,800
	CONTRACTUAL SERVICES					
533010	Contractual Services (Medians & Restrooms)	33,360	23,722	20,000	22,584	25,000
533015	Fountain Maintenance	-	6,744	5,760	5,120	5,760
	Subtotal:	\$ 33,360	\$ 30,466	\$ 25,760	\$ 27,704	\$ 30,760
	EQUIP, SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	616	1,593	4,000	2,528	3,000
536080	Landscape Grounds & Materials	22,625	29,683	24,000	24,792	24,000
536180	Street Materials & Signs	212	35	1,200	600	1,000
536200	Tree Maintenance	4,140	11,390	12,000	13,200	17,000
536220	Uniform Maintenance Service	973	1,238	1,500	1,500	1,500
536310	Rental-Facility (Portable Restroom)	-	207	-	-	-
	Subtotal:	\$ 28,566	\$ 44,146	\$ 42,700	\$ 42,620	\$ 46,500

PARKS MAINTENANCE

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	7,437	7,431	6,500	5,426	6,500
537200	Water-MMWD	29,868	40,295	40,000	46,251	45,000
537210	Water-RBSA Reclaimed	10,339	22,554	17,000	13,639	17,000
	Subtotal:	\$ 47,644	\$ 70,280	\$ 63,500	\$ 65,316	\$ 68,500
	Total Supplies & Services:	\$ 110,719	\$ 147,932	\$ 133,710	\$ 136,665	\$ 147,560
	TOTAL DEPARTMENT	\$ 359,586	\$ 389,245	\$ 379,589	\$ 386,292	\$ 410,955

CORPORATION YARD

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	1,764	424	2,100	1,070	2,100
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	34,724	38,565	34,100	40,641	31,000
Utility & Communication	8,140	6,969	8,400	6,647	8,200
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 44,628	\$ 45,958	\$ 44,600	\$ 48,358	\$ 41,300
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 40,000	\$ 32,000	\$ 40,000	\$ 40,000	\$ 40,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 84,628	\$ 77,958	\$ 84,600	\$ 88,358	\$ 81,300

CORPORATION YARD

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	422	145	1,000	500	1,000
531070	Permit/Application Fees	1,342	279	1,100	570	1,100
	Subtotal:	\$ 1,764	\$ 424	\$ 2,100	\$ 1,070	\$ 2,100
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	2,478	4,339	1,000	2,654	1,000
536020	Equipment Maintenance	3,028	1,244	3,000	8,628	3,000
536030	Building/Facility Supplies	4,103	248	6,000	9,317	6,000
536050	Fuel & Oil	16,955	18,898	14,000	14,000	14,000
536100	Pest Control	-	-	500	155	500
536150	Small Tools/Implements	692	557	2,500	2,462	2,500
536250	Vehicle Maintenance	6,095	12,782	5,000	2,582	2,500
536290	Facility - Alteration/Improvements	500	-	1,500	750	1,000
536300	Rental-Equipment & Tools	873	497	600	93	500
	Subtotal:	\$ 34,724	\$ 38,565	\$ 34,100	\$ 40,641	\$ 31,000
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	3,876	3,453	4,200	2,808	4,000
537200	Water-MMWD	50	349	-	354	-
537300	Telecommunication	4,214	3,167	4,200	3,485	4,200
	Subtotal:	\$ 8,140	\$ 6,969	\$ 8,400	\$ 6,647	\$ 8,200
	Total Supplies & Services:	\$ 44,628	\$ 45,958	\$ 44,600	\$ 48,358	\$ 41,300

CORPORATION YARD

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	CAPITAL OUTLAY ALLOWANCE					
559010	Depreciation Allowance	40,000	32,000	40,000	40,000	40,000
	Total:	\$ 40,000	\$ 32,000	\$ 40,000	\$ 40,000	\$ 40,000
	TOTAL DEPARTMENT	\$ 84,628	\$ 77,958	\$ 84,600	\$ 88,358	\$ 81,300

STREET & SIGNAL LIGHT SYSTEM

OBJECT SUMMARY	2009/10	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	14,929	17,748	19,300	22,611	22,000
Utility & Communication	18,639	16,055	18,100	19,889	18,100
Total Supplies & Services	\$ 33,568	\$ 33,803	\$ 37,400	\$ 42,500	\$ 40,100
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 33,568	\$ 33,803	\$ 37,400	\$ 42,500	\$ 40,100

STREET & SIGNAL LIGHT SYSTEM

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	EQUIP SUPPLIES & MAINTENANCE					
536170	Street/Signal Light Maint. (Cal/TRANS)	14,929	17,748	19,300	22,611	22,000
	Subtotal:	\$ 14,929	\$ 17,748	\$ 19,300	\$ 22,611	\$ 22,000
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	18,639	16,055	18,100	19,889	18,100
	Subtotal:	\$ 18,639	\$ 16,055	\$ 18,100	\$ 19,889	\$ 18,100
	Total Supplies & Services:	\$ 33,568	\$ 33,803	\$ 37,400	\$ 42,500	\$ 40,100
	CAPITAL OUTLAY ALLOWANCE					
	TOTAL DEPARTMENT	\$ 33,568	\$ 33,803	\$ 37,400	\$ 42,500	\$ 40,100

