

# **ADOPTED BUDGET & WORK PLAN**

**2008 - 2009**

**Ted Freeman, Mayor  
Peter Breen, Vice Mayor  
Ford Greene  
Judy House  
Barbara Thornton**

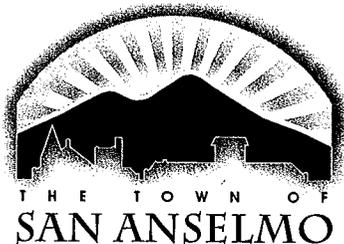
**Debra Stutsman, Town Manager**

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Ted Freeman  
*Mayor*

Peter Breen  
*Vice Mayor*



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*Councilmember*

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*Councilmember*

525 San Anselmo Avenue, San Anselmo, CA 94960-2682  
www.townofsananselmo.org  
(415) 258-4600 | Fax (415) 459-2477

July 14, 2008

Honorable Mayor and Members of the Town Council:

It is my pleasure to present the Fiscal Year 2008-09 Town of San Anselmo Proposed Budget and Workplan for your consideration.

This budget is a balanced budget that continues Town services at current levels and maintains prudent reserve balances. In preparing the budget, staff analyzed revenue and expenditure trends, economic indicators and cost recovery ratios. The result is a budget that recognizes increased tax revenue, provides funds to cover the cost of ongoing operations, and maintains current programs and services.

### **Background**

The Town's financial outlook fell into a declining state beginning in fiscal year 2001-02, due to the poor economy, takeaways from the State of California, declining revenues and rising expenditures. In the ensuing five years, Town staffing levels dropped from 63 full time employees to our current level of 51 and measures were taken to raise revenues and reduce expenditures.

On December 31, 2005 the Town experienced a devastating flood as the result of unusually heavy winter rains. The Town's public buildings were not spared. The Police Department, Fire Department, Council Chambers, Public Restrooms and the lower floor of the Library were rendered inoperable by the floodwaters. Recovery from that winter continues into 2008-09.

In the last two years, the Town's budget has been stabilized at the reduced levels, with funds allocated to road maintenance, equipment, capital projects and employee salary increases.

### **Accomplishments for 2007/08**

- **Flood Recovery in Town facilities** - Reconstruction was completed on the flood-damaged Police Department and Council Chambers. Work is underway to reconstruct and improve the downtown Fire Station.

- **Capital Projects** – The restrooms at Memorial Park were remodeled and improved, two of the Memorial Park Tennis Courts were reconstructed, and the Tiny Tot playground at Parkside Preschool was redone.
- **Flood Recovery in Community** – Staff worked with residents to submit federal grant requests for individual home elevations, as well as one creek stabilization project. The Town acts as the sponsor for these projects and homeowners receive federal funding for a portion of their projects.
- **Disaster Preparedness** – The Get Ready program has been very successful, with 275 San Anselmo residents participating. Nearly 60 San Anselmo residents have participated in the two-day Citizens Emergency Response Team (CERT) preparedness program. The Town’s Disaster Council continues to meet to address preparedness for an earthquake, fire, flood or other disaster.
- **Centennial Celebration** – The Town’s 100<sup>th</sup> birthday was celebrated throughout the year with a series of events, culminating in a community picnic in September 2007.

**Flood Recovery**

The flood continues to have a major impact on the Town’s financial situation. Over \$4.9 million in flood recovery has been spent to date in Town-wide activities. We have received \$3.5 million in reimbursement from the Federal Emergency Management Agency (FEMA), the State Office of Emergency Services (OES), and the National Flood Insurance Program (NFIP). Outstanding requests for reimbursement through the FEMA appeal process equal \$800,000. To date, \$1,266,194 has been contributed to the flood recovery from the General Fund.

**Highlights of the Proposed Budget**

***Revenue:***

During this time of economic slowdown, the entire country is experiencing a reduction in real estate activities. While Marin has not been hit as hard as other counties, real estate growth has definitely slowed. As a result, our property tax revenue is projected to increase just 5%, down from 7% last year, for a projected loss of revenue of \$60,000.

As the State of California continues to deal with a massive budget shortfall, takeaways of State funding for local government are a real threat. The legislature has proposed taking away from local government Proposition 172 sales tax funds reserved for public safety as well as the Citizens Options for Public Safety (COPS) funding. Additional proposals have been put forward in the legislature to utilize other local funds as well. In order to ensure we are prepared for what the State of California ultimately does to balance its

budget, this proposed budget has been prepared without the COPS (\$100,000) or Proposition 172 (\$134,000) revenue.

To assist the Town through the last two difficult years, the Friends of the Library generously agreed to commit \$100,000 to the Library budget in 2006-07 and 2007-08, with the commitment that the Town would return the \$100,000 to the Library budget in 2008-09. Those funds are returned to the budget as promised. The Friends' have committed an additional \$43,000 to the Library in 2008-09. Their continuing generosity is much appreciated.

In total, the loss in revenue in 2008-09 outlined above equals \$394,000.

***Changes in Funding:***

With the anticipated membership of the Sleepy Hollow Fire Protection District in the Ross Valley Fire Service as of October 1, 2008, associated changes in funding are recorded in the budget. Sleepy Hollow's contract with San Anselmo for fire protection services is planned to end on September 30, 2008, resulting in a loss of revenue that will be offset by a reduction in expenditures. It is anticipated that that the membership of Sleepy Hollow in the Ross Valley Fire Service will result in reduced net cost for San Anselmo of approximately \$50,000.

The Town is not participating in the Tax Revenue and Anticipation Note (TRAN) program this year. The TRANs are tax-free bonds that are issued for the purpose of covering potential cash flow deficits in public entities that rely heavily on property tax distributions as a source of revenue. Due to prevailing economic factors, participation the 2008-09 TRAN would have resulted in a \$7,000 net cost to the Town. With flood work reimbursements combined with insurance and road maintenance reserves, this cost of enhancing cash flow was deemed unnecessary.

***Expenditures:***

In 2006, the two bargaining units, San Anselmo Police Officers Association and the Service Employees International Union 1021 agreed to a two-tiered retirement plan for employees hired after February 1, 2007. In 2008-09 the two-tiered retirement plan is saving the Town \$125,253 in retirement costs.

The Town's experience with the Bay Cities Joint Powers Insurance Authority, a self-insurance pool, has continued to be good. This has resulted in a reduction in the amount of money that must be transferred to the Insurance Fund this fiscal year. This reduced the expenditure by \$164,449.

Increased General Fund expenditures of note include the additional contribution of \$100,000 to the Library, \$50,000 to Recreation, the cost of a 3.2% cost of living increase for employees (\$160,000), and a one-time contribution to the Red Hill Community Park, per an earlier commitment (\$100,000).

The proposed budget reflects a contingency balance of \$70,291 for unanticipated expenses.

***Grants:***

The proposed budget reflects an unprecedented number of grants, all of which are accounted for in the Traffic Congestion Relief Fund and most of which require no matching funds on the part of the Town. Grants include:

- Proposition 1B for road repair - \$400,000
- Non-Motorized Transportation Pedestrian Program \$300,000
- Tunstead Bridge Rail and Walkway - \$462,650
- Transportation Authority of Marin Safe Paths to Schools - \$250,000
- Safe Routes to Schools - \$342,375
- Creek Park Hub Shed - \$33,577
- Transportation Authority of Marin Proposition A - \$199,000

**Fiscal Challenges**

The long-term fiscal challenges facing the Town continue to be:

- Ensuring sufficient funds to maintain the Town's streets and storm drain infrastructure at current levels.
- Addressing aging infrastructure in Town buildings, parks and other public facilities and replacing old, outdated equipment.
- Restoring Town services that have been cut, such as Library hours and staffing.
- Recovering from the devastating flood of 2005 while simultaneously trying to come back from six years of severe cutbacks.
- Relying heavily on a relatively fixed tax base, restricted by a geography offering few development possibilities for tax revenue expansion.
- Retaining experienced Town staff through sufficient employee compensation to remain competitive in the employment market. The high cost of living in Marin County makes attracting and retaining qualified employees difficult.

**Capital Project Commitments**

The 2008-09 budget reflects funds for the following capital projects:

- Reconstruction of the downtown Fire Station
- Curb ramp and detectable warning projects in conjunction with road and sidewalk work and stand-alone projects.
- Improvements to Fire Station 20 on Butterfield Road.
- Flood prevention equipment in the Library

The budget also includes a \$400,000 contribution to the Town's Road Maintenance Fund, reflecting the Council's commitment to maintain the progress accomplished by the Town's Measure G bond program.

### **Work Plan Goals**

Each Town department head, in conjunction with the Town Manager, recommends two to four work plan items to undertake during the upcoming fiscal year. In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2008-09:

- **Sustainability** – Seek out opportunities in Town operations to utilize principles of sustainability, work to further the goals of green building, demolition reuse and recycling, energy efficiency and clean air in the community through ordinances, public information, and participation in countywide efforts to reduce greenhouse gas emission and the Town's carbon footprint.
- **Flood Recovery** – Continue flood recovery efforts, focusing internal efforts on the rebuilding of the downtown fire station and flood proofing the Town Hall complex; with external efforts to be focused on sponsoring residential home elevations with federal grant money.
- **Disaster Preparedness** - Encourage community disaster preparedness for fire, flood and earthquake through public information programs, code requirements, permit facilitation, and course offerings.

### **Budget Format**

The operations of the Town are budgeted primarily in the Town's General Fund. Significant maintenance projects and other capital improvements are contained in the Capital Reconstruction Fund. Road and drainage improvement projects are funded through the Road Maintenance Fund and grants in the Traffic Congestion Relief Fund. The Recreation Fund accounts for most of the revenue and expenses related to recreation programs.

A list of all of the Town funds, a description of their functions, and a summary of revenue and expenses are contained in the Overview of Funds section at the beginning of the budget document.

### **Conclusion**

The proposed 2008-09 budget represents a prudent budget that addresses the Town's most pressing capital and equipment needs, while maintaining a staffing structure that

strives to meet the needs of its citizens. While our staffing numbers remain at reduced levels, the Town's staff remains committed to providing excellent community services to the residents of San Anselmo.

### **Acknowledgements**

I would like to take this opportunity to thank the Town staff for their commitment to San Anselmo and continuing support during difficult times. Our employees continue to meet the challenge every day. This budget is the result of a tremendous amount of effort by Finance and Administrative Services Director Janet Pendoley, who has ably and professionally managed the Town's difficult financial situation through the last eight years. Special recognition goes to the Finance Department staff, Janet Willis, Joanne Kessel and Jeannie Courteau for their diligence accounting for the Town's revenues and expenditures and producing the budget document.

Respectfully submitted,

*Debra Stutsman*

Debra Stutsman  
Town Manager

# TOWN OF SAN ANSELMO FUNDS

## GENERAL FUND DEPARTMENTS/BUDGETS

**Administration & Finance**  
**Contingency**  
**Engineering & Inspection**  
**Fire**  
**Legal Services**  
**Library**

**Non-Departmental**  
**Planning and Building**  
**Police**  
**Recreation**  
**Streets and Parks Maintenance**  
**Town Council**

## OTHER FUNDS

- **Capital Reconstruction**

Revenues and expenditures for capital improvement projects in parks, buildings, and other Town facilities. The source of funds is primarily the General Fund. Historically, the Capital Reconstruction Fund receives 70 percent of the excess revenues in the prior fiscal year, less any funds transferred to the Emergency Projects Fund.

- **Citizens Option for Public Safety (COPS)**

Revenue received from the State of California to enhance law enforcement efforts. In recent years, San Anselmo has received approximately \$100,000 per year. The funds are used primarily to fund a portion of one dispatch position and a portion of one officer. This source of funding has not been budgeted this year in anticipation that the State may withdraw it.

- **Downtown Revitalization**

Revenues and expenditures for the design, fundraising, and related costs for the Downtown Revitalization project to construct streetscape improvements on San Anselmo Avenue in the downtown in 2000 and 2001 and the plaza work in 2002. The primary sources of funds are donations from the San Anselmo 2000 fundraising campaign and the Metropolitan Transportation Commission's Livable Communities grant.

- **Emergency Projects**

Expenditures made in the event of an emergency. Revenue received includes reimbursement from the federal and state government for emergency response during a proclaimed disaster, and from private property owners for work performed on private property by the Town on an emergency basis.

- **Equipment**

Revenues and expenditures for Town equipment. The source of funds is primarily the General Fund. Historically, the Equipment Fund receives 30 percent of the excess revenues

# Town of San Anselmo Funds continued

carried over from the prior fiscal year, less any funds transferred to the Emergency Projects Fund.

- **Fire Station Municipal Lease Debt Service Fund**

Funds transferred from the General Fund to pay the debt service on the municipal lease for the reconstruction of the downtown Fire Station.

- **Insurance**

Revenues and expenditures related to the Town's payments to its liability and workers' compensation self-insurance programs. The source of funds is primarily a transfer from the General Fund.

- **Isabel Cook Complex**

Rent revenue and expenditures for building maintenance, utilities, and capital improvements. The primary source of revenue is rental of office and studio space.

- **Measure G Bond Proceeds**

In June 1995, the San Anselmo voters approved a \$10.8 million general obligation bond measure to fund improvements to streets, storm drains, and the library building. The Measure G Capital Projects budget is adopted by the Council in the spring of each year, in advance of the construction season. The source of revenues is the sale of general obligation bonds.

- **Measure G Debt Service**

Property taxes accrued to pay the debt service, administrative fees and bond issuance expense on the Measure G bond funds.

- **Recreation**

Revenues and expenditures for recreation programs and their related overhead.

- **Road Maintenance**

Road Impact Fees, General Fund contributions and investment earnings from the idle Measure G bond funds. Unlike bond funds, interest earnings may legally be used for slurry seal projects. Per Town Council direction, interest earnings are reserved for slurry seal projects and other road maintenance. Revenue from Road Impact Fees is restricted to road maintenance projects.

- **Robson Fund**

Rental income from the Robson Harrington House. Revenue is utilized to maintain the house.

# **Town of San Anselmo Funds** continued

- **Special Events**

Revenues and expenditures related to special events.

- **State Gasoline Tax**

State gas tax funds distributed to cities, towns, and counties on a per capital basis to fund street maintenance work. Revenue received into this fund is transferred to the General Fund to support the street maintenance budget.

- **Traffic Congestion Relief**

Revenue related to legally restricted funds obtained through grants for traffic congestion relief. In most cases, grant funds cover a portion of the total cost of the project and the required matching funds are reflected in the Road Maintenance fund.

**OVERVIEW OF FUNDS  
CHANGES IN FUND BALANCE**

**2008 - 2009**

DESCRIPTION	Estimated Fund Balance June 30, 2008	Revenue	Transfers In	Total Resources Available	Expenditures	Transfers Out	Estimated Fund Bal & Res June 30, 2009
General Fund	1,666,686	12,091,046	240,264	13,997,996	11,434,748	1,026,271	1,536,977
Capital Reconstruction	274,435	40,577	105,000	420,012	420,012	-	-
COPS	-	-	-	-	-	-	-
Downtown Revitalization	22,118	-	-	22,118	22,118	-	-
Emergency Projects	1,512,388	695,489	-	2,207,877	1,842,081	-	365,796
Equipment	171,450	18,744	244,721	434,915	338,057	-	96,858
Fire Sta Lease Debt Service	-	-	158,517	158,517	158,517	-	-
Insurance	1,650,066	-	118,033	1,768,099	642,347	-	1,125,752
Isabel Cook Complex	(37,439)	125,142	-	87,703	121,110	-	(33,407)
Measure G Bond Proceeds	100,631	-	-	100,631	100,631	-	-
Measure G Debt Service	656,536	691,143	-	1,347,679	761,668	-	586,011
Recreation	487	1,019,998	-	1,020,485	1,019,998	-	487
Road Maintenance	1,531,545	318,600	400,000	2,250,145	843,511	-	1,406,634
Robson House	90,991	42,594	-	133,585	39,748	-	93,837
Special Events	3,620	-	-	3,620	3,620	-	-
State Gasoline Tax	-	240,264	-	240,264	-	240,264	-
Traffic Congestion Relief	112,673	1,944,839	-	2,057,512	1,997,992	-	59,520
<b>TOTAL</b>	<b>7,756,187</b>	<b>17,228,436</b>	<b>1,266,535</b>	<b>26,251,158</b>	<b>19,746,158</b>	<b>1,266,535</b>	<b>5,238,465</b>

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# GENERAL FUND REVENUE

## TAXES

- **Property Tax:** Property tax is the primary source of revenue for the Town of San Anselmo. The basic property tax is 1 percent of assessed valuation, of which the Town receives less than one quarter. In 2008-09, the assessed valuation of San Anselmo is estimated to increase by approximately 5%.

**Current Secured:** The Town's share of 1 percent on the Town's assessed valuation billed by the County of Marin. A property assessment may not exceed a 2 percent increase in any year, unless the property has sold or improvements have been constructed.

**Unitary:** State collected and distributed tax on utility-owned properties. In Marin County, PG&E property accounts for approximately 25% of unitary tax collections.

**Property - Unsecured:** Tax on property such as business office equipment and possessory interest tax.

- **ERAF Property Tax:** Beginning in the 1992-93 fiscal year, the State of California diverted property taxes from local governments to boost revenues to the State. The fund to which these local revenues are being diverted is called "ERAF," Educational Revenue Augmentation Funds. The amount of funds diverted from San Anselmo totals more than \$550,000 per year. In Marin County, the ERAF formula allows the local governments to keep a portion of the diverted property taxes, or ERAF taxes.
- **Property – Supplemental:** Taxes assessed on property sales and new construction outside the regular tax bills.
- **Municipal Service Tax:** The Town's Municipal Services Tax is used to pay for general Town services. It is assessed annually at \$78 per residential living unit or 5.2 cents per square foot for commercial space.
- **Pension Tax:** The Town's pension tax is used to pay for the cost of the employee pension program. The rate is \$0.059 per \$100 of a property's assessed value. The Town's pension tax expense in 2008-09 is estimated to exceed 2007-08 pension revenues.
- **Sales Tax:** The Town receives 1 percent of the 7.5 percent in sales tax on retail sales transactions taking place in San Anselmo. Not located next to the freeway, San Anselmo has relatively low sales tax revenue compared to its neighboring cities. Per State action, referred to as the Triple Flip, the Town will again receive property tax funds in lieu of a portion of sales tax.
- **Property Transfer:** The Town and County of Marin each receive \$.55 per \$1,000 of the sales price of property sold in San Anselmo.

# GENERAL FUND REVENUE, continued

## FRANCHISES

- **Garbage:** The Town receives 10% of the revenues of the garbage service.
- **Cable TV:** The Town receives 5 percent of the revenues received by the cable television company, Comcast, from San Anselmo subscribers. Legislation has held that high speed internet access fees collected by the cable company are not subject to the franchise fee.
- **Electricity & Gas:** The Town receives 1 percent of electrical service revenue and 0.5 percent of the gas service revenue in San Anselmo.

## PERMITS

- **Business Licenses:** Each business activity in San Anselmo is required to have a business license. Most license fees are based on the gross receipts of the business. The minimum license fee for most businesses is \$15. A \$15 administrative fee is charged for each business license issued.
- **Parking permits (residential):** Hardship and similar overnight permits issued by the Police Department.
- **Parking permits (merchant parking):** Business owners and employees may purchase permits to park all day in four-hour parking zones. The revenue is held in reserve in the designated portion of the ending balance for downtown parking-related projects.
- **Construction:** Building, electrical, plumbing, heat/air/mechanical permits, and plan check fees. Revenues have steadily increased over the past few years due to strong building activity and turnover in real estate. 2007-08 figures reflect a slowing in this area.

## FINES

- **Vehicle Code:** The Town, County, and State each receive a share of the fines collected for vehicle code citations issued in San Anselmo. The State and County are the first to collect their share on the fines imposed by the courts. Due to the County's calculation error, the Town has been advised of an overpayment of several hundred thousand that will be repaid over the next two years. The result is a negative revenue flow in this category.
- **Parking:** The Town's share of fines collected on parking citations issued in San Anselmo.
- **Library:** Library fines are \$.30 per day for adults, \$.15 per day for children, and \$1.00 per day for videos.

# GENERAL FUND REVENUE, *continued*

## USE OF MONEY & PROPERTY

- **Interest:** The Town invests its idle funds with the Local Agency Investment Fund (LAIF) managed by the State Treasurer. The General Fund receives interest on all funds, with the exception of interest that accrues to the Measure G Debt Service Funds and Measure G Projects Fund; those funds accrue their own interest.
- **Royalties (payphone commission):** The Town receives a nominal share of the revenue from payphones on Town property. With the advent of cell phones and the drop in usage of payphones, the phone companies are beginning to charge for these payphones.

## OTHER AGENCY REVENUE

- **Proposition 172 Sales Tax:** Allocation of 0.5 percent of sales tax approved by California voters to fund public safety costs. Due to uncertainty in the State budget, these revenue funds are not budgeted this year.
- **Abandoned Vehicle Program:** Cities and towns are eligible to receive reimbursement for their costs in enforcing State abandoned vehicle laws.
- **Motor Vehicle License Fee:** The California Department of Motor Vehicles collects a property tax on the depreciated value of motor vehicles, and the State distributes the funds to local governments on a per capita basis. In 2008-09 the Town will receive property tax in lieu of a portion of the vehicle license fees.
- **Homeowners' Exemption:** Reimbursement for the property tax lost on the \$7,000 homeowners' property tax exemption.
- **State Mandates Reimbursement:** Legislation known as SB 90 requires the State to reimburse local governments for the cost of implementing state mandates, such as domestic violence calls and Open Meeting Act laws.
- **State Library Aid:** State funding provided to agencies with public libraries.
- **Booking Fees:** State legislation in the mid-1990's allowed counties to charge cities for the cost of booking persons into the county jail. State legislation passed in 1999-00 reimbursed the Town for a portion of these costs. In 2007-08 the State changed the method for distribution of booking fees. The funds now go directly to the County and the Town is only charged for any excess fees incurred.

