

**TOWN OF SAN ANSELMO
TOWN COUNCIL MINUTES OF MAY 25, 2010**

Present: Coleman, Greene, Kroot, McInerney

Absent: Thornton

7:00 pm

CALL TO ORDER AND PLEDGE OF ALLEGIANCE.

ANNOUNCE ACTION TAKEN, IF ANY, IN CLOSED SESSION.

No closed session was held.

OPEN TIME FOR PUBLIC EXPRESSION.

Michael Shaaf, Crest Road, wanted to discuss international treaties, specifically regarding torture, that are required to be followed to the local level. He feels this may have helped officers with the shooting incident regarding the mentally handicapped. He referred to many resources used in psycho therapy that increase the positive outcome. He suggested that the Town require police officers to obtain certificates of completion regarding education towards torture training. He would like to volunteer his services.

COUNCIL REQUEST FOR FUTURE AGENDA ITEMS.

Councilmember Coleman asked if the Town intends to send representatives to the League of Cities in September. Town Manager Stutsman replied she has previously attended, but there hasn't been past interest by other Councilmembers. She stated it may be a possibility, depending on the budget.

Councilmember Kroot encouraged everyone to attend the movie being shown this Saturday in Creek Park. The movie is called "On the Edge", in honor of the Dipsea Centennial about 30 years ago. It is a fund raiser for the library. The movie starts at 7:30 p.m.

Councilmember McInerney stated that we are in the midst of the San Anselmo Baseball Association playoffs. Tuesday is the minors' semifinal game, with the majors following on Thursday, June 3rd. Sunday, is the final games with minors at 10:30, majors at 12:30 on June 6th. The fire department sponsors his son's team and it is a very nice community event. He wanted to pass along his gratitude to the fire department.

McInerney also provided a brief update regarding the Ross Valley School District. All the Councilmembers received emails from Trevor Hughes regarding the school district's plans for school expansion. One option is to open Deer Park as a grammar school and the impact that it may have, including displacing the San Anselmo-Fairfax Children's Center to Red Hill. This has further ramifications to the current tenants at Red Hill, including the Montessori School, Robins Nest and the Theater Program. The second option is the School Street option, to use the area behind the ball field in Fairfax. The current owner may be interested in selling the property. Over the next two weeks, he feels a decision may come out of this. He's been attending most of the board meetings and is acting as a liaison to the school district.

ITEM 1(a)

Vice Mayor Greene stated the Town of Ross has passed a storm water ordinance, including applications and requirements of low impact development, which focuses on getting rain water back into the ground on site rather than shunting it into a gutter and moving it down stream. With both our neighbors, Ross and Fairfax taking a stand on this issue, he feels this is something we should focus on in the future.

1. CONSENT AGENDA: ITEMS ON THE CONSENT AGENDA MAY BE REMOVED AND DISCUSSED SEPARATELY. DISCUSSION MAY TAKE PLACE AT THE END OF THE AGENDA. OTHERWISE, ALL ITEMS MAY BE APPROVED WITH ONE ACTION.

- (a) Approve minutes of May 11,, 2010.
- (b) Approve parking variance for one .of three required 9'x 19' parking space to be located in front of the existing two car garage and encroaching approximately 6 feet into the public right-of-way at 360 Redwood Road: Applicant – Alan Flaks, 360 Redwood Road, APN 007-095-50.
- (c) Review the Annual General Plan Status Report and direct staff to forward a copy of the report to the California Department of Housing and Community Development.
- (d) Approve downtown event application for the Music in the Park series in Creek Park on Sundays, July 10 to August 22, 1-4 p.m.
- (e) Announce term expirations on the Library Advisory Board and Park and Recreation Commission and authorize advertising for applicants.

Alan Flax, the owner of 360 Redwood Road, would like to have a variance for a third parking spot in the driveway in lieu of losing his garden. It is set back more than 6 feet from the road. Open space is adjacent to his property and has also made an agreement with his neighbor for a fire pull out on his property so plans for the driveway would not interfere with future plans to widen that area.

M/s, Kroot/McInerney to approve items (b), (c), (d). AYES: Coleman, Greene, Kroot, McInerney. ABSENT: Thornton.

As regards (a), Kroot asked for the following to be added to page 7, paragraph 5, replace “the Open Space” with “the deck which is the only usable open space.” And add after “small Addition next to a garage,” “which was approved by variance”.

M/s, Kroot/McInerney to approve item (a) with the requested changes. AYES: Coleman, Greene, Kroot, McInerney. ABSENT: Thornton.

As regards item (e), McInerney asked about our procedure regarding the announcement of the opening of certain seats. Stutsman advised that it is advertised in the newsletter, which is picked up by the Ross Valley Reporter and the Independent Journal. He'd like to see what we can do to get more outreach. He feels the Council can do a better job to encourage applicants.

M/s, McInerney/Kroot to approve item (e). AYES: Coleman, Greene, Kroot, McInerney. ABSENT: Thornton.

2. APPOINT MEMBER TO CAPITAL PROGRAMS MONITORING COMMITTEE AND TO THE QUALITY OF LIFE COMMISSION.

Town Manager Debra Stutsman gave the report.

