

TOWN OF TIBURON

PRELIMINARY MUNICIPAL BUDGET

Fiscal Year 2019-20



PRESENTED TO:

Mayor David Kulik

Vice Mayor Alice Fredericks

Councilmember Jim Fraser

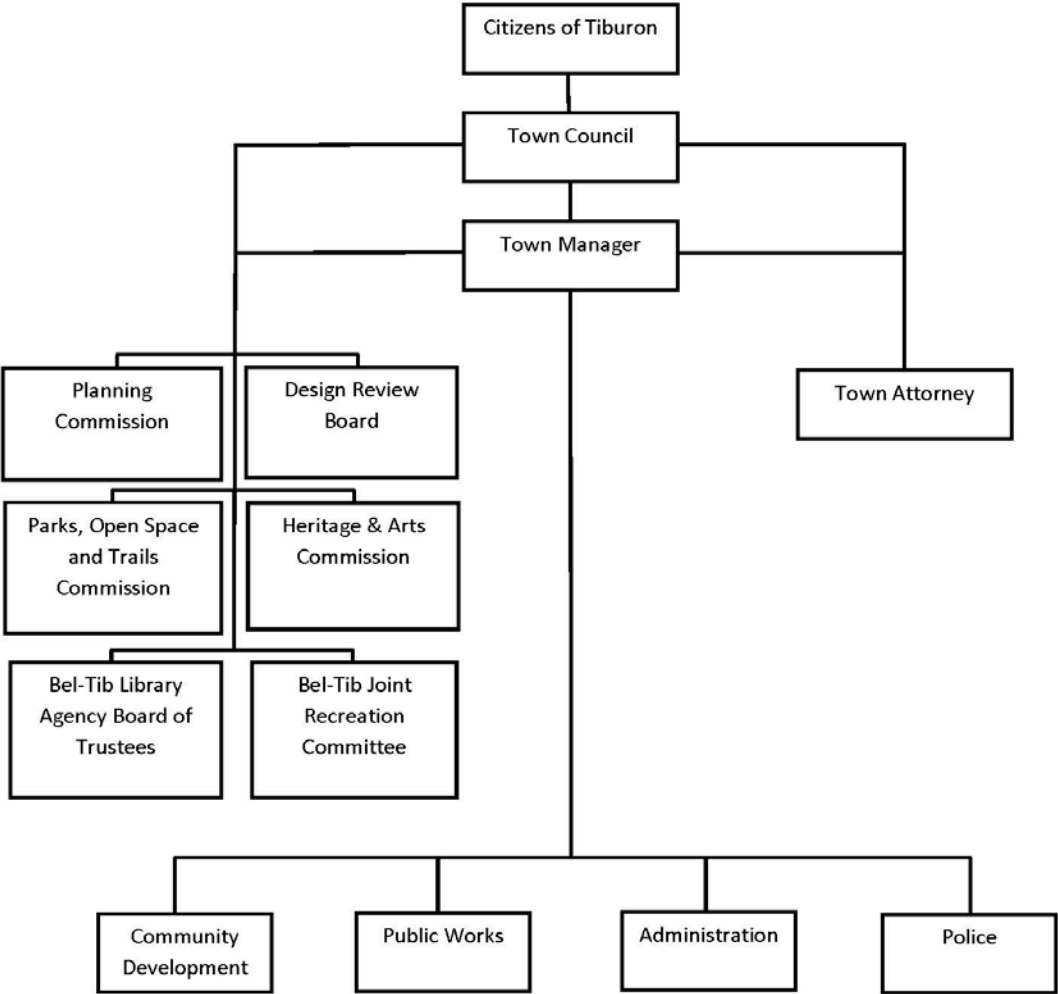
Councilmember Holli Thier

Councilmember Jon Welner

Table of Contents

Town Manager's Budget Letter			
Town Organization Chart	i		
Directory of Town Officials	ii		
Town Council, Commission and Board Members	iii		
FUND RESOURCES OVERVIEW			
Overview of Total Appropriations	2		
Statement of Fund Balances	3		
Changes to Fund Balances	4		
Special Fund Descriptions	5		
OPERATING BUDGET PLAN			
Overview of Operating Revenues & Expenditures	7		
OPERATING REVENUES & SOURCES OF FUNDS			
Overview of Operating Revenue Plan	9		
Summary of Operating Revenues	10		
Operating Budget Revenues	11		
OVERVIEW OF OPERATING EXPENDITURES			
Overview of Expenditures by Object	15		
Summary of Department Expenditures	17		
Summary of Funding for Department Expenditures	18		
Summary of Expenditures by Object	19		
DEPARTMENT OPERATING EXPENDITURES			
TOWN ADMINISTRATIVE SERVICES			
Department Summary all Divisions	21		
Department Summary by Object	22		
Administrative Services	23		
Legal Services	26		
Legislative Support	28		
Town Hall Facility	30		
COMMUNITY DEVELOPMENT			
All Divisions	34		
Planning & Design Review	35		
Building Inspection	37		
Advance Planning	39		
POLICE DEPARTMENT			
All Divisions	43		
Police Services	44		
Police Facility/EOC	47		
		PUBLIC WORKS	
		All Divisions	51
		Administration & Engineering	52
		Streets Maintenance	54
		Parks Maintenance	57
		Corporation Yard	60
		Street & Signal Light System	62
		Cypress Hollow Special District	64
		NON-DEPARTMENTAL	
		All Divisions	68
		Risk Management/Joint Power's Authorities	69
		Low-Moderate Income Housing	71
		Town Owned Housing	73
		Belvedere-Tiburon Library Agency	75
		CAPITAL OUTLAY & ALLOWANCE	
		Planned Capital Outlay Purchases	78
		Planned Technology Outlay Purchases	79
		CAPITAL IMPROVEMENT PROGRAM	
		Overview of Planned Funding	81
		Streets Improvement Program	83
		Drainage Improvement Program	85
		Community Improvement Program	87
		Five-Year Capital Improvement Program	88
		DEBT SERVICE PROGRAM	
		Principal, Interest & Fiscal Fees	103
		SUPPLEMENTAL INFORMATION	
		Assessed Value of Property	104
		Assessor's Parcel Data	107
		Town Staffing (2015 - 2019)	109

Town Organization Chart



Directory of Town Officials

TOWN MANAGER	Gregory Chanis
TOWN ATTORNEY	Benjamin Stock
CHIEF OF POLICE	Mike Cronin
DIRECTOR OF COMMUNITY DEVELOPMENT	Sung Kwon
DIRECTOR OF PUBLIC WORKS & TOWN ENGINEER	Patrick Barnes
DIRECTOR OF ADMINISTRATIVE SERVICES	Suzanne Sweitzer
TOWN CLERK	Lea Stefani
BUILDING OFFICIAL	Clay Salzman

Town Council, Commission & Board Members

TOWN COUNCIL

DAVID KULIK, MAYOR
ALICE FREDERICKS, VICE-MAYOR
JIM FRASER
HOLLI THIER
JON WELNER

PLANNING COMMISSION

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

DESIGN REVIEW BOARD

Bryan Chong, Chair
Suzanne Kim, Vice Chair
Cedric Barringer
Miles Berger
Vacant

PARKS, OPEN SPACE & TRAILS COMMISSION

Philip Feldman, Chair
Angela McInerney, Vice Chair
Park Allen
Chuck Hornbrook
Isaac Nikfar

HERITAGE & ARTS COMMISSION

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

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

BELVEDERE/TIBURON JOINT RECREATION COMMITTEE

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

BELVEDERE/TIBURON LIBRARY AGENCY BOARD OF TRUSTEES

Tom Cromwell, Chair (Belvedere)
Bill Smith, Vice Chair (Belvedere)
Avery Chope (Belvedere)
Jeff Foran (Tiburon)
Tom Gram (Tiburon)
Jeff Slavitz (Tiburon)
Niran Amir (Reed Union School District)

BELVEDERE/TIBURON JOINT DISASTER ADVISORY COUNCIL

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

FUND RESOURCES OVERVIEW

Overview of Total Appropriations

Statement of Fund Balances, June 30th Closing

Changes to Fund Balance

Fiscal Year 2019/20

Capital & Special Project Fund Descriptions

Overview of Total Appropriations

	Appropriation
Operating Program	
Town Administration	1,939,260
Community Development	1,471,643
Police	3,667,789
Public Works	2,205,419
Non-Departmental	3,326,140
Subtotal:	\$ 12,610,252
Capital & IT Outlay Program	\$ 320,445
Capital Improvement Program	
Street Improvements	932,655
Drainage Improvements	1,030,000
Community Development Improvements	796,495
Subtotal:	\$ 2,759,150
Debt Service Program	
2016 Consolidated Reassessment District	644,382
TPFA 2016 Refunding Revenue Bonds	645,616
Virginia Undergrounding District Series A	10,600
Virginia Undergrounding District Series A	34,071
Subtotal:	\$ 1,334,669
Total Appropriation	\$ 17,024,516

FUND RESOURCES OVERVIEW

Statement of Fund Balances, June 30th Closing

FUND/ RESERVE	2016/17 Actual	2017/18 Actual	2018/19 Estimated	2019/20 Projected
GENERAL FUND				
Operating Reserve (25%)	3,000,000	3,000,000	4,041,193	3,127,436
Capital Equipment Replacement	390,445	458,361	493,002	502,702
Employee Compensated Leave	294,224	262,507	198,948	262,507
Employee Housing Assistance	800,000	-	-	-
CalPERS Side Fund Repayment	-	800,000	-	-
Other Post Employment Benefits	-	250,000	-	-
Self Insurance	100,004	250,004	250,004	250,004
Technology Fund	612,965	587,011	524,091	451,846
Sub-Total	\$ 5,197,638	\$ 5,607,883	\$ 5,507,238	\$ 4,594,495
DISCRETIONARY SET-ASIDES				
Infrastructure & Facility Replacement	620,469	1,241,371	1,154,932	1,154,932
PW Corp Yard Improvement	211,633	3,111,633	3,581,633	3,466,633
Park Development	753,302	150,628	628,766	535,766
Streets & Drainage	1,146,469	1,640,748	1,451,551	521,551
Emergency Repairs	100,000	100,000	54,678	100,000
Open space Management	25,141	25,141	25,141	25,141
Sub-total	\$ 2,857,014	\$ 7,269,521	\$ 6,896,701	\$ 5,804,023
Unallocated Balance	\$ 5,726,167	\$ 3,577,396	\$ 673,255	\$ 1,446,827
Total General Fund:	\$ 13,780,819	\$ 16,454,801	\$ 13,077,194	\$ 11,845,345
OTHER RESTRICTED FUNDS				
Belvedere/Tiburon Library Agency	-	-	-	-
Police Suppl Law Enforcement	-	-	-	-
Cypress Hollow District	29,987	30,370	23,123	23,290
Town Owned Housing Fund	345,711	393,661	217,208	243,826
Heritage & Arts Donation Fund	5,612	4,309	4,801	5,801
Low & Moderate Housing	1,217,055	1,215,003	1,209,904	1,204,729
Open Space Acquisition	195,953	198,745	203,441	206,493
State Gas Tax	1,402,590	1,601,273	1,721,402	856,326
RMRA (SB1 Funding)	-	35,729	143,105	315,822
County Measure A Funds	209,964	269,011	301,822	521,212
County Measure B Funds	109,349	110,849	112,165	113,848
County Measure A Funds (Parks)	70,918	69,649	22,939	23,283
State Per Capita Grant (Parks)	-	-	-	200,000
Street Frontage Improvement	2	2	2	2
Tiburon Circ System Improvement	109,827	112,128	122,132	151,964
Tiburon Long Range Planning	258,958	306,250	364,639	247,109
Bunch Grass Mitigation Fund	132,818	134,528	137,700	139,765
Tiburon Parks In-Lieu	13,496	38,083	39,276	39,865
Tiburon Planning Area Mitigation	187,420	189,970	194,454	197,371
Tiburon Street Impact	2,594,971	2,930,168	2,129,772	2,289,115
Drainage Impact Fund	38,168	24,666	35,754	18,807
Total Restricted Funds:	\$ 6,922,799	\$ 7,664,393	\$ 6,983,638	\$ 6,798,625

Changes to Fund Balance, projected June 30, 2019

FUND/RESERVE	Estimated Fund Balance 7/1/2019	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Transfers In (Out)	Other Sources In (Out)	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2020
GENERAL FUND RESERVES								
POLICY RESTRICTED								
Operating Reserve (25%)	\$ 4,041,193	10,578,568	10,451,132	-	(1,041,193)	-	(913,757)	\$ 3,127,436
Capital Equipment Replacement	493,002	-	-	112,500	-	122,200	9,700	\$ 502,702
Employee Compensated Leave	198,948	-	-	-	63,559	-	63,559	262,507
Employee Housing Assistance	-	-	-	-	-	-	-	-
CalPERS Liability Reserve	-	-	-	-	-	-	-	-
OPEB Fund (GASB 45)	-	-	-	-	-	-	-	-
Self Insurance	250,004	-	-	-	-	-	-	250,004
Technology Fund	524,091	80,000	-	207,945	-	55,700	(72,245)	451,846
Sub-Total	5,507,238	10,658,568	10,451,132	320,445	(977,634)	177,900	(912,743)	4,594,495
DISCRETIONARY SET-ASIDES								
Infrastructure & Facility Replacement	1,154,932	-	-	-	-	-	-	1,154,932
PW Corp Yard Improvement	3,581,633	-	-	115,000	-	-	(115,000)	3,466,633
Park Development & ORT	628,766	-	20,000	73,000	-	-	(93,000)	535,766
Streets & Drainage	1,451,551	70,000	-	1,000,000	-	-	(930,000)	521,551
Emergency Repairs	54,678	-	-	-	45,322	-	45,322	100,000
Open Space Management	25,141	-	-	-	-	-	-	25,141
Sub-Total	6,896,701	70,000	20,000	1,188,000	45,322	-	(1,092,678)	5,804,023
Unallocated Balance	673,255			158,740	(108,881)	1,041,193	773,572	1,446,827
Total General Fund	\$ 13,077,194	\$ 10,728,568	\$ 10,471,132	\$ 1,667,185	\$ (1,041,193)	\$ 1,219,093	\$ (1,231,849)	\$ 11,845,345
RESTRICTED FUNDS								
Belvedere/Tiburon Library Agency	\$ -	1,716,415	1,716,415	-	-	-	-	\$ -
Supplemental Law Enforcement	\$ -	-	-	-	-	-	-	\$ -
Cypress Hollow District	23,123	16,667	16,500	-	-	-	167	23,290
Town Owned Housing Units	217,208	128,958	102,340	-	-	-	26,618	243,826
Heritage & Arts Project Fund	4,801	1,000	-	-	-	-	1,000	5,801
Low & Moderate Housing	1,209,904	18,149	23,324	-	-	-	(5,175)	1,204,729
Open Space Acquisition	203,441	3,052	-	-	-	-	3,052	206,493
State Gas Tax	1,721,402	275,379	40,000	1,100,455	-	-	(865,076)	856,326
RMRA (SB1 Funding)	143,105	172,717	-	-	-	-	172,717	315,822
County Measure A Transportation (Sales Tax)	301,822	219,389	-	-	-	-	219,389	521,212
County Measure B Funds	112,165	1,682	-	-	-	-	1,682	113,848
County Measure A Funds (Parks)	22,939	75,885	75,541	-	-	-	344	23,283
State Per Capita Grant (Parks)	-	200,000	-	-	-	-	200,000	200,000
Street Frontage Improvement	2	-	-	-	-	-	-	2
Tiburon Circ System Improvement	122,132	29,832	-	-	-	-	29,832	151,964
Tiburon Long Range Planning	364,639	47,470	165,000	-	-	-	(117,530)	247,109
Tiburon Bunch Grass Mitigation	137,700	2,065	-	-	-	-	2,065	139,765
Tiburon Parks In-Lieu	39,276	589	-	-	-	-	589	39,865
Tiburon Planning Area Mitigation	194,454	2,917	-	-	-	-	2,917	197,371
Tiburon Street Impact	2,129,772	441,298	-	281,955	-	-	159,343	2,289,115
Tiburon Drainage Impact	35,754	13,054	-	30,000	-	-	(16,946)	18,807
Total Restricted Funds	6,983,638	3,366,517	2,139,120	1,412,410	-	-	(185,013)	\$ 6,798,625
Total Town Funds	\$ 20,060,832	\$ 14,095,085	\$ 12,610,252	\$ 3,079,595	\$ (1,041,193)	\$ 1,219,093	(1,416,862)	\$ 18,643,970

Capital & Special Projects Funds Descriptions

FUND	Description
Low & Moderate Housing Fund	To account for resources received through collection of in-lieu housing fees which are restricted for expenditure on low and moderate (affordable) income housing programs.
Open Space Acquisition Fund	To account for resources received from issuance of the 1972 Open Space General Obligation Bonds. Funds are restricted for expenditures for the acquisition, maintenance or improvement of open space.
State Gas Tax Fund	To account for State revenues restricted for streets expenditures.
Street Frontage Improvement Fund	Restricted for expenditure on street frontage improvements such as sidewalks and curbs.
Tiburon Circulation System Improvement Fund	To account for resources received through collection of mitigation fees which are for expenditures related to traffic and circulation system improvements located within the Town's corporate limits, and primarily along Tiburon Boulevard consistent with the General Plan.
Tiburon Long Range Planning Fund	To account for resources received through the issuance of building permits and the subsequent collection of a special planning fee, which is used for expenditures related to maintenance of the Town's General Plan.
Tiburon Parks In-Lieu Fund	To account for resources received through collection of in-lieu parks fees which are restricted for expenditure on the acquisition, improvement or maintenance of park and recreational facilities.
Tiburon Planning Area Mitigation Fund	To account for resources received through collection of mitigation fees which are for circulation improvements located outside the Town's corporate limits, but within the Tiburon Planning Area. This fund was previously named the Tiburon Boulevard 101 Wye
Tiburon Playground Improvement Fund	To account for resources received from the community for improvement of playground facilities in Tiburon. Established July 1995 through transfer of resources from the General Fund Park Development Reserve.
Tiburon Street Impact Fund	To account for resources received through the issuance of building permits and the subsequent collection of impact fees which are used for expenditures related to improvement and maintenance of the Town's street system.
Tiburon Drainage Impact fund	To account for resources received through the issuance of building permits and the subsequent collection of impact fees which are used for expenditures related to improvement or maintenance of the Town's drainage system.
Town Owned Housing Fund	To account for resources received through the rental of Town owned Pt. Tiburon Marsh units.
County Measure A Transportation Sales Tax	To account for resources received through the County of Marin from a 1/2 cent sales tax measure passed in 2004 to improve transportation in Marin County. The Transportation Authority of Marin oversees the administration of funding.
County Measure B VLF Fund	To account for resources received through the County of Marin from a \$10 vehicle license registration fee charge for transportation improvements. This fee was approved by voters in November 2010 and is overseen by the Transportation Agency of Marin.
County of Marin Measure A Open Space Sales Tax	To account for resources received through the County of Marin from a 1/4 cent sales tax measure approved by voters in November 2011. Funds are to be used for existing parks and open spaces.

OPERATING BUDGET OVERVIEW



**Overview of Revenues & Expenditures
Fiscal Year 2019/20**

OPERATING REVENUES & EXPENDITURES**Fiscal Year 2019-20****Overview of Operating Budget Revenues & Expenditures**

REVENUE & SOURCES	AMOUNT	EXPENDITURES	AMOUNT
GENERAL FUND REVENUES		TOWN ADMINISTRATIVE SERVICES	
Property Taxes	6,042,474	Town Administration	1,262,434
Other Taxes	1,684,397	Legal Services	356,500
Licenses & Permits	917,943	Legislative	83,550
Intergovernment & Agency	286,994	Town Hall Facility	236,776
Franchises	712,652		
Charges for Service	424,211	NON DEPARTMENTAL	3,326,140
Investment Earnings	260,050		
Fines & Forfeitures	110,000	COMMUNITY DEVELOPMENT	
Other Revenues	139,846	Planning & Design Review	565,357
		Building Inspection	741,286
Subtotal	\$ 10,578,568	Advance Planning	165,000
		POLICE	
OTHER SOURCES		Police Services	3,595,287
Other Fund Sources	\$ 2,159,120	Police/EOC Facility	72,502
		PUBLIC WORKS	
		Administration & Engineering	694,437
		Streets Maintenance	562,189
		Parks Maintenance	783,263
		Corporation Yard	113,030
		Street & Signal Light System	36,000
		Cypress Hollow	16,500
TOTAL REVENUE & SOURCES	\$ 12,737,688	TOTAL EXPENDITURES:	\$ 12,610,252
NET OPERATING SURPLUS (DEFICIENCY)	\$ 127,436		

OPERATING REVENUES & SOURCES OF FUNDS

Overview of Operating Revenue Plan

Summary of Operating Revenues

Operating Budget Revenues

General Fund

Employee Compensated Leave Reserve

Low/Moderate Income Housing Fund

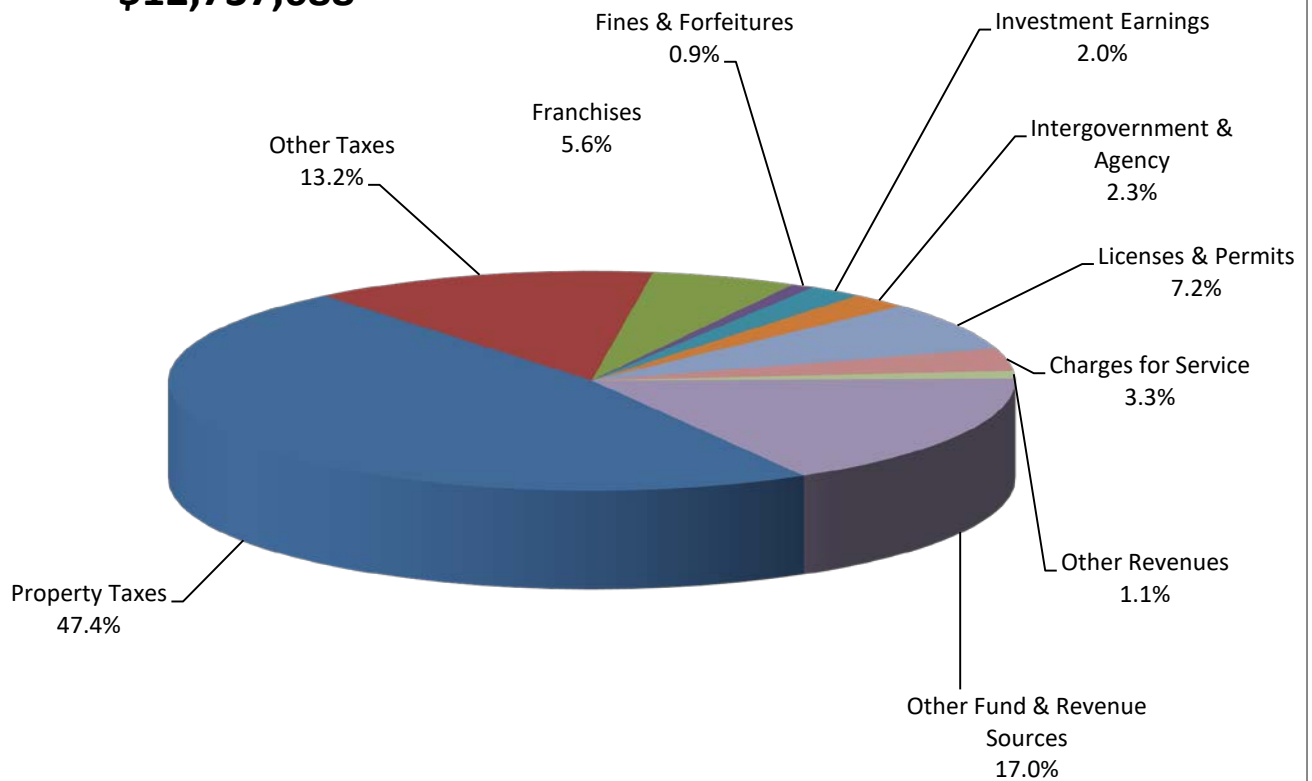
Peninsula Library JPA Fund

Long Range Planning Fund

Cypress Hollow Fund

Overview of Operating Budget Sources of Funding

**Planned Operating Revenues
& Sources of Funds for 2019/20
\$12,737,688**



Property Taxes	\$ 6,042,474
Other Taxes	\$ 1,684,397
Franchises	\$ 712,652
Fines & Forfeitures	\$ 110,000
Investment Earnings	\$ 260,050
Intergovernment & Agency	\$ 286,994
Licenses & Permits	\$ 917,943
Charges for Service	\$ 424,211
Other Revenues	\$ 139,846
Other Fund & Revenue Sources	\$ 2,159,120
	<u>\$12,737,688</u>

