

TOWN OF SAN ANSELMO

Minutes of the Town Council Meeting of February 11, 2014

Present: Coleman, Greene, Kelly, McInerney, Wright

Absent: None

7:00 p.m.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ANNOUNCE ACTION TAKEN, IF ANY, IN CLOSED SESSION

Woody Weingarten presented the Quality of Life Award Silver Award to Jack Weinstein for raising almost \$45,000 for charity by swimming from Alcatraz to San Francisco's Dolphin Club.

OPEN TIME FOR PUBLIC EXPRESSION

Marco Christiani, San Rafael resident, works in San Anselmo, said he recently witnessed a child being struck by a vehicle on Greenfield Avenue between Matteucci's and Elan Fitness Center. Christiani said there are many family friendly businesses on Greenfield Avenue and he requested that the Town's Traffic Safety Committee review the area for vehicle/pedestrian/bicycle traffic and that a future agenda item include Council discussion for additional safety signage on Greenfield Avenue.

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Coleman requested staff give clarification of the Brown Act regarding emails and spoken conversations for distribution to Councilmembers. Coleman also reminded Council to be very clear and specific when giving directions to staff.

Wright requested a future discussion item regarding Council's adoption of principles of operation for Town Council meetings and a governance protocol.

McInerney suggested that staff poll local jurisdictions such as Larkspur & Novato so Council can review their protocol.

Greene agrees with the idea of a governance protocol and he supports Wright's suggestion.

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 January 28, 2014.
- (b) Acknowledge and file warrant numbers 76795 to 76952 issued during the month of January 2014, in the amount of \$967,193.80, in addition to a wire transfer in the amount of \$324,786 to Central Marin Police Authority.
- (c) Approve revenue and expenditure report for the month ending January 31, 2014.
- (d) Approve Recreation revenue and expenditure report for the month ending January 31, 2014.

Public comment.

ITEM 1(a)

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

Wright pulled item (a) from the consent agenda. Coleman pulled item (d) from the consent agenda.

M/s, Greene/Kelly to approve items (b) and (c) of the consent agenda. AYES: Coleman, Greene, Kelly, McInerney, Wright. NOES: None.

Regarding item (a) of the consent agenda Wright requested that Item 8 be amended to reflect Councils vote on the item:

M/s, Greene/Wright, to appoint the following representatives to the various assignments... The vote was the following: *“AYES: Coleman, Greene, Kelly, McInerney, Wright. NOES: None.”*

M/s, Wright/Greene, to approve item (a) of the consent agenda with noted amendments: AYES: Coleman, Greene, Kelly, McInerney, Wright. NOES: None.

Regarding item (d) of the consent agenda, Recreation Expenditure and Revenue reports, Coleman requested the status of the currently budgeted \$100,000 for facility upgrades to be completed this fiscal year.

Community Services Director, Dave Donery, said they have completed a remodel in the Vista Room and have purchased tables and chairs for the Vista Room and a set of chairs for the upstairs kitchen. They are planning to purchase signage for the front of the building and they have \$25,000 set aside for Parkside Preschool improvements.

Coleman asked if there have been any ADA improvements.

Donery said ADA improvements will need to be addressed in the Master Plan.

M/s, Coleman/Greene, to approve item (d) of the consent agenda: AYES: Coleman, Greene, Kelly, McInerney, Wright. NOES: None.

2. APPOINT MEMBERS TO THE ECONOMIC DEVELOPMENT COMMITTEE (ONE SEAT).

Town Manager, Debra Stutsman, presented the staff report. The Economic Development Committee has a membership of seven seats and 2 Council liaisons. There is one seat available and two applicants. Marc Hand and Brian Colbert have applied for the position and were interviewed on January 28, 2014.

There was no comment from the public.

Coleman suggests the appointment of both of the applicants.

M/s, Greene/Kelly, to temporarily expand the number of seats on the Economic Development Committee and to appoint Mark Hand and Brian Colbert to the Committee. AYES: Coleman, Greene, Kelly, McInerney, Wright. NOES: None.

3. REPORT FROM THE MARIN MUNICIPAL WATER DISTRICT OUTLINING STEPS TAKEN BY THE AGENCY TO DEAL WITH THE CURRENT DROUGHT. (ORAL REPORT).

Town Manager, Debra Stutsman, introduced Bob Fairchild, Director of Information Technology, Marin Municipal Water District (MMWD). Fairchild said the recent heavy rainfall has improved the County's water situation, but a voluntary 25% reduction in water is still in effect, at least through April 1, 2014. Reservoir storage is currently at 76% of average, a big improvement over the storage before the storm. However, conservation is still needed.

Fairchild went on to explain the measures MMWD has taken to improve capacity since the 1976-1977 drought, including implementing a recycled water program, building Soulajule Reservoir, expanding Kent Dam, implementing an aggressive conservation program and conservation-oriented rate structure, and increasing supply imported from Sonoma County. In response to the drought this year, MMWD has taken a number of actions: maximized use of Nicasio Reservoir, utilized Phoenix reservoir, maximized recycled water use, optimized use of imported water, re-started conservation rebates, suspended a flushing program, reprioritized leak repair and requested voluntary 25 percent reduction with no rate increase at this time. Fairchild announced that MMWD will be providing weekly drought updates in the media.

