

AGENDA ITEM 1(b)

TOWN OF SAN ANSELMO STAFF REPORT February 2, 2004

For the meeting of February 10, 2004

TO: Town Council

FROM: Kay Coleman

SUBJECT: Film Night in the Park, Summer 2004

RECOMMENDATION

That Council approves the request to hold "Film Night in the Park" this summer on the specified Friday and Saturday evenings in July, August, and September. Sixteen screenings of films are proposed from July 9th through September 11th as follows:

- ◆ Friday and Saturday, July 9, and 10
- ◆ Friday and Saturday, July 16 and 17
- ◆ Saturday, July 24
- ◆ Friday and Saturday, July 30, 31
- ◆ Friday and Saturday August 20 and 21
- ◆ Friday and Saturday August 27 and 28
- ◆ Friday, Saturday and Sunday September 3, 4, 5 (Labor Day week-end)
- ◆ Friday and Saturday September 10 and 11

All shows would start at dusk, about 8:30 p.m. and finish by 11:00 p.m. There are two shows fewer than last year.

The Film Night producer requests that amplified sound be allowed and that the rule, allowing no one in the park after sunset, be waived. Organizers also request that the Town Hall restrooms remain open until 11:00 p.m. on film nights.

DISCUSSION

The request has been reviewed and approved by the Police, Fire, Public Works, Recreation, Parks, and Volunteer Departments. The organizers will comply with the usual Fire Department request that two 6-foot wide unobstructed exits be maintained.

In order to ensure that plans for summer use of the park are coordinated, staff (Community Resources Director) met with film Night Director, Tom Boss, on several occasions. The following items were carried out or agreed to:

- ◆ A survey was prepared and sent to downtown merchants along San Anselmo Avenue to ascertain any parking problems or other issues, which may have surfaced during last year's program. Results were almost all positive. In brief, merchants wish to continue parking reminders and opportunities for paid and free advertising of their businesses on film nights.
- ◆ Jointly sponsored evening with the San Anselmo Volunteer Effort's Beatles event.
- ◆ Time was also reserved for the Town Players' production in the park.
- ◆ Film Night brochures, web site and advertising will list the Town of San Anselmo as a sponsor.
- ◆ As previously agreed, Staff and Film Night will have a wrap-up meeting in October and a planning meeting in January of each year to evaluate the previous summer's events and plan a calendar for the following summer.

Respectfully submitted,

Kay Coleman
Community Resources Director

Attachment — Film Night request

AGENDA ITEM 1(c)

**TOWN OF SAN ANSELMO
STAFF REPORT**

February 4, 2004

For the meeting of February 10, 2004

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Local Taxpayers and Public Safety Act

RECOMMENDATION

That Council acknowledge and file the report on the status of the subject initiative.

BACKGROUND

The 2004 Local Taxpayers and Public Safety Protection Act is intended to increase local control over local tax dollars. This measure would let the voters have the final say on proposed actions by the State legislature that would further reduce local government funding. It would require voter approval before the State could reduce funding for local services or shift more costs for state programs to local governments.

DISCUSSION

The League of California Cities, California State Association of Counties and California Special Districts Association plan to begin the signature gathering phase on Monday, February 9 in Oakland. 598,105 valid signatures are needed to qualify the measure for the November 2004 ballot.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 1(d)

**A PROCLAMATION OF THE
TOWN OF SAN ANSELMO
Honoring the
Accomplishments and Contributions of
WENDY DREITCER**

WHEREAS, Wendy Dreitcer has been the Pastor of the Sleepy Hollow Presbyterian Church for over 15 years; and

WHEREAS, Ms. Dreitcer has devoted twenty years of her life to being a Pastor; and

WHEREAS, Wendy Dreitcer has a long-time history as a San Anselmo student, as she is a graduate of the San Francisco Theological Seminary as well as a graduate of Sir Francis Drake High School; and

WHEREAS, Ms. Dreitcer is celebrating 20 years in the ministry and her retirement from the ministry.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Town Council of the Town of San Anselmo does hereby commend Wendy Dreitcer upon her retirement from the ministry and wish her well.

Paul Chignell, Mayor

Date

AGENDA ITEM 1(e)
Not available on website.

AGENDA ITEM 1(f)
Continued to the meeting of February 24, 2004

AGENDA ITEM 1(g)
Continued to the meeting of March 9, 2004

AGENDA ITEM 2
Report will be oral.