OPERATING REVENUES**Fiscal Year 2019-20****Operating Budget Revenues - Summary**

Description	2016/17 Actual	2017/18 Actual	2018/19 Proposed	2018/19 Estimated	2019/20 Proposed
GENERAL FUND					
Property Taxes	5,451,486	5,697,027	5,824,784	5,896,133	6,042,474
Other Taxes	1,723,923	1,792,821	1,634,876	1,719,531	1,684,397
Franchises	718,867	710,840	738,000	716,506	712,652
Fines & Forfeitures	174,508	147,607	116,000	236,998	110,000
Investment Earnings	114,676	240,191	200,050	315,852	260,050
Intergovernment & Agency	105,480	104,818	96,008	104,300	286,994
Licenses & Permits	1,191,006	1,105,935	995,900	962,549	917,943
Charges for Service	447,282	573,836	410,800	535,939	424,211
Other Revenues	226,403	312,743	123,633	105,412	139,846
Subtotal General Fund	\$ 10,153,631	\$ 10,685,818	\$ 10,140,050	\$ 10,593,221	\$ 10,578,568
OTHER FUND & RESERVE SOURCES					
Employee Comp. Leave Reserve	-	-	-	63,599	-
Low/Moderate Income Housing Fund	23,270	23,374	23,374	23,374	23,324
Town Owned Housing	96,317	72,264	91,567	89,021	102,340
Belvedere-Tiburon Library JPA Fund	1,724,508	1,789,481	1,908,900	1,650,399	1,716,415
Long Range Planning Fund	33,713	5,542	20,000	-	165,000
Police COPS/SLESF Fund	100,000	122,442	180,000	167,020	-
Gas Tax	-	-	40,000	35,000	40,000
Measure "A" Parks	101,021	71,242	72,368	72,368	75,541
Park Development & ORT	-	-	-	-	20,000
Cypress Hollow Fund	17,101	16,489	23,000	23,500	16,500
Subtotal Other Sources	\$ 2,095,930	\$ 2,100,834	\$ 2,359,209	\$ 2,124,281	\$ 2,159,120
Totals:	\$ 12,249,561	\$ 12,786,652	\$ 12,499,259	\$ 12,717,502	\$ 12,737,688

OPERATING REVENUES

Fiscal Year 2019-20

Operating Budget Revenues - Detail

Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
GENERAL FUND					
PROPERTY TAXES					
Secured	3,684,744	3,867,655	4,066,713	4,040,106	4,201,710
Unsecured	72,159	73,529	75,767	77,776	80,887
Supplemental	89,962	92,918	80,163	65,218	63,914
Other	44,948	46,661	40,000	37,434	40,000
HOPTR State	19,513	19,425	19,166	18,803	18,993
ERAF Rebate	699,785	713,881	614,000	726,617	668,955
Property Tax In-Lieu of VLF	899,352	943,690	990,875	993,108	1,032,832
County Fees	(58,977)	(60,732)	(61,900)	(62,930)	(64,818)
Total:	5,451,486	5,697,027	5,824,784	5,896,133	6,042,474
OTHER TAXES					
Sales Tax	615,867	610,139	590,675	577,710	570,379
Sales Tax-Public Safety	81,105	84,413	82,514	82,148	80,498
Transient Occupancy Tax	804,905	848,521	776,687	894,340	848,521
TOT Seasonal Rentals	2,871	217	-	-	-
Real Property Transfer	219,175	249,532	185,000	165,333	185,000
Total:	1,723,923	1,792,821	1,634,876	1,719,531	1,684,397
FRANCHISES					
Energy-PG&E	125,247	128,758	128,000	120,907	113,652
Refuse-Mill Valley Refuse	346,097	355,290	360,000	370,524	369,000
Debris Boxes - Grange	27,940	28,029	30,000	22,423	25,000
Cable-AT&T	219,583	198,762	220,000	202,653	205,000
Total:	718,867	710,840	738,000	716,506	712,652
FINES & FORFEITURES					
Vehicle Code	10,097	15,171	12,000	12,919	12,000
Parking Code	56,667	41,462	56,000	43,685	45,000
False Alarm Fines	3,502	7,650	3,000	9,664	3,000
Permit Reactivation Fines	67,880	24,488	20,000	57,302	20,000
Other Fines	36,362	58,837	25,000	113,427	30,000
Total:	174,508	147,607	116,000	236,998	110,000
INVESTMENT EARNINGS					
Interest-LAIF	113,431	240,042	200,000	315,796	260,000
Interest-Notes/Loans	1,111	-	-	-	-
Interest - Investments	61	132	50	56	50
Interest - Other	73	17	-	-	-
Total:	114,676	240,191	200,050	315,852	260,050
INTERGOVERNMENT & AGENCY					
State Motor Vehicle License Fees	4,257	5,005	4,500	6,175	4,500
State POST	-	1,867	2,000	1,738	2,000
State Abandoned Vehicle	4,928	4,941	5,000	4,967	4,800
ISB 90 Reimbursements	-	-	-	-	-
Belvedere (Dairy Knoll Capital \$30K)	37,945	35,786	34,008	34,007	35,334

OPERATING REVENUES**Fiscal Year 2019-20****Operating Budget Revenues - Detail**

Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
Belvedere-Tiburon Library Agency	-	-	-	-	-
Richardson Bay Sanitary District					
Reed Union School District				4,170	5,000
Tiburon Sanitary District	4,998	6,921	7,000	13,539	7,210
Tiburon Fire District	13,351	16,186	11,000	10,836	11,000
State Grants	-	5,000	5,000	5,000	5,000
County Grants	18,419	15,569	15,000	15,569	15,000
Police COPS/SLESF Fund	-	-	-	-	150,000
TPSL McKegney Fees	14,630	-	7,500	8,300	42,000
Other Grants/Gifts (ABAG)	6,952	13,544	5,000	-	5,150
Total:	105,480	104,818	96,008	104,300	286,994
LICENSES & PERMITS					
Business License-Regular	209,951	203,149	200,000	195,895	205,000
Business License-Construction	76,952	69,420	60,000	69,453	65,980
Dog Walker Permits	300	650	-	-	-
Solar Panel Permits	120	3,120	1,500	2,520	1,545
Building Permits	632,979	578,971	525,000	511,556	485,978
CEQA EIR Initial Study	400	550	300	700	300
Design Review	88,711	86,250	81,000	83,226	76,950
Home Occupation Permit	5,350	5,450	5,000	7,000	5,000
Lot Line Adjustment	1,670	3,460	100	240	100
Master & Precise Plan	(1,520)	-	1,000	-	-
Sign Permit	785	305	500	360	3,000
Subdivision Permit	-	9,860	1,000	-	-
Tree Permit	11,425	7,685	9,000	6,760	6,500
Use Permit	4,281	12,150	7,500	13,513	7,500
Variance Amendment	19,630	24,130	15,000	11,760	10,000
Zoning (Pre, Re)		-		-	-
Other Planning Permits	9,404	7,005	1,000	4,813	1,000
Alarm System Permit	25,150	20,940	20,000	17,060	16,000
Encroachment Permit - Staff Review	89,920	69,860	65,000	34,307	30,000
Park Usage Permit	12,948	-	-		-
Drainage Review Fee					
Misc. Engineering Fees	-	-	1,000	-	1,030
Parking Permit (Residential)	2,550	2,981	2,000	3,387	2,060
Total:	1,191,006	1,105,935	995,900	962,549	917,943
CHARGES FOR SERVICE					
Cost Recovery-Administration	8,749	9,014	7,500	8,839	9,600
Cost Recovery - IT		13,860	40,000	37,527	40,000
Refuse Franchise Admin. Fee	5,500	6,500	6,000	6,000	6,000
Miscellaneous-Administration Charges	3,350	4,317	2,000	2,292	2,000
Appeal	2,690	1,100	1,600	2,050	900
Plan Checking	268,485	316,963	225,000	308,315	250,000
Records & Document Storage	43,950	52,831	30,000	32,890	30,000
RBR Residential Resale Report	36,600	40,825	27,000	30,150	27,000
Staff Research	-	-	-	-	-
Street Name/Address Change	170	340	100	170	170

OPERATING REVENUES

Fiscal Year 2019-20

Operating Budget Revenues - Detail

Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
Noticing Of Applications	700	1,000	500	400	400
Sale Publications & Documents	2	108	100	113	100
Cost Recovery-Community Dev.	8,935	9,824	5,000	18,828	5,000
Cost Recovery - Building	2,904	7,443	-	23,108	-
Miscellaneous-Planning Charges	-	-	-	-	-
Cost Recovery-Police	26,273	58,764	34,500	34,500	36,041
Police Overtime Reimbursement	10,312	23,852	10,000	5,000	5,000
Miscellaneous-Police Charges	4,909	8,160	5,000	11,615	5,000
Sign Placement & Impound Fees		-		144	-
Sign Fees	75			-	-
Cost Recovery-Public Works	23,678	18,934	16,500	14,000	7,000
Total:	447,282	573,836	410,800	535,939	424,211
OTHER REVENUES					
Refunds & Reimbursements	27,333	39,544	15,000	5,296	1,000
Other Revenues	180	176,616	5,000	548	5,000
Litigation Settlement	-	-	-	-	-
Administrative Fees-Assessment Dist	105,050	12,700	12,700	12,700	47,700
Rent-Antenna Site & Utility	68,804	65,413	73,501	73,976	74,214
Rent-Downtown Restroom	11,040	11,816	11,432	11,432	11,432
Rent-Other	880	1,520	1,000	460	500
Sale-Property Equipment	13,116	5,134	5,000	1,000	-
Total:	226,403	312,743	123,633	105,412	139,846
Total General Fund:	\$ 10,153,631	\$ 10,685,818	\$ 10,140,050	\$ 10,593,221	\$ 10,578,568
OTHER SOURCES OF FUNDS					
Restricted Fund Contributions/Transfers					
Employee Compensated Leave Reserve	-	-	-	63,599	-
Low/Moderate Income Housing Fund	23,270	23,374	23,374	23,374	23,324
Town Owned Housing Units	96,317	72,264	91,567	89,021	102,340
Peninsula Library JPA Fund	1,724,508	1,789,481	1,908,900	1,650,399	1,716,415
Long Range Planning Fund	33,713	5,542	20,000	-	165,000
Police COPS/SLESF Fund	100,000	122,442	180,000	167,020	-
State Gas Tax Fund 290	-		40,000	35,000	40,000
Measure "A" Parks	101,021	71,242	72,368	72,368	75,541
Park Development & ORT					20,000
Cypress Hollow Fund	17,101	16,489	23,000	23,500	16,500
Total:	2,095,930	2,100,834	2,359,209	2,124,281	2,159,120
Total Revenues (All Funds):	\$ 12,249,561	\$ 12,786,652	\$ 12,499,259	\$ 12,717,502	\$ 12,737,688

OVERVIEW OF OPERATING EXPENDITURES

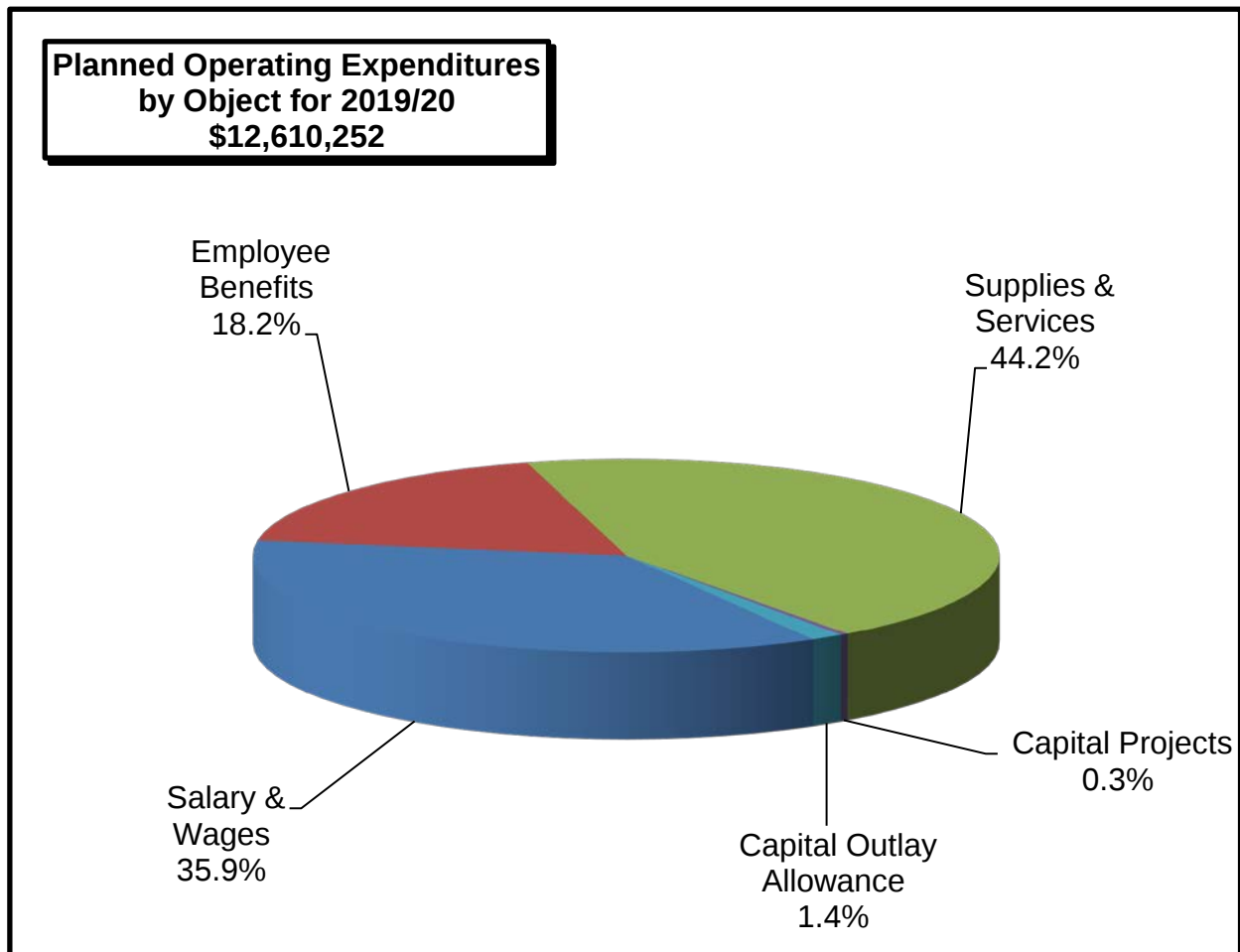


Expenditures by Department

Fund Sources for Expenditures

Expenditures by Object

Overview of Operating Expenditures by Object



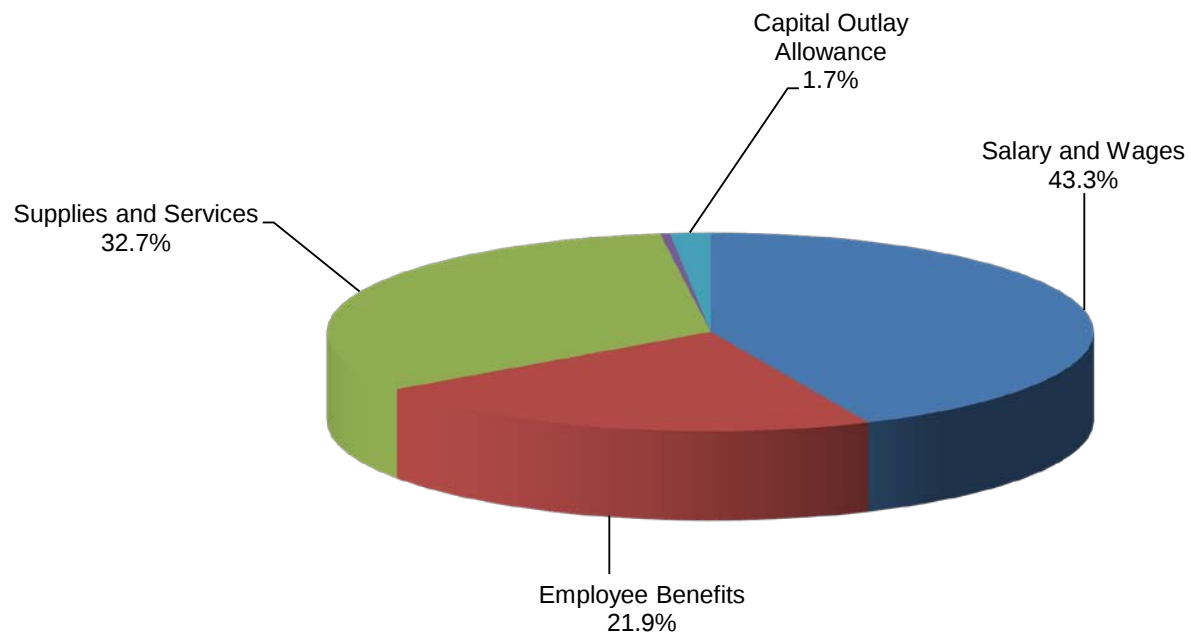
Salary & Wages	\$4,521,468
Employee Benefits	2,293,078
Supplies & Services	5,575,308
Capital Projects	42,500
Capital Outlay Allowance	177,900
Total Operating Expenditures	\$12,610,254

OPERATING EXPENDITURES

Fiscal Year 2019-20

Overview of Operating Expenditures

General Fund Expenditures by Object
FY 2019/20
\$10,451,132



Salary and Wages	\$4,521,468
Employee Benefits	2,293,078
Supplies and Services	3,416,188
Capital Projects	42,500
Capital Outlay Allowance	177,900
Total General Fund Operating Expenditures	<u>\$10,451,134</u>

Summary of Department Expenditures

Department/Division	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
ALL DEPARTMENTS/DIVISIONS					
TOWN ADMINISTRATIVE SERVICES					
Administration	1,054,373	1,059,508	1,277,034	1,143,936	1,262,434
Legal Services	188,500	291,131	346,500	322,289	356,500
Legislative	59,345	68,495	106,750	96,645	83,550
Town Hall Facility	161,728	211,790	210,416	198,135	236,776
subtotal	\$ 1,463,946	\$ 1,630,924	\$ 1,940,700	\$ 1,761,005	\$ 1,939,260
NON-DEPARTMENTAL					
Insurances and Governmental Agreements	1,052,043	1,308,855	1,540,062	1,538,482	1,484,061
Housing	23,270	23,374	23,374	23,374	23,324
Town Owned Housing	96,317	72,264	91,567	89,021	102,340
Belvedere-Tiburon Library Agency	1,724,508	1,789,481	1,908,900	1,650,399	1,716,415
subtotal	\$ 2,896,138	\$ 3,193,974	\$ 3,563,903	\$ 3,301,276	\$ 3,326,140
COMMUNITY DEVELOPMENT					
Planning & Design Review	532,788	561,828	626,221	635,376	565,357
Building Inspection	598,376	616,872	672,069	658,563	741,286
Advance Planning	33,713	5,542	20,000	-	165,000
subtotal	\$ 1,164,877	\$ 1,184,242	\$ 1,318,290	\$ 1,293,939	\$ 1,471,643
POLICE SERVICES					
Police Department	3,062,056	3,077,291	3,411,889	3,193,754	3,595,287
Police EOC/Facility	53,257	60,253	72,500	65,422	72,502
subtotal	\$ 3,115,313	\$ 3,137,544	\$ 3,484,389	\$ 3,259,176	\$ 3,667,789
PUBLIC WORKS & ENGINEERING					
Administration & Engineering	395,763	519,582	590,392	546,771	694,437
Streets Maintenance	437,566	467,806	536,511	535,270	562,189
Parks Maintenance	518,510	596,544	761,461	759,404	783,263
Street & Signal Light System	34,192	36,182	36,000	36,000	36,000
Corporation Yard	100,581	108,150	106,780	103,565	113,030
Cypress Hollow	17,101	16,489	23,000	23,500	16,500
subtotal	\$ 1,503,713	\$ 1,744,752	\$ 2,054,143	\$ 2,004,510	\$ 2,205,419
TOTALS	\$ 10,143,987	\$ 10,891,437	\$ 12,361,425	\$ 11,619,907	\$ 12,610,252

OPERATING EXPENDITURES**FY 2019-20**

Summary of Funding Sources for Department Expenditures

	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
ALL FUNDS					
General Fund	\$ 8,149,078	\$ 8,861,864	\$ 10,002,216	\$ 9,552,029	\$ 10,451,132
Employee Compensated Leave Reserve	-	-	-	-	-
Low & Moderate Income Housing	23,270	23,374	23,374	23,374	23,324
Town Owned Housing	96,317	72,264	91,567	89,021	102,340
Belvedere-Tiburon Library Agency	1,724,508	1,789,481	1,908,900	1,650,399	1,716,415
Long Range Planning	33,713	5,542	20,000	-	165,000
Police COPS/SLESF	100,000	122,422	180,000	169,216	-
Cypress Hollow Fund	17,101	16,489	23,000	23,500	16,500
Park Development & ORT	-	-	-	-	20,000
Gas Tax Fund	-	-	40,000	40,000	40,000
Measure "A" Parks	-	-	72,368	72,368	75,541
Totals	\$ 10,143,987	\$ 10,891,437	\$ 12,361,425	\$ 11,619,907	\$ 12,610,252

Summary of Expenditures by Object

Expenditure Object	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 3,787,631	\$ 4,017,500	\$ 4,349,816	\$ 4,259,119	\$ 4,521,468
EMPLOYEE BENEFITS	\$ 1,581,434	\$ 1,704,412	\$ 2,207,067	\$ 1,921,697	\$ 2,293,078
SUPPLIES & SERVICES					
Department Supplies & Expenses	166,012	177,628	223,790	207,867	220,050
Conferences & Memberships	43,996	43,226	58,950	52,228	73,950
Contractual Services	692,564	771,483	803,815	723,435	859,582
Insurances	338,049	341,892	412,672	425,747	415,755
Intergovernmental & Agency	2,532,969	2,653,741	2,921,842	2,679,434	2,646,745
Equipment Supplies & Maintenance	464,522	654,665	746,223	730,907	762,420
Utility & Communication	216,462	237,894	262,650	301,664	286,478
Special Department Administrative	103,658	97,808	159,200	109,885	310,026
Allocated Costs	0	0	300	300	300
Total Supplies & Services	\$ 4,558,232	\$ 4,978,336	\$ 5,589,442	\$ 5,231,467	\$ 5,575,306
CAPITAL OUTLAY EXPENSE	\$ 2,371	\$ 968	\$ 10,000	\$ 7,475	\$ 12,500
CAPITAL OUTLAY ALLOWANCE	\$ 177,600	\$ 177,599	\$ 177,600	\$ 177,600	\$ 177,900
CAPITAL PROJECT EXPENSES	\$ 36,719	\$ 12,622	\$ 27,500	\$ 22,547	\$ 30,000
TOTAL EXPENDITURES	\$ 10,143,987	\$ 10,891,437	\$ 12,361,425	\$ 11,619,906	\$ 12,610,252

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 remained at 6.8 FTE in FY 18-19 with a reorganization that included hiring an Accounting & Finance Manager and eliminating the Management Analyst position. The total proposed appropriation for Town Administration is \$1,939,260.

