

CITY OF LARKSPUR

**BUDGET
FY 2008-2009**

**Four Year
CAPITAL IMPROVEMENT PROGRAM
2008-2012**

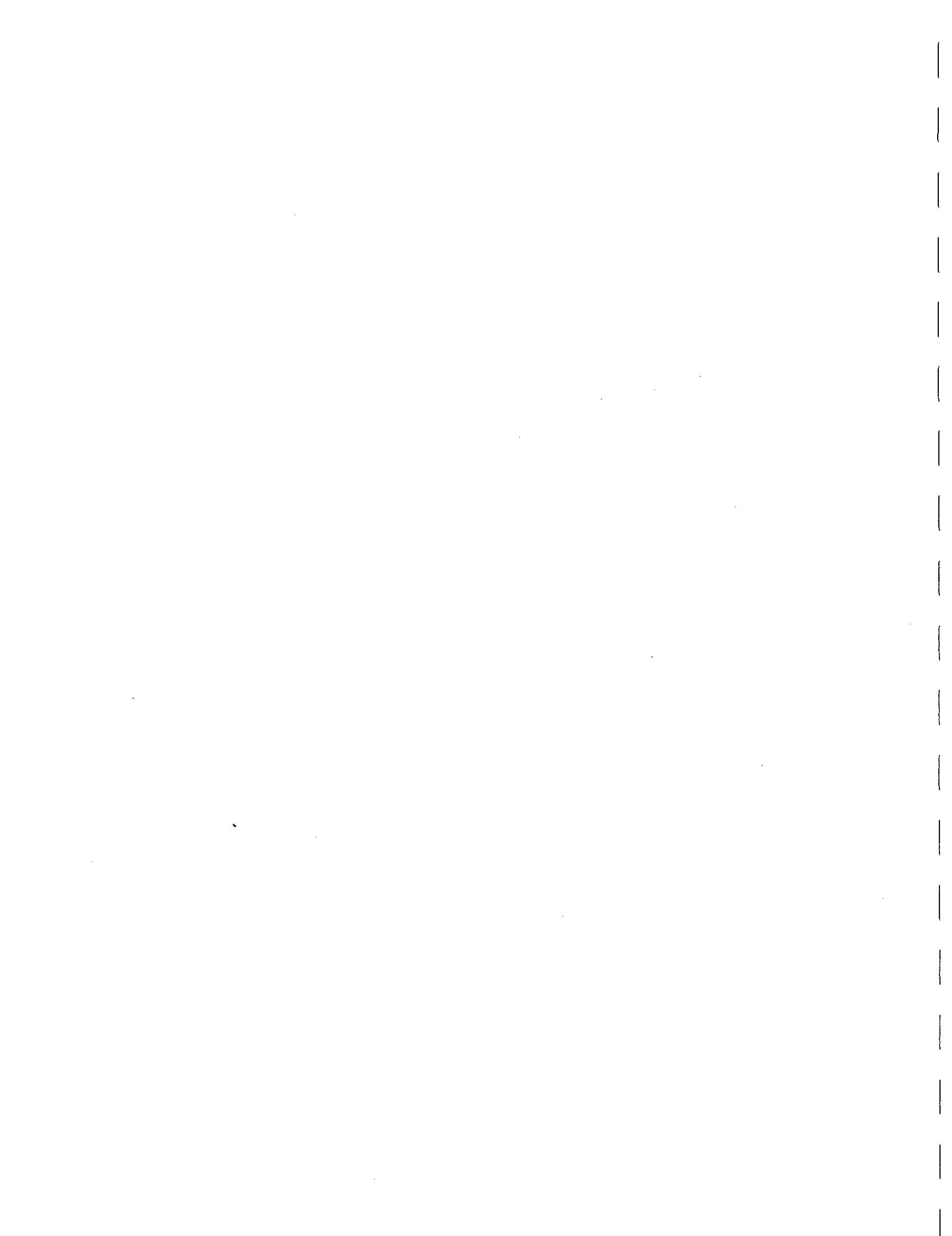


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CITY OF LARKSPUR

Budget Message Fiscal Year 2008-09 Capital Improvement Program Fiscal Year 2008-2012

June 4, 2008

Honorable City Council
City of Larkspur
Larkspur CA 94939

Dear Mayor and Council Members:

The now concluding 2007-08 fiscal year is turning out to be a culmination of key community events, capital projects and the resolution of some long standing land use issues. Larkspur celebrated its 100th anniversary as a city on March 1, 2008. Larkspur also committed to take its single most important capital project – the Twin Cities Police Facility – to the voters in November 2008 after 6 years of preparatory work. Other major capital projects include paths, bridges streets and roadways that will be designed and constructed in 2008-09 and beyond. Lastly, one of the City's remaining undeveloped sites is under construction and will result in both new market rate and affordable rate housing in Larkspur Landing. The other two key undeveloped sites have applications on file and will be considered by the Planning Commission and Council in 2008-09.

The city's fiscal condition is challenged by its aggressive capital infrastructure program and continuing efforts to resolve litigation. The other major external threat is, as usual, coming from the State of California's continual unresolved fiscal crisis. Even so, with the City Council's guidance and the staff's experience and skills, Larkspur remains a fiscally stable small California community.

The Larkspur City Council members continue to serve in acknowledged leadership positions on regional boards and commissions around the County. The citizens of Larkspur can be proud of the Council's high levels of participation in meaningful governance, transportation, communications, flood control and legislative matters.

Finance Director Amy Koenig and I have teamed up to manage the City's revenue and expenditure patterns. In addition, we worked with our long tenured, highly skilled and cohesive employees at all levels in the organization to carry out the Council's short and long term plans for the future.

Also in 2007-08, we continued to absorb extraordinary disaster related costs, including legal expenses and executive staff time in the City Manager, City Clerk and Public Works offices related to FEMA claims and appeals and litigation related to private/public property slides throughout the community. The Twin Cities Police Facility and adjacent Larkspur Corporation Yard projects also occupied considerable time. Outside regional activities, like the Sonoma Marin Area Rail Authority (SMART), the Regional Housing Needs Allocation (RHNA) process and the Community Choice Aggregation (CCA) effort also absorbed both Council and staff time. Except for the extraordinary litigation related expenses that will carry over into 2008-09, the City's expenditures and revenues were in line.

For the upcoming 2008-09 fiscal year, the budget accommodates Council's goals and objectives. Our revenues will increase at about the rate of inflation, and we are projecting that our expenditures will also do so.

The City's revenue picture is stable, and in the surprising swift economic downturn we are experiencing, that's important. City property tax revenues will again rise above the rate of inflation as a result of the usual triumvirate of high housing prices, expensive remodeling and resales. The Drake's Way and Drake's Cove projects in Larkspur Landing are under construction, and we are realizing substantive building related fees from this project. These projects will provide new lasting revenue sources for the future, although we need to carefully monitor and manage the resulting costs to deliver service to these new residents. The City's sales taxes increased primarily because of increased gas prices for the third year in a row. Business license fees, transient occupancy taxes and franchise fees remained stable sources of discretionary income. Investment income rose with higher rates earlier in the year, and is now declining with the recent Fed cuts.

Early in the 2008-09 fiscal year, the City will invest in its Corporation Yard facility in conjunction with the Twin Cities Police Facility project. The site location has been narrowed, but has not yet been selected. Once selected, staff recommends the Council fund the replacement facility through a combination of borrowing and sales of unused properties. Budget adjustments for this project will be considered during the mid year financial review.

Our key reserves remain intact, although we have had to utilize some funds against resolution of pending litigation. The Long Term Capital/Disaster Fund remains fully funded, available as needed in case of the unexpected. Our PERS rates have stabilized, and should decline in future years.

I recommend the Council adopt this one-year budget for the 2008-09 fiscal year. Projections for the 2009-10 fiscal year are included in the budget, and projections through the year 2012 in the capital program. These future indicators show that barring disaster or other negative changes in our revenues, the City will have adequate revenues to fund its annual operations and a few long-term projects.

The Capital Improvement Program (CIP) is part of this document. The CIP shows an estimated four-year program of \$33.8 million, of which \$27.5 million in the last three years is partially unfunded (grants for the bridge repair work are committed, but will not be paid until the work is completed, at about 89% of the total cost). The CIP accomplishments for 2007-08 were minimal because of the ongoing slide related work, which have become multi-year projects, and because we spent most of our other discretionary time successfully applying for grants. As a result, our capital program for 2008-09 is one of the largest in memory, and over 90% of the costs will be paid by grants.

BUDGET PHILOSOPHY

The recommended budget funds core City operations without tapping reserves for operating expenses. No new positions are proposed with this budget. If positions do become vacant during the fiscal year, staff recommends a hiring freeze until we know the impact of the State's budget deliberations on the City's financial position.

- Capital expenditures and operating expenditures in all departments will continue to be closely monitored to maintain our budgetary targets.

- Most of our fixed expenses, such as self-insurance premiums and expenses and regional project/program fees, are stable.
- Capital expenses continue to rise above the rates of inflation due to extraordinary construction costs.

All the key land use projects that were identified in 1998, such as CLASP, Campus, EAH affordable housing and the Monahan-Pacific projects are either in the final planning stages or under construction.

Additional projects and activities that will add to staff's routine workload are listed below.

- « Conduct citizen training via Get Ready, CERT and NERT for disaster preparedness, and establish a Larkspur Disaster Committee.
- « Complete local and regional flood control/vegetation management projects in conjunction with the Zone 9 Flood Control Board and the Ross Valley Flood Control fee expenditures.
- « Manage transportation issues with the Transportation Authority of Marin (TAM), SMART, the CalPark Tunnel, the proposed San Quentin health care and condemned inmates complexes, and construction of local bridges, pathways and road projects that will occupy city staff at all levels.
- « Build the Twin Cities Police Facility and replace the Larkspur Corporation Yard.
- « Review and revise the Larkspur 2050 Capital Infrastructure Plan.

In case of disaster, the City has adequate reserves to help us through emergencies and we are insured for business interruption losses. Our staff periodically trains for emergency response at the local and regional level. We meet the training mandates required by State law to receive emergency and disaster funds. These continuing efforts are recommended for 2008-09 and will support our ability to assist our citizens and ourselves during a disaster.

There will no be annual carryover from 2007-08. The exact amount of revenues to expenditures will be determined when our annual independent audit is complete in August/September 2008.

REVENUES

General Fund revenues are projected at \$12,753,050, which is 3.7 percent, or about \$464,000 more than the 2007-08 estimated revenues. Including transfers, the General Fund is balanced at \$13,757,237.

In 2008-09, sales taxes, franchise fees and property taxes and recreation fees will rise at about the rate of inflation. Our interest income will decrease due to falling interest rates. Our transient occupancy taxes rise over last years' estimate. Building permit and other fees related to housing will likely decline as the housing market softens. Gas tax revenues continue to rise, but not enough to offset construction and materials costs.

EXPENDITURES

General Fund expenditures are projected at \$13,757,237, which is 3.8 percent, or about \$508,000 higher than the 2007-08 expenditures. Debt service on the Greenbrae fire station, MERA, the multi-use field and the new fire truck remains stable at about \$291,000. The lease payment on the Greenbrae Fire Station will be fully paid in 2008-

09. When the Corporation Yard location is determined, additional debt will be incurred either later in 2008-09 or in 2009-10.

The City's expenditures increased primarily due to planned cost of living adjustments, increased utility and material costs and increases in the costs of some regional programs. Other incremental changes in expenditures are described in more detail in the department budgets.

The Clean Water Fund allocation of \$120,000 (page 43) will pay for several continuing projects.

The Childcare, Tidalwaves and Summer School Funds (pages 44 – 46) all reflect long time, stable, successful community-oriented recreation programs and child care services.

Gas Tax Fund expenditures (page 47) are projected to be \$1,805,000, and include future project management, GIS mapping programs and the downtown tree management program. We will also be repaving several street segments in Greenbrae in conjunction with the County this summer, and other needy street segments elsewhere in Larkspur in the spring of 2009. This fund can also be the source of the matching revenue for the federal and state grants.

Transportation Fund expenditures (page 48) include \$10,000 for expenses related to the Greenbrae Corridor.

Capital Improvement Program projects and annual carryover projects (page 49) are estimated at \$3,948,845 for the next year. The Public Works Director was remarkably successful in acquiring grant funding this past year, and the City will reap the rewards in its improved infrastructure – although the recordkeeping and accounting will be atrocious.

The Equipment and Technology Replacement Fund expenditures (page 50) are projected to be \$210,000. Included in this fund are carryover monies for the replacement of the City's accounting system, routine technology equipment replacement, MariNet expenditures, Mobile Data Terminals for the Fire Department and a new copier.

The Transient Occupancy Tax (TOT) and Park Development Funds (pages 51 – 52) are used respectively to support community events and activities, and to receive dedicated grants for park, open space and play area improvements in the City. The Park Funds have been allocated for dredging, irrigation system improvements and the renovation of Magnolia Park.

The State and Regional Transportation Fund (page 53) is designed to host dedicated transportation related revenue from Regional Measure A, Marin's Transportation Authority Sales Tax allocations and transportation funding from State Proposition 1A.

Debt Service (page 54) lists those capital facilities or equipment that the City has financed over time.

DEPARTMENT BUDGETS

This section of the budget message describes the programs and costs proposed for each department during the upcoming fiscal year. In each case, the Department Head and Manager have met and have agreed upon the proposed work program.

ADMINISTRATION

Regional issue management, claims and legal services and staffing issues significantly affect this department. We have continued to postpone replacement of the City's accounting system and banking relationship as the existing systems/relationships work well enough and we have time to consider other options.

Staff continues to support the Council's decisions on both local and regional projects. This year, enhanced disaster planning and emergency preparedness, continued emphasis on regional issues and capital projects will be our highest priority efforts.

PLANNING AND COMMUNITY DEVELOPMENT

Revising the zoning ordinances, and preparing for the City's Housing Workplan and Housing Element and the General Plan Update, hearings on the Niven project and the Campus project and the on-going volume of planning applications will occupy both advanced and current planning staff this year.

TWIN CITIES POLICE AUTHORITY

The Twin Cities Police Council will review the budget for Twin Cities later in June. The total budget is \$7.1 million, up about one percent from last year. Larkspur's share of this budget is 54.12 percent, which is about a net \$3.6 million. In 2007-08, Larkspur's share of the budget was \$3.5 million. The budget changes are the result of projected salary adjustments. Because of the threat of loss of subvention revenue at the State level, vacant positions will be frozen until the State budget is adopted.

FIRE DEPARTMENT

Continued emphasis on fire prevention, emergency/disaster preparedness and code enforcement/safety monitoring remains a primary focus of the Fire Department this year. Fire department personnel continue their emphasis on managing wild land fire issues and will continue to participate in regional training, hiring and disaster preparedness exercises and OES responses. We hope to establish a joint fire prevention and response relationship with the Town of Ross in 2008-09.

