

# CITY of BELVEDERE

## City Officials

### City Council

Jerry Butler, Mayor  
Tom Cromwell, Vice Mayor  
James Berg, Council Member  
Barbara Morrison, Council Member  
John Telischak, Council Member

### Principal City Staff

George J. Rodericks, City Manager  
Lee Braun, Building Official/ACM  
Mark Campbell, Police Chief  
Becky Eastman, Finance Officer  
Pierce Macdonald, Planning Manager  
Scott Derdenger, Public Works Superintendent  
Rob Epstein, City Attorney

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**TO:** Honorable Mayor and Members of the City Council

**FROM:** George J. Rodericks, City Manager

**DATE:** June 9, 2008

**SUBJECT: Presentation of Recommended Operating Budget for FY 2008-09**

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It is my pleasure to present the attached Annual Operating Budget for Fiscal Year 2008-09 for the City of Belvedere for your review and adoption.

The City continues its history of self-reliance. We do not rely on Federal, State, or other non-local revenue sources in the provision of services to the community. Historically, we have not faced budget deficits forcing the consideration of tax increases or reductions in services. We consistently budget revenues and expenditures conservatively.

In Fiscal Year 2008-09, we will receive General Fund revenues totaling more than \$4.47 million. General Fund expenditures are projected at \$4.5 million leaving a projected year-end positive balance of \$3.64 million (before transfers to other funds).

In terms of total revenue projected for all Funds, we estimate \$5.76 million. Total expenditures for all funds are projected at \$7.44 million. Expenditures are projected over revenues in Fiscal Year 2008-09 in several areas. Fiscal Year 2008-09 includes several large capital projects which will use "saved" revenues of Road Impact Fees and Capital Improvement Funds. In addition, revenues in the Fire Fund total only 58% of the projected expenditures. The balance is made up through a subsidy from the General Fund.

CM-1

Following is a fund-by-fund revenue and expenditure summary of the proposed budget.

## GENERAL FUND

**REVENUES** – It is anticipated that the General Fund will generate an estimated \$4.47 million in current year revenues. This amount is \$292,446 *less* than the estimated actual revenues that will be received by the end of FY 2007-08 and \$157,195 more than the FY 2007-08 approved budget.

The decrease in General Fund revenue projections against actual revenues is directly related to the conservative estimating of revenues due to the City not including the receipt of “unanticipated revenues” related to the Educational Reimbursement Augmentation Fund (ERAF) shifts at the State level. Staff does not budget for unpredictable ERAF revenues and other State budgetary allocations, reversals, and/or revenue exchanges. These are unpredictable revenue sources that are dependent on State budget action. However, it is important to note that for ERAF, we received \$270,000 in 2004-05, \$240,000 in 2005-06, \$265,000 in 2006-07, and \$429,370 in 2007-08. The potential exists for it to be received again in the 2008-09 year and receipt will leave the City in a more positive fiscal position at year-end.

**EXPENDITURES** – Expenditures for the operating departments in the General Fund will increase \$654,148 over what we spent last year. The majority of this increase is due to increases within the Planning & Building Budget, Public Works, and the Police Services Budget. The Planning & Building Budget includes an increase in Outside Services (plan review, contract, GIS, and legal) and a transfer from the Public Works Budget of the GIS Services related to the General Plan Update. The Public Works Budget reflects a significant change from part-time City Engineering help to contract services. The Police Services Budget includes a full year of the additional Police Officer position and the associated equipment purchase costs connected with the new position.

There are no significant changes within the **General Administration** budget. Projected 2008-09 expenditures are projected to increase 9% over 2007-08 estimated expenditures. Minor increases within the **General Administration** budget are:

- An increase in the Laserfiche Annual Support to reflect the purchase of the Weblink module;
- An increase in the Legal Services expenses to more accurately reflect time spent;
- An increase in the Richardson Bay Regional Agency budget to reflect RBRA dues increases related to the Rapid Response Program and the Mooring Plan;
- Inclusion of the Homeward Bound of Marin allocation;
- An increase in the MGSA dues to reflect the Countywide Climate Energy Program costs; and
- A small increase in the MTA dues;

Other than those noted above, there are no significant changes within the **Planning & Building** budget. Projected 2008-09 expenditures are projected to increase 12% over 2007-08 estimated expenditures. Minor increases within the **Planning & Building** budget are:

- An increase in notices, ads, and printing and reproduction to reflect enhancements and increased efforts in these areas; and
- An increase in the fuel costs to reflect current costs.

Other than that noted above, there are no significant changes within the **Public Works** budget. Projected 2008-09 expenditures are projected to increase 18% over 2007-08 estimated expenditures. The bulk of that increase (9% of 14%) is due to the change from part-time to contract for the City Engineer position and an increase in the hours from 18 per week to 25. Minor increases within the **Public Works** budget are:

- An increase in the MERA Member Contributions;
- An increase in the Water services line item to reflect the annual water well lease agreement for Community Park;
- Addition of a Service Agreement for the City Hall Elevator;
- An increase in permit costs for MCSTOPP and SWRCB;
- An increase in street sweeper maintenance costs; and
- An increase in fuel costs;

Other than those noted above, there are no significant changes within the **Police** budget. Projected 2008-09 expenditures are projected to increase 25% over 2007-08 estimated expenditures. The bulk of that increase (16% of 19%) is due to the additional full-time police officer position. Minor increases within the **Police** budget are:

- A increase in the Police Dispatch services to reflect an increase in costs for dispatch through the Marin County Communications Center;
- An increase in the contribution to the Major Crimes Task Force;
- An increase in the Police Chief funding agreement to reflect cost increases for the position; and
- An increase in the MERA operating cost budget;

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*Overall, each budget has minor increases and decreases on a number of line items. The comments above reflect only the more notable increases within each budget.*

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## FIRE FUND

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**REVENUES** – In March 2004, Measure C was passed by the residents authorizing the adjustment of the City’s appropriations limit for the next four fiscal years in order to allow taxes

already approved to be spent on fire protection and emergency medical services. For FY 2008-09, revenue from Measure C will generate \$628,948, up 3.9% over the prior fiscal year. *Without this revenue, the City would be required to expend this amount in addition to the current subsidy from the General Fund Reserve depleting the Reserve fund's current balance in its entirety within 4 years.* On June 3, 2008, the City returned to the voters for authorization to extend the appropriations limit adjustment for another 4 years – the maximum amount of time under State law.

**EXPENDITURES** – Even with this increase, the revenues continue to fall significantly short of what is required to fully fund the cost of services provided by the Tiburon Fire Protection District. The total required budget is \$1,077,787. A General Fund transfer of \$448,839 is included in the budget to augment the fund for the year.

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## **CAPITAL IMPROVEMENT FUND**

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**REVENUES** –The Capital Improvement Fund will generate new revenue of \$661,560 in FY 2008-09. This includes a conservative estimate of Road Impact Fee revenue - \$150,000 and \$360,000 for Utility Undergrounding Districts. Funding for the Districts come through assessment district bond sales.

**EXPENDITURES** – Capital Improvement expenditures in FY 2008-09 total \$1.68 million. As mentioned above, \$360,000 will be spent on *undergrounding districts*. Approximately \$358,000 will be spent on various *street and road* projects to include spot repairs, slurry projects, and other projects as recommended by the Traffic Safety Committee, to include early work on the San Rafael Avenue Sea Wall improvements. *Drainage projects* for the coming year total \$167,000 and include storm drain repairs at 338 San Rafael Avenue, 42 Lagoon Road, 320 San Rafael Avenue, and Beach Road at Bella Vista Avenue. *Park and Open Space* projects total \$186,200 and include improvements to the slope at Community Park, early work on the San Rafael Sea Wall landscaping, repairs to the retaining wall at Community Park, and other miscellaneous improvements. *Lane* improvements include finishing work to the Harry B. Allen Stairs at \$20,000. *Community Building* improvements, \$455,000, include repairs/replacement of portions of the City Hall patio and waterproofing and selected exterior painting at City Hall. Additionally, this category includes the Council Chambers Historic Renovation project and the Lobby, Restroom, and Technology upgrade project. Lastly, 2008-09 expenditures include *miscellaneous projects* totaling \$132,000, such as concrete/retaining wall repairs, study and surveys, and a disaster preparedness and recovery project allocation to be used on an as needed basis (\$100,000).

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## **OTHER RESTRICTED FUNDS**

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**LEGAL DAMAGES AND SETTLEMENTS** – Expenditures for legal expenses in FY 2008-09 are projected to be \$25,000. We will transfer funds from the General Fund to restore the Legal Damages and Settlements portion of the Insurance Reserve Fund to \$75,000.

**EQUIPMENT REPLACEMENT FUND** – The FY 2008-09 Equipment Replacement Fund includes several key projects for the coming year. These include the purchase/replacement of miscellaneous furniture and computer equipment; replacement of three (3) public safety vehicles (one for the additional officer) – two of which will be hybrid vehicles; and the purchase of an electric vehicle for field use in Public Works, Building, and Planning.

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## CONCLUSION

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In summary, recommended expenditures total \$7.44 million and combined available revenue and fund carryovers total \$11.11 million. As the budget is currently proposed, it is anticipated that the General Fund balance at the end of FY 2008-09 will total \$1.8 million. The Finance Committee met on May 19, 2008 to review the proposed budget for FY 2008-09 along with the five-year projections.

**Stated Reserve Policy:** *As adopted in 2007, the City's General Fund Operational Reserve Policy requires that the City maintain 6-months General Fund operating expenses within the General Fund Reserve. General Fund operational expenses for 2008-09 are \$4.76 million, inclusive of a transfer to the Fire Fund. The projected General Fund balance at year-end, exclusive of reserve fund transfers, is \$3.6 million well maintaining a General Fund Operational Reserve requirement of \$2.38 million, consistent with the proposed policy. The remainder can be allocated to the City's various outside funds for designation as infrastructure, equipment, or legal reserves as needed.*

At the conclusion of Fiscal Year 2008-09, the Capital Improvement Fund balance will be stable at \$1.51 million and the Road Impact Fee balance will be \$1.06 million, with allocations within the 5-Year Capital Improvement Plan.

I would like to commend staff's hard work developing this document. Each year, City staff develops a budget that balances community priorities, identified revenue sources, and fiscal conservativeness to ensure that the City's fiscal independence continues. Key staff members consistently provide the input necessary to develop a successful budget. These staff members include, City Engineer/Assistant City Manager Bob Branz, Police Chief Mark Campbell, Planning Manager Pierce Macdonald, Building Official Lee Braun, Public Works Superintendent Scott Derdenger, and Deputy City Clerk Leslie Carpentiers. Special recognition is always due to Finance Officer Becky Eastman who coordinates a very successful budget process. Belvedere is



FY 2008-09 Recommended Budget  
June 9, 2008

fortunate to have such professional and dedicated staff all of whom recognize the uniqueness of the community and feel as strong about preserving Belvedere as someone who has lived here all their life.

GJR

# City of Belvedere - Budget Guidelines

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## **Budget Guidelines & Principles**

### **I. City Government Reporting Entities and Services**

The budget includes all of the funds and account groups of the City Belvedere. The City provides the following municipal services either directly or through contracts with the County or private entities:

- Building Permit/Plan Approval
- Community Development
- Emergency Services
- Engineering
- Library Services
- Recreation Services
- Parks & Open Space Maintenance
- Planning/Zoning
- Public Safety (Police/Fire)
- Street Maintenance

### **II. Financial Structure**

#### **A. Accounting System and Budgetary Control**

In developing and evaluating the City's accounting systems, consideration is given to the adequacy of internal accounting controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding: 1) the safeguarding of assets against loss from unauthorized use or disposition; and 2) the reliability of financial records for preparing financial statements and maintaining accountability for assets.

The concept of reasonable assurance recognizes that: 1) the cost of a specific control should not exceed the benefits likely to be derived; and 2) the evaluation of costs and benefits require estimates and judgments by management. All evaluations of the City's system of internal control will continue to occur within the above framework. The City's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

# City of Belvedere - Budget Guidelines

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## **B. Fund Descriptions**

The City's accounting records are organized and operate on a "fund" basis, which is the basic fiscal accounting entity in governmental accounting. Each fund is designed by fund type and classification:

**Governmental Funds** - General, Special Revenue, and Capital Projects

**Proprietary Fund** - Internal Service

**Fiduciary Funds** - Trust and Agency

**Account Groups** - General Fixed Assets and General Long-Term Debt

## **C. Governmental Funds**

Governmental Funds are used to account for the City's expendable financial resources and related current liabilities, except for those accounted for in proprietary funds. The basic financial statements necessary to fairly present financial position and operating results for governmental funds are the balance sheet and the statement of revenues, expenditures, and changes in fund balance. Governmental funds are maintained using the modified accrual basis of accounting.

**General Fund** – The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital improvement costs which are not paid through other funds.

**Special Revenue Fund** – The Special Revenue Funds are used to account for revenues derived from specific sources, which are usually required by law or administrative regulation to be accounted for in a separate fund.

**Capital Improvement Fund** – The Capital Improvement Fund is used to account for financial resources used for the acquisition or construction of major capital facilities.

## **D. Proprietary Funds**

Generally accepted accounting principles applicable to a private commercial business are applicable to proprietary funds of a governmental entity. The accrual basis of accounting is utilized. The measurement focus is based upon a determination of net income, financial position and cash flows. Accordingly, basic financial statements are required, such as balance sheet, statement of revenues, expenses and changes in retained earnings (deficit), and the statement of cash flows.

# City of Belvedere - Budget Guidelines

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## **E. Fiduciary Funds**

Fiduciary Funds are used to account for money and property held by the City as trustee or custodian for individuals, organizations and other governmental units.

## **F. Account Groups**

Account Groups are used to establish accounting control and accountability for the City's general fixed assets and general long-term debt.

**General Fixed Assets Account Group** – this account group is used to maintain control and cost information on capital assets owned by the City.

**General Long-Term Account Group** – this account group is used to account for all long-term debt of the City.

## **III. Budget Policies and Procedures**

### **A. Policy**

The City's budget reflects careful preparation according to City Council goals, and citywide objectives. The budget serves as a principal management tool for the City administration, and is used to allocate the City's resources. The budget preparation process is a cooperative effort of the entire City organization. Departmental budgets are originated within each department and Department Heads are responsible for operating within their budget amount as approved by the City Manager and authorized by the City Council. The budget document will be helpful to citizens in understanding the operations and costs of City services. Fund balances will be maintained at levels which will protect the City from future uncertainties. Each year, the City Manager submits a proposed budget to the City Council. It is the stated policy of the Council and City Manager that ongoing revenues match or exceed ongoing appropriations.

### **B. Budget Basis**

The budgets of general government type funds (for example, the general fund itself, and gas tax funds) are prepared on a spending measurement focus. Briefly, this means that only current assets and current liabilities are included on the balance sheets. The modified accrual basis of accounting is followed. Under the modified accrual basis of accounting, revenues are susceptible to accrual when they become both measurable and available. Expenditures, other than interest on long-term debt, are recorded when a current liability is incurred.

# City of Belvedere - Budget Guidelines

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The Annual Financial Audit Report shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the City prepares the budget. One exception is the treatment of compensated absences. Compensated absences, including accrued but unused administrative leave, compensatory time and vacation leave, are treated slightly different in the budget than in the Audit Report.

## **C. Responsibility**

The City Manager is responsible for preparing a budget in accordance with the guidelines established by the City Council.

## **D. Budget Preparation**

The process of developing the operating budget begins officially in March of each year. The budget preparation process provides department heads an opportunity to examine programs; to propose changes in current services; to recommend revisions in organizations and methods; and to outline requirements for capital outlay items.

## **E. Operating Budget**

Ongoing operating costs should be supported by ongoing, stable revenue sources. This protects the City from fluctuating services levels and avoids crises when one-time revenues are reduced or removed. Listed below are some corollaries to this policy:

- Fund balances or contingency accounts should be used only for one-time expenditures, such as capital equipment and capital improvements.
- Ongoing maintenance costs, such as street resurfacing and parks maintenance, should be financed through recurring operating revenues rather than through bond issuance.
- Fluctuating federal grants should not be used to fund ongoing programs.

## **F. Revenue Policies**

A diversified and stable revenue system will be maintained to ensure fiscal health and absorb short run fluctuations in any one revenue source.

The City Manager shall review the encumbrances and continuing appropriations to be submitted to the City Council for approval from one fiscal year to the next fiscal year. These encumbrances and continuing appropriations shall become a part of the City budget.

# City of Belvedere - Budget Guidelines

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## **G. Capital Budget**

The Five-Year Capital Improvement Plan shall be prepared and updated each year. Although this plan may include “unfunded” projects that carry out the City’s strategic and general plans, it must also include a capital spending plan that identifies projects that can be completed with known funding sources. Each department must, when planning capital projects, estimate the project’s impact on the City’s operating budget.

## **H. Budget Review**

During the budget review phase, the City Manager’s Office, analyzes new positions, operating and capital budget requests. The Finance Committee which consists of four members chosen by the City Council from the community, the Mayor, the Vice-Mayor and the City Manager, reviews the draft budget and makes a recommendation to the City Council for adoption.

## **I. Budget Adoption**

The City Manager presents the budget to the City Council. A public hearing is held and the budget is adopted by resolution.

## **J. Budget Implementation**

A budgetary control system will be maintained to ensure compliance with the budget. The Finance Officer is responsible for setting up the budget for tracking purposes and is charged with ensuring funds availability during the year to cover expenditures and appropriations. Reports comparing the budget with expenditures are generated on a monthly basis.

## **K. Budget Revision**

The City Council approves total budgeted appropriations throughout the year. Actual expenditures may not exceed budgeted appropriations. The City Manager or his designee is authorized to transfer budgeted amounts at the category level. The City has the following programs accounted for through its governmental funds: general government, public safety, public works, parks and open space, community development, streets & storm drain maintenance, and capital expenditures. Use of unappropriated reserves must be specifically approved by the City Council.

## **IV. Financial Policies**

### **A. General**

The financial policies establish the framework for overall fiscal planning and management. The policies set forth guidelines for both current activities and long range planning. The policies will be reviewed annually to assure the highest standards of fiscal management.

### **B. Overall Goals**

The overall financial goals underlying these financial policies are:

**Fiscal Conservatism:** To ensure that the City is at all times in a solid financial condition. This can be defined as:

**Cash solvency** - ability to pay bills.

**Budgetary solvency** - ability to balance the budget.

**Long run solvency** - ability to pay future costs.

**Service level solvency** - ability to provide needed and desired services.

**Flexibility:** to ensure that the City is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.

**Adherence to the Highest Accounting and Management Practices:** as set by the Governments Finance Officers' Association standards for financial reporting and budgeting, by the Governmental Accounting Standards Board and other professional standards.

### **C. Cash Management**

#### **1. Purpose**

An investment policy has been adopted by resolution. The investment policy provides guidelines for the prudent investment of temporary idle cash and outlines the policies for maximizing the efficiency of the cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.

#### **2. Objective**

The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

# City of Belvedere - Budget Guidelines

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## **3. Policy**

In order to maximize interest earnings, the City commingles the cash of all funds, except those funds held in trust for the City by various financial institutions in accordance with applicable trust agreements related to debt issues. Interest revenue derived from commingled cash is allocated monthly to the participating funds based on the relative cash balance of each fund.

## **4. Procedures**

Criteria for selecting investments and the order of priority are:

**Safety.** The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The City only operates in those investments that are considered very safe and are allowable under Government Code Section 53601.

**Liquidity.** This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the need for unexpected funds occasionally occurs.

**Yield.** This is the dollar earnings an investment can provide, and sometimes is described as the rate of return.

## **5. Risk Management**

The City maintains a comprehensive risk assessment program and annual hazard survey to identify areas that may pose liability issues. Furthermore, the City has a policy of vigorously defending claims filed against the City of Belvedere and continues to maintain an excellent loss history.

## **6. Annual Audit**

Sound accounting practices suggest that an annual audit is a prudent business decision. The City requires an annual audit by a qualified independent accountant of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters. In compliance with the requirement of an annual audit, Odenberg, Ullako & Muranishi a firm of Certified Public Accountants, completed the audit for the fiscal year ending June 30, 2007.



# City of Belvedere - Budget Guidelines

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## Annual Appropriations Limit

The Appropriations Limit, established by the State of California per Article XIII B of the California State Constitution, sets a limit for the annual appropriations of tax proceeds for all municipalities.

Article XIII B was amended by Proposition 111 to change the method of calculating the annual appropriations limit. Prior to Proposition 111, the annual appropriations limit was adjusted annually by the change in the cost of living or by the change in California per capita personal income, whichever was less, and by the percentage change in the population of the City.

