

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
July 8, 2004**

For the Meeting of July 13, 2004

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

RECOMMENDATION

That Council acknowledge and file warrant numbers 48862 to 49205 issued during the month of June 2004 in the amount of \$1,104,423.51. The following warrants voided or cancelled: 48808, 48811, 48954, 49108, 49109, 49121, 49131, 49144, 49169, 49170.

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, June 2004

AGENDA ITEM 1(c)

**TOWN OF SAN ANSELMO
STAFF REPORT
July 6, 2004**

For the Meeting of July 13, 2004

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Town of San Anselmo 2004-05 Tax Rates for Municipal Services Tax, Pension Override Tax, and Measure G Debt Service Tax and the Ross Valley Paramedic Authority 2004-05 Tax Rate

RECOMMENDATION

That Council approve the attached resolutions establishing:

1. the Municipal Services Tax for the 2004-05 fiscal year at the rate of \$78.00 per living unit and per 1,500 square feet of non-residential structure; and
2. the Pension Override Tax for the 2004-05 fiscal year at the rate of 5.9 cents per \$100.00 of assessed valuation; and
3. the Measure G Debt Service Tax rates for the 2004-05 fiscal year at .9 cents per \$100.00 of assessed valuation for the Series 1995, at 1.4 cents per \$100.00 of assessed valuation for the Series 1997, at 1.0 cents per \$100.00 of assessed valuation for the Series 2000, and at .8 cents per \$100.00 of assessed valuation for the Series 2003 Measure G Bonds respectively, for a total debt service tax levy of 4.1 cents per \$100.00 of assessed valuation.
4. the Ross Valley Paramedic Authority (RVPA) Tax for the 2004-05 fiscal year at the rate of \$30 per living unit, and \$30 per 1,500 square feet of developed land on non-residential properties.

BACKGROUND

The Municipal Services and Pension Override taxes have been levied at the rate proposed above since the 1987-88 fiscal year. These taxes are necessary in order to provide for the level of municipal services currently provided by the Town of San Anselmo and also to provide for the pension benefits offered to Town of San Anselmo employees.

The combined Measure G tax levy of 4.1 cents per \$100.00 of assessed valuation is necessary to pay the debt service on the general obligation bonds sold by the Town to pay for improvements to streets, drainage, and the Library, as authorized by San Anselmo voters on June 6, 1995. The levy includes the debt service on the 1995, 1997, 2000, and 2003 bond series.

The Ross Valley Paramedic Authority (RVPA) tax was formed in 1983 to provide needed emergency medical services and transport to local medical facilities. For the past 13 years, Ross Valley residents have paid the proposed rate per living unit tax for this

service. Most recently, Ross Valley residents voted to extend this special tax to June 30, 2007.

FISCAL IMPACT

The funds that will be raised by the above taxes are projected to be:

San Anselmo	
Municipal Services Tax	\$470,584
Pension Override Tax	1,010,910
Measure G Debt Service, Series 1995	151,432
Measure G Debt Service, Series 1997	229,350
Measure G Debt Service, Series 2000	164,609
Measure G Debt Service, Series 2003	138,399
Ross Valley Paramedic Authority	
RVPA Special Tax	171,500

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

- Attachment #1:** Municipal Services Tax Resolution
- Attachment #2:** Pension Override Tax Resolution
- Attachment #3:** Measure G Debt Service Resolution
- Attachment #4:** Ross Valley Paramedic Authority Tax Resolution

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
SAN ANSELMO SETTING THE PENSION OVERRIDE TAX
FOR THE 2004-05 FISCAL YEAR**

Be it Hereby Resolved by the Town Council of the Town of San Anselmo that the tax rate for Pension Override on property tax for the fiscal year 2004-05 necessary to meet the Town's obligation to the Public Employees' Retirement System is hereby fixed at 5.9 cents per \$100.00 of assessed valuation.

