

## **AGENDA ITEM 1(b)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
December 3, 2002**

For the Meeting of December 10, 2002

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Report of Warrants Issued, November 2002

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### **RECOMMENDATION**

That Council acknowledge and file warrant numbers 43972 to 44235 issued during the month of November 2002 in the amount of \$1,296,353.78. The following warrant numbers were voided: 43899; 43949; 43704; and 44152.

### **BACKGROUND**

This report is an itemization of payments made to vendors during the month just ended. It also includes warrants written to Bank of America for the month's two regular payrolls as well as reimbursements to employees for work-related approved expenditures.

Respectfully submitted,

Janet Pendoley  
Finance and Administrative Services Director

Attachment 1 - Warrant Registers, November 2002

## **AGENDA ITEM 1(c)**

### **TOWN OF SAN ANSELMO STAFF REPORT December 3, 2002**

For the Meeting of December 10, 2002

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: General Fund Report and Revenue and Expenditure Report, November 2002

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#### **RECOMMENDATION**

That Council approve the General Fund Revenue and Expenditure Report for the period ending November 30, 2002.

#### **BACKGROUND**

The General Fund Revenue and Expenditure report is a year-to-date summary report of revenues and expenditures that is presented to the Town Council on a monthly basis. The General Fund only is included in this monthly report. Beginning with the December 2002 quarterly report, a summary report for all Town Funds will be included. The purpose of these reports is to present financial information for review and discussion.

The format of the 2002-03 monthly General Fund Revenue and Expenditure Report has been modified to more closely follow the financial information as it was presented in the Adopted Budget. Significant changes include:

- presenting both the budget and actual revenues and expenditures in the context of the fund's beginning and projected ending balances;
- presenting periodic revisions to the budget in a format that reflects the resulting impact (if any) on the projected ending balance;
- providing both the prior year's final budget-to-actual data as well as last year's data as of the reporting period (in this case, November 30th) for annual and seasonal trends;
- changing the focus of the data: presenting revenue data by major category only and presenting expenditure data by both major type of expense as well as by department.

#### **ANALYSIS**

The revenue and expenditure data as of November 30th reflects financial activity transacted during 42% of the budget year. Revenue received, at 14%, reflects the normal lag in receipt of periodic payments including the following:

- Property tax distributions, which occur in December and April, are becoming an ever larger portion of the Town's revenue. Thus, this lag will become greater also.
- Annual business license fees are collected in large part in the early months of the calendar year and their seasonality also contributes to the lag in revenue collections during this period.
- Interest earnings are reduced this year as compared to last year. LAIF's apportionment rate for the quarter ending September 2002 was 2.63% as compared to 4.47% for the quarter ending September 2001.
- As reported earlier, the State Board of Equalization recently reduced the monthly "advances" of sales tax distributions by 6% in anticipation of generally lower revenue streams across the state. (The 6% reduction turned out to be erroneous; it should have been .6%. The Town was notified that an adjustment is forthcoming.) To the extent that the Town's actual sales tax does not decline, the only negative impact of this action is the delay in receiving the revenue, yet another factor contributing to the revenue lag.
- Fees for services for the current year at \$182,545 does not include the second quarter Sleepy Hollow Fire District contribution, as compared to last year's \$285,977 which did include the second quarter contribution. Sleepy Hollow's quarterly contribution amount for 2002-03 is \$122,638.

Expenditures, at 40%, appear to be at a stable level across major categories presented on page 1 of the report with the exception of the Office Supplies & Library Materials category. This category includes several one-time annual payments such as the Library's MARINet and Non-Departmental's TRAN issuance costs. Expenditures also appear to be at a stable level across departments presented on page 2 of the report with only a few exceptions:

- Engineering and Inspection expenditures (at 44%) are at a slightly higher proportion of budget as a result of transition expenses associated with the position of Building Inspector.
- Library department expenditures (at 43%) are at a slightly higher proportion of budget as a result of payment of a \$26,838 annual assessment to MARINet for the countywide library technology system. This expenditure also explains the higher expenditure in the category of Office & Dept Supplies and Library Materials.
- Non-departmental expenses (at 28%) are at a significantly lower proportion of budget because large one-time payments for services such as Marin County Animal Control have not yet been processed.
- Volunteer and community resources department expenditures (at 45%) reflect the cost of annual employee leave conversion.

