

AGENDA ITEM 1(b)

**A PROCLAMATION OF THE
TOWN OF SAN ANSELMO
COMMEMORATING THE 25TH ANNIVERSARY OF THE
SAN FRANCISCO THEOLOGICAL SEMINARY
CHILDREN'S CENTER**

WHEREAS, the Children's Center was founded in 1980 by Lynnell Jones, distinguished alumna of the Seminary, whose ministry is focused on young children; and

WHEREAS, the current Co-Directors of the program are Young Hee Park and Harriet Michael; and

WHEREAS, the Center was established to serve the children of students, faculty and staff of the Seminary, as well as community children; and

WHEREAS, the Children's Center enjoys the reputation of being one of the finest preschools in the Bay Area; and

WHEREAS, the program was one of the first early childhood programs in the nation to be accredited by the National Academy of Early Childhood Programs, administered by the National Association for the Education of Young Children; and

WHEREAS, in spite of a steady waiting list, the Children's Center remains affordable to all due to its Seminary sponsorship.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Town Council of the Town of San Anselmo does hereby commemorate the 25th anniversary of the San Francisco Theological Seminary Children's Center.

Peter Breen, Mayor
February 8, 2005

AGENDA ITEM 1(c)

**TOWN OF SAN ANSELMO
STAFF REPORT
February 2, 2005**

For the Meeting of February 8, 2005

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Midyear Work Plan Report

RECOMMENDATION

That Council acknowledge and file the midyear report on the 2004-05 work plan.

BACKGROUND

As part of the 2004-05 budget, Council adopted a work plan for this fiscal year. Staff reports periodically to the Council on the progress being made on the work plan.

Respectfully submitted,

Debra Stutsman
Town Administrator

<i>Department</i>	<i>Goal</i>	<i>Midyear Progress</i>
<i>Administration and Finance</i>	Provide financial expertise and human resources management for major cost cutting plans, in conjunction with implementation of new sources of revenue.	Monthly monitoring of Town revenues and expenditures, including mid-year update report. Established parking coin collection and deposit. Established garbage vehicle impact fees. Implemented collection of business license admin fees.
	Develop and implement a Town policy and procedure on drug and alcohol testing for Class B licensed employees.	In progress
	Research payroll services providers to improve functionality and reduce cost; Research financial software programs to replace current ACS system, assuming a 2005-06 purchase and conversion timeline.	Transition to new payroll software at reduced cost to Town accomplished in July 2004. Ongoing efforts to create employee database for human resource uses.
<i>Community Resources</i>	Continue working with assistant to establish priorities and refine department's work in community and office.	Projects are well underway and being anticipated in advance. Work continues in software instruction.
	Seek stronger rapport with local schools to promote volunteerism.	Have worked intensely with the two local high schools to involve them in Town volunteer activities.
	Work to garner support among businesses for community activities, both as financial contributors and as volunteers.	Through our membership in the Center for Volunteer and Nonprofit Leadership, we participated in the Human Race and were a nominee organization for the Heart of Marin Award. In addition, this department successfully expanded sponsorship for the Community Fair, SAVE activities, and the Arts Commission fundraising event.
<i>Engineering & Inspection</i>	Work to establish systems to fast track the building permit process by issuing more permits over the	Implemented, more permits are issued over the counter by the building official and if he is not

	counter.	available the DPW director will issue them.
	Research implementing a computerized permit tracking system.	No progress, lack of personnel power and no funding.
	Develop a new tree ordinance with Town citizen's committee.	No progress, no staff time available although citizens available.
<i>Fire</i>	Integrate MERA for seamless operation with Police and Public Works in both Fairfax and San Anselmo.	MERA will be operational for Fire in April of this year. To date we have accepted the portable radios and are training with them.
	Complete the strategic plan, obtain approval from Fire Board and use as a guide for future decision making.	The Plan is almost complete and will be presented to the Fire Board either in March or April for their approval.
	Expand CPR training program to accommodate as many of our neighbors as possible.	CPR training has remained consistent. Budget issues have limited our offerings to the schedule of the past year.
<i>Library</i>	Apply for grant offered by California Council for Humanities, involving adult and children's programming, to be a collaborative effort between the Library staff, Friends of the Library and hopefully the Historical Commission.	Received the Grant and are busy planning the programs for April.
	Hold another Poetry Night for National Library Week in April 2005.	Poetry night is planned. It will be April 21.
	Begin classes for senior on use of the internet.	One class for seniors has been offered (very popular!) and another one is in the works.
	Plan one program for teens.	DeAnn is working on an idea for teens.
<i>Parks</i>	Direct State Bond Fund prioritized project expenditures and construction.	Pending State approval of submitted projects.

