



**T H E T O W N O F  
S A N A N S E L M O**

**ADOPTED BUDGET  
& WORK PLAN**

**2007 - 2008**

**Wayne Cooper, Mayor  
Ted Freeman, Vice Mayor**

**Peter Breen**

**Judy House**

**Barbara Thornton**

**Debra Stutsman, Town Manager**



# TABLE OF CONTENTS

Budget Message .....	1
Overview of Funds.....	7
<b>General Fund</b>	
Summaries.....	11
Departments:	
Administration & Finance.....	20
Community Resources .....	23
Contingency .....	25
Engineering.....	26
Fire .....	30
Legal Services.....	34
Library.....	36
Non-Departmental.....	39
Parks.....	42
Planning and Building.....	45
Police.....	48
Recreation – General Fund .....	52
Street and Park Maintenance .....	54
Town Council.....	58
<b>Other Funds</b>	
Capital Reconstruction.....	61
Citizens Option for Policing (COPS).....	67
Downtown Revitalization .....	70
Emergency Projects .....	73
Equipment.....	77
Insurance .....	82
Isabel Cook Complex.....	85
Measure G Bond Proceeds.....	89
Measure G Debt Service .....	92
Recreation .....	96
Road Maintenance .....	101
Robson House .....	105
Special Events.....	108
State Gasoline Tax .....	111
Traffic Congestion Relief .....	114
<b>Appendices:</b>	
Appropriations Limit Data.....	117
Salary Schedule, July 1, 2007 .....	118





Wayne Cooper  
*Mayor*

Ted Freeman  
*Vice Mayor*

Peter Breen  
*Council member*

Judy House  
*Council member*

Barbara Thornton  
*Council member*

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July 18, 2007

Honorable Mayor and Members of the Town Council:

I am pleased to submit for your review and public hearing the Proposed 2007-08 Budget and Work Plan.

This proposed budget reflects the Town's slow recovery from the last five difficult years, with funds allocated to capital projects, equipment purchases, road maintenance and employee salary increases.

### **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 spite of experiencing a steady real estate market and associated construction activity, expenditures continued to outstrip revenues through 2005-06.

During those five years expenditures were reduced by leaving nine positions vacant, laying off five employees, slashing department budgets, eliminating training opportunities, and deferring equipment purchases, capital projects and maintenance to Town buildings. Employee salary increases were deferred. In addition, fees and fines were increased and parking meters installed in Town parking lots. Town staffing levels dropped from 63 full time employees to 49.

On December 31, 2005 the Town of San Anselmo 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.

In 2006-07, the Town's budget was stabilized at reduced levels, with funds allocated to road maintenance, equipment, capital projects and employee salary increases.

## Accomplishments for 2006-07

- **Flood Recovery in Community** – Staff worked with residents to submit federal grant requests for individual home elevations, as well as one creek stabilization project. The Town acts as the sponsor for these projects and homeowners receive federal funding for a portion of their projects.
- **Flood Recovery in Town facilities** - Reconstruction was completed on the flood-damaged Library and public restrooms. Work to reconstruct the Police Department and Council Chambers is nearly complete. Planning began to reconstruct and improve the downtown fire station and the project will be ready for approval shortly.
- **Ross Valley Watershed** – Staff participated in the Ross Valley Watershed effort to place a Storm Drainage Fee before the voters to ensure funds for hydraulic modeling, capital, maintenance and environmental projects and improved emergency response systems, with the intent of reducing the risk of flooding in the Ross Valley.
- **Capital Projects** - Creek Park received much needed electrical improvements and new picnic benches and the Millennium Playground and picnic benches were professionally resealed.
- **Disaster Preparedness** – The Disaster Council, through the Ross Valley Fire Department, has worked with other Marin communities to prepare a two-hour community preparedness course that will be unveiled in the fall.
- **Centennial Celebration** – The Town's 100<sup>th</sup> birthday is being celebrated throughout 2007 with a series of events, culminating in a community picnic scheduled for September 2007.

## Flood Recovery

The flood continues to have a major impact on the Town's financial situation. Over \$2.2 million in flood recovery has been spent to date in Town-wide recovery activities. We have received \$566,000 in reimbursement from the Federal Emergency Management Agency (FEMA) and \$476,000 from the National Flood Insurance Program (NFIP). FEMA has committed to another \$400,000 in reimbursement in response to our appeals to claim denials. The Town has been reimbursed or has commitments for reimbursement for \$1.44 million out of the \$2.2 million spent to date.

## **Fiscal Challenges**

The long-term fiscal challenges facing the Town are:

- Regaining the progress lost during these very lean years in maintaining the Town's buildings, parks and other public facilities and replacing old, outdated equipment.
- Recovering from the devastating flood of 2005 while simultaneously trying to come back from four years of severe cutbacks.
- Ensuring sufficient funds to maintain the Town's streets and storm drain infrastructure at current levels.
- Restoring Town services that have been cut, such as Library hours and staffing.
- 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.

## **Meeting the Challenge**

The proposed 2007-08 budget allocates funds to road maintenance, capital projects, equipment purchases and employee salary increases. Funds have been put aside toward the considerable flood expenses that will not be covered by FEMA or by the Town's flood insurance.

The 2007-08 budget reflects funds for the following capital projects, beyond the considerable flood recovery expenditures, as follows:

- Curb ramp and detectable warning projects town wide.
- Improvements to Fire Station 20 on Butterfield Road.
- Flood prevention equipment in the Library

In addition, funds are budgeted for equipment expenditures, including:

- Replacement of the Town's accounting hardware and software, which is no longer supported by the manufacturer.
- Purchase of carpet for the Town Hall second floor offices.
- Purchase of critical Police Department equipment, including MERA radios, evidence trailer and work stations for the new facility.

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

## **Work Plan Goals**

Each Town department head, in conjunction with the Town Manager, recommends two to four work plan items to undertake during the upcoming fiscal year. In recognition of the fact that we are continuing to work toward normalizing operations since the flood, the department head staff agreed to three joint work plan goals this year, as follows:

- Sustainability – Begin work to introduce ordinances that encourage sustainable practices, including green building, demolition reuse and recycling, energy efficiency and clean air, and seek out opportunities in Town operations to utilize principles of sustainability.
- Flood Recovery - Continue flood recovery efforts, including rebuilding of the downtown Fire Station, sponsoring federal home elevation grants for local homeowners and planning flood mitigation measures at the Fire Station and Town Hall with federal grant money.
- Disaster Preparedness – Conduct community disaster preparedness training in conjunction with other cities/town, obtain grants for necessary emergency equipment, attend emergency preparedness training designed for Town staff.

## **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 2007-08 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. Special recognition goes to the Finance Department staff, Janet Willis, Joanne Kessel and Joan Vermond for their diligence accounting for the Town's revenues and expenditures. Finally, heartfelt kudos go to Finance and Administrative Services Director Janet Pendoley for her considerable skill in ably and professionally managing the Town's finances through the last seven years.

Respectfully submitted,

*Debra Stutsman*

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. Historically, the Capital Reconstruction Fund receives 70 percent of the excess revenues in the prior fiscal year, less any funds transferred to the Emergency Projects Fund.

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

Revenue received from the State of California to enhance law enforcement efforts. In recent years, San Anselmo has received approximately \$100,000 per year. The funds are used primarily to fund a portion of one dispatch position and a portion of one officer.

- **Downtown Revitalization**

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

- **Emergency Projects**

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

- **Equipment**

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

# Town of San Anselmo Funds continued

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

- **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.

- **State Gasoline Tax**

## **Town of San Anselmo Funds** continued

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**

**2007 - 2008**

DESCRIPTION	Estimated Fund Balance June 30, 2007	Revenue	Transfers In	Total Resources Available	Expenditures	Transfers Out	Estimated Fund Balance June 30, 2008
General Fund	1,466,687	12,713,430	241,147	14,421,264	11,838,315	1,116,262	1,466,687
Capital Reconstruction	229,491	266,124	133,500	629,115	629,115	-	-
COPS	-	100,000	-	100,000	100,000	-	-
Downtown Revitalization	24,481	-	-	24,481	24,481	-	-
Emergency Projects	159,519	337,600	-	497,119	678,340	-	(181,221)
Equipment	131,059	14,154	300,280	445,493	345,399	-	100,094
Insurance	1,545,371	-	282,482	1,827,853	699,758	-	1,128,095
Isabel Cook Complex	(21,778)	147,932	-	126,154	177,194	-	(51,040)
Measure G Bond Proceeds	115,302	-	-	115,302	115,302	-	-
Measure G Debt Service	657,606	656,099	-	1,313,705	748,558	-	565,147
Recreation	713	1,138,216	-	1,138,929	1,134,995	-	3,934
Road Maintenance	1,322,297	278,600	400,000	2,000,897	1,246,769	-	754,128
Robson House	76,098	42,594	-	118,692	38,883	-	79,809
Special Events	11,180	-	-	11,180	6,141	-	5,039
State Gasoline Tax	-	241,147	-	241,147	-	241,147	-
Traffic Congestion Relief	146,330	385,982	-	532,312	438,065	-	94,247
<b>TOTAL</b>	<b>5,864,356</b>	<b>16,321,878</b>	<b>1,357,409</b>	<b>23,543,643</b>	<b>18,221,315</b>	<b>1,357,409</b>	<b>3,964,919</b>

# 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 2007-08, the assessed valuation of San Anselmo is estimated to increase by approximately 7%.

**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." 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.
- **Pension Tax:** The Town's pension tax is used to pay for the cost of the employee pension program. The rate is \$0.059 per \$100 of a property's assessed value. The Town's pension tax expense in 2007-08 is estimated to exceed 2007-08 pension revenues.
- **Sales Tax:** The Town receives 1 percent of the 7.5 percent in sales tax on retail sales transactions taking place in San Anselmo. Not located next to the freeway, San Anselmo has relatively low sales tax revenue compared to its neighboring cities. Per State action, referred to as the Triple Flip, the Town will again receive property tax funds in lieu of a portion of sales tax.
- **Property Transfer:** The Town and County of Marin each receive \$.55 per \$1,000 of the sales price of property sold in San Anselmo.

# GENERAL FUND REVENUE, continued

## FRANCHISES

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

## PERMITS

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

## 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 three 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 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. The Town also issues Tax Revenue Anticipation Notes (TRANS), which earn interest.
- **Royalties (payphone commission):** The Town receives a nominal share of the revenue from payphones on Town property.

## 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 2007-08 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 reimburses the Town for a portion of these costs.

# GENERAL FUND REVENUE, *continued*

## FEES FOR SERVICE

- **Banner Fees:** The Recreation Department schedules, and the Streets and Parks 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 an agreement with the District to provide fire protection services to the unincorporated Sleepy Hollow area. The payment is equal to 23% of the Town's share of the Ross Valley Fire Service labor costs in 2007-08. The payment is adjusted annually for reimbursements received related to 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.
- **Resale Inspections:** Town code requires an inspection by the Building Inspector at the time a residential property is sold, to identify health and safety hazards needing correction.
- **In Lieu Taxes:** Primarily the contribution paid by the San Francisco Theological Seminary in lieu of property tax; also includes a nominal payment made by the Housing Authority of Marin for the affordable housing development at the Isabel Cook complex.

## MISCELLANEOUS

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

## TRANSFERS IN

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

# TOWN OF SAN ANSELMO GENERAL FUND

Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-06		2006-07		2007-08	
	Actual	% Total	Rev Budget	Est. Actual	Budget	% Total
<b>BEGINNING BALANCE</b>	<b>1,719,596</b>		<b>2,013,370</b>	<b>2,013,370</b>	<b>1,466,687</b>	
<b>REVENUE</b>						
Property and Other Taxes	8,920,746	75.6%	9,396,736	9,472,466	9,808,471	77.2%
Licenses, Permits, Fees, Fines	1,190,907	10.1%	1,221,850	1,117,165	1,126,808	8.9%
Use of Money & Property	177,439	1.5%	177,458	257,862	285,387	2.2%
Other Agency Revenue	495,344	4.2%	609,094	352,386	279,332	2.2%
Fees for Services, Misc	1,008,348	8.6%	1,169,248	1,117,990	1,213,432	9.5%
<b>SUB TOTAL</b>	<b>11,792,784</b>	<b>100.0%</b>	<b>12,574,386</b>	<b>12,317,869</b>	<b>12,713,430</b>	<b>100.0%</b>
<b>TRANSFERS IN</b>	<b>490,067</b>		<b>244,023</b>	<b>237,724</b>	<b>241,147</b>	
<b>TOTAL: REV &amp; TRFS</b>	<b>12,282,851</b>		<b>12,818,409</b>	<b>12,555,593</b>	<b>12,954,577</b>	
<b>TOTAL RESOURCES</b>	<b>14,002,447</b>		<b>14,831,779</b>	<b>14,568,963</b>	<b>14,421,264</b>	
<b>EXPENDITURES</b>						
Salaries	3,668,184	36.1%	3,647,133	3,659,588	4,075,157	34.9%
Benefits	2,076,145	20.5%	2,049,945	1,928,816	2,338,902	20.0%
Office & Dept Sup, Lib Mat	253,199	2.5%	373,950	379,844	364,873	3.1%
Training, Publications, Dues	41,316	0.4%	44,312	39,988	45,312	0.4%
Outside Serv, Legal Notices	3,796,119	37.4%	4,227,996	4,115,531	4,433,979	38.0%
Utilities	166,797	1.6%	158,846	180,115	191,230	1.6%
Bldg, Veh, Equip Maint	146,223	1.4%	221,012	159,627	231,512	2.0%
<b>SUB TOTAL</b>	<b>10,147,983</b>	<b>100.0%</b>	<b>10,723,194</b>	<b>10,463,509</b>	<b>11,680,965</b>	<b>100.0%</b>
<b>TRANSFERS OUT</b>	<b>1,841,094</b>		<b>2,638,767</b>	<b>2,638,767</b>	<b>1,116,262</b>	
<b>RESERVES</b>						
Contingency: committed funds					117,350	
Contingency: uncommitted funds			3,131		40,000	
Pension						
<b>TOTAL: EXP, TRFS, RES</b>	<b>11,989,077</b>		<b>13,365,092</b>	<b>13,102,276</b>	<b>12,954,577</b>	
<b>Net Increase/(Decrease)</b>	<b>293,774</b>		<b>(546,683)</b>	<b>(546,683)</b>	<b>-</b>	
<b>ENDING BALANCE</b>	<b>2,013,370</b>		<b>1,466,687</b>	<b>1,466,687</b>	<b>1,466,687</b>	
Designated: Pension (notational only)	154,533		(470,343)	(499,547)	(1,297,097)	
Designated: Meh Pkg/SWARAC	38,211		42,995	43,461	49,103	
Undesignated: Excess Rev	-					
Undesignated	1,820,626		1,423,692	1,423,226	1,417,584	
<b>TOTAL BUDGET</b>	<b>14,002,447</b>		<b>14,831,779</b>	<b>14,568,963</b>	<b>14,421,264</b>	

## GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2005-2006		2006-2007			2007-2008	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
<b>PROPERTY &amp; OTHER TAXES</b>							
Property (Current Secured)	3,658,201	31.0%	4,180,014	4,222,739	34.3%	4,518,329	35.5%
Property (Current Unitary)	21,974	0.2%	21,893	23,031	0.2%	21,974	0.2%
Property (Current Unsecured)	115,179	1.0%	115,179	98,790	0.8%	98,790	0.8%
Property - ERAF return	801,461	6.8%	709,286	709,286	5.8%	599,286	4.7%
Property (Supplemental)	243,920	2.1%	176,017	203,888	1.7%	203,888	1.6%
Muni Services (net)	456,498	3.9%	454,093	456,665	3.7%	456,665	3.6%
Property (Pension)	1,233,596	10.5%	1,327,188	1,333,538	10.8%	1,426,886	11.2%
Homeowners Exemption	35,908	0.3%	35,908	35,939	0.3%	35,939	0.3%
Prop Tax In Lieu of VLF	813,860	6.9%	846,414	840,221	6.8%	873,830	6.9%
Prop Tax In Lieu of Sales Tax	222,198	1.9%	222,198	239,445	1.9%	244,234	1.9%
Sales Tax	744,375	6.3%	744,375	749,521	6.1%	764,511	6.0%
Property Transfer	116,225	1.0%	110,152	100,080	0.8%	100,080	0.8%
Franchise - Garbage	213,041	1.8%	213,041	193,748	1.6%	197,623	1.6%
Franchise - Cable TV	165,419	1.4%	162,087	181,424	1.5%	182,285	1.4%
Franchise - Electricity & Gas	78,891	0.7%	78,891	84,151	0.7%	84,151	0.7%
<b>PROPERTY TAXES</b>	<b>8,920,746</b>	<b>75.6%</b>	<b>9,396,736</b>	<b>9,472,466</b>	<b>76.9%</b>	<b>9,808,471</b>	<b>77.2%</b>
<b>PERMITS</b>							
Business Licenses	307,245	2.6%	307,245	275,200	2.2%	275,200	2.2%
Parking Permits (Residential)	6,772	0.1%	9,190	9,924	0.1%	9,372	0.1%
Parking (Merchant Permits)	5,581	0.0%	4,784	5,250	0.0%	5,642	0.0%
Parking Meters	58,269	0.5%	60,500	67,854	0.6%	69,600	0.5%
Construction	556,819	4.7%	587,414	619,575	5.0%	631,967	5.0%
<b>PERMITS</b>	<b>934,686</b>	<b>7.9%</b>	<b>969,133</b>	<b>977,803</b>	<b>7.9%</b>	<b>991,781</b>	<b>7.8%</b>
<b>FINES</b>							
Vehicle Code	73,709	0.6%	77,055	(4,827)	0.0%	(14,827)	-0.1%
Parking	155,999	1.3%	155,999	126,259	1.0%	126,259	1.0%
Library	26,513	0.2%	19,663	17,930	0.1%	23,595	0.2%
<b>FINES</b>	<b>256,221</b>	<b>2.2%</b>	<b>252,717</b>	<b>139,362</b>	<b>1.1%</b>	<b>135,027</b>	<b>1.1%</b>
<b>USE OF MONEY &amp; PROPERTY</b>							
Interest	177,418	1.5%	177,418	257,862	2.1%	285,387	2.2%
Royalties (payphone commission)	21	0.0%	40	-	0.0%	-	0.0%
<b>USE OF MONEY &amp; PROPERTY</b>	<b>177,439</b>	<b>1.5%</b>	<b>177,458</b>	<b>257,862</b>	<b>2.1%</b>	<b>285,387</b>	<b>2.2%</b>
<b>OTHER AGENCY REVENUE</b>							
Prop 172 Sales Tax (Public Safety)	134,460	1.1%	134,460	131,389	1.1%	134,017	1.1%
Abandoned Vehicle Program	1,420	0.0%	7,420	-	0.0%	-	0.0%
Motor Vehicle License	290,148	2.5%	321,387	81,865	0.7%	85,140	0.7%
<b>OTHER AGENCY REVENUE, continued</b>							

## GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2005-2006		2006-2007			2007-2008	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
		Total	BUDGET	ACTUAL	Total	BUDGET	Total
State Mandates Reimbursements	30,607	0.3%	75,458	75,458	0.6%	-	0.0%
State Library Aid	4,864	0.0%	-	-	0.0%	4,864	0.0%
State Library TBR Program	33,233	0.3%	42,851	45,328	0.4%	45,328	0.4%
Booking Fees Reimbursement		0.0%	13,651	9,983	0.1%	9,983	0.1%
PD Grants: News/Tob/Star/911	612	0.0%	13,798	8,294	0.1%	-	0.0%
Safety Program		0.0%	69	69	0.0%	-	0.0%
<b>OTHER AGENCY REVENUE</b>	<b>495,344</b>	<b>4.2%</b>	<b>609,094</b>	<b>352,386</b>	<b>2.9%</b>	<b>279,332</b>	<b>2.2%</b>
<b>FEES FOR SERVICES</b>							
Banner Fees	2,795	0.0%	5,731	-	0.0%	-	0.0%
Fire - Sleepy Hollow Fire District	727,462	6.2%	717,852	717,854	5.8%	795,154	6.3%
Police Services	12,189	0.1%	13,153	13,662	0.1%	14,069	0.1%
Police Dispatch Services (COM)			14,587	14,587	0.1%	14,587	0.1%
Planning Fees	157,039	1.3%	198,415	160,748	1.3%	163,963	1.3%
Resale Inspections	40,077	0.3%	44,869	38,808	0.3%	38,808	0.3%
In Lieu Taxes: Local Agencies	29,706	0.3%	28,391	30,471	0.2%	30,471	0.2%
Field and Park Rental fees	4,005	0.0%	7,155	5,880	0.0%	5,880	0.0%
<b>FEES FOR SERVICES</b>	<b>973,273</b>	<b>8.3%</b>	<b>1,030,153</b>	<b>982,010</b>	<b>8.0%</b>	<b>1,062,932</b>	<b>8.4%</b>
<b>MISCELLANEOUS</b>							
Surplus Property Sales	1,475	0.0%	2,000	-	0.0%	2,000	0.0%
Other Misc Income	3,200	0.0%	2,000	885	0.0%	2,000	0.0%
Friends of Library donation	12,566	0.1%	123,725	123,725	1.0%	143,000	1.1%
Donations	3,900	0.0%	11,370	11,370	0.1%	3,500	0.0%
Budget Relief donations	13,934	0.1%		-	0.0%	-	0.0%
<b>MISCELLANEOUS</b>	<b>35,075</b>	<b>0.3%</b>	<b>139,095</b>	<b>135,980</b>	<b>1.1%</b>	<b>150,500</b>	<b>1.2%</b>
<b>GENERAL FUND REVENUE</b>	<b>11,792,784</b>	<b>100%</b>	<b>12,574,386</b>	<b>12,317,869</b>	<b>100%</b>	<b>12,713,430</b>	<b>100%</b>
<b>TRANSFERS IN</b>							
from COPS Fund							
from State Gasoline Tax Fund	240,067		244,023	237,724		241,147	
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	250,000						
<b>TRANSFERS IN</b>	<b>490,067</b>		<b>244,023</b>	<b>237,724</b>		<b>241,147</b>	
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>12,282,851</b>		<b>12,818,409</b>	<b>12,555,593</b>		<b>12,954,577</b>	

## GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	2005-2006		2006-2007			2007-2008	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
<b>GENERAL FUND DEPTS</b>							
Administration & Finance	596,158	5.0%	661,385	599,251	4.6%	737,916	5.7%
Community Resources	120,361	1.0%	-	-	0.0%	-	0.0%
Contingency	-	0.0%	3,131	-	0.0%	157,350	1.2%
Engineering	485,398	4.0%	259,626	250,896	1.9%	283,224	2.2%
Fire	3,034,088	25.3%	3,275,327	3,275,327	25.0%	3,505,997	27.1%
Legal Services	116,316	1.0%	165,392	81,138	0.6%	145,392	1.1%
Library	529,523	4.4%	439,245	438,863	3.3%	480,812	3.7%
Non-Departmental	372,893	3.1%	506,705	481,866	3.7%	523,488	4.0%
Parks	463,184	3.9%	-	-	0.0%	-	0.0%
Planning & Building	352,294	2.9%	708,422	701,983	5.4%	766,325	5.9%
Police	3,351,097	28.0%	3,647,580	3,668,845	28.0%	4,058,397	31.3%
Recreation-Gen Fund Support	21,836	0.2%	-	-	0.0%	85,081	0.7%
Street & Park Maintenance	681,209	5.7%	1,049,647	955,259	7.3%	1,071,468	8.3%
Town Council	23,626	0.2%	9,865	10,081	0.1%	22,865	0.2%
<b>TOTAL EXPENDITURES</b>	<b>10,147,983</b>	<b>84.6%</b>	<b>10,726,325</b>	<b>10,463,509</b>	<b>79.9%</b>	<b>11,838,315</b>	<b>91.4%</b>
<b>GENERAL FUND TRANSFERS/RESERVES</b>							
<b>FROM CURRENT REVENUES</b>							
to Cap Recon Fund	294,699	2.5%	210,000	210,000	1.6%	133,500	1.0%
to Downtwn Revit Fund		0.0%			0.0%		0.0%
to Equipment Fund	225,724	1.9%	308,796	308,796	2.4%	300,280	2.3%
to Insurance Fund	1,200,671	10.0%	754,998	754,998	5.8%	282,482	2.2%
to Isabel Cook Fund		0.0%			0.0%		0.0%
to Emergency Projects Fund	120,000	1.0%	503,518	503,518	3.8%		0.0%
to Recreation Fund (Robson Stop-By)		0.0%			0.0%		0.0%
to Special Events Fund		0.0%			0.0%		0.0%
to Road Maintenance Fund		0.0%	400,000	400,000		400,000	3.1%
<b>TRANSFERS- current revenue</b>	<b>1,841,094</b>	<b>15.4%</b>	<b>2,177,312</b>	<b>2,177,312</b>	<b>16.6%</b>	<b>1,116,262</b>	<b>8.6%</b>
<b>TOTAL EXP &amp; TFRS OUT- CURRENT REVENUE</b>	<b>11,989,077</b>	<b>100.0%</b>	<b>12,903,637</b>	<b>12,640,821</b>	<b>96.5%</b>	<b>12,954,577</b>	<b>100.0%</b>

## GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	2005-2006		2006-2007			2007-2008	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>GENERAL FUND TRANSFERS</b>							
<b>FROM PRIOR YEAR REVENUES</b>							
to Emergency Projects Fund	-	0.0%	461,455	461,455	3.5%		0.0%
to Capital Recon fund (70%)		0.0%			0.0%		0.0%
to Equipment Replace Fund (30%)		0.0%			0.0%		0.0%
<b>TRANSFERS-prior yr revenue</b>	-	0.0%	<b>461,455</b>	<b>461,455</b>	3.5%	-	0.0%
<b>ADVANCE FROM RESERVES</b>							
to Capital Reconstruction Fund		0.0%			0.0%	-	0.0%
<b>USES &amp; TRANSFERS - prior yr revenue</b>	-	0.0%	<b>461,455</b>	<b>461,455</b>	3.5%	-	0.0%
<b>GENERAL FUND TOTAL</b>	<b>11,989,077</b>	<b>100%</b>	<b>13,365,092</b>	<b>13,102,276</b>	<b>100%</b>	<b>12,954,577</b>	<b>100%</b>

## **ADMINISTRATION AND FINANCE**

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

### **2007-08 CHANGES/HIGHLIGHTS**

One Department position, the Human Resources Analyst/Deputy Town Clerk, continues to be frozen due to the budget shortfall. A portion of the work of the middle management position is being absorbed by the other employees in the department, although at a reduced level. The department budget reflects \$6,000 in hourly compensation to cover this position's responsibility as minute taker for Town Council meetings.

The title of the Senior Administrative Services Assistant was changed to Administrative Services Technician to better reflect the duties of the position.

Funds budgeted in the Streets and Parks Division last year for janitorial services (\$50,000) are disbursed among Town departments, Robson House and the Isabel Cook Community Center budgets.

### **2007-08 GOALS/WORK PLAN**

The Town's management staff has set the following joint goals for 2007-08:

- **Sustainability** – Begin work to introduce ordinances that encourage sustainable practices, including green building, demolition reuse and recycling, energy efficiency, and clean air, and seek out opportunities in Town operations to utilize principles of sustainability.
- **Flood Recovery** - Continue flood recovery efforts, including rebuilding of the downtown Fire Station, sponsoring federal home elevation grants for local homeowners and planning flood mitigation measures at the Fire Station and Town Hall with federal grant money.
- **Disaster Preparedness** – Conduct community disaster preparedness training in conjunction with other cities/town, obtain grants for necessary emergency equipment, attend emergency preparedness training designed for Town staff.

## ADMINISTRATION AND FINANCE

### LABOR

Title	2005-06	2006-07	2007-08
Town Manager	1	1	1
Finance & Administrative Services Director	1	1	1
<i>* Human Resources Analyst/Deputy Town Clerk*</i>	0	0	0
Accounting/Benefits Technician	1	1	1
Administrative Services Technician	1	1	1
Administrative Services Assistant I	.5	.5	.5
Total:	4.5	4.5	4.5
<i>*1 position frozen</i>			

### SERVICES AND SUPPLIES

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

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

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

**Outside Services** - Annual audits, financial reports, and bank charges (\$16,000); payroll services (\$14,000); Web site assistance (\$4,200), Human Resources assistance (\$4,180), GASB 45 actuarial (\$20,000), office space/records management, benefits administration, recruitment advertising and testing (\$10,000)

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

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

**Building maintenance** – Janitorial (\$9,000), 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	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total	
<b>LABOR COSTS</b>								
Salaries	348,273	58.4%	368,289	335,056	55.9%	394,085	53.4%	
Benefits	45,114	7.6%	51,088	44,992	7.5%	64,081	8.7%	
Retirement	86,414	14.5%	96,523	85,618	14.3%	104,439	14.2%	
Payroll Taxes	25,281	4.2%	26,536	24,477	4.1%	28,177	3.8%	
Reimbursable Costs	4,200	0.7%	4,200	4,200	0.7%	4,200	0.6%	
Overtime/Temporary	7,884	1.3%	7,000	15,521	2.6%	7,000	0.9%	
<b>LABOR COSTS</b>	<b>517,166</b>	<b>86.7%</b>	<b>553,636</b>	<b>509,864</b>	<b>85.1%</b>	<b>601,982</b>	<b>81.6%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Legal Advertising	933	0.2%	1,500	66	0.0%	1,500	0.2%	
Equipment Maintenance	9,598	1.6%	8,675	11,434	1.9%	8,675	1.2%	
Publications & Dues	768	0.1%	800	520	0.1%	800	0.1%	
Outside Services	36,273	6.1%	60,901	41,893	7.0%	75,901	10.3%	
Training	298	0.0%	6,500	781	0.1%	6,500	0.9%	
Utilities	11,576	1.9%	10,001	14,637	2.4%	14,186	1.9%	
Building Maintenance	3,926	0.7%	3,800	1,962	0.3%	12,800	1.7%	
Office Supplies	8,293	1.4%	10,572	11,154	1.9%	10,572	1.4%	
Department Supplies	7,327	1.2%	5,000	6,940	1.2%	5,000	0.7%	
<b>SERVICES &amp; SUPPLIES</b>	<b>78,992</b>	<b>13.3%</b>	<b>107,749</b>	<b>89,387</b>	<b>14.9%</b>	<b>135,934</b>	<b>18.4%</b>	
<b>TOTAL BUDGET</b>	<b>596,158</b>	<b>100%</b>	<b>661,385</b>	<b>599,251</b>	<b>100%</b>	<b>737,916</b>	<b>100%</b>	

**COMMUNITY RESOURCES**  
**(S.A.V.E.)**

The purpose of the San Anselmo Volunteer Effort (SAVE), established in 1979, was the development of a “grass-roots” sense of involvement in the Town. By recruiting community volunteers and coordinating their efforts, SAVE was able to enhance Town services by aiding department staff in daily activities, and improving the appearance of the Town through volunteers contributing time, effort and supplies to clean up and beautify the community. By sponsoring community events, SAVE enhanced the spirit of community involvement in the Town. SAVE was also involved in the recruitment of residents to serve on Town boards, commissions, and committees, and in fundraising efforts for Town projects.

The department was unfortunately eliminated in the Town’s reorganization in 2006-07 as a cost cutting strategy.

**LABOR**

<b>Title</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>
Community Resources Director .	.8	0	0
Assistant	.4	0	0
TOTAL:	1.2	0	0

## GENERAL FUND COMMUNITY RESOURCES

PROGRAM DETAIL	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%	
		Total			Total		Total	
<b>LABOR COSTS</b>								
Salaries	57,345	47.6%						
Final Salary/Leave Payoff	22,490	18.7%						
Benefits	11,299	9.4%						
Retirement	13,503	11.2%						
Payroll Taxes	6,198	5.1%						
Overtime/Temporary	7,615	6.3%						
<b>LABOR COSTS</b>	<b>118,450</b>	<b>98.4%</b>	-	-		-		
<b>SERVICES &amp; SUPPLIES</b>								
Equipment Maintenance	494	0.4%						
Utilities	500	0.4%						
Office Supplies	662	0.6%						
Department Supplies	255	0.2%						
<b>SERVICES &amp; SUPPLIES</b>	<b>1,911</b>	<b>1.6%</b>	-	-		-		
<b>TOTAL BUDGET</b>	<b>120,361</b>	<b>100%</b>	-	-		-		

## GENERAL FUND CONTINGENCY

The General Fund contingency is available for appropriation by the Town Council during the fiscal year to fund unanticipated or unprogrammed expenditures. Contingency funds may also be used for mid-year adjustments in projected revenues and expenditures. The Town is currently bargaining with employee groups for 2007-08 contracts.

