

AGENDA ITEM 1(b)

For the meeting of July 27, 2004

To: San Anselmo Town Council

From: Charles L. Maynard, Chief of Police

Subject: 2004 Art and Design Festival

Date: July 20, 2004

RECOMMENDATION

That Council acknowledge and file this report regarding the 2004 Art and Design Festival.

BACKGROUND

Each year the San Anselmo Chamber of Commerce sponsors an annual festival in downtown San Anselmo. This year the festival was known as the Art and Design festival and was organized by a new company, Steven Restivo Event Services, LLC. This is a San Rafael based company and was their first year organizing this event. Several post event suggestions were received by Town staff regarding proposed improvements to the event and those suggestions and solutions are addressed in this report.

DISCUSSION

A post event meeting was held with Chamber of Commerce member Connie Rodgers, Steven Restivo and Chief Maynard. The meeting focused on issues, both positive as well suggestions for improvements brought forward after the event. The following is a summary of the benefits, issues and solutions.

Community Benefits

1. Chamber producer secured thousands of advertising dollars benefiting San Anselmo from HGTV, Comcast, Marin I.J., SF Magazine, K-Bay Radio, KDF Radio
2. Car Park fundraiser for St. Anselm's School - \$5.00 per vehicle
3. Artist and vendor parking fundraiser for Wade Thomas School - \$20.00 per day per vehicle
4. Chamber donated food booths to S.A.V.E. & SA Police Association for fundraisers
5. Event producer employed SA Police Explorers to staff barricades during festival

6. ALL artists/vendors designated San Anselmo as sales tax base during event
7. Event paid the Town for a two-day business license
8. MANY local businesses stated they had their best sales days of the year during the event (i.e. Mama Teresa's, The Ross Valley Winery, and Gelato. SA Inn filled to capacity, SA Art & Glass Studio stated they had great days)
9. Local business persons like Glenn Miwa - Comforts, and Rachel Stewart - Kitchen Magician, are featured doing demonstrations on the stages and in the media
10. Many local businesses were used exclusively for event needs: SA Coffee Roaster – Hospitality Booth; Ross Valley Winery – Featured Premium Wines
11. Proceeds from the event allow the Chamber to:
 - Produce the Town's only street map
 - Produce a service directory, relocation and business guide (Minimum publication cost - \$25,000 which is partially offset by advertisers)
 - Festival revenue allows the Chamber to give the Recreation Department a page in *Destination San Anselmo* for advertising the Red Hill Park project (\$2,650.00)
 - Produce a postcard for San Anselmo (will reach community soon)
12. Chamber staffed an information booth during the event and passed out more than 200 packets on San Anselmo businesses and initiated a Wheel of Fortune fundraiser for Red Hill Park (fundraiser did not generate much cash (\$174.25) but did generate a great deal of exposure for the park)
13. Marin Bike Coalition parked bikes for free and promoted their organization
San Anselmo Avenue was left much cleaner than before the event

Concerns Brought Forward

1. *Lack of interpreters for the hearing impaired.*

Solution – Upon request a professional interpreter can be obtained so that the hearing impaired persons can better enjoy the entertainment. The request for the interpreter should be made at least two weeks prior to the event. The fact that an interpreter could be present would be advertised in the pre-event publicity campaign.

2. *ADA compliant sinks were not located at the restroom facilities.*

Solution – Steven Restivo has been in contact with Acme & Sons Sanitation and will be providing ADA approved sinks at all locations where portable restrooms are located.

3. *Placement of some portable restrooms blocked access to sidewalks.*

Solution – Some restrooms were relocated prior to the start of the event and in future events a pre-event walk through will be conducted to ensure all restrooms, sinks, graywater tanks and debris boxes are placed properly and that no access to sidewalks is denied or impeded.

4. *A number of dogs were off leash and dogs in general disturbed some people in attendance.*

Solution – Steven Restivo has been in contact with the Marin Humane Society and envisions a “Pet Retreat Station” at next year's event. This will be a watering and educational station and will hopefully alleviate concerns regarding animals in attendance.

5. *Traffic control was not provided at the intersection of San Anselmo and Ross Avenues*

to insure pedestrian safety.

Solution – The event organizer will place a traffic control person at this intersection at all times during the event.

6. *Some bicyclists were riding their bicycles through the festival area causing a hazard for pedestrians.*

Solution – Signs will be placed at all entrances to the event asking that bicycles be walked in the event area. The Marin county Bicycle Coalition will provide free bicycle parking at the festival. These issues will be publicized during the pre-event publicity campaign.

