

**AGENDA ITEM 1(b)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
April 7, 2004**

For the Meeting of April 13, 2004

TO: Town Council  
FROM: Janet Pendoley, Finance & Administrative Services Director  
SUBJECT: Report of Warrants Issued, March 2004

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**RECOMMENDATION**

That Council acknowledge and file warrant numbers 48184 to 48393 issued during the month of March 2004 in the amount of \$1,027,333.66. The following warrant number was voided or cancelled: 48155, 47178, and 48383.

**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, March 2004

**AGENDA ITEM 1(c)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
April 7, 2004**

*For the Meeting of April 13, 2004*

TO: Town Council

FROM: Janet Pendoley, Finance and Administrative Services Director

SUBJECT: **RESOLUTION FIXING EMPLOYER CONTRIBUTION  
UNDER PUBLIC EMPLOYEES' MEDICAL AND  
HOSPITAL CARE ACT**

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**RECOMMENDATION**

That Council adopt the attached resolution increasing the Employer Contribution under the Public Employees' Medical and Hospital Care Act from \$200 to \$225 per month for Marin Association of Public Employees (MAPE)/SEIU Local 949, non-safety managers, and non-safety confidential employees effective July 1, 2004.

**BACKGROUND AND DISCUSSION**

The current Memorandum of Understanding between the Town and the MAPE/SEIU bargaining unit provides for a \$25 increase in the monthly employer contribution toward employee/annuitant PERS health plan coverage effective July 1, 2004. Per Resolution No. 3675 (January 27, 2004) non-safety management employees/annuitants receive the same retirement benefits as the MAPE/SEIU unit. Per Resolution No. 3645 (July 8, 2003) non-safety confidential employees also follow this memorandum.

To effect the change, the amount of the employer contribution must be set by resolution and submitted to PERS.

**FISCAL IMPACT**

There will be no additional cost with regard to employees, since the amount fixed by resolution is permitted to be included within the cafeteria benefit amount. There are, however, eligible annuitants receiving PERS healthcare benefits. The increased cost for fiscal year 2004-05 for annuitant coverage is estimated to be \$3,900. This increase will be funded from the General Fund.

Respectfully submitted,

Janet Pendoley  
Finance & Administrative Services Director

**TOWN OF SAN ANSELMO**

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

*A RESOLUTION OF THE TOWN OF SAN ANSELMO*  
**FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE  
PUBLIC EMPLOYEE'S MEDICAL AND HOSPITAL CARE ACT**

**Whereas,** Government Code Section 22825.6 provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22825 of the Act, and

**Whereas,** The Town of San Anselmo is a local agency contracting under the Act; now,

**Therefore be it Resolved,** That, effective July 1, 2004, the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

<u>Month</u>	<u>Code</u>	<u>Bargaining Unit</u>	<u>Contribution per</u>
	01	Unrepresented	\$225.00
	02	MAPE/SEIU #949	\$225.00
	03	Police Association	\$200.00
	04	Police Management	\$200.00

Plus administrative fees and Contingency Fund assessment.

Adopted at a regular meeting of the Town Council of the Town of San Anselmo, at San Anselmo, California, on this 13th day of April, 2004 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Paul Chignell, Mayor

ATTEST:

\_\_\_\_\_  
Barbara Chambers, Town Clerk

**AGENDA ITEM 1(d)**

**PROCLAMATION OF THE TOWN OF SAN ANSELMO  
DECLARING JUNE 5<sup>TH</sup> TO JUNE 13<sup>TH</sup>, 2004  
AFFORDABLE HOUSING WEEK**

**Whereas**, affordable housing continues as a primary aspect of sustainable, balanced and diverse communities; and

**Whereas**, many in our communities continue to need affordable housing: homeless persons and families, a wide range of Marin's workforce, seniors and persons with disabilities; and

**Whereas**, we welcome the opportunity to celebrate the attractive, quality affordable housing in our communities; and

**Whereas**, in the last two years every city and the County has developed its housing policies and programs and is moving to implementation,

**Therefore:** We join with municipalities around the Bay Area in setting aside June 5-13, 2004 as Affordable Housing Week, a time for education, reflection and recommitment to affordable housing goals in the coming year.

