

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
October 18, 2004**

For the Meeting of October 26, 2004

TO: Town Council
FROM: Janet Pendoley, Finance & Administrative Services Director
SUBJECT: Report of Warrants Issued, September 2004

RECOMMENDATION

That Council acknowledge and file warrant numbers 49688 to 49939 issued during the month of September 2004 in the amount of \$970,138.55. The following warrants voided or cancelled: 49511, 49645, and 49856.

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, September 2004

AGENDA ITEM 1(c)

**TOWN OF SAN ANSELMO
STAFF REPORT
October 20, 2004**

For the Meeting of October 26, 2004

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Quarterly Treasurer's Investment Report and Final Revenue and Expenditure Report, June 30, 2004

RECOMMENDATION

That Council approve the Treasurer's Investment Report for the quarter ending June 30, 2004 and the final Revenue and Expenditure Report for the fiscal year ending June 30, 2004.

BACKGROUND

The Treasurer's Investment Report is a quarterly itemization of the market value of Town investments. The 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 is included in the monthly report. As the final report of the fiscal year, the attached report represents all financial activity for the period beginning July 2003 and ending June 2004. The purpose of these reports is to present financial information for review and discussion.

ANALYSIS

Treasurer's Investment Portfolio Report: The attached report itemizes the Town's investments and states the market value of each investment as of June 30, 2004. The Wells Fargo Business Cash Management account is the Town's primary checking account used for the deposit and expenditure of operating funds. The Bank of America checking account is a controlled account used for payroll processing only.

The Town maintains 2 Local Agency Investment Fund (LAIF) accounts for the purpose of maximizing interest income on funds not needed for immediate expenditure. One LAIF account is for investment of general operating funds; the other is for the series 2003 Measure G bond proceeds, required by law to be maintained in a segregated account. The Tax Revenue Anticipation Note (TRAN) is a tax-free bond that is issued on a one-year basis specifically for the purpose of improving cash flow to public entities heavily reliant on sporadic property tax distributions. Repayment of all TRAN funds occurred by June 30, 2004.

Revenue and Expenditure Report: General Fund

As noted in the report, the revenue and expenditure data as of June 30th is a record of 100% of the financial activity transacted during the budget year. General Fund revenue

received during the 2003-04 year, totaling \$9,666,154, fell short of the budgeted amount by \$246,685, or 2.5%. The principle areas in which this occurred were sales tax in the amount of \$113,921, business licenses in the amount of \$47,085, vehicle fines in the amount of \$84,826, interest earnings in the amount of \$45,306 and Motor Vehicle License Fees in the amount of \$28,248. Areas in which additional income helped to offset this shortfall included garbage, cable and utility franchise fees in the amount of \$42,489 and construction permits in the amount of \$38,587.

General Fund expenditures for fiscal year 2003-04, totaling \$9,777,780, fell below the budgeted amount by \$257,098 (2.6%). Belt-tightening strategies across all Town departments resulted in savings in Community Resources, Engineering and Inspection, Library, Non-Departmental, Parks, and Planning. In addition, at yearend the contingency reserve had an unspent balance of \$106,743. Offsetting these savings, however, were two areas in which expenditures exceeded the budgeted amount. Legal Services fees exceeded the budgeted amount by \$29,336 (19%) as a result of significant litigation activity throughout the year. The Police Department expenditures exceeded the budgeted amount by \$21,250 (.8%) due to staffing needs resulting from job related injuries.

Analyzing expenditures by major categories, as presented on page 1 of Attachment #2, reflects significant savings in the area of salaries resulting from the freezing of two unexpected vacancies as well as in the areas of supplies and outside services. Modest savings were also achieved in the areas of training, publications and dues, and building and equipment maintenance. The only area in which expenditures significantly exceeded budget occurred in utilities in the amount of \$13,834. It is important to note however that utilities expenditures were lower than the previous year and that as a cost saving measure the budget had been cut back significantly.

In summary, the net impact of revenue loss and expenditure savings for fiscal year 2003-04 resulted in excess revenue of \$10,413 (i.e. \$246,685 loss of revenue offset by \$257,098 expenditure savings). This number compares to the \$0 estimated at the time of the 2004-05 Budget Adoption and therefore no expenditures have been planned. The \$10,413 carryover will be placed into the Contingency Reserve for future use by the Town Council.

The information outlined above has resulted in the following changes to the General Fund's ending balance as it was presented in the 2004-05 Budget Adoption:

1. The June 30, 2004 ending balance is higher than estimated by \$10,413 for a total of \$1,726,822; and
2. The level of unspent pension taxes was \$175,566 higher than estimated, and therefore, resulted in a matching decrease in the undesignated ending balance to a total of \$493,037.

Revenue and Expenditure Report: Isabel Cook Community Center Fund

Isabel Cook Community Center (ICC) Fund expenditures totaled \$88,248 while revenue totaled \$123,492, resulting in a net gain of \$35,244. As a consequence, the ICC negative fund balance improved from a July 1, 2003 beginning balance of (\$157,527) to a June 30, 2004 ending fund balance of (\$122,283). This number compares to the (\$121,165) estimated at the time of the 2004-05 Budget Adoption. *[Note: The negative fund balance is a result of painting, window replacement and other facility repairs in the amount of \$242,000 made to the complex during 2000-01 and for which the complex's future rental revenue has been committed to absorb the cost.]*

Revenue and Expenditure Report: Recreation Fund

The Recreation Fund realized revenues in the amount of \$936,291, exceeding the budgeted amount by \$17,309. Expenditures totaled \$911,635, resulting in a total gain of \$24,656. As a consequence, the Recreation fund balance improved from a July 1, 2003 beginning balance of \$2,747 to a June 30, 2004 ending fund balance of \$27,403. This number compares to the \$29,136 estimated at the time of the 2004-05 Budget Adoption.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

Attachment #1: Quarterly Treasurer's Investment Report, for quarter ending June 30, 2004

Attachment #2: Final Revenue and Expenditure Report, June 30, 2004

TOWN OF SAN ANSELMO
2003-04 Revenue & Expenditure Report: General Fund Summary
for the period ending June 30, 2004

