

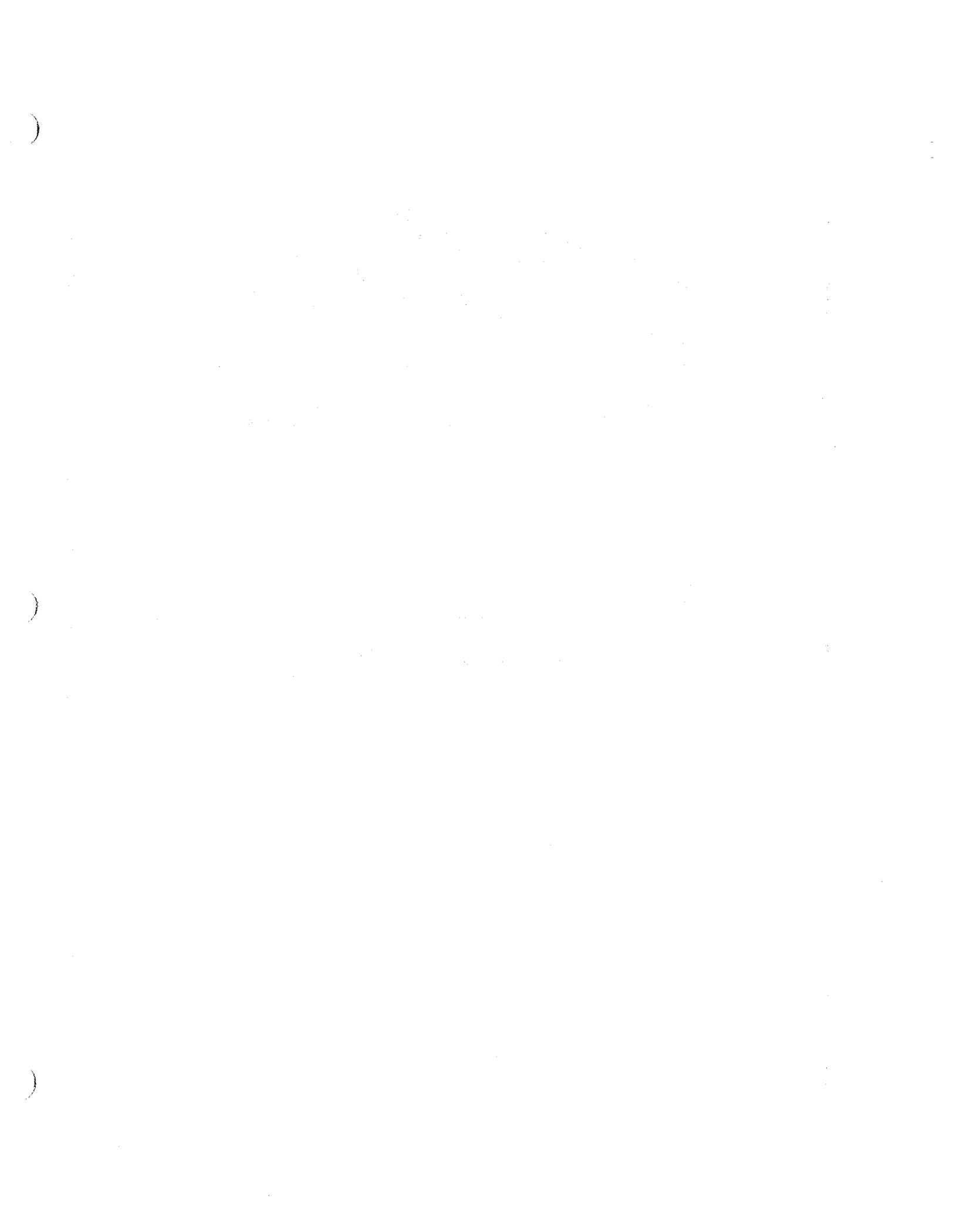
T H E T O W N O F  
**SAN ANSELMO**

**ADOPTED BUDGET  
& WORK PLAN**

**2011 – 2012**

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

**Debra Stutsman, Town Manager**



## TABLE OF CONTENTS

Budget Message.....	1
Overview of Funds.....	7
General Fund	
Summaries.....	11
Departments:	
Administration & Finance.....	21
Contingency .....	24
Engineering & Inspection .....	25
Fire .....	28
Legal Services .....	31
Library.....	33
Non-Departmental Services .....	36
Planning .....	39
Police.....	42
Recreation – General Fund .....	46
Street and Park Maintenance .....	48
Town Council.....	51
Other Funds	
Capital Reconstruction.....	53
Citizens Opting for Public Safety (COPS).....	58
Downtown Revitalization .....	61
Emergency Projects .....	64
Equipment.....	67
Grant Fund .....	71
Insurance Fund.....	75
Isabel Cook Complex.....	78
Library Tax .....	82
Measure G Bond Proceeds.....	86
Measure G Debt Service .....	89
Recreation .....	94
Road Maintenance .....	99
Robson House .....	103
Special Events.....	106
State Gasoline Tax .....	109
Appendices	
Appropriations Limit Date, 2011-2012 Summary.....	113
Salary Schedule, effective July 1, 2009.....	114
Capital Projects Budget Summary, 2011-2012.....	116



Ford Greene  
Mayor

Tom McInerney  
Vice Mayor



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Kay Coleman  
Councilmember

Jeff Kroot  
Councilmember

Barbara Thornton  
Councilmember

September 1, 2011

Honorable Mayor and Members of the Town Council:

It is my pleasure to present the Fiscal Year 2011-12 Town of San Anselmo Proposed Budget and Workplan for your consideration.

The budget presented is a balanced budget that continues Town services at current levels and maintains prudent reserve balances. A preliminary budget was presented in July, reflecting a deficit of \$255,632. Since that time, the gap was closed with concessions from employee groups, the decision by the State to allocate the Citizens Options for Public Safety (COPS) funding and additional franchise fees.

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 finally now complete.

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

## Accomplishments for 2010-11

- **Capital Projects** – Road paving projects were accomplished in the Saunders Avenue neighborhood, utilizing funds from State Proposition 1B and Transportation Authority of Marin funding, along with funds from the Town's Road Maintenance Fund. The Hub Shed at Creek Park, which houses traffic signal and other equipment, was rebuilt utilizing a State Parks grant. A drainage project was completed on Scenic Avenue and Medway Road and Maple Lane were resurfaced, all with Town funding.
- **Disaster Preparedness** – The Get Ready program continues to be very successful, with a total of 990 citizens in the Ross Valley area trained. In addition, Get Ready Fifth Grade completed its second year with an additional 256 students at the three public schools and the four private schools completing Get Ready training. The Central Marin Citizens Emergency Response Team (CERT) was combined with the other four CERT programs in Marin to create a single Marin County CERT Program. This has standardized the training and increased the number of classes available to residents.
- **Economic Development Subcommittee** – The subcommittee members have continued to work with the Town's five business associations to promote the San Anselmo business community. Picnics on the Plaza nights were held on six Friday nights in July and August for the second consecutive year.
- **Greenhouse Gas (GHG) Reduction** – Work has continued to reduce the Town's GHG emissions. The Town continues to participate 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. The Town has recently approved a Climate Action Plan, outlining measures that may be taken that will reduce our carbon footprint. 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 \$7.6 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, \$1.7 million has been contributed to the flood recovery from the General Fund.

## **Highlights of the Proposed Budget**

### ***Revenue:***

During this time of economic recession, 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 a small increase over 2010-11, about 2%. This change compares to a 0% growth rate in property tax in 2010-11, 3% growth rate in 2009-10, a 5% growth rate in 2008-09 and 7% in 2007-08. This is significant in that 80% 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, 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, are 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. Their generosity during the past many years has been very much appreciated. Their support allowed the Library to continue to provide excellent services to the community during very difficult financial times.

### ***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. With insurance and road maintenance reserves, a TRAN was deemed unnecessary.

### ***Expenditures:***

The proposed budget represents the status quo in most Department budgets. After years of making cuts, department budgets continue at a level that is barely adequate to meet minimum service levels.

Employee-related expenditures make up approximately 78% of the Town expenditures. While the Town's revenue has remained flat, employee related expenditures have continued to climb, particularly with respect to pension and health costs. Negotiations are complete with the San Anselmo Police Officers Association (SAPOA), management and confidential employees and they have all agreed to have benefitted employees share in the Town's employee-related costs. These employees have agreed to pay 3% of salary toward the employee share of pension costs, saving approximately \$100,000 in the General Fund. In addition, the Ross Valley Fire Department's two labor associations agreed to pay 3% of salary toward the employee share of pension costs, thus reducing the Town's cost for the Fire Department by \$63,000. Negotiations with the Service Employees International Union (SEIU) are ongoing but expected to be completed soon.

In 2006, the two bargaining units, SAPOA and SEIU 1021 agreed to a two-tiered retirement plan for employees hired after February 1, 2007 and all new benefitted employees, including management and confidential, were affected. 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. In 2010-11 an additional \$50,000 was saved, and in 2011-12 it is projected to save an additional \$ 10,000, making a cumulative savings over the first four years of \$850,000.

Employees' willingness to participate in the Town's budget solution is very much appreciated.

The Town's experience with the Bay Cities Joint Powers Insurance Authority, our self-insurance pool, has remained fairly stable. Costs for liability claims exceeded anticipated amounts, but costs for Workers Compensation were lower than anticipated. A fund transfer to the Insurance Fund has been made to ensure that insurance reserves remain at the level 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 Grant Fund (formerly called 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 - \$168,000
- Safe Routes to Schools - \$286,038
- EECBG Street Light Conversion Project - \$64,607
- Transportation Authority of Marin road rehabilitation - \$190,661

### **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 Five-Year Capital Improvement Plan was prepared by staff in 2011 based on the pavement management program report that outlines the pavement condition index (PCI) of Town streets. It was reviewed and recommended to the Town Council by the Capital Program Monitoring

Committee this spring. It was also reviewed by the Planning Commission for compliance with the California Environmental Quality Act and conformance with the Town's General Plan. It was approved by the Town Council on June 14, 2011 and year 1 is reflected in the Road Maintenance Fund. The entire five-year plan is available at <http://www.townofsananselmo.org/DocumentView.aspx?DID=577>.

The 2011-12 budget also reflects funds for the following capital projects:

- Sidewalk improvements in the Wade Thomas School area, through the Safe Routes to Schools grant.
- Sidewalk improvements on Butterfield Road near Woodside Drive, through the Safe Paths to Schools grant.
- Roadway projects on Scenic Avenue and Redwood Road to repair storm damage from the March 2011 storms.
- Slurry seal treatment for a number of streets to preserve the integrity of the pavement.
- Curb ramp and detectable warning projects in conjunction with road and sidewalk work and stand-alone projects.
- Repairs to the Town Hall tower

The budget 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 2011-12:

- Search out measures to increase efficiency and reduce cost, including collaborating with other government entities to share services, and continue to utilize volunteer resources wherever possible with the intent to provide excellent community and customer services, while decreasing cost.
- Maintain a strong commitment to technology in service delivery to ensure that citizens can conduct Town business efficiently, enhancing services available via the website and at the public counters.
- Utilize energy efficiency and green technology whenever possible to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including implementing the Town's Climate Action Plan, participating in zero waste planning, and utilizing best practices in all operations.

## **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 Grant Fund. The Recreation Fund accounts for most of the revenue and expenses related to recreation programs. The Library Tax Fund tracks expenditures related to the special Library services tax.

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 2011-12 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 and have stepped up to the plate this year to be part of the budget solution. This budget is the result of a tremendous amount of effort by Finance and Administrative Services Director Daria Carrillo. Special recognition goes to the Finance Department staff, Janet Willis, Joanne Kessel and Jeannie Courteau for their diligence accounting for the Town's revenues and expenditures and producing the budget document.

Respectfully submitted,



Debra Stutsman  
Town Manager

# TOWN OF SAN ANSELMO FUNDS

## GENERAL FUND DEPARTMENTS/BUDGETS

**Administration & Finance**  
**Engineering & Inspection**  
**Fire**  
**Legal Services**  
**Library**  
**Non-Departmental**

**Planning**  
**Police**  
**Recreation**  
**Streets and Park 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. San Anselmo will receive \$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

- **Grant (previously called 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.

- **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.

# **Town of San Anselmo Funds** continued

- **Robson Fund**

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

- **Special Events**

Revenues and expenditures related to special events.

- **State Gasoline Tax**

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.

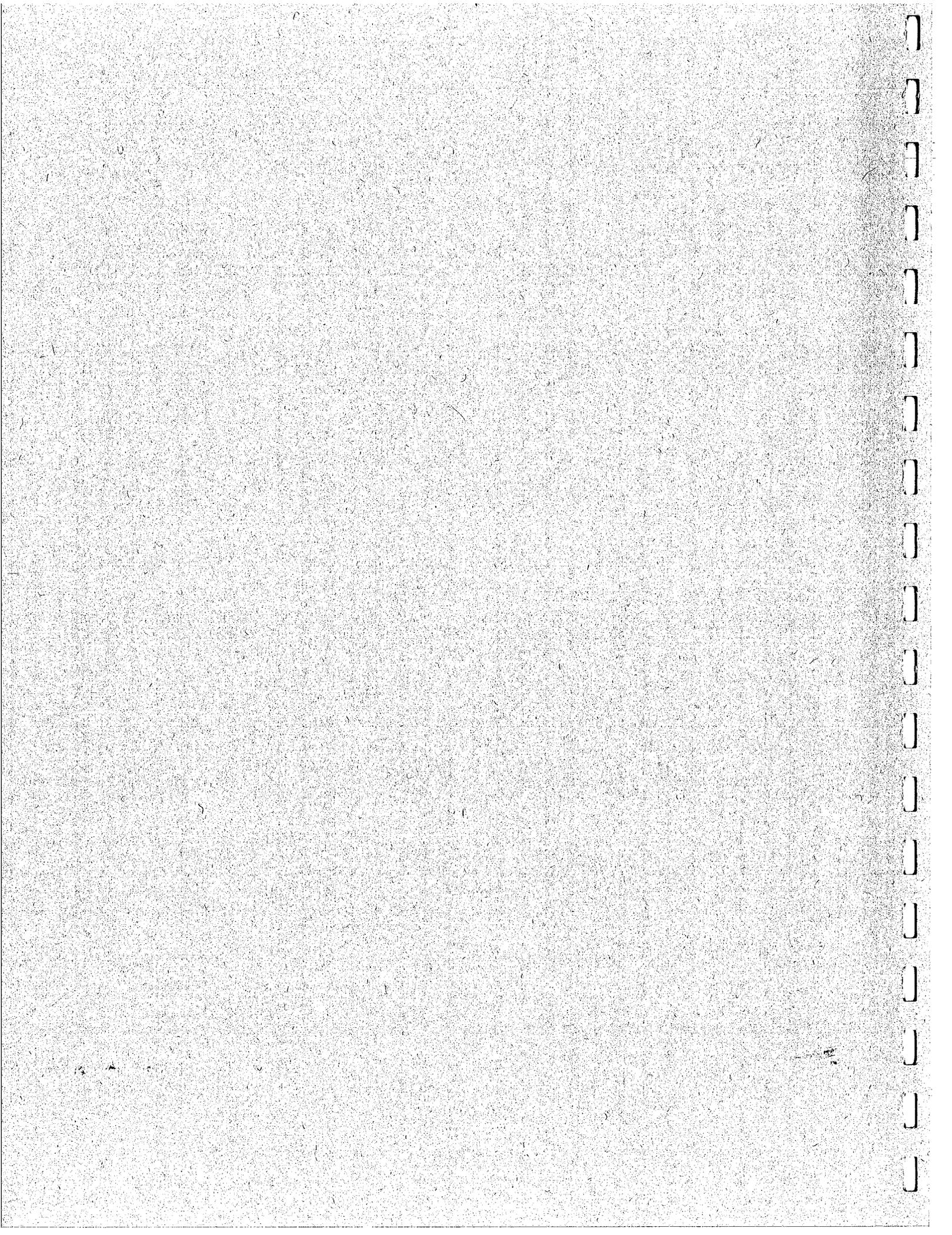
# OVERVIEW OF FUNDS CHANGES IN FUND BALANCE

