

CITY of BELVEDERE

City Officials

City Council

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

Principal City Staff

George J. Rodericks, City Manager
Mark Campbell, Police Chief
Becky Eastman, Finance Officer
Pierce Macdonald, Planning Manager
Lee Braun, Building Official
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 4, 2007
SUBJECT: Presentation of Recommended Operating Budget for FY 2007-08

It is my pleasure to present the attached Annual Operating Budget for Fiscal Year 2007-08 for the City of Belvedere for your review and adoption.

The City continues to be in the enviable position of self-reliance. We do not rely exclusively on Federal, State, or other non-local revenue sources to provide high-quality services to the community. We do not face budget deficits that would force us to consider tax increases or reductions in services. We consistently budget revenues conservatively and expenditures prudently. We do so while still providing services at the highest and best level.

During Fiscal Year 2007-08, we will receive General Fund revenues totaling more than \$4.3 million. We are projected to expend \$3.89 million in General Fund expenses leaving a projected year-end positive balance of \$3.25 million (after transfers to other funds).

In terms of total revenue projected for all Funds, we estimate \$6.8 million. Total expenditures for all funds are projected at \$7.4 million. Expenditures are projected over revenues in Fiscal Year 2007-08 in several areas. Fiscal Year 2007-08 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 63% of the projected expenditures. The balance is made up through a subsidy from the General Fund.

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 \$4.3 million in current year revenues. This amount is approximately \$100,000 *less* than the estimated actual

revenues that will be received by the end of FY 2006-07 and \$358,000 more than the FY 2006-07 approved budget.

The decrease in General Fund revenue predictions is directly related to the conservative estimating of revenues from Planning & Building Penalties. Staff consistently takes a conservative approach to estimating these types of revenues as it is often difficult to predict the level of construction activity and commercial sales. Additionally, the City routinely receives unanticipated revenues related to the Educational Reimbursement Augmentation Fund (ERAF) and Vehicle License Fee (VLF) 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, and \$265,000 in 2006-07. The potential exists for it to be received again in the 2007-08 year and receipt will leave the City in a more positive fiscal position at year-end. The Budget does include a distribution of \$175,000 for prior year funds that have been held by the County of Marin pursuant to State negotiations.

EXPENDITURES – Expenditures for the operating departments in the General Fund will increase \$283,000 over what we spent last year. The majority of this increase is due to the initiation of a General Plan Update within the Planning & Building Budget. This process will encompass more than one Fiscal Year and will involve the hiring of various consultants to compile data and conduct environmental reviews.

Outside of the General Plan Update, departmental budgets will remain relatively flat.

There are no significant changes within the **General Administration** budget. Minor changes in the **General Administration** budget reflect:

- A slight increase in the *Richardson Bay Regional Agency* budget to reflect RBRA dues increases related to the Rapid Response Program and the Mooring Plan;
- Adjustments to the *Community Activities* budget to eliminate \$22,000 which the City contributed in 2006-07 toward the Fountain Plaza and an increase in the funds available to upgrade the City Newsletter to a color publication;
- An increase in the *Concerts in the Park* budget to reflect an increased City contribution for the September 2007 concert;
- A decrease in the *Insurance* budget to reflect 2007-08 costs; and
- A small increase in the *Equipment Leases* budget to reflect changes to the City's copy machine and color printer leases.

Other than the General Plan Update, there are no significant changes within the **Planning & Building** budget. Minor changes in the **Planning & Building** budget reflect:

- The addition of a *Software Maintenance* account for an annual expenditure of \$12,000 to provide for software hosting and maintenance for the new Permit Processing Software – this expenditure is offset by a Technology Fee collected on each permit;
- The addition an hourly Planning Intern in the *Temporary & Part-Time* line item; and

FY 2007-08 Recommended Budget

June 4, 2007

- An increase in the *Other Contract/Outside Services* to reflect additional reliance on consultant services to validate field review and surveys, and conduct environmental analysis – these costs are offset by charges to the related project.

There are no significant changes within the **Public Works** budget. Minor changes in the **Public Works** budget reflect:

- A decrease in the *Street Tree* line item to reflect a reduction in contract work by professional arborists – the amount was reduced to the Fiscal Year 2005-06 amount;
- An increase in the *Janitorial Maintenance* costs to reflect contract and service need adjustments;
- A small increase *Permits* line item to reflect an increase in the Marin County Hazardous Materials Inventory/Response Permit amount;
- A small increase in the *Fuel* line item to reflect cost adjustments for fuel needs;
- A small adjustment to accommodate the purchase of additional *Protective Clothing/Safety Equipment*;
- An increase in the *Park and Landscape Supplies* to account for increased nutrient purchase to reduce water usage on turf areas; and
- A small increase in *Traffic Control Supplies* to restock on traffic control signs, cones, and other items.

There are no significant changes within the **Police** budget. Minor changes in the **Police** budget reflect:

- A slight increase in the *Police Dispatch* line item to reflect an increase in costs for dispatch through the Marin County Communications Center;
- A increase in the contribution for *Other Outside Services* related to the Countywide Child Sex Assault Program, Critical Outreach Program, and other shared resource programs;
- The addition of funds for the *Police Policy Manual Update & Maintenance*;
- The addition of funds for the *Marin Information and Data Access Program* or MIDAS – this is the secure network for law enforcement;
- The addition of funds for *Interoperability Law Enforcement Functions* or interagency cooperative programs such as Friday Nights on Main, Avoid the Marin 13, Marin Bicycle Coalition Education Programs, Opening Day on the Bay, and Safe Grad Night; and
- The addition of funds for *Emergency/Disaster Preparedness Operations Supplies* to continue to use and replenish the City's stockpile of emergency supplies.

FIRE FUND

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 2007-08, revenue from Measure C will generate \$603,897, up 4.5% 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.* In 2008, the City will again return 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 \$959,593. A General Fund transfer of \$355,996 is included in the budget to augment the fund for the year.

CAPITAL IMPROVEMENT FUND

REVENUES –The Capital Improvement Fund will generate new revenue of \$1.8 million in FY 2007-08. This includes a conservative estimate of Road Impact Fee revenue - \$150,000, \$400,000 from State Proposition 1B Bond Revenue, and \$1,270,000 for San Rafael Avenue & Lower Belvedere Utility Undergrounding Districts. Funding for the Districts come through assessment district bond sales.

EXPENDITURES – Capital Improvement expenditures in FY 2007-08 total \$2.48 million. As mentioned above, \$1,270,000 will be spent on *undergrounding districts*. Approximately \$508,000 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 the pavement overlay of San Rafael Avenue. *Drainage projects* for the coming year total \$187,500 and include storm drain repairs at 120 San Rafael Avenue, Hilarita Circle, and Community Road. *Park and Open Space* projects total \$100,500 and include improvements to the slope at Community Park and design for improvements to the San Rafael Avenue Seawall & Pathway. *Lane* improvements include improvements to the Harry B. Allen Stairs at \$30,000. *Community Building* improvements include repairs/replacement for the Community Center partition; and design phase for renovations to the City Hall Council Chambers. Lastly, 2007-08 expenditures include *miscellaneous projects* such as preparatory improvements for the County-wide I-NET program, identification/use of a corporate storage facility, and a disaster preparedness and recovery project allocation to be used on an as needed basis (\$200,000).

OTHER RESTRICTED FUNDS

LEGAL DAMAGES AND SETTLEMENTS – Expenditures for legal expenses in FY 2007-08 are projected to be \$25,000. We will transfer funds from the General Fund to restore the Insurance Reserve Fund to \$75,000.

EQUIPMENT REPLACEMENT FUND – The FY 2007-08 Equipment Replacement Fund includes several key projects for the coming year. These include the purchase of field laptops for Building & Planning, the purchase/replacement of a public works truck, and an allocation for any necessary custom reports from the Permit Processing Software. In addition, the budget includes funds for routine upgrades and repairs to various City computer systems.

CONCLUSION

In summary, recommended expenditures total \$7.4 million and combined available revenue and fund carryovers total \$12.9 million. As the budget is currently proposed, it is anticipated that the General Fund balance at the end of FY 2007-08 will total \$3.3 million. The Finance Committee met on May 22 to review the proposed budget for FY 2007-08 along with the five-year projections. The Committee recommends the proposed budget with a suggested change to the *City's Reserve Policy*.

The Finance Committee recommends that the Council establish a General Fund Operational Reserve Policy for the 2007-08 Budget of 6-months General Fund operating expenses. General Fund operational expenses for 2007-08 (inclusive of the General Fund Transfer to the Fire Fund) are \$4.17 million. As stated above, the projected General Fund balance at year-end is \$3.4 million well maintaining a General Fund Operational Reserve of \$2.08 million, consistent with the proposed policy. The remaining General Fund balance of \$1.3 million can be designated for infrastructure reserves as needed.

At the conclusion of Fiscal Year 2007-08, the Capital Improvement Fund balance will be stable at \$1.9 million with \$876,408 earmarked for street and road improvements through the Road Impact Fee. We are allocating \$488,000 of Road Impact Fees toward 2007-08 projects.

I would like to commend staff's hard work developing this document. Each year, City staff attempts to develop 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 Office Becky Eastman who coordinates a very successful budget process. Belvedere is 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

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

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

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

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

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

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, 2006.

City of Belvedere - Budget Guidelines

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 recently 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 2007/2008 limit by using the guidelines set forth in Proposition 111, the calculation would be as follows:

2006/2007 Limit	\$2,051,868
Adjustment Factors:	
Population	1.0097
Inflation	1.0442
Total Adjustment	1.0543
2007/2008 Limit	\$2,163,284

City of Belvedere – Full Time Employee List

<u>TITLE</u>	<u>2007/2008</u>
	<u>No.</u>
City Manager	1
Planning Manager	1
Building Official	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>5</u>
<u>Total</u>	<u>19</u>



Belvedere Residents

City Council

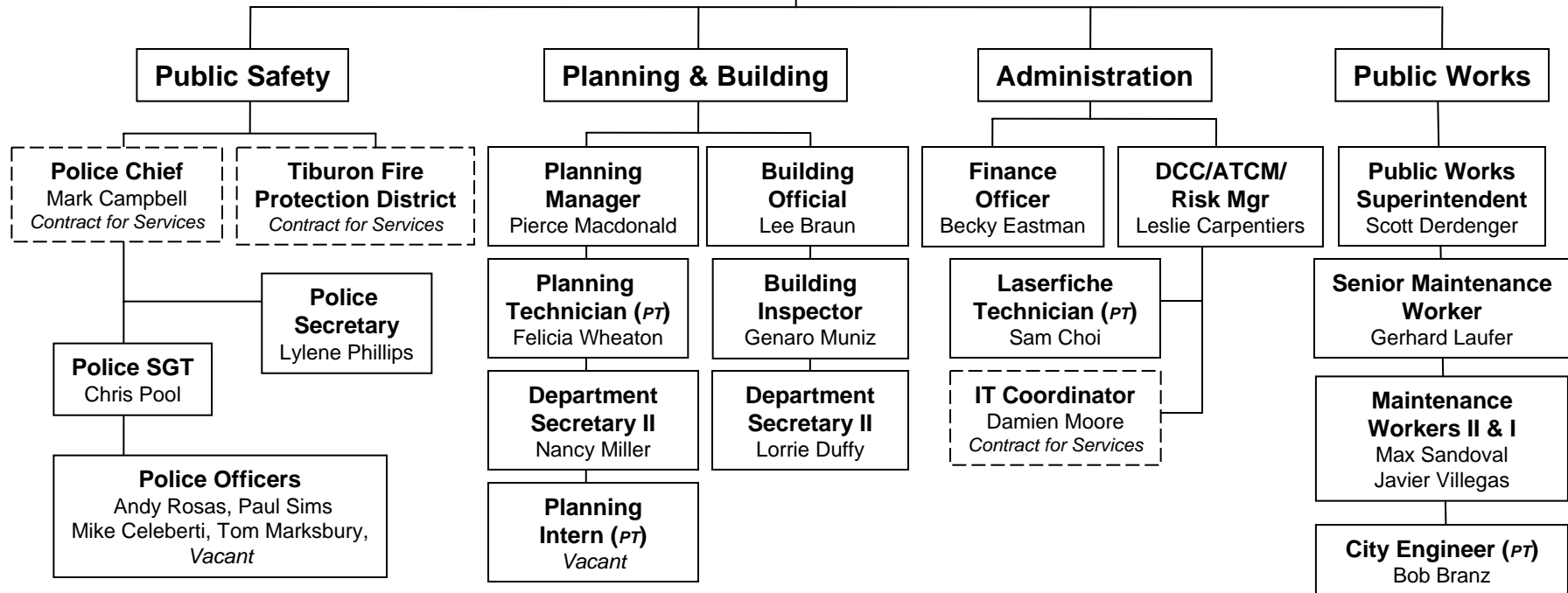
John Telischak, Mayor
 Jerry Butler, Vice Mayor
 City Councilors: Jim Berg, Tom Cromwell, & Barbara Morrison

City Attorney
 Rob Epstein
Deputy City Attorney
 Todd Smith

City Manager
 George J. Rodericks

City Positions

- City Manager/City Clerk – 1
- Planning Manager – 1
- Building Official – 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 -1
- Maintenance Worker I – 1
- City Engineer (PT) – 1
- Planning Technician (PT) – 1
- Laserfiche Technician (PT) – 1
- Planning Intern (PT) – 1
- Police Sergeant – 1
- Police Officer – 5
- Police Chief (Contract) – 1



City of Belvedere 2007/2008 Revenues

Property Taxes	\$3,104,002
Capital Improvement	\$1,921,789
Fire Fund	\$603,597
Licenses & Permits	\$319,000
Non-Property Taxes	\$269,000
Service Charges	\$232,350
Intergovernmental	\$184,160
Fines & Forfeitures	\$34,000
Investments & Property	\$174,000
TOTAL REVENUES	<u><u>\$6,841,898</u></u>

2007/2008 Appropriations

Capital Improvement*	\$2,480,000
Police	\$1,139,327
Planning & Building	\$1,339,867
Fire*	\$959,593
Public Works	\$705,650
General Administration	\$683,084
Insurance Reserve*	\$25,000
Community Center	\$25,450
TOTAL APPROPRIATIONS	<u><u>\$7,357,971</u></u>

***2007/2008 Appropriations include the following reserve transfers**

totaling \$955,996:

- \$380,996 Reserve Transfer to Subsidize the Fire Fund
- \$25,000 Reserve Transfer to Fund the Insurance Reserve
- \$500,000 Reserve Transfer to Fund Capital Improvements
- \$50,000 Reserve Transfer to Fund the Equipment Replacement Fund

Major Fiscal Changes/Impacts

Overall Revenue Assumptions

The 2007-08 Budget predicts the following revenue sources conservatively:

- Property Taxes – estimated at a 9% increase over the prior year – *actual increase from 2006-07 estimated to actual is 13%*
- 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.*

The 2007-08 Budget does not include specified revenues due to their uncertainty within the State's budget. These include potential revenues totaling \$300,000 in the following areas:

- ERAF - \$300,000

Overall Expenditure Assumptions

The 2007-08 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 2007-08 Fiscal Year, the following are major fiscal changes or assumptions within the General Administration Budget:

- .None.

Planning & Building Departments

For the 2007-08 Fiscal Year, the following are major fiscal changes or assumptions within the Planning & Building Department Budgets:

- The addition of an hourly Planning Intern position at \$18,000 per year.
- The addition of Planning & Building Software Licensing Fees (for the new permit processing software) - \$12,000 This is a cost that is reimbursed through the permit revenue collection process.
- 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 2007-08 Fiscal Year, the following are major fiscal changes or assumptions within the Public Works Budget:

- None.

Police Department

For the 2007-08 Fiscal Year, the following are major fiscal changes or assumptions within the Police Department Budget:

- None.

CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET
BUDGET SUMMARY REVENUES & EXPENDITURES - ALL FUNDS

	GENERAL FUND	FIRE FUND	CAPITAL IMPROVEMENT FUND	ROAD IMPACT FEES	EQUIPMENT REPLACEMENT FUND	INSURANCE RESERVE FUND	TOTALS
<u>REVENUES</u>							
<u>TAXES</u>							
Property Taxes	\$3,104,002	\$0	\$0	\$0	\$0	\$0	\$3,104,002
Non-Property Taxes	269,000	0	0	0	0	0	269,000
Fire Protection Charge	0	603,597	0	0	0	0	603,597
Gas Taxes	0	0	46,000	0	0	0	46,000
Subtotal Taxes	\$3,373,002	\$603,597	\$46,000		\$0	\$0	\$4,022,600
<u>NON-TAXES</u>							
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	34,000	0	0	0	0	0	34,000
Investments and Property	174,000	0	22,406	0	0	0	196,406
Other Agencies	148,160	0	432,883	0	0	0	581,043
Service Charges	232,350	0	500	0	0	0	232,850
Miscellaneous Other Revenue	36,000	0	1,270,000	0	50	0	1,306,050
Subtotal Non-Taxes	\$943,510	\$0	\$1,725,789	\$150,000	\$50	\$0	\$2,819,349
TOTAL CURRENT REVENUE	\$4,316,512	\$603,597	\$1,771,789	\$150,000	\$50	\$0	\$6,841,949
<u>EXPENDITURES</u>							
<u>OPERATIONS</u>							
General Administration	\$683,084	\$0	\$0	\$0	\$0	\$0	\$683,084
Planning and Building	1,339,867	0	0	0	0	0	1,339,867
Police	1,139,327	0	0	0	0	0	1,139,327
Public Works	705,650	0	0	0	0	0	705,650
Community Center	25,450	0	0	0	0	0	25,450
Fire	0	959,593	0	0	0	0	959,593
Subtotal Operations	\$3,893,378	\$959,593	\$0	\$0	\$0	\$0	\$4,852,971

CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET
BUDGET SUMMARY REVENUES & EXPENDITURES - ALL FUNDS

	GENERAL FUND	FIRE FUND	CAPITAL IMPROVEMENT FUND	ROAD IMPACT FEES	EQUIPMENT REPLACEMENT FUND	INSURANCE RESERVE FUND	TOTALS
<u>CAPITAL IMPROVEMENTS</u>							
Streets	\$0	\$0	\$20,000	\$488,000	\$0	\$0	\$508,000
Drainage	0	0	177,500	0	0	0	177,500
Lanes	0	0	35,000	0	0	0	35,000
Parks/Open space	0	0	100,500	0	0	0	100,500
City Buildings	0	0	57,000	0	0	0	57,000
Miscellaneous Other	0	0	332,000	0	0	0	332,000
Underground Utility Districts	0	0	1,270,000	0	0	0	1,270,000
Subtotal Cap. Improvements	\$0	\$0	\$1,992,000	\$488,000	\$0	\$0	\$2,480,000
<u>EQUIPMENT REPLACEMENT</u>							
Equipment	\$0	\$0	\$0	\$0	\$73,000	\$0	\$73,000
<u>LEGAL DAMAGES/SETTLEMENTS</u>							
	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
TOTAL EXPENDITURES ALL FUNDS	\$3,893,378	\$959,593	\$1,992,000	\$488,000	\$73,000	\$25,000	\$7,430,971
TOTAL CURRENT REVENUE	\$4,316,512	\$603,597	\$1,771,789	\$150,000	\$50	\$0	\$6,841,949
Less Total Expenditures	(\$3,893,378)	(\$959,593)	(\$1,992,000)	(\$488,000)	(\$73,000)	(\$25,000)	(\$7,430,971)
Difference	\$423,134	(\$355,996)	(\$220,211)	(\$338,000)	(\$72,950)	(\$25,000)	(\$589,023)
Plus Est. Fund Balances @ 7-1-07	\$3,783,749	\$125,000	\$741,848	\$1,214,408	\$122,050	\$75,000	\$6,062,055
TOTAL FUNDS AVAILABLE	\$4,206,883	(\$230,996)	\$521,637	\$876,408	\$49,100	\$50,000	\$5,473,032
TRANSFERS							
From GF to FF	(380,996)	380,996					
From GF to CIF	(500,000)		500,000				
From GF to ERF	(50,000)				50,000		
From GF to IRF	(25,000)					25,000	
PROJ. YR. END BAL. @ 6-30-08	\$3,250,888	\$150,000	\$1,021,637	\$876,408	\$99,100	\$75,000	\$5,473,032

CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET

REVENUES - ALL FUNDS

<u>FUND/ACTIVITY</u>	<u>FY06-07 APPROVED REVENUES</u>	<u>FY06-07 ESTIMATED REVENUES</u>	<u>FY07-08 APPROVED REVENUES</u>
<u>GENERAL FUND</u>			
<u>Property Taxes:</u>			
Current Secured	\$2,483,548	\$2,514,021	\$2,690,002
Supplemental Assessments	75,000	75,000	75,000
Unsecured	73,348	70,000	70,000
ERAF	0	264,856	175,000
ERAF III Shift	0	(92,525)	(96,000)
VLF Swap	0	144,478	145,000
Real Property Transfer	45,000	45,000	45,000
Subtotal	\$2,676,896	\$3,020,830	\$3,104,002
<u>Local Non-Property Taxes:</u>			
Sales Taxes	\$55,000	\$50,000	\$50,000
Triple Flip	0	14,345	14,500
Sales Taxes - SB509	23,000	23,000	23,000
Business Licenses	70,000	70,000	70,000
PG&E Franchise	22,000	25,547	26,000
CATV Franchise	34,000	34,000	34,500
Garbage Franchise	46,000	50,000	51,000
Subtotal	\$250,000	\$266,892	\$269,000

**CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET
REVENUES - ALL FUNDS**

FUND/ACTIVITY	FY06-07 APPROVED REVENUES	FY06-07 ESTIMATED REVENUES	FY07-08 APPROVED REVENUES
<u>Licenses & Permits:</u>			
Construction Permits	\$270,000	\$270,000	\$270,000
Encroachment Permits	35,000	37,000	37,000
Revocable Licenses	7,500	11,000	8,000
Parking Permits	2,000	2,000	2,000
Miscellaneous Licenses and Permits	2,000	3,000	2,000
Subtotal	<u>\$316,500</u>	<u>\$323,000</u>	<u>\$319,000</u>
<u>Fines & Forfeitures:</u>			
Vehicle Code Fines	\$10,000	(\$3,000)	\$10,000
Planning & Building Penalties	160,000	225,000	24,000
Subtotal	<u>\$170,000</u>	<u>\$222,000</u>	<u>\$34,000</u>
<u>Investments & Property:</u>			
Investments	\$110,000	\$180,000	\$160,000
Rent	10,000	13,309	11,000
Community Center Rentals	3,000	3,000	3,000
Subtotal	<u>\$123,000</u>	<u>\$196,309</u>	<u>\$174,000</u>
<u>Revenue From Other Agencies:</u>			
Motor Vehicle In Lieu	\$20,000	\$13,500	\$15,000
HOPTR	20,000	21,000	21,000
POST Reimb	2,000	4,000	3,000
State Mandated Costs Reimbursement	0	4,500	3,000
Booking Fees	0	660	660
Supplemental Law Enforcement Funding	100,500	100,500	100,500
Recycling	5,000	0	5,000
Subtotal	<u>\$147,500</u>	<u>\$144,160</u>	<u>\$148,160</u>

**CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET
REVENUES - ALL FUNDS**

FUND/ACTIVITY	FY06-07 APPROVED REVENUES	FY06-07 ESTIMATED REVENUES	FY07-08 APPROVED REVENUES
<u>Service Charges:</u>			
Road Closure Signs	\$3,250	\$7,000	\$5,000
Plan Reviews	160,000	145,000	145,000
Technology Fee	0	4,300	4,300
Zoning/Subdivision Fees	750	0	750
Variances and Use Permits	7,500	10,000	8,000
Design Review/Design Review Exceptions	50,000	58,000	50,000
Appeals	800	800	800
Residential Building Reports	5,000	5,000	5,000
Maps, Publications, and Copies	1,000	1,000	1,000
Special Police Services	1,000	500	500
Financial Services	9,000	9,000	9,000
Miscellaneous Charges for Services	100	5,700	3,000
Subtotal	\$238,400	\$246,300	\$232,350
<u>Miscellaneous Other Revenue:</u>			
Golf Tournament	\$20,000	\$27,610	\$20,000
Concert-in-the-Park Series	15,000	16,307	15,000
Miscellaneous Other Revenue:	1,000	1,000	1,000
Subtotal	\$36,000	\$44,917	\$36,000
Total General Fund Revenue	\$3,958,296	\$4,464,408	\$4,316,512

**CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET
REVENUES - ALL FUNDS**

FUND/ACTIVITY	FY06-07 APPROVED REVENUES	FY06-07 ESTIMATED REVENUES	FY07-08 APPROVED REVENUES
<u>FIRE FUND</u>			
Fire Protection Charge	\$577,605	\$573,406	\$603,597
Total Fire Fund Revenue	\$577,605	\$573,406	\$603,597
<u>CAPITAL IMPROVEMENT FUND</u>			
Bid Packages	\$500	\$880	\$500
Traffic Mitigation Grant	10,660	15,906	10,660
Marin County Transportation Sales Tax	22,223	23,630	22,223
State Proposition 1B Bond Revenue	0	0	400,000
Sidewalk Repair Reimbursements	40,000	40,000	0
Rental Income (Cell Site)	21,806	21,171	21,806
Road Impact Fee	125,000	190,000	150,000
Utility Undergrounding	820,000	688,119	1,270,000
Total Cap. Improvement Fund Revenue	\$1,040,189	\$979,706	\$1,875,189
<u>GAS TAX FUND</u>			
Investment Earnings	\$400	\$800	\$600
Section 2105	13,500	13,500	13,500
Section 2106	15,500	14,500	14,500
Section 2107	17,500	17,000	17,000
Section 2107.5	1,000	1,000	1,000
Total Gas Tax Fund Revenue	\$47,900	\$46,800	\$46,600
<u>EQUIPMENT REPLACEMENT FUND</u>			
Sale of Property	\$1,000	\$50	\$50
Total Equip. Repl. Fund Revenue	\$1,000	\$50	\$50
TOTAL REVENUE - ALL FUNDS	\$5,624,990	\$6,064,370	\$6,841,949

CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET

EXPENDITURES - ALL FUNDS

FUND/ACTIVITY	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
GENERAL FUND:			
General Administration	\$648,827	\$669,367	\$683,084
Planning and Building	1,035,456	1,026,613	1,339,867
Police	1,068,326	1,079,079	1,139,327
Public Works Operations & Maintenance	756,707	713,625	705,650
Community Center	22,500	17,000	25,450
TOTAL GENERAL FUND	\$3,531,816	\$3,505,684	\$3,893,378
FIRE FUND:	\$853,135	\$880,691	\$959,593
CAPITAL IMPROVEMENT FUND:			
Streets	\$243,000	\$176,629	\$508,000
Drainage	146,500	90,016	177,500
Lanes	32,500	33,000	35,000
Parks and Open Space	134,500	79,500	100,500
Community Buildings	5,000	5,000	57,000
Miscellaneous Other	337,000	107,500	332,000
Utility Underground Districts	820,000	688,119	1,270,000
TOTAL CAPITAL IMPROVEMENT FUND	\$1,718,500	\$1,179,764	\$2,480,000
RESTRICTED FUNDS:			
Equipment Replacement	\$65,000	\$65,000	\$73,000
Legal Damages and Settlements	100,000	25,000	25,000
TOTAL RESTRICTED FUNDS	\$165,000	\$90,000	\$98,000
TOTAL ALL FUNDS	\$6,268,451	\$5,656,139	\$7,430,971

CITY of BELVEDERE
FY2006-07 - FY2011-12 Projections
Revenues - Select Funds

FUND/ACTIVITY	FY2006-07 Budget	FY2006-07 Est. Revenues	FY2007-08 Proposed Bud.	FY2008-09 Projections	FY2009-10 Projections	FY2010-11 Projections	FY2011-12 Projections
GENERAL FUND							
Property Taxes:							
Current Secured	\$2,483,548	\$2,514,021	\$2,690,002	\$2,878,303	\$3,079,784	\$3,295,369	\$3,526,045
Supplemental Assessments	75,000	75,000	75,000	77,250	79,568	81,955	84,413
Unsecured	73,348	70,000	70,000	72,100	74,263	76,491	78,786
ERAF	0	264,856	175,000	0	0	0	0
ERAF III Shift	0	(92,525)	(96,000)	(96,000)	(96,000)	(96,000)	(96,000)
VLF Swap	0	144,478	145,000	145,000	145,000	145,000	145,000
Real Property Transfer	45,000	45,000	45,000	45,900	46,818	47,754	48,709
<i>Subtotal</i>	\$2,676,896	\$3,020,830	\$3,104,002	\$3,122,553	\$3,329,432	\$3,550,568	\$3,786,953
Local Non-Property Taxes:							
Sales Taxes	\$55,000	\$50,000	\$50,000	\$51,500	\$53,045	\$54,636	\$56,275
Triple Flip	0	14,345	14,500	14,500	14,500	14,500	14,500
Sales Taxes - SB509	23,000	23,000	23,000	23,690	24,401	25,133	25,887
Business Licenses	70,000	70,000	70,000	70,000	70,000	70,000	70,000
PG&E Franchise	22,000	25,547	26,000	26,520	27,050	27,591	28,143
CATV Franchise	34,000	34,000	34,500	35,190	35,894	36,612	37,344
Garbage Franchise	46,000	50,000	51,000	52,020	53,060	54,122	55,204
<i>Subtotal</i>	\$250,000	\$266,892	\$269,000	\$273,420	\$277,950	\$282,594	\$287,353
Licenses & Permits:							
Construction Permits	\$270,000	\$270,000	\$270,000	\$275,400	\$280,908	\$286,526	\$292,257
Encroachment Permits	35,000	37,000	37,000	37,000	37,000	37,000	37,000
Revocable Licenses	7,500	11,000	8,000	8,000	8,000	8,000	8,000
Parking Permits	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Miscellaneous Licenses and Permits	2,000	3,000	2,000	2,000	2,000	2,000	2,000
<i>Subtotal</i>	\$316,500	\$323,000	\$319,000	\$324,400	\$329,908	\$335,526	\$341,257
Fines & Forfeitures:							
Vehicle Code Fines	\$10,000	(\$3,000)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Planning & Building Penalties	160,000	225,000	24,000	50,000	50,000	50,000	50,000
<i>Subtotal</i>	\$170,000	\$222,000	\$34,000	\$60,000	\$60,000	\$60,000	\$60,000

CITY of BELVEDERE
FY2006-07 - FY2011-12 Projections
Revenues - Select Funds

FUND/ACTIVITY	FY2006-07 Budget	FY2006-07 Est. Revenues	FY2007-08 Proposed Bud.	FY2008-09 Projections	FY2009-10 Projections	FY2010-11 Projections	FY2011-12 Projections
Investments & Property:							
Investments	\$110,000	\$180,000	\$160,000	\$161,600	\$163,216	\$164,848	\$166,497
Rent	10,000	13,309	11,000	11,000	11,000	11,000	11,000
Community Center Rentals	3,000	3,000	3,000	3,000	3,000	3,000	3,000
<i>Subtotal</i>	\$123,000	\$196,309	\$174,000	\$175,600	\$177,216	\$178,848	\$180,497
Revenue From Other Agencies:							
Motor Vehicle In Lieu	\$20,000	\$13,500	\$15,000	\$15,450	\$15,914	\$16,391	\$16,883
HOPTR	20,000	21,000	21,000	21,000	21,000	21,000	21,000
POST Reimb	2,000	4,000	3,000	3,030	3,060	3,091	3,122
State Mandated Costs Reimbursement	0	4,500	3,000	3,000	3,000	3,000	3,000
Booking Fees	0	660	660	660	660	660	660
Supplemental Law Enforcement Funding	100,500	100,500	100,500	100,500	100,500	100,500	100,500
Recycling	5,000	0	5,000	5,000	5,000	5,000	5,000
	\$147,500	\$144,160	\$148,160	\$148,640	\$149,134	\$149,642	\$150,164
Service Charges:							
Road Closure Signs	\$3,250	\$7,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Plan Reviews	160,000	145,000	145,000	147,900	150,858	153,875	156,953
Technology Fee	0	4,300	4,300	4,300	4,300	4,300	4,300
Zoning/Subdivision Fees	750	0	750	750	750	750	750
Variances and Use Permits	7,500	10,000	8,000	8,000	8,000	8,000	8,000
Design Review/Design Review Exceptions	50,000	58,000	50,000	50,000	50,000	50,000	50,000
Appeals	800	800	800	800	800	800	800
Residential Building Reports	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Maps, Publications, and Copies	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Special Police Services	1,000	500	500	500	500	500	500
Financial Services	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Miscellaneous Charges for Services	100	5,700	3,000	3,000	3,000	3,000	3,000
<i>Subtotal</i>	\$238,400	\$246,300	\$232,350	\$235,250	\$238,208	\$241,225	\$244,303
Miscellaneous Other Revenue:	\$36,000	\$44,917	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
Total GF Revenue	\$3,958,296	\$4,464,408	\$4,316,512	\$4,375,863	\$4,597,848	\$4,834,404	\$5,086,526
<u>FIRE FUND</u>	\$577,605	\$573,406	603,597	\$633,777	\$665,466	\$698,739	\$733,676
<u>CAPITAL IMPROVEMENT FUND</u>	\$1,088,089	\$1,026,506	\$1,921,789	\$2,917,500	\$2,330,000	\$2,000,000	\$1,450,000
TOTAL REVENUE - ALL SELECT FUNDS	\$5,623,990	\$6,064,320	\$6,841,899	\$7,927,140	\$7,593,314	\$7,533,143	\$7,270,203

CITY of BELVEDERE
FY2006-07 - FY2011-12 Projections
Expenditures - Select Funds

FUND/ACTIVITY	FY2006-07 Budget	FY2006-07 Est Expenditures	FY2007-08 Proposed Bud.	FY2008-09 Projections	FY2009-10 Projections	FY2010-11 Projections	FY2011-12 Projections
GENERAL FUND							
General Administration:							
Personnel Services	\$326,546	\$346,777	\$375,804	\$387,078	\$398,690	\$410,651	\$422,971
Fringe Benefits	126,092	137,834	147,264	151,682	156,233	160,920	165,747
<i>Subtotal</i>	<u>\$452,638</u>	<u>\$484,611</u>	<u>\$523,068</u>	<u>\$538,760</u>	<u>\$554,923</u>	<u>\$571,571</u>	<u>\$588,718</u>
Outside Services	\$175,396	\$176,019	\$179,771	\$186,962	\$194,440	\$202,218	\$210,307
Utilities	14,500	17,000	15,000	15,600	16,224	16,873	17,548
Operations	(17,906)	(32,663)	(60,155)	(62,562)	(65,064)	(67,667)	(70,373)
Materials & Supplies	24,200	24,400	25,400	26,416	27,473	28,572	29,714
<i>Subtotal</i>	<u>\$196,190</u>	<u>\$184,756</u>	<u>\$160,016</u>	<u>\$166,416</u>	<u>\$173,073</u>	<u>\$179,996</u>	<u>\$187,196</u>
<i>Total GA Expenditures</i>	<u>\$648,828</u>	<u>\$669,367</u>	<u>\$683,084</u>	<u>\$705,177</u>	<u>\$727,996</u>	<u>\$751,567</u>	<u>\$775,914</u>
Planning & Building:							
Personnel Services	\$458,605	\$443,064	\$513,140	\$528,534	\$544,390	\$560,722	\$577,544
Fringe Benefits	154,827	154,577	169,268	174,346	179,577	184,964	190,513
<i>Subtotal</i>	<u>\$613,432</u>	<u>\$597,641</u>	<u>\$682,408</u>	<u>\$702,880</u>	<u>\$723,967</u>	<u>\$745,686</u>	<u>\$768,056</u>
Outside Services	\$118,450	\$115,061	\$321,450	\$334,308	\$347,680	\$361,588	\$376,051
Communications	1,000	1,000	1,800	1,872	1,947	2,025	2,106
Operations	294,824	305,061	321,986	334,865	348,260	362,190	376,678
Materials & Supplies	7,750	7,850	12,223	12,712	13,220	13,749	14,299
<i>Subtotal</i>	<u>\$422,024</u>	<u>\$428,972</u>	<u>\$657,459</u>	<u>\$683,757</u>	<u>\$711,107</u>	<u>\$739,552</u>	<u>\$769,134</u>
<i>Total P&B Expenditures</i>	<u>\$1,035,456</u>	<u>\$1,026,613</u>	<u>\$1,339,867</u>	<u>\$1,386,637</u>	<u>\$1,435,074</u>	<u>\$1,485,237</u>	<u>\$1,537,190</u>
Police:							
Personnel Services	\$518,656	\$504,078	\$536,048	\$552,129	\$568,693	\$585,754	\$603,327
Fringe Benefits	254,318	247,945	270,614	278,733	287,095	295,708	304,579
<i>Subtotal</i>	<u>\$772,974</u>	<u>\$752,023</u>	<u>\$806,662</u>	<u>\$830,862</u>	<u>\$855,788</u>	<u>\$881,462</u>	<u>\$907,905</u>
Outside Services	\$249,467	\$273,471	\$276,845	\$287,919	\$299,436	\$311,413	\$323,869
Utilities	13,440	13,440	13,440	13,978	14,537	15,118	15,723
Operations	16,970	22,970	23,705	24,653	25,639	26,665	27,731
Materials & Supplies	15,475	17,175	18,675	19,422	20,199	21,007	21,847
<i>Subtotal</i>	<u>\$295,352</u>	<u>\$327,056</u>	<u>\$332,665</u>	<u>\$345,972</u>	<u>\$359,810</u>	<u>\$374,203</u>	<u>\$389,171</u>
<i>Total PD Expenditures</i>	<u>\$1,068,326</u>	<u>\$1,079,079</u>	<u>\$1,139,327</u>	<u>\$1,176,834</u>	<u>\$1,215,598</u>	<u>\$1,255,664</u>	<u>\$1,297,076</u>