Under the guidelines set forth by Proposition 111, the annual appropriations limit will not exceed a base year adjusted by the change in population of the City or the County combined with either the change in California per capita personal income or the change in the local assessment roll due to local nonresidential construction. Proposition 111 also changed the base year for all municipalities to 1986-87. Starting with a base year limit of \$779,204 for 1986-87 and increasing it to the 2008-2009 limit by using the guidelines set forth in Proposition 111, the calculation would be as follows:

2007-2008 Limit	\$2,163,284
Adjustment Factors:	
Population	1.0093
Inflation	1.0429
Total Adjustment	1.0526
2008-2009 Limit	\$2,277,133

## City of Belvedere – Full Time Employee List

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<b><u>TITLE</u></b>	<b><u>2008/2009</u></b>
	<b><u>No.</u></b>
City Manager	1
Planning Manager	1
Building Official/ACM	1
Finance Officer	1
Public Works Superintendent	1
Deputy City Clerk	1
Building Inspector	1
Senior Maintenance Worker	1
Police Secretary	1
Department Secretary II	2
Maintenance Worker II	1
Maintenance Worker I	1
Police Sergeant	1
<u>Police Officer</u>	<u>6</u>
<u>Total</u>	<u>20</u>



**Belvedere Residents**

**City Council**

Jerry Butler, Mayor  
 Tom Cromwell, Vice Mayor  
 City Councilors: Jim Berg, John Telischak, & Barbara Morrison

**City Attorney**

Rob Epstein  
**Deputy City Attorney**  
 Riley Hurd III

**City Manager**

George J. Rodericks

**City Positions**

- City Manager/City Clerk – 1
- Building Official/ACM – 1
- Planning Manager – 1
- Finance Officer – 1
- PW Superintendent – 1
- Deputy City Clerk/ATCM – 1
- Building Inspector – 1
- Sr. Maintenance Worker – 1
- Police Secretary – 1
- Department Secretary II – 2
- Maintenance Worker II -2
- Assistant Planner (PT) – 1
- Records Technician (PT) – 1
- Planning Intern (PT) – 1
- Police Sergeant – 1
- Police Officer – 6
- Police Chief (Contract) – 1

**Public Safety**

**Police Chief**

Mark Campbell  
*Contract for Services*

**Tiburon Fire Protection District**

*Contract for Services*

**Police Secretary**

Lylene Phillips

**Police SGT**

Chris Pool

**Police Officers**

Andy Rosas, Paul Sims  
 Mike Celeberti, Tom Marksbury,  
 Charlie Wayshak, Vacant

**Planning & Building**

**Planning Manager**

Pierce Macdonald

**Assistant Planner (PT)**

Felicia Wheaton

**Department Secretary II**

Nancy Miller

**Planning Intern (PT)**

Raquel Paniagua

**Building Official/ACM**

Lee Braun

**Building Inspector**

Genaro Muniz

**Department Secretary II**

Lorrie Duffy

**Records Technician (PT)**

Vacant

**Administration**

**Finance Officer**

Becky Eastman

**DCC/ATCM/ Risk Mgr**

Leslie Carpentiers

**IT Coordinator**

Damien Moore  
*Contract for Services*

**Public Works**

**Public Works Superintendent**

Scott Derdenger

**Senior Maintenance Worker**

Gerhard Laufer

**Maintenance Worker II**

Max Sandoval  
 Javier Villegas

**City Engineer**

Bob Branz  
*Contract for Services*

## City of Belvedere 2008/2009 Revenues

Property Taxes	\$3,182,342
Capital Improvement	\$661,610
Fire Fund	\$628,948
Licenses & Permits	\$319,000
Non-Property Taxes	\$272,929
Service Charges	\$238,650
Intergovernmental	\$178,700
Fines & Forfeitures	\$106,000
Investments & Property	\$176,086
<b>TOTAL REVENUES</b>	<b><u><u>\$5,764,265</u></u></b>

## 2008/2009 Appropriations

Capital Improvement*	\$1,831,802
Planning & Building	\$1,488,061
Police	\$1,394,241
Fire*	\$1,077,787
Public Works	\$834,755
General Administration	\$755,545
Community Center	\$25,000
Insurance Reserve*	\$32,950
<b>TOTAL APPROPRIATIONS</b>	<b><u><u>\$7,440,140</u></u></b>

**\*2008/2009 Appropriations include the following reserve transfers totaling \$1,782,145:**

- \$473,839 Reserve Transfer to Subsidize the Fire Fund
- \$25,000 Reserve Transfer to Fund the Insurance Reserve
- \$1,160,200 Reserve Transfer to Fund Capital Improvements
- \$123,106 Reserve Transfer to Fund the Equipment Replacement Fund

## **Major Fiscal Changes/Impacts**

### **Overall Revenue Assumptions**

The 2008-09 Budget predicts the following revenue sources conservatively:

- Property Taxes – estimated at a 5% increase over the prior year – *actual increase from 2007-08 approved revenues is 12%*.
- License & Permit Revenues, Fines & Forfeitures, and Services Charges – estimated based on prior year receipts – *with the noted exception of Planning & Building Penalties which are estimated minimally based on project projections.*

The 2008-09 Budget does not include specified revenues due to their uncertainty within the State's budget. These include potential revenues totaling \$430,000 in ERAF funds.

### **Overall Expenditure Assumptions**

The 2008-09 Budget includes routine expenditures that are budgeted prudently. However, it is typical that these routine expenditures will either be at or below the budgeted amount.

### **Departmental Major Fiscal Changes**

#### **General Administration Department**

For the 2008-09 Fiscal Year, the following are major fiscal changes or assumptions within the General Administration Budget:

- None.

#### **Planning & Building Departments**

For the 2008-09 Fiscal Year, the following are major fiscal changes or assumptions within the Planning & Building Department Budgets:

- Increase in Outside Services to more accurately reflect current practice. Increases are in the areas of plan review, contract services, GIS, and legal. The majority of these services, with the exception of GIS and legal are cost-reimbursed. The addition of funds to begin the process of updates to the City's General Plan and Housing Element - \$145,000.

*Public Works Department*

For the 2008-09 Fiscal Year, the following are major fiscal changes or assumptions within the Public Works Budget:

- Changes from a part-time employee status to a contract status for the City Engineer and an increase in hours per week from 18 to 25.

*Police Department*

For the 2008-09 Fiscal Year, the following are major fiscal changes or assumptions within the Police Department Budget:

- The addition of one police officer position and the associated equipment, training, and vehicle costs.

**CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET**  
**BUDGET SUMMARY REVENUES & EXPENDITURES - ALL FUNDS**

	<b>GENERAL FUND</b>	<b>FIRE FUND</b>	<b>CAPITAL IMPROVEMENT FUND</b>	<b>ROAD IMPACT FEES</b>	<b>EQUIPMENT REPLACEMENT FUND</b>	<b>INSURANCE RESERVE FUND</b>	<b>TOTALS</b>
<b><u>REVENUES</u></b>							
<b><u>TAXES</u></b>							
Property Taxes	\$3,182,342	\$0	\$0	\$0	\$0	\$0	\$3,182,342
Non-Property Taxes	272,929	0	0	0	0	0	272,929
Fire Protection Charge	0	628,948	0	0	0	0	628,948
Gas Taxes	0	0	46,000	0	0	0	46,000
Subtotal Taxes	<u>\$3,455,271</u>	<u>\$628,948</u>	<u>\$46,000</u>		<u>\$0</u>	<u>\$0</u>	<u>\$4,130,219</u>
<b><u>NON-TAXES</u></b>							
Construction Permits	\$270,000	\$0	\$0	\$0	\$0	\$0	\$270,000
Other Licenses and Permits	49,000	0	0	150,000	0	0	199,000
Fines and Forfeitures	106,000	0	0	0	0	0	106,000
Investments and Property	176,086	0	23,060	0	0	0	199,146
Other Agencies	139,700	0	82,000	0	0	0	221,700
Service Charges	238,650	0	500	0	0	0	239,150
Miscellaneous Other Revenue	39,000	0	360,000	0	50	0	399,050
Subtotal Non-Taxes	<u>\$1,018,436</u>	<u>\$0</u>	<u>\$465,560</u>	<u>\$150,000</u>	<u>\$50</u>	<u>\$0</u>	<u>\$1,634,046</u>
<b>TOTAL CURRENT REVENUE</b>	<u><b>\$4,473,707</b></u>	<u><b>\$628,948</b></u>	<u><b>\$511,560</b></u>	<u><b>\$150,000</b></u>	<u><b>\$50</b></u>	<u><b>\$0</b></u>	<u><b>\$5,764,265</b></u>
<b><u>EXPENDITURES</u></b>							
<b><u>OPERATIONS</u></b>							
General Administration	\$755,545	\$0	\$0	\$0	\$0	\$0	\$755,545
Planning and Building	1,488,061	0	0	0	0	0	1,488,061
Police	1,394,241	0	0	0	0	0	1,394,241
Public Works	834,755	0	0	0	0	0	834,755
Community Center	32,950	0	0	0	0	0	32,950
Fire	0	1,077,787	0	0	0	0	1,077,787
Subtotal Operations	<u>\$4,505,551</u>	<u>\$1,077,787</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,583,338</u>

**CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET**  
**BUDGET SUMMARY REVENUES & EXPENDITURES - ALL FUNDS**

	<b>GENERAL FUND</b>	<b>FIRE FUND</b>	<b>CAPITAL IMPROVEMENT FUND</b>	<b>ROAD IMPACT FEES</b>	<b>EQUIPMENT REPLACEMENT FUND</b>	<b>INSURANCE RESERVE FUND</b>	<b>TOTALS</b>
<b><u>CAPITAL IMPROVEMENTS</u></b>							
Streets	\$0	\$0	\$213,000	\$145,000	\$0	\$0	\$358,000
Drainage	0	0	167,000	0	0	0	167,000
Lanes	0	0	20,000	0	0	0	20,000
Parks/Open space	0	0	186,200	0	0	0	186,200
City Buildings	0	0	455,000	0	0	0	455,000
Miscellaneous Other	0	0	132,000	0	0	0	132,000
Underground Utility Districts	0	0	360,000	0	0	0	360,000
Subtotal Cap. Improvements	\$0	\$0	\$1,533,200	\$145,000	\$0	\$0	\$1,678,200
<b><u>EQUIPMENT REPLACEMENT</u></b>							
Equipment	\$0	\$0	\$0	\$0	\$153,602	\$0	\$153,602
<b><u>LEGAL DAMAGES/SETTLEMENTS</u></b>							
	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
<b>TOTAL EXPENDITURES ALL FUNDS</b>	<b>\$4,505,551</b>	<b>\$1,077,787</b>	<b>\$1,533,200</b>	<b>\$145,000</b>	<b>\$153,602</b>	<b>\$25,000</b>	<b>\$7,440,140</b>
<b>TOTAL CURRENT REVENUE</b>	<b>\$4,473,707</b>	<b>\$628,948</b>	<b>\$511,560</b>	<b>\$150,000</b>	<b>\$50</b>	<b>\$0</b>	<b>\$5,764,265</b>
<b>Less Total Expenditures</b>	<b>(\$4,505,551)</b>	<b>(\$1,077,787)</b>	<b>(\$1,533,200)</b>	<b>(\$145,000)</b>	<b>(\$153,602)</b>	<b>(\$25,000)</b>	<b>(\$7,440,140)</b>
<b>Difference</b>	<b>(\$31,844)</b>	<b>(\$448,839)</b>	<b>(\$1,021,640)</b>	<b>\$5,000</b>	<b>(\$153,552)</b>	<b>(\$25,000)</b>	<b>(\$1,675,875)</b>
<b>Plus Est. Fund Balances @ 7-1-08</b>	<b>\$3,676,609</b>	<b>\$150,000</b>	<b>\$1,374,304</b>	<b>\$1,055,385</b>	<b>\$130,446</b>	<b>\$417,115</b>	<b>\$6,803,859</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$3,644,765</b>	<b>(\$298,839)</b>	<b>\$352,664</b>	<b>\$1,060,385</b>	<b>(\$23,106)</b>	<b>\$392,115</b>	<b>\$5,127,984</b>
<b>TRANSFERS</b>							
From GF to FF	(473,839)	473,839					
From GF to CIF	(1,160,200)		1,160,200				
From GF to ERF	(123,106)				123,106		
From GF to IRF	(25,000)					25,000	
<b>PROJ. YR. END BAL. @ 6-30-09</b>	<b>\$1,862,620</b>	<b>\$175,000</b>	<b>\$1,512,864</b>	<b>\$1,060,385</b>	<b>\$100,000</b>	<b>\$417,115</b>	<b>\$5,127,984</b>



# CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET

## REVENUES - ALL FUNDS

FUND/ACTIVITY	FY07-08 APPROVED REVENUES	FY07-08 ESTIMATED REVENUES	FY08-09 APPROVED REVENUES
<b><u>GENERAL FUND</u></b>			
<b><u>Property Taxes:</u></b>			
Current Secured	\$2,690,002	\$2,688,396	\$2,822,816
Supplemental Assessments	75,000	75,000	80,000
Unsecured	70,000	70,000	75,000
ERAF	175,000	429,370	0
ERAF III Shift	(96,000)	0	0
VLF Swap	145,000	154,526	154,526
Real Property Transfer	45,000	60,000	50,000
Subtotal	\$3,104,002	\$3,477,292	\$3,182,342
<b><u>Local Non-Property Taxes:</u></b>			
Sales Taxes	\$50,000	\$50,000	\$50,000
Triple Flip	14,500	18,289	18,289
Sales Taxes - SB509	23,000	20,000	20,000
Business Licenses	70,000	70,000	70,000
PG&E Franchise	26,000	24,583	25,000
CATV Franchise	34,500	36,800	38,640
Garbage Franchise	51,000	51,000	51,000
Subtotal	\$269,000	\$270,672	\$272,929

**CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET  
REVENUES - ALL FUNDS**

<b>FUND/ACTIVITY</b>	<b>FY07-08 APPROVED REVENUES</b>	<b>FY07-08 ESTIMATED REVENUES</b>	<b>FY08-09 APPROVED REVENUES</b>
<b><u>Licenses &amp; Permits:</u></b>			
Construction Permits	\$270,000	\$290,000	\$270,000
Encroachment Permits	37,000	37,000	37,000
Revocable Licenses	8,000	8,000	8,000
Parking Permits	2,000	4,200	2,000
Miscellaneous Licenses and Permits	2,000	2,000	2,000
Subtotal	<u>\$319,000</u>	<u>\$341,200</u>	<u>\$319,000</u>
<b><u>Fines &amp; Forfeitures:</u></b>			
Vehicle Code Fines	\$10,000	\$10,000	\$10,000
Planning & Building Penalties	24,000	35,000	96,000
Subtotal	<u>\$34,000</u>	<u>\$45,000</u>	<u>\$106,000</u>
<b><u>Investments &amp; Property:</u></b>			
Investments	\$160,000	\$160,000	\$160,000
Rent	11,000	13,086	13,086
Community Center Rentals	3,000	3,000	3,000
Subtotal	<u>\$174,000</u>	<u>\$176,086</u>	<u>\$176,086</u>
<b><u>Revenue From Other Agencies:</u></b>			
Motor Vehicle In Lieu	\$15,000	\$10,000	\$10,000
HOPTR	21,000	21,000	21,000
POST Reimb	3,000	200	200
State Mandated Costs Reimbursement	3,000	2,008	3,000
Booking Fees	660	0	0
Supplemental Law Enforcement Funding	100,500	100,500	100,500
Recycling	5,000	5,000	5,000
Subtotal	<u>\$148,160</u>	<u>\$138,708</u>	<u>\$139,700</u>

**CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET  
REVENUES - ALL FUNDS**

<b>FUND/ACTIVITY</b>	<b>FY07-08 APPROVED REVENUES</b>	<b>FY07-08 ESTIMATED REVENUES</b>	<b>FY08-09 APPROVED REVENUES</b>
<b><u>Service Charges:</u></b>			
Road Closure Signs	\$5,000	\$12,000	\$7,000
Plan Reviews	145,000	160,000	145,000
Technology Fee	4,300	7,000	6,000
Zoning/Subdivision Fees	750	750	750
Variances and Use Permits	8,000	12,000	9,000
Design Review/Design Review Exceptions	50,000	50,000	50,000
Appeals	800	800	800
Residential Building Reports	5,000	9,000	7,000
Maps, Publications, and Copies	1,000	700	700
Special Police Services	500	400	400
Financial Services	9,000	9,000	9,000
Miscellaneous Charges for Services	3,000	6,000	3,000
Subtotal	<b>\$232,350</b>	<b>\$267,650</b>	<b>\$238,650</b>
<b><u>Miscellaneous Other Revenue:</u></b>			
Golf Tournament	\$20,000	\$22,710	\$20,000
Concert-in-the-Park Series	15,000	24,235	18,000
Miscellaneous Other Revenue:	1,000	2,600	1,000
Subtotal	<b>\$36,000</b>	<b>\$49,545</b>	<b>\$39,000</b>
 <b>Total General Fund Revenue</b>	 <b>\$4,316,512</b>	 <b>\$4,766,153</b>	 <b>\$4,473,707</b>

**CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET  
REVENUES - ALL FUNDS**

<b>FUND/ACTIVITY</b>	<b>FY07-08 APPROVED REVENUES</b>	<b>FY07-08 ESTIMATED REVENUES</b>	<b>FY08-09 APPROVED REVENUES</b>
<b><u>FIRE FUND</u></b>			
Fire Protection Charge	\$603,597	\$605,156	\$628,948
<b>Total Fire Fund Revenue</b>	<b>\$603,597</b>	<b>\$605,156</b>	<b>\$628,948</b>
<b><u>CAPITAL IMPROVEMENT FUND</u></b>			
Bid Packages	\$500	\$975	\$500
Traffic Mitigation Grant	10,660	0	0
Marin County Transportation Sales Tax	22,223	26,951	26,000
State Proposition 1B Bond Revenue	400,000	400,000	0
Contributions	0	0	56,000
Sidewalk Repair Reimbursements	0	2,046	0
Rental Income (Cell Site)	21,806	21,806	22,460
Road Impact Fee	150,000	220,000	150,000
Utility Undergrounding	1,270,000	1,022,000	360,000
<b>Total Cap. Improvement Fund Revenue</b>	<b>\$1,875,189</b>	<b>\$1,693,778</b>	<b>\$614,960</b>
<b><u>GAS TAX FUND</u></b>			
Investment Earnings	\$600	\$600	\$600
Section 2105	13,500	13,500	13,500
Section 2106	14,500	14,500	14,500
Section 2107	17,000	17,000	17,000
Section 2107.5	1,000	1,000	1,000
<b>Total Gas Tax Fund Revenue</b>	<b>\$46,600</b>	<b>\$46,600</b>	<b>\$46,600</b>
<b><u>EQUIPMENT REPLACEMENT FUND</u></b>			
Sale of Property	\$50	\$2,063	\$50
<b>Total Equip. Repl. Fund Revenue</b>	<b>\$50</b>	<b>\$2,063</b>	<b>\$50</b>
<b>TOTAL REVENUE - ALL FUNDS</b>	<b>\$6,841,948</b>	<b>\$7,113,750</b>	<b>\$5,764,265</b>

# CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET

## EXPENDITURES - ALL FUNDS

FUND/ACTIVITY	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b>GENERAL FUND:</b>			
General Administration	\$683,085	\$691,086	\$755,545
Planning and Building	1,339,867	1,325,492	1,488,061
Police	1,139,327	1,109,732	1,394,241
Public Works Operations & Maintenance	705,651	703,642	834,755
Community Center	25,450	21,450	32,950
<b>TOTAL GENERAL FUND</b>	<b>\$3,893,380</b>	<b>\$3,851,403</b>	<b>\$4,505,551</b>
 <b>FIRE FUND:</b>			
	\$959,593	\$989,126	\$1,077,787
 <b>CAPITAL IMPROVEMENT FUND:</b>			
Streets	\$508,000	\$534,550	\$358,000
Drainage	177,500	103,050	167,000
Lanes	35,000	16,800	20,000
Parks and Open Space	100,500	17,750	186,200
Community Buildings	57,000	105,700	455,000
Miscellaneous Other	332,000	37,400	132,000
Utility Underground Districts	1,270,000	1,022,000	360,000
<b>TOTAL CAPITAL IMPROVEMENT FUND</b>	<b>\$2,480,000</b>	<b>\$1,837,250</b>	<b>\$1,678,200</b>
 <b>RESTRICTED FUNDS:</b>			
Equipment Replacement	\$73,000	\$73,000	\$153,602
Legal Damages and Settlements	25,000	12,000	25,000
<b>TOTAL RESTRICTED FUNDS</b>	<b>\$98,000</b>	<b>\$85,000</b>	<b>\$178,602</b>
 <b>TOTAL ALL FUNDS</b>	 <b>\$7,430,973</b>	 <b>\$6,762,779</b>	 <b>\$7,440,140</b>

# Budget Detail

**CITY OF BELVEDERE  
GENERAL ADMINISTRATION  
MISSION, GOALS & OVERALL ORGANIZATION**

The General Administration Department consists of the City Manager, the Finance Officer, and the Deputy City Clerk/Assistant to the City Manager/Risk Manager. The City Manager is responsible for the day-to-day operations of the City and oversight of all departments as the City's chief administrative officer appointed by the City Council. The Department's mission and day-to-day activities cover a wide range of functions. Its customers consist of the public, community groups, and local organizations, as well as, all the other City departments.

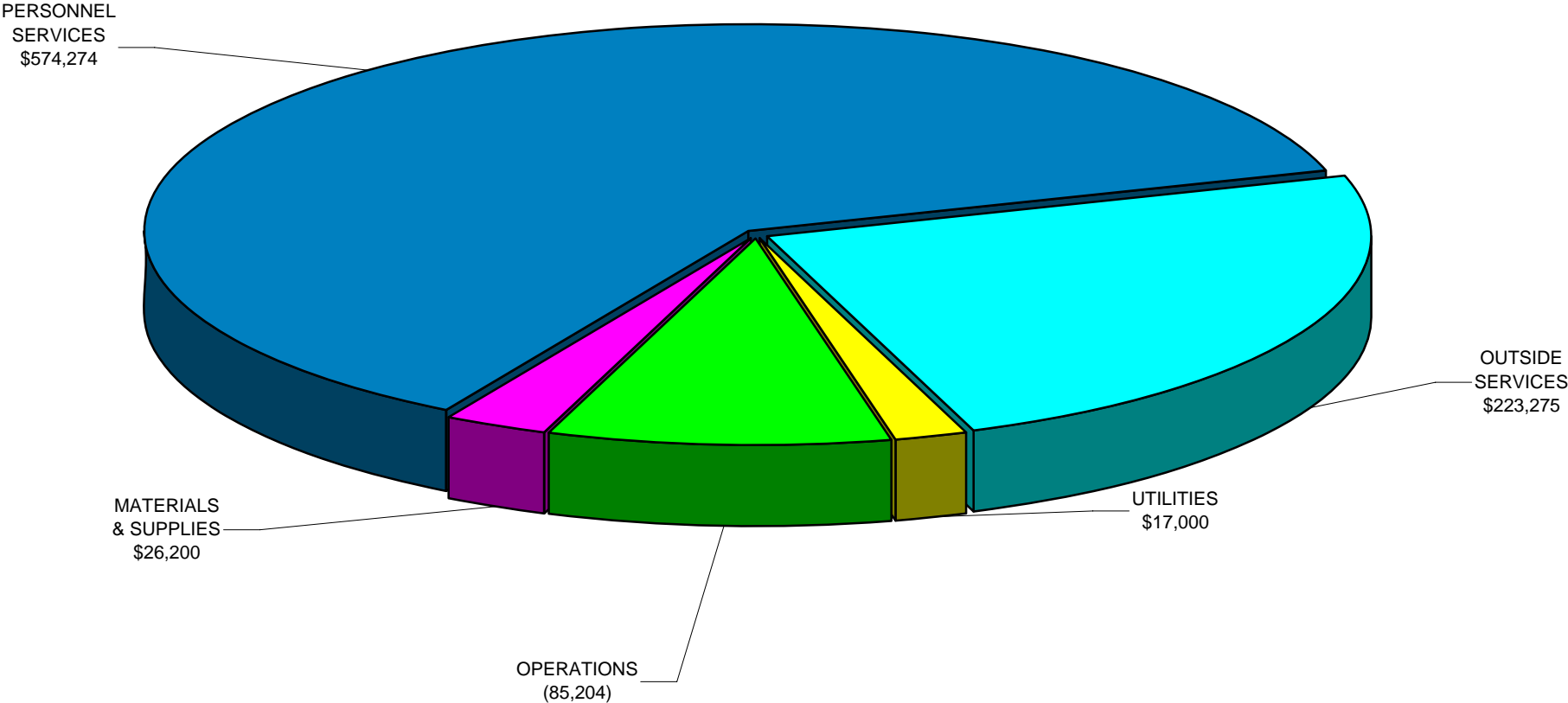
Direct responsibilities of the Department include, but are not limited to: preparation of the City's Annual Operating Budget; finance administration, accounts receivable and payable, payroll processing, management, implementation, and enforcement of the City's human resources and administrative policies and programs; city clerk functions such as records management in accordance with approved retention schedules, election administration, preparation of City Council agendas and minutes, certification of official actions taken by the Council, and codification of City ordinances; oversight of various contracts and inter-agency agreements; coordination of certain community activities and organizations; computer systems administration and information technology support; coordination of City services; public information services; and employee safety and risk management.