## 2011-2012

DESCRIPTION	Estimated Fund Balance June 30, 2011	Revenue	Transfers In	Total Resources Available	Expenditures	Transfers Out	Estimated Fund Bal & Res June 30, 2012
General Fund	1,680,232	11,970,562	355,546	14,006,340	11,357,057	981,565	1,667,718
Capital Reconstruction	175,118	12,000	21,486	208,604	186,153	-	22,451
COPS	-	100,000	-	100,000	100,000	-	-
Downtown Revitalization	17,089	-	-	17,089	17,089	-	-
Emergency Projects	(1,205,104)	-	158,517	(1,046,587)	158,517	-	(1,205,104)
Equipment	158,688	38,581	200,000	397,269	345,311	-	51,958
Grant Fund	334,577	725,025	-	1,059,602	859,306	-	200,296
Insurance	617,233	-	200,000	817,233	402,078	-	415,155
Isabel Cook Complex	(101,624)	74,256	-	(27,368)	96,145	-	(123,513)
Library Tax Fund	134,913	220,000	-	354,913	251,758	-	103,155
Measure G Bond Proceeds	20,928	-	-	20,928	20,928	-	-
Measure G Debt Service	223,336	733,779	-	957,115	329,478	-	627,637
Recreation	30,032	988,215	-	1,018,247	988,215	-	30,032
Road Maintenance	1,375,802	169,100	400,000	1,944,902	1,276,889	-	668,013
Robson House	78,864	42,594	-	121,458	48,779	-	72,679
Special Events	3,438	5,750	1,562	10,750	5,632	-	5,118
State Gasoline Tax	-	355,546	-	355,546	-	355,546	-
<b>TOTAL</b>	<b>3,543,522</b>	<b>15,435,408</b>	<b>1,337,111</b>	<b>20,316,041</b>	<b>16,443,335</b>	<b>1,337,111</b>	<b>2,535,595</b>

\* 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 2011-12, the assessed valuation of San Anselmo properties is expected to increase just 2%, due to the poor economy, reassessments 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 8 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 .05 per cent of electrical service revenue and 1 per cent 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. 2011-12 figures reflect a slight decrease 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
- **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 2011-12 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. No reimbursement is expected this year from the State.
- **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 is a full member of the Ross Valley Fire Service and will make payment directly to Ross Valley Fire.
- **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. 2011-12 revenues reflect a decrease 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 the last three years 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 10% medical premium increase is budgeted as of January 2012. Any unused portion of the 2012 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	43%	3% @ 55	21%
Miscellaneous	2.7% @ 55	26%	2% @ 55	10%

The rate is expressed as a percentage of monthly salary. In addition, the Town currently 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 2011-2012

Description	2009-2010		2010-2011		2011-2012	
	Actual	%Total	Rev Budget	Est. Actual	Budget	%Total
<b>BEGINNING BALANCE</b>	<b>1,811,209</b>		<b>1,765,823</b>	<b>1,765,823</b>	<b>1,680,232</b>	
<b>REVENUE</b>						
Property and Other Taxes	10,675,475	82.4%	10,570,188	10,570,188	10,819,916	90.4%
Licenses, Permits, Fees, Fines	1,012,082	7.8%	970,603	970,603	886,000	7.4%
Use of Money & Property	35,281	0.3%	12,955	12,955	15,000	0.1%
Other Agency Revenue	150,557	1.2%	188,207	188,207	111,666	0.9%
Fees for Services, Misc	1,086,056	8.4%	225,553	225,553	137,980	1.2%
<b>SUB TOTAL</b>	<b>12,959,451</b>	<b>100.0%</b>	<b>11,967,506</b>	<b>11,967,506</b>	<b>11,970,562</b>	<b>100.0%</b>
<b>TRANSFERS IN</b>	<b>208,484</b>		<b>355,546</b>	<b>355,546</b>	<b>355,546</b>	<b>3.0%</b>
<b>TOTAL: REV &amp; TRFS</b>	<b>13,167,935</b>		<b>12,323,052</b>	<b>12,323,052</b>	<b>12,326,108</b>	
<b>TOTAL RESOURCES</b>	<b>14,979,144</b>		<b>14,088,876</b>	<b>14,088,876</b>	<b>14,006,340</b>	
<b>EXPENDITURES</b>						
Salaries	4,321,058	34.8%	4,326,396	4,326,396	4,196,160	36.9%
Retirement	1,304,941	10.5%	1,195,076	1,195,076	1,268,682	11.2%
Other Benefits	991,812	8.0%	1,202,691	1,202,691	1,211,132	10.7%
Office & Dept Sup, Lib Mat	269,864	2.2%	247,882	247,882	241,002	2.1%
Training, Publications, Dues	73,685	0.6%	50,747	50,747	50,747	0.4%
Outside Serv, Legal Notices	4,891,587	39.4%	3,974,767	3,974,767	3,908,506	34.4%
Utilities	195,906	1.6%	205,794	205,794	205,794	1.8%
Bldg, Veh, Equip Maint	275,560	2.2%	275,034	275,034	275,034	2.4%
Debt Service Principal	82,476	0.7%	82,476	82,476	-	0.7%
Debt Service Interest	6,503	0.1%	3,251	3,251	-	0.0%
<b>SUB TOTAL</b>	<b>12,413,392</b>	<b>100.0%</b>	<b>11,564,113</b>	<b>11,564,113</b>	<b>11,357,057</b>	<b>100.0%</b>
<b>TRANSFERS OUT</b>	<b>885,656</b>		<b>844,530</b>	<b>844,530</b>	<b>981,565</b>	
Contingency			200,909			
<b>TOTAL: EXP, TRFS, CONTINGENCY</b>	<b>13,299,048</b>		<b>12,609,552</b>	<b>12,408,643</b>	<b>12,338,623</b>	
Net Increase/(Decrease)	(131,113)		(286,500)	(85,591)	(12,515)	
Prior Period Adjustment	85,727					
<b>ENDING BALANCE</b>	<b>1,765,823</b>		<b>1,479,323</b>	<b>1,680,232</b>	<b>1,667,717</b>	
Committed				1,479,323	1,481,896	
Unassigned				200,909	200,909	
<b>TOTAL BUDGET</b>	<b>15,064,871</b>		<b>14,088,876</b>	<b>14,088,876</b>	<b>14,006,340</b>	

## GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2009-2010		2010-2011			2011-2012	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
<b>PROPERTY &amp; OTHER TAXES</b>							
Property (Current Secured)	4,893,567	37.8%	4,938,072	4,938,072	41.3%	5,064,690	42.3%
Property (Current Unitary)	26,632	0.2%	25,867	25,867	0.2%	30,222	0.3%
Property (Current Unsecured)	117,342	0.9%	111,014	111,014	0.9%	110,252	0.9%
Property - ERAF return	951,804	7.3%	877,946	877,946	7.3%	877,946	7.3%
Property (Supplemental)	63,762	0.5%	37,836	37,836	0.3%	59,057	0.5%
Muni Services (net)	454,425	3.5%	455,959	455,959	3.8%	442,662	3.7%
Property (Pension)	1,537,301	11.9%	1,568,838	1,568,838	13.1%	1,568,838	13.1%
Homeowners Exemption	36,055	0.3%	36,214	36,214	0.3%	35,609	0.3%
Prior Year Redemption	320	0.0%	-	-		-	0.0%
Prop Tax In Lieu of MVLF	991,155	7.6%	990,955	990,955	8.3%	979,361	8.2%
Prop Tax In Lieu of Sales Tax	213,948	1.7%	214,105	214,105	1.8%	268,091	2.2%
Sales Tax	837,730	6.5%	761,689	761,689	6.4%	761,689	6.4%
Property Transfer	67,253	0.5%	50,950	50,950	0.4%	50,950	0.4%
Franchise - Garbage	212,156	1.6%	215,551	215,551	1.8%	282,372	2.4%
Franchise - Cable TV	195,426	1.5%	208,594	208,594	1.7%	208,594	1.7%
Franchise - Electricity & Gas	76,598	0.6%	76,598	76,598	0.6%	79,583	0.7%
<b>PROPERTY TAXES</b>	<b>10,675,474</b>	<b>82.4%</b>	<b>10,570,188</b>	<b>10,570,188</b>	<b>88.3%</b>	<b>10,819,916</b>	<b>90.4%</b>
<b>PERMITS</b>							
Business Licenses	251,893	1.9%	254,405	254,405	2.1%	254,405	2.1%
Parking Permits (Residential)	10,459	0.1%	9,292	9,292	0.1%	9,292	0.1%
Parking (Merchant Permits)	6,875	0.1%	5,824	5,824	0.0%	6,225	0.1%
Parking Meters	60,611	0.5%	62,400	62,400	0.5%	62,400	0.5%
Construction	430,490	3.3%	400,124	400,124	3.3%	371,285	3.1%
<b>PERMITS</b>	<b>760,327</b>	<b>5.9%</b>	<b>732,045</b>	<b>732,045</b>	<b>6.1%</b>	<b>703,607</b>	<b>5.9%</b>
<b>FINES</b>							
Vehicle Code	108,767	0.8%	80,000	80,000	0.7%	90,000	0.8%
Parking	118,354	0.9%	136,165	136,165	1.1%	70,000	0.6%
Library	24,633	0.2%	22,393	22,393	0.2%	22,393	0.2%
<b>FINES</b>	<b>251,755</b>	<b>1.9%</b>	<b>238,558</b>	<b>238,558</b>	<b>2.0%</b>	<b>182,393</b>	<b>1.5%</b>
<b>USE OF MONEY &amp; PROPERTY</b>							
Interest	35,281	0.3%	12,955	12,955	0.1%	15,000	0.1%
Royalties (payphone commission)	-	0.0%	-	-	0.0%	-	0.0%
<b>USE OF MONEY &amp; PROPERTY</b>	<b>35,281</b>	<b>0.3%</b>	<b>12,955</b>	<b>12,955</b>	<b>0.1%</b>	<b>15,000</b>	<b>0.1%</b>
<b>OTHER AGENCY REVENUE</b>							
Prop 172 Sales Tax (Public Safety)	77,176	0.6%	87,581	87,581	0.7%	87,581	0.7%
Abandoned Vehicle Program	6,512	0.1%	3,302	3,302	0.0%	4,795	0.0%
Motor Vehicle License	37,159	0.3%	32,990	32,990	0.3%	-	0.0%

## GENERAL FUND REVENUE SUMMARY

DESCRIPTION	2009-2010		2010-2011			2011-2012	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	5 Total
<b>OTHER AGENCY REVENUE, continued</b>							
State Mandates Reimbursements	4,903	0.0%	-	-	0.0%		0.0%
State Library Aid	4,478	0.0%	4,290	4,290	0.0%	4,290	0.0%
State Library TBR Program	20,330	0.2%	25,044	25,044	0.2%	15,000	0.1%
Refund from flood district		0.0%	35,000	35,000	0.3%	-	0.0%
<b>OTHER AGENCY REVENUE</b>	<b>150,557</b>	<b>1.2%</b>	<b>188,207</b>	<b>188,207</b>	<b>1.6%</b>	<b>111,666</b>	<b>0.9%</b>
<b>FEES FOR SERVICES</b>							
Banner Fees	-	0.0%	-	-	0.0%	-	0.0%
Fire - Sleepy Hollow Fire District	804,274	6.2%	-	-	0.0%	-	0.0%
Police Services	15,809	0.1%	14,713	14,713	0.1%	14,713	0.1%
Police Dispatch Services (COM)	29,799		29,799	29,799	0.2%	36,990	0.3%
Planning Fees	78,592	0.6%	67,224	67,224	0.6%	43,000	0.4%
Resale Inspections	31,370	0.2%	23,279	23,279	0.2%	25,000	0.2%
In Lieu Taxes: Local Agencies	-	0.0%	-	-	0.0%	-	0.0%
Field and Park Rental fees	2,987	0.0%	5,190	5,190	0.0%	5,190	0.0%
<b>FEES FOR SERVICES</b>	<b>962,831</b>	<b>7.4%</b>	<b>140,205</b>	<b>140,205</b>	<b>1.2%</b>	<b>124,893</b>	<b>1.0%</b>
<b>MISCELLANEOUS</b>							
Surplus Property Sales	706	0.0%	4,000	4,000	0.0%	4,000	0.0%
Other Misc Income	4,758	0.0%	3,862	3,862	0.0%	3,862	0.0%
Friends of Library donation	107,664	0.8%	64,295	64,295	0.5%	-	0.0%
Donations	856	0.0%	500	500	0.0%	500	0.0%
Library Fundraising	9,241	0.1%	12,691	12,691	0.1%	4,725	0.0%
<b>MISCELLANEOUS</b>	<b>123,225</b>	<b>1.0%</b>	<b>85,348</b>	<b>85,348</b>	<b>0.7%</b>	<b>13,087</b>	<b>0.1%</b>
<b>GENERAL FUND REVENUE</b>	<b>12,959,450</b>	<b>100%</b>	<b>11,967,506</b>	<b>11,967,506</b>	<b>100%</b>	<b>11,970,562</b>	<b>100%</b>
<b>TRANSFERS IN</b>							
from COPS Fund							
from State Gasoline Tax Fund	208,484		335,546	335,546		355,546	
from Recreation Fund			20,000	20,000			
from Special Events Fund							
from Road Maintenance Fund							
<b>TRANSFERS IN</b>	<b>208,484</b>		<b>355,546</b>	<b>355,546</b>		<b>355,546</b>	
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>13,167,935</b>		<b>12,323,052</b>	<b>12,323,052</b>		<b>12,326,108</b>	

## GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	2009-2010		2010-2011			2011-2012	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
<b>GENERAL FUND DEPTS</b>							
Administration & Finance	801,708	6.0%	837,490	837,490	6.7%	832,878	6.8%
Contingency	-	0.0%	200,909	-	0.0%	-	0.0%
Debt Service	88,979		85,727	85,727	0.7%	-	0.0%
Engineering	282,143	2.1%	285,000	285,000	2.3%	649,748	5.3%
Fire	3,910,218	29.4%	3,022,255	3,022,255	24.4%	2,975,500	24.1%
Legal Services	163,261	1.2%	165,392	165,392	1.3%	165,392	1.3%
Library	576,221	4.3%	538,264	538,264	4.3%	525,182	4.3%
Non-Departmental	336,965	2.5%	394,064	394,064	3.2%	373,668	3.0%
Planning	763,646	5.7%	726,035	726,035	5.9%	298,134	2.4%
Police	4,358,554	32.8%	4,310,985	4,310,985	34.7%	4,311,525	34.9%
Recreation-Gen Fund Support	170,493	1.3%	176,080	176,080	1.4%	175,502	1.4%
Street & Park Maintenance	921,248	6.9%	976,973	976,973	7.9%	1,003,677	8.1%
Town Council	39,954	0.3%	45,848	45,848	0.4%	45,848	0.4%
<b>TOTAL EXPENDITURES</b>	<b>12,413,392</b>	<b>93.3%</b>	<b>11,765,022</b>	<b>11,564,113</b>	<b>93.2%</b>	<b>11,357,054</b>	<b>92.0%</b>
<b>GENERAL FUND TRANSFERS/RESERVES</b>							
to Cap Recon Fund	45,000	0.3%	65,000	65,000	0.5%	21,486	0.2%
to Equipment Fund	272,639	2.1%	216,013	216,013	1.7%	200,000	1.6%
to Insurance Fund	-	0.0%			0.0%	200,000	1.6%
to Isabel Cook Fund	-	0.0%			0.0%	-	0.0%
to Emergency Projects Fund	158,517	1.2%	158,517	158,517	1.3%	158,517	1.3%
to Recreation Fund	9,500	0.1%			0.0%	-	0.0%
to Special Events Fund		0.0%	5,000	5,000	0.0%	1,562	0.0%
to Road Maintenance Fund	400,000	3.0%	400,000	400,000	3.2%	400,000	3.2%
<b>TRANSFERS- current revenue</b>	<b>885,656</b>	<b>6.7%</b>	<b>844,530</b>	<b>844,530</b>	<b>6.8%</b>	<b>981,565</b>	<b>8.0%</b>
<b>TOTAL EXP &amp; TFRS OUT-</b>	<b>13,299,048</b>	<b>100.0%</b>	<b>12,609,552</b>	<b>12,408,643</b>	<b>100.0%</b>	<b>12,338,619</b>	<b>100.0%</b>
<b>GENERAL FUND TOTAL</b>	<b>13,299,048</b>	<b>100%</b>	<b>12,609,552</b>	<b>12,408,643</b>	<b>100%</b>	<b>12,338,619</b>	<b>99%</b>

## **ADMINISTRATION AND FINANCE**

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

### **2011-12 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.

### **2011-12 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2011-12:

- Search out measures to increase efficiency and reduce cost, including collaborating with other government entities to share services, and continue to utilize volunteer resources wherever possible with the intent to provide excellent community and customer services, while decreasing cost.
- Maintain a strong commitment to technology in service delivery to ensure that citizens can conduct Town business efficiently, enhancing services available via the website and at the public counters.
- Utilize energy efficiency and green technology whenever possible to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including implementing the Town's Climate Action Plan, participating in zero waste planning, and utilizing best practices in all operations.