Wright asked is MMWD still considering desalination.

Bob said all options are being looked at by nothing is imminent at this time.

Kelly asked if they have considered dredging the lakes to create a higher water capacity.

Fairchild said the costs of dredging are extremely expensive and it produces very little water yield. He noted MMWD's the largest source of water is from customers by conserving water.

Public comment.

Steve Lamb, Laurel Avenue, asked why the District measures the water on calendar year rather than seasonal.

Fairchild replied that the District's water planning and analysis is basically on a rain year which is a July 1st through June 30th basis. The significance of the calendar year and today's context is that statewide 2013 set historically low records for precipitation. The information in tonight's presentation is on a July through June basis.

Ted Freeman, Meadowcroft Avenue, asked for the percentage of current water capacity.

Fairchild replied the District is currently at 76% of average and a total of 62% capacity. Fletcher noted MMWD's customers on average pay \$1.00 for 200 gallons of water.

4. CONSIDER APPROVAL OF 3-YEAR CONTRACT WITH MARIN COMMUNITY FARM STAND TO PROVIDE FARM STAND SERVICES ON THE TOWN HALL LAWN ON FRIDAYS FROM SPRING TO FALL AND APPROVE CONTRACT FOR THE 2014 SEASON.

Town Manager, Debra Stutsman, presented the staff report. Stutsman reported that the Quality of Life Commission has sponsored a Friday afternoon/evening Farm Stand on the Town Hall plaza for several years. Per Council direction, a contract has been executed between the vendor Jim Baum, and the Town. The actual start date of the Farm Stand is dependent on weather and the availability of produce, and will be set by Baum. In the past the Farm Stand has had a three-year contract with the Town, with actual dates approved annually. This helps Baum to plan the distribution and marketing of organic produce with the local farms and growers, as well as to obtain equipment financing.

Greene asked if Council approves the three year contract tonight will this alleviate Baum from coming back to Council every year for the next three years. Greene feels the Town is lucky to have Baum and that the Farm Stand is a real contribution to the community.

Stutsman said that it is a standard approval Council normally approves the Farm Stand dates each year through the consent agenda.

Wright noted that the contract dates should reflect 3 years, 2014, 2015 and 2016.

Coleman asked Baum to compare the Farm Stands' volume between Ross and San Anselmo.

Baum said that he has been in Ross for eleven years and in San Anselmo for nine years. San Anselmo is his strongest Farm Stand because of location and Ross is second because he is removed from visibility.

Baum thanked the Council for supporting local organic agriculture and also for making available Town Hall to spread the message of sustainability.

Public comment

Steve Lamb, Laurel Avenue, noted that a contract for three seasons would put the contract through 2016.

M/s, Greene/Wright, to approve the contract to operate the Farm Stand on the Town Hall Plaza from May to October 2014 and to agree to a three year commitment for 2014, 2015 and 2016. AYES: Coleman, Greene, Kelly, McInerney, Wright. NOES: None.

5. RECEIVE UPDATE REPORT FROM THE LIBRARY DIRECTOR REGARDING RENEWAL OF THE CURRENT PARCEL TAX SET TO EXPIRE JUNE 30, 2015 AND PROVIDE DIRECTION TO STAFF.

Town Librarian, Linda Kenton, presented the staff report.

Public Comment

Steve Lamb, Laurel Avenue, asked if there are any other potential grants available to the Library and if there are any other money issues on the June 2014 ballot.

Kenton said grants are available for specific enhanced services but in order to keep the current Library hours the funds must come from the community and the June 2014 ballot is preferred because

there will be no other tax measures on the ballot for San Anselmo residents. The November 2014 ballot includes a MERA tax measure.

Pascal Sisich, Park Drive, supports Linda Kenton and the Library staff. Sisich is impressed by how the funds are being spent noting that he normally does not support taxes.

Sarah Shidler, Calumet Avenue, agrees with Sisich's comments and she supports a nine year term for the proposed Library Parcel Tax.

Sharyne Blixt, Library Oversight Committee member, volunteered to support the campaign for the Library tax renewal.

Eli Welber, Avenue Del Norte, said grants decrease at a rapid rate. He has concerns that if the tax amount is not increased that the Library will be unable to continue to provide the level of services that is currently being provided. Welber noted that if the Council unanimously passes the vote they will contribute to improving the chances of passing the measure.

Ted Freeman, Meadowcroft, supports alternative number two.

Tom Peacock, Durham Road, said the San Anselmo Library has become a cultural focus in the community.

Doug Holm, Jordan Avenue, thinks that it would be wise to have an annual inflator built into the proposed Library Parcel Tax.