### **BUDGET REVISIONS:**

The following budget revisions were made to Town funds during this report period:

- \$5,904 transfer from the General Fund Contingency to fund increased Confidential employees' compensation costs as authorized by Council's approval of Resolution #3620 on November 12, 2002. This revision reduces the committed portion of the Contingency from \$65,506 to \$59,602 but has no impact on the General Fund's year end reserve.
- \$47,758 budget increase in the Traffic Congestion Relief Fund revenue and expenditure budgets to recognize the first payment of Federal Hazardous Mitigation Grant funds which will provide 75% support for the Town's Red Hill By-Pass project. This revision has no impact on the fund's year end reserve.
- \$177 budget increase in the Isabel Cook Complex Fund revenue budget to update rental income estimates based on the 2002-06 lease agreement as approved by Council on November 26, 2002. This revision will result in a \$177 increase in the fund's year end reserve (i.e. a smaller negative ending balance).

## **CONCLUSION**

In reviewing the financial data particularly as it compares to the prior year, the Town's revenue collections and spending levels appear to be within normal ranges for this report period.

Respectfully submitted,

Janet Pendoley  
Finance and Administrative Services Director

Attachment: Revenue and Expenditure Report, November 2002

**TOWN OF SAN ANSELMO**  
**2002-03 Revenue & Expenditure Report: General Fund Summary**  
for the period ending November 30, 2002

Description	2001-02				2002-03			
	Revised Budget	Actual	Act, rpt period	% of Act	Adopted Budget	Revised Budget	Actual to Date	% Act/Bgt
<b>BEGINNING BALANCE</b>	<b>2,383,225</b>	<b>2,383,225</b>	<b>2,383,225</b>		<b>2,126,409</b>	<b>2,133,541</b>	<b>2,133,541</b>	
<b>REVENUE</b>								
Property Taxes	4,982,658	5,077,055	124,303	2%	5,373,502	5,373,502	103,354	2%
Sales Tax	1,021,065	1,010,164	330,182	33%	1,038,497	1,038,497	297,154	29%
Licenses, Permits, Fees, Fines	921,492	889,915	295,583	33%	992,386	992,386	286,546	29%
Use of Money & Property	151,344	142,821	80,346	56%	173,944	173,944	41,240	24%
Other Agency Revenue	880,855	884,824	355,176	40%	956,123	952,883	365,826	38%
Fees for Services, Misc	617,900	608,021	285,977	47%	629,830	629,830	182,545	29%
<b>SUB TOTAL</b>	<b>8,575,314</b>	<b>8,612,800</b>	<b>1,471,567</b>	<b>17%</b>	<b>9,164,282</b>	<b>9,161,042</b>	<b>1,276,665</b>	<b>14%</b>
<b>TRANSFERS IN</b>	<b>258,368</b>	<b>271,654</b>	<b>133,053</b>	<b>49%</b>	<b>298,115</b>	<b>298,115</b>	<b>61,161</b>	<b>21%</b>
<b>TOTAL: REV &amp; TRFS</b>	<b>8,833,682</b>	<b>8,884,454</b>	<b>1,604,620</b>	<b>18%</b>	<b>9,462,397</b>	<b>9,459,157</b>	<b>1,337,826</b>	<b>14%</b>
<b>TOTAL RESOURCES</b>	<b>11,216,907</b>	<b>11,267,679</b>	<b>3,987,845</b>		<b>11,588,806</b>	<b>11,592,698</b>	<b>3,471,367</b>	
<b>EXPENDITURES</b>								
Salaries	3,410,458	3,474,485	1,466,503	42%	3,801,791	3,764,102	1,550,391	41%
Benefits	1,108,571	1,093,233	379,789	35%	1,044,554	1,159,936	443,311	38%
Office & Dept Sup, Lib Mat	241,437	232,965	89,111	38%	243,187	238,888	112,966	47%
Training, Publications, Dues	63,837	55,477	16,349	29%	47,522	47,322	17,136	36%
Outside Serv, Legal Notices	2,969,345	2,995,191	1,262,758	42%	3,062,769	3,068,169	1,209,682	39%
Utilities	171,905	162,236	58,842	36%	177,801	177,801	49,373	28%
Bldg, Veh, Equip Maint	169,923	157,343	60,244	38%	166,582	166,882	65,119	39%
<b>SUB TOTAL</b>	<b>8,135,476</b>	<b>8,170,930</b>	<b>3,333,596</b>	<b>41%</b>	<b>8,544,206</b>	<b>8,623,100</b>	<b>3,447,978</b>	<b>40%</b>
<b>TRANSFERS OUT</b>	<b>963,208</b>	<b>963,208</b>	<b>-</b>	<b>0%</b>	<b>956,895</b>	<b>967,029</b>	<b>-</b>	<b>0%</b>
<b>RESERVES</b>								
Contingency: committed funds			-	0%	144,085	59,602	-	0%
Contingency: uncommitted funds	(19,377)		-	0%	42,678	34,893	-	0%
Pension	244,128		-	0%	184,533	184,533	-	0%
<b>TOTAL: EXP, TRFS, RES</b>	<b>9,323,435</b>	<b>9,134,138</b>	<b>3,333,596</b>	<b>36%</b>	<b>9,872,397</b>	<b>9,869,157</b>	<b>3,447,978</b>	<b>35%</b>
<b>Net Increase/(Decrease)</b>	<b>(489,753)</b>	<b>(249,684)</b>	<b>(1,728,976)</b>		<b>(410,000)</b>	<b>(410,000)</b>	<b>(2,110,152)</b>	
Designated: Pension	535,775	816,315	816,315		949,453	949,453	949,453	
Designated: Mch Pkg/SWARAC	18,854	21,359	21,359		21,350	21,350	21,350	
Undesignated: Excess Rev	-	217,132	217,132		-	-	-	
Undesignated	1,338,843	1,078,735	(400,557)		745,606	752,738	(947,414)	
<b>ENDING BALANCE</b>	<b>1,893,472</b>	<b>2,133,541</b>	<b>654,249</b>		<b>1,716,409</b>	<b>1,723,541</b>	<b>23,389</b>	
<b>TOTAL BUDGET</b>	<b>11,216,907</b>	<b>11,267,679</b>	<b>3,987,845</b>		<b>11,588,806</b>	<b>11,592,698</b>	<b>3,471,367</b>	