PROGRAM DETAIL	2005-2006			2006-2007			2007-2008
	ADOPTED BUDGET	INCREASES/ (DECREASES)	REVISED BUDGET	ADOPTED BUDGET	INCREASES/ DECREASES	REVISED BUDGET	PROPOSED BUDGET
<b>Contingency: committed</b>	0			0			117,350
<b>Contingency: uncommitted</b>	0			48,513			40,000
Update Beginning Balance		203,188			85,228		
Employee Salary Increases		(104,115)					
St Library Aid Reduction					(4,684)		
Increase in Beg Bal/Safety Dollars							
Donations		38,934			600		
Mid Yr Rev: Oak Springs Slide Repair		(150,000)					
Mid Yr Rev: Council Training		(1,485)					
Mid Yr Rev: PD Mil Duty adj		(11,274)					
Mid Yr Rev: Addit tax revenue					288,706		
Mid Yr Rev: Prior Yrs' Plan Deposits					30,862		
Mid Yr Rev: Transfer to Emerg Fund					(503,518)		
Town Librarian Reduced Hours		20,000					
Bgt Reduction: SHFD Pr Yr Credit					(18,034)		
Mandated Cost Reimb		30,834			75,458		
Insurance Fund E							
Garbage Franchise, pr yr		24,729					
Pub Fin Consultant/Pollster		(41,000)					
Restore PD Youth Leadership grant		(1,300)					
<b>TOTAL BUDGET</b>	-	8,511	8,511	48,513	(45,382)	3,131	157,350

## **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.

### **2007-08 CHANGES/HIGHLIGHTS**

As part of the Town's reorganization in 2006-07 to reduce costs and improve service to the public, the Building function was removed from Engineering and combined with Planning to form the Planning and Building Department.

An Administrative Services Assistant I position, shared equally between Engineering and the Planning and Building Department, remains frozen. The duties of the position have been split among remaining staff members, or eliminated.

Funds budgeted in the Streets and Parks Division last year for janitorial services (\$50,000) are disbursed among Town departments, Robson House and the Isabel Cook Community Center budgets.

### **2007-08 GOALS/WORK PLAN**

The Town's management staff has set the following joint goals for 2007-08:

- **Sustainability** – Begin work to introduce ordinances that encourage sustainable practices, including green building, demolition reuse and recycling, energy efficiency, and clean air, and seek out opportunities in Town operations to utilize principles of sustainability.
- **Flood Recovery** - Continue flood recovery efforts, including rebuilding of the downtown Fire Station, sponsoring federal home elevation grants for local homeowners and planning flood mitigation measures at the Fire Station and Town Hall with federal grant money.
- **Disaster Preparedness** – Conduct community disaster preparedness training in conjunction with other cities/town, obtain grants for necessary emergency equipment, attend emergency preparedness training designed for Town staff.

## ENGINEERING

### LABOR

<b>Title</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>
Director of Public Works/Town Engineer	1	1	1
Building Inspector	1	0	0
<i>Administrative Services Assistant I*</i>	0	0	0
Sr. Administrative Services Assistant	.5	0	0
Building Official/Senior Engineer	1	0	0
<b>Total:</b>	<b>3.5</b>	<b>1</b>	<b>1</b>
<i>*.5 position frozen</i>			

### SERVICES AND SUPPLIES

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

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

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

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

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

**Building maintenance** - Janitorial (\$4,500), heat/air, and needed repairs, including HVAC system.

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

## GENERAL FUND ENGINEERING

PROGRAM DETAIL	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>LABOR COSTS</b>								
Salaries	272,772	56.2%	118,372	117,372	46.8%	126,588	44.7%	
Benefits	42,601	8.8%	16,310	19,086	7.6%	17,735	6.3%	
Retirement	74,197	15.3%	31,006	30,993	12.4%	33,530	11.8%	
Payroll Taxes	21,936	4.5%	10,225	10,044	4.0%	11,185	3.9%	
Reimbursable Costs	5,400	1.1%	4,200	4,200	1.7%	4,200	1.5%	
Overtime/Temporary	15,861	3.3%	34,227	20,319	8.1%	38,190	13.5%	
<b>LABOR COSTS</b>	<b>432,767</b>	<b>89.2%</b>	<b>214,340</b>	<b>202,014</b>	<b>80.5%</b>	<b>231,428</b>	<b>81.7%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Legal Advertising	404	0.1%	720	1,212	0.5%	720	0.3%	
Vehicle Operations	2,678	0.6%	-	-	0.0%	-	0.0%	
Equipment Maintenance	4,437	0.9%	4,100	4,480	1.8%	4,100	1.4%	
Publications & Dues	1,374	0.3%	750	325	0.1%	750	0.3%	
Outside Services	15,909	3.3%	17,000	15,722	6.3%	17,000	6.0%	
Training	1,802	0.4%	2,400	364	0.1%	2,400	0.8%	
Utilities	12,145	2.5%	6,354	7,526	3.0%	8,364	3.0%	
Building Maintenance	7,577	1.6%	4,556	14,348	5.7%	9,056	3.2%	
Office Supplies	6,057	1.2%	8,806	4,882	1.9%	8,806	3.1%	
Department Supplies	248	0.1%	600	23	0.0%	600	0.2%	
<b>SERVICES &amp; SUPPLIES</b>	<b>52,631</b>	<b>10.8%</b>	<b>45,286</b>	<b>48,882</b>	<b>19.5%</b>	<b>51,796</b>	<b>18.3%</b>	
<b>TOTAL BUDGET</b>	<b>485,398</b>	<b>100%</b>	<b>259,626</b>	<b>250,896</b>	<b>100%</b>	<b>283,224</b>	<b>100%</b>	

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## **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. The Fire Service is 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.

The Ross Valley Fire Service has maintained the very favorable "3" rating from the State's Insurance Services Office, which favorably affects 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.

### **2007-08 CHANGES/HIGHLIGHTS**

The 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 increase in cost to San Anselmo of 7%

The Town's management staff has set the following joint goals for 2007-08:

- Sustainability – Begin work to introduce ordinances that encourage sustainable practices, including green building, demolition reuse and recycling, energy efficiency, and clean air, and seek out opportunities in Town operations to utilize principles of sustainability.
- Flood Recovery - Continue flood recovery efforts, including rebuilding of the downtown Fire Station, sponsoring federal home elevation grants for local homeowners and planning flood mitigation measures at the Fire Station and Town Hall with federal grant money.
- Disaster Preparedness – Conduct community disaster preparedness training in conjunction with other cities/town, obtain grants for necessary emergency equipment, attend emergency preparedness training designed for Town staff.

## **SERVICES AND SUPPLIES**

**Outside Services** - Town of San Anselmo's share (69.6%) of the cost of the Ross Valley Fire Service.

**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 a reserve of \$52,604 from San Anselmo in 2007-08, a decrease of \$19,800 due to the payoff of several small leases.

# TOWN OF SAN ANSELMO

## CALCULATION OF SLEEPY HOLLOW CONTRIBUTION

### TO FIRE DISTRICT

FY 2007 - 2008

	<b>RVFD</b>	<b>Fairfax Share @</b>	<b>San Anselmo Share @</b>	<b>Sleepy Hollow Share @</b>	
	<b>Adopted</b>	<b>0.304</b>	<b>0.696</b>	<b>0.23</b>	
	<b>Budget</b>			<b>of San Anselmo Share</b>	
				<b>Compensation Costs</b>	
<b>Compensation</b>					
Salaries	2,537,028	771,257	1,765,771	406,127	
Employee Benefits	1,639,703	498,470	1,141,233	262,484	
Reimbursable Costs	54,386	16,533	37,853	8,706	
Overtime	330,674	100,525	230,149	52,934	
Volunteers	26,812	8,151	18,661	4,292	
Retirees' Health Insur	122,000	37,088	84,912	19,530	
Insur: WC	256,626	78,014	178,612	41,081	
<b>Total Compensation:</b>	<b>4,967,229</b>	<b>1,510,038</b>	<b>3,457,191</b>	<b>795,154</b>	
<b>Non-Compensation</b>					
Liability Insurance	18,500	5,624	12,876		
Vehicle Maintenance	67,400	20,490	46,910		
Maintenance	9,800	2,979	6,821		
Contract Services	174,655	53,095	121,560		
Utilities	47,800	14,531	33,269		
Office Expenses	18,950	5,761	13,189		
Other Services/Sup	125,302	38,092	87,210		
Contingency	5,000	1,520	3,480		
Capital Outlay	100,394	30,520	69,874		
Debt Service	73,245				
<b>Total Non- Compensation:</b>	<b>641,046</b>	<b>172,612</b>	<b>395,189</b>		
<b>TOTAL BUDGET:</b>	<b>5,608,275</b>	<b>1,682,649</b>	<b>3,852,381</b>	<b>795,154</b>	
<i>less other income sources:</i>	<i>430,923</i>				
<i>less prior year carryover:</i>	<i>140,000</i>				
<b>TOTAL SHARED COST:</b>	<b>5,037,352</b>	<b>1,531,355</b>	<b>3,505,997</b>	<b>795,154</b>	
		<b>Monthly Payment:</b>	<b>292,166.42</b>		
		<b>Quarterly Base Payments:</b>		<b>198,789</b>	
		<b>(w/o prior year reimbursement adjustments)</b>			

**GENERAL FUND  
FIRE**

PROGRAM DETAIL	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%	
		Total			Total		Total	
<b>SERVICES &amp; SUPPLIES</b>								
Outside Services	3,034,088	100%	3,275,327	3,275,327	100%	3,505,997	100%	
Out Svs: Safety Cleanup	-							
Building Maintenance								
<b>SERVICES &amp; SUPPLIES</b>	<b>3,034,088</b>	<b>100%</b>	<b>3,275,327</b>	<b>3,275,327</b>	<b>100%</b>	<b>3,505,997</b>	<b>100%</b>	
<b>TOTAL BUDGET</b>	<b>3,034,088</b>	<b>100%</b>	<b>3,275,327</b>	<b>3,275,327</b>	<b>100%</b>	<b>3,505,997</b>	<b>100%</b>	
<b>EQUIPMENT FUND</b>								
Fire Equipment	72,393		72,404	72,404		52,604		
<b>EQUIPMENT TOTAL</b>	<b>72,393</b>		<b>72,404</b>	<b>72,404</b>		<b>52,604</b>		

## **LEGAL SERVICES**

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

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

### **2007-08 CHANGES/HIGHLIGHTS**

The Department budget has been decreased by \$20,000 to reflect a reduction in legal costs due to the fact that the flood litigation is being handled by attorneys from Bay Cities Joint Powers Insurance Authority.

### **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 personnel 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 2007-08 is budgeted for \$185, an increase of \$10/hour over 2006-07.

**GENERAL FUND  
LEGAL SERVICES**

PROGRAM DETAIL	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>SERVICES &amp; SUPPLIES</b>								
General Legal Counsel	106,722	91.8%	51,700	70,025	86.3%	51,700	35.6%	
Litigation	3,130	2.7%	98,692	5,613	6.9%	78,692	54.1%	
Employment Legal Services	6,464	5.6%	15,000	5,500	6.8%	15,000	10.3%	
<b>SERVICES &amp; SUPPLIES</b>	<b>116,316</b>	<b>100%</b>	<b>165,392</b>	<b>81,138</b>	<b>100%</b>	<b>145,392</b>	<b>100%</b>	
<b>TOTAL BUDGET</b>	<b>116,316</b>	<b>100%</b>	<b>165,392</b>	<b>81,138</b>	<b>100%</b>	<b>145,392</b>	<b>100%</b>	

## LIBRARY

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

### 2007-08 CHANGES/HIGHLIGHTS

The Library budget, which was \$516,940 in 2005-06, was cut to \$300,000 in 2006-07. The Friends of the Library generously agreed to contribute \$100,000 to the operating budget in 2006-07 and 2007-08. The Friends increased their contribution by \$18,000 mid-year 2006-07 to allow the Library to be open an additional 8 hours per week. The Friends have agreed to contribute a total of \$143,000 in 2007-08.

Due to the generosity of the Friends of the Library, hours were increased mid-year to the following schedule:

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

Funds budgeted in the Streets and Parks Division last year for janitorial services (\$50,000) are disbursed among Town departments, Robson House and the Isabel Cook Community Center budgets.

The Library Director has voluntarily reduced her hours to 33 per week. The Library Technician was promoted mid-year to Librarian I, to reflect her increased responsibilities and education.

The Town's management staff has set the following joint goals for 2007-08:

- Sustainability – Begin work to introduce ordinances that encourage sustainable practices, including green building, demolition reuse and recycling, energy efficiency, and clean air, and seek out opportunities in Town operations to utilize principles of sustainability.
- Flood Recovery - Continue flood recovery efforts, including rebuilding of the downtown Fire Station, sponsoring federal home elevation grants for local homeowners and planning flood mitigation measures at the Fire Station and Town Hall with federal grant money.
- Disaster Preparedness – Conduct community disaster preparedness training in conjunction with other cities/town, obtain grants for necessary emergency equipment, attend emergency preparedness training designed for Town staff.

## LIBRARY

### LABOR

Position	2005-06	2006-07	2007-08
Town Librarian	1	1	.83
Children's Librarian	1	0	0
Librarian I			.77
Library Technician	.5	.5	0
Lead Library Assistant	.83	.83	.83
Library Assistant	1.2	.7	.77
Total	4.5	3	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 (\$38,600).

**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 (\$12,000), heat/air, and minor repairs.

## GENERAL FUND LIBRARY

PROGRAM DETAIL	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total	
<b>LABOR COSTS</b>								
Salaries	233,224	44.0%	195,106	191,666	43.7%	200,441	41.7%	
Final Salary/Leave Payoff	16,467	3.1%	-	-	0.0%			
Benefits	52,230	9.9%	43,399	40,220	9.2%	42,176	8.8%	
Retirement	60,678	11.5%	51,238	51,827	11.8%	53,207	11.1%	
Payroll Taxes	22,151	4.2%	17,053	17,967	4.1%	19,548	4.1%	
Reimbursable Costs	174	0.0%	200	81	0.0%	200	0.0%	
Overtime/Temporary	28,964	5.5%	27,524	33,072	7.5%	36,478	7.6%	
<b>LABOR COSTS</b>	<b>413,888</b>	<b>78.2%</b>	<b>334,520</b>	<b>334,833</b>	<b>76.3%</b>	<b>352,050</b>	<b>73.2%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Equipment Maintenance	5,650	1.1%	5,200	6,171	1.4%	5,400	1.1%	
Publications & Dues	-	0.0%	340	340	0.1%	340	0.1%	
Outside Services	13,175	2.5%	10,433	10,377	2.4%	14,915	3.1%	
Training	265	0.1%	200	225	0.1%	200	0.0%	
Utilities	12,051	2.3%	9,844	13,000	3.0%	12,027	2.5%	
Building Maintenance	5,823	1.1%	6,300	6,217	1.4%	18,600	3.9%	
Office Supplies	2,328	0.4%	3,000	2,187	0.5%	2,600	0.5%	
Books & Periodicals	45,704	8.6%	38,520	34,738	7.9%	38,600	8.0%	
Department Supplies	2,222	0.4%	1,151	1,038	0.2%	1,000	0.2%	
Collection Database	28,417	5.4%	29,737	29,737	6.8%	35,080	7.3%	
<b>SERVICES &amp; SUPPLIES</b>	<b>115,635</b>	<b>21.8%</b>	<b>104,725</b>	<b>104,030</b>	<b>23.7%</b>	<b>128,762</b>	<b>26.8%</b>	
<b>TOTAL BUDGET</b>	<b>529,523</b>	<b>100%</b>	<b>439,245</b>	<b>438,863</b>	<b>100%</b>	<b>480,812</b>	<b>100%</b>	

## **NON-DEPARTMENTAL SERVICES**

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

### **2007-08 CHANGES/HIGHLIGHTS**

Community Donations have been included for Marin Mediation Services in the amount of \$2,867. The Jeanette Prandi Children's Center reflects an increase from \$2,721 to \$2,732.

Outsides Services reflects the addition of \$2,568 for the Town's membership in the Association of Bay Area Governments (ABAG).

### **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, 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 (\$119,666); Transportation Authority of Marin (\$20,563); Marin Telecommunications Agency (\$30,042); Management Information Services (\$6,000), MERA administrative fee (\$58,175), Marin Local Agency Formation Commission (\$6,639)

## NON-DEPARTMENTAL SERVICES

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

<b>Community Service Investments</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>
Marin Mediation Services	0	1,750	1,750	2,867
Rebate for Marin Renters	5,627	5,627	5,627	5,740
Marin Abused Women's Services	5,000	5,000	5,000	5,000
Community Violence Solutions	0	0	0	0
Ross Valley Ecumenical Housing	0	0	0	1,500
Drake High School Safe & Sober	500	500	500	500
Chamber's Destination San Anselmo	0	0	0	0
Jeanette Prandi Children's Center	2,267	2,721	2,732	2732
Helen Vine Detox Center	0	0	0	0
Marin Housing BMR Program	0	0	0	1,793
<b>Total:</b>	<b>13,394</b>	<b>15,598</b>	<b>15,609</b>	<b>20,132</b>

**Training** - Training and conference attendance by Council-appointed boards, commissioners, and general staff.

**Department supplies** - Multi-hazard disaster preparedness supplies, and recognition and appreciation events for volunteers/employees.