PUBLIC WORKS DEPARTMENT

Public Works will be managing an enormous capital projects workload this year, along with continuing flood hazard/slide repair work and the resultant legal issues related to those particular projects. Regional issues, such as transportation and flood mitigation will add to the routine engineering, maintenance of city facilities and parks and customer service tasks in this active work area.

RECREATION DEPARTMENT

Our joint facilities projects – the multi-use field, the gymnasium and the administrative office – are fully utilized. The City continues to work with Larkspur School District on enhancements to the summer school and after school programs. The Recreation Department staff will manage and oversee the Magnolia Park renovation and completion of the recommended heritage tree ordinance.

WORLDS GREATEST LIBRARY

The Larkspur Library, as always, is the heart of the community and the historic downtown. The Children's hours, the summer reading program the Library's speakers' series are community traditions. MariNet and automated systems, including wireless and Internet access, are recent additions to the City's service levels.

CAPITAL PROJECTS

The City's capital projects are listed in multiple fund areas in previously mentioned pages in the budget. The current year's project listing begins on page 59 and the four year plan listing follows. The capital fund projects are diverse and complex, and will add significantly to the connectivity and usefulness of the City's multi-modal circulation system.

SUMMARY

The 2008-09 recommended budget has been prepared to implement the core services and activities described above and in more detail on the following pages.

Amy Koenig, Cynthia Huisman and all the department heads have worked together in an exemplary manner to put this difficult budget together. The 2008-09 will be a challenging fiscal year, unexpected in some ways because of the sudden change in economic conditions during the past year. Given the uncertainty, the employees of the City of Larkspur have been extraordinarily flexible, skillful and optimistic about their work and their commitment to the community. We all support the Council in its policy goals and its desire to maintain and build upon one of the most charming and effective small towns in California.

We look forward to reviewing the recommended budget with you on June 4, 2008.

Respectfully submitted,



Jean A. Bonander
City Manager

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SUMMARY 2008/09

| FUND | ESTIMATED | Estimated | Transfer | Transfer | Estimated | Transfers & | ESTIMATED |
|-------------------------------|------------------|-------------------|------------------|------------------|-------------------|-------------------|------------------|
| | BALANCE | | | | | | Revenue |
| | 6/30/2008 | | | | | | 6/30/2009 |
| General | 700,000 | 12,753,050 | 1,004,187 | 335,665 | 13,421,572 | 13,757,237 | 700,000 |
| L/T Capital/Disaster | 1,098,449 | | | | | | 1,098,449 |
| Clean Water | 195,000 | 94,000 | | 110,000 | 120,000 | 230,000 | 59,000 |
| TOT Fund | 37,000 | 55,000 | | | 60,000 | 60,000 | 32,000 |
| Child Care | 8,000 | 620,000 | | | 619,090 | 619,090 | 8,910 |
| Tidalwaves | 20,000 | 50,000 | | | 64,300 | 64,300 | 5,700 |
| Summer School | 2,500 | 150,000 | | | 149,900 | 149,900 | 2,600 |
| Gas Tax | 1,025,000 | 1,367,000 | | 285,040 | 1,805,000 | 2,090,040 | 301,960 |
| State & Regional | 877,630 | 680,240 | | 1,225,240 | | 1,225,240 | 332,630 |
| Transportation | 192,330 | 5,000 | | 20,000 | 46,000 | 66,000 | 131,330 |
| Capital | -65,000 | 2,237,900 | 1,710,945 | | 3,948,845 | 3,948,845 | -65,000 |
| King Mountain | 26,660 | | | | | | 26,660 |
| E. Sir Francis Dk. | 86,194 | | | | | | 86,194 |
| Park Development | 373,521 | 77,559 | | | 416,000 | 416,000 | 35,080 |
| Equipment/Tech Replacement | 662,000 | 149,000 | | 90,500 | 210,000 | 300,500 | 510,500 |
| Fire Station Lease | | | | | 61,000 | 61,000 | |
| MERA Bond Payment | | | | | 39,783 | 39,783 | |
| Multi-Use Field P&I | | | | | 94,720 | 94,720 | |
| Pierce GM Pumper | | | | | 75,500 | 75,550 | |
| TOTAL | 5,239,284 | 18,238,749 | 2,715,132 | 2,066,445 | 21,131,710 | 23,198,205 | 3,266,013 |

SCHEDULE OF REVENUES
BY FUND

| | 2004-05 ACTUAL | 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | 2008-09 PROPOSED | 2009-10 ESTIMATED |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| GENERAL FUND REVENUE | | | | | | |
| TAXES | | | | | | |
| <i>Property taxes/current</i> | 4,930,186 | 5,282,200 | 6,258,214 | 6,500,000 | 6,825,000 | 7,166,250 |
| Property taxes/ERAF | 772,453 | 804,437 | 697,589 | 595,000 | 700,000 | 714,000 |
| Property taxes/unsecured | 161,221 | 173,667 | 47,918 | 185,000 | 170,000 | 175,100 |
| Homeowners exemption | 40,578 | 40,982 | 41,695 | 45,000 | 45,000 | 45,900 |
| Supplemental | 239,107 | 253,267 | 170,253 | 235,000 | 215,000 | 219,300 |
| <i>Sales and use tax</i> | 1,507,091 | 1,606,407 | 1,631,939 | 1,600,000 | 1,625,000 | 1,657,500 |
| Scavenger franchise | 312,470 | 299,158 | 338,657 | 330,000 | 340,000 | 346,800 |
| PG&E franchise | 93,045 | 100,726 | 110,842 | 115,000 | 105,000 | 107,100 |
| Cable TV franchise | 171,018 | 189,452 | 214,047 | 200,000 | 210,000 | 214,200 |
| Business license tax | 329,182 | 345,966 | 362,937 | 360,000 | 375,000 | 382,500 |
| Property transfer tax | 122,946 | 116,273 | 110,616 | 120,000 | 120,000 | 122,400 |
| Transient occupancy tax | 383,085 | 520,213 | 526,705 | 450,000 | 550,000 | 561,000 |
| TOTAL | 9,062,382 | 9,732,748 | 10,511,412 | 10,735,000 | 11,280,000 | 11,712,050 |
| LICENSES AND PERMITS | | | | | | |
| Building permits | 291,807 | 279,769 | 370,414 | 320,000 | 335,000 | 341,700 |
| Other licenses and permits | 2,975 | 2,948 | 6,161 | 3,000 | 3,000 | 3,060 |
| Residential inspections | 21,506 | 20,677 | 19,621 | 25,000 | 25,000 | 25,500 |
| TOTAL | 316,288 | 303,394 | 396,196 | 348,000 | 363,000 | 370,260 |
| PENALTIES AND FINES | | | | | | |
| Vehicle code fines/city | 15,870 | 18,199 | 16,381 | 15,000 | 15,000 | 15,300 |
| Vehicle code fines/cvc | 56,501 | 67,913 | 18,174 | 15,000 | 5,000 | 5,100 |
| Library fines and fees | 19,070 | 19,411 | 19,342 | 25,000 | 22,000 | 22,440 |
| Tree fines | | | 38,500 | | | |
| TOTAL | 91,441 | 105,523 | 92,397 | 55,000 | 42,000 | 42,840 |
| USE OF MONEY AND PROPERTY | | | | | | |
| Investment earnings | 92,520 | 152,540 | 167,250 | 115,000 | 115,000 | 117,300 |
| Rental | 0 | 58,289 | 1 | 50 | 50 | 50 |
| TOTAL | 92,520 | 210,829 | 167,251 | 115,050 | 115,050 | 117,350 |
| OTHER AGENCIES | | | | | | |
| <i>Vehicle in-lieu tax</i> | 264,142 | 89,194 | 70,305 | 85,000 | 75,000 | 75,000 |
| CLSA subvention/Inter Lib Loan | 38,576 | 35,739 | 50,439 | 50,000 | 50,000 | 51,000 |
| TOTAL | 302,718 | 124,933 | 120,744 | 135,000 | 125,000 | 126,000 |
| CHARGES/CURRENT SERVICES | | | | | | |
| Planning fees | 132,352 | 150,395 | 185,129 | 125,000 | 125,000 | 127,500 |
| Plan check fees | 132,839 | 107,046 | 128,813 | 130,000 | 65,000 | 66,300 |
| Consultant Admin Fees | 1,650 | 342 | 4,086 | 500 | 15,000 | 15,300 |
| Fire department fees | 21,535 | 22,885 | 24,869 | 25,000 | 25,000 | 25,500 |
| Encroachment permit fees | 13,187 | 7,981 | 8,974 | 8,000 | 8,000 | 8,160 |
| Recreation program fees | 317,660 | 415,161 | 399,675 | 425,000 | 400,000 | 408,000 |
| In-lieu service fees | 36,612 | 36,864 | 37,600 | 38,400 | 39,000 | 39,780 |
| Plan retention fees | 2,510 | 3,435 | 4,186 | 1,500 | 1,500 | 1,530 |

| | 2004-05 ACTUAL | 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | 2008-09 PROPOSED | 2009-10 ESTIMATED |
|---|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Other current service fees | 3,973 | 7,249 | 9,932 | 5,000 | 5,000 | 5,100 |
| TCPD reimbursement | 40,000 | 40,000 | 40,000 | 46,000 | 48,000 | 48,960 |
| TOTAL | 702,318 | 791,358 | 843,264 | 804,400 | 731,500 | 746,130 |
| OTHER REVENUE | | | | | | |
| Filing fees | 450 | 1,677 | 300 | 1,500 | 1,500 | 1,530 |
| Other revenues | 26,961 | 21,295 | 26,438 | 35,000 | 35,000 | 35,700 |
| Misc state revenue | 90,868 | 58,861 | 74,338 | 60,000 | 60,000 | 60,000 |
| TOTAL | 118,279 | 81,833 | 101,076 | 96,500 | 96,500 | 97,230 |
| TOTAL GENERAL FUND | 10,685,946 | 11,350,618 | 12,232,340 | 12,288,950 | 12,753,050 | 13,211,860 |
| Transfer from Capital Improvement | 0 | | | | | |
| Transfer from Transportation | 0 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Transfer from Gas Tax/Road Impact | 0 | 100,000 | 250,000 | 200,000 | 200,000 | 200,000 |
| Transfer from Equipment/Tech | 0 | | | | 75,500 | 75,500 |
| Transfer from Clean Water | 0 | 30,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Transfer from Reserve | | | | 680,747 | 648,687 | 92,104 |
| TOTAL | 0 | 150,000 | 330,000 | 960,747 | 1,004,187 | 447,604 |
| TOTAL GENERAL FUND INCLUDING TRANSFERS | 10,685,946 | 11,500,618 | 12,562,340 | 13,249,697 | 13,757,237 | 13,659,464 |
| OTHER FUNDS | | | | | | |
| CLEAN WATER | 93,639 | 93,145 | 93,959 | 94,000 | 94,000 | 94,000 |
| CHILD CARE | 934,642 | 536,622 | 527,582 | 630,000 | 620,000 | 632,400 |
| TIDALWAVES | 86,154 | 73,717 | 61,078 | 60,000 | 50,000 | 60,000 |
| SUMMER SCHOOL | 119,129 | 143,788 | 150,196 | 145,000 | 150,000 | 153,000 |
| GAS TAX FUND | | | | | | |
| Investment earnings | 14,588 | 23,978 | 36,697 | 25,000 | 25,000 | 25,000 |
| State gas tax 2105 | 75,655 | 73,905 | 73,585 | 73,000 | 73,000 | 73,000 |
| State gas tax 2106 | 61,059 | 58,535 | 58,470 | 58,000 | 58,000 | 58,000 |
| State gas tax 2107 | 100,514 | 98,462 | 98,349 | 98,000 | 98,000 | 98,000 |
| State gas tax 2107.5 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Grant/other | 69,413 | 297,856 | 0 | 0 | 0 | 0 |
| Traffic Congestion/Road Impact | 0 | | 201,408 | 125,000 | 150,000 | 150,000 |
| TOTAL GAS TAX FUND | 324,229 | 555,736 | 471,509 | 382,000 | 407,000 | 407,000 |
| TRANSPORTATION | 6,176 | 800,471 | 102,170 | 0 | 0 | 0 |

| | 2004-05 ACTUAL | 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 BUDGET | 2008-09 PROPOSED | 2009-10 ESTIMATED |
|--|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
|--|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|

CAPITAL PROJECTS REVENUE

CAPITAL IMPROVEMENT

| | | | | | | |
|--------------------------------|----------------|----------------|----------------|------------------|------------------|--|
| Grant | 121,439 | 195,910 | | 586,850 | 3,284,370 | |
| Miscellaneous/LrkMarina | | | | 350,000 | | |
| Gas Tax Fund | | 51,700 | | 10,000 | 920,040 | |
| Other Grants/Transfers | 315,536 | | 75,000 | 240,000 | 234,260 | |
| From General Fund | 110,000 | | 150,000 | 118,650 | 335,665 | |
| From Park/Property Development | | 120,000 | | 228,000 | 416,000 | |
| State/Regional Funds | | | | | 1,065,510 | |
| From King Mountain | 19,052 | | | | | |
| TOTAL CAPITAL | 566,027 | 367,610 | 225,000 | 1,533,500 | 6,255,845 | |

GENERAL FUND

GENERAL FUND OPERATING

2008/09

| | | |
|--------------------------------|-------------------|------------|
| Estimated Fund Balance 6/30/08 | | 700,000 |
| Revenue 2008/09 | | 13,757,237 |
| Less: | | |
| Expenditures (Net Operating) | 13,337,234 | |
| Equipment Replacement Charges | 149,000 | |
| Total | <u>13,486,234</u> | |
| Debt Service | 271,003 | 13,757,237 |
| Estimated Fund Balance 6/30/09 | | 700,000 |

