

MINUTES OF THE SAN ANSELMO TOWN COUNCIL MEETING OF JULY 9, 1987

Mayor Cordingley convened the special budget workshop session to order at 8:00 p.m., with Councilmembers Chignell, Sharp, Walsh and Wooliever present.

OPEN TIME FOR PUBLIC EXPRESSION

Sarah Nome, 77 Alder Avenue, questioned whether the Assistant Recreation Director was part-time instead of full-time as shown on the budget salary information list.

BUDGET NO. 471, LIBRARY

Acting Town Administrator Dickens reported that the staffing in the library has shifted to more reliance on part-time employees and less reliance on full-time employees. Library Director Wingate had requested \$35,000 for books, but it was reduced to \$30,000 in the Proposed Budget. Wingate commented that the cost of books has risen 15 to 19 percent.

The Councilmembers raised the following issues and questions:

1. Wingate was commended for her management of the department.
2. Last year the Council discussed raising the amount allocated for book purchases.
3. How important is the training budget that was eliminated? Wingate responded that library personnel are able to obtain some training through membership in a library association.

Rilla Chaney, 30 Kensington, encouraged the Council to find money for books. The Friends of the Library already contribute money for book purchases.

Herman Kramer, 1 Allemand Place, inquired about the vacation buyouts mentioned in the budget. Wingate responded that this was a one-time buyout of vacation authorized to be accumulated several years ago and would not occur again.

William Jelinek, 53 Florence, asked how much money the Friends of the Library raise/donate to the Library. Wingate explained that they contribute money to pay for the summer children's program, encyclopedia sets, etc. Cynthia Barrows, 265 Crescent Road, said the Friends have about four book sales a year that raise about \$350 each.

BUDGET NO. 414 SAN ANSELMO VOLUNTEER EFFORT

Dickens submitted revised figures for recommended 87-88 retirement & benefit costs (\$2,287 and \$2,897 respectively). The changes in line item 20 and revenue line item 399 is due to the change made mid-year to pay for part-time help in the S.A.V.E. office directly from S.A.V.E.'s own budget instead of passing the funds from S.A.V.E. through the Town budget.

Coordinator of Volunteers Stawowy encouraged the reinstatement of training budgets for all departments.

Kramer stated his annual objection to the Town funding the volunteer effort.

Mary Baylor, Executive Director of the Volunteer Center of Marin and San Anselmo resident, stated how much S.A.V.E. means to San Anselmo residents. She said the very finest volunteer programs are run by paid staff who are best able to take advantage of volunteer skills.

Library Director Wingate, a San Anselmo residents, said the library benefits from 50 to 100 volunteer hours per month. If she screened the volunteers instead of the Coordinator of Volunteers, the library would be unable to have as many volunteers as they do and would not function nearly as well.

Norma Joy, Director of the Ross Valley Ecumenical Housing Association, whose major project is Tam House, commended the Town for having a volunteer program. She said that on behalf of the Tam House, she has often worked cooperatively with Stawowy.

Dorothy Hughes, Scenic Road resident and Director of the Mental Health Association of Marin, said she was proud the Town had a volunteer program and that she could not praise it enough. She added that a volunteer program concerned about the lives of people should be the heart of town government.

Bill Bandy, President of the San Anselmo Chamber of Commerce and owner of San Anselmo Shoe Repair, said a paid professional volunteer coordinator is an absolute necessity, noting that the Chamber of Commerce suffers from not having a full-time paid coordinator. He noted the considerable amount of money saved by the Town in having volunteers.

H.G. Dallwitz, member of the Volunteer Program Advisory Board, reported that in 1986-87, 9,674 hours of volunteer work was donated to the Town. Assuming the same number of hours in 1987-88 with a budget of \$27,656, it averages \$2.86 per man hour. If there was no paid coordinator, there would be no continuation in the program, he said. Furthermore, San Anselmo serves as a model for other cities.

Nome said about 25% of the volunteers are people who help in the Police Department, who helped the Police Department before S.A.V.E. existed. She asked how many towns who have no industrial center, who have to rely on property taxes and special taxes and who are down in sales tax maintain a paid volunteer coordinator.

Letha Marchetti, 29 Sais, said that when budgets get tight in the private sector, department heads in the corporations direct the volunteers without having paid coordinators.

Wooliever felt the Town could not afford not to have the volunteer program, and that it is a real bargain for the Town.

Chignell noted that one of the charms of the San Anselmo community is the successful volunteer effort, and furthermore it is cost effective.

Sharp added that department heads are already involved in the volunteer effort.

Cordingley said he supported the program very enthusiastically, noting that 9,000 volunteer hours was equivalent to 5 full-time employees.

BUDGET NO. 411 TOWN COUNCIL

Dickens noted there is \$10,000 appropriated in the Administration/Finance budget for the April 1988 election which may more appropriately belong in the Council budget.

The Councilmembers raised the following issues and questions:

1. The Council salaries were raised to \$99 some time ago; the Proposed Budget implies the raise was recent.
2. The elimination of the training budget eliminates funding for attendance at Marin County Mayors and Councilmembers meetings. There are many other functions for which Councilmembers pay their own way, and initially there was some debate as to whether the

Councilmembers should pay for the MCCMC meetings too. The Councilmembers discussed the importance of attending the meetings in order to have contact with officials from other towns in the County. The organization also has developed importance in affecting state legislation. It is important to make a statement that the Council supports this organization, as other Marin jurisdictions have done. If the funding is eliminated, Councilmembers may or may not be less likely to attend, but they all felt attendance was important.

