

CITY OF SAUSALITO

2ND YEAR OF STRATEGIC RESOURCE ALLOCATION PLAN

FY 2015-16 BUDGET



City of Sausalito
Administration Services
420 Litho Street
Sausalito, CA 94965
(415) 289-4199
finance@ci.sausalito.ca.us
www.ci.sausalito.ca.us/index.aspx?page=712



Photo courtesy of Jean Schurtz Photography www.jeanschurtz.com

Investing in the Quality of Sausalito's Future





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sausalito
California**

For the Biennium Beginning

July 1, 2014

A handwritten signature in black ink, reading "Jeffrey R. Enos".

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Sausalito, California for its biennial budget for the biennium beginning July 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of two years only.

We believe our next biennial budget will continue to conform to program requirements, and we will be submitting it to GFOA to determine its eligibility for another award.

California Society of Municipal Finance Officers

Certificate of Award

***Excellence
Fiscal Year 2014-2015***

Presented to the

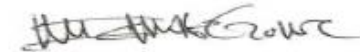
City of Sausalito

For meeting the criteria established to achieve the Operating Budgeting Excellence Award.

April 24, 2015



Pamela Arends-King
CSMFO President



Michael Gomez, Chair
Professional Standards and
Recognition Committee



Dedicated Excellence in Municipal Financial Reporting

SUMMARY

This document is the 2nd year of the City's Strategic Resource Allocation Plan. The draft 2015-16 operating and capital budgets and 2017-2021 capital improvement plan (CIP) strikes a balance between the need for fiscal restraint and the need to support a bold vision for the future.

The proposed 2015-16 operating and capital budget is balanced while projecting modest growth in revenues and proposing spending that reflects a slowly rebounding local economy.

FY 2015-16 Budget Highlights

Biannually, staff presents to the City Council, through the City Council Finance Committee, a comprehensive resource allocation plan that includes a two year operating and a two year capital budget that is a component of the longer multi-year capital improvement plan also included in the resource allocation plan. The Draft FY2015-16 2nd Year Budget is the second year of the Biannual Strategic Resource Allocation Plan with Two Year Budget that was prepared and adopted by the City Council for FY 2014-16. The 2nd Year of the two year resource allocation plan is reviewed by staff with the City Council Finance Committee, and recalibrated to reflect changes due to current financial and economic inputs. In addition, the budget is adjusted to include additional priorities and capital projects that were identified during the current fiscal year. Significant variances in the draft FY2015-16 2nd Year Budget from the Strategic Resource Allocation Plan are:

General Fund:

- Revenues
 - Inclusion of Measure O ½ cent sales tax revenues
- Administration
 - Senior Business Analyst position upgraded to Finance Manager to reflect the forthcoming retirement of the incumbent Administrative Services Director / Treasurer
- Information Technology
 - Planning/Permitting software for the Community Development and Engineering Departments
- Police
 - Police Officer partially funded with 3-year grant
- Community Development
 - Historic preservation regulations
 - Formula retail zoning ordinance amendment
 - Vacation rental code enforcement (revenue neutral through anticipated increased Transient Occupancy Taxes)
 - Planning Commissioners' Academy training
- Recreation
 - CARSS Program revenues, grants and expenditures
- Library
 - Enhanced book budget

- Non-departmental
 - CARSS grant
 - Homeless Civic Funding
 - Transfer of \$1,000,000 in anticipated Measure O ½ cent sales tax revenues to Capital Project Fund
- Other Expenditures
 - Pension and OPEB funding for irrevocable trusts

MLK Fund

- Finance 10-year facility assessment needs through Certificates of Participation

Parking Fund

- Bicycle parking congestion management program

Sewer Fund

- City and District consolidation study

Capital Projects Fund

- Parks Renovation Projects:
 - Robin Sweeney
 - Dunphy
 - Southview
- Marinship Marine Rails project
- General Plan Circulation Element
- Measure O Funding
 - Enhanced street repairs and concrete street funding
 - Significant traffic and transportation repairs compliant with ADA requirements
 - Storm drain master plan
 - Storm drain ROW repairs
 - ADA Transition Plan
 - ADA compliant Building Improvements
- Downtown and Bridgeway Tree and Median Maintenance
- Enhanced Landscape Maintenance
- Water Conservation Improvements
- Flashing Crosswalk Indicators
- Dunphy Park modular restroom
- City Hall beautification

CONTENTS

Summary 5

FY 2015-16 Budget Highlights 5

City Manager Message..... 11

 Budget Message..... 11

 Opening Remarks 11

 City Council Priorities 11

 Staffing and Personnel 12

 Levels of Service 12

 Capital Projects..... 12

 Looking Forward / Final Thoughts 12

 Acknowledgment..... 13

Introductory Section 14

Reporting Entity..... 14

Mission Statement..... 14

Core Values 14

Strategic Plan Goals..... 14

List of Elected and Appointed Officials 15

 Elected Officials 15

 Appointed Officials 15

Organization Chart 16

Budgets and Budgetary Accounting..... 17

Audits and Financial Reporting 17

Community Profile..... 18

OpenGov Transparency 19

Citywide Summary 20

Revenues, Expenses and Changes to Fund Balances 20

 Interfund Transfers 22

Citywide Revenues and Expenditures by Classification / Function 29

Human Resources 30

 Staffing 30

General Fund 34

 General Fund Summary 34

 General Fund Revenues 36

 General Fund Expenditures 47

 City Council / Administration / Finance Departments 48

 Information Technology 50

 Community Development Department – Planning Division 51

 Community Development Department – Building Inspection Division 53

 Non-Departmental 55

 Police Department 56

 Department of Public works 60

 • Department of Public Works – Engineering Division 62

 • Department of Public works – Maintenance Division 63

 Recreation Department 64

 Library 66

Special Revenue Funds 68

Tideland Fund 70

Traffic Safety Fund..... 72

Gas Tax Fund..... 73

Construction Impact Fees Fund 74

County Measure A and B Fund 75

Storm Drainage Fund 76

Stairs Fund 77

Recreation Grants Fund 78

Debt Service Funds 79

 Tidelands Loan Fund 80

 2006 General Obligation Bonds Fund 81

Enterprise Funds 82

 Sewer Fund..... 84

 Old City Hall Fund..... 87

 MLK Fund 88

 Parking Fund..... 90

Internal Service Funds 92

 Bay Cities Joint Powers Insurance Authority 93

 Workers Compensation Fund 93

 General Liability Fund..... 95

 Vehicle Replacement Fund..... 96

 Employee Benefits Fund..... 97

City Infrastructure 98

 General Capital Improvement Fund 99

Gann Limit 105

Authorized Salary Ranges 107

Glossary of Budget Terms 108

CITY MANAGER MESSAGE

Budget Message

10 June, 2014

To the Honorable Mayor and City Council

OPENING REMARKS

In accordance with my responsibility as City Manager, I am submitting the City of Sausalito's proposed FY 2015-16 Budget, the 2nd Year of the City's two-year Resource Allocation Plan. The FY 2015-16 budget contains the proposed FY 2015-16 City Operating and Capital budgets for all funds (less transfers between funds) and is recommended at \$34,038,411. The FY 2015-16 City Budget for the General Fund is recommended at \$ 14,883,469.

The proposed budget meets the policy directives of the City Council and complies with state law. The proposed budget meets all requirements of the city's various outstanding debt. The budget also provides monies for the approved union contracts and complies with state law requirements for funding those contracts. Reserve funds are maintained as Council directed. The budget provides for a continuation of the excellent City services that Sausalito citizens have received in the previous year.

CITY COUNCIL PRIORITIES

Biannually, staff presents to the City Council, through the City Council Finance Committee, a comprehensive Resource Allocation Plan that includes a two year operating budget. It also includes a two year capital budget that is a component of the longer multi-year capital improvement plan also included in the Resource Allocation Plan. This operating and capital budget is the 2nd year of the two-year Resource Allocation Plan. This proposed budget was thoroughly vetted to ensure it is consistent with the Budget Policies of the City Council. The City Council Finance Committee reviewed each department and every fund during multiple meetings in April and May. The proposed FY 2015-16 budget reflects the City's management policy of "Building on the Basics", and further reflects staff's approach to thinking creatively in applying "What If? Why Not?" methodologies. The proposed budget addresses the goals and objectives of the City Council's Strategic Plan.

The 2nd year operating and capital budget is balanced and reflects the same high-quality, resident-serving level of service that the City has historically delivered. Consistent with the City's long-term fiscal modelling and strategic planning conclusions, the City's operating budget continues to be structurally balanced.

STAFFING AND PERSONNEL

The proposed FY 2015-16 budget authorizes staffing at 73 Full Time Employees.

The FY 2015-16 salary range tables reflects Cost Of Living Allowances (COLAs) for both SEIU employees and Police Officers consistent with the negotiated labor agreements. The City has a resolution memorializing the past practice of linking Managers and Confidential Employees with SEIU contracts and the tables also reflect that policy and past practice.

LEVELS OF SERVICE

The City Council of the City of Sausalito adopts an annual budget to carry on the various department, divisions, and programs of the municipality and to provide for the payment of bonded indebtedness of the City each fiscal year, and to control the use of public monies. The budget not only provides for a continuation of the high level of municipal services that Sausalito residents are currently receiving, but also provides for enhanced delivery of Administration and Police Department services. In addition, each of the special revenue funds, capital improvement fund, enterprise funds, debt service funds and internal services funds include a description of purpose and an explanation of the sources and uses of resources.

CAPITAL PROJECTS

The budget includes a six-year Capital Improvement Program (CIP). The first years of the CIP becomes the City's capital budget. The capital budget is balanced. Recently, the passage of Measure "O" or the ½¢ sales tax add-on, provided additional future funding for the City's infrastructure needs. Old and deteriorated storm drains will be replaced, more streets, potholes and sidewalks will be repaired and be made accessible for children, elderly and people with disabilities.

The proposed budget includes making a significant infrastructure investment into the City's main parks: MLK track, tennis courts and gymnasium; Robin Sweeney Park and Playground; Dunphy Park Master Plan and Southview Park tennis courts, stabilizing wall and play area. This investment is possible due to leveraging the lease revenue from the MLK Enterprise Fund. As a result of this transaction, the interfund loans between the General Fund and MLK Enterprise Fund will be eliminated.

LOOKING FORWARD / FINAL THOUGHTS

The enthusiasm and involvement of citizens, City Council Members, and employees in City activities gives Sausalito much to look forward to. The proposed budget includes an ambitious and worthy agenda driven by everyone's desire to excel in all areas. The City of Sausalito continues to manage its fiduciary responsibility by being fiscally responsible, delivering consistent high quality level of municipal services, maintaining a structurally balanced budget, engaging in meaningful pension reform, building solid reserves and providing funds for infrastructure that stimulates the local economy. We are optimistic that residents, businesses, the City Council, and staff will harness the energy that this allocation of resources provides and will make Sausalito a better place to live and work.

ACKNOWLEDGMENT

A special 'thank you' goes to the entire City staff team involved in preparing the proposed FY2015-16 2nd Year budget of the Resource Allocation Plan. Special acknowledgement goes to the Executive Leadership Team. They have worked more closely as ever as a team through an especially challenging task. Their countless hours of analysis and creative thought reflect the cost savings and budget reduction strategies in this budget that continue the City's levels-of-service at the same levels of funding as in previous fiscal years.

The fiscal health of the city could not have been achieved if it weren't for the foresight of the City Council. Thank you for your strength in laying the foundations for a fiscally sustainable 2nd decade future in the 21st century.

Respectfully submitted,

Adam Politzer

City Manager

INTRODUCTORY SECTION

Reporting Entity

The City of Sausalito was incorporated in 1893 under the general laws of the State of California and enjoys all the rights and privileges applicable to a General Law City. The City operates under a Council-Manager form of government. There are five Council Members who serve overlapping terms of four years, and the Council, in turn, elects one of the Council Members to serve as Mayor for one year. This

legislative body selects a City Manager to administer the affairs of the City. The City provides the following services: public safety (police and civil defense), highways and streets, sanitary sewer, storm drainage, culture-recreation, library, public works, planning and zoning, and general administrative services.

Mission Statement

The City of Sausalito serves its people and promotes creativity in its unique waterfront community.

Core Values

The City of Sausalito values...

- Innovation, creativity and informed risk taking
- Honest and open government
- Creating an environment where people excel to their full potential
- Professionalism
- A sense of community
- Quality public service
- Esprit d 'corps



Strategic Plan Goals

- Achieve and maintain fiscal sustainability and resiliency.
- Improve and continue to maintain the infrastructure, emphasizing long-term asset management.
- Utilize long-range comprehensive planning, including land use and transportation, to balance the community's character and diversity with its evolving needs.
- Continually assess and deliver effective, efficient, and environmentally sustainable municipal services.
- Increase community involvement in City governance and decision-making through communication and technology.

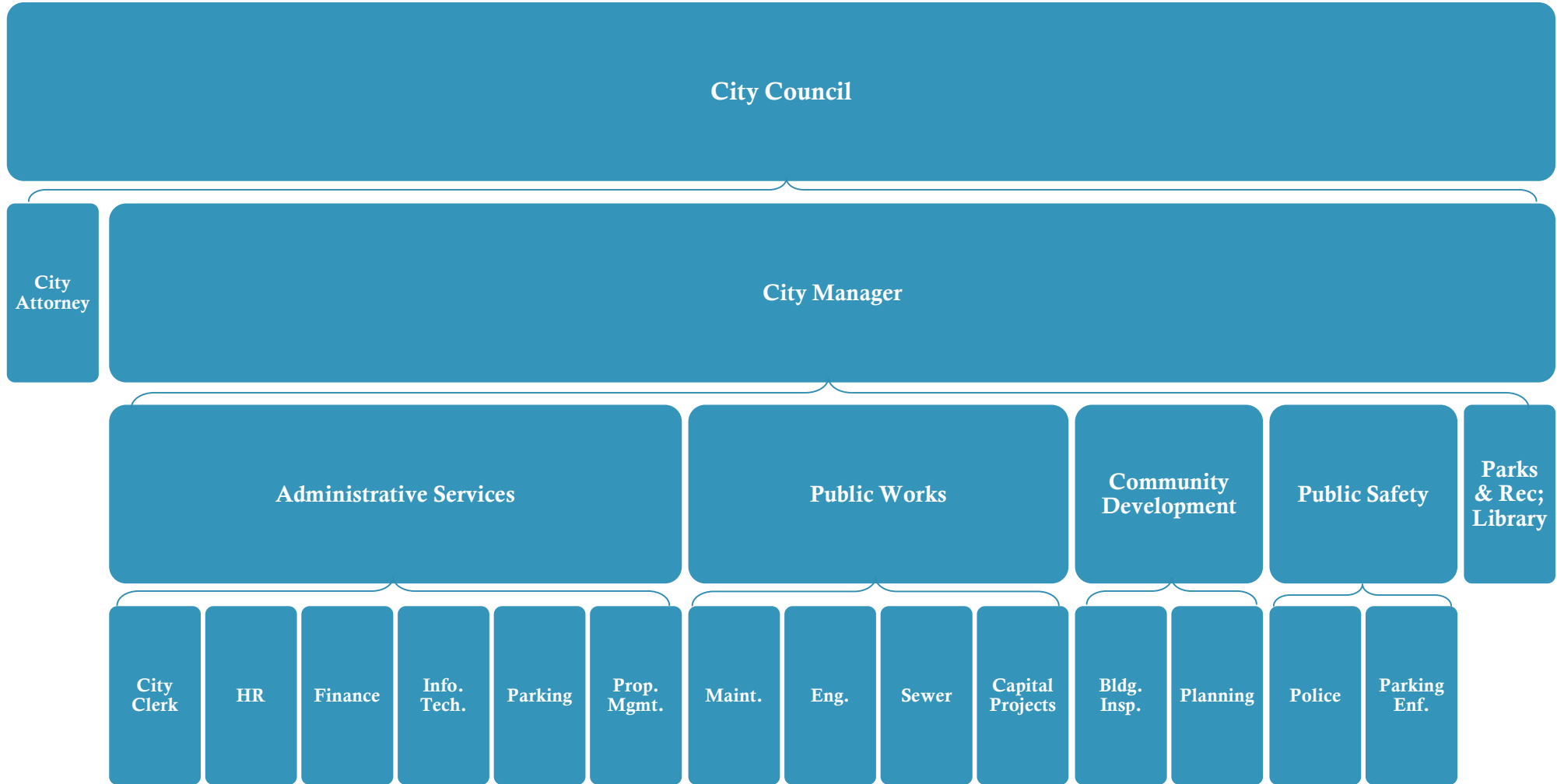
List of Elected and Appointed Officials**ELECTED OFFICIALS**

1. Mayor	Thomas Theodores
2. Vice Mayor	Jill Hoffman
3. Council Member	Linda Pfeifer
4. Council Member	Herb Weiner
5. Council Member	Ray Withy

APPOINTED OFFICIALS

• City Manager	Adam Politzer
• Administrative Services Director/Treasurer	Charlie Francis
• Chief of Police	Jennifer Tejada
• City Attorney	Mary Wagner
• City Librarian	Abbot Chambers
• Community Development Director	Danny Castro
• Parks & Recreation Director	Mike Langford
• Public Work Director	Jonathon Goldman

Organization Chart



Budgets and Budgetary Accounting

The City operates under the general law of the State of California, and annually adopts a budget to be effective July 1 for the ensuing fiscal year. The City Manager submits a Preliminary Budget to the City Council on or about June 1 each year. This Preliminary Budget is the fiscal plan for the ensuing twelve months starting July 1, and includes proposals for expenditures for operations and capital improvement, and the resources to meet them. City Council conducts public hearings at Council Chambers before adopting the budget. The Council approves total appropriations at the department level in the General Fund, and at the fund level in other funds. The Budget is adopted by City resolution prior to June 30.

The City Manager is authorized to transfer budget appropriations within departments in conformance with the adopted policies set by the City Council. All other transfers must be approved by the City Council. Any revisions that alter the total expenditures of any department must be approved by the City Council. Expenditures are budgeted at, and may not legally exceed, the department level for the General Fund and the fund level for Special Revenue, Capital Projects and Internal Service Funds. Budgeted amounts shown are as originally adopted, or as amended by the City Council during the year.

Audits and Financial Reporting

State law requires that every general-purpose government publish within six months of the close of each fiscal year a complete set of audited financial statements. Accordingly, the City prepares a comprehensive annual financial reports in accordance with standards prescribed by the Governmental Accounting Standards Board (GASB), the Government Finance Officer Association of the United States and Canada (GFOA) and other rule-making bodies.

The City prepares financial reports to promote accountability. The City's elected officials are accountable to the residents; City management is accountable to the elected officials. The comprehensive annual financial report gives residents and other interested parties one means of assessing whether the elected and appointed

Budgets for the General Fund (modified accrual), all Debt Service Funds (modified accrual), all Enterprise Funds (accrual) and certain Special Revenue Funds (modified accrual) are adopted on a basis consistent with generally accepted accounting principles (GAAP) with the following exceptions: the City does not budget for depreciation; and debt principal payments are budgeted as expenditures. Except for Capital Project Funds, appropriations lapse at fiscal year-end and are re-budgeted for the coming year. Capital Project Funds are budgeted on a project length basis.

