

City of Sausalito

California



Annual Budget

Fiscal Year Ended June 30, 2007

City of Sausalito, CA

Fiscal Year 2006-07

Annual Budget

Mayor/City Council

**Ronald Albert, Mayor
Mike Kelly, Vice Mayor**

**Paul Albritton, Councilmember
Amy Belser, Councilmember
Dennis Scremin, Councilmember**

City Staff

**Dana Whitson, City Manager/City Clerk
Louise Ho, Finance Director/Treasurer**

City of Sausalito, CA

Budget FY 2006 - 07

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CITY OF SAUSALITO FY 2006-07 Budget Message

RECOMMENDED MOTION:

Staff recommends that the City Council take public testimony, provide direction to staff, and continue the public hearing on adoption of the FY 2006-07 Budget to June 20, 2006.

BUDGET OVERVIEW:

We are pleased to present for the City Council's consideration the draft FY 2006-07 Budget. **Staff is recommending \$21,104,300 in expenditures in all funds which includes \$11,756,208 in General Fund expenditures and \$6,997,896 in Capital Project funding.**

The City has charted an extended conservative fiscal course over the past several years following successive budget reductions. At midyear 2005-06 the City continued modest growth in property tax, transient occupancy tax, sales tax, and solid waste franchise fees. Staff anticipates that measured growth in key revenue sources will continue in FY 2006-07.

Sales tax is expected to increase by \$50,000 which demonstrates continued recovery from the steep decline in post 9/11, but still below the peak revenues of the late 1990's. Property tax continues to be the City's largest and most stable revenue source, averaging 7.24% in annual growth over the last 8 years.

General Fund revenues for FY 2006-07 are projected at \$11,554,482 (net of budget carryover from FY 2005-06), which is \$134,230 below the current FY 2005-06 adjusted budget. The decrease is due to reduction in parking fund transfers to the General Fund and the initial business license discovery.

Parking transfers to the General Fund are projected to decrease by approximately \$100,000, as a result of \$202,500 in recommended capital expenditures for a new ADA compliant parking booth, re-striping of the Municipal Parking Lots, and 5 new pay per space "Luke" parking machines.

The proposed FY 2006-07 General Fund Budget of \$11,756,208 is a \$131,050 increase from the adjusted FY 2005-06 Budget. The Police Department's \$3.6 million budget is the City's largest General Fund expenditure, representing 30.5% of the total budget. The Police Department's FY 2006-07 budget represents a 3.8% increase over

prior year spending and includes a recommendation for adding one full-time officer. The largest increases are for salaries and wages (\$62,737) and workers' compensation expenses (\$86,265.) Overtime expenses have been reduced by \$20,000 as a result of the added patrol officer position.

The Fire Department Budget of \$2.5 million is \$142,169 (6%) above the FY 2005-06 budget. Workers' compensation costs have risen \$44,573 and vehicle replacement expenditures have increased \$59,556. The proposed budget anticipates the consolidation of the City's fire protection services with the Southern Marin Fire Protection District early in the new fiscal year.

The Department of Public Works budget totals \$1.2 million, a decrease of \$107,919 over the prior year. That reduction is largely the result of a \$126,867 reduction in workers compensation expenses that reflect improvements in the department's loss history.

The Planning and Building Divisions of the Community Development Department are proposing status quo budgets with only nominal increases over prior year expenditures. The Engineering Division has been completely restructured since FY 2004-05, with a \$45,000 increase in professional services commensurate with the Department's expanded capital project objectives.

The Administration Budget of \$1,009,667 has increased 3.2%, reflecting the approved cost-of-living adjustments. Monies have been budgeted for an additional facilitated team building. The Non-Department costs are \$50,099 (5.5%) below the FY2005-06 budget largely due to elimination of a one-time transfer to the San Carlos Underground Utility fund.

The City's Finance Committee has recommended augmentation of the Library Budget to include funds to convert an hourly Librarian II position to a full-time benefited position. The net cost of this conversion, which has been included in the proposed budget, is \$14,674. Thus, Library fulltime staffing will have been increased by 1.25 positions over the past two fiscal years. The Library budget of \$593,223 is 3.7% over the prior year budget.

The Recreation Department projects a \$9,500 decrease in budgeted revenues over the FY 2006, which reflects a more conservative projection based on historic trends. Staffing levels and operational costs are consistent with the prior year's expense.

FUTURE BUDGET OUTLOOK

The City's future budget outlook is improving but still requires fiscal prudence. Fixed employee costs for retirement and health care are expected to continue to rise in excess of inflation rates. An actuarial study is underway to determine the City's unfunded liabilities for retiree health benefits pursuant to the new GASB 45 requirements. The results of this study will be presented to the City Council and the City's various bargaining groups for dialogue on cost containment strategies.

Sausalito's salaries are below the median for a number of positions, and the City will need to continue to dedicate funds toward phased compensation increases in order to allow the City to remain competitive within our primary labor market (Marin County) and, thus, retain and attract qualified personnel.

The City's workforce remains the key cost center for the budget. It will remain necessary for the foreseeable future to control the number of staff positions. The City should continue to explore productivity enhancements---including automation solutions and, as necessary, use of contracted services, to maintain desired service levels to the public.

The City of Sausalito has begun what will likely be a prolonged process to develop prudent reserves. The table below shows the needed reserves for capital and operational purposes as compared to the actual reserve balances as of March 31, 2006. The last column identifies contributions to these funds proposed in the FY 2006-07 budget.

While progress has been made in building reserves and setting aside capital improvement dollars in the past two years, the table demonstrates that a sustained effort will be required over an extended number of years to build reserves to the desired levels.

**RESERVE FUND
SHORTFALLS**

In 2006 dollars

	Projected Costs @ 6/30/2006	Reserve Bal. @ 3/31/2006	% funded	Amount Needed	Proposed FY06-07 Contribution
Storm Drains	6,798,750	140,000	2%	6,658,750	31,000
Non Safety Buildings	1,931,400	50,000	3%	1,881,400	75,000
Waterfront Facilities	14,859,200	1,500,000	10%	13,359,200	5,000
Parks & Recreation Facilities	6,950,450	313,784	5%	6,636,666	250,800
Public Safety Buildings Pre-Construction	1,608,633	1,453,633	90%	155,000	155,000
Total General Capital Improvement Projects	32,148,433	3,457,417	11%	28,691,016	516,800
Employee Benefits Leave Fund as of 6/05	503,741	218,424	43%	285,317	52,098
GASB 45 Retiree Health Benefits (estimate)	1,000,000	50,000	5%	950,000	0
Unfunded Worker's Compensation Liability	1,325,745	891,023	67%	434,722	0
Unfunded General Liability	102,299	-	0%	102,299	0
Unfunded Pension Liabilities	5,081,472	-	0%	5,081,472	0
Undesignated General Fund Reserve (5% of GF Exp.)	587,810	(814,999)	-139%	(1,402,809)	92,124
Accrued Salaries & Benefits (almost 1 pay period)	250,000	-	0%	250,000	0
Total Operations	8,851,067	344,448	4%	8,506,619	144,222
TOTAL SHORTFALL	\$ 40,999,500	\$3,801,865	9%	\$37,197,635	661,022

ACCOMPLISHMENTS IN FY 2005-06

The past year has been one of both significant challenges and accomplishment for the City of Sausalito. Consistent progress has been made in addressing the City Council's strategic plan objectives.

GOAL: Broaden the City's economic base and enhance revenues

- ✓ Refined MLK property management and leasing systems and filled all vacancies, except for Building One, where significant improvements are needed. This enterprise contributes revenue to the General Fund
- ✓ Prepared a report on potential new revenues and cost saving measures, and evaluated the success of previous strategies
- ✓ Approached the target goal of \$300,000 in fundraising for the Library Centennial Committee
- ✓ Received a \$360,000 bequest to seed the new Library Foundation
- ✓ Planned a poll to test key findings of the visioning process for the future of business in Sausalito
- ✓ Conducted lease negotiations with the Sausalito Cruising Club, Pelican Harbor and Edgewater Yachts, all of which will yield improved revenues and/or services to the City of Sausalito
- ✓ Completed a parking fee recovery program with the Sausalito Yacht Club
- ✓ Brought resident proximity card parking billings up-to-date
- ✓ Entered into a contract to convert Parking Lot 2 to Pay-Per-Space equipment that can both optimize revenues and reduce staff costs
- ✓ Implemented a peak-period valet parking program to better serve downtown business customers
- ✓ Approved an agreement for consolidation of the Fire Department with the Southern Marin Fire Protection District that improves service at no net increase in cost to the City
- ✓ Entered into a new cost-saving banking agreement
- ✓ Completed the first phase of the business license recovery audit, yielding over \$100,000 in additional revenue to date
- ✓ Completed a 5-year transformation of the City's financial management systems, including significant improvements to fiscal controls
- ✓ Initiated an update to the Capital Improvements Program, and implemented Street Resurfacing and Sewer Maintenance contracts in FY 2005-06
- ✓ Nearing final construction of the MLK field house with financial support from the Sausalito Rotary Club
- ✓ Initiated passport verification services at the Library, which both enhances revenues and community service
- ✓ Expanded Sausalito's Information Technology partnership with the County Marin and other Marin County agencies to include a new, shared network, shared data security and disaster recovery systems, and joint purchasing solutions

GOAL: Provide new public safety facilities

- ✓ Undertook a detailed design and environmental review process for the new facilities, resulting in an application for design review that is now before the Planning Commission
- ✓ Conducted an extensive community outreach process that revealed broad public support for the new buildings
- ✓ Voted to place a General Obligation Bond measure on an August 29, 2006 mail ballot

GOAL: Expand community outreach and inclusiveness

- ✓ Utilized a variety of outreach techniques to engage the community on the new Police and Fire Buildings, including a statistically valid poll; a citywide mailer with response card; a city-wide volunteer-staffed phone bank; expanded email notification; tours of the existing buildings; police and fire chief presentations to community groups
- ✓ Expanded use of "In the Loop", the City's email-based notification system for informing citizens to over 1000 subscribers
- ✓ Improved the working relationships between the City and Chamber of Commerce
- ✓ Solicited proposals to redesign the City's website
- ✓ Conducted a community tour of the Marinship
- ✓ Reconstituted the Council Outreach Committee in combination with IT, Transportation/ Parking and MLK oversight
- ✓ Provided staff support to the Historic Landmarks Board
- ✓ Verified a high degree of public satisfaction with community services through a statistically valid poll
- ✓ Provide audio stream, online agendas and staff reports and posting of minutes on the City's website

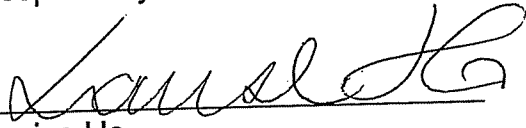
GOAL: Attract, develop and retain talented, energetic and visionary staff

- ✓ Hired excellent candidates for the positions of City Engineer, Assistant to the City Manager and Building Inspector
- ✓ Implemented a 2-year 6% wage increase for general, police, confidential and management employees, thereby helping to meet the City's goal of increasing employee wages to County median
- ✓ Entered into a contract with CPS to prepare a management salary survey
- ✓ Implemented a new employee awards program in the Police Department
- ✓ Negotiated a new labor agreement with the fire association that will significantly improve compensation and benefits to employees concurrent with consolidation with the Southern Marin Fire Protection District. All enhancements are provided as a result of the reduction of current staffing from 17 to 15 positions
- ✓ Prepared, with input from members of the management team, a comprehensive set of strategies for attracting, developing and retaining highly qualified and engaged staff
- ✓ Increased training expenditures to build employee skill levels

SUMMARY

The City's Operating budget that has been developed for FY 2006-07 will provide for high quality services and programs within available resources. Staff recommends the adoption of the proposed budget as submitted.

Respectfully submitted,



Louise Ho
Finance Director



Dana Hield Whitson
City Manager

City of Sausalito									
General Fund									
Revenue Budget FY 2007									
Account	Description	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	Increase (Decrease) Over Prior Year Budget			
100-000-3100-010	Secured Property Tax	4,084,184	4,300,000	4,071,081	4,430,000	130,000			
	Excess ERAF	566,066	643,696	354,033	300,000	(343,696)			
	ERAF/III Shift	(203,187)	(203,187)	(203,187)	-	203,187			
	Total Secured Property Tax	4,447,073	4,740,509	4,221,927	4,730,000	(10,509)			
100-000-3100-020	Unsecured Property Tax	127,278	116,250	119,450	116,250	-			
100-000-3100-030	Property Transfer Tax	131,210	125,000	122,871	110,000	(15,000)			
100-000-3100-040	Property Tax In Lieu of VLF	396,072	479,266	479,266	476,000	(3,266)			
100-000-3130-010	Sales & Use Tax General	1,083,780	1,020,488	873,346	1,050,000	29,512			
100-000-3130-020	Sales & Use Tax Compensation Fund	289,772	329,512	329,512	350,000	20,488			
100-000-3140-010	Prop 172 Sales Tax for Police	80,773	80,000	69,076	80,000	-			
100-000-3160-000	Transient Occupancy Tax (Hotels)	782,246	910,000	607,546	910,000	-			
	Total Taxes	7,338,204	7,801,025	6,822,994	7,822,250	21,225			
100-000-3180-010	Electric Utility	37,406	37,500	37,047	37,000	(500)			
100-000-3180-020	Gas Utility	29,182	29,000	37,563	30,000	1,000			
100-000-3180-030	Garbage	415,830	415,000	325,600	415,000	-			
100-000-3180-040	Cable TV	112,618	115,000	125,087	115,000	-			
	Total Franchise Fees	595,037	596,500	525,296	597,000	500			
100-000-3210-001	Bus License Audit	-	-	(24,125)	-	-			
100-000-3210-010	Contractors Bus Lic.	22,078	23,500	25,107	23,500	-			
100-000-3210-020	Gross Receipts BL	341,903	365,000	419,717	326,000	(39,000)			
100-000-3210-030	Home Business	11,885	30,000	38,743	14,000	(16,000)			
100-000-3210-031	Apartments	13,794	13,000	12,888	13,000	-			
100-000-3210-032	Temp Special Events	24,050	18,000	18,735	18,500	500			
100-000-3210-033	Misc Flat Rate	7,589	7,500	12,430	5,000	(2,500)			
	Total Business License	421,299	457,000	503,494	400,000	(57,000)			
100-000-3300-010	Homeowner's Exemption	38,187	38,185	19,105	38,200	15			
100-000-3300-020	Motor Vehicle	205,652	41,000	35,532	41,000	-			
100-000-3300-030	State Mandates SB 90	6,703	31,166	31,166	-	(31,166)			
	Total State of California Funding	250,542	110,351	85,803	79,200	(31,151)			
100-000-3300-040	SMEmps - Ambulance	110,858	104,177	104,177	85,000	(19,177)			
100-000-3300-055	Abandoned Vehicle Abate Reimb.	4,128	5,500	6,063	5,500	-			
100-000-3300-080	Booking Fee Reimbursement	31,546	-	-	-	-			
100-000-3470-100	Admin Fees	32,727	20,000	27,564	25,000	5,000			
100-000-3470-200	Police	38,257	20,000	35,265	36,000	16,000			
100-000-3470-201	Film Permits	2,864	1,000	300	500	(500)			
100-000-3470-202	Police - Alarms	825	2,250	2,480	2,250	-			

City of Sausalito									
General Fund									
Revenue Budget FY 2007									
Account	Description	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	Increase (Decrease) Over Prior Year Budget			
100-000-3470-300	Fire	30	300	754	750	450			
100-000-3470-500	Public Work	1,120	4,000	1,691	1,000	(3,000)			
100-000-3470-690	Library Fees	17,438	17,000	16,190	18,500	1,500			
100-000-3500-010	Municipal Code Fines	394,891	360,000	261,076	370,000	10,000			
100-000-3500-020	Code Enforcement Muni Code Fine	200	-	-	-	-			
100-000-3600-010	Interest on Investments	1,990	2,000	(2,476)	3,000	1,000			
100-000-3620-010	Land, Antennas, etc	109,677	118,400	97,854	127,357	8,957			
100-000-3620-020	Bldg Lease	8,000	3,750	2,153	-	(3,750)			
100-000-3620-050	Pay Phone Profits	651	900	862	900	-			
100-000-3640-000	Contributions - Private	-	-	-	-	-			
100-000-3640-020	Contribution - Library	50,000	50,000	37,500	50,000	-			
100-000-3900-010	Misc Revenue	(11,245)	2,000	2,123	2,000	-			
100-000-3900-011	Art Festival Parking	(30)	6,934	6,934	6,900	(34)			
100-000-3920-010	Proceeds of Sale of Fix Assets	94	-	501	-	-			
	Total Misc Revenues	794,021	718,211	601,011	734,657	16,446			
	Sub-Total General Fund	9,399,103	9,683,087	8,538,599	9,633,107	(49,980)			
	Planning & Building Revenue	488,417	436,650	454,275	424,400	(12,250)			
	Recreation Revenue	395,895	344,100	249,875	334,600	(9,500)			
100-000-3910-011	Parking Transfer In	963,000	800,000	666,667	700,000	(100,000)			
100-000-3910-022	Vehicle Replacement Fund Transfer In	97,000	-	-	-	-			
100-000-3910-014	Sewer Transfer In	79,000	79,000	65,833	79,000	-			
100-000-3910-012	Tidelands Transfer In	205,146	200,000	166,667	200,000	-			
100-000-3910-013	Old City Hall Transfer In	110,000	112,500	93,750	150,000	37,500			
100-000-3910-015	Traffic Safety Transfer In	-	-	-	-	-			
100-000-3910-016	Gas Tax Transfer In	-	-	-	-	-			
100-000-3910-021	MLK Loan Pmts to City	33,375	-	27,813	-	-			
100-000-3910-021	MLK Transfer in (Admin)	-	33,375	-	33,375	-			
	Total Transfer In From Other Funds	1,487,521	1,224,875	1,020,729	1,162,375	(62,500)			
	Total General Fund Revenues	11,770,935	11,688,712	10,263,478	11,554,482	(134,230)			
	Use of Reserves (FY2006 budget carryover)	-	-	-	293,850	-			
					11,848,332				
	Total General Fund Expenses	11,477,409	11,346,027		11,756,208	410,182			
	FY 2006 Expenditures budget carryover to FY 2007		293,850						
	Difference	293,525	48,835		92,124	43,288			