**Retiree's health insurance** - Town's portion of retirees' health insurance benefits.

**Solid Waste & Recycling Advisory Committee** - Miscellaneous services and supplies.

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

**GENERAL FUND  
NON DEPARTMENTAL**

PROGRAM DETAIL	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>SERVICES &amp; SUPPLIES</b>								
Tax Rebates	1,305	0.3%	1,250	945	0.2%	1,250	0.2%	
Promotion of Commerce	-	0.0%	1,800	865	0.2%	1,000	0.2%	
Publications & Dues	5,132	1.4%	5,000	5,347	1.1%	5,000	1.0%	
Outside Services	242,417	65.0%	244,108	246,302	51.1%	270,955	51.8%	
Training	-	0.0%	2,500	137	0.0%	2,500	0.5%	
Department Supplies	4,662	1.3%	11,337	10,145	2.1%	8,911	1.7%	
Note Expense	58,863	15.8%	147,886	147,886	30.7%	136,363	26.0%	
Health Insurance-Retirees	60,153	16.1%	69,756	69,436	14.4%	75,300	14.4%	
Solid Waste/Recycling Prg.	-	0.0%	200	-	0.0%	200	0.0%	
Safety Program	360	0.1%	22,868	803	0.2%	22,009	4.2%	
<b>SERVICES &amp; SUPPLIES</b>	<b>372,892</b>	<b>100%</b>	<b>506,705</b>	<b>481,866</b>	<b>100%</b>	<b>523,488</b>	<b>100%</b>	
<b>TOTAL BUDGET</b>	<b>372,892</b>	<b>100%</b>	<b>506,705</b>	<b>481,866</b>	<b>100%</b>	<b>523,488</b>	<b>100%</b>	

## PARKS

The Parks Department was combined with the Street Maintenance Department in the Town's reorganization, in order to reduce costs and gain efficiency with the limited number of crew members. The positions of Parks Director and Groundskeeper Trainee were eliminated in the reorganization.

### LABOR

Position	2005-06	2006-07	2007-08
Parks Director	1	0	0
Sr. Maintenance Worker	1	0	0
Maintenance Worker I/II (*2 <i>positions frozen</i> )	1	0	0
Groundskeeper Trainee	1	0	0
Total:	4	0	0
<i>*2 positions frozen in 04-05 and 05-06</i>			

**GENERAL FUND  
PARKS**

PROGRAM DETAIL	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%	
	Total		Total	Total	Total	Total	Total	
<b>LABOR COSTS</b>								
Salaries	203,724	44.0%						
Final Salary/Leave Payoff	66,690	14.4%						
Benefits	45,167	9.8%						
Retirement	50,471	10.9%						
Payroll Taxes	22,006	4.8%						
Reimbursable Costs	1,140	0.2%						
Overtime/Temporary	10,715	2.3%						
<b>LABOR COSTS</b>	<b>399,913</b>	<b>86.3%</b>	-	-		-		
<b>SERVICES &amp; SUPPLIES</b>								
Vehicle Operations	5,604	1.2%						
Equipment Maintenance	711	0.2%						
Equipment Rental	324	0.1%						
Outside Services	16,225	3.5%						
Training	1,667	0.4%						
Utilities	21,426	4.6%						
Building Maintenance	1,172	0.3%						
Office Supplies	1,249	0.3%						
Department Supplies	14,893	3.2%						
<b>SERVICES &amp; SUPPLIES</b>	<b>63,271</b>	<b>13.7%</b>	-	-		-		
<b>TOTAL BUDGET</b>	<b>463,184</b>	<b>100%</b>	-	-		-		

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## 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.

### 2007-08 CHANGES/HIGHLIGHTS

As a result of the Town's reorganization to reduce expenses and streamline customer services, Planning and Building services were combined into one department in 2007-08.

The Senior Planner position remained vacant through 2006-07, reflecting the promotion of the Senior Planner to the Planning and Building Director. Salary savings from this vacancy were reflected in the Outside Services line item in 2006-07, and were utilized for Planning consultants. A recruitment is planned in early 2007-08 to fill the Senior Planner position and \$93,000 has been transferred to the labor costs section to reflect that change.

An Administrative Services Assistant I position, shared equally between Engineering and the Planning and Building Department is frozen. The duties of the position have been split among remaining staff members.

The title of the Senior Administrative Services Assistant was changed to Permit Technician, to better reflect the duties of the position.

Consultant's fees have been included in Outside Services for the expected update of the Housing Workbook.

Funds budgeted in the Streets and Parks Division last year for janitorial services (\$50,000) are disbursed among Town departments, Robson House and the Isabel Cook Community Center budgets.

The Town's management staff has set the following joint goals for 2007-08:

- Sustainability -- Begin work to introduce ordinances that encourage sustainable practices, including green building, demolition reuse and recycling, energy efficiency, and clean air, and seek out opportunities in Town operations to utilize principles of sustainability.
- Flood Recovery - Continue flood recovery efforts, including rebuilding of the downtown Fire Station, sponsoring federal home elevation grants for local homeowners and planning flood mitigation measures at the Fire Station and Town Hall with federal grant money.
- Disaster Preparedness -- Conduct community disaster preparedness training in conjunction with other cities/town, obtain grants for necessary emergency equipment, attend emergency preparedness training designed for Town staff.

## PLANNING AND BUILDING

### LABOR

Title	2005-06 Planning only	2006-07 Planning & Building	2007-08 Planning & Building
Planning and Building Director	0	1	1
Planning Director	1	0	0
Building Official	0	1	1
Senior Planner	0	0	1
Building Inspector	0	1	1
Assistant Planner	1	1	1
Permit Technician	.5	1	1
<i>Administrative Services Assistant I**</i>	0	0	0
Total:	2.5	5	6
<i>** .5 position frozen</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 (\$10,000), zoning and planning applications requiring special studies including Downtown Design Guideline workshops; coordination with Affordable Housing proponents, and other planning 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 (\$4,500), 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	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>LABOR COSTS</b>								
Salaries	188,433	53.5%	376,708	383,220	54.6%	454,254	59.3%	
Benefits	21,613	6.1%	52,512	46,978	6.7%	80,537	10.5%	
Retirement	46,994	13.3%	99,021	98,040	14.0%	120,704	15.8%	
Payroll Taxes	14,881	4.2%	29,244	30,111	4.3%	34,714	4.5%	
Reimbursable Costs	1,334	0.4%	2,750	2,400	0.3%	2,750	0.4%	
Overtime/Temporary	4,583	1.3%	1,127	13,160	1.9%	1,127	0.1%	
<b>LABOR COSTS</b>	<b>277,838</b>	<b>78.9%</b>	<b>561,362</b>	<b>573,909</b>	<b>81.8%</b>	<b>694,086</b>	<b>90.6%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Legal Advertising	553	0.2%	1,000	210	0.0%	1,000	0.1%	
Vehicle Maintenance		0.0%	1,500	731	0.1%	1,500	0.2%	
Equipment Maintenance	3,279	0.9%	5,700	4,706	0.7%	5,700	0.7%	
Publications & Dues	255	0.1%	2,360	1,086	0.2%	2,360	0.3%	
Outside Services	55,626	15.8%	112,443	96,477	13.7%	29,250	3.8%	
Training	817	0.2%	3,012	1,927	0.3%	3,012	0.4%	
Utilities	6,030	1.7%	7,732	12,174	1.7%	11,604	1.5%	
Building Maintenance	3,550	1.0%	1,848	1,433	0.2%	6,348	0.8%	
Office Supplies	4,346	1.2%	10,765	9,222	1.3%	10,765	1.4%	
Department Supplies	-	0.0%	700	108	0.0%	700	0.1%	
<b>SERVICES &amp; SUPPLIES</b>	<b>74,456</b>	<b>21.1%</b>	<b>147,060</b>	<b>128,074</b>	<b>18.2%</b>	<b>72,239</b>	<b>9.4%</b>	
<b>TOTAL BUDGET</b>	<b>352,294</b>	<b>100%</b>	<b>708,422</b>	<b>701,983</b>	<b>100%</b>	<b>766,325</b>	<b>100%</b>	

## 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.

### 2007-08 CHANGES HIGHLIGHTS

Two Department positions were frozen, one Officer and one Dispatcher, throughout 2004-05, 2005-06 and 2006-07 due to the funding shortfall. Both positions are funded this year in order to minimize department overtime and meet minimum deployment.

The Parking Enforcement Officer title has been converted to Community Services Officer to allow greater flexibility in the position duties, at no change in cost. One Dispatcher position has been converted to a Community Services Officer as well.

The budget reflects an increase in the cost of the Major Crimes Task Force (\$39,050).

### 2007-08 GOALS/WORKPLAN

The Town's management staff has set the following joint goals for 2007-08:

- Sustainability – Begin work to introduce ordinances that encourage sustainable practices, including green building, demolition reuse and recycling, energy efficiency, and clean air, and seek out opportunities in Town operations to utilize principles of sustainability.
- Flood Recovery - Continue flood recovery efforts, including rebuilding of the downtown Fire Station, sponsoring federal home elevation grants for local homeowners and planning flood mitigation measures at the Fire Station and Town Hall with federal grant money.
- Disaster Preparedness – Conduct community disaster preparedness training in conjunction with other cities/town, obtain grants for necessary emergency equipment, attend emergency preparedness training designed for Town staff.

### EQUIPMENT

The equipment replacement schedule developed for the Police Department calls for lease payment of \$79,438 in 2007-08

## POLICE

### LABOR

Position	*2005-06	*2006-07	2007-08
Chief	1	1	1
Captains	2	2	2
Sergeants	4	4	4
Officers	11	11	12
<b>Sub-total sworn:</b>	<b>18</b>	<b>18</b>	<b>19</b>
Dispatch Supervisor	1	1	1
Dispatchers	3	3	3
Sr. Police Administrative Services Assistant	1	1	1
Community Services Officer	1	1	2
<b>Sub-total non-sworn:</b>	<b>6</b>	<b>6</b>	<b>7</b>
Total:	24	24	26
<i>*2 positions frozen</i>			

One third of one Officer position and one third of one dispatch position are funded through the COPS Fund. One Officer is a Detective assigned to Investigations. One Officer is a Detective Juvenile Officer assigned to Investigations. Two Officers are Traffic Officers assigned to Traffic Patrol.

### SERVICES AND SUPPLIES

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

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

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

**Outside services** – County-wide Major Crimes Task Force (\$39,050), booking fees (\$22,000); 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 (\$12,000), 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	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%	
	Total		BUDGET	ACTUAL	Total	BUDGET	Total	
<b>LABOR COSTS</b>								
Salaries	1,602,601	47.8%	1,918,227	1,833,776	50.0%	2,158,203	53.2%	
Benefits	245,534	7.3%	296,262	250,881	6.8%	314,908	7.8%	
Retirement	679,225	20.3%	754,383	717,152	19.5%	856,958	21.1%	
Payroll Taxes	139,392	4.2%	152,287	161,787	4.4%	188,200	4.6%	
Reimbursable Costs	23,896	0.7%	25,380	27,680	0.8%	25,380	0.6%	
Overtime/Temporary	399,324	11.9%	207,485	367,549	10.0%	202,900	5.0%	
<b>LABOR COSTS</b>	<b>3,089,972</b>	<b>92.2%</b>	<b>3,354,024</b>	<b>3,358,825</b>	<b>91.5%</b>	<b>3,746,549</b>	<b>92.3%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Vehicle Operations	55,233	1.6%	59,500	67,335	1.8%	59,500	1.5%	
Equipment Maintenance	12,322	0.4%	20,551	12,073	0.3%	20,551	0.5%	
Publications & Dues	6,609	0.2%	5,250	3,402	0.1%	5,250	0.1%	
Outside Services	79,029	2.4%	117,290	100,360	2.7%	118,764	2.9%	
Training	16,857	0.5%	10,000	22,507	0.6%	10,000	0.2%	
Utilities	54,246	1.6%	45,660	45,789	1.2%	50,478	1.2%	
Building Maintenance	6,162	0.2%	7,700	3,549	0.1%	19,700	0.5%	
Office Supplies	9,665	0.3%	8,455	12,531	0.3%	8,455	0.2%	
Department Supplies	21,002	0.6%	19,150	42,474	1.2%	19,150	0.5%	
<b>SERVICES &amp; SUPPLIES</b>	<b>261,125</b>	<b>7.8%</b>	<b>293,556</b>	<b>310,020</b>	<b>8.5%</b>	<b>311,848</b>	<b>7.7%</b>	
<b>TOTAL BUDGET</b>	<b>3,351,097</b>	<b>100%</b>	<b>3,647,580</b>	<b>3,668,845</b>	<b>100%</b>	<b>4,058,397</b>	<b>100%</b>	

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## RECREATION – GENERAL FUND

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

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

In 2006-07 General Fund support was decreased further to 0%, with 100% of the Recreation Director's salary to the Recreation Fund. This shift was possible because the Town's Recreation program was highly successful in those years. However, within the last year, the Department has recognized that participation in Recreation programs countywide is down due to competition from the private sector, particularly with respect to summer camps and the preschool.

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

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	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%	
		Total			Total		Total	
<b>LABOR COSTS</b>								
Salary-Recreation Director	15,097	69.1%				50,115	58.9%	
Benefits	1,715	7.9%				3,699	4.3%	
Retirement	3,873	17.7%				13,303	15.6%	
Payroll Taxes	1,151	5.3%				4,001	4.7%	
<b>LABOR COSTS</b>	<b>21,836</b>	<b>100%</b>	-	-		<b>71,118</b>	<b>83.6%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Building Maintenance						10,800	12.7%	
Utilities: Internet						3,163	3.7%	
<b>SERVICES &amp; SUPPLIES</b>	-	0.0%	-	-	0.0%	<b>13,963</b>	<b>16.4%</b>	
<b>TOTAL BUDGET</b>	<b>21,836</b>	<b>100%</b>	-	-		<b>85,081</b>	<b>100.0%</b>	

## **STREET AND PARK MAINTENANCE**

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

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

The Senior Maintenance Worker assigned to the Isabel Cook Complex spends a portion of his time on other Town maintenance projects. That percentage (35%) is accounted for in the Streets and Parks budget.

### **2007-08 CHANGES/HIGHLIGHTS**

In the Town's reorganization the Street Maintenance Division and Park Department were combined into one division under the Public Works Director in order to reduce costs and increase efficiency. The Streets and Parks Superintendent retired June 30; a recruitment to fill the position is planned in the fall.

Funds budgeted in the Streets and Parks Division last year for janitorial services (\$50,000) are disbursed among Town departments, Robson House and the Isabel Cook Community Center budgets.

### **2007-08 GOALS/WORKPLAN**

The Town's management staff has set the following joint goals for 2007-08:

- **Sustainability** – Begin work to introduce ordinances that encourage sustainable practices, including green building, demolition reuse and recycling, energy efficiency, and clean air, and seek out opportunities in Town operations to utilize principles of sustainability.
- **Flood Recovery** - Continue flood recovery efforts, including rebuilding of the downtown Fire Station, sponsoring federal home elevation grants for local homeowners and planning flood mitigation measures at the Fire Station and Town Hall with federal grant money.
- **Disaster Preparedness** – Conduct community disaster preparedness training in conjunction with other cities/town, obtain grants for necessary emergency equipment, attend emergency preparedness training designed for Town staff.

## STREET AND PARK MAINTENANCE

### LABOR

Position	2006-07 Streets and Parks	2007-08 Streets and Parks
Street and Parks Superintendent	1	1
Leadworker/Field Supervisor	1	1.35
Sr. Maintenance Worker	1.35	1
Maintenance Wkrs. I/II	3	3
Total:	6.35	6.35
<i>*4 positions frozen</i>		

**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), and other services; mandated stormwater pollution control program and projects (\$29,196); storm drain cleanouts (\$10,000); street sweeping (\$55,400), contractor services to help maintain the town's landscaped grounds and trees, poison oak and other brush/fire hazard removal.