Administrative Services

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

Legal Services

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

Legislative Support

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

Town Hall Facility

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

Town Administration

DEPARTMENT SUMMARY

	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
DEPARTMENT FUNDING					
General Fund	1,463,946	1,630,924	1,940,700	1,761,005	1,939,260
Employee Compensated Leave Reserve	-	-	-	-	-
Total Department Funding	\$ 1,463,946	\$ 1,630,924	\$ 1,940,700	\$ 1,761,005	\$ 1,939,260
DIVISION FUNDING					
<u>Administration</u>					
General Fund	1,054,373	1,059,508	1,277,034	1,143,936	1,262,434
Total Administration	\$ 1,054,373	\$ 1,059,508	\$ 1,277,034	\$ 1,143,936	\$ 1,262,434
<u>Legal Services</u>					
General Fund	188,500	291,131	346,500	322,289	356,500
Total Legal Services	\$ 188,500	\$ 291,131	\$ 346,500	\$ 322,289	\$ 356,500
<u>Town Hall Facility</u>					
General Fund	161,728	211,790	210,416	198,135	236,776
Total Town Hall	\$ 161,728	\$ 211,790	\$ 210,416	\$ 198,135	\$ 236,776
<u>Legislative</u>					
General Fund	59,345	68,495	106,750	96,645	83,550
Total Legislative	\$ 59,345	\$ 68,495	\$ 106,750	\$ 96,645	\$ 83,550
Total Division Funding	\$ 1,463,946	\$ 1,630,924	\$ 1,940,700	\$ 1,761,005	\$ 1,939,260

Town Administration

ALL DIVISIONS

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 634,618	\$ 674,541	\$ 781,020	\$ 731,098	\$ 769,349
EMPLOYEE BENEFITS	208,052	191,866	289,714	253,508	293,285
SUPPLIES & SERVICES					
Department Supplies & Expenses	97,077	102,078	152,540	141,141	130,600
Conferences & Memberships	23,376	29,082	31,250	29,156	32,650
Contractual Services	333,449	400,554	443,300	399,045	444,050
Equipment Supplies & Maintenance	65,581	107,903	74,876	67,940	97,000
Utility & Communication	38,361	40,244	50,800	50,060	51,800
Special Department Administrative	33,061	55,689	84,200	56,057	85,026
Total Supplies & Services	590,905	735,550	836,966	743,399	841,126
CAPITAL OUTLAY EXPENSE	2,371	968	5,000	5,000	7,500
CAPITAL OUTLAY ALLOWANCE	28,000	28,000	28,000	28,000	28,000
CAPITAL PROJECT EXPENSES					
TOTAL EXPENDITURES	\$ 1,463,946	\$ 1,630,924	\$ 1,940,700	\$ 1,761,005	\$ 1,939,260
SOURCE OF FUNDING					
General Fund	1,463,946	1,630,924	1,940,700	1,761,005	1,939,260
TOTAL FUNDING	\$ 1,463,946	\$ 1,630,924	\$ 1,940,700	\$ 1,761,005	\$ 1,939,260
STAFFING LEVEL					
Town Manager	1.00	1.00	1.00	1.00	1.00
Town Attorney	-	-	-	-	-
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Accounting & Finance Manager	-	-	-	1.00	1.00
Information Technology Coordinator	-	1.00	1.00	1.00	1.00
Town Clerk	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	-	-
Office Assistant	0.90	1.00	1.00	1.00	1.00
Account Clerk	-	-	-	-	0.70
Management Assistant	0.80	0.80	0.80	0.80	-
TOTAL STAFFING	5.70	6.80	6.80	6.80	6.70

Town Administration

ADMINISTRATIVE SERVICES

	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 634,618	\$ 674,541	\$ 781,020	\$ 731,098	\$ 769,349
EMPLOYEE BENEFITS	\$ 208,052	\$ 191,866	\$ 289,714	\$ 253,508	\$ 293,285
SUPPLIES & SERVICES					
Department Supplies & Expenses	7,123	2,946	6,000	4,477	6,000
Conferences & Memberships	17,145	19,076	22,500	20,403	23,750
Contractual Services	146,339	110,590	98,300	78,006	89,050
Utility & Communication	-	-	-	-	-
Special Department Administrative	15,096	34,488	53,500	30,444	55,000
Total Supplies & Services	\$ 185,703	\$ 167,101	\$ 180,300	\$ 133,330	\$ 173,800
CAPITAL OUTLAY ALLOWANCE	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
TOTAL EXPENDITURES	\$ 1,054,373	\$ 1,059,508	\$ 1,277,034	\$ 1,143,936	\$ 1,262,434
Positions	5.70	6.80	6.80	6.80	6.70
TOTAL STAFFING	5.70	6.80	6.80	6.80	6.70

Town Administration

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SALARY					
511100	Town Manager	198,846	202,457	209,988	209,988	216,288
511350	Administrative Services Director	139,313	141,446	148,208	143,717	134,328
511650	Accounting & Finance Manager	-	-	-	51,692	104,813
511400	Town Clerk	85,758	79,475	92,400	86,600	95,765
511450	Information Technology Coordinator	-	25,263	86,394	86,839	94,210
511700	Finance/HR Assistant (.686 FTE)	67,063	73,978	70,179	7,597	44,990
511550	Management Analyst	83,060	90,748	96,342	70,526	-
511600	Office Assistant	51,878	61,173	66,509	64,139	67,955
515100	Overtime	111	-	1,000	-	1,000
517100	Vacation Conversion	5,901	-	-	-	-
518100	Casual Hire	2,688	-	10,000	10,000	10,000
	Total:	\$ 634,618	\$ 674,541	\$ 781,020	\$ 731,098	\$ 769,349
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	74,408	78,162	140,026	90,736	136,549
521200	Employee Accruing Fringe	22,364	24,289	-	24,506	-
522200	PERS - Employer Normal Cost	37,042	37,535	53,274	45,829	49,828
522250	PERS - Employer Unfunded Liability Pmt.	21,697	16,516	52,417	52,417	56,858
522550	PERS - Add'l Payment Unfunded Liability	24,615	-	-	-	-
522300	PST 3.75% Employer Contribution	2,659	2,918	2,632	534	1,687
522400	Other Retirement Benefits (GASB 45) 2%	6,323	6,425	7,700	7,700	14,267
523100	FICA-Medicare	7,383	8,113	11,165	9,086	10,996
524100	Auto Allowance	6,600	6,600	8,400	8,600	9,000
524200	Housing Allowance	3,461	9,808	12,000	12,000	12,000
524400	Relocation Expenses	1,500	-	-	-	-
524500	Cell Phone Allowance	-	1,500	2,100	2,100	2,100
	Total:	\$ 208,052	\$ 191,866	\$ 289,714	\$ 253,508	\$ 293,285
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	2,501	512	1,500	1,333	1,500
531060	Noticing & Publication	3,838	1,918	3,500	2,951	3,500
531140	Publications & Subscriptions	784	516	1,000	193	1,000
	Subtotal:	\$ 7,123	\$ 2,946	\$ 6,000	\$ 4,477	\$ 6,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences (Inc'd ICMA), Meetings, Travel	3,637	5,594	7,500	6,756	8,500
532020	Employee Development/Training/Retreat	3,781	3,483	3,000	2,500	3,000
532040	Memberships	9,727	9,999	12,000	11,147	12,250
	Subtotal:	\$ 17,145	\$ 19,076	\$ 22,500	\$ 20,403	\$ 23,750
	CONTRACTUAL SERVICES					
533010	Contractual Services	7,318	11,489	13,800	13,800	14,050
533012	Contractual Video Technician	-	-	7,500	-	-
533250	IT Consulting Services	74,865	32,714	15,000	7,500	10,000
533020	Financial Audit	31,031	29,350	32,000	31,900	32,000
533060	Consulting Services	11,318	9,585	20,000	11,767	20,000
533200	Systems/Technical Support	21,807	27,453	10,000	13,039	13,000
	Subtotal:	\$ 146,339	\$ 110,590	\$ 98,300	\$ 78,006	\$ 89,050

Town Administration

ADMINISTRATIVE SERVICES

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	UTILITY & COMMUNICATION					
537300	Telecommunication	\$ -	\$ -	\$ -	\$ -	\$ -
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	SPECIAL DEPT. ADMINISTRATIVE					
538010	Election	3,746	23,450	20,000	196	20,000
538030	Municipal Code Section Maintenance	4,343	3,830	5,000	4,715	5,000
538040	Newsletter Production & Mailing	1,118	699	1,000	847	2,500
538240	Records Management	324	1,009	2,500	2,103	2,500
538900	Contingency Provision	5,565	5,500	25,000	22,583	25,000
	Subtotal:	\$ 15,096	\$ 34,488	\$ 53,500	\$ 30,444	\$ 55,000
	Total Supplies & Services:	\$ 185,703	\$ 167,101	\$ 180,300	\$ 133,330	\$ 173,800
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	26,000	26,000	26,000	26,000	26,000
	Total:	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
	TOTAL DEPARTMENT	\$ 1,054,373	\$ 1,059,508	\$ 1,277,034	\$ 1,143,936	\$ 1,262,434

Town Administration

LEGAL SERVICES

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	390	167	500	250	500
Conferences & Memberships	-	-	-	-	-
Contractual Services	187,110	289,964	345,000	321,039	355,000
Total Supplies & Services	\$ 187,500	\$ 290,131	\$ 345,500	\$ 321,289	\$ 355,500
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL EXPENDITURES	\$ 188,500	\$ 291,131	\$ 346,500	\$ 322,289	\$ 356,500
STAFFING LEVEL					
Positions	Contract	Contract	Contract	Contract	Contract
TOTAL STAFFING	Contract	Contract	Contract	Contract	Contract

Town Administration

LEGAL SERVICES

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SALARY					
511200	Town Attorney (75%)					
517100	Vacation Conversion					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	EMPLOYEE BENEFITS					
521100	Medical & Insurance					
521200	Employee Accruing Fringe					
522100	PERS-Employee (7%)					
522200	PERS-Town (11.522%)					
522400	Other Retirement Benefits (GASB 45) 4.717%					
522500	PERS Side Fund Repayment (1.717%)					
523100	FICA-Medicare					
524100	Auto Allowance					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	390	167	500	250	500
	Subtotal:	\$ 390	\$ 167	\$ 500	\$ 250	\$ 500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	-	-	-	-	-
532040	Memberships	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	CONTRACTUAL SERVICES					
533500	Contract - Town Attorney	187,110	240,562	215,000	192,472	250,000
533510	Legal Services - Other		15,000	-	27,067	-
533520	Litigation-ABAG PLAN	-	17,327	50,000	50,000	50,000
533530	Litigation-General	-	1,075	75,000	50,000	50,000
533590	Legal Settlements	-	16,000	5,000	1,500	5,000
	Subtotal:	\$ 187,110	\$ 289,964	\$ 345,000	\$ 321,039	\$ 355,000
	Total Supplies & Services:	187,500	290,131	345,500	321,289	355,500
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	1,000	1,000	1,000	1,000	1,000
	Total:	1,000	1,000	1,000	1,000	1,000
	TOTAL DEPARTMENT	\$ 188,500	\$ 291,131	\$ 346,500	\$ 322,289	\$ 356,500

Town Administration**LEGISLATIVE SUPPORT**

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	49,449	51,707	86,000	81,079	63,000
Conferences & Memberships	6,231	10,006	8,750	8,753	8,900
Equipment Supplies & Maintenance	285	482	500	400	400
Special Department Administrative	2,380	5,301	10,500	5,413	10,250
Total Supplies & Services	\$ 58,345	\$ 67,495	\$ 105,750	\$ 95,645	\$ 82,550
CAPITAL OUTLAY ALLOWANCE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL EXPENDITURES	\$ 59,345	\$ 68,495	\$ 106,750	\$ 96,645	\$ 83,550

Town Administration

LEGISLATIVE SUPPORT

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531130	Special Events, Awards, Functions	49,053	49,418	25,000	28,864	25,000
531130	Community Events (Farmers' Market)			20,000	25,000	2,000
531130	Downtown Holiday Festival & Lights			25,000	24,565	30,000
531150	Council/Commission Functions	299	-	5,500	2,400	5,500
531990	Department Expenses	97	288	500	250	500
536350	Bicycle Pedestrian Education Signage		2,001	10,000	-	-
	Subtotal:	\$ 49,449	\$ 51,707	\$ 86,000	\$ 81,079	\$ 63,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,929	3,305	3,500	3,300	3,500
532030	MCCMC Functions	3,052	5,376	4,000	3,998	4,000
532040	Memberships	1,250	1,325	1,250	1,455	1,400
	Subtotal:	\$ 6,231	\$ 10,006	\$ 8,750	\$ 8,753	\$ 8,900
536010	Operating Supplies	285	482	500	400	400
	Subtotal:	\$ 285	\$ 482	\$ 500	\$ 400	\$ 400
	SPECIAL DEPT ADMINISTRATION					
538050	Walking Guide Brochure (Heritage & Arts)		2,500	2,500	2,780	-
538510	Planning Commission		223	500	433	500
538520	Design Review Board		-	250	-	250
538530	Parks, Open Space & Trails Commission		209	250	200	1,000
538540	Heritage & Arts Commission	2,380	2,369	2,000	2,000	3,500
538900	Contingency	-	-	5,000	-	5,000
	Subtotal:	\$ 2,380	\$ 5,301	\$ 10,500	\$ 5,413	\$ 10,250
	Total Supplies & Services:	\$ 58,345	\$ 67,495	\$ 105,750	\$ 95,645	\$ 82,550
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	1,000	1,000	1,000	1,000	1,000
	Total:	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	TOTAL DEPARTMENT	\$ 59,345	\$ 68,495	\$ 106,750	\$ 96,645	\$ 83,550

Town Administration

TOWN HALL FACILITY

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES					
EMPLOYEE BENEFITS					
SUPPLIES & SERVICES					
Department Supplies & Expenses	40,115	47,258	60,040	55,335	61,100
Equipment Supplies & Maintenance	65,296	107,421	74,376	67,540	96,600
Utility & Communication	38,361	40,244	50,800	50,060	51,800
Special Department Administrative	15,585	15,900	20,200	20,200	19,776
Allocated Costs					
Special Department Administrative	15,585	15,900	20,200	20,200	19,776
Total Supplies & Services	\$ 159,357	\$ 210,822	\$ 205,416	\$ 193,135	\$ 229,276
CAPITAL OUTLAY EXPENSE	\$ 2,371	\$ 968	\$ 5,000	\$ 5,000	\$ 7,500
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES					
TOTAL EXPENDITURES	\$ 161,728	\$ 211,790	\$ 210,416	\$ 198,135	\$ 236,776
STAFFING LEVEL					
Positions	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

Town Administration

TOWN HALL FACILITY

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	17,965	24,802	25,000	24,117	26,000
531080	Postage	9,797	6,489	10,000	9,860	10,000
531090	Printing & Reproduction	1,431	975	5,000	3,500	5,000
531120	Recruiting & Background	541	3,103	5,000	3,851	5,000
531130	Special Events, Awards, Functions	4,981	5,666	10,000	8,967	10,000
533070	Parking Lease	5,400	6,223	5,040	5,040	5,100
	Subtotal:	\$ 40,115	\$ 47,258	\$ 60,040	\$ 55,335	\$ 61,100
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	29,680	36,192	25,000	12,771	25,000
536030	Building/Facility Supplies	5,338	4,563	5,000	4,998	5,500
536060	Inspection & Testing	242	467	500	-	500
536070	Janitorial Services	12,155	19,872	22,276	22,276	24,000
536080	Landscape Grounds Materials	225	166	1,000	-	1,000
536100	Pest Control	478	429	600	495	600
536290	Misc. Facility Improvements	5,350	26,841	10,000	12,000	10,000
536285	Dairy Knoll Maintenance	11,828	18,892	10,000	15,000	30,000
	Subtotal:	\$ 65,296	\$ 107,421	\$ 74,376	\$ 67,540	\$ 96,600
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	21,730	20,594	27,500	27,942	28,500
537200	Water-MMWD	1,872	4,114	4,000	4,200	4,000
537300	Telecommunications	14,135	14,449	17,500	16,815	17,500
537600	Cable Communication Services	624	1,086	1,800	1,103	1,800
	Subtotal:	\$ 38,361	\$ 40,244	\$ 50,800	\$ 50,060	\$ 51,800
	SPECIAL DEPT. ADMINISTRATIVE					
537700	MIDAS Network Charges	\$ 15,585	\$ 15,900	\$ 20,200	\$ 20,200	\$ 19,776
	Subtotal	\$ 15,585	\$ 15,900	\$ 20,200	\$ 20,200	\$ 19,776
	Total Supplies & Services:	\$ 159,357	\$ 210,822	\$ 205,416	\$ 193,135	\$ 229,276
	CAPITAL OUTLAY EXPENSES					
543030	Office Furniture/Equipment	2,371	968	5,000	5,000	7,500
	Total:	\$ 2,371	\$ 968	\$ 5,000	\$ 5,000	\$ 7,500
	TOTAL DEPARTMENT	\$ 161,728	\$ 211,790	\$ 210,416	\$ 198,135	\$ 236,776

COMMUNITY DEVELOPMENT

Planning & Design Review

Advance Planning

Building Inspection

The Community Development Department is responsible for managing the planning, development and implementation of the overall community goals in accordance with the General Plan, Zoning Ordinance, Municipal Codes, Building Codes, and Town Council policies.

The total proposed appropriation for the Community Development Department is \$1,471,643 primarily with resources of the General Fund. Staffing of the Department totals eight employees; four in Planning Division and four in Building Division. The FY 2019/20 budget includes the reclassification of the Planning Manager position to Senior Planner.

Planning & Design Review

The Planning Division is responsible for managing the physical development of the Town in an orderly manner, in accordance with the General Plan, Zoning Ordinance, Municipal Code, Hillside Design Guidelines, Downtown Design Handbook, and Town Council policies. The Division reviews and issues planning and zoning permits, tree permits, sign permits, and well permits, among others, and performs code enforcement functions for areas under its regulatory purview.

Advance Planning

The Advance Planning Division is responsible for maintaining a comprehensive up-to-date General Plan, as well as conducting studies and producing long-range plans and documents such as the Climate Action Plan, Open Space Resource Management Plan, Recreation Needs Assessment, McGegney Green Management Policy, Bicycle & Pedestrian Master Plan, and Local Hazard Mitigation Plan.

Building Inspection

The Building Inspection Division ensures that construction in the Town is compliant with adopted construction codes, in conformance with accepted building practices, and conforms to the Town's adopted policies and ordinances. The Division issues permits, conducts regular permit inspections, performs plan check reviews for construction applications, conducts residential resale inspections, and performs code enforcement functions for areas under its regulatory purview.

Community Development

DEPARTMENT SUMMARY

	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
DEPARTMENT FUNDING					
General Fund	1,131,164	1,178,700	1,298,290	1,293,939	1,306,643
Long Range Planning Fund	33,713	5,542	20,000	-	165,000
Total Department Funding	\$ 1,164,877	\$ 1,184,242	\$ 1,318,290	\$ 1,293,939	\$ 1,471,643
DIVISION FUNDING					
<u>Planning & Design Review</u>					
General Fund	532,788	561,828	626,221	635,376	565,357
Employee Compensated Leave	-	-	-	-	-
Total Planning & Design Review	\$ 532,788	\$ 561,828	\$ 626,221	\$ 635,376	\$ 565,357
<u>Building Inspection</u>					
General Fund	598,376	616,872	672,069	658,563	741,286
Total Building Inspection	\$ 598,376	\$ 616,872	\$ 672,069	\$ 658,563	\$ 741,286
<u>Advance Planning</u>					
Long Range Planning Fund	33,713	5,542	20,000	-	165,000
Total Advance Planning	\$ 33,713	\$ 5,542	\$ 20,000	\$ -	\$ 165,000
Total Division Funding	\$ 1,164,877	\$ 1,184,242	\$ 1,318,290	\$ 1,293,939	\$ 1,471,643

Community Development

ALL DIVISIONS

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 711,000	\$ 791,089	\$ 809,402	\$ 853,485	\$ 770,411
EMPLOYEE BENEFITS	\$ 263,996	\$ 241,459	\$ 301,488	\$ 266,996	\$ 309,232
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 8,941	\$ 5,548	\$ 8,500	\$ 3,651	\$ 9,700
Conferences & Memberships	\$ 7,541	\$ 7,698	\$ 10,000	\$ 6,872	\$ 14,500
Contractual Services	\$ 82,888	\$ 73,192	\$ 95,000	\$ 90,713	\$ 125,000
Equipment Supplies & Maintenance	\$ 3,498	\$ 6,368	\$ 7,900	\$ 5,222	\$ 6,500
Special Department Administrative	\$ 66,013	\$ 37,889	\$ 65,000	\$ 46,000	\$ 215,000
Total Supplies & Services	\$ 168,881	\$ 130,695	\$ 186,400	\$ 152,458	\$ 370,700
CAPITAL OUTLAY ALLOWANCE	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,300
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,164,877	\$ 1,184,242	\$ 1,318,290	\$ 1,293,939	\$ 1,471,643
SOURCE OF FUNDING					
General Fund	1,131,164	1,178,700	1,298,290	1,293,939	1,306,643
Long Range Planning Fund	33,713	5,542	20,000	-	165,000
TOTAL FUNDING	\$ 1,164,877	\$ 1,184,242	\$ 1,318,290	\$ 1,293,939	\$ 1,471,643
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	-
Senior Planner					1.00
Advance Planner	-	-	-	-	-
Associate Planner	-	-	-	-	-
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Community Development Aide	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	1.00
Permits Clerk	1.00	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00	1.00
Building Permit Technician	-	-	-	-	-
Records Management Technician	-	-	-	-	-
Records Management Coordinator	-	-	-	-	-
Planning Intern (PST)	-	-	-	-	-
TOTAL STAFFING	8.00	8.00	8.00	8.00	8.00

Community Development

PLANNING & DESIGN REVIEW

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 371,232	\$ 415,873	\$ 436,042	\$ 472,269	\$ 382,861
EMPLOYEE BENEFITS	\$ 138,561	\$ 126,033	\$ 155,179	\$ 137,808	\$ 156,896
SUPPLIES & SERVICES					
Department Supplies & Expenses	7,046	5,548	7,500	3,651	7,500
Conferences & Memberships	1,467	2,352	5,000	3,707	6,500
Contractual Services	7,633	4,983	15,000	10,713	5,000
Insurances	-	-	-	-	-
Intergovernmental & Agency					
Equipment Supplies & Maintenance	749	939	1,400	1,128	500
Utility & Communication	-	-	-	-	-
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 16,895	\$ 13,821	\$ 28,900	\$ 19,199	\$ 19,500
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 532,788	\$ 561,828	\$ 626,221	\$ 635,376	\$ 565,357
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

