

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
January 18, 2005**

For the Meeting of January 25, 2005

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Report of Warrants Issued, December 2004

RECOMMENDATION

That Council acknowledge and file warrant numbers 50399 to 50633 issued during the month of December 2004 in the amount of \$1,264,693.84. The following warrants voided or cancelled: 50396.

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, December 2004

AGENDA ITEM 1(c)

TOWN OF SAN ANSELMO STAFF REPORT January 20, 2005

For the Meeting of January 25, 2005

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Quarterly Treasurer's Investment Report and Revenue and Expenditure Report, December 2004

RECOMMENDATION

That Council approve the Treasurer's Investment Report for the quarter ending December, 2004 and the Revenue and Expenditure Report for the period ending December 31, 2004.

BACKGROUND

The Treasurer's Investment Report is a quarterly itemization of the market value of Town investments. The Revenue and Expenditure report is a year-to-date summary report of revenues and expenditures that is presented to the Town Council on a monthly basis. The General Fund is included in the monthly report. The purpose of these reports is to present financial information for review and discussion.

ANALYSIS

Treasurer's Investment Portfolio Report

The attached report itemizes the Town's investments and states the market value of each investment as of December 31, 2004. The Wells Fargo Business Cash Management account is the Town's primary checking account used for the deposit and expenditure of operating funds. The Bank of America checking account is a controlled account used for payroll processing only.

The Town maintains 2 Local Agency Investment Fund accounts (LAIF) for the purpose of maximizing interest income on funds not needed for immediate expenditure. One LAIF account is for investment of general operating funds; the other is for the series 2003 Measure G bond proceeds, required by law to be maintained in a segregated account.

The Tax Revenue Anticipation Note (TRAN) is a tax-free bond that is issued on a one-year basis specifically for the purpose of improving cash flow to public entities heavily reliant on sporadic property tax distributions. The cost of providing this cash flow is estimated at \$1,197.79. A second, taxable TRAN was issued in 2004-05 for the purpose of prepaying the Town's annual Public Employment Retirement System (PERS) contributions. However, due to staffing uncertainties following the issuance that might have resulted in a significant, non-refundable overpayment to PERS, it was deemed more cost effective to invest the proceeds in a 12 month Certificate of Deposit with U. S. Bank. Projected annual earnings from the taxable TRAN, net of issuance costs, are currently estimated at \$159.

Revenue and Expenditure Report

The revenue and expenditure data as of December 31st reflects financial activity transacted during 50% of the budget year. Revenue received, at 44%, is 1% lower than this period last year and reflects the normal lag in receipt of periodic payments including the following:

- Property tax distribution was received in December. However, the Property Tax In Lieu of Motor Vehicle License Fees (MVLFF) and Property Tax In Lieu of Sales Tax were not received until after the close of this reporting period. Taking into account the additional \$400,000 revenue from these two sources, the year-to-date revenue compares favorably to last year.
- Annual business license fees are collected in large part in the early months of the calendar year and their seasonality also contributes to the lag in revenue collections during this period. Significant increases in revenue from this source should occur within the next one to two months.
- As reported above, the State Budget's "triple flip" will reduce monthly sales tax distributions by 25%, to be replaced by "property taxes paid in lieu of sales tax." This shift in funding source will not result in any decrease in actual revenue but does convert the monthly payments to the same semi-annual schedule as property tax distributions, thus exacerbating the revenue lag. The fact that the December distribution was not received until January has impacted the revenue total significantly.
- The State Budget's "Motor Vehicle License Fee loan," an estimated loss to the Town of \$235,848, has been reflected in the budget. The State has pledged to repay the 2004-05 and planned 2005-06 "loans" in 2006-07. In addition, as reported above, the State Budget's "MVLFF swap" will reduce this source of revenue by \$418,981, to be replaced by "property taxes paid in lieu of MVLFF." Similar to the sales tax flip described above, the swap does not result in a revenue reduction but does exacerbate the revenue lag even further. Again, with this source of revenue the December distribution was not received until January, which has negatively impacted the revenue total reported above.
- LAIF interest earnings for the quarter ending September 30th totaled \$10,147. Approximately \$33,000 of the Town's interest income budget will not be received until June 30th when the 12-month TRAN is repaid.

