

TOWN OF SAN ANSELMO
MINUTES OF THE TOWN COUNCIL MEETING OF AUGUST 30, 1989
ON THE PROPOSED 1989-90 BUDGET

Mayor Walsh convened the fourth and final session of Public Hearings on the 89-90 Budget at 7:10 p.m. following a closed session regarding personnel matters beginning at 6:00 p.m., with Councilmembers Chignell, Colteaux, Sharp and Zaharoff present.

Beth Pollard, Interim Administrator, began the meeting announcing the proposed changes to the 88-89 Budget which reflect the recent audit and accounting for the fiscal year.

In the Capital Reconstruction Fund, \$330,000 was appropriated for the Caleta Avenue Bridge project but it actually cost \$357,000. The money exists in the fund, therefore no transfer is necessary.

M/S, Chignell/Sharp to make the additional appropriation of \$27,500 to the Caleta Avenue Bridge Project from the Capital Reconstruction Fund. Motion passed unanimously.

The Recreation Fund started the 88-89 fiscal year with a negative balance. Two separate accounts were maintained to fund recreation, the Recreation Fund and the General Fund (Fund 100). As this causes complications, staff and the auditor are recommending these two be merged and begin the new year with a \$0 balance.

M/S, Sharp/Zaharoff, to appropriate \$69,087 from the General Fund to the Recreation Fund for the fiscal year 88-89. Motion passed unanimously.

Pollard, earlier in the Budget Hearings, discussed having a calendar year instead of a fiscal year due to the financial reporting requirements of the State. However, staff still believes in reviewing the Capital Reconstruction Program during the fall and early winter when the Council and Staff will have more time to spend with the projects.

Chignell asked Pollard how the carryover relates to the budget. She explained that there is general fund carryover from year to year when we receive more general fund revenues than general fund expenditures. The typical course is to put this carryover into the reserves and not spend it as a revenue source. In this fiscal year it is estimated there is approximately \$100,000 General Fund carryover, however, the Town has negative balance carryovers in other funds, as last year, overall the Town spent more than it took in. Therefore, total fund carryover is about zero, perhaps a couple thousand dollars short.

Chignell asked Pollard for the report from the Town Attorney regarding diminishing the legal budget. Pollard received an oral report from the Attorney and she will present a report for the next regular meeting.

89-90 Budget Conclusions

The requested items for Budget 412, Administration and Finance, were not approved by the Town Council.

For Budget No. 414, the San Anselmo Volunteer Effort, the \$150 requested for Office Supplies was approved.

For Budget No. 418, Planning Department, all the requested items were approved.

For Budget No. 421, Non-Departmental, the Councilmembers voted to donate \$500 to Mediation Services; \$1,000 to the Marin Community Clinic; \$500 to the Marin Abused Women's Services; and \$1,500 for "It's Time for a Park".

In the discussion concerning the organizations requesting funding, Colteaux and Sharp voiced strong objections to the Town paying twice while other communities in the County pay only once. Colteaux felt it is a burden to San Anselmo taxpayers and that donations to these services should be minimal pending the outcome of a County study for funding.

The Councilmembers stated the impact of the "It's Time For A Park" will affect San Anselmo more than it will Fairfax and \$1,500 would be well-spent to contribute to the studies that are necessary.

Merle Sheldon, Town Treasurer stressed that there was no money in the budget to fund any of the services.

Herman Kramer, 1 Allemand Place, felt that the citizens of San Anselmo should support all these services voluntarily and not involuntarily through their tax money.

All agreed on the deletion of \$1,800 for ABAG membership.

For the Budget No. 430, Police Department, \$700 for dispatch chairs, \$300 for a rear door locking device and \$2,500 for a surveillance system (the \$1,500 former amount was underestimated) to be placed in the rear of the building.

Colteaux and Sharp would like the Police Department to hire an officer as soon as October. Chignell and Zaharoff felt that it was more economical to wait until January of 1990 and Walsh agreed but she also wanted to hear from the Long-Term Finance Committee.

For Budget No. 441, Engineering and Inspection, the \$800 requested for Utilities was approved.

For Budget No. 442, Street Maintenance, \$5,200 for the 1st year lease for a dump truck and \$3,500 for department supplies was agreed upon. The Councilmembers agreed to increase the appropriation for temporary hire by \$2,600, with the deletion of \$2,000 for construction of Corporation Yard vehicle covers.

Kottage stated that when capital programs increase, the maintenance demands increase proportionately, and therefore he stressed that the maintenance budget should not be lowered. Both Johansen and Kottage stressed the importance of maintenance supplies in order to keep deterioration down to a minimum thereby saving money in the long run.

For Budget 471, Library, \$5,000 requested for overtime and temporary hire was approved.

For Budget 481, Parks Department, \$500 requested for utilities was approved. It was recommended that bids be taken for the repair of the walkway at Creek Park. Zaharoff offered her time to fundraise for the repairs of the walkway.

All the requested items in Budget No. 482, Recreation, were not approved.

For the Capital Reconstruction Budget, the \$7,000 (the \$5,000 formerly was underestimated) requested for Sir Francis Drake Widening Project was unanimously approved.

Discussion on the legal budget was brought up again. Sharp supports a 20% reduction in fees. Chignell felt the Town was getting excellent service from the Town Attorney and although he opposes a 20% reduction, he does support a procedure for client control, a retainer arrangement or some other alternative. Zaharoff felt that the legal expenses incurred is more the responsibility of the Council and should take a more active role of tracking the amounts spent. Walsh supports the idea of a retainer.

William Jelinek, 53 Florence, noted that all phone calls to the Attorney were billed and he suggested an arrangement for prior approval. Colteaux wondered if our new Administrator would consider this method of cost control. Sharp thought it is fine to have a "clearinghouse" but he advises caution in getting the opinion of the "clearinghouse" and not from the attorney.

Chignell would like the carryover monies utilized for purposes of making adjustments on the deliberations of the budget discussed this evening and also to increase the contingencies. He sees no logical reason for the entire carryover into the LAIF account regardless of the amount, as the carryover changes from fiscal year to fiscal year. Colteaux does not support this view.

He complimented Pollard's explanation of carryover funds this evening and highly commended her excellent work, not only on the budget but as an administrator in a very high pressure situation. All Councilmembers unanimously echoed their comments of appreciation.

Final adoption of the Proposed Budget will be at next regular meeting of September 12, 1989. Meeting was adjourned at 8:50.

Rose Wager