Description	2002-03				2003-04			
	Revised Budget	Actual	Act, rpt period	% of Act	Adopted Budget	Revised Budget	Actual to Date	% Act/Bgt
BEGINNING BALANCE	2,133,541	2,133,541	2,133,541		1,816,409	1,838,448	1,838,448	
REVENUE								
Property Taxes	5,408,537	5,428,374	5,428,374	100%	5,866,949	5,866,949	5,876,508	100%
Sales Tax	1,038,497	960,048	960,048	100%	1,043,601	1,043,601	929,680	89%
Licenses, Permits, Fees, Fines	992,386	938,025	938,025	100%	1,036,663	1,036,663	965,147	93%
Use of Money & Property	173,944	63,944	63,944	100%	85,942	85,942	39,983	47%
Other Agency Revenue	923,876	908,980	908,980	100%	726,261	760,152	736,572	97%
Fees for Services, Misc	630,030	658,086	658,086	100%	775,931	789,342	782,912	99%
 SUB TOTAL	9,167,270	8,957,457	8,957,457	100%	9,535,347	9,582,649	9,330,802	97%
TRANSFERS IN	329,777	328,384	328,384	100%	330,190	330,190	335,352	102%
TOTAL: REV & TRFS	9,497,047	9,285,841	9,285,841	100%	9,865,537	9,912,839	9,666,154	98%
TOTAL RESOURCES	11,630,588	11,419,382	11,419,382		11,681,946	11,751,287	11,504,602	
EXPENDITURES								
Salaries	3,767,572	3,676,262	3,676,262	100%	3,666,761	3,720,257	3,644,065	98%
Benefits	1,169,909	1,178,941	1,178,941	100%	1,372,744	1,429,033	1,429,065	100%
Office & Dept Sup, Lib Mat	238,888	264,130	264,130	100%	258,595	260,463	216,865	83%
Training, Publications, Dues	48,900	28,950	28,950	100%	45,222	42,222	35,325	84%
Outside Serv, Legal Notices	3,134,209	3,093,555	3,093,555	100%	3,450,383	3,414,844	3,384,143	99%
Utilities	178,001	173,140	173,140	100%	153,049	153,049	166,883	109%
Bldg, Veh, Equip Maint	166,882	160,859	160,859	100%	157,157	155,257	148,424	96%
 SUB TOTAL	8,704,361	8,575,837	8,575,837	100%	9,103,911	9,175,125	9,024,770	98%
TRANSFERS OUT	1,005,097	1,005,097	1,005,097	100%	744,310	753,010	753,010	100%
RESERVES								
Contingency: committed funds			-	0%	93,017		-	
Contingency: uncommitted funds	20,188	-	-	0%	24,299	106,743	-	
Pension	184,533	-	-	0%	-		-	
TOTAL: EXP, TRFS, RES	9,914,179	9,580,934	9,580,934	100%	9,965,537	10,034,878	9,777,780	97%
Net Increase/(Decrease)	(417,132)	(295,093)	(295,093)		(100,000)	(122,039)	(111,626)	
Designated: Pension	949,453	1,179,432	1,179,432		1,031,685	1,031,685	1,207,251	
Designated: Mch Pkg/SWARAC	21,350	23,859	23,859		23,867	23,867	26,534	
Undesignated: Excess Rev	100,000	122,039	122,039				-	
Undesignated	745,606	635,157	635,157		660,857	660,857	493,037	
ENDING BALANCE	1,716,409	1,838,448	1,838,448		1,716,409	1,716,409	1,726,822	
TOTAL BUDGET	11,630,588	11,419,382	11,419,382		11,681,946	11,751,287	11,504,602	

TOWN OF SAN ANSELMO

2003-04 Revenue & Expenditure Report: General Fund Expenditures by Department for the period ending June 30, 2004

Description	2002-03				2003-04			
	Revised Budget	Actual	Act, rpt period	% of Act	Adopted Budget	Revised Budget	Actual to Date	% Act/Bgt
GENERAL FUND DEPARTMENTS								
Administration & Finance	598,926	542,959	542,959	100%	537,092	549,737	548,551	100%
Community Resources	78,062	77,378	77,378	100%	83,265	86,773	85,261	98%
Engineering & Inspection	511,289	508,614	508,614	100%	458,272	463,194	440,322	95%
Fire	2,346,288	2,345,489	2,345,489	100%	2,603,697	2,603,697	2,603,697	100%
Legal Services	156,700	177,317	177,317	100%	156,700	156,700	186,036	119%
Library	460,909	471,731	471,731	100%	493,029	498,376	487,603	98%
Non-Departmental	266,564	291,111	291,111	100%	329,797	345,358	307,155	89%
Parks	481,479	431,763	431,763	100%	420,693	422,693	409,100	97%
Planning	320,423	301,634	301,634	100%	396,701	398,246	372,231	93%
Police	2,629,403	2,627,805	2,627,805	100%	2,736,906	2,763,667	2,784,917	101%
Recreation - Gen Fund Support	101,176	100,474	100,474	100%	72,970	72,970	71,876	99%
Street Maintenance	738,277	688,017	688,017	100%	791,924	792,829	706,393	89%
Town Council	14,865	11,545	11,545	100%	22,865	20,885	21,628	104%
TOTAL EXPENDITURES	8,704,361	8,575,837	8,575,837	100%	9,103,911	9,175,125	9,024,770	98%
TRANSFERS OUT - Current Revenue								
to Cap Reconstruct Fund	24,148	24,148	24,148	100%	15,000	21,800	21,800	100%
to Downtown Revit Fund	21,920	21,920	21,920	100%				
to Equipment Fund	120,569	120,569	120,569	100%	216,445	218,345	218,345	100%
to Insurance Fund	392,922	392,922	392,922	100%	257,865	257,865	257,865	100%
to Isabel Cook Fund	22,538	22,538	22,538	100%				
to Recreation Fund (Robson)	13,000	13,000	13,000	100%				
to Special Events Fund								
to Road Maintenance Fund	200,000	200,000	200,000		200,000	200,000	200,000	100%
TRANSFERS OUT - Prior Year Revenue								
to Emergency Reserves Fund								
to Cap Reconstruct Fund (70%)	147,000	147,000	147,000	100%	55,000	55,000	55,000	100%
to Equipment Fund (30%)	63,000	63,000	63,000	100%				
TOTAL TRANSFERS OUT	1,005,097	1,005,097	1,005,097	100%	744,310	753,010	753,010	100%
Reserve: Contingency	20,188	-	-		117,316	106,743	-	
Reserve: Pension	184,533	-	-				-	
TOTAL: EXP, TRFS, RES	9,914,179	9,580,934	9,580,934	100%	9,965,537	10,034,878	9,777,780	97%

TOWN OF SAN ANSELMO

TREASURER'S INVESTMENT REPORT for the quarter ending June 30, 2004

INSTITUTION	TYPE OF INVESTMENT	MATURITY DATE	EFFECTIVE YIELD	MARKET VALUE OF AMOUNT ON DEPOSIT	NOTES	
					BOOK VALUE	UNREALIZED GAIN
Wells Fargo Bank	Business Cash Management Acct	None	0.90%	280,865		
Bank of America	Business Checking Account	None	0%	2,264		
LAIF (Local Agency Investment Fund) Operating Account	State Treasurer's Pool	None	1.44%	3,733,113		
LAIF (Local Agency Investment Fund) Measure G Account	State Treasurer's Pool (Measure G)	None	1.44%	1,043,395		
LAIF (Local Agency Investment Fund) TRAN Note Proceeds Account	State Treasurer's Pool	** 6/30/2004				
Total Investment Portfolio:				5,059,637		
** This note is issued for cashflow purposes only. Repayment to lender due on 6/30/04						
I hereby verify that this report is in conformity with the Town of San Anselmo Investment Policy and there are sufficient funds to meet the Town of San Anselmo's expenditure requirements for the next six months.						
Roberta Robinson, Treasurer				Janet Pendoley, Finance & Admin Serv Director		October 19, 2004
						Date

AGENDA ITEM 1(d)

For the Meeting of October 26, 2004

To: Town Council

From: Charles L. Maynard, Chief of Police

Subject: Quarterly Statistical Report

Date: October 12, 2004

RECOMMENDATION

That Council acknowledge and file the Quarterly Statistical Report prepared by the Chief of Police.