The Department's goals are:

- To effectively and efficiently implement the goals, policies, and objectives of the City Council.
- To provide a work environment for staff that encourages innovation, quality customer service, and a strong sense of fiscal and ethical responsibility.
- To define and maintain a positive revenue structure, including tax-based revenues, fees, and charges which are fair, equitable, and efficient.
- To produce for public review exemplary accounting and financial reporting that is thorough, accurate, and timely.
- To provide quality customer service to the community and continuously strive to improve public access and communication.

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

***General Administration***  
Total Budget: \$755,545





# CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - GENERAL ADMINISTRATION

MAJOR ACCOUNT CLASSIFICATION	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
PERSONNEL SERVICES	\$375,804	\$375,092	\$415,622
FRINGE BENEFITS	147,265	154,353	158,651
SUBTOTAL	\$523,069	\$529,445	\$574,274
OUTSIDE SERVICES	\$179,771	\$184,311	\$223,275
UTILITIES	15,000	16,500	17,000
OPERATIONS	(60,155)	(64,870)	(85,204)
MATERIALS AND SUPPLIES	25,400	25,700	26,200
SUBTOTAL	\$160,016	\$161,641	\$181,271
GRAND TOTAL	\$683,085	\$691,086	\$755,545

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## SALARY DETAIL - GENERAL ADMINISTRATION

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL FOR YEAR
			MONTHS	RATE		MONTHS	RATE	
<b>REGULAR SALARIES:</b>								
City Manager	George Rodericks	--	12	\$15,000				180,000
Asst. to City Mgr./Risk Mgr.	Leslie Carpentiers	E	12	7,283				87,396
Finance Officer	Becky Eastman	E	12	9,999				119,988
Subtotal								
<b>GRAND TOTAL</b>								<b>\$387,384</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>PERSONNEL SERVICES:</u></b>				
4000 10	<b>REGULAR SALARIES</b> Provides for a full-time City Manager, a full-time Deputy City Clerk/Assistant to the City Manager, and a full-time Finance Officer.	\$356,952	\$356,952	\$387,384
4030 10	<b>SICK LEAVE CONVERSION</b> Pursuant to current policies, sick leave conversion is being budgeted in an amount which reflects the maximum that can be paid in a year to those employees who qualify. The actual amount that will be paid out is dependent on actual sick leave usage during the calendar year.	3,918	3,149	8,654
4091 10	<b>DEFERRED COMPENSATION</b> City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$100 per month.	3,600	3,600	5,400
4095 10	<b>LONGEVITY PAY</b> Employees who have worked for the City for 5 consecutive years are eligible for 2.5% longevity pay and employees who have worked for the City for 10 consecutive years are eligible for 5% longevity pay.	4,134	4,191	5,185
4090 10	<b>AUTO ALLOWANCE</b> This line item provides for the augmentation to the salaries of the City Manager and the Finance Officer to compensate for the use of their personal vehicles while engaged in City-related business.	7,200	7,200	9,000
<b>TOTAL PERSONNEL SERVICES</b>		\$375,804	\$375,092	\$415,622

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>FRINGE BENEFITS:</u></b>				
4100 10	<b>INSURANCE BENEFITS</b> The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance. The cost of benefits is paid by the City with a maximum of \$1,210 per employee paid for health coverage. The cost of retiree health benefits for administration department retirees is included in this account and will be \$10,687 for two retirees.	\$53,620	\$57,291	\$57,338
4110 10	<b>PERS</b> Retirement contributions are comprised of two rates--the employer rate and the employee rate. The employee rate is set by law at 7%. The employer rate is determined by an actuarial valuation of the City's PERS account each year and it fluctuates depending on the account balance. The valuation study for 2007 indicated that the employer rate will be 13.415% in FY08-09. The amount budgeted for FY 08-09 represents the City's contribution rate (13.415%) and the pickup of the employee contribution rate (7%) In addition, the City participates in a PARS supplemental retirement program to support the retention and recruitment of quality city employees. The cost will be 1.57% of covered salaries.	88,196	91,646	95,287
4130 10	<b>MEDICARE</b> Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% and is split evenly between the employer and employee with both parties paying 1.45% of payroll.	5,449	5,416	6,027
<b>TOTAL FRINGE BENEFITS</b>		\$147,265	\$154,353	\$158,651

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>OUTSIDE SERVICES:</u></b>				
5010 10	<b>FINANCIAL SERVICES</b> This account covers the costs associated with performing the annual audit of the city's books which will be \$27,000. Software maintenance for the accounting software will be \$6,500 and miscellaneous bank charges estimated to be \$500.	\$32,600	\$32,600	\$34,000
5011 10	<b>LASERFICHE ANNUAL SUPPORT</b> This account covers the cost of annual support and upgrades for the City's Laserfiche document management system. The increase is to cover the service contract on the new Weblink feature which will make the document database accessible to the public over the web.	3,087	3,087	5,903
5012 10	<b>LEGAL SERVICES</b> This account is used for City Attorney expenses that are related to general matters. Expenses for Attorney matters related to Planning & Building department activities are charged to that department separately.	32,200	45,000	45,000
5015 10	<b>IT SUPPORT</b> This line item provides for the City's contracted information technology position to support all city computer equipment and software. Also included is the County of Marin network charge for the City's DSL line.	26,464	29,000	44,640
5020 10	<b>RICHARDSON BAY REGIONAL AGENCY</b> The City Council approved participation in the RBRA to oversee the implementation of the Richardson Bay Special Area Plan. The amount the City agreed to pay to help defray the costs of the Agency is 7.5% of the Agency's budget.	13,397	13,397	16,500

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
5030 10	<p><b>HAZARDOUS MATERIAL RESPONSE UNIT</b> This account covers the City share of the hazardous material response team.</p>	300	420	450
5040 10	<p><b>ANIMAL CONTROL JOINT POWERS AGREEMENT</b> The allocation of animal control costs among the cities is based on a combination of two factors that include population and service calls.</p>	15,883	15,779	16,000
5050 10	<p><b>CONGESTION MANAGEMENT PLAN</b> Proposition 111 which was passed by California voters in 1991 authorized an extra 1/2 cent sales tax on gasoline to help fund improvements to streets and roads. Belvedere, as well as all of the other Marin cities and the County receive these funds each year. One of the requirements that must be met calls for the implementation of a congestion management plan to ensure maximum utilization of the funds in reducing traffic congestion on city and county streets and highways.</p>	4,730	4,371	4,371
5060 10	<p><b>MARIN HOUSING AUTHORITY</b> The Marin Housing Authority provides housing assistance to needy residents in Marin's communities, Belvedere included. It is recommended that funding in the amount indicated again be included in the budget for FY 08-09.</p>	1,010	1,004	1,010
5061 10	<p><b>HOMEWARD BOUND OF MARIN</b> Homeward Bound of Marin is the chief provider of transitional and long-term housing and support services for the homeless in Marin County. The City Council approved a contribution in the amount of \$4,298 in March 2008. Participation in this program is one of the City's adopted Housing Element Goals.</p>	0	0	4,298

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
5070 10	<p><b>MARIN MEDIATION SERVICES</b></p> <p>This line item provides for a contribution to Marin Mediation Services (MMS) in recognition of the service it provides to the City. MMS is again requesting City funding in the amount of \$1,100 for FY08-09.</p>	1,100	1,103	1,103
5071 10	<p><b>MARIN GENERAL SERVICES AGENCY</b></p> <p>The City is a member of the Marin General Services Agency (MGSA.) The MGSA administers, finances, and governs various assigned governmental functions to include the Marin Street Light Acquisition Joint Powers Authority (MSLAJPA), Marin County Stormwater Pollution Prevention Program (MCSTOPPP), Marin County Taxicab Regulation Program, Abandoned Vehicle Abatement Program, Marin Climate Energy Program (MCEP) and the MarinMap GIS System. Funding for the Agency consists of contributions of the member agencies based on assessed valuation of real property and population.</p>	2,900	2,929	3,500
5080 10	<p><b>EMERGENCY PREPAREDNESS SERVICES</b></p> <p>This line item provides for 25% of the cost of the Belvedere-Tiburon Emergency Preparedness Coordinator position. This position is an employee of the Town of Tiburon and provides emergency preparedness support for the Disaster Advisory Council and assists with the organization, training, and development of volunteers. This position also coordinates with neighborhood and business watch programs, and develops modifies, and updates the Emergency Operations Plan. The account also provides funding for emergency preparedness supplies for the joint position as well as for Belvedere specifically to include funding in support of Disaster Service Worker Preparedness Kits.</p>	35,000	25,000	35,000

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
5090 10	<p><b>MARIN TELECOMMUNICATIONS AGENCY</b> This line item represents the cost to the City for participation in the joint countywide efforts to manage the cable TV franchise agreement and to deal with the proposed placement of telecommunication devices in the public right-of-way.</p>	6,000	5,744	6,500
5091 10	<p><b>LAFCO MEMBERSHIP</b> Beginning with FY 01-02 the cities and towns in Marin were required by legislation to pay a portion of the costs associated with LAFCO. This line item provides for those costs in FY 08-09.</p>	3,100	2,877	3,000
5990 10	<p><b>OTHER CONTRACT/OUTSIDE SERVICES</b> This account provides for those unanticipated miscellaneous contractual and outside costs that are encountered during the year.</p>	2,000	2,000	2,000
<b>TOTAL OUTSIDE SERVICES</b>		\$179,771	\$184,311	\$223,275
<b><u>UTILITIES:</u></b>				
6000 10	<p><b>COMMUNICATIONS</b> This line item covers the monthly service charges for landline &amp; cellular phone usage and the equipment rental charge on the two payphones at City Hall.</p>	\$9,000	\$10,000	\$10,000
6020 10	<p><b>POWER</b> This account provides for gas and electricity for City Hall. It is anticipated that power costs for FY 08-09 will increase over the prior year expenditures.</p>	6,000	6,500	7,000
<b>TOTAL UTILITIES</b>		\$15,000	\$16,500	\$17,000



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>OPERATIONS:</u></b>				
6110 10	<b>ADMINISTRATIVE OVERHEAD</b> This account reflects the charge-off to the Planning budget for specific overhead items which benefit Planning and Building. To account for the amount of time being spent on Planning & Building related issues by the City Manager, the City Engineer and the Public Works Superintendent, an overhead factor of 40% is applied to more accurately reflect the costs that should be charged off as administrative overhead.	(\$304,225)	(\$306,553)	(\$334,430)
6120 10	<b>COMMUNITY ACTIVITIES</b> This account covers all community promotional activities such as awards, celebrations, the annual town meeting, the volunteer holiday party and the city newsletter. Included are payments for the following:	32,190	32,190	32,500
	Blackies Brigade            \$1,200 Friday Night's on Main St.   \$1,000 Tiburon Art Festival         \$1,000 Redwood Grad Night         \$1,500 Labor Day Parade             \$3,000 Oktoberfest                    \$2,000 Tiburon Blvd. Medians        \$2,190			
6121 10	<b>GOLF TOURNAMENT</b> In FY 07-08 the Belvedere-Tiburon Recreation District was the recipient of the proceeds of the Belvedere Open Golf Tournament, which resulted in net earnings of \$15,000. In FY 08-09, the recipient will be determined at a later date.	25,000	26,134	25,000

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
6122-10	<p><b>CONCERTS IN THE PARK</b> The City's annual summer concert series costs are offset by donations from the public and include a contribution from the City of \$3,000.</p>	18,000	19,315	18,000
6130 10	<p><b>EQUIPMENT MAINTENANCE</b> This provides for fax and computer equipment repair and maintenance.</p>	1,000	1,000	1,000
6140 10	<p><b>INSURANCE</b> The City's general liability premium for the California JPIA for FY 08/09 will increase to \$57,139 due to large losses by several of the pool members &amp; a larger than normal number of claims filed with the City in FY 06/07 (all claims were subsequently denied or settled at a total cost of \$9,344). This increase will be largely offset by decreases in the City's other insurance coverages. Workers' Compensation will drop to \$38,272 for FY 08/09. The property insurance market has improved dramatically from the very difficult environment of the past few years, resulting in an anticipated renewal premium for 2009 of \$30,000.</p>	123,285	118,215	125,411
6150 10	<p><b>MEMBERSHIPS AND DUES</b> This line item provides for the memberships and dues that are recommended for inclusion in the FY 08-09 budget. The detail can be found on the Dues page of this budget.</p>	5,965	6,200	6,820
6160 10	<p><b>NOTICES AND ADS</b> This account provides for all public notices and ads that are required to be published by the City, as well as necessary recruitment ads.</p>	5,250	5,250	5,250

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
6170 10	<b>CONFERENCES, MEETINGS, &amp; TRAINING</b> See the detailed breakdown of Conferences, Meetings and Training request costs for FY 08-09 that is attached to this budget.	20,965	20,965	22,830
6180 10	<b>EQUIPMENT LEASES</b> This account covers the cost of the photocopier/printer/scanner and the postage meter the City leases, as well as service contracts for these machines.	11,915	11,915	11,915
6990 10	<b>OTHER OPERATING EXPENSES</b> This account is used for unforeseen expenses that may come up during the year.	500	500	500
<b>TOTAL OPERATIONS</b>		<u>(\$60,155)</u>	<u>(\$64,870)</u>	<u>(\$85,204)</u>
<b><u>MATERIALS AND SUPPLIES:</u></b>				
7000 10	<b>OFFICE SUPPLIES</b> This line item covers the cost of all miscellaneous supplies such as paper, paperclips, pencils, writing pads, tape, file folders, batteries, etc.	\$9,000	\$9,000	\$9,000
7010 10	<b>PHOTO SUPPLIES</b> Covers the cost of digital camera supplies such as batteries & memory cards.	200	200	200

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
7020 10	<p><b>POSTAGE</b> The budget request for FY 08-09 takes into consideration the continued heavy emphasis placed on noticing residents of various issues that might affect them.</p>	8,000	8,000	8,500
7030 10	<p><b>PRINTING AND REPRODUCTION</b> This account covers costs of any specialized material that must be sent to an outside printer. Examples would be forms, maps, plans, special announcements, public notices, letterhead stationary, payroll and accounts payable checks and tax forms.</p>	5,000	5,000	5,000
7040 10	<p><b>SUBSCRIPTIONS &amp; PUBLICATIONS</b> This line item covers the cost of subscriptions to local newspapers and professional journals as well as updates of the annotated California codes.</p>	1,700	2,000	2,000
7190 10	<p><b>OTHER MATERIALS AND SUPPLIES</b> This account serves as the catch-all account for unanticipated materials and supplies.</p>	1,500	1,500	1,500
<b>TOTAL MATERIALS AND SUPPLIES</b>		<u>\$25,400</u>	<u>\$25,700</u>	<u>\$26,200</u>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## CONFERENCES, MEETINGS & TRAINING DETAIL- GENERAL ADMINISTRATION

PURPOSE	LOCATION OF CONFERENCE / TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<b><u>CONFERENCES:</u></b>										
ICMA Annual Conference	Virginia	City Mgr.	Air	Sept.	5	\$300	\$1,000	\$350	\$575	\$2,225
LofCC Annual Conference	Long Beach	City Council/Mgr.	Air/Auto	Sept.	4	900	2,500	1,500	2,500	7,400
Laserfiche Institute	Long Beach	Dep. Clerk	Air	May	2	40	300	300	350	990
Laserfiche Institute	Long Beach	Staff	Air	May	2	40	300	300	350	990
CSMFO Conference	San Francisco	Fin. Off.	Auto	Mar	3	0	0	0	375	375
CEPO Leadership Conference	Santa Barbara	Dep. Clerk	Ai	Aug	t	Incl	Incl	150	2,050	2,200
<b><u>MEETINGS &amp; TRAINING:</u></b>										
MCCMC	Marin Co.	Council/Mgr.	Auto	Mthly						\$2,550 #1
Emergency Preparedness Trng	Marin Co.	Staff	Auto	Varies						\$2,000
Belv./Tib. Mayors Meeting	Belvedere	Council/Mgr.	"	Mthly						600 #2
Marin Managers Association	Marin Co.	City Mgr.	"	Mthly						180 #3
Local Meetings	Marin Co.	Council/Mgr.	"	Varies						720 #4
Training	Local	Staff	Auto	Varies						1,200
Various Council Meetings	Belvedere	Council/Mgr.	"	Varies						1,200 #5
Health & Safety Training	Various	Staff	Auto	Varies						200 #6
<b>GRAND TOTAL</b>										<b>\$22,830</b>

#1 \$50/mo. x 9 mos. x 5 attendees + \$300 for staff at one MCCMC mtg

#2 \$100/meeting x 6 mtgs

#3 \$15/meeting x 12 mtgs

#4 \$20/meeting x 36 mtgs

#5 \$100/mo.

#6 Most training provided free by CJPIA

## CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

ORGANIZATION	MEMBER	AMOUNT	NOTES
ABAG	City	\$970	Annual membership in ABAG provides the city with access to regional planning information.
ICMA	City Manager	1,400	Annual membership in the quintessential professional organization for city mangers
Ca. City Management Association	City Manager	375	Annual membership
Belvedere-Tiburon Rotary	City Manager	400	Annual membership
Tiburon Chamber of Commerce	City	200	Annual membership
League of California Cities	City	1,400	Annual membership in the League of California Cities
No.Bay Div.of League of California Cities	City	150	Annual membership in the North Bay Division of the League of California Cities
Marin County City Managers Association	City Manager	100	Membership in the Marin County city manager's association
MCCMC	City	800	Meets periodically to discuss issues concerning all cities and towns and includes our share of the lobbyist hired to represent MCCMC in Sacramento.
Rotary International	City Manager	450	Supports the local Rotary club
City Clerks Association of California	City Clerk & Deputy	110	Annual Membership
Int'l Insitute of Municipal Clerks	Deputy City Clerk	190	Annual Membership
Califorina Society of Municipal Finance Officers	Finance Officer	125	Annual membership
Gov't Finance Officer's Association	Finance Officer	150	Annual membership
TOTAL		<u><u>\$6,820</u></u>	

**CITY OF BELVEDERE  
PLANNING DEPARTMENT  
MISSION, GOALS & OVERALL ORGANIZATION**

The Planning Department consists of a Planning Manager, an Assistant Planner, Planning Intern, and the Department Secretary. The Planning Manager is the Planning Director for the Department. Private consultants and service providers supplement the efforts of City staff consistent with specific needs, but always under the direction and review of the Planning Manager.

The Planning Department's mission is to serve the citizens of Belvedere and serve the Planning Commission in implementing planning law and the Belvedere Municipal Code, particularly the Zoning Ordinance and the Architectural and Environmental Design Review Ordinance. The Department's goals are:

- To act ethically and responsively and to facilitate Belvedere residents' participation in their government body.
- To provide streamlined and consistent Zoning and Design Review permit processing.
- To provide streamlined review of small projects exempted from the Design Review Ordinance.
- To improve communication with residents, applicants, property owners, and legislators.
- To ensure consistency with state and federal law.
- To work with the entire team of City staff effectively and responsively.

Major projects in the coming year include:

- Complete the first phases of the General Plan Update, including the Land Use, Safety, and Housing Elements, by June 2009 as required by State law;
- Continue streamlining and consistency in the zoning and design review permit process;
- Implementation of a comprehensive permit tracking system.
- Digitize and update the City's official maps, including the General Plan Land Use Map, Parks & Open Space, Circulation, and the Official Zoning Map using GIS technology.

**CITY OF BELVEDERE  
BUILDING DEPARTMENT  
MISSION, GOALS & OVERALL ORGANIZATION**

The Building Department consists of a Building Official, Building Inspector, Department Secretary and a Building & Planning Records Technician

The Belvedere Building Department seeks to provide high quality services to residents and permit applicants through timely and comprehensive plan reviews during the application process and thorough inspections at the time of construction.

Staff professionalism in providing Building Department services to the community is promoted through technical certifications held by staff, membership & participation in professional associations, and a well-budgeted year around training program. Organizational efficiency and service to the Community is further enhanced through weekly inter-departmental staff meetings with the City's Planning staff.