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

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

**GENERAL FUND  
STREET & PARK MAINTENANCE**

PROGRAM DETAIL	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%	
		Total			Total		Total	
<b>LABOR COSTS</b>								
Salaries	240,317	35.3%	357,205	312,870	32.8%	371,338	34.7%	
Benefits	59,790	8.8%	86,108	76,301	8.0%	98,827	9.2%	
Retirement	54,754	8.0%	92,741	82,638	8.7%	97,767	9.1%	
Payroll Taxes	21,470	3.2%	31,069	27,696	2.9%	32,722	3.1%	
Reimbursable Costs	4,110	0.6%	6,000	3,564	0.4%	6,000	0.6%	
Overtime/Temporary	25,511	3.7%	29,923	30,166	3.2%	28,498	2.7%	
<b>LABOR COSTS</b>	<b>405,952</b>	<b>59.6%</b>	<b>603,046</b>	<b>533,235</b>	<b>55.8%</b>	<b>635,152</b>	<b>59.3%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Vehicle Operations	16,331	2.4%	32,000	18,223	1.9%	32,000	3.0%	
Equipment Maintenance	633	0.1%	2,600	4,836	0.5%	2,600	0.2%	
Equipment Rental	266	0.0%	4,082	1,539	0.2%	4,082	0.4%	
Outside Services	172,477	25.3%	195,764	243,434	25.5%	216,126	20.2%	
Training		0.0%	3,500	12	0.0%	3,500	0.3%	
Utilities	48,824	7.2%	79,255	86,989	9.1%	91,408	8.5%	
Building Maintenance	117	0.0%	52,000	458	0.0%	9,200	0.9%	
Department Supplies	36,609	5.4%	77,400	66,533	7.0%	77,400	7.2%	
<b>SERVICES &amp; SUPPLIES</b>	<b>275,257</b>	<b>40.4%</b>	<b>446,601</b>	<b>422,024</b>	<b>44.2%</b>	<b>436,316</b>	<b>40.7%</b>	
<b>TOTAL BUDGET</b>	<b>681,209</b>	<b>100%</b>	<b>1,049,647</b>	<b>955,259</b>	<b>100%</b>	<b>1,071,468</b>	<b>100%</b>	

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## TOWN COUNCIL

The five member Town Council is the legislative body of the Town. The elected representatives enact ordinances, determine policy, hear appeals, adopt the annual budget, fix salaries, appoint department heads 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.

### 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	2005-2006		2006-2007			2007-2008		COMMENTS
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%	
	Total				Total		Total	
<b>LABOR COSTS</b>								
Council Salaries	5,940	25.1%	5,940	5,841	57.9%	5,940	26.0%	
Payroll Taxes	455	1.9%	454	447	4.4%	454	2.0%	
<b>LABOR COSTS</b>	<b>6,395</b>	<b>27.1%</b>	<b>6,394</b>	<b>6,288</b>	<b>62.4%</b>	<b>6,394</b>	<b>63.4%</b>	
<b>SERVICES &amp; SUPPLIES</b>								
Outside Services	11,029	46.7%	-	400	4.0%		0.0%	
Election Expense		0.0%	-	-	0.0%	12,000	52.5%	
Training	5,473	23.2%	1,700	3,015	29.9%	2,700	11.8%	
Building Maintenance	339	1.4%	900	132	1.3%	900	3.9%	
Department Supplies	390	1.7%	871	246	2.4%	871	3.8%	
<b>SERVICES &amp; SUPPLIES</b>	<b>17,231</b>	<b>72.9%</b>	<b>3,471</b>	<b>3,793</b>	<b>37.6%</b>	<b>16,471</b>	<b>72.0%</b>	
<b>TOTAL BUDGET</b>	<b>23,626</b>	<b>100%</b>	<b>9,865</b>	<b>10,081</b>	<b>100%</b>	<b>22,865</b>	<b>100%</b>	

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## CAPITAL RECONSTRUCTION FUND

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

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

### 2007-08 CHANGES/HIGHLIGHTS.

This budget year \$100,000 is budgeted for new capital projects, excluding the flood renovation work, including flood flaps for the Library, detectable warnings/curb ramps town wide, and building renovation to Fire Station 20.

### 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

### 2007-08 EXPENDITURES

<b><u>Recommended due to grants or loans:</u></b>	
<u>State Recycling Grant</u> : State funds for recycling containers.	10,445
2000 RBA Per Capital Grant: Tennis Courts	104,452
2002 RBA Per Capita Grant: Memorial Park	66,192
2002 RBA Per Capita Grant: Rec Center	25,280
2002 RBA Per Capita Grant: Tennis Courts	64,600
<u>Town Hall Tower</u> : The Town Hall tower seismic retrofit (matching funds)	50,000
<b>Sub-total Grants and Loans</b>	<b>320,969</b>
<b><u>Recommended due to liability and/or safety concerns:</u></b>	
<u>Disability Access improvements: General</u> : To be available for correcting accessibility barriers, pursuant to Americans with Disabilities Act (ADA). \$10,000 is budgeted each year for this item; \$11,161 is carried over from 2006-07.	21,161
<u>Disability Access</u> : To be used to design and execute plans for access to the Recreation Department. Carried over from previous year but remains a high priority.	47,160
<u>Library Flood Flaps</u>	15,000
<u>Rebuild Hub Equipment Shed</u> : Replace shed that is structurally unsound and not watertight.	30,000
<u>ADA detectable warnings and curb ramps</u> - First year of a five year plan to install curb ramps and detectable warnings throughout Town.	73,500
<b>Sub-total liability and/or safety concerns:</b>	<b>186,821</b>
<b><u>Recommended based on prior commitments and/or direction:</u></b>	
<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 07-08 revenue of \$5,600 and \$11,996 carried over from 2006-07.	17,596
<u>Fire Stations - Building Repairs</u> : Repairs to the downtown station and Butterfield station.	15,000
<b>Subtotal: prior commitments and/or direction:</b>	<b>79,562</b>

<u>Unprogrammed Projects</u> For immediate, unanticipated minor emergency and unprogrammed projects. Also used for cost overruns on budgeted capital projects.	58,729
<u>Town Hall carpet, 2<sup>nd</sup> floor</u> – Replacement of 30 year old carpet in Town Hall offices.	30,000
<b>Sub-total: Other:</b>	<b>88,729</b>
<b>Total 2007-08 Expenditures:</b>	<b>629,115</b>

**TOWN OF SAN ANSELMO**  
**CAPITAL RECONSTRUCTION FUND**  
Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	145,412	105,618	105,618	229,491
<b>REVENUE</b>				
State Revenue	90,311	288,689	28,165	260,524
Revenue from other sources	20,074	5,656	5,656	5,600
<b>SUB TOTAL</b>	<b>110,385</b>	<b>294,345</b>	<b>33,821</b>	<b>266,124</b>
<b>TRANSFERS IN</b>	294,699	214,292	214,292	133,500
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>405,084</b>	<b>508,637</b>	<b>248,113</b>	<b>399,624</b>
<b>TOTAL RESOURCES</b>	<b>550,496</b>	<b>614,255</b>	<b>353,731</b>	<b>629,115</b>
<b>EXPENDITURES</b>				
Recommended due to grants or loans	95,006	344,134	23,165	320,969
Recommended due to liability/safety	41,196	129,911	33,381	186,821
Recommended based on prior commitments & direction	308,676	75,218	54,580	32,596
Other	-	64,992	13,114	88,729
<b>SUB TOTAL</b>	<b>444,878</b>	<b>614,255</b>	<b>124,240</b>	<b>629,115</b>
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>444,878</b>	<b>614,255</b>	<b>124,240</b>	<b>629,115</b>
<b>ENDING BALANCE</b>	<b>105,618</b>	-	<b>229,491</b>	-
Designated: Other Projects	105,618	-	229,491	-
Undesignated	-	-	-	-
<b>TOTAL BUDGET</b>	<b>550,496</b>	<b>614,255</b>	<b>353,731</b>	<b>629,115</b>

**CAPITAL RECONSTRUCTION FUND  
REVENUE SUMMARY**

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>STATE REVENUE</b>				
State Recycling Grant	5,000	5,000	5,000	
2000 Res Bond Act: Per Capita Grant		113,000	8,548	104,452
2002 Res Bond Act: Per Capita Grant	49,311	170,689	14,617	156,072
Lansdale Playgdn Improvement Allocation	36,000			
<b>SUBTOTAL</b>	<b>90,311</b>	<b>288,689</b>	<b>28,165</b>	<b>260,524</b>
<b>REVENUE FROM OTHER SOURCES</b>				
Memorial Park Snack Shack proceeds	10,260	5,656	5,656	5,600
Elders Garden donations				-
Lansdale Playground Improve Local Match	9,814			-
Sorich Park donation - Open Space Fund				
<b>SUBTOTAL</b>	<b>20,074</b>	<b>5,656</b>	<b>5,656</b>	<b>5,600</b>
<b>TOTAL REVENUE</b>	<b>110,385</b>	<b>294,345</b>	<b>33,821</b>	<b>266,124</b>
<b>TRANSFERS IN</b>				
from General Fund - current year funds	294,699	210,000	210,000	133,500
from General Fund - Excess Revenue Carryover				
from Recreation Fund		4,292	4,292	
<b>TRANSFERS IN</b>	<b>294,699</b>	<b>214,292</b>	<b>214,292</b>	<b>133,500</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>405,084</b>	<b>508,637</b>	<b>248,113</b>	<b>399,624</b>

## CAPITAL RECONSTRUCTION FUND EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>RECOMMENDED DUE TO GRANTS/LOANS</b>				
Sorich Park	142			
State Recycling Grant	9,553	10,445	-	10,445
2000 RBA Per Capita Grant: Tennis Courts		113,000	8,548	104,452
2002 RBA Per Capita Grant: Creek Park		13,689	12,897	
2002 RBA Per Capita Grant: Memorial Park	9,808	40,000		66,192
2002 RBA Per Capita Grant: Rec Center	39,503	25,000	1,720	25,280
2002 RBA Per Capita Grant: RHCP Contribution		92,000		
2002 RBA Per Capita Grant: Tennis Courts				64,600
Lansdale Playgd Improvement Allocation	36,000	-	-	
Town Hall Tower Repair		50,000	-	50,000
<b>SUBTOTAL:</b>	<b>95,006</b>	<b>344,134</b>	<b>23,165</b>	<b>320,969</b>
<b>RECOMMENDED DUE TO LIABILITY/SAFETY</b>				
Disability Access - General	9,394	24,911	3,750	21,161
Disability Access - Design list of ADA projs		50,000	2,840	47,160
Library Flood Flaps				15,000
Library Roof Repair	31,802			
Creek Park Electrical Repairs		20,000	18,631	-
Creek Park Hub Shed Repair		30,000	-	30,000
ADA detectable warnings/ramps				73,500
Town Hall Roof Repair		5,000	8,160	
<b>SUBTOTAL:</b>	<b>41,196</b>	<b>129,911</b>	<b>33,381</b>	<b>186,821</b>
<b>RECOMMENDED BASED ON PRIOR COMMITMENT</b>				
Elders Garden development		100	73	
Robson-Harrington House - Repair walls		4,550	-	
Memorial Park - Snack Shack Improvements	15,834	24,272	12,276	17,596
Fire Stations - Building repairs	4,321	5,000	5,315	15,000
Oak Springs Fire Improvement Project	30,000			
Oak Springs Slide Repair	250,003			
Lansdale Playground Improvements Match	8,518	1,296	416	
Ross Valley Watershed		40,000	36,500	
<b>SUBTOTAL</b>	<b>308,676</b>	<b>75,218</b>	<b>54,580</b>	<b>32,596</b>
<b>OTHER</b>				
Recreation - Director's Office Reconfiguration		4,292	4,292	
Unprogrammed Projects		60,700	8,822	58,729
Town Hall carpet, 2nd floor				30,000
<b>SUBTOTAL</b>	<b>-</b>	<b>64,992</b>	<b>13,114</b>	<b>88,729</b>
<b>TOTAL EXPENDITURES</b>	<b>444,878</b>	<b>614,255</b>	<b>124,240</b>	<b>629,115</b>
<b>TRANSFERS</b>				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>444,878</b>	<b>614,255</b>	<b>124,240</b>	<b>629,115</b>

## **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.

**TOWN OF SAN ANSELMO**  
**COPS STATE GRANT FUND**  
Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	-	-	-	-
<b>REVENUE</b>				
State COPS Grant	100,000	100,000	100,000	100,000
<b>SUB TOTAL</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TOTAL RESOURCES</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>EXPENDITURES</b>				
Labor Costs	94,550	94,005	94,005	90,455
Other	5,450	5,995	5,995	9,545
<b>SUB TOTAL</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>ENDING BALANCE</b>	-	-	-	-
<b>TOTAL BUDGET</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

## COPS STATE GRANT FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>STATE REVENUE</b>				
COPS State Grant	100,000	100,000	100,000	100,000
<b>TOTAL REVENUE</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TRANSFERS IN</b>				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>EXPENDITURES</b>				
Labor Costs				
Salaries	47,474	55,518	55,498	40,577
Benefits	6,732	8,529	8,529	13,409
Retirement	21,353	22,767	22,767	17,067
Payroll Taxes	4,716	4,491	4,491	3,027
Reimbursable Costs	607	700	720	700
Overtime/Temporary	13,668	2,000	2,000	15,675
<b>SUBTOTAL</b>	<b>94,550</b>	<b>94,005</b>	<b>94,005</b>	<b>90,455</b>
Other				
Motorcycle Purchase				
Vehicle Parts and Equipment				
MERA Radio Equipment				
Computerized records management	5,450	5,995	5,995	9,545
Reserve				
<b>SUBTOTAL</b>	<b>5,450</b>	<b>5,995</b>	<b>5,995</b>	<b>9,545</b>
<b>TOTAL EXPENDITURES</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TRANSFERS OUT</b>				
to General Fund - lead dispatch duties				
to general Fund - computerized records mgt				
<b>SUBTOTAL</b>	-	-	-	-
to Equipment Fund - DMV Interface for CAD/RMS				
to Equipment Fund - police equipment				
<b>SUBTOTAL</b>	-	-	-	-
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

## DOWNTOWN REVITALIZATION

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

### *Downtown Revitalization Strategy Mission Statement*

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

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

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

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

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

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

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

**TOWN OF SAN ANSELMO**  
**DOWNTOWN REVITALIZATION FUND**  
 Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	22,020	22,620	22,620	24,481
REVENUE	600	3,000	3,000	
TRANSFERS IN	-			
TOTAL: REVENUE & TRANSFERS IN	600	3,000	3,000	-
TOTAL RESOURCES	22,620	25,620	25,620	24,481
EXPENDITURES	-	25,620	1,139	24,481
TRANSFERS OUT	-	25,620	1,139	24,481
TOTAL: EXPENDITURES & TRANSFERS OUT:	-	25,620	1,139	24,481
ENDING BALANCE	22,620	-	24,481	-
TOTAL BUDGET	22,620	25,620	25,620	24,481

## DOWNTOWN REVITALIZATION FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Mosaic Obelisk donations	100			
SA 2000 Fundraising Campaign donations	500	3,000	3,000	
S.A.V.E. donation, Creekside Q				
Tree Forfeitures				
<b>TOTAL REVENUE</b>	<b>600</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>TRANSFERS IN</b>				
from General Fund				
<b>TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>600</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>EXPENDITURES</b>				
SA 2000 Beautification				
Tree Replacement		11,800	-	11,800
Streetscape Improvements (benches, lights)				
Plaza project		13,720	1,139	12,581
Mosaic Obelisk		100		100
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>25,620</b>	<b>1,139</b>	<b>24,481</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>-</b>	<b>25,620</b>	<b>1,139</b>	<b>24,481</b>

## **EMERGENCY PROJECTS FUND**

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

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

The fund is currently being used to record the Town's expenses incurred in conjunction with the flood that occurred on December 31, 2005 and the April, 2006 damage on Allyn Avenue. To date the Town has spent \$2.8 million in recovery costs for the two emergency events and has received reimbursement or commitments for reimbursement from FEMA, OES and flood insurance for \$2 million.

The Fire Department Station 19 flood reconstruction and renovation project is in the planning phase. The Town Council will be considering options for financing the project and the budget will be revised at that time to reflect this expenditure.

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

For the last several years, the Town has utilized the TRAN (Tax and Revenue Anticipation Notes) to ensure an adequate cash flow. For 2007-08 the TRAN size has \$3.2 million to provide the Town with needed cashflow arising from disaster recovery efforts.

