

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
May 13, 2005**

For the Meeting of May 24, 2005

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Report of Warrants Issued, April 2005

RECOMMENDATION

That Council acknowledge and file warrant numbers 51369 to 51606 and 51641 to 51646 issued during the month of April 2005 in the amount of \$1,078,817.42. The following warrants voided or cancelled: 51339, 51397, 51458, 51485.

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, April 2005

AGENDA ITEM 1(c)

TOWN OF SAN ANSELMO STAFF REPORT May 13, 2005

For the Meeting of May 24, 2005

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Revenue and Expenditure Report, April 2005

RECOMMENDATION

That Council approve the Revenue and Expenditure Report for the period ending April 30, 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 April 30th reflects financial activity transacted during 83% of the budget year. Revenue received, at 91%, is 4% higher than this period last year and this higher percentage in part reflects the additional seasonality of some State revenues this year. Unlike most of the preceding months in which revenues lagged, during this report period several sources of revenue have been received in their entirety, including the following:

- Property tax distributions were received in December (55%) and April (40%) with the final distribution (5%) to occur in June. Property Tax In Lieu of Motor Vehicle License Fees (MVLFF) and Property Tax In Lieu of Sales Tax have been received in full: 50% in January and 50% in April.
- Annual business license fees in the amount of \$261,145 (96%) have been collected during these early months of the calendar year. It appears that these fees will meet the budget target of \$271,501.
- The State Budget's "triple flip" has reduced monthly sales tax distributions by 25%, to be replaced by "property taxes paid in lieu of sales tax." As mentioned above, these

funds have been received in full. A final catch-up reconciliation for fiscal year 04-05 is due in September.

- 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" (which have been received in their entirety).
- Interest earnings in the amount of \$65,225 (at 94%) reflect the apportionment for the quarter ending March 31st at a quarterly rate of 2.38%. The current quarterly rate as of May 10th was 2.75% and appears to be continuing its modest rise from last July's 1.44%. In addition, the \$33,000 of the Town's interest income related to the 12-month TRAN has been posted.

Expenditures, at 82%, are 1% below 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. Training and Professional Dues continue to be slightly elevated due to the seasonal nature of training sessions. Outside Services is also elevated, due to the temporary use of contractors in the building department during periods of staff turnover. Expenditures also appear to be at a stable level across departments presented on page 2 of the report with only a few exceptions:

- Engineering and Inspection expense (at 90%), as indicated above, is elevated as a result of the temporary use of contractors during staff transition.
- Legal services expense (at 65%) reflects an invoicing lag and does not include services for the month of April.
- Planning expense (at 83%) is now recovering from their elevated level 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. The resulting budget savings are being reflected in reduced expenses in these later months.
- Streets and Parks expenditures (at 76% and 71% respectively) continue at a lower proportion of budget. The Parks Department suffered a second vacancy, which also contributes to budget savings.
- Recreation—General Fund Support expenditures (at 76%), which includes 35% of the Recreation Director's salary, reflects modest savings due to staff turnover.

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:

- \$167 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of donations designated for support of the Library. This revision has no impact on the General Fund's reserves.
- \$125 budget increase in the Downtown Revitalization Fund revenue and expenditure budgets to recognize receipt of two additional donations to support the Obelisk project. This revision has no impact on the Downtown Revitalization Fund's reserve.
- \$13,875 budget increase in the Traffic Congestion Relief Fund revenue and expenditure budgets to recognize the donations received in memory of Ruthanne Long and designated for support of the Sir Francis Drake median project. This revision has no impact on the Traffic Congestion Relief Fund's reserves.

CONCLUSION

In reviewing the financial data, the Town's revenue collections are estimated to exceed the budget target, while spending levels remain within budget. However, the Town is also experiencing unusually high insurance claims in the Insurance Fund, which staff anticipates will likely absorb any 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

Attachments: #1 Revenue and Expenditure Report, April 2005

TOWN OF SAN ANSELMO
2004-05 Revenue & Expenditure Report: General Fund Summary
for the period ending April 30, 2005