I hereby certify that the foregoing Resolution was passed and adopted by the San Anselmo Town Council at a regular meeting thereof held on the 13th day of July, 2004, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Paul Chignell, Mayor

Barbara Chambers, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING THE AMOUNT OF THE MUNICIPAL SERVICES TAX FOR THE 2004 – 05 FISCAL YEAR

Whereas, Ordinance No. 845 of the Town of San Anselmo authorizes the Council by Resolution to establish the amount of municipal services tax to be imposed and levied during the ensuing fiscal year; and

Whereas, the Town Council has determined that for the fiscal year commencing on July 1, 2004, the cost of maintaining municipal services will exceed the amount of funds and revenues generated from all other sources of income,

NOW, THEREFORE, BE IT HEREBY RESOLVED, ORDERED, AND DECLARED AS FOLLOWS:

A tax is hereby levied on all improved real property at the flat rate of \$78.00 per living unit and per 1,500 square feet of structure of non-residential use, except that the tax derived from a non-residential structure seventy-five (75) percent or more occupied by a single enterprise or institution shall not exceed \$1,000.00.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council held on the 13th day of July, 2004, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Paul Chignell, Mayor

Barbara Chambers, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO SETTING THE 2004-05 TAX REQUIREMENT FOR GENERAL OBLIGATION BONDS, SERIES 1995, SERIES 1997, SERIES 2000, AND SERIES 2003

Whereas, on June 6, 1995, the voters of San Anselmo approved Ordinance No. 964 authorizing the issue of general obligation bonds in the principal amount of \$10.8 million to finance improvements to streets, storm drains, and the library building; and

Whereas, to date the Town of San Anselmo has sold the general obligation bonds in four installments, the Series 1995 Bonds of \$2.125 million, the Series 1997 Bonds of \$3.55 million, the Series 2000 bonds of \$2.56 million, and the Series 2003 bonds of \$2.565 million; and

Whereas, the partial repayment of the Series 1995, the Series 1997, the Series 2000, and the Series 2003 bonds will take place in the 2004-05 fiscal year,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the tax rate for the general obligation bonds Series 1995 shall be .9 cents per \$100.00 of assessed valuation, the tax rate for the general obligation bonds Series 1997 shall be 1.4 cents per \$100.00 of assessed valuation, the tax rate for the general obligation bonds Series 2000 shall be 1.0 cents per \$100.00 of assessed valuation, and the tax rate for the general obligation bonds Series 2003 shall be .8 cents during the 2004-05 fiscal year.

I hereby certify that the foregoing Resolution was passed and adopted by the San Anselmo Town Council at a regular meeting thereof held on the 13th day of July, 2004, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Paul Chignell, Mayor

ATTEST:

Barbara Chambers, Town Clerk

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
SAN ANSELMO APPROVING THE ROSS VALLEY PARAMEDIC
AUTHORITY TAX LEVY FOR THE 2004-05 FISCAL YEAR**

WHEREAS, on November 5, 2002 the electors of the Town of San Anselmo approved a tax measure, thereby establishing the current authority for funding of paramedic services through June 30, 2007; and

WHEREAS, the Board of Directors of the Ross Valley Paramedic Authority has now approved an operating budget for the fiscal year 2004-05; and

WHEREAS, the adopted budget results in a tax of \$30 per taxable unit.

NOW, THEREFORE, BE IT RESOLVED:

The Town of San Anselmo does hereby confirm and levy a tax for paramedic services during the fiscal year 2004-05 at a rate of \$30 per living unit and per 1,500 square feet of structure on each developed parcel in non-residential use, to be collected in addition to fees for transport to the hospital charged to insurance providers, with the applicable appropriations limit increased by the amount of said tax.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council held on the 13th day of July, 2004, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Paul Chignell, Mayor

ATTEST:

Barbara Chambers, Town Clerk

AGENDA ITEM 1(d)

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

For the Meeting of July 13, 2004

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Resolution Setting Pay Rates for Part Time Employees for Fiscal Year
2004-05

RECOMMENDATION

That Council approve the attached Resolution setting pay rates for part time employees of the Town.