City of Sausalito

Planning and Building Revenue

Budget FY 2007

Account	Description	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	Increase (Decrease) Over Prior Year Budget
100-000-3220-010	Building	125,461	126,000	138,929	127,000	1,000
100-000-3220-020	Electrical	17,830	18,000	16,655	17,000	(1,000)
100-000-3220-030	Mechanical	9,724	10,750	9,753	10,000	(750)
100-000-3220-040	Plumbing	18,430	18,000	17,719	18,000	-
100-000-3220-051	Building - Plan Check	171,638	145,000	141,288	140,000	(5,000)
100-000-3220-052	Building Record Fees	17,663	16,000	14,752	15,000	(1,000)
100-000-3220-053	Energy Check Fee	7,577	8,500	12,236	10,000	1,500
100-000-3230-000	Engineering Inspection Fees	-	-	-	-	-
100-000-3230-060	Encroachment - Engr	12,367	13,000	14,165	12,000	(1,000)
100-000-3230-061	Certificate of Compliance Engr	-	-	-	-	-
100-000-3230-063	Grading Permit	1,150	1,350	1,676	2,000	650
	Building Revenue	381,840	356,600	367,173	351,000	(5,600)
100-000-3240-010	Plan & Ordinance Amendments	944	-	98	-	-
100-000-3240-012	Encroachment (Planning)	4,195	1,500	1,130	1,300	(200)
100-000-3240-079	Occupancy Permits	11,540	12,000	14,425	13,000	1,000
100-000-3240-080	Design Review Fees	50,093	25,000	25,576	23,000	(2,000)
100-000-3240-081	Appeal Fees	533	600	5,174	3,000	2,400
100-000-3240-082	Conditional Use Permit	9,324	9,750	5,849	5,000	(4,750)
100-000-3240-083	Lot Split Fees	-	-	-	-	-
100-000-3240-084	Lot Line Realignment	715	-	352	500	500
100-000-3240-085	Variance Fees	12,726	8,000	6,654	6,000	(2,000)
100-000-3240-086	Zoning Permit Fees	8,221	7,250	4,271	3,000	(4,250)
100-000-3240-088	Environmental Review	-	-	-	-	-
100-000-3240-089	Noticing	10,375	8,000	6,250	5,500	(2,500)
100-000-3240-090	Non-Conforming Permit Fees	1,702	1,250	3,634	2,500	1,250
100-000-3240-091	Subdivision	10,584	6,000	4,344	2,500	(3,500)
100-000-3240-092	Study Session	589	700	1,632	1,500	800
100-000-3470-400	Misc CDD Fees	10,547	-	7,713	6,600	6,600
100-180-4900-010	Bad Debt Expense	(25,510)	-	-	-	-
	Planning Revenue	106,577	80,050	87,102	73,400	(6,650)
	Total Planning & Building	488,417	436,650	454,275	424,400	(12,250)

City of Sausalito

Recreation Revenues

Budget FY 2007

Account	Description	2005		2006		2007		Increase (Decrease) Over Prior Year Budget
		Actual	Budget	Adjusted Budget	Actual Thru Apr 06	Requested	Requested	
100-000-3471-000	Park Rental	59	50,000	-	-	4,000	(46,000)	
100-000-3471-631	Dunphy Park	3,158	-	-	1,811	-	-	
100-000-3471-632	Sweeny Park	36	-	-	-	-	-	
100-000-3471-633	Cloud View Park	785	-	-	357	-	-	
100-000-3471-634	South View Park	-	-	-	331	-	-	
100-000-3471-635	Athletic Field Rentals	-	-	-	-	45,000	45,000	
100-000-3471-636	MLK	46,388	-	-	24,865	-	-	
100-000-3471-637	Marinship Park	2,630	-	-	1,093	-	-	
100-000-3471-638	Scholarship Fund	-	-	-	-	-	-	
100-000-3471-639	Memorial Bench program	4,908	5,000	-	-	4,000	(1,000)	
100-000-3472-600	Recreation Fees	971	-	-	185	-	-	
100-000-3472-601	Youth Class Fees	13,656	15,000	-	16,958	18,000	3,000	
100-000-3472-602	Adult Class Fees	45,734	40,000	-	38,491	40,000	-	
100-000-3472-603	Senior Program Fees	2,797	3,600	-	2,308	3,600	-	
100-000-3472-604	Teen Programs	-	-	-	-	-	-	
100-000-3472-605	Youth Programs	31	8,000	-	221	5,000	(3,000)	
100-000-3472-606	Day Camps	2,749	-	-	847	-	-	
100-000-3472-607	Sports Camps	1,215	-	-	-	-	-	
100-000-3472-608	Adult Sports Program	-	7,500	-	-	-	(7,500)	
100-000-3472-609	Adult Basketball	-	-	-	-	-	-	
100-000-3472-610	Adult Football	3,950	-	-	-	-	-	
100-000-3472-611	Adult Softball	-	-	-	-	-	-	
100-000-3472-612	Adult Clubs	1,938	-	-	2,611	-	-	
100-000-3472-613	Tennis Programs	-	-	-	-	-	-	
100-000-3472-614	Special Interest Trips	-	-	-	-	-	-	
100-000-3472-615	Special Event Garage Sales	1,332	1,500	-	265	1,000	(500)	
100-000-3472-616	Special Events - Other	15,352	5,000	-	2,920	5,000	-	
100-000-3472-617	Arias in the Afternoon	15,974	16,000	-	17,846	16,000	-	

Recreation Revenues										Page 2 of 2
Budget FY 2007										
Account	Description	2005 Actual	2006 Requested	2006 Actual Thru Apr 06	2007 Requested	Increase (Decrease) Over Prior Year Budget				
100-000-3472-618	Caledonia Street Fair	45,985	35,000	13,719	40,000	5,000				
100-000-3472-619	Chili Cook-off	12,267	12,000	10,262	12,000	-				
100-000-3472-620	Easter Donations	513	500	136	500	-				
100-000-3472-621	Fourth of July Fireworks	16,374	25,000	1,895	20,000	(5,000)				
100-000-3472-622	Fourth of July Picnic	22,425	28,000	15,593	20,000	(8,000)				
100-000-3472-623	Halloween Donations	338	500	1,900	500	-				
100-000-3472-624	Jazz by the Bay	36,336	30,000	31,235	35,000	5,000				
100-000-3472-625	Facility Rentals	127	14,500	15	15,000	500				
100-000-3472-626	Exercise Room	3,124	-	2,403	-	-				
100-000-3472-627	Game Room	572	-	1,414	-	-				
100-000-3472-628	Senior Center	12,400	-	9,603	-	-				
100-000-3472-629	Kitchen	-	-	-	-	-				
100-000-3472-630	Gymnasium	44,903	42,000	45,292	45,000	3,000				
100-000-3472-631	Childrens Concerts	1,400	1,000	-	1,000	-				
100-000-3473-680	Scholarship Fund	(62)	-	-	-	-				
100-000-3473-681	Donation for Park Improvements	31,925	-	5,300	-	-				
100-000-3473-682	Donations - Recreation	3,605	4,000	-	4,000	-				
		395,895	344,100	249,875	334,600	(9,500)				

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 19% of the property tax with the balance going to local school districts, special districts, and the County of Marin. For FY 2007, the City is projecting a 5% increase in property tax collections. The increase excludes the expectation of receiving \$300,000 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. We have projected the transfer tax for FY 2007 to be \$15,000 less than FY 2006. 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 at \$1,400,000 for FY 2007, an increase of \$50,000 over the budget for FY 2006. The increase in FY 2007 is due to expectations that the economy will continue to recover based on recent month's collections.

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. We are showing no change from the prior year budget.

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. Our present rate is 12%. It is projected that the TOT revenue in FY 2007 will be the same as FY 2006.

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. We are showing an increase of \$500 in FY 2007.

BUSINESS LICENSE TAX - annual tax on local businesses based on gross receipts or flat rates depending on the type of business. The projection for FY 2007 is \$57,000 less than the adjusted budget for FY 2006. This is due to the initial business license discovery revenue from delinquent years.

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. The revenue for FY 2007 is projected to be the same as FY 2006.

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. SB 90 reimbursements are deferred by the State of California for FY 2003, FY 2004, and FY 2005.

MISCELLANEOUS REVENUE TYPES

SMEMPS REIMBURSEMENT - The Southern Marin Emergency Medical Paramedic System (SMEMPS) reimburses Sausalito as well as the other four member agencies in the system, any operating surplus monies accrued over the past twelve months. The reimbursement is projected at \$85,000 for FY 2007.

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. The amount is based on actual payment made for the year 97-98. Due to the proposed cut by the Governor's Budget, there will be no reimbursement of booking fee projected for FY 2007.

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 and from the lease of the former Police Building site at the corner of Caledonia and Johnson Streets. Increase in FY 2007 is due to additional antennas lease income.

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. It includes donations to Library Department by the Sausalito Library's Centennial Fund.

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.

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

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.

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 4th fireworks show and revenues collected from the annual July 4th event in Dunphy Park.

Recreation fees are budgeted to decrease by \$9,500 in FY 2007.

PARKING FUND REVENUES

Parking revenues are projected in FY 2007 to increase by \$54,625.

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 FY 2007									
	2003-04	2004-05	2005-06	Adjustment	2005-06	2006-07	Increase	%	
	Actual	Actual	Adjusted (mid-yr)	(carryover to FY 07)	Adjusted Budget	Requested	(Decrease)	Chg	
Dept. General Fund									
101 Administration/Finance	925,450	966,731	978,665		978,665	1,009,667	31,002	3.2%	
130 Information Technology	167,443	234,110	308,881	(81,350)	227,531	382,543	155,012	68.1%	
190 Non-Department	395,998	846,327	685,612	(10,000)	675,612	670,832	(4,780)	-0.7%	
180 CDD - Planning	483,944	374,246	477,929	(7,900)	470,029	481,947	11,518	2.4%	
400 CDD - Building Inspection	284,484	306,098	289,574		289,574	279,780	(9,794)	-3.4%	
410 CDD - Engineering	175,310	172,170	154,007	(40,000)	114,007	183,005	68,998	60.5%	
200 Police	3,024,260	3,325,124	3,600,496	(150,000)	3,450,496	3,581,546	131,050	3.8%	
300 Fire	2,286,105	2,357,331	2,373,178		2,373,178	2,515,347	142,169	6.0%	
500 Public Works	1,160,441	1,080,695	1,313,314	(5,000)	1,308,314	1,200,395	(107,919)	-8.2%	
600 Recreation	584,001	586,572	655,705		655,705	672,912	17,207	2.6%	
690 Library	521,133	538,141	572,196		572,196	593,233	21,036	3.7%	
Advance to San Carlos Underground Ass Dist		127,000	101,319		101,319	-	(101,319)	-100.0%	
Transfer to General Capital Projects Fund	477,000	547,600	50,000		50,000	185,000	135,000	270.0%	
Transfer to Storm Drainage Fund for CIP		15,265	79,000		79,000	-	(79,000)	-100.0%	
Total General Fund	10,465,567	11,477,409	11,639,876	(293,850)	11,346,027	11,756,208	410,182	3.6%	
Fund Other Funds									
<i>Special Revenue Funds</i>									
114 Tidelands Fund	2,055,215	389,891	332,758		332,758	355,524	22,766	6.8%	
120 Traffic Safety	61,395	42,060	57,510		57,510	58,000	490	0.9%	
121 Gas Tax	136,722	78,089	69,200		69,200	69,350	150	0.2%	
122 Construction Impact Fees	-	1,850	382,500		382,500	673,750	291,250	76.1%	
123 Traffic Congestion Relief	-	-	2,500		2,500	33,700	31,200	1248.0%	
124 County Measure A	-	-	-		-	-	-	0.0%	
125 Storm Drainage	20,929	73,218	147,400		147,400	146,400	(1,000)	-0.7%	
126 Stairs	-	-	100,000		100,000	90,000	(10,000)	-10.0%	
136 Recreation Grant	-	-	16,000		16,000	250,800	234,800	1467.5%	
<i>Capital Projects Funds</i>									
115 Library Capital Improvement	-	23,286	76,233		76,233	37,500	(38,733)	-50.8%	
140 General Capital Projects	801,667	72,044	629,500		629,500	1,377,550	748,050	118.8%	
141 Public Safety Buildings	7,551	76,289	878,830		878,830	1,170,915	292,085	33.2%	
<i>Enterprise Funds</i>									
110 Sewer	627,713	708,126	2,727,496		2,727,496	4,504,686	1,777,190	65.2%	
113 Old City Hall	313,577	285,360	288,111		288,111	325,610	37,499	13.0%	
210 MLK Rental Property	876,756	833,353	962,811		962,811	1,278,009	315,197	32.7%	
220 Parking	1,062,561	1,256,684	1,192,810		1,192,810	1,251,439	58,628	4.9%	
<i>Internal Service Funds</i>									
240 Vehicle Replacement	198,587	97,000	78,000		78,000	540,000	462,000	592.3%	
260 Employee Benefits Leave	-	-	-		-	-	-	0.0%	
Total Other Funds	6,162,553	3,937,258	7,941,661	-	7,941,661	12,163,234	4,221,573	53.2%	
Total All Funds	16,628,120	15,414,668	19,581,537	(293,850)	19,287,687	23,919,442	4,631,755	24.0%	
Less Transfers Between Funds	1,495,100	2,510,232	2,288,858		2,288,858	2,815,142	526,284	23.0%	
Net Expenditures All Funds	15,133,020	12,904,436	17,292,679	(293,850)	16,998,829	21,104,300	4,105,471	24.2%	

City of Sausalito		
General Fund		
Budget Carryover From FY 2006		
Account	Description	Amount
100-130-1000-110	Salary reallocated to City website redesign	20,000
100-130-7000-761	Springbrook Upgrade	15,350
100-130-7000-762	2005 IT Infrastructure Plan	46,000
100-180-7000-750	Planning Dept Scanner	7,500
100-190-3000-320	Business Vision Poll	10,000
100-200-2000-260	Police Worker Comp Claim	100,000
100-200-7000-760	6 Police Vehicle Computers	50,000
100-410-3000-320	ADA Transition Plan	40,000
100-500-4000-429	Energy Improvements	5,000
		293,850 *
* Adjust FY 2006 budget to carryover expenditures to be incurred in FY 2007		

ADMINISTRATION/FINANCE BUDGET MESSAGE

FY 2006-07

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 Finance Director/Treasurer
- 1 Assistant to the City Manager
- 1 Administrative Services Manager
- 1 Accounting Technician
- 0.60 FTE Finance System Technician
- 1 FTE (job share) hourly office assistant
- 0.5 FTE hourly Accountant

Total = 5 elected officials, 5.6 FTE benefited employees, 1.5 FTE hourly part-time employees. This is the same staffing as last year.

The personnel in this department provide such diverse services to the organization and to the community as: management of all municipal operations; preparation of Council agenda packets; codification of ordinances and resolutions; records management; property management and leasing; public information; web site content management; volunteer recruitment; 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 operate under the Administration Department.

2005-06 ACCOMPLISHMENTS:

- Negotiated two-year labor agreements with the Police Association and SEIU, and a one-year agreement with the Fire Association,
- Negotiated the terms of a labor contract and an agreement for consolidation of the Sausalito Fire Department with the Southern Marin Fire Protection District
- Conducted an audit of sales tax
- Conducted an audit to detect persons doing business in Sausalito without a business license
- Through the Business Advisory Commission, conducted additional public outreach efforts on Sausalito's future business vision

- Converted to Cal-Card purchasing system
- Developed an accounting manual to serve as a useful reference tool
- Provided financial system training to inter-department users
- Maintained high staff visibility at public meetings and civic events
- Expanded utilization of volunteer services through recruitment, expanded opportunities, and continued volunteer recognition at an annual celebration
- Continued the ongoing review of City fee and fine schedules to ensure consistency with regulatory requirements, full cost recovery and regional practices
- Co-managed (with City Council Committee) the community outreach and financing for the new police and fire buildings
- Continued weekly publication of the City Manager's Report in the Marin Scope Newspaper
- Conducted a Strategic Planning Sessions with a facilitator, and monitored the City's progress in meeting its strategic goals
- Implemented new purchasing policies and procedures
- Completed financial audits for FY 2004-05 fiscal year
- Refined MLK in-house property management and leasing, resulting in 7 new or renewed leases
- Continued revenue enhancement efforts, including preparation of a series of strategies for enhancing revenues and reducing costs
- Recruited a new Assistant to the City Manager, City Engineer, and contract property manager
- Issued a TRAN to stabilize City cash flow
- Held a team building session with the management team
- Held a team building session with the City Council
- Continued to create a work environment and an organizational culture where strong customer service, constructive improvements, responsible risk taking, innovative problem solving, and open communication are core values
- Solicited proposals for redesign of the City's website

FY 2006-07 GOALS AND OBJECTIVES:

- Fund new Police and Fire buildings and initiate construction
- Issue a TRAN by July 2006 in order to stabilize City cash flow
- Continue to formalize accounting policies and procedures
- Create a new chart of accounts for the city financial system
- Study the need to upgrade existing financial system to "a.net" version
- Implement collection procedures on past dues billing accounts
- Continue modifications to City fee and fine schedules to ensure consistency with regulatory requirements, full cost recovery and regional practices
- Transition parking permit issuance to the Parking staff

- Implement consolidation of fire services with Southern Marin Fire Protection District
- Acquire rights to approximately 4000 SF in the South Pacific Lab Building for public use
- Complete Website redesign
- Complete the Business Visioning Process through the Business Advisory Committee
- Implement additional injury and illness prevention strategies, workers' case management and return to work procedures that reduce overall workers' compensation expenses

SIGNIFICANT EXPENDITURE CHANGES OF NOTE:

Administration/Finance Department Increase of \$31,022

- Increase of \$24,796 in salaries and benefits costs
- Increase of \$5,000 in professional services for team building

Non-Department Decrease of \$50,099

- Decrease of \$45,319 in interfund transfers
- Increase of \$4,439 in retiree health benefits
- Decrease of \$22,169 in TRANS costs
- Increase of \$10,897 in JPA CATV consulting

