

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
January 7, 2003**

For the Meeting of January 14, 2003

TO: Town Council
FROM: Janet Pendoley, Finance & Administrative Services Director
SUBJECT: Report of Warrants Issued, December 2002

RECOMMENDATION

That Council acknowledge and file warrant numbers 44236 to 44476 issued during the month of December 2002 in the amount of \$956,594.21. The following warrant numbers were voided: 44322, 44448, and 44449.

BACKGROUND

This report is an itemization of payments made to vendors during the month just ended. It also includes warrants written to Bank of America for the month's two regular payrolls as well as reimbursements to employees for work-related approved expenditures.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

Attachment 1 - Warrant Registers, December 2002

AGENDA ITEM 1(c)

**TOWN OF SAN ANSELMO
Staff Report
January 7, 2002**

For the meeting of January 14, 2002

TO: San Anselmo Town Council

FROM: Jim Wheeler, Recreation Director

SUBJECT: Banner Fee Waiver

RECOMMENDATION:

That the Town Council consider waiving the Banner fee of \$225 for the “YES Foundation Annual Fundraising Drive” sign to be hung over Sir Francis Drake Blvd. the week of January 13, 2002 .

BACKGROUND:

Organizations are allowed to request a waiver of the fees for hanging a banner over Sir Francis Drake Blvd.

ISSUES:

When the Council set fees for hanging banners over Sir Francis Drake Blvd and signs at the Hub, they also allowed for the consideration of the waiving of those fees upon request. Organizations are allowed to ask for a waiver of banner or sign fees by filling out the proper form and submitting it to the Town Council for approval. See form Attached.

ANALYSIS:

Banner and sign fees are a direct source of revenue for the Parks Department. The Parks Crew hangs the banners and signs for each organization and takes them down at the end of the week period. It takes two parks workers approximately 1 hour to hang and remove each banner, and 20 minutes to remove or hang the Hub sign. Recently, the Town spent \$10,000 from the emergency fund to replace the old poles that had rusted at the base and were blown over in a recent storm.

FISCAL IMPACT:

A waiver means less revenue to the Parks Department.

Respectfully submitted,

Jim Wheeler
Recreation Director

AGENDA ITEM 1(d)

**TOWN OF SAN ANSELMO
STAFF REPORT
January 7, 2003**

For the Meeting of January 14, 2003

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Resolution to Approve Issuance of \$2,565,000 in Measure G General Obligation Bonds to Finance Improvements to Streets and Storm Drains

RECOMMENDATION

That Council approve the attached resolution authorizing the issuance of \$2.565 million in Measure G General Obligation bonds, and authorizing and directing the execution of a paying agent agreement, and certain other related documents, and authorizing actions related thereto.

BACKGROUND

In June 1995, the voters of San Anselmo authorized the sale of \$10.8 million in general obligation bonds for improvements to Town streets, storm drains, and the library building. The Town has sold three issues to date, in 1995, 1997, and 2000, for a total amount of \$8.235 million, leaving a remaining authorization of \$2.565 million.

Staff presented a Measure G status report to the Council on May 14, 2002. At that time, the Council approved a Capital Improvement Plan (CIP) budget of \$1,181,890 for construction year 2002-03. In that report staff advised the Council that sale of the final \$2.565 million in general obligation bonds in Fall 2002 would be needed to fund the 2002-03 pavement and drainage projects. At its November 26, 2002 meeting, Council directed staff to initiate the process of issuing \$2.565 million in general obligation bonds.

DISCUSSION

In developing the issuance documents for Council approval, staff has worked with Stone & Youngberg as financial advisor, Jones Hall as bond counsel, and Bank of New York Trust Company as paying agent. As reported previously, upon approval the bond sale is scheduled for February 4, 2003 and the proceeds will be delivered to the Town on February 20, 2003.

FISCAL IMPACT

With the recommended sale of the \$2.565 million bond issue in February 2003, the full \$10.8 million authorized by the voters will have been issued. It is anticipated that \$1.7 million will remain at the completion of the 2002-03 CIP projects.

The estimated total tax rate for all Measure G debt service in 2003-04 has been recently revised to \$54.69 per \$100,000 of assessed valuation. This rate falls \$.60 below the amount estimated at the time of the bond election.