AGENDA ITEM 3

TOWN OF SAN ANSELMO
STAFF REPORT

February 4, 2004

For the meeting of February 10, 2004

TO: Town Council

FROM: Budget Subcommittee:
Peter Breen, Councilmember

Barbara Thornton, Councilmember
Debra Stutsman, Town Administrator

SUBJECT: Status Report on Budget Shortfall

RECOMMENDATION

That Council approve the following:

- 1) Close the Library one day per week (Monday) starting March 1, 2004.
- 2) Request the Ross Valley Fire Service organization consider how the Town's contribution to the Fire Department could be reduced by at least \$50,000 through June 04
- 3) Request the Friends of SAVE contribute the hourly wage of the SAVE assistant through June 30, 2004 in order to maintain the services.
- 4) Direct staff to reduce legal expenditures by reducing calls for legal assistance and reduce Town Attorney attendance at meetings whenever possible.
- 5) Commit to leaving the funds in the Contingency line item untouched.
- 6) Reduce Council stipend temporarily by 50% to \$50/month.

BACKGROUND

At the meeting of January 27, 2004, Council was advised that projected revenues for 2003-04 are coming in short of projections, and that it is possible that we could experience up to a \$300,000 shortfall by the end of the fiscal year. Council appointed a subcommittee of Councilmembers Thornton and Breen to work with the Town Administrator on budget solutions. With an undesignated reserve of just \$660,000, our only option is to reduce expenditures.

ACTIONS TAKEN SINCE JANUARY 2004

Department Head staff is committed to authorizing expenditures for necessities only, eliminating overtime and training, and identifying cost saving opportunities at every juncture, including grants. Fees have been raised in both the Planning Department and Police Department to reflect higher costs. Other Departments are evaluating fees and preparing to make recommendations for fee increases next fiscal year. A verbal resignation has been received in the Planning/Public Works Department from an administrative assistant, one of two assigned to the public counter. That position will be frozen effective March 1, 2004. The position will have to be covered by other members of the two departments, which will necessitate adjustment in the hours that the offices are open to the public.

The Police Department has taken advantage of a six-month educational opportunity for one sergeant, in which the sergeant receives high tech computer crime training and the state reimburses the Town for 80 % of the salary, benefits and all costs associated with that assignment. A Commander will be assuming the duties of this sergeant during the

training period. A second officer will go for another six-month stint when the first returns. This will save \$40,000 this fiscal year and \$90,000 overall. This is combined with the three Police positions that are already frozen. The department is now at a minimal staffing level, below which we cannot go. We will no doubt experience an increase in overtime costs, however, to cover shifts. Traffic enforcement, investigations, community policing projects, and community program participation are suffering from the staffing cuts.

The Parks Department has taken over the janitorial work at the Isabel Cook Complex, relieving the Town of a part time 19 hours per week janitor and saving \$5,000, but essentially reducing the time available for Parks maintenance by nearly half a staff member. In addition, Parks already has one maintenance worker position frozen. Weekend janitorial work in the public bathrooms and garbage pickup, previously the responsibility of the part time worker, will not be done for the short term. In addition, some Parks maintenance projects will not get done.

STATUS REPORT

Staff is in the process of meeting with all the employee groups to talk about the budget shortfall this fiscal year and next, to discuss cost saving ideas and possible work furloughs or pay concessions, before making any final decision regarding employee layoffs. We anticipate making a report at the February 24th meeting on the outcome of those talks.

In addition, staff is researching the details of putting a measure on an upcoming ballot to ask the residents of San Anselmo to help ensure that the Town has a stable source of funding that the State cannot take away. At the regularly scheduled election in November 2004, we could ask voters to approve an increase to our Municipal Services Tax, currently set at \$78 per living unit, or consider a special tax for public safety. This would require a unanimous vote of the Council declaring the Town to be in an emergency situation, in that this is not the regular election at which Councilmembers are elected.

More information on election options will be presented at the February 24, 2004 meeting.

ISSUES

The subcommittee makes the following recommendations to cut expenditures between now and June 30, 2004:

- Close the Library each Monday, beginning March 1, 2004. This can be done by reducing use of temporary employees and would save approximately \$6,600.
- Request the Ross Valley Fire Service organization consider how they can reduce costs to the Town by at least \$50,000 between now and June 30, 2004.
- Request the Friends of SAVE fund the SAVE Assistant position for four months in order to maintain those services, saving \$4,000.

