

AGENDA ITEM 1(b)

TOWN OF SAN ANSELMO STAFF REPORT October 21, 2003

For the Meeting of October 28, 2003

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Quarterly Treasurer's Investment Report and Final Revenue and Expenditure Report, June 30, 2003

RECOMMENDATION

That Council approve the Treasurer's Investment Report for the quarter ending June 30, 2003 and the final Revenue and Expenditure Report for the fiscal year ending June 30, 2003.

BACKGROUND

The Treasurer's Investment Report is a quarterly itemization of the market value of Town investments. The Revenue and Expenditure report is a year-to-date summary report of revenues and expenditures that is presented to the Town Council on a monthly basis. The General fund is included in the monthly report. As the final report of the fiscal year, the attached report represents all financial activity for the period beginning July 2002 and ending June 2003. The purpose of these reports is to present financial information for review and discussion.

ANALYSIS

Treasurer's Investment Portfolio Report: The attached report itemizes the Town's investments and states the market value of each investment as of June 30, 2003. The Wells Fargo Money Market account is the Town's primary checking account used for the deposit and expenditure of operating funds.

The Town maintains 3 Local Agency Investment Fund accounts (LAIF) for the purpose of maximizing interest income on funds not needed for immediate expenditure. One is for investment of general operating funds; the other LAIF accounts are for the series 2000 and 2003 Measure G bond proceeds, required by law to be maintained in a segregated account. With the expenditure of all 2000 bond proceeds during 2002-03, the third LAIF

account was subsequently closed in September 2003. The Tax Revenue Anticipation Note (TRAN) is a tax-free bond that is issued on a one-year basis specifically for the purpose of improving cash flow to public entities heavily reliant on sporadic property tax distributions. Repayment of all TRAN funds occurred prior to June 30, 2003.

Revenue and Expenditure Report: General Fund

As noted in the report, the revenue and expenditure data as of June 30th is a record of 100% of the financial activity transacted during the budget year. General Fund revenue received during the 2002-03 year, totaling \$9,285,841, fell short of the budgeted amount by \$217,151, or 2%. The principle areas in which this occurred were sales tax in the amount of \$78,449, in cable and utility franchises in the amount of \$68,136 and in interest earnings in the amount of \$110,000. Areas in which additional income helped to offset this shortfall included property taxes (net of pension taxes) in the amount of \$17,092, business license fees in the amount of \$12,187 and resale inspections in the amount of \$20,773.

General Fund expenditures for fiscal year 2002-03, totaling \$9,580,934, fell below the budgeted amount by \$339,190 (3%). As projected earlier, substantial savings occurred in Administration & Finance, Parks, and Streets Departments primarily as a result of employee vacancies and the transitions resulting from in-house promotions. Savings also occurred in the Planning Department in part due to the carryover of funds for the on-going housing element project. In addition, at year end the contingency reserve had an unspent balance of \$20,188 and the pension reserve \$184,533. Offsetting these savings, however, were several areas in which expenditures exceeded the budgeted amount. Legal Services fees exceeded the budgeted amount by \$20,617 (2%) as a result of significant litigation activity throughout the year. Library Department expenditures exceeded the budgeted amount by \$9,422 (2%) due to the creation of new positions and reclassification of Town employees into those positions. Non-department expenditures exceeded the budget by \$24,547 (9%) as a result of MERA and TRAN administrative payments.

Analyzing expenditures by major categories, as presented on page 1 of Attachment #2, reflects the significant savings in the area of salaries as well as training, publications and dues. Modest savings were also achieved in the areas of outside services, utilities and building and equipment maintenance. The only area in which expenditures significantly exceeded budget occurred in office and department supplies, which may reflect declining purchasing power in light of the Town's "hold the line" budgeting strategy in recent budget cycles.

In summary, the net impact of revenue loss and expenditure savings for fiscal year 2002-03 resulted in excess revenue of \$122,039 (i.e. \$217,151 loss of revenue offset by 339,190 expenditure savings). This number compares to the \$100,000 estimated at the time of the adoption of the 2003-04 Budget. At that time, 55% of the carry over amount, \$55,000, was committed to the capital reconstruction fund to replace the \$50,000 Disability Access budget used during 2002-03 to complete Corp Yard project, and \$5,000 to fund the Fire Station repairs budget. The remaining carryover amount of \$45,000 was

committed to balance the 2003-04 budget. The additional amount, \$22,039, will be placed into the Contingency Reserve for future use by the Town Council.