## ADMINISTRATION AND FINANCE

### LABOR

<b>Title</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
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
<b>Total:</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>

### 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 Marin Managers 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 (\$27,057); Human Resources assistance (\$2,800); office space/records management (\$500), Special Projects (\$5,000)

**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	2009-2010		2010-2011			2011-2012	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>LABOR COSTS</b>							
Salaries	443,946	55.4%	462,583	462,583	55.2%	463,938	55.7%
Health Benefits	65,066	8.1%	78,744	78,744	9.4%	83,967	10.1%
Retirement	105,015	13.1%	103,766	103,766	12.4%	100,137	12.0%
Payroll Taxes	31,089	3.9%	31,740	31,740	3.8%	32,062	3.8%
Reimbursable Costs	4,025	0.5%	4,200	4,200	0.5%	4,200	0.5%
Overtime/Temporary	22,871	2.9%	7,000	7,000	0.8%	7,000	0.8%
<b>LABOR COSTS</b>	<b>672,012</b>	<b>83.8%</b>	<b>688,033</b>	<b>688,033</b>	<b>82.2%</b>	<b>691,304</b>	<b>83.0%</b>
<b>SERVICES &amp; SUPPLIES</b>							
Legal Advertising	44	0.0%	1,500	1,500	0.2%	1,500	0.2%
Equipment Maintenance	11,970	1.5%	8,675	8,675	1.0%	8,675	1.0%
Publications & Dues	1,260	0.2%	800	800	0.1%	800	0.1%
Outside Services	63,800	8.0%	91,641	91,641	10.9%	83,758	10.1%
Training	6,754	0.8%	1,500	1,500	0.2%	1,500	0.2%
Utilities	12,500	1.6%	15,319	15,319	1.8%	15,319	1.8%
Building Maintenance	14,837	1.9%	14,450	14,450	1.7%	14,450	1.7%
Office Supplies	13,828	1.7%	10,572	10,572	1.3%	10,572	1.3%
Department Supplies	4,704	0.6%	5,000	5,000	0.6%	5,000	0.6%
<b>SERVICES &amp; SUPPLIES</b>	<b>129,696</b>	<b>16.2%</b>	<b>149,457</b>	<b>149,457</b>	<b>17.8%</b>	<b>141,574</b>	<b>17.0%</b>
<b>TOTAL BUDGET</b>	<b>801,708</b>	<b>100%</b>	<b>837,490</b>	<b>837,490</b>	<b>100%</b>	<b>832,878</b>	<b>100%</b>

## GENERAL FUND CONTINGENCY

The General Fund contingency is available for appropriation by the Town Council during the fiscal year to fund unanticipated or unprogrammed expenditures. Contingency funds may also be used for mid-year adjustments in projected revenues and expenses. Due to new rules issued by the Governmental Accounting Standards Board, the contingency reserve for 2011-12 is reflected in the ending fund balance.

PROGRAM DETAIL	2009-2010			2010-2011			2011-2012
	ADOPTED BUDGET	INCREASES/ (DECREASES)	REVISED BUDGET	ADOPTED BUDGET	INCREASES/ (DECREASES)	REVISED BUDGET	PROPOSED BUDGET
<b>Contingency: committed</b>							
<b>Contingency: uncommitted</b>	<b>422,163</b>			<b>212,559</b>	<b>(11,650)</b>		
Update Beginning Balance		34,896					
Mid Yr Rev: Increase Police Budget					(1,995)		
Mid Yr Rev: Increase Planning/Bldg Budget					(798)		
Mid Yr Rev: Increase Engineering budget					(333)		
Mid Yr Rev: Increase Town Council Bu		(8,000)					
Mid Yr Rev: Increase Admin/Finance B		(39,000)			(5,798)		
Mid Yr Rev: Reduce Interest Earnings		(90,000)					
Mid Yr Rev: Reduce Business License R		(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: Reduce construction fee rev		(40,000)					
Mid Yr Rev: Increase Library budget					(1,595)		
Mid Yr Rev: Increase Recreation General Fund Support Budget					(798)		
Mid Yr Rev: Increase Streets					(333)		
<b>TOTAL BUDGET</b>	<b>422,163</b>	<b>(209,604)</b>	<b>212,559</b>	<b>212,559</b>	<b>(11,650)</b>	<b>200,909</b>	<b>-</b>

## **ENGINEERING & INSPECTION**

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 plan/permit review and inspection services as required by the Building Code in accordance with the expectations of the Town Council and the community.

### **2011-12 CHANGES/HIGHLIGHTS**

The department has been reconfigured this year to include the Building Division staff, which includes the Building Official, Building Inspector and Permit Technician. These positions, formerly in the Planning & Building Department, have taken on additional responsibilities in the department as a result of the Division's significantly reduced workload, due to the poor economy.

### **2011-12 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2011-12:

- Search out measures to increase efficiency and reduce cost, including collaborating with other government entities to share services, and continue to utilize volunteer resources wherever possible with the intent to provide excellent community and customer services, while decreasing cost.
- Maintain a strong commitment to technology in service delivery to ensure that citizens can conduct Town business efficiently, enhancing services available via the website and at the public counters.
- Utilize energy efficiency and green technology whenever possible to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including implementing the Town's Climate Action Plan, participating in zero waste planning, and utilizing best practices in all operations.

## ENGINEERING

### LABOR

<b>Title</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
Director of Public Works/Town Engineer	1	1	1
Building Official	0	0	1
Building Inspector	0	0	1
Permit Services Technician	0	0	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	2009-2010		2010-2011			2011-2012	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
<b>LABOR COSTS</b>							
Salaries	114,694	40.7%	131,968	131,968	46.3%	365,934	56.3%
Health Benefits	20,147	7.1%	20,054	20,054	7.0%	69,396	10.7%
Retirement	20,446	7.2%	20,846	20,846	7.3%	81,178	12.5%
Payroll Taxes	10,462	3.7%	11,945	11,945	4.2%	28,334	4.4%
Reimbursable Costs	4,025	1.4%	4,200	4,200	1.5%	4,200	0.6%
Overtime/Temporary	38,692	13.7%	40,560	40,560	14.2%	30,000	4.6%
<b>LABOR COSTS</b>	<b>208,466</b>	<b>73.9%</b>	<b>229,573</b>	<b>229,573</b>	<b>80.6%</b>	<b>579,042</b>	<b>89.1%</b>
<b>SERVICES &amp; SUPPLIES</b>							
Legal Advertising	157	0.1%	720	720	0.3%	720	0.1%
Vehicle Operations	1,610	0.6%	-	-	0.0%	-	0.0%
Equipment Maintenance	3,037	1.1%	4,100	4,100	1.4%	4,100	0.6%
Publications & Dues	97	0.0%	750	750	0.3%	750	0.1%
Outside Services	42,676	15.1%	19,240	19,240	6.8%	34,719	5.3%
Training	471	0.2%	2,400	2,400	0.8%	2,400	0.4%
Utilities	7,307	2.6%	8,930	8,930	3.1%	8,930	1.4%
Building Maintenance	13,183	4.7%	9,881	9,881	3.5%	9,881	1.5%
Office Supplies	5,038	1.8%	8,806	8,806	3.1%	8,606	1.3%
Department Supplies	102	0.0%	600	600	0.2%	600	0.1%
<b>SERVICES &amp; SUPPLIES</b>	<b>73,677</b>	<b>26.1%</b>	<b>55,427</b>	<b>55,427</b>	<b>19.4%</b>	<b>70,706</b>	<b>10.9%</b>
<b>TOTAL BUDGET</b>	<b>282,143</b>	<b>100%</b>	<b>285,000</b>	<b>285,000</b>	<b>100%</b>	<b>649,748</b>	<b>100%</b>
		130.0%					

## **FIRE PROTECTION SERVICES**

On July 1, 1982, the San Anselmo Fire Department merged with the Fairfax Fire Department to form the Ross Valley Fire Department (RVFD), which is administered under joint powers authority to provide fire protection to San Anselmo, Fairfax, and the unincorporated county area known as Sleepy Hollow. Through June 30, 2010, the Department provided service to Sleepy Hollow through a contract for service with the Town of San Anselmo. During this time, the Fire Department 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, 2010, SHFPD became a full member of the joint powers authority. The percentages of the Fire Department budget for the three members are San Anselmo 52.9%, Fairfax 30.4% and Sleepy Hollow 16.7%. The Department is now governed by a six-member Board of Directors, two from each agency.

The Ross Valley Fire Department 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 Department Board and funded through assessments to the towns of Fairfax and San Anselmo, as well as the Sleepy Hollow Fire Protection District. The Department also receives outside revenues in the form of contracts for service provided to County of Marin, Town of Ross, and Ross Valley Paramedic Authority, as well as, fees for service related to plan checks and inspections.

### **2011-12 CHANGES/HIGHLIGHTS**

The Ross Valley Fire Department budget reflects a zero - increase in the Town's contribution for the second consecutive year. This was achieved by utilizing reserves.

### **2011-12 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2011-12:

- Search out measures to increase efficiency and reduce cost, including collaborating with other government entities to share services, and continue to utilize volunteer resources wherever possible with the intent to provide excellent community and customer services, while decreasing cost.
- Maintain a strong commitment to technology in service delivery to ensure that citizens can conduct Town business efficiently, enhancing services available via the website and at the public counters.

- Utilize energy efficiency and green technology whenever possible to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including implementing the Town's Climate Action Plan, participating in zero waste planning, and utilizing best practices in all operations.

### **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 Department calls for an equipment payment of \$48,423 from San Anselmo in 2011-12.

**GENERAL FUND  
FIRE**

PROGRAM DETAIL	2009-2010		2010-2011			2011-2012	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>SERVICES &amp; SUPPLIES</b>							
Outside Services	3,910,218	100%	3,022,255	3,022,255	100%	2,975,500	100%
<b>SERVICES &amp; SUPPLIES</b>	<b>3,910,218</b>	<b>100%</b>	<b>3,022,255</b>	<b>3,022,255</b>	<b>100%</b>	<b>2,975,500</b>	<b>100%</b>
<b>TOTAL BUDGET</b>	<b>3,910,218</b>	<b>100%</b>	<b>3,022,255</b>	<b>3,022,255</b>	<b>100%</b>	<b>2,975,500</b>	<b>100%</b>
<b>EQUIPMENT FUND</b>							
Fire Equipment	66,202		48,423	48,423		48,423	
<b>EQUIPMENT TOTAL</b>	<b>66,202</b>		<b>48,423</b>	<b>48,423</b>		<b>48,423</b>	

## **LEGAL SERVICES**

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

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

### **2011-12 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 2011-12 is budgeted for \$195.

**GENERAL FUND  
LEGAL SERVICES**

PROGRAM DETAIL	2009-2010		2010-2011			2011-2012	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>SERVICES &amp; SUPPLIES</b>							
General Legal Counsel	143,129	87.7%	71,700	71,700	43.4%	71,700	43.4%
Litigation	13,638	8.4%	78,692	78,692	47.6%	78,692	47.6%
Employment Legal Services	6,493	4.0%	15,000	15,000	9.1%	15,000	9.1%
<b>SERVICES &amp; SUPPLIES</b>	<b>163,261</b>	<b>100%</b>	<b>165,392</b>	<b>165,392</b>	<b>100%</b>	<b>165,392</b>	<b>100%</b>
<b>TOTAL BUDGET</b>	<b>163,261</b>	<b>100%</b>	<b>165,392</b>	<b>165,392</b>	<b>100%</b>	<b>165,392</b>	<b>100%</b>

## **LIBRARY**

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

### **2011-12 CHANGES/HIGHLIGHTS**

The Library budget has been maintained at a stable level over the last five years, allowing the Library to be open 36 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, \$107,000 in 2009-10 and \$77,008 in 2010-11.

On June 8, 2010, the voters of San Anselmo passed a Special Library 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 Tax will be accounted for in a special Library Fund.

With the passage of the Special Library 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 six years. They will return to spending their hard earned money to augment the Library services as needed and desired.

### **2011-12 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2011-12:

- Search out measures to increase efficiency and reduce cost, including collaborating with other government entities to share services, and continue to utilize volunteer resources wherever possible with the intent to provide excellent community and customer services, while decreasing cost.
- Maintain a strong commitment to technology in service delivery to ensure that citizens can conduct Town business efficiently, enhancing services available via the website and at the public counters.
- Utilize energy efficiency and green technology whenever possible to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including implementing the Town's Climate Action Plan, participating in zero waste planning, and utilizing best practices in all operations.

## LIBRARY

### LABOR

Position	2008-09	2009-10	2010-11	2011-12
Town Librarian	.83	.83	1	1
Librarian II	.77	.77	.85	.85
Library Technician	0	0	.77	0
Lead Library Assistant	.83	.83	.83	.8
Library Assistant	.77	.77	0	.8
Total	3.2	3.2	3.3	3.45

### 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 (\$34,236).

**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 (\$14,700), heat/air, and minor repairs.

## GENERAL FUND LIBRARY

PROGRAM DETAIL	2009-2010		2010-2011			2011-2012	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
<b>LABOR COSTS</b>							
Salaries	236,657	41.1%	243,374	243,374	45.2%	237,618	45.2%
Health Benefits	43,121	7.5%	49,121	49,121	9.1%	43,594	8.3%
Retirement	70,223	12.2%	44,656	44,656	8.3%	49,528	9.4%
Payroll Taxes	21,168	3.7%	20,796	20,796	3.9%	20,200	3.8%
Reimbursable Costs	44	0.0%	200	200	0.0%	200	0.0%
Overtime/Temporary	35,802	6.2%	17,434	17,434	3.2%	17,434	3.3%
<b>LABOR COSTS</b>	<b>407,015</b>	<b>70.6%</b>	<b>375,581</b>	<b>375,581</b>	<b>69.8%</b>	<b>368,574</b>	<b>70.2%</b>
<b>SERVICES &amp; SUPPLIES</b>							
Equipment Maintenance	9,359	1.6%			0.0%	8,500	1.6%
Publications & Dues	-	0.0%	500	500	0.1%	500	0.1%
Outside Services	18,891	3.3%	20,595	20,595	3.8%	22,390	4.3%
Training	145	0.0%	1,000	1,000	0.2%	1,000	0.2%
Utilities	13,757	2.4%	15,000	15,000	2.8%	15,000	2.9%
Building Maintenance	26,232	4.6%	30,000	30,000	5.6%	21,500	4.1%
Office Supplies	2,476	0.4%	3,485	3,485	0.6%	2,999	0.6%
Books & Periodicals	51,095	8.9%	34,810	34,810	6.5%	34,236	6.5%
Department Supplies	9,243	1.6%	16,811	16,811	3.1%	10,000	1.9%
Historical Commission	-		900	900	0.2%	900	0.2%
Collection Database	38,007	6.6%	39,582	39,582	7.4%	39,582	7.5%
<b>SERVICES &amp; SUPPLIES</b>	<b>169,207</b>	<b>29.4%</b>	<b>162,683</b>	<b>162,683</b>	<b>30.2%</b>	<b>156,608</b>	<b>29.8%</b>
<b>TOTAL BUDGET</b>	<b>576,221</b>	<b>100%</b>	<b>538,264</b>	<b>538,264</b>	<b>100%</b>	<b>525,182</b>	<b>100%</b>

## **NON-DEPARTMENTAL SERVICES**

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

### **2011-12 CHANGES/HIGHLIGHTS**

The Town participates in a number of Joint Powers Authority (JPA) agencies county wide, and the costs for participation are budgeted under Outside Services.