The budget of the City of Sausalito is a reflection of the City policies, goals, and priorities. It communicates to residents and staff what resource allocation decisions have been made, including those involving staffing, technology, equipment, and department priorities. It also serves to communicate to residents and staff an action plan for the upcoming two fiscal years, including departmental goals and the standards by which the delivery of services to the public will be measured.

officials in the City have faithfully carried out their role of being good stewards of the City's resources.

In order to enhance the degree of confidence of intended users of the financial statements, The City provides for an annual financial audit. The purpose of the audit is to provide reasonable assurance that the financial statements are presented fairly, in all material respects, and/or give a true and fair view in accordance with the financial reporting framework. Maze & Associates, Certified Public Accountants, have issued an unqualified ("clean") opinion on the City of Sausalito's financial statements for the years ended June 30, 2006-2014.

Community Profile

Nestled up against the Marin County end of the Golden Gate Bridge, Sausalito is a whimsical waterfront town that defies description. Once home to artists, writers, actors and poets, Sausalito retains a pleasantly offbeat character with an upscale attitude. Stunning views, art galleries, funky boutiques and open-air restaurants make Sausalito a favored tourist destination. Those same stunning views, a delightful climate, and an interesting selection of real estate make Sausalito a desirable place to live as well.

Sausalito is conveniently located for commuting to San Francisco. Only minutes from the Golden Gate Bridge, it is a relatively easy drive into the city. For those preferring not to drive, Sausalito also is a ferry terminus for the Golden Gate Ferry, offering quick, inexpensive transportation into the city.

As a center of activity, Sausalito offers a wide variety of things to do. The City's 7,300 residents and over 450,000 annual tourists stroll along the waterfront or hike the City's hidden stairs and trails, visit the Bay Model Visitor Center or take the Sausalito Wooden Boat Tour – there is, indeed, something for everyone; there are 78 acres in the City's 19 parks, 3 City beaches, 9 tennis courts, 3 basketball courts, baseball/softball diamonds and 1 soccer/football field. Every Labor Day weekend Sausalito hosts what is considered to be one of the finest outdoor art festivals in the country. In December, residents and visitors alike are treated to the Lighted Yacht Parade. Then there is the tantalizing peek into some of Sausalito's most fascinating real estate with the annual Sausalito Floating Homes Tour.

The City of Sausalito experiences geo-economic benefits from: its unique residential community blended with “charm” to its commercial and industrial sectors; and world-class scenic tourist base. This yields a more stable tax and revenue base than other California cities experiencing severe economic stress, structural imbalances, and non-sustainable budget policies. Sausalito's economic decline during the recent recession was mild and lagged the state and the nation. In a similar fashion, Sausalito's current recovery will respectively be moderate. Sausalito's elastic revenues (sales tax and transient occupancy tax) are continuing its modest recovery and may be a leading indicator of an improving gross city product.

Sausalito's economy is very strong, with a projected per capita effective buying income of over 350% of the U.S., with equally exceptionally high owner-occupied housing values. The city has access to the broad and diverse economy of the San Francisco bay area, and the county's 2012 unemployment rate of 6.3% was well below the national and state levels. Property taxes remain a stable source of revenue. Other City taxes, such sales and transient occupancy taxes are more elastic and dependent on the national, state and local economies.



OpenGov Transparency

The City of Sausalito deployed a powerful, web-based platform that presents and visualizes the City's revenues and expenses—from multi-year trends to object-level details. By leveraging the OpenGov Platform, residents and staff can use the site to enhance access, understanding, and analysis of the City of Sausalito's annual budget. The City initiated the partnership to make the government administration's finances easily accessible and understandable, and to build trust in the community. The public is invited to explore the tool which is now found on the City's web site under the Finance section of the Administration Department, or directly at <http://SausalitoCA.OpenGov.com>.

By using this tool, the City of Sausalito is now providing actual historical budget data from FY2002-03 for public review via the OpenGov software. Each year during

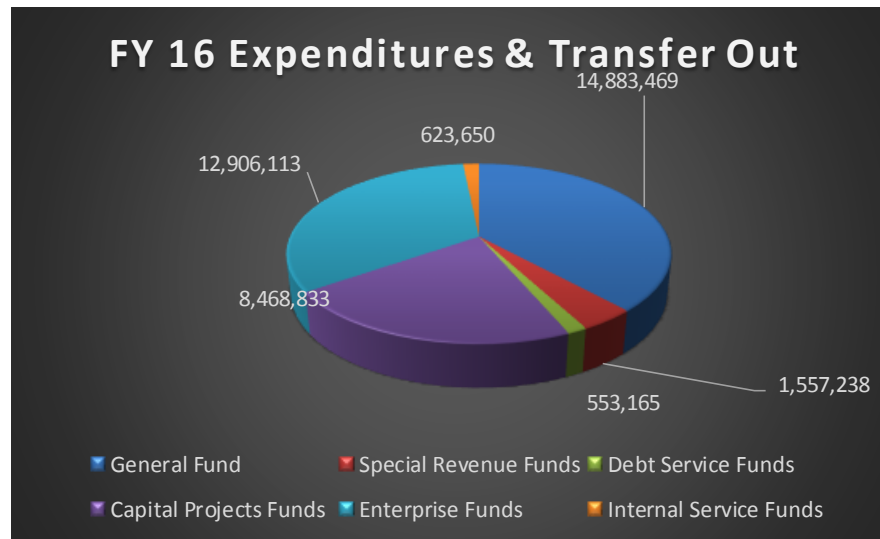
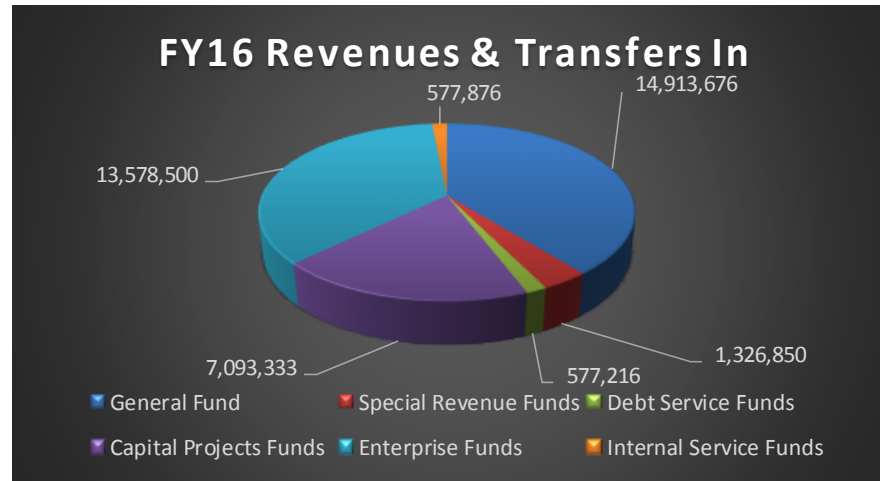
the budget cycle, a new year of data will be added giving the public a rolling multi-year snapshot of revenue and expenditure trends. Instructions on how to navigate the data are included via the "How To" tab at the top of the web page. If you have questions related to using the site, please contact the Administrative Services Department at (415) 289-4105 or via email at:

finance@ci.sausalito.ca.us.



CITYWIDE SUMMARY

Revenues, Expenses and Changes to Fund Balances



<i>City of Sausalito</i>							
CITYWIDE SUMMARY OF THE CITY OF SAUSALITO ADOPTED BUDGET							
FY 2015-16 Proposed							
Description	Revenues & Transfers In	Expenditures & Transfers Out	Change to Fund Balance	Description	Revenues & Transfers In	Expenditures & Transfers Out	Change to Fund Balance
<i>General Fund</i>	14,913,676			<i>Debt Service Funds</i>			
Administration/Finance		1,568,997		Tidelands Loan	72,155	72,155	-
Information Technology		781,468		2006 General Obligation Bonds	505,061	481,010	24,051
Community Development		1,122,998		<i>Total Debt Service Funds</i>	577,216	553,165	24,051
Non-Department		2,784,015					
Police		5,049,821		<i>Capital Projects Funds</i>			
Dept of Public Works		1,806,932		General Capital Projects	7,093,333	8,468,833	(1,375,500)
Recreation		897,996		<i>Total Capital Projects Funds</i>	7,093,333	8,468,833	(1,375,500)
Library		871,242		<i>Enterprise Funds</i>			
<i>Total General Fund</i>	14,913,676	14,883,469	30,207	Sewer	2,506,000	2,382,636	123,364
<i>Special Revenue Funds</i>				Old City Hall	285,000	285,000	-
Tidelands Fund	719,350	781,738	(62,388)	MLK Rental Property	8,525,000	7,917,110	607,890
Traffic Safety	40,000	40,000	-	Parking	2,262,500	2,321,367	(58,867)
Gas Tax	168,000	162,000	6,000	<i>Total Enterprise Funds</i>	13,578,500	12,906,113	672,387
Construction Impact Fees	150,000	150,000	-	<i>Internal Service Funds</i>			
County Measure A and B	120,000	240,000	(120,000)	Vehicle Replacement	100,227	152,000	(51,773)
Storm Drainage	74,500	108,500	(34,000)	Worker's Comp	260,000	259,000	1,000
Stairs	-	20,000	(20,000)	Employee Benefits	217,650	212,650	5,000
Recreation Grant	55,000	55,000	-	<i>Total Internal Service Funds</i>	577,876	623,650	(45,773)
<i>Total Special Revenue Funds</i>	1,326,850	1,557,238	(230,388)				
				<i>Citywide Totals with Transfers In / Out</i>	38,067,451	38,992,468	(925,017)
				<i>Less Transfers Between Funds</i>	(4,954,058)	(4,954,058)	-
				<i>Citywide Totals Net of Transfers In / Out</i>	33,113,394	34,038,411	(925,017)

INTERFUND TRANSFERS

Interfund Transfers are monies transferred from one fund to another in order to reimburse that fund for expenditures or to finance the activities of that fund.

<i>City of Sausalito</i>					
Interfund Transfers					
FY 2015-2016					
	Total In	Total Out		Total In	Total Out
General Fund	2,080,026		Debt Service Funds		
Admin		25,097	Energy Loan		
IT		5,341	Tideland Loan	72,155	
Non-Dept		1,513,000	GO Bonds		
Planning		9,534	Total Debt Service Funds	72,155	-
Building		11,337			
Engineering		7,915	Capital Projects Funds		
Police		302,452	Library Capital		
DPW- Maint		123,678	Public Safety Fund		
Recreation		14,701	Gen Capital	2,225,000	
Library		13,823	Total Capital Projects Funds	2,225,000	-
Total General Fund	2,080,026	2,026,876			
Special Revenue Funds			Enterprise Funds		
Tideland		536,655	Sewer	5,000	167,151
Traffic Safety		-	Old City Hall		275,000
Gas Tax		40,000	MLK		33,375
Construction Impact		150,000	Parking		1,385,000
County Measure A and B		240,000	Total Enterprise Funds	5,000	1,860,526
Storm Drainage		80,000			
Stairs		20,000	Internal Service Funds		
Recreation Grant		-	Vehicle Replacement	100,227	
Total Special Revenue Funds	-	1,066,655	Workers' Comp	259,000	
			Employee Benefits Leave	212,650	
			Total Internal Service Funds	571,876	-
			Total Citywide	4,954,058	4,954,058

E.g., monies are transferred from the operating departments of the General Fund to the Workers Compensation Fund, Employee Benefits Fund and Vehicle Replacement Fund in order to accumulate reserves for future workers compensation, employee benefits and vehicle replacement liabilities respectively. The Parking Fund and the Old City Hall Fund transfers surplus revenues to the General Fund as operating revenues for the General Fund. The MLK Fund, Tidelands Fund and Sewer Fund all transfer revenues to the General Fund to offset certain related operating costs incurred by the General fund on behalf of these benefitting funds. The Tideland Fund transfers monies to the Debt Service Funds to pay for annual debt service for the Boats and Waterways Loan. Finally, the City's budget consolidates many Infrastructure Improvement projects into the Capital Improvement Projects (CIP) fund, necessitating the transfer of monies from a number of different funds to the CIP fund to finance these projects.



Fund Balances and Reserve Policies

Governmental fund balances represent the net current assets of each fund. For budgeting purposes, Enterprise fund balances are presented as net current assets also. Net current assets generally represent a fund's cash and receivables, less its liabilities. The City's fund balances are classified in accordance with Governmental Accounting Standards Board Statement Number 54 (GASB 54), Fund Balance Reporting and Governmental Fund Type Definitions, which requires the City to classify its fund balances based on spending constraints imposed on the use of resources. For programs with multiple funding sources, the City prioritizes and expends funds in the following order: Restricted, Committed, Assigned, and Unassigned. Each category in the following hierarchy is ranked according to the degree of spending constraint:

Nonspendables represents balances set aside to indicate items do not represent available, spendable resources even though they are a component of assets. Fund balances required to be maintained intact, and assets not expected to be converted to cash, such as prepaids, and notes receivable, are included. However, if proceeds realized from the sale or collection of nonspendable assets are restricted, committed or assigned, then Nonspendable amounts are required to be presented as a component of the applicable category.

Restricted fund balances have external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Encumbrances and nonspendable amounts subject to restrictions are included along with spendable resources.

Committed fund balances have constraints imposed by formal action of the City Council which may be altered only by formal action of the City Council. Encumbrances and nonspendable amounts subject to council commitments are included along with spendable resources.

Assigned fund balances are amounts constrained by the City's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed by the City Council or its designee and may be changed at the discretion of the City Council or its designee. This category includes encumbrances; Nonspendables, when it is the City's intent to use proceeds or collections for a specific purpose, and residual fund balances, if any, of Special Revenue, Capital Projects and Debt Service Funds which have not been restricted or committed.

Unassigned fund balance represents residual amounts that have not been restricted, committed, or assigned. This includes the residual general fund balance and residual fund deficits, if any, of other governmental funds.

Budget Stabilization Shortfall Reserve Policy - Five percent (5%) of the City's annual expenditures are set aside annually and assigned by the City Manager as prescribed by Governmental Accounting Standards Board Statement No. 54, to provide for budget shortfalls as a result of 5% economic fluctuations in the City's revenue base.

Emergency Shortfall Reserve Policy - Ten percent (10%) of the City's annual expenditures are set aside annually in unassigned general fund balance as the City's emergency or "rainy day" fund and is subject to further appropriation by the City Council.

The following tables show the impact of the two-year Resource Allocation Plan on Fund Balances and reserve policies:

CITY OF SAUSALITO
CITY WIDE SUMMARY OF THE CITY OF SAUSALITO BUDGET

Description	FY 2015-16 Proposed				
	FY 2015-16 Revenues & Transfers In	FY 2015-16 Expenditures & Transfers Out	Change to Fund Balance	Estimated Beginning Fund Balance	Estimated Ending Fund Balance
General Fund	14,913,676				
General Fund - Administration/Finance		1,568,997			
General Fund - Information & Technology		781,468			
General Fund - Community Development		1,122,998			
General Fund - Non-Department		2,784,015			
General Fund - Police		5,049,821			
General Fund - Dept of Public Works		1,806,932			
General Fund - Recreation		897,996			
General Fund - Library		871,242			
Total General Fund	14,913,676	14,883,469	30,207	9,787,676	3,449,643
<i>Nonspendable Fund Balance</i>				6,368,240	
<i>Assigned Fund Balance for Budget Stabilization Reserve</i>				688,788	744,173
<i>Unassigned Fund Balance - Emergency Shortfall Reserve</i>				1,377,575	1,488,347
<i>Unassigned Fund Balance</i>				1,353,073	1,217,122
Special Revenue Funds					
Tidelands Fund	719,350	781,738	(62,388)	1,249,026	1,186,638
Traffic Safety	40,000	40,000	-	18,222	18,222
Gas Tax	168,000	162,000	6,000	1,414	7,414
Construction Impact Fees	150,000	150,000	-	3,235	3,235
County Measure A and B	120,000	240,000	(120,000)	140,286	20,286
Storm Drainage	74,500	108,500	(34,000)	35,382	1,382
Stairs	-	20,000	(20,000)	123,929	103,929
Fire Grant			-	-	-
Recreation Grant	55,000	55,000	-	37,732	37,732
Total Special Revenue Funds	1,326,850	1,557,238	(230,388)	1,609,226	1,378,838
<i>Restricted Fund Balances</i>				1,609,226	1,378,838

Description	FY 2015-16 Revenues & Transfers In	FY 2015-16 Expenditures & Transfers Out	Change to Fund Balance	Estimated Beginning Fund Balance	Estimated Ending Fund Balance
<u>Debt Service Funds</u>					
Tidelands Loan	72,155	72,155	-	-	-
2006 General Obligation Bonds	505,061	481,010	24,051	610,866	634,917
Total Debt Service Funds	577,216	553,165	24,051	610,866	634,917
<i>Restricted Fund Balances</i>				610,866	634,917
<u>Capital Projects Funds</u>					
General Capital Projects	7,093,333	8,468,833	(1,375,500)	1,723,664	348,164
Total Capital Projects Funds	7,093,333	8,468,833	(1,375,500)	1,723,664	348,164
<i>Committed Fund Balances</i>				1,723,664	348,164
<u>Enterprise Funds</u>					
Sewer	2,506,000	2,382,636	123,364	(65,775)	57,589
Old City Hall	285,000	285,000	-	106,989	106,989
MLK Rental Property	8,525,000	7,917,110	607,890	389,014	996,904
Parking	2,262,500	2,321,367	(58,867)	2,361,609	2,302,742
Total Enterprise Funds	13,578,500	12,906,113	672,387	2,791,837	3,464,224
<i>Restricted Fund Balances</i>				2,791,837	3,464,224
<u>Internal Service Funds</u>					
Vehicle Replacement	100,227	152,000	(51,773)	1,087,336	1,035,563
Worker's Comp	260,000	259,000	1,000	237,770	238,770
Employee Benefits	217,650	212,650	5,000	256,264	261,264
Total Internal Service Funds	577,876	623,650	(45,773)	1,581,370	1,535,597
<i>Committed Fund Balances</i>				1,581,370	1,535,597
Citywide Totals w/ Transfers In-Out	38,067,451	38,992,468	(925,017)	18,104,639	10,811,382
<i>Less Transfers Between Funds</i>	(4,954,058)	(4,954,058)			-
Citywide Totals w/o Transfers In-Out	33,113,394	34,038,411	(925,017)	18,104,639	10,811,382
<i>Nonspendable Fund Balance</i>				6,368,240	-
<i>Assigned Fund Balance for Budget Stabilization Reserve</i>				688,788	744,173
<i>Unassigned Fund Balance - Emergency Shortfall Reserve</i>				1,377,575	1,488,347
<i>Unassigned Fund Balance</i>				1,353,073	1,217,122
<i>Restricted Fund Balances</i>				5,011,929	5,477,979
<i>Committed Fund Balances</i>				3,305,034	1,883,761



General Fund Reserves

Disaster Assistance Reserve Fund – In addition to the Fund Balances in the above tables, the City has set-aside \$961,000 in a Disaster Assistance Fund as supplementary monies available to meet unexpected exigencies.