Community Development

PLANNING & DESIGN REVIEW

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SALARY					
512100	Director of Community Development	141,123	144,909	150,133	114,480	138,516
512200	Planning Manager	101,616	109,558	105,719	80,214	-
512200	Senior Planner	-	-	-	-	93,610
512300	Associate Planner	74,748	78,377	82,826	91,211	-
512400	Assistant Planner	-	-	-	-	-
512500	Planning Technician	-	-	-	45,243	64,154
512600	Community Development Aide	42,532	35,544	57,364	21,362	53,581
512650	Planning Intern (PST)	-	-	-	4,670	5,000
515100	Overtime	105	-	1,000	188	1,000
517100	Vacation Conversion	-	8,644	-	-	-
518100	Casual Hire (DRB/PC Minutes)	11,108	38,842	39,000	114,901	27,000
	Total:	\$ 371,232	\$ 415,873	\$ 436,042	\$ 472,269	\$ 382,861
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	52,572	49,809	82,368	54,974	77,329
521200	Employee Accruing Fringe	12,095	12,035	-	9,673	-
522200	PERS-Employer Normal Cost	26,932	27,599	31,356	31,356	27,575
522250	PERS-Employer Unfunded Liability Pmt.	20,848	25,468	29,952	29,952	37,905
522300	PST 3.75% Employer Contribution	-	-	-	175	188
522550	PERS-Add'l Unfunded Liability Pmt.	15,385	-	-	175	-
522400	Other Retirement Benefits (GASB 45) 2.0%	3,681	3,805	3,960	3,960	6,997
523100	FICA-Medicare	5,248	5,517	5,743	5,743	5,102
534050	Unemployment Insurance	-	-	-	-	-
524100	Auto Allowance	1,800	1,800	1,800	1,800	1,800
	Total:	\$ 138,561	\$ 126,033	\$ 155,179	\$ 137,808	\$ 156,896
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication	6,936	5,332	7,000	3,651	7,000
531140	Publications & Subscriptions	110	216	500	-	500
	Subtotal:	\$ 7,046	\$ 5,548	\$ 7,500	\$ 3,651	\$ 7,500
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	510	1,310	2,500	2,324	4,000
532020	Employee Development/Training	399	395	1,500	520	1,500
532040	Memberships	558	647	1,000	863	1,000
	Subtotal:	\$ 1,467	\$ 2,352	\$ 5,000	\$ 3,707	\$ 6,500
	CONTRACTUAL SERVICES					
533010	Contractual Services	7,633	4,983	15,000	10,713	5,000
	Subtotal:	\$ 7,633	\$ 4,983	\$ 15,000	\$ 10,713	\$ 5,000
	EQ SUPPLIES & MAINTENANCE					
536050	Fuel & Oil	613	668	900	623	-
536250	Vehicle Maintenance	136	271	500	505	500
	Subtotal:	\$ 749	\$ 939	\$ 1,400	\$ 1,128	\$ 500
	Total Supplies & Services:	\$ 16,895	\$ 13,821	\$ 28,900	\$ 19,199	\$ 19,500
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	2,000	2,000	2,000	2,000	2,000
559020	Technology Allowance	4,100	4,100	4,100	4,100	4,100
	Total:	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100
	TOTAL DEPARTMENT	\$ 532,788	\$ 561,828	\$ 626,221	\$ 635,376	\$ 565,357

Community Development

BUILDING INSPECTION

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 339,768	\$ 375,215	\$ 373,360	\$ 381,216	\$ 387,550
EMPLOYEE BENEFITS	\$ 125,435	\$ 115,426	\$ 146,309	\$ 129,188	\$ 152,336
SUPPLIES & SERVICES					
Department Supplies & Expenses	1,895	-	1,000	-	2,200
Conferences & Memberships	6,074	5,346	5,000	3,165	8,000
Contractual Services	75,255	68,209	80,000	80,000	120,000
Equipment Supplies & Maintenance	2,749	5,429	6,500	4,094	6,000
Utility & Communication	-	-	-	-	-
Special Department Administrative Allocated Costs	32,300	32,347	45,000	46,000	50,000
Total Supplies & Services	\$ 118,273	\$ 111,331	\$ 137,500	\$ 133,259	\$ 186,200
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 15,200
TOTAL EXPENDITURES	\$ 598,376	\$ 616,872	\$ 672,069	\$ 658,563	\$ 741,286
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

Community Development

BUILDING INSPECTION

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SALARY					
512700	Building Official	125,530	128,963	133,676	131,472	137,023
512800	Building Inspector	86,970	93,829	101,100	100,847	104,269
512850	Building Permit Technician	69,410	50,347	63,654	67,906	68,255
512900	Building Permit Clerk	42,556	57,724	53,930	59,928	56,003
515100	Overtime	275	40	1,000	334	1,000
517100	Vacation Conversion	-	2,255	-	-	-
518100	Casual Hire	15,027	42,056	20,000	20,729	21,000
	Total:	\$ 339,768	\$ 375,215	\$ 373,360	\$ 381,216	\$ 387,550
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	43,863	46,627	82,368	52,250	76,099
521200	Employee Accruing Fringe	15,693	13,272	-	14,400	-
522200	PERS-Employer Normal Cost	21,388	21,608	25,356	23,897	25,721
522250	PERS-Unfunded Liability	20,848	25,468	29,952	29,952	37,905
522255	PERS-Add'l Unfunded Liability Pmt.	15,385	-	-	-	-
522400	Other Retirement Benefits (GASB 45) 2.0%	3,362	3,504	3,524	3,524	7,311
523100	FICA-Medicare	4,896	4,948	5,109	5,165	5,300
	Total:	\$ 125,435	\$ 115,426	\$ 146,309	\$ 129,188	\$ 152,336
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	1,895	-	1,000	-	2,200
531170	Document Storage	-	-	-	-	-
	Subtotal:	\$ 1,895	\$ -	\$ 1,000	\$ -	\$ 2,200
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	2,422	73	1,500	2,000	4,500
532020	Employee Development/Training	3,437	4,971	2,500	860	2,500
532040	Memberships	215	303	1,000	305	1,000
	Subtotal:	\$ 6,074	\$ 5,346	\$ 5,000	\$ 3,165	\$ 8,000
	CONTRACTUAL SERVICES					
533010	Contractual (Marin Builders Survey)					40,000
533010	Contractual (Outside Plan Check)	75,255	68,209	80,000	80,000	80,000
	Subtotal:	\$ 75,255	\$ 68,209	\$ 80,000	\$ 80,000	\$ 120,000
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	616	2,196	4,000	1,306	2,500
536050	Fuel & Oil	1,839	2,004	1,000	1,868	2,000
536250	Vehicle Maintenance	294	1,229	1,500	920	1,500
	Subtotal:	\$ 2,749	\$ 5,429	\$ 6,500	\$ 4,094	\$ 6,000
	SPECIAL DEPT. ADMINISTRATIVE					
538240	Records Management-Outside Scanning	32,300	32,347	45,000	46,000	50,000
	Subtotal:	\$ 32,300	\$ 32,347	\$ 45,000	\$ 46,000	\$ 50,000
	Total Supplies & Services:	\$ 118,273	\$ 111,331	\$ 137,500	\$ 133,259	\$ 186,200
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance	4,200	4,200	4,200	4,200	4,200
559020	Technology Allowance	10,700	10,700	10,700	10,700	11,000
	Total:	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 15,200
	TOTAL DEPARTMENT	\$ 598,376	\$ 616,872	\$ 672,069	\$ 658,563	\$ 741,286

Community Development

ADVANCE PLANNING

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	-	-	-	-	-
Utility & Communication	-	-	-	-	-
Special Department Administrative	33,713	5,542	20,000	-	165,000
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 33,713	\$ 5,542	\$ 20,000	\$ -	\$ 165,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 33,713	\$ 5,542	\$ 20,000	\$ -	\$ 165,000

Community Development

ADVANCE PLANNING

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SALARY					
512210	Advance Planner					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	Associate Planner					
521100	Medical & Insurance					
521200	Employee Accruing Fringe					
522100	PERS-Employee (7%)					
522200	PERS-Town (11.776%)					
523100	FICA-Medicare					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing & Publication					
531090	Printing & Reproduction					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel					
532040	Memberships					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	CONTRACTUAL SERVICES					
533010	Contractual Services					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	SPECIAL DEPT. ADMINISTRATIVE					
538220	Housing Element Update					-
538230	Climate Action Plan		-	10,000	-	5,000
538230	General Plan Update (Misc.)	33,713	5,542	10,000	-	160,000
	Subtotal:	\$ 33,713	\$ 5,542	\$ 20,000	\$ -	\$ 165,000
	ALLOCATED COSTS					
539010	Insurance-Liability					
539020	Insurance-Workers' Compensation					
	Town Hall Facility					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Supplies & Services:	\$ 33,713	\$ 5,542	\$ 20,000	\$ -	\$ 165,000
	CAPITAL OUTLAY ALLOWANCE					
559010	Capital Equipment Allowance					
559020	Technology Allowance					
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL DEPARTMENT	\$ 33,713	\$ 5,542	\$ 20,000	\$ -	\$ 165,000

POLICE

Police Services **Police/EOC Facility**

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

The total proposed appropriation for the Police Department is \$3,667,789. Staffing is comprised of 13 sworn personnel, 4 civilian personnel and approximately 4 volunteer and reserve police officers.

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

Police Services

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

Police/Emergency Operations Center (EOC) Facility

The Police/Emergency Operations Center Facility Division serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. All costs related to maintaining the police facility which also serves as the primary Emergency Operation Center for the entire Tiburon Peninsula. section. Belvedere contributes 12.5% of the funds needed to maintain this function.

Police Department

DEPARTMENT SUMMARY

	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
DEPARTMENT FUNDING					
General Fund	3,015,313	3,015,122	3,304,389	3,089,960	3,667,789
Police COPS/SLESF Fund	100,000	122,422	180,000	169,216	-
Total Department Funding	\$ 3,115,313	\$ 3,137,544	\$ 3,484,389	\$ 3,259,176	\$ 3,667,789
DIVISION FUNDING					
<u>Police Services</u>					
General Fund	2,962,056	2,954,869	3,231,889	3,024,538	3,595,287
Police COPS/SLESF Fund	100,000	122,422	180,000	169,216	-
Total Police Services	\$ 3,062,056	\$ 3,077,291	\$ 3,411,889	\$ 3,193,754	\$ 3,595,287
<u>Police Facility</u>					
General Fund	53,257	60,253	72,500	65,422	72,502
Total Facility	\$ 53,257	\$ 60,253	\$ 72,500	\$ 65,422	\$ 72,502
Total Division Funding	\$ 3,115,313	\$ 3,137,544	\$ 3,484,389	\$ 3,259,176	\$ 3,667,789

Police Department

ALL DIVISIONS

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 1,728,688	\$ 1,807,728	\$ 1,949,660	\$ 1,892,263	\$ 2,090,860
EMPLOYEE BENEFITS	\$ 712,991	\$ 656,402	\$ 908,215	\$ 756,908	\$ 925,311
SUPPLIES & SERVICES					
Department Supplies & Expenses	50,253	59,332	51,000	53,115	65,000
Conferences & Memberships	6,287	3,223	10,000	9,619	16,000
Contractual Services	137,066	128,722	32,765	32,765	46,087
Intergovernmental & Agency	206,889	222,222	246,399	246,399	249,001
Equipment Supplies & Maintenance	121,985	106,475	116,600	107,643	109,600
Utility & Communication	60,570	63,050	71,250	66,135	67,428
Special Department Administrative	4,584	4,230	10,000	7,828	10,000
Total Supplies & Services	\$ 587,634	\$ 587,254	\$ 538,014	\$ 523,504	\$ 563,116
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
CAPITAL PROJECT EXPENSES	\$ -	\$ 160	\$ 2,500	\$ 500	\$ 2,500
TOTAL EXPENDITURES	\$ 3,115,313	\$ 3,137,544	\$ 3,484,389	\$ 3,259,176	\$ 3,667,789
SOURCE OF FUNDING					
General Fund	3,015,313	3,015,122	3,304,389	3,089,960	3,667,789
Police COPS/SLESF Fund	100,000	122,422	180,000	169,216	-
TOTAL FUNDING	\$ 3,115,313	\$ 3,137,544	\$ 3,484,389	\$ 3,259,176	\$ 3,667,789
STAFFING LEVEL					
Chief	1.00	1.00	1.00	1.00	1.00
Captain	1.00	-	-	-	-
Sergeant	4.00	4.00	4.00	4.00	4.00
Investigator	-	-	-	-	-
Patrol Officers	7.00	7.00	8.00	8.00	8.00
Police Service Aide	2.00	3.00	3.00	3.00	3.00
Emergency Services Coordinator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	-	-	-	-
TOTAL STAFFING	17.00	16.00	17.00	17.00	17.00

Police Department

POLICE SERVICES

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 1,728,688	\$ 1,807,728	\$ 1,949,660	\$ 1,892,263	\$ 2,090,860
EMPLOYEE BENEFITS	\$ 712,991	\$ 656,402	\$ 908,215	\$ 756,908	\$ 925,311
SUPPLIES & SERVICES					
Department Supplies & Expenses	50,253	59,332	51,000	53,115	65,000
Conferences & Memberships	6,287	3,223	10,000	9,619	16,000
Contractual Services	137,066	128,722	32,765	32,765	46,087
Intergovernmental & Agency	206,889	222,222	246,399	246,399	249,001
Equipment Supplies & Maintenance	96,431	74,472	81,500	75,738	74,500
Utility & Communication	37,451	39,190	46,350	40,947	42,528
Total Supplies & Services	\$ 534,377	\$ 527,161	\$ 468,014	\$ 458,583	\$ 493,116
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
TOTAL EXPENDITURES	\$ 3,062,056	\$ 3,077,291	\$ 3,411,889	\$ 3,193,754	\$ 3,595,287
STAFFING LEVEL					
Positions	17.00	16.00	17.00	17.00	17.00
TOTAL STAFFING	17.00	16.00	17.00	17.00	17.00

Police Department

POLICE SERVICES

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SALARY					
513100	Police Chief	173,604	182,574	190,796	189,585	195,572
513400	Sergeants (4)	453,881	440,726	470,570	429,803	485,862
513500	Patrol Officer (8)	649,551	671,101	774,824	761,937	820,843
531650	Emergency/Admin Services Coordinator	77,408	79,480	86,462	81,822	88,627
513950	Police Service Aide (3)	147,737	186,060	189,548	177,950	208,113
515100	Overtime	129,942	118,022	120,000	143,598	123,600
New	ORT Patrol					20,000
515200	Overtime (Special Events)	2,780	14,541	10,000	3,101	10,000
516200	Education Incentive Pay	14,076	13,368	15,000	23,795	27,300
516300	Holiday Pay	49,534	47,391	59,685	54,360	63,483
516400	Special Pay	3,333	2,831	7,200	1,001	9,000
New	Bilingual Pay					6,000
516600	Longevity Pay	10,945	9,308	11,175	12,720	14,460
516700	Shift Differential	9,830	10,219	14,400	12,591	18,000
517100	Vacation Conversion	6,067	32,108	-	-	
	Total:	\$ 1,728,688	\$ 1,807,728	\$ 1,949,660	\$ 1,892,263	\$ 2,090,860
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	154,248	159,445	383,724	201,087	286,709
521200	Employee Accruing Fringe	32,541	30,145	-	29,153	-
522200	PERS-Employer Normal Cost	195,928	196,515	236,309	236,309	267,754
522250	PERS-Employer Unfunded Liability Pmt.	154,756	188,369	227,062	227,062	287,339
522255	PERS-Add'l Unfunded Liability Pmt.	115,385	-	-	-	-
522300	PST-Part-time (3.75%)	751	19	-	-	-
522400	Other Retirement Benefits (GASB 45) 2%	17,341	18,151	19,497	19,497	41,817
522500	CalPERS Side Fund Repayment	-	-	-	-	-
523100	FICA-Medicare	25,117	25,006	26,385	26,385	25,254
524100	Automobile Allowance	2,400	2,400	2,400	2,400	2,400
524110	Automobile Fast Trak	75	-	-	-	
524300	Medical Allowance	12,838	12,838	12,838	12,838	12,838
525300	Tuition Reimbursement	1,611	1,015	-	1,200	1,200
526100	Unemployment Insurance		22,500	-	977	-
	Total:	\$ 712,991	\$ 656,402	\$ 908,215	\$ 756,908	\$ 925,311
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	11,498	34,390	14,500	14,500	14,000
531040	Evidence Supplies	788	743	1,500	681	1,500
531080	Postage	2,734	4,638	4,000	3,857	4,000
531090	Printing & Reproduction	4,164	4,783	5,000	2,490	5,000
531110	Range & Weapons	11,537	4,087	10,000	8,777	10,000
531120	Recruiting & Investigation	8,712	1,375	5,000	5,000	10,000
531121	Special Investigation	7,480	1,572	8,000	6,779	8,000
531125	DOJ Live Scan	-	4,255	-	6,692	8,000
531140	Publications & Subscriptions	3,340	3,489	3,000	4,339	4,500
	Subtotal:	\$ 50,253	\$ 59,332	\$ 51,000	\$ 53,115	\$ 65,000
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	538	359	1,000	1,486	2,000
532020	Employee Development/Training	-	-	-	-	
532040	Memberships	1,486	1,181	2,000	1,999	2,000
532060	POST-Reimbursed Training	3,358	197	5,000	743	

Police Department

POLICE SERVICES

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
532070	POST-Non Reimbursed Training	171	637	1,000	3,650	10,000
532090	Special Meal Allowance (MOU)	734	849	1,000	1,741	2,000
	Subtotal:	\$ 6,287	\$ 3,223	\$ 10,000	\$ 9,619	\$ 16,000
	CONTRACTUAL SERVICES					
533010	Contractual Services (Belvedere Chief)	109,416	84,186	-	-	
533080	Records Management System (Tech)	20,239	26,568	24,688	24,688	37,515
533090	Lexipol Policy Manual Maintenance	5,150	5,425	-	-	
533200	Systems Support (MDC, CAD Maint)	2,261	12,543	8,077	8,077	8,572
	Subtotal:	\$ 137,066	\$ 128,722	\$ 32,765	\$ 32,765	\$ 46,087
	INTERGOVERNMENT, AGENCY & JPA					
535080	Marin County Jail Booking	-	-	-	-	-
535090	Marin County Major Crimes Task Force	28,971	46,558	49,555	49,555	50,994
535131	Marin County Dispatch	171,583	172,537	193,717	193,717	194,880
535170	Marin County DA-Prandi Center	6,335	3,127	3,127	3,127	3,127
	Subtotal:	\$ 206,889	\$ 222,222	\$ 246,399	\$ 246,399	\$ 249,001
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	2,126	2,803	2,000	1,715	2,000
536050	Fuel & Oil	22,262	23,879	22,000	22,162	22,000
536120	Radar Maintenance	-	-	500	-	500
536130	Radio Maintenance	880	1,602	1,000	4,809	2,000
536210	Safety Equipment	11,541	3,049	10,000	10,000	10,000
536220	Uniform Maintenance	5,209	6,015	6,000	4,530	6,000
536230	Uniform Purchase/Replacement	13,513	16,522	8,000	13,751	10,000
536240	Vehicle Supplies	1,067	250	1,000	1,076	1,000
536250	Vehicle Maintenance	30,766	13,584	25,000	13,056	15,000
536270	Safety Equipment (MOU)	150	-	1,000	151	1,000
536320	License Plate Camera Maintenance	8,917	6,768	5,000	4,488	5,000
	Subtotal:	\$ 96,431	\$ 74,472	\$ 81,500	\$ 75,738	\$ 74,500
	UTILITY & COMMUNICATION					
537300	Telecommunication	20,749	22,681	30,000	24,635	25,000
537600	Cable Communication Services	401	658	750	712	800
537700	MIDAS Internet Connection	16,301	15,850	15,600	15,600	16,728
	Subtotal:	\$ 37,451	\$ 39,190	\$ 46,350	\$ 40,947	\$ 42,528
	Total Supplies & Services:	\$ 534,377	\$ 527,161	\$ 468,014	\$ 458,583	\$ 493,116
	CAPITAL OUTLAY ALLOWANCE					
546050	Siren System					
559010	Capital Equipment Allowance	75,000	75,000	75,000	75,000	75,000
559020	Technology Allowance	11,000	11,000	11,000	11,000	11,000
	Total:	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000
	TOTAL DEPARTMENT	\$ 3,062,056	\$ 3,077,291	\$ 3,411,889	\$ 3,193,754	\$ 3,595,287

Police Department**POLICE FACILITY**

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	25,554	32,003	35,100	31,905	35,100
Utility & Communication	23,119	23,861	24,900	25,188	24,900
Special Department Administrative	4,584	4,230	10,000	7,828	10,000
Total Supplies & Services	\$ 53,257	\$ 60,093	\$ 70,000	\$ 64,921	\$ 70,000
CAPITAL PROJECT EXPENSES	\$ -	\$ 160	\$ 2,500	\$ 500	\$ 2,500
TOTAL EXPENDITURES	\$ 53,257	\$ 60,253	\$ 72,500	\$ 65,422	\$ 72,502

Police Department

POLICE FACILITY

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SUPPLIES & SERVICES					
	EQ SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	4,772	9,497	10,000	10,266	10,000
536030	Building/Facility Supplies	7,620	7,133	8,000	6,807	8,000
536050	Fuel & Oil (Generator)	-	-	500	-	500
536070	Janitorial Services	12,175	14,503	14,500	14,232	14,500
536080	Landscape, Grounds & Materials		166		-	-
536100	Pest Control	407	407	600	350	600
536280	Special Maintenance	338	55	1,000	-	1,000
	Subtotal:	\$ 25,554	\$ 32,003	\$ 35,100	\$ 31,905	\$ 35,100
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	21,692	23,042	24,000	24,000	24,000
537200	Water-MMWD	1,427	819	900	1,188	900
	Subtotal:	\$ 23,119	\$ 23,861	\$ 24,900	\$ 25,188	\$ 24,900
	SPECIAL DEPT. ADMINISTRATIVE					
538020	Emergency & Disaster Planning	4,584	4,230	5,000	4,500	5,000
543030	Office Furniture/Equipment	-	-	5,000	3,328	5,000
	Subtotal:	\$ 4,584	\$ 4,230	\$ 10,000	\$ 7,828	\$ 10,000
	Total Supplies & Services:	\$ 53,257	\$ 60,093	\$ 70,000	\$ 64,921	\$ 70,000
	CAPITAL PROJECT EXPENSES					
561140	EOC Equipment Upgrades		160	2,500	500	2,500
	Total:	\$ -	\$ 160	\$ 2,500	\$ 500	\$ 2,500
	TOTAL DEPARTMENT	\$ 53,257	\$ 60,253	\$ 72,500	\$ 65,421	\$ 72,500

PUBLIC WORKS

Administration & Engineering

Streets Maintenance

Parks Maintenance

Cypress Hollow

Corporation Yard

Street & Signal Light System

The Public Works Department is responsible for the construction, maintenance and oversight of the Town's infrastructure and public facilities, including streets and roads, sidewalks, storm drains, park lands, open space lands, street light and signal light system, and Town easements and rights-of-way.

The total proposed appropriation for Public Works is \$2,205,419, primarily from the General Fund. The Department operates with 9.0 FTE employees. Streets Resurfacing and Drainage Improvement projects, as well as some other projects, are authorized in the Capital Improvement Program budget and are not a cost to the Public Works Department budget.

Administration & Engineering

This division oversees the entire public works operation, providing administrative and engineering oversight for Town's Capital Improvement Program (CIP) projects, processing encroachment permits, and coordinating with Caltrans regarding Tiburon Boulevard traffic operations and modifications. This division is also responsible for identifying, securing and administering grants for capital projects.

Street Maintenance

This Division is responsible for maintenance of the Town's nearly 15 miles of sidewalk and 32 centerline miles of streets. This division also performs preventive maintenance on the Town's storm drainage system, which includes over 50 miles of curb & gutter, 13 miles of culverts, 18 miles of v-ditches and over 500 catch basins.

Parks Maintenance

This Division maintains the Town's ten parks (covering nearly 70 acres) as well as the multi-use path and the landscaped medians throughout Town.

Cypress Hollow

This division provides for maintenance of the lighting, landscape and facilities at the Cypress Hollow park and is paid for through a special tax assessment on the parcels located in Cypress Hollow.