- Direct staff to reduce legal expenditures by \$10,000 by eliminating legal review of staff reports, limiting attorney presence at meetings and reducing the number of calls for advice.
- Commit to leaving the funds in the Contingency line item untouched, saving \$ 80,000
- Reduce Council stipend temporarily by 50%, to \$50, saving \$1,000.

FISCAL IMPACT

The actions already taken amount to a savings in fiscal year 2003-04 of \$45,000 - \$55,000. Proposed actions tonight could add another \$150,000, and bring the total estimated savings in this fiscal year to \$200,000.

CONCLUSION

The above measures are intended to bridge the funding shortfall this fiscal year as we await further information from the state, including the results of the March election and the Governor's May revise. This in no way obviates the need for reductions in personnel costs in 2004-05 as we already project that next year's expenditures will outpace revenue projections by \$700,000 to \$1 million, depending on State action.

Respectfully submitted,

Budget Subcommittee

C: Department Managers

AGENDA ITEM 4

TOWN OF SAN ANSELMO STAFF REPORT

February 2, 2004

For the Meeting of February 10, 2004

TO: Town Council

FROM: Tom Bell, Planning Director

SUBJECT: Appeal of the Planning Commission's approval of: 1) third story variance; 2) setback variance to add a lower, middle and upper story addition within 5' of the south side property line; 3) flatland design review of a second

and third story addition that consists of a 750 square foot addition plus interior stairway, and 4) setback variance to add an exterior stairway and enclosed entry within 5' of the north side property line, located within the R-1 zoning district. APN 005-154-06

RECOMMENDATION

Uphold the Planning Commission's conditional approval of V-0346 and DR-0336 and deny the appeal.

Location of Project: 57 Medway Road, San Anselmo

Appellants: Gary March and Kim Pipkin (owners of 57 Medway)

Background: December 1, 2003: Planning Commission conditionally approved the design review and variance. (Ayes: Harris, House/Sisich Noes: Fernandez)

November 3, 2003: Planning Commission continued the application in order for the applicants to consider a redesign.

Discussion of Appeal

The original request by the appellants was for a 2'-6" south side yard setback for the lower, middle and upper story additions. The plans were modified to set the upper story back to within 5' of the side yard property line but they did not modify any of the other requests, which included a variance for the lower and middle level to be within 2'-6" of the side property line. The Commission was able to make findings of support the project at its December 1 meeting with the condition that the lower and middle stories be moved back, requiring a 5' south side yard setback. This is the basis of the appeal.

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

(1) The requirement to set back the main and lower level additions 5' is unreasonable in light of the pre-existing conditions on our lot and those surrounding it. Our lot is only 40' wide and the house is already within 2'-6" of the lot line. The closeness is consistent with the surrounding houses, and mitigated by the fact that the house is setback from the street over 40 feet and screened from street view by large trees and a fence.

The appellants are requesting a variance to place the lower and main addition within 2'-6" of the south side property line. The Commission was unable to make findings to support the variance so close to the property line but were able to support a 5' side yard setback due to the narrowness of the lot, the heritage trees and topography of the grade and for reasons stated in the staff report.

(2) *The requirement to setback the main and lower level additions 5' is unreasonable in light of the small size of the affected areas. The additions areas are only 4' x 2.5' (10 square feet) on the main level and 14' x 2.5' on the lower level (35 square feet), tiny compared to the existing wall which will remain 2'-6" from our property line. The small amount of space we're seeking will not significantly enhance fire safety, light and air concerns to 51 Medway, or negatively affect the appearance of the house from the street.*

The Zoning Ordinance requires an 8' side yard setback. Although the house is currently within 2'-6" of the south side property line, there are no special circumstances to continue to add to the non-conformity. The Commission felt there were alternative locations for the addition, including reconfiguring the interior space. They were able to make findings to grant a variance to build the addition within 5' of the side property line based on the narrowness of the lot, the heritage trees and the slope of the lot and the reasons stated in the staff report.

(3) *The owner of 51 Medway has no objection to the project and has submitted a letter of support. Eleven other neighbors, including all directly adjacent neighbors, also support the project as proposed. No neighbors have opposed the project.*

The addition could create an adverse impact on the south side neighbor at No. 51 due to the close proximity to the property line but the addition at the lower levels is screened by vegetation. There will be no adverse impact viewed from Medway Road due to the location of the house and the screening of mature trees.