CYPRESS HOLLOW SPECIAL DISTRICT

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Contractual Services	12,000	13,800	14,000	14,000	14,000
Equipment Supplies & Maintenance	1,559	-	750	750	750
Utility & Communication	1,421	1,734	2,000	2,000	2,000
Total Supplies & Services	\$ 14,980	\$ 15,534	\$ 16,750	\$ 16,750	\$ 16,750
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 14,980	\$ 15,534	\$ 16,750	\$ 16,750	\$ 16,750

CYPRESS HOLLOW SPECIAL DISTRICT

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2011/12		2013/14 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	CONTRACTUAL SERVICES					
533010	Contractual Services (Cost Recovery)	12,000	13,800	14,000	14,000	14,000
	Subtotal:	\$ 12,000	\$ 13,800	\$ 14,000	\$ 14,000	\$ 14,000
	EQUIP SUPPLIES & MAINTENANCE					
536080	Landscape Grounds & Materials	1,559	-	750	750	750
536200	Tree Maintenance	-	-	-	-	-
	Subtotal:	\$ 1,559	\$ -	\$ 750	\$ 750	\$ 750
	UTILITY & COMMUNICATION					
537200	Water-MMWD	1,421	1,734	2,000	2,000	2,000
	Subtotal:	\$ 1,421	\$ 1,734	\$ 2,000	\$ 2,000	\$ 2,000
	Total Supplies & Services:	\$ 14,980	\$ 15,534	\$ 16,750	\$ 16,750	\$ 16,750
	TOTAL DEPARTMENT	\$ 14,980	\$ 15,534	\$ 16,750	\$ 16,750	\$ 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, employment practices and property insurance premiums, which are then allocated out to the various operating departments based on risk analysis. The Town is self-insured for the first \$150,000 for each workers' compensation claim and \$50,000 for each liability claim. After the deductible is reached the Town is insured for \$10 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 seven 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****COMBINING SUMMARY TOTALS**

	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
			Budget	Estimated	
DEPARTMENT FUNDING					
General Fund	494,352	523,064	629,852	661,995	698,549
Low/Moderate Income Housing	7,896	49,829	24,725	41,935	21,190
Town Owned Housing	61,068	46,873	62,600	56,278	71,310
Peninsula Library JPA	1,354,482	1,341,451	1,384,167	1,398,215	1,426,179
Total Department Funding	\$ 1,917,798	\$ 1,961,217	\$ 2,101,344	\$ 2,158,423	\$ 2,217,228

Non-Departmental

All Funding Sources

ALL DIVISIONS

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SALARY & WAGES					
EMPLOYEE BENEFITS	\$ 20,972	\$ 24,914	\$ 43,758	\$ 44,256	\$ 76,750
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 6,809	\$ 4,827	\$ 5,375	\$ 5,318	\$ 5,375
Conferences & Memberships	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ 6,713	\$ 31,463	\$ 6,600	\$ 27,126	\$ 6,200
Insurances	\$ 173,434	\$ 202,162	\$ 221,442	\$ 294,839	\$ 254,442
Intergovernmental & Agency	\$ 1,659,620	\$ 1,659,721	\$ 1,770,869	\$ 1,739,906	\$ 1,812,451
Equipment Supplies & Maintenance	\$ 45,186	\$ 37,460	\$ 36,000	\$ 42,580	\$ 44,710
Allocated Costs	\$ -	\$ -	\$ 300	\$ 300	\$ 300
Total Supplies & Services	\$ 1,891,762	\$ 1,935,633	\$ 2,040,586	\$ 2,110,069	\$ 2,123,478
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 5,064	\$ 670	\$ 17,000	\$ 4,098	\$ 17,000
TOTAL EXPENDITURES	\$ 1,917,798	\$ 1,961,217	\$ 2,101,344	\$ 2,158,423	\$ 2,217,228
SOURCE OF FUNDING					
General Fund	494,352	523,064	629,852	661,995	698,549
Low/Moderate Housing Fund	7,896	49,829	24,725	41,935	21,190
Town Owned Housing	61,068	46,873	62,600	56,278	71,310
Peninsula Library JPA Fund	1,354,482	1,341,451	1,384,167	1,398,215	1,426,179
TOTAL FUNDING	\$ 1,917,798	\$ 1,961,217	\$ 2,101,344	\$ 2,158,423	\$ 2,217,228

INSURANCES AND INTER-GOVERNMENTAL AGREEMENTS

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
EMPLOYEE BENEFITS	20,972	24,914	43,758	44,256	76,750
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	1,629	1,846	2,400	1,660	2,000
Insurances	173,434	202,162	221,442	294,839	254,442
Intergovernmental & Agency	298,317	294,142	362,252	321,240	365,357
Equipment Supplies & Maintenance	-	-	-	-	-
Utility & Communication	-	-	-	-	-
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 473,380	\$ 498,150	\$ 586,094	\$ 617,739	\$ 621,799
TOTAL EXPENDITURES	\$ 494,352	\$ 523,064	\$ 629,852	\$ 661,995	\$ 698,549
STAFFING LEVEL					
Positions	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

