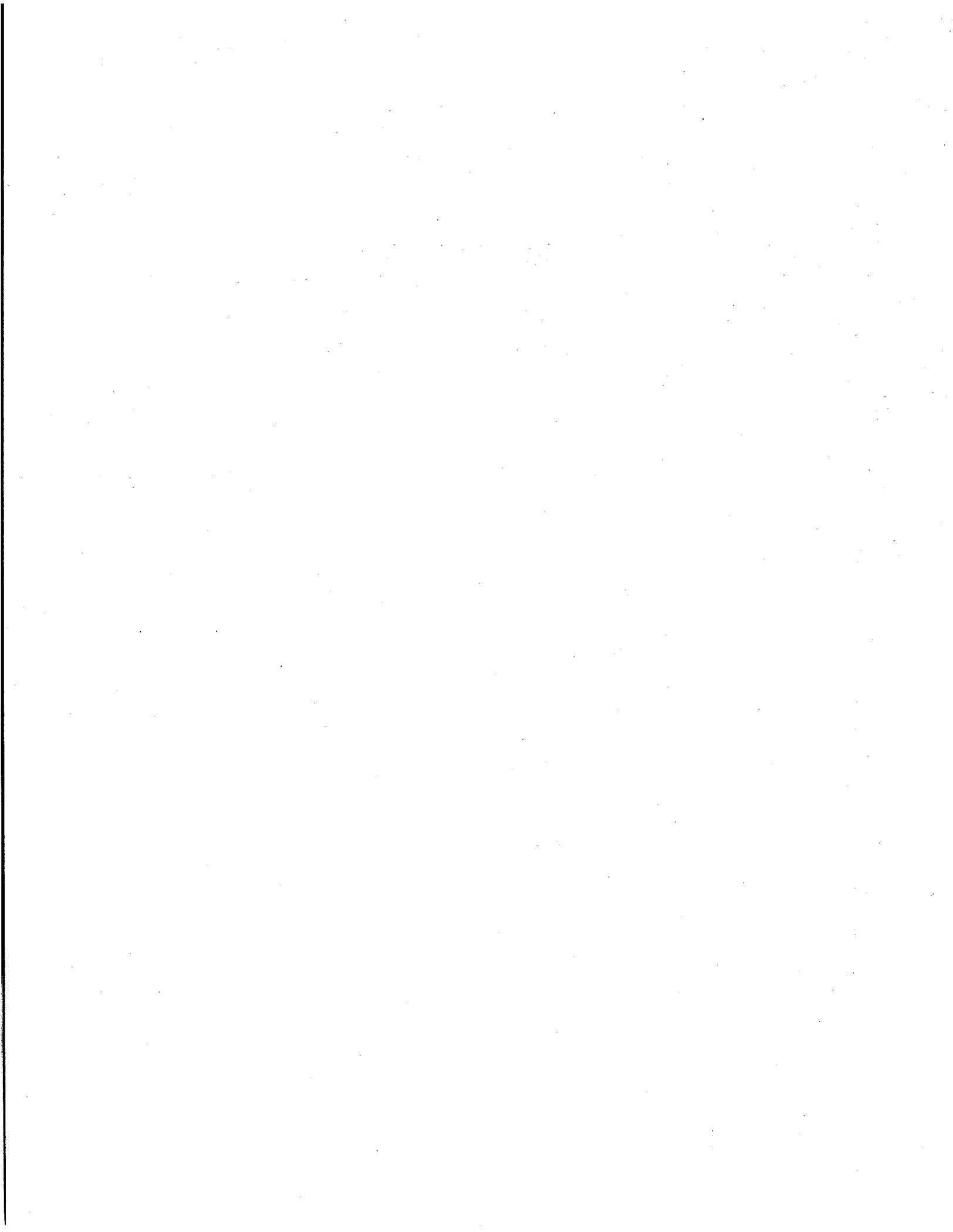


**ADOPTED BUDGET
& WORK PLAN
2010 - 2011**

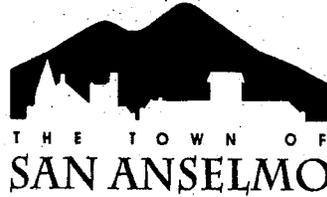
**Barbara Thornton, Mayor
Ford Greene, Vice Mayor
Kay Coleman
Jeff Kroot
Tom McInerney**

Debra Stutsman, Town Manager



Barbara Thornton
Mayor

Ford Greene
Vice Mayor



Kay Coleman
Councilmember

Jeff Kroot
Councilmember

Tom McInerney
Councilmember

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July 21, 2010

Honorable Mayor and Members of the Town Council:

It is my pleasure to present the Fiscal Year 2010-11 Town of San Anselmo Proposed Budget and Workplan for your consideration.

This budget is a balanced budget that continues Town services at current levels and maintains prudent reserve balances. In preparing the budget, staff recognized that the continuing poor economy will result in reduced property tax and sales tax revenue in the upcoming fiscal year. Property tax revenues are projected to remain flat, due to lowered sales, property reassessments and the fact that for the first time since 1978 when Proposition 13 was enacted, there will not be a 2% increase in property values.

The result is a budget that provides funds to cover the cost of ongoing operations, and maintains current programs and services.

Background

The Town's financial outlook fell into a declining state beginning in fiscal year 2001-02, due to the poor economy, takeaways from the State of California, declining revenues and rising expenditures. In the ensuing five years, Town staffing levels dropped from 63 full time employees to our current level of 52 and measures were taken to raise revenues and reduce expenditures.

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

In the last several years, the Town's budget has been stabilized at these reduced levels, with some funds allocated to road maintenance, equipment, capital projects and employee salary increases. The budget presented to you reflects a status quo budget, with no employee salary increases (except for individual step increases and longevity pay increases) and minimal capital and equipment expenditures.

Accomplishments for 2009-10

- **Capital Projects** – Road paving projects were accomplished on Saunders Avenue and on San Anselmo Avenue, utilizing federal and local grant funding for Saunders Avenue. The Federal Non-Motorized Transportation Pilot Project grant funds were spent on in-crosswalk and overhead warning lights at the unsignalized intersections of Saunders and Madrone Avenues. Overhead lines on Greenfield Avenue were placed underground utilizing PG&E Rule 20A funds.
- **Flood Recovery** – Work is complete to reconstruct and improve the downtown Fire Station and to flood proof the Town Hall complex. Three home elevation projects in the community were completed with federal funding. The Town acted as the sponsor for these projects and homeowners received federal funding for a portion of their projects.
- **Disaster Preparedness** – The Get Ready program continues to be very successful, with a total of 850 citizens in the Ross Valley area trained. Eight additional San Anselmo residents participated in the two-day Citizens Emergency Response Team (CERT) preparedness program in the last year. In addition, a new program entitled Get Ready Fifth Grade was introduced to 265 students at the three public schools and the four private schools
- **Economic Development Subcommittee** – The subcommittee members has continued to work with the Town's five business associations to promote the San Anselmo business community. Picnics on the Plaza nights are planned by the group for six Friday nights in July and August.
- **Greenhouse Gas (GHG) Reduction** – Work has continued to reduce the Town's GHG emissions. The Town participated in the Marin Climate and Energy Partnership, a partnership of the 11 cities/towns, the County of Marin, the Marin Municipal Water District and the Transportation Authority of Marin, created to facilitate joint climate action planning and energy efficiency initiatives. In addition, the Town is a member of the Marin Hazardous and Solid Waste JPA, comprised of all Marin cities/town and the County. The JPA is currently working to implement the Zero Waste Feasibility Study, designed to reduce waste through increased recycling, reuse and public education. These programs will help the Town meet its State required emission reduction goals.

Flood Recovery

The flood has had a major impact on the Town's financial situation. Over \$7 million in flood recovery has been spent to date in Town-wide activities. We have received \$4.5 million in reimbursement from the Federal Emergency Management Agency (FEMA), the State Office of Emergency Services (OES), and the National Flood Insurance Program (NFIP). To date, \$1.266 million has been contributed to the flood recovery from the General Fund.

Highlights of the Proposed Budget

Revenue:

During this time of economic slowdown, the entire country is experiencing a reduction in real estate activities. Real estate growth in San Anselmo has slowed considerably as well. As a result, our property tax revenue is projected to show no increase over 2009-10. This zero percent change compares to a 3% growth rate in property tax last year, a 5% growth rate in 2008-09 and 7% in 2007-08. This is significant in that 75% of our General Fund revenue comes from property tax related revenue.

In June 2010 the voters of San Anselmo passed a Special Library Services Tax of \$49 per parcel, to increase Library hours, to improve children's programs, hire a Children's Librarian and enhance general Library services. The funds from the Special Library Tax, as well as the expenditures allowed by the tax measure, will be accounted for in the Library Tax Fund, created for this purpose.

In consideration of the Special Library Tax enacted by the voters in June, the Friends of the Library will no longer be funding a significant portion of ongoing Library operations. The Friends are, however, assisting the Town financially during the transition period this fall. Their generosity during the past few years has been very much appreciated.

Changes in Funding:

The Town is not participating in the Tax Revenue and Anticipation Note (TRAN) program again this year. The TRANs are tax-free bonds that are issued for the purpose of covering potential cash flow deficits in public entities that rely heavily on property tax distributions as a source of revenue. Due to prevailing economic factors, participation in the 2010-11 TRAN would have resulted in a small net cost to the Town. With insurance and road maintenance reserves, this cost of enhancing cash flow was deemed unnecessary.

Expenditures:

The proposed budget includes cuts in most Department budgets of 2% through reductions in overtime, training, services and supplies.

In 2006, the two bargaining units, San Anselmo Police Officers Association and the Service Employees International Union 1021 agreed to a two-tiered retirement plan for employees hired after February 1, 2007. In 2008-09 the two-tiered retirement plan saved the Town \$125,000 in retirement costs and in 2009-10 it saved an additional \$75,000. It 2010-11 it is projected that the two-tier retirement plan will save an additional \$50,000, making a cumulative savings over the first three years of \$575,000.

The Town's experience with the Bay Cities Joint Powers Insurance Authority, a self-insurance pool, has remained fairly stable. A fund transfer to the Insurance Fund has not been made to the Insurance Fund this year; rather, we are utilizing the fund balance to fund the insurance claims and premiums. The resulting ending balance is deemed sufficient by the Bay Cities Joint Powers Insurance Authority to fully fund our outstanding claims going forward.

Grants:

The proposed budget reflects the carryover of a number of grants awarded in earlier years, most of which are accounted for in the Traffic Congestion Relief Fund and the majority require no matching funds on the part of the Town. Grants include:

- Transportation Authority of Marin Safe Paths to Schools - \$178,442
- Safe Routes to Schools - \$290,000
- Creek Park Hub Shed - \$40,000

Fiscal Challenges

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

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

Capital Project Commitments

The 2010-11 budget reflects funds for the following capital projects:

- Sidewalk improvements in the Wade Thomas School area, through a Safe Routes to Schools grant.
- Sidewalk improvements on Butterfield Road near Woodside Drive, through a Safe Paths to Schools grant.
- Curb ramp and detectable warning projects in conjunction with road and sidewalk work and stand-alone projects.
- Road paving in the Saunders neighborhood through the State Proposition 1B grant.
- Repairs to the Town Hall tower
- Reconstruction of the equipment shed at the hub, through a State Parks grant.

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

Work Plan Goals

The Town department heads, in conjunction with the Town Council and Town Manager, recommend three work plan items to undertake during the upcoming fiscal year. In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2010-11:

- Partner with the community to identify ways to share services with other government entities and utilize volunteer resources to provide enhanced community services with increased efficiency and reduced cost.
- Utilize technology in service delivery to improve efficiency and facilitate processes for customers, including enhancing and improving on-line services, permit tracking, records availability, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including preparing a Climate Action Plan, participating in zero waste planning, and utilizing best practices in purchasing and project planning.

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 2010-11 budget represents a prudent budget that addresses the Town's most pressing capital and equipment needs, while maintaining a staffing structure that strives to meet the needs of its citizens. While our staffing numbers remain at reduced levels, the Town's staff remains committed to providing excellent community services to the residents of San Anselmo.

Acknowledgements

I would like to take this opportunity to thank the Town staff for their commitment to San Anselmo and continuing support during difficult times. Our employees continue to meet the challenge every day. This budget is the result of a tremendous amount of effort by Finance and Administrative Services Director Daria Carrillo, who has efficiently and capably put together the

budget figures in her first four months with the Town. Special recognition goes to the Finance Department staff, Janet Willis, Joanne Kessel and Jeannie Courteau for their diligent accounting for the Town's revenues and expenditures and producing the budget document.

Respectfully submitted,

Debra Stutsman
Town Manager

TOWN OF SAN ANSELMO FUNDS

GENERAL FUND DEPARTMENTS/BUDGETS

Administration & Finance
Contingency
Engineering & Inspection
Fire
Legal Services
Library

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

OTHER FUNDS

- **Capital Reconstruction**

Revenues and expenditures for capital improvement projects in parks, buildings, and other Town facilities. The source of funds is primarily the General Fund.

- **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 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 were donations from the San Anselmo 2000 fundraising campaign and the Metropolitan Transportation Commission's Livable Communities grant.

- **Emergency Projects**

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

- **Equipment**

Revenues and expenditures for Town equipment. The source of funds is primarily the General Fund.

Town of San Anselmo Funds continued

- **Insurance**

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

- **Isabel Cook Complex**

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

- **Library Tax Fund**

Revenues associated with the Special Library Services Tax passed in June 2010, calling for a \$49 per parcel tax for expanding library hours, improving children's services at the Library including hiring a special children's librarian, and enhancing general Library services.

- **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 source of revenue is the sale of general obligation bonds.

- **Measure G Debt Service**

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

- **Recreation**

Revenues and expenditures for recreation programs and their related overhead.

- **Road Maintenance**

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

- **Robson Fund**

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

- **Special Events**

Revenues and expenditures related to special events.

Town of San Anselmo Funds continued

- **State Gasoline Tax**

State gas tax funds distributed to cities, towns, and counties on a per capita 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 capital projects. 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

2010-2011

DESCRIPTION	Estimated Fund Balance June 30, 2010	Revenue	Transfers In	Total Resources Available	Expenditures	Transfers Out	Estimated Fund Bal & Res June 30, 2011
General Fund	1,679,262	11,957,274	355,546	13,992,082	11,456,504	844,530	1,691,048
Capital Reconstruction	176,792	45,577	65,000	287,369	286,381	-	988
COPS	-	100,000	-	100,000	100,000	-	-
Downtown Revitalization	17,233	-	-	17,233	17,233	-	-
Emergency Projects	(1,162,923)	206,298	158,517	(798,108)	446,890	-	(1,244,998)
Equipment	216,384	17,500	216,013	449,897	343,184	-	106,713
Insurance	1,147,646	-	-	1,147,646	407,865	-	739,781
Isabel Cook Complex	(42,026)	62,460	-	20,434	94,551	-	(74,117)
Library Tax Fund	-	232,750	-	232,750	-	-	232,750
Measure G Bond Proceeds	20,928	-	-	20,928	20,928	-	-
Measure G Debt Service	599,894	814,361	-	1,414,255	797,782	-	616,473
Recreation	55,531	968,525	-	1,024,056	968,525	20,000	35,531
Road Maintenance	1,750,144	168,600	400,000	2,318,744	1,669,048	-	649,696
Robson House	85,031	42,594	-	127,625	48,151	-	79,474
Special Events	(1,679)	1,542	5,000	4,863	4,863	-	-
State Gasoline Tax	-	335,546	-	335,546	-	335,546	-
Traffic Congestion Relief	499,102	924,792	-	1,423,894	1,161,723	-	262,171
TOTAL	5,041,319	15,877,819	1,200,076	22,119,214	17,823,628	1,200,076	3,095,510

* includes contingency and other reserves

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GENERAL FUND REVENUE

TAXES

- **Property Tax:** Property tax is the primary source of revenue for the Town of San Anselmo. The basic property tax is 1 percent of assessed valuation, of which the Town receives less than one quarter. In 2010-11, the assessed valuation of San Anselmo properties is not expected to increase, due to the poor economy, reassessment and lagging sales.

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

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

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

- **ERAF Property Tax:** Beginning in the 1992-93 fiscal year, the State of California diverted property taxes from local governments to boost revenues to the State. The fund to which these local revenues are being diverted is called "ERAF," Educational Revenue Augmentation Funds. The amount of funds diverted from San Anselmo totals more than \$550,000 per year. In Marin County, the ERAF formula allows the local governments to keep a portion of the diverted property taxes, or ERAF taxes.
- **Property – Supplemental:** Taxes assessed on property sales and new construction outside the regular tax bills.
- **Municipal Service Tax:** The Town's Municipal Services Tax is used to pay for general Town services. It is assessed annually at \$78 per residential living unit or 5.2 cents per square foot for commercial space.
- **Pension Tax:** The Town's pension tax is used to pay for the cost of the employee pension program. The rate is \$0.059 per \$100 of a property's assessed value.
- **Sales Tax:** The Town receives 1 percent of the 9 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 company, Comcast, from San Anselmo subscribers. Legislation has held that high speed internet access fees collected by the cable company are not subject to the franchise fee.
- **Electricity & Gas:** The Town receives 1 percent of electrical service revenue and 0.5 percent of the gas service revenue in San Anselmo.