# GENERAL FUND REVENUE, continued

## FEES FOR SERVICE

- **Banner Fees:** The Recreation Department schedules, and the Public Works Department hangs, banners and signs for non-profit organization events and programs. Banner fees are charged to recover the cost of this service.
- **Sleepy Hollow Fire Protection District:** The Town has had a long-standing agreement with the District to provide fire protection services to the unincorporated Sleepy Hollow area. The payment has been equal to 23% of the Town's share of the Ross Valley Fire Service labor costs. Beginning October 1, 2008 it is planned that the District will become a full member of the Fire Service, paying 16.7% of the total fire service budget directly to RVFS.
- **Police Services:** This revenue category includes fees paid for services such as fingerprinting, accident reports and escort of oversize loads for construction projects.
- **Planning Fees:** Cost recovery for labor to process planning permit applications, such as variances, use permits, design review, and subdivisions. 2007-08 revenues reflect a slowing trend in this area.
- **Resale Inspections:** Town code requires an inspection by the Building Inspector at the time a residential property is sold, to identify health and safety hazards needing correction.
- **In Lieu Taxes:** Primarily the contribution paid by the San Francisco Theological Seminary in lieu of property tax; also includes a nominal payment made by the Housing Authority of Marin for the affordable housing development at the Isabel Cook complex.

## MISCELLANEOUS

- **Other:** Miscellaneous Town revenues, such as copy machine revenue, reimbursement of water costs by the Robson Community Garden, recycling container rentals, etc.

## TRANSFERS IN

- **From State Gasoline Tax Fund:** Municipalities receive a share of State gas tax revenues, distributed on a per capita basis, for costs associated with street maintenance. This revenue is received into the Gas Tax Fund, a special revenue fund. Transfers are made to the General Fund to support street maintenance activities as appropriate.

**TOWN OF SAN ANSELMO  
GENERAL FUND**

**Proposed Budget, Fiscal Year 2008 - 2009**

Description	2006-07		2007-08		2008-09	
	Actual	% Total	Rev Budget	Est. Actual	Budget	% Total
<b>BEGINNING BALANCE</b>	<b>2,013,370</b>		<b>1,478,652</b>	<b>1,478,652</b>	<b>1,666,686</b>	
<b>REVENUE</b>						
Property and Other Taxes	9,466,716	76.4%	10,215,959	10,415,624	10,315,699	85.3%
Licenses, Permits, Fees, Fines	1,118,199	9.0%	1,126,808	1,135,542	1,145,105	9.5%
Use of Money & Property	337,291	2.7%	285,387	302,048	102,048	0.8%
Other Agency Revenue	361,375	2.9%	250,569	185,873	105,762	0.9%
Fees for Services, Misc	1,114,514	9.0%	1,141,600	1,095,730	422,432	3.5%
<b>SUB TOTAL</b>	<b>12,398,095</b>	<b>100.0%</b>	<b>13,020,323</b>	<b>13,134,817</b>	<b>12,091,046</b>	<b>100.0%</b>
<b>TRANSFERS IN</b>	<b>239,565</b>		<b>241,147</b>	<b>241,156</b>	<b>240,264</b>	
<b>TOTAL: REV &amp; TRFS</b>	<b>12,637,660</b>		<b>13,261,470</b>	<b>13,375,973</b>	<b>12,331,310</b>	
<b>TOTAL RESOURCES</b>	<b>14,651,030</b>		<b>14,740,122</b>	<b>14,854,625</b>	<b>13,997,996</b>	
<b>EXPENDITURES</b>						
Salaries	3,651,242	34.7%	4,112,454	4,053,338	4,267,948	37.3%
Benefits	1,936,383	18.4%	2,347,965	2,164,142	2,375,758	20.8%
Office & Dept Sup, Lib Mat	401,330	3.8%	366,973	402,076	228,429	2.0%
Training, Publications, Dues	47,213	0.4%	47,312	75,543	47,362	0.4%
Outside Serv, Legal Notices	4,140,952	39.3%	4,432,535	4,609,602	4,033,399	35.3%
Utilities	189,589	1.8%	191,230	196,427	199,176	1.7%
Bldg, Veh, Equip Maint	166,902	1.6%	236,512	243,781	282,676	2.5%
<b>SUB TOTAL</b>	<b>10,533,611</b>	<b>100.0%</b>	<b>11,734,981</b>	<b>11,744,909</b>	<b>11,434,748</b>	<b>100.0%</b>
<b>TRANSFERS OUT</b>	<b>2,638,767</b>		<b>1,443,030</b>	<b>1,443,030</b>	<b>1,026,271</b>	
<b>RESERVES</b>						
Contingency: committed funds						
Contingency: uncommitted funds			95,425		70,291	
Pension						
<b>TOTAL: EXP, TRFS, RES</b>	<b>13,172,378</b>		<b>13,273,436</b>	<b>13,187,939</b>	<b>12,531,310</b>	
<b>Net Increase/(Decrease)</b>	<b>(534,718)</b>		<b>(11,966)</b>	<b>188,034</b>	<b>(200,000)</b>	
<b>ENDING BALANCE</b>	<b>1,478,652</b>		<b>1,466,686</b>	<b>1,666,686</b>	<b>1,466,686</b>	
Designated: Pension (notational only)	(495,314)		(1,297,097)	(1,130,056)	(1,769,254)	
Designated: Mch Pkg/SWARAC	43,461		49,103	49,103	54,594	
Undesignated: Excess Rev	11,966		200,000			
Undesignated	1,918,539		1,417,583	1,417,583	1,412,092	
<b>TOTAL BUDGET</b>	<b>14,651,030</b>		<b>14,740,122</b>	<b>14,854,625</b>	<b>13,997,996</b>	

## GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2006-2007		2007-2008			2008-2009	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>PROPERTY &amp; OTHER TAXES</b>							
Property (Current Secured)	4,221,840	34.1%	4,518,329	4,518,329	34.4%	4,744,245	39.2%
Property (Current Unitary)	23,031	0.2%	21,974	23,173	0.2%	22,726	0.2%
Property (Current Unsecured)	98,790	0.8%	98,790	110,449	0.8%	110,449	0.9%
Property - ERAF return	709,286	5.7%	1,006,774	1,133,219	8.6%	725,731	6.0%
Property (Supplemental)	194,599	1.6%	203,888	203,888	1.6%	152,916	1.3%
Muni Services (net)	456,492	3.7%	456,665	455,959	3.5%	455,959	3.8%
Property (Pension)	1,337,771	10.8%	1,426,886	1,402,995	10.7%	1,473,144	12.2%
Homeowners Exemption	35,939	0.3%	35,939	36,214	0.3%	36,214	0.3%
Prop Tax In Lieu of MVLF	840,221	6.8%	873,830	905,221	6.9%	932,378	7.7%
Prop Tax In Lieu of Sales Tax	239,445	1.9%	244,234	268,503	2.0%	273,873	2.3%
Sales Tax	749,521	6.0%	764,511	788,635	6.0%	804,407	6.7%
Property Transfer	98,357	0.8%	100,080	92,951	0.7%	92,951	0.8%
Franchise - Garbage	193,048	1.6%	197,623	197,623	1.5%	201,575	1.7%
Franchise - Cable TV	184,225	1.5%	182,285	195,894	1.5%	201,771	1.7%
Franchise - Electricity & Gas	84,151	0.7%	84,151	82,571	0.6%	87,360	0.7%
<b>PROPERTY TAXES</b>	<b>9,466,716</b>	<b>76.4%</b>	<b>10,215,959</b>	<b>10,415,624</b>	<b>79.3%</b>	<b>10,315,699</b>	<b>85.3%</b>
<b>PERMITS</b>							
Business Licenses	275,121	2.2%	275,200	300,846	2.3%	294,404	2.4%
Parking Permits (Residential)	9,924	0.1%	9,372	9,372	0.1%	8,689	0.1%
Parking (Merchant Permits)	5,250	0.0%	5,642	5,642	0.0%	5,491	0.0%
Parking Meters	69,254	0.6%	69,600	70,692	0.5%	69,600	0.6%
Construction	620,577	5.0%	631,967	597,675	4.6%	615,606	5.1%
<b>PERMITS</b>	<b>980,126</b>	<b>7.9%</b>	<b>991,781</b>	<b>984,227</b>	<b>7.5%</b>	<b>993,790</b>	<b>8.2%</b>
<b>FINES</b>							
Vehicle Code	(1,992)	0.0%	(14,827)	269	0.0%	269	0.0%
Parking	121,941	1.0%	126,259	130,896	1.0%	130,896	1.1%
Library	18,124	0.1%	23,595	20,150	0.2%	20,150	0.2%
<b>FINES</b>	<b>138,073</b>	<b>1.1%</b>	<b>135,027</b>	<b>151,315</b>	<b>1.2%</b>	<b>151,315</b>	<b>1.3%</b>
<b>USE OF MONEY &amp; PROPERTY</b>							
Interest	337,291	2.7%	285,387	302,048	2.3%	102,048	0.8%
Royalties (payphone commission)	-	0.0%	-	-	0.0%	-	0.0%
<b>USE OF MONEY &amp; PROPERTY</b>	<b>337,291</b>	<b>2.7%</b>	<b>285,387</b>	<b>302,048</b>	<b>2.3%</b>	<b>102,048</b>	<b>0.8%</b>
<b>OTHER AGENCY REVENUE</b>							
Prop 172 Sales Tax (Public Safety)	131,730	1.1%	134,017	93,181	0.7%	-	0.0%
Abandoned Vehicle Program	7,601	0.1%	-	3,302	0.0%	3,302	0.0%
Motor Vehicle License	78,750	0.6%	85,140	60,426	0.5%	60,426	0.5%

## GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2006-2007		2007-2008			2008-2009	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>OTHER AGENCY REVENUE, continued</b>							
State Mandates Reimbursements	75,458	0.6%	-	111	0.0%	17,181	0.1%
State Library Aid	-	0.0%	4,864	4,809	0.0%	4,809	0.0%
State Library TBR Program	47,348	0.4%	22,548	20,044	0.2%	20,044	0.2%
Booking Fees Reimbursement	9,983	0.1%	-	-	0.0%	-	0.0%
PD Grants: News/Tob/Star/911	10,436	0.1%	4,000	4,000	0.0%	-	0.0%
Safety Program	69	0.0%	-	-	0.0%	-	0.0%
<b>OTHER AGENCY REVENUE</b>	<b>361,375</b>	<b>2.9%</b>	<b>250,569</b>	<b>185,873</b>	<b>1.4%</b>	<b>105,762</b>	<b>0.9%</b>
<b>FEES FOR SERVICES</b>							
Banner Fees	-	0.0%	-	-	0.0%	-	0.0%
Fire - Sleepy Hollow Fire District	717,854	5.8%	709,051	717,781	5.5%	161,105	1.3%
Police Services	13,662	0.1%	14,069	15,764	0.1%	13,872	0.1%
Police Dispatch Services (COM)	14,587		21,450	21,450	0.2%	21,450	0.2%
Planning Fees	157,902	1.3%	163,963	106,028	0.8%	109,208	0.9%
Resale Inspections	38,808	0.3%	38,808	30,635	0.2%	30,635	0.3%
In Lieu Taxes: Local Agencies	30,472	0.2%	30,471	30,472	0.2%	30,472	0.3%
Field and Park Rental fees	5,880	0.0%	5,880	5,190	0.0%	5,190	0.0%
<b>FEES FOR SERVICES</b>	<b>979,165</b>	<b>7.9%</b>	<b>983,692</b>	<b>927,320</b>	<b>7.1%</b>	<b>371,932</b>	<b>3.1%</b>
<b>MISCELLANEOUS</b>							
Surplus Property Sales	-	0.0%	2,000	4,125	0.0%	4,000	0.0%
Other Misc Income	254	0.0%	2,000	10,377	0.1%	3,000	0.0%
Friends of Library donation	123,725	1.0%	148,000	148,000	1.1%	43,000	0.4%
Donations	11,370	0.1%	5,908	5,908	0.0%	500	0.0%
Budget Relief donations	-	0.0%	-	-	0.0%	-	0.0%
<b>MISCELLANEOUS</b>	<b>135,349</b>	<b>1.1%</b>	<b>157,908</b>	<b>168,410</b>	<b>1.3%</b>	<b>50,500</b>	<b>0.4%</b>
<b>GENERAL FUND REVENUE</b>	<b>12,398,095</b>	<b>100%</b>	<b>13,020,323</b>	<b>13,134,817</b>	<b>100%</b>	<b>12,091,046</b>	<b>100%</b>
<b>TRANSFERS IN</b>							
from COPS Fund							
from State Gasoline Tax Fund	239,565		241,147	241,156		240,264	
from Capital Reconstruction Fund							
from Equipment Fund							
from Emergency Reserve Fund							
from Insurance Fund							
from Recreation Fund							
from Special Events Fund							
from Road Maintenance Fund							
<b>TRANSFERS IN</b>	<b>239,565</b>		<b>241,147</b>	<b>241,156</b>		<b>240,264</b>	
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>12,637,660</b>		<b>13,261,470</b>	<b>13,375,973</b>		<b>12,331,310</b>	

## GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	2006-2007		2007-2008			2008-2009	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
<b>GENERAL FUND DEPTS</b>							
Administration & Finance	603,474	4.6%	761,652	773,191	5.9%	776,337	6.2%
Contingency	-	0.0%	95,425	-	0.0%	70,291	0.6%
Engineering	253,105	1.9%	281,929	274,461	2.1%	293,892	2.3%
Fire	3,275,327	24.9%	3,505,997	3,505,997	26.6%	3,094,136	24.7%
Legal Services	95,841	0.7%	145,392	165,028	1.3%	165,392	1.3%
Library	440,255	3.3%	490,950	497,607	3.8%	502,820	4.0%
Non-Departmental	484,905	3.7%	523,486	532,348	4.0%	382,685	3.1%
Planning & Building	718,133	5.5%	766,538	790,109	6.0%	824,827	6.6%
Police	3,694,319	28.0%	4,072,417	4,119,508	31.2%	4,275,770	34.1%
Recreation-Gen Fund Support	-	0.0%	86,334	85,681	0.6%	142,205	1.1%
Street & Park Maintenance	958,171	7.3%	1,075,421	975,018	7.4%	963,819	7.7%
Town Council	10,081	0.1%	24,865	25,961	0.2%	12,865	0.1%
<b>TOTAL EXPENDITURES</b>	<b>10,533,611</b>	<b>80.0%</b>	<b>11,830,406</b>	<b>11,744,909</b>	<b>89.1%</b>	<b>11,505,039</b>	<b>91.8%</b>
<b>GENERAL FUND TRANSFERS/RESERVES</b>							
<b>FROM CURRENT REVENUES</b>							
to Cap Recon Fund	210,000	1.6%	133,500	133,500	1.0%	105,000	0.8%
to Fire Sta Muni Lease DS Fund		0.0%			0.0%	158,517	1.3%
to Equipment Fund	308,796	2.3%	325,827	325,827	2.5%	244,721	2.0%
to Insurance Fund	754,998	5.7%	282,482	282,482	2.1%	118,033	0.9%
to Isabel Cook Fund		0.0%			0.0%		0.0%
to Emergency Projects Fund	503,518	3.8%	181,221	181,221	1.4%		0.0%
to Recreation Fund		0.0%	120,000	120,000	0.9%		0.0%
to Special Events Fund		0.0%			0.0%		0.0%
to Road Maintenance Fund	400,000	3.0%	400,000	400,000	3.0%	200,000	1.6%
<b>TRANSFERS- current revenue</b>	<b>2,177,312</b>	<b>16.5%</b>	<b>1,443,030</b>	<b>1,443,030</b>	<b>10.9%</b>	<b>826,271</b>	<b>6.6%</b>
<b>TOTAL EXP &amp; TFRS OUT- CURRENT REVENUE</b>	<b>12,710,923</b>	<b>96.5%</b>	<b>13,273,436</b>	<b>13,187,939</b>	<b>100.0%</b>	<b>12,331,310</b>	<b>98.4%</b>

## GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	2006-2007		2007-2008			2008-2009	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>GENERAL FUND TRANSFERS</b>							
<b>FROM PRIOR YEAR REVENUES</b>							
to Emergency Projects Fund	461,455	3.5%			0.0%		0.0%
to Road Maintenance Fund		0.0%			0.0%	200,000	1.6%
to Capital Recon fund (70%)		0.0%			0.0%		0.0%
to Equipment Replace Fund (30%)		0.0%			0.0%		0.0%
<b>TRANSFERS-prior yr revenue</b>	<b>461,455</b>	<b>3.5%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>200,000</b>	<b>1.6%</b>
<b>GENERAL FUND TOTAL</b>	<b>13,172,378</b>	<b>100%</b>	<b>13,273,436</b>	<b>13,187,939</b>	<b>100%</b>	<b>12,531,310</b>	<b>95%</b>

## **ADMINISTRATION AND FINANCE**

The Administration & Finance Department implements the legislative actions of the Town Council and provides for the Town's administrative, fiscal, personnel, property management, public information, and record keeping functions. In addition, its staff manages labor relations and staff support, inter-governmental relations, business license administration, risk management and insurance administration, the Town's franchise agreements for cable television and solid waste collection, and state and federal mandates such as the Americans with Disabilities Act. The Department provides administration and coordination for various town policies, programs, and procedures.

### **2008-09 CHANGES/HIGHLIGHTS**

One Department position, the Human Resources Analyst/Deputy Town Clerk, remains frozen due to the budget shortfall. The department budget reflects \$7,000 in hourly compensation to cover this position's responsibility as minute taker for Town Council meetings. The Outside Services line item is reduced to reflect the one-time expense for the GASB 45 actuarial for retiree health which was completed in 2008.

### **2008-09 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2008-09:

- **Sustainability** – Seek out opportunities in Town operations to utilize principles of sustainability, work to further the goals of green building, demolition reuse and recycling, energy efficiency and clean air in the community through ordinances, public information, and participation in countywide efforts to reduce greenhouse gas emission and the Town's carbon footprint.
- **Flood Recovery** – Continue flood recovery efforts, focusing internal efforts on the rebuilding of the downtown fire station and flood proofing the Town Hall complex; with external efforts to be focused on sponsoring residential home elevations with federal grant money.
- **Disaster Preparedness** - Encourage community disaster preparedness for fire, flood and earthquake through public information programs, code requirements, permit facilitation, and course offerings.

## ADMINISTRATION AND FINANCE

### LABOR

Title	2006-07	2007-08	2008-09
Town Manager	1	1	1
Finance & Administrative Services Director	1	1	1
Accounting/Benefits Technician	1	1	1
Administrative Services Technician	1	1	1
Administrative Services Assistant I	.5	.5	.8
Total:	4.5	4.5	4.8
<i>*1 position frozen- Human Resources Analyst/Deputy Town Clerk</i>			

### SERVICES AND SUPPLIES

**Legal Advertising** – Legal notices of ordinances and public hearings.

**Equipment maintenance** – Computers, copy machines, telephones, typewriter, postage machine, and other.

**Publications & dues** - Membership in the International City/County Management Association, Marin Managers Association, California Municipal Business Tax Association, and California Society of Municipal Finance Officers.

**Outside Services** - Annual audits, financial reports, and bank charges (\$16,000); payroll services (\$14,000); Web site assistance (\$4,200), Human Resources assistance (\$14,800), office space/records management.

**Training** - Staff attendance at training seminars, meetings of the League of California Cities, International City/County Management Association, California Municipal Business License Association, and California Municipal Finance Officers Association.

**Utilities** – Electricity, gas, water, telephone, Internet/e-mail, and sewer.

**Building maintenance** – Janitorial (\$12,150), heat/air, and minor repairs.

**Office supplies** – Postage, copy paper, miscellaneous supplies.

**Departmental Supplies** - Updates of the Municipal Code, and business license forms.

**GENERAL FUND  
ADMINISTRATION & FINANCE**

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>LABOR COSTS</b>								
Salaries	335,056	55.5%	411,792	419,135	54.2%	435,250	56.1%	
Health Benefits	44,992	7.5%	64,081	59,176	7.7%	65,701	8.5%	
Retirement	85,618	14.2%	108,989	111,152	14.4%	110,536	14.2%	
Payroll Taxes	24,477	4.1%	29,532	30,767	4.0%	30,139	3.9%	
Reimbursable Costs	4,200	0.7%	4,200	4,200	0.5%	4,200	0.5%	
Overtime/Temporary	15,852	2.6%	7,124	9,974	1.3%	7,000	0.9%	
<b>LABOR COSTS</b>	<b>510,195</b>	<b>84.5%</b>	<b>625,718</b>	<b>634,404</b>	<b>82.1%</b>	<b>652,826</b>	<b>84.1%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Legal Advertising	100	0.0%	1,500	788	0.1%	1,500	0.2%	
Equipment Maintenance	11,434	1.9%	8,675	11,260	1.5%	9,060	1.2%	
Publications & Dues	520	0.1%	800	410	0.1%	800	0.1%	
Outside Services	45,252	7.5%	75,901	78,563	10.2%	60,901	7.8%	
Training	781	0.1%	6,500	1,473	0.2%	6,500	0.8%	
Utilities	13,777	2.3%	14,186	12,743	1.6%	14,728	1.9%	
Building Maintenance	2,660	0.4%	12,800	12,969	1.7%	14,450	1.9%	
Office Supplies	11,468	1.9%	10,572	12,874	1.7%	10,572	1.4%	
Department Supplies	7,287	1.2%	5,000	7,707	1.0%	5,000	0.6%	
<b>SERVICES &amp; SUPPLIES</b>	<b>93,279</b>	<b>15.5%</b>	<b>135,934</b>	<b>138,787</b>	<b>17.9%</b>	<b>123,511</b>	<b>15.9%</b>	
<b>TOTAL BUDGET</b>	<b>603,474</b>	<b>100%</b>	<b>761,652</b>	<b>773,191</b>	<b>100%</b>	<b>776,337</b>	<b>100%</b>	

## GENERAL FUND CONTINGENCY

The General Fund contingency is available for appropriation by the Town Council during the fiscal year to fund unanticipated or unprogrammed expenditures. Contingency funds may also be used for mid-year adjustments in projected revenues and expenditures.