CONCLUSION

Town staff in cooperation with the Chamber of Commerce has, and will continue to make our annual festival an enjoyable and successful event for all those who participate or are in attendance. To that end, staff will continually evaluate the event and make adjustments when necessary to ensure continued success.

CHARLES L. MAYNARD
Chief of Police

AGENDA ITEM 1(c)

TOWN OF SAN ANSELMO STAFF REPORT

July 21, 2004

For the meeting of July 22, 2004

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Quality of Life Sustainability Principles

RECOMMENDATION

That Council approve the Guiding Principles for Sustainability prepared by the Quality of Life Commission.

BACKGROUND

At the meeting of July 13, 2004, the Quality of Life Commission presented the attached Guiding Principles for Sustainability for approval. Several word changes were requested

by the Council, including adding “can and must” in paragraph 2, “open” to principle 9 and “where appropriate” to principle 10.

Respectfully submitted,

Debra Stutsman
Town Administrator

June 23, 2004

Dear Mayor Chignell and Council Members,

It has been the pleasure of the Quality of Life Commission to create the attached draft of Sustainability Principles for the Town of San Anselmo for your review. These Principles were developed with the hope that they would be approved and become a part of the Town General Plan as an active filter for all Town decisions. It is our point of view that thoughtful and engaged citizens should gauge all of our personal actions and purchases with a constant eye to their environmental impact now and in the future. We believe that the Town of San Anselmo should act with the same care.

We would like you to understand how we developed the present document. We began by using the Marin Countywide Plan Sustainability Guiding Principles and then spent many months fine tuning them for our Town. For instance, we eliminated many items that are not relevant to San Anselmo, such as agricultural concerns. However, we did try to preserve a synergy between the two documents. We tried to make these Principles concise, readable and doable. We also understood them to be guidelines, not rules and were mindful that in some circumstances finances and other factors affect final decisions more than any of us would like. Therefore, we tried to be careful with the language, but not so imprecise that these Principles would be meaningless.

During the process we also developed indicators and examples for each principle, but in the end felt that they clouded the document and perhaps expressed too much too soon. We foresee exploring those more thoroughly in the future and presenting them for your consideration when appropriate.

We look forward to your comments and any of us would be pleased to discuss any questions you might have on this.

Sincerely,

Anna Frost
Chair, Quality of Life Commission
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Jo Ann Richards
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Jim Lammers
jlammers@saber.net

Rebecca Herrero
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San Anselmo
Guiding Principles for Sustainability

Preamble

The Town of San Anselmo will encourage and pursue sustainability principles and practices in all aspects of community life using effective, efficient, and practical means.

Sustainability is a process in which the human use of natural resources is in balance with nature's ability to replenish them. Humans can and must coexist with the environment in a manner that protects and restores the natural systems that support life, fosters livable environments, and promotes equality and economic well being for the benefit of current and future generations.

Principles

1. The Town will encourage and pursue the use of recycled, renewable, and non-toxic resources in appropriate, efficient and effective ways within Town services and facilities as well as within the general community.
2. The Town will encourage and promote the elimination of the use and release of hazardous materials in all Town services and facilities and within the general community.

3. The Town will actively steward and protect watersheds, open space, park land, and agricultural assets while encouraging the careful use of those assets for the benefit of all citizens.

4. The Town will encourage the expansion of public transportation systems to better connect jobs, housing, schools, shopping and recreational facilities. The Town will promote affordable and convenient transportation options including pedestrian and biking paths.

5. The Town will encourage affordable housing for the full range of our workforce and community that is diverse, well designed, and energy efficient.

6. The Town will promote the attraction and retention of businesses that provide a balance of economic, social, and environmental benefits.

7. The Town will partner with our business owners, workers and residents to encourage community involvement and volunteerism.

8. The Town will cultivate ethnic, artistic, cultural and socio-economic diversity.

9. The Town will encourage and promote a healthy and safe community with open and equal access to Town amenities and services.

10. The Town will partner where appropriate with other municipalities and agencies in Marin County, working together to pool the talent and experience that exists within the County to assist on multi-jurisdictional projects, policies and programs.

AGENDA ITEM 1(d)
For the meeting of July 27, 2004

To: San Anselmo Town Council

From: Charles L. Maynard, Chief of Police

Subject: Installation of Parking Meters in Town Parking Lots

Date: July 20, 2004

RECOMMENDATION

That Council authorize the installation of parking meters in the Pine Street parking lot, Magnolia parking lot and the Creek Park parking lot.