Major projects in the coming year include:

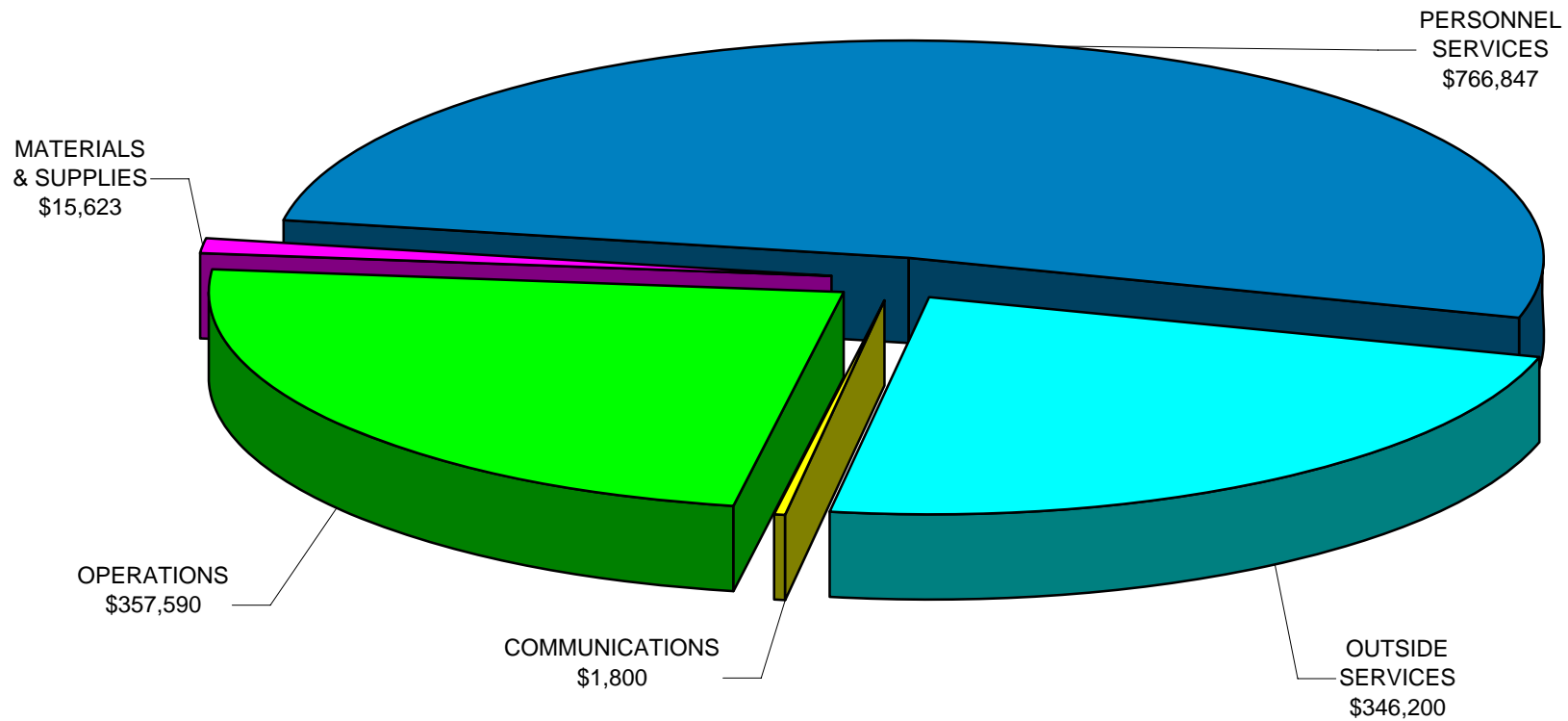
- Implementation of permit processing software
- Continued development of written Building Department policies, procedures and code interpretations.
- Development of handouts regarding Belvedere construction policies and standards, coordinated with other departments.
- Prepare for Council's consideration, in conjunction with the Planning Department, a green building ordinance.



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## Planning & Building

Total Budget: \$1,488,061



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - PLANNING AND BUILDING INSPECTION

MAJOR ACCOUNT CLASSIFICATION	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
PERSONNEL SERVICES	\$513,140	\$510,029	\$571,034
FRINGE BENEFITS	169,269	154,577	195,813
SUBTOTAL	<u>\$682,409</u>	<u>\$664,606</u>	<u>\$766,847</u>
OUTSIDE SERVICES	\$321,450	\$321,450	\$346,200
COMMUNICATIONS	1,800	1,800	1,800
OPERATIONS	321,985	325,913	357,590
MATERIALS AND SUPPLIES	12,223	11,723	15,623
SUBTOTAL	<u>\$657,458</u>	<u>\$660,886</u>	<u>\$721,213</u>
GRAND TOTAL	<u><u>\$1,339,867</u></u>	<u><u>\$1,325,492</u></u>	<u><u>\$1,488,061</u></u>

**CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET**

**SALARY DETAIL - PLANNING AND BUILDING INSPECTION**

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL FOR YEAR
			MONTHS	RATE		MONTHS	RATE	
<b><u>REGULAR SALARIES:</u></b>								
Building Official/ACM	Lee Braun	D	3	\$9,560	9/1/2008	9	\$10,038	\$119,022
Planning Manger	Pierce MacDonald	D	12	9,538				114,456
Department Secretary II	Nancy Miller	E	12	4,867				58,404
Department Secretary II	Lorrie Duffy	E	12	4,867				58,404
Building Inspector II	Genaro Muniz	E	12	6,396				76,752
Subtotal								\$427,038
<b><u>TEMP. &amp; PART-TIME</u></b>								
Assistant Planner	Felicia Wheaton		12	4,547				54,558
Records Tech/Admin Asst	Vacant		12	2,721				32,648
Planning Intern	Raquel Paniagua		12	1,500				18,000
Subtotal								\$105,206
<b>GRAND TOTAL</b>								<b>\$532,244</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>PERSONNEL SERVICES:</u></b>				
4000 20	<b>REGULAR SALARIES</b> Regular full-time salaries included in this budget are for the Planning and the Building Secretaries, the Building Official, the Planning Manager, and the Building Inspector.	\$390,900	\$390,900	\$427,038
4010 20	<b>TEMPORARY AND PART-TIME EMPLOYEES</b> This account provides for the Assistant Planner, Planning Intern and the Records Technician.	92,988	92,988	105,206
4020 20	<b>OVERTIME</b> Overtime worked by the department secretary who attends all Planning Commission meetings is provided for in this line item.	4,000	4,000	4,100
4030 20	<b>SICK LEAVE CONVERSION</b> This line item provides for the sick leave incentive program which rewards employees with a cash incentive for not using sick leave.	5,021	1,910	9,282

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
4050 20	<p><b>REIMBURSEMENT OF BENEFIT</b>                      Employees who can prove that they have health insurance coverage through another source may receive medical reimbursement from the City of up to \$250 per month if they elect to not use the City's health plan.</p>	5,640	5,640	5,640
4091 20	<p><b>DEFERRED COMPENSATION</b>                      City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$100 per month</p>	5,856	5,856	9,216
4095 20	<p><b>LONGEVITY PAY</b>                      Employees who have worked for the City for 5 consecutive years are eligible for 2.5% longevity pay and employees who have worked for the City for 10 consecutive years are eligible for 5% longevity pay.</p>	4,151	4,151	4,839
4090 20	<p><b>AUTO ALLOWANCE</b>                      This line item covers the monthly auto allowance granted to the Planning Manager and the Assistant Planner for use of their personal vehicles while on City related business.</p>	4,584	4,584	5,712
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$513,140</u>	<u>\$510,029</u>	<u>\$571,034</u>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>FRINGE BENEFITS:</u></b>				
4100 20	<b>INSURANCE BENEFITS</b> The City offers the following insurance coverage benefits to employees: Health, Dental, Long Term Disability and Life Insurance. The cost of benefits is paid by the City with a maximum of \$1,210 per month paid for health coverage.	\$49,767	\$47,363	\$65,020
4110 20	<b>PERS</b> Retirement contributions are comprised of two rates--the employer rate and the employee rate. The employee rate is set by law at 7%. The employer rate is determined by an actuarial valuation of the City's PERS account each year and it fluctuates depending on the account balance. The valuation study for 2007 indicated that the employer rate will be 13.415% in FY 08-09. The amount budgeted for FY 08-09 represents the City's contribution rate (13.415%) and the pickup of the employee contribution rate (7%) In addition, the City participates in a PARS supplemental retirement program to support the retention and recruitment of quality city employees. The cost will be 1.57% of covered salaries.	112,061	100,814	122,514
4130 20	<b>MEDICARE</b> Federal law requires that all employees contribute to Medicare. The Medicare contribution rate is 2.9% and is split evenly between the employer and employee with both parties paying 1.45% of payroll.	7,441	6,400	8,280
<b>TOTAL FRINGE BENEFITS</b>		\$169,269	\$154,577	\$195,813

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>OUTSIDE SERVICES:</u></b>				
5101 20	<b>PLAN REVIEW SERVICES</b> This account provides for outside plan review services that cannot be done in house. This is a cost reimbursed expense. Services in this account include review of Building Code conformance, as well as conformance to Planning approvals and completion of required conditions of approval.	\$54,450	\$54,450	\$65,000
5012 20	<b>LEGAL SERVICES</b> This account is used for City Attorney expenses that are related to planning and building matters.	38,000	38,000	45,000
5016 20	<b>SOFTWARE MAINTENANCE</b> The Planning & Building software purchased in FY 06-07 requires monthly maintenance fees of \$1000.	12,000	12,000	12,000
5120 20	<b>PLANNING CONSULTANT SERVICES-PLANNING DEPARTMENT</b> A City Council goal to meet the recommendations of the Golt consultants report and State requirements for an updated Housing Element is the comprehensive update of the Belvedere General Plan. The Plan was last updated in 1994. This account provides for approximately half of the cost of a two year program to update the General Plan and hire additional consultants with expertise in housing, transportation, open space, hazards, noise, and other technical elements of the Plan.	191,000	191,000	191,000

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
5990 20	<p><b>OTHER CONTRACT/OUTSIDE SERVICES</b>                      This account covers unanticipated expertise that may be required during a project review such as structural &amp; soils engineering or other specialized technical assistance that the Department may need. It also provides for additional Planning services in response to seasonal increases in applications and for the preparation of environmental review documents, such as Initial Studies. This cost is covered by current applications fees. Where outside planning consultant costs exceed application fees, it is a reimbursed expense. FY08/09 budget includes \$7,200 for GIS map services previously included in the Public Works Department budget.</p>	26,000	26,000	33,200
<b>TOTAL OUTSIDE SERVICES</b>		\$321,450	\$321,450	\$346,200
 <b><u>UTILITIES:</u></b>				
6000 20	<p><b>COMMUNICATIONS</b>                      This line item covers the expense of the cellular phones that the Building Official and the Building Inspector carry while out in the field.</p>	\$1,800	\$1,800	\$1,800
<b>TOTAL COMMUNICATIONS</b>		\$1,800	\$1,800	\$1,800



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>OPERATIONS:</u></b>				
6110 20	<b>ADMINISTRATIVE OVERHEAD</b> This account reflects the 40% General Administration department charge-off for specific overhead costs incurred by General Administration that are attributable to Planning and Building.	\$304,225	\$306,553	\$334,430
6150 20	<b>MEMBERSHIPS AND DUES</b> This account covers the dues of the Marin County Planners Association, the American Planners Association, and City membership in the International Congress of Building Officials (ICBO), the Redwood Empire Chapter of the ICBO and the International Council for Local Environmental Initiatives, (ICLEI).	1,110	1,710	1,710
6160 20	<b>NOTICES AND ADS</b> This account provides for publishing of legal notices in the local newspapers regarding Planning Commission public hearings and actions.	1,500	2,500	2,500
6170 20	<b>CONFERENCES, MEETINGS, &amp; TRAINING</b> As indicated on the attached Conferences, Meetings & Training detail, recommended expenditures provide for attendance at various conferences & meetings for the Planning & Building staff. This line item includes an increase of \$3,500 associated with permit tracking software training and new staff training.	14,900	14,900	18,700
6190-20	<b>VEHICLE MAINTENANCE</b> This item covers corrective and preventive maintenance for the vehicle used by the Building Inspector.	250	250	250
<b>TOTAL OPERATIONS</b>		\$321,985	\$325,913	\$357,590

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>MATERIALS AND SUPPLIES:</u></b>				
7030 20	<b>PRINTING AND REPRODUCTION</b> This account covers printing and reproduction expenditures for specialized Building Division forms such as "Stop Work" orders and building permit forms. This line item includes Planning Divisin printing such as flyers and maps.	\$3,750	\$3,750	\$4,750
7040 20	<b>SUBSCRIPTIONS AND PUBLICATIONS</b> The Building Department purchased a new code publications in 2007. Planning publications published and updated annually by CELSOC provide current environmental and planning law requirements. Publications related to design, current practices, and implementation of design and environmental review provide comparisons to City practices which are beneficial to applicants, residents, and staff.	3,373	3,373	3,373
7080 20	<b>FUEL</b> This account covers the cost of gasoline used by the Building Inspector during the course of his daily inspections throughout the City.	3,600	3,600	6,000
7190 20	<b>OTHER MATERIALS &amp; SUPPLIES</b> This line item reflects what the City spends for cast bronze plaques for historic properties that have received special recognition by the City's Historic Preservation Committee.	1,500	1,000	1,500
<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>\$12,223</b>	<b>\$11,723</b>	<b>\$15,623</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## CONFERENCES, MEETINGS AND TRAINING DETAIL - PLANNING

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODG- ING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<b><u>CONFERENCES:</u></b>										
Planners Institute (LofCC)	So Cal	Planning Mgr	Air	Mar.	3	240	420	350	495	1,505
Planners Institute (LofCC)	So Cal	Asst. Planner	Air	Mar.	3	240	420	350	495	1,505
CCAPA Conference	So Cal	Planning Mgr	Air	Oct	3	100	370	100	400	970
CCAPA Conference	So Cal	Asst. Planner	Air	Oct	3	100	370	100	400	970
<b><u>TRAINING</u></b>										
Green Bldg/Sustainable Design	UC Berkeley	Asst. Planner	Auto	Sept	1	30			395	425
Design & Construction	UC Berkeley	Asst. Planner	Auto	Feb	1	30			395	425
Design Principles & Elements	San Francisco	Planning Mgr	Auto	Feb	0				470	470
Autumn Plants & Apps.	San Francisco	Planning Mgr	Auto	Sept	0				470	470
AICP Exam & Prep Course	San Francisco	Planning Mgr	Auto	Oct	1				535	535
AICP Exam & Prep Course	San Francisco	Asst. Planner	Auto	Oct	1				535	535
CDP		Planning Intern	Auto	Summer	0				500	500
<b><u>MEETINGS:</u></b>										
Marin Planning Directors	Marin Co.	Planning Mgr	Auto	Mthly.						260
Bay Area Plng. Directors	Various	Planning Mgr	Auto	Mthly.						140
Chairman Planning Mtgs.	Various	Planning Mgr	Auto	Mthly.						720
<b>TOTAL</b>										<b>\$9,430</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## CONFERENCES, MEETINGS AND TRAINING DETAIL - BUILDING

ORGANIZATION	EMPLOYEE	LOCATION OF TRAINING	REG. FEE	TRAVEL COSTS	LODGING	MEALS	TOTAL BUDGET REQUEST
<b><u>Conferences</u></b>							
ICC-ABM	BO	Minneapolis	\$350	\$750	\$550	\$150	\$1,800
CALBO-ABM	BO	Monterey	350	0	550	150	1,050
<b><u>Training</u></b>							
Various	BO	Unknown	500	0	0	0	500
Various	BI	Unknown	1,500	500	0	0	2,000
Various	Tech	Unknown	550	200	150	100	1,000
GovPartner/CDP	Staff	City Hall	0	1,200	500	300	2,000
<b><u>Meetings</u></b>							
MCCAB	BO	San Rafael	180	0	0	0	180
REACO	BO	Petaluma	240	0	0	0	240
<b><u>Certifications</u></b>							
ICC	BO/BI	Oakland	500	0	0	0	500
<b>TOTAL</b>							<b>\$9,270</b>

**CITY OF BELVEDERE  
POLICE DEPARTMENT  
MISSION, GOALS & OVERALL ORGANIZATION**

It is the mission of the Belvedere Police Department to provide safety and security through police services; enforce the laws in the interest of justice; cultivate a strong feeling of community and promote a sense of compassion and concern for the quality of life for all who visit and live in the City of Belvedere. The Belvedere Police Department consists of a Chief of Police, a Police Sergeant, six Patrol Officers, and a Confidential Chief's Secretary.

The department provides 24 hour a day patrol that is dispatched by the Marin County Sheriff's Office through contractual agreement. Sworn officers enforce federal, state and local laws including parking and traffic laws. We also investigate traffic accidents and respond to all emergencies and medical calls. Belvedere PD is a well-trained, full service organization using modern police practices and equipment. The department operates under the compliance and certification of the California Peace Officer's Standards and Training (POST). The department also employs the philosophy of Community Oriented Policing (COPs). Each department member is dedicated to serving the citizens of Belvedere.

The Belvedere Police Department has several long term, continuous goals:

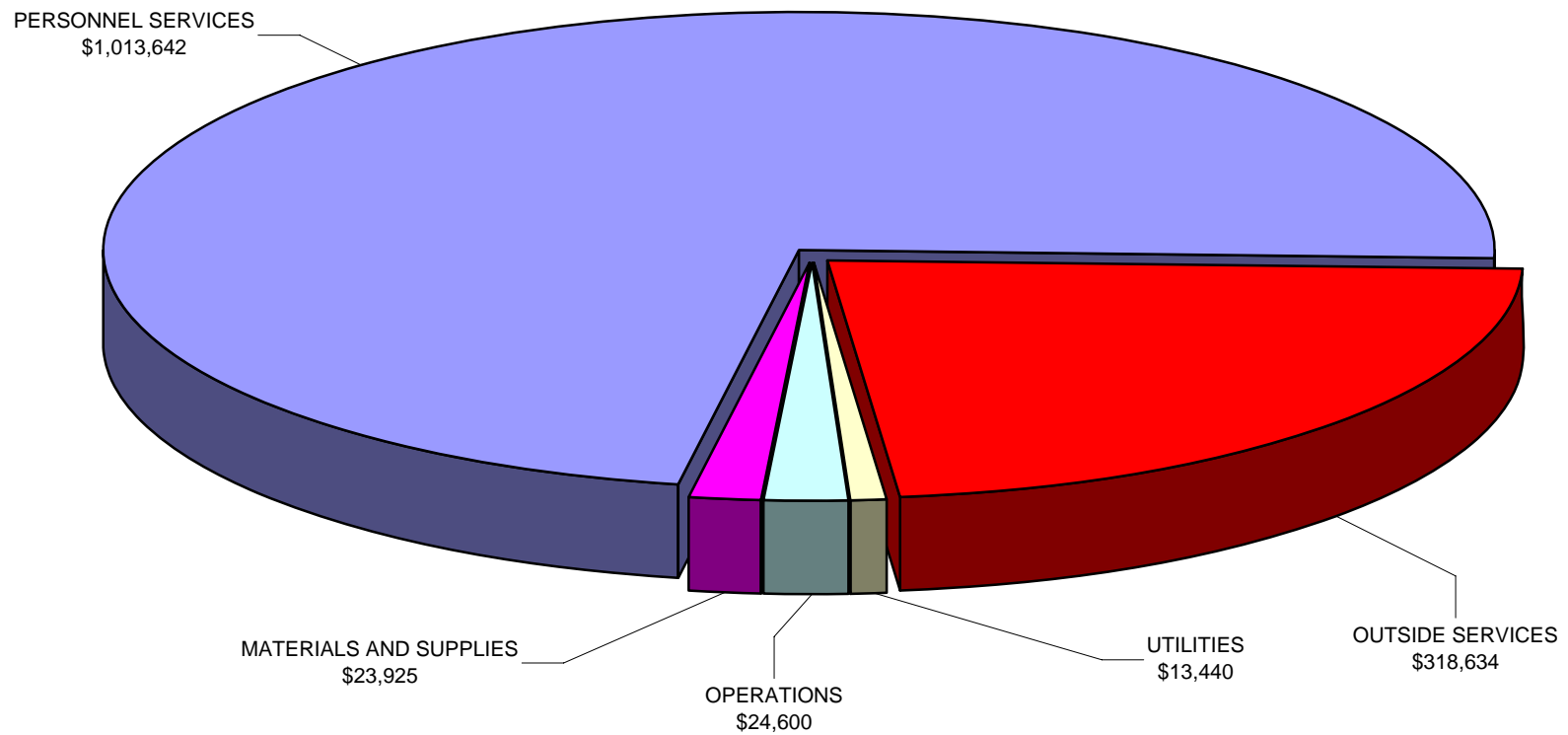
- Reduce crime rate.
- Reduce traffic accidents and "near misses".
- Support the city in its overall goals and objectives.
- Strive to help improved quality of life and safety within the city.
- Continue to aggressively work with citizens and other agencies to prepare Belvedere for the possibility of a catastrophic event.

Within the next year there are short-term goals that the department would like to achieve:

- Stay abreast of current law enforcement trends and provide training for PD personnel.
- Train and integrate the Officer selected to fill the most recent position authorized by the City Council.
- Purge old property, evidence, and records.