PERMITS

- **Business Licenses:** Each business activity in San Anselmo is required to have a business license. Most license fees are based on the gross receipts of the business. The minimum license fee for most businesses is \$15. A \$15 administrative fee is charged for each business license issued.
- **Parking permits (residential):** Hardship and similar overnight permits issued by the Police Department.
- **Parking permits (merchant parking):** Business owners and employees may purchase permits to park all day in four-hour parking zones. The revenue is held in reserve in the designated portion of the ending balance for downtown parking-related projects.
- **Construction:** Building, electrical, plumbing, heat/air/mechanical permits, and plan check fees. Revenues have steadily increased over the past few years due to strong building activity and turnover in real estate. 2010-11 figures reflect no growth in this area.

FINES

- **Vehicle Code:** The Town, County, and State each receive a share of the fines collected for vehicle code citations issued in San Anselmo. The State and County are the first to collect their share on the fines imposed by the courts. Due to the County's calculation error, the Town has been advised of an overpayment of several hundred thousand that has been repaid over the last several years. 2010-11 is the last year of the repayment caused by this error. 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 and DVDs.

GENERAL FUND REVENUE, *continued*

USE OF MONEY & PROPERTY

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

OTHER AGENCY REVENUE

- **Proposition 172 Sales Tax:** Allocation of 0.5 percent of sales tax approved by California voters to fund public safety costs.
- **Abandoned Vehicle Program:** Cities and towns are eligible to receive reimbursement for their costs in enforcing State abandoned vehicle laws.
- **Motor Vehicle License Fee:** The California Department of Motor Vehicles collects a property tax on the depreciated value of motor vehicles, and the State distributes the funds to local governments on a per capita basis. In 2010-11 the Town will receive property tax in lieu of a portion of the vehicle license fees.
- **Homeowners' Exemption:** Reimbursement for the property tax lost on the \$7,000 homeowners' property tax exemption.
- **State Mandates Reimbursement:** Legislation known as SB 90 requires the State to reimburse local governments for the cost of implementing state mandates, such as domestic violence calls and Open Meeting Act laws.
- **State Library Aid:** State funding provided to agencies with public libraries.
- **Booking Fees:** State legislation in the mid-1990's allowed counties to charge cities for the cost of booking persons into the county jail. State legislation passed in 1999-00 reimbursed the Town for a portion of these costs. In 2007-08 the State changed the method for distribution of booking fees. The funds now go directly to the County and the Town is only charged for any excess fees incurred.

GENERAL FUND REVENUE, continued

FEES FOR SERVICE

- **Banner Fees:** The Recreation Department schedules, and the Public Works Department hangs, banners and signs for non-profit organization events and programs. Banner fees are charged to recover the cost of this service.
- **Sleepy Hollow Fire Protection District:** The Town had a long-standing agreement with the District to provide fire protection services to the unincorporated Sleepy Hollow area. The payment was equal to 23% of the Town's share of the Ross Valley Fire Service labor costs. Effective July 1, 2010, SHFPD will be a full member of the Ross Valley Fire Service and will make payment directly to Ross Valley.
- **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. 2010-11 revenues reflect no growth in this area.
- **Resale Inspections:** Town code requires an inspection by the Building Inspector at the time a residential property is sold, to identify health and safety hazards needing correction.
- **In Lieu Taxes:** Primarily the contribution paid by the San Francisco Theological Seminary in lieu of property tax; also includes a nominal payment made by the Housing Authority of Marin for the affordable housing development at the Isabel Cook complex. In 2008-09 and 2009-10 no revenue was received in this category, due to the slowing economy.

MISCELLANEOUS

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

TRANSFERS IN

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

GENERAL FUND EXPENDITURES

LABOR COSTS

- **Salaries:** Salaries and salary-related costs are the largest single expenditure for the Town, approximately 78% of the Town's expenditures, including Fire Department compensation.
- **Final Salary/Leave Buyout:** Employees may opt to cash out one week of vacation per year. Upon separation from the Town, an employee's accrued vacation time payout costs and any other moneys due are paid from this category.
- **Health Benefits:** The Town has a cafeteria benefits plan that pays the equivalent of family Kaiser, dental, vision, a small life insurance policy for each employee and long-term disability premium currently in the amount of approximately \$1,650 per month. A 7% medical premium increase is budgeted as of January 2010. Any unused portion of the cafeteria benefits plan is given to employees as "cashback" up to a cap of \$365 per month (\$200 per month for police employees). The cashback program offers flexibility to employees in their choices for health coverage, and for the majority of employees the cap results in them and Town sharing the premium cost savings.
- **Retirement:** The Town is a member of the Public Employees Retirement System (PERS). The various plans are described in terms of a percentage of annual salary at a certain retirement age. For example, the 2% @ 55 plan allows an employee to retire at age 55 with 2% of his/her annual salary for each year of service. The Town has two separate retirement plans: one for sworn Police (Safety) employees and one for Miscellaneous and non-sworn police employees (Non-Safety). The Town enacted second tier retirement plans in February, 2007 in order to reduce retirement costs. The current configuration of retirement plans and their rates (expressed as a percentage of payroll) is:

	<u>Tier 1</u>	<u>Rate</u>	<u>Tier 2 (effective 2/07)</u>	<u>Rate</u>
Safety	3% @ 50	34%	3% @ 55	16%
Miscellaneous	2.7% @ 55	22%	2% @ 55	9%

The rate is expressed as a percentage of monthly salary. In addition, the Town pays the employee share, which is 9% for Safety and 8% for Miscellaneous (7% for Tier 2).

- **Payroll Taxes:** The Town participates in the Social Security at a rate of 7.65% of total salary up to a limit of \$106,800 and in Medicare at a rate of 1.45% of total salary without limit.
- **Reimbursable Costs:** Costs associated with employee costs that are reimbursable, such as mileage allowance, uniforms, boots, and protective clothing
- **Overtime/Temporary:** Costs associated with overtime pay and temporary help.

GENERAL FUND EXPENDITURES, continued

SERVICES AND SUPPLIES

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

TOWN OF SAN ANSELMO GENERAL FUND

Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009		2009-2010		2010-2011	
	Actual	% Total	Rev Budget	Est. Actual	Budget	% Total
BEGINNING BALANCE	2,045,876		1,811,209	1,811,209	1,679,262	
REVENUE						
Property and Other Taxes	10,525,489	82.6%	10,769,165	10,769,165	10,625,188	88.9%
Licenses, Permits, Fees, Fines	943,765	7.4%	890,603	890,603	890,603	7.4%
Use of Money & Property	121,902	1.0%	37,955	37,955	37,955	0.3%
Other Agency Revenue	177,690	1.4%	153,207	153,207	188,207	1.6%
Fees for Services, Misc	969,472	7.6%	1,104,149	1,104,149	158,821	1.3%
SUB TOTAL	12,738,318	100.0%	12,955,079	12,955,079	11,957,274	100.0%
TRANSFERS IN	214,960		210,546	210,546	355,546	3.0%
TOTAL: REV & TRFS	12,953,278		13,165,625	13,165,625	12,312,820	
TOTAL RESOURCES	14,999,154		14,976,834	14,976,834	13,992,082	
EXPENDITURES						
Salaries	4,160,474	34.7%	4,409,291	4,409,291	4,326,396	37.8%
Benefits	2,229,272	18.6%	2,329,679	2,329,679	2,397,767	20.9%
Office & Dept Sup, Lib Mat	260,941	2.2%	254,925	254,925	236,941	2.1%
Training, Publications, Dues	50,750	0.4%	47,417	47,417	50,672	0.4%
Outside Serv, Legal Notices	4,791,999	40.0%	4,879,717	4,879,717	3,963,900	34.6%
Utilities	211,148	1.8%	205,086	205,086	205,794	1.8%
Bldg, Veh, Equip Maint	277,790	2.3%	285,801	285,801	275,034	2.4%
SUB TOTAL	11,982,374	100.0%	12,411,916	12,411,916	11,456,504	100.0%
TRANSFERS OUT	1,205,571		885,656	885,656	844,530	
RESERVES						
Contingency: committed funds						
Contingency: uncommitted funds			212,559		212,559	
Pension						
TOTAL: EXP, TRFS, RES	13,187,945		13,510,131	13,297,572	12,513,593	
Net Increase/(Decrease)	(234,667)		(344,506)	(131,947)	(200,773)	
ENDING BALANCE	1,811,209		1,466,703	1,679,262	1,478,489	
Designated: Mch Pkg/SWARAC						
Undesignated: Excess Rev						
Undesignated						
TOTAL BUDGET	14,999,154		14,976,834	14,976,834	13,992,082	

GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2008-2009		2009-2010			2010-2011	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
PROPERTY & OTHER TAXES							
Property (Current Secured)	4,781,522	37.5%	4,938,072	4,938,072	38.1%	4,938,072	41.3%
Property (Current Unitary)	26,643	0.2%	25,867	25,867	0.2%	25,867	0.2%
Property (Current Unsecured)	111,014	0.9%	111,014	111,014	0.9%	111,014	0.9%
Property - ERAF return	854,073	6.7%	951,731	951,731	7.3%	951,731	8.0%
Property (Supplemental)	120,895	0.9%	119,836	119,836	0.9%	67,836	0.6%
Muni Services (net)	456,427	3.6%	455,959	455,959	3.5%	455,959	3.8%
Property (Pension)	1,536,816	12.1%	1,568,838	1,568,838	12.1%	1,568,838	13.1%
Homeowners Exemption	36,243	0.3%	36,214	36,214	0.3%	36,214	0.3%
Prop Tax In Lieu of MVLF	960,740	7.5%	979,955	979,955	7.6%	990,955	8.3%
Prop Tax In Lieu of Sales Tax	303,044	2.4%	309,105	309,105	2.4%	214,105	1.8%
Sales Tax	785,904	6.2%	712,904	712,904	5.5%	712,904	6.0%
Property Transfer	55,601	0.4%	50,950	50,950	0.4%	50,950	0.4%
Franchise - Garbage	201,086	1.6%	215,551	215,551	1.7%	215,551	1.8%
Franchise - Cable TV	208,478	1.6%	208,594	208,594	1.6%	208,594	1.7%
Franchise - Electricity & Gas	87,003	0.7%	84,575	84,575	0.7%	76,598	0.6%
PROPERTY TAXES	10,525,491	82.6%	10,769,165	10,769,165	83.1%	10,625,188	88.9%
PERMITS							
Business Licenses	264,960	2.1%	254,405	254,405	2.0%	254,405	2.1%
Parking Permits (Residential)	8,820	0.1%	9,292	9,292	0.1%	9,292	0.1%
Parking (Merchant Permits)	5,974	0.0%	5,824	5,824	0.0%	5,824	0.0%
Parking Meters	67,089	0.5%	62,400	62,400	0.5%	62,400	0.5%
Construction	460,344	3.6%	400,124	400,124	3.1%	400,124	3.3%
PERMITS	807,187	6.3%	732,045	732,045	5.7%	732,045	6.1%
FINES							
Vehicle Code	4,743	0.0%	-	-	0.0%	-	0.0%
Parking	108,730	0.9%	136,165	136,165	1.1%	136,165	1.1%
Library	23,105	0.2%	22,393	22,393	0.2%	22,393	0.2%
FINES	136,578	1.1%	158,558	158,558	1.2%	158,558	1.3%
USE OF MONEY & PROPERTY							
Interest	121,902	1.0%	37,955	37,955	0.3%	37,955	0.3%
Royalties (payphone commission)	-	0.0%	-	-	0.0%	-	0.0%
USE OF MONEY & PROPERTY	121,902	1.0%	37,955	37,955	0.3%	37,955	0.3%
OTHER AGENCY REVENUE							
Prop 172 Sales Tax (Public Safety)	83,899	0.7%	87,581	87,581	0.7%	87,581	0.7%
Abandoned Vehicle Program	8,505	0.1%	3,302	3,302	0.0%	3,302	0.0%
Motor Vehicle License	42,853	0.3%	32,990	32,990	0.3%	32,990	0.3%

GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
OTHER AGENCY REVENUE, continued							
State Mandates Reimbursements	5,682	0.0%	-	-	0.0%	-	0.0%
State Library Aid	4,290	0.0%	4,290	4,290	0.0%	4,290	0.0%
State Library TBR Program	27,509	0.2%	25,044	25,044	0.2%	25,044	0.2%
Library Leadership Grant	4,952	0.0%	-	-	0.0%	-	0.0%
Refund from flood district		0.0%			0.0%	35,000	0.3%
Safety Program		0.0%	-	-	0.0%	-	0.0%
OTHER AGENCY REVENUE	177,690	1.4%	153,207	153,207	1.2%	188,207	1.6%
FEES FOR SERVICES							
Banner Fees	-	0.0%	-	-	0.0%	-	0.0%
Fire - Sleepy Hollow Fire District	748,177	5.9%	849,015	849,015	6.6%	-	0.0%
Police Services	15,087	0.1%	14,713	14,713	0.1%	14,713	0.1%
Police Dispatch Services (COM)	23,470		29,799	29,799	0.2%	29,799	0.2%
Planning Fees	68,290	0.5%	67,224	67,224	0.5%	67,224	0.6%
Resale Inspections	24,919	0.2%	23,279	23,279	0.2%	23,279	0.2%
In Lieu Taxes: Local Agencies	-	0.0%	-	-	0.0%	-	0.0%
Field and Park Rental fees	3,380	0.0%	5,190	5,190	0.0%	5,190	0.0%
FEES FOR SERVICES	883,322	6.9%	989,220	989,220	7.6%	140,205	1.2%
MISCELLANEOUS							
Surplus Property Sales	1,668	0.0%	4,000	4,000	0.0%	4,000	0.0%
Other Misc Income	4,225	0.0%	2,000	2,000	0.0%	2,000	0.0%
Friends of Library donation	69,986	0.5%	99,813	99,813	0.8%	56,500	0.5%
Donations	10,270	0.1%	500	500	0.0%	500	0.0%
Library Fundraising	-	0.0%	8,616	8,616	0.1%	12,116	0.1%
MISCELLANEOUS	86,150	0.7%	114,929	114,929	0.9%	75,116	0.6%
GENERAL FUND REVENUE	12,738,319	100%	12,955,079	12,955,079	100%	11,957,274	100%
TRANSFERS IN							
from COPS Fund							
from State Gasoline Tax Fund	214,960		210,546	210,546		335,546	
from Recreation Fund						20,000	
from Special Events Fund							
from Road Maintenance Fund							
TRANSFERS IN	214,960		210,546	210,546		355,546	
TOTAL REVENUE & TRANSFERS	12,953,279		13,165,625	13,165,625		12,312,820	

GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
		Total	BUDGET	ACTUAL	Total	BUDGET	Total
GENERAL FUND DEPTS							
Administration & Finance	733,817	5.6%	836,187	836,187	6.3%	831,692	6.6%
Contingency	-	0.0%	212,559	-	0.0%	212,559	1.7%
Engineering	297,164	2.3%	283,367	283,367	2.1%	284,667	2.3%
Fire	3,773,138	28.6%	3,910,218	3,910,218	29.4%	3,022,255	24.2%
Legal Services	154,888	1.2%	165,392	165,392	1.2%	165,392	1.3%
Library	549,776	4.2%	572,734	572,734	4.3%	526,437	4.2%
Non-Departmental	356,994	2.7%	366,641	366,640	2.8%	394,064	3.1%
Planning & Building	821,565	6.2%	781,435	781,435	5.9%	725,237	5.8%
Police	4,202,654	31.9%	4,312,678	4,312,678	32.4%	4,308,990	34.4%
Recreation-Gen Fund Support	148,169	1.1%	174,071	174,071	1.3%	175,282	1.4%
Street & Park Maintenance	933,776	7.1%	969,836	969,836	7.3%	976,640	7.8%
Town Council	10,432	0.1%	39,357	39,357	0.3%	45,848	0.4%
TOTAL EXPENDITURES	11,982,374	90.9%	12,624,475	12,411,915	93.3%	11,669,063	93.3%
GENERAL FUND TRANSFERS/RESERVES							
FROM CURRENT REVENUES							
to Cap Recon Fund	105,000	0.8%	45,000	45,000	0.3%	65,000	0.5%
to Equipment Fund	244,721	1.9%	272,639	272,639	2.1%	216,013	1.7%
to Insurance Fund	118,033	0.9%			0.0%	-	0.0%
to Isabel Cook Fund	35,000	0.3%			0.0%	-	0.0%
to Emergency Projects Fund	158,517	1.2%	158,517	158,517	1.2%	158,517	1.3%
to Recreation Fund	100,000	0.8%	9,500	9,500	0.1%	-	0.0%
to Special Events Fund		0.0%			0.0%	5,000	0.0%
to Road Maintenance Fund	200,000	1.5%	90,390	90,390	0.7%	400,000	3.2%
TRANSFERS- current revenue	961,271	7.3%	576,046	576,046	4.3%	844,530	6.7%
TOTAL EXP & TFRS OUT-CURRENT REVENUE	12,943,645	98.1%	13,200,521	12,987,961	97.7%	12,513,593	100.0%

GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%
	Total	Total	Total	Total	Total	Total	Total
GENERAL FUND TRANSFERS							
FROM PRIOR YEAR REVENUES							
to Emergency Projects Fund		0.0%			0.0%		0.0%
to Road Maintenance Fund	200,000	1.5%	309,610	309,610	2.3%		0.0%
to Capital Recon fund (70%)	37,000	0.3%			0.0%		0.0%
to Equipment Replace Fund (30%)	7,300	0.1%			0.0%		0.0%
TRANSFERS-prior yr revenue	244,300	1.9%	309,610	309,610	2.3%	-	0.0%
GENERAL FUND TOTAL	13,187,945	100%	13,510,131	13,297,571	100%	12,513,593	94%

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.