BACKGROUND

At the last Council meeting, Council heard a report prepared by the police department demonstrating the cost effectiveness of installing parking meters in the downtown parking lots. Council expressed a desire to have these meters installed to generate additional revenue.

FISCAL IMPACT

As outlined in the attached report, the total revenue from the 108 recommended meters would be \$486 (108 meters X \$4.50) each day or, \$2,916 (6 X \$486) per week. These revenue figures are based on a parking meter fee of \$.60 per hour. With holidays and a 2 week exemption during the holiday shopping season, the meters would operate 47 weeks per year realizing an **annual income of \$137,000** (47 X \$2,916).

For fiscal year 04/05, considering the purchase and installation costs, as well as the cost of servicing the meters, the Town would realize an estimated \$40,000 in new revenue. This estimate is based on the parking meters being installed and operational in October 2004.

Additional revenue would be derived from expired meter citations or overtime parking citations.

CHARLES L. MAYNARD
Chief of Police

DATE: July 11, 2004
TO: Chief Charles Maynard
FROM: Sergeant Wight
REGARDING: Parking Meter Research, Downtown Parking Lots

At your request, I researched the financial impact, both in expense and revenue, associated with installing 108 parking meters in the downtown area parking lots.

My calculations indicate that net revenue for the 2004-2005 fiscal year would be \$41,700 and thereafter the annual net revenue would be \$122,800. The 2004-2005 fiscal year is based on 9 months of operation and paying the purchase and installation costs.

Expense:

I requested cost estimates from Tri-State Meters, the company who recently supplied San Rafael with a number of new parking meters. Purchasing the same brand as San Rafael seems advantageous because it may provide an opportunity to contract with them for repairs and general maintenance.

According to Kevin (1-800-782-4071), the Tri- State sales representative, we can obtain basic, twin-head meters for approximately \$330 per parking stall. This does not include applicable taxes, which I estimate will raise the cost to approximately \$350 per parking stall for a total purchase of \$37,800.

Dave Carroll, San Anselmo Department of Public Works, estimates that it will cost approximately \$100 per meter pole. (1 1/2 labor hours, plus drill rental fees and materials). The total installation cost will be \$5,400 (54 holes x \$100).

San Rafael recommends that we add the following options to our meters:

- Purchase 6-12 additional meters for maintenance replacement
- Purchase sealed coin canisters
- Purchase sealed coin collection cart
- Purchase handheld computer for auditing and programming

The overall cost of these options would be approximately \$7,100. (10 additional meters @ \$330 ~ \$3,300, 120 sealed coin canisters @ \$15.00 ~ \$1,800, 1 sealed coin collection cart \$1,200 and 1 handheld computer @ \$800).

Based on these amounts the **total cost for purchasing and installing the meters and recommended options would be \$50,300.** (Meter purchase \$37,800, installation \$5,400 and recommended options \$7,100). This equates to \$466 for each revenue-producing meter (\$50,300 / 108).

Revenue

I estimated revenue by using the variables of: \$0.60 for each hour of parking, operational hours from 8AM to 6PM (10 hours per day), 6 days per week, and an average usage of 75 percent. Based on these variable amounts, each meter would produce approximately \$4.50 (\$0.60x10x75%) per day or, \$27 (\$4.50x6) per week.

Total revenue from the 108 meters would be \$486 (108 meters X \$4.50) each day or, \$2,916 (6 X \$486) per week. With holidays and maybe 2 weeks during the holiday shopping season, the meters would operate 47 weeks per year realizing an **annual income of \$137,000** (47 X \$2,916).

Additional revenue would be derived from expired meter citations or overtime parking citations.

Maintenance

The City of San Rafael will contract to do weekly collections and accounting for \$1.77 per week per meter. This equates to approximately \$829 per month. ($1.77 \times 108 \times 4.3$ weeks per month) or \$9,950 per year (829×12).

Additionally, they will provide general maintenance (weekly servicing) for \$0.75 per meter per week. This equates to approximately \$349 per month ($0.75 \times 108 \times 4.3$ weeks per month) or \$4,200 per year (349×12).

The **total cost of collection and maintenance** would be \$1,178 Per month or **\$14,200 per year**.

Net Income

2004-2005 Fiscal Year

Based on the indicated variable figures and estimating operations starting October 1, the parking lot meters would produce an approximate net income of **\$41,700, in the 2004-2005 fiscal year** (9 months of gross revenue – purchase cost – annual collection & maintenance cost) ($102,600 - 50,300 - 10,600$).

