

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
November 16, 2004**

For the Meeting of October 23, 2004

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Report of Warrants Issued, October 2004

RECOMMENDATION

That Council acknowledge and file warrant numbers 49908 and 49940 to 50156 issued during the month of October 2004 in the amount of \$1,160,235.50. The following warrants voided or cancelled: 49929.

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, October 2004

AGENDA ITEM 1(c)

TOWN OF SAN ANSELMO STAFF REPORT November 17, 2004

For the Meeting of November 23, 2004

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Revenue and Expenditure Report, October 2004

RECOMMENDATION

That Council approve the Revenue and Expenditure Report for the period ending October 31, 2004.

BACKGROUND

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

The revenue and expenditure data as of October 31st reflects financial activity transacted during 33.3% of the budget year. Revenue received, at 11%, 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. This category has also increased in the current year due to the state's shift of Motor Vehicle License Fee (MVLFF) revenue in the amount of \$418,981 to "property taxes in lieu of MVLFF" and the state's shift of 25% local sales tax revenue in the amount of \$174,315 to "property taxes in lieu of sales tax."
- 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.
- As reported above, beginning in this report period, 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," an estimated loss to the Town of \$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, as reported above, the State Budget's "MVLF swap" will reduce this source of revenue by \$418,981, to be replaced by "property taxes paid in lieu of MVLF." 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 received subsequent to the end of this report period and totaled \$10,147.

Expenditures, at 32%, appear to be fairly stable level across major categories presented on page 1 of the report with the exception of Salaries. This area is slightly elevated due to the retiring Planning Director's pay, as noted below. 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 22%) 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 36%) are at a higher proportion of budget as a result of payment of a \$27,372 annual assessment to Marinette for the countywide library technology system.
- Planning expenses (at 38%) 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.
- Streets expenditures (at 27%) are at a lower proportion of budget due to the significant seasonality of this service area. The coming winter months will likely reflect some increase in this department's utilities and outside service expenditures.

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:

- The following 2004-05 budgets were updated as a result of the final audited 2003-04 ending balances:

- ✓ \$5,001 increase in the Insurance Fund claims reserve as a result of decreased 03-04 liability claims under the estimated level. This revision has no impact on the year end reserve.
- ✓ \$1,211 budget decrease in the Measure G Bond Proceeds Fund expenditure budget as a result of increased 03-04 expenditures over the estimated level. This revision has no impact on the year end reserve.
- ✓ \$1,090 budget decrease in the Road Maintenance Fund reserves as a result of increased 03-04 expenditures over the estimated level. This revision decreases the Road Maintenance Fund's reserve to \$1,033,631.
- \$62,600 budget increase in the General Fund revenue and expenditure budgets as a result of restating parking meters income as gross revenues in the amount of \$102,600 and installation and maintenance expenditures in the amount of \$52,000 and \$10,600 respectively. The installation budget will be transferred to the Capital Reconstruction Fund for expenditure. This revision has no impact on the General Fund's reserve.
- \$1,802 budget increase in the General Fund revenue and expenditure budgets to recognize augmentation of the State Library Staff Education Grant for fall 2003 and spring 2004 semesters for recipient Rene Hayes. This revision has no impact on the General Fund's reserve.
- \$2,500 budget increase in the General Fund revenue and reserve to recognize receipt of a donation from the Robson Harrington House Association. This revision increases the General Fund's contingency reserve to \$25,207.
- \$ 1,111 budget increase in the General Fund revenue and expenditure budgets to recognize an increase in the State Library Aid 04-05 allocation. Due to an offsetting adjustment in the State Library Staff Education grant expenditure budget, this revision decreases the General Fund's reserve to \$25,027.
- \$312 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.
- \$ 28,200 budget decrease in the Road Maintenance Fund revenue and impact fee reserve budgets to recognize the delayed start of implementing garbage impact fees, with an offsetting \$2,180 budget increase in the General Fund revenue and transfer out (to Road Maintenance) budgets to recognize the additional franchise fees as a result of the impact fees. This revision decreases the Road Maintenance Fund's reserve in the net amount of \$26,020 to \$1,032,541.
- \$920 budget increase in the Downtown Revitalization Fund revenue and expenditure budgets to recognize receipt of several donations to support the Obelisk project. This revision has no impact on the Downtown Revitalization 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. The 1% reduction in current year expenditures over last year's level is important, given the cutbacks necessary last spring to stay within budget.

Respectfully submitted,

Janet Pendoley, Finance and Administrative Services Director

Attachment #1: Revenue and Expenditure Report, October 2004

TOWN OF SAN ANSELMO
2004-05 Revenue & Expenditure Report: General Fund Summary
for the period ending October 31, 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	107,960	2%	6,764,903	6,767,083	98,788	1%
Sales Tax	1,043,601	929,680	235,810	25%	739,642	739,642	206,065	28%
Licenses, Permits, Fees, Fines	1,036,663	965,147	263,510	27%	1,070,975	1,133,575	326,304	29%
Use of Money & Property	85,942	39,983	204	1%	68,903	68,903	17	0%
Other Agency Revenue	760,152	736,572	153,590	21%	319,878	323,920	177,317	55%
Fees for Services, Misc	789,342	782,912	195,971	25%	1,047,202	1,054,945	262,204	25%
SUB TOTAL	9,582,649	9,330,802	957,045	10%	10,011,503	10,088,068	1,070,695	11%
TRANSFERS IN	330,190	335,352	62,958	19%	393,102	393,102	41,142	10%
TOTAL: REV & TRFS	9,912,839	9,666,154	1,020,003	11%	10,404,605	10,481,170	1,111,837	11%
TOTAL RESOURCES	11,751,287	11,504,602	2,858,451		12,121,014	12,207,992	2,838,659	
EXPENDITURES								
Salaries	3,720,257	3,644,065	1,254,348	34%	3,364,385	3,625,325	1,226,659	34%
Benefits	1,429,033	1,429,065	411,155	29%	2,135,594	1,865,582	527,271	28%
Office & Dept Sup, Lib Mat	260,463	216,865	78,013	36%	269,045	275,488	75,724	27%
Training, Publications, Dues	42,222	35,325	15,930	45%	32,150	32,150	7,738	24%
Outside Serv, Legal Notices	3,414,844	3,384,143	1,130,878	33%	3,769,361	3,779,761	1,259,975	33%
Utilities	153,049	166,883	40,349	24%	159,529	159,529	41,734	26%
Bldg, Veh, Equip Maint	155,257	148,424	60,808	41%	149,736	149,736	37,167	25%
SUB TOTAL	9,175,125	9,024,770	2,991,481	33%	9,879,800	9,887,571	3,176,268	32%
TRANSFERS OUT	753,010	753,010	1,900	0%	724,805	778,985	-	0%
RESERVES								
Contingency: committed funds		-	-	0%			-	
Contingency: uncommitted funds	106,743	-	-	0%		25,027	-	
Pension		-	-	0%			-	
TOTAL: EXP, TRFS, RES	10,034,878	9,777,780	2,993,381	31%	10,604,605	10,691,583	3,176,268	30%
Net Increase/(Decrease)	(122,039)	(111,626)	(1,973,378)		(200,000)	(210,413)	(2,064,431)	
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	(1,368,715)		1,057,415	1,057,415	(796,603)	
ENDING BALANCE	1,716,409	1,726,822	(134,930)		1,516,409	1,516,409	(337,609)	
TOTAL BUDGET	11,751,287	11,504,602	2,858,451		12,121,014	12,207,992	2,838,659	