McInerney would have liked to have had a chance to interview the incumbent for the Capital Programs Monitoring Committee, as he does not personally know him.

Coleman stated past councilmember position that reapplying members did not need to be interviewed. But because this is a new council, she is in favor of interviewing applicants, even if they are incumbents.

Kroot agrees not only to get to know the applicants better, but also to receive feedback from the committee members. He also reaffirmed Frank Ortiz's past experience. However, he also feels this may have a psychological effect on long standing volunteers who are serving. But he does agree with Coleman that it would be a good opportunity to meet them.

Greene feels that everyone should be interviewed each time. He feels if the Council gets into the habit of waiving interviews, it bolsters staleness, which has been a past criticism of the San Anselmo Council.

Coleman asked if this is an unwritten policy of the Council to interview all applicants. Stutsman stated that will be an agenda item to come back with a resolution to confirm the interview policy.

McInerney stated that for consistency sake, he would like to meet Frank Ortiz before reappointing him.

M/s, McInerney/Coleman, to approve appointing Lori Lopin to the Capital Programs Monitoring Committee. AYES: Coleman, Greene, Kroot, McInerney. ABSENT: Thornton.

Again, for consistency sake, McInerney would like to interview Woody Weingarten before appointing him to the Quality of Life Commission.

M/s, Coleman/McInerney to approve appointing Sita Khufu to the Quality of Life Commission. AYES: All.

Instructions have been given by the Council to staff to set up interviews for Woody Weingarten and Frank Ortiz.

3. ACKNOWLEDGE AND FILE THE PROGRESS REPORT ON THE PROGRESS TOWARDS THE 2009 - 10 WORKPLAN GOALS AND PROVIDE DIRECTION TO STAFF ON ANY DESIRED CHANGES.

Stutsman gave the report.

Coleman asked about pictures and biographies for Town employees. Stutsman stated this is a part of the website, starting first with department managers.

Administration

Coleman asked about the implementation date for PERS. Carrillo advised MyPers is implementing in September.

Kroot would like to see the volunteers program implemented again. Stutsman stated that it is more effective with a central coordinator, but our staff has stepped up and implemented the program by

departments. She gave examples of the volunteer receptionists run by Joan Vermond, and the crew in the library by the staff of the Library. If centrally coordinated, the volunteer program would be stronger but it is still going strong.

McInerney doesn't feel this would require a paid staff, but perhaps, with proper structure, we could find leadership to establish a committee to identify how volunteers can best serve the Town. There are many residents who want to give back to the community but don't have a way to channel their efforts. He feels this would be a good venue.

Greene concurs with having the focus to direct the volunteers, to take an inventory of the needs of the Town.

Greene also feels the scanned resolutions should be available on the website. Stutsman confirmed this is a goal.

Coleman asked about the status of the upgrading of the finance software. Stutsman advised that we have a meeting set up for late June for discussion.

Fire Department

Kroot feels there is room for better customer service in the Fire Department regarding permitting.

Coleman doesn't know how to get a hold of a firefighter. Stutsman suggested that they check with Joanne Lewis. Coleman gave Career Day at Drake as an example when she could not reach a specific firefighter on duty. Stutsman advised that because they are on shifts, it is best to go through Joanne of Chief Meagor for central coordination.

Library

Kroot passed the idea of coordinating hours with the Fairfax Library.

McInerney asked about the passing of Measure B, if the budget will be impacted. Stutsman advised that the election is June 8th, which gives enough time to address the budget at the next council meeting on June 22nd.

Building & Planning

Coleman asked what is considered a reasonable time to turn around a permit. Diane stated that there is not standard time for every permit. With the reduction of permit activity, they are being turned around pretty quickly. Coleman asked if residents were able to get permits on line yet. Henderson stated that we do not to have the software for online permit approval at this time.

Kroot stated other towns have set aside specific hours for the community to get small permits approved quickly. Henderson stated she is having the Building Official meet with Mill Valley Building Department, who has a similar program in place. Coordination with the Fire Department needs to be considered.

Kroot also asked about 150 feet MSL line, that the bulk of the property has to be within the line. Henderson is sympathetic to this issue and would be happy to review and consider the code.

Police Department

Stutsman advised that the Town is waiting for approval for a second grant for electric vehicles charging stations. She clarified that electric cars are coming out in 2010.

There needs to be infrastructures set up to meet the needs for recharging these cars. That's the reason for the grants.

Greene would like provisions for 4th amendments for search and seizure.

Public Works

Kroot asked for clarification regarding easy access to the Department's forms. Myrter stated he would like the public to be able to complete permit forms at home – i.e. encroachment, tree work, etc.

McInerney asked regarding irrigation, if the Town has explored other grants for saving water and new irrigation in the parks. Public Works Director Myrter stated the first steps are for Memorial Park and Robson House, to water the grass. He believes California Water Resources may have grants.

Greene asked about how to make the break from conventional water storm runoff to low impact development to keep water on ground. He feels it's different and more expensive so it is unsure where to start. Myrter stated a major goal is to keep water on site, to promote saturation, inhibit erosion. He is researching bio-soils, but they have limitations. Phase I cities are required to do this. Because San Anselmo is a Phase II city, our requirements are not as restrictive and we have the opportunity to observe Phase I cities.

