

*City of Sausalito*

California



**BUSINESS PLAN  
2008-2010**

**2008-2009  
Adopted Budget  
June 24, 2008**

City of Sausalito, CA  
**City Council**  
**June 2008**

Amy Belser, Mayor  
Paul Albritton, Vice Mayor

D. Michael Kelly, Council member  
Jonathan Leone, Council member  
Herb Weiner, Council member

Executive Staff

Adam Politzer, City Manager  
Mary Wagner, City Attorney  
Louise Ho, Administrative Services Director/Treasurer  
Jeremy Graves, Community Development Director  
Scott Paulin, Chief of Police  
Dennis Walsh, Fire Chief  
Michael Langford, Parks & Recreation Director  
Mary Richardson, City Librarian  
[vacant], Public Works Director

# City of Sausalito, CA

## Budget FY 2008-09

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## Budget FY 2008-09

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## CITY OF SAUSALITO FY 2008-09 Budget Message

### **RECOMMENDED MOTION:**

Staff recommends that the City Council take public testimony; adopt FY 2008-09 Budget; adopt resolutions 1) to approve budget; 2) establishing appropriation limit for fiscal year 2008-09 pursuant to Article XIII B of the California Constitution; 3) establishing authorized staffing levels and salary ranges for all permanent and temporary positions for FY 2008-09.

### **BUDGET OVERVIEW:**

I am pleased to present to the City Council and the citizens of Sausalito the proposed operating and capital improvement budget for the fiscal year (FY) 2008-09. The first budget hearing was conducted on May 27, 2008 with a second hearing on June 10, 2008. The budget is a spending and management plan for the City's financial resources. The budget is also where resources are allocated based on City Council goals and priorities. In the November 2007 strategic retreat, the following four goals are identified for the City.

- *Attain Fiscal stability*
- *Increase effectiveness and efficiency of the organization*
- *Promote and help the community actualize "Imagine Sausalito"*
- *Improve the infrastructure, with emphasis on finishing the public safety buildings*

This is the first time the City staff prepared a two-year budget for 2008-2010. It is the City's policy to adopt each year budget individually. As a result, only FY 2008-09 budget is being submitted to the Council for approval on June 24, 2008. For FY 2008-09, staff and the Finance Committee is proposing \$20,186,921 in expenditures for all funds (excluding Public Safety Buildings).

For the General Fund, staff is proposing \$13,266,170 of revenues and \$13,257,755 of expenditures to ensure a balanced budget and to maintain the commitments to provide essential services.

### **BUDGET ANALYSIS:**

#### Operating Budget

Due to the state of economy, using a conservative approach, staff is proposing a flat revenue forecast for FY 2008-09. The General Fund operating revenue projection for FY 2008-09 shows a decrease of \$392,269 (-3.2%) from prior FY 2007-08. But in actual, the revenues for FY 2008-09 show an increase of \$255,914. The difference is

due to in FY 2007-08, the City received \$300,000 of AB418 Educational Revenue Augmentation Fund (ERAF) settlement, \$174,825 net profit from sale of real estate, and \$170,000 a prior period expenditure adjustment for a total of 644,825 one-time revenue.

After years of spending reductions to match revenues, the City continues to face new fiscal challenges with the long-term financial stability is still unclear. The FY 2008-09 Adopted Budget represents a major step in addressing issues that, if not addressed, will continue to post difficulty for the City. The City's immediate fiscal challenges include:

- *Funding for retiree healthcare costs (GASB 45)*
- *Funding for aging infrastructure including sewer, City Hall, roads, and parks*
- *Finding new revenues to keep pace with rising salaries and benefits costs and council priorities and to provide exceptional customer service to the community*

Significant changes to the General Fund expenditures include a hiring freeze of non-essential positions that will be evaluated at the monthly Finance Committee meetings. The following positions have been proposed to remain unfilled:

- Administrative Services Manager
- Deputy Planning Director
- Recreation Special Events Coordinator

In additions to the hiring freeze, all departments were requested to cut their operating budget or defer expenditures including the Library budget reduction of \$62,000. Fortunately for the residents of the City of Sausalito, the Friends of the Library is stepping forward to provide funding for the books budget and Sunday hours for up to six months and will be conducting fundraising for the second six months of Sunday hours. Fee increases such as parking fines and parking fees are also proposed to help create a balanced budget.

As to the enterprise fund, Sewer Fund will be undertaking a rate change feasibility study to cope with the aging sewer lines and increase in operation costs. Martin Luther King property is currently being actively managed with the goal to maximize the rental revenues.

#### Capital Budget

Funding for capital improvement projects remain a challenge for the City. For FY 2008-09, staff is proposing a general capital improvement project expenditures of \$2,900,354 to be funded through various special revenues fund, general capital project reserve of \$530,606 (as of June 30, 2007), and grant fund.

For the two new public safety facilities (police and fire stations), demolition is to start in summer of 2008. The project will be funded through the voter's approved 2006 general obligation bonds Series A & B.

**RESERVE:**

It is fortunate that Proposition 1A has changed the local-state fiscal relationship with the state can no longer pose the threat to the City that it once did. With rising employee salaries and benefits, worker's compensation, retiree healthcare costs, aging infrastructure, and Council program priorities, the Council is encouraged to maintain a sound fiscal policy and control spending.

Currently, the City has built up an emergency reserve for natural disaster. The City needs to build up a budget stabilization fund and address the funding for general capital improvement projects and GASB 45. So far, there is a significant shortfall in capital improvement project reserve to meet the City's 10 year CIP Plan.

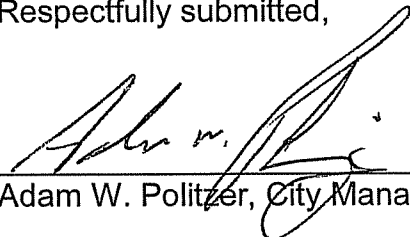
As to GASB 45, the City completed an actuarial study of the other post-employment benefits cost other than pension. The study indicates that the City, as of January 1, 2008, has an unfunded actuarial GASB 45 liability of \$5.9 million. For FY 2008-09, the budget adopts a "pay-as-you-go" due to budget constraint.

**CONCLUSION:**

While the City's financial picture is experiencing a challenge due to the state of economy, it is important to remain prudent as it relates to fiscal management. This recommendation and practice is especially important as the City looks ahead to Fiscal Year 2009-10 with a strong possibility that the budget impact may bring additional challenges. As such, service expansion is not proposed in this budget and some activities, as discussed in this Budget message, are challenged.

I would like to express my appreciation to the Finance Committee, the Management Team, and the City staff for their hard work and collaboration shown in developing this budget and, in particular, the Administrative Services Director/Treasurer, for their efforts. The City is fortunate to have such a dedicated team.

Respectfully submitted,



Adam W. Politzer, City Manager



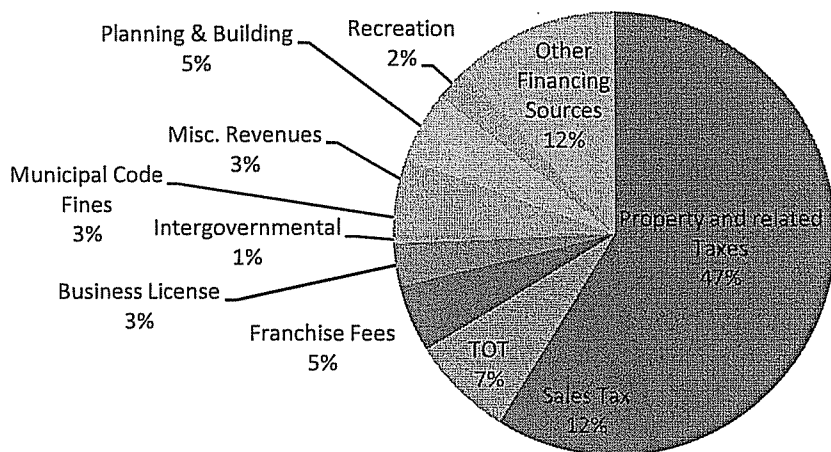
<i>City of Sausalito</i>										
Revenue Summary										
Budget 2008-2010										
Fund	Description	Actual 2008-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-2010	Increase (Decrease) Over Prior Year Budget	% Change
100	General Fund	12,749,340	12,572,666	13,443,939	13,266,170	(177,769)	-1.3%	13,417,415	151,245	1.1%
	Other Fund									
	<i>Special Revenue Funds</i>									
114	Tidelands Fund	706,927	667,115	667,115	731,801	64,686	9.7%	745,878	14,077	1.9%
120	Traffic Safety	99,303	114,565	114,565	265,565	151,000	131.8%	114,565	(151,000)	-56.9%
121	Gas Tax	163,176	356,500	356,500	663,900	307,400	86.2%	199,700	(464,200)	-69.9%
122	Construction Impact Fees	195,813	691,750	691,750	278,050	(413,700)	-59.8%	231,000	(47,050)	-16.9%
123	Traffic Congestion Relief	57,709	33,700	33,700	68,525	34,825	103.3%	71,266	2,741	4.0%
124	County Measure A	-	62,000	62,000	71,309	9,309	15.0%	72,500	1,191	1.7%
125	Storm Drainage	72,152	69,900	69,900	84,500	14,600	20.9%	144,000	59,500	70.4%
126	Stairs	6,683	5,500	5,500	-	(5,500)	-100.0%	-	-	0.0%
127	Prop 1B	-	-	-	400,000	400,000	100.0%	-	(400,000)	-100.0%
135	Fire Grant	787	-	-	-	-	0.0%	-	-	0.0%
136	Recreation Grant	23,150	325,400	71,000	148,204	77,204	108.7%	75,400	(72,804)	-49.1%
	<i>Debt Service Funds</i>									
301	Energy Loan		3,173	3,173	3,173	-	0.0%	3,173	-	0.0%
302	Tidelands Loan		72,155	72,155	72,155	-	0.0%	72,155	-	0.0%
303	2006 General Obligation Bonds		-	427,405	462,877	35,472	8.3%	488,025	25,148	5.4%
304	Vehicle Code Fines Overpayment		54,565	54,565	54,565	-	0.0%	54,565	-	0.0%
	<i>Capital Projects Funds</i>									
115	Library Capital Improvement	14,789	89,500	106,068	88,500	(17,568)	-16.6%	-	(88,500)	-100.0%
140	General Capital Projects	651,292	2,443,397	2,718,397	2,737,454	19,057	0.7%	677,300	(2,060,154)	-75.3%
	<i>Enterprise Funds</i>									
110	Sewer	861,464	845,000	845,000	900,000	55,000	6.5%	900,000	-	0.0%
113	Old City Hall	317,067	329,500	329,500	298,750	(30,750)	-9.3%	306,500	7,750	2.6%
210	MLK Rental Property	1,017,180	1,049,311	1,049,311	1,101,602	52,291	5.0%	1,144,500	42,888	3.9%
220	Parking	1,324,045	1,270,480	1,270,480	1,326,000	55,520	4.4%	1,331,000	5,000	0.4%
	<i>Internal Service Funds</i>									
240	Vehicle Replacement	764,759	366,325	366,325	345,270	(21,055)	-5.7%	354,552	9,282	2.7%
250	Worker's Comp	675,470	476,229	476,229	377,513	(98,716)	-20.7%	488,885	111,372	29.5%
260	Employee Benefits	217,979	218,411	218,411	75,903	(142,508)	-65.2%	80,169	4,266	5.6%
	Total Other Funds	7,169,745	9,544,476	10,009,049	10,555,616	546,567	5.2%	7,555,133	(3,000,483)	-28.4%
	Total All Funds	19,919,085	22,117,142	23,452,988	23,821,786	368,797	1.6%	20,972,548	(2,849,238)	-12.0%
	Less Transfers Between Funds	2,225,310	4,137,083	5,332,083	4,370,308	(961,775)	-18.0%	3,217,609	(1,152,699)	-26.4%
	Net Revenues All Funds	17,693,775	17,980,059	18,120,905	19,451,478	1,330,572	7.3%	17,754,939	(1,696,539)	-8.7%

City of Sausalito  
 FY 2009 Budget

Where do General Fund revenues come from?

Property and related Taxes	6,195,000	46.7%
Sales Tax	1,614,850	12.2%
TOT	980,000	7.4%
Franchise Fees	651,255	4.9%
Business License	415,000	3.1%
Intergovernmental	77,500	0.6%
Municipal Code Fines	350,000	2.6%
Misc. Revenues	395,700	3.0%
Planning & Building	687,450	5.2%
Recreation	317,540	2.4%
Other Financing Sources	1,581,875	11.9%
	<u>13,266,170</u>	<u>100.0%</u>

Where Do General Fund Revenues Come From?



<i>City of Sausalito</i>												
General Fund												
Revenue Budget 2008-2010												
Account	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-2010	Increase (Decrease) Over Prior Year Budget	% Change		
Secured Property Tax	4,323,693	4,625,811	4,700,000	4,800,000	4,985,000	185,000	3.9%	5,200,000	215,000	4.3%		
Excess ERAF	708,389	536,237	500,000	570,000	500,000	(70,000)	-12.3%	500,000	-	0.0%		
AB 418 ERAF Settle for Special Edu				303,358	-	(303,358)	-100.0%	-	-	0.0%		
ERAFIII Shift	(203,187)		-	-	-							
100-000-3100-010 Total Secured Property Tax	4,828,994	5,162,048	5,200,000	5,673,358	5,485,000	(188,358)	-3.3%	5,700,000	215,000	3.9%		
100-000-3100-020 Unsecured Property Tax	122,714	104,560	100,000	113,950	100,000	(13,950)	-12.2%	100,000	-	0.0%		
100-000-3100-030 Property Transfer Tax	142,566	121,642	90,000	90,000	90,000	-	0.0%	90,000	-	0.0%		
100-000-3100-040 Property Tax In Lieu of VLF	479,266	482,038	490,000	514,838	520,000	5,162	1.0%	525,000	5,000	1.0%		
100-000-3130-010 Sales & Use Tax General	1,103,532	1,147,377	1,100,000	1,100,000	1,125,000	25,000	2.3%	1,130,000	5,000	0.4%		
100-000-3130-020 Sales & Use Tax Compensation Fund	329,512	364,418	400,000	429,822	429,850	28	0.0%	429,850	-	0.0%		
100-000-3140-010 Prop 172 Sales Tax for Police	82,688	87,004	83,000	80,000	60,000	(23,000)	-27.7%	60,000	-	0.0%		
100-000-3160-000 Transient Occupancy Tax (Hotels)	946,151	988,281	950,000	980,000	980,000	-	0.0%	980,000	-	0.0%		
Total Taxes	8,035,324	8,457,368	8,413,000	8,961,968	8,789,850	(172,118)	-1.9%	9,014,850	225,000	2.6%		
100-000-3180-010 Electric Utility	37,047	42,428	40,000	40,000	42,000	2,000	5.0%	42,000	-	0.0%		
100-000-3180-020 Gas Utility	37,563	38,192	38,000	38,000	37,500	(500)	-1.3%	37,500	-	0.0%		
100-000-3180-030 Garbage	421,581	441,685	425,000	425,000	425,000	-	0.0%	425,000	-	0.0%		
100-000-3180-040 Cable TV	125,087	170,560	128,000	140,000	146,755	6,755	4.8%	140,000	(6,755)	-4.8%		
Total Franchise Fees	621,278	692,865	631,000	643,000	651,255	8,255	1.3%	644,500	(6,755)	-1.0%		
100-000-3210-001 Bus License Audit	(31,622)	(33,244)	-	-	-							
100-000-3210-010 Contractors Bus Lic.	28,513	27,307	23,500	23,500	23,500	-	0.0%	23,500	-	0.0%		
100-000-3210-020 Gross Receipts BL	452,976	416,084	326,000	326,000	326,000	-	0.0%	326,000	-	0.0%		
100-000-3210-030 Home Business	40,060	18,895	14,000	14,000	14,000	-	0.0%	14,000	-	0.0%		
100-000-3210-031 Apartments	14,015	78,009	30,000	30,000	30,000	-	0.0%	30,000	-	0.0%		
100-000-3210-032 Temp Special Events	18,735	18,570	18,500	18,500	18,500	-	0.0%	18,500	-	0.0%		
100-000-3210-033 Misc Flat Rate	9,958	6,296	3,000	3,000	3,000	-	0.0%	3,000	-	0.0%		
Total Business License	531,907	531,907	415,000	415,000	415,000	-	0.0%	415,000	-	0.0%		
100-000-3300-010 Homeowner's Exemption	38,210	37,423	37,500	37,500	37,500	-	0.0%	37,500	-	0.0%		
100-000-3300-020 Motor Vehicle	49,508	44,012	53,000	40,000	40,000	(13,000)	-24.5%	40,000	-	0.0%		
100-000-3300-030 State Mandates SB 90	109,123	32,665	-	34,493	-	(34,493)	-100.0%	-	-	0.0%		
Total State of California Funding	196,841	114,100	90,500	111,993	77,500	(34,493)	-38.0%	77,500	-	0.0%		
100-000-3300-040 SMMEMPS - Ambulance	104,177	92,150	90,000	117,388	100,000	(17,388)	-14.8%	100,000	-	0.0%		
100-000-3300-055 Abandoned Vehicle Abate Reimb.	7,449	3,888	7,000	4,000	6,000	(1,000)	-25.0%	6,000	-	0.0%		
100-000-3300-080 Booking Fee Reimbursement	-	12,623	-	-	-							
100-000-3470-100 Admin Fees	30,389	25,633	22,500	22,500	22,500	-	0.0%	22,500	-	0.0%		
100-000-3470-200 Police	40,000	15,767	20,000	15,000	15,000	-	0.0%	15,000	-	0.0%		
100-000-3470-201 Film Permits	500	900	1,000	1,500	1,500	-	0.0%	1,500	-	0.0%		
100-000-3470-202 Police - Alarms	5,730	8,465	6,500	6,500	6,000	(500)	-7.7%	6,000	-	0.0%		
100-000-3470-300 Fire	1,031	6,360	1,200	1,200	1,200	-	0.0%	1,200	-	0.0%		
100-000-3470-500 Public Work	7,997	2,847	2,500	2,500	2,500	-	0.0%	2,500	-	0.0%		
100-000-3470-600 Library Fees	20,346	19,333	19,000	19,000	19,000	-	0.0%	19,000	-	0.0%		
100-000-3500-010 Municipal Code Fines	313,260	368,352	350,000	300,000	350,000	50,000	16.7%	350,000	-	0.0%		
100-000-3500-020 Code Enforcement Muni Code Fine	-	22,448	2,500	2,500	-	(2,500)	-100.0%	-	-	0.0%		
100-000-3600-010 Interest on Investments	7,644	23,475	14,000	20,000	6,000	(8,000)	-57.1%	6,000	-	0.0%		
100-000-3620-010 Land, Antennas, etc	118,336	128,338	131,091	127,091	135,000	7,909	6.2%	140,000	5,000	3.7%		

City of Sausalito												
General Fund												
Revenue Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-2010	Increase (Decrease) Over Prior Year Budget	% Change	
100-000-3620-020	Bldg Lease	2,153		-	-	-	-	0.0%		-	0.0%	
100-000-3620-050	Pay Phone Profits	991	722	-	-	-	-	0.0%		-	0.0%	
100-000-3640-000	Contribution - Private					7,000	7,000	0.0%		(7,000)	0.0%	
100-000-3640-020	Contribution - Library	50,000	50,000	-	10,000	65,000	55,000	50.0%		(65,000)	0.0%	
100-000-3900-010	Misc Revenue	36,945	6,329	2,000	194,000	2,000	(192,000)	-99.0%	2,000	-	0.0%	
100-000-3900-011	Art Festival Parking	6,934	7,190	-	7,449	7,000	(449)	-6.0%	7,000	-	0.0%	
100-000-3920-010	Proceeds of Sale of Fix Assets	501	120	-	174,825	-	(174,825)	-100.0%	-	-	0.0%	
	<b>Total Misc Revenues</b>	<b>754,383</b>	<b>794,929</b>	<b>682,491</b>	<b>1,027,453</b>	<b>745,700</b>	<b>(281,753)</b>	<b>-27.4%</b>	<b>678,700</b>	<b>(67,000)</b>	<b>-9.0%</b>	
Detail Attached	Planning & Building Revenue	583,417	696,066	693,900	678,650	687,450	8,800	1.3%	687,450	-	0.0%	
Detail Attached	Recreation Revenue	335,765	299,730	279,400	238,500	317,540	79,040	33.1%	317,540	-	0.0%	
	<b>Total Operating Revenues</b>	<b>11,059,641</b>	<b>11,586,965</b>	<b>11,205,291</b>	<b>12,076,564</b>	<b>11,684,295</b>	<b>(392,269)</b>	<b>-3.2%</b>	<b>11,835,540</b>	<b>151,245</b>	<b>1.3%</b>	
	<b>Total Expenditures (see expend summary)</b>	<b>10,773,947</b>	<b>11,323,224</b>	<b>11,959,397</b>	<b>12,328,220</b>	<b>13,007,755</b>	<b>679,535</b>	<b>5.5%</b>	<b>13,443,343</b>	<b>435,589</b>	<b>3.3%</b>	
	Excess (Deficiency) of Revenues over Expenditures	285,694	263,741	(754,106)	(251,656)	(1,323,460)	(1,071,804)	425.9%	(1,607,803)	(284,344)	21.5%	
	<b>Other Financing Sources (Uses)</b>											
100-000-3910-011	Parking Transfer In	800,000	700,000	900,000	900,000	1,000,000	100,000	11.1%	1,000,000	-	0.0%	
100-000-3910-014	Sewer Transfer In	79,000	79,000	79,000	79,000	79,000	-	0.0%	79,000	-	0.0%	
100-000-3910-012	Tidelands Transfer In	144,854	200,000	205,000	205,000	219,500	14,500	7.1%	219,500	-	0.0%	
100-000-3910-013	Old City Hall Transfer In	112,900	150,000	150,000	150,000	150,000	-	0.0%	150,000	-	0.0%	
100-000-3910-021	MLK Loan Pmts to City					100,000	100,000	100.0%	100,000	-	0.0%	
100-000-3910-021	MLK Transfer in (Admin)	33,375	33,375	33,375	33,375	33,375	-	0.0%	33,375	-	0.0%	
	<b>Total Transfer In</b>	<b>1,169,729</b>	<b>1,162,375</b>	<b>1,367,375</b>	<b>1,367,375</b>	<b>1,581,875</b>	<b>214,500</b>	<b>15.7%</b>	<b>1,581,875</b>	<b>-</b>	<b>0.0%</b>	
	<b>Transfer (Out) (see expenditure summary)</b>	<b>(230,319)</b>	<b>(685,000)</b>	<b>(425,000)</b>	<b>(1,620,000)</b>	<b>(250,000)</b>	<b>1,370,000</b>	<b>-84.6%</b>	<b>(250,000)</b>	<b>-</b>	<b>0.0%</b>	
	<b>Total Other Financing Sources (Uses)</b>	<b>939,410</b>	<b>477,375</b>	<b>942,375</b>	<b>(252,625)</b>	<b>1,331,875</b>	<b>1,584,500</b>	<b>-627.2%</b>	<b>1,331,875</b>	<b>-</b>	<b>0.0%</b>	
	Net Change in Fund Balance	1,225,105	741,116	188,269	(504,281)	8,415	512,696		(275,928)	(284,344)		
	Beg undesignat, unreserved fund bal	(1,366,194)	(141,090)	600,027	600,027	95,746	(504,281)		104,162	8,415		
	End undesignat, unreserved fund bal	(141,090)	600,027	788,296	95,746	104,162	8,415		(171,766)	(275,928)		
							wd Fire MOU Adj					
							wd Police & Fire MOU Adj					

<i>City of Sausalito</i>												
Planning and Building Revenue												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-2010	Increase (Decrease) Over Prior Year Budget	% Change	
100-000-3220-010	Building	165,729	194,568	180,000	180,000	187,775	7,775	4.3%	187,775	-	0.0%	
100-000-3220-020	Electrical	20,435	15,886	14,000	16,000	16,240	240	1.5%	16,240	-	0.0%	
100-000-3220-030	Mechanical	10,941	9,814	10,000	10,000	10,150	150	1.5%	10,150	-	0.0%	
100-000-3220-040	Plumbing	21,929	22,827	20,000	20,000	20,300	300	1.5%	20,300	-	0.0%	
100-000-3220-051	Building - Plan Check	170,987	233,228	190,000	215,000	218,225	3,225	1.5%	218,225	-	0.0%	
100-000-3220-052	Building Record Fees	18,252	14,082	12,000	10,000	10,150	150	1.5%	10,150	-	0.0%	
100-000-3220-053	Energy Check Fee	13,801	9,803	10,000	10,000	10,150	150	1.5%	10,150	-	0.0%	
100-000-3230-060	Encroachment - Engr	19,879	23,502	7,000	7,000	4,060	(2,940)	-42.0%	4,060	-	0.0%	
100-000-3230-063	Grading Permit	1,757	277	500	250	-	(250)	-100.0%	-	-	0.0%	
	Building Revenue	443,710	523,987	443,500	468,250	477,050	8,800	1.9%	477,050	-	0.0%	
100-000-3240-010	Plan & Ordinance Amendments	98	953	1,000	-	-	-	-	-	-	-	
100-000-3240-012	Encroachment (Planning)	1,160	34,642	30,000	60,000	60,000	-	0.0%	60,000	-	0.0%	
100-000-3240-079	Occupancy Permits	18,370	13,770	13,000	10,000	10,000	-	0.0%	10,000	-	0.0%	
100-000-3240-080	Design Review Fees	32,378	86,181	100,000	50,000	50,000	-	0.0%	50,000	-	0.0%	
100-000-3240-081	Appeal Fees	5,814	8,872	15,000	10,000	10,000	-	0.0%	10,000	-	0.0%	
100-000-3240-082	Conditional Use Permit	7,700	10,255	20,000	14,000	14,000	-	0.0%	14,000	-	0.0%	
100-000-3240-084	Lot Line Realignment	352	3,403	2,800	2,800	2,800	-	0.0%	2,800	-	0.0%	
100-000-3240-085	Variance Fees	8,069	3,744	20,000	5,000	5,000	-	0.0%	5,000	-	0.0%	
100-000-3240-086	Zoning Permit Fees	5,076	11,568	20,000	20,000	20,000	-	0.0%	20,000	-	0.0%	
100-000-3240-088	Environmental Review	-	1,200	10,000	5,000	5,000	-	0.0%	5,000	-	0.0%	
100-000-3240-089	Noticing	6,950	1,775	-	-	-	-	0.0%	-	-	0.0%	
100-000-3240-090	Non-Conforming Permit Fees	4,821	166	-	-	-	-	0.0%	-	-	0.0%	
100-000-3240-091	Subdivision	5,207	7,562	5,000	5,000	5,000	-	0.0%	5,000	-	0.0%	
100-000-3240-092	Study Session	1,632	195	1,600	1,600	1,600	-	0.0%	1,600	-	0.0%	
100-000-3470-400	Misc CDD Fees	12,213	13,194	12,000	27,000	27,000	-	0.0%	27,000	-	0.0%	
100-180-4900-010	Bad Debt Expense	29,867	(25,402)	-	-	-	-	0.0%	-	-	0.0%	
	Planning Revenue	139,707	172,078	250,400	210,400	210,400	-	0.0%	210,400	-	0.0%	
	Total Planning & Building	583,417	696,066	693,900	678,650	687,450	8,800	1.3%	687,450	-	0.0%	

