

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
July 19, 2005**

For the Meeting of July 26, 2005

TO: Town Council
FROM: Janet Pendoley, Finance & Administrative Services Director
SUBJECT: Report of Warrants Issued, June 2005

RECOMMENDATION

That Council acknowledge and file warrant numbers 51899 to 52224 issued during the month of June 2005 in the amount of \$1,081,396.57. The following warrants voided or cancelled: 45092, 45188, 45404, 45522, 46217, 46545, 46908, 47049, 51675, 51769, 51845, 51859, 51881, 51884, and 51952.

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 2005

AGENDA ITEM 1(c)

**TOWN OF SAN ANSELMO
STAFF REPORT**

For the Meeting of July 26, 2005

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Announce Term Expiration:
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>
Volunteer Advisory Board	Liz McCarthy Ruth Hicks	September, 2005
Arts Commission	Ellen French Mahanaum Satya	October, 2005
Open Space Committee	Jonathan Braun Lise Stampfli Torme Brian Crawford	October, 2005

A status report of current openings is attached.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 2

**TOWN OF SAN ANSELMO
STAFF REPORT
July 14, 2005**

For the Meeting of July 26, 2005

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Appointments to the Library Advisory Board, Parks and Recreation Commission, and Ross Valley Paramedic Authority.

RECOMMENDATION

That Council appoint one member to the Library Advisory Board, two members to the Parks & Recreation Commission, and one member to the Ross Valley Paramedic Authority.

BACKGROUND

The Library Advisory Board has a membership of six seats. The Board presently has one vacancy, to term expiring in June, 2007. Council has interviewed one candidate, Thomas Robinson.

The Parks and Recreation Commission has a membership of seven seats. The Commission presently has two vacancies, to term expiring in July, 2009. Council has interviewed two candidates, Carter Coleman and Gene Childs.

The Ross Valley Paramedic Authority has a membership of one seat. The Authority presently has one vacancy, to terms expiring in July, 2009. Council has interviewed one candidate, Janice Przybylski.

Respectfully submitted,

Debra Stutsman
Town Administrator

Attachment:

AGENDA ITEM 3

**TOWN OF SAN ANSELMO
STAFF REPORT
July 19, 2005**

For the Meeting of July 26, 2005

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: November 8, 2005 Election

RECOMMENDATION

That Council approve resolution proposing an election be held on November 8, 2005 submitting to the voters a Special Municipal Services Tax and setting the ballot language.

BACKGROUND

The Town is scheduled for a regular election on November 8, 2005 for nomination of candidates for three (3) seats on the Town Council. The terms of Mayor Breen and Councilmembers Chignell and Kroot are expiring. In addition, the Council has directed staff to prepare a resolution and ordinance submitting to the voters a Special Municipal Services Tax of \$250 per living unit and per 1,500 square feet of structure of nonresidential use.

The Town has been facing a worsening fiscal situation since 2001. Declining revenues, caused by the poor economy and State takeaways, and rapidly rising expenditures, particularly for employee health and pension costs, precipitated the fiscal crisis. The Town Council has taken steps to curb expenditures by leaving eight positions vacant, slashing department budgets, eliminating training opportunities, and deferring equipment purchases, capital projects and maintenance to Town buildings. Employee salary increases have also been deferred. In addition, the Town Council has approved increases to fees and fines and installation of parking meters in Town parking lots to raise revenues. Even with those actions, the Town faces an additional \$500,000 shortfall in 2005-06, reduced recently by \$200,000 with the Governor's action to repay the Vehicle License Fee gap loan early. Following three years of severe expenditure reductions, current staffing is at unsustainable levels, and the Town has tremendous pent up need in equipment, capital project and maintenance deferrals. The Fiscal Advisory Committee concluded in their April report that the Town will face a cumulative shortfall of \$6.5 million over the next five fiscal years and that "a new tax assessment is the only means

under the Town’s control to close the gap between reduced revenues and increased expenditures.”

DISCUSSION

At the meeting of July 12, the Council reviewed the proposed resolution and directed staff to return at the meeting of July 26, incorporating several changes in the ordinance that will be presented to San Anselmo voters. The following changes were made:

- Section 8-6.02, Necessity, Authority and Purpose – On line four, “for a period of four years” was added.
- Section 8-6.03, Tax Imposed – On line two the effective date of July 1, 2006 was added.
- Section 8-6.07.2 Reporting – A new section was added to specify the formation of a Citizens’ Oversight Committee and to add the annual reporting requirement.

BALLOT LANGUAGE

The proposed language for a Special Municipal Services Tax is:

Shall an ordinance be adopted approving a special San Anselmo municipal services tax of \$250 per year per living unit and per 1,500 square feet of nonresidential use, for a period of four years, to be used to:

- Restore and maintain Police, Parks and Library staffing and services,
- Maintain minimum staffing at San Anselmo fire stations,

Increasing the appropriations limit by the amount of said tax for the next four years and establishing a citizens’ oversight committee?

The Special Municipal Services Tax is proposed to have the following features:

- The receipts from the tax would be deposited into a separate account, a Special Municipal Services Tax account, and utilized exclusively to restore and maintain Police, Parks and Library staffing and services, and to maintain minimum staffing at San Anselmo fire stations.
- Persons with low income can apply to the Town’s Tax Equity Board for a tax rebate.
- Improved property used exclusively for educational, hospital, scientific, charitable or religious purposes may be granted an exemption to the tax.

ELECTION TIMING

For Town Council candidates:

July 18 – August 12 Filing period for candidates
August 17 Extended filing period deadline (if ALL incumbents don’t file for candidacy)

November 8 Election

For Measure:

August 12 Deadline to submit resolutions calling for election and exact ballot language.

Aug. 13 – 23 10 day public examination period

August 22 Last day to submit ballot arguments

August 23 – Sept. 2 10 day public examination period

September 1 Last day to submit rebuttal arguments

Sept. 2 – 12 10 day public examination period

November 8 Election

Respectfully submitted,

Debra Stutsman
Town Administrator

Attachment: Draft resolution and ordinance

RESOLUTION NO. ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO CALLING AND GIVING NOTICE OF THE HOLDING OF AN ELECTION TO BE HELD NOVEMBER 8, 2005 AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF MARIN TO CONSOLIDATE SAID ELECTION; AND AUTHORIZE THE TOWN CLERK OR HER DULY AUTHORIZED OFFICERS AND AGENCY TO CARRY OUT ALL THE NECESSARY PROCEDURES FOR SAID ELECTION SUBMITTING TO THE VOTERS A SPECIAL MUNICIPAL SERVICES TAX FOR FOUR (4) YEARS TO THE QUALIFIED VOTERS OF THE TOWN AND SETTING THE BALLOT LANGUAGE.

