

QUALITY OF LIFE

TOWN OF SAN ANSELMO STAFF REPORT March 4, 2003

For the Joint Meeting of March 11, 2003

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Joint Town Council/Quality of Life Commission Meeting

RECOMMENDATION

That Council meet with the Quality of Life Commission to discuss the charge, purpose and goals of the Commission, as well as Commission membership and staff support, and direct staff regarding next steps for the Commission.

BACKGROUND

The Quality of Life Commission was established on June 13, 2000 via Resolution No. 3512. The Commission's purpose is to secure a high quality of life for San Anselmo residents through leadership, innovation and action. At the time that the Commission was formed, it was agreed that it would be structured as a two-year Commission, with a decision to be made at the end of two years as to whether to make it an ongoing formal Town Commission.

On November 12, 2002, at the conclusion on the two-year period, Council met to consider next steps with regard to the Quality of Life Commission. Council directed staff to schedule a joint meeting with the commission members to discuss the future direction of the group.

DISCUSSION

The most recent action by the Quality of Life Commission was to recommend to the Council membership in the International Council for Local Environmental Initiatives (ICLEI) and participation in the Cities for Climate Protection Campaign. The Town Council approved the request and staff has begun the process of becoming a member of ICLEI and the software has been ordered.

Attached for reference are the following:

- Resolution 3512, establishing the Quality of Life Commission
- Staff Report dated November 12, 2002 regarding continuation of the Commission
- Minutes of the Town Council meeting of November 12, 2002
- Staff Report dated September 24, 2002 regarding the Cities for Climate Protection and International Council for Local Environmental Issues
- Resolution 3615, participating in the Cities for Climate Protection

Respectfully submitted,

Debra Stutsman
Town Administrator

Copy: Quality of Life Commission members

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
February 19, 2003**

For the Meeting of March 11, 2003

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Report of Warrants Issued, January 2003

RECOMMENDATION

That Council acknowledge and file warrant numbers 44477 to 44791 issued during the month of January 2003 in the amount of \$1,119,569.54. The following warrant numbers were voided: 44663, 44712, 44732, and 44738.

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, January 2003

AGENDA ITEM 1(c)

**TOWN OF SAN ANSELMO
STAFF REPORT
February 19, 2003**

For the Meeting of March 11, 2003

TO: Town Council
FROM: Janet Pendoley, Finance & Administrative Services Director
SUBJECT: General Fund Report Revenue and Expenditure Report, January 2003

RECOMMENDATION

That Council approve the General Fund Revenue and Expenditure Report for the period ending January 31, 2003.

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.

ANALYSIS

The revenue and expenditure data as of January 31st reflects financial activity transacted during 58.3% of the budget year. Revenue received, at 50%, includes the first distribution of property taxes. 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 49%, represents revenue through December only (i.e. 50% of the year) and as such lags the budgeted amount by 1%.

- Annual business license fees received to date, in the amount of \$112,275 (46%), have been collected in large part in the past two months. It is anticipated that revenue from this source will be approach 100% of the budgeted amount within the next two months.
- Interest earnings, at 24%, are reduced this year as compared to last year. Quarterly earnings for the second quarter were received and posted subsequent to this reporting period. As anticipated, second quarter earnings, at \$10,130 were substantially 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. As a result, the first two quarters yield only 30% of the budgeted amount.

Expenditures, at 57%, 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 has been consistently high because it includes several one-time annual payments such as the Library's Marinnet and Non-Departmental's TRAN issuance costs. Utilities expense, at 44%, continues to be significantly under budget. It 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 66%, are at a somewhat higher proportion of budget as a result of recent litigation and legal activities. This percentage is calculated on the revised budget which was increased \$50,000 during the mid-year budget revision.
- Non-departmental expenses (at 45%) are at a significantly lower proportion of budget because the large one-time payment for Marin County Animal Control services was processed after this reporting period.
- Parks expenditures at 45% and Streets expenditures at 50% 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 \$988,949 have all been processed. 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:

- \$2,565,000 budget increase in the Measure G Bond 2003 Fund revenue, \$984,230 increase in the expenditure budget, and \$1,580,770 increase in fund reserve to recognize receipt of the bond proceeds from the February 4, 2003 sale of the final

bond funds. To the extent that the \$1,580,770 are not expended during the current fiscal year, these funds will be available at year end.