2010-11 CHANGES/HIGHLIGHTS

One Department position, the Human Resources Analyst/Deputy Town Clerk, remains unfilled due to the budget shortfall. The department budget reflects \$7,000 in hourly compensation to cover this position's responsibility as minute taker for Town Council meetings.

2010-11 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2010-11:

- Partner with the community to identify ways to share services with other government entities and utilize volunteer resources to provide enhanced community services with increased efficiency and reduced cost.
- Utilize technology in service delivery to improve efficiency and facilitate processes for customers, including enhancing and improving on-line services, permit tracking, records availability, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including preparing a Climate Action Plan, participating in zero waste planning, and utilizing best practices in purchasing and project planning.

ADMINISTRATION AND FINANCE

LABOR

Title	2008-09	2009-10	2010-11
Town Manager	1	1	1
Finance & Administrative Services Director	1	1	1
Accounting/Benefits Technician	1	1	1
Administrative Services Technician	1	1	1
Administrative Services Assistant II	.8	.8	.8
Total:	4.8	4.8	4.8

SERVICES AND SUPPLIES

Legal Advertising – Legal notices of ordinances and public hearings.

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

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

Outside Services - Annual audits (\$30,401), financial reports and bank charges (\$12,000); payroll services (\$6,000); technology support (\$9,142); Human Resources assistance (\$2,800); office space/records management (\$500).

Training - Staff attendance at training seminars, meetings of the League of California Cities and California Municipal Finance Officers Association.

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

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

Office supplies – Postage, copy paper, miscellaneous supplies.

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

**GENERAL FUND
ADMINISTRATION & FINANCE**

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%
	Total				Total	Total	Total
LABOR COSTS							
Salaries	406,577	55.4%	461,999	461,999	55.3%	462,583	55.6%
Health Benefits	59,659	8.1%	60,744	60,744	7.3%	78,744	9.5%
Retirement	109,293	14.9%	116,845	116,845	14.0%	103,766	12.5%
Payroll Taxes	26,797	3.7%	31,740	31,740	3.8%	31,740	3.8%
Reimbursable Costs	4,200	0.6%	4,200	4,200	0.5%	4,200	0.5%
Overtime/Temporary	5,814	0.8%	7,000	7,000	0.8%	7,000	0.8%
LABOR COSTS	612,340	83.4%	682,528	682,528	81.6%	688,033	82.7%
SERVICES & SUPPLIES							
Legal Advertising	568	0.1%	1,500	1,500	0.2%	1,500	0.2%
Equipment Maintenance	10,964	1.5%	8,675	8,675	1.0%	8,675	1.0%
Publications & Dues	1,220	0.2%	800	800	0.1%	800	0.1%
Outside Services	61,482	8.4%	90,843	90,843	10.9%	85,843	10.3%
Training	1,038	0.1%	6,500	6,500	0.8%	1,500	0.2%
Utilities	11,913	1.6%	15,319	15,319	1.8%	15,319	1.8%
Building Maintenance	16,945	2.3%	14,450	14,450	1.7%	14,450	1.7%
Office Supplies	11,717	1.6%	10,572	10,572	1.3%	10,572	1.3%
Department Supplies	5,629	0.8%	5,000	5,000	0.6%	5,000	0.6%
SERVICES & SUPPLIES	121,477	16.6%	153,659	153,659	18.4%	143,659	17.3%
TOTAL BUDGET	733,817	100%	836,187	836,187	100%	831,692	100%

GENERAL FUND CONTINGENCY

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

PROGRAM DETAIL	2008-2009			2009-2010			2010-2011
	ADOPTED BUDGET	INCREASES/ (DECREASES)	REVISED BUDGET	ADOPTED BUDGET	INCREASES/ (DECREASES)	REVISED BUDGET	PROPOSED BUDGET
Contingency: committed							
Contingency: uncommitted	70,291			422,163			212,559
Update Beginning Balance		379,189			34,896		
One Time ERAF- lawsuit settlement							
Bgt Reduction: St Library TBR Program							
Employee Salary Increases							
Decrease in Beg Bal/Safety Dollars							
Mid Yr Rev: Increase Town Council Budget					(8,000)		
Mid Yr Rev: Increase Admin/Finance Budget					(39,000)		
Mid Yr Rev: Reduce Interest Earnings					(90,000)		
Mid Yr Rev: Reduce Business License Revenue					(40,000)		
Mid Yr Rev: Increase Planning Budget					(14,000)		
Mid Yr Rev: Add Transfer to Rec Fund					(9,500)		
Mid Yr Rev: Reduce Sales Tax Revenue					(120,000)		
Mid Yr Rev: Increase ERAF Revenue					116,000		
Mid Yr Rev: Addit tax revenue		160,000					
Mid Yr Rev: Add Prop 172 tax		90,000					
Mid Yr Rev: Add COPS funding		100,000					
Mid Yr Rev: Reduce planning fee revenue		(35,000)					
Mid Yr Rev: Reduce construction fee revenue		(125,000)			(40,000)		
Mid Yr Rev: Increase housing element p		(18,000)					
Mid Yr Rev: Revert to existing fire sta c		(80,000)					
Mid Yr Rev: Purchase network router		(7,300)					
Mid Yr Rev: Purchase TH emerg horn/c		(37,000)					
Mid Yr Rev: Tfr to Insur Fund for overr		(220,000)					
Year End Rev: Reverse tfr to Insur Fun		220,000					
Year End Rev: Tfr to ICC Fund to cove		(35,000)					
Year End Rev: Tfr to Rec Fund to cove		(100,000)					
TOTAL BUDGET	70,291	291,889	362,180	422,163	(209,604)	212,559	212,559

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.

2010-11 CHANGES/HIGHLIGHTS

The Department continues to utilize the services of consultants and a contract engineer in order to complete the design, bid process and construction management for numerous capital projects, most of which are grant funded.

2010-11 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2010-11:

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- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including preparing a Climate Action Plan, participating in zero waste planning, and utilizing best practices in purchasing and project planning.

ENGINEERING

LABOR

Title	2008-09	2009-10	2010-11
Director of Public Works/Town Engineer	1	1	1
Total:	1	1	1

SERVICES AND SUPPLIES

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

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

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

Training - Attendance at professional training seminars and conferences.

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

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

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

GENERAL FUND ENGINEERING

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
LABOR COSTS							
Salaries	126,350	42.5%	131,968	131,968	46.6%	131,968	46.4%
Health Benefits	18,863	6.3%	19,154	19,154	6.8%	20,054	7.0%
Retirement	31,850	10.7%	20,446	20,446	7.2%	20,846	7.3%
Payroll Taxes	9,800	3.3%	11,945	11,945	4.2%	11,945	4.2%
Reimbursable Costs	5,981	2.0%	4,200	4,200	1.5%	4,200	1.5%
Overtime/Temporary	25,753	8.7%	40,560	40,560	14.3%	40,560	14.2%
LABOR COSTS	218,597	73.6%	228,273	228,273	80.6%	229,573	80.6%
SERVICES & SUPPLIES							
Legal Advertising	-	0.0%	720	720	0.3%	720	0.3%
Vehicle Operations	-	0.0%	-	-	0.0%	-	0.0%
Equipment Maintenance	2,354	0.8%	4,100	4,100	1.4%	4,100	1.4%
Publications & Dues	206	0.1%	750	750	0.3%	750	0.3%
Outside Services	49,892	16.8%	18,907	18,907	6.7%	18,907	6.6%
Training	523	0.2%	2,400	2,400	0.8%	2,400	0.8%
Utilities	5,836	2.0%	8,930	8,930	3.2%	8,930	3.1%
Building Maintenance	16,507	5.6%	9,881	9,881	3.5%	9,881	3.5%
Office Supplies	3,167	1.1%	8,806	8,806	3.1%	8,806	3.1%
Department Supplies	82	0.0%	600	600	0.2%	600	0.2%
SERVICES & SUPPLIES	78,567	26.4%	55,094	55,094	19.4%	55,094	19.4%
TOTAL BUDGET	297,164	100%	283,367	283,367	100%	284,667	100%

FIRE PROTECTION SERVICES

On July 1, 1982, the San Anselmo Fire Department merged with the Fairfax Fire Department to form the Ross Valley Fire Service (RVFS), which is administered under joint powers authority and provides service to the towns of San Anselmo and Fairfax, and the unincorporated county area known as Sleepy Hollow by contract with the Town of San Anselmo. Between 1982 and June 30, 2010, the Fire Service was governed by a Board of Directors, comprised of two members from each of the Town Councils of Fairfax and San Anselmo and a non-voting member appointed by the Sleepy Hollow Fire Protection District (SHFPD). As of July 1, SHFPD became a full member of the Fire Service.

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

An annual budget is adopted by the Ross Valley Fire Service Board and funded through assessments to the towns of Fairfax and San Anselmo, as well as the Sleepy Hollow Fire Protection District.

2010-11 CHANGES/HIGHLIGHTS

As of July 1, 2010, the Sleepy Hollow Fire Protection District became a full voting member in the Ross Valley Fire Department. The new percentages of the Fire Department budget for the three members are San Anselmo 52.9%, Fairfax 30.4% and Sleepy Hollow 16.7%. Each agency has two Board members and two votes.

The Department budget is reduced by \$903,250 due to the membership of the Sleepy Hollow Fire Protection District and their assumption of a share of the equipment payment. This results in a savings to the Town of \$12,000 in the equipment payment and approximately \$50,000 in the operating budget.

2010-11 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2010-11:

- Partner with the community to identify ways to share services with other government entities and utilize volunteer resources to provide enhanced community services with increased efficiency and reduced cost.

- Utilize technology in service delivery to improve efficiency and facilitate processes for customers, including enhancing and improving on-line services, permit tracking, records availability, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including preparing a Climate Action Plan, participating in zero waste planning, and utilizing best practices in purchasing and project planning.

SERVICES AND SUPPLIES

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

EQUIPMENT

An equipment replacement schedule developed for the Ross Valley Fire Service calls for an equipment payment of \$48,423 from San Anselmo in 2010-11.

GENERAL FUND FIRE

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
SERVICES & SUPPLIES							
Outside Services	3,773,138	100%	3,910,218	3,910,218	100%	3,022,255	100%
Out Svs: Safety Cleanup	-						
Building Maintenance							
SERVICES & SUPPLIES	3,773,138	100%	3,910,218	3,910,218	100%	3,022,255	100%
TOTAL BUDGET	3,773,138	100%	3,910,218	3,910,218	100%	3,022,255	100%
EQUIPMENT FUND							
Fire Equipment	66,202		63,710	63,710		48,423	
EQUIPMENT TOTAL	66,202		63,710	63,710		48,423	

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.

2010-11 CHANGES/HIGHLIGHTS

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

SERVICES AND SUPPLIES

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

The Town Attorney works for the Town on an hourly basis. The hourly fee in 2010-11 is budgeted for \$195.

GENERAL FUND LEGAL SERVICES

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
SERVICES & SUPPLIES							
General Legal Counsel	119,951	77.4%	71,700	71,700	43.4%	71,700	43.4%
Litigation	32,446	20.9%	78,692	78,692	47.6%	78,692	47.6%
Employment Legal Services	2,491	1.6%	15,000	15,000	9.1%	15,000	9.1%
SERVICES & SUPPLIES	154,888	100%	165,392	165,392	100%	165,392	100%
TOTAL BUDGET	154,888	100%	165,392	165,392	100%	165,392	100%

LIBRARY

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

2010-11 CHANGES/HIGHLIGHTS

The Library budget has been maintained at a stable level over the last five years, allowing the Library to be open 38 hours per week, due to the generosity of the Friends of the Library. The Friends of the Library have continued to contribute generously to the Library, with a total of \$67,215 in 2008-09, and a planned contribution of \$68,803 in 2009-10. The contribution in 2009-10 was actually \$107,000.

On June 8, 2010, the voters of San Anselmo passed a Special Library Services Tax of \$49 per parcel for five years, for the specific purpose of increasing library hours, enhancing children's services, hiring a children's librarian and enhancing general library services. The revenue and allowable expenditures related to this Special Library Services Tax will be accounted for in a special Library Fund.

With the passage of the Special Library Services Tax, the Friends of the Library will no longer be funding a portion of the Library's ongoing operations as they have for the last five years. They will return to spending their hard earned money to augment the Library services as needed and desired.

However, given the fact that three circumstances have occurred simultaneously, i.e. the retirement of the Town Librarian, the passage of the tax measure, and the preparation of the 2010-11 budget, the Friends of the Library have agreed to fill the funding gap created by these events and donate \$56,500 to the Library's General Fund budget. Without this donation, a gap of \$68,000 was created in the Library's budget and would have resulted in considerable Library cuts. This donation will allow the Library to operate on a status quo basis until late fall when a new Librarian is anticipated to be in place and an expenditure plan created for the Special Library Services Tax money.

2010-11 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2010-11:

- Partner with the community to identify ways to share services with other government entities and utilize volunteer resources to provide enhanced community services with increased efficiency and reduced cost.
- Utilize technology in service delivery to improve efficiency and facilitate processes for customers, including enhancing and improving on-line services, permit tracking, records availability, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including preparing a Climate Action Plan, participating in zero waste planning, and utilizing best practices in purchasing and project planning.

LIBRARY

LABOR

Position	2008-09	2009-10	2010-11
Town Librarian	.83	.83	1
Librarian II	.77	.77	.85
Library Technician	0	0	.77
Lead Library Assistant	.83	.83	.83
Library Assistant	.77	.77	0
Total	3.2	3.2	3.3

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 (\$24,298).

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

Historical Commission - Telephone line and miscellaneous supplies.

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

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

GENERAL FUND LIBRARY

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
LABOR COSTS							
Salaries	220,280	40.1%	237,243	237,243	41.4%	243,374	46.2%
Health Benefits	40,342	7.3%	42,353	42,353	7.4%	49,121	9.3%
Retirement	63,652	11.6%	68,148	68,148	11.9%	44,656	8.5%
Payroll Taxes	20,757	3.8%	21,598	21,598	3.8%	20,796	4.0%
Reimbursable Costs	57	0.0%	200	200	0.0%	200	0.0%
Overtime/Temporary	37,285	6.8%	35,754	35,754	6.2%	17,434	3.3%
LABOR COSTS	382,373	69.6%	405,296	405,296	70.8%	375,581	71.3%
SERVICES & SUPPLIES							
Equipment Maintenance	7,864	1.4%	8,867	8,867	1.5%		0.0%
Publications & Dues	270	0.0%	270	270	0.0%	500	0.1%
Outside Services	18,503	3.4%	18,794	18,794	3.3%	18,500	3.5%
Training	462	0.1%	375	375	0.1%	1,000	0.2%
Utilities	13,805	2.5%	14,292	14,292	2.5%	15,000	2.8%
Building Maintenance	30,230	5.5%	21,900	21,900	3.8%	30,000	5.7%
Office Supplies	2,331	0.4%	2,948	2,948	0.5%	3,000	0.6%
Books & Periodicals	51,474	9.4%	50,814	50,814	8.9%	32,374	6.1%
Department Supplies	3,772	0.7%	10,271	10,271	1.8%	10,000	1.9%
Historical Commission	86		900	900	0.2%	900	0.2%
Collection Database	38,608	7.0%	38,007	38,007	6.6%	39,582	7.5%
SERVICES & SUPPLIES	167,403	30.4%	167,438	167,438	29.2%	150,856	28.7%
TOTAL BUDGET	549,776	100%	572,734	572,734	100%	526,437	100%

NON-DEPARTMENTAL SERVICES

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

2010-11 CHANGES/HIGHLIGHTS

The Town participates in a number of Joint Powers Authority (JPA) agencies county wide. Animal Control services increased \$22,000 and the MERA administrative fee increased \$2,000.