Expenditures, at 50%, are equal to expenditures for this period last year and appear to be fairly stable level across major categories presented on page 1 of the report with two exceptions. The area of salaries is slightly elevated due to the retiring Planning Director's pay, as noted below. Outside Services is also elevated due to the payment for animal control services. Expenditures also appear to be at a stable level across departments presented on page 2 of the report with only a few exceptions:

- Legal services expense (at 29%) reflects an invoicing lag and does not include services for the months of November and December.
- Non-department expenditures (at 68%) are at a higher proportion of budget as a result of payment of a \$103,000 annual assessment to Marin County for animal control services.
- Planning expenses (at 56%) appear elevated due to the Planning Director's pay, which continues through the early months of the fiscal year. The Director's retirement in December 2004 was expected and planned for in the annual budget development process and the resulting budget savings should be reflected in reduced expenses in later months.
- Streets expenditures (at 44%) are at a lower proportion of budget due to the significant seasonality of this service area. The winter months of January and February will likely reflect some increase in this department's utilities and outside service expenditures.
- Recreation expenditures (at 52%) includes a portion of the leave payoff for the departing Director. Salary and benefit savings during the recruitment period will offset this additional expense.

BUDGET REVISIONS:

Note: The Revised Budget amounts for the categories of Salaries and Benefits on the Revenue and Expenditure Summary Report (Attachment 1, page 1) reflect a correction to the Adoption Budget information. The General Fund total expenditures and the department line item budgets were correct as presented in the Adoption Budget.

The following budget revisions were made during this report period:

- \$10,600 budget revision in the General Fund expenditures and \$52,000 budget revision in the Capital Reconstruction Fund expenditures due to the shift of the parking meter budget from the Streets to the Police Department. This revision has no impact on either Fund's reserves.
- \$5,146 budget revision in the Insurance Fund transferring budget funds from the contingency reserve to the liability insurance premium budget in order to cover an unanticipated JPIA assessment. This revision has no impact on the Insurance Fund's year end reserve.
- \$1,725 budget increase in the Downtown Revitalization Fund revenue and expenditure budgets to recognize receipt of 16 donations to support the Obelisk project. This revision has no impact on the Downtown Revitalization Fund's reserve.

CONCLUSION

In reviewing the financial data particularly as it compares to the prior year, the Town's revenue collections and spending levels appear to be within normal ranges for this report period. Assuming stability in the numbers during the coming months, the Town will likely end the fiscal year within budget.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

Attachment #1: Revenue and Expenditure Report, December 2004

TOWN OF SAN ANSELMO

TREASURER'S INVESTMENT REPORT for the quarter ending December 31, 2004

INSTITUTION	TYPE OF INVESTMENT	MATURITY DATE	EFFECTIVE YIELD	MARKET VALUE OF AMOUNT ON DEPOSIT	NOTES	
					BOOK VALUE	UNREALIZED GAIN
Wells Fargo Bank	Business Cash Management Acct	None	0.90%	156,175		
Bank of America	Business Checking Account	None	0%	3,631		
LAIF (Local Agency Investment Fund) Operating Account	State Treasurer's Pool	None	2.00%	3,608,369		
LAIF (Local Agency Investment Fund) Measure G Account	State Treasurer's Pool (Measure G)	None	2.00%	251,211		
LAIF (Local Agy Investment Fd) TRAN Note Proceeds	State Treasurer's Pool	* 6/25/2005	0.00%	1,366,155		
U. S. Bank TRAN Note Proceeds (Taxable)	12 month Certificate of Deposit	** 6/24/2005	0.00%	642,797		
Total Investment Portfolio:				<u>6,028,337</u>		
<p>* This note is issued for cashflow purposes only. Repayment to lender due on 6/25/05</p> <p>** This note originally issued to pre-pay PERS contribution; uncertainty of costs precluded. Repayment to lender due on 6/25/05</p> <p>I hereby verify that this report is in conformity with the Town of San Anselmo Investment Policy and there are sufficient funds to meet the Town of San Anselmo's expenditure requirements for the next six months.</p>						
<hr/> Roberta Robinson, Treasurer			<hr/> Janet Pendoley, Finance & Admin Serv Director		January 20, 2005 <hr/> Date	

