

**TOWN OF TIBURON**  
**ADOPTED MUNICIPAL BUDGET PLAN**  
**FISCAL YEAR 2011-12**

**PRESENTED TO**

**MAYOR JEFF SLAVITZ**  
**VICE MAYOR JIM FRASER**  
**COUNCILMEMBER RICHARD COLLINS**  
**COUNCILMEMBER ALICE FREDERICKS**  
**COUNCILMEMBER EMMETT O'DONNELL**

**PREPARED BY**

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

**PRESENTED JUNE 7, 2011**



TOWN OF TIBURON  
1505 Tiburon Boulevard  
Tiburon, CA 94920

## MEMORANDUM

**Date:** June 7, 2011  
**To:** Mayor and Town Council  
**From:** Peggy Curran, Town Manager  
**Subject:** Fiscal Year 2011-12 Proposed Municipal Budget Plan

### INTRODUCTION

Staff is pleased to present the Proposed Fiscal Year 2011-12 Municipal Budget Plan. It represents our best effort at projecting revenues and expenditures for the coming year. As presented, the budget is balanced. We will begin the 2011-12 Fiscal Year with \$20.1 million in total fund balances and a balanced spending plan. The proposed budget allows Council and Town Staff to continue to provide the residents of the Town of Tiburon with exceptional municipal services along with maintenance of Town infrastructure and the completion of some significant community projects.

The Town of Tiburon has enjoyed a fiscally sound balance of revenue and expenditures for several decades. The Council's focus has been to operate within its means while maintaining basic services. Since incorporation, the Town has been fortunate in that it has not had to borrow funds for operations or use restricted reserves to fund personnel. Additionally, the Town maintains substantial reserves should it need to weather a fiscal crisis or suffer a natural disaster. This fiscal conservatism would normally buffer the Town from recessionary times. However, we are in unprecedented times and the effect of the financial crisis on Town revenues has been dramatic. In response, Staff began reducing revenue projections and expenditures in FY 2007-08. Town revenues have continued to decline over the past year as the anemic recovery continues to negatively impact many revenue sources. Staff projects that overall operating revenues will continue a slight decline into FY 2011-12, but General Fund operating revenues will increase approximately two-tenths percent (0.2%). This ongoing revenue stagnation is consistent with governmental agencies lagging a year or two behind any economic recovery at the national level.

To produce a balanced budget for FY 2011-12, the budget proposes the use of eligible restricted fund revenues to fund general operations. Staff is proposing a total of \$50,000 in State Gas Tax revenue and \$33,838 in Street Impact Funds be used to fund Public Works operations. These restricted revenues essentially back-fill the anticipated loss of the Citizen's Option for Public Safety (COPS) restricted fund revenue source of \$100,000. It is also proposed that the Capital Outlay and Technology Equipment

allowances charged to each department's operating budget be funded at 80% during the fiscal year, which relates to a \$35,000 decrease in operating expenditures. Both the Capital Equipment and the Technology Funds have sufficient reserves to absorb the reduced allowance they receive. The only increase to the Operating Budget comes from mandatory increases to the Town's CalPERS employer rate for retirement benefits, along with increases to Joint Power Authority dues. Department Heads were required to hold their material and supplies budget totals to adopted budget levels from FY 2010-11.

## BUDGET OVERVIEW

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

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

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

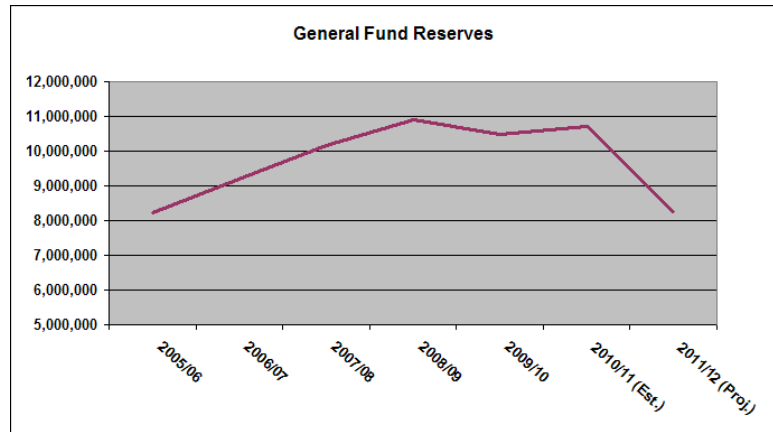
The *Overall Operating Budget* is comprised of all funding sources for operations. Included here would be restricted funds from other governmental sources for specific uses (e.g., grant funding for steps, lanes and path improvements). Also, the Town Council has adopted fees, which must be used for the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

Below is an overview comparing the present adopted budget to that proposed for 2011-12, indicating changes from the current year's adopted budget over the proposed FY 2011-12.

	Overall Operating Budget				General Fund Operating Budget			
	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed	% Change	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed	% Change
<b>Revenues</b>	\$8,575,533	\$8,657,451	\$8,558,731	-0.2	\$6,937,143	\$7,019,061	\$6,949,003	0.17
<b>Expenditures</b>	\$8,575,482	\$8,280,410	\$8,558,731	-0.2	\$6,937,092	6,714,520	6,949,003	0.17

## FINANCIAL HEALTH OF THE TOWN

Staff offers a balanced Operating Budget for 2011-12 despite continued challenging economic circumstances. This is achieved in part through the limited use of restricted fund revenues for operations. We have projected this budget on the assumption that the current economic recovery is fragile and revenues will essentially “bottom” during the new fiscal year. Should the COPS funding be forthcoming through



legislative or voter action, it is proposed that the use of Gas Tax and Street Impact Funds be suspended. Staff does not anticipate any meaningful increase in operating revenues in FY 2012. As government traditionally lags behind in the effects of a recessionary period, it likewise lags in realizing any recovery. It is projected that revenues will decline by less than two-tenths percent (0.2%) from the adopted FY 2011 budget. Staff believes that this will represent the new “norm” and that the Town will be in a better position to plan its finances going forward. Staff does not anticipate a “V” recovery, but rather an “L” recovery whereby revenues increase slowly within the next fiscal year or two.

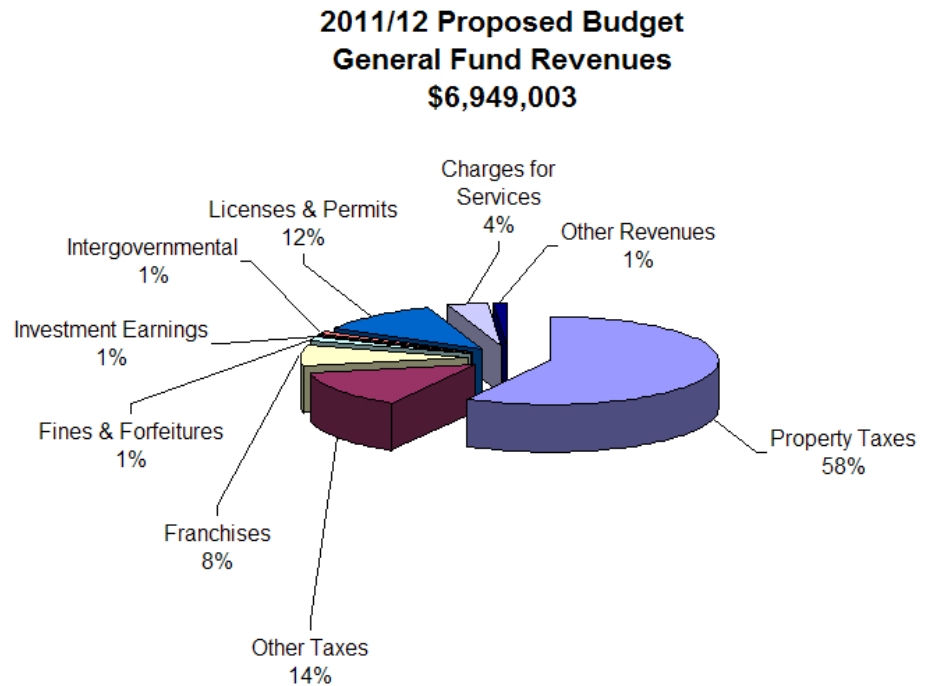
We begin Fiscal Year 2011-12 with approximately \$4.6 million in our General Fund policy restricted reserves and an additional \$6.1 in General Fund discretionary set-asides for a total of \$10.7 million. In addition, the Town begins the fiscal year with \$9.4 million in restricted fund revenues. In previous years, the Town has been able to rely upon annual General Fund year-end operating surpluses to replenish reserves. This outcome cannot be expected in the foreseeable future. The lack of General Fund surpluses will impact future Capital Improvement Program expenditure plans. We will continue to strive for year-end surpluses to build reserves, and a measured, thoughtful capital spending program for community benefit remains within our grasp.

The Town is fortunate that its balanced operating plan currently does not require any employee layoffs or the cuts in services that many other jurisdictions have had to endure. We find ourselves in this desirable position due to long years of sound fiscal management coupled with timely anticipation and planning for the new revenue realities. I must also give special recognition to our employees who have been willing to make salary and benefit concessions to enable the Town to balance its budget with no reduction in services.

## CHANGES TO MUNICIPAL BUDGET PLAN

### Revenues

For Fiscal Year 2011-12, Staff projects overall operating revenues to decline by approximately 0.20%, or \$16,082, compared to the adopted FY 2010-11 budget. General Fund Operating Revenues are projected to increase 0.17%, or \$11,860. To put this into perspective, should Staff's projected revenues for FY 2011-12 hold true, the Town will have experienced a 15.0%, or \$1.25 million, cumulative General Fund Revenue loss since the high in FY 2007-08.



Staff anticipates that the slow economic recovery is unlikely to improve conditions for the Town during fiscal year 2011-12, and that overall revenue will continue to be negatively impacted. The good news is that it is anticipated the declines will be less dramatic than the Town has experienced over the past three years. The budget reflects a 0.5% reduction in secured property tax revenues over the current year estimated actual. This compares to a 1.9% decrease in FY 2010-11. The 1.9% decrease in FY 2011 represented the first time in the Town's history that secured property taxes actually decreased. Even though assessed valuations are to increase by 0.75% based on the Proposition 13 CPI, Staff anticipates actual property tax receipts will decrease again this year due to the continuing decline in property values and sales of distressed homes at prices below current assessment levels. Property tax receipts have historically been the Town's bread and butter revenue, representing 58% of our General Fund Operating Revenues for FY 2011-12. As noted in last year's budget message, the Town is highly dependent upon the health of its housing base. Until the housing market begins a sustainable increase in value, the Town's financial picture is unlikely to improve materially. The pie chart above shows the breakdown by revenue category of the projected FY 2011-12 General Fund Operating Revenues of \$6,949,003.

As of this date, the State of California is faced with a \$10 billion deficit. The State's ability to take certain revenues from the Town is limited by Proposition 1A. In FY 2009-10, the State suspended Proposition 1A, allowing it to "borrow" 8% of the Town's secured property tax receipts. The Town was able to securitize the borrowing and received its full secured property tax disbursement. The State is

unable to borrow property tax revenues in FY 2011-12.

As proposed, the FY 2011-12 Town budget does not include State funding for COPS, the Citizens Option for Public Safety grant. COPS grant money has been funded through an increase in vehicle license fees that is scheduled to expire on June 30, 2011. Governor Brown was unable to get legislative support to place an initiative on the June 2011 ballot to obtain voter approval of a five-year extension of the VLF increase. Even if a measure is on the ballot this fall, its fate remains uncertain, hence the budget reflects the conservative assumption that these funds will not be available.

## Expenditures

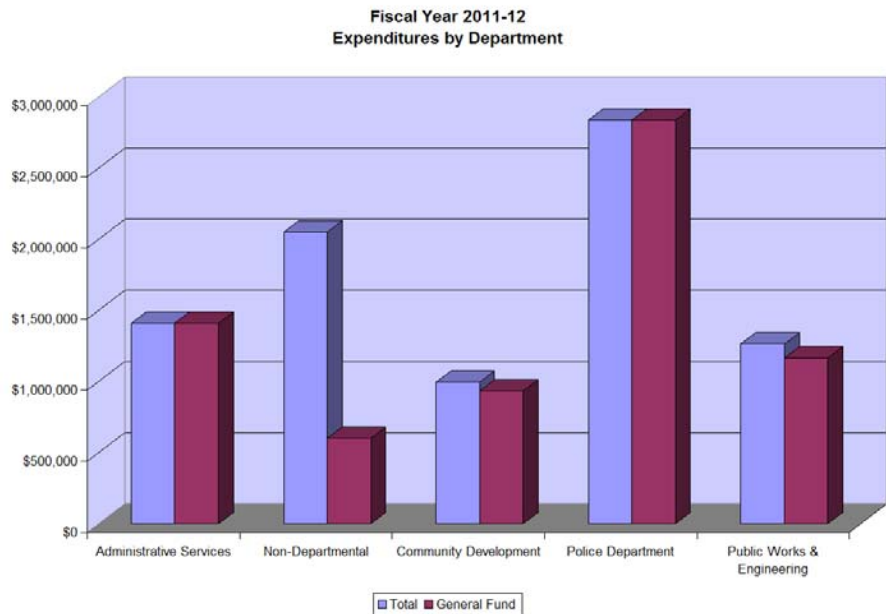
Overall operating expenditures are projected to decrease by 0.2%, or \$16,751, over the adopted FY 2010-11 budget. As presented, General Fund operating expenditures are proposed to increase by slightly less than 0.2%, or \$11,911. Across the board, changes in the projected expenditures reflect increased costs related to the Town's required contribution towards employee retirement benefits. The increased retirement costs are approximately \$80,000 over last year. In FY 2010-11 most employees began paying their portion of retirement contributions which had historically been paid by the Town. It is anticipated that the remaining employees who were in a three-year contract that expires June 30, 2011, will also move to paying their portion of retirement contributions. At this time, there are no proposed changes either upward or downward in the overall employee count. Town Staff has worked aggressively to hold operating expenditures at the approved FY 2010-11 levels, despite having no control over increased retirement costs.

The bar chart below shows the FY 2011-12 Operating Budget by department. Further clarification of department expenditure variations are explained below.

The Administrative Services Department's overall budget is proposed to decrease by 4.5% or \$66,500 over the current year.

The Administration Division is proposed to increase by 3.0% (\$27,452). The bulk of this increase is due to anticipated unemployment insurance payments and funding the Town's bi-annual election.

The Legal Services Division is proposed to decrease by 27% (\$91,726). This is due to reducing the outside legal services line items by \$90,000. This reduction is due to closing several large legal cases that have been ongoing for the past several years, and the return to a more normal spending pattern.



The Legislative Support Division shall remain funded at the FY 2010-11 level. There are no changes recommended to the Town Hall Facility Division.

The Community Development Department budget is proposed to decrease by 1.0% or \$10,386. This reduction is primarily achieved by funding \$15,000 less towards the update of the Town's Housing Element. This decrease offsets the increased PERS retirement costs.

The Police Department budget is projected to increase by 3.8% or \$77,207. This increase is due to increased PERS retirement costs. Most employees in the Police Department are Public Safety under PERS, and the employer rate for this group of employees will increase from approximately 19% of salary to 24% in FY 2012. The overall number of employees in the department is not changing, but it is proposed that the number of Sergeants be reduced from four to three, and officers be increased from eight to nine.

The Public Works Department budget is proposed to decrease by 0.2% or \$3,249 over last year. At this time, Staff has incorporated yet to be agreed upon wage and benefit concessions for a small employee unit that was not instituted last year with the remaining employees. Should the Town not be successful in negotiations, the difference (\$17,000) will need to be reduced through other means.

The Non-Departmental budget is proposed to increase 0.6% or \$13,848 in FY 2011-12. Expenses in the Non-Departmental budget relate to insurance premiums (workers compensation, liability, and property), Joint Power Agreements, Town-owned housing units and the Belvedere-Tiburon Library Agency property tax pass-through. The Town has very little control over most expenses in the Non-Departmental budget.

## **Infrastructure Improvements and Capital Projects**

The FY 2011-12 Capital Improvement Program (CIP) budget is an aggressive undertaking due to several large projects being "ripe" for construction in FY 2012. As proposed, the overall CIP program totals \$8.75 million. The majority of projects are community related as they are not associated with either street or drainage improvements. The total Community CIP projects total \$8 million and include construction of the Del Mar Valley utility undergrounding project, the Ned's Way recreation facility and the Lyford Drive parking lot project. Also included are several smaller projects associated with the Downtown Vibrancy Report, and other ongoing park and facility maintenance projects.

During the past several years street resurfacing was a Council priority, with the Town appropriating approximately \$1 million annually for street repairs. Of that, \$360,000 was dedicated solely for "failed" streets. Now that the Town had addressed all "failed" streets, except those within the Del Mar Utility Undergrounding District, and due to be overlaid in FY 2012-13, it is anticipated that \$750,000 per year in street improvements will maintain streets at their current level. The Town is proposing \$425,000 street improvements this year because it is coupled with the \$1 million it will spend over this upcoming fiscal year and the next on Del Mar streets.

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

## **CONCLUSION**

The Town Council and community can once again be assured that the Town of Tiburon is financially sound. Additionally, the Town can proudly say that during this long economic downturn, the Town Council and Staff have made the tough decisions to make cuts and concessions that will ultimately make the Town financially stronger in the years to come. The employees of the Town are to be congratulated for their spirit of cooperation regarding necessary cutbacks to support a balanced budget while sustaining our high level of Town services. In this budget the Town continues its tradition of maintaining a substantial “rainy day” reserve of 25% of the Operating Budget. Town Staff will continue to carefully manage the Town’s finances to assure that revenues are collected in a timely manner and that all expenses are scrutinized.

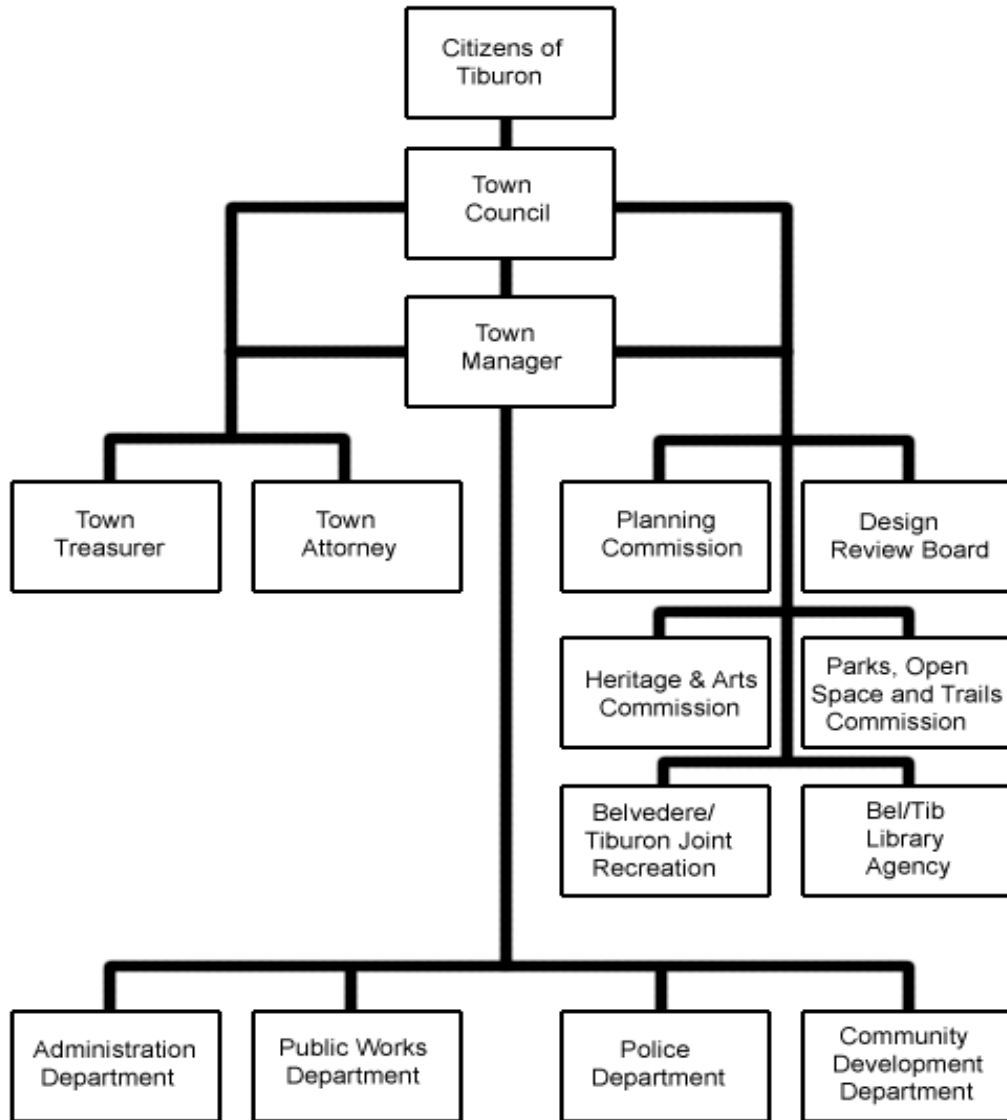
The entire management team, and Administrative Services Director Heidi Bigall in particular, are to be commended for their assistance in developing the Town’s Municipal Budget Plan. Heidi deserves special recognition for her work in finding agreement with represented employees in yet another difficult year. I also wish to thank the Town Council’s Ad Hoc Budget Committee, Vice-Mayor Jim Fraser and Councilmember Alice Fredericks, for their review, comment and good counsel during the budget preparation process. We look forward to a dialogue with the Town Council on the budget and its timely adoption for the start of the new fiscal year on July 1, 2011.