The following schedule details the source and liquidity of the General Fund reserves:

	Total General Fund - Rev, Exp, Fund Balance	Nonspenda ble Investment in MLK, Prepays	Assigned Fund Balance for Stabilization Reserve (5%)	Unassigned Emergency Shortfall Reserve (10%)	Unassigned Fund Balance	Disaster Assistance Fund - Fund Balance	Total Reserves	Total Liquid Reserves	Liquid Reserves as % of Annual Exp	Total Reserves as % of Annual Exp
FY 2015 Revenues	13,885,989									
Less FY 2015 Expenditures	-13,775,754									
Net Revenues / Expenditures	110,235		53,048	106,096	-48,909					
Beginning Balance 07/01/2014	9,677,441	6,368,240	635,740	1,271,479	1,401,981	964,069	10,641,510	4,273,270		
Ending Balance 06/30/2015	9,787,676	6,368,240	688,788	1,377,575	1,353,073	964,069	10,751,745	4,383,505	31.8%	78.0%
FY 2016 Revenues	14,913,676									
Less FY 2016 Expenditures	-14,883,469									
Net Revenues / Expenditures	30,207	-6,368,240	55,386	110,772	-135,951					
Beginning Balance 07/01/2015	9,787,676	6,368,240	688,788	1,377,575	1,353,073	964,069	10,751,745	4,383,505		
Ending Balance 06/30/2016	9,817,883	0	744,173	1,488,347	1,217,122	964,069	4,413,712	4,413,712	29.7%	29.7%

Citywide Revenues and Expenditures by Classification / Function

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Taxes	8,853,293	9,764,581	10,412,820	10,603,123	12,089,561
Franchise Fees	773,712	790,795	802,000	799,386	805,000
Business Licenses	558,386	551,519	564,000	564,000	564,000
Intergovernmental	512,074	841,150	382,681	377,812	341,500
Permits & Fees	3,203,758	3,468,474	3,173,300	3,255,309	3,586,300
Fines	608,942	659,375	650,000	650,000	650,000
Rental	2,215,531	2,491,590	2,573,850	2,578,850	2,612,850
Interest Income	317,478	333,724	332,500	332,500	322,500
Miscellaneous	250,791	202,862	5,199,622	6,449,622	12,141,683
Transfers	5,568,741	4,223,131	3,941,784	3,941,784	4,954,058
Total Revenues	22,862,707	23,327,202	28,032,556	29,552,386	38,067,451
Salaries	6,204,754	6,264,088	6,561,796	6,588,796	6,846,132
Benefits	5,449,619	2,805,645	4,159,068	4,560,618	4,130,285
Professional Services	1,899,406	2,375,043	2,096,746	2,096,746	2,494,555
Operations	2,380,540	1,757,260	2,462,471	2,463,771	2,354,962
Other Services	1,133,413	1,135,228	1,357,124	1,374,133	1,409,212
Supplies	450,037	722,659	600,885	600,885	610,612
FFE	3,233,619	2,714,317	8,042,555	7,972,555	16,451,653
Transfers	5,346,652	4,193,256	3,252,783	3,682,783	4,695,058
Total Expenditures	26,098,040	21,967,497	28,533,428	29,340,287	38,992,468

Human Resources

STAFFING

ELECTED OFFICIALS

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Council Member	5	5	5	5

FULL-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Admin Aide I - POA*	1	1	1	1
Administrative Aide I	4	4	4	4
Administrative Services Director/Treasurer	1 (contract)	1 (contract)	1 (contract)	1
Assistant Planner	1	1	1	2
Assistant to City Manager/City Clerk	1	1	1	0
Assistant City Manager / City Clerk	0	0	0	1
Assistant Engineer	0	1	1	1
Associate Planner	2	2	2	1
Building Inspector	1	1	1	1
CDD Director	1	1	1	1
City Attorney	1 (contract)	1 (contract)	1 (contract)	1 (contract)
City Engineer	1	0	0	0
City Librarian	1	1	1	1
City Manager	1	1	1	1
Civil Engineer II	1	0	0	0

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Custodian	1	1	1	1
Deputy City Clerk / Sr. Admin Analyst	0	1	1	0
DPW Division Manager	1	1	1	1
DPW Supervisor	1	1	1	1
Fleet Coordinator	1	1	1	1
Human Resources Manager	1	1	1	1
Landscape I	1	1	1	1
Landscape II	2	2	2	2
Lead Custodian	1	1	1	1
Librarian I	1	1	1	1
Librarian II	1	1	1	1
Library Assistant II	1	1	1	1
Maintenance Worker I	1	0	0	0
Maintenance Worker II	4	4	4	4
Parking Enforcement Officer	4	3.5	3	3
Permit Technician	1	1	1	1
Police Captain	1	1	1	1
Police Chief	1	1	1	1
Police Corporal	2	2	2	2
Police Lieutenant	1	1	1	1
Police Officer	8	7.5	9	10
Police Officer-Investigator	1	2	1	1
Police Sergeant	4	4	4	4
Property Manager	0	1	1	1

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Public Works Director	1	0	0	0
Public Works Director/City Engineer	0	1	1	1
Records Supervisor / Assistant to Police Chief -Confidential	1	1	1	1
Recreation Coordinator	1	0	0	0
Recreation Director	1	1	1	1
Recreation Supervisor	1	2	2	2
Senior Accounting Technician	3	3	3	3
Senior Administration Analyst	0	0	0	1
Senior Civil Engineer	0	1	1	1
Senior Library Assistant	1	1	1	1
Sewer Maintenance Worker I	2	2	2	2
Sewer Maintenance Worker II	1	1	0	0
Sewer Systems Coordinator	1	1	1	1
Systems Technician	1	1	1	1
Technology Manager	1	1	1	1
Total	70 + 2 contract	71 + 2 contract	70 + 2 contract	73 + 1 contract

PART-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Interns	.9	.9	.9	.9
Evidence Technician (shared services)	.5	.5	.5	.5
Reserve Officer	0	.25	.25	.25
Police Interns	.1	.1	.1	.1

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Recreation Leader I	.6	.6	.6	.6
Recreation Leader II	.8	.6	.6	.7
Recreation Leader III	.1	0	0	0
Librarian I	1.0	1.0	1.0	1.0
Library Assistant I	1.2	1.2	1.2	1.2
Page & Summer Assistant	1.3	1.3	1.3	1.3
MLK Property Manager	0.75	0	0	0
Parking Administrator	.5	.5	.5	.75
Lead Parking Attendant	.5	.5	.5	.5
Total	8.25	7.45	7.45	7.70

GENERAL FUND

General Fund Summary

The **General Fund** is the principal operating fund of a government and is typically used to account for most of a government's departments. As a rule, the general fund should be used to account for all of a government's activities unless there is a compelling legal or managerial reason to use some other fund type. Governments may report only a single general fund. The following charts depict projected General Fund revenues, and expenditures and transfers (by department and by expense type) for FY 2015-16.

Revenues and Expenditures by Type are as follow:

General Fund Revenues by Type	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Taxes	6,696,728	7,456,375	7,560,000	7,750,303	9,010,000
Franchise Fees	773,712	790,795	802,000	799,386	805,000
Business Licenses	558,386	551,519	564,000	564,000	564,000
Intergovernmental	55,915	41,557	53,500	71,500	53,500
Permits & Fees	1,244,342	1,367,458	1,145,800	1,162,809	1,173,800
Fines	566,736	616,789	610,000	610,000	610,000
Rental	268,170	276,318	275,000	280,000	284,000
Interest Income	294,133	310,137	315,000	315,000	315,000
Miscellaneous	102,091	144,223	27,833	27,833	18,350
Transfers	3,522,532	1,850,158	2,305,158	2,305,158	2,080,026
Total Revenues	14,082,746	13,405,328	13,658,291	13,885,989	14,913,676

General Fund Expenditures by Type	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	5,314,798	5,430,281	5,745,812	5,772,812	5,991,304
Benefits	4,128,021	2,444,724	3,391,470	3,393,020	3,226,108
Professional Services	1,541,115	1,989,291	1,639,746	1,639,746	1,694,055
Operations	675,845	635,618	698,106	699,406	712,411
Other Services	524,760	514,204	635,886	652,895	660,807
Supplies	382,989	442,594	516,999	516,999	524,659
FFE	125,721	109,801	211,050	211,050	306,250
Transfers	868,478	1,148,284	889,826	889,826	1,767,876
Total Expenditures	13,561,725	12,714,797	13,728,895	13,775,754	14,883,469

Revenues by category and expenditures by department are as follows:

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Taxes	6,696,728	7,456,375	7,560,000	7,750,303	9,010,000
Franchise Fees	773,712	790,795	802,000	799,386	805,000
Business Licenses	558,386	551,519	564,000	564,000	564,000
Intergovernmental	55,915	41,557	53,500	71,500	53,500
Permits & Fees	1,244,342	1,367,458	1,145,800	1,162,809	1,173,800
Fines	566,736	616,789	610,000	610,000	610,000
Rental	268,170	276,318	275,000	280,000	284,000
Interest Income	294,133	310,137	315,000	315,000	315,000
Miscellaneous	102,091	144,223	27,833	27,833	18,350
Transfers	3,522,532	1,850,158	2,305,158	2,305,158	2,080,026
Total Revenues	14,082,746	13,405,328	13,658,291	13,885,989	14,913,676
Administration/Finance	1,212,117	1,359,203	1,505,229	1,505,229	1,568,997
Information Technology	449,869	506,493	659,255	659,255	781,468
Community Development	1,069,452	1,191,374	1,030,142	1,030,142	1,122,998
<i>Planning</i>	622,897	789,982	629,213	629,213	663,781
<i>Building</i>	446,555	401,392	400,930	400,930	459,218
Non-Department	3,356,203	2,030,216	2,398,204	2,398,204	2,784,015
Police	4,201,741	4,449,494	4,769,325	4,785,175	5,049,821
Public Works	1,669,894	1,562,326	1,706,200	1,720,200	1,806,932
<i>Maintenance</i>	1,495,238	1,460,268	1,475,497	1,487,497	1,548,527
<i>Engineering</i>	174,655	102,058	230,703	232,703	258,405
Recreation	823,408	823,225	834,696	851,705	897,996
Library	779,042	792,465	825,844	825,844	871,242
Total Expenditures	13,561,725	12,714,797	13,728,895	13,775,754	14,883,469
Net	521,020	690,531	(70,604)	110,235	30,207

General Fund Revenues

TAXES

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Secured Property Tax	2,588,756	3,075,929	3,100,000	3,150,000	3,200,000
Excess ERAF	582,163	329,326	300,000	315,303	400,000
AB 418 ERAF Settle for Special Ed		149,724	0.0%	0.0%	
ERAFIII Shift		-	0.0%	0.0%	
Total Secured Property Tax	3,170,919	3,554,980	3,400,000	3,465,303	3,600,000
Unsecured Property Tax	120,361	60,004	70,000	70,000	70,000
Property Transfer Tax	116,790	140,642	100,000	100,000	100,000
Property Tax In Lieu of VLF	560,660	575,330	580,000	615,000	580,000
Sales & Use Tax General	1,264,838	1,382,299	1,400,000	1,400,000	1,800,000
Sales & Use Tax Compensation Fund	442,050	484,525	500,000	490,000	400,000
Sales & Use Tax 1/2¢ Local Tax			250,000	250,000	1,000,000
Prop 172 Sales Tax for Police	54,348	56,367	60,000	60,000	60,000
Transient Occupancy Tax (Hotels)	966,762	1,202,228	1,200,000	1,300,000	1,400,000
Total Taxes	6,696,728	7,456,375	7,560,000	7,750,303	9,010,000

Property Taxes: The Property Taxes category is comprised of the following types of property tax:

- Net Secured Property Taxes
 - Secured levied
 - Supplemental roll
 - Unitary
 - Educational Revenue Augmentation Fund (ERAF)
 - Property tax Administration Fee (PTAF)
- Unsecured Property Taxes
- Property Transfer Taxes
- Property Tax in lieu of Vehicle License Fee (VLF).

Net Secured Property Taxes are assessed at the beginning of the calendar year, then levied, collected and distributed by the County during the following fiscal under the Teeter Plan where the City receives 55% of its levied property taxes in December, another 40% the following May, with the remaining 5% distributed two months later in July. In addition to levied secured property tax, the County collects and distributes to the City a monthly amount of property tax pertaining to supplemental roll

property tax (properties transferred after the levy date and taxes collected with the property's related "closing costs"). The City receives secured property tax in the form of unitary tax, the amount of property taxes generated from utility companies. Utility companies allocate property taxes to all taxing entities statewide through a special legislated formula. The City receives secured property taxes reimbursements from the excess monies distributed under the Educational Revenue Augmentation Fund (ERAF) shifts from 1992-1994. The County is permitted under Senate Bill 2557 to assess taxing entities for the County's share of costs for property tax administration.

Unsecured roll property taxes are taxes on property for which the lien is not sufficient to assure payment of the tax. Because the tax is not secured by real property (such as land) the tax is called "unsecured."

Property transfer taxes are taxes imposed on the purchaser of real property based on the value of the property

Property tax in lieu of VLF are taxes transferred from the State to replace the elimination of Vehicle License Fees.

Sales and Use Taxes are taxes imposed on the total retail price of any tangible personal property and the use or storage of such property when sales tax is not paid. Sales taxes are elastic in nature and generally reflect the overall tourism economic climate. Specifically, 44% of Sausalito's sales tax is generated from restaurants and 17% from retail establishments. The other 39% of sales tax is from more resident serving, or business-to-business economic segments.

Transient Occupancy Tax are taxes imposed on occupants for privilege of occupying room(s) in Sausalito hotels. Transient Occupancy Taxes are also elastic in nature and generally reflect the overall economic climate.

FRANCHISE FEES

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Electric Utility	44,802	50,854	50,000	49,563	50,000
Gas Utility	30,764	31,809	32,000	29,824	30,000
Garbage	507,850	520,796	520,000	520,000	525,000
Cable TV	190,297	187,336	200,000	200,000	200,000
Total Franchise Fees	773,712	790,795	802,000	799,386	805,000

Local Franchise Fees from state-issued gas and electric franchises are limited to 2% of the franchisee's gross annual receipts from the service area. Local Franchise Fees from state-issued cable TV franchises are limited to 5% of the franchisee's gross annual receipts from the service area. The City has the right to govern and collect franchise fees from local franchises issued for solid waste collection. The City's fee is 15% of gross annual receipts.

BUSINESS LICENSES

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Bus License Audit	(16,508)	(35,444)	(25,000)	(25,000)	(25,000)
Contractors Bus Lic.	34,117	27,651	35,000	35,000	35,000
Gross Receipts BL	471,173	480,718	475,000	475,000	475,000
Home Business	16,956	17,520	18,000	18,000	18,000
Apartments	24,957	31,811	25,000	25,000	25,000
Temp Special Events	18,347	1,829	20,000	20,000	20,000
Misc Flat Rate	5,907	25,229	10,000	10,000	10,000
Business License Unapplied Pay	2,252	834	5,000	5,000	5,000
CASp SB1186 Fee	1,186	1,370	1,000	1,000	1,000
Total Business License	558,386	551,519	564,000	564,000	564,000

The city issues Business Licenses in order to collect revenue and regulate various commercial and industrial activities within the City. Depending on determination of the classification of a business, the City imposes and collects either a flat tax rate or a gross receipt tax, ranging from 0.005% to 5.25%. Revenues from Business Licenses are generally as elastic as Sales Taxes and reflect the City's current economic climate.

INTERGOVERNMENTAL

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Homeowner's Exemption	36,276	16,819	37,500	37,500	37,500
Motor Vehicle	(1,480)	3,223	-	-	-
State Mandates SB 90	8,524	11,014	10,000	28,000	10,000
Abandoned Vehicle Abate Reimb.	12,595	10,501	6,000	6,000	6,000
Total Intergovernmental	55,915	41,557	53,500	71,500	53,500

The City receives several revenues that are subventions from the State of California. In the General Fund, the subventions are the Homeowner's Property Tax, Motor Vehicle Tax and State Mandated Costs Reimbursements.

PERMITS & FEES

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Building	131,241	133,935	170,000	170,000	170,000
Electrical	18,768	18,502	20,000	20,000	20,000
Mechanical	11,340	13,265	10,000	10,000	10,000
Plumbing	30,274	29,247	30,000	30,000	30,000
Building - Plan Check	137,413	119,229	150,000	150,000	150,000
Building Record Fees	17,291	14,599	13,000	13,000	13,000
Energy Check Fee	4,273	5	10,000	10,000	10,000
Encroachment - Engr	67,267	98,247	20,000	20,000	20,000
Grading Permit	11,158	1,867	5,000	5,000	5,000
Total Building Permits	429,023	428,896	428,000	428,000	428,000

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Dunphy Park	10,622	8,222	4,000	4,000	4,000
Sweeny Park	1,045	1,093	500	500	500
Cloud View Park	112	418	200	200	200
MLK	19,055	17,892	12,500	12,500	12,500
Marinship Park	5,034	5,055	6,500	6,500	6,500
Memorial Bench program		25,973	5,000	5,000	
Brochure Adversting Sales	13,375	8,000	10,000	10,000	10,000
Banner/Event Application Fees	4,799	5,344	3,500	3,500	4,500
Youth Class Fees	176,926	147,108	117,000	117,000	125,000
Adult Class Fees	53,235	55,147	45,000	45,000	45,000
Senior Program Fees	2,837	3,045	3,000	3,000	3,000
Special Interest Trips			2,500	2,500	1,500
Special Interest Trips	3,495	2,419	-	-	
Special Event Garage Sales	3,388	3,977	3,800	3,800	3,800
Special Events - Other	3,101	2,771	2,500	2,500	2,500
Arias in the Afternoon	4,840	5,347	5,300	5,300	5,300
Caledonia Street Fair	24,331	17,487	20,000	20,000	12,000
Chili Cook-off	7,193	5,925	6,100	6,100	6,100
Easter Donations	216	241	400	400	400
Fourth of July Fireworks	24,460	27,284	26,500	26,500	30,000
Fourth of July Picnic	2,180	2,772	2,800	2,800	2,800
Halloween Donations	2,686	2,629	2,500	2,500	2,500
Jazz by the Bay	48,413	52,093	45,000	45,000	45,000
Facility Rentals	770	7,990	5,000	5,000	12,000
Exercise Room	180	754	500	500	500
Game Room	895	1,231	700	700	700
Senior Center	12,269	12,367	11,500	11,500	11,500
Age Friendly				17,009	24,000
Gymnasium	36,749	64,343	50,000	50,000	50,000
Childrens Concerts	1,500	1,500	1,500	1,500	1,500
Photography and Film Permits	8,491	3,930	3,000	3,000	3,000
Donation for Park Improvements	17,000		-	-	-
Donations - Recreation	(14,402)	606	-	-	6,000

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Dunphy Park	10,622	8,222	4,000	4,000	4,000
Sweeny Park	1,045	1,093	500	500	500
Cloud View Park	112	418	200	200	200
MLK	19,055	17,892	12,500	12,500	12,500
Marinship Park	5,034	5,055	6,500	6,500	6,500
Memorial Bench program		25,973	5,000	5,000	
Brochure Adversting Sales	13,375	8,000	10,000	10,000	10,000
Banner/Event Application Fees	4,799	5,344	3,500	3,500	4,500
Youth Class Fees	176,926	147,108	117,000	117,000	125,000
Adult Class Fees	53,235	55,147	45,000	45,000	45,000
Senior Program Fees	2,837	3,045	3,000	3,000	3,000
Special Interest Trips			2,500	2,500	1,500
Special Interest Trips	3,495	2,419	-	-	
Special Event Garage Sales	3,388	3,977	3,800	3,800	3,800
Special Events - Other	3,101	2,771	2,500	2,500	2,500
Arias in the Afternoon	4,840	5,347	5,300	5,300	5,300
Caledonia Street Fair	24,331	17,487	20,000	20,000	12,000
Chili Cook-off	7,193	5,925	6,100	6,100	6,100
Easter Donations	216	241	400	400	400
Fourth of July Fireworks	24,460	27,284	26,500	26,500	30,000
Fourth of July Picnic	2,180	2,772	2,800	2,800	2,800
Halloween Donations	2,686	2,629	2,500	2,500	2,500
Jazz by the Bay	48,413	52,093	45,000	45,000	45,000
Facility Rentals	770	7,990	5,000	5,000	12,000
Exercise Room	180	754	500	500	500
Game Room	895	1,231	700	700	700
Senior Center	12,269	12,367	11,500	11,500	11,500
Age Friendly				17,009	24,000
Gymnasium	36,749	64,343	50,000	50,000	50,000
Childrens Concerts	1,500	1,500	1,500	1,500	1,500
Photography and Film Permits	8,491	3,930	3,000	3,000	3,000
Donation for Park Improvements	17,000		-	-	-
Donations - Recreation	(14,402)	606	-	-	6,000
Total Recreation Fees	474,716	492,959	396,800	413,809	432,300

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Admin Fees	30,186	30,311	30,000	30,000	30,000
Police	8,500	9,645	10,000	10,000	10,000
Police - Alarms	4,500	6,850	5,000	5,000	5,000
Unclaimed Property Evidence Sales	3,343	2,647			
Fire	3,625	(3,625)			
Misc CDD Fees	105,513	60,658	25,000	25,000	25,000
Public Work	7,184	5,816	15,000	15,000	15,000
Library Fees	11,645	11,032	15,000	15,000	7,500
Total Miscellaneous Fees	174,497	123,334	100,000	100,000	92,500

The City charges certain permits, licenses and fees for the cost recovery of providing Current Planning, Building Inspection, Recreation and other municipal services. These revenues are seasonal and highly elastic in conjunction with the City's economic climate.

