

**AGENDA ITEM 1(b)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
February 17, 2005**

For the Meeting of February 22, 2005

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Report of Warrants Issued, January 2005

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**RECOMMENDATION**

That Council acknowledge and file warrant numbers 50634 to 50848 issued during the month of January 2005 in the amount of \$1,210,642.81. The following warrants voided or cancelled: 50142, 50600 and 50693.

**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, January 2005

## **AGENDA ITEM 1(c)**

### **TOWN OF SAN ANSELMO STAFF REPORT February 17, 2005**

For the Meeting of February 22, 2005

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Revenue and Expenditure Report, January 2005

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#### **RECOMMENDATION**

That Council approve the Revenue and Expenditure Report for the period ending January 31, 2005.

#### **BACKGROUND**

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

The revenue and expenditure data as of January 31st reflects financial activity transacted during 59% of the budget year. Revenue received, at 53%, is 3% higher than this period last year and reflects the normal lag in receipt of periodic payments including the following:

- Property tax distribution (55%) was received in December. Property Tax In Lieu of Motor Vehicle License Fees (MVLFF) and Property Tax In Lieu of Sales Tax (50%) were received during this reporting period.
- Annual business license fees in the amount of \$98,770 (37%) have been collected during these early months of the calendar year. Significant increases in revenue from this source should continue to occur for the next couple of 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. As mentioned above, the December distribution (50%) was received during this reporting period.

- 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 "MVLF swap" will reduce this source of revenue by \$418,981, to be replaced by "property taxes paid in lieu of MVLF." 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. As mentioned above, the December distribution was received in the month of January.
- LAIF interest earnings for the quarter ending December 31st totaled \$16,973. Approximately \$33,000 of the Town's interest income budget will not be received until June 30<sup>th</sup> when the 12-month TRAN is repaid.

Expenditures, at 58%, 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 Training and Professional Dues is slightly elevated due to the seasonal nature of these expenditures. Outside Services is also elevated due in general to the full payment of all county-wide service contracts. 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 44%) reflects an invoicing lag and does not include services for the month of January.
- As mentioned above, Non-department expenses (at 71%) are at a higher proportion of budget as a result of full payments for all county-wide services.
- Planning expenses (at 63%) appear elevated due to the Planning Director's pay, which continued through the first half 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 and Parks expenditures (at 53% and 52% respectively) continue at a lower proportion of budget due to the significant seasonality of this service area. The remaining winter months may reflect some increase in this department's utilities and outside service expenditures.

#### **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:

- \$5,414 budget increase in the Capital Reconstruction Fund revenue and expenditures due to receipt of additional revenue from the 03-04 Snack Shack proceeds, originally estimated at \$10,000. This revision has no impact on the Capital Reconstruction Fund's reserves.
- \$64,702 budget increase in the Traffic Congestion Fund revenue and transfer-out budgets to recognize receipt of delayed 2003-04 FEMA Office of Emergency Services grant funds to reimburse the cost of the Red Hill Storm Drain project. \$64,712 budget increase in the Measure G Bond Proceeds Fund transfer-in budget to reimburse the bond fund which absorbed these costs when FEMA funding appeared unlikely. This revision has no impact on the Traffic Congestion Relief Fund's yearend reserve. It increases the Measure G Bond Proceeds Fund reserve from \$123,668 to \$188,380.
- \$825 budget increase in the Downtown Revitalization Fund revenue and expenditure budgets to recognize receipt of 10 additional donations to support the Obelisk project. This revision has no impact on the Downtown Revitalization Fund's reserve.