The information outlined above has resulted in the following changes to the General Fund's ending balance as it was presented in the 2003-04 Budget Adoption:

1. The June 30, 2003 ending balance is higher than estimated by \$22,039 for a total of \$1,838,448; and
2. The level of unspent pension taxes was \$147,747 higher than estimated, and therefore, resulted in a matching decrease in the undesignated ending balance to a total of \$635,157.

Revenue and Expenditure Report: Isabel Cook Community Center Fund

Isabel Cook Community Center (ICC) Fund expenditures totaled \$113,749 while revenue totaled \$139,007, a net gain of \$25,258. As a consequence, the ICC negative fund balance improved from a July 1, 2002 beginning balance of (\$182,785) to a June 30, 2003 ending fund balance of (\$157,527). This number compares to the (\$156,737) estimated at the time of the 2003-04 Budget Adoption. (Note: The negative fund balance is a result of painting, window replacement and other facility repairs in the amount of \$242,000 made to the complex during 2000-01 and for which the complex's future rental revenue has been committed to absorb the cost.)

Revenue and Expenditure Report: Recreation Fund

The Recreation Fund realized revenues in the amount of \$899,455, exceeding the budgeted amount by \$63,005. Expenditures totaled \$970,080, exceeding the budgeted amount by \$110,309. This activity resulted in a net loss for the fund of \$70,625. As of June 30, 2003 the ending balance for this fund was \$2,747.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

Attachment #1: Quarterly Treasurer's Investment Report, for quarter ending June 30, 2003

Attachment #2: Final Revenue and Expenditure Report, June 30, 2003

AGENDA ITEM 1(c)

TOWN OF SAN ANSELMO STAFF REPORT October 22, 2003

For the Meeting of October 28, 2003

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Quarterly Treasurer's Investment Report and Revenue and Expenditure Report, September 2003

RECOMMENDATION

That Council approve the Treasurer's Investment Report for the quarter ending September, 2003 and the Revenue and Expenditure Report for the period ending September 30, 2003.

BACKGROUND

The Treasurer's Investment Report is a quarterly itemization of the market value of Town investments. The Revenue and Expenditure report is a year-to-date summary report of revenues and expenditures that is presented to the Town Council on a monthly basis. The General Fund is included in the monthly report. The purpose of these reports is to present financial information for review and discussion.

ANALYSIS

Treasurer's Investment Portfolio Report

The attached report itemizes the Town's investments and states the market value of each investment as of September, 2003. The Wells Fargo Money Market account is the Town's primary checking account used for the deposit and expenditure of operating funds.

The Town maintains 3 Local Agency Investment Fund accounts (LAIF) for the purpose of maximizing interest income on funds not needed for immediate expenditure. One is for investment of general operating funds; the other two LAIF account are for the series 2000 and series 2003 Measure G bond proceeds, required by law to be maintained in a segregated account. With the expenditure of all 2000 bond proceeds during 2002-03, the third LAIF account was closed in September 2003. The Tax Revenue Anticipation Note

(TRAN) is a tax-free bond that is issued on a one-year basis specifically for the purpose of improving cash flow to public entities heavily reliant on sporadic property tax distributions. Projected annual earnings from the reinvestment of these funds, if not actually needed for cash flow purposes, are currently estimated at \$2,671.

Revenue and Expenditure Report

The revenue and expenditure data as of September 30th reflects financial activity transacted during 25% of the budget year. Revenue received, at 8%, reflects the normal lag in receipt of periodic payments including the following:

- Property tax distributions, which occur in December and April, are becoming an ever larger portion of the Town's revenue. Thus, this lag will become greater also.
- Annual business license fees are collected in large part in the early months of the calendar year and their seasonality also contributes to the lag in revenue collections during this period.
- The State Board of Equalization has reduced the monthly "advances" of sales tax distributions in anticipation of generally lower revenue streams across the state. To the extent that the Town's actual sales tax does not decline, the only negative impact of this action is the delay in receiving the revenue, yet another factor contributing to the revenue lag.
- The impact of the State Budget's "trigger gap" of the Motor Vehicle License Fees, estimated at \$146,540, has been implemented by a reduction in the allocation for the first four months of the fiscal year.
- LAIF interest earnings for the quarter ending September 30th were not received during this report period.