Whereas, Article XIII A, Section 4 of the California Constitution authorizes cities, by a two-thirds (2/3) vote of the qualified electors, to impose special taxes; and

Whereas, the Town Council desires to submit a proposition containing a ballot measure to adopt a special municipal services tax to be used exclusively for specified purposes to the qualified voters of the Town of San Anselmo at the Consolidated General District and School Election to be held in the Town on November 8, 2005; and

Whereas, it is desirable that the election be consolidated with the statewide election to be held on the same date and that within the Town, the precincts, polling places, and election officers of the two elections to be the same; and

Whereas, it is desirable that the County Election Department of County of Marin canvass the returns of the Consolidated General District and School Election and that the election be handled in all respects as if there were only one election.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the Town of San Anselmo, California, on Tuesday, November 8, 2005.

Section 2. That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Marin is hereby requested to consent and agree to the consolidation of said election.

Section 3. That the Town Council, pursuant to its rights and authority, does order submitted to the voters at the election the following question:

<p>Shall an ordinance be adopted approving a special San Anselmo municipal services tax of \$250 per year per living unit and per 1500 square feet of nonresidential use, for a period of four years, to be used to:</p>	<p>Yes</p>	
<ul style="list-style-type: none"> ▪ Restore and maintain Police, Parks, and Library staffing and services, ▪ Maintain minimum staffing at San Anselmo fire stations, <p>Increasing the appropriations limit by the amount of said tax for the next four years and establishing a citizens' oversight committee?</p>	<p>No</p>	

Section 4. The text of the proposed ordinance to be submitted to the voters is attached hereto as Exhibit A.

Section 5. Pursuant to Elections Code Section 9280, the Town Clerk shall transmit a copy of the measure to the Town Attorney who shall prepare an impartial analysis of the measure in accordance with said Section 9280. Arguments for and against said measure may be filed in accordance with applicable provisions of the law. Pursuant to Section 9285 of the Elections Code of the State of California, (the provisions of which are hereby adopted), when the clerk has selected the arguments for and against the measure which will be printed and distributed to the voters, the clerk shall send copies of the argument in favor of the measure to the authors of the argument against, and copies of the argument against to the authors of the argument in favor. The rebuttal arguments shall be filed with the Town Clerk not more than 10 days after the final date for filing direct arguments. Rebuttal arguments shall be printed in the same manner as the direct arguments. Each rebuttal argument shall immediately follow the direct argument which it seeks to rebut. The text of the measure shall be printed on the ballot in the voter information portion of the sample ballot.

Section 6. That the County Election Department is authorized to canvass the returns of said election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

Section 7. That the Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of the consolidated election.

Section 8. That the Town Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

Section 9. That the polls for the election shall be open at 7:00 a.m. of the election and shall remain open continuously from that time until 8:00 p.m. of the same

day, when the polls shall be closed, except as provided in Section 14401 of the Elections Code of the State of California.

Section 10. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 11. That notice of the time and place of holding the election is given and Town Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form, and manner as required by law.

Section 12. That the Town Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the Election Department of the County of Marin.

I, the undersigned hereby certify that the foregoing is a full, true, and complete copy of a resolution duly passed and adopted by the Council of the Town of San Anselmo at a regular meeting thereof held on the ___ day of _____, 2005 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Peter Breen, Mayor

ATTEST: _____
Barbara Chambers, Town Clerk

TOWN OF SAN ANSELMO

ORDINANCE NO. _____

**AN ORDINANCE OF THE PEOPLE OF THE TOWN OF SAN ANSELMO,
CALIFORNIA, ADOPTING A SPECIAL MUNICIPAL SERVICES TAX BY
ADDING A NEW CHAPTER 6 “SPECIAL MUNICIPAL SERVICES TAX” TO
TITLE 8 OF THE SAN ANSELMO MUNICIPAL CODE**

THE PEOPLE OF THE TOWN OF SAN ANSELMO DO ORDAIN AS
FOLLOWS:

SECTION 1. ADDITIONS TO CODE. A new Chapter 6 entitled “Special
Municipal Services Tax” is hereby added to the San Anselmo Municipal Code as
follows:

8-6.01 Title

This chapter shall be known as the “Special Municipal Services Tax Law of the Town of
San Anselmo.”

8-6.02 Necessity, Authority, and Purpose.

The Council hereby determines that the cost to maintain basic services at the level
required to provide for the health, safety, and general welfare of the residents of the town
exceeds the amount of funds and revenues generated from all other sources. The Council
further determines that the levy of a special municipal services tax for a period of four
years on improved real property throughout the town is necessary to maintain an
adequate level of basic services. Accordingly, a tax is imposed by this chapter pursuant to
Section 37100.5 of the Government Code of the State.

8-6.03 Tax imposed.

A special municipal services tax not exceeding the maximum amounts set forth in this
section is hereby imposed effective July 1, 2006 and levied on all improved real property
within the boundaries of the Town at the maximum flat rate of two hundred fifty and
no/100ths (\$250.00) Dollars per year per living unit and per 1,500 square feet of structure
of nonresidential use, except that the tax derived from a nonresidential structure seventy-
five (75%) percent or more occupied by a single enterprise or institution shall not exceed
\$3,000.

8-6.04 Levy by Council resolution

Prior to August 10 of each year, the Council by resolution shall determine and fix the
precise amount of tax to be levied during the current fiscal year. Such tax shall not
exceed the maximum amount set forth in Section 8-6.03 of this chapter.

8-6.05 Increase Appropriations Limit

Constitution Article XIII B, the appropriations limit for the Town of San Anselmo will be increased one times the aggregate sum authorized to be levied as a special tax in each of the years covered by this ordinance.

8-6.06 Use of County Records.

The records of the County Assessor as of March 1 each year may be used to determine the actual use of each parcel of real property and, as applicable, the structural square feet for the purposes of determining the tax imposed by this chapter.

8-6.07 Personal Liability

The tax levied and imposed by this chapter shall be collected by the County Tax Collector at the same time as, and along with, the property taxes collected by the County Tax Collector; however, the tax shall not become a tax lien on the property against whose owner the tax is assessed. The owner of the property shall be personally liable for nonpayment of the tax.

8-6.07.1 Deposit and Use of Funds from Special Municipal Services Tax.

All proceeds from the taxes imposed and levied by this chapter shall be paid into the "Special Municipal Services Tax Fund" to be used exclusively to restore and maintain Police, Parks and Library staffing and services and to maintain minimum staffing at the San Anselmo Fire Stations.