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	5,307,928	90%	6,764,903	6,767,083	6,493,930	96%
Sales Tax	1,043,601	929,680	696,502	75%	739,642	739,642	600,845	81%
Licenses, Permits, Fees, Fines	1,036,663	965,147	788,477	82%	1,070,975	1,133,575	986,764	87%
Use of Money & Property	85,942	39,983	15,713	39%	68,903	68,903	65,294	95%
Other Agency Revenue	760,152	736,572	587,730	80%	319,878	336,126	320,225	95%
Fees for Services, Misc	789,342	782,912	719,515	92%	1,047,202	1,058,694	739,682	70%
SUB TOTAL	9,582,649	9,330,802	8,115,865	87%	10,011,503	10,104,023	9,206,740	91%
TRANSFERS IN	330,190	335,352	267,832	80%	393,102	393,102	321,072	82%
TOTAL: REV & TRFS	9,912,839	9,666,154	8,383,697	87%	10,404,605	10,497,125	9,527,812	91%
TOTAL RESOURCES	11,751,287	11,504,602	10,222,145		12,121,014	12,223,947	11,254,634	
EXPENDITURES								
Salaries	3,720,257	3,644,065	3,066,946	84%	3,364,385	3,627,205	3,027,700	83%
Benefits	1,429,033	1,429,065	1,114,905	78%	2,135,594	1,865,582	1,441,909	77%
Office & Dept Sup, Lib Mat	260,463	216,865	167,215	77%	269,045	277,357	169,455	61%
Training, Publications, Dues	42,222	35,325	31,953	90%	32,150	32,150	26,978	84%
Outside Serv, Legal Notices	3,414,844	3,384,143	2,818,704	83%	3,769,361	3,780,473	3,219,943	85%
Utilities	153,049	166,883	126,235	76%	159,529	159,529	121,231	76%
Bldg, Veh, Equip Maint	155,257	148,424	123,447	83%	149,736	149,736	105,981	71%
SUB TOTAL	9,175,125	9,024,770	7,449,405	83%	9,879,800	9,892,032	8,113,197	82%
TRANSFERS OUT	753,010	753,010	753,010	100%	724,805	796,185	338,320	42%
RESERVES								
Contingency: committed funds		-	-	0%			-	
Contingency: uncommitted funds	106,743	-	-	0%		19,321	-	
Pension		-	-	0%			-	
TOTAL: EXP, TRFS, RES	10,034,878	9,777,780	8,202,415	84%	10,604,605	10,707,538	8,451,517	79%
Net Increase/(Decrease)	(122,039)	(111,626)	181,282		(200,000)	(210,413)	1,076,295	
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	785,945		1,057,415	1,057,415	2,344,123	
ENDING BALANCE	1,716,409	1,726,822	2,019,730		1,516,409	1,516,409	2,803,117	
TOTAL BUDGET	11,751,287	11,504,602	10,222,145		12,121,014	12,223,947	11,254,634	

TOWN OF SAN ANSELMO

2004-05 Revenue & Expenditure Report: General Fund Expenditures by Department for the period ending April 30, 2005

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	439,833	80%	580,153	580,153	469,487	81%
Community Resources	86,773	85,261	69,973	82%	94,777	94,777	77,095	81%
Engineering & Inspection	463,194	440,322	362,783	82%	471,860	471,860	423,591	90%
Fire	2,603,697	2,603,697	2,169,747	83%	3,034,454	3,034,454	2,528,712	83%
Legal Services	156,700	186,036	130,519	70%	147,700	147,700	96,516	65%
Library	498,376	487,603	401,198	82%	526,134	526,374	419,632	80%
Non-Departmental	345,358	307,155	284,506	93%	362,539	362,051	297,805	82%
Parks	422,693	409,100	324,866	79%	449,305	449,305	319,772	71%
Planning	398,246	372,231	309,946	83%	323,853	323,853	270,272	83%
Police	2,763,667	2,784,917	2,268,563	81%	3,076,487	3,087,087	2,588,384	84%
Recreation - Gen Fund Support	72,970	71,876	57,965	81%	43,099	43,099	32,889	76%
Street Maintenance	792,829	706,393	608,657	86%	759,574	761,454	578,211	76%
Town Council	20,885	21,628	20,849	96%	9,865	9,865	10,831	110%
TOTAL EXPENDITURES	9,175,125	9,024,770	7,449,405	83%	9,879,800	9,892,032	8,113,197	82%
TRANSFERS OUT - Current Revenue								
to Cap Reconstruct Fund	21,800	21,800	21,800	100%	48,000	117,200	117,200	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	100%		2,180	2,180	100%
TRANSFERS OUT - Prior Year Revenue								
to Emergency Reserves Fund								
to Cap Reconstruct Fund (70%)	55,000	55,000	55,000	100%				
to Equipment Fund (30%)								
TOTAL TRANSFERS OUT	753,010	753,010	753,010	100%	724,805	796,185	338,320	42%
Reserve: Contingency	106,743	-	-			19,321	-	
Reserve: Pension		-	-				-	
TOTAL: EXP, TRFS, RES	10,034,878	9,777,780	8,202,415	84%	10,604,605	10,707,538	8,451,517	79%