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# Town Organization Chart





# Directory of Town Officials

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

# Town Council, Commission & Board Members

## **TOWN COUNCIL**

**JEFF SLAVITZ, MAYOR**  
**JIM FRASER, VICE-MAYOR**  
**RICHARD COLLINS**  
**ALICE FREDERICKS**  
**EMMETT O'DONNELL**

### **PLANNING COMMISSION**

Cathy Frymier, Chair  
John Corcoran, Vice-Chair  
Frank Doyle  
John Kunzweiler  
Erin Tollini

### **DESIGN REVIEW BOARD**

Michael Tollini, Chair  
John Kricensky, Vice-Chair  
Brian Chong  
Linda Emberson  
Lou Weller

### **PARKS, OPEN SPACE & TRAILS COMMISSION**

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

### **HERITAGE & ARTS COMMISSION**

Marlene Halden Rice, Chair  
Anne Thull, Vice Chair  
Jaleh Etemad  
David Gotz  
Azita de Mujica  
Patricia Navone  
Ric Postel  
Victoria Arnett, Commissioner Emeritus

### **BELVEDERE/TIBURON JOINT RECREATION COMMITTEE**

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

### **BELVEDERE/TIBURON LIBRARY AGENCY BOARD OF TRUSTEES**

Mary Falk, Chair  
Lois Epstein, Vice-Chair  
Beverlee Johnson  
Ann Aylwin  
Bonnie Spiesberger  
Steger Johnson  
William Kuhns

### **BELVEDERE/TIBURON JOINT DISASTER ADVISORY COUNCIL**

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

# **FUND RESOURCES OVERVIEW**

## **Overview of Total Appropriations**

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

## **Changes to Fund Balance**

**Fiscal Year 2011/12**

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

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

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

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

# FUND RESOURCES OVERVIEW

Fiscal Year 2011/12

## Overview of Total Appropriations

	Town of Tiburon	Tiburon Redevelopment Agency	TOTAL Appropriation
<b>Operating Program</b>			
Town Administration	1,411,574	-	1,411,574
Community Development	993,254	-	993,254
Police	2,838,596	-	2,838,596
Public Works	1,264,940	-	1,264,940
Non-Departmental	2,050,367	-	2,050,367
Subtotal:	\$ 8,558,731	\$ -	\$ 8,558,731
<b>Capital &amp; IT Outlay Program</b>	\$ 146,600	\$ -	\$ 146,600
<b>Capital Improvement Program</b>			
Street Improvements	510,000	-	510,000
Drainage Improvements	215,000	-	215,000
Community Development Improvements	8,033,000	-	8,033,000
Subtotal:	\$ 8,758,000	\$ -	\$ 8,758,000
<b>Debt Service Program</b>			
Del Mar Assessment District	407,091	-	407,091
Lyford Cove Assessment District	376,409	-	376,409
Main Street Assesmsent District	39,265	-	39,265
Stewart Drive Underground Assessment District	105,065	-	105,065
Tiburon Public Facilities Financing Authority	17,300	-	17,300
Via Capistrano Assessment District	17,181	-	17,181
Subtotal:	\$ 962,311	\$ -	\$ 962,311
<b>Total Appropriation</b>	\$ 18,425,642	\$ -	\$ 18,425,642

**FUND RESOURCES OVERVIEW**

**Fiscal Year 2011/12**

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

<b>FUND/ RESERVE</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Estimated</b>	<b>2011/12 Projected</b>
<b>GENERAL FUND</b>				
Operating Reserve (25%)	4,261,128	\$ 3,239,098	\$ 2,187,814	\$ 2,187,814
Capital Equipment Replacement	245,179	265,324	\$ 324,990	\$ 319,990
Employee Compensated Leave	266,773	346,462	\$ 346,462	\$ 346,462
Employee Housing Assistance	800,000	800,000	\$ 800,000	\$ 800,000
Other Post Employment Benefits	150,000	300,000	\$ 380,000	\$ 460,000
Self Insurance	101,465	114,589	\$ 151,645	\$ 151,645
Technology Fund	320,398	362,237	\$ 399,212	\$ 390,862
Sub-Total	6,144,943	5,427,710	4,590,123	4,656,773
<b>DISCRETIONARY SET-ASIDES</b>				

Infrastructure & Facility Replacement	786,088	447,033	156,028	176,028
PW Corp Yard Improvement	1,461,383	2,161,383	2,161,383	2,161,383
Park Development	539,861	440,484	493,318	473,318
Streets & Drainage	1,261,581	1,370,965	1,400,756	660,756
Emergency Repairs	100,000	100,000	100,000	100,000
Traffic System	450,000	450,000	450,000	-
Open space Management	59,206	98,222	64,020	14,020
Unallocated Balance	-	-	1,300,000	-
Sub-Total	\$ 4,658,119	\$ 5,068,087	\$ 6,125,505	\$ 3,585,505
Total General Fund:	\$ 10,803,062	\$ 10,495,797	\$ 10,715,628	\$ 8,242,278

<b>OTHER RESTRICTED FUNDS</b>				
Belvedere/Tiburon Library Agency	\$ -	\$ -	\$ -	\$ -
Cypress Hollow District	\$ 70,874	\$ 67,424	\$ 67,424	\$ 68,974
Town Owned Housing Fund	\$ 114,447	\$ 171,281	\$ 171,281	\$ 185,081
Heritage & Arts Donation Fund	\$ 12,262	\$ 32,286	\$ 32,286	\$ 33,286
Low & Moderate Housing	\$ 1,327,888	\$ 1,137,512	\$ 1,137,512	\$ 1,118,787
Open Space Acquisition	\$ 189,407	\$ 191,155	\$ 191,155	\$ 191,905
Police Asset Forfeiture	\$ 88	\$ 88	\$ 88	\$ 88
Police Suppl Law Enforcement	\$ 37,919	\$ -	\$ -	\$ -
Property Development Tax	\$ 4,349	\$ 4,349	\$ 4,349	\$ 4,349
State Gas Tax	\$ 457,935	\$ 411,610	\$ 411,610	\$ 388,589
State Traffic Congestion Relief	\$ 32,893	\$ 24,623	\$ 24,623	\$ -
CA Proposition 1B Funds	\$ 405,003	\$ 7,992	\$ 7,992	\$ -
County Measure A Funds	\$ 94,753	\$ 67,817	\$ 67,817	\$ 5,817
Street Frontage Improvement	\$ 2,416	\$ 2,416	\$ 2,416	\$ 2,416
Tiburon Circ System Improvement	\$ 27,771	\$ 28,020	\$ 28,020	\$ 13,020
Tiburon Long Range Planning	\$ 150,811	\$ 163,104	\$ 163,104	\$ 135,104
Bunch Grass Mitigation Fund	\$ 128,650	\$ 129,950	\$ 129,950	\$ 131,250
Tiburon Parks In-Lieu	\$ 1,347	\$ 1,347	\$ 1,347	\$ 1,347
Tiburon Planning Area Mitigation	\$ 176,910	\$ 178,878	\$ 178,878	\$ 180,678
Tiburon Playground Improvement	\$ (6,426)	\$ -	\$ -	\$ -
Tiburon Street Impact	\$ 1,647,118	\$ 1,968,854	\$ 1,968,854	\$ 2,059,631
Police TECH	\$ -	\$ -	\$ 2,051	\$ 2,051
Downtown Art Project	\$ 2,051	\$ 2,051	\$ 162,655	\$ 62,655
Drainage Impact Fund	\$ 206,417	\$ 162,655	\$ -	\$ -
Del Mar Undergrounding	\$ 4,182,000	\$ 4,638,700	\$ -	\$ -
Total Restricted Funds:	\$ 10,171,157	\$ 9,392,112	\$ 9,392,112	\$ 4,623,728



# FUND RESOURCES OVERVIEW

Fiscal Year 2011/12

Changes to Fund Balance, projected June 30, 2011

FUND/RESERVE	Estimated Fund Balance 7/1/2011	Projected Revenues	Projected Operating Expenses	Projected Capital Project Expenses	Transfers In (Out)	Other Sources In (Out)	Projected Change to Fund Balance	PROJECTED FUND BALANCE 6/30/2012
<b>GENERAL FUND RESERVES</b>								
<b>POLICY RESTRICTED</b>								
Operating Reserve (25%)	\$ 2,187,814	6,949,003	6,949,003	-	-	-	-	\$ 2,187,814
Capital Equipment Replacement	324,990	-	-	100,000	-	95,000	(5,000)	319,990
Employee Compensated Leave	346,462	-	-	-	-	-	-	346,462
Employee Housing Assistance	800,000	-	-	-	-	-	-	800,000
OPEB Fund (GASB 45)	380,000	-	-	-	-	80,000	80,000	460,000
Self Insurance	151,645	-	-	-	-	-	-	151,645
Technology Fund	399,212	55,000	-	107,850	-	44,500	(8,350)	390,862
<b>Sub-Total</b>	<b>4,590,123</b>	<b>7,004,003</b>	<b>6,949,003</b>	<b>207,850</b>	<b>-</b>	<b>219,500</b>	<b>66,650</b>	<b>4,656,773</b>
<b>DISCRETIONARY SET-ASIDES</b>								
Infrastructure & Facility Replacement	156,028	-	-	1,730,000	1,750,000	-	20,000	176,028
PW Corp Yard Improvement	2,161,383	-	-	-	-	-	-	2,161,383
Park Development	493,318	-	-	105,000	-	85,000	(20,000)	473,318
Streets & Drainage	1,400,756	-	-	1,054,000	-	314,000	(740,000)	660,756
Emergency Repairs	100,000	-	-	-	-	-	-	100,000
Traffic System	450,000	-	-	-	(450,000)	-	(450,000)	-
Open Space Management	64,020	-	-	50,000	-	-	(50,000)	14,020
Unallocated Balance	1,300,000	-	-	-	(1,300,000)	-	(1,300,000)	-
<b>Sub-Total</b>	<b>6,125,505</b>	<b>-</b>	<b>-</b>	<b>2,939,000</b>	<b>-</b>	<b>399,000</b>	<b>(2,540,000)</b>	<b>3,585,505</b>
<b>Total General Fund</b>	<b>\$ 10,715,628</b>	<b>\$ 7,004,003</b>	<b>\$ 6,949,003</b>	<b>\$ 3,146,850</b>	<b>\$ -</b>	<b>\$ 618,500</b>	<b>(2,473,350)</b>	<b>8,242,278</b>
<b>RESTRICTED FUNDS</b>								
Belvedere/Tiburon Library Agency	\$ -	1,363,715	1,363,715	-	-	-	-	\$ -
Cypress Hollow District	67,424	17,000	15,450	-	-	-	1,550	68,974
Town Owned Housing Units	171,281	93,300	62,000	17,500	-	-	13,800	185,081
Heritage & Arts Project Fund	32,286	1,000	-	-	-	-	1,000	33,286
Low & Moderate Housing	1,137,512	6,000	24,725	-	-	-	(18,725)	1,118,787
Open Space Acquisition	191,155	750	-	-	-	-	750	191,905
Police Asset Forfeiture	88	-	-	-	-	-	-	88
Police Suppl Law Enforcement	-	-	-	-	-	-	-	-
Property Development Tax	4,349	-	-	-	-	-	-	4,349
State Gas Tax	411,610	253,979	50,000	227,000	-	-	(23,021)	388,589
State Traffic Congestion Relief	24,623	-	-	24,623	-	-	(24,623)	-
State Proposition 1B Funds	7,992	-	-	7,992	-	-	(7,992)	-
County Measure A Funds	67,817	68,000	-	130,000	-	-	(62,000)	5,817
Street Frontage Improvement	2,416	-	-	-	-	-	-	2,416
Tiburon Circ System Improvement	28,020	-	-	15,000	-	-	(15,000)	13,020
Tiburon Long Range Planning	163,104	32,000	60,000	-	-	-	(28,000)	135,104
Tiburon Bunch Grass Mitigation	129,950	1,300	-	-	-	-	1,300	131,250
Tiburon Parks In-Lieu	1,347	-	-	-	-	-	-	1,347
Tiburon Planning Area Mitigation	178,878	1,800	-	-	-	-	1,800	180,678
Tiburon Playground Improvement	-	-	-	-	-	-	-	-
Tiburon Street Impact	1,968,854	325,000	33,838	200,385	-	-	90,777	2,059,631
Downtown Art Project	2,051	-	-	-	-	-	-	2,051
Tiburon Drainage Impact	162,655	15,000	-	115,000	-	-	(100,000)	62,655
Del Mar Undergrounding	4,638,700	-	-	4,600,000	-	-	(4,600,000)	38,700
<b>Total Restricted Funds</b>	<b>9,392,112</b>	<b>2,178,844</b>	<b>1,609,728</b>	<b>5,337,500</b>	<b>-</b>	<b>-</b>	<b>(4,768,384)</b>	<b>\$ 4,623,728</b>
<b>Total Town Funds</b>	<b>\$ 20,107,740</b>	<b>\$ 9,182,847</b>	<b>\$ 8,558,731</b>	<b>\$ 8,484,350</b>	<b>\$ -</b>	<b>\$ 618,500</b>	<b>\$ (7,241,734)</b>	<b>\$ 12,866,006</b>

# **OPERATING BUDGET OVERVIEW**

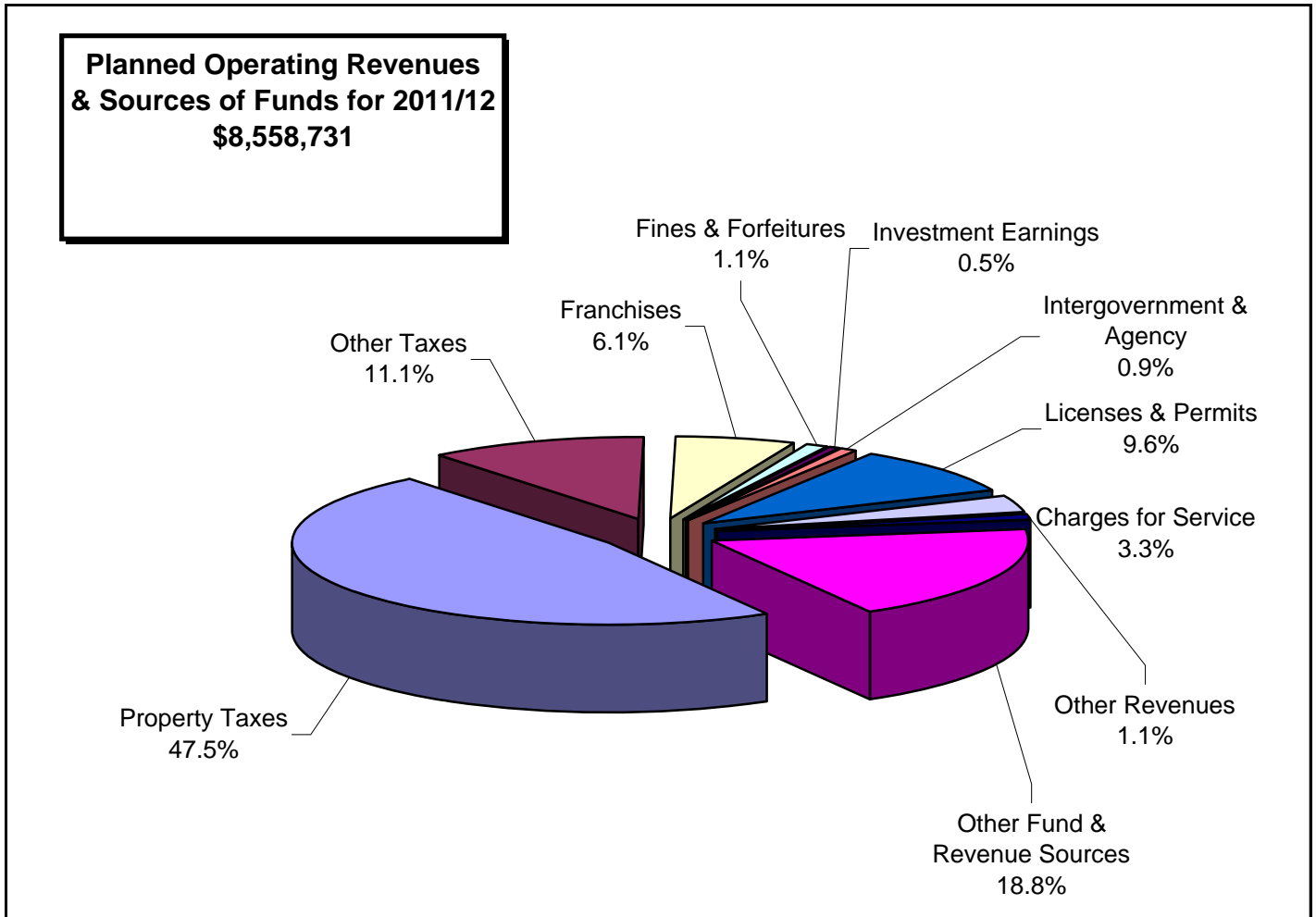


**Overview of Revenues & Expenditures  
Fiscal Year 2011/12**

**OPERATING REVENUES & EXPENDITURES****Fiscal Year 2011/12****Overview of Operating Budget Revenues & Expenditures**

<b>REVENUE &amp; SOURCES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
<b>GENERAL REVENUES</b>		<b>TOWN ADMINISTRATIVE SERVICES</b>	
Property Taxes	4,062,353	Town Administration	932,187
Other Taxes	950,000	Legal Services	243,787
Licenses & Permits	820,250	Legislative	39,300
Intergovernment & Agency	73,000	Town Hall Facility	196,300
Franchises	525,000		
Charges for Service	283,600	<b>NON DEPARTMENTAL</b>	<b>2,050,367</b>
Investment Earnings	46,300	<b>COMMUNITY DEVELOPMENT</b>	
Fines & Forfeitures	96,000	Planning & Design Review	452,106
Other Revenues	92,500	Building Inspection	481,149
		Advance Planning	60,000
Subtotal	\$ 6,949,003	<b>POLICE</b>	
		Police Services	2,773,196
<b>OTHER SOURCES</b>		Police/EOC Facility	65,400
Other Fund Sources	\$ 1,609,728	<b>PUBLIC WORKS</b>	
		Administration & Engineering	289,463
		Streets Maintenance	468,212
		Parks Maintenance	377,816
		Corporation Yard	76,600
		Street & Signal Light System	37,400
		Cypress Hollow	15,450
<b>TOTAL REVENUE &amp; SOURCES</b>	<b>\$ 8,558,731</b>	<b>TOTAL EXPENDITURES:</b>	<b>\$ 8,558,731</b>
<b>NET OPERATING SURPLUS (DEFICIENCY)</b>	<b>\$ (0)</b>		