Expenditures, at 25%, appear to be fairly stable level across major categories presented on page 1 of the report with the exception of the Training, Publications, and Dues category, at 28%, which typically experiences seasonality in September and February. The Building, Vehicle and Equipment Maintenance category, at 30%, includes annual maintenance contract costs paid at the beginning of the contract year. Expenditures also appear to be at a stable level across departments presented on page 2 of the report with only a few exceptions:

- Legal Services expenditures (at 18%) are at a lower proportion of budget and simply reflect an administrative lag in paying for litigation services incurred during this period.
- Library department expenditures (at 27%) are at a higher proportion of budget as a result of payment of a \$27,058 annual assessment to Marinette for the countywide library technology system.
- Non-departmental expenses (at 29%) are at a higher proportion of budget because of large one-time payments for services such as the MERA administrative fee, LAFCO fee, MTA annual fee, TRAN issuance fee, and payment of a town donation to community service. The Arts Commission has expended a significant portion of their

budget including donations received from the community to support the summer Music in the Park program.

- Recreation department expenditures (at 37%) reflect the final salary and leave pay out costs for the department director.

BUDGET REVISIONS:

The following budget revisions were made during this report period:

- The following 2003-04 budgets were updated as a result of the final audited 2002-03 ending balances:
 - ✓ \$22,039 budget increase in the General Fund year end reserve as a result of additional excess revenue carryover realized during the 2002-03 fiscal year beyond the estimated \$100,000. This revision increases the reserve from the Adoption Budget amount of \$117,316 to \$139,355.
 - ✓ \$501 budget increase in the General Fund safety committee carryover budget and corresponding decrease in the General Fund reserve as a result of decreased 02-03 expenditures under the estimated level. This revision decreases the reserve from \$139,355 to \$138,854.
 - ✓ \$1,150 budget decrease in the Traffic Congestion Relief Fund expenditure budget as a result of decreased 4th quarter 02-03 State Traffic Congestion Relief funds allocation under the estimated level. This revision has no impact on the year end reserve.
 - ✓ \$66,604 budget decrease in the Measure G Bond Proceeds expenditure budget as a result of increased 02-03 expenditures over the estimated level. This revision has no impact on the year end reserve.
 - ✓ \$21,109 budget increase in the following Road Maintenance reserve accounts: Slurry Seal projects \$7,629; Bald Hill-Redwood reserve \$11,600; and Bald Hill-Oak \$1,880. Additional funds resulted from increased 4th quarter interest earnings from bond proceeds over the estimated level as well as transfer of the Bald Hill reserve accounts from the General Fund for purposes of improved tracking. This revision increases the restricted reserve account of each funding source.
 - ✓ \$42 budget decrease in the Citizens Option for Public Safety (COPS) fund reserve as a result of increased 02-03 expenditures over the estimated level. This revision has no impact on the year end reserve.
 - ✓ \$3,877 budget increase in the Insurance Fund claims reserve budget as a result of decreased 02-03 liability claims under the estimated level. This revision has no impact on the year end reserve.

- ✓ \$695 budget increase in the Equipment Fund expenditure budgets for the Police CLEEP grant as a result of decreased 02-03 expenditures under the estimated level. This revision has no impact on the year end reserve.
- \$300 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of the donations from the community designated for the Arts Commission. This revision has no impact on the General Fund's reserve.
- \$4,545 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of 2003-04 Police Star Grant. This revision has no impact on the General Fund's reserve.
- \$5,000 budget increase in the Capital Reconstruction Fund revenue and expenditure budgets to recognize receipt of the State Recycling Grant. This revision has no impact on the Capital Reconstruction Fund's reserve.
- \$2,838 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of the State Library Staff Education Grant to support tuition costs for Library employee, Rene Hayes. This revision has no impact on the General Fund's reserve.
- \$5,671 budget decrease in the General Fund revenue budget to recognize a reduction in the Town's State Library Aid 2003-04 allocation. This revision reduces the General Fund's reserve from \$138,854 to \$133,183.

CONCLUSION

In reviewing the financial data particularly as it compares to the prior year, the Town's revenue collections and spending levels appear to be within normal ranges for this report period.

Respectfully submitted,

Janet Pendoley, Finance and Administrative Services Director

Attachment #1: Revenue and Expenditure Report, September 2003

Attachment #2: Quarterly Treasurer's Investment Portfolio Report, September 2003

AGENDA ITEM 1(d)

**TOWN OF SAN ANSELMO
STAFF REPORT
October 23, 2003**

For the meeting of October 28, 2003

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Management Compensation, FY 03-04

RECOMMENDATION

That Council:

- approve the attached resolution establishing salaries and benefits for members of the management employee group for fiscal year 2003-04; and
- appropriate contingency funds for the increased compensation costs.

