

City of Sausalito Budget Presentation



FY 2007-08

Overview

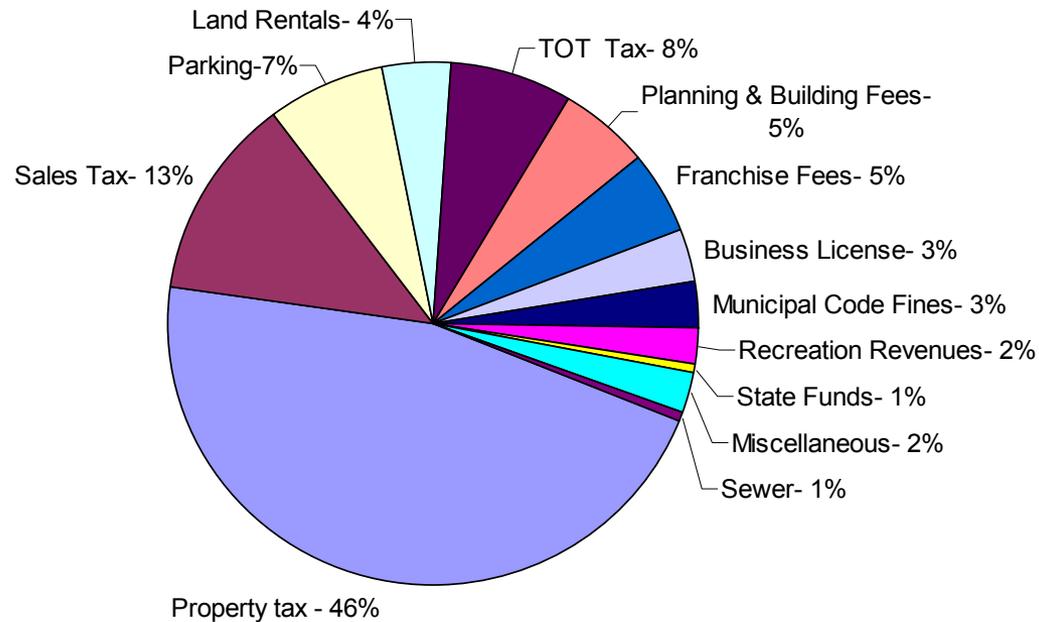
- Recommend a fiscally responsible budget
- Provide funding for post-employment retiree health (GASB 45)
- Continue to maintain salaries at median to attract and retain qualified personnel (within budget affordability)
- Provide customer service focus in all Departments
- Explore new revenues to keep pace with city service expenditures

FY 2006-07 YEAR END PROJECTIONS

Department	Adjusted 06-07 Budget	Expended to 5/31	Projected Year End	Under/(Over)
Administration	\$ 1,110,166	\$ 975,348	\$ 1,144,840	\$ (34,674)
IT	385,891	207,035	306,084	79,807
CDD - Planning	516,855	417,015	508,961	7,894
CDD - Building	279,780	245,117	301,758	(21,978)
CDD - Engineering	179,478	173,483	186,025	(6,547)
Non-Department	674,462	516,239	646,456	28,006
Police	3,560,599	3,077,972	3,383,545	177,054
Fire	2,599,070	2,340,666	2,627,927	(28,857)
Public Works	1,214,427	1,068,099	1,198,423	16,004
Recreation	649,912	433,048	502,197	147,715
Library	596,317	543,943	588,524	7,793
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	\$ 11,766,956	\$ 9,997,965	\$ 11,394,740	\$ 372,217
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FY 2007-08 Budget