**TOWN OF SAN ANSELMO**  
**EMERGENCY PROJECTS FUND**  
Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	<b>50,000</b>	<b>(263,779)</b>	<b>(263,779)</b>	<b>159,519</b>
REVENUE	1,088,104	1,251,665	772,578	337,600
TRANSFERS IN	120,000	964,973	964,973	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>1,208,104</b>	<b>2,216,638</b>	<b>1,737,551</b>	<b>337,600</b>
<b>TOTAL RESOURCES</b>	<b>1,258,104</b>	<b>1,952,859</b>	<b>1,473,772</b>	<b>497,119</b>
EXPENDITURES	1,521,883	2,277,331	1,314,253	678,340
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>1,521,883</b>	<b>2,277,331</b>	<b>1,314,253</b>	<b>678,340</b>
<b>ENDING BALANCE</b>	<b>(263,779)</b>	<b>(324,472)</b>	<b>159,519</b>	<b>(181,221)</b>
<b>TOTAL BUDGET</b>	<b>1,258,104</b>	<b>1,952,859</b>	<b>1,473,772</b>	<b>497,119</b>

## EMERGENCY PROJECTS FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
FEMA/OES Reimbursement	245,219	1,236,665	1,091,242	308,600
OES: Flood Mitigation Assistance Grant		15,000	15,000	10,000
Flood Insurance Claim	810,000	-	(333,664)	-
Police Dept 9-1-1 Emergency Grant	19,807	-	-	19,000
Community Donations	13,078	-	-	
<b>TOTAL REVENUE</b>	<b>1,088,104</b>	<b>1,251,665</b>	<b>772,578</b>	<b>337,600</b>
<b>TRANSFERS IN</b>				
from General Fund	120,000	964,973	964,973	-
<b>TRANSFERS IN</b>	<b>120,000</b>	<b>964,973</b>	<b>964,973</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>1,208,104</b>	<b>2,216,638</b>	<b>1,737,551</b>	<b>337,600</b>
<b>EXPENDITURES</b>				
Emergency Response	278,488	-	250	
Town Hall: Police and Council Chambers	845,980	1,178,518	542,496	539,700
Library	259,242	60,000	60,825	
Fire Station	118,498	420,000	51,294	108,640
Administration	11,335	22,813	58,476	30,000
Infrastructure: 136 & 155 Allyn Ave Slides	8,340	596,000	600,912	
<b>TOTAL EXPENDITURES</b>	<b>1,521,883</b>	<b>2,277,331</b>	<b>1,314,253</b>	<b>678,340</b>
<b>TRANSFERS OUT</b>				
to General Fund				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>1,521,883</b>	<b>2,277,331</b>	<b>1,314,253</b>	<b>678,340</b>

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## 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 2007-8, \$82,340 in new funds has been allocated from the General Fund to the Equipment Fund. Other projects included on the equipment list are carried over from previous years or represent ongoing commitments.

The Ross Valley Fire Department has established an equipment replacement schedule, which requires an appropriation of \$52,604 from the Town of San Anselmo this fiscal year. Previously approved equipment leases for Police vehicles (\$79,438) are also included in the Equipment Fund.

The debt service payment for the Marin Emergency Radio Authority (MERA) (\$64,200) is being paid out of the Equipment Fund, through a transfer of General Fund money.

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

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

**PROPOSED BUDGET 2007-08**

**EQUIPMENT REQUESTS (GENERAL FUND):**

<b>Dept.</b>	<b>Equipment Requests funded</b>	<b>Approx. Cost</b>
Police	Tactical Entry Shield	2,700
Police	Portable 2-way radios	12,140
Police	Off-site Storage Container (Evidence)	7,700
Police	Investigation Work Stations	5,300
Town Council	Chambers Sound System	15,000
Admin & Finance	Financial Accounting Software	30,000
Planning & Building	Shutter for Planning/Building counter	2,000
Townwide	Postage Meter	7,500
	<b><i>Total funded</i></b>	<b><i>82,340</i></b>

**TOWN OF SAN ANSELMO**  
**EQUIPMENT FUND**  
Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	100,706	98,089	98,089	131,059
<b>REVENUE</b>				
Revenue	5,239	30,592	21,438	14,154
Other Sources of Funds	-	-	-	-
<b>SUB TOTAL</b>	5,239	30,592	21,438	14,154
<b>TRANSFERS IN</b>	238,724	309,924	309,924	300,280
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	243,963	340,516	331,362	314,434
<b>TOTAL RESOURCES</b>	<u>344,669</u>	<u>438,605</u>	<u>429,451</u>	<u>445,493</u>
<b>EXPENDITURES</b>				
Expenditures	170,955	266,083	222,994	270,061
Other Uses of Funds	75,625	75,398	75,398	75,338
<b>SUB TOTAL</b>	246,580	341,481	298,392	345,399
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES, OTHER USES &amp; TRANSFER</b>	246,580	341,481	298,392	345,399
<b>ENDING BALANCE</b>	98,089	97,124	131,059	100,094
Designated: other equipment items	98,089	97,124	131,059	100,094
<b>TOTAL BUDGET</b>	<u>344,669</u>	<u>438,605</u>	<u>429,451</u>	<u>445,493</u>

## EQUIPMENT FUND REVENUE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Police IBM Server (Marin Cty)	5,239			
Police Pkg Enforce Veh Grant (Marin Cty)		5,000	5,000	5,000
Police Vest Partner Grant		2,592	-	2,592
Police 911 Grant - RIMS Map		15,000	15,000	
Police PG&E Grant: EOC generator		5,000	-	5,000
Rec: Ross Valley Senior Prog Grant (Marin Cty)		3,000	1,438	1,562
<b>SUBTOTAL</b>	5,239	30,592	21,438	14,154
<b>OTHER SOURCES OF FUNDS</b>				
Ca Energy Com: LED Conversion Loan				
<b>SUBTOTAL</b>	-	-	-	-
<b>TOTAL REVENUE</b>	5,239	30,592	21,438	14,154
<b>TRANSFERS IN</b>				
from General Fund - current year funds	225,724	308,796	308,796	300,280
from General Fund - Excess Revenue Carryover				
from Capital Reconstruction Fund				
from Seized Assets Fund				
from COPS State Grant Fund				
from Recreation Fund	13,000	1,128	1,128	
<b>TRANSFERS IN</b>	238,724	309,924	309,924	300,280
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	243,963	340,516	331,362	314,434

## EQUIPMENT FUND EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
Fire - Equipment Reserve	72,393	72,404	72,404	52,604
Police - Patrol Cars (lease), incl MC Pkg Enf Veh Grt	47,985	79,438	81,651	79,438
Police - Report Software	10,479	10,479	10,479	
Police - Tactical Entry Shield				2,700
Police - Portable 2-way radios, with accessories				12,140
Police - Off-site Storage Container				7,700
Police - Investigation Work Stations				5,300
Police - IBM Server	8,739	15,000	15,000	
Police - Arcview Mapping Software/Site License	1,428	3,400	1,781	3,400
Police-Vest Partnership Grant		2,592	-	2,592
Police-PG&E Grant for EOC Generator		5,000	-	5,000
Streets - Truck (lease)	8,313			
Streets - VersaLift and Mower Repair		13,000	9,649	
Engineering & Inspection -- Used Backhoe	6,905	3,453	3,453	
Engineering & Inspection -- Arcview Mapping S	1,428			
Engineering: Creek Monitoring Equipment		6,000	5,355	
Financial Software - 5 yr lease purchase		30,000	-	60,000
Council: Chamber Sound System				15,000
Planning: Counter Shutter				2,000
Townwide Computer Hardware/Software		20,224	20,656	12,160
Townwide Postage Machine				7,500
Rec -- Ross Valley Senior Prog Equipment		3,000	1,438	1,562
Rec Fund - Computers	13,285	1,128	1,128	
Rec Fund - Softball Uniforms		965	-	965
<b>TOTAL EXPENDITURES</b>	<b>170,955</b>	<b>266,083</b>	<b>222,994</b>	<b>270,061</b>
<b>OTHER USES OF FUNDS</b>				
Debt Service Pay on LED Conversion Loan	11,138	11,138	11,138	11,138
Debt Service on MERA	64,487	64,260	64,260	64,200
<b>TOTAL OTHER USES</b>	<b>75,625</b>	<b>75,398</b>	<b>75,398</b>	<b>75,338</b>
<b>TRANSFERS OUT</b>				
to General Fund				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>246,580</b>	<b>341,481</b>	<b>298,392</b>	<b>345,399</b>

## INSURANCE FUND

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

### Liability Insurance

On July 1, 1996, the Town became a member of the Bay Cities Joint Powers Insurance Authority (Bay Cities), a self-insurance pool that provides liability insurance coverage to seventeen cities in the Bay Area. Each member agency selects a self-insured retention limit, below which the agency pays the claim costs. The insurance authority is responsible for costs above the limit, although it purchases excess insurance coverage for costs above \$1 million, up to \$10 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.

### 2007-08 Highlights

Expenditures for Worker's Compensation and liability claims remained at a stable level in 2006-07. The General Fund transfer to the Insurance Fund has been reduced to \$472,000, reflecting lower expenditures during the year and lower year end liabilities. The \$200,000 set aside for lawsuits remains in the Insurance Fund.

**TOWN OF SAN ANSELMO**  
**INSURANCE FUND**

Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	104,051	1,118,804	1,118,804	1,545,371
REVENUE	-	-	-	-
TRANSFERS IN	1,200,671	754,998	754,998	282,482
TOTAL: REVENUE & TRANSFERS IN	1,200,671	754,998	754,998	282,482
TOTAL RESOURCES	<u>1,304,722</u>	<u>1,873,802</u>	<u>1,873,802</u>	<u>1,827,853</u>
EXPENDITURES	185,918	754,998	328,431	699,758
TRANSFERS OUT	-	-	-	-
RESERVE FOR CLAIMS	-	1,118,804	-	1,128,095
TOTAL: EXPENDITURES, TRFRS OUT & RESERVE:	185,918	1,873,802	328,431	1,827,853
ENDING BALANCE	1,118,804	-	1,545,371	-
TOTAL BUDGET	<u>1,304,722</u>	<u>1,873,802</u>	<u>1,873,802</u>	<u>1,827,853</u>

**INSURANCE FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Premium Refunds from prior years (MCLMA)				
Premium Refunds from prior years (Workers Comp)				
<b>TOTAL REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>				
from General Fund	1,200,671	754,998	754,998	282,482
<b>TRANSFERS IN</b>	<b>1,200,671</b>	<b>754,998</b>	<b>754,998</b>	<b>282,482</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>1,200,671</b>	<b>754,998</b>	<b>754,998</b>	<b>282,482</b>
<b>EXPENDITURES</b>				
Liability Insurance and Claims	(10,777)	184,054	313,527	305,414
National Flood Insurance Program	11,384	12,194	12,194	13,196
Workers Compensation Insurance and Claims	184,339	328,750	(9,053)	151,148
State Unemployment Insurance Claims	28	30,000	11,763	30,000
Lawsuit Settlement	944	200,000	-	200,000
<b>TOTAL EXPENDITURES</b>	<b>185,918</b>	<b>754,998</b>	<b>328,431</b>	<b>699,758</b>
<b>TRANSFERS OUT</b>				
to General Fund				
<b>RESERVE FOR CLAIMS</b>		<b>1,118,804</b>		<b>1,128,095</b>
<b>TOTAL EXPENDITURES, TRFRS OUT, &amp; RESER</b>	<b>185,918</b>	<b>1,873,802</b>	<b>328,431</b>	<b>1,827,853</b>

## ISABEL COOK COMPLEX (ICC)

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

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

### LABOR

<b>Title</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>
Sr. Maintenance Worker*	.65	.55	.55

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

The Maintenance Worker 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 (\$3,600)

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

## **CAPITAL IMPROVEMENTS**

Phase 2 of repairs to exterior wall to contain leakage into the building (\$12,000) and Boiler System upgrade (\$60,000).

## **REVENUES**

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

**TOWN OF SAN ANSELMO**  
**ISABEL COOK COMPLEX FUND**  
 Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	(106,204)	(60,167)	(60,167)	(21,778)
<b>REVENUE</b>				
Rental Income	135,061	151,364	141,440	147,932
<b>SUB TOTAL</b>	<b>135,061</b>	<b>151,364</b>	<b>141,440</b>	<b>147,932</b>
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>135,061</b>	<b>151,364</b>	<b>141,440</b>	<b>147,932</b>
<b>TOTAL RESOURCES</b>	<b>28,857</b>	<b>91,197</b>	<b>81,273</b>	<b>126,154</b>
<b>EXPENDITURES</b>				
Labor Costs	48,426	48,869	50,315	55,494
Services and Supplies	40,598	46,100	44,967	49,700
Capital Improvements	-	12,000	7,769	72,000
<b>SUB TOTAL</b>	<b>89,024</b>	<b>106,969</b>	<b>103,051</b>	<b>177,194</b>
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>89,024</b>	<b>106,969</b>	<b>103,051</b>	<b>177,194</b>
Net Increase/(Decrease)	46,037	44,395	38,389	(29,262)
<b>ENDING BALANCE</b>	<b>(60,167)</b>	<b>(15,772)</b>	<b>(21,778)</b>	<b>(51,040)</b>
<b>TOTAL BUDGET</b>	<b>28,857</b>	<b>91,197</b>	<b>81,273</b>	<b>126,154</b>

## ISABEL COOK COMPLEX FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Rental Income: Aryiis	44,424	46,644	46,644	48,972
Rental Income: Buckelew Programs	38,604	50,112	50,112	56,496
Rental Income: Social Justice Center	11,172	11,736	11,736	12,324
Rental Income: Spectrum	14,952	15,696	24,056	29,640
Rental Income: YWCA	25,404	26,676	8,892	-
Rental Income: Recreation Center (events)	505	500	-	500
<b>TOTAL REVENUE</b>	<b>135,061</b>	<b>151,364</b>	<b>141,440</b>	<b>147,932</b>
<b>TRANSFERS IN</b>				
from General Fund		-	-	-
<b>TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>135,061</b>	<b>151,364</b>	<b>141,440</b>	<b>147,932</b>
<b>EXPENDITURES</b>				
<b>LABOR COSTS</b>				
Salaries	29,254	29,037	30,736	33,894
Benefits	8,409	8,607	8,489	9,321
Retirement	7,623	7,574	8,083	8,956
Payroll Taxes	2,359	2,351	2,476	2,723
Reimbursable Costs	781	800	531	600
Overtime/Temporary		500	-	
<b>LABOR COSTS</b>	<b>48,426</b>	<b>48,869</b>	<b>50,315</b>	<b>55,494</b>
<b>SERVICES &amp; SUPPLIES</b>				
Vehicle Operations	1,780	700	47	700
Outside Services	3,845	6,000	4,444	6,000
Training	-	200	-	200
Utilities	23,516	22,000	21,097	22,000
Building Maintenance	11,016	16,000	19,002	16,000
Building Maintenance: Janitorial Service				3,600
Office Supplies	128	100	370	100
Department Supplies	32	500	7	500
Equipment	281	600	-	600
<b>SERVICES &amp; SUPPLIES</b>	<b>40,598</b>	<b>46,100</b>	<b>44,967</b>	<b>49,700</b>
<b>CAPITAL IMPROVEMENTS</b>				
Multi Purpose Room Renovations			7,769	
Exterior Wall Repair	-	12,000	-	12,000
Boiler System Upgrade	-			60,000
<b>CAPITAL IMPROVEMENTS</b>	<b>-</b>	<b>12,000</b>	<b>7,769</b>	<b>72,000</b>
<b>TOTAL EXPENDITURES</b>	<b>89,024</b>	<b>106,969</b>	<b>103,051</b>	<b>177,194</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>89,024</b>	<b>106,969</b>	<b>103,051</b>	<b>177,194</b>

## **MEASURE G BOND PROCEEDS**

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

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

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

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

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

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

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

The remaining funds, \$115,302, 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 2007 - 2008**

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	285,231	128,963	128,963	115,302
REVENUE	-	-	-	-
TRANSFERS IN	-	19,269	19,269	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	-	19,269	19,269	-
<b>TOTAL RESOURCES</b>	<u>285,231</u>	<u>148,232</u>	<u>148,232</u>	<u>115,302</u>
EXPENDITURES	156,268	128,963	32,930	115,302
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>156,268</b>	<b>128,963</b>	<b>32,930</b>	<b>115,302</b>
Net Increase/(Decrease)	(156,268)	(109,694)	(13,661)	(115,302)
<b>ENDING BALANCE</b>	<b>128,963</b>	<b>19,269</b>	<b>115,302</b>	<b>-</b>
Designated: 02-03 Phase II Resurfacing Projects				
Designated: Non-Maintained Roads	56,831	-	96,033	-
Designated: future projects	72,326	19,269	19,269	-
<b>TOTAL BUDGET</b>	<u><b>285,231</b></u>	<u><b>148,232</b></u>	<u><b>148,232</b></u>	<u><b>115,302</b></u>