### CONCLUSION

In reviewing the financial data, the Town's revenue collections are ahead of last year, while spending levels remain stable. However, the Town is experiencing higher than normal insurance claims in the Insurance Fund, which staff anticipates may absorb the additional resources. Assuming stability in the rest of the Town's operations 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, January 2005

**TOWN OF SAN ANSELMO**  
**2004-05 Revenue & Expenditure Report: General Fund Summary**  
for the period ending January 31, 2005

Description	2003-04				2004-05			
	Revised Budget	Actual	Act, rpt period	% of Act	Adopted Budget	Revised Budget	Actual to Date	% Act/Bgt
<b>BEGINNING BALANCE</b>	<b>1,838,448</b>	<b>1,838,448</b>	<b>1,838,448</b>		<b>1,716,409</b>	<b>1,726,822</b>	<b>1,726,822</b>	
<b>REVENUE</b>								
Property Taxes/In Lieu Taxes	5,866,949	5,876,508	2,874,525	49%	6,764,903	6,767,083	3,586,457	53%
Sales Tax	1,043,601	929,680	466,273	50%	739,642	739,642	372,443	50%
Licenses, Permits, Fees, Fines	1,036,663	965,147	437,183	45%	1,070,975	1,133,575	589,889	52%
Use of Money & Property	85,942	39,983	9,821	25%	68,903	68,903	17,033	25%
Other Agency Revenue	760,152	736,572	351,123	48%	319,878	324,632	247,734	76%
Fees for Services, Misc	789,342	782,912	523,817	67%	1,047,202	1,054,945	482,842	46%
<b>SUB TOTAL</b>	<b>9,582,649</b>	<b>9,330,802</b>	<b>4,662,742</b>	<b>50%</b>	<b>10,011,503</b>	<b>10,088,780</b>	<b>5,296,398</b>	<b>52%</b>
<b>TRANSFERS IN</b>	<b>330,190</b>	<b>335,352</b>	<b>189,833</b>	<b>57%</b>	<b>393,102</b>	<b>393,102</b>	<b>262,909</b>	<b>67%</b>
<b>TOTAL: REV &amp; TRFS</b>	<b>9,912,839</b>	<b>9,666,154</b>	<b>4,852,575</b>	<b>50%</b>	<b>10,404,605</b>	<b>10,481,882</b>	<b>5,559,307</b>	<b>53%</b>
<b>TOTAL RESOURCES</b>	<b>11,751,287</b>	<b>11,504,602</b>	<b>6,691,023</b>		<b>12,121,014</b>	<b>12,208,704</b>	<b>7,286,129</b>	
<b>EXPENDITURES</b>								
Salaries	3,720,257	3,644,065	2,192,805	60%	3,364,385	3,625,325	2,140,675	59%
Benefits	1,429,033	1,429,065	770,072	54%	2,135,594	1,865,582	979,292	52%
Office & Dept Sup, Lib Mat	260,463	216,865	119,233	55%	269,045	275,488	114,920	42%
Training, Publications, Dues	42,222	35,325	30,122	85%	32,150	32,150	21,686	67%
Outside Serv, Legal Notices	3,414,844	3,384,143	1,983,304	59%	3,769,361	3,780,473	2,299,550	61%
Utilities	153,049	166,883	85,344	51%	159,529	159,529	85,904	54%
Bldg, Veh, Equip Maint	155,257	148,424	88,032	59%	149,736	149,736	72,528	48%
<b>SUB TOTAL</b>	<b>9,175,125</b>	<b>9,024,770</b>	<b>5,268,912</b>	<b>58%</b>	<b>9,879,800</b>	<b>9,888,283</b>	<b>5,714,555</b>	<b>58%</b>
<b>TRANSFERS OUT</b>	<b>753,010</b>	<b>753,010</b>	<b>753,010</b>	<b>100%</b>	<b>724,805</b>	<b>778,985</b>	<b>321,120</b>	<b>41%</b>
<b>RESERVES</b>								
Contingency: committed funds		-	-	0%			-	
Contingency: uncommitted funds	106,743	-	-	0%		25,027	-	
Pension		-	-	0%			-	
<b>TOTAL: EXP, TRFS, RES</b>	<b>10,034,878</b>	<b>9,777,780</b>	<b>6,021,922</b>	<b>62%</b>	<b>10,604,605</b>	<b>10,692,295</b>	<b>6,035,675</b>	<b>56%</b>
<b>Net Increase/(Decrease)</b>	<b>(122,039)</b>	<b>(111,626)</b>	<b>(1,169,347)</b>		<b>(200,000)</b>	<b>(210,413)</b>	<b>(476,368)</b>	
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	(564,684)		1,057,415	1,057,415	791,460	
<b>ENDING BALANCE</b>	<b>1,716,409</b>	<b>1,726,822</b>	<b>669,101</b>		<b>1,516,409</b>	<b>1,516,409</b>	<b>1,250,454</b>	
<b>TOTAL BUDGET</b>	<b>11,751,287</b>	<b>11,504,602</b>	<b>6,691,023</b>		<b>12,121,014</b>	<b>12,208,704</b>	<b>7,286,129</b>	