- \$63,698 budget decrease in the General Fund contingency to implement the following mid-year budget changes: \$50,000 increase in legal services; \$14,840 increase in refuse consulting services; \$8,600 increase in dental premiums for management and police personnel; \$21,920 increase in the transfer of funds to the Downtown Revitalization Fund to replace a refunded donation; \$23,338 to offset a reduction in the size of the interfund transfer available from the Emergency Projects fund; and \$55,000 increase to the contingency as a result of earthquake insurance savings. This revision has no impact on the fund's year end reserve. It reduces the General Fund contingency available for unanticipated needs to \$29,104.
- \$93,000 budget increase in the Road Maintenance Fund revenue budget to recognize anticipated revenue from the recently established Road Impact Fee. No expenditures were budgeted at this time, rather a Road Impact Fee reserve was established in the fund to account for this source of revenue. This revision increases the Road Maintenance Fund year end reserve by \$93,000 to \$632,138.
- \$17,000 transfer from the Slurry Seal reserve in the Road Maintenance Fund to fund increased slurry seal expense. This revision reduces the Road Maintenance Fund year end reserve by \$17,000 to \$615,138.
- \$1,010 increase in General Fund revenue and expenditure budgets to recognize 1st and 2nd quarter Youth Tobacco Program allocations to the Police Department. This revision has no impact on the fund's year end reserve.
- \$9,647 increase in the Traffic Congestion Relief Fund revenue and expenditure budgets to recognize receipt of the 2nd quarter Traffic Congestion Relief allocation to the Public Works Department. This revision has no impact on the fund's year end reserve.
- \$1,578 increase in General Fund revenue and expenditure budgets to recognize receipt of the Police Department State 911 Training Grant. This revision has no impact on the fund's year end reserve.
- \$1,300 increase in General Fund revenue and expenditure budgets to recognize receipt of the Police Department Youth Leadership Institute grant. 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, January 2003

AGENDA ITEM 1(d)

**TOWN OF SAN ANSELMO
STAFF REPORT
February 20, 2003**

For the Meeting of March 11, 2003

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Budget Development Calendar for FY 03-04

RECOMMENDATION

That Council acknowledge and file this report .

BACKGROUND

At the January 28th meeting, council member Thornton requested information regarding the schedule for development of the FY 03-04 budget. This report is in response to that request.

ANALYSIS

The attached calendar (Attachment #1) provides the general outline for the development of the Town's General Fund budget. Other Town funds that are financed through the interfund transfer of General Fund monies, such as the Equipment, Capital Reconstruction, and Insurance Funds, are developed in tandem with this process.

Funds that are financed through special sources of revenue and grants, such as the Bond Proceeds, Road Maintenance, Traffic Congestion Relief, COPS, Downtown Revitalization, and Isabel Cook Center (ICC) Funds are developed and monitored by the Finance & Administrative Services Director in conjunction with the responsible department head. In some cases, such as Bond Proceeds and ICC Funds, budgeting is based on straightforward contractual information. In other cases, budgeting may depend largely on the timing of the information available to the Town. For example, grants are budgeted only after the official notice of award is received that indicates the commitment

of the grantor and the specific amount of the grant. In instances, such as with Traffic Congestion Relief funds, where the annual allocation amount is not available at the time of adoption, the Town has not budgeted these funds at adoption. Rather, as allocations are received, the budget is revised to recognize actual receipts. Department heads receive immediate notice of these events and also monthly print outs of their budgets to enable them to monitor these revisions.

In any budget development process, the attempt to outline a calendar of tasks may seem to suggest that the process is a linear one. In reality, there is a continual “circling back” to recalculate budget items as new information emerges. Both revenue and expenditure budget items that are estimated using prior year information as a factor need to be updated as the current year end nears. Many expenditure items such as countywide services depend upon assessments made by other agencies and are often received late in this process. Certainly this year’s State Budget process will need to be monitored closely and may well not provide final answers by the July 8, 2003 Town Council meeting at which the Town’s adoption of the budget is scheduled.

The “circling back” concept referred to above attempts to incorporate as much certainty into the budget process as timing permits. Where lack of information makes certainty impossible, the Town can be best prepared to meet negative eventualities by developing options such as those presented to the Council on January 28, 2003, items which staff are prepared to implement at Council’s direction.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

Attachments: **Attachment #1**—Workplan and Budget Development Calendar

TASK	STATUS: 3-7-03
Publish budget development calendar.	complete
Calculate 03-04 compensation costs including step increases, increases specified by employee contracts, and actual/estimated benefit rate increases.	complete