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Paul Chignell,  
Mayor of the Town of San Anselmo

**AGENDA ITEM 1(e)**

**PROCLAMATION OF THE TOWN OF SAN ANSELMO  
DECLARING THE MONTH OF APRIL, 2004  
NATIONAL SEXUAL ASSAULT AWARENESS MONTH**

**Whereas**, in California there were 10,176 forcible rapes in 2002 and there were 44 forcible rapes reported in Marin County in the same year; with an increasing number affecting adolescents, and

**Whereas**, sexual assault affects every person of San Anselmo as a victim/survivor or as a family member, significant other, neighbor or co-worker of a victim/survivor; and

**Whereas**, many citizens of San Anselmo are working to provide quality services and assistance to sexual assault survivors; and dedicated volunteer help staff 24-hour hotlines, respond to emergency calls and offer support, comfort and advocacy during medical exams, criminal proceedings, and throughout the healing process; and

**Whereas**, staff and volunteers of Community Violence Solutions and its Rape Crisis, Sexual Assault Response Team (SART) and prevention programs in San Anselmo are promoting education by offering training to schools, churches, and civic organizations, as well as medical, mental health, law enforcement, education, and criminal justice personnel regarding sexual assault issues; and

**Whereas**, it is vitally important that continued educational efforts to provide information about prevention and services for sexual assault be supported and enhanced; and

**Whereas**, it is critical to intensify public awareness of sexual assault, to educate people about the need for citizen involvement in efforts to reduce sexual violence, to increase support for agencies providing sexual assault services, and to increase awareness of the healing power of creative expression; and

**Whereas**, Community Violence Solutions requests public support and assistance as it continues to work toward a society where all women, children, and men can live in peace, free from violence and exploitation;

**Now, Therefore**, I Paul Chignell, Mayor of San Anselmo do hereby proclaim the month of April as

***SEXUAL ASSAULT AWARENESS MONTH***

In San Anselmo, California, and I commend this observance to all citizens.

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Paul Chignell, Mayor of the Town of San Anselmo

**AGENDA ITEM 1(f)**

**PROCLAMATION OF THE TOWN OF SAN ANSELMO  
DECLARING THE MONTH OF JUNE, 2004  
SCLERODERMA AWARENESS MONTH**

**Whereas**, scleroderma is a chronic, degenerative disorder which leads to the over production of collagen in the body's connective tissue, becoming most serious when it affects internal organs causing severe damage and serious complications to the body's digestive, respiratory, circulatory and immune systems; and

**Whereas**, scleroderma is estimated to affect nearly 500,000 Americans, with approximately 80% of its victims women who are usually in the prime of their lives; and

**Whereas**, the Scleroderma Research Foundation funds and directs national research centers focused exclusively on finding a cure, the closest of which is at the University of California at San Francisco;

**Whereas**, locally, the Pleasanton Club of Lions International and the Bay Area Scleroderma Support Group continue to raise money to help fund scleroderma research efforts;

**Now, Therefore, Be It Resolved** that the Town Council hereby proclaims June, 2004 as "Scleroderma Awareness Month" in the Town of San Anselmo and encourages all residents to become educated about scleroderma and to support the efforts of the foundations and those sponsors who will contribute funds to support research to find a cure.

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Paul Chignell  
Mayor of the Town of San Anselmo

**AGENDA ITEM 1(g)**

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

For the Meeting of April 13, 2004

TO: Town Council

FROM: Kay Coleman  
Community Resources Director

SUBJECT: Application for Downtown Events  
Outdoor Antiques Faire

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**RECOMMENDATION**

That Council approve the request of the Antique Dealers' Association to hold the 24th annual Outdoor Antiques Faire on Sunday, May 16, 2004, closing San Anselmo Avenue from Tunstead to Tamalpais and the Creek Park parking lot.

**BACKGROUND**

The Antique Dealers' Association plans to hold the 24th annual Outdoor Antiques Faire on Sunday, May 16, 2004 from 9:00 a.m. to 4:00 p.m., with set up and take down beginning at 6:00 a.m. and ending at 7:00 p.m. The Association requests that San Anselmo Avenue be closed from Tunstead Avenue to Tamalpais Avenue for booth placement. In addition, they request closure of the entire Creek Park parking lot for booths.

The application has been reviewed and approved by the Fire, Police, Public Works, Community Resources, Parks and Recreation Departments. In addition, the Association has submitted their liability coverage.

Respectfully submitted,

Kay Coleman  
Community Resources Director

**AGENDA ITEM 1(h)**

For the Meeting of April 13, 2004  
To: Town Council

From: Charles L. Maynard, Chief of Police

Subject: Quarterly Statistical Report

Date: April 4, 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. 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 included injury, non-injury, pedestrian and bicycle involvement.

Traffic Citations: Officers of the San Anselmo Police department are directed to enforce the traffic laws pursuant to the provisions of the California Vehicle Code. This enforcement consists of education, deployment of the department's radar trailer, warnings to traffic violators and the issuance of citations. Emphasis added to those violations



that are considered to be “hazardous” in nature or to those violations that are commonly deemed as primary collision factors in collisions. A hazardous traffic violation would include but not be limited to, speeding, stop sign, failure to yield to a pedestrian, right of way violation, following too closely, driving under the influence, unsafe starting or backing and signal light violations. Data is also provided regarding parking and abandoned vehicle enforcement.