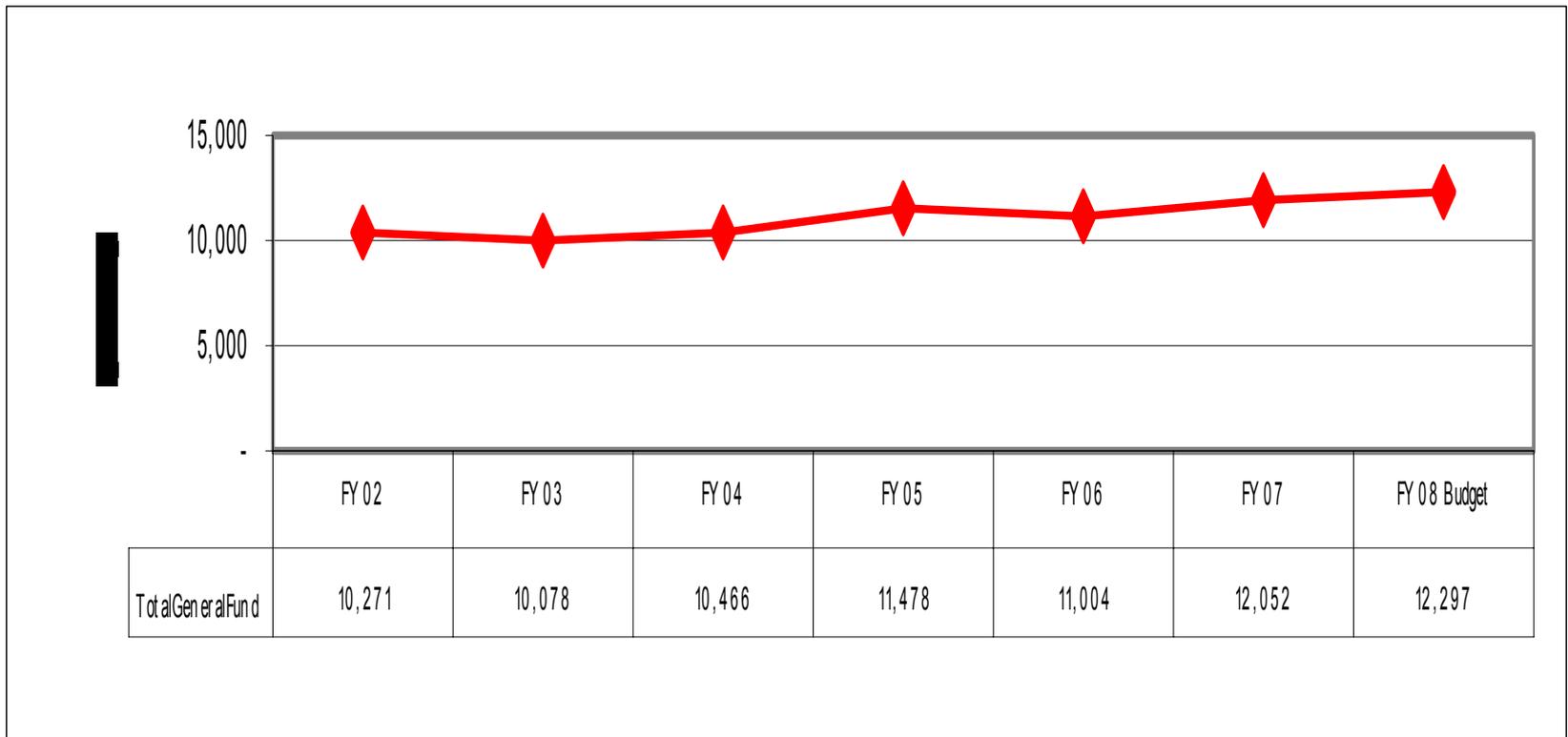
Where do the revenues come from?



CHANGE IN REVENUES

	<i>Budget</i>	<i>Budget</i>	<i>Change</i>
<u>Property Tax</u>	5,565,038	5,790,000	4.0%
<u>Sales Tax</u>	1,494,418	1,583,000	5.9%
<u>TOT</u>	910,000	950,000	4.4%
<u>Franchise Fees</u>	597,000	631,000	5.7%
<u>Business License</u>	420,000	415,000	-1.2%
<u>Intergovernmental (State Funds)</u>	92,423	90,500	-2.1%
<u>Municipal Code Fines</u>	330,000	350,000	6.1%
<u>Recreation Revenues</u>	280,200	279,400	-0.0%
<u>Planning/Building Fees</u>	415,379	693,900	67.1%
<u>Land/Building Rental</u>	507,732	519,466	2.3%
<u>Miscellaneous</u>	460,440	370,400	-19.6%
<u>Parking Transfers In</u>	700,000	900,000*	28.6%

General Fund Expenditure History



Significant Changes Administration

\$979,259

-11.8%

- Replace 2 part-time Office Assistants with a full-time Admin Aide I: +\$31,500
- Expand the role of Finance Director/Treasurer: +\$10,000
- Transfer legal services to Non-department budget: -\$125,000
- City Manager vacation payout & recruitment: -\$54,858

Information Technology:

\$399,242

+3.5%

- Increase in network connectivity costs from Marin.org: +\$9,100
- Website support, E-notifier tool for In The Loop & enhanced photo tour: +\$11,000
- Docuware document management solution: +\$11,000
- Springbrook fixed assets module and system upgrade: +\$12,000
- New Dell server for Springbrook finance system: +\$8,000
- Website design and development: -\$20,000
- Traffic filtering software, agenda automation: -\$20,000

Non-Department

\$ 808,701 **+19.9%**

- Legal services \$125,000 (transfer from Admin Dept): +\$30,000
- TRAN borrowing: -\$27,000

Community Development

Planning	\$579,312	+12.1%
Engineering	\$158,984	-11.4%
Building	\$300,488	<u>+ 7.4%</u>
Net Change		+ 8.1%