CITY of BELVEDERE
FY2006-07 - FY2011-12 Projections
Expenditures - Select Funds

FUND/ACTIVITY	FY2006-07 Budget	FY2006-07 Est Expenditures	FY2007-08 Proposed Bud.	FY2008-09 Projections	FY2009-10 Projections	FY2010-11 Projections	FY2011-12 Projections
Public Works Operations & Maintenance:							
Personnel Services	\$391,289	\$380,705	\$372,065	\$383,227	\$394,724	\$406,566	\$418,763
Fringe Benefits	152,174	151,555	121,415	125,057	128,809	132,673	136,653
<i>Subtotal</i>	\$543,463	\$532,260	\$493,480	\$508,285	\$523,533	\$539,239	\$555,416
Outside Services	\$121,850	\$91,670	\$112,500	\$117,000	\$121,680	\$126,547	\$131,609
Utilities	23,500	23,500	24,500	25,480	26,499	27,559	28,662
Operations	41,895	38,695	43,420	45,157	46,963	48,842	50,795
Materials & Supplies	26,000	27,500	31,750	33,020	34,341	35,714	37,143
<i>Subtotal</i>	\$213,245	\$181,365	\$212,170	\$220,657	\$229,483	\$238,662	\$248,209
<i>Total PW Expenditures</i>	\$756,708	\$713,625	\$705,650	\$728,941	\$753,016	\$777,901	\$803,625
Community Center:							
Outside Services	\$5,750	\$5,750	\$8,700	\$8,961	\$9,230	\$9,507	\$9,792
Utilities	2,750	2,250	2,750	2,833	2,917	3,005	3,095
Operations	14,000	9,000	14,000	10,000	10,000	10,000	10,000
<i>Total CC Expenditures</i>	\$22,500	\$17,000	\$25,450	\$21,794	\$22,147	\$22,512	\$22,887
TOTAL GF EXPENDITURES	\$3,531,818	\$3,505,684	\$3,893,378	\$4,019,383	\$4,153,832	\$4,292,882	\$4,436,692
<u>FIRE FUND</u>							
TFPD Contract	\$847,700	\$880,691	\$955,593	\$1,003,373	\$1,053,541	\$1,106,219	\$1,161,529
Operations	4,000	4,000	4,000	4,000	4,000	4,000	4,000
TOTAL FF EXPENDITURES	\$851,700	\$884,691	\$959,593	\$1,007,373	\$1,057,541	\$1,110,219	\$1,165,529
<u>CAPITAL IMPROVEMENT FUND</u>	\$2,482,000	\$1,179,764	\$2,480,000	\$3,185,000	\$2,458,000	\$2,000,000	\$1,625,000
<u>INSURANCE RESERVE FUND</u>	\$100,000	\$25,000	\$25,000	\$60,000	\$60,000	\$60,000	\$60,000
TOTAL EXPENDITURES - ALL SELECT FUNDS	\$6,965,518	\$5,595,139	\$7,357,971	\$8,271,756	\$7,729,374	\$7,463,100	\$7,287,222

CITY OF BELVEDERE
FY2006-07 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Equipment Replacement Fund	Insurance Reserve Fund	Totals
Fund Balances @ 7-1-06 (Per FY05-06 Audit)	\$3,285,444	\$100,000	\$447,800	\$1,033,708	\$137,000	\$100,000	\$5,103,952
<i>Plus Estimated Actual FY06-07 Revenue</i>	4,464,408	573,406	1,026,506	190,000	50	0	6,254,370
Total Available Revenue	\$7,749,852	\$673,406	\$1,474,306	\$1,223,708	\$137,050	\$100,000	\$11,358,322
<i>Less Estimated Actual FY06-07 Expenditures</i>	3,505,684	880,691	1,179,764	9,300	65,000	25,000	5,665,439
Revenue Over Expenditures	\$4,244,168	(\$207,285)	\$294,542	\$1,214,408	\$72,050	\$75,000	\$5,692,883
<i>Transfers In/(Out)</i>	(775,009)	332,285	447,306	0	50,000	0	0
Workers Comp Return of Excess Deposit	314,590						314,590
Estimated Fund Balance @ 6-30-07	\$3,783,749	\$125,000	\$741,848	\$1,214,408	\$122,050	\$75,000	\$6,007,473

CITY OF BELVEDERE
FY2007-08 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Equipment Replacement Fund	Insurance Reserve Fund	Totals
Estimated Fund Balances @ 7/1/07	\$3,783,749	\$125,000	\$741,848	\$1,214,408	\$122,050	\$75,000	\$6,062,055
<i>Plus Estimated FY07-08 Revenue</i>	4,316,512	603,597	1,771,789	150,000	50	0	6,841,949
Total Available Revenue	\$8,100,262	\$728,597	\$2,513,637	\$1,364,408	\$122,100	\$75,000	\$12,904,004
<i>Less Estimated FY07-08 Expenditures</i>	\$3,893,378	\$959,593	\$1,992,000	\$488,000	\$73,000	\$25,000	\$7,430,971
Revenue Over Expenditures	\$4,206,883	(\$230,996)	\$521,637	\$876,408	\$49,100	\$50,000	\$5,473,033
<i>Transfers In/(Out)</i>	(955,996)	380,996	500,000	0	50,000	25,000	0
Projected Balances @ 6/30/08	\$3,250,888	\$150,000	\$1,021,637	\$876,408	\$99,100	\$75,000	\$5,473,033

CITY OF BELVEDERE
FY2008-09 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Equipment Replacement Fund	Insurance Reserve Fund	Totals
Estimated Fund Balances @ 7/1/08	\$3,250,888	\$150,000	\$1,021,637	\$876,408	\$99,100	\$75,000	\$5,473,033
<i>Plus Estimated FY08-09 Revenue</i>	4,375,863	633,777	2,767,500	150,000	1,000	0	7,928,140
Total Available Revenue	\$7,626,750	\$783,777	\$3,789,137	\$1,026,408	\$100,100	\$75,000	\$13,401,172
<i>Less Estimated FY08-09 Expenditures</i>	\$4,019,383	\$1,007,373	\$3,037,500	\$147,500	\$50,000	\$25,000	\$8,286,756
Revenue Over Expenditures	\$3,607,367	(\$223,596)	\$751,637	\$878,908	\$50,100	\$50,000	\$5,114,417
<i>Transfers In/(Out)</i>	(993,596)	398,596	520,000	0	50,000	25,000	5,114,417
Projected Balances @ 6/30/09	\$2,613,772	\$175,000	\$1,271,637	\$878,908	\$100,100	\$75,000	\$5,114,417

CITY OF BELVEDERE
FY2009-10 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Equipment Replacement Fund	Insurance Reserve Fund	Totals
Estimated Fund Balances @ 7/1/09	\$2,613,772	\$175,000	\$1,271,637	\$878,908	\$100,100	\$75,000	\$5,114,417
<i>Plus Estimated FY09-10 Revenue</i>	4,597,848	665,466	2,180,000	150,000	1,000	0	7,594,314
Total Available Revenue	\$7,211,620	\$840,466	\$3,451,637	\$1,028,908	\$101,100	\$75,000	\$12,708,731
<i>Less Estimated FY09-10 Expenditures</i>	\$4,153,832	\$1,057,541	\$2,338,000	\$120,000	\$50,000	\$25,000	\$7,744,374
Revenue Over Expenditures	\$3,057,788	(\$217,076)	\$1,113,637	\$908,908	\$51,100	\$50,000	\$4,964,358
<i>Transfers In/(Out)</i>	(792,076)	417,076	300,000	0	50,000	25,000	4,964,358
Projected Balances @ 6/30/10	\$2,265,712	\$200,000	\$1,413,637	\$908,908	\$101,100	\$75,000	\$4,964,358

CITY OF BELVEDERE
FY2010-11 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Equipment Replacement Fund	Insurance Reserve Fund	Totals
Estimated Fund Balances @ 7/1/10	\$2,265,712	\$200,000	\$1,413,637	\$908,908	\$101,100	\$75,000	\$4,964,358
<i>Plus Estimated FY10-11 Revenue</i>	4,834,404	698,739	1,850,000	150,000	1,000	0	7,534,143
Total Available Revenue	\$7,100,116	\$898,739	\$3,263,637	\$1,058,908	\$102,100	\$75,000	\$12,498,500
<i>Less Estimated FY10-11 Expenditures</i>	\$4,292,882	\$1,110,219	\$1,887,000	\$113,000	\$50,000	\$25,000	\$7,478,100
Revenue Over Expenditures	\$2,807,234	(\$211,479)	\$1,376,637	\$945,908	\$52,100	\$50,000	\$5,020,400
<i>Transfers In/(Out)</i>	(811,479)	436,479	300,000	0	50,000	25,000	5,020,400
Projected Balances @ 6/30/11	\$1,995,755	\$225,000	\$1,676,637	\$945,908	\$102,100	\$75,000	\$5,020,400

CITY OF BELVEDERE
FY2011-12 Projected Revenue & Expenditure Summaries

	General Fund	Fire Fund	Capital Improvement Fund	Road Impact Fees	Equipment Replacement Fund	Insurance Reserve Fund	Totals
Estimated Fund Balances @ 7/1/11	\$1,995,755	\$225,000	\$1,676,637	\$945,908	\$102,100	\$75,000	\$5,020,400
<i>Plus Estimated FY11-12 Revenue</i>	5,086,526	733,676	1,300,000	150,000	1,000	0	7,271,203
Total Available Revenue	\$7,082,281	\$958,676	\$2,976,637	\$1,095,908	\$103,100	\$75,000	\$12,291,602
<i>Less Estimated FY11-12 Expenditures</i>	\$4,436,692	\$1,165,529	\$1,380,000	\$245,000	\$50,000	\$25,000	\$7,302,222
Revenue Over Expenditures	\$2,645,589	(\$206,853)	\$1,596,637	\$850,908	\$53,100	\$50,000	\$4,989,381
<i>Transfers In/(Out)</i>	(831,853)	456,853	300,000	0	50,000	25,000	4,989,381
Projected Balances @ 6/30/12	\$1,813,735	\$250,000	\$1,896,637	\$850,908	\$103,100	\$75,000	\$4,989,381

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.

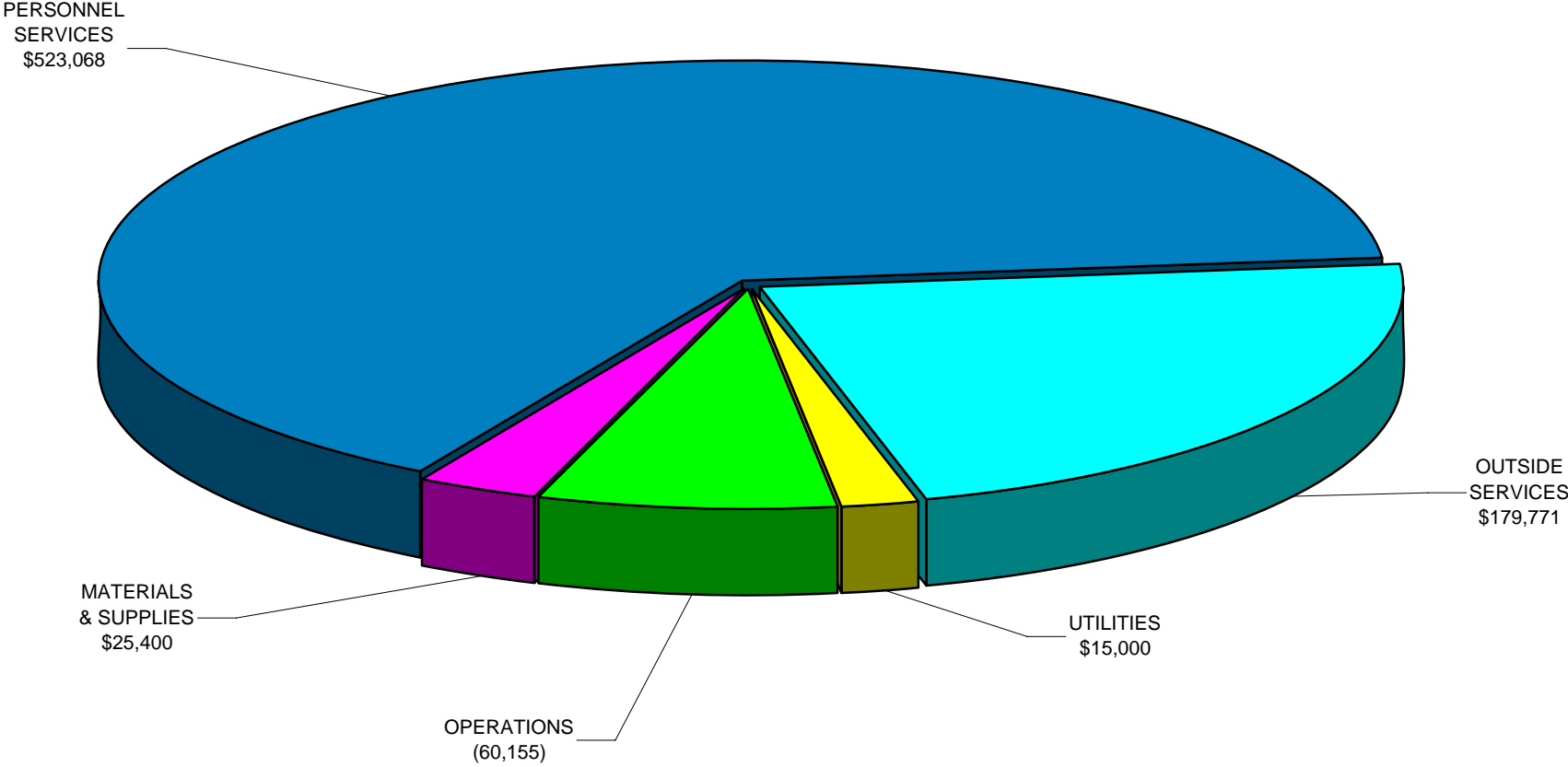
Direct responsibilities of the Department include, but are not limited to: preparation of the City's Annual Operating Budget; finance administration, accounts receivable and payable, payroll processing, management, implementation, and enforcement of the City's human resources and administrative policies 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 2007-2008 ANNUAL OPERATING BUDGET

General Administration
Total Budget: \$683,084



CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - GENERAL ADMINISTRATION

MAJOR ACCOUNT CLASSIFICATION	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
PERSONNEL SERVICES	\$326,546	\$346,777	\$375,804
FRINGE BENEFITS	126,092	137,834	147,264
SUBTOTAL	\$452,638	\$484,611	\$523,068
OUTSIDE SERVICES	\$175,396	\$176,019	\$179,771
UTILITIES	14,500	17,000	15,000
OPERATIONS	(17,906)	(32,663)	(60,155)
MATERIALS AND SUPPLIES	24,200	24,400	25,400
SUBTOTAL	\$196,190	\$184,756	\$160,016
GRAND TOTAL	\$648,828	\$669,367	\$683,084

CITY of BELVEDERE - FY 2007-2008 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	
<u>REGULAR SALARIES:</u>								
City Manager	George Rodericks	--		\$13,733				164,796
Asst. to City Mgr./Risk Mgr.	Leslie Carpentiers	E	12	7,003				84,036
Finance Officer	Becky Eastman	E	12	9,010				108,120
Subtotal								
GRAND TOTAL								\$356,952

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>				
4000 10	REGULAR SALARIES Provides for a full-time city manager, a full-time deputy city clerk/assistant to the city manager, and a full-time finance officer.	\$310,759	\$330,759	\$356,952
4030 10	SICK LEAVE CONVERSION 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.	2,677	2,908	3,918
4091 00	DEFERRED COMPENSATION 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	3,600
4095 10	LONGEVITY PAY 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.	2310	2,310	4,134
4090 10	AUTO ALLOWANCE 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	7,200
TOTAL PERSONNEL SERVICES		\$326,546	\$346,777	\$375,804

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>FRINGE BENEFITS:</u>				
4100 10	INSURANCE BENEFITS 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 \$1,000 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.	\$47,355	\$51,661	\$53,620
4110 10	PERS 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 13.983% in FY07-08. The amount budgeted for FY07-08 represents the City's contribution rate (13.983%) 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.	74,002	81,194	88,196
4130 10	MEDICARE 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.	4,735	4,979	5,449
TOTAL FRINGE BENEFITS		\$126,092	\$137,834	\$147,264

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>				
5010 10	FINANCIAL SERVICES This account covers the costs associated with performing the annual audit of the cities books which will be \$26,000. Software maintenance for the accounting software will be \$6,100 and miscellaneous bank charges estimated to be \$500.	\$31,300	\$31,300	\$32,600
5011 10	LASERFICHE ANNUAL SUPPORT This account covers the cost of annual support and upgrades for the City's Laserfiche document management system.	3,087	3,087	3,087
5012 10	LEGAL SERVICES 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	25,000	32,200
5015 10	IT SUPPORT This line item provides for the City's contracted information technology position to support all city computer equipment and software.	26,464	31,000	26,464
5020 10	RICHARDSON BAY REGIONAL AGENCY 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.	10,622	12,272	13,397

