

**AGENDA ITEM 1(b)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
March 11, 2003**

For the Meeting of March 25, 2003

TO: Town Council  
FROM: Janet Pendoley, Finance & Administrative Services Director  
SUBJECT: Report of Warrants Issued, February 2003

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**RECOMMENDATION**

That Council acknowledge and file warrant numbers 44792 to 45055 issued during the month of February 2003 in the amount of \$1,056,850.31. The following warrant numbers were voided: 44734, 44278, and 44828.

**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, February 2003

**AGENDA ITEM 1(c)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
March 12, 2003**

For the Meeting of March 25, 2003

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: General Fund Report Revenue and Expenditure Report, February 2003

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## **RECOMMENDATION**

That Council approve the General Fund Revenue and Expenditure Report for the period ending February 28, 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 February 28th reflects financial activity transacted during 67% of the budget year. Revenue received, at 54%, 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%. The first ERAF distribution was received subsequent to this period and it indicates that annual income from this source will exceed the budgeted amount by approximately \$45,000. This increased revenue will help to offset anticipated losses in interest earnings and sales tax income (see below). Other sources of revenue show the normal lag in receipt of periodic payments. Items of note include the following:

- Sales tax income, at 60%, represents revenue through January only (i.e. 58% of the year) and as such exceeds the budgeted amount by 2%. The seasonality of the winter holidays may account for this gain. The current economic uncertainties may more than offset this gain in the second half of the fiscal year.
- Annual business license fees received to date, in the amount of \$140,685 (57%), have been collected in large part in the past few months. It is anticipated that revenue from this source will be approach 100% of the budgeted amount within the next month or two.
- Interest income, at 30%, includes first and second quarterly earnings. As anticipated, they were substantially lower than the budgeted amount 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. Future quarters appear to

be continuing their downhill slide, i.e. LAIF's third quarter yield-to-date is 2.02% with the monthly average yield for February at 1.945%.

- Motor Vehicle License Fee income, in the amount of \$492,051 (66%), continues to be received from the State in a timely manner and is currently on budget.
- Planning and construction fee income, at 62% and 56% respectively, reflects the seasonality of winter months as well as refunds of prior years' planning and road bond deposits.

Expenditures, at 65%, 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 across virtually all departments. Utilities expense, at 52%, continues to be significantly under budget. It may in part reflect the savings realized by the LED traffic signal conversion. Utility costs for stormy winter months has not appeared to affect 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 69%, 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 86%) are at a significantly higher proportion of budget due to the annual \$106,000 payment for Marin County Animal Control services processed during this reporting period.
- Parks expenditures at 59%, Streets expenditures at 60%, and Finance & Administration at 62% are all 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, both of which continue to reflect savings despite the seasonality of the recent 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 at 80% as of this report period.

#### **BUDGET REVISIONS:**

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

- \$23,500 budget decrease in the Citizens Option for Public Safety (COPS) Fund reserve to implement purchase of the police motorcycle as authorized by the Town Council at their November 11, 2002 meeting. It reduces the COPS Fund reserve available for unanticipated needs to \$7,927.

- \$4,000 budget transfer in the Isabel Cook Center Fund from the budget category of temporary personnel to building maintenance to implement electrical work needed to bring the building into legal compliance. 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 # 1** - Revenue and Expenditure Report: General Fund Summary, February 2003

### **AGENDA ITEM 1(d)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
March 13, 2003**

For the Meeting of March 25, 2003

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Tax Revenue Anticipation Notes for Fiscal Year 2003-04

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### **RECOMMENDATION**

That Council approve the attached Resolution and associated Purchase Agreement authorizing the Town of San Anselmo to issue Tax Revenue Anticipation Notes for fiscal year 2003-04 in an amount not to exceed \$2,000,000.

### **BACKGROUND**

Tax Revenue Anticipation Notes (TRANs) are tax-free bonds that are issued on a 12 or 13 month basis specifically for the purpose of covering potential cash flow deficits in public entities that rely heavily on property tax distributions as a source of revenue. Cash shortfalls in public entities can arise due to a timing difference between the sporadic nature of property tax receipts and the normal level of operating expenditures throughout the fiscal year.