City of Sausalito										
Administration/Finance Department										
Budget FY 2007										
Account	Description	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	Increase (Decrease) Over Prior Year Budget				
100-101-1000-110	Salaries & Wages	541,278	557,899	450,220	559,419	1,520				
100-101-1000-130	Overtime	229	-	2,234	-	-				
100-101-1000-140	Transportation Allowance	10,809	10,800	10,639	13,800	3,000				
100-101-1000-145	Commuter Checks	315	-	300	-	-				
100-101-2000-215	Cafeteria Plan	63,365	79,081	62,984	89,319	10,238				
100-101-2000-220	Social Security	3,791	4,542	3,633	3,655	(887)				
100-101-2000-221	Medicare	7,037	8,040	5,790	8,262	222				
100-101-2000-230	PERS Employer Contrib	47,464	58,338	50,255	69,895	11,558				
100-101-2000-231	PERS Employee Contrib	1,152	-	960	1,440	1,440				
100-101-2000-251	State Unemployment	5,379	5,446	4,448	5,594	148				
100-101-2000-260	Workers' Compensation	1,369	4,212	1,716	1,330	(2,882)				
100-101-2000-280	City Paid Def Comp.	9,796	9,809	8,489	10,359	550				
100-101-2001-002	Salary Savings	-	(4,085)	-	(4,196)	(111)				
	Total Salaries & Benefits	691,986	734,081	601,669	758,877	24,796				
100-101-3000-311	Contract Labor	7,779	10,000	7,825	10,000	-				
100-101-3000-320	Professional Services	16,498	31,000	20,792	36,000	5,000				
100-101-3000-321	City Attorney Services	138,090	125,000	94,531	125,000	-				
100-101-3000-322	Legal Services - Fort Baker	45,763	-	-	-	-				
100-101-4000-412	Utilities - Telephone	10,171	12,000	7,313	11,000	(1,000)				
100-101-4000-430	Repairs & Maint Buildings	-	-	-	-	-				
100-101-4000-431	Repair Machinery & Equip	3,393	1,500	1,420	1,500	-				
100-101-4000-442	Copy Machine Rental	5,174	5,500	3,504	5,500	-				
100-101-5000-540	Recruitment Costs	1,723	2,000	834	1,000	(1,000)				
100-101-5000-541	Advertising - Noticing	-	4,000	1,040	2,000	(2,000)				
100-101-5000-542	Advertising - General	1,639	-	397	-	-				
100-101-5000-551	Printing - External Service	2,527	5,000	2,388	4,000	(1,000)				
100-101-5000-570	Banking Services	-	-	-	-	-				

City of Sausalito										
Administration/Finance Department										
Budget FY 2007										
Account	Description	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	Increase (Decrease) Over Prior Year Budget				
100-101-5000-581	Conferences	6,924	5,300	4,226	8,950	3,650				
100-101-5000-582	Training and Workshops	4,710	5,000	3,137	5,000	-				
100-101-5000-583	Mileage Reimbursement	114	300	56	300	-				
100-101-5000-584	Employee Education Reimb	-	2,000	-	1,000	(1,000)				
100-101-5000-586	Memberships & Dues	3,189	2,150	3,480	3,415	1,265				
100-101-6000-610	Supplies - General	287	-	-	-	-				
100-101-6000-611	Office Supplies	15,224	12,000	7,922	12,000	-				
100-101-6000-612	Postage	4,861	8,000	7,008	10,000	2,000				
100-101-6000-630	Food	3,025	4,300	2,387	4,300	-				
100-101-6000-641	Subscriptions	822	1,000	246	1,000	-				
100-101-6000-699	Misc Supplies	2,834	4,000	53	4,000	-				
100-101-9100-260	Transfer to Employee Leave Fund	-	4,534	3,778	4,825	291				
	Total Operations	274,745	244,584	172,339	250,790	6,206				
	Total Admin/Finance	966,731	978,665	774,007	1,009,667	31,002				

Administration/Finance			
100-101			FY 2007
Account No. & Title	Quantity, brief description and justification of items requested		Requested Appropriations
1000-110	Administration salaries plus City Council Salaries		559,419
1000-130	Overtime due to vacancies and emergencies Overtime		-
1000-140	Allowance of \$400.00 per month paid to City Manager Transportation Allow \$250 per month paid to Finance Director, Admin Services Manager, Assistant to City Manager		13,800
2000-215	Health plan coverage - Kaiser or Blue Cross, Cafeteria Plan Dental coverage, Term Life insurance		89,319
2000-220	Employer share of 6.2% tax on hourly employees Social Security Tax		3,655
2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate Medicare Tax		8,262
2000-230	The City is no longer superfunded for FY 2007. Pers Emplry Contr 13.966% is the contribution rate for PERS salary.		69,895
2000-231	8% is the employee (Council) contribution rate for PERS salary Pers Employee Contr		1,440
2000-251	State Unemployment based on 1% of Salary State Unemployment		5,594
2000-260	Workers Comp charged to Department based on .25% of FY 06/07 premium and SIR of \$532,082 Workers Compensation		1,330
Deferred Comp 2000-280	City Paid Deferred Comp for City Manager		10,359
2001-002	Salary savings set at .75% of Salaries & Benefits Salary Savings		(4,196)
Total Salaries & Benefits			758,877
3000-311	Minutes Clerk Contract Labor		10,000
3000-320	Professional Services		
	Strategic Planning Retreat - 2 date & Team Building - 1 date	11,000	
	MBIA business license services	20,000	
	Consulting Services	5,000	36,000
3000-321	Contract City Attorney- Gen'l business	110,000	
City Attorney Services	Litigation	5,000	
	Personnel	10,000	125,000
4000-412	Phone, fax, and support lines for all depts Utilities - Telephone		11,000
4000-442	Admin 40% share of copier rental and maint. Copy Machine Rental		5,500
4000-430	Lighting, Painting, locks, etc. Repairs & Maint Bldg		-

Admin/Finance Budget FY 2007		Page 2 of 2	
4000-431	Misc repairs for equipment		1,500
Repairs & Maint. Equip			
101-5000-540	Personnel recruitment ads, and other costs related to recruitment for Admin Employees.		1,000
Recruitment Costs			
101-5000-541	Public Noticing, etc.		2,000
Advertising - Noticing			
101-5000-551	Printing Budget for general distribution	1,000	
Printing - Extl Servs	Flyers, Envelopes, Letterhead, Business Cards	3,000	4,000
101-5000-581	Annual League Conference - City Manager	1,000	
Conferences	City Managers Spring Conference - League	1,000	
	Marin County Finance Officer's Group Lunch Meeting	250	
	Finance Director - Springbrook User Conference	1,000	
	Finance Director - CSMFO Conference	1,000	
		4,250	
	City Council:		
	MCCMC	2,100	
	State of the City	600	
	Annual League Conference - 2 @ \$1,000 ea. -	2,000	
		4,700	8,950
101-5000-582	Financial System Computer Training	2,000	
Training and Workshops	GFOA/CSMFO/CDIAC/CalPERS Accounting, Budget, and Debt	2,000	
	Finance Director - League of CA Cities Financial Mngt Seminar	1,000	5,000
101-5000-583	Reimburse mileage to employees who aren't covered under car allowances		300
Mileage Reimbursement			
101-5000-584	Reimburse employees for taking classes related to their job or toward a degree.		1,000
Education Reimburse			
101-5000-586	MCCMA	600	
Memberships & Dues	GFOA, CMTA, CSMFO, CalCPA, CMTA, CMRTA	950	
	State Board of Accountancy CPA License Renewal	200	
	Marin Manager Association	100	
	N. CA Municipal Management Association	65	
	Employment Relations Consortium	1,500	3,415
101-6000-611	Pens, paper, computer supplies, and small equipment replacement less than \$1,000		12,000
Office Supplies	Trade Journals, Management texts		
101-6000-612	Postage for mailing checks, Business License, correspondence, etc.		10,000
Postage			
101-6000-630	Food for Employee events, training and for team building, etc.	2,000	
Food	Food served before Council Meetings	2,300	4,300
101-6000-641	For Newspapers, Technical journals, etc.		1,000
Subscriptions			
101-6000-699	Unexpected Expenditures.		4,000
Miscellaneous			
101-9100-260	1% contrib to Employee Leave Fund for accrued vac, sick, comp		4,825
Transfer to EE Leave Fund			
	Total Operations		250,790
	Total Administration/Finance		1,009,667

Salaries for Admin/Finance Department											
FY 2007											
Job Class	Step @ 6/30/06	Salary @ 6/30/06	2007 Salary	City Pd. Def Comp	0.13966 Employer PERS	0.08 Employee PERS	0.062 Social Security	0.0145 Medicare	Cafeteria Plan	Transportation Allowance	Total
Administration and Finance											
City Manger	N/A	144,356	147,979	10,359	20,667	-	-	2,296	14,964	4,800	201,065
Finance Director	N/A	105,101	107,739	-	15,047	-	-	1,562	6,409	3,000	133,757
Accounting Technician	1	45,382	48,847	-	6,822	-	-	708	5,977	-	62,354
Finance System Technician (60%)	2	26,032	28,015	-	3,913	-	-	406	3,586	-	35,920
Assistant to City Manager	N/A	68,228	69,941	-	9,768	-	-	1,014	14,964	3,000	98,687
Administrative Services Manager	N/A	77,990	79,948	-	11,165	-	-	1,159	11,906	3,000	107,179
		467,089	482,469	10,359	67,382	-	-	7,146	57,806	13,800	638,961
Office Assistant	1000 hrs	15,300	15,300				949	222			16,470
Office Assistant	500 hrs	7,650	7,650				474	111			8,235
Accountant (50%)	1000 hrs	35,000	36,000				2,232	522			38,754
	Hourly Payroll	57,950	58,950	-	-	-	3,655	855	-	-	63,460
Council Members		18,000	18,000		2,514	1,440		261	31,513		53,727
Total Admin/Finance Dept		543,039	559,419	10,359	69,895	1,440	3,655	8,262	89,319	13,800	756,148
Note:											
Salaries are projected at one step higher than the employee is currently.											
Finance Assistant position substituted with .6 Finance System Technician.											
Senior Accountant position substituted with .5 Accountant.											

Information Technology: Budget Message 2006-07

TO BE INSERTED

Information Technology		FY 2007	
100-130			
Account No. & Title	Quantity, brief description and justification of items requested		Requested Appropriations
100-130-1000-110	Represents salaries for the Technology Manager		98,318
Salaries			
100-130-1000-140	Allowance for Technology Manager is \$250 per month, paid in lieu of reimbursement for actual costs.		3,000
Transportation Allow			
100-130-2000-215	Health plan coverage - Kaiser or Blue Cross, Dental coverage, Term Life Insurance		11,906
Cafeteria Plan			
100-130-2000-220	6.2% of salary		1,240
Social Security			
100-130-2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate		1,426
Medicare Tax			
100-130-2000-230	The employer pension contribution rate is 13.966% for FY 2007		10,938
PERS ER Contribution			
100-130-2000-251	State Unemployment is based on 1% of Salary		983
State Unemploy Insur			
2000-260	Charged to Department based on .125% of FY 06/07 premium and SIR of \$532,082		665
Worker's Comp			
2001-002	Salary Savings set at .75% of salaries		(737)
Salary Savings			
	Total Salaries and Benefits		127,738
100-130-3000-340	For Network and wiring assistance		
Technical Services	WBE Networking assistance	5,000	
	10 Microsoft Support calls @ \$300 each	3,000	
	Website maintenance and upgrades	5,000	
	37 days Backup for IT Manager estimated @ \$90.00 avg. for all vac, admin leave and emergencies that require more than staff member as recommended in Tech. Plan	3,330	
		16,330	
	T1, DSL and Data Fees (recurring)		
	Improved Marin.org Networking for City Hall, DSL to Corporation Yard and below:	33,000	
	SBC Point to Point T1 for Police to City Hall \$179 per month		
	SBC Point to Point T1 for SouthernMarinFire to FD \$179 per month		
	City web site redesign	20,000	
	Content Managed Web Site Hosting	6,000	75,330
100-130-4000-412	Telephone		1,200
Utilities Telephone			
100-130-5000-582	Technology training for staff		4,000
Training & Workshop			
100-130-6000-650	Software Support Contracts		
Computer Maint Contract	Springbrook	12,692	
	MarinMap (50% is charged to Sewer, total is \$9,000 per year)	4,500	
	Voicemail Support (Phone) Software updates, 24x7 response time.	3,400	20,592
100-130-6000-660	CDRW Drives (10)		
Computer Parts & Supp	CD-R / CDRW Discs (300)		
	Hard Disk Drives (10)		
	Network Interface Cards (5)		
	Replacement Monitors (4)		
	Desktop Switches, lan cables, phone cables (6)		
	Mice (15), Phones (5)		8,000
100-130-6000-661	Sybari Antigen - Antivirus/antispam subscription for Exchange	3,500	
Software Licensing	Arcview and Engineering Software Upgrades	-	
	Backup Exec Upgrades and Support	4,000	
	Antigen for SharePoint Portal Server 2003	2,500	
	Adobe Acrobat for 20 seats @ \$299.00 per seat	1,800	11,800
100-130-7000-760	Workstations that need replacing:		
Computer Equipment	20 PC Workstations @ \$1400 each representing less than 33% replacement	28,000	

	IT Budget FY. 2007	Page 2 of 2	
	Specialty Software		
	Microsoft Select Licensing for Office 2003	18,000	
	Agenda Automation Software	7,500	
	Web traffic filtering proxy server software	5,000	
	Client-side Anti Spam software	3,000	
	Server and Client Anti-Spyware software	7,000	
		40,500	
	Trend Micro AntiVirus Corporate Edition - Subscription/Upgrade	2,500	
	Network Printers	-	
	Backups		
	DLT Backup cartridges (125 @ \$40.00 each)	5,000	
	Including tapes for back-up		76,000
100-130-7000-761	Springbrook fixed assets module purchase and implementation		11,100
Financial Systems	(roll over from FY 2006)		
100-130-7000-780			
Furniture	New book & storage shelves		-
100-130-9100-260	1% contrib to Employee Leave Fund for accrued vac, sick, comp		783
	Total Operations		208,805
100-130-7000-762	<i>Capital Budget (Balance of 2005 IT Infrastructure Plan Carryover to FY 2007)</i>		46,000
2005 IT Infrastructure Plan			
	Total IT		382,543

Salaries for IT Department										
FY 2007										
Job Class	Step @ 6/30/06	Salary @ 6/30/06	2007 Salary	Employer PERS	Social Security	Medicare	Cafeteria Plan	Transportation Allowance	<u>Total</u>	
Information Technology										
Technology Manager	N/A	76,400	78,318	10,938	-	1,136	11,906	3,000	105,297	
IT Assistant	1000 hrs	-	20,000	-	1,240	290	-	-	21,530	
Total Information Technology		76,400	98,318	10,938	1,240	1,426	11,906	3,000	126,827	

City of Sausalito									
Non-Department									
Budget FY 2007									
Account	Description	2005 Actual	2006 Adjusted Budget	Actual Thru Apr 06	2007 Requested	Increase (Decrease) Over Prior Year Budget			
100-190-2000-210	Health Insurance	93,142	99,300	84,461	103,452	4,152			
100-190-2000-211	Dental Insurance	2,738	3,200	2,569	3,487	287			
100-190-2000-260	Workers' Compensation	-	-	-	-	-			
	Total Salaries & Benefits	95,880	102,500	87,030	106,939	4,439			
100-190-3000-320	Professional Services	93,923	69,000	55,461	70,000	1,000			
100-190-3000-360	Animal Control	50,222	59,733	59,733	62,845	3,112			
100-190-3000-361	LAFCO	7,021	8,004	7,101	7,314	(690)			
100-190-3000-362	Marin General Services Authority	-	-	-	3,666	3,666			
100-190-3001-701	Arts Commission Funding	2,000	2,000	1,187	2,000	-			
100-190-3001-702	Historical Society	6,500	6,000	5,000	6,000	-			
100-190-3001-703	Sister Cities Funding	247	1,250	783	1,250	-			
100-190-3001-704	Renter Rebate	-	1,000	1,000	1,000	-			
100-190-3001-705	Mediation Services	-	1,000	1,000	1,000	-			
100-190-3001-706	JPA CATV Consulting	10,236	10,236	15,523	21,133	10,897			
100-190-3001-707	Business Hospitality Develop Comm.	-	20,000	10,000	30,000	10,000			
100-190-4000-412	Utilities - Telephone	174	-	-	-	-			
100-190-4000-413	Utilities - Water	2,959	5,000	2,936	5,000	-			
100-190-5000-520	Insurance - Liability	224,170	248,001	167,835	259,352	11,351			
100-190-5000-521	Insurance - Property	26,407	15,939	14,920	21,183	5,244			
100-190-5000-522	Insurance - ERMA Assessment	4,960	11,144	9,290	-	(11,144)			
100-190-5000-560	Election Costs	3,475	12,000	-	4,000	(8,000)			
100-190-5000-570	Banking Services	22,383	20,000	13,309	20,000	-			
100-190-5000-586	Memberships & Dues	6,237	5,900	3,834	5,900	-			
100-190-5600-640	Employee Christmas Party	-	4,236	4,236	4,250	14			
100-190-5600-641	Volunteer Recognition Party	7,694	4,000	-	5,000	1,000			
100-190-6000-610	Supplies - General	-	500	116	500	-			
100-190-6000-612	Postage	-	-	-	-	-			
100-190-6000-631	Employee Recognition	515	5,500	615	5,500	-			
100-190-7000-780	Furniture & Fixture	-	13,500	13,500	-	(13,500)			
	Total Operations	469,123	523,943	387,380	536,893	12,950			
100-190-3000-363	Trans Issuance Costs	12,000	12,000	12,000	5,000	(7,000)			
100-190-4720-001	Interest Expense Bonds-TRANS	50,324	37,169	3,781	22,000	(15,169)			
	Total Debt Services	62,324	49,169	15,781	27,000	(22,169)			
100-190-8000-344	Contribution to San Carlos UAD	127,000	101,319	101,319	-	(101,319)			
100-190-9100-125	Transfer to Storm Drain Fd	15,265	79,000	79,000	-	(79,000)			
100-190-9100-140	Transfer to Capital Project Fd	547,600	50,000	50,000	185,000	135,000			
100-190-9100-141	Transfer to Pub Safe Bldg Fd	-	-	-	-	-			
100-190-9100-260	Transfer to Employee Leave Fd	219,000	-	-	-	-			
	Total Transfers	908,865	230,319	230,319	185,000	(45,319)			
	Total Non-Department	1,536,192	905,931	720,510	855,832	(50,099)			