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
5030 10	<p>HAZARDOUS MATERIAL RESPONSE UNIT This account covers the City share of the hazardous material response team.</p>	200	265	300
5040 10	<p>ANIMAL CONTROL JOINT POWERS AGREEMENT The allocation of animal control costs among the cities is based on a combination of two factors that include population and service calls.</p>	16,793	15,307	15,883
5050 10	<p>CONGESTION MANAGEMENT PLAN 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	4,730
5060 10	<p>MARIN HOUSING AUTHORITY 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 FY07-08.</p>	1,000	1,004	1,010
5070 10	<p>MARIN MEDIATION SERVICES 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 FY07-08.</p>	1,100	1,100	1,100

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
5071 00	<p>MARIN GENERAL SERVICES AGENCY</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, 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	2,882	2,900
5080 10	<p>EMERGENCY PREPAREDNESS SERVICES</p> <p>This line item provides for 25% of the cost of a 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	35,000	35,000
5090 10	<p>MARIN TELECOMMUNICATIONS AGENCY</p> <p>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	5,207	6,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
5091 10	<p>LAFCO MEMBERSHIP Beginning with FY01-02 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 FY07-08</p>	3,000	3,024	3,100
5990 10	<p>OTHER CONTRACT/OUTSIDE SERVICES This account provides for those unanticipated miscellaneous contractual and outside costs that are encountered during the year. The cost overrun in FY06-07 was for the city's portion of the camp study done for recreation</p>	1,000	5,200	2,000
TOTAL OUTSIDE SERVICES		\$175,396	\$176,019	\$179,771
 <u>UTILITIES:</u>				
6000 10	<p>COMMUNICATIONS This line item covers the annual maintenance agreement for the City's telephone system and the monthly service charges for landline & cellular phone usage and the equipment rental charge on the two payphones at City Hall and the Community Center.</p>	\$8,500	\$11,000	\$9,000
6020 10	<p>POWER This account provides for gas and electricity for City Hall. It is anticipated that power costs for FY07-08 will be similar to what was experienced in the prior year.</p>	6,000	6,000	6,000
TOTAL UTILITIES		\$14,500	\$17,000	\$15,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>OPERATIONS:</u>				
6110 10	ADMINISTRATIVE OVERHEAD 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.	(\$278,460)	(\$288,487)	(\$304,225)
6120 10	COMMUNITY ACTIVITIES This account covers all community promotional activities such as awards, celebrations, annual town meetings, the volunteer holiday party and the city newsletter. The 2007 cost includes upgrades to the City newsletter-color and paper type.	44,000	44,000	32,190
6121 10	GOLF TOURNAMENT In FY06-07 the Belvedere-Tiburon Library Agency was the recipient of the proceeds of the Belvedere Open Golf Tournament, which resulted in net earnings of \$15,200. In FY07-08, the Belvedere-Tiburon Recreation District will be the recipient.	25,000	27,792	25,000
6122-10	CONCERTS IN THE PARK The City's annual summer concert series costs are offset by donations from the public and include a contribution from the City of \$5,000.	15,000	19,315	18,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
6130 10	<p>EQUIPMENT MAINTENANCE This provides for typewriter, fax and computer equipment repair and maintenance.</p>	1,000	500	1,000
6140 10	<p>INSURANCE Liability & Worker's Compensation - The City's estimated insurance premium for the California JPIA for FY07-08 remains unchanged at \$43,341 for liability and \$42,020 for workers' compensation. Dependent on the maintenance of the City's excellent safety record, we may expect a refund of up to \$17,182 in 2008. Fidelity Bond - The cost of the City officials' fidelity bond is estimated at \$1,107. Property & Vehicle Comprehensive/Collision - The City's insurance covers full replacement value of personal property and earthquake. The premium is \$36,817.</p>	134,868	122,022	123,285
6150 10	<p>MEMBERSHIPS AND DUES This line item provides for the memberships and dues that are recommended for inclusion in the FY07-08 budget. The detail can be found on the Dues page of this budget.</p>	5,491	7,000	5,965

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
6160 10	NOTICES AND ADS This account provides for all public notices and ads that are required to be published by the City, as well as necessary recruitment ads.	5,250	5,250	5,250
6170 10	CONFERENCES, MEETINGS, & TRAINING See the detailed breakdown of Conferences, Meetings and Training request costs for FY07-08 that is attached to this budget.	21,445	21,445	20,965
6180 10	EQUIPMENT LEASES 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.	8,000	8,000	11,915
6990 10	OTHER OPERATING EXPENSES This account is used for unforeseen expenses that may come up during the year.	500	500	500
TOTAL OPERATIONS		<u>(\$17,906)</u>	<u>(\$32,663)</u>	<u>(\$60,155)</u>

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - GENERAL ADMINISTRATION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>MATERIALS AND SUPPLIES:</u>				
7000 10	OFFICE SUPPLIES This line item covers cost of all miscellaneous supplies such as paper, paperclips, pencils, writing pads, tape, file folders, batteries, etc.	\$8,500	\$8,500	\$9,000
7010 10	PHOTO SUPPLIES Covers the cost of digital camera supplies such as batteries & memory cards.	200	200	200
7020 10	POSTAGE The budget request for FY07-08 takes into consideration the continued heavy emphasis placed on noticing residents of various issues that might affect them.	7,500	7,500	8,000
7030 10	PRINTING AND REPRODUCTION 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.	5,000	5,000	5,000
7040 10	SUBSCRIPTIONS & PUBLICATIONS This line item covers the cost of subscriptions to local newspapers and professional journals as well as updates of the annotated California codes.	1,500	1,700	1,700
7190 10	OTHER MATERIALS AND SUPPLIES This account serves as the catch-all account for unanticipated materials and supplies.	1,500	1,500	1,500
TOTAL MATERIALS AND SUPPLIES		\$24,200	\$24,400	\$25,400

CITY of BELVEDERE - FY 2007-2008 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
<u>CONFERENCES:</u>										
ICMA Annual Conference	Pennsylvania	City Mgr.	Air	Oct.	5	\$300	\$1,000	\$350	\$575	\$2,225
LofCC Annual Conference	Sacramento	City Council/Mgr.	Auto	Sep.	4	900	1,600	1,200	2,000	5,700
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	Anaheim	Fin. Off.	Air	Mar	3	180	320	300	435	1,235
LofCC CM Department Meeting	La Jolla	City Mgr.	Auto	Feb.	4	240	575	300	510	1,625
<u>MEETINGS & TRAINING:</u>										
MCCMC	Marin Co.	Council/Mgr.	Auto	Mthly						\$2,100 #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
GRAND TOTAL										\$20,965

#1 \$40/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 2007-2008 ANNUAL OPERATING BUDGET

ORGANIZATION	MEMBER	AMOUNT	NOTES
ABAG	City	\$650	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	230	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.
Chamber of Commerce	City	200	Supports the local chamber of commerce
Califorina Society of Municipal Finance Officers	Finance Officer	125	Annual membership
Gov't Finance Officer's Association	Finance Officer	135	Annual membership
TOTAL		<u>\$5,965</u>	

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

The Planning Department consists of a Planning Manager, a Planning Technician, Planning Intern, and the Department Secretary. The Planning Manager is the Planning Director for the Department. 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:

- Begin comprehensive General Plan Update, including Housing Element Update required by State law to develop a plan for meeting affordable housing requirements;
- 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 Zoning Map using GIS technology.

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

The Building Department consists of a Building Official, a Building Inspector and Department Secretary.

The Belvedere Building Department seeks to provide the highest quality of service 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 these services is promoted through technical certifications held by staff, membership and participation in professional associations, and a well-budgeted year around training program. Organizational competency and efficient service to the Department's constituency is further enhanced through weekly inter-departmental staff meetings with the City's Planning Department

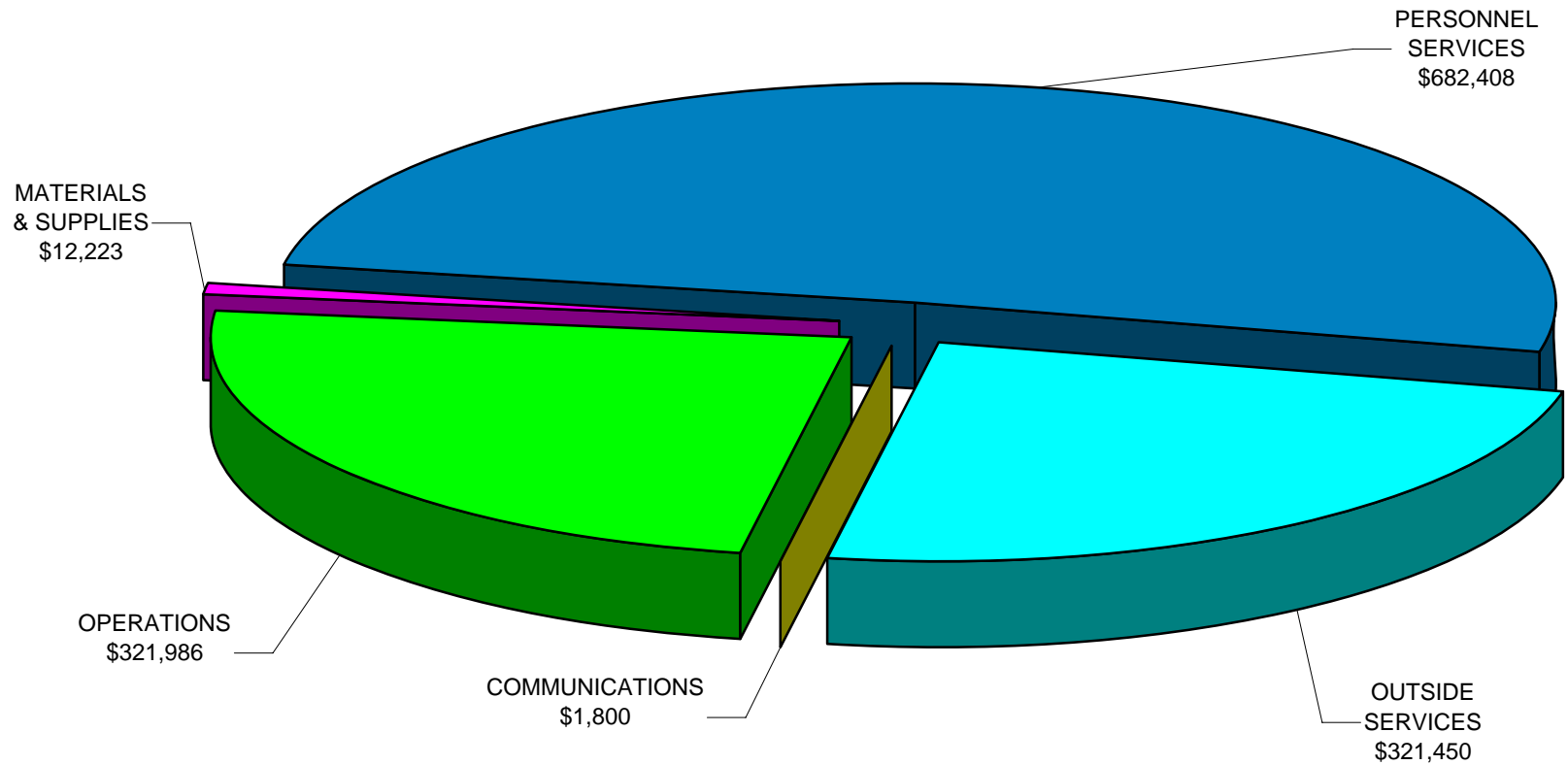
Major projects in the coming year include:

- Prepare an ordinance to amend Municipal Code Section 16.04 Construction Codes, reflecting the adoption of new building, mechanical, electrical & plumbing codes.
- Continue to develop written Building Department policies, procedures and code interpretations.
- Continued development of comprehensive handouts regarding Belvedere construction policies and standards.
- Prepare for Council consideration new ordinances or revisions to the existing Building Ordinance regarding fireplaces and the recycling of construction waste.

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

Planning & Building

Total Budget: \$1,339,867



CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - PLANNING AND BUILDING INSPECTION

MAJOR ACCOUNT CLASSIFICATION	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
PERSONNEL SERVICES	\$458,605	\$443,064	\$513,140
FRINGE BENEFITS	154,827	154,577	169,268
SUBTOTAL	\$613,432	\$597,641	\$682,408
OUTSIDE SERVICES	\$118,450	\$115,061	\$321,450
COMMUNICATIONS	1,000	1,000	1,800
OPERATIONS	294,824	305,061	321,986
MATERIALS AND SUPPLIES	7,750	7,850	12,223
SUBTOTAL	\$422,024	\$428,972	\$657,459
GRAND TOTAL	\$1,035,456	\$1,026,613	\$1,339,867

CITY of BELVEDERE - FY 2007-2008 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	
<u>REGULAR SALARIES:</u>								
Building Official	Lee Braun	E	12	\$8,510				\$102,120
Planning Manger	Pierce MacDonald	C	12	8,733				104,796
Department Secretary II	Nancy Miller	E	12	4,680				56,160
Department Secretary II	Lorrie Duffy	E	12	4,680				56,160
Building Inspector	Genero Muniz	E	12	5,972				71,664
Subtotal								\$390,900
<u>TEMP. & PART-TIME</u>								
Planning Technician	Felicia Wheaton		12	4,728				56,736
Laserfiche Technician	Sam Choi		12	1,521				18,252
Planning Internship	Vacant		12	1,500				18,000
Subtotal								\$92,988
GRAND TOTAL								\$483,888

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>				
4000 20	REGULAR SALARIES 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.	\$369,480	\$369,480	\$390,900
4010 20	TEMPORARY AND PART-TIME EMPLOYEES This account provides for the Planning Technician and the Laserfiche Technician. FY07-08 includes an increase of \$18,000 for the creation of a new temporary Planning Internship position.	64,011	49,644	92,988
4020 20	OVERTIME Overtime worked by the department secretary who attends all Planning Commission meetings is provided for in this line item.	3,000	3,500	4,000
4030 20	SICK LEAVE CONVERSION This line item provides for the sick leave incentive program which rewards employees with a cash incentive for not using sick leave.	3,434	1,806	5,021

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
4050 20	REIMBURSEMENT OF BENEFIT 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.	5,640	5,640	5,640
4091 20	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$100 per month	5,856	5,856	5,856
4095 20	LONGEVITY PAY 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.	2,600	2,554	4,151
4090 20	AUTO ALLOWANCE This line item covers the monthly auto allowance granted to the Planning Manager and the Planning Technician for use of their personal vehicles while on City related business.	4,584	4,584	4,584
TOTAL PERSONNEL SERVICES		<u>\$458,605</u>	<u>\$443,064</u>	<u>\$513,140</u>

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>FRINGE BENEFITS:</u>				
4100 20	INSURANCE BENEFITS 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 \$1,000 per month paid for health coverage.	\$47,363	\$47,363	\$49,767
4110 20	PERS 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 13.983% in FY07-08. The amount budgeted for FY07-08 represents the City's contribution rate (13.983%) 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.	100,814	100,814	112,061
4130 20	MEDICARE 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.	6,650	6,400	7,441
TOTAL FRINGE BENEFITS		\$154,827	\$154,577	\$169,268

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>				
5101 20	PLAN REVIEW SERVICES 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.	\$45,000	\$38,611	\$54,450
5102 20	BUILDING PERMIT PLANNING CONDITION REVIEW SERVICES Expenditures for this account will now be combined with the above account number 5101-20.	9,450	9,450	0
5012 20	LEGAL SERVICES This account is used for City Attorney expenses that are related to planning and building matters.	38,000	38,000	38,000
5016 20	SOFTWARE MAINTENANCE The Planning & Building software purchased in FY06-07 requires monthly maintenance fees of \$1000.	0	3,000	12,000
5120 20	PLANNING CONSULTANT SERVICES-PLANNING DEPARTMENT 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.	20,000	20,000	191,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
5990 20	<p>OTHER CONTRACT/OUTSIDE SERVICES This account covers unanticipated expertise that may be required during a project review such as structural & 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 is a reimbursed expense.</p>	6,000	6,000	26,000
TOTAL OUTSIDE SERVICES		\$118,450	\$115,061	\$321,450
<u>UTILITIES:</u>				
6000 20	<p>COMMUNICATIONS 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>	\$1,000	\$1,000	\$1,800
TOTAL COMMUNICATIONS		\$1,000	\$1,000	\$1,800
<u>OPERATIONS:</u>				
6110 20	<p>ADMINISTRATIVE OVERHEAD 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.</p>	\$278,460	\$288,487	\$304,225

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
6150 20	MEMBERSHIPS AND DUES 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) and the Redwood Empire Chapter of the ICBO.	900	1,110	1,110
6160 20	NOTICES AND ADS This account provides for publishing of legal notices in the local newspapers regarding Planning Commission public hearings and actions.	1,500	1,500	1,500
6170 20	CONFERENCES, MEETINGS, & TRAINING As indicated on the attached Conferences, Meetings & Training detail, recommended expenditures provide for attendance at various conferences & meetings for the Planning & Building staff.	13,714	13,714	14,900
6190-20	VEHICLE MAINTENANCE This item covers corrective and preventive maintenance for the vehicle used by the Building Inspector.	250	250	250
TOTAL OPERATIONS		<u>\$294,824</u>	<u>\$305,061</u>	<u>\$321,986</u>

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PLANNING AND BUILDING INSPECTION

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>MATERIALS AND SUPPLIES:</u>				
7030 20	PRINTING AND REPRODUCTION This account covers printing and reproduction expenditures for specialized Building Division forms such as "Stop Work" orders and building permit forms.	\$3,750	\$1,750	\$3,750
7040 20	SUBSCRIPTIONS AND PUBLICATIONS The Building Department will begin to purchase new code publications in 2007, reflecting the state's eventual adoption of new codes. In addition, 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.	1,000	1,000	3,373
7080 20	FUEL This account covers the cost of gasoline used by the Building Inspector during the course of his daily inspections throughout the City.	1,500	3,600	3,600
7190 20	OTHER MATERIALS & SUPPLIES 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	1,500	1,500
TOTAL MATERIALS AND SUPPLIES		\$7,750	\$7,850	\$12,223