TOWN OF SAN ANSELMO

2004-05 Revenue & Expenditure Report: General Fund Expenditures by Department for the period ending December 31, 2004

Description	2003-04				2004-05			
	Revised Budget	Actual	Act, rpt period	% of Act	Adopted Budget	Revised Budget	Actual to Date	% Act/Bgt
GENERAL FUND DEPARTMENTS								
Administration & Finance	549,737	548,551	270,051	49%	580,153	580,153	284,829	49%
Community Resources	86,773	85,261	41,767	49%	94,777	94,777	45,847	48%
Engineering & Inspection	463,194	440,322	227,303	52%	471,860	471,860	233,103	49%
Fire	2,603,697	2,603,697	1,301,848	50%	3,034,454	3,034,454	1,517,227	50%
Legal Services	156,700	186,036	84,164	45%	147,700	147,700	43,369	29%
Library	498,376	487,603	245,031	50%	526,134	524,505	263,848	50%
Non-Departmental	345,358	307,155	138,895	45%	362,539	362,051	245,988	68%
Parks	422,693	409,100	200,414	49%	449,305	449,305	201,836	45%
Planning	398,246	372,231	185,936	50%	323,853	323,853	181,953	56%
Police	2,763,667	2,784,917	1,388,238	50%	3,076,487	3,087,087	1,520,780	49%
Recreation - Gen Fund Support	72,970	71,876	36,386	51%	43,099	43,099	22,525	52%
Street Maintenance	792,829	706,393	358,711	51%	759,574	759,574	331,438	44%
Town Council	20,885	21,628	5,071	23%	9,865	9,865	5,080	51%
TOTAL EXPENDITURES	9,175,125	9,024,770	4,483,815	50%	9,879,800	9,888,283	4,897,823	50%
TRANSFERS OUT - Current Revenue								
to Cap Reconstruct Fund	21,800	21,800		0%	48,000	100,000	-	0%
to Downtown Revit Fund								
to Equipment Fund	218,345	218,345	1,900	1%	218,940	218,940	-	0%
to Insurance Fund	257,865	257,865		0%	457,865	457,865	-	0%
to Isabel Cook Fund								
to Recreation Fund (Robson)								
to Special Events Fund								
to Road Maintenance Fund	200,000	200,000				2,180		
TRANSFERS OUT - Prior Year Revenue								
to Emergency Reserves Fund								
to Cap Reconstruct Fund (70%)	55,000	55,000		0%				
to Equipment Fund (30%)								
TOTAL TRANSFERS OUT	753,010	753,010	1,900	0%	724,805	778,985	-	0%
Reserve: Contingency	106,743	-	-			25,027	-	
Reserve: Pension		-	-				-	
TOTAL: EXP, TRFS, RES	10,034,878	9,777,780	4,485,715	46%	10,604,605	10,692,295	4,897,823	46%

TOWN OF SAN ANSELMO
2004-05 Revenue & Expenditure Report: General Fund Summary
for the period ending December 31, 2004