# TOWN OF SAN ANSELMO

## 2004-05 Revenue & Expenditure Report: General Fund Expenditures by Department for the period ending January 31, 2005

Description	2003-04				2004-05			
	Revised Budget	Actual	Act, rpt period	% of Act	Adopted Budget	Revised Budget	Actual to Date	% Act/Bgt
<b>GENERAL FUND DEPARTMENTS</b>								
Administration & Finance	549,737	548,551	312,272	57%	580,153	580,153	329,830	57%
Community Resources	86,773	85,261	48,117	56%	94,777	94,777	53,307	56%
Engineering & Inspection	463,194	440,322	263,729	60%	471,860	471,860	279,347	59%
Fire	2,603,697	2,603,697	1,518,823	58%	3,034,454	3,034,454	1,770,098	58%
Legal Services	156,700	186,036	99,128	53%	147,700	147,700	64,340	44%
Library	498,376	487,603	289,117	59%	526,134	524,505	304,761	58%
Non-Departmental	345,358	307,155	152,973	50%	362,539	362,051	257,092	71%
Parks	422,693	409,100	230,944	56%	449,305	449,305	231,573	52%
Planning	398,246	372,231	220,982	59%	323,853	323,853	204,270	63%
Police	2,763,667	2,784,917	1,620,575	58%	3,076,487	3,087,087	1,785,756	58%
Recreation - Gen Fund Support	72,970	71,876	40,605	56%	43,099	43,099	25,496	59%
Street Maintenance	792,829	706,393	449,277	64%	759,574	759,574	402,683	53%
Town Council	20,885	21,628	22,370	103%	9,865	9,865	6,002	61%
<b>TOTAL EXPENDITURES</b>	<b>9,175,125</b>	<b>9,024,770</b>	<b>5,268,912</b>	<b>58%</b>	<b>9,879,800</b>	<b>9,888,283</b>	<b>5,714,555</b>	<b>58%</b>
<b>TRANSFERS OUT - Current Revenue</b>								
to Cap Reconstruct Fund	21,800	21,800	21,800	100%	48,000	100,000	100,000	100%
to Downtown Revit Fund								
to Equipment Fund	218,345	218,345	218,345	100%	218,940	218,940	218,940	100%
to Insurance Fund	257,865	257,865	257,865	100%	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	200,000			2,180	2,180	
<b>TRANSFERS OUT - Prior Year Revenue</b>								
to Emergency Reserves Fund								
to Cap Reconstruct Fund (70%)	55,000	55,000	55,000	100%				
to Equipment Fund (30%)								
<b>TOTAL TRANSFERS OUT</b>	<b>753,010</b>	<b>753,010</b>	<b>753,010</b>	<b>100%</b>	<b>724,805</b>	<b>778,985</b>	<b>321,120</b>	<b>41%</b>
Reserve: Contingency	106,743	-	-			25,027	-	
Reserve: Pension		-	-				-	
<b>TOTAL: EXP, TRFS, RES</b>	<b>10,034,878</b>	<b>9,777,780</b>	<b>6,021,922</b>	<b>62%</b>	<b>10,604,605</b>	<b>10,692,295</b>	<b>6,035,675</b>	<b>56%</b>

**AGENDA ITEM 1(d)**

**TOWN OF SAN ANSELMO**  
**Staff Report**  
February 15, 2005

For the meeting of February 22, 2005

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

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***RECOMMENDATION***

That Council accepts and approves the Recreation Fund Revenue and Expenditure Report for the period ending January 31, 2005

***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 79% of FY '04-05 budget and an increase over last year's revenues at this time by approximately 8%. Current Expenditures represent 57% of FY '04-05 budget and are approximately 3% less than this same period last year. While the expenditures are less for this period, we have collected all the revenue for winter programs but have not paid the instructors yet. Staff is adding additional programs for the spring to ensure that we bring in the projected revenue

Once again, we are cautiously optimistic about reaching the financial goals of the department.