### ***ANNUAL AWARDS AND COMMENDATIONS***

Each year the Chief of Police and Command Staff request nominations from department members as well as conducting a review of department members’ performance for the following annual awards; Employee of the year, Chief’s Award, Operations Division Award of Commendation and Support Services Division Award of Commendation. The nominations are reviewed and these special awards are given to those who distinguish themselves by performing at the highest possible level during the previous year. The awards for the year 2003 are as follows:

#### ***Employee of the Year – ACTING SERGEANT CARL HUBER***

Carl Huber has proven his ability to lead by example in the temporary role he assumed as an Acting Sergeant. A careful display of leadership skills while still maintaining the respect of fellow peers is not something many can accomplish well. Taking on a temporary role as a supervisory figure has its own set of potential complications. Acting Sergeant Huber performed an admirable balance of supervision and teamwork. His extraordinary dedication and initiative are highly commendable and have earned Acting Sergeant Carl Huber Employee of the Year for 2003.

#### **Chief’s Award – LEAD DISPATCHER MONICA CATLOW**

Since taking over dispatch and records in a lead role, Lead Dispatcher Catlow has demonstrated her ability to successfully lead, oversee dispatch and record operations, and has become an example to her fellow dispatchers. She has gained an incredible amount of general and specific knowledge in a short amount of time and always goes beyond what would normally be expected of her. Her display of leadership skills co-exists with her ability to maintain a cheerful and professional demeanor. Through her tenacious efforts Lead Dispatcher Catlow continues to be a valuable asset to the department and is awarded the Chief’s Award for 2003.

#### **Operations Division Award of Commendation – OFFICER ANTHONY BOEHLE**

Officer Boehle has proven his leadership qualities over this past year in taking the initiative to work with other agencies to gather intelligence and develop an operational plan for the two motorcycle runs that occurred in 2003. He continually strives to develop and improve his leadership qualities, and in doing so, displays an admirable level of maturity and professionalism that benefits the department and his fellow officers. Officer Boehle has shown an extraordinary level of commitment to the organization and is awarded the Operations Division Award of Commendation for 2003.

## **Support Services Division Award of Commendation – DISPATCHER DENISE STINSON**

Dispatcher Stinson consistently proves her heartfelt desire to always do her absolute best and it shows in her initiative to learn and improve in her current position. She continually looks for opportunities to improve the function of the dispatch center by streamlining forms or procedures. She recently spent several weeks training a new dispatcher and displayed exemplary thoroughness and patience in her training technique. Dispatcher Stinson is a positive and professional example to others and is awarded the Support Services Division Award of Commendation for 2003.

### ***ITEMS OF INTEREST THIS QUARTER***

Staffing problems continue to plague the Department. Frozen positions due to the State and local budget crisis, coupled with officers off work due to injuries have left us operating with a skeleton crew. The following is an illustration of the personnel shortages.

- One Police Officer position frozen
- One Police Officer on extended military leave – 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 Officer incurred severely broken leg in off-duty incident and is anticipated to be off work a total of 3 months.
- 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 not only cover shifts but to save on overtime expenditures. The department continues to operate efficiently under these increasingly difficult conditions but anticipates finding itself even further strained when the vacation season arrives.

Power was supplied to the new in-ground crosswalk warning lights on Sir Francis Drake Blvd. at Saunders Ave. and student crossing is now much safer at this intersection. This crosswalk device and the one at Madrone Ave were made possible through State grant funds applied for and obtained by the Police Department.

Sergeant Joel Erickson attended the first of eight training sessions at the Sherman Block Leadership Institute (SLI). This cutting edge training is now mandatory for all police sergeants and will dramatically increase the level of professionalism in the Sergeant's ranks.

Sergeant Nick Valeri was temporarily assigned to the Computer Crimes Task Force on a 6-month internship program. 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%.

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

- January 6, 2004 – Received a commendation letter for his assistance with the flooding on December 29, 2003.

Lisa Blair

- January 25, 2004 – Received a Supervisor's Review acknowledging her for her extra effort in locating and returning the family's lost pet rabbit "Stumper".

Anthony Boehle

- March 30, 2004 – Received Operations Division Award of Commendation for 2003.

Monica Catlow

- January 6, 2004 – Received a commendation letter for her assistance with the flooding on December 29, 2004.
- March 30, 2004 – Received Chief's Award 2003.

Ryan Dunnigan

- January 5, 2004 – Received a letter from Kay Coleman thanking him for helping to locate her friend, Jim Kealey, the night of December 18, 2004, who suffers from Alzheimer's Disease and had become disoriented.
- March 5, 2004 – Received a handwritten thank you note from Heidi Hansen for his help with a disturbance at her parent's home on March 4, 2004.

Joel Erickson

- February 28, 2004 – Received a handwritten thank you note from Lois King thanking him for his help with her disabled VW Bug.

Carl Huber

- January 21, 2004 – Received a commendation letter for assuming the role as an Acting Sergeant from June 5 – December 23, 2004.
- January 25, 2004 – Received a Supervisor's Review acknowledging him for her extra effort in returning "Stumper" the bunny to his family.
- March 31, 2004 – Received Employee of the Year 2003.