FINES, INTEREST, MISCELLANEOUS REVENUES

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Municipal Code Fines	563,114	604,737	600,000	600,000	600,000
Code Enforcement Muni Code Fine	3,621	12,052	10,000	10,000	10,000
Total Fines and Forfeitures	566,736	616,789	610,000	610,000	610,000
Interest on Investments	294,133	310,137	315,000	315,000	315,000
Total Interest	294,133	310,137	315,000	315,000	315,000
Land, Antennas, etc	167,810	175,958	175,000	180,000	184,000
Bldg Lease	100,360	100,360	100,000	100,000	100,000
Pay Phone Profits					
Total Rentals	268,170	276,318	275,000	280,000	284,000

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Contribution - NorthNet Library System/V	9,250		4,307	4,307	
Contribution - Library Friends	72,386	9,388	11,526	11,526	13,350
Contributions - Robin Sweeney Park	2,400	10,866			
Misc Revenue	11,350	123,969	5,000	5,000	5,000
Art Festival Parking	6,706		7,000	7,000	-
Proceeds of Sale of Fix Assets					
Insurance Reimbursements					
Total Miscellaneous Revenue	102,091	144,223	27,833	27,833	18,350

Revenues from Municipal Code Violations, Interest on investments, rentals of City property, contributions from the community and other small miscellaneous revenues are collected by the City.

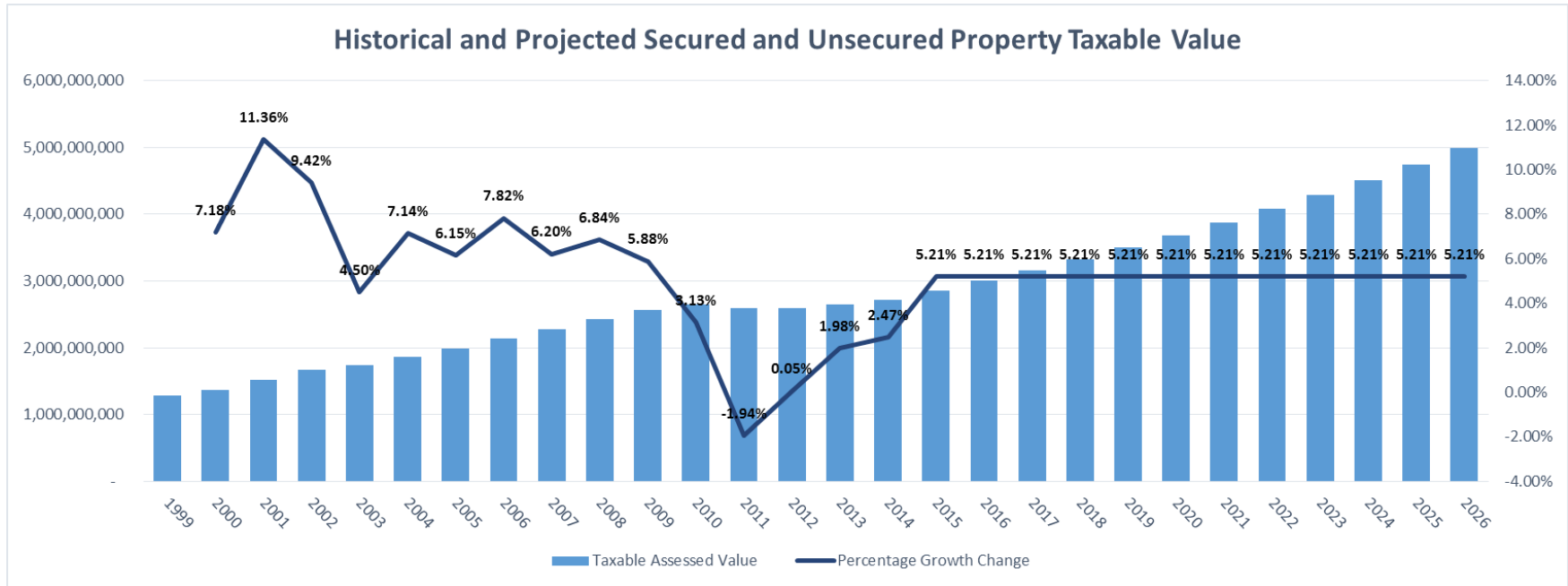
TRANSFERS IN

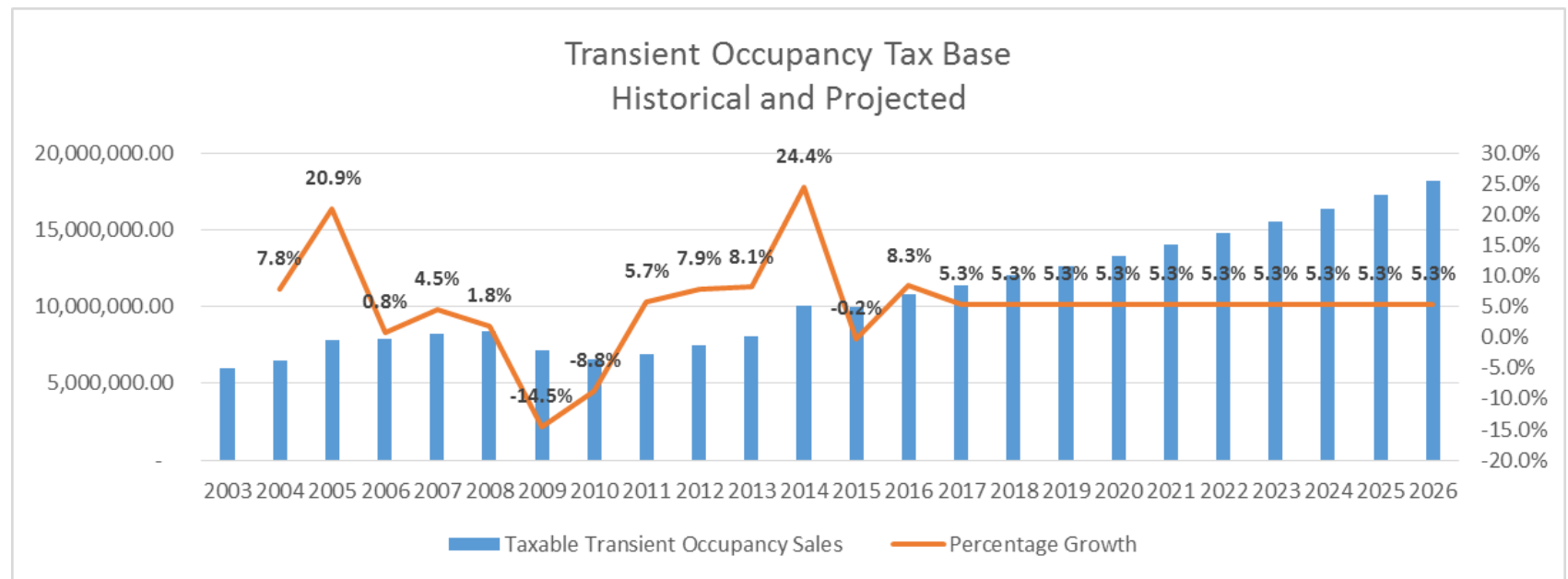
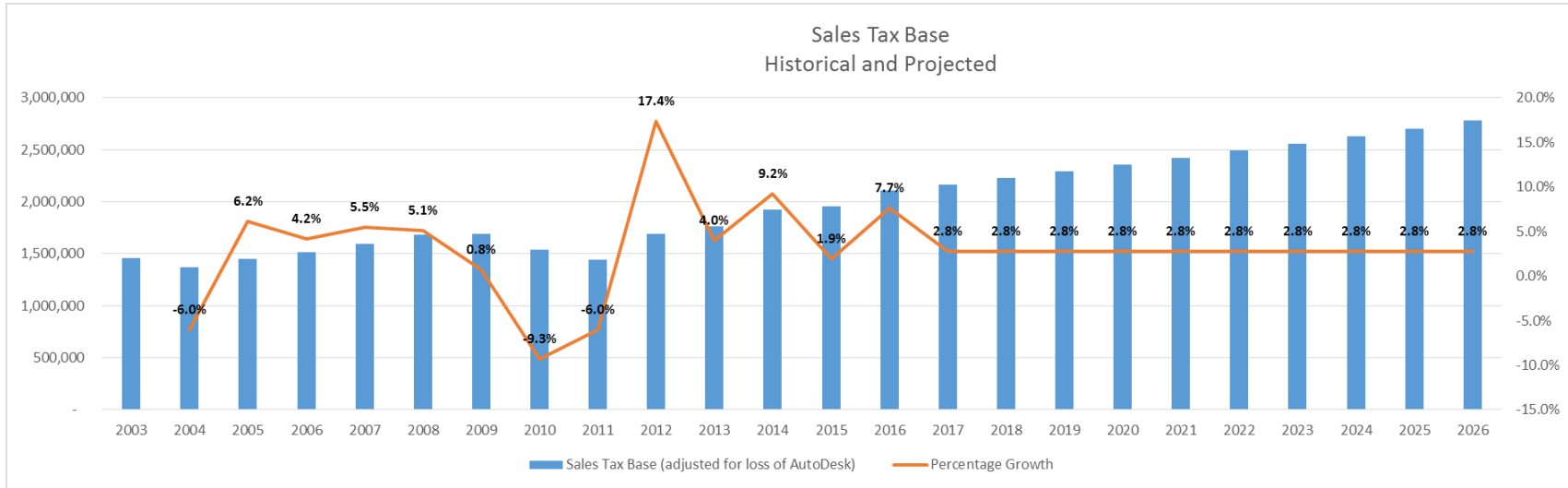
The City transfers into the General Fund monies from other City funds in order to cover the cost of administrative services provided to the respective funds and to assist in subsidizing General Fund levels of service.

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Parking Transfer In	1,185,000	1,185,000	1,185,000	1,185,000	1,385,000
Sewer Transfer In	162,283	162,283	162,283	162,283	167,151
Tidelands Transfer In	219,500	219,500	219,500	219,500	219,500
Old City Hall Transfer In	175,000	250,000	275,000	275,000	275,000
Transfer in from Emp Benefits Fund	413,515		430,000	430,000	
Transfer In From Veh Repl Fund	1,333,859				
MLK Transfer in (Admin)	33,375	33,375	33,375	33,375	33,375
Total Transfer In	3,522,532	1,850,158	2,305,158	2,305,158	2,080,026
Total Revenues	14,082,746	13,405,328	13,658,291	13,885,989	14,913,676

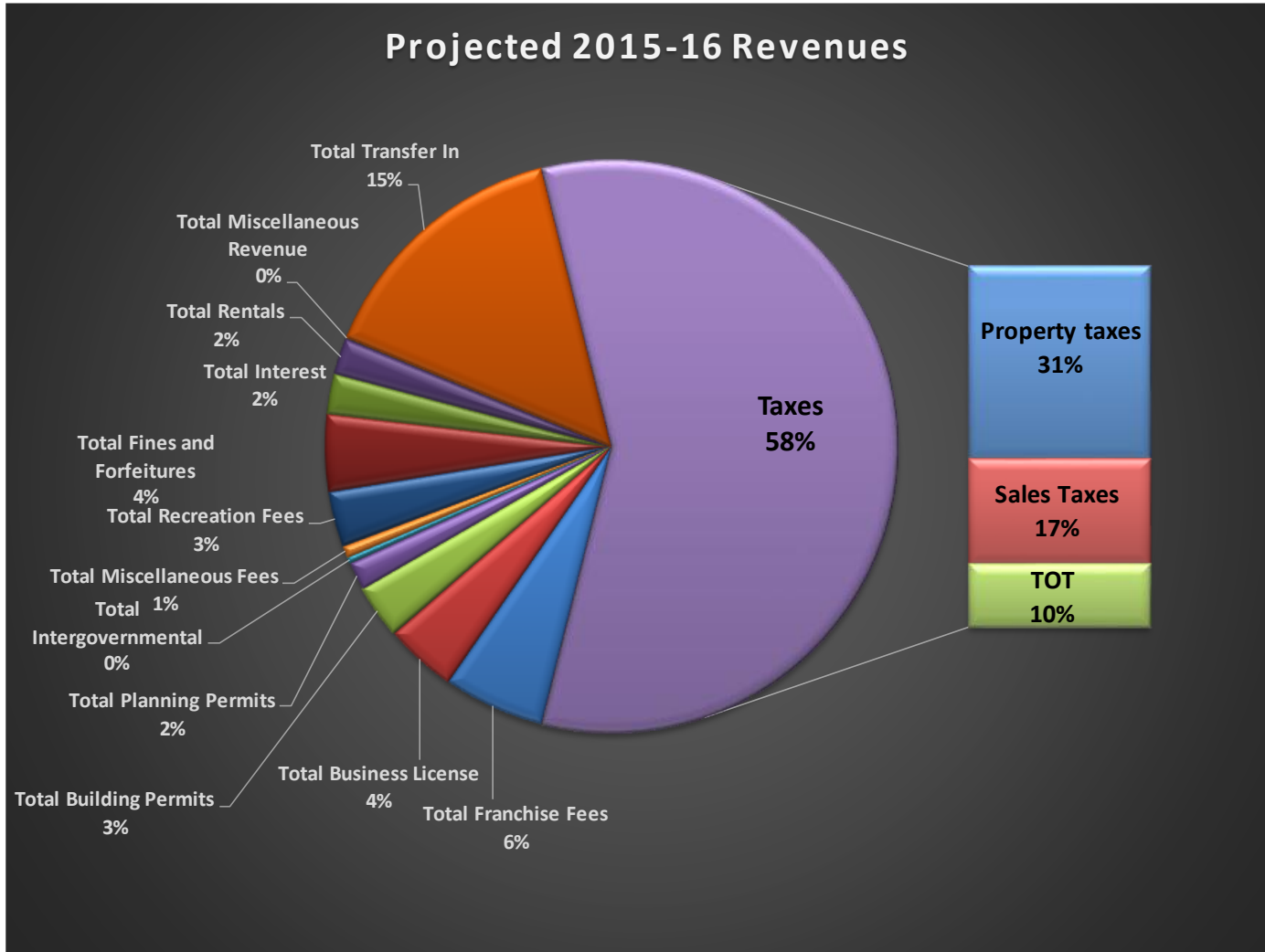
GENERAL FUND REVENUES FORECAST METHODOLOGY:

The City generally forecasts its major taxes by using a growth factor equal to the prior 15 year average for each major tax type, as depicted in the accompanying charts, and then adjusting the calculated growth factor based on known local economic conditions. All other revenues are conservatively estimated based on the prior two year receipts, and adjusting to any known local economic conditions or events that would affect the estimate.





General Fund Revenue Summary Chart:



General Fund Expenditures

General Fund Expenditures by Type	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	5,314,798	5,430,281	5,745,812	5,772,812	5,991,304
Benefits	4,128,021	2,444,724	3,391,470	3,393,020	3,226,108
Professional Services	1,541,115	1,989,291	1,639,746	1,639,746	1,694,055
Operations	675,845	635,618	698,106	699,406	712,411
Other Services	524,760	514,204	635,886	652,895	660,807
Supplies	382,989	442,594	516,999	516,999	524,659
FFE	125,721	109,801	211,050	211,050	306,250
Transfers	868,478	1,148,284	889,826	889,826	1,767,876
Total Expenditures	13,561,725	12,714,797	13,728,895	13,775,754	14,883,469

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Administration/Finance	1,212,117	1,359,203	1,505,229	1,505,229	1,568,997
Information Technology	449,869	506,493	659,255	659,255	781,468
Community Development	1,069,452	1,191,374	1,030,142	1,030,142	1,122,998
<i>Planning</i>	622,897	789,982	629,213	629,213	663,781
<i>Building</i>	446,555	401,392	400,930	400,930	459,218
Non-Department	3,356,203	2,030,216	2,398,204	2,398,204	2,784,015
Police	4,201,741	4,449,494	4,769,325	4,785,175	5,049,821
Public Works	1,669,894	1,562,326	1,706,200	1,720,200	1,806,932
<i>Maintenance</i>	1,495,238	1,460,268	1,475,497	1,487,497	1,548,527
<i>Engineering</i>	174,655	102,058	230,703	232,703	258,405
Recreation	823,408	823,225	834,696	851,705	897,996
Library	779,042	792,465	825,844	825,844	871,242
Total Expenditures	13,561,725	12,714,797	13,728,895	13,775,754	14,883,469

CITY COUNCIL / ADMINISTRATION / FINANCE DEPARTMENTS

DEPARTMENT DESCRIPTION

There are five major programmatic activities of the Administration Department: City Council, City Manager, City Clerk, Finance, and Human Resources.

The Sausalito **City Council** is the community's part-time legislative body consisting of five members including the Mayor, Vice Mayor and three Councilmembers. They are elected at-large on a non-partisan basis for a four-year term. The terms are staggered so that a measure of continuity is maintained in the transitions from one Council to the next.