PROGRAM DETAIL	2006-2007			2007-2008			2008-2009
	ADOPTED BUDGET	INCREASES/ (DECREASES)	REVISED BUDGET	ADOPTED BUDGET	INCREASES/ (DECREASES)	REVISED BUDGET	PROPOSED BUDGET
Contingency: committed	0			117,350			
Contingency: uncommitted	48,513			40,000			70,291
Update Beginning Balance		85,228			11,966		
One Time ERAF- lawsuit settlement					377,488		
Bgt Reduction: St Library TBR Program					(22,780)		
Employee Salary Increases					(35,497)		
St Library Aid Reduction		(4,684)					
Decrease in Beg Bal/Safety Dollars					2		
Donations		600			100		
Mid Yr Rev: ERAF Lawsuit Interest					30,000		
Mid Yr Rev: Council Training					(2,000)		
Mid Yr Rev: Addit tax revenue		288,706					
Mid Yr Rev: Prior Yrs' Plan Deposits		30,862					
Mid Yr Rev: Transfer to Emerg Fund		(503,518)			(181,221)		
Bgt Reduction: SHFD Pr Yr Credit		(18,034)			(86,103)		
Mandated Cost Reimb		75,458					
Shared Dispatch Study					(8,333)		
PD Vehicle Computers					(25,547)		
Recreation Dept Support					(120,000)		
<b>TOTAL BUDGET</b>	<b>48,513</b>	<b>(45,382)</b>	<b>3,131</b>	<b>157,350</b>	<b>(61,925)</b>	<b>95,425</b>	<b>70,291</b>

## **ENGINEERING**

The Engineering staff is responsible for administering public works projects, providing cost-effective engineering management of Town infrastructure within budget limits, delivery of accurate, reliable and timely permit review in accordance with the expectations of the Town Council and the community.

### **2008-09 CHANGES/HIGHLIGHTS**

The addition of a Senior Engineer position was approved in 2007-08, to be responsible for the design, bid process and construction management for numerous capital projects, to be funded through the Road Maintenance Fund and various project grants in the Traffic Congestion Relief Fund. The recruitment was unsuccessful and a consulting engineering firm has been hired to manage the projects scheduled for summer, 2008.

### **2008-09 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2008-09:

- **Sustainability** – Seek out opportunities in Town operations to utilize principles of sustainability, work to further the goals of green building, demolition reuse and recycling, energy efficiency and clean air in the community through ordinances, public information, and participation in countywide efforts to reduce greenhouse gas emission and the Town's carbon footprint.
- **Flood Recovery** – Continue flood recovery efforts, focusing internal efforts on the rebuilding of the downtown fire station and flood proofing the Town Hall complex; with external efforts to be focused on sponsoring residential home elevations with federal grant money.
- **Disaster Preparedness** - Encourage community disaster preparedness for fire, flood and earthquake through public information programs, code requirements, permit facilitation, and course offerings.

## ENGINEERING

### LABOR

<b>Title</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Director of Public Works/Town Engineer	1	1	1
<b>Total:</b>	1	1	1
<i>*.5 position frozen- Admin. Services Assistant I</i>			

### SERVICES AND SUPPLIES

**Equipment maintenance** - Maintenance of office equipment (computers, copier, fax, phones, pagers, 2-way radios)

**Publications & dues** - Memberships in public works and engineering organizations/societies, professional registration fees.

**Outside services** - Participation in countywide GIS digital mapping system (\$9,000); Engineering services for special projects. (\$8,000)

**Training** - Attendance at professional training seminars and conferences.

**Utilities** - Electricity, gas, water, telephone, Internet/e-mail, and sewer.

**Building maintenance** - Janitorial (\$5,325), heat/air, and needed repairs, including HVAC system.

**Department supplies** - Tools and supplies for engineering, surveying and drafting.

## GENERAL FUND ENGINEERING

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>LABOR COSTS</b>								
Salaries	117,372	46.4%	125,414	124,398	45.3%	129,400	44.0%	
Health Benefits	19,086	7.5%	17,735	18,742	6.8%	19,894	6.8%	
Retirement	30,993	12.2%	33,499	36,334	13.2%	36,157	12.3%	
Payroll Taxes	10,044	4.0%	11,095	10,708	3.9%	11,190	3.8%	
Reimbursable Costs	4,200	1.7%	4,200	4,200	1.5%	4,200	1.4%	
Overtime/Temporary	20,319	8.0%	38,190	30,845	11.2%	39,774	13.5%	
<b>LABOR COSTS</b>	<b>202,014</b>	<b>79.8%</b>	<b>230,133</b>	<b>225,227</b>	<b>82.1%</b>	<b>240,615</b>	<b>81.9%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Legal Advertising	1,212	0.5%	720	414	0.2%	720	0.2%	
Vehicle Operations	-	0.0%	-	-	0.0%	-	0.0%	
Equipment Maintenance	2,480	1.0%	4,100	4,691	1.7%	4,485	1.5%	
Publications & Dues	325	0.1%	750	-	0.0%	750	0.3%	
Outside Services	18,803	7.4%	17,000	17,342	6.3%	17,000	5.8%	
Training	364	0.1%	2,400	554	0.2%	2,400	0.8%	
Utilities	8,154	3.2%	8,364	8,714	3.2%	8,635	2.9%	
Building Maintenance	14,746	5.8%	9,056	10,104	3.7%	9,881	3.4%	
Office Supplies	4,984	2.0%	8,806	6,906	2.5%	8,806	3.0%	
Department Supplies	23	0.0%	600	509	0.2%	600	0.2%	
<b>SERVICES &amp; SUPPLIES</b>	<b>51,091</b>	<b>20.2%</b>	<b>51,796</b>	<b>49,234</b>	<b>17.9%</b>	<b>53,277</b>	<b>18.1%</b>	
<b>TOTAL BUDGET</b>	<b>253,105</b>	<b>100%</b>	<b>281,929</b>	<b>274,461</b>	<b>100%</b>	<b>293,892</b>	<b>100%</b>	

## **FIRE PROTECTION SERVICES**

On July 1, 1982, the San Anselmo Fire Department merged with the Fairfax Fire Department to form the Ross Valley Fire Service (RVFS), which is administered under joint powers authority and provides service to the towns of San Anselmo and Fairfax, and the unincorporated county area known as Sleepy Hollow by contract with the Town of San Anselmo. Since 1982, the Fire Service has been governed by a Board of Directors, comprised of two members from each of the Town Councils of Fairfax and San Anselmo and a non-voting member appointed by the Sleepy Hollow Fire Protection District (SHFPD).

The Ross Valley Fire Service has maintained the very favorable “3” rating from the State’s Insurance Services Office, which has favorably affected property owners’ fire insurance premiums since June, 1983.

An annual budget is adopted by the Ross Valley Fire Service Board and funded through assessments to the towns of Fairfax and San Anselmo, and effective October 1, 2008, SHFPD.

### **2008-09 CHANGES/HIGHLIGHTS**

The current agreement between the Sleepy Hollow Fire Protection District and the Town calls for Sleepy Hollow to make a payment equal to 23% of the Town’s share of the Ross Valley Fire Service labor costs. The payment is adjusted annually for reimbursements received related to labor costs.

Effective October 1, 2008, it is planned that SHFPD will become a full member of the RVFS, paying 16.7% of the fire service budget, with two voting Board members. The budget reflects that anticipated change.

The Department budget reflects an overall increase of 9.4%. With the inclusion of Sleepy Hollow as a full member in the fire service, San Anselmo will realize a savings of approximately \$50,000 in 2008-09.

### **2008-09 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town’s management staff has set the following joint goals for 2008-09:

- **Sustainability** – Seek out opportunities in Town operations to utilize principles of sustainability, work to further the goals of green building, demolition reuse and recycling, energy efficiency and clean air in the community through ordinances, public information, and participation in countywide efforts to reduce greenhouse gas emission and the Town’s carbon footprint.

- Flood Recovery – Continue flood recovery efforts, focusing internal efforts on the rebuilding of the downtown fire station and flood proofing the Town Hall complex; with external efforts to be focused on sponsoring residential home elevations with federal grant money.
- Disaster Preparedness - Encourage community disaster preparedness for fire, flood and earthquake through public information programs, code requirements, permit facilitation, and course offerings.

### **SERVICES AND SUPPLIES**

**Outside Services** - Town of San Anselmo's share (69.6%) of the cost of the Ross Valley Fire Service for the first three months of the year, with dropping to 52.9% for the remainder of the fiscal year with the anticipated membership of SHFPD.

### **EQUIPMENT**

An equipment replacement schedule developed for the Ross Valley Fire Service calls for an equipment payment of \$54,317 from San Anselmo in 2008-09, taking into account SHFPD's new share.

## GENERAL FUND FIRE

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>SERVICES &amp; SUPPLIES</b>								
Outside Services	3,275,327	100%	3,505,997	3,505,997	100%	3,094,136	100%	
Out Svs: Safety Cleanup	-							
Building Maintenance								
<b>SERVICES &amp; SUPPLIES</b>	<b>3,275,327</b>	<b>100%</b>	<b>3,505,997</b>	<b>3,505,997</b>	<b>100%</b>	<b>3,094,136</b>	<b>100%</b>	
<b>TOTAL BUDGET</b>	<b>3,275,327</b>	<b>100%</b>	<b>3,505,997</b>	<b>3,505,997</b>	<b>100%</b>	<b>3,094,136</b>	<b>100%</b>	
<b>EQUIPMENT FUND</b>								
Fire Equipment	72,404		52,604	52,604		54,317		
<b>EQUIPMENT TOTAL</b>	<b>72,404</b>		<b>52,604</b>	<b>52,604</b>		<b>54,317</b>		

## **LEGAL SERVICES**

The Town Attorney is the legal official of the Town, responsible for providing legal advice to the Town Council and staff and for providing legal representation as needed to protect the Town's interests. The Town Attorney is accountable directly to the Town Council.

Litigation resulting from property damage and similar claims against the Town is managed and accounted for through the Town's self-insurance liability pool program, budgeted through the Insurance Fund.

### **2008-09 CHANGES/HIGHLIGHTS**

The Department budget has been increased by \$20,000 to reflect increased legal activity, particularly with respect to legal assistance with public nuisance abatements and code enforcement.

### **SERVICES AND SUPPLIES**

**Outside services** - The cost to provide legal services is separated into three categories: General legal counsel, litigation contingency/expense and employment services. General legal counsel includes day-to-day advice on matters such as land use, elections, nuisance abatements, open meeting laws, law enforcement, and the applicability of municipal ordinances, and state and federal laws. Costs for specialized human resources legal counsel are reflected in the employment legal counsel category.

The Town Attorney works for the Town on an hourly basis. The hourly fee in 2008-09 is budgeted for \$185.

## GENERAL FUND LEGAL SERVICES

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total	
<b>SERVICES &amp; SUPPLIES</b>								
General Legal Counsel	83,252	86.9%	51,700	128,839	78.1%	71,700	43.4%	
Litigation	5,627	5.9%	78,692	31,807	19.3%	78,692	47.6%	
Employment Legal Services	6,962	7.3%	15,000	4,382	2.7%	15,000	9.1%	
<b>SERVICES &amp; SUPPLIES</b>	<b>95,841</b>	<b>100%</b>	<b>145,392</b>	<b>165,028</b>	<b>100%</b>	<b>165,392</b>	<b>100%</b>	
<b>TOTAL BUDGET</b>	<b>95,841</b>	<b>100%</b>	<b>145,392</b>	<b>165,028</b>	<b>100%</b>	<b>165,392</b>	<b>100%</b>	

## LIBRARY

The services provided by the Town Library staff are designed to meet the informational needs and recreational reading demands of residential and business citizens in a timely and professional manner. Some special services are provided for children and young adults, for patrons seeking reference information, and for homebound citizens who are elderly or disabled.

### 2008-09 CHANGES/HIGHLIGHTS

The Library budget, which was \$516,940 in 2005-06, was cut to \$300,000 in 2006-07. The Friends of the Library generously agreed to contribute \$100,000 to the operating budget in 2006-07 and 2007-08. The Friends increased their contribution by \$18,000 mid-year 2006-07 to allow the Library to be open an additional 8 hours per week. The Friends contributed a total of \$148,000 in 2007-08.

The budget reflects an additional \$100,000, as the Friends two-year agreement to contribute these funds has been fulfilled. The Friends have agreed to contribute \$43,000 to the Library in 2008-09. Due to the generosity of the Friends of the Library, hours have been maintained on the following schedule:

Monday	Noon to 8 p.m.	Thursday	12 p.m. to 6 p.m.
Tuesday	10 a.m. to 6 p.m.	Friday	Closed
Wednesday	10 a.m. to 6 p.m.	Saturday	10 a.m. to 4 p.m.

The Library Director has voluntarily reduced her hours to 33 per week.

### 2008-09 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2008-09:

- Sustainability – Seek out opportunities in Town operations to utilize principles of sustainability, work to further the goals of green building, demolition reuse and recycling, energy efficiency and clean air in the community through ordinances, public information, and participation in countywide efforts to reduce greenhouse gas emission and the Town's carbon footprint.
- Flood Recovery – Continue flood recovery efforts, focusing internal efforts on the rebuilding of the downtown fire station and flood proofing the Town Hall complex; with external efforts to be focused on sponsoring residential home elevations with federal grant money.
- Disaster Preparedness - Encourage community disaster preparedness for fire, flood and earthquake through public information programs, code requirements, permit facilitation, and course offerings.

## LIBRARY

### LABOR

Position	2006-07	2007-08	2008-09
Town Librarian	1	.83	.83
Librarian I		.77	.77
Library Technician	.5	0	0
Lead Library Assistant	.83	.83	.83
Library Assistant	.7	.77	.77
Total	3	3.2	3.2
<i>*One position frozen - Children's Librarian</i>			

### SERVICES AND SUPPLIES

**Equipment Maintenance** - Maintenance of office equipment and computers.

**Publications & Dues** - Library organization dues and publications required for staff to maintain expertise in library, catalog and information services.

**Outside Services** - Inter-library cooperative services agreement (North Bay Cooperative).

**Training** - Seminars, workshops and conferences to keep staff current on library policies and procedures.

**Utilities** - Telephone, electricity, gas, water, heat/air, sewer, and Internet access.

**Office supplies** - Postage, copy paper, and miscellaneous supplies.

**Books and Periodicals** - Adult books, children's books, magazines and newspapers, reference & misc. books, and audio/visual materials (\$33,291).

**Department Supplies** - Cataloging, circulation, and material repair supplies.

**Historical Commission** - Telephone line and miscellaneous supplies.

**Collection Database** - Town's cost for full participation in Countywide automated catalog and circulation system.

**Building maintenance** - Janitorial (\$13,700), heat/air, and minor repairs.

**GENERAL FUND  
LIBRARY**

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
		Total	BUDGET	ACTUAL	Total	BUDGET	Total	
<b>LABOR COSTS</b>								
Salaries	191,666	43.5%	202,559	201,558	40.5%	209,557	41.7%	
Final Salary/Leave Payoff		0.0%	-	-	0.0%			
Health Benefits	40,220	9.1%	42,176	41,517	8.3%	48,974	9.7%	
Retirement	51,827	11.8%	53,757	54,456	10.9%	58,707	11.7%	
Payroll Taxes	17,967	4.1%	19,710	18,925	3.8%	19,738	3.9%	
Reimbursable Costs	81	0.0%	200	200	0.0%	200	0.0%	
Overtime/Temporary	33,072	7.5%	36,478	36,263	7.3%	34,713	6.9%	
<b>LABOR COSTS</b>	<b>334,833</b>	<b>76.1%</b>	<b>354,880</b>	<b>352,919</b>	<b>70.9%</b>	<b>371,889</b>	<b>74.0%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Equipment Maintenance	6,171	1.4%	10,400	11,502	2.3%	5,785	1.2%	
Publications & Dues	340	0.1%	340	366	0.1%	365	0.1%	
Outside Services	10,377	2.4%	15,123	16,925	3.4%	14,696	2.9%	
Training	225	0.1%	200	225	0.0%	225	0.0%	
Utilities	11,597	2.6%	12,027	12,990	2.6%	13,111	2.6%	
Building Maintenance	7,326	1.7%	18,600	19,833	4.0%	19,550	3.9%	
Office Supplies	2,272	0.5%	2,600	3,524	0.7%	3,100	0.6%	
Books & Periodicals	36,301	8.2%	40,700	41,950	8.4%	33,291	6.6%	
Department Supplies	1,076	0.2%	1,000	2,024	0.4%	1,300	0.3%	
Historical Commission				89	0.0%	900	0.2%	
Collection Database	29,737	6.8%	35,080	35,260	7.1%	38,608	7.7%	
<b>SERVICES &amp; SUPPLIES</b>	<b>105,422</b>	<b>23.9%</b>	<b>136,070</b>	<b>144,688</b>	<b>29.1%</b>	<b>130,931</b>	<b>26.0%</b>	
<b>TOTAL BUDGET</b>	<b>440,255</b>	<b>100%</b>	<b>490,950</b>	<b>497,607</b>	<b>100%</b>	<b>502,820</b>	<b>100%</b>	

## **NON-DEPARTMENTAL SERVICES**

This budget program represents services, participation in joint powers authorities (JPA's), and other expenditures that represent the Town's interest and are not attributable to a single department or program.

### **2008-09 CHANGES/HIGHLIGHTS**

The MERA administrative fee is reduced by \$2,095 or 3.7%. The budget has been reduced to reflect the fact that the Town does not plan to issue Tax Revenue Anticipation Notes (TRANS) this fiscal year, thus eliminating the note issuance and interest expenses (\$136,363).

### **SERVICES AND SUPPLIES**

**Tax Rebates** - Municipal Services and Pension Override Tax rebates awarded by the Town's Tax Equity Board.

**Publications & dues**- Town's membership in the League of California Cities, Association of Bay Area Governments (ABAG), personnel consortium, PERSPAC, and for publications.

**Outside services** – Joint powers authorities, contracts, and memoranda of understanding with other agencies: Animal control services from the Marin Humane Society (\$126,248); Transportation Authority of Marin (\$19,086); Marin Telecommunications Agency (\$33,534); Management Information Services (\$6,000), MERA administrative fee (\$56,080), Marin Local Agency Formation Commission (\$6,639)

## NON-DEPARTMENTAL SERVICES

Investments in community service organizations that provide assistance to San Anselmo's citizens-in-need:

<b>Community Service Investments</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Marin Mediation Services	1,750	1,750	2,867	2,982
Rebate for Marin Renters	5,627	5,627	5,740	5,740
Marin Abused Women's Services	5,000	5,000	5,000	5,000
Ross Valley Ecumenical Housing	0	0	1,500	1,500
Drake High School Safe & Sober	500	500	500	500
Jeanette Prandi Children's Center	2,721	2,732	2,732	2,732
Marin Housing BMR Program	0	0	1,793	1,793
<b>Total:</b>	<b>15,598</b>	<b>15,609</b>	<b>20,132</b>	<b>20,247</b>

**Training** - Training and conference attendance by Council-appointed boards, commissioners, and general staff (\$2,500).

**Department supplies** – County Office of Emergency Services assistance (\$7,300), and recognition and appreciation events for volunteers/employees (\$1,600).

**Retiree's health insurance** - Town's portion of retirees' health insurance benefits (\$67,500).

**Safety** – Correction of unsafe conditions, health & safety training/fitness.

**GENERAL FUND  
NON DEPARTMENTAL**

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%	
	Total			Total		Total		
<b>SERVICES &amp; SUPPLIES</b>								
Tax Rebates	945	0.2%	1,250	604	0.1%	1,250	0.3%	
Promotion of Commerce	865	0.2%	1,000	490	0.1%	1,000	0.3%	
Publications & Dues	5,347	1.1%	5,000	5,507	1.0%	5,000	1.3%	
Outside Services	247,378	51.0%	270,955	300,895	56.5%	274,670	71.8%	
Training	137	0.0%	2,500	-	0.0%	2,500	0.7%	
Department Supplies	12,049	2.5%	8,911	11,784	2.2%	8,911	2.3%	
Note Expense	147,886	30.5%	136,363	139,863	26.3%	-	0.0%	
Health Insurance-Retirees	69,436	14.3%	75,300	72,835	13.7%	67,500	17.6%	
Solid Waste/Recycling Prg.		0.0%	200	-	0.0%	200	0.1%	
Safety Program	861	0.2%	22,007	370	0.1%	21,654	5.7%	
<b>SERVICES &amp; SUPPLIES</b>	<b>484,904</b>	<b>100%</b>	<b>523,486</b>	<b>532,348</b>	<b>100%</b>	<b>382,685</b>	<b>100%</b>	
<b>TOTAL BUDGET</b>	<b>484,904</b>	<b>100%</b>	<b>523,486</b>	<b>532,348</b>	<b>100%</b>	<b>382,685</b>	<b>100%</b>	

## **PLANNING AND BUILDING**

This Department is responsible for land use planning, zoning, design review, compliance management, and the administration of the second unit ordinance, as well as reliable and timely plan/permit review and inspection services as required by the Building Code in accordance with the expectations of the Town Council and the community. Department staff provides permit review, advice and research for both the public and the Planning Commission.

### **2008-09 CHANGES/HIGHLIGHTS**

The Senior Planner position remained vacant through 2007-08, reflecting the promotion of the Senior Planner to the Planning and Building Director. Salary savings from this vacancy were reflected in the Salaries line item in 2007-08, and were utilized for Planning consultants. A recruitment is underway to fill the Senior Planner position .

An Administrative Services Assistant I position, shared equally between Engineering and the Planning and Building Department is frozen. The duties of the position have been delegated to a temporary, part time office assistant.