SUMMARY

The San Anselmo Police Department is prepared to address Council with statistical information concerning crime and traffic issues that have occurred in the Town of San Anselmo. This report will provide statistical data for the second quarter of 2004. Future reports will be prepared on a quarterly basis.

BACKGROUND


The San Anselmo Police Department documents criminal and traffic statistics in a format that is consistent with the State of California Department of Justice guidelines. The Police Department is prepared to present this data to the Town Council annually and quarterly.

ISSUES

The Police Department is submitting crime and traffic statistics to Council covering the year 2003 in its entirety and the year 2004 broken down by quarters. Crime statistics include part one and part two offenses. They include actual crimes as well as persons arrested and cases cleared. Traffic statistics include injury, non-injury and hit and run collisions. Traffic statistics include citation activity consisting of moving, administrative / mechanical and parking citations.

Part One and Part Two Offenses: The Town of San Anselmo experienced 345 reported part one crimes during calendar year 2003. During the first quarter of 2004 there were 91 reported part one offenses, 72 part one offenses during the second quarter and 86 part one offenses during this quarter. Part one offenses include murder, forcible rape, robbery, aggravated assault, burglary, larceny, auto theft and are reported to the state on a monthly basis. Part two offenses include malicious mischief, driving under the influence and all other misdemeanors.

Traffic Collisions: The data for traffic collisions include injury, non-injury, pedestrian and bicycle involvement.

Traffic Citations: Officers of the San Anselmo Police department are directed to enforce the traffic laws pursuant to the provisions of the California Vehicle Code. This enforcement consists of education, deployment of the department's radar trailer, warnings to traffic violators and the issuance of citations. Emphasis  added to those violations that are considered to be "hazardous" in nature or to those violations that are commonly deemed as primary collision factors in collisions. A hazardous traffic violation would include but not be limited to, speeding, stop sign, failure to yield to a pedestrian, right of way violation, following too closely, driving under the influence, unsafe starting or backing and signal light violations. Data is also provided regarding parking and abandoned vehicle enforcement.

ITEMS OF INTEREST THIS QUARTER

Staffing and budgetary issues continue to be the number one issue for the police department. Frozen positions due to the State and local budget crisis, coupled with officers off work due to injuries, have left us operating at less than full staff. The following is an illustration of the personnel shortages.

- One Police Officer position frozen
- One Police Officer position frozen (but reimbursed at an 80% rate) while he is attending extended training.
- One Police Sergeant on work connected disability with a severe back injury. Likelihood of return, doubtful.
- One Police Officer who is in the California National Guard has been activated and is being deployed to Iraq. This deployment is expected to last eighteen (18) months and is his second extended activation to active duty.
- One Police Corporal on work connected disability with a back injury.
- One Police Dispatch position frozen

The above mentioned shortages have and will continue to have a number of effects on the Department, including citation statistics, reduced time for community policing projects and related directed patrol activities and an increase in overtime. Additionally, the command staff continues to fill patrol shifts and work special events in an effort to cover shifts and save on overtime expenditures.

Sergeant Joel Erickson is due to graduate from the Sherman Block Leadership Institute (SLI) on October 20. As previously reported, this cutting edge training is mandatory for all police sergeants and will continue to increase the level of professionalism in the Sergeant's ranks.

Sergeant Nick Valeri returned from his temporary assignment at the Computer Crimes Task Force. Sergeant Valeri gained valuable investigative knowledge in the area of computer related crimes. While on this assignment his salary, benefits and other related costs were reimbursed to the Town at the rate of 80%. Upon his return in late July,

Officer Michael Wacholz became the Department's next intern at the Task Force. The salary and related costs of Officer Wacholz are also being reimbursed to the Town at the same 80% rate.

Detective Corporal Stuart Baker resigned his position with the police department to accept a position with the Novato Police Department. Corporal Baker began his career with the Department on December 19, 1996 as a Reserve Police Officer and was appointed to fulltime status on February 28, 1998. Corporal Baker worked as a patrol officer, detective and held a number of ancillary duties including assisting with Department technology and mental health liaison. Corporal Baker was instrumental in our going online with the MERAS radio system. Corporal Baker's contribution to the Department will not soon be forgotten.

Reserve Officer Lisa Blair was hired as a full time Police Officer to fill the vacancy left by Corporal Baker. Officer Blair is a welcome addition to the fulltime ranks and it is our hope that she will have a long and successful career with the Department.

Robert Schneider was hired as a full time Police Officer to fill an anticipated vacancy due to a work connected disability retirement. Officer Schneider is currently in the Field Training Program and should complete his training sometime in the next quarter. Officer Schneider is a welcome addition to the Department.

The departure of Corporal Baker left a vacancy in the Corporal ranks. Detective Anthony Boehle was promoted to fill this vacancy. Corporal Boehle is a 8-year veteran of the department and is currently assigned as a Detective in the Investigations Unit.

As a part of a countywide grant program, the department participated in a D.U.I. checkpoint in the Twin Cities Police Department's jurisdiction. Under this grant personnel from all Marin agencies join together for drunk driving enforcement by means of checkpoints or saturation patrols.

The following is a summary of some of the comments the Department has received regarding the performance of police personnel during this quarter.

Lisa Blair

- July 3, 2004 – Thank you letter from Kellie Richardson for her professionalism in an unspecified incident.

Anthony Boehle

- July 29, 2004 – Letter of Appointment to the position of Detective and promotion to Corporal.

Monica Catlow

- September 16, 2004 – Letter of Commendation for her efforts in records that resulted in a compliant CLETS inspection by the Department of Justice.

Ryan Dunnigan

- August 24, 2004 – Letter of Appreciation from Martin Block and Sarah Hall for the presentation on crime and fire prevention, he made at the Oak Springs Drive Neighborhood Group meeting.
- September 1, 2004 – Letter of Appreciation from the Sunny Hills Children's Garden for his efforts in strengthening the relations between Sunny Hills and the Police Department.

Joey Godoy-DeMattos

- September 21, 2004 – Letter of Commendation for her efforts in records that resulted in a compliant CLETS inspection by the Department of Justice.

Kevin McGoon

- July 28, 2004 – Thank you letter from Barbara Bartley for his help in dealing with her intoxicated son.
- August 16, 2004 – Memo from Commander Providenza informing Chief Maynard that Kevin received the Outstanding Advisor Award at the 2004 San Diego Police Explorer Academy graduation ceremony.

Nick McGowan

- July 28, 2004 – Thank you letter from Barbara Bartley for his help in dealing with her intoxicated son.
- July 2004 – A letter from Robby Mushet apologizing for stealing street signs.

Michael Mejia

- July 3, 2004 – Thank you letter from Kellie Richardson for his professionalism in an unspecified incident.
- July 2004 – Thank you letter from the Drake Peer Resource for his participation in the Every 15-Minutes Program.