BACKGROUND AND DISCUSSION

On March 25, 2003 the Town Council approved Resolution No. 3627 which identified and reaffirmed the terms, conditions and compensation for its part time employee group including hourly workers, substitutes, (i.e. on-call or reserve) and other temporary workers paid on a timesheet basis. That resolution established the hourly pay rates for fiscal year 2002-03.

Resolution No. 3646 established the hourly pay rates for fiscal year 2003-04, which were increased based on the salary increases granted to the bargaining unit with which the function is most closely associated: 5% for police positions; 4% for miscellaneous positions.

ANALYSIS

The attached resolution does not offer new provisions for part time employees nor does it increase the hourly pay rates above the 2003-04 level. The changes in this document are limited to the following:

- (1) The Recreation Childcare Aide pay range has been divided into two distinct ranges to better define pay rates based on employees' coursework in Early Childhood Education (ECE). The Recreation Childcare Aide, beginning at a lower pay rate of \$8.50 per hour and topping out at \$12.50, may be filled by high school students or others with little or no prior ECE background. The Recreation Childcare Instructor, beginning at \$12.00 per hour and topping out at \$15.60, is intended for employees who have 6 to 12 ECE units and perhaps an ECE credential.
- (2) Identification of the Recreation Summer Leader positions, which have been in existence for several years, but erroneously overlooked in previous resolutions.

As with all part time employees, the department head is responsible for assessing employee performance and determining appropriate periodic increases within the range and movement between ranges.

FISCAL IMPACT

Given that there are no increases to the pay ranges, this resolution has no fiscal impact on the Town's budget for 2004-05.

Respectfully submitted,

Janet Pendoley, Finance and Administrative Services Director

Attachment #1: Resolution No. _____, Resolution of the San Anselmo Town Council Setting Pay Rates for Part Time Employees for Fiscal Year 2004-05

TOWN OF SAN ANSELMO

RESOLUTION NO. _____

RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL SETTING PAY RATES
FOR PART TIME EMPLOYEES FOR FISCAL YEAR 2004-05

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

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

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

NOW THEREFORE, BE IT HEREBY RESOLVED, that the following hourly pay rates are set as of July 1, 2004:

Assistant to Community Resources Director:	\$17.00 per hour
Library Assistant (on-call):	\$16.46 –20.01 per hour
Library Pages (high school students):	\$8 -- 9.50 per hour
Librarian (on-call):	\$21.15 – 28.79 per hour
Maintenance Worker:	\$15.60 per hour
Police Reserve Dispatcher/Parking Enforcement:	\$20.20 – 24.57 per hour
Police Reserve Officer:	\$24.67 – 29.99 per hour
Public Works Engineer:	\$34.32 per hour
Recreation Childcare Aide:	\$8.50 – 12.50 per hour
Recreation Childcare Instructor:	\$12.00 – 15.60 per hour
Recreation Summer Leader:	\$9.50 – 14.00 per hour

BE IT FURTHER RESOLVED, that:

- Initial placement on an hourly pay range as well as periodic increases within the range are made at the discretion of the department manager and in consideration of an

individual's knowledge and skills, prior work experience and job performance in the current position;

- Pursuant to federal law an employee who works four consecutive hours is entitled to one paid 15 minute break, an employee who works eight consecutive hours is entitled to a second paid 15 minute break, and an employee who works five or more consecutive hours is required to take an unpaid lunch break of at least 30 minutes in length;
- Positions in this classification are not eligible for paid Town holidays;
- Positions in this classification are not eligible for accrual of paid vacation leave, sick leave, or floating holidays;
- Positions identified in this classification are not eligible for Town paid employee health insurance benefits including but not limited to medical, dental, vision, life and long term disability;
- Positions in this classification are eligible for Social Security contributions including FICA and Medicare as required by law but are not eligible for membership in the Public Employees Retirement System (PERS) unless provided for by PERS membership requirements.