Consultant's fees have been included in Outside Services for the Town's share of the Countywide update of the Housing Workbook and the update of the Town's Housing Element (\$20,000).

### **2008-09 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2008-09:

- **Sustainability** – Seek out opportunities in Town operations to utilize principles of sustainability, work to further the goals of green building, demolition reuse and recycling, energy efficiency and clean air in the community through ordinances, public information, and participation in countywide efforts to reduce greenhouse gas emission and the Town's carbon footprint.
- **Flood Recovery** – Continue flood recovery efforts, focusing internal efforts on the rebuilding of the downtown fire station and flood proofing the Town Hall complex; with external efforts to be focused on sponsoring residential home elevations with federal grant money.
- **Disaster Preparedness** - Encourage community disaster preparedness for fire, flood and earthquake through public information programs, code requirements, permit facilitation, and course offerings.

## PLANNING AND BUILDING

### LABOR

Title	2006-07 Planning & Building	2007-08 Planning & Building	2008-09 Planning & Building
Planning and Building Director	1	1	1
Building Official	1	1	1
Senior Planner	0	1	1
Building Inspector	1	1	1
Assistant Planner	1	1	1
Permit Technician	1	1	1
<i>Administrative Services Assistant I**</i>	0	0	0
Total:	5	6	6
<i>*.5 position frozen- Administrative Services Assistant I</i>			

### SERVICES AND SUPPLIES

**Legal Advertising** - Legal notices for public hearings on zoning and General Plan amendments.

**Equipment Maintenance** – Copiers, computers, telephone, postage machine, other equipment.

**Publications & Dues** - Planning organization dues and publications required for staff to maintain expertise in planning procedures and changes in land use law.

**Outside Services** - Consulting services for Housing Workbook and update of the Housing Element (\$20,000), zoning and planning applications requiring special studies; coordination with Affordable Housing proponents, and other planning and building services.

**Training** – Workshops, seminars, and conferences to keep planning staff current on planning procedures and law.

**Utilities** – Telephone, gas, electricity, water, sewer, and heat/air.

**Building maintenance** – Janitorial (\$5,325), heat/air, and minor repairs.

**Office supplies** – Postage, copy paper, and miscellaneous supplies.

**Department supplies** – Maps and other supplies unique to the Planning Department.

## GENERAL FUND PLANNING & BUILDING

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%	
	Total				Total		Total	
<b>LABOR COSTS</b>								
Salaries	383,219	53.4%	454,320	400,482	50.7%	481,251	58.3%	
Health Benefits	46,978	6.5%	80,537	74,266	9.4%	94,562	11.5%	
Retirement	98,041	13.7%	120,721	99,482	12.6%	119,530	14.5%	
Payroll Taxes	30,111	4.2%	34,720	31,486	4.0%	36,616	4.4%	
Reimbursable Costs	2,400	0.3%	2,750	2,750	0.3%	2,750	0.3%	
Overtime/Temporary	13,445	1.9%	1,251	15,603	2.0%	1,127	0.1%	
<b>LABOR COSTS</b>	<b>574,194</b>	<b>80.0%</b>	<b>694,299</b>	<b>624,069</b>	<b>79.0%</b>	<b>735,836</b>	<b>89.2%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Legal Advertising	210	0.0%	1,000	50	0.0%	1,000	0.1%	
Vehicle Maintenance	1,895	0.3%	1,500	1,750	0.2%	1,500	0.2%	
Equipment Maintenance	4,706	0.7%	5,700	5,901	0.7%	6,085	0.7%	
Publications & Dues	3,061	0.4%	2,360	2,549	0.3%	2,360	0.3%	
Outside Services	108,660	15.1%	29,250	124,794	15.8%	44,250	5.4%	
Training	2,824	0.4%	3,012	3,990	0.5%	3,012	0.4%	
Utilities	11,235	1.6%	11,604	11,269	1.4%	12,146	1.5%	
Building Maintenance	1,832	0.3%	6,348	5,588	0.7%	7,173	0.9%	
Office Supplies	9,408	1.3%	10,765	9,981	1.3%	10,765	1.3%	
Department Supplies	108	0.0%	700	168	0.0%	700	0.1%	
<b>SERVICES &amp; SUPPLIES</b>	<b>143,939</b>	<b>20.0%</b>	<b>72,239</b>	<b>166,040</b>	<b>21.0%</b>	<b>88,991</b>	<b>10.8%</b>	
<b>TOTAL BUDGET</b>	<b>718,133</b>	<b>100%</b>	<b>766,538</b>	<b>790,109</b>	<b>100%</b>	<b>824,827</b>	<b>100%</b>	

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## POLICE

The Police Department is responsible for the enforcement of State laws and municipal ordinances, the prevention of crime, and apprehension of suspected criminals. One of the Police Department's highest priorities is Community Oriented Policing. By embracing this philosophy, the department takes responsibility for the quality of life within the community, as well as for protecting lives and property. The quality of life issue encompasses many areas such as crime prevention, traffic enforcement, and community outreach programs.

### 2008-09 CHANGES HIGHLIGHTS

#### **2007-08 Budget:**

The Department has traditionally experienced a high level of turnover and the last several years are no exception. At present, fourteen of the twenty six members have been with the Department for 3 years or less. While the Department has been very successful in recruiting well-qualified, professional personnel, the training requirements placed on the department have risen exponentially due to changes in State mandates and the experience level of our employees.

The Training line item (\$10,000) reflects the cost of non-POST (Peace Officers Standards and Training) training. POST reimbursement of required training regularly equals approximately 84% of annual POST expenditures. The remaining percentage is debited to the Training line item at the end of the year. This year POST reimbursement is running way behind schedule and reimbursement received to date is just 32%. The Training line item for the estimated actuals reflects the reimbursement lag and thus is over budget.

In addition, the Vehicle Maintenance line item reflects soaring gasoline prices in 2007-08. The Department Supplies line item for 2007-08 reflects unanticipated costs incurred in the move back to the permanent Police Station from 400 Red Hill Avenue that were not covered in the Emergency Projects Fund. The Outside Services line item for 2007-08 reflects an unexpected increase to our contribution to the Major Crimes Task Force due to delayed salary negotiations. The Booking Fee line item for 2007-08 suffered a near 50% reduction due to a reallocation of State funding.

#### **2008-09 Budget:**

With the threatened takeaway of Citizens Options for Public Safety (COPS) grant funding from the State of California, the labor costs for a portion of a dispatcher and officer and records maintenance functions that were previously funded by COPS have been moved into the Police budget (\$100,000). These costs are reflected in the Labor Costs section as well as the Equipment Maintenance line item.

Vehicle Maintenance has been increased by \$25,000 (42%) to reflect the increased cost of gasoline.

The budget reflects an increase (18%) in the cost of the Major Crimes Task Force (\$48,000).

## POLICE

### LABOR

Position	*2006-07	2007-08	2008-09
Chief	1	1	1
Captains	2	2	2
Sergeants	4	4	4
Officers	11	12	12
<b>Sub-total sworn:</b>	<b>18</b>	<b>19</b>	<b>19</b>
Dispatch Supervisor	1	1	1
Dispatchers	3	3	3
Sr. Police Administrative Services Assistant	1	1	1
Community Services Officer	1	2	2
<b>Sub-total non-sworn:</b>	<b>6</b>	<b>7</b>	<b>7</b>
<b>Total:</b>	<b>24</b>	<b>26</b>	<b>26</b>
<i>*2 positions frozen in 06-07</i>			

One Officer is a Detective assigned to Investigations. One Officer is a Detective Juvenile Officer assigned to Investigations. Two Officers are Traffic Officers assigned to Traffic Patrol.

### SERVICES AND SUPPLIES

**Vehicle operations** – Preventive and repair maintenance for the fleet of five marked patrol cars, five unmarked cars, one parking patrol buggy, one Community Services Officer car and three motorcycles.

**Equipment maintenance** - Maintenance of office, radio, dispatch, radar, and sound equipment. Maintenance of computerized records management system.

**Publications & dues** - Updates to West's Codes (State laws), and memberships in the California Police Chief's Association, California Peace Officers Association of Records Supervisors, Investigations Association and Juvenile Officers Association.

**Outside services** – County-wide Major Crimes Task Force (\$48,000), parking meter collection and maintenance (\$25,000), pre-employment and victim examinations, hepatitis vaccines, and other services.

**Training** - Non-reimbursed training, and for the Town's Explorer Post program.

**Utilities** – Telephone, gas, electricity, water, and sewer.

**Building maintenance** – Janitorial (\$21,080), heat/air, and minor repairs.

**Office supplies** – Postage, copy paper, and miscellaneous supplies.

**Department supplies** – Citation forms, flares, first aid supplies, batteries, ammunition, safety equipment, badges and patches, radio batteries, vehicle spotlights, and fingerprint processing.

## **2008-09 GOALS/WORKPLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2008-09:

- **Sustainability** – Seek out opportunities in Town operations to utilize principles of sustainability, work to further the goals of green building, demolition reuse and recycling, energy efficiency and clean air in the community through ordinances, public information, and participation in countywide efforts to reduce greenhouse gas emission and the Town's carbon footprint.
- **Flood Recovery** – Continue flood recovery efforts, focusing internal efforts on the rebuilding of the downtown fire station and flood proofing the Town Hall complex; with external efforts to be focused on sponsoring residential home elevations with federal grant money.
- **Disaster Preparedness** - Encourage community disaster preparedness for fire, flood and earthquake through public information programs, code requirements, permit facilitation, and course offerings.

## **EQUIPMENT**

The equipment replacement schedule developed for the Police Department calls for lease payment of \$81,651 in 2008-09.

## GENERAL FUND POLICE

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total	
<b>LABOR COSTS</b>								
Salaries	1,813,124	49.1%	2,162,234	2,078,246	50.4%	2,279,093	53.3%	
Health Benefits	253,255	6.9%	314,908	297,425	7.2%	344,301	8.1%	
Retirement	720,681	19.5%	857,612	801,860	19.5%	849,086	19.9%	
Payroll Taxes	163,108	4.4%	188,810	165,826	4.0%	190,128	4.4%	
Reimbursable Costs	27,680	0.7%	25,380	24,344	0.6%	25,380	0.6%	
Overtime/Temporary	379,242	10.3%	213,275	377,549	9.2%	229,116	5.4%	
<b>LABOR COSTS</b>	<b>3,357,090</b>	<b>90.9%</b>	<b>3,762,219</b>	<b>3,745,250</b>	<b>90.9%</b>	<b>3,917,104</b>	<b>91.6%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Vehicle Operations	72,025	1.9%	59,500	74,828	1.8%	84,500	2.0%	
Equipment Maintenance	12,370	0.3%	20,551	13,189	0.3%	32,256	0.8%	
Publications & Dues	3,402	0.1%	5,250	5,439	0.1%	5,250	0.1%	
Outside Services	106,429	2.9%	117,114	117,147	2.8%	117,731	2.8%	
Training	26,977	0.7%	10,000	49,229	1.2%	10,000	0.2%	
Utilities	49,581	1.3%	50,478	47,615	1.2%	54,544	1.3%	
Building Maintenance	4,400	0.1%	19,700	16,983	0.4%	26,780	0.6%	
Office Supplies	13,288	0.4%	8,455	12,875	0.3%	8,455	0.2%	
Department Supplies	48,757	1.3%	19,150	36,953	0.9%	19,150	0.4%	
<b>SERVICES &amp; SUPPLIES</b>	<b>337,229</b>	<b>9.1%</b>	<b>310,198</b>	<b>374,258</b>	<b>9.1%</b>	<b>358,666</b>	<b>8.4%</b>	
<b>TOTAL BUDGET</b>	<b>3,694,319</b>	<b>100%</b>	<b>4,072,417</b>	<b>4,119,508</b>	<b>100%</b>	<b>4,275,770</b>	<b>100%</b>	

## **RECREATION – GENERAL FUND**

The General Fund support of the Recreation Department in past years has been equal to the total compensation of the Recreation Director. In order to help bridge the 2003-04 funding shortfall, General Fund support was reduced to 70%, with a shift of 30% of the Recreation Director's compensation to the Recreation Fund to be recovered through program fees.

For budget year 2004-05 General Fund support decreased further to 35%, with a shift of 65% of the Recreation Director's salary to the Recreation Fund to be recovered through program fees. In 2005-06 General Fund support is decreased further to 17.5%, with a shift of 82.5% of the Recreation Director's salary to the Recreation Fund.

In 2006-07 General Fund support was decreased further to 0%, with 100% of the Recreation Director's salary to the Recreation Fund. This shift was possible because the Town's Recreation program was highly successful in those years.

Within the last two years, however, the Department has recognized that participation in municipal Recreation programs countywide is down due to competition from the private sector, particularly with respect to summer camps and the preschool.

In 2007-08, in recognition of the recent financial obstacles experienced by the Recreation Department, 50% of the Recreation Director's total compensation, as well as janitorial services (\$9,000) and internet access (\$3,163) was included in the General Fund budget.

In 2008-09, the title of the Recreation Director was changed to Community Services Director to better reflect his responsibilities. An additional \$50,000 is included in the General Fund budget for Recreation, for a total General Fund contribution to Recreation of \$142,205. This represents 83% of the Community Services Director's total compensation and reflects the continuing difficulty of competing with programs in the private sector. In addition, equipment maintenance, building maintenance and internet costs are paid through the General Fund (\$15,894).

Administrative overhead such as payroll, finance, personnel, legal, and insurance, as well as field and building maintenance is provided through other Town funds. The remainder of the recreation fund services is self-supported by recreation program fees.

## GENERAL FUND RECREATION

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>LABOR COSTS</b>								
Salary-Recreation Director			51,052	52,093		88,591	62.3%	
Health Benefits			3,699	3,688		5,756	4.0%	
Retirement			13,547	12,455		24,907	17.5%	
Payroll Taxes			4,073	3,917		7,057	5.0%	
<b>LABOR COSTS</b>	-		<b>72,371</b>	<b>72,153</b>		<b>126,311</b>	<b>88.8%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Equipment Maintenance						382		
Building Maintenance			10,800	10,800		11,622	8.2%	
Utilities: Internet			3,163	2,728		3,890	2.7%	
<b>SERVICES &amp; SUPPLIES</b>	-		<b>13,963</b>	<b>13,528</b>	0.0%	<b>15,894</b>	<b>11.2%</b>	
<b>TOTAL BUDGET</b>	-		<b>86,334</b>	<b>85,681</b>		<b>142,205</b>	<b>100.0%</b>	

## **STREET AND PARK MAINTENANCE**

The Street and Park Maintenance division of the Public Works Department is responsible for the routine maintenance of Town streets, median islands, parking lots, storm drains and seasonal creek clearings, emergency response in storms, and other Town maintenance projects as required. In addition, staff is responsible for maintaining the Town's parks and community gathering areas (Memorial Park, Creek Park, Sorich Park, Lansdale Station Park, Robson-Harrington Park and Grounds and Faude Park) and for the maintenance and upkeep of the landscaped areas surrounding Town facilities.

Street and Park Maintenance is also responsible for the development of improvements for most of the Town's parks and community gathering areas to further serve public needs and enhance existing landscapes. Included in this enhancement are reduction of fire fuel and improvement of accessibility for disabled persons in Town parks and public gathering areas.

### **2008-09 CHANGES/HIGHLIGHTS**

The Streets and Parks Superintendent retired in late 2007 and the department was reorganized to reflect one Public Works Supervisor and one Building Supervisor. The result is a reduction of one person in this department, which is partially made up through the Outside Services line item for outside contractors. The Building Supervisor's time is divided between the Street and Park Maintenance Department (35%) the Isabel Cook Complex Fund (55%), and the Robson Fund (10%).

### **2008-09 GOALS/WORKPLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2008-09:

- **Sustainability** – Seek out opportunities in Town operations to utilize principles of sustainability, work to further the goals of green building, demolition reuse and recycling, energy efficiency and clean air in the community through ordinances, public information, and participation in countywide efforts to reduce greenhouse gas emission and the Town's carbon footprint.
- **Flood Recovery** – Continue flood recovery efforts, focusing internal efforts on the rebuilding of the downtown fire station and flood proofing the Town Hall complex; with external efforts to be focused on sponsoring residential home elevations with federal grant money. In addition, the Department will work on flood risk reduction in maintenance of drainage structures and facilities to minimize flooding.
- **Disaster Preparedness** - Encourage community disaster preparedness for fire, flood and earthquake through public information programs, code requirements, permit facilitation, and course offerings.

## STREET AND PARK MAINTENANCE

### LABOR

Position	2006-07 Streets and Parks	2007-08 Streets and Parks	2008-09 Streets and Parks
Street and Parks Superintendent	1	1	0
Public Works Supervisor	0	0	1
Building Supervisor*	0	0	.35
Leadworker/Field Supervisor	1	1.35	0
Sr. Maintenance Worker	1.35	1	2
Maintenance Wkrs. I/II	3	3	2
Total:	6.35	6.35	5.35
<i>*4 positions frozen</i>			

\* The Building Supervisor assigned to the Isabel Cook Complex spends a portion of his time on Town maintenance projects (35%). The remainder of his time is accounted for in the Isabel Cook Complex Fund (55%) and the Robson Fund (10%) budgets.

**Reimbursable costs** - Safety and other work clothing provided.

**Temporary hire/overtime** - Summer hires to supplement regular crews for street painting and other projects at peak maintenance times, overtime during storms and part-time janitorial work.

### SERVICES AND SUPPLIES

**Vehicle operations** – Fuel, oil, maintenance, and repair of maintenance vehicles.

**Equipment maintenance** - Maintenance of field radios, mowers and other equipment.

**Outside services** - Routine and specialized maintenance and repair of Town street lights (\$29,000), traffic signals (\$20,000), trees (\$10,000), sidewalks and other concrete work (\$7,000); mandated stormwater pollution control program and projects (\$29,627); storm drain cleanouts (\$10,000); street sweeping (\$55,400), contractor services to help maintain the town's landscaped grounds and trees, poison oak and other brush/fire hazard removal.

**Utilities** - Street lights (\$21,209), traffic signals (\$21,350), and other facilities; water for landscaping (\$21,853); electricity and sewer expenses.

**Department supplies** - Materials and supplies for paving (\$12,000), street maintenance (\$19,500), traffic control (\$13,000), and other services; supplies needed to maintain parklands and open space areas, park furnishing and removal of graffiti.

**GENERAL FUND  
STREET & PARK MAINTENANCE**

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
		Total	BUDGET	ACTUAL	Total	BUDGET	Total	
<b>LABOR COSTS</b>								
Salaries	312,871	32.7%	374,202	278,601	28.6%	299,328	31.1%	
Health Benefits	76,301	8.0%	98,827	83,467	8.6%	88,063	9.1%	
Retirement	82,638	8.6%	98,512	70,724	7.3%	77,795	8.1%	
Payroll Taxes	27,696	2.9%	32,941	22,786	2.3%	26,237	2.7%	
Reimbursable Costs	3,790	0.4%	6,000	6,000	0.6%	6,000	0.6%	
Overtime/Temporary	30,166	3.1%	28,623	22,651	2.3%	27,808	2.9%	
<b>LABOR COSTS</b>	<b>533,462</b>	<b>55.7%</b>	<b>639,105</b>	<b>484,229</b>	<b>49.7%</b>	<b>525,231</b>	<b>54.5%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Vehicle Operations	17,693	1.8%	32,000	33,847	3.5%	32,000	3.3%	
Equipment Maintenance	4,836	0.5%	2,600	1,492	0.2%	2,985	0.3%	
Equipment Rental	1,539	0.2%	4,082	950	0.1%	4,082	0.4%	
Outside Services	228,292	23.8%	216,126	267,876	27.5%	217,299	22.5%	
Training	12	0.0%	3,500	25	0.0%	3,500	0.4%	
Utilities	95,245	9.9%	91,408	100,368	10.3%	92,122	9.6%	
Building Maintenance	655	0.1%	9,200	8,073	0.8%	9,200	1.0%	
Department Supplies	76,437	8.0%	77,400	78,158	8.0%	77,400	8.0%	
<b>SERVICES &amp; SUPPLIES</b>	<b>424,709</b>	<b>44.3%</b>	<b>436,316</b>	<b>490,789</b>	<b>50.3%</b>	<b>438,588</b>	<b>45.5%</b>	
<b>TOTAL BUDGET</b>	<b>958,171</b>	<b>100%</b>	<b>1,075,421</b>	<b>975,018</b>	<b>100%</b>	<b>963,819</b>	<b>100%</b>	

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## **TOWN COUNCIL**

The five member Town Council is the legislative body of the Town. The elected representatives enact ordinances, determine policy, hear appeals, adopt the annual budget, fix salaries, appoint the Town Manager and the members of the Town's advisory boards, and through the Town Manager, monitor the activities of Town staff. Regular meetings of the Council are held on the second and fourth Tuesdays of every month. Councilmembers also serve on regional and local boards, and on Council ad-hoc committees.

### **LABOR**

Compensation for each Councilmember is \$99 per month.

### **2008-09 CHANGES/HIGHLIGHTS**

On May 27, 2008 the Town Council adopted Ordinance No. 1065. The ordinance revises Section 2-1.02 of the Town of San Anselmo Municipal Code to increase the compensation of Councilmember's from \$99 per month to \$300 for each calendar month, effective December 2009. Because the ordinance does not become effective until December of 2009 the increase of compensation does not affect the Town's budget for the fiscal year 2008-2009.

### **SERVICES AND SUPPLIES**

**Training** - Attendance at meetings of the Marin County Council of Mayors and Councilmembers (MCCMC), the League of California Cities, and other meetings or conferences.

**Building maintenance** - Cleaning, repair and maintenance of draperies, chairs, carpets and other furnishings and facilities in the Town Council Chambers.

**Office supplies** - Frames and certificates for Council commendations and ceremonies, and for Council meeting supplies.