BACKGROUND

The Town's management employees traditionally followed the Memorandums of Understanding for either the Police Officers Association (Police Department managers) or the Marin Association of Public Employees (for all other managers). Additional benefits available to management employees had not before been outlined in a single document. Resolution No. 3607, approved by Council at its meeting held on July 9, 2002, outlined in detail the salary and benefits for members of the management group.

ANALYSIS

The proposed resolution revises Resolution No. 6307 in one section only, that is, Section 1 – Salaries. Management salaries were last increased as of January 1, 2002. The proposed monthly salaries result from a countywide equity study of similar positions as well as consideration of the increased cost of living over the past 18 months.

FISCAL IMPACT

The fiscal impact for 2003-04 of the above salaries changes and associated benefits is estimated at \$48,189. Staff recommends that General Fund reserves be appropriated to fund the increased compensation costs. This budget revision would reduce the reserve from \$133,183 to \$84,994.

Respectfully submitted,

Debra Stutsman
Town Administrator

Attachment #1: Resolution No. _____, A Resolution of the Town Council of the town of San Anselmo Establishing Salaries and Benefits for Members of the Management Employee Group for Fiscal Year 2003-04

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING SALARIES AND BENEFITS FOR MEMBERS OF THE MANAGEMENT EMPLOYEE GROUP FOR FISCAL YEAR 2003-2004

WHEREAS, the role of a manager is defined by its responsibility for the sound management and effective operations of a vital function of Town government; and

WHEREAS, management employees are expected to perform their duties and assignments in a manner and to the degree that recognizes this substantial responsibility and that serves the best interests of the Town; and

WHEREAS, the Town of San Anselmo management employees are defined to include the following positions:

Town Administrator

Department Managers

Police Chief

Public Works Director

Planning Director

Finance and Administrative Services Director

Librarian

Recreation Director

Parks Director

Community Resources Director

Mid-Managers

Police Commander (2)
Building Official
Streets Superintendent
Deputy Town Clerk

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of San Anselmo does herein define management benefits as follows:

Section 1. Salaries

Effective July 1, 2003, monthly management salaries are as follows:

Town Administrator	\$9,488
Police Chief	\$9,056
Public Works Director	\$8,712
Planning Director	\$8,458
Finance and Administrative Services Director	\$8,024
Librarian	\$7,339
Recreation Director	\$6,704 **
Parks Director	\$6,624
Community Resources Director	\$5,409
Police Commander (2)	\$7,964
Building Official	\$6,546
Streets Superintendent	\$6,247
Deputy Town Clerk/Asst to Town Admin	\$5,361 **

** indicates no change

Section 2. Salary Adjustments

The Town Council will review management employee performance evaluations conducted annually by the Town Administrator, or by the employee's direct supervisor with review by the Town Administrator. The Town Council sets management salaries annually by resolution.

Section 3. Administrative Leave.

Management positions are classified as Fair Labor Standards Act (FLSA) exempt and therefore are not eligible for overtime or compensatory time off. However, in recognition of the long hours required to perform at the management level, including attendance at numerous meetings outside normal working hours, the follow Administrative Leave policy shall be implemented:

Management employees receive ten (10) days of administrative leave annually. Administrative leave shall be taken in whole day increments. Unused leave does not carry over from one fiscal year to year, nor is unused leave paid to employees upon termination. Employees who were awarded prior to July 1, 2002 annual administrative leave amounts that are in excess of ten (10) days shall retain their previous allotments, as follows: Building Official – thirteen (13), Planning Director – fifteen (15). When these positions are vacated, the administrative leave entitlement shall be ten (10) days.

Section 4. Employment Agreements.

In order to foster job security within a professional climate, management employees may negotiate employment agreements with the Town.

Section 5. Vehicle Allowance

The Town Administrator and Public Works Director are granted a monthly car allowance of \$350, and the Building Official a monthly car allowance of \$100. The Police Chief and Police Commanders have the use of a Town car. All other management employees are reimbursed for specific job related travel at the rate per mile recognized by the Internal Revenue Service.

Section 6. Vacation Leave

Vacation leave accrues based on the employee's continuous employment with the Town. A management employee may at his/her option, receive cash for vacation days accrued in excess of 20 days, up to a maximum of five days (40 hours) cash payment, once during each fiscal year. A management employee with 20 years of service may receive cash for an additional 2.5 days for a maximum of 7.5 days (60 hours) cash payment.