Description	2003-04				2004-05			
	Revised Budget	Actual	Act, rpt period	% of Act	Adopted Budget	Revised Budget	Actual to Date	% Act/Bgt
BEGINNING BALANCE	1,838,448	1,838,448	1,838,448		1,716,409	1,726,822	1,726,822	
REVENUE								
Property Taxes/In Lieu Taxes	5,866,949	5,876,508	2,841,619	48%	6,764,903	6,767,083	2,973,932	44%
Sales Tax	1,043,601	929,680	393,073	42%	739,642	739,642	319,443	43%
Licenses, Permits, Fees, Fines	1,036,663	965,147	353,375	37%	1,070,975	1,133,575	453,935	40%
Use of Money & Property	85,942	39,983	9,735	24%	68,903	68,903	10,148	15%
Other Agency Revenue	760,152	736,572	232,974	32%	319,878	324,632	229,315	71%
Fees for Services, Misc	789,342	782,912	354,819	45%	1,047,202	1,054,945	471,541	45%
SUB TOTAL	9,582,649	9,330,802	4,185,595	45%	10,011,503	10,088,780	4,458,314	44%
TRANSFERS IN	330,190	335,352	100,833	30%	393,102	393,102	82,733	21%
TOTAL: REV & TRFS	9,912,839	9,666,154	4,286,428	44%	10,404,605	10,481,882	4,541,047	43%
TOTAL RESOURCES	11,751,287	11,504,602	6,124,876		12,121,014	12,208,704	6,267,869	
EXPENDITURES								
Salaries	3,720,257	3,644,065	1,890,040	52%	3,364,385	3,625,325	1,839,440	51%
Benefits	1,429,033	1,429,065	637,811	45%	2,135,594	1,865,582	826,432	44%
Office & Dept Sup, Lib Mat	260,463	216,865	105,016	48%	269,045	275,488	102,182	37%
Training, Publications, Dues	42,222	35,325	20,175	57%	32,150	32,150	17,792	55%
Outside Serv, Legal Notices	3,414,844	3,384,143	1,687,178	50%	3,769,361	3,780,473	1,976,243	52%
Utilities	153,049	166,883	70,764	42%	159,529	159,529	74,842	47%
Bldg, Veh, Equip Maint	155,257	148,424	72,831	49%	149,736	149,736	60,892	41%
SUB TOTAL	9,175,125	9,024,770	4,483,815	50%	9,879,800	9,888,283	4,897,823	50%
TRANSFERS OUT	753,010	753,010	1,900	0%	724,805	778,985	-	0%
RESERVES								
Contingency: committed funds		-	-	0%			-	
Contingency: uncommitted funds	106,743	-	-	0%		25,027	-	
Pension		-	-	0%			-	
TOTAL: EXP, TRFS, RES	10,034,878	9,777,780	4,485,715	46%	10,604,605	10,692,295	4,897,823	46%
Net Increase/(Decrease)	(122,039)	(111,626)	(199,287)		(200,000)	(210,413)	(356,776)	
Designated: Pension	1,031,685	1,207,251	1,207,251		429,788	429,788	429,788	
Designated: Mch Pkg/SWARAC	23,867	26,534	26,534		29,206	29,206	29,206	
Undesignated: Excess Rev		10,413	-				-	
Undesignated	660,857	482,624	405,376		1,057,415	1,057,415	911,052	
ENDING BALANCE	1,716,409	1,726,822	1,639,161		1,516,409	1,516,409	1,370,046	
TOTAL BUDGET	11,751,287	11,504,602	6,124,876		12,121,014	12,208,704	6,267,869	

AGENDA ITEM 1(d)

TOWN OF SAN ANSELMO

Staff Report

January 18, 2005

For the meeting of January 25, 2005

TO: Mayor and Town Council Members
FROM: Ron Mikalis, Interim Recreation Director
SUBJECT: FINANCIAL REPORT ON RECREATION FUND

RECOMMENDATION

That Council accepts and approves the Recreation Fund Revenue and Expenditure Report for the period ending December 31, 2004.

BACKGROUND

The Recreation Department offers a wide array of community recreation, leisure and sports programs and classes throughout the year. Many of the programs are of a seasonal nature. Revenues are usually collected in advance, with expenditures following after a lag.

DISCUSSION

Fund Revenues realized to date represent 69% of FY '04-05 budget and an increase over last year's revenues at this time by approximately 4%.

Current Expenditures represent 51% of FY '04-05 budget and are approximately 4% less than this same period last year.

This is the first time the brochure will be distributed three times a year instead of the normal four. We will be closely monitoring the revenues in the upcoming months

Overall, the Recreation Fund is cautiously on target.

