

**TOWN OF SAN ANSELMO
STAFF REPORT
January 16, 2002**

For the Meeting of January 22, 2002

TO: Town Council
FROM: Michael Groshong, Fire Chief
SUBJECT: Replacement of Battalion Chief's vehicle

RECOMMENDATION

To approve a transfer of funds to purchase a replacement vehicle for the Ross Valley Fire Battalion Chiefs

BACKGROUND

The present vehicle was purchased in 1991 and is due shortly for replacement. Both Fairfax and San Anselmo have agreed upon a replacement policy for fire department vehicles. There is \$60,000 in this years budget for vehicle replacement, of which \$44,000 is for the San Anselmo share of a lease payment on the latest new fire engine.

DEPARTMENT COMMENTS

The replacement vehicle was approved by the Ross Valley Fire Board at their meeting of January 10, 2002. The total price will be \$40,000, with the San Anselmo share being approximately \$28,000. Of this \$28,000, \$16,000 will come from the vehicle replacement line item. An additional \$10,000 will be available from the vegetation cleanup line item of \$15,000, as the bulk of the needed work will be accomplished with the Bureau of Land Management grant of \$75,000. The last \$2,000 will be available from a capital project for a woman's shower/changing room. The design has been scaled back from the original amount of \$12,000 to a maximum of \$10,000.

Respectfully submitted,

Michael Groshong/os

Michael Groshong

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**TOWN OF SAN ANSELMO
STAFF REPORT
January 16, 2002**

For the Meeting of January 22, 2002

TO: Town Council
FROM: Janet Pendoley, Fiscal & Administrative Services Director
SUBJECT: Annual Independent Audit Contract Services

RECOMMENDATION

That Council authorize staff to conduct a Request for Proposal (RFP) process to solicit contract proposals for auditing services for fiscal years 2001-02 through 2003-04.

BACKGROUND

The Town's original 3-year audit contract with R.J. Ricciardi expired with the 1999-00 audit. Due to staff turnover and for the sake of consistency, the Council approved a 1-year extension of the contract for fiscal year 2000-01.

DISCUSSION AND ANALYSIS

The Town has contracted with R. J. Ricciardi for a total of 4 years. Staff agrees with the common accounting practice of changing audit firms every five years.

By seeking a new contract this year, the Town can once again take advantage of the opportunity to achieve an economy of scale by issuing a joint RFP with the Town of Fairfax and the Ross Valley Fire District, just as it did in 1998. Proposing firms can be collectively interviewed for increased efficiency. Each entity, however, retains the flexibility to appoint the auditor of its own selection.

FISCAL IMPACT

As a result of the 1998 process, several audit firms offered to lower the cost proposal if more than one of the entities contracted with them. In fact, the Town did enjoy a 5% discount as a result of both the Town's and the Ross Valley Fire District's choice of the R. J. Ricciardi firm.

Respectfully submitted,



Janet Pendoley
Fiscal and Administrative Services Director

TOWN OF SAN ANSELMO
TOWN COUNCIL STAFF REPORT
For the meeting of January 22, 2002

Date: 1-17-02

To: Mayor and Council Members

From: Rabi Elias, Public Works Director

Subject: Establishing Undergrounding District at Greenfield Ave.

Note: This staff report is the same as was submitted for the meeting of 1-8-02 and there are no changes to the district boundaries. No. 275 Greenfield Ave, owned by Mr. Barham is in the district and will be fed underground. The power pole at corner of Greenfield court will remain and a new riser pole will be installed close to it. The two street lights questioned by Mr. Larson of 17 Lincoln Park, one will be fed under ground but the one at No. 5 is outside the district and will stay as is.

Recommendation:

Adopt resolution establishing underground district No. 8 located along Greenfield Avenue from Lincoln Park to 70 ft West of Greenfield Court and along Lincoln Park from Greenfield Avenue to 200 ft South and along Spring Grove Avenue from Greenfield Avenue to 150 ft South.