Grady Joseph

- January 5, 2004 – Received a letter from Kay Coleman thanking him for helping to locate her friend, Jim Kealey, the night of December 18, 2004, who suffers from Alzheimer’s Disease and had become disoriented.
- January 12, 2004 – Received a handwritten thank you note from Angie Callister who called 911 with breathing difficulties and said Officer Joseph, the firemen and ambulance people “literally saved her life.”

Kevin McGoon

- January 6, 2004 – Received a commendation letter for his assistance with the flooding on December 29, 2004.

Michael Mejia

- January 6, 2004 – Received a commendation letter for his assistance with the flooding on December 29, 2004.
- January 13, 2004 – Received a commendation letter stating that Colleen Camp called the department to thank Officer Mejia for helping ease her pain and keep her comfortable when she broke her arm.

Paige Nelson

- January 6, 2004 – Received a commendation letter for her assistance with the flooding on December 29, 2004.

Denise Phillips

- January 6, 2004 – Received a commendation letter for her assistance with the flooding on December 29, 2004.

Rich Pisciotta

- January 6, 2004 – Received a commendation letter for his assistance with the flooding on December 29, 2004.

Jim Providenza

- January 6, 2004 – Received a commendation letter for his assistance with the flooding on December 29, 2004.

Patricia Stahl

- January 6, 2004 – Received a commendation letter for her assistance with the flooding on December 29, 2004.

Denise Stinson

- February 17, 2004 – Received a thank you letter from William Stinson acknowledging and thanking her for her presentation on Tactical Communication and Radio Skills given to the Santa Rosa Junior College Cadets on January 30, 2004.
- March 31, 2004 – Received Support Services Division Award of Commendation 2003.

Michael Wacholz

- January 6, 2004 – Received a commendation letter for his assistance with the flooding on December 29, 2004.

Edward Wight

- January 5, 2004 - Received a letter from Kay Coleman thanking him for helping to locate her friend, Jim Kealey, the night of December 18, 2004, who suffers from Alzheimer’s Disease and had become disoriented.
- January 5, 2004 - Received a handwritten thank you note from Heidi Hansen for his help with a disturbance at her parent’s home on March 4, 2004.
- January 6, 2004 - Received a commendation letter for his assistance with the flooding on December 29, 2004.
- January 13, 2004 - Received a commendation letter stating that Colleen Camp called the department to thank Sergeant Wight for helping ease her pain and keep her comfortable when she broke her arm.

**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.

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CHARLES L. MAYNARD  
Chief of Police

<b>INCIDENT TYPE</b>	<b>Total Year 2003</b>	<b>1<sup>st</sup> Quarter 2004</b>	<b>2<sup>nd</sup> Quarter 2004</b>	<b>3<sup>rd</sup> Quarter 2004</b>	<b>4<sup>th</sup> Quarter 2004</b>	<b>Total To Date Year 2004</b>
<u>TOTAL CALLS FOR SERVICE</u>	21,205	5010				5010
<u>PART I CRIMES – TOTAL</u>	345	91				91
HOMICIDE	0	0				0
RAPE	3	1				1
ASSAULT – SIMPLE	53	15				15
ASSAULT – AGGRAVATED OR WITH WEAPON	15	1				1
ROBBERY	2	0				0
BURGLARY	64	24				24
LARCENY / THEFT	186	43				43
MOTOR VEHICLE THEFT	20	7				7
ARSON	0	0				0

<i>TOTAL ARRESTS MADE</i>	322	68	68
<i>VEHICLE CODE ENFORCEMENT</i>			
DRUNK DRIVING	20	5	5
MOVING CITATIONS	1889	259	259
ADMIN. CITATIONS	170	27	27
PARKING CITATIONS	4684	1476	1476
ABANDONED VEHICLES REPORTED	414	113	113
ABANDONED VEHICLES TOWED	31	6	6
<i>TRAFFIC COLLISIONS – TOTAL</i>			
<i>NON-INJURY COLLISIONS</i>	205	41	41
<i>INJURY COLLISIONS</i>	141	27	27
<i>BICYCLES INVOLVED</i>	59	14	14
<i>PEDISTRIANS INVOLVED</i>	3	3	3
<i>DRUNK DRIVING INVOLVED</i>	10	2	2
<i>FATAL</i>	2	0	0
	1	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
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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>2<sup>nd</sup> Quarter</i> <i>2004</i>	<i>3<sup>rd</sup> Q</i> <i>2004</i>
<b><u>MISCELLANEOUS CRIMES</u></b>				
HATE CRIMES	0	0		
SHOPLIFTING	26	7		
ANNOYING PHONE CALLS	47	11		
<b><u>MISCELANEOUS CALLS FOR SERVICE</u></b>				
ASSIST OUTSIDE AGENCY	418	71		
BUSINESS/BUILDING CHECK	585	124		
CITIZEN ASSIST	574	148		
EXTRA PATROL	1445	355		
MEDICAL AID	423	130		
DISTURBED PERSONS (5150 W&I)	58	13		
MISSING PERSONS (INCLUDING SUNNYHILLS SCHOOL & 9 GROVE LANE)	110	10		