Section 7. Callouts

The Streets Superintendent and the Parks Director may be called back to work for emergency purposes. For such specified callout work, they will be paid on a straight time basis for hours worked outside regular work hours, up to a maximum of forty (40) hours per year.

Section 8. Other Provisions

Unless herein specified otherwise, management employees are entitled to the employee benefits outlined in the San Anselmo Police Officers Association Memorandum of Understanding (for the Police Chief and Police Commanders) and in the Marin Association of Public Employees Memorandum of Understanding (for all other management employees).

AYES:

NOES:

ABSENT:

ABSTAIN:

Peter Kilkus, Mayor

ATTEST:

Debra Stutsman, Town Clerk

AGENDA ITEM 1(e)

**TOWN OF SAN ANSELMO
STAFF REPORT
*October 22, 2003***

For the meeting of October 28, 2003
TO: Town Council
FROM: Thomas Bell
SUBJECT: Response to Marin Housing Council request – Housing Element status

A. RECOMMENDATION

Authorize the Mayor to sign the attached letter regarding status of the Housing Element.

BACKGROUND

Every 5 years, local governments are required to update their Housing Elements. Although the Marin Cities and County updates were scheduled to be due to be completed in December 2001, a comprehensive city/county housing effort was undertaken to produce the Housing Workbook as the first step in individual Housing Element updates. As a result, individual completion of the housing elements was delayed. Subsequently, the Town of San Anselmo contracted with Baird & Driskell Consultants to complete the final step in that process.

DISCUSSION

As the Council is aware, the draft Housing Element was completed and sent to the California Department of Housing and Community Development (HCD) for review on February 7, 2003 as required by law. Subsequently, HCD comments were sent to the Town on April 11, 2003.

Due to the extensive HCD comments, staff and the consultant met for several weeks to prepare a response to those comments. On August 29, 2003, the preliminary response to comments was sent to HCD with a request to review adequacy of our response before proceeding to formal public hearings and final adoption. At this time, staff is awaiting HCD's comment regarding our response to comments.

Recently, the Marin Housing Council requested a copy of our Housing Element implementation report. Since however, our Housing Element is still in the adoption process, no implementation policies have been adopted. Attached is a proposed response to that request. It is requested that the Council authorize the Mayor to sign the letter.

Respectfully submitted,

Thomas Bell
Planning Director

October 28, 2003

Marin Housing Council
c/o Betty Pagett
2169 East Francisco Blvd., Suite B
San Rafael, CA 94901

Dear Ms. Pagett:

The Town of San Anselmo is in receipt of your October 8, 2003 letter requesting information regarding the annual Housing Element implementation report.

As you are aware, San Anselmo is still in the process of updating its Housing Element.

The following represents our progress to date towards completion of the element:

1. The draft element was sent to HCD on February 7, 2003.
2. Comments were received from HCD on April 11, 2003.

Recently it came to staff's attention that a current Town employee working on an hourly basis in the Recreation Department's child care program has been exceeding the membership exclusion limit imposed by the Public Employee Retirement System (PERS). The proposed position would establish a regular benefited position for this employee that complies with PERS retirement regulations. Over time, this new position will also provide an opportunity for advancement to other hourly child care staff who complete the 12 units of Early Childhood Education courses required for this position.

The proposed position is similar in duties, scope of responsibility, and employment qualifications to a position that exists in other Recreation Departments in Marin County.

ANALYSIS

The proposed new position will be the entry level position of the Recreation Department regular, benefited staff positions. Compared to hourly staff, it offers a slightly improved salary as well as retirement and health benefits, which reflects the increased degree of job responsibilities, work experience, and academic coursework required. (See Attachment 1)

The recommended salary range for the Child Care Instructor, \$2,163– \$2,629 per month, is 32% below that of the functional supervisor, Child Care Director (Recreation Coordinator II placement). The placement recognizes the required state licensed child care director certification and related work experience required for the Director position as well as its additional supervisory responsibilities. (See Attachment 2)

Sean Webb, a field representative for MAPE Local 949 SEIU, has reviewed the draft documents related to this position and has expressed his organization's support for the position as proposed (see Attachment 3).

FISCAL IMPACT

The 2003-04 Adoption Budget for the Recreation Department anticipated the transition of this position as required by PERS regulations and therefore incorporated funding in its budget development for 2003-04. The employee will continue to work the same number of hours per week as previously (25 hours per week, 67% FTE). Upon Council approval, the current employee will be transitioned into the new position effective November 1, 2003.