Tanette Jaloff, 125 Santa Cruz, said the Town paying for the MCCMC meetings was the least the residents could do for the Councilmembers.

BUDGET NO. 412 ADMINISTRATION & FINANCE

Dickens explained that the outside services line item included \$16,000 for the auditor. His time has been needed more than previously anticipated, primarily due to the new computer setup.

Bandy supported an increase in business license fees, with the new revenue used for business promotion.

Kramer expressed concern about the comments that the computer system is still generating problems.

Regarding raising business license fees, Walsh and Wooliever expressed concern that now was too sensitive a time to raise business license fees for struggling merchants. Cordingley said he recommended leaving them at the current level for now, but pursue the idea of an adjunct fee to be spent helping the business community.

BUDGET NO. 416 LEGAL SERVICES

This budget is based on an estimated average workload of 30 hours a month. Town Attorney Roth requested reinstatement of a training budget, which he has used for educational programs relating directly to issues concerning San Anselmo.

Walsh questioned why the Town should pay for the Town Attorney's membership in the national organization for municipal attorneys. Roth said that the organization directly bears on his duties for San Anselmo. Concerning his request for a \$5/hr. increase, Roth said he thought it was reasonable relative to the rate of inflation.

Bandy suggested that legal fees could be saved if the Town Attorney spent less time attending Council meetings. Roth said he has tried to do that, and that is part of the plan in setting the agenda, but noted that in not attending the meetings he loses touch with Council actions and trends. Cordingley stated that the attorney's presence is important due to increasingly complicated meeting laws.

Concerning the Town legal fees spent on the Nome vs. San Anselmo case, Nome said she felt she was forced into a position of filing suit against the Town relative to the validity of petition laws. She said she has spent less than \$2,000 in legal fees. She questioned the amount of 28 hours in legal preparation for four Council meetings.

Kramer said it is up to the Council to avoid situations that subject the Town to litigation. He urged a change of legal counsel.

Marchetti spoke against budgeting for publications, dues or training for the Town Attorney, saying that the benefit of having contract employees is that they pay their own overhead.

The Councilmembers noted the problem with litigants against the Town advising the Council to eliminate its legal counsel in that they have a direct interest in the matter and furthermore, that the problem is litigants filing lawsuits that are specious wherein the Town prevails only after spending a large amount of money on legal fees.

The litigation is not instituted by the Town. The Town Attorney's fees are low in comparison to the average rates and the Councilmembers were supportive of working with Roth.

BUDGET NO. 491 CAPITAL RECONSTRUCTION

Dickens said this is a very minimal budget and that the Council will have to find a way to increase it in future years dramatically. He explained the background on each of the proposed projects.

Public Works/Planning Director Kottage concurred with the proposed project priorities, but considered accomplishing only a minimal amount of maintenance and construction on the Town's infrastructure more expensive in the long run and putting the Town at some risk. The Town is already at the point of having its basic structures damaged.

Kottage reported that there were projects wherein the Town has worked out agreements with property owners to share the cost of the work, but the Town's share of these projects is not in the proposed budget due to lack of funds. He requested that if any more funds are found, the Council consider funding some of the projects he had recommended be included in the budget, and that the Council consider a way to make a major investment soon in order to maintain the Town's facilities.

Kramer supported Kottage's recommendations and encouraged the Town to spend money year by year maintaining the capital assets of the Town.

Council commended Kottage on the work of his department.

BUDGET NO. 489 1986 STORM RECOVERY

This budget consists solely of the Halprin Park project.

Nome asked how many citizens use Halprin Park and why not buy the homes instead. Kottage noted that it would be more expensive to buy the homes than do the project.

Kramer asked if the slide damage could have been prevented. Kottage noted that under current processing procedures, the subdivision would not have been allowed due to the potential hazard.

BUDGET NO. 487 1982 STORM RECOVERY

Staff reported that this budget is expected to be closed out at the end of the fiscal year.

BUDGET NO. 499 RESERVE FOR CONTINGENCIES

Dickens recommended more money be placed in contingencies if possible. He noted that labor negotiations have not been concluded, all the budgets are tight are therefore a source is needed if contingencies arise, the Town's reserves need to be improved, and a request is likely to arise for funds for downtown revitalization efforts.

Nome wanted to see a cash flow chart, and supported equitable raises for Town employees.

Bandy noted that the shortfall in sales tax was equal to the amount in contingencies.

Cordingley and Chignell stated their desire to locate funds for downtown revitalization efforts.

RESERVES

Dickens submitted a chart outlining the estimated June 30, 1987 balances in each of the Town's funds, totalling approximately \$1,053,400.

REVENUES

Dickens reported it appears the final revenue figures will be close to the original estimates, and he expects to have the final figures in about a week.

Dickens outlined choices the Council had to complete the budget process. A decision on the process will be placed on the Council's July 14 agenda.

ADJOURNED at 10:55 p.m. to closed session (personnel matter).