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council on the 13th day of July, 2004 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Paul Chignell, Mayor

ATTEST:

Barbara Chambers, Town Clerk

AGENDA ITEM 1(e)

TOWN OF SAN ANSELMO

STAFF REPORT
July 8, 2004

For the Meeting of July 13, 2004

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Approval of Resolution Reconfirming a Statement of Investment Policy
for Fiscal Year 2004-05

RECOMMENDATION

That Council approve the attached Resolution reconfirming the Statement of Investment Policy.

BACKGROUND AND DISCUSSION

The purpose of the Town's investment policy is to ensure through prudent investment of its idle cash, that the Town obtains the highest yield possible without risk to the safety and liquidity of its funds.

The Town has maintained a Statement of Investment Policy since 1985. Town staff reviews the policy on an annual basis and updates the policy as needed to comply with the California Government Code Section 53600 et seq.

ANALYSIS

Staff has reviewed the attached Statement of Investment Policy and confirms that the policy as adopted by the Town Council in Resolution 3460 and dated February 9, 1999 remains in compliance with California Government Code Section 53600 et seq. Therefore, no changes are currently recommended to the policy.

In compliance with the policy, the Town's idle cash is invested with the Local Agency Investment Fund (LAIF) program. The Town's Tax Revenue Anticipation Note (TRAN) proceeds are invested in a guaranteed investment contract for the term of the note. The Town's taxable TRAN proceeds are invested in a 12 month Certificate of Deposit. The Finance and Administrative Services Director reconciles all Town accounts on a monthly basis. The Town Treasurer reviews the reconciliation reports and, together with the Director, prepares a Quarterly Investment Report for presentation to the Town Council.

CONCLUSION

It is recommended that the Town Council adopt the attached Resolution reconfirming the Statement of Investment Policy for fiscal year 2004-05.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

Attachment: Resolution of the San Anselmo Town Council Reconfirming A Statement of Investment Policy

TOWN OF SAN ANSELMO

TOWN COUNCIL RESOLUTION NO. _____

**A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL
RECONFIRMING A STATEMENT OF INVESTMENT POLICY**

BE IT RESOLVED by the Town Council of the Town of San Anselmo as follows:

WHEREAS, the State of California Government Code requires the Town to review and update the Town's Statement of Investment Policy annually;

NOW THEREFORE BE IT RESOLVED, that the San Anselmo Town Council hereby adopts the Statement of Investment Policy attached hereto.

This Resolution shall be effective immediately.

PASSED AND ADOPTED by the San Anselmo Town Council at a regularly scheduled meeting on July 13, 2004 by the following vote:

AYES:

NOES:

ABSENT:

Paul Chignell, Mayor

ATTEST:

Barbara Chambers, Town Clerk

TOWN OF SAN ANSELMO

STATEMENT OF INVESTMENT POLICY

PURPOSE

This Statement is intended to provide guidelines for the prudent investment of the Town's temporary idle cash, and to outline the policies for maximizing the efficiency of the Town's cash management system. The ultimate goal is to enhance the economic status of the Town while protecting its pooled cash. The Statement of Investment Policy is reviewed annually by the Town Council, and any modifications to the statement must be approved by the Town Council.

OBJECTIVE

The Town's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the town to invest funds to the fullest extent possible. The town attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

POLICY

San Anselmo operates its temporary pooled idle cash investments under the prudent man rule (Civil Code Section 2261, et seq.). The prudent man rule states, in essence, that "in investing...property for the benefit of another, a trustee shall exercise the judgment and care, under the circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs...." This affords the Town a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California Government Code Section 53600, et seq.).