CDD Revenue

<i>City of Sausalito</i>												
Recreation Revenues												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-2010	Increase (Decrease) Over Prior Year Budget	% Change	
100-000-3471-631	Dunphy Park	2,602	2,144	2,000	2,000	2,000	-	0.0%	2,000	-	0.0%	
100-000-3471-632	Sweeny Park	-	110	-	-	-	-	0.0%	-	-	0.0%	
100-000-3471-633	Cloud View Park	518	283	500	300	-	(300)	-100.0%	-	-	0.0%	
100-000-3471-634	South View Park	382	(100)	-	-	-	-	0.0%	-	-	0.0%	
100-000-3471-636	MLK	30,481	33,379	20,000	27,500	30,000	2,500	9.1%	30,000	-	0.0%	
100-000-3471-637	Marinship Park	998	2,879	3,000	1,000	6,640	5,640	564.0%	6,640	-	0.0%	
100-000-3471-639	Memorial Bench program	-	-	2,000	6,000	5,000	(1,000)	-16.7%	5,000	-	0.0%	
100-000-3472-600	Recreation Fees	203	105	200	200	200	-	0.0%	200	-	0.0%	
100-000-3472-601	Youth Class Fees	19,976	23,580	22,000	22,000	26,000	4,000	18.2%	26,000	-	0.0%	
100-000-3472-602	Adult Class Fees	44,725	50,366	38,000	10,000	16,000	6,000	60.0%	16,000	-	0.0%	
100-000-3472-603	Senior Program Fees	2,657	3,698	3,600	1,000	1,500	500	50.0%	1,500	-	0.0%	
100-000-3472-604	Teen Programs	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-605	Youth Programs	221	96	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-606	Day Camps	2,030	(356)	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-607	Sports Camps	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-608	Adult Sports Program	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-609	Adult Basketball	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-610	Adult Football	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-611	Adult Softball	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-612	Adult Clubs	2,828	2,512	2,400	1,400	1,400	-	0.0%	1,400	-	0.0%	
100-000-3472-613	Tennis Programs	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-614	Special Interest Trips	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-000-3472-615	Special Event Garage Sales	570	-	-	-	1,000	1,000	100.0%	1,000	-	0.0%	
100-000-3472-616	Special Events - Other	11,675	5,625	6,000	3,000	3,000	-	0.0%	3,000	-	0.0%	
100-000-3472-617	Arias in the Afternoon	17,966	18,058	18,000	3,000	14,000	11,000	366.7%	14,000	-	0.0%	
100-000-3472-618	Caledonia Street Fair	49,338	19,589	32,000	25,000	35,000	10,000	40.0%	35,000	-	0.0%	
100-000-3472-619	Chili Cook-off	10,262	5,822	6,000	4,400	3,750	(650)	-14.8%	3,750	-	0.0%	
100-000-3472-620	Easter Donations	136	-	500	500	250	(250)	-50.0%	250	-	0.0%	
100-000-3472-621	Fourth of July Fireworks	13,559	16,734	8,000	8,000	25,000	17,000	212.5%	25,000	-	0.0%	
100-000-3472-622	Fourth of July Picnic	16,515	12,884	13,000	13,000	3,500	(9,500)	-73.1%	3,500	-	0.0%	
100-000-3472-623	Halloween Donations	1,900	-	500	500	500	-	0.0%	500	-	0.0%	
100-000-3472-624	Jazz by the Bay	34,405	32,035	32,000	30,000	43,000	13,000	43.3%	43,000	-	0.0%	
100-000-3472-625	Facility Rentals	15	608	500	500	500	-	0.0%	500	-	0.0%	
100-000-3472-626	Exercise Room	2,511	1,524	2,000	2,000	2,000	-	0.0%	2,000	-	0.0%	
100-000-3472-627	Game Room	1,948	114	200	200	200	-	0.0%	200	-	0.0%	
100-000-3472-628	Senior Center	14,352	11,991	12,000	12,000	12,000	-	0.0%	12,000	-	0.0%	
100-000-3472-630	Gymnasium	47,639	48,451	50,000	50,000	50,000	-	0.0%	50,000	-	0.0%	
100-000-3472-631	Childrens Concerts	-	600	1,000	1,000	1,000	-	0.0%	1,000	-	0.0%	
100-000-3473-680	Brochure Advertising Sales	-	-	-	-	17,600	17,600	100.0%	17,600	-	0.0%	
100-000-3473-680	Scholarship Fund	-	-	-	-	-	-	0.0%	-	-	0.0%	

Rec Revenue

<i>City of Sausalito</i>												
Recreation Revenues												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-2010	Increase (Decrease) Over Prior Year Budget	% Change	Change
100-000-3473-681	Donation for Park Improvements	5,300	7,000	-	-	16,500	2,500	17.9%	16,500	-	0.0%	0.0%
100-000-3473-682	Donations - Recreation	51	-	4,000	14,000	317,540	79,040	33.1%	317,540	-	0.0%	0.0%
	Total Recreation Revenues	335,765	299,730	279,400	238,500	317,540	79,040	33.1%	317,540	-	0.0%	0.0%

Rec Revenue

City of Sausalito				
Intefund Transfers				
	FY 2009		FY 2010	
	Total In	Total Out	Total In	Total Out
General Fund	1,581,875		1,581,875	
Admin		6,718		7,140
IT		1,257		1,374
Non-Dept		250,000		250,000
Planning		4,241		4,687
Building		3,831		4,328
Engineering		2,336		2,613
Police		181,881		233,271
Fire		291,860		339,351
DPW- Maint		129,377		154,819
Recreation		9,675		10,748
Library		3,781		4,130
				-
Special Revenue				-
Tideland		291,655		291,655
Traffic Safety		183,565		54,565
Gas Tax		588,000		122,700
Construction Impact		278,050		159,000
Traffic Congestion		22,000		-
County Measure A		63,000		-
Storm Drainage		20,000		114,200
Stairs		-		-
Prop 1A		400,000		-
Recreation Grant		148,204		-
				75,400
Debt Service				-
Energy Loan	3,173		3,173	-
Tideland Loan	72,155		72,155	-
Vehicle Code Fines Over	54,565		54,565	-
				-
Capital Projects				-
Library Capital		88,500		-
Gen Capital	1,986,754		721,300	-
				-
Enterprise				-
Sewer		79,000		79,000
Old City Hall		150,000		150,000
MLK		133,375		133,375
Parking		1,040,000		1,025,253
Internal Services				
Vehicle Replacement	285,270		289,552	
Workers' Comp	327,513		433,819	
Employee Benefits Leave	59,003		61,170	
	4,370,308	4,370,308	3,217,609	3,217,609



# CITY OF SAUSALITO

## EXPLANATION OF REVENUE SOURCES

### PROPERTY TAXES

**CURRENT SECURED AND UNSECURED TAXES** - homes, businesses and other taxable real and personal property are subject to a property rate of 1% of assessed value. Assessed value per Proposition 13 is based on the 1975 value of property with subsequent increases limited to 2% or CPI, whichever is lower. However, when property is transferred, or when property is newly constructed, it is re-appraised at its current full market value. The City of Sausalito receives approximately 20.9% of the property tax with the balance going to local school districts, special districts, and the County of Marin. For FY 2009, the City is projecting a 4.5% increase in property tax collections. The increase excludes the expectation of receiving \$500,000 ERAF reimbursement of City Property Tax previously reallocated to the school district by the State of California due to cuts in the schools' budgets by the State.

**Property Transfer Tax** – a tax levied on the sale of property and is used as an indicator of how much the City will collect in additional property tax in the following year. The tax is \$1.10 per \$1,000 of sales price exclusive of liens or encumbrances. The City receives half of the tax and the County the other half.

**Property Tax in Lieu of VLF** – As of January 1, 2005 the offset to the vehicle license fee is repealed and instead the VLF is reduced to .065% of the market value of the vehicle. Instead, the VLF adjustment amount required to be allocated to a city will be through Property Tax and will continue to grow (or decline) by the total assessed values in a jurisdiction. Total values include all assessed values, secured, unsecured and non-operating unitary.

### SALES TAXES

**SALES TAX** - The sales tax received by the City is equal to 1% of all taxable sales within the city limits. This is the General Fund's second largest revenue source.

**SALES TAX SB 172** - state voters approved a half-cent sales tax in 1994 that is dedicated for public safety use. Only 5% of the half-cent is distributed to cities. The other 95% go to counties to pay for trial court and district attorney/public safety costs.

### OTHER TAXES

**TRANSIENT OCCUPANCY TAX** - tax on temporary occupancy of hotel, motel and other similar facilities by temporary residents unless such occupancy is for 30 days or more. Present TOT rate is 12%.

**FRANCHISES** - amounts received for special privileges granted by the City permitting the continuous use of public property such as poles and lines for public utility use, trash collection and cable television.

**BUSINESS LICENSE TAX** - annual tax on local businesses based on gross receipts or flat rates depending on the type of business.

Also included here are Business License Penalties for failure to pay annual business license taxes which is subject to escalating penalties at the rate of 10% for the first month to a maximum of 60% after five months.

### **INTERGOVERNMENTAL**

**HOMEOWNER'S EXEMPTION** - reimbursements from the State due to legislative reduction of the property tax assessment base for owner occupied residential properties.

**MOTOR VEHICLE** – (also known as "VLF"), residents pay a fee to the State each year that is computed as a percent of the depreciated value of their motor vehicle. Revenues derived from the motor vehicle license fees are distributed based on the proportion of the population that each city bears to the total population of all cities.

**STATE REIMBURSEMENTS (SB 90)** - in 1972 the State Legislature adopted SB 90 which in part provided that the State would reimburse local agencies for state mandated costs. The largest reimbursements now are from the Open Meetings Act and Police mandated expenses. State has started to repay prior years claims.

### **MISCELLANEOUS REVENUE TYPES**

**SMEMPS REIMBURSEMENT** - The Southern Marin Emergency Medical Paramedic System (SMEPMS) reimburses Sausalito as well as the other four member agencies in the system, any operating surplus monies accrued over the past twelve months.

**BOOKING FEE REIMBURSEMENT** - this is state reimbursement of Booking Fees paid by the City to the County of Marin as set forth in AB 1662.

**ADMINISTRATION FEES** - includes fees mainly for copies of documents and business license processing.

**POLICE SERVICE FEES** - includes fees for providing police reports, fees for providing police overtime for private events, the vehicle abatement program and recovery of booking fees.

**FIRE SERVICES** - fees charged for fire reports, responding to lockouts and emergency pump-out services.

**MISC. CDD FEES** – are fees charged for copies of reports, and other services not specifically assigned to a project.

**LIBRARY FINES AND FEES** - fees charged for over-due and lost books.

**MUNICIPAL CODE FINES** - parking fines collected for violation of Sausalito Municipal Codes.

**INTEREST EARNINGS** - the City manages cash in a manner to ensure that all available funds are invested to earn the maximum yield consistent with safety and liquidity. Invested monies are pooled and each fund receives interest income based on its average share of yearly cash balances.

**LAND AND BUILDING RENTALS** – receipts are from the lease of real property for telecommunication antennas.

**CONTRIBUTIONS** – receipt of funds donated by the public for General Fund purposes. This would **not include** the Public Safety Building, Adopt a Tree, or the Community Center Task force donations.

**MISCELLANEOUS REVENUE** – Includes other revenue not accounted for in the other categories.

### **DEVELOPER REVENUES**

**BUILDING PERMITS** - these permits authorize construction and are computed on building value using standard building costs. Fees are charged to defray the cost of inspecting building construction to assure compliance with City building codes and applicable standards. Separate permits are required for electrical, mechanical and plumbing. Also included are Building Permit Penalties that are assessed on construction work performed without a building permit and is subject to penalties several times the amount of the building permit.

**ENCROACHMENT PERMITS** - these permits authorize public and private companies to construct improvements on city property.

**PLANNING FEES** - includes fees for noticing, conditional use permits, variances, zoning permits, occupancy permits and design review. Community Development

fees are based on the average time it takes to process an application multiplied by an overall hourly departmental rate.

The cost recovery system was implemented in September of 2002. Projects are charged based on actual hours worked times hourly rate for labor and overhead. Effective January 1, 2007, the City implemented flat fees structure for new projects. As a result, the Planning Department revenues and expenditures FY 2007-08 show an increase to reflect the flat fees. For full-cost recovery projects, outside consultant charges are a direct pass-through to the projects.

***BUILDING FEES*** - includes fees for building recording, plan checks and energy checks.

### **FEES FOR SERVICE**

***RECREATION FEES*** - includes fees charged for youth and adult classes such as Art, Dance, Educational, Play, Gymnastics, Health, Fitness, and Clubs. Revenues are generated from special events, such as Jazz by the Bay, Halloween and the Caledonia Street Faire. Other recreation revenues include rentals of facilities, including classrooms and ball fields, donations received for the July 4<sup>th</sup> fireworks show and revenues collected from the annual July 4<sup>th</sup> event in Dunphy Park.

### **PARKING FUND REVENUES**

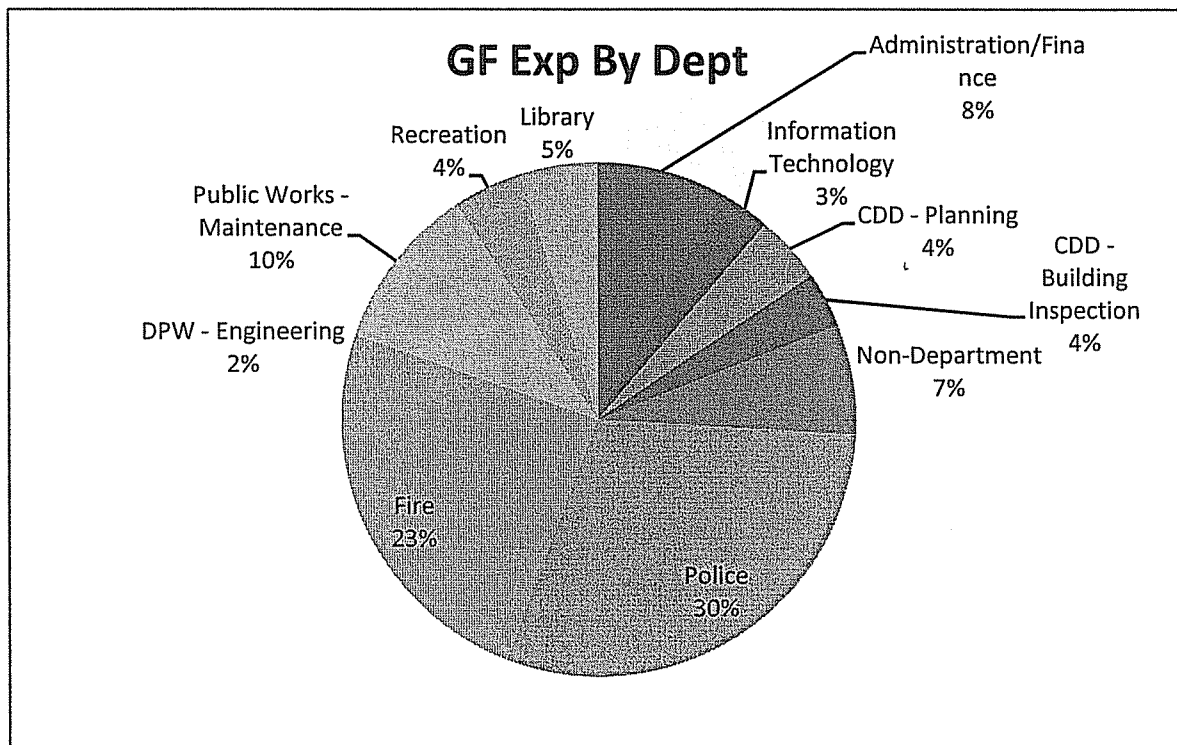
Net revenues (Revenues less expenses) in the Parking Fund are transferred to the General Fund for use to support basic government functions.

City of Sausalito												
Expenditure Summary												
Budget 2008-2010												
Dept	General Fund	Actual 2004-05	Actual 2005-06	Actual 2006-07	Adopted/Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Chg	Projected Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Chg	
101	Administration/Finance	966,731	956,156	1,155,099	1,011,133	1,045,560	34,427	3.4%	1,109,980	64,420	6.2%	
130	Information Technology	234,110	221,872	222,991	402,713	422,256	19,543	4.9%	425,434	3,179	0.8%	
180	CDD - Planning	374,246	449,130	458,059	613,907	554,548	(59,359)	-9.7%	520,035	(34,513)	-6.2%	
400	CDD - Building Inspection	306,098	280,773	311,796	303,380	453,423	150,043	49.5%	469,775	16,352	3.6%	
190	Non-Department	627,327	589,698	656,939	840,701	898,318	57,617	6.9%	909,241	10,923	1.2%	
200	Police	3,325,124	3,242,825	3,409,157	3,623,863	3,886,721	262,858	7.3%	4,030,363	143,641	3.7%	
300	Fire	2,357,331	2,468,497	2,669,023	2,894,502	2,957,702	63,200	2.2%	3,036,128	78,427	2.7%	
410	DPW - Engineering	172,170	124,906	172,466	162,584	233,851	71,267	43.8%	262,793	28,942	12.4%	
500	Public Works - Maintenance	1,080,895	1,291,534	1,202,943	1,308,527	1,359,063	50,536	3.9%	1,441,445	82,382	6.1%	
600	Recreation	586,572	590,286	479,507	553,957	564,951	10,994	2.0%	587,170	22,219	3.9%	
690	Library	538,141	558,270	585,244	612,953	631,361	18,408	3.0%	650,979	19,618	3.1%	
	Total General Fund Expenditures	10,568,544	10,773,947	11,323,224	12,328,220	13,007,755	679,535	5.5%	13,443,343	435,589	3.3%	
	Advance to San Carlos UAD	127,000	101,319	-	-	-	-	-	-	-	-	
	Transfer to General Capital Projects Fd	547,600	50,000	535,000	550,000	250,000	(300,000)	-54.5%	250,000	-	0.0%	
	Transfer to EE Benefits Fund	219,000	150,000	150,000	150,000	-	(150,000)	-100.0%	-	-	0.0%	
	Transfer to General Liability Fund	-	-	-	170,000	-	(170,000)	-100.0%	-	-	0.0%	
	Transfer to Disaster Assistance Fund	-	-	-	750,000	-	(750,000)	-100.0%	-	-	0.0%	
	Transfer to Storm Drainage Fund for CIL	15,265	79,000	-	-	-	-	-	-	-	-	
	Total General Fund Transfers Out	908,865	230,319	685,000	1,620,000	250,000	(1,370,000)	-84.6%	250,000	-	0.0%	
	Total General Fund	11,477,409	11,004,266	12,008,224	13,948,220	13,257,755	(690,465)	-5.0%	13,693,343	435,589	3.3%	
Fund	Other Fund											
	Special Revenue Fund											
114	Tidelands Fund	389,891	300,210	358,012	362,794	398,664	35,870	9.9%	396,274	(2,390)	-0.6%	
120	Traffic Safety	42,060	33,018	67,302	114,565	265,565	151,000	131.8%	114,565	(151,000)	-56.9%	
121	Gas Tax	78,089	67,417	60,260	356,500	663,900	307,400	86.2%	199,700	(464,200)	-69.9%	
122	Construction Impact Fees	1,850	37,218	100,673	691,750	278,050	(413,700)	-59.8%	159,000	(119,050)	-42.8%	
123	Traffic Congestion Relief	-	1,026	32,482	33,700	22,000	(11,700)	-34.7%	-	(22,000)	-100.0%	
124	County Measure A	-	-	-	15,000	63,000	48,000	320.0%	-	(63,000)	-100.0%	
125	Storm Drainage	73,218	138,154	18,363	48,400	84,500	36,100	74.6%	144,000	59,500	70.4%	
126	Stairs	-	-	-	-	-	-	0.0%	-	-	0.0%	
127	Prop 1A	-	-	-	-	400,000	400,000	100.0%	-	(400,000)	-100.0%	
135	Fire Grant	21,222	24,832	-	-	8,900	8,900	100.0%	-	(8,900)	-100.0%	
136	Recreation Grant	-	35,150	4,000	71,000	148,204	77,204	108.7%	75,400	(72,804)	-49.1%	
	Debt Service Fund											
301	Energy Loan	-	-	-	3,173	3,173	-	0.0%	-	-	0.0%	
302	Tideland Loan	-	-	-	72,155	72,155	-	0.0%	-	-	0.0%	

City of Sausalito												
Expenditure Summary												
Budget 2008-2010												
	Actual 2004-05	Actual 2005-06	Actual 2006-07	Adopted/ Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Chg	Projected Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Chg		
303 2006 General Obligation Bonds				362,145	425,520	63,375	17.5%	456,395	30,875	7.3%		
304 Vehicle Code Fines Overpayment				54,565	54,565	-	0.0%	54,565	-	0.0%		
<i>Capital Projects Fund</i>												
115 Library Capital Improvement	23,286	76,638	4,160	106,068	88,500	(17,568)	-16.6%	-	(88,500)	-100.0%		
140 General Capital Projects	72,044	160,998	105,392	2,295,397	2,900,354	604,957	26.4%	656,300	(2,244,054)	-77.4%		
<i>Enterprise Fund</i>												
110 Sewer	729,313	1,044,718	643,562	1,035,987	2,014,665	978,678	94.5%	1,601,932	(412,733)	-20.5%		
113 Old City Hall	205,780	287,533	324,110	325,610	325,610	-	0.0%	325,610	-	0.0%		
210 MLK Rental Property	802,242	862,082	785,630	972,917	1,109,636	136,719	14.1%	1,002,194	(107,442)	-9.7%		
220 Parking	1,348,192	1,145,758	1,010,217	1,436,830	1,452,757	15,927	1.1%	1,247,201	(205,556)	-14.1%		
<i>Internal Service Fund</i>												
240 Vehicle Replacement	120,649	69,372	497,712	243,502	116,340	(127,162)	-52.2%	71,965	(44,375)	-38.1%		
250 Workers' Compensation	(240,716)		333,246	476,229	327,513	(148,716)	-31.2%	433,885	106,372	32.5%		
260 Employee Benefits			217,979	218,411	75,903	(142,508)	-65.2%	80,169	4,266	5.6%		
Total Other Funds	3,667,119	4,284,124	4,563,100	9,296,698	11,299,474	2,002,776	21.5%	7,094,483	(4,204,991)	-37.2%		
Total All Funds	15,144,528	15,288,390	16,571,324	23,244,918	24,557,229	1,312,311	16.6%	20,787,826	(3,769,402)	-33.9%		
Less Transfers Between Funds	3,114,232	1,777,710	2,225,310	5,332,083	4,370,308	(961,775)	-18.0%	3,217,609	(1,152,699)	-26.4%		
Net Expenditures All Funds	12,030,296	13,510,680	14,346,014	17,912,835	20,186,921	2,274,086	12.7%	17,570,217	(2,616,703)	-13.0%		

City of Sausalito  
 General Fund Expenditures By Department  
 FY 2009 Budget

Administration/Finance	1,045,560	8.0%
Information Technology	422,256	3.2%
CDD - Planning	554,548	4.3%
CDD - Building Inspection	453,423	3.5%
Non-Department	898,318	6.9%
Police	3,886,721	29.9%
Fire	2,957,702	22.7%
DPW - Engineering	233,851	1.8%
Public Works - Maintenance	1,359,063	10.4%
Recreation	564,951	4.3%
Library	631,361	4.9%
	<b>13,007,755</b>	



## ADMINISTRATION/FINANCE BUDGET MESSAGE

### ORGANIZATION:

This department is comprised of the following personnel:

- 5 elected City Council members of which one is chosen to serve as Mayor
- 1 City Manager appointed by the City Council
- 1 Administrative Services Director/Treasurer
- 1 Assistant to the City Manager /Deputy City Clerk
- 1 Administrative Services Manager (unfilled)
- 1 Accounting Technician
- 1 Senior Accounting Technician
- 0.94 FTE part-time hourly Accountant

Total = 5 elected officials, 5 FTE benefited employees, .94 FTE hourly/ part-time employees.

The Administration/Finance Department prepares Council agenda packets; records management; property management and leasing; public information; web site content management; recruitment of volunteers and members of City boards, commissions and committees; policy advice to Commissions and Council; budget preparation and management; financial management; accounts payable and receivables; payroll administration; parking administration; investment management; risk management; and business license administration. The Department is also responsible for personnel and benefits administration, including the labor negotiations process with various employee associations. In addition to the budgeted City staff, the Administration Department includes the contract City Attorney position. The Parking and Technology Divisions also operate under the Administration Department.