DOCUMENTS

The documents necessary to proceed with the issuance include:

1. **Resolution:** The resolution authorizes the issuance of the bonds, the execution of a paying agent agreement, and other documents and processes necessary to complete the bond issue transaction. (Attachment #1)
2. **Official Notice of Sale and Notice of Intention to Sell Bonds:** The Official Notice includes information on the due date of purchase proposals; the amount of the issue and denominations; date maturities and amounts of the bonds; adjustments in maturities; maximum interest rate; payment procedures; and other matters related to the bond issue. (Attachment #2)
3. **Paying Agent Agreement:** The agreement covers provisions such as payment schedules, books and accounts, security and rights of bondholders, disclosure requirements, events of default and remedies of bondholders, and several other aspects of the agents' duties and responsibilities. The first payment will be due on February 1, 2004 representing interest from February 1, 2003 to January 3, 2004. (Attachment #3)
4. **Preliminary Official Statement:** The Official Statement will be made available to interested underwriters. It is subject to minor changes prior to final publication. (Attachment #4.)

CONCLUSION

Staff has been working with the Town's financial advisors and bond counsel to put into place the necessary steps and to prepare the required documentation for the sale of the bonds. Upon Council approval, the bonds are scheduled for sale on February 4, 2003.

Respectfully submitted,

Janet Pendoley, Finance and Administrative Services Director

C: Donna Cohen, Town Treasurer
Bruce Kerns, Stone & Youngberg
Stephen Milikian, Jones Hall.

Attachments: **Attachment #1:** Resolution...Authorizing Issuance of G.O. Bonds

Attachment #2: Official Notice of Sale & Notice of Intention to Sell Bonds

Attachment #3: Paying Agent Agreement

Attachment #4: Preliminary Official Statement Dated January ----, 2003

AGENDA ITEM 1(e)

For the Meeting of January 14, 2003

To: Town Council

From: Charles L. Maynard, Chief of Police

Subject: Recruitment of Police Department Employees

Date: January 7, 2003

RECOMMENDATION

That Council acknowledge and file this report.

BACKGROUND

Council members have requested information regarding the Department's recent efforts at recruiting police officers and recommendations for additional steps the Town could take to recruit female officers in the future. In the last three years we have consciously worked to modify and enhance our recruiting process with the goal of improving our pool of minority and female applicants so the Police Department reflects the community it serves. We have contacted other agencies and adapted strategies that seemed likely to benefit our organization. We have modified the focus of our advertising, increased initiatives with outreach organizations and worked to use personal contacts to locate possible candidates.

DISCUSSION

We have not routinely advertised in the metropolitan newspapers, as we cannot compete with the salaries of other agencies that advertise in those papers. In the last round of recruitment we advertised in the Chronicle. We began using the Town's web site to post our advertisement and approximately one third of our applicants received their applications online. We increased the size of our ad in the PORAC News, a monthly law enforcement trade magazine.

We contacted half a dozen unaffiliated students in the most recent academy class at the local Santa Rosa Criminal Justice Training Center and held oral board interviews at the academy with 5 student applicants. This turned out to be our best resource as we hired two of our three new officers from this group. Unfortunately there were no unaffiliated females or minorities in this class. We encourage officers to refer likely candidates to the Department.

During the last process one experienced female officer applied to the department because of this personal outreach. However this applicant withdrew just prior to her oral board because she did not see any promotional opportunities in the Department. We went back over previous lists and contacted several female applicants; one re-applied but was hired by another agency before the oral board.

Our recruiting this fall did not occur during local job fairs; however we expect attend them in the future. Whenever we start a hiring process we include mass mailings as a part of our efforts. These mailings include all northern California police academies, the majority of police departments in the state, and local and regional outreach organizations. A copy of the outreach mailing list is attached.

In the past the Department drew applicants from our Explorer program, a very successful Community Policing “garden project”. We have not done so recently and other organizations have reaped the benefits of our work. Despite our lack of formal process, one recent hire was one of our successful Explorers. The Explorer Post currently has a large number of female members. We will identify any likely Explorer candidates and make efforts to insure their future employment.

Due to the number of applicants who received applications through the Internet we will look to increase our Internet presence. We have made contact with Spectrum, a local Gay and Lesbian organization regarding recruitment. They are willing to work with the department, however they told us that we should not expect immediate dramatic results.