Amy Milbradt

- September 21, 2004 – Letter of Commendation for her efforts in records that resulted in a compliant CLETS inspection by the Department of Justice.

Patty Stahl

- September 21, 2004 – Letter of Commendation for her efforts in records that resulted in a compliant CLETS inspection by the Department of Justice.
- July 7, 2004 – Letter of thanks from the Chief for her service with the Explorers during the Art & Design Festival on June 27, 2004.

Denise Stinson

- September 21, 2004 – Letter of Commendation for her efforts in records that resulted in a compliant CLETS inspection by the Department of Justice.

Michael Wacholz

- July 28, 2004 – Thank you letter from Barbara Bartley for his help in dealing with her intoxicated son.

Shannon Layer

- September 21, 2004 – Letter of Commendation for her efforts in records that resulted in a compliant CLETS inspection by the Department of Justice.

Chris Turner

- September 21, 2004 – Letter of Commendation for her efforts in records that resulted in a compliant CLETS inspection by the Department of Justice.

Professional Standards

The Police Department keeps records regarding personnel complaints and reports that data to the Department of Justice on an annual basis. During this quarter no personnel complaints were received.

CONCLUSION

As always, the Police Department strives to provide the highest possible level of service and protection to the citizens of San Anselmo and those who visit our community. Statistical data is compiled so that our attention can be focused on specific issues when necessary in order to further this effort.

CHARLES L. MAYNARD
Chief of Police

INCIDENT TYPE	Total Year 2003	1st Quarter 2004	2nd Quarter 2004	3rd Quarter 2004	4th Quarter 2004	Total To Date Year 2004
<u>TOTAL CALLS FOR SERVICE</u>	21,205	5010	5674	6472		17,156
<u>PART I CRIMES – TOTAL</u>	345	91	72	86		249
HOMICIDE	0	0	0	0		0
RAPE	3	1	1	1		3
ASSAULT – SIMPLE	53	15	5	18		38
ASSAULT – AGGRAVATED OR WITH WEAPON	15	1	3	2		6
ROBBERY	2	0	0	1		1
BURGLARY	64	24	16	19		59
LARCENY / THEFT	186	43	33	44		120
MOTOR VEHICLE THEFT	20	7	14	1		22
ARSON	0	0	0	0		0

<i>TOTAL ARRESTS MADE</i>	322	68	84	114	266
<i>VEHICLE CODE ENFORCEMENT</i>					
DRUNK DRIVING	20	5	8	14	27
MOVING CITATIONS	1889	259	629	634	1522
ADMIN. CITATIONS	170	27	63	52	142
PARKING CITATIONS	4684	1476	1185	1499	4160
ABANDONED VEHICLES REPORTED	414	113	90	135	338
ABANDONED VEHICLES TOWED	31	6	3	6	15
<i>TRAFFIC COLLISIONS – TOTAL</i>					
<i>NON-INJURY COLLISIONS</i>	205	41	46	47	134
<i>INJURY COLLISIONS</i>	141	27	31	34	92
<i>BICYCLES INVOLVED</i>	59	14	15	13	27
<i>PEDESTRIANS INVOLVED</i>	3	3	3	3	9
<i>DRUNK DRIVING INVOLVED</i>	10	2	1	1	4
<i>FATAL</i>	2	0	1	5	6
	1	0	0	0	0

Total Crimes for Town of San Anselmo

(Part 1 Crimes)

2000	296
2001	272
2002	292
2003	345

Moving Violations Issued

2000	1727
2001	2244
2002	2435
2003	1889

Parking Citations Issued

2000	6573
2001	5342
2002	4478
2003	4684

Total Arrests

2000	387
2001	317
2002	360
2003	322

Total Accidents

2000	234
2001	192
2002	187
2003	205

Total Calls for Service

2000	21,589
2001	22,466
2002	21,233
2003	21,205

<u>INCIDENT TYPE</u>	<i>Year Total</i> 2003	<i>1st Quarter</i> 2004	<i>2nd Quarter</i> 2004	<i>3rd Quarter</i> 2004
<u>MISCELLANEOUS CRIMES</u>				
HATE CRIMES	0	0	0	0
SHOPLIFTING	26	7	9	6
ANNOYING PHONE CALLS	47	11	17	6
<u>MISCELLANEOUS CALLS FOR SERVICE</u>				
ASSIST OUTSIDE AGENCY	418	71	83	118
BUSINESS/BUILDING CHECK	585	124	141	174
CITIZEN ASSIST	574	148	116	185
EXTRA PATROL	1445	355	379	793
MEDICAL AID	423	130	94	116
DISTURBED PERSONS (5150 W&I)	58	13	20	2
MISSING PERSONS (INCLUDING SUNNYHILLS)	110	10	14	15

SCHOOL & 9 GROVE LANE)				
NOISE ABATEMENT	299	63	109	116
PARK CHECKS	1170	377	480	482
RADAR TRAILER DEPLOYMENT	347	79	88	103
SUSPICIOUS PERSONS	115	25	64	36
TRAFFIC STOPS	2959	486	1021	1065
VACATION HOME REQUESTS	94	17	14	24
VACATION HOME CHECKS	260	28	32	22

AGENDA ITEM 1(e)

**TOWN OF SAN ANSELMO
STAFF REPORT
*October 20, 2004***

For the meeting of October 26, 2004

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Settlement Authority

RECOMMENDATION

That Council approve the resolution authorizing the Town Administrator to settle disputed claims for sums not to exceed Fifteen Thousand Dollars (\$15,000).

BACKGROUND

The Town periodically receives claims for damages filed pursuant to the provisions of Part 3 and Part 4 of Division 3.6 of Title 1 of the Government Code. It is the practice of Marin cities/towns to delegate authority to settle individual claims under a specified amount, with the proviso that adequate funds have been budgeted for such claims and the demands are presented to the Town Council for ratification and approval in the form of an audited comprehensive annual report.

DISCUSSION

George Hills Company, the Town's claims adjusters, have asked that we formalize this process with a resolution, so they have confirmation of settlement authority from each member town. Settlement authority is most often used for small claims that can and should be expeditiously settled and disposed of, such as claims for personal property damage, flat tires, minor car damage, etc. that are in some way related to the Town.

A review of other Marin cities shows that Novato and Sausalito have a settlement authority of \$15,000, Mill Valley \$25,000 and Larkspur \$50,000.

FISCAL IMPACT

The Town budgets for liability claims each year in the Insurance Fund. Currently we have \$43,869 budgeted for claims, with a claim reserve of \$265,391. The year-end claim figures are presented for ratification and approval in the audit document.

CONCLUSION

The ability to expeditiously settle small claims can be a valuable tool in ensuring that claimants are properly cared for and limiting the Town's exposure.

Respectfully submitted,

Debra Stutsman
Town Administrator

TOWN OF SAN ANSELMO RESOLUTION NO. _____

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
AUTHORIZING THE TOWN ADMINISTRATOR TO SETTLED DISPUTED
CLAIMS.