### 2007-08 ACCOMPLISHMENTS:

- Hired a new City Manager, a new Community Development Director, and a new Parks & Recreation Director
- Hired a part-time Property Manager for MLK and showed significant improvements in the property management
- Negotiated a three-year labor contract with SEIU employee group
- Continue with the pre-construction and demolition of the old police and fire buildings for the construction of a new police building and a new fire station
- Improved the accounts receivable and lease management
- Completed the GASB 45 retiree healthcare cost actuarial study to determine unfunded liability
- Started on record retention management
- Created quarterly financial reporting system to City Council



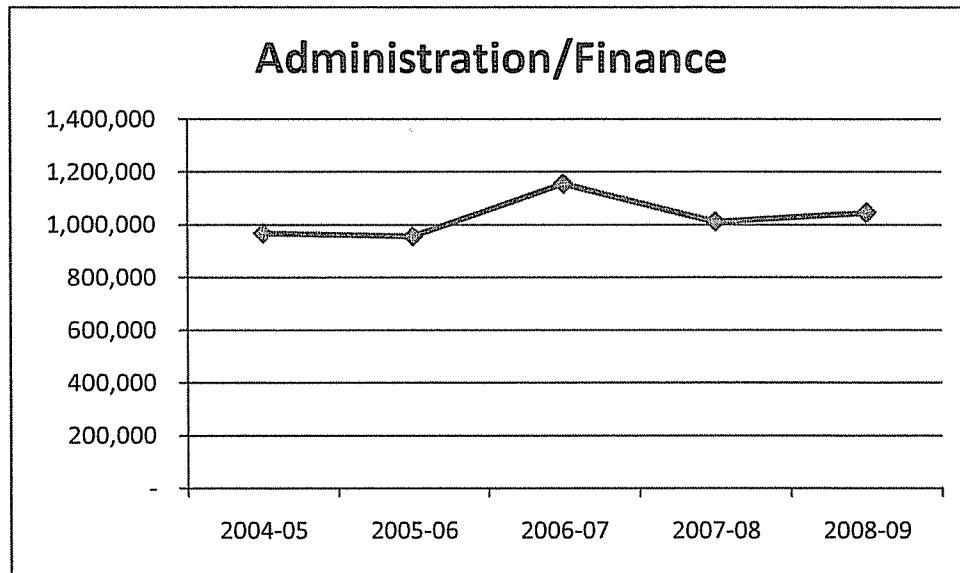
- Reorganized the Administration Department and transferred the customer service front counter functions to the Community Development for efficiency
- Expanded the In-The-Loop e-mail outreach to the community
- Prepared a two-year budget for 2008-2010
- Established a \$750,000 emergency reserve for natural disaster
- Completed the 2006-07 Annual Comprehensive Financial Report (CAFR)
- Created an employee Customer Service Team to develop standards and criteria for excellent customer service in all City departments
- Created a quarterly All-Hand meeting with city employees

**FY 2008-09 GOALS AND OBJECTIVES:**

- Research for new parking meter options to replace existing old meters for possible revenue increase
- Continue to formalize accounting policies and procedures and improve internal control
- Complete the creation of a new chart of accounts for the City financial system
- Evaluate the .net version of Springbrook financial systems for FY 2009-10 upgrade
- Make recommendations to modify rental property business license ordinance
- Assess the effectiveness of DataPark systems for parking lots
- Work with Department of Public Works Engineering Division to construct a new parking booth at Lot 1
- Continue with electronic document management system of current and historical documents with the goal to archive, as well as to make them available for ease of research and public information
- Implement additional injury and illness prevention strategies, workers' case management and return to work procedures that reduce overall workers' compensation expenses
- Complete the construction time limit and condo conversion ordinance and municipal code update
- Continue to actively manage MLK facilities and other leases

City of Sausalito

	2004-05	2005-06	2006-07	2007-08	2008-09
Administration Dept	966,731	956,156	1,155,099	1,011,133	1,045,560



Significant Changes

2006-07

Increase in legal and salaries & benefits costs

2007-08

Move City Attorney and other legal costs to Non-Dept

<i>City of Sausalito</i>												
Administration/Finance Department												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	(Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-10	(Decrease) Over Prior Year Budget	% Change	% Change
100-101-1000-110	Salaries & Wages	535,064	631,453	640,499	660,821	699,261	38,440	5.8%	729,071	29,810	4.3%	4.3%
100-101-1000-130	Overtime	2,371	594	1,000	1,000	1,000	-	0.0%	1,000	-	0.0%	0.0%
100-101-1000-140	Transportation Allowance	12,763	13,062	13,800	13,800	13,800	-	0.0%	13,800	-	0.0%	0.0%
100-101-1000-145	Commuter Checks	345	240	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-101-2000-215	Cafeteria Plan	76,156	82,876	92,572	92,572	113,350	20,778	22.4%	125,959	12,609	11.1%	11.1%
100-101-2000-220	Social Security	4,415	3,939	2,418	2,418	4,980	2,562	105.9%	5,101	122	2.4%	2.4%
100-101-2000-221	Medicare	6,896	8,084	9,453	9,453	10,276	822	8.7%	10,708	432	4.2%	4.2%
100-101-2000-230	PERS Employer Contrib	57,762	67,730	76,078	76,078	77,392	1,315	1.7%	76,968	(424)	-0.5%	-0.5%
100-101-2000-231	PERS Employee Contrib	1,152	864	1,440	1,440	1,440	-	0.0%	1,440	-	0.0%	0.0%
100-101-2000-251	State Unemployment	5,297	5,905	6,405	6,405	6,993	588	9.2%	7,291	298	4.3%	4.3%
100-101-2000-260	Workers' Compensation	1,716	423	852	852	709	(144)	-16.8%	852	143	20.2%	20.2%
100-101-2000-280	City Paid Def Comp.	10,036	10,493	11,445	11,445	9,400	(2,045)	-17.9%	9,400	-	0.0%	0.0%
100-101-2001-002	Salary Savings	-	-	(4,804)	(4,804)	(27,244)	(22,441)	467.2%	(5,468)	21,776	-79.9%	-79.9%
	<b>Total Salaries &amp; Benefits</b>	<b>713,972</b>	<b>825,663</b>	<b>851,159</b>	<b>871,481</b>	<b>911,356</b>	<b>39,875</b>	<b>4.6%</b>	<b>976,122</b>	<b>64,766</b>	<b>7.1%</b>	<b>7.1%</b>
100-101-3000-311	Contract Labor	10,525	10,429	10,000	10,000	-	(10,000)	-100.0%	-	-	0.0%	0.0%
100-101-3000-320	Professional Services	33,282	46,764	37,000	48,552	38,000	(10,552)	-21.7%	38,000	-	0.0%	0.0%
100-101-3000-321	City Attorney Services	132,975	205,579	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-101-4000-412	Utilities - Telephone	9,891	10,645	11,000	11,000	11,000	-	0.0%	11,000	-	0.0%	0.0%
100-101-4000-431	Repair Machinery & Equip	849	446	1,500	1,500	1,500	-	0.0%	1,500	-	0.0%	0.0%
100-101-4000-442	Copy Machine Rental	5,827	5,971	5,500	5,500	5,500	-	0.0%	5,500	-	0.0%	0.0%
100-101-5000-540	Recruitment Costs	834	2,609	1,000	1,000	1,000	-	0.0%	1,000	-	0.0%	0.0%
100-101-5000-541	Advertising - Noticing	2,116	1,892	2,000	2,000	2,000	-	0.0%	2,000	-	0.0%	0.0%
100-101-5000-542	Advertising - General	397	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-101-5000-551	Printing - External Service	2,657	2,542	4,000	4,000	4,000	-	0.0%	4,000	-	0.0%	0.0%
100-101-5000-581	Conferences	6,682	4,604	9,950	9,950	19,725	9,775	98.2%	18,975	(750)	-3.8%	-3.8%
100-101-5000-582	Training and Workshops	3,726	4,864	5,000	5,000	7,500	2,500	50.0%	7,500	-	0.0%	0.0%
100-101-5000-583	Mileage Reimbursement	56	56	300	300	300	-	0.0%	300	-	0.0%	0.0%
100-101-5000-586	Memberships & Dues	3,480	3,446	3,715	3,715	5,670	1,955	52.6%	5,795	125	2.2%	2.2%
100-101-6000-610	Supplies - General	-	18	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-101-6000-611	Office Supplies	10,883	12,279	12,000	12,000	12,000	-	0.0%	12,000	-	0.0%	0.0%
100-101-6000-612	Postage	8,867	6,104	10,000	10,000	10,000	-	0.0%	10,000	-	0.0%	0.0%
100-101-6000-630	Food	3,894	4,275	4,300	4,300	5,000	700	16.3%	5,000	-	0.0%	0.0%
100-101-6000-641	Subscriptions	526	384	1,000	1,000	1,000	-	0.0%	1,000	-	0.0%	0.0%
100-101-6000-699	Misc Supplies	183	1,701	4,000	4,000	4,000	-	0.0%	4,000	-	0.0%	0.0%
100-101-9100-260	Tsfr to EE Benefits Fd	4,534	4,825	5,835	5,835	6,009	174	3.0%	6,288	279	4.6%	4.6%
	<b>Total Operations</b>	<b>242,184</b>	<b>329,435</b>	<b>128,100</b>	<b>139,652</b>	<b>134,204</b>	<b>(5,448)</b>	<b>-3.9%</b>	<b>133,858</b>	<b>(347)</b>	<b>-0.3%</b>	<b>-0.3%</b>
	<b>Total Admin/Finance</b>	<b>956,156</b>	<b>1,155,099</b>	<b>979,259</b>	<b>1,011,133</b>	<b>1,045,560</b>	<b>34,428</b>	<b>3.4%</b>	<b>1,109,980</b>	<b>64,420</b>	<b>6.2%</b>	<b>6.2%</b>

<b>Administration/Finance</b>					
<b>100-101</b>					
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>		<b>FY 2009 Requested Appropriations</b>		<b>FY 2010 Projected Appropriations</b>
1000-110	Administration salaries plus City Council		699,261		729,071
Salaries					
1000-130	Overtime due to vacancies and emergencies		1,000		1,000
Overtime					
1000-140	Allowance of \$400.00 per month paid to City Manager		13,800		13,800
Transportation Allow	\$250 per month paid to Admin Services/Treasurer, Admin Services Manager, Assistant to City Manager				
2000-215	Health plan coverage - Kaiser or Blue Cross,		113,350		125,959
Cafeteria Plan	Dental coverage, Term Life insurance				
2000-220	Employer share of 6.2% tax on hourly employees		4,980		5,101
Social Security Tax					
2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate		10,276		10,708
Medicare Tax					
2000-230	Employer contribution for employee pension.		77,392		76,968
Pers Employer Contr					
2000-231	8% is the employee (Council) contribut rate for PERS salary		1,440		1,440
Pers Employee Contr					
2000-251	State Unemployment based on 1% of Salary		6,993		7,291
State Unemployment					
2000-260	Workers Comp charged to Department		709		852
Workers Compensation					
Deferred Comp	City Paid Deferred Comp for City Manager		9,400		9,400
2000-280					
2001-002	Salary savings set at .75% of Salaries & Benefits		(27,244)		(5,468)
Salary Savings					
	<b>Total Salaries &amp; Benefits</b>		<b>911,356</b>		<b>976,122</b>
3000-320					
Professional Services	Strategic Planning Retreat - 2 date & Team Building - 1 date	12,000		12,000	
	MuniServices business license services	21,000		21,000	
	Consulting Services	5,000	38,000	5,000	38,000
3000-321	See nondepartment budget		-		-
City Attorney Services					
4000-412	Phone, fax, and support lines for all depts		11,000		11,000
Utilities - Telephone					
4000-442	Admin 40% share of copier rental and maint.		5,500		5,500
Copy Machine Rental					
4000-431	Misc repairs for equipment		1,500		1,500
Repairs & Maint. Equip					
101-5000-540	Personnel recruitment ads, and other costs related to recruitment for Admin Employees.		1,000		1,000
Recruitment Costs					
101-5000-541	Public Noticing, etc.		2,000		2,000
Advertising - Noticing					

Admin/Finance Budget 2008-2010		Page 2 of 2			
101-5000-551	Printing Budget for general distribution	1,000		1,000	
Printing - Extl Servs	Flyers, Envelopes, Letterhead, Business Cards	3,000	4,000	3,000	4,000
101-5000-581	Annual League Conference - City Manager	1,000		1,000	
Conferences	Mayor & Council Member Academy - City Manager	1,000		1,000	
	League City Manager Dept Meeting - City Manager	1,000		1,000	
	MCCMC - City Manager	600		600	
	City functions and business meeting - City Manager	1,775		1,775	
	City Clerk's Annual Conference - Asst to City Manager	500		500	
	Marin County City Clerk's Group Lunch Meeting	100		100	
	Liebert Cassidy Public Sector Employment Law Conference	1,000		1,000	
	Marin County Finance Officer's Group Lunch Meeting	250		250	
	Finance Director - Springbrook User Conference	1,000		1,000	
	Finance Director - CSMFO Conference	1,000		1,000	
		9,225		9,225	
	<b>City Council:</b>				
	MCCMC	3,000		3,000	
	City functions and business meeting	3,500		2,750	
	Annual League Conference - 4 @ \$1,000 ea. -	4,000		4,000	
		10,500	19,725	9,750	18,975
101-5000-582	Berkeley Executive Seminar - City Manager	1,000		1,000	
Training & Workshops	City Clerk Nuts & Bolts Seminar - Assistant to City Manager	750		750	
	City Clerk New Law & Election Seminar - Asst to City Manager	750		750	
	Financial System Computer Training	2,000		2,000	
	GFOA/CMTA/CDIAC/CalPERS Acctg,Treasury,Budget,& Debt	2,000		2,000	
	Finance Director - League of CA Cities Financial Mngt	1,000	7,500	1,000	7,500
101-5000-583	Reimburse mileage to employees who aren't covered under car allowances		300		300
Mileage Reimburse					
101-5000-584	Reimburse employees for taking classes related to their job or toward a degree.		-		-
Education Reimburse					
101-5000-586	MCCMA	750		750	
Memberships & Dues	GFOA,CMTA,CSMFO,CalCPA,CMRTA,PERSPAC - Fin Director	1,000		1,000	
	Springbrook National User Group	50		50	
	State Board of Accountancy CPA License Renewal - Fin Director	200		200	
	Marin Manager Association	100		100	
	N. CA Municipal Management Association - Finance Director	65		65	
	CA City Management Foundation	400		400	
	ICMA	1,375		1,450	
	City Clerk Assoc of CA - Assistant to City Manager	80		80	
	Employment Relations Consortium	1,650	5,670	1,700	5,795
101-6000-611	Pens, paper, computer supplies, and small equipment replacement less than \$1,000		12,000		12,000
Office Supplies	Trade Journals, Management texts				
101-6000-612	Postage for mailing checks, Business License, correspondence, etc.		10,000		10,000
Postage					
101-6000-630	Food for Employee events, training, and team building, etc.	2,000		2,000	
Food	Food served before Council Meetings	3,000	5,000	3,000	5,000
101-6000-641	For Newspapers, Technical journals, etc.		1,000		1,000
Subscriptions					
101-6000-699	Unexpected Expenditures.		4,000		4,000
Miscellaneous					
101-9100-260	1% contrib to EE Benefits Fund for accrued vac, sick, comp		6,009		6,288
Trsrfr to EE Benefits Fd					
	<b>Total Operations</b>		<b>134,204</b>		<b>133,858</b>
	<b>Total Administration/Finance</b>		<b>1,045,560</b>		<b>1,109,980</b>

Salaries for Admin/Finance Department												
FY 2009												
Job Class	Step @ 6/30/08	Salary @ 6/30/08	2009 Salary	City Pd. Def Comp	Employer PERS	Employee PERS	Social Security	Medicare	Cafeteria Plan	Transportation Allowance	Total	
<b>Administration and Finance</b>												
City Manager	N/A	163,498	163,498	9,400	20,444	-	0.062	0.0145	7,386	4,800	208,035	
Assistant to City Manager/Deputy City Clerk	N/A	86,852	90,326	-	11,294	-	1,310	2,507	13,861	3,000	119,791	
Administrative Services Director/Treasurer	N/A	137,458	142,956	-	17,875	-	2,073	2,073	12,446	3,000	178,350	
Administrative Services Manager	N/A	86,852	90,326	-	11,294	-	1,310	1,310	13,861	3,000	119,791	
Administrative Aide I***	3	49,428	-	-	-	-	-	-	-	-	-	-
Senior Accounting Technician*	3 (fy09)	55,746	62,390	-	7,801	-	905	905	6,954	-	78,050	
Accounting Technician	1 (fy09)	48,156	51,445	-	6,433	-	746	746	16,443	-	75,067	
			<b>600,941</b>	<b>9,400</b>	<b>75,142</b>	<b>-</b>	<b>8,850</b>	<b>8,850</b>	<b>70,952</b>	<b>13,800</b>	<b>779,085</b>	
Part-time Accountant	<1000 hrs	37,440	40,320				2,500	585			43,404	
Part-time Accountant (new)**	1000 hrs	-	40,000				2,480	580			43,060	
Hourly Payroll		37,440	80,320	-	-	-	4,980	1,165	-	-	86,464	
Council Members		18,000	18,000		2,251	1,440		261	42,398		64,350	
<b>Total Admin/Finance Dept</b>		<b>683,430</b>	<b>699,261</b>	<b>9,400</b>	<b>77,392</b>	<b>1,440</b>	<b>4,980</b>	<b>10,276</b>	<b>113,350</b>	<b>13,800</b>	<b>929,899</b>	
<b>Note:</b> Salaries are projected at one step higher than the employee is currently. Finance Director/Treasurer reclassified as Administrative Services Director/Treasurer. * Promote Accounting Technician to Senior Accounting Technician. ** Replace the Senior Accountant cut in FY 2004 with one more part-time Accountant. *** Transfer Admin Aide I to DPW Dept												

Salaries for Admin/Finance Department													
FY 2010													
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	City Pd. Def Comp	Employer PERS	Employee PERS	0.08	Social Security	0.062	0.0145	Cafeteria Plan	Transportation Allowance	Total
<b>Administration and Finance</b>													
City Manager	N/A	163,498	163,498	9,400	19,456	-	-	-	2,507	-	7,979	4,800	207,641
Assistant to City Manager/Deputy City Clerk	N/A	90,326	94,843	-	11,286	-	-	-	1,375	-	15,047	3,000	125,552
Administrative Services Director/Treasurer	N/A	142,956	150,104	-	17,862	-	-	-	2,177	-	16,278	3,000	189,421
Administrative Services Manager	N/A	90,326	94,843	-	11,286	-	-	-	1,375	-	15,047	3,000	125,552
Senior Accounting Technician*	3	62,390	68,785	-	8,185	-	-	-	997	-	7,547	-	85,515
Accounting Technician	1	51,445	56,718	-	6,749	-	-	-	822	-	17,985	-	82,275
		<b>600,941</b>	<b>628,791</b>	<b>9,400</b>	<b>74,826</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,254</b>	<b>-</b>	<b>79,884</b>	<b>13,800</b>	<b>815,955</b>
Part-time Accountant	<1000 hrs	40,320	41,280					2,559					44,438
Part-time Accountant	1000 hrs	40,000	41,000					2,542					44,137
Hourly Payroll		<b>80,320</b>	<b>82,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,101</b>	<b>1,193</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>88,574</b>
Council Members		<b>18,000</b>	<b>18,000</b>		<b>2,142</b>	<b>1,440</b>				<b>261</b>	<b>46,075</b>		<b>67,918</b>
<b>Total Admin/Finance Dept</b>		<b>699,261</b>	<b>729,071</b>	<b>9,400</b>	<b>76,968</b>	<b>1,440</b>	<b>1,440</b>	<b>5,101</b>	<b>10,708</b>	<b>10,708</b>	<b>125,959</b>	<b>13,800</b>	<b>972,448</b>
<b>Note:</b>													
Salaries are projected at one step higher than the employee is currently.													

# TECHNOLOGY DIVISION BUDGET MESSAGE

## Fiscal Year 2008-2010

### Staffing

- 1- Technology Manager
- 1- Half-Time Technology Technician

### Information Technology (IT) Division

The Information Technology (IT) division provides technical support and strategic planning to the entire City staff, protects the City of Sausalito's data and technology infrastructure and facilitates cooperative network integration with Southern Marin Fire and the County Marin library and law enforcement agencies.

The Information Technology (IT) budget will increase over the next two years due to inflationary increases for services, supplies, and contracted or projected labor costs. All cost increases have been evaluated and are determined to be necessary for the City's operational effectiveness in sustaining quality customer service.

### 2007-2008 Accomplishments

- Deployed newly redesigned website
- Trained user community to use new website
- Deployed improved spam management solution
- Deployed new call tracking system for Technology Division Help Desk
- Integrated Marin.org Fiber network with City Hall and Fire Station networks
- Moved Fire Department data and voice to Station #2
- Reconfigured all Police Dept. computers to accommodate changes with the County of Marin Sheriff's Records Management System
- Reconfigured all Police Dept. computers to utilize the newly upgraded Inglewood Parking Citation Management System
- Purchased Office 2007 and Adobe Acrobat 8 licensing for the entire organization
- Upgraded audio and presentation systems in the City Council Chambers
- Upgraded the free public wireless access point in the Library, to provide 30 continuous connections (upgraded from 10) and added an additional wireless access point (with 30 more connections) to the Council Chambers.
- Configured Library CompuLab laptops with security, antivirus and wireless connectivity
- Replaced secure wireless access point in City Council Chambers for Council/staff use.
- Created Information Technology (IT) budget for fiscal years 2008 through 2010
- Improved customer service and timeliness of deliverables with the addition of a new half-time Technology Administrator position
- Established Remote Access for key staff members who require it
- Upgraded the In The Loop email distribution system to ensure all subscribers receive the In The Loop newsletter and that it does not become misidentified as spam



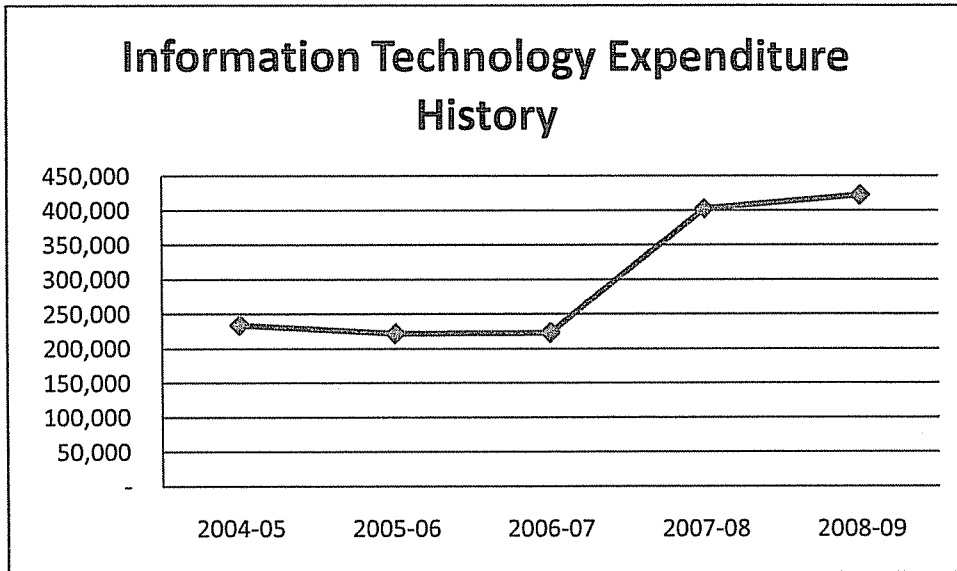
- Worked with Deputy City Clerk and Administrative Services Manager to design a secure, intuitive and scalable data structure in anticipation of a new Document Management system.

### **2008-2010 Goals**

- Purchase and deploy a digital document management system
- Implement a faster, more reliable and functional backup/disaster recovery system for the City of Sausalito's digital data
- Upgrade Public Internet stations in the Library
- Upgrade Library Public Internet domain controllers
- Facilitate data and voice reconnection to the booth at Parking Lot 1 when the new booth is constructed.
- Upgrade all workstations to Office 2007/Adobe Acrobat 8 compliance
- Deploy both Office 2007/Adobe Acrobat 8 to all workstations
- Deploy enhanced photo slideshow application on website
- Replace File/Print servers at City Hall, Police and Fire Departments.
- Implement a formalized On-Call schedule for Technology Division staff.
- Purchase and deploy a real time asset tracking/software patching script automation software application to better track hardware, software licenses, service pack versions and enable automated user setup
- Deploy Microsoft Windows Vista as needed.
- Document all processes, policies, contacts and access to secure resources to provide personnel-independent stability for the City
- Continue to improve customer service and accountability.

City of Sausalito

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Information Technology	234,110	221,872	222,991	402,713	422,256



**Significant Changes**

2007-08

Increase in technical service, computer and software costs

<i>City of Sausalito</i>												
Information Technology												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change	% Change
100-130-1000-110	Salaries & Wages	75,932	83,572	101,475	104,946	120,297	15,351	14.6%	126,312	6,015	5.0%	5.0%
100-130-1000-130	Overtime	-	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-130-1000-140	Transportation Allowance	3,000	3,000	3,000	3,000	3,000	-	0.0%	3,000	-	0.0%	0.0%
100-130-2000-215	Cafeteria Plan	10,884	11,847	15,247	15,247	13,861	(1,386)	-9.1%	15,047	1,186	8.6%	8.6%
100-130-2000-220	Social Security	-	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-130-2000-221	Medicare	1,144	1,255	1,471	1,471	1,744	273	18.5%	1,832	87	5.0%	5.0%
100-130-2000-230	PERS Employer Contrib	9,410	10,672	12,835	12,835	15,042	2,207	17.2%	15,031	(11)	-0.1%	-0.1%
100-130-2000-231	PERS Employee Contrib	-	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-130-2000-251	State Unemployment	751	821	1,015	1,015	1,203	188	18.5%	1,263	60	5.0%	5.0%
100-130-2000-260	Workers' Compensation	515	212	426	426	354	(72)	-16.8%	426	72	20.2%	20.2%
100-130-2001-002	Salary Savings	-	-	(761)	(761)	(902)	(141)	18.5%	(947)	(45)	5.0%	5.0%
	<b>Total Salaries &amp; Benefits</b>	<b>101,638</b>	<b>111,379</b>	<b>134,709</b>	<b>138,180</b>	<b>154,600</b>	<b>16,420</b>	<b>11.9%</b>	<b>161,964</b>	<b>7,364</b>	<b>4.8%</b>	<b>4.8%</b>
100-130-3000-340	Technical Services	60,896	77,983	74,850	74,850	79,701	4,851	6.5%	79,701	-	0.0%	0.0%
100-130-4000-412	Utilities - Telephone	1,460	1,324	1,200	1,200	1,800	600	50.0%	1,800	-	0.0%	0.0%
100-130-5000-582	Training and Workshops	1,270	-	4,000	4,000	4,000	-	0.0%	4,000	-	0.0%	0.0%
100-130-6000-611	Office Supplies	617	102	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-130-6000-650	Computer Maint Contracts	15,394	16,892	19,427	19,427	19,234	(193)	-1.0%	20,378	1,144	5.9%	5.9%
100-130-6000-660	Computer Parts & Supplies	31,151	5,920	8,000	8,000	8,000	-	0.0%	8,000	-	0.0%	0.0%
100-130-6000-661	Computer Software Licensing	-	2,536	27,664	27,664	29,000	1,336	4.8%	18,000	(11,000)	-37.9%	-37.9%
100-130-7000-760	Computer Equipment	8,719	6,072	58,349	58,349	64,018	5,669	9.7%	44,643	(19,375)	-30.3%	-30.3%
100-130-7000-761	Financial System	-	-	24,200	24,200	-	(24,200)	-100.0%	40,000	40,000	100.0%	100.0%
100-130-9100-260	Transfer to EE Benefits Fund	727	783	843	843	903	60	7.1%	948	45	5.0%	5.0%
	<b>Total Operations</b>	<b>120,234</b>	<b>111,612</b>	<b>218,533</b>	<b>218,533</b>	<b>206,656</b>	<b>(11,877)</b>	<b>-5.4%</b>	<b>217,471</b>	<b>10,815</b>	<b>5.2%</b>	<b>5.2%</b>
100-130-7000-762	<b>IT Infrastructure Plan</b>	-	-	<b>46,000</b>	<b>46,000</b>	<b>61,000</b>	<b>15,000</b>	<b>32.6%</b>	<b>46,000</b>	<b>(15,000)</b>	<b>-32.6%</b>	<b>-32.6%</b>
	<b>Total IT</b>	<b>221,872</b>	<b>222,991</b>	<b>399,242</b>	<b>402,713</b>	<b>422,256</b>	<b>19,543</b>	<b>4.9%</b>	<b>425,434</b>	<b>3,179</b>	<b>0.8%</b>	<b>0.8%</b>

	Information Technology				
	100-130				
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>		<b>FY 2009 Requested Appropriations</b>		<b>FY 2010 Projected Appropriations</b>
100-130-1000-110	Represents salaries for the Technology Manager & part-time IT Technician		120,297		126,312
100-130-1000-140	Allowance for Technology Manager is \$250 per month, paid in lieu of reimbursement for actual costs.		3,000		3,000
100-130-2000-215	Health plan coverage - Kaiser or Blue Cross, Dental coverage, Term Life insurance		13,861		15,047
100-130-2000-220	6.2% of salary		-		-
100-130-2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate		1,744		1,832
100-130-2000-230	The employer pension contribution for employee		15,042		15,031
100-130-2000-251	State Unemployment is based on 1% of Salary		1,203		1,263
2000-260	Charged to Department		354		426
2001-002	Salary Savings set at .75% of salaries		(902)		(947)
	<b>Total Salaries and Benefits</b>		<b>154,600</b>		<b>161,964</b>
100-130-3000-340	<b>For Network and wiring assistance</b>				
Technical Servic	Marin IT Networking assistance	7,670		7,670	
	Website maint 10 hrs per mo, \$100 per hr. Unused time goes to enhancement	12,000		12,000	
	Website Hosting	2,400		2,400	
	37 days Backup for IT Manager est @ \$90.00 avg. for all vac, admin leave and emergencies as recommend in Tech. Plan	3,700		3,700	
		25,770		25,770	
	<b>T1, DSL and Data Fees (recurring)</b>				
	10 mbps Fibre Marin.org Network for City Hall, T1 to Corp Yard and below:	45,849		45,849	
	*AT&T Point to Point T1 for Police to City Hall \$179 per month	2,148		2,148	
	AT&T DSL for MLK site using VPN to connect to City Hall	600		600	
	*City portion of data connect for SMFPD/Station 1 is still being determined	5,334		5,334	
		53,931	79,701	53,931	79,701
100-130-4000-412	Telephone		1,800		1,800
100-130-5000-582	Technology training for staff		4,000		4,000
100-130-6000-650	<b>Software Support Contracts</b>				
Comp Maint Contr	Springbrook financial systems annual maintenance	11,334		12,478	
	MarinMap (50% is charged to Sewer, total is \$9,000 per year)	4,500		4,500	
	Voicemail Support (Phone) Software updates, 24x7 response time	3,400	19,234	3,400	20,378
100-130-6000-660	Misc. equipment repairs, CD-R Discs, hard drives, phones network cards, cables, mice, monitors, tools, etc		8,000		8,000
100-130-6000-661	*Microsoft Select Licensing for Windows Vista for 50	10,000		3,500	
Software Licensing	Microsoft Select Lic for Windows 2003 & Client Access lic for replacement servers (see suppl requests)	8,000			

IT Budget 2008-2010		Page 2 of 2			
	DocuWare internet accessible document management system lease, with support	11,000		14,500	
			29,000		18,000
<b>100-130-7000-760</b>	<b>Workstations that need replacing:</b>				
<b>Computer Equip</b>	3 year lease for 20 Dell workstations @ \$707.75/mo (end 9/2010)	8,493		8,493	
	3 year lease for 20 Dell workstations @ \$707.75/mo (fy 07/08)	8,500		8,500	
	3 year lease for 25 Dell workstations @ \$707.75/mo (fy 08/09)	5,325		10,650	
		22,318		27,643	
	<b>Specialty Software</b>				
	Adobe Photoshop Elements for Planners, web & print media (10 licenses per FY, \$100 each)	1,000		1,000	
	Sendio AntiSpam support, maintenance and upgrades for 2 years	4,600		-	
	Script Logic - Automatic user support, asset tracking	4,100		-	
	ExDesk - Web based Help Desk & call tracking system for IT support requests	2,000		2,000	
	Trend Micro AntiVirus Corporate Edition - Subscription/Maintenance	2,500		2,500	
	*Trend Micro Exchange Antivirus - Subscription/Maintenance	2,500		2,500	
		16,700		8,000	
	<b>File Servers</b>				
	Replacement for City Hall & DMZ (\$8k each)	16,000		-	
	<b>Network Printers</b>				
	*Engineering HP LaserJet is due for replacement	3,000		3,000	
	<b>Backups</b>				
	Files X Disaster Recovery recurring administration costs	6,000	64,018	6,000	44,643
<b>100-130-7000-761</b>	Springbrook migration to version 6.06 (defer to FY 2010)			25,000	
<b>Financial Systems</b>	Springbrook fixed assets module acqu & annual maint (defer to FY10)		-	15,000	40,000
<b>100-130-9100-260</b>	1% contrib to EE Benefits Fund for accrued vac, sick, comp		903		948
<b>Trsrfr to EE Bene Fd</b>					
	<b>Total Operations</b>		<b>206,656</b>		<b>217,471</b>
<b>100-130-7000-762</b>	Unplanned capital project or emergency	25,000		46,000	
<b>IT Infrast Plan</b>	Disaster Recovery Project (budget carryover from FY 2008)	36,000	<b>61,000</b>	-	<b>46,000</b>
	<b>Total IT</b>		<b>422,256</b>		<b>425,434</b>

<b>Salaries for IT Department</b>									
<b>FY 2009</b>									
Job Class	Step @ 6/30/08	Salary @ 6/30/08	2009 Salary	Employer PERS	Social Security	Medicare	Cafeteria Plan	Transportation Allowance	Total
<b>Information Technology</b>									
Technology Manager	N/A	86,824	90,297	11,291	-	1,309	13,861	3,000	119,758
IT Technician	1000 hrs	30,000	30,000	3,751	-	435	-	-	34,186
<b>Total Information Technology</b>		<b>116,824</b>	<b>120,297</b>	<b>15,042</b>	<b>-</b>	<b>1,744</b>	<b>13,861</b>	<b>3,000</b>	<b>153,944</b>
<b>Note:</b>									
The 10 hr/week IT Assistant position as recommended (1/9/2007 strategic retreat) is frozen.									