## GENERAL FUND TOWN COUNCIL

PROGRAM DETAIL	2006-2007		2007-2008			2008-2009		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>LABOR COSTS</b>								
Council Salaries	5,841	57.9%	5,940	5,940	22.9%	5,940	46.2%	
Payroll Taxes	447	4.4%	454	454	1.7%	454	3.5%	
<b>LABOR COSTS</b>	<b>6,288</b>	<b>62.4%</b>	<b>6,394</b>	<b>6,394</b>	<b>24.6%</b>	<b>6,394</b>	<b>24.6%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Outside Services	400	4.0%	-	700	2.7%		0.0%	
Election Expense	-	0.0%	12,000	11,619	44.8%		0.0%	
Training	3,015	29.9%	4,700	5,776	22.2%	4,700	36.5%	
Building Maintenance	132	1.3%	900	21	0.1%	900	7.0%	
Department Supplies	246	2.4%	871	1,451	5.6%	871	6.8%	
<b>SERVICES &amp; SUPPLIES</b>	<b>3,793</b>	<b>37.6%</b>	<b>18,471</b>	<b>19,567</b>	<b>75.4%</b>	<b>6,471</b>	<b>50.3%</b>	
<b>TOTAL BUDGET</b>	<b>10,081</b>	<b>100%</b>	<b>24,865</b>	<b>25,961</b>	<b>100%</b>	<b>12,865</b>	<b>100%</b>	

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## **CAPITAL RECONSTRUCTION FUND**

The Capital Reconstruction Fund accounts for the revenues and expenses of capital projects. It is funded primarily from the General Fund. Town policy has been to make a transfer from current year General Fund revenues, which is generally 70% of the amount of the prior year General Fund carryover (excess of revenues carried over from the prior year, less any transfer needed to replenish the Emergency Projects Fund).

Projects are funded on a prioritized basis, based on health, safety, liability, cost benefit, cost avoidance, and ability to deliver services, and categorized according to prior commitments (whether by written agreement with an outside entity, or by policy direction), liability/safety, and other.

### **2008-09 CHANGES/HIGHLIGHTS.**

This budget year \$100,000 is budgeted for new capital projects, excluding the flood renovation work that is ongoing at the downtown Fire Station. The \$100,000 is budgeted as the Town's contribution to the Red Hill Community Park, as directed by the Town Council in 2003. The contribution was initially directed to be funded from the Town's State park grant funding, but the time limit for spending those funds expired, thus the money was spent on other parks projects, to avoid losing the funding.

### **Expenditures**

The project expenditures are categorized as follows:

Commitments due to grants and loans. These are projects for which the Town has entered into written agreements for repayment of funds, or for which the Town would be responsible for returning funds to the grantee; in some cases, these funds have already been spent.

Recommended due to liability and/or safety concerns. The projects in this category have been identified as having safety and/or liability risk for the Town if they are not accomplished.

Recommended based on prior commitments and/or direction. These are projects for which Council has previously appropriated funds, established by policy as a priority, or given direction to staff to accomplish.

Other. These are projects or other funding recommendations that do not fit into another category. The unprogrammed projects appropriation is used to fund unanticipated and emergency needs, as well as cost overruns in budgeted projects.

## CAPITAL RECONSTRUCTION FUND

### 2008-09 EXPENDITURES

<b><u>Recommended due to grants or loans:</u></b>	
State Recycling Grant: State funds for recycling containers.	10,445
2002 RBA Per Capita Grant: Creek Park Shed	33,577
Town Hall Tower : The Town Hall tower seismic retrofit	50,000
<b>Sub-total Grants and Loans</b>	<b>94,022</b>
<b><u>Recommended due to liability and/or safety concerns:</u></b>	
Disability Access improvements: General: To be available for correcting accessibility barriers, pursuant to Americans with Disabilities Act (ADA).	23,012
Disability Access: To be used to design and execute plans for accessibility improvements. Carried over from previous year but remains a high priority.	47,160
Library Flood Flaps: To be used to flood proof the downstairs portion of the Library.	15,000
Town Hall Generator Replacement: To replace inoperable generator at Town Hall.	65,000
<b>Sub-total liability and/or safety concerns:</b>	<b>150,172</b>
<b><u>Recommended based on prior commitments and/or direction:</u></b>	
Memorial Park – Improvements funded by proceeds of the Snack Shack. At the end of the sports season, officials from the Town, baseball program, and softball program develop a recommendation on the expenditure of the snack shack proceeds on improvements to Memorial Park. The recommendation is made to the Parks and Recreation Commission and the Town Council. Funds not spent in a fiscal year are reserved and available for expenditure in the following year. This account is based on anticipated 07-08 revenue of \$5,600 and \$11,996 carried over from 2006-07.	24,596
Fire Stations - Building Repairs: Repairs to the downtown station and Butterfield station.	15,000
Red Hill Community Park: Contribution to the construction of a community park at the former Red Hill School	100,000
<b>Subtotal: prior commitments and/or direction:</b>	<b>139,596</b>
<u>Unprogrammed Projects</u> For immediate, unanticipated minor emergency and unprogrammed projects. Also used for cost overruns on budgeted capital projects.	16,470
Town Hall office space, second floor: Renovations for 30-year old office space	19,752
<b>Sub-total: Other:</b>	<b>36,222</b>
<b>Total 2008-09 Expenditures:</b>	<b>420,012</b>

**TOWN OF SAN ANSELMO**  
**CAPITAL RECONSTRUCTION FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	105,618	237,231	237,231	274,435
<b>REVENUE</b>				
State Revenue	28,165	260,524	252,863	33,577
Revenue from other sources	5,656	5,600	7,000	7,000
<b>SUB TOTAL</b>	33,821	266,124	259,863	40,577
<b>TRANSFERS IN</b>	214,292	133,500	133,500	105,000
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	248,113	399,624	393,363	145,577
<b>TOTAL RESOURCES</b>	353,731	636,855	630,594	420,012
<b>EXPENDITURES</b>				
Recommended due to grants or loans	23,165	320,969	260,524	94,022
Recommended due to liability/safety	25,641	156,821	46,649	150,172
Recommended based on prior commitments & direction	54,580	70,336	38,738	139,596
Other	13,114	88,729	10,248	36,222
<b>SUB TOTAL</b>	116,500	636,855	356,159	420,012
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	116,500	636,855	356,159	420,012
<b>ENDING BALANCE</b>	237,231	-	274,435	-
Designated: Other Projects	237,231	-	274,435	-
Undesignated	-	-	-	-
<b>TOTAL BUDGET</b>	353,731	636,855	630,594	420,012

## CAPITAL RECONSTRUCTION FUND REVENUE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>STATE REVENUE</b>				
State Recycling Grant	5,000	-	-	
2000 Res Bond Act: Per Capita Grant	8,548	104,452	104,452	
2002 Res Bond Act: Per Capita Grant	14,617	156,072	153,901	33,577
Lansdale Playgd Improvement Allocation		-	(5,490)	
<b>SUBTOTAL</b>	<b>28,165</b>	<b>260,524</b>	<b>252,863</b>	<b>33,577</b>
<b>REVENUE FROM OTHER SOURCES</b>				
Memorial Park Snack Shack proceeds	5,656	5,600	7,000	7,000
<b>SUBTOTAL</b>	<b>5,656</b>	<b>5,600</b>	<b>7,000</b>	<b>7,000</b>
<b>TOTAL REVENUE</b>	<b>33,821</b>	<b>266,124</b>	<b>259,863</b>	<b>40,577</b>
<b>TRANSFERS IN</b>				
from General Fund - current year funds	210,000	133,500	133,500	105,000
from General Fund - Excess Revenue Carryover				
from Recreation Fund	4,292			
<b>TRANSFERS IN</b>	<b>214,292</b>	<b>133,500</b>	<b>133,500</b>	<b>105,000</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>248,113</b>	<b>399,624</b>	<b>393,363</b>	<b>145,577</b>

## CAPITAL RECONSTRUCTION FUND EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>RECOMMENDED DUE TO GRANTS/LOANS</b>				
State Recycling Grant	-	10,445	-	10,445
2000 RBA Per Capita Grant: Tennis Courts	8,548	104,452	104,452	
2002 RBA Per Capita Grant: Creek Park	12,897	-	-	
2002 RBA Per Capita Grant: Memorial Park	-	66,192	64,021	
2002 RBA Per Capita Grant: Rec Center	1,720	25,280	25,280	
2002 RBA Per Capita Grant: RHCP Contributio	-			
2002 RBA Per Capita Grant: Tennis Courts	-	64,600	66,771	
2002 RBA Per Capita Grant: Crk Pk Contr Shed				33,577
Town Hall Tower Repair	-	50,000	-	50,000
<b>SUBTOTAL:</b>	<b>23,165</b>	<b>320,969</b>	<b>260,524</b>	<b>94,022</b>
<b>RECOMMENDED DUE TO LIABILITY/SAFETY</b>				
Disability Access - General	3,750	21,161	675	23,012
Disability Access - Design list of ADA projs	2,840	47,160	-	47,160
Library Flood Flaps		15,000	-	15,000
Creek Park Electrical Repairs	10,891			
ADA detectable warnings/ramps		73,500	45,974	
Town Hall Roof Repair	8,160			
Town Hall Generator Replacement				65,000
<b>SUBTOTAL:</b>	<b>25,641</b>	<b>156,821</b>	<b>46,649</b>	<b>150,172</b>
<b>RECOMMENDED BASED ON PRIOR COMMITMENT</b>				
Elders Garden development	73			
Memorial Park - Snack Shack Improvements	12,276	17,596	-	24,596
Fire Stations - Building repairs	5,315	15,000	998	15,000
Lansdale Playground Improvements Match	416			
Tennis Court repair		37,740	37,740	
Ross Valley Watershed	36,500			
Red Hill Community Park Contribution				100,000
<b>SUBTOTAL</b>	<b>54,580</b>	<b>70,336</b>	<b>38,738</b>	<b>139,596</b>
<b>OTHER</b>				
Recreation - Director's Office Reconfiguration	4,292			
Unprogrammed Projects	8,822	58,729	-	16,470
Town Hall office space, 2nd floor		30,000	10,248	19,752
<b>SUBTOTAL</b>	<b>13,114</b>	<b>88,729</b>	<b>10,248</b>	<b>36,222</b>
<b>TOTAL EXPENDITURES</b>	<b>116,500</b>	<b>636,855</b>	<b>356,159</b>	<b>420,012</b>
<b>TRANSFERS</b>				
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>116,500</b>	<b>636,855</b>	<b>356,159</b>	<b>420,012</b>

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## **COPS STATE GRANT FUNDS (Citizens Option for Public Safety)**

Beginning in the 1996-97 fiscal year, the State of California appropriated special revenue funds to enhance law enforcement efforts in communities throughout the state. The funding is not constitutionally protected, but rather is re-appropriated on an annual basis, and may be eliminated at the discretion of the State Legislature, or by a veto of the Governor.

In San Anselmo, the COPS funding is approximately \$100,000 per year. The funds are used primarily to enhance communications and records management, to improve information available to officers in patrol and other police services.

### Appropriations Summary

2001-02: \$4,500 for enhanced Dispatch/Records Supervisor position; \$4,500 for maintenance of the computerized dispatch and records management system; \$30,622 for Dispatcher; \$23,541 for motorcycle; \$94,872 carryover to 2002-03.

2002-03: \$4,500 for enhanced Dispatch/Records Supervisor position; \$4,500 for maintenance of the computerized dispatch and records management system; \$25,776 for purchase of motorcycle; \$114,070 for Dispatcher and Motor Officer; \$45,641 carryover to 2003-04.

2003-04: \$4,500 for Lead Dispatcher position; \$4,500 for maintenance of the computerized dispatch and records management system, \$4,500 for maintenance of the computerized dispatch and records management system; \$113,108 for Dispatcher and one half Officer; \$23,533 for non-personnel needs. No carryover to 2004-05.

2004-05: Labor costs for one half of the Dispatcher, a portion of the Lead Dispatcher and one half of an Officer are budgeted at \$94,550; \$5,450 for maintenance of computerized dispatch and records management system.

2005-06: Labor costs for one third of the Dispatcher and one third of an Officer are budgeted at \$94,550; \$5,450 for maintenance of computerized dispatch and records management system.

2006-07: Labor costs for a portion of an Officer are budgeted at \$94,005; \$5,995 for maintenance of computerized dispatch and records management system.

2007-08: Labor costs for a portion of an Officer are budgeted at \$90,455; \$9,545 for maintenance of computerized dispatch and records management system.

2008-09: Due to the threat of State takeaway of the COPS funding, it is not budgeted in the proposed 2008-09 budget. The items previous funded by COPS have been added to the General Fund, Police Department budget.

**TOWN OF SAN ANSELMO**  
**COPS STATE GRANT FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	-	-	-	-
<b>REVENUE</b>				
State COPS Grant	100,000	100,000	100,000	-
<b>SUB TOTAL</b>	100,000	100,000	100,000	-
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	100,000	100,000	100,000	-
<b>TOTAL RESOURCES</b>	100,000	100,000	100,000	-
<b>EXPENDITURES</b>				
Labor Costs	94,005	90,455	90,455	-
Other	5,995	9,545	9,545	-
<b>SUB TOTAL</b>	100,000	100,000	100,000	-
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	100,000	100,000	100,000	-
<b>ENDING BALANCE</b>	-	-	-	-
<b>TOTAL BUDGET</b>	100,000	100,000	100,000	-

## COPS STATE GRANT FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>STATE REVENUE</b>				
COPS State Grant	100,000	100,000	100,000	-
<b>TOTAL REVENUE</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	-
<b>TRANSFERS IN</b>				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	-
<b>EXPENDITURES</b>				
<b>Labor Costs</b>				
Salaries	55,498	40,577	49,064	-
Health Benefits	8,529	13,409	9,483	-
Retirement	22,767	17,067	17,546	-
Payroll Taxes	4,491	3,027	3,755	-
Reimbursable Costs	720	700	350	-
Overtime/Temporary	2,000	15,675	10,257	-
<b>SUBTOTAL</b>	<b>94,005</b>	<b>90,455</b>	<b>90,455</b>	-
<b>Other</b>				
Motorcycle Purchase				
Vehicle Parts and Equipment				
MERA Radio Equipment				
Computerized records management	5,995	9,545	9,545	-
Reserve				
<b>SUBTOTAL</b>	<b>5,995</b>	<b>9,545</b>	<b>9,545</b>	-
<b>TOTAL EXPENDITURES</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	-
<b>TRANSFERS OUT</b>				
to General Fund - lead dispatch duties				
to general Fund - computerized records mgt				
<b>SUBTOTAL</b>	-			
to Equipment Fund - DMV Interface for CAD/RMS				
to Equipment Fund - police equipment				
<b>SUBTOTAL</b>	-	-	-	-
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	-

## **DOWNTOWN REVITALIZATION**

*As a community of residents, business owners, and commercial property owners, enlisting the cooperation of the Town of San Anselmo, we endeavor to identify and define our downtown as a desirable destination, encourage businesses to meet the needs of our community, and create a favorable center of increased social interaction and business.*

### *Downtown Revitalization Strategy Mission Statement*

In 1994, residents, business people, and Town officials began to create a strategy for enhancing the appearance and vitality of downtown San Anselmo. The Town hired Urban Planning Consultant Michael Freedman to lead community workshops, which resulted in the adoption of the above mission statement, and a strategy and priorities for improving the downtown. Landscape architect George Girvin was hired by the Town to create a streetscape conceptual design, which was approved by the Council in September, 1996.

The design plan consists of adding trees, old-fashioned street lights, outside furniture such as benches, a plaza seating area, signs, and other improvements to the downtown. In May, 1997, the Town hired Greenwood & Associates to perform a study on the feasibility of raising the funds to build these downtown improvements.

In February, 1998, the Town Council adopted a downtown revitalization plan to bring \$300,000 of streetscape improvements to the downtown. The Council authorized hiring George Girvin to design the improvements and coordinate the design with the undergrounding of utilities and Measure G street repaving project.

In 1999-00, a fund raising campaign was conducted to raise \$300,000 for the streetscape project; the total results of the fundraising campaign, including interest revenue, were \$341,000.

The Downtown Revitalization Fund accounts for the revenues and expenses related to the Downtown Revitalization improvement project.

In Spring, 1999, beating out stiff competition, San Anselmo was awarded a \$226,000 grant from the Metropolitan Transportation Commission's Livable Communities program to construct entry signs to San Anselmo and improvements to the Hub station bus shelters. A local match of 11%, or \$22,000 was required and these improvements were completed in conjunction with the San Anselmo 2000 Streetscape Improvements.

With the completion of the downtown paving, tree planting, bench placement, electrical conduit placement, sidewalk grates and the majority of the Town Hall Plaza work, the project is nearing completion. Still to be completed is the tree lighting.

**TOWN OF SAN ANSELMO**  
**DOWNTOWN REVITALIZATION FUND**  
 Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	22,620	24,481	24,481	22,118
REVENUE	3,000	1,680	1,680	
TRANSFERS IN	-			
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	3,000	1,680	1,680	-
<b>TOTAL RESOURCES</b>	<u>25,620</u>	<u>26,161</u>	<u>26,161</u>	<u>22,118</u>
EXPENDITURES	1,139	26,161	4,043	22,118
<b>SUB TOTAL</b>	1,139	26,161	4,043	22,118
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	1,139	26,161	4,043	22,118
ENDING BALANCE	24,481	-	22,118	-
<b>TOTAL BUDGET</b>	<u>25,620</u>	<u>26,161</u>	<u>26,161</u>	<u>22,118</u>

## DOWNTOWN REVITALIZATION FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Mosaic Obelisk donations				
Memorial bench donations	3,000	1,680	1,680	
S.A.V.E. donation, Creekside Q				
Tree Forfeitures				
<b>TOTAL REVENUE</b>	<b>3,000</b>	<b>1,680</b>	<b>1,680</b>	-
<b>TRANSFERS IN</b>				
from General Fund				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>3,000</b>	<b>1,680</b>	<b>1,680</b>	-
<b>EXPENDITURES</b>				
SA 2000 Beautification				
Tree Replacement		11,800	-	11,800
Streetscape Improvements (benches, lights)				
Plaza project	1,139	14,261	4,043	10,318
Mosaic Obelisk		100		
<b>TOTAL EXPENDITURES</b>	<b>1,139</b>	<b>26,161</b>	<b>4,043</b>	<b>22,118</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>1,139</b>	<b>26,161</b>	<b>4,043</b>	<b>22,118</b>

## **EMERGENCY PROJECTS FUND**

The Emergency Projects Fund serves as a safety valve for unanticipated emergency needs. Prior to 2003-04, the Town's policy was to maintain a fund balance of \$100,000 to ensure adequate cash flow in anticipation of emergency projects, disasters, or other unprogrammed demands. In 2003-04, \$50,000 of this fund was transferred to the General Fund.

The fund was established for use during winter storms to respond to hazards on public and private property. Costs associated with private property are charged to the property owner, for reimbursement. When costs incurred during emergencies that are declared to be federal and/or state disasters, and are eligible for disaster assistance, a reimbursement claim is filed and funds that are received are returned to the Emergency Projects Fund.

The fund is currently being used to record the Town's expenses incurred in conjunction with the flood that occurred on December 31, 2005 and the April, 2006 damage on Allyn Avenue. To date the Town has spent a total of \$4.9 million in recovery costs and related improvements for the two emergency events and has received reimbursement or commitments for reimbursement from FEMA, OES and flood insurance for \$3.5 million, with outstanding requests for reimbursement totaling \$800,000 through the FEMA appeal process. The Town has transferred \$1.266 million in General Fund money into the Emergency Projects fund since 2005 to cover unreimbursed flood expenses.

The fund is also being used to record the Town's expenses and revenues in conjunction with several flood-related grant projects including the Natural Resource and Conservation Service (NRCS) grant for a private Streambank Stabilization project and the FEMA Flood Mitigation Assistance grants to assist homeowners in elevating their homes.

The Fire Department Station 19 flood reconstruction and renovation project is in the construction phase. The Town Council approved a \$1.7 million municipal lease to fund the project.

The floodproofing of the Town Hall complex, which is grant funded in the amount of \$149,000, is scheduled to be done this fiscal year, with additional funds (\$60,000) budgeted to complete the project.

When costs are incurred by the Town, but are not eligible for reimbursement by property owners or other agencies, the annual carryover and/or a transfer from the General Fund is recommended to replenish the fund for future needs.

For the last several years, the Town has utilized the TRAN (Tax and Revenue Anticipation Notes) to ensure an adequate cash flow. For 2008-09, the Town is not participating in the TRAN program, due to the fact that the Town's cashflow position is improved by the cash from the municipal lease for the fire station project and the winding down of flood recovery efforts.