TOWN OF SAN ANSELMO

2004-05 Revenue & Expenditure Report: General Fund Expenditures by Department for the period ending October 31, 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	177,348	32%	580,153	580,153	183,875	32%
Community Resources	86,773	85,261	26,352	31%	94,777	94,777	30,841	33%
Engineering & Inspection	463,194	440,322	148,923	34%	471,860	471,860	144,073	31%
Fire	2,603,697	2,603,697	867,899	33%	3,034,454	3,034,454	1,011,485	33%
Legal Services	156,700	186,036	51,978	28%	147,700	147,700	33,128	22%
Library	498,376	487,603	173,861	36%	526,134	524,505	187,365	36%
Non-Departmental	345,358	307,155	102,797	33%	362,539	361,339	119,466	33%
Parks	422,693	409,100	132,814	32%	449,305	449,305	141,767	32%
Planning	398,246	372,231	122,810	33%	323,853	323,853	122,292	38%
Police	2,763,667	2,784,917	928,265	33%	3,076,487	3,076,487	975,037	32%
Recreation - Gen Fund Support	72,970	71,876	27,940	39%	43,099	43,099	14,693	34%
Street Maintenance	792,829	706,393	226,749	32%	759,574	770,174	208,658	27%
Town Council	20,885	21,628	3,745	17%	9,865	9,865	3,588	36%
TOTAL EXPENDITURES	9,175,125	9,024,770	2,991,481	33%	9,879,800	9,887,571	3,176,268	32%
TRANSFERS OUT - Current Revenue								
to Cap Reconstruct Fund	21,800	21,800		0%	48,000	100,000	-	0%
to Downtown Revit Fund								
to Equipment Fund	218,345	218,345	1,900	1%	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				2,180		
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	1,900	0%	724,805	778,985	-	0%
Reserve: Contingency	106,743	-	-			25,027	-	
Reserve: Pension		-	-				-	
TOTAL: EXP, TRFS, RES	10,034,878	9,777,780	2,993,381	31%	10,604,605	10,691,583	3,176,268	30%

AGENDA ITEM 1(d)

TOWN OF SAN ANSELMO STAFF REPORT November 16, 2004

For the Meeting of October 23, 2004

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Financial Impacts of Proposition 1A

RECOMMENDATION

That Council acknowledge and file a report on the financial impacts on the Town by the recently enacted Proposition 1A.

BACKGROUND

In the statewide general election held on November 2, 2004, California voters approved passage of Proposition 1A, a measure which amends the State Constitution to significantly reduce the state's authority over major local government revenue sources.

FINANCIAL IMPACT

- **Effect on 2004-05 budget:** None. Proposition 1A's restrictions apply only to future state actions.
- **Effect on future budgets:** This measure prohibits the state from modifying major local tax revenues for the fiscal benefit of the state, except for limited, short-term shifting of local property taxes. If shifting occurs, the state must repay local governments with interest for these property tax losses within 3 years. Given the state's recent past actions affecting local taxes, this measure will likely have significant impact in stabilizing and enhancing local revenues. For example, the state will no longer be able to implement permanent shifts of property taxes from local governments to schools, as they did in 1993 (ERAF shift). Over the past decade, the Town of San Anselmo has lost an estimated \$6.2 million in tax revenue as a result of this action.
- **Effect on Revenue Allocation:** Proposition 1A prohibits the state from reducing any local government's revenues from local sales taxes, but maintains some state authority to alter the allocation of property tax revenues, Motor Vehicle License Fee

(MVLFF) revenues and other taxes, and to do so without voter approval. For example, a different version of the current “triple flip” may occur, in which sales taxes to the Town were replaced with a like amount of property tax. Although apparently without impact, this shifting of resources may have a negative impact on the Town’s cashflow to the extent that there is a difference in the timing of the receipts. For example, in the triple flip, monthly sales tax dollars were replaced with semi-annual property tax dollars. As a result, the Town’s cashflow has decreased as well as its income from interest earnings on investment funds.

- **Effect on Mandates:** The measure provides that if the state does not fund a mandate in any year, it must eliminate the local government’s duty to implement it for that same time period. The impact of this on the Town is difficult to assess. On the one hand, the Town is currently required to comply with a number of state mandated activities and is entitled to reimbursement of \$10,000 to \$20,000 per year, which it has not received for several years due to the state’s suspension of this program. Therefore, ensuring that the Town receives its fair reimbursement is certainly a positive impact. On the other hand, if the state chose not to fund a mandate and therefore not require the Town to implement it, the Town may be faced with a difficult decision. For example, noticing requirements for public meetings (Open Meetings Act) is one such activity. Would the Town choose not to continue its current noticing procedures, even if not required to by state law?

CONCLUSION

In summary, Proposition 1A protects the Town’s ability to pay for local services with its local property, sales, and MVLFF tax dollars, fees, and user charges. It will almost certainly help to stabilize and enhance local revenues. One potentially harmful effect of this measure, however, may be its reverse effect on state programs, which in turn may result in a decrease in the state resources available to the Town in the future.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

AGENDA ITEM 1(e)

TOWN OF SAN ANSELMO
Staff Report
November 17, 2004

For the meeting of November 23, 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 October 31, 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

Fund Revenues realized to date represent 58% of FY '04-05 budget and an increase over last year's revenues at this time by approximately 24%. Fall registrations of Rookie & Youth Soccer, in addition to ongoing Tumbling registrations, provided greater than anticipated income.