NOISE ABATEMENT	299	63
PARK CHECKS	1170	377
RADAR TRAILER DEPLOYMENT	347	79
SUSPICIOUS PERSONS	115	25
TRAFFIC STOPS	2959	486
VACATION HOME REQUESTS	94	17
VACATION HOME CHECKS	260	28

**AGENDA ITEM 1(I)**

***TOWN OF SAN ANSELMO***

**TOWN COUNCIL STAFF REPORT**

For the meeting of 4-13-04

**DATE:** 4-8-04

**TO:** Mayor and Council Members

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

**SUBJECT:** Safe Route to School (SR2S) Improvements at Butterfield Road and Brookside Drive project. Approve DKS Associates to perform the design engineering and construction management.

**RECOMMENDATION**

Approve DKS Associates to perform the design engineering and construction management for the SR2S project.

**DISCUSSION**

This project is a federally funded SR2S grant. The description of the work is to construct a four-foot sidewalk, bicycle lane striping and high visibility crosswalk markings and signage on Butterfield Road. Construction of four-foot sidewalk on Brookside Drive from Broadmoor Avenue to Brookmead Court. Traffic Signal enhancement and improved pedestrian crossings consisting of new signal heads and signage at the intersection of Butterfield Rd. and Sir Francis Drake Blvd. An RFP was sent to five companies. We received three proposals. A selection committee selected DKS Associates, refer to attached documentation.

The proposed negotiated fee is \$98,000.

**FISCAL IMPACT**

TOTL COST

TOWN SHARE



Design Engineering	\$ 65,000	\$ 6,500
Construction	\$344,800	\$34,480
Construction Management	\$ 33,000	\$ 3,300
<b>Total</b>	<b>\$442,800</b>	<b>\$44,280</b>

Town Share will be from Measure G funds.

## **ATTACHMENTS**

Documentation for the consultant informal selection.  
RFP letters of request.  
RFP  
Proposals

## **AGENDA ITEM 1(j)**

April 13, 2004

The Honorable Joe Nation  
The State Assembly, Sixth District  
State Capitol, Room 5144  
Sacramento, CA 95814

Fax: (916) 319-2106

***Re: Support for AB 2001: Double Fines in School Zones***

Dear Assemblyman Nation:

On behalf of the Town of San Anselmo, I am writing to support AB2001, a bill that would amend Section 23109 of the California Vehicle Code to allow Marin County to join Alameda, Ventura and Santa Barbara Counties in creating double fine zones for automobile traffic violations that occur in school zones. We understand that this double fine zone would be in effect in participating cities and the unincorporated areas within Marin County through January 2007.

The funds collected from these fines will provide financial support for school bicycle and pedestrian safety programs including infrastructure improvements and crossing guards for those schools within the cities and unincorporated areas which opt to participate in the program.

San Anselmo is concerned about pedestrian and bicycle safety, especially in front of schools. We wish to see it safer for children to be able to walk and bike to school.

We believe that doubling the fine zones near schools will serve as a deterrent for speeding and reckless drivers. It's a win-win program, because the funds will provide needed improvements safety for our school(s), including crossing guards.

We thank you again for your authorship of this bill, and for your continued support of this important legislation.

Yours truly,

Paul Chignell  
Mayor

**AGENDA ITEM 2 (oral report)**  
**AGENDA ITEM 3**

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

For the meeting of April 13, 2004

**TO:** Town Council  
**FROM:** Tom Bell, Planning Director  
**SUBJECT:** General Plan Amendment to consider an update to the Housing Element, and accompanying environmental review.

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**RECOMMENDATION**

Adopt the attached resolution approving the General Plan Housing Element and accompanying Negative Declaration.

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**Previous Action**

January 21, 2003: The Planning Commission and Town Council conducted a public hearing, approved the preliminary draft Housing Element, and authorized submission to the state for review.

March 15, 2004 The Planning Commission heard this item and recommended adoption.

**Discussion**

## Environmental Review

The Environmental Checklist and proposed Negative Declaration were prepared and forwarded to various agencies on January 16, 2004 for review in accordance with law. To date no comments have been received.

### General Plan Amendment

As the Council is aware, public agencies are required to update their Housing Elements periodically (5-year cycles).