<b>Salaries for IT Department</b>										
<b>FY 2010</b>										
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Employer PERS	Social Security	Medicare	Cafeteria Plan	Transportation Allowance	Total	
<b>Information Technology</b>										
Technology Manager	N/A	90,297	94,812	11,283	-	1,375	15,047	3,000	125,517	
IT Technician	1000 hrs	30,000	31,500	3,749	-	457	-	-	35,705	
<b>Total Information Technology</b>		<b>120,297</b>	<b>126,312</b>	<b>15,031</b>	<b>-</b>	<b>1,832</b>	<b>15,047</b>	<b>3,000</b>	<b>161,222</b>	
<b>Note:</b>										
The 10 hr/week IT Assistant position as recommended (11/9/2007 strategic retreat) is frozen.										

## COMMUNITY DEVELOPMENT DEPARTMENT FY 2008-2009

The Community Development Department, working in cooperation with the community, preserves and enhances the health and safety, quality of life and character of Sausalito.

The Community Development Department, under direction of the Community Development Director, provides planning, building plan check, building inspection, and code enforcement services for the City. The Department has the following personnel positions in FY 2008-09, under the direction of the Community Development Director.

### Planning

.6 Community Development Director  
Deputy Planning Director (Unfunded)  
2 Associate Planners  
1 Assistant Planner

### Building

.4 Community Dev Director  
Building Inspector  
Permit Technician

### Support

Administrative Aide I

## FY 2007-08 ACCOMPLISHMENTS

### **Planning Division**

The Planning Division logged the following accomplishments in FY 2007-08.

- Continued forward progress on the Public Safety Facility project, including refinement of the architectural and site plans for the project; hiring of Swinerton Management to handle the day-to-day construction management tasks for the project, selection of entities to provide plan check and building inspection services; an agreement with an adjoining property owner to ensure stability of a retaining wall; and procedures for selection of the building contractor for the project.
- Facilitated City Council consideration of several controversial projects which had been appealed from the Planning Commission to the City Council.
- Preparation of a draft ordinance regulating the conversion of hotels into condominiums.
- Provided groundwork for the initiation of the "Way To Go Sausalito!" program. This federally-funded program, which began planning in February, is a joint effort between the City, Marin County, and various county stakeholders (e.g., Golden Gate Transportation District) to assist City residents with personal travel planning. The program provides information to residents to encourage walking, bicycling, and the use of mass transit. The City was chosen as the first of four communities in the county to participate in the program.
- Continued to provide staff support for the Historical Landmarks Board meetings and facilitated the Board's review of applications involving potential and designated historical resources. In the past year, the Board has been integral in refining the design and conditions required for a variety of projects.



- Provided staff support for the Business Advisory Committee (BAC) to aid the Committee in achieving the City's goal to attain fiscal stability. In that time, the ancillary Action Committees of the BAC logged a number of accomplishments including:
  - The Harbor & Downtown Action Committee held community workshops to develop a conceptual plan for the downtown.
  - The Transportation Action Committee successfully assisted a team of UC Berkeley students to complete a comprehensive urban design plan for the Sausalito waterfront. The plan was presented during a City Council meeting and an exposition at the Bay Model. The Transportation Action Committee also succeeded in convincing the Transportation Authority of Marin to include Sausalito in a feasibility study for the Sausalito/Mill Valley streetcar route.
  - The Telecommunications Action Committee continued to ensure free wi-fi is provided in the Downtown.
  - The Waterfront and Marinship (WAM) Steering Committee began meetings with assistance from Planning Division and Administration staff. WAM began the process of developing goals and a vision for the Marinship and waterfront areas.
- Worked with the City Manager and a network of Marin municipalities to obtain \$75,000 in grant funding to hire a Climate Coordinator to assist cities in implementing programs to reduce greenhouse gases.
- Helped a citizen initiative to place solar photovoltaic panels on City Hall. The project is anticipated to reduce the City Hall electrical utility costs significantly over a 15-year period.
- Facilitated City Council exploration of the proposed Marin Clean Energy program. This program is designed to provide City residents with options to reduce electrical power costs.
- The Planning Division processed 56 applications for Planning Commission or Zoning Administrator review in FY 2007-08. This number was identical to the number processed in FY 2006-07.

### **Building Division**

Through the first 11 months of FY 2007-08, the Building Division issued 683 permits with a total valuation of \$7,945,225 and collected \$236,500 in permit fees.

Applicants for building permits have embraced the expedited plan check services offered by CSG Consultants, one of the Building Division's outside plan check consultants. This option has provided applicants, at a fixed-price, with an assured turn-around of seven working days for all construction plan reviews. The Division's customers are also benefiting from this firm's ability to transmit digital copies of approved plans and to process digital plan revisions.

In the fall of 2007, the Division instituted a "friendly reminder" program to notify property owners and builders of construction activities which require building permits. This educational outreach program encourages builders to obtain building permits and frequently alleviates the need for further enforcement actions. The Division also continued to improve its customer service at the public counter.

### **FY 2008-09 GOALS AND OBJECTIVES**

The goal of the Community Development Department is to facilitate the creation of a community which reflects the goals and values of the citizens of Sausalito.

#### **Planning Division**

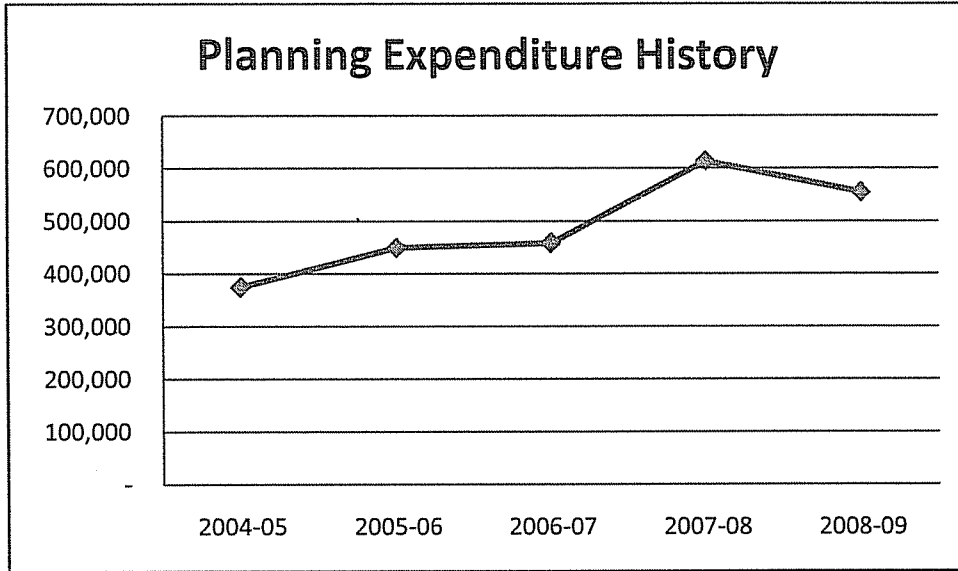
- Provision of excellent customer service which is honest, helpful, and respectful.
- Efficient and timely application processing that provides opportunities for public input.
- Consistent interpretations and application of General Plan policies and regulations.
- Continued service to the City Council, Planning Commission, Historical Landmarks Board, and appointed committees.
- Development of innovative regulations, guidelines, and up-to-date publications.
- Establishment of an equitable and efficient cost-recovery system for development applications.
- Adoption of an updated Housing Element which reflects ABAG's regional housing needs allocation and which is certified the California Department of Housing and Community Development.
- Approval of guidelines for remodels of and additions to historic buildings.

#### **Building Division**

- Provision of excellent customer service which is honest, helpful, and respectful.
- Prompt attention to citizen requests for code information or service.
- Efficient processing of inspection requests and accurate plan reviews.
- Adoption of the new California Construction Codes, including provisions for un-reinforced masonry buildings and historic buildings.
- Promotion of code compliance through pro-active education efforts.
- Implementation of an updated building permit tracking system.

City of Sausalito

	2004-05	2005-06	2006-07	2007-08	2008-09
Planning D	374,246	449,130	458,059	613,907	554,548



**Significant Changes**

2007-08 Change from cost recovery to flat fee structure

2008-09 Charge 40% Community Development Director cost to Building Dept  
Transfer Permit Technician cost to Building Dept

<i>City of Sausalito</i>												
Planning and Building Revenue												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-2010	Increase (Decrease) Over Prior Year Budget	% Change	
100-000-3220-010	Building	165,729	194,568	180,000	180,000	187,775	7,775	4.3%	187,775	-	0.0%	
100-000-3220-020	Electrical	20,435	15,886	14,000	16,000	16,240	240	1.5%	16,240	-	0.0%	
100-000-3220-030	Mechanical	10,941	9,814	10,000	10,000	10,150	150	1.5%	10,150	-	0.0%	
100-000-3220-040	Plumbing	21,929	22,827	20,000	20,000	20,300	300	1.5%	20,300	-	0.0%	
100-000-3220-051	Building - Plan Check	170,987	233,228	190,000	215,000	218,225	3,225	1.5%	218,225	-	0.0%	
100-000-3220-052	Building Record Fees	18,252	14,082	12,000	10,000	10,150	150	1.5%	10,150	-	0.0%	
100-000-3220-053	Energy Check Fee	13,801	9,803	10,000	10,000	10,150	150	1.5%	10,150	-	0.0%	
100-000-3230-060	Encroachment - Engr	19,879	23,502	7,000	7,000	4,060	(2,940)	-42.0%	4,060	-	0.0%	
100-000-3230-063	Grading Permit	1,757	277	500	250	-	(250)	-100.0%	-	-	0.0%	
	Building Revenue	443,710	523,987	443,500	468,250	477,050	8,800	1.9%	477,050	-	0.0%	
100-000-3240-010	Plan & Ordinance Amendments	98	953	1,000	-	-	-	-	-	-	0.0%	
100-000-3240-012	Encroachment (Planning)	1,160	34,642	30,000	60,000	60,000	-	0.0%	60,000	-	0.0%	
100-000-3240-079	Occupancy Permits	18,370	13,770	13,000	10,000	10,000	-	0.0%	10,000	-	0.0%	
100-000-3240-080	Design Review Fees	32,378	86,181	100,000	50,000	50,000	-	0.0%	50,000	-	0.0%	
100-000-3240-081	Appeal Fees	5,814	8,872	15,000	10,000	10,000	-	0.0%	10,000	-	0.0%	
100-000-3240-082	Conditional Use Permit	7,700	10,255	20,000	14,000	14,000	-	0.0%	14,000	-	0.0%	
100-000-3240-084	Lot Line Realignment	352	3,403	2,800	2,800	2,800	-	0.0%	2,800	-	0.0%	
100-000-3240-085	Variance Fees	8,069	3,744	20,000	5,000	5,000	-	0.0%	5,000	-	0.0%	
100-000-3240-086	Zoning Permit Fees	5,076	11,568	20,000	20,000	20,000	-	0.0%	20,000	-	0.0%	
100-000-3240-088	Environmental Review	-	1,200	10,000	5,000	5,000	-	0.0%	5,000	-	0.0%	
100-000-3240-089	Noticing	6,950	1,775	-	-	-	-	0.0%	-	-	0.0%	
100-000-3240-090	Non-Conforming Permit Fees	4,821	166	-	-	-	-	0.0%	-	-	0.0%	
100-000-3240-091	Subdivision	5,207	7,562	5,000	5,000	5,000	-	0.0%	5,000	-	0.0%	
100-000-3240-092	Study Session	1,632	195	1,600	1,600	1,600	-	0.0%	1,600	-	0.0%	
100-000-3470-400	Misc CDD Fees	12,213	13,194	12,000	27,000	27,000	-	0.0%	27,000	-	0.0%	
100-180-4900-010	Bad Debt Expense	29,867	(25,402)	-	-	-	-	0.0%	-	-	0.0%	
	Planning Revenue	139,707	172,078	250,400	210,400	210,400	-	0.0%	210,400	-	0.0%	
	Total Planning & Bldg Revenues	583,417	696,066	693,900	678,650	687,450	8,800	1.3%	687,450	-	0.0%	
	Total Planning & Bldg Exp	729,903	769,854	899,800	917,287	1,007,971	90,684	9.9%	989,810	(18,161)	-1.8%	
	Excess (Deficiency) of Rev Over Exp	(146,486)	(73,789)	(205,900)	(238,637)	(320,521)	(81,884)	34.3%	(302,360)	18,161	-5.7%	

<i>City of Sausalito</i>												
CDD Planning												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior	% Change	Projected Budget 2009-10	Increase (Decrease) Over Prior	% Change	Year Budget Change
100-180-1000-110	Salaries & Wages	311,402	330,419	426,399	440,994	353,175	(87,819)	-19.9%	383,497	30,322	8.6%	8.6%
100-180-1000-130	Overtime	8,304	3,362	6,000	6,000	6,000	-	0.0%	6,000	-	0.0%	0.0%
100-180-1000-140	Transportation Allowance	3,000	3,000	3,000	3,000	1,800	(1,200)	-40.0%	1,800	-	0.0%	0.0%
100-180-2000-215	Cafeteria Plan	32,882	31,308	39,567	39,567	32,768	(6,799)	-17.2%	35,496	2,728	8.3%	8.3%
100-180-2000-221	Medicare	4,606	4,883	6,183	6,183	5,121	(1,062)	-17.2%	5,561	440	8.6%	8.6%
100-180-2000-230	PERS Employer Contrib	39,108	40,423	53,931	53,931	44,161	(9,770)	-18.1%	45,636	1,475	3.3%	3.3%
100-180-2000-251	State Unemployment	3,090	3,179	4,264	4,264	3,532	(732)	-17.2%	3,835	303	8.6%	8.6%
100-180-2000-260	Workers' Compensation	1,112	423	852	852	709	(144)	-16.8%	852	143	20.2%	20.2%
100-180-2001-002	Salary Savings	-	-	(3,198)	(3,198)	(2,649)	549	-17.2%	(2,876)	(227)	8.6%	8.6%
	<b>Total Salaries &amp; Benefits</b>	<b>403,503</b>	<b>416,997</b>	<b>536,998</b>	<b>551,593</b>	<b>444,617</b>	<b>(106,976)</b>	<b>-19.4%</b>	<b>479,800</b>	<b>35,184</b>	<b>7.9%</b>	
100-180-3000-311	Contract Labor	1,930	3,888	8,400	8,400	8,400	-	0.0%	8,400	-	0.0%	0.0%
100-180-3000-320	Professional Services	11,786	615	20,000	20,000	70,000	50,000	250.0%	-	(70,000)	-100.0%	-100.0%
100-180-4000-412	Utilities - Telephone	1,977	2,479	4,000	4,000	3,000	(1,000)	-25.0%	3,000	-	0.0%	0.0%
100-180-4000-431	Repair Machinery & Equip	332	120	700	700	500	(200)	-28.6%	500	-	0.0%	0.0%
100-180-4000-442	Copy Machine Rental	4,801	5,171	4,200	4,200	4,200	-	0.0%	4,200	-	0.0%	0.0%
100-180-5000-540	Recruitment Costs	1,934	1,040	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-180-5000-541	Advertising - Noticing	960	2,819	1,000	1,000	1,000	-	0.0%	1,000	-	0.0%	0.0%
100-180-5000-551	Printing - External Service	(427)	1,368	1,200	1,200	1,200	-	0.0%	1,200	-	0.0%	0.0%
100-180-5000-581	Conferences	2,030	-	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-180-5000-582	Training and Workshops	872	1,197	3,000	3,000	3,000	-	0.0%	3,000	-	0.0%	0.0%
100-180-5000-583	Mileage Reimbursement	28	-	250	250	100	(150)	-60.0%	100	-	0.0%	0.0%
100-180-5000-586	Memberships & Dues	410	588	1,300	1,300	1,000	(300)	-23.1%	1,000	-	0.0%	0.0%
100-180-6000-610	Supplies - General	1,668	2,953	3,000	3,000	3,000	-	0.0%	3,000	-	0.0%	0.0%
100-180-6000-611	Office Supplies	7,091	5,813	5,000	5,000	5,000	-	0.0%	5,000	-	0.0%	0.0%
100-180-6000-612	Postage	7,076	4,487	6,000	6,000	6,000	-	0.0%	6,000	-	0.0%	0.0%
100-180-6000-630	Food	-	108	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-180-7000-750	Equipment	-	5,000	-	-	-	-	0.0%	-	-	0.0%	0.0%
100-180-9100-260	Transfer to EE Benefits Fund	3,159	3,416	4,264	4,264	3,532	(732)	-17.2%	3,835	303	8.6%	8.6%
	<b>Total Operations</b>	<b>45,627</b>	<b>41,062</b>	<b>62,314</b>	<b>62,314</b>	<b>109,932</b>	<b>47,618</b>	<b>76.4%</b>	<b>40,235</b>	<b>(69,697)</b>	<b>-146.4%</b>	
	<b>Total Planning</b>	<b>449,130</b>	<b>458,059</b>	<b>599,312</b>	<b>613,907</b>	<b>554,548</b>	<b>(59,358)</b>	<b>-9.7%</b>	<b>520,035</b>	<b>(34,513)</b>	<b>-6.2%</b>	

<b>CDD Planning</b>				
<b>100-180</b>				
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>		<b>FY 2009 Requested Appropriations</b>	<b>FY 2010 Projected Appropriations</b>
1000-110	Salaries for .6 CDD Director, two Associate Planner, 1 Assistant Planner, and 1 Admin Aide		353,175	383,497
1000-130	Overtime for support staff and planners (1 1/2 time regular rate)- for attendance of planners at Planning Commission meetings (22 meetings, avg. 5 hrs/mtg)		6,000	6,000
1000-140	Allowance for use of private vehicles by CDD Director		1,800	1,800
2000-213	Cafeteria plan for fringe benefits for permanent employees		32,768	35,496
2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate		5,121	5,561
2000-230	Pers Emplr. Contr Public Employees Retirement System (PERS) for Misc. employees - 100% cost paid by City		44,161	45,636
2000-251	Unemployment based on 1% of Salaries		3,532	3,835
2000-260	Worker's Compensation charged to Department		709	852
2001-002	Salary Savings set at .75% of salaries		(2,649)	(2,876)
	<b>Total Salaries and Benefits</b>		<b>444,617</b>	<b>479,800</b>
3000-311	Minutes clerk for Planning Commission meetings		8,400	8,400
3000-320	Consulting services to prepare Historic District Design Guidelines	50,000		-
	Professional Services Housing Element (see supplemental Request)	20,000	70,000	
3000-321	See non-department for planning legal services		-	-
4000-412	Department's share of City's telephone service		3,000	3,000
4000-431	Maintenance of department equipment (including maintenance contract for blueprint machine)		500	500
4000-442	Department's 35% share of maintenance of photocopy machine		4,200	4,200
5000-541	Newspaper publication of legal notices		1,000	1,000
5000-551	Printing and copying done outside including printing Zoning Ordinance		1,200	1,200
5000-582	Training seminars and courses for Planning staff and Planning Commissioners (including APA conference in San Francisco)		3,000	3,000
5000-583	Reimbursement for use of private vehicles by staff not receiving auto allowance		100	100
5000-586	Professional memberships for CDD Director & 3 planners (American Planning Association)		1,000	1,000
6000-610	Materials to support department activities		3,000	3,000

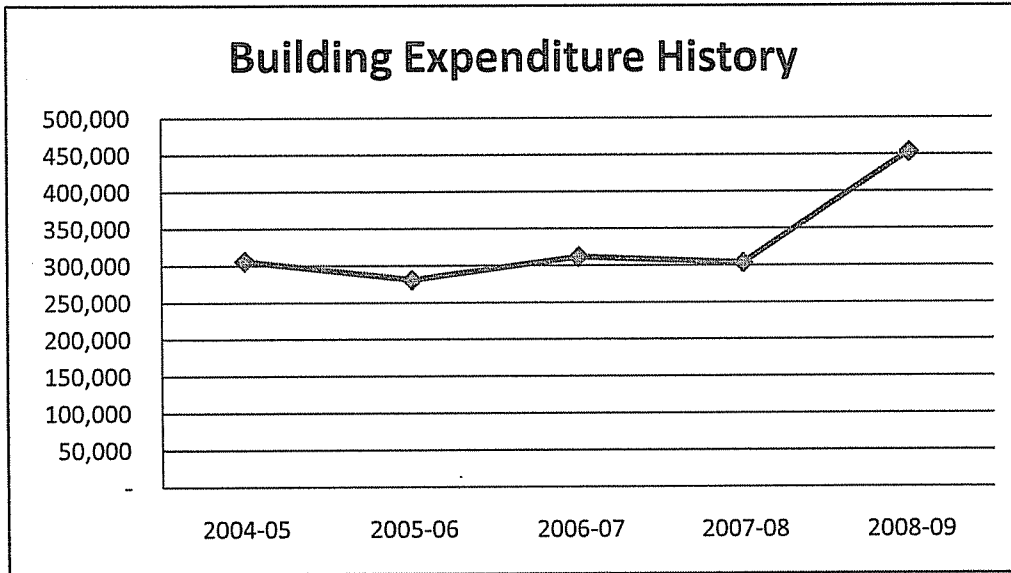
<b>CDD Planning, Budget 2008-2010</b>		<b>Page 2 of 2</b>	
6000-611	Office supplies	5,000	5,000
office supplies			
6000-612	Postage	6,000	6,000
Postage			
9100-260	1% contribution to Employee Benefits Fund for accrued vac, sick, comp	3,532	3,835
Trsfer to EE Benefits Fd			
<b>Total Operations</b>		<b>109,932</b>	<b>40,235</b>
<b>Total Planning</b>		<b>554,548</b>	<b>520,035</b>

<i>City of Sausalito</i>		
Planning Department		
Budget 2008-2010	<i>Supplemental Budget Request</i>	
	FY 2009	
<u>Description</u>	<u>Total</u>	
Housing Element (staff focused preparation)	20,000	



City of Sausalito

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Building Dept	306,098	280,773	311,796	303,380	453,423



**Significant Changes**

2008-09 Charge for 40% of Community Development Director salaries & benefits cost  
Transfer Permit Technician from Planning Dept to Building Dept

<i>City of Sausalito</i>													
<b>CDD Building</b>													
<b>Budget 2008-2010</b>													
Account	Description	Actual		Adopted Budget		Amended Budget		Requested Budget		Increase (Decrease)		Projected Budget	
		2005-06	2006-07	2007-08	2007-08	2007-08	2008-09	Year Budget	Over Prior	2009-10	Year Budget	Over Prior	Change
100-400-1000-110	Salaries & Wages	38,423	79,912	84,424	87,316	205,877	118,561	135.8%	219,675	13,799	6.7%		
100-400-1000-130	Overtime	-	2,474	500	500	500	-	0.0%	500	-	0.0%		
100-400-1000-140	Transportation Allowance					1,200	1,200	100.0%	1,200	-	0.0%		
100-400-2000-215	Cafeteria Plan	3,043	5,964	6,525	6,525	17,123	10,597	162.4%	18,546	1,423	8.3%		
100-400-2000-221	Medicare	557	1,195	1,224	1,224	2,985	1,761	143.9%	3,185	200	6.7%		
100-400-2000-230	PERS Employer Contrib	4,539	10,170	10,678	10,678	25,743	15,065	141.1%	26,141	399	1.5%		
100-400-2000-251	State Unemployment	384	799	844	844	2,059	1,215	143.9%	2,197	138	6.7%		
100-400-2000-260	Workers' Compensation	515	423	2,131	2,131	1,772	(359)	-16.8%	2,131	359	20.2%		
100-400-2001-002	Salary Savings	-	-	(633)	(633)	(1,544)	(911)	143.9%	(1,648)	(103)	6.7%		
	<b>Total Salaries &amp; Benefits</b>	<b>47,461</b>	<b>100,937</b>	<b>105,694</b>	<b>108,586</b>	<b>255,714</b>	<b>147,129</b>	<b>135.5%</b>	<b>271,928</b>	<b>16,214</b>	<b>6.3%</b>		
100-400-3000-320	Professional Services	228,628	207,213	190,000	190,000	190,000	-	0.0%	190,000	-	0.0%		
100-400-4000-412	Utilities - Telephone	720	677	750	750	750	-	0.0%	750	-	0.0%		
100-400-5000-540	Recruitment Costs	2,065	65	-	-	-	-	0.0%	-	-	0.0%		
100-400-5000-581	Conferences	-	-	-	-	-	-	0.0%	-	-	0.0%		
100-400-5000-582	Training and Workshops	-	1,030	1,000	1,000	1,000	-	0.0%	1,000	-	0.0%		
100-400-5000-583	Mileage Reimbursement	-	-	-	-	-	-	0.0%	-	-	0.0%		
100-400-5000-584	Employee Education Reimb	100	25	800	800	500	(300)	-37.5%	500	-	0.0%		
100-400-5000-586	Memberships & Dues	608	766	500	500	2,000	1,500	300.0%	2,000	-	0.0%		
100-400-6000-610	Supplies - General	316	154	400	400	400	-	0.0%	400	-	0.0%		
100-400-6000-625	Safety Supplies	40	88	500	500	1,000	500	100.0%	1,000	-	0.0%		
100-400-6000-640	Books	835	840	844	844	2,059	1,215	143.9%	2,197	138	6.7%		
100-400-9100-260	Transfer to EE Benefits Fund	233,312	210,859	194,794	194,794	197,709	2,915	1.5%	197,847	138	0.1%		
	<b>Total Operations</b>	<b>280,773</b>	<b>311,796</b>	<b>300,488</b>	<b>303,380</b>	<b>453,423</b>	<b>150,043</b>	<b>49.5%</b>	<b>469,775</b>	<b>16,352</b>	<b>3.6%</b>		