**AGENDA ITEM 1(d)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
December 3, 2002**

For the Meeting of December 10, 2002

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Canvass of Returns of November 5, 2002 Election

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**RECOMMENDATION**

That Council approve the resolution declaring the canvass of returns and results of the Consolidated General Election held on November 5, 2002.

**BACKGROUND**

The Town of San Anselmo had one item on the November 5, 2002 ballot. The Paramedic Service Tax, Measure H, received the 2/3 majority needed to pass. The Certificate of Canvass of Vote and the Official Final Tally of votes cast are attached.

Respectfully submitted,

Debra Stutsman  
Town Administrator

**AGENDA ITEM 1(e)**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
December 4, 2002**

For the Meeting of December 10, 2002

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Approve Resolution appropriating \$1,693 from Contingency for Costs Associated with the Reclassification of Planning Technician position to Assistant Planner

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**RECOMMENDATION**

That Council approve a resolution appropriating \$1,693 from the General Fund Contingency for costs associated with the reclassification of the Planning Technician position to Assistant Planner.

**BACKGROUND**

On September 18, 2002 Planning Technician Barbara Chambers formally requested reclassification of her position to Assistant Planner.

Per the provisions of the MAPE Memorandum of Understanding, the study was conducted and the Town Administrator granted approval of the reclassification effective December 1, 2002 with placement on Step D of the salary range. Ms. Chambers and MAPE representative Kris Organ were notified and have accepted the decision.

**FISCAL IMPACT**

The 2002-03 costs associated with this reclassification total \$1,693. Appropriation of this amount from the uncommitted portion of the General Fund Contingency would reduce it from \$34,893 to \$33,200.