In December 2001, Marin County governments (including San Anselmo) developed a comprehensive housing workbook as a first step in updating housing elements for the various jurisdictions. Since that time San Anselmo has accomplished the following:

- a) The Town Council created a Housing Element Subcommittee on May 28, 2002 to develop an update to the Housing Element. The committee included Planning Commissioners, Council Members, and a local housing advocate.
- b) The Housing Element Subcommittee conducted a public workshop on July 2, 2002 to gain citizen input. Subsequent to the workshop, the committee, staff, and a consultant developed a preliminary draft element.
- c) On January 21, 2003 a joint Council/Commission public hearing was conducted regarding the housing element draft. As a result of that meeting, the Town Council approved the preliminary draft and directed submission to the California Department of Housing and Community Development (HCD) for its review and comment.
- d) On February 7, 2003 the preliminary draft element was forwarded to HCD for review and comment. Since that time, staff has had several discussions with the representative at HCD and provided additional information in the document as requested.
- e) On January 13, 2004, the Town received notice from HCD that the proposed element will be in compliance with Article 10.6 of the California Government Code once the Council adopts the final draft element.

Since the Council last reviewed the draft Housing Element, supplemental information and clarifications have been added to the document to comply with HCD's requirements for compliance. However, **no substantive program changes have occurred**. The additional information is underlined in the document.

As evidenced above, the element has undergone significant review and scrutiny over the past two years. Therefore, staff believes that the element should be adopted as presented in order to assure compliance with state requirements and previous approvals.

Respectfully submitted,

Tom Bell  
Planning Director

attachments: Proposed Resolution with attachments(Element and Negative Declaration)  
Planning Commission minutes of March 15, 2004.

**AGENDA ITEM 4**

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

March 26, 2004

For the meeting of April 13, 2004

**TO:** Town Council  
**FROM:** Tom Bell, Planning Director  
**SUBJECT:** Resolution approving fee waiver for the Ross Valley Ecumenical Housing Association

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**RECOMMENDATION**

Adopt the attached resolution approving a fee waiver of Planning and Building Permit processing fees for a potential project at 61 Woodland Avenue.

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**DISCUSSION**

Recently, the Ross Valley Ecumenical Housing Association requested a planning and building fee waiver for a senior low-income housing project to be known as Tam House II. Since the project is being processed at this time, it would be inappropriate to discuss any project specifics at this meeting because of “due process” requirements.

The Housing Element identifies a need to provide both low-income and senior housing over the next five years. Additionally, the Element requires that the Town consider incentives for facilitating such needs.

Since this proposal would provide low-income senior housing, staff supports some level of fee reduction as determined appropriate by Council. This request would waive approximately \$12,000 in building fees and \$1250 in planning fees. However, the

Building Official advises that since such project would be classified as an “R-1 congregate” facility, outside (consultant) plan checks would be appropriate and passed through to the applicant.

The attached resolution would waive all Town Planning and Building fees but require payment of “pass throughs” and other appropriate fees. The Council may modify the resolution as it deems appropriate.

Respectfully submitted,

Thomas Bell, Planning Director

Attachments: Resolution approving fee waiver  
Letter from RVEHA requesting waiver

**AGENDA ITEM 5**

TOWN OF SAN ANSELMO  
STAFF REPORT  
April 13, 2004

For the meeting of April 13, 2004

TO: Town Council

FROM: Sara Loyster, Town Librarian

SUBJECT: Proposal to Increase Library Fees

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**RECOMMENDATION**

That Town Council approve three fee increases at the San Anselmo Library:

1. Charging \$.15 for Internet copies instead of \$.10. [This matches what the Marin County Free Library currently charges.]
2. Doing away with the "two free holds per day" for our customers. We will instead charge \$.50 for every hold, as do most of the other public libraries in Marin.
3. Charging \$5.00 for interlibrary loans that we have to get from outside of MARINet and outside of the Supersearch system, for example from East Bay libraries or through the UC system. These items have to be mailed and are expensive to borrow as a result. [Marin County Free Library currently charges \$7.50 for holds acquired outside the system.]

**BACKGROUND**

The Town of San Anselmo has experienced serious revenue decreases in the past year and is being forced to consider closing the Library on Mondays beginning July 1, 2004. At the same time the cost of books, equipment, computers and personnel have risen dramatically. Raising fees is one way to offset, by even a small amount, the budget shortfall.

The increases would bring San Anselmo in line with nearby County Library Branches and help defray the increased costs of basic library services. The Library Advisory Board has agreed that this would be a good idea. We believe our patrons will understand the necessity for increasing fees, given our obvious lack of funds as evidenced by the reduction of library open hours

## **CONCLUSION**

The fine/fee revenue is expected to go from an estimated \$28,500 for this year to about \$31,500 in the next fiscal year for an increase of about \$3,000. Adding to this amount the small increase in library fines that was implemented last year, we should have an annual increase in fines/fees of about \$6000.