SERVICES AND SUPPLIES

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

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

Outside services – Joint powers authorities, contracts, and memoranda of understanding with other agencies: Animal control services from the Marin Humane Society (\$135,678); Transportation Authority of Marin (\$19,086); Marin Telecommunications Agency (\$27,855), MERA administrative fee (\$55,930), Marin Local Agency Formation Commission (\$5,975).

NON-DEPARTMENTAL SERVICES

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

Community Service Investments	2007-08	2008-09	2009-10	2010-11
Marin Mediation Services	2,867	2,982	3,071	3,071
Rebate for Marin Renters	5,740	5,740	5,740	5,740
Marin Abused Women's Services	5,000	5,000	5,000	5,000
Ross Valley Ecumenical Housing	1,500	1,500	1,500	0
Drake High School Safe & Sober	500	500	500	500
Jeanette Prandi Children's Center	2,732	2,732	2,732	2,732
Marin Housing BMR Program	1,793	1,793	1,793	1,793
Total:	20,132	20,247	20,336	18,836

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

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

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

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

GENERAL FUND NON DEPARTMENTAL

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%
	Total			Total		Total	
SERVICES & SUPPLIES							
Tax Rebates	1,557	0.4%	1,250	1,250	0.3%	1,250	0.3%
Promotion of Commerce	1,275	0.4%	1,000	1,000	0.3%	6,000	1.5%
Publications & Dues	5,507	1.5%	5,000	5,000	1.4%	5,000	1.3%
Outside Services	270,311	75.7%	247,883	247,883	67.6%	270,306	68.6%
Training	-	0.0%	2,500	2,500	0.7%	2,500	0.6%
Department Supplies	10,538	3.0%	9,666	9,666	2.6%	9,666	2.5%
Note Expense		0.0%	-	-	0.0%	-	0.0%
Health Insurance-Retirees	67,010	18.8%	78,300	78,300	21.4%	78,300	19.9%
Solid Waste/Recycling Prg.	-	0.0%	200	200	0.1%	200	0.1%
Safety Program	797	0.2%	20,842	20,842	5.7%	20,842	5.3%
SERVICES & SUPPLIES	356,995	100%	366,641	366,641	100%	394,064	100%
TOTAL BUDGET	356,995	100%	366,641	366,641	100%	394,064	100%

PLANNING AND BUILDING

This Department is responsible for land use planning, zoning, design review, compliance management, 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.

2010-11 CHANGES/HIGHLIGHTS

The Building and Planning Director retired in December, 2009. The position is currently being filled on an interim basis with a recruitment for a permanent director planned in the future.

2010-11 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2010-11:

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- Utilize technology in service delivery to improve efficiency and facilitate processes for customers, including enhancing and improving on-line services, permit tracking, records availability, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including preparing a Climate Action Plan, participating in zero waste planning, and utilizing best practices in purchasing and project planning.

PLANNING AND BUILDING

LABOR

Title	2008-09 Planning & Building	2009-10 Planning & Building	2010-11 Planning & Building
Planning and Building Director	1	1	1
Building Official	1	1	1
Senior Planner	1	1	1
Building Inspector	1	1	1
Assistant Planner*	1	0	0
Permit Technician	1	1	1
Total:	6	5	5
<i>*This position will not be filled in 2010-11 due to the poor economy.</i>			

SERVICES AND SUPPLIES

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

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

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

Outside Services - Zoning and planning applications requiring special studies; coordination with Affordable Housing proponents, and other planning and building services.

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

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

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

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

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

GENERAL FUND PLANNING & BUILDING

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%
	Total			Total		Total	
LABOR COSTS							
Salaries	431,212	52.5%	458,614	458,614	58.7%	439,960	60.7%
Health Benefits	87,845	10.7%	82,184	82,184	10.5%	84,784	11.7%
Retirement	103,899	12.6%	110,623	110,623	14.2%	92,819	12.8%
Payroll Taxes	33,718	4.1%	33,888	33,888	4.3%	33,888	4.7%
Reimbursable Costs	2,407	0.3%	2,750	2,750	0.4%	2,750	0.4%
Overtime/Temporary	8,328	1.0%	1,127	1,127	0.1%	1,127	0.2%
LABOR COSTS	667,409	81.2%	689,186	689,186	88.2%	655,328	90.4%
SERVICES & SUPPLIES							
Legal Advertising	843	0.1%	1,000	1,000	0.1%	1,000	0.1%
Vehicle Maintenance	3,837	0.5%	1,500	1,500	0.2%	1,500	0.2%
Equipment Maintenance	4,503	0.5%	5,700	5,700	0.7%	5,700	0.8%
Publications & Dues	1,406	0.2%	2,360	2,360	0.3%	2,360	0.3%
Outside Services	110,854	13.5%	47,302	47,302	6.1%	24,962	3.4%
Training	2,235	0.3%	3,012	3,012	0.4%	3,012	0.4%
Utilities	11,097	1.4%	12,737	12,737	1.6%	12,737	1.8%
Building Maintenance	9,550	1.2%	7,173	7,173	0.9%	7,173	1.0%
Office Supplies	9,275	1.1%	10,765	10,765	1.4%	10,765	1.5%
Department Supplies	555	0.1%	700	700	0.1%	700	0.1%
SERVICES & SUPPLIES	154,156	18.8%	92,249	92,249	11.8%	69,909	9.6%
TOTAL BUDGET	821,565	100%	781,435	781,435	100%	725,237	100%

POLICE

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

2010-11 CHANGES HIGHLIGHTS

2010-11 Budget:

Department staffing remained stable during the last fiscal year. However, thirteen of the twenty six fulltime members have been with the Department for less than 4 years. While the Department has been very successful in recruiting well-qualified, professional personnel, the training requirements placed on the Department have risen exponentially due to changes in State mandates and the experience level of our employees.

The Training line item (\$10,000) reflects the cost of non-POST (Peace Officers Standards and Training) training. POST reimbursement of required training in the past equaled approximately 84% of annual POST expenditures. This percentage has declined over the last several years with the State's financial woes. This year the Town has set up a new line item, the POST Revolving Training account. This account is designed to bridge the average annual difference between the costs of POST training and the amount actually reimbursed by the State. Any remaining unreimbursed POST training costs are charged to the Training line item at the end of the year. This year POST reimbursement is again running behind schedule and significantly below actual costs; reimbursement received to date is estimated at less than 50%.

The Department has committed to reducing its budget \$100,000 below that of FY 2009- 10. We can make this commitment without impacting services, due in large part to being at full staff; as long as we remain at full staff we can project a reduction in overtime costs of \$70,000. In addition, we project a reduction in fuel expense of \$20,000 and no need for booking fees (\$10,000) assuming that fuel prices and state payment of booking costs remain as they are now.

The budget also reflects a decrease (25%) in the cost of the Major Crimes Task Force to \$33,532; this decrease is not counted as part of the \$100,000 reduction described above.

EQUIPMENT

The equipment replacement schedule developed for the Police Department calls for a lease payment of \$84,124 in 2010-11.

POLICE

LABOR

Position	2008-09	2009-10	2010-11
Chief	1	1	1
Captains	2	2	2
Sergeants	4	4	4
Corporals	3	3	3
Officers	9	9	9
Sub-total sworn:	19	19	19
Dispatch Supervisor	1	1	1
Dispatchers	3	3	3
Sr. Police Administrative Services Assistant	1	1	1
Community Services Officer	2	2	2
Sub-total non-sworn:	7	7	7
Total:	26	26	26

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

SERVICES AND SUPPLIES

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

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

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

Outside services – County-wide Major Crimes Task Force (\$33,532), parking meter collection and maintenance (\$25,000), pre-employment and victim examinations, hepatitis vaccines, and other services.

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

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

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

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

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

2010-11 GOALS/WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2010-11:

- Partner with the community to identify ways to share services with other government entities and utilize volunteer resources to provide enhanced community services with increased efficiency and reduced cost.
- Utilize technology in service delivery to improve efficiency and facilitate processes for customers, including enhancing and improving on-line services, permit tracking, records availability, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including preparing a Climate Action Plan, participating in zero waste planning, and utilizing best practices in purchasing and project planning.

EQUIPMENT

The equipment replacement schedule developed for the Police Department calls for lease payment of \$84,124 in 2010-11.

GENERAL FUND POLICE

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
LABOR COSTS							
Salaries	2,076,897	49.4%	2,334,652	2,334,652	54.1%	2,329,796	54.1%
Health Benefits	322,688	7.7%	334,595	334,595	7.8%	396,595	9.2%
Retirement	791,113	18.8%	812,231	812,231	18.8%	831,484	19.3%
Payroll Taxes	179,593	4.3%	192,839	192,839	4.5%	192,839	4.5%
Reimbursable Costs	29,544	0.7%	25,380	25,380	0.6%	25,380	0.6%
Overtime/Temporary	424,552	10.1%	242,150	242,150	5.6%	187,150	4.3%
LABOR COSTS	3,824,388	91.0%	3,941,847	3,941,847	91.4%	3,963,244	92.0%
SERVICES & SUPPLIES							
Vehicle Operations	66,981	1.6%	84,500	84,500	2.0%	74,500	1.7%
Equipment Maintenance	20,902	0.5%	31,871	31,871	0.7%	31,871	0.7%
Publications & Dues	6,151	0.1%	5,250	5,250	0.1%	5,250	0.1%
Outside Services	121,596	2.9%	128,575	128,575	3.0%	106,090	2.5%
Training	26,891	0.6%	10,000	10,000	0.2%	17,400	0.4%
Utilities	59,129	1.4%	56,250	56,250	1.3%	56,250	1.3%
Building Maintenance	33,019	0.8%	26,780	26,780	0.6%	26,780	0.6%
Office Supplies	11,421	0.3%	8,455	8,455	0.2%	8,455	0.2%
Department Supplies	32,177	0.8%	19,150	19,150	0.4%	19,150	0.4%
SERVICES & SUPPLIES	378,266	9.0%	370,831	370,831	8.6%	345,746	8.0%
TOTAL BUDGET	4,202,654	100%	4,312,678	4,312,678	100%	4,308,990	100%

RECREATION – GENERAL FUND

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

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

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

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

In 2009-10, 100% of the Community Services Director's total compensation was reflected in the General Fund, in addition to costs for Equipment Maintenance, Building Maintenance and internet access.

In 2010-11, 100% of the Community Services Director's total compensation is reflected in the General Fund, in addition to Equipment Maintenance (\$4,948), Building Maintenance (\$11,622) and internet access ((\$4,682).

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

GENERAL FUND RECREATION

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
LABOR COSTS							
Salary-Recreation Director	88,830		108,544	108,544		108,544	61.9%
Health Benefits	4,783		19,154	19,154		20,054	11.4%
Retirement	18,713		16,926	16,926		17,237	9.8%
Payroll Taxes	6,376		8,196	8,196		8,196	4.7%
LABOR COSTS	118,702	80.1%	152,820	152,820	87.8%	154,031	87.9%
SERVICES & SUPPLIES							
Outside Services	12,690		4,948	4,948		4,948	2.8%
Office Supplies	16						0.0%
Building Maintenance	12,421		11,622	11,622		11,622	6.6%
Utilities: Internet	4,339		4,681	4,681		4,681	2.7%
SERVICES & SUPPLIES	29,466	19.9%	21,251	21,251	12.2%	21,251	12.1%
TOTAL BUDGET	148,169		174,071	174,071		175,282	100.0%

STREET AND PARK MAINTENANCE

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

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

2010-11 CHANGES/HIGHLIGHTS

The Streets and Parks crew has a staff of five, reduced in half since 2002. Their work focus is on accomplishing community priorities, such as potholes, weed abatement (especially in medians), fire fuel reduction on open space lands, storm drain maintenance and community events.

2010-11 GOALS/WORKPLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2010-11:

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STREET AND PARK MAINTENANCE

LABOR

Position	2008-09 Streets and Parks	2009-10 Streets and Parks	2010-11 Streets and Parks
Public Works Supervisor	1	1	1
Building Supervisor	.35	.35	.35
Sr. Maintenance Worker	2	2	2
Maintenance Wkrs. I/II	2	2	2
Total:	5.35	5.35	5.35

* The Building Supervisor assigned to the Isabel Cook Complex spends a portion of his time on Town maintenance projects (35%). The remainder of his time is accounted for in the Isabel Cook Complex Fund (45%) and the Robson Fund (20%) budgets.

Reimbursable costs - Safety and other work clothing provided.

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

SERVICES AND SUPPLIES

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

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

Outside services - Routine and specialized maintenance and repair of Town street lights (\$29,000), traffic signals (\$20,000), trees (\$10,000), sidewalks and other concrete work (\$7,000); mandated stormwater pollution control program and projects (\$23,581); storm drain cleanouts (\$10,000); street sweeping (\$55,400), contractor services to help maintain the town's landscaped grounds and trees, poison oak and other brush/fire hazard removal.

Utilities - Street lights (\$21,605), traffic signals (\$21,350), and other facilities; water for landscaping (\$21,853); electricity and sewer expenses.

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

**GENERAL FUND
STREET & PARK MAINTENANCE**

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
LABOR COSTS							
Salaries	287,889	30.8%	309,902	309,902	32.0%	311,092	31.9%
Health Benefits	84,924	9.1%	93,991	93,991	9.7%	104,191	10.7%
Retirement	75,699	8.1%	82,796	82,796	8.5%	84,268	8.6%
Payroll Taxes	24,654	2.6%	27,337	27,337	2.8%	27,337	2.8%
Reimbursable Costs	4,600	0.5%	6,000	6,000	0.6%	6,000	0.6%
Overtime/Temporary	14,766	1.6%	27,808	27,808	2.9%	27,808	2.8%
LABOR COSTS	492,531	52.7%	547,834	547,834	56.5%	560,696	57.4%
SERVICES & SUPPLIES							
Vehicle Operations	27,070	2.9%	32,000	32,000	3.3%	32,000	3.3%
Equipment Maintenance	1,161	0.1%	2,600	2,600	0.3%	2,600	0.3%
Equipment Rental	2,124	0.2%	4,082	4,082	0.4%	4,082	0.4%
Outside Services	213,605	22.9%	200,343	200,343	20.7%	194,285	19.9%
Training	2,027	0.2%	3,500	3,500	0.4%	3,500	0.4%
Utilities	104,613	11.2%	92,877	92,877	9.6%	92,877	9.5%
Building Maintenance	10,901	1.2%	9,200	9,200	0.9%	9,200	0.9%
Department Supplies	79,743	8.5%	77,400	77,400	8.0%	77,400	7.9%
SERVICES & SUPPLIES	441,245	47.3%	422,002	422,002	43.5%	415,944	42.6%
TOTAL BUDGET	933,776	100%	969,836	969,836	100%	976,640	100%

TOWN COUNCIL

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

LABOR

Compensation for each Councilmember is \$300 per month.

2010-11 CHANGES/HIGHLIGHTS

The cost of the June 2010 election will be paid in 2010-11, and the Friends of the Library have contributed \$7,000 toward that expense.

SERVICES AND SUPPLIES

Election Expense – Cost of June, 2010 election (\$20,000)

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.