Send out instructions to dept heads requesting copy of current contracts for which the Town is obligated to make increased payments in 03-04. Response requested by 3-14-03.	complete
Meet with individual dept heads to discuss workplan goals and dept needs assessment. Hand out instructions for submitting 3 workplan goals.	in progress
Project revenue for 03-04.	in progress
Respond to 2-25-03 request for identification of contract obligations.	
Respond to TA meeting request for workplan goals.	
Project 02-03 Ending Balance (i.e. estimated Excess Revenue for 03-04 allocation).	
Send out instructions and forms to dept heads for submission of Budget Requests for capital and equipment items to be funded by Excess Revenue (70/30 split). Response requested by 3-31-03.	
Respond to 3-21-03 request for capital and equipment Budget Requests to be funded with Excess Revenue.	
Identify Town Council/Townwide special and one-time needs (e.g. insurance rate increases; contract increases; set asides for 03-04 salary settlements; other contingency items.)	
Determine possible dept non-compensation budget % increase/cutback.	
Send out instructions and budget print outs to dept heads requesting: (1) adjustment of prior year one-time items; (2) line item placement of % increase/cutback;(3) line item transfers to reallocate existing budget. Response requested by 4-25-03.	
Meet as requested with individual dept heads regarding special budget issues (e.g. grant funds) and any dept concerns.	
Respond to 4-11-03 request for 3 types of revisions to line item dept budgets.	
Update revenue projections per the Governor's May Revise of the State Budget; Update projected 02-03 Ending Balance; Review and input depts' line item budget revisions.	
Conduct Council budget hearings including dept presentations. (Agenda deadline: June 4, 2003)	
Conduct Council budget hearings including dept presentations. (Agenda deadline: June 18, 2003)	
Adopt San Anselmo Workplan and Budget for 2003-04. (Agenda deadline: July 1, 2003)	

AGENDA ITEM 1(e)

For the Meeting of March 11, 2003

To: Town Council

From: Charles L. Maynard, Chief of Police

Subject: Quarterly Statistical Report

Date: February 6, 2003

RECOMMENDATION

That Council acknowledge and file the quarterly statistical report prepared by the Chief of Police.

SUMMARY

The San Anselmo Police Department is prepared to address Council with statistical information concerning crime and traffic issues that have occurred in the Town of San Anselmo. This report will provide statistical data for the calendar year 2002. Future reports will be prepared on a quarterly basis.

BACKGROUND

The San Anselmo Police Department documents criminal and traffic statistics in a format that is consistent with the State of California Department of Justice guidelines. The Police Department is prepared to present this data to the Town Council annually and quarterly.

ISSUES

The Police Department is submitting crime and traffic statistics to Council covering the year 2001 in its entirety and the year 2002 broken down by quarters. Crime statistics include part one and part two offenses. They include actual crimes as well as persons arrested and cases cleared. Traffic Statistics include injury, non-injury and hit and run collisions. Traffic statistics include citation activity consisting of moving, administrative / mechanical and parking citations.

Part One and Part Two Offenses: The Town of San Anselmo experienced 272 reported part one crimes during calendar year 2001. During the first quarter of 2002 there were 79 reported part one offenses, 56 during the second quarter, 73 during the third quarter, and 84 part one offenses reported during this fourth and final quarter. Part one offenses include murder, forcible rape, robbery, aggravated assault, burglary, larceny, auto theft and are reported to the state on a monthly basis. Reportable part one offenses include offenses reported to or known by the police including attempted and unfounded reports. Part two offenses include malicious mischief, driving under the influence and all other misdemeanors.

Traffic Collisions: The data for traffic collisions included injury, non-injury, pedestrian and bicycle involvement.

Traffic Citations: Officers of the San Anselmo Police department are directed to enforce the traffic laws pursuant to the provisions of the California Vehicle Code. This enforcement consists of education, deployment of the department's radar trailer, warnings to traffic violators and the issuance of citations. Emphasis  added to those violations that are considered to be "hazardous" in nature or to those violations that are commonly deemed as primary collision factors in collisions. A hazardous traffic violation would include but not be limited to, speeding, stop sign, failure to yield to a pedestrian, right of way violation, following too closely, driving under the influence, unsafe starting or backing and signal light violations. Data is also provided regarding parking and abandoned vehicle enforcement.

Supplemental Enforcement/Educational Efforts: In addition to enforcement efforts the Department has instituted the "Speed Law Observation and Warning" (SLOW) Program. This program, run by Department volunteers, is designed to supplement enforcement efforts by targeting complaint areas and monitoring speed in those locations. Police volunteers using traffic radar check the speed of vehicles traveling through the target area. Once a violating vehicle is observed, the license plate is noted and a warning letter is sent to the registered owner advising of the speed violation. Volunteers are used as observers only and do not become directly involved in enforcement situations.

ITEMS OF INTEREST THIS QUARTER

On October 27th Kevin McGoon was sworn in as San Anselmo's newest Police Officer. Officer McGoon is a graduate of Sir Francis Drake High School and rose through the ranks starting as a Police Explorer and served as a Reserve Police Officer for a short period. Officer McGoon's position is funded through the State COPS Program. The hiring of Officer McGoon brought the number of sworn staff of the Department to 19. Officer McGoon is a welcome addition to the Town of San Anselmo and we all wish him a long and distinguished career with the Police Department.