Respectfully submitted,

Ronald Mikalis  
Interim Recreation Director

# Town of San Anselmo

## Revenue & Expenditure Report FY 2004-05: Recreation Fund

as of January 31, 2005

	Revenue			Expenditures			Gain/(Loss)		
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
	<b>Sports</b>	<b>400,500</b>	<b>303,217</b>	<b>76%</b>	<b>225,000</b>	<b>108,328</b>	<b>48%</b>	<b>175,500</b>	<b>194,889</b>
Adult Sports	6,500	4,862	75%	3,000	2,383	79%	3,500	2,479	71%
Kid Sports	40,000	27,838	70%	20,000	5,976	30%	20,000	21,862	109%
Tennis	30,000	24,356	81%	23,000	15,001	65%	7,000	9,355	134%
Tumbling	180,000	146,118	81%	114,500	60,705	53%	65,500	85,413	130%
Martial Arts	14,250	6,804	48%	9,500	1,762	19%	4,750	5,042	106%
Rookie Baseball	10,500	(1)	0%	3,750	27	1%	6,750	(28)	0%
Rookie Soccer	17,000	21,246	125%	4,750	4,943	104%	12,250	16,303	133%
Rookie Basketball	18,750	16,968	90%	4,250	2,014	47%	14,500	14,954	103%
Softball	54,500	26,700	49%	29,000	6,907	24%	25,500	19,793	78%
Youth Soccer	29,000	28,326	98%	13,250	8,610	65%	15,750	19,716	125%
<b>Culture</b>	<b>148,250</b>	<b>93,050</b>	<b>63%</b>	<b>103,200</b>	<b>43,820</b>	<b>42%</b>	<b>45,050</b>	<b>49,230</b>	<b>109%</b>
Adult Art & Safety	2,500	436	17%	1,600	16	1%	900	420	47%
Adult Culture	13,000	6,402	49%	8,750	2,253	26%	4,250	4,149	98%
Adult Dance	3,750	680	18%	2,250	186	8%	1,500	494	33%
Kids Art & Safety	2,000	2,574	129%	850	689	81%	1,150	1,885	164%
Kids Culture	30,000	24,281	81%	19,750	3,722	19%	10,250	20,559	201%
Kids Dance	24,000	30,787	128%	15,000	11,831	79%	9,000	18,956	211%
Drama	73,000	27,890	38%	55,000	25,123	46%	18,000	2,767	15%
<b>Child Care</b>	<b>423,250</b>	<b>381,071</b>	<b>90%</b>	<b>302,500</b>	<b>223,533</b>	<b>74%</b>	<b>120,750</b>	<b>157,538</b>	<b>130%</b>
Parkside	149,000	94,537	63%	115,500	62,639	54%	33,500	31,898	95%
Summer Shorts	46,000	46,114	100%	35,000	31,808	91%	11,000	14,306	130%
Stay N Play	75,750	59,884	79%	53,000	33,062	62%	22,750	26,822	118%
Camp Sports	56,000	61,164	109%	41,500	30,477	73%	14,500	30,687	212%
Day Camp	96,500	119,372	124%	57,500	65,547	114%	39,000	53,825	138%
<b>Events, Eq, Other</b>	<b>88,750</b>	<b>65,862</b>	<b>74%</b>	<b>16,000</b>	<b>6,103</b>	<b>38%</b>	<b>72,750</b>	<b>59,759</b>	<b>82%</b>
Special Events	500	580	116%	1,000	154	15%	(500)	426	100%
Soda Machine	250	229	92%				250	229	92%
Field Rentals	9,500	2,910	31%	-	-		9,500	2,910	31%
Misc Fees	7,000	4,134	59%	1,750	-	0%	5,250	4,134	79%
Advertising	10,000	10,233	102%	1,000	91	9%	9,000	10,142	113%
Robson AfterSchool	24,500	19,226	78%	12,250	5,858	48%	12,250	13,368	109%
Non-Resident Fees	12,500	9,742	78%				12,500	9,742	78%
Admin Reg Fee	18,000	13,128	73%				18,000	13,128	73%
Robson Rentals	6,500	5,680	87%				6,500	5,680	87%
<b>Sub Total: Programs</b>	<b>1,060,750</b>	<b>843,200</b>	<b>79%</b>	<b>646,700</b>	<b>381,784</b>	<b>59%</b>	<b>414,050</b>	<b>461,416</b>	<b>111%</b>
<b>Administration</b>				<b>420,250</b>	<b>230,640</b>	<b>55%</b>			
Salaries, Hrly Paid, OT				226,396	126,801	56%			
Benefits, Retire, Taxes				110,104	56,510	51%			
Facility Rental				4,000	-	0%			
Dues and Publications				1,500	605	40%			
Outside Services				3,500	2,049	59%			
Training				3,000	1,636	55%			
Utilities, Building Maint				13,750	6,767	49%			
Office Supplies				8,000	3,332	42%			
Credit Card Fees				14,500	6,063	42%			
Marketing, Promotion				27,000	21,964	81%			
Equipment				8,500	4,913	58%			
<b>Total Operations</b>	<b>1,060,750</b>	<b>843,200</b>	<b>79%</b>	<b>1,066,950</b>	<b>612,424</b>	<b>57%</b>	<b>414,050</b>	<b>461,416</b>	<b>111%</b>
Transfers Out				1,250	1,250	100%			
<b>Total Fund Activity</b>	<b>1,060,750</b>	<b>843,200</b>	<b>79%</b>	<b>1,068,200</b>	<b>613,674</b>	<b>57%</b>	<b>414,050</b>	<b>461,416</b>	<b>111%</b>