The **City Manager** is the administrative head of the government. It is the duty of the City Manager to enforce all laws and ordinances of the City, and to see that all franchises, contracts, permits and privileges granted by the City Council are faithfully observed. It is also the responsibility of the City Manager to recommend to the City Council such reorganization of offices, positions, departments or units under his/her direction as may be indicated in the interest of efficient, effective and economical conduct of the City's business.

The **City Clerk** serves as the Clerk to the City Council, maintaining the official records of the City of Sausalito, and providing information and services to the public. As such, the Clerk is the historian for the City, keeping all minutes, ordinances and resolutions, and all official actions taken by the Council.

Financial Services is responsible for administering the financial affairs of the City. Financial Administration consists of: accounting for the collection and disbursement of all moneys; investing idle funds; and, budgetary management.

Human Resources activities consist of conducting recruitments for job openings and other special HR projects as requested by the City Manager; establishing and interpreting human resources policies; and administering benefits workers' compensation claims.

STAFFING

ELECTED OFFICIALS

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
City Council Members	5	5	5	5

FULL-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
City Manager	1	1	1	1
City Clerk/Assistant City Manager	1	1	1	1
Administrative Services Director	1	1	1	1
Human Resources Manager	1	1	1	1
Finance Manager	0	1	1	1
Senior Accounting Technician	3	3	3	3
Admin Aide	1	1	1	1
TOTAL	8	9	9	9

PART-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Interns	2 (2,000 hours)	2 (2,000 hours)	2 (2,000 hours)	2 (2,000 hours)

EXPENDITURES BY CATEGORY

Admin	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	731,068	814,226	851,484	851,484	867,111
Benefits	209,228	241,854	258,524	258,524	273,664
Professional Services	217,518	235,756	268,500	268,500	288,500
Operations	10,850	12,714	20,000	20,000	15,000
Other Services	14,991	19,405	52,550	52,550	66,550
Supplies	21,098	24,323	33,000	33,000	34,000
FFE	365	2,767	-	-	-
Transfers	7,000	8,159	21,172	21,172	24,172
Total Expenditures	1,212,117	1,359,203	1,505,229	1,505,229	1,568,997

INFORMATION TECHNOLOGY

DEPARTMENT DESCRIPTION

The Information Technology Division mission is both to provide and manage technological solutions for communications, data management and government transparency as well as provide accurate, timely and professional customer service and support to the City of Sausalito staff.

The Information Technology Division is responsible for network connectivity, network security, management of public and private networks (wired and Wi-Fi), and for integrating emerging technologies that improve productivity into the work flow of law enforcement, public safety and general City staff.

The IT division is also responsible for providing communications support for the Emergency Operations Center both during and prior to activation.

STAFFING

FULL-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Information Technology Manager	1	1	1	1
Information Technology Technician	1	1	1	1
TOTAL	2	2	2	2

EXPENDITURES BY CATEGORY

IT	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	117,793	168,004	168,926	168,926	180,391
Benefits	42,438	64,715	70,134	70,134	76,572
Professional Services	160,998	118,570	79,270	79,270	86,270
Operations	2,743	4,091	3,600	3,600	3,600
Other Services	433	160	6,000	6,000	6,000
Supplies	22,905	61,603	147,659	147,659	149,769
FFE	100,854	87,746	179,250	179,250	274,450
Transfers	1,704	1,605	4,416	4,416	4,416
Total Expenditures	449,869	506,493	659,255	659,255	781,468

COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

DEPARTMENT DESCRIPTION

The Planning Division processes applications for discretionary planning permits for development projects proposed by private individuals and undertakes the preparation of advanced planning projects such as plan and ordinance amendments. The Division provides staff support for the Planning Commission, Historical Landmarks Board, and the Trees and Views Committee as well as the City Council. Additionally, the Code Enforcement Officer enforces the City's development regulations and permit conditions.

The Planning Division's responsibilities are as follows:

1. **CURRENT PLANNING.** Planning Division staff provide support to the Planning Commission, Historical Landmarks Board, Trees and Views Committee, and City Council. Planning staff review and analyze applications for various permits, including design review permits, conditional use permits, sign permits, variances, and zoning permits. Staff also evaluate and determine the appropriate level of environmental review for current planning projects. The Community Development Director reviews and acts upon certain minor permits as the City's Zoning Administrator.
2. **ADVANCED PLANNING.** Planning Division staff prepare and update long-range plans, including the General Plan Elements and the Marinship Specific Plan on an as-needed basis. In addition, updates and modifications of the City's development regulations are handled by the Planning Division staff. Special projects, including protection of historical resources, preparation of economic development studies, and creation of design guidelines are advance planning projects handled by the planning staff.
3. **CODE ENFORCEMENT.** Planning Division staff investigate complaints of regarding violations of the Municipal Code and Zoning Ordinance on private and public property, as well as City's development regulations and permit conditions. Upon receipt of a complaint, Planning staff contact the property and/or business owners, provide options for compliance, and if compliance is not achieved, issue citations. Code enforcement is generally handled on a complaint basis.
4. **PUBLIC INFORMATION.** Planning Division staff maintains information for residents, property owners, and business owners regarding land use and zoning matters, as well as property records for all parcels within the City limits. This service is available over 40 hours per week at the public counter, in addition to via telephone and email.

STAFFING

FULL-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
CDD Director	0.6	0.6	0.6	0.6
Associate Planner	2	2	2	1
Assistant Planner	1	1	1	2
Admin Aide	1	1	1	1
TOTAL	4.6	4.6	4.6	4.6

EXPENDITURES BY CATEGORY

CDD-Planning	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	385,084	241,304	373,156	373,156	361,143
Benefits	111,140	71,959	130,548	130,548	138,829
Professional Services	103,432	423,514	88,400	88,400	118,400
Operations	5,025	6,068	7,700	7,700	9,500
Other Services	5,585	27,958	6,800	6,800	13,300
Supplies	8,611	15,388	14,000	14,000	14,000
FFE	-	-	-	-	-
Transfers	4,020	3,792	8,609	8,609	8,609
Total Expenditures	622,897	789,982	629,213	629,213	663,781

COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING INSPECTION DIVISION

DEPARTMENT DESCRIPTION

The Building Division ensures private and public construction projects comply with the California Construction Codes. The Division staff advise the City Council on the periodic local amendments of the California Construction Codes. Building Division staff provide information to the public on compliance with the California Construction Codes on an over-the-counter basis on most Tuesdays.

The Building Division's responsibilities are as follows:

1. **PLAN CHECK.** Building Division staff administer the plan check process for the review of construction plans to ensure the plans comply with the California Construction Codes and the local amendments adopted by the City. Depending upon the scope of the project, plan checks may involve review of the plans by staff from the Planning Division, Engineering Division, Southern Marin Fire Protection District, the City's plan check consultants.
2. **BUILDING PERMIT.** Building Division staff calculate building permit fees and issue building permits following approval construction plans in the plan check process noted above. Upon completion of the construction project, Building Division staff verify all permit requirements have been met prior to completion of final inspection.
3. **BUILDING INSPECTION.** Building Division staff conduct in-progress inspections of projects with active building permits. Inspections need to be scheduled ahead of time.
4. **CODE ENFORCEMENT.** Building Division staff investigate complaints of unpermitted construction. Upon becoming aware of an alleged violation, Building staff, in concert with Planning Division staff, contact the responsible parties, provide options for compliance, and if compliance is not achieved, issue citations.
5. **PUBLIC INFORMATION.** Building Division staff maintains information for residents, property owners, and business owners regarding building permits and construction records for all parcels within the City limits. This service is available over 40 hours per week at the public counter, in addition to via telephone and email. The Building staff also administer the Residential Building Report program for sale of residential properties.

STAFFING

FULL-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
CDD Director	0.4	0.4	0.4	0.4
Building Inspector	1	1	1	1
Permit Technician	1	1	1	1
TOTAL	2.4	2.4	2.4	2.4

EXPENDITURES BY CATEGORY

CDD-Building	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	208,210	189,485	189,709	189,709	236,832
Benefits	65,243	52,783	63,944	63,944	74,098
Professional Services	158,293	143,910	135,000	135,000	135,000
Operations	650	819	750	750	750
Other Services	2,800	2,016	2,000	2,000	2,000
Supplies	2,800	3,732	2,900	2,900	2,900
FFE	-	-	-	-	-
Transfers	8,560	8,648	6,626	6,626	7,637
Total Expenditures	446,555	401,392	400,930	400,930	459,218

NON-DEPARTMENTAL

DEPARTMENT DESCRIPTION

The purpose of the Non-Departmental Department is to record expenditures that are not associated with another specific department of the City, or cut across a number of departments and thus are more easily accounted for in one section.

- Annual financial audit, state controller reporting
- Mandated cost claiming and sales tax audits
- Pension and OPEB consulting services
- City Attorney and other legal expenses
- Retiree health care
- Former fire-fighters pension costs
- Intra-governmental expenses for animal control, LAFCO, Marin General Services, Marin Telecommunication
- General Liability, property, employee liability and auto physical damage premiums
- Contributions for Volunteers, employee appreciation, Sister Cities, historical society, and Marin Renters Rebate
- Support for Hospitality Commission and Business Advisory Commission
- Memberships in League of California Cities and ABAG
- Transfers to the General Capital Improvement Program
- Transfers for Sewer Rebate program

EXPENDITURES BY CATEGORY

Non-Dept	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries					
Benefits	1,906,430	193,301	832,204	832,204	395,894
Professional Services	445,860	581,231	551,000	551,000	545,000
Operations	21,100	22,839	21,500	21,500	21,500
Other Services	293,606	225,862	324,500	324,500	301,621
Supplies	5,599	974	6,000	6,000	7,000
FFE	-	4,746	-	-	-
Transfers	683,607	1,001,264	663,000	663,000	1,513,000
Total Expenditures	3,356,203	2,030,216	2,398,204	2,398,204	2,784,015

POLICE DEPARTMENT

DEPARTMENT DESCRIPTION

The Sausalito Police Department provides a full range of services to the community through two Divisions: Administration and Operations. These divisions work in concert to achieve the common mission with integrity, professionalism and dedication to work in partnership with our community, to enhance safety, quality of life and community trust. The dedicated men, women and volunteers of the Sausalito Police Department devote their time and services to help make the City of Sausalito a safe place to live, work and play.

We are proud of our organization and the service we provide to the community. The dimensions of our community-oriented policing philosophies are problem solving, community partnerships, and a focus on service delivery at the neighborhood level. Our services include Patrol, investigations, Emergency Services, Parking Enforcement, Community Outreach, information Technology and other programs designed to enhance the quality of life in Sausalito.

The overall goals of the department are to enhance public safety by:

- Creating a safer environment within our community through education, awareness and enforcement of federal and state laws, and local ordinances
- Maintaining and increasing effective partnerships with our regional, state and federal law enforcement partners to provide effective and efficient service delivery
- Reducing the occurrence of criminal activity through predictive policing efforts, proactive responses to crime and utilizing social media, public education, and crime prevention
- Cultivating and maintaining genuine partnerships with our community

Office of the Chief: The Chief of Police is responsible for the overall management and direction of the Department's programs and activities within the Administrative and Services Division and the Operations Division. The way in which we deliver services is founded in our belief in the value of Community Policing and our commitment to problem solving, quality service delivery to our community members and each other, and investment in community partnerships.

The department is focused on community problem solving. Individual officers and patrol teams are responsible for identifying problems and creating and implementing solutions to those problems. In furtherance of this effort, the department continues to develop relationships with specific segments of our community such as the Chamber of Commerce, homeowner and neighborhood associations, schools, non-profit organizations, the faith community and service clubs, among others.

Administration and Services Division: This element provides overall administration and management of three sections of the department: Records Management, Property and Evidence, and Professional Standards.

Records Management: This element processes police reports and requests for service, answers calls from the public, retrieves and archives police reports, completes statistics, crime analysis, seals and purges reports in response to state mandates, maintains confidential files, processes subpoenas and request for records, processes supply requests for all department activities, and prepares and delivers documents to and from the District Attorney's office.

Property and Evidence: This element receives, stores and releases property and evidence for all police cases, and destroys controlled substances and firearms in accordance with state law.

Professional Standards: This element is responsible for all recruitment and training activities for the sworn and civilian staff of the Police Department. This includes POST (Peace Officer Standards and Training), non-POST training, recruitment and selection activities of new police employees and volunteers. The Lieutenant assigned to this program provides administrative support to the police department and oversees the Training Sergeant, the Firearms Program, the Defensive Tactics Program, Property and Evidence, Special Event Permits, Volunteers, Intern Program, Resident Academy, Homeless Outreach Program, Department Fitness and Health Program, Peer Support and the Chaplain Program.

Parking Enforcement: This element is responsible for oversight of parking equipment, coin collection, refunds, complaints, applications and issuance of Commuter and Residence cards, review and issuance of Resident and Special permits, scheduling of Parking Enforcement Staff, develop policy, oversight of collection and processing agency, reviewing 1st level disputes, on-line valet parking system, maintain database, maintain and repair multiple space meters, and community outreach communications

Operations Division: This element provides overall administration and management of two sections: Operations, and Investigations. Operations Administration is responsible for the direct supervision and coordination of all patrol activities, including officer scheduling, Directed Patrol activities, undercover operations, ensuring minimum staffing levels, and coordinating special events.

Operations: Members of this Division are divided into two areas of responsibility; uniformed front line personnel, and Specialized Units. Uniformed personnel respond to all calls for service and initiate most investigations. Patrol of the City is conducted 24 hours a day. Seven days a week. Uniformed personnel operate in marked police vehicles, on bicycles, on foot and on dual-purpose motorcycles. Uniformed personnel, document incidents, and conduct preliminary investigations. They provide the first level of traffic safety as well as address community “quality of life” issues. Directed patrol is often employed to target hot crimes areas in the city. This element is also responsible for specialized units such as the Special Response/Crisis intervention Team members, Marine Patrol, Traffic and Special Event staffing. The department assigns qualified members to participate in multi-agency Special Response/Crisis Intervention Team. This team provides highly trained personnel to handle critical incidents involving a barricaded subject, hostage or high-risk search warrant situation. The Marine Patrol program element provides four-hour patrols once per week. It operates a 26’ safe boat provided by the US Army Corps. The unit is responsible for critical infrastructure security patrols, homeland security checks, enforcement of maritime laws, resident outreach, boater assistance and rescue.

Investigations Section: This element is responsible for misdemeanor and felony crimes against persons and property within the city. The assigned personnel investigate burglary, auto theft, auto burglaries, check fraud, grand theft, sex and narcotic registrants, child abuse, elder and dependent adult abuse, domestic violence, death investigations, missing persons, and intelligence issues. This program also proves the community with crime prevention and community Safety outreach.

STAFFING

Sausalito Police Department's full-time staffing includes nineteen sworn positions, three parking enforcement positions and two administrative positions. Patrol operations has four shifts and two out of three beats to cover 24 hours/day, 7days each week. The third beat along the waterfront is patrolled for four hours once a week. Authorized staffing in patrol is four sergeants and ten officers (including 2 corporals) which is divided into 4 shifts; 1 sergeant, 1 corporal and 2 officers for Night Shifts and 1 sergeant and 2 officers for Day shifts.

FULL-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Chief	1	1	1	1
Captain	1	1	1	1
Lieutenant	1	1	1	1
Sergeants	4	4	4	4
Corporal	2	2	2	2
Officer -Investigator	2	2	2	1
Officer	7	7.5	8	10
Parking Enforcement Officer	4	3.5	3	3
Admin Aide	1	1	1	1
Records/Assistant to Chief	1	1	1	1
TOTAL	24	24	24	25

PART-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Evidence Technician (shared services)	.5	.5	.5	.5
Reserve Officer	0	.25	.25	.25
Police Interns	.1	.1	.1	.1
TOTAL	.5	.75	.75	.75

EXPENDITURES BY CATEGORY

Police	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	2,263,838	2,389,338	2,459,557	2,484,557	2,589,768
Benefits	1,197,543	1,296,152	1,475,538	1,477,088	1,629,121
Professional Services	136,709	176,097	223,117	223,117	220,117
Operations	328,418	318,712	304,927	294,227	294,230
Other Services	63,919	85,873	83,689	83,689	85,493
Supplies	82,532	82,963	84,590	84,590	84,590
FFE	14,080	9,607	10,550	10,550	10,550
Transfers	114,703	90,753	127,356	127,356	135,952
Total Expenditures	4,201,741	4,449,494	4,769,325	4,785,175	5,049,821

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT DESCRIPTION

The Department's mission is to provide quality, professional, effective, respectful and timely services to residents, businesses, City staff and guests. We focus on integrity in our relationships --- both with our peers and our customers; on customer service and satisfaction; and on pride in our work, our workplaces and our community -- holding sacred the community's trust.

The Department is responsible for the design, construction, management and maintenance of the City's infrastructure, including streets, trees, sidewalks, stairs, steps, pathways, parking lots and other rights-of-way; parks; creeks(in public easements, or public right-of-way); shorelines; sewers and storm drains; buildings and structures; vehicles and equipment; street lights and traffic signals. In addition, we facilitate environmental compliance (including storm water pollution prevention), sustainability, protection of trees; and floodplain administration. The Department of Public Works is a key responding agency in emergencies involving our infrastructure as well as weather and other disasters with the potential for adverse impacts to public health or the environment.

STAFFING – DPW (ENGINEERING, MAINTENANCE, SEWER)

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Public Works Director	1	0	0	0
Public Works Director/City Engineer	0	1	1	1
City Engineer	1	0	0	0
Senior Civil Engineer	0	1	1	1
Civil Engineer II	1	0	0	0
Assistant Engineer	0	1	1	1
Admin Aide I	1	1	1	1
DPW Division Manager	1	1	1	1
DPW Supervisor	1	1	1	1
Fleet Coordinator	1	1	1	1
Maintenance Worker I	1	0	0	0
Maintenance Worker II	4	4	4	4
Landscape Worker II	2	2	2	2

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Landscape Worker I	1	1	1	1
Lead Custodian	1	1	1	1
Custodian	1	1	1	1
Sewer Maintenance Worker I	2	2	1	1
Sewer Maintenance Worker II	1	1	1	1
Sewer System Coordinator	1	1	1	1
TOTAL	21	20	19	19

- DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION

STAFFING

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Public Works Director	0.25	0	0	0
Public Works Director/City Engineer	0	0.25	0.25	0.25
City Engineer	0.5	0	0	0
Senior Civil Engineer	0	0.5	0.5	0.5
Civil Engineer II	0.5	0	0	0
Assistant Engineer	0	0.5	1	1
Admin Aide I	0.5	0.5	0.5	0.5
TOTAL	1.75	1.75	2.25	2.25

EXPENDITURES BY CATEGORY

DPW-Engineering	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	94,344	97,635	195,037	197,037	203,457
Benefits	27,354	(50,798)	(27,858)	(27,858)	(17,785)
Professional Services	31,610	32,926	32,959	32,959	36,768
Operations	3,617	4,359	4,500	4,500	6,500
Other Services	9,641	8,099	5,925	5,925	7,325
Supplies	5,698	4,708	4,900	4,900	4,900
FFE	913	3,901	10,250	10,250	10,250
Transfers	1,479	1,228	4,990	4,990	6,990
Total Expenditures	174,655	102,058	230,703	232,703	258,405

- DEPARTMENT OF PUBLIC WORKS – MAINTENANCE DIVISION

STAFFING

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Public Works Director	0.25	0	0	0
Public Works Director/City Engineer	0	0.25	0.25	0.25
DPW Division Manager	0.4	0.4	0.4	0.4
DPW Supervisor	0.8	0.8	0.8	0.8
Fleet Coordinator	0.4	0.4	0.75	0.75
Maintenance Worker I	1	0	0	0
Maintenance Worker II	2.1	2.1	1.6	1.6
Landscape Worker II	2	2	2	2
Landscape Worker I	1	1	1	1
Lead Custodian	1	1	.9	.9
Custodian	1	1	.65	.65
TOTAL	9.95	8.95	8.35	8.35

EXPENDITURES BY CATEGORY

DPW-Maintenance	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	662,106	673,802	611,953	611,953	645,815
Benefits	323,661	317,249	315,044	315,044	337,235
Professional Services	71,805	82,115	72,000	72,000	72,000
Operations	296,163	258,211	325,229	337,229	342,230
Other Services	5,168	6,264	8,797	8,797	8,844
Supplies	100,812	106,755	91,650	91,650	89,200
FFE	4,957	-	10,000	10,000	10,000
Transfers	30,567	15,873	40,824	40,824	43,203
Total Expenditures	1,495,238	1,460,268	1,475,497	1,487,497	1,548,527

RECREATION DEPARTMENT

DEPARTMENT DESCRIPTION

The Sausalito Parks & Recreation Department's mission is to provide quality programs to Sausalito and its community that enhance growth, expression and recreation through people, parks and programs.