Current Expenditures represent 37% of FY '04-05 budget and are approximately 5% less than this same period last year.

Overall, the Recreation Fund is right on target.

Respectfully submitted,
Ron Little
Recreation Director

Town of San Anselmo

Revenue & Expenditure Report FY 2004-05: Recreation Fund

as of October 31, 2004

Summary of Fund Activity: Year-To-Date Comparison

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$\$	%
2004-05	1,060,750	619,120	58%	1,068,200	394,074	37%	225,046	21.5%
2003-04	953,600	499,985	52%	944,905	374,059	40%	125,926	12.8%
2002-03	836,450	471,953	56%	851,271	371,780	44%	100,173	12.7%

Town of San Anselmo

Revenue & Expenditure Report FY 2004-05: Recreation Fund

as of October 31, 2004

		Revenue			Expenditures			Gain/(Loss)		
		Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
Sports		400,500	199,273	50%	225,000	71,085	32%	175,500	128,188	73%
	Adult Sports	6,500	4,745	73%	3,000	2,383	79%	3,500	2,362	67%
	Kid Sports	40,000	16,516	41%	20,000	2,139	11%	20,000	14,377	72%
	Tennis	30,000	22,284	74%	23,000	11,429	50%	7,000	10,855	155%
	Tumbling	180,000	86,009	48%	114,500	39,874	35%	65,500	46,135	70%
	Martial Arts	14,250	4,188	29%	9,500	860	9%	4,750	3,328	70%
	Rookie Baseball	10,500	87	1%	3,750	27	1%	6,750	60	1%
	Rookie Soccer	17,000	21,225	125%	4,750	3,456	73%	12,250	17,769	145%
	Rookie Basketball	18,750	9,132	49%	4,250	-	0%	14,500	9,132	63%
	Softball	54,500	9,405	17%	29,000	6,694	23%	25,500	2,711	11%
	Youth Soccer	29,000	25,682	89%	13,250	4,223	32%	15,750	21,459	136%
Culture		148,250	67,404	45%	103,200	26,549	26%	45,050	40,855	91%
	Adult Art & Safety	2,500	714	29%	1,600	16	1%	900	698	78%
	Adult Culture	13,000	4,026	31%	8,750	1,149	13%	4,250	2,877	68%
	Adult Dance	3,750	320	9%	2,250	96	4%	1,500	224	15%
	Kids Art & Safety	2,000	2,574	129%	850	538	63%	1,150	2,036	177%
	Kids Culture	30,000	19,260	64%	19,750	2,621	13%	10,250	16,639	162%
	Kids Dance	24,000	15,277	64%	15,000	3,581	24%	9,000	11,696	130%
	Drama	73,000	25,233	35%	55,000	18,548	34%	18,000	6,685	37%
Child Care		423,250	312,550	74%	302,500	162,347	54%	120,750	150,203	124%
	Parkside	149,000	58,874	40%	115,500	34,785	30%	33,500	24,089	72%
	Summer Shorts	46,000	45,584	99%	35,000	31,808	91%	11,000	13,776	125%
	Stay N Play	75,750	31,902	42%	53,000	9,706	18%	22,750	22,196	98%
	Camp Sports	56,000	60,930	109%	41,500	22,896	55%	14,500	38,034	262%
	Day Camp	96,500	115,260	119%	57,500	63,152	110%	39,000	52,108	134%
Events, Eq, Other		88,750	39,893	45%	16,000	2,747	17%	48,250	26,746	55%
	Special Events	500	580	116%	1,000	69	7%	(500)	511	-102%
	Soda Machine	250	165	66%				250	165	66%
	Field Rentals	9,500	2,910	31%	-	-		9,500	2,910	31%
	Misc Fees	7,000	2,887	41%	1,750	-	0%	5,250	2,887	55%
	Advertising	10,000	10,233	102%	1,000	37	4%	9,000	10,196	113%
	Robson AfterSchool	24,500	6,910	28%	12,250	2,641	22%	12,250	4,269	35%
	Non-Resident Fees	12,500	5,808	46%				12,500	5,808	46%
	Admin Reg Fee	18,000	6,970	39%						
	Robson Rentals	6,500	3,430	53%						
Sub Total: Programs		1,060,750	619,120	58%	646,700	262,728	41%	389,550	345,992	89%
Administration					420,250	131,346	31%			
	Salaries, Hrly Paid, OT				226,396	70,119	31%			
	Benefits, Retire, Taxes				110,104	30,068	27%			
	Facility Rental				4,000	-	0%			
	Dues and Publications				1,500	580	39%			
	Outside Services				3,500	577	16%			
	Training				3,000	1,542	51%			
	Utilities, Building Maint				13,750	3,011	22%			
	Office Supplies				8,000	2,123	27%			
	Credit Card Fees				14,500	3,827	26%			
	Marketing, Promotion				27,000	15,178	56%			
	Equipment				8,500	4,321	51%			
Total Operations		1,060,750	619,120	58%	1,066,950	394,074	37%	389,550	345,992	89%
	Transfers Out				1,250	0				
Total Fund Activity		1,060,750	619,120	58%	1,068,200	394,074	37%	389,550	345,992	89%

AGENDA ITEM 1(f)
TOWN OF SAN ANSELMO
STAFF REPORT
November 17, 2004

For the Meeting of November 23, 2004

To: Town Council

From: Debra Stutsman, Town Administrator

Subject: Parking Meter Maintenance Agreement between the Town of San Anselmo and the City of San Rafael

RECOMMENDATION

That Council authorize the Town Administrator to enter into an agreement with the City of San Rafael whereby San Rafael City employees will provide maintenance and collection services for the Town's newly installed parking meters.

BACKGROUND

Council has authorized the installation of parking meters in the Town's three downtown public parking lots. As a part of the parking meter program the Town factored in contracting this service from the City of San Rafael, who maintains full-time staff to install, maintain and collect the funds from their parking meters. These employees work on an hourly basis.

DISCUSSION

The Town does not have sufficient personnel to maintain our parking meters nor are there a sufficient number of parking meters to justify the addition of a maintenance employee. The City of San Rafael on the other hand has the resources, expertise and the desire to enter into this service agreement. Maintenance issues that cannot be resolved by us will be reported to the City of San Rafael and a worker will be dispatched for the repair. Funds from the meters will not be co-mingled with funds from San Rafael's meters and will be deposited into a Town held bank account.