AGENDA ITEM 1(d)

TOWN OF SAN ANSELMO

Staff Report
May 12, 2005

For the meeting of May 26, 2005

TO: Town Council
FROM: Doug Long, Recreation Director
SUBJECT: Financial Report on Recreation Fund

RECOMMENDATION

That Council approve the Recreation Fund Revenue and Expenditure Report for the period ending April 30, 2005.

BACKGROUND

The Recreation Department offers a wide variety of fee programs throughout the fiscal year including sports, cultural classes, childcare, and special events. Additional revenue is generated through facility rentals and administrative fees.

DISCUSSION

With 83% of the fiscal year elapsed, the Recreation Fund is at 96% of projected revenue and 77% of projected expenditures. The Recreation Fund eclipsed the \$1 million mark for the first time as revenues are on target to meet projections. Expenditures begin to catch up with revenues in the last two months of the fiscal year, but a gain over expenditures is still anticipated.

Respectfully submitted,

Doug Long
Recreation Director

Town of San Anselmo

Revenue & Expenditure Report FY 2004-05: Recreation Fund

as of April 30, 2005

Revenue & Expenditure Report FY 2004-05: Recreation Fund										
as of April 30, 2005										
	Revenue			Expenditures			Gain/(Loss)			
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	
Sports	400,500	361,498	90%	225,000	154,951	69%	175,500	206,547	118%	
Adult Sports	6,500	5,147	79%	3,000	2,383	79%	3,500	2,764	79%	
Kid Sports	40,000	32,831	82%	20,000	8,491	42%	20,000	24,340	122%	
Tennis	30,000	27,323	91%	23,000	16,541	72%	7,000	10,782	154%	
Tumbling	180,000	180,016	100%	114,500	96,447	84%	65,500	83,569	128%	
Martial Arts	14,250	8,319	58%	9,500	2,562	27%	4,750	5,757	121%	
Rookie Baseball	10,500	3,000	29%	3,750	27	1%	6,750	2,973	44%	
Rookie Soccer	17,000	21,246	125%	4,750	4,943	104%	12,250	16,303	133%	
Rookie Basketball	18,750	17,504	93%	4,250	4,067	96%	14,500	13,437	93%	
Softball	54,500	37,786	69%	29,000	10,880	38%	25,500	26,906	106%	
Youth Soccer	29,000	28,326	98%	13,250	8,610	65%	15,750	19,716	125%	
Culture	148,250	126,328	85%	103,200	67,733	66%	45,050	58,595	130%	
Adult Art & Safety	2,500	506	20%	1,600	16	1%	900	490	54%	
Adult Culture	13,000	8,292	64%	8,750	3,253	37%	4,250	5,039	119%	
Adult Dance	3,750	1,525	41%	2,250	276	12%	1,500	1,249	83%	
Kids Art & Safety	2,000	3,392	170%	850	689	81%	1,150	2,703	235%	
Kids Culture	30,000	25,824	86%	19,750	5,789	29%	10,250	20,035	195%	
Kids Dance	24,000	36,876	154%	15,000	17,235	115%	9,000	19,641	218%	
Drama	73,000	49,913	68%	55,000	40,475	74%	18,000	9,438	52%	
Child Care	423,250	443,950	105%	302,500	268,022	89%	120,750	175,928	146%	
Parkside	149,000	140,163	94%	115,500	91,535	79%	33,500	48,628	145%	
Summer Shorts	46,000	46,187	100%	35,000	31,807	91%	11,000	14,380	131%	
Stay N Play	75,750	77,153	102%	53,000	48,547	92%	22,750	28,606	126%	
Camp Sports	56,000	61,075	109%	41,500	30,477	73%	14,500	30,598	211%	
Day Camp	96,500	119,372	124%	57,500	65,656	114%	39,000	53,716	138%	
Events, Eq, Other	88,750	87,753	99%	16,000	9,003	56%	72,750	78,750	108%	
Special Events	500	1,030	206%	1,000	967	97%	(500)	63	100%	
Soda Machine	250	305	122%				250	305	122%	
Field Rentals	9,500	5,718	60%	-	-		9,500	5,718	60%	
Misc Fees	7,000	4,688	67%	1,750	-	0%	5,250	4,688	89%	
Advertising	10,000	10,843	108%	1,000	146	15%	9,000	10,697	119%	
Robson AfterSchool	24,500	25,930	106%	12,250	7,890	64%	12,250	18,040	147%	
Non-Resident Fees	12,500	12,086	97%				12,500	12,086	97%	
Admin Reg Fee	18,000	18,329	102%				18,000	18,329	102%	
Robson Rentals	6,500	8,824	136%				6,500	8,824	136%	
Sub Total: Programs	1,060,750	1,019,529	96%	646,700	499,709	77%	414,050	519,820	126%	
Administration				420,250	323,190	77%				
Salaries, Hrly Paid, OT				226,396	180,376	80%				
Benefits, Retire, Taxes				110,104	79,821	72%				
Facility Rental				4,000	-	0%				
Dues and Publications				1,500	1,150	77%				
Outside Services				3,500	3,017	86%				
Training				3,000	2,532	84%				
Utilities, Building Maint				13,750	11,381	83%				
Office Supplies				8,000	5,368	67%				
Credit Card Fees				14,500	9,279	64%				
Marketing, Promotion				27,000	25,353	94%				
Equipment				8,500	4,913	58%				
Total Operations	1,060,750	1,019,529	96%	1,066,950	822,899	77%	414,050	519,820	126%	
Transfers Out				1,250	1,250	100%				
Total Fund Activity	1,060,750	1,019,529	96%	1,068,200	824,149	77%	414,050	519,820	126%	