When not actually needed for cash flow purposes, bond proceeds may be reinvested, either in a Guaranteed Investment Contract (GIC) or independently by the entity. As a result, TRANs can also provide an additional source of revenue because the cost of tax-exempt borrowing is less than the income gained from reinvestment of the funds in taxable instruments, thus producing a net gain for the Town.

### ANALYSIS

The Town of San Anselmo has issued TRANs each fiscal year since 1998-1999 through a statewide financing program sponsored jointly by the League of California Cities and the California State Association of Counties. This proposal is a continuation of the same program.

The attached resolution authorizes the issuance by the Town of San Anselmo of TRANs for fiscal year 2003-04 in an amount not-to-exceed \$2,000,000. The actual size of the issue is based on the Town's anticipated cashflow needs and is estimated at approximately \$950,000. The note will be issued and the funds available on July 1, 2003. The decision of whether to invest in a 12 or 13 month TRANs will need to be made in June, 2003 and will determine the maturity date of the TRANs. Generally, market conditions at the time of pricing clearly indicate the most financially advantageous length of time. It is important to note that should the Town decide to invest in a 13 month TRANs, it would not preclude a 2004-05 TRANs issuance even though there would be a one month overlap.

### CONCLUSION

Staff recommends approval of the resolution authorizing the issuance of the TRANs for the 2003-04 fiscal year.

Respectfully submitted,

Janet Pendoley  
Finance and Administrative Services Director

**Attachment #1:** Draft Resolution Authorizing Issuance of the TRAN with Exhibit A

**Attachment #2:** Purchase Agreement

**AGENDA ITEM 1(e)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
March 17, 2003**

For the Meeting of March 25, 2003

TO: Town Council  
FROM: Dean Nyberg, Parks Director  
SUBJECT: Recycling and Litter Reduction Funding

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**RECOMMENDATION**

That Council approve the resolution authorizing the submittal of the funding request form to the Department of Conservation's Division of Recycling.

**BACKGROUND**

The Town is eligible for \$5,000 for beverage container recycling and litter cleanup projects for fiscal year 2003-04. It is planned that the funds would be used for recycling containers.

Respectfully submitted,

Dean Nyberg  
Parks Director

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AUTHORIZING THE SUBMITTAL OF THE FUNDING REQUEST FORM TO THE DEPARTMENT OF CONSERVATION'S DIVISION OF RECYCLING.

**WHEREAS**, the people of the State of California have enacted the California Beverage Container Recycling and Litter Reduction Act that provides funds to cities and counties for beverage container recycling and litter cleanup activities; and

**WHEREAS**, the California Department of Conservation's Division of Recycling has been delegated the responsibility for the administration of the program within the State,

setting up necessary procedures for cities and counties or their designees under the program; and

**WHEREAS**, per Section 14581 (a)(4)(E) of the California Beverage Container Recycling and Litter Reduction Act, the eligible participant must submit the Funding Request Form by the due date and time in order to request funds from the Department of Conservation's Division of Recycling.

**NOW, THEREFORE, BE IT RESOLVED** that the San Anselmo Town Council authorizes the submittal of the Funding Request Form to the Department of Conservation's Division of Recycling. The Parks Director is hereby authorized and empowered to execute in the name of the Town of San Anselmo all necessary forms hereto for the purposes of securing payments and to implement and carry out the purposes specified in the Section 14581 (a) (4) (A) of the California Beverage Container Recycling and Litter Reduction Act and provide information regarding this program to the Department of Conservation's Division of Recycling upon request.

The foregoing resolution was passed by the San Anselmo Town Council the 25<sup>th</sup> day of March, 2003. Effective March 26, 2003.

AYES:

NOES:

ABSENT:

Attest:

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Debra Stutsman, Town Clerk

**AGENDA ITEM 1(f)**

**TOWN OF SAN ANSELMO**

**Staff Report**

**March 18, 2002**

**For the meeting of March 25, 2002**

TO: San Anselmo Town Council

FROM: Jim Wheeler, Recreation Director

SUBJECT: Banner Fee Waiver

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RECOMMENDATION:

That the Town Council consider waiving the fee of \$225 for the Marin County Bicycle Coalition's "Bike to Work Day" banner to be hung over Sir Francis Drake Blvd. the week of May 12 - 16, 2003.

BACKGROUND:

Organizations are allowed to request a waiver of the fees for hanging a banner per resolution 3334 adopting banner/sign policies.

