



T H E T O W N O F
SAN ANSELMO

**ADOPTED BUDGET
& WORK PLAN**

2009 - 2010

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

Debra Stutsman, Town Manager

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Peter Breen
Mayor

Judy House
Vice Mayor



Ted Freeman
Councilmember

Ford Greene
Councilmember

Barbara Thornton
Councilmember

525 San Anselmo Avenue, San Anselmo, CA 94960-2682

www.townofsananselmo.org

(415) 258-4600 | Fax (415) 459-2477

July 22, 2009

Honorable Mayor and Members of the Town Council:

It is my pleasure to present the Fiscal Year 2009-10 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 2009-10.

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 2008-09

- **Flood Recovery in Town facilities** - Work is nearly complete to reconstruct and improve the downtown Fire Station and to flood proof the Town Hall complex.
- **Capital Projects** – The rail and walk repair on the bridge at Tunstead Avenue on Sir Francis Drake Blvd. was completed with federal and local grant funds.

- **Flood Recovery in Community** – Staff has worked with residents to submit federal grant requests for individual home elevations. 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 continues to be very successful, with a total of 650 citizens in the Ross Valley area trained. Seven additional San Anselmo residents participated in the two-day Citizens Emergency Response Team (CERT) preparedness program in the last year. The Town’s Disaster Council continues to meet to address preparedness for an earthquake, fire, flood or other disaster.
- **Greenhouse Gas Reduction** – The Police Department has purchased two hybrid cars and two ultra low emission patrol vehicles. San Anselmo will be among the first to get four electric car charging stations, thanks to a grant from Bay Area Air Quality Management District and Transportation Authority of Marin. The newly remodeled downtown Fire Station has solar panels, double paned windows and energy efficient lighting. The Council approved the Town Greenhouse Gas Emission Inventory so that these reductions can be tracked in the future.

Flood Recovery

The flood continues to have a major impact on the Town’s financial situation. Over \$6.8 million in flood recovery has been spent to date in Town-wide activities. We have received \$4.4 million in reimbursement from the Federal Emergency Management Agency (FEMA), the State Office of Emergency Services (OES), and the National Flood Insurance Program (NFIP). 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 3%, down from 6% last year and 7% the previous year, for a projected loss of revenue of \$90,000.

As the State of California continues to deal with a massive budget shortfall, takeaways of State funding for local government have become a reality. The legislature has passed a 2009-10 state budget that borrows \$513,476 from the Town’s property tax revenues (8%), with repayment in three years with interest. In order to ensure that we would be prepared for this eventuality, the proposed budget was prepared with a contingency reserve of \$422,163. As this budget goes to adoption, staff is exploring the possibility of participating in a statewide securitization bond issue which would provide the Town with the borrowed amount immediately, with the principal repayment, interest and issuance costs to be paid by the state.

To assist the Town through the last three 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 were

returned to the budget as promised. The Friends' have committed an additional \$68,800 to the Library in 2009-10. Their continuing generosity is much appreciated.

Changes in Funding:

The Town is not participating in the Tax Revenue and Anticipation Note (TRAN) program again 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 2009-10 TRAN would have resulted in a small 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 saved the Town \$125,000 in retirement costs and in 2009-10 it will save an additional \$75,000, making a cumulative savings over the first two years of \$325,000.

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 an elimination of the usual fund transfer to the Insurance Fund this fiscal year.

Grants:

The proposed budget reflects the carryover of a number of grants awarded in 2008-09, most of which are accounted for in the Traffic Congestion Relief Fund and the majority 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
- 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 - \$103,000

In addition, grant funding has been received for electric vehicle charging stations (\$17,500) and Police Department records management software (\$12,679)

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 2009-10 budget reflects funds for the following capital projects:

- Paving projects on Saunders Avenue and in the Saunders area neighborhood,
- Sidewalk improvements in the Wade Thomas School area.
- Crosswalk improvements at Saunders and Madrone Avenues.
- 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.

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

The Town department heads, in conjunction with the Town Manager, recommend three 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 2009-10:

- Continue to provide excellent customer service to the residents and business owners of San Anselmo through open and honest communication and ensuring follow through on all issues. We accomplish this by being good listeners, tolerant and empathetic to our customers' needs with a smile in our voice and a good sense of humor.
- Utilize technology to improve service delivery and efficiency, including tracking systems, records management, accounting and finance programs, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint, including fleet management, purchasing, capital improvements and equipment purchases.

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 2009-10 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 nine 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
Town Manager

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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.

- **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.

- **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.

Town of San Anselmo Funds continued

- **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.

- **Special Events**

Revenues and expenditures related to special events.

Town of San Anselmo Funds continued

- **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

2009 - 2010

DESCRIPTION	Estimated Fund Balance June 30, 2009	Revenue	Transfers In	Total Resources Available	Expenditures	Transfers Out	Estimated Fund Bal & Res June 30, 2010
General Fund	1,776,314	13,092,953	210,546	15,079,813	12,314,790	876,156	1,888,867
Capital Reconstruction	241,365	45,577	45,000	331,942	331,942	-	-
COPS	-	100,000	-	100,000	100,000	-	-
Downtown Revitalization	20,835	-	-	20,835	20,835	-	-
Emergency Projects	(956,822)	273,873	158,517	(524,432)	707,963	-	(1,232,395)
Equipment	175,945	30,909	272,639	479,493	394,883	-	84,610
Insurance	1,543,989	-	-	1,543,989	612,883	-	931,106
Isabel Cook Complex	(23,875)	93,588	-	69,713	93,588	-	(23,875)
Measure G Bond Proceeds	47,948	-	-	47,948	47,948	-	-
Measure G Debt Service	650,701	734,016	-	1,384,717	778,197	-	606,520
Recreation	53,027	989,539	-	1,042,566	989,539	-	53,027
Road Maintenance	1,749,274	214,600	400,000	2,363,874	892,343	-	1,471,531
Robson House	89,764	42,594	-	132,358	42,594	-	89,764
Special Events	3,620	-	-	3,620	3,620	-	-
State Gasoline Tax	-	210,546	-	210,546	-	210,546	-
Traffic Congestion Relief	460,893	1,339,019	-	1,799,912	1,799,912	-	-
TOTAL	5,832,978	17,167,214	1,086,702	24,086,894	19,131,037	1,086,702	3,869,155

* includes contingency and other reserves

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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 2009-10, the assessed valuation of San Anselmo is estimated to increase by approximately 3%.

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. By June 30, 2010 the Town estimates that it will have expended \$2,460,415 more in retirement costs than Pension Override tax collections received for this purpose.
- **Sales Tax:** The Town receives 1 percent of the 9.0 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. 2008-09 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 used to receive 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 now charging 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.
- **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 2009-10 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.
- **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. 2008-09 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. In 2008-09 no revenue was received in this category, due to the slowing economy. No In Lieu Tax revenue has been budgeted for 2009-10.

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.

GENERAL FUND EXPENDITURES

LABOR COSTS

- **Salaries:** Salaries and salary-related costs are the largest single expenditure for the Town, approaching 80% of the Town's expenditures including Fire Department compensation.
- **Final Salary/Leave Buyout:** Employees may opt to cash out one week of vacation per year. Upon separation from the Town, an employee's accrued vacation time payout costs and any other moneys due are paid from this category.
- **Health Benefits:** The Town has a cafeteria benefits plan that pays the equivalent of family Kaiser, dental, vision, a small life insurance policy for each employee and long-term disability premium currently in the amount of \$1,530 per month. A 10% medical premium increase is budgeted as of January 2010. Any unused portion of the cafeteria benefits plan is given to employees as "cashback" up to a cap of \$365 per month (\$200 per month for police employees). The cashback program offers flexibility to employees in their choices for health coverage and, for the majority of employees, the cashback cap results in premium cost savings that is shared by both the Town and the employees.
- **Retirement:** The Town is a member of the Public Employees Retirement System (PERS). The various plans are described in terms of a percentage of annual salary at a certain retirement age. For example, the 2% @ 55 plan allows an employee to retire at age 55 with 2% of his/her annual salary for each year of service. The Town has two separate retirement plans: one for sworn Police (Safety) employees and one for miscellaneous and non-sworn police employees (Non-Safety). The current rates for these plans are 39% and 26% respectively. The Town enacted second tier retirement plans in February, 2007 in order to reduce retirement costs. The current rates for these plans are 21% and 14% respectively. The Town pays the employee share, which is 9% for Safety and 8% for Non-Safety (7% for Tier 2). Since implementation of the Tier 2 plans in 2007, turnover in 17 Town positions has resulted in cumulative savings to date of \$325,000.
- **Payroll Taxes:** The Town participates in the Social Security at a rate of 7.65%, comprised of Old Age, Survivors, and Disability Insurance (OASDI) at 6.2% of total salary up to a limit of \$106,800, and of Medicare at a rate of 1.45% of total salary without limit.
- **Reimbursable Costs:** Costs associated with employee costs that are reimbursable, such as mileage allowance, uniforms, boots, and protective clothing
- **Overtime/Temporary:** Costs associated with overtime pay and temporary help.

SERVICES AND SUPPLIES

- **Legal Advertising:** Legally required advertising for noticing of public meetings, bidding, ordinances and General Plan amendments.

GENERAL FUND EXPENDITURES, continued

- **Vehicle Operations:** Preventive and repair maintenance for the Town fleet of cars, trucks and motorcycles.
- **Equipment Maintenance:** Town equipment, including office, radio, dispatch, radar and sound equipment, copy machines, postage machine, fax, mowers.
- **Publications & Dues:** Professional and technical publications and membership dues in professional organizations.
- **Outside Services:** Outside audits, technical consulting assistance, Joint Powers Agreements for county wide services and parking meter collection.
- **Training:** Workshops, seminars and conference to keep staff current.
- **Utilities:** Telephone, gas, electricity, water, sewer, and heat/air.
- **Building Maintenance:** Janitorial, heating and air conditioning and minor repairs.
- **Office Supplies:** Postage, copy paper, and miscellaneous supplies.
- **Department Supplies:** Tools, supplies and services related to the technical functions of each department.

TOWN OF SAN ANSELMO

GENERAL FUND

Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-08		2008-09		2009-10	
	Actual	%Total	Rev Budget	Est. Actual	Budget	%Total
BEGINNING BALANCE	1,478,653		2,045,876	2,045,876	1,776,314	
REVENUE						
Property and Other Taxes	10,478,996	79.5%	10,475,699	10,542,577	10,773,165	82.3%
Licenses, Permits, Fees, Fines	1,154,294	8.8%	1,020,106	946,028	970,602	7.4%
Use of Money & Property	316,026	2.4%	102,048	121,463	127,955	1.0%
Other Agency Revenue	189,167	1.4%	200,714	163,831	153,207	1.2%
Fees for Services, Misc	1,042,325	7.9%	1,085,244	958,412	1,068,024	8.2%
SUB TOTAL	13,180,808	100.0%	12,883,811	12,732,311	13,092,953	100.0%
TRANSFERS IN	234,417		240,263	210,546	210,546	
TOTAL: REV & TRFS	13,415,225		13,124,074	12,942,857	13,303,499	
TOTAL RESOURCES	14,893,878		15,169,950	14,988,733	15,079,813	
EXPENDITURES						
Salaries	3,965,350	34.7%	4,207,496	4,196,447	4,376,603	35.5%
Benefits	2,096,066	18.3%	2,355,915	2,238,615	2,329,678	18.9%
Office & Dept Sup, Lib Mat	378,589	3.3%	237,430	248,776	227,454	1.8%
Training, Publications, Dues	70,579	0.6%	47,362	55,362	47,417	0.4%
Outside Serv, Legal Notices	4,504,343	39.4%	4,802,522	4,809,221	4,841,769	39.3%
Utilities	197,773	1.7%	199,176	194,230	205,087	1.7%
Bldg, Veh, Equip Maint	227,990	2.0%	285,594	264,197	286,782	2.3%
SUB TOTAL	11,440,690	100.0%	12,135,495	12,006,848	12,314,790	100.0%
TRANSFERS OUT	1,407,312		1,205,571	1,205,571	876,156	
RESERVES						
Contingency: committed funds						
Contingency: uncommitted funds			362,180		422,163	
Pension						
TOTAL: EXP, TRFS, RES	12,848,002		13,703,246	13,212,419	13,613,109	
Net Increase/(Decrease)	567,223		(579,172)	(269,562)	(309,610)	
ENDING BALANCE	2,045,876		1,466,704	1,776,314	1,466,704	
Designated: Mch Pkg/SWARAC	49,103		48,723	55,682	61,506	
Undesignated: Excess Rev	579,172			309,610		
Undesignated	1,417,601		1,417,981	1,411,022	1,405,198	
TOTAL BUDGET	14,893,878		15,169,950	14,988,733	15,079,813	

GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2007-2008		2008-2009			2009-2010	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
PROPERTY & OTHER TAXES							
Property (Current Secured)	4,518,900	34.3%	4,794,245	4,794,245	37.7%	4,938,072	37.7%
Property (Current Unitary)	26,363	0.2%	22,726	28,206	0.2%	25,867	0.2%
Property (Current Unsecured)	110,449	0.8%	110,449	111,014	0.9%	111,014	0.8%
Property - ERAF return	1,133,218	8.6%	835,731	835,731	6.6%	835,731	6.4%
Property (Supplemental)	181,849	1.4%	152,916	119,836	0.9%	119,836	0.9%
Muni Services (net)	456,429	3.5%	455,959	455,959	3.6%	455,959	3.5%
Property (Pension)	1,450,772	11.0%	1,473,144	1,523,144	12.0%	1,568,838	12.0%
Homeowners Exemption	36,214	0.3%	36,214	36,214	0.3%	36,214	0.3%
Prop Tax In Lieu of MVLF	905,221	6.9%	932,378	960,740	7.5%	979,955	7.5%
Prop Tax In Lieu of Sales Tax	268,503	2.0%	273,873	303,044	2.4%	309,105	2.4%
Sales Tax	821,519	6.2%	804,407	816,573	6.4%	832,904	6.4%
Property Transfer	88,347	0.7%	92,951	50,950	0.4%	50,950	0.4%
Franchise - Garbage	198,963	1.5%	201,575	211,325	1.7%	215,551	1.6%
Franchise - Cable TV	199,678	1.5%	201,771	208,594	1.6%	208,594	1.6%
Franchise - Electricity & Gas	82,571	0.6%	87,360	87,002	0.7%	84,575	0.6%
PROPERTY TAXES	10,478,996	79.5%	10,475,699	10,542,577	82.8%	10,773,165	82.3%
PERMITS							
Business Licenses	300,909	2.3%	294,404	294,404	2.3%	294,404	2.2%
Parking Permits (Residential)	8,890	0.1%	8,689	9,062	0.1%	9,292	0.1%
Parking (Merchant Permits)	5,262	0.0%	5,491	6,959	0.1%	5,824	0.0%
Parking Meters	73,394	0.6%	69,600	62,495	0.5%	62,400	0.5%
Construction	606,171	4.6%	490,606	440,124	3.5%	440,124	3.4%
PERMITS	994,626	7.5%	868,790	813,044	6.4%	812,044	6.2%
FINES							
Vehicle Code	2,163	0.0%	270	(3,501)	0.0%	-	0.0%
Parking	136,165	1.0%	130,896	114,092	0.9%	136,165	1.0%
Library	21,340	0.2%	20,150	22,393	0.2%	22,393	0.2%
FINES	159,668	1.2%	151,316	132,984	1.0%	158,558	1.2%
USE OF MONEY & PROPERTY							
Interest	316,026	2.4%	102,048	121,463	1.0%	127,955	1.0%
Royalties (payphone commission)	-	0.0%	-	-	0.0%	-	0.0%
USE OF MONEY & PROPERTY	316,026	2.4%	102,048	121,463	1.0%	127,955	1.0%
OTHER AGENCY REVENUE							
Prop 172 Sales Tax (Public Safety)	93,196	0.7%	90,000	87,571	0.7%	87,581	0.7%
Abandoned Vehicle Program	7,884	0.1%	3,302	3,302	0.0%	3,302	0.0%
Motor Vehicle License	55,502	0.4%	60,426	32,990	0.3%	32,990	0.3%

GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2007-2008		2008-2009			2009-2010	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
OTHER AGENCY REVENUE, continued							
State Mandates Reimbursements	(984)	0.0%	17,181	5,682	0.0%	-	0.0%
State Library Aid	4,809	0.0%	4,809	4,290	0.0%	4,290	0.0%
State Library TBR Program	25,893	0.2%	20,044	25,044	0.2%	25,044	0.2%
Library Leadership Grant	-	0.0%	4,952	4,952	0.0%	-	0.0%
PD Grants: News/Tob/Star/911	2,867	0.0%	-	-	0.0%	-	0.0%
Safety Program	-	0.0%	-	-	0.0%	-	0.0%
OTHER AGENCY REVENUE	189,167	1.4%	200,714	163,831	1.3%	153,207	1.2%
FEES FOR SERVICES							
Banner Fees	-	0.0%	-	-	0.0%	-	0.0%
Fire - Sleepy Hollow Fire District	665,096	5.0%	825,160	744,064	5.8%	849,015	6.5%
Police Services	16,606	0.1%	13,872	13,872	0.1%	14,714	0.1%
Police Dispatch Services (COM)	21,450		23,470	23,470	0.2%	29,799	0.2%
Planning Fees	111,522	0.8%	74,208	67,224	0.5%	67,224	0.5%
Resale Inspections	31,257	0.2%	30,635	23,279	0.2%	23,279	0.2%
In Lieu Taxes: Local Agencies	20,486	0.2%	30,472	-	0.0%	-	0.0%
Field and Park Rental fees	5,190	0.0%	5,190	5,190	0.0%	5,190	0.0%
FEES FOR SERVICES	871,607	6.6%	1,003,007	877,099	6.9%	989,221	7.6%
MISCELLANEOUS							
Surplus Property Sales	4,125	0.0%	4,000	1,668	0.0%	4,000	0.0%
Other Misc Income	12,685	0.1%	3,000	2,160	0.0%	2,000	0.0%
Friends of Library donation	148,000	1.1%	64,437	67,215	0.5%	68,803	0.5%
Donations	5,908	0.0%	10,800	10,270	0.1%	4,000	0.0%
Budget Relief donations	-	0.0%	-	-	0.0%	-	0.0%
MISCELLANEOUS	170,718	1.3%	82,237	81,313	0.6%	78,803	0.6%
GENERAL FUND REVENUE	13,180,808	100%	12,883,811	12,732,311	100%	13,092,953	100%
TRANSFERS IN							
from COPS Fund							
from State Gasoline Tax Fund	234,417		240,263	210,546		210,546	
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							
TRANSFERS IN	234,417		240,263	210,546		210,546	
TOTAL REVENUE & TRANSFERS	13,415,225		13,124,074	12,942,857		13,303,499	

GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	2007-2008		2008-2009			2009-2010	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total	Total	BUDGET	ACTUAL	Total	BUDGET	Total
GENERAL FUND DEPTS							
Administration & Finance	744,803	5.8%	776,337	770,696	5.8%	797,187	5.9%
Contingency	-	0.0%	362,180	-	0.0%	422,163	3.1%
Engineering	268,968	2.1%	293,892	294,107	2.2%	283,367	2.1%
Fire	3,505,997	27.3%	3,838,191	3,773,138	28.6%	3,910,218	28.7%
Legal Services	147,038	1.1%	165,392	160,310	1.2%	165,392	1.2%
Library	484,601	3.8%	536,509	543,853	4.1%	536,608	3.9%
Non-Departmental	499,557	3.9%	385,668	356,794	2.7%	366,641	2.7%
Planning & Building	781,993	6.1%	842,827	824,160	6.2%	767,435	5.6%
Police	3,994,263	31.1%	4,177,790	4,203,475	31.8%	4,312,678	31.7%
Recreation-Gen Fund Support	84,760	0.7%	142,205	147,252	1.1%	174,072	1.3%
Street & Park Maintenance	902,497	7.0%	963,819	922,631	7.0%	969,836	7.1%
Town Council	26,213	0.2%	12,865	10,432	0.1%	31,357	0.2%
TOTAL EXPENDITURES	11,440,690	89.0%	12,497,675	12,006,848	90.9%	12,736,953	93.6%
GENERAL FUND TRANSFERS/RESERVES							
FROM CURRENT REVENUES							
to Cap Recon Fund	133,500	1.0%	142,000	142,000	1.1%	45,000	0.3%
to Equipment Fund	325,827	2.5%	252,021	252,021	1.9%	272,639	2.0%
to Insurance Fund	282,482	2.2%	118,033	118,033	0.9%	-	0.0%
to Isabel Cook Fund		0.0%	35,000	35,000	0.3%		0.0%
to Emergency Projects Fund	181,221	1.4%	158,517	158,517	1.2%	158,517	1.2%
to Recreation Fund	84,282	0.7%	100,000	100,000	0.8%		0.0%
to Special Events Fund		0.0%			0.0%		0.0%
to Road Maintenance Fund	400,000	3.1%	400,000	400,000	3.0%	90,390	0.7%
TRANSFERS- current revenue	1,407,312	11.0%	1,205,571	1,205,571	9.1%	566,546	4.2%
TOTAL EXP & TFRS OUT-CURRENT REVENUE	12,848,002	100.0%	13,703,246	13,212,419	100.0%	13,303,499	97.7%

GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	2007-2008		2008-2009			2009-2010	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
GENERAL FUND TRANSFERS							
FROM PRIOR YEAR REVENUES							
to Emergency Projects Fund		0.0%			0.0%		0.0%
to Road Maintenance Fund		0.0%			0.0%	309,610	2.3%
to Capital Recon fund (70%)		0.0%			0.0%		0.0%
to Equipment Replace Fund (30%)		0.0%			0.0%		0.0%
TRANSFERS-prior yr revenue	-	0.0%	-	-	0.0%	309,610	2.3%
GENERAL FUND TOTAL	12,848,002	100%	13,703,246	13,212,419	100%	13,613,109	103%

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.

2009-10 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.

2009-10 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2009-10:

- Continue to provide excellent customer service to the residents and business owners of San Anselmo through open and honest communication and ensuring follow through on all issues. We accomplish this by being good listeners, tolerant and empathetic to our customers' needs with a smile in our voice and a good sense of humor.
- Utilize technology to improve service delivery and efficiency, including tracking systems, records management, accounting and finance programs, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint, including fleet management, purchasing, capital improvements and equipment purchases.

ADMINISTRATION AND FINANCE

LABOR

Title	2007-08	2008-09	2009-10
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 II	.5	.8	.8
Total:	4.5	4.8	4.8

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 (\$30,401), financial reports and bank charges (\$12,000); payroll services (\$6,000); technology support (\$9,142); Human Resources assistance (\$7,800); office space/records management (\$500).

Training - Staff attendance at training seminars, meetings of the League of California Cities 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	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
LABOR COSTS								
Salaries	418,851	56.2%	435,250	433,160	56.2%	447,999	56.2%	
Health Benefits	57,741	7.8%	65,701	58,332	7.6%	60,744	7.6%	
Retirement	102,695	13.8%	110,536	110,620	14.4%	116,845	14.7%	
Payroll Taxes	30,547	4.1%	30,139	28,825	3.7%	31,740	4.0%	
Reimbursable Costs	4,200	0.6%	4,200	4,200	0.5%	4,200	0.5%	
Overtime/Temporary	10,482	1.4%	7,000	5,815	0.8%	7,000	0.9%	
LABOR COSTS	624,516	83.8%	652,826	640,952	83.2%	668,528	83.9%	
SERVICES & SUPPLIES								
Legal Advertising	825	0.1%	1,500	389	0.1%	1,500	0.2%	
Equipment Maintenance	11,259	1.5%	9,060	10,964	1.4%	8,675	1.1%	
Publications & Dues	445	0.1%	800	1,220	0.2%	800	0.1%	
Outside Services	58,826	7.9%	60,901	72,329	9.4%	65,843	8.3%	
Training	1,473	0.2%	6,500	1,038	0.1%	6,500	0.8%	
Utilities	12,841	1.7%	14,728	11,064	1.4%	15,319	1.9%	
Building Maintenance	11,375	1.5%	14,450	15,707	2.0%	14,450	1.8%	
Office Supplies	14,819	2.0%	10,572	11,404	1.5%	10,572	1.3%	
Department Supplies	8,424	1.1%	5,000	5,629	0.7%	5,000	0.6%	
SERVICES & SUPPLIES	120,287	16.2%	123,511	129,744	16.8%	128,659	16.1%	
TOTAL BUDGET	744,803	100%	776,337	770,696	100%	797,187	100%	

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 expenses. This year's contingency balance is reserved for expected takeaways from the State of California, the source and amount of which are not known at the time of budget preparation.

PROGRAM DETAIL	2007-2008			2008-2009			2009-2010
	ADOPTED BUDGET	INCREASES/ (DECREASES)	REVISED BUDGET	ADOPTED BUDGET	INCREASES/ (DECREASES)	REVISED BUDGET	PROPOSED BUDGET
Contingency: committed	117,350						
Contingency: uncommitted	40,000			70,291			422,163
Update Beginning Balance		11,966			379,189		
One Time ERAF- lawsuit settlement		377,488					
Bgt Reduction: St Library TBR Program		(22,780)					
Employee Salary Increases		(35,497)					
Decrease in Beg Bal/Safety Dollars		2					
Donations		100					
Mid Yr Rev: ERAF Lawsuit Interest		30,000					
Mid Yr Rev: Council Training		(2,000)					
Mid Yr Rev: Transfer to Emerg Fund		(181,221)					
Bgt Reduction: SHFD Pr Yr Credit		(86,103)					
Shared Dispatch Study		(8,333)					
PD Vehicle Computers		(25,547)					
Recreation Dept Support		(120,000)					
Mid Yr Rev: Addit tax revenue					160,000		
Mid Yr Rev: Add Prop 172 tax					90,000		
Mid Yr Rev: Add COPS funding					100,000		
Mid Yr Rev: Reduce planning fee revenue					(35,000)		
Mid Yr Rev: Reduce construction fee revenue					(125,000)		
Mid Yr Rev: Increase housing element project					(18,000)		
Mid Yr Rev: Revert to existing fire sta contract					(80,000)		
Mid Yr Rev: Purchase network router					(7,300)		
Mid Yr Rev: Purchase TH emerg horn/compressor					(37,000)		
Mid Yr Rev: Tfr to Insur Fund for overruns					(220,000)		
Year End Rev: Reverse tfr to Insur Fund					220,000		
Year End Rev: Tfr to ICC Fund to cover vacancies					(35,000)		
Year End Rev: Tfr to Rec Fund to cover losses					(100,000)		
TOTAL BUDGET	157,350	(61,925)	95,425	70,291	291,889	362,180	422,163

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.