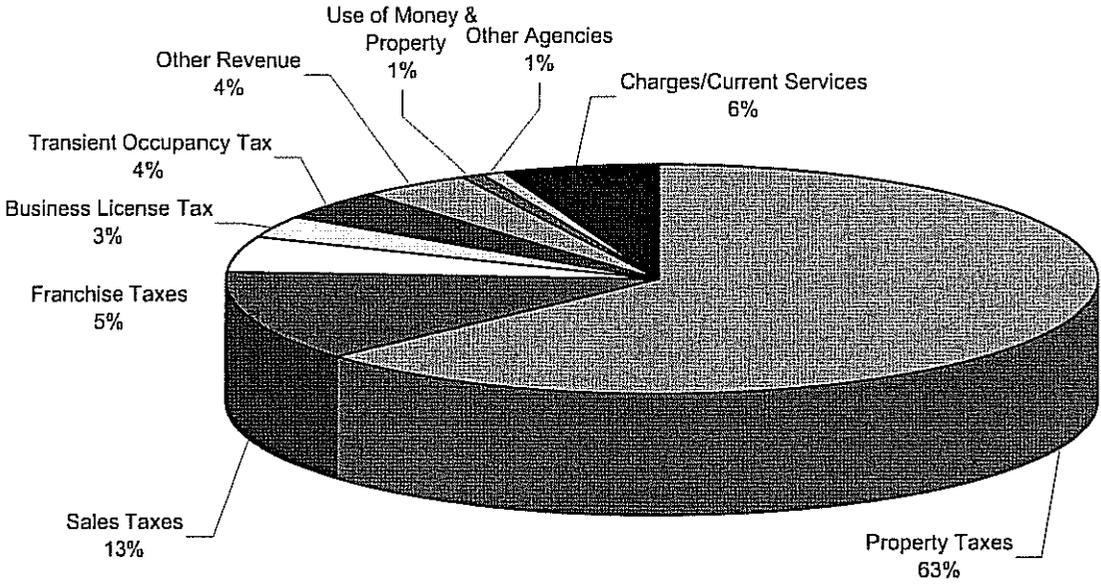
2009/10

| | | |
|--------------------------------|-------------------|------------|
| Revenue 2009/10 | | 13,659,464 |
| Less: | | |
| Expenditures(Net Operating) | 13,239,458 | |
| Equipment Replacement Charges | 151,980 | |
| Total | <u>13,449,461</u> | |
| Debt Service | 210,003 | 13,659,464 |
| Estimated Fund Balance 6/30/10 | | 700,000 |

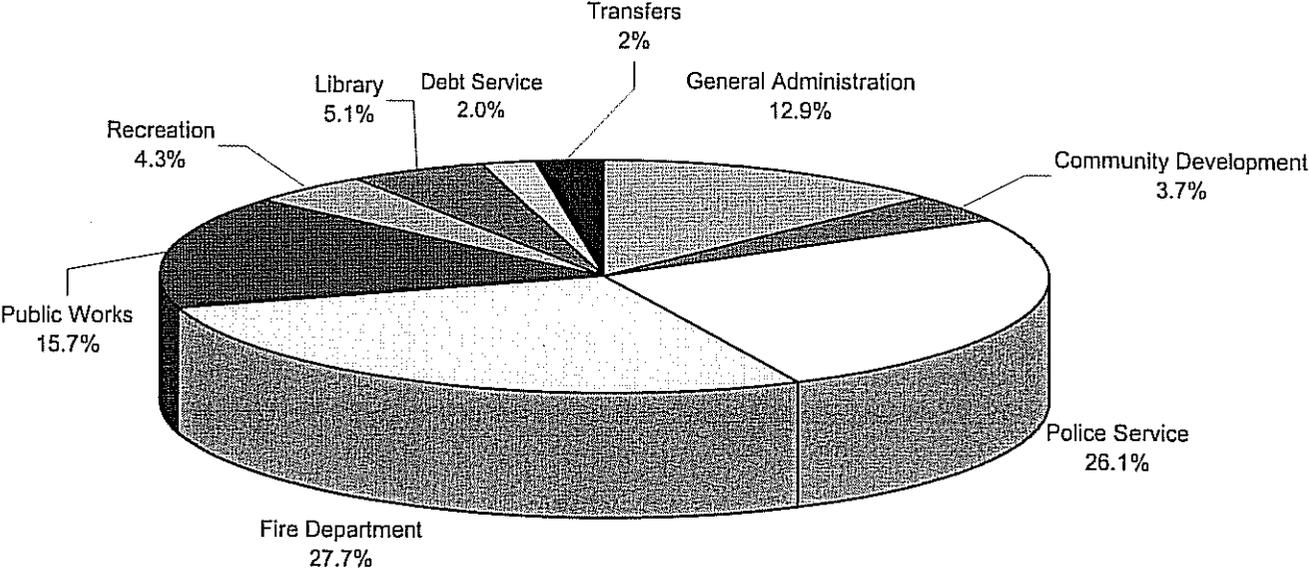
GENERAL FUND EXPENDITURE COMPARISON

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|--|-------------------|-------------------|-----------------------|-----------------------|-----------------------|----------------------|
| Council | 44,175 | 47,592 | 47,796 | 57,339 | 57,853 | 59,010 |
| General Administration | 1,075,302 | 1,283,320 | 1,306,169 | 1,410,295 | 1,452,443 | 1,481,492 |
| Facilities and Computer Maintenance | 213,083 | 228,488 | 259,994 | 263,400 | 264,400 | 269,688 |
| Planning/Community Development | 355,387 | 388,350 | 428,147 | 482,271 | 510,918 | 521,136 |
| Police Services | 2,578,738 | 2,984,505 | 3,417,660 | 3,485,669 | 3,588,098 | 3,695,741 |
| Fire Department | 2,851,614 | 3,129,036 | 3,436,490 | 3,758,342 | 3,807,621 | 3,883,773 |
| Fire-Building Inspection | 169,220 | 202,748 | 215,576 | 217,795 | 227,082 | 231,624 |
| Public Works/ Engineering | 226,470 | 299,115 | 430,742 | 407,661 | 459,759 | 468,954 |
| Public Works/Streets | 813,609 | 850,671 | 884,929 | 905,536 | 903,058 | 921,119 |
| Public Works/Parks | 446,470 | 464,996 | 583,812 | 563,857 | 573,720 | 585,194 |
| Recreation | 479,028 | 574,318 | 578,578 | 611,326 | 598,100 | 610,062 |
| Library | 481,358 | 533,996 | 608,213 | 675,559 | 707,517 | 721,667 |
| TOTAL OPERATING to Capital Improvement to State Bail-Out | 9,734,454 | 10,987,135 | 12,198,106 100,000 | 12,839,050 118,650 | 13,150,569 335,665 | 13,449,461 |
| NET OPERATING | 9,734,454 | 10,987,135 | 12,298,106 | 12,957,700 | 13,486,234 | 13,449,461 |
| Debt Service-Lease payment | | | | | | |
| Fire Station | 82,000 | 82,000 | 82,000 | 82,000 | 61,000 | |
| MERA Bond Payment | 39,853 | 39,955 | 39,853 | 39,777 | 39,783 | 39,783 |
| Multi-Use Field P&I | | | 94,720 | 94,720 | 94,720 | 94,720 |
| Fire Truck Lease | | | | 75,500 | 75,500 | 75,500 |
| TOTAL GENERAL FUND EXPENDITURES | 9,856,307 | 11,109,090 | 12,514,679 | 13,249,697 | 13,757,237 | 13,659,464 |

Projected 08/09 Revenues



Proposed 08/09 Expenditures



CITY COUNCIL

PROGRAM DESCRIPTION

To establish City policy and discharge duties required by State Law and local ordinance. To direct and insure the implementation of the Larkspur General Plan; to establish policy directing the level of municipal services to be delivered; to approve contracts, raise revenues, approve expenditures; appoint commission and committee members and establish local laws for the protection and general welfare of all Larkspur residents.

PROGRAM OBJECTIVE:

Receive input from constituents; represent constituents at City Council meetings; organize and conduct City Council meetings; coordinate with City Manager and Staff providing direction and receiving recommendations on how best to implement Council policies.

2008-09 Goals:

- To build a new Twin Cities Police facility, the highest priority capital infrastructure project in the City's 2050 Plan
- To complete the City's Centennial Celebration.
- To help the community more effectively prepare for disasters.

2008-09 Key Changes:

- The changes in this budget are related to increases in benefits costs.

ANNUAL BUDGET

CITY COUNCIL

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 40,571 | 43,851 | 44,869 | 52,539 | 53,253 | 54,318 |
| Professional services | 400 | 269 | 250 | 1,000 | 1,000 | 1,020 |
| Materials & supplies | 309 | 676 | 189 | 500 | 300 | 306 |
| Communication & travel | 2,695 | 2,796 | 2,488 | 2,500 | 2,500 | 2,550 |
| Maintenance & supplies | 0 | 0 | 0 | 0 | 0 | 0 |
| Miscellaneous | 200 | 0 | 0 | 800 | 800 | 816 |
| TOTAL | 44,175 | 47,592 | 47,796 | 57,339 | 57,853 | 59,010 |
| | | | | | | |
| Council Members | 5 | 5 | 5 | 5 | 5 | 5 |

ADMINISTRATION DEPARTMENT PROGRAM DESCRIPTION

Develop and maintain a management system, which supplies services efficiently and administers City Council policy.

2008-09

PROGRAM OBJECTIVES

1. Identify new/alternative local revenues, track relevant legislation and review new technologies to increase funding for City services and monitor the City's future financial condition for strategic planning purposes.
2. Implement the Council's disaster planning and infrastructure goals.
3. Carefully monitor progress of City's major capital projects and major development plans.
4. Continue active involvement in emergency management, especially fire mitigation and prevention issues, including all natural and man made disasters and incidents.
5. Implement the recommendation of the Larkspur 2050 Plan.

PERFORMANCE MEASUREMENTS

Discuss any new potential funding and/or expenditure options with Council and develop possible implementation alternatives at budget and mid-year financial hearings.

Establish the City's community disaster committee by 6/30/2009, review and recommit to the Larkspur 2050 Plan.

Oversee schedules, budgets and progress to make certain the community interest is heard and served, and assure cost-effective and timely completion of efforts.

Actively and successfully direct emergency preparedness exercises, and recommend policy, ordinance or budget changes to enhance emergency management practices at least annually.

Inform the community about the Twin Cities Police Facility needs, and begin acquisition/construction of the Corporation Yard by 12/31/2008.

2008-09 Key Changes:

Proposed

This budget appropriates additional funds for increased costs in the City's regional /JPA commitments. Maintenance/Supplies reflects increased postage costs and higher annual maintenance and utility costs. Legal costs have increased as a result of litigation expenses.

Authorized Positions

| | |
|------------------------------|------|
| Manager | 1.00 |
| Finance Director | 1.00 |
| City Clerk | 1.00 |
| Customer Svc Representative* | 3.00 |
| Accounting Specialist | 1.00 |
| Permit Technician | 1.00 |
| Total | 8.00 |

*One position vacant and unfilled

ANNUAL BUDGET

ADMINISTRATION

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 749,529 | 882,166 | 828,722 | 942,295 | 954,743 | 973,838 |
| Professional services | 125,990 | 158,643 | 195,145 | 150,000 | 150,000 | 153,000 |
| Materials & supplies | 9,755 | 9,602 | 12,364 | 13,000 | 15,000 | 15,300 |
| Communications & travel | 25,033 | 23,249 | 26,012 | 30,000 | 33,700 | 34,374 |
| Maintenance & supplies | 272 | 137 | 0 | 2,000 | 2,000 | 2,040 |
| Insurance | 8,158 | 16,215 | 23,308 | 25,000 | 25,000 | 25,500 |
| Contingency/miscellaneous | 156,428 | 193,203 | 214,618 | 233,000 | 257,000 | 262,140 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 |
| Special projects | 137 | 105 | 6,000 | 15,000 | 15,000 | 15,300 |
| TOTAL | 1,075,302 | 1,283,320 | 1,306,169 | 1,410,295 | 1,452,443 | 1,481,492 |
| | | | | | | |
| City Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Finance Director | 1 | 1 | 1 | 1 | 1 | 1 |
| Customer Svc. Supv/City Clerk | 1 | 1 | 1 | 1 | 1 | 1 |
| Customer Service Rep | 3 | 3 | 3 | 3 | 3 | 3 |
| Accountant | | 1 | | | | |
| Accounting Specialist | 1 | | 1 | 1 | 1 | 1 |
| Permit Technician | 1 | 1 | 1 | 1 | 1 | 1 |
| TOTAL | 8 | 8 | 8 | 8 | 8 | 8 |

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ANNUAL BUDGET

ADMINISTRATION-FACILITIES AND COMPUTER MAINTENANCE

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Contract Services | 3,872 | 7,406 | 23,053 | 20,000 | 20,000 | 20,400 |
| Utilities | 19,088 | 18,742 | 15,549 | 19,000 | 16,000 | 16,320 |
| Telephone | 0 | 1,916 | 0 | 5,000 | 0 | 0 |
| Building Maintenance & supplies | 49,076 | 49,839 | 56,282 | 50,000 | 50,000 | 51,000 |
| Equipment Maintenance | 42,378 | 37,239 | 51,722 | 41,000 | 41,000 | 41,820 |
| Insurance | 96,269 | 110,946 | 111,588 | 125,000 | 135,000 | 137,700 |
| Rent | 2,400 | 2,400 | 1,800 | 3,400 | 2,400 | 2,448 |
| Capital | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 213,083 | 228,488 | 259,994 | 263,400 | 264,400 | 269,688 |

PLANNING DEPARTMENT - CURRENT PLANNING

PROGRAM DESCRIPTION

Implement the Larkspur General Plan through application of land use and development regulations set forth in Title 17 (Subdivision Ordinance) and Title 18 (Zoning Ordinance) to processing development applications, enforcement, and City-initiated programs.

2008-09

PROGRAM OBJECTIVES

1. Minor projects. Process approximately 80 to 100 zoning permits/subdivision actions.
2. Major projects. Process large scale/complex development projects.
3. Enforcement of the zoning and subdivision ordinances.
4. Plan check building permits for zoning conformance.

PERFORMANCE MEASUREMENTS

Schedule first public hearing within 30 days after application has been accepted as complete. Zoning Administrator to hear approximately 60 permits.

Initiate public hearings within 60 days of application completeness.

Initiate investigation of violations within 5 working days. If violation exists, send notice of violation within 5 working days.

Process approximately 450 building permits. Complete zoning plan check within 7 working days.

2008-09 Key Changes:

Most of the changes in this budget are related to increased fixed costs in salaries and benefits. Additional funding was allocated to communications and travel to provide staff with the ability to maintain their AICP certifications.

Authorized Positions

Proposed

| | |
|-------------------|-------------|
| Director | .40 |
| Senior Planner | .80 |
| Assistant Planner | 1.00 |
| | 2.20 |

PLANNING DEPARTMENT - ADVANCE PLANNING

PROGRAM DESCRIPTION

Review and amend the General Plan to reflect changes in state law and the community interests and needs of the City. Implement the General Plan through amendments and additions to the zoning ordinance. Maintain a body of data pertaining to the City of Larkspur.