Respectfully submitted,

Ron Mikalis
Interim Recreation Director

Town of San Anselmo

Revenue & Expenditure Report FY 2004-05: Recreation Fund

as of December 31, 2004

		Revenue			Expenditures			Gain/(Loss)		
		Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Sports		400,500	251,899	63%	225,000	101,297	45%	175,500	150,602	86%
	Adult Sports	6,500	4,745	73%	3,000	2,383	79%	3,500	2,362	67%
	Kid Sports	40,000	21,907	55%	20,000	4,758	24%	20,000	17,149	86%
	Tennis	30,000	22,739	76%	23,000	15,001	65%	7,000	7,738	111%
	Tumbling	180,000	120,335	67%	114,500	55,703	49%	65,500	64,632	99%
	Martial Arts	14,250	5,621	39%	9,500	1,762	19%	4,750	3,859	81%
	Rookie Baseball	10,500	(11)	0%	3,750	27	1%	6,750	(38)	-1%
	Rookie Soccer	17,000	21,225	125%	4,750	4,943	104%	12,250	16,282	133%
	Rookie Basketball	18,750	15,843	84%	4,250	1,416	33%	14,500	14,427	99%
	Softball	54,500	11,169	20%	29,000	6,694	23%	25,500	4,475	18%
	Youth Soccer	29,000	28,326	98%	13,250	8,610	65%	15,750	19,716	125%
Culture		148,250	79,196	53%	103,200	37,297	36%	45,050	41,899	93%
	Adult Art & Safety	2,500	436	17%	1,600	16	1%	900	420	47%
	Adult Culture	13,000	5,139	40%	8,750	1,195	14%	4,250	3,944	93%
	Adult Dance	3,750	440	12%	2,250	186	8%	1,500	254	17%
	Kids Art & Safety	2,000	2,574	129%	850	689	81%	1,150	1,885	164%
	Kids Culture	30,000	21,230	71%	19,750	3,722	19%	10,250	17,508	171%
	Kids Dance	24,000	22,882	95%	15,000	10,050	67%	9,000	12,832	143%
	Drama	73,000	26,495	36%	55,000	21,439	39%	18,000	5,056	28%
Child Care		423,250	346,666	82%	302,500	207,271	69%	120,750	139,395	115%
	Parkside	149,000	77,692	52%	115,500	52,618	46%	33,500	25,074	75%
	Summer Shorts	46,000	46,114	100%	35,000	31,808	91%	11,000	14,306	130%
	Stay N Play	75,750	42,603	56%	53,000	29,025	55%	22,750	13,578	60%
	Camp Sports	56,000	60,930	109%	41,500	30,477	73%	14,500	30,453	210%
	Day Camp	96,500	119,327	124%	57,500	63,343	110%	39,000	55,984	144%
Events, Eq, Other		88,750	54,575	61%	16,000	5,900	37%	72,750	48,675	67%
	Special Events	500	580	116%	1,000	154	15%	(500)	426	100%
	Soda Machine	250	164	66%				250	164	66%
	Field Rentals	9,500	2,910	31%	-	-		9,500	2,910	31%
	Misc Fees	7,000	3,245	46%	1,750	-	0%	5,250	3,245	62%
	Advertising	10,000	10,233	102%	1,000	74	7%	9,000	10,159	113%
	Robson AfterSchool	24,500	14,679	60%	12,250	5,672	46%	12,250	9,007	74%
	Non-Resident Fees	12,500	7,947	64%				12,500	7,947	64%
	Admin Reg Fee	18,000	9,947	55%				18,000	9,947	55%
	Robson Rentals	6,500	4,870	75%				6,500	4,870	75%
Sub Total: Programs		1,060,750	732,336	69%	646,700	351,765	54%	414,050	380,571	92%
Administration					420,250	197,205	47%			
	Salaries, Hrly Paid, OT				226,396	106,803	47%			
	Benefits, Retire, Taxes				110,104	46,477	42%			
	Facility Rental				4,000	-	0%			
	Dues and Publications				1,500	605	40%			
	Outside Services				3,500	1,473	42%			
	Training				3,000	1,537	51%			
	Utilities, Building Maint				13,750	5,381	39%			
	Office Supplies				8,000	2,993	37%			
	Credit Card Fees				14,500	5,058	35%			
	Marketing, Promotion				27,000	21,965	81%			
	Equipment				8,500	4,913	58%			
Total Operations		1,060,750	732,336	69%	1,066,950	548,970	51%	414,050	380,571	92%
	Transfers Out				1,250	0				
Total Fund Activity		1,060,750	732,336	69%	1,068,200	548,970	51%	414,050	380,571	92%