2009-10 CHANGES/HIGHLIGHTS

The Department is utilizing the services of a consultant and contract engineer in order to complete the design, bid process and construction management for numerous capital projects, most of which are grant funded. A Senior Engineer position was approved in 2007-08, but the recruitment was unsuccessful. With the recent change in department management, staff is re-evaluating how to provide these engineering services most efficiently.

2009-10 GOALS/WORK PLAN

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- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint, including fleet management, purchasing, capital improvements and equipment purchases.

ENGINEERING

LABOR

Title	2007-08	2008-09	2009-10
Director of Public Works/Town Engineer	1	1	1
Total:	1	1	1

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	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total	
LABOR COSTS								
Salaries	127,158	47.3%	129,400	126,651	43.1%	131,968	46.6%	
Health Benefits	17,391	6.5%	19,894	16,343	5.6%	19,154	6.8%	
Retirement	36,303	13.5%	36,157	34,370	11.7%	20,446	7.2%	
Payroll Taxes	10,878	4.0%	11,190	9,823	3.3%	11,945	4.2%	
Reimbursable Costs	4,200	1.6%	4,200	5,981	2.0%	4,200	1.5%	
Overtime/Temporary	30,349	11.3%	39,774	25,754	8.8%	40,559	14.3%	
LABOR COSTS	226,279	84.1%	240,615	218,922	74.4%	228,273	80.6%	
SERVICES & SUPPLIES								
Legal Advertising	413	0.2%	720	-	0.0%	720	0.3%	
Vehicle Operations	-	0.0%	-	-	0.0%	-	0.0%	
Equipment Maintenance	2,192	0.8%	4,485	2,097	0.7%	4,100	1.4%	
Publications & Dues	30	0.0%	750	206	0.1%	750	0.3%	
Outside Services	14,206	5.3%	17,000	47,854	16.3%	18,907	6.7%	
Training	374	0.1%	2,400	523	0.2%	2,400	0.8%	
Utilities	8,050	3.0%	8,635	5,352	1.8%	8,930	3.2%	
Building Maintenance	11,873	4.4%	9,881	15,954	5.4%	9,881	3.5%	
Office Supplies	5,142	1.9%	8,806	3,117	1.1%	8,806	3.1%	
Department Supplies	409	0.2%	600	82	0.0%	600	0.2%	
SERVICES & SUPPLIES	42,689	15.9%	53,277	75,185	25.6%	55,094	19.4%	
TOTAL BUDGET	268,968	100%	293,892	294,107	100%	283,367	100%	

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.

2009-10 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.

The Department budget reflects an overall operating increase of 3.6%. Last year's adopted budget was based on the anticipation that a new contract would be adopted in September that would have allowed Sleepy Hollow to pay their share directly to Ross Valley Fire. That contract did not come to fruition; thus, reverting to the existing structure reflects an increase of 26.4% in the budget, which is offset by the revenue received from Sleepy Hollow.

2009-10 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2009-10:

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- Utilize technology to improve service delivery and efficiency, including tracking systems, records management, accounting and finance programs, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint, including fleet management, purchasing, capital improvements and equipment purchases.

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.

Building Maintenance – Property maintenance at Stations 19 and 20, located in San Anselmo.

EQUIPMENT

An equipment replacement schedule developed for the Ross Valley Fire Service calls for an equipment payment of \$63,710 from San Anselmo in 2009-10.

TOWN OF SAN ANSELMO

CALCULATION OF SLEEPY HOLLOW CONTRIBUTION TO FIRE DISTRICT FY 2009 - 2010

	RVFD Adopted Budget	Fairfax Share @ 0.304	San Anselmo Share @ 0.696	Sleepy Hollow Share @ 0.23 of San Anselmo Share Compensation Costs
Compensation				
Salaries	2,812,249	854,924	1,957,325	450,185
Employee Benefits	1,851,344	562,809	1,288,535	296,363
Reimbursable Costs	43,740	13,297	30,443	7,002
Overtime	312,079	94,872	217,207	49,958
Volunteers	23,160	7,041	16,119	3,707
Retirees' Health Insur	299,981	91,194	208,787	48,021
Insur: WC	273,481	83,138	190,343	43,779
Total Compensation:	5,616,034	1,707,274	3,908,760	899,015
Non-Compensation				
Liability Insurance	21,000	6,384	14,616	
Vehicle Maintenance	84,200	25,597	58,603	
Maintenance	17,700	5,381	12,319	
Contract Services	218,841	66,528	152,313	
Utilities	46,960	14,276	32,684	
Office Expenses	19,100	5,806	13,294	
Other Services/Sup	120,351	36,587	83,764	
Contingency	70,000	21,280	48,720	
Capital Outlay	107,152	32,574	74,578	
Debt Service	91,538	27,828	63,710	
Disaster Response/Recov		-	-	
Burn Trailer Expenses		-	-	
Total Non- Compensation:	796,842	242,240	554,602	
TOTAL BUDGET:	6,412,876	1,949,514	4,463,362	899,015
<i>less other 09-10 income sources:</i>	<i>534,746</i>			
<i>less prior year carryover:</i>	<i>260,000</i>			
TOTAL SHARED COST:	5,618,130	1,707,912	3,910,218	899,015
		Monthly Payment:	325,851.54	
			Quarterly Base Payments:	224,754

GENERAL FUND FIRE

PROGRAM DETAIL	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
SERVICES & SUPPLIES								
Outside Services	3,505,997	100%	3,838,191	3,773,138	100%	3,910,218	100%	
Out Svs: Safety Cleanup	-							
Building Maintenance								
SERVICES & SUPPLIES	3,505,997	100%	3,838,191	3,773,138	100%	3,910,218	100%	
TOTAL BUDGET	3,505,997	100%	3,838,191	3,773,138	100%	3,910,218	100%	
EQUIPMENT FUND								
Fire Equipment	52,604		54,317	66,202		63,710		
EQUIPMENT TOTAL	52,604		54,317	66,202		63,710		

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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.

2009-10 CHANGES/HIGHLIGHTS

The Department budget reflects an increase in the hourly rate to \$195, but no increase in the total budget.

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 2009-10 is budgeted for \$195.

GENERAL FUND LEGAL SERVICES

PROGRAM DETAIL	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
SERVICES & SUPPLIES								
General Legal Counsel	120,748	82.1%	71,700	122,293	76.3%	71,700	43.4%	
Litigation	21,844	14.9%	78,692	36,725	22.9%	78,692	47.6%	
Employment Legal Services	4,446	3.0%	15,000	1,292	0.8%	15,000	9.1%	
SERVICES & SUPPLIES	147,038	100%	165,392	160,310	100%	165,392	100%	
TOTAL BUDGET	147,038	100%	165,392	160,310	100%	165,392	100%	

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.

2009-10 CHANGES/HIGHLIGHTS

The Library budget has been maintained at a stable level, which allows for the Library to be open 38 hours per week. The Friends of the Library continue to contribute generously to the Library, with a total of \$67,215 in 2008-09, and a planned contribution of \$68,803 in 2009-10.

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 increased her hours to 38 per week.

2009-10 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2009-10:

- Continue to provide excellent customer service to the residents and business owners of San Anselmo through open and honest communication and ensuring follow through on all issues. We accomplish this by being good listeners, tolerant and empathetic to our customers' needs with a smile in our voice and a good sense of humor.
- Utilize technology to improve service delivery and efficiency, including tracking systems, records management, accounting and finance programs, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint, including fleet management, purchasing, capital improvements and equipment purchases.

LIBRARY

LABOR

Position	2007-08	2008-09	2009-10
Town Librarian	.83	.83	.83
Librarian I	.77	.77	.77
Library Technician	0	0	0
Lead Library Assistant	.83	.83	.83
Library Assistant	.77	.77	.77
Total	3.2	3.2	3.2

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	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
LABOR COSTS								
Salaries	192,009	39.6%	220,325	220,280	40.5%	234,933	43.8%	
Final Salary/Leave Payoff	-	0.0%		-	0.0%			
Health Benefits	40,752	8.4%	48,974	40,342	7.4%	42,353	7.9%	
Retirement	54,466	11.2%	61,749	63,652	11.7%	68,148	12.7%	
Payroll Taxes	19,284	4.0%	20,779	20,757	3.8%	21,598	4.0%	
Reimbursable Costs	110	0.0%	200	57	0.0%	200	0.0%	
Overtime/Temporary	43,625	9.0%	37,547	37,284	6.9%	33,376	6.2%	
LABOR COSTS	350,246	72.3%	389,574	382,372	70.3%	400,608	74.7%	
SERVICES & SUPPLIES								
Equipment Maintenance	9,001	1.9%	8,703	7,864	1.4%	5,400	1.0%	
Publications & Dues	366	0.1%	365	270	0.0%	365	0.1%	
Outside Services	15,126	3.1%	18,196	17,768	3.3%	18,969	3.5%	
Training	150	0.0%	225	462	0.1%	225	0.0%	
Utilities	11,850	2.4%	13,111	13,170	2.4%	14,292	2.7%	
Building Maintenance	20,222	4.2%	19,550	28,606	5.3%	19,550	3.6%	
Office Supplies	3,087	0.6%	3,100	2,092	0.4%	3,100	0.6%	
Books & Periodicals	37,976	7.8%	40,877	48,782	9.0%	33,291	6.2%	
Department Supplies	1,228	0.3%	3,300	3,772	0.7%	1,300	0.2%	
Historical Commission	89		900	87	0.0%	900	0.2%	
Collection Database	35,260	7.3%	38,608	38,608	7.1%	38,608	7.2%	
SERVICES & SUPPLIES	134,355	27.7%	146,935	161,481	29.7%	136,000	25.3%	
TOTAL BUDGET	484,601	100%	536,509	543,853	100%	536,608	100%	

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.

2009-10 CHANGES/HIGHLIGHTS

The Town participates in a number of Joint Powers Authority (JPA) agencies county wide and no increases are budgeted for any of these JPA's in 2009-10. The Town's technology support through Marin IT was previously budgeted in Non-Departmental, but this year it has been moved to the individual Department budgets.

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 (\$113,735); Transportation Authority of Marin (\$19,086); Marin Telecommunications Agency (\$27,855), MERA administrative fee (\$53,950), Marin Local Agency Formation Commission (\$5,975).

NON-DEPARTMENTAL SERVICES

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

Community Service Investments	2006-07	2007-08	2008-09	2009-10
Marin Mediation Services	1,750	2,867	2,982	3,071
Rebate for Marin Renters	5,627	5,740	5,740	5,740
Marin Abused Women's Services	5,000	5,000	5,000	5,000
Ross Valley Ecumenical Housing	0	1,500	1,500	1,500
Drake High School Safe & Sober	500	500	500	500
Jeanette Prandi Children's Center	2,732	2,732	2,732	2,732
Marin Housing BMR Program	0	1,793	1,793	1,793
Total:	15,609	20,132	20,247	20,336

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

Department supplies – County Office of Emergency Services assistance (\$8,066), and recognition and appreciation events for volunteers/employees (\$1,600).

Retiree's health insurance - Town's portion of retirees' health insurance benefits (\$78,300)

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

**GENERAL FUND
NON DEPARTMENTAL**

PROGRAM DETAIL	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%	
		Total			Total		Total	
SERVICES & SUPPLIES								
Tax Rebates	604	0.1%	1,250	1,557	0.4%	1,250	0.3%	
Promotion of Commerce	490	0.1%	1,000	1,275	0.4%	1,000	0.3%	
Publications & Dues	5,507	1.1%	5,000	5,507	1.5%	5,000	1.4%	
Outside Services	276,271	55.3%	274,670	270,111	75.7%	247,883	67.6%	
Training	-	0.0%	2,500	-	0.0%	2,500	0.7%	
Department Supplies	10,023	2.0%	11,911	10,538	3.0%	9,666	2.6%	
Note Expense	139,863	28.0%	-	-	0.0%	-	0.0%	
Health Insurance-Retirees	66,430	13.3%	67,500	67,010	18.8%	78,300	21.4%	
Solid Waste/Recycling Prg.	-	0.0%	200	-	0.0%	200	0.1%	
Safety Program	370	0.1%	21,637	797	0.2%	20,842	5.7%	
SERVICES & SUPPLIES	499,558	100%	385,668	356,795	100%	366,641	100%	
TOTAL BUDGET	499,558	100%	385,668	356,795	100%	366,641	100%	

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.