Planning

\$579,312

+12.1%

- Elimination of contract planning consultants (pass through-full cost recovery)
- Replace consultants with one in-house full time Associate Planner: +\$85,000 (to be paid by increase in planning revenue)

Planning - Supplemental Request

Design Guidelines \$20,000

- To help fund the preparation of Historic Design Guidelines

Building

- Increase professional services expenditures for plan check consultants and to implement one-stop permit process: +\$20,000

Engineering

\$158,984

-11.4%

- Reduce salary allocated to CIP:
+\$16,600
- Professional service (ADA transition plan & Health Way R.O.W. research):
-\$45,000

Police Department

\$3,553,308

-0.2%

Supplemental Requests from Vehicle Replacement Fund:

- 2 Police Corporal Positions: +\$10,000
- Vehicle replacement fund: +\$34,000

Operating Budget Requests:

- Overtime for Boat Patrol: +\$5,000
- Bikes, Defibrillators, Pistols, Batons, Meter Collection Cart: +\$12,000

Police Department

Changes in Expenses and Payments:

- Workers' compensation: +\$43,000
- Workers' compensation settlement: - \$125,000
- Records Management System: +\$12,000
- Employer Pension Cost (up 2.7%): +\$40,767
- Police Dispatching: +\$15,000
- Gasoline: +\$8,000
- MERA operating/debt service: +\$7,000
- Vehicle Replacement Account: +\$16,000
- Police Vehicle Computer: -\$50,000

Fire Department

\$2,687,415

+3.4%

- Supplemental overtime request: \$50,000
- Supplemental equipment request to outfit the new fire engine: \$26,160 from vehicle replacement fund
- Emergency Generator Rental: +\$16,800

Public Works Department

\$1,237,536

+1.9%

- Supplemental Request for a new Sewer Truck: \$234,285 from Sewer Fund
- Supplemental Request for a new small Dump Truck: \$39,375 from Vehicle Replacement Fund
- Health benefits: +\$12,182

Recreation Department

\$624,811 -3.9%

- Reduction of overall budget due to staff changes (re-classification of Special Events Coordinator and Admin Aide at Step A replacing employee at Step E)
- Potential special event revenues and expenditures may be impacted due to ABC regulations. (The department no longer receives revenues from alcohol sales, but also does not outlay the expenses to purchase alcohol)

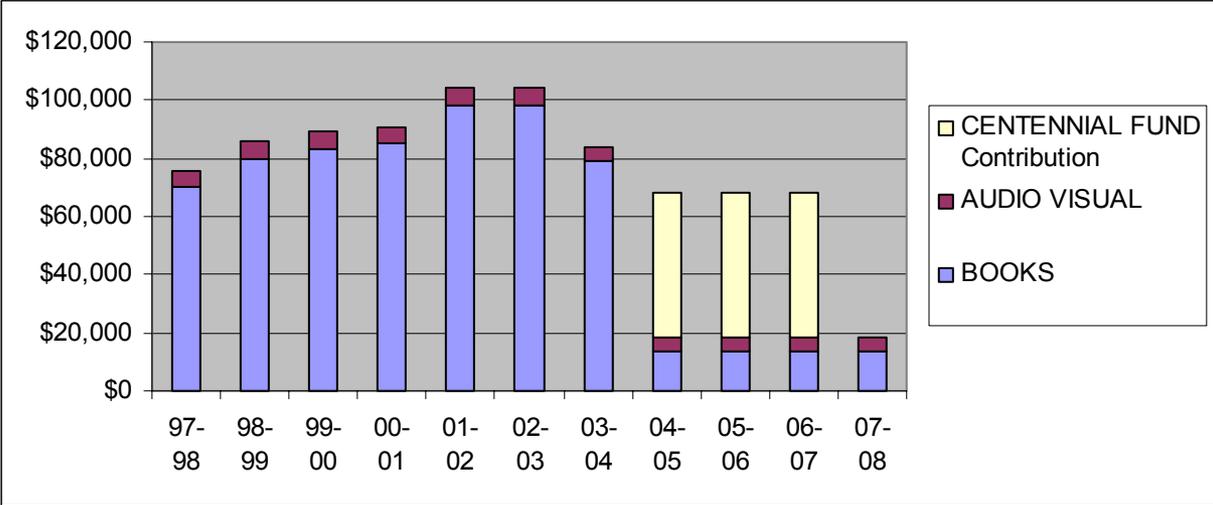
Library

\$543,137 -8.9%

Supplemental Request: Restore
\$50,000 to book budget

LIBRARY MATERIALS BUDGET 1998-2008

												Projected
Budget Years	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	
BOOKS	\$70,000	\$80,000	\$83,000	\$85,000	\$98,000	\$98,000	\$79,000	\$13,800	\$13,800	\$13,800	\$13,800	
AUDIO VISUAL	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$5,000	\$4,400	\$4,400	\$4,400	\$4,400	
CENTENNIAL FUND Contribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$50,000	\$0	
TOTAL	\$76,000	\$86,000	\$89,000	\$91,000	\$104,000	\$104,000	\$84,000	\$68,200	\$68,200	\$68,200	\$18,200	