8-6.07.2 Reporting

A Citizens' Oversight Committee shall be established to monitor the annual expenditures from the special tax. The Finance & Administrative Services Director shall file a report with the Town Council no later than January 1 of each year, beginning in 2008, containing the amount of funds collected and expended and the status of any project to be funded by the special tax.

8-6.08 Partial invalidity

If any section, subsection, sentence, phrase, or clause of this chapter is for any reason held by any court to be invalid, such invalidity shall not affect the remaining portions of this chapter. The Council hereby declares that it would have adopted this chapter, and each section, subsection, sentence, phrase, or clause thereof, irrespective of the fact any one or more sections, subsections, sentences, phrases, or clauses be declared for any reason invalid.

8-6.09 Tax Equity Board

The Tax Equity Board established by resolution of the Council shall receive and act upon applications for full or partial rebates for persons claiming inability to pay the tax provided for in this chapter.

8-6.10 Exemptions

Improved property used exclusively for educational, hospital, scientific, charitable, or religious purposes owned and operated by institutions, foundations, or corporations organized and operated for educational, hospital, scientific, charitable, or religious purposes shall be granted an exemption to the tax imposed by this chapter on proof that any such organization has first qualified as an exempt organization under subsection (d) of Section 23701 of the Revenue and Taxation Code of the State and subsection (3) of subsection (c) of Section 501 of the Internal Revenue Code of 1954.

The exemption provided for by this section shall be effective from and after November 8, 2005.

8-6.11 Penalty for disclosure of information on applications for rebate of municipal service tax.

Any person disclosing the name of any person and any financial information obtained from an application for a rebate of a municipal service tax shall be guilty of an infraction.

SECTION 2. CURRENT CHAPTER 6. The current Chapter 6 “Claims and Suits for Refunds of Taxes, Fees, Assessments and Levies” is hereby renumbered Chapter 7.

SECTION 3. EFFECTIVE DATE. This Ordinance relates to the levying and collecting of the Town special municipal services tax and shall be in full force and effect ten (10) days after the certification by the Town Council of the election returns indicating passage of the Ordinance by two-thirds of the voters casting votes in the election. The special municipal services tax will be assessed beginning fiscal year 2006-07.

The foregoing Ordinance was approved by the voters of the Town of San Anselmo at the Consolidated General District and School Election held on the 8th day of November, 2005, by the following vote tally:

YES:
NO:

Peter Breen, Mayor

ATTEST:

Barbara Chambers, Town Clerk

AGENDA ITEM 4A

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

July 21, 2005

For the meeting of July 26, 2005

TO: Town Council

FROM: Lisa Wight, Planning Director

SUBJECT: Reconsideration and review of August 24, 2004 Town Council grant of appeal of the Planning Commission approval of Design Review, Lot Merger, and Lot Line Adjustment to construct a 9,500 square foot commercial building and exterior renovation of an existing commercial building located 790-800 Sir Francis Drake Boulevard, APN 006-061-06, 006-091-34 and 35 located in the C-L commercial zoning district for G. Koblick, 790 Sir Francis Drake Boulevard and 790 Sir Francis Drake LLC Coby Friedman.

TOWN COUNCIL DETERMINATION

Denied project without prejudice on the grounds that the project's noise, odors, traffic hazards, safety, grading, circulation, sight line distance, construction management and cumulative traffic impacts may be potentially significant as currently proposed.

PLANNING COMMISSION DETERMINATION

Conditionally approved the project on the grounds that the design is functionally and aesthetically compatible with the existing improvements because there is no specific architectural style along the corridor and the materials and colors represent an improvement over the existing conditions; the earth tone colors will adequately blend with the surrounding areas; the building will be in accordance with the Town's building codes for commercial buildings; the project will improve the appearance and further encourage occupancy and orderly development, emergency vehicle access to the site will be improved through the additional ingress-egress. A construction management plan shall be required by the Public Works Director to address construction traffic/hazards. The traffic report for the project concludes that the project will not have a significant effect upon the environment; the project will not affect the health or safety of persons using the improvement or endanger property located in the surrounding area because it will be constructed in accordance with Town Building and Safety codes.

RECOMMENDATION

That the Town Council consider the Planning Commission's determination.

I. BACKGROUND

June 28, 2005: Town Council accepted mitigated Negative Declaration with additional environmental studies conducted since the August 24, 2004 Town Council hearing.

August 24, 2004: Town Council denied project without prejudice.

June 21, 2004: Planning Commission passed Resolution No. 0402 recommending approval to the Town Council.

II. DISCUSSION

Refer to: 1) Town Council Resolution No. 3705, staff report and minutes dated August 24, 2004; staff report and minutes dated August 10, 2004; and 2) Planning Commission staff report and minutes dated June 21, 2004.

III. RECOMMENDATION

Planning Commission Recommendation:

That the Town Council approve a Resolution denying the appeal, thereby conditionally upholding the Planning Commission approval of Design Review, Lot Merger, and Lot Line Adjustment to construct a 9,500 square foot commercial building and exterior renovation of an existing commercial building located 790-800 Sir Francis Drake Boulevard, APN 006-061-06, 006-091-34 and 35 located in the C-L commercial zoning district.

Attachments: Resolution
Appeal
Town Council Resolution No. 3705, minutes and staff report dated August
10,
2004 and August 24, 2004.
Planning Commission minutes and staff report dated June 21, 2004
APN map
Application
Plans

c: Coby Friedman, applicant
Fred Divine, architect
Leonard Rifkind, attorney

**TOWN OF SAN ANSELMO
TOWN COUNCIL RESOLUTION NO. ____**

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL DENYING AN APPEAL, AND CONDITIONALLY UPHOLDING THE PLANNING COMMISSION APPROVAL OF DESIGN REVIEW, LOT MERGER, AND LOT LINE ADJUSTMENT TO CONSTRUCT A 9,500 SQUARE FOOT COMMERCIAL BUILDING AND EXTERIOR RENOVATION OF AN EXISTING COMMERCIAL BUILDING LOCATED AT 790-800 SIR FRANCIS DRAKE BOULEVARD, APN 006-061-06, 006-091-34 AND 35 LOCATED IN THE C-L COMMERCIAL ZONING DISTRICT.

