

TOWN OF SAN ANSELMO  
MINUTES OF THE TOWN COUNCIL MEETING OF AUGUST 23, 1989  
ON THE PROPOSED 1989-90 BUDGET

Mayor Ann Walsh convened the third session of public hearings on the 89-90 Budget at 7:00 p.m., with Councilmembers Chignell, Colteaux, Sharp and Zaharoff present.

Beth Pollard, Interim Town Administrator, summarized some of the revenue changes to the Budget. The Animal Control Contract will be \$38,000 instead of \$56,000 and the other change is the Janitorial Contract will be approximately \$12,000 less than was budgeted..

Pollard will prepare summaries and actual totals to date and make any other changes on the Proposed Budget, for the Council's review at the next meeting.

BUDGET NO. 430 POLICE

Pollard pointed out that this is a status quo budget. The Town does not have the funds for the many requested but not recommended items in the capital outlay portion of the Budget. A major change is the loss of \$54,000 in revenue for the loan of a police officer to the Marin County Major Crimes Task Force who recently found employment elsewhere. The Town is not next in line to send another officer to the Task Force. A hiring "freeze" exists for this now-vacant position and the Police Department is requesting that it be lifted as they will need to maintain service with a minimum of 17 sworn officers in the police force. The issue before the Council is whether to retain the 17th police officer position and where will the money come from to fund it and \$39,000 will be needed to fund the position for the fiscal year. Pollard recommends hiring for this fiscal year only as the Long-Term Finances Committee is looking at the long-term staffing levels for the Town and will report back later in the year.

Bernard Del Santo, Police Chief, submitted a written report to the Town Council summarizing the reasons to justify 17 sworn officers.

Colteaux felt that a security camera in the rear of the station is a necessary item. He supports the 17th position but thinks the Town has a responsibility to fill it right away.

Chignell supports hiring another officer but to defer this until January 1990. He feels that the vehicles are a priority. He supports the security system, the time clock, the 4-channel radio. He requested Del Santo research service facilities in Town to bid for vehicle maintenance by August 30th.

Zaharoff asked whether CJIS computer information system has any potential for raising revenue. Del Santo responded that it did not and he was informed that the County will have to provide the CJIS program to the cities in future and so he will wait for further developments. The CJIS system is tied into the Courts, the District Attorney's Office, the Sheriffs Department and all of the CJIS agencies will have access to each others criminal history information.

Sharp supports retaining the 17th position as soon as possible and the surveillance system desired.

Del Santo brought to the attention of the Council, the fact that there are 3,244 outstanding parking citations unpaid, the highest in the County which represents about \$30,000 in lost revenue. What does the Council think about a program of towing the offenders? Chignell requested Del Santo write an official request of the methods the Police Department would employ. Marin Datacom, who process citations for the Town, have already been paid for processing them, but they have not collected the fees.

Herman Kramer, 1 Allemand Place, noted that vehicle code fines are way down from what was budgeted and wondered if this was part of the same problem of unpaid citations. Pollard verified that uncollected vehicle code fine problems are common to all cities in the County. There have been fewer citations issued but not enough to warrant a significant change in revenue.

**BUDGET NO. 432 FIRE PROTECTION**

Pollard relayed that the Council previously reviewed the fire budget before its adoption by the Ross Valley Fire District Board. Item 42 is the Town's share of the cost of the new fire engine.

Rick Mollenkopf, Fire Chief, said basic operations were adopted by the Board with no capital purchases. Workmen's Compensation costs were lowered to 9% from an estimate of 11 or 12%.

Kramer, said that due to the fact that the Fire and Police Departments make up 60% of the Budget, he recommends the Long-Term Finances Committee take a serious look at the need to combine them as a Public Service Department to recognize the efficiencies and economies better. In this way 60% of the Budget would be freed for other operations of the Town.

Merle Sheldon, Town Treasurer, asked how the split between Fairfax and San Anselmo shares were established. Mollenkopf responded that it was established at the time the departments were consolidated in 1982. The two budgets were combined and many factors were evaluated. Fairfax's share was determined at 30.4% and San Anselmo's was 69.6%.

William Jelinek, 53 Florence Avenue, was told that if Sleepy Hollow Fire Department was to be under the County's jurisdiction, their costs would be increased by \$200,000. He questioned whether their costs could be increased and is the Town covering its costs in the amount charged them.

Mollenkopf responded that it is difficult measuring inequities and many complex factors are considered.

Chignell added that negotiations are continuing with the Sleepy Hollow Fire District concerning payment schedules to the Town.