WHEREAS, the Town receives from time to time claims for damages filed pursuant to the provisions of Part 3 and Part 4 of Division 3.6 of Title 1 of the Government Code; and

WHEREAS, the interest of the Town will be best served by delegating to the Town Administrator authority to compromise individual claims for an amount not exceeding Fifteen Thousand Dollars (\$15,000).

NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED AND DECLARED AS FOLLOWS:

The Town Administrator is hereby authorized to compromise individual claims for damages against the Town of San Anselmo for sums not to exceed Fifteen Thousand Dollars (\$15,000) provided that adequate funds for compromise of such claims have been budgeted and such claims and demands are presented to the City Council for ratification and approval in the form of an audited comprehensive annual report.

PASSED AND ADOPTED at a meeting of the Town Council of the Town of San Anselmo on the 26th day of October, 2004, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

Town Clerk

AGENDA ITEM 1(f)

**TOWN OF SAN ANSELMO
STAFF REPORT**

October 19, 2004

For the meeting of October 26, 2004

TO: Mayor and Members of the Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Approve Appointment of Interim Planning Director

RECOMMENDATION

That Council approve the appointment of Senior Planner Lisa Wight as Interim Planning Director effective October 27, 2004 at a monthly management salary of \$7,353 and with management benefits and responsibilities as outlined in Resolution #3675.

BACKGROUND

Planning Director Tom Bell is retiring effective December 2, 2004. He will use his final leave benefits during the period from October 18th through December 2nd. The department is also currently operating without the Administrative Services Assistant I position, which has been vacant and frozen since February 2004.

DISCUSSION

Mr. Bell's retirement was expected and planned for in the budget development process. In the 2004-05 Adopted Budget, the department budget narrative indicates that, as a cost saving measure, the compensation budget was decreased by \$64,000 to reflect the retirement of the Planning Director and temporary appointment of the Senior Planner to the position of Interim Planning Director.

Ms. Wight has worked for the Town since 1977 and in the position of Senior Planner since 1997. She has served successfully as Interim Planning Director during two prior Director recruitment periods in 2000 and 1991.

CONCLUSION

Appointment of an Interim Planning Director would provide the department with a manager to guide efforts in responding to the high level of current planning and building activity, particularly given their very limited staffing. By appointing from within, the Town could adhere to their stringent budget plan and realize the savings anticipated in the 2004-05 Adopted Budget.

Respectfully submitted,

Janet Pendoley, Finance & Administrative Services Director

AGENDA ITEM 1(g)

TOWN OF SAN ANSELMO STAFF REPORT October 21, 2004

For the Meeting of October 26, 2004

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Quarterly Treasurer's Investment Report and Revenue and Expenditure Report, September 2004

RECOMMENDATION

That Council approve the Treasurer's Investment Report for the quarter ending September, 2004 and the Revenue and Expenditure Report for the period ending September 30, 2004.

BACKGROUND

The Treasurer's Investment Report is a quarterly itemization of the market value of Town investments. The 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 is included in the monthly report. The purpose of these reports is to present financial information for review and discussion.

ANALYSIS

Treasurer's Investment Portfolio Report

The attached report itemizes the Town's investments and states the market value of each investment as of September 30, 2004. The Wells Fargo Business Cash Management account is the Town's primary checking account used for the deposit and expenditure of operating funds. The Bank of America checking account is a controlled account used for payroll processing only.

The Town maintains 2 Local Agency Investment Fund accounts (LAIF) for the purpose of maximizing interest income on funds not needed for immediate expenditure. One LAIF account is for investment of general operating funds; the other is for the series 2003 Measure G bond proceeds, required by law to be maintained in a segregated account.

The Tax Revenue Anticipation Note (TRAN) is a tax-free bond that is issued on a one-year basis specifically for the purpose of improving cash flow to public entities heavily reliant on sporadic property tax distributions. The cost of providing this cash flow is estimated at \$1,197.79. A second, taxable TRAN was issued in 2004-05 for the purpose of prepaying the Town's annual Public Employment Retirement System (PERS) contributions. However, due to staffing uncertainties following the issuance that might have resulted in a significant, non-refundable overpayment to PERS, it was deemed more cost effective to invest the proceeds in a 12 month Certificate of Deposit with U. S. Bank. Projected annual earnings from the taxable TRAN, net of issuance costs, are currently estimated at \$159.

Revenue and Expenditure Report

The revenue and expenditure data as of September 30th reflects financial activity transacted during 25% of the budget year. Revenue received, at 8%, 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.
- Beginning in October, 2004, the State Budget's "triple flip" will reduce monthly sales tax distributions by 25%, to be replaced by "Property Taxes Paid In Lieu of Sales Tax." This shift in funding source will not result in any decrease in actual revenue but does convert the monthly payments to the same semi-annual schedule as property tax distributions, thus exacerbating the revenue lag.
- The State Budget's "Motor Vehicle License Fee loan," estimated at \$235,848, has been reflected in the budget. The State has pledged to repay the 2004-05 and planned 2005-06 "loans" in 2006-07. In addition, the State Budget's "MVLFF swap" will reduce this source of revenue by \$418,981, to be replaced by "Property Taxes Paid in Lieu of MVLFF." Similar to the sales tax flip described above, the swap does not result in a revenue reduction but does exacerbate the revenue lag even further.
- LAIF interest earnings for the quarter ending September 30th were not received during this report period.

Expenditures, at 24%, appear to be fairly stable level across major categories presented on page 1 of the report with the exception of the Office & Dept Supplies and Library Materials category at 26%. This area is typically high early in the fiscal year due to payment of the Library's annual Marinet fees. Expenditures also appear to be at a stable level across departments presented on page 2 of the report with only a few exceptions:

- Legal Services expenditures (at 13%) are at a lower proportion of budget and simply reflect an administrative lag in paying for litigation services incurred during this period.

- Library department expenditures (at 27%) are at a higher proportion of budget as a result of payment of a \$27,372 annual assessment to Marinnet for the countywide library technology system.
- Non-departmental expenses (at 30%) are at a higher proportion of budget because of large one-time payments for services such as the MERA administrative fee, MTA annual fee, and the TRAN issuance fee.
- Planning expenses (at 28%) appear elevated due to the Planning Director's pay, which continues through the early months of the fiscal year. The Director's retirement in December 2004 was expected and planned for in the annual budget development process and the resulting budget savings should be reflected in reduced expenses in later months.

BUDGET REVISIONS:

Note: The Revised Budget amounts for the categories of Salaries and Benefits on the Revenue and Expenditure Summary Report (Attachment 1, page 1) reflect a correction to the Adoption Budget information. The General Fund total expenditures and the department line item budgets were correct as presented in the Adoption Budget.

The following budget revisions were made during this report period:

- \$10,413 budget increase in the General Fund reserve as a result of excess revenue carryover from the 2003-04 fiscal year. This revision creates a General Fund contingency reserve in the amount of \$10,413.
- \$1,200 budget decrease in the General Fund revenue and expenditure budgets to recognize transfer of unspent Arts Commission donations and Marin Arts Council grant funds to the Arts Commission. This revision has no impact on the General Fund's reserve.
- \$2,500 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of a donation designated for memorial plaza bench. This revision has no impact on the General Fund's reserve.
- \$500 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of several donations to support the Obelisk project. This revision has no impact on the General Fund's reserve.
- \$112 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of donations designated for support of the Library. This revision has no impact on the General Fund's reserve.
- \$6,019 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of the Friends of the Library donation designated for library materials. This revision has no impact on the General Fund's reserve.