FISCAL IMPACT

As outlined in the agreement, maintenance will be based in a per meter and hourly basis and may vary based on time usage.

CONCLUSION

This agreement will allow the Town to efficiently and cost effectively service and maintain the Town's newly developed parking meter program.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 1(g)

TOWN OF SAN ANSELMO

TOWN COUNCIL STAFF REPORT

For the meeting of 11-23-04

DATE: 11-15-04

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Bicycle guide signing in San Anselmo.

RECOMMENDATION

Approve the bicycle guide signs in exhibit C to be used in San Anselmo. Locations as approved by the Public Works Director.

BACKGROUND AND DISCUSSION

The County in December of 2002 secured a BTA grant in the amount of \$189,000 to spend countywide for the installation of unified bicycle signing for the Primary Bike Routes. County has committed for the 10% matching share. The signs have to be installed by May 2005 as per the grant conditions.

The Public Works Directors have met many times and considered the feed in from the Marin County Bike Coalition and bike advocates, they decided on the exhibit "C" sign to be used countywide. This sign is approved by Cal Trans and is required to contain a route number. The junction signs will be installed at route junctions and the intermediate signs will be installed in-between as needed, all locations will be as approved by the Public Works Director.

Attached are copies of the signs and a map of the bike routes in San Anselmo.

FISCAL IMPACT

None, funding will be through the grant and the County will do the installation. On going maintenance costs will be the same as for present signs.

AGENDA ITEM 1(h)

Town of San Anselmo

Staff Report

November 16, 2004

For the Meeting of November 23, 2004

To: Town Council

From: Kay Coleman, Community Resources Director

Subject: Event request for memorial run/walk through downtown areas

RECOMMENDATION

That Council approve the attached application for run/walk on New Year's Day, January 1, 2005, from 7:00 – 11:00 a.m., in memory of Joe Preciado, former Drake student and employee of Fleet Feet Sports.

BACKGROUND

Joe Preciado was a young man from San Anselmo who died at a very young age; this run/walk is to be held in his memory with proceeds benefiting Drake High School Boosters.

The "Run for Joe" is being sponsored and facilitated by Fleet Feet Sports.

DISCUSSION

With an estimated attraction of approximately 100 people, there will be three categories of participants: the One Mile Run, the Three Mile Run and the One Mile Walk.

The planned route for this event would have its beginning here at Town Hall with the registration and gathering on the Town Hall Plaza. The route continues down Tamalpais, Raymond, Crescent, Woodland, and San Anselmo Avenue finishing at Town Hall.

Approximate start times for the actual runs are 9:15 for the 1 Mile Run/Walk and 9:30 for the Three Mile Run. Anticipated finish would be around 10:30a.m.

Fleet Feet Sports will include the Town as "additional insured" on their two million dollar policy and will provide monitors at specific spots along the route. The Town will not have to provide personnel for the Run.

New Year's Day would seem to be a perfect day for holding a small, community event like this through the downtown area, with a minimal disruption, as most businesses will not be open that day.

CONCLUSION

A memorial run /walk on January 1st, 2005, could take place with minimal disruption to the downtown merchants and will be a small event to honor a very special young man in addition to providing a venue for those wishing to get a healthy start to the new year!

AGENDA ITEM 1(I) – Continued to the meeting of December 14, 2004
AGENDA ITEM 2

TOWN OF SAN ANSELMO
STAFF REPORT
November 15, 2004

For the Meeting of November 23, 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, Daniel S. Krebs, an incumbent.

Respectfully submitted,

Debra Stutsman
Town Administrator

Attachments

AGENDA ITEM 3

TOWN OF SAN ANSELMO
TOWN COUNCIL STAFF REPORT
For the meeting of 11-23-04

DATE: 11-17-04

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Provide salmon passage facilities in Corte Madera Creek at Saunders Ave. bridge.

RECOMMENDATION

Approve request of the Friends of Corte Madera Creek Watershed to file for a grant from the National Fish and Wildlife Fund, Salmonid Habitat Restoration Fund to replace the existing fish ladder and necessary related work to provide salmon passage.

DISCUSSION

The existing fish ladder does not meet current criteria for adequate passage. The Friends of Corte Madera Creek will do all the legwork and hire a contractor. Town will review the permit and assist in CEQA compliance.

FISCAL IMPACT

Minor staff time assistance at the design stage.

Ongoing maintenance will be the same as now for the existing ladder.

AGENDA ITEM 4

Town of San Anselmo
Staff Report
November 15, 2004

For the meeting of November

23, 2004

TO: Honorable Mayor and Council Members

FROM: Ron Little, Recreation Director; Parks & Recreation Commission

SUBJECT: INCREASE IN MISCELLANEOUS FEES

Recommendation

- That Council approve an increase in fees charged for hanging SFDB Banners and Hub Signs as noted:

BANNER FEES	- \$285;	HUB SIGN FEES	- \$ 75
--------------------	----------	----------------------	---------

- That Council approve an increase in fees charged for Picnic Rentals, as well as the implementation of a resident/ non-resident fee schedule for picnic rentals as noted:

	<u>Resident</u>	<u>Non-Resident</u>
PICNIC RENTALS		
Memorial Small	\$ 60	\$ 70
Memorial Large	\$ 85	\$ 95
Robson Park	\$ 75	\$ 95
Elders Garden (new)	\$ 25	\$ 35
Creek Park Picnic (new)	\$ 30	\$ 40

Discussion

Other than for Town advertising, Banners and Hub Signs are utilized primarily by Ross Valley not-for-profit groups or community based organizations such as: SABA; Ross Valley Players; Marin Organic; YES Foundation; etc. For a fee, these groups have their sign(s) hung for one full week over Sir Francis Drake Blvd. or at the Hub resulting in enhanced visibility and awareness for their cause. Fees charged for Banners and Hub Signs have not increased for over eight (8) years. (See Attachment.)

Fees charged for picnic rentals have been at current rates since August 2000. (See Attachment.) Traditionally, fees charged for picnic rentals have been the same for San Anselmo residents and non-residents. However, most program fees charged through the Recreation Department have a two-tiered fee structure: one fee for San Anselmo residents and another for non-residents. This structure provides San Anselmo residents with a "resident discount". We propose a similar two-tiered structure for picnic rental fees. We also propose charging a nominal fee for use of the Elders Garden area of Memorial Park and the picnic area of Creek Park.