# Town of San Anselmo

## Revenue & Expenditure Report FY 2004-05: Recreation Fund

as of January 31, 2005

### Summary of Fund Activity: Year-To-Date Comparison

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$\$	%
<b>2004-05</b>	1,060,750	843,200	79%	1,068,200	613,674	57%	229,526	22%
<b>2003-04</b>	953,600	681,701	71%	944,905	568,671	60%	113,030	11%
<b>2002-03</b>	836,450	674,921	81%	851,271	597,631	70%	77,290	10%

**AGENDA ITEM 1(e)**

**TOWN OF SAN ANSELMO**  
**TOWN COUNCIL STAFF REPORT**  
For the meeting of 2-22-05

**DATE:** 2-16-05

**TO:** Mayor and Council Members

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

**SUBJECT:** Accept the project and authorize filing Notice of Completion of contract for the 2003/2004 Measure G Improvements Resurfacing and Drainage Projects at Alta Vista Ave., Canyon Rd., City Hall Ave., Hillside Ave., San Francisco Blvd. at Alderney Rd., Sturdivent Ave., Timothy Ave. and Laurel Ave. The contractor is Ghilotti Brothers, Inc. of San Rafael.

**RECOMMENDATION**

Accept the project and authorize filing Notice of Completion.

**BACKGROUND AND DISCUSSION**

The Town Council at the meeting of 7-13-04 awarded the contract to Ghilotti Brothers Inc. in the amount of \$493,124.

The project was completed in accordance with the plans and the specifications.

The pavement overlay at sections of Canyon Rd. and Sturdivent Ave unraveled. The cause was one or combination of cold weather, thin overlay over concrete road and the steepness of the road. Agreement was reached with the contractor to repair the steep sections with concrete surface as marked in the field and at the unit cost in the contract. The rest of the unraveled pavement will be milled and A.C. overlaid at no cost to the Town when the weather gets warmer and dryer. The amount of \$15,000 will be held until this work is completed. To guarantee against future unraveling the contractor submitted a defective material and workmanship bond in the amount of 10% of the final contract price effective for one year after completion.