- \$12,293 budget revision in the General Fund expenditure budget and reserve to recognize transfer of Library budget savings resulting from the Librarian's reduced work schedule. This revision increases the General Fund's contingency reserve from \$10,413 to \$22,706.
- \$1,000 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of a California Council for Humanities Grant to the Library designated for programming costs. This revision has no impact on the General Fund's reserve.

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 #1: Quarterly Treasurer's Investment Report, September 2004

Attachment #2: Revenue and Expenditure Report, September 2004

TOWN OF SAN ANSELMO
2004-05 Revenue & Expenditure Report: General Fund Summary
for the period ending September 30, 2004

Description	2003-04				2004-05			
	Revised Budget	Actual	Act, rpt period	% of Act	Adopted Budget	Revised Budget	Actual to Date	% Act/Bgt
BEGINNING BALANCE	1,838,448	1,838,448	1,838,448		1,716,409	1,726,822	1,726,822	
REVENUE								
Property Taxes/In Lieu Taxes	5,866,949	5,876,508	44,575	1%	6,764,903	6,764,903	55,304	1%
Sales Tax	1,043,601	929,680	166,010	18%	739,642	739,642	157,365	21%
Licenses, Permits, Fees, Fines	1,036,663	965,147	198,367	21%	1,070,975	1,070,975	231,134	22%
Use of Money & Property	85,942	39,983	89	0%	68,903	68,903	-	0%
Other Agency Revenue	760,152	736,572	113,444	15%	319,878	320,878	126,924	40%
Fees for Services, Misc	789,342	782,912	180,181	23%	1,047,202	1,052,133	231,272	22%
SUB TOTAL	9,582,649	9,330,802	702,666	8%	10,011,503	10,017,434	801,999	8%
TRANSFERS IN	330,190	335,352	41,393	12%	393,102	393,102	41,142	10%
TOTAL: REV & TRFS	9,912,839	9,666,154	744,059	8%	10,404,605	10,410,536	843,141	8%
TOTAL RESOURCES	11,751,287	11,504,602	2,582,507		12,121,014	12,137,358	2,569,963	
EXPENDITURES								
Salaries	3,720,257	3,644,065	952,960	26%	3,364,385	3,625,325	919,783	25%
Benefits	1,429,033	1,429,065	295,931	21%	2,135,594	1,862,361	374,930	20%
Office & Dept Sup, Lib Mat	260,463	216,865	64,686	30%	269,045	275,176	71,138	26%
Training, Publications, Dues	42,222	35,325	12,617	36%	32,150	32,150	6,731	21%
Outside Serv, Legal Notices	3,414,844	3,384,143	867,434	26%	3,769,361	3,769,161	945,040	25%
Utilities	153,049	166,883	22,643	14%	159,529	159,529	20,673	13%
Bldg, Veh, Equip Maint	155,257	148,424	47,156	32%	149,736	149,736	25,894	17%
SUB TOTAL	9,175,125	9,024,770	2,263,427	25%	9,879,800	9,873,438	2,364,189	24%
TRANSFERS OUT	753,010	753,010	-	0%	724,805	724,805	-	0%
RESERVES								
Contingency: committed funds		-	-	0%			-	
Contingency: uncommitted funds	106,743	-	-	0%		22,706	-	
Pension		-	-	0%			-	
TOTAL: EXP, TRFS, RES	10,034,878	9,777,780	2,263,427	23%	10,604,605	10,620,949	2,364,189	22%
Net Increase/(Decrease)	(122,039)	(111,626)	(1,519,368)		(200,000)	(210,413)	(1,521,048)	
Designated: Pension	1,031,685	1,207,251	1,207,251		429,788	429,788	429,788	
Designated: Mch Pkg/SWARAC	23,867	26,534	26,534		29,206	29,206	29,206	
Undesignated: Excess Rev		10,413	-				-	
Undesignated	660,857	482,624	(914,705)		1,057,415	1,057,415	(253,220)	
ENDING BALANCE	1,716,409	1,726,822	319,080		1,516,409	1,516,409	205,774	
TOTAL BUDGET	11,751,287	11,504,602	2,582,507		12,121,014	12,137,358	2,569,963	

TOWN OF SAN ANSELMO

2004-05 Revenue & Expenditure Report: General Fund Expenditures by Department for the period ending September 30, 2004

Description	2003-04				2004-05			
	Revised Budget	Actual	Act, rpt period	% of Act	Adopted Budget	Revised Budget	Actual to Date	% Act/Bgt
GENERAL FUND DEPARTMENTS								
Administration & Finance	549,737	548,551	131,894	24%	580,153	580,153	131,531	23%
Community Resources	86,773	85,261	18,916	22%	94,777	94,777	22,965	24%
Engineering & Inspection	463,194	440,322	112,570	26%	471,860	471,860	106,137	22%
Fire	2,603,697	2,603,697	650,924	25%	3,034,454	3,034,454	758,614	25%
Legal Services	156,700	186,036	27,530	15%	147,700	147,700	18,961	13%
Library	498,376	487,603	136,470	28%	526,134	520,972	138,827	27%
Non-Departmental	345,358	307,155	96,795	32%	362,539	361,339	108,414	30%
Parks	422,693	409,100	96,435	24%	449,305	449,305	105,390	23%
Planning	398,246	372,231	91,946	25%	323,853	323,853	90,689	28%
Police	2,763,667	2,784,917	692,247	25%	3,076,487	3,076,487	712,271	23%
Recreation - Gen Fund Support	72,970	71,876	27,236	38%	43,099	43,099	10,947	25%
Street Maintenance	792,829	706,393	178,077	25%	759,574	759,574	157,028	21%
Town Council	20,885	21,628	2,387	11%	9,865	9,865	2,415	24%
TOTAL EXPENDITURES	9,175,125	9,024,770	2,263,427	25%	9,879,800	9,873,438	2,364,189	24%
TRANSFERS OUT - Current Revenue								
to Cap Reconstruct Fund	21,800	21,800		0%	48,000	48,000	-	0%
to Downtown Revit Fund								
to Equipment Fund	218,345	218,345		0%	218,940	218,940	-	0%
to Insurance Fund	257,865	257,865		0%	457,865	457,865	-	0%
to Isabel Cook Fund								
to Recreation Fund (Robson)								
to Special Events Fund								
to Road Maintenance Fund	200,000	200,000						
TRANSFERS OUT - Prior Year Revenue								
to Emergency Reserves Fund								
to Cap Reconstruct Fund (70%)	55,000	55,000		0%				
to Equipment Fund (30%)								
TOTAL TRANSFERS OUT	753,010	753,010	-	0%	724,805	724,805	-	0%
Reserve: Contingency	106,743	-	-			22,706	-	
Reserve: Pension		-	-				-	
TOTAL: EXP, TRFS, RES	10,034,878	9,777,780	2,263,427	23%	10,604,605	10,620,949	2,364,189	22%