Non-Department Budget FY 2007			
100-190			
Account No.	Quantity, brief description and justification		Requested
& Title	of items requested		Appropriations
100-190-2000-210	Retiree Medical Insurance		103,452
Health Insurance			
100-190-2000-211	Retiree Dental Insurance for Management Employees		3,487
Dental Insurance			
	Total Salaries and Benefits		106,939
100-190-3000-320	Annual independent audit for FY 2006	28,000	
Professional Serv.	Cities State Controller's Report for FY 2006	2,000	
	Labor Negotiator	10,000	
	Codification of municipal ordinances	-	
	State mandated cost claiming services	4,000	
	Sale tax audit	4,000	
	Business Vision Poll	10,000	
	GASB 45 Actuarial Study	10,000	
	MCCMA lobbyist	2,000	70,000
100-190-3000-360	Annual payment for animal control services		62,845
Animal Control			
100-190-3000-361	Local Area Formation Commission (LAFCO)		7,314
LAFCO	Allocation City's share of Expense		
100-190-3000-362	Member contribution for streetlight, taxicab, wireless, and energy issue management		3,666
Marin General Services Auth			
100-190-3001-701	Supports the promotion and display of local artists' work		2,000
Art Commission			
100-190-3001-702	City contribution to staff historical society visitor center		6,000
Historical Soc.			
100-190-3001-703	Annual contribution to Sister City Committee		1,250
Sister City			
100-190-3001-704	Annual Contribution to Rebate for Marin Renters Program		1,000
Renter Rebate			
100-190-3001-705	Contribution to County Mediation services		1,000
Mediation Serv.			
100-190-3001-706	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 developing a mechanism to better manage encroachment requests for telecommunications use of local government rights-of-way.		21,133
Cable TV JPA			
Bus Hospitality Develop	Set aside for business development in the City		30,000
100-190-3001-707			
100-190-4000-413	Water for City Hall		5,000
Water			
100-190-4000-430	Maint for 27 Caledonia to prepare to rent.		-
Bldg Maint.			
100-190-5000-520	Annual premiums for liability, APD, Crime, and EPL Program insurance pool and for claims paid by City.		259,352
Liability Insurance			
100-190-5000-521	Annual premiums for property insurance pool		21,183
Property Insurance			

Non-Department Budget FY 2007		Page 2 of 2	
100-190-5000-522			-
ERMA Assessment			
100-190-5000-560	City Council Election in November 2006		4,000
Election Cost			
101-190-5000-570	Bank account analysis and merchant credit card charges		20,000
Banking Services			
100-190-5000-586	ABAG	1,500	
Memberships and Dues	League of Cities Membership	4,400	5,900
100-190-5600-640	Employee Christmas Party		4,250
Employee Christmas Party			
100-190-5600-641	Event to recognize the many volunteers who give countless hours to serve their community.		5,000
Volunteer Recognition Party			
100-190-6000-610	Replacement flags for City Hall and other unexpected small items		500
General Supplies			
100-190-6000-631	For employee service awards		5,500
Employee Recognition			
100-190-7000-780			-
Furniture & Fixture			
	Total Operations		536,893
100-190-3000-363	Cost of issuing tax and revenue anticipation notes (2006 TRANs)		5,000
Trans Issuance			
100-190-4720-001	2006 TRANs Principal Repayment	See attached Debt Service Schedule	
Trans Note Principal			
100-190-4720-001	2006 TRANs interest		22,000
Trans-Interest			
	Total Debt Service		27,000
100-190-9100-140	City Hall bathroom improvements		185,000
Transfer to Capital Proj Fd			
	Total Non-Department		855,832

	Non-Department Budget	FY 2007
	Debt Service Schedule	
	100-190	<i>Supplemental</i>
		<i>Request</i>
Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
100-000-3970-080	Proceeds from 2006 TRANs to be issued in July, 2006	505,000
100-190-4710-001	Repayment of 2006 TRANs principal maturing on June 2007	(505,000)
		-

COMMUNITY DEVELOPMENT DEPARTMENT 2006-2007

The Community Development Department, under direction of the City Manager, provides planning, engineering, building permit, and code enforcement services for the city. In addition to the Community Development Director, the department has the following personnel for FY 2006-07.

<u>Planning</u>	<u>Engineering</u>	<u>Building</u>	<u>Support</u>
1 Associate Planner	City Engineer	Building Inspector	Permit Technician
1 Assistant Planner	Engineer II		Admin Aide I
1 Contract Planner	Sewer System Coordinator		

2005/06 ACCOMPLISHMENTS

Planning –

- Utilized a team approach to process 70 discretionary project applications within a 10-month period, which equates to 7 applications per month. Continued to move the Public Safety Facilities project forward by meeting with Councilpersons, the Project Architect, and Project/Construction Manager and holding a second public workshop to solicit public comments on the ultimately accepted design approach
- Submitted a formal application that is now before the Planning Commission for formal consideration
- Held two public meetings to solicit comment on the draft Mitigated Negative Declaration
- Prepared a Housing Element document that was found acceptable to the State Department of Housing and Community Development (HCD) but unacceptable to numerous citizens
- Provided staff support to the Historic Landmark's Board (HLB) semi-monthly meetings to help facilitate their role as appointed specialists in maintaining the City's historical resources
- Assisted HLB in their effort to prepare historical design guidelines. The guidelines are tentatively scheduled to be completed in draft form in August 2006
- Worked with the Waste and Recycling Commission to prepare a Construction and Demolition Ordinance to address the recycling of construction and demolition

debris. The ordinance has been completed in draft form and is tentatively scheduled to be considered by the City Council in July 2006

Building Division-

- Recruited new Building Inspector
- Through the first 10 months of the fiscal year, issued 865 permits for 492 projects with a total valuation of \$22,406,227. A table illustrating building permit activity within the last three years is provided below:

Subject	Fiscal Year Duration	FY 2002/2003	FY 2003/2004	FY 2004/2005	FY 2005/2006
Building Permits Issued	10 months	476	676	744	865
Total Projects	10 months	443	503	453	492
Project Valuations	10 months	\$14,845,000	\$14,221,541	\$15,121,943	\$22,406,227
Plan Check Fees	10 months	Unknown	\$98,541	\$143,092	\$416,568
Building Permit Fees	10 months	\$139,823	\$145,317	\$152,394	\$182,646

Engineering -

- Recruited a new City Engineer
- Issued 101 encroachment permits and 9 grading permits for the first 10 months of the year, a 17% and 29% increase, respectively
- Completed the 2004 Sanitary Sewer Repair Project which included replacement of sewer main on Harrison from San Carlos to the Star of the Sea Church and on Santa Rosa from Bulkley to Harrison Avenue
- Completed sewer repairs on Filbert, Cazneau and Manhole installations on Glen (replacement) and MLK (new)
- Completed storm drain replacements on two Spencer Avenue at locations, at 40 Marie Street, and relined a corroded storm drain at 117 4th Street
- Received an award from Metropolitan Transportation Commission for having the greatest improvement in pavement condition in the 9-County Bay Area
- Began the update of the 10 year Capital Improvement Plan

- Began the update of the ADA Transition Plan.
- Managed the clearing of two landslides along with securing Disaster Relief Funds.
- In response to new requirements from the San Francisco Regional Water Quality Control Board, Sanitary Sewer Operator began reporting on sewer overflows. As a result of our expanded inspection program, reduced Sausalito's sewer overflows by 75 percent between 2003 and 2005.

2006/07 GOALS AND OBJECTIVES

Planning Division

- Provide exemplary service to the community of Sausalito through implementation of the General Plan and to continue to process all applications received
- Assist the public with all requests for information in a timely and professional manner
- Complete the Public Safety Facilities project through the permit and plan check process
- Work with the Council sub-committee and Sausalito residents to complete of the Housing Element update to comply with State Housing Element laws
- Complete the Historical Design Guidelines through the HLB, Planning Commission and the City Council Complete the Construction and Demolition Ordinance, with the help of the Building Division and the Sausalito Waste and Recycling Commission
- Complete a fee study for the establishment of flat fees instead of the current full cost recovery system projects.

Engineering Division

- Improve customer service with regard to Grading and Encroachment Permits
- Improve Development Review support efforts
- Complete the 2006 Street Repair Project which overlay portions of Cazneau, Filbert, Glen, Marie, Tomales, and George
- Complete the 2005 Sanitary Sewer Repair Project

- Begin the installation of South Street Stairs
- Complete Bridgeway Bike Path Project (Phase 1) between Johnson and Libertyship
- Begin the Beach force main replacement
- Resolve the Heath Way rehabilitation responsibilities
- Secure additional grant funds for infrastructure repair and rehabilitation
- Begin 2007 Street Repair Project
- Begin 2006 Sewer Repair Project
- Complete Harrison Park rehabilitation
- Begin City Hall bathroom rehabilitation
- Begin construction design of Public Safety Facility
- Complete ADA Transition Plan update

SIGNIFICANT EXPENDITURE CHANGES

Engineering Department

Increase of \$68,998

Increase of \$21,450 - reduction in salaries allocated to CIP projects

Increase of \$45,000 - professional services for ADA plan and right of way research

City of Sausalito

CDD Planning						
Budget FY 2007						
						Increase (Decrease)
						Over Prior
						Year Budget
Account	Description	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	Year Budget
100-180-1000-110	Salaries & Wages	217,380	324,989	263,228	341,647	16,658
100-180-1000-130	Overtime	11,251	6,000	7,654	6,000	-
100-180-1000-140	Transportation Allowance	3,129	3,000	2,539	3,000	-
100-180-2000-215	Cafeteria Plan	17,697	45,598	28,212	34,581	(11,017)
100-180-2000-220	Social Security	1,219	-	-	-	-
100-180-2000-221	Medicare	3,420	4,581	3,965	4,954	373
100-180-2000-230	PERS Employer Contrib	18,723	40,650	33,842	47,714	7,064
100-180-2000-251	State Unemployment	2,060	3,159	2,624	3,416	257
100-180-2000-260	Workers' Compensation	2,902	4,212	1,112	1,330	(2,882)
100-180-2001-002	Salary Savings	-	(2,369)	-	(2,562)	(193)
	Total Salaries & Benefits	277,781	429,820	343,176	440,080	10,260
100-180-3000-311	Contract Labor	558	1,000	1,711	1,200	200
100-180-3000-320	Professional Services	67,825	-	11,786	-	-
100-180-4000-412	Utilities - Telephone	2,732	4,000	1,432	4,000	-
100-180-4000-413	Utilities - Water	-	-	-	-	-
100-180-4000-431	Repair Machinery & Equip	-	1,000	826	1,000	-
100-180-4000-442	Copy Machine Rental	7,030	5,000	3,066	4,200	(800)
100-180-5000-540	Recruitment Costs	947	-	988	-	-
100-180-5000-541	Advertising - Noticing	801	5,500	351	2,500	(3,000)
100-180-5000-551	Printing - External Service	960	700	(466)	1,000	300
100-180-5000-581	Conferences	-	-	2,030	-	-
100-180-5000-582	Training and Workshops	1,403	3,500	872	4,000	500
100-180-5000-583	Mileage Reimbursement	18	250	16	250	-
100-180-5000-584	Employee Education Reimb	-	-	-	-	-
100-180-5000-586	Memberships & Dues	15	1,500	410	1,300	(200)
100-180-6000-610	Supplies - General	3,565	4,000	1,421	3,000	(1,000)
100-180-6000-611	Office Supplies	6,116	5,000	5,203	5,000	-
100-180-6000-612	Postage	4,495	5,500	5,663	6,000	500
100-180-6000-630	Food	-	-	-	-	-
100-180-6000-640	Books	-	-	-	-	-

City of Sausalito

CDD Planning

Budget FY 2007

Page 2 of 2

Increase
(Decrease)
Over Prior
Year Budget

Account	Description	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	Increase (Decrease) Over Prior Year Budget
100-180-6000-699	Misc. Supplies	-	500	20	-	(500)
100-180-7000-750	Equipment	-	-	-	5,000	5,000
100-180-9100-260	Transfer to EE Leave Fund	-	3,159	2632.5	3,416	257
	Total Operations	96,465	40,609	37,962	41,866	1,257
	Total Planning	374,246	470,429	381,138	481,947	11,518

CDD Planning		FY 2007
	100-180	
Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
1000-110	Salaries for 5 positions:	341,647
Salaries & Wages	CDD Director, 2 planners, Permit Technician, Admin Aide I	
1000-130	Overtime for support staff and planners (1 1/2 time regular rate)-	6,000
Overtime	for attendance of planners at Planning Commission meetings (22 meetings, avg. 5 hrs/mtg)	
1000-140	Allowance for use of private vehicles by CDD Director	3,000
Transportation Allow		
2000-213	Cafeteria plan for fringe benefits for permanent employees	34,581
Cafeteria Plan		
2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer	4,954
Medicare	matching at same rate	
Pers Emplr. Contr	Public Employees Retirement System (PERS) for Misc.	47,714
2000-230	employees - 100% cost paid by City	
2000-251	Unemployment based on 1% of Salaries	3,416
State Unemployment		
2000-260	Worker's Compensation charged to Department is based on .25% of FY 06/07	1,330
Worker's Comp	premium and SIR of \$532,082	
2001-002	Salary Savings set at .75% of salaries	(2,562)
Salary Savings		
	Total Salaries and Benefits	440,080
3000-311	Minutes clerk for Planning Commission meetings (about 90 percent reimbursable)	1,200
Contract labor		
4000-412	Department's share of City's telephone service	4,000
Utilities - telephone		
4000-413	Department's share of City's water service	-
Utilities - water		
4000-431	Maintenance of department equipment (including maintenance contract for blueprint	1,000
Repair Mach & Equip	machine)	
4000-442	Department's 35% share of maintenance of photocopy machine	4,200
Copy Machine Rental		
5000-541	Newspaper publication of legal notices (offset by reimbursement for private	2,500
Advertising - noticing	applications)	
5000-551	Printing and copying done outside including printing Zoning Ordinance	1,000
Printing - ext. service		
5000-582	Training seminars and courses for Planning staff and Planning Commissioners	4,000
Training & Workshops	(including APA conference in San Francisco)	
5000-583	Reimbursement for use of private vehicles by staff not receiving auto allowance	250
Mileage Reimbursemt		
5000-586	Professional memberships for CDD Director & 2 planners (American Planning	1,300
Membership & Dues	Association)	
6000-610	Materials to support department activities	3,000
Supplies		
6000-611	Office supplies	5,000
office supplies		

CDD Planning, Budget FY 2007			Page 2 of 2
6000-612	Postage		6,000
	Postage		
6000-699	Miscellaneous supplies		-
	Misc. supplies		
7000-750	Digital Scanner (to be purchased by IT)		5,000
	Equipment (including training to use the machine)		
9100-260	1% contribution to Employee Leave Fund for accrued vac, sick, comp		3,416
	Transfer to EE Leave Fd		
		Total Operations	41,866
		Total Planning	481,947

CDD Building Inspections		FY 2007
	100-400	
Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
1000-110 Salaries & Wages	Salary for Building Inspector	84,006
1000-130 Overtime	Overtime at 1.5 times salary	500
2000-213 Cafeteria Plan	Cafeteria plan for fringe benefits for permanent employees	5,994
2000-221 Medicare	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate	1,218
2000-230 PERS Employer Cont	The City is no longer superfunded for FY 2007. 13.966% is the contribution rate for PERS salary.	11,732
2000-251 State Unemployment	Unemployment based on 1% of Salaries	840
2000-260 Worker's Comp	Worker's Compensation charged to Department is based on .3% of FY 06/07 premium and SIR of \$532,082	1,330
2001-002 Salary Savings	Salary Savings based on .75% of salaries	(630)
	Total Salaries and Benefits	104,990
3000-320 Professional services	Outside plan check service (offset by permit revenues)	170,000
4000-412 Utilities - telephone	Department's share of City's telephone service	750
5000-582 Training & Workshops	Training seminars and courses for Building Inspector & support staff	1,000
5000-586 Memberships & Dues	Membership in building profession associations	800
6000-610 Genral Supplies	Materials to support department activities	500
6000-625 Safety Supplies	Tools and supplies to support building inspection.	400
6000-640 Books	Updated Uniform Building Code book purchase	500
9100-260 Transfer to EE Leave Fd	1% contribution to Employee Leave Fund for accrued vac, sick, comp	840
	Total Operations	174,790
	Total Building Inspections	279,780

City of Sausalito									
CDD Engineering									
Budget FY 2007									
Account	Description	2005		2006		2007		Increase (Decrease)	
		Actual	Adjusted Budget	Actual Thru Apr 06	Requested	Over Prior	Year Budget		
100-410-1000-110	Salaries & Wages	111,416	95,919	59,885	100,039				4,120
100-410-1000-130	Overtime	3,867	0	-	-				-
100-410-1000-140	Transportation Allowance	1,116	1,500	692	1,500				-
100-410-2000-215	Cafeteria Plan	5,311	8,384	3,703	6,201				(2,183)
100-410-2000-221	Medicare	1,674	1,362	878	1,451				99
100-410-2000-230	PERS Employee Contrib	7,136	11,998	7,705	13,971				1,974
100-410-2000-251	State Unemployment	646	932	595	1,000				68
100-410-2000-260	Worker's Comp	1,369	4,212	1,716	665				(3,547)
100-410-2001-002	Salary Savings	-	(699)	-	(750)				(51)
100-410-2001-010	Salaries allocated to CIP	(36,156)	(48,575)	(3,887)	(27,125)				21,450
	Total Salaries & Benefits	96,378	75,022	71,288	96,952				21,930
100-410-3000-320	Professional Services	61,062	24,212	29,694	69,212				45,000
100-410-3000-340	Technical Services	-	-	-	-				-
100-410-4000-412	Utilities - Telephone	1,822	1,000	490	1,000				-
100-410-4000-431	Repair Machinery & Equip	241	1,000	-	750				(250)
100-410-4000-432	Repair & Maint Vehicles	-	-	-	-				-
100-410-5000-540	Recruitment Costs	264	-	126	-				-
100-410-5000-551	Printing - External Service	-	1,000	135	500				(500)
100-410-5000-581	Conferences	-	-	-	-				-
100-410-5000-582	Training and Workshops	1,005	1,000	54	2,850				1,850
100-410-5000-583	Mileage Reimbursement	92	100	9	100				-
100-410-5000-584	Employee Education Reimb	1,684	-	-	-				-
100-410-5000-588	Memberships & Dues	-	290	435	690				400
100-410-6000-610	Supplies - General	1,210	2,500	877	-				(2,500)
100-410-6000-611	Office Supplies	1,591	2,000	749	2,000				-
100-410-6000-612	Postage	28	100	-	100				-
100-410-6000-640	Books	-	-	-	-				-
100-410-7000-740	Machinery & Equipment	6,791	4,850	1,630	7,850				3,000
100-410-9100-260	Transfer to EE Leave Fund	-	932	777	1,000				68
	Total Operations	75,792	38,984	34,977	86,052				47,068
	Total Engineering	172,170	114,006	106,265	183,005				68,998