**TOWN OF SAN ANSELMO**  
**EMERGENCY PROJECTS FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	(263,779)	261,004	261,004	1,512,388
REVENUE	983,346	2,569,709	3,062,735	695,489
TRANSFERS IN	964,973	181,221	181,221	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>1,948,319</b>	<b>2,750,930</b>	<b>3,243,956</b>	<b>695,489</b>
TOTAL RESOURCES	<u>1,684,540</u>	<u>3,011,934</u>	<u>3,504,960</u>	<u>2,207,877</u>
EXPENDITURES	1,423,536	2,910,449	1,978,953	1,842,081
TRANSFERS OUT	-	13,619	13,619	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>1,423,536</b>	<b>2,924,068</b>	<b>1,992,572</b>	<b>1,842,081</b>
ENDING BALANCE	261,004	87,866	1,512,388	365,796
<b>TOTAL BUDGET</b>	<u><b>1,684,540</b></u>	<u><b>3,011,934</b></u>	<u><b>3,504,960</b></u>	<u><b>2,207,877</b></u>

## EMERGENCY PROJECTS FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
FEMA/OES Reimbursement	1,302,010	308,600	804,669	
OES: Flood Mit. Asst Grt -06: mitigation plan	15,000	10,000	10,515	
NCRS/OES: Streambank EWP		521,109	521,109	
OES: Flood Mit. Asst Grt -07: house elevations				692,489
Flood Insurance Claim	(333,664)			
Police Dept 9-1-1 Emergency Grant		20,000	20,000	
Community Donations		-	-	
Interest Earnings (Lease)		10,000	6,442	3,000
Other Financing: Lease Proceeds		1,700,000	1,700,000	
<b>TOTAL REVENUE</b>	<b>983,346</b>	<b>2,569,709</b>	<b>3,062,735</b>	<b>695,489</b>
<b>TRANSFERS IN</b>				
from General Fund	964,973	181,221	181,221	-
<b>TRANSFERS IN</b>	<b>964,973</b>	<b>181,221</b>	<b>181,221</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>1,948,319</b>	<b>2,750,930</b>	<b>3,243,956</b>	<b>695,489</b>
<b>EXPENDITURES</b>				
Emergency Response	250			
Town Hall: Police and Council Chambers	652,879	540,700	533,006	209,000
Library	60,825			
Fire Station	51,294	1,818,640	879,308	940,592
Administration	57,376	30,000	50,498	50,000
Infrastructure: Allyn Slides/Streambank EWP	600,912	521,109	516,141	
FMA 06: house elevations				642,489
<b>TOTAL EXPENDITURES</b>	<b>1,423,536</b>	<b>2,910,449</b>	<b>1,978,953</b>	<b>1,842,081</b>
<b>TRANSFERS OUT</b>				
to Road Maintenance Fund		13,619	13,619	
<b>TRANSFERS OUT</b>	<b>-</b>	<b>13,619</b>	<b>13,619</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>1,423,536</b>	<b>2,924,068</b>	<b>1,992,572</b>	<b>1,842,081</b>

## **EQUIPMENT FUND**

The Equipment Fund accounts for revenues that are restricted or otherwise designated for the purchase of Town equipment.

In the past, the primary source of revenue to the fund is through a transfer from current year General Fund revenues, and from generally 30 percent of the prior year General Fund "carryover" (excess of revenues carried over from the prior year, less any transfer to the Emergency Projects Fund).

In 2008-09, \$52,977 in new funds has been allocated from the General Fund to the Equipment Fund. Other projects included on the equipment list are carried over from previous years or represent ongoing commitments.

The Ross Valley Fire Department has established an equipment replacement schedule, which requires an appropriation of \$54,317 from the Town of San Anselmo this fiscal year. Previously approved equipment leases for Police vehicles (\$81,651) are also included in the Equipment Fund.

The debt service payment for the Marin Emergency Radio Authority (MERA) (\$64,215) and the LED Conversion loan (\$11,138) are being paid out of the Equipment Fund.

The Town does not have an adopted equipment replacement schedule and funding program, but instead schedules equipment acquisition and replacement as funds are available. A future work plan goal is to develop an equipment replacement program.

\$100,000 is generally held in the Equipment Fund for unanticipated equipment purchases or replacement.

**PROPOSED BUDGET 2008-09**

**NEW EQUIPMENT REQUESTS (GENERAL FUND):**

<b>Dept.</b>	<b>Equipment Requests funded</b>	<b>Approx. Cost</b>
Admin & Finance	Financial Accounting Software	30,000
Police	Logging Recorder (grant funded)	18,744
	<b>Total funded</b>	<b>48,744</b>

**TOWN OF SAN ANSELMO**  
**EQUIPMENT FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	98,089	138,441	138,441	171,450
<b>REVENUE</b>				
Revenue	28,000	12,592	12,592	18,744
Other Sources of Funds	-	-	-	-
<b>SUB TOTAL</b>	<b>28,000</b>	<b>12,592</b>	<b>12,592</b>	<b>18,744</b>
<b>TRANSFERS IN</b>	309,924	325,827	325,827	244,721
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>337,924</b>	<b>338,419</b>	<b>338,419</b>	<b>263,465</b>
<b>TOTAL RESOURCES</b>	<b>436,013</b>	<b>476,860</b>	<b>476,860</b>	<b>434,915</b>
<b>EXPENDITURES</b>				
Expenditures	222,174	300,608	230,072	262,704
Other Uses of Funds	75,398	75,338	75,338	75,353
<b>SUB TOTAL</b>	<b>297,572</b>	<b>375,946</b>	<b>305,410</b>	<b>338,057</b>
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES, OTHER USES &amp; TRANSFERS OUT</b>	<b>297,572</b>	<b>375,946</b>	<b>305,410</b>	<b>338,057</b>
<b>ENDING BALANCE</b>	<b>138,441</b>	<b>100,914</b>	<b>171,450</b>	<b>96,858</b>
Designated: other equipment items	138,441	100,914	171,450	96,858
<b>TOTAL BUDGET</b>	<b>436,013</b>	<b>476,860</b>	<b>476,860</b>	<b>434,915</b>

## EQUIPMENT FUND REVENUE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Police IBM Server (Marin Cty)				
Police Pkg Enforce Veh Grant (Marin Cty)	5,000	5,000	5,000	
Police Vest Partner Grant		2,592	2,592	
Police 911 Grant - software	15,000			18,744
Police PG&E Grant: EOC generator	5,000	5,000	5,000	
Rec: Ross Valley Senior Prog Grant (Marin C	3,000			
<b>SUBTOTAL</b>	28,000	12,592	12,592	18,744
<b>OTHER SOURCES OF FUNDS</b>				
Ca Energy Com: LED Conversion Loan				
<b>SUBTOTAL</b>	-	-	-	-
<b>TOTAL REVENUE</b>	<b>28,000</b>	<b>12,592</b>	<b>12,592</b>	<b>18,744</b>
<b>TRANSFERS IN</b>				
from General Fund - current year funds	308,796	325,827	325,827	244,721
from General Fund - Excess Revenue Carryover				
from Capital Reconstruction Fund				
from Seized Assets Fund				
from COPS State Grant Fund				
from Recreation Fund	1,128			
<b>TRANSFERS IN</b>	<b>309,924</b>	<b>325,827</b>	<b>325,827</b>	<b>244,721</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>337,924</b>	<b>338,419</b>	<b>338,419</b>	<b>263,465</b>

## EQUIPMENT FUND EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
Fire - Equipment Reserve	72,404	52,604	52,604	54,317
Police - Patrol Cars (lease), incl MC Pkg Enf Veh Grt	81,651	79,438	79,131	81,651
Police - Report Software	10,479			
Police - Tactical Entry Shield		2,700	2,091	
Police - Portable 2-way radios, with accessories		12,140	12,140	
Police - Off-site Storage Container		7,700	6,702	
Police - Investigation Work Stations		5,300	5,871	
Police - IBM Server	15,000			
Police - Arcview Mapping Software/Site License	3,405	3,400	-	3,400
Police-Vest Partnership Grant		2,592	-	2,592
Police-PG&E Grant for EOC Generator		10,000	-	10,000
Police-Vehicle Computers		25,547	25,547	
Police - Logging Recorder				18,744
Streets - VersaLift and Mower Repair	9,649			
Engineering & Inspection -- Used Backhoe	3,453			
Engineering & Inspection -- Arcview Mapping Software				
Engineering: Creek Monitoring Equipment	5,355		4,973	
Financial Software - 5 yr lease purchase	-	60,000	-	90,000
Council: Chamber Sound System		15,000	15,096	
Planning: Counter Shutter		2,000	-	2,000
Townwide Computer Hardware/Software	18,212	12,160	19,218	
Townwide Postage Machine		7,500	5,592	
Rec -- Ross Valley Senior Prog Equipment	1,438	1,562	145	
Rec Fund - Computers	1,128			
Rec Fund - Softball Uniforms	-	965	962	
<b>TOTAL EXPENDITURES</b>	<b>222,174</b>	<b>300,608</b>	<b>230,072</b>	<b>262,704</b>
<b>OTHER USES OF FUNDS</b>				
Debt Service Pay on LED Conversion Loan	11,138	11,138	11,138	11,138
Debt Service on MERA	64,260	64,200	64,200	64,215
<b>TOTAL OTHER USES</b>	<b>75,398</b>	<b>75,338</b>	<b>75,338</b>	<b>75,353</b>
<b>TRANSFERS OUT</b>				
to General Fund				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>297,572</b>	<b>375,946</b>	<b>305,410</b>	<b>338,057</b>

**FIRE STATION MUNICIPAL LEASE**  
**DEBT SERVICE FUND**

On February 1, 2008 the Town entered into an agreement with Municipal Asset Management, Inc. (Corporation), to finance the restoration, remodeling and expansion of the downtown Fire Station, Station 19.

The financing was accomplished by the Corporation entering into a lease with the Town and the Corporation leasing back the property under a Lease/Purchase Agreement, under which the Town is obligated to make Rental Payments to the Corporation.

The term of the lease is fifteen (15) years and the amount financed is \$1,701,094.38. The annual debt service payment is \$158,517. this payment is funded with general operating funds.

**TOWN OF SAN ANSELMO**  
**FIRE STATION MUNICIPAL LEASE DEBT SERVICE FUND**  
 Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	-
REVENUE	-	-	-	-
TRANSFERS IN	-	-	-	158,517
TOTAL: REVENUE & TRANSFERS IN	-	-	-	158,517
TOTAL RESOURCES	-	-	-	158,517
EXPENDITURES	-	-	-	158,517
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	-	-	-	158,517
Net Increase/(Decrease)	-	-	-	(0)
ENDING BALANCE	-	-	-	(0)
TOTAL BUDGET	-	-	-	158,517

**FIRE STATION MUNICIPAL LEASE DEBT SERVICE FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
<b>TOTAL REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>				
from General Fund				158,517
<b>TRANSFERS IN</b>	-	-	-	<b>158,517</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	-	-	-	<b>158,517</b>
<b>EXPENDITURES</b>				
Debt Service Payments: Principal				80,646
Debt Service Payments: Interest				77,871
Lease Administrative Fees				
<b>TOTAL EXPENDITURES</b>	-	-	-	<b>158,517</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	-	-	-	<b>158,517</b>

## INSURANCE FUND

The Insurance Fund receives and expends funds related to the Town's liability and workers compensation self-insurance coverage.

### Liability Insurance

On July 1, 1996, the Town became a member of the Bay Cities Joint Powers Insurance Authority (Bay Cities), a self-insurance pool that provides liability insurance coverage to seventeen cities in the Bay Area. Each member agency selects a self-insured retention limit, below which the agency pays the claim costs. The insurance authority is responsible for costs above the limit, although it purchases excess insurance coverage for costs above \$1 million, up to \$20 million. A premium for coverage is charged based on the self-insured limit selected, the member agency's claim history and exposure, and the fiscal standing of the pool. Beginning in 1999-00, Bay Cities coverage includes personnel related liabilities.

### Workers Compensation

Until June 30, 2003, the Town was a member of the Marin County Risk Management Authority (MCRMA), a self-insurance pool for workers compensation coverage. Called an "account pool," this self-insurance program maintained separate accounts for each pool member. Losses and expenses were paid from the member's pool account, up to the self-insured retention limit.

Effective July 1, 2003, the MCRMA group transferred to the Bay Cities Joint Powers Insurance Authority (Bay Cities), as the MCRMA Program Administrator retired. The Town's self-insured retention in the Bay Cities pool is \$150,000. Costs in excess of this limit are paid by the Authority, although it purchases excess insurance coverage from a commercial insurance agency.

Annually, Bay Cities evaluates the financial risk position of each member, and establishes an annual assessment based on outstanding claims and claim history.

### 2008-09 Highlights

Expenditures for Worker's Compensation and liability claims remained at a stable level in 2007-08. The General Fund transfer to the Insurance Fund has been reduced to \$118,033, reflecting lower expenditures during the year and lower year end liabilities. The \$200,000 set aside for lawsuit settlements remains in the Insurance Fund. The reserve for claims is \$1,125,752, reflecting the uncertainty around the numerous lawsuits filed with respect to the flood event in 2005.

**TOWN OF SAN ANSELMO**  
**INSURANCE FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	1,118,805	1,539,079	1,539,079	1,650,066
<b>REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>	754,998	282,482	282,482	118,033
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	754,998	282,482	282,482	118,033
<b>TOTAL RESOURCES</b>	<u>1,873,803</u>	<u>1,821,561</u>	<u>1,821,561</u>	<u>1,768,099</u>
<b>EXPENDITURES</b>	334,724	699,757	171,495	642,347
<b>TRANSFERS OUT</b>	-	-	-	-
<b>RESERVE FOR CLAIMS</b>	-	1,121,804	-	1,125,752
<b>TOTAL: EXPENDITURES, TRFRS OUT &amp; RESERVE:</b>	334,724	1,821,561	171,495	1,768,099
<b>ENDING BALANCE</b>	1,539,079	-	1,650,066	-
<b>TOTAL BUDGET</b>	<u>1,873,803</u>	<u>1,821,561</u>	<u>1,821,561</u>	<u>1,768,099</u>

**INSURANCE FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Premium Refunds from prior years (MCLMA)				
Premium Refunds from prior years (Workers Comp)				
<b>TOTAL REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>				
from General Fund	754,998	282,482	282,482	118,033
<b>TRANSFERS IN</b>	<b>754,998</b>	<b>282,482</b>	<b>282,482</b>	<b>118,033</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>754,998</b>	<b>282,482</b>	<b>282,482</b>	<b>118,033</b>
<b>EXPENDITURES</b>				
Liability Insurance and Claims	323,170	305,413	88,845	235,598
National Flood Insurance Program	12,194	13,196	13,196	13,133
Workers Compensation Insurance and Claims	(13,989)	151,148	45,070	168,616
State Unemployment Insurance Claims	11,763	30,000	5,000	25,000
Lawsuit Settlement	1,586	200,000	19,384	200,000
<b>TOTAL EXPENDITURES</b>	<b>334,724</b>	<b>699,757</b>	<b>171,495</b>	<b>642,347</b>
<b>TRANSFERS OUT</b>				
to General Fund				
<b>RESERVE FOR CLAIMS</b>		<b>1,121,804</b>		<b>1,125,752</b>
<b>TOTAL EXPENDITURES, TRFRS OUT, &amp; RESER</b>	<b>334,724</b>	<b>1,821,561</b>	<b>171,495</b>	<b>1,768,099</b>

## ISABEL COOK COMPLEX (ICC)

The Isabel Cook Complex (ICC), located at 1000 Sir Francis Drake Boulevard, is a former school property purchased by the Town with Community Development Block Grant funds. It is comprised of the Recreation Center and the Isabel Cook Community Center. The Recreation Center houses the Recreation Department office, multi-purpose room, and day care and pre-school centers. The Community Center is leased to community non-profit organizations.

Rents from the Community Center and the multi-purpose room support the maintenance, operating expenses, repairs, and capital improvements in the complex.

### LABOR

<b>Title</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Building Supervisor*	0	0	.55
Sr. Maintenance Worker	.55	.55	0

\*55% of the Building Supervisor's time is spent at ICC. A portion of his time (35%) is spent on other Town work and is funded in the Street and Park Maintenance Department. The Town took over management of Robson House in 2006-07 and 10% of the Building Supervisor's time is charged to that fund.

The Building Supervisor provides maintenance and repair services for the upkeep of the ICC complex.

### SERVICES AND SUPPLIES

**Vehicle operations** - Vehicle servicing/repair for Maintenance Worker pick-up truck.

**Outside services** - Special assistance for repair of facility and equipment. Outside services during employee vacation/leave.

**Training** - Workshops, seminars for maintenance worker.

**Utilities** - Electricity, gas, phone and sewer. Water is paid through the Parks budget.

**Building maintenance** - Routine and emergency building maintenance projects, janitorial (\$3,878)

**Department supplies** - Minor supply items for building operation.

### **2008-09 CHANGES/HIGHLIGHTS**

The lower office space (3,800 square feet) has been vacated by the long-time tenant, Buckelew Programs. Efforts are underway to rent the space to new tenants. The budget reflects the projection of a tenant in this space for six months of the year.

### **CAPITAL IMPROVEMENTS**

Phase 2 of repairs to exterior wall to contain leakage into the building (\$12,000).

### **REVENUES**

**Rent** - From lease agreements with four tenants, and rental of the Recreation Center.

**TOWN OF SAN ANSELMO**  
**ISABEL COOK COMPLEX FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	(60,167)	(26,224)	(26,224)	(37,439)
<b>REVENUE</b>				
Rental Income	141,440	147,932	142,724	125,142
<b>SUB TOTAL</b>	141,440	147,932	142,724	125,142
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	141,440	147,932	142,724	125,142
<b>TOTAL RESOURCES</b>	81,273	121,708	116,500	87,703
<b>EXPENDITURES</b>				
Labor Costs	50,630	55,494	47,961	62,082
Services and Supplies	49,098	49,700	41,434	47,028
Capital Improvements	7,769	72,000	64,544	12,000
<b>SUB TOTAL</b>	107,497	177,194	153,939	121,110
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	107,497	177,194	153,939	121,110
Net Increase/(Decrease)	33,943	(29,262)	(11,215)	4,032
<b>ENDING BALANCE</b>	(26,224)	(55,486)	(37,439)	(33,407)
<b>TOTAL BUDGET</b>	81,273	121,708	116,500	87,703

## ISABEL COOK COMPLEX FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Rental Income: Aryiis	46,644	48,972	48,972	51,420
Rental Income: Buckelew Programs/new tenants	50,112	56,496	51,788	29,658
Rental Income: Social Justice Center	11,736	12,324	12,324	12,936
Rental Income: Spectrum	24,056	29,640	29,640	31,128
Rental Income: YWCA	8,892	-	-	-
Rental Income: Recreation Center (events)		500	-	
<b>TOTAL REVENUE</b>	<b>141,440</b>	<b>147,932</b>	<b>142,724</b>	<b>125,142</b>
<b>TRANSFERS IN</b>				
from General Fund		-	-	-
<b>TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>141,440</b>	<b>147,932</b>	<b>142,724</b>	<b>125,142</b>
<b>EXPENDITURES</b>				
<b>LABOR COSTS</b>				
Salaries	30,736	33,894	28,452	38,129
Health Benefits	8,489	9,321	9,636	9,646
Retirement	8,083	8,956	7,334	10,647
Payroll Taxes	2,476	2,723	2,058	3,060
Reimbursable Costs	846	600	481	600
Overtime/Temporary	-	-	-	-
<b>LABOR COSTS</b>	<b>50,630</b>	<b>55,494</b>	<b>47,961</b>	<b>62,082</b>
<b>SERVICES &amp; SUPPLIES</b>				
Vehicle Operations	1,420	700	728	750
Outside Services	4,444	6,000	5,267	6,000
Training	-	200	-	200
Utilities	22,329	22,000	17,143	20,000
Building Maintenance	19,615	16,000	13,221	15,000
Building Maintenance: Janitorial Service	810	3,600	4,009	3,878
Office Supplies	370	100	159	100
Department Supplies	110	500	532	500
Equipment	-	600	375	600
<b>SERVICES &amp; SUPPLIES</b>	<b>49,098</b>	<b>49,700</b>	<b>41,434</b>	<b>47,028</b>
<b>CAPITAL IMPROVEMENTS</b>				
Multi Purpose Room Renovations	7,769			
Exterior Wall Repair	-	12,000	-	12,000
Boiler System Upgrade	-	60,000	64,544	
<b>CAPITAL IMPROVEMENTS</b>	<b>7,769</b>	<b>72,000</b>	<b>64,544</b>	<b>12,000</b>
<b>TOTAL EXPENDITURES</b>	<b>107,497</b>	<b>177,194</b>	<b>153,939</b>	<b>121,110</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>107,497</b>	<b>177,194</b>	<b>153,939</b>	<b>121,110</b>

## **MEASURE G BOND PROCEEDS**

Measure G is a \$10.8 million general obligation bond measure approved by the San Anselmo voters in June, 1995, to finance improvements to streets, drainage facilities, and the Town library building.

The first bond issue of \$2.125 million was sold in August, 1995, to fund projects in the first two years of the Capital Improvement Plan (CIP). Critical drainage work and preparatory pavement improvements were constructed in 1995-96. A three-year CIP was approved by the Town Council in May, 1996.

In 1996, the Measure G work included Phase II of the Library Renovation Project, storm drain projects, and pavement improvements.

In May, 1997, the Town Council adopted a two-year CIP for projects to be constructed in 1997 and 1998. A bond issue of \$3.55 million was sold in July, 1997 to fund the 1997 and 1998 improvement projects.

In May, 1999, and May, 2000, the Council adopted CIP's for projects to be constructed in 1999 and 2000, respectively.

A bond issue of \$2.56 million was sold in August, 2000 to fund the 2000-01 and 2001-02 Measure G CIP's.

The final bond issue of \$2.565 million was sold in March 2003 to fund the 2002-03 Measure G CIP and future Measure G work. 2003-04 was the last full year of Measure G work.

The remaining funds, \$100,631, have been allocated to the non-maintained road resurfacing and drainage line item, to be utilized as contributions to community paving and drainage projects.