### **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 (\$115,078); 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:

<b>Community Service Investments</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
Marin Mediation Services	2,982	3,071	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	0	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
<b>Total:</b>	<b>20,247</b>	<b>20,336</b>	<b>18,836</b>	<b>18,836</b>

**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 (\$81,000)

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

**GENERAL FUND  
NON DEPARTMENTAL**

PROGRAM DETAIL	2009-2010		2010-2011			2011-2012	
	ACTUAL	% Total	REVISED BUDGET	ESTIMATED ACTUAL	% Total	PROPOSED BUDGET	% Total
<b>SERVICES &amp; SUPPLIES</b>							
Tax Rebates	-	0.0%	1,250	1,250	0.3%	-	0.0%
Promotion of Commerce	2,173	0.6%	6,000	6,000	1.5%	6,000	1.6%
Publications & Dues	5,731	1.7%	5,000	5,000	1.3%	5,000	1.3%
Outside Services	249,353	74.0%	269,706	269,706	68.4%	249,706	66.8%
Training	-	0.0%	2,500	2,500	0.6%	2,500	0.7%
Department Supplies	10,874	3.2%	10,266	10,266	2.6%	10,266	2.7%
Health Insurance-Retirees	67,873	20.1%	78,300	78,300	19.9%	81,000	21.7%
Solid Waste/Recycling Prg.		0.0%	200	200	0.1%	200	0.1%
Safety Program	963	0.3%	20,842	20,842	5.3%	18,996	5.1%
<b>SERVICES &amp; SUPPLIES</b>	<b>336,966</b>	<b>100%</b>	<b>394,064</b>	<b>394,064</b>	<b>100%</b>	<b>373,668</b>	<b>100%</b>
<b>TOTAL BUDGET</b>	<b>336,966</b>	<b>100%</b>	<b>394,064</b>	<b>394,064</b>	<b>100%</b>	<b>373,668</b>	<b>100%</b>

## **PLANNING**

This Department is responsible for land use planning, zoning, design review, compliance management, the administration of the second unit ordinance. Department staff provides permit review, advice and research for both the public and the Planning Commission.

### **2011-12 CHANGES/HIGHLIGHTS**

The Building Division, formerly under Planning & Building, has been moved to the Engineering and Inspection Department. The three Building Division employees have taken on additional responsibilities in the Public Works arena, as the workload in Building has declined considerably, due to the poor economy. The position of Planning Director is being filled on an interim basis half time, as the workload is insufficient to merit a full time director.

### **2011-12 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2011-12:

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## PLANNING

### LABOR

<b>Title</b>	<b>2009-10 Planning &amp; Building</b>	<b>2010-11 Planning &amp; Building</b>	<b>2011-12 Planning</b>
Planning Director	1	1	.5
Building Official	1	1	0
Senior Planner	1	1	1
Building Inspector	1	1	0
Permit Technician	1	1	0

### 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

PROGRAM DETAIL	2009-2010		2010-2011			2011-2012	
	ACTUAL	%	REVISED BUDGET	ESTIMATED ACTUAL	%	PROPOSED BUDGET	%
	Total			Total		Total	
<b>LABOR COSTS</b>							
Salaries	429,803	56.3%	439,960	439,960	60.6%	169,328	56.8%
Health Benefits	75,648	9.9%	84,784	84,784	11.7%	30,920	10.4%
Retirement	96,748	12.7%	92,819	92,819	12.8%	24,142	8.1%
Payroll Taxes	32,254	4.2%	33,888	33,888	4.7%	13,043	4.4%
Reimbursable Costs	2,000	0.3%	2,750	2,750	0.4%	2,750	0.9%
Overtime/Temporary	35,233	4.6%	1,127	1,127	0.2%	1,127	0.4%
<b>LABOR COSTS</b>	<b>671,685</b>	<b>88.0%</b>	<b>655,328</b>	<b>655,328</b>	<b>90.3%</b>	<b>241,310</b>	<b>80.9%</b>
<b>SERVICES &amp; SUPPLIES</b>							
Legal Advertising	-	0.0%	1,000	1,000	0.1%	1,000	0.3%
Vehicle Maintenance	277	0.0%	1,500	1,500	0.2%	1,500	0.5%
Equipment Maintenance	5,238	0.7%	5,700	5,700	0.8%	5,700	1.9%
Publications & Dues	2,229	0.3%	2,360	2,360	0.3%	2,360	0.8%
Outside Services	54,872	7.2%	25,760	25,760	3.5%	11,877	4.0%
Training	1,292	0.2%	3,012	3,012	0.4%	3,012	1.0%
Utilities	11,430	1.5%	12,737	12,737	1.8%	12,737	4.3%
Building Maintenance	8,069	1.1%	7,173	7,173	1.0%	7,173	2.4%
Office Supplies	8,388	1.1%	10,765	10,765	1.5%	10,765	3.6%
Department Supplies	165	0.0%	700	700	0.1%	700	0.2%
<b>SERVICES &amp; SUPPLIES</b>	<b>91,961</b>	<b>12.0%</b>	<b>70,707</b>	<b>70,707</b>	<b>9.7%</b>	<b>56,824</b>	<b>19.1%</b>
<b>TOTAL BUDGET</b>	<b>763,646</b>	<b>100%</b>	<b>726,035</b>	<b>726,035</b>	<b>100%</b>	<b>298,134</b>	<b>100%</b>

## **POLICE**

The Police Department is responsible for the enforcement of State laws and Municipal ordinances, the prevention of crime, and apprehension of suspected criminals. The Mission of the San Anselmo Police Department is to improve the quality of life in the town and provide a sense of safety and security to the community members. Since implementing Community Policing in 2000, officers are not only working in neighborhoods, they are working with neighborhoods.

The Police Department's accomplishments will always be rooted in its basic vision-Honesty and Integrity, Inspired Leadership and Reverence for all Laws. Making a positive impact on the community remains the cornerstone of the organization.

### **2011-12 CHANGES HIGHLIGHTS**

Department staffing has remained stable during the last fiscal year. The Department has been very successful in recruiting and retaining well-qualified, professional personnel. In fact, 21 of the 26 department employees have been with the organization for more than four years. Training requirements placed on the Department remain high due to changes in State mandates and the experience level of our employees.

Due in large part to being at full staff, which lowered overtime costs in 2010-11, the Department reduced its budget by \$100,000 below that of FY 2009- 10.

Faced with the objective of maintaining services with fewer resources, the management team of the San Anselmo Police Department will be transforming our policing agenda in the coming years. In order to transform our department into a much leaner organization while at the same time preserving our core values and guiding principle, we are exploring partnerships with other police agencies here in Marin County

Specifically, the Department is working closely with the Twin Cities Police Department to reduce costs through shared services. Plans for this year include sharing a Captain, a Dispatch Supervisor, evidence storage, and the relocation of our dispatch center to the new Twin Cities Police Facility (projected for the first quarter of 2012) at a significant cost savings to our organization. In addition, the Department has the intention of sharing other services such as, Investigations, Reserve Police Officers, Traffic and line level supervision in the near term.

### **EQUIPMENT**

The equipment replacement schedule developed for the Police Department calls for a lease payment of \$84,124 in 2011-12.

## POLICE

### LABOR

Position	2009-10	2010-11	2011-12
Chief	1	1	1
Captains	2	2	2
Sergeants	4	4	4
Corporals	3	3	3
Officers	9	9	9
<b>Sub-total sworn:</b>	<b>19</b>	<b>19</b>	<b>19</b>
Dispatch Supervisor	1	1	1
Dispatchers	3	4	4
Police Administrative Services Technician	1	1	1
Community Services Officer	2	1	1
<b>Sub-total non-sworn:</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Total:</b>	<b>26</b>	<b>26</b>	<b>26</b>

One Corporal and one Officer are Detectives assigned to Investigations. Two Officers are Traffic Officers assigned to the Traffic Unit.

### 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 other police related equipment as well as the maintenance of the 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, as well as other law enforcement related associations.

**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.

**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, ammunition, safety equipment, badges and patches, radio batteries, vehicle spotlights, and fingerprint processing.

## **2011-12 GOALS/WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2011-12:

- Search out measures to increase efficiency and reduce cost, including collaborating with other government entities to share services, and continue to utilize volunteer resources wherever possible with the intent to provide excellent community and customer services, while decreasing cost
- Maintain a strong commitment to technology in service delivery to ensure that citizens can conduct Town business efficiently, enhancing services available via the website and at the public counters
- Utilize energy efficiency and green technology whenever possible to reduce the Town's carbon footprint; and meet State-mandated and local targets for greenhouse gas emission reductions, including implementing the Town's Climate Action Plan, participating in zero waste planning, and utilizing best practices in all operations

## GENERAL FUND POLICE

PROGRAM DETAIL	2009-2010		2010-2011			2011-2012	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>LABOR COSTS</b>							
Salaries	2,276,883	52.2%	2,329,796	2,329,796	54.0%	2,244,681	52.1%
Health Benefits	366,401	8.4%	396,595	396,595	9.2%	405,804	9.4%
Retirement	817,058	18.7%	831,484	831,484	19.3%	907,634	21.1%
Payroll Taxes	182,163	4.2%	192,839	192,839	4.5%	190,362	4.4%
Reimbursable Costs	26,289	0.6%	25,380	25,380	0.6%	25,380	0.6%
Overtime/Temporary	278,592	6.4%	187,150	187,150	4.3%	187,150	4.3%
<b>LABOR COSTS</b>	<b>3,947,386</b>	<b>90.6%</b>	<b>3,963,244</b>	<b>3,963,244</b>	<b>91.9%</b>	<b>3,961,011</b>	<b>91.9%</b>
<b>SERVICES &amp; SUPPLIES</b>							
Vehicle Operations	72,061	1.7%	74,500	74,500	1.7%	74,500	1.7%
Equipment Maintenance	29,395	0.7%	31,871	31,871	0.7%	31,871	0.7%
Publications & Dues	6,142	0.1%	5,250	5,250	0.1%	5,250	0.1%
Outside Services	111,318	2.6%	108,085	108,085	2.5%	110,858	2.6%
Training	44,636	1.0%	17,400	17,400	0.4%	17,400	0.4%
Utilities	61,124	1.4%	56,250	56,250	1.3%	56,250	1.3%
Building Maintenance	29,260	0.7%	26,780	26,780	0.6%	26,780	0.6%
Office Supplies	10,357	0.2%	8,455	8,455	0.2%	8,455	0.2%
Department Supplies	46,875	1.1%	19,150	19,150	0.4%	19,150	0.4%
<b>SERVICES &amp; SUPPLIES</b>	<b>411,168</b>	<b>9.4%</b>	<b>347,741</b>	<b>347,741</b>	<b>8.1%</b>	<b>350,514</b>	<b>8.1%</b>
<b>TOTAL BUDGET</b>	<b>4,358,554</b>	<b>100%</b>	<b>4,310,985</b>	<b>4,310,985</b>	<b>100%</b>	<b>4,311,525</b>	<b>100%</b>

## **RECREATION – GENERAL FUND**

The General Fund support of the Recreation Department in past years has been equal to the total compensation of the 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 and 2010-11, 100% of the Community Services Director's total compensation was reflected in the General Fund, in addition to costs for Outside Services (tech support), Building Maintenance, Building Maintenance and internet access.

In 2011-12, 100 % of the Community Services Director's total compensation is reflected in the General Fund, in addition to Outside Services – technical support (\$5,746), Building Maintenance (\$11,622) and internet access (\$4,681).

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	2009-2010		2010-2011			2011-2012	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>LABOR COSTS</b>							
Salary-Recreation Director	108,540		108,544	108,544		108,544	61.8%
Health Benefits	16,278		20,054	20,054		21,250	12.1%
Retirement	16,926		17,237	17,237		15,463	8.8%
Payroll Taxes	7,871		8,196	8,196		8,196	4.7%
<b>LABOR COSTS</b>	<b>149,615</b>	87.8%	<b>154,031</b>	<b>154,031</b>	87.5%	<b>153,453</b>	87.4%
<b>SERVICES &amp; SUPPLIES</b>							
Outside Services	4,944		5,746	5,746		5,746	3.3%
Building Maintenance	11,175		11,622	11,622		11,622	6.6%
Utilities: Internet	4,759		4,681	4,681		4,681	2.7%
<b>SERVICES &amp; SUPPLIES</b>	<b>20,878</b>	12.2%	<b>22,049</b>	<b>22,049</b>	12.5%	<b>22,049</b>	12.6%
<b>TOTAL BUDGET</b>	<b>170,493</b>		<b>176,080</b>	<b>176,080</b>		<b>175,502</b>	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.

### **2011-12 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.

### **2011-12 GOALS/WORKPLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2011-12:

- Search out measures to increase efficiency and reduce cost, including collaborating with other government entities to share services, and continue to utilize volunteer resources wherever possible with the intent to provide excellent community and customer services, while decreasing cost.
- Maintain a strong commitment to technology in service delivery to ensure that citizens can conduct Town business efficiently, enhancing services available via the website and at the public counters.
- Utilize energy efficiency and green technology whenever possible to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including implementing the Town's Climate Action Plan, participating in zero waste planning, and utilizing best practices in all operations.

## STREET AND PARK MAINTENANCE

### LABOR

Position	2009-10 Streets and Parks	2010-11 Streets and Parks	2011-12 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 (\$27,781); 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	2009-2010		2010-2011			2011-2012	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>LABOR COSTS</b>							
Salaries	272,780	29.6%	311,092	311,092	31.8%	317,598	31.6%
Health Benefits	86,678	9.4%	104,191	104,191	10.7%	112,002	11.2%
Retirement	77,199	8.4%	84,268	84,268	8.6%	90,600	9.0%
Payroll Taxes	22,840	2.5%	27,337	27,337	2.8%	26,892	2.7%
Reimbursable Costs	6,705	0.7%	6,000	6,000	0.6%	6,000	0.6%
Overtime/Temporary	13,590	1.5%	27,808	27,808	2.8%	27,808	2.8%
<b>LABOR COSTS</b>	<b>479,791</b>	<b>52.1%</b>	<b>560,696</b>	<b>560,696</b>	<b>57.4%</b>	<b>580,900</b>	<b>57.9%</b>
<b>SERVICES &amp; SUPPLIES</b>							
Vehicle Operations	30,051	3.3%	32,000	32,000	3.3%	32,000	3.2%
Equipment Maintenance	854	0.1%	2,600	2,600	0.3%	2,600	0.3%
Equipment Rental	-	0.0%	4,082	4,082	0.4%	4,082	0.4%
Outside Services	248,958	27.0%	194,618	194,618	19.9%	201,118	20.0%
Training	300	0.0%	3,500	3,500	0.4%	3,500	0.3%
Utilities	85,028	9.2%	92,877	92,877	9.5%	92,877	9.3%
Building Maintenance	8,303	0.9%	9,200	9,200	0.9%	9,200	0.9%
Department Supplies	67,963	7.4%	77,400	77,400	7.9%	77,400	7.7%
<b>SERVICES &amp; SUPPLIES</b>	<b>441,457</b>	<b>47.9%</b>	<b>416,277</b>	<b>416,277</b>	<b>42.6%</b>	<b>422,777</b>	<b>42.1%</b>
<b>TOTAL BUDGET</b>	<b>921,248</b>	<b>100%</b>	<b>976,973</b>	<b>976,973</b>	<b>100%</b>	<b>1,003,677</b>	<b>100%</b>

## **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.

### **2011-12 CHANGES/HIGHLIGHTS**

The cost of the November election is included in the budget.