CDD Engineering			FY 2007
100-410			
Account No. & Title	Quantity, brief description and justification of items requested		Requested Appropriations
Salaries & Wages 1000-110	Salary for 50% of City Engineer, and 50% of Civil Engineer II		100,039
Transportation Allow 1000-140	50% Allowance for use of private vehicles by City Engineer		1,500
Cafeteria Plan 2000-213	Cafeteria plan for fringe benefits for permanent employees		6,201
Medicare 2000-221	Employees hired after April 1986 pay 1.45% of pay with Employer matching at same rate		1,451
Pers Emplr. Contr 2000-230	Public Employees Retirement System (PERS) for Misc. employees - 100% cost paid by City		13,971
State Unemployment 2000-251	Unemployment based on 1% of Salaries		1,000
Worker's Comp 2000-260	Worker's Compensation charged to Department is based on .125% of FY 06/07 premium and SIR of \$532,082		665
Salary Savings 2001-002	Salary savings set at .75% of Salaries & Benefits		(750)
Salaries Allocated to CIP 2001-010	Salaries charged to Gen CIP projects (50% of CIP Projects) Salaries charged to MLK CIP projects	(23,125) (4,000)	(27,125)
	Total Salaries and Benefits		96,952
Professional Services 3000-320	1. Metropolitan Transportation Commission (MTC) 2. Transportation Authority of Marin 3. Professional Surveying 4. County of Marin - Office of Recorder 5. PMS Update 6. Heath Way ROW Research 7. ADA Transition Plan	1,500 12,212 5,000 500 5,000 5,000 40,000	69,212
Technical Services 3000-340			-
Utilities - Telephone 4000-412	Department's share of City's telephone service		1,000
Repair Mach & Equip 4000-431	Maintenance of department equipment		750
Repair & Main. Vehicles 4000-432	Vehicle maintenance		-
Printing - external service 5000-551	Photocopying done outside (reimbursed by person requesting) copies)		500
Training & Workshops 5000-582	Training seminars and courses for staff 1. ADA 2. Construction Management 3. Computer Training (Microsoft, AutoCAD, Arcview)	450 400 1,000	

CDD Engineering, Budget FY 2007			Page 2 of 2
	4. Project Management	500	
	5. Water Quality/NPDES	500	2,850
Mileage Reimbursement 5000-583	Reimbursement for use of private vehicles by staff not receiving auto allowance		100
Membership & Dues 5000-586	Professional memberships		
	1. NCBFA Membership (Backflow)	30	
	2. CWEA Membership	150	
	3. ASCE Membership	240	
	4. ITE (Institute of Transportation Engineers)	130	
	5. APWA Membership	140	690
General Supplies 6000-610	Materials to support department activities		-
Office Supplies 6000-611	Office supplies		2,000
Postage 6000-612	Postage		100
Machinery & Equip. 7000-740	50% Cost for Upgrades, licenses, and programs		
	50% AutoCAD upgrade/subscription - AutoCAD Map (7000)	3,500	
	50% Arcview Upgrade/subscription - version 9.2 (7000)	3,500	
	50% MTC pavement management System (1700)	850	7,850
Transfer to EE Leave Fund 9100-260	1% contrib to Employee Leave Fund for accrued vac, sick, comp		1,000
	Total Operations		86,052
	Total Engineering		183,005

Salaries for Community Development Department										
FY 2007										
Job Class	Step @ 6/30/06	Salary @ 6/30/06	2007 Salary	Employer PERS	Medicare	Cafeteria Plan	Transportation Allowance	Total		
CDD - Planning										
Community Development Director	N/A	118,432	121,405	16,955	1,760	6,409	3,000	149,529		
Permit Technician	5	55,883	57,286	8,001	831	5,994	-	72,110		
Assistant Planner	1	50,906	53,451	7,465	775	10,192	-	71,883		
Associate Planner	1	60,715	65,354	9,127	948	5,994	-	81,423		
Admin Aide I	1	41,019	44,151	6,166	640	5,994	-	56,951		
Total Planning		326,955	341,647	47,714	4,954	34,581	3,000	431,896		
CDD - Engineering										
City Engineer (50%)	N/A	58,207	59,667	8,333	865	3,204	1,500	73,570		
Civil Engineer II (50%)	5	39,383	40,372	5,638	585	2,997	-	49,592		
Total Engineering		97,590	100,039	13,971	1,451	6,201	1,500	123,162		
CDD - Building										
Building Inspector	3	78,047	84,006	11,732	1,218	5,994	-	102,950		
Total Building		78,047	84,006	11,732	1,218	5,994	-	102,950		
Total CDD Dept		502,592	525,692	73,418	7,623	46,776	4,500	658,008		
Note:										
Salaries are projected at one step higher than the employee is currently.										
The City Engineer and Civil Engineer II cost allocated 50% to Sewer Fund.										

POLICE DEPARTMENT BUDGET MESSAGE

Fiscal Year 2006/2007

Current Staffing Authorization

Administration

1- Chief of Police
1 – Captain

Administrative Support

1 -Administrative Aide II
1- Administrative Aide I

Supervision

4- Sergeants
(Currently over-filled with 5)

Police Officers

10- Patrol Officers
1- Detective

Parking Services

3- Parking Enforcement Officers
1 – Parking Data Entry Clerk P/T

Total Authorized Employees: 23

Total Volunteers in Public Safety: 21

Operational and Funding Analysis

One of City government's most important functions is to provide public safety services for community members. The City of Sausalito is consistently meeting and exceeding this function due to the dedicated women and men of the Sausalito Police Department and the Sausalito Community. The Police Department is fortunate that this budget cycle does not contain any planned cuts in personnel or services. 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 and relatively free from the fear of crime. The Police Department will continue to pursue and enhance strong community partnerships that will improve intervention for crime and traffic issues, build positive public relations, and focus on crime prevention strategies.

The Police Department's projected budgetary expenditure and revenue items are remarkably similar to last fiscal year. A major savings for next year is in the Radio Dispatching agreement. The agreement has been revised for the 06/07 fiscal year for a savings of \$25,000 with no changes in service.

There are only a couple significant funding additions. A handful of the Police Department's budget expenditure accounts were adjusted upward due to inflationary increases. Base pay raises and MOU overtime agreements presented the need to increase the overtime budget accordingly. Current and projected gasoline costs require additional funding for fuel.

The task of continually recruiting police officers is projected to continue this fiscal year due to the competitiveness of the industry and employees career change preferences. Recruitment expenses increased \$3,500 above what was budgeted last year. Recruitment expenditures include outsourcing background check investigations, psychological evaluation, medical exam, and polygraph test. These costs are projected to increase this fiscal year due to anticipated turnover and vacancies.

The priority for the most significant budget change is the request to fill an additional patrol officer position. Due to the recruitment lead time, this position is funded at 66% of the current year; however, it would become a fully funded position in the next fiscal year.

Workload and staffing fluctuations have caused overtime usage to remain high in order to maintain community and employee safety standards this past year. Many policing tasks were compromised or delayed due to staffing and retention shortfalls this past year. This additional funding will be used to help eliminate gaps in staffing and workloads on the four patrol shifts. The funding for the new officer will reduce overtime costs by \$25,000, alleviate employee burnout, and maintain more consistent policing service for the community 24 hours a day 7 days a week.

The additional officer position will allow improved availability for officers to ride bicycle patrols, do proactive marina patrols on the proposed police boat plan with the Richardson's Bay Regional Agency, and retain current quality officers because of improved career diversity and challenges in the Department.

Yearly rotational funding for vehicle replacements is necessary to maintain a serviceable fleet. Two patrol cars are projected to need replacement before June 2007. One vehicle will have been in service for 7 years and the other for 5 years when they are replaced.

The Police Department's training and professional development plan is part of the City's Strategic Plan for recruiting and retaining quality employees. Funding for the training plan has increased to meet this goal and 8 officers will be trained by August.

Improvements in the economy, tourism, and overall growth around the Bay Area have led to last year producing more calls for service and traffic collisions than in several previous years. Overall, crime occurrences were similar to previous recent years with increases in DUI arrests being the most notable increase over last fiscal year. Increased DUI incidents are projected to continue throughout this year.

Volunteers in Public Safety (VIPS) continue to support policing and coordinating functions at all special events and at disaster incidents.

2005-06 Accomplishments

- Expanded VIPS functions to provide vacation house checks, call-outs for traffic control due to downed trees and power lines, and the creation and updating of Police Department pamphlets
- Made presentations to the Rotary Club, Lion's Club and a number of Homeowners' Associations as part of the Public Safety Facilities outreach efforts
- Conducted POST team-building workshop
- Cleaned and upgraded police station
- Instituted ongoing employee training and professional development plan
- Reduced traffic accidents through pro-active enforcement
- Reinforced department mission, vision and values
- Strengthened departmental ethics policies
- Restructured the role of the Citizen Advisory Review Board

2006-07 Goals

- Initiate construction on new police building
- Strive to maintain its full staffing by actively recruiting and filling all vacancies with qualified candidates as quickly as possible
- Complete full implementation of the Records Management System
- Implement formal succession and mentoring training plan
- Initiate marina patrols in cooperation with Richardson's Bay Maritime Association
- Update equipment inventory
- Increase foot patrols and bicycle patrols
- Implement VIPS plans for a victim call-back program, disabled parking enforcement, and senior or special needs wellness checks for residents

Significant Expenditure Changes

Police Department

Increase of \$131,050

- \$62,737 increase for 2/3 of one position to use as an overfill patrol officer
- \$25,000 decrease in overtime budget due to overfill.
- \$86,265 increase in worker's compensation claim expense

POLICE Department		FY 2007
	100-200	
Account No. & Title	Quantity, brief description and Justification of items requested	Requested Appropriations
1000-110 Salaries	Salaries for 22.48 positions	1,742,880
1000-111 Holiday Pay	Sergeants and Police Officers receive 88 hours of holiday-in-lieu pay annually	44,175
1000-130 Overtime	Overtime worked in excess of 40 hour work week. Based upon staffing of special events, court appearances, training needs, investigations, etc. Some overtime is reimbursable through selected POST back-fill authorized courses.	160,000
2000-215 Cafeteria Plan	Health Ins., Dental Ins, Life Ins., Long-term disability, vision care, etc. Benefits for Unrepresented employees	213,133
2000-220 Social Security	6.2% for part-time data entry clerk	949
2000-221 Medicare	Medicare tax payment for all City employees hired after April 1986	26,062
2000-231 PERS - Employer Contrib	Employer portion of Retirement. The rate for PERS decreased from 31.485% to 29.048% for sworn personnel	476,937
2000-251 Unemployment	Unemployment rate is 1% of salary	18,075
2000-260 Workers Comp	Worker's Compensation is charged to Department based on 55% of FY 06/07 premium and SIR of \$532,082	292,645
2000-270 Uniform Allowance	Annual allowance for all employees in department	20,401
2001-002 Salary Savings	Salary savings set at .75% of salaries	(13,556)
	Total Salaries & Benefits	2,981,701
3000-320 Professional Services	JPA - Task Force - Drug Investigation Special Enf. Fund F.A.T.S. Co. Firearms Range Indoor firearms range Council on Mngment Policy & Procedure Forensic Services	30,262 - 660 300 660 - 2,100 - -
		33,982
3000-340 Technical Services	MCSO - RMS annual maintenance MCSO - CompuDyne/RMS System Manager AutoCite Technical Software Support Training Management System Support BFS/blood alc. O/S Invest. Services	9,146 6,220 1,800 500 800 1,350
		19,816
3000-341 City of Inglewood Parking	Parking citation processing fees	22,000
3000-345 Booking Fees	Booking fees, County of Marin	16,000
3001-709 Jeanette Prandi Center	Multi-Disciplinary Investigative Center	2,244

Police Department Budget FY 2007		Page 2 of 3
4000-410	electrical, gas	10,000
Utilities - Electricity		
4000-412	Telephones, cellular phones,	20,000
Utilities - Telephone		
	paggers, wire services, alarm system	
4000-420	Outside contract for window and	-
Janitorial Service		
	carpet cleaning	
4000-430	Annual heating & A/C	2,000
Building Maintenance		
	maintenance, minor building maintenance	
4000-431	Maintenance of radar, office	12,000
Equipment Maintenance		
	equipment & radio equipment	
4000-440	Rent for temporary police facility	46,000
Building Rental		
4000-442	Digital copier lease	4,200
Copy Machine Rental		
4000-443	Contract dispatch services, County of Marin	164,806
Radio Dispatch		
Equipment Charges	MERA - Debt Service and Operating Costs.	
4710-001	MERA - Principal	16,859
4720-001	MERA - Interest	17,600
	MERA - New Debt	5,329
5000-001	MERA - Operating Expense	28,081
5000-520	Surety Bond	-
Surety Bond		
5000-540	Associated costs to include; polygraph,	19,000
Recruitment Costs		
	medical, psychological, job faires,	
	seminars, interview panels, etc.	
5000-551	Printing of all police department	4,000
Printing & Copying		
	forms, no parking signs, citations,etc.	
5000-581	Registration, subsistence and	7,000
Conferences		
	travel the below conferences	
	Calif. Chief's Association	
	Calif. Peace Officer's Association	
	League of Calif. Cities	
	International Association of Chiefs	
	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
Education &		
Training Workshops		
	Supervisor's Training and	
	specialized technical training	
	and workshops	
	(portions of training are POST reimbursable).	
5000-583	Compensation for those using	200
Mileage & Bridge Tolls		
	personal vehicles on city business	
Education	MOU educational reimbursement.	4,000
Reimbursement		
5000-585	* Advanced Officer Training	31,000
POST Training		
	Post Reimbursement	(28,000)
	* Teambuilding Workshop	-
		3,000

Police Department Budget FY 2007			Page 3 of 3
5000-586	International Chiefs of Police		
Membership & Dues	California Chiefs of Police		
	Marin Chiefs, Marin Credit Reports		
	CPOA, CAPTO & other professional associations		2,500
6000-610	Pepper Gas Replacement	200	
Supplies - General	Rain Gear, Helmets, Jumpsuits	1,000	
	Firearms supplies, cleaning supplies, Ammunition, etc.	3,000	
	Miscellaneous hardware items	400	
	Name tags, Badges, Patrol	1,500	
	Janitorial cleaning supplies	500	6,600
6000-611	Paper, pens, software, etc.	3,000	
Office Supplies	Film and photo processing	700	3,700
6000-612	Postage fees for business mailings		1,000
Postage			
6000-621	Fuel for vehicles		30,000
Oil & Gasoline			
6000-625	Replacement of individual protective vests, leather gear, helmets		7,000
Safety & Protection			
6000-630	Water Fountain, Foods		1,000
Foods	(Increase based upon projected needs)		
6000-640	Library Books, Criminal Codes, Subscriptions		1,400
Books			
5000-699	Evidence collection supplies, batteries, flares, tapes, fire extinguishers, medical supplies		6,000
Materials & Supplies			
7000-740			-
Machinery			
7000-750	(2) Tasers	2,200	
Equipment	Taser cartridges	600	
	Less-lethal equipment	600	
	Preliminary Alcohol Screening Device (PAS)	1,100	
	(5) Glock Model 22 pistols	3,000	
	(2) digital cameras	600	8,100
7000-760	(6) Police vehicle computers		50,000
Computer Equipment			
9100-240	fully funded based on current replacement value		-
Transfer to Vehicle Replace Fd			
9100-260	1% contrib to Employee Leave Fund for accrued vac, sick, comp		17,429
Transfer to Employee Leave Fd			
	Total Operations		599,845
	Total Police		3,581,546

City of Sausalito					
Police Department					
Capital Budget FY 2007		<u>Supplemental Budget Request</u>			
<u>Asset Description</u>	<u>Total</u>				
Addition:					
(2) 2007 Ford Crown Victoria patrol vehicles; to replace a 2001 Ford and a 2003 Ford Crown Victoria	68,000				
Costs to the above supplemental requests have been funded through depreciation via the Vehicle Replacement Fund					
	68,000	request from vehicle replacement fund			
(1) Patrol Officer; reinstate one of the sworn positions that was frozen during a prior fiscal year. Budgeted amount is based upon a hire date in Nov. 2007	62,737				
	62,737	request from general fund			

Salaries for Police Department																	
FY 2007																	
Job Class	Hire Date	Step @ 6/30/06	Salary @ 6/30/06	2007 Salary	Education Incentive	Longevity Pay	Shift Differential	Total Salary	Holiday	Uniform Allow	PERS Salary	Employer PERS	0.29048 Social Security	0.062 Medicare	0.0145 Cafeteria Plan	Transport Allow	Total
Police																	
Chief		N/A	141,367	144,915	-	-	-	144,915	-	827	145,742	42,335	2,113	6,409		196,600	
Capt		N/A	115,025	117,912	-	-	-	117,912	-	827	118,739	34,491	1,722	14,964		169,916	
Officer	8/2/2004	4	68,268	73,835	-	-	-	73,835	2,981	827	77,643	22,554	1,126	5,617		106,940	
Officer		5 (+5%)	71,685	73,835	3,692	-	-	77,527	3,130	827	81,484	23,669	1,182	13,542		119,877	
Officer	3/14/2005	2	61,912	70,316	-	-	-	70,316	2,839	827	73,982	21,490	1,073	10,570		107,115	
Officer w/ invest	12/1/1997	5 (+10+5%)	75,276	77,520	7,752	600	-	85,872	-	827	86,699	25,184	1,257	5,617		118,758	
Officer	10/24/2004	2	61,912	70,316	-	-	-	70,316	2,839	827	73,982	21,490	1,073	13,542		102,162	
Officer	9/1/1999	5 (+5%)	71,685	73,835	3,692	600	-	78,127	3,154	827	82,108	23,851	1,191	13,542		120,692	
Officer	12/5/2005	1	58,964	63,769	-	-	-	63,769	2,575	827	67,171	19,512	974	5,617		93,274	
Officer	10/24/2004	2	61,912	70,316	-	-	-	70,316	2,839	827	73,982	21,490	1,073	13,542		110,087	
Officer	8/28/2003	4	68,268	73,835	-	-	-	73,835	2,981	827	77,643	22,554	1,126	5,617		106,940	
Officer	10/1/1995	5	71,685	73,835	-	1,200	-	75,035	3,030	827	78,891	22,916	1,144	10,570		113,522	
Officer	12/1/1997	5 (+10%)	71,685	73,835	7,384	600	-	81,819	3,303	827	85,949	24,966	1,246	5,617		117,779	
Officer (new position)	to be hired 1/1/06	1 (lv 07)	-	40,489	-	-	-	40,489	1,635	551	42,675	12,396	619	7,047		62,737	
Sgt	9/15/1995	5 (+3%)	86,621	89,220	2,677	1,200	-	93,097	3,759	827	97,682	28,375	1,416	13,542		141,015	
Sgt	4/25/1998	5 (+5%)	86,621	89,220	4,461	1,800	-	95,481	3,855	827	100,163	29,095	1,452	10,570		141,281	
Sgt	2/16/1990	5 (+10%)	82,496	89,220	8,922	1,800	-	99,942	4,035	827	104,804	30,444	1,520	13,542		150,309	
Sgt	9/1/1979	5 (+10%)	86,621	89,220	8,922	2,400	-	100,542	4,059	827	105,429	30,625	1,529	13,542		151,124	
Initial uniforms for new hires								8,000		3,300	3,300	959		48			4,306
Total Sworn		18	1,342,003	1,455,443	47,501	10,200	8,000	1,521,144	47,014	17,911	1,586,069	460,721	-	22,998	175,086	-	2,244,875
Parking Enforcement Officers																	
PEO	8/16/2001	5	49,728	51,220	-	600	-	51,820		689	52,509	7,333		761	10,570		71,174
PEO	8/27/1998	5	49,728	51,220	-	600	-	51,820		689	52,509	7,333		761	13,542		74,146
PEO	8/23/1990	5	49,728	51,220	-	2,400	-	53,620		689	54,309	7,585		787	5,617		68,299
Total PEOs		3	149,184	153,660	-	3,600	-	157,260	-	2,067	159,327	22,252		2,310	29,730		213,619
Administrative - Civilian																	
Admin Aide I - Confident		5	57,814	59,265	-			59,265		625	59,890	8,364		868	10,930		80,052
Admin Aide I - Confident		3	46,584	50,140	-			50,140		625	50,765	7,090		736	10,930		69,520
Citation Data Entry Clerk		1000 Hrs	15,000	15,300	-			15,300			15,300		949	222			16,470
Total Admin Civilian		2.48	119,398	124,705	-	-	-	124,705	-	1,250	125,955	15,454	949	1,826	21,859		166,043
Less: Salaries Charged to Grant																	
Officer		2	(60,229)	(60,229)	-	-	-	(60,229)	(2,839)	(827)	(63,895)	(21,490)	-	(1,073)	(13,542)	-	(100,000)
Total All Classes			1,610,585	1,673,579	47,501	13,800	8,000	1,742,880	44,175	20,401	1,807,456	476,937	949	26,062	213,133		2,524,537
Note:																	
Salaries are projected at one step higher than the employee is currently.																	