WHEREAS, an application was initially filed with the Town of San Anselmo on February 11, 2004, subsequently revised and resubmitted on April 15, 2004, requesting approval for Environmental Review, Design Review, Lot Merger, and lot line adjustments to develop a 9500 square foot commercial building, and exterior renovation of an existing 4,215 square foot building within the C-L zoning District; and

WHEREAS, on May 15, 2004 subject application was deemed complete; and

WHEREAS, a Negative Declaration was thereafter prepared and processed for the project proposal in accordance with the provisions of the California Environmental Quality Act; and

WHEREAS, on June 21, 2004 a public hearing was conducted by the Planning Commission and the Planning Commission approved the Negative Declaration and conditionally approved the project on June 21, 2004; and

WHEREAS, an appeal of the Planning Commission's approval was filed on June 30, 2004 based upon claims of environmental inadequacy and other considerations; and

WHEREAS, the Town Council conducted public hearings on the appeal on August 10, 2004 and August 24, 2004, thereafter approving Resolution No. 3705, granting the appeal and denying the project without prejudice on the grounds that the project's noise, odors, traffic hazards, safety, grading, circulation, sight line distance, construction management and cumulative traffic impacts may be potentially significant as currently proposed;

WHEREAS, the Town Council reconsidered and revisited the August 24, 2004 grant of appeal at public hearings on November 23, 2004, December 14, 2004, January 11, 2005, January 25, 2005, March 22, 2005, June 14, 2005, and June 28, 2005;

WHEREAS, the Town Council requested additional environmental studies, which were subsequently reviewed by the Public Works Director and presented to the Town Council at public hearings on March 22, 2005 and June 14, 2005;

WHEREAS, the Town Council approved the Mitigated Negative Declaration at a public hearing on June 28, 2005, with those mitigations listed in Exhibit B attached to the Negative Declaration; and continued the design review, lot merger and lot line relocation applications to the July 26, 2005 Town Council meeting;

WHEREAS, the Town Council approved this Resolution, conditionally approving the design review, lot merger, and lot line relocation applications at a public hearing on July 26, 2005.

NOW, THEREFORE, the Town Council of the Town of San Anselmo does resolve as follows:

- The Design Review is hereby approved based upon the following findings of fact:
 1. The proposed project is functionally and aesthetically compatible with the existing improvements and natural elements in the surrounding area because the residential project can be adequately accessed from existing streets consistent with other residential properties in the area; and the project's exterior colors, materials, and landscaping will provide an aesthetic improvement compatible with surrounding area.
 2. The proposed project will provide for protection against noise, odors, and other factors which may make the environment less desirable because the project will consist of residential buildings which will be built in accordance with the Town's building and safety codes consistent with other residential properties and protections.
 3. The project will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area because the design represents an improvement to the existing property and will be built in accordance with the Town's standards and requirements herein.
 4. The project will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and will provide for satisfactory access by emergency vehicles and personnel because the proposed project consists of four single-family residences which will have adequate ingress-egress to a public street, and which will provide adequate ingress-egress for emergency vehicles as determined by the Ross Valley Fire Department. Further, the traffic impact of the residential units is determined to be less than significant.
 5. The project will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area because it will be built in accordance with the Town's building and safety codes and will be required to comply with the construction management and grading requirements herein.
 6. The Use Permit is hereby approved because the establishment of the use would not be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of the proposed use or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town based upon the fact that the project will be built to the Town's building safety and public works standards. Further, the project would be an improvement to the area consistent with Town codes.

- The Lot Merger and Lot Line Relocations are hereby approved based upon the following findings of fact:

The lot mergers and line relocations will be consistent with the General Plan in that all the parcels involved have a Land Use designation of Limited Commercial and the mergers and lot line relocations are simply to create two parcels out of three existing parcels: one to be designated 790 Sir Francis Drake Boulevard and one to be designated 800 Sir Francis Drake Boulevard.

Conditions of Approval:

1. That the request be granted in accordance with the plans dated April 14, 2004, date stamped received by the Town of San Anselmo Planning Department on April 15, 2004 and again on July 21, 2005;
2. Exterior colors shall be subject to approval by the Planning Commission prior to the framing inspection;
3. A comprehensive lighting plan, roof and window materials, and a sign plan will be developed and presented to the Planning Commission;
4. A temporary sign, subject to first obtaining Planning Department approval, is to be erected with construction hours and the telephone number for the Public Works Department.
5. Applicant shall apply for and pay all appropriate fees for building permits, plan checks and inspections, and pay any remaining planning processing fees.
6. All work shall be subject to those mitigations outlined in Exhibit B of the Mitigated Negative Declaration approved by the Town Council on June 14, 2005.
7. Prior to the issuance of any grading or building permit, a construction management plan shall be submitted to and approved by the Public Works Director.
8. Prior to the issuance of any grading or building permit, detailed grading and drainage plans shall be approved by the Director of Public Works. Said plans shall be in accordance with the recommended project soils/geological report approved by the Public Works Director. Mass grading shall be completed to the satisfaction of the Public Works Director prior to the issuance of any building permit.
9. Prior to the issuance of a building permit for 790 Sir Francis Drake, agreements and easements for access, parking, and maintenance of such improvements shall be approved by the Town Planning Department and recorded against the properties involved.
10. Prior to the issuance of a building permit, deeds and descriptions of the lot line relocation and merger shall be submitted to the Public Works Director for the Director's review and approval prior to recordation of the approved lot line relocation and merger with the Marin County Recorder. The recorded document shall be in strict conformance with that prepared by Fredric Divine Associates, dated April 14, 2004, and date stamped received by the Town on April 15, 2005, and again on June 21, 2005.

11. If the recording is not commenced within one (1) year from the date of this resolution, the approval becomes null and void. However, this discretionary action may be renewed by the Planning Director for a maximum period of one (1) year provided the applicant places such a request in writing to the Planning Director showing good cause prior to the expiration of the discretionary action.
12. If construction is not commenced within one year from the date of final action, this approval becomes null and void. However, this discretionary action may be renewed by the Planning Director for a maximum period of one (1) year provided the applicant places such request in writing to the Planning Director showing good cause prior to the expiration of the discretionary action.
13. All conditions of approval shall be printed at the top of Sheet 1 of the Building permit drawings.
14. Any exterior lighting shall be designed to eliminate off-site spread of light through the use of hooded, low level, low wattage light fixtures, which cast light in a downward direction.
15. Applicant shall apply for building permits and comply with all building code requirements.

PASSED AND ADOPTED by the San Anselmo Town Council at a meeting on July 26, 2005, by the following roll call vote:

AYES:

NOES:

ABSENT:

Peter Breen, Mayor

ATTEST:

Barbara Chambers, Town Clerk

AGENDA ITEM 4B

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

July 21, 2005

For the meeting of July 26, 2005

TO: Town Council

FROM: Lisa Wight, Planning Director

SUBJECT: Rezoning From R-1, R-3, and C-L to PPD/SPD, Use Permit and Design Review to consider 4 residential dwelling units on .58+ acres located at 2, 4, 6, & 8 Loma Robles Drive, APN 006-091-02, 34, 35, and 62 for Coby Friedman, Loma Robles LLC.