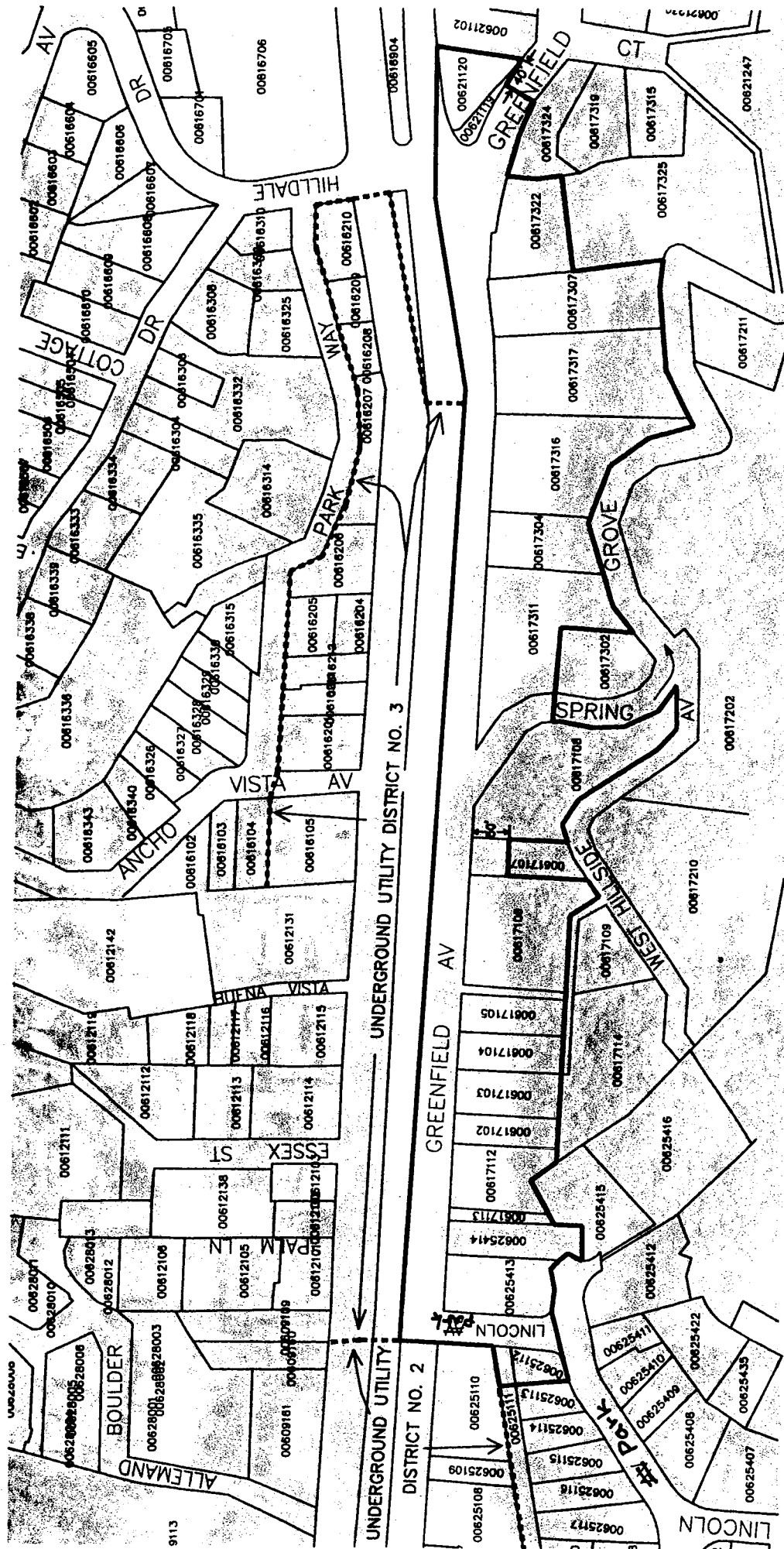
Discussion:

This resolution initiates the process to underground the overhead utility facilities in the area indicated on Exhibit " A". The cost for electric service meter conversions will be through Rule 20 A up to \$1,500 per premise and will all be done by one contractor. The property owner will be responsible for any additional cost and for providing entrance boxes as needed to connect telephone and cable services the cost of which is usually minimal.

Fiscal Impact:

This project will be funded completely by "Rule 20 A". There may additional cost if the Town decides to with an ornamental type of lights and poles. Estimated cost for the project is \$ 480,000

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SCALE (FEET)

RULE 20A UNDERGROUND UTILITY DISTRICT NO. 8
BOUNDARY MAP
TOWN OF SAN ANSELMO, CALIFORNIA
DECEMBER 2000

EXHIBIT A

— = DISTRICT BOUNDARY

**TOWN OF SAN ANSELMO
RESOLUTION NO. _____**

**A RESOLUTION ESTABLISHING UNDERGROUND DISTRICT NO. 8
LOCATED ALONG GREENFIELD AVENUE FROM LINCOLN PARK TO 70FT
WEST OF GREENFIELD COURT AND ALONG LINCOLN PARK FROM
GREENFIELD AVENUE TO 200 FEET SOUTH AND ALONG SPRING GROVE
AVENUE FROM GREENFIELD AVENUE TO 150 FT SOUTH**

BE IT RESOLVED by the Council of the Town of San Anselmo as follows:

WHEREAS, a public hearing was called for Thursday, September 27, 2001 at the hour of 8.00pm in the Town Council Chambers in the Town Hall, San Anselmo, California, to ascertain whether the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures, and the underground installation of wires and facilities for supplying electric, communication, or similar or associated service, within that certain area of the town described as follows: Greenfield Avenue from Lincoln Avenue to Greenfield Avenue from Lincoln Park to 70ft west of Greenfield Court and along Lincoln Park from Greenfield Avenue to 200 feet South and along Spring Grove Avenue from Greenfield Avenue to 150 ft south, and