**TOWN OF SAN ANSELMO**  
**MEASURE G BOND PROCEEDS FUND**

Proposed Budget, Fiscal Year 2008 - 2009

Description	2005-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	128,963	115,178	115,178	100,631
<b>REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>	19,269	4,911	4,911	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	19,269	4,911	4,911	-
<b>TOTAL RESOURCES</b>	<u>148,232</u>	<u>120,089</u>	<u>120,089</u>	<u>100,631</u>
<b>EXPENDITURES</b>	33,054	115,178	19,458	100,631
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	33,054	115,178	19,458	100,631
<b>Net Increase/(Decrease)</b>	(13,785)	(110,267)	(14,547)	(100,631)
<b>ENDING BALANCE</b>	115,178	4,911	100,631	-
Designated: 02-03 Phase II Resurfacing Projects				
Designated: Non-Maintained Roads	56,831	4,911	100,631	-
Designated: future projects	72,326			
<b>TOTAL BUDGET</b>	<u>148,232</u>	<u>120,089</u>	<u>120,089</u>	<u>100,631</u>

## MEASURE G BOND PROCEEDS FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Bond Proceeds, Series 2003				
<b>TOTAL REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>				
from Traffic Congestion Relief Fund	19,269	4,911	4,911	
<b>TRANSFERS IN</b>	19,269	4,911	4,911	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	19,269	4,911	4,911	-
<b>EXPENDITURES</b>				
03-04 Resurfacing Construction				
03-04 Resurfacing Engineering				
03-04 Resurfacing Construction Engineering				
04-05 Resurfacing Engineering				
Unprogrammed Resurfacing Projects				
Unprogrammed Drainage Projects				
Non-Maintained Roads: Resurfacing/Drainage	31,108	115,178	19,458	100,631
Match: STPLX 5159-7 (Rail/Walk SFD Bdge): Const				
Match: STPLX 5159-7 (Rail/Walk SFD Bdge): Eng				
Match: STPLX 5159-7 (Rail/Walk SFD Bdge): Cor	1,946			
Match: Safe Routes to Schools Const/Conting				
Match: Safe Routes to Schools Engineering				
Match: Safe Routes to Schools ConEng				
<b>TOTAL EXPENDITURES</b>	33,054	115,178	19,458	100,631
<b>TRANSFERS OUT</b>				
to Debt Service Fund				
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	33,054	115,178	19,458	100,631

## **MEASURE G DEBT SERVICE**

In June, 1995, the San Anselmo voters approved a \$10.8 million general obligation bond measure, known as Measure G, to finance improvements to the Town's streets, storm drains, and Library building. This fund is dedicated to the collection of property tax assessments for the repayment of principal and interest on the bonds. As required by law, it is segregated from the Measure G Bond Proceeds Fund which is dedicated to receipt and expenditure of the \$10.8 million bond funds. A separate fund was established for each issue.

### **Series 1995**

The first bond issue of \$2.125 million was sold in August, 1995. The first debt service payment was made in February, 1996, and the second in August 1996. This debt service schedule is repeated for the remainder of the series payments. The debt service is being paid by a tax levied on the tax roll, beginning in the 1995-96 fiscal year. The tax rate levied per \$100 of assessed valuation is as follows:

- 1995-96: 1.4 cents
- 1996-97: 1.2 cents
- 1997-98: 1.1 cents
- 1998-99: 1.2 cents
- 1999-00: 1.3 cents
- 2000-01: 1.1 cents
- 2001-02: 1.1 cents
- 2002-03: 1.1 cents
- 2003-04: .6 cents
- 2004-05: .9 cents
- 2005-06: .8 cents
- 2006-07: .8 cents
- 2007-08: .6 cents
- 2008-09: .7 cents

Any tax proceeds remaining in excess of debt service payments, as well as interest revenue on funds in the debt service fund, are designated as a reserve for future year payments.

### **Series 1997**

A \$3.55 million general obligation bond issue was sold in July, 1997. The tax rate levied per \$100 of assessed valuation is as follows:

- 1997-98: 1.7 cents
- 1998-99: 1.9 cents
- 1999-00: 2.0 cents
- 2000-01: 1.8 cents
- 2001-02: 1.8 cents
- 2002-03: 1.8 cents
- 2003-04: .7 cents
- 2004-05: 1.4 cents

- 2005-06: 1.2 cents
- 2006-07: 1.2 cents
- 2007-08: 1.1 cents
- 2008-09: 1.0 cents

**Series 2000**

A third bond issue of \$2.56 million was sold in August, 2000. The tax rate levied per \$100 of assessed valuation is as follows:

- 2001-02: 1.2 cents
- 2002-03: 1.2 cents
- 2003-04: .8 cents
- 2004-05: 1.0 cents
- 2005-06: .9 cents
- 2006-07: .8 cents
- 2007-08: .8 cents
- 2008-09: .7 cents

**Series 2003**

The final bond issue of \$2.565 million was in March 2003. The tax rate levied per \$100 of assessed valuation is as follows:

- 2003-04: 1.1 cents
- 2004-05: .8 cents
- 2005-06: .7 cents
- 2006-07: .8 cents
- 2007-08: .6 cents
- 2008-09: .6 cents

The total estimated Measure G Debt Service in 2008-09 is estimated at 3.0 cents per \$100 of assessed valuation.

**Fund Balance**

The revenue in this fund is collected as part of the property tax bill. The Town receives this revenue in December and April. The Debt Service payments are due in August and February. Due to the timing difference, it is necessary to maintain a fund balance sufficient to make the August payment of the succeeding fiscal year.

**TOWN OF SAN ANSELMO**  
**MEASURE G DEBT SERVICE FUNDS**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	585,910	663,195	663,195	656,536
REVENUE	810,291	656,099	740,837	691,143
TRANSFERS IN	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	810,291	656,099	740,837	691,143
<b>TOTAL RESOURCES</b>	<u>1,396,201</u>	<u>1,319,294</u>	<u>1,404,032</u>	<u>1,347,679</u>
EXPENDITURES	733,006	748,558	747,496	761,668
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	733,006	748,558	747,496	761,668
Net Increase/(Decrease)	77,285	(92,459)	(6,659)	(70,525)
<b>ENDING BALANCE</b>	663,195	570,736	656,536	586,011
<b>TOTAL BUDGET</b>	<u>1,396,201</u>	<u>1,319,294</u>	<u>1,404,032</u>	<u>1,347,679</u>

**MEASURE G DEBT SERVICE FUNDS  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
<b>PROPERTY TAXES</b>				
Property (Current Secured)	717,705	578,290	663,062	619,997
Property (Current Unitary)	21,232	17,201	20,381	19,057
Property (Current Unsecured)	7,414	6,006	9,699	9,069
Property (Supplemental)	32,781	25,178	26,426	24,710
Homeowners Exemption	7,930	6,424	6,748	6,310
<b>OTHER</b>				
Interest Earnings	23,229	23,000	14,521	12,000
<b>TOTAL REVENUE</b>	<b>810,291</b>	<b>656,099</b>	<b>740,837</b>	<b>691,143</b>
<b>TRANSFERS IN</b>				
TRANSFERS IN	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>810,291</b>	<b>656,099</b>	<b>740,837</b>	<b>691,143</b>
<b>EXPENDITURES</b>				
Debt Service Payments: Principal	220,000	245,000	245,000	270,000
Debt Service Payments: Interest	511,476	500,968	500,966	489,078
Bond Administrative Fees	1,530	2,590	1,530	2,590
<b>TOTAL EXPENDITURES</b>	<b>733,006</b>	<b>748,558</b>	<b>747,496</b>	<b>761,668</b>
<b>TRANSFERS OUT</b>				
TRANSFERS OUT	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>733,006</b>	<b>748,558</b>	<b>747,496</b>	<b>761,668</b>

## **RECREATION**

The Recreation Department provides Town residents and the greater Ross Valley community with the opportunity to enjoy a great variety of sports, leisure, arts and recreational activities and classes. A wide array of classes and programs is offered for all ages and abilities throughout the year. In addition, summer day camps and summer sports camps fill an important need in the Ross Valley for quality, affordable summer programming for children. Parkside preschool serves over 50 toddlers (& their parents) annually in pre care, post care and preschool programming.

The Recreation Fund is self-supporting with the exception of general administrative functions such as payroll, finance, legal, and maintenance and a portion of the Community Services Director's compensation. In addition, internet services and some maintenance functions are provided through the General Fund contribution to Recreation Department. The Recreation Fund recoups its expenditures through class and program fees as well as associated revenues such as advertising sales and rental/reservations income.

### **2007-08 BUDGET YEAR**

The Recreation Fund completed the fiscal year with a fund deficit of approximately \$120,000. Estimated actual revenues represented approximately 90% of budgeted revenues while estimated actual expenditures represented approximately 81% of budgeted expenditures.

### **2008-09 CHANGES/ HIGHLIGHTS**

- The title of the Recreation Director has been changed to Community Services Director to more accurately reflect the responsibilities of the position.
- 83% of the Community Services Director's total compensation is funded through the General Fund this budget year.

### **2008-09 GOALS/ WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2008-09:

- Sustainability – Seek out opportunities in Town operations to utilize principles of sustainability, work to further the goals of green building, demolition reuse and recycling, energy efficiency and clean air in the community through ordinances, public information, and participation in countywide efforts to reduce greenhouse gas emission and the Town's carbon footprint.
- Flood Recovery – Continue flood recovery efforts, focusing internal efforts on the rebuilding of the downtown fire station and flood proofing the Town Hall complex; with external efforts to be focused on sponsoring residential home elevations with federal grant money.
- Disaster Preparedness - Encourage community disaster preparedness for fire, flood and earthquake through public information programs, code requirements, permit facilitation, and course offerings.

## RECREATION

### LABOR

Title	2006-07	2007-08	2008-09
Community Services Director	0	0	1
Recreation Director	1	1	0
Recreation Supervisor	1	0	0
Recreation Coordinator I/II	2.6	4.6	4.6
Administrative Services Assistant I	.8	0	0
Childcare Worker	.6	.6	.6
Total	6.0	6.2	6.2

### PROGRAMS

Revenues and expenses are budgeted for each program area.

**Sports**— includes basketball, cardio kickboxing, martial arts, soccer, softball, tennis, tumbling, and volleyball for adults, teens and youth.

**Culture & Safety**— includes art, dance, drama, food, music, CPR & safety classes, yoga, etc. for adults, teens and youth.

**Schools**— includes pre school programs, after school enrichment, summer school programs, and summer day & sports camps for youth.

**Events/ Other** – includes special events; picnic reservations and field rental revenue; Robson House rental revenue; advertising revenue and other miscellaneous items.

**Administration**—includes all staff salaries, benefits, and training; office expenses; utilities expense; credit card fees; activity guide production costs; marketing costs; and equipment maintenance costs.

**TOWN OF SAN ANSELMO**  
**RECREATION FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	66,819	(10,905)	(10,905)	487
<b>REVENUE</b>				
Program Revenue	981,006	1,139,716	919,466	1,019,998
<b>SUB TOTAL</b>	981,006	1,139,716	919,466	1,019,998
<b>TRANSFERS IN</b>	-	120,000	120,000	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	981,006	1,259,716	1,039,466	1,019,998
<b>TOTAL RESOURCES</b>	1,047,825	1,248,811	1,028,561	1,020,485
<b>EXPENDITURES</b>				
Program Administration	468,226	493,183	462,413	411,437
Program Operations	585,084	643,312	565,661	608,561
<b>SUB TOTAL</b>	1,053,310	1,136,495	1,028,074	1,019,998
<b>TRANSFERS OUT</b>	5,420	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	1,058,730	1,136,495	1,028,074	1,019,998
<b>Net Increase/(Decrease)</b>	(77,724)	123,221	11,392	-
<b>ENDING BALANCE</b>	(10,905)	112,316	487	487
<b>TOTAL BUDGET</b>	1,047,825	1,248,811	1,028,561	1,020,485

**RECREATION FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Sports Programs	462,763	485,200	445,056	439,071
Cultural Programs	57,731	195,000	79,715	118,045
School Programs	372,848	367,700	315,654	362,622
Events and other revenue	87,664	91,816	79,041	100,260
<b>TOTAL REVENUE</b>	<b>981,006</b>	<b>1,139,716</b>	<b>919,466</b>	<b>1,019,998</b>
<b>TRANSFERS IN</b>				
from General Fund		120,000	120,000	-
<b>TRANSFERS IN</b>	<b>-</b>	<b>120,000</b>	<b>120,000</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>981,006</b>	<b>1,259,716</b>	<b>1,039,466</b>	<b>1,019,998</b>
<b>EXPENDITURES: PROGRAM ADMINISTRATION</b>				
<b>LABOR COSTS</b>				
Salaries, Hourly Paid, Overtime	251,956	241,488	239,342	216,655
Benefits, Retirement, Taxes, Reimb Costs	133,764	152,895	131,387	120,482
<b>LABOR COSTS</b>	<b>385,720</b>	<b>394,383</b>	<b>370,729</b>	<b>337,137</b>
<b>SERVICES &amp; SUPPLIES</b>				
Facility Rental	-	1,000	-	-
Dues and Publications	718	500	670	500
Outside Services	1,434	1,800	1,007	1,800
Training	1,119	2,000	1,392	-
Utilities & Building Maintenance	16,548	15,000	15,094	15,000
Office Supplies	7,528	7,000	3,874	6,000
Credit Card Fees	15,907	16,000	19,685	16,000
Marketing and Promotional	35,248	45,500	44,194	25,000
Equipment	4,004	10,000	5,768	10,000
<b>SERVICES &amp; SUPPLIES</b>	<b>82,506</b>	<b>98,800</b>	<b>91,684</b>	<b>74,300</b>
<b>SUBTOTAL</b>	<b>468,226</b>	<b>493,183</b>	<b>462,413</b>	<b>411,437</b>
<b>EXPENDITURES: PROGRAM OPERATIONS</b>				
Sports Programs	254,202	255,517	255,713	223,334
Cultural Programs	36,832	115,200	55,726	80,700
School Programs	282,265	258,407	245,896	274,677
Events and other revenue	11,785	14,188	8,326	29,850
<b>SUBTOTAL</b>	<b>585,084</b>	<b>643,312</b>	<b>565,661</b>	<b>608,561</b>
<b>TOTAL EXPENDITURES</b>	<b>1,053,310</b>	<b>1,136,495</b>	<b>1,028,074</b>	<b>1,019,998</b>
<b>TRANSFERS OUT</b>				
to General Fund				
to Equipment Fund	5,420			
to Capital Reconstruction Fund				
<b>TRANSFERS OUT</b>	<b>5,420</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>1,058,730</b>	<b>1,136,495</b>	<b>1,028,074</b>	<b>1,019,998</b>

**RECREATION FUND  
ANALYSIS BY PROGRAM**

PROGRAM	2006 - 2007		Revenue over/(under) Expenses	2007 - 2008		Revenue over/(under) Expenses	2008 - 2009		Revenue over/(under) Expenses
	Actual Revenue	Actual Expenditures		Estimated Revenue	Estimated Expenditures		Revenue Budget	Expenditures Budget	
Sports	462,763	254,202	208,561	445,056	255,713	189,343	439,071	223,334	215,737
Culture	57,731	36,832	20,899	79,715	55,726	23,989	118,045	80,700	37,345
Schools	372,848	282,265	90,583	315,654	245,896	69,758	362,622	274,677	87,945
Events/Eq/Oth.	87,664	11,785	75,879	79,041	8,326	70,715	100,260	29,850	70,410
Program Admin	-	468,226	(468,226)	-	462,413	(462,413)	-	411,437	(411,437)
<b>TOTAL:</b>	<b>981,006</b>	<b>1,053,310</b>	<b>(72,304)</b>	<b>919,466</b>	<b>1,028,074</b>	<b>(108,608)</b>	<b>1,019,998</b>	<b>1,019,998</b>	<b>-</b>

## **ROAD MAINTENANCE**

This fund was originally established as the Measure G Slurry Seal Fund to track the investment earnings from the idle Measure G bond funds. Unlike bond funds, interest earnings may legally be used for slurry seal projects. Per Town Council direction, interest earnings were originally reserved for slurry seal projects only.

With the adoption of the 2002-03 budget, the Town Council formally recognized its commitment to the ongoing need for road maintenance beyond the resources provided by the Measure G bond funds. To provide additional funds for road maintenance, the Town Council directed staff to budget \$400,000 in this fund annually. A Road Impact Fee for construction to be charged on construction projects was approved and collection of that fee began in December 2002. The road impact fee was extended to garbage vehicles in December, 2004. Revenue received from the Road Impact Fee and the Garbage Impact Fee is restricted to the Road Maintenance Fund.

### **2008-09 CHANGES/HIGHLIGHTS**

Road Impact fees for construction are estimated at \$270,000 and for garbage trucks at \$43,600.

A General Fund contribution of \$400,000 to the fund is included to reflect the Town's continued commitment to road maintenance.

The Measure G interest income is reflected in this fund as well and is reserved for slurry seal projects.

With the depletion of Measure G proceeds, road maintenance projects are scheduled to be funded from these sources.

**TOWN OF SAN ANSELMO**  
**ROAD MAINTENANCE FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	773,122	1,322,197	1,322,197	1,531,545
REVENUE	287,914	278,600	326,880	318,600
TRANSFERS IN	400,000	413,619	413,619	400,000
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>687,914</b>	<b>692,219</b>	<b>740,499</b>	<b>718,600</b>
<b>TOTAL RESOURCES</b>	<b>1,461,036</b>	<b>2,014,416</b>	<b>2,062,696</b>	<b>2,250,145</b>
EXPENDITURES	138,839	1,317,769	531,151	843,511
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES, RESR &amp; TFRS OUT:</b>	<b>138,839</b>	<b>1,317,769</b>	<b>531,151</b>	<b>843,511</b>
Net Increase/(Decrease)	549,075	(625,550)	209,348	(124,911)
<b>ENDING BALANCE</b>	<b>1,322,197</b>	<b>696,647</b>	<b>1,531,545</b>	<b>1,406,634</b>
Designated: Slurry Seal (Measure G Interest)	308,634	76,402	278,342	15,842
Designated: Road Impact Fees	712,423	499,105	911,638	1,164,227
Designated: Baldhill Improvements	21,632	21,632	21,632	21,632
Designated: General Fund Contributions	279,508	99,508	319,933	204,933
<b>TOTAL BUDGET</b>	<b>1,461,036</b>	<b>2,014,416</b>	<b>2,062,696</b>	<b>2,250,145</b>

**TOWN OF SAN ANSELMO**  
**DEPARTMENT OF PUBLIC WORKS**  
**Fiscal Year 2008 - 2009**

STREET NAME	ORIGINAL PROJECT YEAR	DESCRIPTION	ESTIMATED COST
<b>Slurry Seal Projects</b>			
Patching, dig outs for Slurry seals	2008-09		\$ 55,000
Butterfield Road	2007-08		\$ 52,000
Broadmoor Avenue	2007-08		\$ 17,000
Tamalpais Avenue	2007-08		\$ 9,000
Austin Avenue	2007-08		\$ 6,300
Belle Avenue	2007-08		\$ 4,300
Jones Street	2007-08		\$ 1,600
Mellville Avenue	2007-08		\$ 3,600
Oak Avenue	2007-08		\$ 25,300
Laurel Avenue	2007-08	from Hazel Ave to San Anselmo Ave	\$ 7,000
Floribel Avenue	2007-08	from No.16 to Scenic Ave, incl drain rpr	\$ 36,400
Forbes Avenue	2008-09		\$ 12,600
Hilldale Drive	2008-09		\$ 10,000
Carolina Avenue	2008-09		\$ 4,400
Longview Avenue	2008-09		\$ 8,000
Jordan Avenue	2008-09		\$ 6,500
Alpine Terrace	2008-09		\$ 1,000
Oak Hill Drive	2008-09		\$ 1,400
Southview Terrace	2008-09		\$ 4,400
Amberwood Lane	2008-09		\$ 1,700
			<b>\$ 267,500</b>
<b>Road Impact Fee Projects: Paving</b>			
Unidentified Projects	2007-08		\$ 50,000
Ross Avenue	2005-06	Section at No. 37	\$ 11,011
			<b>\$ 61,011</b>
<b>General Fund Contribution Projects: Unprogrammed</b>			
Unprogrammed Resurfacing Projects	2008-09		\$ 60,000
Unprogrammed Storm Drain Repairs	2008-09		\$ 60,000
			<b>\$ 120,000</b>
<b>General Fund Contribution Projects</b>			
Nokomis Avenue	2007-08		\$ 95,000
Sunny Hill Drive	2007-08		\$ 120,000
SFD-various dig outs, patching	2008-09		\$ 80,000
Misc Maint: potholes, drainage	2008-09	townwide	\$ 100,000
			<b>\$ 395,000</b>
		<b>TOTAL PROJECTS:</b>	<b>\$ 843,511</b>

## ROAD MAINTENANCE FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Interest Income, Measure G proceeds	8,664	5,000	6,379	5,000
Road Impact Fees: Construction	235,650	230,000	276,901	270,000
Road Impact Fees: Garbage Trucks	43,600	43,600	43,600	43,600
Baldhill Road Improvement Fees				
<b>TOTAL REVENUE</b>	<b>287,914</b>	<b>278,600</b>	<b>326,880</b>	<b>318,600</b>
<b>TRANSFERS IN</b>				
from General Fund	400,000	400,000	400,000	400,000
from Emergency Projects Fund		13,619	13,619	
<b>TRANSFERS IN</b>	<b>400,000</b>	<b>413,619</b>	<b>413,619</b>	<b>400,000</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>687,914</b>	<b>692,219</b>	<b>740,499</b>	<b>718,600</b>
<b>EXPENDITURES</b>				
Slurry Seal	-			
Construction		185,000		209,125
Engineering		60,000	42,521	23,350
Construction Engineering				35,025
Drainage - from Slurry Seal	1,240			
Road Impact Fees: Paving				
Construction		401,769	4,500	11,011
Engineering	17,231	20,000	13,962	
Road Impact Fees: Scenic Slide Repairs		71,000	69,841	
Road Impact Fees: Unprogrammed Paving				
Construction			40,752	30,000
Engineering				20,000
Road Impact Fees: STPL 5159-11 SFD Rehab Match				
Construction				
Engineering	(124)			
Gen Fd Contr: Unprogrammed Resurfacing	63,136	60,000	7,819	60,000
Gen Fd Contr: Unprogrammed Drainage	57,356	60,000	34,514	60,000
Gen Fd Contr: 07-08 Resurfacing Projects		330,000	317,242	295,000
Gen Fd Contr: road maint-potholes, drainage		130,000	-	100,000
<b>TOTAL EXPENDITURES</b>	<b>138,839</b>	<b>1,317,769</b>	<b>531,151</b>	<b>843,511</b>
<b>RESERVES</b>				
Slurry Seal (Interest Income, Measure G Funds)		76,403		15,842
Road Impact Fees		499,105		1,164,227
Baldhill Improvement Fees		21,632		21,632
General Fund Contributions		99,508		204,933
<b>TOTAL RESERVES</b>	<b>-</b>	<b>696,648</b>	<b>-</b>	<b>1,406,634</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES, RESR &amp; TFRS OUT</b>	<b>138,839</b>	<b>2,014,417</b>	<b>531,151</b>	<b>2,250,145</b>

## **ROBSON HOUSE FUND**

The Robson House is an elegant mansion that was donated to the Town in 1968, with the agreement that it be used for the benefit of the community's children. In 1978 a Robson-Harrington House Association was formed to restore, manage and maintain the house as a civic, educational, recreational, and cultural center. In 2005 the Association was unable to find new board members willing to take on the considerable responsibilities of the house and the organization disbanded. Management of the house has reverted back to the Town.