Town of San Anselmo

Revenue & Expenditure Report FY 2004-05: Recreation Fund

as of December 31, 2004

Summary of Fund Activity: Year-To-Date Comparison

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$\$	%
2004-05	1,060,750	732,336	69%	1,068,200	548,970	51%	183,366	17.6%
2003-04	953,600	622,264	65%	944,905	497,343	53%	124,921	12.6%
2002-03	836,450	613,061	73%	851,271	536,137	63%	76,924	10.3%

AGENDA ITEM 1(e)

For the Meeting of January 25, 2005

To: Town Council

From: Charles L. Maynard, Chief of Police

Subject: Quarterly Statistical Report

Date: January 13, 2005

RECOMMENDATION

That Council acknowledge and file the Quarterly Statistical Report prepared by the Chief of Police.

SUMMARY

The San Anselmo Police Department is prepared to address Council with statistical information concerning crime and traffic issues that have occurred in the Town of San Anselmo. This report will provide statistical data for the fourth quarter of 2004. Future reports will be prepared on a quarterly basis.

BACKGROUND


The San Anselmo Police Department documents criminal and traffic statistics in a format that is consistent with the State of California Department of Justice guidelines. The Police Department is prepared to present this data to the Town Council annually and quarterly.

ISSUES

The Police Department is submitting crime and traffic statistics to Council covering the year 2003 in its entirety and the year 2004 broken down by quarters. Crime statistics include part one and part two offenses. They include actual crimes as well as persons arrested and cases cleared. Traffic statistics include injury, non-injury and hit and run collisions. Traffic statistics include citation activity consisting of moving, administrative / mechanical and parking citations.

Part One and Part Two Offenses: The Town of San Anselmo experienced 345 reported part one crimes during calendar year 2003. During the first quarter of 2004 there were 91 reported part one offenses, 72 part one offenses during the second quarter and 86 part one offenses during the third quarter and 86 during this quarter. Part one offenses include murder, forcible rape, robbery, aggravated assault, burglary, larceny, auto theft and are reported to the state on a monthly basis. Part two offenses include malicious mischief, driving under the influence and all other misdemeanors.

Traffic Collisions: The data for traffic collisions include injury, non-injury, pedestrian and bicycle involvement.

Traffic Citations: Officers of the San Anselmo Police department are directed to enforce the traffic laws pursuant to the provisions of the California Vehicle Code. This enforcement consists of education, deployment of the department's radar trailer, warnings to traffic violators and the issuance of citations. Emphasis  added to those violations that are considered to be "hazardous" in nature or to those violations that are commonly deemed as primary collision factors in collisions. A hazardous traffic violation would include but not be limited to, speeding, stop sign, failure to yield to a pedestrian, right of way violation, following too closely, driving under the influence, unsafe starting or backing and signal light violations. Data is also provided regarding parking and abandoned vehicle enforcement.

ITEMS OF INTEREST THIS QUARTER

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

- One Police Officer position frozen
- One Police Officer position frozen (but reimbursed at an 80% rate) while he is attending extended training.
- One Police Sergeant on work connected disability with a severe back injury. Likelihood of return, doubtful.
- One Police Officer who is in the California National Guard has been activated deployed to Iraq. This deployment is expected to last eighteen (18) months and is his second extended activation to active duty.
- One Police Corporal on work connected disability with a back injury.
- One Police Dispatch position frozen

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

Sergeant Joel Erickson graduated from the Sherman Block Leadership Institute (SLI) on October 20. As previously reported, this cutting edge training is mandatory for all police sergeants and will continue to increase the level of professionalism in the sergeant's ranks. We are very proud of Sergeant Erickson's accomplishments.

Sergeant Nick Valeri returned from his temporary assignment at the Computer Crimes Task Force and is currently assigned to the dayshift. Officer Michael Wacholz is still assigned to the Task Force. The salary and related costs of Officer Wacholz continue to be reimbursed to the Town at the same 80% rate.