Annually Thereafter

After purchase and installation cost are paid; the net revenue would be **\$122,800** (annual gross revenue - annual collection & maintenance cost) ($137,000 - 14,200$).

Attachments

AGENDA ITEM 1(e)

TOWN OF SAN ANSELMO STAFF REPORT

July 21, 2004

For the meeting of July 27, 2004

TO: Town Council

FROM: George Davison, Project Mgr.

SUBJECT: Application for Federal funds
Sir Francis Drake Blvd. pavement refurbishing

RECOMMENDATION

That the Council adopt the attached Resolution: “Authorizing the filing of an Application for Federal Surface Transportation Program Funding for Sir Francis Drake Blvd. pavement refurbishing from Sunnyhills Drive to Bolinas Avenue, and rescinding Resolution No. 3698”.

BACKGROUND AND DISCUSSION

The original Resolution, No. 3698 adopted July 13th, requested \$168,000 in Federal funds. We have now been advised that \$170,000 is available. In addition, the Town funds match requirement is 11.47 percent. That results in a total project of \$192,025 with \$22,025 match. The original resolution indicated a match of \$20,000

CURRENT STATUS

We have been requested to adopt a new resolution updating the dollar amounts, which will be submitted for the funds. Obviously, we want to maximize the project funding so we can try and do all the work that is needed.

REQUESTED ACTION

Adopt the aforementioned Resolution

Attachment: Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AUTHORIZING THE FILING OF AN APPLICATION FOR FEDERAL SURFACE TRANSPORTATION PROGRAM FUNDING FOR SIR FRANCIS DRAKE BLVD. PAVEMENT REFURBISHING FROM SUNNYHILLS DRIVE TO BOLINAS AVENUE, AND RESCINDING RESOLUTION NO. 3698

Whereas, the Transportation Equity Act for the 21st century (TEA 21) (Public Law 105-178, June 9, 1998) and the TEA 21 Restoration Act (Public Law 105-206, July 22, 1998) continue the Surface Transportation Program (23 U.S.C. § 133 and the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149); and

Whereas, the TEA-21 legislation will guide STP, CMAQ, and TE programming until a TEA 21 Reauthorization bill is authorized; and

Whereas, pursuant to TEA-21, and the regulations promulgated thereunder, eligible project sponsors wishing to receive Surface Transportation Program or Congestion Mitigation and Air Quality Improvement Program grants for a project shall submit an

application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

Whereas, the metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

Whereas, the Town of San Anselmo is an eligible project sponsor for Surface Transportation Program or Congestion Mitigation and Air Quality Improvement program funds; and

Whereas, the Town of San Anselmo wishes to submit an application to MTC for funds from the Surface Transportation Program Improvement Program in fiscal year 2005-06 and 2006-07 for the following project:

Sir Francis Drake Blvd. pavement refurbishing from Sunny Hills Drive to Bolinas Avenue; and

Whereas, MTC requires, as part of the application a resolution stating the following:

1. the commitment of necessary local matching funds of at least 11.47%; and
2. that the sponsor understands that the Surface Transportation Program and Congestion Mitigation and Air Quality Improvement Program funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with Surface Transportation Program or Congestion Mitigation and Air Quality Improvement program funds; and
3. the assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and
4. that the sponsor understands that funds must be obligated by June 30 of the year that the project is programmed for in the TIP, or the project may be removed from the program; and
5. that the sponsor has a certified pavement management system (PMS)

NOW, THEREFORE. BE IT RESOLVED by the Town Council of the Town of San Anselmo that the Town of San Anselmo is authorized to execute and file an application for funding under the Surface Transportation Program of TEA-21 Reauthorization in the amount of \$170,000 for Sir Francis Drake Blvd. pavement refurbishing from Sunny Hills Drive to Bolinas Avenue; and

BE IT FURTHER RESOLVED that the Town Council of the Town of San Anselmo by adopting this resolution does hereby state that:

1. The Town of San Anselmo will provide up to \$22,025 in non-federal matching funds; and
2. The Town of San Anselmo understands that the Surface Transportation Program and Congestion Mitigation and Air Quality Improvement program funding for the project

is fixed at \$170,000 and that any cost increases must be funded by the Town of San Anselmo from local matching funds, and the Town of San Anselmo does not expect any cost increases to be funded with Surface Transportation Program or Congestion Mitigation and Air Quality Improvement program funds; and

3. Sir Francis Drake Blvd. pavement refurbishing from Sunny Hills Drive to Bolinas Avenue will be built as described in this resolution and, if approved, for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP) with obligation occurring within the timeframe established below; and
4. The program funds are expected to be obligated by June 30 of the year the project is programmed for in the TIP.

