

**TOWN OF SAN ANSELMO
BUDGET HEARINGS
August 29, 1995**

The meeting was opened at 7:00 p.m. by Mayor Yarish.

Town Administrator Pollard said this is the third of three budget hearings for the proposed 1995-96 budget. This is an opportunity for the Council and the public to make comments and ask questions on the budget.

Ross Valley Fire Service

Town Administrator Pollard said the Fire budget is essentially the same as last year, due to several cost cutting measures.

Ron Zeise, Fire Chief, said the Town's contribution to the Fire Service this year will be the same as last year. They have joined a self-insurance group which has saved money and implemented a fuel reduction program to reduce the amounts of brush in neighborhoods, particularly hillside areas. They have submitted an equipment and apparatus spread sheet for the next ten years. The fuel tanks under Station 19 will have to be removed next year. Their radios are not being manufactured anymore, so some changes will have to be made. A new engine will arrive on September 5.

Chignell asked about the Sleepy Hollow generator issue. Pollard said a Sleepy Hollow resident donated a big generator, but some electrical modifications have to be made at a cost of \$16,000. Sleepy Hollow Fire Protection District will fund \$8,000, but they want the Town to pick up the other \$8,000.

Chignell asked what the alternatives are if the \$8,000 can't be found. Zeise said he is working to get the Town's portion picked up.

Breen asked about purchasing turnout equipment. Zeise said they are on a five-year replacement schedule. Equipment sometimes becomes outdated before its useful life is done.

Kroot asked if money is budgeted for the removal of the underground tanks. Zeise said that money will be budgeted in 1996-97.

Yarish asked about where the remainder of the embezzlement funds are. Zeise said the funds are in the apparatus fund.

Hodgens asked how much a new generator would cost. Zeise said it would be \$50,000 or more, but the donated generator is bigger than we would buy ourselves.

Library

Town Administrator Pollard said the Library's biggest accomplishment was staying open during construction and they have implemented a computer database. The budget is the same as last year, except for a \$1,000 item for the MarinNet Online Catalog.

Historical Commission

Laurie Buntain, Historical Commission, said they are looking forward to getting back into their space when the Library renovation is complete.

Robson Harrington House Association

Leo Donovan, Robson Association, was present to answer any questions. He said he would like to ensure a good flow of communication between staff and the association.

Kroot asked if the coffers have risen since the painting project. Donovan said they have about \$18,000 in the bank. They have about \$20,000 in earthquake repairs to complete.

Yarish asked about the experiment of trying weddings and parties at the house. Donovan says they agreed to try three weddings and three parties. There hasn't been a wedding yet. They cannot allow amplified music or hard liquor which discourages many applicants.

Parks Department

Town Administrator Pollard said the department's accomplishments are listed in the budget document. A change in the staffing configuration is recommended in the proposed budget, to eliminate the use of temporary hires and consolidate that work into one Maintenance Worker I position.

Dean Nyberg, Parks Superintendent, said it has been a difficult year for the department, particularly due to the death of co-worker John Haapala. He feels the Maintenance Worker I will help to solve a number of problems.

Ron Zeise suggested a debriefing team come in and work with the Parks Department. It was the consensus of Council that this is a good idea.

Chignell said it appears that the Parks Department has been able to keep within the 2% increase in the budget.

Kroot said the total proposed employees in the Parks Department should be 5 not 4.

Hodgens asked if there is enough money in the budget to keep the Parks in good shape throughout the year. Nyberg said their biggest need is staff to complete projects.

Hodgens asked how long it will take to fill these positions. Pollard said one position will be recruited for in September, and estimated filling the position in January. The second position will be filled mid-year, but will use the same recruitment list. There will be temporary help in place to help fill the gap.

Nyberg said that the Memorial Park tennis court resurfacing and the Sorich Park disability access projects in the Capital Projects budget are very important.

San Anselmo Volunteer Effort

Town Administrator Pollard said SAVE's accomplishments are listed in the budget. Part of the 95-96 work plan will be establishing the plan for the future of the program. The budget is essentially status quo, although there may be some changes.