On December 27th, the first major storm of the season put the Town's ability to respond to the test. Shortly after 2:00 AM, driving rains caused the creek to rise to the alarm level, activating a mandatory notification of management staff. The police department command staff along with other department heads and the Town Administrator responded to Town Hall and sounded the Town's "flood horn", warning residents and the business community of an impending flood. Additional police officers and DPW workers responded and assisted with sandbagging the downtown area and making emergency notifications in flood prone neighborhoods. Eventually the rains subsided, the creek level dropped, and employees were released. The Town's response was smooth, orderly and efficient.

As a part of a countywide grant program, the department participated in four D.U.I. checkpoints during the month of December. These checkpoints were conducted in San Rafael, Mill Valley, Novato and Twin Cities. Under this grant, personnel from all Marin agencies join together for drunk driving enforcement by means of checkpoints or saturation patrols.

Annual Recognition Awards:

Each year recognition awards are given in the Operations Division and Support Services Division, as well as, a Chief's Award and Employee of the Year honor. For 2004 the following employees, through their show of professionalism and extraordinary efforts, received the following awards:

Anthony Boehle

- December 4, 2004 - **Operations Division Award of Commendation**
Officer Boehle continually strives to develop his leadership skills. He has contributed to the department as a Training Officer and an Acting Corporal this past year, demonstrating exemplary leadership qualities. Officer Boehle has shown an extraordinary level of commitment in his duties and is awarded the Operations Division Award of Commendation for 2004.

Monica Catlow

- December 4, 2004 – **Support Services Division Award of Commendation**
Lead Dispatcher Catlow continues to grow and strive in her position, taking on new challenges and handling her responsibilities professionally and effectively. She is always consistent in her performance and is a commendable example to her peers. Lead Dispatcher Catlow is a positive representation of the department and is awarded the Support Services Division Award of Commendation for 2004.

Ryan Dunnigan

- *December 4, 2004 – **Employee of the Year – 2004.***
Since attending the Crisis Intervention Team Training, Officer Dunnigan has enthusiastically taken on the role of Department Mental Health Liaison. Officer Dunnigan has improved relations between the Sunny Hills School Staff and the police

department and routinely shares the knowledge and education he receives with his peers. His extraordinary example earns Officer Dunnigan Employee of the Year for 2004.

Nicholas McGowan

- December 4, 2004 - Chief's Award

Officer McGowan lead the department in officer initiated activity during his first year on the force. He exudes the kind of initiative and dedication that is indicative of a leader in the making. His new role as the Defensive Tactics Instructor is a shining example of the implementation of an idea and a solution. Through his tenacious efforts Officer McGowan has become a valuable asset to the department and is awarded the Chief's Award for 2004

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

Monica Catlow

- December 30, 2004 – Thank you letter from a San Anselmo citizen thanking her for her kindness and professionalism during a 911 call.

Ryan Dunnigan

- November 23, 2004 – Thank you card from a citizen for the positive help he gave her when she was taken to the crisis center for hospitalization.

Michael Mejia

- October 29, 2004 – Thank you letter from a San Anselmo citizen thanking him for his kindness during his friend's car accident.
- November 12, 2004 – Thank you letter from Marian and Bob Gelber thanking him for his compassion and professionalism when dealing with the challenges they are facing with their son.
- November 22, 2004 – Thank you card from Ted and Helen Abe thanking him for his understanding and professional manner during what turned out to be a false alarm fire.

Nick Valeri

- November 12, 2004 – Thank you letter from Marian and Bob Gelber thanking him for his compassion and professionalism when dealing with the challenges they are facing with their son.
- December 30, 2004 – Thank you letter from a San Anselmo citizen thanking him for his professional assistance and reassurance during an incident at her home.

Paige Nelson

- November 12, 2004 – Thank you letter from Marian and Bob Gelber thanking her for her compassion and professionalism when dealing with the challenges they are facing with their son.

Professional Standards

The Police Department keeps records regarding personnel complaints and reports that data to the Department of Justice on an annual basis. During this quarter no personnel complaints were received.

CONCLUSION

As always, the Police Department strives to provide the highest possible level of service and protection to the citizens of San Anselmo and those who visit our community. Statistical data is compiled so that our attention can be focused on specific issues when necessary in order to further this effort.