PLANNING COMMISSION DETERMINATION

Recommended rezoning from R-1, R-3, and C-L to PPD/SPD, and conditional approval of the use permit and design review for four single family dwelling units based on the findings: 1) it would be in compliance with the provisions of the San Anselmo General Plan; 2) it would be compatible with the natural elements in the surrounding area and the landscaping will sufficiently screen the development; and 3) the establishment of the use will not be detrimental to the health, safety, peace, comfort, and general welfare of persons residing or working in the neighborhood or to the general welfare of the Town because the project would be built to the Town's Building safety and Public Works standards.

RECOMMENDATION

That the Town Council consider the Planning Commission's determination.

I.

BACKGROUND

June 14, 2005: Town Council accepted mitigated Negative Declaration with additional environmental studies conducted since the June 21, 2004 Planning Commission hearing.

August 24, 2004: Town Council continued to future meeting, as requested by applicant's attorney.

August 10, 2004: Town Council continued to August 24, 2004.

June 21, 2004: Planning Commission passed Resolution No. 0402 recommending approval to the Town Council.

II. DISCUSSION

Refer to: 1) Town Council minutes and staff reports dated August 10, 2004 and August 24, 2004; and 2) Planning Commission Resolution 0402, minutes, and staff report dated June 20, 2004.

III. RECOMMENDATION

Planning Commission:

1. That the Town Council introduce an ordinance and waive reading, rezoning the property from R-1, R-3, and C-L to PPD/SPD, Use Permit and Design Review to consider 4 residential dwelling units on .58+ acres located at 2, 4, 6, & 8 Loma Robles Drive, APN 006-091-02, 34, 35, and 62.
2. That the Town Council continue this matter to the August 23rd meeting for ordinance adoption.

Attachments: Draft Ordinance (rezoning)
Resolution (use permit and design review)
Town Council minutes and staff reports dated August 10, 2004 and
August 24,
2004
Planning Commission Resolution 0402, minutes and staff report dated
June
21, 2004
APN map
Application
Plans

c: Coby Friedman, applicant
Fred Divine, architect
Leonard Rifkind, attorney

TOWN OF SAN ANSELMO

ORDINANCE NO. ____

AN ORDINANCE OF THE TOWN OF SAN ANSELMO REZONING THE PROPERTY FROM R-1, R-3, AND C-L TO PPD/SPD FOR A FOUR UNIT RESIDENTIAL PROJECT LOCATED AT 2, 4, 6, & 8 LOMA ROBLES AVENUE, APN 006-091-34 & 35, 006-091-02, 006-091-62

WHEREAS, an application was filed with the Town of San Anselmo requesting approval for Environmental Review, Zone Change from R-1, R-3, & C-L to PPD/SPD, Use Permit, Tentative Map, and Design Review to consider 4 residential dwelling units on .58 acres; and

WHEREAS, on June 21, 2004 initial environmental processing and subject application was deemed complete a public hearing was conducted by the Planning Commission; and

WHEREAS, on June 21, 2004, the Planning Commission provided a recommendation to the Town Council for consideration of the Zone Change from R-1, R-3, & C-L to PPD/SPD, Use Permit, Tentative Map, and Design Review for four residential dwelling units on .58 acres; and

WHEREAS, the Town Council requested additional environmental studies, which were subsequently reviewed by the Public Works Director and presented to the Town Council at public hearings on March 22, 2005 and June 14, 2005;

WHEREAS, on June 28, 2005, the Town Council approved the mitigated Negative Declaration with Exhibits A (listing additional environmental studies) and Exhibit B (additional mitigation measures) on the grounds that the project would not have a significant impact on the environment.

WHEREAS, on July 26, 2005, the Town Council introduced this ordinance rezoning the property, waived reading, and continued to August 23, 2005 for adoption.

WHEREAS, on August 23, 2005, the Town Council adopted this ordinance rezoning the property.

NOW, THEREFORE, the Town Council of the Town of San Anselmo does ordain as follows:

The requested zone change from R-1, R-3, and C-L to Preliminary Planned Development District (PPD) and thereafter to Specific Planned Development District (SPD) is hereby approved based upon the following findings of fact:

- (a) The proposed lots are of sufficient size and suitable for development because the proposed dwellings are situated upon such lots to adequately provide light, air, privacy, and open space to the lots. Adequate access for vehicles, pedestrians, emergency services, and utilities will be provided.
- (b) The lots can best be developed by a specific integrated plan approved by the Town in advance of development because of the current lot sizes and configurations, topography and related mass grading needs, and limited access points which necessitate a flexible approach for the provision of a logical and orderly development; which otherwise cannot be appropriately developed.
- (c) The proposed project is in compliance with the provisions of the Town of San Anselmo General Plan. Specifically, the detailed areas and locations of buildings as required as part of the proposed Planned District are consistent with General Plan Land Use Element Policies 9.3, 10.3, 11.1, and 11.2. The size of the structures and proposed landscaping sufficiently reduce the visual impact of the development. The visual mass of the proposed units is sufficiently minimized. The proposed scale and intensity reflects a design that integrates well with the existing character of the surrounding neighborhood. The building heights, orientations, and details provide adequate variations to avoid monotonous structures. Further, the residential densities proposed in conjunction with the zone change are consistent with densities currently authorized in the General Plan.
- (d) The Preliminary Planned Development District (PPD) and Specific Planned Development District (SPD) are proposed as the same project and therefore, consistent with each other.

CONDITIONS OF APPROVAL:

1. Project shall be in accordance with the plans date stamped April 15, 2004, which have been restamped July 21, 2005, received by the Town of San Anselmo Planning Department, except as may be modified herein.
2. Prior to the issuance of a grading permit, surety to complete the grading improvements shall be provided in an amount as approved by the Director of Public Works, and in a form as approved by the Town Attorney.
3. A construction management plan shall be submitted to and approved by the Director of Public Works prior to the issuance of any building or grading permit. Said

plan shall address the protection of public streets and surrounding properties, and shall provide for adequate construction staging, hours of operation, dust control, and other matters deemed appropriate by the Public Works Director necessary to protect the health, safety, and welfare of the Town.

4. A homeowners association or other instrument assuring common access easements, improvements, and maintenance of approved exterior materials/colors, and common improvements shall be recorded prior to or in conjunction with the proposed parcel map. Said instrument shall be approved by the Town prior to recordation.

5. Prior to Building permit issuance, the Town Council shall consider the Planning Commission's recommendation for approval of a tentative parcel map providing for the creation of proposed lot mergers and lot line adjustments. Further, said map shall be recorded prior to the issuance of any Building permit within the project.