Corporation Yard

The Corporation Yard is the Town's garage and workshop. It also provides for storage of maintenance equipment/supplies and engineering project files.

Street & Signal Light System

This division provides for the operational costs for the Town's 300+ street lights; the Town's contribution toward Tiburon Boulevard traffic signal maintenance can be found here.

Public Works

DEPARTMENT SUMMARY

	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
DEPARTMENT FUNDING					
General Fund	1,486,612	1,728,263	1,918,775	1,868,642	2,053,378
Gas Tax	-	-	40,000	40,000	40,000
Measure "A" Parks	-	-	72,368	72,368	75,541
Park Development & ORT	-	-	-	-	20,000
Cypress Hollow Fund	17,101	16,489	23,000	23,500	16,500
Total Department Funding	\$ 1,503,713	\$ 1,744,752	\$ 2,054,143	\$ 2,004,510	\$ 2,205,419
DIVISION FUNDING					
<u>Administration & Engineering</u>					
General Fund	395,763	519,582	478,024	434,403	578,896
Gas Tax	-	-	40,000	40,000	40,000
Measure "A" Parks	-	-	72,368	72,368	75,541
Total Administration & Engineering	\$ 395,763	\$ 519,582	\$ 590,392	\$ 546,771	\$ 694,437
<u>Streets Maintenance</u>					
General Fund	437,566	467,806	536,511	535,270	562,189
Total Streets Maintenance	\$ 437,566	\$ 467,806	\$ 536,511	\$ 535,270	\$ 562,189
<u>Parks Maintenance</u>					
General Fund	518,510	596,544	761,461	759,404	763,263
Park Development & ORT	-	-	-	-	20,000
Total Parks Maintenance	\$ 518,510	\$ 596,544	\$ 761,461	\$ 759,404	\$ 783,263
<u>Street & Signal Light Maintenance</u>					
General Fund	34,192	36,182	36,000	36,000	36,000
Total Street & Signal Light Maintenance	\$ 34,192	\$ 36,182	\$ 36,000	\$ 36,000	\$ 36,000
<u>Cypress Hollow</u>					
Cypress Hollow Fund	17,101	16,489	23,000	23,500	16,500
Total Cypress Hollow	\$ 17,101	\$ 16,489	\$ 23,000	\$ 23,500	\$ 16,500
<u>Corporation Yard</u>					
General Fund	100,581	108,150	106,780	103,565	113,030
Total Corporation Yard	\$ 100,581	\$ 108,150	\$ 106,780	\$ 103,565	\$ 113,030
Total Division Funding	\$ 1,503,713	\$ 1,744,752	\$ 2,054,143	\$ 2,004,510	\$ 2,205,419

Public Works

ALL DIVISIONS

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 713,325	\$ 744,142	\$ 809,734	\$ 782,273	\$ 890,848
EMPLOYEE BENEFITS	273,327	279,609	339,379	306,324	371,391
SUPPLIES & SERVICES					
Department Supplies & Expenses	4,569	5,496	6,450	4,262	6,450
Conferences & Memberships	6,792	3,223	7,700	6,581	10,800
Contractual Services	118,137	147,390	208,400	177,000	218,400
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	227,432	387,691	494,280	497,526	492,680
Utility & Communication	117,531	134,600	140,600	185,469	167,250
Allocated Costs	-	-	-	-	-
Total Supplies & Services	474,461	678,401	857,430	870,838	895,580
CAPITAL OUTLAY EXPENSE	-	-	5,000	2,475	5,000
CAPITAL OUTLAY ALLOWANCE	42,600	42,600	42,600	42,600	42,600
CAPITAL PROJECT EXPENSES	-	-	-	-	-
TOTAL EXPENDITURES	\$ 1,503,713	\$ 1,744,752	\$ 2,054,143	\$ 2,004,510	\$ 2,205,419
SOURCE OF FUNDING					
General Fund	1,486,612	1,728,263	1,918,775	1,868,642	2,053,378
Cypress Hollow Fund	17,101	16,489	23,000	23,500	16,500
State Gas Tax Fund	-	-	40,000	40,000	40,000
Park Development & ORT					20,000
Measure "A" Parks	-	-	72,368	72,368	75,541
TOTAL FUNDING	\$ 1,503,713	\$ 1,744,752	\$ 2,054,143	\$ 2,004,510	\$ 2,205,419
STAFFING LEVEL					
Public Works Director/ Town Engineer	1.00	1.00	1.00	1.00	1.00
Associate Engineer	-	1.00	1.00	1.00	1.00
Engineer Technician	1.00	-	-	-	-
Superintendent	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Foreman	-	-	-	-	-
Maintenance Worker II	-	-	-	-	-
Maintenance Worker I	4.00	4.00	4.00	4.00	4.00
TOTAL STAFFING	9.00	9.00	9.00	9.00	9.00

Public Works

ADMINISTRATION & ENGINEERING

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 252,502	\$ 262,171	\$ 284,752	\$ 259,093	\$ 334,850
EMPLOYEE BENEFITS	\$ 71,905	\$ 74,650	\$ 89,190	\$ 70,735	\$ 107,137
SUPPLIES & SERVICES					
Department Supplies & Expenses	900	524	2,250	693	2,250
Conferences & Memberships	2,537	856	3,500	3,160	3,500
Contractual Services	13,264	5,846	17,000	17,000	19,000
Equipment Supplies & Maintenance	52,055	172,935	191,100	193,490	225,100
Total Supplies & Services	\$ 68,756	\$ 180,161	\$ 213,850	\$ 214,343	\$ 249,850
CAPITAL OUTLAY ALLOWANCE	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
TOTAL EXPENDITURES	\$ 395,763	\$ 519,582	\$ 590,392	\$ 546,771	\$ 694,437
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

Public Works						
ADMINISTRATION & ENGINEERING						
Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SALARY					
514100	Public Works Director/Town Engineer	157,602	166,788	181,584	173,494	186,132
514100	Public Works Director/Town Engineer					42,669
514150	Associate Engineer	94,900	95,383	103,168	85,306	106,049
517100	Vacation Conversion	-	-	-	-	-
518100	Casual Hire	-	-	-	293	-
	Total:	\$ 252,502	\$ 262,171	\$ 284,752	\$ 259,093	\$ 334,850
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	20,453	20,916	41,184	20,543	42,156
521200	Employee Accruing Fringe	4,800	4,800	-	4,800	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	18,476	19,443	22,453	20,678	30,876
522250	PERS-Unfunded Liability Payment	10,424	19,443	14,976	14,476	18,953
522550	PERS-Add'l Unfunded Liability Pmt.	7,692	-	-	-	-
522400	Other Retirement Benefits (GASB 45) 2.0%	2,504	2,684	2,848	2,848	6,697
523100	FICA-Medicare	3,656	3,765	4,129	3,790	4,855
525300	Tuition Reimbursement	-	-	-	-	-
524100	Auto Allowance	3,600	3,600	3,600	3,600	3,600
524500	Cell Phone Allowance	300	-	-	-	-
	Total:	\$ 71,905	\$ 74,650	\$ 89,190	\$ 70,735	\$ 107,137
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531060	Noticing and Publication	830	455	2,000	500	2,000
531140	Publications & Subscriptions	70	70	250	193	250
	Subtotal:	\$ 900	\$ 524	\$ 2,250	\$ 693	\$ 2,250
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	1,083	403	1,000	755	1,000
532020	Employee Development/Training	1,090	452	2,000	1,339	2,000
532040	Memberships	364	-	500	1,066	500
	Subtotal:	\$ 2,537	\$ 856	\$ 3,500	\$ 3,160	\$ 3,500
	CONTRACTUAL SERVICES					
533200	Technical Support (Project Software)	-	-	-	-	-
533700	Contract - Engineering Services	13,264	5,846	17,000	17,000	17,000
538080	Street Speed Survey	-	-	-	-	2,000
	Subtotal:	\$ 13,264	\$ 5,846	\$ 17,000	\$ 17,000	\$ 19,000
	EQUIP, SUPPLIES & MAINTENANCE					
536171	Slide Repairs			\$ -		\$ -
536190	Street Striping	\$ -	\$ -	\$ 8,000	\$ 10,390	\$ 10,000
537300	Telecommunication	\$ -	\$ -	\$ 100	\$ 100	\$ 100
536095	Open Space Management	\$ 52,055	\$ 93,000	\$ 93,000	\$ 93,000	\$ 125,000
536165	Storm Drain Flushing		\$ 45,815	\$ 50,000	\$ 50,000	\$ 50,000
536195	Traffic Calming		\$ 14,120	\$ 20,000	\$ 20,000	\$ 20,000
536185	Curb/Sidewalk Improvements		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Subtotal:	\$ 52,055	\$ 172,935	\$ 191,100	\$ 193,490	\$ 225,100
	Total Supplies & Services:	\$ 68,756	\$ 180,161	\$ 213,850	\$ 214,343	\$ 249,850
	CAPITAL OUTLAY ALLOWANCE					
559020	Technology Allowance	2,600	2,600	2,600	2,600	2,600
	Total:	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
	TOTAL DEPARTMENT	\$ 395,763	\$ 519,582	\$ 590,392	\$ 546,771	\$ 694,437

Public Works

STREETS MAINTENANCE

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 264,946	\$ 292,944	\$ 318,104	\$ 322,063	\$ 343,962
EMPLOYEE BENEFITS	\$ 106,919	\$ 118,417	\$ 142,807	\$ 140,587	\$ 142,727
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 102	\$ 200	\$ 200	\$ 200	\$ 200
Conferences & Memberships	\$ 3,555	\$ 737	\$ 3,000	\$ 2,017	\$ 4,000
Equipment Supplies & Maintenance	\$ 62,044	\$ 55,508	\$ 67,400	\$ 67,928	\$ 66,300
Utility & Communication	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies & Services	\$ 65,701	\$ 56,445	\$ 70,600	\$ 70,145	\$ 70,500
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ 5,000	\$ 2,475	\$ 5,000
TOTAL EXPENDITURES	\$ 437,566	\$ 467,806	\$ 536,511	\$ 535,270	\$ 562,189
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

Public Works

STREETS MAINTENANCE

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SALARY					
514200	Superintendent of Public Works	44,485	103,697	103,748	112,799	121,328
514300	Asst. Superintendent of Pubic Works	48,333		-	-	-
514700	Senior Maintenance Worker	60,705	66,309	74,764	71,080	76,622
514600	Maintenance Worker (2)	106,851	118,781	133,992	132,312	140,112
515100	Overtime	1,122	558	2,000	2,272	2,300
516400	Special Shift Pay	3,450	3,600	3,600	3,600	3,600
517100	Vacation Compensation	-	-	-	-	-
518100	Casual Hire	-	-	-	-	-
	Total:	\$ 264,946	\$ 292,944	\$ 318,104	\$ 322,063	\$ 343,962
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	44,932	50,732	82,368	60,083	70,745
521200	Employee Accruing Fringe	16,431	15,323	-	18,764	-
522100	PERS-Employee (7%)	-	18,895	-	-	-
522200	PERS-Town Normal Cost	17,184	25,468	21,631	21,917	23,614
522250	PERS-Unfunded Liability	20,848		29,952	29,952	37,905
522400	Other Retirement Benefits (GASB 45) 2.0%	2,880	2,941	3,125	3,125	6,761
523100	FICA-Medicare	4,044	4,457	4,531	4,946	1,902
524100	Auto Allowance	-	-	-	-	-
524500	Cell Phone Allowance	600	600	600	600	600
525300	Tuition Reimbursement	-	-	600	1,200	1,200
534030	Unemployment Insurance	-	-	-	-	-
	Total:	\$ 106,919	\$ 118,417	\$ 142,807	\$ 140,587	\$ 142,727
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531140	Publications & Subscriptions	102	200	200	200	200
	Subtotal:	\$ 102	\$ 200	\$ 200	\$ 200	\$ 200
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	196	305	1,000	1,497	1,500
532020	Employee Development/Training	3,359	432	2,000	520	2,500
532040	Memberships	-	-	-	-	-
	Subtotal:	\$ 3,555	\$ 737	\$ 3,000	\$ 2,017	\$ 4,000
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	1,296	611	600	1,729	1,500
536020	Equipment Maintenance	1,113	3,017	1,100	1,005	1,100
536050	Fuel & Oil	24,516	26,722	25,000	24,911	25,000
536100	Pest Control Downtown	1,500	1,500	1,500	1,500	1,500
536150	Small Tools	121	879	2,500	1,067	1,000
536160	Storm Drain & Culvert Maintenance	8,439	2,135	10,000	10,000	10,000
536180	Street Materials & Signs	19,041	14,174	20,000	20,708	20,000
536210	Safety Equipment & Apparel	521	1,122	1,500	2,000	2,000
536220	Uniform Maintenance Service	4,337	3,178	4,000	2,953	3,000
536230	Uniform Purchase/Replacement	20	1,094	-	1,822	-
536270	Safety Equipment (MOU)	1,140	1,075	1,200	233	1,200
	Subtotal:	\$ 62,044	\$ 55,508	\$ 67,400	\$ 67,928	\$ 66,300
	Total Supplies & Services:	\$ 65,701	\$ 56,445	\$ 70,600	\$ 70,145	\$ 70,500

Public Works**STREETS MAINTENANCE**

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	OTHER EQUIPMENT					
549010	Street Light Pole Replacement		-	5,000	2,475	5,000
	Total:	\$ -	\$ -	\$ 5,000	\$ 2,475	\$ 5,000
	TOTAL DEPARTMENT	\$ 437,566	\$ 467,806	\$ 536,511	\$ 535,270	\$ 562,189

Public Works

PARKS MAINTENANCE

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ 195,877	\$ 189,027	\$ 206,878	\$ 201,117	\$ 212,036
EMPLOYEE BENEFITS	\$ 94,503	\$ 86,542	\$ 107,383	\$ 95,002	\$ 121,527
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	700	1,630	1,200	1,404	3,300
Contractual Services	90,873	127,544	177,400	146,000	192,400
Equipment Supplies & Maintenance	57,189	96,028	166,600	170,097	130,000
Utility & Communication	79,368	95,773	102,000	145,784	124,000
Total Supplies & Services	\$ 228,130	\$ 320,974	\$ 447,200	\$ 463,285	\$ 449,700
TOTAL EXPENDITURES	\$ 518,510	\$ 596,544	\$ 761,461	\$ 759,404	\$ 783,263
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

Public Works

PARKS MAINTENANCE

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SALARY					
514600	Maintenance Worker (2)	121,298	112,346	127,384	122,690	130,572
514700	Senior Maintenance Worker	73,779	75,763	78,494	77,880	80,464
515100	Overtime	800	137	1,000	547	1,000
517100	Vacation Conversion	-	781	-	-	-
	Total:	\$ 195,877	\$ 189,027	\$ 206,878	\$ 201,117	\$ 212,036
	EMPLOYEE BENEFITS					
521100	Medical & Insurance	52,956	48,241	61,776	50,645	63,986
521200	Employee Accruing Fringe	-	286	-	-	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town Normal Cost	14,709	14,228	17,499	15,901	18,294
522250	PERS-Unfunded Liability	10,424	19,101	22,464	22,464	28,429
522300	PST 3.75% Employer Contribution	-	-	-	745	2,813
522255	PERS-Add'l Unfunded Liability Pmt.	11,538	-	-	-	-
522400	Other Retirement Benefits (GASB 45) 2.0%	1,907	2,011	2,059	2,059	4,221
523100	FICA-Medicare	2,767	2,676	2,985	3,188	3,785
525300	Tuition Reimbursement	202	-	600	-	-
534030	Unemployment Insurance	-	-	-	-	-
	Total:	\$ 94,503	\$ 86,542	\$ 107,383	\$ 95,002	\$ 121,527
	SUPPLIES & SERVICES					
	CONFERENCES & MEMBERSHIPS					
532010	Conferences, Meetings & Travel	-	140	400	-	400
532020	Employee Development/Training	410	1,180	500	994	2,500
532040	Memberships	290	310	300	410	400
	Subtotal:	\$ 700	\$ 1,630	\$ 1,200	\$ 1,404	\$ 3,300
	CONTRACTUAL SERVICES					
533010	Contractual Services (Medians & Restrooms)	37,349	38,589	70,000	70,000	70,000
533010	Contractual Services (Knoll Tree Survey)	-	-	10,000	10,000	-
533720	Contract - Seasonal Maintenance	46,471	45,182	50,000	45,000	75,000
536070	Janitorial Services	-	-	2,400	1,000	2,400
536330	ORT Special Maintenance	-	10,876	15,000	15,000	15,000
533015	Fountain Maintenance	2,103	3,532	5,000	5,000	5,000
536340	Old Rail Trail DG & Pavement Maint.	4,950	21,298	25,000	-	25,000
536360	Fountain Plaza Electrical Improvement	-	4,972	-	-	-
536370	Blackie's Pasture Electrical Panel	-	3,095	-	-	-
	Subtotal:	\$ 90,873	\$ 127,544	\$ 177,400	\$ 146,000	\$ 192,400
	EQUIP, SUPPLIES & MAINTENANCE					
536020	Equipment Maintenance	1,271	4,240	3,000	1,492	5,000
536080	Landscape Grounds & Materials	21,305	29,504	30,000	30,000	30,000
536085	McKegney Green Maintenance	3,605	4,076	55,000	55,000	30,000
536180	Street Materials & Signs	135	-	600	4,431	1,000
536200	Tree Maintenance	27,220	54,772	35,000	35,000	40,000
536200	Tree Maintenance (Knoll Tree Mtce)	-	-	40,000	40,000	-
New	Fencing	-	-	-	-	20,000
536210	Safety Equipment & Apparel	3,653	760	-	-	-
536220	Uniform Maintenance Service	-	2,675	3,000	4,174	4,000
	Subtotal:	\$ 57,189	\$ 96,028	\$ 166,600	\$ 170,097	\$ 130,000

Public Works**PARKS MAINTENANCE**

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	7,287	7,580	7,000	11,042	11,000
537200	Water-MMWD	47,948	56,838	95,000	125,000	113,000
537210	Water-RBSD Reclaimed	24,133	31,355	-	9,742	-
	Subtotal:	\$ 79,368	\$ 95,773	\$ 102,000	\$ 145,784	\$ 124,000
	Total Supplies & Services:	\$ 228,130	\$ 320,974	\$ 447,200	\$ 463,285	\$ 449,700
	TOTAL DEPARTMENT	\$ 518,510	\$ 596,544	\$ 761,461	\$ 759,404	\$ 783,263

Public Works

CORPORATION YARD

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPLIES & SERVICES					
Department Supplies & Expenses	3,567	4,772	4,000	3,369	4,000
Conferences & Memberships	-	-	-	-	-
Contractual Services	-	-	-	-	-
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	39,982	46,998	45,180	42,011	47,280
Utility & Communication	17,032	16,380	17,600	18,185	21,750
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 60,581	\$ 68,150	\$ 66,780	\$ 63,565	\$ 73,030
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 100,581	\$ 108,150	\$ 106,780	\$ 103,565	\$ 113,030

Public Works

CORPORATION YARD

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531010	Office & Copier Supplies	1,558	3,105	2,000	1,369	2,000
531070	Permit/Application Fees	2,009	1,667	2,000	2,000	2,000
	Subtotal:	\$ 3,567	\$ 4,772	\$ 4,000	\$ 3,369	\$ 4,000
	EQUIP, SUPPLIES & MAINTENANCE					
536010	Operating Supplies	3,749	1,298	4,000	1,395	3,000
536020	Equipment Maintenance	2,333	2,856	4,000	2,586	3,000
536030	Building/Facility Supplies	3,887	5,897	4,500	5,740	5,000
536050	Fuel & Oil	13,470	13,695	13,000	12,767	13,500
536070	Janitorial Services	-	1,342	2,580	2,580	2,580
536080	Landscape Grounds & Materials	-	72	-	-	-
536100	Pest Control	-	43	100	100	100
536150	Small Tools/Implements	6,611	2,707	5,000	307	3,500
536250	Vehicle Maintenance	8,001	12,768	10,000	16,507	15,000
536290	Facility - Alteration/Improvements	634	629	800	29	600
536300	Rental-Equipment & Tools	1,297	514	1,200	-	1,000
436380	Corporation Yard Fuel Pump Rebuild		2,000	-	-	-
536390	Material Storage Area		3,177	-	-	-
	Subtotal:	\$ 39,982	\$ 46,998	\$ 45,180	\$ 42,011	\$ 47,280
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	5,170	4,241	4,500	3,161	4,300
537200	Water-MMWD	830	1,110	1,100	1,354	1,250
537300	Telecommunication	9,684	8,350	9,500	10,526	13,000
537600	Cable Communication Services	1,348	2,678	2,500	3,144	3,200
	Subtotal:	\$ 17,032	\$ 16,380	\$ 17,600	\$ 18,185	\$ 21,750
	Total Supplies & Services:	\$ 60,581	\$ 68,150	\$ 66,780	\$ 63,565	\$ 73,030
559010	Depreciation Allowance	40,000	40,000	40,000	40,000	40,000
	Total:	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
	TOTAL DEPARTMENT	\$ 100,581	\$ 108,150	\$ 106,780	\$ 103,565	\$ 113,030

Public Works**STREET & SIGNAL LIGHT SYSTEM**

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Equipment Supplies & Maintenance	13,667	14,685	16,000	16,000	16,000
Utility & Communication	20,525	21,497	20,000	20,000	20,000
Total Supplies & Services	\$ 34,192	\$ 36,182	\$ 36,000	\$ 36,000	\$ 36,000
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 34,192	\$ 36,182	\$ 36,000	\$ 36,000	\$ 36,000

Public Works

STREET & SIGNAL LIGHT SYSTEM

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SUPPLIES & SERVICES					
	EQUIP SUPPLIES & MAINTENANCE					
536170	Street/Signal Light Maint. (Cal/TRANS)	13,667	14,685	16,000	16,000	16,000
	Subtotal:	\$ 13,667	\$ 14,685	\$ 16,000	\$ 16,000	\$ 16,000
	UTILITY & COMMUNICATION					
537100	Energy-PG&E	20,525	21,497	20,000	20,000	20,000
	Subtotal:	\$ 20,525	\$ 21,497	\$ 20,000	\$ 20,000	\$ 20,000
	Total Supplies & Services:	\$ 34,192	\$ 36,182	\$ 36,000	\$ 36,000	\$ 36,000
	CAPITAL OUTLAY ALLOWANCE					
	TOTAL DEPARTMENT	\$ 34,192	\$ 36,182	\$ 36,000	\$ 36,000	\$ 36,000

Public Works**CYPRESS HOLLOW SPECIAL DISTRICT**

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Contractual Services	14,000	14,000	14,000	14,000	7,000
Equipment Supplies & Maintenance	2,495	1,538	8,000	8,000	8,000
Utility & Communication	606	951	1,000	1,500	1,500
Total Supplies & Services	\$ 17,101	\$ 16,489	\$ 23,000	\$ 23,500	\$ 16,500
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 17,101	\$ 16,489	\$ 23,000	\$ 23,500	\$ 16,500

Public Works

CYPRESS HOLLOW SPECIAL DISTRICT

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SUPPLIES & SERVICES					
	CONTRACTUAL SERVICES					
533010	Contractual Services (Cost Recovery)	14,000	14,000	14,000	14,000	7,000
	Subtotal:	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 7,000
	EQUIP SUPPLIES & MAINTENANCE					
536080	Landscape Grounds & Materials	2,495	1,538	8,000	8,000	8,000
536200	Tree Maintenance	-	-	-	-	-
	Subtotal:	\$ 2,495	\$ 1,538	\$ 8,000	\$ 8,000	\$ 8,000
	UTILITY & COMMUNICATION					
537200	Water-MMWD	606	951	1,000	1,500	1,500
	Subtotal:	\$ 606	\$ 951	\$ 1,000	\$ 1,500	\$ 1,500
	Total Supplies & Services:	\$ 17,101	\$ 16,489	\$ 23,000	\$ 23,500	\$ 16,500
	TOTAL DEPARTMENT	\$ 17,101	\$ 16,489	\$ 23,000	\$ 23,500	\$ 16,500