BE IT FURTHER RESOLVED that the Town of San Anselmo is an eligible sponsor of projects in the Surface Transportation Program; and

BE IT FURTHER RESOLVED that the Town of San Anselmo is authorized to submit an application for Surface Transportation Program funds for Sir Francis Drake Blvd. pavement refurbishing from Sunny Hills Drive to Bolinas Avenue; and

BE IT FURTHER RESOLVED that there is no legal impediment to the Town of San Anselmo making applications for local Streets and Roads Shortfall Program funds; and

BE IT FURTHER RESOLVED that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of the Town of San Anselmo to deliver such project; and

BE IT FURTHER RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and

BE IT FURTHER RESOLVED that the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP; and

BE IT FURTHER RESOLVED that Resolution No. 3698, adopted by this Council on July 13, 2004 is hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of San Anselmo, State of California held on the 27th day of July, 2004 by the following vote:

AYES:

NOES:

ABSENT:

Paul Chignell, Mayor

ATTEST:

Barbara Chambers, Town Clerk

AGENDA ITEM 1(f)

For the Meeting of July 27, 2004

To: Town Council

From: Charles L. Maynard, Chief of Police

Subject: Quarterly Statistical Report

Date: July 21, 2004

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 first quarter of 2004. 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 2003 in its entirety and the year 2004 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 345 reported part one crimes during calendar year 2003. During the first quarter of 2004 there were 91 reported part one offenses, 72 part one offenses during the second 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. Part two offenses include malicious mischief, driving under the influence and all other misdemeanors.

Traffic Collisions: The data for traffic collisions include 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 is 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.

ITEMS OF INTEREST THIS QUARTER

Staffing and budgetary issues continue to be the number one issue for the police department. Frozen positions due to the State and local budget crisis, coupled with officers off work due to injuries, have left us operating at less than full staff. The following is an illustration of the personnel shortages.

- One Police Officer position frozen
- One Police Sergeant position frozen (but reimbursed at an 80% rate) while he is attending extended training.
- One Police Sergeant on work connected disability with a severe back injury. Likelihood of return, doubtful.
- One Police Corporal on work connected disability with a back injury.
- One Police Dispatch position frozen

The above mentioned shortages have and will continue to have a number of effects on the Department, including citation statistics, reduced time for community policing projects and related directed patrol activities and an increase in overtime. Additionally, the command staff continues to fill patrol shifts and work special events in an effort to cover shifts and save on overtime expenditures.

Sergeant Joel Erickson is at the mid-way point with his training at the Sherman Block Leadership Institute (SLI). As previously reported, this cutting edge training is mandatory

for all police sergeants and will continue to increase the level of professionalism in the Sergeant's ranks.

Sergeant Nick Valeri continued his temporary assignment at the Computer Crimes Task Force. This program will allow the department to gain valuable investigative knowledge in the area of computer related crimes. While on this assignment Sergeant Valeri's salary, benefits and other related costs are being reimbursed to the Town at the rate of 80%. Upon his return in late July, Officer Michael Wacholz will become the Department's next intern at the Task Force. The salary and related costs of Officer Wacholz will also be reimbursed to the Town at the same 80% rate.

Members of the Police Department assisted the Twin Cities Police Department with the presentation of the "Every 15 Minutes" program at Redwood High School. This is a realistic program involving a simulated fatal drunk driving traffic collision designed to increase awareness among local youth. The program was a complete success and involved police officers from a number of Marin communities. Our department also presented the same program at Sir Francis Drake High School with the assistance of the CHP and other local law enforcement agencies. San Anselmo's program was a complete success and received high praise from school officials.

A DUI checkpoint was sponsored by our department and conducted in the 1000 block of Sir Francis Drake Blvd. with the following results:

- 1193 vehicles passed through the checkpoint
- 10 field sobriety tests were administered
- 1 person was arrested for DUI
- 16 citations for various violations were issued

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

Stuart Baker

- April 13, 2004 - Letter of Commendation for his assistance in the "Every 15 minutes" Program.
- May 10, 2004 - Letter of Commendation for the installation and commencement of the new MERA system.
- May 10, 2004 - Letter of Commendation for the planning and conducting of the MERA Training.
- May 13, 2004 - Letter of appreciation from Sergeant Christopher Coale, from the Northern California Computer Crimes Task Force for his help conducting a probation compliance search.
- June 7, 2004 - Commendation Memo from Sergeant Wight regarding a letter from a citizen expressing her thanks for his efforts in helping her boyfriend fight his alcohol addiction.