6. All outstanding planning processing fees and building permit fees shall be paid prior to the issuance of any Building permit.

7. This project shall be subject to the requirements of the Marin Municipal Water District and all other public utility agency requirements necessary to serve the project.

9. If construction is not commenced within one year from the date of final Planning Commission action, the permit becomes null and void. However, this discretionary action may be renewed by the Planning Director for a maximum period of one (1) year provided the applicant places such request in writing to the Planning Director showing good cause prior to the expiration of the discretionary action.

10. Final exterior wall colors shall be presented to and approved by the Planning Commission after sample color swatches are painted on the exterior of the buildings during construction. Final exterior building colors shall be approved by the Planning Commission prior to any final inspection or occupancy.

11. No chimneys shall be allowed within the proposed project.

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

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

Introduced by the Town Council on July 26, 2005, and PASSED AND ADOPTED by the San Anselmo Town Council at a regularly scheduled meeting on August 23, 2005, by the following roll call vote:

AYES:
NOES:
ABSENT:

Peter Breen, 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 USE PERMIT AND DESIGN REVIEW FOR A FOUR UNIT
RESIDENTIAL PROJECT LOCATED AT 2, 4, 6, & 8 LOMA ROBLES AVENUE,
APN 006-091-34 & 35, 006-091-02, 006-091-62**

WHEREAS, an application was filed with the Town of San Anselmo requesting approval for Environmental Review, Zone Change from R-1, R-3, & C-L to PPD/SPD, Use Permit, Tentative Map, and Design Review to consider 4 residential dwelling units on .58 acres; and

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WHEREAS, the Town Council requested additional environmental studies, which were subsequently reviewed by the Public Works Director and presented to the Town Council at public hearings on March 22, 2005 and June 14, 2005;

WHEREAS, on June 28, 2005, the Town Council approved the mitigated Negative Declaration with Exhibits A (listing additional environmental studies) and Exhibit B (additional mitigation measures) on the grounds that the project would not have a significant impact on the environment.

WHEREAS, on July 26, 2005, the Town Council approved this Resolution conditionally approving the use permit and design review.

NOW, THEREFORE, be it resolved, that the Town Council finds the following:

- The Use Permit is hereby approved based upon the following findings of fact:

The Use Permit is hereby approved because the establishment of the use would not be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of the proposed use or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town based upon the fact that the project will be built to the Town's building safety and public works standards. Further, the project would be an improvement to the area consistent with Town codes.

- The Design Review is hereby approved based upon the following findings of fact:

1. The proposed project is functionally and aesthetically compatible with the existing improvements and natural elements in the surrounding area because the residential project can be adequately accessed from existing streets consistent with other residential properties in the area; and the project's exterior colors, materials, and landscaping will provide an aesthetic improvement compatible with surrounding area.

2. The proposed project will provide for protection against noise, odors, and other factors which may make the environment less desirable because the project will consist of residential buildings which will be built in accordance with the Town's building and safety codes consistent with other residential properties and protections.

3. The project will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area because the design represents an improvement to the existing property and will be built in accordance with the Town's standards and requirements herein.

4. The project will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and will provide for satisfactory access by emergency vehicles and personnel because the proposed project consists of four single-family residences which will have adequate ingress-egress to a public street, and which will provide adequate ingress-egress for emergency vehicles as determined by the Ross Valley Fire Department. Further, the traffic impact of the residential units is determined to be less than significant.

5. The project will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area because it will be built in accordance with the Town's building and safety codes and will be required to comply with the construction management and grading requirements herein.

Conditions of Approval:

1. Project shall be in accordance with the plans date stamped April 15, 2004, which have been restamped July 21, 2005, received by the Town of San Anselmo Planning Department, except as may be modified herein.

2. Prior to the issuance of a grading permit, surety to complete the grading improvements shall be provided in an amount as approved by the Director of Public Works, and in a form as approved by the Town Attorney.

3. A construction management plan shall be submitted to and approved by the Director of Public Works prior to the issuance of any building or grading permit. Said plan shall address the protection of public streets and surrounding properties, and shall provide for adequate construction staging, hours of operation, dust control, and other matters deemed appropriate by the Public Works Director necessary to protect the health, safety, and welfare of the Town.

4. A homeowners association or other instrument assuring common access easements, improvements, and maintenance of approved exterior materials/colors, and common improvements shall be recorded prior to or in conjunction with the proposed parcel map. Said instrument shall be approved by the Town prior to recordation.

5. Prior to Building permit issuance, the Town Council shall consider the Planning Commission's recommendation for approval of a tentative parcel map providing for the creation of proposed lot mergers and lot line adjustments. Further, said map shall be recorded prior to the issuance of any Building permit within the project.

6. All outstanding planning processing fees and building permit fees shall be paid prior to the issuance of any Building permit.

7. This project shall be subject to the requirements of the Marin Municipal Water District and all other public utility agency requirements necessary to serve the project.

9. If construction is not commenced within one year from the date of final Planning Commission action, the permit becomes null and void. However, this discretionary action may be renewed by the Planning Director for a maximum period of one (1) year provided the applicant places such request in writing to the Planning Director showing good cause prior to the expiration of the discretionary action.

10. Final exterior wall colors shall be presented to and approved by the Planning Commission after sample color swatches are painted on the exterior of the buildings during construction. Final exterior building colors shall be approved by the Planning Commission prior to any final inspection or occupancy.

11. No chimneys shall be allowed within the proposed project.

12. Project property owner shall at all times comply with all applicable laws, ordinances, rules and regulations of municipal, state and federal authorities relating to the installation maintenance, height, location, use, and operation of improvements authorized herein, and shall fully defend, hold free and harmless and indemnify the Town of San Anselmo, its Council, commissions, agents, officers, employees, and consultants against any and all claims, costs, expenses, suits, and liabilities of any kind whatsoever, or actions seeking to set aside, declare void or annul the approval(s) of this project, and including without limitation, reasonable attorney' and expert witnesses ' fees and costs, arising out of or in any way related to applicant's installation, or operation of the improvements and equipment authorized by this approval and any claim by any person or entity relating to alleged health or environmental effects of the project. The Town and applicant shall promptly notify each other of any such attack, claim, action, or proceeding. The Town will tender defense to the applicant. The Town may assist in defense; and nothing shall prohibit the Town from participating in the defense in any such attack, claim, action or proceeding so long as the Town agrees to bear its own attorneys fees and costs and participates with applicant in the defense cooperatively.