Overview of Operating Budget Sources of Funding



Property Taxes	\$ 4,062,353
Other Taxes	\$ 950,000
Franchises	\$ 525,000
Fines & Forfeitures	\$ 96,000
Investment Earnings	\$ 46,300
Intergovernment & Agency	\$ 73,000
Licenses & Permits	\$ 820,250
Charges for Service	\$ 283,600
Other Revenues	\$ 92,500
Other Fund & Revenue Sources	\$ 1,609,728

**OPERATING REVENUES**

**FY 2011/12**

Operating Budget Revenues - Summary

Description	FY 2008-09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2010/11 Proposed
<b>GENERAL FUND</b>					
Property Taxes	4,063,554	4,205,205	4,155,493	4,096,994	4,062,353
Other Taxes	1,157,840	970,991	918,000	976,113	950,000
Franchises	468,852	410,133	437,000	463,681	525,000
Fines & Forfeitures	167,990	96,708	88,000	160,386	96,000
Investment Earnings	233,209	89,024	41,200	47,886	46,300
Intergovernment & Agency	109,987	66,411	77,500	76,684	73,000
Licenses & Permits	1,240,399	892,895	837,750	803,872	820,250
Charges for Service	351,703	404,361	253,200	305,948	283,600
Other Revenues	138,581	281,210	129,000	87,497	92,500
<i>Subtotal General Fund</i>	<b>\$ 7,932,115</b>	<b>\$ 7,416,938</b>	<b>\$ 6,937,143</b>	<b>\$ 7,019,061</b>	<b>\$ 6,949,003</b>
<b>OTHER FUND &amp; RESERVE SOURCES</b>					
Employee Comp. Leave Reserve	-	-	-	-	-
Low/Moderate Income Housing Fund	15,646	24,725	24,725	24,725	24,725
Town Owned Housing	-	59,500	59,500	59,500	62,000
Belvedere-Tiburon Library JPA Fund	1,354,058	1,377,490	1,363,715	1,363,715	1,363,715
Long Range Planning Fund	25,000	25,000	75,000	75,000	60,000
Police COPS/SLESF Fund	75,000	100,000	100,000	100,000	-
Gas Tax	-	-	-	-	50,000
Street Impact Fund	-	-	-	-	33,838
Cypress Hollow Fund	19,982	15,450	15,450	15,450	15,450
<i>Subtotal Other Sources</i>	<b>\$ 1,489,686</b>	<b>\$ 1,602,165</b>	<b>\$ 1,638,390</b>	<b>\$ 1,638,390</b>	<b>\$ 1,609,728</b>
	-	-	-	-	-
<b>Totals:</b>	<b>\$ 9,421,801</b>	<b>\$ 9,019,103</b>	<b>\$ 8,575,533</b>	<b>\$ 8,657,451</b>	<b>\$ 8,558,731</b>

**OPERATING REVENUES**

**Fiscal Year 2011/12**

Operating Budget Revenues - Detail

Description	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Adopted	FY 2010-11 Estimated	FY 2011-12 Proposed
<b>GENERAL FUND</b>					
<b>PROPERTY TAXES</b>					
Secured	2,725,854	2,802,096	2,807,333	2,780,665	2,766,725
Unsecured	60,905	58,128	60,000	66,082	66,512
Supplemental	70,942	44,633	35,000	28,370	25,000
Other	12,998	13,797	5,500	5,997	6,000
HOPTR State	20,111	20,191	20,000	19,874	19,784
ERAF Rebate	559,364	636,466	610,000	582,584	570,932
Property Tax In-Lieu of VLF	671,868	694,415	687,660	680,820	677,400
County Fees	(58,488)	(64,521)	(70,000)	(67,398)	(70,000)
<b>Total:</b>	<b>4,063,554</b>	<b>4,205,205</b>	<b>4,155,493</b>	<b>4,096,994</b>	<b>4,062,353</b>
<b>OTHER TAXES</b>					
Sales Tax	544,862	386,110	370,000	370,000	365,000
Sales Tax-Public Safety	64,313	49,286	48,000	50,286	50,000
Transient Occupancy Tax	458,095	416,139	400,000	438,840	425,000
Real Property Transfer	90,570	119,456	100,000	116,987	110,000
<b>Total:</b>	<b>1,157,840</b>	<b>970,991</b>	<b>918,000</b>	<b>976,113</b>	<b>950,000</b>
<b>FRANCHISES</b>					
Energy-PG&E	128,913	119,956	115,000	124,565	125,000
Refuse-Mill Valley Refuse	195,571	179,470	177,000	194,116	255,000
Cable-AT&T	144,368	110,707	145,000	145,000	145,000
<b>Total:</b>	<b>468,852</b>	<b>410,133</b>	<b>437,000</b>	<b>463,681</b>	<b>525,000</b>
<b>FINES &amp; FORFEITURES</b>					
Vehicle Code	30,496	17,166	18,000	20,731	18,000
Parking Code	49,562	39,439	40,000	66,074	50,000
False Alarm Fines	4,750	3,500	5,000	3,000	3,000
Other Fines	83,182	36,603	25,000	70,581	25,000
<b>Total:</b>	<b>167,990</b>	<b>96,708</b>	<b>88,000</b>	<b>160,386</b>	<b>96,000</b>
<b>INVESTMENT EARNINGS</b>					
Interest-LAIF	194,866	65,502	35,000	36,216	40,000
Interest-Notes/Loans	26,800	5,705	4,500	6,972	4,800
Interest - Other	11,543	17,817	1,700	4,698	1,500
<b>Total:</b>	<b>233,209</b>	<b>89,024</b>	<b>41,200</b>	<b>47,886</b>	<b>46,300</b>
<b>INTERGOVERNMENT &amp; AGENCY</b>					
State Motor Vehicle License Fees	25,626	26,407	21,000	27,605	25,000
State POST	9,740	5,862	10,000	4,000	10,000
State Abandoned Vehicle	5,266	4,620	4,000	3,661	3,500
Tiburon Sanitary District	6,960	6,041	5,500	5,715	6,500
Tiburon Fire District	13,418	11,107	12,000	10,703	13,000
Other Grants/Gifts (ABAG)	48,977	12,374	25,000	25,000	15,000
<b>Total:</b>	<b>109,987</b>	<b>66,411</b>	<b>77,500</b>	<b>76,684</b>	<b>73,000</b>

**OPERATING REVENUES**

**Fiscal Year 2011/12**

Operating Budget Revenues - Detail

Description	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Adopted	FY 2010-11 Estimated	FY 2011-12 Proposed
<b>LICENSES &amp; PERMITS</b>					
Business License-Regular	189,729	156,522	140,000	155,000	155,000
Business License-Construction	121,353	71,250	60,000	53,280	55,000
Building Permits	686,878	471,386	450,000	425,000	450,000
CEQA EIR Initial Study	667	600	600	300	300
Design Review	108,795	89,475	90,000	75,300	75,000
Home Occupation Permit	9,520	6,360	5,000	5,100	5,000
Lot Line Adjustment	-	-	1,400	-	-
Master & Precise Plan	10,140	7,959	7,500	7,300	2,500
Sign Permit	1,265	460	750	1,500	750
Subdivision Permit	10,710	(6,161)	5,000	11,200	5,000
Tree Permit	7,305	11,035	8,000	8,000	8,000
Use Permit	5,368	7,751	6,500	5,830	6,000
Variance Amendment	14,730	17,191	15,000	9,520	10,000
Other Planning Permits	1,110	640	600	600	600
Alarm System Permit	24,125	22,975	20,000	19,100	20,000
Encroachment Permit	46,668	28,865	25,000	24,662	25,000
Park Usage Permit	-	4,231	-	-	-
Drainage Review Fee	48	-	300	-	-
Misc. Engineering Fees	-	132	100	100	100
Parking Permit (Residential)	1,988	2,224	2,000	2,080	2,000
<b>Total:</b>	<b>1,240,399</b>	<b>892,895</b>	<b>837,750</b>	<b>803,872</b>	<b>820,250</b>
<b>CHARGES FOR SERVICE</b>					
Cost Recovery-Administration	4,017	9,251	3,000	6,100	3,000
Miscellaneous-Administration Charges	425	347	300	1,000	500
Appeal	1,400	1,500	1,500	2,100	1,500
Plan Checking	232,071	196,615	155,000	170,000	175,000
Records & Document Storage	25,555	24,312	20,000	23,664	20,000
RBR Residential Resale Report	14,250	23,625	15,900	21,900	19,500
Staff Research	-	-	-	650	-
Street Name/Address Change	-	170	-	-	-
Noticing Of Applications	900	1,300	1,000	700	700
Sale Publications & Documents	2,597	2,172	1,500	1,000	1,000
Cost Recovery-Community Dev.	150	79,185	1,500	10,504	1,500
Miscellaneous-Planning Charges	3	-	-	-	-
Cost Recovery-Police (\$20K Em. Svsc.)	49,482	43,916	35,000	47,000	40,000
Miscellaneous-Police Charges	4,494	5,324	4,500	5,430	5,000
Cost Recovery-Public Works	16,359	16,644	14,000	15,900	15,900
<b>Total:</b>	<b>351,703</b>	<b>404,361</b>	<b>253,200</b>	<b>305,948</b>	<b>283,600</b>
<b>OTHER REVENUES</b>					
Refunds & Reimbursements	34,048	40,446	20,000	20,000	20,000
Other Revenues	23,631	87	1,500	650	500
Litigation Settlement	5,000	176,095	-	-	-
Administrative Fees-Assessment Dist	15,990	8,098	10,000	10,000	9,000
Rent-Antenna Site & Utility	45,828	48,677	90,000	54,347	55,500
Rent-Other	3,285	2,280	2,500	2,500	2,500
Sale-Property Equipment	10,799	5,527	5,000	-	5,000
<b>Total:</b>	<b>138,581</b>	<b>281,210</b>	<b>129,000</b>	<b>87,497</b>	<b>92,500</b>
<b>Total General Fund:</b>	<b>\$ 7,932,115</b>	<b>\$ 7,416,938</b>	<b>\$ 6,937,143</b>	<b>\$ 7,019,061</b>	<b>\$ 6,949,003</b>

**OPERATING REVENUES**

**Fiscal Year 2011/12**

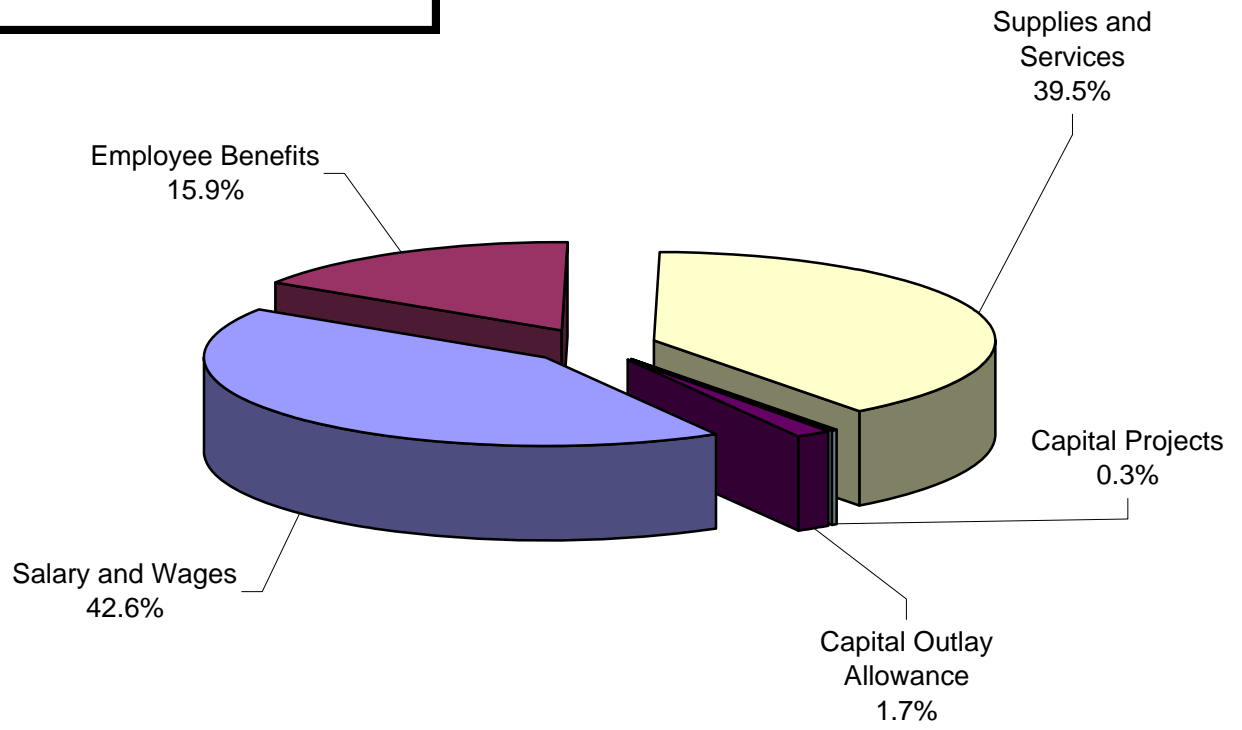
Operating Budget Revenues - Detail

Description	FY 2008-09 Actual	FY 2009-10 Actual	FY 2010-11 Adopted	FY 2010-11 Estimated	FY 2011-12 Proposed
<b>OTHER FUND SOURCES</b>					
<b>Restricted Fund Contributions</b>					
Employee Compensated Leave Reserve	-	-	-	-	-
Low/Moderate Income Housing Fund	15,646	24,725	24,725	24,725	24,725
Town Owned Housing Units	-	59,500	59,500	59,500	62,000
Peninsula Library JPA Fund	1,354,058	1,377,490	1,363,715	1,363,715	1,363,715
Long Range Planning Fund	25,000	25,000	75,000	75,000	60,000
Police COPS/SLESF Fund	75,000	100,000	100,000	100,000	-
General Fund Unallocated Reserve	-	-	-	-	-
Gas Tax Fund					50,000
Street Impact Fund					33,838
Cypress Hollow Fund	19,982	15,450	15,450	15,450	15,450
<b>Total:</b>	<b>1,489,686</b>	<b>1,602,165</b>	<b>1,638,390</b>	<b>1,638,390</b>	<b>1,609,728</b>
<b>Total Revenues (All Funds):</b>	<b>\$ 9,421,801</b>	<b>\$ 9,019,103</b>	<b>\$ 8,575,533</b>	<b>\$ 8,657,451</b>	<b>\$ 8,558,731</b>



Overview of Operating Expenditures

**Planned Operating Expenditures  
by Object for 2011/12  
\$8,558,731**



Salary and Wages	\$ 3,644,645
Employee Benefits	\$ 1,364,119
Supplies and Services	\$ 3,381,387
Capital Projects	\$ 26,500
Capital Outlay Allowance	\$ 142,080
Total Operating Expenditures	\$ 8,558,731

## Summary of Department Expenditures

Department/Division	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed
<b>ALL DEPARTMENTS/DIVISIONS</b>					
<b>TOWN ADMINISTRATIVE SERVICES</b>					
Administration	870,493	874,985	904,735	900,698	932,187
Legal Services	515,471	1,060,761	335,513	240,827	243,787
Legislative	34,446	32,210	39,500	30,195	39,300
Town Hall Facility	155,418	139,532	198,300	165,094	196,300
<b>subtotal</b>	<b>1,575,828</b>	<b>2,107,488</b>	<b>1,478,048</b>	<b>1,336,815</b>	<b>1,411,574</b>
<b>NON-DEPARTMENTAL</b>					
Insurances and Governmental Agreements	529,702	513,057	616,275	543,071	599,927
Housing	15,646	15,030	24,725	24,725	24,725
Town Owned Housing	55,212	56,772	59,500	59,500	62,000
Belvedere-Tiburon Library Agency	1,354,058	1,377,490	1,363,715	1,363,715	1,363,715
<b>subtotal</b>	<b>\$ 1,954,618</b>	<b>\$ 1,962,349</b>	<b>\$ 2,064,215</b>	<b>\$ 1,991,011</b>	<b>\$ 2,050,367</b>
<b>COMMUNITY DEVELOPMENT</b>					
Planning & Design Review	528,798	483,010	447,479	467,451	452,106
Building Inspection	478,403	490,297	481,161	468,945	481,149
Advance Planning	25,000	13,400	75,000	2,500	60,000
<b>subtotal</b>	<b>\$ 1,032,201</b>	<b>\$ 986,707</b>	<b>\$ 1,003,640</b>	<b>\$ 938,896</b>	<b>\$ 993,254</b>
<b>POLICE SERVICES</b>					
Police Department	2,702,441	2,741,891	2,689,739	2,701,355	2,773,196
Police EOC/Facility	56,868	54,776	71,650	63,838	65,400
<b>subtotal</b>	<b>\$ 2,759,309</b>	<b>\$ 2,796,667</b>	<b>\$ 2,761,389</b>	<b>\$ 2,765,193</b>	<b>\$ 2,838,596</b>
<b>PUBLIC WORKS &amp; ENGINEERING</b>					
Administration & Engineering	279,924	298,421	291,698	289,627	289,463
Streets Maintenance	423,320	429,416	463,601	445,979	468,212
Parks Maintenance	338,756	340,635	376,640	376,640	377,816
Street & Signal Light System	40,074	42,065	37,400	37,400	37,400
Corporation Yard	82,087	80,296	83,400	83,400	76,600
Cypress Hollow	19,982	14,402	15,450	15,450	15,450
<b>subtotal</b>	<b>\$ 1,184,143</b>	<b>\$ 1,205,235</b>	<b>\$ 1,268,189</b>	<b>\$ 1,248,496</b>	<b>\$ 1,264,940</b>
<b>TOTALS</b>	<b>\$ 8,506,099</b>	<b>\$ 9,058,446</b>	<b>\$ 8,575,482</b>	<b>\$ 8,280,410</b>	<b>\$ 8,558,731</b>

**OPERATING EXPENDITURES**

**Fiscal Year 2011/12**

Summary of Funding Sources  
for Department Expenditures

	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Estimated	2011/12 Proposed
<b>ALL FUNDS</b>					
General Fund	6,936,201	7,481,352	6,937,092	6,714,520	6,949,003
Employee Compensated Leave Reserve	-	-	-	-	-
Low & Moderate Income Housing	15,646	15,030	24,725	24,725	24,725
Town Owned Housing	55,212	56,772	59,500	59,500	62,000
Belvedere-Tiburon Library Agency	1,354,058	1,377,490	1,363,715	1,363,715	1,363,715
Long Range Planning	25,000	13,400	75,000	2,500	60,000
Gas Tax Fund	-	-	-	-	50,000
Street Impact Fund	-	-	-	-	33,838
Police COPS/SLESF	100,000	100,000	100,000	100,000	-
Cypress Hollow Fund	19,982	14,402	15,450	15,450	15,450
<b>Totals</b>	<b>\$ 8,506,099</b>	<b>\$ 9,058,446</b>	<b>\$ 8,575,482</b>	<b>\$ 8,280,410</b>	<b>\$ 8,558,731</b>

Summary of Expenditures by Object

<b>Expenditure Object</b>	<b>FY 2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Budget</b>	<b>2010/11 Estimated</b>	<b>2011/12 Proposed</b>
<i><b>EXPENDITURES</b></i>					
<b>SALARY &amp; WAGES</b>	\$ 3,515,951	\$ 3,562,228	\$ 3,654,009	\$ 3,703,482	\$ 3,644,645
<b>EMPLOYEE BENEFITS</b>	1,329,126	1,340,654	1,215,080	1,255,535	1,364,119
<b>SUPPLIES &amp; SERVICES</b>					
<b>Department Supplies &amp; Expenses</b>	124,368	143,463	173,475	139,424	173,275
<b>Conferences &amp; Memberships</b>	43,825	44,309	65,550	41,812	67,300
<b>Contractual Services</b>	593,973	1,131,250	389,520	249,832	283,470
<b>Insurances</b>	187,403	186,666	231,900	200,776	216,442
<b>Intergovernmental &amp; Agency</b>	1,897,672	1,886,779	1,930,798	1,885,058	1,922,900
<b>Equipment Supplies &amp; Maintenance</b>	356,398	333,326	397,550	373,554	399,250
<b>Utility &amp; Communication</b>	171,918	170,898	173,450	177,844	176,450
<b>Special Department Administrative</b>	68,215	60,915	142,250	51,194	142,000
<b>Allocated Costs</b>		300	300	300	300
<b>Total Supplies &amp; Services</b>	3,443,772	3,959,983	3,504,793	3,119,794	3,381,387
<b>CAPITAL OUTLAY EXPENSE</b>	9,447	156	7,000	7,000	7,000
<b>CAPITAL OUTLAY ALLOWANCE</b>	181,100	177,600	177,600	177,600	142,080
<b>CAPITAL PROJECT EXPENSES</b>	26,703	17,825	17,000	17,000	19,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,506,099</b>	<b>\$ 9,058,446</b>	<b>\$ 8,575,482</b>	<b>\$ 8,280,410</b>	<b>\$ 8,558,731</b>

# TOWN ADMINISTRATION

## **Administrative Services**

## **Legal Services**

## **Legislative Support**

## **Town Hall Facility**

Town Administration is comprised of a series of support-related activities and functions. The activities are performed by the Town Manager, Town Attorney, Director of Administrative Services and other personnel. The Department functions with 6.45 FTE employees. The total proposed appropriation for Town Administration is \$1,411,574.