### **SERVICES AND SUPPLIES**

**Election Expense** – Cost of November, 2011 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	2009-2010		2010-2011			2011-2012	
	ACTUAL	%	REVISED	ESTIMATED	%	PROPOSED	%
	Total		BUDGET	ACTUAL	Total	BUDGET	Total
<b>LABOR COSTS</b>							
Council Salaries	12,975	32.5%	18,000	18,000	39.3%	18,000	39.3%
Payroll Taxes	993	2.5%	1,377	1,377	3.0%	1,377	3.0%
<b>LABOR COSTS</b>	<b>13,968</b>	<b>35.0%</b>	<b>19,377</b>	<b>19,377</b>	<b>42.3%</b>	<b>19,377</b>	<b>42.3%</b>
<b>SERVICES &amp; SUPPLIES</b>							
Outside Services		0.0%	-	-	0.0%	-	0.0%
Election Expense	19,960	50.0%	20,000	20,000	43.6%	20,000	43.6%
Training	4,628	11.6%	4,700	4,700	11.8%	4,700	10.3%
Utilities	-	0.0%	-	-	0.0%	-	0.0%
Building Maintenance	649	1.6%	900	900	2.0%	900	2.0%
Department Supplies	749	1.9%	871	871	1.9%	871	1.9%
<b>SERVICES &amp; SUPPLIES</b>	<b>25,986</b>	<b>65.0%</b>	<b>26,471</b>	<b>26,471</b>	<b>57.7%</b>	<b>26,471</b>	<b>57.7%</b>
<b>TOTAL BUDGET</b>	<b>39,954</b>	<b>100%</b>	<b>45,848</b>	<b>45,848</b>	<b>100%</b>	<b>45,848</b>	<b>100%</b>

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## **CAPITAL RECONSTRUCTION FUND**

The Capital Reconstruction Fund accounts for the revenues and expenses of capital projects. It is funded primarily from the General Fund. 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 \$66,246 is budgeted for repairing the Town Hall tower. In addition, \$10,000 is allocated to maintenance at Fire Station 19 and 20. 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

### 2011-12 EXPENDITURES

<b><u>Recommended due to grants or loans:</u></b>	
<u>State Recycling Grant:</u> State funds for recycling containers.	5,000
<u>Town Hall Tower :</u> The Town Hall tower seismic retrofit	66,246
<b>Sub-total Grants and Loans</b>	<b>71,246</b>
<b><u>Recommended due to liability and/or safety concerns:</u></b>	
<u>Disability Access improvements: General:</u> To be available for correcting accessibility barriers, pursuant to Americans with Disabilities Act (ADA).	47,160
<u>Disability Access:</u> To be used to design and execute plans for accessibility improvements..	3,630
<b>Sub-total liability and/or safety concerns:</b>	<b>50,790</b>
<b><u>Recommended based on prior commitments and/or direction:</u></b>	
<u>Memorial Park – Improvements</u> 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 11-12 revenue of \$4,966 and \$34,393 carried over.	39,359
<u>Fire Stations - Building Repairs:</u> Repairs to the downtown station and Butterfield station.	10,000
Tennis Court repair	7,600
<b>Subtotal: prior commitments and/or direction:</b>	<b>56,959</b>
<b><u>Other</u></b>	
<u>Unprogrammed Projects</u> For immediate, unanticipated minor emergency and unprogrammed projects. Also used for cost overruns on budgeted capital projects.	4,995
<u>Town Hall office space, second floor:</u> Renovations for 30-year old office space	2,163
<b>Sub-total: Other:</b>	<b>7,158</b>
<b>Total 2011-12 Expenditures:</b>	<b>186,153</b>

**TOWN OF SAN ANSELMO**  
**CAPITAL RECONSTRUCTION FUND**  
Proposed Budget, Fiscal Year 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	240,945	176,792	176,792	175,118
<b>REVENUE</b>				
State Revenue	5,000	38,577	46,488	5,000
Revenue from other sources	14,600	7,000	7,000	7,000
<b>SUB TOTAL</b>	19,600	45,577	53,488	12,000
<b>TRANSFERS IN</b>	45,000	65,000	65,000	21,486
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	64,600	110,577	118,488	33,486
<b>TOTAL RESOURCES</b>	305,545	287,369	295,280	208,604
<b>EXPENDITURES</b>				
Recommended due to grants or loans	27,176	133,269	68,556	71,246
Recommended due to liability/safety	75,980	75,488	15,638	50,790
Recommended based on prior commitments & direction	23,614	70,466	35,968	56,959
Other	1,984	7,158	-	7,158
<b>SUB TOTAL</b>	128,753	286,381	120,162	186,153
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	128,753	286,381	120,162	186,153
<b>ENDING BALANCE</b>	176,792	988	175,118	22,451
Committed - other projects	176,792	988	175,118	22,451
Undesignated	-	-	-	-
<b>TOTAL BUDGET</b>	305,545	287,369	295,280	208,604

**CAPITAL RECONSTRUCTION FUND  
REVENUE SUMMARY**

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>STATE REVENUE</b>				
State Recycling Grant	5,000	5,000	5,000	5,000
2002 Res Bond Act: Per Capita Grant		33,577	41,488	-
<b>SUBTOTAL</b>	<b>5,000</b>	<b>38,577</b>	<b>46,488</b>	<b>5,000</b>
<b>REVENUE FROM OTHER SOURCES</b>				
Marin County Creek Clean Up Grant				
SA Tennis Club Donation	7,600			
Memorial Park Snack Shack proceeds	7,000	7,000	7,000	7,000
<b>SUBTOTAL</b>	<b>14,600</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>TOTAL REVENUE</b>	<b>19,600</b>	<b>45,577</b>	<b>53,488</b>	<b>12,000</b>
<b>TRANSFERS IN</b>				
from General Fund	45,000	65,000	65,000	21,486
<b>TRANSFERS IN</b>	<b>45,000</b>	<b>65,000</b>	<b>65,000</b>	<b>21,486</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>64,600</b>	<b>110,577</b>	<b>118,488</b>	<b>33,486</b>

**CAPITAL RECONSTRUCTION FUND  
EXPENDITURE SUMMARY**

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>RECOMMENDED DUE TO GRANTS/LOANS</b>				
State Recycling Grant		20,445	20,445	5,000
2002 RBA Per Capita Grant: Crk Pk Contr Shed		40,000	40,000	
2002 RBA Per Capita Grant: Mem Pk Restroom		-	1,533	
Town Hall Tower Repair	27,176	72,824	6,578	66,246
<b>SUBTOTAL:</b>	<b>27,176</b>	<b>133,269</b>	<b>68,556</b>	<b>71,246</b>
<b>RECOMMENDED DUE TO LIABILITY/SAFETY</b>				
Disability Access - General		47,160	-	47,160
99-00 Disability Improvement		13,328	9,698	3,630
Library Trim Painting		15,000	5,940	-
ICC doors replaced, kitchen repairs	9,081			
Town Hall Generator Replacement	66,899			
<b>SUBTOTAL:</b>	<b>75,980</b>	<b>75,488</b>	<b>15,638</b>	<b>50,790</b>
<b>RECOMMENDED BASED ON PRIOR COMMITMENT</b>				
Memorial Park - Snack Shack Improvements	1,271	37,325	4,966	39,359
Fire Stations - Building repairs	22,342	25,541	31,001	10,000
Tennis Court repair		7,600	-	7,600
<b>SUBTOTAL</b>	<b>23,614</b>	<b>70,466</b>	<b>35,968</b>	<b>56,959</b>
<b>OTHER</b>				
Unprogrammed Projects	1,984	4,995	-	4,995
Town Hall office space, 2nd floor		2,163	-	2,163
<b>SUBTOTAL</b>	<b>1,984</b>	<b>7,158</b>	<b>-</b>	<b>7,158</b>
<b>TOTAL EXPENDITURES</b>	<b>128,753</b>	<b>286,381</b>	<b>120,162</b>	<b>186,153</b>
<b>TRANSFERS</b>				
				-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>128,753</b>	<b>286,381</b>	<b>120,162</b>	<b>186,153</b>

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

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

In San Anselmo, the COPS funding is approximately \$100,000 per year. The funds are used primarily to enhance 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.

**2011-12:** 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 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	-	(0)	(0)	(0)
<b>REVENUE</b>				
State COPS Grant	100,000	100,000	100,000	100,000
<b>SUB TOTAL</b>	100,000	100,000	100,000	100,000
<b>TRANSFERS IN</b>				
	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	100,000	100,000	100,000	100,000
<b>TOTAL RESOURCES</b>	100,000	100,000	100,000	100,000
<b>EXPENDITURES</b>				
Labor Costs	100,000	100,000	100,000	100,000
Other	-	-	-	-
<b>SUB TOTAL</b>	100,000	100,000	100,000	100,000
<b>TRANSFERS OUT</b>				
	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	100,000	100,000	100,000	100,000
<b>ENDING BALANCE</b>	(0)	(0)	(0)	-
<b>TOTAL BUDGET</b>	100,000	100,000	100,000	100,000

**COPS STATE GRANT FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>STATE REVENUE</b>				
COPS State Grant	100,000	100,000	100,000	100,000
<b>TOTAL REVENUE</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TRANSFERS IN</b>				
TRANSFERS IN	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>EXPENDITURES</b>				
Labor Costs				
Salaries	60,460	59,261	59,261	59,261
Health Benefits	4,292	9,780	9,780	9,780
Retirement	25,622	25,622	25,622	25,622
Payroll Taxes	2,543	4,658	4,658	4,658
Reimbursable Costs	288			
Overtime/Temporary	6,796	679	679	679
<b>SUBTOTAL</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Other				
Motorcycle Purchase				
Vehicle Parts and Equipment				
MERA Radio Equipment				
Computerized records management				
Reserve				
<b>SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>TRANSFERS OUT</b>				
to General Fund - lead dispatch duties				
to general Fund - computerized records mgt				
<b>SUBTOTAL</b>	<b>-</b>			
to Equipment Fund - DMV Interface for CAD/RMS				
to Equipment Fund - police equipment				
<b>SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

## **DOWNTOWN REVITALIZATION**

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

### *Downtown Revitalization Strategy Mission Statement*

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

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

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

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

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

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

With the completion of the downtown paving, tree planting, bench placement, electrical conduit placement, sidewalk grates and the majority of the Town Hall Plaza work, the project is nearing completion. Benches continue to be placed as donors indicate a desire for a memorial bench. Still to be completed is the tree lighting.

**TOWN OF SAN ANSELMO**  
**DOWNTOWN REVITALIZATION FUND**  
Proposed Budget, Fiscal Year 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	20,836	17,233	17,233	17,089
REVENUE	-	-	1,374	
TRANSFERS IN	-			
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	-	-	1,374	-
<b>TOTAL RESOURCES</b>	<u>20,836</u>	<u>17,233</u>	<u>18,607</u>	<u>17,089</u>
EXPENDITURES	3,603	17,233	1,518	17,089
<b>SUB TOTAL</b>	<u>3,603</u>	<u>17,233</u>	<u>1,518</u>	<u>17,089</u>
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<u>3,603</u>	<u>17,233</u>	<u>1,518</u>	<u>17,089</u>
<b>ENDING BALANCE - Committed</b>	<u>17,233</u>	<u>(0)</u>	<u>17,089</u>	<u>(0)</u>
<b>TOTAL BUDGET</b>	<u>20,836</u>	<u>17,233</u>	<u>18,607</u>	<u>17,089</u>

**DOWNTOWN REVITALIZATION FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Donation	-		1,374	
<b>TOTAL REVENUE</b>	-	-	<b>1,374</b>	-
<b>TRANSFERS IN</b>				
from General Fund				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	-	-	<b>1,374</b>	-
<b>EXPENDITURES</b>				
SA 2000 Beautification		5,433	1,274	5,533
Tree Replacement		11,800	244	11,556
Streetscape Improvements (benches, lights)				
Plaza project	3,603			
Mosaic Obelisk				
<b>TOTAL EXPENDITURES</b>	<b>3,603</b>	<b>17,233</b>	<b>1,518</b>	<b>17,089</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>3,603</b>	<b>17,233</b>	<b>1,518</b>	<b>17,089</b>

## **EMERGENCY PROJECTS FUND**

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

The fund was established for use during winter storms to respond to hazards on public and private property. Costs associated with private property are charged to the property owner, for reimbursement. When costs 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, 2011, the Town has spent a total of \$7.6 million in recovery costs and related improvements for the two emergency events and has received reimbursement or commitments for reimbursement from FEMA, OES and flood insurance for \$4.5 million. Of the remaining \$3.1 million costs, the Town has funded \$1.7 million of fire station reconstruction with a municipal loan, leaving an as yet unreimbursed balance of \$1.4 million. The Town has transferred \$1.7 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.

**TOWN OF SAN ANSELMO**  
**EMERGENCY PROJECTS FUND**  
Proposed Budget, Fiscal Year 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	<u>(925,080)</u>	<u>(1,124,197)</u>	<u>(1,124,197)</u>	<u>(1,205,104)</u>
REVENUE	109,331	206,298	62,258	-
TRANSFERS IN	158,517	158,517	158,517	158,517
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>267,848</b>	<b>364,815</b>	<b>220,775</b>	<b>158,517</b>
<b>TOTAL RESOURCES</b>	<u>267,848</u>	<u>(759,382)</u>	<u>(903,422)</u>	<u>(1,046,587)</u>
EXPENDITURES	466,965	446,890	301,682	158,517
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>466,965</b>	<b>446,890</b>	<b>301,682</b>	<b>158,517</b>
<b>ENDING BALANCE</b>	<u>(1,124,197)</u>	<u>(1,206,272)</u>	<u>(1,205,104)</u>	<u>(1,205,104)</u>
<b>TOTAL BUDGET</b>	<u>(657,232)</u>	<u>(759,382)</u>	<u>(903,422)</u>	<u>(1,046,587)</u>

**EMERGENCY PROJECTS FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
FEMA/OES Reimbursement	26			
OES: Flood Mit. Asst Grt -06: mitigation plan				
NCRS/OES: Streambank EWP		41,730	-	-
OES: Flood Mit. Asst Grt -07: house elevations	24,878	164,568	56,617	-
Miscellaneous revenue			5,641	
Other Financing: Lease Proceeds	84,427			
<b>TOTAL REVENUE</b>	<b>109,331</b>	<b>206,298</b>	<b>62,258</b>	<b>-</b>
<b>TRANSFERS IN</b>				
from General Fund	158,517	158,517	158,517	158,517
<b>TRANSFERS IN</b>	<b>158,517</b>	<b>158,517</b>	<b>158,517</b>	<b>158,517</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>267,848</b>	<b>364,815</b>	<b>220,775</b>	<b>158,517</b>
<b>EXPENDITURES</b>				
Emergency Response			44,949	
Town Hall: Police and Council Chambers	81,814		3,426	
Library				
Fire Station	176,794	126,698	54,679	
Administration	22,068		270	
Infrastructure: Allyn Slides/Streambank EWP				
FMA 07: house elevations	27,771	161,675	39,841	-
Annual Municipal Lease Payment	158,517	158,517	158,517	158,517
<b>TOTAL EXPENDITURES</b>	<b>466,965</b>	<b>446,890</b>	<b>301,682</b>	<b>158,517</b>
<b>TRANSFERS OUT</b>				
to Road Maintenance Fund				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>466,965</b>	<b>446,890</b>	<b>301,682</b>	<b>158,517</b>

## **EQUIPMENT FUND**

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

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

In 2011-12, \$200,000 has been allocated from the General Fund to the Equipment Fund. Townwide computer hardware/software replacement is funded in the amount of \$25,000. Security measures at the Corporation Yard are included in the amount of \$15,000. 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 (\$33,684) is carried over from last fiscal year.

The amount reserved for financial accounting software has been reduced to \$75,000, the amount still due for the purchase of the software.

The debt service payment for the Marin Emergency Radio Authority (MERA) (\$64,080) is 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 \$50,000 is generally held in the Equipment Fund for unanticipated equipment purchases or replacement.