Town of San Anselmo

Revenue & Expenditure Report FY 2004-05: Recreation Fund

as of April 30, 2005

Summary of Fund Activity: Year-To-Date Comparison

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$\$	%
2004-05	1,060,750	1,019,529	96%	1,068,200	824,149	77%	195,380	19%
2003-04	953,600	877,216	92%	944,905	746,935	79%	130,281	13%
2002-03	836,450	850,019	102%	859,771	802,560	93%	47,459	8%

AGENDA ITEM 1(e)

For the Meeting of May 24, 2005

To: San Anselmo Town Council

From: Charles L. Maynard, Chief of Police

Subject: Adoption of Taxicab Resolution

Date: May 10, 2005

RECOMMENDATIONS

That Council pass the attached Resolution authorizing the Marin Streetlight Acquisition Joint Powers Authority to assume responsibility to administer the taxicab regulation program.

BACKGROUND

Government Code Section 53075.5, adopted in 1998, creates a duty for each of the Cities/Towns and the County to regulate taxicab operations. This section, in relevant part, requires the Cities/Towns and/or the County to adopt an ordinance regarding taxicab transportation. At the meeting of April 12th, Council adopted the ordinance and the attached resolution authorized the Marin Streetlight JPA to assume responsibility for overseeing the taxicab regulation program.

CONCLUSION

This is the final step in the process to turn regulatory responsibility over to the Marin Streetlight Acquisition JPA. This program will have no fiscal impact on the Town and will require no additional staff time.

CHARLES L. MAYNARD
Chief of Police

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
AUTHORIZING THE MARIN STREETLIGHT ACQUISITION JOINT POWERS
AUTHORITY TO ASSUME RESPONSIBILITY TO ADMINISTER A TAXICAB
REGULATION PROGRAM.