**BUDGET NO. 418 PLANNING**

Pollard said the main change is the addition of the Assistant Director of Planning position. This position has not yet been filled and is estimated that it will be by November 1st. Town Council approved the hiring of consultants in the interim to process applications for exceptions to the Interim Ordinance. The net result is \$11,000 in savings which the Department wishes to retain. There are some items in services/supplies which will decrease this amount by approximately \$5,000.

John Kottage, would like to use the \$11,000 for additional costs not budgeted for, such as re-advertisement for the Assistant Planner position; creation of office space for the new position and relocation of 911 emergency equipment; the original requested amount for utilities; discretionary money for office supplies (other than postage and copy paper) and for miscellaneous unexpected costs.

Colteaux asked why the Planning Department is funding the moving of the 911 emergency equipment. Kottage replied that the Administrator felt that it should come from the Planning Budget as the Planning Department is relocating the equipment to create the space. Kottage also relayed that Planning fees will be increased in the near future to offset Outside Services.

Chignell, supports the request for funds in the utilities, office supplies and publications/dues. He questioned when the Department would implement an increase in planning fees. Kottage felt that there must be a major restructuring of fees which is an elaborate process. Kottage agreed to Chignell's request to propose a uniform, across the board increase in fees now, with the understanding that a more thorough package will be presented later in the year.

Fred Braun, Assistant Director of Public Works, stated that all fees for the Plan Checker are recovered 100% through the plan check fee in the Building Permit applications.

Jelinek wondered whether it is more cost effective to hire outside consultants than to have a permanent assistant director. Colteaux felt that consultants don't generate the kind of interest, enthusiasm, and community spirit for San Anselmo as an employee would. Kottage felt that the new position would more than pay for itself.

#### BUDGET NO. 441 ENGINEERING & INSPECTION

Pollard introduced this as a status quo budget.

Kottage suggested that \$125,000 income from construction permits is not a realistic expectation but that \$115,000 would be more accurate because he surmizes construction will slow down next year. He would like the Council to allocate the requested amounts in Utilities and Office Supplies.

Colteaux questioned why the regular salaries are greater than that budgeted. Kottage responded that it was due to a change in personnel in the middle of the year when a full-time secretary was hired instead of a half-time (60%) person.

#### BUDGET NO. 442 STREET MAINTENANCE

Pollard explained that this budget has no changes. In Outside Services, the Administrator recommended decreasing the amount allocated to replacement of traffic controllers by \$3,000. She recommends increasing the amount of utilities up to the requested amount as there is no control over these costs.

Kottage gave an overview of the status of this department. During the last fiscal period the parks department was split from the streets department. Two summer hires supplemented the road crew to help with the backlog of maintenance. The vehicles are aging and need service and/or replacement and costs are higher. Backlog of maintenance resulted in additional work which results in the necessity for more supplies therefore the need for monies requested in Department Supplies. This year, about 15 diseased elms are scheduled to be removed (\$900 per tree) compared to only 3 removed last year. New controllers are also requested. There is a desperate need for equipment such as trucks and a dial planer for pavement repair. In the past the Town has done little in the way of repair since 1978 in maintaining its streets and drains through the Capital Budget. They are deteriorating in an increasingly rapid rate. If funds cannot be provided from Capital funds, it would be prudent to increase the funding for maintenance to compensate. The current staffing level is still below the 1978 level.

George Johansen, Maintenance Supervisor of Streets, voiced his concerns of the unsafe condition of the dump truck that is over 20 years old. It is a serious liability. He recommends a lease-option for a new dump truck. When Mayor Walsh asked what the costs are for a lease-option, Johansen replied, about \$6,000 or \$7,000 per year and that he would do some research on costs. He also recommended that the Town budget about \$50,000 for Department Supplies.

Ray Forrest, relayed that the California Highway Patrol has a new strict system for inspecting two and three-axle vehicles on the roads and the dump truck would be cited. He verified that the Town's dump truck is worn out and recommended abolishing it.

Ken Anderson, 468 Laurel Avenue, is concerned about the huge tractor-trailers that come into and through town and cause wear and tear on the streets and the gas tax the Town received does not compensate for the damage. Mayor Walsh felt that mayors and councilmembers should be looking into this problem. Ray Forrest stated that higher labor, equipment and licensing fees have affected the trucking industry and trailers are now delivering at maximum loads.

Colteaux asked what happened to the Urban Thoroughfare monies that the Town received through the County? Kottage replied that the County had a program whereby they would share half of the funds available but that program has stopped. Colteaux suggested putting pressure on the County, via the municipalities to resume this program. He asked Kottage to research this further.

