

TOWN OF SAN ANSELMO

Minutes of the Town Council Meeting of July 24, 2012

Present: Coleman, Greene, Kroot, Lopin,

Absent: McInerney

7:04 p.m.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ANNOUNCE ACTION TAKEN, IF ANY, IN CLOSED SESSION

Town Attorney, Rob Epstein, announced there was no reportable action taken during closed session.

OPEN TIME FOR PUBLIC EXPRESSION

Woody Weingarten presented the Quality of Life Green Award to Rich Torresan for donating his expertise and time to care for Town trees.

There was no comment from the public.

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Kroot reported on the second meeting of the Bolinas Avenue Advisory Committee. Attendance at the meeting included County of Marin, Supervisor District 2, Katie Rice; County of Marin, Project Manager, Flood Control Zone 4, Jack Curley; Public Works Director, Sean Condry; Town Manager, Debra Stutsman; Ross Town Manager, Rob Braulik; and committee members. Discussions included flooding issues, street improvements, potential resolutions and fund raising possibilities.

Coleman expressed thanks to the Arts Commission and the Public Works crew for their hard work and participation in putting together free concerts in Creek Park on Sundays. Coleman acknowledged their efforts as outstanding and stated last Sundays concert was a very successful community event.

Kroot acknowledged the 11th annual Beatles in the Park event held on Sunday, July 22 as a terrific event.

Coleman reported the Picnic on the Plaza for Friday, July 20th included Irish music and dancers. Coleman announced the Arts Commission will be hosting the picnic on Friday, July 27.

Coleman said she will make a report on the North Bay Division of the League of California Cities discussion regarding RHNA (Regional Housing Needs Allocations) numbers at a future meeting. Coleman prefers Mayor McInerney in attendance when she makes her report.

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 July 10, 2012.

(b) Approve the Treasurer's Investment Report for the quarter ending June 30, 2012.

- (c) Announce expiration of terms on the Historical Commission, Open Space Committee, Arts Commission, and Board of Review.

There was no comment from the public regarding the consent agenda.

Kroot pulled item 1(a) from the consent agenda.

M/s, Greene/Lopin, to approve consent agenda items (b) and (c). AYES: Coleman, Greene, Kroot, Lopin. NOES: None. ABSENT: McInerney.

Regarding item 1(a) Minutes of July 10, Kroot stated his comments at the bottom of page three, regarding police consolidation were "*he has no problem with the consolidation, if there will be a considerable annual savings for San Anselmo...*". Kroot noted the reason for his comments was that Council should review the budget before jumping full steam ahead.

M/s, Kroot/Greene, to approve the minutes of July 10, 2012 with the amendment noted by Kroot. AYES: Coleman, Greene, Kroot, Lopin. NOES: None. ABSENT: McInerney.

2. APPOINT MEMBERS TO THE ARTS COMMISSION, FLOOD COMMISSION, LIBRARY ADVISORY BOARD, MARIN COMMISSION ON AGING, QUALITY OF LIFE COMMISSION AND PARKS & RECREATION COMMISSION.

Town Manager, Debra Stutsman, presented staff report.

M/s, Kroot/Greene, to appoint Elaine O'Malley to the Arts Commission. AYES: Coleman, Greene, Kroot, Lopin. NOES: None. ABSENT: McInerney.

M/s, Greene/Kroot, to appoint Erik Stromberg to the Flood Committee. AYES: Coleman, Greene, Kroot, Lopin. NOES: None. ABSENT: McInerney.

M/s, Lopin/Greene, to re-appoint Ted Freeman and Tina Kroot to the Library Advisory Board. AYES: Coleman, Greene, Kroot, Lopin. NOES: None. ABSENT: McInerney.

M/s, Greene/Lopin to appoint Donna Bjorn to the Marin Commission on Aging. AYES: Coleman, Greene, Kroot, Lopin. NOES: None. ABSENT: McInerney.

M/s, Kroot/Greene, to appoint Kathleen Holtzer to the Parks and Recreation Commission. AYES: Coleman, Greene, Kroot, Lopin. NOES: None. ABSENT: McInerney.

Council discussion on Quality of Life Commission appointment:

Lopin supports Jelani Bertoni and David Behrs.

After discussion, Stutsman noted the size of the Commission can be temporarily increased by one member if Council chooses.

Kroot believes both Bertoni and Behrs are excellent candidates for the Quality of Life Commission. Kroot supports a temporary increase to the Quality of Life Commission members.

Woody Weingarten, Quality of Life Commission, Chair, supports expanding the commission's members.

M/s, Kroot/Greene, to appoint David Behrs and Jelani Bertoni to the Quality of Life Commission temporarily expanding the commission by one member. AYES: Coleman, Greene, Kroot, Lopin. NOES: None. ABSENT: McInerney.

3. REVIEW PRELIMINARY REPORT ON 2011-2012 BUDGET AND PROPOSED 2012-2013 BUDGET AND PROVIDE DIRCTION TO STAFF.

Town Manager Stutsman presented the staff report.