**TOWN OF SAN ANSELMO  
EQUIPMENT FUND**

Proposed Budget, Fiscal Year 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	175,945	216,384	216,384	158,688
<b>REVENUE</b>				
Revenue	16,202	17,500	21,556	38,581
Other Sources of Funds	237,944	-	-	-
<b>SUB TOTAL</b>	<b>254,146</b>	<b>17,500</b>	<b>21,556</b>	<b>38,581</b>
<b>TRANSFERS IN</b>	272,639	216,013	216,013	200,000
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>526,785</b>	<b>233,513</b>	<b>237,569</b>	<b>238,581</b>
<b>TOTAL RESOURCES</b>	<b>702,730</b>	<b>449,897</b>	<b>453,953</b>	<b>397,269</b>
<b>EXPENDITURES</b>				
Expenditures	172,966	297,345	228,239	281,231
Other Uses of Funds	313,380	73,466	67,026	64,080
<b>SUB TOTAL</b>	<b>486,346</b>	<b>370,811</b>	<b>295,265</b>	<b>345,311</b>
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES, OTHER USES &amp; TRANSFE</b>	<b>486,346</b>	<b>370,811</b>	<b>295,265</b>	<b>345,311</b>
<b>ENDING BALANCE</b>	<b>216,384</b>	<b>79,086</b>	<b>158,688</b>	<b>51,958</b>
Committed: other equipment items	216,384	79,086	158,688	51,958
<b>TOTAL BUDGET</b>	<b>702,730</b>	<b>449,897</b>	<b>453,953</b>	<b>397,269</b>

## EQUIPMENT FUND REVENUE SUMMARY

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Police Vest Partner Grant	3,523		420	
Police 911 Grant - software				
Police - DOJ RIMS software grant	12,679			
Police - Electric Car Charging Station Grant		17,500	-	38,581
Other Misc Revenue: Sale of Assets			21,136	
<b>SUBTOTAL</b>	16,202	17,500	21,556	38,581
<b>OTHER SOURCES OF FUNDS</b>				
Capital Lease Obligation	237,944			
<b>SUBTOTAL</b>	237,944	-	-	-
<b>TOTAL REVENUE</b>	<b>254,146</b>	<b>17,500</b>	<b>21,556</b>	<b>38,581</b>
<b>TRANSFERS IN</b>				
from General Fund	272,639	216,013	216,013	200,000
<b>TRANSFERS IN</b>	<b>272,639</b>	<b>216,013</b>	<b>216,013</b>	<b>200,000</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>526,785</b>	<b>233,513</b>	<b>237,569</b>	<b>238,581</b>

## EQUIPMENT FUND EXPENDITURE SUMMARY

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
Fire - Equipment Reserve	66,202	48,423	46,755	48,423
Police - Patrol Cars (lease), incl MC Pkg Enf Veh Grt	80,124	84,124	84,124	84,124
Police - RIMS Software Grant	12,739			
Police - Electric Car Charging Stations		22,438	-	33,684
Police-Vest Partnership Grant	2,707			
Police-Congestion Mgmt - Bicycles		2,627	2,628	
Police - Logging Recorder				
Police - Network Router				
Public Works - Office Furniture	5,460			
Financial Software - 5 yr lease purchase		100,000	70,000	75,000
Public Works: Security Enhancements		15,000	-	15,000
Townwide Computer Hardware/Software	5,706	24,733	24,733	25,000
Rec -- Ross Valley Senior Prog Equipment	28			
<b>TOTAL EXPENDITURES</b>	<b>172,966</b>	<b>297,345</b>	<b>228,239</b>	<b>281,231</b>
<b>OTHER USES OF FUNDS</b>				
Debt Service Pay on LED Conversion Loan	11,138	11,138	11,138	-
Lease Purchase: Police Vehicle	237,944			
Debt Service on MERA	64,298	62,328	55,888	64,080
<b>TOTAL OTHER USES</b>	<b>313,380</b>	<b>73,466</b>	<b>67,026</b>	<b>64,080</b>
<b>TRANSFERS OUT</b>				
to Capital Reconstruction Fund				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>486,346</b>	<b>370,811</b>	<b>295,265</b>	<b>345,311</b>

## **GRANT FUND**

This fund was initially established to track the revenue and expenditures 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. It has been renamed GRANT FUND this year to more accurately reflect its use.

Included in the fund in 2011-12 are expenditures 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. (\$286,038 carried over from 10-11)
- TAM Local Streets 10-11 funds allocated by the Transportation Authority of Marin (TAM) to be used for Madrone Avenue paving project (\$94,170).
- TAM Local Streets 11-12 funds allocated by the Transportation Authority of Marin (TAM) to be used for Brookside Drive paving project (\$96,491).
- TAM Safe Paths allocation by the Transportation Authority of Marin (TAM) to be used for Greenfield Avenue/Sequoia Avenue intersection improvements (\$150,000)
- TAM Safe Paths to Schools sidewalk and accessible curb ramp placement on the west side of Butterfield Road from Woodside Drive to Carlson Avenue (\$168,000)
- Street Light Energy Efficiency Conversion Project (EECBG), to replace a number of street lights with induction bulbs (\$64,607).

# TOWN OF SAN ANSELMO

## Grant fund

Proposed Budget, Fiscal Year 2011-2012

Description	2009-2010 Actual	2010-2011 Rev Budget	2010-2011 Est. Actual	2011-2012 Budget
<b>BEGINNING BALANCE</b>	577,908	254,776	254,776	334,577
<b>REVENUE</b>	363,200	1,161,797	630,008	725,025
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	363,200	1,161,797	630,008	725,025
<b>TOTAL RESOURCES</b>	941,108	1,416,573	884,784	1,059,602
<b>EXPENDITURES</b>	686,332	1,151,657	550,207	859,306
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	686,332	1,151,657	550,207	859,306
<b>Net Increase/(Decrease)</b>	(323,132)	10,140	79,801	(134,281)
<b>ENDING BALANCE</b>	254,776	264,916	334,577	200,296
Restricted			334,577	50,296
<b>TOTAL BUDGET</b>	941,108	1,416,573	884,784	1,059,602

## Grant Fund REVENUE SUMMARY

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
State Traffic Congestion Relief allocation	114,591			
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Brdge)			(6,390)	
Safe Routes to School: D04-0003 (SBTS - 5159 (013)		294,670	17,900	276,770
Dept of Trans: NMTPL 5159-12 (Pedestrian. Prg)		226,000	182,435	
TAM Local Sts 09-10 Allocation	103,214			
TAM Local Sts 10-11 Allocation		94,170	94,170	
TAM Local Sts 11-12 Allocation				96,491
TAM Safe Paths Allocation Woodside/Butterfield		250,000	112,858	137,142
Tam Safe Paths Allocation Greenfield				150,000
TAM: STP Grant for Saunders Avenue	145,395			
ARRA: Saunders Avenue overlay		232,335	228,035	
Street Light Energy Efficiency Conversion Project		64,622		64,622
Miscellaneous revenue			1,000	
<b>TOTAL REVENUE</b>	<b>363,200</b>	<b>1,161,797</b>	<b>630,008</b>	<b>725,025</b>
<b>TRANSFERS IN</b>				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>363,200</b>	<b>1,161,797</b>	<b>630,008</b>	<b>725,025</b>

## Grant Fund EXPENDITURE SUMMARY

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>EXPENDITURES</b>				
Traffic Congestion Relief Signal Maintenance		44,542	55,039	
Traffic Congestion Relief Road Maintenance	70,049			
Dept of Trans: STPLX 5159-7 (Rail/Walk SFD Bridge)				
Trans Dev Act Bike Rack Grant				
Safe Routes to School: D04-0003 (SRTS 5159-13)	4,670	290,000	3,962	286,038
Dept of Trans: NMTPL 5159-12 (NTPP Program)	159,262	30,738	23,972	
TAM Local Sts :07-08 STPL 5159-11 SFD Rehab Share				
TAM Local Sts: 07-08 supple RBA Crk Pk Contr Sh	440	18,077	30,290	
TAM Local Sts: 08-09 Greenfield Underground	4,138			
TAM Local Sts: 09-10: Saunders neighborhood		103,214	103,214	
TAM Local Sts: 2011 Street overlay Madrone		94,170		94,170
TAM Local Sts: 2012 Street overlay Brookside				96,491
TAM Safe Paths Allocation Greenfield		168,011		150,000
TAM Safe Paths: Woodside/Butterfield	61,302			168,000
TAM: STP Grant for S.A. Avenue overlay				
TAM: STP Grant for Saunders Avenue	137,191	8,204		
Prop 1B Allocation: Saunders neighborhood	32,581	330,079	333,445	
ARRA: Saunders overlay	216,699		271	
Street Light Energy Efficient Conversion Project		64,622	15	64,607
<b>TOTAL EXPENDITURES</b>	<b>686,332</b>	<b>1,151,657</b>	<b>550,207</b>	<b>859,306</b>
<b>TRANSFERS OUT</b>				
to Measure G Bond Proceeds Fund				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>686,332</b>	<b>1,151,657</b>	<b>550,207</b>	<b>859,306</b>

## **INSURANCE FUND**

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

### **Liability Insurance**

On July 1, 1996, the Town became a member of the Bay Cities Joint Powers Insurance Authority (Bay Cities), a self-insurance pool that provides liability insurance coverage to seventeen cities in the Bay Area. Each member agency selects a self-insured retention limit (\$100,000 for San Anselmo), 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.

### **2011-12 Highlights**

Expenditures for claims exceeded budgeted levels in 2010-11 due to unanticipated claims. A transfer of \$200,000 has been made to the Insurance Fund from the General Fund in 2011-12 to ensure an adequate claims reserve, as required by Bay Cities. The reserve for claims is now \$415,155, within the limits set by Bay Cities.

**TOWN OF SAN ANSELMO**  
**INSURANCE FUND**  
Proposed Budget, Fiscal Year 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	1,521,725	1,091,732	1,091,732	617,233
REVENUE	-	-	-	-
TRANSFERS IN	-	-	-	200,000
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	-	-	-	200,000
<b>TOTAL RESOURCES</b>	<u>1,521,725</u>	<u>1,091,732</u>	<u>1,091,732</u>	<u>817,233</u>
EXPENDITURES	429,993	407,865	474,499	402,078
TRANSFERS OUT	-	-	-	-
RESERVE FOR CLAIMS	-	683,866	-	415,155
<b>TOTAL: EXPENDITURES, TRFRS OUT &amp; RESERVE:</b>	<u>429,993</u>	<u>1,091,731</u>	<u>474,499</u>	<u>817,233</u>
ENDING BALANCE --Committed	1,091,732	1	617,233	(0)
<b>TOTAL BUDGET</b>	<u>1,521,725</u>	<u>1,091,732</u>	<u>1,091,732</u>	<u>817,233</u>

**INSURANCE FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Premium Refunds from prior years (MCLMA)				
Premium Refunds from prior years (Workers Comp)				
<b>TOTAL REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>				
from General Fund	-	-	-	200,000
<b>TRANSFERS IN</b>	-	-	-	<b>200,000</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	-	-	-	<b>200,000</b>
<b>EXPENDITURES</b>				
Liability Insurance Premium	138,325	133,804	132,553	125,874
Employee Assistance Program Premium	2,190	2,600	2,600	2,600
National Flood Insurance Program Premium	13,133	13,133	14,094	14,800
Workers Compensation Insurance Premium	113,563	102,450	99,352	103,203
Liability Insurance Claims	58,702	58,697	155,900	64,524
Workers Compensation Insurance Claims	84,317	82,181	65,000	86,077
State Unemployment Insurance Claims	12,287	15,000	5,000	5,000
Lawsuit Settlements	7,476			
<b>TOTAL EXPENDITURES</b>	<b>429,993</b>	<b>407,865</b>	<b>474,499</b>	<b>402,078</b>
<b>TRANSFERS OUT</b>				
to General Fund				
<b>RESERVE FOR CLAIMS</b>		683,866	-	415,155
<b>TOTAL EXPENDITURES, TRFRS OUT, &amp; RESER</b>	<b>429,993</b>	<b>1,091,731</b>	<b>474,499</b>	<b>817,233</b>

## **ISABEL COOK COMPLEX (ICC)**

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

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

### **LABOR**

<b>Title</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
<b>Building Supervisor*</b>	.55	.45	.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 Building Supervisor pick-up truck.

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

**Training** - Workshops, seminars for Building Supervisor.

**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.

**2011-12 CHANGES/HIGHLIGHTS**

The lower office space (3,800 square feet) was previously vacated by the long-time tenant, Buckelew Programs, and the space is being utilized by the Recreation Department for community programs. Several of the upstairs classrooms were converted to artist's studios and have now been rented.

**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 2011-2012

Description	2009-2010		2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget	Budget
<b>BEGINNING BALANCE</b>	(24,921)	(43,683)	(43,683)	(101,624)	
<b>REVENUE</b>					
Rental Income	66,942	62,640	64,539	74,256	74,256
<b>SUB TOTAL</b>	66,942	62,640	64,539	74,256	74,256
<b>TRANSFERS IN</b>	-	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	66,942	62,640	64,539	74,256	74,256
<b>TOTAL RESOURCES</b>	42,021	18,957	20,856	(27,368)	
<b>EXPENDITURES</b>					
Labor Costs	49,302	52,901	52,901	54,495	54,495
Services and Supplies	36,403	41,650	41,650	41,650	41,650
Capital Improvements	-	22,000	27,929	-	-
<b>SUB TOTAL</b>	85,704	116,551	122,480	96,145	96,145
<b>TRANSFERS OUT</b>	-	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	85,704	116,551	122,480	96,145	96,145
Net Increase/(Decrease)	(18,762)	(53,911)	(57,941)	(21,889)	(21,889)
<b>ENDING BALANCE</b>	(43,683)	(97,594)	(101,624)	(123,513)	(123,513)
<b>TOTAL BUDGET</b>	42,021	18,957	20,856	(27,368)	(27,368)

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

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Rental Income: Aryiis	59,160	62,640	64,539	74,256
Rental Income: Spectrum	7,782	-		
<b>TOTAL REVENUE</b>	<b>66,942</b>	<b>62,640</b>	<b>64,539</b>	<b>74,256</b>
<b>TRANSFERS IN</b>				
from General Fund	-			-
<b>TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>66,942</b>	<b>62,640</b>	<b>64,539</b>	<b>74,256</b>
<b>EXPENDITURES</b>				
<b>LABOR COSTS</b>				
Salaries	28,595	31,817	31,817	31,817
Health Benefits	8,445	8,895	8,895	8,920
Retirement	8,578	9,295	9,295	10,864
Payroll Taxes	2,227	2,434	2,434	2,434
Reimbursable Costs	1,456	460	460	460
Overtime/Temporary	-	-		
<b>LABOR COSTS</b>	<b>49,302</b>	<b>52,901</b>	<b>52,901</b>	<b>54,495</b>
<b>SERVICES &amp; SUPPLIES</b>				
Vehicle Operations	90	750	750	750
Outside Services	4,101	6,000	6,000	6,000
Training	-	200	200	200
Utilities	14,246	15,000	15,000	15,000
Building Maintenance	12,915	14,000	14,000	14,000
Building Maintenance: Janitorial Service	4,103	4,500	4,500	4,500
Office Supplies	103	100	100	100
Department Supplies	579	500	500	500
Equipment	266	600	600	600
<b>SERVICES &amp; SUPPLIES</b>	<b>36,403</b>	<b>41,650</b>	<b>41,650</b>	<b>41,650</b>
<b>CAPITAL IMPROVEMENTS</b>				
Renovation: Rooms 12/13		22,000	27,929	
<b>CAPITAL IMPROVEMENTS</b>	<b>-</b>	<b>22,000</b>	<b>27,929</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>85,704</b>	<b>116,551</b>	<b>122,480</b>	<b>96,145</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>85,704</b>	<b>116,551</b>	<b>122,480</b>	<b>96,145</b>

## 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 \$220,000 for the Library each year for the next four years.

### 2011-12 HIGHLIGHTS

The Library Fund was created to account for the revenue and allowable expenditures from the Special Library Services Tax.

2010-11 was the first year of the Library Tax. Funds were expended from the Library Fund beginning in January 2011, after a new Library Director was hired and an expenditure plan approved by the Town Council. Since January, a Children's Librarian and Library Assistant have been hired, Library hours have been increased by 10, including being open on Fridays, and a number of new programs introduced, including Art Talk Tuesdays, Preschool Storytime, Poetry Club, Read to a Dog and an enhanced summer reading program.

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 \$531,541. To ensure that the General Fund contribution to the Library is within allowable limits, the following amounts are subtracted: fundraised donations (\$4,725), State library funding; (\$14,667) and library fines (\$22,393). Thus, the total General Fund contribution to the Library for 2011-12 is **\$489,756**, within the allowable parameters in the Special Library Tax Services measure.

## LIBRARY TAX FUND

### LABOR

Title	2010-11	2011-12
Children's Librarian	1	1
Library Assistant	.53	.53
Total	1.53*	1.53

\*These positions were funded for one half of 2010-11, beginning January, 2011.

### SERVICES AND SUPPLIES

**Materials** – Adult and children's books, periodicals and audio visual materials (\$60,000), technology hardware, databases, ebooks (\$30,000).