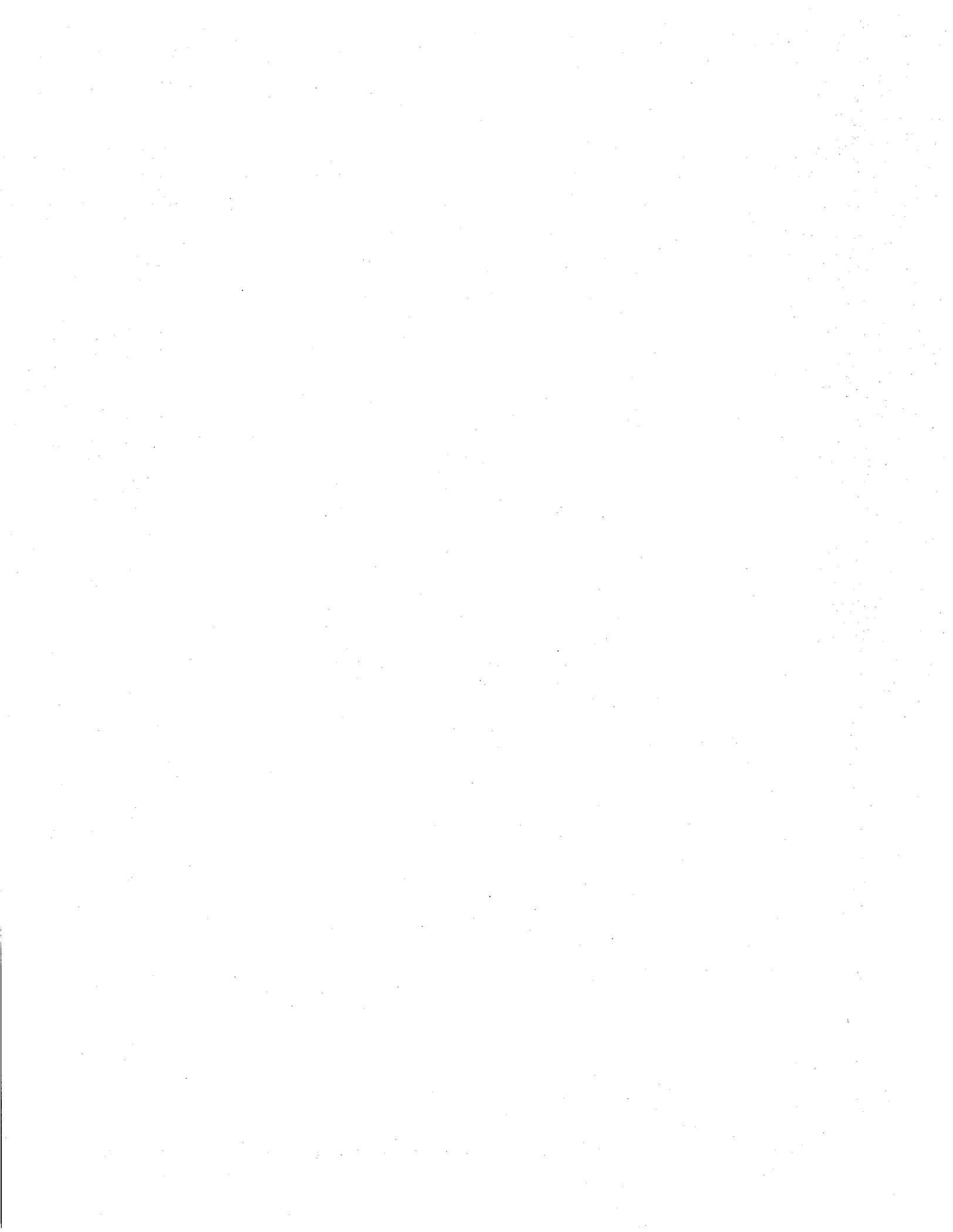
Office supplies - Frames and certificates for Council commendations and ceremonies, and for Council meeting supplies.

**GENERAL FUND
TOWN COUNCIL**

PROGRAM DETAIL	2008-2009		2009-2010			2010-2011	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
LABOR COSTS							
Council Salaries	5,940	56.9%	11,970	11,970	30.4%	18,000	39.3%
Payroll Taxes	455	4.4%	916	916	2.3%	1,377	3.0%
LABOR COSTS	6,395	61.3%	12,886	12,886	32.7%	19,377	42.3%
SERVICES & SUPPLIES							
Outside Services	135	1.3%	-	-	0.0%	-	0.0%
Election Expense	-	0.0%	20,000	20,000	50.8%	20,000	43.6%
Training	2,814	27.0%	4,700	4,700	45.1%	4,700	10.3%
Utilities	415	4.0%			0.0%		0.0%
Building Maintenance	323	3.1%	900	900	2.3%	900	2.0%
Department Supplies	351	3.4%	871	871	2.2%	871	1.9%
SERVICES & SUPPLIES	4,037	38.7%	26,471	26,471	67.3%	26,471	57.7%
TOTAL BUDGET	10,432	100%	39,357	39,357	100%	45,848	100%

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CAPITAL RECONSTRUCTION FUND

The Capital Reconstruction Fund accounts for the revenues and expenses of capital projects. It is funded primarily from the General Fund. Prior to the recent funding crisis beginning in 2003, Town policy had been to make a transfer from current year General Fund revenues, which is generally 70% of the amount of the prior year General Fund carryover (excess of revenues carried over from the prior year, less any transfer needed to replenish the Emergency Projects Fund). Because of the funding shortfalls in the past several years, Council has opted to allocate funds where they are most needed.

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

2010-11 CHANGES/HIGHLIGHTS.

This budget year an additional \$50,000 is budgeted for repairing the Town Hall tower, making the total amount available for the project \$72,824. In addition, \$15,000 is allocated to maintenance at Fire Station 20, making the amount available \$25,541. The Sleepy Hollow Fire Protection District has agreed to reimburse the Town for half of our annual maintenance costs at Station 20, up to a maximum of \$10,000.

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

2010-11 EXPENDITURES

Recommended due to grants or loans:	
State Recycling Grant: State funds for recycling containers.	20,445
2002 RBA Per Capita Grant: Creek Park Shed	40,000
Town Hall Tower : The Town Hall tower seismic retrofit	72,824
Sub-total Grants and Loans	133,269
Recommended due to liability and/or safety concerns:	
Disability Access improvements: General: To be available for correcting accessibility barriers, pursuant to Americans with Disabilities Act (ADA).	47,160
Disability Access: To be used to design and execute plans for accessibility improvements..	13,328
Library Painting: To be used to paint the trim of the Library.	15,000
Sub-total liability and/or safety concerns:	75,488
Recommended based on prior commitments and/or direction:	
Memorial Park – Improvements funded by proceeds of the Snack Shack. At the end of the sports season, officials from the Town, baseball program, and softball program develop a recommendation on the expenditure of the snack shack proceeds on improvements to Memorial Park. The recommendation is made to the Parks and Recreation Commission and the Town Council. Funds not spent in a fiscal year are reserved and available for expenditure in the following year. This account is based on anticipated 10-11 revenue of \$7,000 and \$30,325 carried over from 2006-07.	37,325
Fire Stations - Building Repairs: Repairs to the downtown station and Butterfield station.	25,541
Tennis Court repair	7,600
Subtotal: prior commitments and/or direction:	70,466
Other	
Unprogrammed Projects For immediate, unanticipated minor emergency and unprogrammed projects. Also used for cost overruns on budgeted capital projects.	4,995
Town Hall office space, second floor: Renovations for 30-year old office space	2,163
Sub-total: Other:	7,158
Total 2010-11 Expenditures:	286,381

TOWN OF SAN ANSELMO
CAPITAL RECONSTRUCTION FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	273,623	240,945	240,945	176,792
REVENUE				
State Revenue	5,000	38,577	5,000	38,577
Revenue from other sources	25,000	14,500	14,600	7,000
SUB TOTAL	30,000	53,077	19,600	45,577
TRANSFERS IN	144,000	45,000	45,000	65,000
TOTAL: REVENUE & TRANSFERS IN	174,000	98,077	64,600	110,577
TOTAL RESOURCES	447,623	339,022	305,545	287,369
EXPENDITURES				
Recommended due to grants or loans	18,000	104,022	27,176	133,269
Recommended due to liability/safety	62,644	155,863	77,964	75,488
Recommended based on prior commitments & direction	101,304	71,979	23,614	70,466
Other	18,396	7,158	-	7,158
SUB TOTAL	200,344	339,022	128,753	286,381
TRANSFERS OUT	6,334	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	206,678	339,022	128,753	286,381
ENDING BALANCE	240,945	0	176,792	988
Designated: Other Projects	240,945		176,792	988
Undesignated		0	-	-
TOTAL BUDGET	447,623	339,022	305,545	287,369

**CAPITAL RECONSTRUCTION FUND
REVENUE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
STATE REVENUE				
State Recycling Grant	5,000	5,000	5,000	5,000
2002 Res Bond Act: Per Capita Grant		33,577		33,577
SUBTOTAL	5,000	38,577	5,000	38,577
REVENUE FROM OTHER SOURCES				
Marin County Creek Clean Up Grant	18,000			
SA Tennis Club Donation		7,500	7,600	
Memorial Park Snack Shack proceeds	7,000	7,000	7,000	7,000
SUBTOTAL	25,000	14,500	14,600	7,000
TOTAL REVENUE	30,000	53,077	19,600	45,577
TRANSFERS IN				
from General Fund	142,000	45,000	45,000	65,000
from Equipment	2,000			
TRANSFERS IN	144,000	45,000	45,000	65,000
TOTAL REVENUE & TRANSFERS IN	174,000	98,077	64,600	110,577

**CAPITAL RECONSTRUCTION FUND
EXPENDITURE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
RECOMMENDED DUE TO GRANTS/LOANS				
State Recycling Grant		20,445	-	20,445
2002 RBA Per Capita Grant: Crk Pk Contr Shed		33,577	-	40,000
Marin County Creek Clean Up Grant	18,000			-
Town Hall Tower Repair		50,000	27,176	72,824
SUBTOTAL:	18,000	104,022	27,176	133,269
RECOMMENDED DUE TO LIABILITY/SAFETY				
Disability Access - General	7,700	47,160		47,160
99-00 Disability Improvement		15,312	1,984	13,328
Library Flood Flaps	10,275			-
Library Trim Painting		15,000		15,000
ICC doors replaced, kitchen repairs		10,000	9,081	-
Town Hall Compressor Replacement	2,200			-
Flood Horn Compressor		391		-
Town Hall Generator Replacement	42,469	68,000	66,899	-
SUBTOTAL:	62,644	155,863	77,964	75,488
RECOMMENDED BASED ON PRIOR COMMITMENT				
Memorial Park - Snack Shack Improvements		31,596	1,271	37,325
Fire Stations - Building repairs	1,304	32,883	22,342	25,541
Tennis Court repair		7,500		7,600
Red Hill Community Park Contribution	100,000			-
SUBTOTAL	101,304	71,979	23,614	70,466
OTHER				
Unprogrammed Projects	11,475	4,995		4,995
Town Hall office space, 2nd floor	6,921	2,163		2,163
SUBTOTAL	18,396	7,158	-	7,158
TOTAL EXPENDITURES	200,344	339,022	128,753	286,381
TRANSFERS				
To Capital Reconstruction Fund	6,334			-
TOTAL EXPENDITURES & TRANSFERS OUT	206,678	339,022	128,753	286,381

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 police services.

Appropriations Summary

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

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

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

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

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

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

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

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

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

2010-11: Labor costs for a portion of an Officer are budgeted at \$ 100,000.

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

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	-	-	-
REVENUE				
State COPS Grant	100,000	100,000	100,000	100,000
SUB TOTAL	100,000	100,000	100,000	100,000
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	100,000	100,000	100,000	100,000
TOTAL RESOURCES	100,000	100,000	100,000	100,000
EXPENDITURES				
Labor Costs	100,000	100,000	100,000	100,000
Other	-	-	-	-
SUB TOTAL	100,000	100,000	100,000	100,000
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	100,000	100,000	100,000	100,000
ENDING BALANCE	-	-	-	-
TOTAL BUDGET	100,000	100,000	100,000	100,000

COPS STATE GRANT FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
STATE REVENUE				
COPS State Grant	100,000	100,000	100,000	100,000
TOTAL REVENUE	100,000	100,000	100,000	100,000
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	100,000	100,000	100,000	100,000
EXPENDITURES				
Labor Costs				
Salaries	75,930	59,261	59,261	59,261
Health Benefits		9,780	9,780	9,780
Retirement	18,300	25,622	25,622	25,622
Payroll Taxes	5,770	4,658	4,658	4,658
Reimbursable Costs				
Overtime/Temporary		679	679	679
SUBTOTAL	100,000	100,000	100,000	100,000
Other				
Motorcycle Purchase				
Vehicle Parts and Equipment				
MERA Radio Equipment				
Computerized records management				-
Reserve				-
SUBTOTAL	-	-	-	-
TOTAL EXPENDITURES	100,000	100,000	100,000	100,000
TRANSFERS OUT				
to General Fund - lead dispatch duties				
to general Fund - computerized records mgt				
SUBTOTAL	-	-	-	-
to Equipment Fund - DMV Interface for CAD/RMS				
to Equipment Fund - police equipment				
SUBTOTAL	-	-	-	-
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	100,000	100,000	100,000	100,000

DOWNTOWN REVITALIZATION

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

Downtown Revitalization Strategy Mission Statement

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

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

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

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

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

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

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

TOWN OF SAN ANSELMO
DOWNTOWN REVITALIZATION FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	22,119	20,836	20,836	17,233
REVENUE	2,500	-	-	
TRANSFERS IN	-			
TOTAL: REVENUE & TRANSFERS IN	2,500	-	-	-
TOTAL RESOURCES	<u>24,619</u>	<u>20,836</u>	<u>20,836</u>	<u>17,233</u>
EXPENDITURES	3,783	20,835	3,603	17,233
SUB TOTAL	3,783	20,835	3,603	17,233
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	3,783	20,835	3,603	17,233
ENDING BALANCE	20,836	1	17,233	0
TOTAL BUDGET	<u>24,619</u>	<u>20,836</u>	<u>20,836</u>	<u>17,233</u>

**DOWNTOWN REVITALIZATION FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Marin County Greenfield Ave Lighting Grant	2,500			
TOTAL REVENUE	2,500	-	-	-
TRANSFERS IN				
from General Fund				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	2,500	-	-	-
EXPENDITURES				
SA 2000 Beautification				
Tree Replacement		11,800		11,800
Streetscape Improvements (benches, lights)	2,500			
Plaza project	1,283	9,035	3,603	5,433
Mosaic Obelisk				
TOTAL EXPENDITURES	3,783	20,835	3,603	17,233
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	3,783	20,835	3,603	17,233

EMERGENCY PROJECTS FUND

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

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

The fund is currently being used to record the Town's expenses incurred in conjunction with the flood that occurred on December 31, 2005 and the April, 2006 damage on Allyn Avenue. As of June 30, 2010, the Town has spent a total of \$7 million in recovery costs and related improvements for the two emergency events and has received reimbursement or commitments for reimbursement from FEMA, OES and flood insurance for \$4.5 million. Of the remaining \$2.5 million costs, the Town has funded \$1.7 million of fire station reconstruction with a municipal loan, leaving an as yet unreimbursed balance of \$800,000. The Town has transferred \$1.266 million in General Fund money into the Emergency Projects fund since 2005 to cover unreimbursed flood-related expenses.

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

The floodproofing of the Town Hall complex, grant funded in the amount of \$149,000, is complete.

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

For the last several years, the Town has utilized the TRAN (Tax and Revenue Anticipation Notes) to ensure an adequate cash flow. In 2009-10 the Town did not participate in the TRAN. This is true for 2010-11 as well, due to the fact that the Town's cashflow position is improved by the winding down of flood recovery efforts and reserves in the Road Maintenance and Insurance Funds.

TOWN OF SAN ANSELMO
EMERGENCY PROJECTS FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	(186,981)	(925,080)	(925,080)	(1,162,923)
REVENUE	1,000,257	273,873	66,634	206,298
TRANSFERS IN	158,517	158,517	158,517	158,517
TOTAL: REVENUE & TRANSFERS IN	1,158,774	432,390	225,151	364,815
TOTAL RESOURCES	1,158,774	(492,690)	(699,930)	(798,108)
EXPENDITURES	1,896,874	707,963	462,993	446,890
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	1,896,874	707,963	462,993	446,890
ENDING BALANCE	(925,080)	(1,200,653)	(1,162,923)	(1,244,998)
TOTAL BUDGET	971,793	(492,690)	(699,930)	(798,108)

**EMERGENCY PROJECTS FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
FEMA/OES Reimbursement	414,083		26	
OES: Flood Mit. Asst Grt -06: mitigation plan				
NCRS/OES: Streambank EWP				
OES: Flood Mit. Asst Grt -07: house elevations	503,042	189,446	24,878	164,568
Flood Insurance Claim				
Police Dept 9-1-1 Emergency Grant				
Community Donations				
Interest Earnings (Lease)	2,486			
Other Financing: Lease Proceeds	80,646	84,427	41,730	41,730
TOTAL REVENUE	1,000,257	273,873	66,634	206,298
TRANSFERS IN				
from General Fund	158,517	158,517	158,517	158,517
TRANSFERS IN	158,517	158,517	158,517	158,517
TOTAL REVENUE & TRANSFERS IN	1,158,774	432,390	225,151	364,815
EXPENDITURES				
Emergency Response				
Town Hall: Police and Council Chambers	255,037	50,000	81,814	
Library				
Fire Station	991,509	300,000	173,302	126,698
Administration	(11,232)	10,000	21,588	
Infrastructure: Allyn Slides/Streambank EWP				
FMA 07: house elevations	503,042	189,446	27,771	161,675
Annual Municipal Lease Payment	158,517	158,517	158,517	158,517
TOTAL EXPENDITURES	1,896,874	707,963	462,993	446,890
TRANSFERS OUT				
to Road Maintenance Fund				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	1,896,874	707,963	462,993	446,890

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 2010-11, no new funds have been allocated from the General Fund to the Equipment Fund. Townwide computer hardware/software replacement is funded again this fiscal year in the amount of \$10,000. Other projects included in the equipment list are carried over from previous years or represent ongoing commitments.