Respectfully submitted,

Janet Pendoley
Finance & Administrative Services Director

Attachment #1: Job Description: Child Care Instructor
Attachment #2: MAPE, Local 949 SEIU Memorandum of Understanding, 2002-05, Exhibit A – 2, Salary Schedule effective July 1, 2003 through June 30, 2005 *REVISED*
Attachment #3: Letter dated October 21, 2003 from Sean Webb, Field Representative, SEIU Local 949

TOWN OF SAN ANSELMO

CHILD CARE INSTRUCTOR

DEFINITION

Under the supervision of the Recreation Coordinator II for Child Care, to work in assigned child care programs, activities, and services; to assume the duties of the Recreation Coordinator II for Child Care in his/her absence; and to perform a variety of tasks related to program responsibilities.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Recreation Coordinator II for Child Care by the performance of more routine tasks and duties. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the Recreation Coordinator II level. Employees are required to have completed 12 units of Early Childhood Education courses, but may not be qualified as a state licensed child care director.

SUPERVISION RECEIVED AND EXERCISED

Receives functional supervision from the Recreation Coordinator II for Child Care with general supervision from the Recreation Supervisor. In the absence of the Recreation Coordinator II for Child Care, supervises Child Care Aides.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

Assist with planning and scheduling of child care programs.

Implement age-appropriate activities and events.

Supervise and participate in the activities of children.

Interact with parents and communicate information related to program and participants.

Monitor classroom supplies and maintain facility in a safe, orderly manner.

Maintain logs, files and other record keeping systems; gather and monitor information.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

OTHER DUTIES

Maintains attendance records for additional before/after schools hours, calculates monthly charges, prepares and distributes invoices to parents. Reconciles receipts and provides initial follow up on non-payments.

Promote Town recreation programs in the community; respond to inquiries and concerns regarding recreation activities; research and resolve conflicts within scope of responsibility.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Stages and phases of child development as related to developing and implementing age appropriate curriculum and activities.

Classroom management techniques, including appropriate disciplinary techniques.

Principles and practices of workplace and child care facility safety as regulated by state licensing requirements.

Modern office equipment, including faxes, computers and various types of software.

Record keeping practices.

Ability to:

With direction from the Recreation Coordinator, plan, schedule and lead child care programs and activities.

Oversee and monitor activities of aides and program participants in small and large groups.

Use a computer and a variety of other office machines.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Perform basic mathematical calculations.

EXPERIENCE AND EDUCATION:

Experience:

Minimum of one year of experience working with children in recreational or licensed child care settings.

Education:

Completion of twelve (12) units of Early Childhood Education (ECE) courses. Preference for state licensed child care director qualification.

License or Certificate

Possession of a valid Cardiopulmonary Resuscitation (CPR) Certificate and a valid First Aid Certificate as issued by an organization such as the American Red Cross.

May need to possess a valid California Class C driver's license as required by the position.

Ability to meet legislative and regulatory requirements relative to working with minors under the age of 18.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

On an intermittent basis, sit in low chairs for a period of time; on a regular basis, stand, work, bend, squat, climb, kneel, and twist while involved in some program activities; perform simple grasping and fine manipulation; and exert moderate amount of physical effort involving lifting and moving of supplies and equipment up to 30 pounds; use calculator, telephone and write or use a keyboard to communicate through written means.

Date: _____

Approved: _____

Town Administrator

AGENDA ITEM 1(g) – Continued to 11/25/03

AGENDA ITEM 1(h) – Continued to 11/25/03

AGENDA ITEM 2

**TOWN OF SAN ANSELMO
STAFF REPORT**

October 10, 2003

TO: Town Council

FROM: Dean Nyberg, Parks Director

RE: Revised Park Rules and Regulations and Fees

Recommendation

That Council approve a resolution adopting the Rules and Regulations outlined in Attachments A and B.

Background

The attached rules and regulations have been reviewed and revised by the Parks and Recreation Commission. The Council has requested the Parks and Recreation Commission review the revised rules and regulations of Attachments A and B for final approval. Minor language changes have been made to the parking, dog use, and firearms regulations for further clarification by Council.

The Parks and Recreation Commission recommends Attachments A and B with one exception. The Commission recommends that the hours of off leash dog use at Memorial Park be changed and should be:

Dogs must be fastened to and restrained by a chain or leash no more than six feet in length in all areas of the Park between 8:00 a.m. and one hour before sunset. Dogs may not be on turf areas during organized sports or group activities. Hours of Park use still apply.

The Parks and Recreation Commission recommends the following annual fees for professional dog walkers and the fee for a group (25 or more users) park usage permit be \$50 for the annual professional dog walker fee and \$25 for a group permit.