### **Administrative Services**

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

### **Legal Services**

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

### **Legislative Support**

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

### **Town Hall Facility**

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

**Town Administration**

**All Funding Sources**

**ALL DIVISIONS**

<b>OBJECT SUMMARY</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Adopted</b>	<b>2010/11 Estimated</b>	<b>2011/12 Proposed</b>
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 671,467	\$ 670,577	\$ 703,068	\$ 720,391	\$ 710,965
EMPLOYEE BENEFITS	226,743	226,674	190,680	208,433	211,909
SUPPLIES & SERVICES					
Department Supplies & Expenses	78,331	73,209	119,500	89,025	115,500
Conferences & Memberships	25,643	25,994	38,500	24,138	36,000
Contractual Services	413,715	959,035	242,500	133,920	146,000
Equipment Supplies & Maintenance	42,175	39,600	60,600	50,035	60,600
Utility & Communication	44,738	43,160	41,200	42,065	43,200
Special Department Administrative	38,589	41,083	53,000	39,808	64,000
Total Supplies & Services	643,191	1,182,081	555,300	378,991	465,300
CAPITAL OUTLAY EXPENSE	1,457	156	1,000	1,000	1,000
CAPITAL OUTLAY ALLOWANCE	28,000	28,000	28,000	28,000	22,400
CAPITAL PROJECT EXPENSES	4,970	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,575,828</b>	<b>\$ 2,107,488</b>	<b>\$ 1,478,048</b>	<b>\$ 1,336,815</b>	<b>\$ 1,411,574</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,575,828	2,107,488	1,478,048	1,336,815	1,411,574
<b>TOTAL FUNDING</b>	<b>\$ 1,575,828</b>	<b>\$ 2,107,488</b>	<b>\$ 1,478,048</b>	<b>\$ 1,336,815</b>	<b>\$ 1,411,574</b>
<b>STAFFING LEVEL</b>					
Town Manager	1.00	1.00	1.00	1.00	1.00
Town Attorney	0.75	0.75	0.75	0.75	0.75
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Information Technology Coordinator	1.00	1.00	1.00	1.00	1.00
Town Clerk	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.00	1.00	-	-	-
Management Assistant	-	-	0.60	0.60	0.71
<b>TOTAL STAFFING</b>	<b>6.75</b>	<b>6.75</b>	<b>6.35</b>	<b>6.35</b>	<b>6.46</b>

## ADMINISTRATIVE SERVICES

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
511100	Town Manager	184,322	185,018	196,509	203,976	196,512
511350	Administrative Services Director	103,563	108,195	115,810	120,210	116,808
511400	Town Clerk	79,308	77,940	80,668	83,733	80,664
511450	Information Technology Coordinator	85,629	84,048	86,990	90,296	86,988
511650	Account Clerk	43,290	37,731	-	-	-
511700	Finance/HR Assistant (.72 FTE)		-	32,000	32,000	49,900
511600	Office Assistant III	48,025	49,262	51,034	52,973	51,036
515100	Overtime	1,107	1,001	2,000	1,000	2,000
517100	Vacation Conversion	3,343	3,218	7,000	3,851	-
518100	Casual Hire	400	-	-	-	-
	Total:	\$ 548,987	\$ 546,413	\$ 572,011	\$ 588,039	\$ 583,908
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	60,470	58,063	55,920	61,332	58,956
521200	Employee Accruing Fringe	12,930	16,813	10,380	8,340	7,744
521300	Retiree Health Benefits	-	-	-	-	-
522100	PERS-Employee (7%)	38,990	38,908	-	1,384	-
522200	PERS-Town (11.776%)	56,692	57,399	57,073	59,242	64,706
522300	PST 3.75%	-	-	1,200	1,200	1,871
522400	Other Retirement Benefits (GASB 45)			12,000	12,000	12,000
523100	FICA-Medicare	6,640	6,529	6,151	6,320	6,702
524100	Auto Allowance	6,600	8,331	9,000	9,000	9,000
524200	Housing Allowance	9,000	4,846	-	-	-
524300	Medical Allowance	-	-	7,500	-	-
534050	Unemployment Insurance	-	-	-	17,571	17,000
	Total:	\$ 191,322	\$ 190,889	\$ 159,224	\$ 176,388	\$ 177,979
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531050	Bank Charges & Fees	2,673	4,395	2,500	6,117	2,500
531060	Noticing & Publication	2,451	2,272	4,500	1,630	4,500
531140	Publications & Subscriptions	753	551	1,500	620	1,500
	Subtotal:	\$ 5,877	\$ 7,218	\$ 8,500	\$ 8,367	\$ 8,500
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences (Inc'ld ICMA), Meetings, Travel	4,543	2,824	10,000	4,825	7,500
532020	Employee Development/Training/Retreat	766	2,245	5,000	-	5,000
532040	Memberships	9,268	9,454	10,500	10,879	10,500
	Subtotal:	\$ 14,577	\$ 14,523	\$ 25,500	\$ 15,704	\$ 23,000
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services	21,300	21,023	10,000	12,505	10,000
533020	Financial Audit	24,250	26,900	32,500	26,000	26,000
533060	Consulting Services	-	-	15,000	6,939	15,000
533200	Systems/Technical Support	20,000	18,727	20,000	20,000	20,000
	Subtotal:	\$ 65,550	\$ 66,650	\$ 77,500	\$ 65,444	\$ 71,000

**ADMINISTRATIVE SERVICES**

<b>Acct No.</b>	<b>Account Description</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Adopted</b>	<b>2010/11 Estimated</b>	<b>2011/12 Proposed</b>
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	-	1,793	3,500	874	3,500
536025	System License & Maintenance	1,360	-	2,500	2,500	2,500
	Subtotal:	\$ 1,360	\$ 1,793	\$ 6,000	\$ 3,374	\$ 6,000
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538010	Election	-	10,015	-	-	11,000
538030	Municipal Code Section Maintenance	3,809	1,424	3,500	4,474	3,500
538040	Newsletter Production & Mailing	6,520	2,552	1,500	2,008	1,500
538240	Records Management	1,134	-	-	-	-
538900	Contingency Provision	5,357	7,508	25,000	10,900	25,000
	Subtotal:	\$ 16,820	\$ 21,499	\$ 30,000	\$ 17,382	\$ 41,000
	Total Supplies & Services:	\$ 104,184	\$ 111,683	\$ 147,500	\$ 110,271	\$ 149,500
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559020	Technology Allowance	26,000	26,000	26,000	26,000	20,800
	Total:	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 20,800
	<b>TOTAL DEPARTMENT</b>	<b>\$ 870,493</b>	<b>\$ 874,985</b>	<b>\$ 904,735</b>	<b>\$ 900,698</b>	<b>\$ 932,187</b>



## LEGAL SERVICES

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
511200	Town Attorney (75%)	122,480	122,748	127,057	132,352	127,057
517100	Vacation Conversion	-	1,416	4,000	-	-
518100	Casual / Temporary Hire					
	Total:	\$ 122,480	\$ 124,164	\$ 131,057	\$ 132,352	\$ 127,057
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	871	880	1,037	1,037	960
521200	Employee Accruing Fringe	8,551	8,557	8,863	8,863	9,165
522100	PERS-Employee (7%)	8,574	8,692	-	-	-
522200	PERS-Town (11.776%)	12,700	12,897	13,656	14,225	14,962
522400	Other Retirement Benefits (GASB 45)		-	3,000	3,000	3,000
523100	FICA-Medicare	1,725	1,759	1,900	1,919	1,842
524100	Auto Allowance	3,000	3,000	3,000	3,000	3,000
534050	Unemployment Insurance	-	-	-	-	1,000
	Total:	\$ 35,421	\$ 35,785	\$ 31,456	\$ 32,044	\$ 33,930
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531140	Publications & Subscriptions	6,739	6,016	5,000	5,200	5,000
	Subtotal:	\$ 6,739	\$ 6,016	\$ 5,000	\$ 5,200	\$ 5,000
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	1,196	1,001	1,500	1,255	1,500
532040	Memberships	470	410	500	500	500
	Subtotal:	\$ 1,666	\$ 1,411	\$ 2,000	\$ 1,755	\$ 2,000
	<b>CONTRACTUAL SERVICES</b>					
533500	Contract - Deputy Town Attorney	-	-	10,000	-	10,000
533510	Legal Services	18,810	-	-	-	-
533520	Litigation-ABAG PLAN	9,528	19,248	50,000	-	35,000
533530	Litigation-General	313,377	214,825	100,000	68,476	25,000
533540	Litigation-Martha Property	5,658	-	-	-	-
533590	Legal Settlements	792	658,312	5,000	-	5,000
	Subtotal:	\$ 348,165	\$ 892,385	\$ 165,000	\$ 68,476	\$ 75,000
	Total Supplies & Services:	356,570	899,812	172,000	75,431	82,000
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance					
559020	Technology Allowance	1,000	1,000	1,000	1,000	800
	Total:	1,000	1,000	1,000	1,000	800
	<b>TOTAL DEPARTMENT</b>	<b>\$ 515,471</b>	<b>\$ 1,060,761</b>	<b>\$ 335,513</b>	<b>\$ 240,827</b>	<b>\$ 243,787</b>

## LEGISLATIVE SUPPORT

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531130	Special Events, Awards, Functions	14,281	15,782	17,500	17,500	17,500
531150	Council/Commission Functions	213	2,332	5,500	1,321	5,500
531990	Department Expenses	20	270	500	500	500
	Subtotal:	\$ 14,514	\$ 18,384	\$ 23,500	\$ 19,321	\$ 23,500
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	7,564	7,416	8,000	4,587	8,000
532030	MCCMC Functions	1,767	1,894	2,000	1,117	2,000
532040	Memberships	1,050	750	1,000	975	1,000
	Subtotal:	\$ 10,381	\$ 10,060	\$ 11,000	\$ 6,679	\$ 11,000
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536010	Operating Supplies	2,068	483	1,000	769	1,000
	Subtotal:	\$ 2,068	\$ 483	\$ 1,000	\$ 769	\$ 1,000
	<b>SPECIAL DEPT ADMINISTRATION</b>					
538510	Planning Commission	115	132	500	150	500
538520	Design Review Board	-	12	250	18	250
538530	Parks, Open Space & Trails Commission	347	-	250	125	250
538540	Heritage & Arts Commission	2,763	2,139	2,000	2,133	2,000
538900	Contingency Provision					
	Subtotal:	\$ 3,225	\$ 2,283	\$ 3,000	\$ 2,426	\$ 3,000
	Total Supplies & Services:	\$ 30,188	\$ 31,210	\$ 38,500	\$ 29,195	\$ 38,500
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance	1,000	1,000	1,000	1,000	800
	Total:	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 800
	<b>TOTAL DEPARTMENT</b>	<b>\$ 31,188</b>	<b>\$ 32,210</b>	<b>\$ 39,500</b>	<b>\$ 30,195</b>	<b>\$ 39,300</b>

## TOWN HALL FACILITY

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531010	Office & Copier Supplies	15,326	16,216	25,000	15,753	25,000
531080	Postage	8,382	11,234	17,500	12,843	15,000
531090	Printing & Reproduction	12,065	5,166	11,500	3,541	10,000
531120	Recruiting & Background	488	980	5,000	500	5,000
531130	Special Events, Awards, Functions	1,748	-	10,000	10,000	10,000
533070	Parking Lease	8,010	7,995	13,500	13,500	13,500
	Subtotal:	\$ 46,019	\$ 41,591	\$ 82,500	\$ 56,137	\$ 78,500
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	15,569	11,124	15,000	22,527	15,000
536030	Building/Facility Supplies	5,384	3,681	8,500	4,386	8,500
536060	Inspection & Testing	-	105	1,500	250	1,500
536070	Janitorial Services	12,990	13,600	15,000	13,000	15,000
536080	Landscape Grounds Materials	530	100	500	147	500
536100	Pest Control	469	589	600	600	600
536290	Misc. Facility Improvements	196	7,538	5,000	2,500	5,000
536280	Special Maintenance	5,427	587	7,500	2,482	7,500
	Subtotal:	\$ 40,565	\$ 37,324	\$ 53,600	\$ 45,892	\$ 53,600
	<b>UTILITY &amp; COMMUNICATION</b>		-			
537100	Energy-PG&E	19,338	19,541	20,000	21,664	22,000
537200	Water-MMWD	211	234	1,200	570	1,200
537300	Telecommunications	25,189	23,385	20,000	19,831	20,000
	Subtotal:	\$ 44,738	\$ 43,160	\$ 41,200	\$ 42,065	\$ 43,200
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
537700	MIDAS Network Charges	\$ 17,669	\$ 17,301	\$ 20,000	\$ 20,000	\$ 20,000
	Subtotal	\$ 17,669	\$ 17,301	\$ 20,000	\$ 20,000	\$ 20,000
	Total Supplies & Services:	\$ 148,991	\$ 139,376	\$ 197,300	\$ 164,094	\$ 195,300
	<b>CAPITAL OUTLAY EXPENSES</b>					
543030	Office Furniture/Equipment	1,457	156	1,000	1,000	1,000
	Total:	\$ 1,457	\$ 156	\$ 1,000	\$ 1,000	\$ 1,000
	<b>CAPITAL PROJECT EXPENSES</b>					
561140	Facility Alteration & Improvement	4,970	-	-	-	-
	Total:	\$ 4,970	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL DEPARTMENT</b>	<b>\$ 155,418</b>	<b>\$ 139,532</b>	<b>\$ 198,300</b>	<b>\$ 165,094</b>	<b>\$ 196,300</b>

# COMMUNITY DEVELOPMENT

## **Planning & Design Review**

### **Advance Planning**

### **Building Inspection**

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

The total proposed appropriation for the Community Development Department is \$993,254, primarily with resources of the General Fund. Staffing of the Department totals eight employees.

#### Planning & Design Review

The Planning Division is responsible for managing the physical development of the Town in an orderly manner, in accordance with the General Plan, Zoning Ordinance, Municipal Code, Town Council policies, as well as State and Federal regulations.

#### Advance Planning

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

#### Building Inspection

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

**Community Development**

**All Funding Sources**

**ALL DIVISIONS**

<b>OBJECT SUMMARY</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Adopted</b>	<b>2010/11 Estimated</b>	<b>2011/12 Proposed</b>
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 657,300	\$ 625,280	\$ 627,329	\$ 647,876	\$ 617,329
EMPLOYEE BENEFITS	\$ 232,325	\$ 220,086	\$ 193,411	\$ 207,248	\$ 212,225
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 7,747	\$ 7,846	\$ 9,500	\$ 8,490	\$ 9,500
Conferences & Memberships	\$ 2,292	\$ 4,669	\$ 6,600	\$ 5,736	\$ 6,600
Contractual Services	\$ 79,392	\$ 82,488	\$ 62,500	\$ 40,160	\$ 52,500
Equipment Supplies & Maintenance	\$ 7,145	\$ 11,938	\$ 8,300	\$ 5,886	\$ 8,300
Special Department Administrative	\$ 25,000	\$ 13,400	\$ 75,000	\$ 2,500	\$ 70,000
Total Supplies & Services	\$ 121,576	\$ 120,341	\$ 161,900	\$ 62,772	\$ 146,900
CAPITAL OUTLAY ALLOWANCE	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 16,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,032,201</b>	<b>\$ 986,707</b>	<b>\$ 1,003,640</b>	<b>\$ 938,896</b>	<b>\$ 993,254</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,007,201	973,307	928,640	936,396	933,254
Employee Compensated Leave Reserve	-	-	-	-	-
PERS Surplus Asset Fund	-	-	-	-	-
Long Range Planning Fund	25,000	13,400	75,000	2,500	60,000
<b>TOTAL FUNDING</b>	<b>\$ 1,032,201</b>	<b>\$ 986,707</b>	<b>\$ 1,003,640</b>	<b>\$ 938,896</b>	<b>\$ 993,254</b>
<b>STAFFING LEVEL</b>					
Community Development Director	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	-	-	-
Planning Secretary	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	1.00
Permits Clerk	1.00	1.00	1.00	1.00	1.00
Assistant to Building Official	1.00	1.00	1.00	1.00	1.00
<b>TOTAL STAFFING</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

## PLANNING &amp; DESIGN REVIEW

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
512100	Director of Community Development	117,134	114,972	118,996	123,517	118,996
512200	Planning Manager	83,342	81,900	84,767	87,988	84,767
512300	Associate Planner	57,599	58,708	59,728	61,998	59,728
512400	Assistant Planner	51,549	19,860	-	-	-
512600	Planning Secretary	48,025	49,262	51,034	52,973	51,034
515100	Overtime					
517100	Vacation Conversion	5,033	7,669	6,000	6,000	-
518100	Casual Hire (DRB/PC Minutes)	7,122	6,270	7,000	7,000	7,000
	Total:	\$ 369,804	\$ 338,641	\$ 327,525	\$ 339,476	\$ 321,525
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	44,963	41,556	40,020	40,020	43,140
521200	Employee Accruing Fringe	16,923	13,968	12,480	12,480	9,060
522100	PERS-Employee (7%)	25,388	23,165	-	-	-
522200	PERS-Town (11.776%)	36,936	33,809	33,805	35,090	37,038
522400	Other Retirement Benefits (GASB 45)	-	-	7,100	7,100	7,100
523100	FICA-Medicare	5,354	4,859	4,749	4,922	4,662
534050	Unemployment Insurance	-	-	-	11,052	9,000
524100	Auto Allowance	1,800	1,800	1,800	1,800	1,800
	Total:	\$ 131,364	\$ 119,157	\$ 99,954	\$ 112,464	\$ 111,801
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531060	Noticing & Publication	7,522	7,548	6,000	4,990	6,000
531140	Publications & Subscriptions	225	186	500	500	500
	Subtotal:	\$ 7,747	\$ 7,734	\$ 6,500	\$ 5,490	\$ 6,500
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	1,459	1,860	2,500	1,487	2,500
532020	Employee Development/Training	265	22	500	290	500
532040	Memberships	448	1,048	600	600	600
	Subtotal:	\$ 2,172	\$ 2,930	\$ 3,600	\$ 2,377	\$ 3,600
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services	10,853	7,456	2,500	300	2,500
	Subtotal:	\$ 10,853	\$ 7,456	\$ 2,500	\$ 300	\$ 2,500
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536050	Fuel & Oil	692	690	800	744	800
536250	Vehicle Maintenance	66	302	500	500	500
	Subtotal:	\$ 758	\$ 992	\$ 1,300	\$ 1,244	\$ 1,300

## PLANNING &amp; DESIGN REVIEW

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538250	Resource Map Maintenance	-	-	-	-	-
538280	Zoning Ordinance Maintenance	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Supplies & Services:	\$ 21,530	\$ 19,112	\$ 13,900	\$ 9,411	\$ 13,900
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance	2,000	2,000	2,000	2,000	1,600
559020	Technology Allowance	4,100	4,100	4,100	4,100	3,280
	Total:	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 4,880
	<b>TOTAL DEPARTMENT</b>	<b>\$ 528,798</b>	<b>\$ 483,010</b>	<b>\$ 447,479</b>	<b>\$ 467,451</b>	<b>\$ 452,106</b>