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 30 minutes to remove or hang the Hub sign..

FISCAL IMPACT:

A waiver means less revenue to the Parks Department.

Respectfully submitted,

Jim Wheeler  
Recreation Director

**AGENDA ITEM 1(g)**  
**Not available on web page.**

**AGENDA ITEM 1(h)**

**TOWN OF SAN ANSELMO**  
**Staff Report**  
**March 18, 2003**

**For the Meeting of March 25, 2003**

TO: San Anselmo Town Council  
FROM: Jim Wheeler, Recreation Director  
SUBJECT: Acceptance of Master Planning Proposal

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***Recommendation***

That the Town Council approve the recommendation of the Parks & Recreation Commission to increase the budget for master planning services by \$8,500 in order to select PlaySafe, LLC to provide the Parks, Recreation, Open Space and Trails Master Planning services.

***Background***

During the 2002-03 budget process the Town Council approved \$17,500 for the selection of a company to provide master planning services for the Town. Master planning RFP's from 10 other agencies were used as the templates to develop a RFP that is broad in its mission, unique to San Anselmo and solicits a plan/vision for the next 20 years. 28 RFP's were sent out in December, but only two firms submitted proposals prior to the January 30, 2003 deadline.

***Analysis***

The two plan proposals that were received both meet the criteria set forth in the Parks, Recreation Open Space and Trails RFP. Both proposals are also over the budgeted amount of \$17,500 by \$8,500 to \$30,000 or more depending on the vendor and options to be selected for the plan. PlaySafe, LLC is the lowest priced vendor that meets all of the proposal criteria, they are qualified, experienced and have a good reputation in the industry.

***Fiscal Impact***

Currently \$17,500 is allocated for the master planning process, this amount appears to be insufficient. Proposals that were received range from \$28,000 to \$43,000 or more with "add-ons". Staff recommends allocating an additional \$8,500 from the Recreation Fund in order to go forward with the master planning process, this would make the total cost for a master plan approximately \$26,000.

Respectfully submitted,

Jim Wheeler  
Recreation Director  
**AGENDA ITEM 1(I)**

**OWN OF SAN ANSELMO**

**STAFF REPORT**  
**March 18, 2003**

**For the Meeting of March 25, 2003**

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Resolution Reaffirming Terms, Conditions and Compensation for Part Time Employees for Fiscal Year 2002-03

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**RECOMMENDATION**

That Council approve the attached Resolution reaffirming the terms, conditions and compensation for part time employees of the Town.

**BACKGROUND AND DISCUSSION**

The Town Council routinely acts to approve the terms, conditions and compensation for its employee groups. For members of the Marin Association of Public Employees (MAPE) and the San Anselmo Police Officers Association (SAPOA), the Town Council approves a Memorandum of Understanding (MOU) for each group. For management and confidential employees, the Town Council approves a resolution for this purpose.

One additional “group” of employees exists that has never been identified and whose terms and conditions and compensation have never been specifically outlined, namely, the part time employees of the Town. In some cases, these positions are substitutes, (i.e. on-call or reserve) and in other cases, they are ongoing work functions performed by hourly employees. The factors that identify these disparate positions as a group is that they all work an annual average of less than twenty hours per week, they are paid for actual hours worked rather than salaried, and they do not receive health and PERS benefits.

**ANALYSIS**

The attached resolution does not offer new provisions for part time employees. It simply reaffirms and clarifies the existing terms, conditions, and compensation that are already in place for the current fiscal year.

The primary purpose of the resolution is to identify specific positions belonging to this group and to establish formally the information necessary to ensure that all positions across the Town are treated with consistency and fairness.

A secondary purpose of the resolution is to provide the Town Council with a mechanism for the annual review of this group in a manner similar to that of the other employee groups.