Greene stated the benefits are also supporting the native vegetation. He is pleased that it's under consideration.

Coleman asked if the information from Capital Programs is available, if the street work schedule is being made available the public. Myrter stated that MarinMaps has the capabilities and he will be sending letters to advise the neighbors.

Coleman asked for clarification of the grant process regarding replacement of the street lights with LED. Myrter advised the grant comes to the Town; we complete a complicated application and send it out to bid.

Kroot asked for clarification of bio-soil. Myrter explained it was recently installed at College of Marin. It takes a typical rainstorm, and captures all the rain in a basin for a single year rainstorm. The idea is to get the water into the ground, not into the waterways.

Tom Peacock, Durham Road, wants to thank the Council and the Public Works Department for the pavement improvements on Greenfield Avenue for bicycle traffic.

Recreation

McInerney asked if phone calls are being returned within one day. Community Services Director Donery confirmed. Donery also discussed the roll out of the new software, that it was fairly a fairly smooth rollout. The software handled the deferral process differently than in the past, but all is being worked out with the Finance Department. Picnic area rentals have been incorporated smoothly with the online registration as well. There have been 600 individual registrations online so far.

McInerney asked about the percentage of internet registrations. Donery feels it is about 60 to 65%. He is also seeing an increase in multiple single family registrations, which reduces fees incurred by the Town. Fall classes will be announced on the same day the catalogs arrive in the mail and will allow for better planning. McInerney asked if there was an email alert to families that have registered in the past. The software has this capability and will have that information as it is used more.

McInerney asked about the Recreation website. Donery stated it will be part of the master Town website. The Recreation site will have links to register online. The Recreation Department also has a Facebook page, and he encouraged everyone to become a fan.

4 STUDY SESSION ON THE TOWN'S BUDGET STRUCTURE AND BUDGET DOCUMENT AND INITIAL PROJECTIONS FOR 2010 – 2011 REVENUE. (ORAL SESSION)

Town Manager Stutsman introduced the agenda item. She also introduced the Town Treasurer Bess Niemcewicz.

Finance & Administrative Services Director Daria Carrillo gave the report. She used the 2008-09 budget because they are the last year of actual figures. Majority of our revenues come from property tax and majority of expenditures go to salaries, as we are a service organization and services are provided by people.

McInerney asked if the percentage of our contribution to benefits has been decreasing. Carrillo and Stutsman advised although the costs of retirement have been decreasing, due to the two tiered system that was implemented, the cost of healthcare is increasing.

McInerney asked if fines were specifically stated in the budget. Carrillo said it was less than 1% and is not specifically separated out. McInerney asked about past overpayment by the state for parking fines. Carrillo stated a payment schedule was set up to pay it back.

Kroot asked for clarification regarding the size of the reserve. It is approximately 10% of the budget. Carrillo stated there is no legally required amount for a Town to maintain. Stutsman and Town Attorney Epstein both confirmed this is a standard amount.

McInerney asked for clarification regarding the pension tax. Carrillo stated it is collected to help pay for employees pension. The actual amount paid is greater than collected and the difference comes from the General Fund. McInerney asked how the difference amount will be affected. Carrillo advised it should decrease over time, as it is a direct effect of the two tiered retirement system previously adopted.

Stutsman stated the budget for the upcoming year does not look favorable. The largest portion of our revenues is generated from property taxes, which are not going to increase this year for the first time since Prop. 13 came into being in 1978. Therefore, there will be a decrease of \$200K-\$300K in revenues. Expenditures may hold on most ends, but an increase in expenditures of \$80K is anticipated for increase in healthcare costs and step increases. It would have been higher had we not entered into a two tiered retirement system. However, we stand to gain \$100K per year from the Sleepy Hollow Fire contract, if approved.

Stutsman stated the upcoming year looks bleaker than the last few years, but we do have some carry over from last year. We can review the insurance fund, not make the transfer to Road Maintenance Fund, or use the Emergency Projects Fund, and cut around the edges.

Coleman asked about FEMA recoveries. Stutsman advised the procedure and timing is so cumbersome, we can't count on anything from FEMA for the 2010-11 budget.

Kroot asked if there's any projection that this is going to be a unique year or will continue going forward. Stutsman advised that it's hard to project because recovery has been so slow.

McInerney asked if the Town's best chance for negotiations with POA and SEIU unions is to hold the line with no increases. He also asked about things other towns have done to tighten their belts or if we are the leader.

Coleman asked if any of the JPA's have indicated a decrease in their costs. Stutsman stated animal control has cut their costs for the first time this year. Stutsman feels the best way is to look for best ways to cut costs. We have a contingency, but our budget is so tight, it may not be significant. We will need to keep a close eye on the budget throughout the year.

5. ADJOURN.

The meeting was adjourned at 10:15 p.m. in memorial of the people, creatures and culture in the Gulf of Mexico and Chuck Swenson, longtime member of the Historical Commission, who recently passed away.

Respectfully submitted,

Jeannie Courteau