We currently accept only academy graduates or lateral transfers for employment consideration. The Department would like to explore with Town Staff the possibility of sponsoring female applicants to the academy. The Town has had two successful female officers in the past. In both cases the Town put these women through the academy. There is a large financial commitment to this, and a longer hiring and training process. The Basic Police Academy lasts approximately 5 months. Currently a half a year of salary and benefits at bottom step police officer would cost the Town \$27,589. However, today’s female applicants know that they are in demand and can expect that organizations will put them through the academy. They are much less likely to apply to organizations that will not make this commitment to them up front. It has also become clear over the last several years that if we are going to be able to hire female officers we have to be able to offer women the job when we first find them. We cannot wait until we have a vacancy, they will already have taken jobs somewhere else. Further, we cannot expect to run the Department with one or more patrol positions unfilled for the 10 months it will take to hire a new officer send her through the academy and then put her through her field training.

In addition, the Town’s salary and benefits are substantially below that of other agencies we compete with for applicants. Even in today’s economy police agencies in the Bay Area

- run monthly full page adds in trade journals,
- give signing bonuses of \$2,000 - \$3,000,
- offer fully paid medical and retirement medical,
- have promotional opportunities, and

- offer a high level of job diversity including such specialties as canine officer, SWAT, DARE or School Resource Officer, things that we do not have.

CONCLUSION

Your Police Department is committed to diversity in hiring and in fact in the last two years has sworn in two minorities as full time police officers and a senior as a reserve officer. Department recommends that the Council consider creating an over-hire position for the express purpose of increasing our ability to better compete for women and minority applicants. The Council should also review the other options we have listed to determine which they would support. The Department realizes that in the current fiscal climate the Town will not be in a position to fund these initiatives. However, now is the time to make the commitment so that in the future the Department can take advantage of opportunities to hire qualified applicants.

CHARLES L. MAYNARD
Chief of Police

AGENDA ITEM 1(f)

TOWN OF SAN ANSELMO STAFF REPORT January 8, 2003

For the Meeting of January 14, 2003

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: General Fund Report Revenue and Expenditure Report, December 2002

RECOMMENDATION

That Council approve the General Fund Revenue and Expenditure Report for the period ending December 31, 2002.

BACKGROUND

The General Fund 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 only is included in this monthly report. The purpose of these reports is to present financial information for review and discussion.

This report along with the Quarterly Investment Report for the second quarter of the fiscal year are usually presented together at the Council's second meeting in January. However, to facilitate the mid-year budget review scheduled for the January 28th meeting, it was deemed helpful to present the budget information at the earlier meeting. The Quarterly Investment Report will be presented separately on January 28th.

ANALYSIS

The revenue and expenditure data as of December 31st reflects financial activity transacted during 50% of the budget year. Revenue received, at 45%, includes the first distribution of property taxes (55%). The largest portion of the Town's taxes come from Secured Taxes, which have been received at exactly 55%. ERAF and other tax distributions are typically received later in the fiscal year. Other sources of revenue show the normal lag in receipt of periodic payments including the following:

- Sales tax income, at 41%, represents revenue through November only (i.e. 42% of the year) and as such lags the budgeted amount by 1%. The erroneous 6% reduction in advances reported in earlier months has been corrected in this period. Advanced payments to the Town now reflect a .6% reduction of advance distributions in anticipation of generally lower revenue streams across the state. As noted earlier, 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.
- 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.
- Interest earnings, at 24%, are reduced this year as compared to last year. Quarterly earnings for the second quarter have not yet been received. It is anticipated that those earnings will be lower due to a declining interest rate. LAIF's apportionment rate for the quarter ending December 2002 was 2.33% as compared to 3.52% for the quarter ending December 2001.

Expenditures, at 48%, appear to be at a stable level across major categories presented on page 1 of the report with the exception of the Office Supplies & Library Materials category. This category includes several one-time annual payments such as the Library's Marinet and Non-Departmental's TRAN issuance costs. Utilities expense, at 37%, may in part reflect the savings realized by the LED traffic signal conversion; however, utility costs for stormy winter months may eventually offset these savings. 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, at 94%, are at a significantly higher proportion of budget as a result of recent litigation and legal activities.
- Non-departmental expenses (at 31%) are at a significantly lower proportion of budget because large one-time payments for services such as Marin County Animal Control have not yet been processed.
- Parks expenditures at 45% and Streets expenditures at 40% are both at a lower proportion of budget as a result of employee vacancies and the transitions resulting from in-house promotions. In addition, the Streets budget includes streetsweeping and a large portion of utilities. Although currently below budget to date, both of these cost areas are highly seasonal and savings may be offset by the costs associated with stormy winter months.
- Transfers Out (transfer of the Town's General Fund money to other Town Funds) in the amount of \$967,029 were processed during this period. In comparison, last year's transfers were made during the month of February.