2008-09

PROGRAM OBJECTIVES

PERFORMANCE MEASUREMENTS

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Process General Plan amendment and master plans for Sanitary District site. 2. Begin planning for a General Plan update and Housing Element Update. 3. Continue amendments to zoning ordinance to update and clarify as needed. 4. Support Heritage Preservation efforts to maintain and possibly expand Larkspur's heritage district. | <p>Initiate public hearings within 60 days of application process.</p> <p>Develop a strategy and timeline for implementation by June 30, 2009.</p> <p>Recommend approval with Planning Commission as needed and by Council within 90 days thereafter.</p> <p>Provide 20 hours per month of staff support to Heritage issues, and initiate public hearings within 60 days after the Board adopts heritage district recommendations.</p> |
|--|--|

2008-09 Key Changes:

Authorized Positions

Proposed

The General Plan and Housing Element Updates were postponed until the CLASP and Campus projects are resolved.

| | |
|----------------|-----|
| Director | .60 |
| Senior Planner | .20 |

.80

ANNUAL BUDGET

PLANNING-COMMUNITY DEVELOPMENT

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 346,462 | 373,722 | 412,587 | 460,371 | 486,818 | 496,554 |
| Professional services | -1,708 | 6,359 | 1,035 | 10,000 | 10,000 | 10,200 |
| Materials & supplies | 1,289 | 607 | 1,519 | 1,700 | 1,700 | 1,734 |
| Communications & travel | 7,537 | 5,653 | 5,439 | 6,000 | 8,200 | 8,364 |
| Maintenance & supplies | 0 | 0 | 0 | 700 | 700 | 714 |
| Miscellaneous | 1,807 | 2,009 | 7,567 | 3,500 | 3,500 | 3,570 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 |
| Special projects | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 355,387 | 388,350 | 428,147 | 482,271 | 510,918 | 521,136 |
| | | | | | | |
| Planning Director | 1 | 1 | 1 | 1 | 1 | 1 |
| Senior Planner | 1 | 1 | 1 | 1 | 1 | 1 |
| Assistant Planner | 1 | 1 | 1 | 1 | 1 | 1 |
| TOTAL | 3 | 3 | 3 | 3 | 3 | 3 |

ANNUAL BUDGET

POLICE

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|-------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Operating | 2,578,738 | 2,984,505 | 3,207,702 | 3,485,669 | 3,588,098 | 3,695,741 |
| TOTAL | 2,578,738 | 2,984,505 | 3,207,702 | 3,485,669 | 3,588,098 | 3,695,741 |

FIRE ADMINISTRATIVE SERVICES DIVISION

PROGRAM DESCRIPTION

Oversees the effective delivery of Fire and Building Department services by providing administrative leadership and support in the areas of planning, budgeting, personnel and organizational development.

2008-09

PROGRAM OBJECTIVES

1. Continue to explore consolidation and regionalization opportunities.
2. Continue to facilitate the administrative component of the Ross Valley Paramedic Authority.

PERFORMANCE MEASUREMENTS

Fire Administration will play a key role in seeking out and developing consolidation and regionalization strategies with neighboring fire agencies.

The Fire Chief continues to act as the Administrative Officer for the RVPA overseeing effective deployment of advanced life support services in the Ross Valley.

2008-09 Key Changes:

Fire Administration assumed supervision and management of the City's Building Inspection and Code Enforcement functions. Oversight of the City's Disaster and Emergency Preparedness Functions are within the Fire Chief's duties and responsibilities.

Authorized Positions

Proposed

| | |
|--------------|-----|
| Fire Chief | .70 |
| Deputy Chief | .30 |

1.00

FIRE PREVENTION DIVISION

PROGRAM DESCRIPTION

Administers the Fire Prevention functions, which are designed to reduce fire loss, increase life safety and control other hazardous conditions. Conducts plan reviews and inspections to ensure that new construction or the remodeling of existing buildings conforms to applicable codes and safety ordinances.

2008-009

PROGRAM OBJECTIVES

1. Maintain a comprehensive annual fire inspection program for all assembly, business and multi-family occupancies.
2. Continue to develop and deploy effective and meaningful disaster preparedness programs, primarily in the GET READY and CERT curricula.
3. Conduct weed abatement and vegetation management in the hillside areas of the community.

PERFORMANCE MEASUREMENTS

All structures, with the exception of single family dwellings, duplex and triplex occupancies, will receive an annual fire inspection by engine company or administrative personnel.

Fire Department personnel will continue to actively deploy these programs by offering regular training classes and by participating in continual regional development of all disaster preparedness courses in Marin County.

Property owners will be placed on notice if an inspection indicates that flammable vegetation could pose an extreme threat to structures, and information/direction will be provided to help hillside property owners will brush clearing strategies.

2008-09 Key Changes:

Fire prevention has a key role in the City's disaster planning and hazard mitigation efforts. Emphasis in the program this year will include coordination with Public Works and Administration on disaster related local and regional planning and vegetation removal.

Authorized Positions

Proposed

| | |
|-------------------|-----|
| Fire Chief | .30 |
| Deputy Fire Chief | .70 |

1.00

FIRE PROTECTION & EMERGENCY MEDICAL SERVICES DIVISION

PROGRAM DESCRIPTION

Coordinates the delivery of fire protection and pre-hospital emergency medical care services to the community. Provides state-of-the-art training to shift personnel, and assists in providing fire prevention and community education programs.

2008-09

PROGRAM OBJECTIVES

1. Continue ongoing training programs to maintain a well prepared, all-risk emergency response force.
2. Manage the transition to and expansion of various programs including engine company paramedic program, online incident reporting system, mobile data terminal use, electronic patient care records, formal CICC State certification protocol for wildland firefighting and Marin County standardized rapid intervention procedures.
3. Plan for and implement enhanced automatic aid agreements and procedures for responses to boundary areas with San Rafael, Kentfield and Corte Madera.

PERFORMANCE MEASUREMENTS

Engine company personnel will participate in training exercises and classroom session to maintain proficiency in all services. *

Staff will ensure that the agency remains fully compliant with reporting requirements for employees and emergency incident reporting.

Significant additional efficiencies will be identified and implemented.

2008-09 Key Changes

The high cost of benefit programs for safety employees continue to affect this program.
Some safety equipment requires replacement.

| Authorized Positions | Proposed |
|-----------------------|--------------|
| Captains | 6.00 |
| Firefighter/Engineers | 10.00 |
| | 16.00 |

*Emergency medical treatment, fire suppression techniques (structural and wildland), hazardous materials incident mitigation, gas and electrical emergencies, decontamination techniques and technical rescue procedures, which include vehicle extrication, rope rescue, confined space rescue and water rescue.

ANNUAL BUDGET

FIRE DEPARTMENT

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET PROPOSED 2007-08 | ESTIMATED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|----------------------------|----------------------|----------------------|
| Salaries, wages & benefits | 2,586,355 | 2,874,063 | 3,084,519 | 3,461,342 | 3,510,621 | 3,580,833 |
| Professional services | 54,705 | 60,986 | 67,223 | 60,000 | 60,000 | 61,200 |
| Materials & supplies | 51,740 | 48,599 | 53,626 | 63,000 | 73,000 | 74,460 |
| Utilities | 15,891 | 18,306 | 18,066 | 17,000 | 17,000 | 17,340 |
| Communications & travel | 15,365 | 16,970 | 19,790 | 20,000 | 20,000 | 20,400 |
| Maintenance & supplies | 42,040 | 58,839 | 56,585 | 60,000 | 60,000 | 61,200 |
| Insurance | 21,121 | 41,077 | 66,423 | 65,000 | 55,000 | 56,100 |
| Equipment charges/misc | 59,709 | 7,209 | 65,860 | 7,500 | 7,500 | 7,650 |
| Capital outlay | 4,688 | 2,987 | 4,398 | 4,500 | 4,500 | 4,590 |
| Special projects | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 2,851,614 | 3,129,036 | 3,436,490 | 3,758,342 | 3,807,621 | 3,883,773 |
| | | | | | | |
| Fire Chief | 1 | 1 | 1 | 1 | 1 | 1 |
| Deputy Fire Chief | 1 | 1 | 1 | 1 | 1 | 1 |
| Fire Captain | 6 | 6 | 6 | 6 | 6 | 6 |
| Firefighter | 10 | 10 | 10 | 10 | 10 | 10 |
| TOTAL | 18 | 18 | 18 | 18 | 18 | 18 |

FIRE/CODE ENFORCEMENT DIVISION

PROGRAM DESCRIPTION

Administers the Building Inspection and Municipal Code enforcement functions including plan review, permit issuance, inspection of construction projects and municipal code oversight to ensure compliance with all applicable codes and ordinances.

2008-09

PROGRAM OBJECTIVES

1. Update the City's building, fire and related codes to reflect the new State of California building standards.
2. Refresh building department handouts and literature to ensure that materials reflect current standards and practices and are customer friendly.

PERFORMANCE MEASUREMENTS

The new State Building Standards and related codes for Fire, Electrical, Plumbing, Mechanical, Energy and Reference Standards will be recommended for adoption by 6/30/09.

All handouts and literature will be reviewed and updated by 6/30/09.

2008-09 Key Changes:

This program is served by contract officials who provide inspection, plan checking and ADA compliance services to the City under the direction of the Fire Chief and with assistance from Planning, Public Works and Customer Service personnel.

| Authorized Positions | Proposed |
|---------------------------|-------------|
| Code Enforcement Officer* | 1.00 |
| | 1.00 |

*Position vacant- contract personnel currently performing duties of this position- funded with salary savings from vacancy.

ANNUAL BUDGET

FIRE-CODE ENFORCEMENT

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 149,596 | 154,991 | 173,592 | 172,045 | 181,332 | 184,959 |
| Professional Services | 11,975 | 40,912 | 36,000 | 36,000 | 36,000 | 36,720 |
| Materials & supplies | 1,733 | 3,108 | 2,467 | 3,300 | 3,300 | 3,366 |
| Communications & travel | 2,693 | 2,485 | 2,706 | 3,700 | 3,700 | 3,774 |
| Maintenance & supplies | 304 | 827 | 286 | 2,000 | 2,000 | 2,040 |
| Contingency/miscellaneous | 485 | 425 | 525 | 750 | 750 | 765 |
| Capital Outlay | 2,434 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 169,220 | 202,748 | 215,576 | 217,795 | 227,082 | 231,624 |
| Code Enforcement Official | 1 | 1 | 1 | 1 | 1 | 1 |
| TOTAL | 1 | 1 | 1 | 1 | 1 | 1 |

PUBLIC WORKS - ADMINISTRATION/ENGINEERING

PROGRAM DESCRIPTION

The Administrative Division has the responsibility for leadership and direction for all the Department of Public Works activities.

2008-09

PROGRAM OBJECTIVES

1. Continue working on GIS mapping which will include citywide data base maps and infrastructure.
2. Implement changes to the pavement management program (PMS), using GIS, and select the road segments for improvement.
3. Complete current Capital Improvement projects and develop a comprehensive list of future projects.

PERFORMANCE MEASUREMENTS

- Continued implementation and integration of GIS/Marin Map will progress throughout the 2008-09 fiscal year.
- Pave at least \$500,000 in local road segments in 2008-09.
- Develop a list and prioritize by April of each year for the upcoming fiscal year.

2008-09 Key Changes:

The Public Works Department has been staffed with a combination of employees and contract positions to meet the cyclical demands of this work environment. Professional services for engineering and GIS technical work have been adjusted in this program.

| Authorized Positions | Proposed |
|---|-------------|
| Public Works Director/ City Engineer | .40 |
| Senior Engineer | 1.00 |
| GIS Technician | .90 |
| Customer Svc. Rep. | .90 |
| | 3.20 |

ANNUAL BUDGET

PUBLIC WORKS-ADMINISTRATION-ENGINEERING

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 107,981 | 150,501 | 179,962 | 286,161 | 341,259 | 348,084 |
| Professional service | 92,310 | 118,408 | 227,676 | 100,000 | 100,000 | 102,000 |
| Materials & supplies | 4,184 | 8,149 | 2,886 | 2,500 | 3,500 | 3,570 |
| Communications & travel | 6,177 | 5,063 | 4,406 | 4,000 | 4,000 | 4,080 |
| Miscellaneous | 15,818 | 16,994 | 15,812 | 15,000 | 11,000 | 11,220 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 226,470 | 299,115 | 430,742 | 407,661 | 459,759 | 468,954 |
| Public Works Director | 0.4 | 0.4 | 0.4 | 0.4 | 0.4 | 0.4 |
| Senior Engineer | 1 | 1 | 1 | 1 | 1 | 1 |
| Assistant Engineer | 1 | | | | | |
| GIS Technician | | | | | 0.9 | 0.9 |
| Customer Service Rep | 0.5 | 1.0 | 1.0 | 1.0 | 0.9 | 0.9 |
| TOTAL | 2.9 | 2.4 | 2.4 | 2.4 | 3.2 | 3.2 |

PUBLIC WORKS - STREET MAINTENANCE DIVISION

PROGRAM DESCRIPTION

The Street Maintenance Division's primary responsibility is the public thoroughfare. This includes the upkeep of the City streets, rights-of-way, street sweeping, street lighting; storm drainage systems and the signal systems for the safe passage of vehicles and pedestrians. The Division maintains all City owned equipment and vehicles.

2008-09

PROGRAM OBJECTIVES

1. Continue to implement NPDES program (documentation, enforcement, inspection and public education).
2. Continue refining Standard Operating Procedure (SOP) for emergency call-outs: pump station operation and training, hazardous materials clean up, erosion mitigation clean up, tree removal in public streets and large scale emergency repairs.
3. Continue facilities repairs based on the list of repairs necessary to maintain all City infrastructure in a safe and efficient manner.

PERFORMANCE MEASUREMENTS

This is an ongoing program. We plan to increase our efforts in educating the public through mailings and handouts at City Hall.

Conduct quarterly review of maintenance practices, monitoring, regulatory compliance and troubleshooting.

Complete funded repairs as needed by June 2009.

2008-09 Key Changes:

The only change in this program is related to increased fixed costs in salaries and benefits.

Authorized Positions

Proposed

| | |
|-----------------------|------|
| Director | .40 |
| Superintendent | .70 |
| Maintenance Worker II | 1.00 |
| Maintenance Worker I | 2.00 |

4.10

ANNUAL BUDGET

PUBLIC WORKS-STREETS

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 361,717 | 397,365 | 434,927 | 494,336 | 504,608 | 514,700 |
| Professional services | 98,005 | 85,497 | 73,877 | 60,000 | 60,000 | 61,200 |
| Materials & supplies | 19,948 | 25,223 | 19,296 | 16,500 | 19,500 | 19,890 |
| Utilities | 111,076 | 125,280 | 118,196 | 115,000 | 108,000 | 110,160 |
| Communications & travel | 8,120 | 7,765 | 8,457 | 7,500 | 8,000 | 8,160 |
| Maintenance & supplies | 164,675 | 139,804 | 143,810 | 150,000 | 150,000 | 153,000 |
| Insurance | 19,035 | 37,836 | 54,385 | 57,200 | 45,000 | 45,900 |
| Equipment charges/misc | 31,033 | 31,901 | 31,981 | 5,000 | 7,950 | 8,109 |
| Capital outlay | 0 | 0 | 0 | 0 | | 0 |
| Storm Damage | | | | | | |
| TOTAL | 813,609 | 850,671 | 884,929 | 905,536 | 903,058 | 921,119 |
| Public Works Director | 0.4 | 0.4 | 0.4 | 0.4 | 0.4 | 0.4 |
| Superintendent | 0.7 | 0.7 | 0.7 | 0.7 | 0.7 | 0.7 |
| Mechanic | 0 | 0 | 0 | 0 | 0 | 0 |
| Maintenance Worker II | 1 | 1 | 1 | 1 | 1 | 1 |
| Maintenance Worker 1 | 2 | 2 | 2 | 2 | 2 | 2 |
| TOTAL | 4.1 | 4.1 | 4.1 | 4.1 | 4.1 | 4.1 |

PUBLIC WORKS - PARKS DIVISION

PROGRAM DESCRIPTION

The Parks Division is responsible for maintaining and enhancing the City owned recreational and environmental areas for citizens.