TOWN OF SAN ANSELMO

TREASURER'S INVESTMENT REPORT for the quarter ending September 30, 2003

INSTITUTION	TYPE OF INVESTMENT	MATURITY DATE	EFFECTIVE YIELD	MARKET VALUE OF AMOUNT ON DEPOSIT	NOTES	
					BOOK VALUE	UNREALIZED GAIN
Wells Fargo Bank	Money Market	None	0.12%	494,708		
LAIF (Local Agency Investment Fund) Operating Account	State Treasurer's Pool	None	1.63%	1,886,869		
LAIF (Local Agency Investment Fund) Measure G Account	State Treasurer's Pool (Measure G)	None	1.63%	2,415,663		
Tax Revenue Anticipation Notes (TRAN)		6/30/2004		2,671		
Total Investment Portfolio:				4,799,911		
<p>I hereby verify that this report is in conformity with the Town of San Anselmo Investment Policy and there are sufficient funds to meet the Town of San Anselmo's expenditure requirements for the next six months.</p>						
<hr/> Donna Cohen, Treasurer			<hr/> Janet Pendoley, Finance & Admin Serv Director		<hr/> October 22, 2003 Date	

AGENDA ITEM 1(h)

TOWN OF SAN ANSELMO
Staff Report
October 20, 2004

For the meeting of October 26, 2004

TO: Mayor and Town Council Members
FROM: Ron Little, Recreation Director
SUBJECT: FINANCIAL REPORT ON RECREATION FUND

RECOMMENDATION

That Council accepts and approves the Recreation Fund Revenue and Expenditure Report for the period ending September 30, 2004.

BACKGROUND

The Recreation Department offers a wide array of community recreation, leisure and sports programs and classes throughout the year. Many of the programs are of a seasonal nature. Revenues are usually collected in advance, with expenditures following after a lag.

DISCUSSION

At the conclusion of the First Quarter FY 2004-05, Recreation Fund Revenues represent 52% of budgeted revenues. Current Fund Revenues reflect a 19% increase over FQ FY 2003-04. This increase may be attributed to an increase in program enrollments: specifically in the areas of summer programs and (fall) youth and rookie soccer programs.

Fund Expenditures are approximately 4.5% less than this same period last year. Although there are still a few outstanding payments due to summer contract instructors, staff continues to be vigilant in its cost containment efforts.

Respectfully submitted,

Ron Little
Recreation Director

**AGENDA ITEM 1(I) – Continued to the meeting of November 9, 2004.
AGENDA ITEM 2**

**TOWN OF SAN ANSELMO
STAFF REPORT
October 19, 2004**

For the Meeting of October 26, 2004

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Appointment to the Open Space Committee

RECOMMENDATION

That Council appoint one member to the Open Space Committee (1 seat).

BACKGROUND

The Open Space Committee has a membership of eleven seats. The Committee presently has one vacancy, to term expiring in October, 2008 (1). Council has interviewed one candidate, Peter Horn, an incumbent.

Respectfully submitted,

Debra Stutsman
Town Administrator

Attachments

AGENDA ITEM 3

**TOWN OF SAN ANSELMO
STAFF REPORT**

October 15, 2004

For the Meeting of October 26, 2004

TO: Town Council
FROM: Lisa Wight, Senior Planner
SUBJECT: Design Review of Exterior Colors for the US Bank Building
at 305 San Anselmo Avenue, APN 7-282-20

RECOMMENDATION

Review the proposed exterior colors, determine if required findings for approval can be made, and approve or deny the project as deemed appropriate.

BACKGROUND

The Planning Commission is not scheduled to meet until November 15. Since the applicant intends to paint the building before the winter rains, this item is being called up by the Council in order to expedite the review.

DISCUSSION

The applicant proposes to paint exterior portions of the US Bank Building in various shades of green and a dark brown. Samples have been provided on each set of plans. A couple of matters to note: 1) Those windows fronting San Anselmo Avenue that are currently painted gray are to remain gray, with the very top windows being painted in a green tone; and 2) the existing sign near the top of the building has previously received Council approval to be replaced with a 25% larger sign with "US" on a red background, rather than blue.

The former Planning Director brought this application forward due to the significant prominence of the building as viewed from both downtown and residential neighborhoods.

REQUIRED FINDINGS FOR APPROVAL

1. Is functionally and aesthetically compatible with the existing improvements and natural elements in the surrounding area.

Since this project is limited to “painting”, no construction improvement changes are proposed. However, the findings of approval must be that the color changes are compatible with the existing improvements and natural elements in the surrounding area.

2. *Provides for protection against noise, odors, and other desirable factors, which may make the environment less desirable.*

There are no unusual noises, odors, nor other factors involved in painting the exterior building that would make the environment less desirable.

3. *Will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment or orderly development in such area.*

The Council must determine whether or not proposed exterior improvements would improve the appearance of the building and further encourage investment and orderly development.

4. *Will not cause unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and provides for satisfactory access by emergency vehicles and personnel.*

The proposed improvement will have no effect upon traffic or access by emergency vehicles and personnel. Painting would be subject to California OSHA standards as applicable.

5. *Will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area.*

The project will not affect the health or safety of persons using the improvement or endanger property located in the surrounding area because painting would be subject to California OSHA standards as applicable.

RECOMMENDATION

Should the Town Council approve the project, the following are recommended conditions of approval:

1. Design review herein shall be in accordance with plans date stamped October 7, 2004 received by the Town of San Anselmo and on file within the Planning Department.
2. All work shall be done in accordance with applicable California State safety requirements.
3. If construction is not commenced within one year from the date of final action, the permit becomes null and void. However, this discretionary action may be renewed by the Planning Director for a maximum period of one (1) year provided the applicant places such request in writing to the Planning Director showing good cause prior to the expiration of the discretionary action.

AGENDA ITEM 4

AGENDA ITEM 5

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 10-26-04

DATE: 10-21-04

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

**SUBJECT: RESOLUTION ADOPTING A REFUSE COLLECTION
IMPACT FEE TO PROVIDE FOR THE REPAIR AND
MAINTENANCE OF DAMAGED STREETS AND
ROADS CAUSED BY COLLECTION ACTIVITY.**

RECOMMENDATION

Adopt resolution.

BACKGROUND and DISCUSSION

The Town adopted a Road Impact fee of 1% of building permit valuations two years ago for construction activity. At that time the impact from the refuse collection activity was not considered. The City of San Rafael hired consultant HF&F to determine impact fees from construction activity and impact fees from refuse collection activities. The final report was completed 11-14-03 and the fee recommendations which the City adopted were a road impact fee of 1% of building permit valuations and a refuse collection impact fee of \$196,000.

The Town of San Anselmo and the City of San Rafael are similar in geography and residents and have the same refuse provider. It was logical to use the report from HF&F as a guide. The attached Town Engineer report analyzed these values and arrived at an annual fee appropriate to the Town of San Anselmo in the amount of \$43,600.