PASSED AND ADOPTED at a meeting of the Town Council on July 26, 2005, by the following vote:

AYES:

NOES:

ABSENT:

Peter Breen, Mayor

ATTEST:

Barbara Chambers, Town Clerk

AGENDA ITEM 5
CONTINUED TO THE MEETING OF AUGUST 23, 2005

AGENDA ITEM 6

TOWN OF SAN ANSELMO
STAFF REPORT
July 20, 2005

For the meeting of July 26, 2005

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: 2005-06 Proposed Budget and Work Plan

RECOMMENDATION

That Council conduct a public hearing on the Proposed 2005-06 Budget and Work Plan.

BACKGROUND

The Town of San Anselmo fiscal year starts on July 1 and ends the following June 30. Each year staff prepares a proposed budget to project revenues and recommend expenditures for the upcoming fiscal year. Included with the budget proposal is a recommended work plan, organized by department, for special projects and programs to be undertaken during the budget year.

INTRODUCTION

Attached is the Budget Message that summarizes the Proposed 2005-06 Budget and Work Plan, and a table in which all the proposed work plan items are compiled.

DISCUSSION

The Town has been facing a worsening fiscal situation since 2001. Declining revenues, caused by the poor economy and State takeaways, and rapidly rising expenditures, particularly for employee health and pension costs, precipitated the fiscal crisis. The Town Council has taken steps to curb expenditures by leaving eight positions vacant, slashing department budgets, eliminating training opportunities, and deferring equipment purchases, capital projects and maintenance to Town buildings. Employee salary increases have also been deferred. In addition, the Town Council has approved increases

to fees and fines and installation of parking meters in Town parking lots to raise revenues. Even with those actions, and a recent commitment by the State to repay a \$200,000 loan this fiscal year, the Town faces an additional \$300,000 shortfall in 2005-06. With three years of expenditure reductions and staffing below minimum levels, the Fiscal Advisory Committee recently concluded that “a new tax assessment is the only means under the Town’s control to close the gap between reduced revenues and increased expenditures.”

Mid-Year Budget Review: The Town Council is moving forward with plans to put a ballot measure on the November 8, 2005 ballot to raise the revenue necessary to get the Town back on track. The intent of this status quo budget is to get the Town through November. When the results of the election are known, a mid-year budget review session will be held. If the measure passes, the Town will begin to address its most immediate needs. If the measure is unsuccessful, the Town will need to take immediate steps to implement the extensive cuts that will be necessary.

The proposed budget contains increases only in areas where the funds are mission critical.

CONCLUSION

The action recommended for the Council is to conduct the public hearing on the Proposed 2005-06 Budget and Work Plan. Pending the outcome of that public hearing, the next step would be to incorporate changes identified by Council, and bring the budget and work plan back to Council for adoption.

Respectfully submitted,

Debra Stutsman
Town Administrator

July 20, 2005

Honorable Mayor and Members of the Town Council:

I am pleased to submit for your review and public hearing the Proposed 2005-06 Budget and Work Plan.

This proposed budget reflects the severe financial restraints under which the Town has operated during the last three years and represents a virtually status quo budget.

The State of California

These are difficult financial times for the State of California. The Governor and Legislature have grappled at length with how best to close a continuing budget deficit. Local government has agreed to a substantial funding reduction of \$2.6 billion in 2004-05 and 2005-06 in the form of a loan in exchange for future constitutional protection of local revenues. This will ensure that the State can no longer use local revenues at will to balance the State budget.

State of the Town

The Town's financial outlook has been in a declining state since fiscal year 2001-02, due to the poor economy, declining revenues and rising expenditures. While we have continued to experience a steady real estate market and associated construction activity, other sources of revenue have remained flat or have fallen below projections. Expenditures have continued to rise, particularly in the area of employee health and pension costs.

Over the last three years expenditures have been reduced by leaving eight positions vacant, slashing department budgets, eliminating training opportunities, and deferring equipment purchases, capital projects and maintenance to Town buildings. Employee salary increases have been deferred. In addition, fees and fines have been increased and parking meters installed in Town parking lots. Even with those actions, an additional \$500,000 shortfall was anticipated in 2005-06. That shortfall was reduced to \$300,000 with the announcement that the State is repaying the Vehicle License Fee gap loan ahead of schedule. The loan repayment of \$200,000 from the State in 2005-06 reduces the drain on the Town's reserve by that amount.

The Fiscal Advisory Committee, appointed in the spring of 2005, was charged with becoming familiar with the Town's financial difficulties, understanding the dimensions of the crisis, and recommending strategies for ensuring the Town's fiscal health going forward. The Committee, made up of six community members, two Councilmembers, the Town Treasurer and two staff members, met over a period of several months. After

extensive review of Town financial records for the last five years, the Fiscal Advisory Committee found that “a new tax assessment is the only means within the Town’s direct control to close the gap between the reduced revenue streams and increased costs of running the Town.”

The Town Council is currently working to place a ballot measure on the upcoming November ballot that would raise the revenue necessary to restore and maintain staffing and services that have been cut in the last four years. The current staffing situation is unsustainable. Without funds for desperately needed staff, equipment, maintenance and capital projects, the Town will be unable to provide an adequate level of service to the community.

Long-term Fiscal Health

The fiscal challenges facing the Town are:

- Retaining experienced Town staff through sufficient employee compensation to remain competitive in the employment market with public agencies that have a higher revenue base. The high cost of living in the County and limited workforce housing makes attracting and retaining qualified employees difficult.
- Refilling current vacant position to ensure timely and quality delivery of the varied municipal services desired and expected by our residents.
- Ensuring sufficient funds to maintain the Town’s streets and storm drain infrastructure at current levels.
- Regaining the progress lost during these very lean years in maintaining the Town’s buildings, parks and other public facilities and replacing old, outdated equipment.
- Relying heavily on a relatively fixed tax base, restricted by a geography offering few development possibilities for tax revenue expansion.

Capital and Equipment Needs

Current revenues are insufficient to fund current services to the community; thus, the budget includes no funds for new or deferred maintenance and improvement projects, except those of an emergency nature or committed to previously. The Town does, however, have pressing capital and equipment needs:

- Replacement of the leaky and unstable equipment shed at the hub, which contains sensitive traffic signal equipment and is structurally inadequate.
- Repair work on the Town Hall Tower trim pieces, which must be replaced due to dryrot.
- Replacement of the aging heating and cooling systems in Town Hall, the Isabel Cook Community Center and the downtown Fire Station.
- Replacement of the Town’s financial accounting system, which is outdated. Neither the hardware nor the software is supported by the manufacturers.

- Replacement of outdated and inadequate computer equipment and software in the Administration and Finance, Police, Recreation, Planning and Public Works Departments.
- Replacement of aging Public Works and Parks vehicles, and purchase of needed equipment, such as a water trailer.