**Community Development**

**General Fund**

**BUILDING INSPECTION**

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
512700	Building Official	97,640	83,972	88,654	92,022	88,654
512800	Building Inspector	74,848	81,600	84,431	87,639	84,431
	New Building Permit Technician	-	-	-	-	67,565
512900	Building Permit Clerk	49,775	51,787	53,654	55,692	53,654
512920	Assistant to Building Official	65,139	65,280	67,565	70,132	-
515100	Overtime	94	-	-	-	-
517100	Vacation Conversion	-	4,000	4,000	1,415	-
518100	Casual Hire	-	-	1,500	1,500	1,500
	Total:	\$ 287,496	\$ 286,639	\$ 299,804	\$ 308,400	\$ 295,804
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	22,104	22,557	24,600	24,600	24,600
521200	Employee Accruing Fringe	24,448	24,620	26,400	26,400	26,400
522100	PERS-Employee (7%)	20,118	19,785	-	-	-
522200	PERS-Town (11.776%)	29,768	29,357	31,632	32,834	34,657
522400	Other Retirement Benefits (GASB 45)	-	-	6,500	6,500	6,500
523100	FICA-Medicare	4,523	4,610	4,325	4,450	4,267
534050	Unemployment Insurance	-	-	-	-	4,000
	Total:	\$ 100,961	\$ 100,929	\$ 93,457	\$ 94,784	\$ 100,425
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531140	Publications & Subscriptions	-	112	500	500	500
531170	Document Storage	-	-	2,500	2,500	2,500
	Subtotal:	\$ -	\$ 112	\$ 3,000	\$ 3,000	\$ 3,000
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	20	188	1,500	750	1,500
532020	Employee Development/Training	-	1,451	1,000	2,309	1,000
532040	Memberships	100	100	500	300	500
	Subtotal:	\$ 120	\$ 1,739	\$ 3,000	\$ 3,359	\$ 3,000
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual (Outside Plan Check)	68,539	75,032	60,000	39,860	50,000
	Subtotal:	\$ 68,539	\$ 75,032	\$ 60,000	\$ 39,860	\$ 50,000
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	4,022	5,899	4,000	2,278	4,000
536050	Fuel & Oil	2,076	2,070	1,500	1,831	1,500
536250	Vehicle Maintenance	289	2,977	1,500	533	1,500
	Subtotal:	\$ 6,387	\$ 10,946	\$ 7,000	\$ 4,642	\$ 7,000



**Community Development**

**General Fund**

**BUILDING INSPECTION**

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538240	Records Management-Outside Scanning	-	-	-	-	10,000
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	Total Supplies & Services:	\$ 75,046	\$ 87,829	\$ 73,000	\$ 50,861	\$ 73,000
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance	4,200	4,200	4,200	4,200	3,360
559020	Technology Allowance	10,700	10,700	10,700	10,700	8,560
	Total:	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 11,920
	<b>TOTAL DEPARTMENT</b>	<b>\$ 478,403</b>	<b>\$ 490,297</b>	<b>\$ 481,161</b>	<b>\$ 468,945</b>	<b>\$ 481,149</b>

**Community Development**

**Long Range Planning Fund**

**ADVANCE PLANNING**

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
512210	Advance Planner	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	-	-	-	-	-
522100	PERS-Employee (7%)	-	-	-	-	-
522200	PERS-Town (11.776%)	-	-	-	-	-
523100	FICA-Medicare	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531060	Noticing & Publication	-	-	-	-	-
531090	Printing & Reproduction	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services	-	-	-	-	-
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538220	Housing Element Update	25,000	13,400	75,000	2,500	60,000
538230	General Plan Update	-	-	-	-	-
	Subtotal:	\$ 25,000	\$ 13,400	\$ 75,000	\$ 2,500	\$ 60,000
	Total Supplies & Services:	\$ 25,000	\$ 13,400	\$ 75,000	\$ 2,500	\$ 60,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 25,000</b>	<b>\$ 13,400</b>	<b>\$ 75,000</b>	<b>\$ 2,500</b>	<b>\$ 60,000</b>

# POLICE

## **Police Services** **Police/EOC Facility**

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

The 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 25% of the funds needed to maintain this function.

**Police Department**

**All Funding Sources**

**ALL DIVISIONS**

<b>OBJECT SUMMARY</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Adopted</b>	<b>2010/11 Estimated</b>	<b>2011/12 Proposed</b>
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 1,588,527	\$ 1,646,530	\$ 1,673,118	\$ 1,718,327	\$ 1,656,257
EMPLOYEE BENEFITS	\$ 624,122	\$ 634,142	\$ 571,093	\$ 586,364	\$ 676,419
SUPPLIES & SERVICES					
Department Supplies & Expenses	29,880	54,873	35,350	32,784	39,350
Conferences & Memberships	11,067	10,852	15,800	7,646	15,800
Contractual Services	50,954	17,178	26,720	17,952	26,720
Intergovernmental & Agency	201,551	186,661	183,058	179,398	185,250
Equipment Supplies & Maintenance	107,921	89,115	112,200	117,625	118,200
Utility & Communication	47,428	59,884	41,300	43,829	41,300
Special Department Administrative	4,626	6,432	14,250	8,886	8,000
Total Supplies & Services	\$ 453,427	\$ 424,995	\$ 428,678	\$ 408,120	\$ 434,620
CAPITAL OUTLAY ALLOWANCE	\$ 86,000	\$ 86,000	\$ 86,000	\$ 86,000	\$ 68,800
CAPITAL PROJECT EXPENSES	\$ 7,233	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,759,309</b>	<b>\$ 2,796,667</b>	<b>\$ 2,761,389</b>	<b>\$ 2,801,310</b>	<b>\$ 2,838,596</b>
<b>SOURCE OF FUNDING</b>					
General Fund	2,659,309	2,696,667	2,661,389	2,701,310	2,838,596
Employee Compensated Leave Reserve	-	-	-	-	-
PERS Surplus Asset Fund	-	-	-	-	-
Police COPS/SLESF Fund	100,000	100,000	100,000	100,000	-
<b>TOTAL FUNDING</b>	<b>\$ 2,759,309</b>	<b>\$ 2,796,667</b>	<b>\$ 2,761,389</b>	<b>\$ 2,801,310</b>	<b>\$ 2,838,596</b>
<b>STAFFING LEVEL</b>					
Chief	1.00	1.00	1.00	1.00	1.00
Captain	1.00	1.00	1.00	1.00	1.00
Sergeant	4.00	4.00	4.00	4.00	3.00
Investigator	1.00	1.00	1.00	1.00	1.00
Patrol Officers	8.00	6.00	6.00	6.00	7.00
Police Service Aide	2.40	2.40	2.00	2.00	2.00
Emergency Services Coordinator	1.00	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00	1.00
<b>TOTAL STAFFING</b>	<b>19.40</b>	<b>17.40</b>	<b>17.00</b>	<b>17.00</b>	<b>17.00</b>

**Police Department**

**General Fund**

**POLICE SERVICES**

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
513100	Chief	134,775	143,388	151,275	157,023	149,844
513200	Captain	117,415	117,672	124,143	128,860	122,964
513400	Sergeants (3)	369,580	379,652	389,542	365,345	292,140
513500	Patrol Officer (8)	483,148	460,298	480,684	528,950	650,400
513600	Secretary	60,300	60,432	62,547	64,924	62,547
531650	Emergency Services Coordinator	61,648	61,932	64,099	66,535	64,104
513950	Police Service Aide (2)	106,519	111,358	117,071	121,520	117,071
515100	Overtime	90,692	135,751	80,000	80,000	80,000
515200	Overtime (Special Events)	14,902	13,210	15,000	18,085	20,000
516200	Education Incentive Pay	14,240	13,645	13,200	13,702	17,400
516300	Holiday Pay	41,531	38,323	45,725	47,463	50,087
516400	Special Pay	5,756	1,392	3,600	3,737	3,600
516600	Longevity Pay	11,894	12,254	16,100	16,712	18,600
516700	Shift Differential	5,596	6,000	7,500	7,785	7,500
517100	Vacation Conversion	16,244	7,605	14,000	9,055	-
	<b>Total:</b>	<b>\$ 1,534,240</b>	<b>\$ 1,562,912</b>	<b>\$ 1,584,486</b>	<b>\$ 1,629,695</b>	<b>\$ 1,656,257</b>
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	170,549	177,253	196,420	196,420	227,960
521200	Employee Accruing Fringe	21,203	21,020	21,163	21,163	21,163
522100	PERS-Employee (9% Sworn, 7% Misc.)	120,955	120,898	-	4,392	-
522200	PERS-Town (23.995%, 11.7767%)	259,222	249,933	258,822	267,731	342,780
522300	PST-Parttime (3.75%)	1,251	1,130	-	1,810	-
522400	Other Post Employment Benefits (GASB 45)	-	-	35,000	35,000	35,000
523100	FICA-Medicare	20,054	19,950	22,975	23,631	24,016
524300	Medical Allowance (PSA)	-	-	-	3,503	3,500
525300	Tuition Reimbursement	1,441	1,619	4,000	-	4,000
534050	Unemployment Insurance	-	-	-	-	18,000
	<b>Total:</b>	<b>\$ 594,675</b>	<b>\$ 591,803</b>	<b>\$ 538,380</b>	<b>\$ 553,650</b>	<b>\$ 676,419</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531010	Office & Copier Supplies	10,922	10,302	11,000	9,328	11,000
531040	Evidence Supplies	2,667	2,771	5,000	2,465	5,000
531080	Postage	2,644	5,081	3,000	3,000	3,000
531090	Printing & Reproduction	4,825	1,611	5,500	4,105	5,500
531110	Range & Weapons	5,137	2,671	4,000	4,000	4,000
531120	Recruiting & Investigation	100	9,697	2,500	3,125	3,500
531121	Special Investigation	1,250	20,718	2,500	4,637	5,500
531140	Publications & Subscriptions	2,335	2,022	1,850	2,124	1,850
	<b>Subtotal:</b>	<b>\$ 29,880</b>	<b>\$ 54,873</b>	<b>\$ 35,350</b>	<b>\$ 32,784</b>	<b>\$ 39,350</b>

**Police Department**

**General Fund**

**POLICE SERVICES**

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	2,089	1,736	1,000	1,932	1,000
532020	Employee Development/Training	314	-	-	-	-
532040	Memberships	1,750	1,770	1,800	1,845	1,800
532060	POST-Reimbursed Training	6,348	6,041	10,000	2,781	10,000
532070	POST-Non Reimbursed Training	228	670	2,000	580	2,000
532090	Special Meal Allowance (MOU)	338	635	1,000	508	1,000
	<b>Subtotal:</b>	<b>\$ 11,067</b>	<b>\$ 10,852</b>	<b>\$ 15,800</b>	<b>\$ 7,646</b>	<b>\$ 15,800</b>
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services (Reimbursement)	36,867	-	-	-	-
533080	Records Management System (Tech)	400	10,497	11,010	2,242	11,010
533090	Lexipol Policy Manual Maintenance	2,450	2,450	2,450	2,450	2,450
533200	Systems Support (MIDAS)	11,237	4,231	13,260	13,260	13,260
	<b>Subtotal:</b>	<b>\$ 50,954</b>	<b>\$ 17,178</b>	<b>\$ 26,720</b>	<b>\$ 17,952</b>	<b>\$ 26,720</b>
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535080	Marin County Jail Booking	-	-	-	-	-
535090	Marin County Major Crimes Task Force	53,460	48,855	37,600	37,649	37,600
535131	Marin County Dispatch	144,964	134,679	138,622	138,622	144,150
535170	Marin County DA-Prandi Center	3,127	3,127	6,836	3,127	3,500
	<b>Subtotal:</b>	<b>\$ 201,551</b>	<b>\$ 186,661</b>	<b>\$ 183,058</b>	<b>\$ 179,398</b>	<b>\$ 185,250</b>
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	1,124	1,094	3,000	3,000	3,000
536050	Fuel & Oil	25,220	25,690	30,000	27,950	30,000
536120	Radar Maintenance	-	349	500	500	500
536130	Radio Maintenance	6,019	1,954	5,000	6,678	5,000
536210	Safety Equipment	5,785	4,135	6,000	8,560	6,000
536220	Uniform Maintenance	8,144	8,040	8,000	9,421	8,000
536230	Uniform Purchase/Replacement	5,149	2,875	5,000	4,449	5,000
536240	Vehicle Supplies	195	317	500	100	500
536250	Vehicle Maintenance	29,211	19,788	15,000	18,004	15,000
536270	Safety Equipment (MOU)	567	571	600	600	600
536320	License Plate Camera Maintenance	-	-	-	4,740	6,000
	<b>Subtotal:</b>	<b>\$ 81,414</b>	<b>\$ 64,813</b>	<b>\$ 73,600</b>	<b>\$ 84,002</b>	<b>\$ 79,600</b>

**Police Department**

**General Fund**

**POLICE SERVICES**

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>UTILITY &amp; COMMUNICATION</b>					
537300	Telecommunication	28,926	27,042	25,000	25,000	25,000
537700	MIDAS Internet Connection	-	13,800			
	<b>Subtotal:</b>	<b>\$ 28,926</b>	<b>\$ 40,842</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
	Total Supplies & Services:	\$ 403,792	\$ 375,219	\$ 359,528	\$ 346,782	\$ 371,720
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Capital Equipment Allowance	75,000	75,000	75,000	75,000	60,000
559020	Technology Allowance	11,000	11,000	11,000	11,000	8,800
	<b>Total:</b>	<b>\$ 86,000</b>	<b>\$ 86,000</b>	<b>\$ 86,000</b>	<b>\$ 86,000</b>	<b>\$ 68,800</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 2,618,707</b>	<b>\$ 2,615,934</b>	<b>\$ 2,568,394</b>	<b>\$ 2,616,127</b>	<b>\$ 2,773,196</b>

## POLICE INVESTIGATIONS

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
513510	Investigator	54,287	77,106	81,297	81,297	-
515100	Overtime		232			
516200	Education Incentive Pay	-	-	1,800	1,800	-
516300	Holiday Pay	-	3,684	3,835	3,835	-
516400	Shift Differential		1,154			
516600	Longevity Pay	-	1,442	1,700	1,700	-
	<b>Total:</b>	<b>\$ 54,287</b>	<b>\$ 83,618</b>	<b>\$ 88,632</b>	<b>\$ 88,632</b>	<b>\$ -</b>
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	12,600	14,429	14,640	14,640	-
521200	Employee Accruing Fringe		-			
522100	PERS-Employee (9%)	4,886	7,505	-	-	-
522200	PERS-Town (23.995%)	11,174	16,337	16,788	16,788	-
523100	FICA-Medicare	787	1,183	1,285	1,285	-
524100	Auto Allowance		2,885			
	<b>Total:</b>	<b>\$ 29,447</b>	<b>\$ 42,339</b>	<b>\$ 32,713</b>	<b>\$ 32,713</b>	<b>\$ -</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531020	Computer Supplies	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>CONTRACTUAL SERVICES</b>					
533200	Systems/Technical Support	-	-	-	-	-
new	Records Management System (Tech)	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535050	MERA Radio Acquisition JPA (COPS)	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536220	Uniform Maintenance					
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Supplies &amp; Services:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>ALLOCATED COSTS</b>					
539010	Insurance-Liability	-	-	-	-	-
539020	Insurance-Workers' Compensation	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 83,734</b>	<b>\$ 125,957</b>	<b>\$ 121,345</b>	<b>\$ 121,345</b>	<b>\$ -</b>



## POLICE FACILITY

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2010/11 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	7,418	8,462	10,000	7,123	10,000
536030	Building/Facility Supplies	4,351	3,187	12,500	12,500	12,500
536050	Fuel & Oil (Generator)	-	-	600	-	600
536060	Inspection & Testing (Generator)	-	-	500	-	500
536070	Janitorial Services	13,236	12,400	13,500	13,500	13,500
536100	Pest Control	395	253	500	500	500
536280	Special Maintenance	1,107	-	1,000	-	1,000
	<b>Subtotal:</b>	<b>\$ 26,507</b>	<b>\$ 24,302</b>	<b>\$ 38,600</b>	<b>\$ 33,623</b>	<b>\$ 38,600</b>
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	18,302	18,664	16,000	18,529	16,000
537200	Water-MMWD	200	378	300	300	300
537300	Telecommunication	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ 18,502</b>	<b>\$ 19,042</b>	<b>\$ 16,300</b>	<b>\$ 18,829</b>	<b>\$ 16,300</b>
	<b>SPECIAL DEPT. ADMINISTRATIVE</b>					
538020	Emergency & Disaster Planning (\$6,250 Medical Cache)	4,626	6,432	14,250	8,886	8,000
	<b>Subtotal:</b>	<b>\$ 4,626</b>	<b>\$ 6,432</b>	<b>\$ 14,250</b>	<b>\$ 8,886</b>	<b>\$ 8,000</b>
	<b>ALLOCATED COSTS</b>					
539040	Insurance-Property	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Total Supplies &amp; Services:</b>	<b>\$ 49,635</b>	<b>\$ 49,776</b>	<b>\$ 69,150</b>	<b>\$ 61,338</b>	<b>\$ 62,900</b>
	<b>CAPITAL PROJECT EXPENSES</b>					
561140	EOC Equipment Upgrades	7,233	5,000	2,500	2,500	2,500
	<b>Total:</b>	<b>\$ 7,233</b>	<b>\$ 5,000</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 56,868</b>	<b>\$ 54,776</b>	<b>\$ 71,650</b>	<b>\$ 63,838</b>	<b>\$ 65,400</b>

# PUBLIC WORKS

## **Administration & Engineering**

## **Streets Maintenance**

## **Parks Maintenance**

## **Cypress Hollow**

## **Corporation Yard**

## **Street & Signal Light System**

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

The total proposed appropriation for Public Works is \$1,264,940, primarily from the General Fund. The Department operates with 9.0 FTE employees. Streets Resurfacing and Drainage Improvement projects, as well as some other projects, are authorized in the Capital Improvement Program budget and are not a cost to the Public Works Department budget.