Respectfully submitted,

Janet Pendoley  
Finance and Administrative Services Director

**Attachment #1:** Resolution No. \_\_\_\_\_, Resolution of the San Anselmo Town Council Reaffirming Terms, Conditions and Compensation for Part Time Employees for Fiscal Year 2002-03

**TOWN OF SAN ANSELMO**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL REAFFIRMING  
TERMS, CONDITIONS AND COMPENSATION FOR PART TIME EMPLOYEES  
FOR FISCAL YEAR 2002-03**

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WHEREAS, the Town employs individuals in a part time capacity to perform ongoing work functions; and

WHEREAS, the term “part time capacity” identifies individuals who are employed with the Town on an hourly basis for an annual average of less than twenty hours per week; and

WHEREAS, the duties and responsibilities of part time employees are monitored by department managers, and further, that compensation is based on specific hours worked as recorded by employees on semi-monthly timesheets and approved by department managers;

NOW THEREFORE, BE IT HEREBY RESOLVED, that the following hourly pay rates are set as of July 1, 2002:

Assistant to Volunteer Director:	\$16.35 per hour
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Library Assistant (on-call):	\$16 -- 19 per hour
Library Pages (high school students):	\$8 -- 9.50 per hour
Librarian (on-call):	\$20 -- 28 per hour
Maintenance Worker:	\$15 per hour
Police Reserve Dispatcher/Parking Enforcement:	\$19.24 – 23.39 per hour
Police Reserve Officer:	\$23.50 – 28.56 per hour
Public Works Engineer:	\$33 per hour
Recreation Childcare Aide:	\$10.50 -- 15 per hour

BE IT FURTHER RESOLVED, that:

- Initial placement on an hourly pay range as well as periodic increases within the range are made at the discretion of the department manager and in consideration of an individual's knowledge and skills, prior work experience and job performance in the current position;
- Pursuant to federal law an employee who works four consecutive hours is entitled to one paid 15 minute break, an employee who works eight consecutive hours is entitled to a second paid 15 minute break, and an employee who works five or more consecutive hours is required to take an unpaid lunch break of at least 30 minutes in length;
- Positions in this classification are not eligible for paid Town holidays;
- Positions in this classification are not eligible for accrual of paid vacation leave, sick leave, or floating holidays;
- Positions identified in this classification are not eligible for Town paid employee health insurance benefits including but not limited to medical, dental, vision, life and long term disability;
- Positions in this classification are eligible for Social Security contributions including FICA and Medicare as required by law but are not eligible for membership in the Public Employees Retirement System (PERS) unless provided for by PERS membership requirements.

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council on the 25th day of March, 2003 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ATTEST:

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Town Clerk

**AGENDA ITEM 1(j)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
March 17, 2003**

For the Meeting of March 25, 2003

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Second/Third Quarter Work Plan Report

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**RECOMMENDATION**

That Council acknowledge and file the second/third quarter report on the 2002-03 work plan.

**BACKGROUND**

As part of the 2002-03 budget, Council adopted a work plan for this fiscal year. Staff reports quarterly to the Council on the progress being made on the work plan. For this period the second and third quarter progress reporting has been combined.

Respectfully submitted,

Debra Stutsman  
Town Administrator

**AGENDA ITEM 1(k)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
March 17, 2003**

For the Meeting of March 25, 2003

TO: Town Council  
FROM: Debra Stutsman, Town Administrator  
SUBJECT: Fair Housing Month

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**RECOMMENDATION**

That Council proclaim April as Fair Housing Month.

**BACKGROUND**

In April 2003, Fair Housing of Marin will once again celebrate Fair Housing Month as a reminder that equal housing is not only state and national policy, but a fundamental human concept that the people of our County embrace.

Respectfully submitted,

Debra Stutsman  
Town Administrator

**PROCLAMATION OF THE TOWN OF SAN ANSELMO  
PROCLAIMING THE MONTH OF APRIL 2003 TO BE  
FAIR HOUSING MONTH**

**Whereas**, the principle of fair housing is not only national law and national policy but a fundamental human concept and entitlement for all citizens; and

**Whereas**, discrimination based on race, religion, national origin, sex, marital status, disability, sexual orientation, and exclusion of minor children is illegal in California; and

**Whereas**, as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of young and old, male and female, people of all colors and ethnic backgrounds, religious traditions, etc; and

**Whereas**. During the month of April, interested parties from both the private and public sectors will participate in a national effort to promote fair housing;

**Now therefore I**, Peter Kilkus, Mayor of the Town of San Anselmo do hereby proclaim the month of April 2003 to be

***FAIR HOUSING MONTH***

in the Town of San Anselmo and urge all residents of our community to personally adopt the spirit of equal housing opportunity and to adhere to the letter and spirit of the Fair Housing laws whenever possible.