2009-10 CHANGES/HIGHLIGHTS

The Senior Planner position was filled in 2008-09, and the Assistant Planner has announced her retirement at the end of August of 2009. That position will not be filled in 2009-10 due to reduced demand for services resulting from the struggling economy.

Consultant's fees have been included in Outside Services for completion of the Town's update of the Town's Housing Element begun in 2008-09.

2009-10 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2009-10:

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- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint, including fleet management, purchasing, capital improvements and equipment purchases.

PLANNING AND BUILDING

LABOR

Title	2007-08 Planning & Building	2008-09 Planning & Building	2009-10 Planning & Building
Planning and Building Director	1	1	1
Building Official	1	1	1
Senior Planner	1	1	1
Building Inspector	1	1	1
Assistant Planner*	1	1	0
Permit Technician	1	1	1
Total:	6	6	5
<i>*This position will not be filled in 2009-10 due to the poor economy.</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 (\$22,340), 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	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
LABOR COSTS								
Salaries	401,740	51.4%	481,251	434,724	52.7%	444,614	57.9%	
Health Benefits	70,855	9.1%	94,562	87,845	10.7%	82,184	10.7%	
Retirement	99,293	12.7%	119,530	103,899	12.6%	110,623	14.4%	
Payroll Taxes	31,370	4.0%	36,616	33,811	4.1%	33,888	4.4%	
Reimbursable Costs	2,490	0.3%	2,750	2,408	0.3%	2,750	0.4%	
Overtime/Temporary	14,644	1.9%	1,127	8,328	1.0%	1,127	0.1%	
LABOR COSTS	620,392	79.3%	735,836	671,015	81.4%	675,186	88.0%	
SERVICES & SUPPLIES								
Legal Advertising	50	0.0%	1,000	570	0.1%	1,000	0.1%	
Vehicle Maintenance	3,008	0.4%	1,500	2,720	0.3%	1,500	0.2%	
Equipment Maintenance	5,258	0.7%	6,085	4,503	0.5%	5,700	0.7%	
Publications & Dues	2,609	0.3%	2,360	1,299	0.2%	2,360	0.3%	
Outside Services	118,944	15.2%	62,250	113,215	13.7%	47,302	6.2%	
Training	3,990	0.5%	3,012	2,209	0.3%	3,012	0.4%	
Utilities	11,361	1.5%	12,146	10,161	1.2%	12,737	1.7%	
Building Maintenance	5,868	0.8%	7,173	8,908	1.1%	7,173	0.9%	
Office Supplies	10,445	1.3%	10,765	9,005	1.1%	10,765	1.4%	
Department Supplies	68	0.0%	700	555	0.1%	700	0.1%	
SERVICES & SUPPLIES	161,601	20.7%	106,991	153,145	18.6%	92,249	12.0%	
TOTAL BUDGET	781,993	100%	842,827	824,160	100%	767,435	100%	

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.

2009-10 CHANGES HIGHLIGHTS

2009-10 Budget:

The Department has traditionally experienced a high level of turnover and the last several years are no exception. At present, nine 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 in the past equaled approximately 84% of annual POST expenditures. This percentage has declined over the last several years with the State's financial woes. Unreimbursed POST training costs are charged to the Training line item at the end of the year. This year POST reimbursement is again running behind schedule and reimbursement received to date are estimated at less than 50%.

The budget reflects a decrease (9%) in the cost of the Major Crimes Task Force (\$44,000).

EQUIPMENT

The equipment replacement schedule developed for the Police Department calls for lease payment of \$83,555 in 2009-10.

2009-10 GOALS/WORKPLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2009-10:

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- Utilize technology to improve service delivery and efficiency, including tracking systems, records management, accounting and finance programs, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint, including fleet management, purchasing, capital improvements and equipment purchases.

POLICE

LABOR

Position	2007-08	2008-09	2009-10
Chief	1	1	1
Captains	2	2	2
Sergeants	4	4	4
Corporals			3
Officers	12	12	9
Sub-total sworn:	19	19	19
Dispatch Supervisor	1	1	1
Dispatchers	3	3	3
Sr. Police Administrative Services Assistant	1	1	1
Community Services Officer	2	2	2
Sub-total non-sworn:	7	7	7
Total:	26	26	26

One Corporal is a Detective assigned to Investigations. One Corporal 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 (\$44,000), 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.

GENERAL FUND POLICE

PROGRAM DETAIL	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
LABOR COSTS								
Salaries	2,053,288	51.4%	2,203,163	2,079,774	49.5%	2,334,652	54.1%	
Health Benefits	275,296	6.9%	344,301	321,360	7.6%	334,595	7.8%	
Retirement	779,703	19.5%	830,786	792,442	18.9%	812,231	18.8%	
Payroll Taxes	174,495	4.4%	184,502	179,799	4.3%	192,839	4.5%	
Reimbursable Costs	28,181	0.7%	25,380	37,099	0.9%	25,380	0.6%	
Overtime/Temporary	327,733	8.2%	230,992	427,251	10.2%	242,150	5.6%	
LABOR COSTS	3,638,696	91.1%	3,819,124	3,837,725	91.3%	3,941,847	91.4%	
SERVICES & SUPPLIES								
Vehicle Operations	75,352	1.9%	84,500	62,972	1.5%	84,500	2.0%	
Equipment Maintenance	11,770	0.3%	32,256	20,793	0.5%	31,871	0.7%	
Publications & Dues	5,394	0.1%	5,250	6,151	0.1%	5,250	0.1%	
Outside Services	99,645	2.5%	121,316	119,357	2.8%	128,575	3.0%	
Training	44,189	1.1%	10,000	31,635	0.8%	10,000	0.2%	
Utilities	52,789	1.3%	54,544	54,844	1.3%	56,250	1.3%	
Building Maintenance	17,922	0.4%	26,780	30,915	0.7%	26,780	0.6%	
Office Supplies	12,281	0.3%	8,455	10,678	0.3%	8,455	0.2%	
Department Supplies	36,225	0.9%	15,565	28,405	0.7%	19,150	0.4%	
SERVICES & SUPPLIES	355,567	8.9%	358,666	365,750	8.7%	370,831	8.6%	
TOTAL BUDGET	3,994,263	100%	4,177,790	4,203,475	100%	4,312,678	100%	

RECREATION – GENERAL FUND

The General Fund support of the Recreation Department in past years has been equal to the total compensation of the Community Services Director. In order to help bridge the funding shortfall experienced in 2003, 2004, 2005, and 2006, General Fund support was reduced, with a gradual shift of the Community Service Director's compensation to the Recreation Fund to be recovered through program fees.

In 2007, however, staff recognized that participation in municipal recreation programs countywide was down due to competition from the private sector, particularly with respect to summer camps and the preschool.

Beginning in 2007-08, in recognition of the financial obstacles experienced by the Recreation Department, a portion of the Community Services Director's total compensation, as well as janitorial services and internet access, was included in the General Fund budget.

In 2008-09, a total General Fund contribution to Recreation of \$142,205 was made, representing 83% of the Community Services Director's total compensation. This reflected the continuing difficulty of competing with programs in the private sector. In addition, equipment maintenance, building maintenance and internet costs were paid through the General Fund.

In 2009-10, 100% of the Community Services Director's total compensation is reflected in the General Fund, in addition to Equipment Maintenance (\$4,948), Building Maintenance (\$11,622) and internet access (\$4,682).

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	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
LABOR COSTS								
Salary-Recreation Director	52,092		88,591	88,831		108,544	62.4%	
Health Benefits	3,668		5,756	4,783		19,154	11.0%	
Retirement	12,455		24,907	18,712		16,926	9.7%	
Payroll Taxes	3,917		7,057	6,376		8,196	4.7%	
LABOR COSTS	72,132	0%	126,311	118,702	0%	152,820	87.8%	
SERVICES & SUPPLIES								
Outside Services: Interim Director				12,690		-	0.0%	
Equipment Maintenance			382	-		4,948	2.8%	
Building Maintenance	9,900		11,622	11,521		11,622	6.7%	
Utilities: Internet	2,728		3,890	4,339		4,682	2.7%	
SERVICES & SUPPLIES	12,628	0.0%	15,894	28,550	0.0%	21,252	12.2%	
TOTAL BUDGET	84,760		142,205	147,252		174,072	100.0%	

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.

2009-10 CHANGES/HIGHLIGHTS

The Building Supervisor's time is divided between the Street and Park Maintenance Department (35%), the Isabel Cook Complex Fund (45%), and the Robson Fund (20%).

2009-10 GOALS/WORKPLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2009-10:

- Continue to provide excellent customer service to the residents and business owners of San Anselmo through open and honest communication and ensuring follow through on all issues. We accomplish this by being good listeners, tolerant and empathetic to our customers' needs with a smile in our voice and a good sense of humor.
- Utilize technology to improve service delivery and efficiency, including tracking systems, records management, accounting and finance programs, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint, including fleet management, purchasing, capital improvements and equipment purchases.

STREET AND PARK MAINTENANCE

LABOR

Position	2007-08 Streets and Parks	2008-09 Streets and Parks	2009-10 Streets and Parks
Street and Parks Superintendent	1	0	0
Public Works Supervisor	0	1	1
Building Supervisor	0	.35	.35
Leadworker/Field Supervisor	1.35	0	0
Sr. Maintenance Worker	1	2	2
Maintenance Wkrs. I/II	3	2	2
Total:	6.35	5.35	5.35

* 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 (45%) and the Robson Fund (20%) 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 (\$29,639); 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 (\$21,605), 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	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
LABOR COSTS								
Salaries	267,388	29.6%	299,328	287,889	31.2%	309,903	32.0%	
Health Benefits	72,393	8.0%	88,063	84,924	9.2%	93,991	9.7%	
Retirement	65,462	7.3%	77,795	75,699	8.2%	82,796	8.5%	
Payroll Taxes	23,136	2.6%	26,237	24,654	2.7%	27,336	2.8%	
Reimbursable Costs	6,338	0.7%	6,000	4,037	0.4%	6,000	0.6%	
Overtime/Temporary	21,613	2.4%	27,808	14,766	1.6%	27,808	2.9%	
LABOR COSTS	456,330	50.6%	525,231	491,969	53.3%	547,834	56.5%	
SERVICES & SUPPLIES								
Vehicle Operations	23,573	2.6%	32,000	27,129	2.9%	32,000	3.3%	
Equipment Maintenance	741	0.1%	2,985	1,162	0.1%	2,600	0.3%	
Equipment Rental	963	0.1%	4,082	2,123	0.2%	4,082	0.4%	
Outside Services	253,219	28.1%	217,299	217,862	23.6%	200,343	20.7%	
Training	25	0.0%	3,500	2,028	0.2%	3,500	0.4%	
Utilities	98,154	10.9%	92,122	95,300	10.3%	92,877	9.6%	
Building Maintenance	7,693	0.9%	9,200	9,387	1.0%	9,200	0.9%	
Department Supplies	61,799	6.8%	77,400	75,671	8.2%	77,400	8.0%	
SERVICES & SUPPLIES	446,167	49.4%	438,588	430,662	46.7%	422,002	43.5%	
TOTAL BUDGET	902,497	100%	963,819	922,631	100%	969,836	100%	

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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. Effective in December 2009, the Councilmember stipend is increased to \$300 per month.

2009-10 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.

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	2007-2008		2008-2009			2009-2010		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
LABOR COSTS								
Council Salaries	5,940	22.7%	5,940	5,940	56.9%	11,970	38.2%	
Payroll Taxes	454	1.7%	454	455	4.4%	916	2.9%	
LABOR COSTS	6,394	24.4%	6,394	6,395	61.3%	12,886	41.1%	
SERVICES & SUPPLIES								
Outside Services	700	2.7%	-	-	0.0%	-	0.0%	
Election Expense	11,619	44.3%	-	-	0.0%	12,000	38.3%	
Training	6,027	23.0%	4,700	2,814	27.0%	4,700	15.0%	
Building Maintenance	21	0.1%	900	872	8.4%	900	2.9%	
Department Supplies	1,452	5.5%	871	351	3.4%	871	2.8%	
SERVICES & SUPPLIES	19,819	75.6%	6,471	4,037	38.7%	18,471	58.9%	
TOTAL BUDGET	26,213	100%	12,865	10,432	100%	31,357	100%	

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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. Prior to the recent funding crisis beginning in 2003, Town policy had 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). Because of the funding shortfalls in the past several years, Council has opted to allocate funds where they are most needed.

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.

2009-10 CHANGES/HIGHLIGHTS.

This budget year \$15,000 is budgeted for painting the trim pieces on the Library, \$10,000 for the Isabel Cook Community Center to replace the front doors and do kitchen repairs, and \$20,000 for repairs to the downtown and Butterfield fire stations.