FIRE DEPARTMENT BUDGET MESSAGE 2006-2007

ORGANIZATION:

Southern Marin Fire District - Administration

All administrative positions are being provided as a result of a JPA with the Southern Marin Fire Protection District. Current Administrative positions are as follows:

- 1 – Fire Chief
- 1 – Administrative Services Manager
- 1 – Administrative Aide
- 1 – Deputy Chief – Training
- 3 – Battalion Chiefs
 - 1 – Prevention Officer
 - 1 – Logistics Officer
 - 1 – Admin/ IT Officer

Sausalito Fire Department - Suppression:

- 3 - Captains
- 3 - Lieutenants
- 5 – Firefighter/ Paramedics
- 6 - Firefighters

OUR MISSION STATEMENT

The Southern Marin/Sausalito Fire Department will strive for excellence in the performance of our duty and service to the communities and customers we serve. We are committed to protecting the lives and property of our citizens from the ravages of fire and other disasters and devoted in working together for the betterment of our communities.

PROGRAMS

General Administration

Administration activities focus on management of the department. Major activities include: fostering a cooperative environment with the community, all City departments, and outside agencies; providing administrative support to department personnel; and furthering the department's compliance with its mission statement. General administration is currently being provided by the Southern Marin Fire Protection District as a result of a cooperative agreement with the City of Sausalito referred to as the "JPA".

Fire Prevention/Investigation

The fire department is genuinely concerned with the prevention of fires. With this focus, we have established numerous programs and activities. Major activities include public education and public safety. Through ongoing participation with the Marin County Fire Prevention Officers Association, we are able to teach children about fire safety. Responding to current trends in our State and County, we provide public education to the community via emergency preparedness information in the form of classes on the use of fire extinguishers, CPR, first aid training and CERT training. Other fire prevention activities take place, such as business inspections, sprinkler and fire alarm inspections, plan review, new construction inspections, vegetation abatements, access problem solving and, to a lesser degree, code enforcement.

We have developed three fire management zones within the city. The zone plan allows for increased continuity in the Safety and Vegetation Management Inspection process, as well as fire hydrant maintenance. The Southern Marin Fire Protection District also manages this program.

Fire Suppression

Fire suppression and protection has always been a major concern of our citizens. Components include responses to hazardous situations and fires, as well as fire cause determination. In addition to serving the City and District, fire suppression response is offered to our neighboring jurisdictions on a mutual assistance basis. The department continues to participate in the Marin County Response Matrix. This matrix was formed to enhance mutual aid during 2nd through 5th alarms for additional resources and personnel in major emergencies. The department continues to support a residential sprinkler systems installation/retrofit program (to insure fire protection to our community). This program has been in place for the past seven years with great success.

Training

Current training includes fire suppression, emergency medical technician and paramedic continuing education, hazardous material first responder refresher, confined space rescue awareness, Incident Command System (ICS) training, fire prevention inspections and pre-fire planning. Along with this training, the department also trains with our neighboring fire agencies. The department also utilizes fire simulators as well as live fire exercises, when available. As part of the JPA, the Southern Marin Fire Protection District provides a full-time Training Officer who works Tuesday through Friday, 6:00a.m. to 4:00p.m.

Emergency Medical Services

The City of Sausalito and the Southern Marin Fire Protection District entered into an agreement with various other agencies in establishing the Southern Marin Emergency Medical Paramedic System. On December 4th, 1979, (revised February 2, 2000), a Joint Powers Agreement was established with the purpose of providing, operating and maintaining in Southern Marin County an emergency medical paramedic system program in this geographical area. The provision of emergency medical care-paramedic services through S MEMPS will further the public interest in receiving high-quality cost-effective governmental services.

Given the agency's objectives, the agency meets their response time, apparatus, and equipment objectives for each type and magnitude of emergency medical deployment objective. The Southern Marin Emergency Medical Paramedic System operates in agreement with a County of Marin service contract which contains an agreement For Advanced and Basic Life Support Services that requires compliance with specific terms for service area coverage. Response times are recorded by County Communications and maintained by the County. Contractor will be considered "In compliance" with the response time requirements when the "dispatch" time is two minutes or less 95% of the time. This statistic is reported monthly. The desired maximum response time for ALS and BLS units/ambulances is ten (10) minutes to 90% of calls dispatched Code 3 and originating in the assigned service area.

The City of Sausalito, a member of the Joint Powers Agreement of the Southern Marin Emergency Medical Paramedic System, complies with the minimum requirements set fourth for Marin County Agreement for Advanced and Basic Life Support Services. Section III, Equipment and Supply Requirements states that all ambulance vehicles shall meet standards specified in Title 13, Chapter 2, of the California Administrative Code. Apparatus and equipment are geographically arranged to sufficiently provide for the personnel, facilities, and equipment for the effective and coordinated delivery in the EMS area of medical care services under emergency conditions as stated in Title 22, Section 1797.78 of the California Health and Safety Code.

All licensed Paramedics and State certified Emergency Medical Technicians with the Sausalito/Southern Marin Fire Department operating within S MEMPS adhere to the policies for patient care as required by the County of Marin's Department of Health and Human Services. The Policies and Procedures Manual for patient care contains all written off-line medical direction for EMS personnel serving in Marin County.

Our Fire Department along with the other agencies that make up S MEMPS is provided both offline and online medical control. Online medical control is available through direct voice contact either through landline telephone, cellular telephone or the MERA radio system. It provides an MICN (Mobile Intensive Care Nurse), or physician involvement and direction as the paramedics are

treating the patient. Offline medical control is available through the medical direction of standing operating procedures, protocols and continuous quality improvement at the direction of the EMS program Medical Director, Dr. Jim Pointer.

Hazardous Materials

As hazardous materials incident responses became more technical in nature, our staff has been trained to the state recommended "first responder" level. This allows the organization to identify hazardous situations, take immediate necessary steps, such as area evacuation and isolation, and to act as a coordination point for outside agencies needed for scene control and cleanup.

Dive Rescue Team

The Southern Marin Dive Team (SMDT) is composed of Firefighters, Firefighter/Paramedics working within the Southern Marin area. Southern Marin Fire Protection District is now the coordinating agency of this program. The SMDT is listed as a resource available for water rescue and dive emergencies in the Southern Marin service area. In addition, the team makes every effort to honor the request for mutual aid to other agencies. The SMDT's mission is to respond to water rescue emergencies where the probability of victim survival is likely. However, the SMDT will make itself available to law enforcement agencies for body and evidence recovery as well as other water related incidents.

The equipment cache for the team is located at Station 1. Due to the station's close proximity to Richardson Bay, the inflatable rescue boat (IRB-1) with a crew of fully equipped personnel can deploy quickly. The SMDT also has the capability of transporting its personnel, equipment and the rescue boat to other waterways as needed.

Over the course of the past few years the team has undergone many changes and improvements. The overall structure and operation have seen marked improvements. The training component has been modified to become more compliant with existing NFPA standards. There have been significant upgrades in the equipment providing increased personnel protection and safety.

The Southern Marin Fire Protection District and the Sausalito Fire Department have developed a personnel and cost sharing agreement for team operations. Southern Marin Fire contributes 8 of the 15 divers to the team and has purchased all the equipment to outfit their members. They also purchased three of the six Dry Suits for the team.

FY 2006/2007 GOALS AND OBJECTIVES:

- Continue to support and complete appropriate recommendations from the Joint Powers/Consolidation Committee.

- Maintained the Advanced Life Support Engine (non-transport) as often as possible during the course of the year.
- Continue to participate in all SMEMPS functions (Administration and Operations) to best serve the citizens of Sausalito and Southern Marin.
- Maintain and enhance the vegetation management program. This includes grants (when available) through the Golden Gate National Recreation Area along with other sources for combustible vegetation removal.
- Continue to provide annual fire safety inspections to Sausalito and the Southern Marin Fire District schools, businesses and residences.
- Continue to provide public awareness through fire prevention and public education programs & classes.
- Work with the Disaster Preparedness Committee to educate, train and promote awareness of our citizens in all areas of disaster preparedness.
- Maximize our injury avoidance and prevention program.
- Continue mandated training for all personnel.
- Provide extensive training for all personnel in the combined operations of the Southern Marin/Sausalito Fire Department.
- Develop combined policies and procedures for the new organization.

Significant Expenditure Changes of Note:

Sausalito Fire Department	Increase of \$142,169
<ul style="list-style-type: none"> • Increase of \$75,000 - overtime • Increase of \$44,573 – worker’s compensation claim expense • Increase of \$59,556 – vehicle replacement funding 	

The FY2006-07 Fire Department budget does not take into consideration the effect of the new labor contract to be negotiated and also the true-up at the end of the fiscal year based on JPA Agreement with Southern Marin Fire Protection District.

Budget submitted by:

Robert L. "Mike" Stone
Fire Chief

City of Sausalito									
Fire Department									
Budget FY 2007									
									Increase (Decrease)
		2005	2006	2006	2007	2006	2006	2007	Over Prior
Account	Description	Actual	Adjusted	Thru Apr 06	Requested	Actual	Actual	Requested	Year Budget
100-300-1000-110	Salaries & Wages	1,093,158	1,233,651	1,005,802					(1,233,651)
100-300-1000-111	Holiday Payout	50,109	55,350	46,316					(55,350)
100-300-1000-130	Overtime	253,516	75,000	129,576					(75,000)
100-300-2000-210	Health Insurance	160,089	184,726	154,677					(184,726)
100-300-2000-211	Dental Insurance	7,002	7,791	6,382					(7,791)
100-300-2000-213	LTD & Life	6,053	6,120	5,041					(6,120)
100-300-2000-220	Social Security	1,423	-	-					-
100-300-2000-221	Medicare	15,105	17,879	13,036					(17,879)
100-300-2000-230	PERS Employer Contrib	271,427	277,501	237,809					(277,501)
100-300-2000-231	PERS Employee Contrib	100,819	110,971	94,861					(110,971)
100-300-2000-251	State Unemployment	11,079	12,330	10,255	12,235				(95)
100-300-2000-260	Workers' Compensation	127,263	88,448	93,106	133,021				44,573
100-300-2000-270	Uniform Allowance	11,128	10,200	10,268					(10,200)
100-300-2001-002	Salary Savings	-	(9,248)	-					9,248
	Total Salaries & Benefits	2,108,172	2,070,720	1,807,130	145,255				(1,925,464)
100-300-3000-320	Professional Services - SMFPD	65,794	73,771	33,469	2,258,301				2,184,530
100-300-4000-410	Utilities - Electricity	5,776	6,000	5,117					(6,000)
100-300-4000-411	Utilities - Gas	2,250	2,000	505					(2,000)
100-300-4000-412	Utilities - Telephone	8,398	10,000	4,047					(10,000)
100-300-4000-413	Utilities - Water	2,418	3,000	3,479					(3,000)
100-300-4000-430	Repairs & Maint Buildings	2,772	6,000	1,400					(6,000)
100-300-4000-431	Repair Machinery & Equip	3,412	7,000	1,219					(7,000)
100-300-4000-432	Repair & Maint Vehicles	21,497	15,000	14,005					(15,000)
100-300-4000-442	Copy Machine Rental	4,298	3,000	1,803					(3,000)
100-300-4000-443	Radio Dispatch	26,652	29,022	24,207					(29,022)
100-300-4710-001	MERA - Principal Share (30%)	7,484	7,836	7,836					(7,836)
100-300-4720-001	MERA - Interest Share (30%)	9,161	8,880	8,880					(8,880)
100-300-5000-001	MERA Operating Costs	11,992	11,574	8,452					(11,574)

Fire Department Budget FY 2007										Page 2 of 2
Account	Description	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	Year Budget	Increase (Decrease)	Over Prior	Year Budget	
100-300-5000-540	Recruitment Costs	1,329	1,000	-	-	(1,000)				
100-300-5000-550	Copy Machine/Printing		400	-	-	(400)				
100-300-5000-581	Conferences	788	5,000	1,367	-	(5,000)				
100-300-5000-582	Training and Workshops	7,305	12,000	2,450	-	(12,000)				
100-300-5000-584	Employee Education Reimb	3,525	4,000	1,519	-	(4,000)				
100-300-5000-586	Memberships & Dues	150	500	-	-	(500)				
100-300-5000-587	Fire Prevention/Investigation	30	300	33	-	(300)				
100-300-5000-588	Training Materials & Supplies		3,000	50	-	(3,000)				
100-300-6000-610	Supplies - General	4,980	7,000	2,676	-	(7,000)				
100-300-6000-611	Office Supplies	3,183	3,200	310	-	(3,200)				
100-300-6000-621	Oil and Gasoline	5,625	6,300	5,639	-	(6,300)				
100-300-6000-625	Safety Supplies	5,750	16,000	10,073	-	(16,000)				
100-300-6000-626	Safety Protection under \$1,000	3,949	3,000	4,047	-	(3,000)				
100-300-6000-627	Dive Rescue	526	4,000	2,363	-	(4,000)				
100-300-6000-628	Hydrants		500	505	-	(500)				
100-300-6000-630	Food	116	1,000	-	-	(1,000)				
100-300-7000-750	Equipment			-	-	-				
100-300-7000-751	Fire Equipment									
100-300-7000-780	Furniture and Fixtures		500		-	(500)				
100-300-9100-240	Transfer to Vehicle Replace Fd	40,000	40,000	33,333	99,556	59,556				
100-300-9100-260	Transfer to Employee Leave Fd		11,675	9,729	12,235	560				
	Total Operations	249,159	302,458	188,513	2,370,092	2,067,634				
	Total Fire	2,357,331	2,373,178	1,995,643	2,515,347	142,169				

Note: The FY 2007 budget does not reflect impact of new MOU and annual true-up with consolidation.