Proposed picnic rental fees are comparable to picnic rental fees charged by the Corte Madera Parks & Recreation Department. The San Anselmo Parks and Recreation Commission, at their

October 2004 meeting, voted in support of these recommendations (with the exception of the Creek Park picnic area, which was added afterwards).

We propose implementing the increased fees as of January 1, 2005.

Respectfully submitted,

Ron Little
Recreation Director

<u>Fee Description</u>	<u>Current Fee</u>	<u>Proposed Fee</u>		<u>Fiscal Implications</u>
		<u>Resident</u>	<u>Non-Resident</u>	
SFD Bannner Fees	\$225 / wk.	\$285/ wk	\$285/ wk	<i>Banner & Hub Sign Fees are accounted for in the Town's General Fund.</i>
Hub Sign Fees	\$50 / wk.	\$75 / wk	\$75/ wk.	
<u>Picnic Rentals</u>				
Memorial Park "Small"	\$50 /3hr. period	\$60 /3hr. period	\$70 /3hr. period	<i>Picnic Rental Fees are accounted for in the Town's Recreation Fund.</i>
Memorial Park "Large"	\$75 /3hr. period	\$85 /3hr. period	\$95 /3hr. period	
Robson Picnic Area	\$50 /day	\$75 / day	\$95/ day	
Elders Garden	n /a	\$25 / 3hr. period	\$35/ 3hr. period	
Creek Park Picnic Area	n /a	\$30 /3hr. period	\$40/ 3hr. Period	

AGENDA ITEM 5

Town of San Anselmo
STAFF REPORT
November 19, 2004

For the meeting of November 23, 2004

TO: Honorable Mayor and Town Council Members

FROM: Ron Little, Recreation Director; Executive Director, RHCP JPA

SUBJECT: Approval of Red Hill Community Park Design Plan (scheme 2) &
Related Project Dates

RECOMMENDATION

1-- That Council approve resolution adopting changes to the layout and use of the proposed park at the Red Hill site, including a new project description, extension of the plan submission date, extension of the agency approval date and permission for extended dog use.

2-- That Council direct Staff to bring back a revised Lease Agreement for Council Approval.

BACKGROUND

An *ad hoc* JPA Task Force, created to explore the potential of developing a community dog park on RVSD property located on Glen Drive in Fairfax, submitted a proposal to the Red Hill Community Park JPA at its November 10, 2004, meeting. After concluding that there was no community support for the Glen Drive option, the Task Force proposed: (1) the approval of a new park design at Red Hill (attached); and, (2) the approval of extended dog use on site.

The JPA unanimously approved the Task Force's proposal in its entirety. The San Anselmo Parks and Recreation Commission, at its November 16th meeting, also approved the JPA Task Force's proposal in its entirety.

Red Hill Community Park JPA Vice-Chair John D. Wright has submitted an analysis of the implications of the proposal and the requirements of the public agencies involved at this point to keep the project moving forward, with a proposed draft resolution (attached).

At its meeting of Thursday, November 18, 2004, the Ross Valley School Board unanimously approved the proposed draft resolution—"Approval of Revised Red Hill Community Park Plan"-- with the following amendments:

- 1) In second paragraph: Before item "(3)" put an "and" and delete item (4) "and (4) expressly permitting..."
- 2) Add a 4th paragraph as follows:

"FURTHER RESOLVED, that the Ross Valley School Board, in its review of the final plans, will agree to approve including the walking path around the fenced athletic fields as part "of the areas specifically designated" for dogs referred to in section IID of the lease. In addition the School Board concurs with the proposal of the JPA and its recent ad hoc subcommittee to allow dogs off leash on this walking path around the fields when the fields are not being used. The Board will also be willing to approve on-leash dog walking on this walking path as long as the safety of children and adults is paramount in developing the implementing regulations."

Respectfully submitted,

Ron Little, Recreation Director
Executive Director, RHCP JPA

TOWN OF SAN ANSELMO

RESOLUTION NO. ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO APPROVING A REVISED PLAN AND TIMETABLE FOR THE RED HILL COMMUNITY PARK

WHEREAS, the Town of San Anselmo, the Tamalpais Union High School District and the Ross Valley School District have agreed to work together, in conjunction with a community fundraising group, to construct improvements on the Red Hill field site; and

WHEREAS, the Town and Tam District have entered into a Lease Agreement with the Ross Valley School District regarding the lease and improvement of Red Hill field.

NOW, THEREFORE, BE IT RESOLVED that the Town Council approves in concept the changes to the Red Hill Community Park plan as outlined in Exhibit A -

Preliminary Plan: Scheme 2 drawing and Exhibit B - Draft Proposal for Red Hill Community Park document dated 11/10/04];

BE IT FURTHER RESOLVED, that representatives of the Town are hereby authorized and directed to enter into an amendment to the Agreement for the Lease and Improvement of Red Hill Field dated September 1, 2003 ("Agreement") for the purpose of making the following changes: (1) substituting the attached plan and its components as the project description; (2) extending the date for submission of Plans (as defined in the Agreement) until June 30, 2005; (3) extending the date of required agency approval under the Agreement until February 1, 2006; and (4) expressly permitting on-leash dog use outside the designated dog park area on walking paths at all times, and off-leash dog use on walking paths when the athletic field is not in use;

BE IT FURTHER RESOLVED, that a revised Agreement be brought back to the Town Council for approval as soon as reasonably practicable.

Adopted at a regular meeting of the Town Council of the Town of San Anselmo held on November 23, 2004, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

Barbara Chambers, Town Clerk

November 14, 2004

To: Ross Valley School District Board
San Anselmo Town Council
Tamalpais High School District Board

From: John Wright

Re: Proposed Change to Red Hill Community Park Plan

The Red Hill Community Park Joint Powers Authority agreed at its November 10, 2004 to recommend the adoption of changes to the layout and use of the proposed Park. These changes were recommended by an informal task force which had met several times since the JPA's October meeting, at the request of the JPA, to consider a proposal by RVSD trustee and JPA board member Lori Lopin, to create a dog park on RVSD property adjacent to the White Hill middle school campus in Fairfax. The task force determined

that the White Hill proposal was not viable, and so came to the JPA with a proposal to change the Red Hill Community Park plan.