NON-DEPARTMENTAL

Insurances and Joint Power Authorities

Low-Moderate Income Housing

Town Owned Housing

Belvedere-Tiburon Library Agency

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

Insurances and Joint Power Authorities

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

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

Town Owned Housing

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

Low-Moderate Income Housing

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

Tiburon Peninsula Library Agency

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

NON-DEPARTMENTAL**COMBINING SUMMARY TOTALS**

	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
DEPARTMENT FUNDING					
General Fund	1,052,043	1,308,855	1,540,062	1,538,482	1,484,061
Low/Moderate Income Housing	23,270	23,374	23,374	23,374	23,324
Town Owned Housing	96,317	72,264	91,567	89,021	102,340
Peninsula Library JPA	1,724,508	1,789,481	1,908,900	1,650,399	1,716,415
Total Department Funding	\$ 2,896,138	\$ 3,193,974	\$ 3,563,903	\$ 3,301,276	\$ 3,326,140

Non-Departmental

ALL DIVISIONS

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SALARY & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS	\$ 123,068	\$ 335,075	\$ 368,271	\$ 337,961	\$ 393,858
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,172	5,174	5,300	5,698	8,300
Conferences & Memberships	-	-	-	-	-
Contractual Services	21,024	21,624	24,350	23,912	26,045
Insurances	338,049	341,892	412,672	425,747	415,755
Intergovernmental & Agency	2,326,080	2,431,519	2,675,443	2,433,035	2,397,742
Equipment Supplies & Maintenance	46,026	46,228	52,567	52,576	56,640
Allocated Costs	-	-	300	300	300
Total Supplies & Services	\$ 2,736,351	\$ 2,846,437	\$ 3,170,632	\$ 2,941,268	\$ 2,904,782
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 36,719	\$ 12,462	\$ 25,000	\$ 22,047	\$ 27,500
DEBT SERVICE EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 2,896,138	\$ 3,193,974	\$ 3,563,903	\$ 3,301,276	\$ 3,326,140
SOURCE OF FUNDING					
General Fund	1,052,043	1,308,855	1,540,062	1,538,482	1,484,061
Low/Moderate Housing Fund	23,270	23,374	23,374	23,374	23,324
Town Owned Housing	96,317	72,264	91,567	89,021	102,340
Peninsula Library JPA Fund	1,724,508	1,789,481	1,908,900	1,650,399	1,716,415
TOTAL FUNDING	\$ 2,896,138	\$ 3,193,974	\$ 3,563,903	\$ 3,301,276	\$ 3,326,140

Non-Departmental

INSURANCES AND INTER-GOVERNMENTAL AGREEMENTS

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
EMPLOYEE BENEFITS	\$ 123,068	\$ 335,075	\$ 368,271	\$ 337,961	\$ 393,858
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Conferences & Memberships	-	-	-	-	-
Contractual Services	12,624	13,224	15,950	15,512	16,445
Insurances	338,049	341,892	412,672	425,747	415,755
Intergovernmental & Agency	578,302	618,663	743,169	759,262	658,003
Equipment Supplies & Maintenance	-	-	-	-	-
Utility & Communication	-	-	-	-	-
Special Department Administrative	-	-	-	-	-
Allocated Costs	-	-	-	-	-
Total Supplies & Services	\$ 928,975	\$ 973,779	\$ 1,171,791	\$ 1,200,521	\$ 1,090,203
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,052,043	\$ 1,308,855	\$ 1,540,062	\$ 1,538,482	\$ 1,484,061
STAFFING LEVEL					
Positions	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

Non-Departmental

INSURANCES AND INTERGOVERNMENTAL

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	EMPLOYEE BENEFITS					
521300	Retiree Health Benefits	123,068	135,075	168,271	137,961	193,858
522550	PERS AAUL Extra Payment		200,000	200,000	200,000	200,000
	Subtotal:	\$ 123,068	\$ 335,075	\$ 368,271	\$ 337,961	\$ 393,858
	SUPPLIES & SERVICES					
	SUPPLIES & EXPENSES					
	CONTRACTUAL SERVICES					
533050	Health Benefit Plan Administration	1,852	2,022	2,200	1,762	2,420
533100	Downtown Restroom Lease	10,772	11,202	13,750	13,750	14,025
	Subtotal:	\$ 12,624	\$ 13,224	\$ 15,950	\$ 15,512	\$ 16,445
	INSURANCE					
534010	Liability (PLAN JPA)	128,254	106,516	148,645	148,645	119,994
534010	Liability - Dairy Knoll (PLAN JPA)			8,000	9,934	10,000
534020	Worker's Compensation (Bay Cities)	185,400	210,357	223,770	234,855	250,000
534030	Property (PLAN JPA)	7,075	8,283	15,300	15,300	17,761
534040	Public Officials EO (PLAN JPA)	949	949	1,000	1,000	1,000
534060	Employment Practices Liability (ERMA)	16,371	15,787	15,957	16,013	17,000
	Subtotal:	\$ 338,049	\$ 341,892	\$ 412,672	\$ 425,747	\$ 415,755
	INTERGOVERNMENT, AGENCY & JPA					
535010	Animal Control JPA	89,349	97,029	96,371	96,371	101,905
535020	Cable Telecom JPA-Media Center Contribution	(21)	-	18,000	18,000	-
535030	Chamber of Commerce TOT 5%	30,696	33,294	31,500	39,000	35,000
535035	Destination:Tiburon TOT 5%	30,696	33,292	31,500	39,000	35,000
535040	Transportation Authority of Marin JPA	19,327	19,327	19,907	19,907	20,504
535050	MERA Radio Acquisition JPA (Bond)	44,360	44,334	44,378	44,378	44,378
535055	MERA Radio Acquisition JPA (Operating)	42,591	43,393	43,584	43,584	43,584
535060	Emergency Management Planning JPA	4,758	4,558	5,000	5,000	5,000
535070	Hazardous Materials JPA	2,805	2,805	4,000	4,000	4,000
535120	Richardson Bay Regional Agency JPA	28,910	53,283	65,000	65,000	71,500
535140	Stormwater Runoff (MCSTOPP) JPA	29,756	35,241	38,765	38,765	42,642
535150	Street Light Acquisition Dues	199	199	199	198	198
535180	MCCMC Lobbyist & Legislative Support	3,579	3,682	3,682	3,738	3,792
535200	LAFCO	5,517	7,548	8,152	8,152	8,804
535210	Marin Map	9,000	9,000	9,000	9,000	9,000
535220	Marin General Services Authority	4,816	4,848	10,240	10,240	8,644
535270	Cal Fire Contract (Angel Island)	20,137	22,411	24,000	24,000	30,000
New	Marin Fire Chiefs Disaster Preparedness	-	-	-	-	3,500
535100	Marin Mediation Services	3,944	2,790	2,391	2,909	3,052
535250	Marin Clean Energy JPA	2,000	2,000	2,500	2,500	2,500
535300	Yellow School Bus Contribution	205,883	199,628	285,000	285,520	185,000
	Subtotal:	\$ 578,302	\$ 618,663	\$ 743,169	\$ 759,262	\$ 658,003
	TOTAL DEPARTMENT	\$ 1,052,043	\$ 1,308,855	\$ 1,540,062	\$ 1,538,482	\$ 1,484,061

Non-Departmental**NON-DEPARTMENTAL HOUSING**

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	-	-	-	-	-
Contractual Services	-	-	-	-	-
Intergovernmental & Agency	23,270	23,374	23,374	23,374	23,324
Equipment Supplies & Maintenance	-	-	-	-	-
Total Supplies & Services	\$ 23,270	\$ 23,374	\$ 23,374	\$ 23,374	\$ 23,324
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 23,270	\$ 23,374	\$ 23,374	\$ 23,374	\$ 23,324
STAFFING LEVEL - None					

Non-Departmental

NON-DEPARTMENTAL-HOUSING

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531050	Bank Charges & Fees	-				
531100	Property Tax Payments					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)					
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	INTERGOVERNMENT, AGENCY & JPA					
383-535230-610	Marin Housing Authority JPA	10,746	10,850	10,850	10,850	10,800
383-535290-610	Marin Homelessness Contribution	12,524	12,524	12,524	12,524	12,524
535260	Homeward Bound Contribution		-	-	-	-
	Subtotal:	\$ 23,270	\$ 23,374	\$ 23,374	\$ 23,374	\$ 23,324
	Total Supplies & Services:	\$ 23,270	\$ 23,374	\$ 23,374	\$ 23,374	\$ 23,324
	Total:					
	TOTAL DEPARTMENT	\$ 23,270	\$ 23,374	\$ 23,374	\$ 23,374	\$ 23,324

Non-Departmental	Town-Owned Housing Fund
-------------------------	--------------------------------

NON-DEPARTMENTAL HOUSING

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Department Supplies & Expenses	5,172	5,174	5,300	5,698	8,300
Conferences & Memberships	-	-	-	-	-
Contractual Services	8,400	8,400	8,400	8,400	9,600
Insurances	-	-	-	-	-
Intergovernmental & Agency	-	-	-	-	-
Equipment Supplies & Maintenance	46,026	46,228	52,567	52,576	56,640
Utility & Communication	-	-	-	-	-
Allocated Costs	-	-	300	300	300
Total Supplies & Services	\$ 59,598	\$ 59,802	\$ 66,567	\$ 66,974	\$ 74,840
CAPITAL PROJECT EXPENSES	\$ 36,719	\$ 12,462	\$ 25,000	\$ 22,047	\$ 27,500
TOTAL EXPENDITURES	\$ 96,317	\$ 72,264	\$ 91,567	\$ 89,021	\$ 102,340
STAFFING LEVEL					
None	-	-	-	-	-
TOTAL STAFFING	-	-	-	-	-

Non-Departmental

NON-DEPARTMENTAL-HOUSING

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SUPPLIES & SERVICES					
	DEPARTMENT SUPPLIES & EXPENSES					
531100	Property Tax Payments	5,172	5,174	5,300	5,698	8,300
	Subtotal:	\$ 5,172	\$ 5,174	\$ 5,300	\$ 5,698	\$ 8,300
	CONTRACTUAL SERVICES					
533010	Contractual services (Cost Recovery)	8,400	8,400	8,400	8,400	9,600
	Subtotal:	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ 9,600
	EQ SUPPLIES & MAINTENANCE					
536110	Property Management (HOA)	46,026	46,228	52,567	52,576	56,640
	Subtotal:	\$ 46,026	\$ 46,228	\$ 52,567	\$ 52,576	\$ 56,640
	ALLOCATED COSTS					
539010	Insurance-Property		-	300	300	300
	Subtotal:	\$ -	\$ -	\$ 300	\$ 300	\$ 300
	Total Supplies & Services:	\$ 59,598	\$ 59,802	\$ 66,567	\$ 66,974	\$ 74,840
	CAPITAL EXPENSES					
561140-	Facility Alteration/Improvement					-
-640120	Unit 2	14,792	12,462	2,500	-	2,500
-640103	Unit 3	1,462		2,500	47	2,500
-640105	Unit 4	26		2,500	-	2,500
-640106	Unit 6	541		2,500	-	2,500
-640107	Unit 7	-	-	-	22,000	2,500
-640111	Unit 11	1,479		10,000	-	10,000
-640114	Unit 14	18,419		2,500	-	2,500
-640118	Unit 18	-		2,500	-	2,500
	Total:	\$ 36,719	\$ 12,462	\$ 25,000	\$ 22,047	\$ 27,500
	TOTAL DEPARTMENT	\$ 96,317	\$ 72,264	\$ 91,567	\$ 89,021	\$ 102,340

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

OBJECT SUMMARY	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
EXPENDITURES					
SUPPLIES & SERVICES					
Intergovernmental & Agency	1,724,508	1,789,481	1,908,900	1,650,399	1,716,415
Total Supplies & Services	\$ 1,724,508	\$ 1,789,481	\$ 1,908,900	\$ 1,650,399	\$ 1,716,415
TOTAL EXPENDITURES	\$ 1,724,508	\$ 1,789,481	\$ 1,908,900	\$ 1,650,399	\$ 1,716,415

Non-Departmental

BELVEDERE-TIBURON LIBRARY AGENCY

Acct No.	Account Description	2016/17 Actual	2017/18 Actual	2018/19 Adopted	2018/19 Estimated	2019/20 Proposed
	SUPPLIES & SERVICES					
	INTERGOVERNMENT, AGENCY & JPA					
535900	Payment to Library Agency (Property Tax proceeds)	1,724,508	1,789,481	1,908,900	1,650,399	1,716,415
	Subtotal:	\$ 1,724,508	\$ 1,789,481	\$ 1,908,900	\$ 1,650,399	\$ 1,716,415
	Total Supplies & Services:	\$ 1,724,508	\$ 1,789,481	\$ 1,908,900	\$ 1,650,399	\$ 1,716,415
	TOTAL DEPARTMENT	\$ 1,724,508	\$ 1,789,481	\$ 1,908,900	\$ 1,650,399	\$ 1,716,415

CAPITAL OUTLAY & ALLOWANCE

Planned Capital Outlay Purchases **Planned Technology Outlay Purchases** **Depreciation Allowance Schedule**

Total proposed Department capital outlay purchases equal \$112,500. This amount is \$9,700 less than the proposed total Depreciation Allowance charged to the Departments. Periodically the depreciation allowance is more than the planned purchases and excess funds are held in the Reserve for years when the allowance is less than the proposed purchases. There are sufficient funds to cover the planned purchases, which includes upgrades to the Town Hall lobby and replacement of a Public Works Department utility truck.

Total proposed Department technology outlay purchases equal \$207,945. This amount is approximately \$73,545 more than the total amount of revenues anticipated for the Technology Fund.

Operating Departments are charged a "Depreciation Allowance" that is paid from the Operating Fund to the General Fund Capital Equipment Replacement Reserve and the Technology Reserve. The Depreciation Allowance represents an estimate of the annual amount that Departments are to be assessed in order to fund future equipment purchases. Planned Department Capital Outlay purchases are made from the Capital Equipment Replacement Reserve.

Planned Capital Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Town Hall Painting & Furniture	25,000
Total Town Administration	\$ 25,000
COMMUNITY DEVELOPMENT	
Total Community Development	\$ -
POLICE	
Police Department Surveillance Cameras	30000
Total Police	\$ 30,000
PUBLIC WORKS	
Downtown/Fountain Plaza Cameras	17,500
Truck Replacement	40,000
Total Public Works	\$ 57,500
Total Planned Capital Outlay Purchases:	\$ 112,500

Planned Technology Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
TOWN ADMINISTRATION	
Miscellaneous Computer Parts (8)	2,000
Desktop Computer Replacement (2)	3,000
Laserfiche Annual Maintenance & Licenses	5,500
Licenses (Unidata, Progressive, Granicus, CivicPlus, Antispam)	16,000
Microsoft Office 365 License	4,525
Financial Accounting Software - Annual Maintenance (Tyler Incode)	23,500
Financial Accounting Software - Annual Maintenance (Harris)	2,000
Replacement Server	9,000
Total Town Administration	65,525
COMMUNITY DEVELOPMENT	
Miscellaneous Computer Parts (8)	2,000
Desktop Computer Replacements (2)	3,000
CRW Trak-It System Modifications and Upgrades (Custom Reports)	20,000
CRW VoiceTrak Implementation	11,250
CRW Trak-It Annual Maintenance (Permit-Trak, VoiceTrak modules)	16,000
Total Community Development	52,250
POLICE	
Miscellaneous Computer Parts (10)	2,500
Desktop Computer Replacements (6)	9,000
Body Camera - 5 Year Contract Including Maintenance (FY 19-20 through FY 24-25)	28,100
License Plate Camera Software Support	3,600
Phone System Upgrade	30,000
Total Police	73,200
PUBLIC WORKS	
Miscellaneous Computer Parts (5)	1,250
Desktop Computer Replacements (1)	1,500
Maintenance Scheduling Software - Annual Fee	9,220
Phone System Upgrade	5,000
Total Public Works	16,970
Total Planned Capital Outlay Purchases:	207,945

CAPITAL IMPROVEMENT PLAN

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 2019/20 are \$2,759,150 as described below.

Streets Improvements

The Town's regular street maintenance program is funded primarily with State Gas Tax, General Fund Streets & Drainage and Tiburon Street Impact funds. The Gas Tax Fund receives approximately \$225,000 annually and the Street Impact Fund is expected to receive \$420,000 in Fiscal Year 2019/20. A total of \$932,655 is allocated for planned street improvements in Fiscal Year 2019/20. New funding includes expenditures for the design phase of our biannual street rehabilitation program and slide repairs that occurred as a result of storms in 2019.

Drainage Improvements

Current and proposed Drainage Improvements are funded primarily with resources of the General Fund Streets & Drainage Reserve and the Drainage Impact Fund. A total of \$1,030,000 is allocated for planned drainage improvements and maintenance in Fiscal Year 2019/20.

Community Development Improvements

The Town will undertake \$796,495 in community projects through the FY 2019/20 Capital Improvement Program. Of this amount \$154,495 is carried over from the FY 2018/19 Budget.

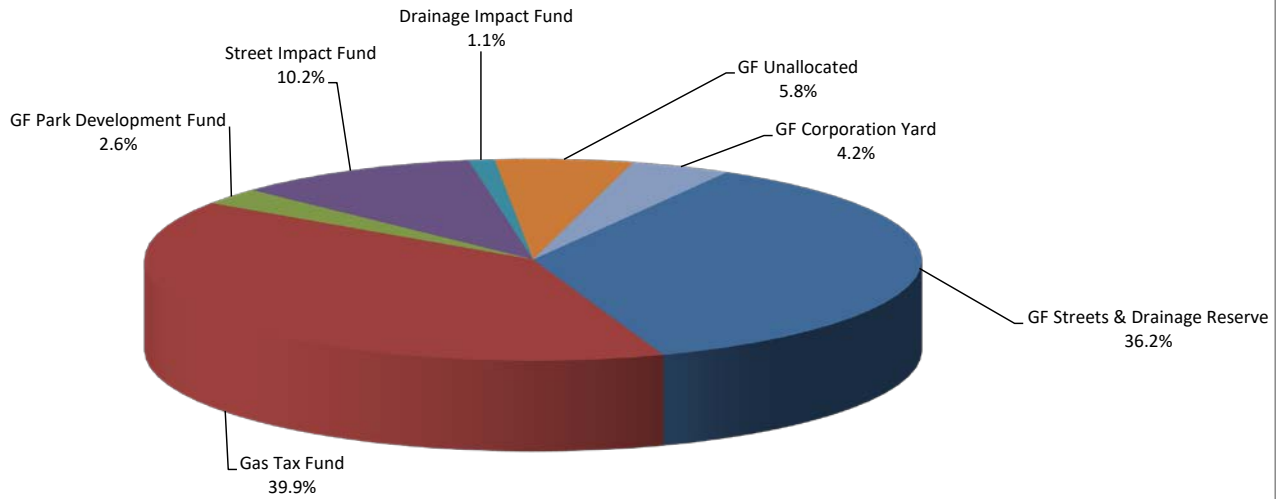
New projects in the FY 2019/20 Capital Improvement Plan include paving and infrastructure replacement on the Old Rail Trail as well as a new bike station located on the trail. The Town is also beginning the design phase of the Public Works Department Corporation Yard. FY 2019/20 expenditures includes bollards on Main Street, funded by the Town's General Fund.

CAPITAL PROJECTS FUNDING - ALL CATEGORIES

Planned Capital Projects Funding

GF Streets & Drainage Reserve	1,000,000	-
Gas Tax Fund	1,100,455	
GF Park Development Fund	73,000	
Street Impact Fund	281,955	
Drainage Impact Fund	30,000	
GF Unallocated	158,740	
GF Corporation Yard	115,000	
Total Funding	2,759,150	

Capital Projects Funding Plan for 2019/20
\$2,759,150

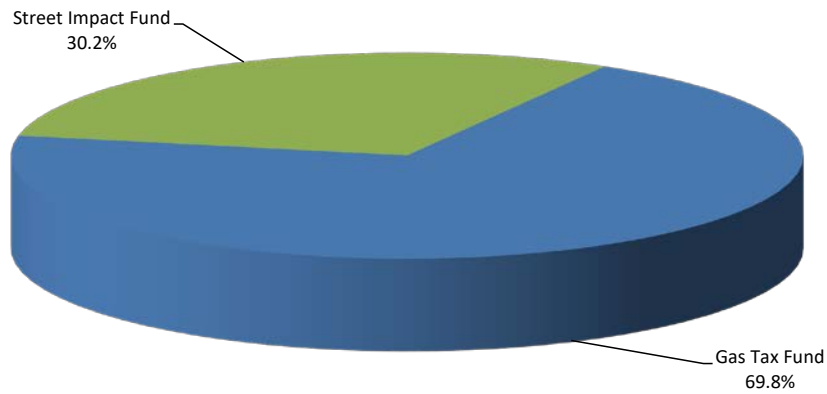


Overview of Streets Project Funding

Planned Streets Projects Funding

Gas Tax Fund	\$ 650,700
RMRA Funding	\$ -
Street Impact Fund	\$ 281,955
Grant Funding	-
Total Funding	\$ 932,655

Projects Funding Plan for 2019/20 \$932,655



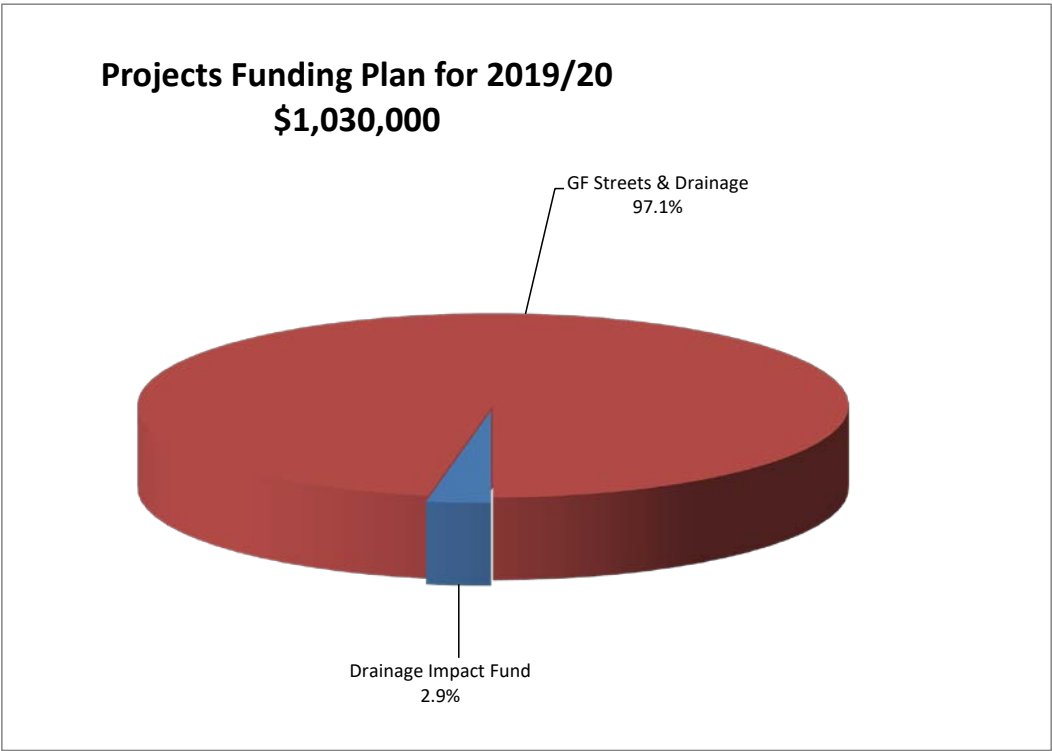
Street Improvement Projects

Project	Notes	Status	Proposed Funding Source	AMOUNT
Streets Resurfacing & Improvement				
Annual Pavement Management Program	Design	New	Street Impact Fund	200,000
Vistazo/Paradise Slide Repairs	Emergency Repair	New	State Gas Tax	510,700
Paving Hawthorne Undergrounding District	Construction (Per Town Policy)	Carry-over	Street Impact Fund	31,385
Slurry Seal Virginia	Construction (Per Town Policy)	Carry-over	Street Impact Fund	5,570
2020 Paradise Drive Retaining Wall	Road Foundation Improvements	Carry-over	State Gas Tax	140,000
Contingency Provision	Emergency, Non-Scheduled	Funded Annually	Street Impact Fund	45,000
Total Proposed Streets Projects				\$ 932,655