Wright respects the opinion and recommendation of the Library Parcel Tax Committee and he strongly supports alternative number one.

Greene supports alternative number one.

McInerney is strongly in support of alternative number one.

Coleman, Kelly, Greene, Wright and McInerney all support alternative number one.

Council directed staff to put the Library Parcel Tax renewal on the June 3, 2014 ballot. Additionally the Council unanimously gave direction to staff to come back at the next Council meeting, February 25, 2014, with a draft ordinance and resolution for a Library Parcel Tax, a 9-year Parcel tax of \$54.00 per parcel per year, with a 3% Cost of Living (COLA) increase each year.

6. RECEIVE REPORT FROM THE PUBLIC WORKS DIRECTOR REGARDING PLANNING FOR THE MEASURE D CAPITAL IMPROVEMENT PLANNING AND PROVIDE STAFF ON NEXT STEPS.

Public Works Director, Sean Condry, presented the staff report. In anticipation of Measure D funds coming in 2014, the last 3 years of the Capital Improvement Plan (CIP) have been consolidated into 2 years. In addition, we are beginning to plan the new 5 year CIP with the help of the PTAP grant that is used to determine our current Pavement Condition Index (PCI). This information along with traffic index (TI), type of street, location to schools, will be used to help consolidate the remaining 2 years of our 5 year plan with our new 5 year plan in essence creating a new 7 year CIP. The PCI

report should be available mid-year allowing the Town to finalize the 7 Year CIP and bring it before the Capital Programs Monitoring Committee and/or other Town Committees for recommendations and ultimately for approval by the Town Council. The seven Year 2014 CIP will not only be for roads but will incorporate other town projects that funds have been obtained for or most likely will have funds obtained to address flooding, replacement of bridges, a drainage master plan, Town buildings, parks, etc. Roads, bridges, parks and the various other projects will each be a subset of the overall 7 year CIP. Condry noted that with the passing of Measure D an oversight committee is needed to review and recommend proposed projects, and insure funds are being allocated to projects as required under the measure.

Stutsman said that staff will come back with a resolution for Capital Monitoring Program Committee (CMPC) to oversee Measure D funds.

Wright asked if the grant for the CPI will include review of all the streets.

Condry response was affirmative and in order to qualify for the grants the Town has to show that they are performing asset protection within the Town.

Coleman requested bicycle and pedestrian safety signage at the right-hand turn on to the Miracle Mile at Sir Francis Drake Blvd, by the Chinese restaurant. She has seen some very close accidents involving bicyclist's pedestrians and vehicles in that area.

Condry will review the area for possible signage.

Kelly asked if there are plans for Vista Road in the near future.

Condry replied that he currently has six or seven petitions and if there is a petition for it he will review the situation to see where it may fall into place.

Wright asked when staff expects to come back to Council with a new plan.

Condry is hopeful to come back to Council with a new plan in the Fall of 2014.

Wright expressed his support of having the Capital Programs Monitoring Committee as the oversight for the Measure D funds as he feels it concentrates the work.

Public Comment

Matt Brown, Brookside Drive, believes it is important for Council to continue to support roads to the amount that they did prior to Measure D.

McInerney agrees with Wright in that he supports the Capital Programs Monitoring Committee as the oversight committee to oversee Measure D funds. McInerney suggests a walkthrough of the streets and to address streets that have an extremely low PCI that are off the beaten track.

7. REVIEW THE 2012 STRATEGIC PLANNING RESULTS, RECEIVE THE REPORT ON PROGRESS TOWARD GOALS OUTLINED AND PROVIDE DIRECTION TO STAFF ON NEXT STEPS.

Town Manager, Debra Stutsman, presented the staff report and reviewed the progress that staff has achieved toward goals set out in the 2012 Strategic Planning Process.

Public Comment

There was no comment from the public.

Greene suggests the planning session be composed of one full Friday.

McInerney sees it as an opportunity to hear ideas from what Councilmembers would like to see rather than receiving and commenting on information from staff. McInerney does not want to table Councils input to a later date as he feels it is critically important that Council present their own ideas.

Kelly wants the planning session to be a two way conversation with staff. Kelly suggests Council review the Strategic Plan and not come up with a new one.

McInerney would like the session to be set over two days so the Council can give their ideas of what they want to do.

Coleman wants the session to be structured for shared concepts and shared desires for the Town particularly in certain areas.

Wright is mindful of staff and does not want to intrude too much on staff. Wright thinks one long day should be enough time to review the goals and possibly make some changes to the Strategic Plan.

Coleman prefers the session be an extended day, no additional days as she feels you lose the enthusiasm and momentum.

Stutsman thinks a one day session will be enough time to review and maybe some fine tuning of the Strategic Plan.

Council consensus was to direct staff to proceed with scheduling a one-day Strategic Planning review session on a Friday in March.

8. ADJOURN

Mayor McInerney adjourned the meeting at 10:35pm in memory of Katharine Ann Donery.

Respectfully submitted,

Joanne Kessel