2008-09

PROGRAM OBJECTIVES

1. Continue park accessibility improvement program.
2. Continue implementing Piper Park and Mini-Parks Plan elements.
3. Continue refining the turf management program to enhance our existing athletic fields and passive play areas.
4. Manage and monitor usage and maintenance of new multi-use field

PERFORMANCE MEASUREMENTS

- Make improvements based on the order of priority.
- As funding is provided make improvements to the Magnolia Avenue Mini-Park and Piper Park, in the priority order established by Council.
- Try to extend the length of play season and increase the turf resilience for added enjoyment and safety by June 2009.
- Evaluate use and maintenance patterns and report findings annually by June 2009.

2008-09 Key Changes:

The only change in this program is related to increased fixed costs in salaries and benefits.

| Authorized Positions | Proposed |
|-----------------------|-------------|
| Director | .20 |
| Superintendent | .30 |
| Maintenance Worker II | 1.00 |
| Maintenance Worker I | 1.00 |
| | 2.50 |

ANNUAL BUDGET

PUBLICS WORKS-PARKS

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 216,993 | 241,879 | 252,430 | 268,157 | 284,120 | 289,802 |
| Professional services | 11,429 | 4,928 | 281 | 1,500 | 1,500 | 1,530 |
| Materials & supplies | 3,442 | 3,398 | 2,650 | 5,600 | 5,100 | 5,202 |
| Utilities | 64,029 | 45,534 | 80,987 | 75,000 | 75,000 | 76,500 |
| Communications & travel | 0 | 0 | 0 | 1,000 | 1,000 | 1,020 |
| Maintenance & supplies | 132,424 | 143,805 | 216,994 | 175,000 | 175,000 | 178,500 |
| Insurance | 6,526 | 12,972 | 18,647 | 19,600 | 16,000 | 16,320 |
| Equipment charges/misc | 7,625 | 10,080 | 10,000 | 16,000 | 16,000 | 16,320 |
| Capital outlay | 4,002 | 2,400 | 1,823 | 2,000 | 0 | 0 |
| TOTAL | 446,470 | 464,996 | 583,812 | 563,857 | 573,720 | 585,194 |
| | | | | | | |
| Public Works Director | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 |
| Superintendent | 0.3 | 0.3 | 0.3 | 0.3 | 0.3 | 0.3 |
| Maintenance Worker II | 1 | 1 | 1 | 1 | 1 | 1 |
| Maintenance Worker I | 1 | 1 | 1 | 1 | 1 | 1 |
| TOTAL | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 |

RECREATION SERVICES

PROGRAM DESCRIPTION

Develop and administer leisure programs in response to the needs of the community in a fiscally responsible manner.

2008-09

PROGRAM OBJECTIVES

1. Provide leisure activities for all age groups within the community.
2. Continue expanding the delivery of Recreation services to the community.
3. Monitor and protect available field area at Piper Park.
4. Monitor Larkspur's possible access to Proposition 12 funds.

PERFORMANCE MEASUREMENTS

Ongoing programs include: senior activities, summer school, swim team, child-care, adult sports, after-school enrichment classes and special events. Other programs include: developmentally disabled activities at Hall School, after-school day camp at Bacich School, and walking group program.

Annually identify and implement new programs and activities to implement, and/or adjust existing programs as the community's needs expand and contract.

Evaluate the use of the multi-use field at Piper Park in partnership with the Larkspur School District annually in September of each year.

The Parks and Recreation Commission and staff will continue implementing improvements for park facilities development through June 2009.

2008-09 Key Changes:

The Recreation Department staff will oversee the renovation of Magnolia Park this year, and the outside contract for the summer sports camp has been withdrawn, reducing both expenses and revenues.

Authorized Positions

Proposed

| | |
|-----------------------|-------------|
| Director | 1.00 |
| Recreation Supervisor | 1.00 |
| Customer Service Rep. | .50 |
| | 2.50 |

ANNUAL BUDGET

RECREATION

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 295,159 | 334,754 | 344,476 | 393,126 | 407,200 | 415,344 |
| Professional services | 115,220 | 149,571 | 156,717 | 150,000 | 120,500 | 122,910 |
| Materials & supplies | 49,887 | 59,472 | 45,289 | 50,000 | 51,000 | 52,020 |
| Communications & travel | 11,207 | 11,463 | 12,510 | 11,000 | 12,200 | 12,444 |
| Buildings & Structure Maintenan | 4,304 | 4,500 | 4,825 | 4,500 | 4,500 | 4,590 |
| Insurance | 200 | 200 | 200 | 700 | 700 | 714 |
| Miscellaneous | 3,051 | 14,358 | 14,561 | 2,000 | 2,000 | 2,040 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 |
| Special projects | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 479,028 | 574,318 | 578,578 | 611,326 | 598,100 | 610,062 |
| Recreation Director | 1 | 1 | 1 | 1 | 1 | 1 |
| Recreation Supervisor | 1 | 1 | 1 | 1 | 1 | 1 |
| Customer Service Representative | 0 | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 |
| TOTAL | 2 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 |

LIBRARY

PROGRAM DESCRIPTION

The mission of the Larkspur Public Library is to continue to enrich the lives of the community it serves by providing access to a collection of resources that meets the needs of the community. The Library strives to provide a wide range of reading materials that encourage lifelong learning and a love of reading in a welcoming environment.

2008-09

PROGRAM OBJECTIVES

1. Continue to support the educational, recreational and information needs of our community through quality, personalized service.
2. Expand library and information services to our community to include digital resources and Web 2.0 technology accessible through our website. Update and add new computer stations to meet the growing demand for access to online resources and the Internet.
3. Continue to develop new library services and programs and promote them to the public.

PERFORMANCE MEASUREMENTS

Maintain and increase current levels of circulation of library materials (both print and audiovisual). Explore ways to expand access to electronic/online information resources.

Provide access to digital resources through the library website such as reader's advisory links, consumer and tax information, homework help and subject directories. Explore ways to incorporate the use of blogs, wikis, Flickr, and other Web 2.0 applications. Provide two additional public access computer stations and explore implementing wireless technology.

Continue to increase community awareness of library services through special events and programs, and expanded outreach efforts. Continue to develop promotional materials as part of the Library Awareness Program.

2008-09 Key Changes:

Library staffing continues to be adjusted in the direction of more full time staff.

Authorized Positions

Proposed

| | |
|----------------------|------------|
| Library Director | 1.0 |
| Librarian | 2.0 |
| Library Assistant II | 1.0 |
| Library Assistant I | 3.0 |
| | 7.0 |

ANNUAL BUDGET

LIBRARY

GENERAL FUND

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 413,336 | 463,011 | 498,332 | 558,084 | 617,217 | 629,561 |
| Professional service | 1,965 | 2,738 | 35,337 | 41,475 | 13,000 | 13,260 |
| Materials & supplies | 59,033 | 60,880 | 66,095 | 71,000 | 72,000 | 73,440 |
| Communications & travel | 2,349 | 2,346 | 1,452 | 2,500 | 2,800 | 2,856 |
| Maintenance & supplies | 0 | 3,911 | 2,130 | 500 | 500 | 510 |
| Contingency/miscellaneous | 4,675 | 1,110 | 4,867 | 2,000 | 2,000 | 2,040 |
| Capital outlay | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 481,358 | 533,996 | 608,213 | 675,559 | 707,517 | 721,667 |
| | | | | | | |
| Library Director | 1 | 1 | 1 | 1 | 1 | 1 |
| Librarian | 1 | 1 | 2 | 2 | 2 | 2 |
| Library Assistant II | 1 | 2 | 1 | 1 | 1 | 1 |
| Library Assistant I | 3 | 3 | 3 | 3 | 3 | 3 |
| TOTAL | 6.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |

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OTHER FUNDS

CLEAN WATER FUND BUDGET

2008/09

| | | |
|---|--------|---------|
| Estimated Fund Balance 6/30/08 | | 195,000 |
| Add: | | |
| 2008/09 Revenues | | 94,000 |
| Available Funds | | 289,000 |
| Less: 2008/09 Expenditures | | |
| Contract/Compliance (MCSTOPP) | 30,000 | |
| Contract/Enhance streetsweeping | 25,000 | |
| GIS Storm Drain Mapping | 15,000 | |
| Storm Drain/Clean Water Projects | 25,000 | |
| Vegetation Mgmt & Creek Cleanup | 25,000 | |
| Total Expenditures | | 120,000 |
| Transfer to General Fund/Code Enforcement | 60,000 | |
| Transfer to Capital/Storm Drain Repair | 50,000 | |
| | | 110,000 |
| Estimated Fund Balance 6/30/09 | | 59,000 |

2008-09

Enhanced Code Enforcement will continue in addition to increased storm drain maintenance and repairs, vegetation management and creek cleanup efforts.

CHILD CARE BUDGET

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages, & benefits | 407,776 | 443,831 | 464,081 | 506,037 | 516,340 | 526,667 |
| Professional service | 1,946 | 2,613 | 2,523 | 2,000 | 2,000 | 2,040 |
| Materials & supplies | 17,023 | 18,932 | 22,869 | 21,500 | 26,000 | 26,520 |
| Communications & travel | 5,879 | 4,877 | 5,814 | 10,670 | 8,100 | 8,262 |
| Maintenance & supplies | 14,690 | 12,390 | 13,162 | 28,050 | 16,500 | 16,830 |
| Miscellaneous | 26,180 | 45,064 | 29,325 | 61,353 | 50,150 | 51,153 |
| Capital outlay | 496 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 473,990 | 527,707 | 537,774 | 629,610 | 619,090 | 631,472 |

REVENUES

| | | | |
|----------------------------|--|----------------|----------------|
| Projected income | | 620,000 | 632,400 |
| FUND BALANCE DETAIL | | 2008/09 | 2009/10 |
| Estimated Fund Balance | | 8,000 | 8,910 |
| Estimated Revenue | | 620,000 | 632,400 |
| Total Available Revenue | | 628,000 | 641,310 |
| Estimated Expenditures | | 619,090 | 631,472 |
| Estimated Fund Balance | | 8,910 | 9,838 |

2008-09 Key Changes

Changes in this program include changes to fixed expenses and salary & benefit increases. Changes to fixed expenses reflect investments made in technology and capital assets made in previous fiscal years that are not necessary this fiscal year.

TIDALWAVES BUDGET

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 0 | 0 | 0 | 0 | 0 | 0 |
| Professional service | 50,230 | 41,543 | 44,061 | 40,000 | 35,000 | 40,000 |
| Materials & supplies | 10,937 | 16,236 | 17,831 | 17,000 | 14,000 | 14,280 |
| Communications & travel | 760 | 597 | 493 | 500 | 500 | 510 |
| Insurance | 0 | 1,610 | 500 | 1,800 | 1,800 | 1,836 |
| Miscellaneous | 15,776 | 13,975 | 13,808 | 15,000 | 13,000 | 13,260 |
| Capital outlay | 0 | 0 | | 0 | 0 | 0 |
| TOTAL | 77,703 | 73,961 | 76,693 | 74,300 | 64,300 | 65,586 |

REVENUES

| | | | |
|----------------------------|--|----------------|----------------|
| Projected Income | | 50,000 | 60,000 |
| FUND BALANCE DETAIL | | 2008-09 | 2009-10 |
| Estimated Fund Balance | | 20,000 | 5,700 |
| Estimated Revenue | | 50,000 | 60,000 |
| Total Available | | 70,000 | 65,700 |
| Estimated Expenditures | | 64,300 | 65,586 |
| Estimated Fund Balance | | 5,700 | 114 |

2008-09 Key Changes

Renovation of Redwood High pool will continue to impact this program. Revenues and Expenditures will be lower as enrollment in the program is decreased during the renovation.

SUMMER SCHOOL BUDGET

| DESCRIPTION | ACTUAL 2004-05 | ACTUAL 2005-06 | ACTUAL 2006-07 | BUDGET 2007-08 | PROPOSED 2008-09 | ESTIMATED 2009-10 |
|----------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| Salaries, wages & benefits | 80,509 | 100,442 | 78,645 | 89,000 | 98,000 | 99,960 |
| Professional service | 24,598 | 22,158 | 26,874 | 33,000 | 34,000 | 34,680 |
| Materials & supplies | 14,298 | 14,130 | 14,785 | 15,000 | 15,000 | 15,300 |
| Communications & travel | 161 | 0 | 251 | 400 | 400 | 408 |
| Miscellaneous | 0 | 0 | 0 | 2,500 | 2,500 | 2,550 |
| TOTAL | 119,566 | 136,730 | 120,555 | 139,900 | 149,900 | 142,698 |

REVENUES

| | | | |
|------------------|--|---------|---------|
| Projected Income | | 150,000 | 153,000 |
|------------------|--|---------|---------|

FUND BALANCE DETAIL

| | 2008-09 | 2009-10 |
|-------------------------|---------|---------|
| Estimated Fund Balance | 2,500 | 2,600 |
| Estimated Revenue | 150,000 | 153,000 |
| Total Available Revenue | 152,500 | 155,600 |
| Estimated Expenditures | 149,900 | 142,698 |
| Estimated Fund Balance | 2,600 | 12,902 |

2008-09 Key Changes

GAS TAX FUND BUDGET

2008/09

Estimated Fund Balance 6/30/08 1,025,000

Add:

| | | |
|-------------------------|---------|---------|
| 2008/09 Gas Tax Revenue | 232,000 | |
| 2008/09 Road Impact Fee | 150,000 | |
| Interest Income | 25,000 | |
| | <hr/> | 407,000 |

Grants

| | | |
|----------------------------------|---------|---------|
| Federal Grant Alexander Bridge | 240,000 | |
| TEA 21 Bon Air Bridge | 288,000 | |
| TEA 21 Grant Arroyo Holon Bridge | 432,000 | |
| | | <hr/> |
| | | 960,000 |

Available Funds 2,392,000

Less: 2008/09 Expenditures

| | |
|--|---------|
| Future Project Management | 10,000 |
| GIS Mapping System | 30,000 |
| Alexander Bridge | 300,000 |
| Doherty Drive/ Arroyo Holon Bridge | 360,000 |
| Bon Air Bridge | 540,000 |
| Downtown Tree Management | 50,000 |
| Citywide Striping | 15,000 |
| Pavement Management/Street Maintenance | 500,000 |