(4) *The requested setback will significantly increase construction cost because it will be structurally awkward.*

There are no findings in the Zoning Ordinance that relate to financial cost associated with construction

(5) *If the setbacks are required, the house will have "notches" on the main and lower levels which will diminish the square footage of our project and result in a more awkward appearance and interior room layout.*

The Commission felt there were other solutions available without such an encroachment into the setbacks but they were able to make findings to support a 5' side yard setback based on the reasons stated above.

Recommendation

Uphold the Planning Commission's conditional approval of the application, thereby denying the appeal to place the lower and middle story addition to within 2'-6" of the south side property line.

Respectfully submitted,

Tom Bell
Planning Director

- Attachments:
1. Appeal
 2. Planning Commission staff reports and minutes of November 3 and December 1, 2003.
 3. Letters from neighbors
 4. Plans and parcel map

AGENDA ITEM 5

TOWN OF SAN ANSELMO STAFF REPORT

February 4, 2004

For the meeting of February 10, 2004

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Historical Mosaic Obelisk

A. RECOMMENDATION

That Council give direction to staff and artists regarding possible locations for the subject art piece, prior to submitting a formal request to required commissions.

BACKGROUND

San Anselmo artists Linda Weill and Quintilia Nylin are proposing a public art piece that depicts a visual history of the Town of San Anselmo. The project would feature the art of mosaics and ceramic handmade tiles to adorn a nine-foot obelisk. The design features the San Anselmo creek, the Northern Pacific Coast Railroad, early architectural landmarks, Bald Hill and Red Hill.

Local school children would have the opportunity to participate in designing ceramic animals, plants and architectural features, as well as filling in the broken tile background.

The Recreation Department has agreed to offer after school classes and integrate mosaic workshops with the 2004 summer day camp program. Hundreds of child and teens would experience the ancient art of mosaics. The project is planned to be completed by late autumn 2004.

A drawing of the proposed obelisk and pictures of similar art are attached.

B. DISCUSSION

The primary funding for the installation in Town includes brick name tiles that participants or community members may purchase. The tiles would be around the base of the obelisk. In addition, the artists have submitted for a \$5,000 Marin Arts Council Grant.

The artists have suggested several possible locations for the obelisk for consideration, including Town Hall lawn, Ross Valley Fire Station 19 lawn, Creek Park and the corner of Pine Street and San Anselmo Avenue in place of the current non-working water fountain.

C. CONCLUSION

Town Resolution 3580 (attached) regarding the placement of art in public places, requires that public art projects be reviewed and approved by the Arts Commission and other appropriate Commissions prior to placement. It seemed most appropriate for the Council to give staff and artists initial input on acceptable locations early in the process, before proceeding to commissions.

Respectfully submitted,

Debra Stutsman
Town Administrator

C: Linda Weill

AGENDA ITEM 6a)

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 2-10-04

DATE: 2-2-04

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Accept the project and authorize filing Notice of Completion of contract for the Drainage Improvements, Sir Francis Drake Blvd., El Cerrito Ave. to Cordone The contractor is Ghilotti Bros. Inc. of San Rafael.

Authorize transfer of \$122,000 from Measure G fund to the 03-04 Measure G resurfacing and drainage budget.

RECOMMENDATION

Accept the project and authorize filing Notice of Completion. Approve the transfer of \$122,000 from Measure G fund to the 03-04 Measure G resurfacing and drainage budget.

BACKGROUND AND DISCUSSION

The Town Council at the meeting of 9-23-03 awarded the contract to Ghilotti Bros. Inc. of San Rafael in the amount of \$65,842.

The project was completed 12-12-03 in accordance with the plans and the specifications.

During trench excavation rock was encountered one and a half feet below the surface. The rock extended around forty feet and was four feet deep. It was very hard rock, we had to maintain the flow line and we could not re-route the pipe. Also un-known to us an old sidewalk was buried under the existing sidewalk. Last, we had to construct a wheel chair ramp opposite Saunders Ave. to comply with the Americans with Disabilities Act. In short the change order work was very extensive. We had to proceed with this project without any stoppage in order not create un-safe conditions and complete the work before the rains.