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

2009-10 EXPENDITURES

<u>Recommended due to grants or loans:</u>	
<u>State Recycling Grant:</u> State funds for recycling containers.	20,445
<u>2002 RBA Per Capita Grant:</u> Creek Park Shed	33,577
<u>Town Hall Tower :</u> The Town Hall tower seismic retrofit.	50,000
Sub-total Grants and Loans	104,022
<u>Recommended due to liability and/or safety concerns:</u>	
<u>Disability Access improvements: General:</u> To be available for correcting accessibility barriers, pursuant to Americans with Disabilities Act (ADA).	15,312
<u>Disability Access:</u> To be used to design and execute plans for accessibility improvements. Carried over from previous year but remains a high priority.	47,160
<u>Library Painting:</u> To be used to paint the trim of the Library.	15,000
<u>Isabel Cook:</u> Replace the front doors and do repairs to the kitchen.	10,000
<u>Town Hall Generator Replacement:</u> To replace inoperable generator at Town Hall.	68,000
Sub-total liability and/or safety concerns:	155,472
<u>Recommended based on prior commitments and/or direction:</u>	
<u>Memorial Park</u> – 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 09-10 revenue of \$7,000 and \$24,596 carried over from 2006-07.	31,596
<u>Fire Stations - Building Repairs:</u> Repairs to the downtown station and Butterfield station.	33,694
Subtotal: prior commitments and/or direction:	65,290
<u>Other</u>	
<u>Unprogrammed Projects</u> For immediate, unanticipated minor emergency and unprogrammed projects. Also used for cost overruns on budgeted capital projects.	4,995
<u>Town Hall office space, second floor:</u> Renovations for 30-year old office space	2,163
Sub-total: Other:	7,158
Total 2009-10 Expenditures:	331,942

TOWN OF SAN ANSELMO
CAPITAL RECONSTRUCTION FUND
Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	237,231	273,623	273,623	241,365
REVENUE				
State Revenue	252,863	38,577	5,000	38,577
Revenue from other sources	7,000	25,000	25,000	7,000
SUB TOTAL	259,863	63,577	30,000	45,577
TRANSFERS IN	133,500	144,000	144,000	45,000
TOTAL: REVENUE & TRANSFERS IN	393,363	207,577	174,000	90,577
TOTAL RESOURCES	630,594	481,200	447,623	331,942
EXPENDITURES				
Recommended due to grants or loans	260,524	117,022	18,000	104,022
Recommended due to liability/safety	46,649	187,172	63,035	155,472
Recommended based on prior commitments & direction	39,550	138,784	100,493	65,290
Other	10,248	31,888	18,396	7,158
SUB TOTAL	356,971	474,866	199,924	331,942
TRANSFERS OUT	-	6,334	6,334	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	356,971	481,200	206,258	331,942
ENDING BALANCE	273,623	-	241,365	-
Designated: Other Projects	273,623	-	241,365	-
Undesignated	-	-	-	-
TOTAL BUDGET	630,594	481,200	447,623	331,942

CAPITAL RECONSTRUCTION FUND REVENUE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
STATE REVENUE				
State Recycling Grant	-	5,000	5,000	5,000
2000 Res Bond Act: Per Capita Grant	104,452			
2002 Res Bond Act: Per Capita Grant	153,901	33,577		33,577
Lansdale Playgd Improvement Allocation	(5,490)			
SUBTOTAL	252,863	38,577	5,000	38,577
REVENUE FROM OTHER SOURCES				
Marin County Creek Clean Up Grant		18,000	18,000	
Memorial Park Snack Shack proceeds	7,000	7,000	7,000	7,000
SUBTOTAL	7,000	25,000	25,000	7,000
TOTAL REVENUE	259,863	63,577	30,000	45,577
TRANSFERS IN				
from General Fund - current year funds	133,500	144,000	144,000	45,000
from General Fund - Excess Revenue Carryover				
from Recreation Fund				
TRANSFERS IN	133,500	144,000	144,000	45,000
TOTAL REVENUE & TRANSFERS IN	393,363	207,577	174,000	90,577

CAPITAL RECONSTRUCTION FUND EXPENDITURE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
RECOMMENDED DUE TO GRANTS/LOANS				
State Recycling Grant		15,445	-	20,445
2000 RBA Per Capita Grant: Tennis Courts	104,452			
2002 RBA Per Capita Grant: Creek Park				
2002 RBA Per Capita Grant: Memorial Park	64,021			
2002 RBA Per Capita Grant: Rec Center	25,280			
2002 RBA Per Capita Grant: RHCP Contribution				
2002 RBA Per Capita Grant: Tennis Courts	66,771			
2002 RBA Per Capita Grant: Crk Pk Contr Shed		33,577	-	33,577
Marin County Creek Clean Up Grant		18,000	18,000	-
Town Hall Tower Repair		50,000	-	50,000
SUBTOTAL:	260,524	117,022	18,000	104,022
RECOMMENDED DUE TO LIABILITY/SAFETY				
Disability Access - General	675	23,012	7,700	15,312
Disability Access - Design list of ADA projs		47,160		47,160
Library Flood Flaps		15,000	10,275	-
Library Trim Painting				15,000
ADA detectable warnings/ramps	45,974			
ICC doors replaced, kitchen repairs				10,000
Town Hall Compressor Replacement		22,000	25,633	-
Town Hall Generator Replacement		80,000	19,427	68,000
SUBTOTAL:	46,649	187,172	63,035	155,472
RECOMMENDED BASED ON PRIOR COMMITMENT				
Elders Garden development				
Memorial Park - Snack Shack Improvements		24,596	-	31,596
Fire Stations - Building repairs	1,810	14,188	493	33,694
Tennis Court repair	37,740			
Red Hill Community Park Contribution		100,000	100,000	-
SUBTOTAL	39,550	138,784	100,493	65,290
OTHER				
Unprogrammed Projects		16,470	11,475	4,995
Town Hall office space, 2nd floor	10,248	15,418	6,921	2,163
SUBTOTAL	10,248	31,888	18,396	7,158
TOTAL EXPENDITURES	356,971	474,866	199,924	331,942
TRANSFERS				
To Capital Reconstruction Fund	-	6,334	6,334	-
TOTAL EXPENDITURES & TRANSFERS OUT	356,971	481,200	206,258	331,942

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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 was not budgeted in the proposed 2008-09 budget. The items previous funded by COPS were added to the General Fund, Police Department budget. However, the COPS funds were, in fact, allocated and adjustment made mid year.

2009-10: Labor costs for a portion of an Officer are budgeted at \$100,000.

TOWN OF SAN ANSELMO
COPS STATE GRANT FUND
Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	-
REVENUE				
State COPS Grant	100,000	100,000	100,000	100,000
SUB TOTAL	100,000	100,000	100,000	100,000
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	100,000	100,000	100,000	100,000
TOTAL RESOURCES	100,000	100,000	100,000	100,000
EXPENDITURES				
Labor Costs	90,455	100,000	100,000	100,000
Other	9,545	-	-	-
SUB TOTAL	100,000	100,000	100,000	100,000
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	100,000	100,000	100,000	100,000
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	100,000	100,000	100,000	100,000

COPS STATE GRANT FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
STATE REVENUE				
COPS State Grant	100,000	100,000	100,000	100,000
TOTAL REVENUE	100,000	100,000	100,000	100,000
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	100,000	100,000	100,000	100,000
EXPENDITURES				
Labor Costs				
Salaries	42,611	75,930	75,930	59,261
Health Benefits	11,839			9,780
Retirement	17,985	18,300	18,300	25,622
Payroll Taxes	3,995	5,770	5,770	4,658
Reimbursable Costs	350			-
Overtime/Temporary	13,675			679
SUBTOTAL	90,455	100,000	100,000	100,000
Other				
Motorcycle Purchase				
Vehicle Parts and Equipment				
MERA Radio Equipment				
Computerized records management	9,545			-
Reserve				
SUBTOTAL	9,545	-	-	-
TOTAL EXPENDITURES	100,000	100,000	100,000	100,000
TRANSFERS OUT				
to General Fund - lead dispatch duties				
to general Fund - computerized records mgt				
SUBTOTAL	-			
to Equipment Fund - DMV Interface for CAD/RMS				
to Equipment Fund - police equipment				
SUBTOTAL	-	-	-	-
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	100,000	100,000	100,000	100,000

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.

In 2008-09 the Town received a \$2,500 grant from Marin County to support the Greenfield Avenue lighting project.

TOWN OF SAN ANSELMO
DOWNTOWN REVITALIZATION FUND
 Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	24,481	22,118	22,118	20,835
REVENUE	1,680	2,500	2,500	
TRANSFERS IN	-			
TOTAL: REVENUE & TRANSFERS IN	1,680	2,500	2,500	-
TOTAL RESOURCES	26,161	24,618	24,618	20,835
EXPENDITURES	4,043	24,618	3,783	20,835
SUB TOTAL	4,043	24,618	3,783	20,835
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	4,043	24,618	3,783	20,835
ENDING BALANCE	22,118	-	20,835	-
TOTAL BUDGET	26,161	24,618	24,618	20,835

DOWNTOWN REVITALIZATION FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Mosaic Obelisk donations				
Memorial bench donations	1,680			
S.A.V.E. donation, Creekside Q				
Marin County Greenfield Ave Lighting Grant		2,500	2,500	
Tree Forfeitures				
TOTAL REVENUE	1,680	2,500	2,500	-
TRANSFERS IN				
from General Fund				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	1,680	2,500	2,500	-
EXPENDITURES				
SA 2000 Beautification				
Tree Replacement		11,800	-	11,800
Streetscape Improvements (benches, lights)		2,500	2,500	
Plaza project	4,043	10,318	1,283	9,035
Mosaic Obelisk				
TOTAL EXPENDITURES	4,043	24,618	3,783	20,835
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	4,043	24,618	3,783	20,835

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. As of May 31, 2009, the Town has spent a total of \$5.6 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 \$3.1 million. Of the remaining \$2.5 million costs, the Town has funded \$1.7 million of fire station reconstruction with a municipal loan, leaving an as yet unreimbursed balance of \$800,000. The Town has transferred \$1.266 million in General Fund money into the Emergency Projects fund since 2005 to cover unreimbursed flood-related 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 floodproofing of the Town Hall complex, which is grant funded in the amount of \$149,000, is nearly complete, 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. In 2008-09 the Town did not participate in the TRAN. This is true for 2009-10 as well, due to the fact that the Town's cashflow position has been improved by the cash available in this fund as well as the reserves in the Road Maintenance and Insurance Funds.

TOWN OF SAN ANSELMO
EMERGENCY PROJECTS FUND
Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	261,004	(186,981)	(186,981)	(956,822)
REVENUE	1,364,132	776,135	998,030	273,873
TRANSFERS IN	181,221	158,517	158,517	158,517
TOTAL: REVENUE & TRANSFERS IN	1,545,353	934,652	1,156,547	432,390
TOTAL RESOURCES	<u>1,806,357</u>	<u>747,671</u>	<u>969,566</u>	<u>(524,432)</u>
EXPENDITURES	1,979,719	2,000,598	1,926,388	707,963
TRANSFERS OUT	13,619	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	1,993,338	2,000,598	1,926,388	707,963
ENDING BALANCE	(186,981)	(1,252,927)	(956,822)	(1,232,395)
TOTAL BUDGET	<u>1,806,357</u>	<u>747,671</u>	<u>969,566</u>	<u>(524,432)</u>

EMERGENCY PROJECTS FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
FEMA/OES Reimbursement	804,949		411,857	
OES: Flood Mit. Asst Grt -06: mitigation plan	10,515			
NCRS/OES: Streambank EWP	521,109			
OES: Flood Mit. Asst Grt -07: house elevations		692,489	503,043	189,446
Flood Insurance Claim				
Police Dept 9-1-1 Emergency Grant	20,000			
Community Donations				
Interest Earnings (Lease)	7,559	3,000	2,484	
Other Financing: Lease Proceeds		80,646	80,646	84,427
TOTAL REVENUE	1,364,132	776,135	998,030	273,873
TRANSFERS IN				
from General Fund	181,221	158,517	158,517	158,517
TRANSFERS IN	181,221	158,517	158,517	158,517
TOTAL REVENUE & TRANSFERS IN	1,545,353	934,652	1,156,547	432,390
EXPENDITURES				
Emergency Response				
Town Hall: Police and Council Chambers	533,006	209,000	282,059	50,000
Library				
Fire Station	868,149	940,592	970,568	300,000
Administration	62,424		12,201	10,000
Infrastructure: Allyn Slides/Streambank EWP	516,140			
FMA 07: house elevations		692,489	503,043	189,446
Annual Municipal Lease Payment		158,517	158,517	158,517
TOTAL EXPENDITURES	1,979,719	2,000,598	1,926,388	707,963
TRANSFERS OUT				
to Road Maintenance Fund	13,619			
TRANSFERS OUT	13,619	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	1,993,338	2,000,598	1,926,388	707,963

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 2009-10, \$15,000 in new funds has been allocated from the General Fund to the Equipment Fund for office furniture for Public Works (\$5,000) and Townwide computer hardware/software replacement (\$10,000). In addition, \$30,000 is reserved for the financial software purchase. Grant funding has been received for Police records software (\$12,679) and the Electric Car Charging Stations (\$17,500). Other projects included in 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 \$63,710 from the Town of San Anselmo this fiscal year. The Police Department vehicle equipment lease was renewed this year and resulted in an expenditure of \$83,555.

The debt service payment for the Marin Emergency Radio Authority (MERA) (\$64,298) 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.