## MEASURE G BOND PROCEEDS FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Bond Proceeds, Series 2003				
<b>TOTAL REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>				
from Traffic Congestion Relief Fund		19,269	19,269	
<b>TRANSFERS IN</b>	-	19,269	19,269	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	-	19,269	19,269	-
<b>EXPENDITURES</b>				
03-04 Resurfacing Construction	61,250			
03-04 Resurfacing Engineering				
03-04 Resurfacing Construction Engineering				
04-05 Resurfacing Engineering				
Unprogrammed Resurfacing Projects				
Unprogrammed Drainage Projects				
Non-Maintained Roads: Resurfacing/Drainage	43,657	57,206	31,108	115,302
Match: STPLX 5159-7 (Rail/Walk SFD Bdge): Const		65,093	-	
Match: STPLX 5159-7 (Rail/Walk SFD Bdge): Eng				
Match: STPLX 5159-7 (Rail/Walk SFD Bdge): Con	744	6,664	1,822	
Match: Safe Routes to Schools Const/Conting	47,995			
Match: Safe Routes to Schools Engineering	2,622			
Match: Safe Routes to Schools ConEng				
<b>TOTAL EXPENDITURES</b>	156,268	128,963	32,930	115,302
<b>TRANSFERS OUT</b>				
to Debt Service Fund				
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	156,268	128,963	32,930	115,302

## 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

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

### **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

### **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

The total estimated Measure G Debt Service in 2006-07 is estimated at 3.1 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 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	553,870	585,910	585,910	657,606
REVENUE	749,667	728,200	804,703	656,099
TRANSFERS IN	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	749,667	728,200	804,703	656,099
<b>TOTAL RESOURCES</b>	<u>1,303,537</u>	<u>1,314,110</u>	<u>1,390,613</u>	<u>1,313,705</u>
EXPENDITURES	717,627	734,067	733,007	748,558
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	717,627	734,067	733,007	748,558
Net Increase/(Decrease)	32,040	(5,867)	71,696	(92,459)
<b>ENDING BALANCE</b>	585,910	580,043	657,606	565,147
<b>TOTAL BUDGET</b>	<u>1,303,537</u>	<u>1,314,110</u>	<u>1,390,613</u>	<u>1,313,705</u>

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

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
<b>PROPERTY TAXES</b>				
Property (Current Secured)	659,109	638,254	713,819	578,289
Property (Current Unitary)	13,797	13,220	21,232	17,201
Property (Current Unsecured)	11,358	13,798	7,414	6,006
Property (Supplemental)	41,658	39,638	31,079	25,178
Homeowners Exemption	7,947	7,290	7,930	6,424
<b>OTHER</b>				
Interest Earnings	15,798	16,000	23,229	23,000
<b>TOTAL REVENUE</b>	<b>749,667</b>	<b>728,200</b>	<b>804,703</b>	<b>656,099</b>
<b>TRANSFERS IN</b>				
TRANSFERS IN	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>749,667</b>	<b>728,200</b>	<b>804,703</b>	<b>656,099</b>
<b>EXPENDITURES</b>				
Debt Service Payments: Principal	195,000	220,000	220,000	245,000
Debt Service Payments: Interest	521,097	511,477	511,477	500,968
Bond Administrative Fees	1,530	2,590	1,530	2,590
<b>TOTAL EXPENDITURES</b>	<b>717,627</b>	<b>734,067</b>	<b>733,007</b>	<b>748,558</b>
<b>TRANSFERS OUT</b>				
TRANSFERS OUT	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>717,627</b>	<b>734,067</b>	<b>733,007</b>	<b>748,558</b>

## **RECREATION**

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

The Recreation Fund is self-supporting with the exception of general administrative functions such as payroll, finance, legal, and maintenance and a portion (17.5%) of the Recreation Director's compensation (supported by the Town's General and other Funds). The Recreation Fund recoups its expenditures through class and program fees as well as associated revenues such as advertising sales and rental/reservations income.

### **2006-07 BUDGET YEAR**

The Recreation Fund completed the fiscal year with a fund surplus of approximately \$13,621. Estimated actual revenues represented approximately 94% of budgeted revenues while estimated actual expenditures represented approximately 98% of budgeted expenditures.

### **2007-08 CHANGES/ HIGHLIGHTS**

- 50% of the Recreation Director's total compensation is funded through the General Fund this budget year.
- The staffing configuration has been changed to increase efficiency and better utilize staff resources. The Recreation Supervisor and Administrative Assistant positions have been eliminated and replaced with two Recreation Coordinator II positions.

### **2007-08 GOALS/ WORK PLAN**

The Town's management staff has set the following joint goals for 2007-08:

- **Sustainability** – Begin work to introduce ordinances that encourage sustainable practices, including green building, demolition reuse and recycling, energy efficiency, and clean air, and seek out opportunities in Town operations to utilize principles of sustainability.
- **Flood Recovery** - Continue flood recovery efforts, including rebuilding of the downtown Fire Station, sponsoring federal home elevation grants for local homeowners and planning flood mitigation measures at the Fire Station and Town Hall with federal grant money.
- **Disaster Preparedness** – Conduct community disaster preparedness training in conjunction with other cities/town, obtain grants for necessary emergency equipment, attend emergency preparedness training designed for Town staff.

## RECREATION

### LABOR

Title	2005-06	2006-07	2007-08
Recreation Director	1	1	1
Recreation Supervisor	1	1	0
Recreation Coordinator I/II	2.6	2.6	4.6
Administrative Services Assistant I	.8	.8	0
Childcare Worker	.6	.6	.6
Total	6.0	6.0	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 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	122,037	66,819	66,819	713
<b>REVENUE</b>				
Program Revenue	1,026,404	1,045,350	983,048	1,138,216
<b>SUB TOTAL</b>	<b>1,026,404</b>	<b>1,045,350</b>	<b>983,048</b>	<b>1,138,216</b>
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>1,026,404</b>	<b>1,045,350</b>	<b>983,048</b>	<b>1,138,216</b>
<b>TOTAL RESOURCES</b>	<b>1,148,441</b>	<b>1,112,169</b>	<b>1,049,867</b>	<b>1,138,929</b>
<b>EXPENDITURES</b>				
Program Administration	449,901	513,045	466,811	493,183
Program Operations	618,721	549,950	576,923	641,812
<b>SUB TOTAL</b>	<b>1,068,622</b>	<b>1,062,995</b>	<b>1,043,734</b>	<b>1,134,995</b>
<b>TRANSFERS OUT</b>	13,000	5,420	5,420	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>1,081,622</b>	<b>1,068,415</b>	<b>1,049,154</b>	<b>1,134,995</b>
<b>Net Increase/(Decrease)</b>	<b>(55,218)</b>	<b>(23,065)</b>	<b>(66,106)</b>	<b>3,221</b>
<b>ENDING BALANCE</b>	<b>66,819</b>	<b>43,754</b>	<b>713</b>	<b>3,934</b>
<b>TOTAL BUDGET</b>	<b>1,148,441</b>	<b>1,112,169</b>	<b>1,049,867</b>	<b>1,138,929</b>

## RECREATION FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Sports Programs	400,737	435,000	463,338	485,200
Cultural Programs	108,138	75,050	57,731	195,000
School Programs	415,930	435,000	374,195	366,200
Events and other revenue	101,599	100,300	87,784	91,816
<b>TOTAL REVENUE</b>	<b>1,026,404</b>	<b>1,045,350</b>	<b>983,048</b>	<b>1,138,216</b>
<b>TRANSFERS IN</b>				
from General Fund		-	-	-
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>1,026,404</b>	<b>1,045,350</b>	<b>983,048</b>	<b>1,138,216</b>
<b>EXPENDITURES: PROGRAM ADMINISTRATION</b>				
<b>LABOR COSTS</b>				
Salaries, Hourly Paid, Overtime	234,600	278,238	251,956	241,488
Benefits, Retirement, Taxes, Reimb Costs	125,839	152,007	133,764	152,895
<b>LABOR COSTS</b>	<b>360,439</b>	<b>430,245</b>	<b>385,720</b>	<b>394,383</b>
<b>SERVICES &amp; SUPPLIES</b>				
Facility Rental	-	1,000	-	1,000
Dues and Publications	255	500	718	500
Outside Services	5,204	1,800	1,413	1,800
Training	1,742	2,000	1,119	2,000
Utilities & Building Maintenance	18,027	15,000	15,570	15,000
Office Supplies	8,291	8,500	7,487	7,000
Credit Card Fees	18,367	16,000	15,608	16,000
Marketing and Promotional	29,579	30,500	35,247	45,500
Equipment	7,997	7,500	3,929	10,000
<b>SERVICES &amp; SUPPLIES</b>	<b>89,462</b>	<b>82,800</b>	<b>81,091</b>	<b>98,800</b>
<b>SUBTOTAL</b>	<b>449,901</b>	<b>513,045</b>	<b>466,811</b>	<b>493,183</b>
<b>EXPENDITURES: PROGRAM OPERATIONS</b>				
Sports Programs	226,181	218,100	246,476	255,517
Cultural Programs	79,929	31,400	36,826	115,200
School Programs	296,928	284,700	281,859	256,907
Events and other revenue	15,683	15,750	11,762	14,188
<b>SUBTOTAL</b>	<b>618,721</b>	<b>549,950</b>	<b>576,923</b>	<b>641,812</b>
<b>TOTAL EXPENDITURES</b>	<b>1,068,622</b>	<b>1,062,995</b>	<b>1,043,734</b>	<b>1,134,995</b>
<b>TRANSFERS OUT</b>				
to General Fund				
to Equipment Fund	13,000	5,420	5,420	
to Capital Reconstruction Fund				
<b>TRANSFERS OUT</b>	<b>13,000</b>	<b>5,420</b>	<b>5,420</b>	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>1,081,622</b>	<b>1,068,415</b>	<b>1,049,154</b>	<b>1,134,995</b>

**RECREATION FUND  
ANALYSIS BY PROGRAM**

PROGRAM	2005 - 2006		Revenue over/(under) Expenses	2006 - 2007		Revenue over/(under) Expenses	2007 - 2008		Revenue over/(under) Expenses
	Actual Revenue	Actual Expenditures		Estimated Revenue	Estimated Expenditures		Revenue Budget	Expenditures Budget	
Sports	400,737	226,181	174,556	463,338	246,476	216,862	485,200	255,517	229,683
Culture	108,138	79,929	28,209	57,731	36,826	20,905	195,000	115,200	79,800
Schools	415,930	296,928	119,002	374,195	281,859	92,336	366,200	256,907	109,293
Events/Eq/Oth.	101,599	15,683	85,916	87,784	11,762	76,022	91,816	14,188	77,628
Program Admin	-	449,901	(449,901)	-	466,811	(466,811)	-	493,183	(493,183)
<b>TOTAL:</b>	<b>1,026,404</b>	<b>1,068,622</b>	<b>(42,218)</b>	<b>983,048</b>	<b>1,043,734</b>	<b>(60,686)</b>	<b>1,138,216</b>	<b>1,134,995</b>	<b>3,221</b>

## **ROAD MAINTENANCE**

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

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

### **2007-08 HIGHLIGHTS**

Road Impact fees for construction are estimated at \$230,000 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 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	1,147,607	773,122	773,122	1,322,297
REVENUE	269,240	256,600	288,014	278,600
TRANSFERS IN	-	400,000	400,000	400,000
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>269,240</b>	<b>656,600</b>	<b>688,014</b>	<b>678,600</b>
<b>TOTAL RESOURCES</b>	<b>1,416,847</b>	<b>1,429,722</b>	<b>1,461,136</b>	<b>2,000,897</b>
EXPENDITURES	393,725	816,940	138,839	1,246,769
TRANSFERS OUT	250,000	-	-	-
<b>TOTAL: EXPENDITURES, RESR &amp; TFRS OUT:</b>	<b>643,725</b>	<b>816,940</b>	<b>138,839</b>	<b>1,246,769</b>
Net Increase/(Decrease)	(374,485)	(160,340)	549,175	(568,169)
<b>ENDING BALANCE</b>	<b>773,122</b>	<b>612,782</b>	<b>1,322,297</b>	<b>754,128</b>
Designated: Shurry Seal (Measure G Interest)	301,210	109,210	308,634	68,634
Designated: Road Impact Fees	450,280	431,940	712,523	564,354
Designated: Baldhill Improvements	21,632	21,632	21,632	21,632
Designated: General Fund Contributions	-	50,000	279,508	99,508
<b>TOTAL BUDGET</b>	<b>1,416,847</b>	<b>1,429,722</b>	<b>1,461,136</b>	<b>2,000,897</b>

**TOWN OF SAN ANSELMO**  
**DEPARTMENT OF PUBLIC WORKS**  
**Fiscal Year 2007 - 2008**

STREET NAME	ORIGINAL PROJECT YEAR	DESCRIPTION	ESTIMATED COST
<b>Slurry Seal Projects: Paving</b>			
Unidentified Projects	2007-08		\$ 50,000
Saunders Avenue	2005-06	from Taylor Street to SFD Blvd	\$ 33,000
San Anselmo Avenue	2005-06	from Saunders Avenue to Scenic Avenue	\$ 22,000
Butterfield Road	2004-05		\$ 45,000
Broadmoor Avenue	2004-05		\$ 22,000
Tamalpais Avenue	2004-05		\$ 13,000
			<b>\$ 185,000</b>
<b>Slurry Seal Projects: Drainage</b>			
San Anselmo Avenue	2005-06	at Elm Avenue	\$ 36,000
Floribel Avenue	2005-06	at T intersection No. 10	\$ 24,000
			<b>\$ 60,000</b>
<b>Road Imact Fee Projects: Paving</b>			
Unidentified Projects	2007-08		\$ 230,000
San Anselmo Avenue	2005-06	Hazel Avenue to Laurel Avenue	\$ 120,200
Sheila Court	2005-06	all	\$ 27,527
Entrata Avenue	2005-06	all	\$ 33,032
Ross Avenue	2005-06	Section at No. 37	\$ 11,011
			<b>\$ 421,769</b>
<b>General Fund Contribution Projects: Unprogrammed</b>			
Unprogrammed Resurfacing Projects	2007-08		\$ 60,000
Unprogrammed Storm Drain Repairs	2007-08		\$ 60,000
			<b>\$ 120,000</b>
<b>General Fund Contribution Projects</b>			
Unidentified Projects	2007-08		\$ 230,000
Maintenance: potholes, drainage	2007-08	townwide	\$ 145,000
Allyn Ave Repair	2006-07		\$ 70,000
Camino de Herrera	2006-07	Herrera Court	\$ 15,000
			<b>\$ 460,000</b>
<b>TOTAL PROJECTS:</b>			<b>\$ 1,246,769</b>

## ROAD MAINTENANCE FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Interest Income, Measure G proceeds	9,855	3,000	8,664	5,000
Road Impact Fees: Construction	214,373	210,000	235,750	230,000
Road Impact Fees: Garbage Trucks	43,600	43,600	43,600	43,600
Baldhill Road Improvement Fees	1,412			
<b>TOTAL REVENUE</b>	<b>269,240</b>	<b>256,600</b>	<b>288,014</b>	<b>278,600</b>
<b>TRANSFERS IN</b>				
from General Fund		400,000	400,000	400,000
<b>TRANSFERS IN</b>	-	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>269,240</b>	<b>656,600</b>	<b>688,014</b>	<b>678,600</b>
<b>EXPENDITURES</b>				
Slurry Seal		135,000	-	185,000
Drainage - from Slurry Seal	44,777	60,000	1,240	60,000
Road Impact Fees: Paving		209,000	17,231	421,769
Road Impact Fees: Unprogrammed Resurfacing	88,452			
Road Impact Fees: Unprogrammed Drainage	46,841			
Construction	151,791			
Construction Engineering	8,177			
Road Impact Fees: STPL 5159-11 SFD Rehab Match		59,088	-	
Construction		1,860	-	
Engineering	124	1,992	(124)	
Construction Engineering				
Road Impact Fees: 05-06 Resurfacing Projects				
Construction	40,213			
Engineering	13,350			
Gen Fd Contr: Unprogrammed Resurfacing		60,000	63,136	60,000
Gen Fd Contr: Unprogrammed Drainage		60,000	57,356	60,000
Gen Fd Contr: 06-07 Resurfacing Projects		165,000	-	330,000
Gen Fd Contr: road maint-potholes, drainage		65,000	-	130,000
<b>TOTAL EXPENDITURES</b>	<b>393,725</b>	<b>816,940</b>	<b>138,839</b>	<b>1,246,769</b>
<b>RESERVES</b>				
Slurry Seal (Interest Income, Measure G Funds)		109,211		68,634
Road Impact Fees		431,940		564,354
Baldhill Improvement Fees		21,632		21,632
General Fund Contributions		50,000		99,508
<b>TOTAL RESERVES</b>	-	<b>612,783</b>	-	<b>754,128</b>
<b>TRANSFERS OUT</b>				
to General Fund	250,000			
<b>TRANSFERS OUT</b>	<b>250,000</b>	-	-	-
<b>TOTAL EXPENDITURES, RESR &amp; TFRS OUT</b>	<b>643,725</b>	<b>1,429,723</b>	<b>138,839</b>	<b>2,000,897</b>