The Ross Valley Fire Department has established an equipment replacement schedule, which requires an appropriation of \$48,423 from the Town of San Anselmo this fiscal year. The Police Department vehicle equipment lease results in an expenditure of \$84,124.

Grant funding for electric car charging stations (\$17,500) is carried over from last fiscal year.

The amount reserved for financial accounting software has been reduced to \$100,000 based on estimates received from vendors.

The debt service payment for the Marin Emergency Radio Authority (MERA) (\$62,328) and the LED Conversion loan (\$11,138) are being paid out of the Equipment Fund.

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

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

**TOWN OF SAN ANSELMO
EQUIPMENT FUND**

Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	156,315	175,945	175,945	216,384
REVENUE				
Revenue	18,852	32,886	16,202	17,500
Other Sources of Funds	-	-	-	-
SUB TOTAL	18,852	32,886	16,202	17,500
TRANSFERS IN	258,355	272,639	272,639	216,013
TOTAL: REVENUE & TRANSFERS IN	277,207	305,525	288,841	233,513
TOTAL RESOURCES	433,522	481,470	464,786	449,897
EXPENDITURES				
Expenditures	180,225	326,424	172,966	269,718
Other Uses of Funds	75,353	75,436	75,436	73,466
SUB TOTAL	255,577	401,860	248,402	343,184
TRANSFERS OUT	2,000	-	-	-
TOTAL: EXPENDITURES, OTHER USES & TRANSFERS OUT	257,577	401,860	248,402	343,184
ENDING BALANCE	175,945	79,610	216,384	106,713
Designated: other equipment items	175,945	79,610	216,384	106,713
TOTAL BUDGET	433,522	481,470	464,786	449,897

**EQUIPMENT FUND
REVENUE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Police Vest Partner Grant		2,707	3,523	
Police 911 Grant - software	18,852			
Police - DOJ RIMS software grant		12,679	12,679	
Police - Electric Car Charging Station Grant		17,500		17,500
SUBTOTAL	18,852	32,886	16,202	17,500
OTHER SOURCES OF FUNDS				
Ca Energy Com: LED Conversion Loan				
SUBTOTAL	-	-	-	-
TOTAL REVENUE	18,852	32,886	16,202	17,500
TRANSFERS IN				
from General Fund	252,021	272,639	272,639	216,013
from Capital Reconstruction Fund	6,334			
TRANSFERS IN	258,355	272,639	272,639	216,013
TOTAL REVENUE & TRANSFERS IN	277,207	305,525	288,841	233,513

EQUIPMENT FUND EXPENDITURE SUMMARY

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
Fire - Equipment Reserve	66,202	63,710	66,202	48,423
Police - Patrol Cars (lease), incl MC Pkg Enf Veh Grt	81,651	83,555	80,124	84,124
Police - RIMS Software Grant		12,679	12,739	
Police - Electric Car Charging Stations		22,438		22,438
Police-Vest Partnership Grant		2,707	2,707	
Police-PG&E Grant for EOC Generator		5,000		
Police - Logging Recorder	19,254			
Police - Network Router	6,701			
Public Works - Office Furniture		5,000	5,460	
Financial Software - 5 yr lease purchase		120,000		100,000
Planning: Work Station	3,399			
Townwide Computer Hardware/Software	2,935	10,000	5,706	14,733
Rec -- Ross Valley Senior Prog Equipment	82	1,335	28	
TOTAL EXPENDITURES	180,225	326,424	172,966	269,718
OTHER USES OF FUNDS				
Debt Service Pay on LED Conversion Loan	11,138	11,138	11,138	11,138
Debt Service on MERA	64,215	64,298	64,298	62,328
TOTAL OTHER USES	75,353	75,436	75,436	73,466
TRANSFERS OUT				
to Capital Reconstruction Fund	2,000			
TRANSFERS OUT	2,000	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	257,577	401,860	248,402	343,184

INSURANCE FUND

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

Liability Insurance

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

Workers Compensation

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

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

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

2010-11 Highlights

Expenditures for Worker's Compensation and liability claims exceeded budgeted levels in 2009-10 due to unanticipated claims. However, the General Fund transfer to the Insurance Fund has been eliminated this year and the fund was balanced using a portion of the reserve. The reserve for claims is now \$739,780, within the limits set by Bay Cities.

TOWN OF SAN ANSELMO
INSURANCE FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	1,640,578	1,521,725	1,521,725	1,147,646
REVENUE	-	-	-	-
TRANSFERS IN	118,033	-	-	-
TOTAL: REVENUE & TRANSFERS IN	118,033	-	-	-
TOTAL RESOURCES	<u>1,758,611</u>	<u>1,521,725</u>	<u>1,521,725</u>	<u>1,147,646</u>
EXPENDITURES	236,887	612,883	374,079	407,865
TRANSFERS OUT	-	-	-	-
RESERVE FOR CLAIMS	-	908,842	-	739,780
TOTAL: EXPENDITURES, TRFRS OUT & RESERVE:	236,887	1,521,725	374,079	1,147,645
ENDING BALANCE	1,521,725	(0)	1,147,646	1
TOTAL BUDGET	<u>1,758,611</u>	<u>1,521,725</u>	<u>1,521,725</u>	<u>1,147,646</u>

**INSURANCE FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Premium Refunds from prior years (MCLMA)				
Premium Refunds from prior years (Workers Comp)				
TOTAL REVENUE	-	-	-	-
TRANSFERS IN				
from General Fund	118,033	-	-	-
TRANSFERS IN	118,033	-	-	-
TOTAL REVENUE & TRANSFERS IN	118,033	-	-	-
EXPENDITURES				
Liability Insurance Premium	115,368	138,970	138,325	133,804
Employee Assistance Program Premium	2,611	2,600	2,190	2,600
National Flood Insurance Program Premium	13,133	13,133	13,133	13,133
Workers Compensation Insurance Premium	108,616	123,180	113,563	102,450
Liability Insurance Claims	10,920	80,000	38,821	58,697
Workers Compensation Insurance Claims	(41,752)	40,000	48,284	82,181
State Unemployment Insurance Claims	14,112	15,000	12,287	15,000
Lawsuit Settlements	13,879	200,000	7,476	
TOTAL EXPENDITURES	236,887	612,883	374,079	407,865
TRANSFERS OUT				
to General Fund				
RESERVE FOR CLAIMS		908,842		739,780
TOTAL EXPENDITURES, TRFRS OUT, & RESER	236,887	1,521,725	374,079	1,147,645

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

Title	2008-09	2009-10	2010-11
Building Supervisor*	.55	.45	.45

*45% of the Building Supervisor's time is spent at ICC. A portion of his time (35%) is spent on other Town work and is funded in the Street and Park Maintenance Department. The Town took over management of Robson House in 2006-07 and 20% of the Building Supervisor's time is charged to that fund.

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

SERVICES AND SUPPLIES

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

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

Training - Workshops, seminars for maintenance worker.

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

Building maintenance - Routine and emergency building maintenance projects, janitorial (\$4,500)

Department supplies - Minor supply items for building operation.

2010-11 CHANGES/HIGHLIGHTS

The lower office space (3,800 square feet) was previously vacated by the long-time tenant, Buckelew Programs and three upstairs offices (1112 square feet) were vacated by Spectrum this year. We have been unsuccessful in finding new tenants. Efforts continue to rent the space to new tenants, but in the meantime the Recreation Department has begun utilizing the lower space for programming. The budget reflects the probability that we will not be successful in renting the space this fiscal year.

REVENUES

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

TOWN OF SAN ANSELMO
ISABEL COOK COMPLEX FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	(40,398)	(24,922)	(24,922)	(42,026)
REVENUE				
Rental Income	89,568	93,588	66,942	62,460
SUB TOTAL	89,568	93,588	66,942	62,460
TRANSFERS IN	35,000	-	-	-
TOTAL: REVENUE & TRANSFERS IN	124,568	93,588	66,942	62,460
TOTAL RESOURCES	84,170	68,666	42,020	20,434
EXPENDITURES				
Labor Costs	48,877	51,938	49,302	52,901
Services and Supplies	51,785	41,650	34,745	41,650
Capital Improvements	8,430	-	-	-
SUB TOTAL	109,092	93,588	84,047	94,551
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	109,092	93,588	84,047	94,551
Net Increase/(Decrease)	15,476	-	(17,105)	(32,091)
ENDING BALANCE	(24,922)	(24,922)	(42,026)	(74,117)
TOTAL BUDGET	84,170	68,666	42,020	20,434

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

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Rental Income: Aryiis	53,050	62,460	59,160	62,460
Rental Income: Social Justice Center	5,390			
Rental Income: Spectrum	31,128	31,128	7,782	
TOTAL REVENUE	89,568	93,588	66,942	62,460
TRANSFERS IN				
from General Fund	35,000			-
TRANSFERS IN	35,000	-	-	-
TOTAL REVENUE & TRANSFERS IN	124,568	93,588	66,942	62,460
EXPENDITURES				
LABOR COSTS				
Salaries	28,578	31,820	28,595	31,817
Health Benefits	9,348	8,514	8,445	8,895
Retirement	8,017	9,171	8,578	9,295
Payroll Taxes	2,303	1,973	2,227	2,434
Reimbursable Costs	631	460	1,456	460
Overtime/Temporary	-	-	-	-
LABOR COSTS	48,877	51,938	49,302	52,901
SERVICES & SUPPLIES				
Vehicle Operations	51	750	90	750
Outside Services	6,682	6,000	3,281	6,000
Training	-	200	-	200
Utilities	14,989	15,000	14,219	15,000
Building Maintenance	24,257	14,000	12,423	14,000
Building Maintenance: Janitorial Service	4,815	4,500	3,784	4,500
Office Supplies	289	100	103	100
Department Supplies	703	500	579	500
Equipment		600	266	600
SERVICES & SUPPLIES	51,785	41,650	34,745	41,650
CAPITAL IMPROVEMENTS				
Exterior Wall Repair	8,430			
CAPITAL IMPROVEMENTS	8,430	-	-	-
TOTAL EXPENDITURES	109,092	93,588	84,047	94,551
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	109,092	93,588	84,047	94,551

LIBRARY TAX FUND

The voters of San Anselmo approved a Special Library Services Tax of \$49 per parcel effective July 1, 2010. The revenue from the tax is restricted to expenditures for expanding library hours, improving children's services at the Library including hiring a special children's librarian, and enhancing general Library services.

A special Library Fund was created to record the revenue from the tax measure and the allowable expenditures. Any funds that are not expended at the end of a given year will remain in the Fund and be available for budgeted expenditures in future years. It is anticipated that the Special Library Services Tax will create revenue of \$232,750 for the Library each year for the next five years.

2010-11 HIGHLIGHTS

The Library Fund is newly created to account for the revenue and allowable expenditures from the Special Library Services Tax. The longtime Town Librarian has recently retired and the recruitment for a new Librarian is underway. No hiring or expenditure decisions will be made until a new Town Librarian is in place and a proposal for permanent staffing is approved by the Town Council. As such, the funds are held in a contingency line item until the proposal is approved.

The Special Library Services Tax requires that the tax funding augment, not displace, funding provided by the Town. To that end, the ordinance requires that the tax continues to be levied only if Town funding of the library remains above 90% of the amount budgeted for 2008-2009 (\$420,000). The \$420,000 figure was arrived at by taking the 2008-09 Library budget (\$536,509) and subtracting the budgeted donations from the Friends of the Library (\$67,215), budgeted State library funding (\$24,853) and budgeted library fines (\$20,150). 90% of \$420,000 is **\$378,000**.

The amount budgeted in the General Fund for the Library in this proposed budget is \$526,437. To ensure that the General Fund contribution to the Library is within allowable limits, the following amounts are subtracted: fundraised donations (\$68,616), State library funding; (\$29,334) and library fines (\$22,393). Thus, the total General Fund contribution to the Library for 2010-11 is **\$406,094**, within the allowable parameters in the Special Library Tax Services measure.

TOWN OF SAN ANSELMO
LIBRARY TAX FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2010-2011
	Budget
BEGINNING BALANCE	-
REVENUE	
Library tax	232,750
SUB TOTAL	232,750
TRANSFERS IN	-
TOTAL: REVENUE & TRANSFERS IN	232,750
TOTAL RESOURCES	<u>232,750</u>
EXPENDITURES	
Contingency	232,750
SUB TOTAL	232,750
TRANSFERS OUT	
TOTAL: EXPENDITURES & TRANSFERS OUT:	232,750
Net Increase/(Decrease)	-
ENDING BALANCE	-
TOTAL BUDGET	<u>232,750</u>

**LIBRARY TAX FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2010-2011
	PROPOSED BUDGET
REVENUE	
Library Tax	232,750
TOTAL REVENUE	232,750
TRANSFERS IN	
from General Fund	-
TRANSFERS IN	-
TOTAL REVENUE & TRANSFERS IN	232,750
EXPENDITURES	
Contingency	232,750
TOTAL EXPENDITURES	232,750
TRANSFERS OUT	
TRANSFERS OUT	-
TOTAL EXPENDITURES & TRANSFERS OUT	232,750

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, \$20,928, 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 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	100,631	47,948	47,948	20,928
REVENUE	-	-	-	-
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	-	-	-	-
TOTAL RESOURCES	100,631	47,948	47,948	20,928
EXPENDITURES	52,683	47,948	27,020	20,928
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	52,683	47,948	27,020	20,928
Net Increase/(Decrease)	(52,683)	(47,948)	(27,020)	(20,928)
ENDING BALANCE	47,948	(0)	20,928	(0)
Designated: 02-03 Phase II Resurfacing Projects				
Designated: Non-Maintained Roads	100,631		47,948	-
Designated: future projects				
TOTAL BUDGET	100,631	47,948	47,948	20,928

MEASURE G BOND PROCEEDS FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Bond Proceeds, Series 2003				
TOTAL REVENUE	-	-	-	-
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	-	-	-	-
EXPENDITURES				
03-04 Resurfacing Construction				
03-04 Resurfacing Engineering				
03-04 Resurfacing Construction Engineering				
04-05 Resurfacing Engineering				
Unprogrammed Resurfacing Projects				
Unprogrammed Drainage Projects				
Non-Maintained Roads: Resurfacing/Drainage	52,683	47,948	27,020	20,928
Match: STPLX 5159-7 (Rail/Walk SFD Bdge): Const				
Match: STPLX 5159-7 (Rail/Walk SFD Bdge): Eng				
Match: STPLX 5159-7 (Rail/Walk SFD Bdge): Coneng				
Match: Safe Routes to Schools Const/Conting				
Match: Safe Routes to Schools Engineering				
Match: Safe Routes to Schools ConEng				
TOTAL EXPENDITURES	52,683	47,948	27,020	20,928
TRANSFERS OUT				
to Debt Service Fund				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	52,683	47,948	27,020	20,928

MEASURE G DEBT SERVICE

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

Series 1995

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

- 1995-96: 1.4 cents
- 1996-97: 1.2 cents
- 1997-98: 1.1 cents
- 1998-99: 1.2 cents
- 1999-00: 1.3 cents
- 2000-01: 1.1 cents
- 2001-02: 1.1 cents
- 2002-03: 1.1 cents
- 2003-04: .6 cents
- 2004-05: .9 cents
- 2005-06: .8 cents
- 2006-07: .8 cents
- 2007-08: .6 cents
- 2008-09: .7 cents
- 2009-10: .6 cents
- 2010-11: .8 cents

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

Series 1997

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

- 1997-98: 1.7 cents
- 1998-99: 1.9 cents
- 1999-00: 2.0 cents
- 2000-01: 1.8 cents
- 2001-02: 1.8 cents
- 2002-03: 1.8 cents

- 2003-04: .7 cents
- 2004-05: 1.4 cents
- 2005-06: 1.2 cents
- 2006-07: 1.2 cents
- 2007-08: 1.1 cents
- 2008-09: 1.0 cents
- 2009-10: 1.0 cents
- 2010-11: 1.2 cents

Series 2000

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

- 2001-02: 1.2 cents
- 2002-03: 1.2 cents
- 2003-04: .8 cents
- 2004-05: 1.0 cents
- 2005-06: .9 cents
- 2006-07: .8 cents
- 2007-08: .8 cents
- 2008-09: .7 cents
- 2009-10: .7 cents
- 2010-11: .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
- 2008-09: .6 cents
- 2009-10: .6 cents
- 2010-11 .7 cents

The total estimated Measure G Debt Service in 2010-11 is estimated at 3.5 cents per \$100 of assessed valuation.