City of Sausalito				
Fire Department				
Projected First Year Budget (based on FY 2006 Budget)				
Description				
Salaries & Wages	1,173,401			
Holiday Payout	57,948			
Overtime*	150,000			
City Paid Deferred Comp	43,268			
Medicare	12,534			
PERS Employer Contrib	270,202			
PERS Employee Contrib	108,052			
Uniform Allowance	3,375			
Salary Savings	(9,431)			
ADP Payroll Processing Fees	3,016			
Total Payroll Costs	1,812,365			
Health Insurance	162,800			
Dental Insurance	21,139			
Vision Insurance	1,739			
Long-Term Care	6,595			
LTD & Life	2,880			
Professional Services	73,771			
Utilities - Electricity	6,000			
Utilities - Gas	2,000			
Utilities - Telephone	10,000			
Utilities - Water	3,000			
Repairs & Maint Buildings	6,000			
Repair Machinery & Equip	7,000			
Repair & Maint Vehicles	15,000			
Copy Machine Rental	3,000			
Radio Dispatch	29,022			
MERA - Principal Share (30%)	7,836			
MERA - Interest Share (30%)	8,880			
MERA Operating Costs	11,574			
Recruitment Costs	1,000			
Copy Machine/Printing	400			
Training and Workshops	21,000			
Memberships & Dues	500			
Fire Prevention/Investigation	300			
Training Materials & Supplies	3,000			
Supplies - General	7,000			
Office Supplies	3,200			
Oil and Gasoline	6,300			
Safety Supplies	16,000			
Safety Protection under \$1,000	3,000			
Dive Rescue	4,000			
Hydrants	500			

City of Sausalito				
Fire Department				
Projected First Year Budget (based on FY 2006 Budget)				
Description				
Food	1,000			
Furniture and Fixtures	500			
Fire Boat Repair/Maintenance	15,000	to be paid by Tideland Fund		
Total Non-Payroll/Operations Costs	460,936			
Total Fire	2,273,301			

Salaries for Fire Department First Year Consolidation Cost																					
Job Class	Step @ 6/30/05	Edu Incentive	Salary @ 6/30/05	2006 Salary	Total Salary	Education Incentive	156 Holiday	PERS Salary	City Pd Def Comp	0.04 City Pd Def Comp	0.0900 City Paid EE PERS	0.22506 Employer PERS	0.0270 FLSA	Uniform Allow	0.0145 Medicare	Dental	Vision	Health	LT Care	LTD /Life	Total
Captain	5	7.5%	78,708	80,280	80,280	6,021	4,301	90,602	3,211	3,211	8,154	20,391	2,284	225	-	1,409	116	12,516	440	192	139,539
Captain	5	10.5%	78,708	80,280	80,280	8,429	4,301	93,010	3,211	3,211	8,371	20,933	2,284	225	1,349	1,409	116	12,516	440	192	144,055
Captain	5	7.5%	78,708	80,280	80,280	6,021	4,301	90,602	3,211	3,211	8,154	20,391	2,284	225	1,314	1,409	116	9,410	440	192	137,748
Lieutenant	5	7.5%	71,556	77,196	77,196	5,790	4,136	87,121	3,088	3,088	7,841	19,607	2,196	225	1,263	1,409	116	12,516	440	192	136,014
Lieutenant	5	9.5%	71,556	77,196	77,196	7,334	4,136	88,665	3,088	3,088	7,980	19,955	2,196	225	-	1,409	116	12,516	440	192	136,781
Lieutenant	5	2.5%	71,556	77,196	77,196	1,930	4,136	83,261	3,088	3,088	7,494	18,739	2,196	225	-	1,409	116	12,516	440	192	129,675
Paramedic	5	7.5%	68,160	73,524	73,524	5,514	3,939	82,977	2,941	2,941	7,468	18,675	2,091	225	1,203	1,409	116	12,516	440	192	130,253
Paramedic	4	2.5%	64,764	73,524	73,524	1,838	3,939	79,301	2,941	2,941	7,137	17,847	2,091	225	1,150	1,409	116	12,516	440	192	125,365
Paramedic	3	7.5%	61,536	72,060	72,060	5,405	3,860	81,325	2,882	2,882	7,319	18,303	2,050	225	1,179	1,409	116	12,516	440	192	127,956
Fire Fighter	5	0.0%	60,600	65,244	65,244	-	3,495	68,739	2,610	2,610	6,187	15,470	1,856	225	997	1,409	116	4,705	440	192	102,946
Fire Fighter	5	0.0%	60,600	65,244	65,244	-	3,495	68,739	2,610	2,610	6,187	15,470	1,856	225	997	1,409	116	9,410	440	192	107,651
Fire Fighter	5	7.5%	60,600	65,244	65,244	4,893	3,495	73,633	2,610	2,610	6,627	16,572	1,856	225	-	1,409	116	12,516	440	192	116,195
Fire Fighter	4	0.0%	57,588	65,244	65,244	-	3,495	68,739	2,610	2,610	6,187	15,470	1,856	225	997	1,409	116	4,705	440	192	102,946
Fire Fighter	3	5.0%	54,696	63,936	63,936	3,197	3,425	70,558	2,557	2,557	6,350	15,880	1,819	225	1,023	1,409	116	9,410	440	192	109,980
Fire Fighter	5	7.0%	60,600	65,244	65,244	4,567	3,495	73,306	2,610	2,610	6,598	16,498	1,856	225	1,063	1,409	116	12,516	440	192	116,829
			999,936	1,081,692	1,081,692	60,939	57,948	1,200,578	43,268	43,268	108,052	270,202	30,770	3,375	12,534	21,139	1,739	162,800	6,595	2,880	1,863,933
	15																				

City of Sausalito					
Fire Department					
Capital Budget FY 2007		<u>Supplemental Budget Request</u>			
<u>Asset Description</u>	<u>Total</u>				
Addition:					
06 Spartan	448,000				
Deletion/Retirement:					
95 Spartan	30,000				
Note:					
The dept is requesting that the funding for the new vehicles come from the Vehicle Replacement Fund.					
The proceeds from the sale of the retired vehicles will be used to replenish the Vehicle Replacement Fund.					

**PUBLIC WORKS DEPARTMENTAL BUDGET MESSAGE
2006-2007**

ORGANIZATION

Director	1.0
Supervisor	1.0
Foreman	1.0
Fleet Maintenance Coordinator	1.0
Maintenance Worker	5.0
Landscape Worker	3.0
Custodian	2.0
 Total Department Including Sewer & MLK	 14.0

FY 2005-2006 ACCOMPLISHMENTS

- Improved customer service
- Improved interdepartmental communication and service
- Assisted in Capital Improvement Projects
- Increased Composting Program
- Installed Gate 6 Rd. garden
- Expanded organic fertilizer program
- Improved Park & Landscape Maintenance Schedules
- Improved Tree Ordinance oversight
- Park Safety And Inspection Report Program Improved
- Improved MLK facility maintenance and grounds supervision
- Reduced pesticide use and expanded integrated pest management program
- Refurnished public benches
- Completed Vina Del Mar planting schedule
- Added new hanging baskets to public parks
- Renovated Marinship Park after the Art Festival
- Completed fall pot hole repair schedule
- Completed this year's street sign replacement schedule
- Assisted in parking lot and pay station maintenance
- Participated in sewer maintenance schedule
- Participated in street right of way trimming schedule
- Participated in public stairways and lanes clearing and trimming schedule
- Assisted Parks and Recreation Department in their programs

FY 2006-2007 GOALS AND OBJECTIVES

- Continue to upgrade and expand computer training for DPW staff
- Provide additional craft and safety training
- Continue to strengthen Fleet Services Customer Service Program

- Increase departmental operational efficiency
- Increase street, pothole and sidewalk repair
- Increase assistance to Police and Fire Departments
- Continue to increase quality control
- Improve safety awareness
- Expand mulch program to reduce use of pesticides
- Maintain street sign replacement program
- Improve maintenance and landscaping schedules
- Improve infrastructure of MLK facilities
- Reduce energy and water costs
- Listen and respond to the needs of Sausalito residents
- Provide a creative, fulfilling and fun work environment for all staff

SIGNIFICANT EXPENDITURE CHANGES

Department of Public Works

Decrease of \$107,919

The decrease is attributable to projected reduction in worker's compensation claim expense.

City of Sausalito										
Public Works Department										
Budget FY 2007										
									Increase (Decrease)	
		2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	2006 Actual Thru Apr 06	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	Over Prior Year Budget
Account	Description									
100-500-1000-110	Salaries & Wages	545,863	475,118	590,444	475,118	545,863	576,426	475,118	590,444	14,018
100-500-1000-130	Overtime	8,082	13,205	10,000	13,205	8,082	10,000	13,205	10,000	-
100-500-1000-145	Commuter Checks	400	300	-	300	400	-	300	-	-
100-500-2000-215	Cafeteria Plan	77,993	77,506	106,383	77,506	77,993	102,797	77,506	106,383	3,586
100-500-2000-221	Medicare	6,824	6,204	8,561	6,204	6,824	8,125	6,204	8,561	436
100-500-2000-230	PERS Employer Contrib	53,656	60,294	82,461	60,294	53,656	72,100	60,294	82,461	10,361
100-500-2000-231	PERS Employee Contrib	-	-	-	-	-	-	-	-	-
100-500-2000-251	State Unemployment	5,335	4,666	5,904	4,666	5,335	5,603	4,666	5,904	301
100-500-2000-260	Workers' Compensation	108,384	164,911	47,887	164,911	108,384	174,754	164,911	47,887	(126,867)
100-500-2001-002	Salary Savings	-	-	(4,428)	-	-	(4,203)	-	(4,428)	(226)
	Total Salaries & Benefits	806,537	802,204	847,213	802,204	806,537	945,603	802,204	847,213	(98,390)
100-500-3000-320	Professional Services	13,014	16,649	18,000	16,649	13,014	18,000	16,649	18,000	-
100-500-3000-341	Health & Medical - On Job	1,382	583	1,500	583	1,382	1,500	583	1,500	-
100-500-4000-410	Utilities - Electricity	44,070	48,415	60,000	48,415	44,070	57,000	48,415	60,000	3,000
100-500-4000-411	Utilities - Gas	9,895	9,686	12,000	9,686	9,895	12,000	9,686	12,000	-
100-500-4000-412	Utilities - Telephone	9,550	5,887	8,000	5,887	9,550	12,000	5,887	8,000	(4,000)
100-500-4000-413	Utilities - Water	26,226	25,758	33,000	25,758	26,226	30,000	25,758	33,000	3,000
100-500-4000-420	Custodial Costs	8,940	6,173	7,000	6,173	8,940	7,000	6,173	7,000	-
100-500-4000-429	Energy Improvements	-	-	5,000	-	-	-	-	5,000	5,000
100-500-4000-430	Repairs & Maint Buildings	705	6,089	1,000	6,089	705	6,303	6,089	1,000	(5,303)
100-500-4000-431	Repair Machinery & Equip	644	-	1,000	-	644	1,000	-	1,000	-
100-500-4000-436	Aggregates	4,351	2,396	5,000	2,396	4,351	5,000	2,396	5,000	-
100-500-4000-437	Landscape Maintenance	10,063	4,700	11,000	4,700	10,063	11,000	4,700	11,000	-
100-500-4000-438	Plant Fertilizers	-	-	500	-	-	1,500	-	500	(1,000)
100-500-4000-439	Pesticides	274	1,368	500	1,368	274	1,500	1,368	500	(1,000)
100-500-4000-442	Rental Mach and Equip	213	165	1,500	165	213	1,500	165	1,500	-
100-500-4000-450	Construction	-	-	1,000	-	-	3,000	-	1,000	(2,000)
100-500-4500-010	Repair & Maint Vehicles PW	20,036	16,765	22,000	16,765	20,036	22,000	16,765	22,000	-
100-500-4500-020	Repair Vehicles Police	12,313	6,997	12,000	6,997	12,313	14,000	6,997	12,000	(2,000)

Public Works Department										Page 2 of 2
Budget FY 2007										Increase (Decrease) Over Prior Year Budget
Account	Description	2005 Actual	2006 Adjusted	2006 Actual Thru Apr 06	2007 Requested					
100-500-4500-030	Repair Vehicles Fire	250	2,000	548	2,000					
100-500-4500-031	Charge back Vehicle Repair	-	-	-	-					
100-500-4500-040	Rec Vehicles	205	1,000	69	1,000					
100-500-4500-090	Street Signs	1,621	2,000	2,192	4,300	2,300				
100-500-4710-000	Energy Conservation Loan Prin	-	2,519	1,249	2,595	76				
100-500-4710-001	MERA - Principal Share (10%)	4,053	4,244	4,244	4,413	170				
100-500-4720-000	Energy Conservation Loan Interest	-	654	377	578	(76)				
100-500-4720-001	MERA - Interest Share (10%)	4,961	4,809	4,809	4,607	(202)				
	MERA - New Debt				1,231	1,231				
100-500-5000-001	MERA Operating Costs	6,494	4,577	4,577	6,487	1,910				
100-500-5000-540	Recruitment Costs	4,459		660						
100-500-5000-551	Printing - External Service	-	150	313	150					
100-500-5000-581	Conferences	85	1,000	22	100	(900)				
100-500-5000-582	Training, Workshops & Mileage	1,278	1,000	923	1,000					
100-500-5000-584	Employee Education Reimb	-	-	-	-					
100-500-5000-586	Memberships & Dues	30	1,000	80	200	(800)				
100-500-6000-610	Supplies - General	17,143	28,000	18,241	24,000	(4,000)				
100-500-6000-611	Office Supplies	809	1,500	1,234	1,500					
100-500-6000-612	Postage	87	150	8	150					
100-500-6000-620	Bottled Gas	229	-	-	-					
100-500-6000-621	Oil and Gasoline	17,281	20,000	17,386	22,000	2,000				
100-500-6000-622	Uniforms	6,448	8,500	5,561	8,200	(300)				
100-500-6000-625	Safety Supplies	933	1,000	1,614	1,000					
100-500-6000-630	Food	119	300	206	300					
100-500-6000-640	Books & Subscriptions	-	-	-	-					
100-500-7000-750	Equipment	-	1,000	-	1,000					
100-500-7000-770	Depreciation Vehicles	46,000	-	-	-					
100-500-9100-240	Transfer to Vehicle Replace Fd	-	67,403	56,169	60,467	(6,937)				
100-500-9100-260	Transfer to Employee Leave Fd	-	5,603	4,669	5,904	301				
	Total Operations	274,158	362,711	276,782	353,182	(9,529)				
	Total Public Works	1,080,695	1,308,314	1,078,986	1,200,395	(107,919)				

PUBLIC WORKS DEPARTMENT		FY 2007
100-500		
Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
Salaries	Salaries for 10.85 positions with the other	590,444
100-500-1000-110	3.15 positions charged to the sewer and mlk funds. Total budgeted positions in Public Works is 14	
Overtime	Emergency overtime	10,000
100-500-1000-130		
Cafeteria Plan	Health, dental, life Insurance, Long term disability,	106,383
100-500-2000-215	Vision care, etc, all benefits combined into one plan.	
Medicare	Medicare is paid on all salaries at a rate of 1.45%	8,561
100-500-2000-221		
2000-230	The City is no longer super funded for FY 2007.	82,461
PERS Employer Cont	13.966% is the contribution rate for PERS salary.	
State Unemployment	Unemployment based on 1% of salary	5,904
100-500-2000-251		
Workers Com	Worker's Compensation charged to Department based on	47,887
100-500-2000-260	9% of FY 06/07 premium and SIR of \$532,082	
100-500-2001-002	Salary savings set at .75% of salaries	(4,428)
Salary Savings		
	Total Salaries & Benefits	847,213
100-500-3000-320	Hazardous tree removal identified by Arborist	18,000
Professional Svcs.	Emergency tree removal	
	Miscellaneous professional services	
Health & Medical	Class B license and physicals, drug and alcohol	1,500
100-500-3000-341	testing	
Utilities Electricity	Utilities Electricity	60,000
100-500-4000-410		
Utilities Gas	Utilities Gas	12,000
100-500-4000-411		
Utilities Telephone	Utilities Telephone	8,000
100-500-4000-412		
Utilities Water	Utilities Water	33,000
100-500-4000-413		
Custodial Costs	Supplies and material	7,000
100-500-4000-420		
Improvements	Energy efficient lighting upgrades	5,000
100-500-4000-429	Increase will be off set by low interest loan & or grant	
Repairs & Maint.		
Buildings	Unanticipated emergency repairs	1,000
100-500-4000-430		

Public Works Budget FY 2007			Page 2 of 3
Repair Machinery & Equipment 100-500-4000-431	Emergency repair elevator, generators Street-500		1,000
Aggregates 100-500-4000-436	Road patch, sand, gravel, Street-5,000		5,000
Landscape Maintenance 100-500-4000-437	Tools, hardware, irrigation & plumbing, mulch, plants, trees, lumber		11,000
Fertilizer 100-500-4000-438	Organic Nature Safe 25-5-5		500
Pesticides 100-500-4000-439	Herbicides, rat bait		500
Rental Machinery & Equipment 100-500-4000-442	Misc. as needed		1,500
Construction 100-500-4000-450	Sidewalk, curb, stairway and rail repair Chain link fence Street-500		1,000
Vehicle repair DPW 100-500-4500-010	Repair, maintenance, parts Vehicles for Public Works		22,000
Vehicle repair PD 100-500-4500-020	Repair, maintenance, parts Vehicles for Police		12,000
Vehicle repair FD 100-500-4500-030	Repair, maintenance, parts Vehicles for Fire		2,000
Vehicle repair Recreat 100-500-4500-040	Repair, maintenance, parts Vehicles for Recreation		1,000
Street Signs 100-500-4500-090	Signs, posts and hardware, and 6 special pedestrian signs 6 special pedestrian signs	2,000 2,300	4,300
Energy Conservation Loan 100-500-4710-000	Principal payments to California Energy Commission. The \$31,000, 3% loan for energy conservation improvements matures on 6/22/13		2,595
MERA-Principal Share (10%) 100-500-4710-001	Marin Emergency Response Authority, principal on debt issued to build the system.		4,413
Energy Conservation Loan 100-500-4720-000	Interest payments to California Energy Commission. The \$31,000, 3% loan for energy conservation improvements matures on 6/22/13		578
MERA-Interest Share (10%) 100-500-4720-001	Marin Emergency Response Authority, interest on debt issued to build the system.		4,607
	MERA - New Debt		1,231
MERA-Operating Costs 100-500-5000-001	Marin Emergency Response Authority, operating		6,487
Printing - Ext Service 100-500-5000-551	Printing of forms, envelopes and letter head.		150
Conferences 100-500-5000-581	Conferences		100

Public Works Budget FY 2007		Page 3 of 3
Training, Workshops & Mileage 100-500-5000-582	Includes mandated classes for renewal of certificates and accreditations	1,000
Employee Education Reimbursements 100-500-5000-584	Employee Education reimbursements for classes	-
Membership & Dues 100-500-5000-586	Memberships and Dues Pest applicators, back flow protection technicians	200
Supplies General Building Maint. 100-500-6000-610	Tools, hardware, paint, lumber, plumbing, electrical and all maintenance supplies Street-6,000	24,000
Office Supplies 100-500-6000-611	Miscellaneous Office Supplies	1,500
Postage 100-500-6000-612	Postage for mailings.	150
Bottled Gas 100-500-6000-620	Acetylene	-
Oil and Gasoline 100-500-6000-621	Oil and Gas for Vehicles and equipment.	22,000
Uniforms 100-500-6000-622	Uniforms for employees.	8,200
Safety Supplies 100-500-6000-525	Miscellaneous safety supplies Street-200	1,000
Food 100-500-6000-630	Food for employee meetings, training and teambuilding.	300
Books 100-500-6000-640	Books & Subscriptions	
Equipment 100-500-7000-750	Replace equipment	1,000
Transfer to Vehicle Replacement Fund 100-500-9100-240	Depreciation on Vehicles also used as a transfer to Vehicle Replacement for future purchase of replacement vehicles and equipment.	60,467
Transfer to EE Leave Fd 100-500-9100-260	1% Contrib. to Employee Leave Fund for accrued vac, sick, comp	5,904
	Total Operations	353,182
	Total Public Works	1,200,395

Salaries for DPW Department FY 2007									
Job Class	Step @ 6/30/06	Salary @ 6/30/06	2006 Salary	Employer PERS	Medicare	Cafeteria Plan	Total		
Public Work									
Public Work Director	N/A	95,959	98,368	13,738	1,426	11,906	125,438		
Custodian	5	41,598	42,642	5,955	618	10,946	60,162		
DPW Supervisor (95%)	5	69,426	71,169	9,939	1,032	10,399	92,539		
Fleet Coordinator	injury leave		-	-	-	5,475	5,475		
Maint Worker I (60%)	1	22,553	24,276	3,390	352	3,596	31,614		
Landscape I	1	37,589	40,460	5,651	587	5,994	52,691		
Landscape II	5	49,736	50,984	7,120	739	5,994	64,838		
Landscape II	5	49,736	50,984	7,120	739	5,994	64,838		
Lead Custodian	5	43,682	44,778	6,254	649	13,918	65,600		
Maint Worker II	5	49,736	50,984	7,120	739	5,994	64,838		
Acting Fleet Coordinator	4	57,966	62,392	8,714	905	13,918	85,928		
Main Worker I (90%)	1	33,830	36,414	5,086	528	9,852	51,879		
Maint Worker I (40%)	2	23,681	16,993	2,373	246	2,397	22,010		
		575,493	590,444	82,461	8,561	106,383	787,850		
Note:									
Salaries are projected at one step higher than the employee is currently.									
Breakdown of # of DPW employees:									
DPW	10.85								
Sewer	2.5								
MLK	0.65								
Total	14 (excluded 1 employee on injury leave)								

Parks and Recreation Department Budget Message FY 2006-2007

ORGANIZATION:

The Department is comprised of the following personnel:

- Director of Parks and Recreation
- Recreation Supervisor
- Special Events Coordinator
- Administrative Aide I

Our Vision Statement:

The Sausalito Parks and Recreation Department strives to provide quality programs to Sausalito and its community that enhance growth, expression and recreation through people, parks and programs.