Respectfully submitted,

Janet Pendoley  
Finance and Administrative Services Director

Attachment: Resolution No. \_\_\_\_\_, Resolution of the San Anselmo Town Council  
Appropriating Contingency Funds for Increased Compensation Costs  
Associated with Reclassification of Planning Technician Position

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL APPROPRIATING  
CONTINGENCY FUNDS FOR INCREASED COMPENSATION COSTS ASSOCIATED  
WITH RECLASSIFICATION OF PLANNING TECHNICIAN POSITION

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WHEREAS, the Town Council adopted the 2002-03 fiscal year budget by Resolution No. 3610 on August 13, 2002; and

WHEREAS, per the provisions of the MAPE Memorandum of Understanding, a reclassification study of her position was requested by the Planner Technician; and

WHEREAS, the study was conducted and resulted in the Town Administrator's approval of the reclassification of the position to Assistant Planner effective December 1, 2002 with placement of the current employee on Step D; and

WHEREAS, the Town has identified increased compensation expense associated with the implementation of this reclassification;

NOW THEREFORE, BE IT HEREBY RESOLVED, that the 2002-03 Budget be amended as follows:

General Fund Planning Department: increased \$1,693 for employee compensation

General Fund Contingency: decreased \$1,693 to fund compensation costs

I hereby certify that the foregoing resolution was passed and adopted by the San Anselmo Town Council on the 10th day of December 2002 by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Debra Stutsman, Town Clerk



## **AGENDA ITEM 1(g)**

### **TOWN OF SAN ANSELMO STAFF REPORT December 2, 2002**

For the Meeting of December 10, 2002

TO: Town Council

FROM: George Davison, Project Manager

SUBJECT: MacDonald Land Exchange:  
Vicinity of Greenfield Avenue and Smith Lane

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#### **RECOMMENDATION**

That the Council adopt the attached two Resolutions: 1) Authorizing conveyance of vacated portions of unnamed rights-of-way and adjacent parcel, and authorizing the Mayor to execute a grant deed; and 2) Accepting a grant deed from Ned MacDonald for real property on Smith Lane.

#### **BACKGROUND**

In January 2001 the Town Council passed Resolution No. 3544 vacating portions of existing alleys in the vicinity of Smith Lane and Greenfield Ave., with the intention of trading the two parcels to Mr. Ned MacDonald, the adjacent property owner, in exchange for a widening strip on Smith Lane. The Town has fee title to the vacated parcels.

Since then we have discovered that in November 1961 the Town was tax-deeded a strip of land five feet wide adjacent to one of the vacated parcels, undoubtedly not realizing that this strip is under the westerly five feet of the existing building (the former San Anselmo Tire and Brake building built in the 1920's). The tax-deeded strip was apparently assessed as part of the adjoining alley we vacated, and thought to be vacant. In order to correct that error staff proposes that parcel also be deeded to Mr. MacDonald.

#### **CURRENT STATUS**

We are now in the process of working with Mr. MacDonald's title company to effect the transfer. The purpose of vacating the alleys was not only to convey them to the abutting owner in exchange for the widening strip, but also to relieve the Town from any possible liability and maintenance responsibilities. The Town Attorney informed us that the Planning Commission, in accordance with Section 65402 of the Government Code must first report as to conformity with the adopted General Plan.

At their meeting on November 18, 2002 the Commission passed a motion finding that deeding three surplus parcels of Town property—two vacated alleys off Smith Lane and an adjacent tax-deeded parcel—to the abutting owner, in exchange for a widening strip on Smith Lane, is in conformity with the Town General Plan.

## **DISCUSSION**

All of the immediate adjacent land is zoned General Commercial. The vacated alleys and tax-deeded strip will be conveyed to the abutting owner, Mr. MacDonald, for use in conjunction with his present property. We will include a deed restriction to that affect. Mr. MacDonald has paved the widening strip on Smith Lane, and he will pay all costs in connection with document preparation and title work (approximately \$2,200). Staff feels that this exchange is in the best interests of the Town.