November brought with it one of the season's worst storms to date. The Ross Valley was soaked with more than a foot of rain in a three-day period. Along with the rain came a flood of calls for service as the creek level rose and minor local flooding was experienced on Town streets. Trees and power lines fell due to high winds and rain and long-term power outages affected the Town's residents. During the two-day period of November 7 & 8 Police Department Dispatchers received over 850 phone calls, the majority of which were storm related. They dispatched police units to over 75 emergency calls and transferred a similar number of calls to County Communications for fire and emergency medical unit response in Town.

During the storms Police Officers responded to the following number and types of calls:

- 32 trees down in roadway blocking traffic
- 28 wires down / arcing

5 tree into house
5 flooding roadways
4 tree onto vehicle
2 utility pole down
1 transformer explosion
1 sinkhole in roadway

On November 2nd a white male adult wearing clothing similar to that worn by a painter robbed the Wells Fargo Bank. A note was passed to the teller demanding cash and no weapon was seen. The suspect was believed to have robbed other Bay Area banks and on November 19th the suspect was taken into custody in the east bay. The suspect was identified by a bank employee and he is currently in custody awaiting trial.

On December 14th, 15th and 16th were days where water main breaks were the order of the day. Breaks occurred on Sir Francis Drake Blvd at Sierra, Humboldt and San Anselmo Ave. and on Herrera Court.

December brought another major winter storm bringing the San Anselmo Creek to flood stage. On December 16th the creek rose to a point where it could no longer handle additional water from the storm drains and those drains backed up causing flooding in the 600 block of San Anselmo Ave as well as a number of other low lying areas. Several downtown businesses sustained minor water damage as up to 2” of water entered the buildings. The Town’s Emergency Operations Center was activated and all Town departments responded to assist with the emergency. No major flooding or damage was encountered.

Our two newly hired officers, Ryan Dunnigan and Carl Huber have both successfully completed the Department’s Field Training Program and are now assigned as solo patrol officers. Officer Ryan Dunnigan was a recent graduate of the Santa Rosa Police Academy and holds a Bachelors degree from the University of California at Santa Barbara and a Master’s of Business Administration from San Diego State. Officer Carl Huber was a 9-year veteran of the Cathedral City Police Department and in addition to his extensive law enforcement experience, possesses three Associates of Arts degrees and a Bachelors degree in Political Science/Law and Society from the University of California at Riverside. Both officers are excelling in their new assignments.

The following is a summary of some of the comments the Department has received regarding the performance of police personnel during this quarter.

- Officers Baker, Hartley and Dispatcher Catlow received a letter of appreciation from the Fairfax Chief of Police for assisting the Fairfax Police Department during Fairfax’s holiday party.
- Officers Boehle, Hartley, Widger and Dunnigan received a citizens letter thanking them for their hard work and professionalism while investigating a residential burglary. The citizen referred to these officers as “Outstanding Police Professionals.”

- The staff at Sir Francis Drake High School wrote to thank Officer Dunnigan and Reserve Officer Nelson for their assistance with the annual homecoming parade.
- Ross Department of Public Safety Chief Ridgway wrote thanking Sergeant Erickson and Dispatchers Cantorutti and Stinson for their assistance in taking over radio communications for Ross Public Safety Officers during recent storms when the communications system at the county failed. Without our assistance the Ross officers would have been left without a means of communications.
- Town Administrator Stutsman wrote thanking Chief Maynard for a “fine job in dealing with all the storm damage” during the recent severe weather that hit the county.
- Chief Maynard received a letter from the Commission on Peace Officer Standards and Training (P.O.S.T.) thanking him for his participation in the Law Enforcement Command College focus groups.
- Officers Wacholz and Mejia received a letter thanking them for their efforts in solving two auto theft cases.
- A local FBI agent wrote a letter to the Chief of Police regarding a recent bank robbery. The agent commented on how impressed she was with the quality of the investigative report prepared by Officer Mejia. The case has since been solved and the suspect is currently in custody.
- Detective Payette received a letter from the staff at Wade Thomas School for attending their observance of the tragedy of 9-1-1. The letter stated that he “displayed (once again) a commitment to the community”.
- Dispatch Records Supervisor Smith received a letter from the Santa Clara Valley Transportation Authority expressing their “deepest appreciation” for her assistance in helping solve issues with their communications system.

CONCLUSION

As always, the Police Department strives to provide the highest possible level of service and protection to the citizens of San Anselmo and those who visit our community. Statistical data is compiled so that our attention can be focused on specific issues when necessary in order to further this effort.

CHARLES L. MAYNARD
Chief of Police

AGENDA ITEM 1(f)

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 3-11-03

DATE: 3-4-03

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Installation of in-pavement crosswalk lights across Sir Francis Drake Blvd. at Madrone Ave. and Saunders Ave.