Insurances and Intergovernmental

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	EMPLOYEE BENEFITS					
521300	Retiree Health Benefits	20,972	24,914	43,758	44,256	76,750
	Subtotal:	20,972	24,914	43,758	44,256	76,750
	SUPPLIES & SERVICES					
	SUPPLIES & EXPENSES					
	CONTRACTUAL SERVICES					
533050	Health Benefit Plan Administration	1,629	1,846	2,400	1,660	2,000
	Subtotal:	1,629	1,846	2,400	1,660	2,000
	INSURANCE					
534010	Liability (ABAG PLAN)	73,921	91,611	90,000	108,901	110,000
534020	Worker's Compensation (Bay Cities)	93,258	91,599	110,000	158,093	121,000
534030	Property (ABAG PLAN)	5,450	5,699	5,500	6,722	7,500
534040	Public Officials EO (ABAG PLAN)	805	786	800	797	800
534060	Employment Practices Liability	0	12,467	15,142	20,326	15,142
	Subtotal:	\$ 173,434	\$ 202,162	\$ 221,442	\$ 294,839	\$ 254,442
	INTERGOVERNMENT, AGENCY & JPA					
535010	Animal Control JPA	85,693	84,360	87,320	78,399	87,320
535020	Cable Telecommunication JPA	13,984	-	21,098	-	21,098
535030	Chamber of Commerce TOT 1%	33,322	40,354	40,000	40,000	42,000
535040	Transportation Authority of Marin JPA	14,485	14,485	14,500	14,749	14,749
535050	MERA Radio Acquisition JPA (Bond)	34,183	44,269	45,672	39,243	45,672
535055	MERA Radio Acquisition JPA (Operating)	38,823	33,827	42,578	40,984	42,578
535060	Emergency Management Planning JPA	5,646	5,646	5,646	5,646	5,646
535070	Hazardous Materials JPA	2,077	3,260	3,800	3,438	3,800
535120	Richardson Bay Regional Agency JPA	20,763	22,839	23,980	23,947	23,980
535140	Stormwater Runoff (MCSTOPP) JPA	18,929	24,002	25,200	24,299	25,200
535180	MCCMC Lobbyist & Legislative Support	2,318	2,640	2,958	3,914	3,914
535200	LAFCO	3,322	2,997	7,300	3,063	3,500
535210	Marin Map	9,000	-	9,000	9,000	9,000
535220	Marin General Services Authority	13,172	12,863	12,600	10,694	12,600
535270	Cal Fire Contract (Angel Island)	-	-	18,000	17,656	18,000
535100	Marin Mediation Services	-	-	-	3,608	3,700
535240	ICLEI Contribution	2,600	600	2,600	2,600	2,600
535250	Marin Clean Energy JPA	-	2,000	-	-	-
	Subtotal:	298,317	294,142	362,252	321,240	365,357
	TOTAL DEPARTMENT	\$ 494,352	\$ 523,064	\$ 629,852	\$ 661,995	\$ 698,549

HOUSING

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	191	284	275	218	275
Contractual Services	884	25,417	-	21,266	-
Intergovernmental & Agency	6,821	24,128	24,450	20,451	20,915
Equipment Supplies & Maintenance	-	-	-	-	-
Total Supplies & Services	\$ 7,896	\$ 49,829	\$ 24,725	\$ 41,935	\$ 21,190
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 7,896	\$ 49,829	\$ 24,725	\$ 41,935	\$ 21,190
STAFFING LEVEL - None					

HOUSING

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	191	284	275	218	275
531100	Property Tax Payments	-	-	-	-	-
	Subtotal:	\$ 191	\$ 284	\$ 275	\$ 218	\$ 275
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)	884	25,417	-	21,266	-
	Subtotal:	\$ 884	\$ 25,417	\$ -	\$ 21,266	\$ -
	INTERGOVERNMENT, AGENCY & JPA					
535110	Marin Renters Rebate (MHA)	4,018	-	4,100	-	-
535230	Marin Housing Authority JPA	2,803	21,528	11,500	11,601	12,065
535260	Homeward Bound Contribution	-	2,600	8,850	8,850	8,850
	Subtotal:	\$ 6,821	\$ 24,128	\$ 24,450	\$ 20,451	\$ 20,915
	Total Supplies & Services:	\$ 7,896	\$ 49,829	\$ 24,725	\$ 41,935	\$ 21,190
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 7,896	\$ 49,829	\$ 24,725	\$ 41,935	\$ 21,190

Non-Departmental

Town Owned Housing Fund

HOUSING

OBJECT SUMMARY	2010/11	2011/12	2012/13		2013/14
	Actual	Actual	Budget	Estimated	Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	6,618	4,543	5,100	5,100	5,100
Conferences & Memberships	-	-	-	-	-
Contractual Services	4,200	4,200	4,200	4,200	4,200
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	45,186	37,460	36,000	42,580	44,710
Utility & Communication	-	-	-	-	-
Allocated Costs	-	-	300	300	300
Total Supplies & Services	\$ 56,004	\$ 46,203	\$ 45,600	\$ 52,180	\$ 54,310
CAPITAL PROJECT EXPENSES	\$ 5,064	\$ 670	\$ 17,000	\$ 4,098	\$ 17,000
TOTAL EXPENDITURES	\$ 61,068	\$ 46,873	\$ 62,600	\$ 56,278	\$ 71,310
STAFFING LEVEL					
None	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