Respectfully submitted,

R. Dean Nyberg, Parks Director

(Attachment A)

Rules and Regulations for all Parks

- No person may be in the park between ½ hour after sunset and ½ hour before sunrise.
- No commercial use

- No amplified sounds
- No motorized vehicles
- No vandalism
- No riding of horses or other animals in the park.
- No littering or dumping of offsite debris.
- No person may drink beer, wine, or alcoholic beverages or have in their possession any receptacle containing any alcoholic beverage.
- Where permitted, dogs and other domestic animals must be fastened to a chain or leash no more than six feet in length and must be under the direct and immediate control of a responsible person.
- A dog's owner/keeper must clean up their dog's waste.
- Violation is a misdemeanor, SAMC 4-6.06: 11-1.02

Additional rules for Open Space Parks

- Dogs are to be controlled by owners/keepers at all times and are not allowed to enter signed environmentally sensitive or restricted areas or chase other dogs or wildlife.
- Professional dog walkers must obtain a permit from the Recreation Department before using Town Park property. No more than 3 dogs at a time are allowed off leash on Town Park property.
- No smoking of tobacco or other substances is allowed within the boundaries of this park at any time.
- No person shall operate any bicycle or similar vehicle on Town Park property except upon paved roads, fire protection roads, designated bicycle pathways or public roads not signed against such use. Furthermore, no person shall operate or possess any bicycle or similar vehicle elsewhere on Town Park property, including trails, unless signed specifically to permit such operation.

Additional rules for Urban Parks

- No group of twenty five or more persons may use the park without written permission from and payment of fee to the Recreation Department, 1000 Sir Francis Drake Blvd. 258-4640
- No golf or motorized airplanes

Dog use regulations for each separate Park

Memorial Park:

- Dogs must be fastened to and restrained by a chain or leash no more than six feet in length in all areas of the Park between 8:00 a.m. and one hour before sunset. Hours of Park use still apply.
- Dogs may not be on turf areas during organized sports or group activities.
- Dogs are to be controlled by owners/keepers at all times so as to allow the safe use and enjoyment of others in the park.
- Do not tie dogs to fences, trees, or other objects
- Dogs may not enter the fenced children's playground area.
- A dog owner, keeper, or guardian must clean up their dog's waste.

Robson-Harrington Park:

- Dogs must be on leash at all times in the area being used by organized children's programs.
- Dogs are to be controlled by owners/keepers at all times so as to allow the safe use and enjoyment of others in the Park.
- Dogs may not interfere with informal recreation activities.
- A dog's owner/keeper must clean up their dog's waste.

Creek Park:

- Dogs must be leashed at all times.
- A dog's owner/keeper must clean up their dog's waste.

Millennium Playground Rules and Regulations

- For your playground enjoyment please obey the following safety rules, failure to do so may cause injury to your self or to others.
- No person may be in the Park or playground between ½ hour after sunset and ½ hour before sunrise.
- Dogs are not allowed in the fenced playground areas.
- Do not tie dogs to fences, trees, posts or other objects.
- Dogs must be leashed between 8:00 a.m. and one hour before sunset in the park.
- This is a smoke free zone. Smoking or disposal of tobacco products is not allowed in the playground or within 25 feet of the fenced playground area.
- No bicycles, skateboards, rollerblades, or scooters are allowed within the playground or on the walkway.
- All children must be supervised at all times.
- The Tot Lot is intended for children ages 2-5
- The Main Play Area is intended for children ages 6-12

Slides

- Slide feet first only.
- No crawling or walking up the slides.

Swings

- Hold on with both hands.
- Standing on swings may cause injury.
- Stop swinging before you get off.
- Never swing or twist empty seat.
- Stand clear of moving swings to avoid contact and possible injury.

Caution

- The water at the Animal fountain wall is continuously recycled and is not suitable for drinking.
- Bare feet may cause injury
- Throwing sand, gravel, or any other objects within the play area may cause injury.
- Playing on this equipment when wet may cause injury.
- The sun can cause slides and other surfaces to become hot. Test surfaces before allowing children to play on equipment.
- Do not assist children onto equipment they cannot reach on their own.

Courtesy

- No pushing, running, or shoving
- No climbing on benches, fences or over handrails.
- Play safely and be courteous to others.
- Please use the waste and recycling containers provided.

All other Park rules and regulations apply.

Lansdale Station Playground Rules and Regulations

Same as the Millennium Playground.