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

*Police*  
Total Budget: \$1,394,241



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - POLICE

<u>MAJOR ACCOUNT CLASSIFICATION</u>	<u>FY 07-08 APPROVED BUDGET</u>	<u>FY 07-08 ESTIMATED EXPENDITURES</u>	<u>FY 08-09 APPROVED BUDGET</u>
PERSONNEL SERVICES	\$536,048	\$510,933	\$652,927
FRINGE BENEFITS	270,614	247,945	360,715
SUBTOTAL	<u>\$806,662</u>	<u>\$758,878</u>	<u>\$1,013,642</u>
OUTSIDE SERVICES	\$276,845	\$296,212	\$318,634
UTILITIES	13,440	13,440	13,440
OPERATIONS	23,705	23,927	24,600
MATERIALS AND SUPPLIES	18,675	17,275	23,925
SUBTOTAL	<u>\$332,665</u>	<u>\$350,854</u>	<u>\$380,599</u>
GRAND TOTAL	<u><u>\$1,139,327</u></u>	<u><u>\$1,109,732</u></u>	<u><u>\$1,394,241</u></u>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## SALARY DETAIL - POLICE

BUDGETED POSITIONS CLASS TITLE	Employees' Name	Step	Present Salary		Increase Date	Salary Increase		TOTAL FOR YEAR
			Months	Rate		Months	Rate	
<b><u>REGULAR SALARIES:</u></b>								
Police Secretary	Lylene Phillips	E	12	\$5,144				61,728
Police Sergeant	Chris Pool	E	12	7,363				88,356
Police Officer	Michael Celiberti	E	12	6,263				75,156
Police Officer	Tom Marksbury	E	12	6,263				75,156
Police Officer	Andy Rosas	E	12	6,263				75,156
Police Officer	Paul Sims	E	12	6,263				75,156
Police Officer	Charlie Wayshak	D	7	5,965	2/1/2009	5	\$6,263	73,070
Police Officer	Vacant	B	12	5,410				64,920
<b>GRAND TOTAL</b>								<b>\$588,698</b>



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
<b><u>PERSONNEL SERVICES:</u></b>				
4000 30	<b>REGULAR SALARIES</b> This account pays salaries for the Police Department's compliment of one sergeant, a secretary and six officers. Sgt Pool is the immediate supervisor of the Police Officers and also conducts the more complex criminal investigations. Chief Campbell's salary and benefits can be found in account 5240-30 as the city contracts with the Sheriff's department for its Police Chief.	\$496,692	\$477,953	\$588,698
4020 30	<b>OVERTIME</b> Overtime is incurred for such duties as court appearances, unexpected illnesses, backfill for officers at training, during criminal investigations and other emergencies.	15,000	15,000	15,000
4030 30	<b>SICK LEAVE CONVERSION</b> As an incentive for employees to use as little sick leave as possible, the City agreed to a sick-leave conversion policy which allows employees to be paid for a portion of their unused sick leave if they have taken a minimum of sick leave during the year. This line item represents the maximum sick leave payout that can occur in FY 08-09.	4,657	2,183	8,672

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
4040 30	<p><b>HOLIDAY PAY</b> Because of the need to provide public safety services every day of the year, police officers are not able to take holidays off as are other employees. To compensate the sworn personnel for this, they receive holiday pay which is paid at straight time. The seven sworn officers assigned to work the holidays will receive holiday pay during the fiscal year.</p>	18,607	16,054	22,295
4060 30	<p><b>EDUCATION INCENTIVE</b> An incentive of up to \$125 per month is given to sworn police officers who qualify through a combination of education and training.</p>	7,800	7,313	16,800
4070 30	<p><b>GRAVEYARD SHIFT PAY</b> Pursuant to the current MOU, an officer regularly assigned to the graveyard shift receives a shift differential equal to 2.5% of base salary.</p>	2,184	2,100	2,300
4080 30	<p><b>FIELD TRAINING OFFICER (FTO) PAY</b> The Sergeant acts as an FTO as part of his normal duties without additional pay. One police officer also serves as an FTO and receives a 5% incentive while he is actually training new officers. Field Training is mandated by the POST for all newly hired officers.</p>	200	200	750
4081 30	<p><b>EVIDENCE AND PROPERTY MANAGER</b> Monthly incentive of \$100 to hold certification in, and manage the property and evidence held by the Police Department. Requires current P.O.S.T. training and certification. The Police Secretary holds this position.</p>	1,200	1,200	1,200

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
4082 30	<p><b>SECURE LAW ENFORCEMENT AUTOMATED SYSTEMS MANAGER</b>                      Monthly incentive of \$100 to hold certification in, and maintain a high skill level in the use and management of all securely regulated law enforcement information systems. These systems include, but are not limited to CLETS, CAD, AAS, and radio communications. Must represent department in annual DOJ audits and conduct annual training to other PD members. The Police Secretary holds this position.</p>	1,200	1,200	1,200
4083 30	<p><b>RECORDS MANAGER</b>                      Monthly incentive of \$50 to hold supervisory certification in, and current expertise in the management of the Police Department's information and records. Requires P.O.S.T. training and certification in public records management. Responsible for the proper release, retention, and destruction and sealing of reports and information. The Police Secretary holds this position.</p>	600	600	600
4050 30	<p><b>DEFERRED COMPENSATION</b>                      City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$100 per month</p>	8,400	7,460	9,000
4090 30	<p><b>MILEAGE ALLOWANCE</b>                      Police Officers and the Sergeant each receive a monthly allowance of \$150 to offset travel/commute costs.</p>	10,800	10,800	16,800

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
4095 30	<b>LONGEVITY PAY</b> The seven sworn officers and the Police Secretary are eligible for longevity pay in varying increments, up to 5% of base salary for time in service with the department. The benefit continues an effort to retain high quality employeesx	17,458	17,620	18,362
4096 30	<b>REIMBURSEMENT OF WAGES</b> This account is used to credit back money received from the State of California for the Supplemental Law Enforcement Grant. The grant is used to fund a portion of one officer's salary and benefits.	(48,750)	(48,750)	(48,750)
<b>TOTAL PERSONNEL SERVICES</b>		\$536,048	\$510,933	\$652,927
<b><u>FRINGE BENEFITS:</u></b>				
4100 30	<b>INSURANCE BENEFITS</b> The City offers the following insurance coverage benefits to it's employees: Health, Dental, Long Term Disability and Life Insurance. The insurance is paid for by the City with a maximum of \$1,210 per month paid for health insurance.	\$94,196	\$78,992	\$128,208

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
4110 30	<p><b>PERS</b></p> <p>This line item reflects the contributions made by the City towards the employee contribution rate as provided for in the salary and benefits resolutions for the department's employees. For all non-safety employees, the rate that is picked up by the City is 7%. For safety employees, the city picks up 8 of the 9% contribution rate. The PERS actuarial valuation for 2007 shows the employer rate for safety employees as 24.475% and the non-safety employee rate as 13.415%. The City also participates in a PARS supplemental retirement program to support the retention and recruitment of quality city employees. The cost will be 1.57% of non safety salaries and 3.73% of safety salaries.</p>	189,128	181,010	225,313
4111 30	<p><b>PORAC TRUST</b></p> <p>Members of the Belvedere Police Officer's Association (BPOA) participate in the Peace Officer's Research Association of California Medical Expense Reimbursement Trust in the amount of \$150 monthly per Officer.</p>		0	12,600
4130 30	<p><b>MEDICARE</b></p> <p>Federal law requires that all employees contribute to Medicare. This contribution is in addition to any taxes and retirement payments the City is required to make on behalf of the employee. The Medicare contribution rate is 2.9% of payroll and is split evenly between the employer and employee with both parties paying 1.45%.</p>	8,480	8,033	10,174
4140 30	<p><b>UNIFORM ALLOWANCE</b></p> <p>All uniformed employees are provided a uniform allowance to defray the costs of uniform maintenance. Pursuant to the MOU with the BPOA and the salary resolutions with the Miscellaneous Employees, the rate is \$60.00 per month for officers and \$45.00 per month for the police clerk. The Officer's receive an equipment allowance of \$200 per year.</p>	4,860	4,860	9,220

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
4150 30	<b>ON-DUTY MEALS</b> While working overtime in excess of 12 hours, officers are given \$10 for a meal.	200	50	200
4151 30	<b>REIMBURSEMENT OF BENEFITS</b> This account is used to credit back money received from the State of California for the Supplemental Law Enforcement Grant. The grant is used to fund a portion of one officer's salary and benefits.	(26,250)	(25,000)	(25,000)
<b>TOTAL FRINGE BENEFITS</b>		<u>\$270,614</u>	<u>\$247,945</u>	<u>\$360,715</u>
<b><u>OUTSIDE SERVICES:</u></b>				
5200 30	<b>PISTOL RANGE</b> This account provides for the City contract with Marin County for the use of the range for firearms training.	\$300	\$300	\$300
5210 30	<b>POLICE DISPATCH</b> The City contracts for police and as needed public works dispatching with the Marin County Communications Center. The service provided is excellent and at a significantly lower cost than our prior provider. This includes computer aided dispatching management.	35,637	35,638	42,475
5220 30	<b>MAJOR CRIMES TASK FORCE</b> All cities within Marin County contribute to the funding of this investigative unit which focuses on drug dealers. The task force operates under the command of the Marin County Sheriff's Office with all task force personnel supplied by the Sheriff.	14,090	16,242	17,609

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
5230 30	<b>BOOKING FEES</b> The Cities are charged \$83 for each booking made into the Marin County Jail.	1,200	1,200	1,200
5240 30	<b>POLICE CHIEF AGREEMENT</b> The City entered into an agreement with the County to provide a Sheriff's Department Lieutenant to serve as the Belvedere Police Chief. This amount covers salary, benefits, retirement and a 5% merit adjustment.	190,118	206,082	216,200
5250 30	<b>MARIN EMERGENCY RADIO AUTHORITY</b> The funds budgeted cover Belvedere's share for MERA operating costs for this fiscal year.	13,000	14,250	14,250
5241 30	<b>MEDICAL OVERSIGHT</b> A medical doctor is required to serve as the Police Department's Medical Director to provide oversight of our first aid and early defibrillation program.	3,000	3,000	3,000
5242 30	<b>REPORTS AND RECORDS AUTOMATION</b> These funds are for Belvedere's 1.63% share of the total cost to maintain a county wide, fully automated report writing and records management system. The system is maintained by the County and the Compudyne Corporation.	3,250	3,250	3,400
5981 30	<b>RECRUITMENT</b> Funds are needed for employment ads and testing for potential applicants for the vacant police officer position.	0	0	4,000
5990 30	<b>OTHER OUTSIDE SERVICES</b> Provides funds for the city's share of the countywide child sex assault program, Critical Reach program and other outside services.	3,500	3,500	4,200

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
5265 30	<p><b>POLICE POLICY MANUAL UPDATE &amp; MAINTENANCE</b>                      In FY05-06 the Police Department purchased a complete policy manual from the professional corporation, Lexipol. These funds are for our continuing subscription that ensures continuous legal and operational review of our critical operating procedures.</p>	1,950	1,950	1,950
5266 30	<p><b>MARIN INFORMATION AND DATA ACCESS SYSTEM</b>                      MIDAS provides the Police Department with a high speed, secure network that allows the department access to critical local, state, and federal law enforcement networks. It also provides internet access.</p>	7,800	7,800	7,800
5267 30	<p><b>MOBILE DATA TERMINAL MAINTENANCE AGREEMENT</b>                      This contract provides maintenance to the department's three mobile computers in the patrol cars.</p>	3,000	3,000	2,250
<b>TOTAL OUTSIDE SERVICES</b>		\$276,845	\$296,212	\$318,634
 <b><u>UTILITIES:</u></b>				
6000 30	<p><b>COMMUNICATIONS</b>                      The communications budget provides for costs associated with public safety communications devices utilized by the department. In addition to standard telephone services the cost of 7 pagers. This line item also includes the cost of four cellular telephones. Three are assigned to the department and one is assigned to the AM emergency radio advisory system. Funds are also budgeted to pay for air time for the mobile data transmitters.</p>	\$12,000	\$12,000	\$12,000



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
6020 30	<b>POWER (Gas and Electric)</b> Pays for the Police Departments share for electricity and gas for the Police Station.	1,440	1,440	1,440
<b>TOTAL UTILITIES</b>		<u>\$13,440</u>	<u>\$13,440</u>	<u>\$13,440</u>
<b><u>OPERATIONS:</u></b>				
6130 30	<b>EQUIPMENT MAINTENANCE</b> Miscellaneous unplanned repairs to department equipment such as computers, typewriters, rechargeable flashlights, etc., are provided for in this account. This account also provides for miscellaneous preventative maintenance to department equipment including routine maintenance of police radios, the mandatory annual re-certification of the radar equipment used for enforcement by the department and maintenance of the copy machine.	\$2,000	\$2,000	\$2,000
6150 30	<b>MEMBERSHIP DUES</b> This account covers memberships in various professional organizations (see attached detail sheet).	505	727	900
6160 30	<b>NOTICES AND ADS</b> This account covers costs associated with found property ads, personnel recruitment ads, etc.	200	200	200

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
6170 30	<b>TRAVEL &amp; MEETINGS</b> This account provides for departmental travel and meetings which are not POST reimbursable. It covers reimbursements for mileage, bridge fares and parking fees incurred in the use of personal vehicles while department personnel are engaged in city business.	2,500	2,500	2,500
6175 30	<b>TRAINING (POST REIMBURSABLE)</b> In order to field well-trained generalist officers, each officer receives ongoing specialized training each year, some of which is mandated by the state. A portion of this training is reimbursed by the State of California.	7,000	7,000	7,000
6176 30	<b>INTEROPERABILITY LAW ENFORCEMENT FUNCTIONS</b> The department participates in several LE functions, working with other organizations, that benefit the City but may not occur within the city limits. These include Friday nights on Main Street, Avoid the 13, Marin Bicycle Coalition, the county fair, opening day on the bay, safe grad night etc.	6,000	6,000	6,000
6190 30	<b>VEHICLE MAINTENANCE</b> The department maintains a fleet of four police vehicles, three of which are equipped with full emergency equipment and are assigned to patrol operations. The fourth is assigned to the police chief and is equipped with modified emergency equipment, and is available for patrol use on a backup basis if necessary. This line item provides for any corrective measures that are necessary to keep the vehicles running, such as replacement of batteries, repair of tires etc. The department currently has a preventative maintenance program wherein the vehicles are serviced every 5,000 miles in accordance with the manufacturer's recommendations for vehicles in heavy-duty service.	5,500	5,500	6,000
<b>TOTAL OPERATIONS</b>		\$23,705	\$23,927	\$24,600

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
	<b><u>MATERIALS AND SUPPLIES:</u></b>			
7000 30	<b>OFFICE SUPPLIES</b> This account covers miscellaneous items such as laser printer ink cartridges, paper, letterhead, business cards, pens, etc.	\$750	\$750	\$750
7010 30	<b>PHOTO AND MICROFILM SUPPLIES</b> This account provides for photographic supplies and developing costs associated with the Department's activities. The use of digital photography has reduced film and processing costs.	250	250	250
7030 30	<b>PRINTING AND REPRODUCTION</b> This line item covers the costs associated with printing citations and other miscellaneous departmental forms.	1,000	1,000	1,000
7040 30	<b>SUBSCRIPTIONS AND PUBLICATIONS</b> In order for the department to remain proficient and up-to-date on new developments in law enforcement and changes in the various codes that we are required to enforce, we need to purchase professional journals and books.	500	600	750
7050 30	<b>AMMUNITION AND WEAPONS</b> This account provides for ammunition and weapons used by the police department. All sworn officers are required to demonstrate proficiency four times each year at the range with their sidearm and carbine. Funds are used from this account to purchase ammunition, service weapons and to purchase less than lethal munitions deployed by the Department.	750	750	750

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
7060 30	<b>CHEMICALS AND GASES</b> This budget item provides for replacement of "OC" pursuant to the manufacturer's recommendation. Two OC sprays will be replaced this fiscal year.	25	25	25
7070 30	<b>CRIME PREVENTION SUPPLIES</b> This line item provides for the reorder of certain supplies, such as CPR instruction cards, Junior Police Badges and 9-1-1 informational color books as supplies are exhausted.	200	200	200
7080 30	<b>GAS AND OIL SUPPLIES</b> This line item provides for the fuel used by the department's vehicles during the year. Gasoline stored at the corporation yard provides fuel for the patrol vehicles.	8,700	8,700	8,700
7090 30	<b>PROTECTIVE CLOTHING/SAFETY EQUIPMENT</b> By law, the City is mandated to provide officers with safety equipment (e.g. firearms, holsters, duty belt, rain gear, handcuffs, etc.) The MOU between the City and the BPOA requires that safety equipment and bullet resistant vests be provided. The increased budget will be used to purchase equipment for the new officer position.	3,000	3,000	8,000
7190 30	<b>OTHER MATERIALS AND SUPPLIES</b> This account covers investigative supplies and equipment, first aid supplies, flares, videotapes for the in-car video system, and other supplies as needed.	2,000	2,000	2,000
7071 30	<b>EMERGENCY/DISASTER PREPAREDNESS OPERATIONS SUPPLIES</b> The city is very active in working on emergency preparedness issues. These funds provide for miscellaneous small supplies in support of disaster planning.	1,500	1,500	1,500
<b>TOTAL MATERIALS AND SUPPLIES</b>		<b>\$18,675</b>	<b>\$17,275</b>	<b>\$23,925</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## MEMBERSHIPS AND DUES DETAIL - POLICE

ORGANIZATION	MEMBER	AMOUNT	NOTES
Marin County Police Chiefs Assoc.	Chief Campbell	\$200	A professional police management group which addresses mutual issues of statewide concern.
California Law Enforcement Records Association	Clerk Phillips	75	Includes professional journal. Addresses issues of mutual concern.
Marin County Investigators Assoc.	Sgt Pool	25	Meets monthly to share information regarding crime in Marin County.
Marin County Child Sexual Abuse Task Force	Sgt Pool	25	Permits the pooling of investigative resources in complex cases.
California Assoc. of Law Enforcement Background Investigators	Sgt Pool	25	Meets periodically to discuss issues regarding hiring of police personnel. Includes newsletter.
California Peace Officers Assoc.	Department membership	<u>155</u>	Provides legal update training and sharing of information. Reduced tuition fees for all Department members while attending CPOA courses.
<b>TOTAL</b>		<u><u>\$505</u></u>	

**CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET**

**CONFERENCES, MEETINGS AND TRAINING DETAIL - POLICE**

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<b><u>CONFERENCE:</u></b> CLEAR Records Management	TBA	Chief's Sec	Air	Sept	5	\$260	\$690	\$290	\$275	\$1,515
<b><u>MEETINGS:</u></b> Liaison pick-up and deliveries to various agencies/DA/Courts	Marin County	Designated Personnel	Private Auto	Daily				@\$.275 per mile		100
Marin Chief's Association Various Meetings	Marin County	Chief	Auto	Monthly						150
<b>TOTAL</b>										735
										<u>\$2,500</u>

**CITY OF BELVEDERE  
DEPARTMENT OF PUBLIC WORKS  
MISSION, GOALS & OVERALL ORGANIZATION**

The Public Works Department is responsible for the development, improvement and maintenance of the City's infrastructure. It is the Department's goal to provide the citizens of Belvedere with the highest standard of public facilities consistent with sound engineering practices and fiscal responsibility.

The Public Works Superintendent and three maintenance workers inspect, manage and maintain the City's streets, lanes, storm drain system, traffic signs and markings, Parks, median landscaping & irrigation, Playground, City buildings and other public facilities.

Private consultants and service providers supplement the efforts of City staff consistent with specific needs, but always under the direction and review of the Public Works Department. Contract staff includes the City's Contract City Engineer with primary responsibility for the design and construction of various public improvement projects.

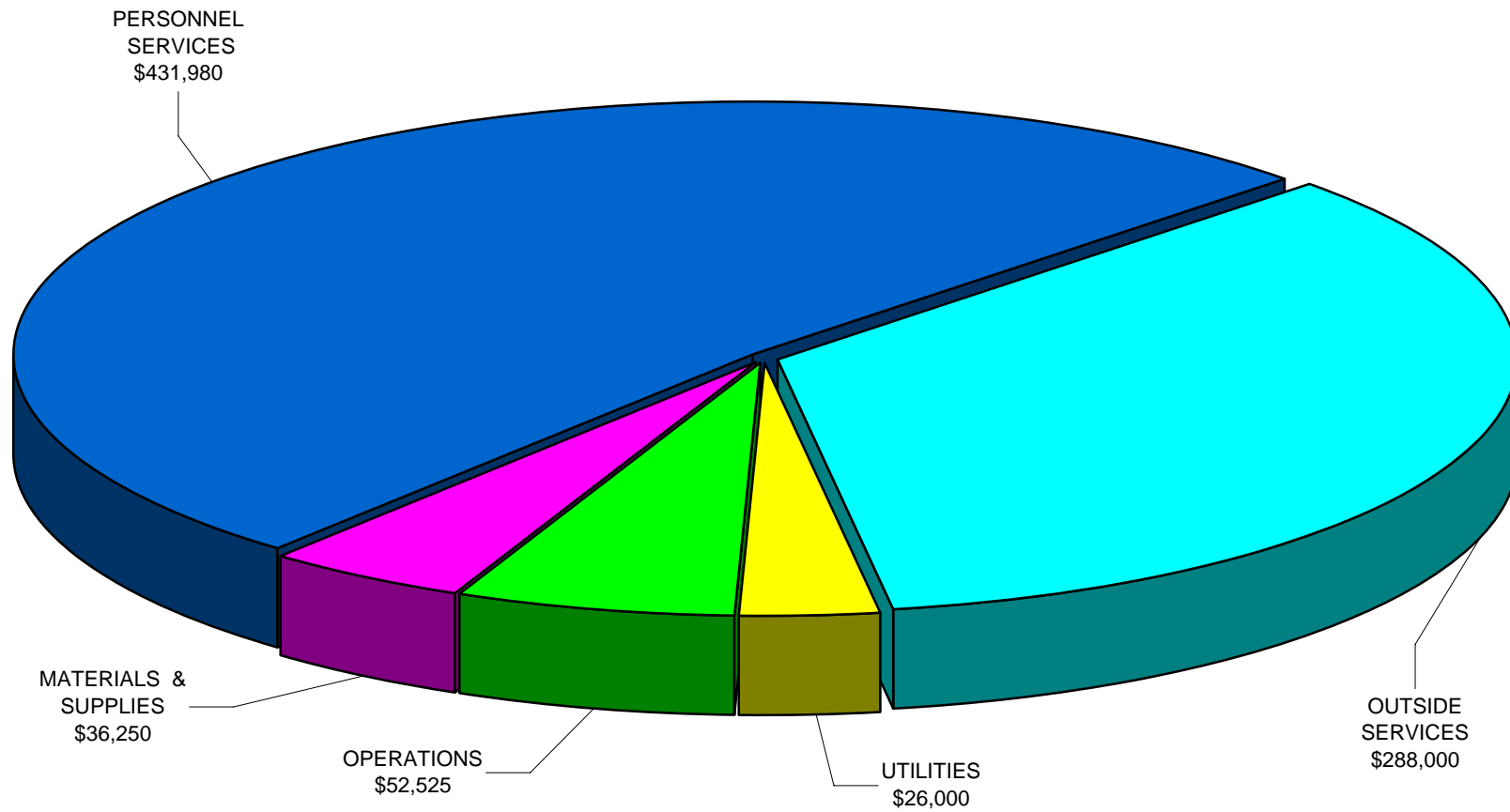
Major projects in the coming year include:

- Construction of Lower Belvedere Ave Utility Underground project;
- Initial Construction of the San Rafael Ave Seawall and Landscaping Improvements;
- City Council Chambers Historic Renovation
- Storm Drain Re-lining Improvements; Two (2) locations on San Rafael Ave, and one (1) on Lagoon Rd;
- Beach Rd Median Landscape Renovation
- City Hall Lobby, Restrooms and Technology improvements;
- City-wide street sign upgrade & replacement program;
- Roadway Slurry Seal Program; Hilarita Circle, Lagoon Rd, Edgewater Rd, Windward Rd and Lower Golden Gate Ave.