Whereas; The Town of San Anselmo is a member of the Marin Streetlight
Acquisition Joint Powers Authority; and

Whereas; The Marin Street Light Acquisition Authority is considering assuming
responsibility for taxicab regulations for its member agencies;

Therefore, be it resolved that the San Anselmo Town Council does hereby
determine that it is appropriate for the Marin Streetlight Acquisition Joint Powers
Authority to initiate taxicab regulations as a special project under Section 1 of the Joint
Exercise of Powers Agreement creating Marin Streetlight Acquisition Joint Powers
Authority.

Passed and adopted on: _____
Date

Ayes:
Noes:
Absent:
Abstain:

PETER BREEN
Mayor

BARBARA CHAMBERS
Town Clerk

AGENDA ITEM 1(f)

TOWN OF SAN ANSELMO STAFF REPORT *May 16, 2005*

For the meeting of May 24, 2005
TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Pipeline Installation Agreement

A. RECOMMENDATION

That Council authorize Town Administrator to sign the Pipeline Installation Agreement with the Marin Municipal Water District (MMWD) providing for the upgrade of 710 feet of 6" cast iron pipe with 8" welded steel pipe in Oak Springs Drive.

BACKGROUND

At the meeting of January 25, 2005, the Council approved the contribution of \$30,000 of Town funds to the Oak Springs Fire Safety Improvement Project, intended to improve fireflow on Oak Springs Drive, as recommended by the Ross Valley Fire Department. The total cost of the project is \$120,000. The Fire Chiefs have committed \$60,000 to the project from their fireflow account and the neighbors have committed to raising the remaining \$30,000.

DISCUSSION

MMWD has already allocated the \$60,000 from the Fire Chiefs. The Oak Springs neighbors have completed the process of getting commitments from the involved neighbors for \$30,000, either in lump sum payments or in four equal installments on property tax bills. The Town's contribution of \$30,000 will be made from the 2005-06 budget in early July.

The attached agreement outlines the agreement between the Town and MMWD. The Town will collect the property owners' contributions and distribute to the District as received in a lump sum payment or in four semi-annual payments collected with each property owner's property tax bill. All contributions will be considered a "flat charge;" therefore, a final bill will not be submitted and there will be no refunds or additional charges.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 1(g)

TOWN OF SAN ANSELMO

Staff Report

May 18, 2005

For the meeting of May 26, 2005

TO: Town Council

FROM: Doug Long, Recreation Director

SUBJECT: Snack Shack Expenditures for Improvements at Memorial Park

RECOMMENDATION

That the Parks & Recreation Commission recommend to the Town Council approval of appropriation of up to \$19,250 from the snack shack account in the capital reconstruction fund for the following expenditures:

- \$2100 to replace trash receptacles at the baseball diamonds.
- \$2000 for linseed oil and other materials for the re-sealing of the Millennium Playground structure.
- \$12,250 for a permanent shade structure over the bleachers at diamond #1.
- \$1000 for new netting for the batting cage.
- \$300 for repairs to the Snack Shack roof.
- Up to \$1000 for dugout and lime shack roof replacement.
- Up to \$600 for a new door for the lime shack.

BACKGROUND

Funds derived from the sale of food at the Memorial Park snack shack are collected in a snack shack fund and are to be used to fund improvements to Memorial Park. Key members of SABA and the Girls Softball program met with the staff to identify field improvement and maintenance issues that needed to be addressed.

DISCUSSION

The snack shack committee met on Thursday, April 21. Present at the meeting were: Ken Conroy, SABA; George Gazzoli, SABA, Lisa Giuliani, Softball; Jay Murphy, P&R Commission, Dean Nyberg, Parks Director, and Sharon Burns, Recreation Supervisor to discuss potential projects to be funded by the Snack Shack/Memorial Park Improvement Fund.

ANALYSIS

To simplify this analysis, each project will be reviewed separately.

Trash Receptacles

Last year, three new trash receptacles were purchased to replace 50-gallon oil drums used as trash receptacles. The new covered receptacles placed at diamond #1 enhance the look of the park. The committee proposes to move forward with replacing the drums at the other diamonds, and therefore recommends purchasing three additional receptacles for diamonds #2 & #3.

Linseed oil and materials for resealing project

Parks Director Nyberg has been working closely with Commissioners Coleman and Brouillet on the "Celebrate the Children" event to reseal the structure at Millennium Playground. Parks Department budget funds have been expended to promote the event, and Nyberg requested of the committee to provide funding for the linseed oil and other supplies.