Per capita library materials Expenditure

<u>Library</u>	<u>Per Capita \$</u>
Belvedere-Tiburon	12.28
Mill Valley	10.16
Sausalito (w/\$50,000)	9.64
Larkspur	4.99
San Anselmo	4.04
Sausalito (w/o \$50,000)	2.46

Turnover of Library Materials

Each year the Library deletes and adds approximately 2,500 – 3,000 items. In other words, the Library withdraws as many items as it adds.

This is a common practice for a library with limited shelving space.

Parking and Transportation

\$1,436,830

+12.1%

- General Fund transfer (\$900k): +\$200,000 (one-time transfer)
- New parking booth: \$115,000 (carryover)
- Surveillance & monitoring equip for booth: +\$10,000
- Restriping of Lots 1 and 3: \$15,000 (carryover)
- 3 pay-per-space “Lukes”: \$41,000 (carryover)
- Transportation Manager mid-management position: +\$16,000

General CIP Projects

\$1,699,147

+32%

- Street Repair Program \$295,000
- ADA Improve. (R.O.W. & City Hall 176,000
- Fed NMTTP Projects (match) 58,247
- City Hall/Library Bathroom 75,000
- City Hall Solar Panels 500,000
- City Hall Boiler Controls 130,000
- Easterby (Schoonmaker) Bus Stop 33,000
- Recreation Parks Improvements 325,400

Sewer Fund

\$3,801,702

-15.6%

- Sewer Rate Change Feasibility Study: +\$75,000
- Salaries allocated to CIP: -\$97,700
- Capital improvements: -\$776,850

MLK Fund

\$972,917

-23.9%

- Building improvements: -\$309,931
- Slide Repair: \$115,136 (carryover)

Tidelands Fund

\$362,794

0%

- Revenue increase: +\$65,150
- Transfer to General Fund (\$205k):
+\$5,000 for police boat overtime

Future Outlook

Reserve Fund Shortfall (in 2007 dollars)

	<u>Target</u>	<u>Reserve</u>	<u>Shortfall</u>
Gen CIP Projects	46,896,570	2,544,000	44,352,570
Employee Leave	700,000	278,000	422,000
Retiree Health	3,200,000	50,000	3,150,000
Unfunded Pension	5,000,000	0	5,000,000
Emergency GF Reserve	614,729	100,000	514,729
Accrued Year-end Payroll	<u>255,000</u>	<u>0</u>	<u>255,000</u>
	56,666,299	2,972,000	53,694,299

Future Objectives

- Build reserves with emphasis on General Fund and Capital Projects need
- Control spending including expansion of positions
- Address unfunded retiree health liabilities
- Continue to bring employee compensation to median
- Continue automation to enhance productivity
- Focus on providing excellent customer service
- Continue to seek new revenues including grants

Accomplishments

GOAL: Enhance the economic base and improve City's revenue

- ✓ Continued business visioning process
- ✓ Implemented pay-per-space equipment at Lot 2
- ✓ Sponsored with Sausalito Chamber of Commerce the 2007 Amgen Tour of California
- ✓ Implemented finance charge for late payments
- ✓ Adopted flat fees structure for planning projects
- ✓ Improved business license compliance

Accomplishments

GOAL: Improve City's infrastructure with emphasis on public safety buildings

- ✓ Hired new architect to complete the design and LEED certification for PSB
- ✓ Issued \$15.5 million general obligations bonds for construction
- ✓ Prepared a 10-year CIP program
- ✓ Completed MLK fieldhouse with assistance from Sausalito Rotary Club

Accomplishments

GOAL: Enhance communication and community outreach

- ✓ Started on City website redesign
- ✓ Continued to expand the use of In The Loop

Accomplishments

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

- ✓ Brought management team salaries to county median
- ✓ Started succession planning for city departments

Accomplishments

GOAL: Enhance customer service

- ✓ Started the establishment of customer service team
- ✓ Recommended a full-time administrative aide at Admin Office

Next Steps

- Questions
- Take public comment and written testimony
- Provide direction on desired changes
- Provide direction on supplemental requests:
 - General Fund:
 - \$10,000 police corporal
 - \$20,000 planning historic guideline
 - \$50,000 library books
 - \$50,000 fire overtime (recommend defer to mid-year)

Next Steps (cont.)

Vehicle Replacement Fund:

- \$39,375 DPW truck
- \$26,160 fire truck equip
- \$34,000 police car

Sewer Fund: \$234,285 sewer truck

- Continue the public hearing to June 19, 2007