Therese Stawowy, Director, thanked the Council for having the courage to take on a municipal volunteer program when few others will.

Kroot asked about the salary increases reflected in the budget. Pollard said the change of a temporary hire to a permanent hire mid-year last year caused this increase in the salary budget.

Yarish wondered if the Town might consider a Human Resources type person for the Volunteer Director opening who would split time between the volunteer program and personnel issues. He said it might be worthwhile to look at this.

Pollard said the position that does the most Human Resource work is the administrative analyst. She will look at all this when she meets with the SAVE Board next week.

Hodgens asked if it would be possible to look at numbers for recruiting for a full-time person for this position.

Pollard said she would like to come back at the September 12 meeting with a short and long term plan for filling the position.

Cynn timer Barrows, Crescent Road, said she hopes the program won't be diluted by too many other duties.

Edith Stump, Calumet, said she knows as a volunteer receptionist that it would be difficult to operate upstairs without volunteers.

Administration/Finance

Town Administrator Pollard said there are two changes to note in the budget: labor changes mid-year and the addition of an Administrative Analyst. Money is included to accomplish some work recommended by the auditors. Under Outside Services money was added to accomplish recruitments with the County of Marin.

Chignell noted that business license revenues continue to rise.

Hodgens said she counts seven recruitments, including the Volunteer Director. Pollard said there are at least six, and usually another comes up during the year.

Hodgens asked about \$3,000 for computer equipment. Pollard said this is to improve two portable computer situations.

Town Council

Town Administrator Pollard said Council can add or delete in the accomplishment/work plan area as they want. \$12,000 is included in the proposed budget for election costs.

Hodgens said she would like to add that they are currently working on a management performance evaluation plan and management salary schedule. Pollard said any increases in salaries would come from the contingency budget. Hodgens noted that she appreciates the Town's small stipend but it doesn't nearly cover all the expenses.

Contingency

Town Administrator Pollard said this is the money that is set aside for unexpected expenses, such as changes in collective bargaining units and reviewing the management salaries.

Yarish asked what happens if a department comes in under budget. Pollard said the money goes into carryover.

Breen asked about the "94-95 estimated actual" figures. It must be an error. Pollard agreed it was.

Hodgens wondered if the Contingency Fund is large enough to handle all the unexpected expenses and how much of contingency will be consumed by the salary changes.

Equipment Fund

Pollard said the Equipment Fund is where she had to take some of the money that was lost in state cutbacks. The Equipment Fund of \$33,000 is not really enough.

Kroot asked about the June 30, 1995, balance forward. Pollard said this is what was left at the end of last year; the money is brought forward to use for equipment.

Yarish asked about the Fire GIS mapping program listed under the Fire Department. Pollard said this was for a consultant, not actually purchasing the software, which is what Public Works plans to do.

Chignell asked if it is a good idea to keep buying police cars every year. Pollard said she has not looked into this policy. Higher vehicle maintenance cost is a problem when you delay purchase.

Yarish asked about the typical mileage on a police car in a year. Pollard said she believes it is about 80,000 miles.

Hodgens asked if the Recreation Department has a computer with the capacity to run an excel spreadsheet. Pollard said yes. Hodgens would like a report back on this issue.

Appropriations Limit

Pollard said there is plenty of cushion this year in the appropriations limit due to state cutbacks.

Resolution establishing a quorum relative to the Planning Commission.

Town Administrator Pollard said this resolution will allow the Planning Commission to operate with just four members, as their membership may be temporarily dropping from seven to four or five. If it drops to four, all remaining members must be present in order for action to take place. If anyone is sick or on vacation, no action can take place.

M/s, Breen/Chignell, to approve Resolution No. 3319 to establish that a quorum, for purposes of the Planning Commission, constitutes a majority of the current membership.
Ayes: All.

The meeting was adjourned at 8:30 p.m.

Debbie Stutsman