Each quarter the Department published the "Sausalito and it's Community" magazine which lists youth, adult, and senior classes for the next three months as well as events that the Department is producing during the same time period. The Department averages 50-60 classes per quarter many with multiple sessions and produces over 25 special events per year.

STAFFING

FULL TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Recreation Director	1	1	1	1
Recreation Supervisor	2	2	2	2
Admin Aide I	1	1	1	1
TOTAL	4	4	4	4

PART TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Recreation Leader I	.6	.6	.6	.6
Recreation Leader II	.8	.6	.6	.7
Recreation Leader III	.1	0	0	0
TOTAL	1.5	1.2	1.2	1.3

EXPENDITURES BY CATEGORY

Recreation	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	377,689	374,366	383,407	383,407	381,451
Benefits	119,536	127,725	135,170	135,170	165,369
Professional Services	158,216	144,262	136,000	136,000	136,000
Operations	6,443	6,684	7,500	7,500	16,500
Other Services	127,930	137,487	144,125	161,134	168,175
Supplies	17,138	19,619	18,500	18,500	18,500
FFE	4,553	1,035	1,000	1,000	1,000
Transfers	11,902	12,046	8,994	8,994	11,001
Total Expenditures	823,408	823,225	834,696	851,705	897,996

LIBRARY

DEPARTMENT DESCRIPTION

The Sausalito Public Library is located at 420 Litho Street in the City Hall building off Caledonia Street. The Library is open seven days a week and provides comfortable seating, public internet stations, free Wi-Fi for laptop users, story times and special programs for children, evening lectures and discussion groups for adults, and large collections of books, DVDs, CDs, audiobooks, and children's materials. Our website features our online library catalog, downloadable e-books and e-audiobooks, research databases, language instruction, museum passes, and our current adult and children's program schedules. The Library is a member of the MARINet consortium of libraries in Marin County. The Library is staffed by five full-time employees and a roster of hourly employees who work fewer than eighteen hours per week, on average.

STAFFING

FULL-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
City Librarian	1	1	1	1
Senior Library Assistant	1	1	1	1
Librarian II	1	1	1	1
Librarian I	1	1	1	1
Library Assistant II	1	1	1	1
TOTAL	5	5	5	5

PART-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Librarian I	1.0	1.0	1.0	1.0
Library Assistant I	1.2	1.2	1.2	1.2
Page & Summer Assistant	1.3	1.3	1.3	1.3
TOTAL	3.5	3.5	3.5	3.5

SERVICE INDICATORS

EXPENDITURES BY CATEGORY

Library	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Salaries	474,667	482,120	512,581	512,581	525,335
Benefits	125,449	129,785	138,223	138,223	153,110
Professional Services	56,675	50,911	53,500	53,500	56,000
Operations	834	1,120	2,400	2,400	2,600
Other Services	688	1,081	1,500	1,500	1,500
Supplies	115,795	122,530	113,800	113,800	119,800
FFE	-	-	-	-	-
Transfers	4,935	4,917	3,840	3,840	12,898
Total Expenditures	779,042	792,465	825,844	825,844	871,242

SPECIAL REVENUE FUNDS

Special revenue funds are established by a government to collect money that must be used for a specific project, either by law or by policy. Special revenue funds provide an extra level of accountability and transparency to taxpayers that their revenue dollars will go toward an intended purpose. For example, Sausalito establishes a special revenue fund to pay expenses associated with gas taxes because the state requires that the monies can only be used for certain street related expenses.

The following chart summarizes revenues and expenses for each of the City's Special Revenue funds:

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Tidelands Fund	704,756	795,842	719,350	719,350	719,350
Traffic Safety	42,219	42,617	40,000	40,000	40,000
Gas Tax	187,868	263,570	189,181	166,312	168,000
Construction Impact Fees	172,234	161,481	150,000	150,000	150,000
County Measure A and B	122,161	134,066	140,000	140,000	120,000
Storm Drain	71,809	71,921	74,500	74,500	74,500
Stairs	342	408	-	-	-
Recreation Grant	96,153	37,519	45,000	45,000	55,000
Total Revenues	1,397,542	1,507,425	1,358,031	1,335,162	1,326,850
Tidelands Fund	1,065,985	393,079	555,563	555,563	781,738
Traffic Safety	39,756	23,688	40,000	40,000	40,000
Gas Tax	58,241	371,309	202,000	202,000	162,000
Construction Impact Fees	126,042	430,149	289,999	289,999	150,000
County Measure A and B	-	297,048	-	-	240,000
Storm Drain	57,581	110,934	49,120	49,120	108,500
Stairs	3,969	18,496	-	-	20,000
Recreation Grant	97,138	8,802	45,000	45,000	55,000
Total Expenditures	1,448,712	1,653,503	1,181,682	1,181,682	1,557,238
Net	(51,170)	(146,079)	176,349	153,480	(230,388)

Revenues and expenditures by category, for all Special Revenue Funds combined, are as follows:

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Taxes	71,680	71,693	74,500	74,500	74,500
Intergovernmental	309,417	396,350	329,181	306,312	288,000
Permits & Fees	171,127	159,975	150,000	150,000	150,000
Fines	42,206	42,587	40,000	40,000	40,000
Rental	701,500	792,835	718,850	718,850	718,850
Interest Income	5,458	6,466	500	500	500
Miscellaneous	96,153	37,519	45,000	45,000	55,000
Total Revenues	1,397,542	1,507,425	1,358,031	1,335,162	1,326,850
Professional Services	137,160	94,874	102,000	102,000	106,500
Operations	98,337	121,327	298,583	298,583	300,583
Other Services	14,148	14,187	28,800	28,800	28,500
FFE	23,925	8,802	45,000	45,000	55,000
Transfers	1,175,143	1,414,313	707,299	707,299	1,066,655
Total Expenditures	1,448,712	1,653,503	1,181,682	1,181,682	1,557,238

Tideland Fund

DEPARTMENT DESCRIPTION

The City of Sausalito is the grantee of all tide and submerged lands, filled and unfilled, within the city limits which were granted to the City by the State of California pursuant to statutory grant as set forth in statutes in 1953, Chapter 534, on page 1795 and statutes of 1957, Chapter 791, page 2002. The City holds title to these lands subject to the public trust which limits their use to purposes consistent with commerce, navigation and fisheries (“public trust”). The grants provide that the City may lease the granted lands for limited periods, but in no event exceeding 50 years.

Accordingly, The City has leased its properties to the following entities:

TENANT	LEASE EXPIRES ON:
• Sausalito Yacht Club	• 09/30/2027
• Galilee Harbor	• 06/31/2023
• Sausalito Cruising Club	• Month-to-Month
• Trident/Ondine/Horizons	• 03/02/2038
• Scoma's	• Month-to-Month
• Pelican Harbor	• 01/31/2040
• Sausalito Yacht Harbor	• 12/31/2029 plus 2 five-year renewal options
• Spinnaker	• 01/26/2032
• Inn Above The Tides	• Month-to-Month
• Golden Gate Ferry Landing	• 11/30/2045

STAFFING

There are no dedicated personnel funded through the Tideland Special Revenue Fund, rather the Tideland Fund transfers money annually to the General Fund for certain administration, public works, public safety and other costs associated with managing the Tidelands

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Rental	701,500	792,835	718,850	718,850	718,850
Interest Income	3,255	3,007	500	500	500
Total Revenues	704,756	795,842	719,350	719,350	719,350
Professional Services	133,182	90,602	90,000	90,000	94,500
Operations	3,604	5,402	148,583	148,583	150,583
FFE	23,925	-	-	-	-
Transfers	905,275	297,074	316,980	316,980	536,655
Total Expenditures	1,065,985	393,079	555,563	555,563	781,738

Traffic Safety Fund

DEPARTMENT DESCRIPTION

All fines and forfeitures received as a result of arrests by city police officers for vehicle code violations must be deposited in a special city "Traffic Safety Fund" to be used for traffic control devices; maintenance of equipment and supplies for traffic law enforcement and traffic accident prevention; the maintenance, improvement or construction of public streets, bridges or culverts; and the compensation of school crossing guards who are not regular full-time members of the police department.

The City typically uses these funds for the maintenance, improvement or construction of public streets.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Fines	42,206	42,587	40,000	40,000	40,000
Interest Income	14	30	-	-	-
Total Revenues	42,219	42,617	40,000	40,000	40,000
Professional Services	-	-	10,000	10,000	10,000
Operations	39,756	23,688	30,000	30,000	30,000
Transfers	-	-	-	-	-
Total Expenditures	39,756	23,688	40,000	40,000	40,000

Gas Tax Fund

DEPARTMENT DESCRIPTION

The State of California imposes excise taxes on various transportation fuels. California motor vehicle fuel taxes include the gasoline tax, diesel fuel tax, and the use fuel tax. The allocation of highway user tax revenues is complex. The use of Motor Vehicle Fuel Tax is restricted by Article XIX of the California State Constitution and by Streets and Highways Code Section 2101. All Motor Vehicle Fuel Tax funds allocated from the Highway Users Tax Account must be expended for the following:

- The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for non-motorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- The research and planning for exclusive public mass transit guide-ways (and their related fixed facilities), the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.
- The construction and improvement of exclusive public mass transit guide-ways (and their related fixed facilities), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, the administrative costs necessarily incurred in the foregoing purposes, and the maintenance of the structures and the immediate right-of-way for the public mass transit guide-ways
- The payment of principal and interest on voter-approved bonds issued for the purposes specified above.

The City typically uses these funds for the maintenance, improvement or construction of public streets.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Intergovernmental	187,641	262,881	189,181	166,312	168,000
Interest Income	227	690	-	-	-
Total Revenues	187,868	263,570	189,181	166,312	168,000
Professional Services	1,258	1,239	2,000	2,000	2,000
Operations	54,977	92,237	120,000	120,000	120,000
Transfers	2,006	277,833	80,000	80,000	40,000
Total Expenditures	58,241	371,309	202,000	202,000	162,000

Construction Impact Fees Fund**DEPARTMENT DESCRIPTION**

The City of Sausalito has one Development Impact Fee, a construction traffic road fee (Sausalito Municipal Code Chapter 3.36). The fee is paid immediately prior to the issuance of a building permit. The intent of this fee is to allow for the mitigation of impacts from private construction. These impacts include accelerated wear and tear to the City's roads due to numerous heavy loads from the traffic brought on by construction activity. The City of Sausalito uses this money for the sole purpose of repairing City streets (including striping and signage).

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Permits & Fees	171,127	159,975	150,000	150,000	150,000
Interest Income	1,106	1,506	-	-	-
Total Revenues	172,234	161,481	150,000	150,000	150,000
Transfers	126,042	430,149	289,999	289,999	150,000
Total Expenditures	126,042	430,149	289,999	289,999	150,000

County Measure A and B Fund

DEPARTMENT DESCRIPTION

Voters in Marin approved Measure A in November of 2004. It is a ½ percent Sales Tax for Marin County Transportation purposes. The Measure A authorized the formation of Transportation Authority of Marin to administer Measure A revenues. The funds must be used for transportation purposes. This can include street and roads projects, local transit projects, bicycle projects, and pedestrian projects. The Sausalito Budget programmed TAM funds for the Street Repair Program. If there are remaining amounts they will be allocated to go into Measure A Fund balances. On November 2, 2010, Marin residents voted to pass Measure B which increased the annual vehicle registration fee by \$10 to help fund transportation improvements, also administered by the Transportation Authority of Marin. The Fee will fund programs that: 1) Repair and maintain local streets, roads, and multi-use pathways in the County, including neighborhood and residential priority locations; 2) Make public transportation easier to use and more efficient, particularly for the senior and disabled population in Marin County; 3) Make it easier to get to work or school, whether by driving, using public transportation, bicycling, or walking; and 4) Result in the reduction of pollution from cars and trucks, by reducing the need to drive and encouraging the use of alternative fuel vehicles.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Intergovernmental	121,776	133,469	140,000	140,000	120,000
Interest Income	385	597	-	-	-
Total Revenues	122,161	134,066	140,000	140,000	120,000
Transfers	-	297,048	-	-	240,000
Total Expenditures	-	297,048	-	-	240,000

Storm Drainage Fund

DEPARTMENT DESCRIPTION

The purpose of the Storm Drain Fund is to account for the use of monies generated by the fee imposed on property owners by the City's Urban Runoff Pollution Prevention Ordinance. This Ordinance, in order to ensure the future health, safety, and general welfare of the residents of the City of Sausalito, established a funding source, to provide for the maintenance and repair of the City's storm water drainage facilities, to provide capital improvements to the City's storm drainage system, and to provide other clean storm water activities.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Taxes	71,680	71,693	74,500	74,500	74,500
Interest Income	129	228	-	-	-
Total Revenues	71,809	71,921	74,500	74,500	74,500
Professional Services	2,720	3,033	-	-	-
Other Services	14,148	14,187	28,800	28,800	28,500
Transfers	40,713	93,713	20,320	20,320	80,000
Total Expenditures	57,581	110,934	49,120	49,120	108,500

Stairs Fund

DEPARTMENT DESCRIPTION

The purpose of the Stairs Fund is to account for the use of monies generated by the “167 Cazneau” legal settlement that designated that the monies can only be used for improvements to Stairs as defined in the legal settlement.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Interest Income	342	408	-	-	-
Total Revenues	342	408	-	-	-
Transfers	3,969	18,496	-	-	20,000
Total Expenditures	3,969	18,496	-	-	20,000

Recreation Grants Fund

DEPARTMENT DESCRIPTION

The City receives State grants that are designated for specific capital projects.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Miscellaneous	97,138	-	-	-	-
Transfers	-	8,802	45,000	45,000	55,000
Total Revenues	97,138	8,802	45,000	45,000	55,000
FFE	-	8,802	45,000	45,000	55,000
Transfers	97,138	-	-	-	-
Total Expenditures	97,138	8,802	45,000	45,000	55,000

DEBT SERVICE FUNDS

Debt Service Funds are funds to account for the payment and accumulation of resources related to general long-term debt principal and interest.

Revenues and expenditures by fund are as follows:

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Tidelands Loan	72,155	72,155	72,155	72,155	72,155
2006 General Obligations Bonds	515,990	514,704	478,320	478,320	505,061
Total Revenues	588,146	586,859	550,475	550,475	577,216
Tidelands Loan	72,155	72,155	72,155	72,155	72,155
2006 General Obligations Bonds	406,750	433,375	455,543	455,543	481,010
Total Expenditures	478,905	505,530	527,698	527,698	553,165
Net	109,241	81,329	22,777	22,777	24,051

Revenues and expenditures by category, for all Debt Service Funds combined, are as follows:

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Taxes	489,474	512,697	478,320	478,320	505,061
Intergovernmental	1,978	2,002	-	-	-
Transfers	96,694	72,155	72,155	72,155	72,155
Total Revenues	588,146	586,854	550,475	550,475	577,216
Operations	478,905	505,530	527,698	527,698	553,165
Total Expenditures	478,905	505,530	527,698	527,698	553,165
Net	109,241	81,324	22,777	22,777	24,051

Tidelands Loan Fund

DEPARTMENT DESCRIPTION

Between April 1995 and March 1996, the City borrowed \$1.2 million from the California Department of Boating and Waterways to finance certain improvements. The loan bears interest at 4.5% per annum on the unpaid balance, commencing with the date of each transfer of loan funds to the City. Repayment of the loan commenced August 1995, and is payable in annual installments of \$72,155, including interest, until maturity, August 1, 2025. The balance at June 30, 2014 is \$865,866.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Transfers	72,155	72,155	72,155	72,155	72,155
Total Revenues	72,155	72,155	72,155	72,155	72,155
Operations	72,155	72,155	72,155	72,155	72,155
Total Expenditures	72,155	72,155	72,155	72,155	72,155
Net	-	-	-	-	-

2006 General Obligation Bonds Fund

DEPARTMENT DESCRIPTION

General Obligation Bonds are debt applicable to the City's Legal Debt Limit Ceiling calculated at 15% of adjusted assessed value of property (25% of Market Value). The City's Legal Debt Limit Ceiling on July 1, 2014 is \$103,700,250 (15% x (\$2,765,339,998 market value x 25%). Debt applicable to the limit is \$17,788,657 as described below.

GENERAL OBLIGATION BOND 2006 SERIES A

On November 16, 2006, the City issued General Obligation Bonds Series A in the amount of \$8,205,000. The bond proceeds from this series and the bond proceeds from Series B (see below) were used to finance the demolition and replacement of a police building and fire station. Interest payments are due each February 1 and August 1, and principal is due each August 1, repayable from General Fund revenues until August 1, 2026. The bonds bear interests at rates from 4.10% to 5.00% per annum. These bonds are repayable from the proceeds of *ad valorem property* taxes. The total principal and interest remaining to be paid on the Series A bonds is \$7,436,050.

GENERAL OBLIGATION BOND 2006 SERIES B (CAPITAL APPRECIATION BONDS)

On November 16, 2006, the City issued General Obligation Bonds Series B in the amount of \$7,293,894. The bond proceeds from this series and the bond proceeds from Series A (see above) were used to finance the demolition and replacement of a police building and fire station. These bonds are repayable from the proceeds of *ad valorem property* taxes. The total principal and interest remaining to be paid on the bonds is \$10,352,607. There will be no principal and interest paid for this two-year budget's fiscal years. The Bonds do not pay periodic interest. Interest on the Bonds will accrete in value at the rates between 4.55% and 4.65%. Repayments of the accreted principal will commence August 1, 2026. Final repayment will be August 1, 2041.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Taxes	489,474	512,697	478,320	478,320	505,061
Intergovernmental	1,978	2,002	-	-	-
Transfers	24,539	-	-	-	-
Total Revenues	515,990	514,699	478,320	478,320	505,061
Operations	406,750	433,375	455,543	455,543	481,010
Total Expenditures	406,750	433,375	455,543	455,543	481,010
Net	109,241	81,324	22,777	22,777	24,051

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations including debt service that are financed and operated in a manner similar to private businesses - where the intent of the governing body is that cost (expenses including depreciation) of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges; or where the governing body has determined that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control accountability, or other purposes.