**Programming and Events** – Children's programming and events (\$10,000), adult programming and events (\$5,000).

**TOWN OF SAN ANSELMO**  
**LIBRARY TAX FUND**  
Proposed Budget, Fiscal Year 2011-2012

Description	2010-2011		2011-2012 Budget
	Rev Budget	Est. Actual	
<b>BEGINNING BALANCE</b>	-	-	<b>134,913</b>
<b>REVENUE</b>			
Library Tax	232,750	220,000	220,000
<b>SUB TOTAL</b>	<b>232,750</b>	<b>220,000</b>	<b>220,000</b>
<b>TRANSFERS IN</b>	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>232,750</b>	<b>220,000</b>	<b>220,000</b>
<b>TOTAL RESOURCES</b>	<b>232,750</b>	<b>220,000</b>	<b>354,913</b>
<b>EXPENDITURES</b>			
Labor Costs	75,967	55,325	146,758
Services and Supplies	29,762	29,762	105,000
<b>SUB TOTAL</b>	<b>105,729</b>	<b>85,087</b>	<b>251,758</b>
<b>TRANSFERS OUT</b>	127,021	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>232,750</b>	<b>85,087</b>	<b>251,758</b>
<b>Net Increase/(Decrease)</b>	-	134,913	(31,758)
<b>ENDING BALANCE - Restricted</b>	<b>0</b>	<b>134,913</b>	<b>103,155</b>
<b>TOTAL BUDGET</b>	<b>232,750</b>	<b>220,000</b>	<b>354,913</b>

**LIBRARY TAX FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2010-2011		2011-2012
	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>			
Library Tax	232,750	220,000	220,000
<b>TOTAL REVENUE</b>	<b>232,750</b>	<b>220,000</b>	<b>220,000</b>
<b>TRANSFERS IN</b>			
from General Fund			-
<b>TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>232,750</b>	<b>220,000</b>	<b>220,000</b>
<b>EXPENDITURES</b>			
<b>LABOR COSTS</b>			
Salaries	37,960	28,625	71,870
Health Benefits	14,052	10,000	25,059
Retirement	6,051	4,500	12,036
Payroll Taxes	3,970	3,500	7,793
Reimbursable Costs			
Overtime/Temporary	13,934	8,700	30,000
<b>LABOR COSTS</b>	<b>75,967</b>	<b>55,325</b>	<b>146,758</b>
<b>SERVICES &amp; SUPPLIES</b>			
Adult Books	7,262	7,262	15,000
Children's Books	5,000	5,000	15,000
Audio/Visual Books	5,000	5,000	15,000
Magazines and Newspapers	5,000	5,000	15,000
Programming and Events			15,000
Collection Database and Technology	7,500	7,500	30,000
<b>SERVICES &amp; SUPPLIES</b>	<b>29,762</b>	<b>29,762</b>	<b>105,000</b>
<b>TOTAL EXPENDITURES</b>	<b>105,729</b>	<b>85,087</b>	<b>251,758</b>
<b>CONTINGENCY</b>			
<b>CONTINGENCY</b>	<b>127,021</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>232,750</b>	<b>85,087</b>	<b>251,758</b>

## **MEASURE G BOND PROCEEDS**

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

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

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

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

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

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

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

In 2010-11, the Town refunded the 1997, 1999 and 2000 Measure G bonds, at a savings of \$897,145 to taxpayers. The 2003 bonds were not eligible for refunding.

The remaining Measure G 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 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	47,948	20,928	20,928	20,928
REVENUE	-	-	-	-
TRANSFERS IN	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	-	-	-	-
<b>TOTAL RESOURCES</b>	47,948	20,928	20,928	20,928
EXPENDITURES	27,020	20,928	-	20,928
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	27,020	20,928	-	20,928
Net Increase/(Decrease)	(27,020)	(20,928)	-	(20,928)
<b>ENDING BALANCE- Restricted</b>	20,928	-	20,928	-
<b>TOTAL BUDGET</b>	47,948	20,928	20,928	20,928

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

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Bond Proceeds, Series 2003				
<b>TOTAL REVENUE</b>	-	-	-	-
<b>TRANSFERS IN</b>				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	-	-	-	-
<b>EXPENDITURES</b>				
03-04 Resurfacing Construction				
03-04 Resurfacing Engineering				
03-04 Resurfacing Construction Engineering				
04-05 Resurfacing Engineering				
Unprogrammed Resurfacing Projects				
Unprogrammed Drainage Projects				
Non-Maintained Roads: Resurfacing/Drainage	27,020	20,928		20,928
<b>TOTAL EXPENDITURES</b>	<b>27,020</b>	<b>20,928</b>	-	<b>20,928</b>
<b>TRANSFERS OUT</b>				
to Debt Service Fund				
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>27,020</b>	<b>20,928</b>	-	<b>20,928</b>

## **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
- 2011-12: (Refunded in conjunction with 1997 and 2000 issues)

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
- 2011-12: (Refunded in conjunction with 1995 and 2000 issues)

### **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
- 2011-12: (Refunded in conjunction with 1995 and 1997 issues)

### **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
- 2011-12: .7 cents

**Series 2011** (Refunded Series 1995, 1997 and 2000)

- 2011-12: 2.4 cents

The total estimated Measure G Debt Service in 2011-12 is estimated at 3.1 cents per \$100 of assessed valuation.

**Fund Balance**

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

**TOWN OF SAN ANSELMO**  
**MEASURE G DEBT SERVICE FUNDS**  
Proposed Budget, Fiscal Year 2010-2011

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	653,643	603,831	603,831	223,336
REVENUE	727,325	761,029	7,436,184	733,779
TRANSFERS IN	-	-	-	-
TOTAL: REVENUE & TRANSFERS IN	727,325	761,029	7,436,184	733,779
TOTAL RESOURCES	<u>1,380,968</u>	<u>1,364,860</u>	<u>8,040,015</u>	<u>957,115</u>
EXPENDITURES	777,137	797,782	7,816,679	329,478
TRANSFERS OUT	-	-	-	-
TOTAL: EXPENDITURES & TRANSFERS OUT:	777,137	797,782	7,816,679	329,478
Net Increase/(Decrease)	(49,812)	(36,753)	(380,495)	404,301
ENDING BALANCE - Restricted	603,831	567,078	223,336	627,637
TOTAL BUDGET	<u>1,380,968</u>	<u>1,364,860</u>	<u>8,040,015</u>	<u>957,115</u>

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

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
<b>PROPERTY TAXES</b>				
Measure G Levy	725,179	759,729	850,000	733,779
<b>OTHER</b>				
Sources of Proceeds - Refinanced bonds			6,584,884	
Interest Earnings	2,146	1,300	1,300	
<b>TOTAL REVENUE</b>	<b>727,325</b>	<b>761,029</b>	<b>7,436,184</b>	<b>733,779</b>
<b>TRANSFERS IN</b>				
TRANSFERS IN	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>727,325</b>	<b>761,029</b>	<b>7,436,184</b>	<b>733,779</b>
<b>EXPENDITURES</b>				
Debt Service Payments: Principal	300,000	335,000	770,072	60,000
Debt Service Payments: Interest	475,607	460,192	460,193	268,478
Underwriters Discount - Refinanced bonds			53,595	
Bond Administrative Fees	1,530	2,590	1,530	1,000
<b>OTHER</b>				
Uses of Proceeds - Refinanced bonds				
Deposit to Escrow Fund			6,445,177	
Deposit to Cost of Issuance			86,112	
<b>TOTAL EXPENDITURES</b>	<b>777,137</b>	<b>797,782</b>	<b>7,816,679</b>	<b>329,478</b>
<b>TRANSFERS OUT</b>				
TRANSFERS OUT	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>777,137</b>	<b>797,782</b>	<b>7,816,679</b>	<b>329,478</b>

## **RECREATION**

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

### **2011-12 CHANGES/ HIGHLIGHTS**

The Recreation Department has reorganized to utilize staff resources more efficiently and meet the requirements of a changing environment. One Recreation Coordinator position has been eliminated and one Recreation Coordinator has been promoted to a Recreation Supervisor. A Recreation Leader position has been added to run the Robson Afterschool and Summer Camp programs. Finally, a part time administrative assistant position has been added to staff the front desk in the afternoons.

### **2011-12 GOALS/ WORK PLAN**

In recognition of our continuing efforts in these areas, the Town's management staff has set the following joint goals for 2011-12:

- Search out measures to increase efficiency and reduce cost, including collaborating with other government entities to share services, and continue to utilize volunteer resources wherever possible with the intent to provide excellent community and customer services, while decreasing cost.
- Maintain a strong commitment to technology in service delivery to ensure that citizens can conduct Town business efficiently, enhancing services available via the website and at the public counters.
- Utilize energy efficiency and green technology whenever possible to reduce the Town's carbon footprint and meet State-mandated and local targets for greenhouse gas emission reductions, including implementing the Town's Climate Action Plan, participating in zero waste planning, and utilizing best practices in all operations.

## RECREATION

### LABOR

Title	2009-10	2010-11	2011-12
Community Services Director*	0	0	0
Recreation Supervisor	0	0	1
Recreation Coordinator I/II	4.6	4.6	2.6
Recreation Leader	0	0	.75
Childcare Worker	.6	.6	.6
<b>Total</b>	<b>6.2</b>	<b>6.2</b>	<b>4.95</b>

\* Accounted for in the General Fund

### 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 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	63,836	50,032	50,032	30,032
<b>REVENUE</b>				
Program Revenue	942,515	968,525	968,525	988,215
<b>SUB TOTAL</b>	942,515	968,525	968,525	988,215
<b>TRANSFERS IN</b>	9,500	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	952,015	968,525	968,525	988,215
<b>TOTAL RESOURCES</b>	<u>1,015,851</u>	<u>1,018,557</u>	<u>1,018,557</u>	<u>1,018,247</u>
<b>EXPENDITURES</b>				
Program Administration	370,968	407,907	407,907	348,785
Program Operations	594,851	560,618	560,618	639,430
<b>SUB TOTAL</b>	965,819	968,525	968,525	988,215
<b>TRANSFERS OUT</b>	-	20,000	20,000	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	965,819	988,525	988,525	988,215
Net Increase/(Decrease)	(13,804)	(20,000)	(20,000)	-
<b>ENDING BALANCE - Committed</b>	50,032	30,032	30,032	30,032
<b>TOTAL BUDGET</b>	<u>1,015,851</u>	<u>1,018,557</u>	<u>1,018,557</u>	<u>1,018,247</u>

## RECREATION FUND REVENUE & EXPENDITURE SUMMARY

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Sports Programs	356,604	361,730	361,730	390,525
Cultural Programs	44,927	77,760	77,760	37,500
School Programs	430,652	419,910	419,910	515,315
Events and other revenue	110,332	109,125	109,125	44,875
<b>TOTAL REVENUE</b>	<b>942,515</b>	<b>968,525</b>	<b>968,525</b>	<b>988,215</b>
<b>TRANSFERS IN</b>				
from General Fund	9,500	-	-	-
<b>TRANSFERS IN</b>	<b>9,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>952,015</b>	<b>968,525</b>	<b>968,525</b>	<b>988,215</b>
<b>EXPENDITURES: PROGRAM ADMINISTRATION</b>				
<b>LABOR COSTS</b>				
Salaries, Hourly Paid, Overtime	184,640	222,390	222,390	184,360
Benefits, Retirement, Taxes, Reimb Costs	116,243	117,017	117,017	94,365
<b>LABOR COSTS</b>	<b>300,883</b>	<b>339,407</b>	<b>339,407</b>	<b>278,725</b>
<b>SERVICES &amp; SUPPLIES</b>				
Facility Rental	-	-	-	-
Dues and Publications	590	750	750	760
Outside Services	474	1,000	1,000	1,000
Training	24	-	-	500
Utilities & Building Maintenance	11,371	13,750	13,750	13,300
Office Supplies	5,655	4,000	4,000	4,000
Credit Card Fees	21,192	17,500	17,500	17,500
Marketing and Promotional	17,972	20,000	20,000	22,000
Equipment	12,807	11,500	11,500	11,000
<b>SERVICES &amp; SUPPLIES</b>	<b>70,085</b>	<b>68,500</b>	<b>68,500</b>	<b>70,060</b>
<b>SUBTOTAL</b>	<b>370,968</b>	<b>407,907</b>	<b>407,907</b>	<b>348,785</b>
<b>EXPENDITURES: PROGRAM OPERATIONS</b>				
Sports Programs	182,099	187,854	187,854	214,365
Cultural Programs	28,808	50,826	50,826	24,220
School Programs	333,021	277,063	277,063	400,845
Events and other	50,923	44,875	44,875	-
<b>SUBTOTAL</b>	<b>594,851</b>	<b>560,618</b>	<b>560,618</b>	<b>639,430</b>
<b>TOTAL EXPENDITURES</b>	<b>965,819</b>	<b>968,525</b>	<b>968,525</b>	<b>988,215</b>
<b>TRANSFERS OUT</b>				
to General Fund		20,000	20,000	
<b>TRANSFERS OUT</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>965,819</b>	<b>988,525</b>	<b>988,525</b>	<b>988,215</b>

**RECREATION FUND  
ANALYSIS BY PROGRAM**

PROGRAM	2009-2010		Revenue over/(under) Expenses	2010-2011		Revenue over/(under) Expenses	2011-2012		Revenue over/(under) Expenses
	Actual Revenue	Actual Expenditures		Estimated Revenue	Estimated Expenditures		Revenue Budget	Expenditures Budget	
Sports	356,604	182,099	174,505	361,730	187,854	173,876	390,525	214,365	176,160
Culture	44,927	28,808	16,119	77,760	50,826	26,934	37,500	24,220	13,280
Schools	430,652	333,021	97,631	419,910	277,063	142,847	515,315	400,845	114,470
Events/Eq/Oth.	110,332	50,923	59,409	109,125	44,875	64,250	44,875		44,875
Program Admin	-	370,968	(370,968)	-	407,907	(407,907)		348,785	(348,785)
<b>TOTAL:</b>	<b>942,515</b>	<b>965,819</b>	<b>(23,304)</b>	<b>968,525</b>	<b>968,525</b>	<b>-</b>	<b>988,215</b>	<b>988,215</b>	<b>-</b>

## ROAD MAINTENANCE

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.

### 2011-12 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 Five-Year Capital Improvement Plan (CIP) was prepared by staff based on the pavement management program report that outlines the pavement condition index (PCI) of Town streets. It was reviewed and recommended to the Town Council by the Capital Program Monitoring Committee this spring. It was also reviewed by the Planning Commission for compliance with the California Environmental Quality Act and conformance with the Town's General Plan. It was approved by the Town Council on June 14, 2011.

The Plan calls for the following projects to be completed in 2011-12:

<b>Project</b>	<b>Cost \$</b>
Slurry sealing	178,000
Design for CIP Year 1 Projects	200,000
Resurfacing Greenfield Avenue	270,229
Scenic Avenue drainage project	50,000
Unprogrammed Resurfacing	100,000
Unprogrammed Drainage	100,000
EECBG Street Light Conversion – Grant Matching funds	18,660
Town Bridges scouring and replacement study	30,000
Woodside/Butterfield Sidewalks – Grant Matching funds	100,000
Redwood Road slide	90,000
Scenic Avenue slide	140,000
<b>Total Expenditures</b>	<b>1,276,889</b>

Actual construction work for the CIP Year 1 Projects will take place in early 2012-13. The Capital Improvement Plan document for 2013, 2014, 2015 and 2016 is available for review on the Town's website at <http://www.townofsananselmo.org/DocumentView.aspx?DID=577>.