FISCAL IMPACT

Contract work **\$ 66,724**

Wheel chair ramp	\$ 1,473
Un-for-seen sidewalk	\$ 12,756

Hard rock encounter	\$ 41,006
<i>Change order work</i>	<i>\$ 55,235</i>
Total	\$121,959

Funding is from Measure G

AGENDA ITEM 6B

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 2-10-04

DATE: 2-2-04

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Measure G Improvements

RECOMMENDATION

a) Approve the following 03-04 Measure G pavement and drainage projects:

Sir Francis Drake Blvd. at Ross Ave. and Bolinas Ave. repair pavement.

San Francisco Blvd. at Alderney Rd. repair drainage.

Elm Ave. at San Anselmo Ave. repair drainage.

Hillside Ave. overlay.

City Hall Ave. overlay.

Sturdivant Ave. from No. 120 to Woodruff Rd. overlay.

Sturdivant Ave. from Prospect Ave. to Woodruff Rd. overlay.

Alta Vista overlay.

Canyon Rd. overlay.

Timothy Rd. from No. 18 to No. 24 overlay.

b) Approve the following 03-04 Measure G contributions to non-maintained Town roads:

Fernwood Drive from No. 48 to No. 56, 25% not to exceed \$3,500.

Sturdivant Ave. from No. 120 to end, 25% not to exceed \$4,500.

c) Approve the following Measure G slurry seal projects:

Butterfield Road.

Broadmoor Avenue.

Tamalpais Avenue.

BACKGROUND

Measure G is an on going bond for road resurfacing and drainage repair. Town resolutions Nos. 3268 and 3363 established policies for Town assistance toward cooperative efforts in non-maintained streets and drainage improvements.

DISCUSSION

Please refer to staff report to Measure G monitoring committee attached.

The Measure G monitoring committee met on 1-22-04 and recommended the above projects listed in priority order to be approved. The last two projects, Canyon Rd. and Timothy Ave., would fall beyond the remaining 03-04 budget. If the Town Council decides to do these projects then a transfer of \$44,000 from the Measure G fund will be needed.

The slurry seal projects will be done in the hot weather, which means approval will put them in the 04-05 budget year for the slurry seal program.

FISCAL IMPACT

a)		
Measure G resurfacing and construction 03-04	\$207,000	
Transfer from Measure G fund to 03-04		\$ 44,000
b)		
Measure G non-maintained roads 03-04		\$ 8,000
c)		
Measure G slurry seal 04-05		\$ 60,000

AGENDA ITEM 7

TOWN OF SAN ANSELMO
STAFF REPORT

February 4, 2004

For the meeting of February 10, 2004

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Regional Measure 2

D. RECOMMENDATION

That Council consider supporting the passage of Regional Measure 2.

BACKGROUND

This measure is the outgrowth of the passage and signing of SB 916 which requires that seven of the nine Bay Area counties conduct a special election on March 2, 2004 on a proposed \$1 increase to the base toll rate charged on the seven state-owned toll bridges in the region. The Golden Gate Bridge is not included in the measure.

If passed by the voters, the revenue increase will fund a Regional Traffic Relief Plan that has been spelled out in the legislation. The plan is designed to fund specific needed trans-bay transit and bridge corridor transportation improvements – capital funds for ferry, bus and rail infrastructure, highway and interchange projects, bicycle and pedestrian projects and operating funds for transit services.

E. DISCUSSION

Projects in Marin County that would be funded by the Measure are:

- Golden Gate Transit routes 40 and 42 express bus across the Richmond San Rafael Bridge, connecting the San Rafael transit center and BART in Richmond (\$2.1 – 2.4 million/year).
- Regional Bus Capital Program for bus service in the Richmond-San Rafael Bridge corridor (\$1.6 million).
- Port Sonoma Ferry Environmental Study – To determine feasibility of direct ferry service from North Marin to other Bay points (\$1 million)
- Greenbrae Interchange/Larkspur Ferry Access Improvements (\$65 million).
- Sonoma-Marin Rail Transit Extension to ferry service at Larkspur Landing or San Quentin (\$35 million).

Marin projects, as a whole, will receive approximately \$103 million in capital funds, and \$2.1 to \$2.4 million annual in operating funds. The measure also requires a wide range of control activities to insure that the monies are spent in a cost effective manner. In 1988, Regional Measure 1 was passed, and those are the funds that resulted in several major projects that affect Marin, the main one being the seismic upgrades of all bay area bridges, including the current reconstruction of the Richmond/San Rafael Bridge.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 8
Report will be oral.