Total Expenditures 1,805,000

Transfer to Capital/General Fund* 285,040

Estimated Fund Balance 6/30/09 301,960

*Includes Project Management Costs
to be Transferred to the General Fund

TRANSPORTATION FUND BUDGET

2008/09

Estimated Fund Balance 6/30/08 192,330

Add:

Interest Income 5,000

Available Funds 197,330

Less: 2008/09 Expenditures

Greenbrae Corridor 10,000
Geographical Information System 15,000
Link to Mapping, Resos, Record, Photos, Plan 21,000

Total Expenditures 46,000

Transfer to General Fund 20,000

20,000

Estimated Fund Balance 6/30/09 131,330

CAPITAL IMPROVEMENT FUND BUDGET

2008/09

Estimated Fund Balance 6/30/08 (65,000)

Add:

Revenue:

| | |
|---------------------------------|-----------|
| City (Matching) | 197,665 |
| City (Projects) | 138,000 |
| Clean Water | 50,000 |
| FEMA/OES | 970,765 |
| Gas Tax (Matching) | 75,040 |
| Larkspur Measure A | 250,000 |
| NTPP | 1,056,875 |
| Proposition 1B | 400,000 |
| PTAP | 8,260 |
| Safe Routes Grant | 296,730 |
| TAM Measure A | 278,510 |
| TDA | 137,000 |
| TE (Transportation Enhancement) | 90,000 |

AVAILABLE FUNDS 3,883,845

Less 2008/09 Expenditures

| Ongoing Projects | 08/09 Projects | 08/09 Total |
|---------------------|-------------------|----------------|
|---------------------|-------------------|----------------|

| | | | |
|---|-----------|----------------|------------------|
| 101 Elm Stairs & Pathway | NTPP | 120,000 | 120,000 |
| ADA Accessible Pathway to Sandra Marker Trail | GT/SAFE | 329,700 | 329,700 |
| Annual Accessibility Projects | GF | 5,000 | 5,000 |
| Annual Engineering for Future Projects | GF | 10,000 | 10,000 |
| Annual Storm Drain Repair/Replacement | CW | 50,000 | 50,000 |
| Cedar Ave Slide Repair | CIF/FEMA | 109,000 | 109,000 |
| Disaster Preparedness- Ongoing | CIF | 15,000 | 15,000 |
| Doherty Drive Class I Multi Use Path | NTPP | 750,000 | 750,000 |
| Doherty Drive Reconstruction Phase III | 1B/TAM | 500,000 | 500,000 |
| Doherty Drive Signing & Striping | TAM | 128,750 | 128,750 |
| ESFD Bike/Ped Multi-Use Bridge | CIF/TE | 110,000 | 110,000 |
| Fire Hydrant Replacement- Ongoing | CIF | 15,000 | 15,000 |
| Fire Station 16 - Driveway | CIF | 40,000 | 40,000 |
| FMA PL 10 Flood Hazard Mitigation | CIF/FEMA | 54,000 | 54,000 |
| Housing Element | CIF | 33,000 | 33,000 |
| Magnolia Ave Class I Bike/Ped Path (Doherty) | GT/1B/TDA | 325,000 | 325,000 |
| Multi Use Pathway btw Doherty and Heatherwood | TAM | 149,760 | 149,760 |
| Myrtle/Hawthorne Landslide | CIF/FEMA | 586,030 | 586,030 |
| Pavement Mgmt (PTAP) | GT/PTAPP | 12,330 | 12,330 |
| Post Street Stairs & Pathway | NTPP | 186,875 | 186,875 |
| Sidewalk - Redwood Highway | GT | 10,000 | 10,000 |
| Sidewalk Repair & Replacement - Citywide | CIF | 10,000 | 10,000 |
| Via Casitas Slide Repair Completion | CIF/FEMA | 300,000 | 300,000 |
| Via La Paz Catchment Netting | CIF/FEMA | 99,400 | 99,400 |
| Total Expenditures | | 478,000 | 3,470,845 |
| Estimated Fund Balance 6/30/09 | | | (65,000) |

EQUIPMENT AND TECHNOLOGY REPLACEMENT FUND BUDGET

2008/09

| | | |
|--|--------|----------------|
| Estimated fund balance 6/30/08 | | 662,000 |
| Add: | | |
| Charges to Department/Loan Repayment | | 149,000 |
| Available Funds | | 811,000 |
| Less: 2008/09 Expenditures | | |
| Accounting Financial Software | 35,000 | |
| Employee Computer Purchase Program | 35,000 | |
| Marinet- Library | 40,000 | |
| Mobile Units- Fire Department | 20,000 | |
| New Copier - Administration | 20,000 | |
| Technology | 60,000 | |
| Total Expenditures | | 210,000 |
| Transfer to Capital/General Fund | 90,500 | |
| <i>Fire Hydrant Replacement</i> 15,000 | | |
| <i>Pierce GM 1500 Pumper</i> 75,500 | | |
| | | 90,500 |
| Estimated Fund Balance 6/30/09 | | 510,500 |

TRANSIENT OCCUPANCY TAX FUND BUDGET

2008/09

| | | |
|--------------------------------|--------|--------|
| Estimated Fund Balance 6/30/08 | | 37,000 |
| Add: | | |
| 2008/09 Revenues | | 55,000 |
| Available Revenue | | 92,000 |
| Less: | | |
| 2008/09 Expenditures | | |
| Community Grants | 60,000 | |
| Total Expenditures | | 60,000 |
| Estimated Fund Balance 6/30/09 | | 32,000 |

TOT funds are granted to various community projects upon application to the City Council.

PARK DEVELOPMENT FUND BUDGET

2008/09

| | |
|------------------------------------|-------------|
| Estimated Fund Balance 6/30/08 | 373,521 |
| Add: | |
| Interest Income | 10,000 |
| Prop 12 and Prop 40 | 67,559 |
| Available Funds | 451,080 |
| Less: 2008/09 Expenditures | |
| City Irrigation | 80,000 |
| Magnolia Park | 275,000 |
| Soccer Field Fence | 36,000 |
| Tubb Lake Dredging | 25,000 |
| Total Expenditures | 416,000 |
| Estimated Fund Balance 6/30/09 | 35,080 |

STATE AND REGIONAL TRANSPORTATION FUNDS

Local Measure A, Proposition 1B, and other State, Federal, and Regional Transportation per capita and annual allocation revenues are accounted for in this fund.

2008/09

| | | |
|---|------------------|------------------|
| Estimated Fund Balance 6/30/08 | | 877,630 |
| Add: | | |
| Interest Income | | 5,000 |
| Larkspur Measure A Funds | | 100,000 |
| TAM Measure A Funds | | 278,510 |
| SAFE Routes Grant | | 296,730 |
| | | |
| Available Funds | | 1,557,870 |
| | | |
| Less: 2008/09 Expenditures | | |
| | | |
| Transfer to Capital Projects Fund | 1,225,240 | |
| | | |
| <i>ADA Accessible Pathway</i> | <i>296,730</i> | |
| <i>Multi-Use Path (Doherty - Heatherwood)</i> | <i>149,760</i> | |
| <i>Doherty Drive Signing & Striping</i> | <i>128,750</i> | |
| <i>Mag. Ave Class 1 Bike/Ped Path</i> | <i>150,000</i> | |
| <i>Doherty Drive Reconstruction Phase III</i> | <i>500,000</i> | |
| | | 1,225,240 |
| | | |
| Estimated Fund Balance 6/30/09 | | 332,630 |

DEBT SERVICE

2008/09

| | FINANCE BY | AMOUNT REQUIRED FOR PRINCIPAL AND INTEREST |
|-------------------------------------|--------------|--|
| LEASE PURCHASE | | |
| 1990 Fire Station 2 | General Fund | 61,000 |
| MERA Bond Payment | General Fund | 39,783 |
| Multi-Use Field P&I | General Fund | 94,720 |
| Pierce GM 1500 Pumper (Fire Engine) | General Fund | 75,500 |

CAPITAL IMPROVEMENT SUMMARY

2008/09

| | |
|--------------------------|-----------|
| Capital Improvement Fund | 3,948,845 |
| Clean Water Fund | 40,000 |
| Gas Tax Fund | 1,805,000 |
| Park Development Fund | 416,000 |
| Transportation Fund | 46,000 |

TOTAL CAPITAL PROJECTS 2008/09 **6,255,845**

Funding Sources for Capital Projects

| | |
|------------------------------|-----------|
| Bridge Grants | 960,000 |
| Clean Water | 50,000 |
| Clean Water Fund | 40,000 |
| FEMA/OES (State and Federal) | 970,765 |
| Gas Tax Fund | 845,000 |
| Gas Tax Fund(Matching) | 75,040 |
| General Fund (Matching) | 197,665 |
| General Fund (Projects) | 138,000 |
| Larkspur Measure A | 250,000 |
| NTPP | 1,056,875 |
| Park Development Funds | 416,000 |
| Proposition 1B | 400,000 |
| PTAPP | 8,260 |
| Safe Routes Grant | 296,730 |
| TAM Measure A | 278,510 |
| Traffic Congestion Fund | 46,000 |
| Transportation Development | 137,000 |
| Transportation Enhancement | 90,000 |

TOTAL FUNDING FOR CAPITAL PROJECTS 2008/09 **6,255,845**

MAJOR FUND BALANCES- HISTORY

| | ACTUAL 7/1/2005 | ACTUAL 7/1/2006 | ACTUAL 7/1/2007 | ESTIMATE 7/1/2008 | ESTIMATE 7/1/2009 |
|-------------------------|--------------------|--------------------|--------------------|----------------------|----------------------|
| GENERAL FUND | 700,000 | 700,000 | 700,000 | 700,000 | 700,000 |
| CAPITAL IMPROVEMENT | -403,259 | -761,882 | -637,651 | -65,000 | -65,000 |
| CLEAN WATER FUND | 232,898 | 260,641 | 192,700 | 195,000 | 59,000 |
| EQUIP. & TECHNOLOGY | 1,265,315 | 777,811 | 834,584 | 662,000 | 510,500 |
| GAS TAX | 869,453 | 937,824 | 1,156,662 | 1,025,000 | 301,960 |
| INSURANCE FUND | 598,688 | 439,694 | -342,111 | -162,481 | 100,000 |
| L/T CAPITAL/DISASTER | 1,076,361 | 1,084,540 | 1,098,449 | 1,098,449 | 1,098,449 |
| PARK DEVELOPMENT | 142,000 | 42,089 | 384,763 | 373,521 | 35,080 |
| PROPERTY DEVELOPMENT | 41,240 | 24,800 | 28,279 | 28,105 | 48,000 |
| STATE & REGIONAL TRANS. | 0 | 0 | 96,199 | 877,630 | 332,630 |
| TRANSPORTATION | 255,421 | 671 | 313,943 | 192,330 | 131,330 |

AUTHORIZED POSITIONS

| | 2004/05 | 2005/06 | 2006/07 | 2007/08 | 2008/09 |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|
| GENERAL ADMINISTRATION | | | | | |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Finance Director | 1.00 | 1.00 | | 1.00 | 1.00 |
| City Clerk/Cust Svc Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Customer Service Representative | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Financial Services Manager | | | 1.00 | | |
| Accounting Specialist | | | 1.00 | 1.00 | 1.00 |
| Accountant | 1.00 | 1.00 | | | |
| Permit Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| COMMUNITY DEVELOPMENT | | | | | |
| Planning Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| FIRE DEPARTMENT | | | | | |
| Fire Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Fire Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fire Captain | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Firefighter | 10.00 | 10.00 | 10.00 | 10.00 | 10.00 |
| Code Enforcement Official | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| DEPARTMENT OF PUBLIC WORKS | | | | | |
| Director of Public Works | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| GIS Technician | | | | 0.90 | 0.90 |
| Customer Service Representative | 1.00 | 1.00 | 1.00 | 0.90 | 0.90 |
| Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Maintenance Worker II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Maintenance Worker I | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| RECREATION DEPARTMENT | | | | | |
| Recreation Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Customer Service Representative | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| DAYCARE | | | | | |
| Administrator/Program Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Teachers | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| LIBRARY | | | | | |
| Library Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Librarian | 1.00 | 1.00 | 2.00 | 2.00 | 2.00 |
| Library Assistant II | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Library Assistant I | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| TOTAL | 57.50 | 57.50 | 57.50 | 58.30 | 58.30 |

**FOUR YEAR
CAPITAL
IMPROVEMENT
PROGRAM**

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**CITY OF LARKSPUR
2008-09 CAPITAL IMPROVEMENT FUND BUDGET
Description of Projects and Funding Sources**

NOTE: ALL OF THE PROJECTS FOR 2008-09 ARE FUNDED. PROJECTS IN THE 2009-12 TIMEFRAME ARE EITHER PARTIALLY FUNDED OR UNFUNDED. SOURCES OF FUNDING WILL HAVE TO BE DETERMINED AT THE TIME THE PROJECT CAN PROCEED. BRIDGE PROJECTS ARE FUNDED AT 89% OF ACTUAL COST AT THE PRESENT TIME.

Prior Year Projects Completed:

- Hillcrest Slide and Drainage Repair (05-06)
- Magnolia Avenue Slide Repair (05-06)
- Madrone Avenue Slide Repair (05-06)
- Energy Efficiency Upgrades, City Hall (06-07)
- Roof Repairs, Fire Station 16 and Library (06-07)
- Larkspur Marina Drainage Replacement (03-04)
- Downtown Sidewalk Repairs (07-08)
- Piper Park/Hall Middle School Playground Replacement (07-08)

Prior Year Projects In Process:

- Alexander Bridge Seismic Retrofit (97-98) – see Bridge Projects
- Downtown Parking Development/Post Street Lot (00-01)
- Downtown Sidewalk & Tree Repair/Replacement (03-04)
- Multiple Bridge Replacement/Retrofit Projects (01/02)
- Magnolia Ave. Class 1 Bike/Ped Path (at Doherty) (03-04)
- Twin Cities Police Facility & Public Works Offices and Corporation Yard (00-01)
- Railroad Building Storage Improvements, since 06-07

On-going Projects:

- King Mountain Trails/Vegetation Management, since 97-98
- Annual Park Irrigation Projects: Piper Park & Magnolia Park, since 97-98
- Piper Park Turf Improvements, since 98-99
- Geographic Information Systems (GIS), since 00-01
- Moss Removal, since 03-04
- Safe Routes to School, since 05-06

Planned 2008-09 Projects:

Name of Project: Annual Storm Drain Repair/Replacement
Year Originated: 1994-95 Revolving Account
Amount Available: \$50,000
Project Description: This revolving fund makes money available for storm drain repair and replacement projects. This same funding source is used to repair drainage inlets and tide gates, and to study and develop engineering alternatives to local flooding problems in various parts of the city. Money from this fund is be used to replace or renovate storm drains/catch basins around the city as needed. In 2007-08, funds from this account were used to correct drainage problems in various locations around the City.