### **Administration & Engineering**

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

### **Street Maintenance**

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

### **Parks Maintenance**

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

### **Cypress Hollow**

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

### **Corporation Yard**

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

### **Street & Signal Light System**

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

## Public Works

## All Funding Sources

## ALL DIVISIONS

OBJECT SUMMARY	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
<b>EXPENDITURES</b>					
SALARY & WAGES	\$ 598,657	\$ 619,841	\$ 649,494	\$ 646,888	\$ 660,094
EMPLOYEE BENEFITS	\$ 232,154	\$ 243,158	\$ 237,295	\$ 237,008	\$ 231,966
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 3,672	\$ 2,858	\$ 3,750	\$ 3,750	\$ 3,550
Conferences & Memberships	\$ 4,823	\$ 2,794	\$ 4,650	\$ 4,292	\$ 8,900
Contractual Services	\$ 44,484	\$ 66,998	\$ 52,000	\$ 52,000	\$ 52,250
Intergovernmental & Agency	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Supplies & Maintenance	\$ 166,511	\$ 157,055	\$ 180,450	\$ 164,008	\$ 176,150
Utility & Communication	\$ 79,752	\$ 69,931	\$ 91,950	\$ 91,950	\$ 91,950
Allocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Total Supplies & Services	\$ 299,242	\$ 299,636	\$ 332,800	\$ 316,000	\$ 332,800
CAPITAL OUTLAY EXPENSE	\$ 7,990	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
CAPITAL OUTLAY ALLOWANCE	\$ 46,100	\$ 42,600	\$ 42,600	\$ 42,600	\$ 34,080
CAPITAL PROJECT EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,184,143</b>	<b>\$ 1,205,235</b>	<b>\$ 1,268,189</b>	<b>\$ 1,248,496</b>	<b>\$ 1,264,940</b>
<b>SOURCE OF FUNDING</b>					
General Fund	1,164,161	1,190,833	1,252,739	1,233,046	1,165,652
Cypress Hollow Fund	19,982	14,402	15,450	15,450	15,450
State Gas Tax Fund	-	-	-	-	50,000
Street Impact Fees	-	-	-	-	33,838
<b>TOTAL FUNDING</b>	<b>\$ 1,184,143</b>	<b>\$ 1,205,235</b>	<b>\$ 1,268,189</b>	<b>\$ 1,248,496</b>	<b>\$ 1,264,940</b>
<b>STAFFING LEVEL</b>					
Public Works Director/ Town Engineer	1.00	1.00	1.00	1.00	1.00
Engineer Technician	1.00	1.00	1.00	1.00	1.00
Administrative Aide	-	-	-	-	-
Project Coordinator	-	-	-	-	-
Deputy Director of Public Works	-	-	-	-	-
Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Superintendent	-	-	-	-	-
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Foreman	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I	3.00	3.00	3.00	3.00	3.00
<b>TOTAL STAFFING</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

## ADMINISTRATION &amp; ENGINEERING

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
514100	Public Works Director/Town Engineer	135,167	137,932	140,172	140,172	140,172
514800	Administrative Aide	11,944	-	-	-	-
514900	Engineering Technician	40,708	58,164	60,585	60,585	60,585
517100	Vacation Conversion	3,687	-	5,000	2,958	-
	Total:	\$ 191,506	\$ 196,096	\$ 205,757	\$ 203,715	\$ 200,757
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	17,134	20,787	21,600	21,600	21,490
521200	Employee Accruing Fringe	7,713	5,628	5,400	5,400	4,910
521500	Unemployment Insurance	11,700	8,402			2,000
522100	PERS-Employee (7%)	13,114	13,771	-	-	-
522200	PERS-Town (11.776%)	19,187	20,175	21,577	21,577	23,641
522400	Other Retirement Benefits (GASB 45)			4,500	4,500	4,500
523100	FICA-Medicare	2,895	2,886	3,114	3,084	3,034
524100	Auto Allowance	3,600	3,600	3,600	3,600	3,600
	Total:	\$ 75,343	\$ 75,249	\$ 59,791	\$ 59,762	\$ 63,176
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531060	Noticing & Publication	146	724	1,300	1,300	1,100
531140	Publications & Subscriptions	-	42	250	250	250
	Subtotal:	\$ 146	\$ 766	\$ 1,550	\$ 1,550	\$ 1,350
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	2,414	1,389	1,000	1,000	1,450
532020	Employee Development/Training	692	473	500	500	1,400
532040	Memberships	143	352	500	500	500
	Subtotal:	\$ 3,249	\$ 2,214	\$ 2,000	\$ 2,000	\$ 3,350
	<b>CONTRACTUAL SERVICES</b>					
533700	Contract - Engineering Services	7,080	21,496	20,000	20,000	18,750
	Subtotal:	\$ 7,080	\$ 21,496	\$ 20,000	\$ 20,000	\$ 18,750
	Total Supplies & Services:	\$ 10,475	\$ 24,476	\$ 23,550	\$ 23,550	\$ 23,450
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559020	Technology Allowance	2,600	2,600	2,600	2,600	2,080
	Total:	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,080
	<b>TOTAL DEPARTMENT</b>	<b>\$ 279,924</b>	<b>\$ 298,421</b>	<b>\$ 291,698</b>	<b>\$ 289,627</b>	<b>\$ 289,463</b>

## STREETS MAINTENANCE

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
514200	Superintendent of Public Works	82,360	82,524	85,412	87,547	89,808
514400	Foreman	66,437	68,204	69,913	69,913	72,360
514500	Maintenance Worker II	55,067	56,531	57,945	57,945	59,973
514600	Maintenance Worker I	51,161	52,468	56,531	53,832	58,509
515100	Overtime	-	-	1,500	1,500	1,500
516990	Special Compensation	-	-	-	-	-
517100	Vacation Leave Conversion	788	2,633	2,000	2,000	-
	Total:	\$ 255,813	\$ 262,360	\$ 273,301	\$ 272,737	\$ 282,150
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	34,997	36,212	37,560	37,560	38,870
521200	Employee Accruing Fringe	9,573	11,755	12,540	12,540	11,830
522100	PERS-Employee (7%)	17,907	18,358	12,907	12,718	-
522200	PERS-Town (11.776%)	26,443	27,156	28,998	28,938	33,049
522400	Other Retirement Benefits (GASB 45)	-	-	6,000	6,000	6,000
523100	FICA-Medicare	3,790	3,902	4,145	4,137	4,263
524100	Auto Allowance	1,800	1,800	1,800	1,800	1,800
525300	Tuition Reimbursement	-	617	200	200	200
534030	Unemployment Insurance	-	-	-	-	4,000
	Total:	\$ 94,510	\$ 99,800	\$ 104,150	\$ 103,892	\$ 100,012
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531140	Publications & Subscriptions	36	475	100	100	100
	Subtotal:	\$ 36	\$ 475	\$ 100	\$ 100	\$ 100
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	337	-	500	242	500
532020	Employee Development/Training	487	-	600	600	2,500
532040	Memberships	50	-	100	-	100
	Subtotal:	\$ 874	\$ -	\$ 1,200	\$ 842	\$ 3,100
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536010	Operating Supplies	6,049	4,410	2,500	2,500	2,500
536020	Equipment Maintenance	525	-	3,000	3,000	10,000
536050	Fuel & Oil	27,743	27,603	28,000	28,000	28,000
536100	Pest Control Downtown	1,500	1,500	1,500	1,500	1,500
536140	Downtown Cleanup & Restrooms	2,758	2,860	3,200	3,200	4,200
536150	Small Tools	2,423	391	500	500	3,500
536160	Storm Drain & Culvert Maintenance	2,150	3,541	6,500	6,500	6,500
536180	Street Materials & Signs	15,948	9,711	13,000	7,260	10,000
536190	Street Painting	3,870	12,280	15,000	5,000	5,000
536210	Safety Equipment & Apparel	777	129	1,250	1,250	1,250
536220	Uniform Maintenance Service	3,269	2,974	3,300	3,300	3,300
536230	Uniform Purchase/Replacement	1,415	368	1,100	500	1,100
536270	Safety Equipment (MOU)	670	1,014	1,000	898	1,000
	Subtotal:	\$ 69,097	\$ 66,781	\$ 79,850	\$ 63,408	\$ 77,850

## STREETS MAINTENANCE

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	Total Supplies & Services:	\$ 70,007	\$ 67,256	\$ 81,150	\$ 64,350	\$ 81,050
	<b>OTHER EQUIPMENT</b>					
549010	Street Light Pole Replacement	2,990	-	5,000	5,000	5,000
	Total:	\$ 2,990	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 423,320</b>	<b>\$ 429,416</b>	<b>\$ 463,601</b>	<b>\$ 445,979</b>	<b>\$ 468,212</b>

## PARKS MAINTENANCE

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SALARY</b>					
514300	Assistant Superintendent	-	-	-	-	-
514600	Maintenance Worker I (2)	93,465	98,445	104,968	104,968	111,407
514700	Senior Maintenance Worker	57,040	61,589	63,968	63,968	65,280
515100	Overtime	-	-	500	500	500
517100	Vacation Conversion	833	1,351	1,000	1,000	0
	Total:	\$ 151,338	\$ 161,385	\$ 170,436	\$ 170,436	\$ 177,187
	<b>EMPLOYEE BENEFITS</b>					
521100	Medical & Insurance	24,195	27,776	28,980	28,980	30,702
521200	Employee Accruing Fringe	9,573	9,633	7,920	7,920	7,098
522100	PERS-Employee (7%)	10,594	11,297	11,826	11,826	-
522200	PERS-Town (11.776%)	15,606	16,622	17,542	17,542	20,807
522400	Other Retirement Benefits (GASB 445)			3,900	3,900	3,900
523100	FICA-Medicare	2,333	2,469	2,586	2,586	2,672
525300	Tuition Reimbursement	-	312	600	600	600
534030	Unemployment Insurance	-	-	-	-	3,000
	Total:	\$ 62,301	\$ 68,109	\$ 73,354	\$ 73,354	\$ 68,779
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>CONFERENCES &amp; MEMBERSHIPS</b>					
532010	Conferences, Meetings & Travel	524	120	600	600	600
532020	Employee Development/Training	116	420	600	600	1,600
532040	Memberships	60	40	250	250	250
	Subtotal:	\$ 700	\$ 580	\$ 1,450	\$ 1,450	\$ 2,450
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services (Medians & Restrooms)	25,404	33,502	20,000	20,000	21,500
	Subtotal:	\$ 25,404	\$ 33,502	\$ 20,000	\$ 20,000	\$ 21,500
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536020	Equipment Maintenance	8,518	1,837	4,100	4,100	6,100
536080	Landscape Grounds & Materials	17,477	21,388	14,500	14,500	17,500
536180	Street Materials & Signs	2,254	244	1,300	1,300	1,300
536200	Tree Maintenance	8,960	5,740	22,000	22,000	15,000
536220	Uniform Maintenance Service	1,209	1,100	2,000	2,000	2,000
536310	Rental-Facility (Portable Restroom)		-	3,000	3,000	1,500
	Subtotal:	\$ 38,418	\$ 30,309	\$ 46,900	\$ 46,900	\$ 43,400

## PARKS MAINTENANCE

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	6,860	6,745	6,500	6,500	6,500
537200	Water-MMWD	35,875	26,221	40,000	40,000	40,000
537210	Water-RBSA Reclaimed	14,360	13,784	17,000	17,000	17,000
	Subtotal:	\$ 57,095	\$ 46,750	\$ 63,500	\$ 63,500	\$ 63,500
	Total Supplies & Services:	\$ 121,617	\$ 111,141	\$ 131,850	\$ 131,850	\$ 130,850
	<b>CAPITAL OUTLAY EXPENSES</b>					
559010	Park Benches	3,500	-	1,000	1,000	1,000
	Subtotal:	3,500	-	1,000	1,000	1,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 338,756</b>	<b>\$ 340,635</b>	<b>\$ 376,640</b>	<b>\$ 376,640</b>	<b>\$ 377,816</b>



## CORPORATION YARD

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531010	Office & Copier Supplies	731	279	1,000	1,000	1,000
531070	Permit/Application Fees	2,759	1,338	1,100	1,100	1,100
	Subtotal:	\$ 3,490	\$ 1,617	\$ 2,100	\$ 2,100	\$ 2,100
	<b>EQUIP, SUPPLIES &amp; MAINTENANCE</b>					
536010	Operating Supplies	902	1,286	1,200	1,200	1,000
536020	Equipment Maintenance	3,275	3,048	2,000	2,000	3,000
536030	Building/Facility Supplies	6,285	7,035	7,500	7,500	6,000
536050	Fuel & Oil	14,234	14,146	14,000	14,000	14,000
536100	Pest Control	-	-	500	500	500
536150	Small Tools/Implements	-	-	1,000	1,000	2,500
536250	Vehicle Maintenance	7,741	5,866	5,000	5,000	5,000
536290	Facility - Alteration/Improvements	269	391	600	600	1,500
536300	Rental-Equipment & Tools	-	-	1,100	1,100	600
	Subtotal:	\$ 32,706	\$ 31,772	\$ 32,900	\$ 32,900	\$ 34,100
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	2,563	3,478	4,200	4,200	4,200
537200	Water-MMWD	203	-	-	-	-
537300	Telecommunication	3,125	3,429	4,200	4,200	4,200
	Subtotal:	\$ 5,891	\$ 6,907	\$ 8,400	\$ 8,400	\$ 8,400
	Total Supplies & Services:	\$ 42,087	\$ 40,296	\$ 43,400	\$ 43,400	\$ 44,600
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
559010	Depreciation Allowance	40,000	40,000	40,000	40,000	32,000
	Total:	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 32,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 82,087</b>	<b>\$ 80,296</b>	<b>\$ 83,400</b>	<b>\$ 83,400</b>	<b>\$ 76,600</b>

## STREET &amp; SIGNAL LIGHT SYSTEM

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>EQUIP SUPPLIES &amp; MAINTENANCE</b>					
536170	Street/Signal Light Maint. (Cal/TRANS)	19,890	27,088	19,300	19,300	19,300
	Subtotal:	\$ 19,890	\$ 27,088	\$ 19,300	\$ 19,300	\$ 19,300
	<b>UTILITY &amp; COMMUNICATION</b>					
537100	Energy-PG&E	15,184	14,977	18,100	18,100	18,100
	Subtotal:	\$ 15,184	\$ 14,977	\$ 18,100	\$ 18,100	\$ 18,100
	Total Supplies & Services:	\$ 35,074	\$ 42,065	\$ 37,400	\$ 37,400	\$ 37,400
	<b>CAPITAL OUTLAY ALLOWANCE</b>					
	<b>TOTAL DEPARTMENT</b>	<b>\$ 35,074</b>	<b>\$ 42,065</b>	<b>\$ 37,400</b>	<b>\$ 37,400</b>	<b>\$ 37,400</b>

## CYPRESS HOLLOW SPECIAL DISTRICT

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual Services (Cost Recovery)	12,000	12,000	12,000	12,000	12,000
	Subtotal:	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
	<b>EQUIP SUPPLIES &amp; MAINTENANCE</b>					
536080	Landscape Grounds & Materials	-	1,105	750	750	750
536200	Tree Maintenance	6,400	-	750	750	750
	Subtotal:	\$ 6,400	\$ 1,105	\$ 1,500	\$ 1,500	\$ 1,500
	<b>UTILITY &amp; COMMUNICATION</b>					
537200	Water-MMWD	1,582	1,297	1,950	1,950	1,950
	Subtotal:	\$ 1,582	\$ 1,297	\$ 1,950	\$ 1,950	\$ 1,950
	Total Supplies & Services:	\$ 19,982	\$ 14,402	\$ 15,450	\$ 15,450	\$ 15,450
	<b>CAPITAL PROJECT EXPENSES</b>					
559010	Facility - Alteration/Improvements	-	-	-	-	-
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL DEPARTMENT</b>	<b>\$ 19,982</b>	<b>\$ 14,402</b>	<b>\$ 15,450</b>	<b>\$ 15,450</b>	<b>\$ 15,450</b>

# NON-DEPARTMENTAL

## **Insurances and Joint Power Authorities**

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

### **Town Owned Housing**

### **Belvedere-Tiburon Library Agency**

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

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

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

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

#### **Town Owned Housing**

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

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

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

#### **Tiburon Peninsula Library Agency**

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

**Non-Departmental**

**All Funding Sources**

**ALL DIVISIONS**

<b>OBJECT SUMMARY</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Adopted</b>	<b>2010/11 Estimated</b>	<b>2011/12 Proposed</b>
<b>EXPENDITURES</b>					
SALARY & WAGES					
EMPLOYEE BENEFITS	\$ 13,782	\$ 16,594	\$ 22,600	\$ 22,600	\$ 31,600
SUPPLIES & SERVICES					
Department Supplies & Expenses	\$ 4,738	\$ 4,677	\$ 5,375	\$ 5,375	\$ 5,375
Conferences & Memberships	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ 5,428	\$ 5,551	\$ 5,800	\$ 5,800	\$ 6,000
Insurances	\$ 187,403	\$ 186,666	\$ 231,900	\$ 200,776	\$ 216,442
Intergovernmental & Agency	\$ 1,696,121	\$ 1,700,118	\$ 1,747,740	\$ 1,705,660	\$ 1,737,650
Equipment Supplies & Maintenance	\$ 32,646	\$ 35,618	\$ 36,000	\$ 36,000	\$ 36,000
Utility & Communication	\$ -	\$ -	\$ -	\$ -	\$ -
Special Department Administrative	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Costs	\$ -	\$ 300	\$ 300	\$ 300	\$ 300
Total Supplies & Services	\$ 1,926,336	\$ 1,932,930	\$ 2,027,115	\$ 1,953,911	\$ 2,001,767
CAPITAL OUTLAY EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL PROJECT EXPENSES	\$ 14,500	\$ 12,825	\$ 14,500	\$ 14,500	\$ 17,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,954,618</b>	<b>\$ 1,962,349</b>	<b>\$ 2,064,215</b>	<b>\$ 1,991,011</b>	<b>\$ 2,050,367</b>
<b>SOURCE OF FUNDING</b>					
General Fund	529,702	513,057	616,275	543,071	599,927
Low/Moderate Housing Fund	15,646	15,030	24,725	24,725	24,725
Town Owned Housing	55,212	56,772	59,500	59,500	62,000
Peninsula Library JPA Fund	1,354,058	1,377,490	1,363,715	1,363,715	1,363,715
<b>TOTAL FUNDING</b>	<b>\$ 1,954,618</b>	<b>\$ 1,962,349</b>	<b>\$ 2,064,215</b>	<b>\$ 1,991,011</b>	<b>\$ 2,050,367</b>

**Insurances and Intergovernmental**

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>EMPLOYEE BENEFITS</b>					
521300	Retiree Health Benefits	13,782	16,594	22,600	22,600	31,600
	<b>Subtotal:</b>	<b>13,782</b>	<b>16,594</b>	<b>22,600</b>	<b>22,600</b>	<b>31,600</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>SUPPLIES &amp; EXPENSES</b>					
	<b>CONTRACTUAL SERVICES</b>					
533050	Health Benefit Plan Administration	1,828	1,951	2,200	2,200	2,400
	<b>Subtotal:</b>	<b>1,828</b>	<b>1,951</b>	<b>2,200</b>	<b>2,200</b>	<b>2,400</b>
	<b>INSURANCE</b>					
534010	Liability (ABAG PLAN)	79,288	75,382	90,000	73,921	85,000
534020	Worker's Compensation (Bay Cities)	102,347	104,858	120,000	105,000	110,000
534030	Property (ABAG PLAN)	4,998	5,621	5,500	5,450	5,500
534040	Public Officials EO (ABAG PLAN)	770	805	800	805	800
534060	Employment Practices Liability	0	0	15,600	15,600	15,142
	<b>Subtotal:</b>	<b>\$ 187,403</b>	<b>\$ 186,666</b>	<b>\$ 231,900</b>	<b>\$ 200,776</b>	<b>\$ 216,442</b>
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535010	Animal Control JPA	84,885	84,788	89,447	85,693	87,320
535020	Cable Telecommunication JPA	23,808	15,123	21,098	13,984	21,098
535030	Chamber of Commerce TOT 1%	35,878	32,122	35,000	33,500	35,000
535040	Transportation Authority of Marin JPA	14,618	14,618	14,000	14,485	14,000
535050	MERA Radio Acquisition JPA (Bond)	44,352	44,403	45,672	34,183	45,672
535055	MERA Radio Acquisition JPA (Operating)	37,152	37,039	42,578	38,823	42,578
535060	Emergency Management Planning JPA	5,118	-	5,646	5,646	5,646
535070	Hazardous Materials JPA	3,999	2,088	3,800	2,077	3,800
535120	Richardson Bay Regional Agency JPA	20,763	20,763	20,763	20,763	20,763
535140	Stormwater Runoff (MCSTOPP) JPA	24,556	24,535	25,000	18,929	19,150
535180	MCCMC Lobbyist & Legislative Support	2,449	2,426	2,500	2,318	2,958
535200	LAFCO	4,505	3,970	7,300	3,322	7,300
535210	Marin Map	9,000	9,000	9,000	9,000	9,000
535220	Marin General Services Authority	12,956	11,468	14,371	13,172	12,600
535240	Cal Fire Contract (Angel Island)		-	17,000	17,000	18,000
535100	Marin Mediation Services	-	3,503	1,800	-	-
535240	ICLEI Contribution	600	-	2,600	2,600	2,600
535250	Marin Clean Energy JPA	2,050	2,000	2,000	2,000	2,000
	<b>Subtotal:</b>	<b>326,689</b>	<b>307,846</b>	<b>359,575</b>	<b>317,495</b>	<b>349,485</b>
	<b>TOTAL DEPARTMENT</b>	<b>\$ 529,702</b>	<b>\$ 513,057</b>	<b>\$ 616,275</b>	<b>\$ 543,071</b>	<b>\$ 599,927</b>