### **2008-09 CHANGES/HIGHLIGHTS**

Revenue from the rental of the upstairs offices is sufficient to cover the ongoing operation and routine maintenance of the house. It is not sufficient, however, to cover the considerable deferred maintenance work and capital improvements that are needed to restore and maintain the house. The Sr. Maintenance Worker assigned to the Robson House was promoted to Building Supervisor in 2007-08.

### **LABOR**

<b>Title</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Sr. Maintenance Worker	.10	.10	0
Building Supervisor*	0	0	.10

\*10% of the Building Supervisor's time is charged to the Robson Fund. A portion of the Building Supervisor's time (35%) is spent on other Town work and is funded in the Street and Park Maintenance Department. The remaining 55% is charged to the Isabel Cook Complex Fund.

The Building Supervisor provides custodial, maintenance, and repair services for the upkeep of the Robson House.

**TOWN OF SAN ANSELMO**  
**ROBSON HOUSE FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	57,636	75,022	75,022	90,991
<b>REVENUE</b>				
Rental Income	47,230	42,594	42,594	42,594
<b>SUB TOTAL</b>	47,230	42,594	42,594	42,594
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	47,230	42,594	42,594	42,594
<b>TOTAL RESOURCES</b>	104,866	117,616	117,616	133,585
<b>EXPENDITURES</b>				
Labor Costs	9,052	10,333	8,830	11,552
Services and Supplies	20,792	28,550	17,795	28,196
Capital Improvements	-	-	-	-
<b>SUB TOTAL</b>	29,844	38,883	26,625	39,748
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	29,844	38,883	26,625	39,748
<b>Net Increase/(Decrease)</b>	17,386	3,711	15,969	2,846
<b>ENDING BALANCE</b>	75,022	78,733	90,991	93,837
Designated by Assn Donation: House Painting		40,000	40,000	40,000
Undesignated		38,733	50,991	53,837
<b>TOTAL BUDGET</b>	104,866	117,616	117,616	133,585

## ROBSON HOUSE FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Rental Income: Couture Architects	9,180	9,180	9,180	9,180
Rental Income: Dovetail DCI	5,814	5,814	5,814	5,814
Rental Income: Moment Records	20,400	20,400	20,400	20,400
Rental Income: Caretaker	5,716	7,200	7,200	7,200
Robson House donations	2,000	-	-	
Robson House Association Donation	4,120	-	-	
<b>TOTAL REVENUE</b>	<b>47,230</b>	<b>42,594</b>	<b>42,594</b>	<b>42,594</b>
<b>TRANSFERS IN</b>				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>47,230</b>	<b>42,594</b>	<b>42,594</b>	<b>42,594</b>
<b>EXPENDITURES</b>				
<b>LABOR COSTS</b>				
Salaries	5,607	6,163	5,169	6,933
Health Benefits	1,544	1,651	1,751	1,732
Retirement	1,470	1,524	1,515	1,831
Payroll Taxes	431	495	395	556
Reimbursable Costs				
Overtime/Temporary		500	-	500
<b>LABOR COSTS</b>	<b>9,052</b>	<b>10,333</b>	<b>8,830</b>	<b>11,552</b>
<b>SERVICES &amp; SUPPLIES</b>				
Outside Services	5,110	5,000	135	5,000
Utilities				
Telephone	1,203	900	835	900
Gas	1,762	1,400	2,089	2,000
Electricity	5,303	6,000	4,463	5,000
Water	357	400	294	400
Sanitary Charge	540	821	690	821
Building Maintenance	2,184	5,000	656	5,000
Building Maintenance; Janitorial Service	100	4,800	5,052	4,800
Possessory Tax Payment	2,262	2,309	2,309	2,355
Security System	840	920	920	920
Department Supplies	1,131	1,000	352	1,000
<b>SERVICES &amp; SUPPLIES</b>	<b>20,792</b>	<b>28,550</b>	<b>17,795</b>	<b>28,196</b>
<b>CAPITAL IMPROVEMENTS</b>				
<b>CAPITAL IMPROVEMENTS</b>	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>29,844</b>	<b>38,883</b>	<b>26,625</b>	<b>39,748</b>
<b>TRANSFERS OUT</b>	-			
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>29,844</b>	<b>38,883</b>	<b>26,625</b>	<b>39,748</b>

## **SPECIAL EVENTS FUND**

This fund was established in 2000-01 to track the revenues and expenses associated with the annual fall event, Community Fair Day, the Chefs' dinner, the summer Creekside Q and other special events sponsored by the Town.

The fund was opened with a balance comprised of the proceeds from 1996 Community Fair Day, which was organized and managed by the Town for the first time in many years.

A transfer of \$10,000 to the General Fund was made in 2004-05 to cover the expense of organizing these special events. The fund was utilized in 2007 to fund events commemorating the Town's centennial anniversary.

The fund balance of \$3,620 is budgeted for expenditures for the annual fall Community Fair.

**TOWN OF SAN ANSELMO  
SPECIAL EVENTS FUND**

Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	18,192	11,180	11,180	3,620
REVENUE	-	-	-	-
TRANSFERS IN	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	-	-	-	-
<b>TOTAL RESOURCES</b>	<u>18,192</u>	<u>11,180</u>	<u>11,180</u>	<u>3,620</u>
EXPENDITURES	7,012	6,141	7,560	3,620
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<u>7,012</u>	<u>6,141</u>	<u>7,560</u>	<u>3,620</u>
Net Increase/(Decrease)	(7,012)	(6,141)	(7,560)	(3,620)
<b>ENDING BALANCE</b>	11,180	5,039	3,620	-
<b>TOTAL BUDGET</b>	<u>18,192</u>	<u>11,180</u>	<u>11,180</u>	<u>3,620</u>

**SPECIAL EVENTS FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Community Fair Receipts	-	-	-	
Creekside Q				
Chefs for the Avenue Dinner				
<b>TOTAL REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>				
from General Fund				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	-	-	-	-
<b>EXPENDITURES</b>				
Country Fair	7,012	-	127	3,620
Creekside Q				
Chefs for the Avenue Dinner				
Centennial Events		6,141	7,433	
<b>TOTAL EXPENDITURES</b>	7,012	6,141	7,560	3,620
<b>TRANSFERS OUT</b>				
to General Fund				
to Downtown Revit Fund: Crkside Q proceeds				
to Downtown Revit Fund: Chefs' Dinner proceeds				
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	7,012	6,141	7,560	3,620

## **STATE GASOLINE TAX FUND**

California municipalities receive a portion of the state gasoline taxes, allocated on a per capita basis, to be used for street maintenance work. Interest earnings on any funds on deposit in the gas tax fund are required to accrue to that fund. Funds may be transferred from the gas tax fund to other funds during the year for street maintenance work.

Starting in 1997-98, the full amount of gas tax revenue received in the fiscal year is transferred to the General Fund on an ongoing basis, rather than just the projected revenue amount, as long as estimated Street Maintenance costs exceed the Town's gas tax revenue.

**TOWN OF SAN ANSELMO**  
**STATE GASOLINE TAX FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	-
REVENUE	239,565	241,147	241,156	240,264
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	239,565	241,147	241,156	240,264
TOTAL RESOURCES	239,565	241,147	241,156	240,264
EXPENDITURES	-	-	-	-
TRANSFERS OUT	239,565	241,147	241,156	240,264
TOTAL: EXPENDITURES & TRANSFERS OUT:	239,565	241,147	241,156	240,264
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	239,565	241,147	241,156	240,264

**STATE GASOLINE TAX FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>STATE REVENUE</b>				
State Gas Tax revenue	239,565	241,147	241,156	240,264
<b>TOTAL REVENUE</b>	<b>239,565</b>	<b>241,147</b>	<b>241,156</b>	<b>240,264</b>
<b>TRANSFERS IN</b>	-			
TRANSFERS IN	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>239,565</b>	<b>241,147</b>	<b>241,156</b>	<b>240,264</b>
<b>EXPENDITURES</b>				
<b>TOTAL EXPENDITURES</b>	-	-	-	-
<b>TRANSFERS OUT</b>				
to General Fund, Street Maintenance	239,565	241,147	241,156	240,264
<b>TRANSFERS OUT</b>	<b>239,565</b>	<b>241,147</b>	<b>241,156</b>	<b>240,264</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>239,565</b>	<b>241,147</b>	<b>241,156</b>	<b>240,264</b>

## **TRAFFIC CONGESTION RELIEF FUND**

This fund was initially established to track the revenue and expenses related to legally restricted funds obtained through state grants for traffic congestion relief. The State has withheld traffic congestion funds since 2004-05. The fund is currently utilized to track all grant funds associated with road resurfacing and other related capital improvement projects.

Included in the fund in 2008-09 is revenue associated with the following grants:

- Continuation of the 2003-04 Department of Transportation grant for the rail and walk repair of Sir Francis Drake Blvd. bridge at Tunstead Avenue. Matching funds (11.47%) to be provided through TAM Local Streets. (\$456,758)
- Federal Safe Routes to Schools sidewalk infill and accessible curb ramps around Wade Thomas and St. Anselms Schools and intersection improvements at Mariposa Avenue and Richmond Road. No matching funds required. (\$342,375)
- Federal Non-Motorized Transportation Pilot Program (NTPP) grant for pedestrian improvements and overhead warning indicators at Saunders Avenue and Madrone Avenue crosswalks at Sir Francis Drake Blvd. No matching funds required. (\$300,000).
- TAM Local Streets funds allocated by the Transportation Authority of Marin (TAM) to be used for matching funds for the Tunstead Bridge rail and walk replacement and work associated with the Greenfield utility undergrounding project. (\$198,706).
- TAM Safe Paths to Schools sidewalk and accessible curb ramp placement on the west side of Butterfield Road from Woodside Drive to Carlson Avenue and intersection safety modifications at Red Hill/Sequoia and Sir Francis Drake Blvd./Ross Avenue. No matching funds required. (\$247,000).
- State Proposition 1B funds for road resurfacing and accessible curb ramps placement on Taylor Street, Park Drive, Tamal Avenue, Yolanda Avenue, Alder Avenue, Brennfleck Avenue, Berlin Avenue and Karl Avenue. (\$400,000).

**TOWN OF SAN ANSELMO**  
**TRAFFIC CONGESTION RELIEF FUND**  
Proposed Budget, Fiscal Year 2008 - 2009

Description	2006-2007	2007-2008		2008-2009
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	56,103	129,606	129,606	112,673
REVENUE	375,576	654,482	39,201	1,944,839
TRANSFERS IN	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	375,576	654,482	39,201	1,944,839
<b>TOTAL RESOURCES</b>	<u>431,679</u>	<u>784,088</u>	<u>168,807</u>	<u>2,057,512</u>
EXPENDITURES	282,804	689,841	51,223	1,997,992
TRANSFERS OUT	19,269	4,911	4,911	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	302,073	694,752	56,134	1,997,992
Net Increase/(Decrease)	73,503	(40,270)	(16,933)	(53,153)
<b>ENDING BALANCE</b>	129,606	89,336	112,673	59,520
Designated: TCRF Funds	127,523		109,520	59,520
Designated: SFD Median Project	2,083		3,153	-
<b>TOTAL BUDGET</b>	<u>431,679</u>	<u>784,088</u>	<u>168,807</u>	<u>2,057,512</u>

**TRAFFIC CONGESTION RELIEF FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Cal OTS Speed Reduction Grant	54,975	10,893	6,135	
State Traffic Congestion Relief allocation, FY 05-06				
State Traffic Congestion Relief allocation, FY 04-05	49,848			
State Traffic Congestion Relief allocation, FY 03-04	42,324			
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Brdg	15,015	175,620	10,803	456,758
Trans Dev Act Bike Rack Grant				
FEMA Hazard Mitigation Grant (Red Hill ByPass)	19,269			
Safe Routes to School: D04-0003				342,375
Dept of Trans: STPLX 5159-11 (SFD Rehab)	145,650			
Dept of Trans: NMTPL 5159-12 (Pedestrian. Prg)				300,000
TAM Local Sts Allocation	38,495	199,469	763	198,706
TAM Safe Paths Allocation		250,000	3,000	247,000
Prop 1B Allocation: paving projects				400,000
SFD Median Project	10,000	18,500	18,500	
<b>TOTAL REVENUE</b>	<b>375,576</b>	<b>654,482</b>	<b>39,201</b>	<b>1,944,839</b>
<b>TRANSFERS IN</b>				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>375,576</b>	<b>654,482</b>	<b>39,201</b>	<b>1,944,839</b>

## TRAFFIC CONGESTION RELIEF FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2006-2007	2007-2008		2008-2009
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>EXPENDITURES</b>				
Police Cal OTS Grant				
Overtime Costs	3,789	8,518	6,135	
Training	2,360	1,338	-	
Equipment Purchase	48,826	1,037	-	
Traffic Congestion Relief projects	20,169	33,276	18,003	50,000
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Bridge)				
Construction		163,781		377,041
Engineering		4,431	5,892	14,108
Construction Engineering	15,015	7,408		65,609
Safe Routes to School: D04-0003				
Construction				312,375
Engineering				20,000
Construction Engineering				10,000
Dept of Trans: STPL 5159-11 SFD Rehab				
Construction	145,650			
Engineering	-			
Construction Engineering				
Dept of Trans: NMTPL 5159-12 (Pedestrian. Prg)				
Construction				225,000
Engineering				45,000
Construction Engineering				30,000
TAM Local Sts: STPL 5159-7 SFD Rehab Share				
Construction	38,371	159,469		134,469
Engineering	124	40,000	763	39,237
TAM Local Sts: suppl RBA Crk Pk Contr Shed				
Construction				25,000
TAM Safe Paths				
Construction		187,500		187,500
Engineering		37,500	3,000	34,500
Construction Engineering		25,000		25,000
Prop 1B Allocation: paving projects				
Construction				300,000
Engineering				60,000
Construction Engineering				40,000
SFD Median Project				
Construction	4,100	20,583	17,430	3,153
Engineering	4,400			
<b>TOTAL EXPENDITURES</b>	<b>282,804</b>	<b>689,841</b>	<b>51,223</b>	<b>1,997,992</b>
<b>TRANSFERS OUT</b>				
to Measure G Bond Proceeds Fund	19,269	4,911	4,911	
<b>TRANSFERS OUT</b>	<b>19,269</b>	<b>4,911</b>	<b>4,911</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>302,073</b>	<b>694,752</b>	<b>56,134</b>	<b>1,997,992</b>

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**APPROPRIATIONS LIMIT DATA  
2008 - 2009 SUMMARY**

<b>2007-08 APPROPRIATIONS LIMIT</b>		<b>7,442,386</b>
<b>CALCULATION OF 2008-09 APPROPRIATIONS LIMIT</b>		
1. Annual Change Factors:		
Per Capita Personal Income <i>or</i>	4.290%	←
Non-residential Assessed Valuation <i>plus</i>	0.587%	
San Anselmo Population <i>or</i>	1.030%	←
Marin County Population ( <i>whichever is greater</i> )	0.930%	
2. Calculation: $(1 + .0429) \times (1 + .0103) =$		1.053642
<b>2008-09 APPROPRIATIONS LIMIT</b>		<b>7,841,610</b>
<b>2008-09 ESTIMATED TAX PROCEEDS SUBJECT TO APPROPRIATIONS LIMIT</b>		
Current Year Property Taxes	4,877,420	
ERAF	725,731	
Supplemental Property Taxes	152,916	
Municipal Services Tax	455,959	
Sales Tax	804,407	
Property Tax In Lieu of Sales Tax	273,873	
Property Transfer Tax	92,951	
Business License Tax	294,404	
Motor Vehicle License Fees	60,426	
Property Tax In Lieu of Motor Vehicle License Fees	932,378	
Homeowners Exemption	36,214	
<b>TOTAL TAX PROCEEDS SUBJECT TO LIMIT</b>		<b>8,706,679</b>
<b>2008-09 EXPENDITURES EXEMPT FROM LIMIT</b>		
Social Security payments	364,527	
Unemployment Insurance	25,000	
FLSA - Fire	31,027	
Unreimbursed Booking Fees	12,017	
Capital Equipment: Fire Truck	52,604	
Capital Equipment: 5 yr LP Financial Software	90,000	
Capital Facilities: Town Share, Flood Recovery Costs	-	
Capital Facilities: TH Tower/ Carpet Rpr/TH Generator	131,309	
Capital Facilities: Road Maintenance Projects	400,000	
Debt Service -- MERA/LED/Fire Sta Muni Lease	254,113	
<b>TOTAL EXPENDITURES EXEMPT FROM LIMIT</b>		<b>1,360,597</b>
<b>2008-09 APPROPRIATIONS SUBJECT TO LIMIT</b>		<b>7,346,082</b>
<b>2008-09 ESTIMATED LEEWAY</b>		<b>495,527</b>

**APPROPRIATIONS LIMIT DATA  
2007 - 2008 SUMMARY -- REVISED**

<b>2006-07 APPROPRIATIONS LIMIT</b>		<b>7,058,886</b>
<b>CALCULATION OF 2007-08 APPROPRIATIONS LIMIT</b>		
1. Annual Change Factors:		
Per Capita Personal Income <i>or</i>	4.420%	←
Non-residential Assessed Valuation <i>plus</i>	0.055%	
San Anselmo Population <i>or</i>	0.550%	
Marin County Population ( <i>whichever is greater</i> ) **	0.970%	←
2. Calculation: (1 + .0442) X (1 + .0097) =		1.054329
<b>2007-08 APPROPRIATIONS LIMIT</b>		<b>7,442,386</b>
<b>2007-08 ESTIMATED TAX PROCEEDS SUBJECT TO APPROPRIATIONS LIMIT</b>		
Current Year Property Taxes	4,639,093	
ERAF	599,286	
Supplemental Property Taxes	203,888	
Municipal Services Tax	456,665	
Sales Tax	764,511	
Property Tax In Lieu of Sales Tax	244,234	
Property Transfer Tax	100,080	
Business License Tax	275,200	
Motor Vehicle License Fees	85,140	
Property Tax In Lieu of Motor Vehicle License Fees	873,830	
Homeowners Exemption	35,939	
<b>TOTAL TAX PROCEEDS SUBJECT TO LIMIT</b>		<b>8,277,866</b>
<b>2007-08 EXPENDITURES EXEMPT FROM LIMIT</b>		
Social Security payments	359,725	
Unemployment Insurance	30,000	
FLSA - Fire	38,940	
Unreimbursed Booking Fees	12,017	
Capital Equipment: Fire Truck	52,604	
Capital Equipment: 5 yr LP Financial Software	60,000	
Capital Facilities: Town Share, Flood Recovery Costs	-	
Capital Facilities: TH Tower/ Carpet Rpr/ADA ramps/Lib Flag	168,500	
Capital Facilities: Road Maintenance Projects	400,000	
Debt Service -- MERA/LED	101,966	
<b>TOTAL EXPENDITURES EXEMPT FROM LIMIT</b>		<b>1,223,751</b>
<b>2007-08 APPROPRIATIONS SUBJECT TO LIMIT</b>		<b>7,054,115</b>
<b>2007-08 ESTIMATED LEEWAY</b>		<b>388,272</b>

\*\* This percentage incorrectly stated as 1.2% in original calculation.

# TOWN OF SAN ANSELMO

## SALARY SCHEDULE - July 1, 2008

Classification Title	Annual Salary Range	
	(full time equivalent)	
	Low	High
Accounting-Benefits Technician II	54,780	66,576
Administrative Services Assistant I	39,744	48,300
Administrative Services Assistant II	43,272	52,596
Administrative/Permit Services Technician	49,236	59,856
Assistant Planner	55,704	67,704
Associate Planner	61,284	74,496
Building Inspector	63,756	77,496
Building Official		92,016
Child Care Instructor	30,144	36,636
Community Services Director		106,416
Finance & Administrative Services Director		121,608
Lead Library Assistant	40,068	48,696
Librarian I	47,892	58,212
Librarian II	53,628	65,184
Library Assistant	37,260	45,300
Library Technician	42,480	51,636
Maintenance Supervisor	57,024	69,324
Maintenance Worker I	39,996	48,624
Maintenance Worker II	44,040	53,532
Planning and Building Director		121,584
Planning Technician	50,532	61,416
Police Administrative Services Technician	49,236	59,856
Police Captain		118,476
Police Chief		135,660
Police Communications Dispatcher	49,260	59,880
Police Community Services Officer	49,260	59,880
Police Corporal	64,452	78,336
Police Dispatch Records Supervisor	59,124	71,868
Police Officer	61,380	74,604
Police Sergeant	73,788	89,688
Public Works Director		128,400
Recreation Coordinator I	39,744	48,300
Recreation Coordinator II	43,272	52,596

# TOWN OF SAN ANSELMO

## SALARY SCHEDULE - July 1, 2008

	<b>Annual Salary Range</b>	
<b>Classification Title</b>	(full time equivalent)	
	<b>Low</b>	<b>High</b>
Recreation Supervisor	51,948	63,144
Senior Maintenance Worker	47,532	57,768
Senior Planner	67,428	81,960
Town Librarian		108,180
Town Manager		155,652
NOTES:		
1. Salary Schedules for all employees include a 3.2% COLA as of July 1, 2008.		
2. Management salaries are at a flat rate.		
3. Flex staffing in classifications with I & II level designations, Assistant & Associate Planner		