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

TOWN OF SAN ANSELMO
EQUIPMENT FUND

Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	138,441	156,315	156,315	175,945
REVENUE				
Revenue	6,862	19,474	18,852	30,909
Other Sources of Funds	-	-	-	-
SUB TOTAL	6,862	19,474	18,852	30,909
TRANSFERS IN	325,827	258,355	258,355	272,639
TOTAL: REVENUE & TRANSFERS IN	332,689	277,829	277,207	303,548
TOTAL RESOURCES	471,130	434,144	433,522	479,493
EXPENDITURES				
Expenditures	239,477	268,893	180,224	319,447
Other Uses of Funds	75,338	75,353	75,353	75,436
SUB TOTAL	314,815	344,246	255,577	394,883
TRANSFERS OUT	-	2,000	2,000	-
TOTAL: EXPENDITURES, OTHER USES & TRANSFER	314,815	346,246	257,577	394,883
ENDING BALANCE	156,315	87,898	175,945	84,610
Designated: other equipment items	156,315	87,898	175,945	84,610
TOTAL BUDGET	471,130	434,144	433,522	479,493

EQUIPMENT FUND REVENUE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Police Pkg Enforce Veh Grant (Marin Cty)	5,000			
Police Vest Partner Grant	1,862	730	-	730
Police 911 Grant - software		18,744	18,852	
Police - DOJ RIMS software grant				12,679
Police - Electric Car Charging Station Grant				17,500
SUBTOTAL	6,862	19,474	18,852	30,909
OTHER SOURCES OF FUNDS				
Ca Energy Com: LED Conversion Loan				
SUBTOTAL	-	-	-	-
TOTAL REVENUE	6,862	19,474	18,852	30,909
TRANSFERS IN				
from General Fund - current year funds	325,827	252,021	252,021	272,639
from General Fund - Excess Revenue Carryover				
from Capital Reconstruction Fund		6,334	6,334	
from Seized Assets Fund				
from COPS State Grant Fund				
from Recreation Fund				
TRANSFERS IN	325,827	258,355	258,355	272,639
TOTAL REVENUE & TRANSFERS IN	332,689	277,829	277,207	303,548

EQUIPMENT FUND EXPENDITURE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
Fire - Equipment Reserve	52,604	54,317	66,202	63,710
Police - Patrol Cars (lease), incl MC Pkg Enf Veh Grt	79,131	81,651	81,651	83,555
Police - RIMS Software Grant				12,679
Police - Tactical Entry Shield	2,091			
Police - Portable 2-way radios, with accessories	12,140			
Police - Off-site Storage Container	6,702			
Police - Investigation Work Stations	5,871			
Police - Electric Car Charging Stations				22,438
Police - Arcview Mapping Software/Site License	-	3,400	-	
Police-Vest Partnership Grant	1,862	730	-	730
Police-PG&E Grant for EOC Generator		5,000	-	-
Police-Vehicle Computers	25,547			
Police - Logging Recorder		18,744	19,254	-
Police - Network Router		7,300	6,701	-
Streets - VersaLift and Mower Repair	7,543			
Public Works - Office Furniture				5,000
Engineering: Creek Monitoring Equipment	4,973			
Financial Software - 5 yr lease purchase	-	90,000	-	120,000
Council: Chamber Sound System	15,096			
Planning: Work Station		1,778	3,399	
Townwide Computer Hardware/Software	19,218	4,556	2,935	10,000
Townwide Postage Machine	5,592			
Rec -- Ross Valley Senior Prog Equipment	145	1,417	82	1,335
Rec Fund - Softball Uniforms	962			
TOTAL EXPENDITURES	239,477	268,893	180,224	319,447
OTHER USES OF FUNDS				
Debt Service Pay on LED Conversion Loan	11,138	11,138	11,138	11,138
Debt Service on MERA	64,200	64,215	64,215	64,298
TOTAL OTHER USES	75,338	75,353	75,353	75,436
TRANSFERS OUT				
to Capital Reconstruction Fund		2,000	2,000	
TRANSFERS OUT	-	2,000	2,000	-
TOTAL EXPENDITURES & TRANSFERS OUT	314,815	346,246	257,577	394,883

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.

2009-10 Highlights

Expenditures for Worker's Compensation and liability claims remained at a low level in 2008-09. The General Fund transfer to the Insurance Fund has been eliminated, 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 \$931,106, 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 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	1,539,079	1,640,578	1,640,578	1,543,989
REVENUE	-	-	-	-
TRANSFERS IN	282,482	118,033	118,033	-
TOTAL: REVENUE & TRANSFERS IN	282,482	118,033	118,033	-
TOTAL RESOURCES	1,821,561	1,758,611	1,758,611	1,543,989
EXPENDITURES	180,983	642,347	214,622	612,883
TRANSFERS OUT	-	-	-	-
RESERVE FOR CLAIMS	-	1,116,264	-	931,106
TOTAL: EXPENDITURES, TRFRS OUT & RESERVE:	180,983	1,758,611	214,622	1,543,989
ENDING BALANCE	1,640,578	-	1,543,989	-
TOTAL BUDGET	1,821,561	1,758,611	1,758,611	1,543,989

INSURANCE FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Premium Refunds from prior years (MCLMA)				
Premium Refunds from prior years (Workers Comp)				
TOTAL REVENUE	-	-	-	-
TRANSFERS IN				
from General Fund	282,482	118,033	118,033	-
TRANSFERS IN	282,482	118,033	118,033	-
TOTAL REVENUE & TRANSFERS IN	282,482	118,033	118,033	-
EXPENDITURES				
Liability Insurance Premium	126,843	115,598	115,368	138,970
Employee Assistance Program Premium	2,477		2,611	2,600
National Flood Insurance Program Premium	13,196	13,133	13,133	13,133
Workers Compensation Insurance Premium	106,667	108,616	108,616	123,180
Liability Insurance Claims	(17,451)	120,000	2,159	80,000
Workers Compensation Insurance Claims	(73,450)	60,000	(55,257)	40,000
State Unemployment Insurance Claims	2,652	25,000	14,112	15,000
Lawsuit Settlements	20,049	200,000	13,880	200,000
TOTAL EXPENDITURES	180,983	642,347	214,622	612,883
TRANSFERS OUT				
to General Fund				
RESERVE FOR CLAIMS		1,116,264		931,106
TOTAL EXPENDITURES, TRFRS OUT, & RESER	180,983	1,758,611	214,622	1,543,989

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. In 2008-09, due to significant vacancies, a year end transfer of \$35,000 was made from the General Fund to support this center.

LABOR

Title	2007-08	2008-09	2009-10
Building Supervisor*	0	.55	.45
Sr. Maintenance Worker	.55	0	0

*45% 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 20% 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.

2009-10 CHANGES/HIGHLIGHTS

The lower office space (3,800 square feet) has been vacated by the long-time tenant, Buckelew Programs and we have been unsuccessful in finding new tenants. Efforts continue to rent the space to new tenants. The budget reflects the probability that we will not be successful this fiscal year.

REVENUES

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

TOWN OF SAN ANSELMO
ISABEL COOK COMPLEX FUND
Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	(26,225)	(40,398)	(40,398)	(23,875)
REVENUE				
Rental Income	142,724	125,142	89,568	93,588
SUB TOTAL	142,724	125,142	89,568	93,588
TRANSFERS IN	-	35,000	35,000	-
TOTAL: REVENUE & TRANSFERS IN	142,724	160,142	124,568	93,588
TOTAL RESOURCES	116,499	119,744	84,170	69,713
EXPENDITURES				
Labor Costs	47,236	62,082	48,291	51,938
Services and Supplies	45,117	49,700	51,324	41,650
Capital Improvements	64,544	12,000	8,430	-
SUB TOTAL	156,897	123,782	108,045	93,588
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	156,897	123,782	108,045	93,588
Net Increase/(Decrease)	(14,173)	36,360	16,523	-
ENDING BALANCE	(40,398)	(4,038)	(23,875)	(23,875)
TOTAL BUDGET	116,499	119,744	84,170	69,713

**ISABEL COOK COMPLEX FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Rental Income: Aryiis	48,972	51,420	53,050	62,460
Rental Income: Buckelew Programs/new tenants	51,788	29,658	-	-
Rental Income: Social Justice Center	12,324	12,936	5,390	-
Rental Income: Spectrum	29,640	31,128	31,128	31,128
TOTAL REVENUE	142,724	125,142	89,568	93,588
TRANSFERS IN				
from General Fund		35,000	35,000	-
TRANSFERS IN	-	35,000	35,000	-
TOTAL REVENUE & TRANSFERS IN	142,724	160,142	124,568	93,588
EXPENDITURES				
LABOR COSTS				
Salaries	28,486	38,129	28,578	31,820
Health Benefits	8,889	9,646	9,348	8,514
Retirement	7,334	10,647	7,431	9,171
Payroll Taxes	2,046	3,060	2,303	1,973
Reimbursable Costs	481	600	631	460
Overtime/Temporary	-	-	-	-
LABOR COSTS	47,236	62,082	48,291	51,938
SERVICES & SUPPLIES				
Vehicle Operations	728	700	51	750
Outside Services	5,267	6,000	6,560	6,000
Training	-	200	-	200
Utilities	17,833	22,000	15,231	15,000
Building Maintenance	16,274	16,000	23,994	14,000
Building Maintenance: Janitorial Service	3,949	3,600	4,496	4,500
Office Supplies	159	100	289	100
Department Supplies	532	500	703	500
Equipment	375	600		600
SERVICES & SUPPLIES	45,117	49,700	51,324	41,650
CAPITAL IMPROVEMENTS				
Multi Purpose Room Renovations				
Exterior Wall Repair	-	12,000	8,430	
Boiler System Upgrade	64,544			
CAPITAL IMPROVEMENTS	64,544	12,000	8,430	-
TOTAL EXPENDITURES	156,897	123,782	108,045	93,588
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	156,897	123,782	108,045	93,588

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, \$47,948, 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 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	115,178	100,631	100,631	47,948
REVENUE	-	-	-	-
TRANSFERS IN	4,911	-	-	-
TOTAL: REVENUE & TRANSFERS IN	4,911	-	-	-
TOTAL RESOURCES	120,089	100,631	100,631	47,948
EXPENDITURES	19,458	100,631	52,683	47,948
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	19,458	100,631	52,683	47,948
Net Increase/(Decrease)	(14,547)	(100,631)	(52,683)	(47,948)
ENDING BALANCE	100,631	-	47,948	-
Designated: 02-03 Phase II Resurfacing Projects				
Designated: Non-Maintained Roads	100,631		47,948	
Designated: future projects				
TOTAL BUDGET	120,089	100,631	100,631	47,948

**MEASURE G BOND PROCEEDS FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Bond Proceeds, Series 2003				
TOTAL REVENUE	-	-	-	-
TRANSFERS IN				
from Traffic Congestion Relief Fund	4,911			
TRANSFERS IN	4,911	-	-	-
TOTAL REVENUE & TRANSFERS IN	4,911	-	-	-
EXPENDITURES				
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	19,458	100,631	52,683	47,948
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): Coneng				
Match: Safe Routes to Schools Const/Conting				
Match: Safe Routes to Schools Engineering				
Match: Safe Routes to Schools ConEng				
TOTAL EXPENDITURES	19,458	100,631	52,683	47,948
TRANSFERS OUT				
to Debt Service Fund				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	19,458	100,631	52,683	47,948

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
- 2009-10: .6 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
- 2009-10: 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
- 2009-10: .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
- 2009-10: .6 cents

The total estimated Measure G Debt Service in 2009-10 is estimated at 2.9 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 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	663,194	664,718	664,718	650,701
REVENUE	749,020	691,143	746,591	734,016
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	749,020	691,143	746,591	734,016
TOTAL RESOURCES	<u>1,412,214</u>	<u>1,355,861</u>	<u>1,411,309</u>	<u>1,384,717</u>
EXPENDITURES	747,496	761,668	760,608	778,197
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	747,496	761,668	760,608	778,197
Net Increase/(Decrease)	1,524	(70,525)	(14,017)	(44,181)
ENDING BALANCE	664,718	594,193	650,701	606,520
TOTAL BUDGET	<u>1,412,214</u>	<u>1,355,861</u>	<u>1,411,309</u>	<u>1,384,717</u>

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

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
PROPERTY TAXES				
Property (Current Secured)	665,932	619,997	681,138	669,499
Property (Current Unitary)	22,307	19,057	30,701	30,176
Property (Current Unsecured)	9,699	9,069	8,079	7,941
Property (Supplemental)	27,267	24,710	12,390	12,178
Homeowners Exemption	6,748	6,310	6,330	6,222
OTHER				
Interest Earnings	17,067	12,000	7,953	8,000
TOTAL REVENUE	749,020	691,143	746,591	734,016
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	749,020	691,143	746,591	734,016
EXPENDITURES				
Debt Service Payments: Principal	245,000	270,000	270,000	300,000
Debt Service Payments: Interest	500,966	489,078	489,078	475,607
Bond Administrative Fees	1,530	2,590	1,530	2,590
TOTAL EXPENDITURES	747,496	761,668	760,608	778,197
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	747,496	761,668	760,608	778,197

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 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.