RECOMMENDATION

Approve the project and authorize staff to solicit informal bids.

BACKGROUND AND DISCUSSION

The two pedestrian crosswalks across Sir Francis Drake Blvd. at Madrone Ave. and Saunders Ave. are located at intersections where there are no traffic signal controls. Drake is a very busy thoroughfare and one of the crosswalks is by Drake High School. In order to make the crosswalks safer, in-pavement lights are proposed. The Town applied for and was granted an Office of Traffic Safety (OTC) grant of \$23,000 for materials only. Staff intends to solicit informal design-install bids to get a contractor to do the project.

FISCAL IMPACT

OTC grant	\$23,000
Traffic Congestion Relief Fund	\$47,000

Estimated Total cost	\$70,000
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AGENDA ITEM 1(g)

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 3-11-03

DATE: 3-3-03

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: New Corporation Yard: Accept the project and authorize filing certificate of completion. The contractor for the buildings is Charles O. Jones

RECOMMENDATION

Accept the project and authorize filing certificate of completion.

BACKGROUND

The Council at the meeting of 2-15-02 awarded the contract to construct the Corporation Yard buildings to Charles O. Jones Inc. The rest of the work was authorized to be performed with different contractors and Town crews.

DISCUSSION

All work is completed except for the following:

1. Landscaping, which will be done by Town crews.
2. Retaining wall is partially completed; all material is onsite and Town crews will complete the work in between other tasks.

The following work related to the hardscape and the lighting was a change from the plans:

1. The retaining wall was constructed with Keystone modular blocks in an earth tone color. The plans called for steel posts and wood lagging. The benefits are aesthetics, long life and the fact that the Town's crew can construct it as time allows.
2. The trash enclosure pad was moved further away from the property line and located more effectively to serve its purpose.

3. Two light poles were not installed. One was outside the fenced area where its need is minimal; the other was not needed because the yard area was reduced.

The following work and related costs were not anticipated:

1. The soil under a part of the main building was not adequate and had to be replaced at a cost of \$27,790.
2. Exporting away excess excavated material at rough grading, \$24,660.
3. Various change order work at a total cost of \$33,029.

FISCAL IMPACT

Charles O Jones:

Award price	\$729,747	
Change order work	\$ 33,029	
Total		\$762,776

CONCLUSION

The final financial accounting for the Corporation Yard project will be presented at the next regular meeting.

AGENDA ITEM 1(h)

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 8-11-03

DATE: 3-4-03

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Pavement rehabilitation project, Center Blvd. from San Anselmo Ave. / Sycamore Ave. to Saunders Ave. Approve project and authorize staff to solicit bids.

RECOMMENDATION

Approve the project and authorize staff to solicit bids.

DISCUSSION

This section of Center Blvd. needs rehabilitation badly and must be done before next winter. The work will consist of pavement dig outs at locations of deteriorated sections and overlay of the whole stretch. A STPL grant in the amount of \$158,500 was originally approved for this project. The State decided to hold funding until further notice, which means the notice to proceed with construction has an ACSTPL number, indicating we can proceed with construction but there are no guarantees when we will get the money.

FISCAL IMPACT

Estimated cost of the project	\$265,000
Measure G funds	\$265,000

If and when the grant money of \$158,500 comes in it will be put back into the Measure G fund.

AGENDA ITEM 1(I)

**TOWN OF SAN ANSELMO
Staff Report
March 4, 2003**

For the meeting of March 11, 2003

TO: San Anselmo Town Council

FROM: Sharon Burns, Recreation Supervisor

SUBJECT: Snack Shack Expenditures/Improvements to Memorial Park

Recommendation:

That the Town Council approval appropriation of up to \$14,000 from the snack shack account in the capital reconstruction fund for the following expenditures:

- a. Up to \$3000 for dog-waste dispensers.
- b. Up to \$3500 for new scoreboards and signage for field #2 (Jim McDonagh Field) and field #3 (Ginny Schweiger Field).
- c. \$7500 to SABA to reimburse costs incurred for infield restoration on diamonds #1, #2 and #3.

Background:

At their meeting of February 13, 2003, the Parks & Recreation Commission unanimously approved the recommended appropriations. These appropriations were originally recommended by the snack shack committee after their January 2003 meeting. Present at the snack shack committee meeting were: Cook Segale, SABA; Ken Conroy, SABA; Lisa Giuliani, Softball; Ann Adams, Commission; Dean Nyberg and Sharon Burns, Staff.