Name of Project: Annual Park and Accessibility Equipment Projects
Year Originated: 1994-95 Revolving Account
Amount Available: \$5,000
Project Description: These funds are used to repair or replace accessible play equipment in our parks, and to facilitate access on public streets, rights of way and in public parks on an as needed basis. In 2006-07, funds from this project and from the public works operating budget were used to restripe and reconfigure accessible parking

spaces at City Hall and Piper Park, and for a new accessible curb cut and crosswalk at Doherty Drive and Piper Park.

Name of Project: Annual Engineering for Future Projects
Year Originated: 1996-97 Revolving Account
Amount Available: \$10,000
Project Description: This revolving fund is designed to allow the staff to conduct studies, prepare preliminary plans and manage possible future capital projects. This fund enables us to develop more realistic cost estimates for future projects and to fund preliminary engineering and design for unanticipated, but necessary capital projects.

Name of Project: Alexander Bridge/Seismic Retrofit
Year Originated: 1997-98
Amount Available: \$300,000 in 08-09; \$5,050,000 through 09-12
Project Description: The purpose of this project is to retrofit or replace the historic Alexander Bridge for safety reasons. This project has been postponed for the last several years due to continuing discussions with CalTrans about how, if it is possible, to preserve historic elements of the bridge at a reasonable cost and with no diminution to safety. Staff will continue to work with the Heritage Preservation Board, interested citizens and the Council over the next three years to determine if retrofit or replacement will be the appropriate course of action.

Name of Project: Sidewalk Repair and Replacement – Citywide
Year Originated: 2005-06
Amount Available: \$10,000
Project Description: This project will allow us to fund repairs and replacements of sidewalk segments throughout town. Trips and falls are our most common liability incident, and our self-insurance pool promotes City efforts to fix these potential hazards. In 2007-08 this funding will be used to repair the sidewalk/access project on Madrone Avenue that was postponed from last year.

Name of Project: Fire Hydrant Replacement
Year Originated: 2007-08
Amount Available: \$15,000
Project Description: This project will provide funding for replacement of existing but old fire hydrants, a source of funding for new hydrants and matching funds for grants, especially in the high fire hazard areas.

Name of Project: Housing Element Update – Book and Consultant
Year Originated: 2007-08
Amount Available: \$33,000
Project Description: Larkspur needs to update its Housing Element for the 2007-2014 cycle. The cities, towns and County are working together to prepare a workbook/template for the housing elements with the unique characteristics of each community added as a second step. This project will fund Larkspur's share of the cost for both the workbook and the consulting staff needed to prepare it.

Name of Project: Sidewalk – Redwood Highway
Year Originated: 2008-09
Amount Available: \$10,000
Project Description: This new grant-funded project will provide pedestrian access along Redwood Highway and will provide a needed connection to other local and regional pathways. Construction will be completed in 2008-09.

Name of Project: Magnolia Avenue Class 1 Bike/Pedestrian Path (at Doherty Drive)
Year Originated: 2004-05
Amount Available: \$325,000
Project Description: This grant-funded project will allow the City to improve pedestrian and bicycle circulation at and near the Magnolia Avenue/Doherty Drive intersection. Council has approved the project and will award bid in June 2008. Construction will be completed in 2008-09.

Name of Project: Doherty Drive Reconstruction Phase III
Year Originated: 2008-09
Amount Available: \$500,000
Project Description: This grant-funded project will allow the City to complete the repair of the last portion of Doherty Drive, between the Doherty Bridge and Riviera Circle. It is the most complicated segment because of its length and different settlement due to bay mud. The project will be designed in 2008-09 and construction should begin in 2009-10 in conjunction with the replacement of the Doherty Bridge and any improvements related to the Niven Project.

Name of Project: East Sir Francis Drake Bike/Ped Multi-Use Bridge
Year Originated: 2006-07
Amount Available: \$110,000
Project Description: This project will provide a bridge connection between the existing CalTrans Greenbrae/101 Interchange bike/ped pathway along the highway and the City owned pathway on the south side of Sir Francis Drake Boulevard, leading to the Ferry Terminal. The project will be bid and constructed in 2008-09.

Name of Project: 101 Elm Stairs & Pathway
Year Originated: 2008-09
Amount Available: \$120,000
Project Description: This grant-funded project will provide for a pedestrian pathway/stairway between Larkspur neighborhoods. The project includes pyrolytic tree removal and grading as well as the pathway renovation.

Name of Project: ADA Accessible Pathway to Sandra Marker Trail
Year Originated: 2008-09
Amount Available: \$329,700
Project Description: This grant-funded project will allow the City to construct an ADA accessible pathway from Apache Drive in Corte Madera onto the Sandra Marker trail. This new connection between the Twin Cities' neighborhoods and schools will add a third ADA access point to the trail.

Name of Project: Doherty Drive Class I Multi-Use Path
Year Originated: 2008-09
Amount Available: \$750,000
Project Description: This grant-funded project will allow the City to rebuild a Class I pathway on Doherty Drive between Magnolia Avenue and Redwood High School on the south side of the street. The work may involve removal and replacement of existing trees and will be designed and constructed in conjunction with the Niven project and the replacement of the Doherty Bridge.

Name of Project: Doherty Drive Signing and Restriping
Year Originated: 2008-09
Amount Available: \$128,750
Project Description: This grant-funded project will allow the City to renovate the signage and striping on Doherty Drive to improve safety, clearly identify pedestrian and bike access routes and design and develop appropriate center and/or left turn lanes, taking advantage of the entire right of way.

Name of Project: FMA PL 10 Flood Hazard Mitigation
Year Originated: 2008-09
Amount Available: \$54,000
Project Description: This grant-funded project will allow the City to update its flood maps and hazard mitigation plans related to flooding. The City developed its all hazard mitigation plan two years ago, making the City eligible for such grants to plan for various hazards the City may face in the future.

Name of Project: Multi Use Pathway between Doherty Drive and Heatherwood Park
Year Originated: 2008-09
Amount Available: \$149,760
Project Description: This grant-funded project will allow the City to complete another ADA accessible pathway connection between the neighborhoods and the schools

on the west side of Larkspur. This presently informal path runs between the Larkspur Creek adjacent to the Redwood High School Corporation Yard and the Niven Property.

Name of Project: Post Street Stairs and Pathway
Year Originated: 2000-01
Amount Available: \$186,875
Project Description: In early 1999, the Downtown Parking Committee delivered its short, medium and long-term recommendations for adding parking to our downtown. The committee identified nine short-term projects that could be completed within one to five years. In 2008, the City received grant funding to improve the Post Street stairs and access off Magnolia as part of the Non Motorized Transportation Program (NTPP). Work on this project will be completed in 2008-09.

Name of Project: Myrtle/Hawthorne Landslide
Year Originated: 2007-08
Amount Available: \$586,030
Project Description: This grant-funded project will allow the City to replace a retaining wall in the public right of way that failed as a result of an extraordinary weather event in April 2006.

Name of Project: Via La Paz Catchment Netting
Year Originated: 2007-08
Amount Available: \$99,400
Project Description: This grant-funded project will allow the City to construct a catchment structure for debris on Via La Paz in an area that was affected by the extraordinary weather events of the 2005-06 winter season.

Name of Project: Cedar Avenue Slide Repair
Year Originated: 2007-08
Amount Available: \$109,000
Project Description: This grant-funded project was essentially completed in 2007-08 and the final work will be done in 2008-09. This repair work was necessary as a result of the extraordinary weather events of the 2005-06 winter season.

Name of Project: Via Casitas Slide Repair Completion
Year Originated: 2007-08
Amount Available: \$300,000
Project Description: This grant-funded project was necessary as a result of the extraordinary weather events of the 2005-06 winter season. Most of the work on this slide was performed in the 2007-08 fiscal year, and the project will be completed in 2008-09.

Name of Project: Pavement Management (PTAP)
Year Originated: 2008-09
Amount Available: \$12,330
Project Description: These grant funds allow the City to maintain and update its Pavement Management System database.

Name of Project: Fire Station 16 Roof & Driveway
Year Originated: 2007-08
Amount Available: \$40,000
Project Description: This project arose from the mold repair project at Station 16 from 2006-07. Extensive analysis of the station's mold problems identified non-repairable leaks in the roof and at the seams between the roof and the glass connector cube that attaches the two parts of the building. The roof needs to be replaced and/or repaired to eliminate both the leak and on going mold problems. The roof work was completed in 2007-08 at a cost of about \$30,000, and the driveway repair, which was delayed, will be completed in 2008-09 at a cost of \$40,000.

Name of Project: Disaster Preparedness Implementation
Year Originated: 2007-08
Amount Available: \$15,000
Project Description: In 2006-07, Council made a commitment to disaster preparedness for the citizens of Larkspur, and asked that a plan be prepared for implementing a citizen based effort under the direction of Fire Chief Bob Sinnott. These funds have been used to pay for Larkspur's involvement in the regional GET READY

program, for CERT and NERT programs and training, and to hire consulting assistance to help define the City's disaster committee which should be established in 2008-09.

Name of Project: Miwok Park – Tubb Lake Dredging
Year Originated: 2008-09
Amount Available: \$25,000
Project Description: Periodically the City dredges Tubb Lake in Miwok Park to prevent silt build up which limits the amount of water this man made lake can hold before spilling over into the drainage system. It is again time to dredge the lake and the work will be done in 2008-09 at such time the City's environmental consultant deems the work prudent for plant and animal life.

Name of Project: City Parks – Irrigation Control Master Plan
Year Originated: 2005-06
Amount Available: \$70,000
Project Description: Larkspur will be able to improve water conservation and maintenance with the installation of proper irrigation control systems in some of our parks. Staff had hoped to implement this project in 2007-08 but the work related to slide repairs took too much time. The cost savings in less water use will offset some of the expense of a system. This funding will help us design a comprehensive irrigation control system for future installation. At some point, grant funding may be available for the construction. Parks Bond funds will be used to pay for this project. Niven Park in Greenbrae will be the first park monitored.

Name of Project: Annual Park Irrigation – Piper Park
Year Originated: 2007-08
Amount Available: \$10,000
Project Description: This annual Park Bond funded project allows for the maintenance and repair of irrigation systems as needed in Larkspur city parks and medians.

Name of Project: Piper Park Soccer Field Net
Year Originated: 2007-08
Amount Available: \$36,000
Project Description: This small Park Bond funded project will prevent balls from being kicked, tossed or otherwise maneuvered into the dog park from the multi-use field.

Name of Project: Magnolia Park – Irrigation Line, Turf Replacement & Landscaping
Year Originated: 2007-08
Amount Available: \$275,000
Project Description: With park grant funds, this project design has been completed and approved and work will begin in 2008-09. Improvements will include resurfacing the tennis courts, new trees, installation of an irrigation system to maintain new landscaping and turf, and a pathway system to encourage pedestrians to use defined trails between the street, the playing fields and the school.

Name of Project: Employee Computer Purchase Program
Year Originated: 1995-96
Amount Available: \$35,000
Project Description: The City provides a revolving interest free loan program for employees from the City's equipment fund that allows employees to borrow up to \$2,500 to purchase new computing technology for home use and pay for the purchase over time. Most of the City and Twin Cities employees have used the program since inception.

Name of Project: New Copier - Administration
Year Originated: 2008-09
Amount Available: \$20,000
Project Description: The City's main scanner/copier needs to be replaced. While the City makes every effort to reduce its paper use, by virtue of the type of work done in local government and the need to make information available to the public, we still need a copier of gigantic and complicated proportions.

Name of Project: Technology
Year Originated: 2008-09
Amount Available: \$60,000
Project Description: Changing and updated technology needs are paid for from this Equipment fund program. Typical expenditures during the year include server and computer replacements, software updates and scanning equipment.

Name of Project: MariNet
Year Originated: 2008-09
Amount Available: \$40,000
Project Description: This Equipment Fund program allows for the City's continued involvement in regional library shared systems, equipment and annual fees in the MariNet program. The City's Library Director sits as Larkspur's representative on the Board and participates in the overall decisions to meet the region's public library needs.

Name of Project: Accounting Computer System
Year Originated: 2004-05
Amount Available: \$35,000
Project Description: This project has been on the books for several years, but our existing accounting system – hardware and software – refuses to die. City staff have been monitoring the experience of other cities and towns in Marin, and will select a new system based on neighboring jurisdictions' experience or will incorporate our accounting needs with a larger city system on a contract basis.

Name of Project: Mobile Units – Fire Department
Year Originated: 2008-09
Amount Available: \$20,000
Project Description: This Equipment Funded project will replace and upgrade Mobile Data Terminal (MDT) equipment in our fire apparatus, in concert with system wide upgrades in our public safety communications system.

Name of Project: Vegetation Management
Year Originated: 1998-99 Revolving Account
Amount Available: \$25,000
Project Description: This revolving fund from the City's clean water fees pays for vegetation removal projects in areas high fire hazard areas and in the City's flood hazard areas. This money will be used to clear vegetation from the roadways to allow emergency vehicle access, and to reduce the amount of debris in the roadways and storm drain systems during storm conditions.

Name of Project: Contract/Compliance - MCSTOPPP
Year Originated: 1995-96
Amount Available: \$30,000
Project Description: This on-going expense is part of the region's effort to meet Federal and State Clean Water Act mandates. The City has participated in this JPA since inception and works with our partner cities and the county to establish voluntary and mandated programs to prevent pollution in the region's waterways.

Name of Project: Contract – Enhance Streetsweeping
Year Originated: 1996-97
Amount Available: \$25,000
Project Description: This on-going expense allows us to conduct streetsweeping and debris removal during seasonal storm events and prevents debris and other materials from blocking, damaging and polluting the City's storm drain and waterway systems.

Name of Project: GIS Storm Drain Mapping
Year Originated: 1998-99
Amount Available: \$15,000
Project Description: This on-going expense is allowing us to map the locations and conditions of the City's storm drain system. The purpose of the project is project repair and replacement projects, identify blockages and backups and potential structural failures.

Name of Project: Storm Drain – Clean Water Projects
Year Originated: 1998-99
Amount Available: \$25,000
Project Description: These funds are used to provide matching funds and/or full funding for small storm drain/catch basin repair projects as needed during the fiscal year.

Name of Project: Greenbrae Corridor
Year Originated: 2003-04
Amount Available: \$10,000
Project Description: In conjunction with the passage of Regional Measure 2, we continue to set aside a small amount of funding for incidental expenses related to Larkspur's involvement in projects related to the Greenbrae Corridor studies and projects.