2008-09 BUDGET YEAR

The Recreation Fund completed the fiscal year with an estimated fund balance of \$53,027. Estimated actual revenues represented approximately 85% of budgeted revenues while estimated actual expenditures represented approximately 90% of budgeted expenditures. A year end transfer of \$100,000 from the General Fund was made to support this fund.

2009-10 CHANGES/ HIGHLIGHTS

100% of the Community Services Director's total compensation is funded through the General Fund this budget year.

2009-10 GOALS/ WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2009-10:

- Continue to provide excellent customer service to the residents and business owners of San Anselmo through open and honest communication and ensuring follow through on all issues. We accomplish this by being good listeners, tolerant and empathetic to our customers' needs with a smile in our voice and a good sense of humor.
- Utilize technology to improve service delivery and efficiency, including tracking systems, records management, accounting and finance programs, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint, including fleet management, purchasing, capital improvements and equipment purchases.

RECREATION

LABOR

Title	2007-08	2008-09	2009-10
Community Services Director	0	1	1
Recreation Director	1	0	0
Recreation Supervisor	0	0	0
Recreation Coordinator I/II	4.6	4.6	4.6
Administrative Services Assistant I	0	0	0
Childcare Worker	.6	.6	.6
Total	6.2	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 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	(10,905)	-	-	53,027
REVENUE				
Program Revenue	919,015	1,029,998	878,293	989,539
SUB TOTAL	919,015	1,029,998	878,293	989,539
TRANSFERS IN	84,282	100,000	100,000	-
TOTAL: REVENUE & TRANSFERS IN	1,003,297	1,129,998	978,293	989,539
TOTAL RESOURCES	992,392	1,129,998	978,293	1,042,566
EXPENDITURES				
Program Administration	454,211	411,437	399,621	418,606
Program Operations	538,181	618,561	525,645	570,933
SUB TOTAL	992,392	1,029,998	925,266	989,539
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	992,392	1,029,998	925,266	989,539
Net Increase/(Decrease)	10,905	100,000	53,027	-
ENDING BALANCE	-	100,000	53,027	53,027
TOTAL BUDGET	992,392	1,129,998	978,293	1,042,566

RECREATION FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Sports Programs	445,056	439,071	398,505	419,150
Cultural Programs	79,619	118,045	58,751	65,200
School Programs	315,654	372,622	322,558	400,685
Events and other revenue	78,686	100,260	98,479	104,504
TOTAL REVENUE	919,015	1,029,998	878,293	989,539
TRANSFERS IN				
from General Fund	84,282	100,000	100,000	-
TRANSFERS IN	84,282	100,000	100,000	-
TOTAL REVENUE & TRANSFERS IN	1,003,297	1,129,998	978,293	989,539
EXPENDITURES: PROGRAM ADMINISTRATION				
LABOR COSTS				
Salaries, Hourly Paid, Overtime	239,340	216,655	217,407	212,040
Benefits, Retirement, Taxes, Reimb Costs	125,880	120,482	120,844	119,066
LABOR COSTS	365,220	337,137	338,251	331,106
SERVICES & SUPPLIES				
Facility Rental	-	-	-	-
Dues and Publications	670	500	450	1,000
Outside Services	1,217	1,800	652	3,880
Training	1,392	-	351	1,000
Utilities & Building Maintenance	13,339	15,000	12,666	15,000
Office Supplies	3,820	6,000	3,493	6,000
Credit Card Fees	18,591	16,000	17,646	16,120
Marketing and Promotional	44,194	25,000	19,496	26,500
Equipment	5,768	10,000	6,616	18,000
SERVICES & SUPPLIES	88,991	74,300	61,370	87,500
SUBTOTAL	454,211	411,437	399,621	418,606
EXPENDITURES: PROGRAM OPERATIONS				
Sports Programs	240,185	223,334	186,550	201,550
Cultural Programs	49,226	80,700	40,239	38,920
School Programs	244,421	284,677	270,457	301,713
Events and other revenue	4,349	29,850	28,399	28,750
SUBTOTAL	538,181	618,561	525,645	570,933
TOTAL EXPENDITURES	992,392	1,029,998	925,266	989,539
TRANSFERS OUT				
to General Fund				
to Equipment Fund				
to Capital Reconstruction Fund				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	992,392	1,029,998	925,266	989,539

**RECREATION FUND
ANALYSIS BY PROGRAM**

PROGRAM	2007 - 2008		Revenue over/(under) Expenses	2008 - 2009		Revenue over/(under) Expenses	2009 - 2010		Revenue over/(under) Expenses
	Actual Revenue	Actual Expenditures		Estimated Revenue	Estimated Expenditures		Revenue Budget	Expenditures Budget	
Sports	445,056	240,185	204,871	398,505	186,550	211,955	419,150	201,550	217,600
Culture	79,619	49,226	30,393	58,751	40,239	18,512	65,200	38,920	26,280
Schools	315,654	244,421	71,233	322,558	270,457	52,101	400,685	301,713	98,972
Events/Eq/Oth.	78,686	4,349	74,337	98,479	28,399	70,080	104,504	28,750	75,754
Program Admin	-	454,211	(454,211)	-	399,621	(399,621)	-	418,606	(418,606)
TOTAL:	919,015	992,392	(73,377)	878,293	925,266	(46,973)	989,539	989,539	-

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.

2009-10 CHANGES/HIGHLIGHTS

Road Impact fees for construction are estimated at \$170,000 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 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	<u>1,322,198</u>	<u>1,502,388</u>	<u>1,502,388</u>	<u>1,749,274</u>
REVENUE	329,830	318,600	215,764	214,600
TRANSFERS IN	413,619	400,000	400,000	400,000
TOTAL: REVENUE & TRANSFERS IN	<u>743,449</u>	<u>718,600</u>	<u>615,764</u>	<u>614,600</u>
TOTAL RESOURCES	<u>2,065,647</u>	<u>2,220,988</u>	<u>2,118,152</u>	<u>2,363,874</u>
EXPENDITURES	563,259	843,511	368,878	892,343
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES, RESR & TFRS OUT:	<u>563,259</u>	<u>843,511</u>	<u>368,878</u>	<u>892,343</u>
Net Increase/(Decrease)	180,190	(124,911)	246,886	(277,743)
ENDING BALANCE	<u>1,502,388</u>	<u>1,377,477</u>	<u>1,749,274</u>	<u>1,471,531</u>
Designated: Slurry Seal (Measure G Interest)	275,064	12,564	278,919	229,919
Designated: Road Impact Fees	911,865	1,164,455	1,080,569	924,826
Designated: Baldhill Improvements	21,632	21,632	21,632	21,632
Designated: General Fund Contributions	293,827	178,826	368,154	295,154
TOTAL BUDGET	<u>2,065,647</u>	<u>2,220,988</u>	<u>2,118,152</u>	<u>2,363,874</u>

ROAD MAINTENANCE FUND REVENUE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Interest Income, Measure G proceeds	7,780	5,000	3,855	1,000
Road Impact Fees: Construction	278,450	270,000	168,309	170,000
Road Impact Fees: Garbage Trucks	43,600	43,600	43,600	43,600
Baldhill Road Improvement Fees				
TOTAL REVENUE	329,830	318,600	215,764	214,600
TRANSFERS IN				
from General Fund	400,000	400,000	400,000	400,000
from Emergency Projects Fund	13,619			
TRANSFERS IN	413,619	400,000	400,000	400,000
TOTAL REVENUE & TRANSFERS IN	743,449	718,600	615,764	614,600

ROAD MAINTENANCE FUND EXPENDITURE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
EXPENDITURES				
Slurry Seal	-			
Construction		209,125	-	50,000
Engineering	47,200	23,350	-	
Construction Engineering		35,025	-	
Road Impact Fees: Greenfield Undergrounding				
Construction	4,500	11,011	-	
Engineering	15,284	-	17,253	
Road Impact Fees: Scenic Slide Repairs	69,841			
Road Impact Fees: Unprogrammed Paving				
Construction	40,752	30,000	25,953	
Engineering		20,000	-	
Road Impact Fees: ARRA Saunders match				95,245
Construction				14,193
Engineering				13,562
Construction Engineering				
Road Impact Fees: TAM STP grant match S.A. Ave				
Construction				32,112
Engineering				4,282
Construction Engineering				3,211
Road Impact Fees: Safe Routes Eng contrib Wade Thomas				30,000
Road Impact Fees: Prop 1B match				176,738
Gen Fd Contr: Unprogrammed Resurfacing	7,819	60,000	95,351	60,000
Gen Fd Contr: Unprogrammed Drainage	58,420	60,000	72,044	60,000
Gen Fd Contr: 07-08 Resurfacing Projects	319,443	295,000	119,597	
Gen Fd Contr: road maint-potholes, drainage		50,000		
Gen Fd Contr: APP/Design Stimulus		50,000	38,680	
Gen Fd Contr: 09-10 Drainage Proj: Scenic				53,000
Gen Fd Contr: 09-10 Resurfacing: Greenfield/Medway				300,000
TOTAL EXPENDITURES	563,259	843,511	368,878	892,343
RESERVES				
Slurry Seal (Interest Income, Measure G Funds)		12,564	278,919	229,919
Road Impact Fees		1,164,454	1,080,569	924,826
Baldhill Improvement Fees		21,632	21,632	21,632
General Fund Contributions		178,826	368,154	295,154
TOTAL RESERVES	-	1,377,476	1,749,274	1,471,531
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES, RESR & TFRS OUT	563,259	2,220,987	2,118,152	2,363,874

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.

2009-10 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.

LABOR

Title	2006-07	2007-08	2008-09	2009-10
Sr. Maintenance Worker	.10	.10	0	0
Building Supervisor*	0	0	.10	.20

*20% 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 45% 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 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	75,022	91,904	91,904	89,764
REVENUE				
Rental Income	42,594	42,594	42,594	42,594
SUB TOTAL	42,594	42,594	42,594	42,594
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	42,594	42,594	42,594	42,594
TOTAL RESOURCES	117,616	134,498	134,498	132,358
EXPENDITURES				
Labor Costs	8,496	11,552	8,666	22,767
Services and Supplies	17,216	28,196	36,068	19,827
Capital Improvements	-	-	-	-
SUB TOTAL	25,712	39,748	44,734	42,594
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	25,712	39,748	44,734	42,594
Net Increase/(Decrease)	16,882	2,846	(2,140)	-
ENDING BALANCE	91,904	94,750	89,764	89,764
TOTAL BUDGET	117,616	134,498	134,498	132,358

**ROBSON HOUSE FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
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	7,200	7,200	7,200	7,200
Robson House donations		-	-	
Robson House Association Donation		-	-	
TOTAL REVENUE	42,594	42,594	42,594	42,594
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	42,594	42,594	42,594	42,594
EXPENDITURES				
LABOR COSTS				
Salaries	5,147	6,933	5,196	13,924
Health Benefits	1,644	1,732	1,700	3,756
Retirement	1,333	1,831	1,351	4,005
Payroll Taxes	372	556	419	1,082
Reimbursable Costs				
Overtime/Temporary		500	-	
LABOR COSTS	8,496	11,552	8,666	22,767
SERVICES & SUPPLIES				
Outside Services	135	5,000	10,718	1,000
Utilities				
Telephone	834	900	773	800
Gas	2,051	2,000	1,521	1,500
Electricity	4,489	5,000	5,337	5,000
Water	306	400	1,748	400
Sanitary Charge	540	821	480	500
Building Maintenance	708	5,000	5,815	1,000
Building Maintenance; Janitorial Service	4,652	4,800	6,314	6,300
Possessory Tax Payment	2,309	2,355	2,367	2,377
Security System	840	920	840	850
Department Supplies	352	1,000	155	100
SERVICES & SUPPLIES	17,216	28,196	36,068	19,827
CAPITAL IMPROVEMENTS				
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENDITURES	25,712	39,748	44,734	42,594
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	25,712	39,748	44,734	42,594

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 Country Fair Day.

TOWN OF SAN ANSELMO
SPECIAL EVENTS FUND
Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	11,180	3,620	3,620	3,620
REVENUE	-	-	-	-
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	-	-	-	-
TOTAL RESOURCES	11,180	3,620	3,620	3,620
EXPENDITURES	7,560	3,620	-	3,620
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	7,560	3,620	-	3,620
Net Increase/(Decrease)	(7,560)	(3,620)	-	(3,620)
ENDING BALANCE	3,620	-	3,620	-
TOTAL BUDGET	11,180	3,620	3,620	3,620

**SPECIAL EVENTS FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Community Fair Receipts	-	-	-	
Creekside Q				
Chefs for the Avenue Dinner				
TOTAL REVENUE	-	-	-	-
TRANSFERS IN				
from General Fund				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	-	-	-	-
EXPENDITURES				
Country Fair	127	3,620		3,620
Creekside Q				
Chefs for the Avenue Dinner				
Centennial Events	7,433			
TOTAL EXPENDITURES	7,560	3,620	-	3,620
TRANSFERS OUT				
to General Fund				
to Downtown Revit Fund: Crkside Q proceeds				
to Downtown Revit Fund: Chefs' Dinner proceeds				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	7,560	3,620	-	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.

These funds, also known as the Highway Users Tax, are being discussed in Sacramento as possibly being taken from local government to balance the State budget.