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## Public Works Operations & Maintenance

Total Budget: \$834,755





# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - PUBLIC WORKS OPERATIONS & MAINTENANCE

MAJOR ACCOUNT CLASSIFICATION	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
PERSONNEL SERVICES	\$372,066	\$360,250	\$299,998
FRINGE BENEFITS	121,415	128,053	131,982
SUBTOTAL	\$493,481	\$488,303	\$431,980
OUTSIDE CONTRACT SERVICES	\$112,500	\$122,928	\$288,000
UTILITIES	24,500	23,500	26,000
OPERATIONS	43,420	35,661	52,525
MATERIALS AND MISCELLANEOUS SERVICES	31,750	33,250	36,250
SUBTOTAL	\$212,170	\$215,339	\$402,775
GRAND TOTAL	\$705,651	\$703,642	\$834,755

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## SALARY DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

BUDGETED POSITIONS CLASS TITLE	EMPLOYEE'S NAME	STEP	Present Salary		INCREASE DATE	Salary Increase		TOTAL FOR YEAR
			MONTHS	RATE		MONTHS	RATE	
<b><u>REGULAR SALARIES:</u></b>								
Public Works Manager	Scott Derdenger	E	12	8,510				102,120
Sr. Maintenance Worker	Gerhard Laufer	E	12	5,091				61,092
Maint. Worker II	Max Sandoval	E	12	4,562				54,744
Maint. Worker II	Javier Villegas	E	12	4,562				54,744
subtotal								272,700
<b><u>TEMP. &amp; PART-TIME:</u></b>								
Maintenance Worker	Vacant							10,400
subtotal								10,400
<b>Grand Total</b>								\$283,100

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>PERSONNEL SERVICES:</u></b>				
4000 40	<b>REGULAR SALARIES</b> This line item covers regular full-time salaries for the, the Public Works Superintendent, and three Maintenance Workers.	\$246,124	\$264,574	\$272,700
4010 40	<b>TEMPORARY &amp; PART TIME EMPLOYEES</b> Used for additional maintenance help in the summer.	108,680	80,000	10,400
4020 40	<b>OVERTIME</b> Emergency service outside regular hours is being budgeted at \$750 for FY07-08. Overtime is paid at the rate of time and a half and is only used on an emergency basis or to assist with Concerts in the Park.	750	40	750
4030 40	<b>SICK LEAVE CONVERSION</b> This line item provides for the sick leave incentive program which rewards employees with a cash incentive for not using sick leave.	2,278	2,275	4,525

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
4090 40	<b>AUTO ALLOWANCE</b> This account will not be used in FY 08-09	3,600	3,000	0
4091 40	<b>DEFERRED COMPENSATION</b> City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$100 per month	4,800	4,800	7,200
4092 40	<b>TECHNOLOGY &amp; HOME OFFICE ALLOWANCE</b> This account will not be used in FY 08-09	1,800	1,400	0
4095 40	<b>LONGEVITY PAY</b> Employees with 5 or more years of service are entitled to a 2.5% longevity pay adjustment above base salary. Employees with 10 or more years of service are entitled to a 5% adjustment.	4,034	4,161	4,423
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$372,066</u>	<u>\$360,250</u>	<u>\$299,998</u>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>FRINGE BENEFITS:</u></b>				
4100 40	<b>INSURANCE BENEFITS</b> The City provides the following insurance benefits to employees: Health, Dental, Long Term Disability and Life Insurance. The cost of benefits is paid by the City with a maximum of \$1,210 per month paid for health coverage.	\$56,659	\$59,570	\$62,140
4110 40	<b>PERS</b> Retirement contributions are comprised of two rates--the employer rate and the employee rate. The employee rate is set by law at 7%. The employer rate is determined by an actuarial valuation of the City's PERS account each year and it fluctuates depending on the account balance. The valuation study for 2007 indicated that the employer rate will be 13.415% in FY 08-09. The amount budgeted for FY 08-09 represents the City's contribution rate (13.415%) and the pickup of the employee contribution rate (7%) In addition, the City participates in a PARS supplemental retirement program to support the retention and recruitment of quality city employees. The cost will be 1.57% of covered salaries.	59,361	63,202	65,491
4130 40	<b>MEDICARE</b> The same requirement for Medicare contributions applies to public works employees as it does for employees in other departments. The City pays 1.45% of gross wages.	5,395	5,281	4,350
<b>TOTAL FRINGE BENEFITS</b>		\$121,415	\$128,053	\$131,982

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>OUTSIDE CONTRACT SERVICES:</u></b>				
5301 40	<b>CITY ENGINEER SERVICES</b> Effective in May 2008, the City began contracting out engineering services rather than providing these services in house.	\$0	\$25,000	\$173,000
5250 40	<b>MERA MEMBER CONTRIBUTION</b> This account pays for the department's share of the Joint Powers Authority's cost for the emergency public safety radio system. In FY 07-08 there was an increase in dues.	4,000	4,428	4,500
5320 40	<b>DRAINAGE MAINTENANCE</b> This line item covers the contract cleaning of City storm drain systems prior to winter rains and also throughout the year as the need arises.	10,000	8,000	10,000
5330 40	<b>LANDSCAPE MAINTENANCE</b> This line item provides for a Landscape Maintenance contract in four areas of the City. Areas included are Community Park, Tom Price Park, Land Company Park and the San Rafael Ave. Seawall. Maintenance of these areas requires the use of specialized equipment that is not owned by the City. Staff continues to evaluate the cost of performing this service inhouse vs. contracting out. Specific services include mowing, edging, trimming, pruning and weeding.	40,000	36,000	40,000
5350 40	<b>STREET TREES</b> This line item provides for contract work by professional arborists for tree maintenance and safety pruning and for the removal of hazardous City trees. City staff continues to have a certified arborist evaluate the health of all City trees and removes large trees that present a dangerous condition to the public.	35,000	25,000	35,000

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
5360 40	<b>POISON OAK CONTROL</b> This line item covers the cost of attempting to eradicate poison oak found on City-owned property. The budgeted amount reflects the cost of manually removing poison oak due to the city ordinance restricting the use of herbicides.	1,000	1,000	1,000
5370 40	<b>MARINMAP MEMBERSHIP FEE</b> With the development of our GIS system, we will now be able to take advantage of the mapping system information developed by MarinMap. Participation in the program is essential to enable us to keep our system up-to-date.	6,000	6,000	6,000
5980 40	<b>JANITORIAL MAINTENANCE</b> This account provides for the contract costs associated with the cleaning of City Hall offices, Council Chambers and lobby, Police Department and Public Park restrooms.	6,500	6,500	6,500
5990 40	<b>OTHER CONTRACT/OUTSIDE SERVICES</b> This line item provides for other contract work that is not covered under other specific line items. This unanticipated work is specialized and requires contracting for services by experts. Examples of work are GIS consulting, locksmithing, emergency generator and fire extinguisher annual servicing. An overage in FY 07/08 is due to the increase in the need to use contractors.	10,000	11,000	12,000
<b>TOTAL OUTSIDE CONTRACT SERVICES</b>		\$112,500	\$122,928	\$288,000

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>UTILITIES:</u></b>				
6000-40	<b>COMMUNICATIONS</b> This line item provides for the telecommunications costs for the Corporation Yard and a portion of the City Hall offices that are attributable to public works activities as well as telephone alarm lines for City Hall. It also includes the monthly service fee for a Blackberry device for the Superintendent.	\$6,000	\$5,000	\$6,000
6020 40	<b>POWER (GAS AND ELECTRIC)</b> Heating and electrical costs for the Corporation Yard and City parks irrigation are included in this budget.	3,500	3,500	3,500
6030 40	<b>POWER (STREET LIGHTS)</b> This line item provides for costs associated with electricity that is needed to power the street lights.	6,000	6,000	6,000
6040 40	<b>POWER (TRAFFIC SIGNAL)</b> This line item provides for costs associated with the shared maintenance and power costs of the traffic signal located at San Rafael Ave @ Tiburon Blvd.	1,500	1,500	1,500
6050 40	<b>WATER</b> Metered water for City buildings and landscaping is included in this account. The increase for FY 08/09 covers the annual water well lease agreement. This lease agreement provides for irrigation water used on the park turf.	7,500	7,500	9,000
<b>TOTAL UTILITIES</b>		\$24,500	\$23,500	\$26,000



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>OPERATIONS:</u></b>				
6131 40	<b>EQUIPMENT MAINTENANCE</b> This account covers repair and maintenance of equipment due to normal wear. Types of equipment that may require minor service & repairs include chainsaws, weed eaters, trimmers, polesaws and a brush chipper.	\$1,200	\$1,200	\$1,200
6150 40	<b>MEMBERSHIPS &amp; DUES</b> This budget item covers memberships & dues for the staff who belong to professional organizations. A detailed list follows this budget section.	800	800	625
6170 40	<b>CONFERENCES, MEETINGS, &amp; TRAINING</b> As indicated on the attached Conferences, Meetings & Training detail, recommended expenditures provide for attendance by the Public Works Superintendent at the League of California Cities Public Works Conference. Other line items include monthly attendance at various PW organizations to keep the employees current on industry practices. This item also provides for safety training for three maintenance employees.	3,120	3,120	3,400
6180 40	<b>EQUIPMENT LEASES</b> This line item provides for equipment rentals used by in-house forces that are used so infrequently or are so costly as to make purchase of that equipment unjustifiable. Examples include aerial lifting devices, jackhammers, high wheel mowers and paint spraying equipment.	750	750	750

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
6191 40	<p><b>VEHICLE MAINTENANCE</b> This line item provides for the cost of all specialty services and parts necessary for the maintenance of 4 vehicles and 1 tractor in the department.</p>	4,750	3,500	4,750
6200 40	<p><b>BUILDING MAINTENANCE</b> This budget line item includes the cost for routine and non-routine maintenance to all city buildings such as City Hall, Police Department, Corporation Yard and outside restrooms. The increase in FY 08/09 will provide for an annual service agreement for the City Hall elevator and the installation of electric controlled window shades in the Council Chambers.</p>	5,000	5,000	12,000
6210 40	<p><b>IRRIGATION SYSTEM MAINTENANCE</b> This line item allows the purchase of parts and specialized services to maintain proper functioning irrigation system for city parks and landscaped areas. Components of this complex system include; well pumps, control hardware, booster pumps, timers, controllers, sprinkler heads, piping &amp; couplings.</p>	3,000	1,500	3,000
6220 40	<p><b>STREET LIGHT MAINTENANCE</b> This item covers contract and non-contract maintenance of all City street lights. The overage in FY 07/08 is due to the unusually high number of burned out bulbs. This resulted in additional responses for repair.</p>	3,500	4,000	3,500
6230 40	<p><b>PERMITS</b> This line item is associated with permit fees set by County and State regulatory agencies. Permits are for Storm Water (MCSTOPP &amp; SWRCB) Hazardous Materials and Bay Area Air Quality Mgmt District programs. Staff has been advised that fees for these agencies may increase by as much as 5% in FY 08/09. This budget number reflects this change. The overage in FY 07/08 is due to fees associated with the water well lease agreement. For FY 08/09 these well lease fees were moved to the water budget line item.</p>	8,500	11,791	9,500

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
6240 40	<b>STREET SWEEPING</b> This line item is associated with the operation of the Tymco 435 street sweeping equipment. Routine costs include brooms, oil and air filters. Staff performs most maintenance in-house, occasionally a repair must be performed by a vendor. This machine is 3 years old and is beginning to show signs of wear.	4,000	4,000	5,000
6250 40	<b>RECYCLING DISBURSEMENT</b> The State of California Department of Conservation, Division of Recycling provides \$5,000 each year to encourage the use of recycled materials. Staff is evaluating purchasing additional recycle cans for the city park.	8,800	0	8,800
<b>TOTAL OPERATIONS</b>		\$43,420	\$35,661	\$52,525

### MATERIALS AND MISCELLANEOUS SERVICES:

7080 40	<b>FUEL</b> This line item provides for the purchase of gasoline and diesel fuel that is stored in fuel tanks at the Corporation Yard. This fuel is used in vehicles and equipment used by the Public Works Department during daily operations. Staff has attempted to project fuel costs for FY 07/08, however with the rise in oil prices fuel costs have skyrocketed. The overage in FY 07/08 reflects this increase. The increase for FY 08/09 anticipates the cost of fuel exceeding \$4 per gallon.	\$6,000	\$7,500	\$10,000
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# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
7090 40	<p><b>PROTECTIVE CLOTHING/SAFETY EQUIPMENT</b>                      This line item provides for the weekly uniform services for Public Works personnel and the annual purchase of safety boots. Other items included are rain gear, safety jackets &amp; vests, ear protection as well as first aid supplies.</p>	4,000	4,000	4,000
7100 40	<p><b>CONSTRUCTION SUPPLIES</b>                      This line item provides for the purchase of miscellaneous materials including hardware, lumber, concrete, electrical and other small items required to perform basic maintenance functions.</p>	3,750	3,750	3,750
7110 40	<p><b>JANITORIAL SUPPLIES</b>                      This line item provides for the purchase of miscellaneous materials including hardware, lumber, concrete, electrical and other small items require to perform basic maintenance functions.</p>	3,000	3,000	3,000
7120 40	<p><b>PARK AND LANDSCAPE SUPPLIES</b>                      This line item provides for the purchase of replacement flowers for around City Hall and fertilizer for planted areas such as Golden Gate Circle and Beach Road medians. Additionally staff applies gypsum, potassium and calcium monthly to the turf at Community Parks to offset the high mineral content in the well water this is used for irrigation of the grass.</p>	3,500	3,500	3,500

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
7140 40	<p><b>SMALL TOOLS</b> This line item provides for the replacement of worn tools and the acquisition of new tools which are necessary to continue daily operations in Public Works.</p>	2,500	2,500	2,500
7145 40	<p><b>GIS EQUIPMENT AND SUPPLIES</b> This line item provides for new software and supplies for the City's GIS mapping system.</p>	1,000	1,000	1,000
7150 40	<p><b>TRAFFIC CONTROL SUPPLIES</b> This line item provides for the occasional replacement of traffic signs such as street name, regulatory, warning or directional signs due to damage and vandalism. Included in this line item are pavement markers, storm drain markers and all related hardware for installation. Again in FY 08/09 staff will increase the inventory of emergency signs, barricades and traffic cones. This equipment assists staff in providing a safe working area during emergencies.</p>	5,000	5,000	5,000
7190 40	<p><b>OTHER MATERIALS AND SERVICES</b> This line item provides for miscellaneous materials and services that do not fall into well-defined categories such as Mutt Mitts for dog waste, bi-annual soil and water sampling of park turf and other landscaped areas. Additionally, replacement aprts for playground equpmnet are purchased from this account. The increase for FY 08/09 is due to the increased use of Mutt Mitts in the parks by members of the public.</p>	3,000	3,000	3,500
<b>TOTAL MATERIALS AND MISCELLANEOUS SERVICES</b>		\$31,750	\$33,250	\$36,250

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## CONFERENCES, MEETINGS AND TRAINING DETAIL - PUBLIC WORKS

ORGANIZATION	LOCATION OF CONFERENCE/ TRAINING	EMPLOYEE TITLE	MODE OF TRAVEL	MONTH	NUM. DAYS AWAY	PER DIEM	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<b><u>CONFERENCE:</u></b>										
Public Works Officers Institute	Monterey	PW Supt.	Auto	March	4	200	800	100	500	\$1,600
APWA Streets Conf.	San Ramon	PW Supt.	Auto	Sept.	2	Incl.			250	250
<b><u>MEETINGS:</u></b>										
Marin Public Works Assn.	Local	City Engr.	Auto	Monthly						250
American PW Assn.	Local	PW Supt.	Auto	Monthly						150
Maint. Supt. Assn.	Local	PW Supt.	Auto	Monthly						150
<b><u>TRAINING:</u></b>										
Misc. Specialized Trng.	Various Loc.	Staff	Auto	---	---	---	---	---	---	1,000
<b>TOTAL</b>										<b>\$3,400</b>

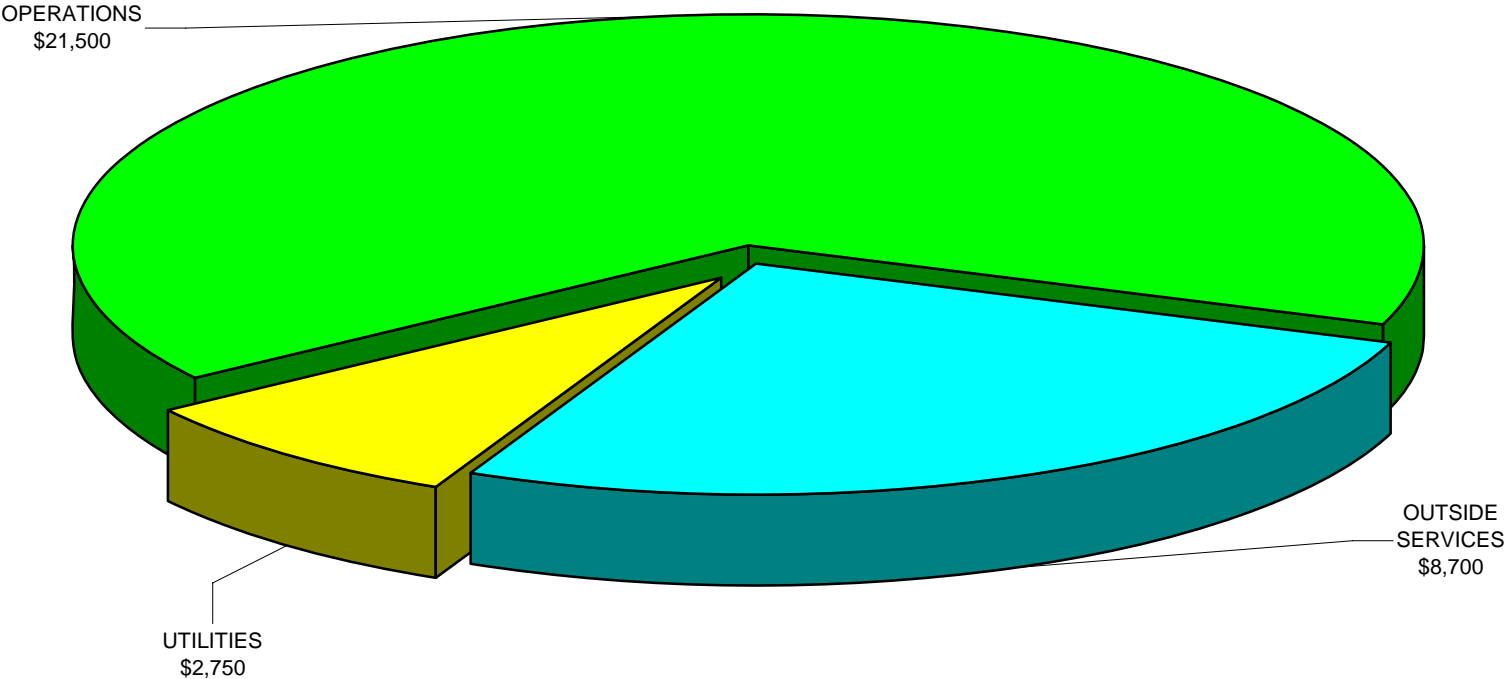
# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## MEMBERSHIPS AND DUES DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ORGANIZATION	MEMBER(S)	AMOUNT	NOTES
Flood Plain Management Association	City Engineer & Building Official	\$150	Organization provides information and assistance in the City's required management of our role in the National Flood Insurance Program
California City/County Street Light Association	City	300	Membership required because of City's participation in the countywide street light JPA
Maintenance Superintendent's Association	PW Superintendent	75	This organization provides information of value to the maintenance and operations of the public works department.
American Public Works Association APWA	PW Superintendent	100	This organization provides the Public Works Superintendent with information and opportunities for specific training related to Public Works.
TOTAL		<u>\$625</u>	

CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

Community Center  
Total Budget: \$32,950





# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - COMMUNITY CENTER

MAJOR ACCOUNT CLASSIFICATION	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
OUTSIDE SERVICES	\$8,700	\$7,200	\$8,700
UTILITIES	2,750	2,750	2,750
OPERATIONS	14,000	11,500	21,500
GRAND TOTAL	<u>\$25,450</u>	<u>\$21,450</u>	<u>\$32,950</u>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - COMMUNITY CENTER