All those properties contained within the boundary of the proposed underground utility district as shown on the map attached hereto marked "Exhibit A", entitled "Town of San Anselmo Underground Utility District No. 8" and dated December 2000; and

WHEREAS, notice of such hearing has been given to all affected property owners as shown on the last equalized assessment roll and utilities concerned in the manner and for the time required by law; and

WHEREAS, such hearing has been duly and regularly held, and all persons interested have been given an opportunity to be heard;

WHEREAS, the Council determined after a hearing on the subject that the Underground Utility District herein created is in the general public interest for the following reasons:

1. The undergrounding to be accomplished will avoid or eliminate an unusually heavy concentration of overhead distribution facilities.
2. The streets, roads or rights of way in the district are extensively used by the general public and carry a heavy volume of pedestrian and vehicular traffic.
3. The said streets, roads or rights of way adjoin or pass through a civic area.
4. The undergrounding to be accomplished will result in increased safety for pedestrian and vehicular traffic.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of San Anselmo, that pursuant to Ordinance No. 899 of the Town of San Anselmo, the above described area is hereby declared an Underground Utility District, and is designated as Underground Utility District No. 8 of the town of San Anselmo. Attached hereto, marked Exhibit "A", and hereby incorporated as a part of this resolution, is a map delineating the boundaries of said District.

RESOLVED, FURTHER, that the Council does hereby fix July 1, 2003 as the date on which affected property owners must be ready to receive underground service; and does hereby order the removal of all poles, overhead wires and associated overhead structures and the underground installation of wires and facilities for supplying electric, communication, or similar or associated service with said Underground Utility District on or before January 31, 2004.

RESOLVED, FURTHER, that the electric utility which undertakes underground installation of its facilities shall use the underground conversion allocation computed pursuant to decisions of the Public Utilities Commission of the State of California for the purpose of providing to each property in said Underground Utility District which requires it, a maximum of one hundred feet of individual electric service trenching and conductor, as well as backfill, paving and conduit, if required. Each other serving utility will provide service trenching and conductor in accordance with its tariffs on file with the California Public Utilities Commission or as required by its Franchise Agreement with the Town of San Anselmo.

RESOLVED, FURTHER each property owner in Underground Utility District No 8 shall be responsible for the installation and maintenance of the conduit and termination box located on, under or within any structure on the premises served and any associated trenching (as well as backfill, paving and conduit if required) beyond the initial one hundred feet as described above.

RESOLVED, FURTHER that Pacific Gas and Electric use the underground conversion allocation pursuant to decisions of Public Utilities Commission of the State of California for the purpose of converting electric service panels to receive underground services, not to exceed a total of \$1,500 per premise.

RESOLVED, FURTHER that notwithstanding any other provisions of Ordinance No. 899, no overhead facilities or wires shall be allowed within the right of way of Greenfield avenue.

RESOLVED, FURTHER, that the Town Clerk is hereby instructed to notify all affected utilities and all persons owning real property within Underground Utility District No. 8 of the adoption of this resolution within ten (10) days after the date of such adoption. Said Town Clerk shall further notify said property owners of the necessity that, if they or any person occupying such property desire to continue to receive electric communication or other similar or associated service they or such occupant shall, by the date fixed in this resolution, provide all necessary facility changes on their premises so as

to receive such service from the lines of the supplying utility or utilities at a new location, subject to applicable rules, regulations and tariffs of the respective utility or utilities on file with the Public Utilities Commission of the State of California. Such notification shall be made by mailing a copy of said Ordinance No. 899, to affected property owners as such are shown on the last equalized assessment roll and to the affected utilities.

The foregoing Resolution was adopted and passed at a regular meeting of the Town Council of San Anselmo held on January 8, 2002 by the following vote.

AYES:

NOES:

ABSENT:

Judith K Hodgens, Mayor

ATTEST:

Debra Stutsman, Town Clerk



TOWN OF SAN ANSELMO
TOWN COUNCIL STAFF REPORT
For the meeting of January 28, 2002

Date: 1-17-02

To: Mayor and Council Members

From: Rabi Elias, Public Works Director

Subject: Drainage Improvements Bolinas Ave @ Richmond Rd and Redwood Rd @ No. 36

Recommendations:

Award the contract for the Drainage Improvements, Bolinas Ave @ Richmond Rd and Redwood Rd @ No. 36 to the lowest bidder Ghilotti Construction of Santa Rosa in the amount of \$ 42,946.

Discussion:

These projects were programmed in the 2001 Measure "G" drainage. The bids were obtained under the informal contract procedure process. Award of contract for values over \$ 25,000 has to be by the Town Council.

Funding:

Measure "G" drainage 100%

