

RESOLUTION NO. 3529

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ADOPTING THE 2000-01 BUDGET AND WORK PLAN

WHEREAS, the Town Council of the Town of San Anselmo held a public hearing on the proposed 2000-01 Budget and Work Plan on July 11 and 25, 2000; and

WHEREAS, the Council has determined that the 2000-01 proposed budget and work plan, with changes directed at the meeting of August 8, 2000, will allow for the continuation of municipal services and the construction of capital improvements,

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council of the Town of San Anselmo adopts the 2000-01 budget as allocated below:

Capital Reconstruction Fund:	\$1,266,000
Community Options for Policing (C.O.P.S.):	\$ 47,500
Downtown Revitalization:	\$ 564,000
Emergency Projects:	\$ 29,000
Equipment:	\$ 170,450
Gas Tax:	\$ 257,000
General Fund (Includes transfers out):	\$8,680,365
Insurance:	\$ 335,000
Isabel Cook Complex:	\$ 117,604
Measure G Capital Projects:	\$1,353,906
Measure G Debt Service – Series 1995:	\$ 139,480
Measure G Debt Service – Series 1997:	\$ 214,068
Measure G Debt Service – Series 2000:	\$ 72,357
Recreation:	\$ 659,680
Special Events:	\$ 6,500

BE IT FURTHER RESOLVED that the Town Council adopts the 2000-01 Work Plan as shown on the attached Exhibit "A."

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town council on the 8th day of August, 2000, by the following vote, to wit:

AYES: Breen, Hodgens, Kroot

NOES: (None)

ABSENT: Chignell, Kilkus

Attest:
Debra Stutsman
Debra Stutsman, Town Clerk

2000-01 Work Plan

Administration & Finance

"Fiscal San Anselmo": Working with a Town Council appointed working group, and the Town Treasurer, review and make recommendations on long-term financial goals and revenue sources.

Public Information: (1) Improve the Town's web site by updating and adding information, forms, and photographs; (2) Prepare a fall community newsletter that includes prior year's accomplishments, current year projects/goals, and winter preparedness information.

Review and revise records retention policy. In light of legislation passed in January 2000 with retention guidelines for local governments, (1) review and revise policy for Council approval; (2) Destroy records no longer required to be retained.

Perform recruitments for personnel in a timely manner to maintain staffing needs.

Orient new management staff. (1) Complete the recruitment of management personnel. (2) Conduct a management teambuilding workshop to develop cooperative efforts and new ideas.

Help facilitate the Quality of Life Commission creation, and provide staff assistance, with Town Librarian, to perform its work.

Conduct labor negotiations with the San Anselmo Police Officers

Review and implement staffing configuration for the department.

Review agreement with the Sleepy Hollow Fire Protection District; make recommendations on agreement changes; manage negotiations of proposed changes, if any

Engineering & Inspection

Successfully manage the construction of the San Anselmo 2000 Streetscape Project, Summer and early Fall 2000.

Continue to implement the Measure G pavement and drainage improvement projects, including communication with residents, and working with residents on cooperative efforts.

Integrate digital information technology advances to provide more efficient services, by adding infrastructure facilities to the GIS (Geographic Information System) mapping.

Isabel Cook Complex

Complete the lead paint abatement, repainting, and window replacement projects, by November 2000.

With retirement of Senior Maintenance Worker assigned to ICC, replace with a Maintenance Worker I/II, and contract for before-hours custodial service.

2000-01 Work Plan

Library

In conjunction with the Library Advisory Board and the Friends of the Library, plan and present three major fundraising events in the Fall, 2000, to benefit the Library's Long-Term Investment Fund, which was established by the Friends of the Library in 1999.

As Chair of the MARINet Board in 2000/01, the Town Librarian has four goals that will benefit the San Anselmo Library; (1) Streamline the MARINet Committee structure in order to reduce meeting time. (2) Encourage the Larkspur Library to join MARINet to encourage library resource sharing as well as benefit Larkspur Library patrons. (3) Hire new MARINet staff to help implement new technologies such as e-mail reference, and improve accessibility to the on-line catalog by updating and simplifying the Web page. (4) Investigate revenue generating possibilities, such as an eighth-cent sales tax to benefit all libraries in Marin, to cover the cost of increased staff and hours at the San Anselmo Library.

Plan a library program for teens in the San Anselmo area; (1) The Children's Librarian will design a teen program for Spring, 20001 with Annie Fox, Internet Advice Columnist and local author of Can You Relate? Real-World Advice for Teens on Guys, Girls, Growing Up and Getting Along; (2) Visit local middle schools to promote the program and network with Middle School staff; (3) Send flyers to schools and media in early 2001.

Parks

Complete Parks Department portion of Downtown Beautification Plan by planting new trees and installing irrigation tree bubblers.

Complete major renovation of turf areas in Memorial Park. (1) New irrigation system for watering baseball/softball infields; (2) Filling, grading, and hydroseeding of gully effect in outfields between Jim McDonagh Field and Ginny's Field.

Develop an Integrated Pest Management Plan for the Town, with minimal adverse impacts on human health, the environment, and non-target organisms.

Coordinate the newly formed Tree Advisory Committee, notably in efforts to stop the spread of disease that is killing oak trees.

2000-01 Work Plan

Revise policy and procedures manual, and contract for ongoing updating to maintain current legal and policy standards. The department recently implemented a new policy and procedures manual, but requires ongoing attention and staff time as statutory and case laws change and new procedures evolve. To meet changing laws and procedures, the Town will contract with a specialized law firm to develop a court-tested manual developed specifically for the department. Changes in the law during the year will be updated and new policies sent directly to the department.