TOWN OF SAN ANSELMO
STATE GASOLINE TAX FUND
Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	-
REVENUE	234,417	240,264	210,546	210,546
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	234,417	240,264	210,546	210,546
TOTAL RESOURCES	234,417	240,264	210,546	210,546
EXPENDITURES	-	-	-	-
TRANSFERS OUT	234,417	240,264	210,546	210,546
TOTAL: EXPENDITURES & TRANSFERS OUT:	234,417	240,264	210,546	210,546
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	234,417	240,264	210,546	210,546

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

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
STATE REVENUE				
State Gas Tax revenue	234,417	240,264	210,546	210,546
TOTAL REVENUE	234,417	240,264	210,546	210,546
TRANSFERS IN	-			
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	234,417	240,264	210,546	210,546
EXPENDITURES				
TOTAL EXPENDITURES	-	-	-	-
TRANSFERS OUT				
to General Fund, Street Maintenance	234,417	240,264	210,546	210,546
TRANSFERS OUT	234,417	240,264	210,546	210,546
TOTAL EXPENDITURES & TRANSFERS OUT	234,417	240,264	210,546	210,546

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 2009-10 is revenue associated with the following grants:

- 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. (\$338,760 carried over from 08-09)
- 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. (\$268,340 carried over from 08-09).
- TAM Local Streets (07-08) funds allocated by the Transportation Authority of Marin (TAM) were used for the match for the Sir Francis Drake rehabilitation project (\$84,070). Remaining funds (\$114,515) will be reallocated by TAM in a future period.
- TAM Local Streets (08-09) funds allocated by the Transportation Authority of Marin (TAM) were fully expended for the Greenfield project (\$114,325).
- TAM Local Streets (09-10) funds allocated by the Transportation Authority of Marin (TAM) to be used for matching funds for the Saunders area neighborhood paving project (\$103,214).
- 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. (\$216,310 carried over from 08-09).
- State Proposition 1B funds for road resurfacing and accessible curb ramps placement for the Saunders area neighborhood project on Taylor Street, Park Drive, Tamal Avenue, Yolanda Avenue, Alder Avenue, Brennfleck Avenue, Berlin Avenue and Karl Avenue. (\$400,000 received in 08-09, budgeted to be spent in 09-10).

TOWN OF SAN ANSELMO
TRAFFIC CONGESTION RELIEF FUND
Proposed Budget, Fiscal Year 2009 - 2010

Description	2007-2008	2008-2009		2009-2010
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	129,606	94,861	94,861	460,893
REVENUE	40,257	2,164,815	1,205,884	1,339,019
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	40,257	2,164,815	1,205,884	1,339,019
TOTAL RESOURCES	169,863	2,259,676	1,300,745	1,799,912
EXPENDITURES	70,091	2,108,109	839,852	1,799,912
TRANSFERS OUT	4,911	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	75,002	2,108,109	839,852	1,799,912
Net Increase/(Decrease)	(34,745)	56,706	366,032	(460,893)
ENDING BALANCE	94,861	151,567	460,893	-
Designated: TCRF Funds	94,861	-	70,048	-
Designated: Prop IB Allocation	-	-	365,845	-
Designated: TAM Local Sits	-	-	25,000	-
TOTAL BUDGET	169,863	2,259,676	1,300,745	1,799,912

TRAFFIC CONGESTION RELIEF FUND REVENUE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Cal OTS Speed Reduction Grant	6,135			
State Traffic Congestion Relief allocation, FY 08-09		106,706	106,706	
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Brdg	11,737	455,824	434,818	
Trans Dev Act Bike Rack Grant				
FEMA Hazard Mitigation Grant (Red Hill ByPass)				
Safe Routes to School: D04-0003		342,375	3,615	338,760
Dept of Trans: STPLX 5159-11 (SFD Rehab)				
Dept of Trans: NMTPL 5159-12 (Pedestrian. Prg)		300,000	31,660	268,340
TAM Local Sts 07-08 Allocation		198,585	84,070	
TAM Local Sts 08-09 Allocation	885	114,325	114,325	
TAM Local Sts 09-10 Allocation				103,214
TAM Safe Paths Allocation	3,000	247,000	30,690	216,310
TAM: STP Grant for S.A. Avenue overlay				145,395
Prop 1B Allocation: paving projects		400,000	400,000	
ARRA: Saunders Avenue overlay				267,000
SFD Median Project	18,500			
TOTAL REVENUE	40,257	2,164,815	1,205,884	1,339,019
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	40,257	2,164,815	1,205,884	1,339,019

TRAFFIC CONGESTION RELIEF FUND EXPENDITURE SUMMARY

DESCRIPTION	2007-2008	2008-2009		2009-2010
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
EXPENDITURES				
Police Cal OTS Grant	6,135			
Traffic Congestion Relief Saunders neighborhood	32,662	50,000	131,519	70,048
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Bridge)				
Construction		377,041	377,041	-
Engineering	5,892	13,174	-	-
Construction Engineering	935	65,609	57,777	-
Safe Routes to School: D04-0003 Wade Thomas School				
Construction		312,375	-	312,375
Engineering		20,000	3,615	16,385
Construction Engineering		10,000	-	10,000
Dept of Trans: NMTPL 5159-12 (NTPP Program)				
Construction		225,000	-	225,000
Engineering		45,000	31,660	13,340
Construction Engineering		30,000	-	30,000
TAM Local Sts :07-08 STPL 5159-11 SFD Rehab Share				
Construction		134,469	52,146	-
Engineering	884	39,116		
Construction Engineering			6,924	
TAM Local Sts: 07-08 supple RBA Crk Pk Contr Shed				
Construction		25,000	-	25,000
TAM Local Sts: 08-09 Greenfield Underground				
Construction		114,325	114,325	-
TAM Local Sts: 09-10 Local Sts Saunders neighborhood				
TAM Safe Paths: Woodside/Butterfield				
Construction		187,500		187,500
Engineering	3,000	34,500	30,690	3,810
Construction Engineering		25,000		25,000
TAM: STP Grant for S.A. Avenue overlay				
Construction				117,888
Engineering				15,718
Construction Engineering				11,789
Prop 1B Allocation: street overlay Saunders neighborhood				
Construction		300,000	-	300,000
Engineering		60,000	34,155	25,845
Construction Engineering		40,000	-	40,000
ARRA: Saunders overlay				
Construction				206,755
Engineering				30,807
Construction Engineering				29,438
SFD Median Project	20,583			
TOTAL EXPENDITURES	70,091	2,108,109	839,852	1,799,912
TRANSFERS OUT				
to Measure G Bond Proceeds Fund	4,911			
TRANSFERS OUT	4,911	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	75,002	2,108,109	839,852	1,799,912

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A P P E N D I C E S

**APPROPRIATIONS LIMIT DATA
2009 - 2010 SUMMARY**

2008-09 APPROPRIATIONS LIMIT		7,841,610
CALCULATION OF 2009-10 APPROPRIATIONS LIMIT		
1. Annual Change Factors:		
Per Capita Personal Income <i>or</i>	0.620%	←
Non-residential Assessed Valuation <i>plus</i>	0.288%	
San Anselmo Population <i>or</i>	0.690%	
Marin County Population (<i>whichever is greater</i>)	0.810%	←
2. Calculation: $(1 + .0062) \times (1 + .0081) =$		1.014350
2009-10 APPROPRIATIONS LIMIT		7,954,139
2009-10 ESTIMATED TAX PROCEEDS SUBJECT TO APPROPRIATIONS LIMIT		
Current Year Property Taxes	5,074,953	
ERAF	835,731	
Supplemental Property Taxes	119,836	
Municipal Services Tax	455,959	
Sales Tax	832,904	
Property Tax In Lieu of Sales Tax	309,105	
Property Transfer Tax	50,950	
Business License Tax	294,404	
Motor Vehicle License Fees	32,990	
Property Tax In Lieu of Motor Vehicle License Fees	979,955	
Homeowners Exemption	36,214	
TOTAL TAX PROCEEDS SUBJECT TO LIMIT		9,023,001
2009-10 EXPENDITURES EXEMPT FROM LIMIT		
Social Security payments	363,661	
Unemployment Insurance	15,000	
FLSA - Fire	32,311	
Unreimbursed Booking Fees	12,017	
Capital Equipment: Fire Truck	63,710	
Capital Equipment: 5 yr LP Financial Software	120,000	
Capital Facilities: TH Tower/TH Generator	120,000	
Capital Facilities: Road Maintenance Projects	400,000	
Debt Service -- MERA/LED/Fire Sta Muni Lease	254,219	
TOTAL EXPENDITURES EXEMPT FROM LIMIT		1,380,917
2009-10 APPROPRIATIONS SUBJECT TO LIMIT		7,642,084
2009-10 ESTIMATED LEEWAY		312,055

TOWN OF SAN ANSELMO

SALARY SCHEDULE - July 1, 2009

Classification Title	Annual Salary Range	
	(full time equivalent)	
	Low	High
Accounting-Benefits Technician II	55,876	67,908
Administrative Services Assistant I	40,536	49,272
Administrative Services Assistant II	44,136	53,652
Administrative/Permit Services Technician	50,220	61,044
Assistant Planner	56,820	69,060
Associate Planner	62,508	75,984
Building Inspector	65,028	79,044
Building Official		93,856
Child Care Instructor	30,744	37,368
Community Services Director		108,544
Finance & Administrative Services Director		124,040
Lead Library Assistant	40,872	49,680
Librarian I	48,852	59,376
Librarian II	54,696	66,480
Library Assistant	38,004	46,200
Library Technician	43,332	52,668
Maintenance Supervisor	58,164	70,704
Maintenance Worker I	40,800	49,596
Maintenance Worker II	44,916	54,600
Planning and Building Director		124,016
Planning Technician	51,540	62,652
Police Administrative Services Technician	50,221	61,053
Police Captain		120,846
Police Chief		138,373
Police Communications Dispatcher	50,245	61,078
Police Community Services Officer	50,245	61,078
Police Corporal	65,741	79,903
Police Dispatch Records Supervisor	60,306	73,305
Police Officer	62,608	76,096
Police Sergeant	75,264	91,482
Public Works Director		130,968
Recreation Coordinator I	40,536	49,272
Recreation Coordinator II	44,136	53,652

TOWN OF SAN ANSELMO

SALARY SCHEDULE - July 1, 2009

Classification Title	Annual Salary Range	
	(full time equivalent)	
	Low	High
Recreation Supervisor	52,992	64,416
Senior Maintenance Worker	48,480	58,932
Senior Planner	68,772	83,592
Town Librarian		110,344
Town Manager		158,765
NOTES:		
1. Salary Schedules for all employees include a 2% COLA as of July 1, 2009.		
2. Management salaries are at a flat rate.		
3. Flex staffing in classifications with I & II level designations, and between Assistant & Associate Planner		

TOWN OF SAN ANSELMO

DEPARTMENT OF PUBLIC WORKS

Capital Projects Budget Summary FY 2009 - 2010

DESCRIPTION Funding Source	PROJECT COST		EXPENDITURES		EXPENDITURE COMPONENTS		
	Fund	\$\$	Prior Year	09-10 Funding	Construction	Engineering	Const. Eng.
Pedestrian Warning Systems		300,000	31,660	268,340			
NTPP Grant	TCRF			268,340	225,000	13,340	30,000
Saunders Ave Overlay		390,000	-	390,000			
ARRA (Stimulus)	TCRF			267,000	206,755	30,807	29,438
Town Match	RM: Impact Fee			123,000	95,245	14,193	13,562
Wade Thomas Sidewalks		372,375	3,615	368,760			
Safe Routes to School	TCRF			338,760	312,375	16,385	10,000
Town Funding	RM: Impact Fee			30,000		30,000	
Scenic Ave Drainage		53,000	-	53,000			
Town Funding	RM: GF Contrib			53,000	53,000		
Creek Park Shed Repairs		58,577	-	58,577			
Tam Local Sts	TCRF			25,000	25,000		
2002 RBA Grant	Cap Recon			33,577	33,577		
San Anselmo Ave Overlay		185,000		185,000			
Tam STP Grant	TCRF			145,395	117,888	15,718	11,789
Town Match	RM: Impact Fee			39,605	32,112	4,282	3,211
Greenfield/Medway Overlay		300,000	-	300,000			
Town Funding	RM: GF Contrib			300,000	300,000		
Saunders Neighborhood St Overlay		750,000	34,155	715,845			
Prop 1B Grant	TCRF			365,845	300,000	25,845	40,000
Tam Local Sts	TCRF			103,214	103,214		
TCR funds (Prop 42)	TCRF			70,048	70,048		
Town Funding	RM: Impact Fee			176,738	176,738		
Woodside/Butterfield Sidewalks		250,000	33,690	216,310			
Tam Safe Paths	TCRF			216,310	187,500	3,810	25,000
Slurry Seal Projects		50,000	-	50,000			
Town Funding	RM: Meas G Interest			50,000	50,000		
Town Hall Tower Repair		50,000	-	50,000			
Town Funding	Cap Recon			50,000		50,000	

Legend: TCRF = Traffic Congestion Relief Fund; RM = Road Maintenance Fund; Cap Recon = Capital Reconstruction Fund