NON-DEPARTMENTAL-HOUSING

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531100	Property Tax Payments	6,618	4,543	5,100	5,100	5,100
	Subtotal:	\$ 6,618	\$ 4,543	\$ 5,100	\$ 5,100	\$ 5,100
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)	4,200	4,200	4,200	4,200	4,200
	Subtotal:	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200	\$ 4,200
	EQ SUPPLIES & MAINTENANCE					
536110	Property Management (HOA)	45,186	37,460	36,000	42,580	44,710
	Subtotal:	\$ 45,186	\$ 37,460	\$ 36,000	\$ 42,580	\$ 44,710
	ALLOCATED COSTS					
539010	Insurance-Property	-	-	300	300	300
	Subtotal:	\$ -	\$ -	\$ 300	\$ 300	\$ 300
	Total Supplies & Services:	\$ 56,004	\$ 46,203	\$ 45,600	\$ 52,180	\$ 54,310
	CAPITAL EXPENSES					
561140-	Facility Alteration/Improvement	-	-	-	-	-
-640120	Unit-2	-	-	2,500	1,500	2,500
-640103	Unit-3	5,064	574	2,500	98	2,500
-640105	Unit-5	-	96	2,500	-	2,500
-640106	Unit 6	-	-	2,500	-	2,500
-640111	Unit-11	-	-	2,500	-	2,500
-640114	Unit-14	-	-	2,500	2,500	2,500
-640118	Unit-18	-	-	2,000	-	2,000
	Total:	\$ 5,064	\$ 670	\$ 17,000	\$ 4,098	\$ 17,000
	TOTAL DEPARTMENT	\$ 61,068	\$ 46,873	\$ 62,600	\$ 56,278	\$ 71,310

Non-Departmental

BELVEDERE-TIBURON LIBRARY AGENCY

OBJECT SUMMARY	2010/11 Actual	2011/12 Actual	2011/12		2013/14 Proposed
			Budget	Estimated	
EXPENDITURES					
SUPPLIES & SERVICES					
Intergovernmental & Agency	1,354,482	1,341,451	1,384,167	1,398,215	1,426,179
Total Supplies & Services	\$ 1,354,482	\$ 1,341,451	\$ 1,384,167	\$ 1,398,215	\$ 1,426,179
TOTAL EXPENDITURES	\$ 1,354,482	\$ 1,341,451	\$ 1,384,167	\$ 1,398,215	\$ 1,426,179

Non-Departmental

BELVEDERE-TIBURON LIBRARY AGENCY

Acct No.	Account Description	2010/11 Actual	2011/12 Actual	2012/13		2013/14 Proposed
				Budget	Estimated	
	SUPPLIES & SERVICES					
	INTERGOVERNMENT, AGENCY & JPA					
535900	Payment to Library Agency (Property Tax proceeds)	1,354,482	1,341,451	1,384,167	1,398,215	1,426,179
	Subtotal:	\$ 1,354,482	\$ 1,341,451	\$ 1,384,167	\$ 1,398,215	\$ 1,426,179
	Total Supplies & Services:	\$ 1,354,482	\$ 1,341,451	\$ 1,384,167	\$ 1,398,215	\$ 1,426,179
	TOTAL DEPARTMENT	\$ 1,354,482	\$ 1,341,451	\$ 1,384,167	\$ 1,398,215	\$ 1,426,179

CAPITAL OUTLAY & ALLOWANCE

Planned Capital Outlay Purchases

Planned Technology Outlay Purchases

Depreciation Allowance Schedule

Total proposed Department capital outlay purchases equal \$100,000. This amount is \$4,000 more 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 \$107,850. This amount is approximtely \$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 2013-14

Planned Capital Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Total Town Administration	<u>\$ -</u>
COMMUNITY DEVELOPMENT	
Total Community Development	<u>\$ -</u>
POLICE	
Total Police	<u>\$ -</u>
PUBLIC WORKS	
Card Lock Fuel System (Replace Hardware & Software)	\$20,000
John Deere Riding Mower	<u>22,000</u>
Total Public Works	<u>\$ 42,000</u>
Total Planned Capital Outlay Purchases:	\$ 42,000

CAPITAL OUTLAY

Fiscal Year 2013/14

Planned Technology Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Miscellaneous Computer Parts (7)	1,750
Outside Consultant for Special Projects (Website Redesign, Misc.)	15,000
Laserfiche Annual Maintenance & Licenses	3,800
Asigra Data Backup System	6,000
Licenses (Unidata, Dell, Progressive Business)	3,500
Upgrade Town Hall Wireless System	2,000
Total Town Administration	<u>32,050</u>
COMMUNITY DEVELOPMENT	
Miscellaneous Computer Parts (8)	2,000
Desk Top Computer Replacements (7 - 6 Carry Over from FY 2013)	9,100
PermitSoft Annual Maintenance Fee	14,400
Color Copy Machine Replacement (Carry Over from FY 2013)	10,000
Outside Consulting Services (Permit Trak)	20,000
Tablet Computers (2)	2,000
Portable Color Printer	400
ArcView Licenses (2)	6,000
Receipt Printers (Carry Over from FY 2013)	1,000
Folding Machine for Notices	4,500
Total Community Development	<u>69,400</u>
POLICE	
Miscellaneous Computer Parts (10)	2,500
Miscellaneous Cell Phone Parts (10)	500
Desktop Computer Replacements (6)	7,800
Replacement Routers (1) - License Plate Cameras	17,500
Upgrade Building WiFi Capabilities	2,000
Total Police	<u>30,300</u>
PUBLIC WORKS	
Miscellaneous Computer Parts (5)	1,250
Desktop Computer (2 -1 Carry Over from FY 2013)	2,600
Misc. Cell Phone Parts (7)	700
Fax Machine for Corp Yard	500
Total Public Works	<u>5,050</u>
Total Planned Capital Outlay Purchases:	<u>136,800</u>

Program: **CAPITAL IMPROVEMENT PLAN**

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

The Town's total proposed Capital Improvement Plan is funded with a blend of general fund and restricted fund resources, grants. The total planned improvements for FY 2013-14 are \$2,257,500, as described below.