Overview of Drainage Project Funding

Planned Drainage Project Funding

Drainage Impact Fund	\$	30,000
GF Streets & Drainage		1,000,000
Total Funding	\$	1,030,000



Drainage Improvement Projects

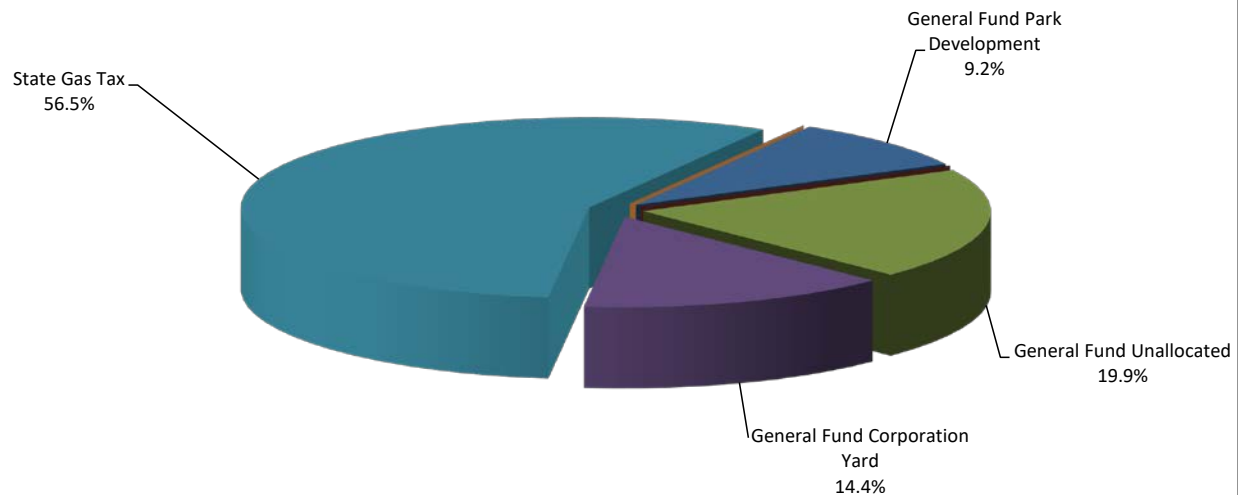
Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Annual Drainage Improvements	Repair storm drain pipes; Construction phase	Carry-over	General Fund Streets & Drainage	1,000,000
Culvert Old Rail Trail at San Rafael Avenue	Old Rail Trail at San Rafael Avenue; Design phase	Carry-over	Drainage Impact Fund	30,000
Total Proposed Drainage Projects				\$ 1,030,000

Overview of Community Project Funding

Planned Community Development Project Funding

General Fund Park Development	\$ 73,000
General Fund Infrastructure & Facilities	-
General Fund Unallocated	158,740
General Fund Corporation Yard	115,000
State Gas Tax	449,755
Special Assessment	-
Private Donations	-
General Fund Drainage Reserve	-
Technology Fund	-
Measure "A" Transportation	-
Measure "A" Open Space	-
Street Frontage Improvement Fund	-
Total Funding	\$ 796,495

Projects Funding Plan for FY 2019/20
\$796,225



Community & Miscellaneous Projects

Project	Project Notes	Status	Proposed Funding Source	AMOUNT
Miscellaneous Projects				
Hawthorne Undergrounding Town Contribution	Design	Carry-over	General Fund Unallocated	104,740
Accessibility				
Buildings & Facilities				
Public Works Corporation Yard Design	Corporation Yard	New	General Fund Corporation Yard	115,000
Park Facilities				
ORT Path Repairs	DG/Paving Design & Construction	New	State Gas Tax	400,000
ORT Bike Station	Design & Installation	New	General Fund - Park Development & ORT	33,000
ORT Fixture Maintenance	Fixture replacement	New	General Fund - Park Development & ORT	40,000
Downtown Program				
Main Street Bollards	Design and Construction	New	General Fund Unallocated	54,000
Street Frontage Improvements	New Morning Café Project	Carry-over	State Gas Tax	49,755
Total Proposed Projects				\$ 796,495

Five Year Capital Improvement Program

FY 2020-2024

	Anticipated FY 2019/20	Anticipated FY 2020/21	Anticipated FY 2021/22	Anticipated FY 2022/23	Anticipated FY 2023/24
Street Improvements					
Annual Pavement Management Program	200,000	1,600,000	1,136,268	707,859	631,051
Paving Hawthorne Undergrounding District	31,385	500,000			
Slurry Virginia Undergrounding District	5,570	80,000			
2020 Paradise Drive Retaining Wall	140,000				
Vistazo/Paradise Slide Repairs	510,700				
Main Street Seawall				100,000	600,000
Crosswalk at Cecilia				45,000	
Class 2 Buffered Bike Lane Tiburon Blvd				20,000	100,000
Contingency Provision	45,000	60,000	60,000	60,000	60,000
Mar West Roundabout & associated improvements				100,000	400,000
Street Improvements	\$932,655	\$2,240,000	\$1,196,268	\$1,032,859	\$1,791,051
Drainage Improvements					
Annual Drainage Improvements	1,000,000		100,000	500,000	
Storm Drain Master Plan					250,000
Culvert ORT at San Rafael Ave.	30,000	125,000			
Drainage Improvements	\$1,030,000	\$125,000	\$100,000	\$500,000	\$250,000
Community Improvements					
Miscellaneous					
Rail Road Marsh Maintenance			30,000	150,000	
Hawthorne Undergrounding General Benefit	104,740				
Accessibility					
Buildings/Facilities					
Town Hall HVAC Replacement			30,000	260,000	
Public Works Corp Yard Design	115,000	300,000			
Public Works Corp Yard (New)			6,500,000		
Park Facilities					
ORT Path Repairs (DG/Paving)	400,000				
ORT Bike Station	33,000				
ORT Fixture Maintenance	40,000				
Elephant Rock					800,000
Downtown Program					
Main Street Bollards	54,000				
Street Frontage Improvements New Morning Café	49,755				
Community Improvements	\$796,495	\$300,000	\$6,560,000	\$410,000	\$800,000
TOTAL ALL CAPITAL IMPROVEMENTS	\$2,759,150	\$2,665,000	\$7,856,268	\$1,942,859	\$2,841,051

Tiburon Project Data Sheet



Project Name	Street Paving		
Category			
Department	Public Works		
Start Date	TBD	End Date	TBD

Description

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

Status

Project would be done in 2020/21. Timing depends on undergrounding and how would coordinate this project with the undergrounding project and paving associated with the undergrounding. Recommend doing this after Hawthorne undergrounding to include Hawthorne paving. Also do digouts around Town at the same time. Then the next year slurry seal those roads and Hawthorne and Virginia slurry areas.

Net Impact on Operating Budget

Avoid Consequences of Deferred Maintenance

Funding

Source of Funds	2019-20	2020-21	2021-22	2021-22	2022-23	Project Total
Street Impact Fund	200,000	1,440,000				1,640,000
SB-1		160,000				160,000
						0
TOTAL	200,000	1,600,000	0	0	0	1,800,000

Project Number	
Project Rank Score	Tier 1



Estimated Project Costs

Preliminary	
Design	200,000
Acquisition Costs	
Construction	1,600,000
Other	
Total Cost	1,800,000

Description (continued)									NOTES
STREET	START	END	LENGTH	WIDTH	AREA	PCI	EST	TREATMENT	
BARN ROAD	BAY VISTA	END	283	32	9,056	22	\$76,795	THICK OVERLAY	
CORTE LAS CASAS	REED RANCH	CUL DE SAC	235	25	8,416	47	\$71,368	THICK OVERLAY	
HAWTHORNE DRIVE	EAST END	ROCK HILL	360	20	7,200	41	\$61,056	THICK OVERLAY	
HAWTHORNE DRIVE	ROCK HILL	WEST END	1,160	27	31,320	20	\$265,594	THICK OVERLAY	
INDIAN ROCK COURT	REED RANCH	CUL DE SAC	800	22	17,600	31	\$149,248	THICK OVERLAY	
ROCK HILL DRIVE	TIBURON	DEL MAR	751	37	27,787	32	\$275,925	THICK OVERLAY	
KAREN WAY	BLACKFIELD	CUL DE SAC	1,936	31	60,016	63	\$333,489	THIN OVERLAY	
STEWART DRIVE	SILVERADO	TENAYA	532	37	19,684	58	\$113,555	THIN OVERLAY	
STEWART DRIVE	TENAYA	ROSEVILLE	650	36	23,400	65	\$134,992	THIN OVERLAY	
BACCHARIS PLACE	CYPRESS HOLLOW	END	640	24	15,360	65	\$23,365	DIGOUTS	
BENTON COURT	HACIENDA	CUL DE SAC	240	21	7,881	62	\$11,988	DIGOUTS	
BLACKFIELD DRIVE	CECILIA AV	KAREN WY	1,025	37	37,925	68	\$57,689	DIGOUTS	
BUCKWHEAT COURT	BLACKFIELD	END	400	23	9,200	67	\$13,995	DIGOUTS	
CORTE PALOS VERDES	REED RANCH	CUL DE SAC	588	25	17,241	57	\$26,226	DIGOUTS	
RANCHO DRIVE	CECILIA	CUL DE SAC	800	24	19,200	65	\$29,206	DIGOUTS	
ROCK HILL DRIVE	DEL MAR	CUL DE SAC	849	21	17,829	60	\$32,053	DIGOUTS	
TURTLE ROCK COURT	TRESTLE GLEN	CUL DE SAC	1,839	22	43,224	62	\$65,749	DIGOUTS	
VIA CAPISTRANO	FRONTAGE	BLACKFIELD	800	22	17,600	64	\$26,772	DIGOUTS	
VISTA TIBURON	VIA LOS ALTOS	CUL DE SAC	800	23	18,400	51	\$27,989	DIGOUTS	
Project Criteria Ranking									Sea Level Rise
Criteria						Score	Weighted Score	This project will not be affected by sea level rise	
Removes/Reduces Threats to Health & Safety (4)							0		
Required by Legal Mandate (3)							0		
Avoid Consequences of Deferred Maintenance (2)							0		
Large Functional Benefit to Residents/Town Businesses (2)							0		
Large Aesthetic Benefit to Residents (1)							0		
Dedicated or Non-GF source of funding available (1)							0		
Effect of Project on Operating Costs (Energy, Water, etc.) (1)							0		
Total							0		

Tiburon Project Data Sheet



Project Name	Street Paving		
Category			
Department	Public Works		
Start Date	TBD	End Date	TBD

Description

This project repairs a slide on Vistazo and repairs the roadway that was damaged by the slide.

1. New reinforced concrete retaining wall located along or very near sidewalk (within the R.O.W.), also reconstruct failed portion of roadway and sidewalk.
2. New storm drain pipe extension would be shown on plan, discharge water below wall or extend downslope.
3. Electric lines downslope from sidewalk may need to be relocated under sidewalk, and they may also need to extend through the wall. Would involve PG&E.

Status

Initial geotechnical report has been received and the design is started. Project will be constructed the summer of 2019.

Net Impact on Operating Budget

None

Funding

Source of Funds	2018-19	2019-20	2020-21	2021-22	2021-22	Project Total
Gas Tax	20,420	510,700				531,120
						0
						0
TOTAL	20,420	510,700	0	0	0	531,120

Description (continued)

Project Number

Project Rank Score

Tier 1

Estimated Project Costs

Preliminary	
Design	31,120
Acquisition Costs	
Construction	500,000
Other	
Total Cost	531,120

NOTES



Project Criteria Ranking

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

Sea Level Rise

This project will not be affected by sea level rise

Tiburon Project Data Sheet



Project Name	Hawthorne Undergrounding Resurfacing		
Category			
Department	Public Works		
Start Date		End Date	

Description

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

Status

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

Net Impact on Operating Budget

None

Funding

Source of Funds	2018-19	2019-20	2020-21	2021-22	2022-23	Project Total
Street Impact Fund	15,615	31,385	322,561			369,561
SB-1			177,439			177,439
						0
TOTAL	15,615	31,385	500,000	0	0	547,000

Project Number	
Project Rank Score	0



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	47,000
Construction	500,000
Other	
Total Cost	547,000

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

Tiburon Project Data Sheet



Project Name	Virginia Undergrounding Resurfacing		
Category			
Department	Public Works		
Start Date		End Date	

Description

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

Status

This work will be designed as part of the project. Slurry will wait until a larger slurry project in 2021 or 2022 for economy of scale.

Net Impact on Operating Budget

None

Funding

Source of Funds	2018-19	2019-20	2020-21	2021-22	2022-23	Project Total
Street Impact Fund	2,430	5,570	80,000			88,000
						0
						0
TOTAL	2,430	5,570	80,000	0	0	88,000

Project Number	
Project Rank Score	0



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	8,000
Construction	80,000
Other	
Total Cost	88,000

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

Tiburon Project Data Sheet



Project Name	Paradise Drive Retaining Wall		
Category			
Department	Public Works		
Start Date	TBD	End Date	TBD

Description

About 2007 suspected problems were discovered in the retaining wall near #2002 Paradise Drive. In 2008, borings were done on the road to look for suspected problems. A design was completed in 2009 and included drilling and installing "soil nails" in the slope embankment, installing drainage facilities, and applying a shotcrete wall over the embankment to stabilize the slope. The estimated cost of this work was \$65,000. The property owner would not allow the Town to encroach on his property so the Town could not complete the work.

The Town requested a proposal from Miller Pacific utilizing a CIDH (cast-in drilled-hole) solution that could be implemented without needing adjacent property encroachment. This proposal was not executed by the Town.

Status

Project is currently on hold.

Net Impact on Operating Budget

None

Funding

Source of Funds	2019-20	2020-21	2021-22	2021-22	2022-23	Project Total
Gas Tax	140,000					140,000
						0
						0
TOTAL	140,000	0	0	0	0	140,000

Description (continued)

In 2014 Miller Pacific updated the cost for a soil nail wall to \$112,000. The cost for a CIDH

Project Number

Project Rank Score

Tier 2



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	30,000
Construction	110,000
Other	
Total Cost	140,000

NOTES

In 2014 Miller Pacific updated the cost for a soil nail wall to \$112,000. The cost for a CIDH solution was estimated at \$102,000 with the condition that the existing dead man anchors in Paradise Drive would need to be located and avoided in the construction of the CIDH retaining wall. This option would need design.

This project has been on the project list for over a decade. It was put on the list because it was felt that it was a potential long term safety problem, yet the project has not received permission to move forward. It was originally delayed because of site access problems. An alternative design to avoid these access problems was not funded even though it would be a lower cost construction project. If there is a need for this project it should be done. If there is not a need, it should be removed from the project list.

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

Tiburon Project Data Sheet



Project Name	Storm Drain Replacement Project				
Category					
Department	Public Works				
Start Date	TBD	End Date	TBD		

Description

The Storm Drain Replacement Project consists of repair or replacement of storm drain pipes. The purpose of the construction is to replace or repair damaged and worn storm drain lines and bring those lines up to an appropriate capacity, preferably the 25-year storm capacity.

Status

The project should be designed in 2019 and put out to bid in January 2020 for construction in the late Spring of 2020.

Net Impact on Operating Budget

Repairing these now could avoid damage to roadways.

Funding

Source of Funds	2019-20	2020-21	2021-22	2021-22	2022-23	Project Total
GF Streets & Drainage	100,000	900,000				1,000,000
						0
						0
TOTAL	100,000	900,000	0	0	0	1,000,000

Project Number	
Project Rank Score	Tier 1



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	100,000
Construction	900,000
Other	
Total Cost	1,000,000

Description (Table)			NOTES		
Location:	Upstream CB	Downstream CB	Ownership	MP Pg#	Diameter "
26 - 23 Claire Way , Basin to Basin.	LE351	LE447	Town	FA 18/33	12
Trestle Glen & the BLVD (Drainage ditch to creek)	BV140	BV140A	Town	FA 16/33	18
Trestle Glen & Juno Ditch	BV592A	BV592	Town	FA 16/33	24
2 Hillcrest to 4338 Paradise Dr	OL624A	OL624B	Town	FA 6/33	15
49 Seafirth Basin to Outfall	SE261	SE316	Town	FA 7/33	12
* 6 Warren Ct. to 4 Warren Ct. (basin to basin)	OL596	OL312	Town	FA 6/33	15
8 Auburn Ct. to 32 Sutter Ct.	MF278	MF104	Town/Private	FA15/33	12
Blvd Basin w/steel top to Richardson Bay Basin	ST305A	ST276F	Town/Richardson B	FA15/33	20
At the Y at McKegney Field	ST280A	ST280	Town/Richardson B	FA15/33	18
North End of McKegney Drainage Ditch Catch Basin	ST290A	ST290	Town	FA15/33	24
Bike path above McKegney Field (inlet to field)	MF300B	MF300A	Town	FA15/33	16
South end of McKegney Field	MF310A	MF310	Town	FA15/33	15
Bike path across from Palmer Ct.	RHA200A	RHA200	Town	FA14/33	12
2 Theresa Ct. Ditch to Metal Box	RHA248C	RHA248	Town/Private	FA14/33	24
Project Criteria Ranking			Sea Level Rise		
Criteria	Score	Weighted Score	This project will not be affected by sea level rise		
Removes/Reduces Threats to Health & Safety (4)		0			
Required by Legal Mandate (3)		0			
Avoid Consequences of Deferred Maintenance (2)		0			
Large Functional Benefit to Residents/Town Businesses (2)		0			
Large Aesthetic Benefit to Residents (1)		0			
Dedicated or Non-GF source of funding available (1)		0			
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0			
Total		0			

Tiburon Project Data Sheet

Project Name	Old Rail Trail Culvert Replacement		
Category			
Department	Public Works		
Start Date	TBD	End Date	TBD

Description

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

Status

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

Net Impact on Operating Budget

Funding

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

Project Number	
Project Rank Score	Tier 1



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	30,000
Construction	125,000
Other	
Total Cost	155,000



Project Criteria Ranking

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

Sea Level Rise

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

Tiburon Project Data Sheet



Project Name	Public Works Corp Yard		
Category			
Department	Public Works		
Start Date	TBD	End Date	TBD

Description

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

Status

A scoping study was done and Council decided to look at a less expensive option to replace the existing buildings at current size.

Net Impact on Operating Budget

Funding

Source of Funds	2018-19	2019-20	2020-21	2021-22	2022-23	Project Total
GF Corp Yard	30,000	115,000	300,000	6,500,000		6,945,000
						0
						0
TOTAL	30,000	115,000		6,500,000	0	6,645,000

Project Number	
Project Rank Score	Tier 1



Estimated Project Costs

Preliminary	30,000
Acquisition Costs	
Design	415,000
Construction	6,500,000
Other	
Total Cost	6,945,000

Description (continued)			NOTES
A topographic survey was completed in 2001. A June 2003 report from ABAG noted that, "The Corporation Yard building, constructed in 1940 is an old one story dairy that has been raised to allow a second floor to be built underneath.... And should undergo a structural evaluation as soon as feasible for it may be a collapse hazard. If this building houses essential government functions it may need to be replaced." In 2004 there were discussions and searches for an alternative site and discussions of a master plan. It appears these were never completed. In 2007 an RFP for a new Corp Yard Design was sent out. Proposals were received in January 2008. In September 2008 BSA Architects was hired to provide conceptual designs at a cost of \$40,000, significantly less than the original proposal. BSA completed the Corporation Yard Master Plan and Concept Design in January 2009. A presentation was given to the Council sub-committee. The project was deemed too expensive and put on hold. Another study was completed by Griffen Structures in 2019. Three alternatives were developed each with an estimated cost of over \$15 million.			
Project Criteria Ranking			Sea Level Rise
Criteria	Score	Weighted Score	This project will not be affected by sea level rise
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
Total		0	

Tiburon Project Data Sheet



Project Name	ORT Trail Maintenance Improvements		
Category			
Department	Public Works		
Start Date		End Date	

Description

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

Status

Have preliminary scope but will need to be sized to budget. Design winter 2019 and build in summer 2020.

Net Impact on Operating Budget

None

Funding

Source of Funds	2019-20	2020-21	2021-22	2022-23	2023-24	Project Total
Gas Tax	400,000					400,000
						0
						0
TOTAL	400,000	0	0	0	0	400,000

Project Number	
Project Rank Score	Tier 1



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	70,000
Construction	330,000
Other	
Total Cost	400,000

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

Tiburon Project Data Sheet



Project Name	Bike Repair Station		
Category			
Department	Public Works		
Start Date	Jul-19	End Date	Jun-20

Description

This project is a Bike Repair Station and information Kiosk in the Blackies Picnic Area adjacent the restrooms and the Old Rail Trail.

