

TOWN OF SAN ANSELMO

Minutes of the Town Council Meeting of July 9, 1990

Mayor Chignell convened the special meeting at 7:00 p.m., for the purpose of conducting public hearings on the proposed 1990-91 budget, with Councilmembers Colteaux, Kanis, Walsh and Zaharoff present.

1. OVERVIEW OF THE BUDGET.

Town Administrator Camuglia reported that during fiscal year 1990-91, staff projected General Fund revenues of approximately \$5,162,000 (a 5.54% increase over 1989-90 adopted revenues), and recommend General Fund expenditures of approximately \$4,957,500 (a 2.98% increase over 1989-90 adopted expenditures). The expenditures do not reflect changes in salaries and benefits for Town employees, which have not yet been determined. The budget reflects a "hold-the-line" proposal, with a few recommended changes in staffing and equipment.

Camuglia highlighted the trends and occurrences that affect the proposed budget, including the work of the blue-ribbon Long Term Finance Committee, reduction in property, liability, and workers' compensation insurance premiums, refinements in Town procedures to increase income and reduce expenses, and public/private partnerships in capital improvement projects. She reviewed the staffing changes she recommended to convert an independent janitorial contractor to a Senior Maintenance Worker, conversion of Town Librarian position to a two-person job shared position, and conversion of Administrative Assistant to Assistant Administrator. She proposed the re-establishment of the Equipment Replacement Fund, and creation of a Child Care Fund separate from the Recreation Fund.

The Town is without significant reserves or funds for capital improvements, Camuglia reported, and the Town is falling farther behind in provision of some services as well as maintenance of the Town's slowly deteriorating infrastructure. She reported that the Town needs new or enhanced sources of revenue to simply maintain existing services, with new revenue devoted to repair and maintenance of infrastructure, bolstering the Town's reserves, and purchasing vehicles and equipment.

Walsh asked for the amount of the carryover from the 1989-90 budget. Camuglia was to put together a rough estimate by the next week.

Herman Kramer, 1 Allemand Place, submitted a letter on the letterhead of the Marin United Taxpayers Association asking the Council to take control of the Town's budget and balance it without more tax increases, while providing all needed services. He disputed the Town Administrator's figures on the proposed increase in expenditures, and objected to conversion of the janitorial contract and administrative assistant positions, using savings from lower insurance costs for equipment acquisition instead of capital reconstruction, and consideration of the budget without estimates on 1989-90 final figures. He said that employee costs have outstripped the Town's ability to pay, and that there has been no real attempt to apply innovation to Town government.

Chignell requested that discussion of General Fund revenues be added as a future budget hearing item.

2. Town Council.

There was no comment on this budget.

3. Administration and Finance.

Kanis inquired about the cost effectiveness of acquiring the payroll software, and suggested the Town consider alternate outside payroll services.

Walsh said she had a problem with the Assistant Administrator position, stating that once it is created it could not be eliminated, last year's circumstances for this position were unusual, and was concerned about having an equivalent situation to the police department where she said outside reviews have recommended elimination of a second in command position.

Colteaux expressed concern with the Assistant Administrator position on a structural level.

Walsh inquired about the increase in the training line item. Camuglia explained that this item included her attendance at the ICMA annual conference, as previously agreed upon.

Chignell stated he was inclined against the Assistant Administrator position, but wanted to review information on whether the position existed in other cities of comparable size, and the proposed salary.

Walsh inquired about the in-house payroll position. Camuglia explained that the cost for these services was charged to outside services, not labor costs.

4. LEGAL SERVICES.

Colteaux expressed concern that the Council subcommittee on legal services had not yet met, and that the Town was not getting the kinds of services it may be able to get if it had an in-house attorney.

Walsh wanted the sub-committee to get on with its work.

Kanis expressed interest in looking at having an in-house attorney, educating staff and the Planning Commission on legal issues, noting there were situations at the Commission meetings where an attorney was needed. He felt the Town needed more "preventative medicine" in legal advice.

Chignell said there has been a dramatic drop in the Town's legal costs, the hourly services have been constant, and the Town Attorney's advise and legal representation have been excellent.

In response to a question from Chignell, Town Attorney Roth said that 55% of his fees were for overhead costs. He said he would not want to impede the selection of an in-house attorney if that is the choice of the Council.

Herman Kramer, 1 Allemand Way, urged the Council not to spend money on frivolous legal costs, and said the Town Attorney's increase was above the rate of inflation.

5. SAN ANSELMO VOLUNTEER EFFORT.

Coordinator of Volunteers Stawowy reported that SAVE has been working with neighborhoods on disaster preparedness, with Fairfax on a clean-up committee, San Anselmo's representative from the Marin Commission on Aging on senior programs, the Historical Commission on town walks, Sunny

Hills School on youth volunteers, a program to welcome new residents, and other programs.

Volunteer Advisory Board Member Helen Cameron thanked the Council for supporting the program, and commented on fundraising projects SAVE is undertaking.

Kanis asked whether SAVE could use volunteers instead of temporary hire clerical assistance. Stawowy responded that the program had tried this approach, but it was unsuccessful due to the continuity and consistency needed to operate the program.

Colteaux asked if SAVE could expand its clean-up program to include San Rafael in an effort to keep the Miracle Mile median areas clean. He commented that the Town could not afford to pay Stawowy what she was worth.

6. NON-DEPARTMENTAL.

Town Administrator Camuglia explained the components of the Non-Departmental budget, including requests from outside agencies for funding. She recommended that based on the Town's past practice of making donations to agencies, it establish a set amount of money in the budget to handle these expenditures.

Betty Times, Director of the County Citizens Services Office, spoke on behalf of the request for a Town contribution to the County Mediation Program. She said it was difficult to generate money through fees for services since the bulk of their clients are in the low income bracket. She said that all cities and towns in Marin contribute to mediation except Ross. Mediation Services handles between 5,000 and 6,000 cases a year. The bulk of the cases are landlord-tenant, or neighborhood disputes about issues such as trees.

Jennifer Lenway, Executive Director of the Marin Community Clinic, said that San Anselmo's donations help the clinic break even. She said the last year there has been a 10% increase in clients, with the number of patients from San Anselmo going up proportionately (230 to 240 patients last year), but the budget has increased only 6%.

Herman Kramer, 1 Allemand Lane, said he did not think the Town should use tax money for charitable donations. He questioned the animal control costs this year. He also said that now that the commercial market has recovered from its crisis, he suggested it may behoove the Town to switch from the insurance JPA to a commercial carrier. He said that providing health benefits to retirees means that the Town is providing benefits to employees who did not work for the current citizenry who pays the cost of these benefits. He recommended the Town create a sinking fund for retiree health benefits.

Niki McIntire, representative from the Marin Housing Authority, expressed their gratitude for the Town's support over the last ten years for the housing rebate program for low income residents. However, the Marin Community Foundation has ended its agreement to provide matching funds for the program, and the current level of donations from cities is not enough to support the program.

Colteaux expressed concern about funding requests for outside agencies. He said he did not have philosophical objections to the programs, but there are many other organizations who have not submitted funding requests and therefore are not considered. He objected to residents of unincorporated County areas paying only once through their