Streets Improvements

The Town's regular street maintenance program is funded primarily with State Gas Tax, General Fund Streets & Drainage and Tiburon Street Impact funds. The Gas Tax Fund receives approximately \$250,000 annually and the Street Impact Fund is expected to receive \$325,000 in Fiscal Year 2013/14. A total of \$950,000 is allocated for planned street improvements in Fiscal Year 2013/14.

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 \$500,000 is allocated for planned drainage improvements in Fiscal Year 2013/14.

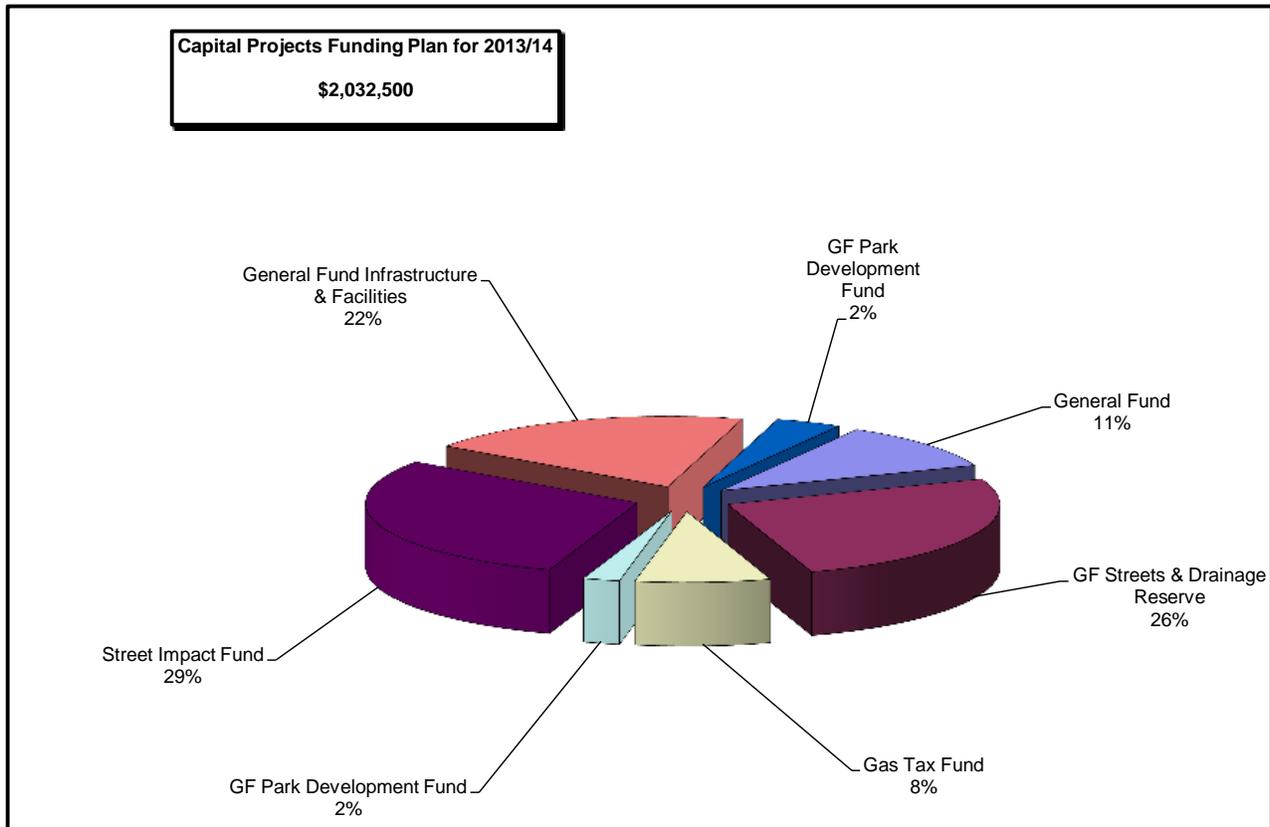
Community Development Improvements

The Town will undertake \$807,500 in community projects through the FY 2013-14 Capital Improvement Program. These projects include undergrounding of utilities along Tiburon Boulevard from Mar West to San Rafael Avenue, a renovation of the downtown public restrooms, frontage improvements at Blackie's Pasture, miscellaneous downtown improvements, and several other smaller community projects.