Lisa Blair

- April 15, 2004 - Thank you letter from Joseph Ghiringhelli for her assistance with the police escort for his late wife, Jean.
- May 14, 2004 - Letter of appreciation from Sergeant Christopher Coale, from the Northern California Computer Crimes Task Force for her help conducting a probation compliance search.

Anthony Boehle

- April 15, 2004 - Thank you letter from Joseph Ghiringhelli for his assistance with the police escort for his late wife, Jean.
- May 10, 2004 - Letter of Commendation for the planning and conducting of the MERA Training.
- May 24, 2004 - Thank you letter from a citizen for looking out for his safety during an unspecified incident.

Monica Catlow

- June 1, 2004 - Email thank you letter from Charles Cullen for her assistance on the Verizon and Metro PC Wireless implementation.

Grady Joseph

- April 15, 2004 - Thank you letter from Joseph Ghiringhelli for his assistance with the police escort for his late wife, Jean.

Nick McGowan

- April 15, 2004 - Thank you letter from Joseph Ghiringhelli for his assistance with the police escort for his late wife, Jean.

Michael Mejia

- April 13, 2004 - Letter of Commendation for his assistance in the “Every 15 minutes” Program.
- April 15, 2004 - Thank you letter from Joseph Ghiringhelli for his assistance with the police escort for his late wife, Jean.

Paige Nelson

- May 14, 2004 - Letter of appreciation from Sergeant Christopher Coale, from the Northern California Computer Crimes Task Force for her help conducting a probation compliance search.

Edward Wight

- April 13, 2004 - Letter of Commendation for his assistance in the “Every 15 minutes” Program.

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

INCIDENT TYPE	Total Year 2003	<i>1st Quarter 2004</i>	<i>2nd Quarter 2004</i>	<i>3rd Quarter 2004</i>	<i>4th Quarter 2004</i>	<i>Total To Date Year 2004</i>
<u>TOTAL CALLS FOR SERVICE</u>	21,205	5010	5674			10,684
<u>PART I CRIMES – TOTAL</u>	345	91	72			163
HOMICIDE	0	0	0			0
RAPE	3	1	1			2
ASSAULT – SIMPLE	53	15	5			20
ASSAULT – AGGRAVATED OR WITH WEAPON	15	1	3			4
ROBBERY	2	0	0			0
BURGLARY	64	24	16			40
LARCENY / THEFT	186	43	33			76
MOTOR VEHICLE THEFT	20	7	14			21
ARSON	0	0	0			0
<i>TOTAL ARRESTS MADE</i>	322	68	84			152
<i>VEHICLE CODE ENFORCEMENT</i>						
DRUNK DRIVING	20	5	8			13
MOVING CITATIONS	1889	259	629			888
ADMIN. CITATIONS	170	27	63			90
PARKING CITATIONS	4684	1476	1185			2661
ABANDONED VEHICLES REPORTED	414	113	90			203
ABANDONED VEHICLES TOWED	31	6	3			9

<i>TRAFFIC COLLISIONS – TOTAL</i>	205	41	46	87
<i>NON-INJURY COLLISIONS</i>	141	27	31	58
<i>INJURY COLLISIONS</i>	59	14	15	14
<i>BICYCLES INVOLVED</i>	3	3	3	6
<i>PEDESTRIANS INVOLVED</i>	10	2	1	3
<i>DRUNK DRIVING INVOLVED</i>	2	0	1	1
<i>FATAL</i>	1	0	0	0

Total Crimes for Town of San Anselmo

(Part 1 Crimes)