## **REQUESTED ACTION**

Adopt the attached Resolution Authorizing Conveyance of Vacated Portions of Unnamed Rights-of-Way and Adjacent Parcel, and Authorizing the Mayor to Execute a Grant Deed; and attached Resolution Accepting Grant Deed From MacDonald for Real Property on Smith Lane.

Attachments: Resolutions  
APN Map  
Planning Commission staff report and minutes dated November 18, 2002

cc: Ned MacDonald, property owner 14 and 20 Greenfield Avenue

**TOWN OF SAN ANSELMO  
RESOLUTION NO. \_\_\_\_\_**

**AUTHORIZING CONVEYANCE OF VACATED PORTIONS OF UNNAMED  
RIGHTS-OF-WAY AND ADJACENT PARCEL, AND AUTHORIZING THE MAYOR TO  
EXECUTE A GRANT DEED**

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**WHEREAS**, on January 9, 2001, the Town Council adopted Resolution No. 3544, ordering vacation of two portions of unnamed right-of-way between 10 and 20 Greenfield Avenue and opposite 13 Smith Lane; and

**WHEREAS**, Town possess fee title to those parcels as well as an adjacent parcel acquired by Tax Deed, recorded November 16, 1961 in Book 1516 at Page 251, Marin County Records, referred to as "N Ptn Lot C"; and

**WHEREAS**, said parcels are surplus to Town's needs and Town desires to exchange said parcels with the adjacent property owner in return for a widening strip for Smith Lane.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of San Anselmo does hereby authorize conveyance of the aforementioned parcels by Grant Deed to Edmond Bacon MacDonald, Jr.

**BE IT FURTHER RESOLVED** that the Mayor is hereby authorized and directed to execute said Grant Deed.

The foregoing resolution was adopted at a regular meeting of the San Anselmo Town Council held on the 10<sup>th</sup> day of December, 2002, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

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Debra Stutsman, Town Clerk

**TOWN OF SAN ANSELMO  
RESOLUTION NO. \_\_\_\_\_**

**ACCEPTING GRANT DEED FROM MACDONALD FOR REAL PROPERTY  
ON SMITH LANE**

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**WHEREAS**, Edmund Bacon MacDonald, Jr., has agreed to convey real property to the Town to widen Smith Lane, in exchange for Town surplus property; and

**WHEREAS**, a Grant Deed to the Town for said property will be deposited into escrow from the owner, Edmund Bacon MacDonald, Jr.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of San Anselmo does hereby accept the Grant Deed to be executed by Edmund Bacon MacDonald, Jr., as part of the exchange transaction, and authorize it to be recorded at the same time as the Grant Deed from the Town to MacDonald for the surplus property.

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I hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council held on the 10<sup>th</sup> day of December 2002.

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

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Debra Stutsman, Town Clerk

## **AGENDA ITEM 2**

**TOWN OF SAN ANSELMO  
STAFF REPORT  
December 4, 2002**

For the Meeting of December 10, 2002

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Appointments to Arts Commission and Tax Equity Board

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### **RECOMMENDATION**

That Council appoint two members to the Volunteer Advisory Board (2 seats), and one member to the Tax Equity Board (1 seat).

### **BACKGROUND**

The Volunteer Advisory Board currently has two vacant seats for terms that expired in September 2002. Council has interviewed two applicants for the openings, incumbents Ruth Hicks and Ann Murphy.

The Tax Equity Board currently has one vacant seat for a term that expired in July 2002. Council has interviewed one applicant for the opening, incumbent Jay Weill.

Applications attached.

Respectfully submitted,

Debra Stutsman,  
Town Administrator

Attachments:

## **AGENDA ITEM 3**

### **TOWN OF SAN ANSELMO STAFF REPORT December 4, 2002**

For the Meeting of December 10, 2002

TO: Town Council

FROM: Lisa Wight, Senior Planner

SUBJECT: Appeal of Planning Commission's approval of a single family dwelling at  
16 Spruce Avenue, A/P 7-024-05

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#### **RECOMMENDATION**

That Council uphold the Planning Commission's approval and deny the appeal.