The following chart summarizes revenues and expenses for each of the City's four enterprise funds:

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Sewer	1,596,224	1,723,825	7,306,000	8,556,000	2,506,000
Old City Hall	270,013	268,444	280,000	280,000	285,000
MLK	996,421	1,195,119	1,300,000	1,300,000	8,525,000
Parking	1,792,628	1,924,273	1,877,500	1,942,500	2,262,500
Total Revenues	4,655,285	5,111,660	10,763,500	12,078,500	13,578,500
Sewer	2,190,673	1,569,834	8,470,198	8,470,198	2,382,636
Old City Hall	176,961	250,725	285,000	285,000	285,000
MLK	1,471,930	1,048,483	1,106,678	1,106,678	7,917,110
Parking	1,404,272	1,584,655	1,758,772	1,758,772	2,321,367
Total Expenditures	5,243,836	4,453,697	11,620,648	11,620,648	12,906,113
Net	(588,551)	657,963	(857,148)	457,852	672,387

Revenues and expenses, combined by category, for the four enterprise funds are presented in the following table:

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Taxes	1,595,411	1,723,816	2,300,000	2,300,000	2,500,000
Permits & Fees	1,788,289	1,941,041	1,877,500	1,942,500	2,262,500
Rental	1,245,861	1,422,437	1,580,000	1,580,000	1,610,000
Interest Income	5,350	6,557	1,000	1,000	1,000
Miscellaneous	20,375	17,809	5,000,000	6,250,000	7,200,000
Transfers	-	-	5,000	5,000	5,000
Total Revenues	4,655,285	5,111,660	10,763,500	12,078,500	13,578,500
Salaries	889,956	798,787	815,985	815,985	854,829
Benefits	299,131	325,332	429,598	429,598	432,528
Professional Services	221,132	290,878	355,000	355,000	694,000
Operations	1,534,842	999,928	1,465,782	1,465,782	1,341,969
Other Services	115,599	101,306	164,740	164,740	166,739
Supplies	67,048	280,065	83,886	83,886	85,953
FFE	560,470	26,743	6,650,000	6,650,000	7,469,570
Transfers	1,555,658	1,630,658	1,655,658	1,655,658	1,860,526
Total Expenditures	5,243,836	4,453,697	11,620,648	11,620,648	12,906,113

Sewer Fund

DEPARTMENT DESCRIPTION

The City of Sausalito owns and operates portions of the sanitary sewer system conveying wastewater to the Sausalito-Marin City Sanitary District (SMCSD) for treatment and discharge to the Bay. The Sewer Enterprise Fund accounts for the provision of sewer services to residences and businesses of the City. All activities to provide such services are accounted for in this fund, including but not limited to, administration, operations, capital improvements, maintenance, financing, billing and collections.

Every five years the City undertakes a sewer rate revenue study to develop a five year financial plan. The FY 2015-16 budget reflects the implementation of the financial rates approved by the City Council on May 6, 2014.

The City's financial plan addresses four primary objectives:

- **Meeting Operations Costs:** The sewer utility must generate sufficient revenue to cover the expenses of sewer operations, including administration, maintenance, and collection operations. For Fiscal Years 2014/15 through 2018/19, the net annual revenue requirement (total annual expenses, including debt service, less non-rate revenues) is approximately \$2.2 to \$2.5 million.
- **Meeting Capital Improvement Costs:** The sewer utility must also be able to fund necessary capital improvements. The City identified over \$5 million in priority and urgent capital improvements for the next five years. The City plans to fund the vast majority of these costs with a debt financing.
- **Maintaining Adequate Bond Coverage:** The City is required by its existing bond covenant to maintain a coverage ratio of rates to debt service obligations of at least 1.1 for the outstanding state revolving fund loan and will likely be expected to maintain a coverage ratio of 1.15 to 1.20 for future planned debt issuances. The benefit of maintaining a higher coverage ratio is that it strengthens the City's credit rating, which can help lower the interest rates for debt-funded capital projects and reduce annual debt service payments for future debt issues.
 - **Building and Maintaining Reserve Funds:** The Utility maintains sufficient reserves for the following target reserve fund levels:
 - **Operating Reserves** equal to 25% of the Utility's budgeted annual operating expenses. This reserve target is equal to a three month (or 90-day) cash cushion for normal operations. An Operating Reserve is intended to promote financial stability in the event of any unexpected short-term or emergency cash needs.
 - **Capital Reserves** equal to 3% of net depreciable capital assets of the utility for capital repair and replacement needs. This target serves simply as a starting point for addressing longer-term needs. If ratepayers can generate revenues at this level and pace, they will have reserved a partial cash resource that can be applied toward future replacement and rehabilitation needs, thereby eliminating the need to borrow this portion of the capital cost of maintaining the utility's collection system infrastructure.
 - **Debt Reserve** equal to the reserve requirement for the outstanding state revolving fund loan and the expected reserve requirement for the planned new debt obligation, which is equal to the maximum annual debt service payment due on outstanding bonds.

STAFFING

FULL-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Public Works Director	0.5	0	0	0
Public Works Director/City Engineer	0	0.5	0.5	0.5
City Engineer	0.5	0	0	0
Senior Civil Engineer	0	0.5	0.5	0.5
Civil Engineer II	0.5	0	0	0
Assistant Engineer	0	0.5	0	0
Admin Aide I	0.5	.5	.5	.5
DPW Division Manager	0.5	.5	.5	.5
DPW Supervisor	0.1	0.1	0.1	0.1
Fleet Coordinator	0.6	0.6	0.25	0.25
Maintenance Worker II	1.5	1.5	2	2
Custodian	0	0	0.25	0.25
Sewer Maintenance Worker II	1	1	0	0
Sewer Maintenance Worker I	2	2	2	2
Sewer System Coordinator	1	1	1	1
TOTAL	8.7	8.7	7.6	7.6

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Taxes	1,595,411	1,723,816	2,300,000	2,300,000	2,500,000
Interest Income	813	8	1,000	1,000	1,000
Miscellaneous	-	-	5,000,000	6,250,000	-
Transfers	-	-	5,000	5,000	5,000
Total Revenues	1,596,224	1,723,825	7,306,000	8,556,000	2,506,000
Salaries	731,409	631,355	645,922	645,922	651,066
Benefits	265,589	277,686	384,460	384,460	383,214
Professional Services	151,826	265,369	300,000	300,000	309,000
Operations	347,841	152,464	599,007	599,007	720,043
Other Services	33,702	22,733	59,640	59,640	61,639
Supplies	34,243	49,812	68,886	68,886	70,953
FFE	463,779	8,132	6,250,000	6,250,000	19,570
Transfers	162,283	162,283	162,283	162,283	167,151
Total Expenditures	2,190,673	1,569,834	8,470,198	8,470,198	2,382,636

Old City Hall Fund

DEPARTMENT DESCRIPTION

The City leases the Old City Hall to a tenant and uses this fund to account for the rent collections and related costs to administer and maintain the property. This fund is used to account for these activities. Net operating income is annually transferred to the General Fund while keeping modest reserves to meet unforeseen repairs.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Rental	269,815	268,137	280,000	280,000	285,000
Interest Income	198	307	-	-	-
Total Revenues	270,013	268,444	280,000	280,000	285,000
Professional Services	1,277	-	-	-	-
Operations	685	725	10,000	10,000	10,000
Transfers	175,000	250,000	275,000	275,000	275,000
Total Expenditures	176,961	250,725	285,000	285,000	285,000

MLK Fund**DEPARTMENT DESCRIPTION**

The City financed the acquisition of the Martin Luther King School site (the “MLK site”), containing approximately 17 acres of land, with improvements, through a lease-purchase agreement with the Sausalito School District. The City leases units in the buildings to various tenants under operating leases with terms ranging from one to five years, with various options to renew. This fund is used to account for these lease activities.

- Manage MLK Accounts Receivable and take appropriate action to ensure all rent is collected by 10th of each month. Tenant arrears not to exceed 30 days.
- Field and respond to Tenant issues and requests for maintenance or repairs in timely manner.
- Coordinate maintenance and repair projects with DPW (or vendors directly). Monitor performance of projects; confirm they are completed to specifications and budget within time frames.
- Ensure all leases are current, Tenants are in compliance and critical dates are well managed.
- Manage Property Performance: Tenant mix, Tenant retention, vacancy, reporting and secure income generation.
- Communicate campus events, repairs, issues and items that may affect Tenant’s business in a timely manner.
- Ensure routine maintenance is completed to specifications.
- Implement long range schedule for property improvements and repair.

STAFFING**FULL-TIME STAFF**

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
MLK Property Manager	0	1	1	1
DPW Division Manager	.1	.1	.1	.1
DPW Supervisor	.2	.2	.2	.2
Maintenance Worker II	.4	.4	.4	.4
Lead Custodian			.1	.1
Custodian			.1	.1
TOTAL	0.7	1.7	1.9	1.9

PART-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
MLK Property Manager	0.75	0	0	0

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Rental	976,046	1,154,300	1,300,000	1,300,000	1,325,000
Miscellaneous	20,375	40,754	-	-	7,200,000
Total Revenues	996,421	1,195,055	1,300,000	1,300,000	8,525,000
Salaries	95,292	120,096	129,788	129,788	133,488
Benefits	22,599	39,843	41,740	41,740	43,321
Professional Services	60,027	25,509	5,000	5,000	5,000
Operations	1,184,491	829,659	746,775	746,775	501,925
FFE	76,147	-	150,000	150,000	7,200,000
Transfers	33,375	33,375	33,375	33,375	33,375
Total Expenditures	1,471,930	1,048,483	1,106,678	1,106,678	7,917,110

Parking Fund

DEPARTMENT DESCRIPTION

The Parking System Enterprise provides on and off-street public parking spaces as a key element in maintaining the economic vitality of the downtown and surrounding activity centers. The Enterprise operates solely on fees collected from users. All proceeds from these operations are reinvested back into the community in the form of increasing the Parking System's capacity, and transfers back to the General Fund to provide for the health, safety, and welfare of the community.

STAFFING

PART-TIME STAFF

POSITION	FY12-13	FY13-14	FY14-15	FY15-16
Parking Analyst	.5	.5	.5	.5
Lead Parking Attendant	.5	.5	.5	1.0
TOTAL	1.0	1.0	1.0	1.5

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Permits & Fees	1,788,289	1,941,041	1,877,500	1,942,500	2,262,500
	-	(22,946)	-	-	-
Interest Income	4,339	6,177	-	-	-
Total Revenues	1,792,628	1,924,273	1,877,500	1,942,500	2,262,500
Salaries	63,255	47,335	40,275	40,275	70,275
Benefits	10,944	7,803	3,397	3,397	5,992
Professional Services	8,002	-	50,000	50,000	380,000
Operations	1,825	17,080	110,000	110,000	110,000
Other Services	81,898	78,573	105,100	105,100	105,100
Supplies	32,805	230,253	15,000	15,000	15,000
FFE	20,543	18,611	250,000	250,000	250,000
Transfers	1,185,000	1,185,000	1,185,000	1,185,000	1,385,000
Total Expenditures	1,404,272	1,584,655	1,758,772	1,758,772	2,321,367

INTERNAL SERVICE FUNDS

The funds account for vehicle replacement, workers compensation, employee benefits, and general liability, all of which are provided to other departments on a cost reimbursement basis.

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Vehicle Replacement	139,106	99,138	102,234	102,234	100,227
Workers Compensation	214,108	241,733	260,000	260,000	260,000
Employee Benefits	326,813	329,672	192,592	192,592	217,650
Total Revenues	680,028	670,542	554,826	554,826	577,876
Vehicle Replacement	1,422,219	22,559	70,000	-	152,000
Workers Compensation	920,155	11,589	259,000	259,000	259,000
Employee Benefits	515,827	59,021	79,000	909,000	212,650
Total Expenditures	2,858,201	93,169	408,000	1,168,000	623,650
Net	(2,178,173)	577,373	146,826	(613,174)	(45,773)

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Interest Income	8,850	8,335	11,000	11,000	6,000
Miscellaneous	4,807	3,312	-	-	-
Transfers	666,371	658,895	543,826	543,826	571,876
Total Revenues	680,028	670,542	554,826	554,826	577,876
Benefits	1,022,467	35,589	338,000	738,000	471,650
Operations	71,517	388	-	-	-
FFE	16,843	22,171	70,000	-	152,000
Transfers	1,747,374	-	-	430,000	-
Total Expenditures	2,858,201	93,169	408,000	1,168,000	623,650

Bay Cities Joint Powers Insurance Authority

The City is exposed to various risks of loss related to workers' compensation and general liability. The City participates in joint powers agreements. On July 1, 1977, a Joint Powers Agreement (the "Agreement") was entered into between member cities and the Marin County Risk Management Authority for workers' compensation coverage (City of Sausalito joined on October 1, 1982). In July 1978, the Agreement was extended to include coverage for both auto and general liability exposures. On July 1, 1978, a new Joint Powers Agreement was established for the liability coverage, known as the Marin Cities Liability Management Authority (City of Sausalito joined on October 1, 1986). Effective July 1, 1996, the City transferred its excess liability coverage to Bay Cities Joint Powers Insurance Authority (the "Authority"). Effective July 1, 2003, the Marin County Risk Management Authority was dissolved and the City transferred its workers compensation coverage to the Bay Cities Joint Powers Insurance Authority.

The City reports all of the workers' compensation activities in an internal service fund. Claims expenditures and liabilities are reported in the internal service fund when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. All of the City's general and ERMA (Employment Risk Management Authority) liability risk management activities are reported in an internal service fund.

Workers Compensation Fund

DEPARTMENT DESCRIPTION

The Workers' Compensation Fund is self-insured for the first \$150,000 of loss per occurrence. Excess coverage is provided by an outside insurance carrier up to \$1,000,000 to statutory limits.

As defined by Government Accounting Standards Board Statement No. 10 ("GASB -10"), the Bay Cities Joint Powers Insurance Authority is "a claims servicing or account pool." The Authority manages separate accounts for each pool member from which losses and expenses of that member are paid, up to the self-insured retention limit. The Authority purchases commercial excess insurance. The annual assessment of each member includes allocations for loss payments, expenses, and excess insurance premiums. The Authority has a policy under which there is an annual evaluation of the assets of each pool member in comparison to future liabilities. The "financial risk position" of each member is determined by subtracting case reserves, incurred but not reported (IBNR) amounts and claim development from the members' cash balances. If a negative risk position is found, a supplemental element is added to its annual assessment.

- The City Manager is the designated board member to the BCJPIA and the Administrative Services Director is the designated alternate board member.
- Either the designated or alternate Board Member attends the semi-annual BCJPIA Board meetings
- The Administrative Services Director is also the BCJPIA's Board designated Board Member to the Los Angeles Workers Compensation Exchange (LAWCX) and attends semi-annual board meetings
- The BCJPIA conducts annual actuarial valuations. The valuations are used to record General Ledger claims paid, current and long-term claims payable.
- The City allocates the annual premium and one self-insured retention loss to all departments based on number of personnel and the experience rating of likelihood of claims among job classes by department.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Interest Income	2,458	2,858	1,000	1,000	1,000
Miscellaneous	-	-	-	-	-
Transfers	211,650	238,875	259,000	259,000	259,000
Total Revenues	214,108	241,733	260,000	260,000	260,000
Benefits	920,155	11,589	259,000	259,000	259,000
Total Expenditures	920,155	11,589	259,000	259,000	259,000
Net	(706,047)	230,144	1,000	1,000	1,000

General Liability Fund**DEPARTMENT DESCRIPTION**

The City participates with other public entities for the purpose of obtaining general liability coverage in the in the Bay Cities Joint Powers Insurance Authority (BCJPIA) for claims incurred on or after July 1, 1996. The BCJPIA provides liability and errors and omissions coverage in excess of the City's \$50,000 self-insured retention, up to one million through a risk shared self-insurance pool. BCJPIA obtains excess coverage through California Affiliated Risk Management Authorities (CARMA) a risk sharing joint powers authority. CARMA provides excess insurance coverage to \$28 million. Employment Risk Management Authority, a risk sharing joint powers authority, arranges for pooled risk sharing related to employment practices liability. Coverage is provided up to \$2 million excess of \$1 million.

- The City Manager is the designated board member to the BCJPIA and the Administrative Services Director is the designated alternate board member.
- Either the designated or alternate Board Member attends the semi-annual BCJPIA Board meetings
- The BCJPIA conducts annual actuarial valuations. The valuations are used to record General Ledger claims paid, current and long-term claims payable. The fund's transactions are only journal entries as a result of the annual actuarial valuation. Accordingly budgets are not adopted for the General Liability Fund.

SERVICE INDICATORS

INDICATOR	FY12-13	FY13-14	FY14-15	FY15-16
Cash Fund Balance	240,000	240,000	240,000	240,000
Claims Payable (includes incurred but not reported claims)	170,926	187,741	150,000	150,000

Vehicle Replacement Fund

DEPARTMENT DESCRIPTION

The Vehicle/Equipment Replacement Fund is an interest bearing Internal Service Fund established to finance necessary and justified vehicle/equipment replacements. Departments retain ownership of their vehicles and are cross charged for the future replacement costs.

Full year depreciation is the year after acquisition and continues through the year of disposition. Depreciation increases are a result of increased valuation of vehicles in the plan and the first full-year depreciation charge on the vehicles. Replacements are determined based on the useful lives of classes of vehicles, therefore budget fluctuations can occur depending on number and value of vehicles being replaced each year.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Interest Income	4,955	2,962	5,000	5,000	-
Miscellaneous	4,807	3,312	-	-	-
Transfers	129,344	92,864	97,234	97,234	100,227
Total Revenues	139,106	99,138	102,234	102,234	100,227
Operations	71,517	388	-	-	-
FFE	16,843	22,171	70,000	-	152,000
Transfers	1,333,859	-	-	-	-
Total Expenditures	1,422,219	22,559	70,000	-	152,000
Net	(1,283,112)	76,578	32,234	102,234	(51,773)

Employee Benefits Fund**DEPARTMENT DESCRIPTION**

The Employee Benefit Fund was established to set aside funds for offsetting liabilities for:

- Compensated absence (earned vacation, sick, and compensatory time) balances;
- Other than pensions Post-Employment Benefits (OPEB) liabilities to pay for future retiree health care benefits; and,
- CalPERS Side Funds established when the City entered CalPERS funding pools...
- Departments are cross-charged 2.5% of full-time employees' salaries
- As part of the 2012 Labor Cost reform strategy, the City converted employees with less than three years of service, and other employees who opted out of the defined benefit OPEB plan, to a defined contribution OPEB plan,. The defined contributions are disbursed from this fund.
- The City's annexation agreement with the Southern Marin Fire Protection District was completed effective as of June 30, 2012. The City agreed to pay Southern Marin Fire Protection District \$58,000 annually for 30 years, a total of \$1,740,000; representing the retiree medical costs of nine firefighters who worked for City. These payments are disbursed from the Employee Benefit Fund.
- In 2012, the City paid off the Miscellaneous and Fire Safety employees Side Funds with CalPERS from monies accumulated, and transferred into this fund.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Interest Income	1,436	2,516	5,000	5,000	5,000
Transfers	325,377	327,156	187,592	187,592	212,650
Total Revenues	326,813	329,672	192,592	192,592	217,650
Benefits	102,312	24,000	79,000	479,000	212,650
Transfers	413,515	-	-	430,000	-
Total Expenditures	515,827	24,000	79,000	909,000	212,650
Net	(189,014)	305,672	113,592	(716,408)	5,000

CITY INFRASTRUCTURE

Infrastructure includes the basic physical structures, systems, and facilities needed to provide services to residents and for the functioning of a community and its economy, such as sidewalks, streets, storm drains, parks, police facilities, and sewer systems. Infrastructure impacts the public health, safety, and the quality of life for Sausalito communities as well as the tourism industry which is an important part of the City's economy. Decisions made regarding infrastructure projects are very important because they are generally large and expensive, and the assets they create will likely be required for decades of public use.