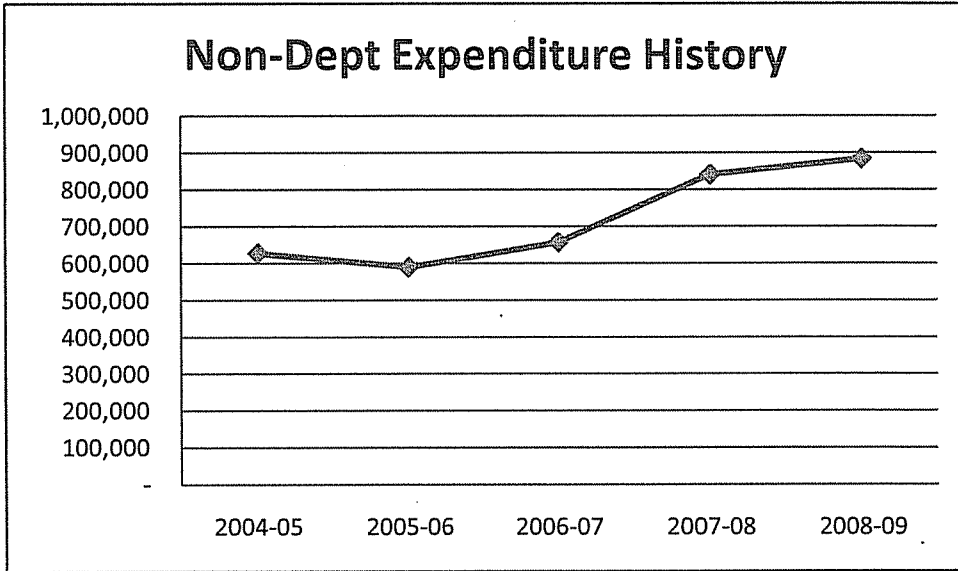
	<b>CDD Building</b>		
	100-400		
<b>Account No.</b>	<b>Quantity, brief description and justification</b>	<b>FY 2009</b>	<b>FY 2010</b>
<b>&amp; Title</b>	<b>of items requested</b>	<b>Requested</b>	<b>Projected</b>
		<b>Appropriations</b>	<b>Appropriations</b>
1000-110	Salary for Building Inspector, Permit Technician, .4 CDD Director	205,877	219,675
<b>Salaries &amp; Wages</b>			
1000-130	Overtime at 1.5 times salary	500	500
<b>Overtime</b>			
1000-140	Allowance for use of private vehicles by CDD Director	1,200	1,200
Transportation Allow			
2000-213	Cafeteria plan for fringe benefits for permanent employees	17,123	18,546
<b>Cafeteria Plan</b>			
2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer	2,985	3,185
<b>Medicare</b>	matching at same rate		
2000-230	Employer contribution for employee pension	25,743	26,141
<b>PERS Employer Cont</b>			
2000-251	Unemployment based on 1% of Salaries	2,059	2,197
<b>State Unemployment</b>			
2000-260	Worker's Compensation charged to Department	1,772	2,131
<b>Worker's Comp</b>			
2001-002	Salary Savings based on .75% of salaries	(1,544)	(1,648)
<b>Salary Savings</b>			
	<b>Total Salaries and Benefits</b>	<b>255,714</b>	<b>271,928</b>
3000-320	Outside plan check service (offset by permit revenues)	190,000	190,000
<b>Professional services</b>			
4000-412	Department's share of City's telephone service	750	750
<b>Utilities - telephone</b>			
5000-582	Training seminars and courses for Building Inspector & support staff	1,000	1,000
<b>Training &amp; Workshops</b>			
5000-586	Membership in building profession associations	500	500
<b>Memberships &amp; Dues</b>			
6000-610	Materials to support department activities	2,000	2,000
<b>General Supplies</b>			
6000-625	Tools and supplies to support building inspection.	400	400
<b>Safety Supplies</b>			
6000-640	Updated Uniform Building Code book purchase	1,000	1,000
<b>Books</b>			
9100-260	1% contribution to EE Benefits Fund for accrued vac, sick, comp	2,059	2,197
<b>Transfer to EE Benefits Fd</b>			
	<b>Total Operations</b>	<b>197,709</b>	<b>197,847</b>
	<b>Total Building Inspections</b>	<b>453,423</b>	<b>469,775</b>

Salaries for Community Development Department										
FY 2009										
Job Class	Step @ 6/30/08	Salary @ 6/30/08	2009 Salary	Employer PERS	Medicare	Cafeteria Plan	Transportation Allowance	Total		
<b>CDD - Planning</b>										
CDD Director (60%)	N/A	118,725	74,084	9,264	1,074	4,432	1,800	90,654		
Assistant Planner	1 (fy 09)	-	60,632	7,581	879	7,084	-	76,176		
Associate Planner	3	72,424	80,296	10,040	1,164	7,084	-	98,585		
Associate Planner	3	72,424	80,296	10,040	1,164	7,084	-	98,585		
Admin Aide I	5	54,424	57,867	7,236	839	7,084		73,026		
Deputy Planning Director	frozen									
<b>Total Planning</b>		<b>317,997</b>	<b>353,175</b>	<b>44,161</b>	<b>5,121</b>	<b>32,768</b>	<b>1,800</b>	<b>437,025</b>		
<b>CDD - Building</b>										
CDD Director (40%)	N/A	-	49,390	6,176	716	2,955	1,200	60,436		
Permit Technician	3	55,207	61,531	7,694	892	7,084	-	77,201		
Building Inspector	3	82,816	94,956	11,873	1,377	7,084	-	115,290		
<b>Total Building</b>		<b>138,023</b>	<b>205,877</b>	<b>25,743</b>	<b>2,985</b>	<b>17,123</b>	<b>1,200</b>	<b>252,927</b>		
<b>Total CDD Dept</b>		<b>456,020</b>	<b>559,052</b>	<b>69,904</b>	<b>8,106</b>	<b>49,890</b>	<b>3,000</b>	<b>689,952</b>		
Note:										
Salaries are projected at one step higher than the employee is currently.										
Reclass Permit Technician from Planning Dept to Building Dept.										

Salaries for Community Development Department										
FY 2010										
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Employer PERS	Medicare	Cafeteria Plan	Transportation Allowance	Total		
<b>CDD - Planning</b>										
CDD Director (60%)	N/A	74,084	77,789	9,257	1,128	4,788	1,800	94,761		
Assistant Planner	1	60,877	67,117	7,987	973	7,677	-	83,754		
Associate Planner	4	80,539	88,783	10,565	1,287	7,677	-	108,313		
Associate Planner	4	80,539	88,783	10,565	1,287	7,677	-	108,313		
Admin Aide I	5	58,120	61,025	7,262	885	7,677		76,849		
Deputy Planning Director	frozen									
<b>Total Planning</b>		<b>354,159</b>	<b>383,497</b>	<b>45,636</b>	<b>5,561</b>	<b>35,496</b>	<b>1,800</b>	<b>471,989</b>		
<b>CDD - Building</b>										
CDD Director (40%)	N/A	49,390	51,859	6,171	752	3,192	1,200	63,174		
Permit Technician	4	61,780	68,112	8,105	988	7,677	-	84,882		
Building Inspector	4	90,435	99,704	11,865	1,446	7,677	-	120,692		
<b>Total Building</b>		<b>201,605</b>	<b>219,675</b>	<b>26,141</b>	<b>3,185</b>	<b>18,546</b>	<b>1,200</b>	<b>268,748</b>		
<b>Total CDD Dept</b>		<b>555,764</b>	<b>603,172</b>	<b>71,777</b>	<b>8,746</b>	<b>54,042</b>	<b>3,000</b>	<b>740,737</b>		
Note:										
Salaries are projected at one step higher than the employee is currently.										

City of Sausalito

	2004-05	2005-06	2006-07	2007-08	2008-09
Non-Dept	627,327	589,698	656,939	840,701	883,665



Significant Changes

2007-08 Transfer City Attorney and other legal services cost from Admin to Non-Dept

<i>City of Sausalito</i>												
Non-Department												
Budget 2008-2010												
Account	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease)		Increase (Decrease)		Projected Budget 2009-10	Year Budget Change	%
						Year Budget Over Prior	Year Budget Over Prior	Year Budget Change	Year Budget Change			
100-190-2000-210	97,007	103,117	118,455	118,455	124,406	5,951	10,761	5,951	135,166	10,761	5.0%	8.6%
100-190-2000-211	3,101	3,123	3,668	3,668	3,686	18	184	18	3,870	184	0.5%	5.0%
<b>Totals Retiree Health Benefits</b>	<b>100,108</b>	<b>106,240</b>	<b>122,123</b>	<b>122,123</b>	<b>128,092</b>	<b>5,969</b>	<b>10,945</b>	<b>5,969</b>	<b>139,037</b>	<b>10,945</b>	<b>4.9%</b>	<b>8.5%</b>
100-190-3000-320	64,753	92,531	70,760	70,760	77,631	6,871	(6,342)	6,871	71,289	(6,342)	9.7%	-8.2%
100-190-3000-321	-	-	118,000	150,000	150,000	-	-	-	150,000	-	0.0%	0.0%
100-190-3000-323	-	-	45,000	45,000	60,000	15,000	-	15,000	60,000	-	33.3%	0.0%
100-190-3000-360	59,855	64,304	57,894	57,894	68,991	11,097	(5,454)	11,097	63,537	(5,454)	19.2%	-7.9%
100-190-3000-361	7,101	8,442	8,442	8,442	7,585	(857)	379	(857)	7,964	379	-10.2%	5.0%
100-190-3000-362	-	6,095	6,095	6,095	6,678	583	334	583	7,012	334	9.6%	5.0%
100-190-3001-701	2,000	2,000	2,000	2,000	2,000	7,000	(7,000)	7,000	2,000	(7,000)	350.0%	-77.8%
100-190-3001-702	6,000	6,000	6,000	6,000	6,000	-	-	-	6,000	-	0.0%	0.0%
100-190-3001-703	783	(7)	1,250	1,250	1,250	-	-	-	1,250	-	0.0%	0.0%
100-190-3001-704	1,000	1,000	1,000	1,000	-	(1,000)	1,000	(1,000)	1,000	1,000	-100.0%	100.0%
100-190-3001-705	1,000	1,000	1,000	1,000	-	(1,000)	1,000	(1,000)	1,000	1,000	-100.0%	100.0%
100-190-3001-706	15,523	19,986	21,000	21,000	24,674	3,674	76	3,674	24,750	76	17.5%	0.3%
100-190-3001-707	10,000	21,570	30,000	30,000	30,000	-	-	-	30,000	-	0.0%	0.0%
100-190-3001-709	-	-	10,000	10,000	10,000	-	-	-	10,000	-	0.0%	0.0%
100-190-4000-413	4,039	-	-	-	-	-	-	-	-	-	0.0%	0.0%
100-190-5000-520	199,982	246,484	240,431	240,431	210,336	(30,095)	54,664	(30,095)	265,000	54,664	-12.5%	26.0%
100-190-5000-521	14,920	22,216	26,284	26,284	28,809	2,525	191	2,525	29,000	191	9.6%	0.7%
100-190-5000-522	9,290	-	-	-	-	-	-	-	-	-	0.0%	0.0%
100-190-5000-523	-	(325)	-	-	2,600	2,600	130	2,600	2,730	130	100.0%	5.0%
100-190-5000-560	-	-	-	-	10,000	10,000	(10,000)	10,000	-	(10,000)	100.0%	-100.0%
100-190-5000-570	16,747	19,560	20,000	20,000	20,000	-	1,000	-	21,000	1,000	0.0%	5.0%
100-190-5000-586	3,834	5,272	6,172	6,172	6,172	-	-	-	6,172	-	0.0%	0.0%
100-190-5600-640	4,236	4,150	4,250	4,250	5,000	-	-	(4,250)	-	-	-100.0%	0.0%
100-190-5600-641	4,402	4,867	5,000	5,000	5,000	-	-	-	5,000	-	0.0%	0.0%
100-190-6000-610	302	870	500	500	1,000	500	-	500	1,000	-	100.0%	0.0%
100-190-6000-631	1,153	1,515	5,500	5,500	4,500	(1,000)	(30,000)	(1,000)	4,500	(30,000)	-18.2%	-100.0%
100-190-7000-780	13,500	-	-	-	30,000	30,000	-	30,000	-	-	100.0%	-
<b>Total Operations</b>	<b>440,421</b>	<b>527,533</b>	<b>686,578</b>	<b>718,578</b>	<b>770,226</b>	<b>51,648</b>	<b>(22)</b>	<b>51,648</b>	<b>770,204</b>	<b>(22)</b>	<b>7.2%</b>	<b>0.0%</b>
100-190-3000-363	12,000	5,183	-	-	-	-	-	-	-	-	0.0%	0.0%
100-190-4720-001	37,169	17,983	-	-	-	-	-	-	-	-	0.0%	0.0%
<b>Total Debt Services</b>	<b>49,169</b>	<b>23,166</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
100-190-8000-344	101,319	-	-	-	-	-	-	-	-	-	0.0%	0.0%
100-190-9100-125	79,000	-	-	-	-	-	-	-	-	-	0.0%	0.0%

<i>City of Sausalito</i>												
Non-Department												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change	Increase (Decrease) Over Prior Year Budget
100-190-9100-130	Transfer to Disaster Assistance Fund			750,000			(750,000)	-100.0%				
100-190-9100-140	Transfer to Capital Project Fd	50,000	535,000	275,000	550,000	250,000	(300,000)	-54.5%	250,000			
100-190-9100-141	Transfer to Pub Safe Bldg Fd	-	-	-	-	-	-	0.0%	-			
100-190-9100-260	Transfer to Employee Benefits Fd	-	150,000	150,000	150,000	-	(150,000)	-100.0%	-			
100-190-9100-270	Transfer to General Liability Fd		685,000	425,000	1,620,000	250,000	(1,370,000)	-84.6%	250,000			
	<b>Total Transfers Out</b>	<b>230,319</b>	<b>685,000</b>	<b>425,000</b>	<b>1,620,000</b>	<b>250,000</b>	<b>(1,370,000)</b>	<b>-84.6%</b>	<b>250,000</b>			
	<b>Total Non-Department</b>	<b>820,017</b>	<b>1,341,939</b>	<b>1,233,701</b>	<b>2,460,701</b>	<b>1,148,318</b>	<b>(1,312,383)</b>	<b>-53.3%</b>	<b>1,159,241</b>	<b>10,923</b>		<b>1.0%</b>



<b>Non-Department Budget</b>				
<b>100-190</b>				
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and justification of items requested</b>		<b>FY 2009 Requested Appropriations</b>	<b>FY 2010 Projected Appropriations</b>
<b>100-190-2000-210</b>	Retiree Medical Insurance (pay-as-you-go basis)		124,406	135,166
<b>Health Insurance</b>				
<b>100-190-2000-211</b>	Retiree Dental Insurance for Management Employees		3,686	3,870
<b>Dental Insurance</b>				
	<b>Total Retiree Health Benefits</b>		<b>128,092</b>	<b>139,037</b>
<b>100-190-3000-320</b>	Annual independent audit for FY 2008 and FY 2009	35,466		36,689
<b>Professional Serv.</b>	Cities State Controller's Report for FY 2008 and FY 2009	2,065		4,000
	Labor Negotiator	20,000		20,000
	Codification of municipal ordinances	10,000		-
	State mandated cost claiming services	4,800		5,100
	Sale tax audit	3,300		3,500
	MCCMA lobbyist	2,000	77,631	2,000
				71,289
<b>100-190-3000-320</b>	Contract City Attorney - Gen'l business	135,000		135,000
<b>City Attorney Services</b>	Contract City Attorney - Planning	15,000	150,000	15,000
				150,000
<b>100-190-3000-323</b>	Other outside Litigation support	30,000		30,000
<b>Other Legal Services</b>	Outside Labor Attorney	30,000	60,000	30,000
				60,000
<b>100-190-3000-360</b>	Annual payment for animal control services		68,991	63,537
<b>Animal Control</b>				
<b>100-190-3000-361</b>	Local Area Formation Commission (LAFCO)		7,585	7,964
<b>LAFCO</b>	Allocation City's share of Expense			
<b>100-190-3000-362</b>	Member contribution for streetlight, taxicab, wireless, and energy issue management		6,678	7,012
<b>Marin Gen Serv Auth</b>				
<b>100-190-3001-701</b>	Supports the promotion and display of local artist's work	2,000		2,000
<b>Art Commission</b>	Advance seed money for sculpture fundraising	7,000	9,000	
<b>100-190-3001-702</b>	City contribution to staff historical society visitor center		6,000	6,000
<b>Historical Soc.</b>				
<b>100-190-3001-703</b>	Annual contribution to Sister City Committee		1,250	1,250
<b>Sister City</b>				
<b>100-190-3001-704</b>	Annual Contribution to Rebate for Marin Renters Program		-	1,000
<b>Renter Rebate</b>				
<b>100-190-3001-705</b>	Contribution to County Mediation services		-	1,000
<b>Mediation Serv.</b>				
<b>100-190-3001-706</b>	Annual payment to Marin Telecommunication Agency for a new dedicated public, high speed computer link for use by all cities in the county; plan for operation of a new public access facility; and develop a mechanism to better manage encroachment requests for telecommunication use of local government rights-of-way		24,674	24,750
<b>Cable TV JPA</b>				
<b>Bus Hospitality Develop</b>	Set aside for business development in the City		30,000	30,000
<b>100-190-3001-707</b>				
<b>Business Visioning Plan</b>	Business Vision Poll Implementation		10,000	10,000
<b>100-190-3001-709</b>				

<b>Non-Department Budget 2008-2010</b>		<b>Page 2 of 2</b>	
<b>100-190-5000-520</b>	Annual premiums for liab, APD, Crime, and EPL	210,336	265,000
<b>Liability Insurance</b>	porgram insurance pool and for claims		
<b>100-190-5000-521</b>	Annual premiums for property insurance pool	28,809	29,000
<b>Property Insurance</b>			
<b>100-190-5000-522</b>		-	-
<b>ERMA Assessment</b>			
<b>100-190-5000-523</b>	Premium for employee assistance program	2,600	2,730
<b>EAP Insurance</b>			
<b>100-190-5000-560</b>	City Council Election	10,000	-
<b>Election Cost</b>			
<b>101-190-5000-570</b>	Bank acct analysis and merchant credit card charges	20,000	21,000
<b>Banking Services</b>			
<b>100-190-5000-586</b>	ABAG	1,772	1,772
<b>Memberships and Dues</b>	League of Cities Membership	4,400	6,172
			4,400
			6,172
<b>100-190-5600-640</b>	Employee Holiday Party	-	-
<b>Employee Holiday Party</b>			
<b>100-190-5600-641</b>			
<b>Volunteer Recognition Party</b>	Event to recognize the many volunteers who give countless hours to serve their community.	5,000	5,000
<b>100-190-6000-610</b>	Other unexpected small items	1,000	1,000
<b>General Supplies</b>			
<b>100-190-6000-631</b>	For employee service awards and functions	4,500	4,500
<b>Employee Recognition</b>			
<b>100-190-7000-780</b>	Improvement to City Hall	30,000	-
<b>Furniture &amp; Fixture</b>			
<b>Total Operations</b>		<b>770,226</b>	<b>770,204</b>
<b>100-190-9100-140</b>	To fund general capital improvement projects	250,000	250,000
<b>Trsfr to Capital Proj Fd</b>			
<b>100-190-9100-260</b>	To fund GASB 45 unfunded retiree health benefit liability	-	-
<b>Trasfr to EE Benefits Fd</b>			
<b>Total Transfer Out</b>		<b>250,000</b>	<b>250,000</b>
<b>Total Non-Department</b>		<b>1,148,318</b>	<b>1,159,241</b>

**POLICE DEPARTMENT BUDGET MESSAGE**  
**Fiscal Year 2008-2010**

**Staffing Authorization Plan**

Administration

1- Chief of Police  
1- Captain  
1- Lieutenant

Administrative Support

1- Administrative Aide II  
1- Administrative Aide I

Supervision

4- Sergeants

Police Officers

1- Detective Corporal  
1- Detective Officer  
9- Patrol Officers

Parking Services

3- Parking Enforcement Officers

Total Authorized Police Employees: 23

Total Volunteers in Public Safety (VIPS): 21

**Budget and Operational Goals**

One of City government's most important core functions is to provide quality public safety services for community members, businesses, and visitors. Adequate police funding is essential for Sausalito to maintain its high quality of life and to remain a community that is known for being safe with low crime fears. The Police Department will continue to pursue and enhance strong community partnerships that address crime and traffic safety issues, build positive public relations, focus on crime prevention strategies, and strive to provide exceptional customer services.

The Police Department budget will increase over the next two years due to inflationary increases for services, supplies, and contracted or projected labor costs. There are also added funding needs for contracted service provider costs that are beyond the Department's control. All cost increases have been evaluated and are determined to be necessary for the Department's operational effectiveness in sustaining quality policing services. The Department's overall staffing level has been reduced by one due to newly contracted services for the billing of parking fines. The previous part-time Parking Clerk position is now assigned to the Finance Department to assist in managing parking lot functions.

Up to two new patrol cars, one unmarked police car, and one parking enforcement vehicle will need to be replaced within the next two fiscal years. The new parking enforcement vehicle will be Electrically Powered. All new unmarked cars will be Hybrids. If Hybrid technology advances to allow for patrol car uses then the Department will also purchase this type of vehicle.

The Police Department is committed to continue its training and professional development plan which is part of the City's Strategic Plan for recruiting and retaining quality employees and for succession planning. Over the past two years the Department's enhanced training and mentoring focus has proven to be successful with six internal promotions.

The RBRA patrol boat partnership had a very successful year in being able to enhance public safety and policing services in and around the city's marinas. Officers provided emergency rescues, answered service calls, conducted investigations, and assisted other agencies. Additional funding has been requested in this budget cycle from the Tidelands Fund to ensure training, equipment, and staffing costs will support continuous boat deployments over the next two years.

### **2007-2008 Accomplishments**

- Increased professional development training for officers and sergeants.
- Maintained full staffing throughout the year.
- Promoted 2 new sergeants, 1 Lieutenant, 2 Corporals, and 1 Administrative Aide.
- Department's organizational structure changes for more effectiveness.
- Increased number of foot patrols.
- New Chaplain Program.
- New R-U-Okay Program.
- Full year of RBRA Patrol Boat Program and added boat officers.
- Increased VIPS staffing and expanded VIPS services.
- Implemented Use-of-Force tracking and monitoring system.
- New AED's.
- New 40. caliber guns.
- 3 new patrol cars.
- Increased Bike and Pedestrian safety education and enforcement.
- Sustained traffic safety efforts resulting in no increase in overall traffic collision levels.
- Increase in service capacity due to rising amount of service calls handled without negative incidents.
- New Detective roles for greater effectiveness.
- Maintained a low level of violent crime while increasing felony arrest for serious crimes impacting the Community.
- Only 3 investigated minor personnel complaints. All unfounded.
- Implemented new "Crime Victim Information Pamphlet."

## **2008-2010 Goals**

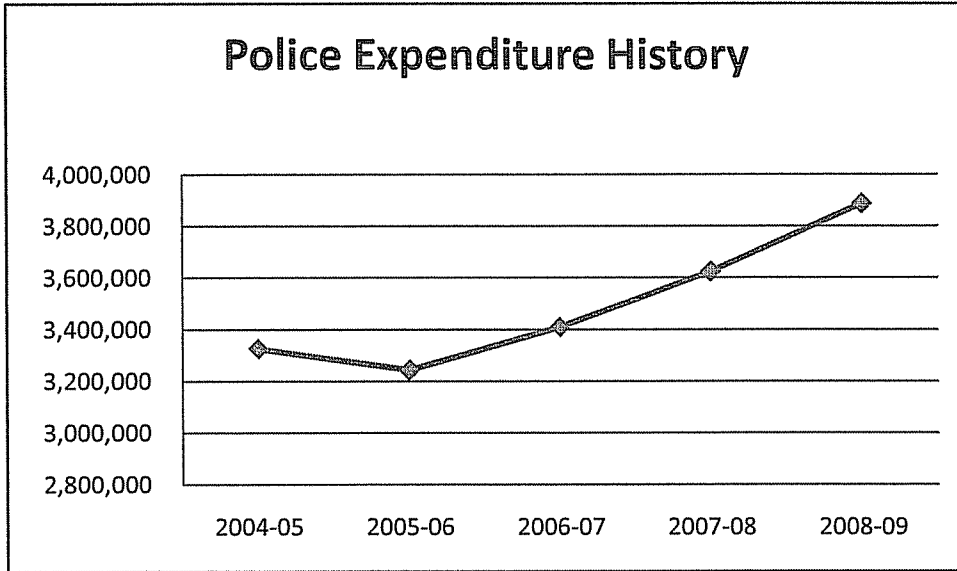
- Build and continue the many recently implemented and existing programs while preparing for future policing and community needs.
- Increase Police Bicycle Patrols. Planning to train additional officers and purchase additional police bikes.
- Increase Boat Patrols and funding to support this effort. Seek grants for independent police vessel, training, and equipment.
- Obtain funding from the City's vehicle replacement account for replacing police vehicles as they age and reach 100,000 miles.
- Obtain supplemental budget funding to implement an "in-car digital camera system" for all patrol cars. Supports evidence collection, ensures police conduct standards, and enhances officer and community safety.
- Fund and start a formal DARE, recreation, or on-going youth mentoring activity between police and youth in the community.
- Increase Crime Prevention efforts and public awareness training for the community by Police Detectives.
- Partner more closely with allied agencies for crime, suspect and investigative information in our region.
- Provide greater emphasis on reducing burglaries, thefts, and fraud crimes. These crimes have all risen over the past year.
- Support greater Disaster Preparedness and Emergency Community Planning efforts.
- Be known for providing Exceptional Customer Service.
- Increase Field Interviews (FI's) for greater tracking of suspicious circumstances and persons.
- Continue to promote and explore opportunities for employee's career development, enrichment, and training.
- Effectively manage the Department's budget resources while obtaining the necessary funding for quality policing operations and services.
- Maintain full staffing levels whenever possible.
- Ensure the "best practice" model is consistently being used and sought for all policing functions.
- Prepare move-in and new operations plans for occupying the new Police Building.
- Maintain the public's trust, transparency of police operations, and build positive public relationships whenever possible.