CITY of BELVEDERE - FY 2007-2008 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	LODGING	TRAVEL COSTS	REG. FEE	TOTAL BUDGET REQUEST
<u>CONFERENCES:</u>										
Planners Institute (LofCC)	No. Cal	Planning Mgr	Auto	Mar.	3	240	420	350	495	1,505
Planners Institute (LofCC)	No. Cal	Planning Tech	Auto	Mar.	3	240	420	350	495	1,505
CCAPA Conference	No. Cal	Planning Mgr	Auto	Oct	3	100	370	100	400	970
CCAPA Conference	No. Cal	Planning Tech	Auto	Oct	3	100	370	100	400	970
<u>TRAINING</u>										
Arch. Mtls & Methods	UC Berkeley	Planning Tech	Auto	Sept	1	30			395	425
Design & Construction	UC Berkeley	Planning Tech	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	Planning Tech	Auto	Oct	1				535	535
<u>MEETINGS:</u>										
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
TOTAL										\$8,930

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

CONFERENCES, MEETINGS AND TRAINING DETAIL - BUILDING

ORGANIZATION	EMPLOYEE	LOCATION OF TRAINING	REG. FEE	TRAVEL COSTS	LODGING	MEALS	TOTAL BUDGET REQUEST
<u>Conferences</u>							
ICC	BO	Reno	\$350	\$50	\$600	\$200	\$1,200
CALBO-ABM	BO	Monterey	350	50	600	200	1,200
<u>Training</u>							
CALBO	BI	San Rafael	500	100	0	0	600
CALBO	BI	Concord	400	150	0	0	550
IAPMO	BI	Various	500	150	0	0	650
CALBO	DS	Concord	250	100	0	0	350
CALBO	BO	San Rafael	500	0	0	0	500
<u>Meetings</u>							
MCCAB	BO	San Rafael	180	0	0	0	180
REACO	BO	Petaluma	240	0	0	0	240
<u>Certifications</u>							
	BO/BI	Oakland	500	0	0	0	500
TOTAL							\$5,970

**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, five 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:

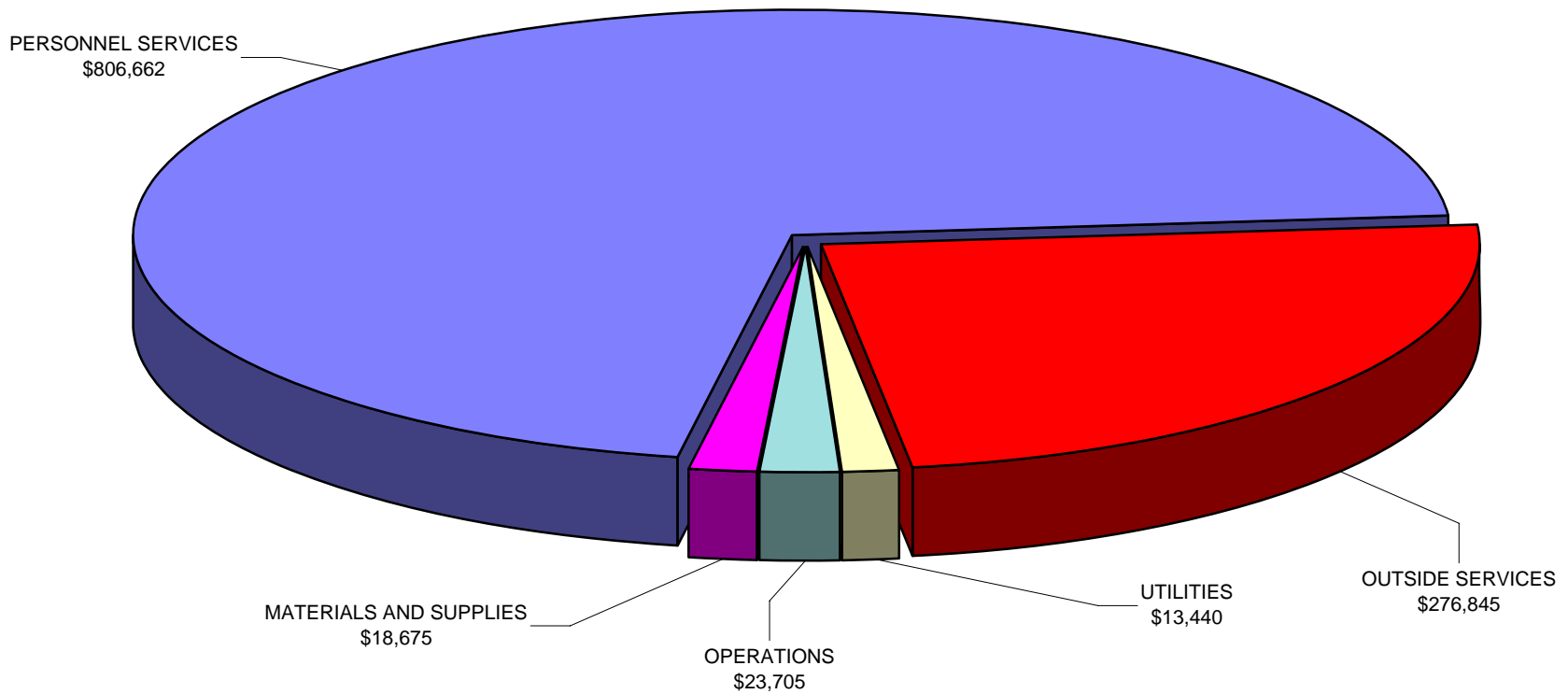
- Reduce crime rate.
- Reduce traffic accidents and "near misses".
- Support the city in its overall goals and objectives.
- Strive to help improved quality of life and safety within the city.
- Continue to aggressively work with citizens and other agencies to prepare Belvedere for the possibility of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

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

- Stay abreast of current law enforcement trends and provide training for PD personnel.
- Automate evidence and property storage.
- Automate the department's policy and procedure manual.

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

Police
Total Budget: \$1,139,327



CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - POLICE

<u>MAJOR ACCOUNT CLASSIFICATION</u>	<u>FY 06-07 APPROVED BUDGET</u>	<u>FY 06-07 ESTIMATED EXPENDITURES</u>	<u>FY 07-08 APPROVED BUDGET</u>
PERSONNEL SERVICES	\$518,656	\$504,078	\$536,048
FRINGE BENEFITS	254,318	247,945	270,614
SUBTOTAL	<u>\$772,974</u>	<u>\$752,023</u>	<u>\$806,662</u>
OUTSIDE SERVICES	\$249,467	\$273,471	\$276,845
UTILITIES	13,440	13,440	13,440
OPERATIONS	16,970	22,970	23,705
MATERIALS AND SUPPLIES	15,475	17,175	18,675
SUBTOTAL	<u>\$295,352</u>	<u>\$327,056</u>	<u>\$332,665</u>
GRAND TOTAL	<u><u>\$1,068,326</u></u>	<u><u>\$1,079,079</u></u>	<u><u>\$1,139,327</u></u>

CITY of BELVEDERE - FY 2007-2008 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	
<u>REGULAR SALARIES:</u>								
Police Secretary	Lylene Phillips	E	12	\$4,726				56,712
Police Sergeant	Chris Pool	E	12	7,182				86,184
Police Officer	Michael Celiberti	E	12	6,110				73,320
Police Officer	Tom Marksbury	E	12	6,110				73,320
Police Officer	Andy Rosas	E	12	6,110				73,320
Police Officer	Paul Sims	E	12	6,110				73,320
Police Officer	Vacant	A	6	5,027	1/1/2008	6	\$5,059	60,516
GRAND TOTAL								\$496,692

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>				
4000 30	REGULAR SALARIES This account pays salaries for the Police Department's compliment of one sergeant, a secretary and five 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.	\$490,224	\$477,953	\$496,692
4020 30	OVERTIME 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	SICK LEAVE CONVERSION 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 FY07-08.	5,657	2,409	4,657

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
4040 30	<p>HOLIDAY PAY</p> <p>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 six sworn officers assigned to work the holidays will receive holiday pay during the fiscal year.</p>	18,422	19,773	18,607
4060 30	<p>EDUCATION INCENTIVE</p> <p>An incentive of up to \$125 per month is given to sworn police officers who qualify through a combination of education and training. Currently all police personnel are eligible to receive the benefit.</p>	7,200	7,313	7,800
4070 30	<p>GRAVEYARD SHIFT PAY</p> <p>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>	2,100	2,100	2,184
4080 30	<p>FIELD TRAINING OFFICER (FTO) PAY</p> <p>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	200
4081 30	<p>EVIDENCE AND PROPERTY MANAGER</p> <p>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 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
4082 30	<p>SECURE LAW ENFORCEMENT AUTOMATED SYSTEMS MANAGER 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>RECORDS MANAGER 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>DEFERRED COMPENSATION 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	8,400
4090 30	<p>MILEAGE ALLOWANCE Police Officers and the Sergeant each receive a monthly allowance of \$150 to offset travel/communte costs.</p>	0	0	10,800
4095 30	<p>LONGEVITY PAY The six 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 employees and eliminate the turnover that the department experienced in prior years.</p>	17,203	17,620	17,458

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
4096 30	REIMBURSEMENT OF WAGES 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)
TOTAL PERSONNEL SERVICES		\$518,656	\$504,078	\$536,048
<u>FRINGE BENEFITS:</u>				
4100 30	INSURANCE BENEFITS 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 \$1,000 per month paid for health insurance.	\$78,992	\$78,992	\$94,196
4110 30	PERS 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 24.49% and the non-safety employee rate as 13.771%. 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.	188,289	181,010	189,128

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
4130 30	MEDICARE 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%.	8,227	8,033	8,480
4140 30	UNIFORM ALLOWANCE 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.	4,860	4,860	4,860
4050 30	ON-DUTY MEALS While working overtime in excess of 12 hours, officers are given \$10 for a meal.	200	50	200
4151 30	REIMBURSEMENT OF BENEFITS 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. The percentage of grant allocation was reduced from 100% (\$100,000) to 75% (\$75,000) to allow for 25% of the grant funding to be used in other front line deployment areas.	(26,250)	(25,000)	(26,250)
TOTAL FRINGE BENEFITS		\$254,318	\$247,945	\$270,614

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>				
5200 30	PISTOL RANGE This account provides for the City contract with Marin County for the use of the range for firearms training.	\$160	\$250	\$300
5210 30	POLICE DISPATCH 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.	32,535	34,388	35,637
5220 30	MAJOR CRIMES TASK FORCE 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	14,673	14,090
5230 30	BOOKING FEES The Cities are charged \$83 for each booking made into the Marin County Jail.	1,950	1,950	1,200

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
5240 30	<p>POLICE CHIEF AGREEMENT 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.</p>	179,202	190,118	190,118
5250 30	<p>MARIN EMERGENCY RADIO AUTHORITY The funds budgeted cover Belvedere's share for MERA operating costs for this fiscal year.</p>	13,000	10,762	13,000
5241 30	<p>MEDICAL OVERSIGHT 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.</p>	3,000	3,000	3,000
5242 30	<p>REPORTS AND RECORDS AUTOMATION These funds are for Belvedere's 1.58% 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.</p>	3,030	3,030	3,250
5990 30	<p>OTHER OUTSIDE SERVICES Provides funds for the city's share of the countywide child sex assault program, Critical Reach program and other outside services.</p>	2,500	2,500	3,500
5265 30	<p>POLICE POLICY MANUAL UPDATE & MAINTENANCE 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>	0	5,000	1,950

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
5266 30	MARIN INFORMATION AND DATA ACCESS SYSTEM 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.	0	7,800	7,800
5267 30	MOBILE DATA TERMINAL MAINTENANCE AGREEMENT This contract provides maintenance to the department's three mobile computers in the patrol cars.	0	0	3,000
TOTAL OUTSIDE SERVICES		\$249,467	\$273,471	\$276,845
 <u>UTILITIES:</u>				
6000 30	COMMUNICATIONS 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.	\$12,000	\$12,000	\$12,000
6020 30	POWER (Gas and Electric) Pays for the Police Departments share for electricity and gas for the Police Station.	1,440	1,440	1,440
TOTAL UTILITIES		\$13,440	\$13,440	\$13,440

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
<u>OPERATIONS:</u>				
6130 30	EQUIPMENT MAINTENANCE 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 maching	\$2,000	\$2,000	\$2,000
6150 30	MEMBERSHIP DUES This account covers memberships in various professional organizations (see attached detail sheet).	505	505	505
6160 30	NOTICES AND ADS This account covers costs associated with found property ads, personnel recruitment ads, etc.	200	200	200
6170 30	TRAVEL & MEETINGS 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.	1,765	1,765	2,500

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
6175 30	TRAINING (POST REIMBURSABLE) 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
xxxx 30	INTEROPERABILITY LAW ENFORCEMENT FUNCTIONS 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.	0	6,000	6,000
6190 30	VEHICLE MAINTENANCE 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	5,500
TOTAL OPERATIONS		\$16,970	\$22,970	\$23,705

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
<u>MATERIALS AND SUPPLIES:</u>				
7000 30	OFFICE SUPPLIES This account covers miscellaneous items such as laser printer ink cartridges, paper, letterhead, business cards, pens, etc.	\$750	\$750	\$750
7010 30	PHOTO AND MICROFILM SUPPLIES 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	PRINTING AND REPRODUCTION This line item covers the costs associated with printing citations and other miscellaneous departmental forms.	1,000	1,000	1,000
7040 30	SUBSCRIPTIONS AND PUBLICATIONS 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	500	500
7050 30	AMMUNITION AND WEAPONS 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 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - POLICE

ACCOUNT	ITEM	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
7060 30	<p>CHEMICALS AND GASES This budget item provides for replacement of "OC" pursuant to the manufacturer's recommendation. Two OC sprays will be replaced this fiscal year.</p>	25	25	25
7070 30	<p>CRIME PREVENTION SUPPLIES 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.</p>	200	200	200
7080 30	<p>GAS AND OIL SUPPLIES 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.</p>	7,000	8,700	8,700
7090 30	<p>PROTECTIVE CLOTHING/SAFETY EQUIPMENT 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.</p>	3,000	3,000	3,000
7190 30	<p>OTHER MATERIALS AND SUPPLIES This account covers investigative supplies and equipment, first aid supplies, flares, videotapes for the in-car video system, and other supplies as needed.</p>	2,000	2,000	2,000
xxxx 30	<p>EMERGENCY/DISASTER PREPAREDNESS OPERATIONS SUPPLIES The city is very active in working on emergency preparedness issues. These funds provide for miscellaneous small supplies in support of disaster planning.</p>	0	0	1,500
TOTAL MATERIALS AND SUPPLIES		\$15,475	\$17,175	\$18,675

CITY of BELVEDERE - FY 2007-2008 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.
TOTAL		<u><u>\$505</u></u>	

CITY of BELVEDERE - FY 2007-2008 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
<u>CONFERENCE:</u> CLEAR Records Management	TBA	Chief's Sec	Air	Sept	5	\$260	\$690	\$290	\$275	\$1,515
<u>MEETINGS:</u> 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
TOTAL										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 manage and maintain the City's roads, buildings, parks, storm drains and numerous other public facilities.

The City Engineer is responsible for the design and construction of various public improvement projects. 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.

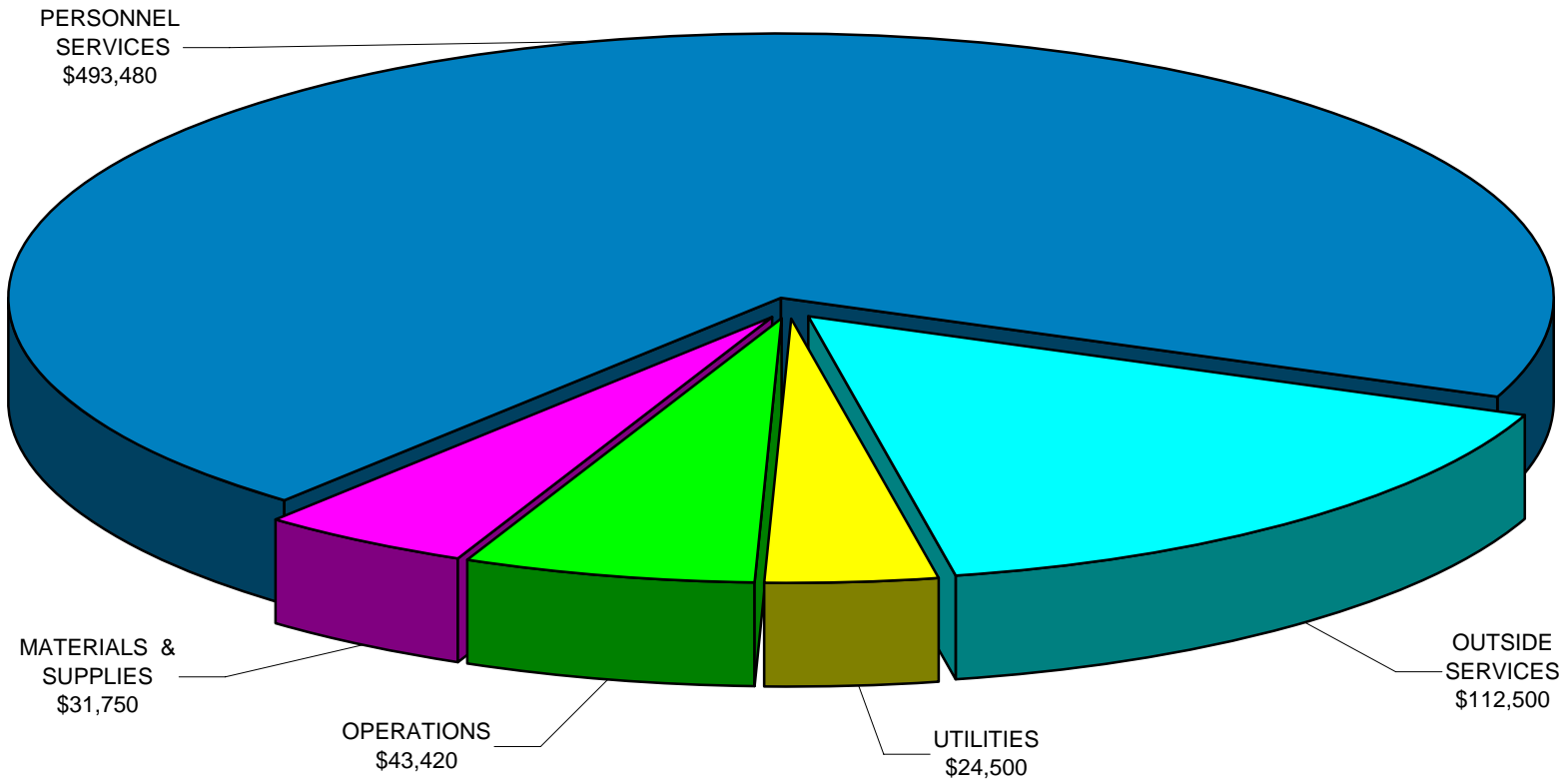
Major projects in the coming year include:

- Construction of the San Rafael Avenue Utility Undergrounding project;
- Construction of storm drain, sidewalk access and pavement overlay improvements within the San Rafael Avenue Utility District;
- Storm drain improvements at City Hall/Community Road;
- Roadway stabilization at 214 Bayview Avenue;
- Repairs & improvements to Harry B. Allen Stairs; and
- Coordination of final design for the Lower Belvedere Avenue Utility Underground District and the Bayview/Bella Vista District.