CAPITAL PROJECTS FUNDING - ALL CATEGORIES

Planned Capital Projects Funding

General Fund	250,000
GF Streets & Drainage Reserve	597,000
Gas Tax Fund	185,000
GF Park Development Fund	50,000
Street Impact Fund	683,000
General Fund Infrastructure & Facilities	452,500
Measure "A"	90,000
Total Funding	2,307,500

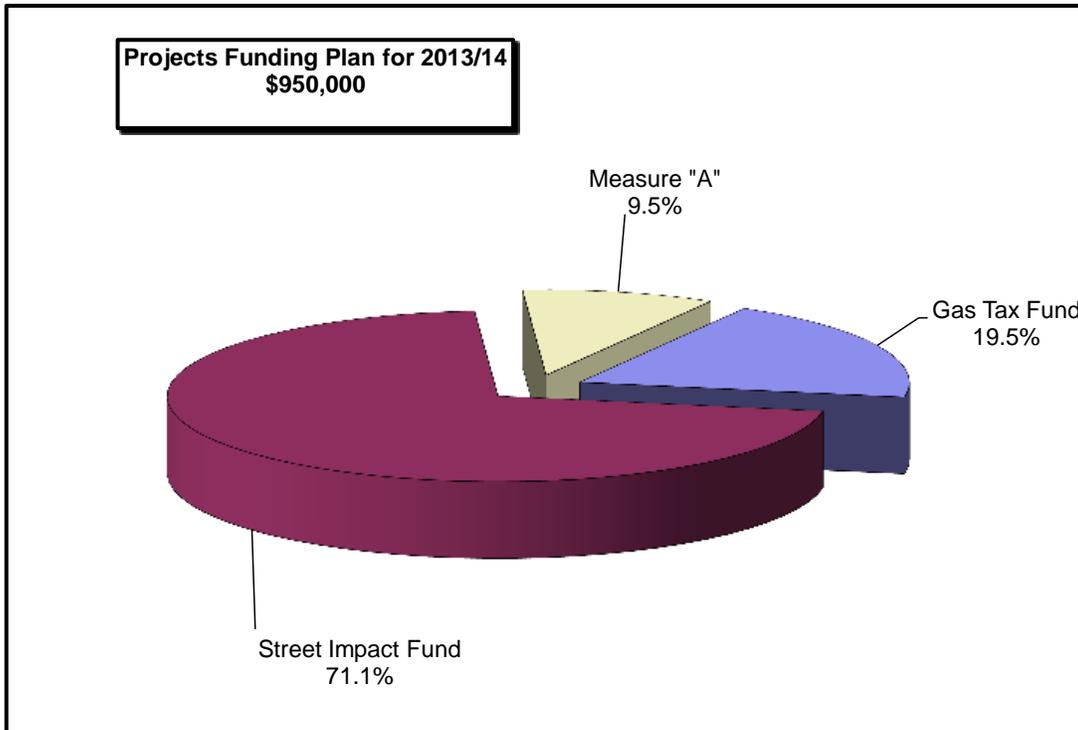


Overview of Streets Project Funding

Planned Streets Projects Funding

Gas Tax Fund	185,000
Street Impact Fund	675,000
Measure "A"	90,000

Total Funding: \$ 950,000



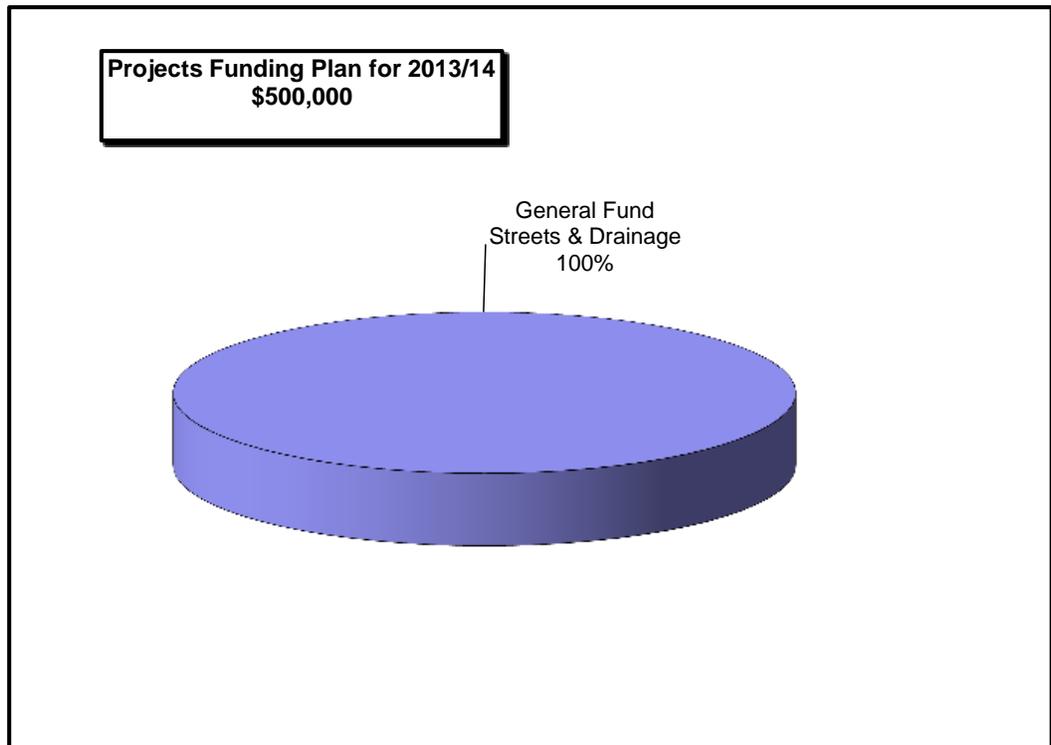
Street Improvement Projects

Project	Notes	Status	Proposed Funding Source	AMOUNT
Streets Resurfacing & Improvement				
Annual Pavement Management Improvements	Selected Streets from PMS	On-Going	Street Impact Fund \$560,000 Measure "A" Funds \$90,000	\$650,000
Engineering Associated w/PMS	Engineering & Construction Mgmt.		Street Impact Fund	\$100,000
Paradise Drive	Roadway Foundation Maintenance	New	Gas Tax	\$165,000
Contingency Provision	Emergency, Non-Scheduled	Funded Annually	Street Impact Fund	15,000
Traffic Safety Improvements				
Traffic Calming Improvements	Various Locations	Funded Annually	Gas Tax	20,000
Total Proposed Streets Projects				\$ 950,000