**TOWN OF SAN ANSELMO**  
**ROAD MAINTENANCE FUND**  
Proposed Budget, Fiscal Year 2011-12

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	1,668,806	1,794,335	1,794,335	1,375,802
<b>REVENUE</b>	179,004	168,600	179,348	169,100
<b>TRANSFERS IN</b>	400,000	400,000	400,000	400,000
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	579,004	568,600	579,348	569,100
<b>TOTAL RESOURCES</b>	2,247,810	2,362,935	2,373,683	1,944,902
<b>EXPENDITURES</b>	453,475	1,798,806	997,881	1,276,889
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES, RESR &amp; TRFRS OUT:</b>	453,475	1,798,806	997,881	1,276,889
<b>Net Increase/(Decrease)</b>	125,529	(1,230,206)	(418,533)	(707,789)
<b>ENDING BALANCE</b>	1,794,335	564,129	1,375,802	668,013
Restricted: Slurry Seal (Measure G Interest)		165,252	267,207	89,707
Restricted: Road Impact Fees		(12,900)	642,372	290,743
Committed: Bald Hill Improvements		25,988	25,988	25,988
Committed: General Fund Contributions		386,286	440,235	241,575
<b>TOTAL BUDGET</b>	2,247,810	2,362,935	2,373,683	1,944,902

## ROAD MAINTENANCE FUND REVENUE SUMMARY

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Interest Income, Measure G proceeds	833		500	500
Road Impact Fees: Construction	130,215	125,000	135,248	125,000
Road Impact Fees: Garbage Trucks	43,600	43,600	43,600	43,600
Baldhill Road Improvement Fees	4,356			-
<b>TOTAL REVENUE</b>	<b>179,004</b>	<b>168,600</b>	<b>179,348</b>	<b>169,100</b>
<b>TRANSFERS IN</b>				
from General Fund	400,000	400,000	400,000	400,000
<b>TRANSFERS IN</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>579,004</b>	<b>568,600</b>	<b>579,348</b>	<b>569,100</b>

## ROAD MAINTENANCE FUND EXPENDITURE SUMMARY

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>EXPENDITURES</b>				
Slurry Seal		115,000	13,048	178,000
Road Impact Fees: Greenfield Undergrounding				
Road Impact Fees: Unprogrammed Paving		50,000	50,000	
Road Impact Fees: San Anselmo/Ross Ave	139,219			
Road Impact Fees: Safe Routes Contr (5159-13)		100,000	100,000	
Road Impact Fees: TAM STP grant match S.A. Ave		165,588	10,961	
Road Impact Fee: 2011 Street Overlay		300,000	-	
Road Impact Fee: 2012 Street Overlay				200,000
Road Impact Fees: Safe Routes Eng contrib Wade T	24,374			
Road Impact Fees: Saunders Neighborhood Match	26,240	164,110	233,748	
Road Impact Fees: Resurfacing Greenfield		300,000	29,771	270,229
Road Impact Fees: Scenic Project				50,000
Road Impact Unassigned Engineering Pay	87,719	75,000	85,195	
Gen Fd Contr: Unprogrammed Resurfacing	75,220	117,609	121,718	100,000
Gen Fd Contr: Unprogrammed Drainage	69,898	99,517	105,372	100,000
Gen Fd Contr: Street Light Conversion Project		20,000	1,340	18,660
Gen Fd Contr: APP/Design Stimulus	3,044			
Gen Fd Contr: 09-10 Drainage Proj: Scenic	3,111	82,632	84,432	
Gen Fd Contr: Bolinas Ave Storm Drain Study		9,000	8,350	
Gen Fd Contr: Town Bridges Study		15,000	12,000	30,000
Gen Fd Contr: 09-10 Resurfacing: Medway/Maple		135,350	141,947	
Gen Fd Contr: Woodside/Butterfield		50,000	-	100,000
Gen Fd Contr: Redwood project				90,000
Gen Fd Contr: Scenic project				140,000
Gen Fd Contr: 09-10 Resurfacing: Greenfield/Medv	24,650			
<b>TOTAL EXPENDITURES</b>	<b>453,475</b>	<b>1,798,806</b>	<b>997,881</b>	<b>1,276,889</b>
<b>RESERVES</b>				
Slurry Seal (Interest Income, Measure G Funds)		165,252	267,207	89,707
Road Impact Fees		(12,900)	642,372	290,743
Baldhill Improvement Fees		25,988	25,988	25,988
General Fund Contributions		386,286	440,235	241,575
<b>TOTAL RESERVES</b>	<b>-</b>	<b>564,626</b>	<b>1,375,802</b>	<b>648,013</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES, RESR &amp; TFRS OUT</b>	<b>453,475</b>	<b>2,363,432</b>	<b>2,373,683</b>	<b>1,924,902</b>

## **ROBSON HOUSE FUND**

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

### **2011-12 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 2011-12, however, personnel, utility and maintenance costs have risen to the point that rental revenue doesn't cover the regular costs. Rental increases were scheduled to be reviewed in this fiscal year, but with the economic recession continuing, that effort was delayed to 2011-12. 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**

<b>Title</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
Building Supervisor*	.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 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	88,469	84,421	84,421	78,864
<b>REVENUE</b>				
Rental Income	42,594	42,594	42,594	42,594
<b>SUB TOTAL</b>	42,594	42,594	42,594	42,594
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	42,594	42,594	42,594	42,594
<b>TOTAL RESOURCES</b>	131,063	127,015	127,015	121,458
<b>EXPENDITURES</b>				
Labor Costs	21,337	23,208	23,208	23,836
Services and Supplies	25,305	24,943	24,943	24,943
Capital Improvements	-	-	-	-
<b>SUB TOTAL</b>	46,642	48,151	48,151	48,779
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	46,642	48,151	48,151	48,779
<b>Net Increase/(Decrease)</b>	(4,048)	(5,557)	(5,557)	(6,185)
<b>ENDING BALANCE - Restricted</b>	84,421	78,864	78,864	72,679
<b>TOTAL BUDGET</b>	131,063	127,015	127,015	121,458

**ROBSON HOUSE FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Rental Income: Couture Architects	9,180	9,180	9,180	9,180
Rental Income: Dovetail DCI	5,814	5,814	5,814	5,814
Rental Income: Moment Records	20,400	20,400	20,400	20,400
Rental Income: Caretaker	7,200	7,200	7,200	7,200
<b>TOTAL REVENUE</b>	<b>42,594</b>	<b>42,594</b>	<b>42,594</b>	<b>42,594</b>
<b>TRANSFERS IN</b>				
<b>TRANSFERS IN</b>	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>42,594</b>	<b>42,594</b>	<b>42,594</b>	<b>42,594</b>
<b>EXPENDITURES</b>				
<b>LABOR COSTS</b>				
Salaries	12,709	14,141	14,141	14,141
Health Benefits	3,754	3,925	3,925	3,936
Retirement	3,813	4,060	4,060	4,677
Payroll Taxes	990	1,082	1,082	1,082
Reimbursable Costs	72			
Overtime/Temporary		-	-	
<b>LABOR COSTS</b>	<b>21,337</b>	<b>23,208</b>	<b>23,208</b>	<b>23,836</b>
<b>SERVICES &amp; SUPPLIES</b>				
Outside Services	2,542	2,542	2,542	2,542
Utilities				
Telephone	934	863	863	863
Gas	2,733	2,733	2,733	2,733
Electricity	5,925	5,925	5,925	5,925
Water	1,074	1,074	1,074	1,074
Sanitary Charge	500	500	500	500
Building Maintenance	801	1,000	1,000	1,000
Building Maintenance; Janitorial Service	7,579	6,979	6,979	6,979
Possessory Tax Payment	2,377	2,377	2,377	2,377
Security System	840	850	850	850
Department Supplies		100	100	100
<b>SERVICES &amp; SUPPLIES</b>	<b>25,305</b>	<b>24,943</b>	<b>24,943</b>	<b>24,943</b>
<b>CAPITAL IMPROVEMENTS</b>				
<b>CAPITAL IMPROVEMENTS</b>	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>46,642</b>	<b>48,151</b>	<b>48,151</b>	<b>48,779</b>
<b>TRANSFERS OUT</b>				
<b>TRANSFERS OUT</b>	-	-	-	-
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>46,642</b>	<b>48,151</b>	<b>48,151</b>	<b>48,779</b>

## **SPECIAL EVENTS FUND**

This fund was established in 2000-01 to track the revenues and expenses associated with the annual fall event, Country Fair Day, 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 \$1,562 from the General Fund is included to cover these ongoing costs.

The fund balance of \$5,117 is committed for expenditures for the annual Town events.

**TOWN OF SAN ANSELMO**  
**SPECIAL EVENTS FUND**  
Proposed Budget, Fiscal Year 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	2,728	(1,679)	(1,679)	3,438
REVENUE	1,647	1,542	5,750	5,750
TRANSFERS IN	-	5,000	5,000	1,562
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	1,647	6,542	10,750	7,312
<b>TOTAL RESOURCES</b>	4,375	4,863	9,071	10,750
EXPENDITURES	6,054	4,863	5,632	5,632
TRANSFERS OUT	-	-	-	-
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	6,054	4,863	5,632	5,632
Net Increase/(Decrease)	(4,407)	1,679	5,117	1,679
<b>ENDING BALANCE Committed</b>	(1,679)	-	3,438	5,117
<b>TOTAL BUDGET</b>	4,375	4,863	9,071	10,750

**SPECIAL EVENTS FUND  
REVENUE & EXPENDITURE SUMMARY**

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>REVENUE</b>				
Community Fair Receipts	1,542	1,542	3,015	3,015
Egg Hunt			110	110
Picnics on Plaza			944	944
Breakfast with Santa			1,480	1,480
Bulb Planting Donations			201	201
Goblins Parade	105			
<b>TOTAL REVENUE</b>	<b>1,647</b>	<b>1,542</b>	<b>5,750</b>	<b>5,750</b>
<b>TRANSFERS IN</b>				
from General Fund		5,000	5,000	1,562
<b>TRANSFERS IN</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>1,562</b>
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>1,647</b>	<b>6,542</b>	<b>10,750</b>	<b>7,312</b>
<b>EXPENDITURES</b>				
Community Fair	5,749	3,500	4,750	4,750
Goblins Parade and miscellaneous events		1,058	574	574
ASCAP Royalties	305	305	309	309
<b>TOTAL EXPENDITURES</b>	<b>6,054</b>	<b>4,863</b>	<b>5,632</b>	<b>5,632</b>
<b>TRANSFERS OUT</b>				
to General Fund				
<b>TRANSFERS OUT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>6,054</b>	<b>4,863</b>	<b>5,632</b>	<b>5,632</b>

## **STATE GASOLINE TAX FUND**

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

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

**TOWN OF SAN ANSELMO**  
**STATE GASOLINE TAX FUND**  
Proposed Budget, Fiscal Year 2011-2012

Description	2009-2010	2010-2011		2011-2012
	Actual	Rev Budget	Est. Actual	Budget
<b>BEGINNING BALANCE</b>	-	-	-	-
REVENUE	208,484	335,546	335,546	355,546
TRANSFERS IN	-	-	-	-
<b>TOTAL: REVENUE &amp; TRANSFERS IN</b>	<b>208,484</b>	<b>335,546</b>	<b>335,546</b>	<b>355,546</b>
TOTAL RESOURCES	<u>208,484</u>	<u>335,546</u>	<u>335,546</u>	<u>355,546</u>
EXPENDITURES	-	-	-	-
TRANSFERS OUT	208,484	335,546	335,546	355,546
<b>TOTAL: EXPENDITURES &amp; TRANSFERS OUT:</b>	<b>208,484</b>	<b>335,546</b>	<b>335,546</b>	<b>355,546</b>
ENDING BALANCE	-	-	-	-
<b>TOTAL BUDGET</b>	<u><u>208,484</u></u>	<u><u>335,546</u></u>	<u><u>335,546</u></u>	<u><u>355,546</u></u>

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

DESCRIPTION	2009-2010	2010-2011		2011-2012
	ACTUAL	REVISED BUDGET	ESTIMATED ACTUAL	PROPOSED BUDGET
<b>STATE REVENUE</b>				
State Gas Tax revenue	208,484	335,546	335,546	355,546
<b>TOTAL REVENUE</b>	<b>208,484</b>	<b>335,546</b>	<b>335,546</b>	<b>355,546</b>
<b>TRANSFERS IN</b>	-			
TRANSFERS IN	-	-	-	-
<b>TOTAL REVENUE &amp; TRANSFERS IN</b>	<b>208,484</b>	<b>335,546</b>	<b>335,546</b>	<b>355,546</b>
<b>EXPENDITURES</b>				
<b>TOTAL EXPENDITURES</b>	-	-	-	-
<b>TRANSFERS OUT</b>				
to General Fund	208,484	335,546	335,546	355,546
<b>TRANSFERS OUT</b>	<b>208,484</b>	<b>335,546</b>	<b>335,546</b>	<b>355,546</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>208,484</b>	<b>335,546</b>	<b>335,546</b>	<b>355,546</b>

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**APPROPRIATIONS LIMIT DATA  
2011-2012 SUMMARY**

<b>2010-2011 APPROPRIATIONS LIMIT</b>		<b>8,028,112</b>
<b>CALCULATION OF 2011-2012 APPROPRIATIONS LIMIT</b>		
1. Annual Change Factors:		
Per Capita Personal Income <i>or</i>	2.510%	
Non-residential Assessed Valuation <i>plus</i>	0.000%	←
San Anselmo Population <i>or</i>	0.810%	
Marin County Population ( <i>whichever is greater</i> )	0.900%	←
2. Calculation: $(1 + .0) \times (1 + .0090) =$		1.009000
<b>2011-2012 APPROPRIATIONS LIMIT</b>		<b>8,100,365</b>
<b>2011-2012 ESTIMATED TAX PROCEEDS SUBJECT TO APPROPRIATIONS LIMIT</b>		
Current Year Property Taxes	5,205,164	
ERAF	877,946	
Supplemental Property Taxes	37,836	
Municipal Services Tax	442,662	
Sales Tax	761,689	
Property Tax In Lieu of Sales Tax	268,091	
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	979,361	
Homeowners Exemption	35,609	
<b>TOTAL TAX PROCEEDS SUBJECT TO LIMIT</b>		<b>8,946,703</b>
<b>2010-2011 EXPENDITURES EXEMPT FROM LIMIT</b>		
Social Security payments	357,795	
Unemployment Insurance	15,000	
FLSA - Fire	-	
Unreimbursed Booking Fees	-	
Capital Equipment: Fire Truck	48,423	
Capital Equipment: 2 yr LP Financial Software	75,000	
Capital Facilities: TH Tower/TH Generator	66,246	
Capital Facilities: Road Maintenance Projects	400,000	
Debt Service -- MERA/LED/Fire Sta Muni Lease	222,597	
<b>TOTAL EXPENDITURES EXEMPT FROM LIMIT</b>		<b>1,185,061</b>
<b>2011-2012 APPROPRIATIONS SUBJECT TO LIMIT</b>		<b>7,761,642</b>
<b>2011-2012 ESTIMATED LEEWAY</b>		<b>338,723</b>

# 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 - 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		108,544
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.		
3. Finance & Administrative Services Director salary is effective March 15, 2010.		
4. Town Librarian salary is effective September, 23, 2010.		

# TOWN OF SAN ANSELMO

## DEPARTMENT OF PUBLIC WORKS

### Capital Projects Budget Summary FY 2011-2012

DESCRIPTION Funding Source	PROJECT COST		EXPENDITURES	
	Fund	\$\$	Prior Years	11-12 Funding
<b>Greenfield Avenue Rehabilitation</b>		<b>450,000</b>		
			<b>29,771</b>	<b>420,229</b>
Town Funding	RM: Impact Fee		29,771	270,229
Tam Local Streets	Grant fund			150,000
<b>2012 Streets Design</b>		<b>390,661</b>		<b>390,661</b>
Town Funding	Grant fund			190,661
Town Funding	RM: Impact Fee			200,000
<b>Slurry Seal Projects</b>		<b>178,000</b>		<b>178,000</b>
Town Funding	RM: Measure G interest			178,000
<b>Wade Thomas Sidewalks (5159-13)</b>		<b>363,109</b>	<b>77,071</b>	<b>286,038</b>
Federal Grant	Grant fund		12,376	286,038
Town Funding	RM: Impact Fee		77,071	
<b>Woodside/Butterfield Sidewalks</b>		<b>339,558</b>	<b>71,558</b>	<b>268,000</b>
Tam Safe Paths	TCRF		71,558	168,000
Town Funding	RM: GF Contrib			100,000
<b>Scenic Ave Slide</b>		<b>190,000</b>		<b>190,000</b>
Town Funding	RM: Impact Fee			50,000
Town Funding	RM: GF Contrib			140,000
<b>Street Light Conversation Project</b>		<b>84,607</b>	<b>1,340</b>	<b>83,267</b>
Energy Grant	Grant fund		1,340	64,607
Town Funding	RM: GF Contrib			18,660
<b>Town Hall Tower Repair</b>		<b>100,000</b>	<b>33,754</b>	<b>66,246</b>
Town Funding	Cap Recon		33,754	66,246

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