As compared to the plan that had previously been agreed to by the three agencies (as reflected in the September 1, 2003 Agreement for the Lease and Improvement of Red Hill Field (“Lease Agreement”)), the new plan has the following significant differences:

- The athletic field would be built to allow for use for baseball, with 90-foot baselines (i.e., a full-size field), in addition to soccer, lacrosse and other field sports.
- Only one of the two present tennis courts would be rebuilt.
- To allow for the full-size baseball field and a slightly larger dedicated dog park, parking on the site proposed in the existing plan would be eliminated; instead, the existing parking area on Shaw Drive (the current method of access to the old Red Hill School buildings and the RVSD district office) would be used (RVSD district office parking would not be affected). Access to the athletic field would mainly be from the Shaw Drive side, not the Sunny Hills Drive side.
- On the question of dog use, dogs would be allowed to use a walking track around the fenced athletic field, on-leash at any time and off-leash if the field is not being used.

To proceed with the new plan, each of the three agencies would be required to approve an amendment to the Lease Agreement that would address the following changes in the current Lease Agreement language:

- Modification of the project description (Section I.B) to substitute the new JPA-approved plan for the prior plan. This change would also need to eliminate a reference in the Lease Agreement to a fence or other barrier to discourage entry from Shaw Drive.
- Section I.C.3. of the Lease Agreement will need to be amended to again provide additional time for “Plans” for the project to be submitted to the RVSD for approval. Under the Lease Agreement, “Plans” are “all specifications and drawings necessary for the complete construction of the Project ...”. The Lease Agreement’s original deadline for the submission of Plans to the RVSD was 12 months from the date of the Agreement (that is, September 1, 2004); this deadline was recently delayed with the approval of each agency to December 31, 2004. This deadline is clearly not realistic given the proposed changes to the overall Park configuration and uses. I recommend that the deadline for the submission of the Plans to the RVSD be extended for an additional six (6) months, to June 30, 2005. The Lease Agreement does not specify the consequences of failing to meet this deadline.
- Section I.C.3. of the Lease Agreement should also be amended to extend the date by which local and state agency approval must be obtained for the project. The Lease Agreement now provides that the Agreement will terminate if such approvals are not obtained within 20 months of the date of the Agreement, that is, by May 1, 2005. That deadline is clearly not going to be met. I recommend that

the deadline for agency approval of the project, the process for which can only begin after Plans are submitted to and approved by the RVSD, be extended for an additional eight (8) months, to February 1, 2006.

- As indicated above, the new proposal contemplates that on-leash and off-leash dog use will be permitted outside the designated dog park area under certain conditions. Section II.D.1 of the Lease Agreement currently provides that “Lessee [that is, the Town and the Tam District] shall not permit dogs on the site except in the areas specifically designated in the final Plans ...”. Since the issue of the extent of permitted dog use at the proposed park has been controversial, I recommend that the Lease Agreement be amended to make a more explicit statement about what dog uses will be permitted, rather than tying the resolution of this issue to the preparation of final Plans (which will be many months away) or the actions of other groups such as the San Anselmo Parks and Recreation Commission.

It is important to note that approval by the agencies of the revised plan, and the changes to the agreement recommended above, does not constitute final approval of the project. There will be other checkpoints along the way. For example, under the Agreement the final Plans themselves must be submitted to the Town within 30 days of approval by the RVSD. In order to allow fundraising efforts to proceed, it is important for the agencies to decide quickly whether these revisions to the elements and uses of the proposed park are acceptable in principle.

A proposed resolution for adoption by each agency appears on the last page.

RESOLUTION

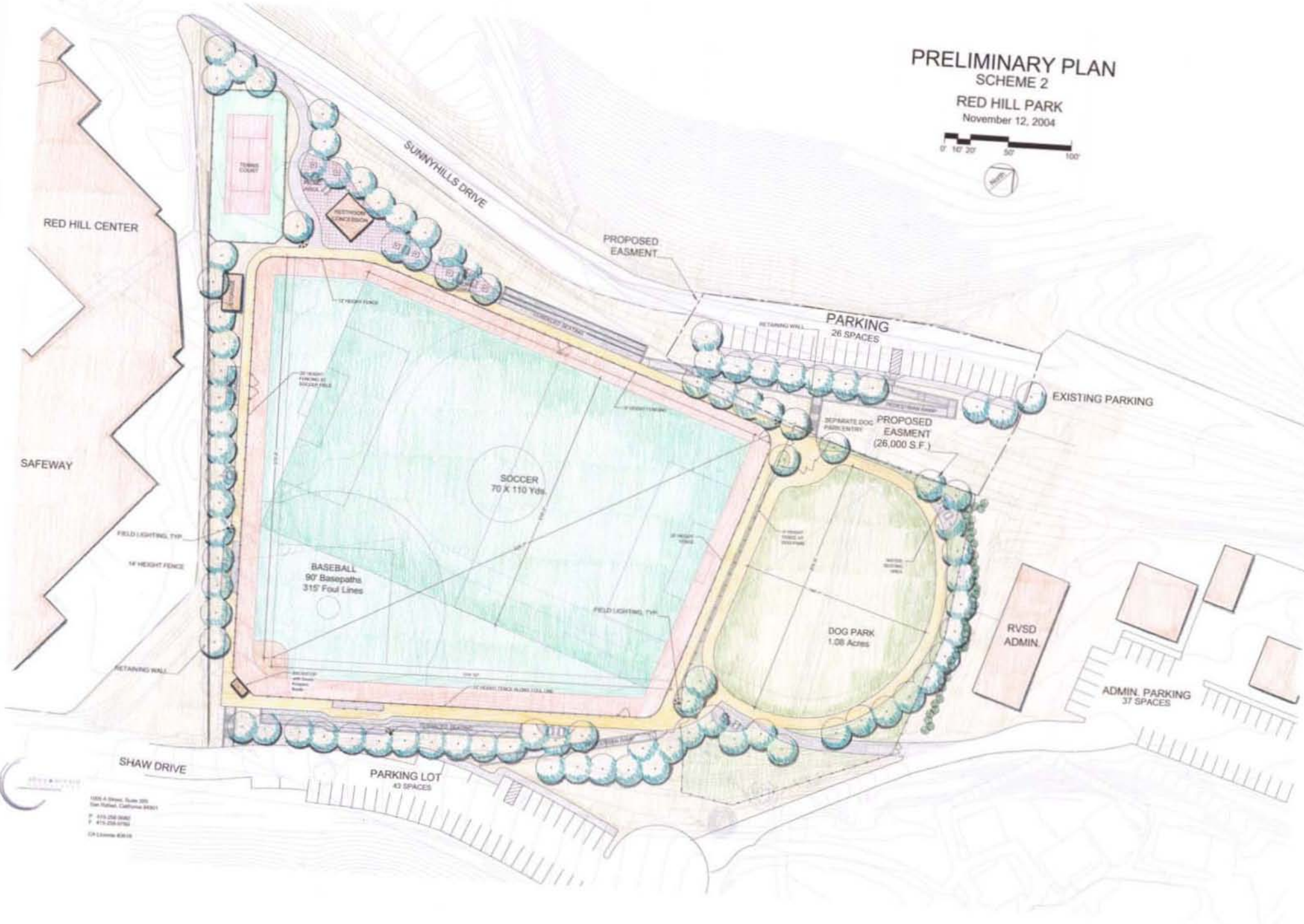
Approval of Revised Red Hill Community Park Plan