**In Witness Whereof I** have hereunto set my hand and caused the seal of the Town of San Anselmo to be affixed this 25<sup>th</sup> day of March, 2003.

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Peter Kilkus, Mayor

**AGENDA ITEM 1(I)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
March 17, 2003**

For the Meeting of March 25, 2003

TO: Town Council  
FROM: Debra Stutsman, Town Administrator  
SUBJECT: Marin Town & Country Club

**RECOMMENDATION**

That Council acknowledge and file the report on the current status of the Marin Town & Country Club property.

**BACKGROUND**

The Marin Town & Country Club property was recently purchased by an individual. The 23-acre property in Fairfax has a number of older residential units that are in need of considerable repair. The current owner is required by the Town of Fairfax to bring the residential units on the property up to the standards set by the Uniform Building Code.

### ***DISCUSSION***

At the last meeting Councilmember Breen asked that staff report back on what is currently underway with the property. Alan Bengyel, Fairfax Town Administrator, reports that the property owner is in the process of bringing the units up to code. No proposal has been submitted to the Town of Fairfax for the property beyond required improvements to the existing residential units. There has, however, been some informal discussion about what improvements might be possible in the future on the property, including a soccer field, gym and restaurant. However, the first task that must be undertaken is a comprehensive plan to ensure that the residential units are brought up to code.

The Towns of San Anselmo and Fairfax have a signed Memorandum of Understanding (MOU) that outlines, among other things, the commitment of Fairfax to inform San Anselmo early in the process of any development proposal that may be filed on the Marin Town & Country property. Staff recently sent a letter to Fairfax emphasizing that San Anselmo is very interested in receiving early notice of any proposal for the property in question. Mr. Bengyel has indicated that he is committed to keeping San Anselmo informed of the status of the Marin Town & Country property.

Respectfully submitted,

Debra Stutsman  
Town Administrator

### **AGENDA ITEM 1(m)**

### ***TOWN OF SAN ANSELMO***

## **TOWN COUNCIL STAFF REPORT**

For the meeting of 3-25-03

**DATE:** 3-19-03

**TO:** Mayor and Council Members

**FROM:** Rabi Elias, Public Works Director

**SUBJECT:** Corporation Yard cost summary and funding.

**RECOMMENDATION**

Acknowledge and file report of final project costs and re-allocate Capital Reconstruction fund for Town Hall Tower (\$44,981) and Disability Access (\$48,500) and General Fund Contingency (\$16,148) to fund the overrun.

**BACKGROUND AND DISCUSSION**

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

At the meeting of 3-11-03, Council accepted the project and authorized filing certificate of completion for the prime contractor.

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.

Also \$21,191 in expenses for the installation of the new gasoline tanks done in prior years were charged to the Corporation Yard budget.

**FISCAL IMPACT**

Charles O Jones prime contractor	\$740,276
Bauman Landscaping Inc, Paving	\$ 57,073
Ghilotti Bros. Inc, Replacing soil	\$ 27,790
Linscott Engineerig, Fire line	\$ 40,615
W. R. Forde Assoc., Demo and export	\$ 40,159
Ghilotti Construction, Pipe line Extens.	\$ 49,147
Kappe + Du, Project Architects	\$ 79,496
Miscellaneous rentals, Temp. quarters	\$ 9,890
PG&E New electric and gas services	\$ 6,482
Miscellaneous material, Town's crew	\$ 27,207
Gasoline tanks installation	\$ 21,191
MMWD aid after Eng. & material costs	\$ (8,864)

Total costs \$1,090,462

Budget \$ 980,833

Over budget \$ 109,629

We recommend funding the overrun as follows:

Re-allocate Town Hall Tower budget *	\$ 44,981
Re-allocate Disability access budget *	\$ 48,500
General Fund Contingency	\$ 16,148
Total overrun funding	\$109,629

\*Note: The Capital Reconstruction funds re-allocated are not planned to be expended because the projects will not be done this fiscal year. However, these projects will have to reprogrammed in the 2003-04 budget.

**AGENDA ITEM 1(n)**

**TOWN OF SAN ANSELMO**

**TOWN COUNCIL STAFF REPORT**

For the meeting of 3-25-03

**DATE:** 3-19-03

**TO:** Mayor and Council Members

**FROM:** Rabi Elias, Public Works Director

**SUBJECT:** Bicycle Parking Project Funding.

**RECOMMENDATION**

Approve Resolution requesting the Metropolitan Transportation Commission (MTC) allocate 2002/03 Transportation Development Act. Article 3. Pedestrian/bicycle Project Funding.