Overview of Drainage Project Funding

Planned Drainage Project Funding

GF Streets & Drainage	<u>500,000</u>
<i>Total Funding:</i>	\$ 500,000



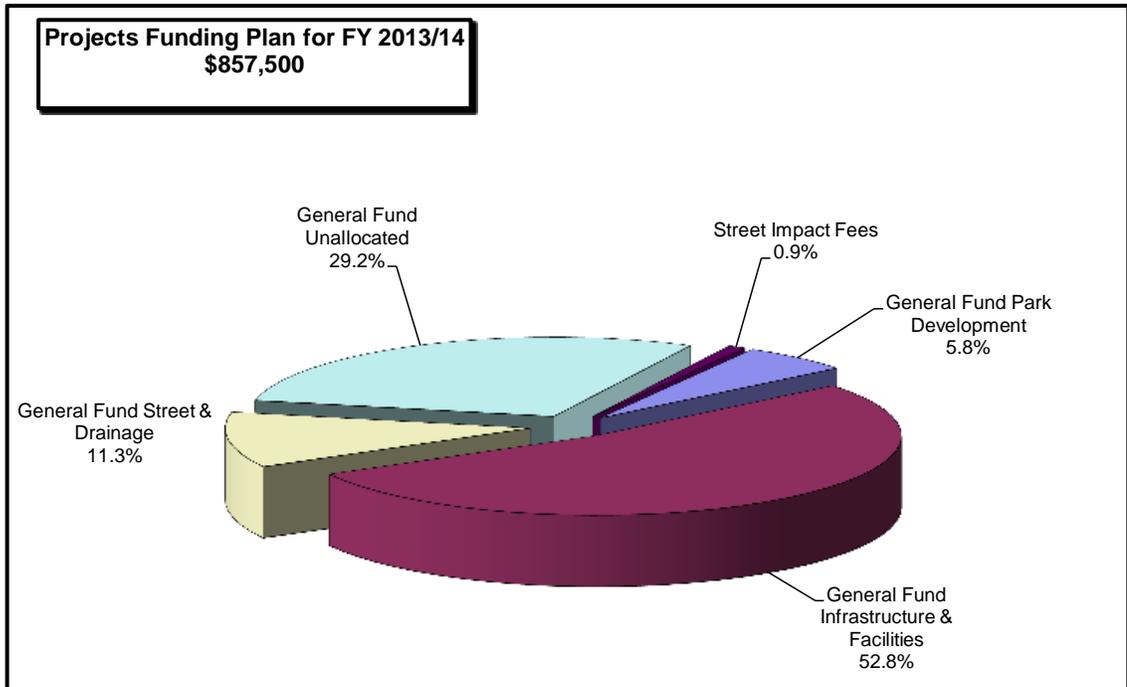
Drainage Improvement Projects

Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Storm Drain Flushing	Various Segments from Master Plan	Funded Annually	GF Streets & Drainage	100,000
Storm Drain Culvert Repairs	Various Location from Master Plan	New	GF Streets & Drainage	100,000
Storm Drain Improvements/Repairs	Various Locations	New	GF Streets & Drainage	300,000
Total Proposed Drainage Projects				\$ 500,000

Overview of Community Project Funding

Planned Community Development Project Funding

General Fund Park Development	\$	50,000
General Fund Infrastructure & Facilities		452,500
General Fund Street & Drainage		97,000
General Fund Unallocated		250,000
Street Impact Fees		8,000
Total Funding:	\$	857,500



Capital Improvement Program Plan
Fiscal Year 2013/14
Community & Miscellaneous Projects

Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Median Improvements - Cecilia Way to Bay Vista	Preliminary Design and Engineering	New	GF Streets & Drainage	65,000
Railroad Marsh	Preliminary Engineering for Major Dredging in FY 2014-15		GF Streets & Drainage	15,000
Rule 20A Undergrounding along Tiburon Blvd.	Preliminary Engineering - Lyford Parking Lot to San Rafael Avenue	New	GF Infrastruct & Facility	15,000
Rule 20B Undergrounding along Tiburon Blvd.	Construction - Mar West to Lyford Parking Lot	New	GF Infrastruct & Facility	400,000
Accessibility				
Curb Ramps and Misc. Sidewalk Improvements	Various Locations	Funded Annually	GF Streets & Drainage	17,000
Buildings & Facilities				
Town Hall Carpet Replacment	Replace Original Carpets (Upstairs)		GF Infrastruct. & Facility	15,000
Town Hall Clock Tower	Replace Original Clocks		GF Infrastruct. & Facility	7,500
Elephant Rock Pier	Scale and Repaint Steel		GF Park Development Reserve	10,000
Fountain Plaza	Major Maintenance		GF Infrastruct. & Facility	15,000
Park Facilities				
Blackie's Pasture Parking Lot	Slurry	New	Street Impact Fund	8,000
Blackie's Pasture Frontage	Improvements	New	GF Park Development Reserve	40,000
Downtown Program				
Down Town Public Restrooms	Major Renovation	Carried Forward	General Fund	150,000
Downtown Marketing Program	Continuation of Effort from FY 2012-13	Carried Forward	General Fund	30,000
Down Town Imprvements	Signage, cross walk improvements	Carried Forward	General Fund	70,000
Total Proposed Projects				\$ 857,500