Stutsman stated the Town experienced significant unexpected expenditures in the 2011-2012 fiscal year, approximately \$400,000: \$200,000 in unexpected outside litigation and investigation costs and \$200,000 for workers compensations costs, associated overtime and separation costs. The ending balance in the General Fund as of June 30, 2012 will decrease to \$1.4 million. The Town's alliance with Twin Cities Police Authority has allowed us to leave three Police positions vacant in the 2012-2013 fiscal year: a Police Captain, Police Sergeant and Police Officer. Total savings with these three vacancies will be approximately \$500,000. There can be additional savings to the Town if it decides to proceed in a consolidation with Twin Cities Police. Stutsman said the 2012-2013 Proposed Budget will be status quo schedule with two exceptions:

- 1) A lease purchase agreement for San Anselmo police vehicles that will not be needed because of our association with Twin Cities Police Authority. However we are in need of a new truck in the Public Works Department. Purchase of the truck is estimated at \$40,000 and is reflected in the Equipment Fund of the 2012-2013 Proposed Budget.
- 2) Staff proposes to add an administrative support position, 30 hours per week, to the Recreation Department. Recreation has been asked to handle an increasing amount of coordination for non-revenue producing events including Country Fair Day, Picnics on the Plaza, Goblin's Parade, Spring egg hunts, Breakfast with Santa and Beatles night, as well as Town coordination for Art & Wine Festival, Film Night and Music in the Park. The position would assist the Community Services Director in this event coordination as well as staffing the front desk and phones for the Recreation Department.

Lopin asked if the proposed 30 hour per week position is instead of the current 18 hour position. Stutsman acknowledged the proposed 30 hour per week position would be instead of the current 18 hour position.

Lopin asked if staff believes a fully benefited position at 30 hours per week, is more beneficial to the Recreation Department than having two non-benefited part-time positions.

Dave Donery, Community Services Director, thinks the consistency from a person who is fully integrated in the department is valuable.

Greene asked if staff has considered a third tier in terms of pension benefits in connection with additional benefited employees. Stutsman replied yes, but it must be negotiated with labor.

Greene requested confirmation of the new position in the Recreation Department as being in the pre-existing Tier II Contract. He also requested confirmation that just because someone is new does not

necessarily mean that it is an opportunity to further address pension issues and that pension issues are only going to be addressed in the context of negotiations.

Stutsman acknowledges Greene's comments as being correct and confirmed the position will be in Tier II.

Kroot requested confirmation that the position would be an assistant position and not an event coordinator.

Donery affirmed Kroot's understanding and stated the position is more of an assistant support role for these things but would not be a special events coordinator. During certain times of the year their primary work would be special events coordination under his direction, but this would not be someone who would necessarily take the helm of events.

Lopin asked for the beginning balance in the Town's reserve for the 2011-2012 fiscal year.

Daria Carrillo, Finance and Administrative Services Director, acknowledged the Town's reserve at the beginning of the 2011-2012 fiscal year as \$1.8 million dollars and the anticipated ending balance will return to our customary \$1.4 million dollars.

Lopin asked for the Town's estimated revenue for the fiscal year 2011-2012. Carrillo replied the estimated revenue for 2011-2012 is \$12.3 million dollars and the estimated expenses are \$12.7 million dollars which includes approximately \$981,000 in transfers to other funds.

Stutsman said the Recreation Fund is self-supporting from the various program fees. The General Fund Recreation Department includes the Community Services Director annual salary, a few overhead services and that it is very difficult for recreation program fees to cover non-revenue events.

Lopin acknowledges the 2012-2013 Proposed Budget as being "status quo" and wonders where \$60,000 in additional revenue will come from for the proposed addition to the Recreation staff.

Coleman inquired to the annual costs for police vehicle leases in previous years. Stutsman estimated approximately \$85,000 per year for police vehicle leases.

Coleman asked if costs would be less with consolidation. Stutsman replied currently we are responsible for the Town's police costs; however, if we consolidate with Twin Cities all costs are allocated by a formula; Twin Cities would incur the costs and San Anselmo would pay its share.

Stutsman requested Council's approval for staff to move forward with the 2012-2013 Proposed Budget.

Vice Mayor Coleman and Councilmember Greene acknowledged Council's approval to move forward with the 2012-2013 Proposed Budget.

4. APPOINT TWO MEMBERS TO SERVE ON THE FINANCIAL ADVISORY COMMITTEE.

Town Manager, Debra Stutsman, presented the staff report.

Lopin asked how often the commission will be meeting.

Stutsman said the committee will be meeting once a month.

There was no comment from the public.

Kroot said he is interested in serving on the Committee.

Greene suggests Lopin would be an excellent appointment to the Committee.

M/s, Greene/Coleman, to appoint Kroot and Lopin to the Financial Advisory Committee. AYES: Coleman, Greene, Kroot, Lopin. NOES: None. ABSENT: McInerney.

5. ADJOURN.

Vice Mayor Coleman adjourned the meeting at 8:20 p.m. in memory of San Anselmo resident Sherry Whyte, who recently passed away after many years of battling with cancer. Coleman also adjourned the meeting in memory of America's first female astronaut, Sally Ride who passed away today.

Respectfully submitted,

Joanne Kessel