Shade Structure

For over eight years the Snack Shack committee has discussed the need to provide a shade structure at diamonds #1 & #2, but due to the cost of the project and other factors, it was repeatedly tabled. There are now sufficient funds to cover the cost of a permanent shade structure over the bleachers at diamond #1.

Batting Cage Netting

The netting in the batting cage has deteriorated due to age, exposure to weather, and use. This netting is the original netting purchased in 1998.

Roof Repairs

The snack shack was last re-roofed in 1999 and needs to be repaired.

Roof Replacement

The dugout and lime shack roofs have not been replaced in many years and are in dire need of replacement.

Door Replacement

Due to age and exposure to the elements, the lime shack door has become warped and is nearly inoperable. Replacement of the door and door jam will make it easier to access the lime shed.

COMMISSION:

This item was reviewed and recommended by the Parks & Recreation Commission, May 12, 2005.

Respectfully submitted,
Doug Long
Recreation Director

AGENDA ITEM 1(h)

For the Meeting of May 24, 2005

To: Town Council

From: Commander James Providenza

Subject: Local Hazard Mitigation Plan

Date: May 24, 2005

RECOMMENDATION

Council review the revised Town Annex to the “Taming Natural Disasters” Local Hazard Mitigation Plan (attached) and then adopt Resolution No. _____ accepting the “Taming Natural Disasters” Plan as the Town’s Local Hazard Mitigation Plan.

BACKGROUND

At the March 16, 2005 Town Council meeting the Council reviewed the draft ABAG “Taming Natural Disasters” Local Hazard Mitigation Plan that included the Town’s draft Strategies spreadsheet and the narrative Annex. The council also received public comment and input to the plan. The Council directed Staff to submit the draft documents to FEMA for pre-approval. The March 16th Staff Report is attached for reference.

DISCUSSION

Since the March 16, 2005 Town Council meeting, Staff has submitted the draft documents to FEMA through ABAG and has completed two sets of revisions. On May 16, 2005 ABAG informed the Town that FEMA has given pre-approval to the Town’s narrative Annex. The changes incorporated into the final narrative Annex include: rewording of the introduction to the Hazard and Risk Assessment section, a statement that there are no known earthquake faults in Town, statements regarding additional work needed to assess drought risks and earthquake induced landslides, a new summary for risk assessment, a new summary for the Mitigation Activities section, and revisions to the final section, renamed to Plan Maintenance and Updating Process, which clarify and expand upon how the plan will be monitored and its progress evaluated.

CONCLUSION

Adoption of this multi-jurisdiction local hazard mitigation plan is now a requirement in order to be able to apply for pre-disaster mitigation grants available through FEMA. Council’s adoption of this resolution is needed so that staff may apply for grants to cover both the cost of the analysis and eventual retrofit of the fire stations, police department, corporation yard office and Isabel Cook complex.

James Providenza, Commander

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
APPROVING THE ABAG REPORT “TAMING NATURAL DISASTERS” AS THE
TOWN OF SAN ANSELMO’S LOCAL HAZARD MITIGATION PLAN

WHEREAS, the Bay Area is subject to various earthquake-related hazards such as ground shaking, liquefaction, landslides, fault surface rupture, and tsunamis; and

WHEREAS, the Bay Area is subject to various weather-related hazards including wildfires, floods, and landslides; and

WHEREAS, the Town of San Anselmo recognizes that disasters do not recognize city, county, or special district boundaries; and

WHEREAS, the Town of San Anselmo seeks to maintain and enhance both a disaster-resistant Town of San Anselmo and region by reducing the potential loss of life, property damage, and environmental degradation from natural disasters, while accelerating economic recovery from those disasters; and

WHEREAS, the Town of San Anselmo is committed to increasing the disaster resistance of the infrastructure, health, housing, economy, government services, education, environment, and land use systems in the Town of San Anselmo, as well as in the Bay Area as a whole; and

WHEREAS, the federal Disaster Mitigation Act of 2000 requires all cities, counties, and special districts to have adopted a Local Hazard Mitigation Plan to receive disaster mitigation funding from FEMA; and

WHEREAS, ABAG has approved and adopted the ABAG report *Taming Natural Disasters* as the multi-jurisdictional Local Hazard Mitigation Plan for the San Francisco Bay Area;

NOW, THEREFORE, BE IT RESOLVED that the Town of San Anselmo adopts, and adopts with its local annex, this multi-jurisdictional plan as its Local Hazard Mitigation Plan.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Town of San Anselmo commits to continuing to take those actions and initiating further actions, as appropriate,

as identified in the Town of San Anselmo Annex of that multi-jurisdictional Local Hazard Mitigation.