***FISCAL IMPACT***

Final Contract items plus extra work	\$451,776.52
Budgeted 2004/2005 Measure G Funds	\$493,124
Estimated cost of concrete repair work is	\$028,500
<i>Estimated project under-run</i>	<i>\$012,847</i>

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

**AGENDA ITEM 2**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
February 17, 2005**

For the Meeting of February 22, 2005

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Development Project at 190 Scenic Avenue: Brian Clark

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BACKGROUND

At the Town Council meeting of February 8, 2005, Council heard testimony from neighbors of 194 Scenic regarding their concerns about the unauthorized and unpermitted construction at the site. Council asked staff to report back on the status of the situation and to keep the neighbors informed of the progress.

DISCUSSION

There are 3 legal lots of record, which up until 2003 were known as just No. 194 Scenic Avenue and under one ownership. In 2003, each of these 3 lots were sold to different parties and subsequently assigned individual addresses: 1) No. 186 Scenic: owners Kremlacecks currently have an incomplete design review application for a new dwelling (this is the lot where the story poles are erected); 2) No. 190 Scenic: owner Clark currently has an incomplete design review application for a new dwelling (this is the lot where the house recently collapsed); and 3) No. 194 Scenic: owner Johnsen has an existing house and no Planning application filed with the Town.

A design review application and drawings to construct a new dwelling were initially submitted to the Planning Department on May 13, 2004. To date, the plans have not been complete to present to the Planning Commission in terms of their legibility and requested information (including access and turnaround requirements of the Town Engineer and Fire Department).

Because the application continued to be incomplete after several submittals, Planning staff arranged a two hour meeting with the applicant in December, 2004, to review the requested information; however, the following 6<sup>th</sup> submittal in January, 2005 remains incomplete.

It was made clear both in writing and verbally by both Planning and Public Works staff that demolition of the dwelling could not take place until Planning Commission approval. According to information received from the neighborhood, the dwelling was dismantled

in small bits for several months, culminating in the building's collapse on February 5, 2005.

The following is the Town's chronology of events:

5/13/04 1<sup>st</sup> submittal: Design Review application to Planning  
5/19/04 Wight memos to Bldg, Public Works, and RVFD requesting their  
comments  
5/24/04 Angerman response to Wight, which was forwarded to applicant  
6/10/04 Wight's 1<sup>st</sup> Incomplete letter to applicant  
6/14/04 Wight letter responding to applicant's email  
7/02/04 Elias response to Wight, which was forwarded to applicant  
7/26/04 2<sup>ND</sup> submittal: new information to Planning  
8/09/04 Wight response to applicant's 2 emails  
8/12/04 Elias issued grading permit for 50± cubic yards  
8/17/04 Wight response to applicant's two emails & phone message confirming  
use  
permit required to demo house  
8/18/04 Wight's 2<sup>nd</sup> Incomplete letter to applicant  
8/23/04 Elias Stop Work letter to applicant re: grading beyond permit, stopping  
demo  
on house  
8/23/04 Wight site visit to photograph dwelling and grading  
8/29/04 Fisher response to Wight  
9/01/04 Wight letter to applicant Re: RVFD issues  
9/08/04 Wight letter to applicant responding to 2 emails & phone message  
9/22/04 Bell letter responding to applicant's letter  
10/04/04 Elias issued grading permit for off-haul of 30 cubic yards with condition  
there be no additional excavation  
10/27/04 3<sup>rd</sup> submittal: new information to Planning  
11/01/04 4<sup>th</sup> submittal: new information including variance application to Planning  
11/01/04 Elias letter to applicant asking for erosion control plan  
11/04/04 Applicant email to Elias advising he is stopping entire project  
11/04/04 Wight letter to applicant responding to email  
11/19/04 Wight's 3<sup>rd</sup> Incomplete letter to applicant, suggesting a meeting, and  
also responding to email and phone message  
12/01/04 Wight letter responding to applicant's email, suggesting a meeting  
12/02/04 5<sup>th</sup> submittal: new information including use permit application to  
Planning  
12/07/04 Wight met with applicant  
12/08/04 Wight letter to applicant confirming conversation at meeting  
1/11/05 6<sup>th</sup> submittal: new information to Planning  
1/26/05 Wight met with Elias and Denning for update on access issues  
1/26/05 Denning letter to applicant  
1/27/05 Wight's 4<sup>th</sup> Incomplete letter to applicant, also responding to email and  
phone message