Fund Balance

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

TOWN OF SAN ANSELMO
MEASURE G DEBT SERVICE FUNDS
 Proposed Budget, Fiscal Year 2009 - 2010

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	664,718	653,643	653,643	599,894
REVENUE	749,533	734,016	723,389	814,361
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	749,533	734,016	723,389	814,361
TOTAL RESOURCES	<u>1,414,251</u>	<u>1,387,659</u>	<u>1,377,032</u>	<u>1,414,255</u>
EXPENDITURES	760,608	778,197	777,138	797,782
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	760,608	778,197	777,138	797,782
Net Increase/(Decrease)	(11,075)	(44,181)	(53,749)	16,579
ENDING BALANCE	653,643	609,462	599,894	616,473
TOTAL BUDGET	<u>1,414,251</u>	<u>1,387,659</u>	<u>1,377,032</u>	<u>1,414,255</u>

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

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
PROPERTY TAXES				
Property (Current Secured)	683,907	669,498	674,096	759,729
Property (Current Unitary)	30,702	30,176	24,168	26,831
Property (Current Unsecured)	8,079	7,941	7,546	8,484
Property (Supplemental)	13,281	12,178	10,027	10,995
Homeowners Exemption	6,330	6,223	6,245	7,022
Prior Year Redemptions			6	
OTHER				
Interest Earnings	7,234	8,000	1,300	1,300
TOTAL REVENUE	749,533	734,016	723,389	814,361
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	749,533	734,016	723,389	814,361
EXPENDITURES				
Debt Service Payments: Principal	270,000	300,000	300,000	335,000
Debt Service Payments: Interest	489,078	475,607	475,608	460,192
Bond Administrative Fees	1,530	2,590	1,530	2,590
TOTAL EXPENDITURES	760,608	778,197	777,138	797,782
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	760,608	778,197	777,138	797,782

RECREATION

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

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

2009-10 BUDGET YEAR

The Recreation Fund completed the fiscal year on budget. In order to help balance the General Fund budget, \$20,000 was transferred from the Recreation Funds ending balance to the General Fund. That ending balance was created last fiscal year when it was estimated that the fund would fall into the negative and funds from the General Fund were transferred to cover the shortfall. The shortfall was not as large as estimated, resulting in the ending fund balance.

2010-11 CHANGES/ HIGHLIGHTS

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

2010-11 GOALS/ WORK PLAN

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2010-11:

- Partner with the community to identify ways to share services with other government entities and utilize volunteer resources to provide enhanced community services with increased efficiency and reduced cost.
- Utilize technology in service delivery to improve efficiency and facilitate processes for customers, including enhancing and improving on-line services, permit tracking, records availability, etc.
- Ensure that Town operations utilize energy efficiency and green technology to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including preparing a Climate Action Plan, participating in zero waste planning, and utilizing best practices in purchasing and project planning.

RECREATION

LABOR

Title	2008-09	2009-10	2010-11
Community Services Director	1	1	1
Recreation Supervisor	0	0	0
Recreation Coordinator I/II	4.6	4.6	4.6
Childcare Worker	.6	.6	.6
Total	6.2	6.2	6.2

PROGRAMS

Revenues and expenses are budgeted for each program area.

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

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

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

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

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

TOWN OF SAN ANSELMO
RECREATION FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	63,835	63,835	55,531
REVENUE				
Program Revenue	876,661	988,029	988,029	968,525
SUB TOTAL	876,661	988,029	988,029	968,525
TRANSFERS IN	100,000	9,500		
TOTAL: REVENUE & TRANSFERS IN	976,661	997,529	988,029	968,525
TOTAL RESOURCES	976,661	1,061,364	1,051,864	1,024,056
EXPENDITURES				
Program Administration	396,782	428,106	428,106	407,907
Program Operations	516,044	568,227	568,227	560,618
SUB TOTAL	912,826	996,333	996,333	968,525
TRANSFERS OUT	-	-	-	20,000
TOTAL: EXPENDITURES & TRANSFERS OUT:	912,826	996,333	996,333	988,525
Net Increase/(Decrease)	63,835	1,196	(8,304)	(20,000)
ENDING BALANCE	63,835	65,031	55,531	35,531
TOTAL BUDGET	976,661	1,061,364	1,051,864	1,024,056

**RECREATION FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Sports Programs	401,288	419,150	419,150	361,730
Cultural Programs	58,889	65,200	65,200	77,760
School Programs	316,598	397,979	397,979	419,910
Events and other revenue	99,886	105,700	105,700	109,125
TOTAL REVENUE	876,661	988,029	988,029	968,525
TRANSFERS IN				
from General Fund	100,000	9,500	9,500	-
TRANSFERS IN	100,000	9,500	9,500	-
TOTAL REVENUE & TRANSFERS IN	976,661	997,529	997,529	968,525
EXPENDITURES: PROGRAM ADMINISTRATION				
LABOR COSTS				
Salaries, Hourly Paid, Overtime	214,854	212,040	212,040	222,390
Benefits, Retirement, Taxes, Reimb Costs	118,718	119,066	119,066	117,017
LABOR COSTS	333,572	331,106	331,106	339,407
SERVICES & SUPPLIES				
Facility Rental	-	-	-	-
Dues and Publications	450	1,000	1,000	750
Outside Services	3,202	3,880	3,880	1,000
Training	351	1,000	1,000	-
Utilities & Building Maintenance	12,291	15,000	15,000	13,750
Office Supplies	3,158	6,000	6,000	4,000
Credit Card Fees	17,646	16,120	16,120	17,500
Marketing and Promotional	19,496	26,500	26,500	20,000
Equipment	6,616	27,500	27,500	11,500
SERVICES & SUPPLIES	63,210	97,000	97,000	68,500
SUBTOTAL	396,782	428,106	428,106	407,907
EXPENDITURES: PROGRAM OPERATIONS				
Sports Programs	183,208	201,550	201,550	187,854
Cultural Programs	40,400	38,920	38,920	50,826
School Programs	264,015	299,007	299,007	277,063
Events and other revenue	28,421	28,750	28,750	44,875
SUBTOTAL	516,044	568,227	568,227	560,618
TOTAL EXPENDITURES	912,826	996,333	996,333	968,525
TRANSFERS OUT				
to General Fund				20,000
to Equipment Fund				
to Capital Reconstruction Fund				
TRANSFERS OUT	-	-	-	20,000
TOTAL EXPENDITURES & TRANSFERS OUT	912,826	996,333	996,333	988,525

**RECREATION FUND
ANALYSIS BY PROGRAM**

PROGRAM	2008-2009		Revenue over/(under) Expenses		2009-2010		Revenue over/(under) Expenses		2010-2011		Revenue over/(under) Expenses	
	Actual Revenue	Actual Expenditures	Estimated Revenue	Estimated Expenditures	Revenue Budget	Expenditures Budget	Revenue Budget	Expenditures Budget	Revenue Budget	Expenditures Budget	Revenue Budget	Expenditures Budget
Sports	401,288	183,208	419,150	201,550	361,730	187,854	217,600		361,730	187,854	173,876	
Culture	58,889	40,400	65,200	38,920	77,760	50,826	26,280		77,760	50,826	26,934	
Schools	316,958	264,015	397,979	299,007	419,910	277,063	98,972		419,910	277,063	142,847	
Events/Eq/Oth.	99,886	28,421	105,700	28,750	109,125	44,875	76,950		109,125	44,875	64,250	
Program Admin	-	396,782	-	428,106	-	407,907	(428,106)		-	407,907	(407,907)	
TOTAL:	877,021	912,826	988,029	996,333	968,525	968,525	(8,304)		968,525	968,525	-	

ROAD MAINTENANCE

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

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

2010-11 CHANGES/HIGHLIGHTS

Road Impact fees for construction are estimated at \$125,000 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 2010-11 road resurfacing plan will be reviewed in the fall by the Capital Program Monitoring Committee and the Committee will make recommendations to the Town Council. This is usually done in the spring, but this year we are awaiting the results of our 2010 Pavement Condition Index report, to ensure that we know which streets are most in need of treatment.

Funding for the Saunders Avenue overlay and San Anselmo Avenue overlay projects was swapped with Town Council approval to comply with grant requirements for the TAM Surface Transportation Project (STP) grant. TAM STP funds had to be used for the Saunders Avenue match and Road Impact fees were used for the San Anselmo Avenue resurfacing project.

TOWN OF SAN ANSELMO
ROAD MAINTENANCE FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	1,502,388	1,668,806	1,668,806	1,750,144
REVENUE	212,131	214,600	179,004	168,600
TRANSFERS IN	400,000	400,000	400,000	400,000
TOTAL: REVENUE & TRANSFERS IN	612,131	614,600	579,004	568,600
TOTAL RESOURCES	2,114,519	2,283,406	2,247,810	2,318,744
EXPENDITURES	445,714	892,343	497,666	1,669,048
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES, RESR & TFRS OUT:	445,714	892,343	497,666	1,669,048
Net Increase/(Decrease)	166,417	(277,743)	81,338	(1,100,448)
ENDING BALANCE	1,668,806	1,391,063	1,750,144	649,696
Designated: Slurry Seal (Measure G Interest)		229,919	279,919	-
Designated: Road Impact Fees		844,358	1,027,082	-
Designated: Baldhill Improvements		21,632	21,632	-
Designated: General Fund Contributions		295,154	475,430	-
TOTAL BUDGET	2,114,519	2,283,406	2,247,810	2,318,744

**ROAD MAINTENANCE FUND
REVENUE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Interest Income, Measure G proceeds	3,856	1,000	833	-
Road Impact Fees: Construction	164,676	170,000	130,215	125,000
Road Impact Fees: Garbage Trucks	43,600	43,600	43,600	43,600
Baldhill Road Improvement Fees			4,356	-
TOTAL REVENUE	212,131	214,600	179,004	168,600
TRANSFERS IN				
from General Fund	400,000	400,000	400,000	400,000
from Emergency Projects Fund				
TRANSFERS IN	400,000	400,000	400,000	400,000
TOTAL REVENUE & TRANSFERS IN	612,131	614,600	579,004	568,600

ROAD MAINTENANCE FUND EXPENDITURE SUMMARY

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
EXPENDITURES				
Slurry Seal		50,000		115,000
Road Impact Fees: Greenfield Undergrounding	17,253			
Road Impact Fees: Unprogrammed Paving	25,953			50,000
Road Impact Fees: ARRA Saunders match		95,245		
Construction		14,193		
Engineering		13,562		
Road Impact Fees: San Anselmo/Ross Ave			234,000	
Road Impact Fees: Safe Routes Contr (5159-13)			16,674	50,000
Road Impact Fees: TAM STP grant match S.A. Ave			11,150	165,588
Construction		32,112		
Engineering		4,282		
Construction Engineering		3,211		
Road Impact Fee: 2011 Street Overlay				300,000
Road Impact Fees: Safe Routes Eng contrib Wade Thomas		30,000		50,000
Road Impact Fees: Saunders Neighborhood Match		176,738		164,110
Road Impact Fees: Resurfacing Greenfield				300,000
Road Impact Unassigned Engineering Pay			75,000	75,000
Gen Fd Contr: Unprogrammed Resurfacing	93,341	60,000	75,220	60,000
Gen Fd Contr: Unprogrammed Drainage	72,044	60,000	57,861	60,000
Gen Fd Contr: 07-08 Resurfacing Projects	198,444			
Gen Fd Contr: Street Light Conversion Project				20,000
Gen Fd Contr: APP/Design Stimulus	38,680			
Gen Fd Contr: 09-10 Drainage Proj: Scenic		53,000	3,111	50,000
Gen Fd Contr: Bolinas Ave Storm Drain Study				9,000
Gen Fd Contr: Town Bridges Study				15,000
Gen Fd Contr: 09-10 Resurfacing: Medway/Maple			24,650	135,350
Gen Fd Contr: Woodside/Butterfiled				50,000
Gen Fd Contr: 09-10 Resurfacing: Greenfield/Medway		300,000		
TOTAL EXPENDITURES	445,714	892,343	497,666	1,669,048
RESERVES				
Slurry Seal (Interest Income, Measure G Funds)		229,919		
Road Impact Fees		844,358		
Baldhill Improvement Fees		21,632		
General Fund Contributions		295,154		
TOTAL RESERVES	-	1,391,063	-	-
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES, RESR & TFRS OUT	445,714	2,283,406	497,666	1,669,048

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.

2010-11 CHANGES/HIGHLIGHTS

Revenue from the rental of the upstairs offices has been sufficient over past years to cover the ongoing operation and routine maintenance of the house. In 2010-11, however, personnel, utility and maintenance costs have risen to the point that rental revenue doesn't cover the regular costs. Rental increases will be reviewed in this fiscal year. Even with a rental increase, rental revenue is not sufficient to cover the considerable deferred maintenance work and capital improvements that are needed to restore and maintain the house.

LABOR

Title	2007-08	2008-09	2009-10	2010-11
Sr. Maintenance Worker	.10	0	0	0
Building Supervisor*	0	.10	.20	.20

*20% of the Building Supervisor's time is charged to the Robson Fund. A portion of the Building Supervisor's time (35%) is spent on other Town work and is funded in the Street and Park Maintenance Department. The remaining 45% is charged to the Isabel Cook Complex Fund.

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

TOWN OF SAN ANSELMO
ROBSON HOUSE FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	91,904	88,469	88,469	85,301
REVENUE				
Rental Income	42,594	42,594	42,594	42,594
SUB TOTAL	42,594	42,594	42,594	42,594
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	42,594	42,594	42,594	42,594
TOTAL RESOURCES	134,498	131,063	131,063	127,895
EXPENDITURES				
Labor Costs	8,772	22,767	21,337	23,208
Services and Supplies	37,257	19,827	24,424	24,943
Capital Improvements	-	-	-	-
SUB TOTAL	46,029	42,594	45,762	48,151
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	46,029	42,594	45,762	48,151
Net Increase/(Decrease)	(3,435)	-	(3,168)	(5,557)
ENDING BALANCE	88,469	88,469	85,301	79,744
TOTAL BUDGET	134,498	131,063	131,063	127,895

**ROBSON HOUSE FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Rental Income: Couture Architects	9,180	9,180	9,180	9,180
Rental Income: Dovetail DCI	5,814	5,814	5,814	5,814
Rental Income: Moment Records	20,400	20,400	20,400	20,400
Rental Income: Caretaker	7,200	7,200	7,200	7,200
Robson House donations		-	-	
Robson House Association Donation		-	-	
TOTAL REVENUE	42,594	42,594	42,594	42,594
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	42,594	42,594	42,594	42,594
EXPENDITURES				
LABOR COSTS				
Salaries	5,196	13,924	12,709	14,141
Health Benefits	1,700	3,756	3,754	3,925
Retirement	1,458	4,005	3,813	4,060
Payroll Taxes	419	1,082	990	1,082
Reimbursable Costs			72	
Overtime/Temporary		-	-	
LABOR COSTS	8,772	22,767	21,337	23,208
SERVICES & SUPPLIES				
Outside Services	10,788	1,000	2,542	2,542
Utilities				
Telephone	842	800	863	863
Gas	1,544	1,500	2,733	2,733
Electricity	5,625	5,000	5,925	5,925
Water	1,815	400	1,074	1,074
Sanitary Charge	480	500	500	500
Building Maintenance	5,815	1,000	592	1,000
Building Maintenance; Janitorial Service	6,986	6,300	6,979	6,979
Possessory Tax Payment	2,367	2,377	2,377	2,377
Security System	840	850	840	850
Department Supplies	155	100		100
SERVICES & SUPPLIES	37,257	19,827	24,424	24,943
CAPITAL IMPROVEMENTS				
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENDITURES	46,029	42,594	45,762	48,151
TRANSFERS OUT				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	46,029	42,594	45,762	48,151

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, and other special events sponsored by the Town.

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

The fund was utilized in 2007 to fund events commemorating the Town's centennial anniversary and continues to be used to fund Town events, such as Country Fair Day, the goblins parade and other events.

A transfer of \$5,000 from the General Fund is included to cover these ongoing costs and to abate a negative ending fund balance from 2009-10.

The fund balance of \$4,863 is budgeted for expenditures for the annual Town events.