## **Notable Past Programs to be continued through 2010**

- Citizen's Academy
- Seat-belt enforcement grant
- DUI grant with all Marin law enforcement
- Bicycle Checkpoints with Marin County Bike Coalition
- Citizen ride-a-longs
- Safety plans and staffing for all special events, parades, and festivals

City of Sausalito

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Police	3,325,124	3,242,825	3,409,157	3,623,863	3,886,721



**Significant Changes**

2005-06 Decrease due to salary savings from position vacancy

2006-09 Increase in salaries, benefits, and worker's compensation costs

City of Sausalito		Police Department		Budget 2008-2010											
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change	Change			
100-200-1000-110	Salaries & Wages	1,562,752	1,690,518	1,770,413	1,858,353	1,962,086	103,733	5.6%	2,000,829	38,743	5.6%	2.0%			
100-200-1000-111	Holiday Payout	35,473	40,368	43,941	43,941	49,511	5,570	12.7%	50,481	971	12.7%	2.0%			
100-200-1000-130	Overtime	149,814	140,665	160,000	160,000	174,500	14,500	9.1%	174,500	-	9.1%	0.0%			
100-200-1000-131	Worker's Comp Incentive	3,765	3,755	-	-	-	-	0.0%	-	-	0.0%	0.0%			
100-200-1000-140	Transportation Allowance	2,331	-	-	-	-	-	0.0%	-	-	0.0%	0.0%			
100-200-2000-215	Cafeteria Plan	179,243	193,619	214,633	214,633	233,296	18,662	8.7%	255,740	22,445	8.7%	9.6%			
100-200-2000-220	Social Security	624	892	949	949	-	(949)	-100.0%	-	-	-	0.0%			
100-200-2000-221	Medicare	20,288	23,009	26,322	26,322	29,068	2,746	10.4%	29,625	557	1.9%	1.9%			
100-200-2000-230	PERS Employer Contrib	427,467	451,008	520,036	520,036	632,363	112,327	21.6%	631,405	(958)	-0.2%	-0.2%			
100-200-2000-251	State Unemployment	15,024	16,520	18,337	18,337	20,315	1,978	10.8%	20,712	397	1.9%	2.0%			
100-200-2000-260	Workers' Compensation	225,074	266,265	196,066	196,066	148,869	(47,197)	-24.1%	196,066	47,197	24.1%	31.7%			
100-200-2000-270	Uniform Allowance	18,396	19,894	19,307	19,307	19,858	551	2.9%	19,858	0	0.0%	0.0%			
100-200-2001-002	Salary Savings	-	-	(25,752)	(25,752)	(30,236)	(4,483)	17.4%	(30,534)	(298)	1.0%	1.0%			
	<b>Total Salaries &amp; Benefits</b>	<b>2,640,250</b>	<b>2,846,513</b>	<b>2,956,251</b>	<b>3,032,191</b>	<b>3,239,630</b>	<b>207,439</b>	<b>6.8%</b>	<b>3,348,682</b>	<b>109,052</b>	<b>6.8%</b>	<b>3.4%</b>			
100-200-3000-320	Professional Services	40,089	38,651	39,199	39,199	41,100	1,901	4.8%	43,000	1,900	4.8%	4.6%			
100-200-3000-340	Technical Services	162	21,948	32,547	32,547	43,481	10,934	33.6%	44,757	1,276	2.9%	2.9%			
100-200-3000-341	City of Inglewood Parking Sys	16,399	19,054	21,000	21,000	21,000	-	0.0%	21,000	-	0.0%	0.0%			
100-200-3000-345	Booking Fees	12,623	14,933	16,000	5,000	16,000	11,000	220.0%	16,000	-	0.0%	0.0%			
100-200-3001-709	Jeanette Prandi Children's Ct	2,360	2,244	2,244	2,244	2,356	112	5.0%	2,475	119	5.1%	5.1%			
100-200-4000-410	Utilities - Gas & Electricity	7,131	8,585	10,000	10,000	10,000	-	0.0%	10,000	-	0.0%	0.0%			
100-200-4000-412	Utilities - Telephone	16,417	16,203	16,000	16,000	16,000	-	0.0%	16,000	-	0.0%	0.0%			
100-200-4000-413	Utilities - Water	-	-	-	-	-	-	0.0%	-	-	0.0%	0.0%			
100-200-4000-430	Repairs & Maint Buildings	2,924	568	1,500	1,500	1,000	(500)	-33.3%	1,000	-	-33.3%	0.0%			
100-200-4000-431	Repair Machinery & Equip	6,268	5,727	9,000	9,000	6,000	(3,000)	-33.3%	6,000	-	-33.3%	0.0%			
100-200-4000-440	Rental Land & Buildings	45,983	49,815	46,000	46,000	46,000	-	0.0%	46,000	-	0.0%	0.0%			
100-200-4000-442	Copy Machine Rental	2,521	3,258	4,200	4,200	4,000	(200)	-4.8%	4,000	-	-4.8%	0.0%			
100-200-4000-443	Radio Dispatch	188,240	164,806	180,620	180,620	218,035	37,415	20.7%	228,937	10,902	5.0%	5.0%			
100-200-4710-001	MERA - Principal Share (57%)	16,210	16,859	16,474	16,474	17,669	1,195	7.3%	18,561	892	5.0%	5.0%			
100-200-4720-001	MERA - Interest Share (57%)	18,370	17,600	17,985	17,985	16,757	(1,228)	-6.8%	15,873	(883)	-5.3%	-5.3%			
100-200-4720-002	MERA - New Debt	-	2,048	3,701	3,701	3,701	-	0.0%	3,516	(185)	-5.0%	-5.0%			
100-200-5000-001	MERA Operating Costs	17,482	23,427	28,652	28,652	27,091	(1,561)	-5.4%	29,577	2,486	9.2%	9.2%			
100-200-5000-540	Recruitment Costs	12,339	14,531	16,000	16,000	14,500	(1,500)	-9.4%	14,500	-	0.0%	0.0%			
100-200-5000-551	Printing - External Service	3,258	5,756	4,000	4,000	4,000	-	0.0%	4,000	-	0.0%	0.0%			
100-200-5000-581	Conferences	2,253	1,557	6,000	6,000	6,000	-	0.0%	6,000	-	0.0%	0.0%			





<b>POLICE Department</b>					
	<b>100-200</b>				
<b>Account No. &amp; Title</b>	<b>Quantity, brief description and Justification of items requested</b>		<b>FY 2009 Requested Appropriations</b>		<b>FY 2010 Projected Appropriations</b>
1000-110	Salaries for 23 positions		1,962,086		2,000,829
Salaries					
1000-111	Sergeants and Police Officers receive 88 hours of holiday-in-lieu pay annually		49,511		50,481
Holiday Pay					
1000-130	Overtime (net of special event and selected POST back-fill. authorized courses) worked in excess of 40 hours work week. Based upon staffing of special events, court appearance, training needs, investigation, etc.	155,000		155,000	
Overtime					
	Overtime for police boat operation (funding from Tideland)	19,500	174,500	19,500	174,500
2000-215	Health Ins., Dental Ins, Life Ins., Cafeteria Plan		233,296		255,740
	Long-term disability, vision care, etc. Benefits for Unrepresented employees				
2000-221	Medicare tax payment for all City employees hired after April 1986		29,068		29,625
Medicare					
2000-231	Employer contribution for employee pension		632,363		631,405
PERS - Employer Contrib					
2000-251	Unemployment rate is 1% of salary		20,315		20,712
Unemployment					
2000-260	Worker's Compensation is charged to Department		148,869		196,066
Workers Comp					
2000-270	Annual allowance for all employees in department		19,858		19,858
Uniform Allowance					
2001-002	Salary savings set at .75% of salaries		(30,236)		(30,534)
Salary Savings					
	<b>Total Salaries &amp; Benefits</b>		<b>3,239,630</b>		<b>3,348,682</b>
3000-320	JPA - Task Force - Drug Investigation	33,050		34,700	
Professional Services	Marin Cnty Sheriff Emergency Mngmt Serv (3 yr contract)	4,550		4,800	
	F.A.T.S.	400		400	
	Indoor Firearms Range	1,000		1,000	
	Policy and Procedure	2,100	41,100	2,100	43,000
3000-340	MCSO - RMS Annual Maintenance	16,500		16,500	
Technical Services	MCSO - Compudyne/RMS System Manager	17,441		18,313	
	MCSO - MDC Service Contract	4,490		4,894	
	Veripic Annual Maintenance	-		-	
	AutoCite Technical Software Support	2,500		2,500	
	Training Management System Support	500		500	
	BFS/Blood Alcohol	700		700	
	O/S Investigative Services	1,350	43,481	1,350	44,757
3000-341	Parking citation processing fees		21,000		21,000
City of Inglewood Parking					
3000-345	Booking fees, County of Marin		16,000		16,000
Booking Fees					
3001-709	Multi-Disciplinary Investigative Center		2,356		2,475
Jeanette Prandi Center					
4000-410	electrical, gas		10,000		10,000
Utilities - Electricity					

Police Department Budget 2008-2010		Page 2 of 3	
4000-412	Telephones, cellular phones,	16,000	16,000
Utilities - Telephone	paggers, wire services, alarm system		
4000-430	Annual heating & A/C	1,000	1,000
Building Maintenance	maintenance, minor building maintenance		
4000-431	Maintenance of radar, office	6,000	6,000
Equipment Maintenance	equipment & radio equipment		
4000-440	Rent for temporary police facility	46,000	46,000
Building Rental			
4000-442	Digital copier lease	4,000	4,000
Copy Machine Rental			
4000-443	Contract dispatch services, County of Marin	218,035	228,937
Radio Dispatch			
Equipment Charges	MERA - Debt Service and Operating Costs.		
4710-001	MERA - Principal	17,669	18,561
4720-001	MERA - Interest	16,757	15,873
4720-002	MERA - New Debt	3,701	3,516
5000-001	MERA - Operating Expense	27,091	29,577
5000-540	Associated costs to include; polygraph,	14,500	14,500
Recruitment Costs	medical, psycho, job faires, seminars, inter panels, etc. seminars, interview panels, etc.		
5000-551	Printing of all police department	4,000	4,000
Printing & Copying	forms, no parking signs, citations,etc.		
5000-581	Registration, subsistence and	6,000	6,000
Conferences	travel the below conferences Calif. Chief's Association Calif. Peace Officer's Association League of Calif. Cities International Association of Chief's Government Technology Conference CAPTO FBI National Academy - Quarterly Training FBI National Academy - Annual Training COPS West C.L.E.A.R.S. D.A.R.E.		
5000-582	Advanced Officer Training,	7,000	7,000
Education & Training Workshops	Supervisor's Training and specialized technical training and workshops		
5000-583	Compensation for those using	200	200
Mileage & Bridge Tolls	personal vehicles on city business		
Education Reimbursement	MOU educational reimbursement.	5,000	5,000
5000-585	* Advanced Officer Training	31,000	31,000
POST Training	Post Reimbursement	(28,000)	(28,000)
	* Teambuilding Workshop	3,000	3,000
5000-586	International Chiefs of Police	2,500	2,500
Membership & Dues	California Chiefs of Police Marin Chiefs, Marin Credit Reports CPOA,CAPTO & other professional		
6000-610	Pepper Gas Replacement	200	200
Supplies - General	Rain Gear, Helmets, Jumpsuits	1,000	1,000
	Firearms supplies, cleaning	3,000	3,000

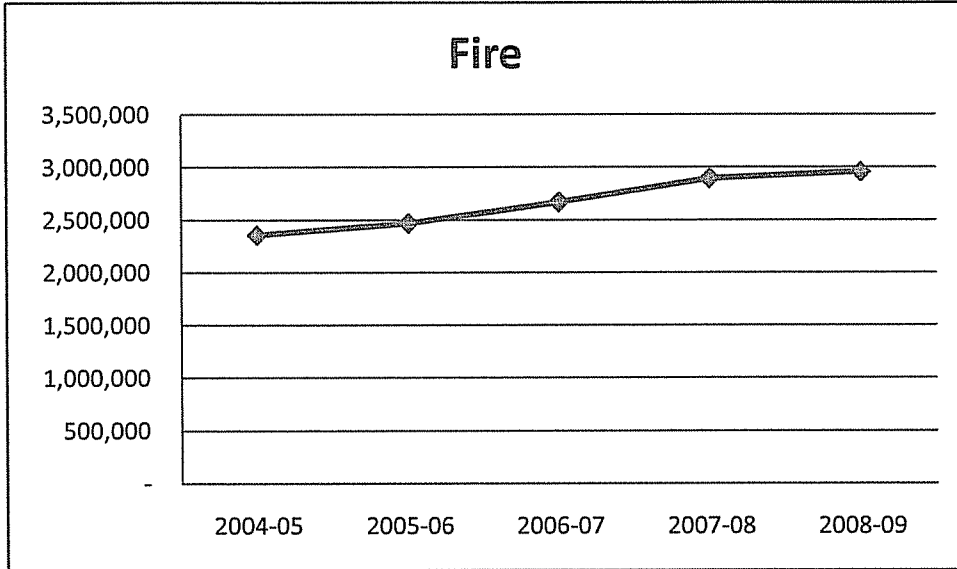
Police Department Budget 2008-2010		Page 3 of 3			
	supplies, Ammunition, etc.				
	Miscellaneous hardware items	400		400	
	Name tags, Badges, Patrol	1,500		1,500	
	Janitorial cleaning supplies	500	6,600	500	6,600
<b>6000-611</b>	Paper, pens, software, etc.	3,000		3,000	
<b>Office Supplies</b>	Film and photo processing	700	3,700	700	3,700
<b>6000-612</b>	Postage fees for business mailings		1,000		1,000
<b>Postage</b>					
<b>6000-621</b>	Fuel for vehicles		40,000		42,000
<b>Oil &amp; Gasoline</b>					
<b>6000-625</b>	Replacement of individual		5,000		5,000
<b>Safety &amp; Protection</b>	protective vests, leather gear, helmets				
<b>6000-630</b>	Water Fountain, Foods		1,000		1,000
<b>Foods</b>					
<b>6000-640</b>	Library Books, Criminal Codes, Subscriptions		1,400		1,400
<b>Books</b>					
<b>5000-699</b>	Evidence collection supplies, batteries, flares, tapes, fire extinguishers, medical supplies		6,000		6,000
<b>Materials &amp; Supplies</b>					
<b>7000-750</b>	(1) Hand Held Video Camera w/case	-		650	
<b>Equipment</b>	(2) Evidence Collection Kits w/ALS	1,700		-	
	(3) Ergonomic Office Chairs Replacement	2,550		-	
	Glock Pistol Replacement Program	950		950	
	Preliminary Alcohol Screening Device (PAS) Replacement	1,100		-	
	(18) Police Duty Batons (carryover from FY 2008)	-		1,600	
	(3) Handheld Parking Citation "AutoCite" Devices and accessories Replacement	-		15,000	
	Simmunition Supplies	1,000		600	
	AR-15 rifle sights, slings, accessories	2,100		1,680	
	(1) AR-15 rifle			1,250	
	Automatic Electronic Defibrillator Batteries	850		850	
	Taser Cartridges and Beanbag projectiles	1,200		1,200	
	(2) digital cameras with cases Replacement	440		-	
	(4) Tasers Replacement	3,600		3,600	
	Police Bicycle/Equipment (carryover from FY 2008)	1,500	16,990	1,500	28,880
<b>7000-760</b>	See Supplemental Request				
<b>Computer Equipment</b>					
<b>9100-240</b>	For future replacement of police vehicles		13,391		17,197
<b>Trsfr to Vehicle Replace Fd</b>					
<b>9100-260</b>					
<b>Trsfer to EE Benefits Fd</b>	1% contribution for accrued vac, sick, comp		19,621		20,008
	<b>Total Operations</b>		<b>647,092</b>		<b>681,680</b>
	<b>Total Police</b>		<b>3,886,721</b>		<b>4,030,363</b>

Salaries for Police Department																
FY 2009	Hire Date	Step @ 6/30/08	Salary @ 6/30/08	2009 Salary	Education Incentive	Longevity Pay	Shift Differential	Total Salary	Holiday	Uniform Allow	PERS Salary	Employer PERS	Social Security	Medicare	Cafeteria Plan	Total
Police									83.98							
Chief		N/A	157,506	163,806	-	-		163,806	-	827	164,633	57,078	2,387	2,387	7,386	231,485
Capt		N/A	135,528	140,949	-	-		140,949	-	827	141,776	49,154	2,056	2,056	17,506	210,491
Officer	12/11/2006	4	73,832	81,403	-	-		81,403	3,287	827	85,517	29,649	1,240	1,240	6,595	123,000
Officer	10/24/2007	2	66,958	70,306	-	-		70,306	2,839	827	73,972	25,646	1,073	1,073	16,084	116,774
Officer	2/4/2008	1	63,769	70,306	-	-		70,306	2,839	827	73,972	25,646	1,073	1,073	12,525	113,216
Sgt	12/1/1997	3 (+5%)	84,971	93,681	7,164	600		101,445	4,096	827	106,368	36,878	1,542	1,542	6,595	151,363
Corporal	10/24/2004	5 (+5%)	85,466	85,466	4,273			89,739	3,623	827	94,190	32,656	1,366	1,366	6,595	134,806
Officer	9/1/1999	5 (+5%)	77,527	81,403	3,412	600		85,415	3,449	827	89,691	31,096	1,301	1,301	16,084	138,171
Officer	12/5/2005	4 (+5%)	73,832	81,403	4,070	-		85,473	3,451	827	89,751	31,117	1,301	1,301	6,595	128,764
Sgt	10/24/2004	3 (fy 08)	84,971	89,220				89,220	3,602	827	93,649	32,468	1,358	1,358	16,084	143,559
Detective	8/28/2003	5	81,396	85,466		600		86,066	3,475	827	90,368	31,331	1,310	1,310	6,595	129,604
Officer	10/1/1995	5 (+3%)	77,527	81,403	2,442	1,200		85,045	3,434	827	89,306	30,962	1,295	1,295	16,084	137,647
Officer	8/21/2006	4 (+5%)	73,832	81,403	4,070			85,473	3,451	827	89,751	31,117	1,301	1,301	6,595	128,764
Officer	5/28/2007	2	66,958	70,306				70,306	2,839	827	73,972	25,646	1,073	1,073	6,595	107,285
Sgt	12/1/1997	5 (+5%)	93,681	98,365	6,823	600		105,788	4,271	827	110,886	38,444	1,608	1,608	6,595	157,533
Lieut (mngt)	9/15/1995	1 (fy09)	112,420	116,917		-		116,917	-	827	117,744	40,822	1,707	1,707	17,506	177,779
Sgt	2/16/1990	5 (+5%)	93,681	98,365	7,478	1,800		107,643	4,346	827	112,816	39,113	1,636	1,636	16,084	169,649
Officer	1/15/2008	3 (+7%)	70,314	77,523	5,427			82,950	3,349	827	87,126	30,207	1,263	1,263	6,595	125,191
Initial uniforms for new hires (3)								8,000		2,481	2,481	860		36		3,377
Total Sworn		18	1,574,169	1,667,691	45,159	5,400	8,000	1,726,251	52,349	17,368	1,795,968	622,662	-	26,042	194,696	2,639,367
Parking Enforcement Officers																
PEO	8/16/2001	5	53,781	56,470		600		57,070		689	57,759	7,222		898	12,525	78,344
PEO	8/27/1998	5	53,781	56,470		1,200		57,670		689	58,359	7,297		846	16,084	82,686
PEO		1 (fy08)	44,245	48,779		-		48,779		689	49,468	6,185		717	6,595	62,966
Total PEOs		3	151,807	161,719	-	1,800	-	163,519	-	2,067	165,586	20,705		2,401	35,204	223,896
Administrative - Civilian																
Admin Aide II - Confident		3	55,643	60,762				60,762		625	61,387	7,676		890	12,885	82,838
Admin Aide I - POA*		3	49,988	55,087				55,087		625	55,712	6,966		808	6,595	70,081
Total Admin Civilian		2	105,611	115,849	-	-	-	115,849	-	1,250	117,099	14,642		1,698	19,480	152,919
Less: Salaries Charged to Grant																
Officer		2	(43,532)	(43,532)				(43,532)	(2,839)	(827)	(47,198)	(25,646)		(1,073)	(16,084)	(90,000)
Total All Classes			1,831,587	1,901,727	45,159	7,200	8,000	1,962,086	49,511	19,658	2,031,455	632,363	-	29,068	233,296	2,926,182
Note:																
Salaries are projected at one step higher than the employee is currently.																
One vacant Corporal position filled with officer.																

Salaries for Police Department																
FY 2010																
Job Class	Hire Date	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Education Incentive	Longevity Pay	Shift Differential	Total Salary	Holiday	Uniform Allow	PERS Salary	Employer PERS	Social Security	Medicare	Cafeteria Plan	Total
Police									83.98							
Chief		N/A	163,806	171,996				171,996		827	172,823	58,933	0.062	2,506	7,979	242,241
Capt		N/A	140,949													
Lieut (new)		1		122,762				122,762		827	123,589	42,144		1,792	19,048	186,573
Officer	12/11/2006	5	81,403	81,403				81,403	3,287	827	85,517	29,161		1,240	7,188	123,106
Officer	10/24/2007	3	70,306	77,523				73,830	3,130	827	81,480	27,785		1,181	17,626	128,072
Officer	2/4/2008	2	70,306	73,830				73,830	2,981	827	77,638	26,475		1,126	13,711	118,950
Sgt	12/1/1997	4 (+5%)	93,681	98,365	7,164	600		106,129	4,285	827	111,241	37,933		1,613	7,188	157,975
Corporal	10/24/2004	5 (+5%)	85,466	85,466	4,273	600		89,739	3,623	827	94,190	32,119		1,366	7,188	134,862
Officer	9/1/1999	5 (+5%)	81,403	81,403	3,412	600		85,415	3,449	827	89,891	30,585		1,301	17,626	139,201
Officer	12/5/2005	5 (+5%)	81,403	81,403	4,070			85,473	3,451	827	89,751	30,605		1,301	7,188	128,846
Sgt	10/24/2004	3	89,220	93,681				93,681	3,782	827	98,290	33,517		1,425	17,626	150,858
Detective	8/28/2003	5	85,466	85,466		600		86,066	3,475	827	90,368	30,816		1,310	7,188	129,682
Officer	10/1/1995	5 (+3%)	81,403	81,403	2,442	1,200		85,045	3,434	827	89,306	30,453		1,295	17,626	138,679
Officer	8/21/2006	5 (+5%)	81,403	81,403	4,070			85,473	3,451	827	89,751	30,605		1,301	7,188	128,846
Officer	5/28/2007	3	70,306	77,523		600		77,523	3,130	827	81,480	27,785		1,181	7,188	117,684
Sgt	12/1/1997	5 (+5%)	98,365	98,365	6,823	600		105,788	4,271	827	110,886	37,812		1,608	7,188	157,494
Lieut	9/15/1995	2	116,917	128,901				128,901		827	129,728	44,237		1,881	19,048	194,894
Sgt	2/16/1990	5 (+5%)	98,365	98,365	7,478	1,800		107,643	4,346	827	112,816	38,470		1,636	17,626	170,548
Officer	1/15/2008	4 (+7%)	77,523	81,403	5,698			87,101	3,517	827	91,445	31,183		1,326	7,188	131,142
Initial uniforms for new hires (3)								8,000			8,000	2,728		116		10,844
										2,481	2,481	846		36		3,363
<b>Total Sworn</b>		18	1,667,691	1,700,661	45,431	5,400	8,000	1,759,492	53,611	17,368	1,830,471	624,191	-	26,542	212,606	2,693,810
<b>Parking Enforcement Officers</b>																
PEO	8/16/2001	5	56,470	56,470		600		57,070		689	57,759	6,873		838	13,711	79,181
PEO	8/27/1998	5	56,470	56,470		1,200		57,670		689	58,359	6,945		846	17,626	83,775
PEO		2	48,779	51,210				51,210		689	51,899	6,176		753	7,188	66,016
<b>Total PEOs</b>		3	161,719	164,150		1,800		165,950		2,067	168,017	19,994		2,436	38,525	228,972
<b>Administrative - Civilian</b>																
Admin Aide II - Confidant		4	60,762	66,991				66,991		625	67,616	8,046		980	15,047	91,680
Admin Aide I - POA*		4	55,087	57,847				57,847		625	58,472	6,958		848	7,188	73,466
<b>Total Admin Civilian</b>		2	115,849	124,838				124,838		1,250	126,088	15,004		1,828	22,235	165,156
<b>Less: Salaries Charged to Grant</b>																
Officer		3		(49,451)				(49,451)	(3,130)	(627)	(53,408)	(27,785)		(1,181)	(17,626)	(100,000)
<b>Total All Classes</b>			1,945,259	1,940,198	45,431	7,200	8,000	2,000,829	50,481	19,858	2,071,168	631,405	-	29,625	255,740	2,987,938
Note:																
Salaries are projected at one step higher than the employee is currently.																
Replace retired Captain with new Lieut position																
(One vacant Corporal position filled with officer.																

City of Sausalito

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Fire	2,357,331	2,468,497	2,669,023	2,894,502	2,957,702



<i>City of Sausalito</i>												
<i>Fire Department</i>												
<b>Budget 2008-2010</b>												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change	
100-300-1000-110	Salaries & Wages	1,234,400	1,142,480	1,194,790	1,244,287	1,251,910	7,622	0.6%	1,255,141	3,232	0.3%	
100-300-1000-111	Holiday Payout	56,308	59,302	62,324	62,324	65,303	2,980	4.8%	65,472	169	0.3%	
100-300-1000-130	Overtime	158,970	325,099	150,000	300,000	300,000	-	0.0%	300,000	-	0.0%	
100-300-2000-210	Health Insurance	193,042	199,924	225,761	225,761	215,920	(9,841)	-4.4%	241,008	25,089	11.6%	
100-300-2000-211	Dental Insurance	7,865	23,537	25,294	25,294	31,041	5,746	22.7%	32,593	1,552	5.0%	
100-300-2000-214	Vision Insurance	-	1,628	3,022	3,022	2,244	(778)	-25.8%	2,356	112	5.0%	
100-300-2000-213	Life Insurance	6,259	5,188	4,876	4,876	1,686	(3,190)	-65.4%	1,771	84	5.0%	
100-300-2000-216	Long-term Disability	-	-	-	-	2,880	2,880	100.0%	2,880	-	0.0%	
100-300-2000-217	EAP Insurance	-	-	6,595	6,595	6,595	-	0.0%	6,595	-	0.0%	
100-300-2000-220	Social Security	23	-	-	-	157	157	100.0%	165	8	5.0%	
100-300-2000-221	Medicare	15,732	15,272	11,721	11,721	16,988	5,267	44.9%	17,033	45	0.3%	
100-300-2000-230	PERS Employer Contrib	279,326	278,148	290,774	290,774	319,084	28,311	9.7%	312,891	(6,194)	-1.9%	
100-300-2000-231	PERS Employee Contrib	110,800	106,477	110,313	110,313	115,587	5,274	4.8%	115,885	298	0.3%	
100-300-2000-251	State Unemployment	15,653	11,420	12,257	12,257	12,843	586	4.8%	12,876	33	0.3%	
100-300-2000-260	Workers' Compensation	119,589	112,216	136,394	136,394	113,424	(22,970)	-16.8%	136,394	22,970	20.3%	
100-300-2000-270	Uniform Allowance	9,668	3,375	3,375	3,375	3,375	-	0.0%	3,375	-	0.0%	
100-300-2000-280	City Paid Deferred Comp.	-	41,177	46,535	46,535	48,760	2,225	4.8%	48,886	126	0.3%	
100-300-2001-002	Salary Savings	-	-	(9,193)	(9,193)	(9,632)	(439)	4.8%	(9,657)	(25)	0.3%	
	<b>Total Salaries &amp; Benefits</b>	<b>2,207,653</b>	<b>2,325,244</b>	<b>2,274,839</b>	<b>2,474,336</b>	<b>2,498,165</b>	<b>23,829</b>	<b>1.0%</b>	<b>2,545,664</b>	<b>47,499</b>	<b>1.9%</b>	
100-300-3000-320	Professional Services	65,639	250	-	-	-	-	0.0%	-	-	0.0%	
100-300-3000-330	Professional Services - SMFPD	-	216,895	265,453	265,453	281,100	15,647	5.9%	287,507	6,407	2.3%	
100-300-4000-410	Utilities - Electricity	6,425	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4000-411	Utilities - Gas	3,277	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4000-412	Utilities - Telephone	5,522	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4000-413	Utilities - Water	2,156	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4000-430	Repairs & Maint Buildings	1,742	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4000-431	Repair Machinery & Equip	2,661	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4000-432	Repair & Maint Vehicles	14,133	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4000-442	Copy Machine Rental	1,803	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4000-443	Radio Dispatch	31,222	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4710-001	MEMA - Principal Share (30%)	7,836	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-4720-001	MEMA - Interest Share (30%)	8,880	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-5000-001	MEMA Operating Costs	9,222	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-5000-540	Recruitment Costs	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-5000-550	Copy Machine/Printing	-	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-5000-581	Conferences	2,116	-	-	-	-	-	0.0%	-	-	0.0%	
100-300-5000-582	Training and Workshops	8,543	-	-	-	-	-	0.0%	-	-	0.0%	