2005 – 2006 ACCOMPLISHMENTS:

- Hosted the Stage One of the Amgen Tour of California, an eight-day professional cycling road race, that drew more than 1.3 million spectators from February 19-26, 2006, setting records in attendance for any single sporting event in California, as well as for any cycling event in the U.S.
- In addition to the core race, the City of Sausalito and the Sausalito Chamber of Commerce hosted six ancillary events: the Bike Blast kick-off event, Bikes for Kids District wide school assembly, the Sausalito Criterium, the Marin County Bicycle Coalition Family Rodeo, the Tour De Cuisine and the Official Team Presentation Race Gale Celebration.
- Offered 667 recreation classes and programs to the Sausalito community. This is an increase of 95 programs (14%) from the previous year.
- Through the online registration program, RecNet, registered 1,400 (\$88,000) for classes in person, by phone, mail-in or online. Ten percent of the 1,400 customers, registered online from the comfort of their home or business.
- Secured \$48,786 in Special Events sponsorship support for fiscal year 2005-06. Cash sponsorships came to \$35,336 and in-kind donations are valued at \$13,450.
- Served 100 children in the first three months of operation with the New Adventure Club held on Wednesday's at the MLK gym. It's worth noting that 51% of the participants are from Sausalito.
- Expanded partnerships with community groups and businesses, including the Bay Model Visitor Center, Marin School, Sausalito Woman's Club, Rotary Club of Sausalito, the Sausalito Lions Club, the Friends of the Sausalito Dog Parks, Sausalito Nursery School, Willow Creek Academy, Bay Area Discovery Museum, the Sausalito / Marin City School District and Mill Valley Soccer
- Programmed Per Capita State Bond funds for park improvements

- Within the Rotary Club of Sausalito, nearing the final stages of building a field house restroom facility at MLK Park (\$49,000)
- With the Lions Club, initiated the redesign and restoration of Harrison Park (\$15,000)
- Continued the popular 4th of July parade, picnic, live music, food tent and fireworks
- Produced Arias in the Afternoon, two successful and well-attended performances in Sausalito on July 24th and July 31st in Gabrielson Park, in partnership with the Arques Charitable Education Trust
- Produced "perfect way to end the week" Jazz & Blues by the Bay for fourteen weeks. 99% percent of the season tables holders are Sausalito Residents and 94% percent of the sponsors are Sausalito Businesses and residents.
- Presented the ever-improving 6th annual Caledonia Street Fair, featuring six blocks of music, food, dancing, the Taste of Sausalito and 115 artists.
- Administered, in collaboration with the Police Department, 31 community Special Event Applications, an increase of 12% over 2005.

FY 2006 - 2007 GOALS AND OBJECTIVES:

- Expand collaborative programming efforts between the City and other community organizations will to be our priority in order to be able to provide a high level of service to our entire community
- Continue efforts for effective marketing for new and existing programs and classes with a goal of satisfaction rating of 80% or better, as measured through surveys and evaluations
- Expand the online, internet-based registration system
- Establish, in consultation with the Parks and Recreation Commission, clear direction and program priorities
- Recommend priorities for remaining Per Capita Bond funds park improvement projects to the City Council
- Actively participate in the California Parks and Recreation Society (CPRS) trainings to expand staff capacity

REVENUE OR EXPENDITURE CHANGES OF NOTE

Parks and Recreation Department

Increase of \$17,207

City of Sausalito									
Recreation Department									
Budget FY 2007									
Account	Description	2005		2006		2006		2007 Requested	Increase (Decrease) Over Prior Year Budget
		Actual	Adjusted Budget	Actual Thru Apr 06	Adjusted Budget	Actual Thru Apr 06	Requested		
100-600-1000-110	Salaries & Wages	287,276	302,879	245,204	316,458	245,204	316,458	13,579	
100-600-1000-130	Overtime	1,056	2,000	466	2,000	466	2,000	-	
100-600-1000-140	Transportation Allowance	2,955	3,000	2,539	3,000	2,539	3,000	-	
100-600-2000-215	Cafeteria Plan	20,509	22,880	18,856	24,390	18,856	24,390	1,510	
100-600-2000-220	Social Security	1,504	2,170	1,198	2,170	1,198	2,170	-	
100-600-2000-221	Medicare	4,232	4,279	3,599	4,589	3,599	4,589	310	
100-600-2000-230	PERS Employer Contrib.	26,139	33,468	29,021	39,308	29,021	39,308	5,841	
100-600-2000-251	State Unemployment	2,841	2,951	2,420	3,165	2,420	3,165	214	
100-600-2000-260	Workers' Compensation	3,963	8,424	3,432	3,192	3,432	3,192	(5,232)	
100-600-2001-002	Salary Savings	-	(2,213)	-	(2,373)	-	(2,373)	(160)	
	Total Salaries & Benefits	350,476	379,837	306,735	395,898	306,735	395,898	16,060	
100-600-3000-320	Professional Services	43,598	55,000	37,798	55,000	37,798	55,000	-	
100-600-4000-412	Utilities - Telephone	6,071	3,600	4,390	3,600	4,390	3,600	-	
100-600-4000-430	Repairs & Maint Buildings	1,028	6,000	582	6,000	582	6,000	-	
100-600-4000-442	Copy Machine Rental	4,643	1,200	2,061	2,500	2,061	2,500	1,300	
100-600-5000-542	Advertising - General	-	3,000	3,000	3,000	3,000	3,000	-	
100-600-5000-581	Conferences	1,023	2,000	68	2,000	68	2,000	-	
100-600-5000-582	Training and Workshops	469	2,000	-	2,000	-	2,000	-	
100-600-5000-583	Mileage Reimbursement	-	500	-	500	-	500	-	
100-600-5000-586	Membership and Dues	980	1,000	1,005	1,000	1,005	1,000	-	
100-600-5600-603	Senior Program	2,475	3,500	2,153	3,500	2,153	3,500	-	
100-600-5600-605	Youth Program	1,831	2,000	180	2,000	180	2,000	-	
100-600-5600-608	Adult Sports	259	-	338	5,000	338	5,000	5,000	
100-600-5600-609	Adult Basketball	-	2,500	-	-	-	-	(2,500)	
100-600-5600-610	Adult Football	3,569	5,000	-	-	-	-	(5,000)	
100-600-5600-611	Adult Softball	-	-	-	-	-	-	-	
100-600-5600-612	Adult Clubs	-	500	-	500	-	500	-	

City of Sausalito										Page 2 of 2	
Recreation Department											
Budget FY 2006											
										Increase (Decrease)	
										Over Prior	
										Year Budget	
Account	Description	2005 Actual	2006 Adjusted Budget	2006 Actual Thru Apr 06	2007 Requested	2007 Requested	2007 Requested	2007 Requested	2007 Requested	2007 Requested	2007 Requested
100-600-5600-613	Tennis Programs	-	500	-	-	500	-	-	500	-	-
100-600-5600-614	Trips - Special Interest	-	-	-	-	-	-	-	-	-	-
100-600-5600-615	Special Events Garage Sales	64	1,000	55	1,000	1,000	-	-	1,000	-	-
100-600-5600-616	Special Events - Other	3,512	2,000	4,380	3,000	3,000	-	-	3,000	1,000	1,000
100-600-5600-617	Arias in the Afternoon	11,724	16,000	11,479	16,000	16,000	-	-	16,000	-	-
100-600-5600-618	Caledonia Street Fair	26,463	25,000	3,960	30,000	30,000	-	-	30,000	5,000	5,000
100-600-5600-619	Chili Cook Off	12,394	12,000	11,237	12,000	12,000	-	-	12,000	-	-
100-600-5600-620	Easter	670	500	258	500	500	-	-	500	-	-
100-600-5600-621	Fourth of July Fireworks	14,747	20,000	17,788	20,000	20,000	-	-	20,000	-	-
100-600-5600-622	Fourth of July Picnic	17,888	20,000	11,401	20,000	20,000	-	-	20,000	-	-
100-600-5600-623	Halloween	877	1,000	2,590	1,000	1,000	-	-	1,000	-	-
100-600-5600-624	Jazz by the Bay	10,143	18,000	13,611	18,000	18,000	-	-	18,000	-	-
100-600-5600-631	Brochure	20,965	35,500	19,616	35,500	35,500	-	-	35,500	-	-
100-600-5600-632	Community Center Task Force	-	-	-	-	-	-	-	-	-	-
100-600-5600-633	Parks & Recreation Commission	52	500	-	500	500	-	-	500	-	-
100-600-5600-634	Misc. Committee Meetings	496	500	41	500	500	-	-	500	-	-
100-600-5600-639	Memorial Bench Program	385	1,000	111	1,000	1,000	-	-	1,000	-	-
100-600-5600-670	Children's Concert Series	750	1,000	300	1,000	1,000	-	-	1,000	-	-
100-600-6000-610	Supplies - General	4,909	8,000	6,032	8,000	8,000	-	-	8,000	-	-
100-600-6000-611	Office Supplies	3,018	4,000	2,687	4,000	4,000	-	-	4,000	-	-
100-600-6000-612	Postage	7,775	10,000	10,637	10,000	10,000	-	-	10,000	-	-
100-600-6000-615	Copier Costs	-	2,000	-	-	-	-	-	-	(2,000)	(2,000)
100-600-6000-621	Oil and Gasoline	117	1,000	42	500	500	-	-	500	(500)	(500)
100-600-7000-730	Park Improvements	30,000	-	-	-	-	-	-	-	-	-
100-600-7100-770	Depreciation on Vehicles	3,200	-	-	-	-	-	-	-	-	-
100-600-7000-780	Furniture and Fixtures	-	2,000	-	2,000	2,000	-	-	2,000	(1,000)	(1,000)
100-600-9100-240	Transfer to Vehicle Repace Fund	-	3,967	3,306	3,600	3,600	-	-	3,600	(367)	(367)
100-600-9100-260	Transfer to Employee Leave Fund	-	2,601	2,897	2,815	2,815	-	-	2,815	214	214
	Total Operations	236,096	275,868	174,002	277,015	277,015			277,015	1,147	1,147
	Total Parks & Recreation	586,572	655,705	480,737	672,912	672,912			672,912	17,207	17,207

Parks & Recreation 100-600		FY 2007
Account No. & Title	Quantity, brief description and justification of items requested	Requested Appropriations
1000-110 Salaries & Wages	Salaries for 1 Director, 3 full time staff, and part-time personnel (speciality camps, scorekeepers, recreation leaders, program staff, van drivers)	316,458
1000-130 Overtime	Special Events Overtime	2,000
1000-140 Transportation Allowance	Allowance of \$250 per month for Director	3,000
2000-215 Cafeteria Plan	Health Plan coverage - Kaiser or Blue Cross, Dental coverage, Term Life and Long Term Disability Insurance	24,390
2000-220 Social Security	Social security is retirement plan for part-time employees at 6.2% of Salaries & Wages	2,170
2000-221 Medicare	Medicare at 1.45% of part-time Salaries & Wages	4,589
2000-230 PERS Employer Cont	13.966% is the contribution rate for PERS salary.	39,308
2000-251 Unemployment	State Unemployment calculated at 1% of Salaries	3,165
2000-260 Worker's Comp	Worker's Compensation charged to Department based on .6% of FY 06/07 premium and SIR of \$532,082	3,192
2000-281	Salary Savings based on .75% of salaries	(2,373)
Total Salaries and Benefits		395,898
3000-320 Professional Services	Contract Instructors, Officials, Camps Contract payment based on a 65% - 80% range negotiated with each instructor - cost covering program Increase is offset by increase in revenues.	55,000
4000-412 Utilities	Phones	3,600
4000-430 Building Impr.	MLK Gym floor refinish, misc. repairs & maintenance for senior center and other recreation facilities	6,000
4000-442 Copy Machine Rental	Dept 20% share of copier rental and maint.	2,500
5000-542 Promotions	Advertising General	3,000
5000-581 Conference	Conferences, CPRS	2,000
5000-582 Education & Trng.	Miscellaneous Workshops and Training District 1 trainings and other technical workshops	2,000
5000-583 Mileage Reimbursement	Costs for employee use of personal car for City work	500
5000-586 Memberships	Memberships and Dues	1,000
5600-603 Senior Citizens	Meeting Supplies	3,500
5600-605 Youth Programs	Seasonal programs, Tot Club, Adventure Club, Youth Camps	2,000
5600-608 Adult Sports	Awards, t-shirts, equipment,	5,000

Parks & Recreation Budget FY 2007		Page 2 of 3
5600-612	Table tennis equipment	500
Adult Clubs		
5600-613	Minor repairs	500
Tennis Programs		
5600-614	Various recreation excursions	
Trips		
5600-615	Two Community Grage sales, supplies, food and drinks for sale.	1,000
Special Events-Garage Sales		
5600-616	Community Events, ribbon cutting and other gatherings	3,000
Special Event Other		
5600-617	Two Opera events funded by the Arques Charitable Educational Trust.	16,000
Arias in the Afternoon	Expanded stage, SF Opera fee, food & water for performers, sound services, flowers, props, food & beverages for sale at event.	
5600-618	Promotional materials, equipment rentals, port-a-potty's, t-shirts	30,000
Caledonia Street Fair	food & beverage for sale at event. Professional sound services, entertainment costs, tents, and tables.	
5600-619	Equipment rentals, promotional materials, awards,	12,000
Chili Cook Off	aprons & T-shirts, food & beverage for sale at event, tasting supplies, promotional costs.	
5600-620		
Easter	Eggs, candy, entertainment, and promotional materials.	500
5600-621	July 4th Fireworks funds reimbursed by donations	20,000
Fireworks		
5600-622	Seed money to July 4th committee	20,000
July 4th		
5600-623	Supplies & candy to produce Halloween event including	1,000
Halloween	Haunted House. Promotional materials.	
5600-624	Entertainment costs, promotional supplies, port-a-potty's, staff time,	18,000
Jazz and Blues	professional sound, maintain tables, chairs, tableclothes, tents & BBQ, sweatshirts. Food & beverage to sell at 3 events as fundraiser for the department.	
5600-631	Printing @ \$6,800 x 4	35,500
City Brochure	Graphic Design @ \$2000 x 4 scanning, printing adjustments	
5600-632	Meeting Supplies	-
Community Center Task Force		
5600-633	Meeting supplies	500
Parks and Recreation Comm		
5600-634	Meeting Supplies	500
Miscellaneous Meetings		
5600-639	Materials, plaque, benches, maintenance	1,000
Memorial Bench		
5600-670	5 children's concerts. Performers and equipment.	1,000
Children's Concerts		
6000-610	Program supplies, including arts and crafts, helium, balloons, tennis	8,000
General Supplies	nets and supplies, chairs, tables, balls, games, ping pong paddles, pool equipment, popcorn, candy, class supplies	
6000-611	Supplies for 4 people plus seasonal staff, file folders,	4,000
Office Supplies	ink cartridges for printers copiers and fax, pens, batteries, first aid, paper for printing docs, film processing, other Misc. supplies	
6000-612	Direct mailings 4 times per year	10,000
Postage	Commission packets, fliers and notices	

	Parks & Recreation Budget FY 2007		Page 3 of 3
6000-621	Recreation Van and Truck		500
Fuel			
7000-780	Tables, File Cabinet		1,000
Furniture & Equipment			
9100-240	For future vehicles replacement		3,600
Transfer to Vehicle Replace Fd			
9100-260	1% Contribution to Employee Leave Fund for accrued vac/sick/comp		2,815
Transfer to Employee Leave Fd			
	Total Operations		277,015
	Total Park & Recreation		672,912

Salaries for Recreation Department										
FY 2007										
Job Class	Step @ 6/30/06	Salary @ 6/30/06	2007 Salary	Employer PERS	Social Security	Medicare	Cafeteria Plan	Auto Allow	Total	
Recreation										
Recreation Director	N/A	95,039	97,424	13,606	-	1,413	6,409	3,000	121,852	
Admin Aide I	5	49,859	51,110	7,138	-	741	5,994	-	64,983	
Rec Supervisor	5	64,834	66,461	9,282	-	964	5,994	-	82,701	
Rec Events Coordinator	5	64,834	66,461	9,282	-	964	5,994	-	82,701	
									-	
		274,566	281,458	39,308	-	4,081	24,390	3,000	352,237	
Hourly Wages		35,000	35,000	-	2,170	508	-	-	37,678	
Total		309,566	316,458	39,308	2,170	4,589	24,390	3,000	389,914	

Budget FY 2007			
Recreation Hourly Employees			
TITLE	HRLY RATE \$	Hours Worked	Total Wages
Rec. Aide	14.00		
Rec. Aide	16.00		
Rec. Aide	14.00		
Rec Leader III	12.00		
Rec. Aide	14.00		
Rec. Trainee	7.00		
Rec. Trainee	7.00		
Rec. Trainee	7.00		
Rec. Trainee	7.00		
Rec. Trainee	7.00		
Rec. Trainee	7.00		
Rec. Trainee	7.00		
Rec. Trainee	7.00		
Rec. Trainee	7.05		
Rec. Leader II	10.00		
Rec. Leader II	10.00		
Rec. Leader II	10.00		
			35,000
*Seasonal employees offset by program revenues			