TOWN OF SAN ANSELMO
SPECIAL EVENTS FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	3,619	2,728	2,728	(1,679)
REVENUE	-	1,647	1,647	1,542
TRANSFERS IN	-	-	-	5,000
TOTAL: REVENUE & TRANSFERS IN	-	1,647	1,647	6,542
TOTAL RESOURCES	<u>3,619</u>	<u>4,375</u>	<u>4,375</u>	<u>4,863</u>
EXPENDITURES	891	4,375	6,054	4,863
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	891	4,375	6,054	4,863
Net Increase/(Decrease)	(891)	(2,728)	(4,407)	1,679
ENDING BALANCE	2,728	0	(1,679)	0
TOTAL BUDGET	<u>3,619</u>	<u>4,375</u>	<u>4,375</u>	<u>4,863</u>

**SPECIAL EVENTS FUND
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
Community Fair Receipts	-	1,542	1,542	1,542
Goblins Parade		105	105	
TOTAL REVENUE	-	1,647	1,647	1,542
TRANSFERS IN				
from General Fund				5,000
TRANSFERS IN	-	-	-	5,000
TOTAL REVENUE & TRANSFERS IN	-	1,647	1,647	6,542
EXPENDITURES				
Community Fair		4,270	5,749	3,500
Goblins Parade and miscellaneous events		105		1,058
ASCAP Royalties	891		305	305
TOTAL EXPENDITURES	891	4,375	6,054	4,863
TRANSFERS OUT				
to General Fund				
TRANSFERS OUT	-	-	-	-
TOTAL EXPENDITURES & TRANSFERS OUT	891	4,375	6,054	4,863

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 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	-	(0)	(0)	(0)
REVENUE	214,960	210,546	210,546	335,546
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	214,960	210,546	210,546	335,546
TOTAL RESOURCES	<u>214,960</u>	<u>210,546</u>	<u>210,546</u>	<u>335,546</u>
EXPENDITURES	-	-	-	-
TRANSFERS OUT	214,960	210,546	210,546	335,546
TOTAL: EXPENDITURES & TRANSFERS OUT:	214,960	210,546	210,546	335,546
ENDING BALANCE	(0)	(0)	(0)	(0)
TOTAL BUDGET	<u>214,960</u>	<u>210,546</u>	<u>210,546</u>	<u>335,546</u>

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

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
STATE REVENUE				
State Gas Tax revenue	214,960	210,546	210,546	335,546
TOTAL REVENUE	214,960	210,546	210,546	335,546
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	214,960	210,546	210,546	335,546
EXPENDITURES				
TOTAL EXPENDITURES	-	-	-	-
TRANSFERS OUT				
to General Fund	214,960	210,546	210,546	335,546
TRANSFERS OUT	214,960	210,546	210,546	335,546
TOTAL EXPENDITURES & TRANSFERS OUT	214,960	210,546	210,546	335,546

TRAFFIC CONGESTION RELIEF FUND

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

Included in the fund in 2010-11 is revenue associated with the following grants:

- Federal Safe Routes to Schools sidewalk infill and accessible curb ramps around Wade Thomas and St. Anselms Schools and intersection improvements at Mariposa Avenue and Richmond Road. (\$290,000 carried over from 09-10)
- TAM Local Streets (10-11) funds allocated by the Transportation Authority of Marin (TAM) to be used for 2010-11 road paving projects, to be approved in the fall. (\$94,170).
- TAM Safe Paths to Schools sidewalk and accessible curb ramp placement on the west side of Butterfield Road from Woodside Drive to Carlson Avenue (\$178,445)
- State Proposition 1B funds for road resurfacing and accessible curb ramps placement for the Saunders area neighborhood project on Taylor Street, Park Drive, Tamal Avenue, Yolanda Avenue, Alder Avenue, Brennfleck Avenue, Berlin Avenue and Karl Avenue. (\$400,000 received in 08-09, \$330,519 budgeted to be spent in 10-11).

TOWN OF SAN ANSELMO
TRAFFIC CONGESTION RELIEF FUND
Proposed Budget, Fiscal Year 2010-2011

Description	2008-2009	2009-2010		2010-2011
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	94,861	577,908	577,908	499,102
REVENUE	1,311,235	1,348,183	571,285	924,792
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	1,311,235	1,348,183	571,285	924,792
TOTAL RESOURCES	<u>1,406,096</u>	<u>1,926,091</u>	<u>1,149,193</u>	<u>1,423,894</u>
EXPENDITURES	828,188	1,926,091	650,091	1,161,723
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	828,188	1,926,091	650,091	1,161,723
Net Increase/(Decrease)	483,047	(577,908)	(78,806)	(236,931)
ENDING BALANCE	577,908	(0)	499,102	262,171
Designated: TCRF Funds	94,861			-
Designated: Prop IB Allocation				-
Designated: TAM Local Sts				-
TOTAL BUDGET	<u>1,406,096</u>	<u>1,926,091</u>	<u>1,149,193</u>	<u>1,423,894</u>

**TRAFFIC CONGESTION RELIEF FUND
REVENUE SUMMARY**

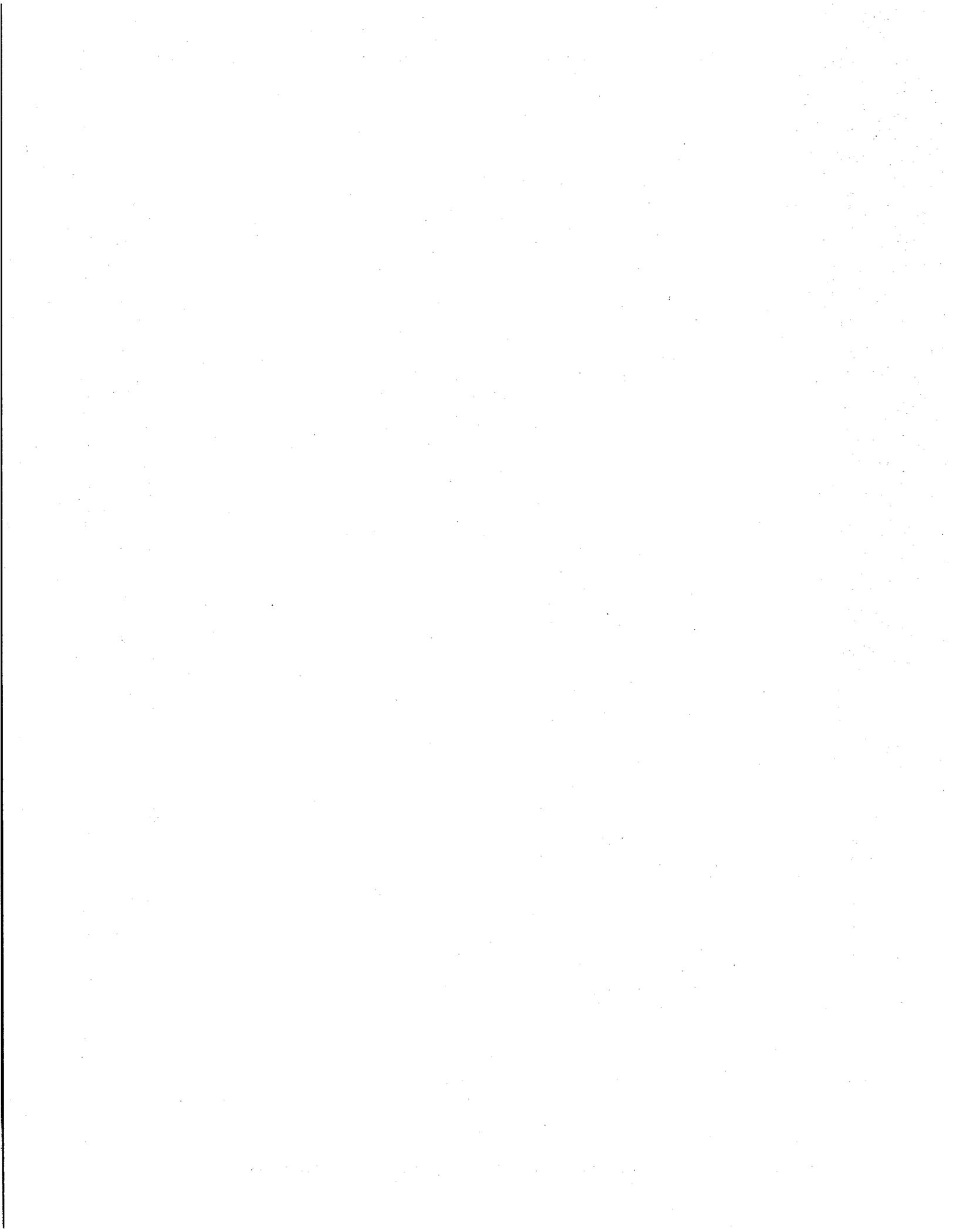
DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
REVENUE				
State Traffic Congestion Relief allocation	106,706		82,676	
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Brdg	434,818			
Trans Dev Act Bike Rack Grant				
Safe Routes to School: D04-0003 (SBTS - 5159 (013	3,615	338,760		290,000
Dept of Trans: NMTPL 5159-12 (Pedestrian. Prg)	22,496	277,504		226,000
TAM Local Sts 07-08 Allocation	198,585			
TAM Local Sts 08-09 Allocation	114,325			
TAM Local Sts 09-10 Allocation		103,214	103,214	
TAM Local Sts 10-11 Allocation				94,170
TAM Safe Paths Allocation	30,690	216,310		250,000
TAM: STP Grant for Saunders Avenue		145,395	145,395	
Prop 1B Allocation: paving projects	400,000			
ARRA: Saunders Avenue overlay		267,000	240,000	
Street Light Energy Efficiency Conversion Project				64,622
TOTAL REVENUE	1,311,235	1,348,183	571,285	924,792
TRANSFERS IN				
TRANSFERS IN	-	-	-	-
TOTAL REVENUE & TRANSFERS IN	1,311,235	1,348,183	571,285	924,792

TRAFFIC CONGESTION RELIEF FUND EXPENDITURE SUMMARY

DESCRIPTION	2008-2009	2009-2010		2010-2011
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
EXPENDITURES				
Traffic Congestion Relief Saunders neighborhood	131,519	70,048		82,676
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Bridge)	434,818			
Trans Dev Act Bike Rack Grant				
Safe Routes to School: D04-0003 (SRTS 5159-13)	3,615	338,760		290,000
Dept of Trans: NMTPL 5159-12 (NTPP Program)	22,496	277,504	190,000	
TAM Local Sts :07-08 STPL 5159-11 SFD Rehab Sh	59,070			
TAM Local Sts: 07-08 supple RBA Crk Pk Contr Shed		139,515		18,077
TAM Local Sts: 08-09 Greenfield Underground	111,825	2,500	4,138	
TAM Local Sts: 09-10: Saunders neighborhood		103,214		103,214
TAM Local Sts: 2011 Street overlay				94,170
TAM Safe Paths Allocation	30,690	216,310		
TAM Safe Paths: Woodside/Butterfield			50,868	178,445
TAM: STP Grant for S.A. Avenue overlay		145,395		
TAM: STP Grant for Saunders Avenue			145,395	
Prop 1B Allocation: Saunders neighborhood	34,155	365,845	35,326	330,519
ARRA: Saunders overlay		267,000	224,364	
Street Light Energy Efficient Conversion Project				64,622
TOTAL EXPENDITURES	828,188	1,926,091	650,091	1,161,723
TRANSFERS OUT				
to Measure G Bond Proceeds Fund				
TRANSFERS OUT				
TOTAL EXPENDITURES & TRANSFERS OUT	828,188	1,926,091	650,091	1,161,723

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**APPROPRIATIONS LIMIT DATA
2010-2011 SUMMARY**

2009-10 APPROPRIATIONS LIMIT		7,642,084
CALCULATION OF 2010-11 APPROPRIATIONS LIMIT		
1. Annual Change Factors:		
Per Capita Personal Income <i>or</i>	-2.540%	
Non-residential Assessed Valuation <i>plus</i>	0.000%	←
San Anselmo Population <i>or</i>	0.790%	
Marin County Population (<i>whichever is greater</i>)	0.930%	←
2. Calculation: $(1 + 0) \times (1 + .0093) =$		
		1.009300
2010-2011 APPROPRIATIONS LIMIT		7,713,155
2010-2011 ESTIMATED TAX PROCEEDS SUBJECT TO APPROPRIATIONS LIMIT		
Current Year Property Taxes	5,074,953	
ERAF	951,731	
Supplemental Property Taxes	67,836	
Municipal Services Tax	455,959	
Sales Tax	712,904	
Property Tax In Lieu of Sales Tax	214,105	
Property Transfer Tax	50,950	
Business License Tax	254,405	
Motor Vehicle License Fees	32,990	
Property Tax In Lieu of Motor Vehicle License Fees	990,955	
Homeowners Exemption	36,214	
TOTAL TAX PROCEEDS SUBJECT TO LIMIT		8,843,002
2010-2011 EXPENDITURES EXEMPT FROM LIMIT		
Social Security payments	355,594	
Unemployment Insurance	15,000	
FLSA - Fire	25,541	
Unreimbursed Booking Fees	-	
Capital Equipment: Fire Truck	48,423	
Capital Equipment: 5 yr LP Financial Software	100,000	
Capital Facilities: TH Tower/TH Generator	74,024	
Capital Facilities: Road Maintenance Projects	400,000	
Debt Service -- MERA/LED/Fire Sta Muni Lease	231,983	
TOTAL EXPENDITURES EXEMPT FROM LIMIT		1,250,565
2010-11 APPROPRIATIONS SUBJECT TO LIMIT		7,592,437
2010-11 ESTIMATED LEEWAY		120,718

TOWN OF SAN ANSELMO

SALARY SCHEDULE - July 1, 2009

Classification Title	Annual Salary Range	
	(full time equivalent)	
	Low	High
Accounting-Benefits Technician II	55,876	67,908
Administrative Services Assistant I	40,536	49,272
Administrative Services Assistant II	44,136	53,652
Administrative/Permit Services Technician	50,220	61,044
Assistant Planner	56,820	69,060
Associate Planner	62,508	75,984
Building Inspector	65,028	79,044
Building Official		93,856
Child Care Instructor	30,744	37,368
Community Services Director		108,544
Finance & Administrative Services Director		130,000
Lead Library Assistant	40,872	49,680
Librarian I	48,852	59,376
Librarian II	54,696	66,480
Library Assistant	38,004	46,200
Library Technician	43,332	52,668
Maintenance Supervisor	58,164	70,704
Maintenance Worker I	40,800	49,596
Maintenance Worker II	44,916	54,600
Planning and Building Director		124,016
Planning Technician	51,540	62,652
Police Administrative Services Technician	50,221	61,053
Police Captain		120,846
Police Chief		138,373
Police Communications Dispatcher	50,245	61,078
Police Community Services Officer	50,245	61,078
Police Corporal	65,741	79,903
Police Dispatch Records Supervisor	60,306	73,305
Police Officer	62,608	76,096
Police Sergeant	75,264	91,482
Public Works Director		130,968
Recreation Coordinator I	40,536	49,272
Recreation Coordinator II	44,136	53,652

TOWN OF SAN ANSELMO

SALARY SCHEDULE effective July 1, 2009

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

TOWN OF SAN ANSELMO

DEPARTMENT OF PUBLIC WORKS

Capital Projects Budget Summary FY 2010 - 2011

DESCRIPTION Funding Source	PROJECT COST		EXPENDITURES		EXPENDITURE COMPONENTS		
	Fund	\$\$	Prior Years	10-11 Funding	Construction	Engineering	Const. Eng.
Medway Rd/Maple Ln Rehabilitation		160,000	24,650	135,350			
Town Funding	RM: GF Contrib			135,350	120,000		15,350
Saunders Neighborhood St Overlay		750,000	69,481	680,519			
Prop 1B Grant	TCRF		69,481	330,519	300,000		30,519
Tam Local Sts	TCRF			103,214	79,733		23,481
TCR funds (Prop 42)	TCRF			82,676	82,676		
Town Funding	RM: Impact Fee			164,110	164,110		
Greenfield Avenue Rehabilitation		300,000		300,000			
Town Funding	RM: Impact Fee			300,000	270,000	30,000	10,000
2011 Streets Rehabilitation Project		394,170		394,170			
Tam Local Sts	TCRF			94,170	39,170	30,000	25,000
Town Funding	RM: Impact Fee			300,000	300,000		
Slurry Seal Projects		115,000		115,000			
Town Funding	RM: Meas G Interest			115,000	100,000	5,000	10,000
Wade Thomas Sidewalks (5159-13)		360,289	20,289	340,000			
Federal Grant	TCRF		3,615	290,000	261,000		29,000
Town Funding	RM: Impact Fee		16,674	50,000	35,000	10,000	5,000
Woodside/Butterfield Sidewalks		300,000	71,558	228,442			
Tam Safe Paths	TCRF		71,558	178,442	168,442		10,000
Town Funding	RM: GF Contrib			50,000	50,000		
Scenic Ave Drainage		53,111	3,111	50,000			
Town Funding	RM: GF Contrib		3,111	50,000	50,000		
Creek Park Shed Repairs		58,577	500	58,077			
Tam Local Sts	TCRF			18,077	10,000	8,077	
2002 RBA Grant	Cap Recon			40,000	40,000		
Street Light Converstation Project		84,622		84,622			
Energy Grant	TCRF			64,622	64,622		
Town Funding	RM: GF Contrib			20,000	10,000	10,000	
Town Hall Tower Repair		50,000	27,176	72,824			
Town Funding	Cap Recon		27,176	72,824	57,824	10,000	5,000

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