#### **BACKGROUND**

At the November 26, 2002 meeting, the Town Council continued this matter to the December 10, 2002 meeting in order to give the appellant and applicants additional time to discuss the common side lot line.

No additional information has been provided to staff as of the date of this report.

c: Jeff and Diane Ramsey, applicants  
Scott Couture, architect  
Paul Thompson, appellant

## **AGENDA ITEM 4**

### **SAN ANSELMO POLICE DEPARTMENT STAFF REPORT**

For the Meeting of December 10, 2002

To: Town Council

From: Charles L. Maynard, Chief of Police

Subject: Consider options regarding the regulation of electric personal assistive mobility devices (EPAMD) in the Town of San Anselmo.

Date: December 3, 2002

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#### **RECOMMENDATION**

That Council review the information included in this staff report and determine which of three options it wishes to pursue.

#### **BACKGROUND**

At the October 22, 2002 Council meeting Council member Breen requested information on the current laws pertaining to motorized scooters on sidewalks. I responded to the Council in my memo of November 5, 2002. The Department continued research and has additional information regarding new laws regarding a new type of device, the electric personal assistive mobility device (EPAMD), which is a relatively new invention. The inventor of the EPAMD, Dean Kamen, has named the original device the Segway. It has received substantial publicity during the last year and the United States Postal Service, among other firms, has tested and/or contracted to purchase the business version for use by its mail carriers. Attached is a page from the Segway website ([www.segway.com](http://www.segway.com)) describing the device and a copy of an article from abcNEWS.com which gives further information.

Governor Davis signed Senate Bill 1918 (Torlakson) on September 26, 2002, which defines and allows local regulation of EPAMD. This bill becomes effective March 1, 2003. A copy of SB 1918 is attached.

In the California Vehicle Code, Section 313 will be added to define an EPAMD as “a self-balancing, nontandem, two-wheeled device, that can turn in place, designed to transport only one person, with an electronic propulsion system... with a maximum speed... on a paved level surface, of less than 12.5 miles per hour.” EPAMD’s will not be regulated as a “motorized scooter” (CVC Sec. 407.5, amended) and persons using EPAMD’s will be defined as pedestrians (CVC Sec. 467, amended). EPAMD’s will be required to be equipped with reflectors, a brake, a horn and a headlight if operated at night (CVC Sec. 21281).

New CVC Sec. 21280 contains legislative findings that EPAMD's "employ advances in technology to safely integrate the user in pedestrian transportation" and "would enable California businesses, public officials and individuals to [do things] without the use of traditional vehicles, thereby promoting gains in productivity, minimizing environmental impacts and facilitating better use of public ways." Notwithstanding these findings, CVC Sec. 21282 will be added which will give the Town the authority to limit or entirely prohibit the use of EPAMD's within Town limits.

### **DISCUSSION**

Public Works Director Elias estimates that only about 30% of the Town's streets have sidewalks. Of those streets that do, only 10% of the sidewalks meet current Town width standards. On the other hand, all streets in the downtown business district do meet the current standard of 4 feet of width for handicap access. Even when they are standard width, sidewalks may have temporary or permanent obstructions such as planters, benches, signs or poles.

The Legislature enacted Sec. 21282 for the purpose of assuring the safety of other pedestrians including seniors, persons with disabilities, and others using sidewalks, bike paths, pathways, trails, bike lanes and streets. The Council has the option to regulate, to the extent it deems necessary, the use of EPAMD's to protect pedestrians in Town.

### **CONCLUSION**

The Police Department reserves recommendation on this issue. The Council may choose one of three broad options regarding regulation of EPAMD's. It may:

1. Determine that at this time there is not enough information to warrant a decision on regulation due to the newness of the device, the Legislature's findings, and that fact that there are currently none of these devices in use in Town,
2. Decide to regulate the use of EPAMD's by banning them from all sidewalks in Town or by banning them from sidewalks in selected locations in Town,
3. Decide to ban the use of EPAMD's in Town altogether.

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CHARLES L. MAYNARD  
Chief of Police

#### Attachments:

- Copy of Segway information sheet
- Copy of abcNEWS.com article
- Copy of Senate Bill No. 1918
- Copy of San Francisco ordinance