Criteria for selecting investments and the order of priority are:

1. **Safety:** The safety and risk associated with an investment refers to the potential loss of principal and interest, or a combination of these elements. There is safety if there is assurance that principal will be preserved.
2. **Liquidity:** An investment is liquid if it can be converted to cash with a minimal chance of losing principal or interest.
3. **Yield:** Yield is the potential earnings of an investment, or its rate of return.

Investments may be made in the following instruments:

- **United States Treasury obligations.**
- **United States Agency obligations.**
- **Federal Instrumentalities.**
- **State of California Bonds and Registered Warrants.**
- **Bonds, Notes, Warrants** or other evidence of indebtedness of a **local agency** within the State of California.
- **Bankers acceptances** not to exceed 270 days to maturity or at the time of purchase forty percent (40%) of the Town's surplus money that may be invested. However, no more than thirty percent (30%) of the Town's surplus fund balance may be invested in the bankers acceptances of any one commercial bank.
- **Commercial paper** rated A-1 or P-1 or better, to be chosen from among corporations with assets in excess of \$500,000,000 and having an "A" or higher rating for the issuer's debt, other than commercial paper, if any, as provided for by Moody's Investors Services, Inc., or Standard and Poor's Corporation; not to exceed 180 days in maturity or more than ten percent (10%) of the outstanding paper of the issuing corporation. Purchase of eligible commercial paper may not exceed fifteen percent (15%) of the Town's surplus fund balance. An additional fifteen percent (15%) or a total of thirty percent (30%) may be reinvested provided the dollar-weighted average maturity of the additional fifteen percent (15%) does not exceed 31 days. "Dollar-weighted average maturity" means the sum of the amount of each outstanding commercial paper investment multiplied by the number of days to maturity, divided by the total amount of outstanding commercial paper.
- **Negotiable certificates of deposit** issued by a nationally or state-chartered bank, a state or federal association or by a state-licensed branch of a foreign bank.

Negotiable certificates of deposit may not exceed thirty percent (30%) of the Town's surplus fund balance.

- **Non-negotiable certificates of deposit (Time Deposits)** with a nationally or state-chartered bank or a state or federal association, fully collateralized at 110 percent of market value with U.S. Government Securities, high-grade Municipal Bonds, instruments of federal agencies, including mortgage backed securities at 150 percent of market value with promissory notes secured by first deeds of trust upon improved residential real property as provided by the Government Code.
- **Medium-term notes** of a maximum of five years maturity issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment shall be rated in a rating category of "A" or its equivalent or better by a nationally recognized rating service. Purchase of eligible medium-term notes may not exceed thirty percent (30%) of the Town's surplus fund balance.
- **Repurchase agreements** on any investment authorized by this investment policy where the term of the agreement does not exceed one year. The market value of securities that underlie a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities, and the value shall be adjusted no less than quarterly.
- **California State Local Agency Investment Fund (LAIF) Pooled Money Investment Program** operated by the State Treasurer's office.
- **Passbook Savings Account Demand Deposits.**

Other investment instruments authorized by State legislation shall not be used unless Town Council approval is obtained.

Safekeeping:

Securities purchased from broker/dealers shall be held in third party safekeeping by the trust department of the Town's bank, or other designated third party trust, and in the Town's name and control whenever possible.

Town Constraints:

The Town strives to maintain the level of investment of all funds as near to 100% as possible through daily and projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the Town Administrator.

All participants in the investment process shall act responsibly as custodians of the public trust. Town Officials shall avoid any transaction that might impair public confidence in the Town of San Anselmo's ability to govern effectively. The basic premise underlying the Town's Investment Policy is to ensure the Town's financial integrity.

Dated:

Debra Stutsman
Town Administrator

AGENDA ITEM 1(f) – not available on web page

AGENDA ITEM 1(g)

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

For the Meeting of July 13, 2004

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Application for Downtown Events
Antique Parking Lot Sale

RECOMMENDATION

That Council approve the request of the Antique Dealers' Association to hold the 11th annual Antique Parking Lot Sale, Sunday, August 8th between 6:30 am and 4:30 pm. The sale is to be held in one (1) public parking lot and three (3) private lots.