TIMELINE

Staff has published notice of this resolution in accordance with GC §66018 advertising the public hearing to be held this evening. If the resolution is approved, the fee would then be effective in 60 days, or January 1, 2005.

FISCAL IMPACT

The Town through Measure G spent around ten million dollars to bring the Town roads to a fair level. To maintain this level and not to fall back into a deferred maintenance situation, the Town needs \$535,000 a year, revised from the previous estimate of \$400,000. Construction activity through the road impact fee provides approximately \$200,000 per year and the refuse collection fee would provide \$43,600. The remainder of \$291,400 would have to be funded by the Town's general fund.

IMPACT TO CUSTOMERS

In order to collect \$43,600 from garbage fees, an increase of 2.5% would be added to the current garbage rates. For a residential customer with one 32-gallon can, the rate would go from \$17.27 (the new rate effective 1/1/05) to \$17.70, a monthly increase of 43 cents. The largest commercial account will go from \$4128.72 to \$4231.94 a monthly increase of \$103.22.

TOWN OF SAN ANSELMO

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ADOPTING A REFUSE COLLECTION IMPACT FEE TO PROVIDE FOR THE REPAIR AND MAINTENANCE OF DAMAGED STREETS AND ROADS CAUSED BY COLLECTION ACTIVITY

WHEREAS, the Town of San Anselmo is required to fund ongoing roadway projects to maintain and repair local roadways; and

WHEREAS, traffic associated with construction activity places a significant burden on local roadways and is a significant cause of roadway damage; and

WHEREAS, the Town Council has considered the Town Engineer's report (attached hereto as Exhibit A analyzing road repair costs and the share of the project costs resulting from refuse collection activity; and

WHEREAS, the Town Council has determined that the increased cost to the Town for such maintenance and repair resulting from refuse collection activity should be offset by

the collection of fees to cover the costs to the Town; and

WHEREAS, the Town Engineer has calculated that the following fees will cover the costs to the Town for its roadway repair resulting from refuse collection activity; and

WHEREAS, notice of the proposed road impact fee has been noticed consistent with California Government Code Section 66018.

NOW, THEREFORE BE IT RESOLVED, that the following fees are to become effective consistent with state law and shall be subject to the requirements and collected as specified herein:

1. Refuse collection annual impact fee of \$43,600 shall be collected in equal payments at the beginning of each month from refuse collection provider.
2. Impact fees plus the corresponding franchise fees shall be retained in a separate fund with all fund accounting and reporting performed consistent with State Law.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of San Anselmo held on the ----- day of October, 2004 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

ATTEST:

**TOWN OF SAN ANSELMO
TOWN ENGINEER'S REPORT**

Exhibit A

DATE: 10-21-04

SUBJECT: Refuse Collection Impact Fee

REFUSE VEHICLES IMPACT ON SAN ANSELMO'S ROADS

Refuse vehicles are some of the heaviest vehicles regularly operating on residential streets. A single large truck can cause as much damage as thousands of automobiles. Accordingly, refuse and construction vehicles contribute significantly to the cost of maintaining Town streets.

RECOVERING COSTS OF REFUSE COLLECTION IMPACT ON ROADS

Government agencies have historically imposed fees on service companies to help offset the maintenance and repair of infrastructure. In San Anselmo the refuse collection company uses heavy trucks regularly and repetitively to collect refuse.

The Town of San Anselmo is responsible to maintain and repair its public roads. In 1995 a bond measure raised \$10.8 million to makeup the deferred maintenance to its infrastructure. Now that the bond money is running out, the need for continuous maintenance to keep the present level of road conditions is critical. In order for the town to achieve this purpose, a Refuse Collection Impact Fee resulting from the activity of collecting refuse is justified.

ANALYSIS:

The City of San Rafael and the Town of San Anselmo are served by the same refuse collector, have similar topography, similar roads and similar inhabitants, except for size. The City of San Rafael hired the consulting firm of HF&H to perform a study and determine a refuse fee. The study indicated that refuse vehicle impact is 12.2 % of the total impact on the roads. They also arrived at an annual refuse impact fee of \$196,000. The following three methods were used to arrive at an annual refuse impact fee for the town of San Anselmo:

- 1- Based on population,
 $\$196,000 \times 12,500/54,500 = \$45,000$
- 2- Based on area of paved roads,
 $\$196,000 \times 4,605,000 \text{ Sq Ft} / 26,504,000 \text{ Sq Ft} = \$34,000$
- 3- Based on 12.2 % on the annual maintenance cost of \$535,000 as per attached Pavement Management System program,
 $\$535,000 \times 12.2/100 = \$65,000$

Averaging the three answers, $(\$45,000 + \$34,000 + \$65,000) / 3 = \$48,000$

Factoring in the 10 % franchise fee, $\$48,000 \times 100 / 110 = \$43,600$

Final recommended annual refuse fee is \$43,600

San Anselmo has adopted a Road Impact Fee which generates approximately \$200,000 a year for road repair. This fee was based on \$400,000 needed to maintain the roads at the same Pavement Condition Index (PCI) for ten years. The refuse collection impact was not considered at that time.

The annual repair cost of \$400,000 was based on the Pavement Management System (PMS) data that was collected four years ago. MTC requires that data be upgraded every three years. In order for the PMS to maintain about the same PCI for the next 10 years, the average cost per year would be \$535,000. The Town general fund will have to allocate the \$335,000 balance. Additional revenues from Refuse Collection Impact fee of \$43,600 to augment the general fund cost of \$335,000 is needed and justified.

AGENDA ITEM 6

TOWN OF SAN ANSELMO STAFF REPORT

October 20, 2004

For the meeting of October 26, 2004

TO: Town Council

FROM: Debra Stutsman, Town Administrator

SUBJECT: Council Appointments to Other Agencies

RECOMMENDATION

That Council consider making appointments to replace former Councilmember Kilkus on the Marin Emergency Radio Authority (MERA), the Marin Telecommunications Authority (MTA), the League of California Cities North Bay Division and alternate to the Solid and Hazardous Waste JPA.

BACKGROUND

Former Councilmember Kilkus served on a number of countywide committees. Some of the appointments may wait until a replacement has been appointed, while others may require more immediate action.

DISCUSSION

- Marin Emergency Radio Authority – Councilmember Kilkus is the appointed Board Member, with Police Chief Charles Maynard serving as alternate. For the last year the Chief has been regularly attending the MERA meeting in Councilmember Kilkus' stead. Due to the ongoing nature of the radio authority, it is important that San Anselmo is represented by an officially appointed representative and alternate.
- Marin Telecommunications Agency – Councilmember Thornton is the current alternate to MTA.
- League of California Cities North Bay Division – This is a relatively inactive seat as San Anselmo participation in this group is limited, and the appointment could be delayed until a new member is appointed.
- Solid and Hazardous Waste JPA, alternate – The Town Administrator is the current Board Member, with a Council member serving as an alternate. This appointment could be delayed until a new member is appointed.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 7 – Additional interviews with applicants to the Town Council, if necessary.