Analysis:

a. Dog Waste Disposal Containers

Recreation Director Wheeler suggested purchasing new dog waste disposal containers for Memorial Park. The committee supports replacing the old containers with five new containers.

b. Scoreboards and Signage

The scoreboards at fields #2 and #3 were purchased five years ago. They are in a state of disrepair due to exposure to the elements and vandalism. SABA volunteers offered to make new scoreboards that would be similar to the scoreboard at field #1. The request is for funds to cover the necessary materials to make two new scoreboards and numbers.

c. SABA has requested reimbursement of a portion of the costs incurred for the infield restoration project. The total materials cost of the project was \$10,041. SABA is willing to pay \$2541 of these costs. SABA estimates that their volunteers contributed volunteer labor estimated at a value of \$6000 to \$8000.

Issues:

In the current budget climate, the snack shack fund offers a valuable avenue for funding improvements to Memorial Park. The snack shack committee and the Parks & Recreation Commission agree that these projects are worthwhile improvements to Memorial Park. Other future potential projects that may be presented for funding from the snack shack account include a shade canopy for the tot lot sand box; a shade canopy for diamond #1; a smoothie machine for the snack shack. SABA suggested, but then withdrew, a request for funding for an outfield fence for field 3.

Fiscal Impact:

The current unallocated balance is \$24,492. With the expenditure of the above appropriations, the balance in the account would be \$10,492.

Conclusion:

The Parks & Recreation Commission supports the above expenditures and feels they will benefit the users of Memorial Park.

Respectfully submitted,

Sharon Burns
Recreation Supervisor

AGENDA ITEM 2

**TOWN OF SAN ANSELMO
STAFF REPORT
March 5, 2003**

For the Meeting of March 11, 2003

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Appointments to Open Space Committee and Library Advisory Board

RECOMMENDATION

That Council appoint one member to the Open Space Committee (1 seat) and one member to the Library Advisory Board (1 seat).

BACKGROUND

The Open Space Committee has a membership of eleven seats. The Committee presently has one vacancy, to a term expiring in October 2005 and two vacancies to terms expiring in October 2006. Long-time member Kathy Sanders has reapplied for a seat but is unable to be interviewed on a Tuesday evening due to her schedule; Council may wish to go ahead with a re-appointment based upon her active involvement and strong commitment to the Open Space Committee.

The Library Advisory Board has a membership of six seats. The Board presently has one vacancy to term expiring in June 2004. Council has interviewed one candidate, Ted Freeman to the Library Board.

Respectfully submitted,

Debra Stutsman

Town Administrator

Attachment

AGENDA ITEM 3

**TOWN OF SAN ANSELMO
STAFF REPORT
March 5, 2003**

For the Meeting of March 11, 2003

TO: Town Council

FROM: Jim Wheeler, Recreation Director

SUBJECT: Film Night in the Park, Summer 2003

RECOMMENDATION

That Council approve the revised request to hold the "Film Night in the Park" this summer in Creek Park on the specified Friday and Saturday evenings in July, August and September, 2003, and direct staff to implement the suggested measures.

BACKGROUND

On February 11, 2003 the Town Council reviewed a Downtown Event Application to hold film nights in Creek Park during the summer of 2003. At the meeting there were concerns raised that there might be too many film nights being scheduled in Creek Park, and that there might be other community organizations that would like to utilize the park on some of these dates. The 2003 proposed "expanded" schedule of film nights for 2003 was tabled for future consideration pending some research into the business owner's opinions and a review of other potential Creek Park community event users. It was expressed to staff that Film Night may be detrimental to some local businesses. Staff was directed to explore the situation by working with local business owners, film night coordinators and other town staff. A survey would be prepared and distributed to downtown business owners asking for their comments on Creek Park events. Staff would also evaluate, summarize and present park event use figures for the past few years. Finally, staff would solicit the names of other community groups with a desire to sponsor an event at Creek Park.

SURVEY RESULTS

A survey was handed out to over 60 downtown businesses, 20 were returned and compiled into the results (ATTACHMENT A). The survey showed many businesses in favor of the event. However, there were concerns from a number of restaurants that the

week-in and week-out nature of the event hurts their income since people have difficulty parking on Friday and Saturday nights during Film Nights.

There were no other community groups identified as potential event sponsors, except for high school music groups, but they are not in session in the summer season. Current users of the park for downtown events are: Film Night, Music in the Park sponsored by the Arts Commission, Beatles Night and Creekside Q sponsored by SAVE, and the Town Players drama production. A history of Creek Park use for the past few years was compiled for comparison purposes (ATTACHMENT B).