Name of Project: Geographic Information Systems (GIS) & Link to Mapping Projects
Year Originated: 2000-01
Amount Available: \$15,000 + \$21,000
Project Description: This long-term project has been allocated funding for several years, and now has a near full time position assigned to the work. The estimated total cost of the project is approximately \$300,000 over a 10-year period. Recent enhancements have allowed the City to more dramatically and visually enhance its noticing, public information, and infrastructure and improvement projects. All the smaller GIS projects that were called out separately in the capital program have now been rolled into this one project.

Name of Project: Future Project Management
Year Originated: 1996-97 Revolving Account
Amount Available: \$10,000
Project Description: This small fund is designed to allow the City to hire consultants to help manage future small capital projects for which we do not have the in house expertise.

Name of Project: Geographic Information Systems (GIS) Mapping System
Year Originated: 2000-01
Amount Available: \$30,000
Project Description: This project allows us to keep our City mapping software and hardware current and updated for both the City's daily use and for our share and participation in regional GIS efforts.

Name of Project: Arroyo Holon Bridge Replacement, AKA Doherty Bridge
Year Originated: 2001-02
Amount Available: \$360,000 in 08-09; \$6,060,000 through 09-12
Project Description: This placeholder amount represents the share of the design and environmental review work that will likely be completed on this bridge during 2008-09. The purpose of this project is to replace the Arroyo Holon Bridge on Doherty fronting Piper Park with a strengthened seismically sound bridge. In addition to the strengthening, staff plans to replace the structure in such a way that sight lines are improved by eliminating the existing crown and the road surface is widened to better accommodate pedestrians and bicyclists on this portion of Doherty Drive. The matching funds required by the grant and additional funds will be drawn from the City's Gas Tax Fund and/or other grant funds.

Name of Project: Bon Air Bridge Repair
Year Originated: 2001-02
Amount Available: \$540,000 in 08-09; \$9,090,000 through 09-12
Project Description: This placeholder amount represents the share of the design and environmental review work that will likely be completed on this bridge during 2008-09. The purpose of this project is to replace the Bon Air Bridge with a strengthened seismically sound bridge. Studies showed that the addition of the bike and pedestrian component to the bridge affected the structure and led to the need to replace the bridge. The matching funds required by the grant and additional funds will be drawn from the City's Gas Tax Fund and or settlement funds.

Name of Project: Downtown Tree Management & Sidewalk Repairs
Year Originated: 2005-06
Amount Available: \$50,000
Project Description: The Council and the downtown property owners and merchants have discussed this project for several years and came to resolution about the types of street trees and a process for repairing the sidewalks in 2005-06. In 2008, the Council authorized staff to complete a street tree and sidewalk replacement program at the City's expense over the next 3 to 4 years, and in conjunction with the adjacent downtown property owners.

Name of Project: Citywide Striping
Year Originated: 2005-06
Amount Available: \$15,000
Project Description: This fund is used to update and replace streetscape striping and painting on roadways throughout town.

Name of Project: Pavement Management & Street Maintenance
Year Originated: 2005-06
Amount Available: \$500,000
Project Description: Using accumulated gas tax funds, the City intends to contract with the County of Marin in the summer of 2008 to repair and pave several street segments in Greenbrae. The County agreed to coordinate efforts with Larkspur on street repaving in the unincorporated areas and incorporated areas in Greenbrae on the street segments that have among the lowest PMS (pavement management system) scores in the City. The remainder of the funds will be used to pave other of our most needy street segments throughout Larkspur during the spring of 2009.

CODE FOR METHOD OF FINANCING

| | | | |
|-----|---|-------------------|-----------------------------|
| CIF | Capital Improvement Fund/General Fund | SAFE | Safe Routes to School Grant |
| GT | Gas Tax | FEMA | Federal and/or State Funds |
| PD | Park Development & Property Development | 1B | Proposition 1B Funds |
| TIF | Transportation Fund | TAM | Measure A and/or TAM |
| CW | Clean Water Fund | NTPP/TE/TDA/PTAPP | Other Agency Grant Funding |

FOUR YEAR CAPITAL IMPROVEMENT PROGRAM RECOMMENDATIONS
MOST PROJECTS IN 2009-2010 AND BEYOND ARE UNFUNDED

| PROJECT NAME AND DESCRIPTION | FINANCING | 2008-09 | 2009-2010 | 2010-2011 | 2011-2012 |
|--|--------------|---------|-----------|-----------|-----------|
| 101 Elm Stairs & Pathway | NTPP | 120,000 | | | |
| ADA Accessible Pathway to Sandra Marker Trail | GT/SAFE | 329,700 | | | |
| Alexander Bridge Seismic Retrofit & Rehab | GR/GT | 300,000 | 300,000 | 2,375,000 | 2,375,000 |
| Annual Engineering for Future Projects | CIF | 10,000 | 10,000 | 10,000 | 10,000 |
| Annual Future Project Mgmt | GT | 10,000 | 10,000 | 10,000 | 10,000 |
| Annual Storm Drain Repair/Replacement | CIF | 50,000 | 50,000 | 50,000 | 50,000 |
| Arroyo Holon Bridge Replacement | GR/GT | 540,000 | 540,000 | 4,275,000 | 4,275,000 |
| Bon Air Bridge Repair | GR/GT | 360,000 | 360,000 | 2,850,000 | 2,850,000 |
| Cedar Ave Slide Repair | CIF/FEMA | 109,000 | | | |
| City Parks - Irrigation Control Master Plan | CIF/PD | 70,000 | | | |
| City Wide Annual Accessibility Improvement Program (ADA) | CIF | 5,000 | 45,000 | | |
| Citywide Striping | GT | 15,000 | | | |
| Disaster Preparedness Ongoing | CIF | 15,000 | 15,000 | 15,000 | 15,000 |
| Doherty Drive Class I Multi Use Path | NTPP | 750,000 | | | |
| Doherty Drive Reconstruction Phase III | 1B/TAM | 500,000 | | | |
| Doherty Drive Signing & Striping | TAM | 128,750 | | | |
| Downtown Sidewalk & Tree Management | GT | 50,000 | | | |
| ESFD Bike/Ped Multi-Use Bridge | CIF/TE | 110,000 | | | |
| Fire Hydrant Replacement | CIF | 15,000 | 15,000 | 15,000 | 15,000 |
| Fire Station 16 Driveway | EQ | 40,000 | | | |
| FMA PL 10 Flood Hazard Mitigation | CIF/FEMA | 54,000 | | | |
| Geographical Information System | GR,GT,TIF,CW | 60,000 | 60,000 | | |
| Greenbrae Corridor | TIF | 10,000 | | | |
| Housing Element (Book and Consultant) | CIF | 33,000 | | | |
| Link to Mapping,Records, Plans etc. | TIF | 21,000 | | | |
| Local Street Maintenance & Rehab Program | GT | 500,000 | 500,000 | 500,000 | |
| Magnolia Ave Class I Bike/Ped Path (Doherty) | GT/1B/TDA | 325,000 | | | |
| Magnolia Park Improvements | PD | 275,000 | | | |

CODE FOR METHOD OF FINANCING

| CODE | Method | SAFE | Safe Routes to School Grant |
|------|---|-------------------|-----------------------------|
| CIF | Capital Improvement Fund/General Fund | FEMA | Federal and/or State Funds |
| GT | Gas Tax | 1B | Proposition 1B Funds |
| PD | Park Development & Property Development | TAM | Measure A and/or TAM |
| TIF | Transportation Fund | NTPP/TE/TDA/PTAPP | Other Agency Grant Funding |
| CW | Clean Water Fund | | |

FOUR YEAR CAPITAL IMPROVEMENT PROGRAM RECOMMENDATIONS
MOST PROJECTS IN 2009-2010 AND BEYOND ARE UNFUNDED

| PROJECT NAME AND DESCRIPTION | FINANCING | 2008-09 | 2009-2010 | 2010-2011 | 2011-2012 |
|---|-----------|---------|-----------|-----------|-----------|
| Miwok Park - Tubb Lake Dredging | PD | 25,000 | | 20,000 | |
| Multi Use Pathway btw Doherty and Heatherwood | TAM | 149,760 | | | |
| Myrtle/Hawthorne Landslide | CIF/FEMA | 586,030 | | | |
| Pavement Mgmt (PTAPP) | GT/PTAPP | 12,330 | | | |
| Piper Park Annual Irrigation | PD | 10,000 | | | |
| Piper Park Soccer Field Fence | PD | 36,000 | | | |
| Post Street Stairs & Pathway | NTPP | 186,875 | | | |
| Sidewalk - Redwood Highway | GT | 10,000 | 10000 | 15000 | |
| Sidewalk repair and replacement - Citywide | CIF | 10,000 | | | |
| Vegetation Management/Creek Cleanup | CW | 25,000 | 25,000 | 25,000 | 25,000 |
| Via Casitas Slide Repair Completion | CIF/FEMA | 300,000 | | | |
| Via La Paz Catchment Netting | CIF/FEMA | 99,400 | | | |
| Annual Park Irrigation - Piper Park | CIF | | 10,000 | 10,000 | 10,000 |
| Baltimore & Magnolia Traffic Signal Study | CIF | | 10,000 | | |
| Bike Path Rehab at Creekside - Class I | CIF/GR | | 50,000 | | |
| Bon Air Landing | CIF | | | | 75,000 |
| Bon Air Road - Magnolia Intersection Modification | GR/CIF | | | | 250,000 |
| Bus Shelter at Arch Street Stairs | CIF | | 15,000 | | |
| Bus Shelter at Ward and Magnolia | CIF | | 15,000 | | |
| Cane Street Culvert Bridge Repair | CIF | | | 25,000 | |
| Cane Street Reconstruction Magnolia to Bridge | GT | | 150,000 | | |
| City Hall Parking Lot Retaining Wall | CIF | | 250,000 | | |
| City Hall Remodel | CIF | | | | 700,000 |
| Citywide Bicycle Facility Maintenance | CIF | | | | 300,000 |
| Darhmoth & Magnolia Traffic Signal Study | CIF | | 10,000 | | |
| Doherty Park - Mini Park Master Plan Improvement | CIF | | | | 15,000 |
| Dolliver Park - Mini Park Master Plan Improvement | CIF | | | | 230,000 |
| Frances & Magnolia Traffic Signal Study | CIF | | 10,000 | | |

CODE FOR METHOD OF FINANCING

| Code | Method of Financing |
|------|--|
| CIF | Capital Improvement Fund/General Fund |
| GT | Gas Tax |
| PD | Park Development & Property Development |
| TIF | Transportation Fund |
| CW | Clean Water Fund |
| | SAFE Safe Routes to School Grant |
| | FEMA Federal and/or State Funds |
| | 1B Proposition 1B Funds |
| | TAM Measure A and/or TAM |
| | NTPP/TE/TDA/PTAPP Other Agency Grant Funding |

FOUR YEAR CAPITAL IMPROVEMENT PROGRAM RECOMMENDATIONS
MOST PROJECTS IN 2009-2010 AND BEYOND ARE UNFUNDED

| PROJECT NAME AND DESCRIPTION | FINANCING | 2008-09 | 2009-2010 | 2010-2011 | 2011-2012 |
|--|-----------|---------|-----------|-----------|-----------|
| General Plan Update | CIF | | 200,000 | 100,000 | |
| Greenbrae Marina Street Drainage Improvements | CIF | | | 30,000 | |
| Greenbrae School Park - Mini Park Master Plan Impr't | CIF | | | | 6,000 |
| Hamilton Park - Mini Park Master Plan Improvement | CIF | | | | 40,000 |
| Heatherwood Park - Mini Park Master Plan Improvement | CIF | | | | 225,000 |
| Hillside Drainage 600 Magnolia | CIF | | | 150,000 | |
| Hillview Park - Mini Park Master Plan Improvement | CIF | | | | 70,000 |
| King & Magnolia Traffic Signal Study | CIF | | 10,000 | | |
| King Street Bridge | CIF | | 25,000 | | |
| Lark Creek Bridge | CIF | | 20,000 | | |
| Larkspur Bicycle/Pedestrian Transportation Master Plan | CIF | | 10,000 | | |
| Magnolia Avenue Resurfacing (Phase 4) - Ward to Doherty | GR/CIF | | | | 250,000 |
| Meadowood Bridge | CIF | | | 25,000 | 25,000 |
| Miwok Park - Mini Park Master Plan Improvement | CIF | | | | 350,000 |
| Miwok Park - Tubb Lake Dam Outlet Works | PD | | 25,000 | | |
| Miwok Park - Tubb Lake Property Line Survey | CIF | | 10,000 | | |
| Moss Removal | CW | | 20,000 | | |
| Niven Park | CIF | | | 20,000 | 20,000 |
| North Magnolia Avenue Rehabilitation - Murray to City Limits | CIF | | | | 63,300 |
| Pedestrian Flashers - OTS Grant | GR | | 200,000 | | 250,000 |
| Piper Park Group Picnic Area | CIF | | 45,000 | | |
| Piper Park Parking Lot Resurfacing | CIF | | 200,000 | | |
| Piper Park Turf Improvement | CIF | | 15,000 | 15,000 | 15,000 |
| Piper Park Wildlife Outlook | CIF | | 10,000 | 20,000 | |
| Public Works Facilities Planning | CIF | | 500,000 | | |
| Pump Station Telemetry Alarms | CIF | | | 10,000 | |
| Railroad Building | CIF | | 100,000 | | |
| Railroad Building/ Storage Improvements | CIF | | 50,000 | | |

CODE FOR METHOD OF FINANCING

| Code | Method of Financing |
|-------------------|---|
| CIF | Capital Improvement Fund/General Fund |
| GT | Gas Tax |
| PD | Park Development & Property Development |
| TIF | Transportation Fund |
| CW | Clean Water Fund |
| SAFE | Safe Routes to School Grant |
| FEIMA | Federal and/or State Funds |
| 1B | Proposition 1B Funds |
| TAM | Measure A and/or TAM |
| NTPP/TE/TDA/PTAPP | Other Agency Grant Funding |

FOUR YEAR CAPITAL IMPROVEMENT PROGRAM RECOMMENDATIONS
MOST PROJECTS IN 2009-2010 AND BEYOND ARE UNFUNDED

| PROJECT NAME AND DESCRIPTION | FINANCING | 2008-09 | 2009-2010 | 2010-2011 | 2011-2012 |
|---|-----------|------------------|------------------|-------------------|-------------------|
| Remillard Park- Improvements & Dredging | CIF | | 25,000 | | 115,400 |
| Rice Lane Driveway at Cane Street | CIF | | 30,000 | | |
| Sir Francis Drake Pedestrian Bridge | CIF | | | 170,000 | |
| Streetlight/ Traffic Signal Magnolia Ward | CIF | | 70,000 | | |
| Traffic Preemption Device | CIF | | 15,000 | | |
| Various Street Lights/Traffic Signal | CIF | | 50,000 | | |
| Ward Street Bridge Abutment Repair | CIF | | 75,000 | | |
| GRAND TOTAL | | 6,255,845 | 4,165,000 | 10,735,000 | 12,634,700 |