BACKGROUND

The Antique Dealers' Association plans to hold its 11th annual Antique Parking Lot Sale on Sunday, August 8, 2004 from 6:30 a.m. to 4:30 p.m., with set up and take down beginning at 6:00 a.m. and ending at 6:00 p.m. The Association requests that the public parking lot in front of the Yellow Emperor, 247 Sir Francis Drake Blvd (SFDB), be closed to allow for the display and sale of merchandise. The remainder of the Creek Park parking lot will remain open. Other parking lots to be used for this event are private lots located at Dove Place, 160 SFDB; Legacy Antiques, 204 SFDB; Pavillion Antiques, 610

SFDB. The event will require no additional Town resources other than the placement of “No Parking” signs in one (1) parking lot.

The application has been reviewed and approved by the Fire, Police, Public Works, Community Resources, Parks and Recreation Departments.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 1(h)

**TOWN OF SAN ANSELMO
STAFF REPORT**

For the Meeting of July 13, 2004

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Announce Term Expirations:
Boards, Commissions and Committees

RECOMMENDATION

That the impending expiration of terms be announced and publicized, and that applications for appointment be solicited and forwarded to Council.

BACKGROUND

The following terms will expire on the specified dates:

Boards, Commissions & Committees	<u>Members</u>	<u>Expiration date</u>
Arts Commission	Michael Golden Rob Franco	October, 2004 October, 2004
Historical Commission	Jim Cowperthwaite Laurie Buntain Thomas Hendricks	September, 2004 September, 2004 September, 2004

Planning Commission	Dave Jochum Pascal Sisch	August, 2004 August, 2004
Volunteer Advisory Board	Sophia Spencer Gilda Lee	September, 2004 September, 2004

A status report of current openings is attached.

Respectfully submitted,

Debra Stutsman
Town Administrator

Board, Committee, Commission <i>(total seats)</i>	Seats Vacant	Applicants	Date Interviewed
Arts Commission <i>9 seats</i> Kay Coleman			
Board of Review <i>5 seats</i>	1		
Historical Commission <i>15 seats</i> Sara Loyster	3	Tom Hendricks * **	
Library Advisory Board <i>6 seats</i> Sara Loyster	1	Suzanne Knecht **	
Marin Commission On Aging <i>1 seat</i>			
Marin County Hazardous & Solid Waste Authority <i>1 seat</i>			
Measure G Monitoring Committee <i>6 seats</i> Rabi Elias	3		
Mosquito Abatement District <i>1 seats</i>			
Open Space Comm <i>11 seats</i>	1	Liz Huntington **	
Parks & Recreation Commission	3	Patrick Kenefick **	

7 seats <i>Ron Little</i>		Jay Murphy ** Matthew Swalberg * **	
Planning Commission 7 seats <i>Tom Bell</i>	1		
Quality of Life 7 seats	1		
Robson Board 4 seats <i>Ron Little</i>	2	Whitney Wyatt Terry Amsler	5/11/04 5/11/04
Ross Valley Paramedic Authority 1 seat			
Tax equity Board 3 seats	1	Stephen Thompson * **	
Volunteer Advisory Board 7 seats <i>Kay Coleman</i>			

* Incumbent

** Waiting for interview

AGENDA ITEM 1(I) – continued to July 27, 2004

AGENDA ITEM 2

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
aroberta@pacbell.net

Jo Ann Richards
ecochicks@yahoo.com

Jim Lammers
jlammers@saber.net

Rebecca Herrero
rebecca@creativetransformation.com

Sam Ruark
sruark@co.marin.ca.us

DRAFT
July 6, 2004

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. It is the ability of humans to 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 equal access to Town amenities and services.