RESOLVED, that the [Town Council/Board of Trustees] approve in concept the changes to the Red Hill Community Park plan as outlined in the attached materials [attach Preliminary Plan – Scheme 2 drawing and Draft Proposal for Red Hill Community Park document dated 11/10/04];

FURTHER RESOLVED, that representatives of the [Town/District] be and hereby are authorized and directed to enter into an amendment to the Agreement for the Lease and Improvement of Red Hill Field dated September 1, 2003 (“Agreement”) for the purpose of making the following changes: (1) substituting the attached plan and its components as the project description; (2) extending the date for submission of Plans (as defined in the Agreement) until June 30, 2005; (3) extending the date of required agency approval under the Agreement until February 1, 2006; and (4) expressly permitting on-leash dog use outside the designated dog park area on walking paths at all times, and off-leash dog use on walking paths when the athletic field is not in use;

FURTHER RESOLVED, that a revised Agreement be brought back to the [Town Council/Board of Trustees] for approval as a consent item as soon as reasonably practicable.

PRELIMINARY PLAN
SCHEME 2
RED HILL PARK
November 12, 2004



1000 A Street, Suite 200
San Mateo, California 94401
P 415.258.9000
F 415.258.9100
© 2004 by [unreadable]

AGENDA ITEM 6

TOWN OF SAN ANSELMO STAFF REPORT

November 17, 2004

For the Meeting of November 23, 2004

TO: Town Council

FROM: Lisa Wight, Interim Planning Director

SUBJECT: 790-800 Sir Francis Drake Boulevard, APN Nos. 006-061-06, 006-091-34, and 006-091-35: Reconsideration and review of August 24, 2004 Town Council grant of appeal of Planning Commission approval of environmental review, design review, lot merger, and lot line adjustment to develop a 9,500 square foot commercial building and exterior renovation of an existing building.

2, 4, 6, and 8 Loma Robles Drive, APN Nos. 006-091-02, 006-091-34, 006-091-35, and 006-091-62: Planning Commission recommendation of approval of environmental review, rezoning from R-1, R-3 and C-L to PPD/SPD, use permit and design review to consider 4 residential dwellings units on .58+ acres.

RECOMMENDATION

1. That the Town Council reconsider and review their grant of the appeal of the Planning Commission's approval of the project at 790-800 Sir Francis Drake Boulevard, APN Nos. 006-061-06, 006-091-34, and 006-091-35. Applicants: Fredric C. Divine Associates Architects for G. Koblick and 790 Sir Francis Drake LLC Coby Friedman Appellant: Jonathon Braun, Post Office Box 627, San Anselmo, California 94979; and
 2. Planning Commission recommendation that the Town Council approve the Negative Declaration, rezoning from R-1, R-3 and C-L to PPD/SPD, use permit and design review. Applicant: Fredric C. Divine Associates Architects for Loma Robles LLC Coby Friedman
-

BACKGROUND

790-800 Sir Francis Drake Boulevard

August 24, 2004: Town Council adopted Resolution No. 3705 denying the negative declaration and commercial project.

August 10, 2004: Town Council denied the negative declaration and project, without prejudice, and required a focused EIR be conducted and resubmitted to the Planning Department.

July 1, 2004: Appeal filed of Planning Commission's approval of environmental review and project.

June 21, 2004: Planning Commission approved negative declaration and project.

2, 4, 6, 8 Loma Robles Drive

November 9 and October 26, 2004: Town Council agenda noted application continued to November 23, 2004.

August 24, 2004: Town Council continued application at applicant's request to October 26, 2004.

August 10, 2004: Town Council continued application to August 24, 2004.

June 21, 2004: Planning Commission adopted Resolution No. 0402 recommending to the Town Council approval of the negative declaration and project.

DISCUSSION

1. 790-800 Sir Francis Drake Boulevard

Reference Town Council minutes and staff reports dated August 10 and August 24, 2004, and resolution dated August 24, 2004.

This matter is on this agenda at the Town Council's request to reconsider and review the grant of appeal of Planning Commission approval of environmental review, design review, lot merger, and lot line adjustment to develop a 9,500 square foot commercial building and exterior renovation of an existing building.

2. 2, 4, 6, 8 Loma Robles Drive

Reference Planning Commission minutes, staff report and resolution dated June 21, 2004, recommending approval of the negative declaration and project.

A new staff report dated November 17, 2004 is in this packet.

NEW INFORMATION

Cover letter from architect dated October 12, 2004 with attachments related to traffic and a construction management plan. Town Engineer Rabi Elias addresses those items in a separate staff report.

c: Fredric C. Divine, Architect
G. Koblick
790 Sir Francis Drake LLC Coby Friedman
Jonathon Braun, appellant of project at 790-800 Sir Francis Drake Boulevard

(attachments listed on following page)

attachments: New Information pertaining to entire property:
Public Works Director staff report: November 23, 2004
Fredrick C. Divine letter dated October 12, 2004
George W. Nickelson October 12, 2004 review of traffic studies prepared by
Farhad and Associates January 26, 2004 and April 2003
Fredrick C. Divine draft construction management plan
790-800 Sir Francis Drake Boulevard:
Town Council Resolution No. 3705: August 24, 2004
Town Council minutes and staff reports: August 24 and August 10, 2004
Appeal: July 1, 2004
Negative Declaration and Environmental Checklist: May 19, 2004
Planning Commission minutes, staff report and resolution: June 21, 2004
Applications and attachments
2, 4, 6, 8 Loma Robles Drive:
Town Council staff report: November 23, 2004
Draft Ordinance
Negative Declaration and Environmental Checklist: May 14, 2004
Town Council minutes and staff reports: August 24 and August 10, 2004
Planning Commission minutes, staff report and Resolution No.0402:June 21,
2004
Applications and attachments

**TOWN OF SAN ANSELMO
STAFF REPORT**

November 17, 2004

For the Meeting of November 23, 2004

TO: Town Council
FROM: Lisa Wight, Interim Planning Director
SUBJECT: 2, 4, 6, and 8 Loma Robles Drive,
APN Nos. 006-091-02, 006-091-34, 006-091-35, and 006-091-62:
Planning Commission recommendation of approval of environmental
review, rezoning from R-1, R-3 and C-L to PPD/SPD, use permit and
design review to consider 4 residential dwellings units on .58+ acres.