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

Public Works Operations & Maintenance

Total Budget: \$705,650



CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - PUBLIC WORKS OPERATIONS & MAINTENANCE

MAJOR ACCOUNT CLASSIFICATION	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
PERSONNEL SERVICES	\$391,289	\$380,705	\$372,065
FRINGE BENEFITS	152,174	151,555	121,415
SUBTOTAL	<u>\$543,463</u>	<u>\$532,260</u>	<u>\$493,480</u>
OUTSIDE CONTRACT SERVICES	\$121,850	\$91,670	\$112,500
UTILITIES	23,500	23,500	24,500
OPERATIONS	41,895	38,695	43,420
MATERIALS AND MISCELLANEOUS SERVICES	26,000	27,500	31,750
SUBTOTAL	<u>\$213,245</u>	<u>\$181,365</u>	<u>\$212,170</u>
GRAND TOTAL	<u><u>\$756,708</u></u>	<u><u>\$713,625</u></u>	<u><u>\$705,650</u></u>

CITY of BELVEDERE - FY 2007-2008 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	
REGULAR SALARIES:								
Public Works Sup't	Scott Derdenger	E	12	7,659				91,908
Sr. Maintenance Worker	Gerhard Laufer	E	12	4,895				58,740
Maint. Worker II	Max Sandoval	D	5	4,179	11/21/2007	7	4,387	51,604
Maint. Worker I	Javier Villegas	C	6	3,567	1/24/2008	6	3,745	43,872
								246,124
TEMP. & PART-TIME:								
City Engineer	Bob Branz		12	8,190				98,280
Maintenance Worker	Vacant							10,400
subtotal								108,680
Grand Total								\$354,804

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>PERSONNEL SERVICES:</u>				
4000 40	REGULAR SALARIES This line item covers regular full-time salaries for the, the public Works Superintendent, and three Maintenance Workers.	\$359,874	\$347,311	\$246,124
4010 40	TEMPORARY & PART TIME EMPLOYEES Effective in May 2007, the City Engineer position became part-time and the wages are now in this account along with the wages of a summer help maintenance position.	10,400	17,010	108,680
4020 40	OVERTIME 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	0	750
4030 40	SICK LEAVE CONVERSION Compensation for unused sick leave is provided as an incentive not to use sick leave. The amount budgeted for FY06-07 represents the maximum sick leave conversion possible given the eligibility requirements.	2,675	1,293	2,278

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
4090 40	AUTO ALLOWANCE This line item provides for the augmentation to the wages of the part-time City Engineer to compensate for the use of his personal vehicle.	0	600	3,600
4091 40	DEFERRED COMPENSATION City employees may choose to participate in the deferred compensation plan. The City will match employee contributions up to \$100 per month	6,000	5,650	4,800
4092 40	TECHNOLOGY & HOME OFFICE ALLOWANCE This allowance is given to the hourly City Engineer for use of his personal phone, personal cell phone, facsimile machine, home e-mail and other office materials and supplies.	0	300	1,800
4095 40	LONGEVITY PAY 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.	11,590	8,541	4,034
TOTAL PERSONNEL SERVICES		<u>\$391,289</u>	<u>\$380,705</u>	<u>\$372,065</u>

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>FRINGE BENEFITS:</u>				
4100 40	INSURANCE BENEFITS 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 \$1,000 per month paid for health coverage.	\$62,476	\$63,079	\$56,659
4110 40	PERS 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 13.983% in FY07-08. The amount budgeted for FY07-08 represents the City's contribution rate (13.983%) 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.	84,024	84,525	59,361
4130 40	MEDICARE 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.	5,674	3,951	5,395
TOTAL FRINGE BENEFITS		\$152,174	\$151,555	\$121,415

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>OUTSIDE CONTRACT SERVICES:</u>				
5250 40	NERA MEMBER CONTRIBUTION This account pays for the department's share of the Joint Powers Authority's cost for the emergency public safety radio system.	\$4,000	\$3,460	\$4,000
5320 40	DRAINAGE MAINTENANCE 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	7,360	10,000
5330 40	LANDSCAPE MAINTENANCE 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.	40,000	33,000	40,000
5350 40	STREET TREES This item provides for contract work by professional arborists for tree maintenance and safety pruning and for the removal of hazardous City trees. The City will continue our program of removing large and potentially hazardous trees. In FY07-08 this line item will return to the FY05-06 dollar amount.	47,000	27,000	35,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
5360 40	<p>POISON OAK CONTROL 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.</p>	1,000	1,000	1,000
5370 40	<p>MARINMAP MEMBERSHIP FEE 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.</p>	6,000	6,000	6,000
5980 40	<p>JANITORIAL MAINTENANCE This account covers the cost of janitorial contract services for City Hall offices, the Police Department and the public restrooms in the park. The increase for FY07-08 reflects a cost increase for services by the contractor.</p>	3,850	3,850	6,500
5990 40	<p>OTHER CONTRACT/OUTSIDE SERVICES This line item provides for miscellaneous items not covered by other line items. This unanticipated work is specialized, requiring contracting for services by experts. It also includes the cost of a GIS consultant who is assisting the City in developing the base-map layering for our GIS system.</p>	10,000	10,000	10,000
TOTAL OUTSIDE CONTRACT SERVICES		<u>\$121,850</u>	<u>\$91,670</u>	<u>\$112,500</u>

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>UTILITIES:</u>				
6000-40	COMMUNICATIONS 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 the cellular phone assigned to the Public Works Superintendent.	\$5,000	\$5,000	\$6,000
6020 40	POWER (GAS AND ELECTRIC) 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	POWER (STREET LIGHTS) This line item covers electric power needed for our street lights.	6,000	6,000	6,000
6040 40	POWER (TRAFFIC SIGNAL) Energy and routine maintenance of the traffic signal system at the intersection of San Rafael Avenue and Tiburon Boulevard are included in this line item.	1,500	1,500	1,500
6050 40	WATER Metered water for City buildings and landscaping is included in this account.	7,500	7,500	7,500
TOTAL UTILITIES		\$23,500	\$23,500	\$24,500

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>OPERATIONS:</u>				
6131 40	EQUIPMENT MAINTENANCE 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	MEMBERSHIPS & DUES This budget item covers memberships & dues for the staff who belong to professional organizations. A detailed list follows this budget section.	625	625	800
6170 40	CONFERENCES, MEETINGS, & TRAINING As indicated on the attached Conferences, Meetings & Training detail, recommended expenditures provide for attendance by the City Engineer at the annual public works conference, and various workshops and seminars that the Superintendent will attend to keep current on practices in the industry. This item also provides for safety training for three maintenance workers.	2,970	2,970	3,120
6180 40	EQUIPMENT LEASES 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 high weed mowers, jack hammers, and aerial lifts.	750	500	750

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
6191 40	<p>VEHICLE MAINTENANCE This item includes the purchase of all parts and specialty services for repairing public works vehicles, including four pickup trucks and one tractor.</p>	4,750	3,000	4,750
6200 40	<p>BUILDING MAINTENANCE This account covers the cost of routine maintenance of all City buildings, including City Hall, Corporation Yard, Shop, and public restrooms. The overage in FY06-07 is due to unexpected costs for electrical repair to the power supply to the gazebo and to perform a 5 year Fire sprinkler certification.</p>	5,000	6,000	5,000
6210 40	<p>IRRIGATION SYSTEM MAINTENANCE This line item allows the purchase of parts and specialized services to maintain proper functioning of City irrigation systems. The overage in FY06-07 is due to the failure of electrical wiring that signals the well pump to fill the storage tank located at Community Park.</p>	3,000	7,200	3,000
6220 40	<p>STREET LIGHT MAINTENANCE This item covers contract and non-contract maintenance of all City street lights. The overage in FY06-07 is due to the replacement of wiring on Bella Vista that was damaged when a tree fell down and the wire was cut.</p>	3,500	5,000	3,500
6230 40	<p>PERMITS This line item covers costs associated with the Marin County Hazardous Materials Inventory/Response permit and the Countywide stormwater cleanup program (MCSTOPP) as well as other minor regulatory permit fees such as the one required by the Bay Area Air Quality Management District for the City's fuel tank at the corporation yard.</p>	7,600	8,500	8,500

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
6240 40	STREET SWEEPING This line item covers all costs associated with operating the City's street sweeper. Routine annual costs include brooms, tune ups, and other parts. In FY07-08 staff is anticipating having to replace a few specialized parts.	3,500	3,500	4,000
6250 40	RECYCLING DISBURSEMENT The State of California Department of Conservation, Division of Recycling provides \$5,000 each year to encourage the use of recycled materials.	9,000	200	8,800
TOTAL OPERATIONS		\$41,895	\$38,695	\$43,420

MATERIALS AND MISCELLANEOUS SERVICES:

7080 40	FUEL This line item provides for the purchase of gasoline and diesel fuel for the storage tanks located at the City Corporation Yard. This fuel is used by all Public Works vehicles and equipment. The increase in this line item for FY07-08 is to adjust for the increase in the price of fuel.	\$5,000	\$5,500	\$6,000
7090 40	PROTECTIVE CLOTHING/SAFETY EQUIPMENT This line item provides for the weekly uniform services for Public Works personnel and the annual purchase of safety boots. Also included are rain gear safety vests, jackets and ear and eye protections as well as first aid supplies for staff. The overage in FY06-07 was due to the purchase of rain gear and other safety supplies for two new employees. The increase in FY07-08 is to purchase new cold weather safety jackets for public works employees and to purchase additional supplies to upgrade disaster backpacks.	3,000	3,500	4,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
7100 40	<p>CONSTRUCTION SUPPLIES 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>JANITORIAL SUPPLIES This line item includes all supplies for service in City Hall, the Police Station, public restrooms and the Corporation Yard.</p>	3,000	3,000	3,000
7120 40	<p>PARK AND LANDSCAPE SUPPLIES This line item is used to purchase flowers for the City Hall planters, replacement plants and fertilizer for various landscaped areas including Golden Gate circle and Beach Road medians. The increase in FY07-08 is to purchase products such as calcium, lime and potassium to reduce water useage on turf areas.</p>	2,500	2,500	3,500
7140 40	<p>SMALL TOOLS This line item provides for the replacement of worn tools and the acquisition of new tools which are necessary to maintain operational efficiency.</p>	2,500	2,500	2,500
7145 40	<p>GIS EQUIPMENT AND SUPPLIES This line item provides for new software and supplies for the City's GIS mapping system.</p>	1,000	1,000	1,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - PUBLIC WORKS OPERATIONS & MAINTENANCE

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
7150 40	<p>TRAFFIC CONTROL SUPPLIES</p> <p>This line item provides for the purchase of all signs related to traffic control such as street name, directional and warning signs including hardware for installation. Also included are pavement markers and striping materials. The cost over-run for FY06-07 is due to the purchase of "No Parking" signs for Lagoon Road recommended by the Traffic Safety Committee and approved by the City Council. The increase for FY07-08 is to purchase 20 new barricades with lights and traffic safety signs used by staff when working in the public right of way.</p>	2,500	3,000	5,000
7190 40	<p>OTHER MATERIALS AND SERVICES</p> <p>This account is used for materials and miscellaneous specialty services that do not fall into well-defined categories such as mutt mitts for dog owners to pick up animal waste and sampling of water and soils in the parks.</p>	2,750	2,750	3,000
TOTAL MATERIALS AND MISCELLANEOUS SERVICES		\$26,000	\$27,500	\$31,750

CITY of BELVEDERE - FY 2007-2008 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
<u>CONFERENCE:</u> Public Works Officers Institute	San Diego	City Engr./	Auto	Feb	4	320	800	250	500	\$1,870
<u>MEETINGS:</u> Marin Public Works Assn.	Local	City Engr.	Auto	Monthly						250
<u>TRAINING:</u> Misc. Specialized Trng.	Various Loc.	Staff	Auto	---	---	---	---	---	---	1,000
TOTAL										\$3,120

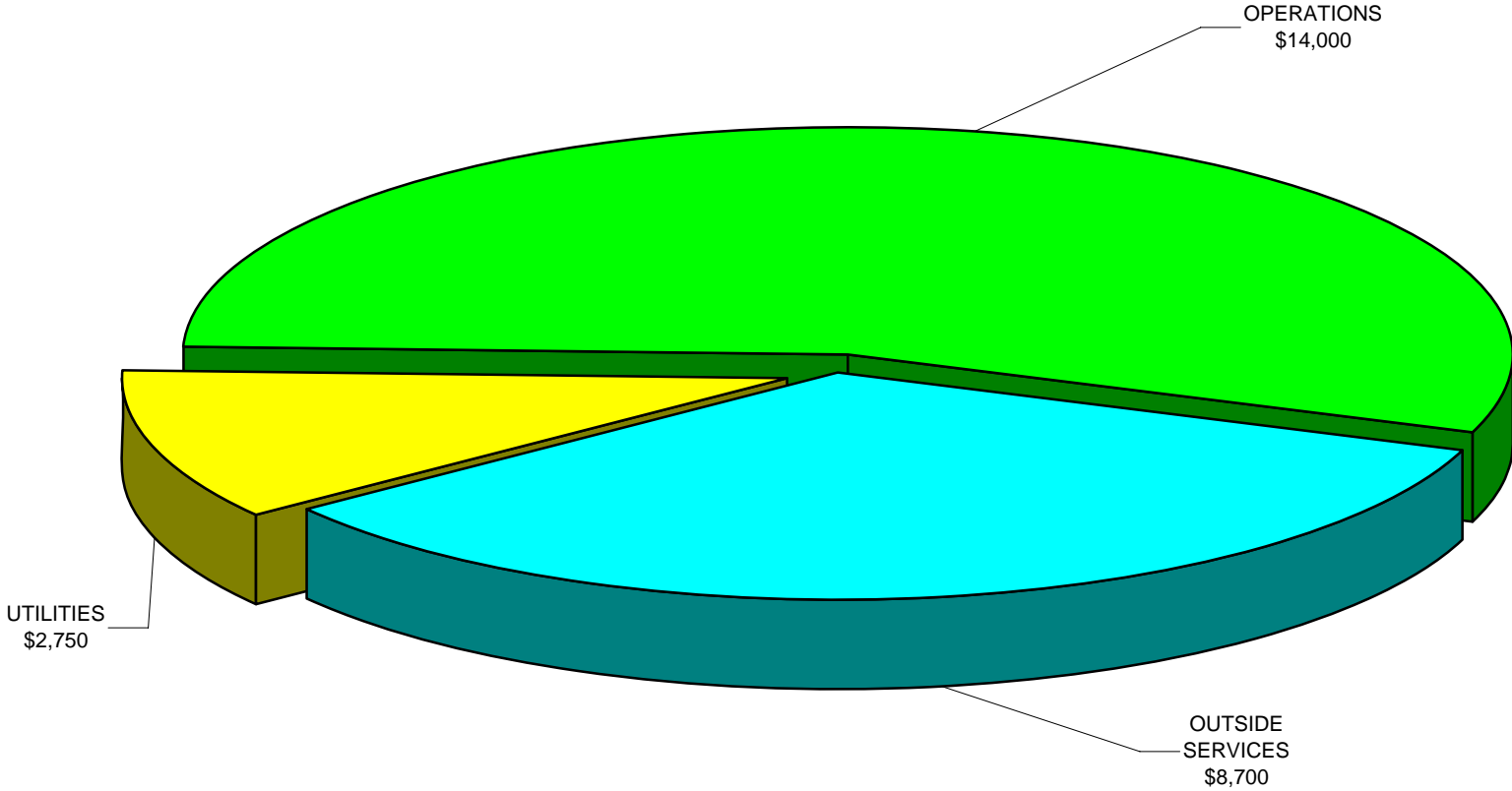
CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

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
Int'l Society of Arboriculture	PW Superintendent	175	This organization provides the City's on-staff arborist with information and reference material that is used in the making of periodic assessments of the health of City-owned trees.
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	
TOTAL		<u><u>\$800</u></u>	

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

Community Center
Total Budget: \$25,450



CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - COMMUNITY CENTER

MAJOR ACCOUNT CLASSIFICATION	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
OUTSIDE SERVICES	\$5,750	\$5,750	\$8,700
UTILITIES	2,750	2,250	2,750
OPERATIONS	14,000	9,000	14,000
GRAND TOTAL	\$22,500	\$17,000	\$25,450