10. The Town will partner 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 3

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 7-13-04

DATE: 7-6-04

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Measure G 03-04 Improvements. Award the contract to the lowest bidder, which will be announced at the meeting.

RECOMMENDATION

Award the contract to the lowest bidder which will be announced at the meeting for 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.

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.

Sunnyside Ave. repair drainage.

Grove Lane modify drainage.

Laurel Ave. repair pavement.

Floribel Ave. at Scenic Ave. modify drainage.

BACKGROUND AND DISCUSSION

The council at the meeting of 6-22-04 approved the project and authorized soliciting bids. The bids will be opened on 7-12-04 and I will announce the results at the meeting. We did not want to wait for the next scheduled council meeting because we wanted to start early in order to finish before the rains.

FISCAL IMPACT

Measure G 03-04 budget.

AGENDA ITEM 4- not available on web page

AGENDA ITEM 5

TOWN OF SAN ANSELMO

STAFF REPORT

July 8, 2004

For the meeting of July 13, 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 and direct staff as appropriate as to any additional steps to be taken.

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

At the last meeting, staff identified five avenues for achieving the budget reduction:

- Revenue enhancement
- Personnel reductions

- Employee pay and schedule reductions
- Cuts to non-personnel items
- Use of one-time money

Council directed staff to do the following:

- Increase Planning fees, implement a business license administrative fee and a garbage impact fee. (\$180,000)
- Cut certain identified non-personnel items (\$40,000)
- Eliminate this year's contribution to the Road Maintenance Fund (\$200,000)
- Utilize a portion of the Road Maintenance Fund. (\$100,000)
- Utilize a portion of Reserve. (\$200,000)

The above items total \$720,000 leaving a \$280,000 shortfall to be made up. Department Heads are carefully reviewing each and every line item in their budgets to identify any additional cuts that can be safely made. In addition, staff is reviewing several other options for closing the shortfall, including additional funds from Sleepy Hollow Fire Protection District and possible voluntary personnel actions. In addition, Council could choose to direct staff to explore parking meters further. Staff will come forward with a proposed budget at the meeting of August 10, 2004.

PUBLIC AWARENESS

At the last meeting, it was apparent that the residents of San Anselmo are not, in general, aware of the Town's difficult fiscal situation. In order to ensure that residents have this information, staff will launch a public information campaign, utilizing several mediums. The Marin Sanitary newsletter and the Recreation brochure are publishing editions shortly and both will have a piece on the Town's budget situation. Flyers with budget information will be available at Town Hall, Library, Police, Fire and Recreation. The Chamber of Commerce has been contacted regarding putting a piece in their newsletter.

Respectfully submitted,

Debra Stutsman
Town Administrator

Copy: Department Managers

AGENDA ITEM 6

TOWN OF SAN ANSELMO STAFF REPORT

July 8, 2004

For the meeting of July 13, 2004

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Contract Negotiations with Sleepy Hollow Fire Protection District

RECOMMENDATION

That Council receive report on contract negotiations with the Sleepy Hollow Fire Protection District (SHFPD) and provide comments/direction to negotiators.

BACKGROUND

SHFPD contracts with the Town for fire protection services. The current contract expires on July 1, 2005 and provides that SHFPD pay 23% of the Fire Departments personnel costs. SHFPD is interested in establishing a new contract to be effective immediately.

DISCUSSION

Mayor Chignell, one of the two San Anselmo representatives to the Ross Valley Fire Service Board, and staff met with the SHFPD Board to discuss terms of a new contract. Tentative agreement was reached on the following terms:

- SHFPD would agree to pay 25% of personnel costs in 2004-05 and 2005-06, reverting to 23% of labor costs in 2006-07, 2007-08 and 2008-09.
- San Anselmo agrees that Station 20 on Butterfield Road will remain open and fully staffed.
- Contract would continue year to year, unless one party gave notice to terminate.

Respectfully submitted,

Debra Stutsman
Town Administrator