Asset management is a recommended practice for effectively and sustainably managing assets at a desired level of service for the lowest life cycle cost. Asset Management provides needed information on existing assets, such as condition, so that City staff can develop optimal strategies for maintenance and rehabilitation or replacement of assets. The City has an important Asset Management efforts underway, including conducting condition assessments and developing standard City-wide minimum guidelines for managing assets. Ultimately, Asset Management will provide a sound basis for the City to identify the magnitude of the backlog; prioritize needed capital projects; and effectively focus limited resources.

The City's is responsible for the care and upkeep of existing infrastructure assets, also known as Maintenance & Repair (M&R), as well as rehabilitation or replacement of those assets when needed. In addition, the City is responsible for providing needed new or expanded infrastructure. Providing ongoing M&R, such as resurfacing streets and repairing sidewalks or filling potholes, is vital for maintaining the condition of assets. Compounding the problem, as assets continue to deteriorate, the cost of repair will exponentially increase and can result in peripheral damage. For example, deferring roof replacement could later result in needing to replace the roof structural members, walls, and color of a building. When M&R is not fully funded, it contributes to deferred maintenance and capital costs. Like many California cities, the City of Sausalito has not fully funded M&R in many previous years due to tight budgetary constraints and competing priorities. As a result the City now has a backlog in deferred capital projects just for storm drains, streets, and sidewalks. This estimate is anticipated to significantly increase as information is collected in FY 2015 on the condition of other City facilities, sidewalks, and park assets.

The City is also responsible to ensuring compliance with the Americans with Disabilities Act (ADA). The ADA mandates all cities to develop a transition plan for the installation of curb ramps or other forms of sloping access at every location where a pedestrian path of travel crosses a curb. The ADA further mandates that all publicly funded buildings, structures, and related facilities shall be accessible to and usable by persons with disabilities. A transition plan must also provide a schedule for necessary improvements to provide access to members of the public with disabilities. Generally speaking, an ADA Transition Plan is intended to describe the need, plan improvements and create safe and useable pedestrian facilities for each and every member within the community, and assure compliance with all federal, state, and local regulations and standards. The document is intended to provide guidance for a variety of facilities within the City's public right-of-way. These facilities include City-owned buildings, parks and recreation facilities, streets and roadways, underground and above ground utilities, vehicular and pedestrian signal systems, signage systems, on-street and off-street city-owned parking facilities, sidewalks with curb ramps at intersections, planting strips and buffers, pedestrian activity areas, and unimproved open spaces that are part of the public right-of way.

In 2008, the City of Sausalito last updated its ADA Self-Evaluation and Transition Plan. The City's Transition Plan is now outdated as technologies, case law around ADA implementation and City facilities and programs evolved over the six years. In addition, the City found it difficult to consistently monitor the progress of the 2008 transition plan. As people with disabilities have requested accommodations under the ADA, City staff and managers and federal technical assistance providers have learned a great deal

about implementing the Act. The City's Self-Evaluation and Transition Plan is currently undergoing revision in order to reflect best practices in ADA compliance and the realities of today's implementation environment. The City recognizes the need for increased interdepartmental and intradepartmental communication about ADA compliance and increased responsiveness to community ADA-related concerns. The updated Transition Plan will be completed in 2015 and it is also expected to significantly increase the required investment in city infrastructure improvements.

General Capital Improvement Fund

DEPARTMENT DESCRIPTION

The General Capital Improvement Fund is a Multi-Year Capital Improvements Plan for infrastructure not otherwise reported in the City's Enterprise Funds, such as Sewer collection system and lift pumps, Parking equipment (on-street and City-owned off-street), and the MLK facility. Infrastructure projects in the Capital Improvement Fund include the following categories: traffic and transportation projects, storm drains, buildings and waterfront projects, parks and recreation projects, pedestrian and bicycle projects, city-owned rights-of-way, medians land and open space, and Americans with Disabilities Act (ADA) projects and major studies.

A multi-year plan is an important tool identifying a comprehensive solution for infrastructure issues. This plan depicts what projects are planned; what projects are needed; what revenue is projected from existing funding sources; and what priority projects lack a funding source. City staff can more effectively plan for infrastructure projects to address community needs over five-years (or more) rather than in an annual budget. The Multi-Year Plan also enables staff to plan in advance to identify needed funding for projects, such as bond issuances, federal and state grants, and other opportunities.

The six year capital improvement plan 2015-16 through 2020-21 identifies the proposed infrastructure projects funded through current City resources.

DEPARTMENT REVENUES AND EXPENSES BY CATEGORY

Description	Actual 2012-13	Actual 2013-14	Amended 2014-15	Estimated 2014-15	Projected 2015-16
Interest on Investments	3,687	2,229	5,000	5,000	
Total Interest	3,687	2,229	5,000	5,000	-
Contribution/Bonds	27,365		126,789	126,789	4,868,333
Total Miscellaneous	27,365	-	126,789	126,789	4,868,333
State Grant	144,764	401,241	-	-	-
State Grant - Matching			-	-	
Federal and State Grants			-	-	
Federal Grant - Matching			-	-	
Total Intergovernmental	144,764	401,241	-	-	-
General Fund (Fund 100)	400,642	519,264	600,000	600,000	1,450,000
Tideland Fund (Fund 114)	613,619	5,419	25,325	25,325	245,000
Gas Tax Fund(Fund 121)	2,006	277,833	80,000	80,000	40,000
Construction Impact Fund (Fund 122)	126,042	430,149	289,999	289,999	150,000
Measure A (County)(Fund 124)		297,048	-	-	240,000
Storm Drain Fund(Fund 125)	40,713	93,713	20,320	20,320	80,000
Storm Drain Fund (Fund 125) Loan Proceeds				-	
Stairs Fund(Fund 126)	3,969	18,496	-	-	20,000
Recreation Grant Fund(Fund 136)	96,153	-	-	-	-
Total Transfers	1,283,144	1,641,922	1,015,644	1,015,644	2,225,000
Total Revenues	1,458,961	2,045,392	1,147,433	1,147,433	7,093,333
Total Capital Improvements	2,506,660	2,546,800	1,066,505	1,066,505	8,468,833
Total CIP	2,506,660	2,546,800	1,066,505	1,066,505	8,468,833
Net Change in Fund Balance	(1,047,700)	(501,408)	80,928	80,928	(1,375,500)
Beginning Fund Balance	3,191,843	2,144,144	1,642,736	1,642,736	1,723,664
Ending Fund Balance	2,144,144	1,642,736	1,723,664	1,723,664	348,164

FUNDED CAPITAL IMPROVEMENT PROJECTS BY FISCAL YEAR

General Capital Projects Fund	6 Year Funded CIP						TOTAL
	Proposed Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget	6 Year CIP 2015-16 thru 2020-21
Project Description	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Total
<i>Traffic/ Transportation Projects</i>							
Street Repair Program	425,000	425,000	425,000	425,000	425,000	425,000	2,550,000
Concrete Streets	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
Roadway Base Repair/Patching Program	120,000	120,000	120,000	120,000	120,000	120,000	720,000
Striping Maintenance (Contract)	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Hecht Retaining Wall	10,000						10,000
Traffic Signal Upgrades	50,000						50,000
Gate 6 Road Signal Mods	360,000						360,000
Safe Pathways Grant Project	204,000	265,000					469,000
Guardrails	75,000						75,000
	1,574,000	1,140,000	875,000	875,000	875,000	875,000	6,214,000
<i>Storm Drains</i>							
Annual Storm Drain Capital Investments		400,000	400,000	400,000	400,000	400,000	2,000,000
SD Master Plan Mapping Condition Assessment	250,000						250,000
Storm Drain Replacement (in ROW)	240,000	75,000	75,000	75,000	75,000	75,000	615,000
SW Quality Imp. Project Marinship-Libertyshi	20,000						20,000
Coloma SD Outfall Rehab	10,000						10,000
	520,000	475,000	475,000	475,000	475,000	475,000	2,895,000

General Capital Projects Fund	6 Year Funded CIP						TOTAL
							6 Year CIP 2015-16 thru 2020-21
	Proposed Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget	Projected Budget	
Project Description	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	Total
<i>Buildings & Waterfront Projects</i>							
City Hall Meeting Room	240,000						240,000
City Hall Elevator Upgrades		100,000					100,000
Vina del Mar	35,500						35,500
Turney Street Ramp & Dock	75,000						75,000
Shoreline Rip Rap Placement	20,000						20,000
City Hall Boiler Controls	10,000						10,000
City Hall Beautification	145,000						145,000
Wave Attenuator Project	10,000						10,000
Council Chambers Re-Carpet	10,000						10,000
Corp Yard Floorcoverings, restroom and furnit	15,000						15,000
	560,500	100,000	-	-	-	-	660,500
<i>Parks and Recreation Projects</i>							
Maryann Sears Park Playground/Landscape	15,000						15,000
Small Park Improvements-Cazneau, Langendo	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Robin Sweeney Playground	1,150,000						1,150,000
Southview Park Foundations/Retaining Walls	1,150,000						1,150,000
Parks Capital Projects Planning	100,000						100,000
Dunphy Park Stormdrain Daylighting / Outfall	150,000						150,000
Dunphy Park	1,855,333						-
Dunphy Park Electrical Improvements	60,000						60,000
Dunphy Park Modular Restroom	75,000						75,000
	4,580,333	25,000	25,000	25,000	25,000	25,000	2,850,000

General Capital Projects Fund	6 Year Funded CIP						TOTAL
							6 Year CIP 2015-16 thru 2020-21
Project Description	Proposed Budget 2015-16	Projected Budget 2016-17	Projected Budget 2017-18	Projected Budget 2018-19	Projected Budget 2019-20	Projected Budget 2020-21	Total
<i>Sidewalks, Pedestrians and Bicycle Repairs</i>							
Sausalito Steps, Lanes, and Paths (NMTTPP)	129,000						129,000
Sidewalk Repair Program	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Stair Program	20,000	20,000	20,000	20,000	20,000	20,000	120,000
Triplet recycling/waste containers on street with	20,000						20,000
Flashing Crosswalk Indicators	30,000						30,000
	209,000	30,000	30,000	30,000	30,000	30,000	359,000
<i>American with Disabilities Act (ADA) Projects</i>							
ADA-Traffic, Transportation	600,000	50,000	50,000	50,000	50,000	50,000	850,000
ADA-Buildings and Waterfront	80,000		80,000	80,000	80,000	80,000	400,000
ADA-Transition Plan Update	85,000		85,000	85,000			255,000
	765,000	50,000	215,000	215,000	130,000	130,000	1,505,000
<i>City Owned R.O.W., Medians, Land and Open Space</i>							
Caledonia Streetscape	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Downtown and Bridgeway Tree and Median Maintenance	45,000	10,000	10,000	10,000	10,000	10,000	95,000
Enhanced Landscape Maintenance	15,000	15,000	15,000	15,000	15,000	15,000	90,000
Water Conservation Improvements	15,000	5,000	5,000	5,000	5,000		35,000
	85,000	40,000	40,000	40,000	40,000	85,000	330,000

General Capital Projects Fund	6 Year Funded CIP						TOTAL
							6 Year CIP 2015-16 thru 2020-21
Project Description	Proposed Budget 2015-16	Projected Budget 2016-17	Projected Budget 2017-18	Projected Budget 2018-19	Projected Budget 2019-20	Projected Budget 2020-21	Total
<i>Project Studies</i>							
Marinship - Marine Rails	50,000						50,000
Planning Projects		80,000	60,000	30,000	30,000	20,000	220,000
General Plan - start with Circulation element	125,000	125,000	125,000	125,000	125,000	125,000	750,000
	175,000	205,000	185,000	155,000	155,000	145,000	1,020,000
Grand Totals	8,468,833	2,065,000	1,845,000	1,815,000	1,730,000	1,765,000	15,833,500

GANN LIMIT

<i>City of Sausalito</i>		
APPROPRIATIONS SPENDING LIMIT		
Prop 4 - Gann Limit FY 2016		
New Appropriation Limit for Fiscal Year 2014-15		12,123,850
FY 2016 Adjustment Factors:		
A. Change in Population (City from 7,214 to 7,300)	1.0119	
B. Change in Non-Residential Assessed Valuation	N/A	
C. Change in Per Capita Income	1.0382	
	A times C	1.0506
Total Adjustment (Dollars)	0.0506	612,916
New Appropriation Limit for Fiscal Year 2015-16		12,736,766
Schedule 2: Appropriations Compared to Limit		
Proceeds from Taxes	(Schedule 3)	9,818,890
Less Exclusions (G.O. Debt Payments)		
Appropriations Subject to Limit FY 2015		9,818,890
Appropriations Limit for FY 2015	(Schedule 1)	12,736,766
Amount under Appropriations Limit		2,917,876

Schedule 3: Determination of Proceeds of Taxes				
	Proceeds of Taxes	Non- Proceeds	Total	
Taxes				
Property Tax	4,350,000		4,350,000	
Sales Tax	3,200,000		3,200,000	
SB 172 Tax	60,000		60,000	
TOT Tax	1,400,000		1,400,000	
Business License	564,000		564,000	
State Subventions:				
Homeowners Exemption	37,500		37,500	
State Reimbursements/SB 90		10,000	10,000	
Abandoned Vehicle Abatement		6,000	6,000	
Other Revenues:				
Franchise Fees		805,000	805,000	
Building/Planning Permits		649,000	649,000	
Fines		610,000	610,000	
Fees for Services		524,800	524,800	
Rentals		284,000	284,000	
Transfers In - not related to taxes		2,080,026	2,080,026	
Miscellaneous		18,350	18,350	
Sub-Total	9,611,500	4,987,176	14,598,676	
Allocation of Interest				
Subtotals Percent of Total	207,390	107,610	315,000	
Total General Fund	9,818,890	5,094,786	14,913,676	

AUTHORIZED SALARY RANGES

(To be inserted)

GLOSSARY OF BUDGET TERMS

GLOSSARY OF BUDGET TERMS

Appropriation - Amounts of money authorized by the City Council to be spent during the fiscal year.

Appropriation Limit – A restriction on the amount of revenue that can be appropriated in any fiscal year imposed by Propositions 4 and 111. The Limit is based on actual appropriations during the 1978-79 fiscal year, and is increased each year using the growth of population and inflation.

Assessed Value - The value of property used as a basis for levying property taxes.

Assessments - Levied on property owners to pay for improvements directly benefiting their property.

Bonds - Proceeds from the sale of debt, the principal that must be repaid with interest.

Budget - A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services, goals and objectives.

Debt Service - Payments of principal and interest on indebtedness incurred to finance the construction of a capital project.

Department Revenue - Selected fees, charges, rent or other income derived by a department from its own activities.

Designated Unreserved Fund Balance - Net financial resources of a governmental fund that are spendable or available for appropriation, but which have been earmarked by the City Council for some specific purpose.

Encumbrance - Reservation of funds for expenditure at a future date, usually under a purchase order.

Expense - As the authorization to spend is exercised, an appropriation becomes an “expense” or “expenditure”, i.e., the amount expended.

Fiscal Year - The 12-month accounting period used by the City, from July 1 through June 30th of the following calendar year.

Fund - A separate fiscal and accounting entity used by governments to segregate resources related to specific activities. The City’s finances are distributed among 37 separate funds required by the City, State or Federal government, or by proper accounting practice. Fund types include:

Fund Types:

The **General Fund** is the principal operating fund of a government and is typically used to account for most of a government's departments. As a rule, the general fund should be used to account for all of a government's activities unless there is a compelling legal or managerial reason to use some other fund type. Governments may report only a single general fund.

Special Revenue Funds are revenues earmarked for specific purposes. One example is our "Gas Tax Fund" that records gas tax revenues, which may only be used for street repairs. Another example is the "Construction Impact Fees Fund."

Debt Service Funds are funds to account for the payment and accumulation of resources related to general long-term debt principal and interest.

Capital Project Funds are used to account for construction of major public facilities or acquisition by the general government. The "Library Building Fund" and "General Capital Improvement Fund" are examples of capital project funds.

Enterprise Funds are used to account for operations including debt service that are financed and operated in a manner similar to private businesses - where the intent of the governing body is that cost (expenses including depreciation) of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges; or where the governing body has determined that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control accountability, or other purposes. The "Martin Luther King Fund" is an example of an enterprise fund. Another example is the "Sewer Fund" that records sewer fee collections, which may only be used for maintenance of the sewer main system throughout the city.

Internal Service Funds are enterprises that sell service internally to other City entities, rather than to the general public. The "Vehicle Replacement Fund" is an example of Internal Service Funds.

Agency Funds are used to account for accumulations of resources that will be used to pay debt of the Local Improvement Districts for which the City acts as administrator and pay agent. "The Downtown Sidewalk Assessment District Fund" and the "Sunshine Underground Assessment District Fund" are examples of agency funds.

Fund Balances - The excess of the total assets of a fund over its total liabilities and reserves.

Governmental Funds - this includes the general, special revenue, debt service and capital projects fund. They are accounted for on a financial flow basis, measuring available spendable resources and changes in net current assets.

Interest - Income earned on the investment of available cash balances.

Inter-fund Transfers - The reallocation of money from one fund to another. The receiving fund must spend the transferred money in a way that complies with any restrictions placed on the money when it was originally received by the donor fund.

Intergovernmental - Revenues shared with the City by the State (such as the Homeowners' Exemption, Motor Vehicle License Fees, Gas Tax), or Federal government.

Liabilities - Amount of obligations a fund has to make on future payments, such as accounts payable, deferred revenues or amounts due other funds.

Operations - Departmental costs for employees, contract services, repairs and maintenance, internal services, supplies, equipment and other expenses. These expenses are generally predictable and consistent with the on-going service demands of the City and the impact of inflation.

Non-Departmental - Expenses incurred at the fund level, which are not charged to an individual department, such as retiree health benefits, worker's compensation, liability insurance, and inter-fund transfers.

Projects - Long-term investments in public facilities and infrastructure; also known as capital improvements. Amounts spent may vary widely from year to year.

Reserved Fund balance - The portion of fund balance that is not available for appropriation because it is legally restricted (e.g., encumbrances).

Revenue - Money received from taxes, licenses, permits, interest, fees for service, bonds or from other governments by the City during the fiscal year.

Subventions – Revenues collected by the State or other level of government and allocated to the City on a formula basis. The major subventions include motor vehicle in-lieu and gasoline taxes.

User Fees - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as recreation activities).