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - COMMUNITY CENTER

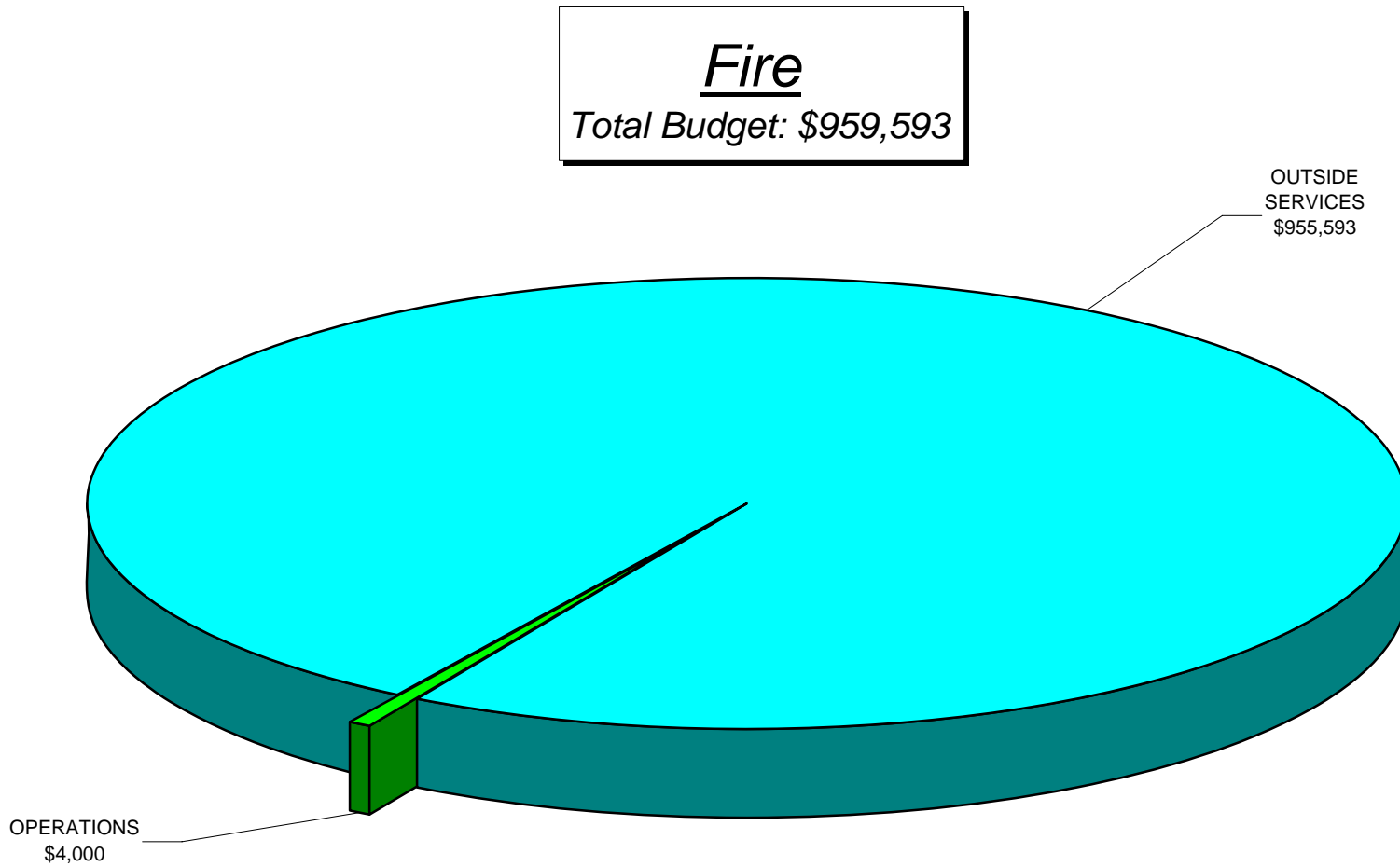
ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>				
5980 50	JANITORIAL CONTRACT SERVICES This line item covers the weekly janitorial service for the entire Community Center. In addition, the account covers janitorial services after special City functions and after private rental functions, the cost of which is reimbursed to the City. The contractor has advised staff of a price increase for services for FY07-08	\$5,000	\$5,000	\$7,500
5990 50	OTHER CONTRACT/OUTSIDE SERVICES 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 refilling of fire extinguishers. For FY07-08 it also includes the annual Food Program and Health Permit Fees required for the public use of the kitchen.	750	750	1,200
TOTAL OUTSIDE SERVICES		\$5,750	\$5,750	\$8,700
<u>UTILITIES:</u>				
6020 50	POWER (GAS & ELECTRIC) This line item covers the costs associated with providing heating and electric services to the Community Center.	\$2,750	\$2,250	\$2,750
TOTAL UTILITIES		\$2,750	\$2,250	\$2,750

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - COMMUNITY CENTER

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>OPERATIONS:</u>				
6200 50	BUILDING MAINTENANCE 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 \$1000 is included in this budget for the maintenance of the hardwood floors.	\$7,500	\$7,500	\$7,500
7110 50	JANITORIAL SUPPLIES 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	OTHER MATERIALS & SUPPLIES This account is used for materials and miscellaneous specialty items that do not fall into well-defined categories.	5,000	0	5,000
		\$14,000	\$9,000	\$14,000

CITY OF BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET



CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - FIRE FUND

MAJOR ACCOUNT CLASSIFICATION	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
OUTSIDE SERVICES	\$849,135	\$876,691	\$955,593
OPERATIONS	4,000	4,000	4,000
GRAND TOTAL	\$853,135	\$880,691	\$959,593

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - FIRE FUND

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>OUTSIDE SERVICES:</u>				
5400 00	TIBURON FIRE PROTECTION DISTRICT CONTRACT It is estimated that the City's obligation in FY07-08 will be \$955,593 which represents an approximate 9% increase over what was expended in FY06-07.	\$849,135	\$876,691	\$955,593
TOTAL OUTSIDE SERVICES		\$849,135	\$876,691	\$955,593
<u>OPERATIONS:</u>				
5410 00	FIRE SYSTEM PARTS & SUPPLIES 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
TOTAL OPERATIONS		\$4,000	\$4,000	\$4,000

City of Belvedere – 5 Year Capital Improvement Plan

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.

San Rafael Avenue 2007/08

This project involves 46 parcels on San Rafael Avenue, from Tiburon Blvd. to Golden Gate Avenue, Hilarita Circle, and the north end of Lagoon Road. Construction should start in the spring of 2007 and complete later the year. Rule 20A funds (\$180,000) has been allocated to this project.

Lower Belvedere Avenue 2007/08 – 2008/09

This project involves properties on Belvedere Avenue, Golden Gate Avenue, Crest Road, Eucalyptus Road and Cliff Road. There are 73 parcels involved. Design will continue through fiscal year 2006 – 2007 with construction targeted for spring of 2008, completing in early 2009.

Bayview/Bella Vista 2007/08 – 2009/10

A total of 63 parcels on Bayview, Bella Vista and Fern Avenues comprise this project. Design will begin in fiscal year 2006 - 2007. If approved, this project could start construction in the spring of 2009, completing later that year.

Mid-San Rafael Avenue 2008/09 - 2010/11

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 2009/10 – 2011/12

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 or 3 neighborhoods. Although there are no direct costs to the City, there is an impact on staff time to be considered.

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.

San Rafael Avenue Pavement Overlay 2007/08

The limits of this project are from Tiburon Blvd. to West Shore Road. This work will be constructed as part of the utility undergrounding project.

Peninsula Road Overlay 2011/12

Annual local repairs have kept this road in good condition, but the long-term solution is a complete overlay.

Roadway Guardrails 2009/10

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 2009/10

Except at San Rafael Avenue, which is receiving a complete overlay, all programmed undergrounding projects will be followed with a slurry seal to restore a smooth and uniform road surface. The slurry seal in fiscal year 2002-2010 will include other streets which are in need of sealing.

Road Stabilization at 214 Bayview Avenue 2007/08

The down slope side of the road is exhibiting signs of movement. To provide lateral stability a drilled pier and grade beam wall is proposed for approximately 165 feet at this location.

City of Belvedere – 5 Year Capital Improvement Plan

Retaining Wall at Bella Vista & Toyon 2008/09

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 at Bella Vista & Fern 2007/08

This four foot high timber wall will widen the narrow stretch of Bella Vista Avenue to restore two designated parking spaces and provide stability to the steep slope from Fern Avenue above.

Retaining Wall Opposite 276 Beach Road 2009/10

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

Retaining Wall Opposite 172 Beach Road 2010/11

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.

San Rafael Avenue Sidewalk Access 2007/08

State regulations require that all sidewalk intersections within a street improvement project must be brought up to handicapped accessible standards. This work would be done in conjunction with the San Rafael Avenue overlay and undergrounding work.

City of Belvedere – 5 Year Capital Improvement Plan

C. STORM DRAINAGE

Pipe Lining – 334 San Rafael Avenue 2008/09

The existing metal pipe will be slip-lined. Corrosion is becoming an issue for this older drain line.

Rehab Drainage Channel – Bayview Avenue 2009/10

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.

Storm Drain at #120 San Rafael Avenue 2007/08

This new storm drain will intercept storm water that has historically flooded some areas along this frontage. This work would be done in conjunction with the San Rafael Avenue Undergrounding project.

Replace Storm Drain at Hilarita Circle 2007/08

This 24-ft drain line is a combination of rusted metal pipe and cracked clay pipe.

Community Road & City Hall 2007/08

A hydrological study revealed that recent minor flooding in this area is due to a lack of capacity in the existing local drainage system. This project will add drain lines that will more than double the flow of local storm water to the Lagoon.

Miscellaneous Spot Repairs 2009/10

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

City of Belvedere – 5 Year Capital Improvement Plan

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 2007/08

This project will provide landscaping and irrigation to the slope between San Rafael Avenue and the ball field.

Beach Road Medians 2010/11

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

Oak Mini-Park 2010/11

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 2009/10

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.

San Rafael Avenue Seawall and Pathway Improvements 2008/09

The existing irrigation system and planting are nearing the end of their useful lives. Replacement of these facilities and the decomposed granite pathway should be done upon completion of the San Rafael Avenue utility undergrounding project. In conjunction with this work, improvements to the adjacent stone seawall will be done to insure it will continue to protect local homes and public improvements from the rising sea levels. Costs for design would be incurred in FY2007-08. Grants are being sought for this project.

Corporation Yard Frontage 2011/12

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

City of Belvedere – 5 Year Capital Improvement Plan

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.

Harry B. Allen Stairs 2007/08

The lowest runs of these steel stairs are subject to corrosion due to their close proximity to the salt environment of Belvedere Cove. This project involves replacement of several steel treads and landings with aluminum and the application of a special protective coating for lower supports and stringers.

F. COMMUNITY BUILDINGS

Community Center Partition 2007/08

The folding partition in the Community Center has become a recurring maintenance cost and is in need of replacement.

Fuel Dispensing Upgrades – Corporation Yard 2009/10

This project would involve construction of a small roofed area to protect staff when fueling City vehicles in the rain. Additionally, a spill containment system will be built.

City Hall Renovation of Lobby, Council Chambers & Restroom 2007/08 – 2008/09

In FY2007-08 consultants with expertise in historical restoration, will prepare designs to renovate the Council Chambers to closely resemble its original style. The Lobby and small restroom will also be redesigned for better functionality. Renovation work is targeted for FY2008-09. Grants and community funding support are being sought for this project.

City of Belvedere – 5 Year Capital Improvement Plan

G. MISCELLANEOUS

Sidewalk Repair Program 2009/10

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.

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.

Corporation Yard Storage Area 2007/08

This project involves the creation of a fenced storage yard. It will be used for City Corporation Yard needs and may be available for contractor storage on selected City Projects. Landscaping, design, and other screening would be included. There is no location yet determined. The community will be participating in the design and uses of any area identified.

County I-Net Service Prep 2007/08

Implementation of a county-wide I-net system requires the City to provide conduit from San Rafael Avenue to the Police Department. At the same time phone, cable and electrical provisions will be made to accommodate future underground services to City Hall

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12
UNDERGROUND UTILITY ASSESSMENT DISTRICTS					
San Rafael Avenue	600,000				
Lower Belvedere Avenue	600,000	1,600,000			
Bayview/Bella Vista Avenue	55,000	500,000	1,500,000		
Mid San Rafael Avenue	15,000	80,000	500,000	1,250,000	
TBD			80,000	500,000	1,200,000
Total Undergrounding	\$ 1,270,000	\$ 2,180,000	\$ 2,080,000	\$ 1,750,000	\$ 1,200,000
STREET IMPROVEMENTS					
San Rafael Avenue Pavement Overlay	220,000				
Peninsula Road Overlay					220,000
Roadway Guardrails			30,000		35,000
Slurry Seal			60,000	35,000	40,000
Road Stabilization at 214 Bayview Avenue	75,000				
Retaining Wall at Bella Vista & Toyon Avenues		35,000			
Retaining Wall opposite 276 Beach Rd			80,000		
San Rafael Avenue Sidewalk Access	55,000				
Retaining Wall at Bella Vista & Fern Avenues	40,000				
Retaining Wall at 172 Beach Road				120,000	
Misc Street Improvements	118,000				
Total Street Improvements	\$ 508,000	\$ 35,000	\$ 170,000	\$ 155,000	\$ 295,000

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12
STORM DRAINAGE					
Pipe Lining - 334 San Rafael Avenue		50,000			
Rehab Drainage Channel - Bayview Avenue			40,000		
Storm Drain at #120 San Rafael Avenue	25,000				
Replace Storm Drain on Hilarita Circle	25,000				
Storm Drain at Community Road	95,000				
Pipe Line - 316/320 San Rafael Avenue		45,000			
Misc. Spot Repairs	42,500		25,000		25,000
Total Storm Drainage	\$ 187,500	\$ 95,000	\$ 65,000	\$ -	\$ 25,000
PARKS AND OPEN SPACE					
Community Park Slope	15,000				
Beach Road Medians				25,000	
Oak Mini-Park				35,000	
Centennial Park			50,000		
San Rafael Ave Seawall & Pathway Improvements	20,000	650,000			
Corporation Yard Frontage					40,000
Misc. Landscape Improvements	65,500				
Total Parks & Open Space	\$ 100,500	\$ 650,000	\$ 50,000	\$ 60,000	\$ 40,000

CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12
LANES					
Upper Woodland Lane					30,000
Harry B. Allen Stairs	30,000				
Misc. Lane Repairs	5,000				
Total Lanes	\$ 35,000	\$ -	\$ -	\$ -	\$ 30,000
COMMUNITY BUILDINGS					
Community Center Partition	22,000				
Fuel Dispensing Upgrades - Corporation Yard			25,000		
Police Dept. Office Improvements	5,000				
City Hall Renovations	25,000	225,000			
Misc. Building Repairs	5,000				
Total Community Buildings	\$ 57,000	\$ 225,000	\$ 25,000	\$ -	\$ -

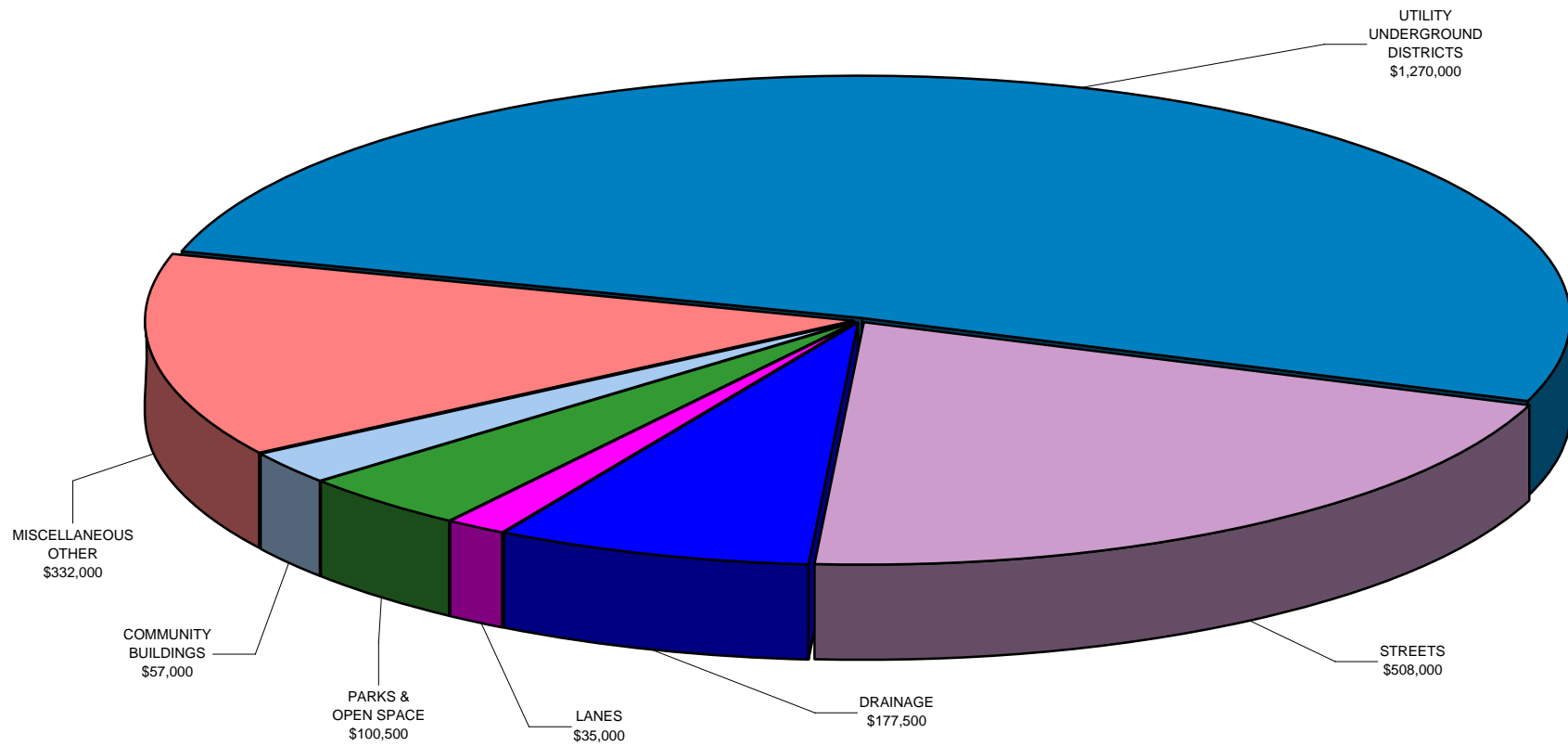
CITY of BELVEDERE
5 - YEAR BUDGET FOR CAPITAL IMPROVEMENT PROJECTS

BUDGET ITEM	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12
MISCELLANEOUS					
County I-net Service Prep	15,000				
Sidewalk Repair Program			60,000		
Traffic Engineering Study			8,000		
Survey Monuments				35,000	35,000
Storage Facility	60,000				
San Rafael Avenue Seawall	30,000				
Other Services & Materials	27,000				
Disaster Preparedness & Recovery Projects	200,000				
Total Miscellaneous	\$ 332,000	\$ -	\$ 68,000	\$ 35,000	\$ 35,000
TOTALS (INCLUDING UNDERGROUNDING PROJECTS)	<u>2,490,000</u>	<u>3,185,000</u>	<u>2,458,000</u>	<u>2,000,000</u>	<u>1,625,000</u>
TOTALS (EXCLUDING UNDERGROUNDING PROJECTS)	<u>\$ 1,220,000</u>	<u>\$ 1,005,000</u>	<u>\$ 378,000</u>	<u>\$ 250,000</u>	<u>\$ 425,000</u>