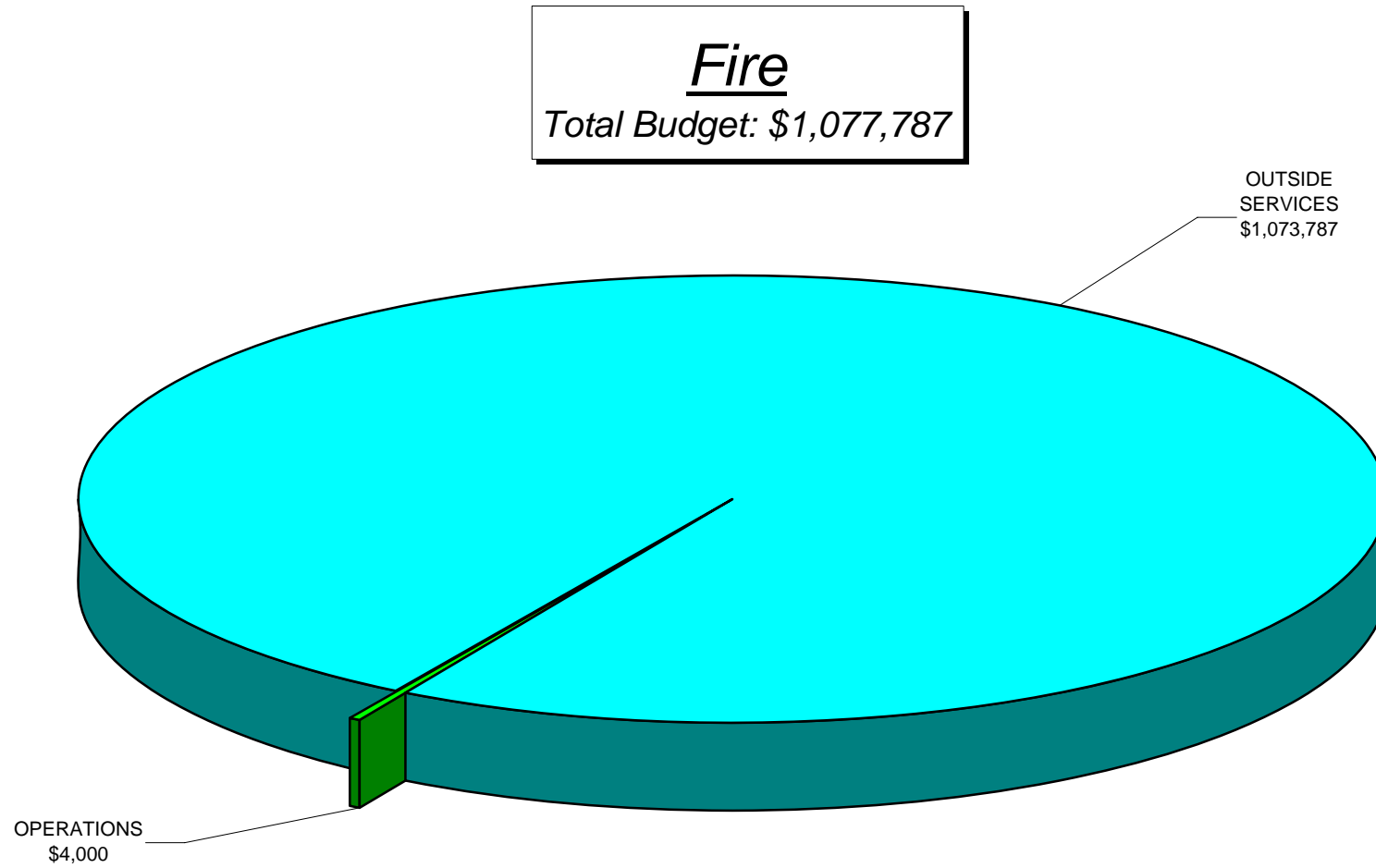
ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>OUTSIDE SERVICES:</u></b>				
5980 50	<b>JANITORIAL CONTRACT SERVICES</b> This line item covers the weekly janitorial service for the entire Community Center. In addition, the account covers janitorial services after special City functions and after private rental functions, the cost of which is reimbursed to the City.	\$7,500	\$6,000	\$7,500
5990 50	<b>OTHER CONTRACT/OUTSIDE SERVICES</b> This item provides for miscellaneous services not covered by other line items. This unanticipated work is specialized, requiring the services of experts such as for repairs to the partitions and the annual testing and recharging of fire extinguishers and an annual special cleaning of the kitchen. Annual Food Program and Health Permit fees are charged to this account.	1200	1200	1,200
<b>TOTAL OUTSIDE SERVICES</b>		\$8,700	\$7,200	\$8,700
<b><u>UTILITIES:</u></b>				
6020 50	<b>POWER (GAS &amp; ELECTRIC)</b> This line item covers the costs associated with providing heating and electric services to the Community Center.	\$2,750	\$2,750	\$2,750
<b>TOTAL UTILITIES</b>		\$2,750	\$2,750	\$2,750

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - COMMUNITY CENTER

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY07-08 APPROVED BUDGET</u>	<u>FY07-08 ESTIMATED EXPENDITURES</u>	<u>FY08-09 APPROVED BUDGET</u>
<b><u>OPERATIONS:</u></b>				
6200 50	<b>BUILDING MAINTENANCE</b> This account covers the cost of routine maintenance of the Community Center. Examples of typical charges are repair or replacement of damaged items, paint for touch-up work, and miscellaneous supplies to keep the facility attractive and functioning properly. Each year, approximately \$1700 is included in this budget for the maintenance of the hardwood floors. The increase in FY 08/09 is to provide for repairs to the floor covering in the hallway that is damaged.	\$7,500	\$7,500	\$15,000
7110 50	<b>JANITORIAL SUPPLIES</b> This item covers the purchase of all supplies that are necessary to keep the Community Center operational. Examples of supplies include trash liners, paper products, cleaners, soap, mops, dusters and broom.	1,500	1,500	1,500
7190 50	<b>OTHER MATERIALS &amp; SUPPLIES</b> This account is used for materials and miscellaneous specialty items that do not fall into well-defined categories.	5,000	2,500	5,000
		\$14,000	\$11,500	\$21,500

# CITY OF BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET



# CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - FIRE FUND

MAJOR ACCOUNT CLASSIFICATION	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
OUTSIDE SERVICES	\$955,593	\$985,126	\$1,073,787
OPERATIONS	4,000	4,000	4,000
GRAND TOTAL	<u>\$959,593</u>	<u>\$989,126</u>	<u>\$1,077,787</u>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - FIRE FUND

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>OUTSIDE SERVICES:</u></b>				
5400 00	<b>TIBURON FIRE PROTECTION DISTRICT CONTRACT</b> It is estimated that the City's obligation in FY 08-09 will be \$1,073,787 which represents an approximate 9% increase over what was expended in FY 07-08.	\$955,593	\$985,126	\$1,073,787
<b>TOTAL OUTSIDE SERVICES</b>		\$955,593	\$985,126	\$1,073,787
<b><u>OPERATIONS:</u></b>				
5410 00	<b>FIRE SYSTEM PARTS &amp; SUPPLIES</b> This line item accounts for parts and supplies that are necessary to maintain the City's fire hydrants and for other hydrant related expenses.	\$4,000	\$4,000	\$4,000
<b>TOTAL OPERATIONS</b>		\$4,000	\$4,000	\$4,000

# City of Belvedere – 5 Year Capital Improvement Plan

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## **A. UNDERGROUND UTILITY ASSESSMENT DISTRICTS**

*The costs of these projects, except where noted, are entirely funded by the sale of bonds by each District. The City does contribute staff time for administration and management.*

### Lower Belvedere Avenue 2007/08 – 2009/10

This project involves properties on Belvedere Avenue, Golden Gate Avenue, Crest Road, Eucalyptus Road and Cliff Road. There are 72 parcels involved. If approved by the property owners, construction would start in August 2008 and complete during the summer of 2009.

### Bayview/Bella Vista 2009/10

A total of 67 parcels on Bayview, Bella Vista and Fern Avenues comprise this project. Design will continue in fiscal year 2007 - 2008. If approved, this project could start construction in the spring of 2009, completing by the end of that year.

### Mid-San Rafael Avenue 2010/11

This district was initiated by the City Council. It contains 74 parcels. If approved by the property owners it could be constructed in FY 2010/11. Design is in the early stages. The City would contribute \$120,000 of it's Rule 20A allocation

### Pine Avenue 2011/12

This proposed project is in the preliminary petition-gathering phase. There is a strong likelihood that it will ultimately be authorized by the City in the next couple of years. Construction would be scheduled after the districts noted above.

### Underground District TBD 2012/13

There is a strong probability that there will be another district initiated in the next 5 years. There is a growing community interest in 2 neighborhoods. Although there are no direct costs to the City, there is an impact on staff time to be considered.

# City of Belvedere – 5 Year Capital Improvement Plan

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## **B. STREETS**

*Most of these projects are funded from the Road Impact Fee account. Basic annual maintenance (crack sealing, pavement marking, etc.) is funded primarily with gas tax revenues.*

### Peninsula Road Overlay & Drainage Improvements 2009/10

Annual local repairs have kept this road in good condition, but the long-term solution is a complete overlay. Due to differential settlement of the roadway, storm water ponding is a problem that will also be addressed. Funding will be provided by State Bond Act Proposition 1B.

### Roadway Guardrails 2009/10 & 2011/12

Timber guardrails have been built along some of the City's streets with steep side slopes. Additional guardrails are programmed in fiscal year 2009-2010 and 2011-2012 at locations TBD.

### Slurry Seal 2008/09, 2010/11 & 2012/13

All programmed undergrounding projects will be followed with a slurry seal to restore a smooth and uniform road surface. The slurry seal programs will also include other streets which are in need of sealing.

### Retaining Wall at Bella Vista & Toyon 2009/10

An existing concrete retaining wall would be extended about 20-25 feet along Bella Vista Avenue to replace a deteriorating timber wall which supports Toyon Avenue above. This project would be done in conjunction with the Bayview/Bella Vista undergrounding project.

### Retaining Wall Opposite 276 Beach Road 2010/11

Although currently stable, the existing wall at this location is poorly constructed and in need of replacement.

### Retaining Wall Opposite 172 Beach Road 2011/12

Portions of the existing concrete wall at this location are showing signs of deterioration. Repairs and/or replacement are anticipated requirements in the next 5-year budget cycle.



## City of Belvedere – 5 Year Capital Improvement Plan

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### San Rafael Avenue Seawall Improvements 2008/09 & 2009/10

Concern over rising sea levels has prompted the City to propose raising the stone rip-rap by about two feet to protect local homes and public improvements. Once environmental approvals have been received, design will be completed and construction initiated in the spring of 2009. Work will be done in connection with improvements to the adjacent path and landscaping.

### Replace Street Signs 2008/09

Street name, speed limit and stop signs will be replaced with signs that have a more visible and durable surface. This work will be funded by Marin County Measure A.

### Pavement Condition Survey 2008/09 & 2011/12

Every 3 years Belvedere updates its Pavement Management System. The Metropolitan Transit Authority funds about 85% of the cost.

### Replace Iron Guardrails 2010/11

Iron guardrails on Bella Vista and Bayview Avenues have corroded and continuing spot repairs are proving to be insufficient. There are about 550 feet of railings at 3 locations.

## **C. STORM DRAINAGE**

### Pipe Lining – 338San Rafael Avenue 2008/09

The existing metal pipe will be relined. Corrosion is becoming an issue for these two older drain lines.

### Rehab Drainage Channel – Bayview Avenue 2010/11

An existing concrete drainage channel passes through an easement in the rear yards of #12 through #46 Bayview Avenue. Some portions of the channel will need repair or replacement.

### Slip Lining at #42 Lagoon Road 2008/09

A polyethylene liner will be installed to rehab this badly rusted metal pipe.

# City of Belvedere – 5 Year Capital Improvement Plan

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## Storm Drain on Beach Road at Bella Vista 2009/10

This project would replace about 90 ft. of surface flow with a storm drain that will connect two drainage lines.

## Pipe Lining at #320 San Rafael Avenue 2008/09

A plastic liner will be installed in this concrete storm drain to eliminate frequent heavy root intrusions at the pipe joints.

## Miscellaneous Spot Repairs 2008/09 & 2011/12

These projects will focus on existing storm drains that need a localized spot repair but are otherwise in satisfactory condition.

## **D. PARKS & OPEN SPACE**

*These projects are often funded from State grants and/or the annual rent from the Lagoon Road cell site. Priorities are recommended by the Parks and Open Space Committee.*

### Community Park Slope 2008/09

This project will provide landscaping to the slope between San Rafael Avenue and the ball field. Seating for special events may also be included.

### Beach Road Medians 2008/09

This work involves the replacement of landscape planting in the medians of Beach Road and the entry to Peninsula Road

### Oak Mini-Park 2009/10

This small but highly visible park has been sporadically maintained by neighbors. This project would provide an irrigation system and new coordinated planting.

### Centennial Park 2008/09

This steep City-owned lot has never been formally landscaped. Hawthorne Lane passes through it. The concept of this project is to provide an irrigation system and a minimal landscaping impact on the natural site.

## City of Belvedere – 5 Year Capital Improvement Plan

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### San Rafael Avenue Landscaping and Pathway Improvements 2008/09 & 2009/10

The existing irrigation system and planting are nearing the end of their useful lives. Replacement of these facilities and the decomposed granite pathway and costs for design would be incurred in FY 2008-09. Construction should start in the spring of 2009 and will be done in conjunction with the San Rafael Avenue Seawall Improvements.

### Corporation Yard Frontage 2010/11

This project involves replacement of the old planting and irrigation along the Lagoon Road frontage of the Corporation Yard.

### Replace Retaining Wall at Community Park 2008/09

Approximately 28 ft of wood retaining wall is failing and will be replaced.

### Misc. Landscape Improvements 2010/11, 2011/12 & 2012/13

Future projects will be selected and prioritized by the Parks & Open Space Committee.

## **E. LANES**

### Upper Woodland Lane 2011/12

The lowest 55 feet of the steps and landing at this lane are in marginal condition and will be replaced by this project.

### Upper Cedar Lane 2010/11

Two runs of stairs and landings will require replacement.

### Harry B. Allen Stairs 2008/09

This project involves the application of a special protective coating for steel portions of this structure that are highly vulnerable in their marine environment.

# City of Belvedere – 5 Year Capital Improvement Plan

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## **F. COMMUNITY BUILDINGS**

### Environmental Improvements – Corporation Yard 2010/11

A spill containment system will be built at the fuel dispensing and debris storage areas. Additionally a new facility for chemical storage will be built.

### Council Chambers Historic Renovation 2008/09

This project will renovate the Council Chambers to closely resemble its original architectural style. Grants and community funding support are being sought for this project.

### City Hall Lobby, Restrooms and Technology Upgrades 2008/09

Work for this project will be done in conjunction with the renovation of the Council Chambers. It will include significant audio/visual improvements to the chambers.

### Replace City Hall Patio and Waterproofing

The original waterproofing below the concrete patio slab is deteriorating. Some leakage to rooms below is an ongoing maintenance & repair issue.

### Selected Exterior Painting of City Hall

Due to variations in sunlight and weather exposures, some elevations and areas of the building require more frequent repainting than others.

### Corporation Yard Generator Improvements 2011/12

A permanent fixed generator which would activate immediately upon a power outage, would be installed.

## **G. MISCELLANEOUS**

### Sidewalk Repair Program 2009/10 & 2012/13

Property owners are responsible for maintaining the sidewalk along their frontage. The City prepares a notice to owners where repairs are necessary. If they wish they can participate in a City-managed project to effect the work. Property owners must reimburse the City.

## City of Belvedere – 5 Year Capital Improvement Plan

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### Traffic Engineer Study 2009/10

In order for the Police Department to successfully prosecute contested traffic citations for speeding, it is necessary that a traffic survey be prepared by a licensed Traffic Engineer and be filed with the Marin Municipal Court. Reports must be done every 5 years. The current report was done in 2004.

### Survey Monuments 2010/11 – 2011/12

When funds are available, the City has continued its program to establish horizontal survey control monuments City-wide. This item would seek to complete the program at streets that remain without monuments.

### Cross walk Study 2008/09

A traffic engineering consultant will review all the City's crosswalks for compliance with current safety standards.

### Disaster Preparedness & Recovery Projects 2008/09

This is an annual line item for which specific projects are not designed but are dependent upon imminent threat. Potential projects funded by this line item include, but are not limited to, the purchase and preparation of sandbags and/or emergency protective measures, contracts for services for recovery efforts or preparedness efforts, reconstruction or clearing of miscellaneous drainage facilities, etc.

**CITY of BELVEDERE**  
**5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS**

BUDGET ITEM	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13
<b>UNDERGROUND UTILITY ASSESSMENT DISTRICTS</b>					
Lower Belvedere Avenue	230,000	200,000			
Bayview/Bella Vista Avenue	45,000	1,750,000			
Mid San Rafael Avenue	65,000	50,000	1,900,000		
TBD		10,000	35,000	40,000	1,600,000
Pine Avenue	20,000	30,000	30,000	1,400,000	
<b>Total Undergrounding</b>	<b>\$ 360,000</b>	<b>\$ 2,040,000</b>	<b>\$ 1,965,000</b>	<b>\$ 1,440,000</b>	<b>\$ 1,600,000</b>

**STREET IMPROVEMENTS**

Pavement Spot Repair	50,000				
Peninsula Road Overlay & Drainage Improvements		375,000			
Roadway Guardrails		30,000		35,000	
Slurry Seal	60,000		60,000		60,000
Pavement Crack Sealing	10,000				
Pavement Traffic Markings	5,000				
Roadway Shoulder Berms	12,000				
Retaining Wall at Bella Vista & Toyon Avenues		35,000			

**CITY of BELVEDERE**  
**5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS**

BUDGET ITEM	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13
San Rafael Avenue Sea Wall Improvements	175,000	625,000			
Retaining Wall opposite 276 Beach Rd			85,000		
Replace Street Signs	23,000				
Replace Street Lights	15,000				
Retaining Wall at 172 Beach Road				120,000	
Pavement Condition Survey	8,000			8,000	
Replace Iron Guardrails - Bayview & Bella Vista Avenues			100,000		
Misc Street Improvements			50,000		50,000
<b>Total Street Improvements</b>	<b>\$ 358,000</b>	<b>\$ 1,065,000</b>	<b>\$ 295,000</b>	<b>\$ 163,000</b>	<b>\$ 110,000</b>

**STORM DRAINAGE**

Emergency Drainage Repairs	10,000				
Reed Watershed Silt Removal	12,000				
Storm Drain Videotaping	5,000				
Pipe Lining - 338 San Rafael Avenue	50,000				
Rehab Drainage Channel - Bayview Avenue			50,000		
Pipe Lining - 42 Lagoon Road	25,000				
Storm Drain on Beach Road at Bella Vista Avenue		32,000			
Pipe Lining - 320 San Rafael Avenue	45,000				
Misc. Spot Repairs	20,000	30,000		30,000	
<b>Total Storm Drainage</b>	<b>\$ 167,000</b>	<b>\$ 62,000</b>	<b>\$ 50,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>

**CITY of BELVEDERE**  
**5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS**

BUDGET ITEM	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13
<b>PARKS AND OPEN SPACE</b>					
Slope at Community Park	20,000				
Misc. Park Repairs	10,000				
Landscape Materials	10,000				
Beach Road Medians	20,000				
Oak Mini-Park		35,000			
Centennial Park	10,000				
San Rafael Ave Landscape & Pathway Improvements	25,000	195,000			
Corporation Yard Frontage			40,000		
Replace Retaining Wall at Community Park	21,000				
Misc. Landscape Improvements	70,200		50,000	50,000	50,000
<b>Total Parks &amp; Open Space</b>	<b>\$ 186,200</b>	<b>\$ 230,000</b>	<b>\$ 90,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>



**CITY of BELVEDERE**  
**5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS**

BUDGET ITEM	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13
<b>LANES</b>					
Upper Woodland Lane		30,000			
Upper Cedar Lane			40,000		
Harry B. Allen Stairs	15,000				
Misc. Lane Repairs	5,000		5,000		5,000
<b>Total Lanes</b>	<b>\$ 20,000</b>	<b>\$ 30,000</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>COMMUNITY BUILDINGS</b>					
Painting of Exterior Corporation Yard Building					40,000
Selected Exterior Painting of City Hall	15,000			25,000	
Environmental Improvements - Corporation Yard			120,000		
Replace City Hall Patio & Waterproofing	10,000	75,000			
Council Chambers Historic Renovation	200,000				
City Hall Lobby, Restrooms & Technology Upgrades	225,000				
Corporation Yard Generator Improvements				30,000	
Misc. Building Repairs	5,000	5,000	5,000	5,000	5,000
<b>Total Community Buildings</b>	<b>\$ 455,000</b>	<b>\$ 80,000</b>	<b>\$ 125,000</b>	<b>\$ 60,000</b>	<b>\$ 45,000</b>

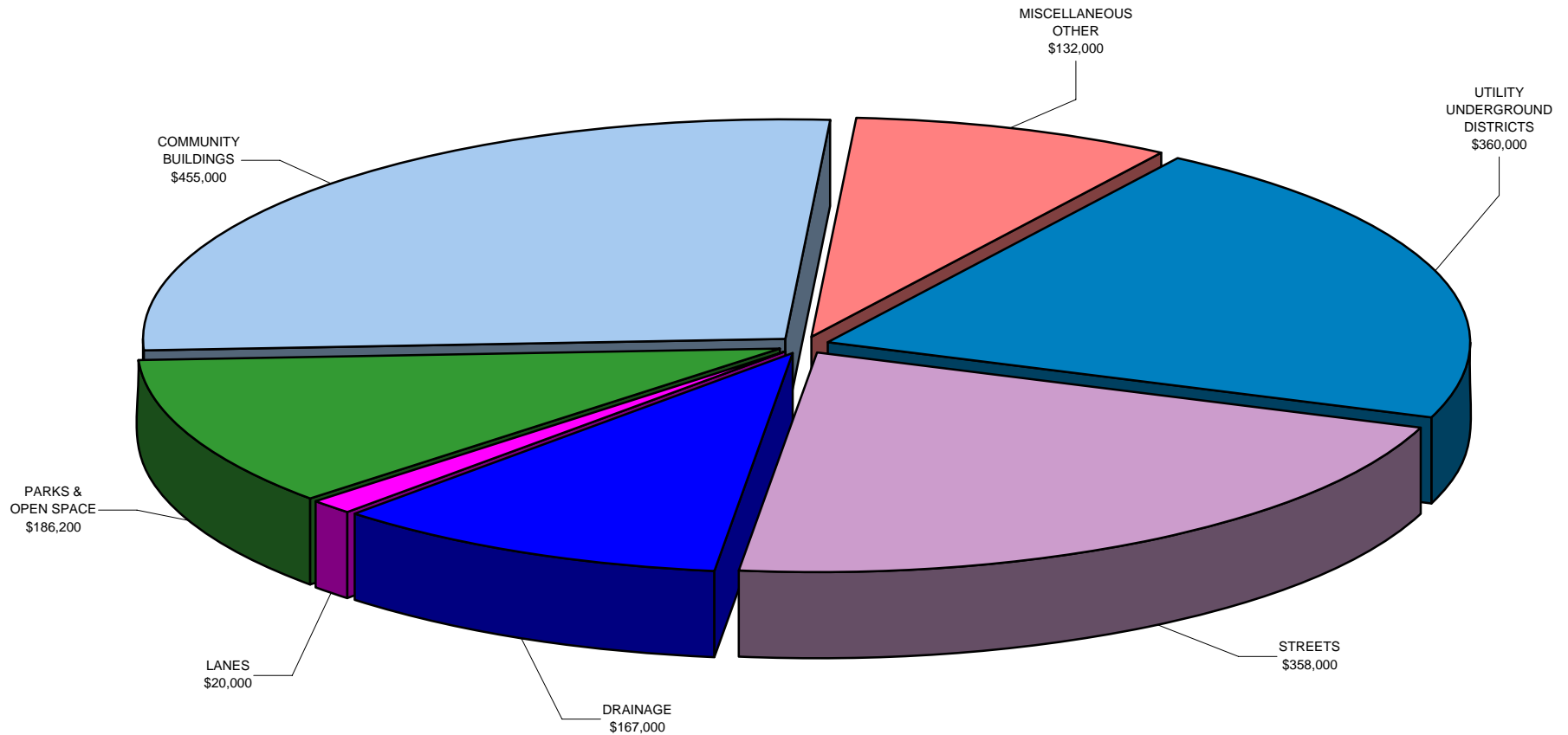
**CITY of BELVEDERE**  
**5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS**