RECOMMENDATION

Planning Commission recommendation to approve the Negative Declaration and the project. Direct staff to return at the next available meeting with a Resolution of Approval

of the Negative Declaration, use permit and design review and introduction of an Ordinance to rezone the property.

REQUIRED FINDINGS FOR APPROVAL

Negative Declaration:

That the project would have no significant adverse impacts on the environment.

Rezoning:

1. *The proposed lots are of sufficient size and otherwise suitable for development.*
2. *The lots can best be developed by a specific integrated plan approved by the Town in advance of development.*
3. *Planned development of the property would promote the purposes set forth in SAMC Section 10-3.901, which states that due to the property's size and aesthetic appeal, it cannot be appropriately developed through adherence to rigid zoning designations and restrictions. The special characteristics of this lot necessitate a flexible approach to its development, which will provide for logical and orderly development, and at the same time, promote the health, safety, and general welfare of the Town. Planned development contemplates flexibility and variety in the location of buildings and the diversity of lot sizes and building designs. The Planned Development District is intended to accommodate various types of development, including single family residential developments, multiple housing developments, and any combination of uses, which can be made a part of a planned development.*
4. *The planned development is consistent with the Town's General Plan, with specific reference to the applicable sections of the General Plan.*

Design Review:

1. *The proposed project is functionally and aesthetically compatible with the existing improvements and natural elements in the surrounding area .*
2. *The proposed project will provide for protection against noise, odors, and other factors which may make the environment less desirable.*
3. *The project 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.*
4. *The project will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and will provide for satisfactory access by emergency vehicles and personnel.*
5. *The project will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area.*

Use Permit:

The establishment of the use would not be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of the proposed use or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town.

c: Fredric C. Divine
Loma Robles LLC Coby Friedman

TOWN OF SAN ANSELMO
TOWN COUNCIL STAFF REPORT
For the meeting of 11-23-04

DATE: 11-17-04

TO: Mayor and Council Members

FROM: Rabi Elias, Public Works Director

SUBJECT: Proposed development at 790 Sir Francis Drake Blvd. and 2, 4, 6
and 8 Loma Robles
Review of soils, construction management and traffic.

RECOMMENDATION

To provide a summary review with staff comments where relevant.

BACKGROUND AND DISCUSSION

This project was heard by the Council at the meeting on 8-10-04. Many items and issues were discussed and questions asked. The applicant has provided new material to clarify and answer the questions raised. The new materials are included in your packet. In order to simplify the review of the material as related to Public Works, a summary of items is listed below with references to attached applicant submittals.

Soils:

- The lower $\frac{3}{4}$ of the property will be excavated to bedrock and re-constructed in what is called engineered fill, using the excavated soil. The upper $\frac{1}{4}$ will be

stabilized using soil nail walls, buried retaining structures and catchment walls. The soil report was prepared by Hallenbeck / Allwest Associates and peer reviewed by Jay Nelson of Earth Science Consultants who is very familiar with the Red Hill site.

Reference, figures 1 and 2 attached, marked "soils".

Staff comments that the proposed extensive treatment will render this property stable compared to the rest of Red Hill.

- The amount of excavation to be carted away is 4,634 Cu Yd. Using 10 Cu Yd per truck results in 460 truckloads.

Reference, Spreadsheet #1 attached.

Staff comments that for comparison purposes the Red Hill Drainage By-pass project generated 2000 Cu Yd of excavation that was carted away.

Construction Management:

- Truckloads generated from excavation are 460. Total truckloads for the completion of this project including excavation are 965. The trips will be distributed depending on the stages of construction.

Reference, spreadsheet #2 attached.

- Truck routes are mostly confined to Sir Francis Drake Blvd (SFD) as indicated on attached sheets TR 1,2,3 and 4.
- Hours of operation when trucks are involved or SFD lane closures will be confined between the hours of 9:00 AM to 3:00 PM.
- Workers' parking will be accommodated on the site as explained in letter attached.
- Project Construction schedule is attached.

Staff comments that the over-all impact of construction is reasonably mitigated to reduce the impact on traffic and the neighborhood through the construction management plan. There are always sporadic impacts associated with construction that cannot be avoided.

Traffic:

- Entering the site from SFD right turn onto Loma Robles, the turn is to be widened by 7 ft using existing right-of-way. One parking space will be lost for the apartment. This space is not legal size and is in the right-of-way. This widening will help by not reducing or slightly reducing the vehicle entering speed off SFD. Refer to attached sketch.
- Leaving site via Loma Robles to SFD, no change. Applicant looked into modifying the approach but due to the steep slope and site view was not advisable.

Through driveway proposed to 800 SFD where traffic will spread to alternate exits to SFD or private properties to Shaw Drive. Applicant to work accesses easements with private properties involved.

- Traffic heading east after leaving site:

Take SFD or back of properties to Red Hill shopping center, use signal to east SFD

Exit at Loma Robles makes a left at Madrone and left on Center.

Take the back driveway to Walgreen and make an unprotected left turn on SFD.

Go to Bella Vista make a protected left turn at signal to other end of Bella Vista and onto SFD east.

- Trips generated are average daily of 121, PM peak of 22, 10 east and 12 west. These trips have no measurable effects on the traffic at SFD.

For all above refer to attached traffic access letter dated 11-2-04 by George Nichelson

Staff comments that out of 121 trips generated by this project taking the 22 PM peak out results in 100 trips. Say half will go west and half east and averaging over the 13 hours of the day comes up to 4 cars an hour. The 4 cars going west will have a miniscule effect on traffic. The 4 cars going east will infiltrate and find their way as described above with no measurable effect on traffic. At the peak hour 10 cars will head east, this number is negligible compared to the peak traffic at SFD which due to the peak hour will be moving very slowly providing more opportunities to cross SFD.

Staff feels that the trips generated from this project have no significant effect on the existing traffic and has no measurable effect to the level of service at the hub.