5-Year Capital Improvement Program- FY 2013-14 through FY 2017-18

Town of Tiburon

Project Category	Project Desc.	3	4	5	6	7
		2013-14	2014-15	2015-16	2016-17	2017-2018
Streets						
	Annual - Pav't Mgmt Sys Street List Improvements	750,000	650,000	650,000	650,000	650,000
	Contingency Repairs					
	Traffic Calming at Var. Locations	20,000	10,000	10,000	10,000	10,000
	Downtown Improvement & Circulation (Misc. improvements incl. brick paver on sidewalk)	70,000				
	Contingency Provision	15,000				
Drainage						
	Annual Drainage List Improvement	400,000	385,000	385,000	385,000	385,000
	Misc. Annual Culvert / Drainage Inlet Improvement	100,000	15,000	15,000	15,000	15,000
	FEMA Bay Study Flood Control Improvements					
Community - Misc						
	Tiburon Blvd Medians Fr. Cecilia to Bay Vista	65,000	235,000			
	Paradise Drive Foundation Repair	165,000				
	Railroad Marsh Vegetation Removal				40,000	
	Railroad Marsh Dredging	15,000	110,000			
	New handrail at Upper Raccoon Lane					
	Trail Head fencing at Gilmartin Middle Ridge		15,000			
	Hacienda (Rabin) Trail			125,000		
	Marketing Implementation	30,000				
	Rule 20A Undergrounding along Tiburon Blvd	15,000				
	Rule 20B Undergrounding along Tiburon Blvd	400,000				
Accessibility						
	Curb Ramps and Misc Sidewalk Imp.	17,000	17,000	17,000	17,000	17,000
Buildings/Facility						
	Downtown Restroom	150,000				
	Town Hall Carpet Replacement	15,000				
	Replace Tower Clocks	7,500				
	Elephant Rock Pier - scale and paint steel	10,000				
	Town Hall Exterior Painting		35,000			
	Public Works Corporation Yard - Design			120,000		
	Public Works Corporation Yard - Construction				2,880,000	
	Fountain Plaza - Major Maintenance	15,000				

5-Year Capital Improvement Program- FY 2013-14 through FY 2017-18

Town of Tiburon

Project Category	Project Desc.	3	4	5	6	7
		2013-14	2014-15	2015-16	2016-17	2017-2018
Parks						
	Blackie's Pasture Frontage	40,000				
	Blackie's Pasture Existing Restroom Upgrade					
	MUP Path Periodic Rehab		50,000			60,000
	Slurry Seal Blackies Pasture Parking Lot	8,000				
	New DG jogging path on MUP Fr. S/R to Mar West			400,000		
	South of Knoll Shade Structure		15,000			
Total Funding		\$ 2,307,500	\$ 1,537,000	\$ 1,722,000	\$ 3,997,000	\$ 1,137,000

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 2013/14

Principal, Interest & Fees

Bond Issue	Principal	Interest	Fiscal Fees	TOTAL
Main Street Assessment District	24,000	12,726	3,200	39,926
Stewart Drive Assessment District	45,000	52,803	8,500	106,303
Lyford Cove Assessment District	90,000	264,311	19,000	373,311
Del Mar Valley Assessment District-2005	70,000	124,798	17,521	212,319
2010 Del Mar Valley Supplemental District	15,000	100,203	15,000	130,203
Total Debt Service:	\$ 244,000	\$ 554,840	\$ 63,221	\$ 862,061

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.

SUPPLEMENTAL INFORMATION

Staff Positions

Position	2010/11	2011/12	2012/13	2013/14	Position	2010/11	2011/12	2012/13	2013/14
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	3.00	4.00	4.00
Office Assistant	1.00	1.00	1.00	0.50	Patrol Officers	6.00	7.00	7.00	7.00
Admin. Services Director	1.00	1.00	1.00	1.00	Investigator/Detective	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	0.72	Police Service Aide	2.10	2.10	2.10	2.10
Account Clerk	1.00	-	-	-	Emergency Services Coordinator	1.00	1.00	1.00	1.00
IT/Desktop Support	-	-	-	0.57					
Subtotal:	7.35	6.45	6.45	6.54	Subtotal:	17.10	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					Senior Maintenance Worker	1.00	1.00	1.00	2.00
Planning Secretary	1.00	1.00	1.00	1.00	Foreman	1.00	1.00	1.00	-
Building Official	1.00	1.00	1.00	1.00	Maintenance II	1.00	1.00	1.00	-
Building Inspector	1.00	1.00	1.00	1.00	Maintenance I	3.00	3.00	-	-
Permits Clerk	1.00	1.00	1.00	1.00	Maintenance Worker	-	-	3.00	4.00
Assistant to Building Official	1.00				Project Coordinator	-	-	-	-
Building Permit Technician		1.00	1.00	1.00	Engineering Technician	1.00	1.00	1.00	1.00
Subtotal:	8.00	8.00	8.00	8.00	Subtotal:	9.00	9.00	9.00	9.00
TOTAL ALL POSITIONS						41.45	40.55	40.55	40.64