2000	296
2001	272
2002	292
2003	345

Moving Violations Issued

2000	1727
2001	2244
2002	2435
2003	1889

Parking Citations Issued

2000	6573
2001	5342
2002	4478
2003	4684

Total Arrests

2000	387
2001	317
2002	360
2003	322

Total Accidents

2000	234
2001	192
2002	187
2003	205

Total Calls for Service

2000	21,589
2001	22,466
2002	21,233
2003	21,205

<u>INCIDENT TYPE</u>	<i>Year Total</i> <i>2003</i>	<i>1st Quarter</i> <i>2004</i>	<i>2nd Quarter</i> <i>2004</i>	<i>3rd Q</i> <i>2004</i>
<u>MISCELLANEOUS CRIMES</u>				
HATE CRIMES	0	0	0	
SHOPLIFTING	26	7	9	
ANNOYING PHONE CALLS	47	11	17	
<u>MISCELLANEOUS CALLS FOR SERVICE</u>				
ASSIST OUTSIDE AGENCY	418	71	83	
BUSINESS/BUILDING CHECK	585	124	141	
CITIZEN ASSIST	574	148	116	
EXTRA PATROL	1445	355	379	
MEDICAL AID	423	130	94	
DISTURBED PERSONS (5150 W&I)	58	13	20	
MISSING PERSONS (INCLUDING SUNNYHILLS SCHOOL & 9 GROVE LANE)	110	10	14	
NOISE ABATEMENT	299	63	109	
PARK CHECKS	1170	377	480	
RADAR TRAILER DEPLOYMENT	347	79	88	
SUSPICIOUS PERSONS	115	25	64	
TRAFFIC STOPS	2959	486	1021	
VACATION HOME REQUESTS	94	17	14	
VACATION HOME CHECKS	260	28	32	

AGENDA ITEM 1(g)

**TOWN OF SAN ANSELMO
STAFF REPORT**

July 21, 2004

For the meeting of July 27, 2004

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: 2004-05 Proposed Budget

RECOMMENDATION

That Council acknowledge and file the status report on the 2004-05 budget.

BACKGROUND

The Town is facing an anticipated \$1 million shortfall in fiscal year 2004-05. The shortfall is in addition to the measures the Town has already taken to keep the 2003-04 budget balanced, which included freezing 6 ½ positions and cutting all unnecessary expenditures.

DISCUSSION

Staff is moving forward with preparing the proposed 2004-05 budget for Council review at the regular meeting of August 10, 2004. Council has provided direction on revenue enhancements, use of one-time money and cuts to non-personnel items that will facilitate reducing our budget by the required amount. Those measures will be reflected in the proposed budget document.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 2

**TOWN OF SAN ANSELMO
STAFF REPORT
July 21, 2004**

For the Meeting of July 27, 2004

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Appointment to Library Advisory Board

RECOMMENDATION

That Council appoint one member to the Library Advisory Board.

BACKGROUND

The Library Advisory Board has a membership of six seats. The Board presently has one vacancy, to term expiring in June, 2008 (1). Council has interviewed one candidate, Suzanne Knecht

Respectfully submitted,

Debra Stutsman
Town Administrator

Attachment

AGENDA ITEM 3

**TOWN OF SAN ANSELMO
STAFF REPORT**

July 9, 2004

For the Meeting of July 27, 2004

TO: Town Council
FROM: Thomas Bell, Planning Director
SUBJECT: Appeal of Planning Commission's approval of a Use Permit, Variances, and Design Review to consider construction of a 3,782 square foot single-family dwelling for the purpose of a senior group home. APN 007-282-01.

RECOMMENDATION

Uphold the Planning Commission's approval of the project reaffirming the necessary findings and subject to one additional condition regarding indemnification as specified within this staff report.

APPELLANTS: Tim & Agnes Heiman
59 Woodland Avenue

APPLICANTS: Ross Valley Ecumenical Housing Association (K. Crecelius)
P. O. Box 967
Novato, CA 94948

BACKGROUND: **May 17, 2004:** Planning Commission approved the Use Permit, Variances, and Design Review for the construction and operation of a residential group home located at 61 Woodland Avenue (3-1).

DISCUSSION OF APPEAL

Eleven items are documented in the attached appeal from the Heimans. Following is staff's response to those issues:

1. **Too big, out of character for the Woodland neighborhood.** The standard for single-family residential dwelling size below 150msl is limited to lot coverage. Although proposed lot coverage(39.1%) exceeds standards by 4.1%, the Commission approved the **lot coverage variance** due to the unique surrounding zoning classifications (R-1, R-2, and R-3) in that this property development would facilitate a zoning density transition from the larger allowable R-3 lot coverage (50%) to the R-1. Additionally, the substandard sized lot and fact that it is a corner lot further warranted special circumstances for the variance finding.
2. **Violates the General Plan Objective 11/policy 11/1.** Land Use Objective 11, policy 11.1 refers to the limitation of construction equipment for hillside and ridge properties. This property is not a hillside or ridge property.
3. **Violates the Town's Development Standards- lot size, lot coverage, setback, and parking.** The Planning Commission approved variances to development standards making appropriate findings as authorized by code.
4. **Project is a non-conforming lot.** Yes, it is non-conforming adding to the justification for variance. Non-conforming lots are legal lots and may be developed.
5. **Acted with bias against neighbors (75 of whom signed a petition)** The Commission must act on evidence and testimony related to the ability of making necessary findings. Neighborhood opinion/support is not a required finding.