<i>City of Sausalito</i>												
<i>Fire Department</i>												
<b>Budget 2008-2010</b>												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Projected Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change	Increase (Decrease) Over Prior Year Budget	% Change	Increase (Decrease) Over Prior Year Budget
100-300-5000-584	Employee Education Reimb	1,519	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-5000-586	Memberships & Dues	-	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-5000-587	Fire Prevention/Investigation	33	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-5000-588	Training Materials & Supplies	75	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-6000-610	Supplies - General	4,120	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-6000-611	Office Supplies	525	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-6000-621	Oil and Gasoline	7,090	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-6000-625	Safety Supplies	15,610	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-6000-626	Safety Protection under \$1,000	5,028	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-6000-627	Dive Rescue	3,418	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-6000-628	Hydrants	505	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-6000-630	Food	70	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-7000-750	Equipment	-	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-7000-751	Fire Equipment	-	14,843	-	-	-	-	-	0.0%	-	0.0%	-
100-300-7000-780	Furniture and Fixtures	-	-	-	-	-	-	-	0.0%	-	0.0%	-
100-300-9100-240	Transfer to Vehicle Replace Fd	40,000	99,556	142,456	142,456	165,593	190,081	23,138	16.2%	24,488	14.8%	24,488
100-300-9100-260	Transfer to EE Benefits Fd	11,675	12,235	12,257	12,257	12,843	12,876	586	4.8%	33	0.3%	33
	<b>Total Operations</b>	<b>260,844</b>	<b>343,779</b>	<b>420,165</b>	<b>420,165</b>	<b>459,536</b>	<b>490,464</b>	<b>39,371</b>	<b>9.4%</b>	<b>30,928</b>	<b>6.7%</b>	<b>30,928</b>
	<b>Total Fire</b>	<b>2,468,497</b>	<b>2,669,023</b>	<b>2,695,005</b>	<b>2,894,502</b>	<b>2,957,702</b>	<b>3,036,128</b>	<b>63,200</b>	<b>2.2%</b>	<b>78,427</b>	<b>2.7%</b>	<b>78,427</b>
						w/o salary adj						w/o salary adj



<b>City of Sausalito</b>							
<b>Fire Department</b>							
<b>Budget 2009-2010 (SMFPD)</b>							
					Increase		Increase
	Actual	Adopted	Amended	Requested	(Decrease)	Projected	(Decrease)
<b>Description</b>	2006-07	Budget	Budget	Budget	Over Prior	Budget	Over Prior
	2006-07	2007-08	2007-08	2008-09	Year budget	2009-10	Year budget
Salaries & Wages	1,142,480	1,194,790	1,244,287	1,251,910	7,622	1,255,141	3,232
Holiday Payout	59,302	62,324	62,324	65,303	2,980	65,472	169
Overtime	325,099	150,000	300,000	300,000	-	300,000	-
Health Insurance	199,924	225,761	225,761	215,920	(9,841)	241,008	25,089
Dental Insurance	23,537	25,294	25,294	31,041	5,746	32,593	1,552
Vision Insurance	1,628	3,022	3,022	2,244	(778)	2,356	112
Life Insurance	5,188	4,876	4,876	1,686	(3,190)	1,771	84
Long Term Disability			-	2,880	2,880	2,880	-
Long Term Care		6,595	6,595	6,595	-	6,595	-
EAP Insurance			-	157	157	165	8
Medicare	15,272	11,721	11,721	16,988	5,267	17,033	45
PERS Employer Contrib	278,148	290,774	290,774	319,084	28,311	312,891	(6,194)
PERS Employee Contrib	106,477	110,313	110,313	115,587	5,274	115,885	298
State Unemployment	11,420	12,257	12,257	12,843	586	12,876	33
Worker's Compensation	112,216	136,394	136,394	113,424	(22,970)	136,394	22,970
Uniform Allowance	3,375	3,375	3,375	3,375	-	3,375	-
City Paid Deferred Comp	41,177	46,535	46,535	48,760	2,225	48,886	126
Salary Savings		(9,193)	(9,193)	(9,632)	(439)	(9,657)	(25)
<b>Total Payroll Costs (Sausalito)</b>	<b>2,325,244</b>	<b>2,274,839</b>	<b>2,474,336</b>	<b>2,498,165</b>	<b>23,829</b>	<b>2,545,664</b>	<b>47,499</b>
Professional Services	64,386	66,559	66,559	104,652	38,093	109,815	5,163
Utilities - Electricity & Gas	7,189	6,000	6,000	7,500	1,500	7,500	-
Utilities - Telephone	5,959	5,140	5,140	5,272	132	5,272	-
Utilities - Water	1,225	1,000	1,000	1,500	500	1,500	-
Repairs & Maint Buildings	10,261	7,000	7,000	1,000	(6,000)	1,000	-
Repair Machinery & Equip	6,434	10,317	10,317	13,350	3,033	13,350	-
Repair & Maint Vehicles	16,434	15,000	15,000	15,000	-	15,000	-
Rental Mach & Equip	-	16,800	16,800	-	(16,800)	-	-
Radio Dispatch	25,283	29,346	29,346	32,786	3,440	34,425	1,639
MERA - Principal Share (30%)	8,150	7,964	7,964	8,542	578	8,973	431
MERA - Interest Share (30%)	8,508	8,694	8,694	8,101	(594)	7,673	(427)
MERA New Debt	874	1,580	1,580	1,580	-	1,659	79
MERA Operating Costs	11,325	12,229	12,229	11,563	(666)	13,650	2,087
Recruitment Costs	-	1,000	1,000	1,000	-	1,000	-
Copy Machine/Printing	303	-	-	-	-	-	-
Training and Workshops	13,888	22,267	22,267	12,350	(9,917)	12,350	-
Memberships & Dues	-	500	500	-	(500)	-	-
Fire Prevention/Investigation	233	1,505	1,505	1,505	-	1,505	-
Training Materials & Supplies	-	400	400	400	-	400	-
Supplies - General	5,836	10,528	10,528	10,650	122	7,500	(3,150)
Office Supplies	2,204	3,430	3,430	3,000	(430)	3,000	-
Oil and Gasoline	5,619	8,290	8,290	11,800	3,510	12,385	585
Safety Supplies	19,572	22,737	22,737	24,050	1,313	24,050	-
Dive Rescue	2,442	4,000	4,000	4,000	-	4,000	-
Hydrants	86	-	-	-	-	-	-
Food	683	3,167	3,167	1,500	(1,667)	1,500	-
Furniture and Fixtures		-	-	-	-	-	-
	216,895	265,453	265,453	281,100	15,647	287,507	6,407
Fire Boat Repair/Maintenance (Tideland Fund)	12,938	15,000	24,000	25,000	1,000	25,000	-
<b>Total Non-Payroll/Operation Costs (SMFPD)</b>	<b>229,833</b>	<b>280,453</b>	<b>289,453</b>	<b>306,100</b>	<b>16,647</b>	<b>312,507</b>	<b>6,407</b>
Professional Services	250		-		-		-
Equipment	14,843		-		-		-
Transfer to Vehicle Replacement Fund	99,556	142,456	142,456	165,593	23,137	190,081	24,488
Transfer to Employee Benefits Fund	12,235	12,257	12,257	12,843	586	12,876	33
<b>Total Fire</b>	<b>2,681,962</b>	<b>2,710,005</b>	<b>2,918,502</b>	<b>2,982,701</b>	<b>64,199</b>	<b>3,061,128</b>	<b>78,427</b>

<b>FIRE DEPARTMENT</b>					
<b>100-300</b>					
<b>Account No. &amp; Title</b>	<b>Quantity, Brief description and justification of items requested</b>		<b>FY 2009 Requested Appropriations</b>		<b>FY 2010 Projected Appropriations</b>
<b>Salaries &amp; Wages</b>	Salaries for 15 permanent positions		1,251,910		1,255,141
<b>Holiday Payout</b>	Firefighters are not entitled to take holidays off and receive in-lieu pay for working on holidays.		65,303		65,472
<b>Overtime</b>	Overtime for sickness, vacation, and training Includes FLSA Overtime		300,000		300,000
<b>Health Insurance</b>	Kaiser, Blue Cross coverage to employees		215,920		241,008
<b>Dental Insurance</b>	Dental benefits to employees		31,041		32,593
<b>Vision Insurance</b>	Vision benefits to employees		2,244		2,356
<b>Life</b>	Life and ADD to employees		1,686		1,771
<b>LTD</b>	Long-term disability		2,880		2,880
<b>Long-Term Care</b>	Long-term care coverage to employees as per MOU		6,595		6,595
<b>EAP Insurance</b>	Premium for employee assistance program		157		165
<b>City Paid Def Comp</b>	4% of Salary		48,760		48,886
<b>Medicare</b>	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate		16,988		17,033
<b>PERS ER Contrib</b>	Employer portion of retirement costs		319,084		312,891
<b>PERS EE Contrib</b>	Public Employees Retirement System (PERS) for Safety employees - 9% of salary is paid by the City		115,587		115,885
<b>State Unemployment</b>	Unemployment charged at 1% of salaries		12,843		12,876
<b>Worker's Compensation</b>	Worker's Comp charged to Department		113,424		136,394
<b>Uniform Allowance</b>	Annual allowance for Firefighters		3,375		3,375
<b>Salary Savings</b>	Salary Savings based on .75% of salaries		(9,632)		(9,657)
	<b>Total Payroll Costs</b>		<b>2,498,165</b>		<b>2,545,664</b>
<b>Professional Svs.</b>	Haz Mat JPA	1,300		1,300	
	Flu Shots	100		100	
	Administrative Services for Southern Marin Fire District	103,252	104,652	108,415	109,815
<b>Utilities - Elect &amp; Gas</b>	Electricity & gas		7,500		7,500
<b>Utilities - Telephone</b>	Telephone, cell phones, pagers, & repairs		5,272		5,272
<b>Utilities - Water</b>	Water		1,500		1,500
<b>Rep &amp; Maint - Bldgs</b>	Station maintenance		1,000		1,000
<b>Repair Mach &amp; Equip</b>	Medical Equipment Replacement	400		400	
	Radio Repair	1,000		1,000	
	Air Pak Maintenance	3,000		3,000	
	Office Equipment Maintenance	250		250	
	Mechanical systems - HVAC	400		400	
	Mechanical systems - Exhaust System	1,000		1,000	
	Mechanical systems - Apparatus Door	1,000		1,000	

<b>Fire Department, 2008-2010 Budget</b>		<b>Page 2 of 3</b>			
	Repairs & Unscheduled Maintenance	3,000		3,000	
	Ladder Testing	1,500		1,500	
	Portable Equipment	1,000		1,000	
	Fire Extinguisher Maint	400		400	
	Air Pack Compressor Contract	300		300	
	Nozzle Maint	100	13,350	100	13,350
<b>Repair &amp; Maint Veh</b>	Annual (standard) inspection/maintenance		15,000		15,000
	Annual ground ladder testing/aerial testing				
<b>Rental Mach and Eq</b>	Rental of emergency generator		-		-
<b>Radio Dispatch</b>	Dispatch services from Marin County Sheriff	31,126		32,682	
	Mobile dispatch terminal maintenance contract	660		693	
	MDC maintenance contract	1,000	32,786	1,050	34,425
<b>MERA - Principal</b>	MERA Principal	8,542		8,973	
<b>MERA- Interest</b>	MERA Interest	8,101		7,673	
<b>MERA - New Debt</b>	MERA - New Debt	1,580		1,659	
<b>MERA Operating Costs</b>	MERA Operating Costs	11,563	29,785	13,650	31,955
<b>Recruitments Costs</b>	Recruitment Costs for firefighters and Paramedics		1,000		1,000
<b>Training &amp; Workshop</b>	Exercise Specialist	-		-	
	Team Building	-		-	
	Reserve Physicals	-		-	
	Personnel training & Certifications	9,500		9,500	
	Medical Training - outside	500		500	
	Safety Training	1,350		1,350	
	Specialized Training - Live Fire	1,000	12,350	1,000	12,350
<b>Memberships &amp; Dues</b>	Memberships		-		-
<b>Fire Prevent/Investigate</b>	Fire Investigation JPA	100		100	
	Prevention	800		800	
	Public Education	605	1,505	605	1,505
<b>Training Mat'l/Supp</b>	Promotional testing supplies		400		400
<b>Supplies - General</b>	Small tools & equipment	1,000		1,000	
	Hazmat/Disaster Supplies/WMD	1,000		1,000	
	Misc. Equipment	300		300	
	Form 20 gl. Class A	400		400	
	Hydrant supplies (\$3,150 spare see suppl request)	3,450		300	
	Janitorial Supplies	4,500	10,650	4,500	7,500
<b>Office Supplies</b>	Office Supplies	2,500		2,500	
	Copier/Printer Expenses	-		-	
	Postage, UPS, Fed Ex	500		500	
	Misc. Computer Supplies	-	3,000	-	3,000
<b>Oil and Gasoline</b>	B Travel/transportation/bridge toll/etc.	100		100	
	B Fuel + 30%	11,700	11,800	12,285	12,385
<b>Safety Supplies</b>	Uniforms/Boots	7,000		7,000	
	Helmets, gloves, hoods, eye protection, etc.	1,000		1,000	
	Structure Clothing/Boots	7,000		7,000	
	Misc repairs/additions-structure clothing	500		500	
	New employees (2) uniform and accessories	2,500		2,500	
	Wildland gear	1,500		1,500	
	Tactron passport system	100		100	
	Rain Gear	250		250	
	Hose	4,200	24,050	4,200	24,050

<b>Fire Department, 2008-2010 Budget</b>		<b>Page 3 of 3</b>			
<b>Dive Rescue</b>	Hydro testing of SCUBA tanks, harnesses, etc.		4,000		4,000
<b>Food</b>	Water	500		500	
	District Dinner	-		-	
	Food	1,000	1,500	1,000	1,500
	<b>Total Non-Payroll/Operations Costs (SMFPD)</b>		<b>281,100</b>		<b>287,507</b>
<b>9100-240</b>	For future replacement of fire equipment		165,593		190,081
<b>Trfs to Veh Repl Fd</b>					
<b>9100-260</b>	1% contrib for accrued vac, sick, comp		12,843		12,876
<b>EE Benefits Fd</b>					
	<b>Total Fire</b>		<b>2,957,702</b>		<b>3,036,128</b>

Salaries for Fire Department																						
FY 2009																						
Job Class	Step @ 6/30/08	Edu Incentive	Salary @ 6/30/08	2009 Salary	Education Incentive	Holiday	PERS Salary	City PD Def Comp	City Paid EE PERS	Employer PERS	FLSA	Uniform Allow	Medicare	Health	Dental	Vision	LT Care	Life & AD&D	EAP	LTD	Total	
Fire						156		0.04	0.0900	0.24845	0.0270		0.0145									
Captain	2	7.5%	86,823	86,823	6,512	5,000	98,335	3,733	8,850	24,431	2,520	225	1,259	16,073	2,492	180	440	112	10	192	158,853	
Captain	2	10.5%	86,823	86,823	9,116	5,140	101,079	3,838	9,097	25,113	2,590	225	1,259	16,073	2,492	180	440	112	10	192	162,701	
Captain	2	2.5%	86,823	86,823	2,171	4,768	93,761	3,560	8,438	23,295	2,403	225	1,259	16,073	2,492	180	440	112	10	192	152,441	
Lieutenant	1	9.5%	83,487	83,487	7,931	4,897	96,316	3,657	8,668	23,930	2,468	225	1,211	16,073	2,492	180	440	112	10	192	155,974	
Lieutenant	1	2.5%	83,487	83,487	2,087	4,584	90,159	3,423	8,114	22,400	2,311	225	1,211	16,073	2,492	180	440	112	10	192	147,341	
Paramedic	3	2.0%	76,376	77,933	1,559	4,258	83,750	3,180	7,538	20,808	2,146	225	1,130	12,085	1,508	112	440	112	10	192	133,236	
Paramedic	5	2.5%	79,516	79,516	1,988	4,366	85,870	3,260	7,728	21,334	2,201	225	1,153	16,073	2,492	180	440	112	10	192	141,271	
Paramedic	1		73,352	74,844		4,010	78,854	2,994	7,097	19,591	2,021	225	1,085	6,043	797	56	440	112	10	192	119,516	
Paramedic	5	7.5%	79,516	79,516	5,964	4,579	90,059	3,419	8,105	22,375	2,308	225	1,153	16,073	2,492	180	440	112	10	192	147,144	
Fire Fighter	5		70,561	70,561		3,780	74,341	2,822	6,691	18,470	1,905	225	1,023	9,129	797	56	440	112	10	192	116,214	
Fire Fighter	5		70,561	70,561		3,780	74,341	2,822	6,691	18,470	1,905	225	1,023	9,129	797	56	440	112	10	192	124,977	
Fire Fighter	5	7.5%	70,561	70,561	5,292	4,064	79,917	3,034	7,192	19,855	2,048	225	1,023	16,073	2,492	180	440	112	10	192	132,794	
Fire Fighter	5	5.0%	70,561	70,561	3,528	3,969	76,058	2,964	7,025	19,394	2,000	225	1,023	12,085	1,508	112	440	112	10	192	125,149	
Fire Fighter	5	7.5%	70,561	70,561	5,292	4,064	79,917	3,034	7,192	19,855	2,048	225	1,023	15,847	1,508	112	440	112	10	192	131,517	
Fire Fighter	5	7.0%	70,561	70,561	4,939	4,045	79,545	3,020	7,159	19,763	2,039	225	1,153	16,073	2,492	180	440	112	10	192	132,403	
			1,159,569	1,162,618	56,379	65,303	1,284,300	48,760	115,587	319,084	32,913	3,375	16,988	215,920	31,041	2,244	6,595	1,686	157	2,880		2,081,530
	15																					



<i>City of Sausalito</i>			
Fire Department			
Budget 2008-2010	<u>Supplemental Budget Request</u>		
	2009	2010	
<u>Asset Description</u>	<u>Total</u>	<u>Total</u>	
Three (3) spare hydrants	3,150	3,150	
Consulting services to study fire consolidation	25,000		TBD
	28,150	3,150	request from general fund

## **Public Works - Engineering**

The Engineering Division serves the community in a number of ways. Nearly all of them are to support health and safety measures through the operation and maintenance of the City's infrastructure (roads, sewers, storm drains, traffic control devices). We also administer several areas in the municipal code including:

Sewer Collection System Administration  
Construction in the Public Right of Way  
Grading Permit Administration and inspection  
Floodplain administration  
Storm Water Pollution Prevention  
Utility Undergrounding Activities  
Traffic Engineering

We assist other departments as follows:

### Community Development

Design Review Plan checking (site and frontage public improvements)  
Subdivision Administration  
Zoning Permit compliance verification and inspection  
Building Permit conditions verification and inspection (site/frontage improvements)  
Code Enforcement/Nuisance Abatement

### Recreation and Park

Capital Improvement Project design and implementation

### Parking

Capital Improvement Project design and implementation

### Citywide

Capital Improvement Project Administration  
Mapping  
Graphics  
Infrastructure records

## **Goals**

- Continue to support the Goals and Objectives of the City Council and City Manager
- Bolster the delivery of Capital Improvement Projects
- Provide exceptional customer service to all customer groups

## **Accomplishments**

Completed City Hall Basket Ball Court Upgrade  
Installed a new foundation for the Castillo Sculpture at Gabrielson Park

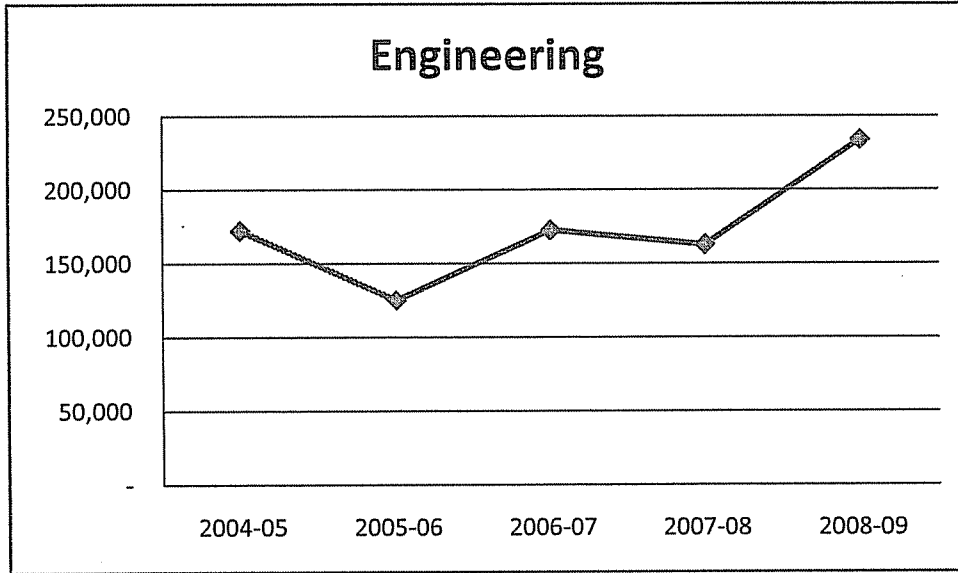


Purchased new Sewer Combination Vehicle  
 Reactivated coordination efforts with Sausalito Marin City Sanitary District  
 Transitioned from blueprint graphics to digital large format printing and archiving  
 Secured \$640,000 in Non-Motorized Transportation Pilot Program funds  
 Implemented the Street Rehab project  
 Provide positive support for Imagine Sausalito effort  
 Assisted with the successful completion of Stage 1 of the Third Tour of California  
 Moved Public Works Files out of Com-Dev property file stack into the Engineering Area  
 Repaired sewer main breaks (Napa, Sausalito Blvd (2 locations), West St.)  
 Replaced a catch basin drain repair along the 600 block of Sausalito Blvd.  
 Reported 8 private Sanitary Sewer Overflows (SSO'S)  
 Reported 11 public sewer system SSO's  
 Documented the rodding maintenance of 8.66 miles of sanitary sewer system  
 Documented the flushing maintenance of 9.11 miles of sanitary sewer system  
 Performed 204 Under Ground Service Alert (USA) utility locate requests  
 Performed 159 Scheduled inspections of the public sewer system hot spots  
 Performed 11 General inspections of the public sewer system  
 Video Inspected 266 Sewer Laterals to April 11, 2008  
 Performed 188 on-site sewer inspections  
 Processed 121 Encroachment Permit Applications to June 12, 2008  
 Processed 7 Grading Permit Applications to June 12, 2008  
 Prepared 3 articles for Sausalito Magazine regarding sanitary sewers  
 Successfully repaired a large storm drain sinkhole at Spring Street and Bridgeway  
 Completed the 2004-08 sewer rate increase program  
 Initiated Sewer and Storm Drain Infiltration and Inflow Study  
 Initiated consultant design engineering service for Sewer System Repair Projects  
 Revised the sewer Overflow Response Plan

<b>Staff Resources</b>	<b>FTE</b>
City Engineer	1.0
Sewers Systems Coordinator	1.0
Civil Engineer II	1.0

City of Sausalito

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Engineering	172,170	124,906	172,466	162,584	233,851



Significant Changes

2004-05 Use of contract engineer

2006-07 Increase in salaries and ADA transition plan expenditure

<i>City of Sausalito</i>												
Public Works Department - Engineering												
Budget 2008-2010												
Account	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change	Increase (Decrease) Over Prior Year Budget	% Change
100-410-1000-110 Salaries & Wages	83,765	104,108	104,914	108,514	162,759	54,245	50.0%	176,055	13,296	8.2%	#DIV/0!	
100-410-1000-130 Overtime	-	-	-	-	-	-	0.0%	-	-			
100-410-1000-140 Transportation Allowance	1,039	1,500	1,500	1,500	1,500	-	0.0%	1,500	-	0.0%		
100-410-2000-215 Cafeteria Plan	5,460	6,171	6,733	6,733	20,120	13,387	198.8%	21,999	1,779	8.8%		
100-410-2000-221 Medicare	1,229	1,531	1,521	1,521	2,360	839	55.1%	2,553	193	8.2%		
100-410-2000-230 PERS Employee Contrib	9,448	13,202	13,270	13,270	20,351	7,082	53.4%	20,950	599	2.9%		
100-410-2000-251 State Unemployment	833	1,041	1,049	1,049	1,628	578	55.1%	1,761	133	8.2%		
100-410-2000-260 Worker's Comp	1,716	212	852	852	709	(144)	-16.8%	852	143	20.2%		
100-410-2001-002 Salary Savings	-	-	(787)	(787)	(1,221)	(434)	55.1%	(1,320)	(100)	8.2%		
100-410-2001-010 Salaries allocated to CIP	(15,149)	(14,568)	(15,500)	(15,500)	(10,000)	5,500	-35.5%	-	10,000	0.0%		
<b>Total Salaries &amp; Benefits</b>	<b>88,341</b>	<b>113,199</b>	<b>113,552</b>	<b>117,152</b>	<b>198,206</b>	<b>81,053</b>	<b>69.2%</b>	<b>224,249</b>	<b>26,043</b>	<b>13.1%</b>		
100-410-3000-320 Professional Services	29,694	53,381	23,708	23,708	25,318	1,610	6.8%	19,959	(5,359)	-21.2%		
100-410-4000-412 Utilities - Telephone	649	713	1,000	1,000	750	(250)	-25.0%	750	-	0.0%		
100-410-4000-431 Repair Machinery & Equip	613	-	750	750	500	(250)	-33.3%	500	-	0.0%		
100-410-5000-540 Recruitment Costs	126	-	-	-	-	-	0.0%	-	-	0.0%		
100-410-5000-551 Printing - External Service	135	117	500	500	500	-	0.0%	500	-	0.0%		
100-410-5000-581 Conferences	-	-	-	-	1,000	1,000	100.0%	1,000	-	0.0%		
100-410-5000-582 Training and Workshops	249	269	4,850	4,850	650	(4,200)	-86.6%	1,750	1,100	169.2%		
100-410-5000-583 Mileage Reimbursement	37	-	100	100	100	-	0.0%	100	-	0.0%		
100-410-5000-584 Employee Educ Reimb	-	18	-	-	-	-	0.0%	-	-	0.0%		
100-410-5000-586 Memberships & Dues	435	381	475	475	200	(275)	-57.9%	475	275	137.5%		
100-410-6000-610 Supplies - General	2,507	380	500	500	500	-	0.0%	500	-	0.0%		
100-410-6000-611 Office Supplies	1,187	1,994	7,400	7,400	2,950	(4,450)	-60.1%	6,200	3,250	110.2%		
100-410-6000-612 Postage	-	-	100	100	50	(50)	-50.0%	50	-	0.0%		
100-410-7000-740 Machinery & Equipment	-	1,017	5,000	5,000	1,500	(3,500)	-70.0%	5,000	3,500	233.3%		
100-410-9100-260 Trnsfer to EE Benefits Fund	932	1,000	1,049	1,049	1,628	578	55.1%	1,761	133	8.2%		
<b>Total Operations</b>	<b>36,565</b>	<b>59,268</b>	<b>45,432</b>	<b>45,432</b>	<b>35,646</b>	<b>(9,787)</b>	<b>-21.5%</b>	<b>38,545</b>	<b>2,899</b>	<b>8.1%</b>		
<b>Total DPW Engineering</b>	<b>124,906</b>	<b>172,466</b>	<b>158,984</b>	<b>162,584</b>	<b>233,851</b>	<b>71,267</b>	<b>43.8%</b>	<b>262,793</b>	<b>28,942</b>	<b>12.4%</b>		