Respectfully submitted,

Sara Loyster  
Library Director

## **AGENDA ITEM 6**

### **TOWN OF SAN ANSELMO STAFF REPORT April 7, 2004**

#### **For the Meeting of April 13, 2004**

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: 2.7% AT AGE 55 RETIREMENT PROGRAM FOR LOCAL  
MISCELLANEOUS MEMBERS OF THE PUBLIC EMPLOYEES  
RETIREMENT SYSTEM;

ADOPTION OF ORDINANCE NO. \_\_\_\_\_ AUTHORIZING AN  
AMENDMENT TO THE CONTRACT BETWEEN THE BOARD OF  
ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES  
RETIREMENT SYSTEM AND THE TOWN COUNCIL OF THE TOWN OF  
SAN ANSELMO

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## RECOMMENDATION

That Council adopt Ordinance No. \_\_\_\_\_ authorizing an amendment to the contract between the Board of Administration of the California Public Employees' Retirement System and the Town Council of the Town of San Anselmo, for the purpose of extending the 2.7 percent at age 55 retirement program to local miscellaneous members of the Public Employees Retirement System.

## BACKGROUND

At its meeting on March 23, 2004, Council approved a Resolution of Intention to approve an amendment to the contract between the Board of Administration of the California Public Employees' Retirement System (PERS) and the Town Council of the Town of San Anselmo, for the purpose of extending the 2.7 percent at age 55 program to local miscellaneous members of PERS.

At the same meeting, Council also introduced the attached ordinance authorizing an amendment to the contract between the Board of Administration of the California Public Employees' Retirement System and the Town Council of the Town of San Anselmo, for the purpose of extending the 2.7 percent at age 55 program to local miscellaneous members of PERS.

## DISCUSSION

Like most municipalities in the state, the Town of San Anselmo contracts with California PERS for a retirement program for its employees. The contract provides one retirement plan for safety personnel (sworn police officers and police managers) and another plan for all other employees enrolled in the pension program, termed "miscellaneous employees."

The 2002-2005 collective bargaining agreement with the Marin Association of Public Employees (MAPE/SEIU) provides that the Town Council will modify the retirement plan for the miscellaneous members to the 2.7% at age 55 formula. The Town currently contracts with PERS for the 2% at age 55 for miscellaneous employees. The contract for safety employees provides a 3% at age 50 retirement plan.

Under the current 2% at 55 retirement plan, employees are eligible to retire at age 55 with a pension equal to 2% of salary for every year of service in the PERS program. The same formula based on years of service applies to the 2.7% at 55 retirement plan.

The Town entered into this agreement with MAPE/SEIU group with the intention of making the Town more competitive in the local labor market.

## ANALYSIS

For San Anselmo, PERS has projected that modifying its retirement plan for miscellaneous employees to the 2.7% at 55 formula will cost \$1,386,550 (in current dollars) over the next 20 years. PERS does not project rates for the plan beyond 20 years.

The specific actuarial information from PERS, required to be disclosed prior to adoption of the amendment, is as follows:

Change in present value of benefits:	\$1,386,550
Increase in Actuarial Value of Assets:	0
Change in the unfunded accrued liability:	\$ 919,328
Change in the employer rate, 2004-05:	11.363%
Change in rate prior to change in benefit:	5.065%
Change in rate due to change in benefit:	6.298%
Change in the employee rate, 2004-05:	.968%

## FISCAL IMPACT

The modification to the 2.7% at 55 retirement plan is projected to cost the Town \$1,386,550 (in today's dollars) over the next 20 years. The employer contribution for 2004-05 without the plan enhancement is scheduled to increase by \$117,225 due to a rate increase from 2.9% to 8.0%. The plan enhancement will cost an additional \$138,328 due to an employer rate increase of 6.3% and an employee rate increase of 1%. The total cost of employer and employee contributions above the 2003-04 amount is \$255,553.

## CONCLUSION

The change to the 2.7% at 55 retirement plan is recommended to assist the Town in competing for and retaining qualified employees, particularly employees with experience in other public agencies. Upon approval of the ordinance by the Council, the plan would be eligible to go into effect on July 1, 2004.



Respectfully submitted,

Janet Pendoley  
Finance and Administrative Services Director

**Attachments:**      **Attachment #1** Ordinance No. \_\_\_\_\_ authorizing an amendment  
to the contract with PERS

**Attachment #2** Amendment to Contract  
**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SAN  
ANSELMO AUTHORIZING AN AMENDMENT TO THE CONTRACT  
BETWEEN THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AND  
THE BOARD OF ADMINISTRATION OF THE PUBLIC EMPLOYEES  
RETIREMENT SYSTEM**

WHEREAS, the Town Council of the Town of San Anselmo has approved a resolution of intention to approve an amendment to the contract between the Board of Administration of the Public Employees Retirement System and the Town Council of the town of San Anselmo, in order to provide the 2.7% at 55 retirement plan to local miscellaneous members of the Public Employees Retirement System,

The Town Council of the town of San Anselmo does ordain as follows:

Section 1.