Status

Preliminary layout/design completed. Construction planned for FY 19-20. Would like POST to weigh in on locations and standards

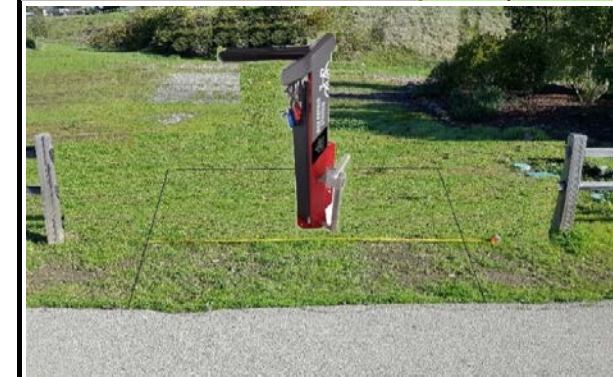
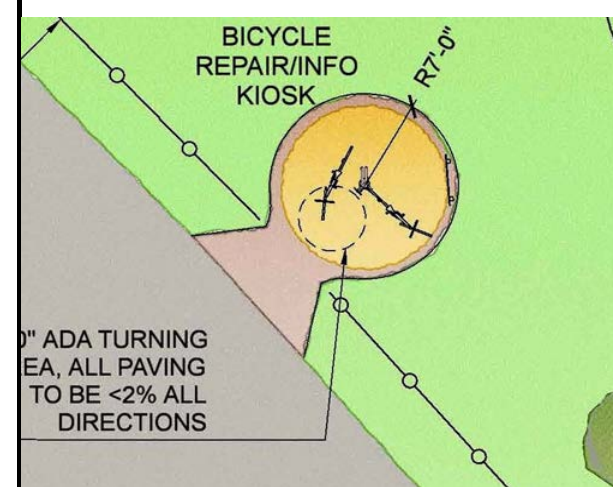
Net Impact on Operating Budget

Small increase to maintain

Funding

Source of Funds	2019-20	2020-21	2021-22	2022-23	2023-24	Project Total
GF Parks Infrastructure	33,000					33,000
						0
						0
TOTAL	33,000	0	0	0	0	33,000

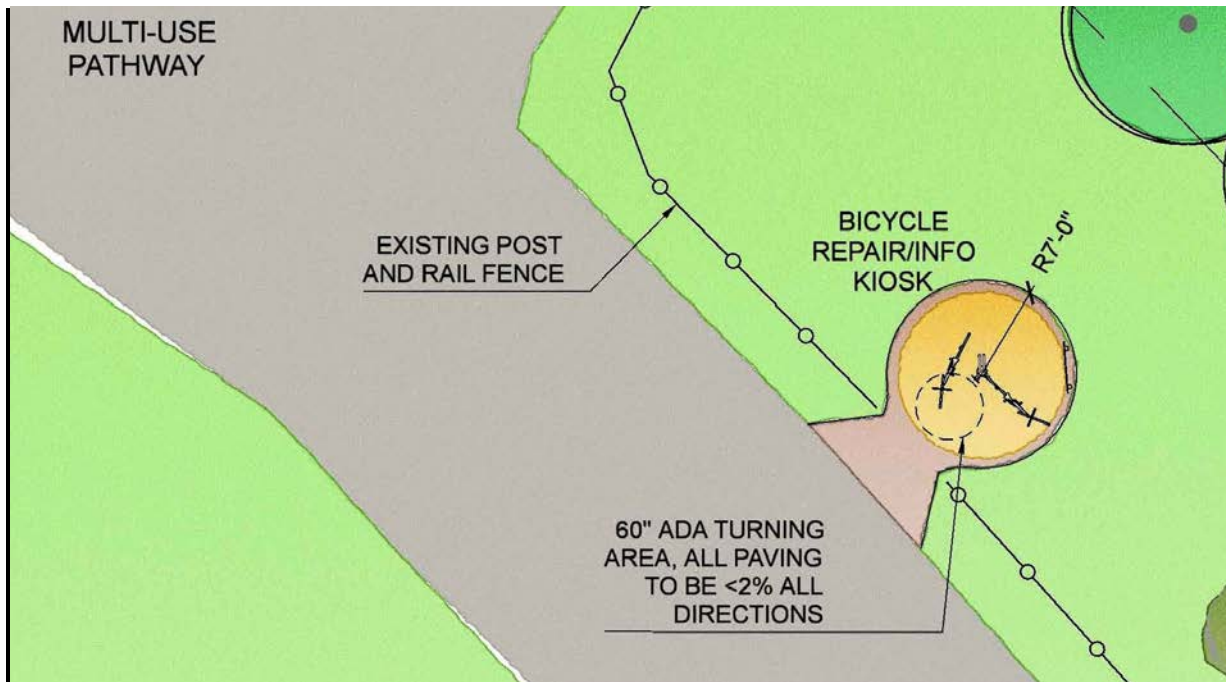
Project Number	
Project Rank Score	Tier 2



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	10,000
Construction	23,000
Other	
Total Cost	33,000

NOTES



Project Criteria Ranking

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

Tiburon Project Data Sheet



Project Name	Replace Benches/Trash Receptacles in Linear Park		
Category			
Department	Public Works		
Start Date	Jul-19	End Date	Jun-20

Description

Replace Benches/Trash Receptacles and other fixtures in the Richardson Bay Linear Park

Status

Replacement planned for FY 19-20. Would like POST to weigh in on locations and standards

Net Impact on Operating Budget

Funding

Source of Funds	2019-20	2020-21	2021-22	2022-23	2023-24	Project Total
GF Parks Infrastructure	40,000					40,000
						0
						0
TOTAL	40,000	0	0	0	0	40,000

Project Number

Project Rank Score

Tier 2



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	
Construction	40,000
Other	
Total Cost	40,000

NOTES

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

Tiburon Project Data Sheet



Project Name	Main Street Bollards		
Category			
Department	Public Works		
Start Date		End Date	

Description

The General Plan Circulation Element C-q provides for Main Street Enhancement. Enhance Main Street usage for pedestrian-only events on selected occasions by use of bollards or similar devices allowing for periodic temporary event closures. Such bollards would facilitate closing the road for Farmers Market events, Fridays on Main and other celebrations where it would be desirable to close Main Street off to vehicular traffic and open for use by pedestrians only. The bollards would not be crash rated, but would provide a street barrier. The plaza area would remain open.

Status

Conceptual plans of various bollards have been suggested but none selected. Costs could vary depending on location and bollard type. Costs assumes negotiated on minor project without a biddable design.

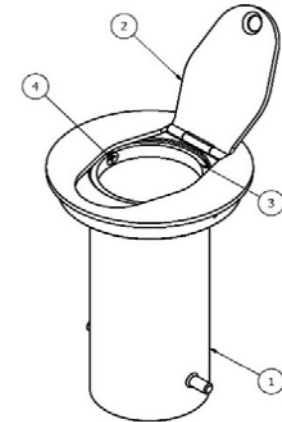
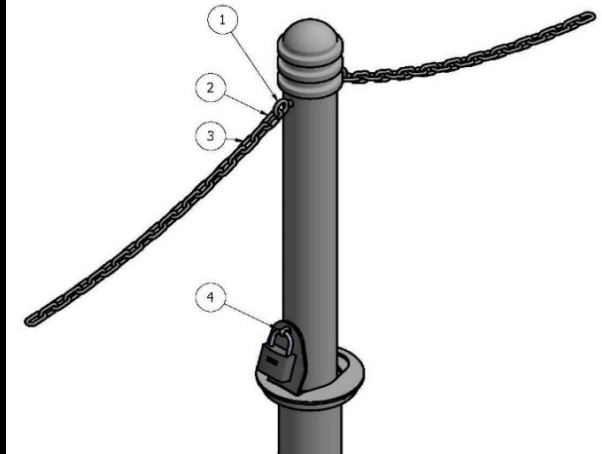
Net Impact on Operating Budget

None

Funding

Source of Funds	2019-20	2020-21	2021-22	2021-22	2022-23	Project Total
Gas Tax						0
General Fund	54,000					54,000
						0
TOTAL	54,000	0	0	0	0	54,000

Project Number	
Project Rank Score	Tier 2



Estimated Project Costs

Preliminary	
Acquisition Costs	18,900
Design	
Construction	35,000
Other	
Total Cost	53,900

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

Tiburon Project Data Sheet



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

Description

The New Morning Café Frontage Project consists of removal of existing concrete pavement and appurtenances and constructing a new concrete sidewalk. The purpose of the construction is to provide a wider path of travel for pedestrians. The adjacent building, known as the New Morning Café, is in the process of being redesigned. The owners of the building own a portion of the sidewalk area in front of the building, the property line extends about 7'-8" from the face of the building. This area will be used for outside seating. Approximately 3'-5" from this property line, the existing concrete area is raised and currently contains street furniture including benches and trash receptacles. This creates a very compressed area for pedestrians to pass. This project would remove the raised area and provide a wider path of travel. Benches would be removed. Ideally there would be room for a trash receptacle or two and perhaps a narrow planter or two.

Status

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

Net Impact on Operating Budget

No impact

Funding

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

Project Number	
Project Rank Score	Tier 1



Estimated Project Costs

Preliminary	
Acquisition Costs	
Design	62,680
Construction	230,000
Other	
Total Cost	292,680

			NOTES
There are a few challenges in this design: 1. Part of the project area is in the Caltrans right of way. Coordination and approval by Caltrans for the project must be incorporated into the design effort. 2. The remainder of the area is on private property. While the property owner is a partner in the project, it is likely Caltrans will want to see some form of agreement allowing the construction. 3. Construction of the project should occur during construction of the building, creating potential conflicts and requiring contractor coordination. 4. There are existing utility boxes at the corner of Tiburon Blvd and Juanita Lane. 5. Currently, the paved area slopes away from the building to the raised area. The raised area slopes toward the building. There is a parking drive lane on the other side of the raised area. The interface between the raised area and the parking drive lane is a 6-inch curb and gutter. Drainage inlets are in the gutter pan. Given the existing elevations, it may be challenging to achieve proper drainage slopes and interface between the driving area and the new sidewalk. 6. There are two water meter boxes, a PG&E box and an AT&T vault located roughly in the position of new curb ramp.			
<u>Project Criteria Ranking</u>			<u>Sea Level Rise</u>
Criteria	Score	Weighted Score	This project could be affected by a sea level rise of 100 cm.
Removes/Reduces Threats to Health & Safety (4)		0	
Required by Legal Mandate (3)		0	
Avoid Consequences of Deferred Maintenance (2)		0	
Large Functional Benefit to Residents/Town Businesses (2)		0	
Large Aesthetic Benefit to Residents (1)		0	
Dedicated or Non-GF source of funding available (1)		0	
Effect of Project on Operating Costs (Energy, Water, etc.) (1)		0	
Total		0	

Program: **DEBT SERVICE PROGRAM**

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

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

Principal, Interest & Fees

Bond Issue	Principal	Interest	Administration Fees	TOTAL
2016 Consolidated Reassessment District Refunding Bonds ¹	305,371	339,011	-	644,382
TPFA 2016 Refunding Revenue Bonds ¹	385,000	260,616	-	645,616
Virginia Underground District, Series A	-	10,600	-	10,600
Virginia Underground District, Series B	-	34,071	-	34,071
Total Debt Service:	\$ 690,371	\$ 644,298	\$ -	\$ 1,334,669

Bond Issue Information

2016 Consolidated Reassessment District Refunding Bonds & TPFA 2016 Refunding Revenue Bonds- Dated August 25, 2016. Amount \$9,889,321 with an interest range of .75% to 3.5%. Term 2016 to 2040. The bond was issued to refinance several assessment bonds to reduce payments to property owners. The refinanced bonds include the Del Mar Valley Undergrounding Assessment District, 2010 Del Mar Valley Supplemental Assessment District, Lyford Cove Undergrounding Assessment District, Main Street Assessment District, and Stewart Drive Undergrounding Assessment District.

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

Virginia Underground District, Series A-Dated May 2019. Bonds issued to finance the relocation of utility services to below ground locations for homes in the Virginia Drive residential area. First principal payment will be due in September 2020.

Virginia Underground District, Series B-Dated May 2019. Bonds issued to finance the relocation of utility services to below ground locations for homes in the Virginia Drive residential area. First principal payment will be due in the year 2028.

Section

SUPPLEMENTAL INFORMATION

Schedules:

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

Assessed Value of Property

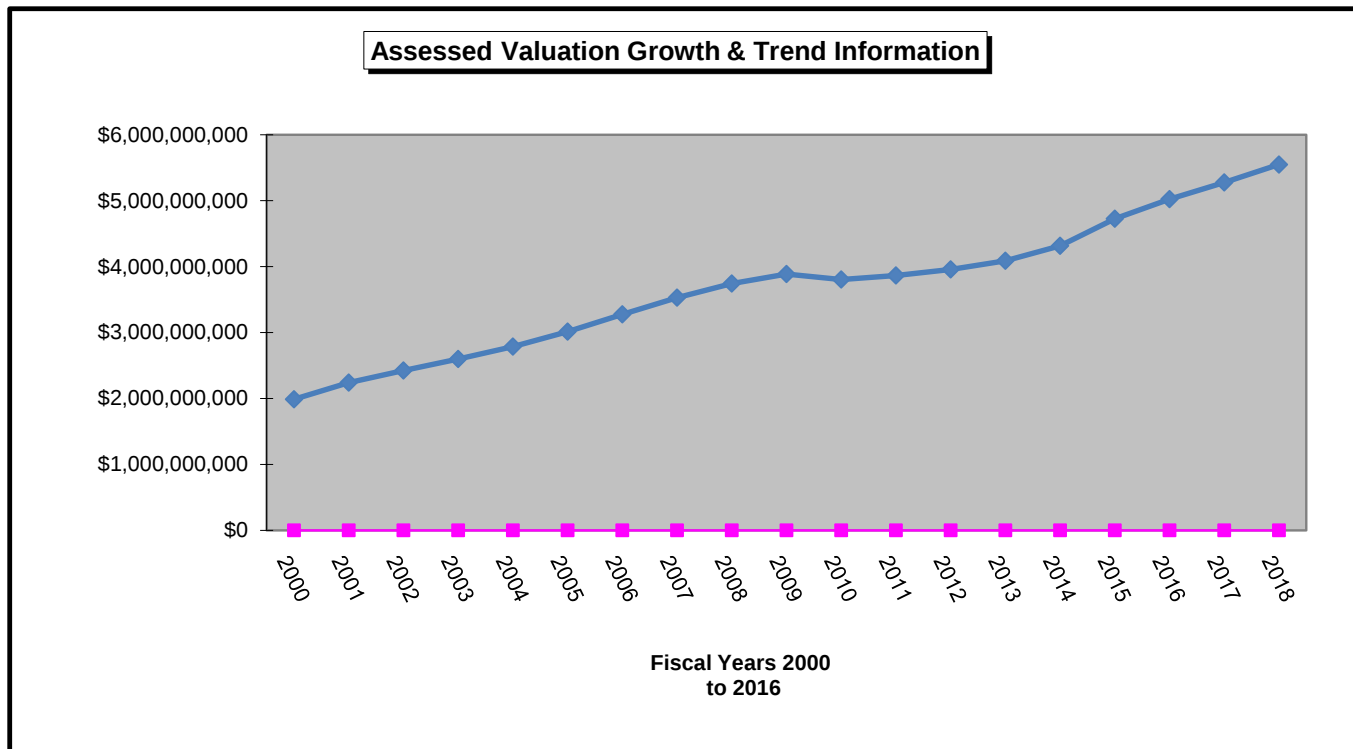
	Land	Improvements	Personal Property & Equipment	Less: Exemptions	Total Taxable Secured Assessed Value (AV)	Percent Change v. Prior Year
1991	513,803,322	579,753,663	910,956	(20,015,563)	\$ 1,074,452,378	11.7%
1992	550,974,479	633,661,850	960,511	(20,382,515)	\$ 1,165,214,325	8.4%
1993	580,036,634	685,964,198	767,891	(20,038,790)	\$ 1,246,729,933	7.0%
1994	607,025,342	717,542,008	693,717	(21,702,817)	\$ 1,303,558,250	4.6%
1995	632,679,605	751,381,562	793,189	(22,003,337)	\$ 1,362,851,019	4.5%
1996	662,009,290	794,222,148	856,475	(23,131,360)	\$ 1,433,956,553	5.2%
1997	709,708,290	830,039,705	439,623	(32,804,037)	\$ 1,507,383,581	5.1%
1998	768,658,271	886,685,487	752,144	(34,489,632)	\$ 1,621,606,270	7.6%
1999	851,060,826	952,604,769	668,114	(36,381,893)	\$ 1,767,951,816	9.0%
2000	983,203,674	1,042,445,017	687,260	(37,928,443)	\$ 1,988,407,508	12.5%
2001	1,136,860,012	1,142,045,841	480,811	(36,993,288)	\$ 2,242,393,376	12.8%
2002	1,237,267,545	1,223,991,571	520,673	(38,234,059)	\$ 2,423,545,730	8.1%
2003	1,341,460,513	1,297,041,856	704,006	(39,277,601)	\$ 2,599,928,774	7.3%
2004	1,449,203,886	1,366,238,078	676,266	(28,193,704)	\$ 2,787,924,526	7.2%
2005	1,607,302,317	1,453,572,748	642,894	(46,438,387)	\$ 3,015,079,572	8.1%
2006	1,763,414,311	1,559,587,235	687,936	(46,777,350)	\$ 3,276,912,132	8.7%
2007	1,890,794,244	1,651,068,179	736,286	(15,579,200)	\$ 3,527,019,509	7.6%
2008	2,031,517,663	1,760,127,679	1,084,650	(47,953,926)	\$ 3,744,776,066	6.2%
2009	2,093,406,131	1,836,636,003	4,933,773	(49,308,259)	\$ 3,885,667,648	3.8%
2010	2,035,208,969	1,812,129,624	4,659,876	(48,887,108)	\$ 3,803,111,361	-2.1%
2011	2,069,090,894	1,851,327,620	4,377,679	(57,846,502)	\$ 3,866,949,691	1.7%
2012	2,116,679,985	1,893,908,155	4,478,366	(59,176,972)	\$ 3,955,889,534	2.3%
2013	2,192,029,753	1,953,851,145	1,999,655	(60,583,319)	\$ 4,087,297,234	3.3%
2014	2,304,779,555	2,066,907,583	5,308,617	(60,164,047)	\$ 4,316,831,708	5.6%
2015	2,564,572,545	2,219,244,471	4,643,185	(60,652,395)	\$ 4,727,807,806	9.5%
2016	2,734,875,260	2,344,504,943	3,921,636	(62,308,812)	\$ 5,020,993,027	6.2%
2017	2,874,838,575	2,462,033,479	3,683,071	(63,848,344)	\$ 5,276,706,781	5.1%
2018	3,024,124,880	2,586,022,990	3,675,142	(64,698,340)	\$ 5,549,124,672	5.2%

Assessed Value of Property

The Town of Tiburon has 3713 parcels of which 3,224 are Single-Family, 183 are Multiple-Family, and 57 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

Since Fiscal Year 1983 assessed value has grown at an average annual rate of 8.03%. Some of the growth is due to occasional annexation, a portion to in-fill construction and development, and a share is attributable to Bay Area real estate market conditions.

Current Assessed Valuation	\$	5,549,124,672
Assessed Valuation on July 1, 1983	\$	395,258,102
Average Annual Growth Since 1983		8.03%



Assessor's Tax Roll Parcel Data

	Use Status	Parcel Count	As Percent of Total Parcels	Total Assessed Value	As Percent of Assessed Value	Average Assessed Value Per Parcel
SINGLE FAMILY RESIDENTIAL	Vacant - Unimproved	119	3.2%	50,699,290	0.9%	426,044
	Improved - Detached	2,461	66.3%	4,557,996,666	81.2%	1,852,091
	Improved - Attached	644	17.3%	566,788,599	10.1%	880,107
MULTIPLE RESIDENTIAL	Unimproved	10	0.3%	1,778,214	0.0%	177,821
	Improved	173	4.7%	262,458,746	4.7%	1,517,103
COMMERCIAL	Unimproved	8	0.2%	425,692	0.0%	53,212
	Improved	49	1.3%	117,355,553	2.1%	2,395,011
INDUSTRIAL LAND	Unimproved	1	0.03%	2,356	0.0000%	2,356
SUBJECT TO EXEMPTION	Unimproved	11	0.3%	294,922	0.0%	26,811
	Improved	36	1.0%	56,013,405	1.0%	1,555,928
TAX EXEMPT		175	4.7%	0	0.0%	0
COMMON AREA PARCEL	Homeowner's Association	26	0.7%	9,577	0.0%	368
Column Totals:		3713	100.0%	\$ 5,613,823,020	100.0%	\$ 1,511,937

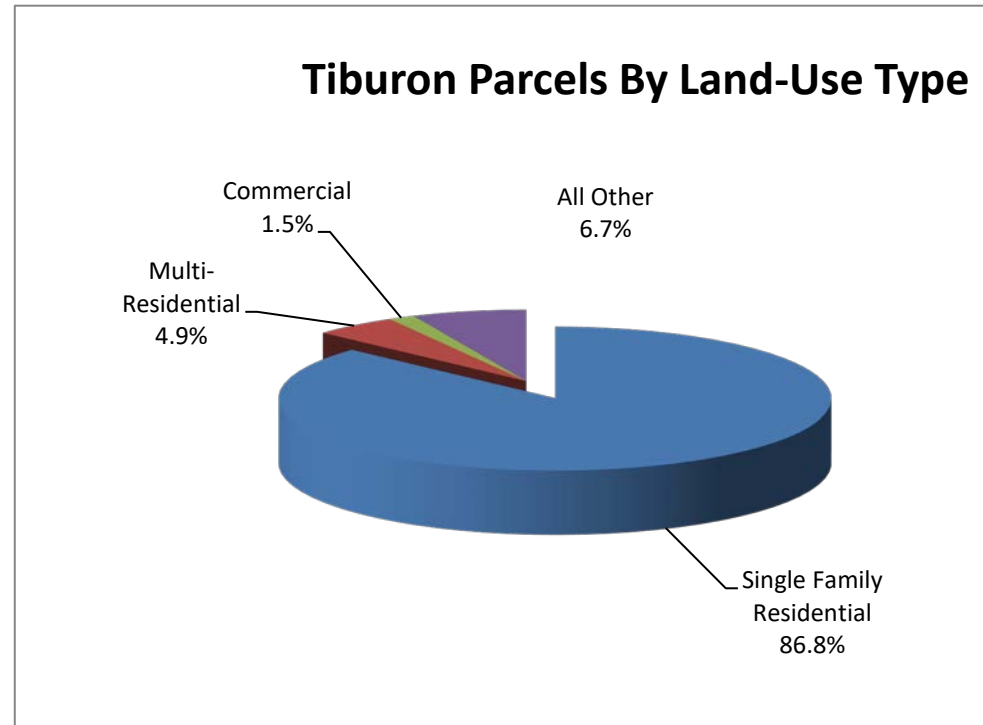
Source: Marin County Office of Assessor-Recorder

Assessor's Tax Roll Parcel Data

The Town of Tiburon has 3713 parcels of which 3,224 are Single-Family, 183 are Multiple-Family, and 57 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

A total of 119 Single-Family parcels are unimproved, some of which are "scraps or "strips" and are undevelopable.

The Town-wide average assessed value per parcel is \$1,511,937. The average assessed value for an improved detached Single-Family parcel is \$1,605,299, for an attached townhouse-type unit it is \$1,443,918.



<i>Parcel Type</i>	<i>Number</i>	<i>Total AV</i>
Single Family Residential	3,224	\$ 5,175,484,555
Multi-Residential	183	264,236,960
Commercial	57	117,781,245
All Other	249	56,320,260
Total Parcels:	3,713	\$ 5,613,823,020

Staff Positions

Position	2016/17	2017/18	2018/19	2019/20	Position	2016/17	2017/18	2018/19	2019/20
TOWN ADMINISTRATIVE SERVICES					POLICE DEPARTMENT				
Town Manager	1.00	1.00	1.00	1.00					
Town Attorney	-	-	-	-					
Town Clerk	1.00	1.00	1.00	1.00	Chief of Police	1.00	1.00	1.00	1.00
Office Assistant	0.90	1.00	1.00	1.00	Captain	-	-	-	-
Admin. Services Director	1.00	1.00	1.00	1.00	Sergeant	4.00	4.00	4.00	4.00
Finance & Accounting Manager	-	-	-	1.00	Patrol Officers	7.00	7.00	8.00	8.00
IT Coordinator	-	-	1.00	1.00	Investigator/Detective	-	-	-	-
Accounting & HR Technician	-	-	-	0.70	Secretary	-	-	-	-
Management Assistant	0.80	0.86	0.86	-	Police Service Aide	2.65	3.00	3.00	3.00
Management Analyst	1.00	1.00	1.00	-	Emergency Services Coordinator	1.00	1.00	1.00	1.00
Subtotal:	5.70	5.86	6.86	6.70	Subtotal:	15.65	16.00	17.00	17.00
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	-	Engineering Technician	-	-	-	-
Senior Planner	-	-	-	1.00	Associate Civil Engineer	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	Superintendent of Public Works	-	1.00	1.00	1.00
Assistant Planner	-	-	-	-	Assistant Supt. of Public Works	1.00	-	-	-
Community Development Aide	1.00	1.00	-	1.00	Senior Maintenance Worker	2.00	2.00	2.00	2.00
Planning Technician	-	-	1.00	1.00	Maintenance Worker	4.00	4.00	4.00	4.00
Building Official	1.00	1.00	1.00	1.00	Subtotal:	9.00	9.00	9.00	9.00
Building Inspector	1.00	1.00	1.00	1.00					
Permit Technician	1.00	1.00	1.00	1.00					
Permit Clerk	1.00	1.00	1.00	1.00					
Subtotal:	9.00	9.00	9.00	9.00					