6. **RVEHA was not the legal owner** The RVEHA had a real interest in the property by obtaining an option. Options are considered to have satisfied ownership requirements. Although staff requires that the owner of the property sign the application to assure participation, the Municipal Code does not require the owner to sign an application. All ownership interests are aware of the proposed project to staff's knowledge.
7. **Challenge determination of CEQA exemption** The property is an existing legal lot with a dwelling upon it. CEQA guideline Section 15301(l) (Existing Facilities) exempts the demolition and removal of the existing structure. Section 15303(a) (New Construction) allows for the exemption of one single-family residence in a residential zone. This house is considered a single-family dwelling. A group home is allowed within a single-family dwelling by Use permit.
8. **Footprint of the proposed dwelling is excessive.** See # 1 and 3 above regarding lot coverage.
9. **Would substantially affect the privacy of the neighboring property owners.** The Commission determined that the project would not unreasonably affect the privacy of neighboring properties (Design Review finding #2).
10. **Would negatively affect the value of neighboring properties.** The project represents a major improvement to the lot and neighborhood. The structure will meet all current building and safety codes.
11. **Would exacerbate the existing severe parking and traffic problems in the neighborhood.** The project proposes 6 parking spaces where code only requires 2. The Traffic Safety Committee reviewed the project and found no traffic issues relevant to the project.

Details of the project are contained in the Planning Commission staff reports of May 3 and May 17, 2004.

In addition to the project conditions required by the Planning Commission, the Town Attorney recommends that the following condition be added to the project approval:

Applicant shall at all times comply with all applicable laws, ordinances, rules and regulations of municipal, state and federal authorities relating to the installation maintenance, height, location, use, and operation of improvements authorized herein, and shall fully defend, hold free and harmless and indemnify the Town of San Anselmo, its Council, commissions, agents, officers, employees, and consultants against any and all claims, costs, expenses, suits, and liabilities of any kind whatsoever, or actions seeking to set aside, declare void or annul the approval(s) of this project, and including without limitation, reasonable attorney' and expert witnesses' fees and costs, arising out of or in any way related to applicant's installation, or operation of the improvements and equipment authorized by this approval and any claim by any person or entity relating to alleged health or environmental effects of the project. The Town and applicant shall promptly notify each other of any such attack, claim, action, or proceeding. The Town will tender defense to

the applicant. The Town may assist in defense; and nothing shall prohibit the Town from participating in the defense in any such attack, claim, action or proceeding so long as the Town agrees to bear its own attorneys fees and costs and participates with applicant in the defense cooperatively.

RECOMMENDATION

Conduct a Public Hearing, and thereafter subject to evidence and testimony received,

- 1) uphold the Planning Commission's approval of the application,
- 2) approve the findings made by the Planning Commission,
- 3) add a project condition as recommended by the Town Attorney as described above.

Respectfully submitted,

Thomas Bell
Planning Director

Attachments: 1. Appeal
2. Planning Commission minutes and staff reports
3. Plans and application materials
4. Various letters from citizens

c: applicants/appellants

AGENDA ITEM 4

**TOWN OF SAN ANSELMO
TOWN COUNCIL STAFF REPORT**

July 8, 2004

For the meeting of July 27, 2004

TO: Town Council

FROM: Tom Bell, Planning Director

SUBJECT: Resolution amending Planning Department Fee Schedule.

RECOMMENDATION

Adopt the attached resolution amending Planning Department fees.

BACKGROUND

On August 24, 1993, the Town Council adopted Resolution 3241 setting the fee schedule for Planning Department services and providing for annual adjustments.

On January 13, 2004, the Town Council adopted Resolution 3674 amending the fee schedule for Planning Department services.

DISCUSSION

As the Council is aware, the Planning Department fee schedule was updated in January of this year and became effective on March 14, 2004.

At a recent budget hearing of June 22, the Town Council directed staff to initiate a Planning Department fee increase necessary to generate approximately \$100,000 in additional cost recovery planning fees.

The attached Planning Fees 2004-5 study estimates departmental costs and fees for this fiscal year. Since the current fee schedule recovers approximately $\frac{1}{4}$ the cost of providing such services, staff recommends substantial increases in processing fees in order to approach $\frac{1}{2}$ cost recovery. Such fee increase would generate approximately \$90,000-\$100,000 in additional revenue as directed by Council.

If adopted tonight, the attached resolution would go into effect on Monday, September 27, 2004.

Respectfully submitted,

Tom Bell
Planning Director