BUDGET ITEM	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13
<b>MISCELLANEOUS</b>					
Miscellaneous Concrete Repairs	5,000				
Miscellaneous Retaining Wall Repairs	10,000				
Other Services & Materials	12,000				
Crosswalk Study	5,000				
Sidewalk Repair Program		60,000			60,000
Survey Monuments			35,000	35,000	
Traffic Engineering Study		10,000			
Disaster Preparedness & Recovery Projects	100,000				
<b>Total Miscellaneous</b>	<u>\$ 132,000</u>	<u>\$ 70,000</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>	<u>\$ 60,000</u>
TOTALS (INCLUDING UNDERGROUNDING PROJECTS)	<u>1,678,200</u>	<u>3,577,000</u>	<u>2,605,000</u>	<u>1,778,000</u>	<u>1,870,000</u>
TOTALS (EXCLUDING UNDERGROUNDING PROJECTS)	<u>\$ 1,318,200</u>	<u>\$ 1,537,000</u>	<u>\$ 640,000</u>	<u>\$ 338,000</u>	<u>\$ 270,000</u>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## *Capital Improvements*

Total Budget: \$1,678,200



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - CAPITAL IMPROVEMENT PROGRAM

MAJOR ACCOUNT CLASSIFICATION	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
STREETS	\$508,000	\$534,550	\$358,000
DRAINAGE	177,500	103,050	167,000
LANES	35,000	16,800	20,000
PARKS AND OPEN SPACE	100,500	17,750	186,200
COMMUNITY BUILDINGS	57,000	105,700	455,000
MISCELLANEOUS OTHER	332,000	37,400	132,000
UTILITY UNDERGROUND DISTRICTS	1,270,000	1,022,000	360,000
<b>GRAND TOTAL</b>	<b>\$2,480,000</b>	<b>\$1,837,250</b>	<b>\$1,678,200</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>STREETS:</u></b>				
9000 00	<b>PAVEMENT - SPOT REPAIR</b> These funds are used for the as needed repair of pavement failures. In FY 07/08 costs were primarily related to repairs on San Rafael Avenue prior to the pavement overlay project.	\$50,000	\$47,500	\$50,000
9020 00	<b>SLURRY SEALING</b> Slurry sealing adds about five years of life to the pavement surface. Streets on the FY 08/09 schedule are Hilarita, Lagoon, Edgewater, Windward and lower Golden Gate.	0	0	60,000
9030 00	<b>PAVEMENT CRACK SEALING</b> This item covers the cost of sealing pavement cracks that occur due to settling of the subgrade (at utility trenches, etc.). The work consists of filling cracks with a rubberized asphalt material by specialized contractors. This is done on an as needed basis during the year.	10,000	10,000	10,000
9040 00	<b>PAVEMENT TRAFFIC MARKING</b> This item covers the cost of installing and maintaining the City's thermo-plastic pavement markings and raised markers, including the designated restricted parking program.	3,000	2,800	5,000

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
9069 00	<b>ROADWAY SHOULDER BERMS</b> This work involves constructing and repairing drainage berms at the edge of the traveled way at selected locations.	15,000	3,000	12,000
9071 00	<b>SAN RAFAEL AVENUE PAVEMENT OVERLAY</b> This project was completed in FY 07/08. The budget over-run was due to an increase in the asphalt paving required. Funding is provided by the Road Impact Fee Account.	220,000	247,000	0
9072 00	<b>DISABLED ACCESS FOR SAN RAFAEL AVENUE SIDEWALKS</b> This project was completed in FY 07/08. The budget over-run was due to survey/layout costs not originally included. Funding is provided by the Road Impact Fee Account.	55,000	62,750	0
9081 00	<b>MISC. ROADWAY IMPROVEMENTS</b> Most of the expenses for FY 07/08 were for new curb, gutter & sidewalk which were associated with the San Rafael Avenue pavement overlay project.	40,000	36,500	0
9082 00	<b>ROADWAY STABILIZATION AT 214 BAYVIEW AVENUE</b> This project was completed in FY 07/08 and was funded by the Road Impact Fee Account.	75,000	65,000	0
9083 00	<b>RETAINING WALL AT BELLA VISTA &amp; FERN AVENUES</b> This project was completed in FY 07/08 and was funded by Marin County Measure A.	40,000	25,000	0

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
9575 00	<p><b>SAN RAFAEL AVENUE SEAWALL IMPROVEMENTS</b>                      Construction of this project has been postponed until 2009 as BCDC permit requirements and community involvement have necessitated additional time. Expenses for FY 07/08 reflect costs related to these issues such as additional environmental studies and alternate designs. The budget for FY 08/09 includes design, construction and related expenses. This project will be partially funded by the Road Impact Fee Account. Because a small portion of the project is within Tiburon, the Town will contribute approximately \$30,000.</p>	0	35,000	175,000
9011 00	<p><b>STREET SIGN REPLACEMENTS</b>                      Street name, speed limit and stop signs will be replaced with signs having a more visible and durable surface. This project will be funded by Marin County Measure A.</p>	0	0	23,000
9510 00	<p><b>STREET LIGHTS</b>                      In conjunction with the Lower Belvedere Avenue Utility Undergrounding District project, four street lights will be added at new locations for increased public safety.</p>	0	0	15,000
9580 00	<p><b>PAVEMENT CONDITION SURVEY</b>                      Every three years Belvedere updates its pavement management system with a comprehensive survey of its public streets. The Metropolitan Transit Authority funds about 85% of the survey costs.</p>	0	0	8,000
<b>TOTAL STREET IMPROVEMENTS</b>		<u>\$508,000</u>	<u>\$534,550</u>	<u>\$358,000</u>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>DRAINAGE:</u></b>				
9100 00	<b>EMERGENCY DRAINAGE REPAIRS</b> This line item provides for emergency repairs that occur each year.	\$10,000	\$0	\$10,000
9110 00	<b>MISCELLANEOUS MINOR DRAINAGE REPAIRS</b> This account is included in the budget to accommodate minor drainage repairs that are too small to warrant a separate account. These projects involve the repair of roadside gutters, ditches and storm drains throughout the City.	20,000	12,000	20,000
9140 00	<b>REED WATERSHED SILT REMOVAL</b> This item covers removal of silt from two silt basins and siltation structures that are associated with Reed Watershed runoff. The BLPOA contributes 25% and the Town of Tiburon contributes 25% toward the cost. The amount budgeted for FY 07/08 was reduced by those contributions. For FY 08/09 they are included.	6,500	12,100	12,000
9150 00	<b>STORM DRAIN SYSTEM VIDEOTAPING</b> This item is included to provide information for the evaluation of existing storm drains. With this information, staff plans for repairs and replacements.	6,000	1,000	5,000
9170 00	<b>LINING STORM DRAIN AT #320 SAN RAFAEL AVENUE</b> The existing concrete storm drain has experienced blockages with major root intrusions at the joints. A plastic liner will be installed which will eliminate this problem without compromising the capacity.	0	0	45,000



# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
9171 00	<b>LINING STORM DRAINS AT #328 SAN RAFAEL AVENUE</b> These corrugated metal pipes, which also cross #4 & #6 Leeward Road, are badly corroded. An new plastic lining will restore the integrity of these pipes.	0	0	50,000
9151 00	<b>SLIP-LINING STORM DRAIN AT #42 LAGOON ROAD</b> This metal pipe is badly rusted. A polyethylene liner will provide a solid and efficient drain line from the street to the lagoon.	0	0	25,000
9154 00	<b>STORM DRAIN AT 120 SAN RAFAEL AVENUE</b> This project was completed in FY 07/08.	25,000	22,900	0
9155 00	<b>REPLACE STORM DRAIN ON HILARITA CIRCLE</b> This project was completed in FY 07/08.	15,000	6,800	0
9156 00	<b>DRAINAGE IMPROVEMENTS AT CITY HALL &amp; COMMUNITY ROAD</b> This project was completed in FY 07/08.	95,000	48,250	0
<b>TOTAL DRAINAGE</b>		<b>\$177,500</b>	<b>\$103,050</b>	<b>\$167,000</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>LANES:</u></b>				
9200 00	<b>MISCELLANEOUS LANE REPAIRS</b> This account provides for lane repairs beyond the available resources of City staff.	\$5,000	\$2,000	\$5,000
9211 00	<b>HARRY B. ALLEN STAIRS</b> In FY 07/08 structural repairs were completed. The FY 08/09 budget will fund the application of a protective coating to the steel portions of these stairs.	30,000	14,800	15,000
<b>TOTAL LANES</b>		\$35,000	\$16,800	\$20,000
<b><u>PARKS AND OPEN SPACE:</u></b>				
9300 00	<b>MISCELLANEOUS PARK REPAIRS</b> These funds are requested to cover the cost of replacement, repairs and minor improvements that become necessary at the City's parks. The increased budget for FY 08/09 will provide for necessary repairs to the Community Park playhouse.	\$2,500	\$2,500	\$10,000
9310 00	<b>LANDSCAPE MATERIALS</b> This budget covers planting replacements and upgrades to landscaped areas. It also includes funding for the Parks & Open Space Committee's spring bulb planting program.	10,000	5,000	10,000
9330 00	<b>MISCELLANEOUS LANDSCAPE PROJECTS</b> Approximately \$21,000 is added to this budget each year from the rent at the Lagoon Road cell site. This budget item provides for various landscape projects as directed by staff and the Parks & Open Space Committee. The expenditure approved in FY 07/08 was for a specialized consultant who picked landscape materials for the San Rafael Avenue pathway improvements.	53,000	3,800	70,200

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
9334 00	<b>SLOPE IMPROVEMENTS AT COMMUNITY PARK</b> The scope of this project has not yet been determined by the Parks & Open Space Committee. Landscaping and/or seating are under consideration.	15,000	0	20,000
9335 00	<b>SAN RAFAEL AVENUE PATHWAY IMPROVEMENTS</b> This project involves the replacement of existing landscape planting and irrigation as well as renovation of the pathway. The expenditure in FY 07/08 was for surveying services. Construction of this project will be combined with that of the San Rafael Avenue seawall in FY 08/09. Because a small portion of the work lies in Tiburon, the Town will contribute approximately \$20,000.	20,000	5,700	25,000
9333 00	<b>RELANDSCAPING BEACH ROAD MEDIANS</b> These medians and one on Peninsula Road will be replanted with new materials. The expense for FY 07/08 was for landscape design services.	0	750	20,000
9336 00	<b>LANDSCAPE IMPROVEMENTS AT CENTENNIAL PARK</b> This budget will cover landscape architectural design and construction costs for a minimal impact relandscaping of this open space at Hawthorne Lane.	0	0	10,000
9337 00	<b>REPLACE RETAINING WALL AT COMMUNITY PARK</b> Approximately 28 feet of wood retaining wall is failing and will be replaced.	0	0	21,000
<b>TOTAL PARKS AND OPEN SPACE</b>		<u>\$100,500</u>	<u>\$17,750</u>	<u>\$186,200</u>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>COMMUNITY BUILDINGS:</u></b>				
9400 00	<b>MISCELLANEOUS BUILDING REPAIRS</b> This item covers miscellaneous unexpected repairs.	\$5,000	\$5,000	\$5,000
9491 00	<b>COMMUNITY CENTER FOLDING PARTITION</b> This project was completed in FY 07/08.	22,000	20,700	0
9411 00	<b>POLICE DEPARTMENT OFFICE IMPROVEMENTS</b> This project was completed in FY 07/08.	5,000	5,000	0
9492 00	<b>CITY HALL RENOVATION OF LOBBY, COUNCIL CHAMBERS &amp; RESTROOM</b> This project involves the restoration of the Council Chambers to its original style as well as upgrades to the lobby & restrooms. Expenditures for FY 07/08 include preliminary design and development of final plans & specifications. The FY 08/09 budget for construction and related costs has split this project into two line items:	25,000	75,000	0
9441 00	<b>COUNCIL CHAMBERS HISTORIC RENOVATION</b>	0	0	200,000
9480 00	<b>RENOVATIONS TO RESTROOMS &amp; LOBBY AND TECHNOLOGY UPGRADE</b>	0	0	225,000
9401 00	<b>CITY HALL PATIO LEAK REPAIRS</b> Water leaking into the Police Department has been traced to a possible failure of the waterproofing below the patio slab. Repairs are scheduled for summer '08.	0	0	10,000
9450 00	<b>EXTERIOR PAINTING OF CITY HALL</b> Painting of selected areas of the building is required due to normal weathering.	0	0	15,000
<b>TOTAL COMMUNITY BUILDINGS</b>		<b>\$57,000</b>	<b>\$105,700</b>	<b>\$455,000</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>MISCELLANEOUS OTHER:</u></b>				
9500 00	<b>MISCELLANEOUS CONCRETE REPAIRS</b> This item covers repairs to sidewalks, curbs and gutters that are the City's responsibility.	\$5,000	\$3,500	\$5,000
9530 00	<b>MISCELLANEOUS RETAINING WALL REPAIRS</b> This budget represents funds to be spent as needed for slope/hillside stabilization. In FY 07/08 the City partnered with the property owners of 209 Bayview Ave. to repair a failing stone wall within the street right-of-way.	10,000	8,000	10,000
9520 00	<b>OTHER SERVICES AND MATERIALS</b> This line item covers activities such as geotechnical investigations, architectural services, surveys, and other professional services that are not covered by other existing accounts.	12,000	10,000	12,000

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
9523 00	<p><b>STORAGE FACILITY COSTS</b></p> <p>This project involved the creation of a fenced storage yard to be used for city corporation yard needs and may be available for contractor storage on selected city projects. This project was cancelled due to neighborhood objections.</p>	60,000	0	0
9524 00	<p><b>I-NET &amp; UNDERGROUND UTILITY SERVICE PREP AT CITY HALL</b></p> <p>This project was completed in FY 07/08.</p>	15,000	8,000	0
9581 00	<p><b>DISASTER PREPAREDNESS &amp; RECOVERY PROJECTS</b></p> <p>This line item provides for various Disaster Preparedness Projects and/or Recovery Projects. It is an annual line item for which specific projects are not designed but are dependent upon imminent threat. Potential projects funded by this line item include, but are not limited to, the purchase and preparation of sandbags and/or emergency protective measures, contract services for recovery or preparedness efforts, reconstruction or clearing of miscellaneous drainage facilities, etc.</p>	200,000	7,900	100,000
9502 00	<p><b>CROSSWALK STUDY</b></p> <p>The Traffic Safety Committee has recommended that a Traffic Engineering Consultant review all the City's crosswalks for compliance with current safety standards.</p>	30,000	0	5,000
<b>TOTAL MISCELLANEOUS OTHER</b>		\$332,000	\$37,400	\$132,000

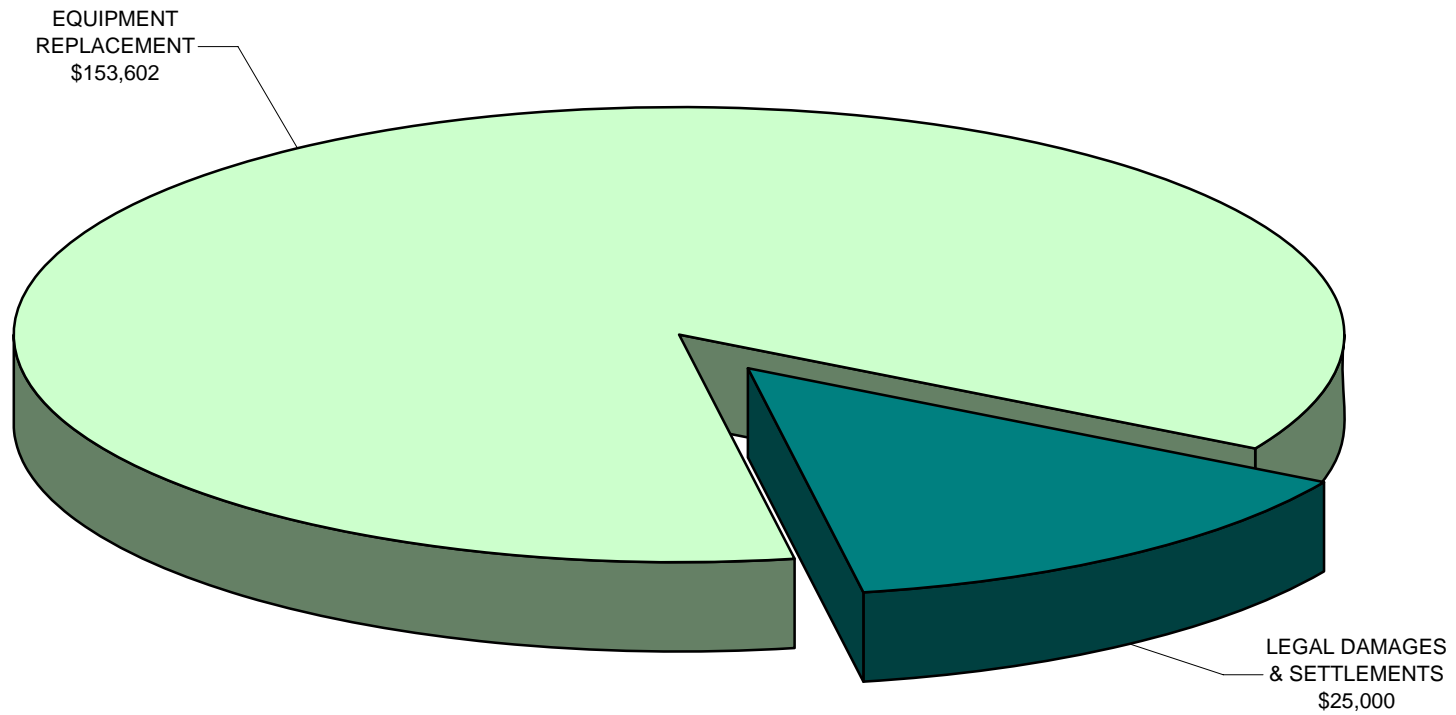
# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY07-08 APPROVED BUDGET	FY07-08 ESTIMATED EXPENDITURES	FY08-09 APPROVED BUDGET
<b><u>UTILITY UNDERGROUND DISTRICTS:</u></b>				
9572 00	<b>SAN RAFAEL AVENUE UTILITY UNDERGROUNDING</b> This project was completed in FY 07/08.	\$600,000	\$940,000	\$0
9573 00	<b>LOWER BELVEDERE AVENUE UTILITY UNDERGROUNDING</b> This project was initiated by the City Council in October 2005. If ultimately approved by the property owners, it is anticipated that construction would start in the spring of 2008. Expenses for FY 07-08 are design fees. In FY 08/09 this budget will cover the cost of construction, bond counsel, the sale of district bonds, utility company costs and inspection. (If this project is ultimately approved by the property owners). In that case, all expenses will be reimbursed from the sale of the bonds.	600,000	40,000	230,000
9574 00	<b>BAYVIEW/BELLA VISTA UTILITY UNDERGROUNDING</b> This project was initiated by the City Council in September 2005. If ultimately approved by the property owners, it is anticipated that construction would start in 2009. Expenses for FY 07/08 represent design fees. Projectd costs for FY 08/09 represent continuing consultant fees. All district costs will be reimbursed from the sale of bonds.	55,000	27,000	45,000
9576 00	<b>MID SAN RAFAEL AVENUE UNDERGROUNDING</b> This project was initiated by the City Council in July 2007. Costs for FY 07/08 and projected for FY 08/09 represent initial and continuing design costs. All district costs would be reimbursed from bond sales.	15,000	15,000	65,000
9577 00	<b>PINE AVENUE UTILITY UNDERGROUNDING</b> This potential district covers the southwest neighborhood of Belvedere Island. If sufficient property owner petitions are presented to the Council, it is expected that initial design would start in FY 07/08.	0	0	20,000
<b>TOTAL UTILITY UNDERGROUND DISTRICTS</b>		<b>\$1,270,000</b>	<b>\$1,022,000</b>	<b>\$360,000</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

***Restricted Funds***  
*Total Budget: \$178,602*





# CITY of BELVEDERE - FY2008-2009 ANNUAL OPERATING BUDGET

## BUDGET SUMMARY - RESTRICTED FUNDS

MAJOR ACCOUNT CLASSIFICATION	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
EQUIPMENT REPLACEMENT	\$73,000	\$73,000	\$153,602
LEGAL DAMAGES AND SETTLEMENTS	25,000	12,000	25,000
GRAND TOTAL	\$98,000	\$85,000	\$178,602

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - RESTRICTED FUNDS

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY 07-08 APPROVED BUDGET</u>	<u>FY 07-08 ESTIMATED EXPENDITURES</u>	<u>FY 08-09 APPROVED BUDGET</u>
	<b><u>EQUIPMENT REPLACEMENT:</u></b>			
8090-00	<b>EQUIPMENT/FURNISHINGS</b> Requests for FY 08-09 are as follows:	\$73,000	\$73,000	
	<b><u>Administration Department:</u></b>			
	Computer Equipment & Furniture including a lap top for use by the Building Inspector.			25,000
	Replacement paper folding machine used for bulk mailings.			2,500
	Laserfiche Weblink module			11,702
	<b><u>Planning &amp; Building Department:</u></b>			
	A custom report program for the Planning & Building Software			6,000
	Ergonomic Chairs for five staff members			5,000
	<b><u>Police Department</u></b>			
	Ford Hybrid to replace 2002 Impala			29,200
	Ford Hybrid new vehicle to Police fleet, unmarked			29,200
	Ford Crown Victory marked patrol car to replace 1996 patrol car			27,000
	<b><u>Public Works Department</u></b>			
	GEM electric vehicle for maintenance activities			18,000
	<b>TOTAL EQUIPMENT REPLACEMENT</b>	<b>\$73,000</b>	<b>\$73,000</b>	<b>\$153,602</b>

# CITY of BELVEDERE - FY 2008-2009 ANNUAL OPERATING BUDGET

## BUDGET DETAIL - RESTRICTED FUNDS

ACCOUNT	ITEM	FY 07-08 APPROVED BUDGET	FY 07-08 ESTIMATED EXPENDITURES	FY 08-09 APPROVED BUDGET
 <b><u>LEGAL DAMAGES AND SETTLEMENTS:</u></b>				
8040-00	<b>LEGAL DAMAGES AND SETTLEMENTS</b> This account covers legal fees or damages the City is required to pay during the year.	\$25,000	\$12,000	\$25,000
	<b>TOTAL LEGAL DAMAGES AND SETTLEMENTS</b>	\$25,000	\$12,000	\$25,000