CHARLES L. MAYNARD
Chief of Police

San Anselmo Police Department

Statistical Data 2003 – 2004

<i>INCIDENT TYPE</i>	<i>Total Year 2003</i>	<i>1st Quarter 2004</i>	<i>2nd Quarter 2004</i>	<i>3rd Quarter 2004</i>	<i>4th Quarter 2004</i>	<i>Total To Date Year 2004</i>
TOTAL CALLS FOR SERVICE	21,205	5010	5674	6472	5911	23,067
PART I CRIMES – TOTAL	345	91	72	86	86	335
HOMICIDE	0	0	0	0	0	0
RAPE	3	1	1	1	1	4
ASSAULT – SIMPLE	53	15	5	18	20	58
ASSAULT – AGGRAVATED OR WITH WEAPON	15	1	3	2	6	12
ROBBERY	2	0	0	1	0	1
BURGLARY	64	24	16	19	21	80
LARCENY / THEFT	186	43	33	44	36	156
MOTOR VEHICLE THEFT	20	7	14	1	2	24
ARSON	0	0	0	0	0	0
TOTAL ARRESTS MADE	322	68	84	114	116	382
VEHICLE CODE ENFORCEMENT						
DRUNK DRIVING	20	5	8	14	21	48
MOVING CITATIONS	1889	259	629	634	627	2149
ADMIN. CITATIONS	170	27	63	52	67	209
PARKING CITATIONS	4684	1476	1185	1499	1095	5255
ABANDONED VEHICLES REPORTED	414	113	90	135	95	433
ABANDONED VEHICLES TOWED	31	6	3	6	11	26
TRAFFIC COLLISIONS – TOTAL	205	41	47	48	58	194
NON-INJURY COLLISIONS	141	27	32	34	42	135
INJURY COLLISIONS	59	14	15	13	16	58
BICYCLES INVOLVED	3	3	3	3	4	13
PEDESTRIANS INVOLVED	10	2	1	1	4	8
DRUNK DRIVING INVOLVED	2	0	1	5	6	12
FATAL	1	0	0	0	0	0

San Anselmo Police Department

Statistical Data 2000 - 2003

Total Crimes for Town of San Anselmo (Part 1 Crimes)

2000	296
2001	272
2002	292
2003	345

Moving Violations Issued

2000	1727
2001	2244
2002	2435
2003	1889

Parking Citations Issued

2000	6573
2001	5342
2002	4478
2003	4684

Total Arrests

2000	387
2001	317
2002	360
2003	322

Total Accidents

2000	234
2001	192
2002	187
2003	205

Total Calls for Service

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

San Anselmo Police Department
Miscellaneous Calls for Service 2004

<i>INCIDENT TYPE</i>	<i>Year Total 2003</i>	<i>1st Quarter 2004</i>	<i>2nd Quarter 2004</i>	<i>3rd Quarter 2004</i>	<i>4th Quarter 2004</i>	<i>Year to Date 2004</i>
MISCELLANEOUS CRIMES						
HATE CRIMES	0	0	0	0	0	0
SHOPLIFTING	26	7	9	6	2	24
ANNOYING PHONE CALLS	47	11	17	6	3	37
MISCELLANEOUS CALLS FOR SERVICE						
ASSIST OUTSIDE AGENCY	418	71	83	118	93	365
BUSINESS/BUILDING CHECK	585	124	141	174	141	580
CITIZEN ASSIST	574	148	116	185	178	627
EXTRA PATROL	1445	355	379	793	719	2246
MEDICAL AID	423	130	94	116	135	475
DISTURBED PERSONS (5150 W&I)	58	13	20	2	13	48
MISSING PERSONS (INCLUDING SUNNYHILLS SCHOOL & 9 GROVE LANE)	110	10	14	15	27	66
NOISE ABATEMENT	299	63	109	116	67	355
PARK CHECKS	1170	377	480	482	302	1929
RADAR TRAILER DEPLOYMENT	347	79	88	103	82	352
SUSPICIOUS PERSONS	115	25	64	36	30	155
TRAFFIC STOPS	2959	486	1021	1065	980	3552
VACATION HOME REQUESTS	94	17	14	24	13	68
VACATION HOME CHECKS	260	28	32	22	23	105