## NON-DEPARTMENTAL

## Low-Moderate Income Housing Fund

## HOUSING

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531050	Bank Charges & Fees	272	248	275	275	275
531100	Property Tax Payments	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ 272</b>	<b>\$ 248</b>	<b>\$ 275</b>	<b>\$ 275</b>	<b>\$ 275</b>
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual services (Cost Recovery)	-	-	-	-	-
	<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535110	Marin Renters Rebate (MHA)	4,018	4,018	4,100	4,100	4,100
535230	Marin Housing Authority JPA	11,356	10,764	11,500	11,500	11,500
535260	Homeward Bound Contribution	-	-	8,850	8,850	8,850
	<b>Subtotal:</b>	<b>\$ 15,374</b>	<b>\$ 14,782</b>	<b>\$ 24,450</b>	<b>\$ 24,450</b>	<b>\$ 24,450</b>
	<b>Total Supplies &amp; Services:</b>	<b>\$ 15,646</b>	<b>\$ 15,030</b>	<b>\$ 24,725</b>	<b>\$ 24,725</b>	<b>\$ 24,725</b>
	Total:	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL DEPARTMENT</b>	<b>\$ 15,646</b>	<b>\$ 15,030</b>	<b>\$ 24,725</b>	<b>\$ 24,725</b>	<b>\$ 24,725</b>

**Non-Departmental**

**Town Owned Housing**

**NON-DEPARTMENTAL-HOUSING**

Acct No.	Account Description	2008/09 Actual	2009/10 Actual	2010/11 Adopted	2010/11 Estimated	2011/12 Proposed
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>DEPARTMENT SUPPLIES &amp; EXPENSES</b>					
531100	Property Tax Payments	4,466	4,429	5,100	5,100	5,100
	Subtotal:	\$ 4,466	\$ 4,429	\$ 5,100	\$ 5,100	\$ 5,100
	<b>CONTRACTUAL SERVICES</b>					
533010	Contractual services (Cost Recovery)	3,600	3,600	3,600	3,600	3,600
	Subtotal:	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600
	<b>EQ SUPPLIES &amp; MAINTENANCE</b>					
536110	Property Management (HOA)	32,646	35,618	36,000	36,000	36,000
	Subtotal:	\$ 32,646	\$ 35,618	\$ 36,000	\$ 36,000	\$ 36,000
	<b>ALLOCATED COSTS</b>					
539010	Insurance-Property	-	300	300	300	300
	Subtotal:	\$ -	\$ 300	\$ 300	\$ 300	\$ 300
	Total Supplies & Services:	\$ 40,712	\$ 43,947	\$ 45,000	\$ 45,000	\$ 45,000
	<b>CAPITAL EXPENSES</b>					
561140-	Facility Alteration/Improvement	-	-	-	-	-
-640120	Unit-2	-	-	2,500	2,500	2,500
-640103	Unit-3	-	-	2,500	2,500	2,500
-640105	Unit-5	-	12,532	-	-	2,500
-640106	Unit 6	-	-	2,500	2,500	2,500
-640111	Unit-11	-	88	2,500	2,500	2,500
-640114	Unit-14	-	205	2,500	2,500	2,500
-640118	Unit-18	-	-	2,000	2,000	2,000
	Total:	\$ -	\$ 12,825	\$ 14,500	\$ 14,500	\$ 17,000
	<b>TOTAL DEPARTMENT</b>	<b>\$ 40,712</b>	<b>\$ 56,772</b>	<b>\$ 59,500</b>	<b>\$ 59,500</b>	<b>\$ 62,000</b>



**Non-Departmental**

**BELVEDERE-TIBURON LIBRARY AGENCY**

<b>Acct No.</b>	<b>Account Description</b>	<b>2008/09 Actual</b>	<b>2009/10 Actual</b>	<b>2010/11 Budget</b>	<b>2010/11 Estimate</b>	<b>2011/12 Proposed</b>
	<b>SUPPLIES &amp; SERVICES</b>					
	<b>INTERGOVERNMENT, AGENCY &amp; JPA</b>					
535900	Payment to Library Agency (Property Tax proceeds)	1,354,058	1,327,181	1,363,715	1,363,715	1,363,715
	<b>Subtotal:</b>	<b>\$ 1,354,058</b>	<b>\$ 1,327,181</b>	<b>\$ 1,363,715</b>	<b>\$ 1,363,715</b>	<b>\$ 1,363,715</b>
	Total Supplies & Services:	\$ 1,354,058	\$ 1,327,181	\$ 1,363,715	\$ 1,363,715	\$ 1,363,715
	<b>TOTAL DEPARTMENT</b>	<b>\$ 1,354,058</b>	<b>\$ 1,327,181</b>	<b>\$ 1,363,715</b>	<b>\$ 1,363,715</b>	<b>\$ 1,363,715</b>

# CAPITAL OUTLAY & ALLOWANCE

## **Planned Capital Outlay Purchases**

## **Planned Technology Outlay Purchases**

## **Depreciation Allowance Schedule**

Total proposed Department capital outlay purchases equal \$100,000. This amount is \$4,000 more than the proposed total Depreciation Allowance charged to the Departments . On occasion the depreciation allowance is more than the planned purchases and excess funds are held in the Reserve for years when the allowance is less than the proposed purchases.there are sufficient funds to cover the planned purchases.

Total proposed Department technology outlay purchases equal \$107,850. This amount is approximtely \$6,000 more than the total amount of revenues anticipated for the Technology Fund.

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

# CAPITAL OUTLAY

Fiscal Year 2011/12

## Planned Capital Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
<b>TOWN ADMINISTRATION</b>	
Total Town Administration	\$ -
<b>COMMUNITY DEVELOPMENT</b>	
Total Community Development	\$ -
<b>POLICE</b>	
Replace One Patrol Vehicle and Set Up	\$40,000
Replace Patrol Motorcycle	20,000
Total Police	\$ 60,000
<b>PUBLIC WORKS</b>	
1 Ton Pick-Up & After Market Dump Bed	40,000
Total Public Works	\$ 40,000
<b>Total Planned Capital Outlay Purchases:</b>	<b>\$ 100,000</b>

# CAPITAL OUTLAY

Fiscal Year 2011/12

## Planned Technology Outlay Purchases

DEPARTMENT & ITEM DESCRIPTION	AMOUNT
<b>TOWN ADMINISTRATION</b>	
Miscellaneous Computer Parts (7)	1,750
2 Computer Replacements (Town Clerk, Office Assistant)	2,600
New Council Chambers Sound System	25,000
Software Licenses (MS Office 2007, Adobe Upgrade)	2,300
Outside Consultant for Special Projects (Website Redesign, Misc.)	6,250
Replace Server and related licenses	8,000
Backup System for New Server	6,000
Netbook	600
Desk Telephone Replacements (2)	600
Total Town Administration	<u>53,100</u>
<b>COMMUNITY DEVELOPMENT</b>	
3 Computer Replacement	3,900
Miscellaneous Computer Parts (8)	2,000
ArcView License	2,800
LaserFische Annual License & Maintenance	5,000
PermitSoft Annual Maintenance Fee	14,400
Outside Consulting Services	2,000
Total Community Development	<u>30,100</u>
<b>POLICE</b>	
Miscellaneous Computer Parts (10)	2,500
3 Desktop Computer Replacements (Dispatch, Patrol 2, Critical Reach )	3,900
New Server w/licenses	6,000
Replacement Router - License Plate Cameras	1,500
Department Netbook	600
Upgrade Building WiFi Capabilities	1,600
Backup System for New Server	6,000
Total Police	<u>22,100</u>
<b>PUBLIC WORKS</b>	
Miscellaneous Computer Parts (5)	1,250
Desktop Computer (Front Office)	1,300
Total Public Works	<u>2,550</u>
<b>Total Planned Capital Outlay Purchases:</b>	<b><u>107,850</u></b>

*Program:* **CAPITAL IMPROVEMENT PLAN**

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

The Town's proposed Capital Improvement Plan is funded with a blend of Town resources, grants, and improvement bond financing. Total planned improvements are \$8,758,000, of which 53% or \$4,600,700 will be funded by assessment district funds. A total of \$2.9 million will be funded from Town reserves, with the remaining \$300,000 allocated from restricted funds.

Streets Improvements

The Town's regular street maintenance program is funded primarily with State Gas Tax, General Fund Streets & Drainage and Tiburon Street Impact funds. The Gas Tax Fund receives approximately \$200,000 annually and the Street Impact Fund is expected to receive \$325,000 in Fiscal Year 2011/12. A total of \$510,000 is allocated for planned street improvements in Fiscal Year 2011/12.

Drainage Improvements

Current and proposed Drainage Improvements are funded primarily with resources of the General Fund Streets & Drainage Reserve and the Drainage Impact Fund. A total of \$215,000 is allocated for planned drainage improvements in Fiscal Year 2010/11.

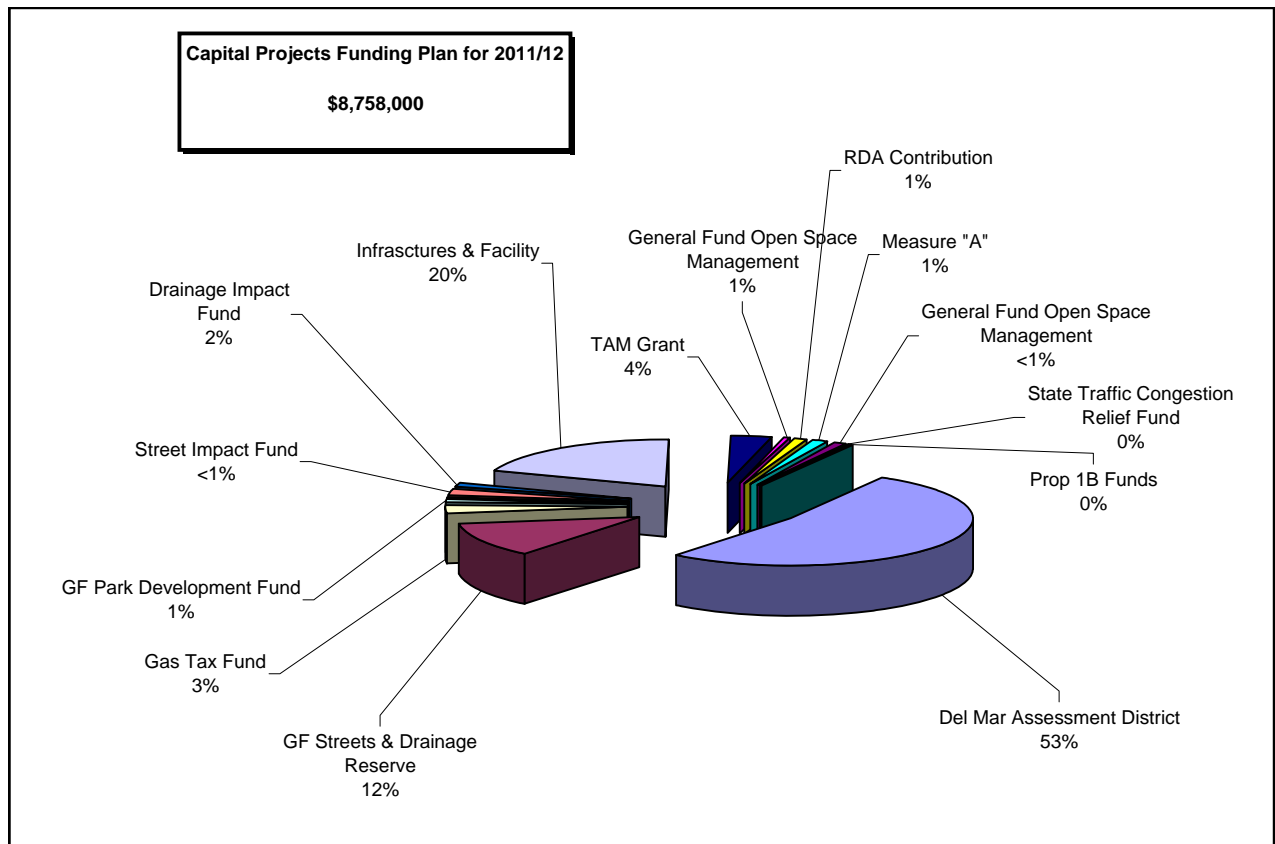
Community Development Improvements

The Del Mar Undergrounding Utility project comprises 50% of the proposed Community Development Improvement budget for FY 2011/12. In addition other major projects are the construction of the Ned's Way Recreation Facility and the Lyford Drive parking improvement project. The total Community Projects budget is proposed at \$8,033,000.

CAPITAL PROJECTS FUNDING - ALL CATEGORIES

Planned Capital Projects Funding

Del Mar Assessment District	4,600,000
GF Streets & Drainage Reserve	1,054,000
Gas Tax Fund	227,000
GF Park Development Fund	105,000
Circulation System Improvement Fund	15,000
Street Impact Fund	200,385
Drainage Impact Fund	115,000
General Fund Infrastructure & Facilities	1,730,000
TAM Grant	314,000
General Fund Open Space Management	50,000
RDA Contribution	100,000
Measure "A"	130,000
ABAG Grant	85,000
State Traffic Congestion Relief Fund	24,623
Prop 1B Funds	7,992
<b>Total Funding</b>	<b>8,758,000</b>



Street Improvement Projects

Project	Notes	Status	Proposed Funding Source	AMOUNT
<b>Streets Resurfacing &amp; Improvement</b>				
Streets selected from PMS List Maintaining PCI	Trestle Glen and Paradise Drive Resurfacing	Funded Annually	Gas Tax \$162,000 State TCR \$24,623 Prop. 1B Funds \$7,992 Street Impact Fund \$100,385 Measure "A" Funds \$130,000	425,000
Del Mar Valley Pavement Improvement Project	Engineering	New	Gas Tax	\$50,000
Contingency Provision	Emergency, Non-Scheduled	Funded Annually	Gas Tax	15,000
<b>Traffic Safety Improvements</b>				
Tiburon Blvd. @ Stewart Drive	Town Contributions to CAL/TRANS project	Carry Forward	Circulation System Improvement Fund	15,000
Traffic Calming Improvements	Various Locations	Funded Annually	General Fund Streets & Drainage	5,000
<b>Total Proposed Streets Projects</b>				<b>\$ 510,000</b>

**Drainage Improvement Projects**

Project Description	Notes	Status	Proposed Funding Source	AMOUNT
Drainage Improvement Program	Various Location from Master Plan	Funded Annually	Drainage Impact Fund	100,000
			Street Impact Fee	100,000
Misc. Culvert/Inlet Improvements	Various Locations	Funded Annually	Drainage Impact Fund	15,000
<b>Total Proposed Drainage Projects</b>				<b>\$ 215,000</b>



Community & Miscellaneous Projects

Project	Project Notes	Status	Proposed Funding Source	AMOUNT	
Del Mar Utility Undergrounding	Utility Undergrounding Project	Carry Forward	Bond Proceeds GF Streets & Drainage	4,600,000 221,000	4,821,000
Lyford Parking Lot	Formalize Parking Lot Along Tiburon Boulevard	Carry Forward	GF Streets & Drainage RDA Contribution TAM Grant	786,000 100,000 314,000	1,200,000
Open Space Management	Vegetation Clearance	New	GF Open Space Mgmt. Reserve Cal Fire Grant	25,000 25,000	50,000
Median Rehab. and Maintenance	Tiburon Blvd. between Cecilia and Bay Vista - Engineering Study	Carry Forward	GF Streets & Drainage Belvedere	5,000 5,000	10,000
Refurbish Ferry Plaza Handrail	Refinish or replace Handrails	New	GF Infrastructure & Facilities		20,000
Downtown Restrooms	Upgrade and Refurbish	New	GF Infrastructure & Facilities		15,000
Downtown Improvements	Small Street Scape Enhancement Plan	New	GF Infrastructure & Facilities		5,000
Parking and Circulation Study	Downtown Revitalization	New	GF Infrastructure & Facilities		45,000
Marketing & Communication Program	Downtown Revitalization	New	GF Infrastructure & Facilities		25,000
Way Finding Signage	Downtown Revitalization	New	GF Infrastructure & Facilities		50,000
Additional Downtown Restroom	Determine Feasibility	New	GF Park Development		10,000
Information Station	Downtown Location TBD	New	GF Infrastructure & Facilities		10,000
ABAG Bay Trail Gap Study	Greenwood Beach Road	New	ABAG Grant		85,000
Park & Public Ways Impvts	Various Locations	New	GF Streets & Drainage		15,000
<b>Accessibility</b>					
Curb Ramps and Misc. Sidewalk Improvements	Various Locations	Funded Annually	General Fund Streets & Drainage		17,000
<b>Buildings &amp; Facilities</b>					
HVAC Capital Upgrades	Annual Allocation	Funded Annually	GF Infrastructure & Facility		10,000
Ned's Way Recreation Facilities	Modular Building and Site Improvements	New	GF Infrastructure & Facility		1,550,000
<b>Park Facilities</b>					
Multi-Use Path	Resurface DG Path	Carry Forward	GF Park Development		40,000
Blackie's Pasture Fence	Replace Overflow Parking Lot Fence Rails	New	General Fund Park Development		15,000
Blackie's Pasture Frontage	Improvements to Frontage Area	New	GF Park Development		15,000
Teather Park/TPC Trail	Clear and Grade Trail	New	GF Park Development - CCNB to Provide Additional of \$50,000		25,000
<b>Total Proposed Projects</b>					<b>\$ 8,033,000</b>

## Five Year Capital Improvement Program

FY 2012-2016

	Anticipated FY 2011/12	Anticipated FY 2012/13	Anticipated FY 2013/14	Anticipated FY 2014/15	Anticipated FY 2015/16
<b>Street Improvements</b>					
Mar West - Esperanza to Paradise Annual Pavement Management Program Federal Stimulus Projects Annual Streets Carry Over FY 2008-09 Annual Failed Street Program Carry Over FY 2008-09 Failed Streets Program	425,000		650,000	650,000	650,000
Paradise Drive Foundation Repair		165,000			
Del Mar A/D Overlay		970,000			
Contingency Street Repairs	15,000	15,000	15,000	15,000	15,000
Reed School Bridge on Tiburon Blvd.					
Del Mar Overlay Engineering	50,000				
Stewart Drive @ Tiburon Blvd. Intersection	15,000				
Annual Traffic Calming	5,000	5,000	5,000	5,000	5,000
Safe Routes to School - Del Mar					
<b>Street Improvements</b>	<b>\$510,000</b>	<b>\$1,155,000</b>	<b>\$670,000</b>	<b>\$670,000</b>	<b>\$670,000</b>

## Drainage Improvements

Annual Drainage Improvements	200,000	400,000	400,000	400,000	400,000
Annual Culvert/Inlet Improvements	15,000	15,000	15,000	15,000	15,000
<b>Drainage Improvements</b>	<b>\$215,000</b>	<b>\$415,000</b>	<b>\$415,000</b>	<b>\$415,000</b>	<b>\$415,000</b>

## Community Improvements

### Miscellaneous

Del Mar Utility Underground District	4,821,000				
Shoreline Park Rip Rap Restoration San Rafael Avenue Seawall (Contribution) Fountain Plaza Maintenance Formalized Parking Lot @ Lyford Dr.	1,200,000				
Open Space Master Plan					
Open Space Maintenance Program	50,000	40,000	40,000	40,000	40,000
Trail Head Fencing Gilmartin		15,000			
Paradise Drive Maintenance Agreement Recreation Master Plan New Handrails Various Location		30,000			
Rail Road Marsh Maintenance			100,000		
Median Rehabilitation & Maintenance Downtown Master Plan	20,000	300,000			
New Town Sign @ Blackie's & Cove	10,000				
License Plate Reader Camera					
Refinish/Replace Ferry Plaza Handrails*	20,000				
Downtown Restrooms - Refurbish*	15,000				
Downtown Revitalization					
Parking Study*	50,000				
Marketing Program*	25,000				
Signage Program*	50,000				
New Restroom - Near Donahue Bldg.*	140,000				
Information Center*	15,000				
Street Light at Circle Drive - Paint*	15,000				