BUDGET REVISIONS:

The following budget revisions were made to Town funds during this report period:

- \$17,054 budget increase in the Equipment Fund revenue and expenditure budgets to recognize receipt of the Police Department's 02-03 California Law Enforcement Equipment Program (CLEEP) allocation. This revision has no impact on the fund's year end reserve.
- \$200 budget increase in the General Fund revenue and expenditure budgets to recognize the donation by the Friends of the Library to support the Library's air conditioning project. This revision has no impact on the fund's year end reserve.
- \$2,140 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of a State Library Staff Education Grant awarded to a Library staff member for reimbursement of school expenses.
- \$1,693 transfer from the General Fund contingency to fund increased compensation expense associated with the implementation of the Planning Technician's reclassification to Assistant Planner, per Resolution #3624 approved by the Council at the meeting of December 10, 2002.
- \$3,717 increase in Capital Reconstruction Fund revenue and expenditure budgets to recognize additional Snack Shack proceeds (originally budgeted at \$8,000). This revision has no impact on the fund's year end reserve.
- \$3,000 increase in the Equipment Fund revenue and expenditure budgets to recognize receipt of a Marin County grant for electric parking enforcement vehicles. This grant was originally budgeted in fiscal year 01-02 but was never received. This revision has no impact on the fund's year end reserve.

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: Revenue and Expenditure Report, December 2002

AGENDA ITEM 1(g)

**TOWN OF SAN ANSELMO
Staff Report
January 9, 2003**

For the Meeting of January 14, 2003

TO: San Anselmo Town Council
FROM: Jim Wheeler, Recreation Director
SUBJECT: Donation Free Electric Vehicle for Recreation Department

Recommendation

That the Town Council accept the donation of a free “GEMcar” electric pick-up truck from DaimlerChrysler and the National Park Service.

Background

On August 14, 2002 the Recreation Department received a facsimile from the California Park and Recreation Society notifying park and recreation agencies of an upcoming give-away of 300+ electric vehicles (**attachment A**). Staff completed the application, returned it immediately, and was notified on September 27, 2002 that San Anselmo was selected from over 800 agencies to receive a donated vehicle (**attachment B**).

The offer, agreement and all other paperwork were submitted to the Town Attorney for review and comment on September 30, 2002. Staff was informed that if the vehicle was covered under the Town’s agreement with the Bay Cities Insurance Authority (BCIA), then everything was acceptable. Staff checked with the BCIA and was informed the vehicle was covered like any other Town owned vehicle.

Analysis

The GEMcar will be utilized by the Recreation and Parks Departments for the moving of supplies and materials for programs and facility maintenance. It will mostly be utilized for all early morning park maintenance at Memorial Park, such as weekend ball field preparation, that takes place very early in the day. Staff believes the difference in the noise level created from the electric car will be much less than the current gas powered "Cushman" vehicle. Unlike other electric Town vehicles, this car only needs a regular 110 volt outlet to be charged, therefore no special charging station needs to be developed. Statistics on the vehicle have been attached (**attachment C**).

Fiscal Impact

The vehicle is being donated at no cost to the Town. There will be minor expense involved in getting the vehicle from the drop point in Novato to San Anselmo. There are no registration fees or taxes, as the vehicle will be registered under the town's "exempt" status.

Conclusion

Staff feels acceptance of this one time donation would be of great benefit to the departments and the community.

Respectfully Submitted,

Jim Wheeler
Recreation Director

AGENDA ITEM 2

**TOWN OF SAN ANSELMO
STAFF REPORT
January 7, 2003**

For the Meeting of January 14, 2003

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Appointment to Robson Harrington House Association

RECOMMENDATION

That Council appoint a member to the Robson Harrington House Association (1 seat).

BACKGROUND

The Robson Board has a membership of seven seats, four of which are appointed by the Town. The remaining three seats are appointed by the Association. The Board presently has two vacancies, to terms expiring in February 2004 and February 2006. Both vacancies are Town-appointed.

Council is scheduled to interview Carla Overberger this evening. Her application to the Robson Board is attached.

Respectfully submitted,

Debra Stutsman
Town Administrator

Attachment