DISCUSSION

A meeting was held with the Film Night Coordinators and staff to review the results of the survey. It was agreed to recommend the following measures:

- Solicit businesses with parking lots adjacent to Creek Park that are closed on Film Night evenings for possible parking for attendees. Identified lots would be marked for Film Night parking and could direct attendees away from the downtown area.
- Post signs on San Anselmo Avenue on film nights saying “Please no Film Night parking.”
- Drop the weekend of August 1 and 2, 2003 from the Film Night schedule in order to free up a weekend in the middle of the summer.
- Schedule Friday night, July 25, 2003, for a Beatles Night sponsored by SAVE.
- Incorporate a food theme into one weekend and identify ways to include downtown restaurants.
- Develop signs for the park entrances and Film Night programs urging attendees to take advantage of “to go” specials at downtown restaurants.
- Emphasize the relationship between eating and viewing films in San Anselmo in media releases.
- Hold a meeting with concerned restaurant owners to discuss above recommendations and any other concerns.
- Hold a wrap up meeting with all interested merchants and community members in October to identify concerns and successes.

Following is a revised request for Film Night dates. The weekend of August 1 and 2, 2003 has been removed and July 25, 2003 is utilized for a San Anselmo Volunteer Effort event in the park.

- ◆ Friday and Saturday, July 11 and 12, 2003
- ◆ Friday and Saturday, July 18 and 19, 2003.
- ◆ Saturday, July 26, 2003.
- ◆ Friday and Saturday, August 15 and 16, 2003.
- ◆ Friday and Saturday, August 22 and 23, 2003.

- ◆ Friday, Saturday and Sunday, August 29, 30, and 31, 2003.
- ◆ Friday and Saturday, September 5 and 6, 2003.
- ◆ Friday and Saturday, September 12 and 13, 2003.
- ◆ Friday and Saturday, September 19 and 20, 2003.

All shows would start at dusk, about 8:30 p.m., and be finished by 11:00 p.m. The proposed schedule incorporates 18 screenings.

Film Night organizers request the waiver of two Town ordinances in order to hold the festival: no amplified music in the park and no one in the park after sunset. Organizers also request that the Town Hall restrooms remain open until 11:00 p.m. and that a set of recycling cans be moved to another part of the park during the festival, as they block a viewing area.

CONCLUSION

The majority of respondents to staff's survey found Film Night to be beneficial to downtown businesses. It does not appear that there are many other groups interested in holding events in Creek Park over the summer. Staff believes that the negative impact to the restaurant owners in the downtown can be mitigated, and perhaps transformed into a positive effect.

Respectfully submitted,

Jim Wheeler
Recreation Director

Attachment A – Survey results
Attachment B - Creek Park use
Attachment C - Film Night request

AGENDA ITEM 4

**TOWN OF SAN ANSELMO
STAFF REPORT
March 5, 2003**

For the Meeting of March 11, 2003

TO: Town Council

FROM: Lisa Wight, Senior Planner

SUBJECT: Appeal of Planning Commission's approval of a use permit to demolish a dwelling; and flatland design review of a 1,883 square foot second story on a new dwelling at 126 Laurel Avenue, APN 7-115-10

RECOMMENDATION

That the Town Council uphold the Planning Commission's approval and deny the appeal.

APPLICANT David Barsochini, 126 Laurel Avenue

APPELLANTS Lisa Orłowski, 130 Laurel Avenue, and Jack Sonnabaum,
134 Laurel Avenue, etal

BACKGROUND

February 3, 2003: Planning Commission approved a use permit to demolish an existing single family dwelling and design review of a second story on the new dwelling. (Commissioners Harris and Wittenkeller voted 'no' because they supported moving the house back 3' more from the front property line for a front setback of 41').

Please refer to the Planning Commission minutes and staff report dated February 3, 2003.

II. DISCUSSION OF APPEAL

Appeal points are noted in italics, followed by staff's comments in normal font.

- *"Per ordinance 10-3.1505, no shade sun study . . . no airflow study."*

The Ordinance requires the findings be made that the project "will not **unreasonably impair** access to light and air of structures on neighboring properties." Shadow studies are not specifically required by Code; however, the Commission may request such studies if needed.

Because it was felt that access to light would not be unreasonably impaired due to the location of the proposed house in relation to the neighboring homes, a shadow study was not requested.

On the northwest side of the lot, the distance between the two dwellings would be 12', with the majority of the second story having a 23' distance. On the southeast side of the lot, the distance between the two dwellings would be 17'. This neighboring dwelling at No. 130 is approximately 3' taller than the proposed dwelling and set approximately 3' closer to the street. The sun sets behind the hill to the rear of all these properties.

Access to air would be a concern if the structures were extremely close to one another, which the Commission did not feel was the case.

The neighboring owner at No. 120 signed a letter of support, as did the neighboring owner of No. 130. However, the wife of the husband at No. 130 who signed his support disagreed as she was concerned that fresh air might be decreased to her second story bedrooms. In response, the applicant advised he would change the wood fireplace to gas and offered to provide the labor to add windows to these two bedrooms. The husband suggested waiting until after the construction to determine if the additional windows would be necessary and so it was not made a condition of the Planning Commission approval.