# Five Year Capital Improvement Program

FY 2012-2016

	Anticipated FY 2011/12	Anticipated FY 2012/13	Anticipated FY 2013/14	Anticipated FY 2014/15	Anticipated FY 2015/16
Greenwood Beach Bicycle Path Gap Study	85,000				
<b>Accessibility</b>					
Curb Ramps/Misc Sidewalk Improvements	17,000	17,000	17,000	17,000	17,000
<b>Buildings/Facilities</b>					
Town Hall Paint Back Fence & Generator					
Ned's Way Recreation Facility	1,550,000				
Town Hall Carpet Replacement		12,000	12,000		
Replace Tower Clocks			40,000		
Repairs to Elephant Rock Curb		14,000			
Repave Donahue Building Parking Lot					
Public Works Corp Yard Design		120,000			
Public Works Corporation Yard Construction			1,000,000	2,700,000	
HVAC Upgrades	10,000				
Paint Town Hall		35,000			
<b>Park Facilities</b>					
Cypress Hollow Landscape Renovation					
McKegney Green Turf Renovation		15,000	15,000	15,000	15,000
Replace Cypress Hollow Park Fence					
Zelinsky Park Renovation					
MUP Path Resurface					
Shade Structure So. Knoll/Town Hall		20,000			
Belveron Mini-Park Renovation	40,000				
Town Wide Irrigation System Upgrade			90,000		
Blackie's Pasture Parking Lot Repavement					
Blackie's Pasture Garden Irrigation Upgrade					
Teather Park/TPC Trail - Clear and Grade*	25,000				
Blackie's Pasture Overflow Lot Fence Rails*	15,000				
Restore Blackie's Community Sign					
<b>Community Improvements</b>	<b>\$8,173,000</b>	<b>\$618,000</b>	<b>\$1,314,000</b>	<b>\$2,772,000</b>	<b>\$72,000</b>
<b>TOTAL ALL CAPITAL IMPROVEMENTS</b>	<b>\$8,898,000</b>	<b>\$2,188,000</b>	<b>\$2,399,000</b>	<b>\$3,857,000</b>	<b>\$1,157,000</b>

\* Unscheduled Request

*Program:* **DEBT SERVICE PROGRAM**

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

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

## Debt Service Program

Fiscal Year 2011/12

### Principal, Interest & Fees

Bond Issue	Principal	Interest	Fiscal Fees	TOTAL
Main Street Assessment District	20,000	16,065	3,200	39,265
Stewart Drive Assessment District	40,000	58,065	7,000	105,065
Tiburon Public Facilities Financing Authority	10,000	4,800	2,500	17,300
Via Capistrano Assessment District	12,000	3,081	2,100	17,181
Lyford Cove Assessment District	85,000	272,409	19,000	376,409
Del Mar Valley Assessment District-2005	80,000	179,770	14,000	273,770
2010 Del Mar Valley Supplemental District	17,600	100,721	15,000	133,321
<b>Total Debt Service:</b>	<b>264,600 \$</b>	<b>634,911 \$</b>	<b>62,800 \$</b>	<b>962,311</b>

**Bond Issue Information**

Issue	Description
Del Mar Valley Undergrounding Assessment District	Del Mar Valley Undergrounding Assessment District – Dated July 2005. Limited obligation 1915 Improvement Bonds. Amount, at \$4,084,700, with an interest rate range of 2.7% to 4.85% for 30 years. The bonds were issued to finance the relocation of utility services to below ground locations for approximately 220 home in the Del Mar Valley residential area.
2010 Del Mar Valley Supplemental Assessment District	2010 Del Mar Valley Supplemental Assessment District - Dated September 9, 2010. Limited Obligation 1915 Improvement Bonds. These bonds are subordinate to the Original Del Mar Valley Assessment of July 2005. \$1,962,600 issue with an interest rate range of 0.75% to 5.5% for 30 years. The bonds were issued to finance the relocation of utility services to below ground locations for approximately 163 homes in the Del Mar Valley residential area. This is a revised boundary area from the original issue after settlement of litigation that occurred from 2005 through 2010.
Lyford Cove Undergrounding Assessment District	Dated March 2005. Limited Obligation 1915 Improvement Bonds. Amount \$3,800,000 with an interest range from 2.250 to 5.100%. Term 2006 to 2034. The bonds were issued to finance utility services to below ground locations in the Lyford Cove residential area.
Main Street Assessment District	Dated December 1999. 1913 Act Improvement Bonds. Amount \$408,513, at 6.30%. Term 2000 to 2020. The bonds were issued to finance the construction and acquisition of public improvements - primarily street and sidewalk reconstruction on Main Street.
Stewart Drive Undergrounding Assessment District	Dated July 2001. Limited Obligation, 1913 and 1915 Improvement Bonds. Amount \$1,465,500, Interest Rate range from 3.250% to 5.300%. Term 2002 to 2029. The bonds were issued to finance the relocation of utility services to below ground locations in the Stewart Drive residential area.
Tiburon Public Facilities Financing Authority - Marks-Roos Revenue Bonds	Dated May 1990. Marks-Roos Local Bond Pooling Act Bonds. Amount \$7,948,000, at 6.60% to 7.90%. Term 1991 to 2015. The Marks-Roos bonds are secured with special assessment and tax revenues of the Via Capistrano, Hillhaven, Cibrian Drive, and Point Tiburon districts. In May 1990, the Town formed the Tiburon Public Facilities Financing Authority (TPFFA), issued and sold \$7,948,000 of Marks-Roos for the purpose of financing and acquiring public improvements. In September 1996, the Town Council, acting as the TPFFA, authorized refunding of the 1990 Marks-Roos Revenue Bonds. A total of \$4,125,000 of refunding revenues bonds were issued, and the bonds of the aforementioned districts were refinanced, and the term of the Point Tiburon Bonds was reduced by two years.
Via Capistrano Assessment District	Dated July 1990. 1915 Act Improvement Bonds. Amount \$225,000, at 7.70% to 7.90%. Term 1991 to 2015. The bonds were issued to finance the widening of Via Capistrano and for changing the street from one-way to two-way access. Special assessment revenues of the district are used for debt service requirements of the Marks-Roos bonds. The 1996 refunding of the TPFFA bonds resulted in the bond issuance of \$177,000, with a term 1997 to 2015, at 4.75% to 5.05%

*Section*

**SUPPLEMENTAL INFORMATION**

*Schedules:*

**Population, Tax Rate & Indebtedness**

**Assessed Value of Property**

**Assessor's Tax Roll Parcel Data**

**Staff Positions**

**SUPPLEMENTAL INFORMATION**

**Fiscal Year 2011/12**

**Assessed Value of Property**

	Land	Improvements	Personal Property & Equipment	Less: Exemptions	Total Taxable Secured Assessed Value (AV)	Percent Change v. Prior Year
1982	150,000,000	231,105,914	301,962	(14,813,807)	\$ 366,594,069	
1983	166,936,948	242,463,733	380,865	(14,523,444)	\$ 395,258,102	7.8%
1984	190,515,476	258,720,189	572,135	(14,860,295)	\$ 434,947,505	10.0%
1985	230,900,314	301,076,888	595,709	(16,348,654)	\$ 516,224,257	18.7%
1986	274,837,304	388,870,988	851,904	(16,985,388)	\$ 647,574,808	25.4%
1987	285,890,121	390,609,559	455,629	(17,310,156)	\$ 659,645,153	1.9%
1988	320,184,575	432,507,135	524,738	(17,925,195)	\$ 735,291,253	11.5%
1989	350,210,541	491,295,359	550,331	(18,687,835)	\$ 823,368,396	12.0%
1990	463,137,436	517,193,716	981,113	(19,451,034)	\$ 961,861,231	16.8%
1991	513,803,322	579,753,663	910,956	(20,015,563)	\$ 1,074,452,378	11.7%
1992	550,974,479	633,661,850	960,511	(20,382,515)	\$ 1,165,214,325	8.4%
1993	580,036,634	685,964,198	767,891	(20,038,790)	\$ 1,246,729,933	7.0%
1994	607,025,342	717,542,008	693,717	(21,702,817)	\$ 1,303,558,250	4.6%
1995	632,679,605	751,381,562	793,189	(22,003,337)	\$ 1,362,851,019	4.5%
1996	662,009,290	794,222,148	856,475	(23,131,360)	\$ 1,433,956,553	5.2%
1997	709,708,290	830,039,705	439,623	(32,804,037)	\$ 1,507,383,581	5.1%
1998	768,658,271	886,685,487	752,144	(34,489,632)	\$ 1,621,606,270	7.6%
1999	851,060,826	952,604,769	668,114	(36,381,893)	\$ 1,767,951,816	9.0%
2000	983,203,674	1,042,445,017	687,260	(37,928,443)	\$ 1,988,407,508	12.5%
2001	1,136,860,012	1,142,045,841	480,811	(36,993,288)	\$ 2,242,393,376	12.8%
2002	1,237,267,545	1,223,991,571	520,673	(38,234,059)	\$ 2,423,545,730	8.1%
2003	1,341,460,513	1,297,041,856	704,006	(39,277,601)	\$ 2,599,928,774	7.3%
2004	1,449,203,886	1,366,238,078	676,266	(28,193,704)	\$ 2,787,924,526	7.2%
2005	1,607,302,317	1,453,572,748	642,894	(46,438,387)	\$ 3,015,079,572	8.1%
2006	1,763,414,311	1,559,587,235	687,936	(46,777,350)	\$ 3,276,912,132	8.7%
2007	1,890,794,244	1,651,068,179	736,286	(15,579,200)	\$ 3,527,019,509	7.6%
2008	2,031,517,663	1,760,127,679	1,084,650	(47,953,926)	\$ 3,744,776,066	6.2%
2009	2,093,406,131	1,836,636,003	4,933,773	(49,308,259)	\$ 3,885,667,648	3.8%



2010

2,035,208,969

1,812,129,624

4,659,876

(48,887,108)

**\$ 3,803,111,361**

-2.1%

**SUPPLEMENTAL INFORMATION**

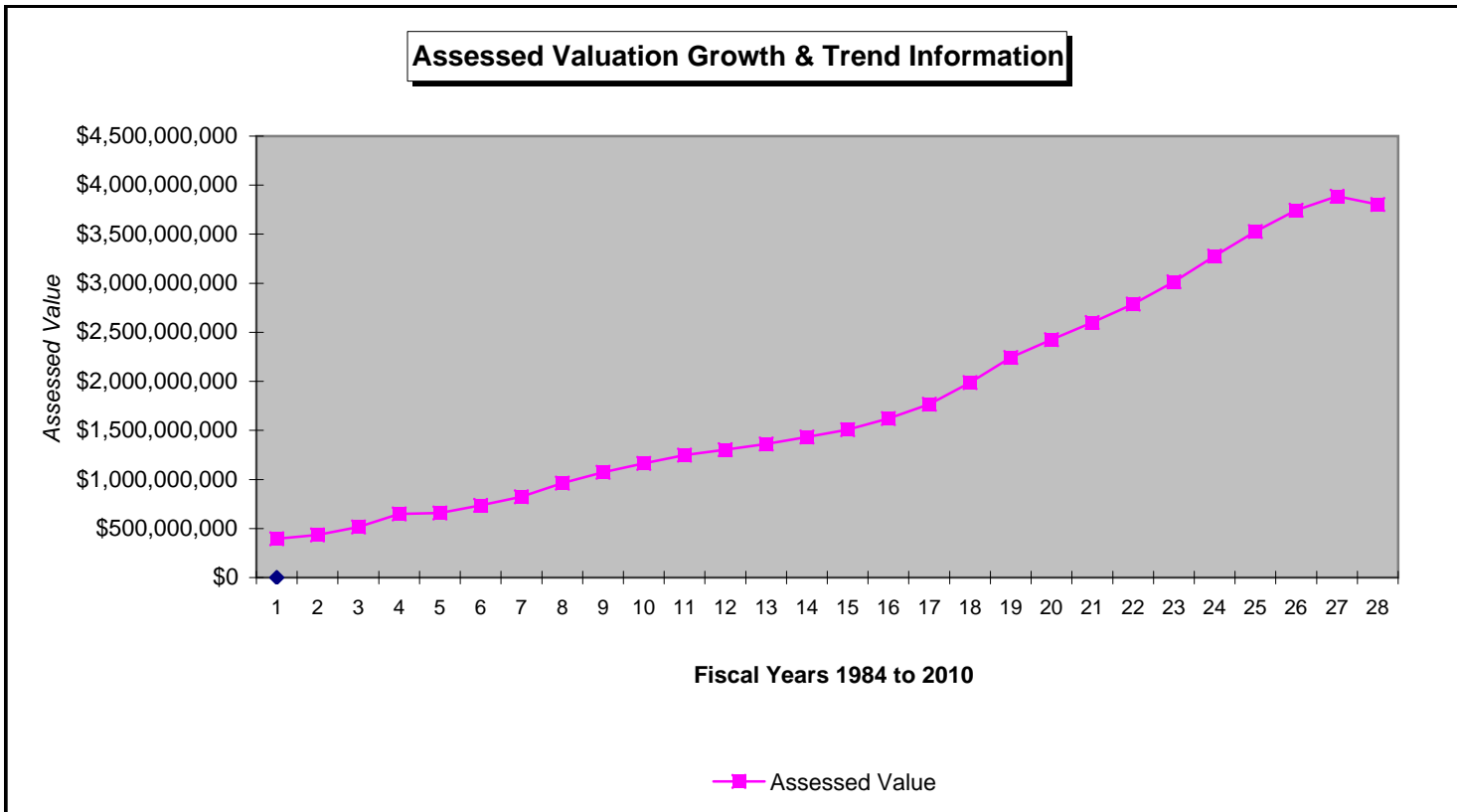
**Fiscal Year 2011/12**

**Assessed Value of Property**

The Town of Tiburon has 3739 parcels of which 3,241 are Single-Family, 205 are Multiple-Family, and 59 are Commercial, the remainder are exempt or subject to exemption from regular tax assessments.

Since Fiscal Year 1983 assessed value has grown at an average annual rate of 9.58%. Some of the growth is due to occasional annexation, a portion to in-fill construction and development, and a share is attributable to Bay Area real estate market conditions.

Current Assessed Valuation	\$	3,803,111,361
Assessed Valuation on July 1, 1983	\$	395,258,102
Average Annual Growth Since 1983		8.84%





**SUPPLEMENTAL INFORMATION**

**Fiscal Year 2011/12**

**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	153	4.1%	42,482,755	1.1%	277,665
	Improved - Detached	2,429	65.4%	3,042,807,994	79.4%	1,252,700
	Improved - Attached	642	17.3%	416,887,489	10.9%	649,357
MULTIPLE RESIDENTIAL	Unimproved	12	0.3%	847,634	0.0%	70,636
	Improved	184	5.0%	208,140,964	5.4%	1,131,201
COMMERCIAL	Unimproved	8	0.2%	375,247	0.0%	46,906
	Improved	49	1.3%	86,672,384	2.3%	1,768,824
INDUSTRIAL LAND	Unimproved	1	0.03%	2,077	0.0001%	2,077
SUBJECT TO EXEMPTION	Unimproved	11	0.3%	259,973	0.0%	23,634
	Improved	36	1.0%	33,434,335	0.9%	928,732
TAX EXEMPT		176	4.7%	0	0.0%	0
COMMON AREA PARCEL	Homeowner's Association	14	0.4%	1,344	0.0%	96
<b>Column Totals:</b>		<b>3715</b>	<b>100.0%</b>	<b>\$ 3,831,912,196</b>	<b>100.0%</b>	<b>\$ 1,031,470</b>

Source: Marin County Office of Assessor-Recorder

**SUPPLEMENTAL INFORMATION**

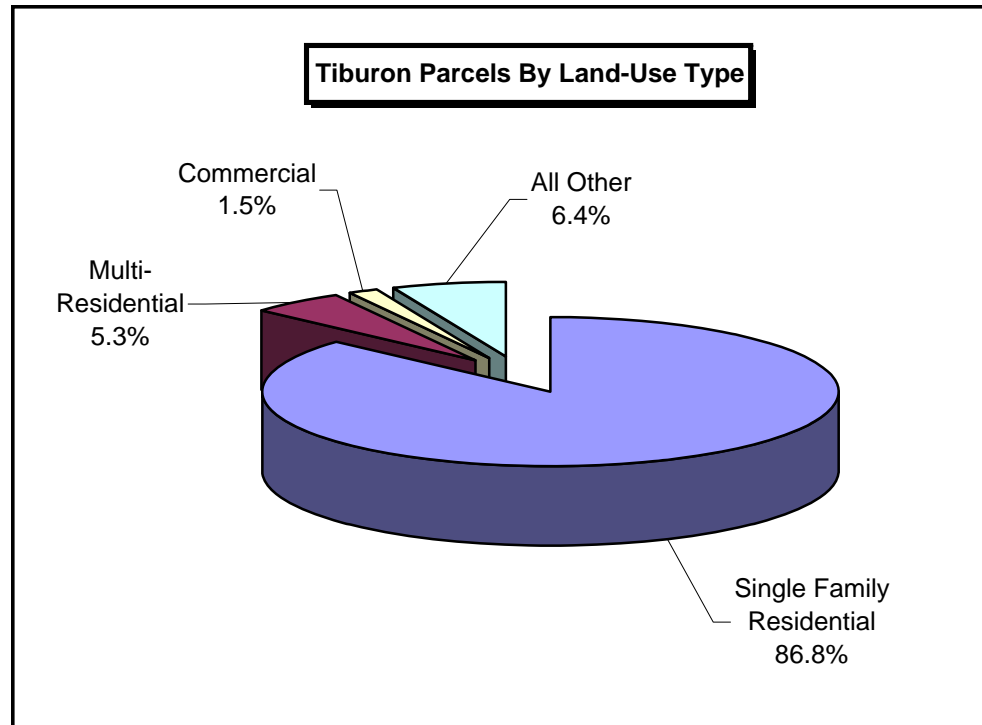
**Fiscal Year 2011/12**

**Assessor's Tax Roll Parcel Data**

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

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

The Town-wide average assessed value per parcel is \$1,031,470. The average assessed value for an improved detached Single-Family parcel is \$1,252,077, for an attached townhouse-type unit it is \$649,357.



<i>Parcel Type</i>	<i>Number</i>	<i>Total AV</i>
Single Family Residential	3,224	\$ 3,502,178,238
Multi-Residential	196	208,988,598
Commercial	57	87,047,631
All Other	238	33,697,729
<b>Total Parcels:</b>	<b>3,715</b>	<b>\$ 3,831,912,196</b>

# SUPPLEMENTAL INFORMATION

## Staff Positions

Position	2008/09	2009/10	2010/11	2011/12	Position	2008/09	2009/10
<b>TOWN ADMINISTRATIVE SERVICES</b>					<b>POLICE DEPARTMENT</b>		
Town Manager	1.00	1.00	1.00	1.00	Chief of Police	1.00	1.00
Town Attorney	0.75	0.75	0.75	0.75	Captain	1.00	1.00
Town Clerk	1.00	1.00	1.00	1.00	Sergeant	4.00	4.00
Office Assistant	1.00	1.00	1.00	1.00	Patrol Officers	8.00	6.00
Admin. Services Director	1.00	1.00	1.00	1.00	Investigator/Detective	1.00	1.00
IT Coordinator	1.00	1.00	1.00	1.00	Secretary	1.00	1.00
Management Assistant			0.60	0.70	Police Service Aide	2.40	2.40
Account Clerk	1.00	1.00	1.00	-	Emergency Services Coordinator	1.00	1.00
<b>Subtotal:</b>	<b>6.75</b>	<b>6.75</b>	<b>7.35</b>	<b>6.45</b>	<b>Subtotal:</b>	<b>19.40</b>	<b>17.40</b>
<b>COMMUNITY DEVELOPMENT</b>					<b>PUBLIC WORKS</b>		
Community Dev. Director	1.00	1.00	1.00	1.00	Director & Town Engineer	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	Deputy Director of Public Works	-	-
Advance Planner					Supt. of Public Works	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	Assistant Superintendent	-	-
Assistant Planner	1.00	1.00			Senior Maintenance Worker	1.00	1.00
Planning Secretary	1.00	1.00	1.00	1.00	Foreman	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	Maintenance II	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00	Maintenance I	3.00	3.00
Permits Clerk	1.00	1.00	1.00	1.00	Administrative Aide	-	-
Assistant to Building Official	1.00	1.00	1.00		Project Coordinator		
Building Permit Technician				1.00	Engineering Technician	1.00	1.00
<b>Subtotal:</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>	<b>Subtotal:</b>	<b>9.00</b>	<b>9.00</b>
<b>TOTAL ALL POSITIONS</b>						<b>44.15</b>	<b>42.15</b>