That an amendment to the contract between the Town Council of the Town of San Anselmo and the Board of Administration , California Public Employees Retirement System, marked Attachment 1, and by such reference made a part hereof as though set in full.

Section 2.

The Mayor of the Town Council of the Town of San Anselmo is hereby authorized, empowered, and directed to execute said amendment for and on behalf of the Town of San Anselmo.

Section 3.

This Ordinance shall take effect 30 days after the date of its adoption, and prior to the expiration of 15 days from the passage thereof shall be published at least once in the Ross Valley Reporter, a newspaper of general circulation published and circulated in the County of Marin, and thenceforth and thereafter the same shall be in full force and effect.

I hereby certify that this Ordinance was duly adopted and approved this 13<sup>th</sup> day of April 2004, by the Town Council of the Town of San Anselmo, at a regular meeting thereof, by the following vote, to wit:

AYES:

NOES:

ABSENT:

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Paul Chignell, Mayor

ATTEST:

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Barbara Chambers, Town Clerk

**AGENDA ITEM 7**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
April 5, 2004**

*For the Meeting of April 13, 2004*

TO: Town Council

FROM: George Davison, Project Manager

SUBJECT: Resolution ordering vacation of a portion of Scenic Avenue, at 515 Scenic Avenue.

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**RECOMMENDATION**

That the Council adopt the attached Resolution ordering The Vacation of a Portion of Scenic Avenue Right-of-Way.

**BACKGROUND AND DISCUSSION**

At your meeting of March 23, 2004 you adopted Resolution No. 3680, Resolution of Intent to Abandon a Portion of Scenic Avenue Right-of-Way, located at 515 Scenic Ave. The purpose of this action is to permit the Town to sell and exchange right-of-way so that the property at 515 Scenic Ave. will be adjusted to contain all physical improvements now existing. The remaining right-of-way will be 30 feet wide, which staff considers satisfactory in this case. The Resolution set the April 13<sup>th</sup> meeting as the date for the public hearing.

***REQUESTED ACTION***

Adopt the Resolution as indicated above, after holding the public hearing. At a later date we will ask your Council to approve a quitclaim deed to the owner of 515 Scenic Ave. in exchange for a small piece of the right-of-way to the Town and payment of the negotiated price.

Respectfully submitted,

George Davison  
Project Manager

Attachments: Resolution  
Map

cc: Michael Whyte

**TOWN OF SAN ANSELMO  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ORDERING THE VACATION OF A PORTION OF SCENIC AVENUE RIGHT-OF-WAY**

**Whereas**, this Council heretofore adopted Resolution No. 3680 declaring its intention to vacate a portion of Scenic Avenue right-of-way, and

**Whereas**, Tuesday the 13<sup>th</sup> day of April, 2004 at 8:00 P.M. in the Council Chambers of the Town Council, Town Hall, San Anselmo, California was fixed as the time and place for hearing, and

**Whereas**, notice of said hearing was given and in all respects said hearing was conducted in accordance with the law;

**Now Therefore Be It Resolved** that the Town Council hereby finds and declares that said portion of right-of-way, as described below, is not necessary for present or future street purposes:

A portion of the Scenic Avenue Right-of Way, Town of San Anselmo, California, and more particularly described as follows:

**Beginning** at the common northerly corner of Lot 156 and Lot 155 of that certain map entitled "Amended Map No. 2 of the Bush Tract, Marin Co., Cal." Filed for record July 13, 1907 in Volume 2 of Maps at Page 91, Marin County Records; thence N 06°35'00"W 9.50 feet to the northeasterly corner of a 6' tall wooden fence; thence westerly along the northerly side of said wooden fence and the north side of a concrete slab N77°31'00"W 61.19 feet to a point, said point being 2 feet southeasterly of the downhill face of a concrete retaining wall; thence southwesterly parallel to and 2 feet southeasterly of the downhill face of said concrete retaining wall S67°09'22"W 17.29 feet to a point on the northerly line of Lot 156; thence easterly on the northerly line of Lot 156 S77°31'00"E 65.89 feet to the angle point in the northerly line of Lot 156; thence easterly on the northerly line of Lot 156 S82°11'00"E 12.55 feet to the True Point of Beginning.

Containing 690 Square feet more or less.

**RESERVING THEREFROM** easements for existing utilities satisfactory to the owners thereof.

**BE IT FURTHER RESOLVED** that said portion of right-of-way be hereby vacated.

**BE IT FURTHER RESOLVED** that the Town Clerk is hereby directed to cause a certified copy of this order, attested by her under the seal of the Town of San Anselmo, to be recorded in the office of the County Recorder of the County of Marin. I hereby certify that the foregoing resolution was duly passed and adopted by the San Anselmo Town Council at a regular meeting thereof held on the 13<sup>th</sup> day of April, 2004, by the following vote:

AYES:

NOES:

ABSENT:

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Paul Chignell, Mayor

Barbara Chambers, Town Clerk