- *“Per ordinance 10-3.1505 we believe the proposed residence will materially affect the privacy of neighboring properties.”*

The Commission made the required finding that privacy should not be “**unreasonably affected.**” The Commission’s staff report noted there are both one and two story dwellings in this neighborhood and due to the small size of these lots, every dwelling and most rear yards are visible from surrounding properties. The two story homes to the rear and on both sides of subject property have views into the applicant’s rear yard and will also have views into the applicant’s dwelling.

- *“Per ordinance 10-3.1505 . . . project will affect adversely the health and safety of persons residing and working in the neighborhood . . . materially detrimental to the public welfare and injurious to property and improvements in our neighborhood. The parking proposed is inadequate. The garage plan appears unworkable and needs further study.”*

The applicant’s desire was to minimize the exterior view of the garage. The Commissioners were given a diagram prepared by the architect and attached to the plans, showing the garage layout is workable for 2 vehicles to park side by side and 1 in tandem. Additionally, there would be 2 tandem spaces on the driveway. The Code only requires 2 parking spaces.

- *“The neighbors in their initial approval were deceived by the applicant and most, if not all, have withdrawn their approval.”*

Applicant’s statement attached to this report advises that No. 134 is the only property owner who withdrew his signature; property owners of Nos. 110, 120, 130, and 201 have not withdrawn their support to date.

- *“The plans shown to the neighbors were changed before submitting to planning commission.”*

Applicant’s written statement attached to this report advises that the drawings reviewed with the neighbors were the same as submitted to the Town.

- *“The story poles do not reflect the actual plans.”*

In his February 19, 2003 letter, Surveyor David Contreras stated that his firm made as-built measurements of the erected story poles and confirmed the poles do reflect the height of the bulk of the proposed structure.

- *“The plans are incomplete, vague and full of discrepancies.”*

Staff accepted the plans as complete on January 8, 2003, as did the Planning Commission at their meeting.

- *“The application did not include roof plans nor building sections.”*

Roof plans and building sections for this project were not necessary in order for staff or the Planning Commission to make determinations.

- *“The planning recommendations were based on the false impression given by the applicant that the neighbors were aware of the actual submission and had no objections.”*

The staff recommendations were based on the ability to make the findings for approval.

- *“All required current building standards are not met, the lot is not a minimum average width of 60’, therefore the applicant is required to file for a variance, if he is applying for a new building permit, and go through a completeness check of his variance application.”*

This is a legal lot of record, currently developed with a single family dwelling, so a variance for lot width would not be required; in fact, no variances were required.

- *“The front porch is shown at 8’ deep on the floor plan and 5’ deep on the site plan. The steps and length vary from plan to plan. The back porch cannot be built the way it is shown. If drawn to code the building coverage requested is wrong.”*

Neither the front porch nor the back porch would be subject to design review as they are first story structures in the flatlands. The dimensions of the front porch are drawn the same on both the site plan and floor plan at 8.5’ wide. The dimensions of the landing on the back porch would have to be increased 6” in width, which is a Building Code matter. Lot coverage would remain within that permitted by Code.

III. RECOMMENDATION

Uphold the Planning Commission determination, adopting the findings and conditions for approval found on pages 4 and 5 of the Planning Commission staff report dated February 3, 2003.

Attachments: Appeal statement and attachments
 Applicant’s statement and surveyor certification

Planning Commission staff report and minutes of February 3, 2003
Neighbors' letters
A/P Map
Plans

c: David Barsochini, applicant
Edward Hardin, architect
Lisa Orlovski, appellant
Jack Sonnabaum, appellant

Additional names on attachment to appeal:
Gayle and Bill Permar
Don and Cindie Gillaspie
Diana Davis and Dave Bolm
Bob Schuz and Linda Insen
Euswarth Lorey

AGENDA ITEM 4

**TOWN OF SAN ANSELMO
STAFF REPORT
March 5, 2003**

For the Meeting of March 11, 2003

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Appointments to Marin Telecommunications Agency
Alternate Member

RECOMMENDATION

That Council appoint an alternate member to the Marin Telecommunications Agency Joint Powers Authority.

BACKGROUND

Peter Kilkus is the Town Council representative to the Marin Telecommunication Agency. The Joint Powers Agreement provides that "Each Constituent Jurisdiction shall be authorized to appoint an alternate representative to attend meetings of the Board in the absence of the member, and during such meetings, vote and exercise all other powers of the member."

The request from the Marin Telecommunications Agency is attached. According to the Executive Director, the alternate should be an elected official.

Respectfully submitted,

Debra Stutsman
Town Administrator

Attachment