1/28/05 Elias letter to applicant  
2/05/05 Applicant demolished entire house without use permit or Building permit  
2/05/05 Angerman posted Unsafe Do Not Enter or Occupy Notice on site  
2/07/05 Wight and Angerman site visit to view dwelling and find unauthorized and unpermitted meter panel  
2/07/05 Angerman Stop Work Notice letter to applicant requesting application be made for permits by February 21, 2005 (attached)  
2/17/05 Stutsman summary letter to applicant (attached)

### CONCLUSION

As of this date, the applicant has not been to Town Hall to apply for and obtain the appropriate demolition permit to take care of the stop work order. No permits authorizing any construction will be issued until this permit is obtained. Neighbors are encouraged to phone Town Hall, or the Police Department during evenings and weekends, if any work commences. At such a time as a permit is issued, a blue permit card must be posted at the site, indicating that the work is permitted.

Respectfully submitted,

Debra Stutsman  
Town Administrator

## **AGENDA ITEM 3**

***TOWN OF SAN ANSELMO***

### **TOWN COUNCIL STAFF REPORT**

For the meeting of 2-22-05

**DATE:** 2-17-05

**TO:** Mayor and Council Members

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

**SUBJECT:** Replacement of Town Hall AC Unit 2  
Dispatch Center

#### **RECOMMENDATION**

Approve replacement and authorize the transfer \$9,200 from Contingency reserves to cover the expense.

#### **BACKGROUND AND DISCUSSION**

AC Unit 2 was installed in January 1981. It runs 24 hours to cool the dispatch area in the Police Department. The dispatch center has a multitude of electronic equipment that emits heat, making the space uncomfortably hot, even in the winter. Also, the equipment needs to be kept cool in order to function properly.

The unit started to show problems in the last couple of years and band aid repairs were done to keep it running. On 2-14-05 it stopped running completely. Another temporary repair will cost \$3,000 with a nine week wait, with warranties. To replace it will cost \$9,200 with a two week wait.

#### **FISCAL IMPACT**

Replacement cost of \$9,200 from contingency reserves. This expenditure will leave the contingency account with a balance of \$15,827.

## **AGENDA ITEM 4**

**TOWN OF SAN ANSELMO  
TOWN COUNCIL STAFF REPORT  
For the meeting of 2-22-05**

**DATE:** 2-17-054

**TO:** Mayor and Council Members

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

**SUBJECT:** Landslide repair at Sequoia Drive adjacent to No. 405.

### **RECOMMENDATION**

Authorize the repair work and award the contract to Maggiora and Ghilotti in the amount of \$17,777.

### **BACKGROUND AND DISCUSSION**

On 12-27-04 a slide occurred at Sequoia Dr. adjacent to No. 405. The Town crew took immediate measures and covered the slide with visqueen. MMWD was called in to check their 6" cast iron pipe at the scarp of the slide. I hired Geoengineering Inc., a soils engineering firm, to review the slide. He recommended that the water pipe be relocated and the slide repaired.

MMWD will relocate the pipe starting 2-21-05.

I asked three contractors to submit informal bids. I received two, from Ghilotti Bros. Inc. in the amount of \$22,122 and from Maggiora and Ghilotti in the amount of \$17,777.

### **FISCAL IMPACT**

Contract cost	\$17,777
Engineering (estimated)	\$ 1,500

Above costs to be funded from 2004/2005 Measure G Unaccepted road/drainage fund.

**AGENDA ITEM 5 – CONTINUED TO MARCH 8, 2005**

**AGENDA ITEM 6 – CONTINUED TO MARCH 8, 2005**