## **ROBSON HOUSE FUND**

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

### **2007-08 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**

<b>Title</b>	<b>2006-07</b>	<b>2007-08</b>
Sr. Maintenance Worker*	.10	.10

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

The Maintenance Worker provides custodial, maintenance, and repair services for the upkeep of the Robson House:

**TOWN OF SAN ANSELMO**  
**ROBSON HOUSE FUND**

Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	-	57,636	57,636	76,098
<b>REVENUE</b>				
Rental Income	69,544	47,210	47,230	42,594
<b>SUB TOTAL</b>	69,544	47,210	47,230	42,594
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	69,544	47,210	47,230	42,594
<b>TOTAL RESOURCES</b>	69,544	104,846	104,866	118,692
<b>EXPENDITURES</b>				
Labor Costs	4,629	9,010	9,052	10,333
Services and Supplies	7,279	36,816	19,716	28,550
Capital Improvements	-	-	-	-
<b>SUB TOTAL</b>	11,908	45,826	28,768	38,883
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	11,908	45,826	28,768	38,883
<b>Net Increase/(Decrease)</b>	57,636	1,384	18,462	3,712
<b>ENDING BALANCE</b>	57,636	59,020	76,098	79,810
Designated by Assn Donation: House Painting		40,000	40,000	40,000
Undesignated		19,020	36,098	39,810
<b>TOTAL BUDGET</b>	69,544	104,846	104,866	118,692

## ROBSON HOUSE FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Rental Income: Couture Architects	5,355	9,180	9,180	9,180
Rental Income: Dovetail DCI	3,392	5,814	5,814	5,814
Rental Income: Moment Records	11,900	20,400	20,400	20,400
Rental Income: Caretaker	1,106	5,696	5,716	7,200
Robson House donations	-	2,000	2,000	
Robson House Association Donation	47,791	4,120	4,120	
<b>TOTAL REVENUE</b>	<b>69,544</b>	<b>47,210</b>	<b>47,230</b>	<b>42,594</b>
<b>TRANSFERS IN</b>				
from General Fund		-	-	-
<b>TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>69,544</b>	<b>47,210</b>	<b>47,230</b>	<b>42,594</b>
<b>EXPENDITURES</b>				
<b>LABOR COSTS</b>				
Salaries	2,869	5,279	5,607	6,163
Benefits	768	1,532	1,544	1,651
Retirement	760	1,272	1,470	1,524
Payroll Taxes	232	427	431	495
Reimbursable Costs				
Overtime/Temporary		500		500
<b>LABOR COSTS</b>	<b>4,629</b>	<b>9,010</b>	<b>9,052</b>	<b>10,333</b>
<b>SERVICES &amp; SUPPLIES</b>				
Outside Services	193	8,800	5,110	5,000
Utilities	5,503	13,680	8,655	9,521
Building Maintenance	903	9,234	1,866	5,000
Building Maintenance; Janitorial Service				4,800
Possessory Tax Payment		1,616	2,262	2,309
Security System	680	2,016	840	920
Office Supplies		100	-	
Department Supplies		1,370	983	1,000
Equipment			-	
<b>SERVICES &amp; SUPPLIES</b>	<b>7,279</b>	<b>36,816</b>	<b>19,716</b>	<b>28,550</b>
<b>CAPITAL IMPROVEMENTS</b>				
<b>CAPITAL IMPROVEMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>11,908</b>	<b>45,826</b>	<b>28,768</b>	<b>38,883</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>11,908</b>	<b>45,826</b>	<b>28,768</b>	<b>38,883</b>

## **SPECIAL EVENTS FUND**

This fund was established in 2000-01 to track the revenues and expenses associated with the annual fall event, Country 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 the September 1990 Country 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 is enhanced by the net proceeds of the annual fall event and has grown to a balance of \$18,192.

In 2007 the Town is celebrating its centennial anniversary. Funds from the Special Events Fund are budgeted for events being planned for the celebration of the centennial.

At the Council's request, \$3,000 was budgeted for seed money for the October Country Fair Day celebration organized by the Chamber of Commerce. The seed money was returned after the event.

**TOWN OF SAN ANSELMO**  
**SPECIAL EVENTS FUND**  
**Proposed Budget, Fiscal Year 2007 - 2008**

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	9,971	18,192	18,192	11,180
REVENUE	21,650	-	-	-
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	21,650	-	-	-
TOTAL RESOURCES	31,621	18,192	18,192	11,180
EXPENDITURES	13,429	15,280	7,012	6,141
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	13,429	15,280	7,012	6,141
Net Increase/(Decrease)	8,221	(15,280)	(7,012)	(6,141)
ENDING BALANCE	18,192	2,912	11,180	5,039
TOTAL BUDGET	31,621	18,192	18,192	11,180

**SPECIAL EVENTS FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Community Fair Receipts	21,650	-	-	
Creekside Q				
Chefs for the Avenue Dinner				
<b>TOTAL REVENUE</b>	<b>21,650</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS IN</b>				
from General Fund				
<b>TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>21,650</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>				
Country Fair	13,429	3,280	1,153	
Creekside Q				
Chefs for the Avenue Dinner				
Centennial Events		12,000	5,859	6,141
<b>TOTAL EXPENDITURES</b>	<b>13,429</b>	<b>15,280</b>	<b>7,012</b>	<b>6,141</b>
<b>TRANSFERS OUT</b>				
to General Fund				
to Downtown Revit Fund: Crkside Q proceeds				
to Downtown Revit Fund: Chefs' Dinner proceeds				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>13,429</b>	<b>15,280</b>	<b>7,012</b>	<b>6,141</b>

## **STATE GASOLINE TAX FUND**

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

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

**TOWN OF SAN ANSELMO**  
**STATE GASOLINE TAX FUND**  
Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	-	-	-	-
<b>REVENUE</b>	240,067	244,023	237,724	241,147
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<u>240,067</u>	<u>244,023</u>	<u>237,724</u>	<u>241,147</u>
<b>TOTAL RESOURCES</b>	<u>240,067</u>	<u>244,023</u>	<u>237,724</u>	<u>241,147</u>
<b>EXPENDITURES</b>	-	-	-	-
<b>TRANSFERS OUT</b>	240,067	244,023	237,724	241,147
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<u>240,067</u>	<u>244,023</u>	<u>237,724</u>	<u>241,147</u>
<b>ENDING BALANCE</b>	-	-	-	-
<b>TOTAL BUDGET</b>	<u>240,067</u>	<u>244,023</u>	<u>237,724</u>	<u>241,147</u>

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

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>STATE REVENUE</b>				
State Gas Tax revenue	240,067	244,023	237,724	241,147
<b>TOTAL REVENUE</b>	<b>240,067</b>	<b>244,023</b>	<b>237,724</b>	<b>241,147</b>
<b>TRANSFERS IN</b>	-	-	-	-
TRANSFERS IN	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>240,067</b>	<b>244,023</b>	<b>237,724</b>	<b>241,147</b>
<b>EXPENDITURES</b>				
<b>TOTAL EXPENDITURES</b>	-	-	-	-
<b>TRANSFERS OUT</b>				
to General Fund, Street Maintenance	240,067	244,023	237,724	241,147
<b>TRANSFERS OUT</b>	<b>240,067</b>	<b>244,023</b>	<b>237,724</b>	<b>241,147</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>240,067</b>	<b>244,023</b>	<b>237,724</b>	<b>241,147</b>

## **TRAFFIC CONGESTION RELIEF FUND**

This fund was established to track the revenue and expenses related to legally restricted funds obtained through grants for traffic congestion relief. The State withheld traffic congestion funds in 2004-05 and 2003-04 and reinstated the allocations in 2006-07.

Included in the fund in 2007-08 is revenue associated with the continuation of the 2003-04 Department of Transportation grant for the rail and walk repair of Sir Francis Drake bridge at Tunstead Avenue. Also included are Measure A funds allocated by the Transportation Authority of Marin (TAM) for road projects.

In most cases, the grant funds cover a portion of the total cost of the project and the required matching funds are reflected in the Road Maintenance Fund

**TOWN OF SAN ANSELMO**  
**TRAFFIC CONGESTION RELIEF FUND**

Proposed Budget, Fiscal Year 2007 - 2008

Description	2005-2006	2006-2007		2007-2008
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	-	56,103	56,103	146,330
REVENUE	392,103	655,372	376,348	385,982
TRANSFERS IN	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	392,103	655,372	376,348	385,982
<b>TOTAL RESOURCES</b>	<u>392,103</u>	<u>711,475</u>	<u>432,451</u>	<u>532,312</u>
EXPENDITURES	336,000	574,514	266,852	438,065
TRANSFERS OUT	-	19,269	19,269	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	336,000	593,783	286,121	438,065
Net Increase/(Decrease)	56,103	61,589	90,227	(52,083)
<b>ENDING BALANCE</b>	56,103	117,692	146,330	94,247
Designated: TCRF Funds	55,520	144,247	144,247	94,247
Designated: SFD Median Project	583	-	2,083	-
<b>TOTAL BUDGET</b>	<u>392,103</u>	<u>711,475</u>	<u>432,451</u>	<u>532,312</u>

## TRAFFIC CONGESTION RELIEF FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2005-2006	2006-2007		2007-2008
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Cal OTS Speed Reduction Grant		66,516	55,623	10,893
State Traffic Congestion Relief allocation, FY 05-06	55,520			
State Traffic Congestion Relief allocation, FY 04-05		49,848	49,848	
State Traffic Congestion Relief allocation, FY 03-04		42,324	42,324	
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Brdg	5,744	190,759	15,139	175,620
Trans Dev Act Bike Rack Grant				
FEMA Hazard Mitigation Grant (Red Hill ByPass)		19,269	19,269	
Safe Routes to School: SR2SL-5159-010	325,743			
Dept of Trans: STPLX 5159-11 (SFD Rehab)	4,513	165,487	145,650	
TAM Measure A Allocation		111,169	38,495	199,469
SFD Median Project	583	10,000	10,000	
<b>TOTAL REVENUE</b>	<b>392,103</b>	<b>655,372</b>	<b>376,348</b>	<b>385,982</b>
<b>TRANSFERS IN</b>				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>392,103</b>	<b>655,372</b>	<b>376,348</b>	<b>385,982</b>
<b>EXPENDITURES</b>				
Police Cal OTS Grant				
Overtime Costs		12,955	4,437	8,518
Training		3,000	1,662	1,338
Equipment Purchase		50,561	49,524	1,037
Traffic Congestion Relief projects		30,000	3,445	50,000
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Bridge)				
Construction		163,781		163,781
Engineering		4,431		4,431
Construction Engineering	5,744	22,547	15,139	7,408
Safe Routes to School: SR2SL-5159-010				
Construction	310,320			
Engineering				
Construction Engineering	15,423			
Dept of Trans: STPL 5159-11 SFD Rehab				
Construction		141,912	145,650	
Engineering	4,513	9,503		
Construction Engineering		14,072		
TAM Meas A: STPL 5159-11 SFD Rehab Share				
Construction		111,169	38,371	199,469
Engineering			124	
SFD Median Project				
Construction		10,583	4,100	2,083
Engineering			4,400	
<b>TOTAL EXPENDITURES</b>	<b>336,000</b>	<b>574,514</b>	<b>266,852</b>	<b>438,065</b>
<b>TRANSFERS OUT</b>				
to Measure G Bond Proceeds Fund		19,269	19,269	
<b>TRANSFERS OUT</b>	-	<b>19,269</b>	<b>19,269</b>	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>336,000</b>	<b>593,783</b>	<b>286,121</b>	<b>438,065</b>

**APPROPRIATIONS LIMIT DATA  
2007 - 2008 SUMMARY**

<b>2006-07 APPROPRIATIONS LIMIT</b>		<b>7,058,886</b>
<b>CALCULATION OF 2007-08 APPROPRIATIONS LIMIT</b>		
1. Annual Change Factors:		
Per Capita Personal Income <i>or</i>	4.420%	←
Non-residential Assessed Valuation <i>plus</i>	0.055%	
San Anselmo Population <i>or</i>	0.550%	
Marin County Population ( <i>whichever is greater</i> )	1.200%	←
2. Calculation: $(1 + .0442) \times (1 + .0120) =$		1.056730
<b>2007-08 APPROPRIATIONS LIMIT</b>		<b>7,459,339</b>
<b>2007-08 ESTIMATED TAX PROCEEDS SUBJECT TO APPROPRIATIONS LIMIT</b>		
Current Year Property Taxes	4,639,093	
ERAF	599,286	
Supplemental Property Taxes	203,888	
Municipal Services Tax	456,665	
Sales Tax	764,511	
Property Tax In Lieu of Sales Tax	244,234	
Property Transfer Tax	100,080	
Business License Tax	275,200	
Motor Vehicle License Fees	85,140	
Property Tax In Lieu of Motor Vehicle License Fees	873,830	
Homeowners Exemption	35,939	
<b>TOTAL TAX PROCEEDS SUBJECT TO LIMIT</b>		<b>8,277,866</b>
<b>2007-08 EXPENDITURES EXEMPT FROM LIMIT</b>		
Social Security payments	359,725	
Unemployment Insurance	30,000	
FLSA - Fire	38,940	
Unreimbursed Booking Fees	12,017	
Capital Equipment: Fire Truck	52,604	
Capital Equipment: 5 yr LP Financial Software	60,000	
Capital Facilities: Town Share, Flood Recovery Costs	-	
Capital Facilities: TH Tower/ Carpet Rpr/ADA ramps/Lib Flag	168,500	
Capital Facilities: Road Maintenance Projects	400,000	
Debt Service -- MERA/LED	101,966	
<b>TOTAL EXPENDITURES EXEMPT FROM LIMIT</b>		<b>1,223,751</b>
<b>2007-08 APPROPRIATIONS SUBJECT TO LIMIT</b>		<b>7,054,115</b>
<b>2007-08 ESTIMATED LEEWAY</b>		<b>405,225</b>

# TOWN OF SAN ANSELMO

## SALARY SCHEDULE - JULY 1, 2007

Classification Title	Annual Salary Range	
	(full time equivalent)	
	Low	High
Accounting-Benefits Technician II	50,544	61,440
Administrative/Permit Services Technician	45,444	55,236
Administrative Services Assistant I	36,672	44,568
Administrative Services Assistant II	39,936	48,540
Assistant Planner	51,408	62,484
Associate Planner	56,556	68,748
Building Inspector	58,836	71,508
Building Official		86,568
Chief of Police		121,716
Child Care Instructor	27,816	33,816
Finance & Administrative Services Director		108,108
Leadworker/Field Supervisor	48,756	59,256
Lead Library Assistant	36,972	44,940
Librarian I	44,196	53,712
Librarian II	49,488	60,156
Library Assistant	33,720	40,992
Library Technician	39,204	47,652
Maintenance Worker I	36,912	44,880
Maintenance Worker II	40,644	49,404
Planning and Building Director		109,092
Planning Technician	46,632	56,676
Police Clerk Dispatcher	44,148	53,664
Police Captain		107,292
Police Corporal	58,872	71,556
Police Detective	58,867	71,555
Police Dispatch/Records Supervisor	52,980	64,392
Police Officer	56,064	68,148
Police Community Services Officer	44,148	53,664
Police Sergeant	67,392	81,924
Police Traffic Officer	58,867	71,555
Public Works Director		117,372
Recreation Coordinator I	36,672	44,568
Recreation Coordinator II	39,936	48,540
Recreation Director		93,672
Recreation Supervisor	47,940	58,272

# TOWN OF SAN ANSELMO

## SALARY SCHEDULE - JULY 1, 2007

Classification Title	Annual Salary Range	
	(full time equivalent)	
	Low	High
Senior Maintenance Worker	43,860	53,328
Senior Planner	62,232	75,636
Senior Police Administrative Assistant	48,456	58,908
Street & Park Maintenance Superintendent		84,168
Town Manager		127,824
Town Clerk (Deputy)/HR Analyst		-
Town Librarian		97,056

**NOTES:**

1. Salary Schedules currently under review for all employee groups as of July 1, 2007.
2. Flat rate salaries for management classes
3. Flex staffing in classifications with I & II level designations, Assistant & Associate Planner