**DISCUSSION**

This resolution is required by MTC in order to allocate grant funding for the installation of bicycle racks at various locations in Town as recommended by the Town master bicycle plan.

**FISCAL IMPACT**

This grant is for \$15,000 and the Town's share is zero.

**AGENDA ITEM 1(o)**

***TOWN OF SAN ANSELMO***

**TOWN COUNCIL STAFF REPORT**

For the meeting of 3-25-03

**DATE:** 3-19-03

**TO:** Mayor and Council Members

**FROM:** Rabi Elias, Public Works Director

**SUBJECT:** Red Hill Ave/ Sir Francis Drake Blvd Storm Drain Bypass project. Award of contract.

**RECOMMENDATION**

Award the contract to the lowest bidder Ghilotti Bros. Inc. of San Rafael in the amount of \$558,765.50

**BACKGROUND**

The Council at the meeting of 2-11-03 approved the project and authorized staff to solicit bids.

**DISCUSSION**

Eleven bids were received ranging from \$558,765.50 to \$747,950. Second lowest was \$575,850. The engineer’s estimate was \$750,000

Dr. Kluse owner of 190 Sir Francis Drake has no problem giving us the easement. He wants to go over the timing of the work to minimize interference with his business.

**FISCAL IMPACT**

Contract	\$558,765
Contingency 15%	\$ 83,815
 Total	 \$642,580

Funding, Hazard mitigation grant	\$468,000
Measure G	\$174,580
 Total	 \$642,580

**AGENDA ITEM 2**

**OWN OF SAN ANSELMO  
STAFF REPORT**

**March 19, 2003**

For the Meeting of March 25, 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

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RECOMMENDATION

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

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**APPLICANT**            David Barsochini, 126 Laurel Avenue

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

**BACKGROUND**

At the March 11, 2003 hearing, the Town Council requested that the applicant and the 130 Laurel Avenue appellant meet to discuss a potential compromise, and continued the hearing to March 25, 2003.

There have been several legitimate attempts to schedule a meeting between March 12<sup>th</sup> and today as this report is being written, but scheduling conflicts have prevented the meeting from taking place.

The applicant has offered to change the wood fireplace to gas and provide the labor to add three (3) windows to the two second story bedrooms.

Attachments:    Town Council staff report and minutes of March 11, 2003  
                         Planning Commission staff report and minutes of February 3, 2003  
                         Plans

c:            David Barsochini, applicant  
                 Edward Hardin, architect  
                 Lisa Orłowski, 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 3**

**TOWN OF SAN ANSELMO  
STAFF REPORT**

**March 17, 2003**

For the Meeting of March 25, 2003

TO: Town Council  
FROM: Debra Stutsman, Town Administrator  
SUBJECT: Farmers Market

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**RECOMMENDATION**

That Council acknowledge and file the report on the Farmers Market survey and direct staff regarding next steps.

**BACKGROUND**

At the meeting of August 13, 2002, the Chamber of Commerce requested guidance regarding conducting a survey to determine if there is interest in conducting a Farmers' Market in San Anselmo. While there was concern about competition for local merchants, and parking and traffic congestion, Council endorsed the idea of conducting a survey.

**DISCUSSION**

The report from the Farmers' Market analyzing the results of the survey is attached. Also attached is a listing of general comments received, and a listing of survey responses of suggested locations.

Respectfully submitted,

Debra Stutsman  
Town Administrator

**AGENDA ITEM 4**

**TOWN OF SAN ANSELMO  
STAFF REPORT**

***March 19, 2003***

For the meeting of March 25, 2003

TO: Town Council  
FROM: Debra Stutsman, Town Administrator  
SUBJECT: Community Development Block Grant Program

## Priority Setting Committee

### RECOMMENDATION

That Council appoint a representative to the Community Development Block Grant Program (CDBG) Priority Setting Committee.

### BACKGROUND

Mayor Kilkus has been serving as the Town's representative to CDBG since March 2002. Council may wish to appoint another Councilmember to this committee.

Respectfully submitted,

Debra Stutsman  
Town Administrator