Accomplishments for 2004-05

- Finance staff managed the transition to new payroll software with a cost savings achieved.
- The Marin Emergency Radio Authority (MERA) system was implemented for Police, Fire and Public Works use.
- Library programs for Poetry Reading, Book Discussion, Memoir Writing and a Children's Author's Symposium were held.
- Work continues with the school districts regarding joint development of a community park at the Red Hill School site, to include a soccer/baseball field, dog park, sport court, walking track and rest rooms; fundraising is underway.
- State Bond fund projects are underway in Parks Department, including rest room renovations at the Isabel Cook Community Center and Memorial Park, and rebuilding of two tennis courts.

Budget Format

The operations of the Town are budgeted primarily in the Town's General Fund. Significant maintenance projects and other capital improvements are contained in the Capital Reconstruction Fund, with the exception of road and drainage improvement projects, which are currently funded through the Measure G general obligation bond program and grants in the Traffic Congestion Relief Fund. With the expiration of Measure G funds, these improvement projects will be funded through the Road Maintenance Fund. The Recreation Fund accounts for all of the revenue and expenses related to recreation programs, with the exception of 17.5% of the Recreation Director's compensation, which is budgeted in the General Fund.

A list of all of the Town funds, a description of their functions, and a summary of revenue and expenses are contained in the Overview of Funds section at the beginning of the budget document.

Each Town department head, in conjunction with the Town Administrator, has recommended two to four work plan items to undertake this fiscal year. The work plans were submitted using a general guideline of one item that is "external," meaning policy and/or community service oriented, and one item that is "internal," meaning it will enhance staff and customer service efficiency and effectiveness. A mid-year progress report will be reviewed by the Town Council at a regular meeting. This year's work plan focuses on items that can be accomplished considering the reduced staffing levels at which we are operating and without financial outlay.

Highlights of the proposed work plan include:

- Research new financial software, negotiate contract and start design phase of work.
- Develop a revised tree ordinance in conjunction with Town citizen's committee.
- Develop an OSHA Safety Manual in Fire Department.
- Apply for a Library grant to Poets and Writers Inc. to put on a fall poetry reading program.
- Continue work with Red Hill Park JPA in development of Phase I of the park.
- Complete sign ordinance modifications.
- Apply for Office of Traffic Safety grants for a new radar trailer, a motorcycle and overtime for traffic enforcement.

2005-06 Budget Ramifications

This year's budget is a departure from recent budgets in that there is nowhere left to cut. Significant cuts have already been made to department budgets that have not been increased in three previous years. Frozen positions in the Police, Parks, Public Works, Planning and Administration & Finance Departments and reduced staffing in the Library mean that staff members are spread thin trying to cover more bases. The lack of expenditures for equipment means that our computers, software, trucks, maintenance equipment and tools must last yet another year. Capital projects and deferred maintenance that should be completed are again delayed.

Conclusion

The proposed 2005-06 budget reflects the fact that the Town is in a holding pattern. With expenditures cut to the bare minimum, we must await the results of the November election before taking action.

Acknowledgements

Many people had a hand in bringing this budget forward. I'd like to thank the Town's employees for their cooperation and support during this very difficult time. Particular thanks go to the Police and Fire bargaining groups who have extended their contracts for a year and half through December 2005 with no changes. The community members who attended our budget workshops provided invaluable input. Many thanks go to our Department Managers who have worked very hard to keep expenditures to an absolute minimum. Lastly, considerable credit goes to Finance and Administrative Services Director Janet Pendoley, who worked tirelessly to project revenue, anticipate expenditures, estimate costs, and assemble it all in a comprehensive and readable document.

Respectfully submitted,

Debra Stutsman
Town Administrator

<i>Department</i>	<i>Goal</i>
<i>Administration and Finance</i>	Research new financial software, negotiate contract and start design phase of work.
	Continue work to reduce expenses and increase revenues to keep Town financially afloat; begin to plan for actions necessary post election.
Community Resources	Attend meetings of peers at County Volunteer Center.
	Begin to discuss Centennial celebration plans with citizens.
Engineering & Inspection	Research implementation of a computer tracking system for permits.
	Develop a new tree ordinance with Town citizen's committee.
<i>Fire</i>	As the first step for improving the existing department infrastructure, define specific improvements needed for the fire stations and workspaces. Communicate these needs to the Fire Board and the Towns.
	Complete the transition to MERA. Install mobile radios in all department vehicles and apparatus. Implement station alerting system. Provide necessary operational training.
	Develop an OSHA Safety Manual. Imbed the OSHA requirements into our daily operations.
	Develop and maintain a website. The website will not only provide valuable information to the public but will also provide a secure and centralized location for department personnel to access official department information; including interdepartmental memos, policies, procedures, etc.
<i>Library</i>	Apply for a grant to Poets and Writers Inc. to put on a fall poetry reading program.
	Redo the media shelving in the library to provide more space for audio books, dvds and videos.
	The Library Director will serve as the Chair of the Marinet Board with the goal of improving on-line service to San Anselmo patrons through Marinet, while keeping costs down.
	Continue to work with the Friends of the Library and the Library Board to explore ways to provide stable funding for the library.

<i>Isabel Cook Complex</i>	Develop a long-term needs assessment of facility
<i>Parks</i>	Direct State Bond Fund prioritized project expenditures and construction.
	Continue to work toward completing list of prioritized deferred maintenance projects.
	Work with the Red Hill Park JPA in the development of Phase I of the park.
<i>Planning</i>	Provide early education and direction to property owners subject to both the development regulations under the Fire Department's Wildland Urban Interface Code and the Planning Department's design review regulations.
	Complete Sign Ordinance modifications
	Work with Planning consultant to conduct an environmental review and staff reports to the Planning Commission and Town Council for the Red Hill Community Park.
<i>Police</i>	Leveraging substantial grant funds from the state and county, purchase and install new main Department server; purchase and install hardware and software to implement Wireless E9-1-1 / GIS mapping for dispatch and patrol vehicles.
	Apply for Office of Traffic Safety grants for a new radar trailer, a motorcycle and overtime for traffic enforcement programs such as DUI and pedestrian safety; if obtained, purchase new equipment and institute new programs.
	Apply for a grant from the J. M. Long Foundation for a generator to facilitate the move of the Emergency Operations Center to the Corporation Yard.
Recreation	Upgrade computer system to enhance current recreation registration software and improve customer service
	Expand program offerings in the areas of adult sports and adult leisure classes.
	Work with the Red Hill Park JPA in the development of Phase I of the park.
Street Maintenance	Set up a computer station at the Corporation Yard.
	Get set up to receive underground service alerts electronically instead of by fax to save money.

	Implement a work priorities program in light of diminished staffing.