#### CAPITAL IMPROVEMENT BUDGET

Pollard stated that this year there is an entirely different approach to the Capital Improvement Budget. Instead of a fiscal year basis, it is proposed that the budget be established on a calendar year basis. The foremost reason is that a calendar year budget coincides best with the construction season, when it allows the planned development to take place in the fall and winter and allows the contracts to be scheduled in the spring and summer. From a budgetary standpoint and in terms of work, it is best to have a calendar year approach. It would also work better if the Capital Improvement Program was on a 5-year or more basis. It would allow a long-range look at what to allocate in the fiscal year budget from the General Fund to the Capital Reconstruction Program. Another aspect of a calendar year budget is that it allows the Public Works Department to prepare for the capital improvement budget after other budgets are prepared. In changing from the fiscal to the calendar format, it creates a problem in the first year because of the six-month gap. There are items that the Public Works Department would like allocated at this time from the General Fund into the Capital Reconstruction Fund from a list they have compiled. Later in the fall, they will present a more detailed program for 1990.

Kottage apologized for bringing this detailed improvement list late to the Council. Public Works has nowhere near the funds they need to properly maintain the town and the problem is accelerating. Among the problems that need immediate attention are: an additional amount of funding for the Sir Francis Drake Widening Project; authorization to continue the development of the drainage master plan; and money set aside for emergency repairs in Town.

Fred Braun, Assistant Director of Public Works, stressed that all the other items on the list are high priority and should be taken care of and the longer they are postponed the worse it will become. He would like the Council to consider the street sealing/cracked program, an annual program to minimally maintain the street to prevent total reconstruction; and, the sidewalk replacement program to fix broken and cracked sidewalks that are a tripping hazard, a big liability to the Town.

Jelinek, would like the Long-Term Finances Committee to get a copy of the capital improvement projects list. Braun distributed extra copies to the Committee.

Pollard indicated that the Council will be asked to take action to make an additional appropriation of \$27,000 for the Caleta Avenue Bridge project from the Capital Reconstruction Fund. The revenues for the unreinforced masonry buildings, have already been generated through fees assessed through the building department.

Mayor Walsh asked how much it will cost to finish the drainage inventory. Kottage replied that it would be a little over \$20,000. The last drainage inventory was done in the 70's and Kottage said there were significant problems with it and the department had no confidence in it.

Chignell thought more time was needed to study this list as there were many difficult decisions to be made.

When Colteaux questioned Pollard what actions she would recommend on the Capital Reconstruction Budget request, she responded that the additional \$5,000 for the Sir Francis Drake Widening is recommended with the condition that transfer from the General Fund take place after January when 1990 Capital Reconstruction Budget is prepared; the unreinforced masonry project is self-funded from fees already collected therefore recommended; \$25,000 funds or less are recommended at this juncture for emergency repairs instead of \$35,000 requested; and, as she is not familiar with the drainage inventory project, she declined comment on its merits at this time.

Kottage reported that Town Hall was recently inspected by an outside service and they recommend immediate replacement of the roof at a cost of \$8,000.

Once the drainage inventory is complete, a 5-year program for pavement management will be presented.

Kramer strongly suggests that Capital Reconstruction not be segregated into two separate budgets. The entire needs of the Town have to be balanced against each other and the money should be applied as needed.

Sarah Nome suggested examining the \$300,000 for insurance vs. spending something in the way painting, roofing, paving, etc., the real insurance.

#### BUDGET NO. 411 TOWN COUNCIL

Pollard introduced this as the standard budget for the Town Council.

When Jelinek recommended the Town Council give itself a raise, Mayor Walsh suggested waiting for the Finances Committee report.

#### APPROPRIATIONS

Pollard explained that under Proposition 4, known as the Gann Limit, the Town is limited in how much it may spend of certain tax revenue it receives in a fiscal year. This year the estimated leeway is \$106,815.

Colteaux suggested informing the Finances Committee of the possibility of raising the municipal services tax. Pollard agreed to let them know and said that an ordinance would have to be passed.

Nome asked whether raising taxes is a way to pay for a deficit of \$106,000. Colteaux replied that within the Gann Limits the Town could raise taxes by \$100,000.

Kramer asked why the pension override tax is not included. Pollard explained that it is a special purpose tax.

The Meeting was adjourned at 9:05 p.m. until 7:00 p.m. August 30th for Conclusion of the Proposed Budget.

Rose Wager