Elders Garden Area

- No smoking or disposal of tobacco products are allowed within 25 feet of the garden area.
- No climbing is allowed on the water fountain feature and park structures.

Fires

No person shall build, light or maintain a fire of any nature on Town Park property, except in permanent fixed barbecues, camp stoves, or fireplaces established by the Town. The use of portable barbecues and camp stoves is prohibited except in designated areas. Barbecues and stoves shall be operated at all times in a manner which does not endanger facilities. In addition, hot coals must be disposed of in a designated manner.

Fireworks

No person shall possess, bring onto, set off or otherwise cause to explode on Town Park property any firecrackers, skyrocketers or other fireworks or explosives, unless authorized by a law enforcement officer.

Smoking

Smoking is permitted in designated areas only.

Firearms, Traps and Other Weapons

No person shall possess, use, carry, discharge, or cause to be discharged any gun, firearm or weapon while on Town Park property, including air or gas weapon, spring gun, spear, bow and arrow, crossbow, sling shot, animal trap, knife with blade over 5 inches long, explosive or any other form of weapon potentially dangerous to wildlife or human safety, unless authorized by law. No person shall discharge or cause to be discharged any firearm or weapon onto or across Town Park property from outside the boundary of such property, unless authorized by law.

New Rules and Regulations for Consideration from Marin County Parks and Open Space Regulations (Attachment B)

Parking and vehicle Removal

No person shall park, leave, abandon, possess or otherwise store any vehicle on Town park property, except in locations designated for such use. No person shall park any vehicle on Town Park property during periods when parking areas are closed nor in the following locations:

- a) Within the traveled portion of any road;
- b) On any service road or trail;
- c) In front of any gate;
- d) On any undisturbed or natural hillside;
- e) In areas designated for disabled or handicapped persons without appropriate authorization;
- f) In more than one parking space per vehicle;
- g) Within posted “no parking” areas;

h) in any manner obstructing the free flow of traffic.

Except in designated overnight parking areas, no person shall park any vehicle for more than 24 consecutive hours. Any enforcement officer mentioned in California Vehicle Code section 22651 is authorized to remove any vehicle parked in violation of this section.

California Vehicle Code. Except as otherwise provided in these regulations, the provisions of the California Vehicle Code shall be applicable to the operation of vehicles on Town Park property.

Dogs and Other Animals. Dogs and other domestic animals are allowed on Town Park property, except in areas designated otherwise. Where permitted, dogs and other domestic animals must be fastened to and restrained by a chain or leash not exceeding six feet in length and must be under the direct and immediate control of a responsible person. Where dogs are allowed off-leash, a dog's owner/keeper must be able to show verbal command by demonstrating a call back upon request by Staff.

No person shall do any of the following on Town Park property:

- a) allow any dog or other domestic animal to enter signed environmentally sensitive or restricted areas;
- b) allow any dog or other domestic animal to interfere with, bother or disturb others using Town Park property;
- c) allow any dog or other domestic animal to hunt, pursue or harass other animals or wildlife;
- d) bring or keep a noisy, vicious or dangerous dog or other animal
- e) tie or hitch any dog or domestic animal to a tree or plant;
- f) bring or keep a dog 4 months of age or more without proof that the dog has a valid rabies inoculation or a valid license;
- g) leave a dog or other animal in an unattended vehicle without adequate ventilation, or in such manner as to subject the animal to extreme temperatures which adversely affect the animals health or welfare;
- h) fail to promptly remove from Town Park property any dog or other domestic animal after being ordered by department personnel to do so.

Dogs and other animals, other than dogs and animals which assist disabled or handicapped persons, are not permitted in Town buildings.

Horses and Saddle Animals. Horses and saddle animals are not permitted on Town Park property, except in areas designated otherwise. When permitted, horses and saddle animals must remain on trails, service roads and other areas not signed against such use. No person shall do any of the following on lands managed by the department:

- a) ride, drive, lead or keep any horse or saddle animal at such speed or in such manner which may endanger the safety of others, other animals or the protection of environmental resources.
- b) Allow any horse or saddle animal to stand unattended or insecurely tied;
- c) Tie or hitch any horse or saddle animal to a tree or plant.

Animals at Large. No person shall do any of the following on Town property:

- a) Permit any cattle, sheep, goat, horse, dog, cat or other animal to graze or run at large;
- b) Abandon a dog, cat, fish, fowl or other animal on Town property.

Any domestic animal found at large on Town property may be turned over to the County pound keeper for disposition as outlined in the Marin County Code.