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

Capital Improvements

Total Budget: \$2,480,000



CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - CAPITAL IMPROVEMENT PROGRAM

MAJOR ACCOUNT CLASSIFICATION	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
STREETS	\$243,000	\$176,629	\$508,000
DRAINAGE	146,500	90,016	177,500
LANES	32,500	33,000	35,000
PARKS AND OPEN SPACE	134,500	79,500	100,500
COMMUNITY BUILDINGS	5,000	5,000	57,000
MISCELLANEOUS OTHER	337,000	107,500	332,000
UTILITY UNDERGROUND DISTRICTS	820,000	688,119	1,270,000
GRAND TOTAL	\$1,718,500	\$1,179,764	\$2,480,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>STREETS:</u>				
9000 00	PAVEMENT - SPOT REPAIR These funds are used for the as needed repair of pavement failures.	\$50,000	\$50,000	\$50,000
9020 00	SLURRY SEAL This project was completed. The budget over-run in FY2006-07 was due to the FY05-06 project (\$30,000) being delayed and combined with the FY06-07 work.	35,000	59,621	0
9030 00	PAVEMENT CRACK SEALING 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	PAVEMENT TRAFFIC MARKING 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	3,000	3,000
9069 00	ROADWAY SHOULDER BERMS This work involves constructing and repairing drainage berms at the edge of the traveled way at selected locations.	15,000	15,000	15,000
9071 00	SAN RAFAEL AVENUE PAVEMENT OVERLAY This line item provides for the complete overlay of the asphalt pavement of San Rafael Avenue from the Tiburon Boulevard intersection to West Shore Road. Funding for this project will come from Road Impact Fees. The project will be accomplished as part of the San Rafael Avenue Utility Undergrounding project. Expenditures for FY06-07 include design.	25,000	2,000	220,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
9072 00	<p>DISABLED ACCESS FOR SAN RAFAEL AVENUE SIDEWALKS State law requires that all sidewalks within the limits of a pavement overlay project be brought up to current handicapped standards. This will also be done in conjunction with the San Rafael Avenue Utility Undergrounding project. Costs for FY06-07 were for design. Costs for FY07-08 include inspection. Funding for this project will come from Road Impact Fees.</p>	25,000	5,000	55,000
9073 00	<p>GUARDRAILS This project was completed. Funds were provided from County Measure A.</p>	30,000	24,708	0
9081 00	<p>MISC. ROADWAY IMPROVEMENTS This item is funded from Road Impact Fees and includes misc. road-related improvements such as items approved by the Traffic Safety Committee, and minor paving, sidewalk and other associated needs not otherwise budgeted. Costs for FY06-07 were to repaint street light poles on Cove Road and new signs required due to parking revisions on Lagoon Road.</p>	50,000	7,300	40,000
9082 00	<p>ROADWAY STABILIZATION AT 214 BAYVIEW AVENUE A drilled pier & grade beam retaining wall will be constructed on about 165 ft. of downslope frontage to stabilize this area of roadway with uncompacted base.</p>	0	0	75,000
9083 00	<p>RETAINING WALL AT BELLA VISTA & FERN AVENUES A timber retaining wall will stabilize 72 ft. of hillside on Bella Vista just below Fern Ave. It will also allow restoration of designated parking at this narrow area. This project will be funded primarily by County Measure "A" funds.</p>	0	0	40,000
TOTAL STREET IMPROVEMENTS		\$243,000	\$176,629	\$508,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
	<u>DRAINAGE:</u>			
9100 00	EMERGENCY DRAINAGE REPAIRS This line item provides for emergency repairs that occur each year.	\$10,000	\$2,000	\$10,000
9110 00	MISCELLANEOUS MINOR DRAINAGE REPAIRS 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	REED WATERSHED SILT REMOVAL This item covers removal of silt from two silt basins and siltation structures that are associated with Reed Watershed runoff. The BLPOA contributes 25% toward these costs. Starting in FY07-08 Tiburon will also contribute 25%.	4,000	6,423	6,500
9150 00	STORM DRAIN SYSTEM VIDEOTAPING This item is included to provide information for the evaluation of existing storm drains. With this information, staff plans for repairs and replacements.	10,000	2,500	6,000
9151 00	PIPE LINING - BELLA VISTA TO #2 OAK This project was completed. A substantial budget over-run was the result of a change from a simple slip-lining project to the use of a folded liner system. A video survey did not reveal obstructions which precluded the less expensive method.	25,000	42,593	0

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
9152 00	MISCELLANEOUS SPOT REPAIRS This item focuses on existing storm drains that need a very localized repair but are otherwise in satisfactory condition.	20,000	5,000	0
9153 00	STORM DRAIN AT 32 EUCALYPTUS ROAD This project was completed	17,500	17,500	0
9154 00	STORM DRAIN AT 120 SAN RAFAEL AVENUE This new storm drain will intercept storm water that could potentially flood some properties along this frontage. This work would be done in conjunction with the San Rafael Avenue Undergrounding project. FY06-07 costs were for design.	40,000	2,000	25,000
9155 00	REPLACE STORM DRAIN ON HILARITA CIRCLE This new line will replace the main which is a combination of rusted metal pipe and cracked clay pipe.	0	0	15,000
9156 00	DRAINAGE IMPROVEMENTS AT CITY HALL & COMMUNITY ROAD This project will address concerns about minor flooding in this area. Additional drain lines will more than double the capacity to carry local flow to the Lagoon.	0	0	95,000
TOTAL DRAINAGE		\$146,500	\$90,016	\$177,500

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>LANES:</u>				
9200 00	MISCELLANEOUS LANE REPAIRS This account provides for lane repairs beyond the available resources of City staff. No expenses were incurred in FY06-07.	\$7,500	\$0	\$5,000
9211 00	HARRY B. ALLEN STAIRS Several rusted steel stairs and a pair of railings will be replaced with aluminum treads and stainless steel railings. A concrete landing & two steps will be added. A protective coating will be applied to the lower structure to inhibit corrosion. Expenses for FY06-07 were to prepurchase the tread and railing materials.	0	8,000	30,000
9226 00	STONE WALL REPLACEMENT - LOWER WOODWARDIA LANE This project was completed.	25,000	25,000	0
TOTAL LANES		\$32,500	\$33,000	\$35,000
<u>PARKS AND OPEN SPACE:</u>				
9300 00	MISCELLANEOUS PARK REPAIRS These funds are requested to cover the cost of replacement, repairs and minor improvements that become necessary at the City's parks.	\$2,500	\$0	\$2,500
9310 00	LANDSCAPE MATERIALS 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	2,500	10,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
9330 00	<p>MISCELLANEOUS LANDSCAPE PROJECTS 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. Expenditures in FY06-07 included pump/filter replacements at Tom Price Park and changes requested to the Lagoon Road tennis court landscaping project.</p>	52,000	20,000	53,000
9332 00	<p>LANDSCAPE AT LAGOON ROAD TENNIS COURTS This project was completed.</p>	45,000	45,000	0
9333 00	<p>RESURFACING LAGOON RD TENNIS COURTS This project was completed.</p>	25,000	12,000	0
9334 00	<p>LANDSCAPE SLOPE AT COMMUNITY PARK Landscape planting & irrigation will be installed on the slope between San Rafael Avenue and the ball field.</p>	0	0	15,000
9335 00	<p>SAN RAFAEL AVENUE PATHWAY IMPROVEMENTS This project involves the replacement of existing landscape planting and irrigation. The budget for FY07-08 provides for design services.</p>	0	0	20,000
TOTAL PARKS AND OPEN SPACE		\$134,500	\$79,500	\$100,500

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>COMMUNITY BUILDINGS:</u>				
9400 00	MISCELLANEOUS BUILDING REPAIRS This item covers miscellaneous unexpected repairs.	\$5,000	\$5,000	\$5,000
9491 00	COMMUNITY CENTER FOLDING PARTITION This item will replace the old partition which has become a maintenance liability.	0	0	22,000
9411 00	POLICE DEPARTMENT OFFICE IMPROVEMENTS These funds will be uses to buy new carpet, refinish floors, replace trim, paint and replace storage cabinets.	0	0	5,000
9492 00	CITY HALL RENOVATION OF LOBBY, COUNCIL CHAMBERS & RESTROOM This budget will provide consultant design services for the restoration of the Chambers to its original style as well as upgrades to the lobby & restroom.	0	0	25,000
TOTAL COMMUNITY BUILDINGS		\$5,000	\$5,000	\$57,000
<u>MISCELLANEOUS OTHER:</u>				
9500 00	MISCELLANEOUS CONCRETE REPAIRS This item covers repairs to sidewalks, curbs and gutters that are the City's responsibility. All expenses for FY06-07 were covered by the City-wide sidewalk repair program.	\$5,000	\$0	\$5,000
9530 00	MISCELLANEOUS RETAINING WALL REPAIRS This budget represents funds to be spent as needed for slope/hillside stabilization. No funds were expended in FY06-07.	10,000	0	10,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
9520 00	<p>OTHER SERVICES AND MATERIALS</p> <p>This line item covers activities such as geotechnical investigations, architectural services, surveys, and other professional services that are not covered by other existing accounts.</p>	12,000	10,000	12,000
9522 00	<p>CITY-WIDE SIDEWALK REPAIR PROGRAM</p> <p>Property owners are responsible for maintaining the curb & sidewalk fronting their property. The City surveyed all sidewalks to determine which were not in a safe condition. Property owners were notified to make repairs or to participate in this program. The City obtained bids and managed the work. Owners reimbursed the City for repairs done under this program (approx. \$12,000). As part of last years project the gravel walk/patio area at Beach Road Circle was replaced with concrete.</p>	60,000	40,000	0
9523 00	<p>STORAGE FACILITY COSTS</p> <p>This project involves 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. Until a definitive location for the facility has been determined, these funds may be used to offset current costs for offsite storage.</p>	50,000	2,000	60,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
9524 00	I-NET & UNDERGROUND UTILITY SERVICE PREP AT CITY HALL This work will provide the installation of conduits required for future utility undergrounding as well as for the current county-wide I-Net system.	0	0	15,000
9581 00	DISASTER PREPAREDNESS & RECOVERY PROJECTS 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, contracts for services for recovery efforts or preparedness efforts, reconstruction or clearing of miscellaneous drainage facilities, etc.	200,000	3,000	200,000
9582 00	SAN RAFAEL AVENUE SEAWALL IMPROVEMENTS The City Council authorized a study of the existing seawall to determine what improvements will be necessary to protect local homes and public improvements from rising sea levels and storm surges. The expenditure for FY06-07 represents the cost of the study. In FY07-08, the anticipated costs are for design.	0	52,500	30,000
TOTAL MISCELLANEOUS OTHER		\$337,000	\$107,500	\$332,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

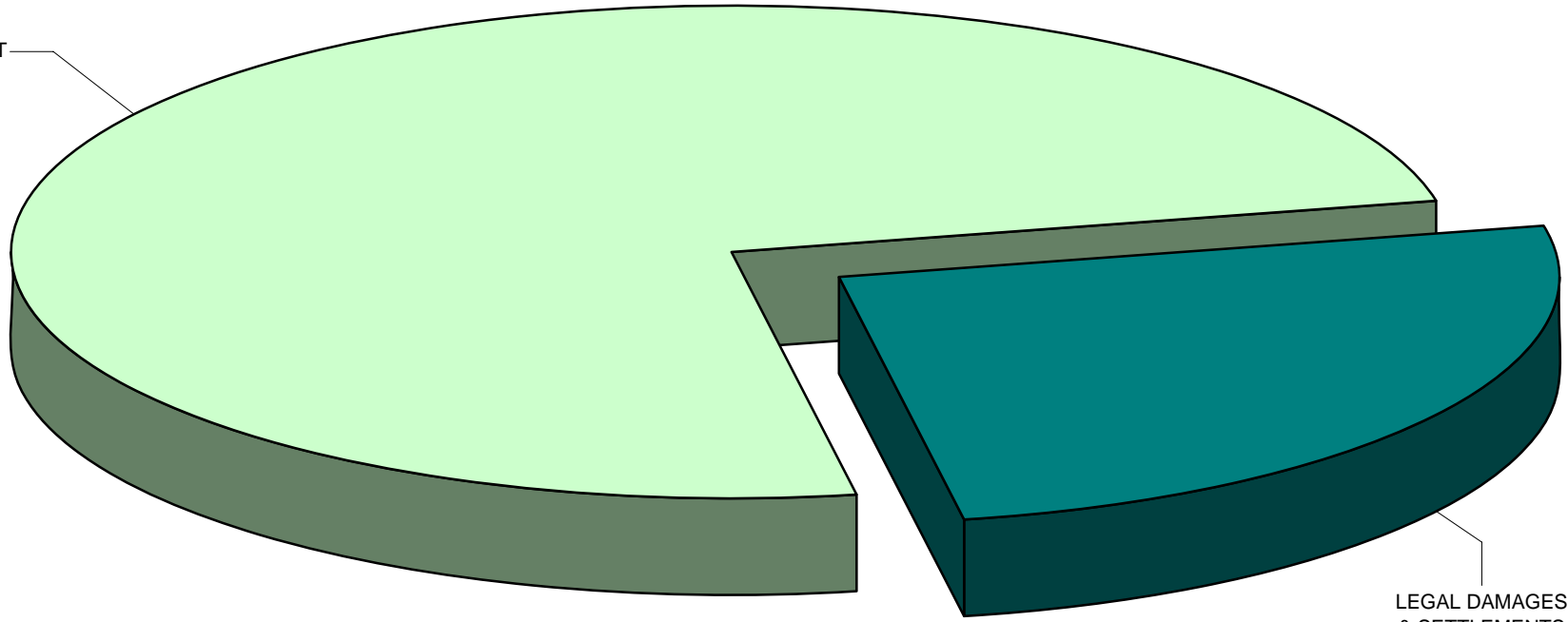
BUDGET DETAIL - CAPITAL IMPROVEMENT PROGRAM

ACCOUNT	ITEM	FY06-07 APPROVED BUDGET	FY06-07 ESTIMATED EXPENDITURES	FY07-08 APPROVED BUDGET
<u>UTILITY UNDERGROUND DISTRICTS:</u>				
9572 00	SAN RAFAEL AVENUE UTILITY UNDERGROUNDING This project was approved by the district residents and the City Council on April 2, 2007. Costs for FY06-07 represent expenses for final design, bond counsel, sale of district bonds, utility company costs, construction and inspection.	\$700,000	\$650,000	\$600,000
9573 00	LOWER BELVEDERE AVENUE UTILITY UNDERGROUNDING 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 FY06-07 are design fees; for FY07-08, final design, projected initial construction costs, bond counsel, sale of district bonds, utility company costs and inspection. All district costs will be reimbursed from the sale of bonds.	70,000	18,000	600,000
9574 00	BAYVIEW/BELLA VISTA UTILITY UNDERGROUNDING 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 the spring of 2009. Expenses for FY06-07 and projected costs for FY07-08 represent continuing design fees. All district costs will be reimbursed from the sale of bonds.	50,000	15,000	55,000
9576 00	MID SAN RAFAEL AVENUE UNDERGROUNDING Expenses for FY06-07 represent consultant costs for preparing a petition for residents who want to form this district. Costs were reimbursed by interested neighbors. Costs for FY07-08 are in anticipation of Council authorization to initiate design work. All district costs would be reimbursed from bond sales.	0	5,119	15,000
TOTAL UTILITY UNDERGROUND DISTRICTS		\$820,000	\$688,119	\$1,270,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

Restricted Funds
Total Budget: \$98,000

EQUIPMENT
REPLACEMENT
\$73,000



LEGAL DAMAGES
& SETTLEMENTS
\$25,000

CITY of BELVEDERE - FY2007-2008 ANNUAL OPERATING BUDGET

BUDGET SUMMARY - RESTRICTED FUNDS

MAJOR ACCOUNT CLASSIFICATION	FY 06-07 APPROVED BUDGET	FY 06-07 ESTIMATED EXPENDITURES	FY 07-08 APPROVED BUDGET
EQUIPMENT REPLACEMENT	\$65,000	\$65,000	\$73,000
LEGAL DAMAGES AND SETTLEMENTS	100,000	25,000	25,000
GRAND TOTAL	\$165,000	\$90,000	\$98,000

CITY of BELVEDERE - FY 2007-2008 ANNUAL OPERATING BUDGET

BUDGET DETAIL - RESTRICTED FUNDS

<u>ACCOUNT</u>	<u>ITEM</u>	<u>FY 06-07 APPROVED BUDGET</u>	<u>FY 06-07 ESTIMATED EXPENDITURES</u>	<u>FY 07-08 APPROVED BUDGET</u>
<u>EQUIPMENT REPLACEMENT:</u>				
8090-00	EQUIPMENT/FURNISHINGS Requests for FY07-08 are as follows:	\$65,000	\$65,000	
	<u>Administration Department:</u> Computer Equipment which includes a laptop for the Building Department.			25,000
	<u>Planning & Building Department:</u> A custom report program for the Planning & Building Software.			6,000
	<u>Public Works Department</u> 2007 model pick up truck Welding machine			35,000 7,000
	TOTAL EQUIPMENT REPLACEMENT	\$65,000	\$65,000	\$73,000
<u>LEGAL DAMAGES AND SETTLEMENTS:</u>				
8040-00	LEGAL DAMAGES AND SETTLEMENTS This account covers legal fees or damages the City is required to pay during the year.	\$100,000	\$25,000	\$25,000
	TOTAL LEGAL DAMAGES AND SETTLEMENTS	\$100,000	\$25,000	\$25,000