DPW Engineering					
100-410					
Account No. & Title	Quantity, brief description and justification of items requested		FY 2009 Requested Appropriations		FY 2010 Projected Appropriations
Salaries & Wages 1000-110	Salary for 50% of City Engineer, and 50% of Civil Engineer II, Admin Aide I		162,759		176,055
Transportation Allow 1000-140	50% Allowance for use of private vehicles by City Engineer		1,500		1,500
Cafeteria Plan 2000-213	Cafeteria plan for fringe benefits for permanent employees		20,120		21,899
Medicare 2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate		2,360		2,553
Pers Emplr. Contr 2000-230	Public Employees Retirement System (PERS) for Misc. employees - 100% cost paid by City		20,351		20,950
State Unemployment 2000-251	Unemployment based on 1% of Salaries		1,628		1,761
Worker's Comp 2000-260	Worker's Compensation charged to Department		709		852
Salary Savings 2001-002	Salary savings set at .75% of Salaries & Benefits		(1,221)		(1,320)
Salaries Allocated to CIP 2001-010	Salaries charged to Gen CIP projects Salaries charged to MLK CIP projects	(10,000) (10,000)			
	<b>Total Salaries and Benefits</b>		<b>198,206</b>		<b>224,249</b>
Professional Services 3000-320	1. Transportation Authority of Marin 2. Professional Surveying 3. ADA Transition Plan - program assessment and recommend 4. County of Marin Recorder's Office	12,818 1,000 10,000 1,500		13,459 5,000	
Utilities - Telephone 4000-412	Department's share of City's telephone service		750		750
Repair Mach & Equip 4000-431	Maintenance of department equipment		500		500
Printing - extl service 5000-551	Photocopying done outside (copies)		500		500
Conference 5000-581	PW Officer's League of Ca Cities Conference		1,000		1,000
Training & Workshops 5000-582	Training seminars and courses for staff 1. GIS/AutoCAD 2. ITS, Cal Extension, Misc Engineering 3. Storm Water Quality (NPDES)	- 450 200		1,000 450 300	
Mileage Reimburse 5000-583	Reimbursement for use of private vehicles by staff not receiving auto allowance		100		100
Membership & Dues 5000-586	Professional memberships 1. ASCE (75%) 2. PWA (75%) 3. ITE (Institute of Transportation Engineers)	200 0 0		200 125 150	
General Supplies 6000-610	Materials to support department activities		500		500
Office Supplies 6000-611	1. General office supplies 2. Ikon (Scanner/Printer/Copier)	1,250 700		1,250 700	

<b>DPW Engineering, Budget 2008-2010</b>		<b>Page 2 of 2</b>		
	3. American Draft Source (Plotter)	250		3,500
	4. MBA of CA (Toshiba Color Printer)	750	2,950	750
				6,200
<b>Postage</b>	Postage		50	
<b>6000-612</b>				50
<b>Machinery &amp; Equip.</b>	50% Cost of Upgrades License and Programs			
<b>7000-740</b>	50% AutoCAD License	-		1,750
	40% Arcview License	-		1,750
	50% MTC Pavement Management System	1,500	1,500	1,500
				5,000
<b>Trsfr to EE Benefits Fd</b>	1% contrib to EE Benefits Fund for accrued vac, sick, comp		1,628	
<b>9100-260</b>				1,761
	<b>Total Operations</b>		<b>35,646</b>	<b>38,545</b>
	<b>Total Engineering</b>		<b>233,851</b>	<b>262,793</b>

**PUBLIC WORKS DEPARTMENTAL BUDGET MESSAGE  
2008 – 2009**

**ORGANIZATION**

Director	1.0
Supervisor	1.0
Foreman	1.0
Fleet Maintenance Coordinator	1.0
Maintenance Worker	4.0
Landscape Worker	3.0
Custodian	2.0
	Total 13.0

**2007 – 2008 Accomplishments**

- Improved customer service and “Same Day Service” concept
- Improved interdepartmental communication and service
- Assisted Capital Improvement Projects
- Safety meeting for DPW staff at least twice per month
- Increased Composting Program
- Reduced pesticide use and expanded integrated pest management program
- Park Safety and Inspection report program
- Participated in the remodel of Fire Station #2
- Street sign replacement program
- Renovated Marinship Park after the Art Festival
- Assisted Parking Lots with sign installation
- Completed yearly street painting schedule
- Improved facility maintenance and grounds supervision of MLK property
- Participated in sewer maintenance schedule
- Participated in Street Right of Way trimming schedule
- Participated in public stairways and lanes cleaning and trimming schedule
- Assisted Parks and Recreation Department in their programs
- Repaired sidewalk as needed
- Citywide pothole maintenance program
- Emergency response to winter storms
- Renovated Bocce ball court at Dunphy Park
- Serviced fire extinguishers and replaced outdated extinguishers in City buildings and vehicles

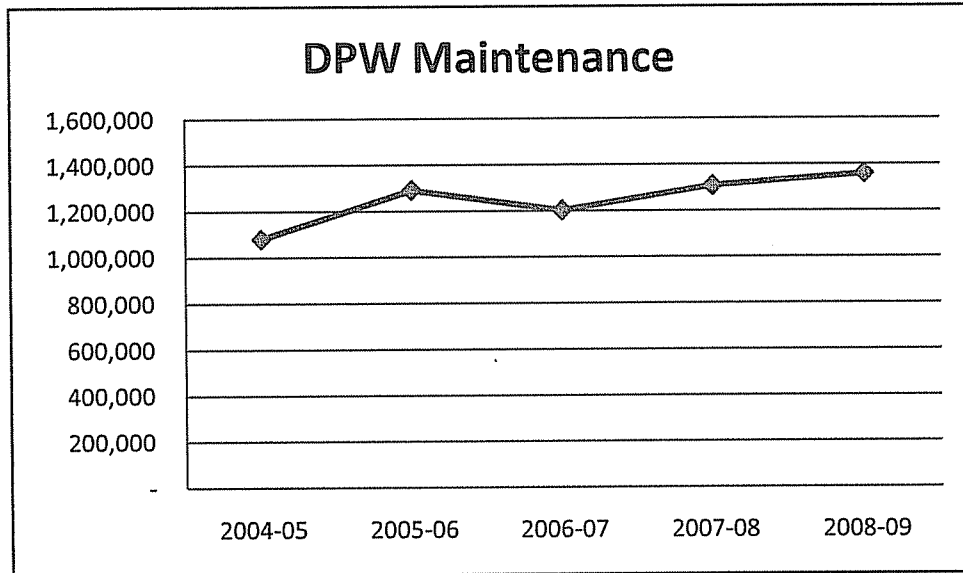
**FY 2008 – 2009 GOALS AND OBJECTIVES**

- Implement cost savings program

- Continue to upgrade and expand computer training for DPW staff
- Provide additional craft and safety training
- Strengthen Fleet Services customer service to other City Departments
- Increase departmental operational efficiency
- Increase street, pothole, and sidewalk maintenance repair
- Refurnish all City benches in the downtown area
- Continue assistance to Police and Fire Departments
- Continue to increase quality control
- Improve safety awareness
- Reduce energy costs
- Expand Mulch Program to reduce pesticide use
- Listen and respond to the needs of Sausalito residents
- Provide a creative, desirable and safe work environment for all staff

City of Sausalito

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
DPW Maintenance	1,080,695	1,291,534	1,202,943	1,308,527	1,359,063



Significant Changes

2005-06            Increase in worker's compensation cost



<i>City of Sausalito</i>												
Public Works Department - Maintenance												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change	
100-500-1000-110	Salaries & Wages	567,486	606,128	613,286	634,277	706,681	72,404	11.4%	753,044	46,363	6.6%	
100-500-1000-130	Overtime	4,655	5,275	8,000	8,000	6,000	(2,000)	-25.0%	6,000	-	0.0%	
100-500-1000-140	Transportation Allowance	-	-	-	-	3,000	3,000	100.0%	3,000	-	0.0%	
100-500-1000-145	Commuter Checks	365	240	-	-	-	-	0.0%	-	-	0.0%	
100-500-2000-215	Cafeteria Plan	92,533	100,477	118,566	118,566	125,153	6,587	5.6%	136,207	11,054	8.8%	
100-500-2000-221	Medicare	7,364	7,778	8,893	8,893	10,247	1,354	15.2%	10,919	672	6.6%	
100-500-2000-230	PERS Employer Contrib	69,143	76,234	77,568	77,568	88,363	10,795	13.9%	89,612	1,249	1.4%	
100-500-2000-251	State Unemployment	5,585	5,955	6,133	6,133	7,067	934	15.2%	7,530	464	6.8%	
100-500-2000-260	Workers' Compensation	176,242	54,366	51,148	101,148	56,712	(44,436)	-43.9%	91,148	34,436	60.7%	
100-500-2001-002	Salary Savings	-	-	(4,600)	(4,600)	(5,300)	(700)	15.2%	(5,648)	(348)	6.6%	
	<b>Total Salaries &amp; Benefits</b>	<b>923,372</b>	<b>856,454</b>	<b>878,993</b>	<b>949,984</b>	<b>997,923</b>	<b>47,938</b>	<b>5.0%</b>	<b>1,091,813</b>	<b>93,890</b>	<b>9.4%</b>	
100-500-3000-320	Professional Services	22,791	30,631	22,000	22,000	30,000	8,000	36.4%	30,000	-	0.0%	
100-500-3000-341	Health & Medical - On Job	829	842	1,500	1,500	1,000	(500)	-33.3%	1,000	-	0.0%	
100-500-4000-410	Utilities - Electricity	56,315	44,317	59,000	59,000	48,000	(11,000)	-18.6%	48,000	-	0.0%	
100-500-4000-411	Utilities - Gas	21,302	12,352	12,000	12,000	12,000	-	0.0%	12,000	-	0.0%	
100-500-4000-412	Utilities - Telephone	8,390	8,293	8,000	8,000	8,000	-	0.0%	8,000	-	0.0%	
100-500-4000-413	Utilities - Water	31,552	41,778	37,000	37,000	37,000	-	0.0%	37,000	-	0.0%	
100-500-4000-414	Utilities - Sewer	-	-	-	-	11,000	11,000	100.0%	11,000	-	0.0%	
100-500-4000-420	Custodial Costs	8,522	8,751	7,000	7,000	8,000	1,000	14.3%	8,000	-	0.0%	
100-500-4000-429	Energy Improvements	-	-	5,000	5,000	4,000	(1,000)	-20.0%	-	(4,000)	-100.0%	
100-500-4000-430	Repairs & Maint Buildings	6,089	389	1,000	1,000	1,000	-	0.0%	1,000	-	0.0%	
100-500-4000-431	Repair Machinery & Equip	314	-	-	-	-	-	0.0%	-	-	0.0%	
100-500-4000-436	Aggregates	5,875	4,210	5,000	5,000	4,000	(1,000)	-20.0%	4,000	-	0.0%	
100-500-4000-437	Landscape Maintenance	10,214	9,079	10,500	10,500	10,000	(500)	-4.8%	10,000	-	0.0%	
100-500-4000-438	Plant Fertilizers	93	284	500	500	500	-	0.0%	500	-	0.0%	
100-500-4000-439	Pesticides	1,649	743	500	500	500	-	0.0%	500	-	0.0%	
100-500-4000-442	Rental Mach and Equip	165	666	1,500	1,500	1,000	(500)	-33.3%	1,000	-	0.0%	
100-500-4500-010	Repair & Maint Vehicles PW	22,509	18,390	22,000	22,000	22,000	-	0.0%	22,000	-	0.0%	
100-500-4500-020	Repair Vehicles Police	13,708	14,071	12,000	12,000	12,000	-	0.0%	12,000	-	0.0%	
100-500-4500-030	Repair Vehicles Fire	1,069	639	2,000	2,000	2,000	-	0.0%	2,000	-	0.0%	
100-500-4500-040	Rec Vehicles	69	613	1,000	1,000	500	(500)	-50.0%	500	-	0.0%	
100-500-4500-090	Street Signs	2,838	2,281	3,000	3,000	3,000	-	0.0%	3,000	-	0.0%	
100-500-4710-000	Energy Conservation Loan Prin	2,519	2,595	-	-	-	-	0.0%	-	-	0.0%	
100-500-4710-001	MERA - Principal Share (10%)	4,244	4,413	4,312	4,312	4,625	313	7.3%	4,859	233	5.0%	
100-500-4720-000	Energy Conservation Ln Interest	654	578	-	-	4,387	(321)	-6.8%	4,155	(231)	-5.3%	
100-500-4720-001	MERA - Interest Share (10%)	4,809	4,607	4,708	4,708	855	855	0.0%	855	-	0.0%	
100-500-4720-002	MERA - New Debt	-	473	855	855	6,259	(360)	-5.4%	7,742	1,483	23.7%	
100-500-5000-001	MERA Operating Costs	4,577	6,689	6,619	6,619	6,259	(360)	-5.4%	7,742	1,483	23.7%	

<i>City of Sausalito</i>												
Public Works Department - Maintenance												
Budget 2008-2010												
Account	Description	Actual 2005-06	Actual 2006-07	Adopted Budget 2007-08	Amended Budget 2007-08	Requested Budget 2008-09	Increase (Decrease) Over Prior Year Budget	% Change	Projected Budget 2009-10	Increase (Decrease) Over Prior Year Budget	% Change	
100-500-5000-540	Recruitment Costs	660	-	150	-	150	-	0.0%	150	-	0.0%	
100-500-5000-551	Printing - External Service	313	73	150	150	150	-	0.0%	150	-	0.0%	
100-500-5000-581	Conferences	22	213	100	100	100	-	0.0%	100	-	0.0%	
100-500-5000-582	Training, Workshops & Mileage	940	924	1,000	1,000	1,000	-	0.0%	1,000	-	0.0%	
100-500-5000-586	Memberships & Dues	80	-	200	200	100	(100)	-50.0%	100	-	0.0%	
100-500-6000-610	Supplies - General	24,775	26,093	23,500	23,500	25,000	1,500	6.4%	25,000	-	0.0%	
100-500-6000-611	Office Supplies	1,322	1,294	1,500	1,500	1,000	(500)	-33.3%	1,000	-	0.0%	
100-500-6000-612	Postage	40	-	150	150	100	(50)	-33.3%	100	-	0.0%	
100-500-6000-621	Oil and Gasoline	28,336	26,445	22,000	22,000	22,000	-	0.0%	22,000	-	0.0%	
100-500-6000-622	Uniforms	5,668	6,183	6,700	6,700	6,200	(500)	-7.5%	6,200	-	0.0%	
100-500-6000-625	Safety Supplies	1,949	1,158	1,000	1,000	1,000	-	0.0%	1,000	-	0.0%	
100-500-6000-630	Food	255	28	300	300	200	(100)	-33.3%	200	-	0.0%	
100-500-9100-240	Transfer to Vehicle Replace Fd	67,403	60,467	65,643	65,643	62,425	(3,218)	-4.9%	52,968	(9,457)	-15.1%	
100-500-9100-260	Transfer to EE Benefits Fd	5,603	5,904	6,133	6,133	7,067	934	15.2%	7,530	464	6.6%	
100-500-9100-301	Trsfer to Energy Ln Debt Svs Fd	-	-	3,173	3,173	3,173	-	0.0%	3,173	-	0.0%	
	<b>Total Operations</b>	<b>368,162</b>	<b>346,489</b>	<b>358,543</b>	<b>358,543</b>	<b>361,140</b>	<b>2,598</b>	<b>0.7%</b>	<b>349,632</b>	<b>(11,508)</b>	<b>-3.2%</b>	
	<b>Total Public Works</b>	<b>1,291,534</b>	<b>1,202,943</b>	<b>1,237,536</b>	<b>1,308,527</b>	<b>1,359,063</b>	<b>50,536</b>	<b>3.9%</b>	<b>1,441,445</b>	<b>82,382</b>	<b>6.1%</b>	

PUBLIC WORKS DEPARTMENT- Maintenance			
100-500			
Account No. & Title	Quantity, brief description and justification of items requested	FY 2009 Requested Appropriations	FY 2010 Projected Appropriations
Salaries 100-500-1000-110	Salaries for 10.85 positions with the other 3.15 positions charged to the sewer and mlk funds. Total budgeted positions in Public Works is 14	706,681	753,044
Overtime 100-500-1000-130	Emergency overtime	6,000	6,000
Transportation Allow 100-500-1000-140	\$250 monthly allow to Public Works Director	3,000	3,000
Cafeteria Plan 100-500-2000-215	Health, dental, life Insurance, Long term disability, Vision care, etc, all benefits combined into one plan.	125,153	136,207
Medicare 100-500-2000-221	Medicare is paid on all salaries at a rate of 1.45%	10,247	10,919
2000-230 PERS Employer Cont	Employer contribution for employee pension	88,363	89,612
State Unemployment 100-500-2000-251	Unemployment based on 1% of salary	7,067	7,530
Workers Com 100-500-2000-260	Worker's Compensation charged to Department	56,712	91,148
100-500-2001-002 Salary Savings	Salary savings set at .75% of salaries	(5,300)	(5,648)
	<b>Total Salaries &amp; Benefits</b>	<b>997,923</b>	<b>1,091,813</b>
100-500-3000-320 Professional Svs.	Hazardous tree removal identified by Arborist Emergency tree removal Miscellaneous professional services	30,000	30,000
Health & Medical 100-500-3000-341	Class B license and physicals, drug and alcohol testing	1,000	1,000
Utilities Electricity 100-500-4000-410	Utilities Electricity	48,000	48,000
Utilities Gas 100-500-4000-411	Utilities Gas	12,000	12,000
Utilities Telephone 100-500-4000-412	Utilities Telephone	8,000	8,000
Utilities Water 100-500-4000-413	Utilities Water	37,000	37,000
Utilities Sewer 100-500-4000-414	Sewer service charges from Sausalito-Marín City Sanitary Distr	11,000	11,000
Custodial Costs 100-500-4000-420	Supplies and material	8,000	8,000
Improvements 100-500-4000-429	Energy efficient lighting upgrades	4,000	-

<b>Public Works Budget - Maintenance 2008-2010</b>		<b>Page 2 of 3</b>	
<b>Repairs &amp; Maint. Bldgs</b> 100-500-4000-430	Unanticipated emergency repairs	1,000	1,000
<b>Repair Machinery &amp; Equipment</b> 100-500-4000-431	Emergency repair elevator, generators	-	-
<b>Aggregates</b> 100-500-4000-436	Road patch, sand, gravel,	4,000	4,000
<b>Landscape Maintenance</b> 100-500-4000-437	Tools, hardware, irrigation & plumbing, mulch, plants, trees, lumber	10,000	10,000
<b>Fertilizer</b> 100-500-4000-438	Organic Nature Safe 25-5-5	500	500
<b>Pesticides</b> 100-500-4000-439	Herbicides, rat bait	500	500
<b>Rental Machinery Equip</b> 100-500-4000-442	Misc. as needed	1,000	1,000
<b>Construction</b> 100-500-4000-450	Sidewalk, curb, stairway and rail repair		
<b>Vehicle repair DPW</b> 100-500-4500-010	Repair, maintenance, parts Vehicles for Public Works	22,000	22,000
<b>Vehicle repair PD</b> 100-500-4500-020	Repair, maintenance, parts Vehicles for Police	12,000	12,000
<b>Vehicle repair FD</b> 100-500-4500-030	Repair, maintenance, parts Vehicles for Fire	2,000	2,000
<b>Vehicle repair Recreat</b> 100-500-4500-040	Repair, maintenance, parts Vehicles for Recreation	500	500
<b>Street Signs</b> 100-500-4500-090	Signs, posts and hardware	3,000	3,000
<b>Energy Conserv Loan</b> 100-500-4710-000	See Energy Loan Debt Service Fund	-	-
<b>MERA-Principal Share (10%)</b> 100-500-4710-001	Marin Emergency Response Authority, principal on debt issued to build the system.	4,625	4,859
<b>MERA-Interest Share (10%)</b> 100-500-4720-001	Marin Emergency Response Authority, interest on debt issued to build the system.	4,387	4,155
<b>MERA New Debt</b> 100-500-4720-002	MERA - New Debt	855	855
<b>MERA-Operating Costs</b> 100-500-5000-001	Marin Emergency Response Authority, operating	6,259	7,742
<b>Printing - Ext Service</b> 100-500-5000-551	Printing of forms, envelopes and letter head.	150	150

	<b>Public Works Budget - Maintenance 2008-2010</b>	<b>Page 3 of 3</b>	
<b>Conferences</b> 100-500-5000-581	Conferences	100	100
<b>Training, Workshops &amp; Mileage</b> 100-500-5000-582	Includes mandated classes for renewal of certificates and accreditations	1,000	1,000
<b>Membership &amp; Dues</b> 100-500-5000-586	Memberships and Dues Pest applicators, back flow protection technicians	100	100
<b>Supplies General Building Maint.</b> 100-500-6000-610	Tools, hardware, paint, lumber, plumbing, electrical and all maintenance supplies	25,000	25,000
<b>Office Supplies</b> 100-500-6000-611	Miscellaneous Office Supplies	1,000	1,000
<b>Postage</b> 100-500-6000-612	Postage for mailings.	100	100
<b>Oil and Gasoline</b> 100-500-6000-621	Oil and Gas for Vehicles and equipment.	22,000	22,000
<b>Uniforms</b> 100-500-6000-622	Uniforms for employees.	6,200	6,200
<b>Safety Supplies</b> 100-500-6000-525	Miscellaneous safety supplies	1,000	1,000
<b>Food</b> 100-500-6000-630	Food for employee meetings, training and teambuilding.	200	200
<b>Books</b> 100-500-6000-640	Books & Subscriptions	-	-
<b>Equipment</b> 100-500-7000-750	Replace equipment	-	-
<b>Transfer to Vehicle Replacement Fund</b> 100-500-9100-240	Depreciation on Vehicles also used as a transfer to Vehicle Replacement for future purchase of replacement vehicles and equipment.	62,425	52,968
<b>Trsfer to EE Benefits Fd</b> 100-500-9100-260	1% Contrib. to EE Benefits Fd for accrued vac, sick, comp	7,067	7,530
<b>Transfer to Energy Loan Debt Service Fund</b>	Transfer to pay prin & interest to California Energy Comm. The \$31,000 loan matures on 6/22/13 with 3% interest	3,173	3,173
	<b>Total Operations</b>	<b>361,140</b>	<b>349,632</b>
	<b>Total Public Works- Maint</b>	<b>1,359,063</b>	<b>1,441,445</b>

Salaries for DPW Department - Maintenance									
FY 2009									
Job Class	Step @ 6/30/08	Salary @ 6/30/08	2009 Salary	Employer PERS	Medicare	Cafeteria Plan	Transportation Allowance	Total	
<b>Public Work - Maintenance</b>									
Public Work Director	N/A	139,203	144,771	18,102	2,099	13,861	3,000	181,834	
Custodian	5	44,960	47,423	5,930	688	13,138		67,178	
DPW Division Manager (80%)*	mngt in fy09	80,346	75,052	9,385	1,088	5,909		91,434	
DPW Foreperson (40%)	5	-	28,976	3,623	420	6,670		39,689	
Fleet Coordinator	injury leave		-	-	-	7,084		7,084	
Maint Worker II (50%)	3	30,142	28,464	3,559	413	3,542		35,978	
Landscape I	2	43,851	49,609	6,203	719	7,084		63,616	
Landscape II	5	55,385	59,776	7,474	867	7,084		75,201	
Landscape II	5	55,385	59,776	7,474	867	7,084		75,201	
Lead Custodian	5	47,202	49,799	6,227	722	16,676		73,424	
Maint Worker II (55%)	5	55,385	32,877	4,111	477	3,896		41,361	
Maint Worker II (75%)	5	-	44,832	5,606	650	12,507		63,595	
Acting Fleet Coordinator	5	65,594	69,060	8,635	1,001	16,676		95,372	
Main Worker II (30%)	2	43,060	16,266	2,034	236	3,941		22,477	
Maint Worker I	frozen		-	-	-	-		-	
<b>Total DPW - Maint</b>		<b>660,502</b>	<b>706,681</b>	<b>88,363</b>	<b>10,247</b>	<b>125,153</b>	<b>3,000</b>	<b>933,444</b>	
Breakdown of # of DPW - maintenance employees:									
DPW		10.3							
Sewer		2.1							
MLK		0.6							
Total		13 (excluded 1 employee on injury leave)							
<b>DPW - Engineering</b>									
City Engineer (50%)	N/A	66,272	68,923	8,618	999	3,693	1,500	83,733	
Civil Engineer II (50%)	2 (fy09)	35,562	39,866	4,985	578	3,542	-	48,971	
Administrative Aide I**	3	49,428	53,970	6,748	783	12,885		74,386	
<b>Total DPW Eng.</b>		<b>151,262</b>	<b>162,759</b>	<b>20,351</b>	<b>2,360</b>	<b>20,120</b>	<b>1,500</b>	<b>207,090</b>	
<b>Total DPW Dept</b>		<b>811,764</b>	<b>869,440</b>	<b>108,715</b>	<b>12,607</b>	<b>145,273</b>	<b>4,500</b>	<b>1,140,534</b>	
Note: Salaries are projected at one step higher than the employee is currently.									
* Promoted DPD Supervisor to DPW Division Manager.									
** Transfer Admin Aide I from Admin Dept to DPW Dept									

Salaries for DPW Department - Maintenance									
FY 2010									
Job Class	Step @ 6/30/09	Salary @ 6/30/09	2010 Salary	Employer PERS	Medicare	Cafeteria Plan	Transportation Allowance	Total	
<b>Public Work - Maintenance</b>									
Public Work Director	N/A	144,771	152,010	18,089	2,204	15,047	3,000	190,351	
Custodian	5	47,558	49,935	5,942	724	14,324		70,925	
DPW Division Manager (80%)	N/A	75,990	79,790	9,495	1,157	6,384		96,825	
DPW Foreperson (40%)	5	29,236	30,698	3,653	445	7,287		42,083	
Fleet Coordinator	injury leave	-	-	-	-	7,677		7,677	
Maint Worker II (50%)	4	28,672	31,611	3,762	458	3,839		39,669	
Landscape I	3	49,954	55,075	6,554	799	7,677		70,105	
Landscape II	5	60,211	63,221	7,523	917	7,677		79,338	
Landscape II	5	60,211	63,221	7,523	917	7,677		79,338	
Lead Custodian	5	49,941	52,438	6,240	760	18,218		77,656	
Maint Worker II (55%)	5	33,116	34,772	4,138	504	4,222		43,636	
Maint Worker II (75%)	5	45,158	47,416	5,642	688	13,663		67,409	
Acting Fleet Coordinator	5	69,228	72,090	8,579	1,045	18,218		99,932	
Main Worker II (30%)	3	16,384	20,768	2,471	301	4,297		27,838	
Maint Worker I	frozen	-	-	-	-	-		-	
<b>Total DPW - Maint</b>		<b>710,429</b>	<b>753,044</b>	<b>89,612</b>	<b>10,919</b>	<b>136,207</b>	<b>3,000</b>	<b>992,782</b>	
Breakdown of # of DPW - maintenance employees:									
DPW	10.3								
Sewer	2.1								
MLK	0.6								
<b>Total</b>	<b>13</b>	<b>(excluded 1 employee on injury leave)</b>							
<b>DPW - Engineering</b>									
City Engineer (50%)	N/A	68,923	72,369	8,612	1,049	3,990	1,500	87,520	
Civil Engineer II (50%)	1	39,866	44,181	5,257	641	3,839	-	53,917	
Administrative Aide I	4	53,970	59,505	7,081	863	14,071		81,520	
<b>Total DPW Eng.</b>		<b>162,759</b>	<b>176,055</b>	<b>20,950</b>	<b>2,553</b>	<b>21,899</b>	<b>1,500</b>	<b>222,957</b>	
<b>Total DPW Dept</b>		<b>873,188</b>	<b>929,098</b>	<b>110,563</b>	<b>13,472</b>	<b>158,106</b>	<b>4,500</b>	<b>1,215,739</b>	

Note: Salaries are projected at one step higher than the employee is currently.

<i>City of Sausalito</i>					
Department of Public Works - Maintenance					
Capital Budget 2008-2010	<i>Supplemental Budget Request</i>				
<u>Asset Description</u>	<u>Total</u>				
<b>Addition:</b>					
2008 Ford 550	44,375	request from vehicle replacement fund			
<b>Deletion/Retirement:</b>					
1993 Ford F450 dump truck- mileage 53,475. Truck is worn-out from use					
<b>Note:</b>					
Proceeds from the sale of the retired vehicles will be used to replenish Vehicle Replacement Fund.					