I hereby certify that the foregoing resolution was approved by the San Anselmo Town Council on the 24th Day of May, 2005, by the following vote, to wit:

AYES:

NOES:

ABSENT:

PETER BREEN
Mayor

BARBARA CHAMBERS
Town Clerk

AGENDA ITEM 1(I)

TOWN OF SAN ANSELMO
STAFF REPORT
May 16, 2005

For the meeting of May 24, 2005

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Red Hill Shopping Center

RECOMMENDATION

That Council acknowledge and file the report on the meeting with representative of the Red Hill Shopping Center.

BACKGROUND

A letter was recently received from Marianne Spinozzi, Manager of the Red Hill Shopping Center, concerned with traffic flow through the shopping center. Cars leaving the commercial area located to the east of the shopping center wishing to head eastbound on Drake typically traverse through the shopping center to access the traffic signal located at Bella Vista. Ms. Spinozzi feels that the shopping center is reaching capacity and may not be able to handle any additional non-shopping center traffic. She requests that the Town look at the need for a safe place to make a left hand turn onto Sir Francis Drake during peak hours other than through the Red Hill Shopping Center.

A recent traffic study conducted for the proposed commercial and residential development at 790 Sir Francis Drake and 2, 4, 6 and 8 Loma Robles raised the possible solution of removing the traffic signal at Bella Vista (in the middle of the shopping center) and installing one signal at Shaw Drive and one at Sunny Hills Drive. When the traffic study was discussed by the Council, there was concern that the fragile balance of traffic on overloaded Sir Francis Drake Blvd. would be upset by a major change to the signal configuration. Such a change would need to be carefully studied to ensure that any negative impacts could be mitigated. In addition, installing traffic signals is expensive; two signals could cost in the area of \$300,000.

In addition to the above proposed development, the Town is working with the Tam High School District and the Ross Valley School District to develop the field space at the Red Hill School site into a park. Access to the park is proposed to be from both Sunny Hills

Drive and Shaw Drive. This project would put additional strain on the outside traffic utilizing the shopping center signal.

DISCUSSION

Mayor Breen and the Town Administrator met with Ms Spinozzi to discuss the situation. A proposed next step is to arrange a meeting of all the stakeholders (i.e. Parkside Apartments, Sunny Hills School, the Red Hill JPA, Union Oil, the Red Hill Shopping Center, Walgreen's, etc.) to discuss the situation, with the Town taking the lead in recommending next steps.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 1(j)

**TOWN OF SAN ANSELMO
STAFF REPORT
*May 16, 2005***

For the meeting of May 24, 2005

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Settlement Agreement
David v Town of San Anselmo

RECOMMENDATION

That Council approve and authorize Town Administrator to sign the settlement agreement with Peter and Barbara David regarding property at 12 Timothy Drive and authorize appropriation of \$79,153.75 from the Insurance Fund.

BACKGROUND

Mr. and Mrs. David believe that the structural improvements on their property have been damaged as a consequence of the fill which supports the paved surface of Timothy Drive. They filed suit in Marin County Superior Court. As both parties desire to avoid the further cost of litigation, a settlement has been reached.

DISCUSSION

The Town agrees to pay to the David's \$235,000. The David's agree to release any further claims connected with the lawsuit.

The Town has been represented in this matter by its self-insurance pool, Bay Cities Joint Powers Insurance Authority (BCJPIA). The Town's liability is limited to its self-insurance retention (SIR) figure of \$100,000. The Town has already expended \$21,608.55 in BCJPIA attorney fees, which is applied against the Town's SIR. Therefore, the Town would be responsible for \$78,391.45.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 1(k) – CONTINUED TO June 14, 2005