	Provide staff support to the Red Hill Community Park Project.	Ongoing support provided.
	Work toward completing list of prioritized deferred maintenance projects.	Five out of fourteen projects have been completed since March 2004.
<i>Planning</i>	Complete work of Zoning Subcommittee by revising Table 4-B of the Zoning Ordinance.	Subcommittee work complete. Public hearings of draft ordinance amendments scheduled: PC 02/07/05; TC noticed to start their hearings 03/22/05
	Initiate Housing Element implementation measures including development of an inclusionary housing ordinance and minor zoning text modifications.	Draft ordinance written. Public hearings of ordinance amendments scheduled: PC 02/07/05; TC noticed to start their hearings 03/22/05
	Complete Sign Ordinance modifications.	Next subcommittee meeting scheduled for January 24, 2005
<i>Police</i>	Reinstitute the traffic unit to reduce traffic collisions through education and enforcement.	Despite staffing issues both motorcycle officers continue to work their assigned duties while assisting with basic patrol duties. The traffic unit assisted in the coordination of and participated in D.U.I. checkpoints during the holiday season. Traffic related 1610 announcements continue to be broadcast and the child safety seat inspection program continues.
	Continue to seek funding for a generator to facilitate the move of the Emergency Operations Center to the Corporation Yard	Safety funds have been allocated for the purchase of a new generator but there is still a substantial shortfall. There are no grant funds currently available and surplus generators cannot be located. The EOC cannot move to the Corporation Yard without a new generator.

Recreation	Establish &/or enhance relationships with school districts and other community organizations.	Work is ongoing with the Ross Valley School District and the Chamber of Commerce.
	Identify unmet community recreational needs and develop/expand programs to meet these needs.	On hold awaiting the recruitment of a new director.
	Continue to assume a lead role in the Red Hill Community Park project to meet goals and recommendations identified in the Recreation Master Plan.	Lead role assumed by Town Administrator
Street Maintenance	Set up a computer station at the Corporation Yard.	The computer is at hand. Problem in obtaining a DSL connection, staff is working on it.
	Get set up to receive underground service alerts electronically instead of by fax to save money.	Not done, computer connection is not operational yet.
	Implement a work priorities program in light of diminished staffing.	Weed cutting and road striping intervals were extended.

AGENDA ITEM 2

TOWN OF SAN ANSELMO STAFF REPORT February 1, 2005

For the Meeting of February 8, 2005

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Appointment to the Parks & Recreation Commission and the Volunteer Advisory Board

RECOMMENDATION

That Council appoint one member to the Parks & Recreation Commission (1 seat).
That Council appoint one member to the Volunteer Advisory Board (1 seat)

BACKGROUND

The Parks & Recreation Commission has a membership of seven seats. The Commission presently has one vacancy, to term expiring in July, 2008 (1). Council has interviewed one candidate, Walter Kopp

The Volunteer Advisory Board has a membership of seven seats. The Board presently has one vacancy, to term expiring in September, 2005 (1). Council has interviewed one candidate, Liz McCarthy.

Respectfully submitted,

Debra Stutsman
Town Administrator

Attachments

AGENDA ITEM 3

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 2-8-05

DATE: 2-3-05

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Review and discussion of Hub Intersection Traffic Study.

RECOMMENDATION

Acknowledge and file study.

BACKGROUND & DISCUSSION

The Town had applied and was awarded a \$10,000 grant from Metropolitan Transportation Commission (MTC), Traffic Engineering Technical Assistance Program (TETAP). The object of the grant is to evaluate the signalized intersection of Sir Francis Drake Boulevard and Center Boulevard/Red Hill Avenue known to the Town’s people as the Hub. MTC selected TYLI International (TYLI) to conduct the evaluation and make recommendations to improve the Hub operations, efficiency and safety.

The report was completed and submitted to the Town in January 05, copy available at the Public Works office. TYLI recommended six alternatives explaining their intent and feasibility. Alternative 4, which involve making a triple, left turn lane southbound is worth pursuing. This requires altering the geometry to allow an additional left turn lane from southbound approach. I will, depending on the availability, apply for a grant to do a preliminary design and evaluate the limitations and the cost of this alternative.

FISCAL IMPACT

This study was done at no cost to the Town except for the hours the Public Works Director spent to apply, determine the scope, meet with consultant and gather existing data.

AGENDA ITEM 4 –

**TOWN OF SAN ANSELMO
STAFF REPORT
*February 4, 2005***

For the meeting of February 8, 2005

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Fiscal Advisory Committee Appointments

A. RECOMMENDATION

That Council appoint community members and two Councilmembers to serve on the Fiscal Advisory Committee.

BACKGROUND

At the meeting of January 25, 2005, the Council established a Fiscal Advisory Committee to examine the Town’s fiscal situation and recommend strategies for ensuring the Town’s

fiscal health. Applications for community members were solicited and interested applicants were scheduled to be interviewed by the Council before this evening's meeting.

DISCUSSION

The membership of the Committee is as follows:

- Two Councilmembers
- Town Administrator
- Finance & Administrative Services Director
- Town Treasurer
- Three to five members of the community, to be appointed by the Town Council

Desired qualifications for the community members are a combination of the following:

- commitment to the best interests of the Town;
- involvement in and familiarity with the community;
- understanding and commitment to the public process;
- ability to understand financial concepts and data; and
- experience with public finance.

Members would be selected to include a broad range of backgrounds and abilities in order to ensure that as many interests are represented as possible. Meetings would be posted, advertised and open to the public.

COMMITTEE TIMETABLE

Because the budget process begins in earnest in May, the following timeline is recommended for the committee:

February, March and
April, 2005

Committee meetings

Tuesday, May 10, 2005
Town Council meeting

Committee recommendations to Town Council

CONCLUSION

The Fiscal Advisory Committee will enable the Council to receive valuable public input to ensure that the budget solutions Council undertakes will meet the needs and goals of the community as a whole.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 5 - Continued to the meeting of February 22, 2005